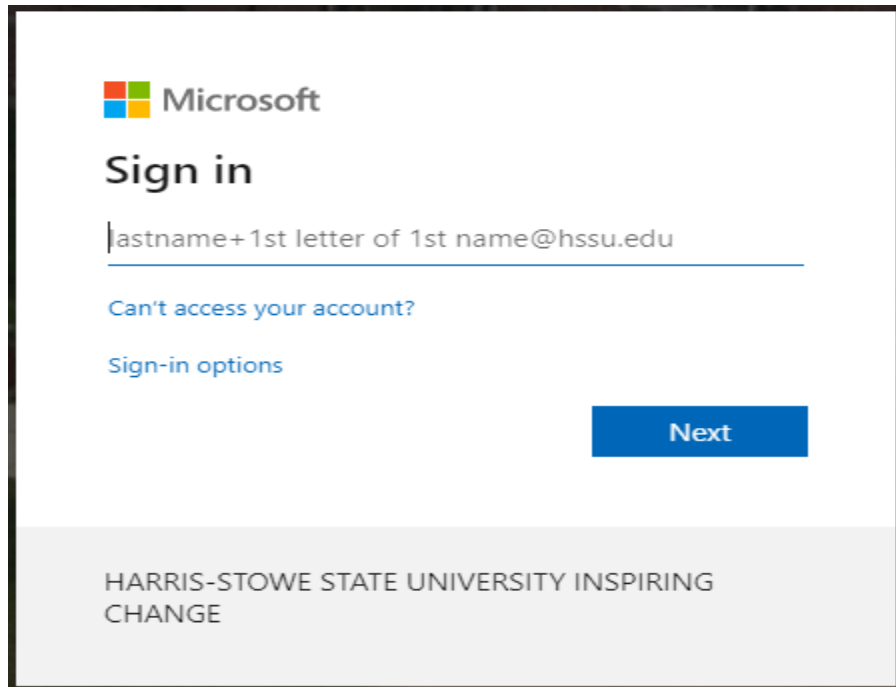


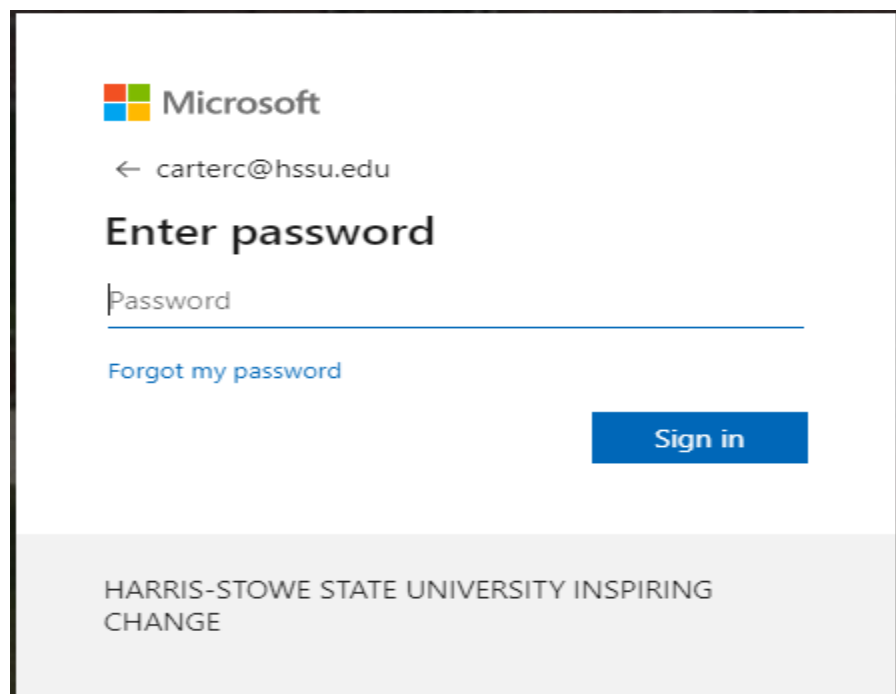
MiCollab Client User Installation

1. Download the Mitel MiCollab Client by clicking [here](#). If prompted to login, enter your HSSU email address. Select “Next”.



