



e-Parcel Secure Data Delivery Service Enterprise - Software

e-Parcel VCN-CommCenter 7.0

Ver. 7.0.7019

Users Manual

(General guide)



August, 2018

e-Parcel Corporation



Introduction

e-Parcel Corporation consistently offers such services as digital data delivery service since 1996. It was introduced into more than 5,000 enterprises all over the world.

As companies embrace the Internet to reduce costs, improve communications and generate new revenue, they expose core digital assets and intellectual property to an increasingly unsecured channel. Breaches in security and control of these assets can cost a company millions of dollars, and potentially damage its franchise and brand.

The e-Parcel provides outsourced services for secure and controlled Internet communications, enabling clients to protect, control and manage digital assets more effectively than any other solution available. Security components and processes, digital rights management, and network infrastructure have been integrated into a comprehensive set of services that can be deployed quickly and easily into common applications.

The e-Parcel is an epoch-making secure data delivery service for large-volume digital data via the Internet easily, safely, securely at low cost and high security level.

With e-Parcel service, companies now have a way to establish global communications networks using software instead of traditional hardware-based alternatives. The e-Parcel's patent-protected technology allows any-size file to be delivered over any network, across any platform, creating intra- and extra-enterprise communications and data delivery channels.

This e-Parcel users manual will introduce the e-Parcel VCN-CommCenter 7.0 that is one of new products for e-Parcel Secure Data Delivery Service based on the newly-developed next-generation data delivery engine, and inherited the software operation just as simple as e-mailing from e-Parcel VCN CommCenter 6.0 as predecessors.





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Product Concept

The e-Parcel VCN-CommCenter 7.0 of e-Parcel Secure Data Delivery Service - Enterprise – Software is developed for the product concept of digital data delivery service to deliver large-volume and confidential digital data easily, safely, securely as same as predecessors the e-Parcel VCN CommCenter 6.0, via the Internet by just installing client software based on the newly-developed next-generation data delivery engine for enterprise users at high quality and security level. The data includes three-dimensional CAD/CAE, design/technical data, software source code and highly confidential data such as customer's personal information.

The e-Parcel VCN-CommCenter 7.0 is the standard client software for e-Parcel Secure Data Delivery Service.

Just install a client digital certificate and software are given in your PC! Only with this operation, you can easily start e-Parcel secure data delivery service with other e-Parcel clients via the Internet.

The e-Parcel client software operation is just as simple as e-mailing. It allows you to send and receive large-volume and confidential digital data easily, safely, securely.

- * The products supported by the new e-Parcel server; the e-Parcel VCN-CommCenter 7.0 is available data communication with the e-Parcel VCN-AX 4.5 / 4.0 (Client software), and e-Parcel VCN-Web Enterprise (Web browser client).

Attention: We are afraid that it is not compatible with the e-Parcel VCN CommCenter 6.0 which is the product supported by the existing e-Parcel server.

*However, we have released the e-Parcel Bridge Server in October 2014. Therefore, even using the e-Parcel VCN-CommCenter 6.0, once their e-Parcel ID registrations have been migrated to the new e-Parcel server without any complicated setting (the necessary operation required at our side only), the VCN-CommCenter 6.0 will be validated to communicate with the client software (VCN-CommCenter 8.0 / 7.0, VCN-AX 4.0 or later) supported by the new e-Parcel server.



Overview

The e-Parcel Users Manual will introduce and assist you with each operation of the e-Parcel VCN-CommCenter 7.0. Additionally, we have provided alerts and tips throughout this document to aid in assuring successful installation and a positive user experience.

You will find using the e-Parcel VCN-CommCenter 7.0 is no different than your existing e-mail application. Simply create your message, add attachments, enter a new e-Parcel ID of recipient or select a recipient from your existing address book and click the Send button to securely deliver messages and attachments from desktop-to-desktop.

The e-Parcel combines many powerful features with the ease of standard email. Below, we have highlighted some of e-Parcel's exciting features and capabilities.

Adoption of SSL/TLS

Security such as authentication, encryption and integrity has been ensured by the use of SSL/TLS as communication protocol between the server and a client.

The digital certificate based on X.509 (Authentication)

The e-Parcel is adopted the digital certificate based on X.509 for both the server and a client. The pretender is prevented strongly using the automatic operation of mutual recognition between the server and a client. (Encryption: AES256 bits)

End to End data encryption (Encryption)

In addition to encryption between the server and a client, End to End encryption between clients with AES256 bits (AES: Advanced Encryption Standard) is adopted. Furthermore, Secret sharing scheme based on PKI (Public Key Infrastructure) rest assured that sender and recipient are sharing temporary secret key for the data encryption safely.

End to End HMAC (Integrity / Audit)

HMAC(Keyed-Hashing for Message Authentication Code) is a specific construction for calculating a message authentication code involving a cryptographic hash function in combination with a secret key. As with HMAC, it must be used to simultaneously verify both the data integrity and the authenticity of a message End to End. Cryptographic hash function is also used in the calculation of HMAC on the server. Accordingly, it can be proven the transaction was generated by newly-developed audit scheme.

Newly-developed Micro-block Data Stream


The e-Parcel is adopted newly-developed Micro-block Data Stream technology for the data delivery between the server and a client, which is seamlessly-delivered data and put the appropriate markers on data for tracking the progress of data delivery in a block between a marker and a marker. It enables to recover for the data corruption without detriment to the performance of data delivery even under the unstable network circumstances by using this technology.

Tracking

The e-Parcel provides the ability track your sent messages and attachments beyond delivery. The e-Parcel lets you have visibility into when your transmission was received, opened, moved, cancelled, aborted, or deleted.

Enabling large file size delivery

Large data can be delivered at once according to the streaming communication that doesn't put the load even on the streaming communication terminal and the server in Intranet and doesn't accumulate data in the route on the way.

 **Automatic restart function** (intermission delivery and auto resume function) when the internet line is intercepted and then recovered.

 The GUI for e-Parcel client software provides **operation just as simple as e-mailing**.

 Enabling to **cancel sending**


 Enabling to **resend** an item

 Enabling to **set priority uploading and downloading**



System Requirements

The section below describes the system specifications for the e-Parcel VCN-CommCenter 7.0 for Windows.

Software Name	 e-Parcel VCN-CommCenter 7.0
Operating System	<p>Microsoft Windows XP or later / 2000 Server or later 32bit or 64bit</p> <p>* VCN-CommCenter 7.0.7016 (Released in Sept. 2015) or later is compatible with Windows 10.</p> <p>* Display languages on the VCN-CommCenter GUI are listed below. [Japanese, English, French, German, Spanish, Chinese-simplified, Chinese-traditional]</p>
Network	Internet Connection
Computer Memory (RAM)	64 MB RAM or more for application
Disk Space	<p>15 MB Disk Space or more for installation (*Plus, additional disk space needed. Note that it must be required enough space to save the attachments for the delivery items while sending and receiving.)</p>
Recommended	*To use efficiently, we recommend OS and browser near the latest version, and the computer memory and the disk space as much as possible.

About VCN-CommCenter GUI

This guide will help navigate your way through the e-Parcel VCN-CommCenter 7.0 and available option settings. Several references are made to describe the e-parcel features and options. The VCN-CommCenter GUI is displayed. The term GUI – Graphical User Interface will be used often in this manual to describe the main e-Parcel application view. Other references are made in respect to the VCN-CommCenter GUI, including: (Figure 1)

*Refer to P91 5.VCN-CommCenter View

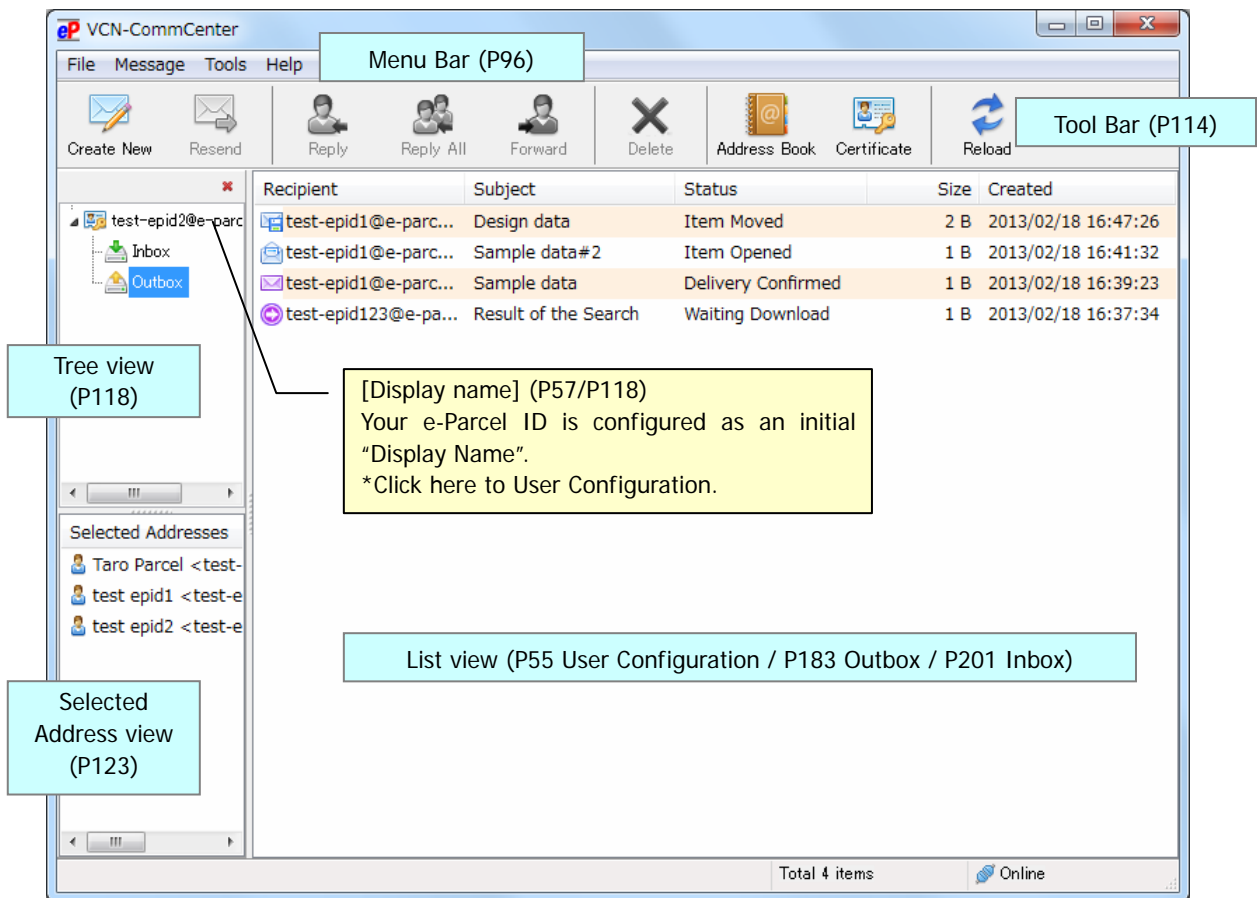


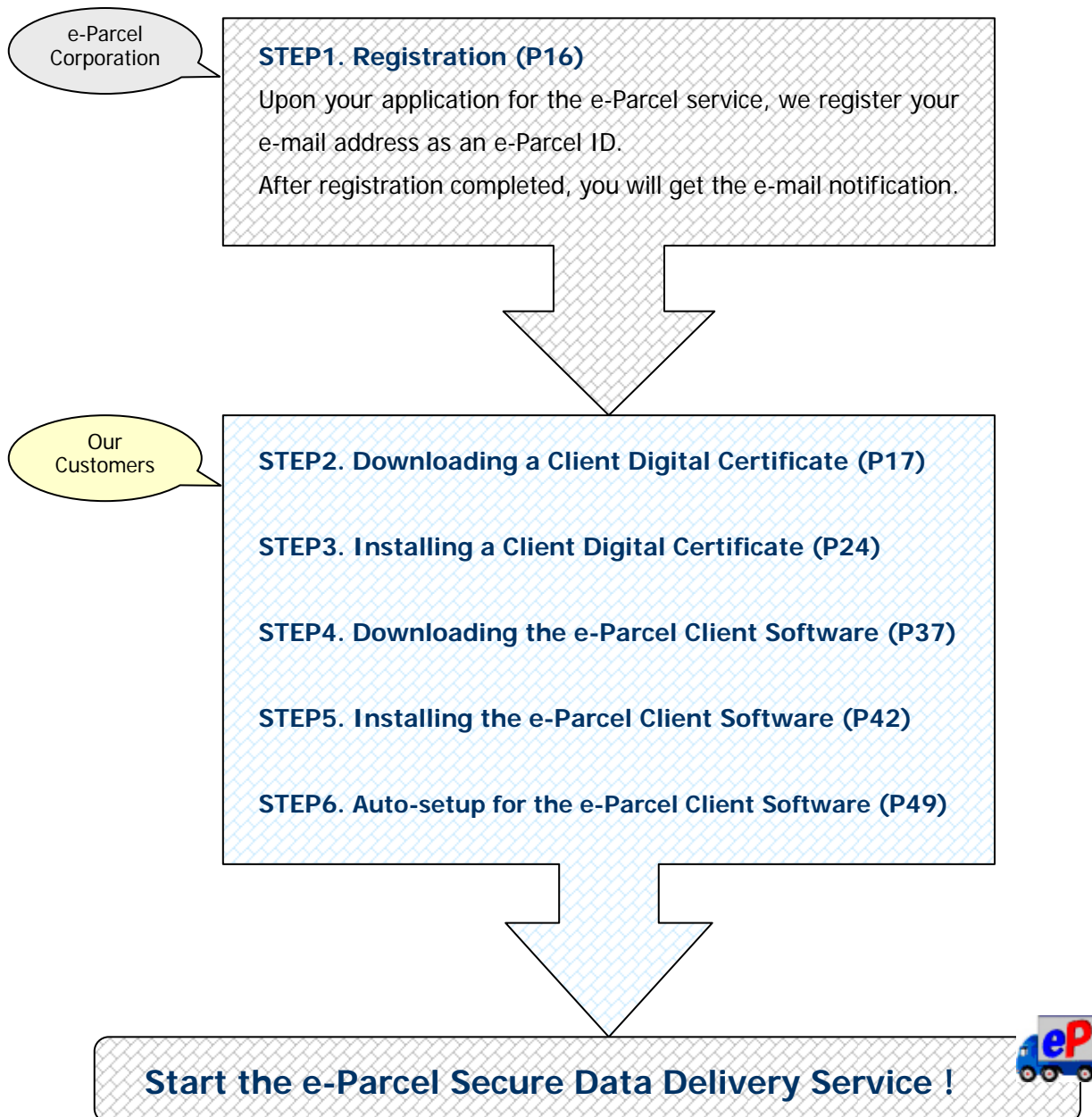
Figure 1



Preparations for the e-Parcel Service

Before using the e-Parcel Secure Data Delivery Service, you must download and install your client digital certificate and the e-Parcel VCN-CommCenter 7.0 client software. Please take the STEP1 to STEP6 following:

《The flow chart of advance preparations for starting e-Parcel service》



STEP1 . Registration

To use the e-Parcel Secure Data Delivery Service, you must first apply your registration form to register your e-Parcel ID. Upon your application, **e-Parcel Corporation usually registers your e-mail address as e-Parcel ID.** After registration completed, you will get the notification with credentials which you need to login to the URL of the “e-Parcel software download site”






Note: If user credentials have not been supplied, or have been misplaced, please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp).

STEP2 . Downloading a Client Digital Certificate

After your e-Parcel ID has been registered, **you can take the procedure below on your PC** to run the e-Parcel Secure Data Delivery Service.

In the beginning, **download a client digital certificate from e-Parcel**, and then install (import) it before downloading and installing the e-Parcel client software.

	<p>Caution: This manual will guide you to the instillation procedures accessing Microsoft Internet Explorer (IE) or Edge as the browser. The "Auto Setup" function of e-Parcel software (P49 STEP6) will attempt to automatically detect a client digital certificate and your network settings from Windows at later step. Therefore, the "Auto Setup" function requires to install (import) a client digital certificate in Windows in advance.</p> <p>*If you want to use Firefox as your web browser, or manually configure a client digital certificate and your network settings, you must manually import a client certificate after installing software. (P104) The manual proxy configuration may also be required as appropriate. (P60)</p>
	<p>Caution: The client digital certificate installation in Windows must require to log on to Windows with a logon user account that use the e-Parcel VCN-CommCenter 7.0.</p>
	<p>Caution: If you log on to Windows as just a user right without administrative privilege when installed a client digital certificate in Windows, the software installation must require administrative privilege at later step. Therefore, prepare the following in advance depending on your OS.</p> <p>[For users of Windows 2000, XP, 2003]</p> <p>Prepare either an administrative privilege or a user right with Administrative privilege.</p> <p>[For users of Windows Vista or later]</p> <p>Prepare administrator ID and password when you log on to Windows with just a user right. Or prepare either an administrative privilege or a user right with administrative privilege.</p>

Firstly, **log on to Windows with a logon user account that use the VCN-CommCenter 7.0** and then launch **Microsoft Internet Explorer (IE) or Edge** as the browser. Visit the URL of the “e-Parcel software download site” at <https://www.e-parcel.ne.jp/> and then see the page appeared. Click the **site menu “Download & Install Software”** and then click the **“Download e-Parcel Software” button** on the bottom of page.

(Figure 2)

*Attention: To auto-setup on software at later step, a client digital certificate must be installed in Windows. Therefore, please be advised you to launch Microsoft Internet Explorer (IE) or Edge.

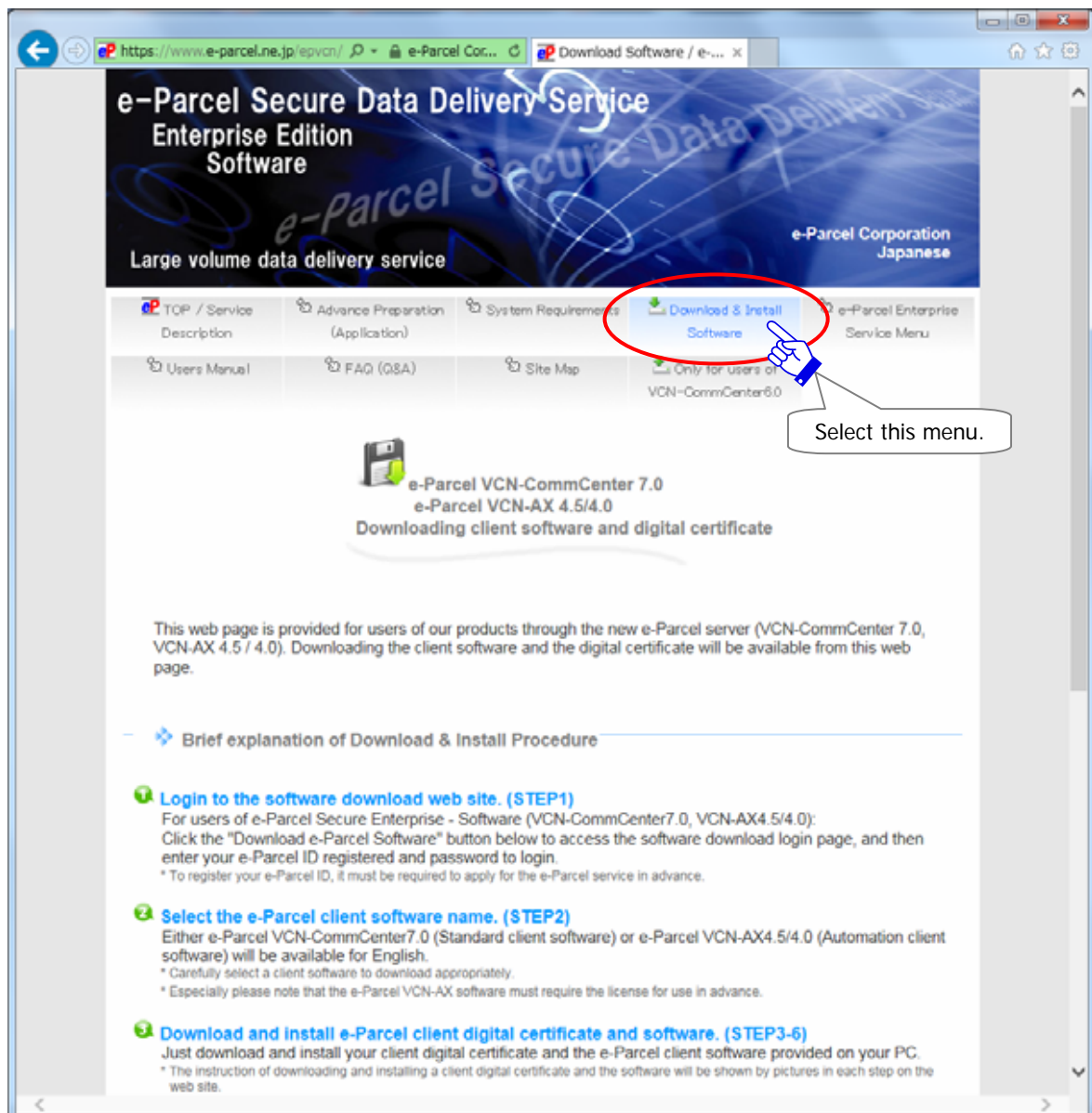


Figure 2

The Download a Client digital certificate & Software “STEP1. Login” page appears. Enter your e-Parcel ID and default password [*as notified by e-mail when e-Parcel ID registered] and then click the “Login” button. (Figure 3)

*For new users, a password has been set a default password at beginning. Please be advised you to change a password through the “e-Parcel Secure Enterprise - Web Browser” after you complete to install a client digital certificate in Windows at later STEP5 of the Web site.

*For existing users, if you have already changed a password to your own password in case of re-downloading a client digital certificate when you change PC etc., enter your own password and then click the “Login” button.

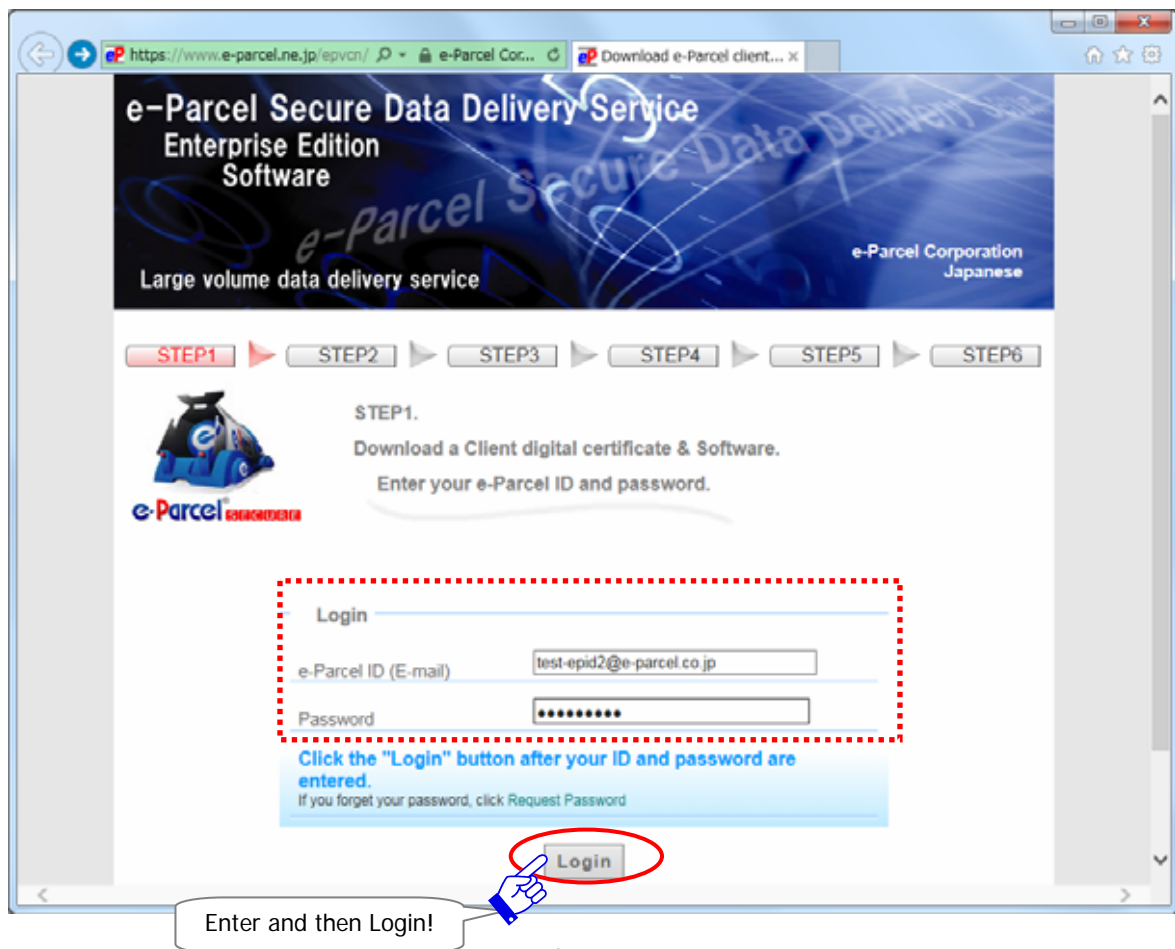


Figure 3

The “STEP2. Select your e-Parcel client software.” page appears. All products available for download are listed. Select either 32bit or 64bit e-Parcel VCN-CommCenter 7.0 for your OS and then click the “Next” button. (Figure 4)

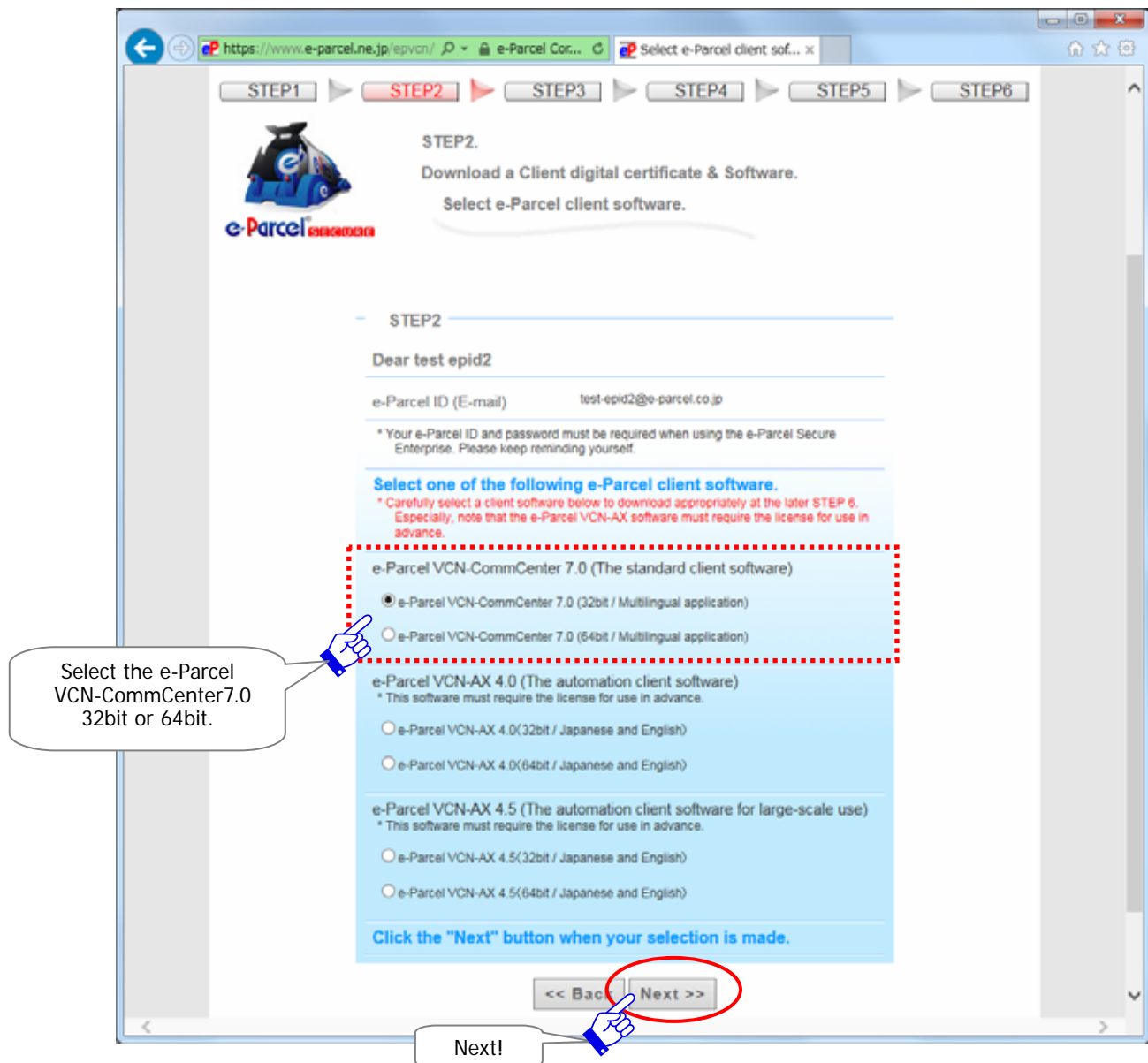


Figure 4

The "STEP3. Check the security of web site ..." page appears. Confirm the security of web site you are visiting before proceeding to download.

For IE users, in the green-colored URL address bar of the webpage which you are visiting, are you connected to "e-Parcel Corporation" which runs this web site? (Figure 5)



Figure 5

Or, in this webpage which you are visiting, do you see the Trusted Web Seal that Cybertrust (The certificate authority which validate EV SSL certificate) issued to "e-Parcel Corporation" (The organization name of the web site)? (Figure 6)

When your confirmation is made, click the "Next" button.

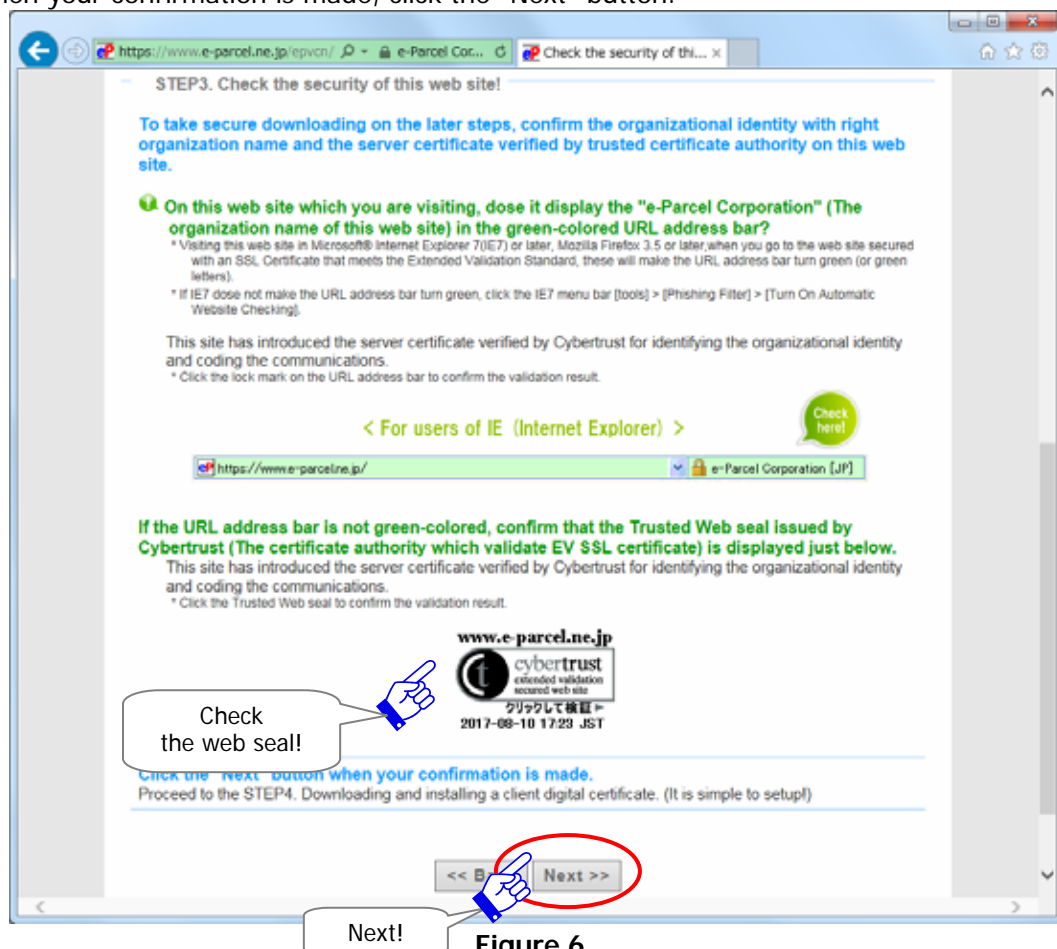


Figure 6

The "STEP4. Download and install a client digital certificate." page appears. Make sure that the "For new users" is selected in the Client Digital Certificate field with initial choice. Usually, select the "For new users", and then click the "Download" button. (Figure 7)

*When the "For new users" selected, a SHA2 signed digital certificate will be downloaded. Note that e-Parcel VCN-CommCenter 7.0.7015 (released in Jan. 1. 2015) or later supports SHA2 signed digital certificate.

*When the "For users of previous versions" selected, a SHA1 signed digital certificate will be downloaded. (*Recommendation for users of previous versions: Updating your client software to the latest version of e-Parcel VCN-CommCenter 7.0 is recommended.)

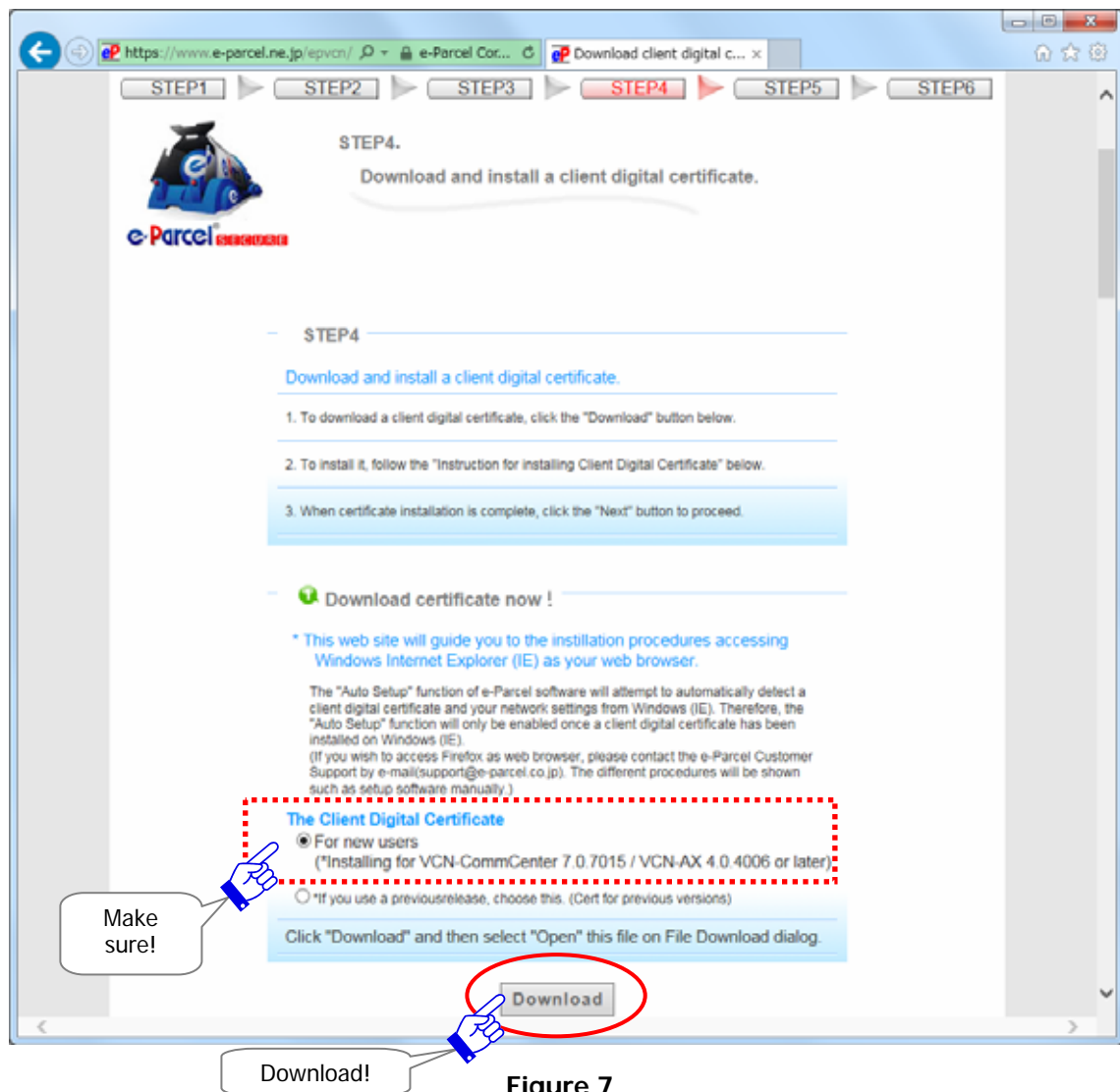
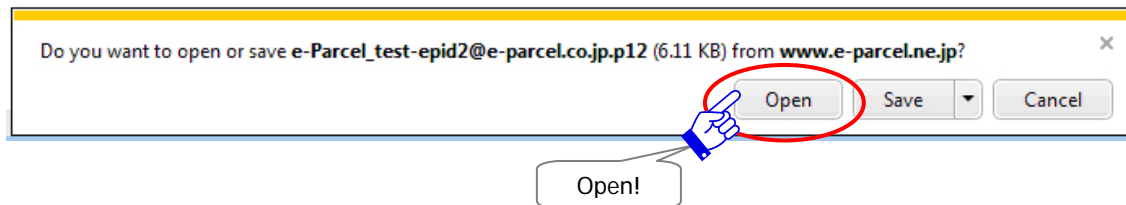


Figure 7

A File Download dialog appears prompting to either "Open the file" or "Save the file to your computer". Select the "Open" button. (It is not recommended that the file name of your certificate be changed.) The download and install of your client digital certificate starts here. (Figure 8)

[For users of Internet Explorer 9 or later]



[For users of Internet Explorer 8 or lower]

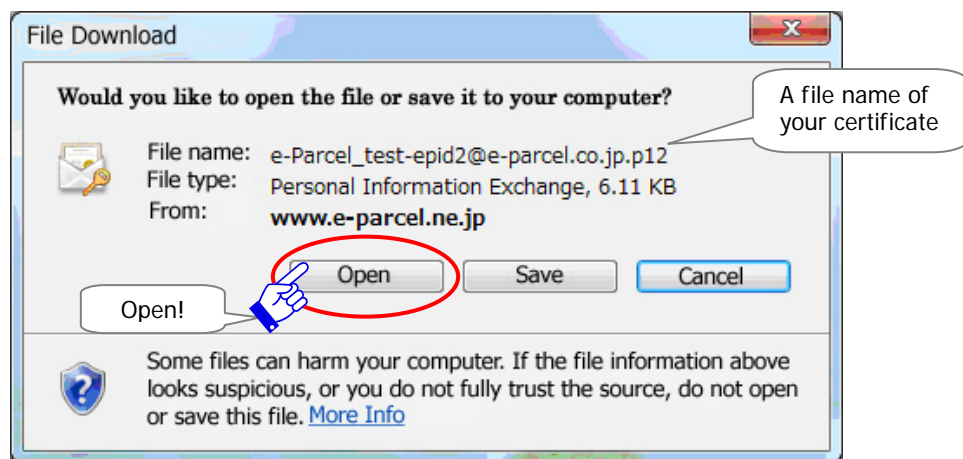


Figure 8

If Internet Explorer Security dialog appears, allow this file to open. (Figure 9)

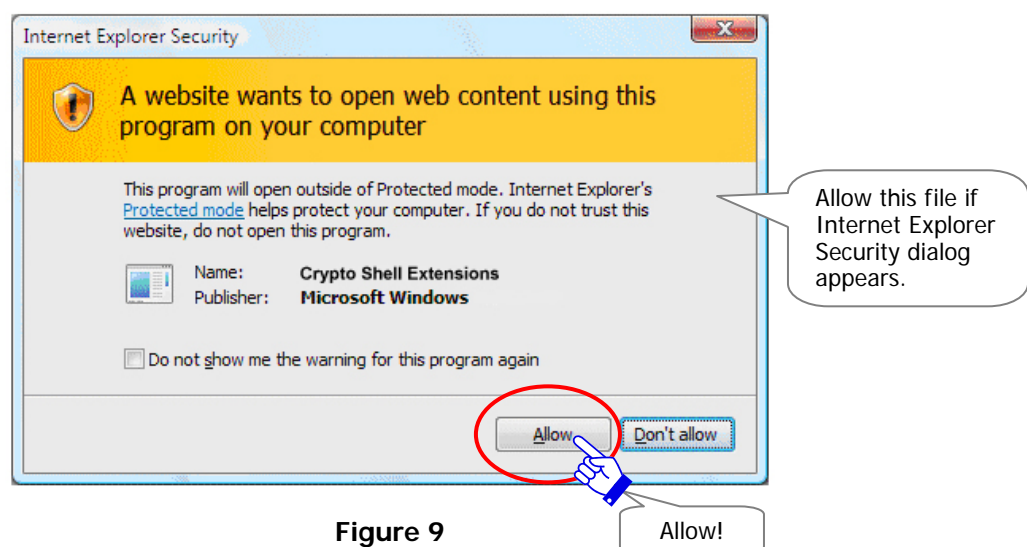


Figure 9

STEP3 . Installing a Client Digital Certificate

Execute to install (import) the e-Parcel client digital certificate in Windows.

The Certificate Import Wizard opens. Proceed to install to click the “Next” button. (Figure 10)

*For users of Windows 10, choose the “**Current User**” as the Store Location.

[For users of Windows 8 or lower]

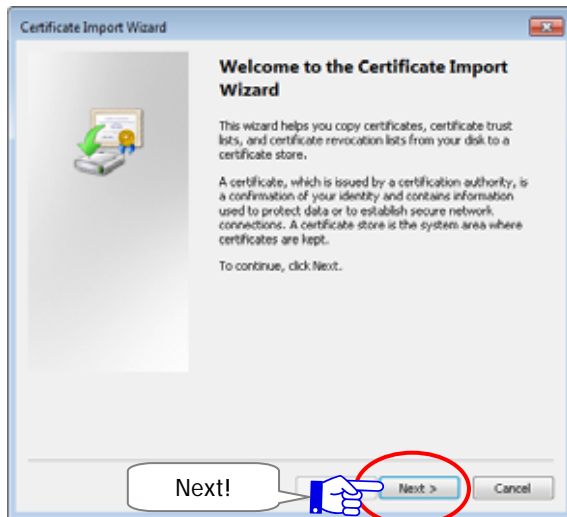
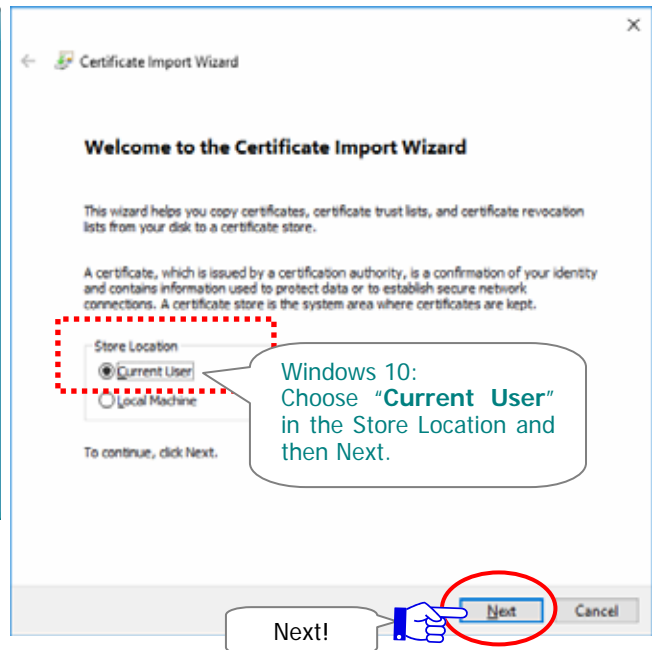


Figure 10

[For users of Windows 10]



A File to Import dialog appears. Specify the file you want to import. (It is not recommended that the file name of your certificate be changed.) Click the “Next” button to proceed.

(Figure 11)

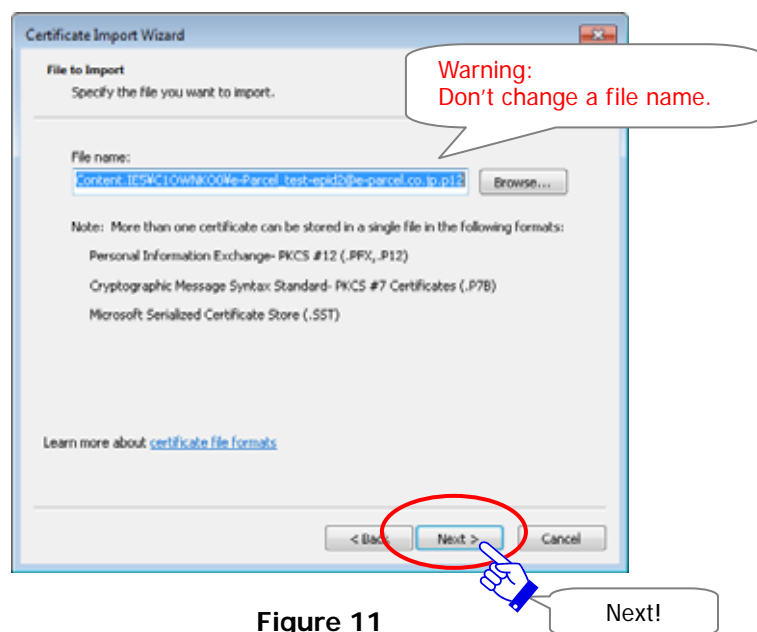


Figure 11

A Password dialog appears. Enter default password [*as notified by e-mail when e-Parcel ID registered] and make sure to **place a check on the box “Make this key as exportable.”** This will allow you to back up or transport your keys at a later time.”. (Figure 12)

*For new users, a password has been set a default password at beginning. Please be advised you to change a password through the “e-Parcel Secure Enterprise - Web Browser” after you complete to install a client digital certificate in Windows at later STEP5 of the Web site.

*For existing users, if you have already changed a password to your own password in case of re-downloading a client digital certificate when you change PC etc., enter your own password and then click the “Login” button.

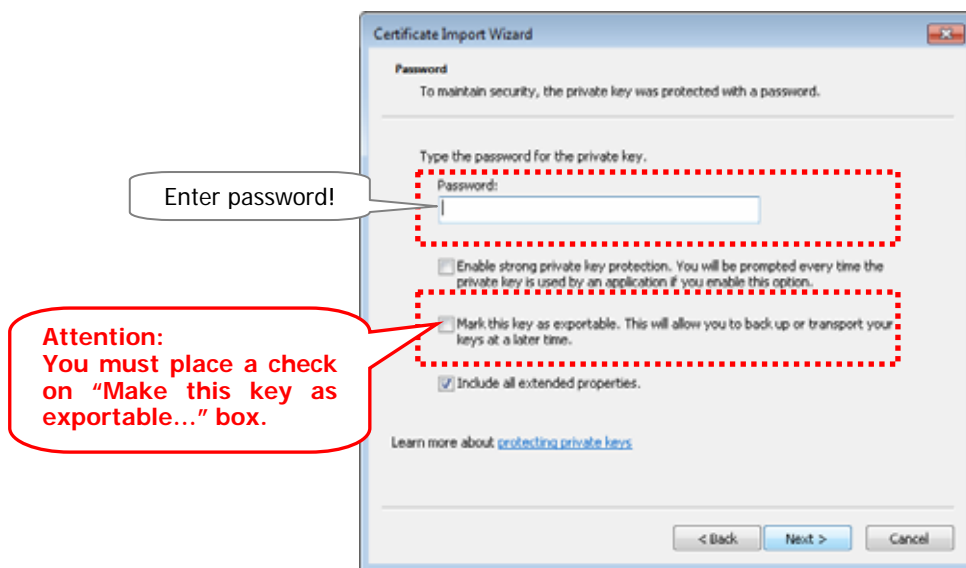


Figure 12

After reviewing it, especially confirming the “Make this key as...” box must be placed a check, click the “Next” button to proceed. (Figure 13)

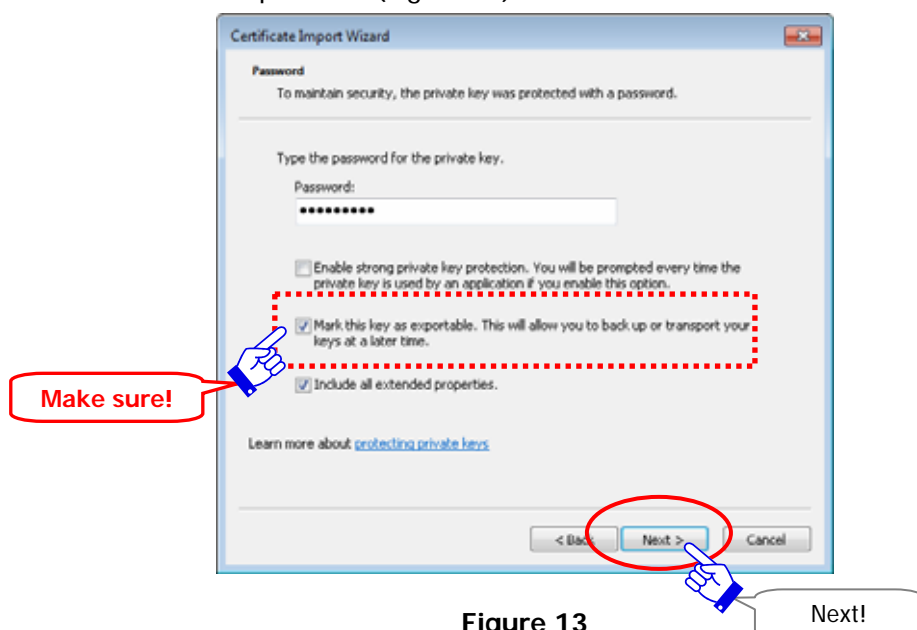


Figure 13

A Certificate Store dialog appears. Make sure that an initial choice “Automatically select the certificate store based on the type of certificate” is selected. After confirming it, click the “Next” button. (Figure 14)



Figure 14

When “Completing the Certificate Import Wizard” is shown, click the “Finish” button to proceed. (Figure 15)

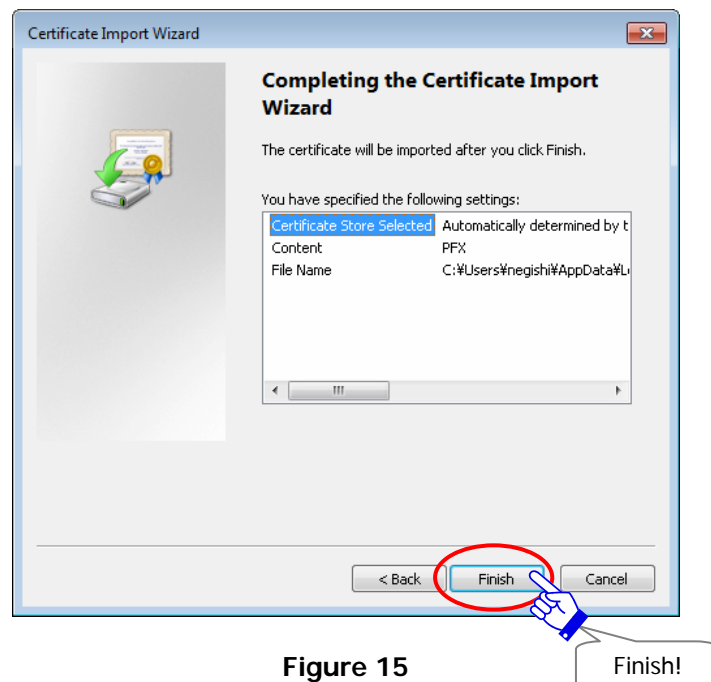


Figure 15

A Security Warning dialog appears. Therefore, a CA certificate is installed at the same time, click the "Yes" button to allow it. (Figure 16)

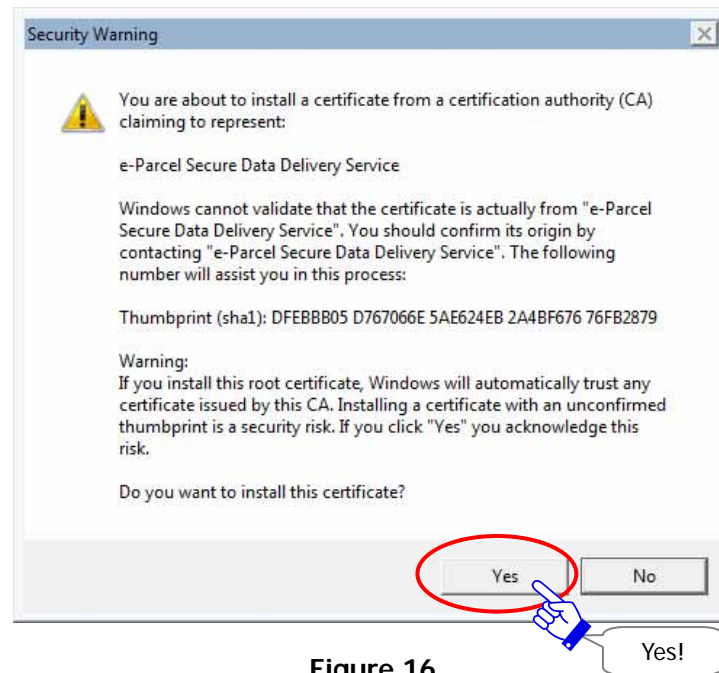


Figure 16

A "The import was successful." dialog appears. Click the "OK" button to complete installing. (Figure 17)

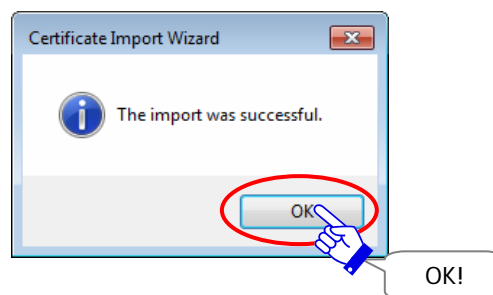


Figure 17

The Certificate Import Wizard closes. You have done to install (import) a client digital certificate in Windows.

If you are not allowed to import certificate in Windows

While the installation of the e-Parcel client digital certificate through the Certificate Import Wizard, when it shows "Completing the Certificate Import Wizard" upon the "Finish" button, some customers may fail in the certificate installation with the error message. It happens often that **the local security policy or domain security policy of your company may not allow the certificate installation in Windows.**

(For example of error message: "An error occurred during the addition of a certificate to the Trusted Root Certification Authorities store.")

However, you may have some difficulty to change the security policy of you. To get started the e-Parcel software, we show you another procedure (manual setup) which the software directly imports your certificate instead auto setup. Please carefully take the following procedures.

STEP4 of Web site: P22 Just "Save" the e-Parcel client certificate on your computer. P28 Next!

STEP5 of Web site: Skip! (You can not access the URL of "The e-Parcel - Web Browser".) P36 Next!

STEP6 of Web site: P37 Install software. **Attention: P47 ~ 48 During installing the client software on the instruction of STEP 6, when the InstallShield Wizard shows message "InstallShield Wizard Completed", You must set unchecked (off) in the check box "Launch the program". Then click the "Finish" button.**

Next, let's begin to import your certificate directly on the client software.

Access Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter 7.0 > Import Certificate.

* For more details, refer to the Q&A page of the site (URL : <https://www.e-parcel.ne.jp/epvcn/EN/FAQ/>) .

Return to web site the "STEP4. Download and install a client digital certificate." page.

(Figure 18) Follow the bottom of the page on the web and click the "Next" button to proceed to STEP 5. (Figure 19)



Figure 18

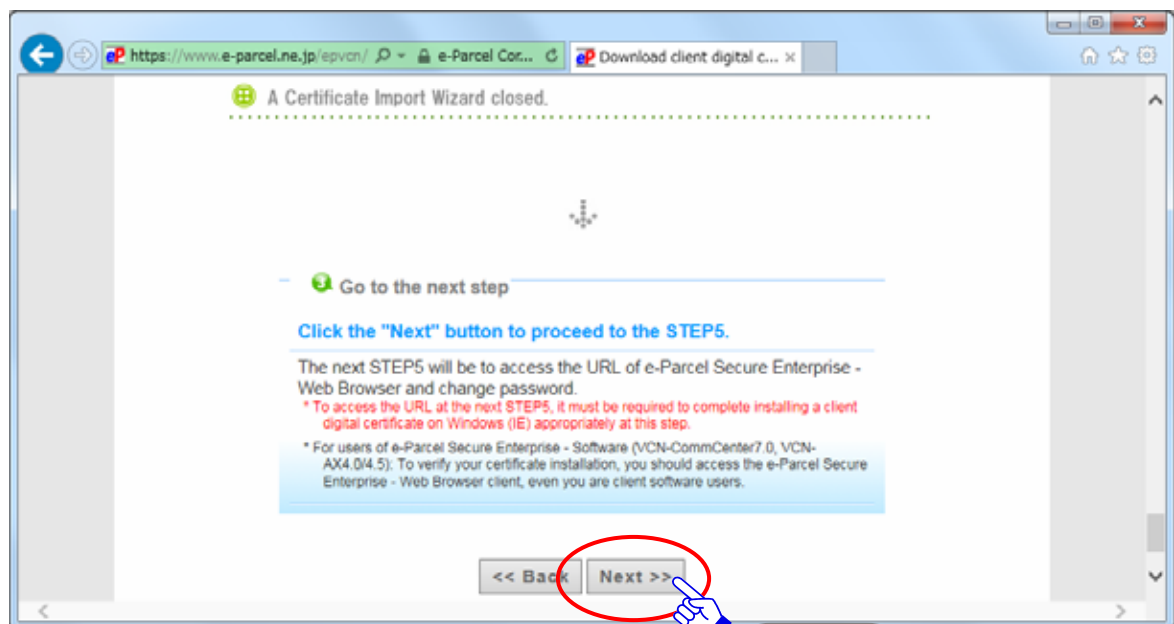


Figure 19

Access “e-Parcel Secure Enterprise - Web Browser”

The “STEP5. Access the URL...” page appears. Even you are software users, access the URL of the “e-Parcel Secure Enterprise - Web Browser” to ensure a client digital certificate import in Windows appropriately. Also, you can change a password on the web site. Once a window of the “e-Parcel Secure Enterprise - Web Browser” appears, you have successfully installed an e-Parcel client digital certificate in Windows. (Figure 20)



Figure 20

Follow the middle of the page on the web site and click the “e-Parcel Web Browser” button to access. (Figure 21)

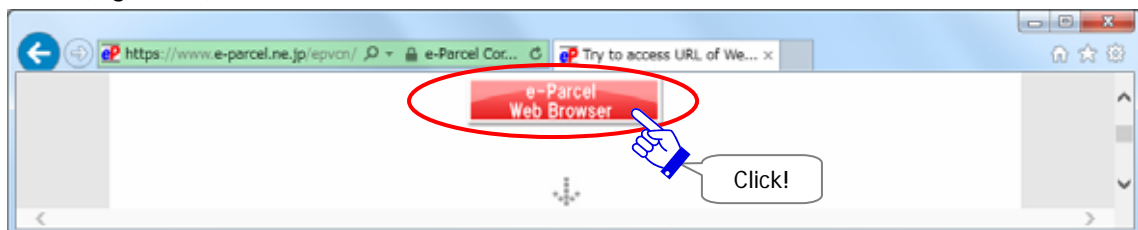


Figure 21

Your certificate is required for authentication. Select your e-Parcel client digital certificate installed in Windows and then click the “OK” button. (Figure 22)

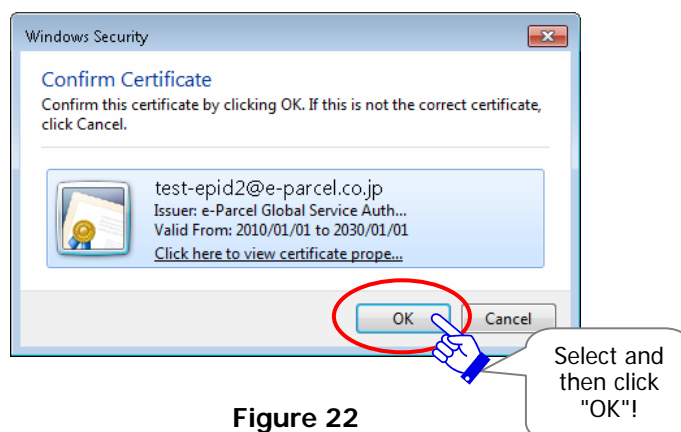


Figure 22

* If multiple e-Parcel client digital certificates are shown on the "Select a certificate" window, select a certificate of your e-Parcel ID and then click the “OK” button.
[For Windows 10] For IE: Click “More choices” on the “Select a Certificate” dialog to view all certificates. Then, select one.

The “e-Parcel Secure Enterprise - Web Browser” new window opens. (Figure 23)

The website URL: <https://secure.e-parcel.ne.jp/>

If you succeed it, see the “User Info” menu and then proceed to the next (P34) of this manual.

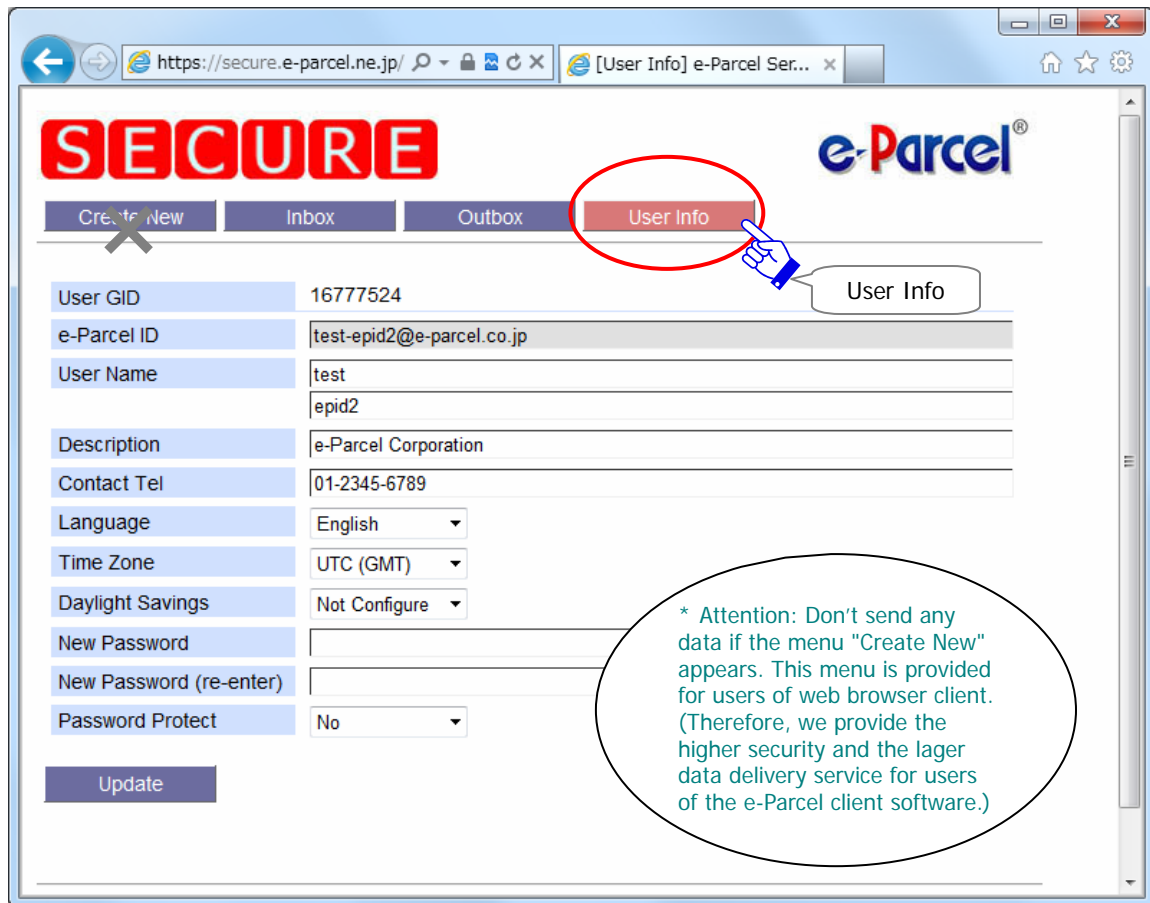



Figure 23

If you fail in access “e-Parcel Secure Enterprise - Web Browser”

If you fail in accessing to the URL of the “e-Parcel Secure Enterprise - Web Browser”:

	<p>Caution: If it happened to be denied access the URL of the “e-Parcel Secure Enterprise - Web Browser”, even the client digital certificate has been installed, a client digital certificate may not have been installed in Windows appropriately. Or check the security settings and the proxy server settings in your web browser, computer or network.</p>
---	--

First, ensure that a client digital certificate has been correctly installed in Windows by reviewing the diagram below indicates. (Figure 25)

OR click the "Access Failure" button (Figure 24) and carefully read the description on Q&A page of the site(URL: <https://www.e-parcel.ne.jp/>). It is also described additionally about the security settings and the proxy server settings of the browser.

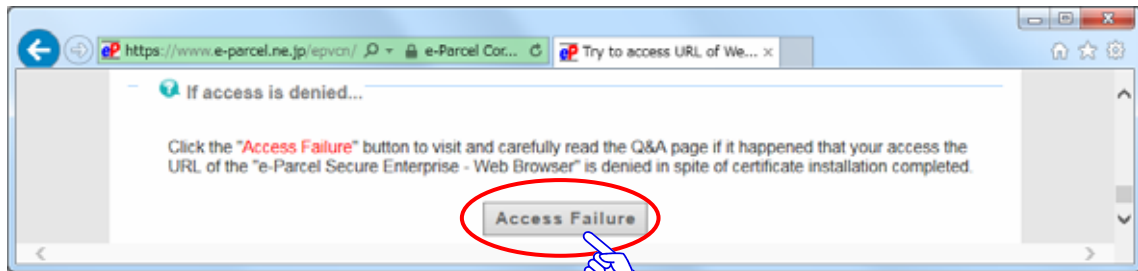


Figure 24

[Verify your certificate installation status]

1. Access the Windows "Start" menu > Windows System > Control Panel > Network and Internet > "Internet Options".

Or, on Microsoft Internet Explorer (IE), visit the menu bar "Tools" > "Internet Options".

The "Internet Options (Internet Properties)" dialog appears. Select the "Content" tab and follow the Certificates field. Click the "Certificates" button.

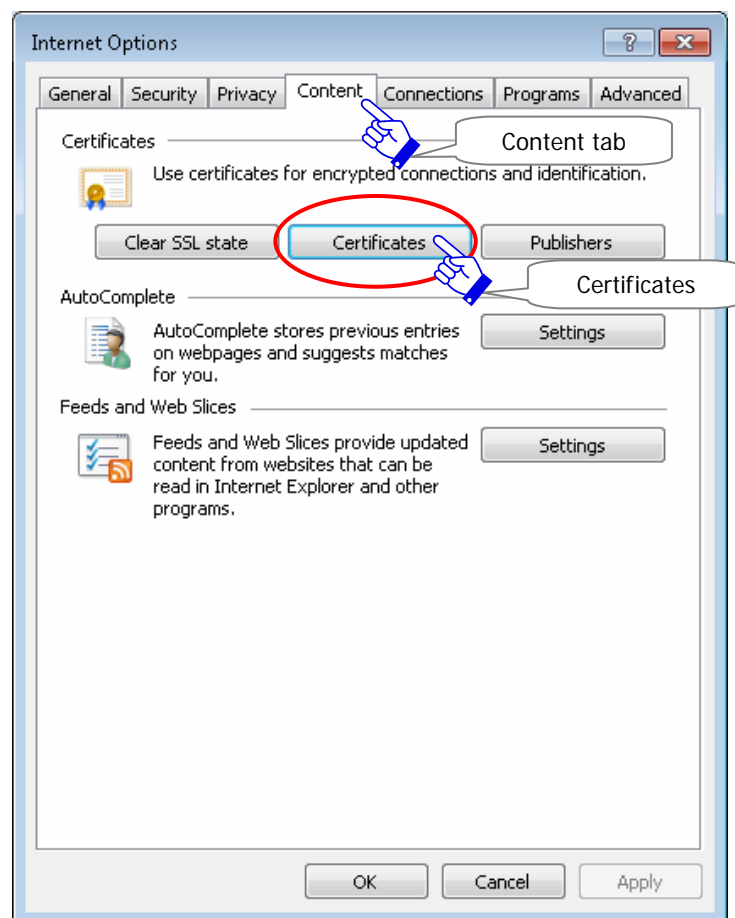


Figure 25

2. The “Certificates” dialog appears. Select the “Personal” tab and then find out your client digital certificate listed. Your e-Parcel ID must be listed in the “Issued To” field. Select your client digital certificate by clicking and click the “View” button.

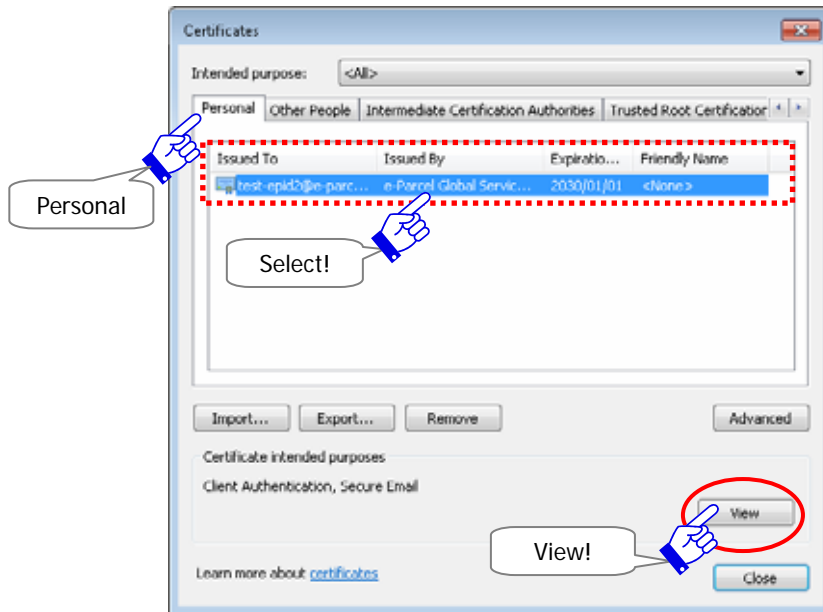


Figure 26

3. The “Certificate” dialog appears. Select the “Certification Path” tab.

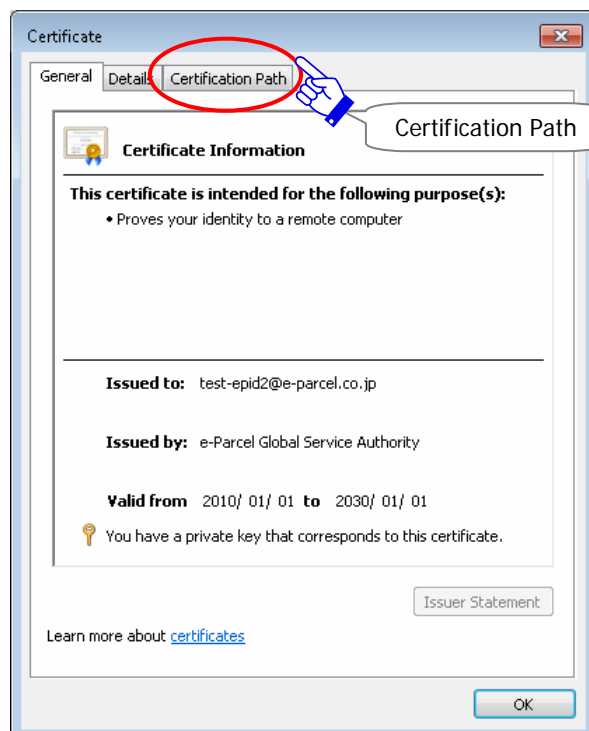


Figure 27

4. Ensure your client digital certificate is displayed correctly as shown below in the "Certification Path" tab. If a hierarchical tree with three layers is shown, you have successfully installed an e-Parcel client digital certificate in Windows.

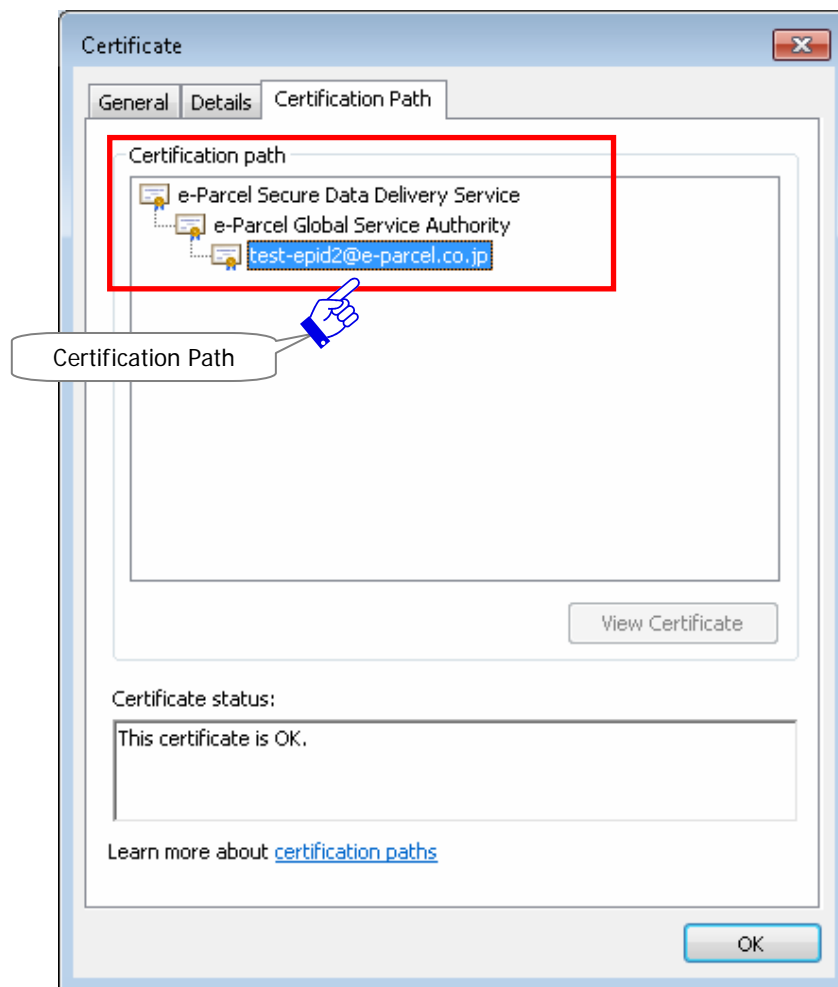


Figure 28

5. Close all dialogs you opened after confirmation. Click the "OK" button on the "Certificate" dialog. Return to the "Certificates" dialog and then click the "Close" button. Return to the "Internet Options" dialog and then click the "OK" button to close.
6. If your installation has been failed, you must need to download and install the client digital certificate appropriately. Click the "Back" button to Return to web site the "STEP4. Download and install a client digital certificate." Page and try again.

*If still unsuccessful accessing the URL of the "e-Parcel Secure Enterprise - Web Browser" after your client digital certificate has been re-installed correctly, please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp) with specifying your e-Parcel ID.

The "User Info" page appears. (Figure29) It allows you to modify your e-Parcel Profile and change a password.

About New password

In the event a password should be changed, enter the new password in the New Password field and the New Password (re-enter) field, and then click the "Update" button. A password must be input using half-width alphanumeric, using more than 6 characters but less than 20. Note that password is case-sensitive, and contains no spaces.

*For new users, a password has been set a default password we inform you by e-mail notification at beginning. Please be advised you to change a password through the "e-Parcel Secure Enterprise - Web Browser".

About User Name

The "User Name" of User Info is automatically shown as "Sender name" and "Recipient name" on inbox, outbox and address book of the e-Parcel client software. When you wish to change your user name, edit a user name on both fields "first name (the upper field)" and "last name (the lower field)", and then click the "Update" button. The fields "first name" and "last name" of a user name must be input using less than 60 characters each. (For example, John Parcel as "first name" and Design department as "last name" are inputted.)

The screenshot shows the "User Info" page in a web browser. The page has a navigation bar with "Create New", "Inbox", "Outbox", and "User Info" (highlighted with a red circle and a hand icon). Below the navigation bar, the "User Info" section contains a form with the following fields:

- User GID: 16777524
- e-Parcel ID: test-epid2@e-parcel.co.jp
- User Name: test (first name) and epid2 (last name)
- Description: e-Parcel Corporation
- Contact Tel: 01-2345-6789
- Language: English (dropdown)
- Time Zone: UTC (GMT) (dropdown)
- Daylight Savings: Not Configure (dropdown)
- New Password: (empty field)
- New Password (re-enter): (empty field)
- Password Protect: No (dropdown)

Annotations include:

- A red dashed box around the "New Password" and "New Password (re-enter)" fields, with a callout bubble saying "Enter new password!".
- A red circle around the "Update" button, with a callout bubble saying "When entered, click 'Update!'".
- A large callout bubble at the bottom right stating: "A password must be input using half-width alphanumeric, using more than 6 characters but less than 20."

Figure 29

*Attention: Don't send any data if the menu "Create New" appears. This menu is provided for users of e-Parcel web browser client. (Therefore, we provide the higher security and the larger data delivery service for users of the e-Parcel client software.)

*The Password Protect field usually is set "No" with initial choice. If the "Password Protect" function will change to be enabled ("Yes") through the "e-Parcel Secure Enterprise - Web Browser", you also must set a login password on your e-Parcel client software. Therefore, the VCN-CommCenter must be required to authenticate a login password when login to the e-Parcel server in the cases of installation, starting the VCN-CommCenter, User Configuring, Auto Setup or Import Certificate etc.

Refer to P222 10. Password Protects (Option function)

*Warning: For users who the Password Protect field already has been set "Yes".

When you change your password through the "e-Parcel Secure Enterprise - Web Browser", you also make sure to change to the new login password on your e-Parcel client software. Therefore, you must be required to re-authenticate the new password by the e-Parcel server after login password updated.

Refer to P63 2. User Configuration – 5. Login Password Authentication (Option function)

*When you wish to view and edit user information or change password, access URL of "The e-Parcel Secure Enterprise - Web Browser" at <https://secure.e-parcel.ne.jp/> through your browser which has been imported your client certificate. The menu "User Info" allows you to view and edit it. Also, it is available to just view the sending and receiving histories for the last three months. (Please be advised to add to favorites on browser.)

Refer to P268 Appendix 2. e-Parcel Secure Enterprise - Web Browser

The process result "OK" should normally appear. Your password has been updated successfully. After confirmation, click the "Back" button. (Figure30)

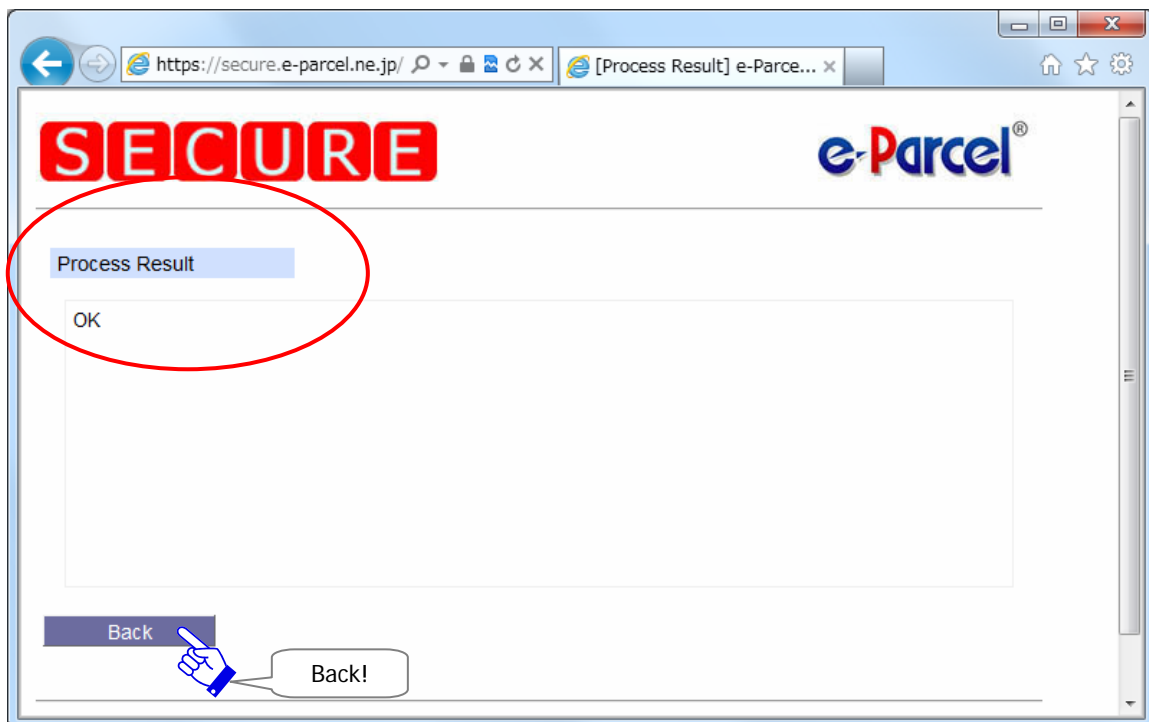


Figure 30

Return to web site the "STEP5. Access the URL..." page. (Figure31)



Figure 31

Follow the bottom of the page on the web and click the "Next" button to proceed to STEP 6. (Figure 32)

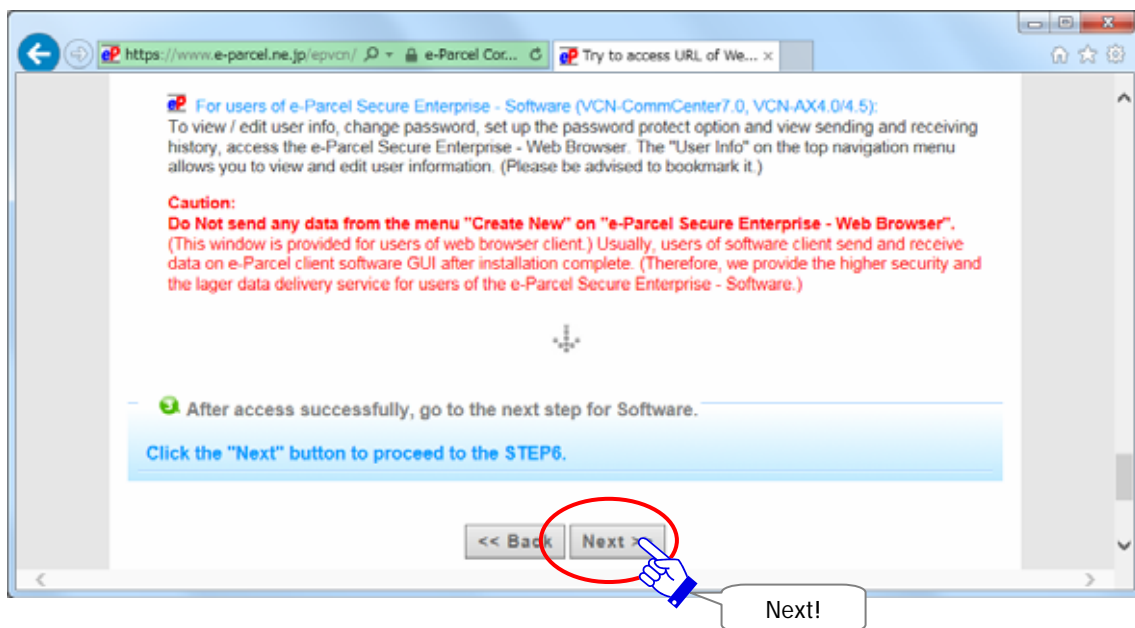


Figure 32

STEP4 . Downloading the e-Parcel Client Software

Proceed to web site the "STEP6" for download the e-Parcel software.

The "STEP6. Download and install e-Parcel Client Software." page appears. Click the "Download" button after verifying that a software name "e-Parcel VCN-CommCenter7.0" is displayed in the Client Software field. (Figure 33)

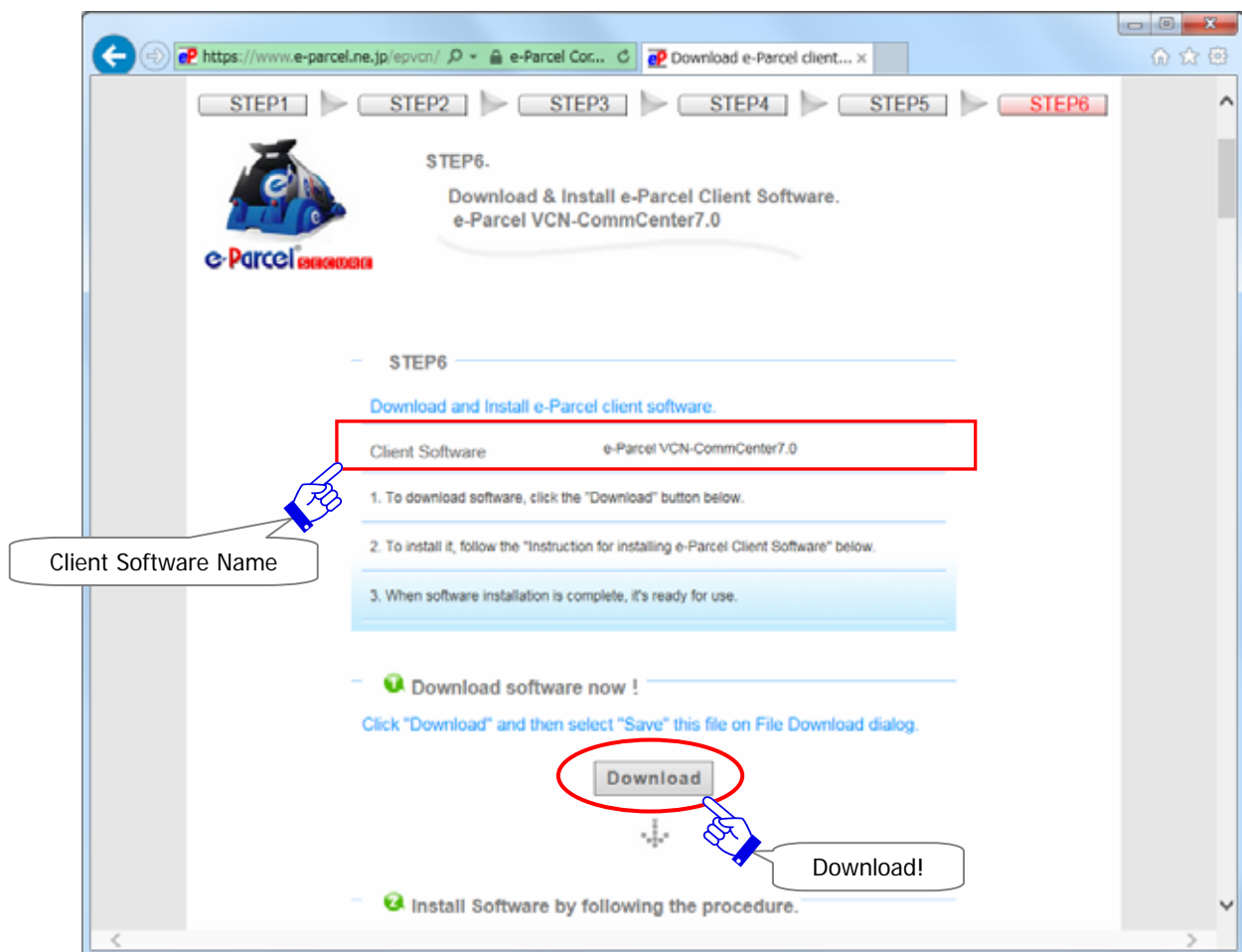


Figure 33

A "File Download" dialog appears prompting you to either "Run(Open the file)" or "Save the file to your computer". Select the "Save" button. (Figure 34)

[For users of Internet Explorer 9 or later]

To select the "Save", the download of a file automatically starts here to your "Downloads" directory with default setting of the browser.

