QUICK REFERENCE GUIDE

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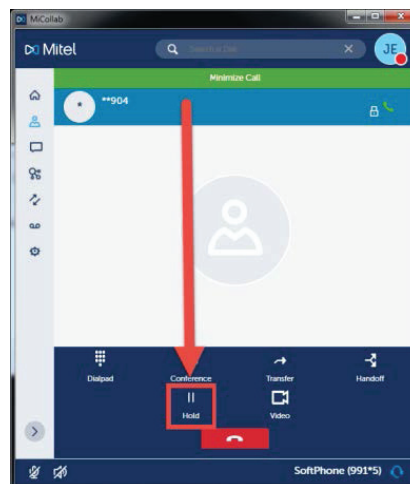
Introduction	This quick reference guide provides instructions on how to use the MiCollab desktop client to place an active call on hold.

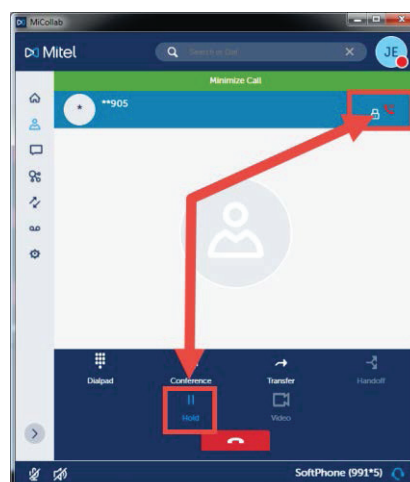|	
Place call on hold	To place an active call on hold, perform the following procedure within the Call window.

Step 1	Click **HOLD.**	

Step 2	The **Hold** icon changes to blue and the phone icon displays in red with a pause sign.	

Remove call from hold

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

Step 1

Click **HOLD.**