

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

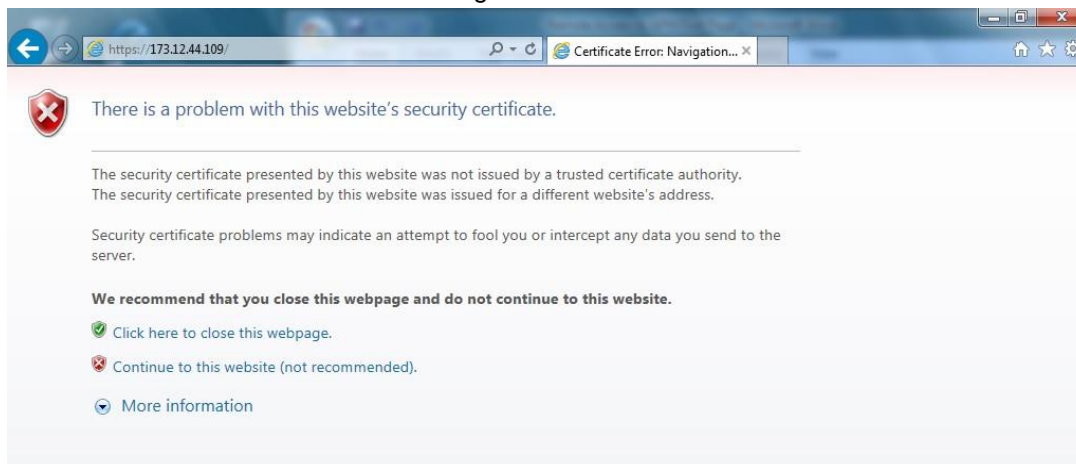
Website address: <https://exchange.intermedia.net> Select **For Users** and enter your full user name and password

The screenshot shows a web browser window with the URL <https://exchange.intermedia.net>. The page is titled "Intermedia Customer Login". The Intermedia logo is in the top left, and navigation links for "SUPPORT", "PARTNER PORTAL", and "SALES PORTAL" are in the top right. The main heading is "Ready. Set. Login.". Below this are three tabs: "For users", "For admins", and "Voice services". The "For users" tab is selected. Underneath, there are buttons for "Webmail", "My Services", "AppID", and "SecuriSync". A login form includes fields for "Login (email)" and "Password", a "Remember me" checkbox, and a "Forgot password?" link. A green "LOGIN" button is at the bottom. A "FEEDBACK" button is in the bottom right corner.