(Default path : C:\Users\¥(username)¥Downloads)

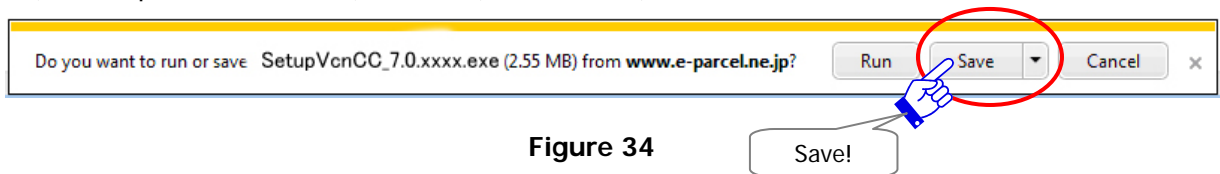
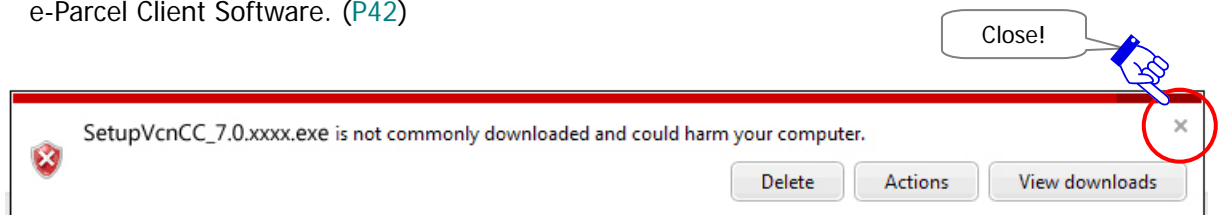


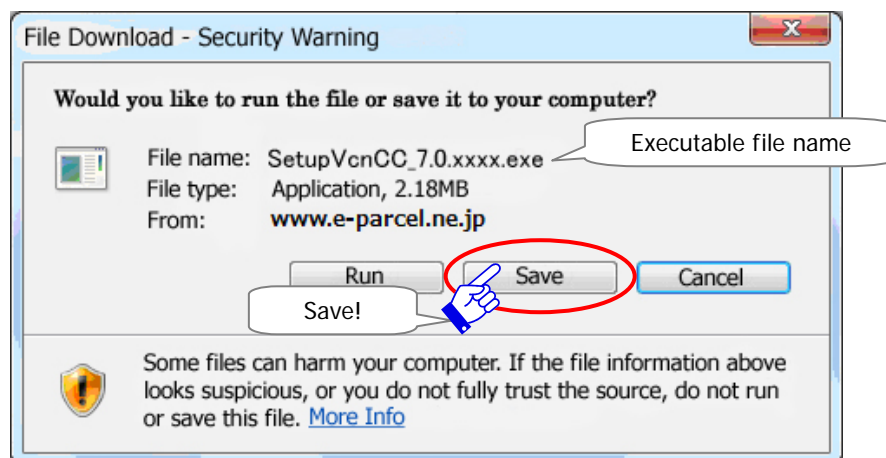
Figure 34



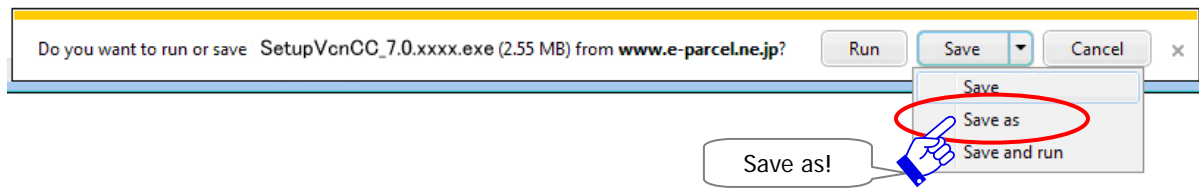
If a "Security Warning" dialog appears after running security scan, close it to allow this file. After the executable file download is completed, and then proceed to STEP5 . Installing the e-Parcel Client Software. (P42)



[For users of Internet Explorer 8 or lower]



Or click the arrow next to the Save button to open the pull-down menu, then select the “Save as” if you want to save a file to your desktop or another convenient location. And then proceed to of the next page.



The Save As dialog appears if you select the "Save as". Save the software to your desktop or another convenient location. Click the Save button. The download of the software starts here. It normally ends in a few seconds to a few minutes though the speed of download is different depending on your line capacity. (Figure 35)

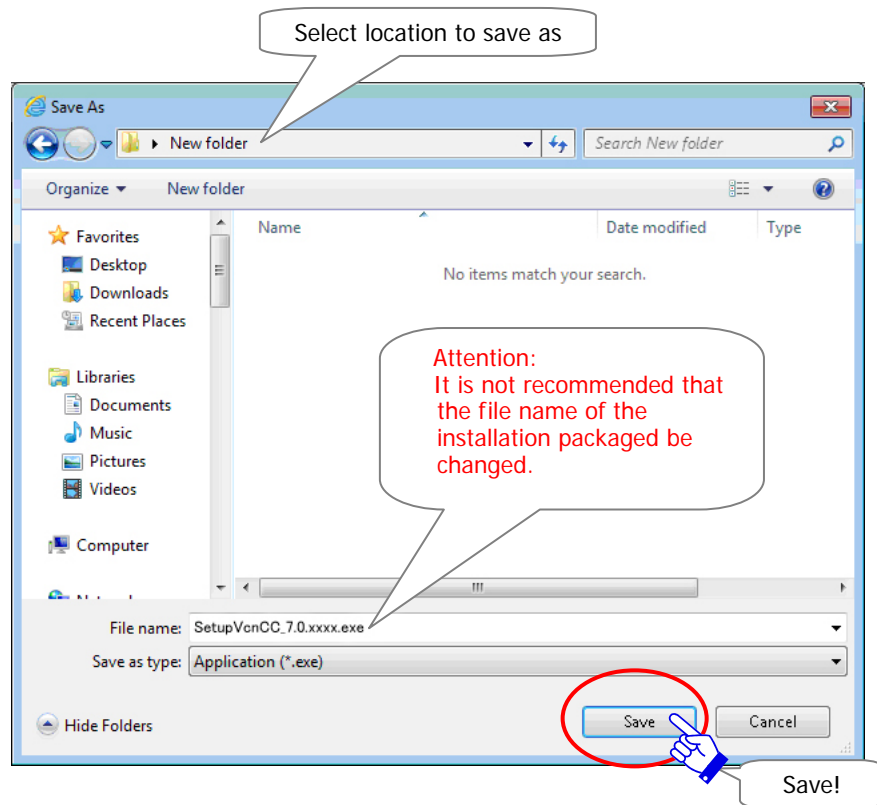



Figure 35

	Caution: It is not recommended that the file name of the installation packaged be changed.
---	---

A "... download has completed" dialog appears. Select the "Close" button.

[For users of Internet Explorer 9 or later]

If a "Security Warning" dialog appears after running security scan, close it to allow this file.
(Figure 36) After the executable file download is completed, the next step is to install the e-Parcel software.

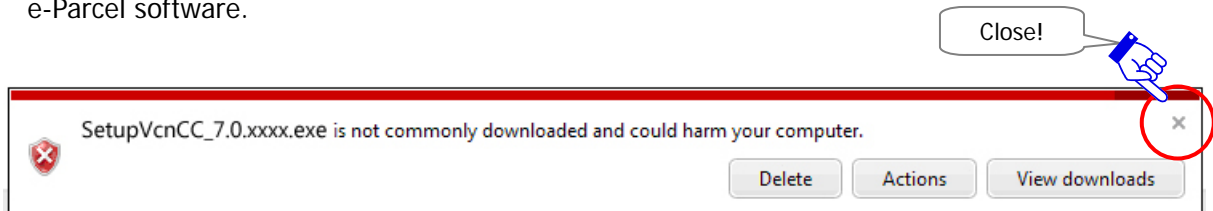



Figure 36

	<p>Caution: Before installing the e-Parcel software, it is recommended that all other applications are closed.</p>
--	---

STEP5 . Installing the e-Parcel Client Software

Execute to install the e-Parcel software.

	<p>Caution: Software installation requires Administrative privilege. If you logon to Windows as just a User right without Administrative privilege, prepare the following in advance depending on OS.</p> <p>[For users of Windows 2000, XP, 2003] Re-logon to Windows as either an Administrative privilege or a User right with Administrative privilege.</p> <p>[For users of Windows Vista or later] Obtain Administrator ID and password in case of logon to Windows as just a User right. Or re-logon to Windows as either an Administrative privilege or a User right with Administrative privilege.</p>
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Locate the downloaded executable file and Double click to begin installation. The executable file name must be the following. (Figure 37)

[32bit/SetupVcnCC_7.0.xxxx.exe] or [64bit/SetupVcnCC_7.0.xxxx_x64.exe]

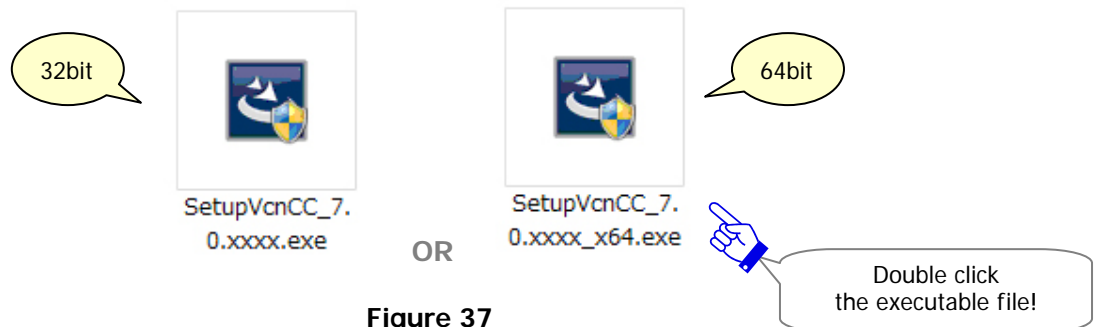


Figure 37

*If a Security Warning dialog appears prompting you to install this application, allow executing.

Select the display language for this application from the pull-down menu. Then click the “OK” button. (Figure 38)

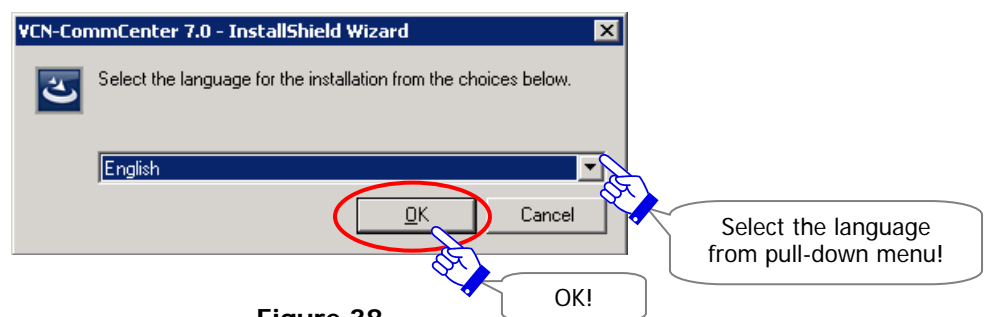


Figure 38

*It will be able to change the language setting after launching the VCN-CommCenter.
Refer to P72 3. Option Configuration – 2. Language Setting

A "VCN-CommCenter - Install Shield Wizard" dialog appears. Proceed according to wizard. Click the **"Next"** button to install. (Figure 39)

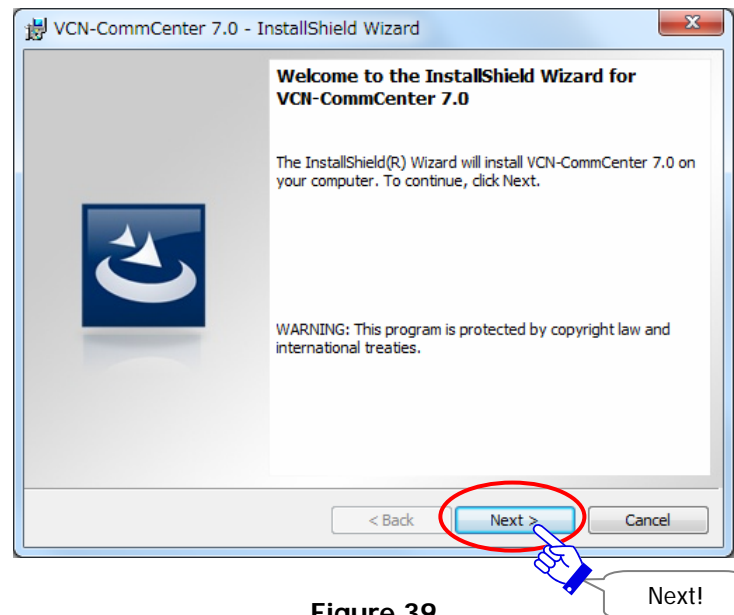


Figure 39

The Software "License Agreement" appears. Print a copy of the license agreement for your records. After carefully reviewing it, choose "I accept..." to continue and click the **"Next"** button. (Figure 40)

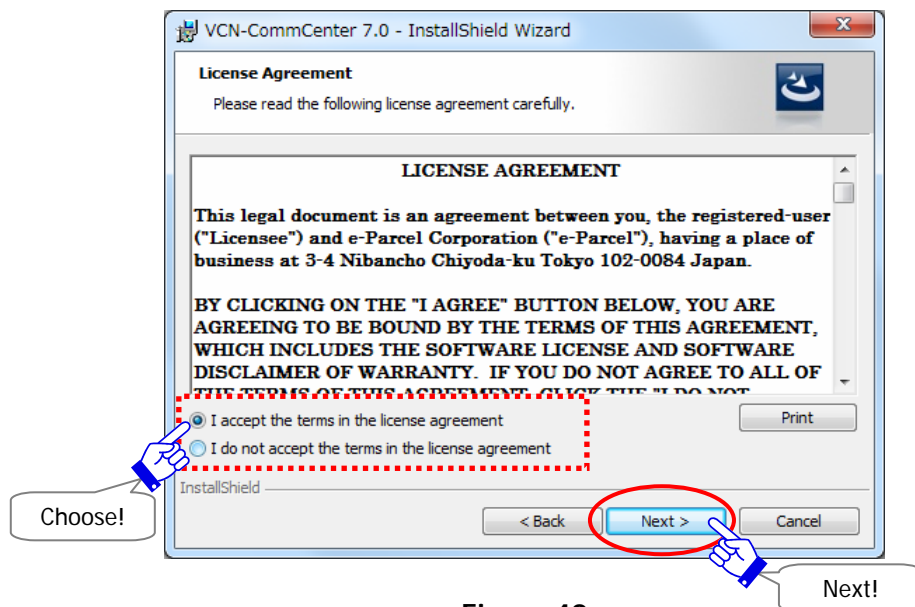


Figure 40

A "Customer Information" dialog appears. It is displayed the User Name and Organization which have been entered to your computer. Review it and click the "**Next**" button. (Figure 41)

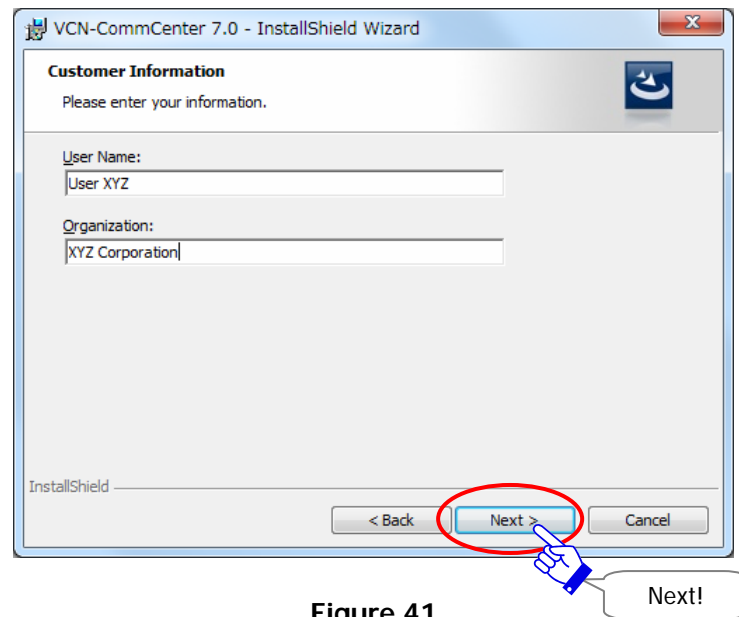


Figure 41

A "Destination Folder" Location dialog appears. Click the "**Next**" button to save the program in a default destination folder provided. If you want to install to a different folder, click the "**Change**" button. (Figure 42)

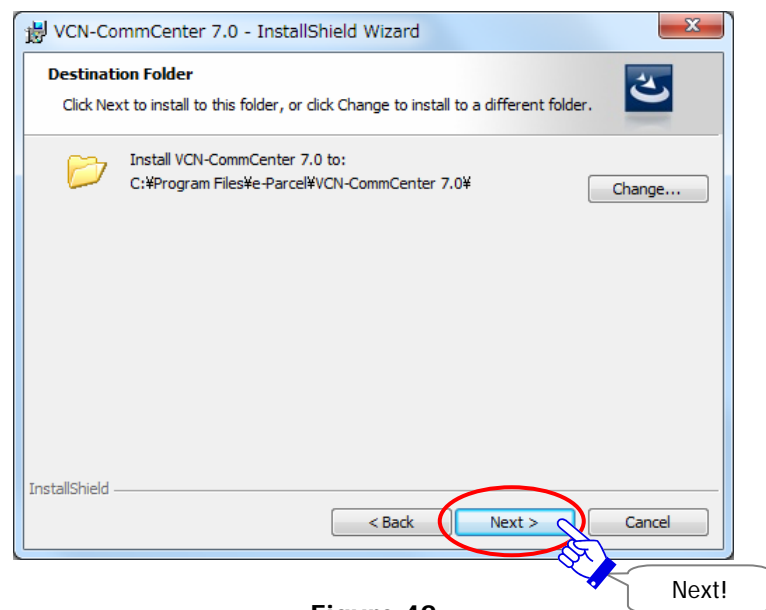


Figure 42

A “Database Folder” Location dialog appears. Click the “**Next**” button to save the database in a default destination folder provided. If you want to install to a different folder, click the “**Change**” button. (Figure 43)

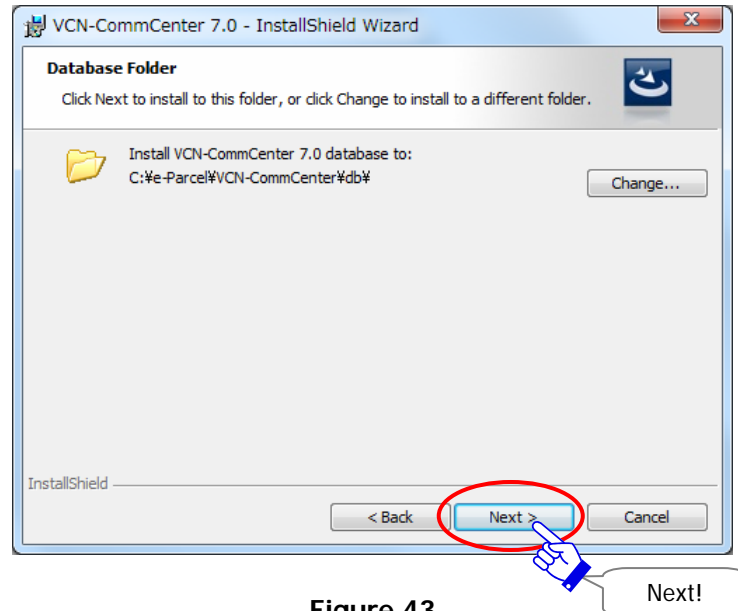


Figure 43

A “Data Folder” Location dialog appears. Click the “**Next**” button to save the data in a default destination folder provided. If you want to install to a different folder, click the “**Change**” button. (Figure 44)

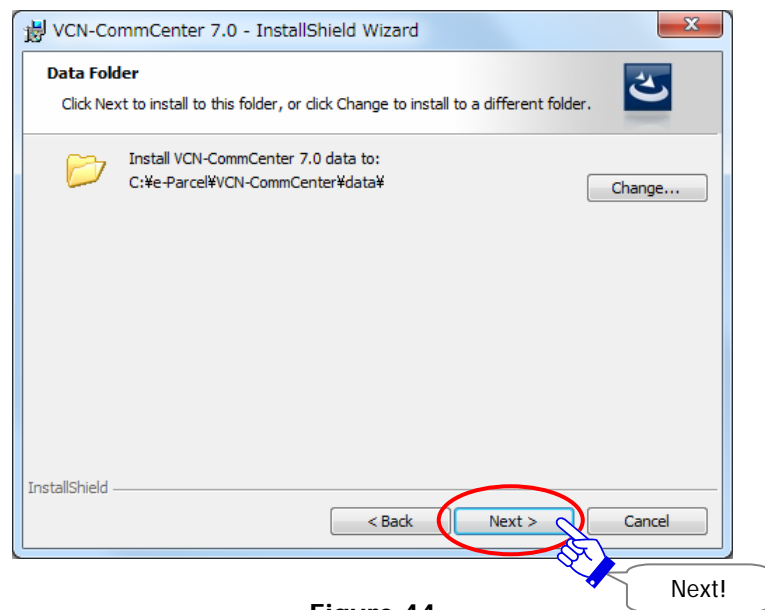


Figure 44

A "Ready to Install the Program" dialog appears. Click either **"all users"** or **"only for me"** button to begin to install the e-Parcel software with your installation settings. (Figure 45)

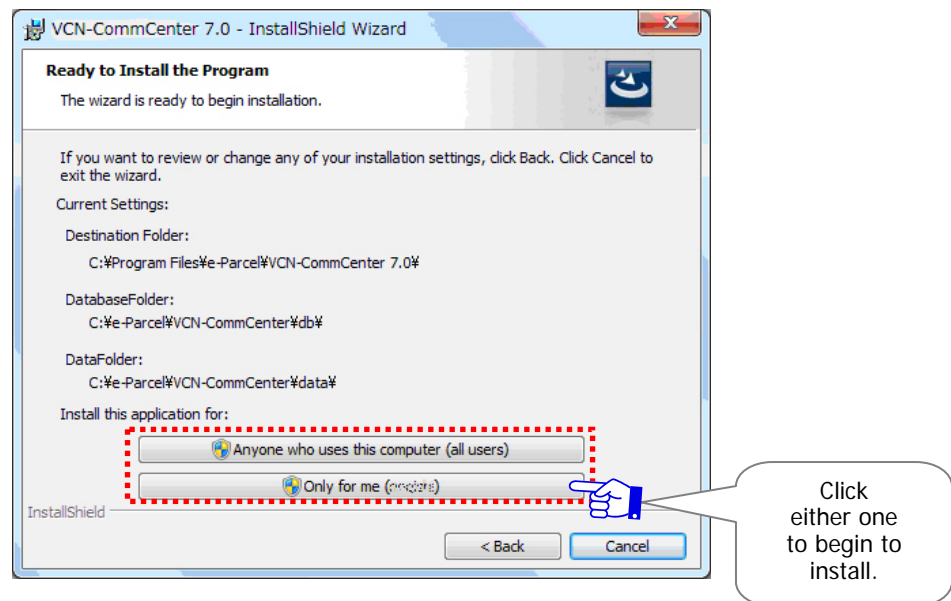


Figure 45

- *For users of Windows Vista or later, when UAC dialog appears, enter Administrator ID and password to proceed in case of logon to Windows as just a User right. Or select the "Permit" button to proceed in case of logon to Windows as either an Administrative privilege or a User right with Administrative privilege.
- *If a Security Warning dialog appears prompting you to install this application, click the "Run" button to execute.

Please wait while installing the e-Parcel software. (Figure 46)

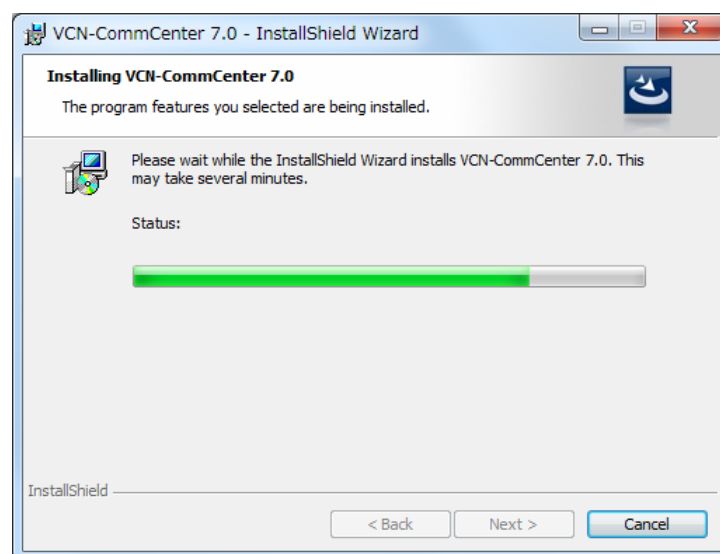


Figure 46

An "InstallShield Wizard Completed" dialog appears. To proceed to auto-setup for the client software, confirm that the "Launch the program" box must be placed a check, and then click the "**Finish**" button. (Figure 47)

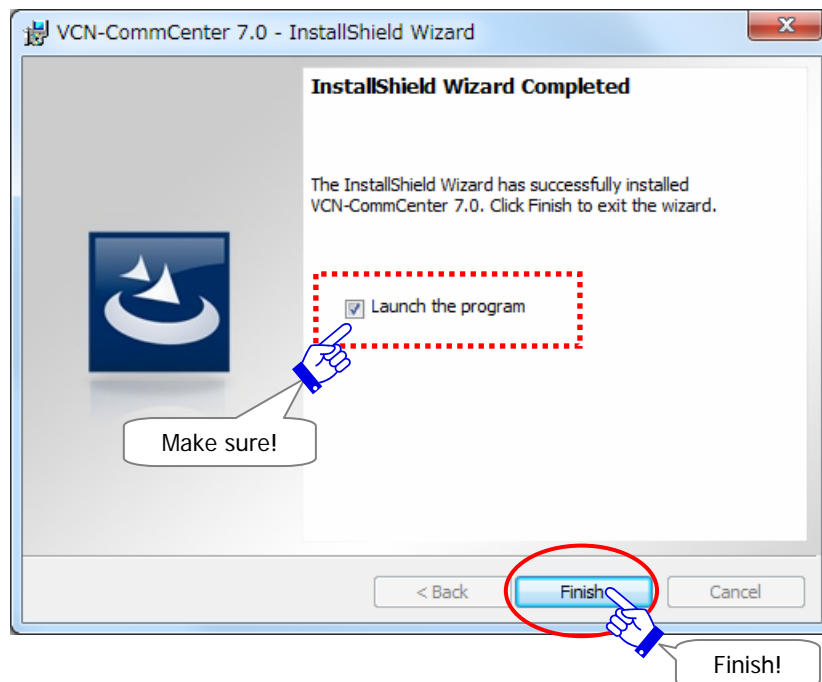




Figure 47

	<p>Caution: <u>If you logon to Windows as an Administrative privilege only for software installation and you actually use software as a User right, first set unchecked (off) in the check box "Launch the program" and then click the "Finish" button.</u> It just ends to complete the software installation of VCN-CommCenter 7.0. Then logoff and re-logon to Windows as a User right as usual.</p> <p>* The auto-setup must require that you logon to Windows as a user account who use the e-Parcel client software, and complete to install (import) a client digital certificate in Windows in advance.</p> <p>When you re-logon to Windows, double-click the "e-Parcel 7.0" shortcut icon on the desktop. The VCN-CommCenter 7.0 will launch and start the auto-setup. Proceed to the following procedure for the auto-setup of this manual.</p> <p>Or, click Windows "Start" menu > All Program > e-Parcel > VCN-CommCenter 7.0> e-Parcel VCN-CommCenter 7.0. Proceed to the following procedure for the auto-setup of this manual.</p> <p>*If the auto-setup function doesn't start after the client software launches, access the VCN-CommCenter menu bar "Tools" > "Auto Setup".</p>
---	--

	<p>Caution: If the local security policy or domain security policy of your company may not allow the certificate installation in Windows or web browser, then <u>you failed in the certificate installation in Windows at the previous step</u>, first set unchecked (off) in the check box "Launch the program" and then <u>click the "Finish" button</u>. It just ends to complete the software installation of VCN-CommCenter 7.0. Take another procedure just below to import certificate.</p> <p>* The auto-setup must require that you logon to Windows as a user account who use the e-Parcel client software, and complete to install (import) a client digital certificate in Windows in advance.</p> <p>Directly import your client digital certificate on the client software.</p> <p>* The import certificate must require that you save your e-Parcel client digital certificate on your computer in advance at STEP4 of Web site : P22 .</p> <ol style="list-style-type: none"> 1. Access the Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter 7.0 > Import Certificate. 2. The "Certificate" dialog appears to select a file. Locate a file of your certificate saved in your computer at the previous STEP4 of Web site and then click the "Open" button to import. File name of e-Parcel client digital certificate must be "e-Parcel_ [your e-Parcel ID].p12". 3. The "Password" Required dialog appears. Input your password and then click the "OK" button. 4. The message "Setup is Starting" appears while your certificate is being configured on the client software. Proceed to P50 of this manual. <p>* Once a certificate has completed to be imported, a file of certificate will automatically be deleted.</p> <p>* For more details, refer to the Q&A page of the "e-Parcel software download site" at URL : https://www.e-parcel.ne.jp/epvcn/EN/FAQ/</p>
---	---

It automatically proceeds to auto-setup for the client software.

*If a "Select a Certificate" or a "Confirm Certificate" dialog appears, confirm that it shows your e-Parcel client digital certificate installed in Windows previously. (Figure 48)

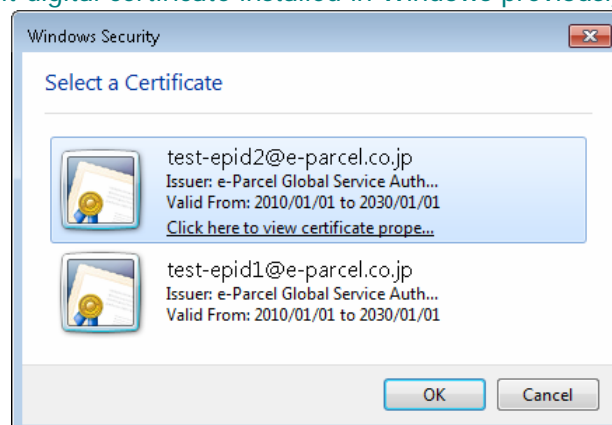


Figure 48

STEP6 . Auto-setup for the e-Parcel Client Software

Starting auto-setup for e-Parcel client software installed at STEP 5.

After the e-Parcel VCN-CommCenter 7.0 has been installed, it should be automatically configured itself for use. The "Auto Setup" function of client software will attempt to automatically detect your certificate installed and your network settings from Windows.

Usually, it automatically starts auto-setup just after software installation completed.

(In case of one e-Parcel client digital certificate installed in Windows, the dialog just below will not appear.)

*If the "Confirm Certificate" or the "Select a Certificate" dialog appears, select an e-Parcel client digital certificate of your e-Parcel ID and then click the "OK" button to begin auto-setup.

[For Windows 10] Click "More choices" on the "Select a Certificate" dialog to view all certificates. Then, select one. (Figure 49)

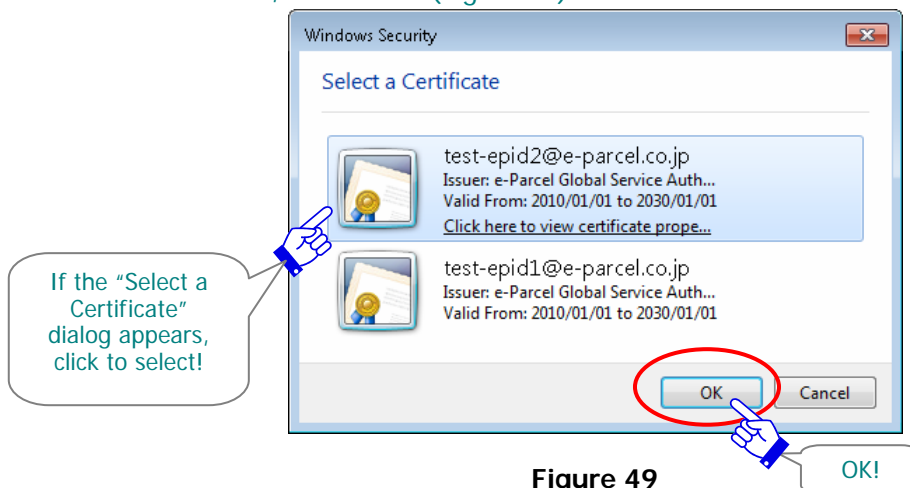


Figure 49

If your network is set the proxy server that requires user authentication, the “Proxy Authentication Required” dialog will appear. Input your proxy user name and password and then click the “OK” button to authenticate. (Figure 50)

Once you place a check in the box “Remember this authentication info.”, the “Proxy Authentication Required” dialog will not appear whenever you auto-setup or login to the e-Parcel server.

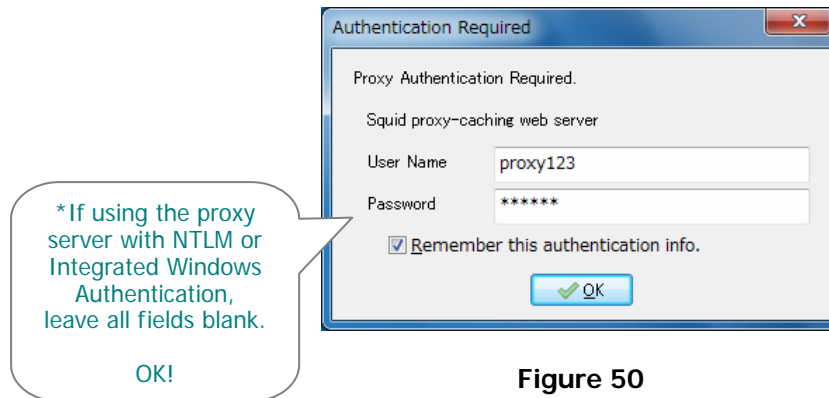


Figure 50

- * Additionally, if using the proxy server with NTLM or Integrated Windows Authentication, leave blank in all fields of authentication information (User name, Password, Remember...) in the "Proxy Authentication Required" dialog. Then, click the "OK" button. (Therefore, when it is not given any proxy credentials, Windows Single Sign On function will work to apply Windows user account name and password for authentication automatically. However, if you run the previous version 7.0.7012 or lower, your "Windows user account name@domain" as a user name and password must be required to input.)
- * If you are not sure of the proxy authentication information, obtain the correct information to ask a network administrator in your company.
- * If you wish to configure manually the proxy server information by yourself, it also provides the manual proxy settings function after starting the e-Parcel VCN-CommCenter 7.0. More details on setting the proxy server can be found in the section 2. User Configuration – 4. Proxy Settings – 4-2. Manual Proxy Settings (P60)

The “Setup is Starting” appears when your certificate and network settings are being automatically configured for e-Parcel client software. (Figure 51) The “VCN-CommCenter is starting” usually appears when your auto-setup is successfully completed. (Figure 52)

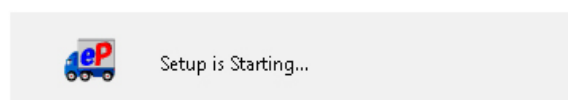


Figure 51

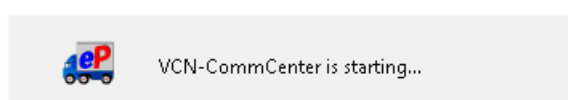


Figure 52

*If previous installation authenticated with same e-Parcel ID found, the confirmation dialog may appear. There may exist another client in which the same certificate has been imported. Proceeding setup may cause it dysfunctional such as delivery failure. For example, a data authenticated with previous setup can be sent and received no longer. Click the "OK" button to proceed, if you permit. (Figure 53)

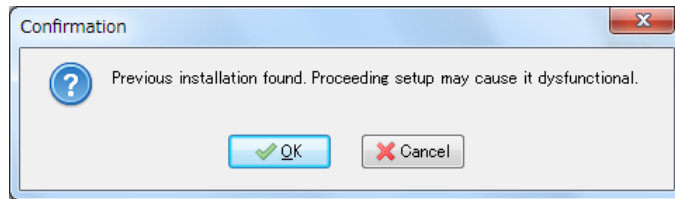


Figure 53

When the client software starts running, the "VCN-CommCenter" GUI will open on your desktop. (Figure 54) The display "Online" should usually appear on the bottom-right of GUI if your installation and login to the e-parcel server are successfully completed. The e-Parcel service is ready for use.

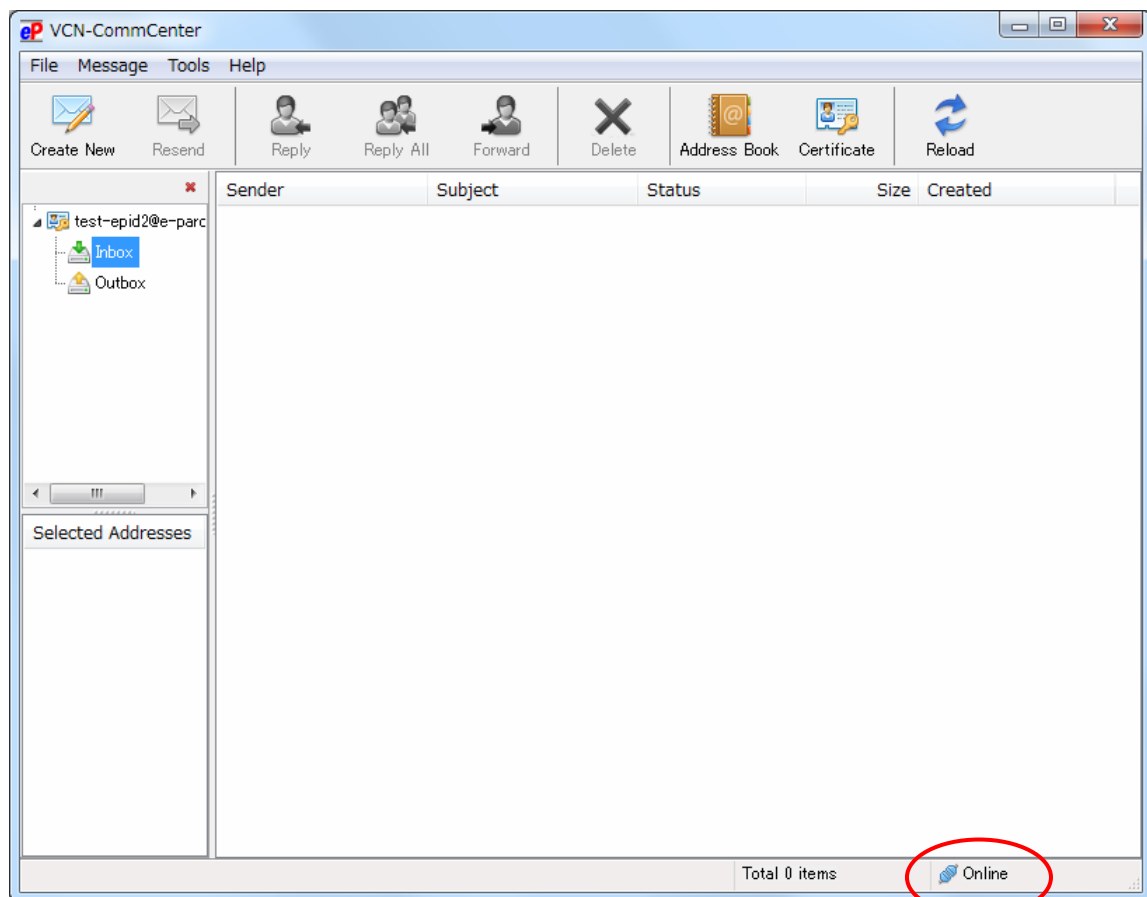






Figure 54

Make sure
"Online"!

*If the "VCN-CommCenter" GUI will not open, double-click the "e-Parcel 7.0" shortcut icon on the desktop. (Figure 55)

	<p>Warning: Please carefully note:</p> <p>You must not setup same e-Parcel ID (same client digital certificate) on the e-Parcel client software of multiple computers.</p> <p>One e-Parcel ID must be installed on only one computer.</p> <p>If you have installed the e-Parcel client software and then setup same e-Parcel ID (same client digital certificate) on multiple computers, previous installation must be offline and dysfunctional. Also, it may cause download aborted that the un-received items uploaded during previous installation can be downloaded no longer.</p> <p>* We are afraid that any problem caused by this situation being duplicate installation is not included in our customer support. Therefore, you must clearly understand your installation of e-Parcel ID for appropriate use.</p>
	<p>Warning: Before sending data, the e-Parcel client software installation of recipient's e-Parcel ID also must be required.</p> <p>You can not send data to e-Parcel ID as recipient who has not completed software installation yet. If do so, the delivery status will be "Unknown Recipient" and then this data will be failed to send. (If multiple e-Parcel ID (including correct e-Parcel ID) have been entered as recipients, also this data is failed to send to any recipients.)</p> <p>[How to confirm error message in case of "Unknown Recipient"]</p> <ol style="list-style-type: none"> 1. Select an item "Unknown Recipient" of outbox, and then double-click it. 2. The Parcel Detail window opens. Click the Error Detail button. 3. The Error Detail window opens. Confirm the error message and error e-Parcel ID.
	<p>Note: The VCN-CommCenter 7.0 provides the ability to setup multiple client digital certificates (multiple e-Parcel ID) on one application. If you wish to use multiple e-Parcel ID on same VCN-CommCenter 7.0, you need to install the client digital certificate of another new e-Parcel ID registered in Windows and then auto-setup to add new e-Parcel ID on the existing VCN-CommCenter 7.0.</p> <p>* The auto-setup must require that you logon to Windows as a user account who use the e-Parcel client software, and complete to install (import) a client digital certificate in Windows in advance.</p> <p>Please carefully read and take the procedures below.</p> <p>Refer to P227 11. Edit / Exchange / Add Digital Certificate</p> <p>[Case 3. When you want to add new e-Parcel ID and use multiple e-Parcel ID]</p> <p>* Also, refer to the Q&A page of the "e-Parcel software download site" at URL : https://www.e-parcel.ne.jp/epvcn/EN/FAQ/</p>
	<p>Note: The VCN-CommCenter 7.0 is available to multiple logon user accounts of Windows on a same computer. If you wish to use VCN-CommCenter 7.0 with multiple logon user accounts of Windows, first you log on with your user account and complete to install both the client digital certificate and client software (e-Parcel VCN-CommCenter 7.0) as usual. Next, you also need to log on with another user account and then install the client digital certificate to auto-setup on the existing VCN-CommCenter 7.0. Please carefully read below.</p> <p>Caution !!: Please be sure to read below when you use VCN-CommCenter 7.0 with multiple logon user accounts of Windows on a same computer.</p> <p>Double startup of a program is NOT available on a same computer.</p> <p>For example, while VCN-CommCenter 7.0 is running with user account A, if a user try to start VCN-CommCenter 7.0 with user account B on a same computer by means of user switching in Windows or multiple log-on function in Windows Server OS, VCN-CommCenter 7.0 with user account B dose NOT get started with just showing the Information dialog "VCN-CommCenter is already running". The first user only can start VCN-CommCenter 7.0 as a program within a same computer. (When the first user signs out or exits (shutdown) VCN-CommCenter 7.0, it can get started with another logon user account within a same computer.)</p> <p>* For more details, refer to the Q&A page of the "e-Parcel software download site" at URL : https://www.e-parcel.ne.jp/epvcn/EN/FAQ/</p>

Icon of the e-Parcel VCN-CommCenter 7.0

When the client software; e-Parcel VCN-CommCenter 7.0 installation is completed successfully, confirm that the shortcut icon is created on the desktop. Also, the e-Parcel icon may appear in the Windows taskbar notification area. If the notification area icon won't be shown, you can change the "Taskbar Settings" using the Windows interface.

Shortcut Icon

After the e-Parcel VCN-CommCenter 7.0 client software is installed, the "e-Parcel 7.0" shortcut icon will be automatically created on the desktop.

*Refer to P92 5. VCN-CommCenter View – 1. Run/Exit/Open/Close the VCN-CommCenter

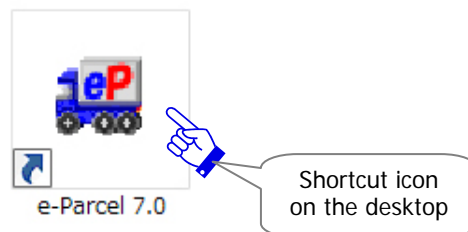



Figure 55

Icon on the Taskbar

When the e-Parcel VCN-CommCenter 7.0 has been installed, it gets starting. The  e-Parcel icon may appear in Windows taskbar notification area.


*Note: [For users of Windows]

If the icon won't be shown in Windows taskbar notification area, the "Taskbar settings" is often configured with default value of "Off" or "Only show notifications" in Windows. To change the hidden e-Parcel icon to always show on the taskbar, you can use Windows interface for the taskbar settings.

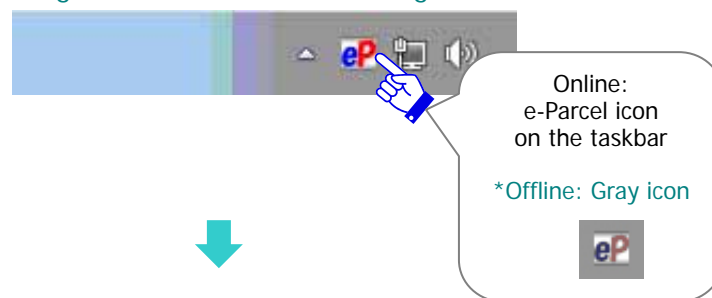
[For Windows 10] Right-click on the taskbar, and then select the "Taskbar settings" from the menu appeared. (Or, click Windows 10 "Start" menu > Windows System > Control Panel > Appearance and Personalization > Taskbar and Navigation) On the "**Taskbar**" pane, in "**Notifications Area**", click "**Select which icons appear on the taskbar**". In the icons list, find out "VCN-CommCenter x.x [e-Parcel VCN-CommCenter x.x]" that you want to always show on the taskbar, and then click the current value of "Off" to **change this taskbar setting to "On"**.


[For Windows] Click the arrow next to the notification area on the taskbar. (Or, click Windows "Start" menu > Control Panel > Appearance and Personalization > "Customize icons on the taskbar") On the "**Notifications Area Icons**" dialog, in the icons list, find out the "VCN-CommCenter x.x [e-Parcel VCN-CommCenter x.x]", and then **change this taskbar setting to "Show icon and notifications"** as the behavior.

If the VCN-CommCenter is offline, e-Parcel icon will change gray in color on the taskbar.

Once the VCN-CommCenter completes to receive an item when the application is running and online, the  e-Parcel icon on the taskbar will be blinking and show a balloon message (notification).

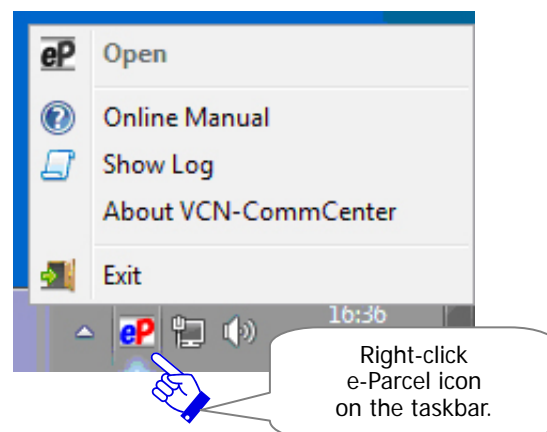
*Refer to P82 3. Option Configuration – 12. Balloon Message of icon on the taskbar



Right-click the  e-Parcel icon will show the pop-up menu on the taskbar.

*Refer to P92 5. VCN-CommCenter View – 1. Run/Exit/Open/Close the VCN-CommCenter

*Refer to P108 5. VCN-CommCenter View – 2. Menu Bar – 2-4. Help



2. User Configuration

Once the e-Parcel is installed and then auto-setup is successfully completed, the application is ready for use. However, the additional configuration may be required depending on your network environment.

The following steps will guide you in user configuring the VCN-CommCenter for each individual e-Parcel ID.

How to open the User Configuration window

To begin the user configuring the VCN-CommCenter, the application must be running. Click the "Display Name" field (Default: your e-Parcel ID) on the tree view. (Figure 56)

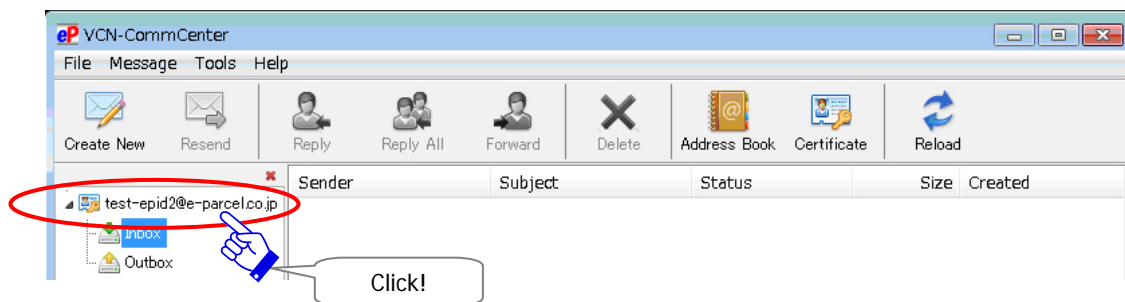


Figure 56



The User Configuration window

The User Configuration window appears by the above way. (Figure 57)

These configurations are included some significant settings for use of the VCN-CommCenter.

The following section explains each configuration in greater detail.

When settings are changed on the User Configuration, you must click the “Save” button to take effect.

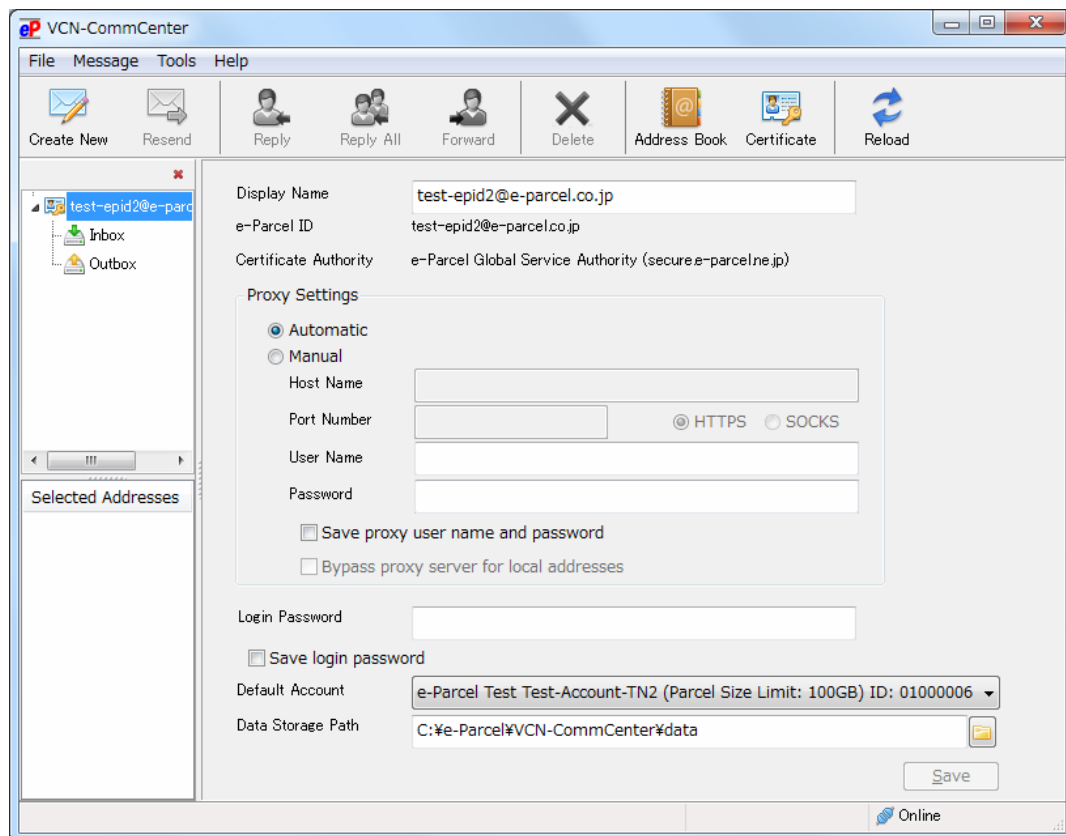


Figure 57



Warning: Please be advised that you should avoid configuring the user configurations while the VCN-CommCenter is uploading and downloading any data. You must carefully change the settings on the User Configuration window after you confirm data to be uploaded and downloaded.

1. Display Name

The Display Name must be displayed on the tree view of the VCN-CommCenter GUI. Your e-Parcel ID is pre-filled in this field with initial value. (Figure 58)

(Default: Your e-Parcel ID installed)

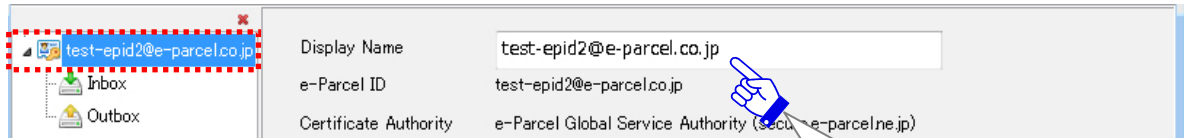
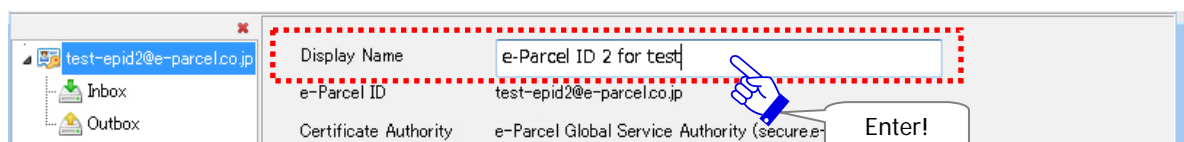


Figure 58

If you want to change a display name, follow the procedure ~ below.

Enter a name in the display name field. An easy-to-understand name will be recommended.

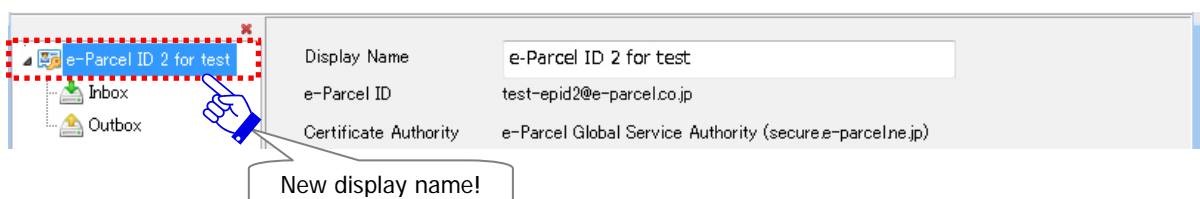
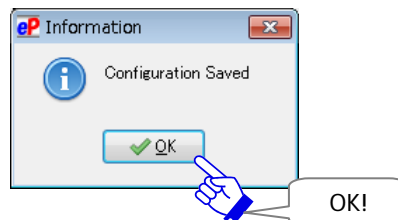


Click the "Save" button on the lower-right corner of the window.



A "Configuration Saved" dialog appears. After your configuration has been saved, new display name should be displayed on the tree view. Click the "OK" button.

*Once a display name has been changed, it will effect a change in the menu bar File > Open > "Display Name" (P96) of VCN-CommCenter GUI.



2. e-Parcel ID

An e-Parcel ID setup on the VCN-CommCenter is displayed in this field.

3. Certificate Authority

The Certificate Authority of a client digital certificate setup on the VCN-CommCenter and Domain Name are displayed in this field.

4. Proxy Settings

The Proxy Settings are the location where you will be entering your network configurations as necessary. The initial choice is "Automatic". The VCN-CommCenter usually attempts to detect your network settings automatically.

(Default: Automatic)



Caution: To successfully run the VCN-CommCenter, the correct proxy server settings must be supplied. When you manually configure the proxy settings, it is strongly recommended that you contact your company's network administrator or service provider to obtain the correct network information.

4-1. Automatic Proxy Settings

If the Proxy Settings should be "Not using Proxy" or "Automatic Proxy Detection", choose the "Automatic". When you install or start the e-Parcel software, auto-setup and import certificate, the VCN-CommCenter attempts to automatically detect your network settings if your network settings have been configured in Windows, and then configures the Proxy Settings for use with the e-Parcel software. Then, your proxy settings such as "Host Name" and "Port Number" etc. automatically detected will be displayed in the appropriate fields. (Figure 59)

If the proxy server requires user authentication, the "Proxy Authentication Required" dialog appears at the installation or startup. Enter your proxy user name and password in the dialog. The "User Name" and "Password" entered are also displayed in the appropriate fields.

*Additionally, if using the proxy server with NTLM or Integrated Windows Authentication, leave blank in all fields of authentication information (User name, Password, Remember...) in the "Proxy Authentication Required" dialog. Then, click the "OK" button. (Therefore, when it is not given any proxy credentials, Windows Single Sign On function will work to apply Windows user account name and password for authentication automatically. However, if you run the previous version 7.0.7012 or lower, your "Windows user account name@domain" as a user name and password must be required to input.)

*Attention: If your network settings are changed in Windows, you must to re-configure on the VCN-CommCenter to detect new proxy settings from Windows. (In this case, it requires restarting the VCN-CommCenter 7.0. Access the menu bar "File" > "Exit" to shutdown and then double-click the "e-Parcel 7.0" shortcut icon on the desktop to restart the software. At last, confirm it to come online.)

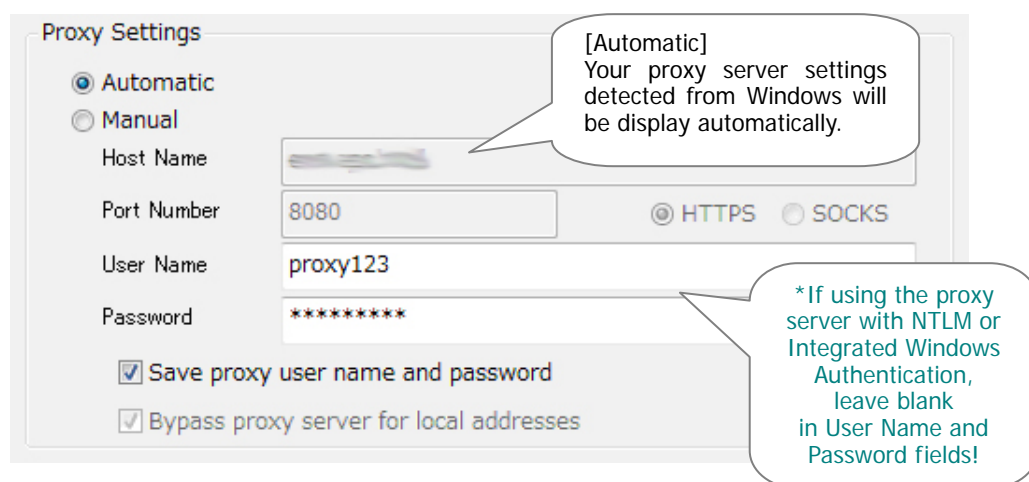


Figure 59



Note: The password field will not display the password in clear text. Instead, you will simply see asterisks (*).

4-2. Manual Proxy Settings

If the proxy settings must be manually configured, choose the "Manual". This will allow you to type in the proxy settings in the "Host Name", "Port Number", "proxy types" and "Bypass proxy server..." fields. If the proxy server requires user authentication, enter the "User Name" and "Password". (Figure 60) After all credentials are entered, click the "Save" button on the lower-right corner of the window.

*Usually, when software installation by automatic setup, the VCN-CommCenter attempts to automatically detect your network settings configured in Windows. Then, the proxy settings information obtained are displayed on the Proxy Settings fields of software.

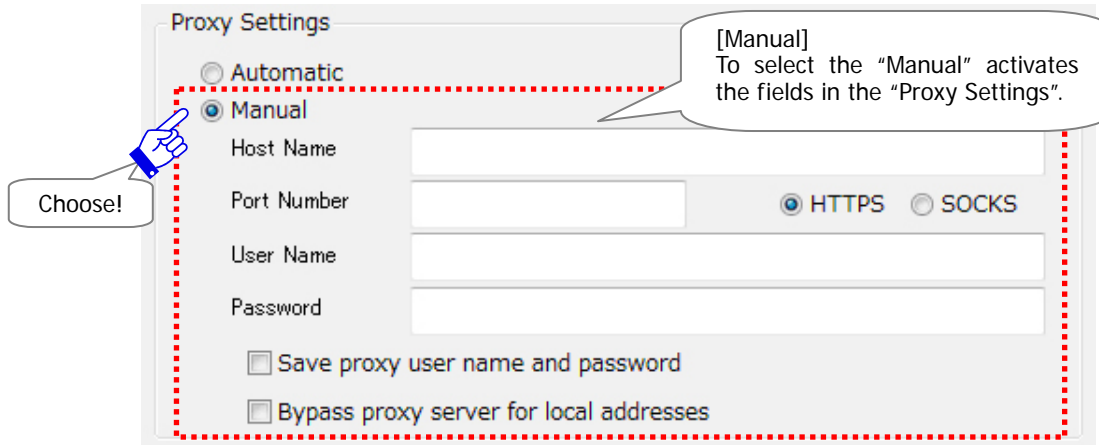



Figure 60

Host Name

Enter proxy server host name in the "Host Name" * field.

	<p>Warning: When selecting the Manual Proxy Configuration, the "Host Name" field must be entered just IP address or server name, without "http://".</p>
---	--

Port Number

Enter proxy server port number in the "Port Number" field.

HTTPS/SOCKS

Select either "HTTPS" or "SOCKS" as a proxy server type.

Bypass proxy server for local addresses

Place a check in the "Bypass proxy server for local addresses" box if needed.

4-3. Proxy Authentication

This is only enabled if your proxy settings have been configured. If the proxy server requires user authentication, the "User Name" and "Password" must be required to enter in the appropriate fields. (Figure 61)

*Additionally, if using the proxy server with NTLM or Integrated Windows Authentication, leave blank in all fields of authentication information (User name, Password, Remember...) in the "Proxy Authentication Required" dialog. Then, click the "OK" button. (Therefore, when it is not given any proxy credentials, Windows Single Sign On function will work to apply Windows user account name and password for authentication automatically. However, if you run the previous version 7.0.7012 or lower, your "Windows user account name@domain" as a user name and password must be required to input.)

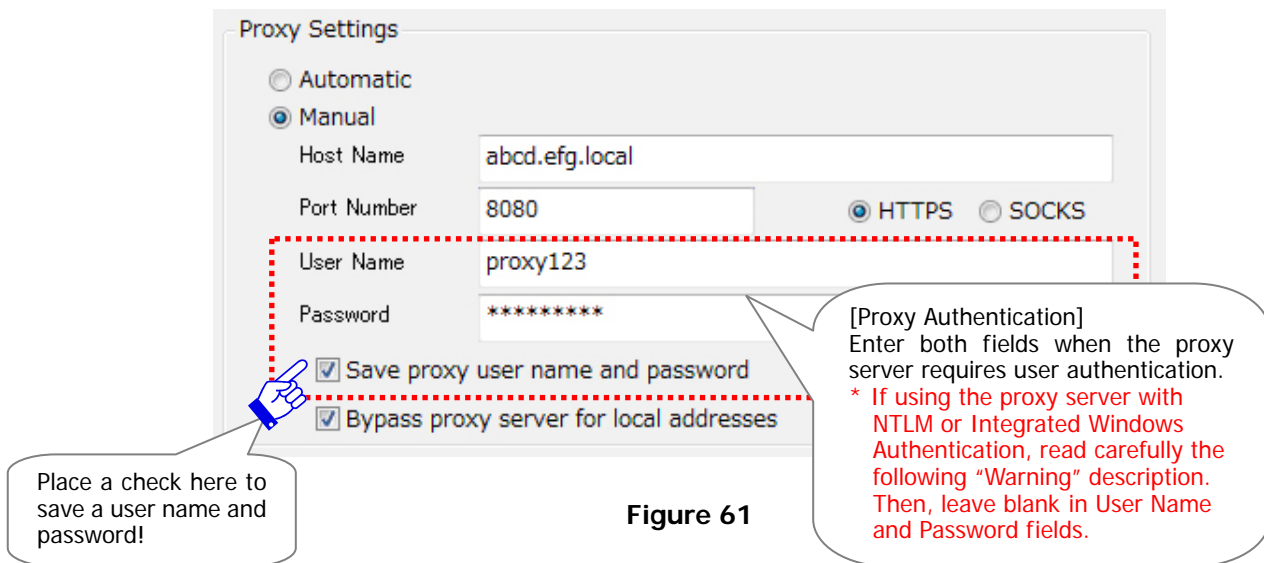


Figure 61

User Name

If the proxy server requires user authentication, the "User Name" must be required to enter in this field for the proxy-authorization.

*for NTLM or Integrated Windows Authentication: See below.


*Usually, when software installation by automatic setup, the VCN-CommCenter attempts to automatically detect your network settings configured in Windows. Then, the proxy settings information obtained are displayed on the Proxy Settings fields of software.

Password

If the proxy server requires user authentication, the "Password" must be required to enter in this field for the proxy-authorization.

*for NTLM or Integrated Windows Authentication: See below.

*Usually, when software installation by automatic setup, the VCN-CommCenter attempts to automatically detect your network settings configured in Windows. Then, the proxy settings information obtained are displayed on the Proxy Settings fields of software.

	<p>Warning: In case of the method for Proxy Authentication using NTLM or Integrated Windows Authentication (Windows domain / Authentication with active directory), leave all blank in the "Proxy Authentication Required" dialog. (For the e-Parcel VCN-CommCenter 7.0.7013 or later: Leave blank in the "User Name" and "Password" fields. Set unchecked (off) in the checkbox "Remember this authentication info.") Therefore, when it is not given any proxy credentials, Windows Single Sign On function will work to apply Windows user account name and password for authentication automatically.</p> <p><i>*Attention: If you run the previous version 7.0.7012 or lower, you must be required to input both a user name and password.</i></p> <p>The "User Name" field must be entered as below.</p> <p>For Windows domain (~ Windows2000): <u>Domain name¥Windows user account name</u></p> <p>For Active directory(Windows2000 ~): <u>Windows user account name@Domain name</u></p>
---	--

Saving Proxy User Name and Password

The proxy settings allow you to save the proxy credentials (proxy user name and password). Once you place a check in the "Save proxy user name and password" box, your proxy user name and password entered in these fields will be saved in the VCN-CommCenter.

[Saving]

Once you save it, an "Authentication Required" dialog will not appear when the proxy server requires to authenticate user.

[Not Saving]

Whenever you install or start the e-Parcel software, change the user configurations, automatically setup and import certificate, the "Proxy Authentication Required" dialog must appear. Each time the proxy server requires to authenticate user, enter your proxy user name and password. (Figure 62)

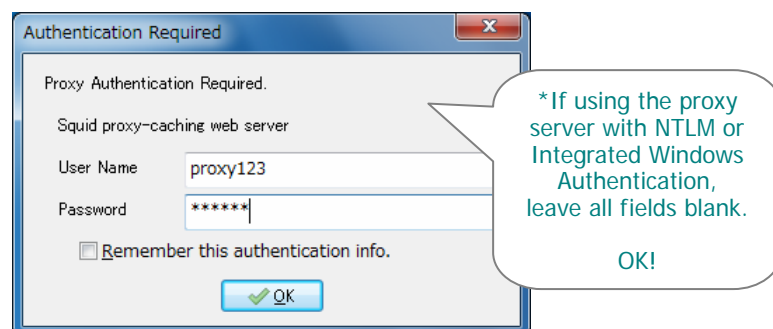



Figure 62

	<p>Caution: A user name and password for proxy authentication are significant settings for the use of the VCN-CommCenter. To successfully run the e-Parcel, correct Proxy Settings must be supplied. It is strongly recommended that you contact your system/firewall administrator or service provider to obtain the correct information.</p>
---	---

5. Login Password Authentication

This is only enabled if e-Parcel "Password Protect" function has been set "Yes" through the User Info menu of the "e-Parcel Secure Enterprise - Web Browser".

If so, you must be required to set "Login Password" on the e-Parcel VCN-CommCenter 7.0.

The purpose of the "Password Protect" function is to allow you to authenticate login password in the e-Parcel server when the e-Parcel software login to.

For example, whenever you install or start the e-Parcel software, change the user configurations, automatically setup and import certificate, the "Server Login Required" dialog must appear to authenticate. (Figure 63)

(Default: No *You don't need to set login password.)


The "Password Protect" function is set "No" as default setting.

(It doesn't authenticate login password when the e-Parcel software login to the e-Parcel server.)

A login password setting is not required in the "Login Password" field. In this case, the e-Parcel client software is able to login to the e-Parcel server without a login password.

Login Password

Once the "Password Protect" function has been set "Yes", you must be required to enter "Login Password" in this field. This login password should be your own e-Parcel password which has been registered in the e-Parcel when you launch the e-Parcel service.

	Note: The password field will not display the password in clear text. Instead, you will simply see asterisks (*).
---	--

Save login password


The "Login Password" setting allows you to save it in the e-Parcel VCN-CommCenter 7.0. When you place a check in the "Save login password" box, your login password entered in this field will be saved in the e-Parcel software.

[Saving]

Once you save login password in the e-Parcel software, when the e-Parcel server requires authenticating login password, the "Server Login Required" dialog will appear no longer.

[Not Saving]

Each time the e-Parcel server requires to authenticate login password, the "Server Login Required" dialog must appear. Whenever you install or start the e-Parcel software, change the user configurations, automatically setup and import certificate, enter your login password on the "Server Login Required" dialog.

	Warning: Through the User Info menu of the "e-Parcel Secure Enterprise - Web Browser", when the "Password Protect" function is changed to set "Yes", you must be required to enter "Login Password" in this field of the software. Also, once e-Parcel "Password Protect" function has been set "Yes", and then you change your password through the User Info menu, you also must be required to change it to new "Login Password" in this field of the software. *Refer to P222 10. Password Protects (Option function)
---	--

How to set login password

[Advance Preparation]

If you want to activate the "Password Protect" function to authenticate login password, you firstly must access the URL "e-Parcel Secure Enterprise - Web Browser" and then change the setting "Password Protect" of the User Info menu to set "Yes".

The website URL: <https://secure.e-parcel.ne.jp/>

*To access the URL above, you must be required to install your client digital certificate on web browser. Usually you have installed your client digital certificate in Windows when the first software installation.

*Refer to P222 10. Password Protects (Option function)

[VCN-CommCenter GUI]

After the "Password Protect" function has been successfully activated (set "Yes") on the "e-Parcel Secure Enterprise - Web Browser", start the e-Parcel VCN-CommCenter 7.0.

On the left side of VCN-CommCenter GUI, click your e-Parcel ID displayed on the top of folder tree. The User Configuration window appears. Take the procedure ~ below.

Enter your password in the "Login Password" field. (Figure 63)

If you want to save your password, place a check in the "Save login password" box.

*Refer to P64: Once saved, the "Server Login Required" dialog will appear no longer.

When entered, click the "Save" button on the lower-right corner of the window.

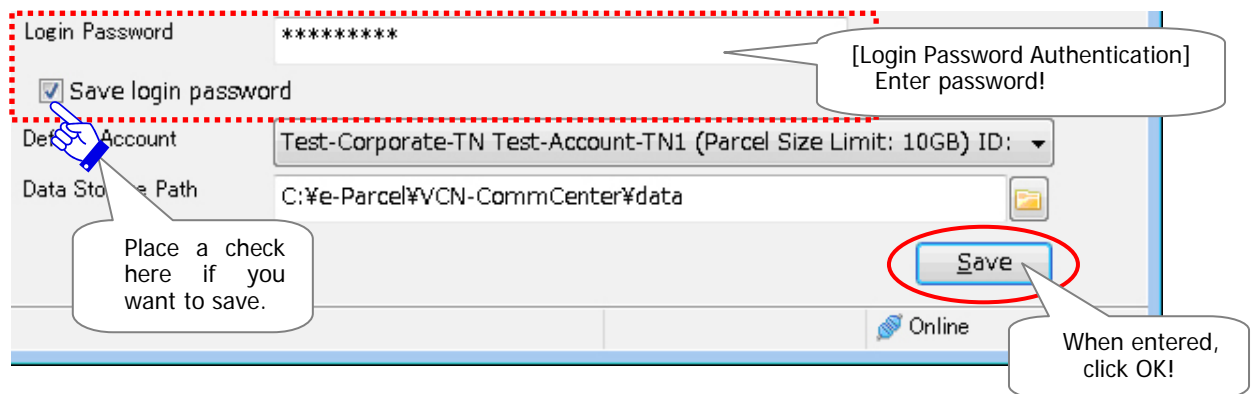


Figure 63

If unchecked in the “Save login password” box, the “Server Login Required” dialog appears. Enter your e-Parcel login password and then click the “OK” button. (Figure 64)

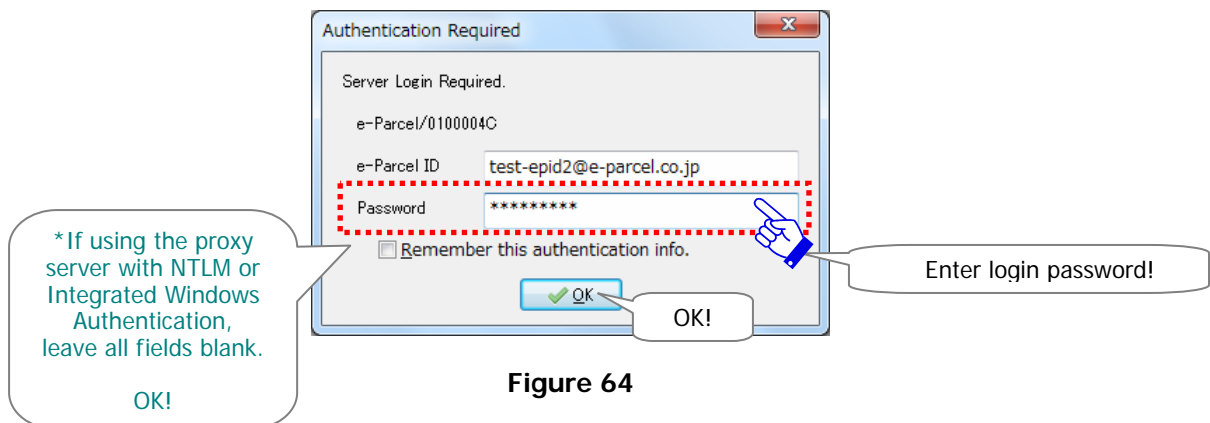
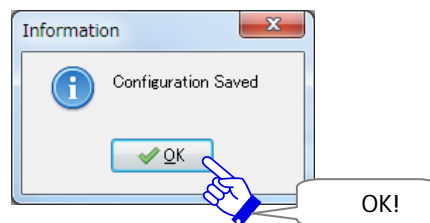


Figure 64

*If the proxy server requires user authentication and you haven't saved the proxy credentials, the “Proxy Authentication Required” dialog also appears. Input your proxy user name and password. (If using the proxy server with NTLM or Integrated Windows Authentication, leave blank in all fields [User name, Password, Remember...].)

A “Configuration Saved” dialog appears. Click the “OK” button.



The display “Online” should usually appear on the bottom-right of VCN-CommCenter GUI. Your login password has been successfully configured in the e-Parcel software. (Figure 65)

*If the display “Offline” appears, verify your password was entered correctly.

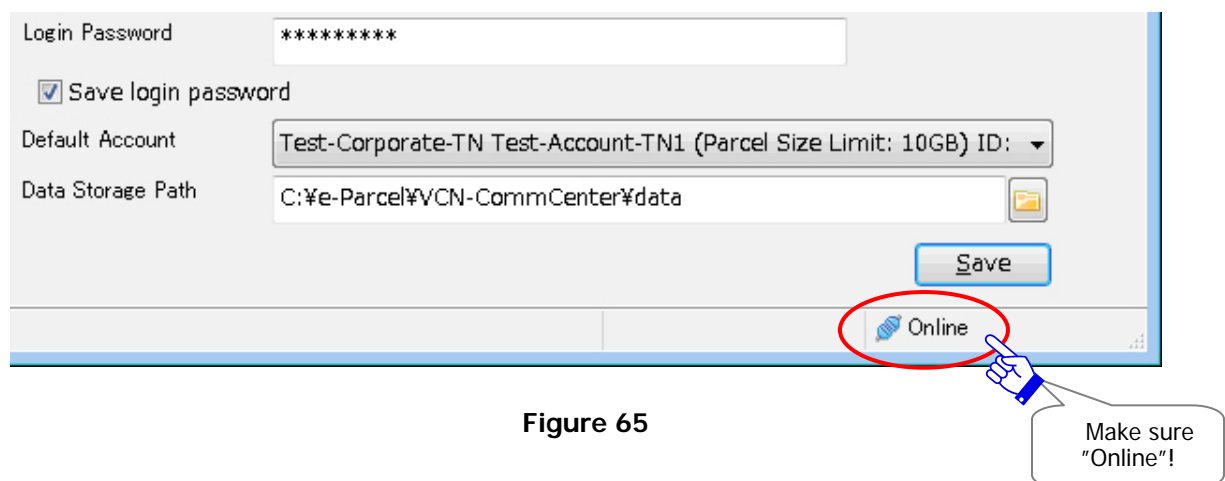


Figure 65

6. Default Account

What's Account?

Your e-Parcel ID must belong to at least one account when e-Parcel ID is registered. Therefore, once an item is sent through the e-Parcel service, your account will be charged for the data delivery. Each account has automatically been numbered the individual account ID by the e-Parcel Corporation.

Default Account

The "Default Account" field displays your account information (account name, parcel size limit and account ID) which an e-Parcel ID belong to. (Figure 65) This default account will be charged for transmission through the e-Parcel service.

*This default account will also be shown on the "Account" field of the "Send Dialog" (P180).

Only for e-Parcel ID belonging to the multiple accounts, it provides you with selecting from pull-down menu to change a default account. A default account is listed on the top of the pull-down menu. If necessary, select another one and then click the "Save" button to take effect.

*Once the default account has been changed, it will effect a change in the "Account" field of the "Send Dialog".

*For e-parcel ID belonging to the multiple accounts, if you want to change an account charged on each transmission, change an account in the "Account" field of the "Send Dialog" (P180) on each sending.

Parcel Size Limit

You can also verify parcel size limit of your account. It displays maximum total data volume of attachments a delivery along with account information. (Parcel Size Limit:)

7. Data Storage Path

The "Data Storage Path" displays a location including the upload, download and inprogress directories where data are stored. The upload directory is where uploaded items in compression are stored for resend. The download directory is where delivered data are stored before moved. The inprogress directory is a location in which is used temporarily while processing to upload and download. Default location is provided. (Figure 66)

(Default : C:\e-Parcel\VCN-CommCenter\data)

	Warning: Don't operate directly any data within the "Data storage folder". Because this system folder is controlled by the e-Parcel system. When you wish to change the settings or move files from inbox etc, please be sure that you must operate through the VCN-CommCenter GUI.
	Warning: Please be advised that you should avoid changing a Data Storage Path while the VCN-CommCenter is uploading and downloading any data. You must carefully change a Data Storage Path after you confirm data to be uploaded ("Waiting Download") and be downloaded ("Delivery Confirmed"). Also, it is recommended that you should move files from Inbox before change.

If you want to change a Data Storage Path, follow the procedure ~ below.

Click the select folder button on the right of the "Data Storage Path" field.

A Browse For Folder dialog appears. Select a folder to store your uploaded and downloaded data and then click the "OK" button.

*You can also directly enter the full path of a folder in the "Data Storage Path" field.

The new location specified will be listed in the "Data Storage Path" field. Click the "Save" button on the lower-right corner of the window.

*Attention: The "Data Storage Path" setting affects the operation of data delivery. Please be advised that you should verify that there is enough disk space in your PC for data storage in advance. For your information, at least three times disk space must be required as much as a downloading data.

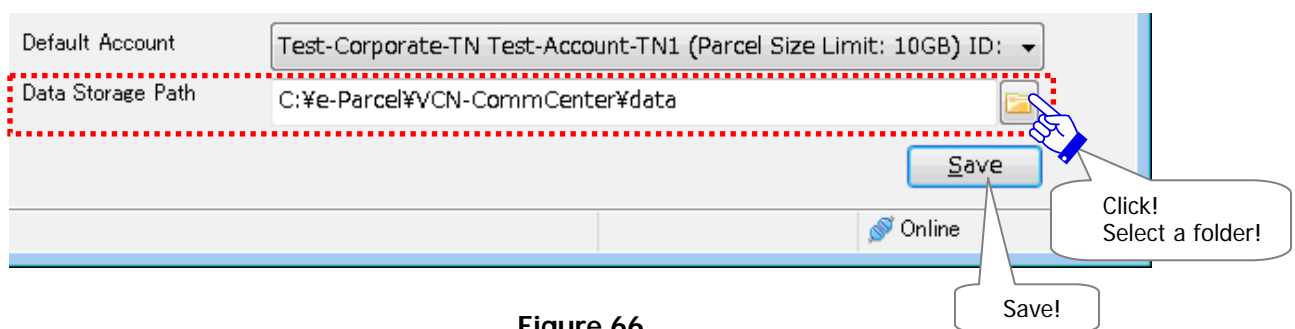
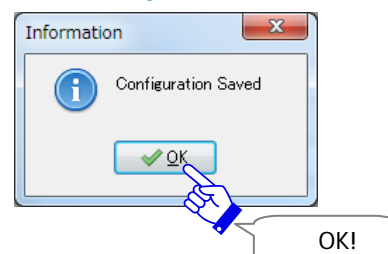


Figure 66

Your stored data will be moved to a new folder specified. Wait for a while. When completed to move your stored data, the dialog "Configuration Saved" appears. Click the "OK" button.

*Depending on volume of your stored data and PC capacity, it may take several minutes for already stored data to move in a specified folder as Data Storage Path.



3. Option Configuration

The VCN-CommCenter provides you the Option menu with the ability to configure Log Level, Language Setting, Polling Interval and the other customization. The following steps will guide you in configuring option settings for optimal use of the VCN-CommCenter.

*The "Automation (HotFolder and Receive Automation)" function has been provided since e-Parcel VCN-CommCenter 8.0.8022 (Released in September 2020). The "Automation" tab has been shown additionally on the Option Config dialog. By using this function, HotFolder function enables to automatically send the files and folders from a folder assigned with HotFolder configuration. Also, Receive Automation function enables to automatically move the received files and folders to a folder assigned with Receive Automation configuration. For more details, refer to the latest Users Manual. If users of ver.8.0.8021 or lower wish the "Automation (HotFolder and Receive Automation)" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site. URL : <https://www.e-parcel.ne.jp/>

How to open the Option Config dialog

To begin configuring option settings, the application must be running. Access the VCN-CommCenter menu bar "Tools" > "Option". (Figure 67)

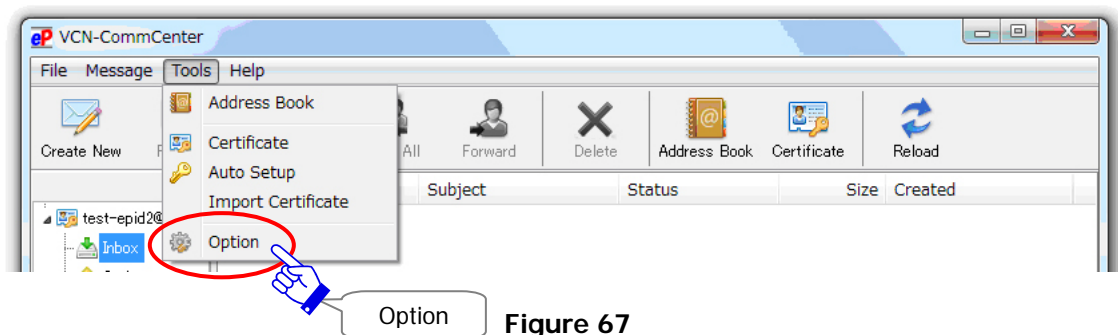


Figure 67



The General tab of Option Config dialog

The "General" tab of "Option Config" dialog appears by the above way. (Figure 68)

These option settings for the VCN-CommCenter have been pre-set as default in the beginning. If necessary, you have the ability to modify the option settings on the "General" tab.

When settings are changed on the Option Config dialog, you must click the "Save" button to save any changes and then click the "Close" button to exit the dialog.

***Attention:** Some changes of Option Config must require to restart the VCN-CommCenter to take effect. In this case, when you click the "Save" button, the "Please restart..." dialog must appear. Click the "OK" button and then click the "Close" button to exit the dialog. To take effect, firstly access the VCN-CommCenter menu bar "File" > "Exit" to shutdown. Then, double-click the "e-Parcel 7.0" shortcut icon on the desktop to restart the VCN-CommCenter. Refer to P92 5. VCN-CommCenter View – 1. Run/Exit/Open/Close the VCN-CommCenter

[Option] Option Config> "General" tab (Default settings)

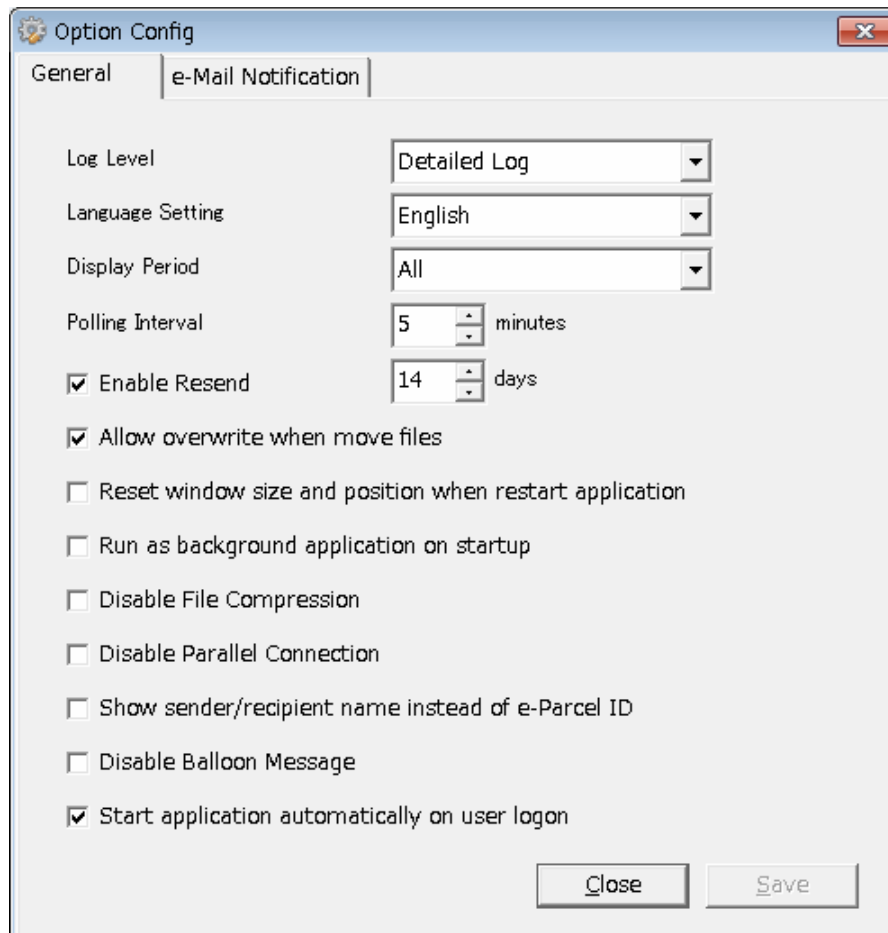


Figure 68

1. Log Level

The choice made is the level of application and session log message that is output to a log file (vcncc.log). There are a few choices below. Also, a log file will be archived periodically depending on the log level. This setting can be set up accordingly.

