QUICK REFERENCE GUIDE
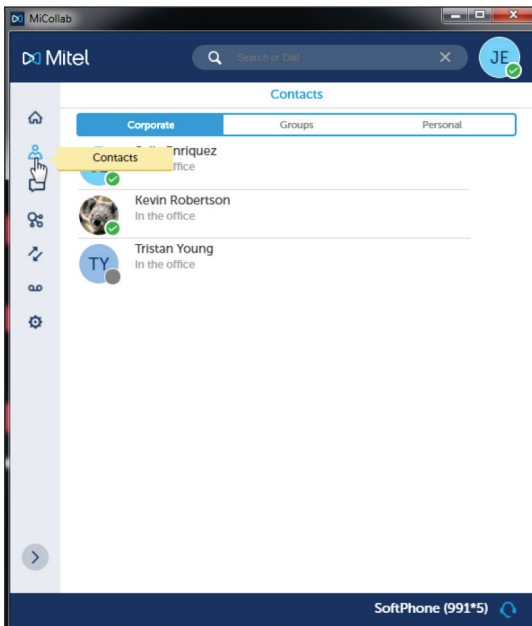
MiCollab desktop client features – make a call

Introduction

This quick reference guide provides instructions on how to use the MiCollab desktop client to make calls.
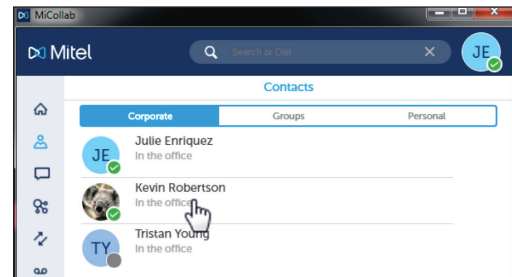
Make a call – contacts tab

To initiate a call from the **Contacts** tab, perform the following procedure.
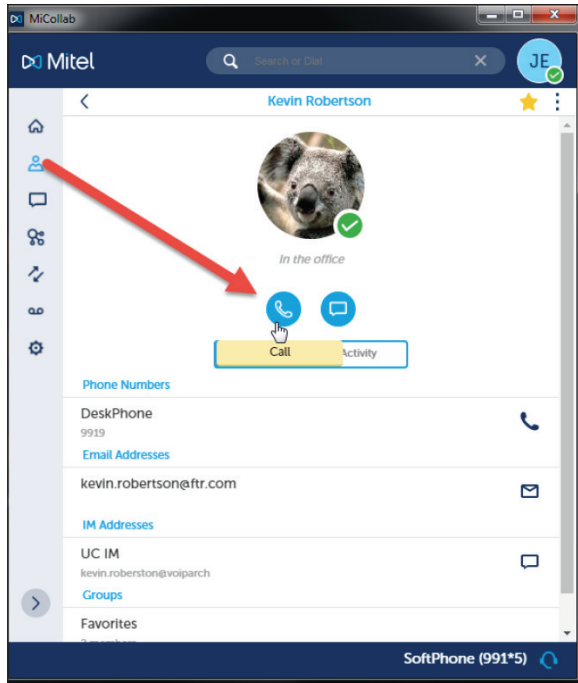
Step 1 Open **Contacts** tab.
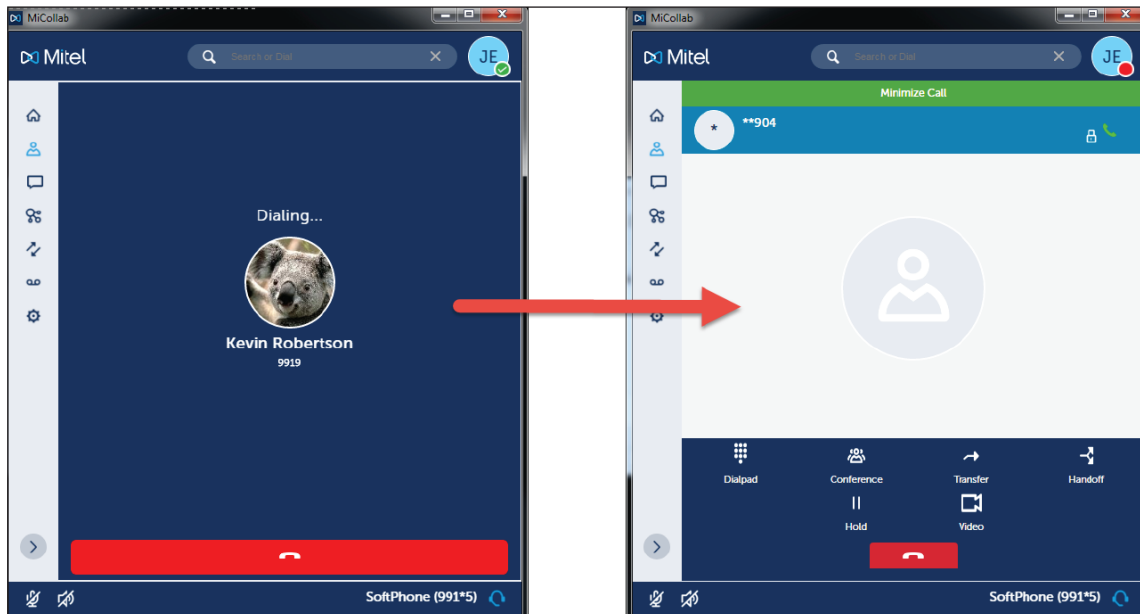

