



e-Parcel Client Software
Download & Installation Manual



e-Parcel VCN CommCenter 6.0

January, 2013

e-Parcel Corporation

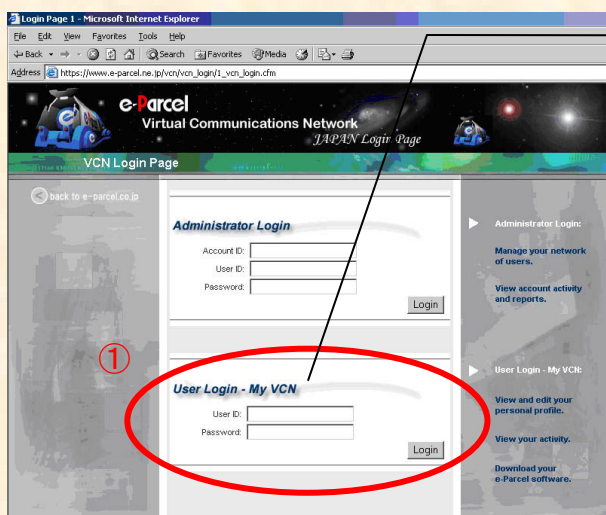
Change Your Password

e-Parcel Corporation set your password to "password1" as default password when registrating your user ID. Firstly you must change your password.

1. Launch your default web browser and access the e-Parcel VCN login page on the web site at <https://www.e-parcel.ne.jp/vcn/>.

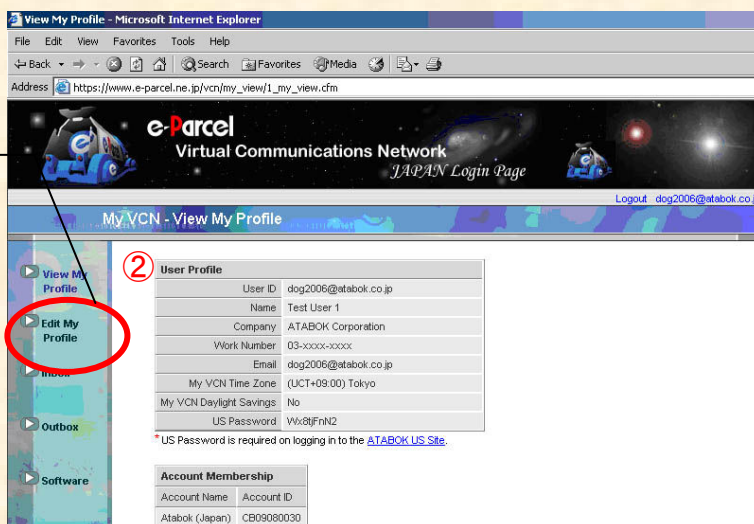
Caution: To access e-Parcel VCN login page must require encrypting at over 128bits.

2.
 - ① Input your UserID and default password in the "UserLogin-My VCN" field, and click the "login" button.
 - ② Click the "Edit My Profile" on the left navigation Menu.



① User ID will be set same as your E-mail address or your specified User ID. Password will be set "password1" as default password. After completed both field, click the "Login" button.

② Click the "Edit My Profile" !

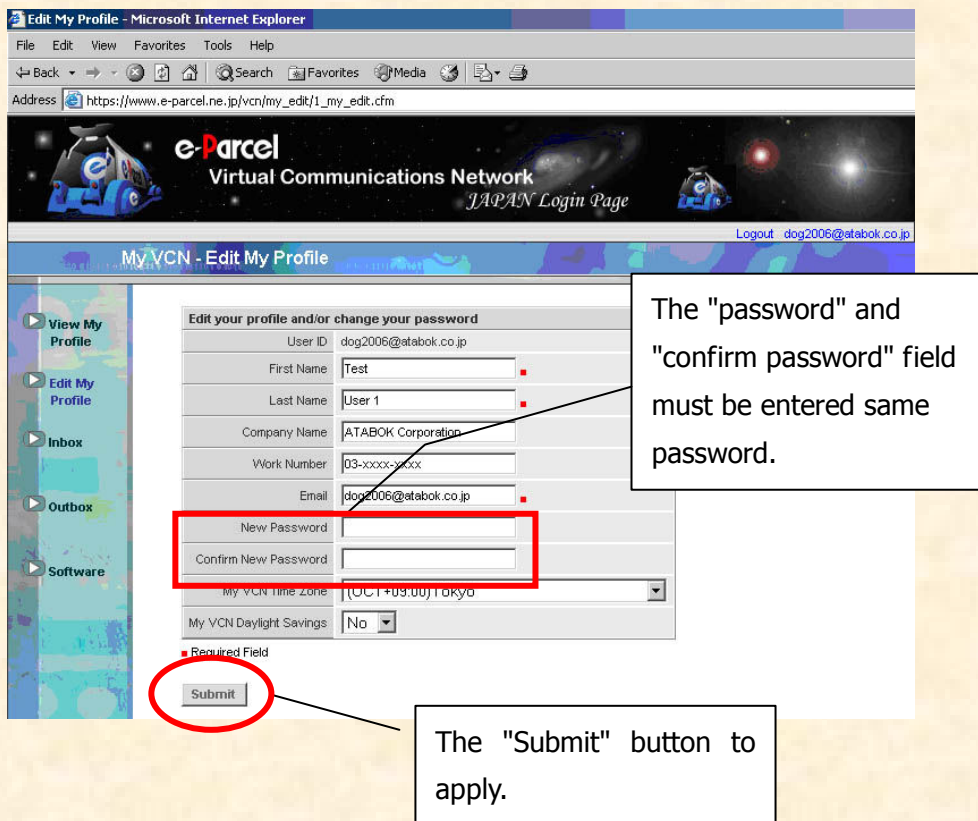


- 3. "Edit My Profile" page appears. Enter the new password in the "password" field, and then confirm the new password by re-entering it in the "confirm password" field.

Caution: The password should be set by alphabet letters and figure mixture, and the number of letters should be over six characters and within 11 characters. The password of only the alphabet or only the figure is irrelevant.

You can also change your profile in "Edit My Profile" page such as company name or your telephone number etc.

Once the appropriate changes can be entered, click the "Submit" button to apply.