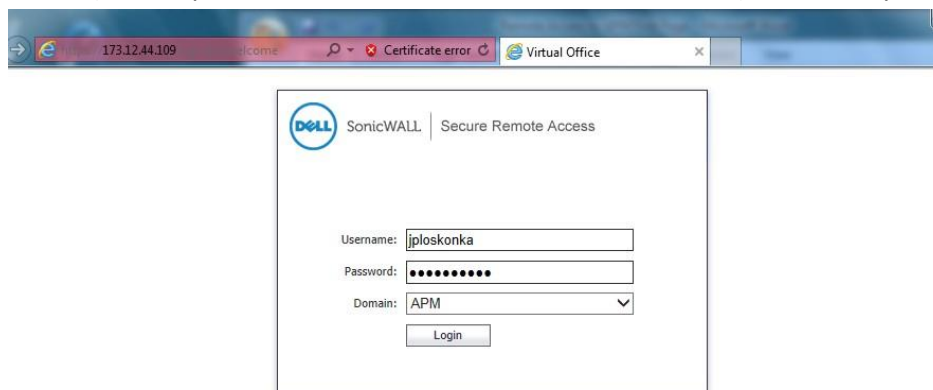
Remote Server & Tops Access

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

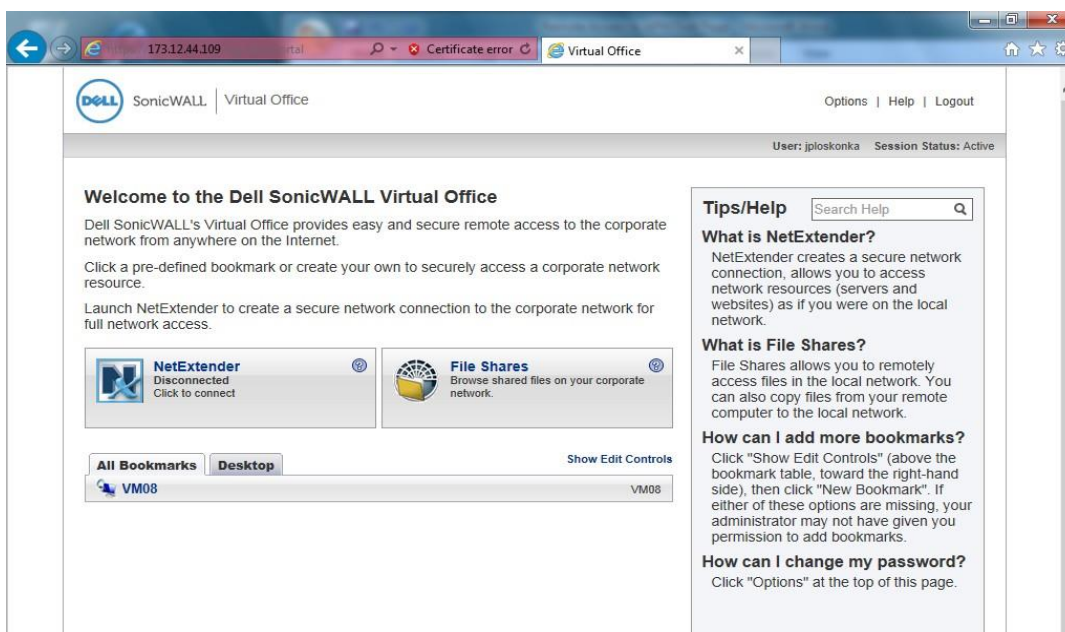
Type in the address: <https://173.12.44.109> in your browser. You will receive the message below:
Select the option to **Continue to this website** even though it shows not recommended.



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



Click on **VM08**



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

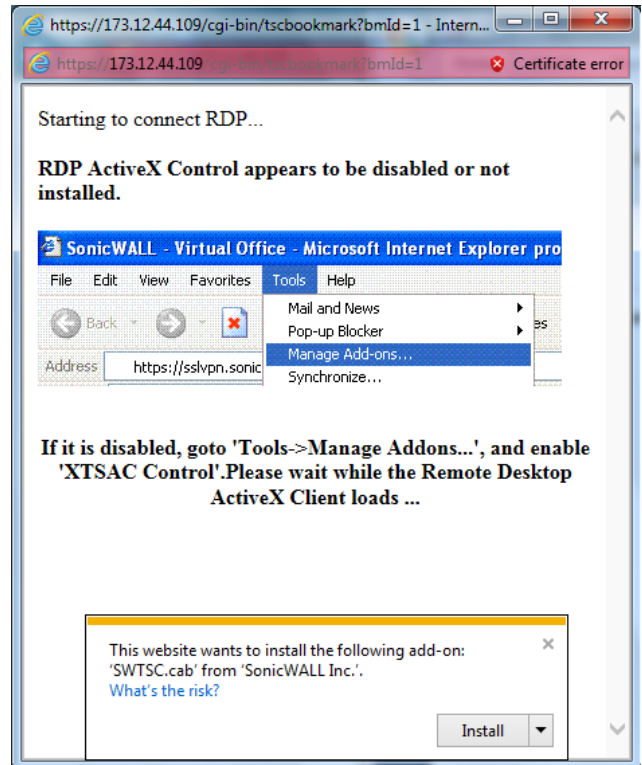
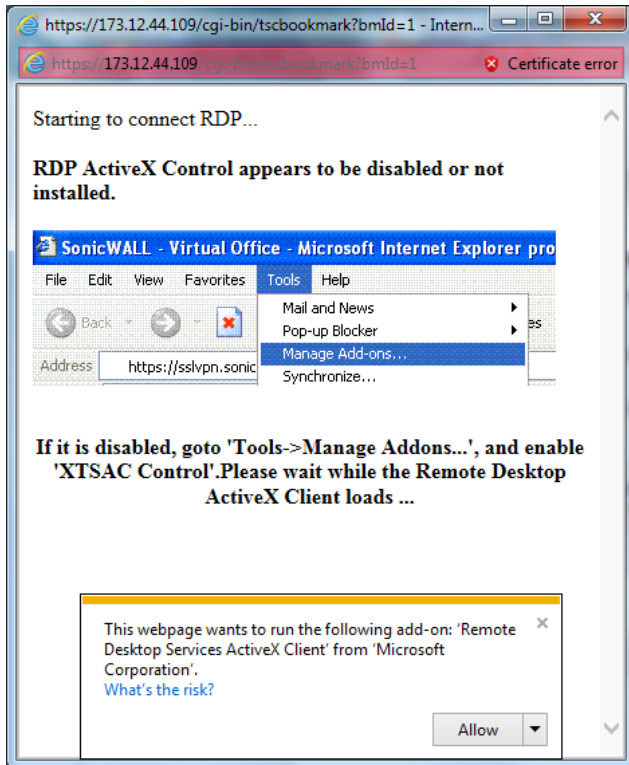


