

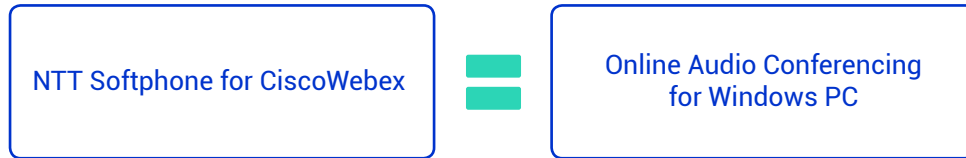


# NTT Softphone

Quick Start Guide

## Online audio conferencing

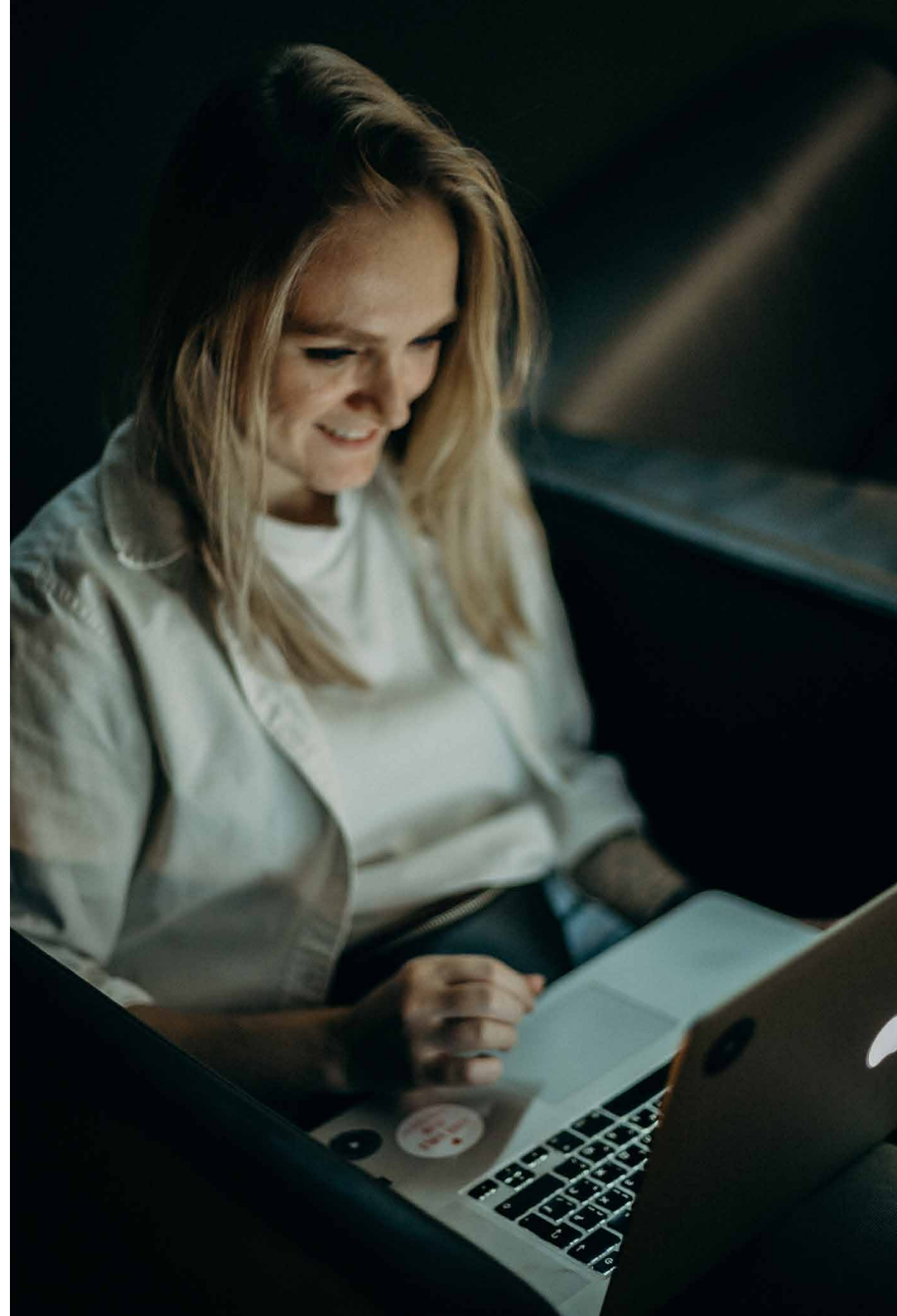
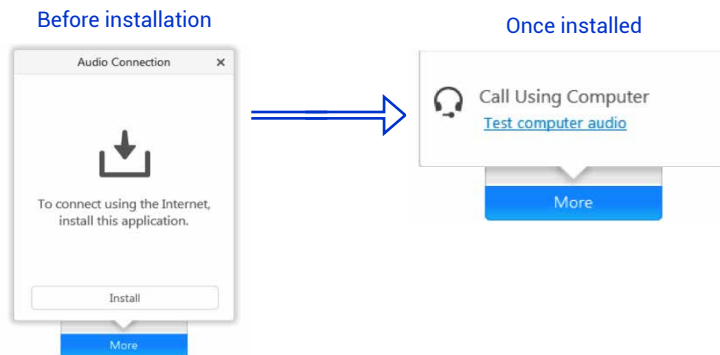
The NTT Softphone for Cisco WebEx enables you to also use the computer to join the audio part of a WebEx meeting. Please note that the softphone is not available to all WebEx users. Contact your administrator or conference moderator for more information. A USB headset with integrated microphone is recommended for optimal audio quality.