*A current log file (vcncc.log) is output to: C:\¥e-Parcel¥VCN-CommCenter

*A log file is archived to: C:\¥e-Parcel¥VCN-CommCenter¥logs

(Default: Detailed Log)

The “Application Log” dialog will show the application and session log message. Access the menu bar “Help” > “Show Log” to open the dialog.

*Refer to P109 5. VCN-CommCenter View – 2. Menu Bar – 2-4. Help – Show Log

[Normal Log]

The normal application and session log message are output to vcncc.log.

A log file is not archived.

[Detailed Log] (Default)

The detailed application and session log message are output to vcncc.log.

When upload confirmed (“Waiting Download”) and download confirmed (“Delivery Conformed”), the log message is output.

A log file is archived once a week.

*When the e-Parcel software is running, a log file is archived at 0:00am on every Monday. If you shutdown the e-Parcel software, a log file will be archived next time it gets started running.

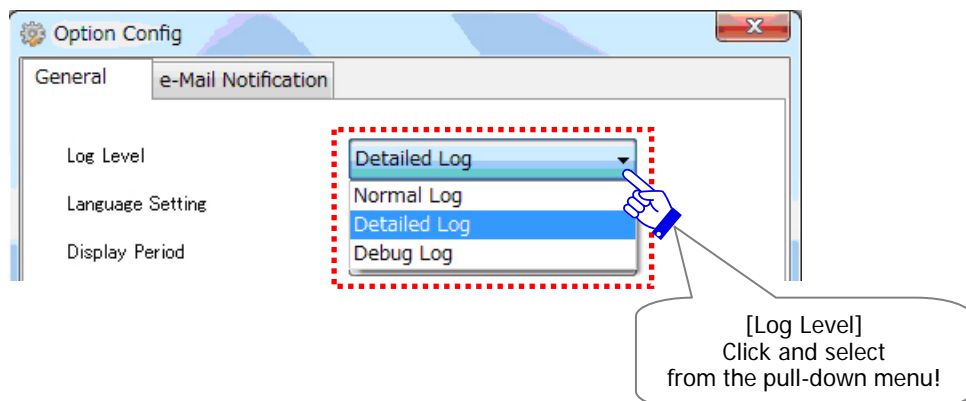
[Debug Log]

For debug, the more detailed application and session log message is output to vcncc.log.

When items are sending and receiving, each delivery status is output in detail.

A log file is archived everyday.

*When the e-Parcel software is running, a log file is archived at 0:00am every day. If you shutdown the e-Parcel software, a log file will be archived next time it gets started running.



2. Language Setting

The choice made is the display language on the VCN-CommCenter GUI. The available languages are listed on the pull-down menu. This setting can be set up accordingly.

(Default: Language selected when installing)

*Attention: If the Language Setting is changed, you must be required to start the VCN-CommCenter as Administrative privilege in advance.

*Attention: After the Language Setting is changed, you must be required to restart the VCN-CommCenter to take effect.

[Chinese-simplified] Display in Chinese-simplified.

[Chinese-traditional] Display in Chinese-traditional.

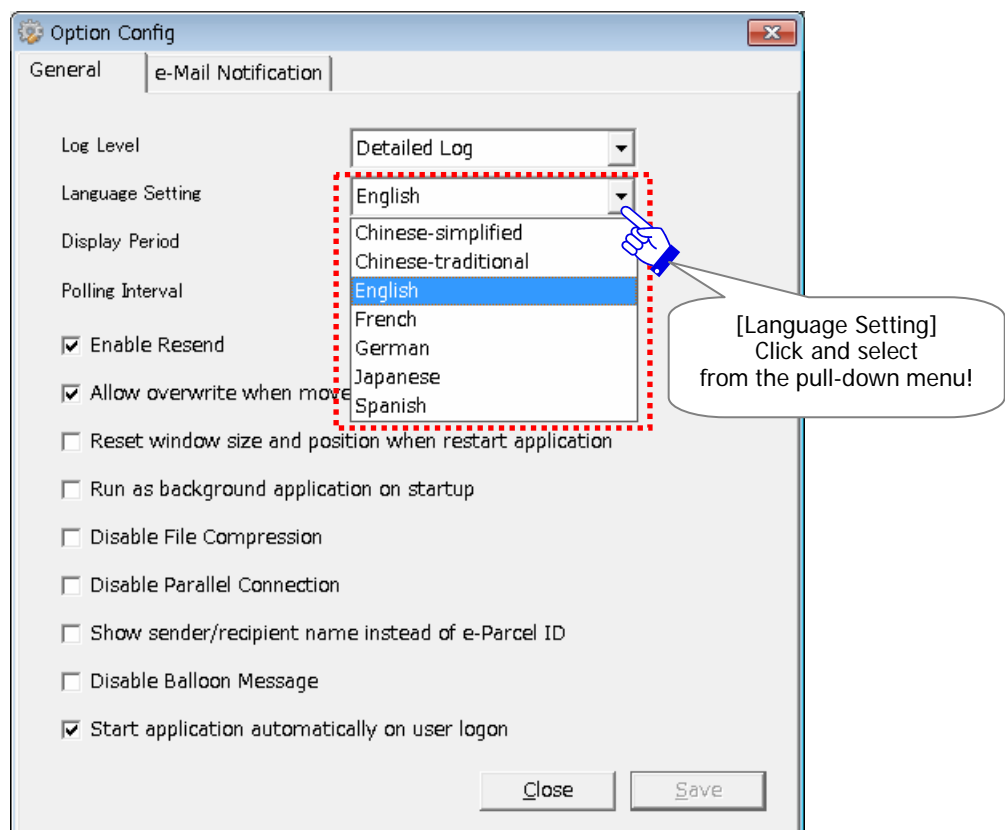
[English] Display in English. (*Default if installing the software in English (P42))

[French] Display in French.

[German] Display in German.

[Japanese] Display in Japanese.

[Spanish] Display in Spanish.



How to change the language setting

If you want to change the Language Setting, follow the procedure ~ below.

Access the VCN-CommCenter menu bar "Tools" > "Option". The "General" tab appears on the "Option Config" dialog. Locate the "Language Setting" and then select a display language from the pull-down menu.

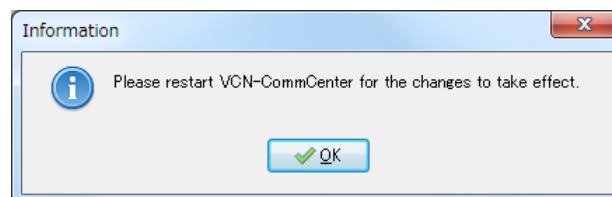
If change was made in the "Language Setting" field, click the "Save" button.

***Attention:** Administrative privilege must be required to change the Language Setting.

- For users of Windows Vista or later, the UAC (User Account Control) window appears. Administrator name and password are required to change this in case of logon to Windows as just user right. Or select the "Yes" button to allow in case of logon to Windows as either Administrative privilege or User right with Administrative privilege.
- When the Warning dialog appears as just below, click "OK" to close. To change the language setting, it must be required to restart the VCN-CommCenter as Administrative privilege in advance. So, firstly access the VCN-CommCenter menu bar "File" > "Exit" to shutdown. Right-click the "e-Parcel 7.0" shortcut icon on the desktop, (or access the Windows "Start" menu > All Program > e-Parcel > VCN-CommCenter 7.0 and then right-click on the "e-Parcel VCN-CommCenter 7.0") to open the pop-up menu. Select the "Run as administrator" (or "Run as user"). The VCN-CommCenter gets started as Administrative privilege. Then, retry to change the language setting again.



The Information "Please restart..." dialog will appear. Click the "OK" button and then click the "Close" button to exit the "Option Config". To restart the VCN-CommCenter, firstly access the menu bar "File" > "Exit" to shutdown.



Double-click the "e-Parcel 7.0" shortcut icon on the desktop to restart the VCN-CommCenter as usual. (In this time, Administrative privilege is NOT needed.)

***Refer to P92 5. VCN-CommCenter View – 1. Run/Exit/Open/Close the VCN-CommCenter**

The VCN-CommCenter will get started in the newly selected display language.

3. Display Period

The choice made is the display period of histories on Inbox and Outbox of VCN-CommCenter GUI. There are several choices below. This setting can be set up accordingly.

(Default: Display All)

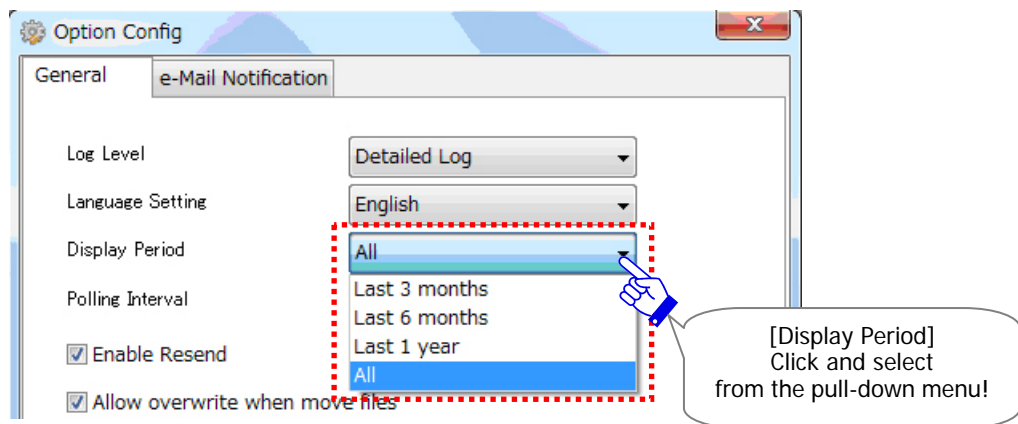
*Attention: After the Display Period setting is changed, you must be required to restart the VCN-CommCenter to take effect.

[Last 3 months] Display histories in the last three months.

[Last 6 months] Display histories in the last six months.

[Last 1 year] Display histories in the past year.

[All] Display all histories (Default)



4. Polling Interval

The "Polling Interval" is in minutes. You must set the interval of the VCN-CommCenter for checking external events, such as a parcel delivery and status.

(Default: at polling intervals of 5 minutes)

The polling interval for 5 to 120 minutes is available to set. If your network bandwidth resource has been very restricted, it may be recommended to set to higher interval, such as every 10-30 minutes.

5. Resend Settings

The Resend function provides you to resend same items to same recipients within the specified resend period from a day when items have been sent (item created).

5-1. Enable Resend

You can choose whether enable or disable the resend function to resend items which you have been sent. This setting can be set up accordingly.

(Default: Enable Resend)

[Enable Resend] (Default)

Place a check in the box to enable to resend same items which you have sent items ever for the resend period. Whenever items sent, the uploaded data in compression will be stored in a data storage directory for the specified period. To resend items, show outbox, select appropriate items, and then click the "Resend" button on the tool bar of VCN-CommCenter. In another way, show outbox, double-click an appropriate item to open the "Parcel Detail" dialog, and then click the "Resend" button.

*The resend period has been specified for 14 days as default. If you want to change the resend period, proceed to the "Resend Period" section.

[Disable Resend]

Clear a check from the box to disable the resend function. Therefore, data uploaded will NOT be stored when sending. The "Resend" button also will be disabled with turning gray in color.

5-2. Resend Period

This setting is enabled only when the "Enable Resend" box is set checked. You can specify the resend period in the next box. This setting is in days.

(Default: For 14 days)

The resend period is available to set for 0 to 1,000 days. It has been set for 14 days as default. For example, when the "Resend Period" is set for one day, you can resend the items by today when items have been sent (item created). The uploaded data in compression will be stored in a data storage directory for the specified resend period. **It is advised that you should verify that there is enough disk space in your PC for data storage in advance.**

*Refer to P68 2. User Configuration – 7. Data Storage Path

*Note: Don't operate directly any data within the "Data storage folder". Therefore, this system folder has been controlled by the e-Parcel system. When you wish to change the settings, please be sure that you must operate through the VCN-CommCenter GUI.

6. Overwrite setting when moving files

The “Allow overwrite when move files” setting

For items of inbox which status are “Delivery Confirmed” or “Item Opened”, when you move the attached files and folders, you must determine whether allow overwrite the existing files in a destination directory. This setting can be set up accordingly.

*Refer to P209 8. Receiving - 3. Receiving Parcel Detail - 3-3. Tool Bar on the Receiving Parcel Detail - Move File

(Default: Allow overwrite)

[Allow overwrite] (Default)

Place a check in the box to allow overwrite. When you move the attached files and folders of items in inbox to a destination directory specified, the existing files of same name (same relative path) in a destination directory must be overwritten.

[Disallow overwrite]

Clear a check from the box to disallow overwrite. If at least one existing file of same name (same relative path) has been already stored in a destination directory where you want to move to, an existing file can not be overwritten. When it occurs, the following “Error Detail” dialog will appear and then the attached files and folders of an item will not be moved to a destination directory. (Figure 69)

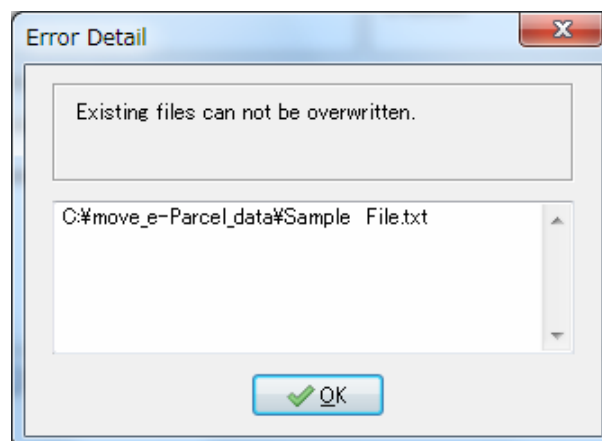


Figure 69

7. Reset Window

The “Reset window size and position when restart application” setting

The last window size and position of VCN-CommCenter GUI can be memorized, including each dialog size and position of the Send Dialog, Address Book dialog, Application Log dialog and Parcel Detail dialog of Inbox/Outbox. The next time restarting application, these are not reset by default setting.

You can choose whether enable or disable the reset window function when restarting application. This setting can be set up accordingly.

(Default: Disable reset window)

***Attention:** After this setting is changed, you must be required to restart the VCN-CommCenter to take effect.

[Disable reset window] (Default)


NOT to reset the window size and position when restarting application, clear a check from the box. The next time restarting application, the VCN-CommCenter GUI and some dialogs will open by last window size and position prior to shutting down.

[Enable reset window]

To reset the window size and position when restarting application, place a check in the box. Whenever restarting application, the VCN-CommCenter GUI and some dialogs will open by default window size and position.

8. Background Application


The “Run as background application on startup” setting

The VCN-CommCenter GUI usually opens on startup. This setting can be changed to run as background application ( taskbar icon appears) on startup. This setting can be set up accordingly.

(Default: Not run as background application)

**Attention: After this setting is changed, you must be required to restart the VCN-CommCenter to take effect.*


[Not run as background application on startup] (Default)

Clear a check from the box NOT to run as background application on startup. The VCN-CommCenter GUI will open whenever restarting application. The  e-Parcel icon will also appear on the taskbar.


**When starting your computer and user logon, the application usually startup by default. In this time, even this setting disabled (set unchecked) by default, the VCN-CommCenter GUI dose not open. The application is running in the background at once. Please restore window manually as needed.*

(Refer to P83 3. Option Configuration – 13. Startup application on user logon)

[Run as background application on startup]

Place a check in the box to run as background application on startup. The VCN-CommCenter GUI will NOT open when restarting application. The application must be running in the background, although the  e-Parcel icon will appear on the taskbar, representing the availability of e-Parcel. Therefore, the VCN-CommCenter can receive incoming items. You can view them in inbox by manually restoring the VCN-CommCenter GUI.

Restore the VCN-CommCenter GUI

To manually restore (open) the VCN-CommCenter GUI during run as background application, just double-click the  e-Parcel icon on the taskbar. (Or right-click and then select the “Open” from the pop-up menu on the taskbar.)

**Refer to P54 Icon of the e-Parcel VCN-CommCenter 7.0 – Icon on the Taskbar*

**Refer to P92 5. VCN-CommCenter View – 1. Run/Exit/Open/Close the VCN-CommCenter*

9. File Compression

The “Disable File Compression” setting

When sending an item at the VCN-CommCenter, the attached files and folders are automatically compressed by default. You can choose whether enable or disable the file compression function. This setting can be set up accordingly.

(Default: Enable File Compression)

*Attention: After this setting is changed, you must be required to restart the VCN-CommCenter to take effect.

[Enable file compression] (Default)

Clear a check from the box to enable the file compression function.

When sending an item at the VCN-CommCenter, the attached files and folders are automatically compressed just before uploading to the e-Parcel server. In addition, for your information, the files and folders compressed will be automatically decompressed just after downloading, and then the delivery status will be “Delivery Confirmed”.

*Note that the compressed files (zip, lzh, cab, jpeg, etc.) are NOT compressed even this setting enabled (set unchecked).

[Disable file compression]

Place a check in box to disable the file compression function.

When sending an item at the VCN-CommCenter, the attached files and folders are NOT compressed.

10. Parallel Connection

The “Disable Parallel Connection” setting

The VCN-CommCenter can establish the parallel connection when sending or receiving multiple items. Therefore, this function enables to simultaneously upload or download two items each. You can choose whether enable or disable the parallel connection function. This setting can be set up accordingly.

(Default: Enable Parallel Connection)

***Attention:** After this setting is changed, you must be required to restart the VCN-CommCenter to take effect.

[Enable parallel connection] (Default)

Clear a check from the box to enable the parallel connection function.

When sending or receiving multiple items, the VCN-CommCenter will establish the parallel connection to the e-Parcel server and then simultaneously upload or download two items each.

[Disable parallel connection]

Place a check in the box to disable the parallel connection function.

When sending or receiving multiple items, the VCN-CommCenter will NOT establish the parallel connection to the e-Parcel server. Therefore, multiple items will be uploaded or downloaded one by one.

11. Show sender/recipient e-Parcel ID or name

The “Show sender/recipient name instead of e-Parcel ID” setting

The VCN-CommCenter GUI usually shows sender/recipient e-Parcel ID on the sender/recipient fields of inbox and outbox. This setting can be changed to show sender/recipient name. This setting can be set up accordingly.

*Once this setting has been changed, it will effect a change in the balloon message (P82) of e-Parcel icon on the taskbar.

(Default: Show e-Parcel ID)

*Attention: After this setting is changed, you must be required to restart the VCN-CommCenter to take effect.

[Show sender/recipient e-Parcel ID] (Default)

Clear a check from the box to show sender/recipient e-Parcel ID.

The VCN-CommCenter GUI shows e-Parcel ID on the “Recipient” fields of outbox, the “Sender” fields of inbox and “Recipient” fields of Parcel Detail dialogs.

[Show sender/recipient name]


Place a check in the box to show sender/recipient name.

The VCN-CommCenter GUI shows user name registered on e-Parcel server on the “Recipient” fields of outbox, the “Sender” fields of inbox and “Recipient” fields of Parcel Detail dialogs.

*Refer to P270 Appendix 2. Edit User info / Change Password


12. Balloon Message of icon on the taskbar


The “Disable Balloon Message” setting

This function enables to show the balloon message (notification) of  e-Parcel icon on the taskbar by default. You can choose whether enable or disable to show the balloon message. This setting can be set up accordingly.

(Default: Enable Balloon Message)

[Enable balloon message] (Default)


Clear a check in the box to enable to show the balloon message (notification) of  e-Parcel icon on the taskbar.


When an item reception has been confirmed during application running,  e-Parcel icon on the taskbar will be blinking and show the balloon message “New Parcel Arrived” with item information [Sender, Subject]. (The “Sender” will be shown in e-Parcel ID (Default) or name depending on the option configuration (P81).)

*Attention: [For users of Windows]

If you want to show balloon message, you must choose “Show icon and notifications” or “Only show notifications” at the “Customize icons on the taskbar” setting of Windows by clicking the arrow next to the notification area on the taskbar. (Please note that a balloon message won’t appear on the taskbar if you choose “Hide icon and notifications”, even this setting enabled (set unchecked))

[Disable balloon message]

Place a check in the box to disable from showing the balloon message (notification) of  e-Parcel icon on the taskbar.

When an item reception has been confirmed during application running,  e-Parcel icon on the taskbar will be just blinking.

*Attention: [For users of Windows]

If you choose “Only show notifications” or “Hide icon and notifications” at the “Customize icons on the taskbar” setting of Windows, once this setting is disabled (set checked), the e-parcel icon no longer appears on the taskbar. (Please note that you won’t to be notified about receiving items by the e-Parcel icon and a balloon message on the taskbar when this option is disabled, even you choose “Only show notifications”).

13. Startup application on user logon

The “Start application automatically on user logon” setting


The VCN-CommCenter application usually starts automatically when user logon to Windows. You can choose whether enable or disable to startup application on user logon. This setting can be set up accordingly.

(The first time starting application : Startup enabled)

[Start application automatically on user logon] (*Recommended)

Place a check in the box to start the VCN-CommCenter automatically on user logon.

(Startup enabled)

After installing application, the first time the VCN-CommCenter gets starting, this setting is usually enabled (set checked). Therefore, next time user logon to Windows, the VCN-CommCenter will start automatically. (The  e-Parcel icon will appear on the taskbar after starting application.)

Refer to P78 3. Option Configuration – 8. Background application

*Attention: [For users of Windows]

If you want to show taskbar icon, you must choose “Show icon and notifications” at the “Customize icons on the taskbar” setting of Windows by clicking the arrow next to the notification area on the taskbar. (Please note that taskbar icon won’t appear on the taskbar if you choose “Hide icon and notifications” or “Only show notifications”, even application gets starting.)

[Not start application automatically on user logon]

Clear a check in the box NOT to start the VCN-CommCenter automatically on user logon.

(Startup disabled)

Next time user logon to Windows, the VCN-CommCenter will not start automatically.

*When you want to start the VCN-CommCenter manually after user logon, double-click the “e-Parcel 7.0” shortcut icon on the desktop or click Windows “Start” menu > All Program > e-Parcel > VCN-CommCenter 7.0> e-Parcel VCN-CommCenter 7.0.

Refer to P92 5. VCN-CommCenter View – 1. Run/Exit/Open/Close the VCN-CommCenter

4 E-mail Notification (Option Config)

This option configuration is only for using the “e-Mail Notification” function.

The “e-Mail Notification” function of VCN-CommCenter enables individuals to receive e-mail notifications when a new item is sent or received. It will also contain same subject, message and files/folders name as a new sent or received item.

To configure “e-Mail Notification” function, first you must have a SMTP mail server.

**Attention: Note that neither subject nor message of an item is encrypted for “e-Mail Notification” function.*

The following steps will guide you in configuring your SMTP mail server and send/receipt notification settings for e-Mail Notification function.

How to open the e-Mail Notification tab of Option Config dialog

To begin configuring “e-Mail Notification” function, the application must be running. Access the VCN-CommCenter menu bar “Tools” > “Option”. (Figure 70)

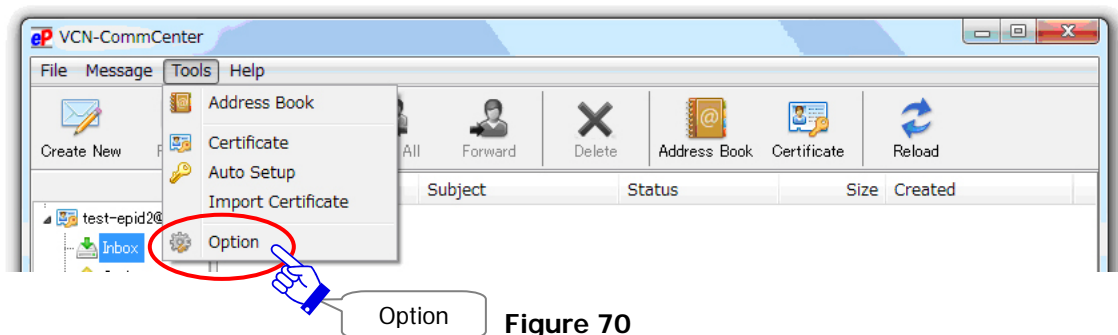


Figure 70



The e-Mail Notification tab of Option Config dialog

The "Option Config" dialog appears by the above way. Click the "e-Mail Notification" tab.

The "e-Mail Notification" function can be configured on the "e-Mail Notification" tab. (Figure 71)

When configurations have been made on the "e-Mail Notification" tab, click the "Save" button and then restart the VCN-CommCenter.

***Attention:** Once the configurations of e-Mail Notification have been made, you must restart the VCN-CommCenter to take effect.

[Option] Option Config > "e-Mail Notification" tab (Default settings)

The screenshot shows the "Option Config" dialog box with the "e-Mail Notification" tab selected. The dialog is titled "Option Config" and has a close button (X) in the top right corner. It contains two tabs: "General" and "e-Mail Notification". The "e-Mail Notification" tab is active and displays the following configuration options:

- SMTP Server Configuration:**
 - Host Name: [Text Field]
 - Port Number: [Text Field] (Value: 25)
 - User Name: [Text Field]
 - Password: [Text Field]
 - SSL Protection: [Dropdown Menu] (Value: None)
- Send Notification:**
 - ☐ Send Notification
 - Notifier Name: [Text Field]
 - Mail To: [Text Field]
- Receipt Notification:**
 - ☐ Receipt Notification
 - Notifier Name: [Text Field]
 - Mail To: [Text Field]

At the bottom right of the dialog are two buttons: "Close" and "Save".

Figure 71

How to configure the e-Mail Notification settings

If you want to use the e-Mail Notification function, follow the procedure ~ below.

Access the VCN-CommCenter menu bar "Tools" > "Option". Click the "e-Mail Notification" tab on the "Option Config" dialog. (Figure 71)

Locate the "SMTP Server Configuration" section and then enter your SMTP mail server to the fields. (Required)

*Further details about configuring the "SMTP Server Configuration" section can be found in the following pages of this manual.

Refer to P87 4. E-mail Notification (Option function) - 1. SMTP Server Configuration

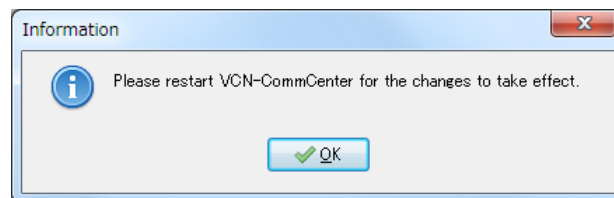
Locate the "Send Notification" and/or "Receipt Notification" section.

The "Notifier Name" and "Mail To" fields are only enabled if you place a check in the "Send Notification" and/or "Receipt Notification" boxes.

*Further details about configuring the "Send Notification" "Receipt Notification" section can be found in the following pages of this manual.

Refer to P89 4. E-mail Notification (Option function) - 2. Send Notification • Receipt Notification

When configurations have been made on the "e-Mail Notification" tab, click the "Save" button. In this time, the Information "Please restart..." dialog will appear. Click the "OK" button and then click the "Close" button to exit the "Option Config" dialog.



To restart, firstly access the VCN-CommCenter menu bar "File" > "Exit" to shutdown.


Double-click the "e-Parcel 7.0" shortcut icon to restart the VCN-CommCenter.

*Refer to P92 5. VCN-CommCenter View – 1. Run/Exit/Open/Close the VCN-CommCenter

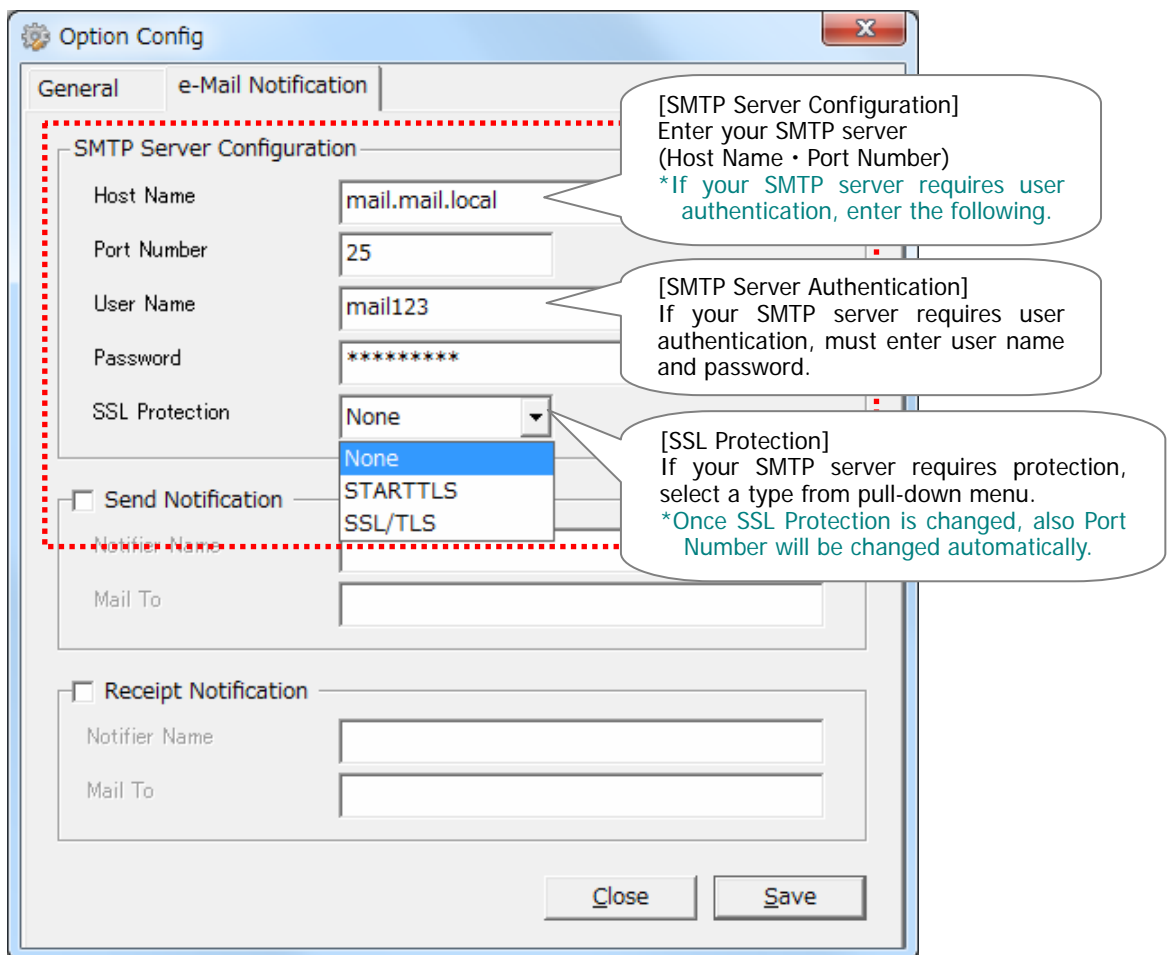
The configuration for "e-Mail Notification" function is completed. After the VCN-CommCenter get restarted, perform the operation check of e-Mail Notification.

1. SMTP Server Configuration

To configure “e-Mail Notification” function, first you must enter your SMTP mail server to the “SMTP Server Configuration” section.

	<p>Caution: To successfully use the e-Mail Notification function, correct SMTP server configurations must be supplied. It is strongly recommended that you contact your system administrator to obtain the correct information.</p> <p>Also, you may find your SMTP mail server configurations from your email application settings.</p>
---	---

[ex.] Option Config > “e-Mail Notification” tab > “SMTP Server Configuration”



Option Config

General e-Mail Notification

SMTP Server Configuration

Host Name: mail.mail.local

Port Number: 25

User Name: mail123

Password: *****

SSL Protection: None

☐ Send Notification

Notifier Name: _____

Mail To: _____

☐ Receipt Notification

Notifier Name: _____

Mail To: _____

Close Save

[SMTP Server Configuration]
Enter your SMTP server
(Host Name • Port Number)
*If your SMTP server requires user
authentication, enter the following.

[SMTP Server Authentication]
If your SMTP server requires user
authentication, must enter user name
and password.

[SSL Protection]
If your SMTP server requires protection,
select a type from pull-down menu.
*Once SSL Protection is changed, also Port
Number will be changed automatically.

1-1. Host Name

Enter SMTP server host name or IP address in the "Host Name" field.

1-2. Port Number

Enter SMTP server port number in the "Port Number" field.

(Default: 25)

1-3. User Name

If your SMTP server requires user authentication, user name must be required to enter in the "User Name" field to authenticate.

1-4. Password

If your SMTP server requires user authentication, password must be required to enter in the "Password" field to authenticate.



Note: The password field will not display the password in clear text. Instead, you will simply see asterisks (*).

1-5. SSL Protection

If your SMTP server requires secure connections with protection, select either STARTTLS or SSL/TLS from the pull-down menu.

(Default: None)

*Once SSL Protection setting has been changed, Port Number will also be changed automatically.

[None] (Default) Port Number : 25

[STARTTLS] Port Number : 587


[SSL/TLS] Port Number : 465

2. Send Notification・Receipt Notification

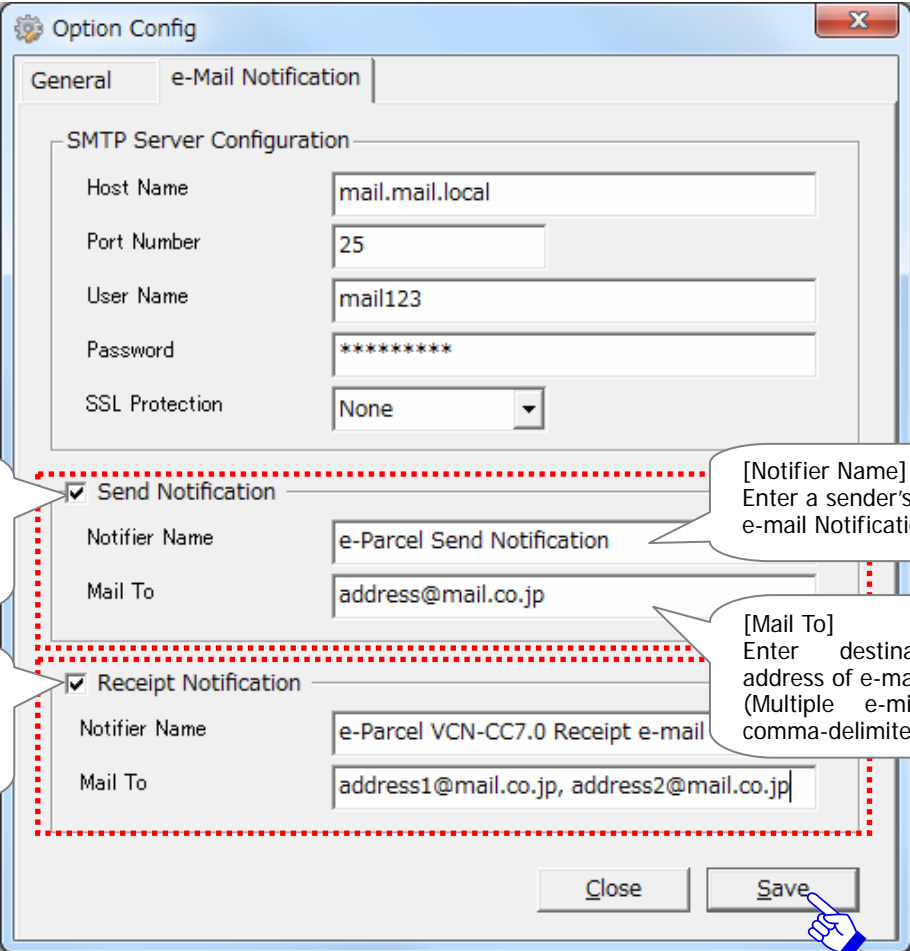
These sections enable individuals to receive e-mail notifications when a new item is sent or received. It will also contain same subject and message as a new sent or received item.

The "Notifier Name" and "Mail To" fields are enabled only when you place a check in the "Send Notification" and/or "Receipt Notification" boxes.

***Attention:** To configure "e-Mail Notification" function, you also must enter your SMTP mail server to the "SMTP Server Configuration" section.

	<p>Caution: Note that neither subject nor message of an item is encrypted for "e-Mail Notification" function.</p>
---	--

[ex.] Option Config > "e-Mail Notification" tab > "Send/Receipt Notification"



[Send Notification]
To place a check here enables e-mail notification when a new item is sent.

[Notifier Name]
Enter a sender's name of e-mail Notification.

[Receipt Notification]
To place a check here enables e-mail notification when a new item is received.

[Mail To]
Enter destination e-mail address of e-mail Notification. (Multiple e-mail addresses: comma-delimited)



When configurations are made, click the "Save" button.

2-1. Notifier Name

To configure in each "Notifier Name" field, enter **a sender's name** of e-Mail Notification when a new item is sent or received. It is highly recommended to configure a recognizable name.

*About a sender's e-mail address

Each time a new item is sent or received, **a sender e-Parcel ID** of a new item will automatically be set up to **a sender's e-mail address** of e-Mail Notification as default value.

	<p>Note: If you want <u>to fix a sender's e-mail address</u> specified whenever e-Mail Notification will be sent, enter a notifier name followed by <u><e-mail address></u>.</p> <p>*If your SMTP server restricts email domain to send, enter a notifier name followed by <e-mail address> as an e-mail address allowed.</p> <p>[ex.] e-Parcel Send Notification <email-address456@x-xxx.co.jp></p>
	<p>Note: If the "Notifier Name" field is NOT entered (in blank), each time a new item is sent or received, <u>only sender e-Parcel ID</u> of a new item will automatically be set up to <u>a sender</u> of e-Mail Notification.</p>
	<p>Caution: If a "Notifier Name" includes symbols, enclose only "sender's name" in double quotation marks ("").</p> <p>[ex] "e-Parcel; Send Notification"</p> <p>"VCN-CC7.0; Receipt e-mail notification"<email-address789@x-xxx.co.jp></p>

2-2. Mail To

To configure each "Mail To" field, enter **destination e-mail address** of e-Mail Notification when a new item is sent or received.

(Multiple e-mil addresses: comma-delimited)

[ex. 1: An e-mil address] address@mail.co.jp

[ex. 2: Multiple e-mil addresses] address1@mail.co.jp, address2@mail.co.jp

5 VCN-CommCenter View

After installing the e-Parcel, the main application GUI “VCN-CommCenter” should appear on your desktop. (Figure 72) If not, double-click the “e-Parcel 7.0” shortcut icon on your desktop.

The following steps will guide you in the VCN-CommCenter view for your operation.

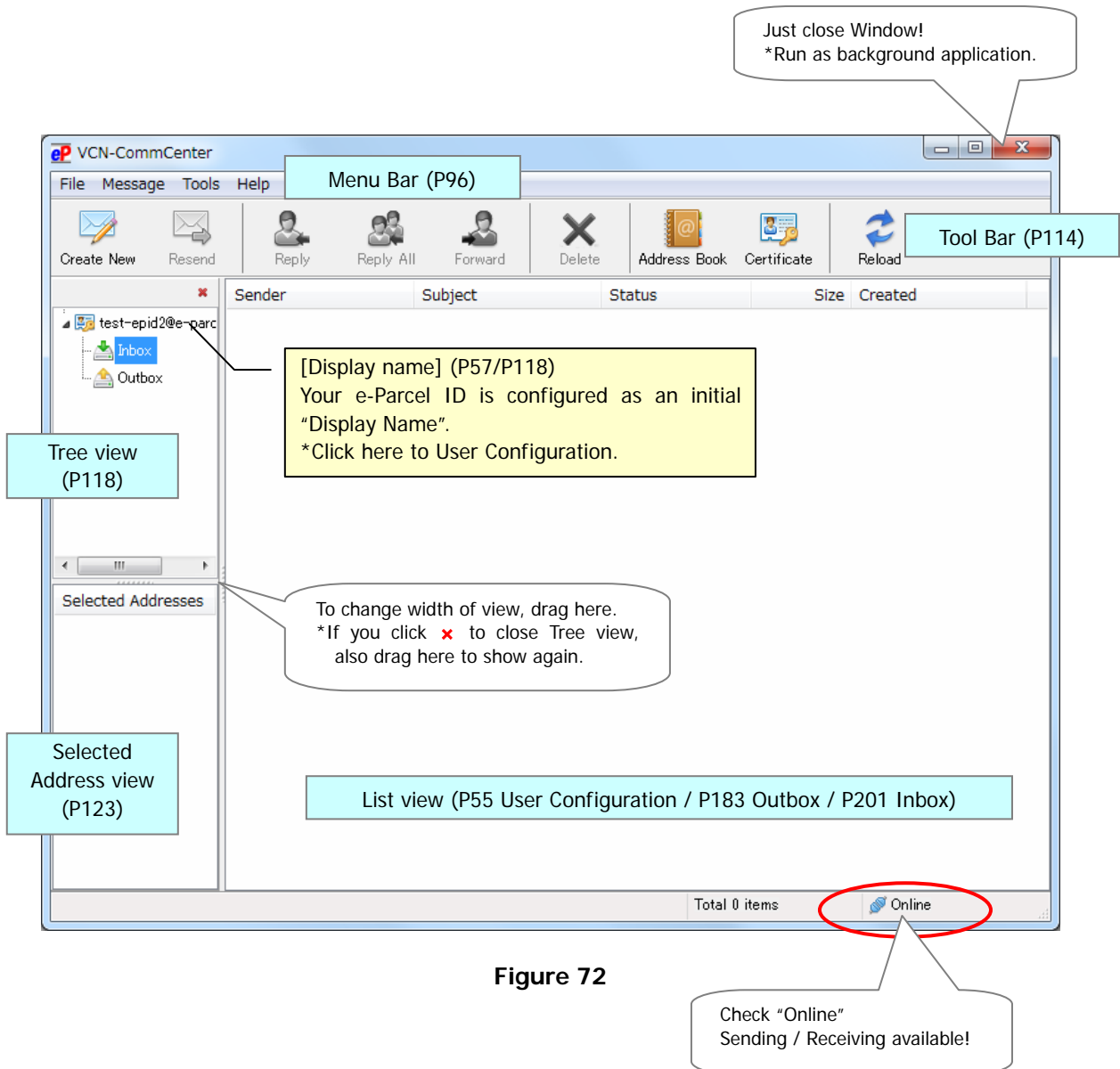


Figure 72

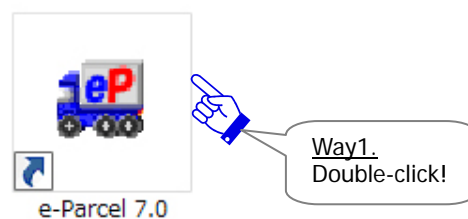
1. Run/Exit/Open/Close the VCN-CommCenter

1-1. How to run the VCN-CommCenter

When an installation is successfully completed and the e-Parcel software is running, the VCN-CommCenter GUI automatically appears on your desktop. If you shutdown the e-Parcel software, run the e-Parcel VCN-CommCenter 7.0 in either of the following two (2) ways.

Run by the Shortcut icon

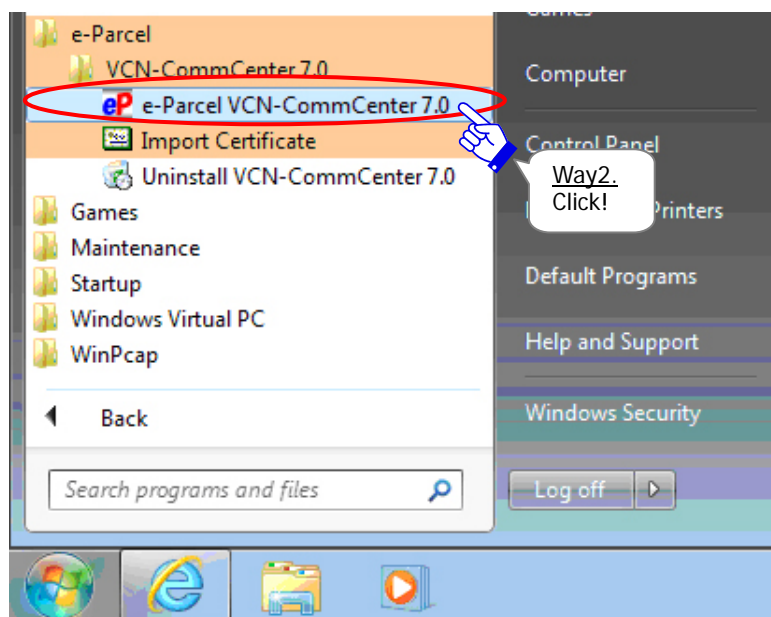
To run the e-Parcel VCN-CommCenter 7.0, double-click the “e-Parcel 7.0” shortcut icon on the desktop.



Run from the “Start” menu of Windows

To start the e-Parcel VCN-CommCenter 7.0, run from Windows “Start” menu.

Access the Windows “Start” menu > All Programs > e-Parcel > VCN-CommCenter 7.0 and then click on the “eP e-Parcel VCN-CommCenter 7.0”

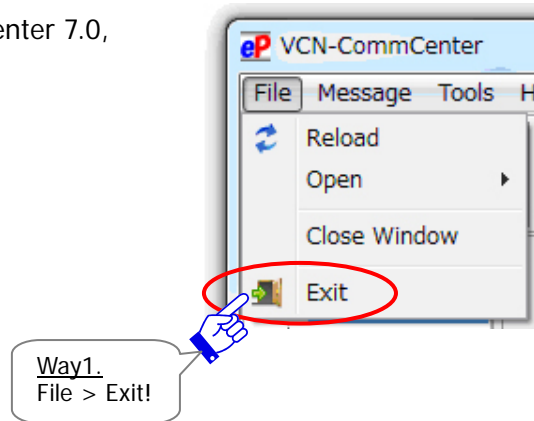


1-2. How to exit the VCN-CommCenter


If you shutdown the e-Parcel software, exit the e-Parcel VCN-CommCenter 7.0 in either of the following two (2) ways. Once you exit (shutdown) the application, you will not receive any items until the next time the e-Parcel software gets started running.


Exit by the menu bar of VCN-CommCenter

To exit (shutdown) the e-Parcel VCN-CommCenter 7.0, access the VCN-CommCenter menu bar "File" > "Exit".

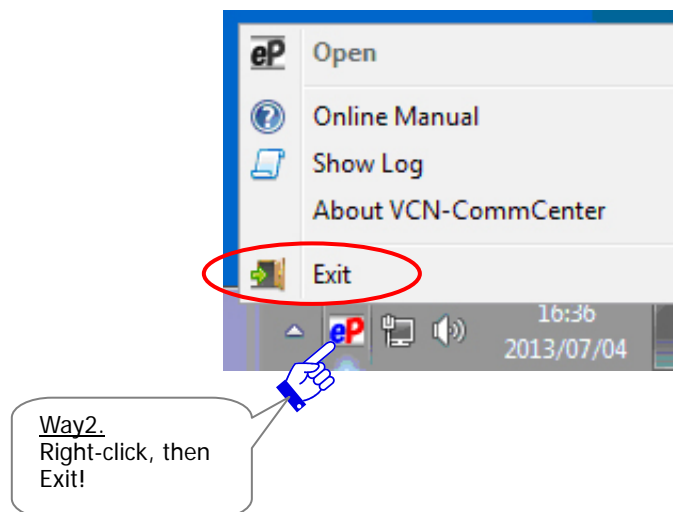


Exit by the menu of e-Parcel icon on the taskbar

The  e-Parcel icon appears on the taskbar when the application is running.

To exit (shutdown) the e-Parcel VCN-CommCenter 7.0, right-click the  e-Parcel icon on the task bar to open the pop-up menu. Select the "Exit" menu.

Refer to P54 Icon of the e-Parcel VCN-CommCenter 7.0 – Icon on the Taskbar



1-3. How to close the window of VCN-CommCenter

You can run the e-Parcel VCN-CommCenter 7.0 as background application to close the window of VCN-CommCenter. (eP e-Parcel icon appears on the taskbar.)

Refer to P54 [Icon of the e-Parcel VCN-CommCenter 7.0 – Icon on the Taskbar](#)

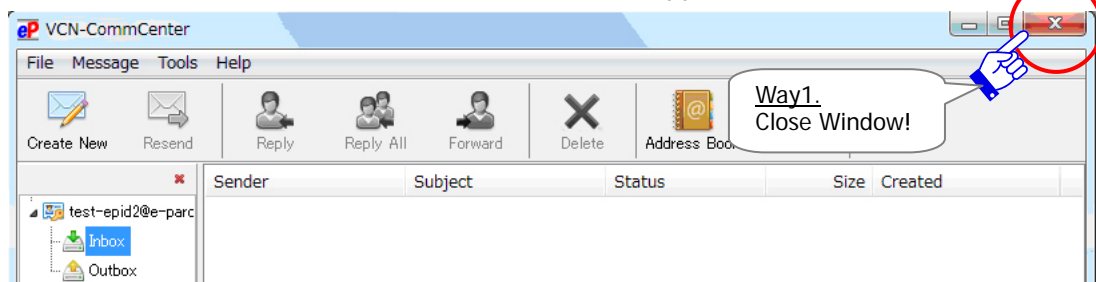
When the e-Parcel software has been completed to install, the VCN-CommCenter GUI automatically opens on the desktop. Also, when you restart the e-Parcel software, the VCN-CommCenter GUI usually opens on the desktop by default option configuration. If you want the e-Parcel software to run as background application, just close the VCN-CommCenter GUI in either of the following two (2) ways.

In this case, the VCN-CommCenter GUI is just closed, but it does NOT exit (shutdown) the program. The eP e-Parcel icon can still appear on the notification area of the taskbar, representing the availability of e-Parcel. **The application must be running in the background therefore the VCN-CommCenter can receive the incoming items automatically.** You can view the inbox by restoring the VCN-CommCenter GUI.

*If you want to run the e-Parcel software as background application whenever you restart the e-Parcel software, change setting in the option configuration of VCN-CommCenter. Refer to P78 3. Option Configuration – 8. Background Application

Close by the button on VCN-CommCenter GUI

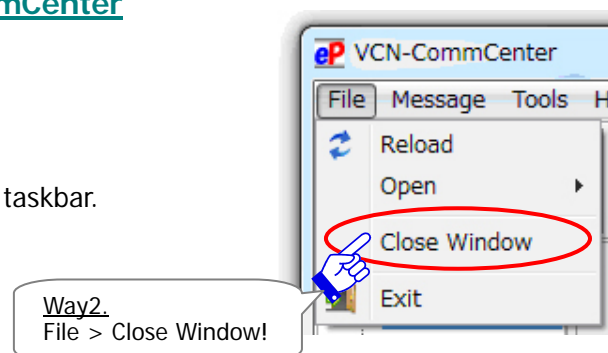
To close the VCN-CommCenter GUI, click the button on the upper-right corner of the VCN-CommCenter GUI. The eP e-Parcel icon still appears on the taskbar.



Close by the menu bar of VCN-CommCenter

To close the VCN-CommCenter GUI,
access the VCN-CommCenter menu bar
"File" > "Close Window".

The eP e-Parcel icon still appears on the taskbar.




1-4. How to open the window of VCN-CommCenter

To restore the window of VCN-CommCenter during run as background application, open the VCN-CommCenter GUI in either of the following two (2) ways.


- * When starting your computer and user logon, the application usually startup by default. In this time, the VCN-CommCenter GUI dose not opens. The application is running in the background.

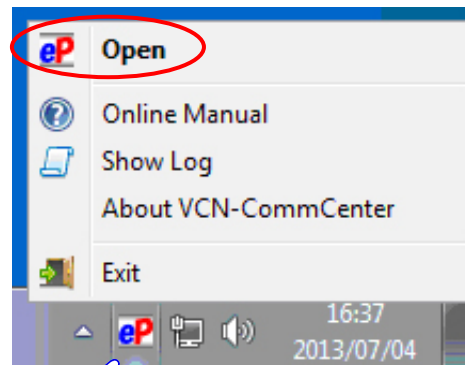
Refer to P54 Icon of the e-Parcel VCN-CommCenter 7.0 – Icon on the Taskbar

Open by e-Parcel icon on the taskbar

To open the VCN-CommCenter GUI during run as background application, just double-click the  e-Parcel icon on the taskbar.



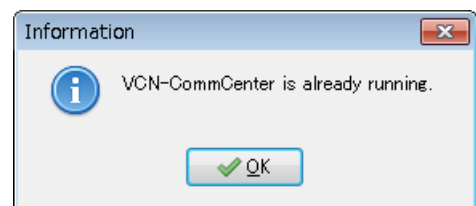
Or right-click the  e-Parcel icon on the taskbar to open the pop-up menu. Select the "Open" menu.



Way2.
Right-click, then
Open!

- * In addition, you can also open the VCN-CommCenter GUI by the same way as run the VCN-CommCenter. In this time, the "Information" dialog will open. Therefore, the e-Parcel software is already running as background application. Click the "OK" button on the "Information" dialog to open the VCN-CommCenter GUI.

Refer to P92 1-1. How to run the VCN-CommCenter



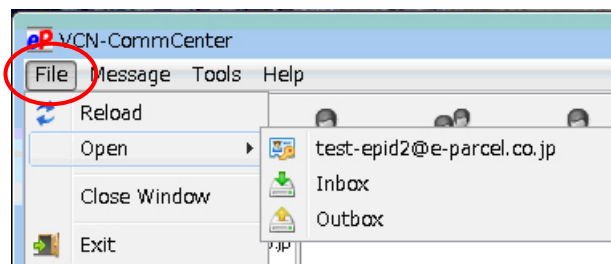
2. Menu Bar

There are four (4) menu choices available in the menu bar of the VCN-CommCenter, including File, Message, Tools and Help.

Menu	Functions
File (F)	To direct the VCN-CommCenter to run and open/close GUI.
Message (M)	To direct the VCN-CommCenter to perform sending items.
Tools (T)	To direct the VCN-CommCenter to perform setup and configuration options, including your address book.
Help (H)	Provide you with the user manual, application log and general information about the e-Parcel.

2-1. File

This menu selection features commands to direct the VCN-CommCenter to run, reload and open/close GUI. The following commands are available



Reload

This command will promptly check for any items pending delivery and track the latest status by polling to the e-Parcel server.

*The "Reload" menu parallels the "Reload" button on the tool bar of VCN-CommCenter.

Open


This command will provide three (3) sub-menu choices each e-Parcel ID, including Display Name, Inbox and Outbox.

Display Name (P57 Default: e-Parcel ID) : This command will display the "User Configuration" window in the VCN-CommCenter GUI, allowing you to configure the VCN-CommCenter for each individual e-Parcel ID.

Inbox : This command will display your Inbox on the VCN-CommCenter GUI.


Outbox : This command will display your Outbox on the VCN-CommCenter GUI.

Close Window

This command will close the VCN-CommCenter window, but it will NOT exit (shutdown) the program. The  e-Parcel icon will still appear on the taskbar, representing the availability of e-Parcel. You can still receive items, and view them by restoring the VCN-CommCenter window.


*Refer to P94 1-3. How to close the window of VCN-CommCenter

Restore the VCN-CommCenter window

To restore the VCN-CommCenter window during run as background application, just double-click the  e-Parcel icon on the taskbar. (Or right-click and then select the "Open" from the pop-up menu on the taskbar.)

*Refer to P95 1-4. How to open the window of VCN-CommCenter

Exit

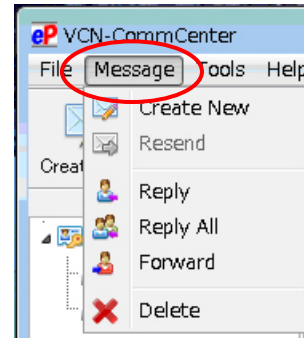
This command will shutdown the e-Parcel software. The  e-parcel icon will disappear from the taskbar. Once the e-Parcel is shutdown, you will not receive any items until the next time the e-Parcel software gets started running.

*The "Exit" menu parallels the "Exit" in right-click menu of the  e-Parcel icon on the taskbar.

*Refer to P93 1-2. How to exit the VCN-CommCenter

2-2. Message

This menu selection features commands to direct the VCN-CommCenter to perform sending items.



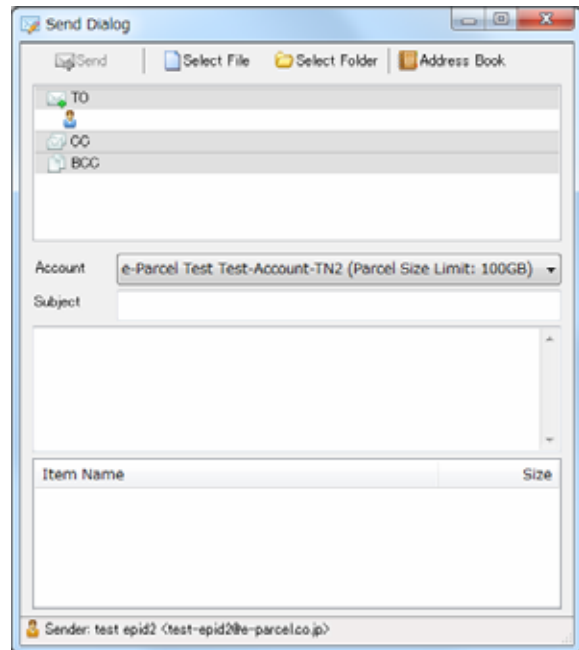
Create New

This command will create a new item to send.

A "Send Dialog" dialog appears.

*The "Create New" menu parallels the "Create New" button on the tool bar of VCN-CommCenter.

*Refer to P154 7. Sending



Resend

This command will resend same items to same recipients only within the resend period from a day when items have been sent. This command will only be enabled once a sent item is selected within Outbox. Once an item has been resent, this command will not be enabled for that item.

*The "Resend" menu parallels the "Resend" button on the tool bar of VCN-CommCenter.

*Attention: This command is only enabled if the "Enable Resend" box is placed a check in the "Option Config" dialog. (from the menu bar "Tools" > "Option")
(Default: Enable Resend: Yes / Resend Period: For 14 days)

Refer to P75 3. Option Configuration - 5. Resend Setting

Reply

This command will create an item to respond to your sender. This command will only be enabled once a received item is selected within Inbox. Simply click the "Reply" button and a "Send Dialog" box will open and include the original message.

*The "Reply" menu parallels the "Reply" button on the tool bar of VCN-CommCenter.

Reply All


This command will create an item to respond to your sender including CC, BCC. This command will only be enabled once a received item is selected within Inbox. Simply click the "Reply All" button and a "Send Dialog" box will open and include the original message.

*The "Reply All" menu parallels the "Reply All" button on the tool bar of VCN-CommCenter.

Forward

This command will create an item to forward a received item to another recipient. This command will only be enabled once a received item is selected within Inbox. Simply click the "Forward" button and a "Send Dialog" box will open. Enter e-Parcel ID of recipients to forward.

*The "Forward" menu parallels the "Forward" button on the tool bar of VCN-CommCenter.

	<p>Caution: Once you move the attached files and/or folders ("Item Moved"), it is not attached to the "Send Dialog" when you click the "Forward" button. You can no longer forward the attachments from Inbox. If you want to forward the attachment(s), please be advised you to forward the attachments before moved. (If item moved, reattach that saved in a destination folder specified.)</p>
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Delete

This command will delete an item(s) from Inbox or Outbox. This command will only be enabled once an item(s) is selected in either of Inbox or Outbox, after the status has been "Upload Complete" in Outbox or "Delivery Confirmed" in Inbox.

*When recipient delete an inbox item "Delivery Confirmed" (which has not been opened or moved yet), the status of a sender's outbox will be updated to "Item Deleted".

Once an item(s) has been deleted, that item(s) is never restored.

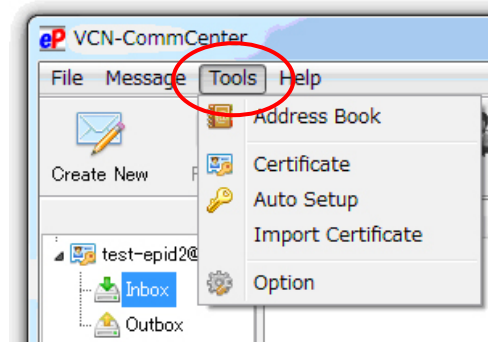
*The "Delete" menu parallels the "Delete" button on the tool bar of VCN-CommCenter.

	<p>Caution: When a file(s)/folder(s) attached has not been moved yet (The status is "Delivery Confirmed" or "Item Opened"), once an item(s) has been deleted, a file(s)/folder(s) attached is deleted at the same time. Therefore, please be advised you to move a file(s)/folder(s) attached before an item is deleted.</p> <p>*Refer to P209 8. Receiving - 3. Receiving Parcel Detail - 3-3. Tool Bar on the Receiving Parcel Detail - Move File</p>
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2-3. Tools

This menu selection features commands to direct the VCN-CommCenter to perform setup and configuration options, including your address book.

* **【Register ID Sharing】** The “Register ID Sharing” menu has been provided since e-Parcel VCN-CommCenter 8.0.8021 (Released in October 1, 2019). This new function is interlocked with new product; e-Parcel VCN-AX 5.0.5011 (Released in June 1, 2020) or later. It could enable the multiple client software VCN-CommCenter 8.0 to share one e-Parcel ID which has been setup in the VCN-AX 5.0. A separate volume of “ID Sharing function Operation Guide” will describe that in greater detail. If users of ver.7.0.7020 or lower wish the “ID Sharing” function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site. URL: <https://www.e-parcel.ne.jp/>

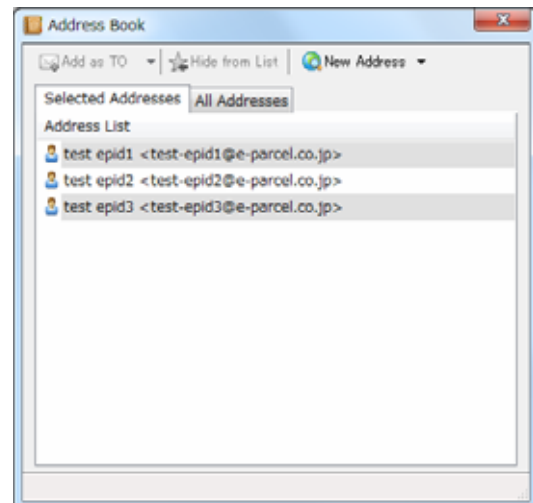


Address Book

This command will display your address book, and allows you to select address and enter new address. An “Address Book” dialog appears.

*The “Address Book” menu parallels the “Address Book” button on the tool bar of VCN-CommCenter.

*Refer to P124 6. Address Book

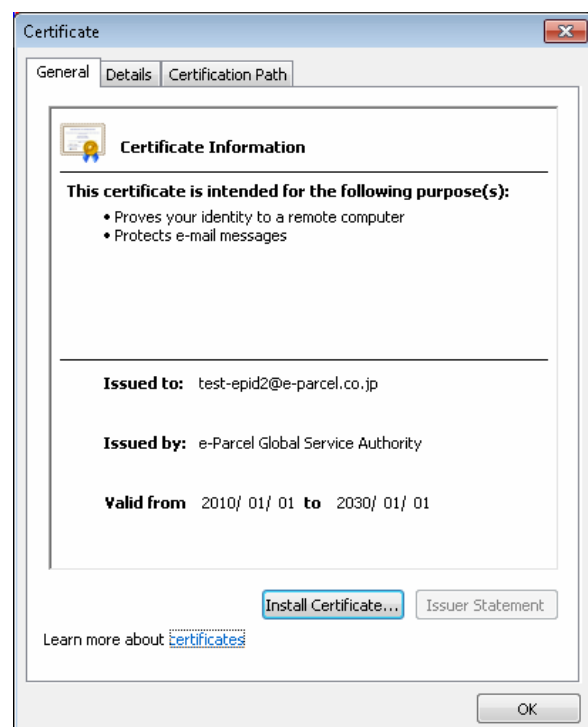


Certificate

This command will allow you to verify the information listed on your installed client digital certificate. A “Certificate” dialog appears. This dialog just displays to show your certificate information, not to configure.


*The “Certificate” menu parallels the “Certificate” button on the tool bar of VCN-CommCenter.

After verifying, click the “OK” button to close.



Auto Setup

This command will automatically configure for e-Parcel software. This will only be enabled once a client digital certificate has been installed in Windows. The e-Parcel software will attempt to automatically detect your network settings and a client digital certificate from Windows. If you want to auto setup, follow the procedure ~ below.

	<p>Warning: Please be advised that you should avoid configuring a client digital certificate while the VCN-CommCenter is uploading and downloading any data. You must operate the "Auto Setup" menu on the VCN-CommCenter after data have been uploaded and downloaded.</p>
---	--

How to Auto Setup

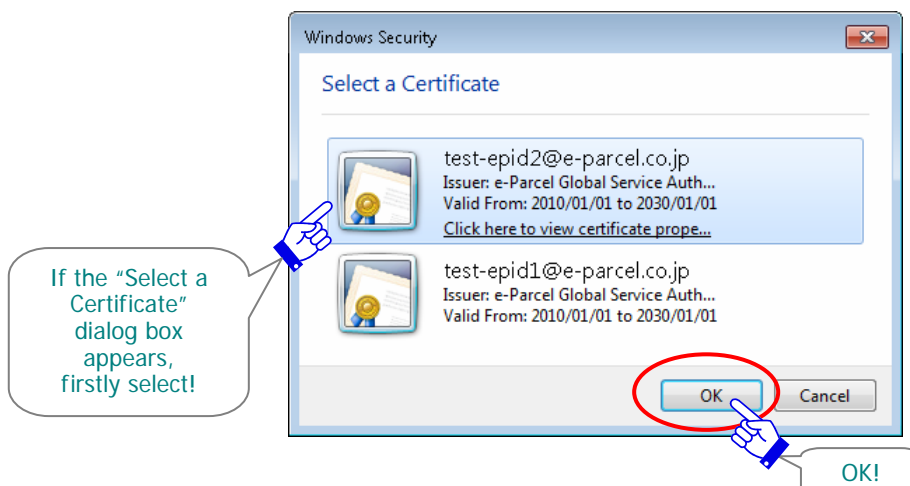
In advance, a client digital certificate must be installed in Windows.

*Refer to P229-249 11. Edit / Exchange / Add Digital Certificate STEP2 • STEP3

If your e-Parcel ID and PC have not been changed since the beginning, you have already installed a client digital certificate when installing the e-Parcel software. Proceed to next without this step.

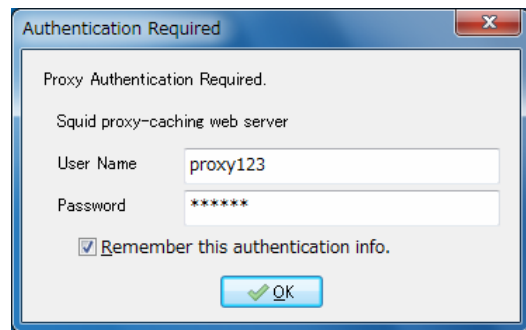
Access the VCN-CommCenter menu bar "Tools" > "Auto Setup". Usually, the auto-setup function starts automatically.

*If multiple e-Parcel client digital certificates have been installed (imported) in Windows, the "Select a Certificate" dialog appears. Select an e-Parcel client digital certificate of your e-Parcel ID and then click the "OK" button to begin the auto-setup.
[For Windows 10] Click "More choices" on the "Select a Certificate" dialog to view all certificates. Then, select one.



Attention1:

If your network is set proxy server and the proxy server requires user authentication, the “Proxy Authentication Required” dialog must appear. Enter your proxy user name and password and click the “OK” button to authenticate.



If your proxy credentials have been saved (P62), the “Proxy Authentication Required” dialog will not appear.

Once you place a check in the “Remember this authentication info.” box, the “Proxy Authentication Required” dialog will not appear whenever you auto-setup or login to the e-Parcel server.

*Additionally, if using the proxy server with NTLM or Integrated Windows Authentication, leave blank in all fields of authentication information (User name, Password, Remember...) in the “Proxy Authentication Required” dialog. Then, click the “OK” button. (Therefore, when it is not given any proxy credentials, Windows Single Sign On function will work to apply Windows user account name and password for authentication automatically. However, if you run the previous version 7.0.7012 or lower, your “Windows user account name@domain” as a user name and password must be required to input.)

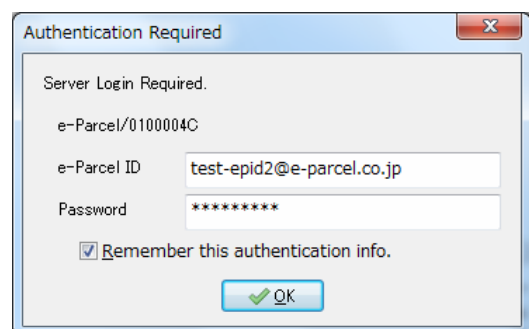
*If you are not sure of the proxy authentication information, obtain the correct information to ask a network administrator in your company.

*If manual proxy setting is needed, you can manually configure your network after you launch e-Parcel VCN-CommCenter.

More details on setting the proxy server can be found in the section 2. User Configuration – 4. Proxy Settings – 4-2. Manual Proxy Settings (P60)

Attention2:

Only if the “Password Protect” function is enabled, a “Server Login Required” dialog must appear. Enter your login password and click the “OK” button to authenticate.

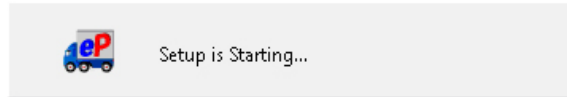


If your login password have been saved (P64), a “Server Login Required” dialog will not appear.

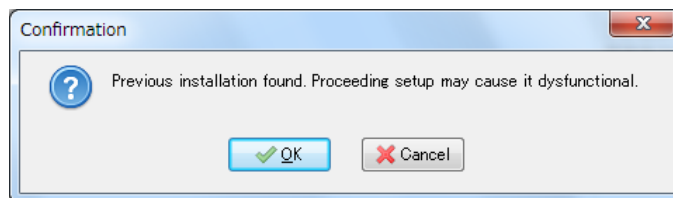
Once you place a check in the “Remember this authentication info.” box, a “Server Login Required” dialog will not appear whenever you auto-setup or login to the e-Parcel server.

*Refer to P63 2. User Configuration – 5. Login Password Authentication (Option function)

The message "Setup is Starting" must appear while being automatically configured for e-Parcel software. The VCN-CommCenter attempts to automatically detect your network settings such as your proxy server settings and your client digital certificate configured in Windows.



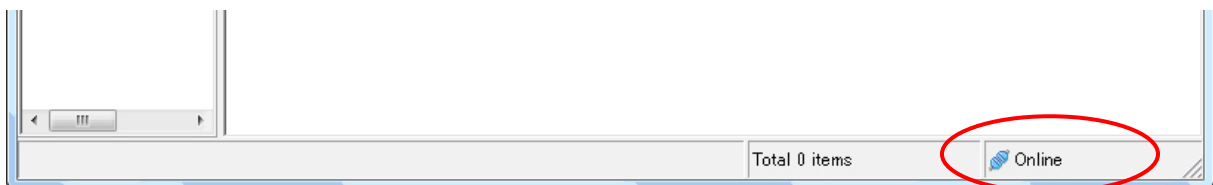
*If previous installation authenticated with same e-Parcel ID found, the confirmation dialog may appear. There may exist another client in which the same certificate has been imported. Proceeding setup may cause it dysfunctional such as delivery failure. For example, a data authenticated with previous setup can be sent and received no longer. Click the "OK" button to proceed, if you permit.



When auto-setup is successfully completed, it should come online. The display "Online" usually appears on the bottom-right of the VCN-CommCenter GUI.


*If the display "Offline" appears, verify your network settings is correctly configured in Windows.

Refer to P59 2. User Configuration – 4. Proxy Settings – 4-1. Automatic Proxy Settings



Import Certificate

This command will display prompts to import (configure) a certificate to the e-Parcel software. A client digital certificate must be downloaded from the e-Parcel in advance. If you need to configure a client certificate and network settings individually (P60) instead of auto setup, this command will be enabled to manually configure only a client digital certificate to the VCN-CommCenter. If you want to import certificate, follow the procedure ~ below.

	<p>Warning: Please be advised that you should avoid configuring a client digital certificate while the VCN-CommCenter is uploading and downloading any data. You must operate the "Import Certificate" menu on the VCN-CommCenter after data have been uploaded and downloaded.</p>
---	--

How to Import Certificate

In advance, you must download (save) e-Parcel client digital certificate on your PC.

*Refer to P229-238 11. Edit / Exchange / Add Digital Certificate – STEP2

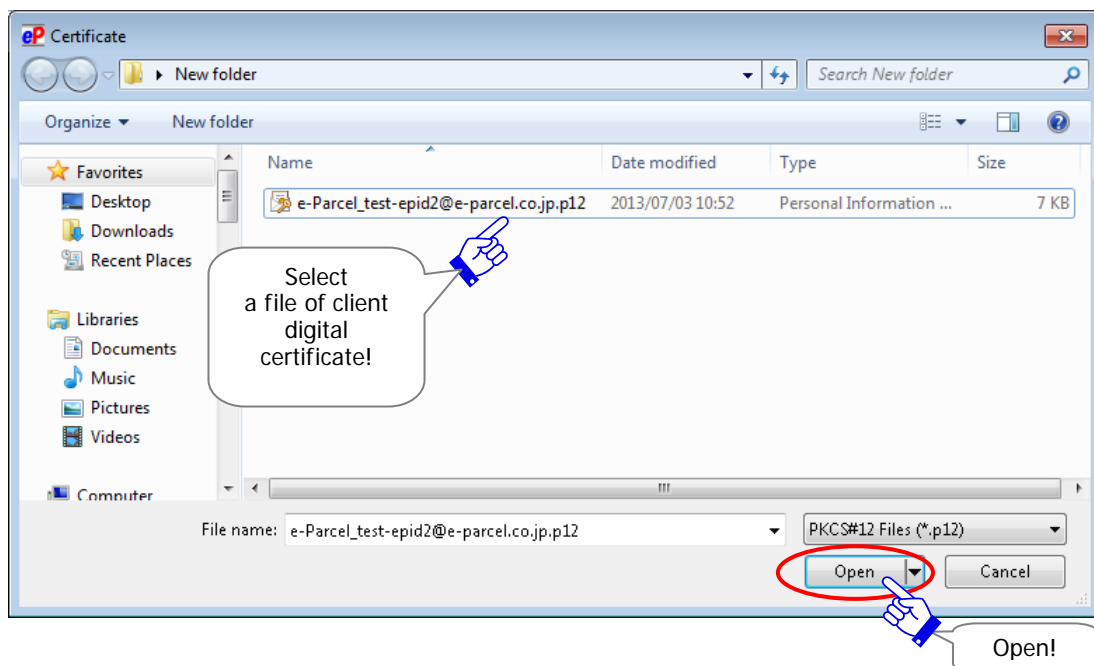
*Attention: When downloading, a File Download dialog appears prompting to either "Open the file" or "Save the file to your computer". Please make sure to select the "Save" button. (In this case, don't select "Open" because you do not need to install a client certificate.)

Access the VCN-CommCenter menu bar "Tools" > "Import Certificate". OR access the Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter 7.0 and then click on the "Import Certificate".

A "Certificate" dialog appears. Locate your certificate which is downloaded at and click the "Open" button to import.

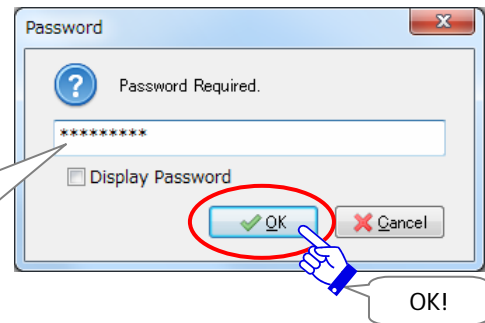
(A client digital certificate name must be "e-Parcel_ [your e-Parcel ID].p12")

*Attention: It is not recommended that the file name of your certificate be changed.



An "Password Required" dialog appears. Enter your password and click the "OK" button.

This password field must be entered your own password which you register to the e-Parcel when you start the e-Parcel service.

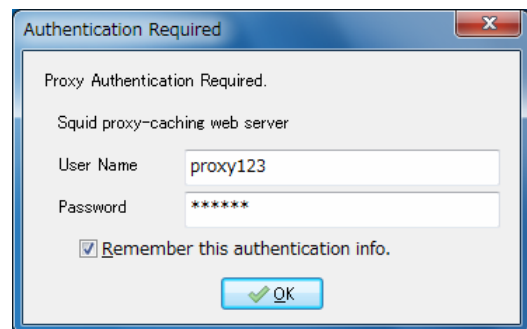


***Attention1:**

If your network is set proxy server and the proxy server requires user authentication, the "Proxy Authentication Required" dialog will appear. Enter your proxy user name and password and click the "OK" button to authenticate.

However, you have already placed a check in the "Remember this authentication info." box to save (P62), the "Proxy Authentication Required" dialog will not appear.

Once you place a check in the "Remember this authentication info." box, the "Proxy Authentication Required" dialog will not appear whenever you import a certificate and login to the server.



* Additionally, if using the proxy server with NTLM or Integrated Windows Authentication, leave blank in all fields of authentication information (User name, Password, Remember...) in the "Proxy Authentication Required" dialog. Then, click the "OK" button. (Therefore, when it is not given any proxy credentials, Windows Single Sign On function will work to apply Windows user account name and password for authentication automatically. However, if you run the previous version 7.0.7012 or lower, your "Windows user account name@domain" as a user name and password must be required to input.)

* If you are not sure of the proxy authentication information, obtain the correct information to ask a network administrator in your company.

* If manual proxy setting is needed, you can manually configure your network after you launch e-Parcel VCN-CommCenter.

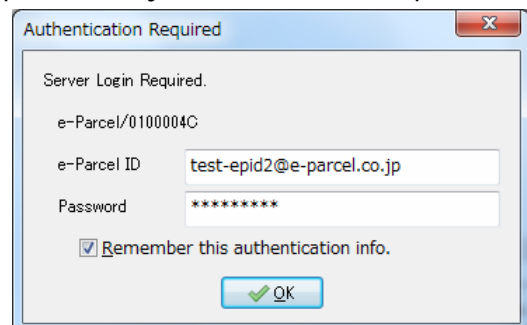
More details on setting the proxy server can be found in the section 2. User Configuration – 4. Proxy Settings – 4-2. Manual Proxy Settings (P60)

***Attention2:**

If the "Password Protect" function is activated on the "e-Parcel Secure Enterprise - Web Browser", a "Server Login Required" dialog will appear. Enter your e-Parcel ID and password and then click the "OK" button to authenticate.

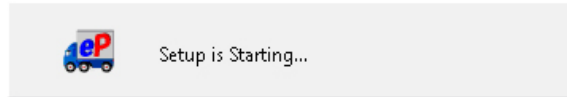
However, you have already placed a check in the "Remember this authentication info." box to save (P64), a "Server Login Required" dialog will not appear.

Once you place a check in the "Remember this authentication info." box, a "Server Login Required" dialog will not appear whenever you import a certificate and login to the server.

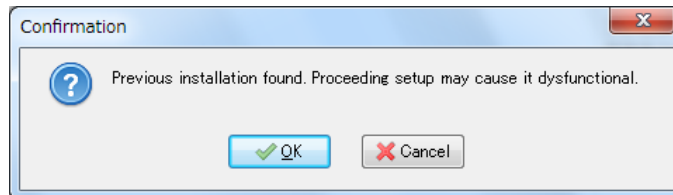


*Refer to P63 2. User Configuration – 5. Login Password Authentication (Option function)

The message "Setup is Starting" must appear when a client digital certificate is being configured for e-Parcel software. (When a certificate has completed to import, a client certificate file will automatically be deleted.)

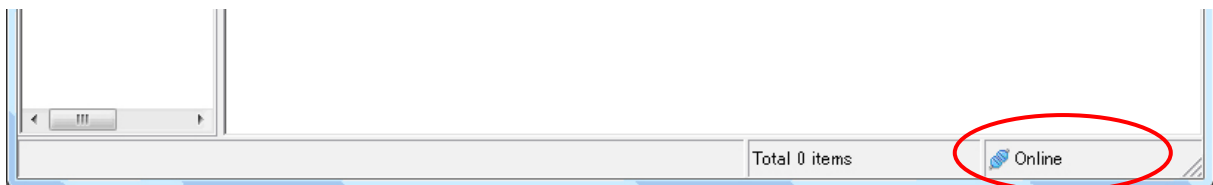


*If previous installation authenticated with same e-Parcel ID found, the confirmation dialog may appear. There may exist another client in which the same certificate has been imported. Proceeding setup may cause it dysfunctional such as delivery failure. For example, a data authenticated with previous setup can be sent and received no longer. Click the "OK" button to proceed, if you permit.



When importing certificate is successfully completed, it should come online. The display "Online" usually appears on the bottom-right of the VCN-CommCenter GUI.

*If the display "Offline" appears, verify your network configuring.
Refer to P60 2. User Configuration – 4. Proxy Settings – 4-2. Manual Proxy Settings



Option

This command will display the “Option Config” dialog.

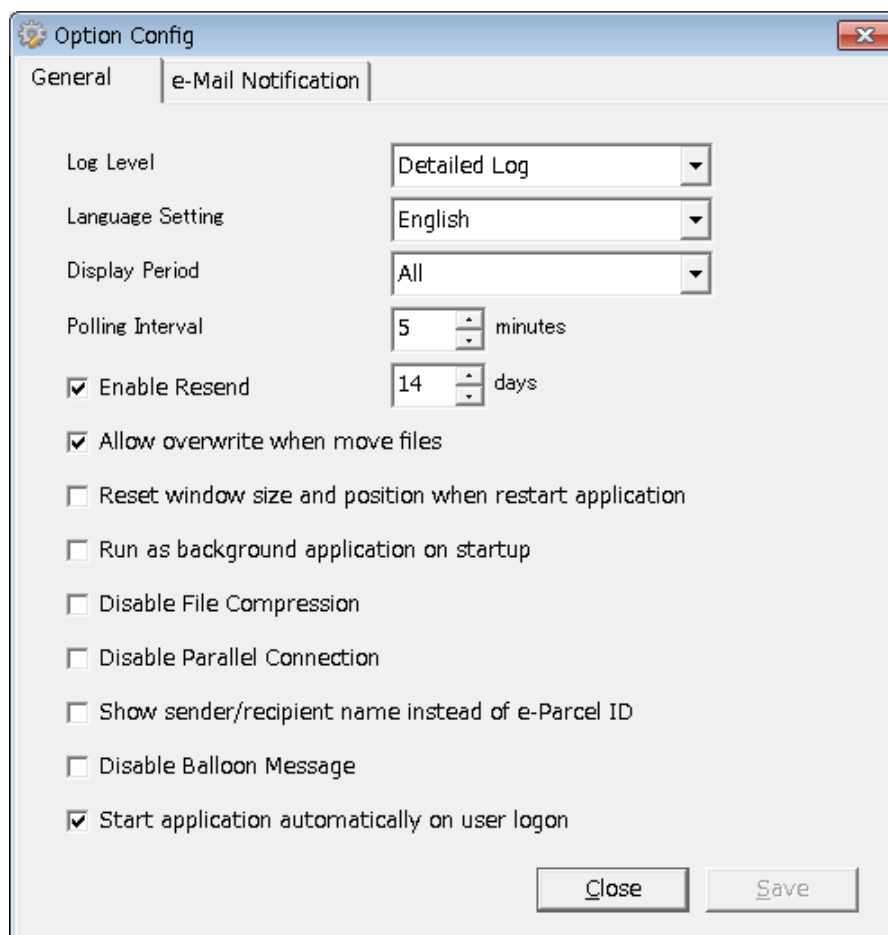
On the “General” tab, these options for the VCN-CommCenter have been pre-set as default in the beginning. If necessary, you have the ability to modify the option configurations.

[*Refer to P69 3. Option Configuration](#)

On the “e-Mail Notification” tab, this option is your SMTP server configurations only for using the “e-Mail Notification” function. The “e-Mail Notification” function of VCN-CommCenter enables individuals to notify by e-mail when new item is sent or received. The e-mail notifications also contain as same subject, message and files/folders name as new sent or received items.

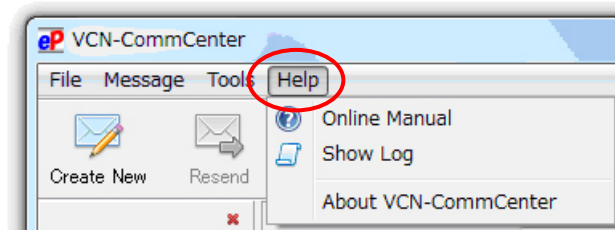
[Refer to P84 4. E-mail Notification \(Option function\)](#)

[Option] Option Config> “General” tab (Default settings)




2-4. Help

This set of Help command(s) will provide you with general information about the VCN-CommCenter.



Online Manual

This command will provide the user manual (.pdf) on the web site. The manual downloading page appears on your web browser. The user manual will comprehensively introduce and explain about configuration, functions and each operation including installation for the software of the e-Parcel VCN-CommCenter 7.0.

*The "Online Manual" menu parallels the "Online Manual" pop-up menu opened by right-clicking  e-parcel icon on the taskbar.

Show Log

This command will display application message log which VCN-CommCenter output to a file (vcncc.log) depends on the Log Level. This application message log displayed may provide insight as to why certain issues are occurring. (Figure 73)

*The “Show Log” menu parallels the “Show Log” pop-up menu opened by right-clicking  e-parcel icon on the taskbar.

[Log Level (Default)]: Detailed Log (A log file is archived once a week.)

*Refer to P71 3. Option Configuration – 1. Log Level

*A current log file (vcncc.log) is output to: C:\e-Parcel\VCN-CommCenter

*A log file is archived to: C:\e-Parcel\VCN-CommCenter\logs

How to Show Current Log

To show a current log (vcncc.log), access the VCN-CommCenter menu bar “Help” > “Show Log”. The “Application Log” dialog appears to show the current log.

The “Current Log” button will promptly reload a current log file. If a log file added to the archives has been shown, the current log will be restored on the “Application Log” dialog.

*A current log file (vcncc.log) is output to: C:\e-Parcel\VCN-CommCenter

[Show Log] Application Log dialog (Current Log)

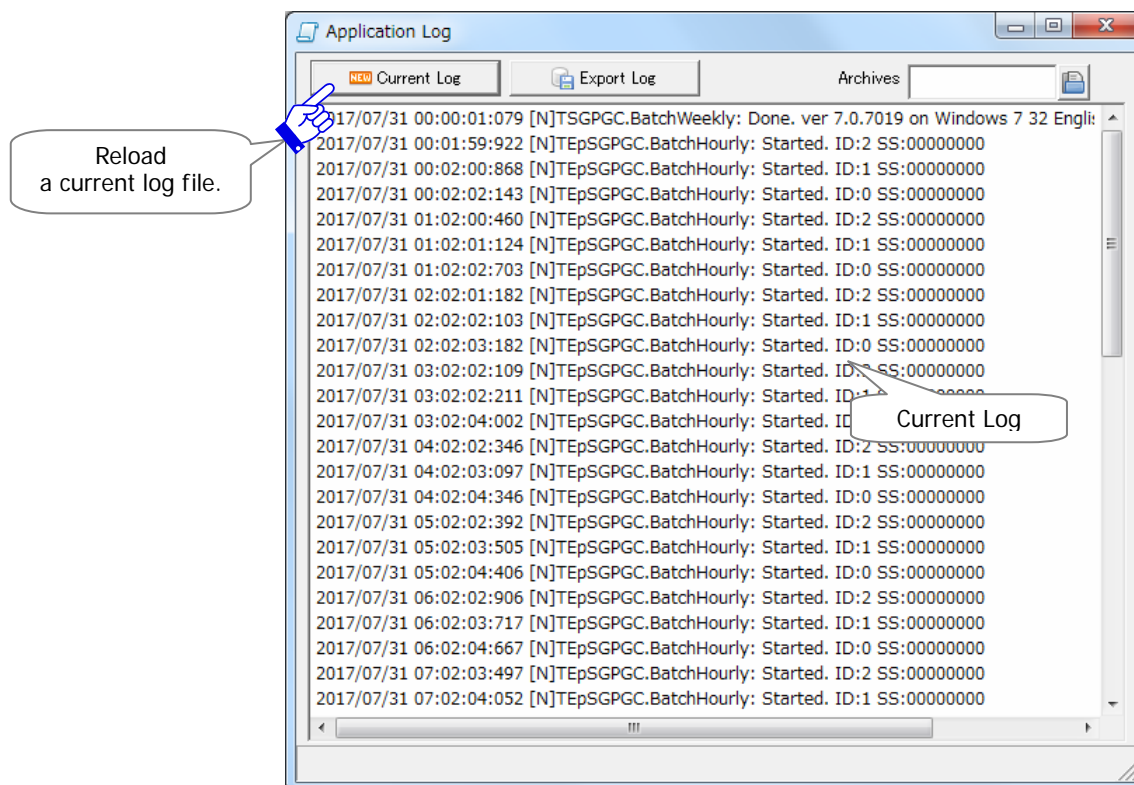


Figure 73

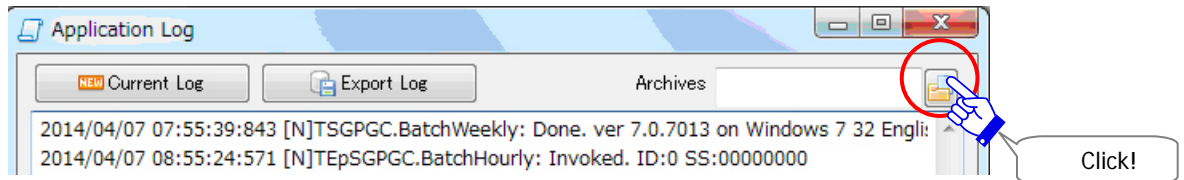
How to Show Log from Archives

A log file will be archived periodically depending on the log level. If log files have been archived to the "logs" folder, you can view an archive log on the "Application Log" dialog.

