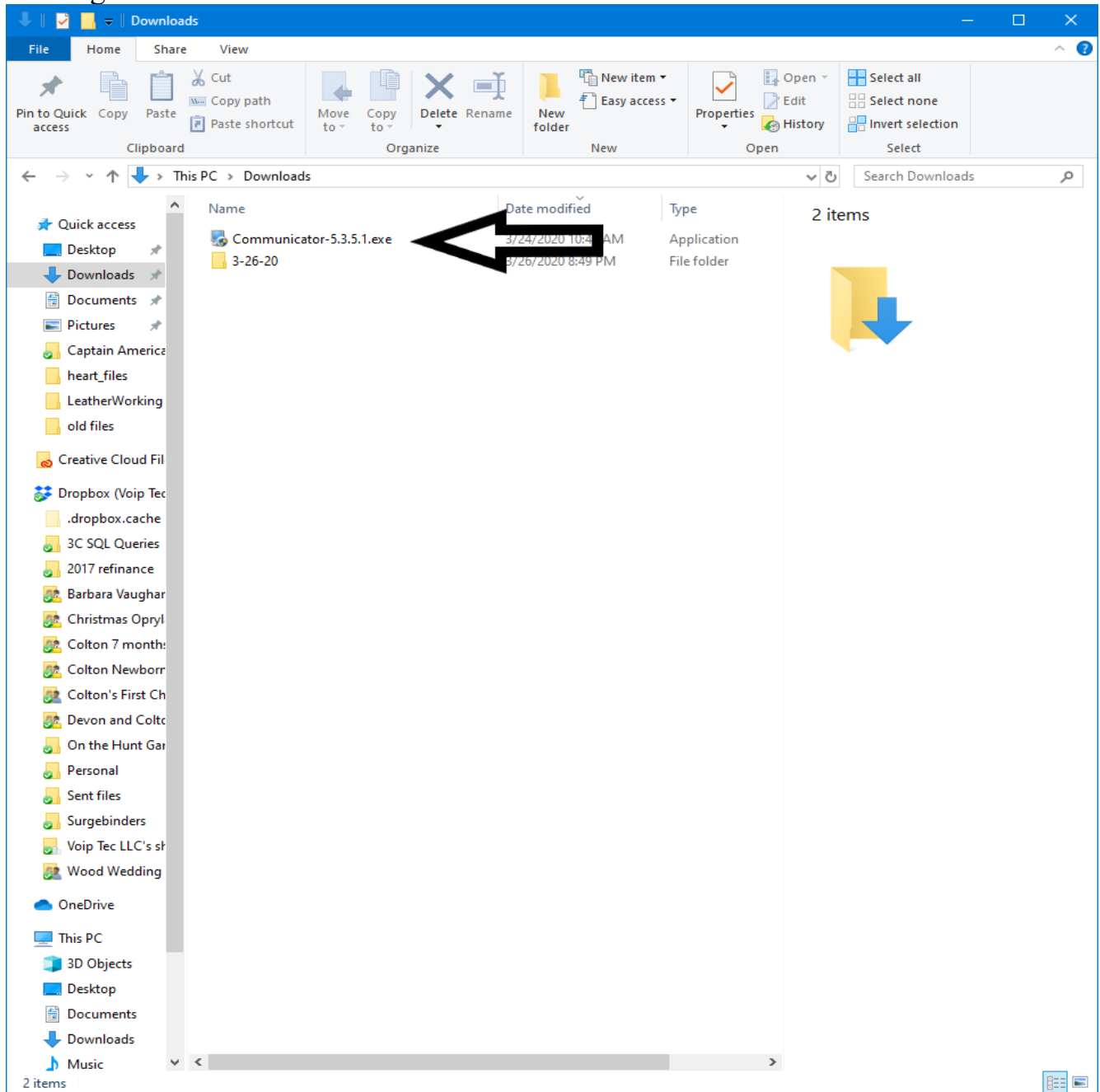
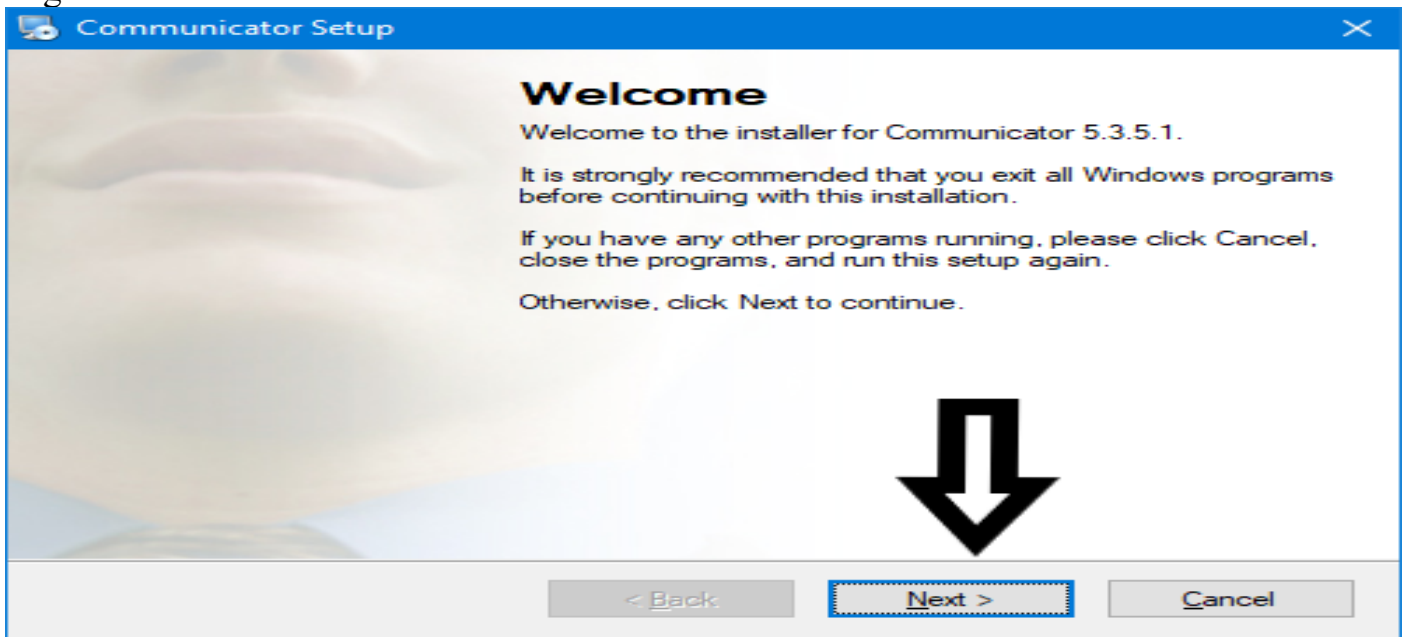


