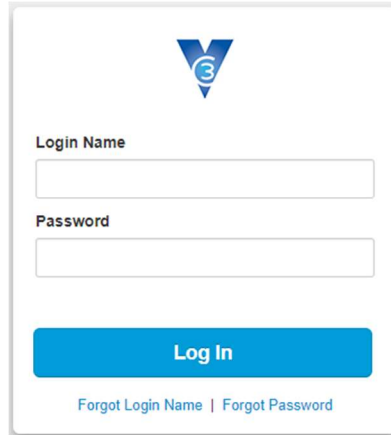


Log into the voice portal

1. Go to the following link: <https://core1-cae.vc3voip.com/>



2. Log in with your username and password. The password is created by you via the invitation email you received when first set up. Your username is your phone extension@your domain. For example: 5440@cityofwherever.com or 4308@yourcompany.com
3. If you have forgotten your username or password, please use the buttons available on the login page to request a reset.

Use the web-based phone:

1. Once logged in you can use the web-based phone to make calls from your computer. This will require you to have a headset with a microphone for best call quality or use the built in speaker and microphone on your device.
2. Click on the **SNAPmobile Web** link at top of the page



3. A window will pop up with your company's directory for easy calling.
4. You can dial numbers directly by clicking on the red plus in the lower right and then clicking the number pad icon. This will bring up a number pad where you can type the number on your keyboard or click on the number on your screen.



5. Once you have typed in the number, click on the green phone handset icon to initiate the call.
6. While on the call you can mute the call, put it on hold, transfer the call, conference in another number or switch to another phone using the buttons on the screen.