



## QUICK START GUIDE



## Click to Call Release 7.0

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# 1 Preparing to Use Click to Call

Check with your administrator to ensure that your system meets the requirements for using Click to Call, and for a list of supported versions of the applications from which you will make calls.

You must have Administrator privileges and at least 80MB of free disk space on your computer to install the application.

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- Step 1** Obtain the installer (.exe file) and the applicable set-up instructions from your system administrator.
  - Step 2** Double-click the installer, and follow the onscreen prompts.
  - Step 3** Complete the login configuration, and select the phone to use. (To complete these tasks, follow the instructions that your administrator provides, and refer to the Click to Call online Help.)
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# 2 Calling from Internet Explorer, Mozilla Firefox, and Microsoft Excel, PowerPoint, and Word


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- Step 1** Select (highlight) the phone number in the application.
  - Step 2** Right-click to display the menu.
  - Step 3** Perform one of the following actions:
    - Click **Call** to call the phone number.
    - Click **Call with Edit** to edit the phone number and then call.
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# 3 Calling from Microsoft Outlook and Sharepoint

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- Step 1** Right-click the contact name to view the smart tag menu.
  - Step 2** Perform one of the following actions:
    - Select **Additional Actions > Call [Phone]** to call the contact.
    - Select **Additional Actions > Call with Edit** to edit the phone number and then call the contact.
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# 4 Calling a Number that You Enter or Copy

You can call any number that you type in or copy to your clipboard.


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- Step 1** (Optional) Copy a number to your clipboard.
  - Step 2** Double-click  in your Windows taskbar.
  - Step 3** Perform one of the following actions in the Call with Edit window:
    - Edit the number pasted from your clipboard, if needed.
    - Type in the number.
  - Step 4** Click **OK**.
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# 5 Using Call History

Click to Call stores numbers that you previously called so that you can easily call them again.

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- Step 1** Right-click  in your Windows taskbar.
  - Step 2** Select **Call > [Phone number]**.
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# 6 Switching Between Phones

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- Step 1** Right-click  in your Windows taskbar.
  - Step 2** Select **Select Phone**, and check the phone you want to use.
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# 7 Where to Find More Information

For more detailed information about how to use Click to Call, refer to the online Help.

You can access the Help in the following ways:

- Right-click  in your Windows taskbar, and select **Help**.
- Click **Help** on the Click to Call Preferences screen.