We at VoipTec would like to take a moment to thank you for your business, below is our Step By Step Instructions for how to install and setup your VoipTec Communicator Softphone on your PC.

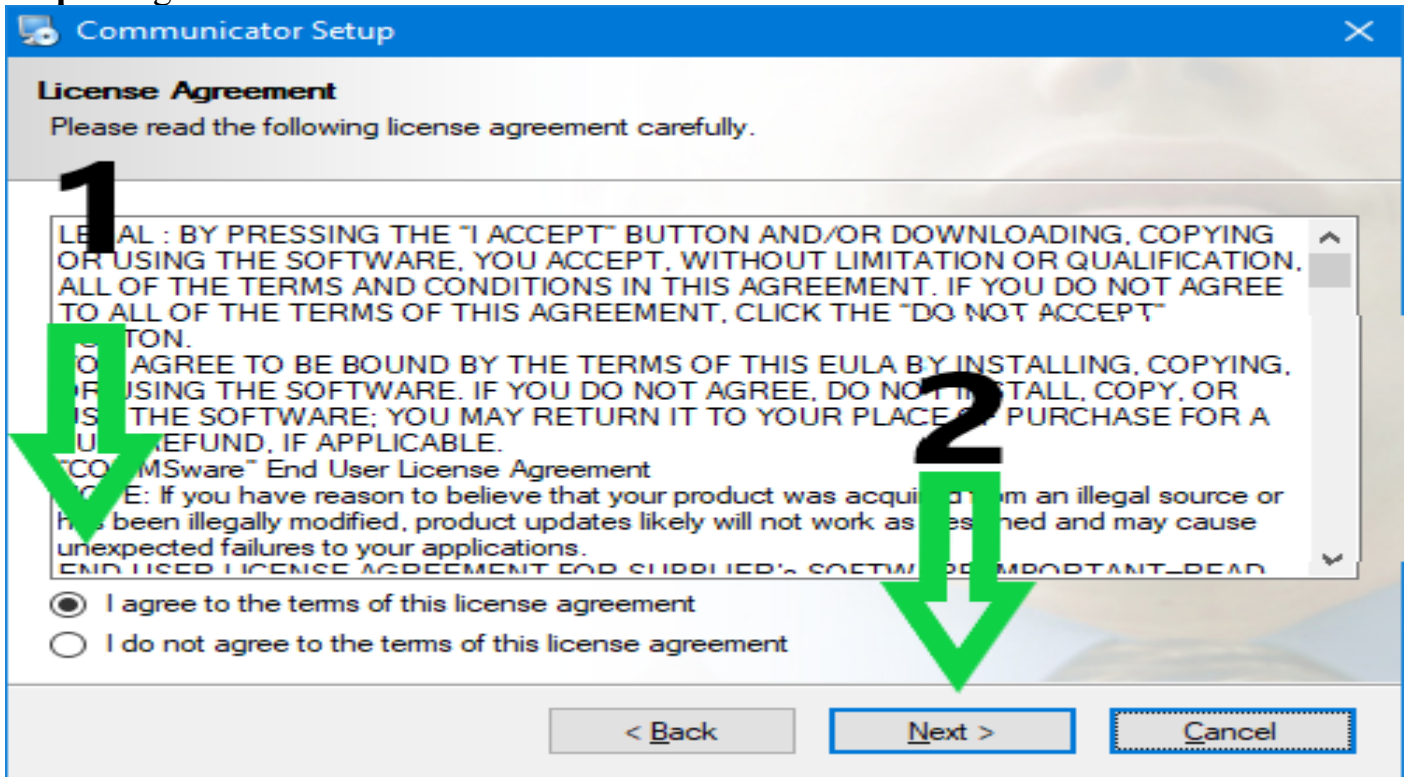
Step 1: After Downloading the Communicator installer, Run the installer by double clicking the installer.



