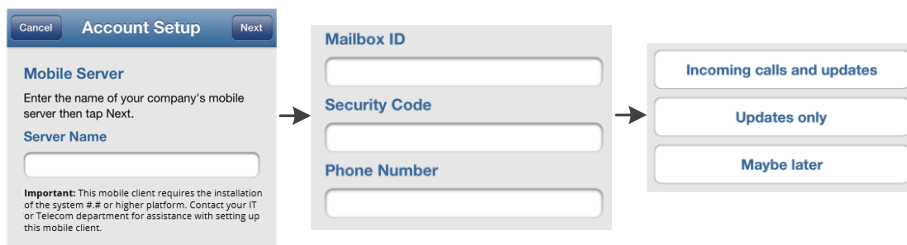


Welcome to MiCollab AM Mobile for iPhone. This mobile application allows you to place, receive, and manage your business calls with an iPhone, all while protecting your mobile number.

### Installing the Mobile App

The mobile app is available via iTunes® and the Apple App Store<sup>SM</sup>. In iTunes or App Store, search for **MiCollab AM Mobile** and install the app.

### Configuring the Mobile App



**Mobile Server**  
Enter the name of your company's mobile server then tap Next.  
**Server Name**  
[Text Field]  
**Important:** This mobile client requires the installation of the system # 4 or higher platform. Contact your IT or Telecom department for assistance with setting up this mobile client.

**Mailbox ID**  
[Text Field]

**Security Code**  
[Text Field]

**Phone Number**  
[Text Field]

**Incoming calls and updates**  
**Updates only**  
**Maybe later**

**Mailbox ID:** \_\_\_\_\_

Enter your mailbox ID.

**Security Code:** \_\_\_\_\_

Enter your security code.

**Phone Number:** \_\_\_\_\_

Enter the phone number of the Android handset on which you are installing the app. The system uses this to call your handset to connect calls.

**NOTE** This mobile number must be configured in the system as a mobile device

**Mobile Server:** \_\_\_\_\_

Enter the address of your MiCollab AM Mobile Service server.

**NOTE** This information is provided by your IT department.

### Navigation Menu

In the mobile app, all the menu items are placed in the navigation menu (☰), which is located at the upper left corner of the screen.

**NOTE** Depending on your system configuration, you may not see some of the menu items below. If you don't see any of the menu items, contact your IT help desk.

#### Inbox



**Messages:** Access your voice and fax (if fax is integrated with your system) messages.



**Calls:** Access all, missed, received, and dialed calls.

#### People



**Contacts:** Access a list of your personal contacts.



**Directory:** Search your company directory.

#### Call



**Dial:** Mobile dialer that allows you to dial numbers for the system to call.



**Hands Free:** Automatically logs into your mailbox.

#### Settings



**Availability:** View and modify your availability settings.

**NOTE** If you don't see the **Availability** icon, you can enable it using your Web PhoneManager or your **MiCollab AM Mobile** app.



**Greetings:** Enable or disable your Out-of-Office greeting, record your name and/or greetings, and review existing greetings.



**More Settings:** Configure call options, notifications, and Telephone User Interface.







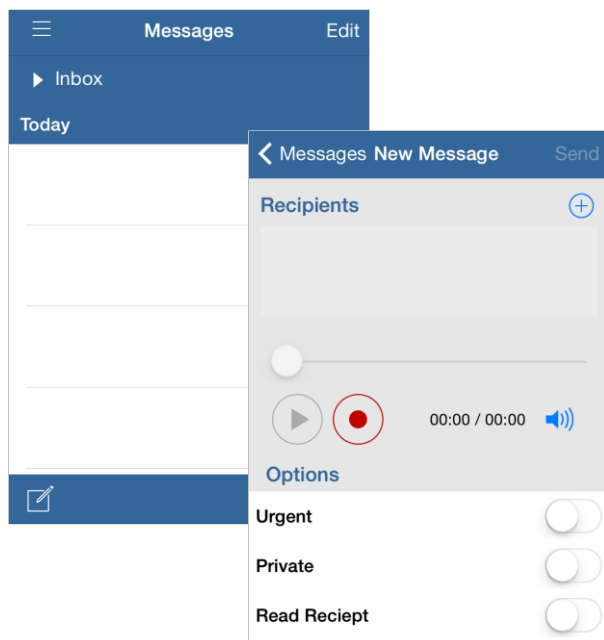
**Help:** Display the help for the app.








**Logout:** Log out from the app.

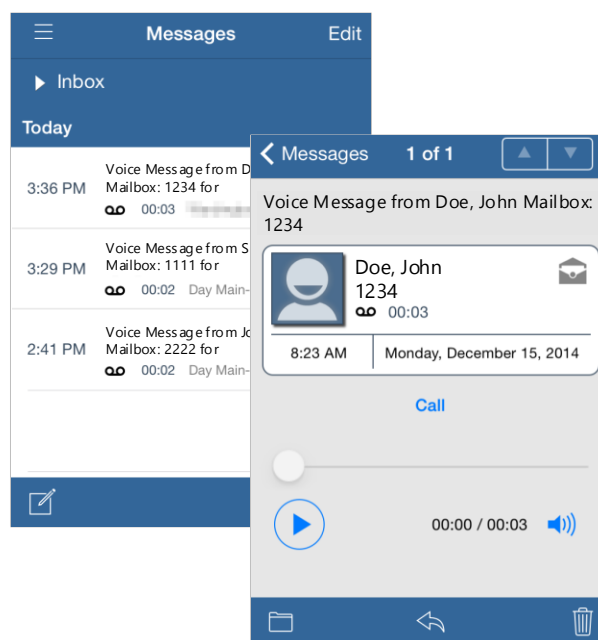
## Sending a new message

- 1 Open the navigation menu and touch **Message**.
- 2 On the **Messages** screen, touch the  **New Message** icon.
- 3 To add a recipient, touch the  **Add Recipient** icon. You can add more than one recipient.
- 4 To set options for the message, toggle the **ON/OFF** switch to the **ON** position.
- 5 Touch the  **Record** icon and start recording the message.
- 6 Touch the  **Stop** icon when you are done.
- 7 Touch **SEND**.







## Accessing a message

- 1 Open the navigation menu and touch **Message**.
- 2 On the **Messages** screen, touch the message you want to listen or view.
- 3 To listen to the message, touch the  **Play** icon.
- 4 To forward the message, touch the  **Forward** icon.
- 5 To call the sender of the message, touch **Call**.
- 6 To add the sender of the message to your **Contacts**, touch the  **Add** icon.
- 7 To save the message, touch the  **Folder** icon.
- 8 To delete the message, touch the  **Trashcan** icon.



## Setting up Greetings

- 1 Open the navigation menu and touch **Greetings**.
- 2 On the **Greetings** screen, toggle the **Out-of-Office ON/OFF** switch to the **ON** position.
- 3 To change or record your name, touch **Recorded Name**.
- 4 On the **Recorded Name** screen, touch the  **Record** icon and say your name.
- 5 Touch the  **Stop** icon when you are done recording.
- 6 Touch the  **Play** icon to review your recording.
- 7 Touch the  **Record** icon to re-record.
- 8 Touch **Save**.