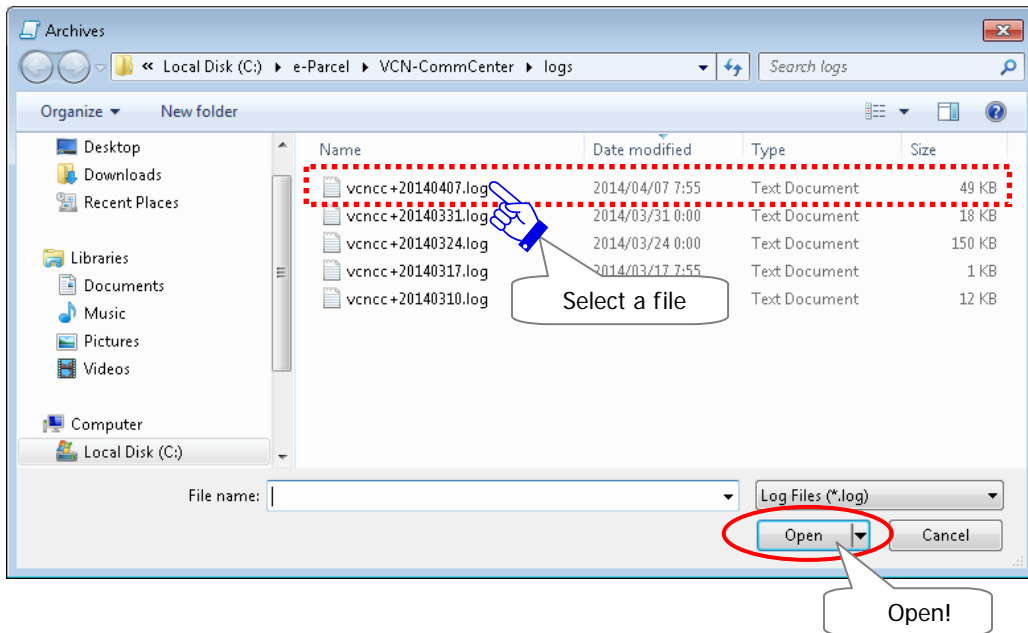
*A log file is archived to: C:\e-Parcel\VCN-CommCenter\logs

Click the select file button next to the "Archives" field on the "Application Log" dialog.

*This button is activated after a log file has been archived to the "logs" folder.



The "Archives" dialog appears. Select an archive file from the "logs" folder. When your selection has been made, an archive file name will be shown in the "File name" field.

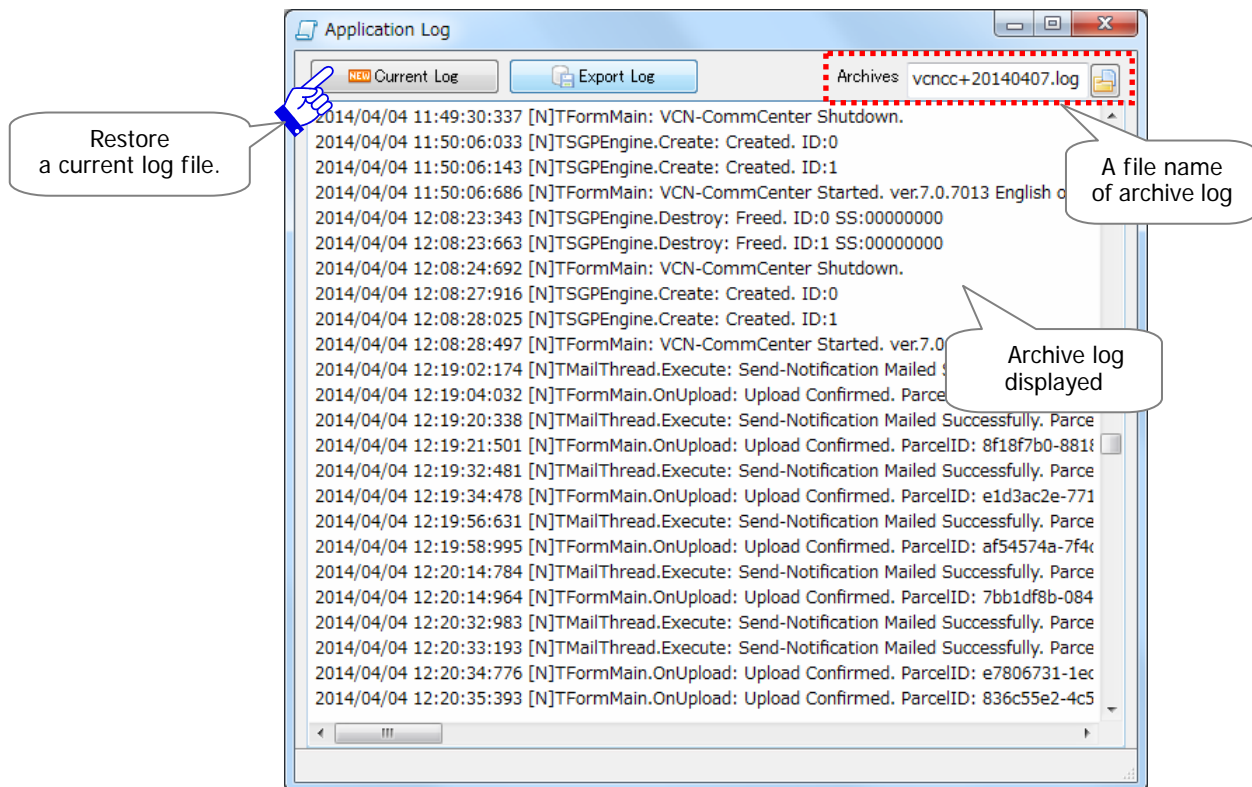


Click the "Open" button after selecting an archive file.

An archive log selected will be shown on the “Application Log” dialog. Also, an archive file name will be shown in the “Archives” field.

While an archive log file has been shown, the current log will be restored on the “Application Log” dialog by clicking the “Current Log” button.

[Show Log] Application Log dialog (Archives)

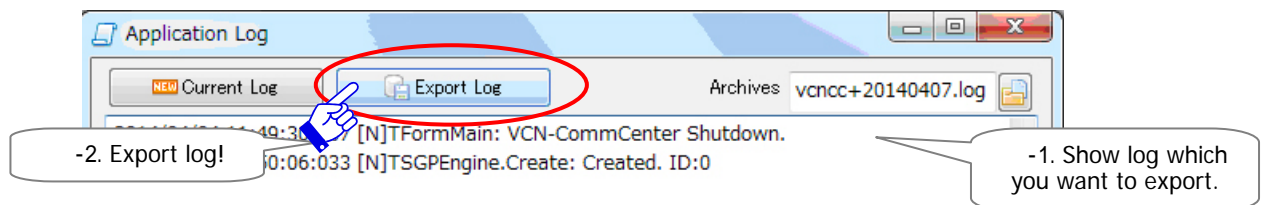


How to Export Log

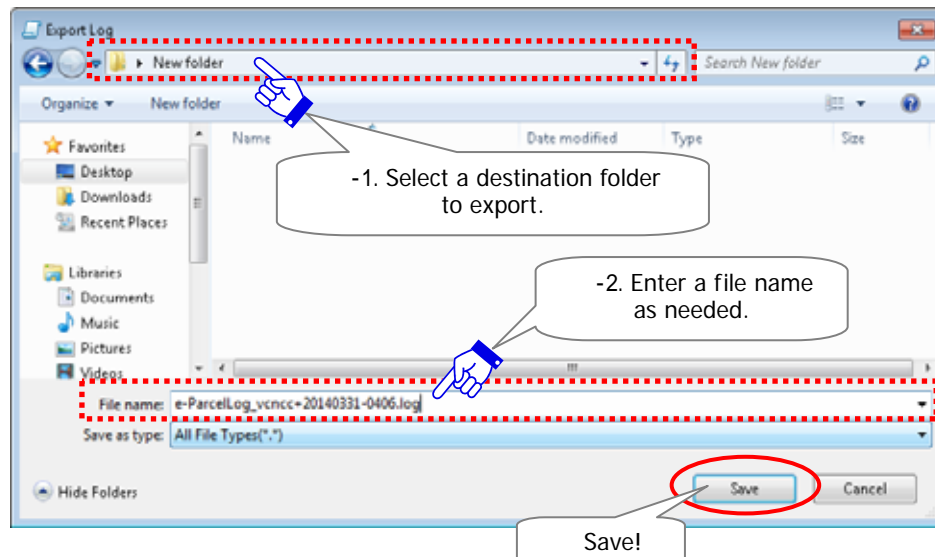
Once you show the current or archive log on the “Application Log” dialog, the log will be available to export as a file.

On the “Application Log” dialog, show the either current or archive log which you want to export and then click the “Export Log” button.

*Refer to P109 How to Show Current Log / P110 How to Show Log from Archives

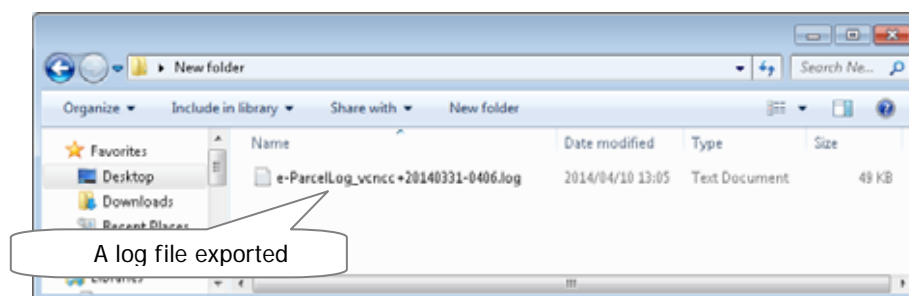


An “Export Log” dialog appears. Select your desktop or another convenient location in the “Save in” field to export a file. As needed, change a file name in the “File name” field.




To begin exporting a file, click the “Save” button.

After exporting completed, locate a log file in the specified folder.



About VCN-CommCenter

This command opens the “VCN-CommCenter 7.0” dialog which displays the application name and version information, URL of our web site and e-mail address of e-Parcel Customer Support. (Figure 74)

*The “About VCN-CommCenter” menu parallels the “About VCN-CommCenter” pop-up menu opened by right-clicking  e-parcel icon on the taskbar.

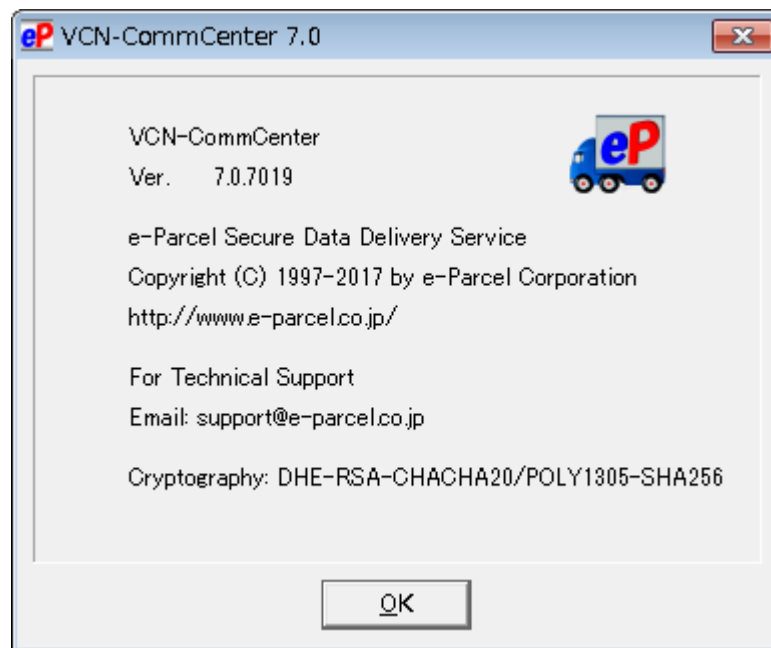


Figure 74

3. Tool Bar

The tool bar of VCN-CommCenter GUI, displays buttons to execute quick commands including **[Create New] • [Resend] • [Reply] • [Reply All] • [Forward] • [Delete] • [Address Book] • [Certificate] • [Reload]**. Nine (9) options parallel the menu commands detailed in the menu bar section of this manual. (Figure 75)

[ex.] Tool Bar (When a received item is selected in Inbox)

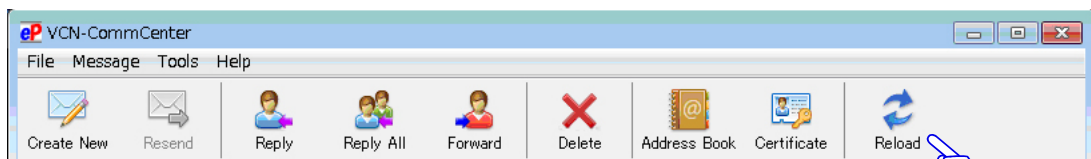


Figure 75

3-1. Create New

The "Create New" button will create a new item to send. A "Send Dialog" dialog appears.

*The "Create New" button parallels the menu bar Message > "Create New".

*Refer to P154 7. Sending



3-2. Resend

The "Resend" button will resend same items to same recipients only within the resend period from a day when item has been sent. The "Resend" button will only be enabled once a sent item is selected within Outbox. When an item has been resent, the "Resend" button will be disabled for a resent item.

*The "Resend" button parallels the menu bar Message > "Resend".

*Attention: The "Resend" button is only enabled if the "Enable Resend" box is placed a check in the "Option Config" dialog. (from the menu bar "Tools" > "Option")

(Default: Enable Resend: Yes / Resend Period: For 14 days)

Refer to P75 3. Option Configuration - 5. Resend Setting



3-3. Reply

The "Reply" button will create an item to respond to your sender. The "Reply" button will only be enabled once a received item is selected within Inbox. Simply click the "Reply" button and a "Send Dialog" box will open and include the original message.

*The "Reply" button parallels the menu bar Message > "Reply".



3-4. Reply All

The "Reply All" button will create an item to respond to your sender including CC, BCC. The "Reply" button will only be enabled once a received item is selected within Inbox. Simply click the "Reply All" button and a "Send Dialog" box will open and include the original message.

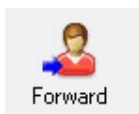
*The "Reply All" button parallels the menu bar Message > "Reply All".



3-5. Forward

The "Forward" button will create an item to forward a received item to another recipient. The "Forward" button will only be enabled once a received item is selected within Inbox. Simply click the "Forward" button and a "Send Dialog" box will open. Enter e-Parcel ID of recipients to forward.

*The "Reply All" button parallels the menu bar Message > "Reply All".



Caution: Once you move the attached files and/or folders ("Item Moved"), it is not attached to the "Send Dialog" when you click the "Forward" button. You can no longer forward the attachments from Inbox. If you want to forward the attachment(s), please be advised you to forward the attachments before moved. (If item moved, reattach that saved in a destination folder specified.)

3-6. Delete

This command will delete an item(s) from Inbox or Outbox. This command will only be enabled once an item(s) is selected in either of Inbox or Outbox, after the status has been "Upload Complete" in Outbox or "Delivery Confirmed" in Inbox.

*When recipient delete an inbox item "Delivery Confirmed" (which has not been opened or moved yet), the status of a sender's outbox will be updated to "Item Deleted".

Once an item(s) has been deleted, that item(s) is never restored.

*The "Delete" button parallels the menu bar Message > "Delete".



	<p>Caution: When a file(s)/folder(s) attached has not been moved yet (The status is "Delivery Confirmed" or "Item Opened"), once an item(s) has been deleted, a file(s)/folder(s) attached is deleted at the same time. Therefore, please be advised you to move a file(s)/folder(s) attached before an item is deleted.</p> <p>*Refer to P209 8. Receiving - 3. Receiving Parcel Detail - 3-3. Tool Bar on the Receiving Parcel Detail - Move File</p>
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3-7. Address Book

The "Address Book" button will display your address book, and allows you to select address and enter new address. An "Address Book" dialog appears.

*The "Address Book" button parallels the menu bar Tools > "Address Book".

*Refer to P124 6. Address Book



3-8. Certificate

The "Certificate" button will allow you to verify the information listed on your installed client digital certificate. A "Certificate" dialog appears. (P100) This dialog just displays to show your certificate information, not to configure. After verifying, click the "OK" button to close.

*The "Certificate" button parallels the menu bar Tools > "Certificate".



3-9. Reload

The "Reload" button will promptly check for any items pending delivery and track the latest status by polling to the e-Parcel server.

*The "Reload" button parallels the menu bar File > "Reload".

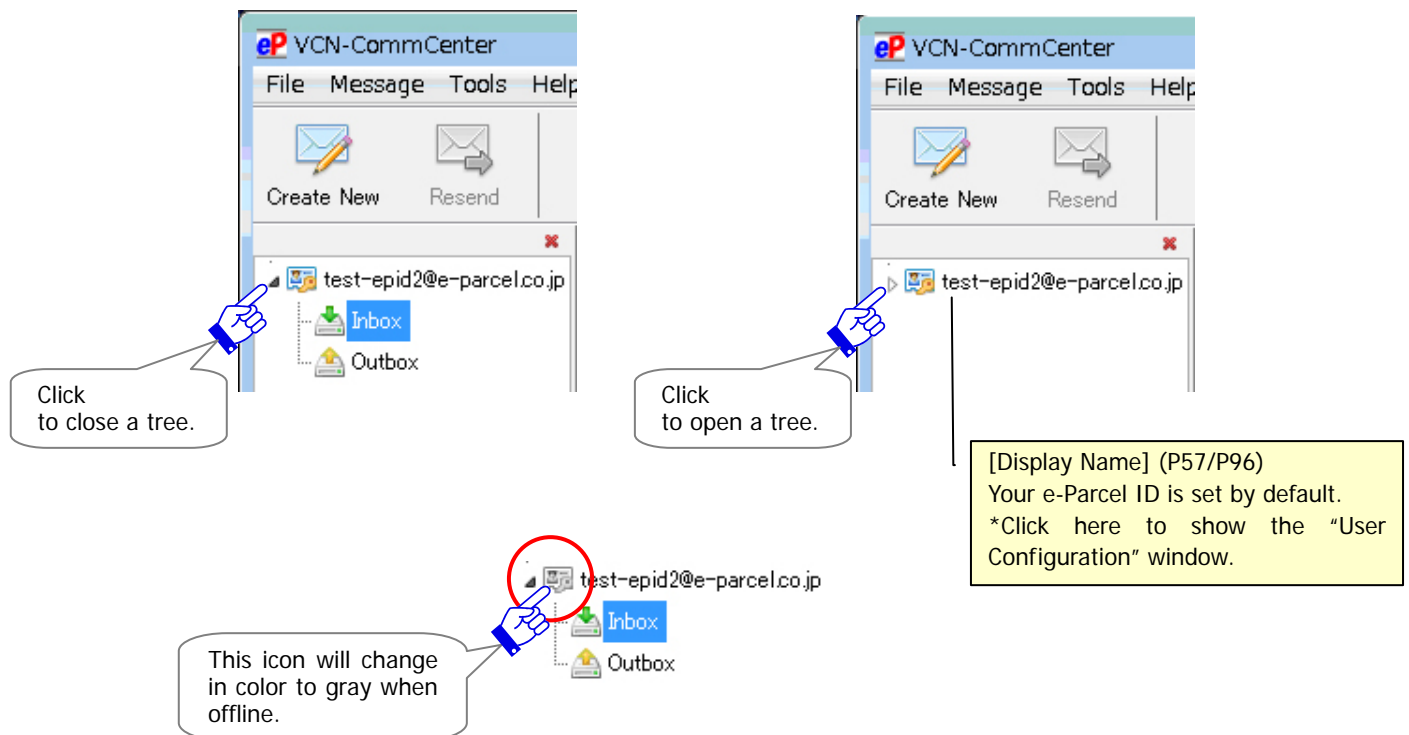


4. Tree View

The “Tree View” on the upper-left side of the VCN-CommCenter GUI, it displays the folder tree of each e-Parcel ID (Client digital certificate) which is configured in the e-Parcel software. User's **[Display Name]** is displayed on the top of each folder tree. You can access the **[Outbox]** and **[Inbox]** from the folder tree below the certificate icon.

[ex.] Folder tree (Default: Open)

[ex.] Folder tree (Close)



4-1. Display Name

On the just right of certificate icon of the folder tree, **[Display name]** is an identification name (e-Parcel ID) configured in the VCN-CommCenter. When you click the [Display Name] field, the “User Configuration” window appears on the List view. On this window, you can change the [Display Name] which is displayed on the folder tree.

(*P57 Display Name: Your e-Parcel ID is set by default.)

User Configuration window

The user configurations are included some significant settings for use of the VCN-CommCenter. If any settings are changed on the User Configuration window, you must click the “Save” button to take effect.

*Refer to P55 2. User Configuration

Disable e-Parcel ID

An e-Parcel ID (Client digital certificate) configured in the VCN-CommCenter can be disabled. For example, when a new e-Parcel ID has been registered instead of an existing e-Parcel ID, and you don't use an existing e-Parcel ID any longer, we will revoke from the e-Parcel server upon your request. In this case, you must be required to disable an existing e-Parcel ID configured in the VCN-CommCenter.

How to disable e-Parcel ID

To disable an e-Parcel ID configured in the VCN-CommCenter, follow the procedure below.

Right-click the [Display name] on the tree view to open the pop-up menu. Select the **"Disable this ID"** menu. (Figure 76)

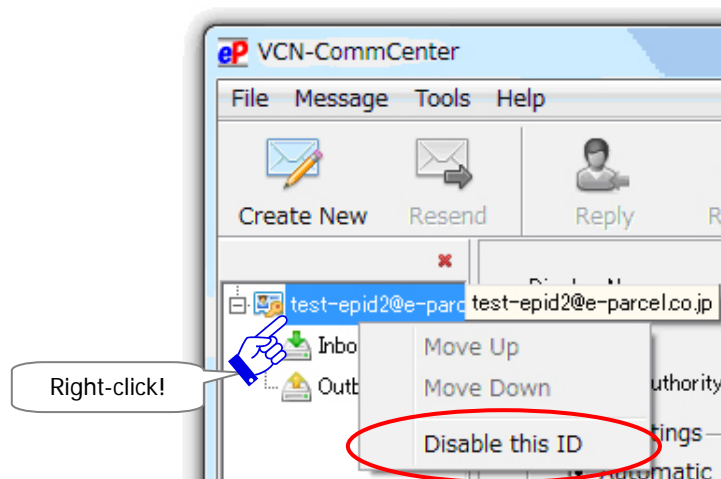
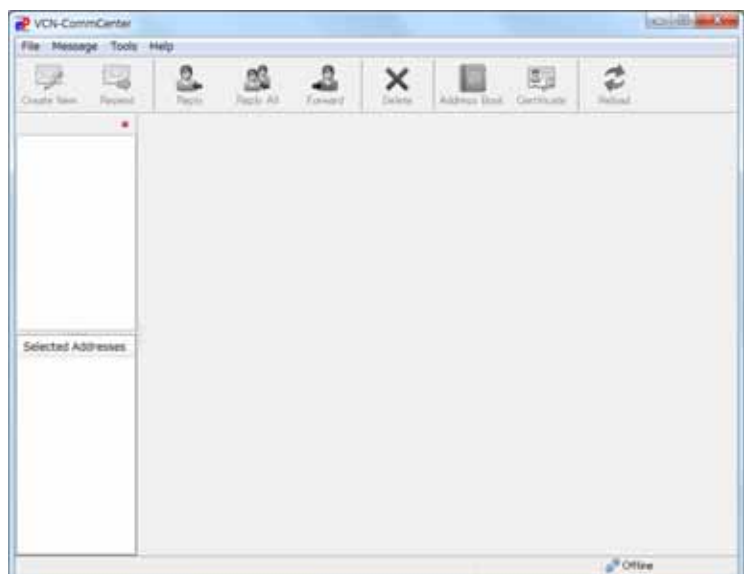


Figure 76

The message "Setup is Starting" must appear while being disabled in the VCN-CommCenter.

When an e-Parcel ID disabled, it will disappear from the tree view on the VCN-CommCenter GUI.

If you want to use a new e-Parcel ID, auto-setup a new client digital certificate in the VCN-CommCenter. Proceed to [P227 11 .Edit / Exchange / Add Digital Certificate](#)



Move Up/Down e-Parcel ID

Multiple e-Parcel ID (Client digital certificate) configured on the VCN-CommCenter are displayed on the tree view. Each folder tree is line in order of setup date. The order of multiple folder tree displayed can be changed on the tree view.

For example, when new e-Parcel ID has been registered (Add), a new folder tree of new e-Parcel ID will be additionally displayed at the time of setup a new client digital certificate on the VCN-CommCenter which an existing e-Parcel ID has already been configured. (P256)

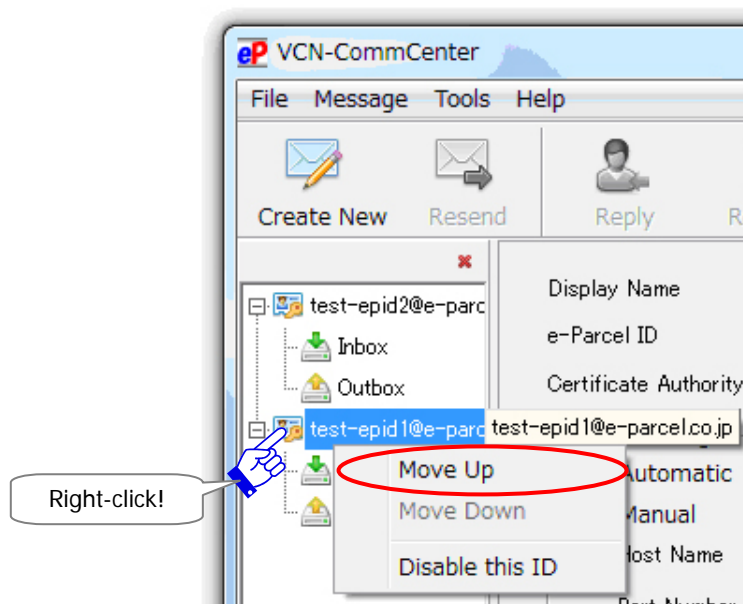
In this case of using multiple e-Parcel ID, if you want to display a folder tree of new e-Parcel ID added on the top of tree view, you can move it up. See just below.

How to move up/down e-Parcel ID

To move up/down an e-Parcel ID configured on the VCN-CommCenter, follow the procedure ~ below.

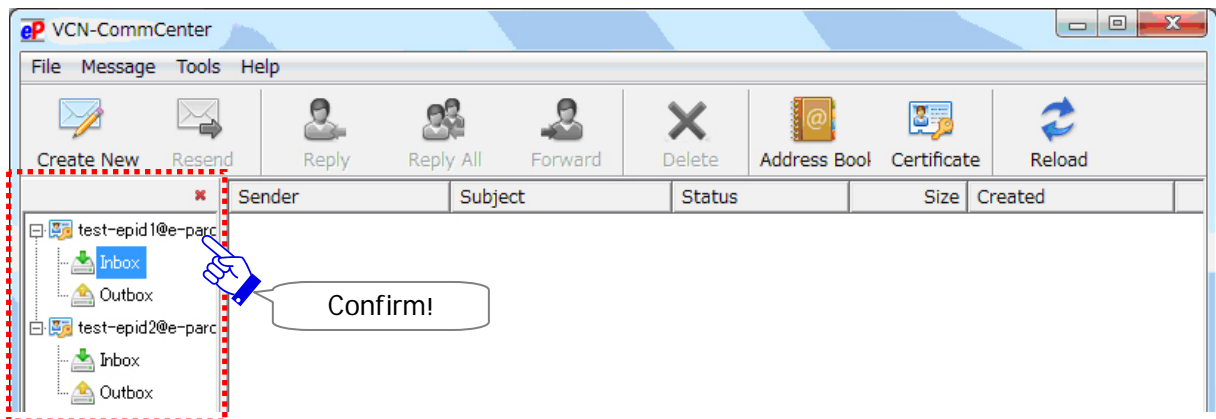
Move Up

Right-click the [Display name] which you want to move on the tree view to open the pop-up menu. Select the “Move Up” menu.



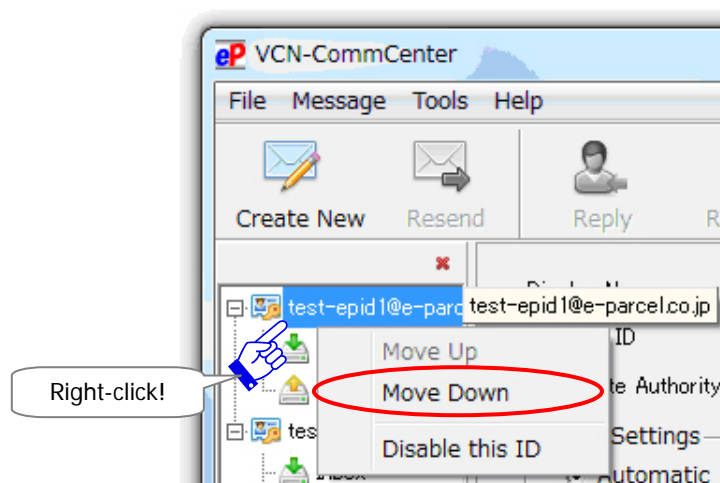
The message “Setup is Starting” must appear while being setup on the VCN-CommCenter.

When setup completed, a specified e-Parcel ID will be moved up on the tree view. Confirm that on the VCN-CommCenter GUI.



Move Down

Also, you can move down a folder tree of e-Parcel ID on the tree view. Right-click the [Display name] which you want to move on the tree view to open the pop-up menu. Select the **"Move Down"** menu.



4-2. Display Inbox

When click **[Inbox]** on the tree view, the received items are listed up on the List view. On Inbox, you can move the attachments, reply and forward the received items. (Figure 77)

*Refer to P201 8. Receiving - 2. Inbox

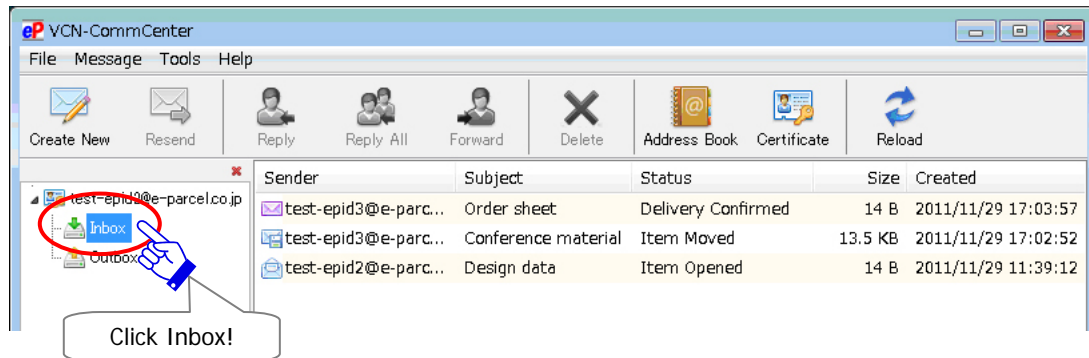


Figure 77

4-3. Display Outbox

When click **[Outbox]** on the tree view, the sent items are listed up on the List view. On Outbox, a sender can track the item delivery status in the Status column. Also, a sender can resend and cancel the sent items. (Figure 78)

*Refer to P183 7. Sending - 2. Outbox

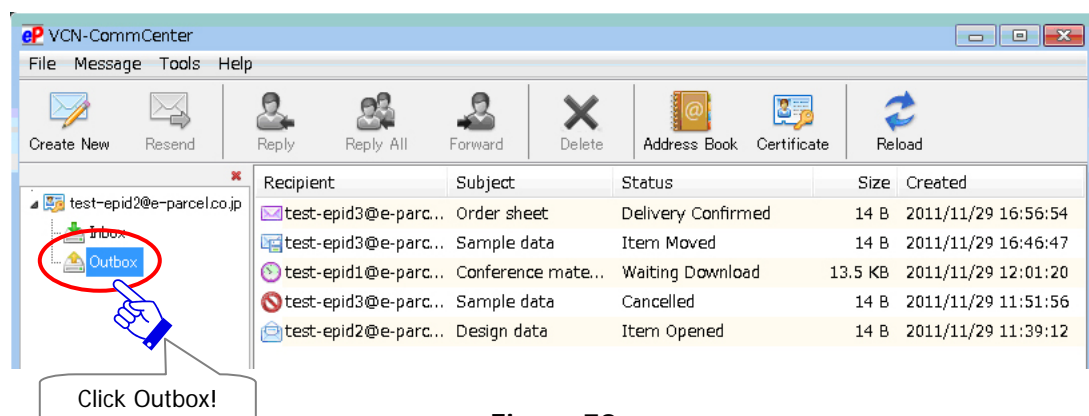
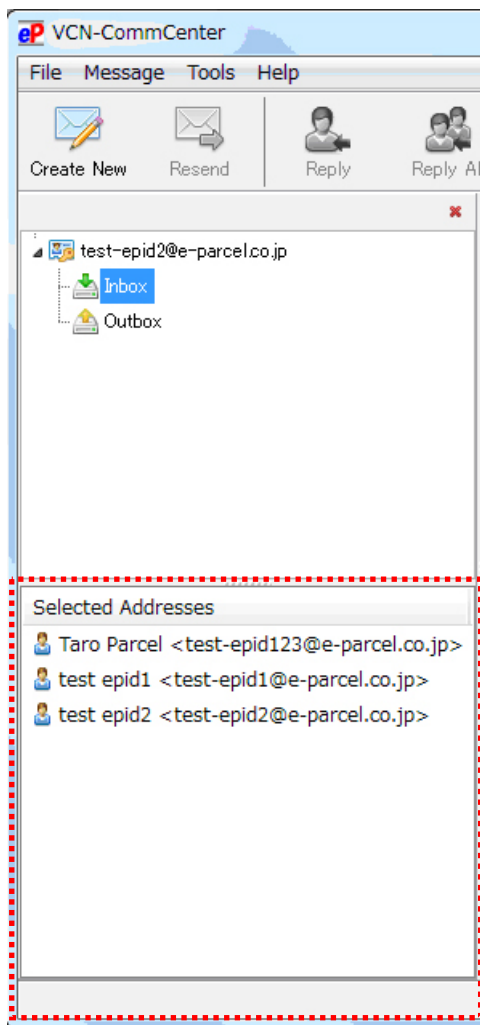


Figure 78

5. Selected Address View



The "Selected Address View" displays the addresses (name <e-Parcel ID>) added to the selected addresses of your address book on the lower-left side of the VCN-CommCenter GUI. (A name is automatically displayed a user name registered to the e-Parcel server.)

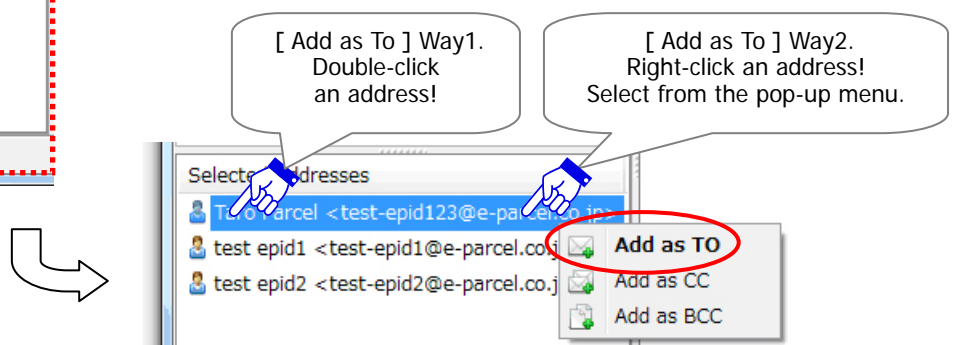
*Refer to P124 6. Address Book

Use of the Selected Address View

Without opening the address book, an address of your address book can be selected to send a new item.

Double-click an address on the "Selected Address View" to open the "Send Dialog" with an address added as "To".

Right-click an address on the "Selected Address View" to open the pop-up menu. Select any of the "Add as TO", "Add as CC" and "Add as BCC" from the pop-up menu.



Show on/ Hide from the Selected Address View

You want to show addresses on / hide addresses from the "Selected Address View", the address book provides the menu to manage the "Selected Addresses" list. When a new address is added to the address book, a new address should appear on both the "Selected Address" tab and the "All Address" tab of the address book.

Once the "Selected Addresses" of the address book has been changed, it will effect a change in the "Selected Address View" of VCN-CommCenter GUI

*Refer to P131 6. Address Book - 4. Show on/ Hide from the Selected Address List

6 Address Book

The VCN-CommCenter provides the "Address Book" as tool for sending items. The following steps will guide you in the Address Book for your operation.

*The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). By using this new function, you can categorize the addresses within some "Group" lists. Also, once the "Group" lists have been created, you can apply the multiple addresses of the "Group" lists to create new item easily. For more details, refer to the latest Users Manual. If users of ver.7.0.7019 or lower wish the "Grouping" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site. URL: <https://www.e-parcel.ne.jp/>

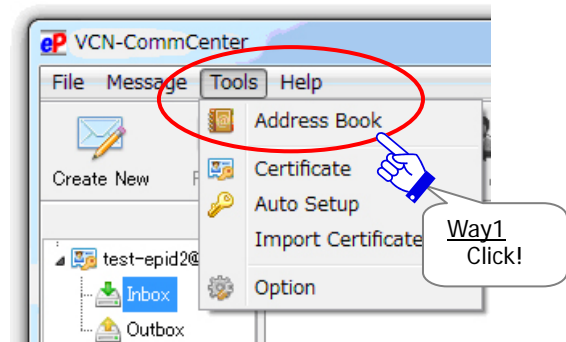
1. Open the Address Book

How to open the Address Book

Please open the "Address Book" dialog in any of the following four (4) ways.

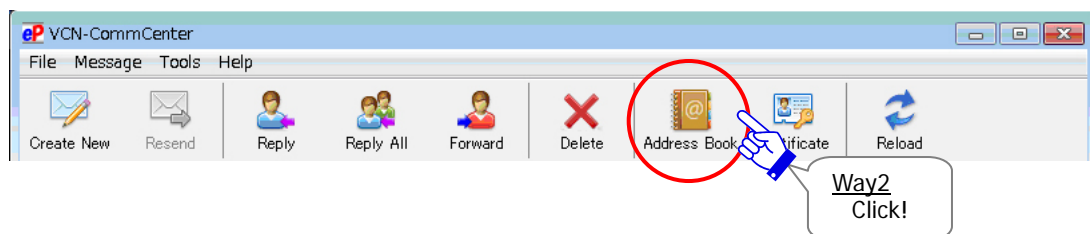
Open by the menu bar

Access the VCN-CommCenter menu bar
"Tools" > "Address Book".



Open by the tool button

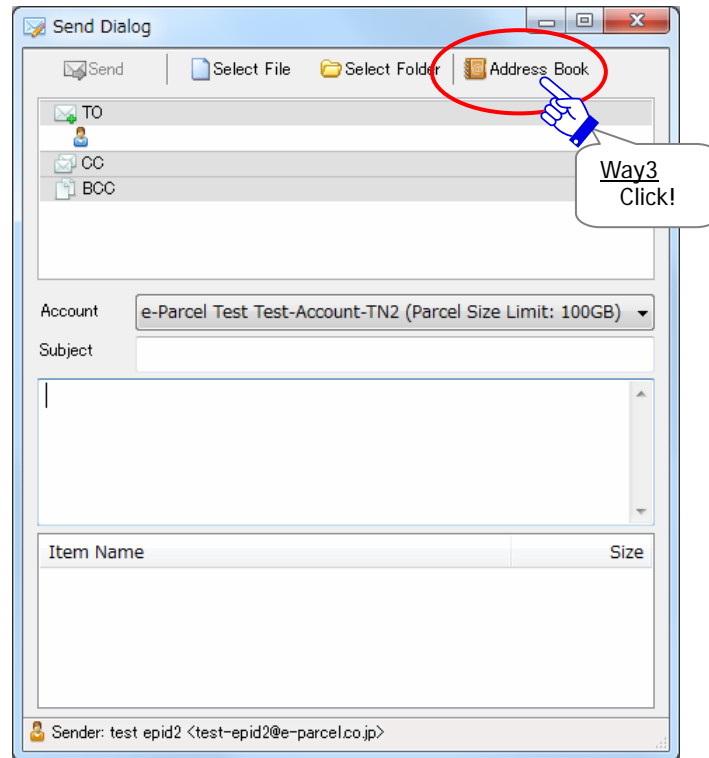
Click the "Address Book" button on the tool bar of the VCN-CommCenter.



Open from the Send Dialog

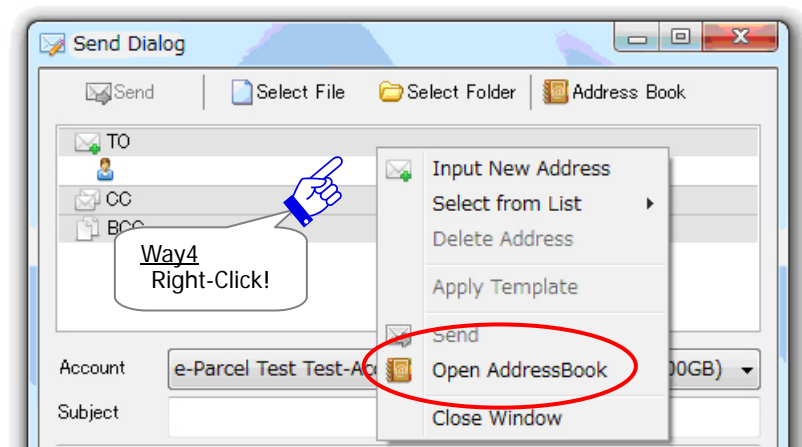
The “Address Book” button

To open the “Send Dialog”, click the “Create New” button on the tool bar of VCN-CommCenter. Then click the “Address Book” button on the Send Dialog.



The “Open Address Book” pop-up menu

Right-click any of the “TO”, “CC” and “BCC” fields on the Send Dialog to open the pop-up menu. Click the “Open Address Book” menu.



The Address Book dialog

The "Address Book" dialog appears by any of the above ways. (Figure 79)

The "Address Book" dialog is including two tabs of the "Selected Addresses" and "All Addresses" tab.

*To sort the address by user name registered (in ascending order/in descending order), click the bar marked "Address List" on the Address Book.

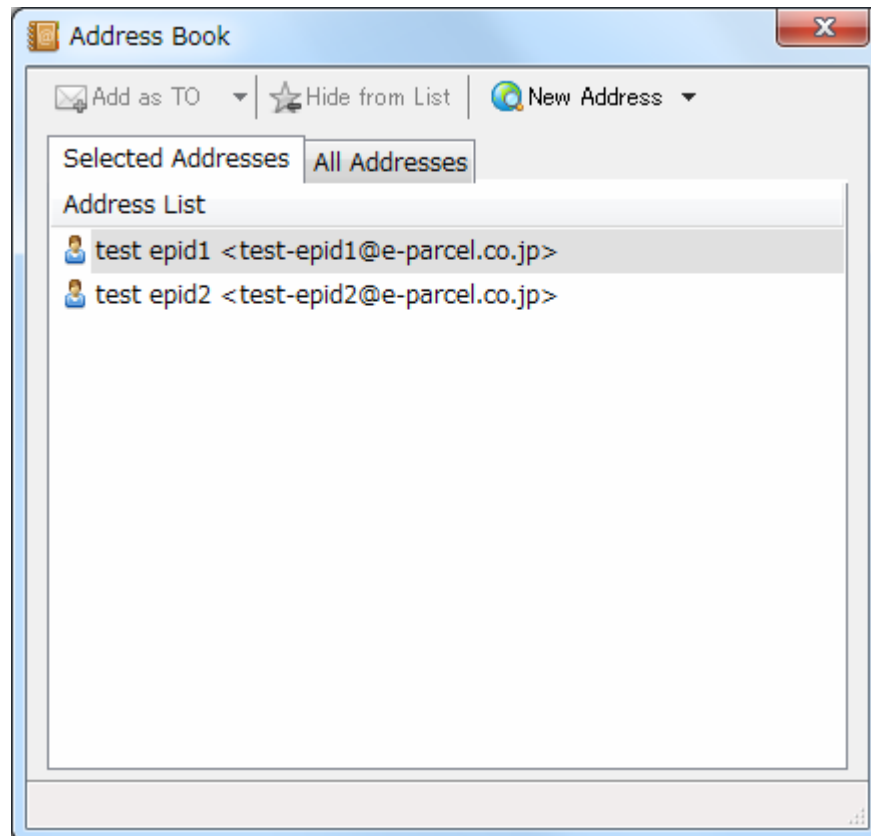




Figure 79

2. Add New Address

When the VCN-CommCenter is online, new address (e-Parcel ID) can be added to the "Address Book" by either of the following two (2) ways.

	Caution: Unregistered e-Parcel ID and unknown ID will NOT be added.
	Warning: When a new address is added to the "Address Book", the VCN-CommCenter will poll the e-Parcel server to confirm whether an e-Parcel ID is registered or not. Therefore, the VCN-CommCenter must be required online .

Add automatically when sending and receiving


When an item has completed to send and receive, e-Parcel ID should be added automatically to the "Address Book".

At the Sending

When an item has completed to send, recipient's e-Parcel ID entered in any of the "TO", "CC" and "BCC" fields on the Send Dialog should automatically be added to the "Address Book".

At the Receiving

Also, when an item has received, sender's e-Parcel ID should automatically be added to the "Address Book".

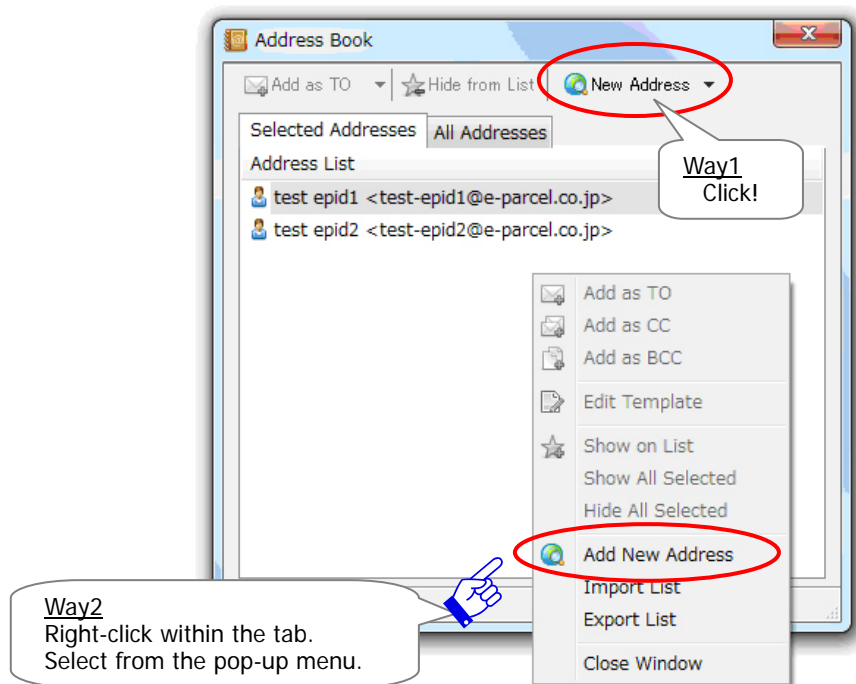
	Note: When name or e-Parcel ID of an address which has been added to the "Address Book" is edited on the e-Parcel server, it will automatically effect a change in the "Address Book" after sending an item to the e-Parcel ID or receiving an item from the e-Parcel ID just in case.
---	---

Add manually by menu on the address book

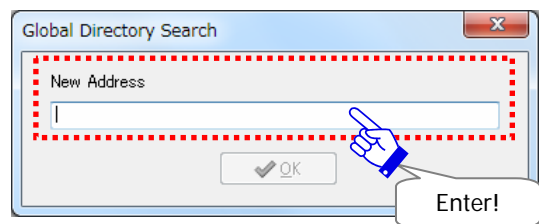
The menu on the address book is used to manually add new address (e-Parcel ID) to the "Address Book".

Click the "New Address" button on the address book.

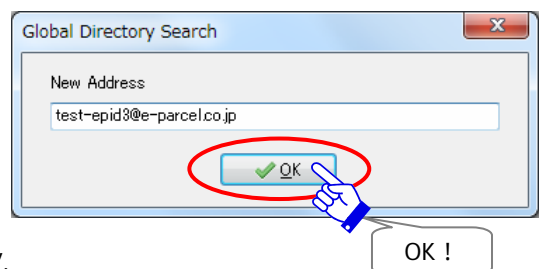
Or right-click within the tab on the address book to open the pop-up menu. Select the "Add New Address" menu.



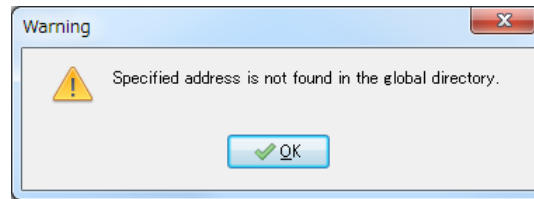
The "Global Directory Search" dialog appears, requesting a New Address (e-Parcel ID).



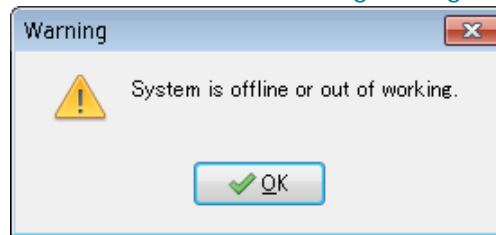
Complete a New Address (e-Parcel ID) requested. Verify that a New Address matches the registered e-Parcel ID of your e-Parcel recipient; otherwise any new address will not be added. Once a new address is entered, click the "OK" button to return to the "Address Book".



*Unregistered e-Parcel ID and unknown ID will NOT be added. If it is entered and you click the "OK" button, the "Warning" dialog below will appear.

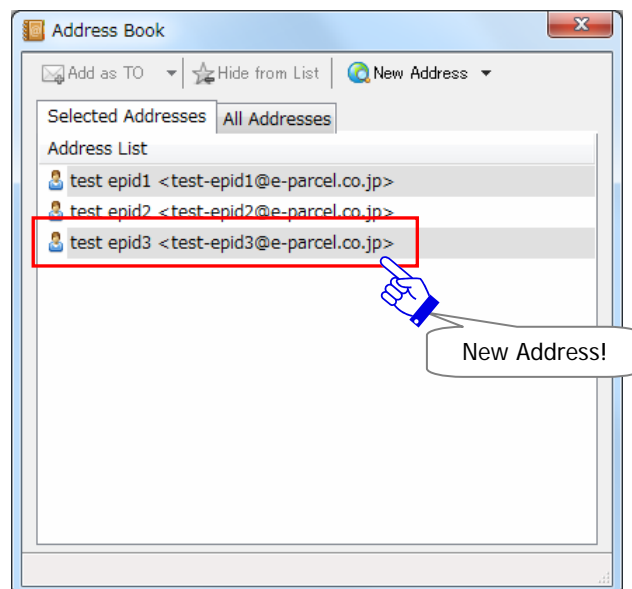


*When a New Address is added to the "Address Book", the VCN-CommCenter will poll the e-Parcel server to confirm the e-Parcel ID registration. Therefore, the VCN-CommCenter must be required online. If it is offline, the "Warning" dialog below will appear.



The new address should appear on both the "Selected Address" tab and the "All Address" tab of the address book. A user name of added a new address (e-Parcel ID) is also automatically displayed a user name registered to the e-Parcel server.

*Refer to P270 APPENDIX 2. - 2. Edit User info / Change Password





3. Group e-Parcel ID (Option function)

*When using Group e-Parcel ID, it must require applying and registering in advance.

The e-Parcel secure data delivery service provides the additional option function with the ability to easily send an item to multiple e-Parcel ID by just set one registered e-Parcel ID as multiple recipients. If you wish to use this "Group e-Parcel ID" function, both registrations for e-Parcel ID as a parent and children must be required in advance.

What's Group e-Parcel ID?

The "Group e-Parcel ID" will be enabled in case that multiple e-Parcel ID as children belong to an e-Parcel ID as a parent. This parent e-Parcel ID should be defined as the "Group e-Parcel ID". When you send an item to a "Group e-Parcel ID" as a parent, this item will be delivered to all e-Parcel ID as children who belong to a "Group e-Parcel ID". The "Group e-Parcel ID" is also available to manually add to the Address Book. This function will be useful for some customers who wish the broadcast transmissions through the e-Parcel secure data delivery service.

	<p>Caution: When you wish to use the "Group e-Parcel ID" function, it must require applying and registering both e-Parcel ID as a parent and children in advance. Also, when you wish to change the "Group e-Parcel ID" registered, it must require applying and editing e-Parcel ID in advance. Please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp).</p>
	<p>Caution: Before sending items to the "Group e-Parcel ID", please carefully note that all e-Parcel ID as children who belong to the "Group e-Parcel ID" must be required to complete installation in advance. If sending an item to a "Group e-Parcel ID" including at least one of e-Parcel ID as children who has not completed to install the application yet, the delivery status will show "Unknown Recipient" and then this item will be failed in sending to all e-Parcel ID as children.</p>

Add Group e-Parcel ID to Address Book

The "Group e-Parcel ID" is available to add to the Address Book by the two (2) ways described in the above section.

*Unregistered e-Parcel ID and unknown ID will NOT be added to the Address Book.

Once you have sent an item to the "Group e-Parcel ID", all e-Parcel ID as children only are automatically added to the Address Book. (In this case, a "Group e-Parcel ID" as a parent is NOT added to the Address Book.)

To add a "Group e-Parcel ID" as a parent to the Address Book, manually add as new address to the Address Book. In this case, only a "Group e-Parcel ID" as a parent is added.

4. Show on/ Hide from the Selected Address List

Once new address is added to the "Address Book", a new address should appear on both the "Selected Address" tab and the "All Address" tab. The address book provides the menu to manage the "Selected Address" list.

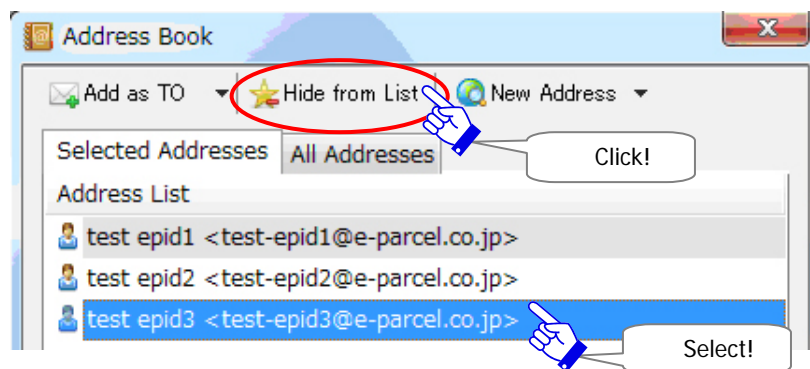
Hide from the "Selected Address" list

An address (e-Parcel ID) should appear only on the "All Address" tab of the address book after hiding from the "Selected Address" list. There are the following two (2) ways to hide from the "Selected Address" list.

*Also, an address (e-Parcel ID) hidden from the "Selected Address" list should NOT appear on the "Selected Address View" and the pop-up menu "Select from list" when right-clicking any of the "TO", "CC" and "BCC" fields on the Send Dialog to open. (P137)

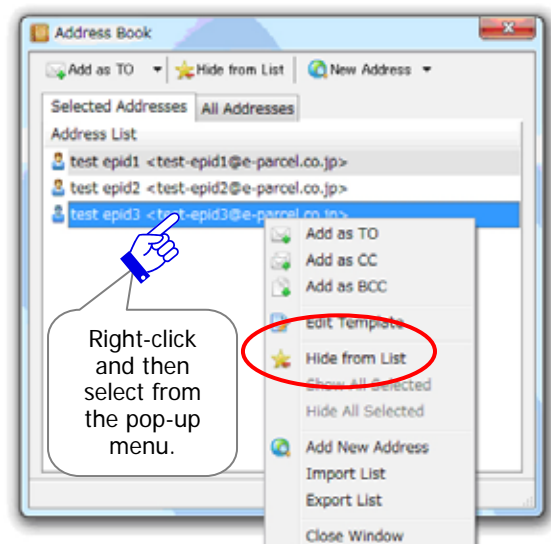
Way1. The "Hide from List" button

The "Hide from List" button is used an e-Parcel ID to hide from the "Selected Address" list. Select an e-Parcel ID from the "Selected Address" tab or the "All Address" tab of the address book. Click the "Hide from List" button on the address book.



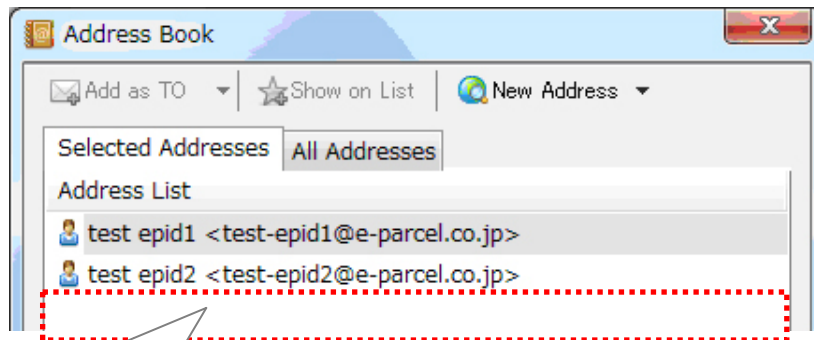
Way2. The "Hide from List" pop-up menu

The "Hide from List" pop-up menu is used an e-Parcel ID to hide from the "Selected Address" list. Select an e-Parcel ID from the "Selected Address" tab or the "All Address" tab of the address book. Right-click it to open the pop-up menu. Select the "Hide from List" menu.



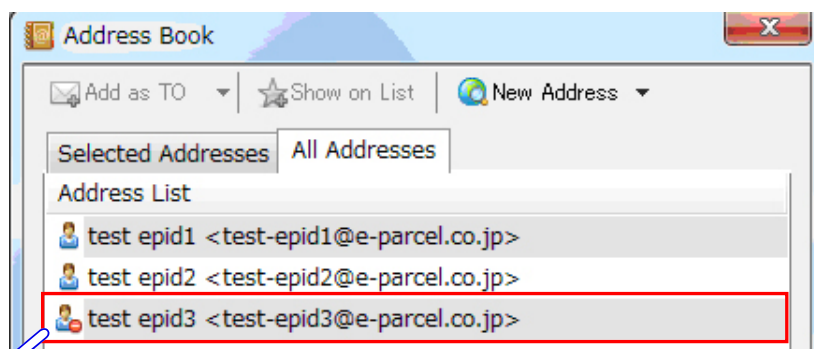


The [Selected Address] tab



An address is no longer listed on the "Selected Address" list.

The [All Address] tab



An address with "-" (minus) is listed on the "All Address" tab only.



Note: The "Hide All Selected" pop-up menu is used multiple e-Parcel ID to hide from the "Selected Address" list. To select more than one e-Parcel ID at a time, hold down the <Shift> or <Ctrl> key while selecting e-Parcel ID using your mouse button. Select multiple e-Parcel ID from the "Selected Address" tab or the "All Address" tab of the address book. Right-click those to open the pop-up menu. Select the "Hide All Selected" menu.

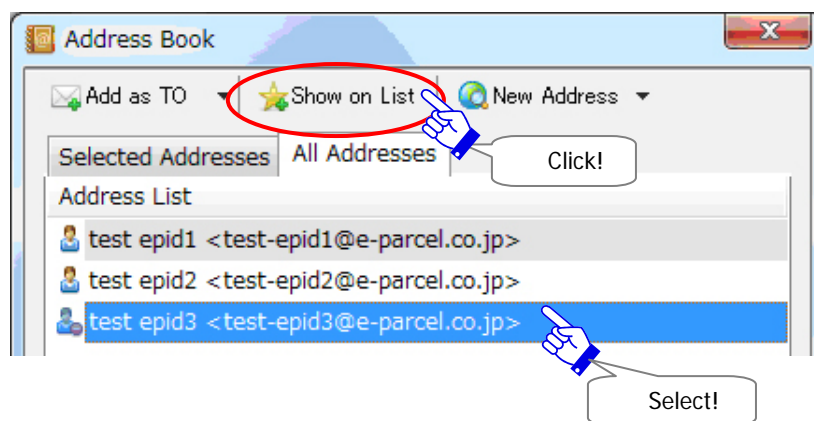
Show on the "Selected Address" list

An address (e-Parcel ID) should appear only on the "All Address" tab of the address book after hiding from the "Selected Address" list. There are the following two (2) ways to show on the "Selected Address" list.

*Also, an address (e-Parcel ID) shown on the "Selected Address" list should appear on the "Selected Address View" and the pop-up menu "Select from list" when right-clicking any of the "TO", "CC" and "BCC" fields on the Send Dialog to open. (P137)

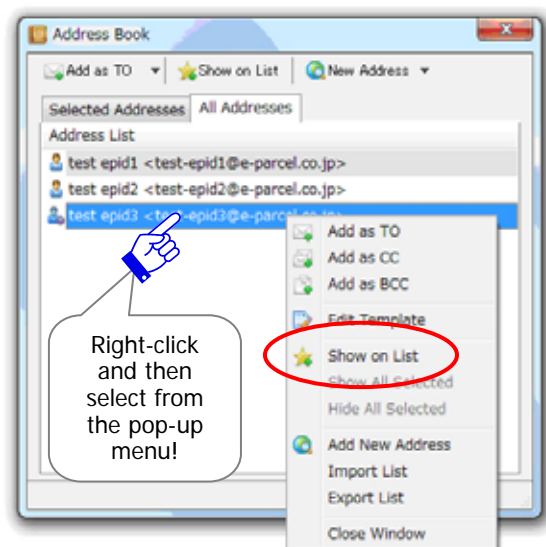
Way1. The "Show on List" button

The "Show on List" button is used an e-Parcel ID to show on the "Selected Address" list. Select an e-Parcel ID from the "All Address" tab of the address book. Click the "Show on List" button on the address book.



Way2. The "Show on List" pop-up menu

The "Show on List" pop-up menu is used an e-Parcel ID to show on the "Selected Address" list. Select an e-Parcel ID from the "All Address" tab of the address book. Right-click it to open the pop-up menu. Select the "Show on List" menu.





Note: The “Show All Selected” pop-up menu is used multiple e-Parcel ID to show on the “Selected Address” list. To select more than one e-Parcel ID at a time, hold down the <Shift> or <Ctrl> key while selecting e-Parcel ID using your mouse button. Select multiple e-Parcel ID from the “All Address” tab of the address book. Right-click those to open the pop-up menu. Select the “Show All Selected” menu.

5. Select address from the Address Book

When you create a new item to send, the "Address Book" can be used to select recipients e-Parcel ID.

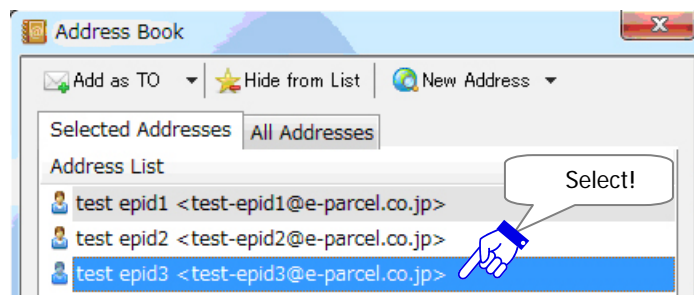
*The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). By using this new function, you can categorize the addresses within some "Group" lists. Also, once the "Group" lists have been created, you can apply the multiple addresses of the "Group" lists to create new item easily. For more details, refer to the latest Users Manual. If users of ver.7.0.7019 or lower wish the "Grouping" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site. URL: <https://www.e-parcel.ne.jp/>

Select e-Parcel ID from the Address Book

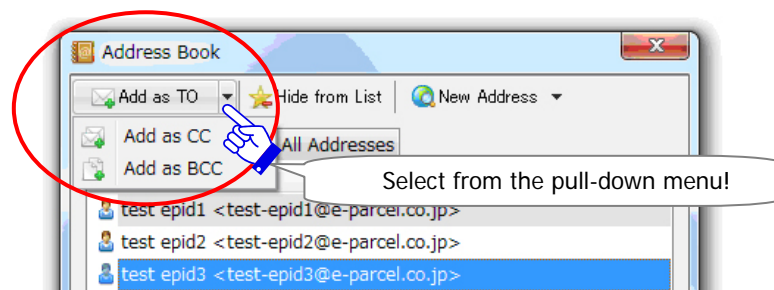
Select e-Parcel ID as recipients from the Address Book to send an item.

(Multiple choices allowed)

*To select multiple e-Parcel ID at a time, hold down the <Shift> or <Ctrl> key while selecting e-Parcel ID using your mouse button.

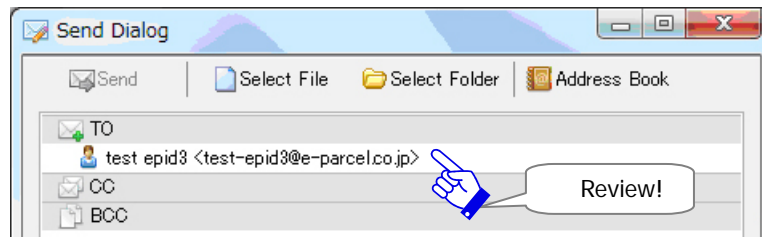


Once selections have been made, click on the right of the "Add as TO" button to open the pull-down menu. Select any of the "Add as TO", "Add as CC" or "Add as BCC" from the pull-down menu.



Or once selections have been made, right-click to open the pop-up menu and then select any of the "Add as TO", "Add as CC" or "Add as BCC".

The "Send Dialog" will be open after the Address Book is closed. The selected recipient e-Parcel ID will appear in any of the "TO", "CC" or "BCC" fields of the "Send Dialog" depending upon your selection from the pull-down menu.



Tip: To simply add an e-Parcel ID as TO, just double-click an e-Parcel ID on the Address Book. It opens the "Send Dialog" with an e-Parcel ID added as "To".

Select e-Parcel ID from the “Selected Address” list

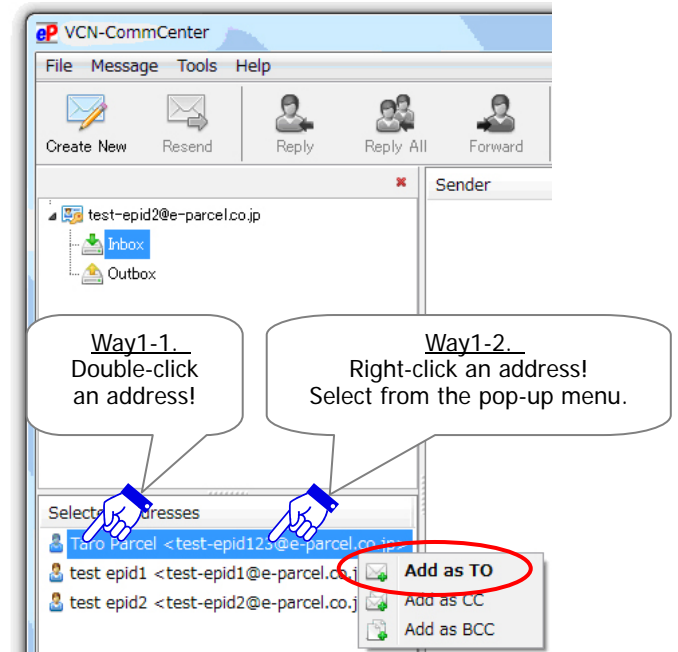
Without opening the address book, an e-Parcel ID of the “Selected Address” list can be selected to send a new item.

*Refer to P131 6. Address Book - 4. Show on/ Hide from the Selected Address List

Way1. The “Selected Address View” of the VCN-CommCenter GUI

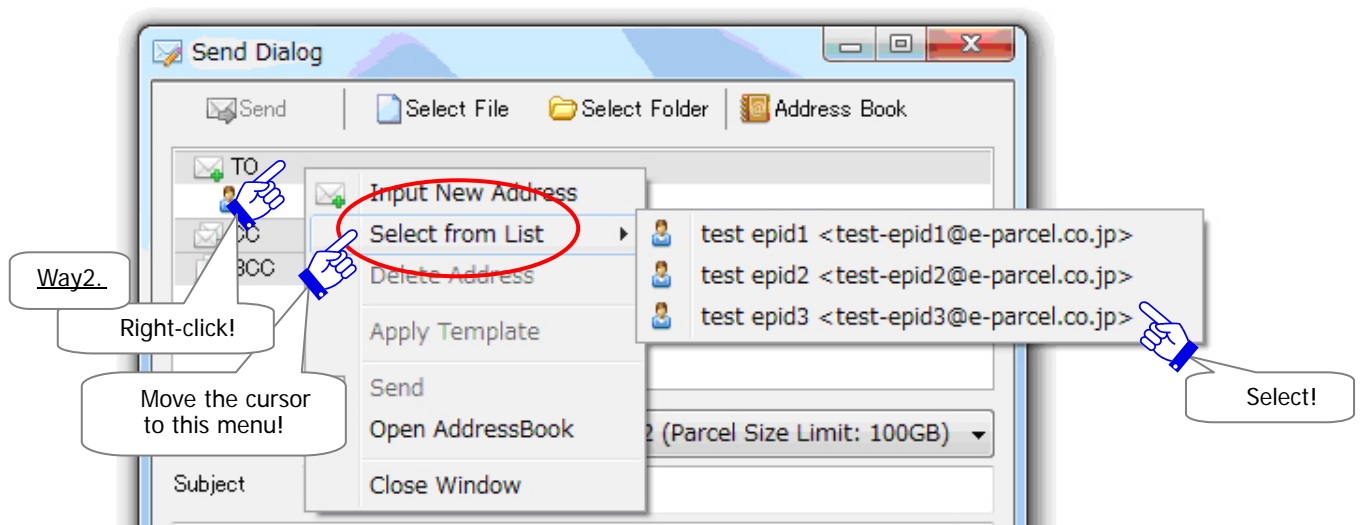
Double-click an address on the “Selected Address View” to simply open the “Send Dialog” with an address added as “To”.

Or, right-click addresses on the “Selected Address View” to open the pop-up menu. Select any of the “Add as TO”, “Add as CC” and “Add as BCC” from the pop-up menu.
(Multiple choices allowed)



Way2. The menu of the Send Dialog

Right-click any of the “TO”, “CC” and “BCC” fields on the Send Dialog to open the pop-up menu. Move the cursor to the “Select from List” menu. The e-Parcel ID of the “Selected Address” list will appear on the pop-up menu. Select an e-Parcel ID as recipient from list of the pop-up menu.

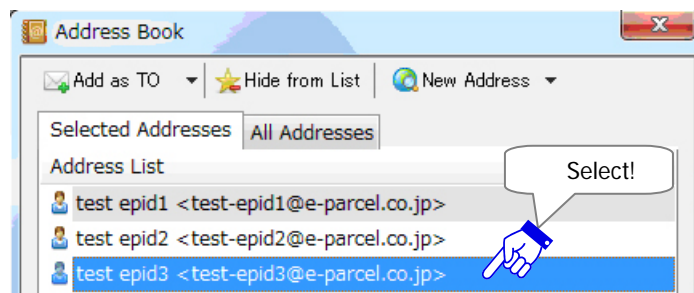


6. Edit Template

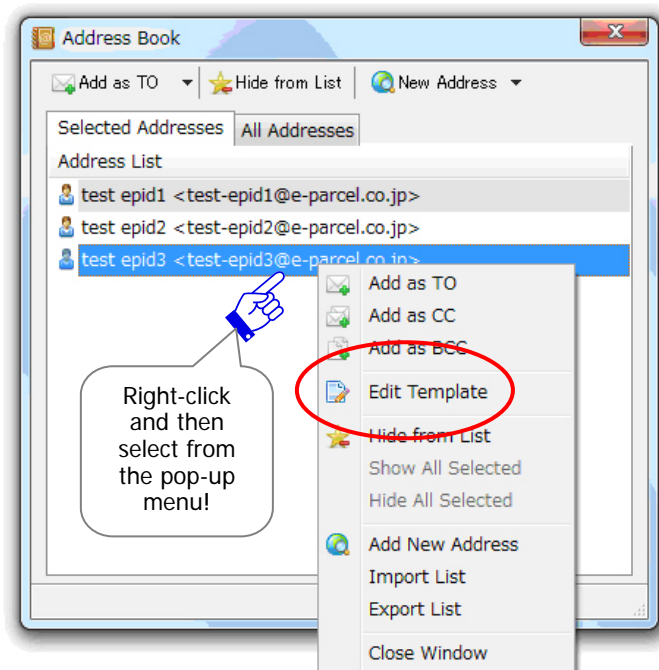
Once you add a recipient (e-Parcel ID) to the “Address Book”, template function will be available for each recipient. To edit a template (subject and message) can be applied to a “Send Dialog” when you create a new item to send.

How to edit template

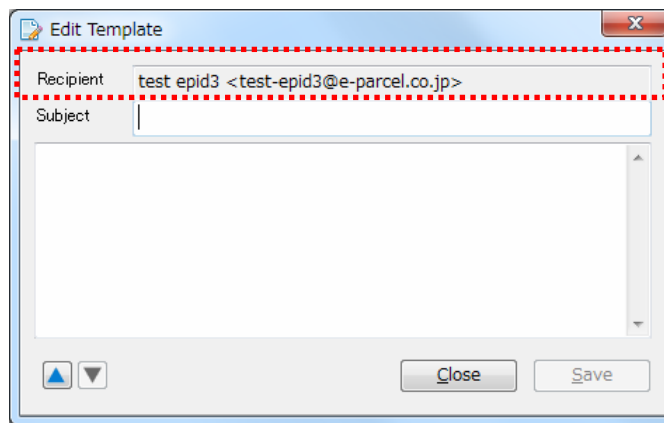
Select a recipient from the Address Book to edit a template.



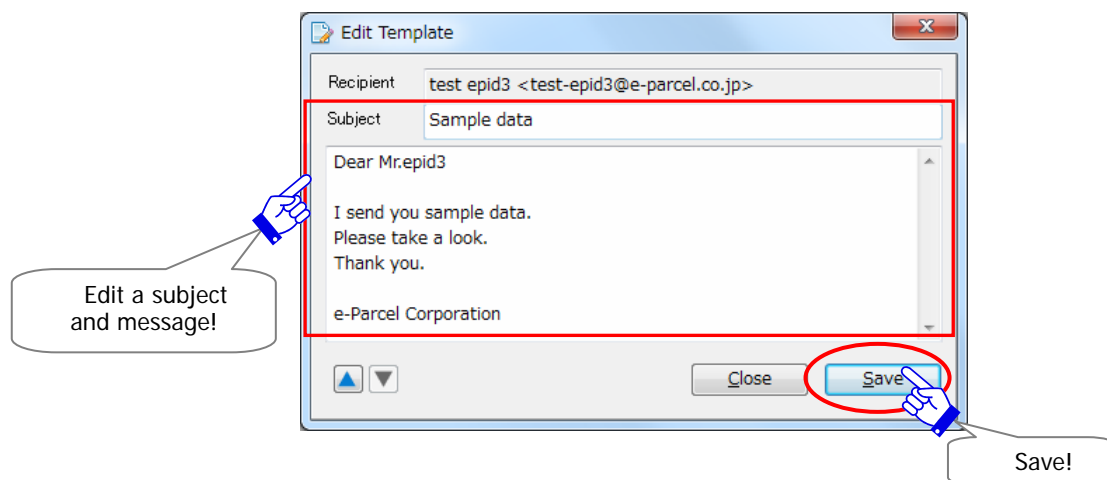
Right-click it to open the pop-up menu and then select the “Edit Template” menu.



The “Edit Template” dialog appears, requesting a new template for a recipient selected.

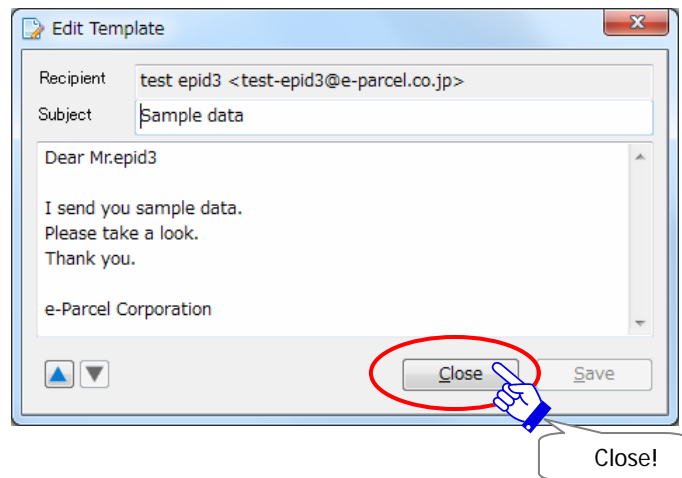


Edit a subject and message to the fields on the “Edit Template” dialog.



After a new template has been made, click the “Save” button.


Once a template has been saved, the "Save" button will be inactive. To complete the "Edit Template", click the "Close" button.




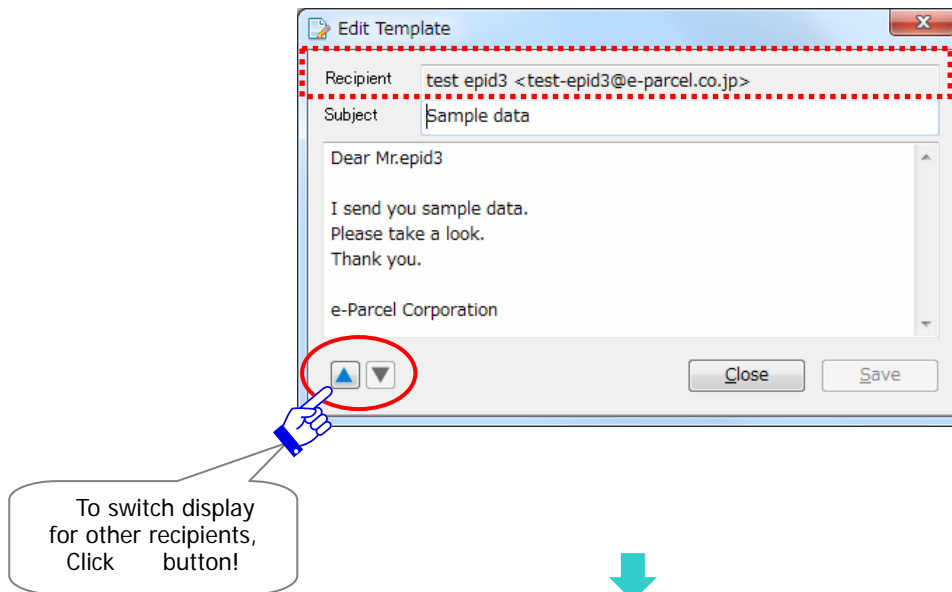
Note: The template function is available to create a template for each e-Parcel ID as recipient on the "Edit Template" dialog.

Switch the “Edit Template” display

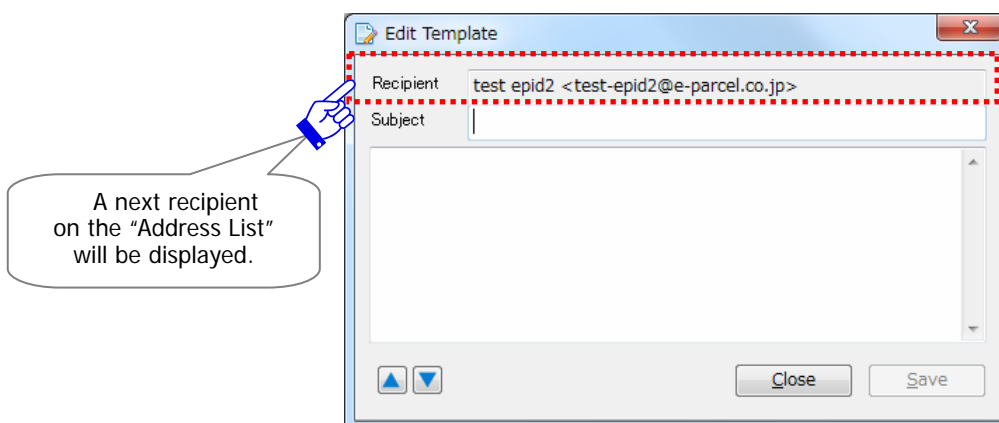
When multiple addresses on the either “Selected Addresses” or “All Addresses” tab on the “Address Book” are listed, you can easily switch among the “Edit Template” display of other recipients.

Click the either button  on the bottom-left corner of the “Edit Template” dialog.

If the both or either button  is(are) inactive, there is no recipient on the “Address Book” to switch display.



A recipient next above (or below) on the address list of the “Address Book” will be displayed on the “Edit Template” dialog.



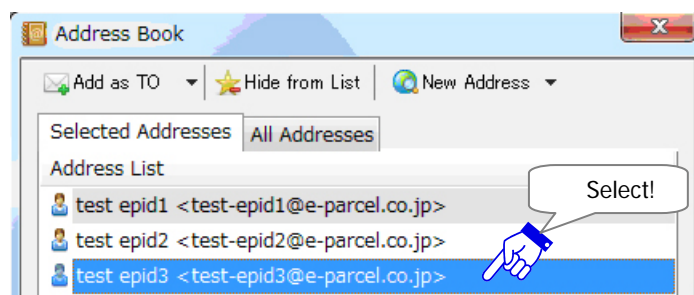
7. Apply Template

Once you edit and save a template for a recipient on the "Address Book", a template (subject and message) can be applied to a "Send Dialog" when you create a new item to send.

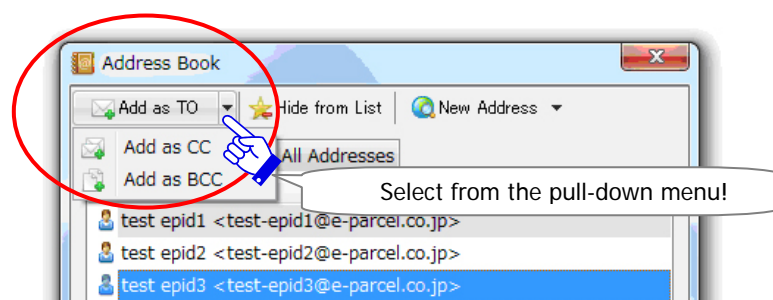
How to apply template

Select a recipient from the Address Book to apply a template for sending.

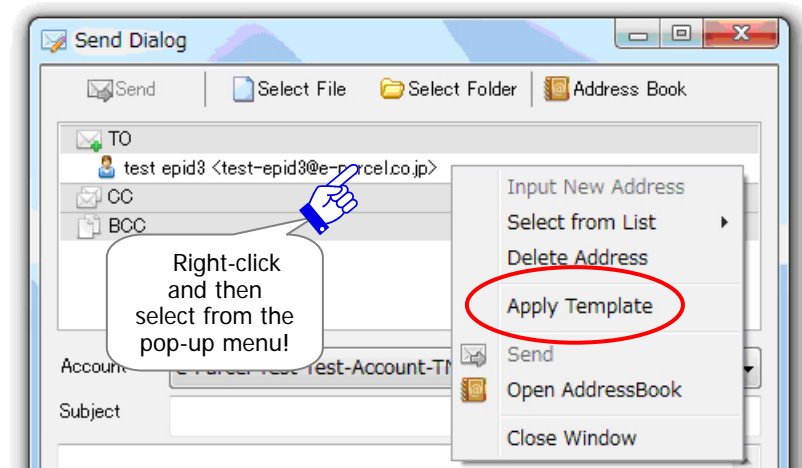
*Refer to P135 6. Address Book - 5. Select address from the Address Book



Once selections have been made, click arrow next to the "Add as TO" button to open the pull-down menu. Select any of the "Add as TO", "Add as CC" or "Add as BCC" from the pull-down menu.



The selected recipient e-Parcel ID will appear in any of the "TO", "CC" or "BCC" fields of the "Send Dialog". Right-click it to open the pop-up menu and then select the "Apply Template" menu.

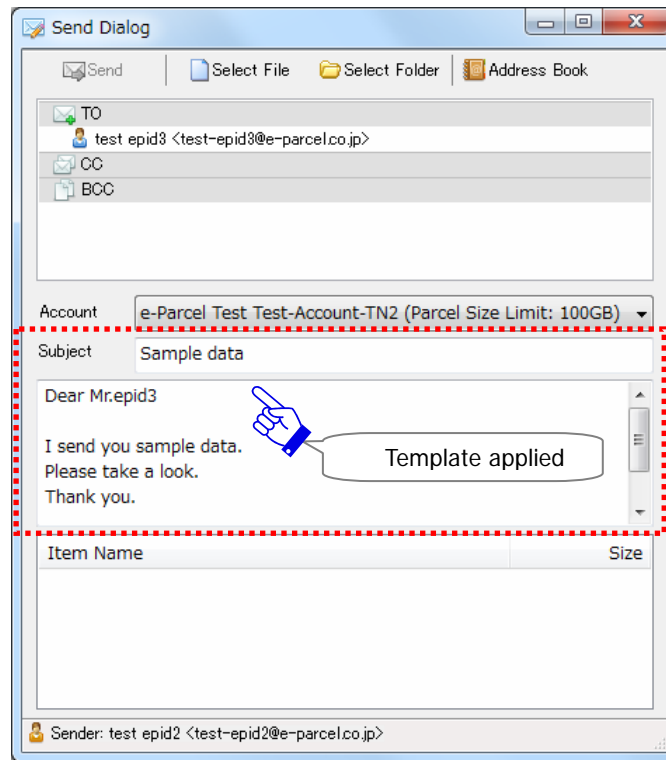


Caution: If the "Apply Template" menu is inactive, there is no template for a recipient e-Parcel ID on the "Address Book". To apply a template, you must edit and save a template for a recipient on the "Edit Template" dialog of the "Address Book" in advance.

*Refer to P138 6. Address Book - 6. Edit Template

A subject and message saved on the “Edit Template” dialog in advance will be displayed on the applicable fields of the “Send Dialog”. To apply template has been completed.

When you want to send an item here, file(s)/Folder(s) must be required to attach to the “Send Dialog”. And then click the “Send” button to upload.



8. Export List

Once you add a recipient (e-Parcel ID) to the "Address Book", the list of "Address Book" will be available to export as a file in CSV [comma separated value/UTF-8] format. A file of address list exported in CSV format can be copied to the "Address Book" of e-Parcel VCN-CommCenter 7.0 for other clients by importing it.