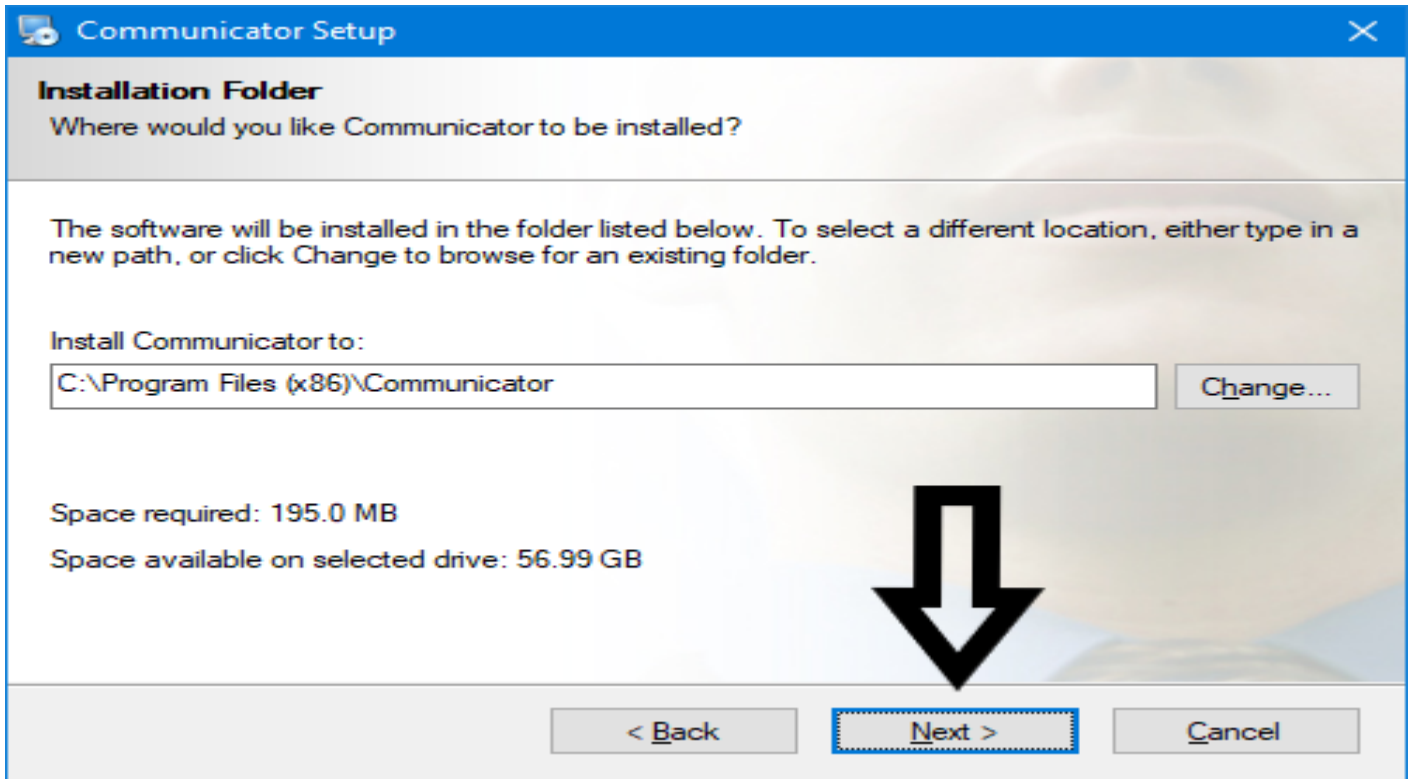
Step 2: Once the Communicator Installer has opened, select the Next Button on the first Page



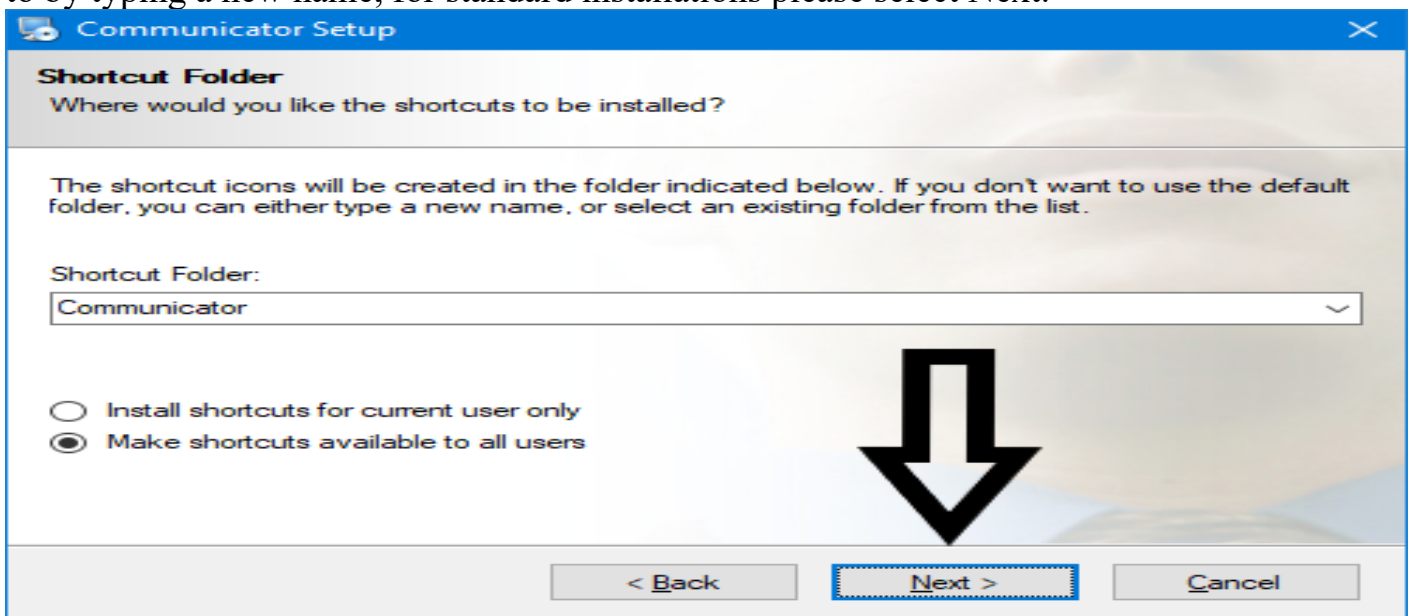
Step 3: Agree to the Terms and Select Next



