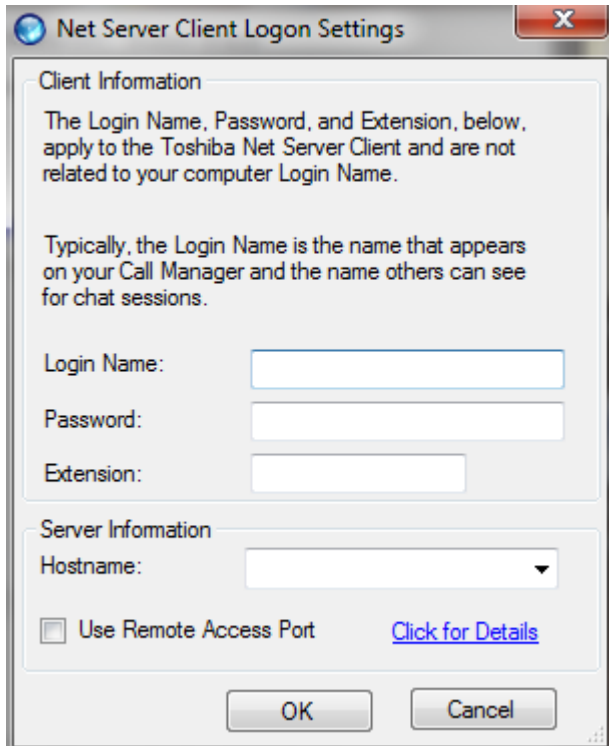


Once you have downloaded the installation file, run it and follow the instructions until you reach the step below.



The screenshot shows a Windows-style dialog box titled "Net Server Client Logon Settings". It contains two sections: "Client Information" and "Server Information".

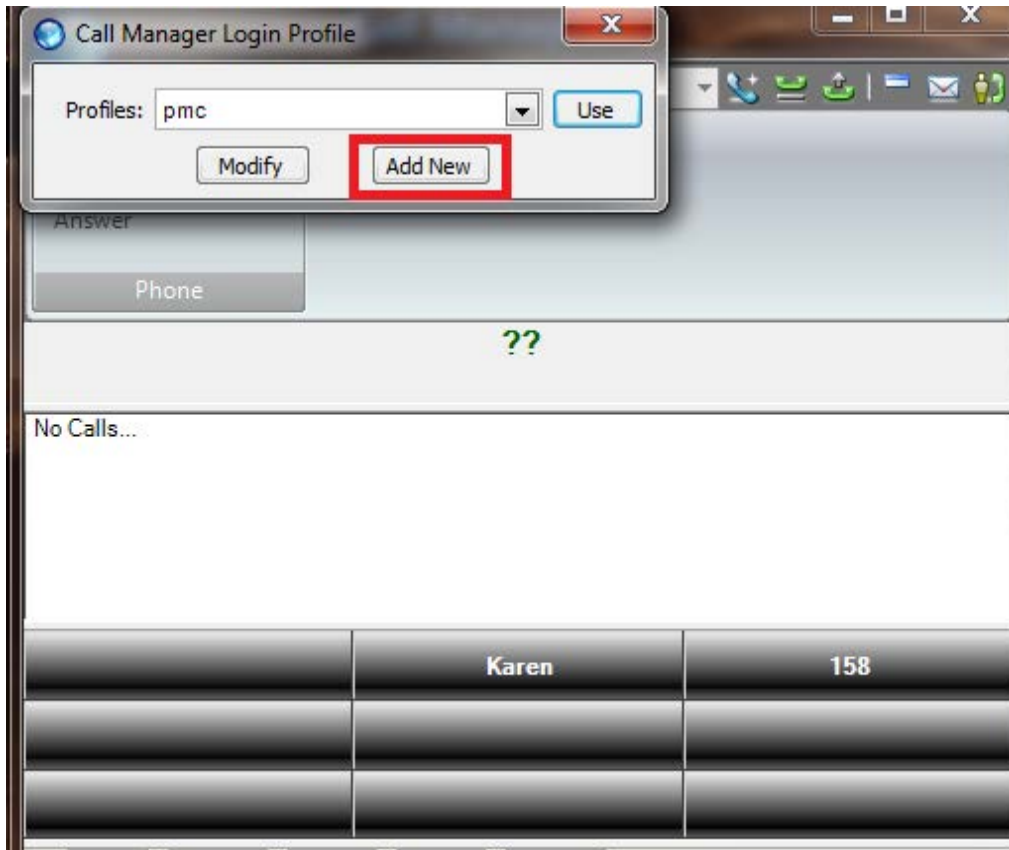
**Client Information:** This section includes a text block explaining that the login name, password, and extension apply to the Toshiba Net Server Client and are not related to the computer's login name. It also notes that the login name is typically the name seen on the Call Manager and in chat sessions. Below this text are three input fields: "Login Name:", "Password:", and "Extension:".

**Server Information:** This section features a "Hostname:" label followed by a dropdown menu. Below the dropdown is a checkbox labeled "Use Remote Access Port" and a blue hyperlink "Click for Details".

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

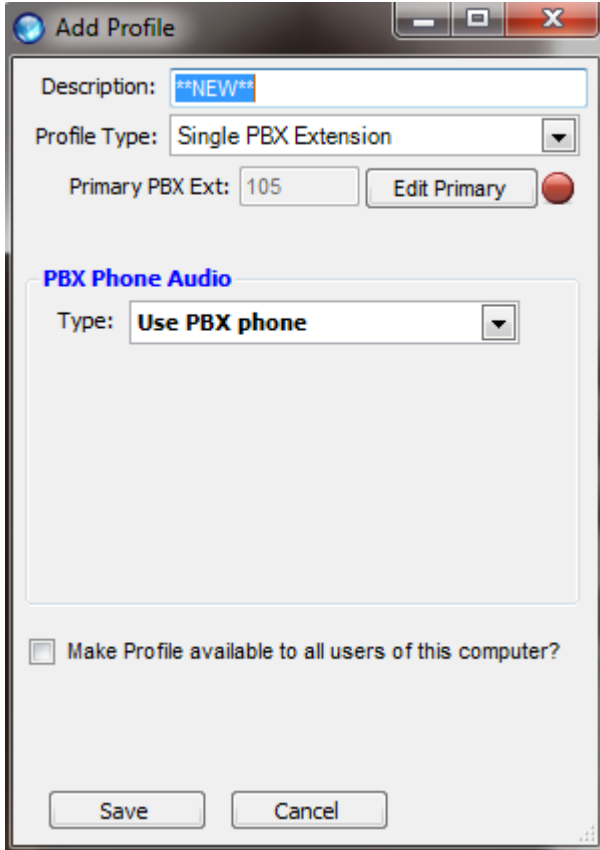
1. Your login name is the letters "u" and "c" and your extension. (ex. Your ext. is 200 your username is uc200)
2. Your password is your extension.
3. Your extension is simply your extension number.
4. The hostname you will need to enter is: cp1000XXX.vipedge.com. (The "XXX" represents your personal account number. If you do not know this information, contact your system administrator).
5. Lastly check off the use remote access port box.
6. Once finished typing in the information hit OK and the install process will finish.

When you first load the software you must make a new profile first. So click the “Add New” button to continue.



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A new window will open up that will look like the one below. You can put anything in for the description, it's just a label for the profile. The red circles next to the "Edit primary" button should turn green after a few seconds automatically (it's pretty quick you might not even see it happen).



After you have typed a description and the red circle is green, hit save. When it brings you back to the screen shown below click "USE" and after a few seconds you'll be logged in.