### SETUP THE NTT SOFTPHONE

#### Install

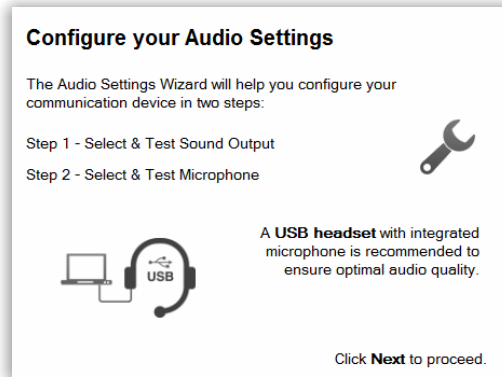
1. Start a Cisco WebEx Meeting Center meeting. The Audio Conference popup will automatically open.
2. On the bottom of this popup, click on "Use computer for Audio" to access the NTT Softphone. Then Click the "Install Now" button. For more information on the installation process, go to: <http://webexap.arkadin.com/ArkadinSoftphoneInstall.aspx>
3. Once installed, a new "Call Using Computer" option will be available on the Audio Conference popup.





## Configure

On first usage, the Audio Settings Wizard will help you to configure and optimize the Softphone for your system. Simply follow the steps and proceed as instructed in the wizard.

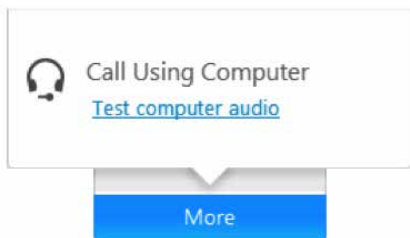


## Start the NTT softphone

### Start the audio

#### Launch the call

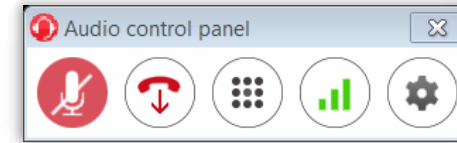
1. The Audio Conference popup will automatically open when you start a Cisco WebEx meeting.
2. Click "Call Using Computer" on the Audio Conference popup and wait for the connection to be established.
3. Once connected, the popup will automatically close.










## Audio control panel

The audio control panel will open when the call connects. It provides easy access to all the key functions.