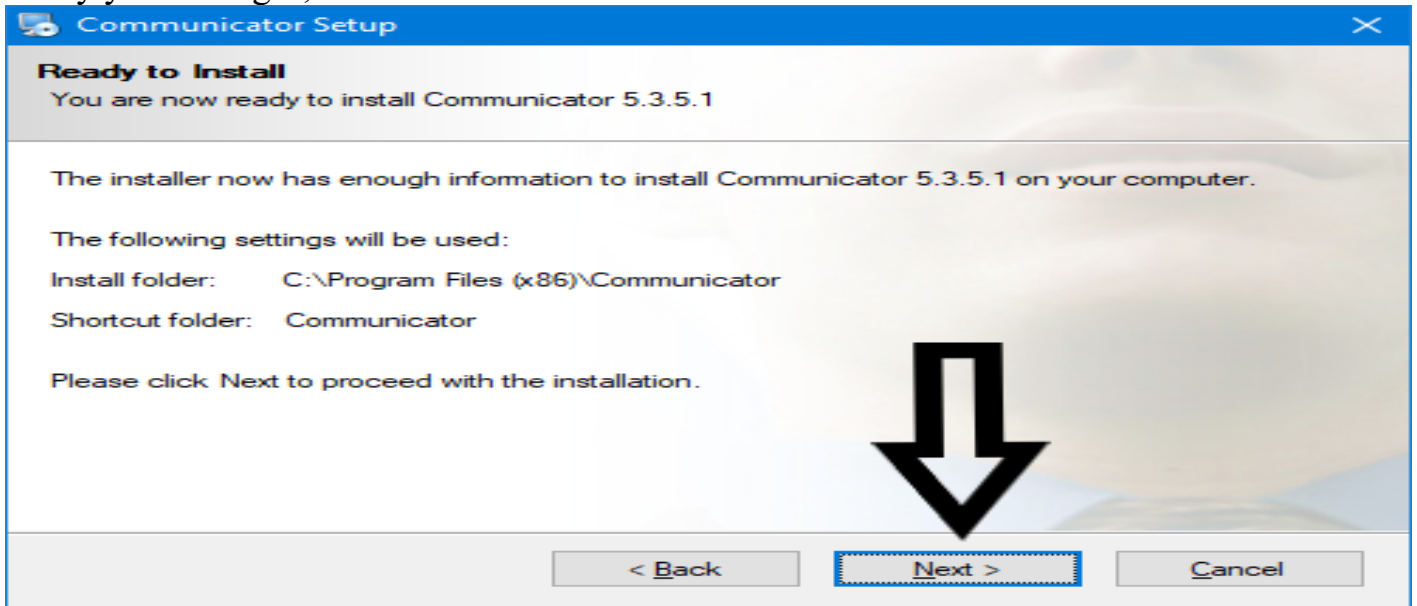
Step 4: If you wish to change the location of the installation files, you may do it now by selecting change, for standard installations just select Next