Type in **accesspm** then your networkID, and then, on the line below your password.

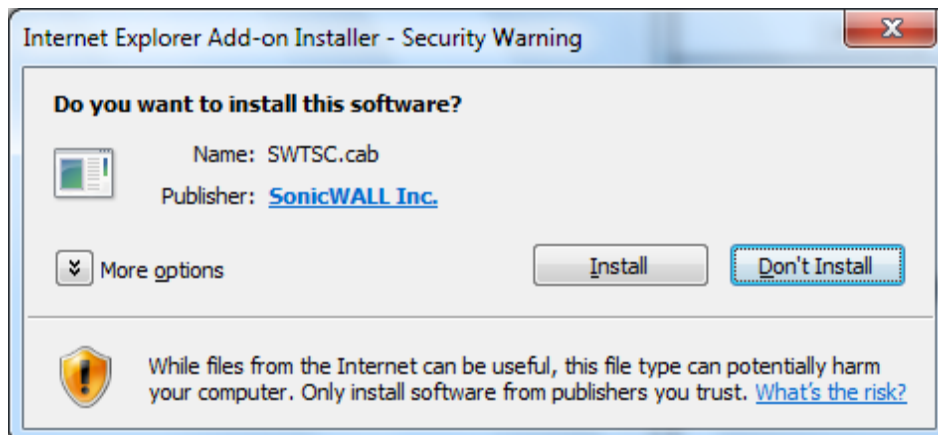


IF YOU ARE USING INTERNET EXPLORER

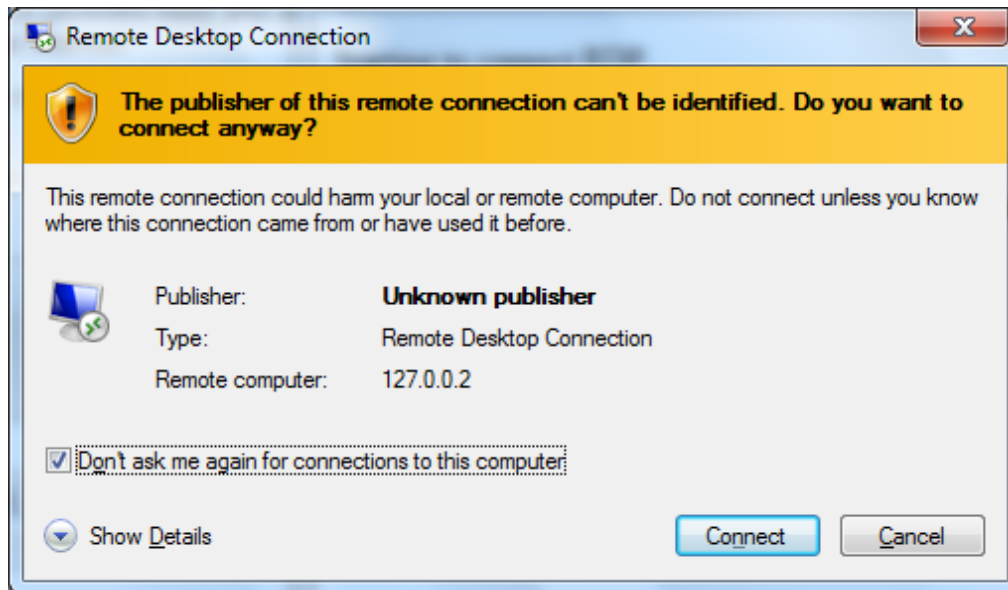
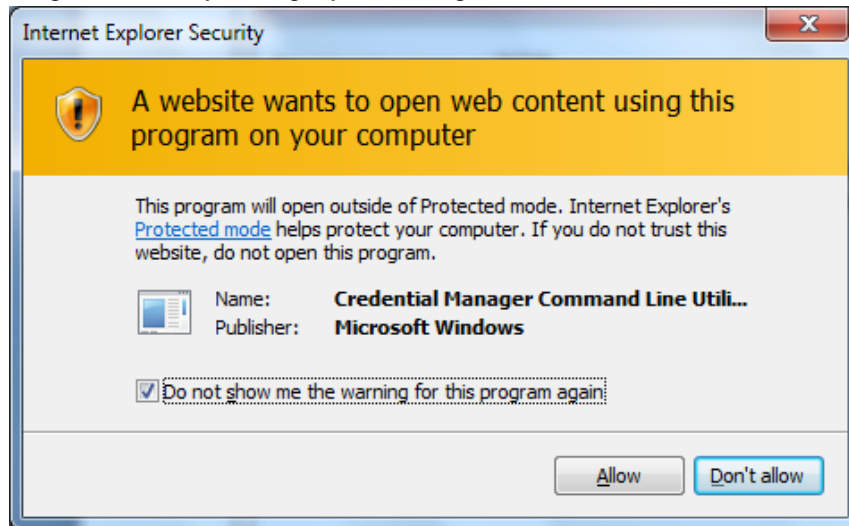
If this is your first time under this and you are using **Internet Explorer** you will see this pop up. You want to