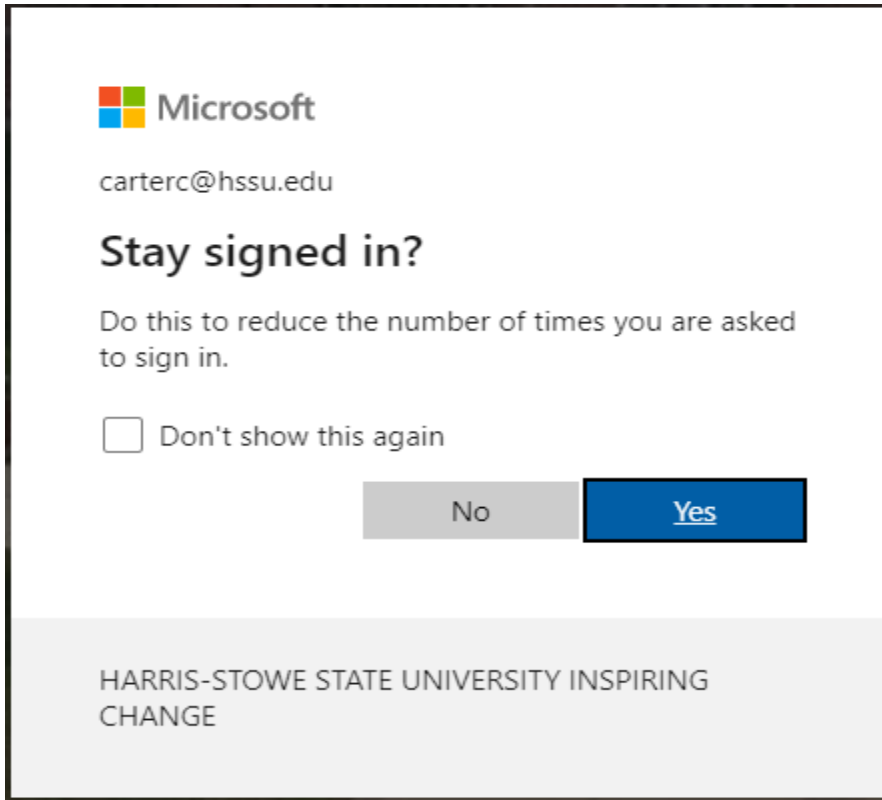
The image shows a Microsoft sign-in screen. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the placeholder text "lastname+ 1st letter of 1st name@hssu.edu". Below the input field are two links: "Can't access your account?" and "Sign-in options". A blue button labeled "Next" is positioned to the right of the input field. At the bottom of the screen, there is a grey footer with the text "HARRIS-STOWE STATE UNIVERSITY INSPIRING CHANGE".

