

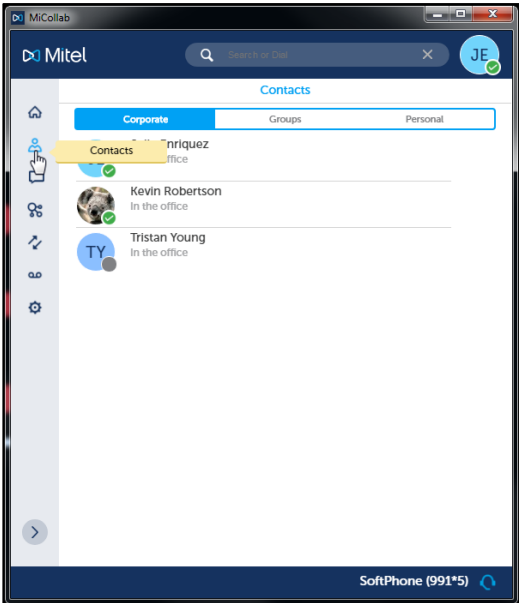
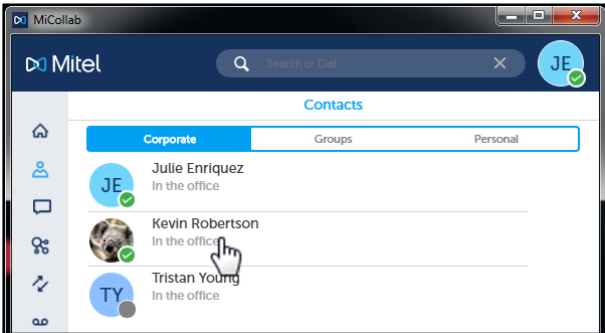
MiCollab Desktop Client Features - Make a Call

Introduction

This quick reference guide provides instructions on how to use the MiCollab Desktop client to make calls.

Make a call – Contacts Tab

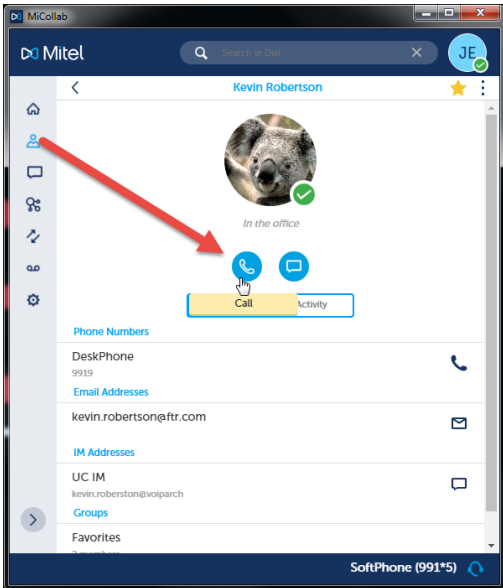
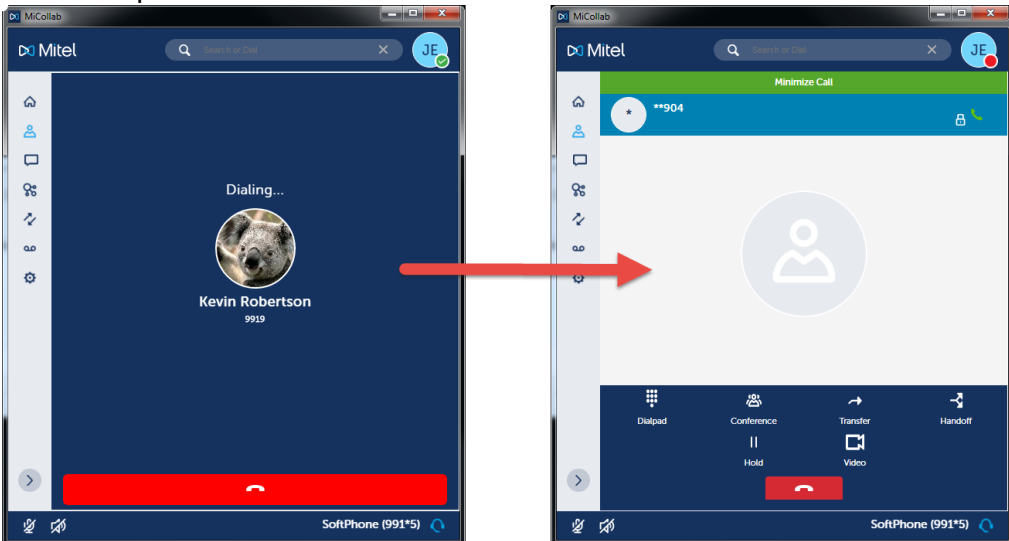
To initiate a call from the **Contacts** tab, perform the following procedure.