Step 2 Click **Selected contact**.

Step 3 Click **Call**.

Step 4 The call is placed.

Call history

To make a call using **Call history**, complete the following procedure.
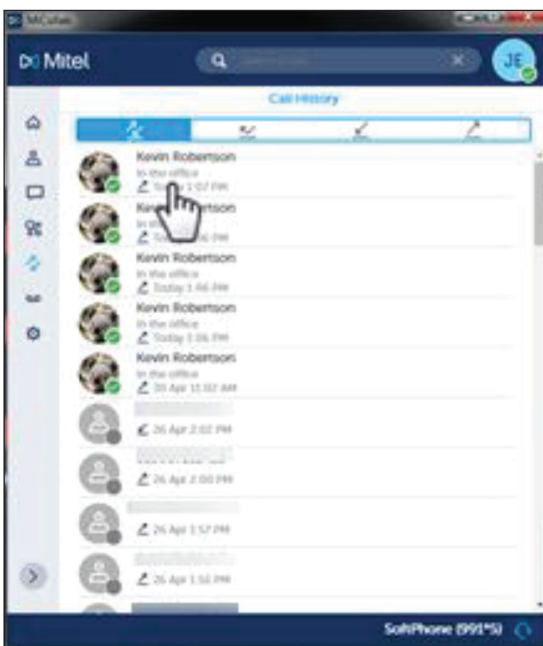
Step 1 Click **Call history**.
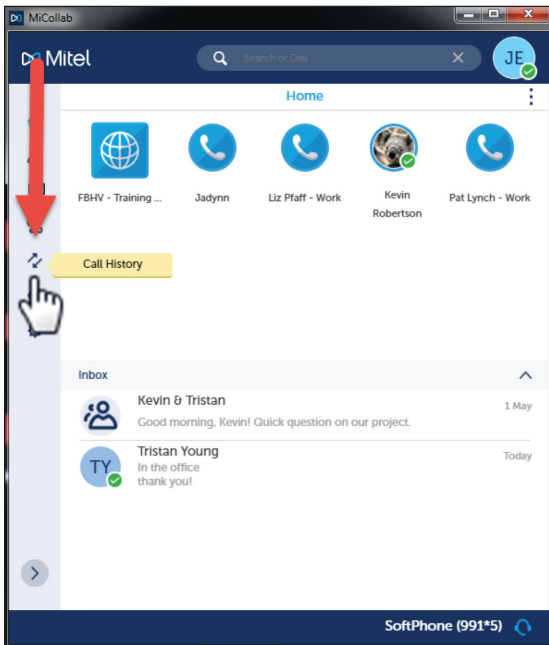
Step 2 Select appropriate **Tab**.
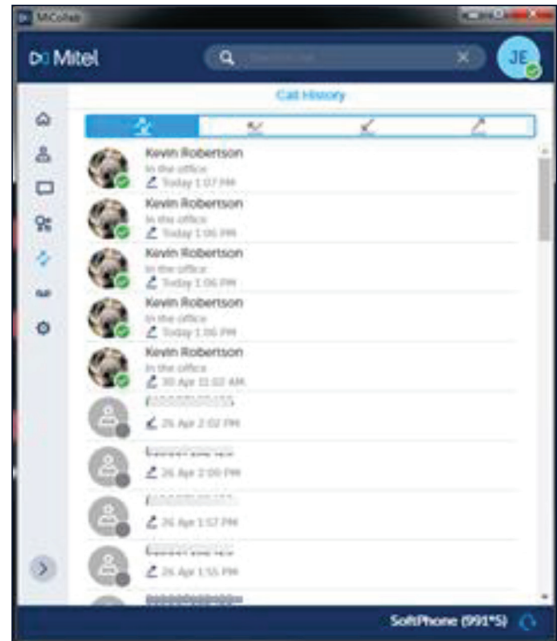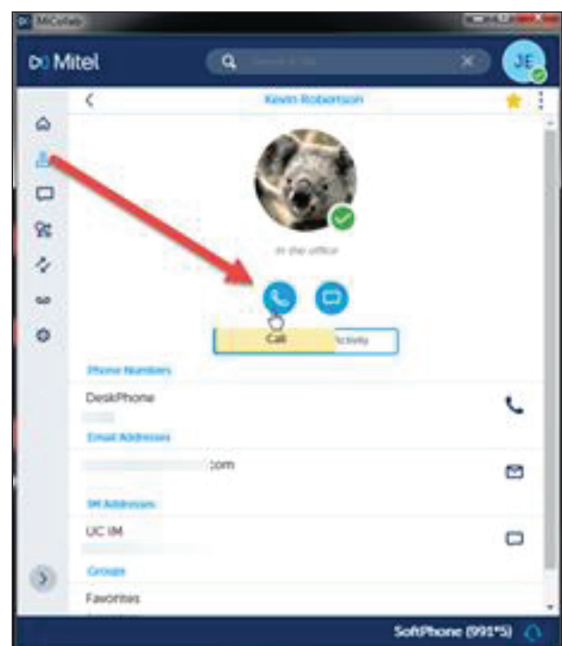