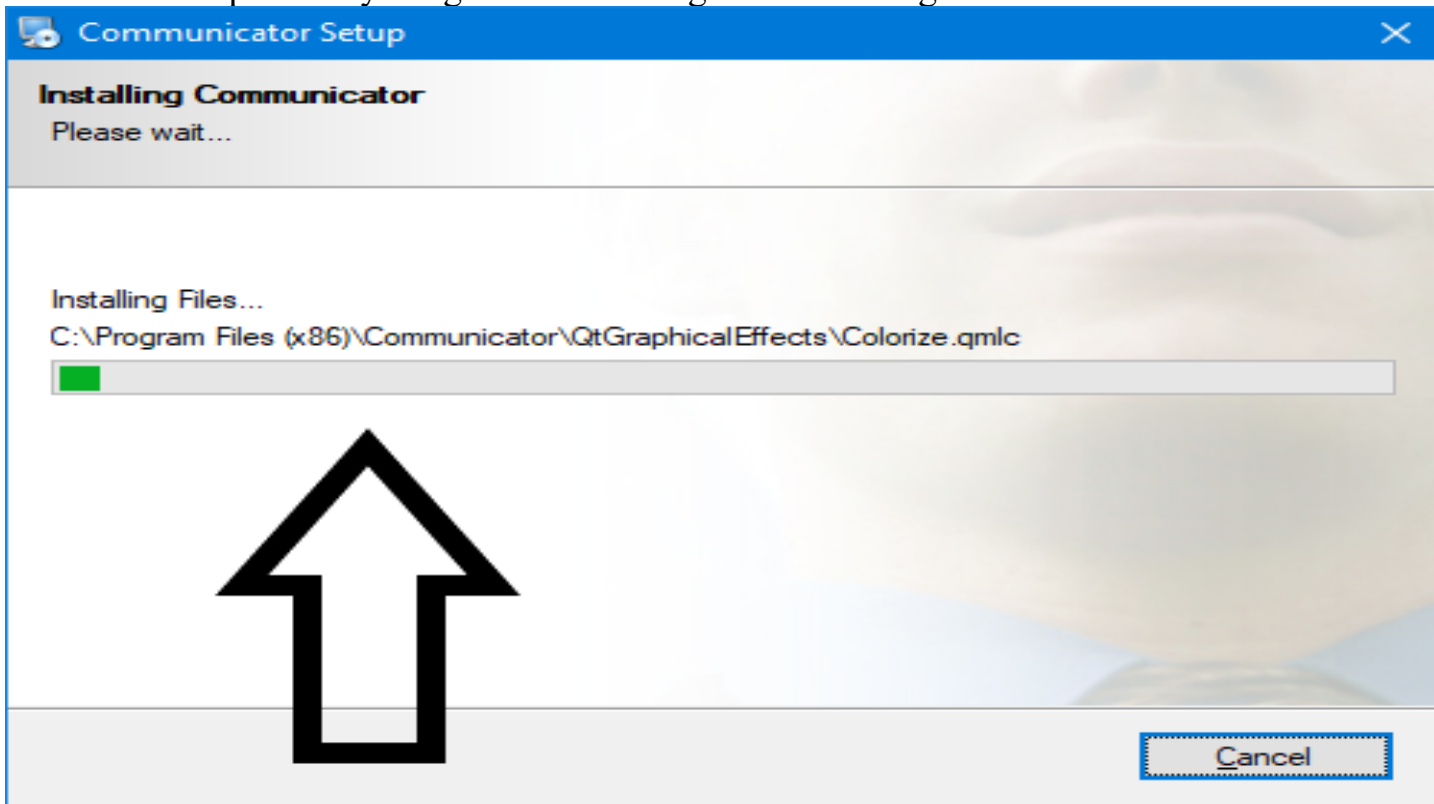
Step 5: You may change the name of the Folder your VoipTec Communication is saved to by typing a new name, for standard installations please select Next.



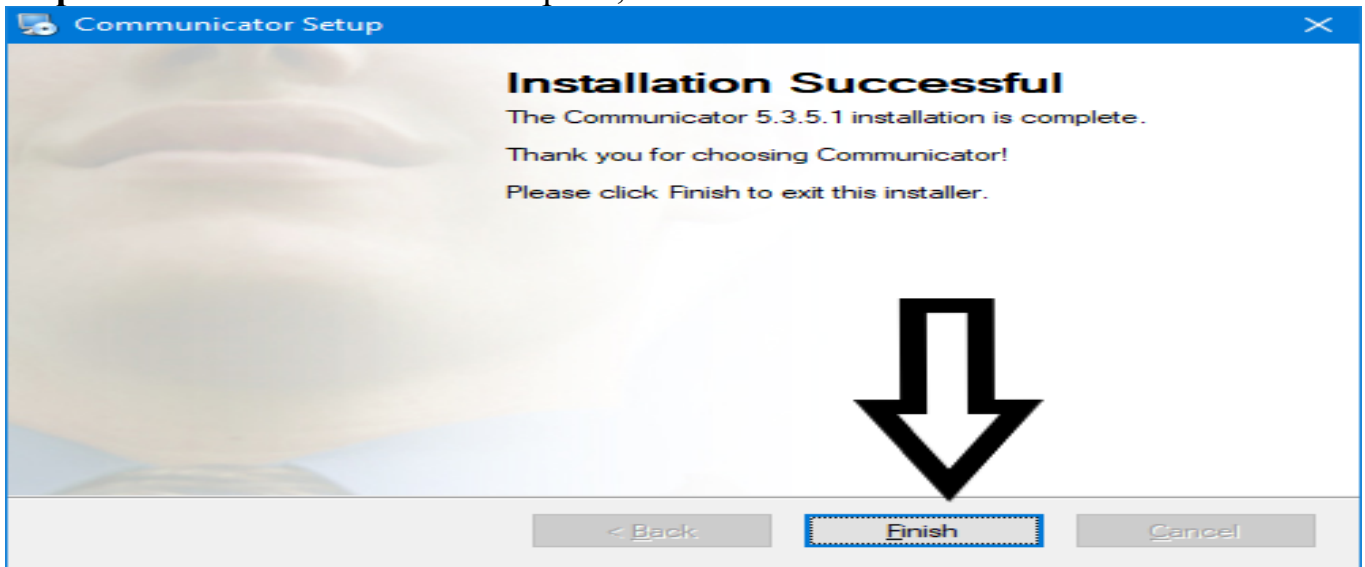
Step 6: If you made any changes to the Installation Folder or Shortcut Folder please verify your changes, for standard installations select Next.



Step 7: Wait a moment while the installer goes through the installation process indication completion by the green bar moving from left to right.