Step	Action
1	Open Contacts tab 
2	Click SELECTED CONTACT 

Continued on next page

MiCollab Desktop Client Features - Make a Call, Continued

Make a call –
Contacts Tab,
continued

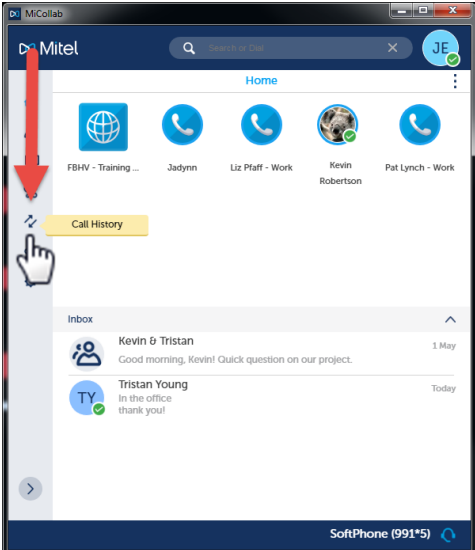
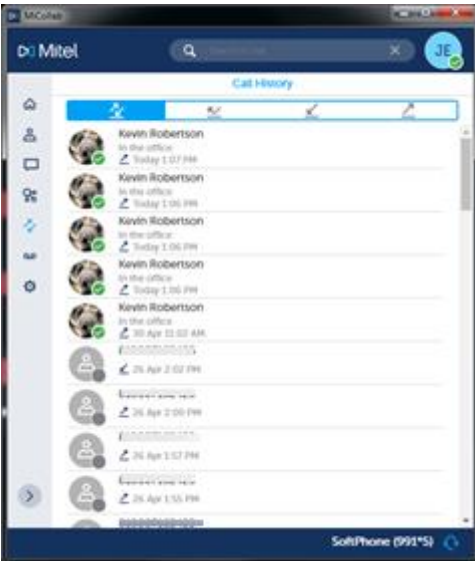
Step	Action
3	<p>Click Call</p> 
4	<p>The call is placed</p> 

Continued on next page

MiCollab Desktop Client Features - Make a Call, Continued

Call History

To make a call using **Call History**, complete the following procedure.

Step	Action
1	<p>Click Call History</p> 
2	<p>Select appropriate TAB</p>  <p>Note: The Call History tab contains All, Missed, Received and Dialed calls.</p>

Continued on next page

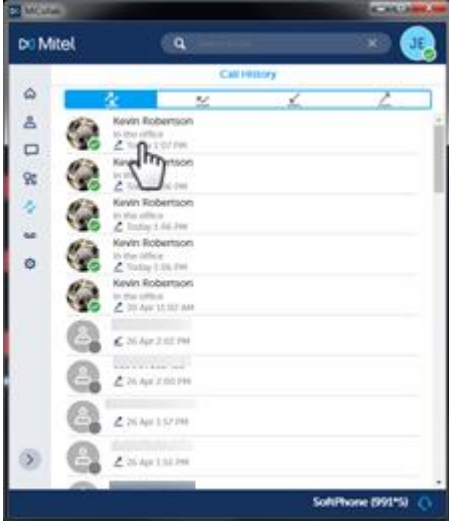
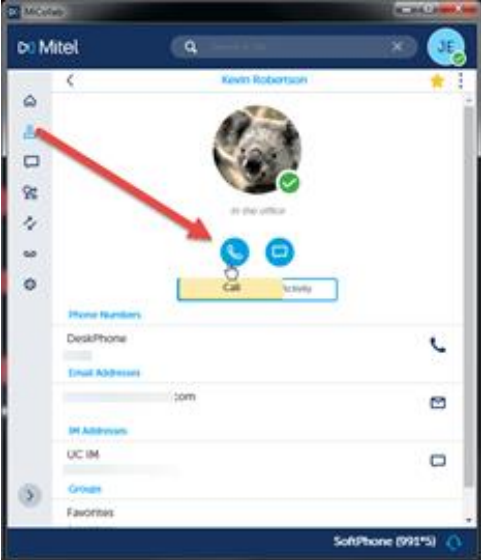
QUICK REFERENCE GUIDE