2. Enter you HSSU password. Select “Sign in”.

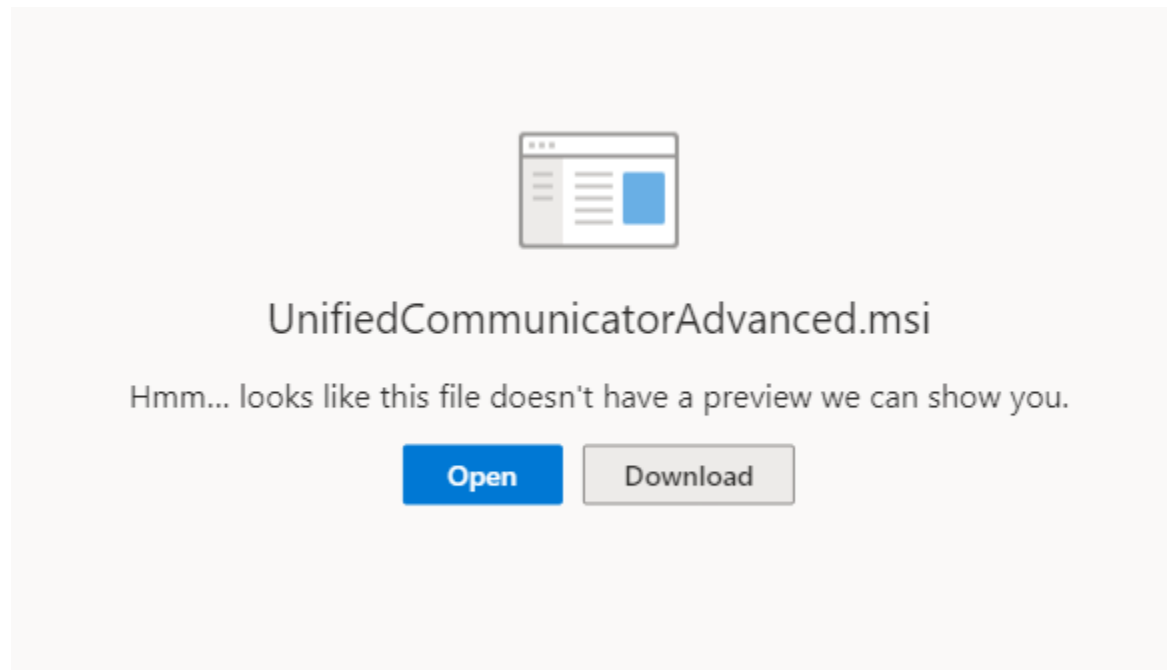


The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it is the text "Enter password". Above the password input field is a back arrow and the email address "carterc@hssu.edu". The password input field contains the placeholder text "Password". Below the input field is a link: "Forgot my password". A blue button labeled "Sign in" is positioned to the right of the input field. At the bottom of the screen, there is a grey footer with the text "HARRIS-STOWE STATE UNIVERSITY INSPIRING CHANGE".