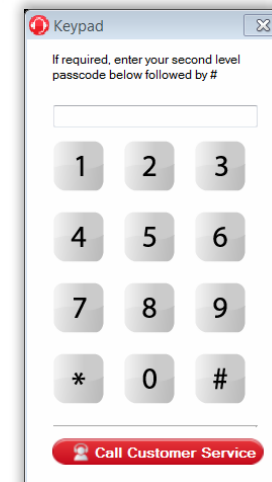


-  Mute the headset microphone
-  Network status / audio quality monitoring
-  Hang up / leave the audio conference
-  Audio options panel
-  Show the keypad

## Use the keypad

If the conference you are joining requires a second level security passcode, use the Softphone keypad to enter the number followed by #

**Tip:** If you need any help joining your conference, use the button at the bottom of the keypad to call our Customer Service for 24/7 Live Assistance.





## Configure audio options

To access the Audio options, click the cog icon on the right of the audio control panel.

### Configure devices

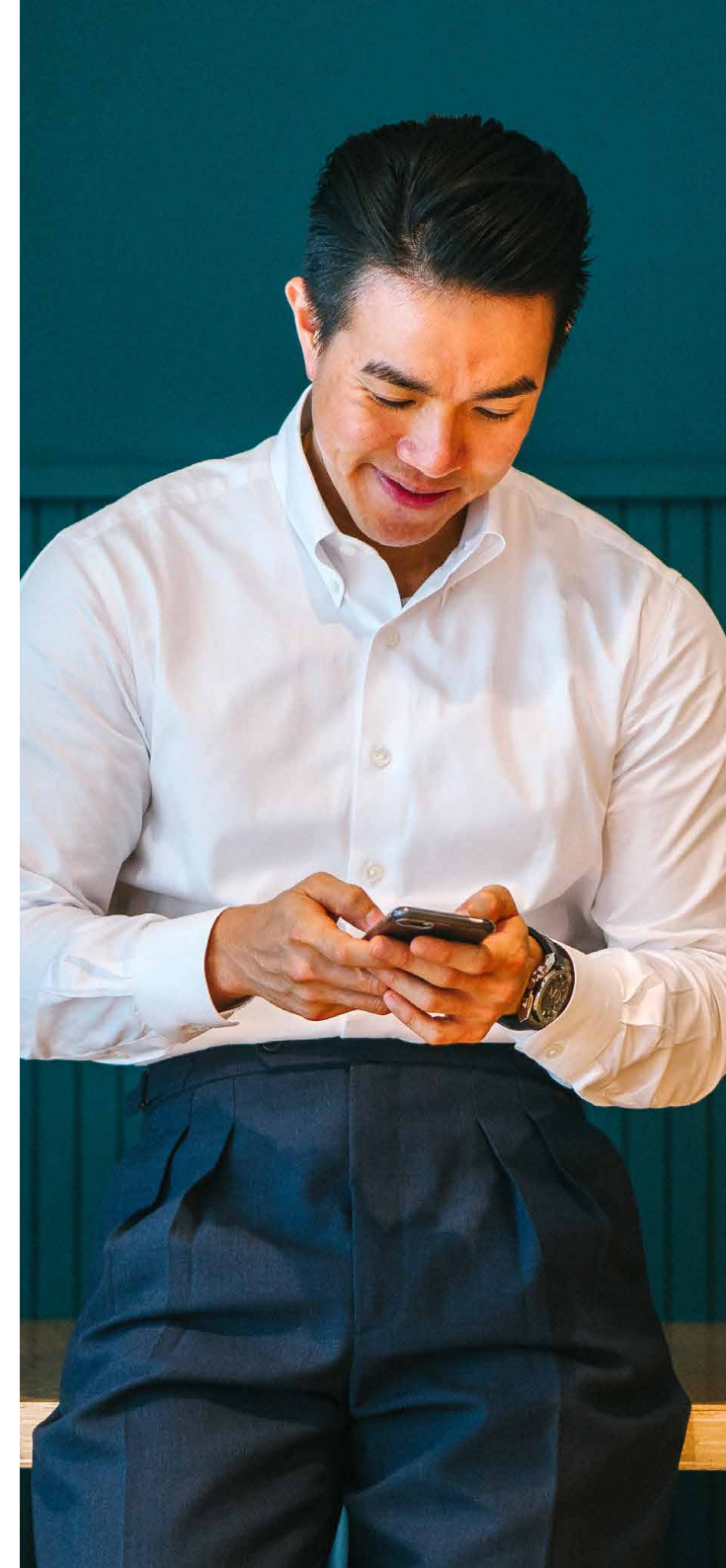
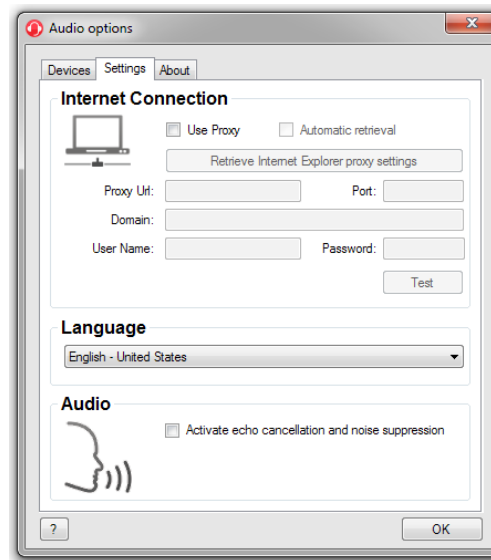
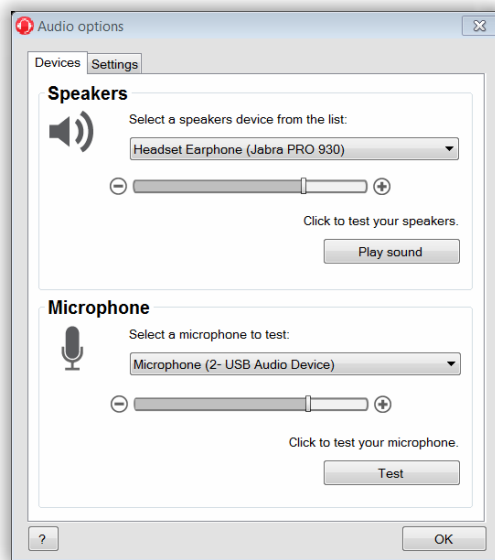
Select the first tab to change and adjust your speakers and microphone. Use the drop-down menu to choose a device, then adjust the sound levels using the slide bars.