How to export list

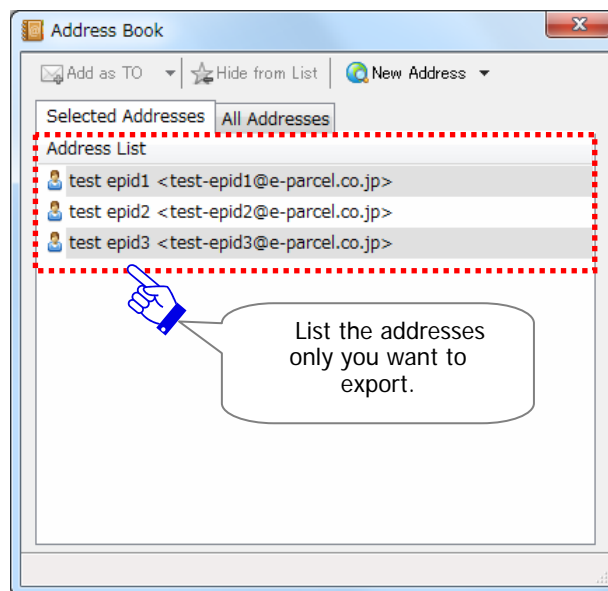
Display the either "Selected Addresses" or "All Addresses" tab on the "Address Book". Firstly, you must list the addresses on it only you want to export.

To export all addresses on the "Address Book", display the "All Addresses" tab.

To export the selected addresses from the "Address Book", display the "Selected Addresses" tab.

If needed, change to list the addresses on the "Selected Addresses" tab by the "Show on List" or "Hide from list" button before exporting.

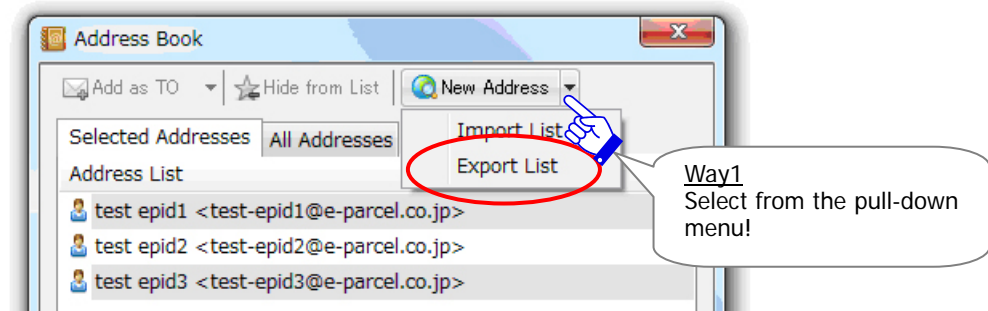
*Refer to P131 6. Address Book - 4. Show on/ Hide from the Selected Address List



Once the addresses have been listed, the address list can be exported in CSV [comma separated value/UTF-8] format by either of the following two (2) ways.

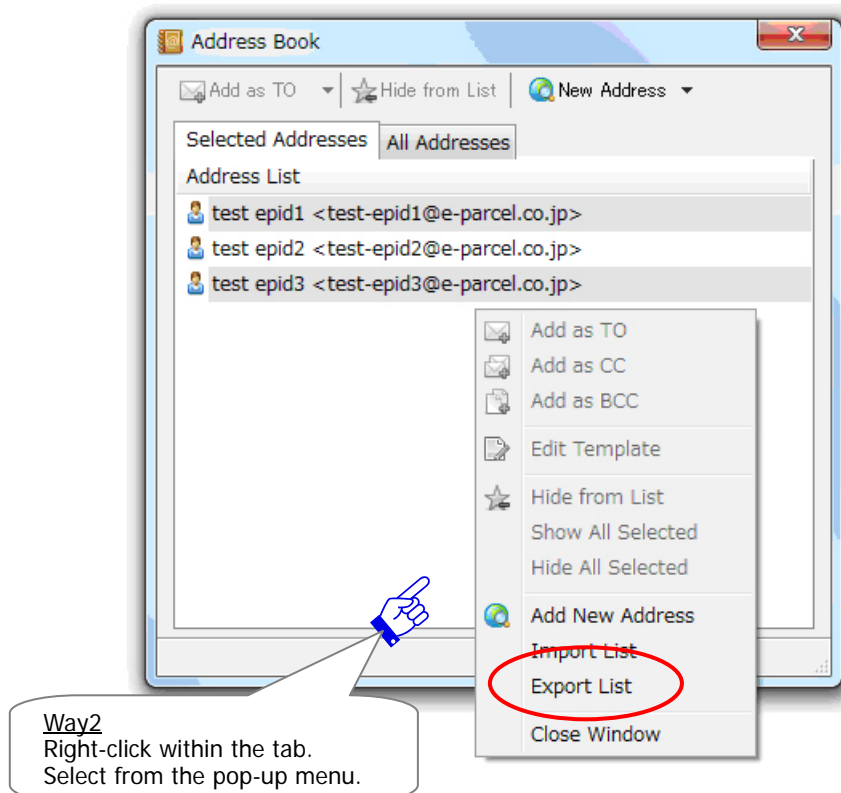
Way1. The “Export List” from the pull-down menu

Click arrow next to the “New Address” button to open the pull-down menu. Select the “Export List” from the pull-down menu.

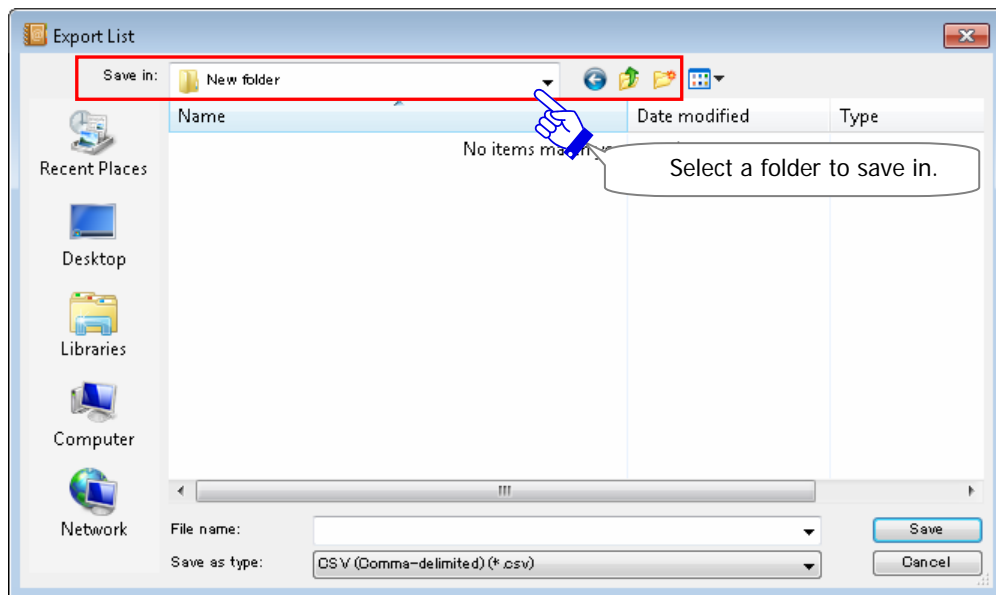


Way2. The “Export List” from the pop-up menu

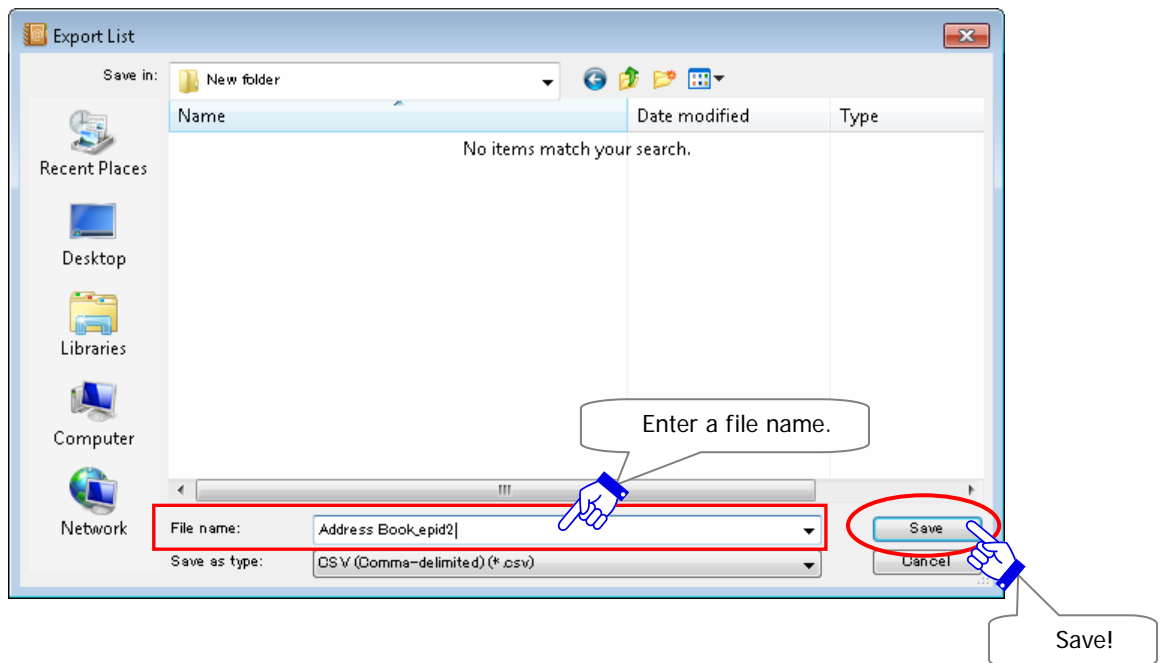
Or right-click within the tab on the address book to open the pop-up menu. Select the “Export List” menu.



An “Export List” dialog appears. Select your desktop or another convenient location in the “Save in” field to export a CSV file.

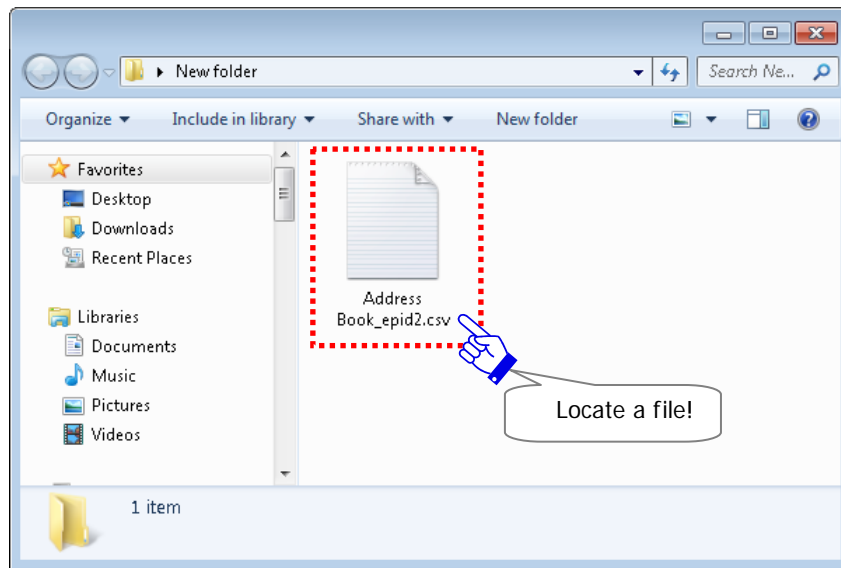


Enter a CSV file name in the “File name” field of “Export List” dialog.

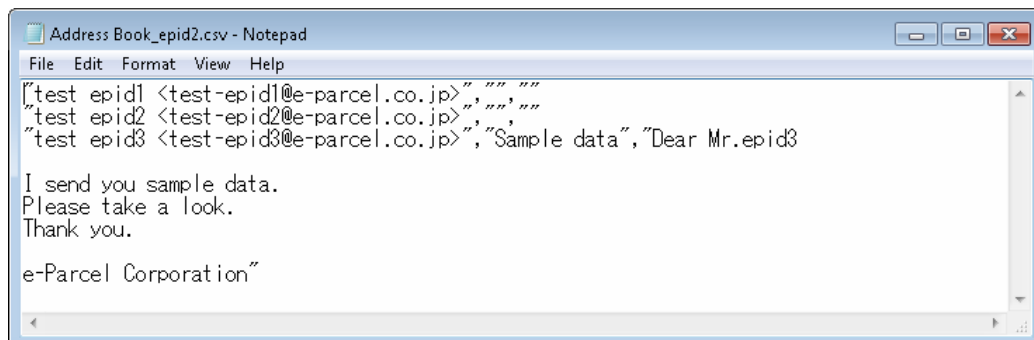


Once the “Save in” and “File name” fields have been entered, click the “Save” button to export.

After exporting your address list, locate a file in CSV [comma separated value/UTF-8] format.



[Ex.: A file of Address list exported/UTF-8]



[Ex.: Output address in CSV format]

```
"test epid1 <test-epid1@e-parcel.co.jp>"," "," "
```

*Each value is enclosed in double quotation mark.

[Descriptions of output address in CSV format/UTF-8]

```
"FirstName LastName <e-Parcel ID>","Subject","Message"
```

Attention: Don't open and edit any CSV file of address list exported. Therefore, if do so, it may cause error when importing address list as a file in CSV format. When you wish to change the contents of address list, please be advised that you must operate through the "Address Book" dialog before exporting list. On the Address Book, add new address, show on/hide from the "Favorites" list, edit template or etc. in advance.

9. Import List

A file of address list created or exported in CSV [comma separated value/UTF-8] format will be available to import to an "Address Book" of e-Parcel VCN-CommCenter 7.0. Users can add new addresses to the "Address Book" instead of entering it manually.

[Descriptions of input address in CSV format/UTF-8]

"FirstName LastName <e-Parcel ID***required**>","Subject","Message"

[Ex.: Input address in CSV format] (*For example, in case of importing 3 e-Parcel ID)

test-epid1@e-parcel.co.jp

"**xxx xxx2** <test-epid2@e-parcel.co.jp>"

test-epid123@e-parcel.co.jp,"About today's data","Dear Mr. epid123

I send you sample data."

*An e-Parcel ID must be required to import.

***First Name and Last Name registered in the e-Parcel server will be applied automatically to the "Address Book"** even though importing first name and last name on the list. (Not required)

*Template (Subject, Message) are not required. Each value must be comma separated and enclosed in double quotation mark.



Warning: When a file of address list including new address are imported to the "Address Book", the VCN-CommCenter will poll the e-Parcel server to confirm whether an e-Parcel ID is registered or not. Therefore, the VCN-CommCenter **must be required online**.

How to import list

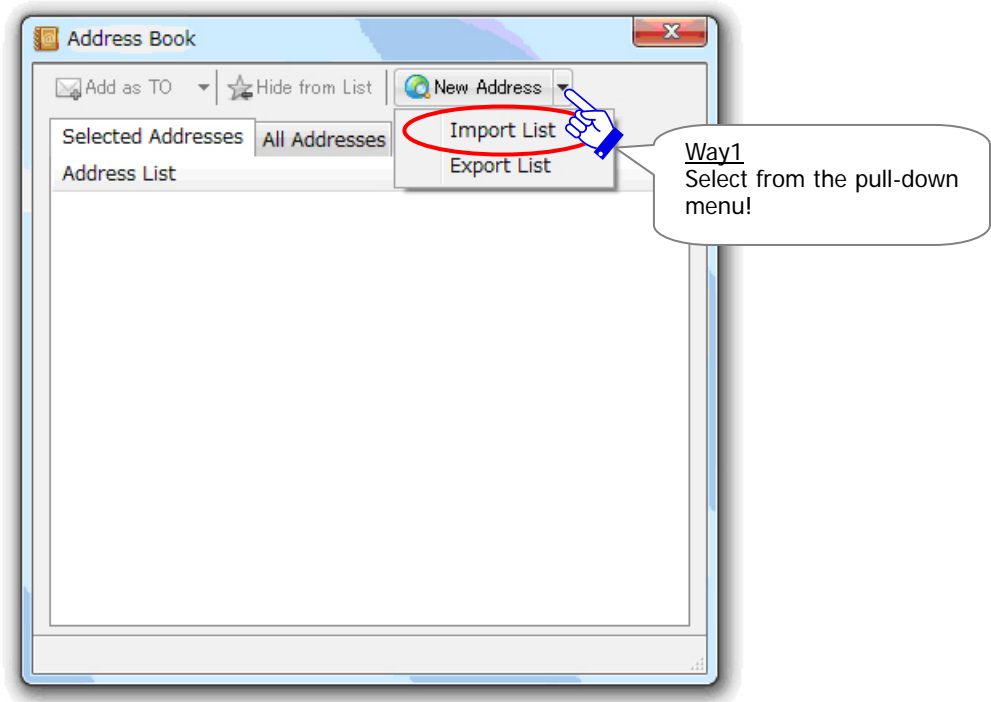
First, make sure the VCN-CommCenter is online and then open an "Address Book" dialog.

*Refer to P124 6. Address Book - 1. How to open the Address Book

Once an "Address Book" dialog has been opened, a file of address list exported in CSV [comma separated value/UTF-8] format can be imported by either of the following two (2) ways.

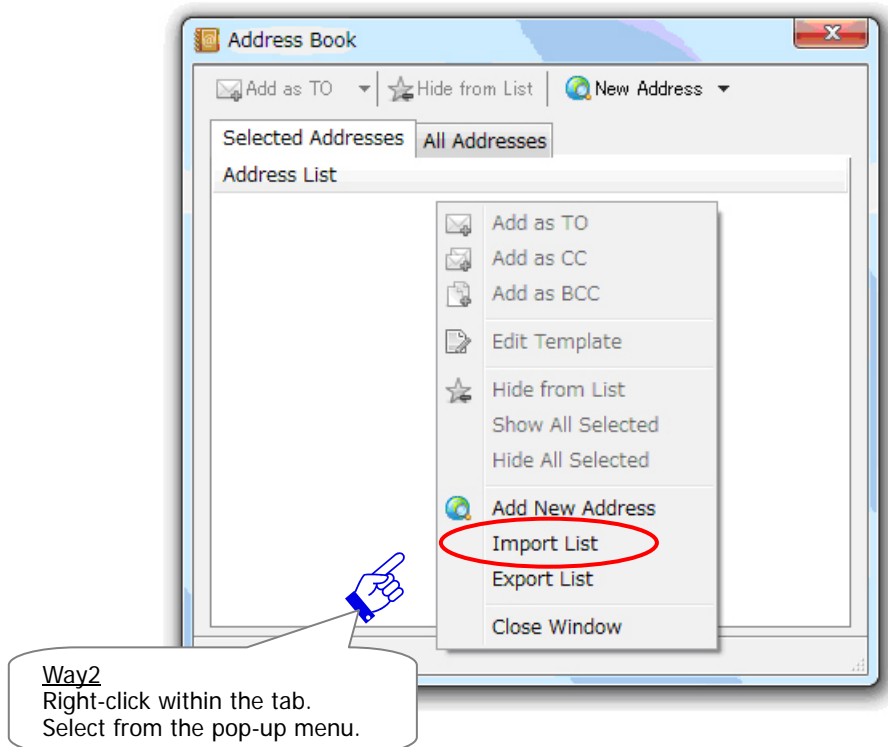
Way1. The "Import List" from the pull-down menu

Click arrow next to the "New Address" button to open the pull-down menu. Select the "Import List" from the pull-down menu.

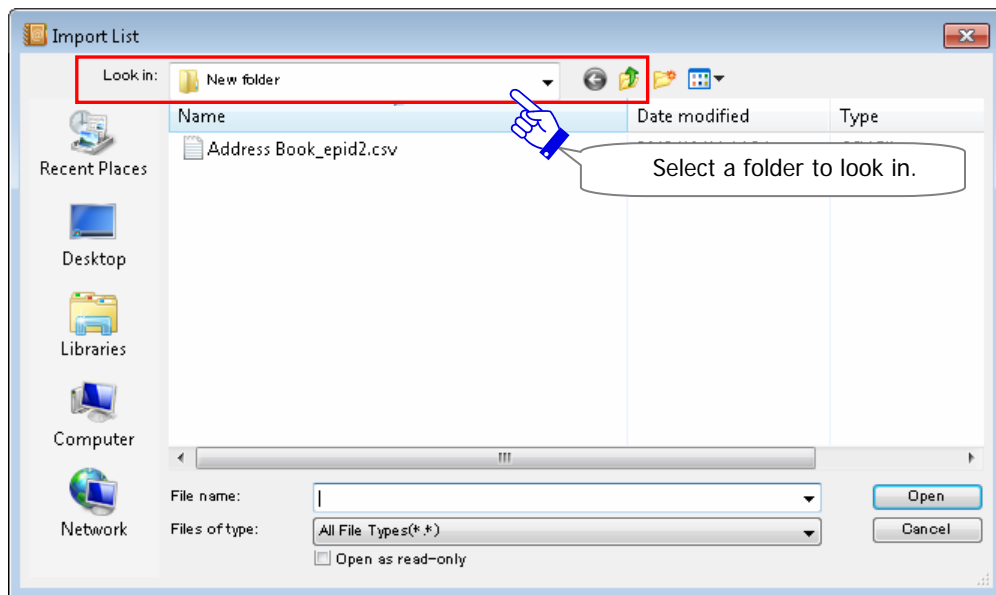


Way2. The "Import List" from the pop-up menu

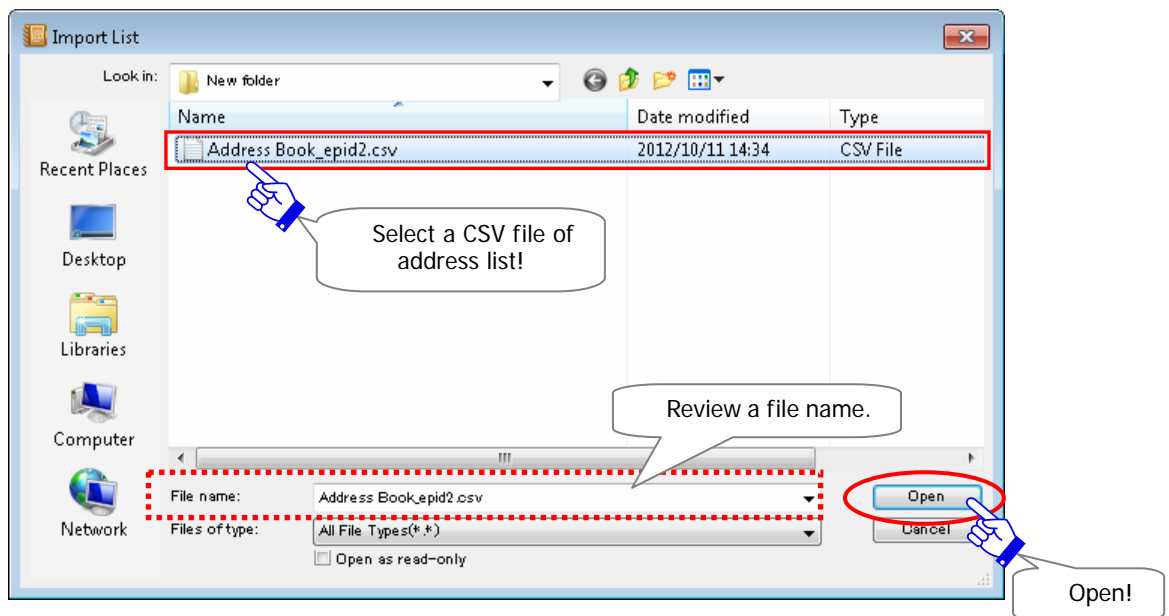
Or right-click within the tab on the address book to open the pop-up menu. Select the "Import List" menu.



An “Import List” dialog appears. Select a CSV file location of address list in the “Look in” field to import.



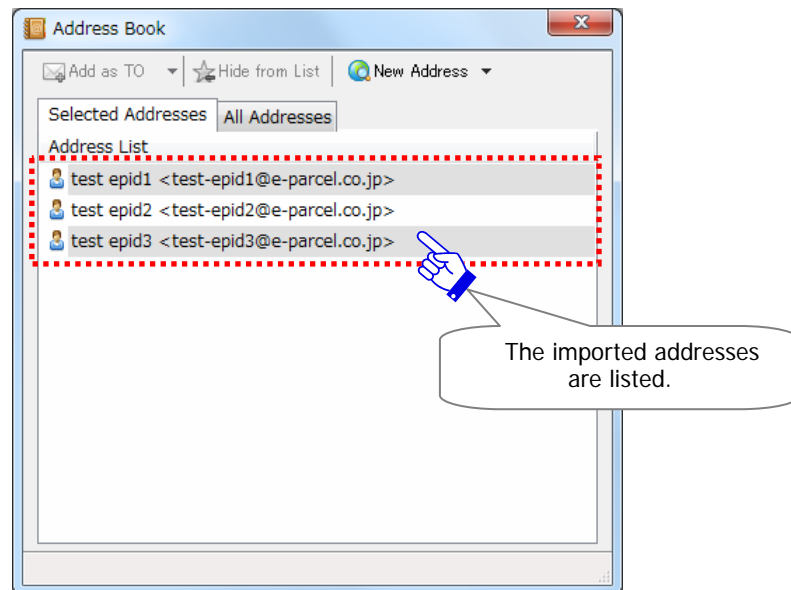
Select a CSV file of address list in a folder selected in the “Look in” field of “Import List” dialog.






Once a CSV file has been selected, a file name will be displayed in the “File name” field.

To start importing an address list, click the “Open” button.

After a file of address list has been imported, an "Import List" dialog close and then the imported addresses are listed on the both "Selected Addresses" and "All Addresses" tab of the "Address Book".




	<p>Caution: When you import a file of address list including unregistered e-Parcel ID or unknown ID, importing list will be suspended. If happened, delete the unregistered e-Parcel ID or unknown ID from a file of address list and then try again.</p>
	<p>Caution: When you import a file of address list including same e-Parcel ID which already added to your "Address Book", a template of same e-Parcel ID must be overwritten with new template.</p>
	<p>Caution: When importing list, first name and last name registered in the e-Parcel server will be applied automatically to the "Address Book" even though importing first name and last name on the list.</p>

10. Close the Address Book

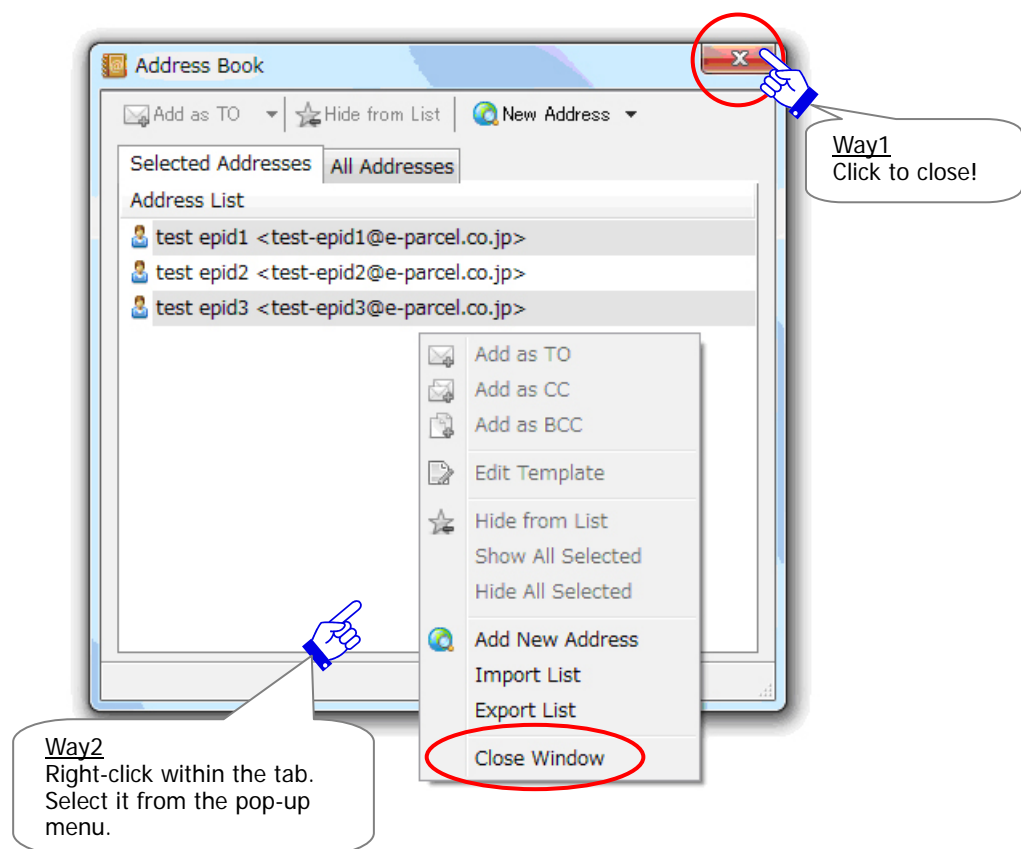
Please close the "Address Book" dialog in either of the following two (2) ways.

Close by the button

Click the  button on the upper-right corner of the "Address Book".

Close by the menu bar

Right-click within the tab on the address book to open the pop-up menu. Select the "Close Window" menu.




7 Sending

The e-Parcel VCN-CommCenter 7.0 provides users for sending secure data to registered e-parcel recipients. The VCN-CommCenter GUI is similar to any e-mail program which users may be familiar with.

However, the e-Parcel VCN-CommCenter 7.0 provides the abilities of authentication, encryption, integrity, audit etc. for secure delivery the large data attached that any standard e-mail application does not have.

The steps to create a new item and to use Outbox and Parcel Detail window on the VCN-CommCenter GUI are explained in this section.

	<p>Caution: If you want to send an item to the multiple recipients including not only users of the e-Parcel software but also users of the “e-Parcel Secure Enterprise - Web Browser (e-Parcel VCN-Web)”, and if the different language of OS has been in use between a sender and recipients, a sending item may not be completed to deliver normally. For the affected users, please be advised that file name must NOT contain any other characters than alphanumeric to attach on a new item when sending.</p>
---	---

1. New Items Creation

How to open the Send Dialog

Create a new item to send by clicking the “Create New” button found on the tool bar of VCN-CommCenter GUI. (Figure 80)

*The “Create New” button parallels the menu bar Message > “Create New”.

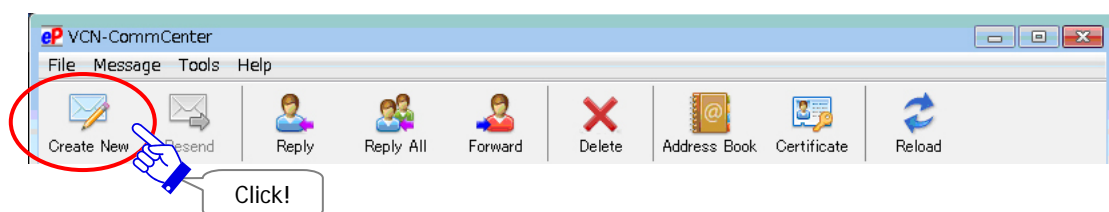


Figure 80



The Send dialog

A "Send Dialog" dialog appears by the above way. (Figure 81)

This window will provide you with all the options necessary to create a new item, select recipients from your Address Book, enter subject and message, attach files or folders, and send your item.

**To enter an address and to attach a file/folder must be required to send an item. (Required)*

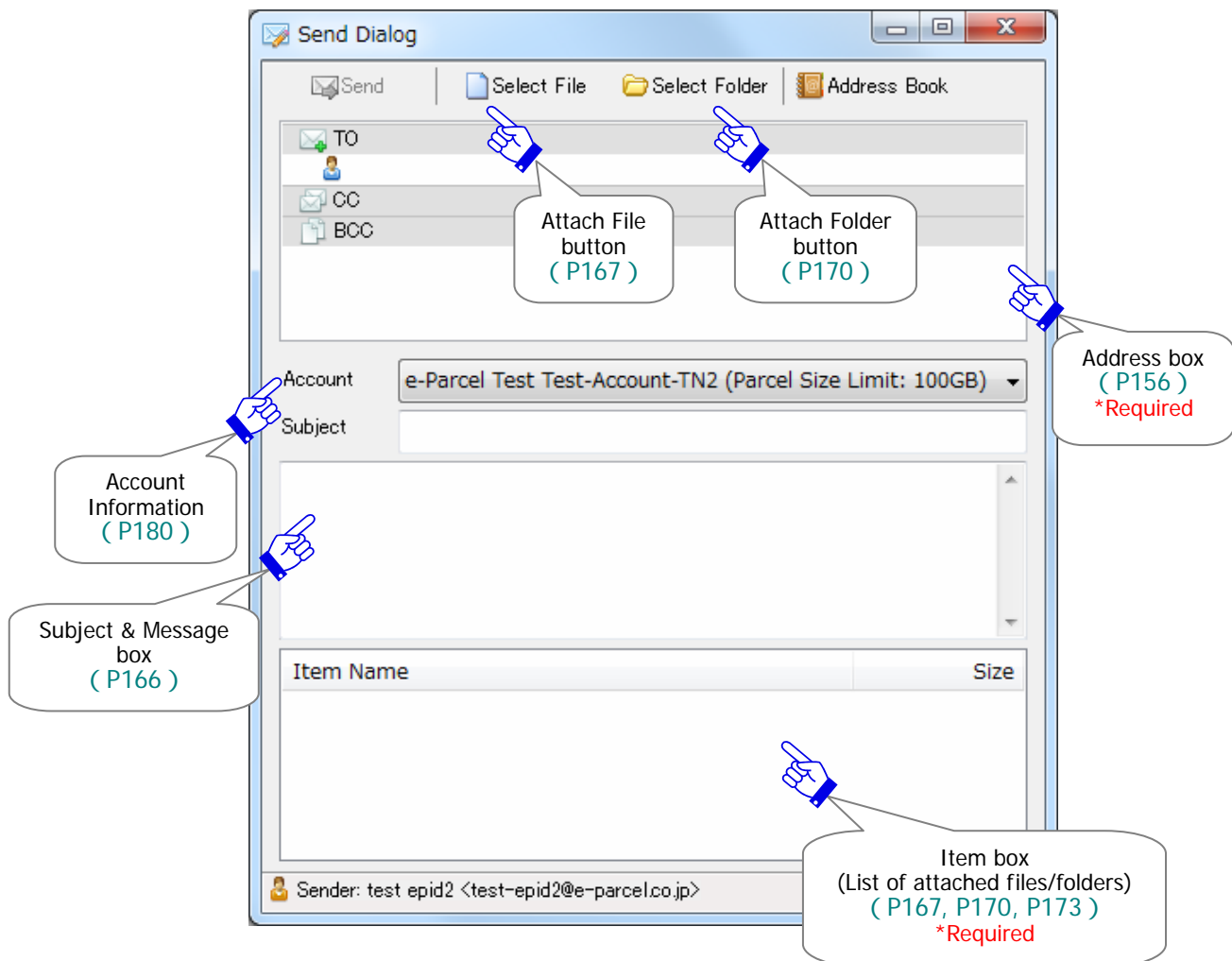


Figure 81

1-1. Enter the recipients

First, you must enter the recipients of your item. There are three (3) ways; Recipients can be manually added, by entering their e-Parcel ID. You can also select recipients from your Address Book or Selected Address list. (Figure 81)

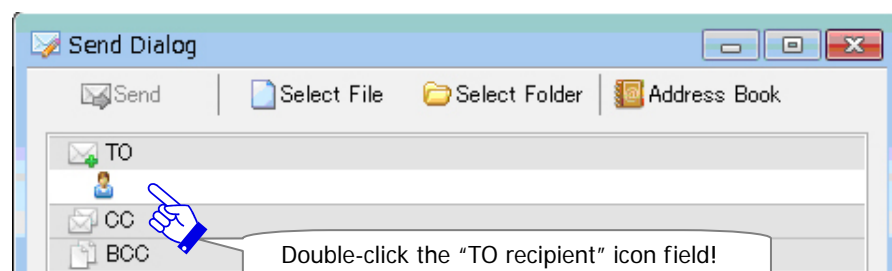
Enter TO, CC, BCC

Enter manually recipients e-Parcel ID into the "TO", "CC", "BCC" fields of the "Send Dialog".

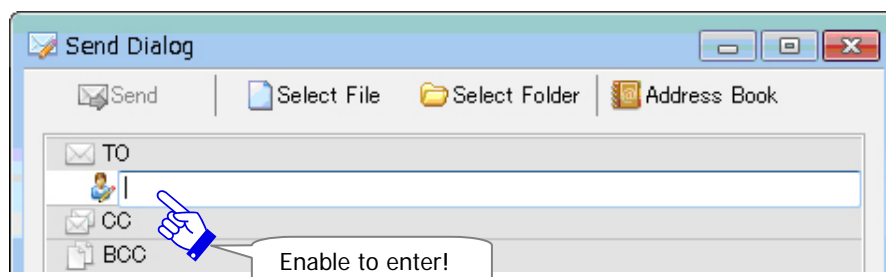
Enter the "TO" field

To enter manually recipients into the "TO" field, follow the procedure ~ below.

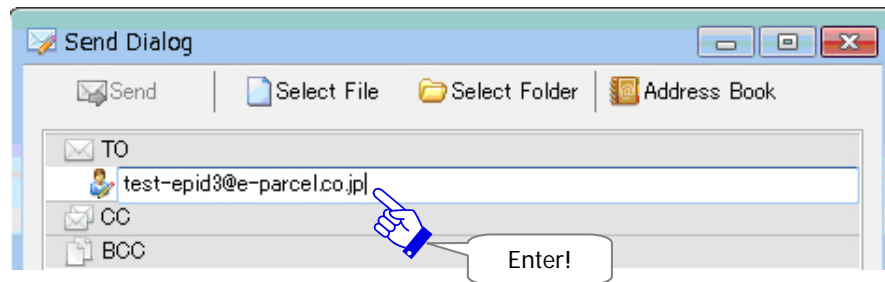
Double-click the "TO recipient" icon field (White) under the "TO" field of the "Send Dialog". Or right-click the "TO" field (Gray) on the "Send Dialog" to open the pop-up menu and select the "Input New Address" menu.



A cursor flash up on the "TO recipient" icon field requesting a new recipient e-Parcel ID.

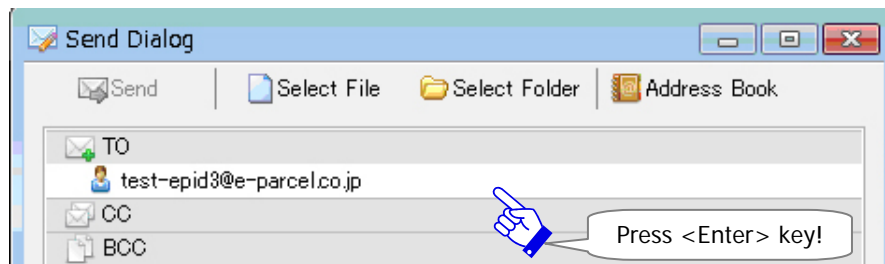


Enter a new recipient e-Parcel ID in the "TO recipient" icon field.



Tip: If addresses have been added to the "Selected Addresses" tab of address book, an e-Parcel ID will automatically be displayed in the "TO" field when you enter only an initial letter of e-Parcel ID. From this point, move the cursor up/down to select an e-Parcel ID from the "Selected Addresses".

Press the <Enter> key after verifying a new recipient e-Parcel ID entered.



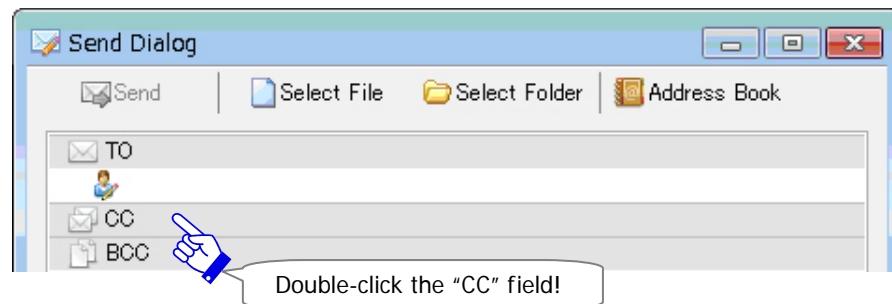
Note: If you want to re-enter an e-Parcel ID entered, double-click the "TO recipient" icon field. The "TO recipient" icon will change to a recipient icon with a pencil to re-enter.

Enter the "CC", "BCC" fields

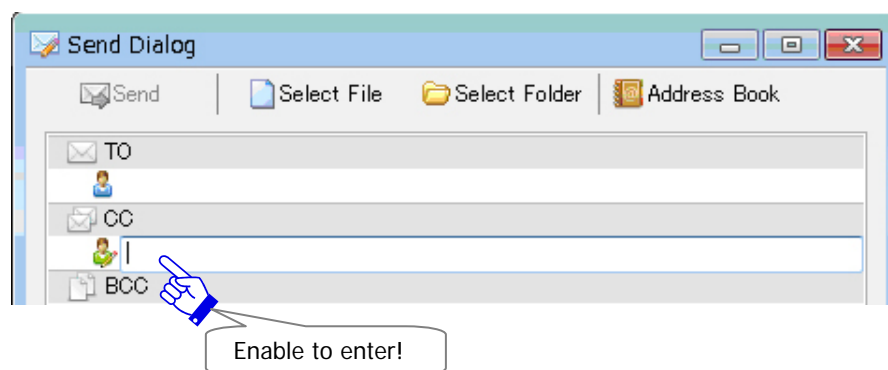
To enter manually recipients into the "CC" field, follow the procedure ~ below.

*To enter into the "BCC" field parallels the following procedure for the "CC" field.

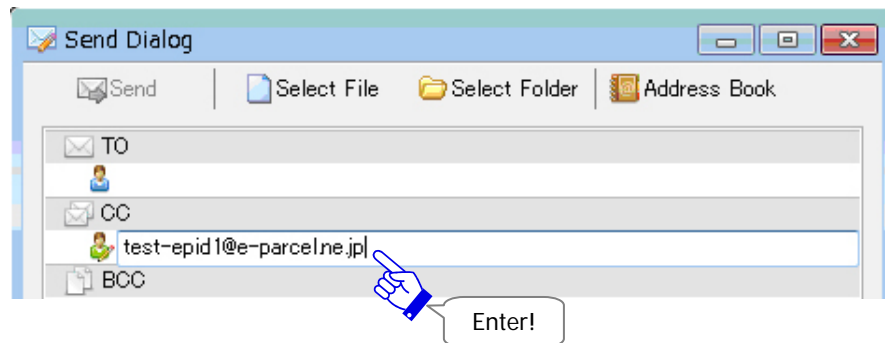
Double-click the "CC" field (Gray) field of the "Send Dialog". Or right-click the "CC" field (Gray) on the "Send Dialog" to open the pop-up menu and select the "Input New Address" menu.



The "CC recipient" with a pencil icon field is added under the "CC" field. A cursor flashes up on the "CC recipient" icon field requesting a new recipient e-Parcel ID. If a cursor will not flash up, double-click the "CC recipient" icon field.

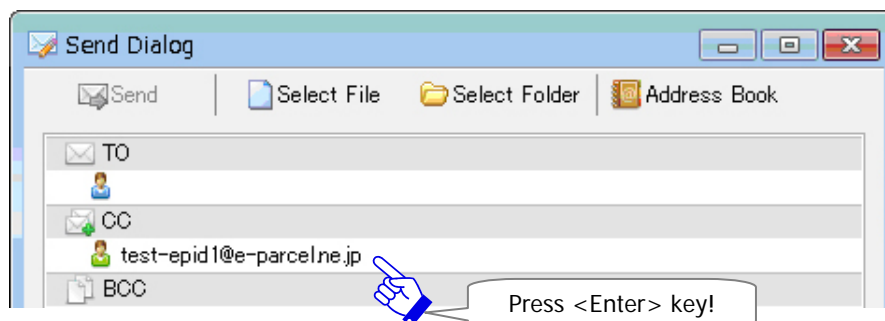


Enter a new recipient e-Parcel ID in the "CC recipient" icon field.



Tip: If addresses have been added to the "Selected Addresses" tab of address book, an e-Parcel ID will automatically be displayed in the "TO" field when you enter only an initial letter of e-Parcel ID. From this point, move the cursor up/down to select an e-Parcel ID from the "Selected Addresses".

Press the <Enter> key after verifying a new recipient e-Parcel ID entered.



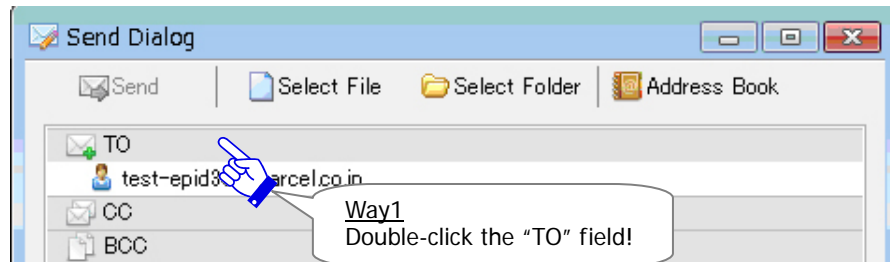
Note: If you want to re-enter an e-Parcel ID entered, double-click the "CC recipient" or "BCC recipient" icon field. The "CC recipient" or "BCC recipient" icon will change to a recipient icon with a pencil to re-enter.

Enter multiple recipients

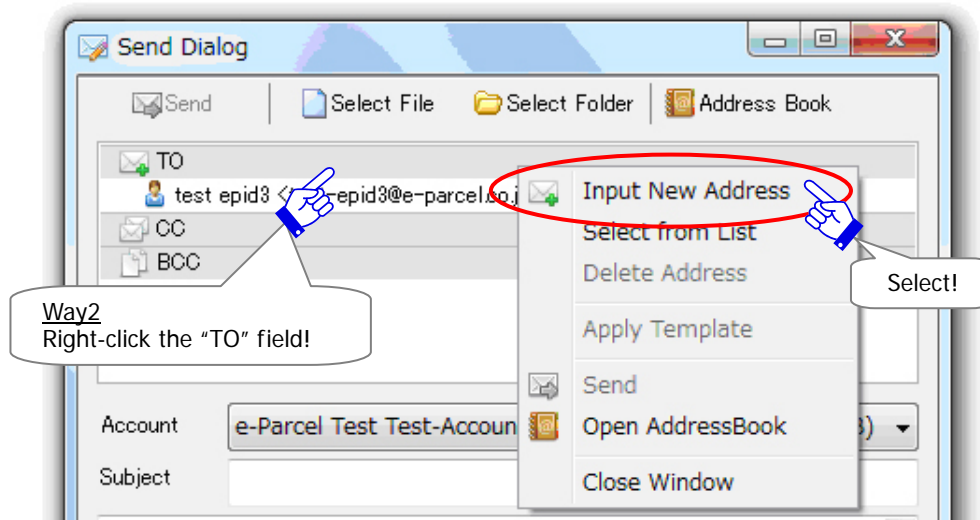
To enter manually multiple recipients into the "TO", "CC", "BCC" fields, follow the procedure ~ below after entering the first recipient e-Parcel ID.

*To enter into the "CC", "BCC" fields parallel the following procedure for the "TO" field.

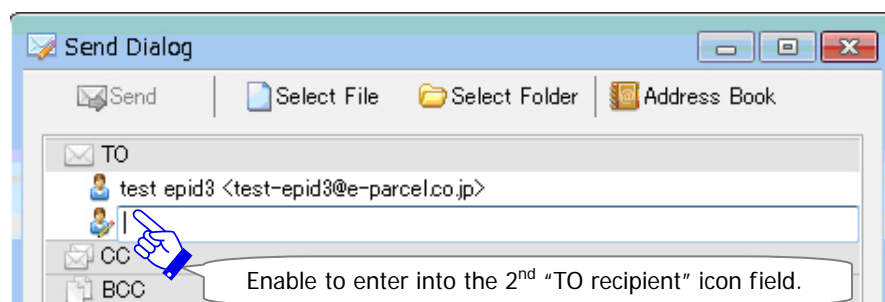
Double-click the "TO" field (Gray) field of the "Send Dialog".



Or right-click the "TO" field (Gray) on the "Send Dialog" to open the pop-up menu and select the "Input New Address" menu.



The "TO recipient" with a pencil icon field is added under the 1st "TO recipient" field. A cursor flashes up on the "TO recipient" icon field requesting a new recipient e-Parcel ID. If a cursor will not flash up, double-click the "TO recipient" icon field.



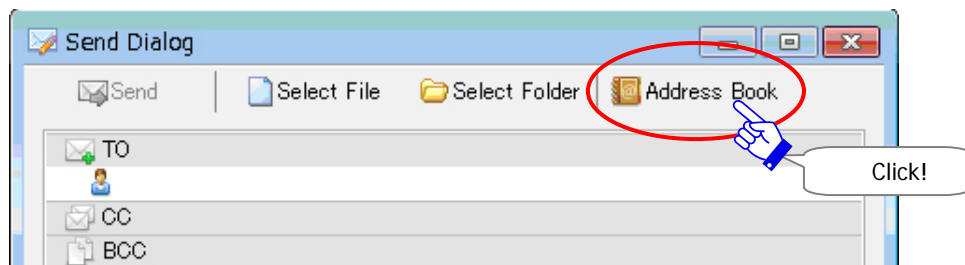
Select from the Address Book

When you create a new item to send, the "Address Book" can be used to select recipients e-Parcel ID. To enter manually recipients into the "TO" field, follow the procedure ~ below.

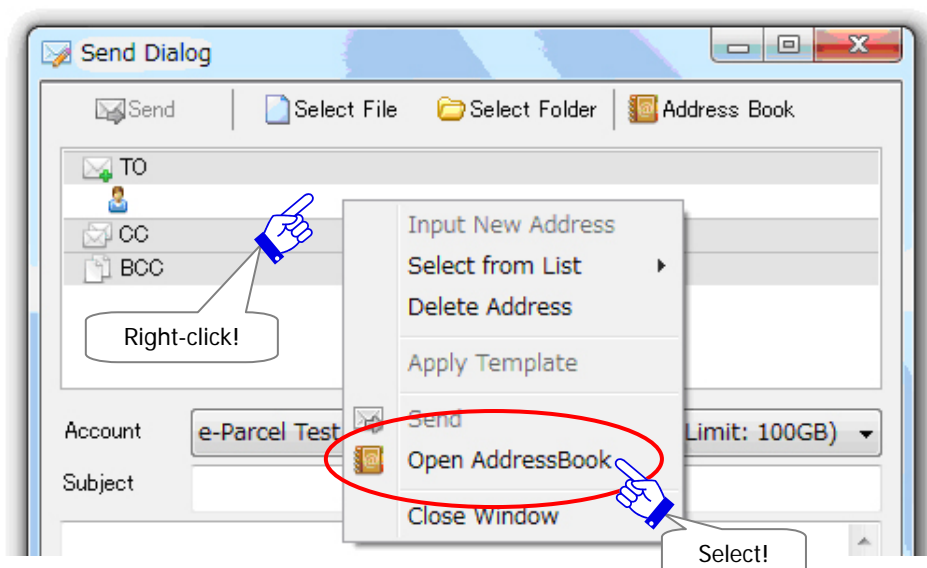
*For more details on the "Address Book", refer to section 5. Address Book (P124) of this manual.

*The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). By using this new function, you can categorize the addresses within some "Group" lists. Also, once the "Group" lists have been created, you can apply the multiple addresses of the "Group" lists to create new item easily. For more details, refer to the latest Users Manual. If users of ver.7.0.7019 or lower wish the "Grouping" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site. URL: <https://www.e-parcel.ne.jp/>

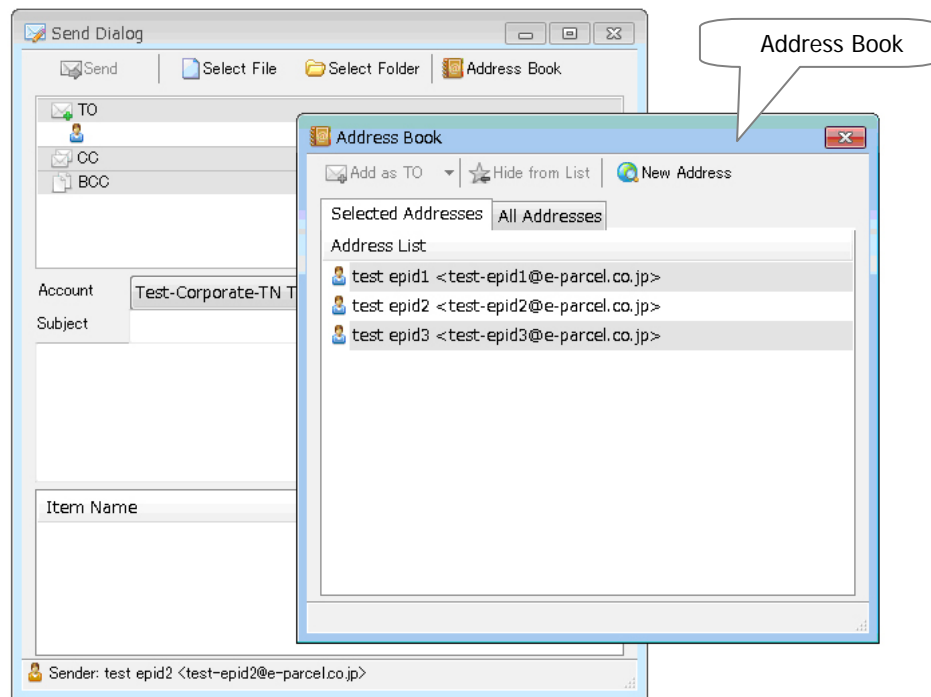
Click the "Address Book" button on the Send Dialog.



Or right-click within the address box of the Send Dialog to open the pop-up menu. Click the "Open Address Book" menu.



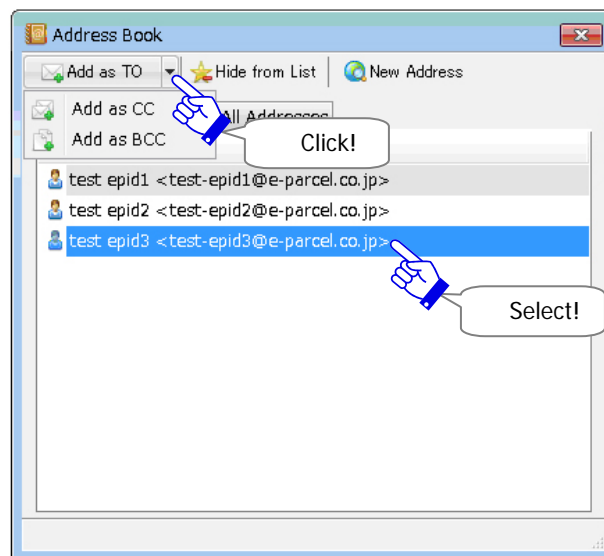
The “Address Book” dialog appears.




Select an e-Parcel ID as recipients from the “Address Book”. (Multiple choices allowed)

*To select multiple e-Parcel ID at a time, hold down the <Shift> or <Ctrl> key while selecting e-Parcel ID using your mouse button.

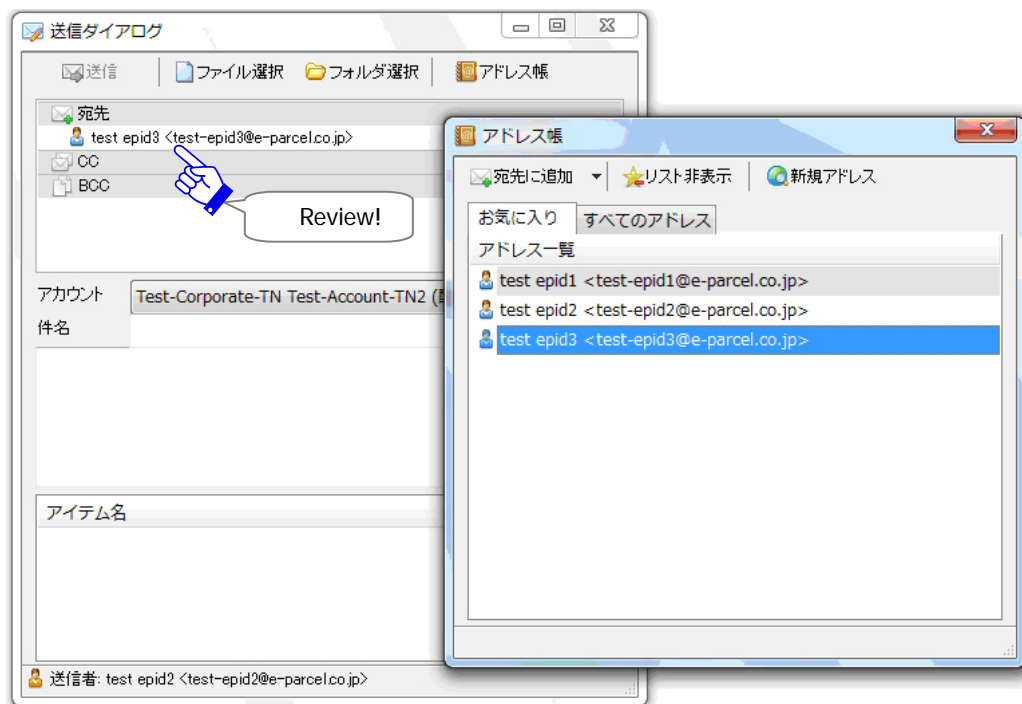
Once selections have been made, click arrow next to the “Add as TO” button to open the pull-down menu. Select any of the “Add as TO”, “Add as CC” or “Add as BCC” from the pull-down menu.




Or once selections have been made, right-click to open the pop-up menu and then select any of the “Add as TO”, “Add as CC” or “Add as BCC”.

	Tip: To simply add an e-Parcel ID as TO, just double-click an e-Parcel ID on the Address Book. An e-Parcel ID is added as "To" on the "Send Dialog".
---	---

The selected recipients e-Parcel ID will appear in any of the "TO", "CC" or "BCC" fields of the "Send Dialog" depending upon your selection from the pull-down menu.



	Tip: There is one more way to set the recipients of the "Address Book" into the "Send Dialog". Select e-Parcel ID as recipients from the "Address Book" and then drag and drop to any of the "TO", "CC" or "BCC" fields of the "Send Dialog".
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Select from the "Selected Address" list

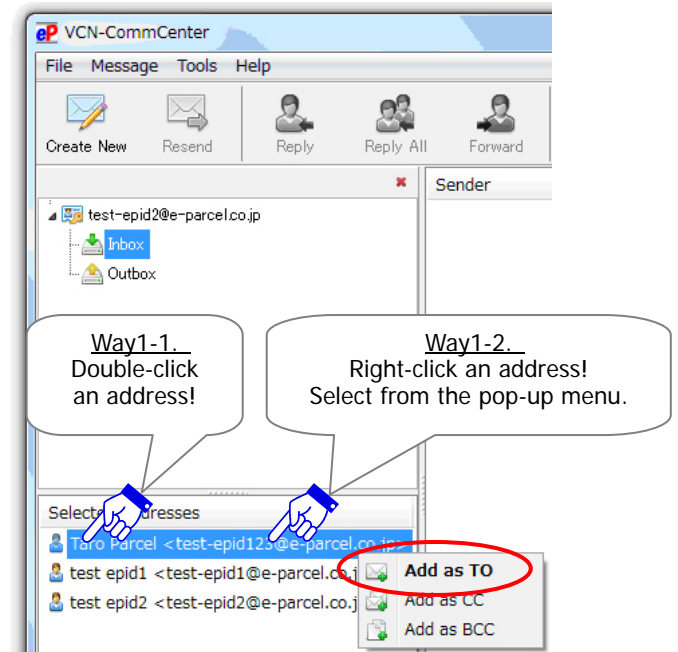
Without opening the address book, the recipients e-Parcel ID of the "Selected Address" list added to the address book can be selected to send a new item.

*Refer to P124 6. Address Book

Way1. The "Selected Address View" of the VCN-CommCenter GUI

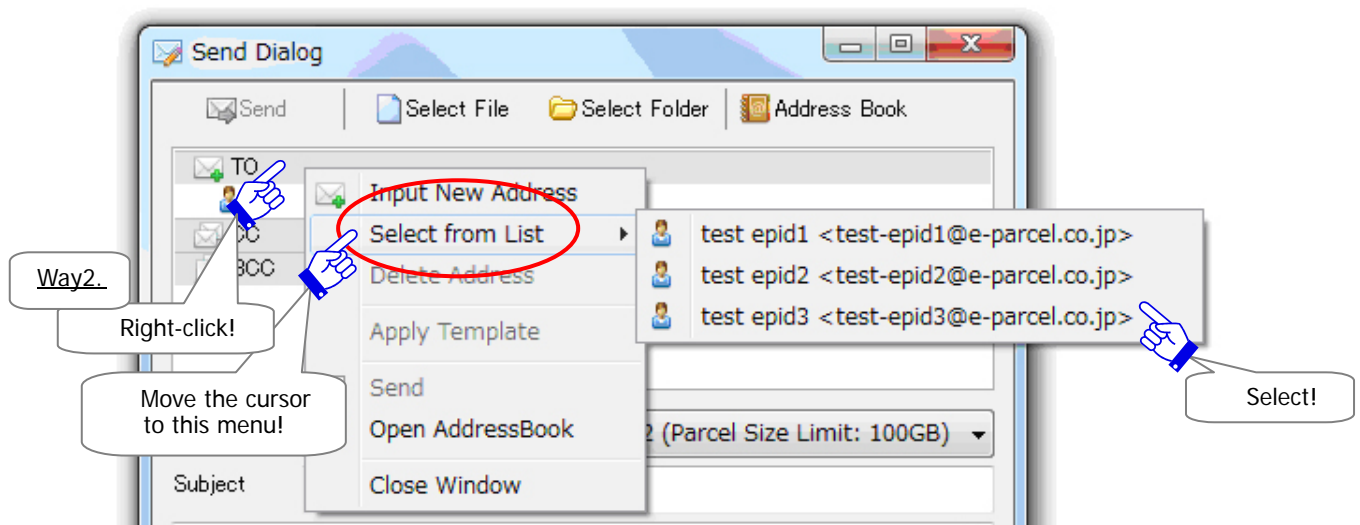
Double-click an address on the "Selected Address View" to simply open the "Send Dialog" with an address added as "To".

Or, right-click an address on the "Selected Address View" to open the pop-up menu. Select any of the "Add as TO", "Add as CC" and "Add as BCC" from the pop-up menu. (Multiple choices allowed)



Way2. The menu of the Send Dialog

Right-click any of the "TO", "CC" and "BCC" fields on the Send Dialog to open the pop-up menu. Move the cursor to the "Select from List" menu. The e-Parcel ID of the "Selected Address" list will appear on the pop-up menu. Select an e-Parcel ID as recipient from list of the pop-up menu.



Delete TO, CC, BCC

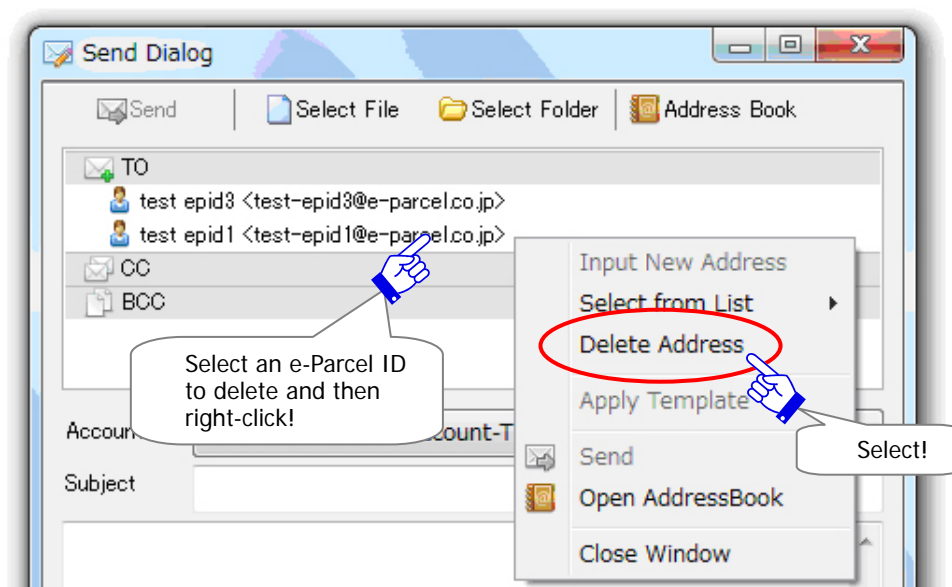
If you want to delete the recipients e-Parcel ID entered in the "TO", "CC" and "BCC" fields of the "Send Dialog", please delete the e-Parcel ID entered by either of the following two (2) ways.

By the Delete key

Press the <Delete> key after selecting a recipient e-Parcel ID entered in the "TO recipient", "CC recipient" and "BCC recipient" fields.

By the Delete menu

After selecting a recipient e-Parcel ID entered in the "TO recipient", "CC recipient" and "BCC recipient" fields, right-click to open the pop-up menu. Select the "Delete Address" from the pop-up menu.



1-2. Enter Subject and Message

Next, enter a subject and message into the "Subject" and "Message" fields. (Figure 82)

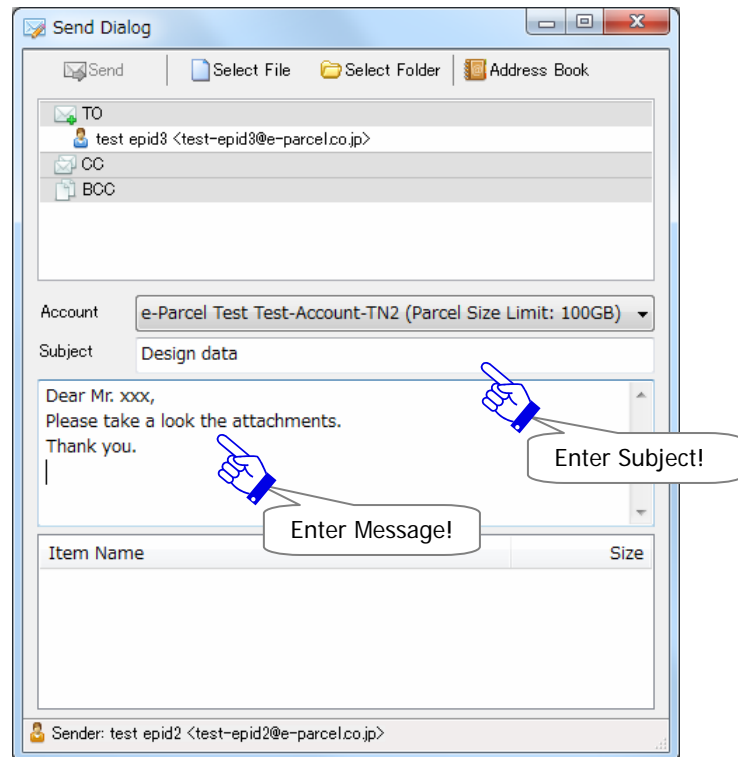


Figure 82

1-3. Attach Files & Folders

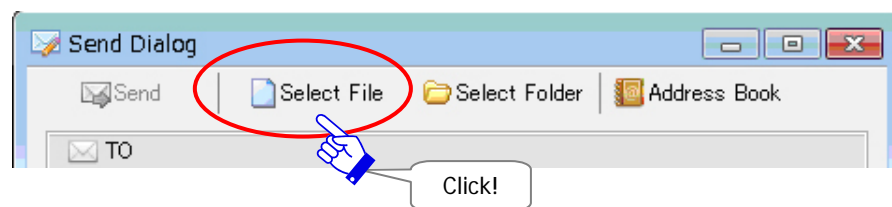
To attach at least a file or a folder to the “Send Dialog” must be required to send an item. When files and folders accompany an item, the VCN-CommCenter provides the ability to attach files and folders as well as encrypting these attachments with an item.

How to attach Files

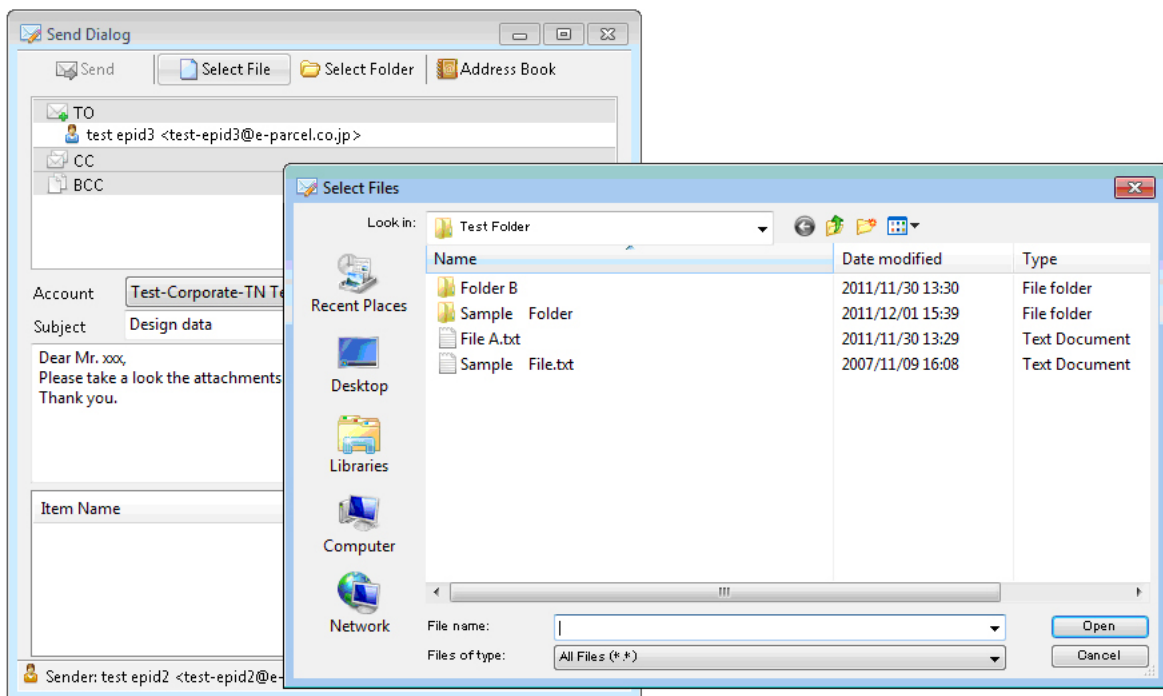
To attach single file or multiple files to a new “Send Dialog”, follow the procedure below.

Attach by the “Select File” button

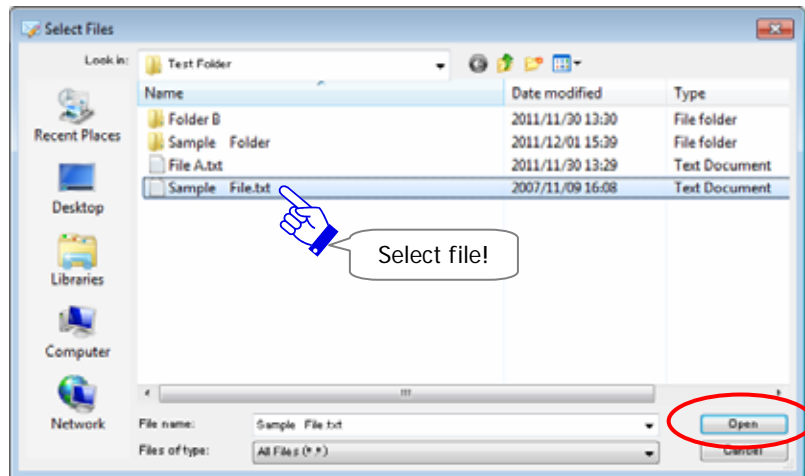
Click the “Select File” button on the “Send Dialog”.



The “Select Files” dialog appears.

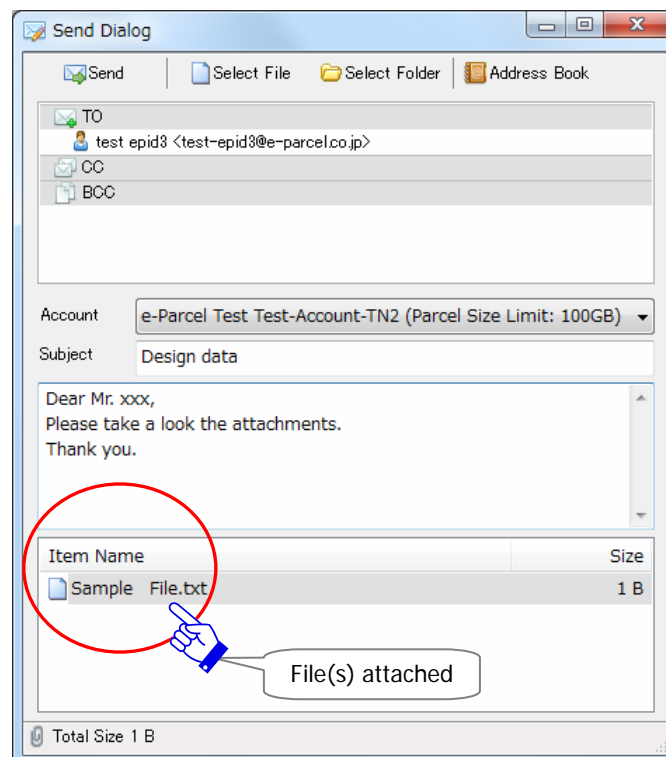


Select file(s) you want to attach and click the “Open” button to copy a file to your item.
(Multiple choices allowed)



Note: To select multiple files at one time, hold down the <Shift> or <Ctrl> key while selecting files using your mouse button.

The “Send Dialog” appears with selected file(s) attached to the item box. The item box displays the “Item Name” and “Size”. Review your file(s) attached.

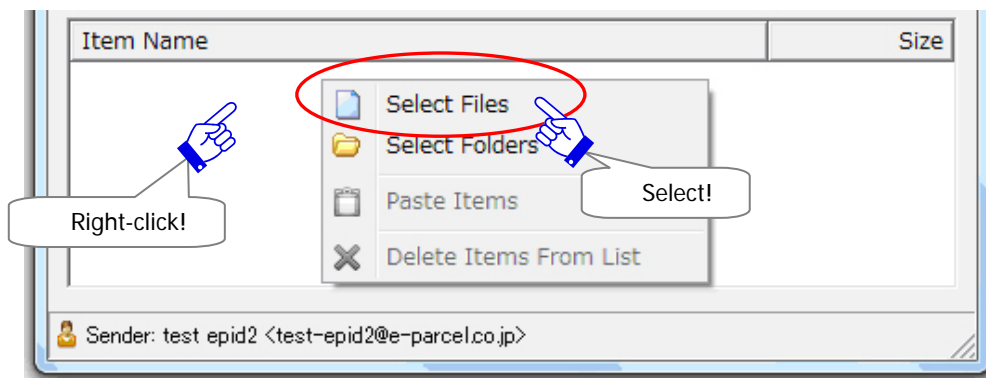


If you want to add file(s) from other locations, repeat the above operation to attach.

An item can be sent at this stage (Both "To" and attachments specified). To send an item attached file(s), simply click the "Send" button on the "Send Dialog".

Attach by the "Select Files" menu

Right-click within the item box on the "Send Dialog" to open the pop-up menu. Click the "Select Files" menu. The "Select Files" dialog appears.

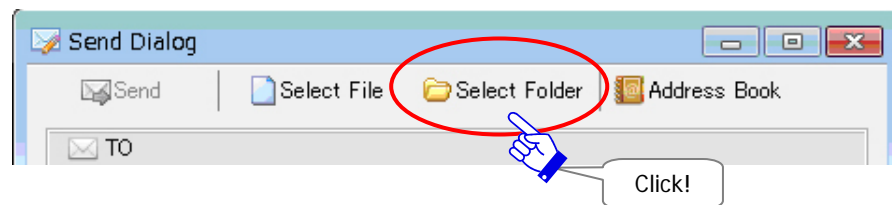


How to attach Folders

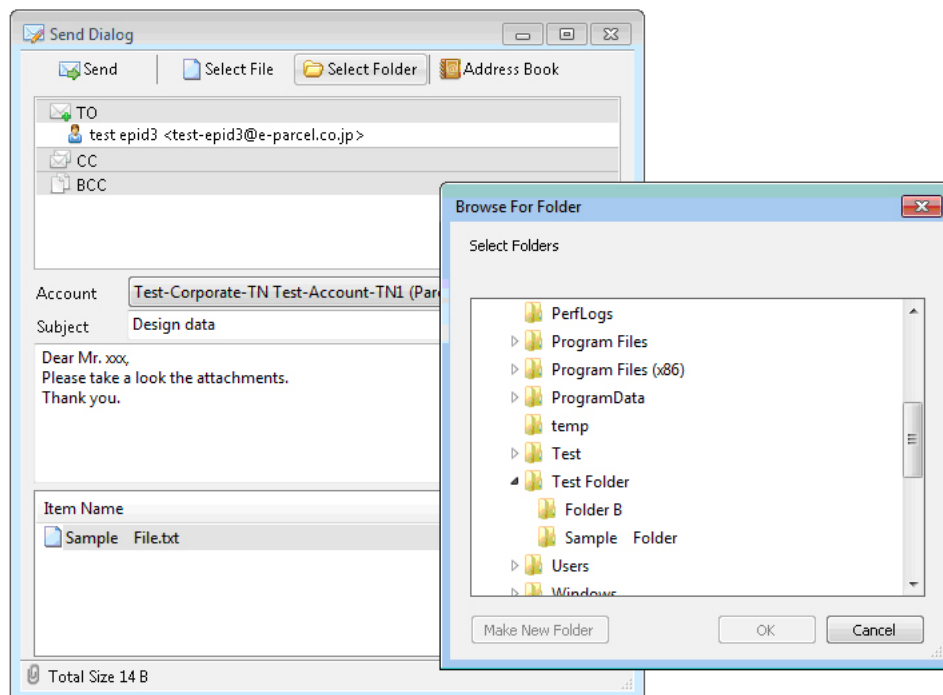
To attach a folder or multiple folders to a new “Send Dialog”, follow the procedure ~ below.

Attach by the “Select Folder” button

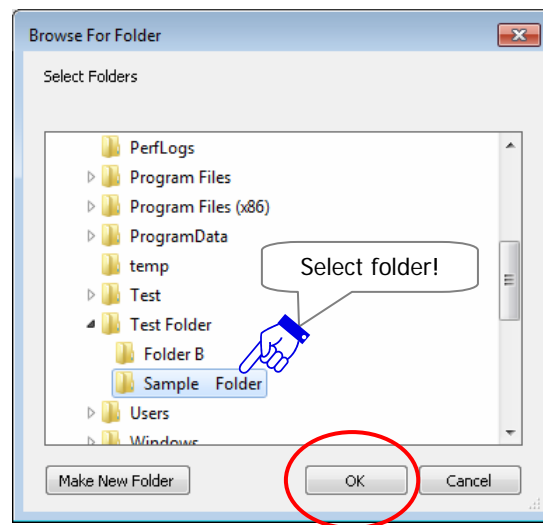
Click the “Select Folder” button on the “Send Dialog”.



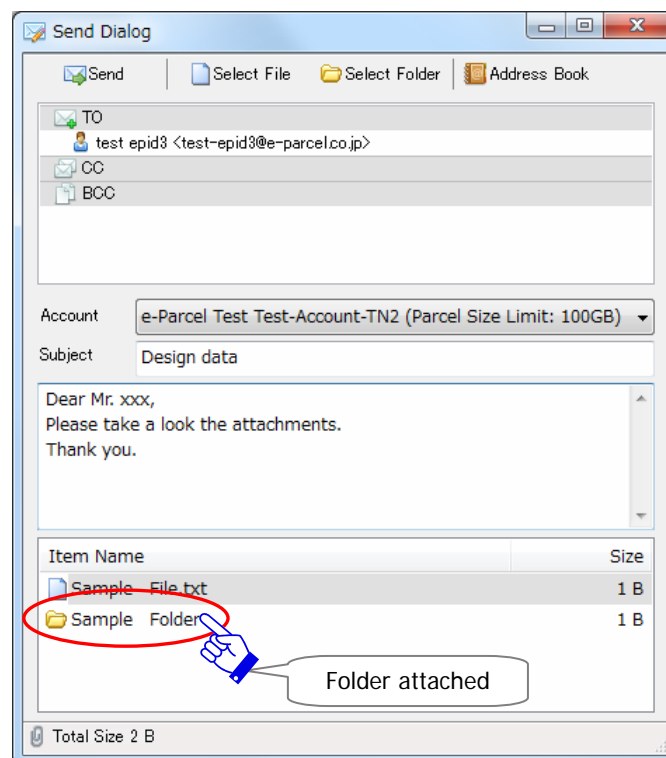
The “Select Folders” dialog appears.



Select a folder you want to attach and click the "OK" button to copy a folder to your item.



The "Send Dialog" appears with selected a folder attached to the item box. The item box displays the "Item Name" and "Size". Review your folder attached.



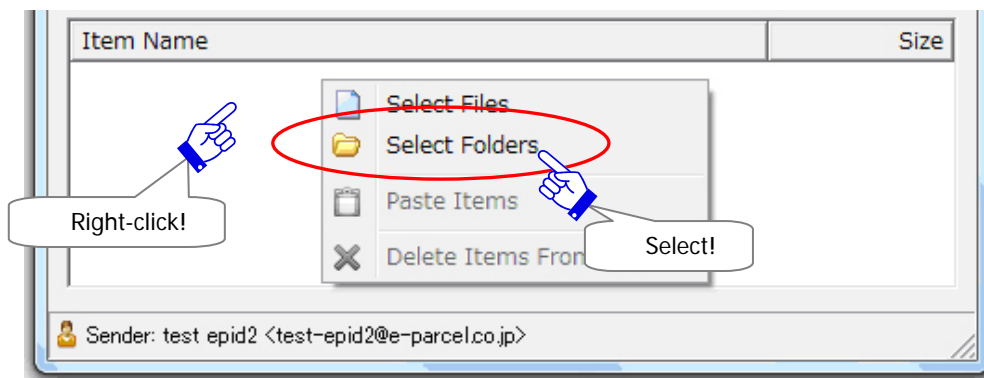
Caution: It normally ends in a few seconds to attach. However, a folder included many files will be selected to attach, it may take a long time to calculate the total size of attachments during operation to attach. Please wait for a while until a folder icon selected appears to the item box of the "Send Dialog".

If you want to attach multiple folders, repeat the above operation to add.

An item can be sent at this stage (Both “To” and attachments specified). To send an item attached folder(s), simply click the “Send” button on the “Send Dialog”.

Attach by the “Select Folders” menu

Right-click within the item box on the “Send Dialog” to open the pop-up menu. Click the “Select Folders” menu. The “Select Folders” dialog appears.



1-4. Other ways to attach Files & Folders

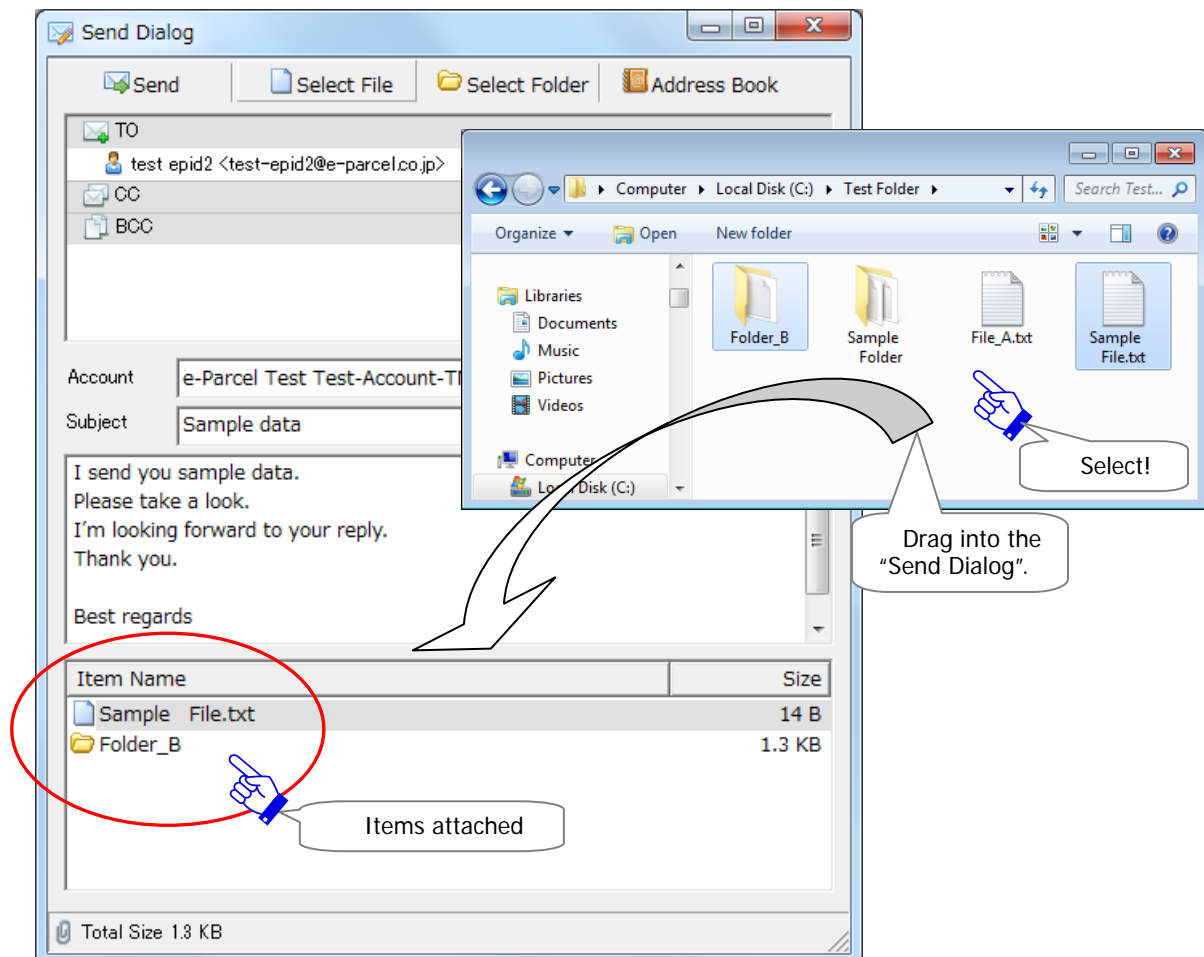
On the previous section of this manual, each way to attach files or folders to the send dialog has been explained. Moreover, this section introduces some efficient ways to attach files and folders at same time. It may be convenient for some customers who usually send many files and folders at once.

How to attach Files & Folders

The other four (4) ways are described below to attach files and folders at same time.