3. Select "Yes".

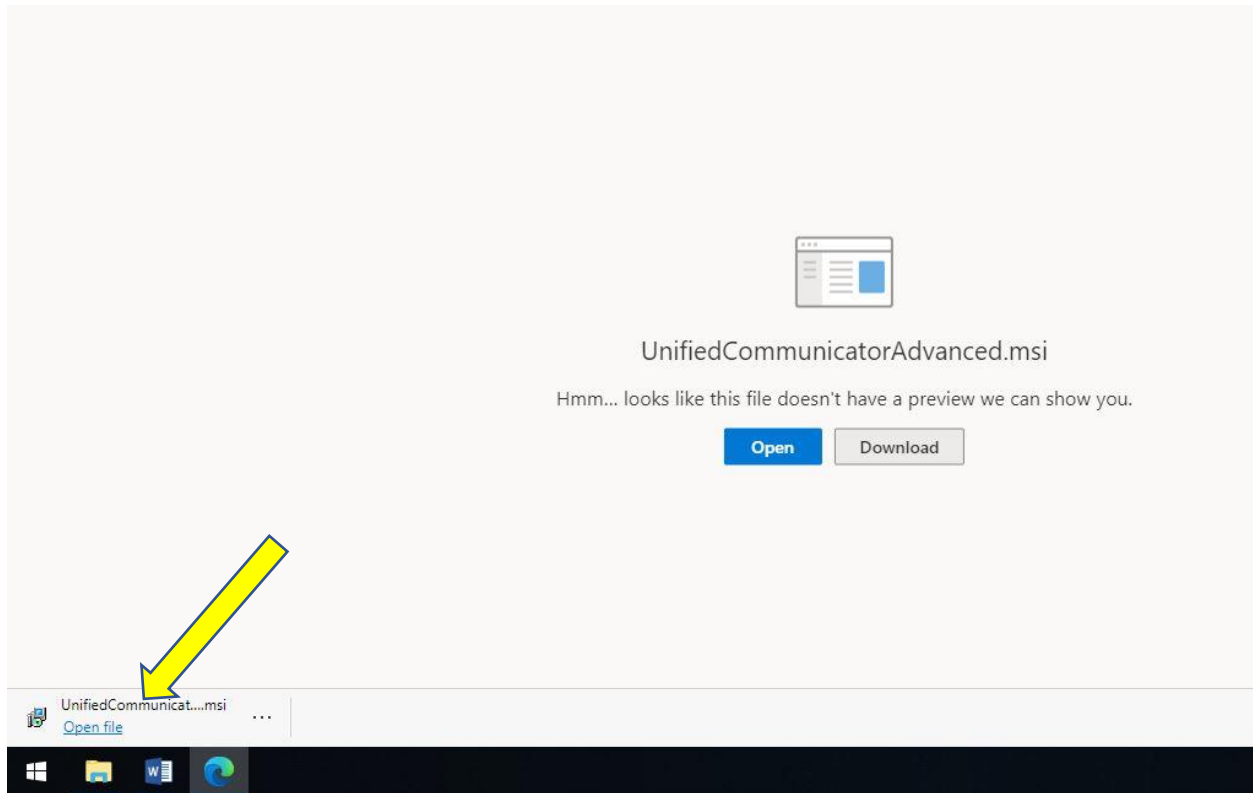


4. Select "Download" to download the client installation program.

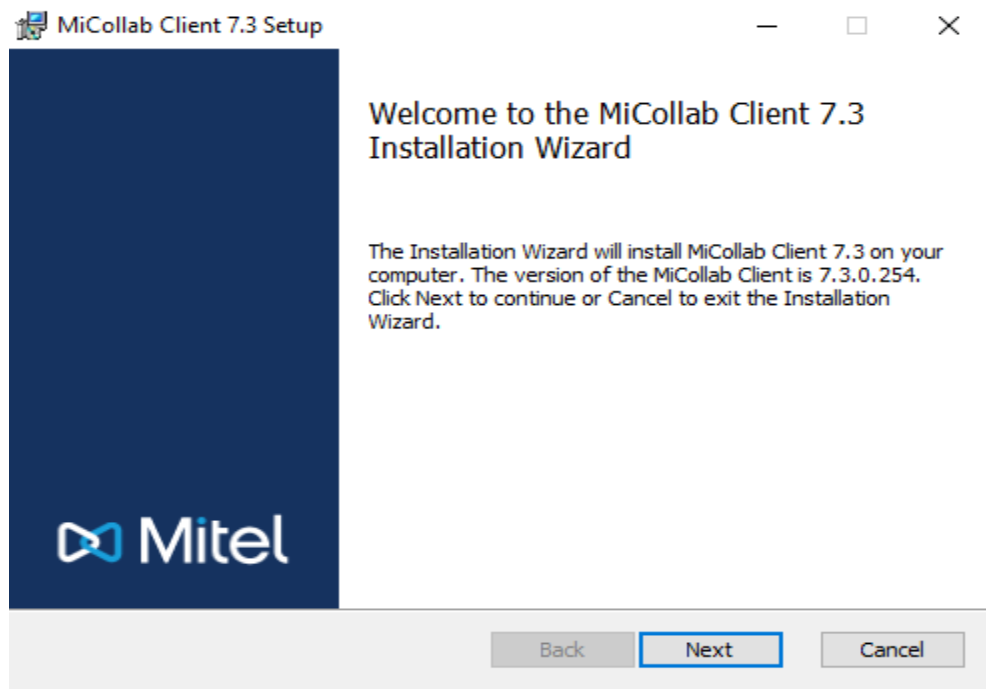


MiCollab Client User Installation

- Once the download is complete, select “Open File” to start installing the client.

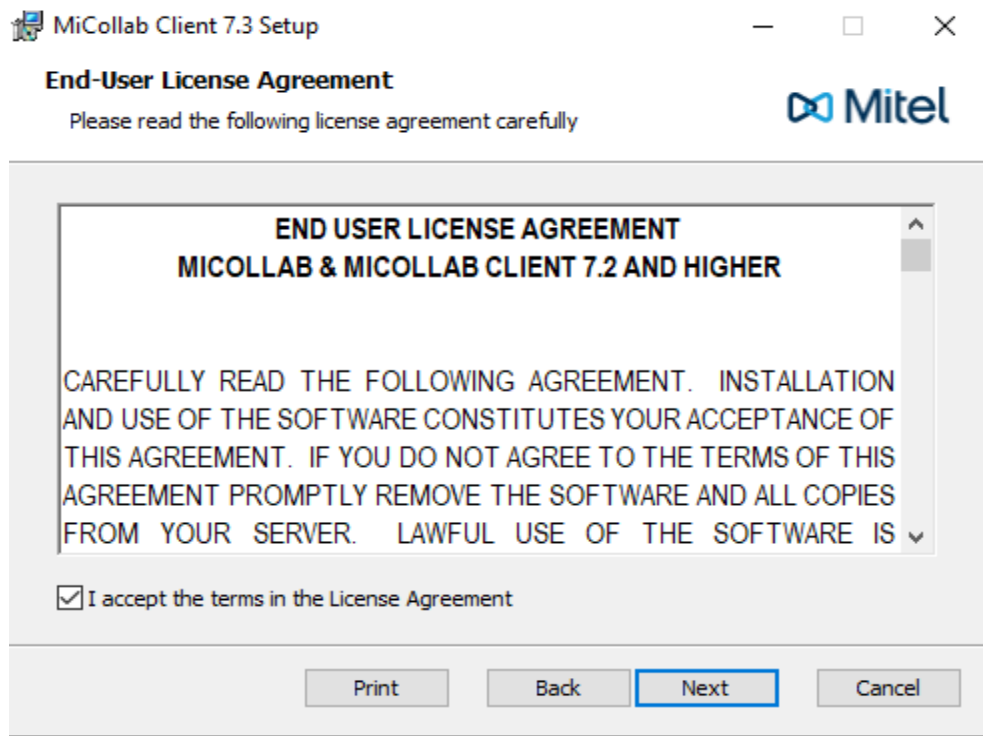


- The MiCollab Client 7.3 Setup will display. Click “Next”.

