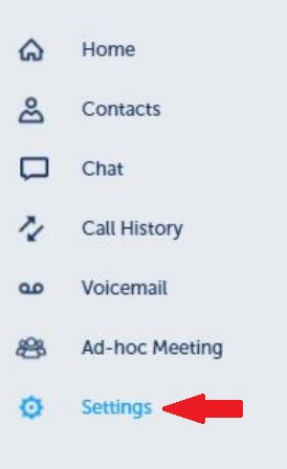
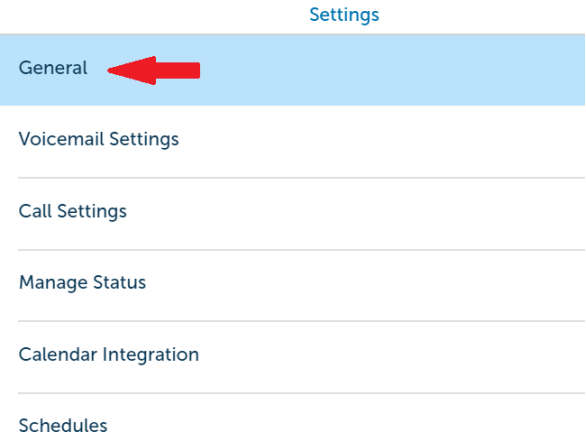
MiCollab – Managing Hot Keys

**Managing Hot Keys allows you to record specific Keyboard "Shortcuts" to use to Dial a Specific Number from a Website or Outlook Email, to Disconnect/End a Phone Call, Etc.*

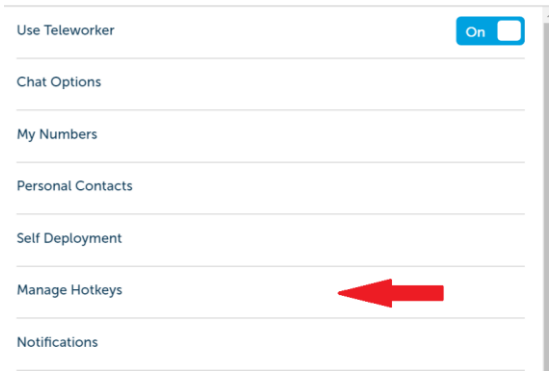
1. Click on **Settings** in the Left Gray Bar