Section: **Make a Call**

Page: 4

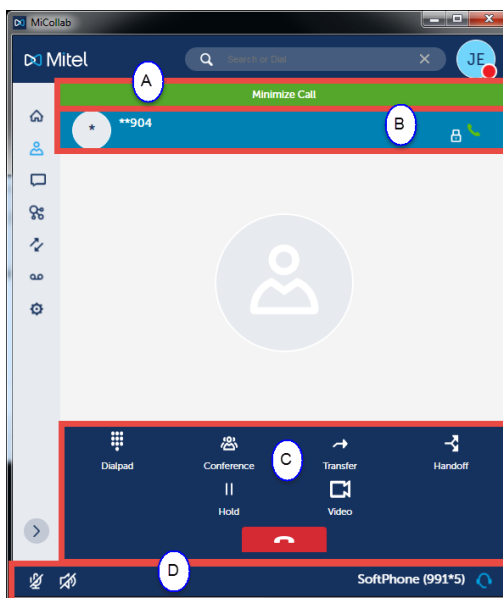
MiCollab Desktop Client Features - Make a Call, Continued






















Call History,
continued

Step	Action
3	Click CONTACT  A screenshot of the MiCollab desktop client interface showing the 'Call History' window. The window title is 'Call History' and it displays a list of call records for 'Kevin Robertson'. A mouse cursor is hovering over the first record, which shows a call duration of 1:07 PM. The interface includes a search bar at the top and a sidebar on the left with various navigation icons.
4	Click Call  A screenshot of the MiCollab desktop client interface showing the contact profile for 'Kevin Robertson'. A red arrow points to the 'Call' button, which is highlighted in yellow. The contact profile includes a profile picture, status 'In the office', and sections for 'Phone Numbers', 'Email Addresses', and 'IM Addresses'. The 'Phone Numbers' section shows 'DeskPhone' with a phone icon. The 'Email Addresses' section shows an address ending in '@com' with an envelope icon. The 'IM Addresses' section shows 'UC IM' with a chat icon. The interface also includes a search bar at the top and a sidebar on the left.

MiCollab Desktop Client Features - Make a Call, Continued

Call Window The Call window shows the call while in progress.



Part	Description																
A	Minimizes the Call window.																
B	Displays what number is connected for the call and the green phone icon.																
C	Displays the functions to manage the call. <table border="1" data-bbox="451 1339 1502 1801"> <thead> <tr> <th>Button</th> <th>Function</th> </tr> </thead> <tbody> <tr> <td></td> <td>Opens the dial pad.</td> </tr> <tr> <td></td> <td>Allows you to conference in another party to the call.</td> </tr> <tr> <td></td> <td>Allows you to transfer the call.</td> </tr> <tr> <td></td> <td>Allows you to handoff the call.</td> </tr> <tr> <td></td> <td>Allows you to put the call on hold.</td> </tr> <tr> <td></td> <td>Allows you to start a video call, if both parties have a camera.</td> </tr> <tr> <td></td> <td>Ends the call.</td> </tr> </tbody> </table>	Button	Function		Opens the dial pad.		Allows you to conference in another party to the call.		Allows you to transfer the call.		Allows you to handoff the call.		Allows you to put the call on hold.		Allows you to start a video call, if both parties have a camera.		Ends the call.
Button	Function																
	Opens the dial pad.																
	Allows you to conference in another party to the call.																
	Allows you to transfer the call.																
	Allows you to handoff the call.																
	Allows you to put the call on hold.																
	Allows you to start a video call, if both parties have a camera.																
	Ends the call.																
D	Displays the mute, speaker and phone options.																