

FOCUSED · EXPERTISE · RESULTS

## MiCollab - Updating Status / Using Softphone

1. Click on Settings



2. Click on Manage Status

beenigs
General
Voicemail Settings
Call Settings
Presence Privacy
Manage Status
Calendar Integration
Schedules
About

- 3. Click on the 3 Dots in the Upper Right-Hand Corner
- 4. Click on New





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- 5. Edit / Create the Status
  - a. Enter the Status Name (Ex: Working from Home)
  - b. Call Using Click the Drop-Down Arrow to Edit
    - i. Click on Softphone

Enter Status Name Working from Home	
Audio Calls	
Call Using	
Use Current Setting	~
Use Current Setting	
SoftPhone (1868)	
DeskPhone (1168)	
When I am on the phone	
Use PBX Default	~
If I do not answer	
Use PBX Default	~
Cancel	Done
	Q✓ DeskPhone (11

## a. Send my Calls to: Click the Drop-Down Arrow to Edit ii. Click on Softphone

ii, che	K off bonghone
< New St	atus
Enter Status Name Working From Home	
Audio Calls	
Call Using	
Use Current Setting	~
Send my calls to	
To VM (6000)	*
To VM (6000)	
Fax (5864417168)	
IDS DID Number (5868596368)	
SoftPhone (1868)	
DeskPhone (1168)	
+ Add New Number	
Cancel	Done



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6. Scroll the Bottom; Click the blue Done Button 

Enable Do not Disturb			
Accept Video Calls			
Auto Reply			
Enter auto reply			
Cancel	Done	×	_

- Click Your Status in the Upper-Right Hand Corner
  Select Working from Home

0. Delec	t working nom nome	—		X
	Susan Krans In the office			
				000
				>
	Availability			
ıy	In the office ~			>
	Do not disturb			>
	Gone for the day			
	In a meeting		>	>
	In the office			
:e	Out of the Office			``
	Working from Home			/
lome	Manage Status			>