

# SOFTPHONE USER GUIDE – UNIVERGE 3C

## Softphone Setup

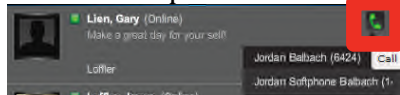
- Click on Preferences
  - Select Soft Media Phone
- 
- Check the auto start box
  - Click Save

**Note: You can tell your softphone is ready to use when you see the green check mark icon in the top tool bar**

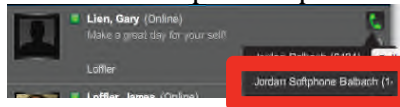


## Placing Calls from Contact Lists

- Click on the phone icon

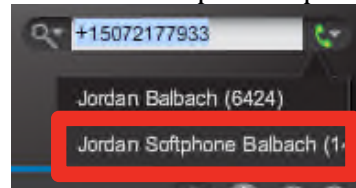
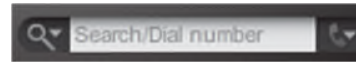


- Select the softphone option



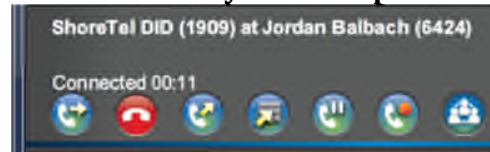
## Placing Calls with the Search Bar

- Search for an internal contact or dial +1 and the number
- Hover over the phone dropdown icon
- Select the softphone option



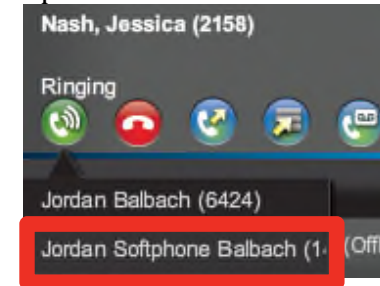
- The call will automatically connect

**Note: Call commands and options become the same as when using the client with your desk phone**

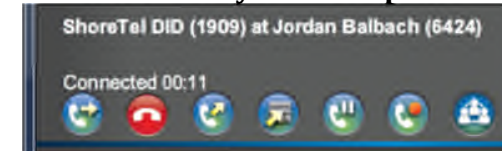


## Answering a Call

- Hover over the answer button and select the softphone option



**Note: Call commands and options become the same as when using the client with your desk phone**



## Training Links:

<http://www.loffler.com/support/training/voice-solution-training/nec-telephony-phone-systems/>

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