Note: The **Call history** tab contains All, Missed, Received and Dialed calls.
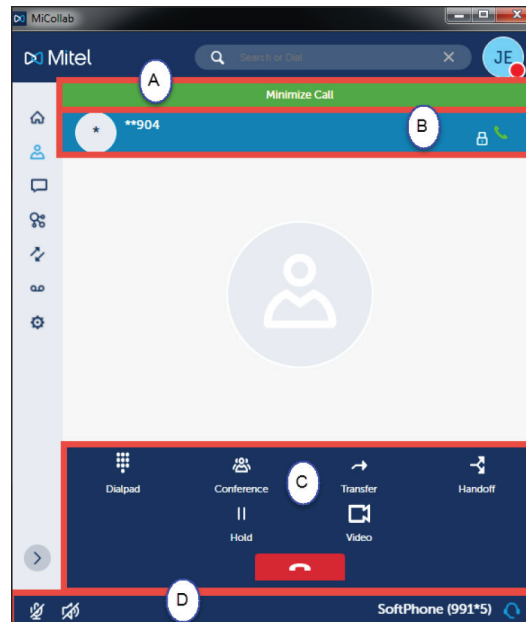
Step 3 Click **Contact**.

Step 4 Click **Call**.

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.

Button	Function
Dialpad	Opens the dial pad.
Conference	Allows you to conference in another party to the call.
Transfer	Allows you to transfer the call.
Handoff	Allows you to handoff the call.
Hold	Allows you to put the call on hold.
Video	Allows you to start a video call, if both parties have a camera.
(red end call)	Ends the call.

Part	Description
D	Displays the mute, speaker and phone options.

FRONTIER