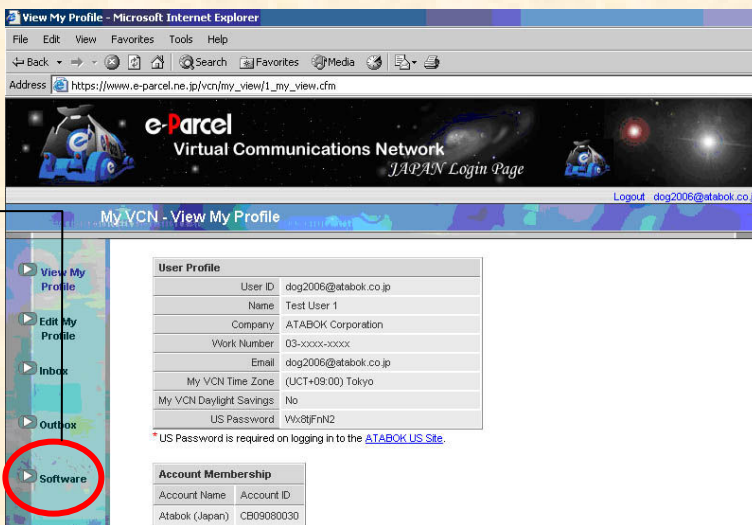
After new password is set, the next step is to download a digital certificate. Please proceed to the next step of download your digital certificate.

Download Your Digital Certificate

Next you must obtain your digital certificate to authenticate a user.

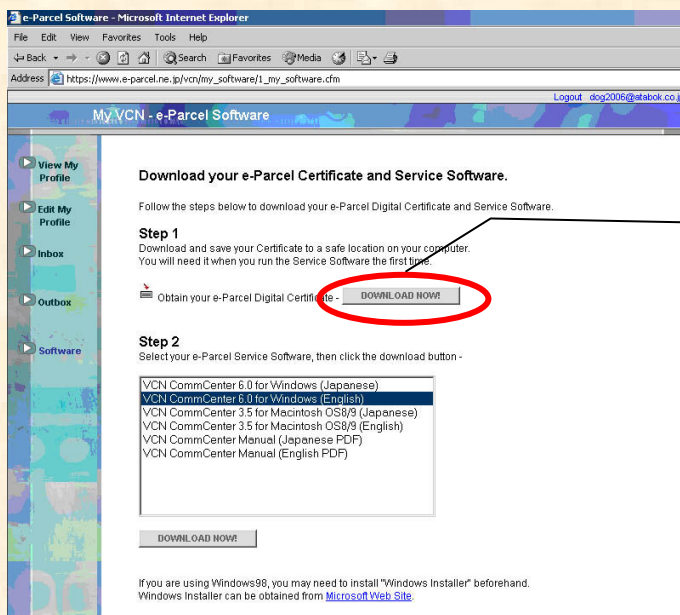
1. Click the "Software" on the left navigation Menu.

Click the "Software" on the bottom of menu !

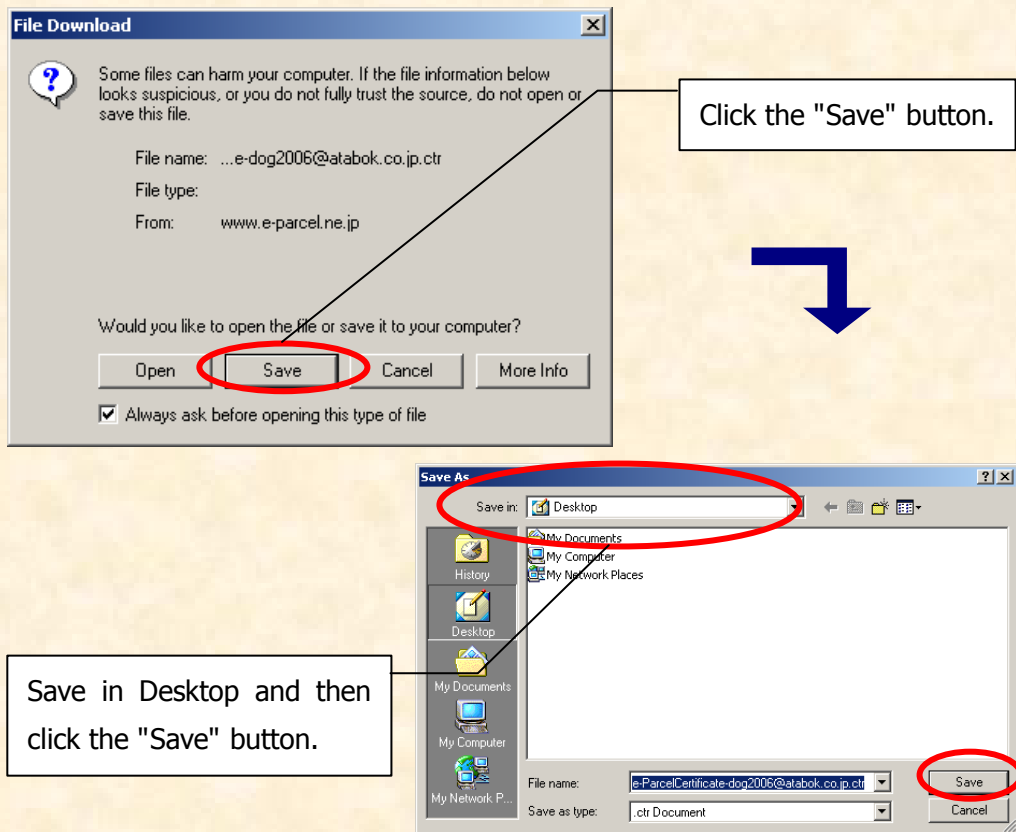


2. Follow the STEP1 to download your e-Parcel Digital Certificate. First, click the "Download Now!" button to the right of "Obtain your e-Parcel Digital Certificate" in Step1.

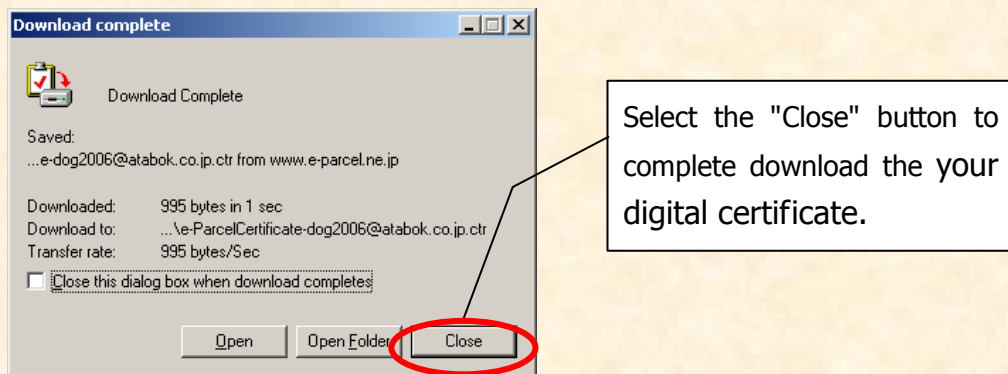
Click the "Download Now!" button



- 3. The "File Download" dialog box appears. Select the "Save" button. The "Save As" dialog box appears. Save your Certificate to your desktop or another convenient location.



