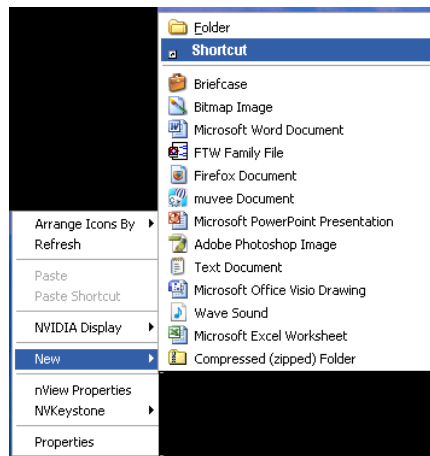


Upgrade Steps for Reception Console v14.6.27

Follow the below steps to upgrade a previous installed version of Reception Console to the current 14.6.27 release.

Upgrade Steps:

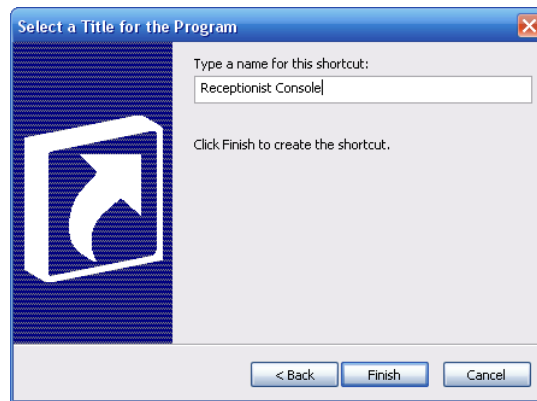
1. Download miReception v14.6.27 from the Zayo Managed Services resource web page <http://resource.zayoms.com>
(http://resource.zayoms.com/downloads/mireception/reception_console_14_6_27_1.exe)
2. Run **reception_console_14_6_27_1.exe** to install new Reception Console software.
3. After the Reception Console software has completed installing, create a new desktop shortcut by right clicking on your computer's desktop screen and selecting the menu option **New** followed by **Shortcut** :



4. In the field for *location of the item*, type or browse to **C:\Program Files\ZMS\Reception Console\bin\BWReceptionist.exe**, and press the **Next** button.



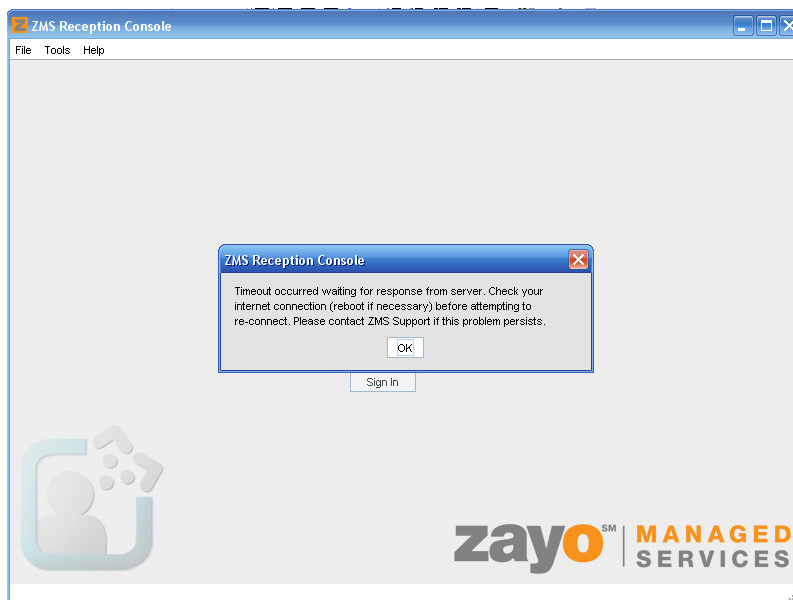
Then you can type a name for this shortcut, such as **Receptionist Console**.



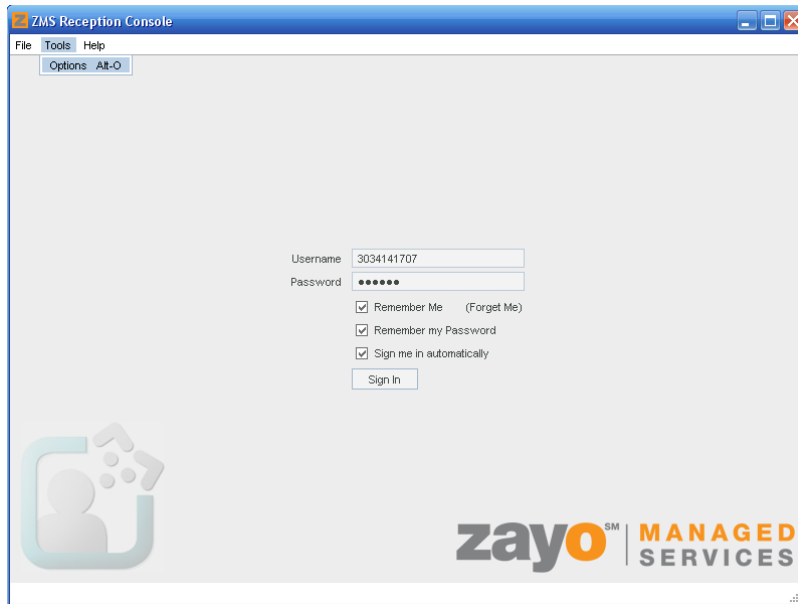
5. Click on the desktop shortcut to start the Reception Console