### Configure Network Settings (Proxy)

Depending on your IT policy, your internet traffic might be forced to go through an intermediate relay server, called a proxy. In this case, you need to configure the second tab of the Audio options accordingly. Please contact your IT administrator to obtain your proxy information.

### Activate echo cancellation and background noise suppression

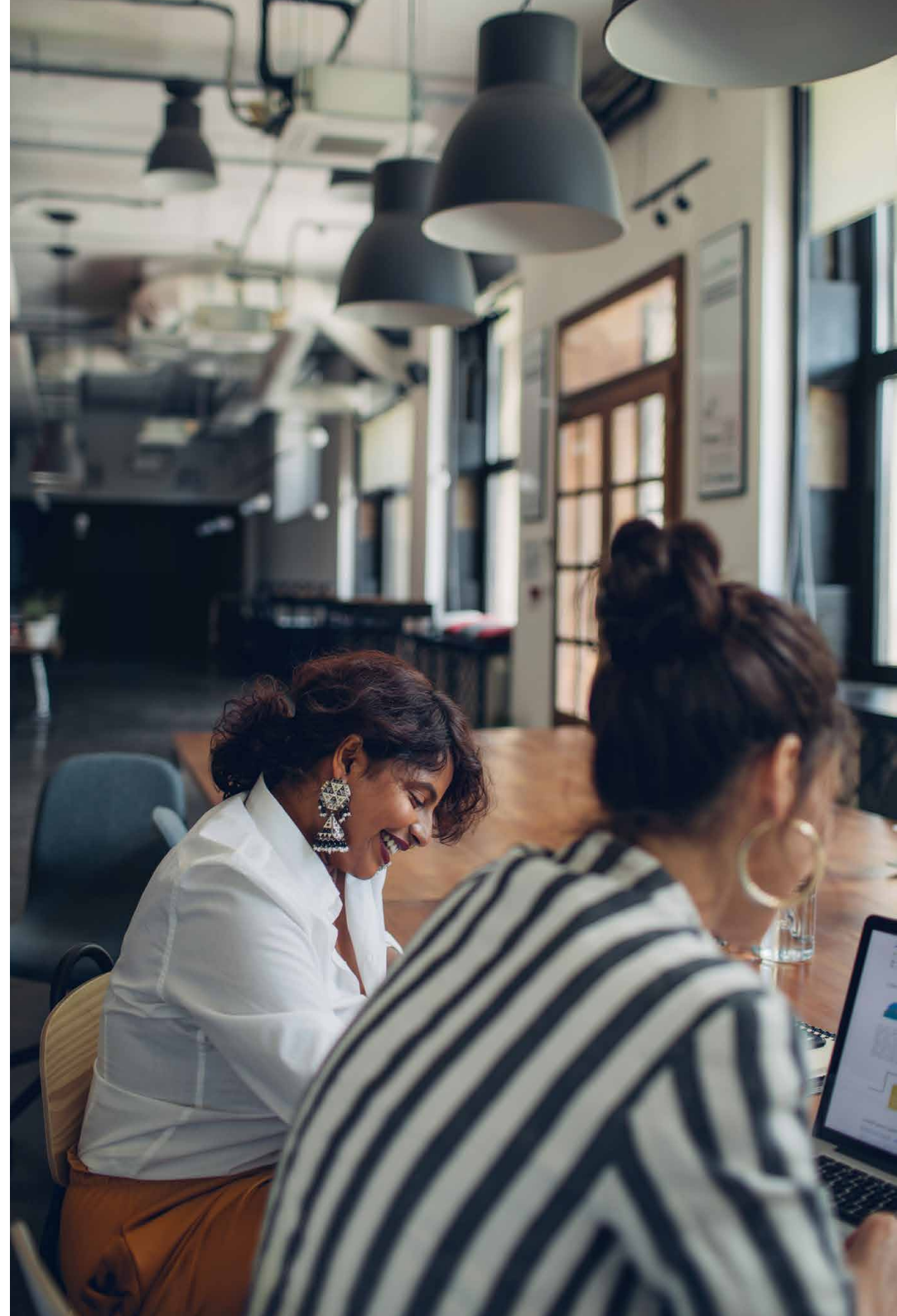
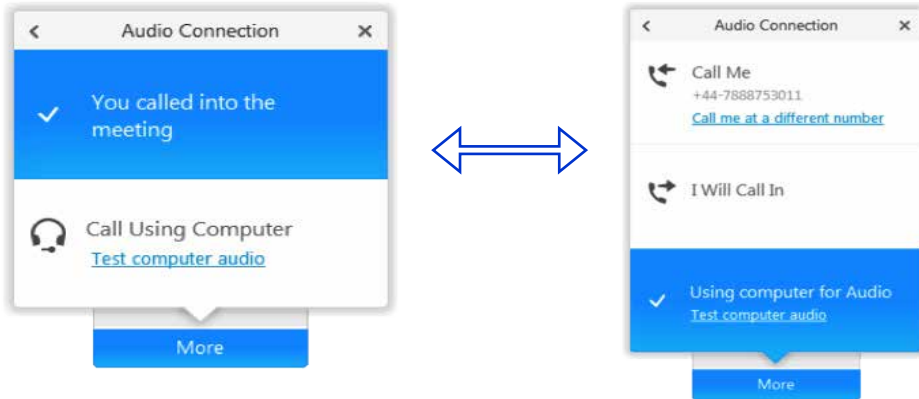
Integrated VoIP features built in echo cancellation and noise cancellation offering improved performance.



## Switch between computer and phone

You can change how you connect to the audio at any time during the call. Open the Audio Conference popup and just switch between using a standard telephone and your computer headset.

**Please note:** switching audio line will temporarily disconnect you from the audio conference.





**NTT**