- 4. The "Download complete" dialog box appears. Select the "Close" button.

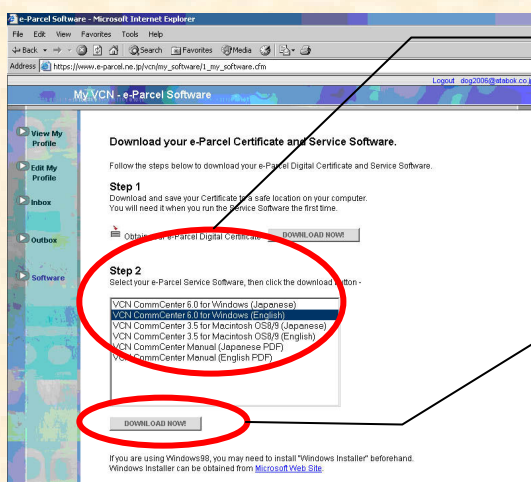


After a digital certificate is downloaded, the next step is to download the e-Parcel client software. Please proceed to the next step of download the software.

Download e-Parcel Client Software

On the "Software" page again, follow the STEP2 to download the e-Parcel client software.

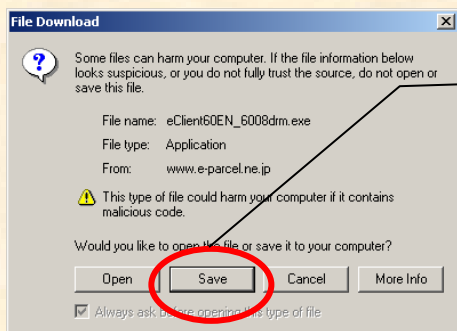
1. Select the appropriate e-Parcel client software for your OS and language. Then click the "Download Now!" button to begin.



Ex. Select "VCN CommCenter 6.0 for Windows(English)" in case of OS : Windows · and language : English.

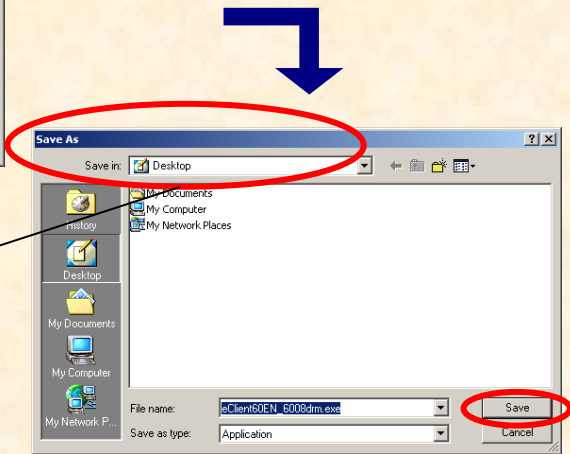
Click the "Download Now!" button After selecting the appropriate e-Parcel software.

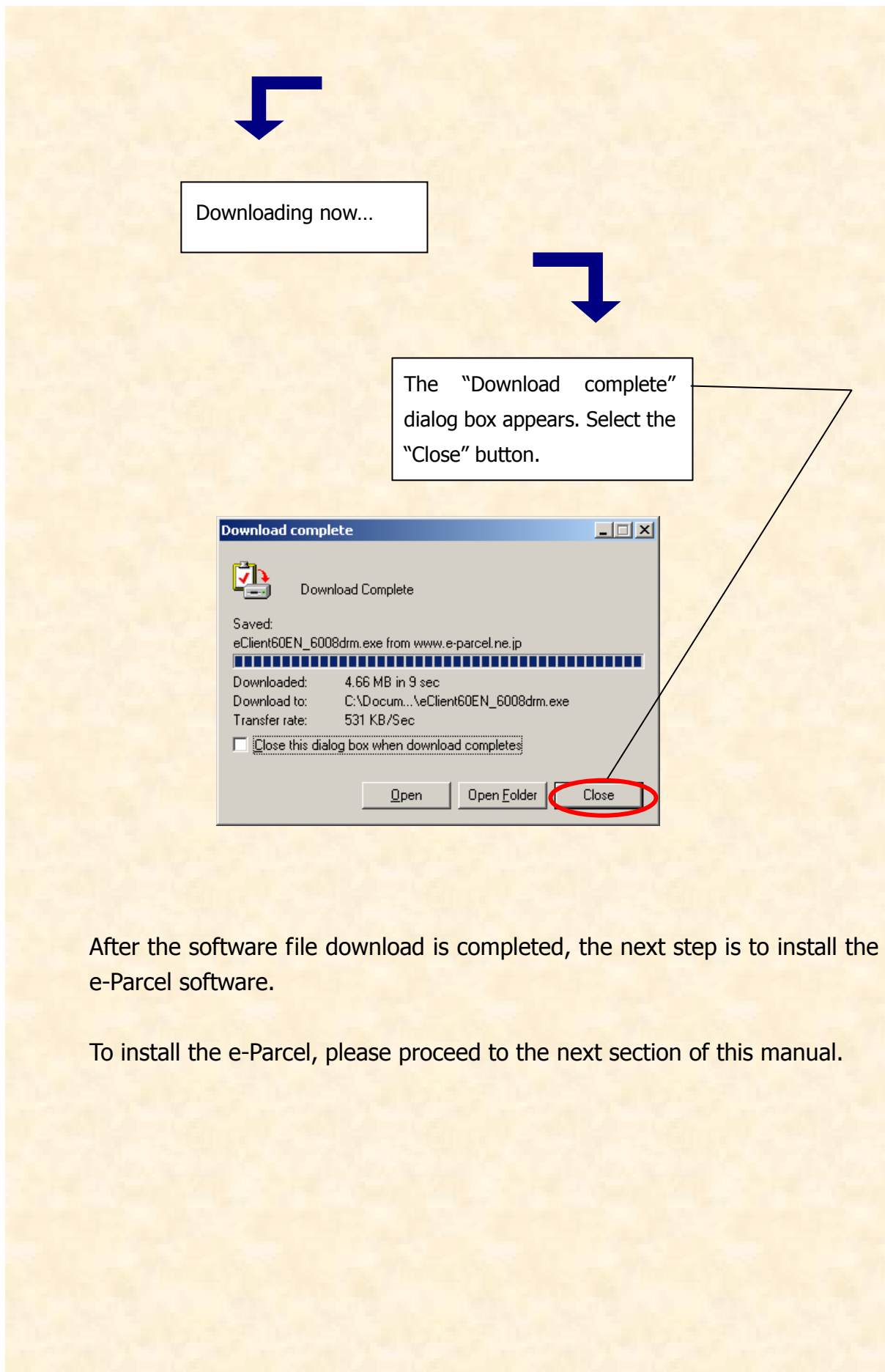
2. The "File Download dialog" appears prompting you to either "Open the file" or "Save" the file to your computer". Please select the "Save" button.



