

**QUICK REFERENCE GUIDE**

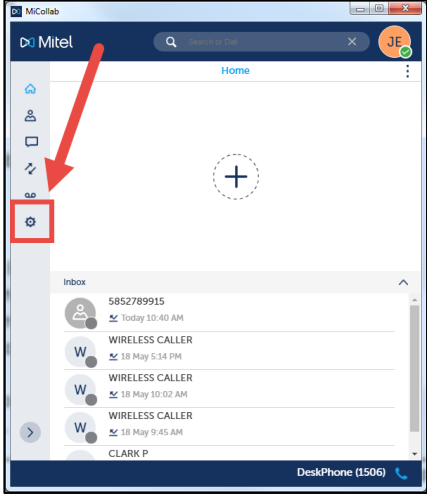
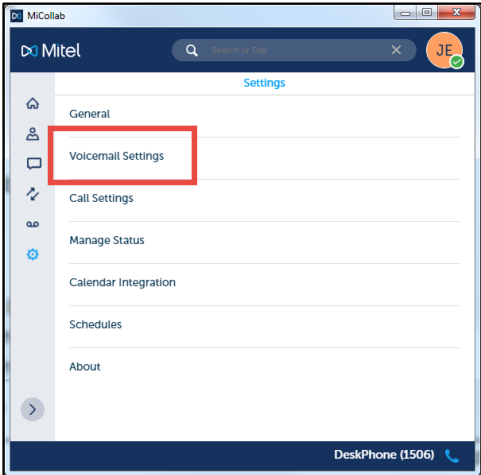
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Issue Date: 7/31/2018

Section: **Voicemail**  
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**MiCollab Desktop Client Features – Voicemail**

**Introduction** This quick reference guide provides instructions on how to set up the MiCollab Desktop client with the Voice Mailbox number and use the **Voicemail** tab.

**Voicemail Settings** Perform the following procedure to set up your voicemail settings within the MiCollab Desktop Client Features.

Step	Action
1	<p>Click <b>Settings</b> tab</p> 
2	<p>Click <b>Voicemail Settings</b></p> 

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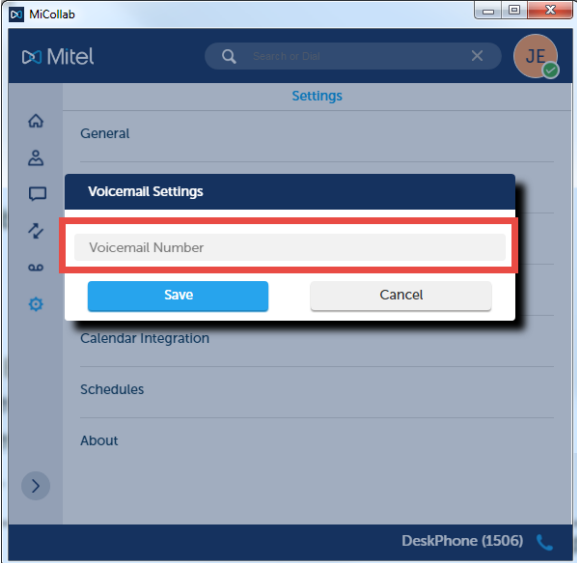
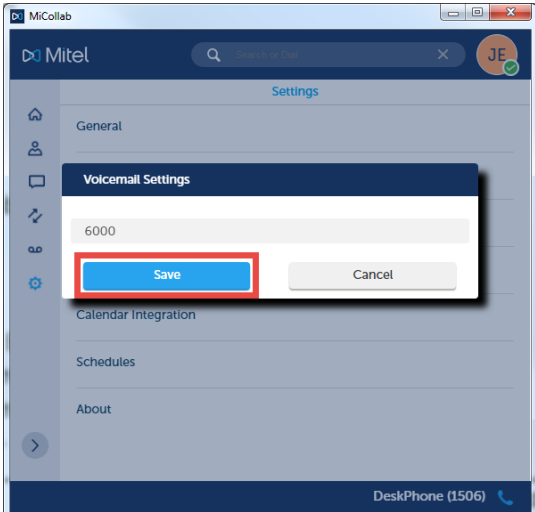
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**MiCollab Desktop Client Features – Voicemail, Continued**

**Voicemail Settings, continued**

Step	Action
3	Enter <b>6000</b> 
4	Click <b>Save</b> 

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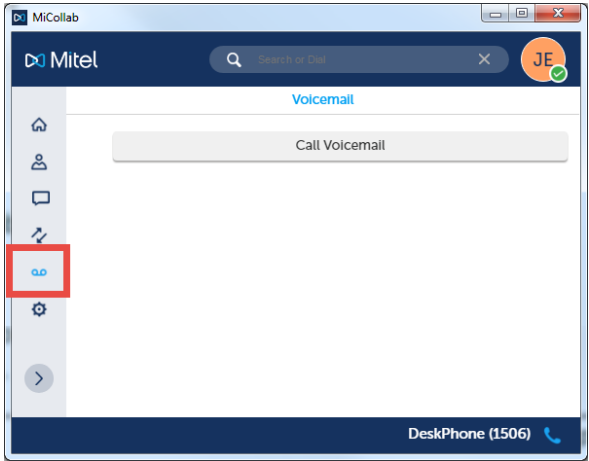
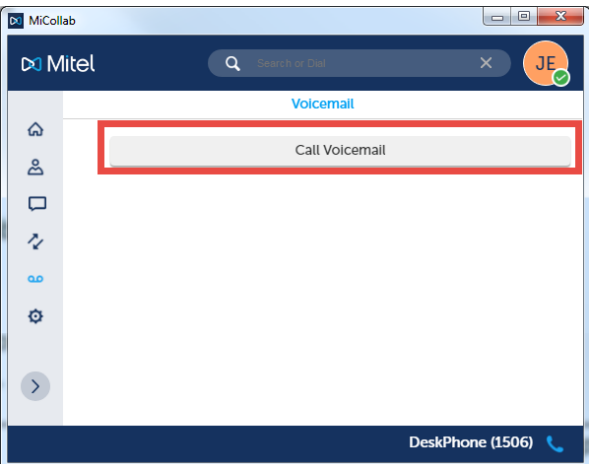
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**MiCollab Desktop Client Features – Voicemail, Continued**

**Voicemail Tab** To call your Voicemail, perform the following procedure.

**Note:** You must have completed setting up your Voicemail Settings prior to using the **Voicemail** tab.

Step	Action
1	<p>Click <b>Voicemail</b> tab</p> 
2	<p>Click <b>Call Voicemail</b></p> 

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**MiCollab Desktop Client Features – Voicemail, Continued**

**Voicemail Tab,**  
continued

Step	Action
3	<p>Your Voice Mailbox is dialed</p> 