click **Allow**. Then it will pop up the window to the right asking you to run SonicWall, click **Install**.



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.

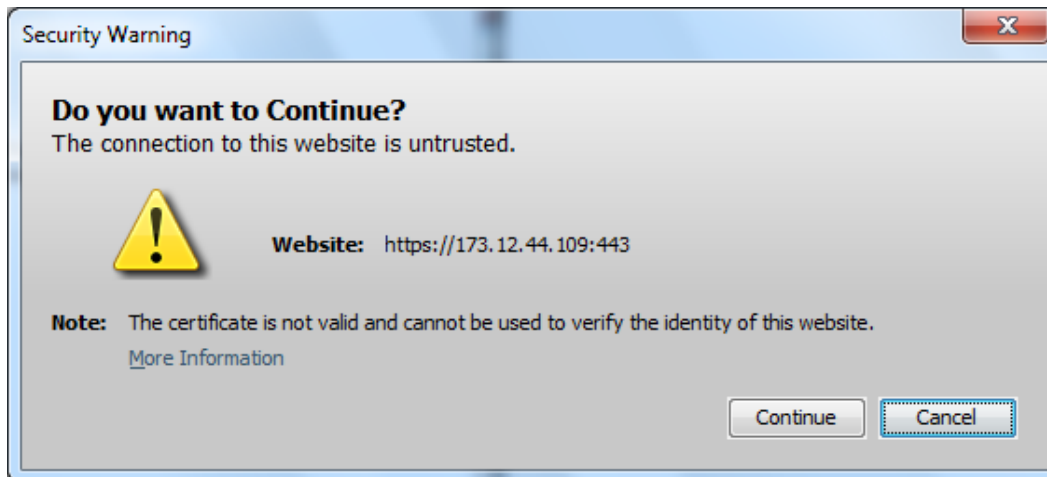


IF YOU ARE NOT USING INTERNET EXPLORER

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.



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