Click the "Save" button.

"Save" the program to your desktop or another convenient location.











After the software file download is completed, the next step is to install the e-Parcel software.

To install the e-Parcel, please proceed to the next section of this manual.



Install e-Parcel Client Software

System Requirements for e-Parcel VCN CommCenter

-  Microsoft Windows 98, ME, NT 4.0 (SP 3 over), 2000, XP, 2003, Vista, 2008, 7, 8 (32bit) for Japanese or English
-  Internet Connection
-  Web Browser.....Internet Explorer4.01 SP1 over must be required
-  To access e-Parcel VCN login web site must require to encrypt at over 128bits
-  16 MB RAM for the client software
-  15 MB Disk Space for the installation
(plus additional space for attachments and delivered Items.)

*We recommend the Internet Explorer near the latest version, and the memory and the disk space as much as possible to use it comfortably.

*If you'd like to commoditize the VCN CommCenter among all users of the computer that it is installed, please see the P17.

*You need to log on your Windows as the user right with administrator right or the administrator right itself. Please start the following procedure if these conditions are met.

1. Double click the icon downloaded executable file to begin installation.

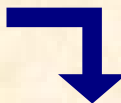
Double click !



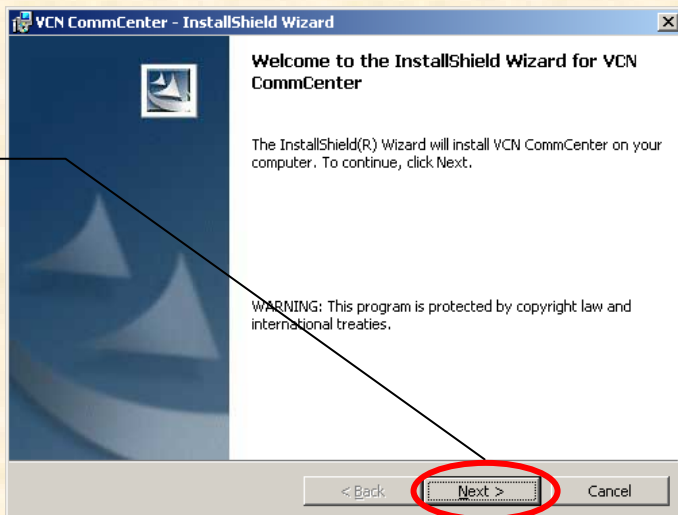
* If you are an administrators group user on **Windows Vista, 2008, 7 or 8**, please right-click (not double-click) on this icon and select **Run as administrator**. If prompted by UAC, then click on Yes to apply permission.

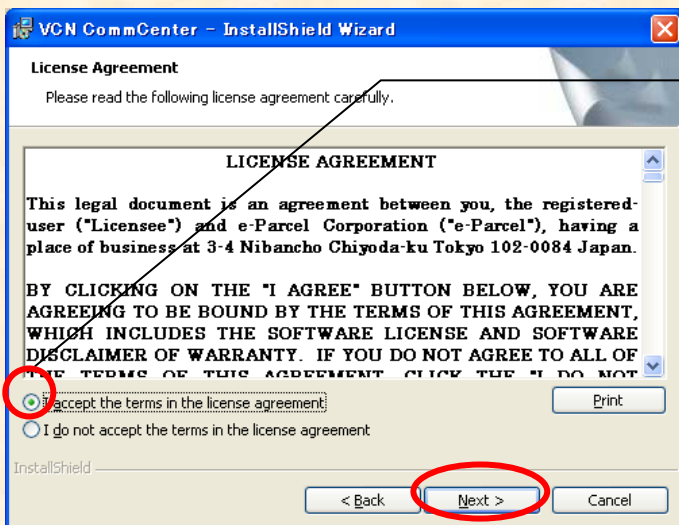
2. Proceed to install the following procedure.

If "security warning" dialog box appears, select to "execute" it.

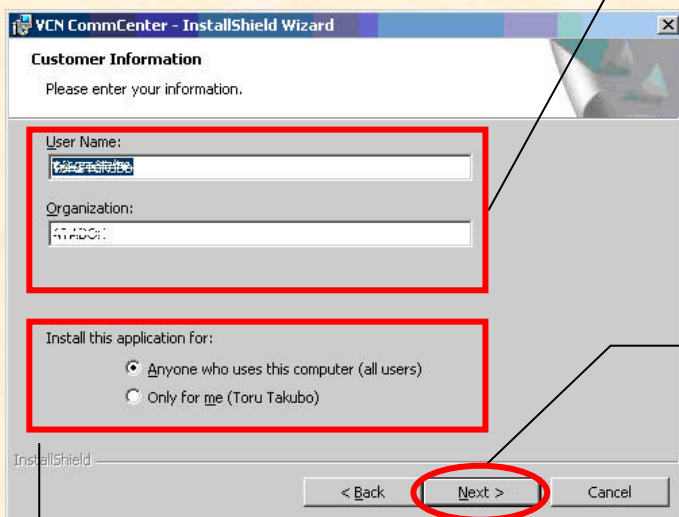


"Install Shield Wizard" dialog appears. Click the Next button to proceed.





The "Software License Agreement" appears. After reviewing it, select "I accept..." to continue and click the Next button.



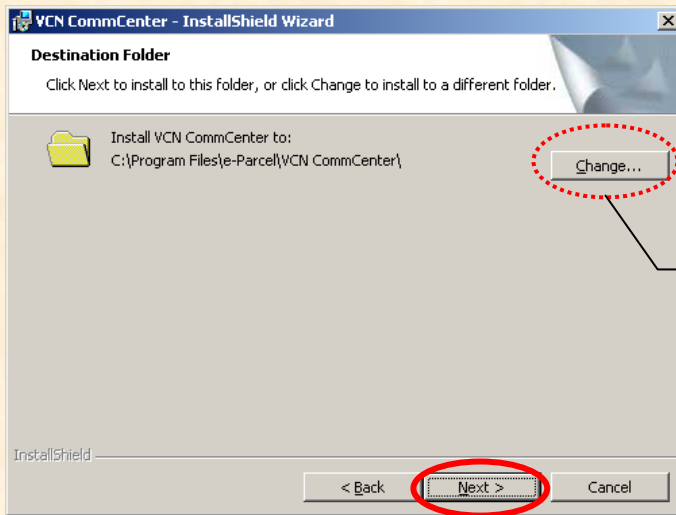
If the "Customer Information" dialog box appears. Enter the User Name and organization name.

Click the "Next" button to proceed after configuring.