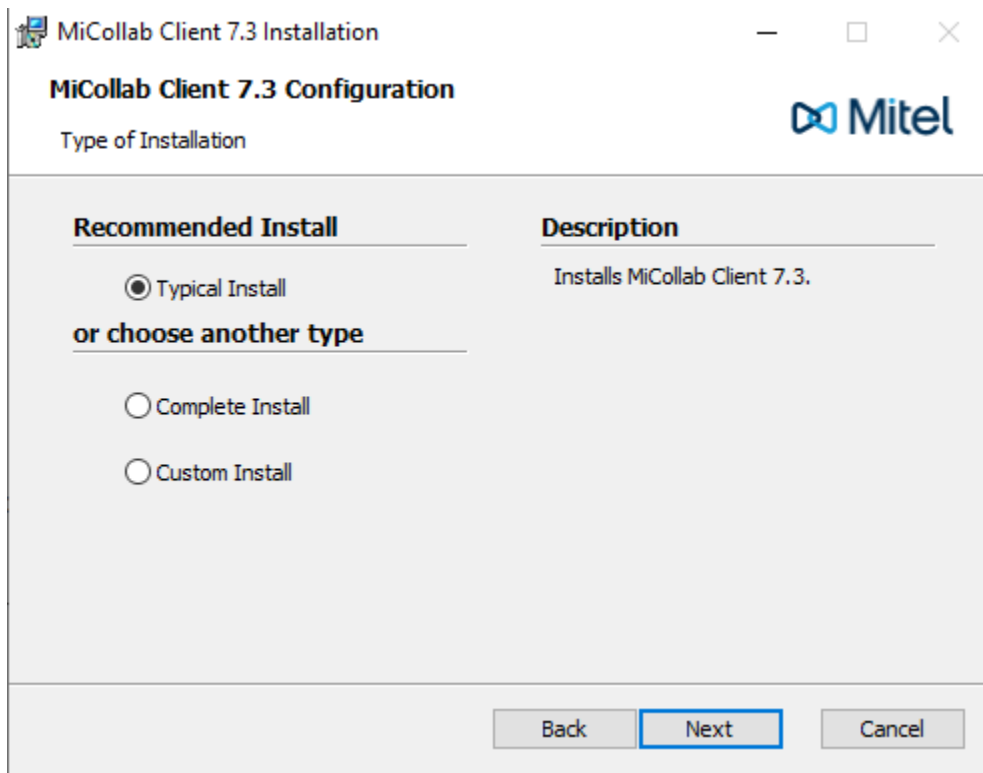


MiCollab Client User Installation

7. Check "I accept the terms in the License Agreement". Click "Next".



8. Check "Typical Install". Click "Next".



MiCollab Client User Installation

9. Enter **conference.harrisstowe.windstreambusiness.net** in MiCollab Client Service Hostname. Click "Next".

MiCollab Client 7.3 Installation

MiCollab Client 7.3 Configuration
Configuration properties for MiCollab Client 7.3

Please enter the MiCollab Client Service Hostname* as specified by your Network Administrator.

MiCollab Client Service Hostname*

* Hostname (ex: ucserver.yourcompany.com)

Please select the default language.

