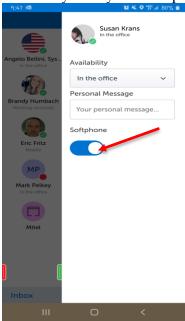
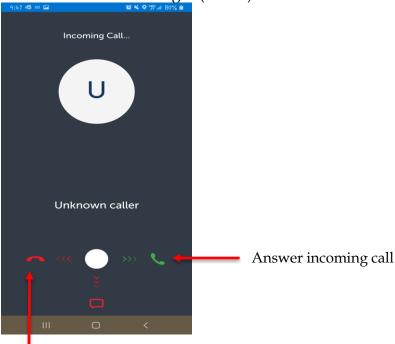


USING THE SOFTPHONE ON YOUR MICOLLAB MOBILE CLIENT

1. Verify that your Softphone is Active

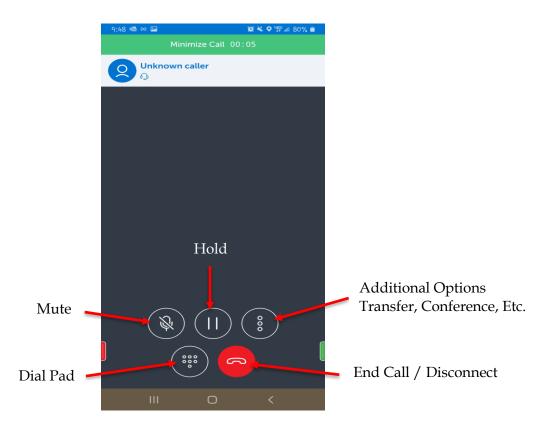


- 2. Incoming Call Options
 - a. Slide to the Left (Red) to Ignore the Call and Send to Voicemail
 - b. Slide to the Right (Green) to Answer the Call

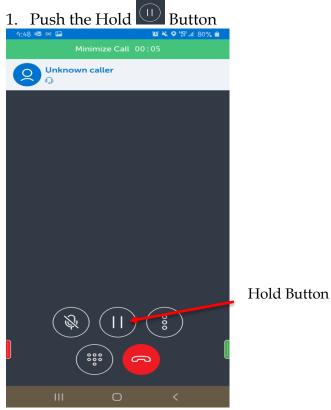


Ignore & Send to Voicemail



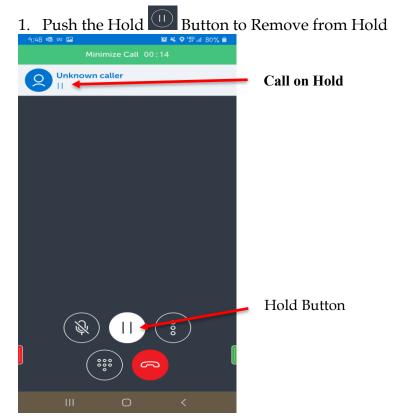






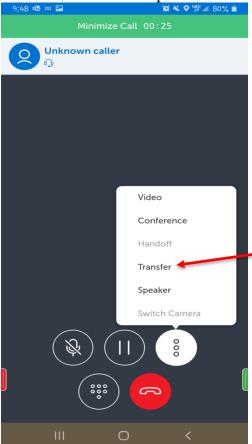
TRANSFERRING CALLS

RETRIEVING THE HELD CALL

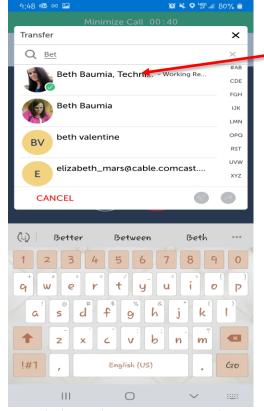




1. While on the Call, press the 3 Dots on the Right and Select Transfer



2. The Directory Box will Populate; Using Your Keypad Search for the User by First or Last Name



3. Click on the Users Name that you would like to Transfer to



