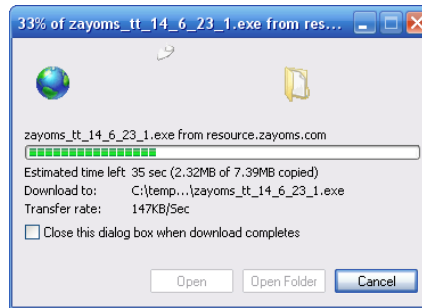
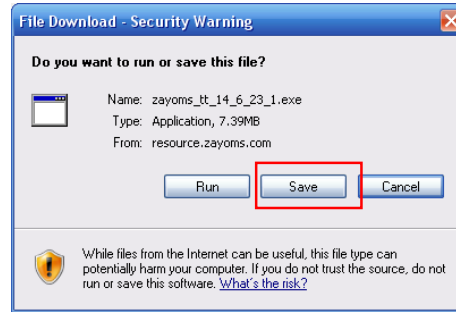


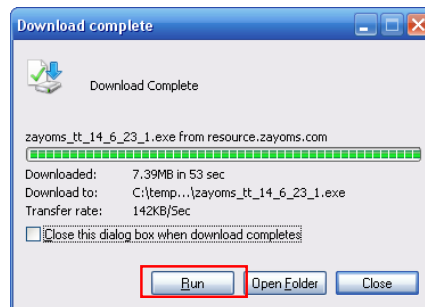
For Hardware & Software Requirements, Troubleshooting and detailed instructions, please refer to the Full User guide: <http://resource.zayoms.com/docs/telephony-toolbar/toolbar-user-guide.pdf> (pdf)

1. Using your Internet browser, navigate to <http://resource.zayoms.com>. Locate and click on the “Telephony Toolbar v14” link to download the toolbar installation program to your PC.

It is best to save the download to the PC’s Desktop or temporary directory, before running the installation.



2. Once the download is complete, **RUN** the installation program.



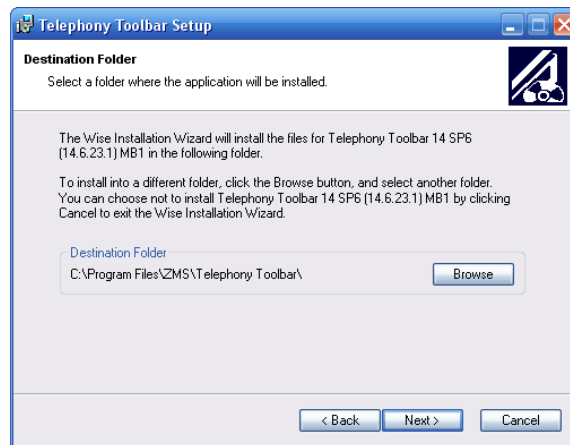
You may receive a warning dialog box. Click the **RUN** button again if this dialog box appears.



3. Click **NEXT** to continue.

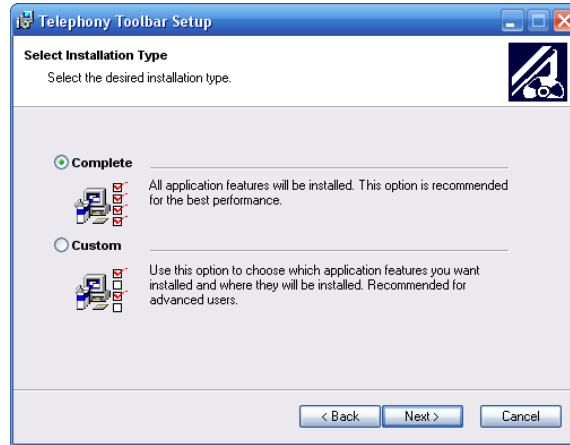


4. Click **NEXT** to install the Telephony Toolbar in the default directory, **C:\PROGRAM FILES\ZMS\TELEPHONY TOOLBAR**



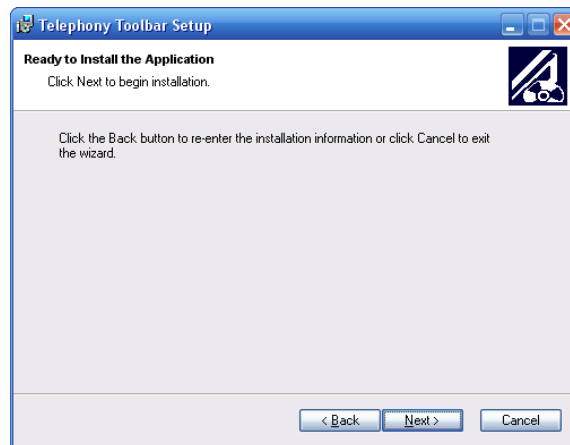
5. Select the installation type.
 - The *'Complete'* option installs the Internet Explorer, Firefox and Outlook toolbars.
 - The *'Custom'* option allows individual toolbar installation. You can select whether to install the telephony toolbar for Outlook, Internet Explorer or Firefox.

Click **NEXT** to proceed.