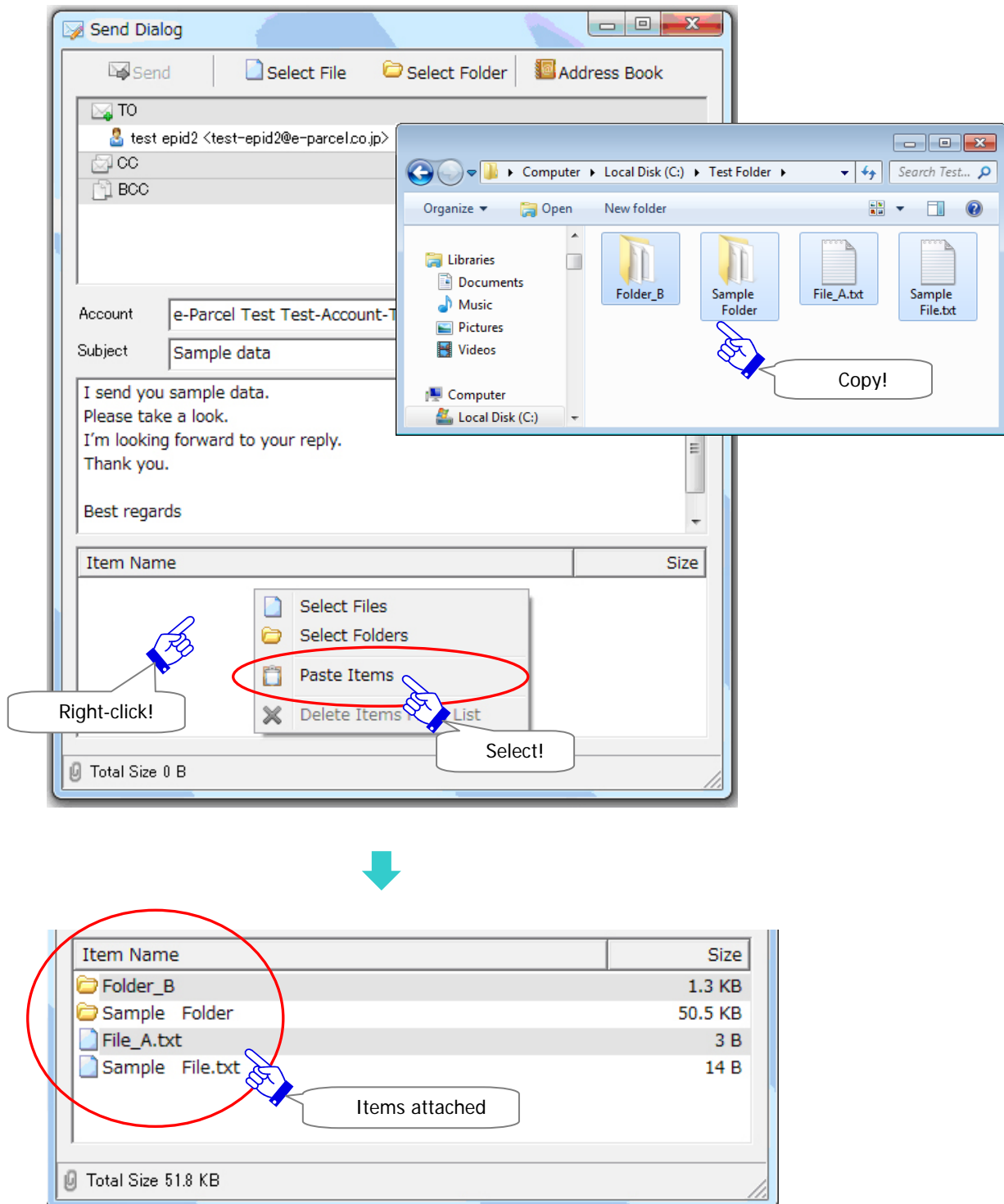
Drag into the send dialog to attach

Select files and folders and then directly drag those into the "Send Dialog" to attach. Attachments appear with item name and size on the item box of the "Send Dialog".



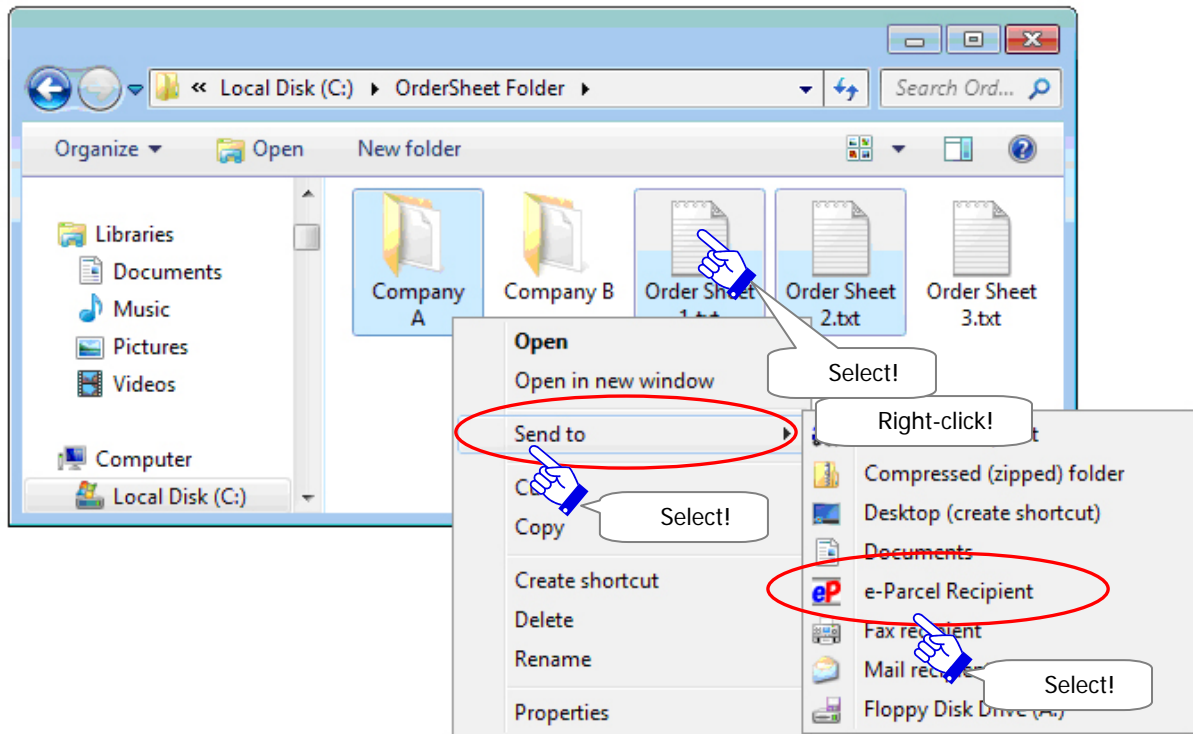
Copy & Paste to attach

Copy files and folders and then right-click within the item box on the “Send Dialog” to open the pop-up menu. Select the “Paste Items” menu to attach. Attachments appear with item name and size on the item box of the “Send Dialog”.

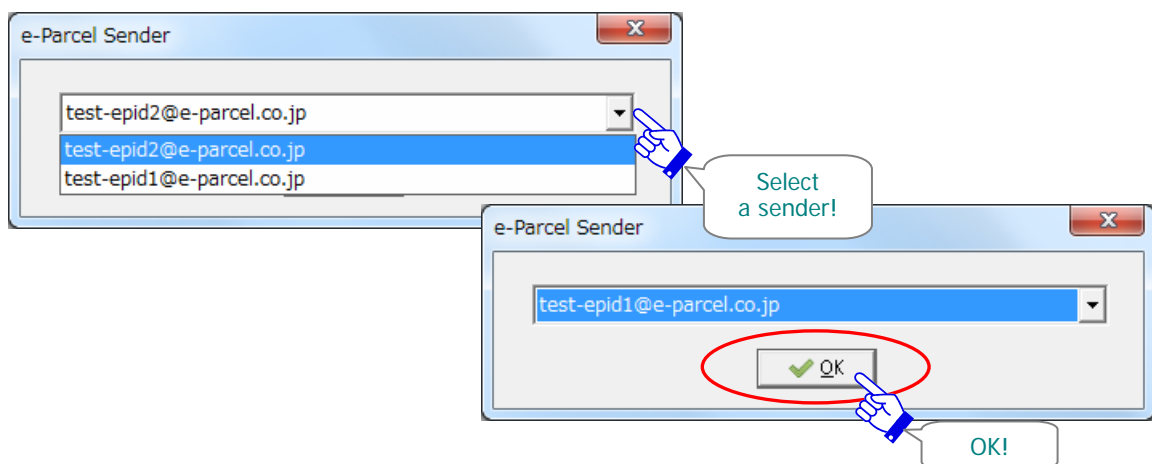


Context menu “Send to”

Select files and folders and then right-click those to open the context menu (Shortcut menu). Select the “Send to” > “e-Parcel Recipient” from the pop-up menu. The new “Send Dialog” automatically opens. Attachments appear with item name and size on the item box of the “Send Dialog”.

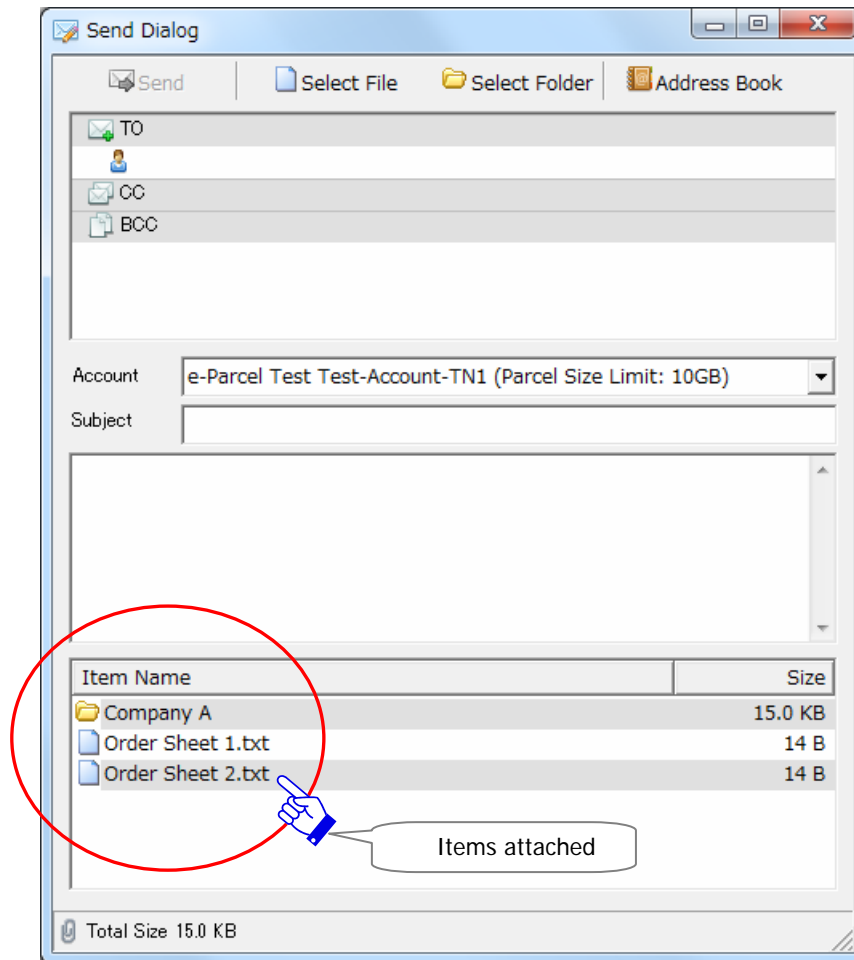




For only users who multiple e-Parcel ID (Client digital certificate) are configured in the VCN-CommCenter, the “e-Parcel Sender” dialog appears. Select one e-Parcel ID as a sender from the pull-down menu and then click the “OK” button.





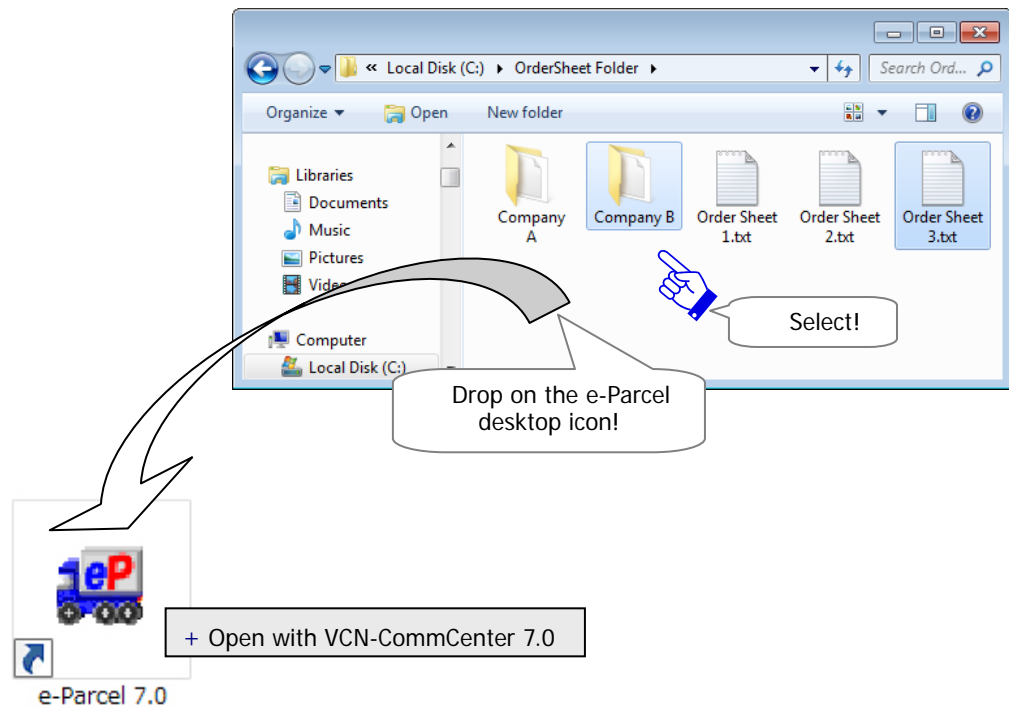
The new "Send Dialog" automatically opens.



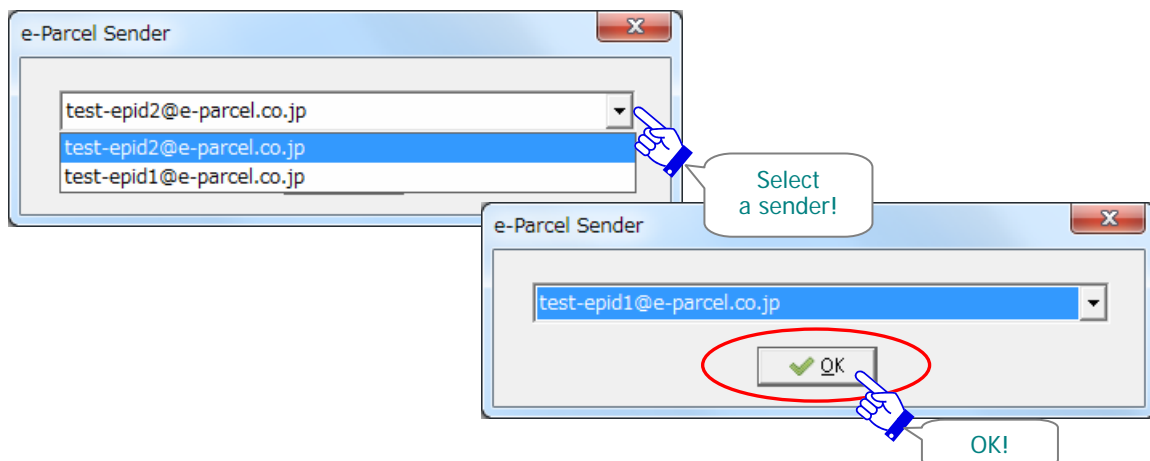
	<p>Note: When the VCN-CommCenter doesn't run, first the software will automatically get starting and then the new "Send Dialog" will open to attach files and folders.</p>
	<p>Caution: If the "Send Dialog" has already opened, this function doesn't work. The selected files and folders are not attached on the existing "Send Dialog".</p>

Drop on the e-Parcel desktop icon

Select files and folders and then drag those to the e-Parcel desktop icon created on your computer. When it must show "+ Open with VCN-CommCenter 7.0", drop on here. The new "Send Dialog" automatically opens. Attachments appear with item name and size on the item box of the "Send Dialog".

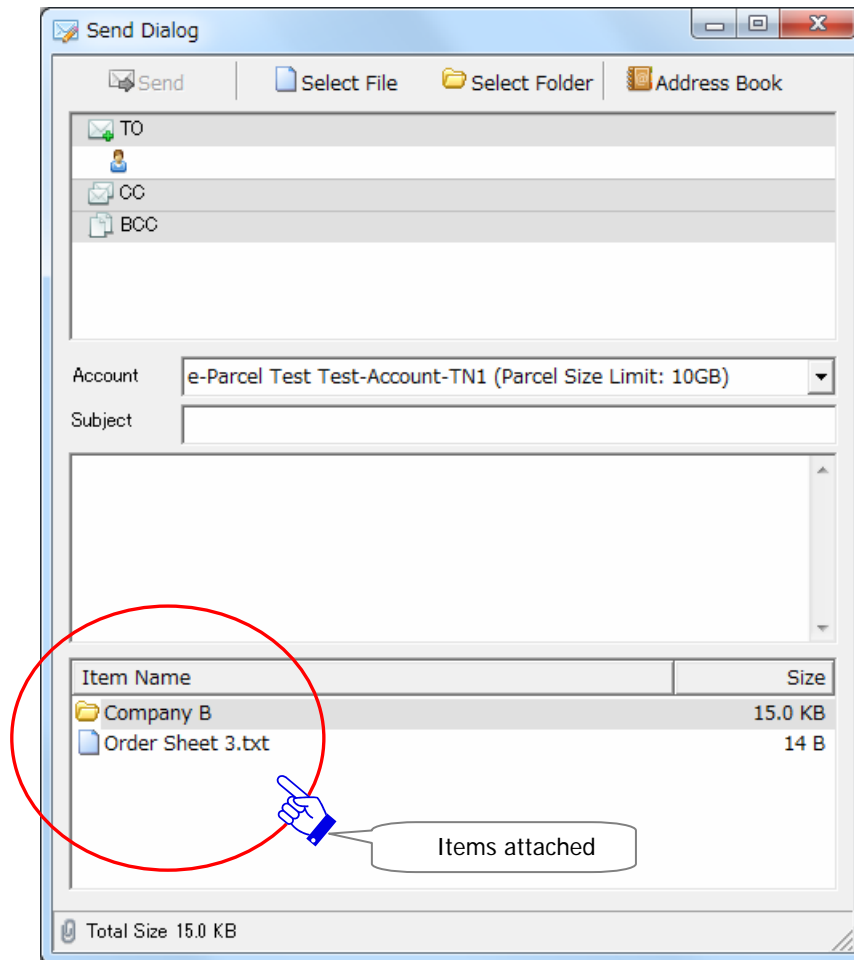


For only users who multiple e-Parcel ID (Client digital certificate) are configured in the VCN-CommCenter, the "e-Parcel Sender" dialog appears. Select one e-Parcel ID as a sender from the pull-down menu and then click the "OK" button.





The new "Send Dialog" automatically opens.



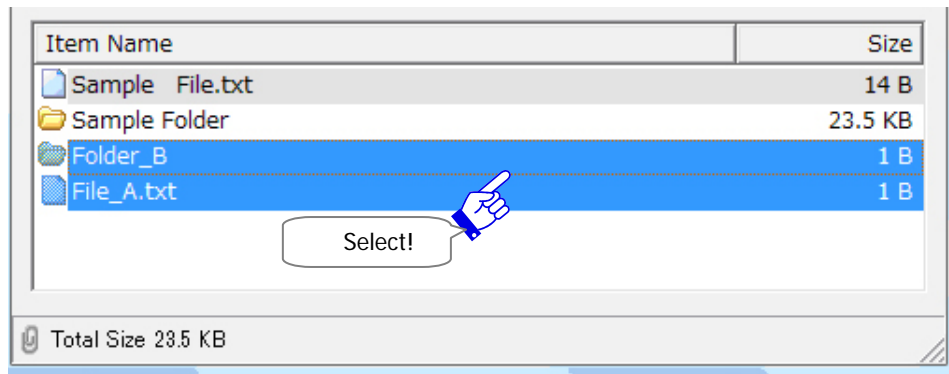
	<p>Note: When the VCN-CommCenter doesn't run, first the software will automatically get starting and then the new "Send Dialog" will open to attach files and folders.</p>
	<p>Caution: If the "Send Dialog" has already opened, this function doesn't work. The selected files and folders are not attached on the existing "Send Dialog".</p>

1-5. Delete Attachments

If you want to delete file(s) and folder(s) attached in the item box of the “Send Dialog”, please delete the attachments by either of the following two (2) ways before sending.

By the Delete key

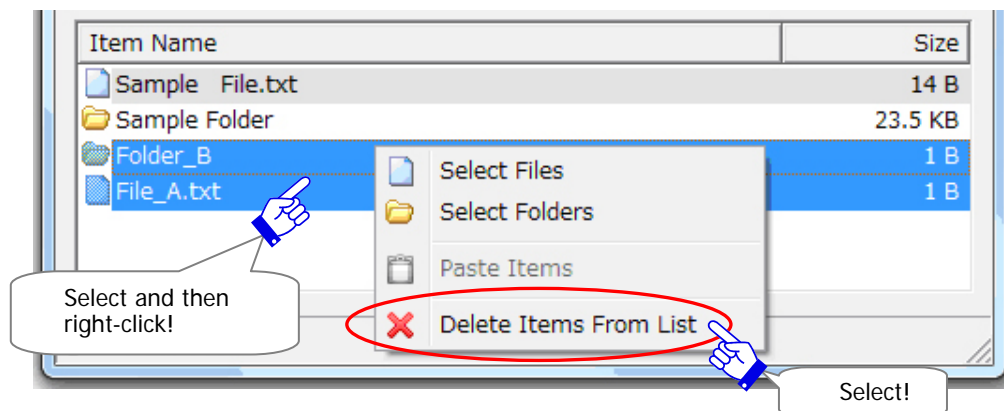
Press the <Delete> key after selecting file(s) / folder(s) attached in the item box.



Delete key

By the Delete menu

After selecting file(s) / folder(s) attached in the item box, right-click to open the pop-up menu. Select the “Delete Items from List” from the pop-up menu.



1-6. Account

The "Account" field of the "Send Dialog" displays the account name, parcel size limit which an e-Parcel ID belong to.

Default Account

On the "Account" field, a default account (P67) which has been configured in the User Configuration must be displayed. Once an item is sent through the e-Parcel service, this account will be charged for the data delivery.

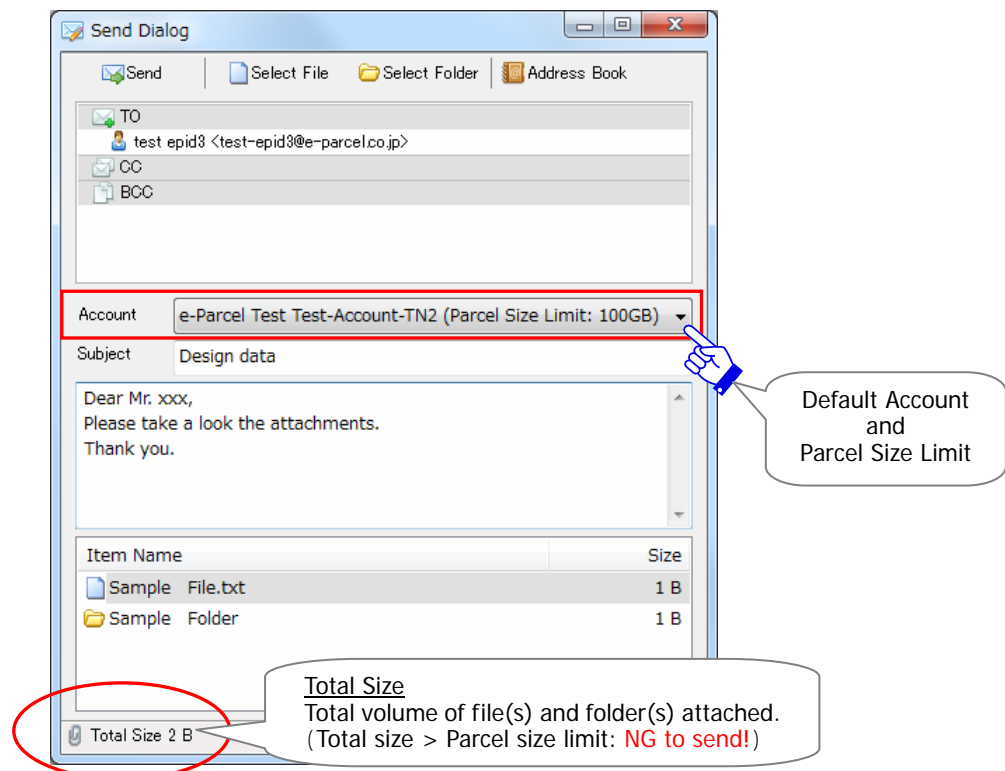
Only for e-Parcel ID belonging to the multiple accounts, it provides you with selecting from pull-down menu. A default account is listed on the top of the pull-down menu. To change an account charged on each transmission, select another one from pull-down menu to take effect only for this data delivery. When a "Send Dialog" is made, click the "Send" button.

Parcel Size Limit

You can also verify parcel size limit of your account. It displays maximum total data volume of attachments a delivery along with account information. (Parcel Size Limit:)

Total Size

Total size of file(s)/folder(s) attached will be displayed on the bottom-left corner of the "Send Dialog". Total data volume of attachments must be less than or equal to parcel size limit of your account. If total data volume of attachments exceeds parcel size limit, the "Send" button will change gray in color to be disabled.



1-7. Send Item

When you set "TO" field, attach files/folders and enter other fields as needed on the "Send Dialog", it's ready to send a new item.

There are the following two (2) ways to send a new item. When starting to send a new item after "Send" operation, the "Send Dialog" will close automatically to return the VCN-CommCenter GUI. You can view the progress of your sent items listed on the Outbox.

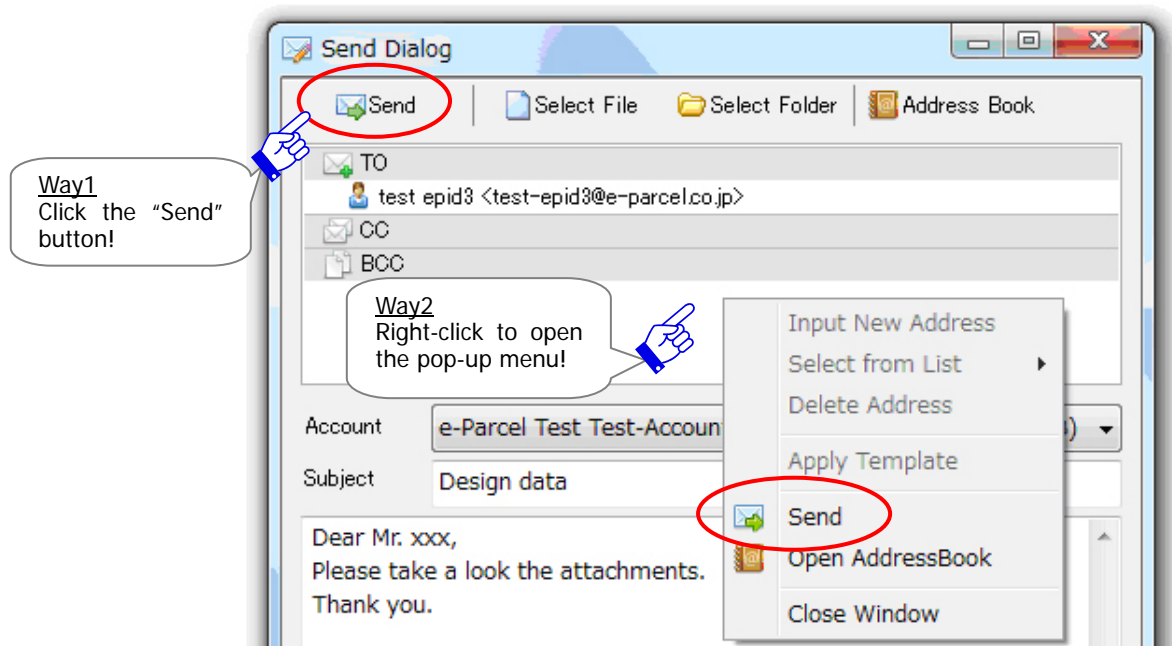
*Refer to P183 7. Sending - 2. Outbox

By the Send button

To send a new item, simply click the "Send" button on the "Send Dialog".

By the Send menu

Right-click within the address box of the "Send Dialog" to open the pop-up menu. Click the "Send" menu.




Caution: When both the "TO" and "Item (files and/or folders attached)" boxes are entered on the Send Dialog, the "Send" button and menu will be enabled.

1-8. Close Send Dialog

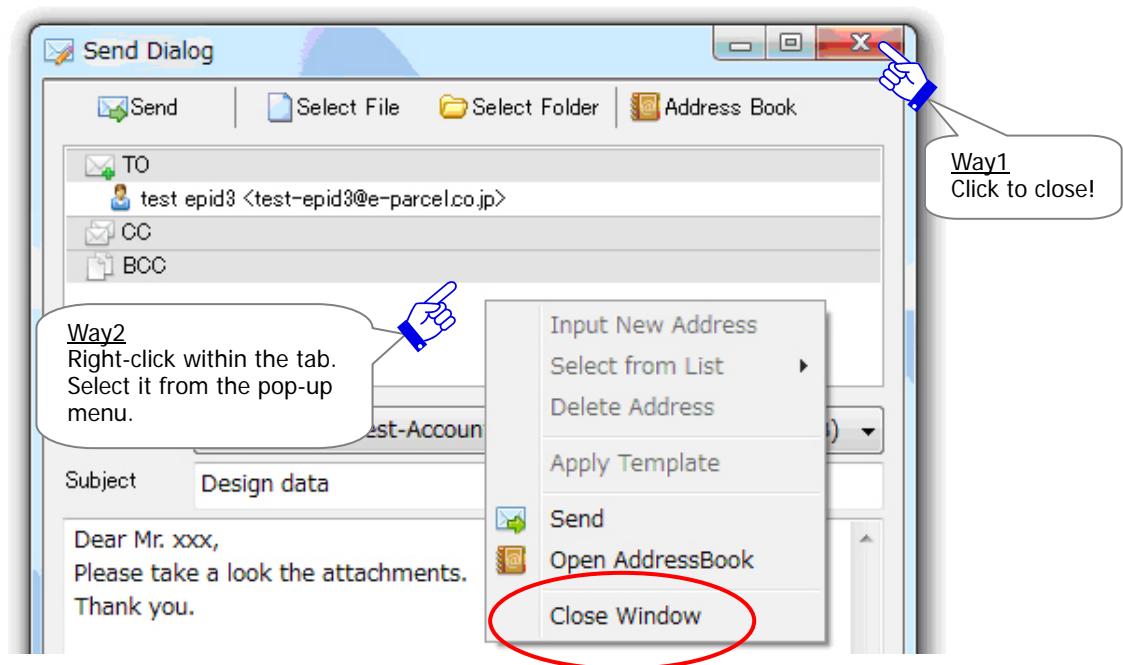
If you want to close the "Send Dialog" before starting to send a new item, please close the "Send Dialog" box in either of the following two (2) ways.

Close by the button

Click the  button on the upper-right corner of the "Send Dialog".

Close by the menu

Right-click within the address box of the "Send Dialog" to open the pop-up menu. Click the "Close Window" menu.



2. Outbox

The sending items are listed up in Outbox of the VCN-CommCenter GUI. You can view the delivery status of sending items (Tracking) in Outbox.

2-1. Display Outbox

To view the list of sending items on the List view, firstly click the “Outbox” of the tree view on upper-left side of the VCN-CommCenter GUI. (Figure 83)

2-2. Current Status

The “Status” column in Outbox will show the current status of sending items. (Figure 83)

*Refer to P220 9. Delivery Status

Click!

The Current Status

Uploading
Once clicking the “Send” button, an item is firstly compressed and encrypted before uploading.
On the status column of Outbox, when encryption [Encrypting xx%] has been completed, the current status will be updated to [Upload Start] – [Uploading xx%] – [Upload Complete] – [Waiting Download].
At this time, it means to complete uploading.

*Tip: If you want to shutdown the VCN-CommCenter while items uploading, please be advised you to wait until upload complete. (The status will be updated to [Waiting Download].)

Downloading
[Waiting Download] has been displayed on the status column of the Outbox before recipients start to download.
On the status column of Outbox, when recipients start to download, the current status will be updated to [Download Start] – [Download Complete] – [Delivery Confirmed].
After an item is confirmed to download, the current status will be updated to “Item Opened” when recipients open an item and to “Item Moved” when recipients move the attachments.

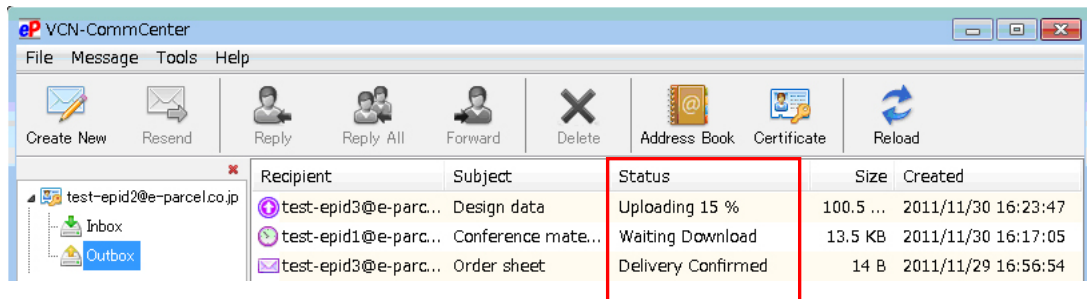
Recipient	Subject	Status	Size	Created
test-epid2@e-parcel.co.jp	Design data	Uploading 15 %	100.5 KB	2011/11/30 16:23:47
test-epid3@e-parcel.co.jp	Conference material	Waiting Download	14 B	2011/11/29 16:56:54
test-epid1@e-parcel.co.jp	Order sheet	Delivery Confirmed	14 B	2011/11/29 16:46:47
test-epid3@e-parcel.co.jp	Sample data	Item Moved	13.5 KB	2011/11/29 12:01:20
test-epid1@e-parcel.co.jp	Conference material	Waiting Download	14 B	2011/11/29 11:51:56
test-epid3@e-parcel.co.jp	Design data	Cancelled	14 B	2011/11/29 11:39:12
test-epid2@e-parcel.co.jp	Design data	Item Opened	14 B	2011/11/29 11:39:12

Total 7 items Online

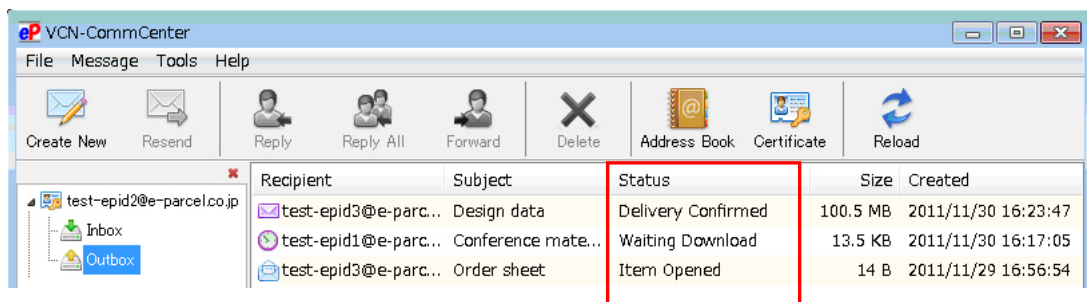
Figure 83



Once a new item starts to be sent, the "Status" column of the Outbox usually makes progress through "Encrypting xx %" "Upload Start" "Uploading xx%" "Upload Complete" "Waiting Download".

When an item has been completed to upload, "Waiting Download" will be displayed on the "Status" column of the Outbox.






When recipients start downloading, the "Status" column of the Outbox usually makes progress through "Download Start" "Download Complete" "Delivery Confirmed". When an item has been confirmed to delivery, "Delivery Confirmed" will be displayed on the "Status" column of the Outbox. After that, the "Status" column will be updated to "Item Opened" when recipients open an item and to "Item Moved" when recipients move attachments.



	<p>Note: After you create a new item and send, DO NOT shutdown the VCN-CommCenter while uploading an item. Please be advised you to wait until the status must be "Waiting Download".</p> <p>However, the VCN-CommCenter provides the automatic restart function (intermission delivery and auto resume function) when the internet line is intercepted and then recovered. Therefore, an uploading item ("Uploading xx%") interrupted by shutdown may automatically restart to upload upon starting the VCN-CommCenter in the next time.</p>
	<p>Caution: Usually, when you click the Send button on the "Send Dialog", an item will be encrypted just before starting to upload. Note that you must avoid to shutdown the VCN-CommCenter while "Encrypting xx %" in the Outbox. If do so, the data may corrupt. Please wait until the status must be "Waiting Download".</p> <p>*Refer to P218 8. Receiving - 3. Receiving Parcel Detail – Error Detail</p>

When an item is sent to multiple recipients, the most progressive status of recipients will be displayed in the "Status" column of Outbox. You can also view the delivery status of each recipient in the "Parcel Detail" dialog.

*Refer to P187 7. Sending – 3. Sending Parcel Detail

	Warning: The VCN-CommCenter does NOT track the delivered items which 31 days have passed since items were created.
	Warning: An item which recipients have not downloaded yet will store in the e-Parcel server for 31 days from the date of created. An expired item will be automatically deleted from the e-Parcel server. So, an expired item can't be downloaded anymore. Also, this delivery status is no longer updated.
	Tip: Make it a habit to track delivery status to ensure that all recipients receive your deliveries.

2-3. Sending Item Menu

To open the pop-up menu, right-click items listed in the Outbox. (Figure 84)

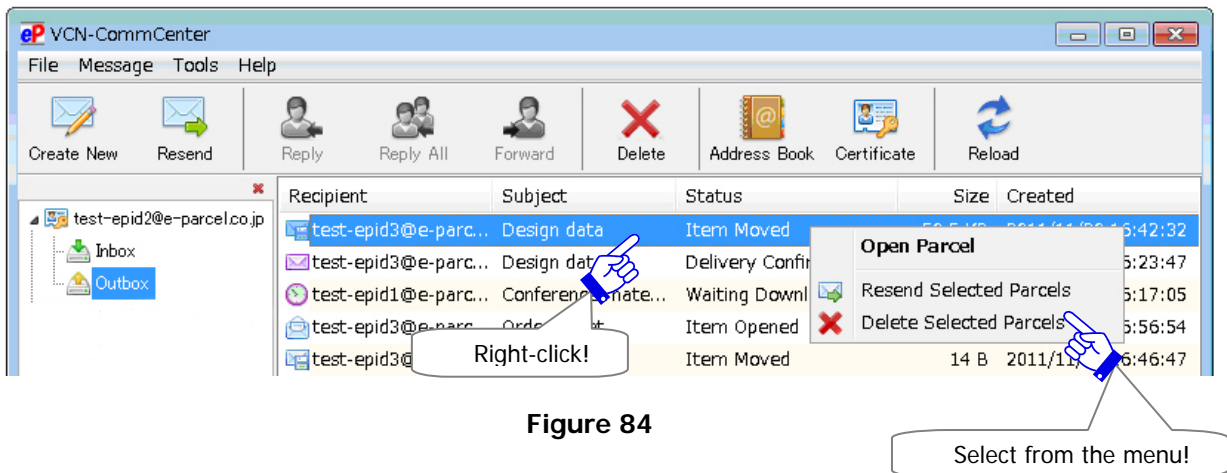


Figure 84

Open Parcel

The "Open Parcel" menu is used to open the "Parcel Detail" dialog.

*Refer to P187 7. Sending – 3. Sending Parcel Detail

Resend Selected Parcels

The "Resend Selected Parcels" menu will resend same item(s) (subject, message, attachments) to same recipients only within the resend period from a day when item(s) have been uploaded (after "Waiting Download"). This menu will only be enabled once sent an item(s) is selected within Outbox. Once an item(s) has been resent, the "Resend Selected Parcels" menu will be disabled (grayed-out effect).

*The "Resend Selected Parcels" menu parallels the menu bar Message > "Resend".

*The "Resend Selected Parcels" menu parallels the "Resend" button on the tool bar.

Refer to P192 7. Sending – 3. Sending Parcel Detail – 3-3. Tool Bar on the Sending Parcel Detail

*Attention: An item which is canceled to send while encrypting will NOT be able to resend.

*Attention: The "Resend" button is only enabled if the "Enable Resend" box is placed a check in the "Option Config" dialog. (from the menu bar "Tools" > "Option")
(Default: Enable Resend: Yes / Resend Period: For 14 days)

Refer to P75 3. Option Configuration - 5. Resend Setting

Delete Selected Parcels

The "Delete Selected Parcels" menu will delete an item(s) from Outbox. This command will only be enabled once an item(s) is selected in Outbox, after the status has been "Upload Complete". Once an item(s) has been deleted, that item(s) is never restored.

*The "Delete Selected Parcels" menu parallels the menu bar Message > "Delete".

*The "Delete Selected Parcels" menu parallels the "Delete" button on the tool bar.

3. Sending Parcel Detail

The VCN-CommCenter provides the sending “Parcel Detail” dialog which displays information on the details of an item. The “Parcel Detail” dialog contains four (4) tool buttons, item details and the progress status of sending items (Tracking). (Figure 85)

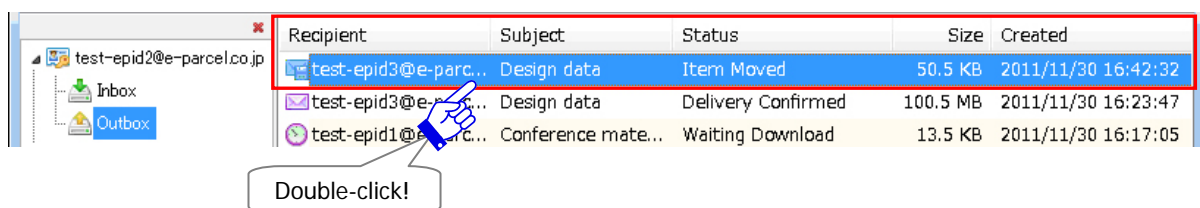
3-1. Open the Sending Parcel Detail

How to open the “Parcel Detail” dialog of Outbox

There are the following two (2) ways to open the “Parcel Detail” dialog.

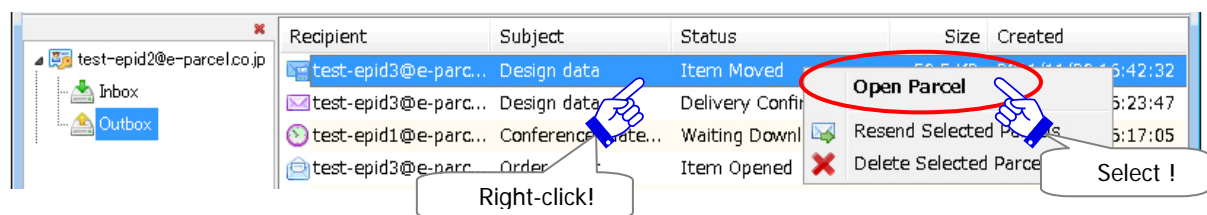
From item list in the Outbox

Select and double-click a delivered item in the Outbox. A “Parcel Detail” dialog appears.



From the Sending item menu

Right-click a delivered item listed in the Outbox to open the pop-up menu. Select the “Open Parcel” menu. A “Parcel Detail” dialog appears.



The “Parcel Detail” dialog of Outbox

The “Parcel Detail” dialog displays an item details about your recipient's e-Parcel ID or name (Refer to P81), the progress status of recipients (Tracking), account information, subject, message, attachments, and parcel ID. (Figure 85)

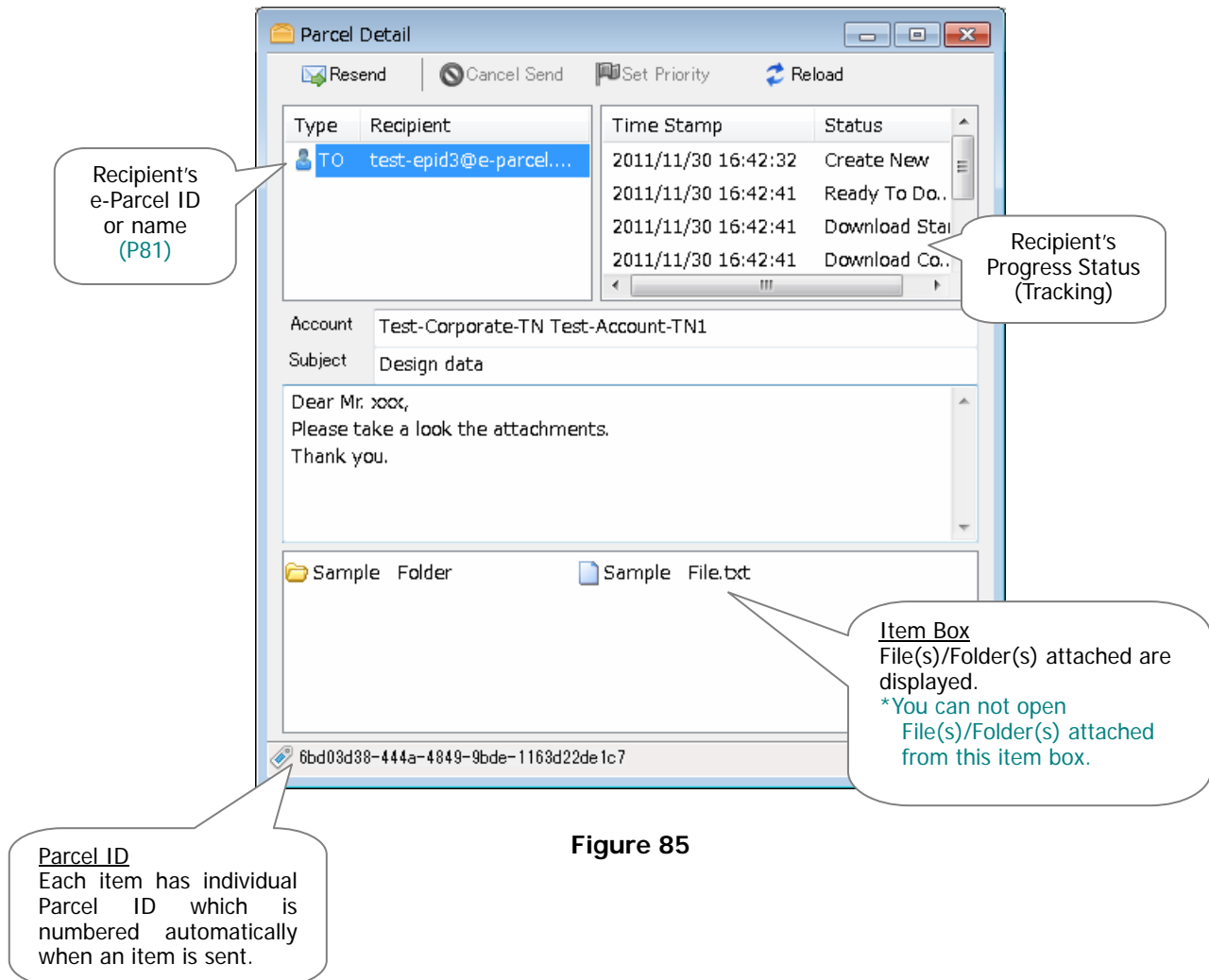


Figure 85

3-2. Tracking Display

The tracking information can be found in the event window of the sending “Parcel Detail” dialog, which lists the Time Stamp and Progress Status (Tracking) of recipients. The information found here will provide you with insight as to who has received, opened, moved, deleted, canceled, and/or aborted a delivered item. (Figure 86)

*Refer to P220 9. Delivery Status

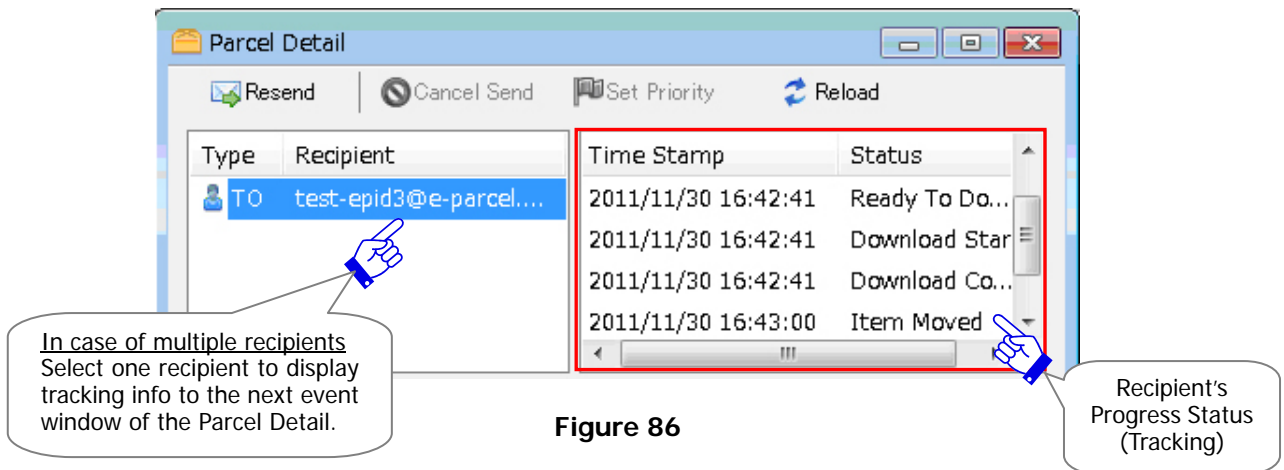


Figure 86

Usually, the Progress Status (Tracking) will be automatically updated. The “Reload” button will also provide you with real time tracking capabilities. When you click the “Reload” button, the VCN-CommCenter will poll to obtain the latest status of recipients.

*Refer to P192 7. Sending – 3. Sending Parcel Detail – 3-3. Tool Bar on the Sending Parcel Detail

	Warning: The VCN-CommCenter does NOT track the delivered items which 31 days have passed since items were created.
	Warning: An item which recipients have not downloaded yet will store in the e-Parcel server for 31 days from the date of created. An expired item will be automatically deleted from the e-Parcel server. So, an expired item can't be downloaded anymore. Also, this delivery status is no longer updated.
	Tip: Make it a habit to track delivery status to ensure that all recipients receive your deliveries.

List of Progress Status (Tracking)

The followings briefly explain the main Progress Status (Tracking) of recipients site on the event window of the sending "Parcel Detail" dialog. (Figure 86)

➤ **Create New**

Date created of a new item: After clicking the "Send" button by sender, a new item is registered on the e-Parcel server to start the sending processes.

***Attention: Only a status "Create New" has been displayed until a recipient will be notified to download.**

➤ **Ready To Download**

Recipient is notified a new item and then ready to download. (Waiting download)

➤ **Download Start**

Recipient starts to download.

➤ **Download Complete**

Recipient just finishes downloading. (Downloading processed)

Then, application of recipient is decrypting and extracting an item.

➤ **Delivery Confirmed***

The application of recipient has confirmed to download when the integrity of a received item has been verified. (Downloading processes done.)

➤ **Item Opened***

Recipient opened an item in Inbox. (To open a receiving "Parcel Detail" dialog.)

➤ **Item Moved***

Recipient has completed to move the attached files/folders from Inbox.

The status with * (asterisk) above will be replaced with the most progressive delivery status.

➤ **Cancelled***

Sender has canceled to send an item which the status must be from "Waiting Uploading" to "Delivery Confirmed" (Before an item is opened or moved.).

*Refer to P192 7. Sending – 3. Sending Parcel Detail – 3-3. Tool Bar on the Sending Parcel Detail

➤ **Abort Receive***

Recipient has aborted to receive an item which the status must be from "Waiting Download" to "Delivery Verifying" (Before "Delivery Confirmed").

*Refer to P208 8. Receiving - 3. Receiving Parcel Detail - 3-3. Tool Bar on the Receiving Parcel Detail

➤ **Item Deleted***

Recipient has deleted an inbox item which the status must be "Delivery Confirmed" when an item has not been opened or moved yet (Before "Item Opened" or "Item Moved").

*Refer to P203 8. Receiving - 2. Inbox - 2-3. Receiving Item Menu - Delete Selected Parcels

3-3. Tool Bar on the Sending Parcel Detail

The tool bar including four (4) buttons is displayed on top of the sending "Parcel Detail" dialog.

The "Resend" button will only be enabled when the status of a sending item is from "Waiting Download" onward (After completing to upload), or "Cancelled".

**Attention: An item which is canceled to send while encrypting will NOT be able to resend.*

The "Cancel Send" button will only be enabled before an item is opened or moved by recipients.

The "Reload" button will provide you with real time tracking capabilities. When you click the "Reload" button, the VCN-CommCenter will poll to obtain the latest status of recipients.

(Figure 87)

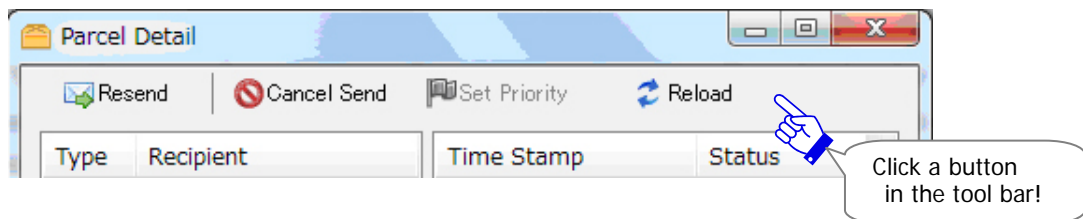


Figure 87

The "Set Priority" button will only be enabled when the status of a sending item is from "Waiting Upload" to "Uploading xx %" (Before an item has completed to upload). (Figure 88)

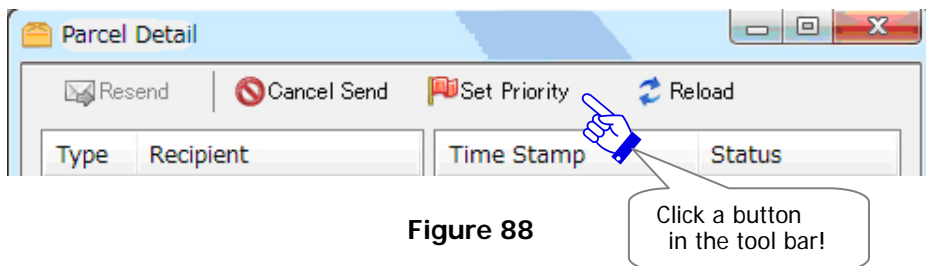


Figure 88

Resend

The "Resend" button will only be enabled when the status of a sending item is from "Waiting Download" onward (After completing to upload), or "Cancelled".

The "Resend" function is able to resend same item (subject, message, attachments) to same recipients within the resend period from date of an item created. Once an item has been resent, the "Resend" button will be disabled (grayed-out effect).

*The "Resend" button parallels the menu bar Message > "Resend".

*The "Resend" button parallels the "Resend" button on the tool bar of VCN-CommCenter.

*Attention: An item which is canceled to send while encrypting will NOT be able to resend.

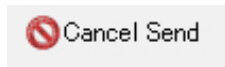
*Attention: The "Resend" button is only enabled if the "Enable Resend" box is placed a check in the "Option Config" dialog. (from the menu bar "Tools" > "Option")
(Default: Enable Resend: Yes / Resend Period: For 14 days)

Refer to P75 3. Option Configuration - 5. Resend Setting

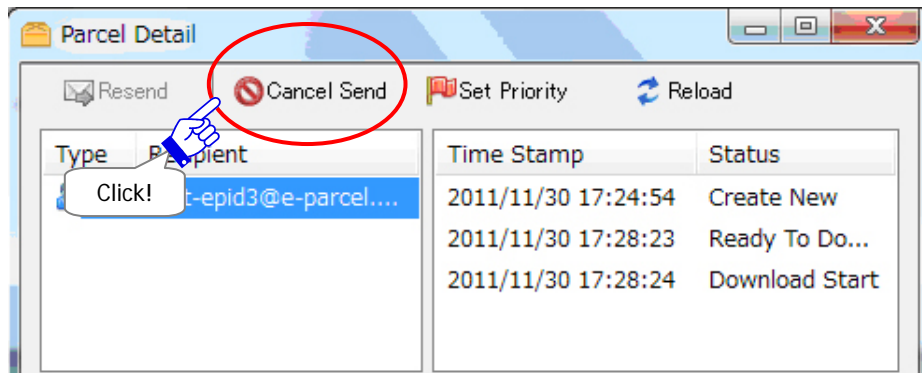


Cancel Send

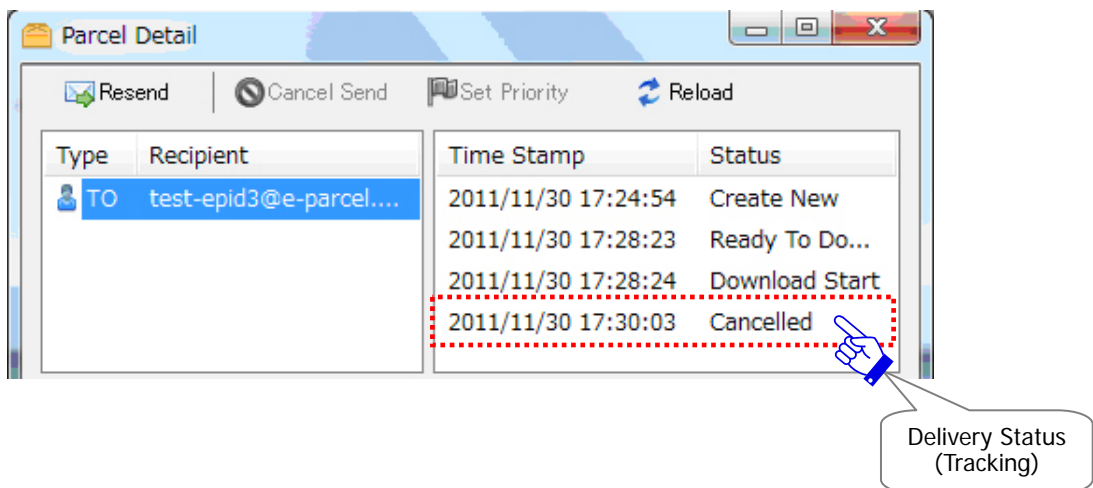
The "Cancel Send" button will only be enable when the status of a sent item is from "Waiting Process" to "Delivery Confirmed". (Before an item is opened or moved by recipients.)



To cancel a sent item, click the "Cancel Send" button on the tool bar of the "Parcel Detail" dialog. Once an item has been canceled to send, an item will automatically be deleted from Inbox of recipients.



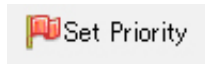
After cancel completed, the delivery status will be updated as to "Cancelled" on the event view of the "Parcel Detail" dialog. (To manually track the status, click the "Reload" button.)



Set Priority

The “Set Priority” button will only be enabled when the status of a sending item is from “Waiting Upload” to “Uploading xx %” (Before an item has completed to upload).

The VCN-CommCenter usually starts to upload multiple items in order of date created. However, the “Set Priority” function can be able to set priority on item(s) which you want to upload on ahead.



For example, it enables an urgent file to cut ahead of large volume data uploading.

How to set priority on an item

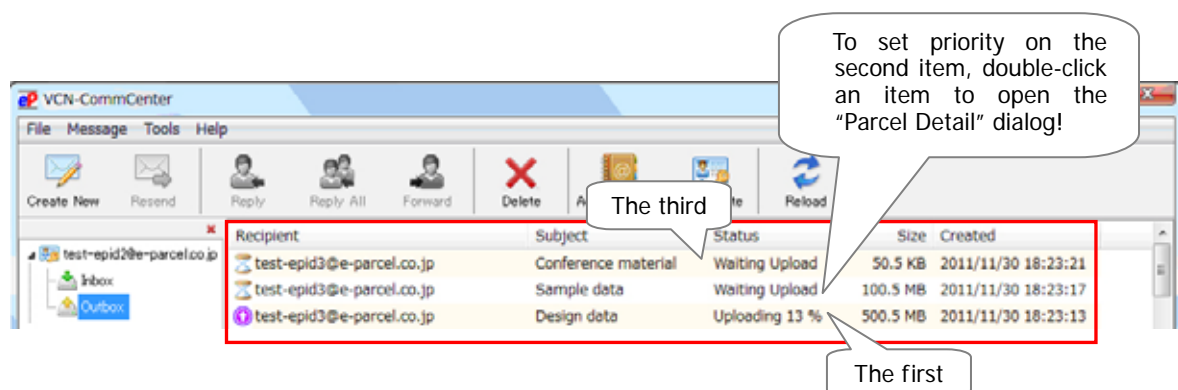
To set priority on a sending item, double-click an item of Outbox to open the “Parcel Detail” dialog. Then, click the “Set Priority” button on the tool bar. A sending item will start to upload on ahead and the status “Waiting Upload” in Outbox should proceed to “Uploading xx %”. Once a sending item has been set priority, this button will turn the “Set Normal” button on the tool bar.

[Ex.] Three (3) items will be uploaded in order of date created.

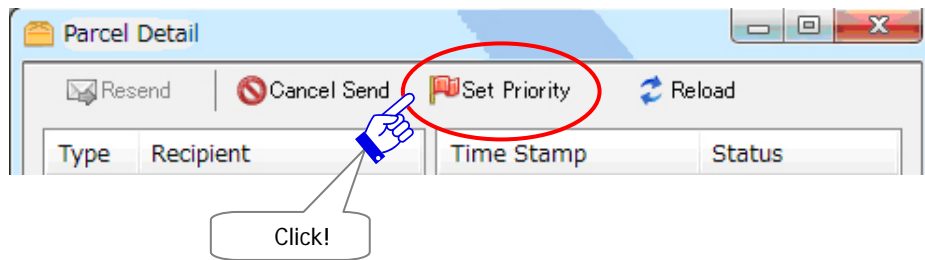
The first item is status “uploading”.

The second and third items are status “Waiting Upload”.

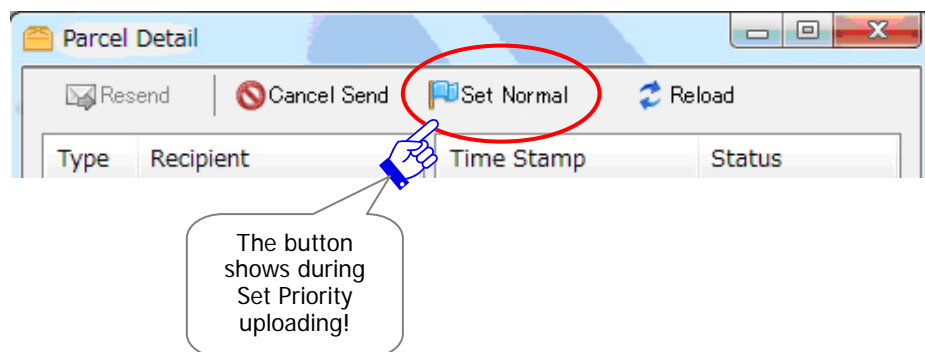
If you want to upload the second item on ahead, double-click the second item of Outbox to open the “Parcel Detail” dialog.



The "Parcel Detail" dialog for the second item opens. Click the "Set Priority" button.

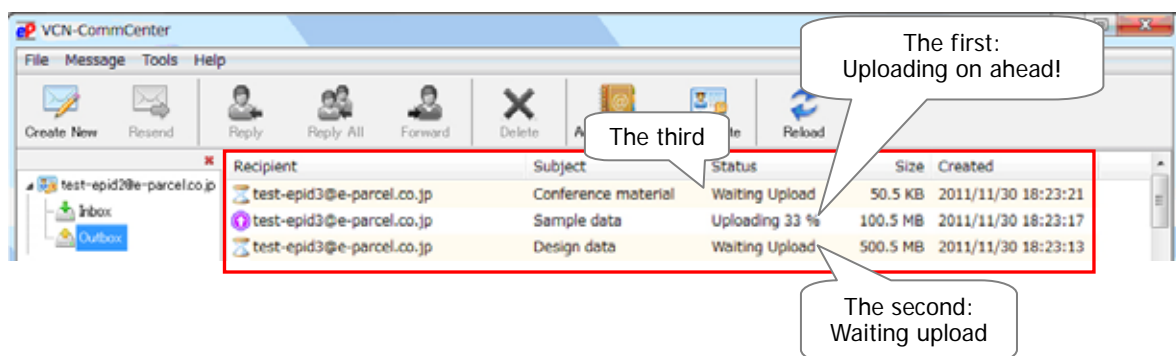


Once the second item has been set priority, this button will turn the "Set Normal" button on the tool bar.



Close the "Parcel Detail" dialog and then see the Outbox. You can confirm that the second item is uploading on ahead of the first item. The status of the second item proceeds to "Uploading xx%" or later.

(The first item is interrupted uploading temporally and the status returns to "Waiting Upload" or "Upload Start". It should be waiting to upload. After the second item has been uploaded, the first item will automatically restart to upload.)

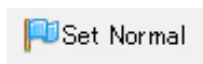


How to set priority on multiple items

To set priority on multiple sending items, click the “Set Priority” button on the tool bar of the “Parcel Detail” dialog in order of priority upload. The sending items will start to upload in order of clicking the “Set Priority” button earlier.

Reset priority

To reset priority on a sending item of Outbox, double-click an item which has been set priority to open the “Parcel Detail” dialog. Then, click the “Set Normal” button on the tool bar. Once a sending item has been reset priority, this button will return the “Set Priority” button on the tool bar.



Reload

The “Reload” button will promptly check for any items pending delivery and track the latest status by polling to the e-Parcel server.

*The “Reload” button parallels the menu bar File > “Reload”.

*The “Reload” button parallels the “Reload” on the tool bar of VCN-CommCenter.

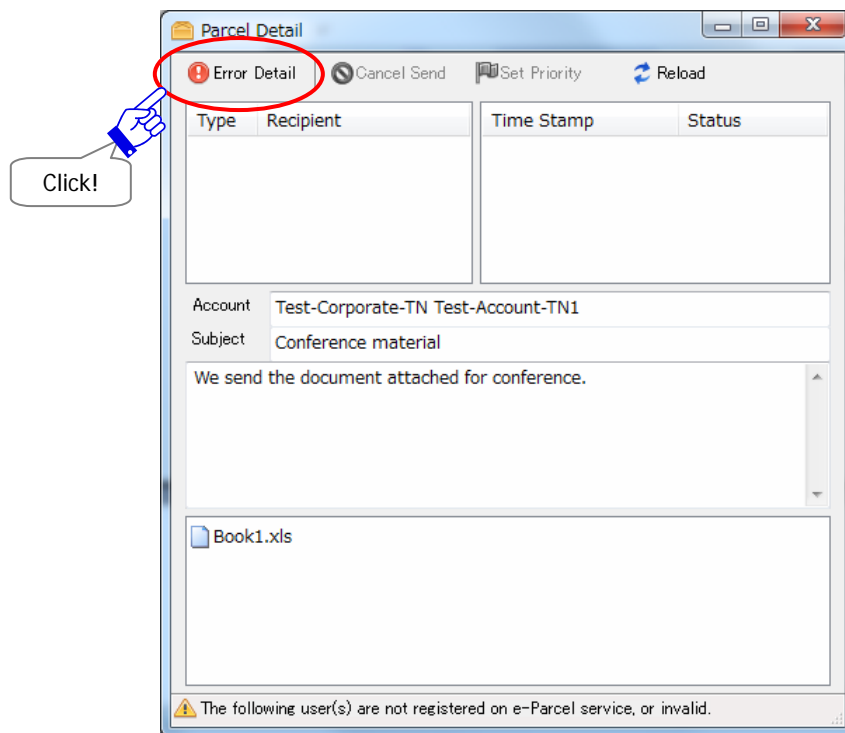


Error Detail

The “Error Detail” button will only be displayed when error occurs while an item is sending. Clicking the “Error Detail” button will open the “Error Detail” dialog. The “Error Detail” dialog provides valuable error messages, such as the following example.

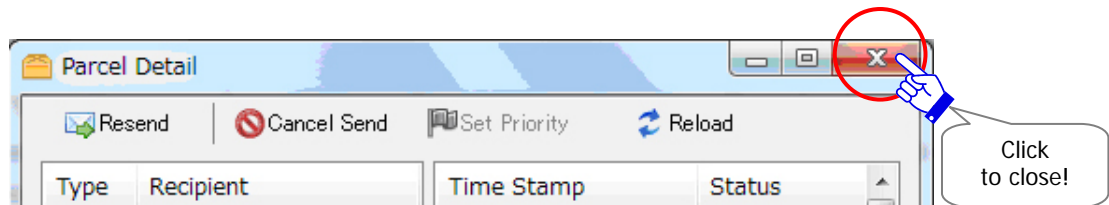


For example, when an e-Parcel ID misspelled has been entered in the “Send Dialog” and then you click the “Send” button, the sending error must occur. This sending item is failed to send. The status “Unknown recipient” will be displays in the “Status” column of Outbox. To view error detail, double-click the item of Outbox to open the “Parcel Detail” dialog. Then, click the “Error Detail” button on the tool bar.



3-4. Close the Sending Parcel Detail

Click the button on the upper-right corner of the "Parcel Detail" of outbox.



8 Receiving

To receive items through the e-Parcel, the application must be running. When the e-Parcel icon is displayed on the taskbar, the e-Parcel VCN-CommCenter 7.0 is running.

The steps to receive items and to use Inbox and Parcel Detail dialog on the VCN-CommCenter GUI are explained in this section.

1. Receiving Item

The VCN-CommCenter automatically starts receiving (downloading) items if the application must be running and online.

When you close window and then the application is running as background application (eP is displayed on the taskbar), the VCN-CommCenter can also start receiving items automatically.

*Refer to P78 3. Option Configuration – 8. Background Application

If the e-Parcel VCN-CommCenter 7.0 is shut down (Exit), double-click the “e-Parcel 7.0” shortcut icon on the desktop to get running, or run the e-Parcel VCN-CommCenter 7.0 from Windows “Start” menu. The incoming items will get started to download upon starting the VCN-CommCenter.

*Refer to P92 5. VCN-CommCenter View – 1. Run/Exit/Open/Close the VCN-CommCenter

Inbox of the VCN-CommCenter GUI will show the delivery status of the receiving items.

*Refer to P201 8. Receiving - 2. Inbox



Warning: An item which recipients have not downloaded yet will store in the e-Parcel server for 31 days from the date of created. An expired item will be automatically deleted from the e-Parcel server. So, an expired item can't be downloaded anymore. Also, this delivery status is no longer updated.

2. Inbox

The receiving items are listed up in Inbox of the VCN-CommCenter GUI. You can view the delivery status of receiving items in Inbox.

2-1. Display Inbox

To view the list of receiving items on the List view, firstly click the "Inbox" of the tree view on upper-left side of the VCN-CommCenter GUI. (Figure 89)

2-2. Current Status

The "Status" column in Inbox will show the current status of receiving items. (Figure 89)

*Refer to P220 9. Delivery Status

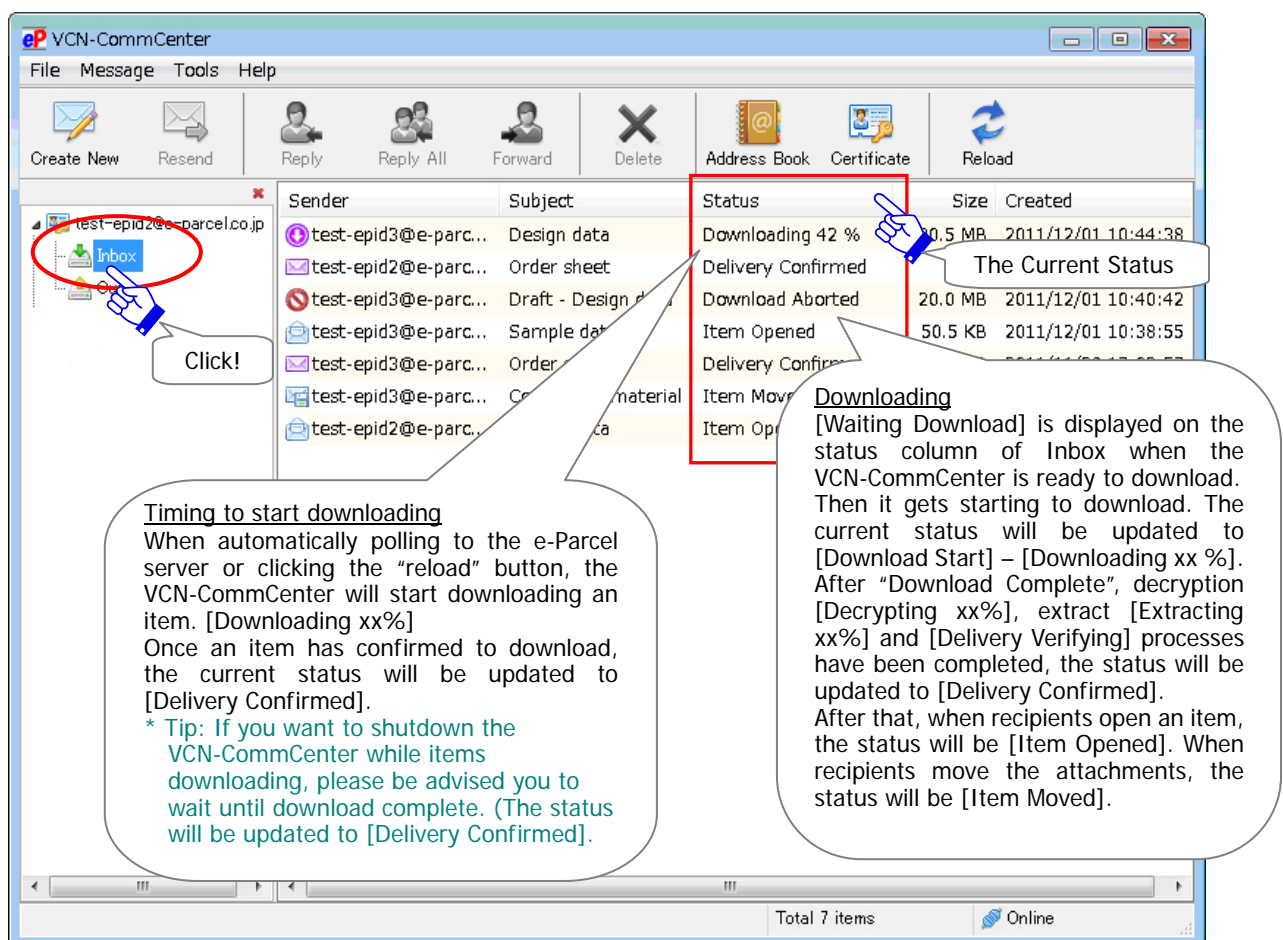
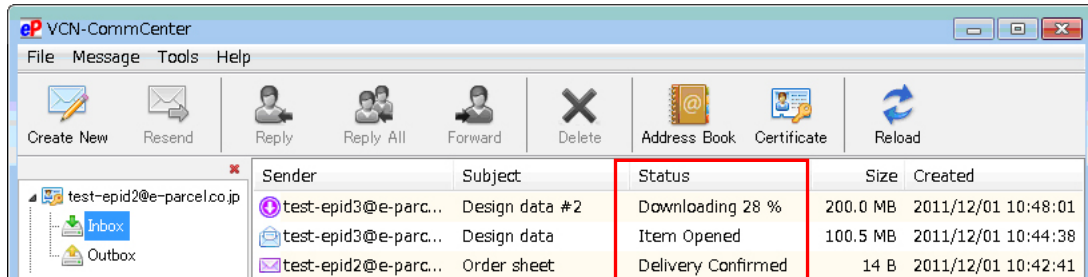
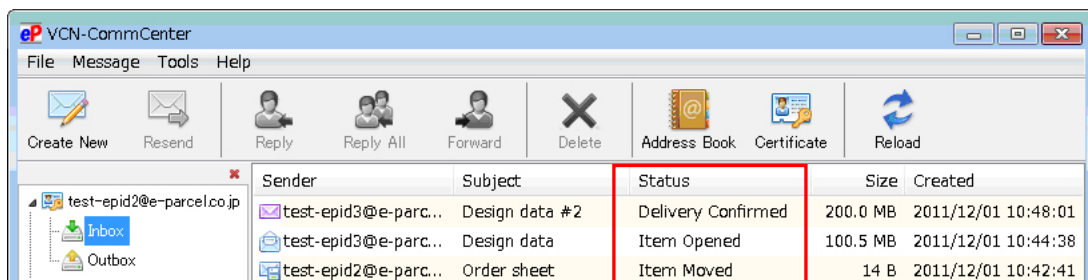




Figure 89

Once an item is incoming, when the VCN-CommCenter is ready to download, "Waiting Download" is displayed on the status column of the Inbox. Then it gets starting to download. The current status will be updated to "Download Start" "Downloading xx %"; the percentage downloaded.



Soon after "Download Complete" (an item is just downloaded), an item will be decrypted, extracted and verified. The "Status" column will make progress through "Decrypting xx %" "Extracting xx %" "Delivery Verifying". Once a delivery item has been verified to download completely, the status will be updated to "Delivery Confirmed". After that, when recipients open an item, the status will be "Item Opened". When recipients move the attachments, the status will be "Item Moved".



	<p>Note: If you have items which the status is "Download Start" or later in the Inbox, DO NOT shutdown the VCN-CommCenter while receiving an item. Please be advised you to wait until the status must be "Delivery Confirmed".</p> <p>However, the VCN-CommCenter provides the automatic restart function (intermission delivery and auto resume function) when the internet line is intercepted and then recovered. Therefore, a receiving item ("Downloading xx %") interrupted by shutdown may automatically restart to download upon starting the VCN-CommCenter in the next time.</p>
	<p>Caution: Usually, soon after "Download Complete" displayed, an item will be decrypted and extracted. Note that you must avoid to shutdown the VCN-CommCenter while "Decrypting xx %" and "Extracting xx %" displayed in Inbox. If do so, the data may corrupt. Please wait until the status must be "Delivery Confirmed".</p> <p>*Refer to P218 8. Receiving - 3. Receiving Parcel Detail – Error Detail</p>

2-3. Receiving Item Menu

To open the pop-up menu, right-click items listed in the Inbox. (Figure 90)

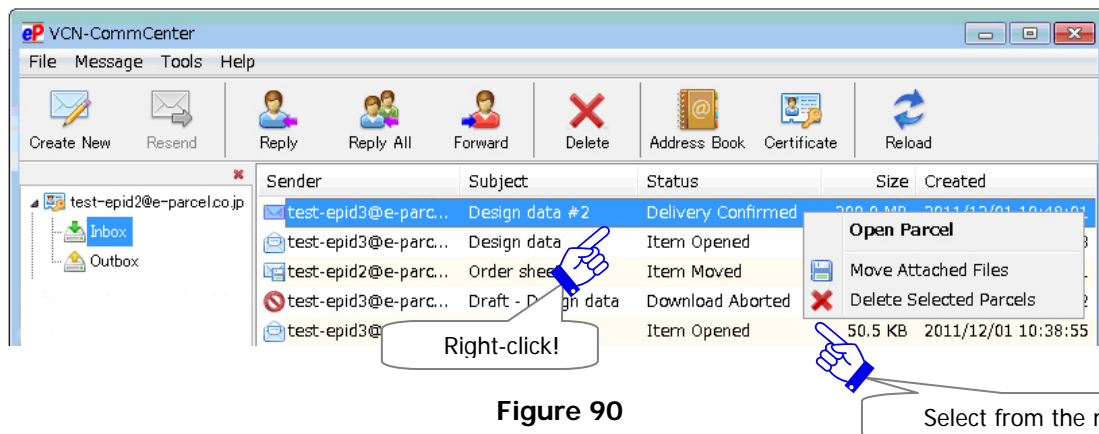


Figure 90

Open Parcel

The "Open Parcel" menu is used to open the "Parcel Detail" dialog.

*Refer to P204 8. Receiving - 3. Receiving Parcel Detail

Move Attached Files

The "Move Attached Files" menu will move a file(s)/folder(s) attached. This menu will only be enabled when a file(s)/folder(s) has not been moved yet. (The status "Delivery Confirmed" or "Item Opened") Once attachments have been moved, this menu will be disabled (grayed-out effect).

*Refer to P209 8. Receiving - 3. Receiving Parcel Detail - 3-3. Tool Bar on the Receiving Parcel Detail - Move File

Delete Selected Parcels


The "Delete Selected Parcels" menu will delete an item(s) from Inbox. This command will only be enabled once an item(s) is selected in Inbox, after the status has been "Delivery Confirmed" in Inbox.

*When recipient delete an inbox item "Delivery Confirmed" (which has not been opened or moved yet), the status of a sender's outbox will be updated to "Item Deleted".

Once an item(s) has been deleted, that item(s) is never restored.

*The "Delete Selected Parcels" menu parallels the menu bar Message > "Delete".

*The "Delete Selected Parcels" menu parallels the "Delete" button on the tool bar.

	<p>Caution: When a file(s)/folder(s) attached has not been moved yet (The status is "Delivery Confirmed" or "Item Opened".), once an item(s) has been deleted, a file(s)/folder(s) attached is deleted at the same time. Therefore, please be advised you to move a file(s)/folder(s) attached before an item is deleted.</p> <p>*Refer to P209 8. Receiving - 3. Receiving Parcel Detail - 3-3. Tool Bar on the Receiving Parcel Detail - Move File</p>
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3. Receiving Parcel Detail

The VCN-CommCenter provides the receiving “Parcel Detail” dialog which displays information on the details of an item. The “Parcel Detail” dialog functions as the secure message viewer. The “Parcel Detail” dialog contains four (4) tool buttons, item details, message and any attachments. (Figure 91)

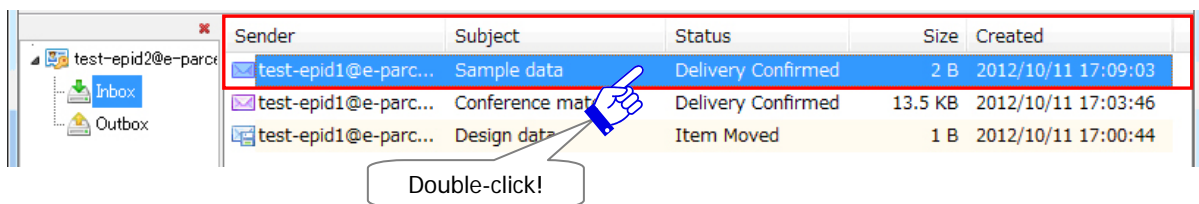
3-1. Open the Receiving Parcel Detail

How to open the “Parcel Detail” dialog of Inbox

There are the following two (2) ways to open the “Parcel Detail” dialog.

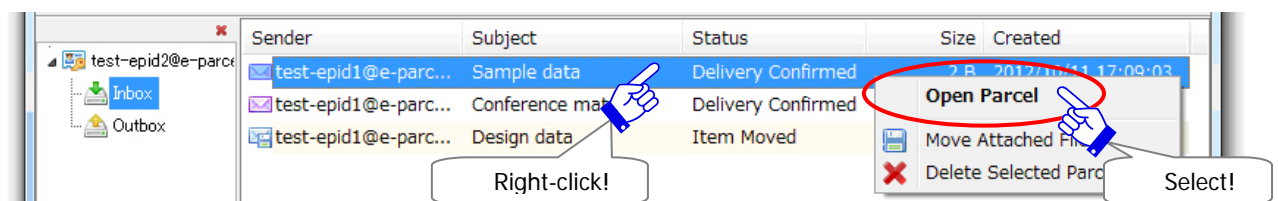
From item list in the Inbox

Select and double-click a delivered item in the Inbox. A “Parcel Detail” dialog appears.



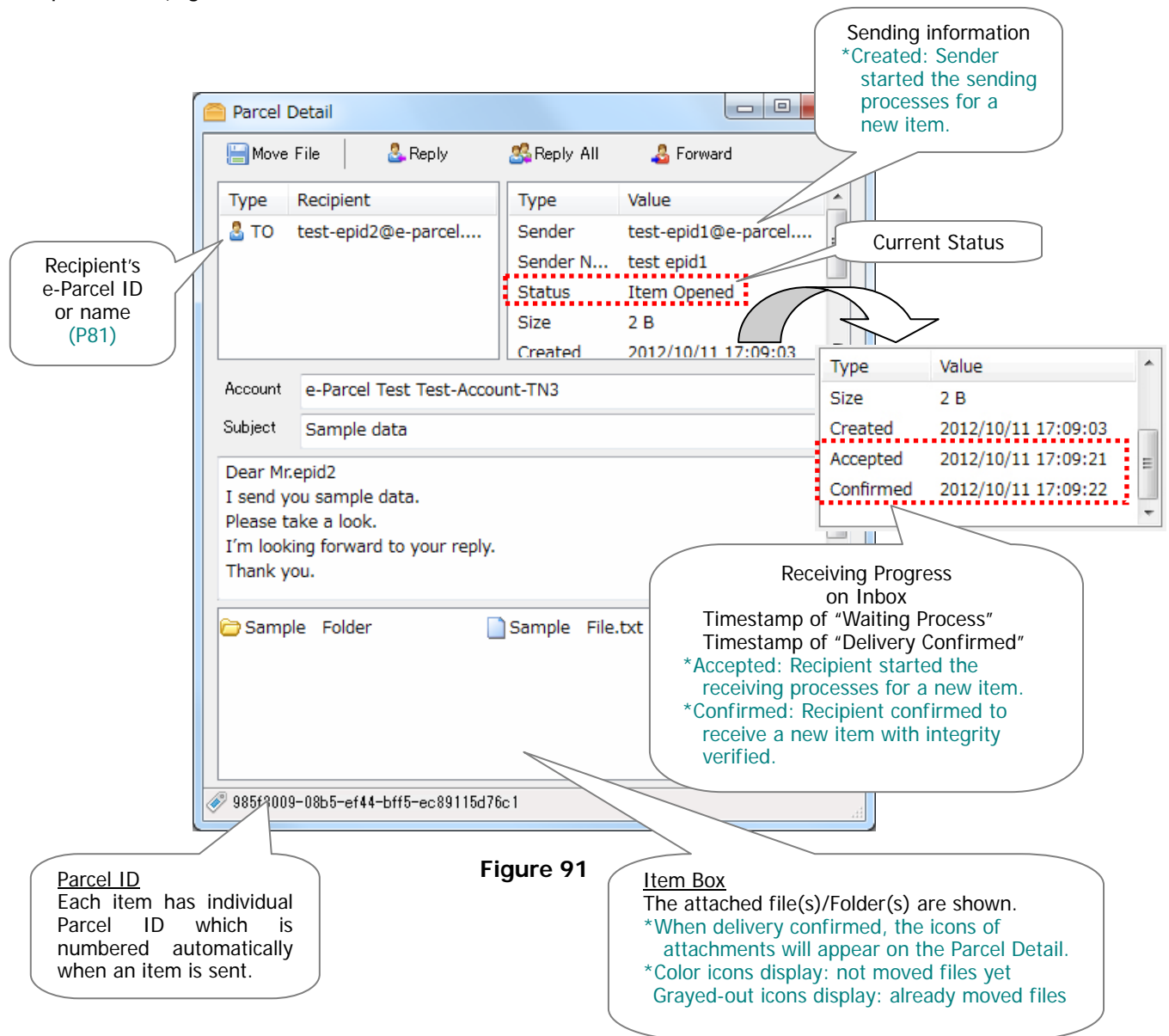
From the Receiving item menu

Right-click a delivered item listed in the Inbox to open the pop-up menu. Select the “Open Parcel” menu. A “Parcel Detail” dialog appears.



The “Parcel Detail” dialog of Inbox

The “Parcel Detail” dialog displays an item details about recipient(s) e-Parcel ID or name (Refer to P81), sending information (sender e-Parcel ID and name, data size, created date), current status, receiving progress, account, subject, message, attachments(File/Folder) and parcel ID. (Figure 91)



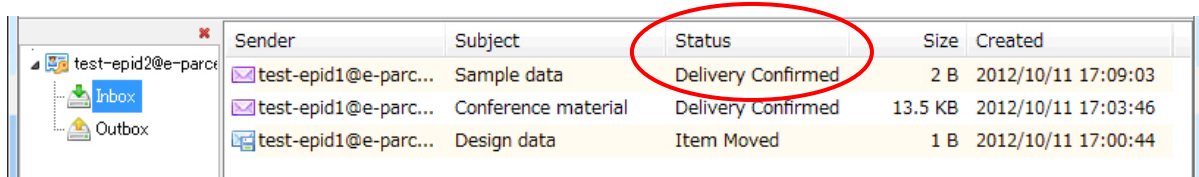
Current Status

*Refer to P220 9. Delivery Status

The “Parcel Detail” dialog also displays the current status of receiving item. Once you open the “Parcel Detail” dialog, the status “Delivery Confirmed” will proceed to “Item Opened”.

