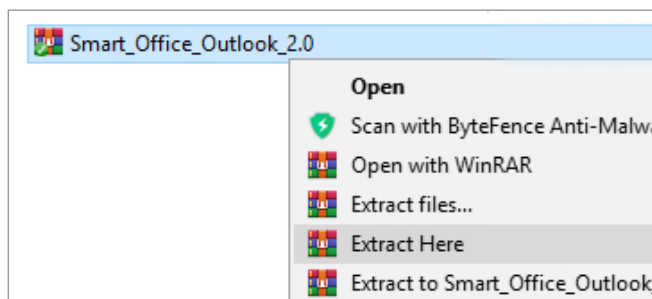


Outlook Click To Call

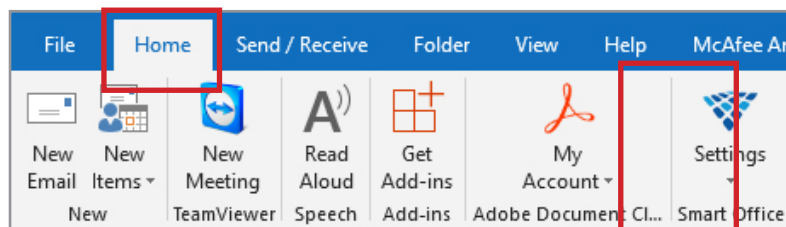
Note: Before starting Outlook must be closed

1. Install the VSTOR Runtime at:
<https://www.microsoft.com/en-us/download/details>.
2. Once this is installed download the Smart Office
http://voip2.smartchoiceus.com/SCC_Smart_Office_v1_3.zip
3. Extract the folder inside the zip file and double click setup.

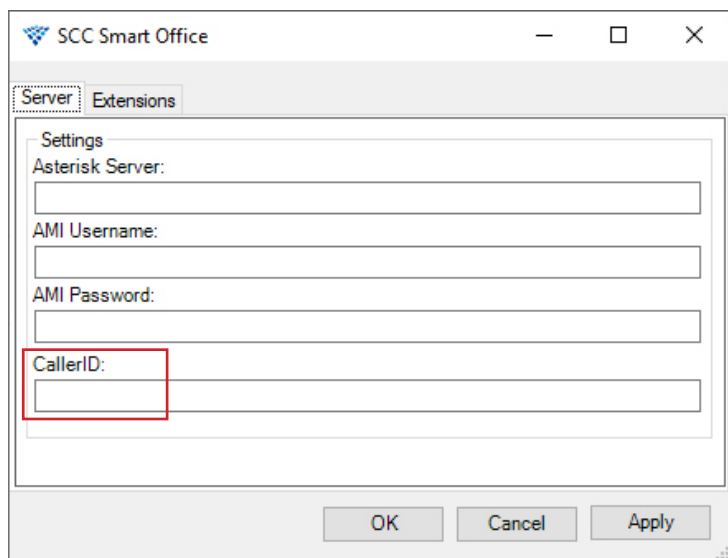


Click through the prompts and once finished start

4. Open Outlook and in the **Home** page select there will be an **SCC Smart Office Plugin Icon** labelled **Settings**. Please click the icon to setup.

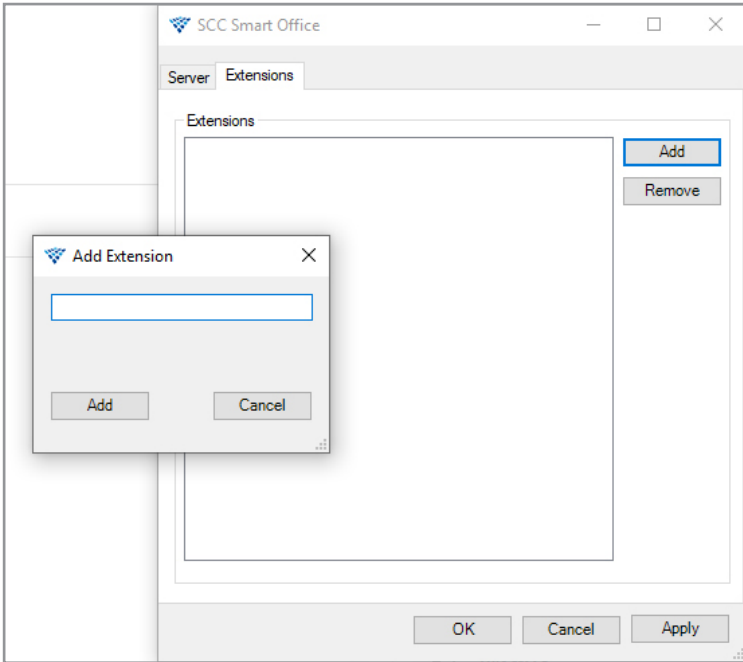


5. In the setup fields please use the Server IP, Username, and Password supplied to you by Smart Choice.

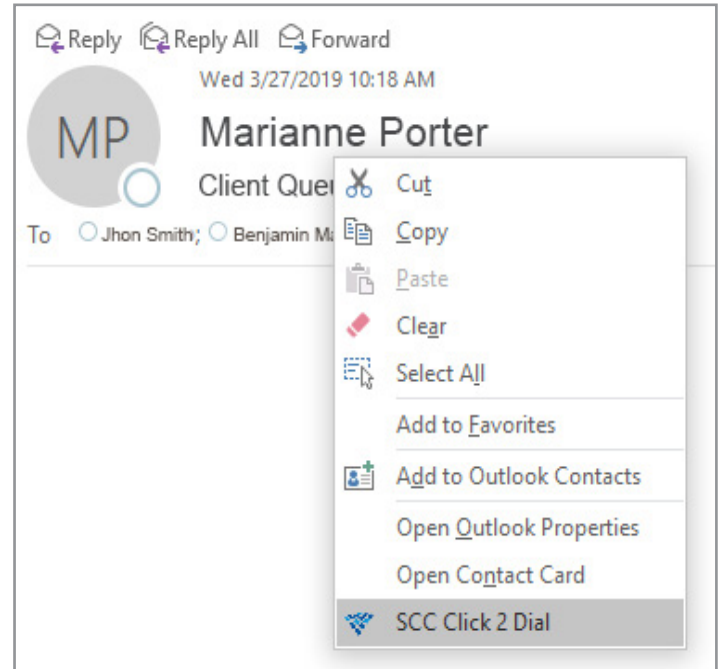


For the **Caller ID** field please use the Caller ID you would like to display on calls made through the plug in. If you are unsure a Smart Choice representative will be happy to assist you.

6. Once completed please click the **Extensions** tab to setup you individual extension. Smart Choice will provide the extension(s) to be used for individual users.



7. Go to Contacts, right click on a contact and choose **SCC Click 2 Dial** to select a phone number to call in that contact listing.



8. Click on the number you wish to place a call to and your desk phone will ring. Answer the call to your desk phone and the call to the number you have chosen will be placed.