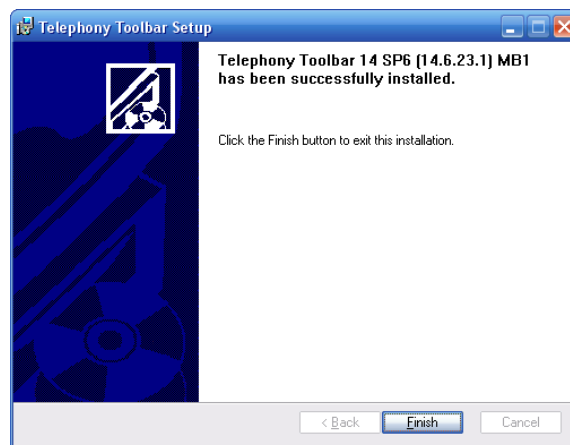


6. Click **NEXT** if you are ready to proceed with the installation.

Note: Before continuing, be sure to close Outlook, Internet Explorer, or Firefox.



7. When the installation procedure is complete, click **FINISH** to end the installation procedure.




Starting the Toolbar

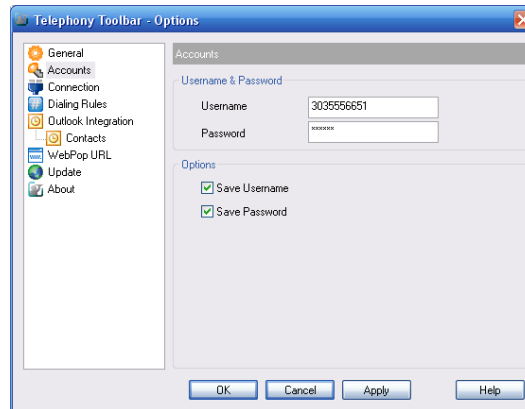
To use the Telephony Toolbar, launch either Outlook, Internet Explorer or Firefox. For further information about using the Telephony Toolbar, please consult the Telephony Toolbar User Guide and Quick Start Guide.

Account/Connection Settings

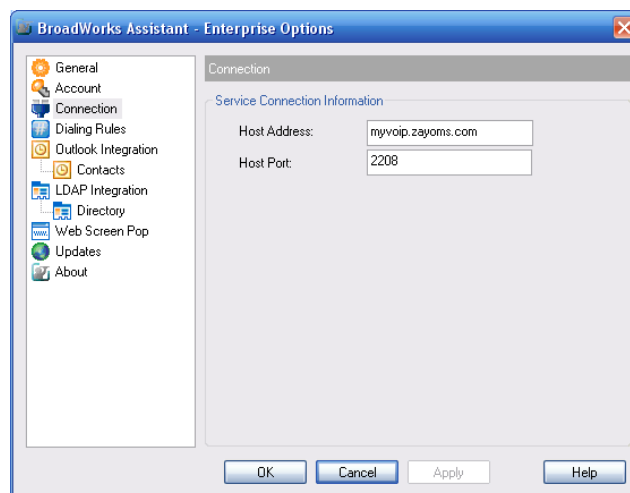
The following information will need to be set in the Telephony Toolbar configuration to allow it to connect and log into the VoicePipe network:

- Zayo Managed Services VoIP Web Portal Username/Password
- Zayo Managed Services VoIP Server Settings/Connection

1. Click on the settings button  in the toolbar.
2. Select the **ACCOUNTS** menu link. Enter your **USERNAME** and **PASSWORD**. This is the same as your Zayo Managed Services web portal username and password.
3. Check the **SAVE USERNAME** and **SAVE PASSWORD** options.

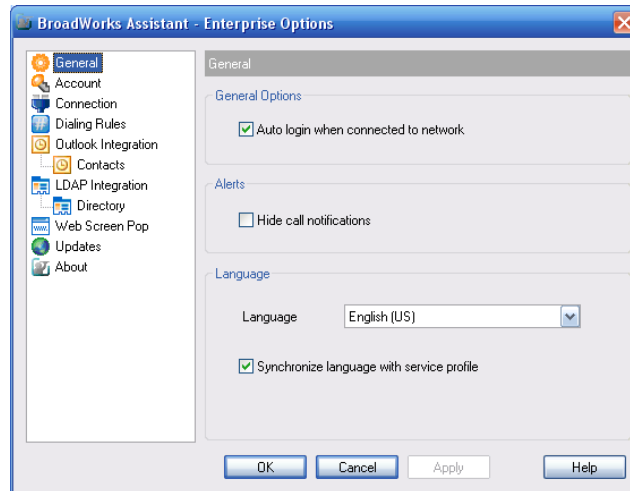


4. Click on the **CONNECTION** menu option. By default, the **Host Address** field is set to **MYVOIP.ZAYOMS.COM** (note: the Host Address may need to be changed to **VOICEPIPE.ONVOIP.NET** if you are a legacy VoicePipe customer and have not yet been migrated to the Zayo Managed Services call control platform)



5. Click on the **GENERAL** menu link.

6. Check **AUTO LOGIN WHEN CONNECTED TO NETWORK** if you would like to connect to the server when you start Internet Explorer, Firefox, or Outlook
7. Check **HIDE CALL NOTIFICATIONS** if you want to disable the call pop-up when receiving a call.



8. Click **OK** to save your settings and exit the dialog box.