INSTALLATION GUIDE

Accessions Communicator For Desktop

Installation Only

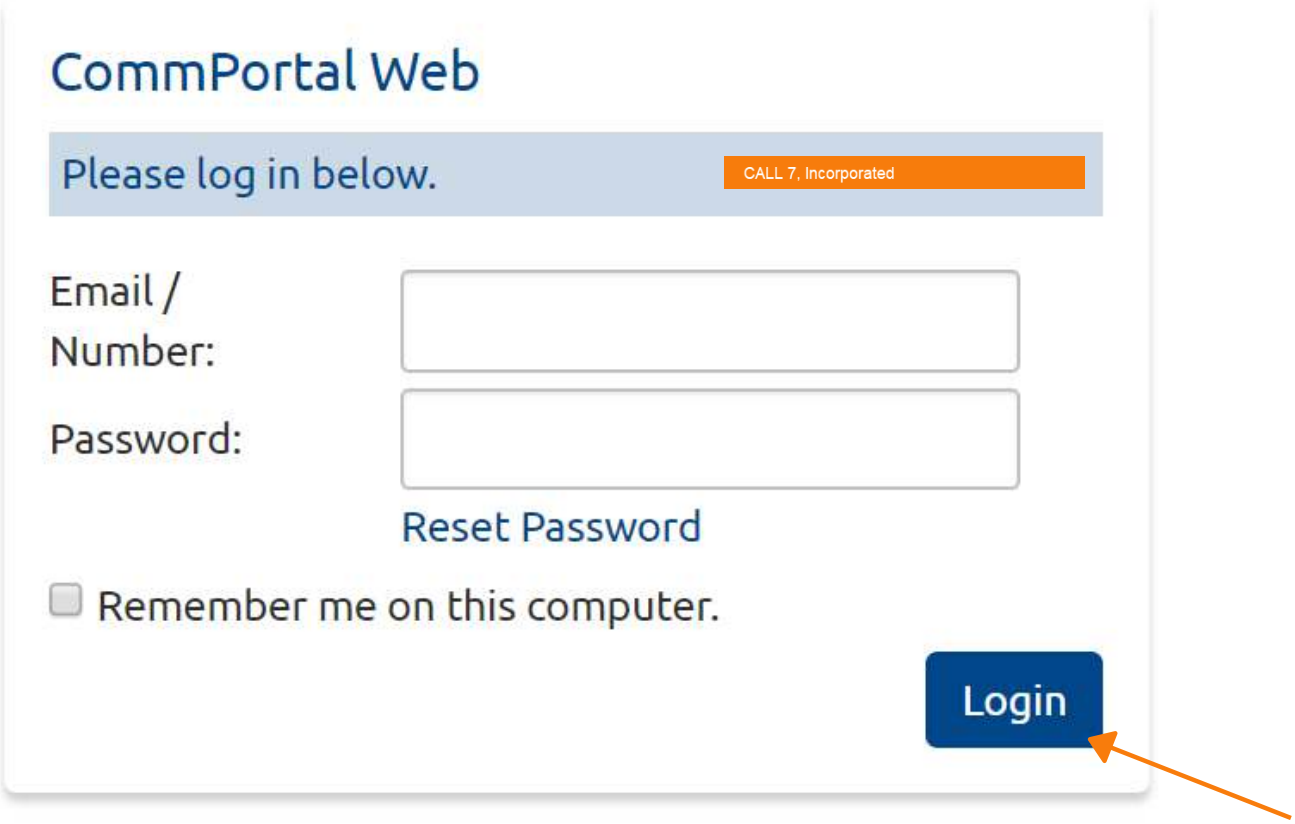
Please Note: The screen shots presented in this document are native to Windows operating systems. The Mac OS process is similar but may look slightly different and action buttons may not appear in the same locations.