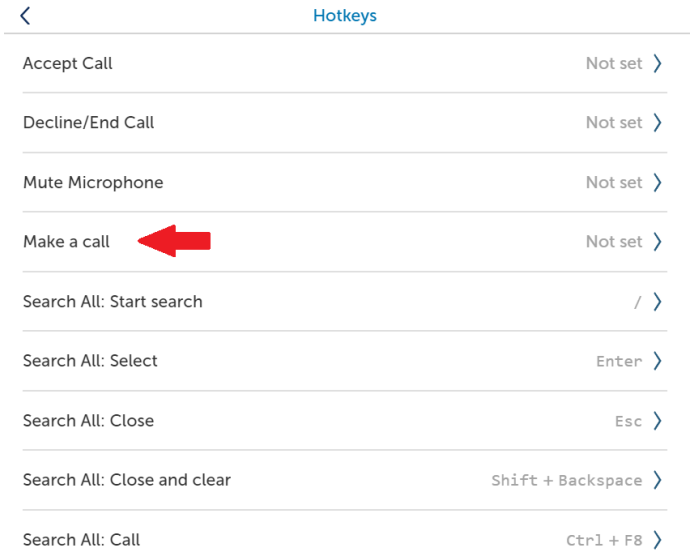
2. Click on **General** Settings



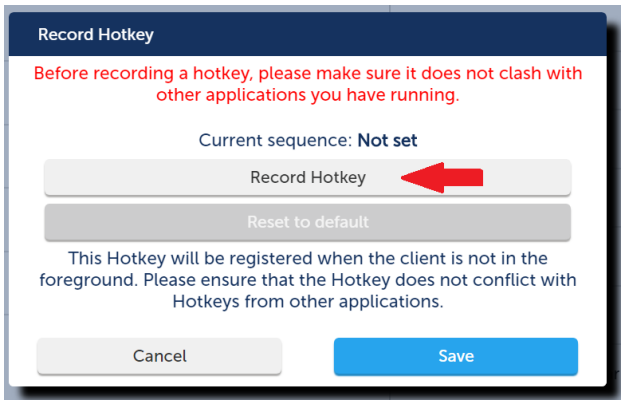
3. Click on **Manage Hotkeys**



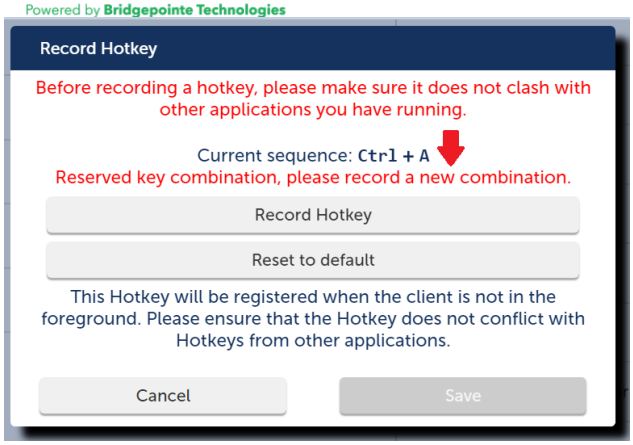
4. Select the Hotkey that you would like to Record/Program *(select Make a Call as an Example)*



5. The Record Hotkey Box will Open, Using your Mouse, Click on the **Record Hotkey** Button

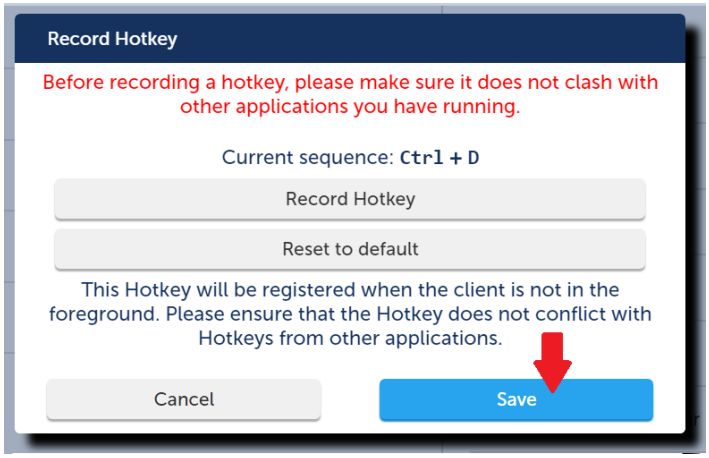


6. Using your Keyboard, Dial a Hotkey *(Press the Ctrl Key, then a letter that corresponds with the Hot Key that you will Remember)*
    a. *If you dial a Hotkey that is already being used by the system or already programmed, a red notification will populate letting you know that it is a Reserved Combination and to Record a New Combination*



b. As an example, I used Ctrl and the letter D (for dial) to Record as the Hotkey for Making a Call

7. Click on the Blue **Save** Button



This Hotkey is now programmed and save. As long as the MiCollab Client is not in the foreground, the Hotkey programmed will work.

In an Outlook Email *(or website);* Using Your Mouse, Highlight the Number, then press the Hotkey *(example: Ctrl D)* to Dail. This will use your MiCollab Client to Dial out. It will automatically dial out using your Speakerphone but you can switch to handset at any time.

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Reply | Reply All | Forward | Meeting | IM | More — Respond
PROJECT MANA... | To Ma | Team Email | Done | Reply & Delete | Creat — Quick Steps

MiCollab Hot Keys Email

SK

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Using Mouse, Highlight the Number and Use Hot Keys to Dial Out of MiCollab

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