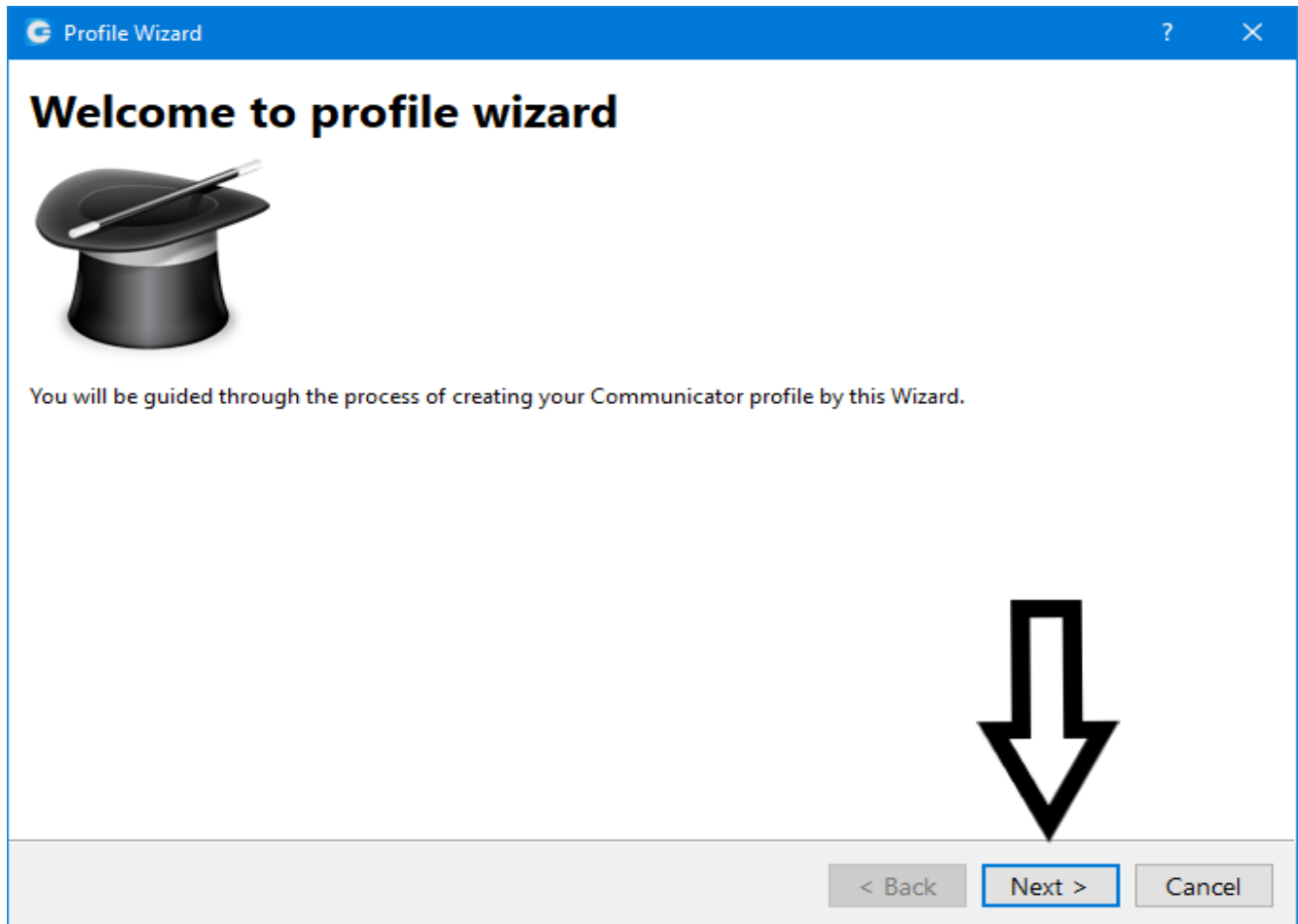


Step 8: Once the installation is complete, select Finish.