To download Accession Desktop Communicator, simply follow the steps outlined below:

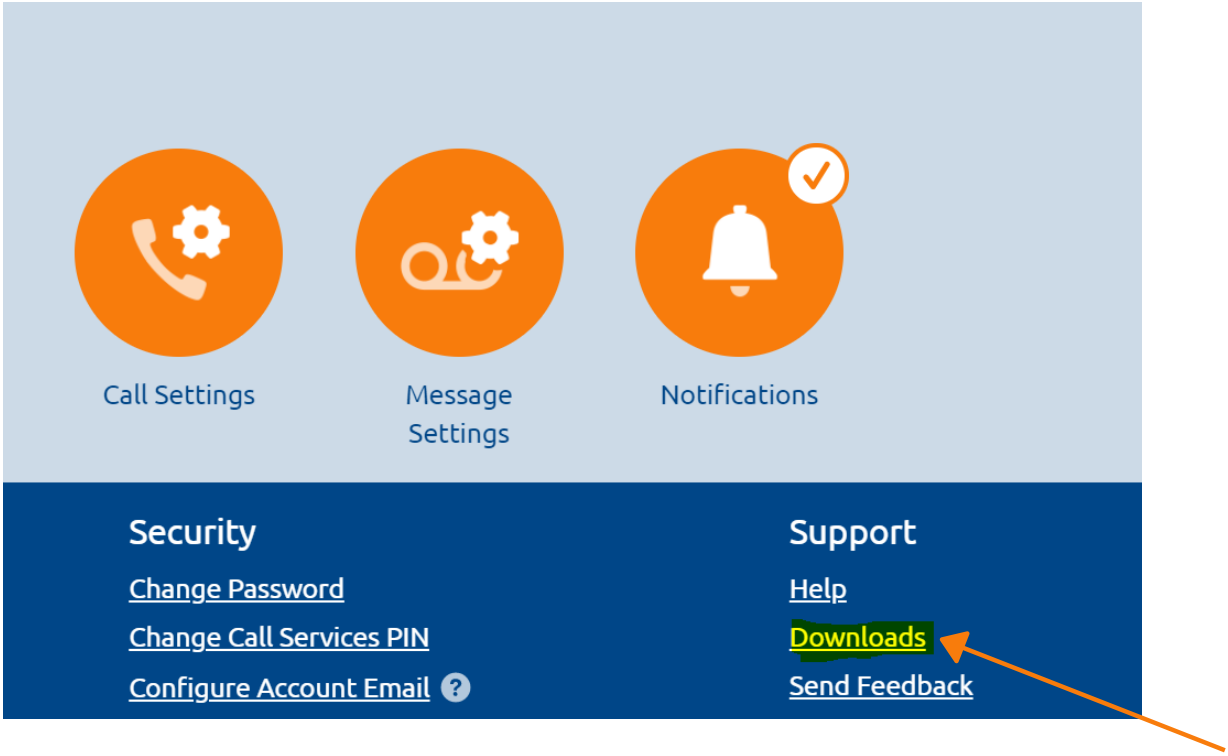
INSTALLATION STEPS

1. Open CommPortal: Navigate to **https://my.uc-view.com** from any web browser

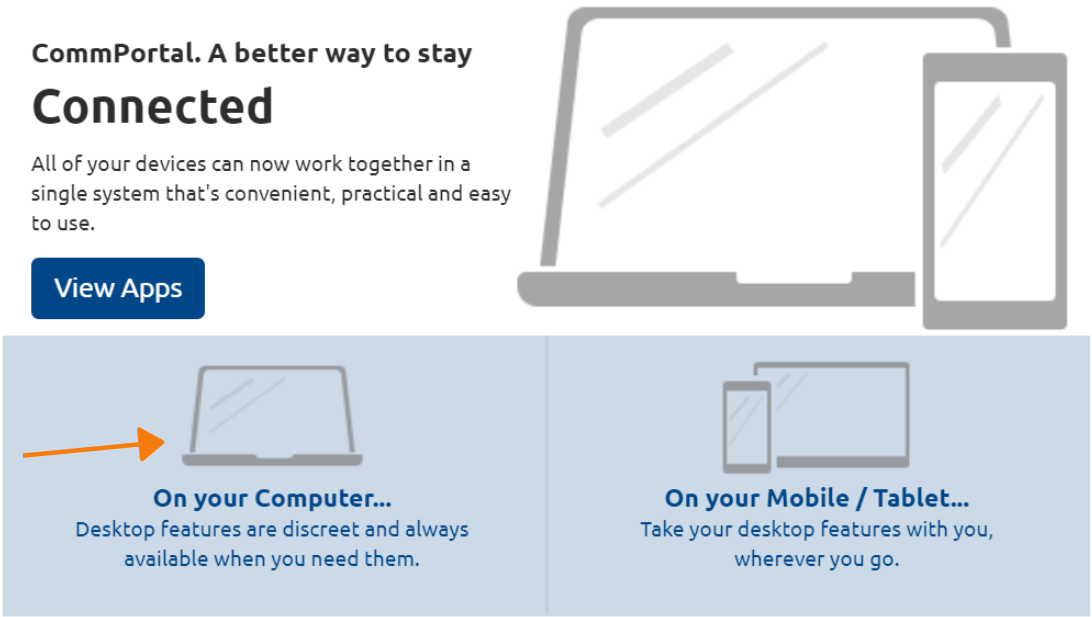
