

Home Remote Access

Go to <https://avengerlogistics.com/software-download>

You will need several things in order to work remotely. First and foremost, you absolutely must have internet access. Second, you must have a working laptop. Third you must download and install the following applications

The Remote Access software must be downloaded and installed for you to access your phone, McLeod and Microsoft email and applications. Please use this as reference as you setup your computer.

Soft Phone

The ShoreTel Sky Softphone is a virtual phone that will run on your computer. It has many of the same functionalities as your normal phone, and you will be able to dial internal extensions as you do now.

Click the ShoreTel logo to download the soft phone; it will download a .zip file.

Open the zip file and run the softphone installation. Follow the instructions as the installation file runs. You will accept everything and change nothing.

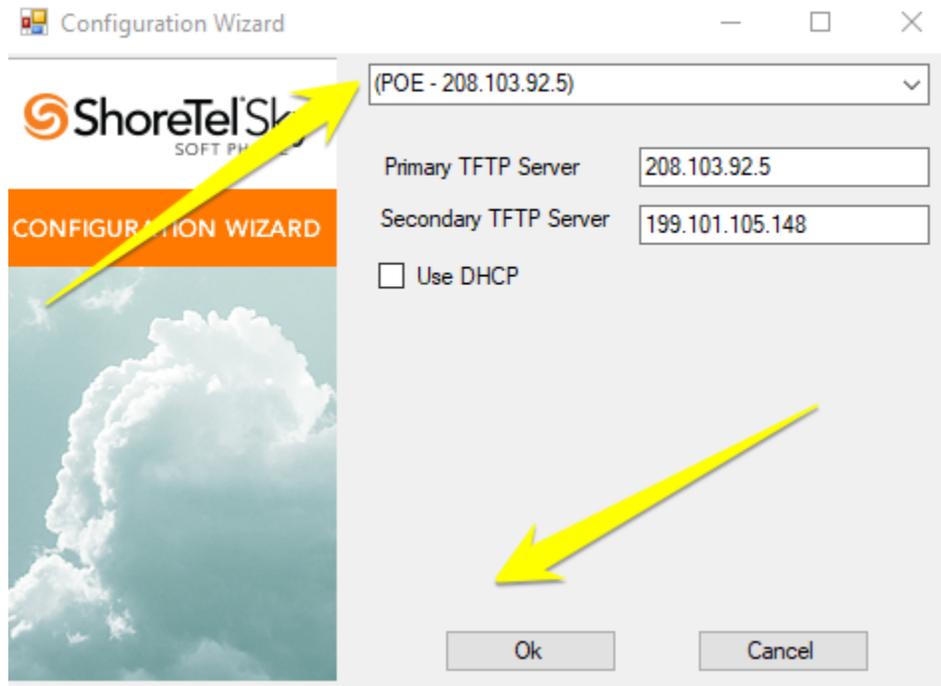
Once you have installed the file you should have an icon on your desktop, open the program.

When the software opens it will ask for a license – click on the trial button – we can add a serial number later.

From here you should see the following screen. Click on the tools button and choose Configuration Wizard.



From the top dropdown box choose POE and click OK

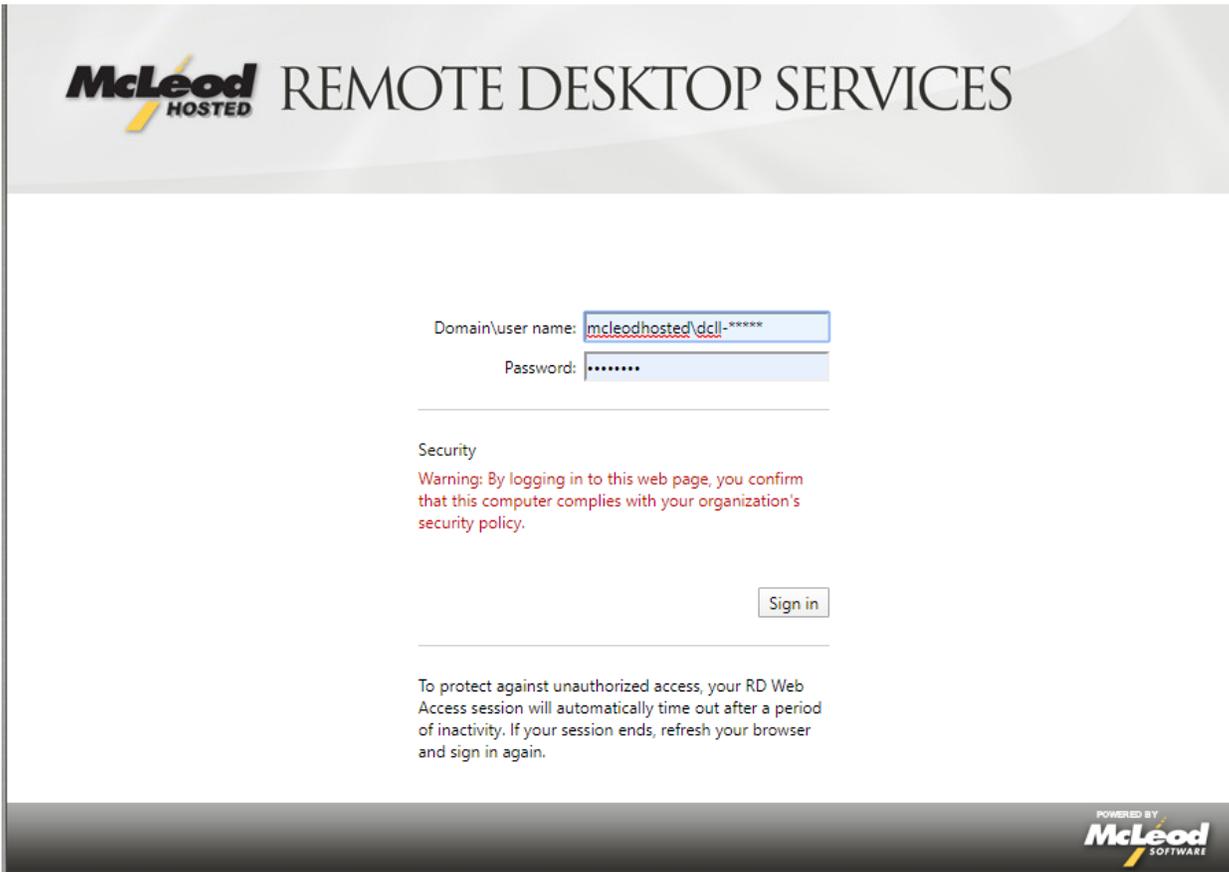


You will see the following screen and will enter your **phone number** and **PIN**:



McLeod Setup

Click on the McLeod link. If you are not already connected to the Kerio client, please do so before launching the McLeod link. Once you are into the McLeod login page please enter your username as follows with the **** being unique to your login:



If you do not know your password please send an email to help@avengerlogistics.com

Once you have entered the correct username and password and sign in, you will see the following screen, choose the Production Icon:



This will download a file for LME in your downloaded files**. Open the new file and your LME will launch. If it asks for the username and password enter the same thing as you did in the login screen with the mcleodhosted/dcll-**** (Where the **** is your unique username.)

**Remember where you saved the shortcut so you don't have to keep downloading the client.

Microsoft Office

For remote access you will need to log on to the Office link on the website. This is where you will enter your normal @avengerlogistics.com email and password.

From there you will be able to use online versions of Outlook, Word, Excel, etc. You can also access your OneDrive files if applicable.

To install the software on your computer please click the Install Office at the top righthand side of the screen. This will also install Skype for Business. You will use your email address and password to log in.

