

MiCollab AM Quick Reference Card

MiCollab AM Mobile for Android



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

Installing the Mobile App

The mobile app is available via Google Play. In Google Play, search for **MiCollab AM Mobile** and install the app.

Configuring the Mobile App

The diagram illustrates the three-step configuration process for the MiCollab AM Mobile app. It consists of three boxes connected by arrows. The first box, 'Mobile Server', asks for the 'SERVER NAME' and includes an important note about system requirements. The second box, 'Mailbox Credentials', asks for 'USERNAME', 'SECURITY CODE', and 'PHONE NUMBER'. The third box, 'Notifications', asks 'Activate mobile notifications?' and provides three options: 'Incoming calls and updates' (selected), 'Updates only', and 'Maybe later'.

Username: _____

Enter your username.

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.







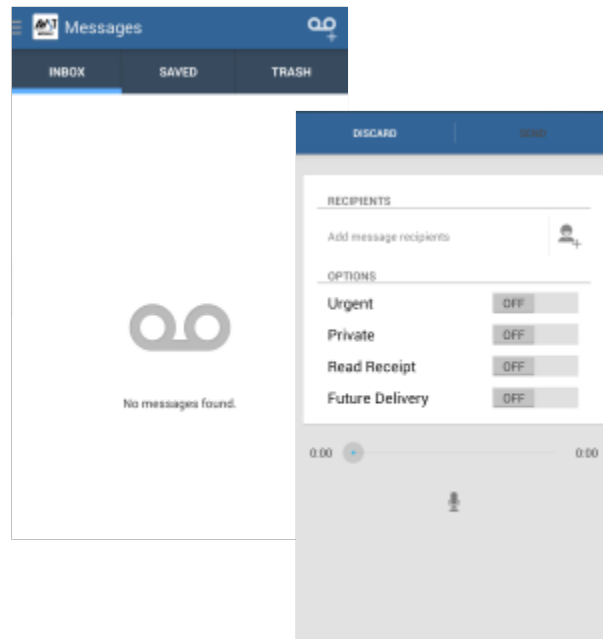
Help: Display the help for the app.









Logout: Log out from the app

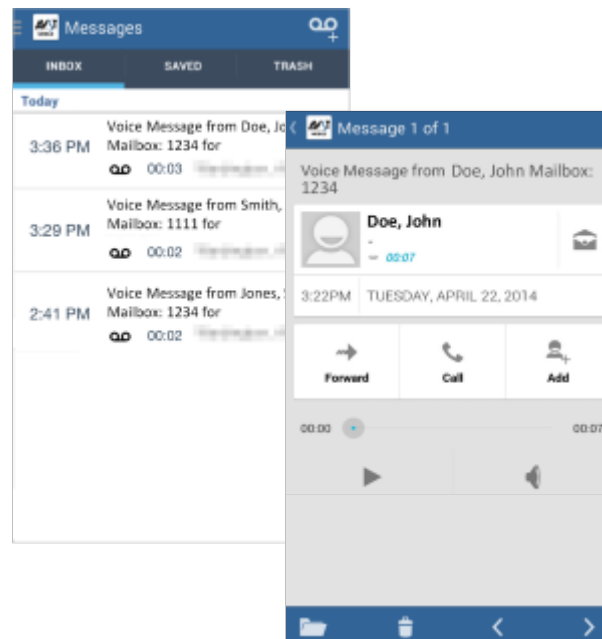
Sending a new message

- 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  **Microphone** 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 the  **Call** icon.
- 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  **Microphone** 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  **Microphone** icon to re-record.
- 8 Touch **SAVE**.

