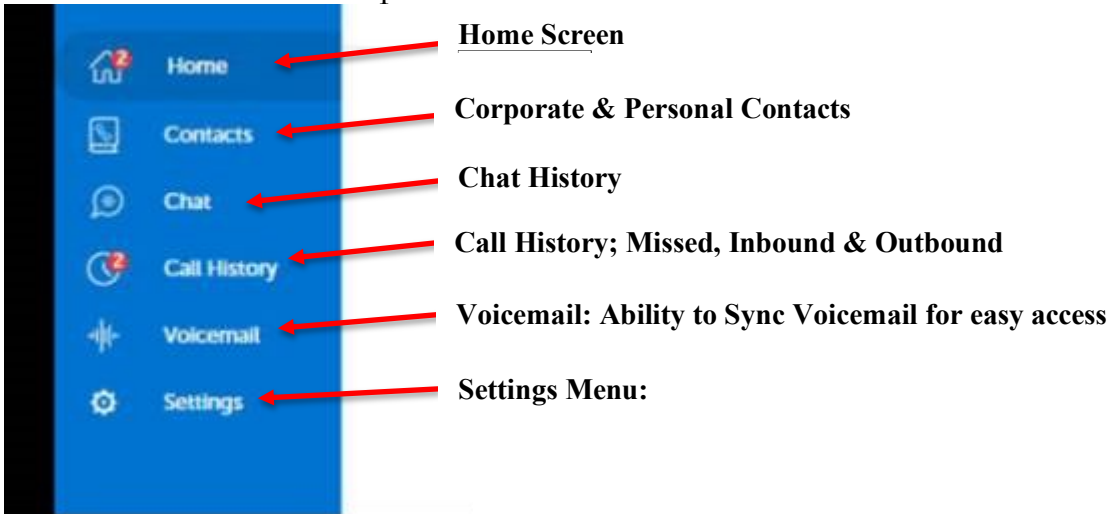



MICOLLAB FREQUENTLY ASKED QUESTIONS

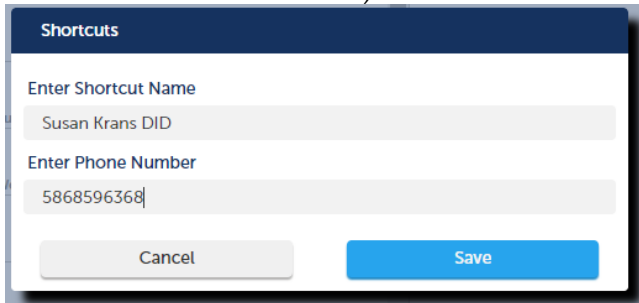
1. What are each of the side menu options?



a.

2. How do I add Outside Lines or Contacts to MiCollab?

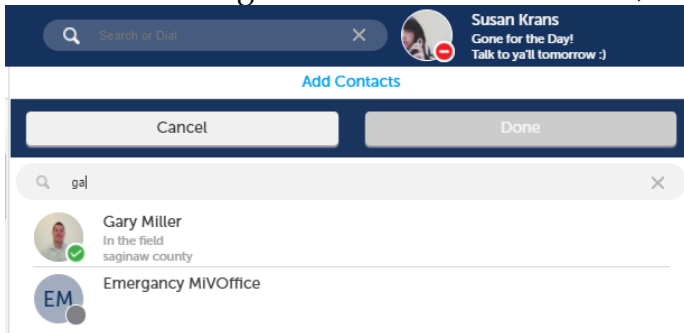
- On the Right Side of the Home Screen, Press the  (New Speed Dial)
- When the box opens, Enter the Shortcut Name and 10 digit phone number (you do not need to enter the 1)



c. Press Save

3. How do I add Internal Contacts (*Extensions*) to my MiCollab?

- On the Right Side of the Home Screen, Press the  (New Contact)




- Begin typing the Users First or Last Name. Select the user by clicking on their name.
- You can continue typing user names and adding multiple individuals till complete


Add Contacts


Cancel Done

Gary Miller Beth Baumia Brandy Humbach

Q sus| X






 Susan Klenner
In the office
I'm Here!







 Susan Krans
Gone for the Day!
Talk to ya'll tomorrow :)

 SK
Susie Klenner

d. Once you have completed adding users, press Done. Your contacts will load on the Home Screen

Home

Susan Krans DID UPS Gary Miller Beth Baumia Brandy Humbach Susan Krans