# Mitel Softphone Instructions

This only works on our network or VPN.

## To use the Mitel Softphone open your Mitel Application

1. **Place a Call** - Enter the number in the call display using the softphone keypad of the computer keyboard. Click on the green handset icon.

2. **End a Call** - Click the red handset icon with the down arrow.

## Note – Audio Settings

The Mitel Softphone application may require additional configuration of the Windows audio settings. Please contact the help desk by submitting a request by e-mailing Help@sjwmd.com