Login using your 10 digit phone number and CommPortal password. Please contact your administrator or call support at 800-881-3066, or email at support@call7.com



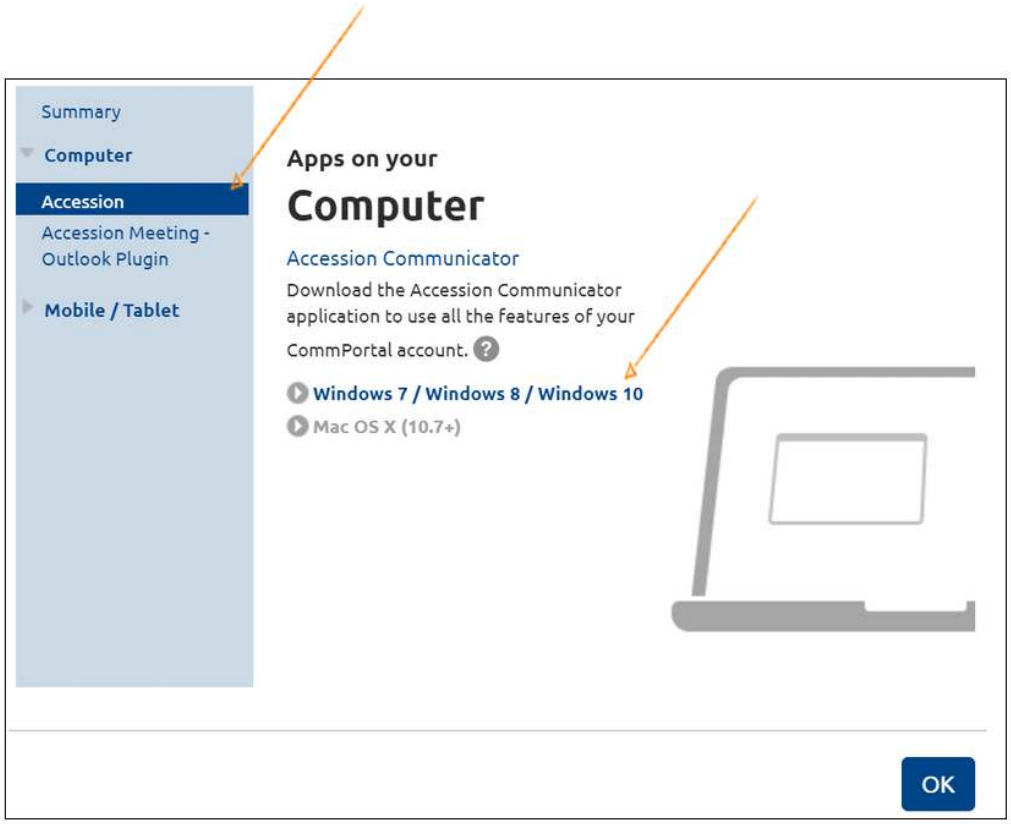
3. Once logged in, click 'Downloads' on the bottom right hand corner