*It is displayed prompting you to install this application for which users. Normally select default "anyone who uses this computer (all users)". If choosing "only for me", the users except this Windows logon user can NOT use the e-Parcel.

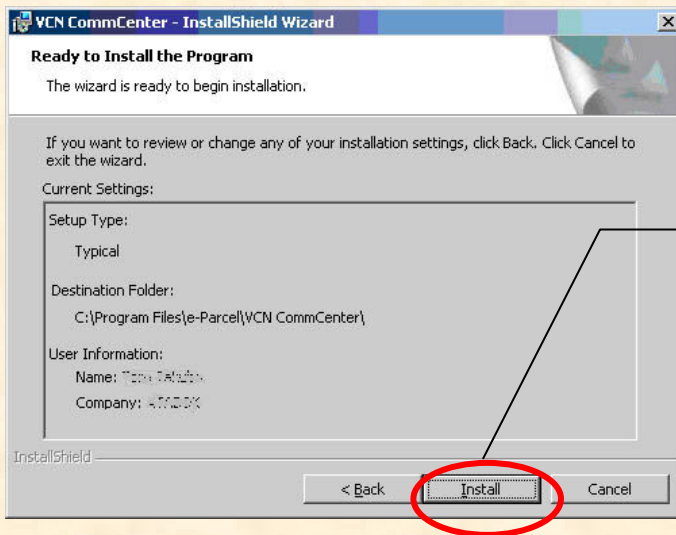
*In case of Windows98, 98SE, ME, this "Customer Information" dialog box dose NOT appears. Proceed next.





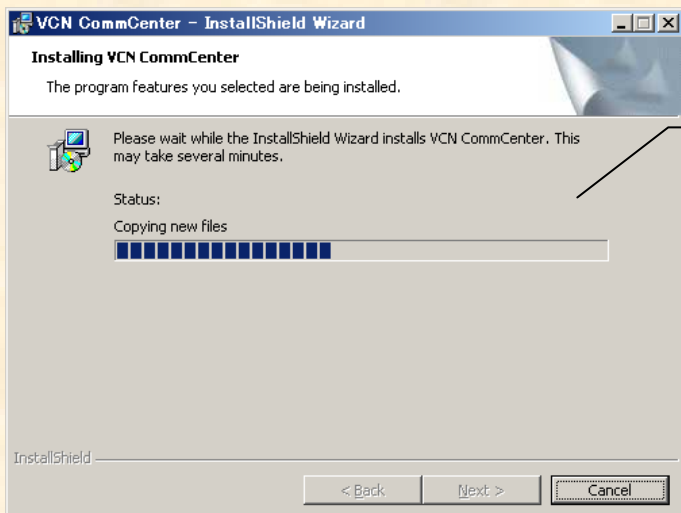
If saving the program in another destination directory, click the "Change" button to change. The "Destination Folder Location" dialog box appears.

Click the "Next" button to save program in the default destination directory provided.



The wizard is ready to begin to installation. Click the "install" button.

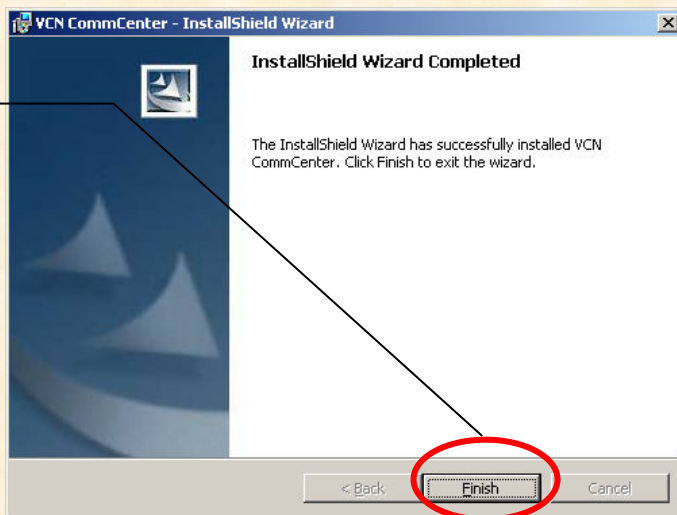




Installing now!



The "Install completed" dialog box appears when the e-Parcel client software has successfully installed. Select the "Finish" button.



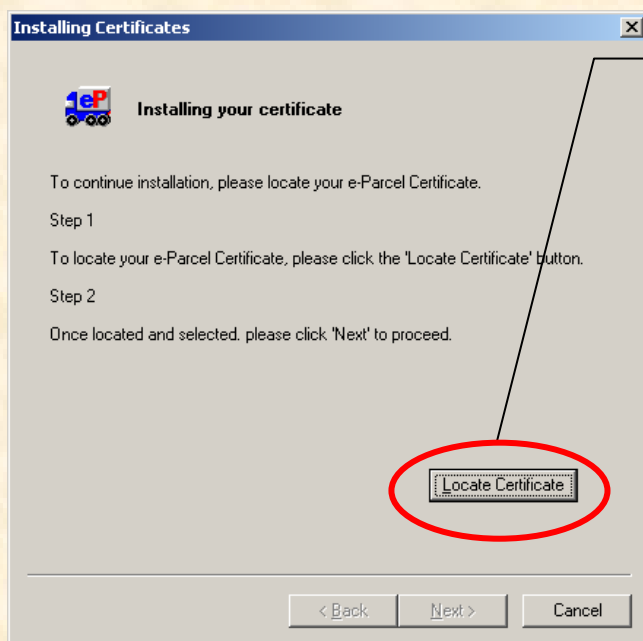
After you click the "Finish button", the "Installing Certificates" dialog box will automatically display. Proceed to the Install a Digital Certificate section.

For users of Windows NT, 2000, XP, 2003, Vista, 2008, 7, 8
If you logon to PC as the user right with administrator right, proceed to the Install a Digital Certificate section and go on. If you logon to PC as the administrator right itself, firstly shut down this "Installing Certificate" window. Then re-logon Windows with user right and launch the e-Parcel client software (double click the e-Parcel icon) to proceed to the Install a Digital Certificate section and go on. If you'd like to commoditize the VCN CommCenter among all users of the computer that it is installed, please finish installing certificate with administrator right and then move on to the page 17.

Install your Digital Certificate

With the e-Parcel client software installed, it must now be configured for use. You must install your Digital Certificate which was downloaded during the above process. To install the Digital Certificate can allow the specified user ID using the e-parcel service.

1. After installing the e-Parcel software completed, The "Installing Certificates" dialog box appears automatically. Click the "Locate Certificate" button.



Click the "Locate Certificate" button.

