

## QUICK REFERENCE GUIDE

Module: **Frontier AnyWare MiCollab Desktop Client**  
 Issue Date: 7/31/2018

Section: **Make a Call**  
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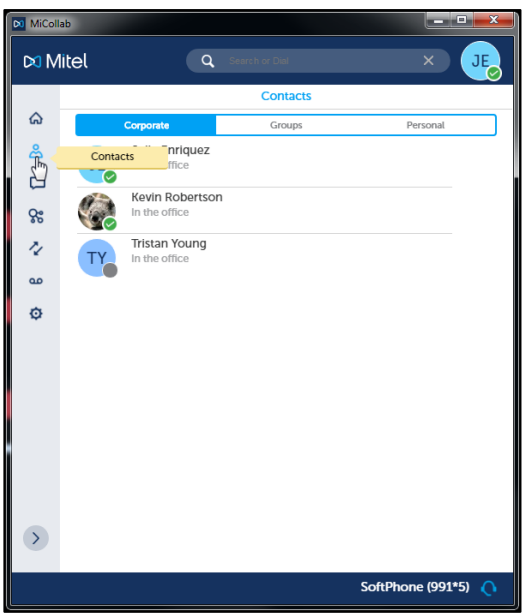
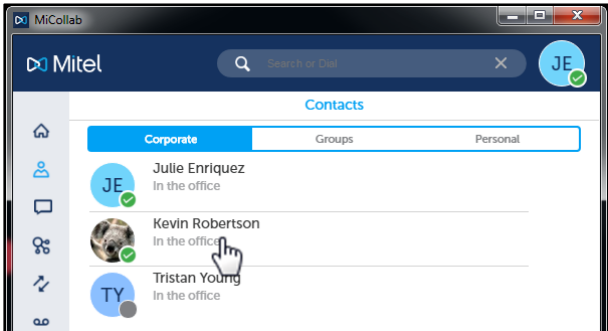
### MiCollab Desktop Client Features - Make a Call

**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 <b>Contacts</b> tab  
2	Click <b>SELECTED CONTACT</b>  

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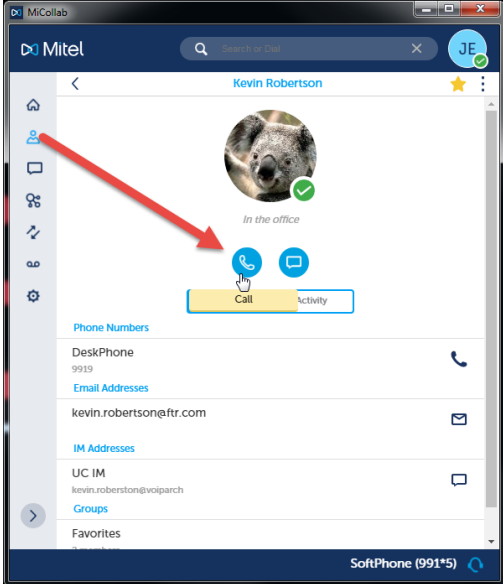
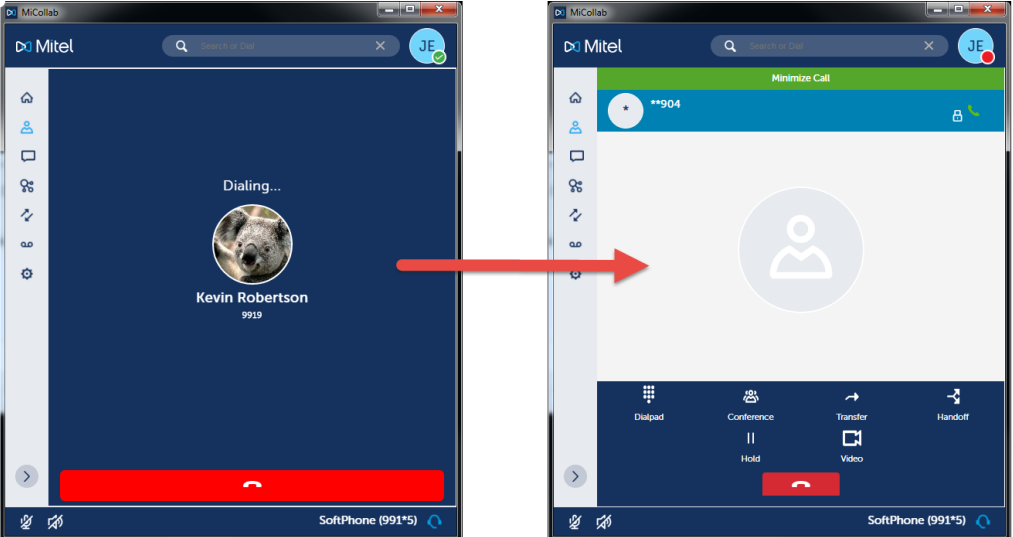
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**MiCollab Desktop Client Features - Make a Call, Continued**

