

SCC Smart Office Install

Note: Before starting the install, **Outlook** must be closed

1. Download and Install the VSTOR at the download page:

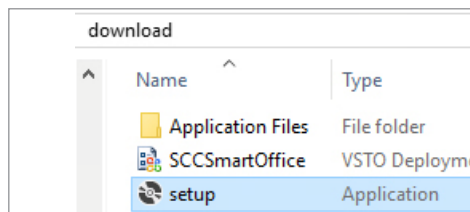
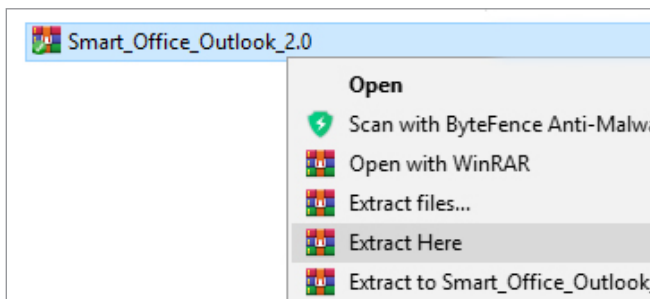
<https://www.microsoft.com/en-us/download/details.aspx?id=48217>

Next, locate the .exe in your Downloads directory and double click to run the executable.

2. Once this is installed download the Smart Office

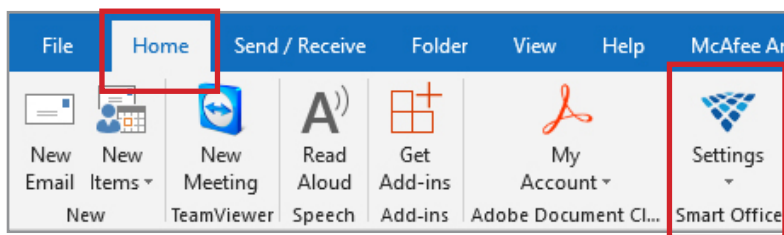
http://voip2.smartchoiceus.com/SCC_Smart_Office_v1_3.zip

3. Extract the folder inside the zip file and double click setup.

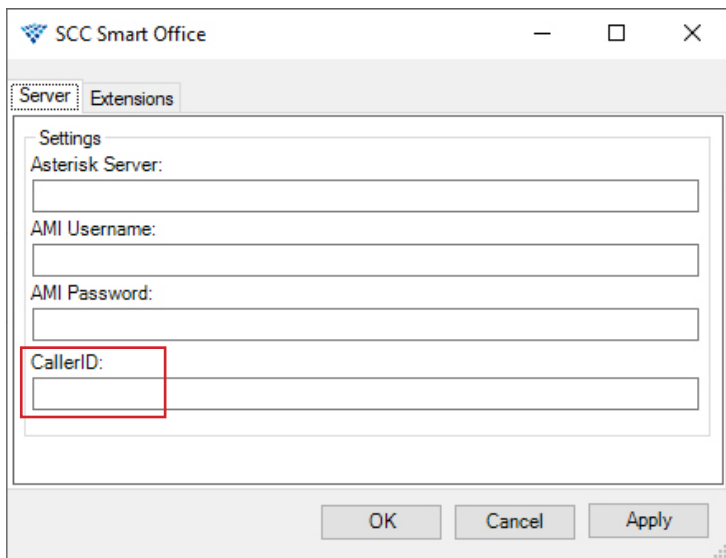


Click through the prompts and on **Finish**

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.

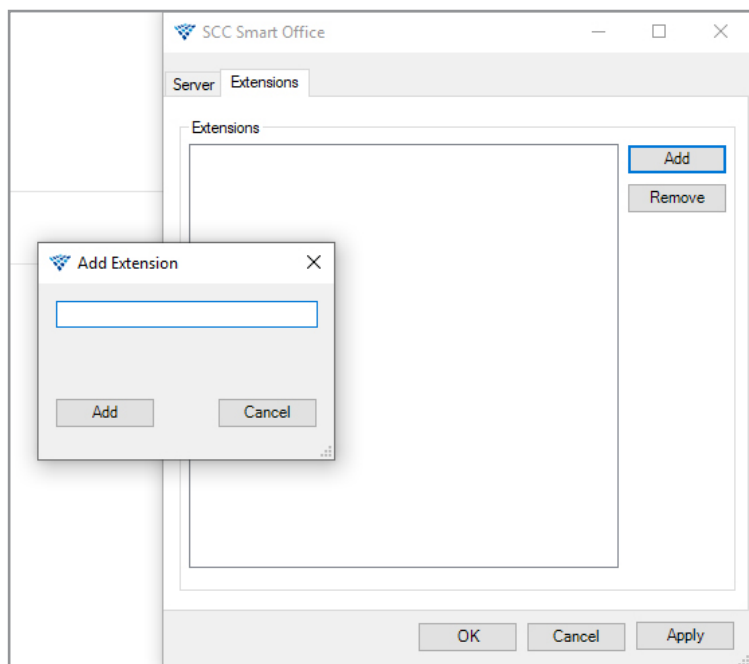


5. In the Server fields please use the **Server IP, Username, and Password** supplied to you by Smart Choice.



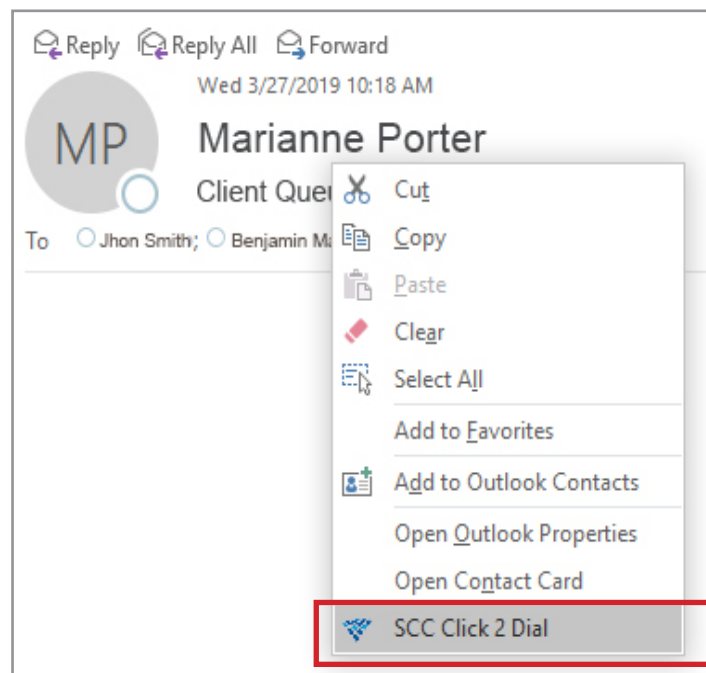
*For the **Caller ID** field please use the Caller ID you would like to display on calls made through the plugin. If you are unsure a Smart Choice representative will be happy to assist you.*

6. Once completed please click the **Extensions** tab to setup you individual extension an click on **Apply** and then **OK**



SCC 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.