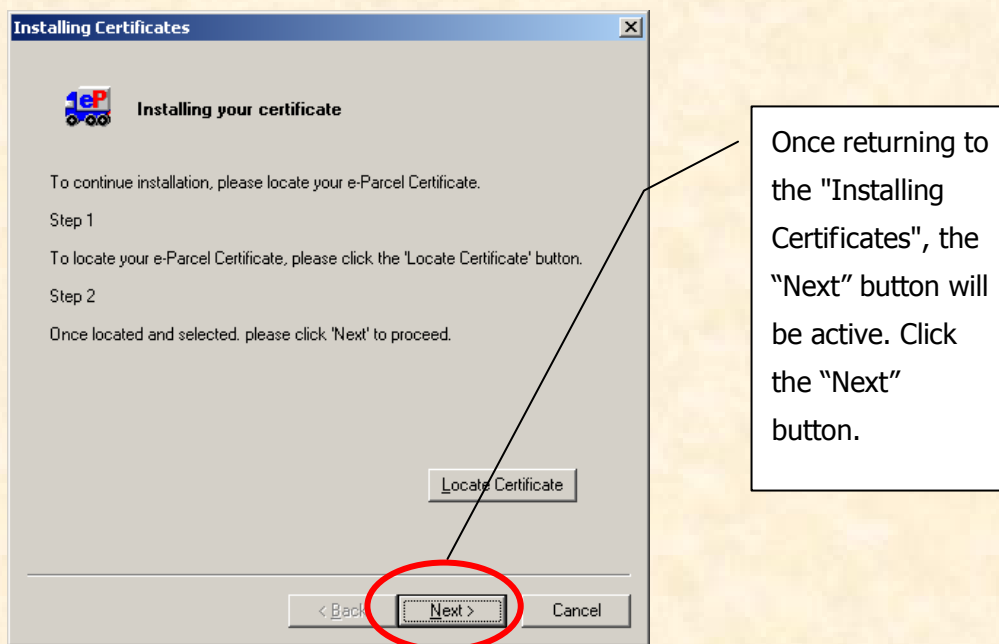
※Once e-parcel client software has ever been installed in the same PC before, the "Installing Certificates" dialog box may NOT be displayed, and the e-Parcel GUI might be displayed at once. In that case, choose the menu "Tool" > "Installing certificates" on the e-Parcel menu bar.

2. The "Select Certificates File" dialog box appears. Locate your certificate, which was downloaded. The certificate file name must be "e-ParcelCertificate-Your User ID.ctr". Click the "Open" button.

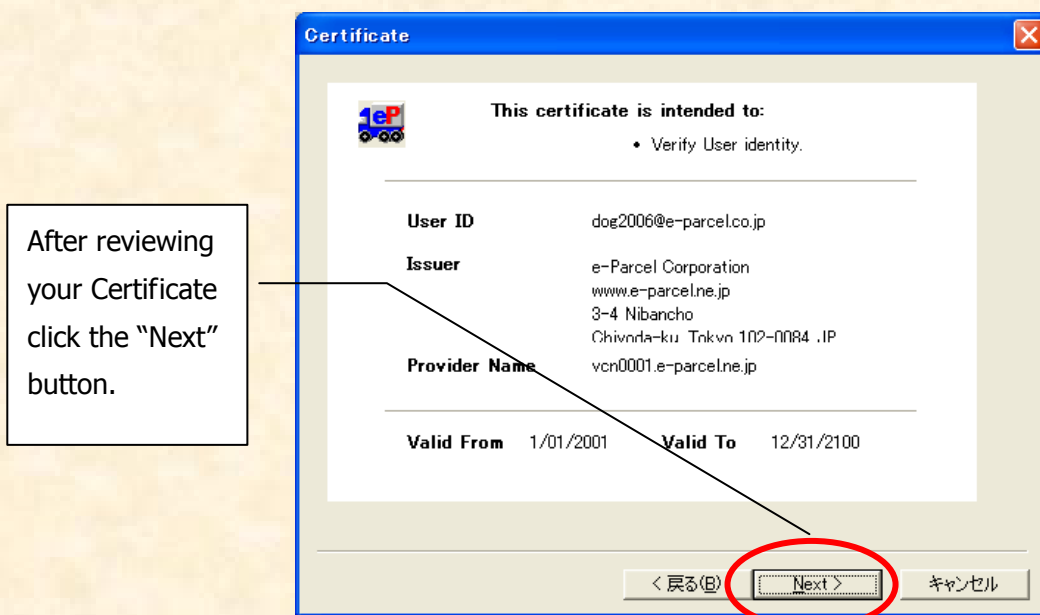


Select the certificate file and then click the "Open" button.

3. Return to the "Installing Certificates" dialog box. Click the "Next" button.



4. After reviewing your Certificate information, especially confirming "Issuer" name that must be "e-Parcel Corporation", click the "Next" button.



5. The "Setup" dialog box appears. With the default as your appropriate networking configuration, select "Continue" and click the "Next" button.

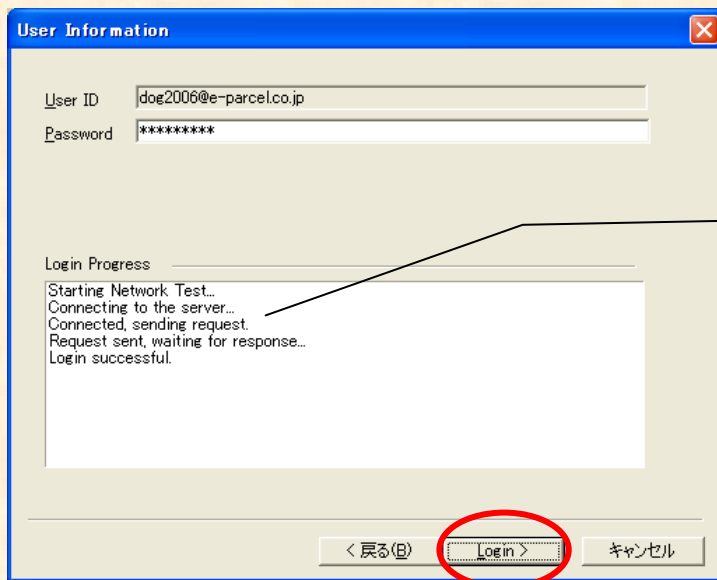
Select "Continue" and click the "Next" button !

※If your network is set proxy server, you must manually configure your network, select the "Advanced" and click the "Next" button. More details on setting the proxy server can be found in the trouble shooting section in this manual.

6. The "User Information" dialog box appears. Type in your password to verify youre-Parcel user identity then click the "Login" button to authenticate with e-Parcel.