**Make a call –  
Contacts Tab,  
continued**

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

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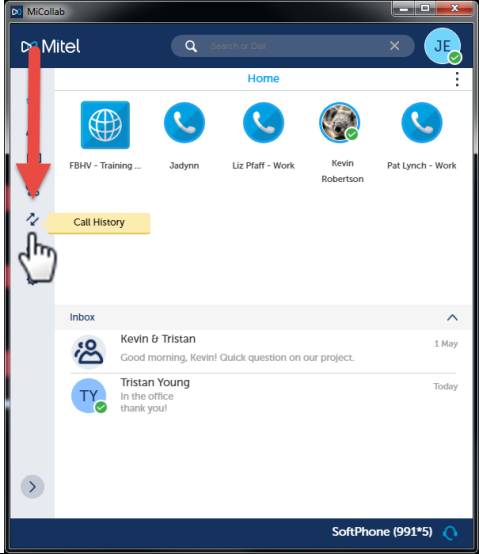
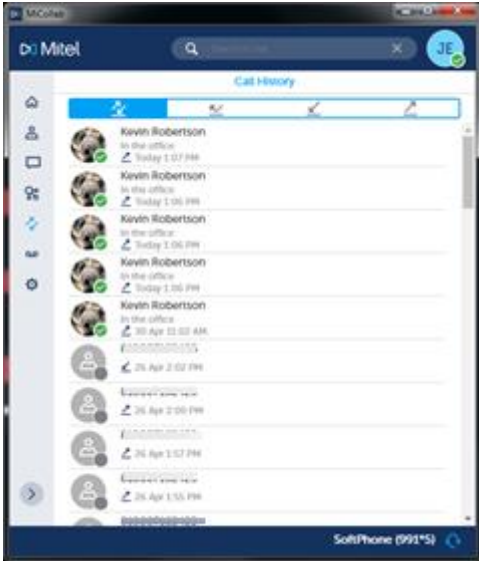
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**MiCollab Desktop Client Features - Make a Call, Continued**

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

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

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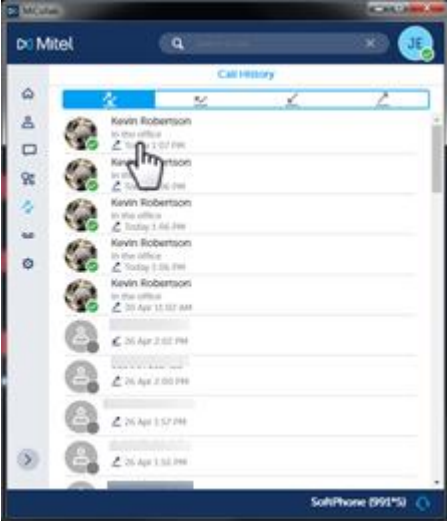
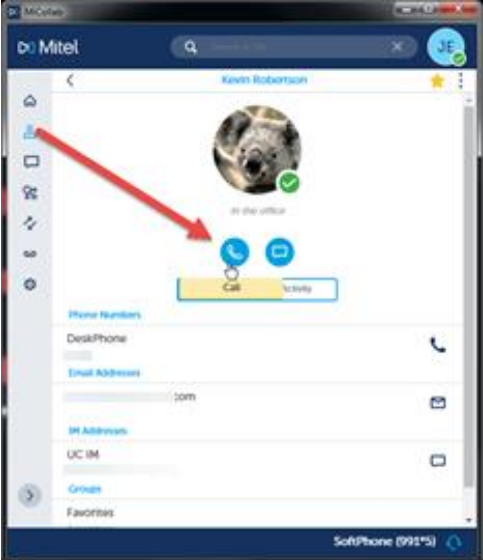
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**MiCollab Desktop Client Features - Make a Call, Continued**

**Call History,**  
continued

Step	Action
3	<p>Click CONTACT</p> 
4	<p>Click Call</p> 

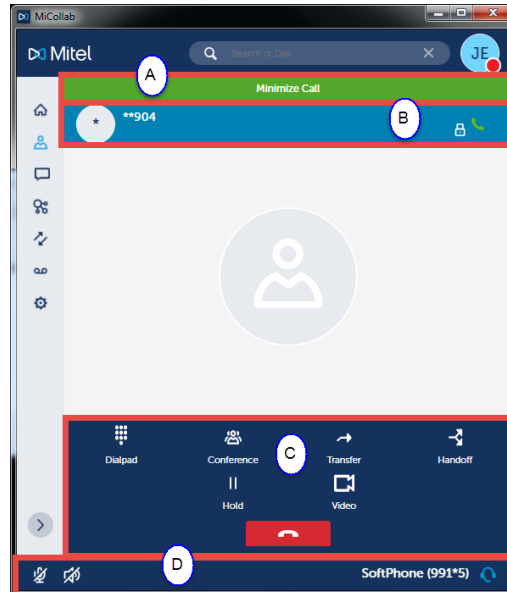
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



















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**MiCollab Desktop Client Features - Make a Call, Continued**

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



Part	Description																
A	Minimizes the <b>Call</b> 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 1503 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.
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D	Displays the mute, speaker and phone options.																