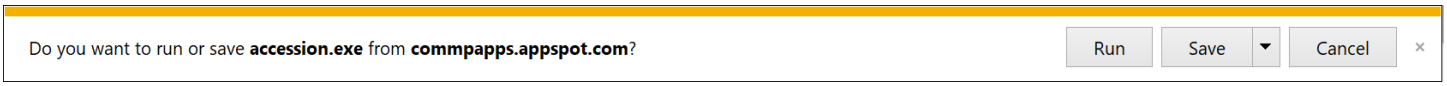
4. A new window pops up as shown below. Please click 'On your Computer'



5. Select the “Accession” application, then click the highlighted link for the appropriate PC operating system software to start the download

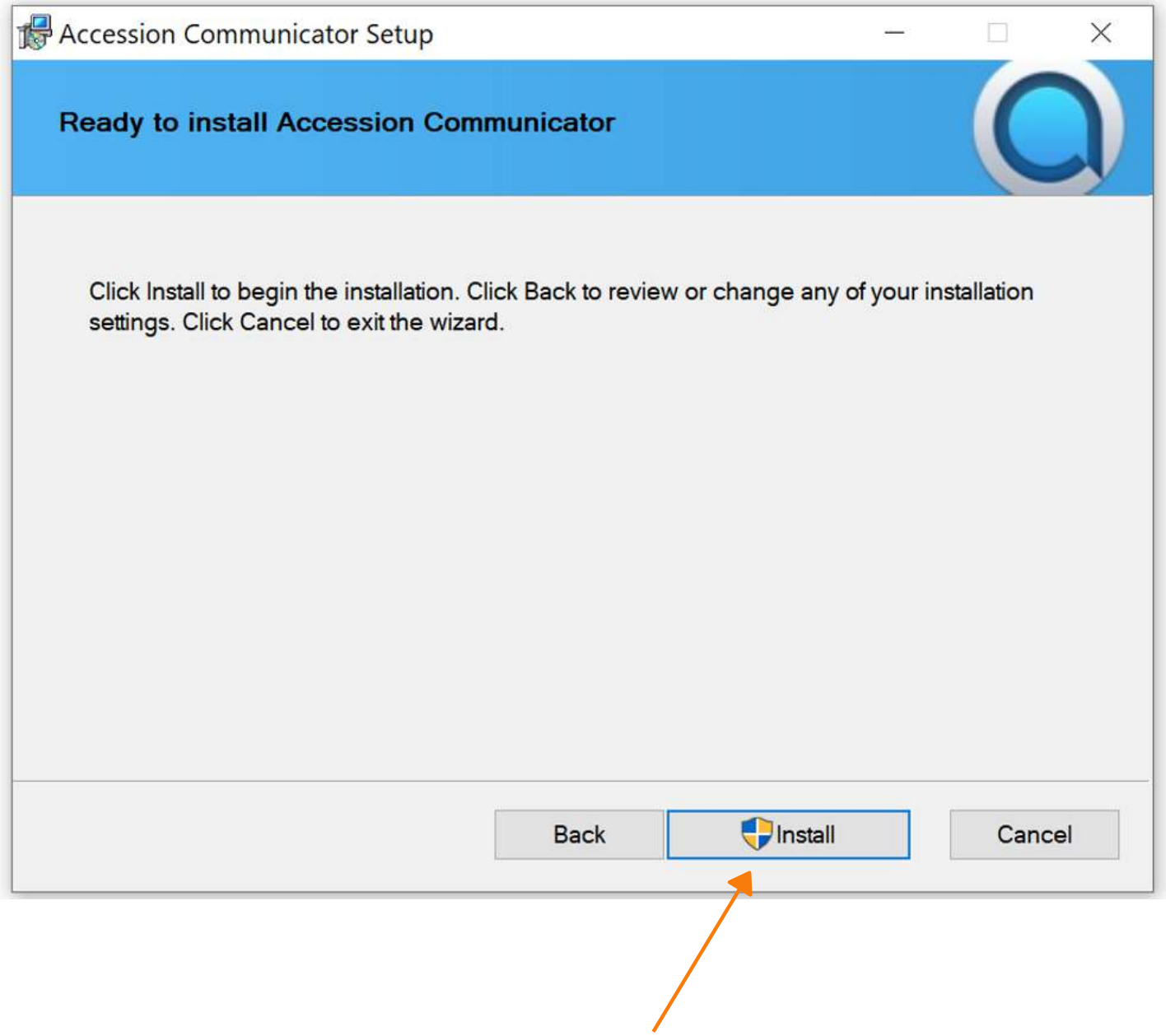


6. Your computer may perform a security check prior to downloading and present a Window with a security warning. The appearance of these boxes will depend upon the browser and PC operating system (OS) you are using. Click 'Save' if asked
(Note - Steps may vary based on web browser used)

