

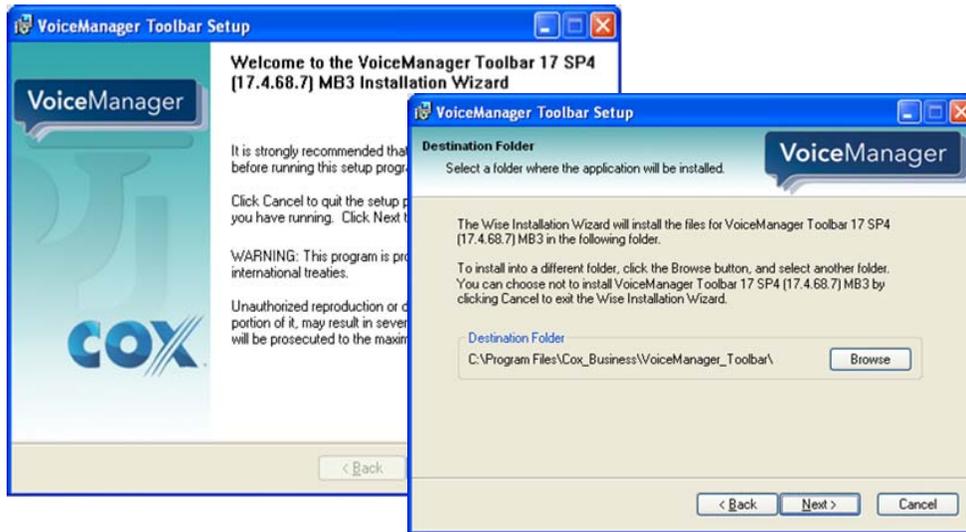
Introduction

This guide serves as a reference tool for downloading, accessing, and using the Cox Business VoiceManagerSM Toolbar. The following information provides the process to log in to the Toolbar and complete a first-time configuration. The Toolbar buttons and their descriptions are listed and the procedures on using the features and functions are identified.

Overview

The VoiceManager Toolbar is the communications management resource you can use with your Cox VoiceManager service. It is compatible with Microsoft Outlook or Microsoft Internet Explorer. VoiceManager users can take full advantage of the Toolbar application to maintain or make immediate changes to feature configurations.

Downloading and Accessing



1. To download the VoiceManager Toolbar, log into **MyAccount** and select **Downloads** from the Voice Tools menu.
2. Select **VoiceManager Toolbar** from the **Downloads** list and click the **Download Now** button.
3. Select **Accept** on the **Security and Privacy Information** screen and click **Continue**. The Installation Wizard opens and prompts you through the rest of the install.
4. To access the VoiceManager Toolbar, open Internet Explorer or Outlook.



Configuring

Logging In and Configuring

1. Click the **Login** button  on the toolbar and click the **Options** button. .
2. Click **Account**.
3. Enter your username and password, which is the same as your Cox MyAccount login name and password.
4. Check the **Save Username** and **Save Password** boxes to save your information. Click **OK**.
5. Click the **General** menu option.
6. Check **Auto login when connected to network** to automatically connect the Toolbar to the VoiceManager server when your browser and a network connection are available.



If you need further assistance with this configuration, consult the **VoiceManager Toolbar User Guide** or contact **Cox Business Customer Care**.