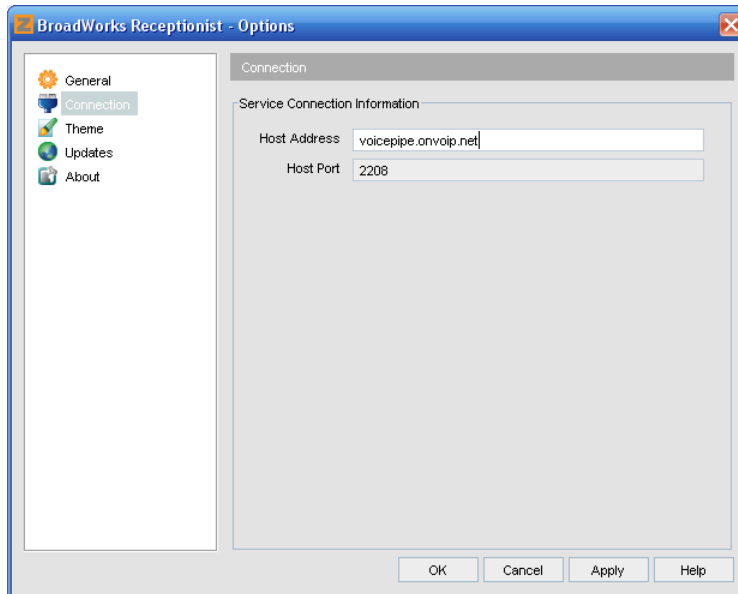
6. When starting the new Reception Console for the first time, a time out error will occur. Clear the error message by clicking **OK**.



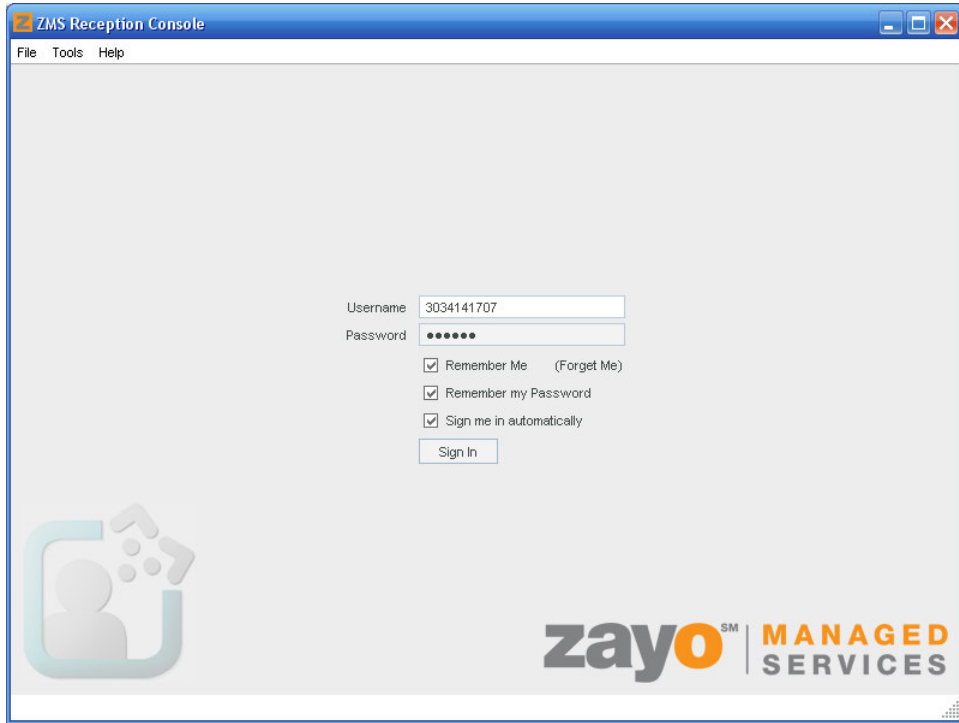
7. Select **Tools/Options**.



8. Select **Connection** from the left-hand menu pane. Then type the value **voicepipe.onvoip.net** for the *Host Address*. Then click the OK button to save.



9. Click the **Sign In** button to log into the Reception Console



In a few moments the Reception Console will display the contact directory.