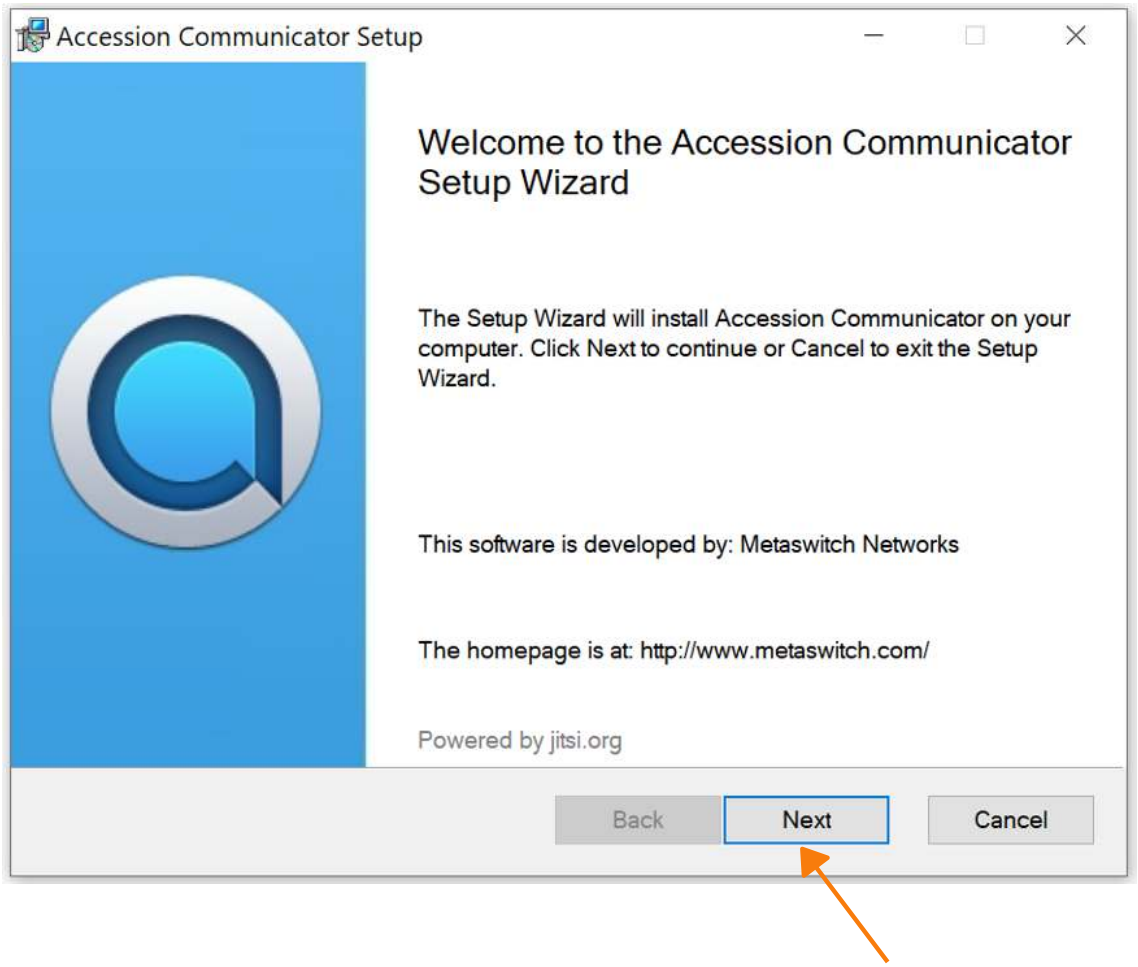


7. An executable installation file will be downloaded for you to run. Click on the file to install

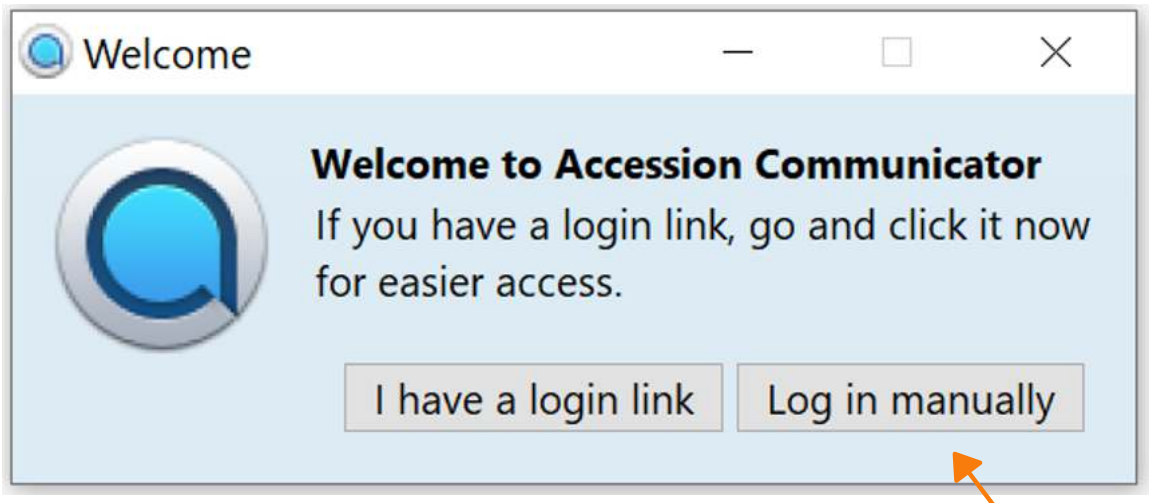
8. Click 'Install'. Your company firewall may block the installation