## **OUT OF OFFICE ACCESS TO WORK**

# **Emergency Calls**

Emergency line for homeowners to call into: (855) 227-1157 Managers call into the emergency service to retrieve messages at (304) 302-0280

## Voice Mail Access (For Edison & Flemington Offices only. not on-sites)

Dial the office phone number, when the machine picks up dial \*7 which will put you into the message system, and the usual extension and password prompts will be played.

## E-mail Access

Website address: https://exchange.intermedia.net Select For Users and enter your full user name and password

<	・ C IIII Intermedia Customer Login ×			<b>↑ ★</b> 🌣
<u>File Edit View Favorites Tools H</u> elp				
INTERMEDIA The Business Cloud"		SUPPORT	PARTNER PORTAL	SALES PORTAL
	Ready. Set.	Login.		
	For users For admins	Voice services		
	Webmail 1 N	ly Services <sup>(1)</sup> ecuriSync <sup>(1)</sup>		
	Login (email)			
	Password Remember me	Forgot password?		
	LOGIN			
				FEEDBACK

#### Remote Server & Tops Access

To connect to the server and TOPS software from a remote location:

Type in the address: https://173.12.44.109 in your browser. You will receive the message below: Select the option to **Continue to this website** even though it shows not recommended.

There is a problem with this w	ebsite's security certificate.	
The security certificate presented by The security certificate presented by	this website was not issued by a trusted certificate authority. this website was issued for a different website's address.	
Security certificate problems may inc server.	licate an attempt to fool you or intercept any data you send to the	
We recommend that you close this	s webpage and do not continue to this website.	
Sclick here to close this webpage.		
Continue to this website (not reco	ommended).	

Enter your network (Windows) ID and password on the next screen as shown below (This is NOT your Tops ID):

6 173.12.44.109	elcome 🔎 👻 🛇	Certificate error 🖒 🥥 Virtual Of	ffice ×	
	Sonick	WALL Secure Remote Acce	ess	
	Username	e: jploskonka		
	Password	d: •••••		
	Domain	n: APM	~	
	(And Second	Login		

## Click on VM08



Should it prompt and say your credentials are invalid, you want to click Use Another Account.

Windows Secu	nity
Your cree The credent enter new c	dentials did not work tials that were used to connect to 127.0.0.2 did not work. Please redentials.
	jploskonka Pessword
	Use another account
0	Remember my credentials The logon attempt failed
	OK Cancel

Type in **accesspm\** then your networkID, and then, on the line below your password.

Vindows Securi	ty 📃 🔀
Your cred The credentia enter new cre	entials did not work als that were used to connect to 127.0.0.2 did not work. Please edentials.
	jploskonka
	accesspm\jploskonka
	Domain: accesspm
📃 Re 🐼 Th	emember my credentials le logon attempt failed
	OK Cancel

# IF YOU ARE USING INTERNET EXPLORER

If this is your first time under this and you are using **Internet Explorer** you will see this pop up. You want to click **Allow.** Then it will pop up the window to the right asking you to run SonicWall, click **Install.** 



It will then prompt you with this window. Click Install.



You might see several windows that look similar to these. Please click **Allow**, and you want to make sure it doesn't display the warning for this program again. It is only asking if you trusting the server to connect to it.

Internet E	Explorer Security
٢	A website wants to open web content using this program on your computer
	This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program.
	Name: Credential Manager Command Line Utili Publisher: Microsoft Windows
	☑ Do not show me the warning for this program again
	Allow Don't allow

Nemo:	te Desktop Connectio	n X
1	The publisher of this connect anyway?	remote connection can't be identified. Do you want to
This remo where thi	ote connection could ha is connection came from	m your local or remote computer. Do not connect unless you know or have used it before.
	Publisher:	Unknown publisher
- 300	Туре:	Remote Desktop Connection
	Remote computer:	127.0.0.2
<mark>▼ Dont</mark>	ask me again for conne w <u>D</u> etails	ctions to this computer

# IF YOU ARE <u>NOT</u> USING INTERNET EXPLORER

If you aren't using Internet Explorer then you will need to have Java installed. As of the newest version of Java, you also will need to have Java added to your Java Console's Exception List. Please see the instructions how to do this.

Virtual Office - Google Chrome	
🖹 https://173.12.44.109/cgi-bin/java	/ersionTest?app=rdp&bm
Testing for Java con	npatibility
<u>é</u>	

It may give you several security warnings like this one, please click **Continue**.

Security Warning
Do you want to Continue?
The connection to this website is untrusted.
Website: https://173.12.44.109:443
Note: The certificate is not valid and cannot be used to verify the identity of this website. More Information
Continue

It will also prompt you to Run the Dell SonicWall. Click **Do not show this again for apps from the publisher and locations above,** and click **Run.** 