(Figure 92·Figure 93)

[Inbox: Before open the “Parcel Detail” dialog]

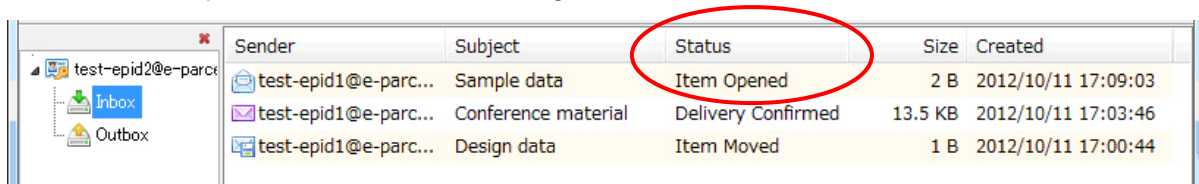


Sender	Subject	Status	Size	Created
test-epid1@e-parc...	Sample data	Delivery Confirmed	2 B	2012/10/11 17:09:03
test-epid1@e-parc...	Conference material	Delivery Confirmed	13.5 KB	2012/10/11 17:03:46
test-epid1@e-parc...	Design data	Item Moved	1 B	2012/10/11 17:00:44

Figure 92



[Inbox: After open the “Parcel Detail” dialog]



Sender	Subject	Status	Size	Created
test-epid1@e-parc...	Sample data	Item Opened	2 B	2012/10/11 17:09:03
test-epid1@e-parc...	Conference material	Delivery Confirmed	13.5 KB	2012/10/11 17:03:46
test-epid1@e-parc...	Design data	Item Moved	1 B	2012/10/11 17:00:44

Figure 93

Sending Information

The “Parcel Detail” dialog displays the sending information (sender e-Parcel ID and name, data size, created date)

Created : After clicking the “Send” button by sender, a new item is registered on the e-Parcel server to start the sending processes.


Receiving Progress

Accepted : The application of recipient detects that there is an uploading item in the e-Parcel server. (Status: “Waiting Process”) Then, it will be ready to download. The application of recipient automatically will start the downloading processes.

Confirmed : The application of recipient has confirmed to download when the integrity of a received item has been verified. (Status: “Delivery Confirmed”)

3-2. Open/Move Attachments

The attached file(s) and/or folder(s) icon are displayed in the item box of the "Parcel Detail" dialog. You can open or move the attached file(s) and/or folder(s) here.

	<p>Caution: Once you move the attached file(s) and/or folder(s), it is no longer attached to the item. Only if the attached file(s) and/or folder(s) have not been moved yet (The status should be "Delivery Confirmed" or "Item Opened"), you can open or move the attached file(s) and/or folder(s) from the Inbox.</p>
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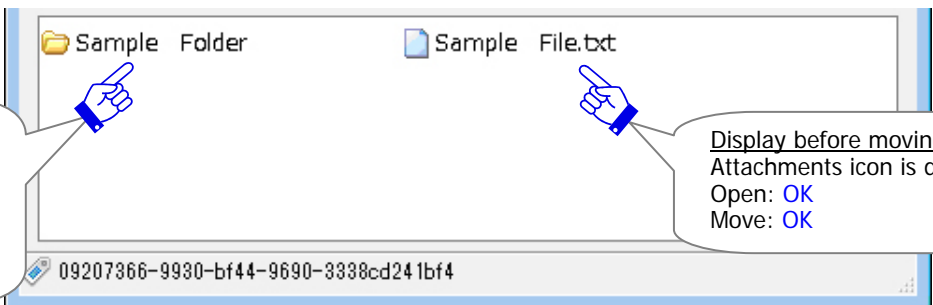
Open Attachments

Double-click the attached file(s) and/or folder(s) icon in the "Parcel Detail" dialog when you open it.

Move Attachments

*Refer to P209 8. Receiving - 3. Receiving Parcel Detail - 3-3. Tool Bar on the Receiving Parcel Detail - Move File

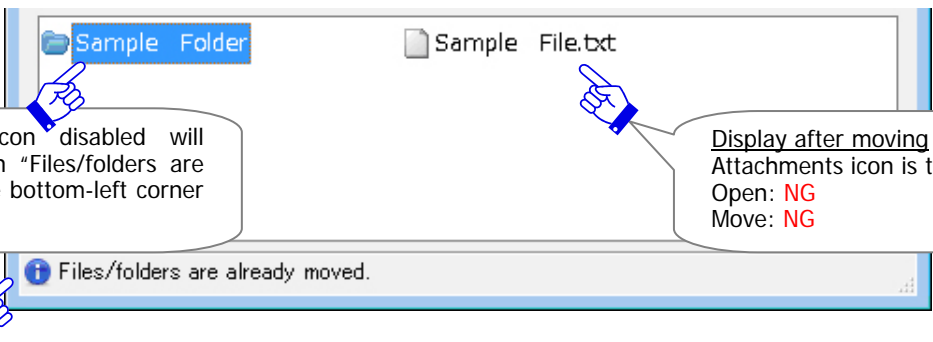
[Parcel Detail: Before to move the attachments]



Double-click the file(s)/folder(s) icon when you open it before the file(s)/folder(s) have been moved.

Display before moving
Attachments icon is displayed in color.
Open: OK
Move: OK

[Parcel Detail: After to move the attachments]



Double-clicking the icon disabled will display the information "Files/folders are already moved." on the bottom-left corner of the "Parcel Detail".

Display after moving
Attachments icon is turned gray in color.
Open: NG
Move: NG

3-3. Tool Bar on the Receiving Parcel Detail

The tool bar including four (4) buttons is displayed on top of the receiving "Parcel Detail" dialog.

The "Move File", "Reply", "Reply All" and "Forward" button will only be enabled when the status of a receiving item is from "Delivery Confirmed" onward (After completing to download).

(Figure 94)

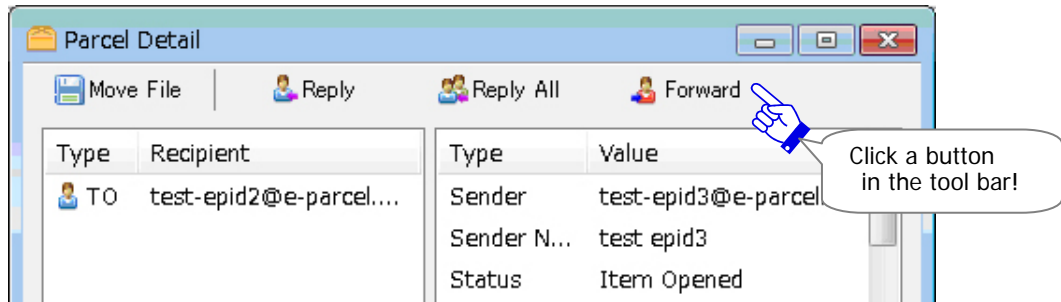


Figure 94

The "Abort Receive", "Set Priority" and "Reload" button will only be enable when the status of a receiving item is from "Waiting Download" to "Delivery Verifying" (Before "Delivery Confirmed").

(*The "Set Priority" button will only be enabled until "Downloading xx %".)

(Figure 95)

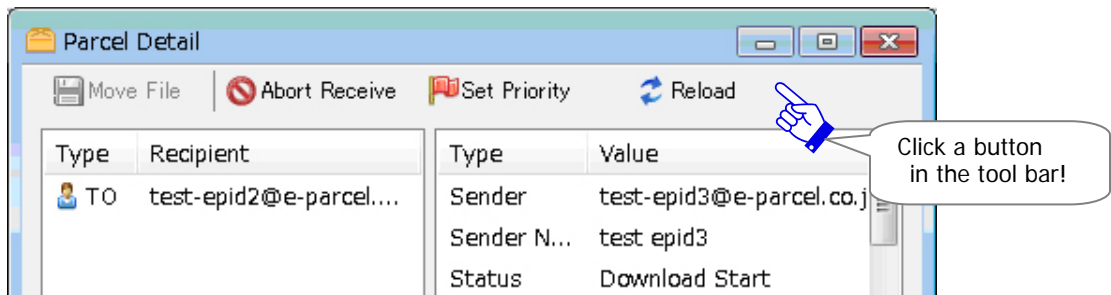
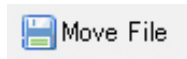





Figure 95

Move File

The "Move File" button provides to move (save) the attached file(s)/folder(s) to a preferred location. The "Move File" button is enabled only when the attachments accompany an item (When status of an item is "Delivery Confirmed" or "Item Opened"). Once a file(s)/folder(s) has been moved, this button will be disabled (grayed-out effect).

*The "Move File" button parallels the "Move Attached Files" from the right-click menu of item list in Inbox.



	<p>Caution: Note that the "Move File" operation is effective only once.</p> <p>Once you move the attached file(s) and/or folder(s), this button will be disabled (grayed-out effect). Therefore, it is no longer attached to an item. You can move the attachment(s) of an item from Inbox only once.</p>
	<p>Caution: When you want to forward the attachment(s) from Inbox, please be advised you to forward the attachment(s) before moved.</p> <p>If you click the "Forward" button after moved the attached attachment(s), the "Send Dialog" for forwarding will open without attachment(s). You can no longer forward the attachment(s) from Inbox. (You need to reattach files/folders from a specified destination directory where you have moved to.)</p>
	<p>Caution: On the "Option Config", not placing a check in the box "Allow overwrite..." configures the application not to allow overwrite. If at least one same name file (same relative path) has already existed in a destination directory where is specified to move the attachments, a same name file will NOT be overwritten and then the "Error Detail" dialog will appear when you click the "Move File" button. All attachments will NOT be moved to the destination directory.</p> <p>(Default: Allow overwrite)</p> <p>*Refer to P76 3. Option Configuration - 6. Overwrite setting when moving files</p>

How to move the attached files/folders

To move the attached file(s) / folder(s) from Inbox, follow the procedure ~ below.

Click the "Move File" button on the receiving "Parcel Detail" dialog. (Figure 96)

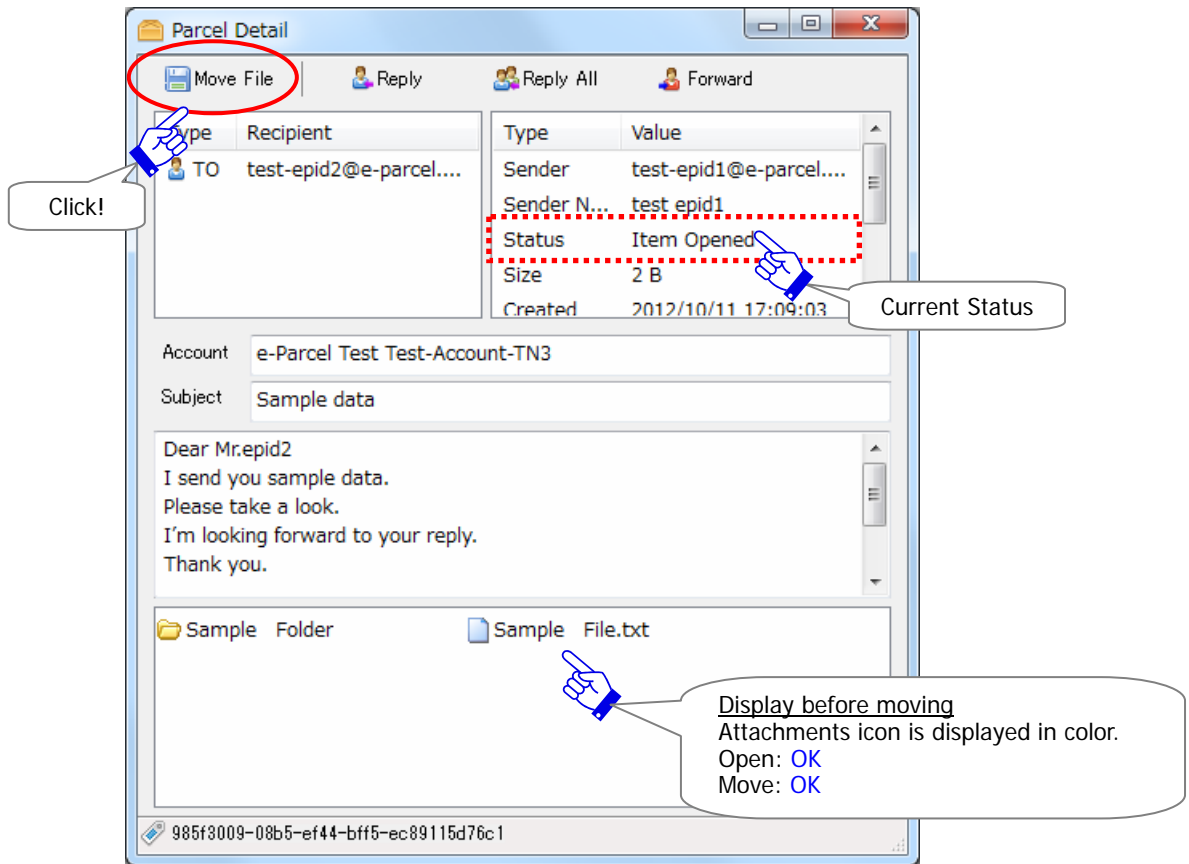
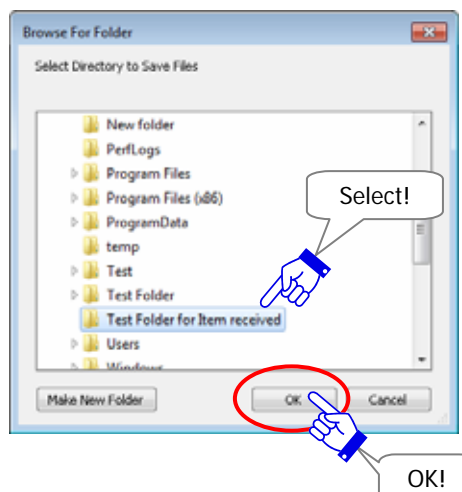


Figure 96

The "Browse For Folder" dialog opens, prompting you to select a directory to move the attachments. When a directory is selected, click the "OK" button to start moving.



Wait while moving the attached file(s) and/or folder(s) to your assigned directory.

When a file(s)/folder(s) has been completed to move, the status “Item Opened” will proceed to “Item Moved”. (Figure 98 • Figure 99)

Also, the “Move File” button and the attachments icon in the receiving “Parcel Detail” dialog will be disabled, turning gray in color. (Figure 96 • Figure 97)

*Note that the “Move File” operation is effective only once.

Once you have moved the attached file(s) and/or folder(s), it is no longer attached to an item in Inbox. The attached file(s) and/or folder(s) have been moved from the location “Data Storage Path” to a destination directory assigned. Therefore, please note that you can no longer open and move the attachment(s) of an item from Inbox.

*Refer to P68 2. User Configuration - 7. Data Storage Path

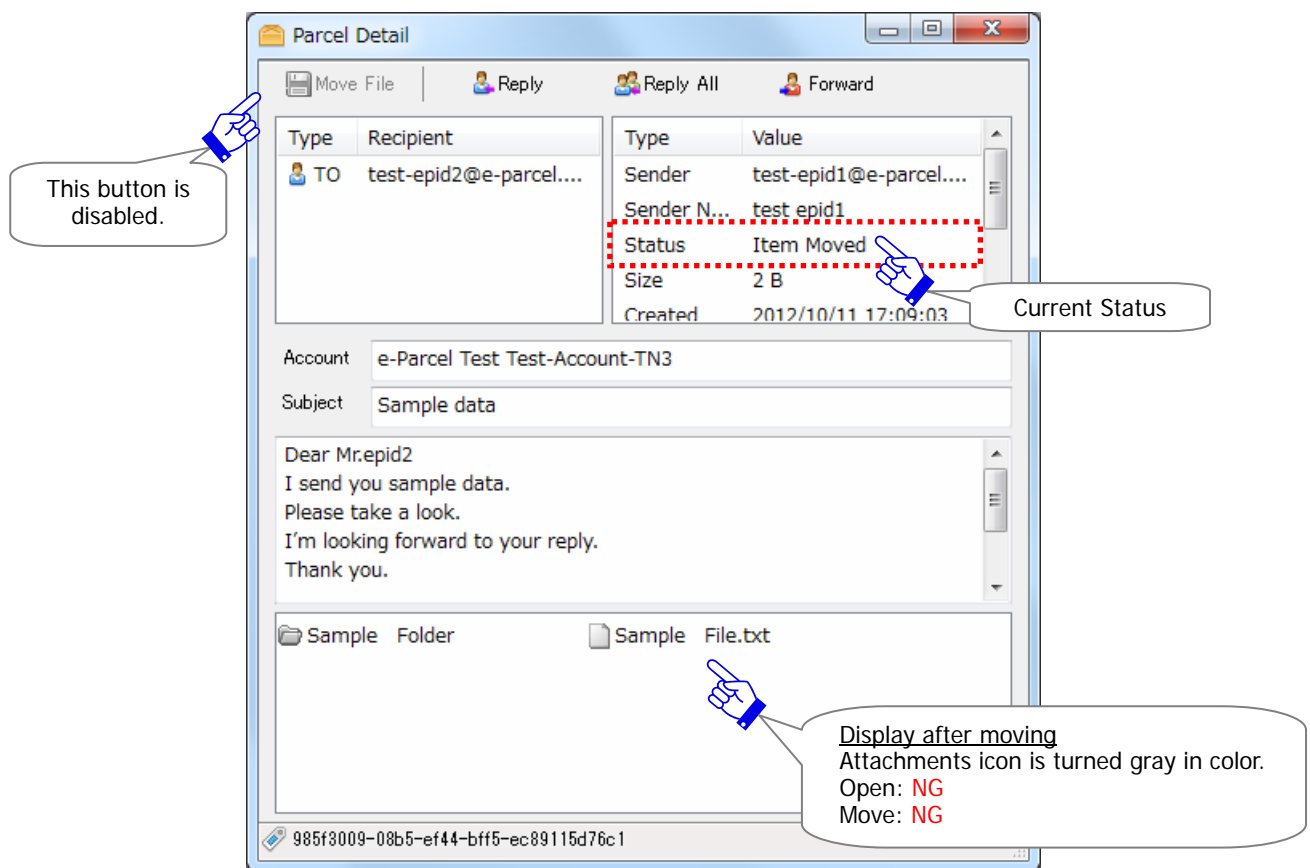
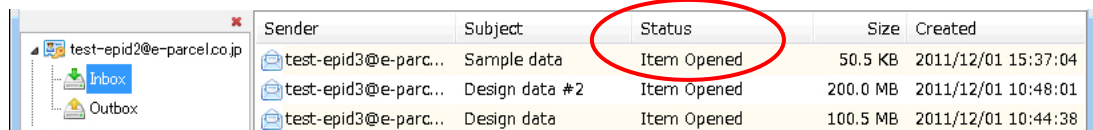


Figure 97

[Inbox: Before to move the attachments]

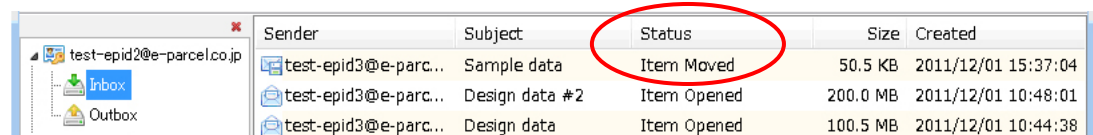


Sender	Subject	Status	Size	Created
test-epid3@e-parc...	Sample data	Item Opened	50.5 KB	2011/12/01 15:37:04
test-epid3@e-parc...	Design data #2	Item Opened	200.0 MB	2011/12/01 10:48:01
test-epid3@e-parc...	Design data	Item Opened	100.5 MB	2011/12/01 10:44:38

Figure 98



[Inbox: After to move the attachments]



Sender	Subject	Status	Size	Created
test-epid3@e-parc...	Sample data	Item Moved	50.5 KB	2011/12/01 15:37:04
test-epid3@e-parc...	Design data #2	Item Opened	200.0 MB	2011/12/01 10:48:01
test-epid3@e-parc...	Design data	Item Opened	100.5 MB	2011/12/01 10:44:38

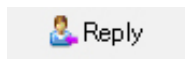
Figure 99

Reply

The “Reply” button will only be enabled when the status of a receiving item is from “Delivery Confirmed” onward (After completing to download). In the event you want to respond to your sender, simply click the “Reply” button and a “Send Dialog” box will open and include the original message.

*The “Reply” button parallels the menu bar Message > “Reply”.

*The “Reply” button parallels the “Reply” button on the tool bar of VCN-CommCenter.

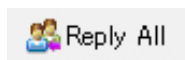


Reply All

The “Reply All” button will only be enabled when the status of a receiving item is from “Delivery Confirmed” onward (After completing to download). In the event you want to respond to your sender including CC, BCC, simply click the “Reply All” button and a “Send Dialog” box will open and include the original message.

*The “Reply All” button parallels the menu bar Message > “Reply All”.

*The “Reply All” button parallels the “Reply All” button on the tool bar of VCN-CommCenter.




Forward

The “Forward” button will only be enabled when the status of a receiving item is from “Delivery Confirmed” onward (After completing to download). In the event you want to forward an item to other recipients, simply click the “Forward” button and a “Send Dialog” box will open. Enter e-Parcel ID of recipients to forward.

*The “Forward” button parallels the menu bar Message > “Forward”.

*The “Forward” button parallels the “Forward” button on the tool bar of VCN-CommCenter.



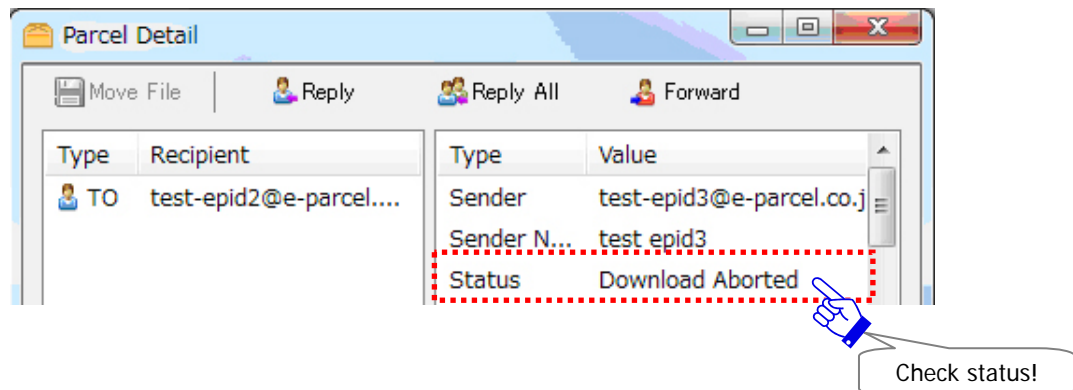
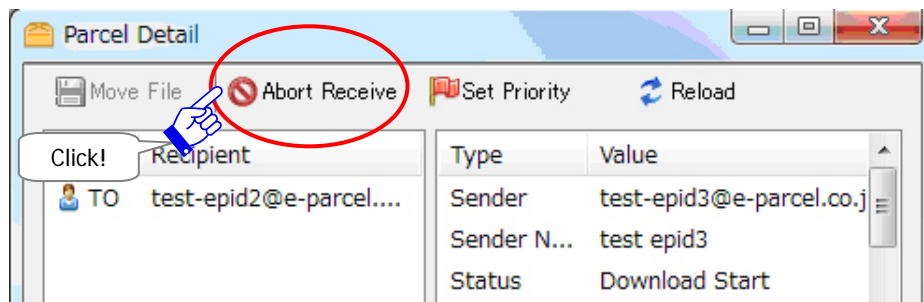
	<p>Caution: Once you move the attached files and/or folders (“Item Moved”), it is not attached to the “Send Dialog” when you click the “Forward” button. You can no longer forward the attachments from Inbox. If you want to forward the attachment(s), please be advised you to forward the attachments before moved. (If item moved, reattach that saved in a destination folder specified.)</p>
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Abort Receive

The “Abort Receive” button will only be enabled when the status of an incoming item is from “Waiting Download” to “Delivery Verifying”. (Before “Delivery Confirmed”)



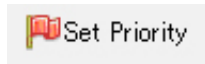
For example, when you do not want to receive a large volume data during downloading, you can abort an incoming item. If you do so, simply click the “Abort Receive” button on the tool bar of the “Parcel Detail” dialog. Once an incoming item has been aborted to download, the status will be updated to “Download Aborted”.



Caution: Once you abort an item, this item is no longer downloaded. Therefore, please carefully remind it before you click the “Abort Receive” button.

Set Priority

The “Set Priority” button will only be enabled when the status of an incoming item is from “Waiting Download” to “Downloading xx %” (Before an item has completed to download). The VCN-CommCenter usually starts to download multiple items in order of incoming earlier. However, the “Set Priority” function can be able to set priority on incoming item(s) which you want to download on ahead.



For example, it enables an urgent file to cut ahead of large volume data downloading.

How to set priority on an item

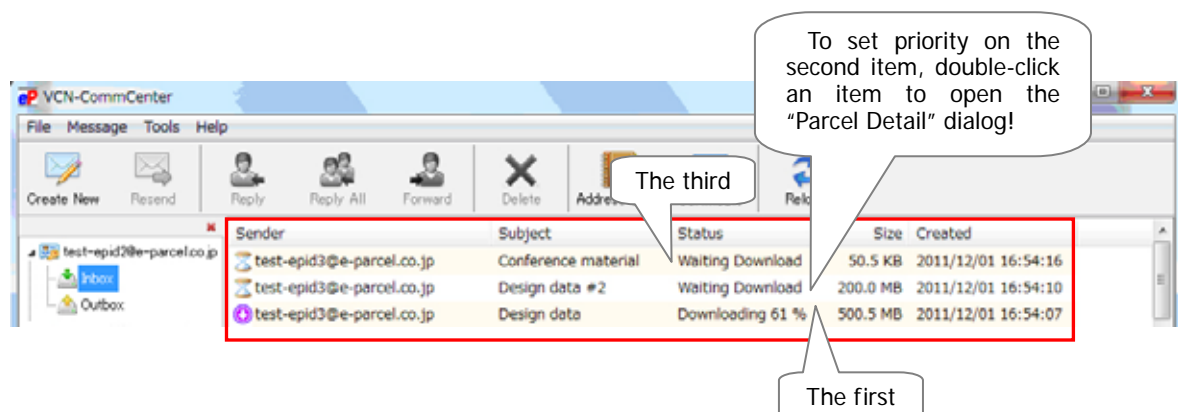
To set priority on an incoming item, double-click an item of Inbox to open the “Parcel Detail” dialog. Then, click the “Set Priority” button on the tool bar. An incoming item will start to download on ahead and the status “Waiting Download” in Inbox should proceed to “Downloading xx %”. Once an incoming item has been set priority, this button displayed will turn the “Set Normal” button on the tool bar.

[Ex.] Three (3) items will be downloaded in order of incoming earlier.

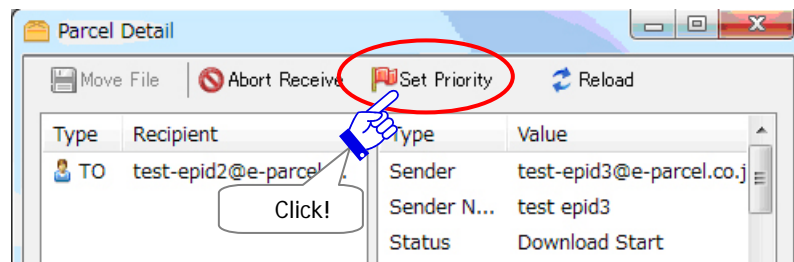
The first item is status “downloading”.

The second and third items are status “Waiting Download”.

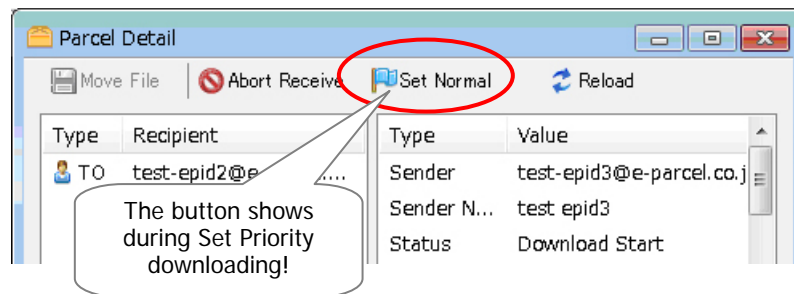
If you want to download the second item on ahead, double-click the second item of Inbox to open the “Parcel Detail” dialog.



The “Parcel Detail” dialog for the second item appears. Click the “Set Priority” button.

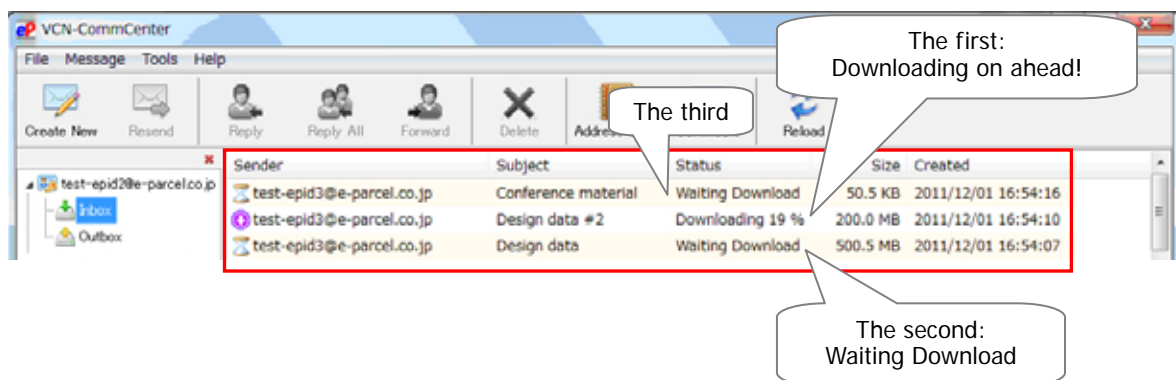


Once the second item has been set priority, this button will turn the “Set Normal” button on the tool bar.



Close the “Parcel Detail” dialog and then see the Inbox. You can confirm that the second item is downloading on ahead of the first item. The status of the second item proceeds to “Downloading xx%” or later.

(The first item is interrupted downloading temporally and the status returns to “Waiting Download”. It should be waiting to download. After the second item has been downloaded, the first item will automatically restart to download.)

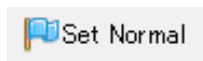


How to set priority on multiple items

To set priority on multiple incoming items, click the "Set Priority" button on the tool bar of the "Parcel Detail" dialog in order of priority download. The incoming items will start to download in order of clicking the "Set Priority" button earlier.

Reset priority

To reset priority on an incoming item of Inbox, double-click an item which has been set priority to open the "Parcel Detail" dialog. Then, click the "Set Normal" button on the tool bar. Once an incoming item has been reset priority, this button will return the "Set Priority" button on the tool bar.



Reload

The "Reload" button will only be enabled when the status of an incoming item is from "Waiting Download" to "Delivery Verifying". (Before "Delivery Confirmed")

The "Reload" button will promptly check for any items pending delivery and track the latest status by polling to the e-Parcel server.

*The "Reload" button parallels the menu bar File > "Reload".

*The "Reload" button parallels the "Reload" on the tool bar of VCN-CommCenter.



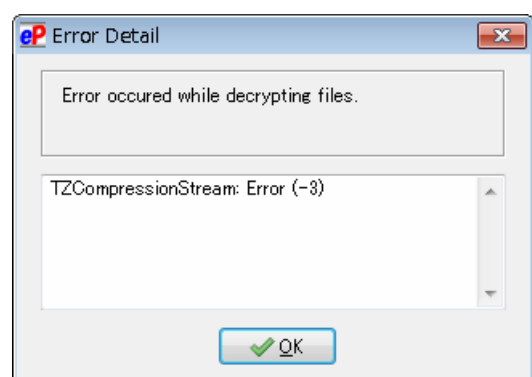
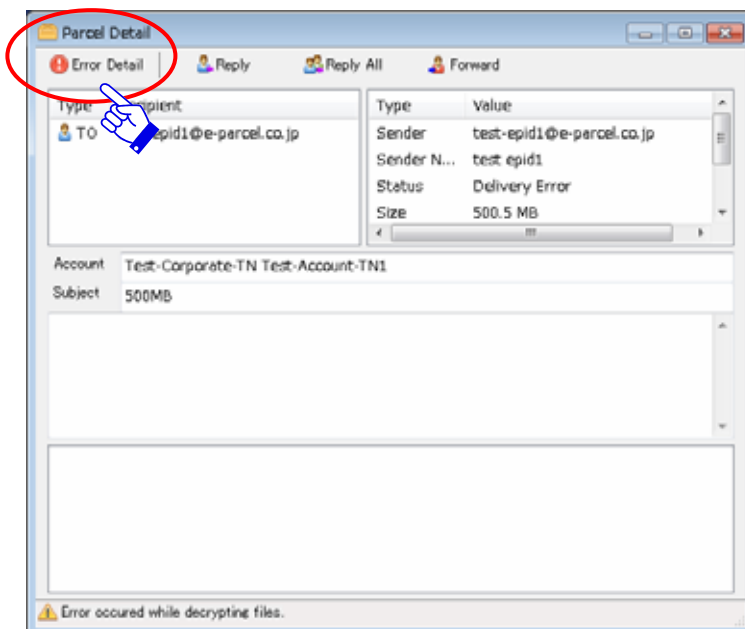
Error Detail

The “Error Detail” button will only be displayed when error occurs while an item is receiving. Clicking the “Error Detail” button will open the “Error Detail” dialog. The “Error Detail” dialog provides valuable error messages, such as the following example.



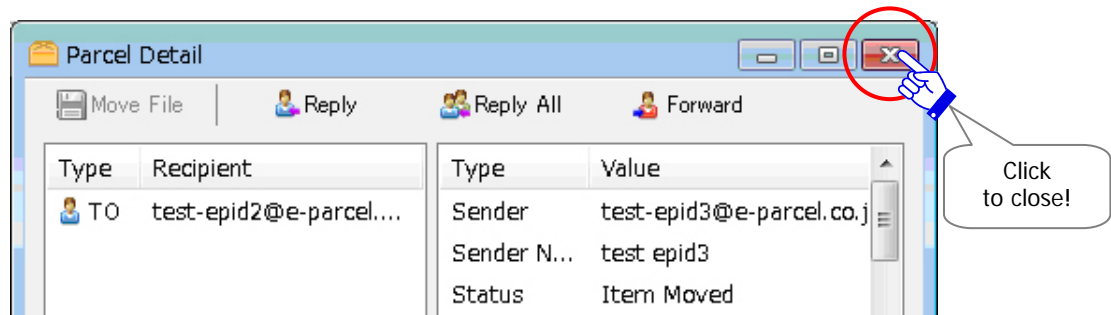
[For example of error case] An item will be encrypted just before starting to upload. A received item will be decrypted and extracted, soon after download completed. It usually takes few seconds to encrypt, decrypt and extract small-volume data (xx MB). However large-volume data may take longer than usual depending on data volume and your PC spec.

If you forcibly shutdown PC while encrypting, decrypting and extracting, verifying integrity of a received item may be failed, and then the data may corrupt. Therefore, an item cannot be confirmed to deliver. The receiving error must occur and the status “Delivery Error” will be displays in the “Status” column of Inbox. To view error detail, open the “Parcel Detail” dialog from Inbox. Then, click the “Error Detail” button on the tool bar.



3-4. Close the Receiving Parcel Detail

Click the  button on the upper-right corner of the "Parcel Detail" of inbox.



9 Delivery Status

1. Delivery Status List (e-Parcel VCN-CommCenter 7.0.7019 or lower)

Code	Delivery Status	Outbox	Inbox
10	Waiting Process		
20	Initializing		
	Encrypting xx %		
30	Waiting Upload		
40	Upload Start		
	Uploading xx %		
50	Upload Complete		
55	Waiting Approval		
60	Waiting Download		
90	Upload Interrupted		
100	Waiting Download		
110	Download Start		
	Downloading xx %		
120	Download Complete		
	Decrypting xx %		
125	Extracting xx %		
	Delivery Verifying		
130	Delivery Confirmed		
190	Request Error		
200	Item Opened		
210	Item Moved		
290	Cancel Requested		
300	Canceling		
310	Cancelled		
320	Upload Error		
410	Delivery Denied		
420	Download Aborted		
430	Item Deleted		*
440	Delivery Expired	*	
500	Delivery Error		
510	Unknown Recipient		

[*] mark delivery statuses are not displayed in outbox and inbox. These are used by only the e-parcel system.

The delivery statuses written **in blue** below have been changed since ver.7.0.7020 (Released in August 2018).

(This change doesn't affect use of the existing software ver.7.0.7019 or lower.)

Old: ver.7.0.7019 or lower

Code	Delivery Status	Outbox	Inbox
10	Waiting Process		
100	Waiting Download		



New: ver.7.0.7020 ~

Code	Delivery Status	Outbox	Inbox
10	Initializing		
80	Waiting Download		
100	Ready To Download		

2. Refresh Tracking

The "Status" column in the Outbox (P183), Parcel Detail (P187) and Inbox (P201) of the VCN-CommCenter displays the current status below of your delivered items.

The delivery status for tracking will be refreshed by the following two (2) functions.

	Warning: The VCN-CommCenter does NOT track the delivered items which 31 days have passed since item created.
	Warning: The unreceived items are stored in the e-Parcel server for 31 days from the date of created. The expired items will be automatically deleted from the e-Parcel server. Therefore, you can no longer download the expired items. Also, the delivery statuses of those items won't be updated.

2-1. Poll Automatically

The VCN-CommCenter is auto-polling periodically to the e-Parcel server at regular intervals for checking external events such as tracking the latest delivery status and detecting the existence of unreceived items while the application is running to be online. (Default: 5 minutes polling interval)

*Refer to P74 3. Option Configuration - 4. Polling Interval

2-2. Reload Manually

The "Reload" button on the tool bar of VCN-CommCenter GUI will provide you with real time tracking capabilities. Click the "Reload" button to allow the VCN-CommCenter to poll your recipients to obtain the latest status of your delivered item.

*The "Reload" button parallels the menu bar File > "Reload".

*The "Reload" button parallels the "Reload" button on the "Parcel Detail" dialog of Outbox or Inbox.

10. Password Protects

The purpose of the “Password Protect” function is to allow you to authenticate login password in the e-Parcel server when the e-Parcel VCN-CommCenter 7.0 login to.

For example, whenever the VCN-CommCenter 7.0 login to the e-Parcel server, such as software installation, starting the VCN-CommCenter, User Configuring, Auto Setup or Import Certificate etc., it must be required to authenticate a login password.

The “Password Protect” function is disabled (“No”) with initial setting. (It doesn’t require authenticating a login password when the e-Parcel software login to the e-Parcel server.) The e-Parcel software is able to login to the e-Parcel server without a login password.

When you want **the “Password Protect” function to be enabled**, the following steps will **guide you**.

1. What’s Password Protect?

Once the “Password Protect” function has been enabled (“Yes”), the “Server Login Required” dialog must appear to authenticate when the e-Parcel client software login to the e-Parcel server. You must be required to set “Login Password” on the e-Parcel software, whenever you install or start the e-Parcel software, change the user configurations, automatically setup and import certificate.

2. Configure Password Protect

After visit the URL of the “e-Parcel Secure Enterprise - Web Browser” to activate the “Password Protect” function, you must configure the “Login Password” in the “User Configuration” window of the VCN-CommCenter. Follow the procedure ~ below.

Access the URL of the “e-Parcel Secure Enterprise - Web Browser”

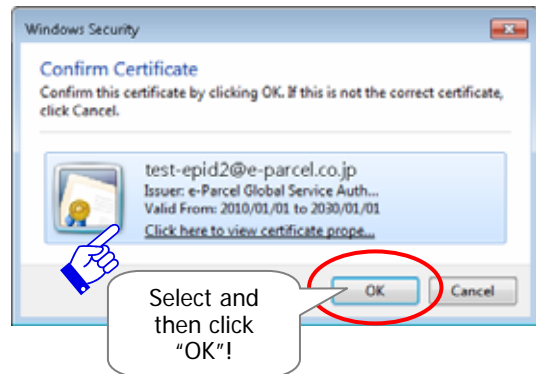
*To access the URL of the “e-Parcel Secure Enterprise - Web Browser”, you must be required to install your client digital certificate on web browser. Usually, you have installed your client digital certificate in Windows when the first software installation. (Refer to the section Downloading and Installing a client digital certificate of this manual.)

Launch **Microsoft Internet Explorer (IE) or Edge**. Visit the URL of the “e-Parcel Secure Enterprise - Web Browser” at <https://secure.e-parcel.ne.jp/>. Your certificate is required for authentication. Select your e-Parcel client digital certificate installed in Windows and then click the “OK” button.

* If multiple e-Parcel client digital certificates are shown on the "Select a certificate" window, select a certificate of your e-Parcel ID and then click the "OK" button.

[For Windows 10] For IE: Click "More choices" on the "Select a Certificate" dialog to view all certificates. Then, select one.

* If the "Password Protect" function has already been enabled, an "Authentication Required" dialog may appear prompting to enter e-Parcel ID and login password.



The "e-Parcel Secure Enterprise - Web Browser" window opens. See the "User Info" page appeared including your e-Parcel Profile. (Figure 100)

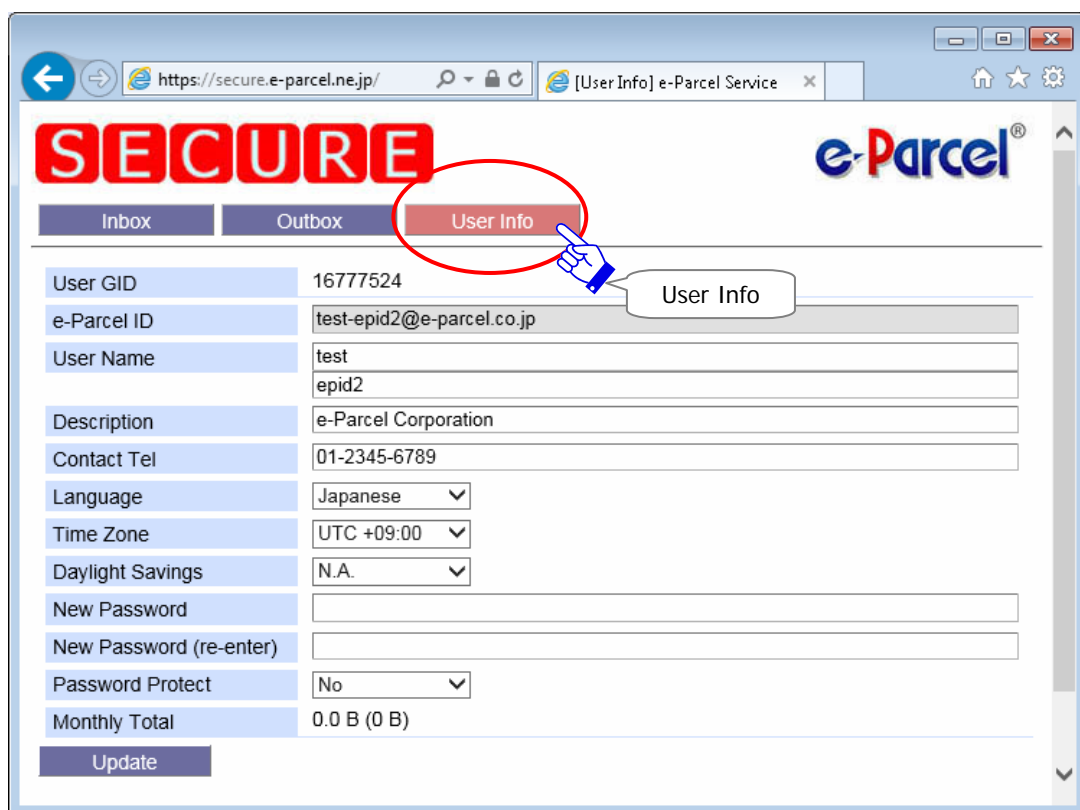


Figure 100



Caution: If it happened to be denied access the URL of the "e-Parcel Secure Enterprise - Web Browser", a client digital certificate may not have been installed in Windows appropriately. First, ensure that a client digital certificate has been correctly installed by reviewing the section below. Also, you may need to check the security settings and the proxy server settings in your web browser, computer or network.

Refer to P30 [If you fail in access "e-Parcel Secure Enterprise - Web Browser"]

On the "User Info" page, it allows you to modify the "Password Protect" setting.
(Figure 101)

The "Password Protect" function is disabled ("No") with initial setting. Locate the "Password Protect" field and then select "Yes" from pull-down menu.

If change was made in the "Password Protect" field, click the "Update" button.

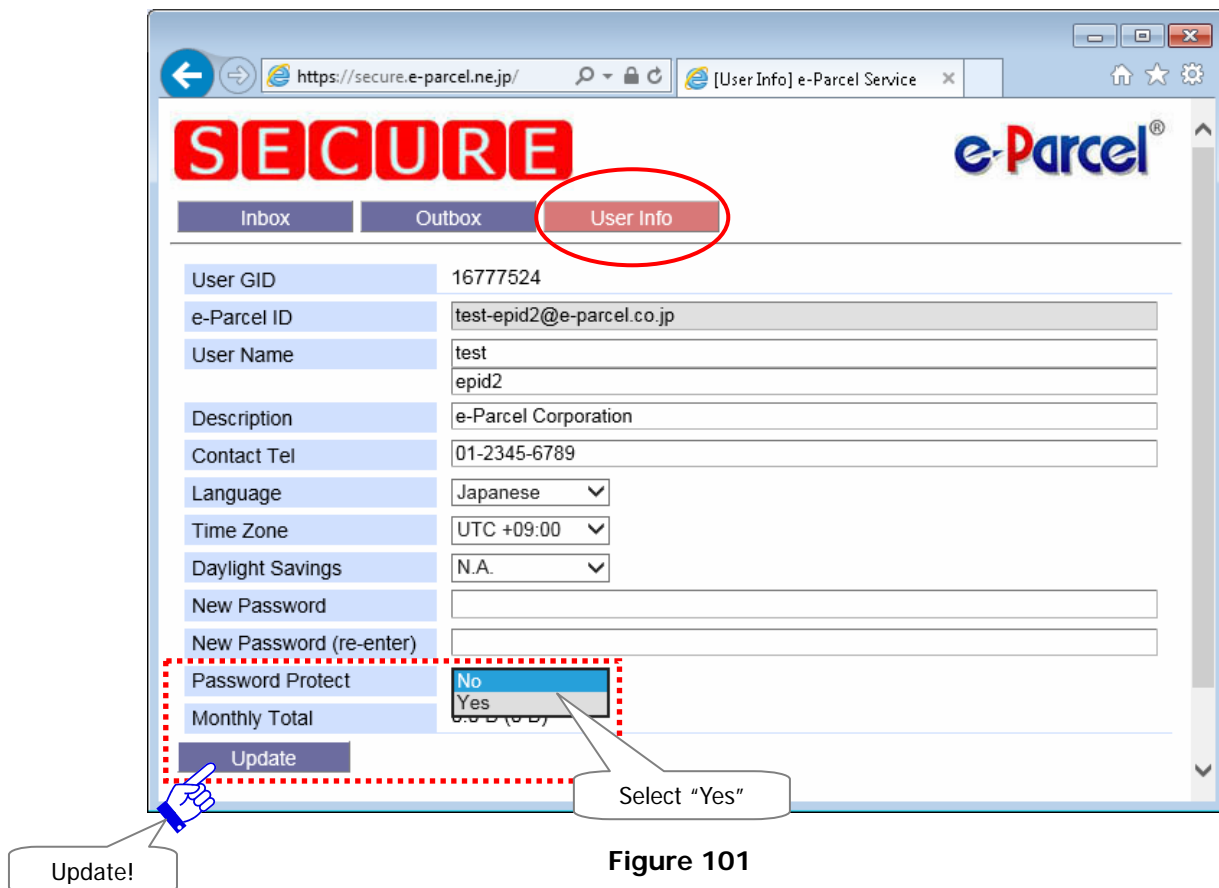


Figure 101

The process result "OK" should normally appear. The "Password Protect" setting has been updated successfully. After confirmation, click the "Back" button. (Figure 102)

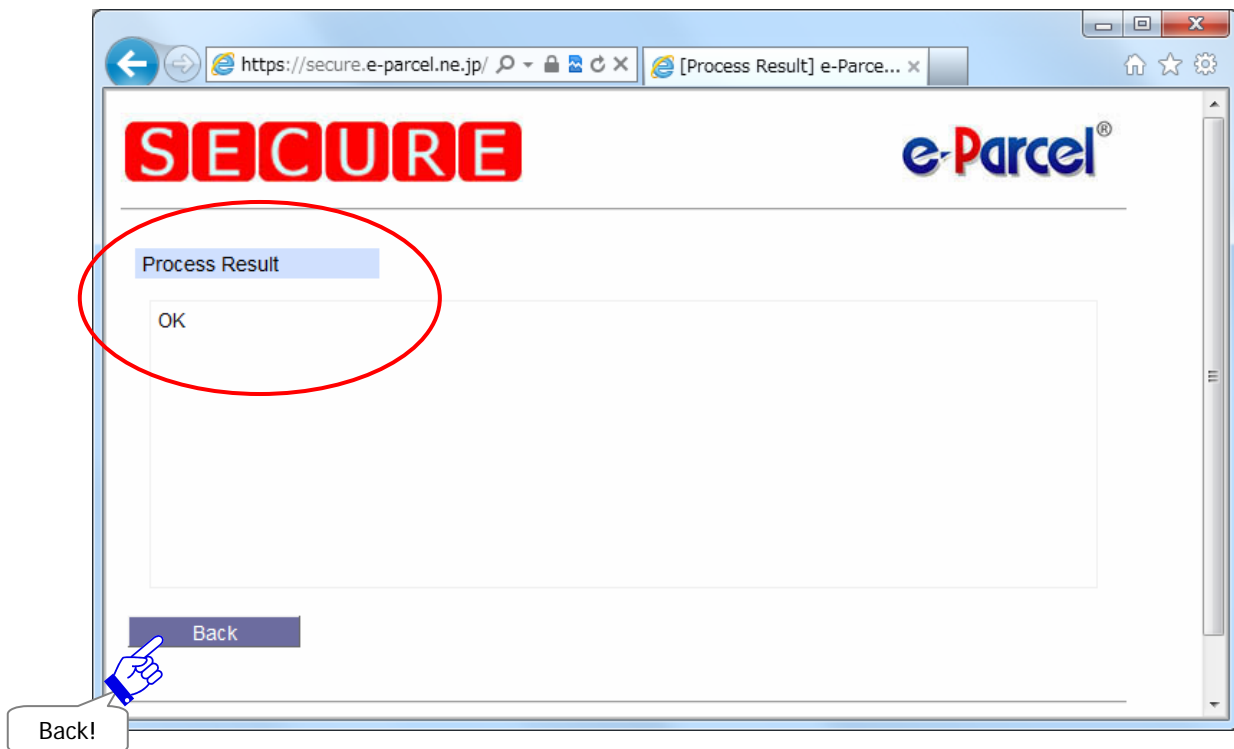


Figure 102

User Configuration of VCN-CommCenter GUI

Next, start the e-Parcel VCN-CommCenter 7.0. On the left side of VCN-CommCenter GUI, click your e-Parcel ID (The Display Name) on the tree view. (Figure 103)

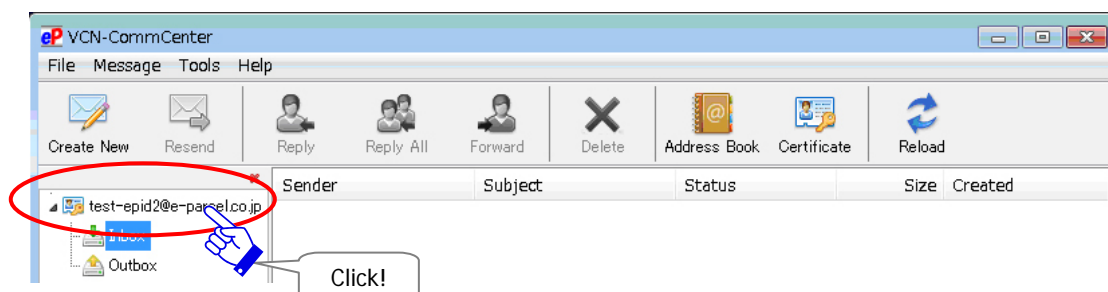


Figure 103

The User Configuration window appears. (Figure 104) Enter your password in the "Login Password" field.

If you want to save your password in the software, place a check in the "Save login password" box.

**Once password saved, the "Server Login Required" dialog will appear no longer.*

When settings are made, click the "Save" button on the lower-right corner of the window.

(If unchecked in the "Save login password" box, an "Authentication Required" dialog appears prompting to enter e-Parcel ID and login password.)

**Refer to P63 2. User Configuration - 5. Login Password Authentication (Option function)*

The Information dialog "Configuration Saved" appears. Click the "OK" button to close.

You have successfully configured the Password Protect (Login Password) function.

**Attention: Through the User Info menu of the "e-Parcel Secure Enterprise - Web Browser", once e-Parcel "Password Protect" function has been set "Yes", and then you change your password, you also must change it to new "Login Password" in this field of the software.*

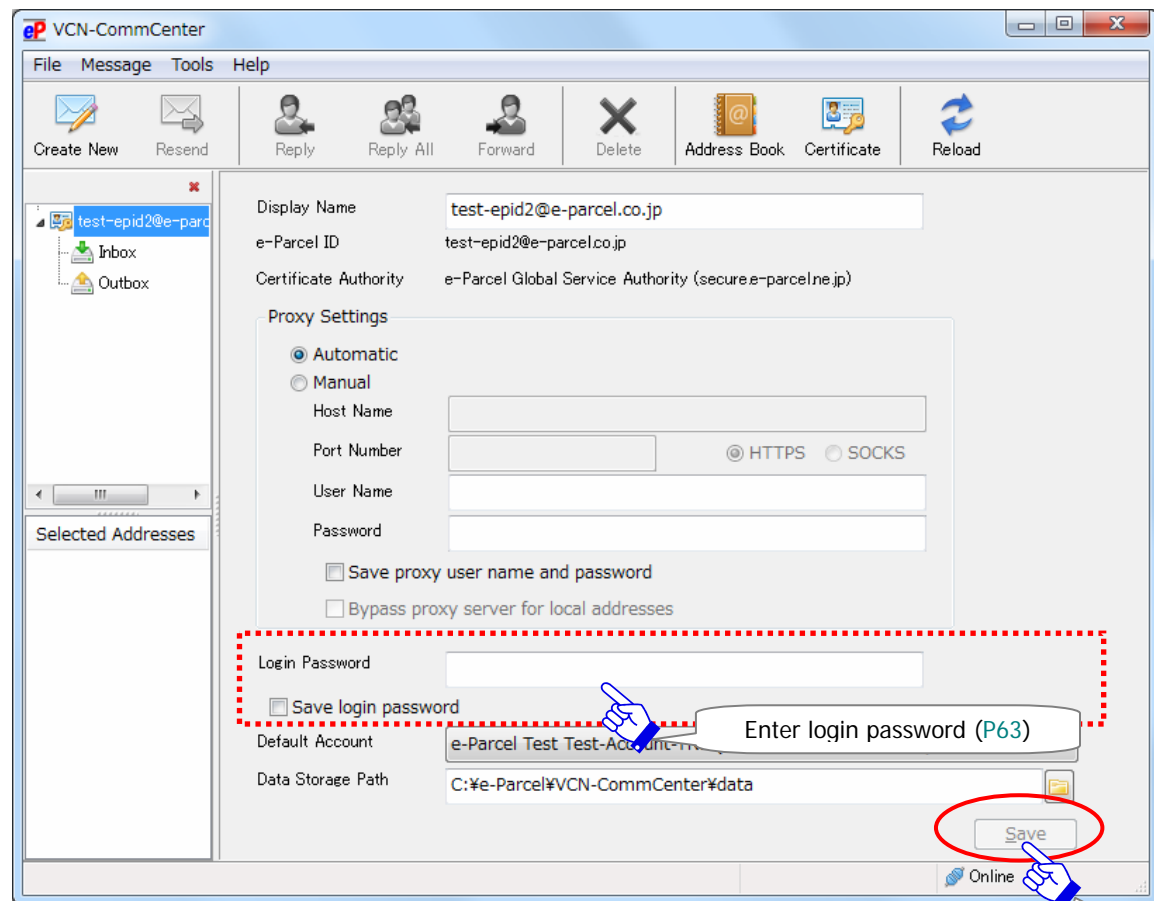


Figure 104

Once settings are made, the "Save" button will be enabled. Click!



11. Edit / Exchange / Add Digital Certificate

For our customers who have already run the e-Parcel VCN-CommCenter 7.0,

1. When you want to edit an existing e-Parcel ID,

(It is possible to take over settings and histories.)

2. When you want to register another new e-Parcel ID and exchange ID for new one,

(It is not possible to take over settings and histories.)

In these cases 1 and 2 above, you must be required to exchange your existing e-Parcel client digital certificate for new one on the VCN-CommCenter 7.0. First, obtain new client digital certificate from the e-Parcel site and install new client digital certificate in Windows, and then setup it to exchange on the software.



Furthermore, e-Parcel VCN-CommCenter 7.0 provides the ability to setup multiple client digital certificates (multiple e-Parcel ID) on a VCN-CommCenter 7.0.


3. When you want to add new e-Parcel ID and use multiple e-Parcel ID,

In this case, you must be required to add your new e-Parcel client digital certificate on the VCN-CommCenter 7.0. First, obtain new client digital certificate from the e-Parcel site and install new client digital certificate in Windows, and then setup it to add on the software.

For example, this function enables you to handle your e-Parcel ID for delivery by each partner company on the e-Parcel VCN-CommCenter 7.0.

Each step below in this section will explain to edit, exchange or add a client digital certificate on the VCN-CommCenter. Through the following procedure, please note that **the different procedures will be shown when setup on the software depending on cases 1, 2 or 3 above. (Refer: P251-256 STEP5)**


	<p>Caution: The "Auto Setup" function of e-Parcel software will attempt to automatically detect a client digital certificate and your network settings from Windows. Therefore, the "Auto Setup" function requires to install (import) a client digital certificate in Windows in advance. If you want to auto setup, you must access Microsoft Internet Explorer (IE) or Edge as the browser.</p> <p>* If you want to use Firefox as your web browser, or manually configure a client digital certificate and your network settings, you must manually import a client certificate after installing software. (P104) The manual proxy configuration may also be required as appropriate. (P60)</p>
	<p>Warning: If you exchange an existing client digital certificate for new one after to register another new e-Parcel ID (NOT to edit an existing e-Parcel ID), it will be unable to take over the previous history of Inbox and Outbox.</p>

	Warning: Please be advised that you should avoid configuring a client digital certificate while the VCN-CommCenter is uploading and downloading any data. You must operate the “Auto Setup” or “Import Certificate” menu on the VCN-CommCenter after data have been uploaded and downloaded.
---	---

STEP1. Edit, Exchange or Add e-Parcel ID

When you want to edit or exchange your existing e-Parcel ID or add new e-Parcel ID, **e-Parcel Corporation usually edit or register e-Parcel ID upon your request.** Please contact us to e-mail below. (When inquiring, also let us know your existing e-Parcel ID.)

Once edit or registration of e-Parcel ID completed, you will get the notification by e-mail.

	Note: When you want to edit or exchange your existing e-Parcel ID or add new e-Parcel ID, please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp) with specifying your existing e-Parcel ID.
---	---

STEP2. Downloading a Client Digital Certificate

In the beginning, to obtain a client digital certificate from e-Parcel, visit the URL of the “e-Parcel software download site”.

Logon to Windows with a user account which runs the VCN-CommCenter 7.0 and then launch the browser **Microsoft Internet Explorer (IE) or Edge**. Visit the URL of the “e-Parcel software download site” at <https://www.e-parcel.ne.jp/> and click the menu “**e-Parcel Enterprise Service Menu**”. See the page appeared and then click the “**Download Client Certificate**” button. (Figure 105)

*Attention: To auto-setup on software at later step, a client digital certificate must be installed in Windows. Therefore, please be advised you to launch Microsoft Internet Explorer (IE) or Edge.

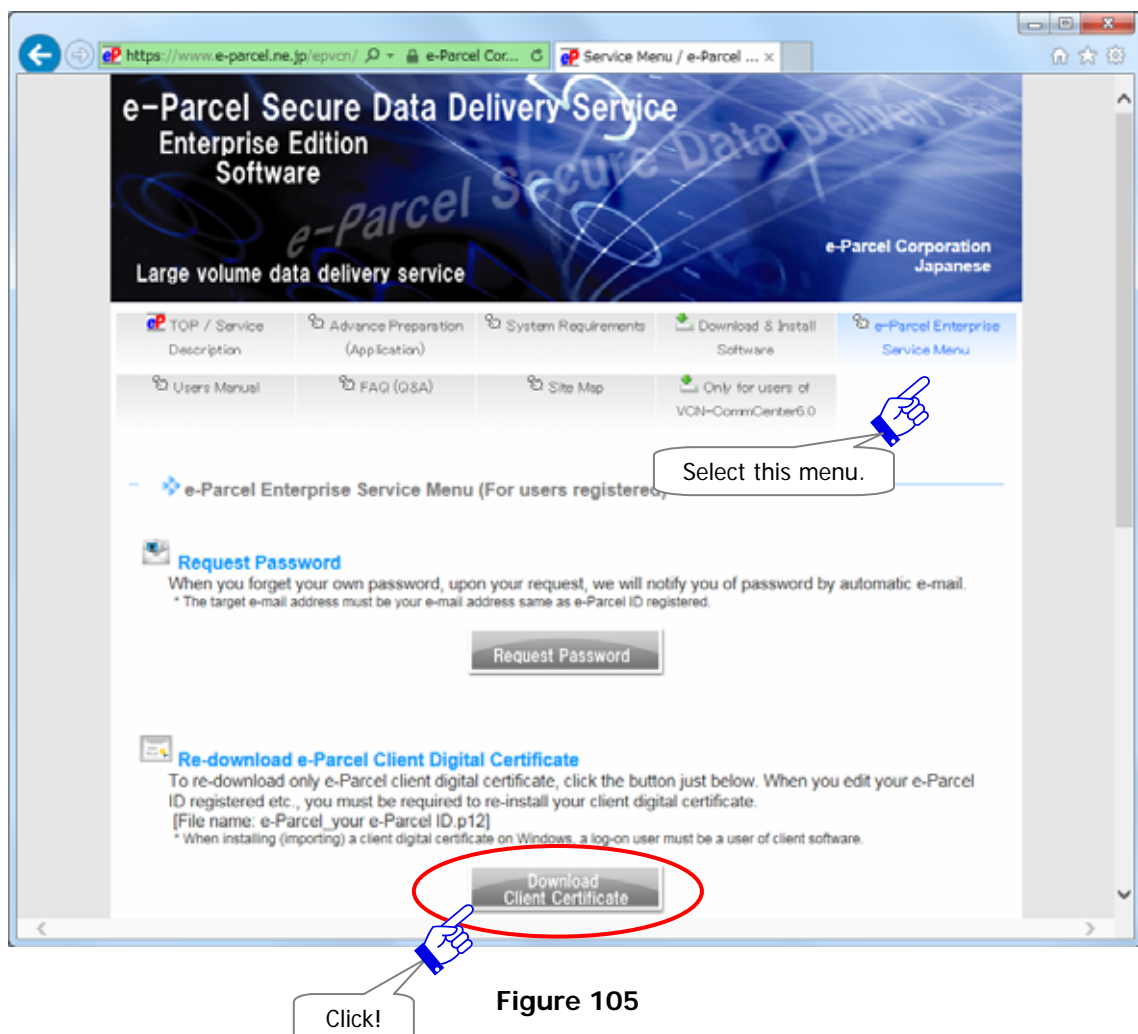


Figure 105

The Re-download a client digital certificate – “STEP1. Login” page appears. Enter your e-Parcel ID and password (or default password [*as notified by e-mail when e-Parcel ID registered]) and then click the “Login” button. (Figure 106)

*In case of an existing e-Parcel ID edited (Edit), if you have already changed a password to your own password, enter your own password to login when downloading a client digital certificate.

*In case of new e-Parcel ID registered (Exchange, Add), a password has been set a default password at beginning. Please be advised you to change a password through the “e-Parcel Secure Enterprise - Web Browser” after you complete to install new client digital certificate i Windows.

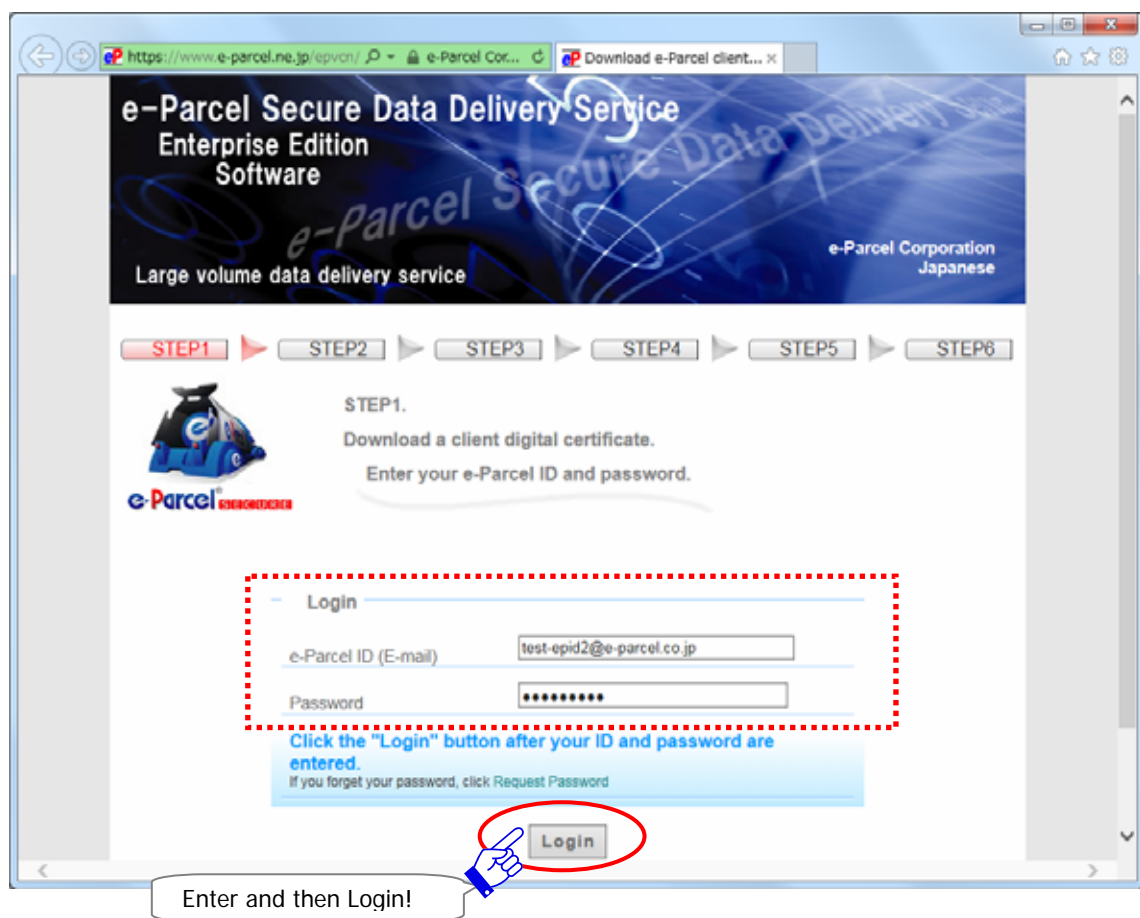


Figure 106

The "STEP2. Select e-Parcel client software." page appears. Select the "e-Parcel VCN-CommCenter 7.0" which you have used and then click the "Next" button. (Figure 107)

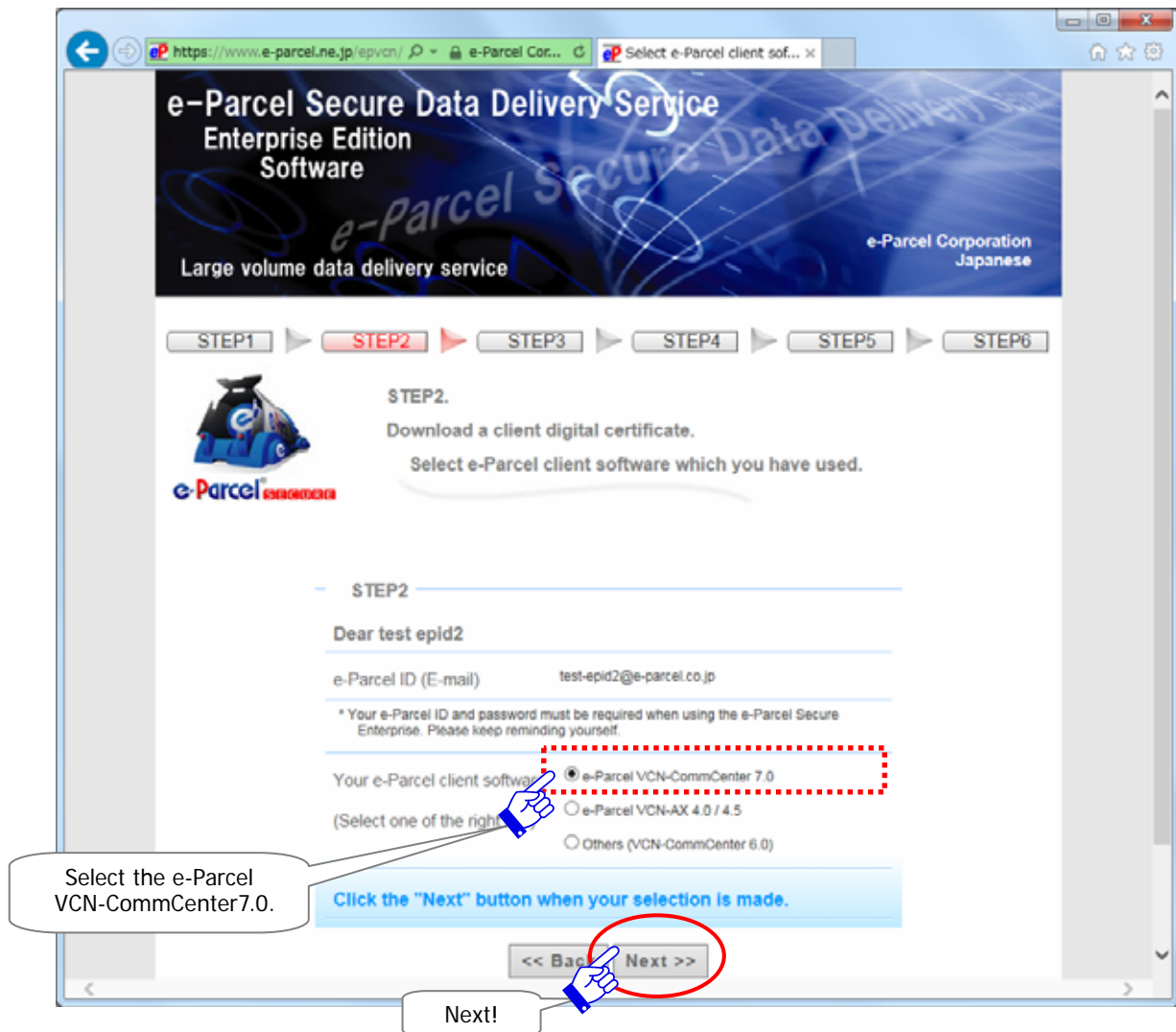


Figure 107

The "STEP3. Check the security of web site ..." page appears. Confirm the security of web site you are visiting before proceeding to download.

In the green-colored URL address bar of the web site you are visiting, are you connected to "e-Parcel Corporation" which runs this web site? (Figure 108)

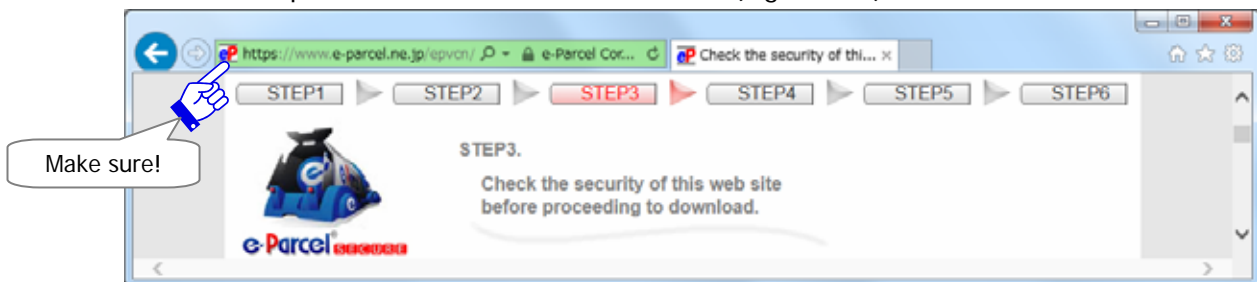


Figure 108

Or, on the page of the web site which you are visiting, do you see the Trusted Web Seal issued by Cybertrust (The certificate authority which validate EV SSL certificate)? (Figure 109)

Click the "Next" button after your confirmation.



Figure 109

The "STEP4. Download and install a client digital certificate." page appears.

Choose one depending on your client software version of e-Parcel VCN-CommCenter 7.0.

[For users of e-Parcel VCN-CommCenter 7.0.7015 (Jan. 1. 2015 released) or later] :

Make sure that the "For new users" is selected on the Client Digital Certificate field with initial choice. After confirmation are made, click the "Download" button. (Figure 110)

*When the "For new users" selected, a SHA2 signed digital certificate will be downloaded.

Note that e-Parcel VCN-CommCenter 7.0.7015 (released in Jan. 1. 2015) or later supports SHA2 signed digital certificate.

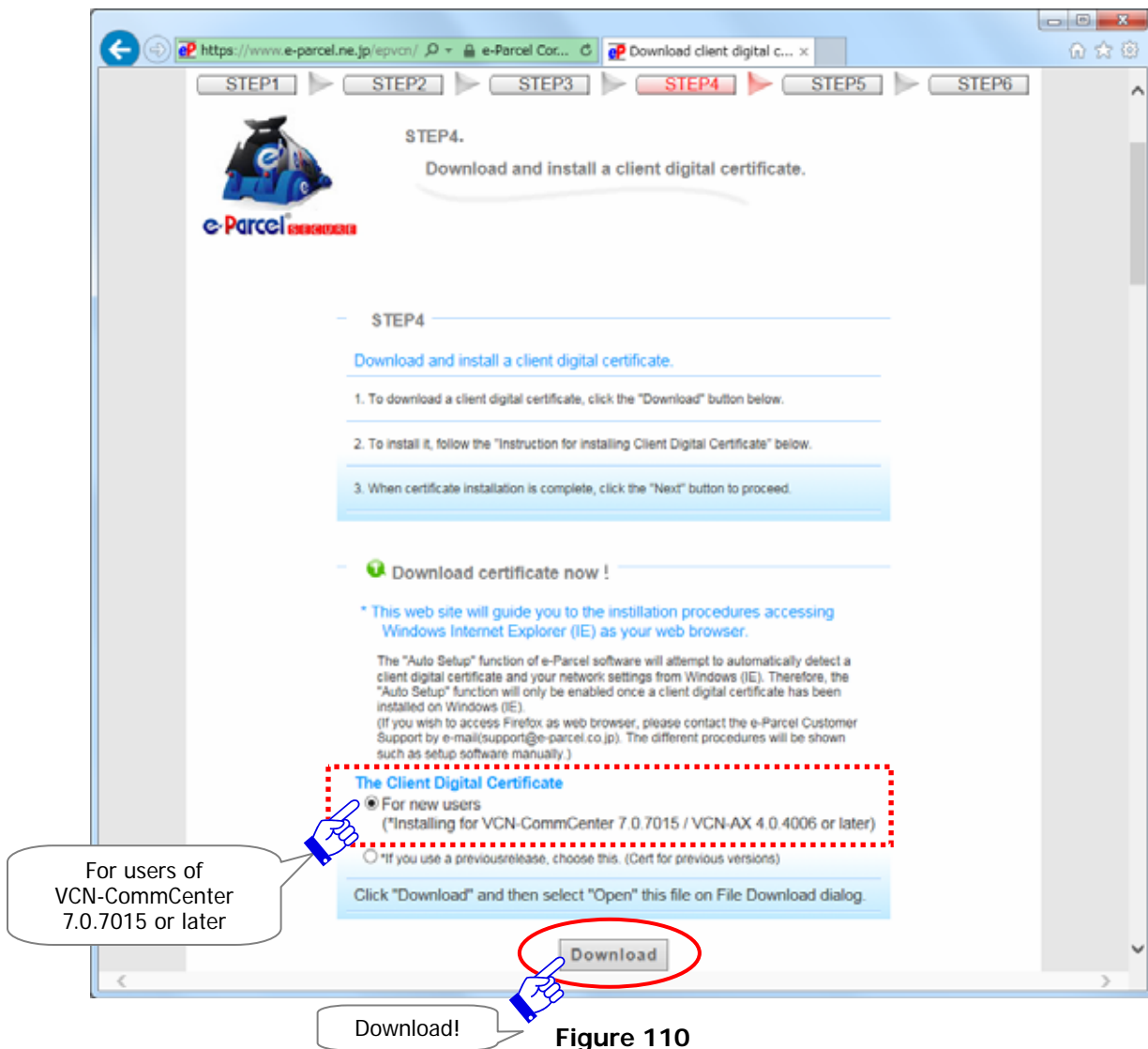
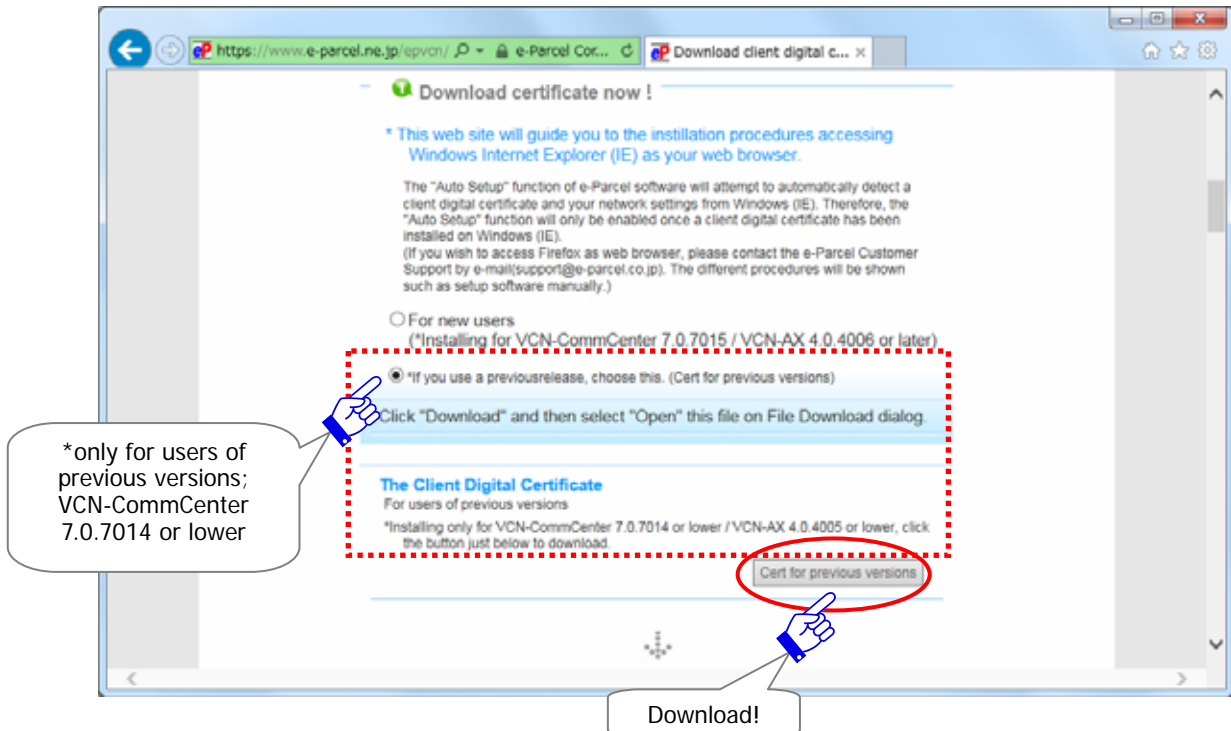


Figure 110

[Only for users of e-Parcel VCN-CommCenter 7.0.7014 or lower] :

Change to a lower choice “*If you use a previous release ...” on the Client Digital Certificate field. To download, click the “Cert for previous versions” button appeared.

*When the “For users of previous versions” selected, a SHA1 signed digital certificate will be downloaded. (*Recommendation for users of previous versions: Updating your client software to the latest version of e-Parcel VCN-CommCenter 7.0 is recommended.)



A File Download dialog appears. Verify a file name of your client digital certificate must be "e-Parcel _your e-Parcel ID.p12".

For “Auto Setup” (Recommended): proceed to next page **P235**.

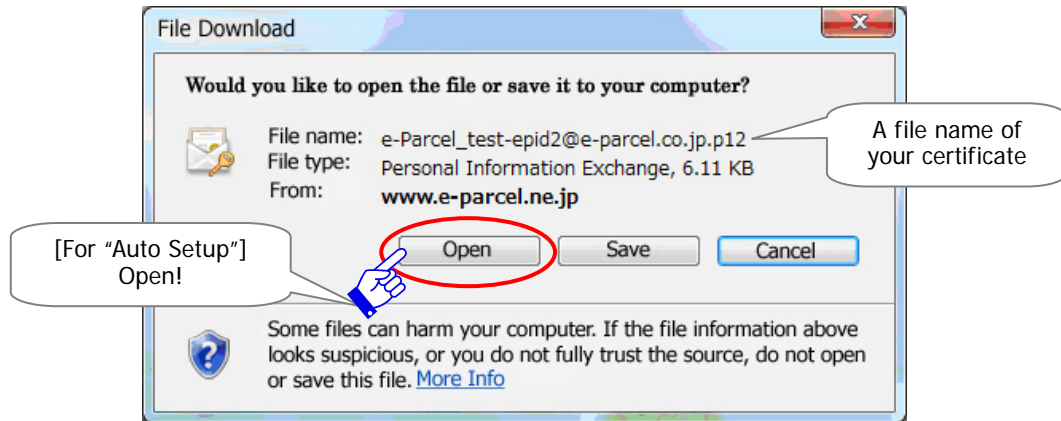
*Usually follow this procedure “For Auto Setup” of this manual. Also, the page of the web site which you are visiting will guide you.

For “Import Certificate” (setup manually), proceed to **P236**.

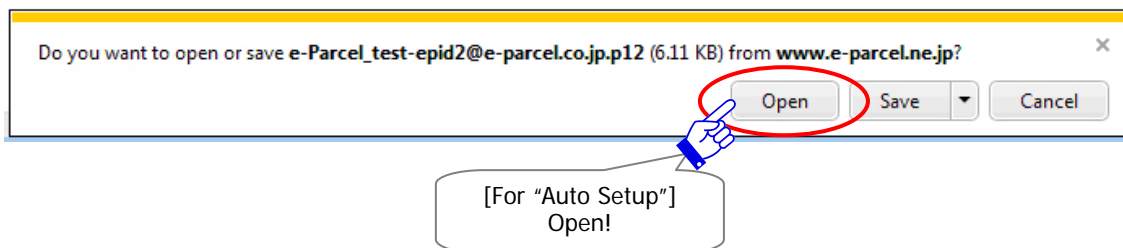
Attention: After this step (downloading new client digital certificate) completed, the “Auto Setup” as usual or “Import Certificate (setup manually)” menu will be provided on the VCN-CommCenter. If you choose the “Import Certificate” through the later procedure “STEP4. Setup a Client Digital Certificate” of this manual, please note that the different procedures will be shown in this step.

For “Auto Setup” (Recommended):

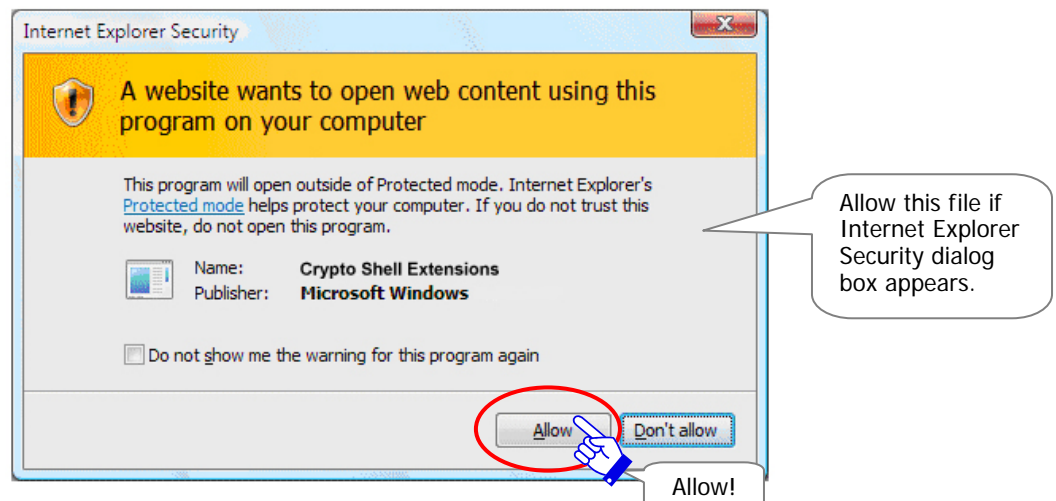
A File Download dialog appears prompting to either “Open” or “Save” the file on your computer. **Select the “Open” button** to download and install a client digital certificate. (Figure 111)

**Figure 111**

[For users of Internet Explorer 9 or later]



If Internet Explorer Security dialog appears, allow this file to open. (Figure 112)

**Figure 112**

Proceed to **P239 STEP3. Installing a Client Digital Certificate** and carefully take the procedure.

For “Import Certificate”:

A File Download dialog appears prompting to either “Open” or “Save” the file on your computer. **Select the “Save”** button to download a client digital certificate. (Figure 113)

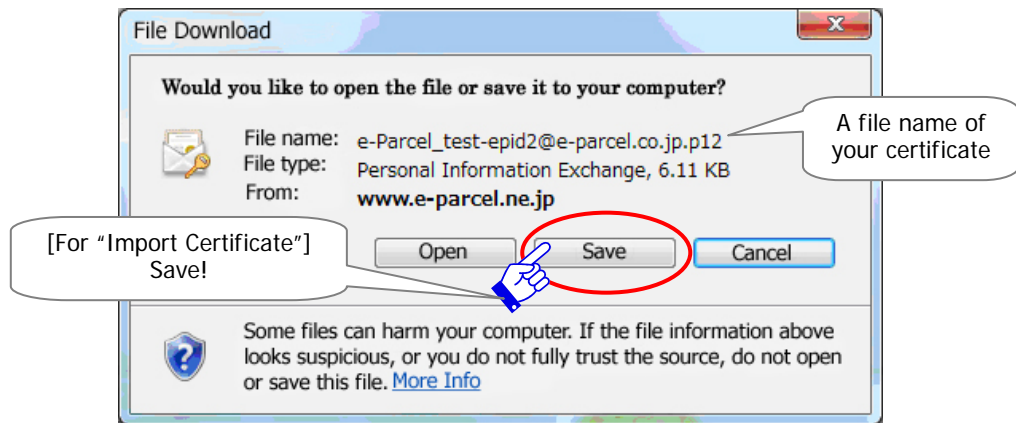
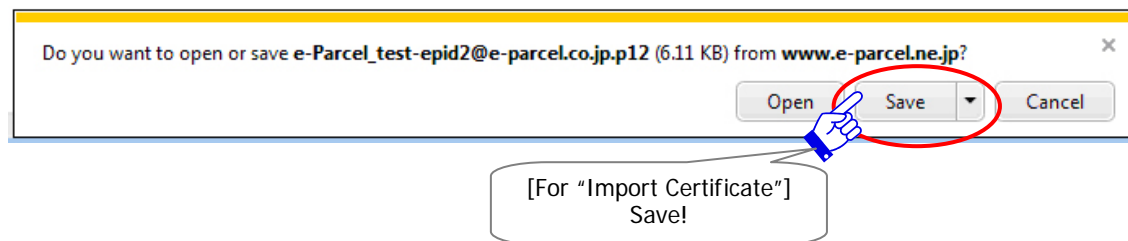


Figure 113

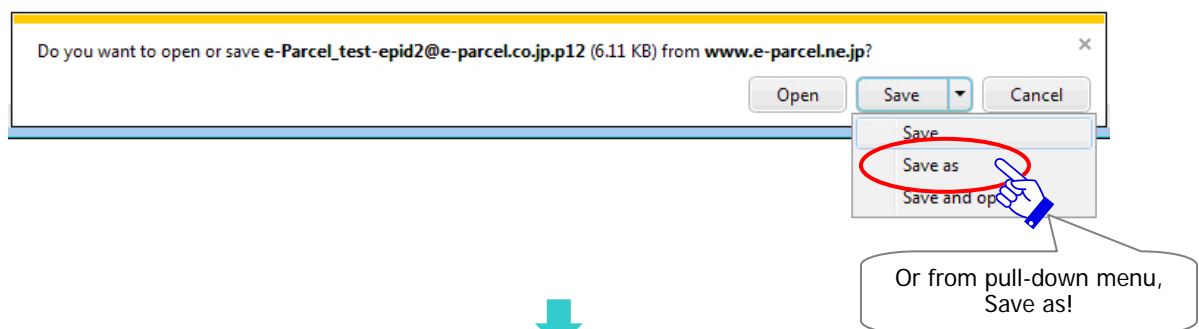
[For users of Internet Explorer 9 or later]

To select the “Save”, the download of a file automatically starts here to your “Downloads” directory with default setting of the browser.