Default Language

Back Next Cancel

10. Click "Install".

MiCollab Client 7.3 Setup

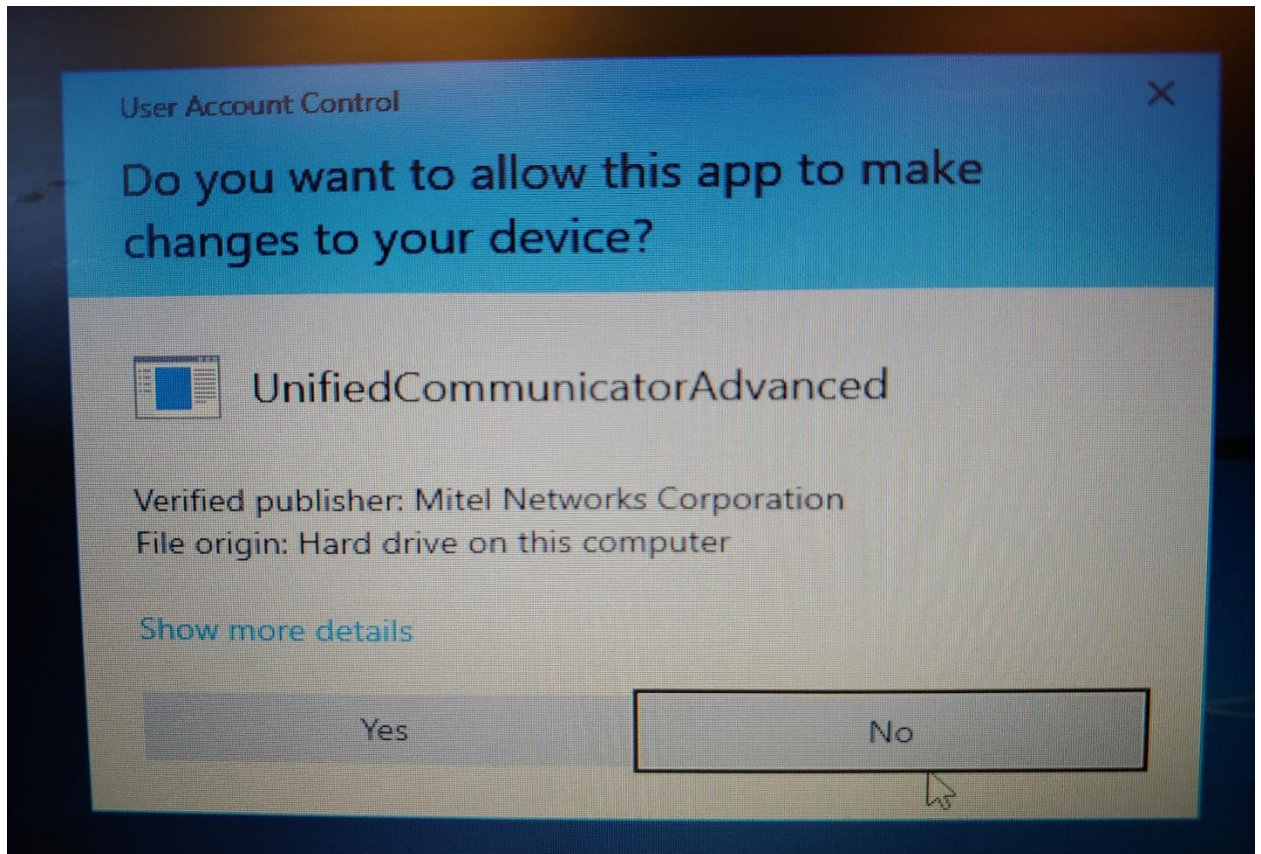
Ready to install MiCollab Client 7.3

Click Install to begin the installation. Click Back to review or change any of your installation settings. Click Cancel to exit the wizard.