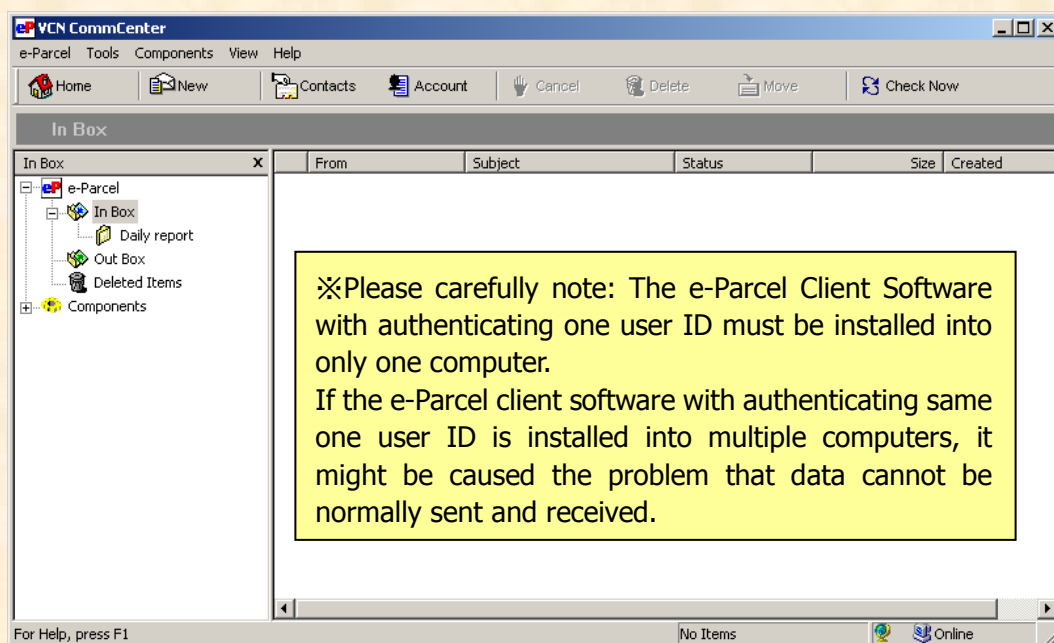
Type in your password click the "Login" button !

- 7. The Login Progress field displays the results of authentication. The message, "Login successful" should normally appear. Click the "Login" button again to run the e-Parcel Delivery Service.



When the message "Login successful" appears, click the "Login" button again.

Once the installation process is completed, the e-Parcel VCN CommCenter GUI appears on your desktop.



Additional Procedure for users of Windows NT, 2000, XP, 2003, Vista, 2008, 7, 8

If you logon to PC by another Windows logon user account different from the Windows logon user account which you installed the e-Parcel, proceed to the following procedure. You will launch the e-parcel only by the Windows logon user account which you installed the e-Parcel.

[Windows NT]

1. **Copy** the "VCN CommCenter" shortcut icon

From the directory:

C:\WINDOWS\All Users\Profiles\All Users\Start Menu\Program\Start Up

To the directory:

C:\WINDOWS\All Users\Profiles\ (Windows User Name) \Start Menu\Program\Start Up

2. **Delete** the "VCN CommCenter" shortcut icon

From the directory:

C:\WINDOWS\All Users\Profiles\All Users\Start Menu\Program\Start Up

[Windows 2000, XP, 2003]

1. **Copy** the "VCN CommCenter" shortcut icon

From the directory:

C:\Documents and Settings\All Users\Start Menu\Program\Start Up

To the directory:

C:\Documents and Settings\ (Windows User Name) \Start Menu\Program\Start Up

2. **Delete** the "VCN CommCenter" shortcut icon

From the directory:

C:\Documents and Settings\All Users\Start Menu\Program\Start Up

[Windows Vista, 2008, 7, 8]

1. **Copy** the "VCN CommCenter" shortcut icon

From the directory:

C:\ProgramData\Microsoft\Windows\Start Menu\Program\Start Up

To the directory:

C:\User\ (Windows User Name) \AppData\Roaming\Microsoft\Windows\Start Menu\Program\Start Up

2. **Delete** the "VCN CommCenter" shortcut icon

From the directory:

C:\ProgramData\Microsoft\Windows\Start Menu\Program\Start Up

For commoditizing the VCN CommCenter

On Windows NT4.0, 2000, XP, 2003, Vista, 2008, 7 or 8, if you'd like to commoditize the VCN CommCenter among all users of the computer that it is installed, please take the following procedure.

1. Please install your digital certificate with the administrator right.
2. Please make 3 folders (Ex. Folder-A, Folder-B and Folder-C) and give all users of that computer the change authority for each folder.
3. Please select the following tab on the VCN CommCenter.
[Tools] – [Setup] – [Options]tab
4. Please select Delivered from the dropdown button on Data Locations and then click the far right button on that line.
5. Please select Folder-A on Browse for Folder window and then click OK button.
Folder-A is fixed as the Delivered folder on Data Locations.
6. Please select In Progress from the dropdown button on Data Locations and then click the far right button on that line.
7. Please select Folder-B on Browse for Folder window and then click OK button.
Folder-B is fixed as the In Progress folder on Data Locations.
After this, please make sure to click Apply button.
8. Please click the far right button on Database Location line.
9. Please click the far right button on New Database Location on Client Database Location window.
10. Please select Folder-C on Browse for Folder window and then click OK button.
Folder-C is fixed as the new database location.

11. Please clear the check box for Current User and then check for **All Users**.
After that, please click OK button. VCN CommCenter is automatically shut down.
If it is not do so, please shut it down manually.
Folder-C is fixed as the common database folder with all users of that computer.
12. Please restart the VCN CommCenter and then test to send & receive the items.
13. Please log off from Windows and then relog in as the general user right.
14. Please check that you can start the VCN CommCenter normally and see the sending & receiving histories that you test to send on 12. on Inbox and Outbox.



Trouble Shooting for Installing

You can start the e-Parcel service after installing your digital certificate and displaying "Login successful" message on the Login Progress field of the "User Information" dialog box. However you may fail it. The following section will advise you to be successful. If the following advice have no effect on you, please contact e-Parcel Customer Support. <E-mail: support@e-parcel.co.jp>

1. If your network has a proxy server to connect to the internet...

Normally the e-parcel will automatically configure your proxy server to meet your network. However depending on your network environment, you may need to manually configure your proxy server.

<1>When the "Connection to the server failed." error dialog box appears.

The network information which is automatically configured must be incorrect therefore it is NOT possible for the e-Parcel to connect to the internet. (Also the error dialog box appears when the network is interrupted.)



Click the "OK" button to close the error dialog box. Confirm whether your web browser can access to <http://www.e-parcel.co.jp/>.

