# MiCollab Desktop Client Features - Place Call on Hold

Introduction

This quick reference guide provides instructions on how to use the MiCollab Desktop client to place an active call on hold.

Place Call on Hold

To place an active call on hold, perform the following procedure within the Call window.
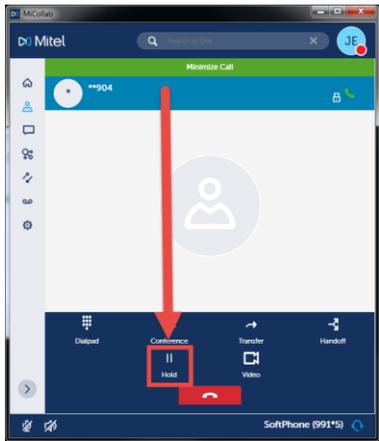
Step	Action
1	Click **HOLD**
2	The **Hold** icon changes to blue and the phone icon displays in red with a pause sign.
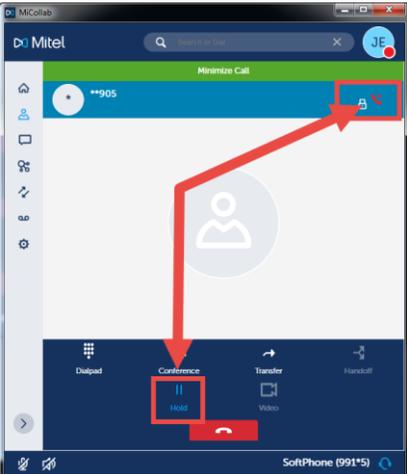
MiCollab Desktop Client Features - Place Call on Hold, Continued

Remove Call from Hold

To remove the call from hold, perform the following procedure within the Call window.

Step	Action
1	Click **Hold**