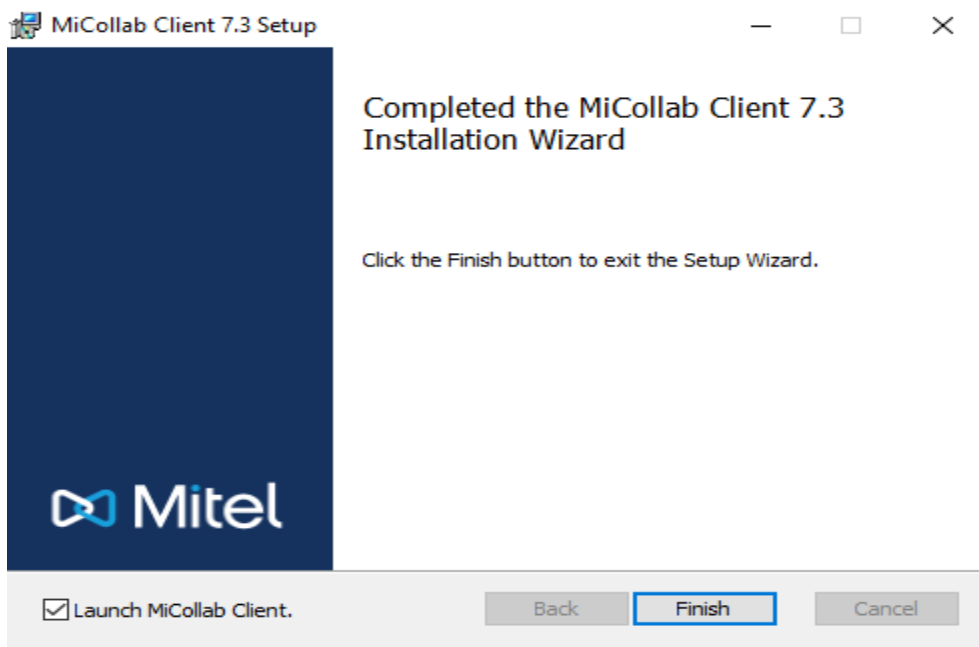
Back Install Cancel

MiCollab Client User Installation

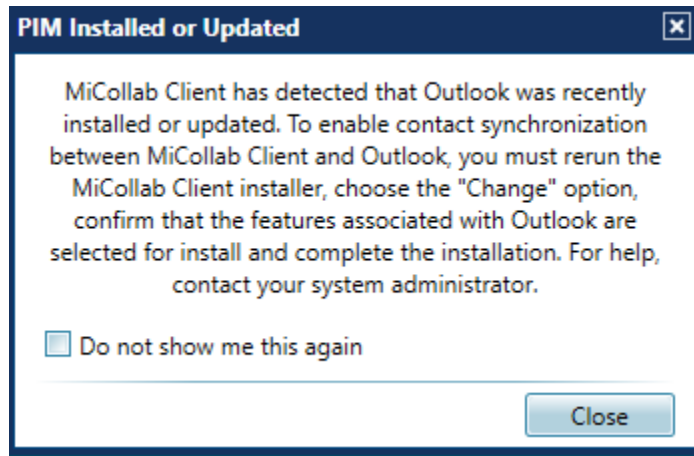
11. Select "Yes" on User Account Control.



12. Check "Launch MiCollab Client". Click "Finish".

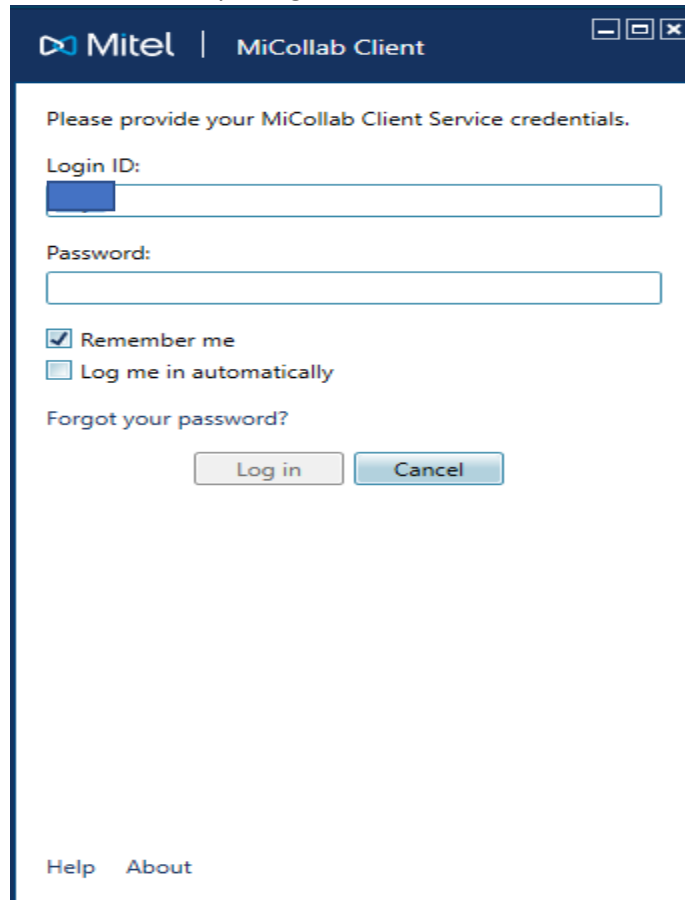


13. Check "Do not show me this again". Select "Close".



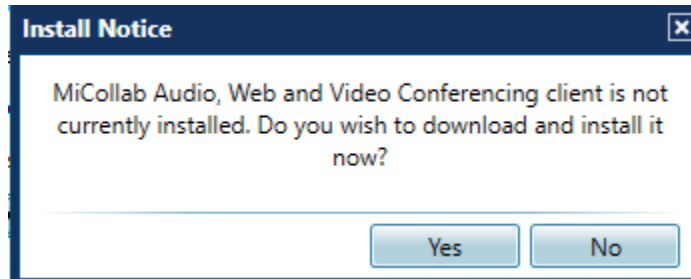
"Please email helpdesk to get your username and password. Please note, username and password for softphone is not same as your email password".

14. Enter the supplied MiCollab login ID and password and check "Remember me" and "Log me in automatically". The default password is 1Q&8Ja&9BnC! Click "Log in". You will be prompted to change your password the first time you log in.