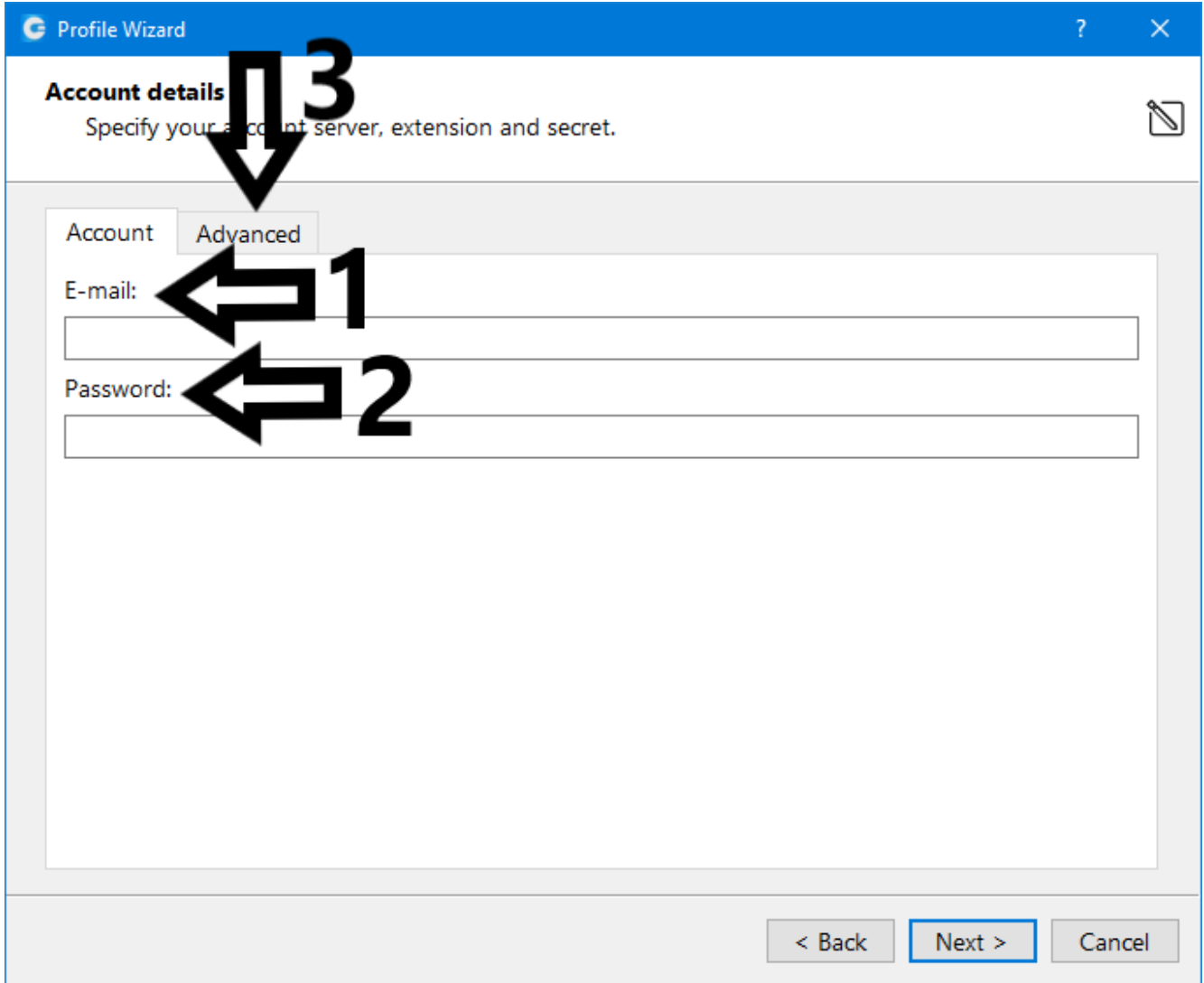


Welcome to the Instructions for setting up your Communicator Profile.

Once you open up the VoipTec Communicator for the first time it will require you to setup your profile, this is where you will input your login credentials and the address for the phone system you will be connecting to. Please select next to begin the process.



Step 1: Enter your Email Address and Password provided to you from your Site Administrator or Voiptec Account Manager. After Entering your email and password please select the advanced tab where you will be entering the Server Address to connect to our servers.



Profile Wizard

Account details
Specify your account server, extension and secret.

Account Advanced

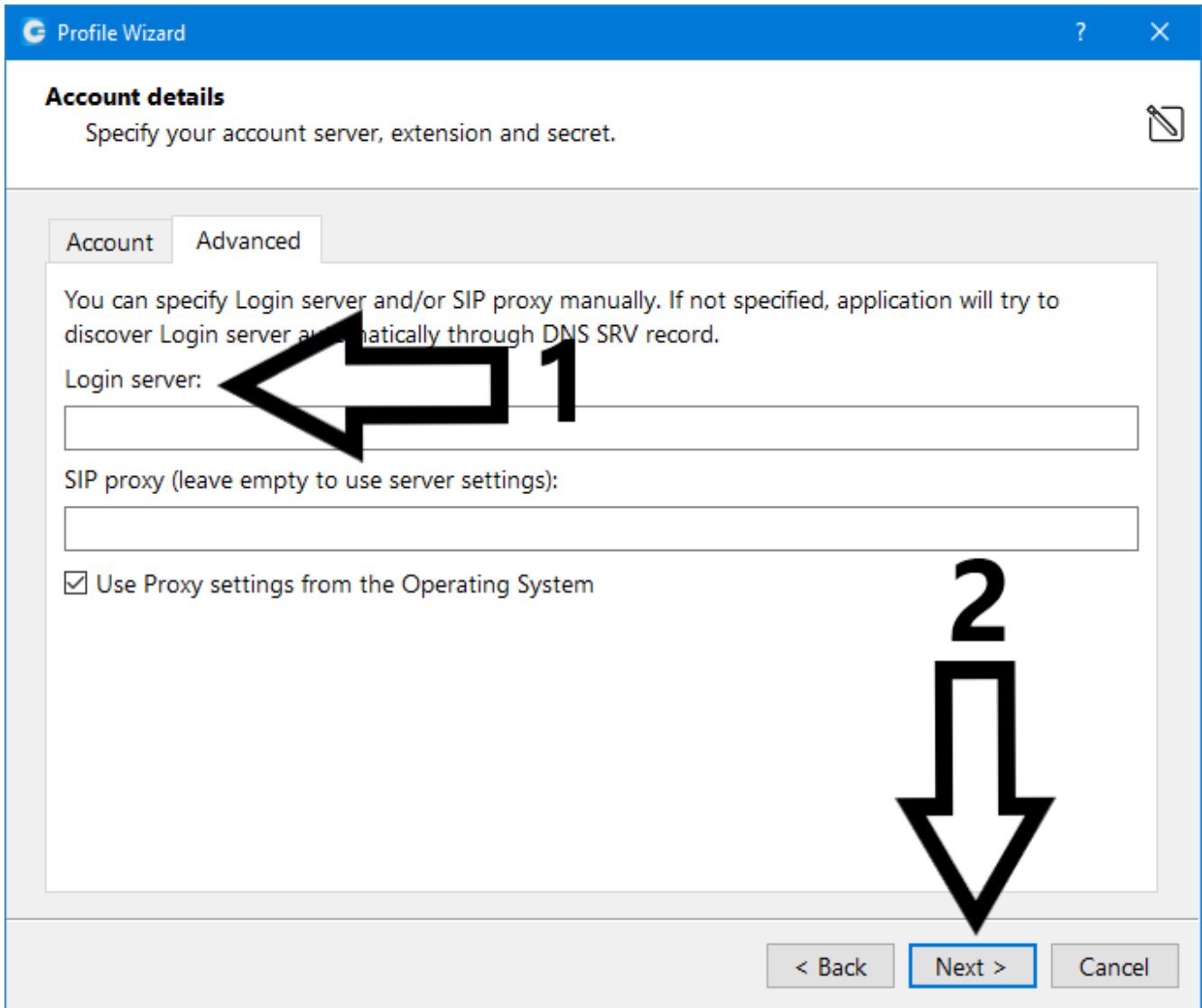
E-mail:

Password:

< Back Next > Cancel

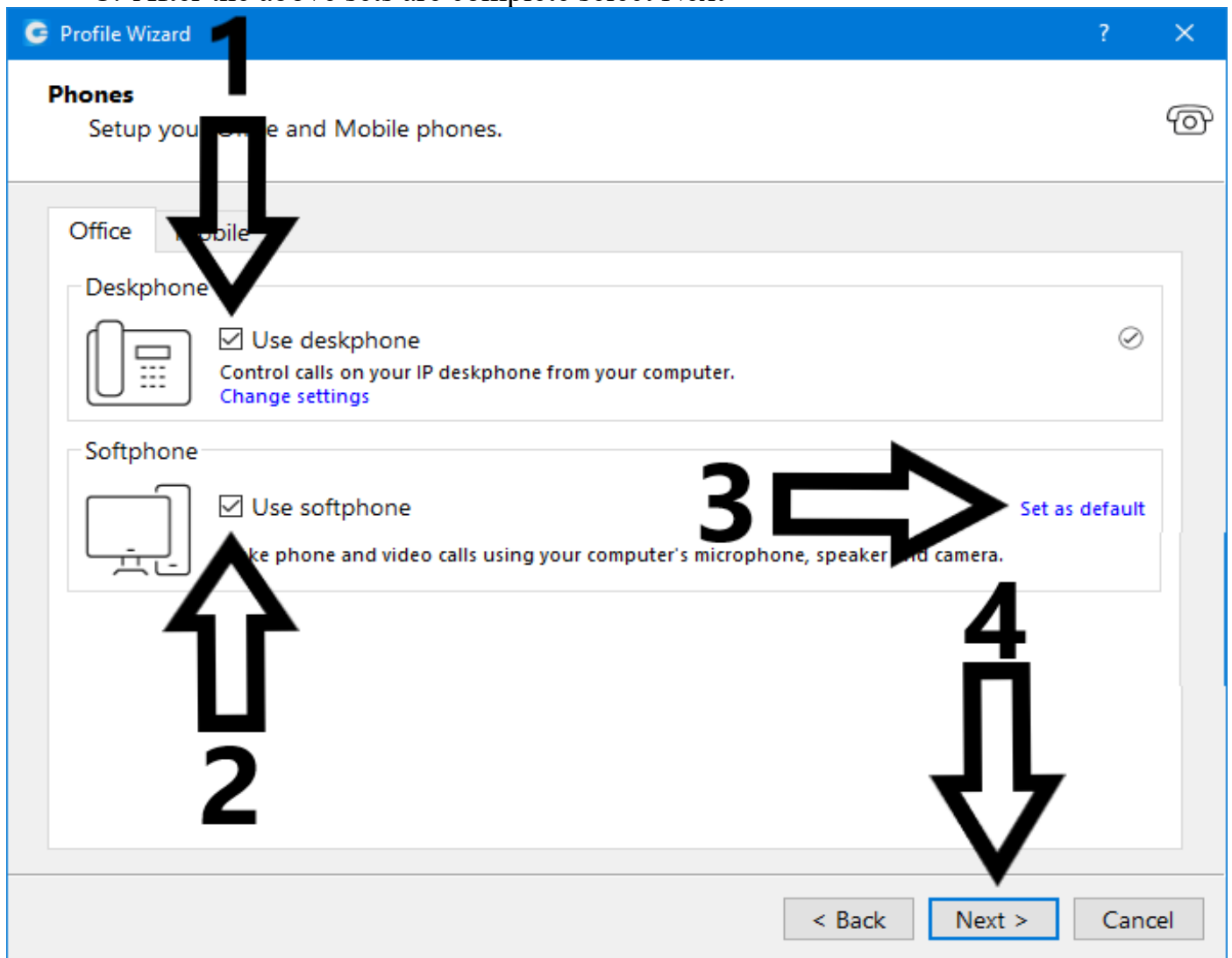
Step 2: You will now enter the Login Server, this is the address for the Voiptec Phone System that your Softphone will be connecting to. Unless Specified otherwise by your VoipTec Account Manager, you will enter the Default Login Server below, we recommend the copy and paste method to prevent any accidental typing discrepancies.

Login Server: SBC.VoipTecLLC.com



Step 3: If you have a Desk Phone as well as a softphone you will want to make sure the Check Box marked as Box 1 is checked, if you do not then you will want to make sure this box is Not Checked.

- A. Make sure the Softphone Check Box (Marked 2) is checked or your Softphone will not be able to make or receive any calls
- B. Click the “Set as default” open under the Softphone section if this is available
- C. After the above sets are complete select Next



Congratulations on setting up the VoipTec Communicator. If you have had any issues during this process or have noticed any errors in this Document, please do not hesitate to contact us Via email at Support@VoipTecLLC.com