and ask for admin login/password. If asked for admin password please contact your local network administrator



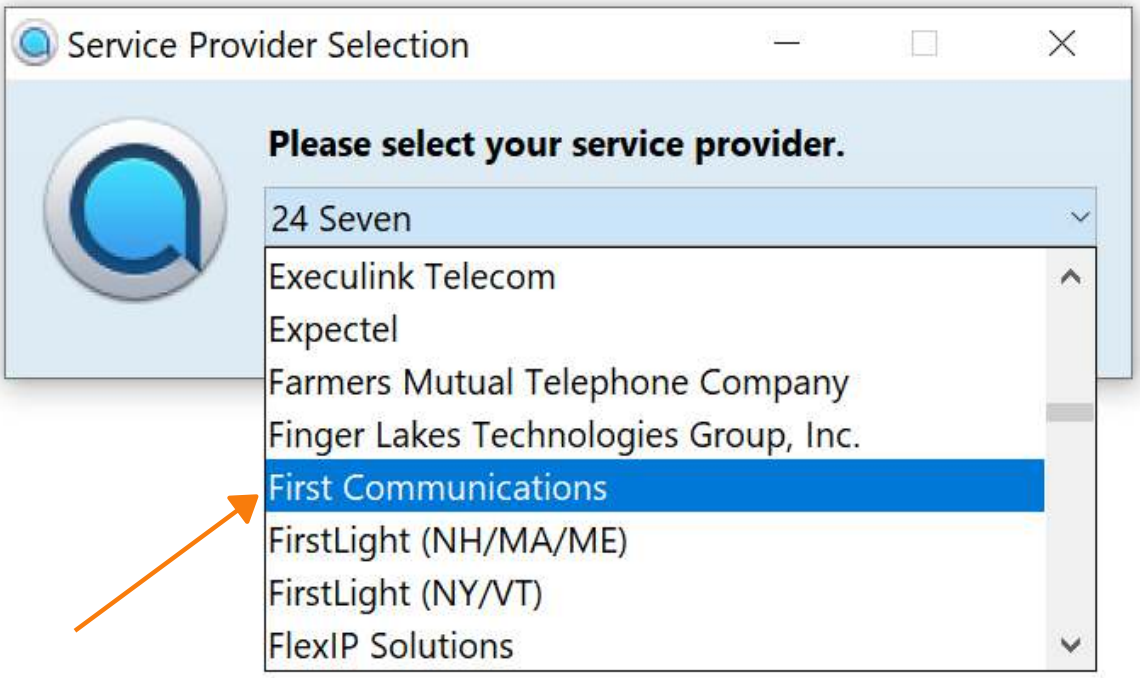
9. Next, you will see a setup window as shown below. Click 'Next' until you see 'Finish' button