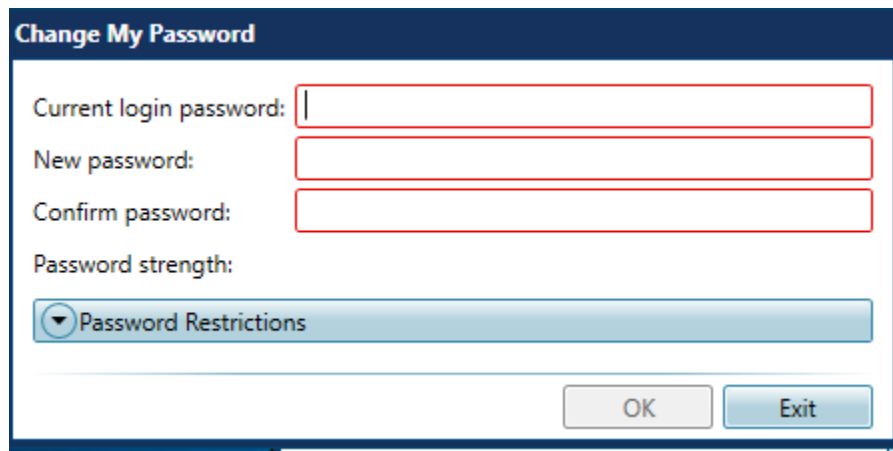


MiCollab Client User Installation

15. An install notice screen will display. Select “No”.



16. On Change My Password screen, enter Current login password which is 1Q&8Ja&9BnC! and then enter New password and Confirm password. Select “OK”.

A screenshot of a "Change My Password" dialog box. It contains four input fields: "Current login password:", "New password:", and "Confirm password:". Below these is a "Password strength:" section with a dropdown menu currently set to "Password Restrictions". At the bottom right, there are "OK" and "Exit" buttons.

17. Click your name and select “Configuration”.



MiCollab Client User Installation

18. Select “Softphone Settings”. Check “Enable SIP softphone”.

MiCollab Client Configuration

Appearance
Calendar Integration
Call Notification
Chat Settings
Knowledge Management
Login Notification
PIM Integration
RSS Window
Softphone Settings
Contacts View
Click To Call

Enable SIP softphone

SIP softphone DN: [Dropdown]
SIP Connection: Default [Dropdown]

This number is used on multiple devices. (18*592)

Softphone will use the following devices

Microphone: System Default [Dropdown]
Speaker: System Default [Dropdown]
Alerts: System Default [Dropdown]
Call Control: None [Dropdown]
Video Camera: System Default [Dropdown] HD (1600 kbps [Dropdown]

Ringtone

Default [Dropdown] ... Play

Use Teleworker for softphone

Teleworker Gateway: [Text Field]

OK Apply Cancel

19. Check “Use Teleworker for softphone” and enter **vmbg-lr.harrisstowe.windstreambusiness.net** as teleworker gateway. Click “Apply” and “OK”.

MiCollab Client Configuration

Appearance
Call Notification
Chat Settings
Knowledge Management
Login Notification
PIM Integration
RSS Window
Softphone Settings
Contacts View
Click To Call

Enable SIP softphone

SIP softphone DN: 15*973 [Dropdown]
SIP Connection: Default [Dropdown]

This number is used on multiple devices. (15*973)

Softphone will use the following devices

Microphone: System Default [Dropdown]
Speaker: System Default [Dropdown]
Alerts: System Default [Dropdown]
Call Control: None [Dropdown]
Video Camera: System Default [Dropdown] HD (1600 kbps [Dropdown]

Ringtone

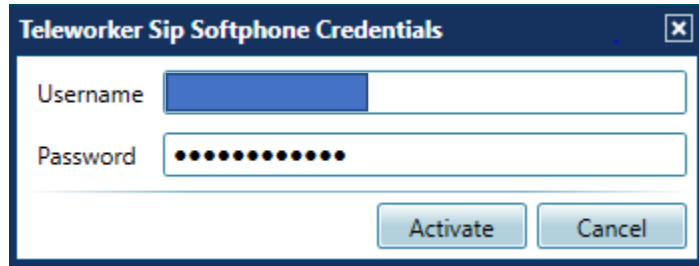
Default [Dropdown] ... Play

Use Teleworker for softphone

Teleworker Gateway: vmbg-lr.harrisstowe.windstreambusiness.net [Text Field]

OK Apply Cancel

20. The Teleworker Sip Softphone Credentials dialog box will display. Enter supplied SIP username and password and click "Activate". The default username is first part of your email address before @hssu.edu and the default password is 1Q&8Ja&9BnC! *"Please reference the email sent from IT services with SIP user information"*.



21. The MiCollab client is now configured to make and receive phone calls.

22. To initiate calls using softphone feature, select active device (highlighted) and change to Softphone. Calls can be made by either typing user name or number in Make a call.

Note: To use softphone, a microphone and speakers or headset need to be available and connected to the computer.

