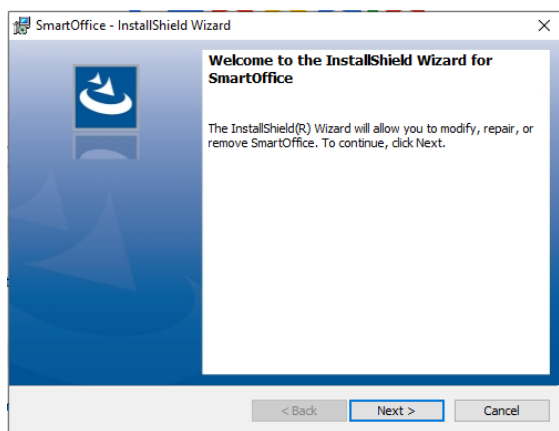


# SCC Smart Office Install

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

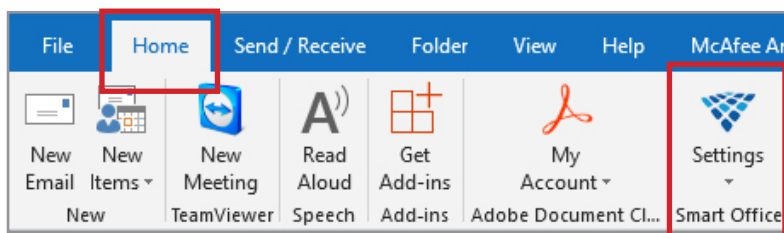
1. Download and Install Smart Office:

[https://omnivoice.smartchoiceus.com/scc\\_software/SmartOffice.exe](https://omnivoice.smartchoiceus.com/scc_software/SmartOffice.exe)

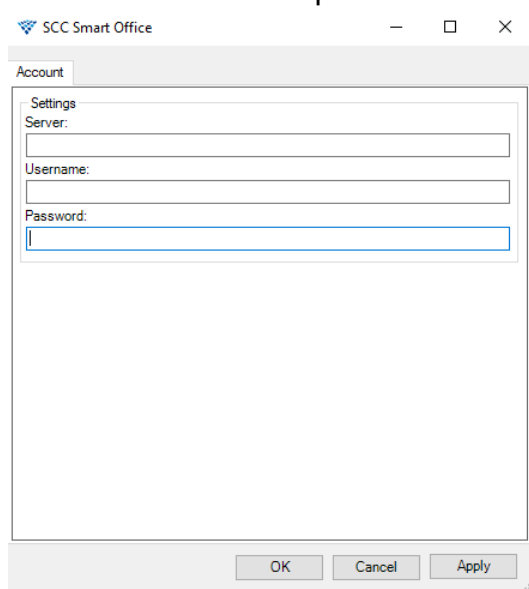


*Click through the prompts and on Finish*

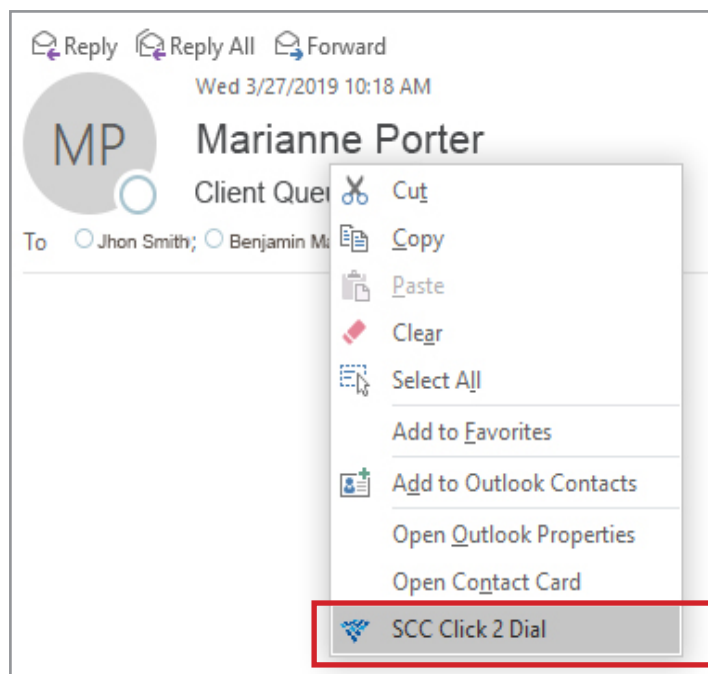
2. Open Outlook and in the **Home** page select there will be an **SCC Smart Office Plugin Icon** labelled **Settings**. Please click the icon to setup.



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



4. 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.



5. 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.