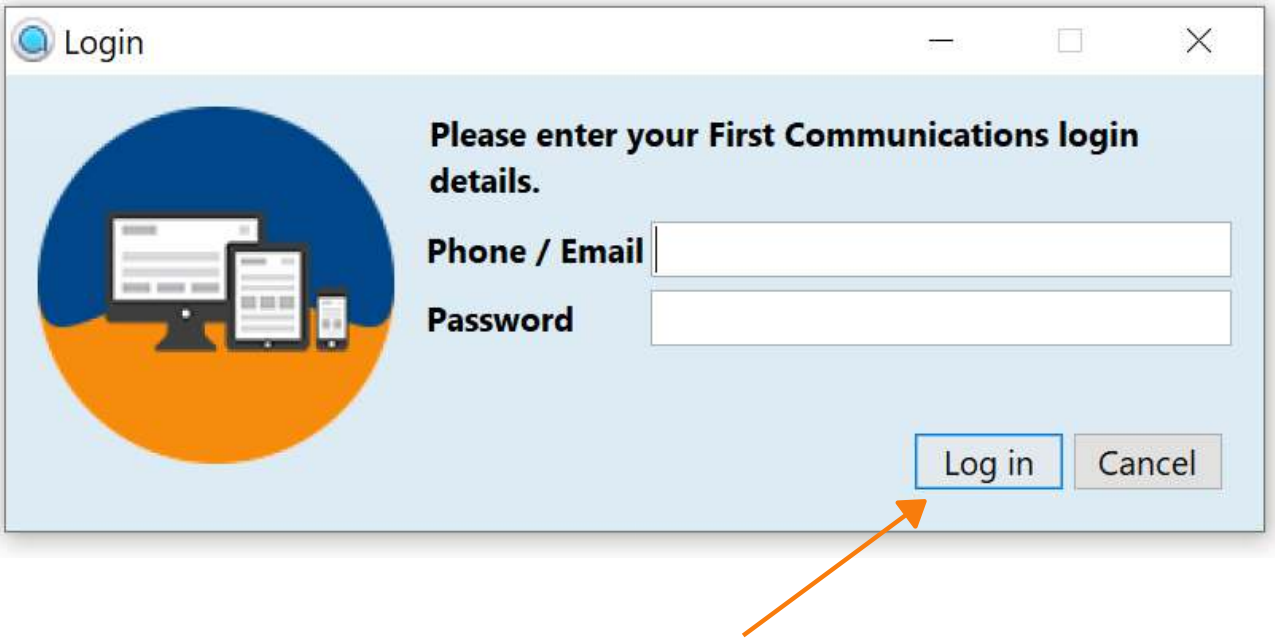
10. Click ' Finish' setup and a new window pops up. Click 'Log in Manually' to proceed