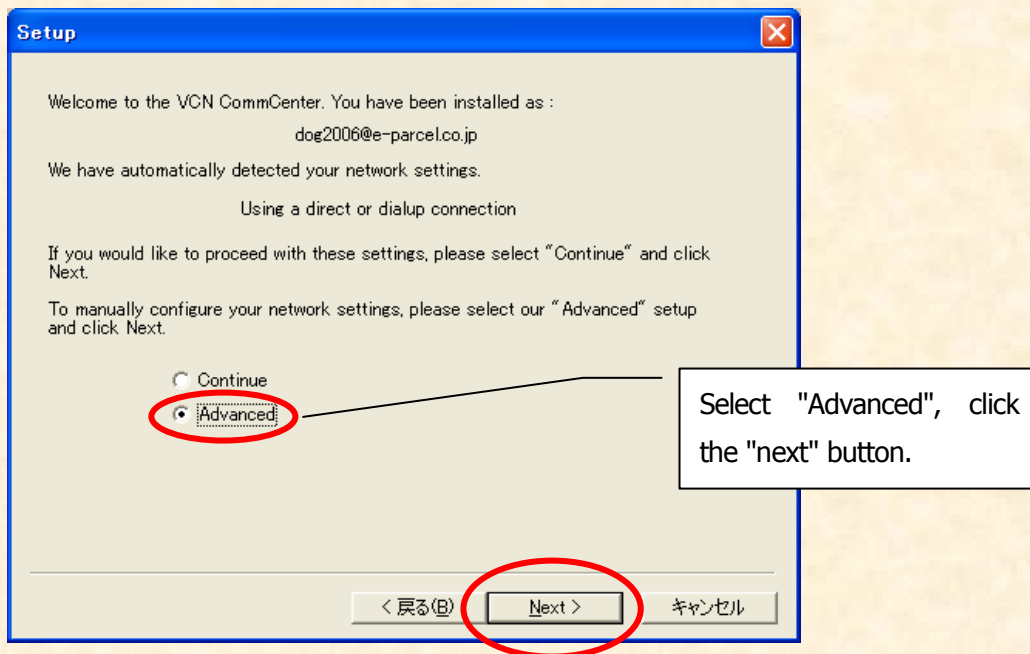


If you can NOT access, please contact to your network administrator.

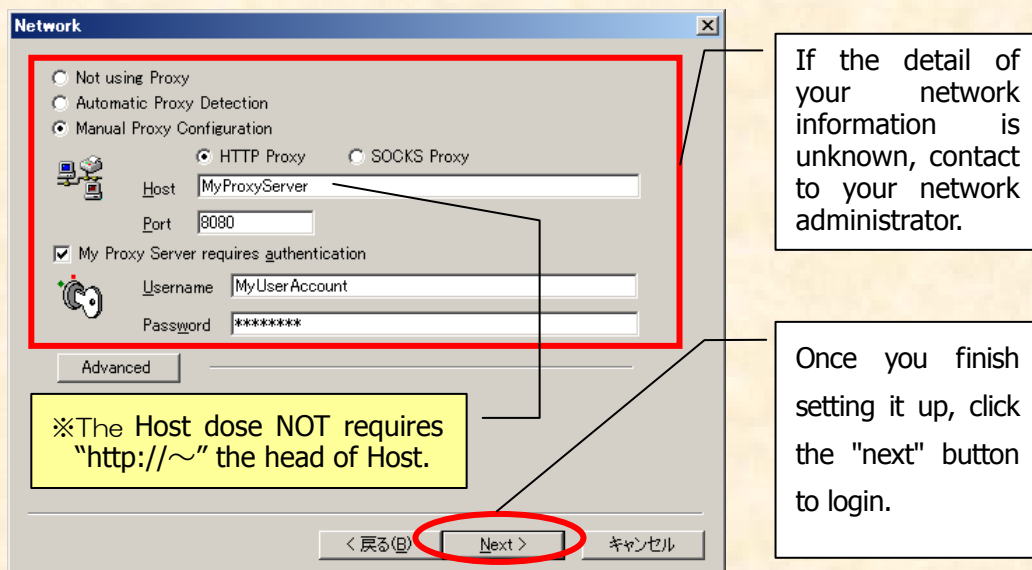
If you can access, proceed the following process:(See ①②)



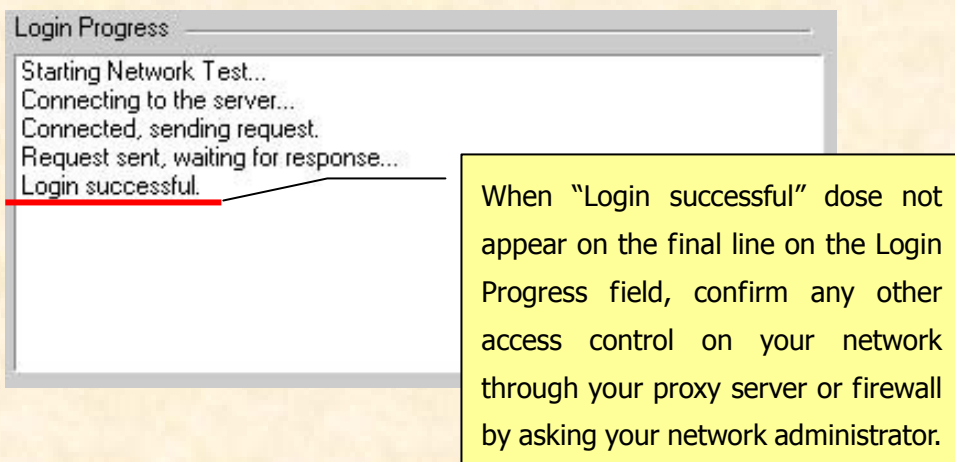
①Click the "Back" button on the "User Information" dialog box to return to the "Setup" dialog box. Select "Advanced", click the "next" button.



②The "network" dialog box appears. Select "Manual Proxy Configuration" and then enter appropriate proxy server information such as Host and Port. When your proxy server requires authentication, enter user name and password in the following field. Once you finish setting it up, click the "next" button to try to login again.



<2>When Login state dose not reach to the message "Login successful" on the Login Progress field of the "User Information" dialog box.



When the login progress dose not proceed displaying on the way to "Login successful", or the "Login successful" dose not appear on the final line, please confirm the following:

- *The proxy server information on your network such as above section.
- *Any other access control on your network through your proxy server or firewall.

Especially, the permission for HTTP request from the e-Parcel client software (PC) to the e-Parcel server (*.e-parcel.ne.jp "*"mark is replaced with the e-Parcel server name) must be required. If your network has any access control, please ask your network administrator to be enable to access HTTP request to *.e-parcel.ne.jp.

2. If incorrect password is entered...



The message "Login failed..." display on the Login Progress field, when you incorrectly enter your password to login in the "User Information" dialog box. Verify your password was entered correctly. Type in your password and click the "Login" button again.

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