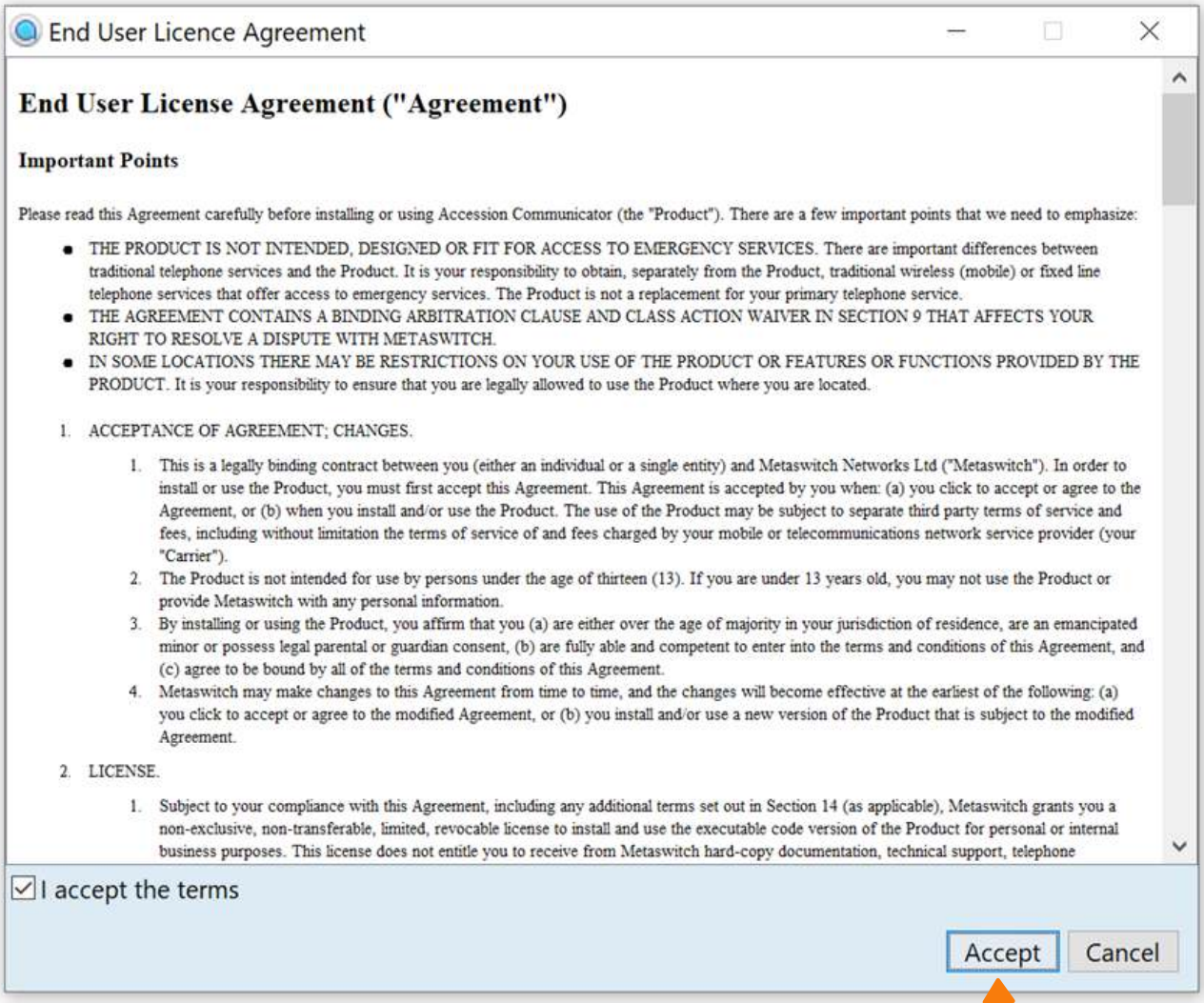
11. Please select First Communications from the dropdown Menu and hit 'OK'



12. Please enter your 10 digit phone number, same password as CommPortal and hit 'Log in'



13. First time you login, you have to accept terms and conditions. Tick the checkbox below and hit 'Accept'



You're now ready to use Accession Desktop Communicator.

You can find Accessions Communicator User Guide Here :