(Default path : C:¥Users¥(username)¥Downloads)



Or click the arrow next to the Save button to open the pull-down menu, then select the “Save as” if you want to save a file to your desktop or another convenient location.



The Save As dialog appears if you select the "Save as". Save a client digital certificate to your desktop or another convenient location. Click the Save button. The download of a client digital certificate starts here. It normally ends in a few seconds though the speed of download is different depending on your line capacity. (Figure 114)

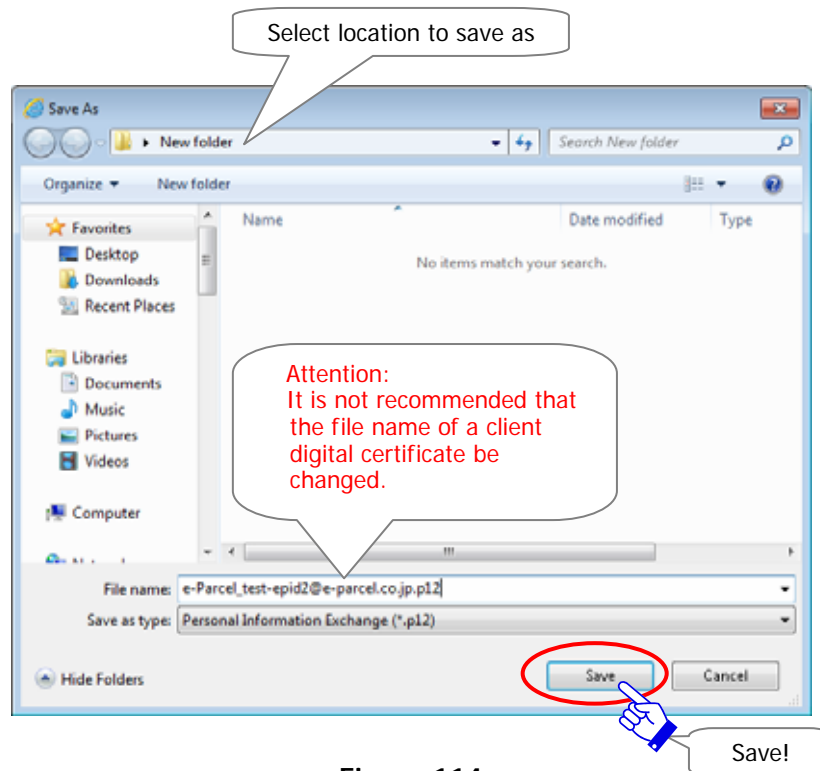


Figure 114

A "... download has completed" dialog appears. Select the "Close" button.

[For users of Internet Explorer 9 or later]

A "... download has completed" message appears on the browser. Select the "Open folder" button to locate a file in your selected location or your "Downloads" directory(Default path : C:¥Users¥(username)¥Downloads). (Figure 115)

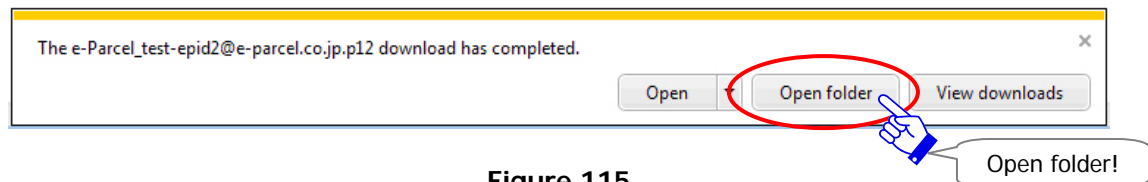


Figure 115



After downloading a client digital certificate is completed, the next step is to manually import a client digital certificate on client software.

Proceed to [P250 STEP4. Setup a Client digital Certificate - 4-2. Import Certificate \(For setup manually\)](#)

* When you manually import a client digital certificate on the VCN-CommCenter ("Import Certificate"), you do NOT need to install a client digital certificate in Windows at next STEP3 of this manual.

STEP3. Installing a Client Digital Certificate

Execute to carefully install (import) a client digital certificate in Windows.

The Certificate Import Wizard opens. Proceed to install to click the “Next” button. (Figure 116)

*For users of Windows 10, choose the “Current user” as a storage location.

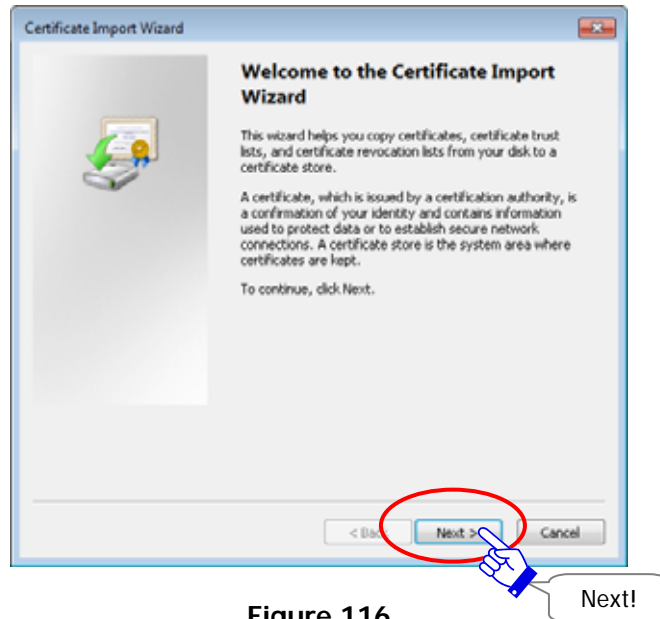


Figure 116

A File to Import dialog appears. Specify the file you want to import. (It is not recommended that the file name of your certificate be changed.) Click the “Next” button to proceed. (Figure 117)

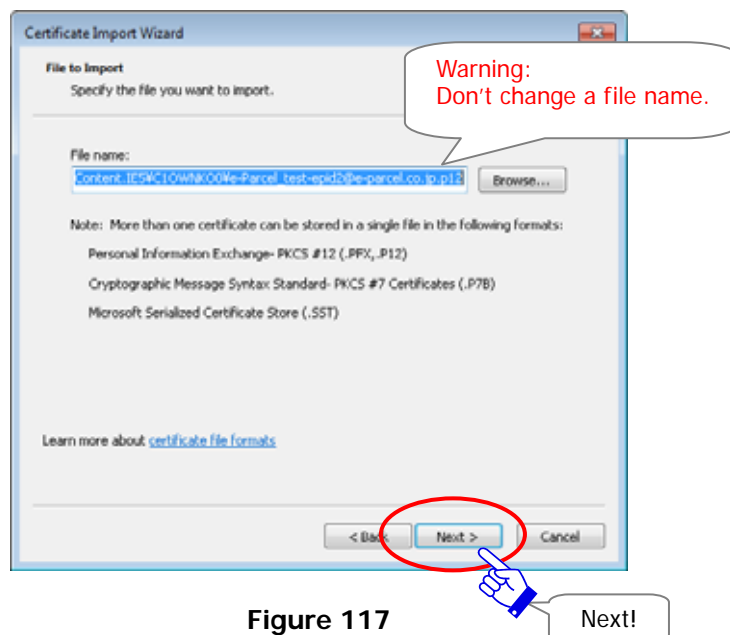


Figure 117

A Password dialog appears. Enter your own password (or default password [*as notified by e-mail when e-Parcel ID registered]) and make sure to **place a check on the "Make this key as exportable..." box**. (Figure 118)

*In case of an existing e-Parcel ID edited (Edit), if you have already changed a password to your own password, enter your own password to login when downloading a client digital certificate.

*In case of new e-Parcel ID registered (Exchange, Add), a password has been set a default password at beginning. Please be advised you to change a password through the "e-Parcel Secure Enterprise - Web Browser" after you complete to install new client digital certificate in Windows.

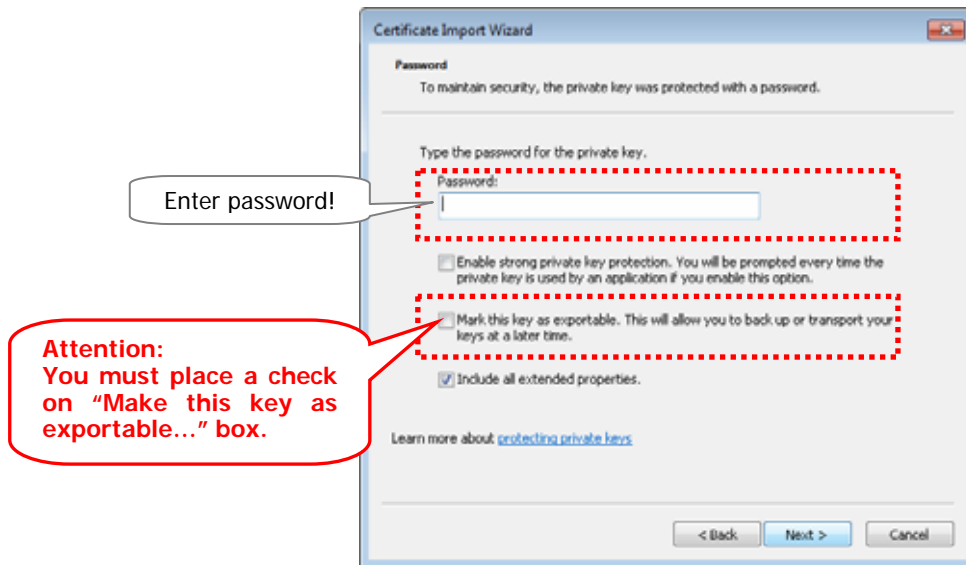


Figure 118

After reviewing it, especially confirming the "Make this key as..." box must be placed a check, click the "Next" button to proceed. (Figure 119)

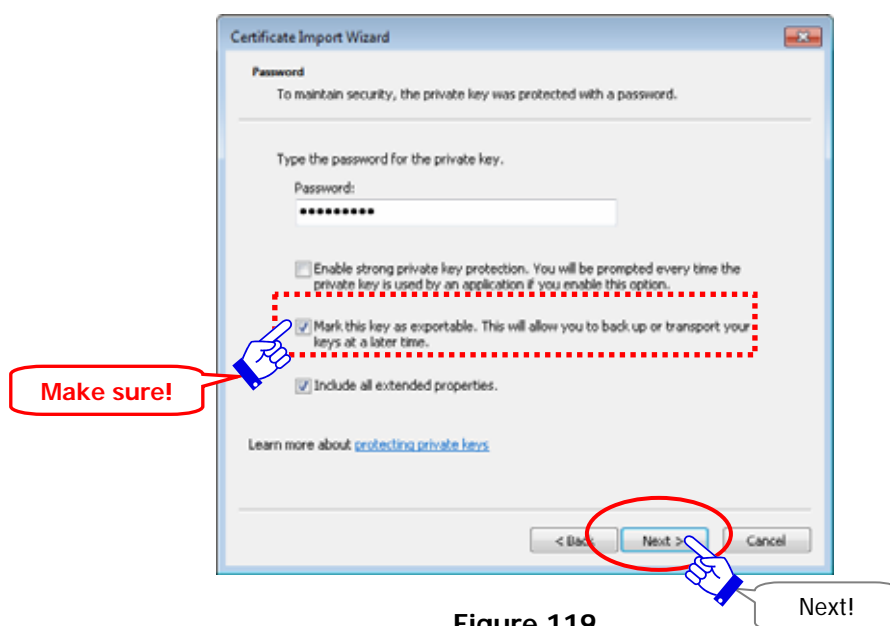


Figure 119

A Certificate Store dialog appears. Make sure to select the “Automatically select the certificate store based on the type of certificate.” field. After reviewing it carefully, click the “Next” button. (Figure 120)

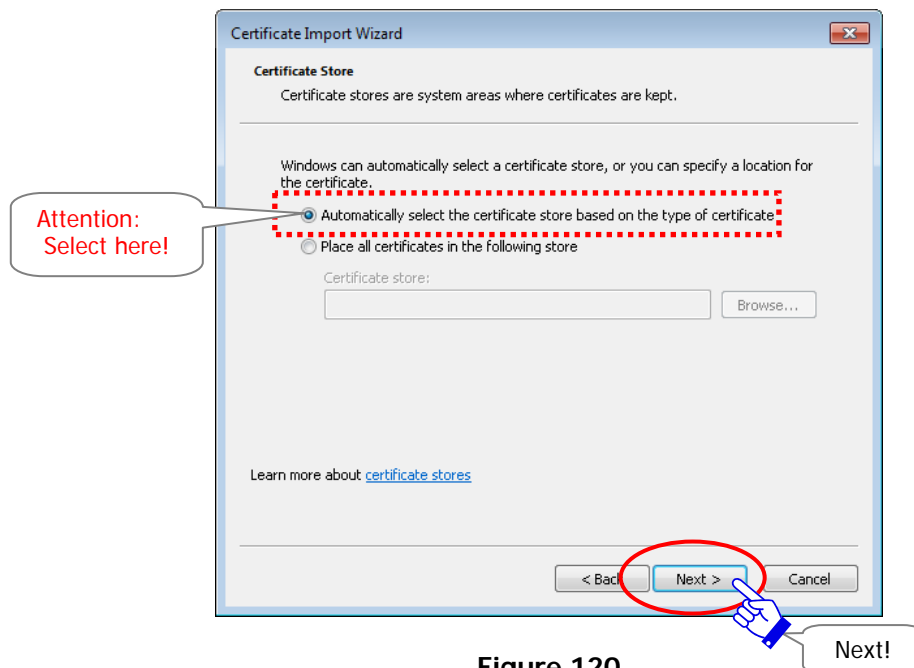


Figure 120

The “Completing the Certificate Import Wizard” is shown, click the “Finish” button to proceed. (Figure 121)

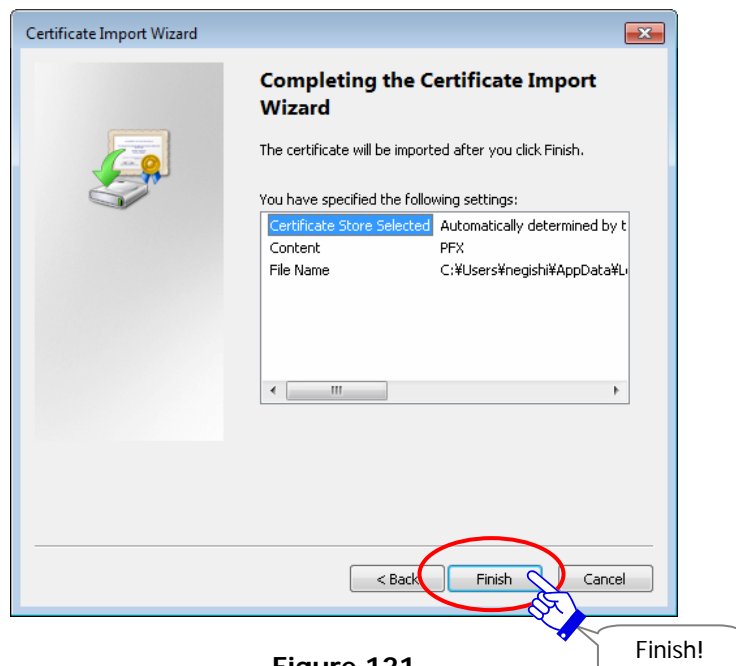
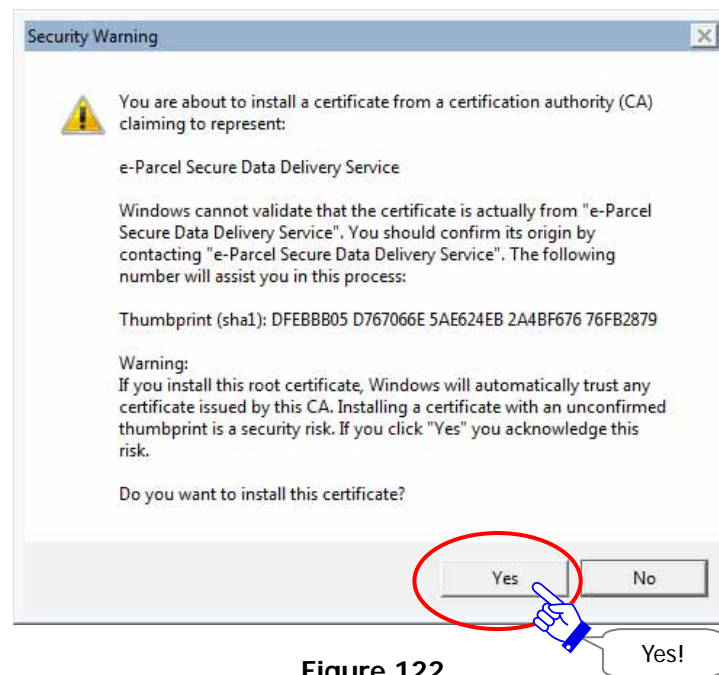
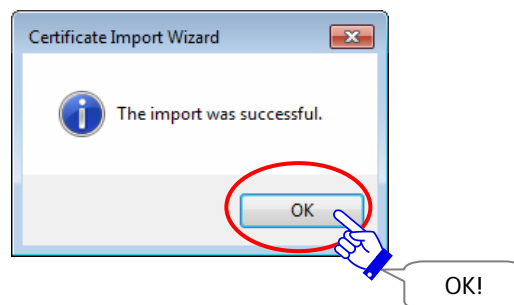


Figure 121

A Security Warning dialog appears. Therefore, a CA certificate is installed at the same time, click the "Yes" button to allow it. (Figure 122)



A "The import was successful." dialog appears. Click the "OK" button to complete installing. (Figure 123)



The Certificate Import Wizard closes. You have done to install a client digital certificate in Windows.

Return to web site the "STEP4. Download and install a client digital certificate." page.
(Figure 124)

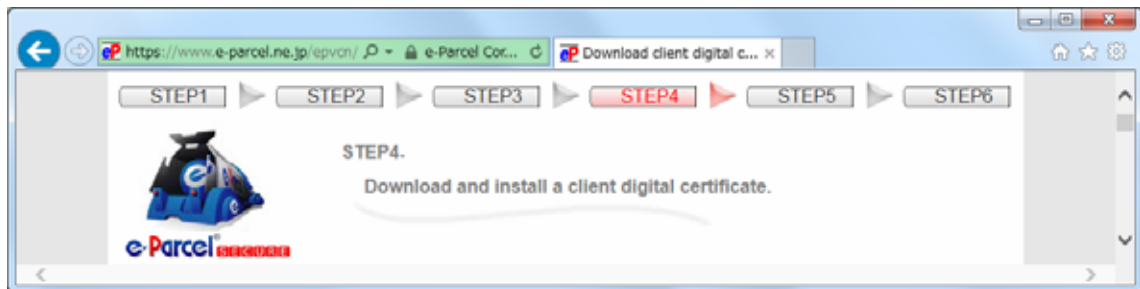


Figure 124

Follow the bottom of the page on the web and click the "Next" button to proceed to STEP 5.
(Figure 125)

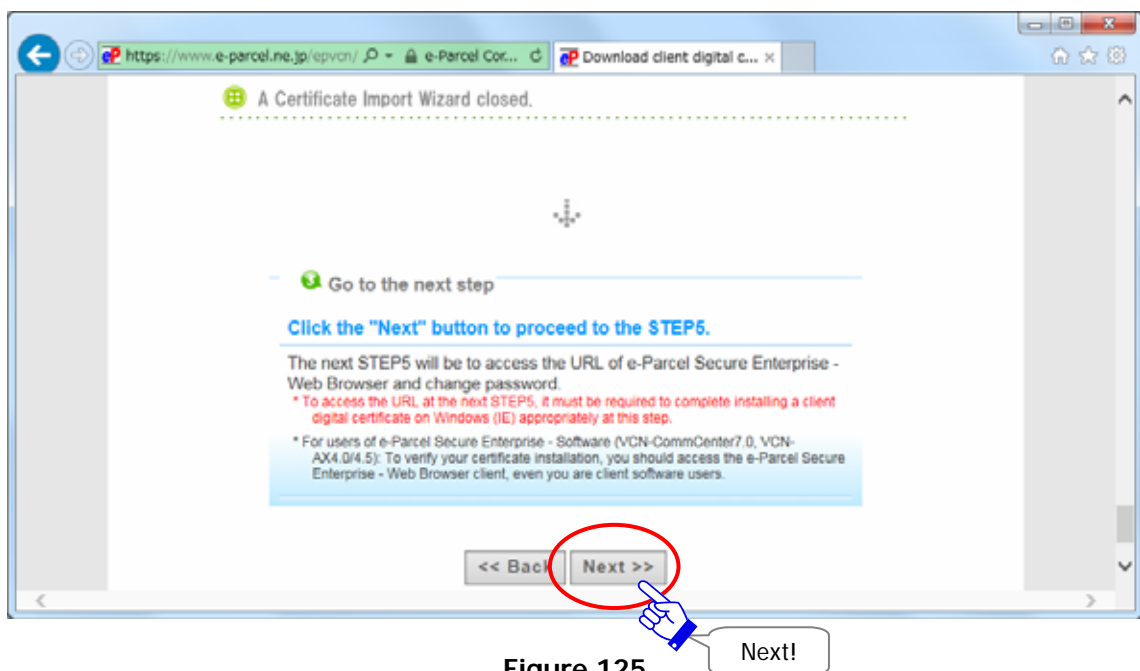


Figure 125

The "STEP5. Access the URL..." page appears. Even you are software users, access the URL of the "e-Parcel Secure Enterprise - Web Browser" to ensure a client digital certificate import appropriately. Also, you can change a password on the web site. Once a window of the "e-Parcel Secure Enterprise - Web Browser" appears, you have successfully installed a client digital certificate in Windows. (Figure 126)



Figure 126

Follow the middle of the page on the web site and click the "e-Parcel Web Browser" button to access. (Figure 127)

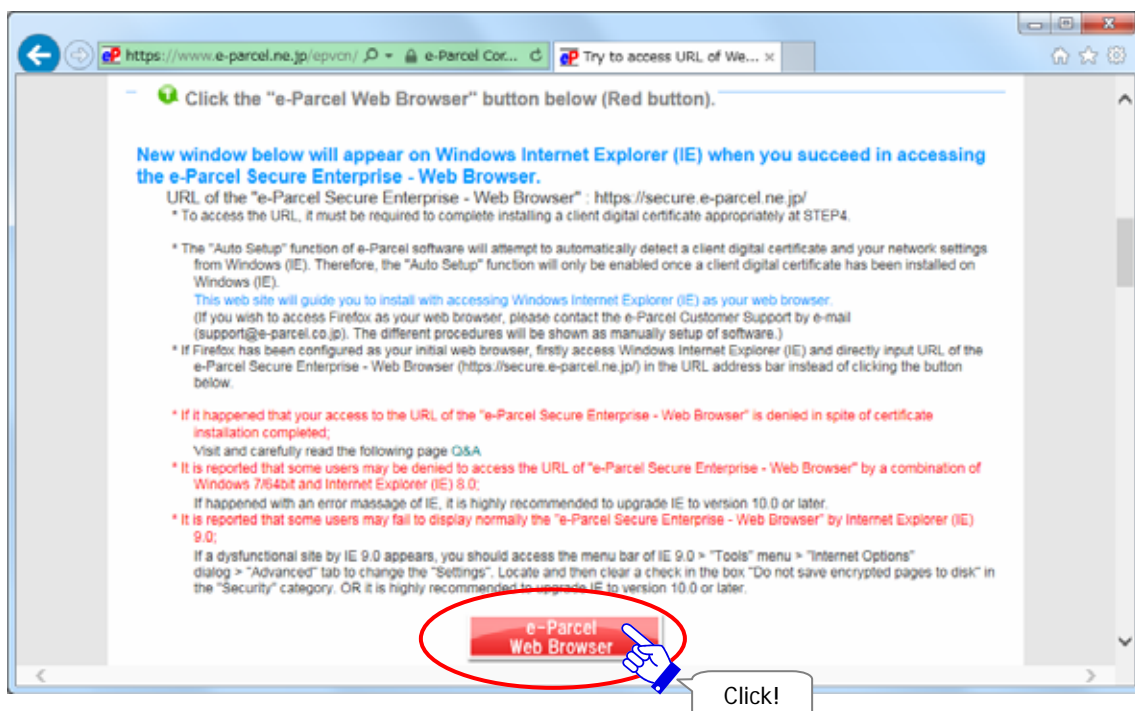
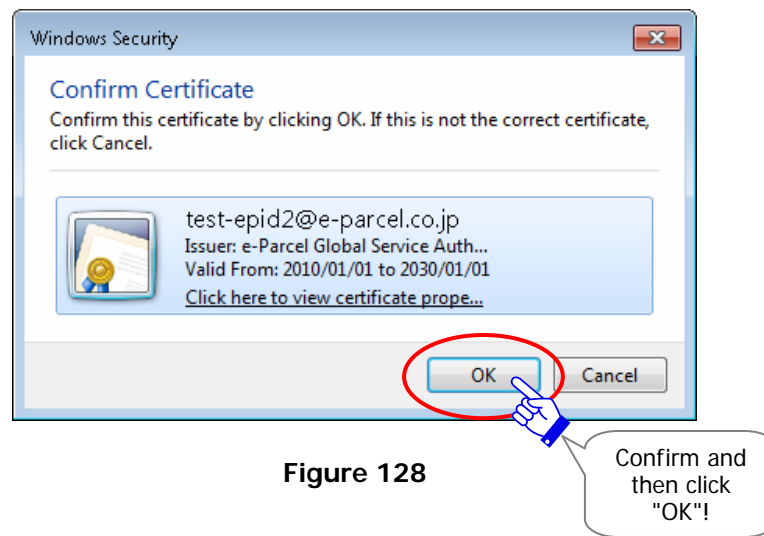
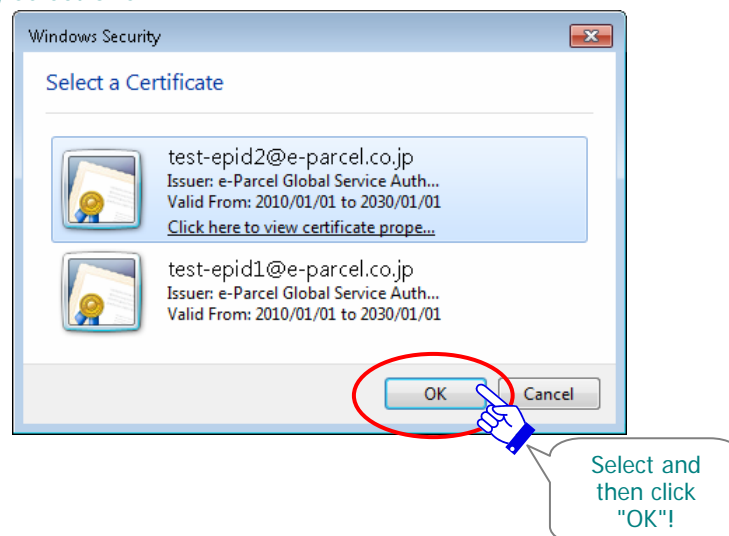


Figure 127

First, the "Confirm Certificate" dialog appears. Confirm your client digital certificate installed before and then click the "OK" button. (Figure 128)



*If the "Select a Certificate" dialog appears, select an e-Parcel client digital certificate of your e-Parcel ID and then click the "OK" button.
[For Windows 10] Click "More choices" on the "Select a Certificate" dialog to view all certificates. Then, select one.



The “e-Parcel Secure Enterprise - Web Browser” new window opens. (Figure 129)

The website URL: <https://secure.e-parcel.ne.jp/>

If you succeed it, see the User Info menu.

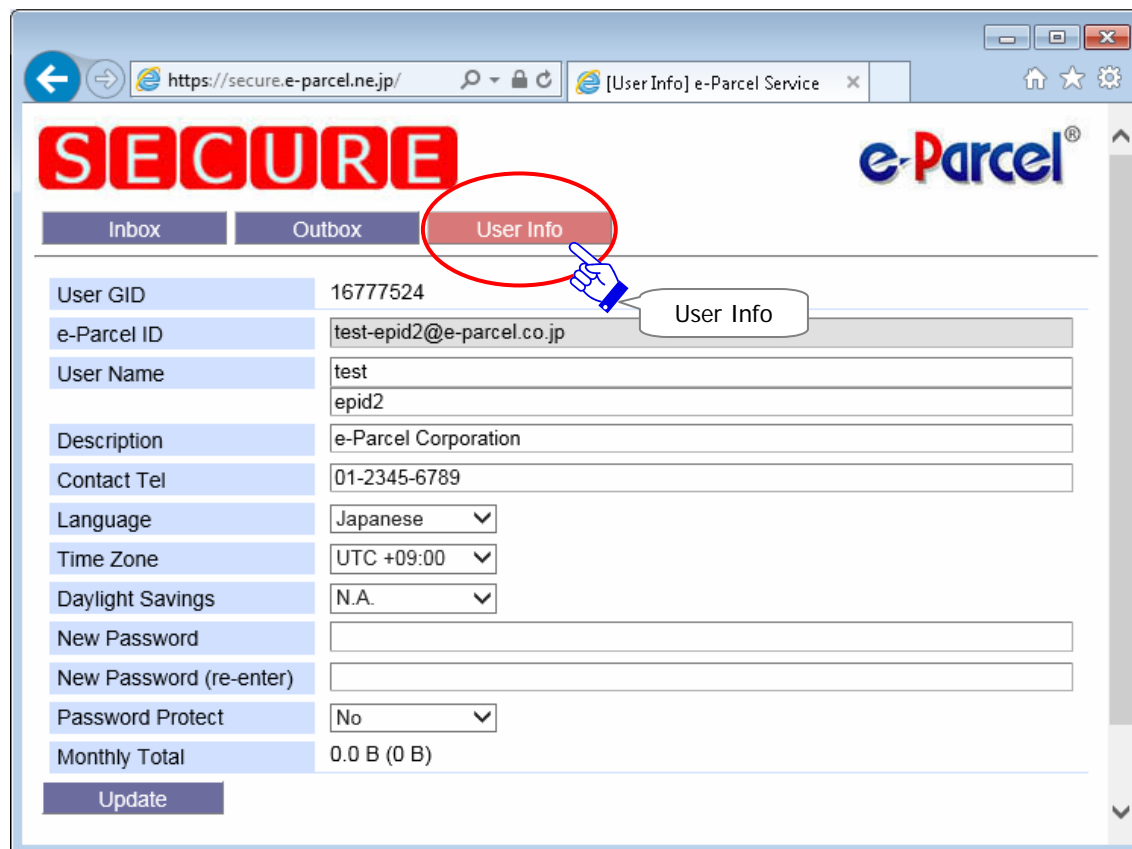


Figure 129



Caution: If it happened to be denied access the URL of the “e-Parcel Secure Enterprise - Web Browser”, a client digital certificate may not have been installed in Windows appropriately. First, ensure that a client digital certificate has been correctly installed by reviewing the section below. Also, you may need to check the security settings and the proxy server settings in your web browser, computer or network.

Refer to P30 [If you fail in access “e-Parcel Secure Enterprise - Web Browser”]

The "User Info" window appears including your e-Parcel Profile. It allows you to change a default password as needed. (Figure 130)

In the event a password should be changed, enter the new password in the New Password field and the New Password (re-enter) field, and then click the "Update" button. A password must be input using half-width alphanumeric, using more than 6 characters but less than 20. Note that password is case-sensitive, and contains no spaces.

The screenshot shows the "User Info" window in a web browser. The browser address bar displays "https://secure.e-parcel.ne.jp/". The page has a "SECURE" banner and the "e-Parcel" logo. Below the logo are tabs for "Inbox", "Outbox", and "User Info". The "User Info" tab is active, showing a form with the following fields:

User GID	16777524
e-Parcel ID	test-epid2@e-parcel.co.jp
User Name	test epid2
Description	e-Parcel Corporation
Contact Tel	01-2345-6789
Language	Japanese
Time Zone	UTC +09:00
Daylight Savings	N.A.
New Password	
New Password (re-enter)	
Password Protect	No
Monthly Total	0.0 B (0 B)

At the bottom of the form is an "Update" button. A red dashed box highlights the "New Password" and "New Password (re-enter)" fields. A callout bubble points to the "Update" button with the text "Update when entered!". Another callout bubble points to the password fields with the text "Enter new password!". A third callout bubble points to the password fields with the text "A password must be input using half-width alphanumeric, using more than 6 characters but less than 20."

Figure 130

*In case of new e-Parcel ID registered, a password has been set a default password we inform you by e-mail notification at beginning. Please be advised you to change a password through the "e-Parcel Secure Enterprise - Web Browser".

*The Password Protect field may be set "No" as default. Once the "Password Protect" function has been enabled ("Yes"), it must be required to authenticate a login password when the VCN-CommCenter login to the e-Parcel server, such as installation, starting the VCN-CommCenter, User Configuring, Auto Setup or Import Certificate etc.

*Warning: For users who the Password Protect field has been set "Yes".
If you want to change your password though the "e-Parcel Secure Enterprise - Web Browser", you make sure to re-setup the new login password on your e-Parcel Client Software. Therefore, you must be required to re-authenticate the new password in the e-Parcel server after your password updated.

*For users of e-Parcel Secure Enterprise - Software / e-Parcel VCN-CommCenter 7.0.
To view / edit user info, change password and set up the password protect option, you must access the User Info on the top navigation menu of the "e-Parcel Secure Enterprise - Web Browser". Please be advised to bookmark this site. (<https://secure.e-parcel.ne.jp/>)

The process result "OK" should usually appear. Your password has been updated successfully.
After confirmation, click the "Back" button. (Figure 131)

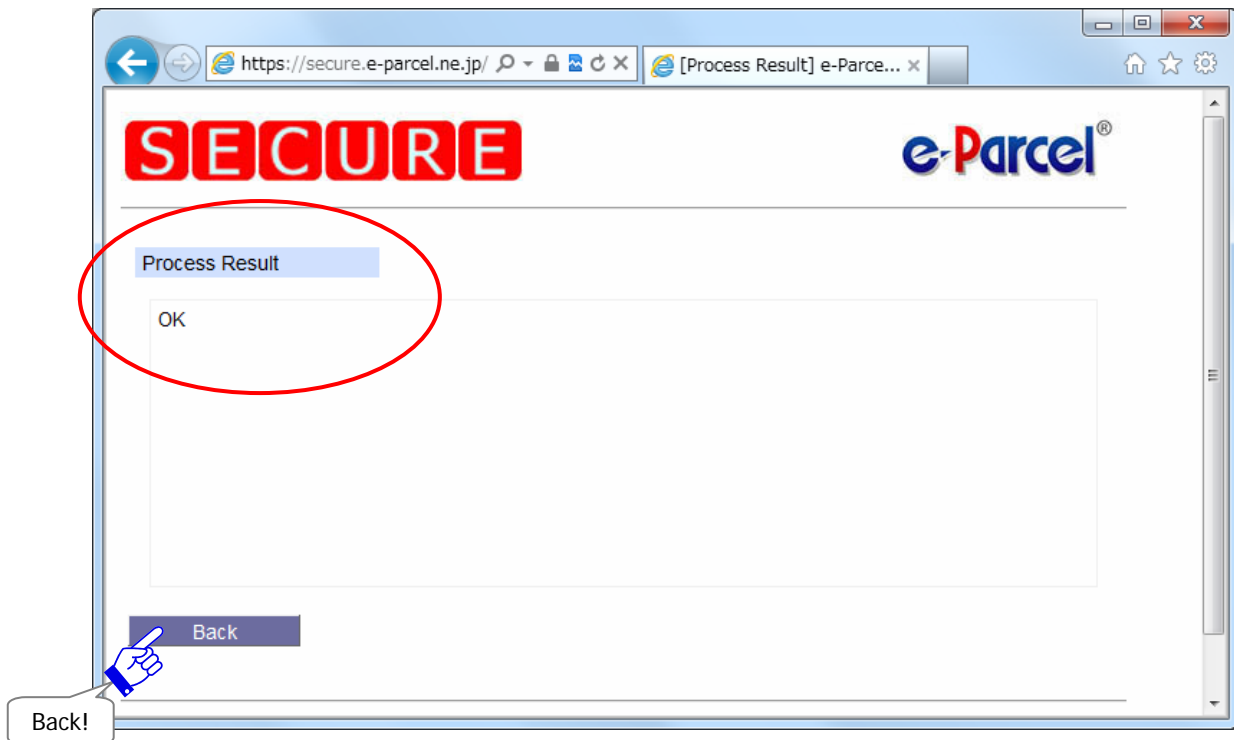


Figure 131

Return to web site the "STEP5. Access the URL..." page. (Figure 132)



Figure 132

Follow the bottom of the page on the web and click the "Next" button. (Figure 133)

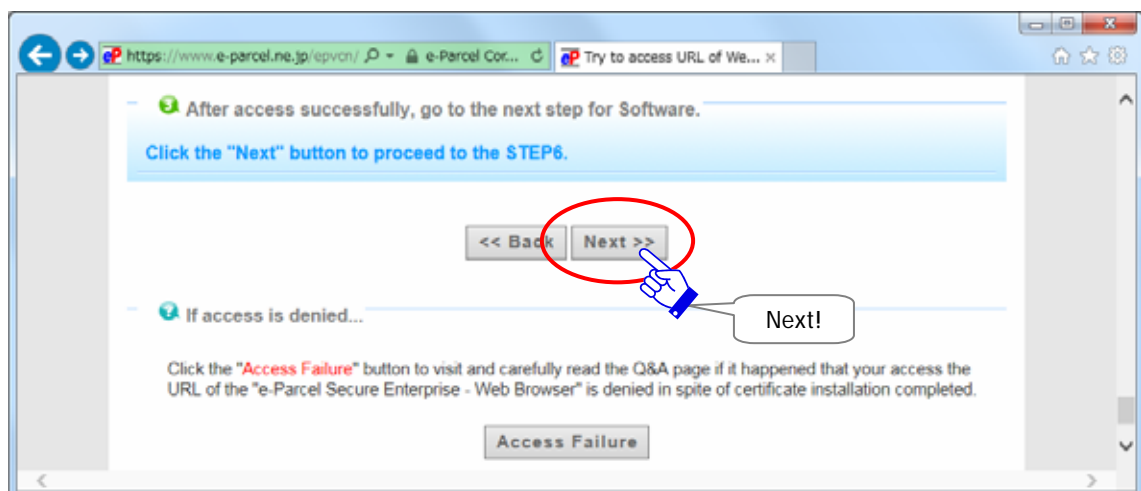


Figure 133

The "STEP6. Your e-Parcel client digital certificate installation in Windows has been completed successfully." page appears. The next procedure must be setup the client software. Double-click the "e-Parcel 7.0" shortcut icon on your desktop to start the VCN-CommCenter.

STEP4. Setup a Client Digital Certificate

Next, begin setup a client digital certificate on the application: e-Parcel VCN-CommCenter 7.0.

To edit, exchange or add a client digital certificate on the VCN-CommCenter, the “Auto Setup” or manually “Import Certificate” menu for setup a client digital certificate will be provided on the VCN-CommCenter. Select either one of the two menus depending on the previous procedure selected at STEP2 (P234) of this manual. Usually the “Auto Setup” is selected.

4-1. Auto Setup (For setup automatically)

The “Auto Setup” menu (Recommended) will automatically configure for e-Parcel software. This command will only be enabled once a client digital certificate has been installed in Windows at STEP2, STEP3 (P229 ~ P249) previous procedures of this manual. The e-Parcel software will attempt to automatically detect your network settings and a client digital certificate from Windows.

To auto setup, access the VCN-CommCenter menu bar “Tools” > “Auto Setup”.

For more details on the “Auto Setup” procedure, refer to the following section of this manual.

*Refer to P101 5. VCN-CommCenter View - 2. Menu Bar - 2-3. Tools - Auto Setup

4-2. Import Certificate (For setup manually)

If you need to configure a client digital certificate and network settings individually, the “Import Certificate” menu may be helpful to manually configure a client digital certificate which has been saved at STEP2 (P229 ~ P238) previous procedure of this manual. The “Import Certificate” menu will display prompts to install a certificate. Therefore, in advance you must download (save) e-Parcel client digital certificate on your PC.

To import certificate, access the VCN-CommCenter menu bar “Tools” > “Import Certificate”.

OR access the Windows “Start” menu > All Programs > e-Parcel > VCN-CommCenter 7.0 and then click on the “Import Certificate”.

For more details on the “Import Certificate” procedure, refer to the following section of this manual.

*Refer to P104 5. VCN-CommCenter View - 2. Menu Bar - 2-3. Tools - Import Certificate

STEP5. After Edit, Exchange or Add e-Parcel ID

After setup a new client digital certificate has been done, to be completed to perfection, you must carefully take the additional procedure or confirm depending on the three (3) cases below.

- 1 . When you want to edit an existing e-Parcel ID,
(It is possible to take over settings and histories.)**
proceed to **P252**.

- 2 . When you want to register another new e-Parcel ID and exchange ID for new one, (It is not possible to take over settings and histories.)**
proceed to **P254**.

- 3 . When you want to add new e-Parcel ID and use multiple e-Parcel ID,**
proceed to **P256**.

5-1. Existing e-Parcel ID (Edit)

For our customers who have already run the e-Parcel VCN-CommCenter 7.0,

When you want to edit an existing e-Parcel ID, an edited e-Parcel ID will **overwrite** an existing e-Parcel ID at the time of setup a new client digital certificate on the VCN-CommCenter. (A new folder tree of an edited e-Parcel ID is not additionally displayed.) It is possible to take over settings and histories held by an existing e-Parcel ID to an edited e-Parcel ID.

Confirm that an edited e-Parcel ID [Display Name] replaced an existing e-Parcel ID as your e-Parcel ID on the tree view of VCN-CommCenter GUI.

(Figure 134 • Figure 135)

[Ex. : Edit e-parcel ID FROM test-epid888@e-parcel.co.jp TO test-epid888888@e-parcel.co.jp]

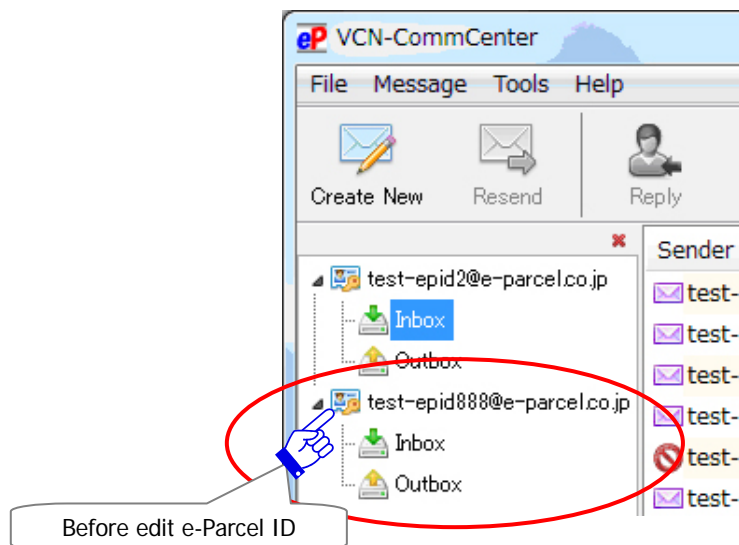


Figure 134

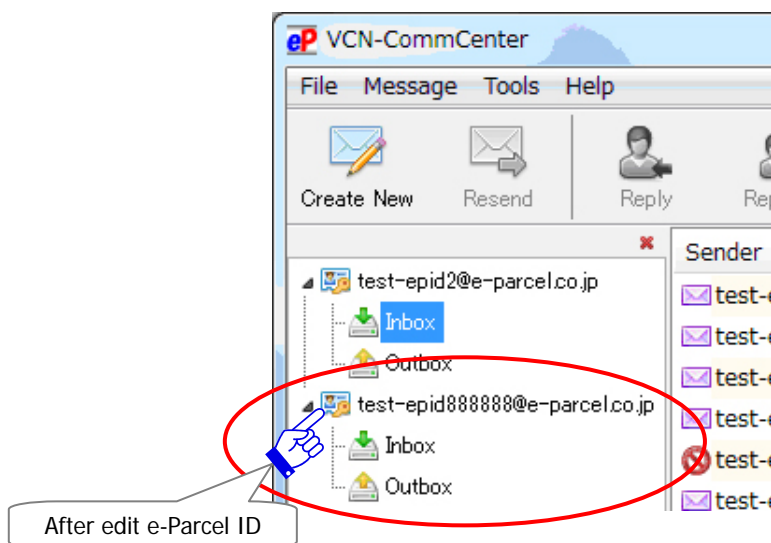


Figure 135



Note: When you edit an existing e-Parcel ID, an existing client digital certificate configured on the VCN-CommCenter will be overwritten by configuring new client digital certificate of an edited e-Parcel ID. Therefore, it is not necessary to disable an existing e-Parcel ID configured on the VCN-CommCenter. Only take the procedure below to remove an existing client digital certificate installed in Windows.

Remove an existing e-Parcel client digital certificate installed from Windows

At last, to remove an existing e-Parcel client digital certificate installed from Windows, take the procedure just below.

1. On Microsoft Internet Explorer (IE), visit the menu bar "Tools" > "Internet Options".
Or, access the Windows "Start" menu > Windows System > Control Panel > Network and Internet > "Internet Options".
2. The "Internet Options (Internet Properties)" dialog opens. See the "Content" tab and then click the "Certificates" button.
3. A "Certificates" dialog opens. The "Personal" tab will list your client certificates. Select an existing e-Parcel ID from the "Issued To" column of the "Personal" tab and then click the "Remove" button.
4. A "... Do you want to delete ...?" dialog appears prompting to either "Yes" or "No". Select the "Yes" button after your confirmation.
5. An existing e-Parcel client digital certificate is removed from the "Personal" tab of a "Certificates" dialog. Click the "Close" button and then click the "OK" button on an "Internet Options" dialog to close.

5-2. New e-Parcel ID (Exchange)

For our customers who have already run the e-Parcel VCN-CommCenter 7.0,

When you want to register another new e-Parcel ID and exchange ID for new one, a new folder tree of another new e-Parcel ID will be additionally displayed at the time of setup a new client digital certificate on the VCN-CommCenter. **Confirm another new e-Parcel ID [Display Name] to appear on the tree view of VCN-CommCenter GUI.** (Figure 136)

When another new e-Parcel ID has been registered and setup on the VCN-CommCenter instead of an existing e-Parcel ID, it is not possible to take over settings and histories held by an existing e-Parcel ID to another new e-Parcel ID. Therefore, another new e-Parcel ID will not overwrite an existing e-Parcel ID at the time of setup a new client digital certificate on the VCN-CommCenter.

Finally, take the additional procedures to revoke (remove) an existing e-Parcel ID in the VCN-CommCenter and Windows.

[Ex. : Remove e-parcel ID test-epid2@e-parcel.co.jp and exchange it for new test-epid888@e-parcel.co.jp]

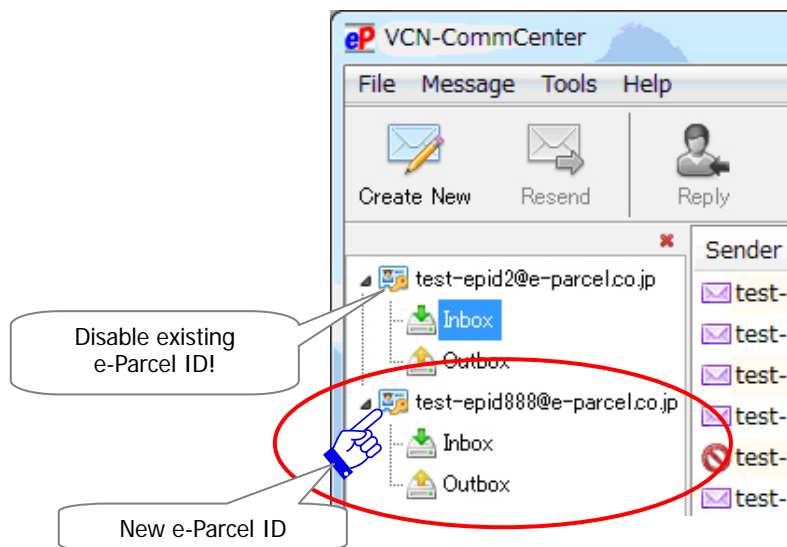


Figure 136

Disable an existing e-Parcel ID on the VCN-CommCenter

When another new e-Parcel ID has been registered instead of an existing e-Parcel ID, an existing e-Parcel ID is revoked at the e-Parcel server. In this case, **you must be required to disable an existing e-Parcel ID configured on the VCN-CommCenter.**

To disable an e-Parcel ID configured on the VCN-CommCenter, right-click an existing e-Parcel ID [Display name] on the tree view to open the pop-up menu. Select the “Disable this ID” menu. For more details on the “Disable this ID” procedure, refer to the following section of this manual. (Figure 137)

*Refer to P119 5. VCN-CommCenter View – 4. Tree View – 4-1. Display Name – Disable e-Parcel ID

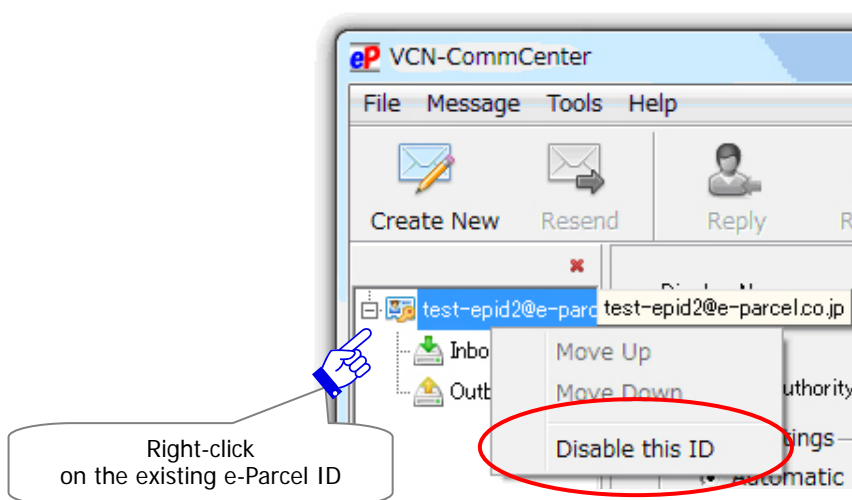


Figure 137

Remove an existing e-Parcel client digital certificate installed from Windows

At last, to remove an existing e-Parcel client digital certificate installed from Windows, take the procedure just below.

1. On Microsoft Internet Explorer (IE), visit the menu bar “Tools” > “Internet Options”.
Or, access the Windows “Start” menu > Windows System > Control Panel > Network and Internet > “Internet Options”.
2. The “Internet Options (Internet Properties)” dialog opens. See the “Content” tab and then click the “Certificates” button.
3. A “Certificates” dialog opens. The “Personal” tab will list your client certificates. Select an existing e-Parcel ID from the “Issued To” column of the “Personal” tab and then click the “Remove” button.
4. A “... Do you want to delete ...?” dialog appears prompting to either “Yes” or “No”. Select the “Yes” button after your confirmation.
5. An existing e-Parcel client digital certificate is removed from the “Personal” tab of a

"Certificates" dialog. Click the "Close" button and then click the "OK" button on an "Internet Options" dialog to close.

5-3. Multiple e-Parcel ID (Add)

For our customers who have already run the e-Parcel VCN-CommCenter 7.0,

When you want to add new e-Parcel ID and use multiple e-Parcel ID, a new folder tree of new e-Parcel ID will be additionally displayed at the time of setup a new client digital certificate on the VCN-CommCenter.

Confirm new e-Parcel ID [Display Name] to appear under an existing e-Parcel ID on the tree view of VCN-CommCenter GUI.

(Figure 138)

[Ex. : Add new e-parcel ID test-epid888@e-parcel.co.jp and use both new ID and test-epid2@e-parcel.co.jp]

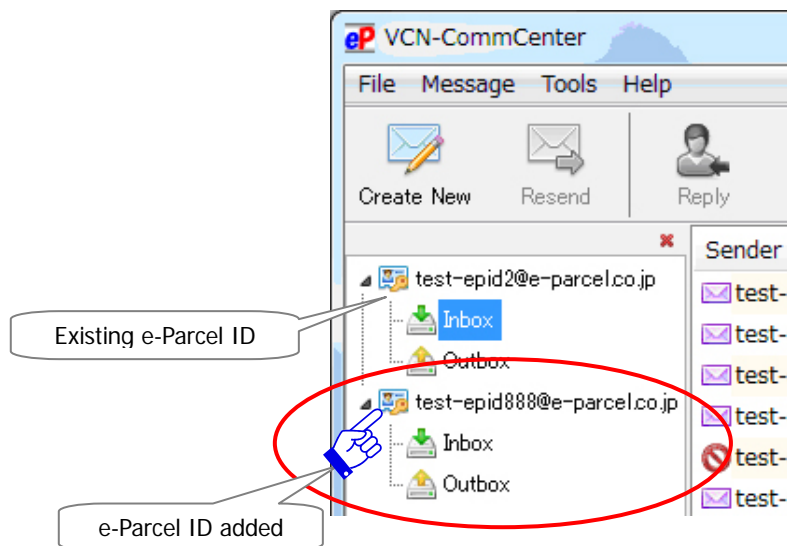


Figure 138

12. Updating Software

We provide the latest e-Parcel software information on e-Parcel Corporation web site at <http://www.e-parcel.co.jp/> for our customers.

To update the e-Parcel VCN-CommCenter in your computer, you should obtain the latest software from the URL of the “e-Parcel software download site”.

The following steps will guide you in updating software for the VCN-CommCenter 7.0.


Chose either A or B procedure below depending on your circumstances.

- A. Reinstalling on a same PC (Not change PC / Maintain history) : P257
- B. Reinstalling on a different PC (Change PC / Migrate history) : P260


A. Reinstalling on a same PC (Not change PC / Maintain history)

When you update the e-Parcel VCN-CommCenter 7.0 on a same computer, proceed to this procedure for updating the software.

In this case, just download and install the latest version of the e-Parcel VCN-CommCenter 7.0 on a same computer. Then it can continuously maintain your configuring, sending and receiving histories of the existing VCN-CommCenter 7.0. (When customer request that an existing e-Parcel ID has been changed (Edit) at the same time of updating the software on a same computer, also follow the procedure below.)

	<p>Warning: Please be advised that you should avoid updating the software while the VCN-CommCenter are uploading and downloading any data. You must start updating the software after data have been uploaded and downloaded.</p>
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After starting your computer, follow the procedure below for updating the software.

	<p>Caution: Software installation requires Administrative privilege.</p> <p>[For users of Windows 2000, XP, 2003]</p> <p>Logon to Windows as either an Administrative privilege or a User right with Administrative privilege.</p> <p>[For users of Windows Vista or later]</p> <p>Obtain Administrator ID and password in case of logon to Windows as a User right. Or logon to Windows as either an Administrative privilege or a User right with Administrative privilege.</p>
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A-1. Visit the “e-Parcel software download site”

1. To obtain the latest e-Parcel VCN-CommCenter, launch the browser, **Microsoft Internet Explorer (IE) or Edge**. Visit the URL of the “e-Parcel software download site” at <https://www.e-parcel.ne.jp/>
2. Click the menu “Download & Install Software”. (Figure 139)
See the page appeared and then click the “Download e-Parcel Software” button.

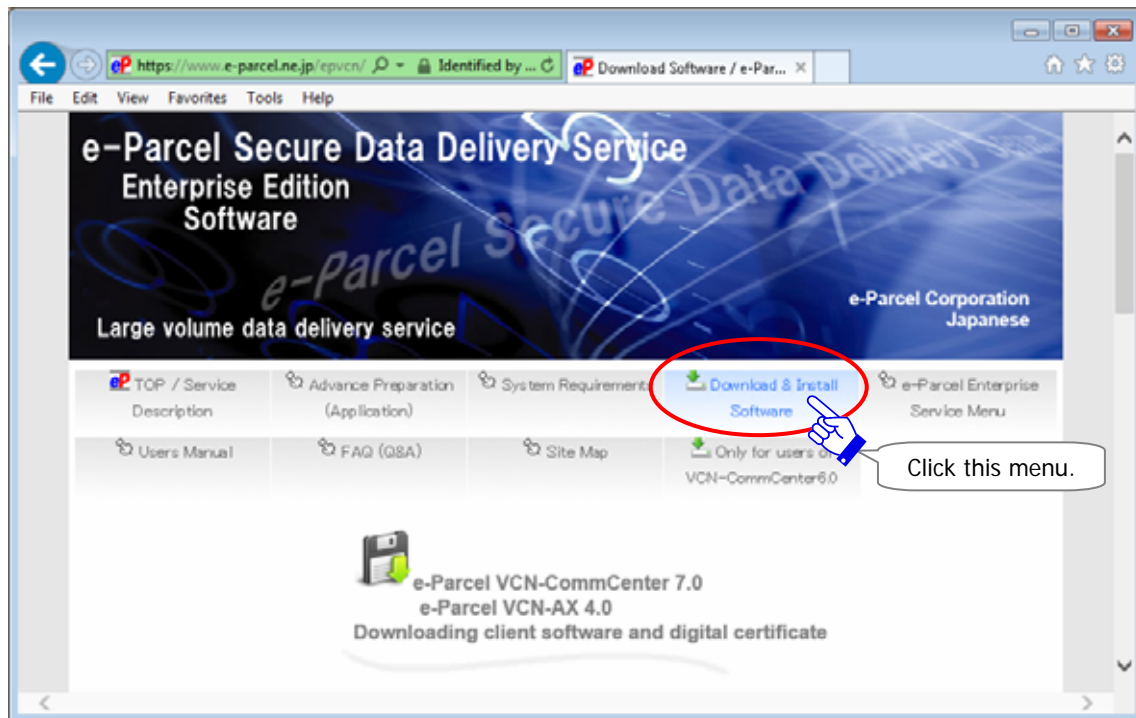


Figure 139

A-2. Follow the procedure on the web site

Just download and install the latest client software in case of continuously using a same e-Parcel ID on a same computer.

- * You do not need to download and install a client digital certificate on the way to the procedure on the “e-Parcel software download site”. Because usually our customers have installed (imported) a client digital certificate in Windows when the first software installation.
- * However, some customers may need to obtain new client digital certificate when an existing e-Parcel ID has been changed (Edit). In that case, you should install (import) a client digital certificate in Windows again. So, download it on the way to the procedure of the “e-Parcel software download site”. (At last, after update software complete, to setup new client digital certificate in the software, access the VCN-CommCenter menu bar “Tools” > “Auto Setup”).

Required only in case of an existing e-Parcel ID changed (Edit)

Remove an existing e-Parcel client digital certificate installed in Windows.

Refer to P252 STEP5. 5-1. Existing e-Parcel ID (Edit)

[The procedure on the “e-Parcel software download site”]

Follow the ~ steps below on the “e-Parcel software download site”.

- * For more information regarding how to download the client software, refer to P18-47 1. Preparations for the e-Parcel Service section of this manual.

P18-19 / on the web - STEP1. Login

P20 / on the web - STEP2. Select your e-Parcel client software

P21 / on the web - STEP3. Check the security of web site accessing

- * Once you have installed (imported) a client digital certificate in Windows at your first installation, you do not need to STEP4-5 in this time. Proceed forward to STEP6 to download software.

P28 / on the web - STEP4. to the Next step (Skip)

Required only in case of an existing e-Parcel ID changed (Edit)
[Download and install a client digital certificate]

P36 / on the web - STEP5. to the Next step (Skip)

Required only in case of an existing e-Parcel ID changed (Edit)
[Access the URL of e-Parcel Secure Enterprise - Web Browser]

P37-47 / on the web - STEP6. Download and Install e-Parcel client software.

- * In the beginning of installation, you may need to exit (shutdown) the existing e-Parcel client software. Access the VCN-CommCenter menu bar “File” > “Exit” to shutdown.

When your installation of the latest the VCN-CommCenter 7.0 has been successfully completed, the display “Online” should normally appear on the bottom-right of the VCN-CommCenter GUI.



Required only in case of an existing e-Parcel ID changed (Edit)

- * After customer who an existing e-Parcel ID has been changed (Edit) updates the software on a same computer, to setup new client digital certificate in the software, access the VCN-CommCenter menu bar “Tools” > “Auto Setup”.)

Procedure A for updating software is completed.

B. Reinstalling on a different PC (Change PC / Migrate history)

At updating the e-Parcel VCN-CommCenter 7.0, if you want to change to a different computer and maintain the User Configuration, received and sent histories which were recorded on the existing VCN-CommCenter 7.0, proceed to this procedure for updating the software. However, we recommend just fresh installing on another computer without the histories etc. migrated.

	<p>Caution: Please note that the performance is not guaranteed when migrate the previous configuration and histories to a different computer by following the procedure of this section below. We are afraid that any problem caused by this situation being change PC and maintain histories is not included in our customer support. Therefore, you must clearly understand your installation of e-Parcel in advance and then take this procedure on your own responsibility.</p>
	<p>Warning: Please be advised that you should avoid updating the software while the VCN-CommCenter are uploading and downloading any data. You must start updating the software after data have been uploaded and downloaded.</p>


In this case, when you change to a different computer and install the latest version of the e-Parcel VCN-CommCenter 7.0, you are required the additional procedures to migrate your previous configuring, sending and receiving histories. Carefully follow the procedure below. (When customer request that an existing e-Parcel ID has been changed (Edit) at the same time of updating the software on a different computer, also follow the procedure below.)

B-1. Procedure for a previous computer (Old PC)

Start your previous computer which you have installed and use the e-Parcel software on.

* If the existing VCN-CommCenter 7.0 is not running, to run the e-Parcel VCN-CommCenter 7.0, double-click the "e-Parcel 7.0" shortcut icon on the desktop. The VCN-CommCenter GUI will open.

1. Once the default values of the option configuration have been changed, open the "Option Config" window from the menu bar "Tools" > "Option" of the VCN-CommCenter GUI. Put down the values of configuration on the both tabs "General" and "e-Mail Notification" as your memorandums. (At the later step, change the option configuration of a new computer.)

	<p>Caution: Before uninstalled the existing VCN-CommCenter 7.0 on old PC, put down your option configuration (from the menu bar "Tools" > "Option") for memorandums when you want to change to a different computer. However, you don't need to do that if running with initial settings.</p>
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2. Exit (shutdown) the existing e-Parcel client software. Access the VCN-CommCenter menu bar "File" > "Exit" to shutdown.

3. On a previous computer, copy a folder below (Database folder/Data storage folder) as your backup. (At the later step, migrate this folder to a new computer.)

Initial location is C:\e-Parcel\VCN-CommCenter

* Once the location has been changed, copy two folders below (db: Database folder/ data: Data storage folder) as your backup. If folders are located in a same folder, copy a parent folder including two folders (\VCN-CommCenter) as your backup.

Database folder : (Initial folder path is C:\e-Parcel\VCN-CommCenter\db)

Data storage folder : (Initial folder path is C:\e-Parcel\VCN-CommCenter\data)

* Refer to P68 2. User Configuration - 7. Data Storage Path

4. You must uninstall (Delete) the existing e-Parcel client software.

Access the Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter 7.0 > and then click on the "Uninstall VCN-CommCenter 7.0".

After uninstalling completed, delete a folder () above.

* Refer to P264 13. Uninstalling Software (Delete)



Warning: Please carefully note:

You **must not setup same e-Parcel ID** (same client digital certificate) **on the e-Parcel client software of multiple computers.**

One e-Parcel ID must be installed on only one computer.


If you have installed the e-Parcel client software and then setup same e-Parcel ID (same client digital certificate) on multiple computers, previous installation must be offline and dysfunctional. Also, it may cause download aborted that the un-received items uploaded during previous installation can be downloaded no longer.

* We are afraid that any problem caused by this situation being duplicate installation is **not included in our customer support**. Therefore, you must clearly understand your installation of e-Parcel ID for appropriate use.

B-2. Procedure for a present computer (New PC)

Download and install both a client digital certificate and the latest client software.

(At changing to a different computer, when an existing e-Parcel ID is changed (Edit) at the same time of updating the software, also you need to download and install both.)

	<p>Caution: Software installation requires Administrative privilege.</p> <p>[For users of Windows 2000, XP, 2003]</p> <p>Logon to Windows as either an Administrative privilege or a User right with Administrative privilege.</p> <p>[For users of Windows Vista or later]</p> <p>Obtain Administrator ID and password in case of logon to Windows as a User right. Or logon to Windows as either an Administrative privilege or a User right with Administrative privilege.</p>
---	--

1. On a new computer which you will install, to obtain the latest e-Parcel VCN-CommCenter and a client digital certificate, launch the browser **Microsoft Internet Explorer (IE) or Edge**. Visit the URL of the "e-Parcel software download site" at <https://www.e-parcel.ne.jp/>.

2. Click the menu "Download & Install Software".

See the page appeared and then click the "Download e-Parcel Software" button.

[The procedure on the "e-Parcel software download site"]

Follow the instruction ~ steps on the web "e-Parcel software download site".

* For more information regarding how to download the client software, refer to P18-52 1. Preparations for the e-Parcel Service section of this manual.

P18-19 / on the web - Web site STEP1. Login

P20 / on the web - STEP2. Select your e-Parcel client software

P21 / on the web - STEP3. Check the security of web site accessing

P22-28 / on the web - STEP4. Download and Install a client digital certificate

P29-36 / on the web - STEP5. Access the URL of e-Parcel Secure Enterprise - Web Browser

P37-52 / on the web - STEP6. Download and Install e-Parcel client software.

* Attention 1: At STEP6, when you wish to change the location of Database folder and/or Data storage folder on a new computer, while software installation (on the Install Shield Wizard "Database Folder" and "Data Folder" location), **set each folder location where you wish on a new computer** (click Next to set default folder / click Change to select a different folder). And then proceed installation. *Before changing the location of Database folder and/or Data storage folder, make sure that Windows logon user account must have permissions to "Modify" the folders specified.

Note: Please be sure to read below about the web - STEP6. Install Shield Wizard.

When installation complete on new PC, the **"Install Shield Wizard Completed"** dialog appears. **You must set unchecked (off) in the check box "Launch the program"**, and then click the "Finish" button. The e-Parcel VCN-CommCenter 7.0 will shutdown.

[Only users who migrate histories: see procedures 3 ~ 7 below] To migrate the previous configuring, received and sent histories to a different computer when installing the software, carefully take the following additional procedures.

Note: The performance is not guaranteed when migrate the previous configuration and histories to a different computer by this procedure. We are afraid that any problem caused by this situation being change PC and maintain histories is not included in our customer support.

Note: In case of using another new e-Parcel ID (Exchange), you can NOT take over the sending and receiving histories held by previous e-parcel ID any longer to another new e-Parcel ID.

*If the e-Parcel VCN-CommCenter 7.0 starts after installation complete on a new computer, access the VCN-CommCenter menu bar "File" > "Exit" to shutdown it.

3. On a new computer, locate a new folder () below and then replace it with the existing folder copied previously as your backup on a previous computer. (**Warning: Don't overwrite! Delete new folder and then save the old one copied previously.**)

Initial location is C:\e-Parcel\VCN-CommCenter

* Attention 2: If you have changed the location of Database folder and/or Data storage folder on a new computer while software installation, locate two new folders (¥db: Database folder/ ¥data: Data storage folder) where you have specified on a new computer and then replace [**Don't overwrite!**] them with the existing folders copied previously as your backup on a previous computer. (If folders are located in a same folder, replace [**Don't overwrite!**] a new parent folder(¥VCN-CommCenter) with the existing parent folder copied previously.)

Database folder : (Initial directory path is C:\e-Parcel\VCN-CommCenter¥db)

Data storage folder : (Initial directory path is C:\e-Parcel\VCN-CommCenter¥data)

4. To run the VCN-CommCenter 7.0, double-click the "e-Parcel 7.0" shortcut icon on the desktop. The VCN-CommCenter GUI will open. Access the VCN-CommCenter menu bar "Tools" > "Auto Setup". The auto-setup begins.

* Refer to P101 5. VCN-CommCenter View - 2. Menu Bar - 2-3. Tools - Auto Setup

* If the "Select a Certificate" dialog appears, select an e-Parcel client digital certificate of your e-Parcel ID and then click the "OK" button to begin the auto-setup. [For Windows 10] Click "More choices" on the "Select a Certificate" dialog to view all certificates. Then, select one.

* If your network is set proxy server that requires user authentication, the "Proxy Authentication Required" dialog will appear. Input your proxy user name and password and then click the "OK" button to authenticate.

Additionally, if using the proxy server with NTLM or Integrated Windows Authentication, leave blank in all fields of authentication information (User name, Password, Remember...) in the "Proxy Authentication Required" dialog. Then, click the "OK" button.

If you are not sure of the proxy authentication information, obtain the correct information to ask a network administrator in your company.

While auto-setup, if the "Previous installation found...." dialog appears, click "OK" to proceed.

5. When the auto-setup is successfully completed, the "Online" should normally display on the bottom-right of the VCN-CommCenter GUI. Confirm that your previous received and sent histories have been migrated and shown in your inbox and outbox successfully.

[The new "Data storage folder" has been set in a different location from a previous computer]

* Attention 3: On the left side of VCN-CommCenter GUI, click your e-Parcel ID displayed on the folder tree. The User Configuration window appears. At this time, the setting "Data Storage Path" has shown an old location of a previous computer. **You must change the setting "Data Storage Path" to a new folder** where has been replaced at [New PC Procedure 3. Data storage folder]. **And then click the "Save" button.**

* Refer to P68 2. User Configuration - 7. Data Storage Path

6. If you have memorandums of your previous option configuration, open the "Option Config" window from the VCN-CommCenter menu bar "Tools" > "Option" to configure. When changes are made, click the "Save" button.

*Refer to P69 3. Option Configuration



*Some changes of Option Config must require to restart the VCN-CommCenter to take effect. In this case, access the VCN-CommCenter menu bar "File" > "Exit" to shutdown. Then, double-click the "e-Parcel 7.0" shortcut icon on the desktop to restart the VCN-CommCenter.

7. If you have not uninstalled (delete) the existing e-Parcel client software from a previous computer yet, return to the Old PC Procedure B-1, 4 above. Uninstalling (delete) the existing software must be required on old PC.

Procedure B for updating software is completed.

13. Uninstalling Software (Delete)

To uninstall the e-Parcel VCN-CommCenter 7.0 on your computer, follow the procedure below. The following steps will guide you in uninstalling software for the VCN-CommCenter 7.0.

	<p>Caution: If you want to change to the different computer, put down your option configuration (from the menu bar "Tools" > "Option") for memorandums before uninstalled the existing VCN-CommCenter 7.0. However, you don't need to do that if running with initial settings.</p>
	<p>Warning: Please be advised that you should avoid uninstalling the software while the VCN-CommCenter are uploading and downloading any data. You must start uninstalling the software after data have been uploaded and downloaded.</p>

STEP1. Uninstalling the e-Parcel Client Software

To uninstall the e-Parcel VCN-CommCenter 7.0 will use Windows "Start" menu. follow the procedure ~ below.

How to uninstall

If running the e-Parcel VCN-CommCenter 7.0, first, access the VCN-CommCenter menu bar "File" > "Exit" to shutdown.

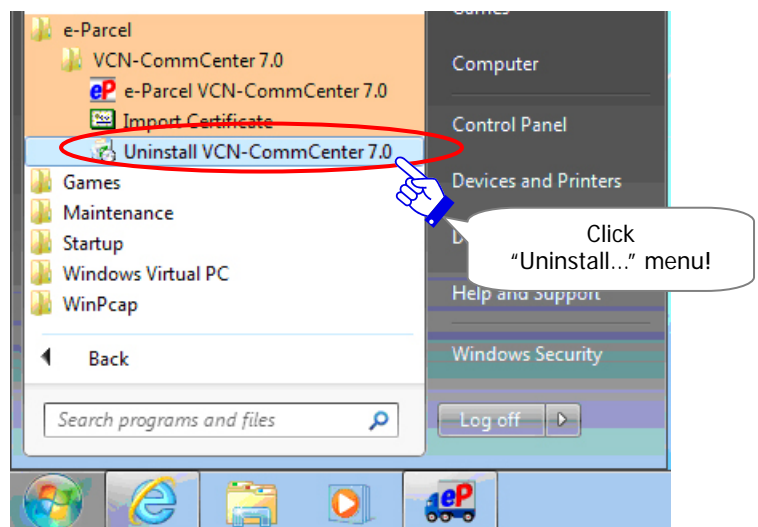
Access the Windows "Start" menu >

All Programs >

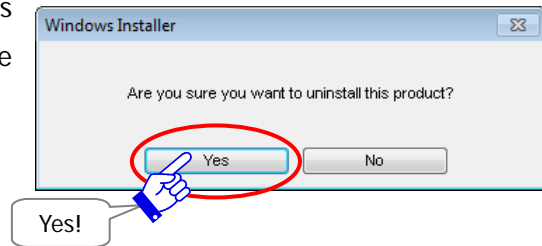
e-Parcel >

VCN-CommCenter 7.0 >

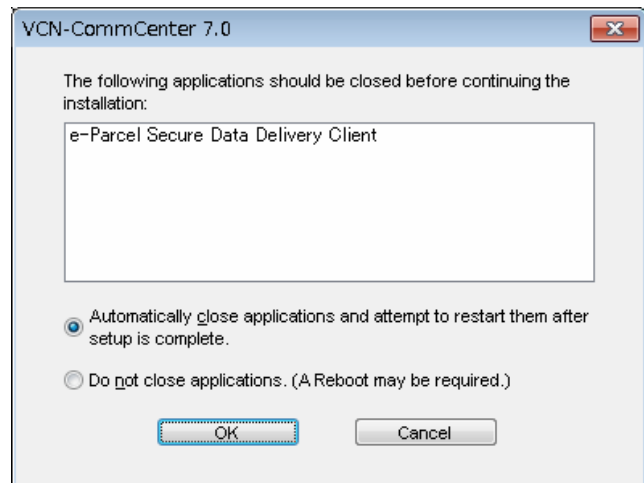
and then click on the "Uninstall VCN-CommCenter 7.0".



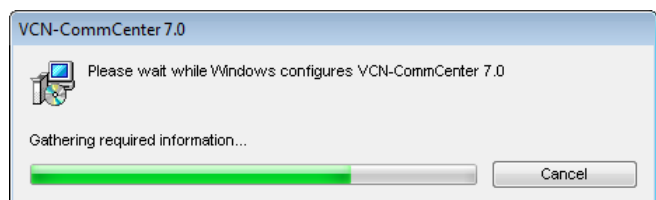
A uninstall confirmation dialog appears prompting to either "Yes" or "No". Select the "Yes" button if continuing.




*If you have not shut down the e-Parcel VCN-CommCenter 7.0 yet at the above step, the dialog will appear. Select the "Automatically close applications and attempt ..." and then click the "OK" button to shut down the e-Parcel VCN-CommCenter 7.0.



Please wait while uninstalling the e-Parcel software.



*If a Security Warning dialog appears prompting you to uninstall this application, click the "Yes" button to execute.

Once uninstalling is complete, the window will close. Also, the  e-parcel icon on the taskbar and the "e-Parcel 7.0" shortcut icon on the desktop will be removed.

STEP2. After Uninstalling Software

After you uninstall the e-Parcel VCN-CommCenter 7.0, take the procedure A, B or C depending on your circumstances below.

[Reinstall software and maintain history]

12. Updating Software

- A. Reinstalling on a same PC (Not change PC / Maintain history) : P257
- B. Reinstalling on a different PC (Change PC / Migrate history) : P260

[Delete history (Refresh configurations /history and then newly install) or Not use software]

13. Uninstalling Software (Delete)

- C. Not maintain history or Not use software (Delete history) : P266

C. Not maintain history or Not use software (Delete history)

In case of the followings...

- [Not maintain history (Refresh configurations/history and then newly install)]

Although you reinstall the software later, you wish to delete the previous configuring, sending and receiving history of VCN-CommCenter 7.0.

- [Not use software] When you end using the software on a computer, you wish to delete the configuring, sending and receiving history of VCN-CommCenter 7.0.

After you uninstall the e-Parcel VCN-CommCenter 7.0, follow the procedure below to complete.

[Deleting Directories]

After uninstalling the software, delete two () directories below.

Install directory

(Initial directory path is C:\Program Files\e-Parcel\VCN-CommCenter 7.0)

- * Normally an install directory will be deleted when the software is uninstalled. If exist, delete this directory.

Database folder/Data storage folder

(Initial directory path is C:\e-Parcel\VCN-CommCenter)

- * When the location has been changed, delete two () directories below in the location where you changed to.

Database folder :

(Initial directory path is C:\e-Parcel\VCN-CommCenter\db)

Data storage folder :

(Initial directory path is C:\e-Parcel\VCN-CommCenter\data)

- * Refer to P68 2. User Configuration - 7. Data Storage Path

Appendix 1. Attention on using software

We would like advice you to make sure the attention below for using the VCN-CommCenter 7.0 with comfort.



Attention Customers:
One e-Parcel ID must be installed on only one computer.

Please carefully note:

You **must NOT setup same e-Parcel ID** (same e-Parcel client certificate) **on the e-Parcel client software of multiple computers.**

High security level (Authentication): The e-Parcel secure data delivery service has adopted the digital certificate based on X.509 on both the server and a client. The pretender is prevented strongly using the automatic operation of mutual recognition between the server and a client. The e-Parcel server usually authenticates the validity of user when the e-Parcel client software is polling automatically.

If you have installed the e-Parcel client software and then setup same e-Parcel ID (same client digital certificate) on multiple computers, previous installation must be **offline and dysfunctional**. Also, it may cause **download aborted** that **the un-received items** uploaded during previous installation **can be downloaded no longer**.

When you wish to change a computer using VCN-CommCenter 7.0, note that you should start installing in new computer after data have been completed to upload and download in a previous computer, and then shutdown the existing VCN-CommCenter 7.0 to click menu bar "File" > "Exit". You also must not forget to uninstall the existing VCN-CommCenter 7.0 from a previous computer.

*Refer to P264 13. Uninstalling Software (Delete)

We are afraid that any problem caused by this situation being duplicate installation is **NOT included in our customer support**. Therefore, you must clearly understand your installation of e-Parcel ID for appropriate use.

Appendix 2. e-Parcel Secure Enterprise - Web Browser

Even you are software; e-Parcel VCN-CommCenter 7.0 users, when you want to view/edit your user information, change password, configure the "Password Protect" option and view your inbox/outbox on the web, you should visit the URL of the "e-Parcel Secure Enterprise - Web Browser".

To view/edit your user information, access a "User Info" page. To view your inbox/outbox on the web, access an "Inbox" or "Outbox" page. Please be advised to bookmark this site for your convenience.

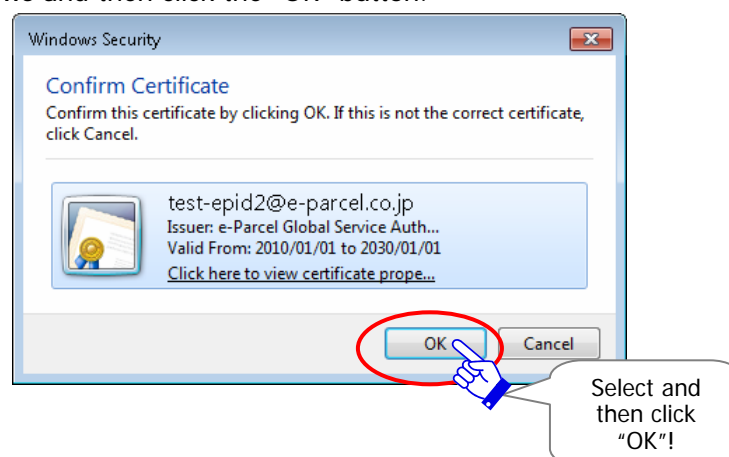
1. Access the URL of the "e-Parcel Secure Enterprise - Web Browser"

Launch **Microsoft Internet Explorer (IE) or Edge**. Visit the following URL.

The URL of the "e-Parcel Secure Enterprise - Web Browser": <https://secure.e-parcel.ne.jp/>

*To visit the URL "The e-Parcel Secure Enterprise - Web Browser", the e-Parcel client digital certificate of your e-Parcel ID must be required to installed in Windows or browser in advance. Usually you have installed your e-Parcel client digital certificate in Windows when the first software installation. (Refer to the section Downloading and Installing Client Digital Certificate of this manual.)

Your certificate is required for authentication. Select your e-Parcel client digital certificate installed in Windows and then click the "OK" button.



*If multiple e-Parcel client digital certificates are shown on the "Select a certificate" window, select a certificate of your e-Parcel ID and then click the "OK" button.

[For Windows 10] For IE: Click "More choices" on the "Select a Certificate" dialog to view all certificates. Then, select one.

*If the "Password Protect" function has already been enabled, the "Authentication Required" dialog may appear prompting to enter e-Parcel ID and login password.

The "e-Parcel Secure Enterprise - Web Browser" window opens. Click the "User Info" on the top navigation menu.



Caution: If the menu "Create New" appears on "e-Parcel Secure Enterprise - Web Browser", **don't send any data** from it. (This window is provided for users of web browser client.) In case of software installation uncompleted, this menu may appear. Usually, **users of software client send data on e-Parcel client software GUI** after installation complete. (Therefore, we provide the higher security and the lager data delivery service for users of the e-Parcel Secure Enterprise - Software.)

*Since April 1st, 2017, due to end of the send function by "e-Parcel Secure Enterprise - Web Browser" for users of "e-Parcel Secure Enterprise - Software", the "Create New" menu has NOT been displayed on the Web Browser.



Caution: If it happened to be denied access the URL of the "e-Parcel Secure Enterprise - Web Browser", a client digital certificate may not have been installed in Windows appropriately. First, ensure that a client digital certificate has been correctly installed by reviewing the section below. Also, you may need to check the security settings and the proxy server settings in your web browser, computer or network.

Refer to P30 [If you fail in access "e-Parcel Secure Enterprise - Web Browser"]

2. Edit User info / Change Password

Upon your application, e-Parcel Corporation usually register your e-Parcel ID and user information such as your name, company name and contact telephone number etc. To edit your user information, we provide a "User Info" page by accessing the URL of the "e-Parcel Secure Enterprise - Web Browser".

Also, you can change a password and configure the "Password Protect" on a "User Info" page.

*For more details on the "Password Protect", refer to P222 10. Password Protects (Option function)

This section will guide you to **edit your user information and change password**.

How to edit user information and change password

Even you are software users; you must access the URL of the "e-Parcel Secure Enterprise - Web Browser" to edit your user information and change password. Follow the procedure ~ below.

An "e-Parcel Secure Enterprise - Web Browser" window opens. Click the "User Info" on the top navigation menu.

A "User Info" page appears.

It allows you to edit your user information and change password. (The e-Parcel ID field can not be modified.)

Make the necessary changes and then click the "Update" button.

[User Info]

The screenshot shows the 'User Info' page in a web browser. The page has a 'SECURE' logo and 'e-Parcel' branding. It features three tabs: 'Inbox', 'Outbox', and 'User Info'. The 'User Info' tab is active, displaying a form with the following fields:

User GID	16777523
e-Parcel ID	test-epid1@e-parcel.co.jp
User Name	test epid1
Description	e-Parcel Corporation
Contact Tel	01-2345-6789
Language	English
Time Zone	UTC (GMT)
Daylight Savings	N.A.
New Password	
New Password (re-enter)	
Password Protect	No
Monthly Total	0.0 B (0 B)

Annotations on the page include:

- A red dashed box highlights the 'User Name', 'Description', 'Contact Tel', 'New Password', 'New Password (re-enter)', and 'Password Protect' fields. A callout bubble says: '*Enter your company name in the "Description" field.'
- A callout bubble points to the 'Update' button: 'When changes are made, click "Update"!'
- A callout bubble points to the 'New Password' and 'New Password (re-enter)' fields: 'Enter new password!'
- A callout bubble points to the password fields: 'A password must be input using half-width alphanumeric, using more than 6 characters but less than 20.'
- A callout bubble points to the top right: 'Edit user information!'



Note: If you want to edit an existing e-Parcel ID, please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp) with specifying your e-Parcel ID.

Refer to P227 11. Edit / Exchange / Add Digital Certificate

Descriptions of the fields on a “User Info” page

The following fields on a “User Info” page can be modified.

The fields with an asterisk (*) do not directly affect on the e-Parcel client software.

➤ User Name

Your first and last name. Enter your first name in the upper field and last name in the lower field.

*The “User Name” of User Info is automatically shown as “Sender name” and “Recipient name” on inbox, outbox and address book of the e-Parcel client software. The fields “first name” and “last name” of a user name must be input using less than 60 characters each. (For example, John Parcel as “first name” and Design department as “last name” are inputted.)

➤ Description

Your company name.

➤ Contact Tel

Your daytime number.

➤ Language*

This field is provided for users of the “e-Parcel Secure Enterprise - Web Browser”.

(This field does not directly affect on your e-Parcel client software.)

Your standard language is displayed on the e-mail notification through the service of e-Parcel Secure Enterprise - Web Browser.

➤ Time Zone*

This field is provided for users of the “e-Parcel Secure Enterprise - Web Browser”.

(This field does not directly affect on your e-Parcel client software.)

Your standard time zone is displayed on the page of the Inbox and the Outbox in the e-Parcel Secure Enterprise - Web Browser.

➤ Daylight Savings*



This field is provided for users of the “e-Parcel Secure Enterprise - Web Browser”.

(This field does not directly affect on your e-Parcel client software.)

Once daylight savings field is configured in the countries and regions practicing Daylight Savings Time, it affects on the page of the Inbox and the Outbox in the e-Parcel Secure Enterprise - Web Browser.

➤ New Password & New Password (re-enter)

In the event a e-Parcel password should be changed, enter the new password in the "New Password" field, and then confirm the new password by re-entering it in the "New Password (re-enter)" field. (*If e-Parcel "Password Protect" function has been set "Yes" and when an e-Parcel password is changed, you must re-authenticate the new password on your e-Parcel Client Software such as the following procedure.)

	Caution: A password must be input using half-width alphanumeric, using more than 6 characters but less than 20. Note that password is case-sensitive, and contains no spaces.
	Warning: When e-Parcel "Password Protect" function already has been set "Yes" and when an e-Parcel password is changed, you also must change to the new password on your e-Parcel client software for re-authenticating. First run the e-Parcel VCN-CommCenter 7.0 to access the User Configuring window of the VCN-CommCenter GUI. *For more detail regarding how to set the login password, refer to P65 2. User Configuration - 5. Login Password Authentication (Option function)


➤ Password Protect

The "Password Protect" function is usually disabled ("No") with initial choice.

If the "Password Protect" function will be changed to be enabled ("Yes"), you also must set a "Login Password" on your e-Parcel client software. Therefore, the VCN-CommCenter must be required to authenticate a login password when login to the e-Parcel server in the cases of installation, starting the VCN-CommCenter, User Configuring, Auto Setup or Import Certificate etc.

(When you access the URL of the "e-Parcel Secure Enterprise - Web Browser" at <https://secure.e-parcel.ne.jp/>, an "Authentication Required" dialog will also appears prompting to enter e-Parcel ID and login password.)

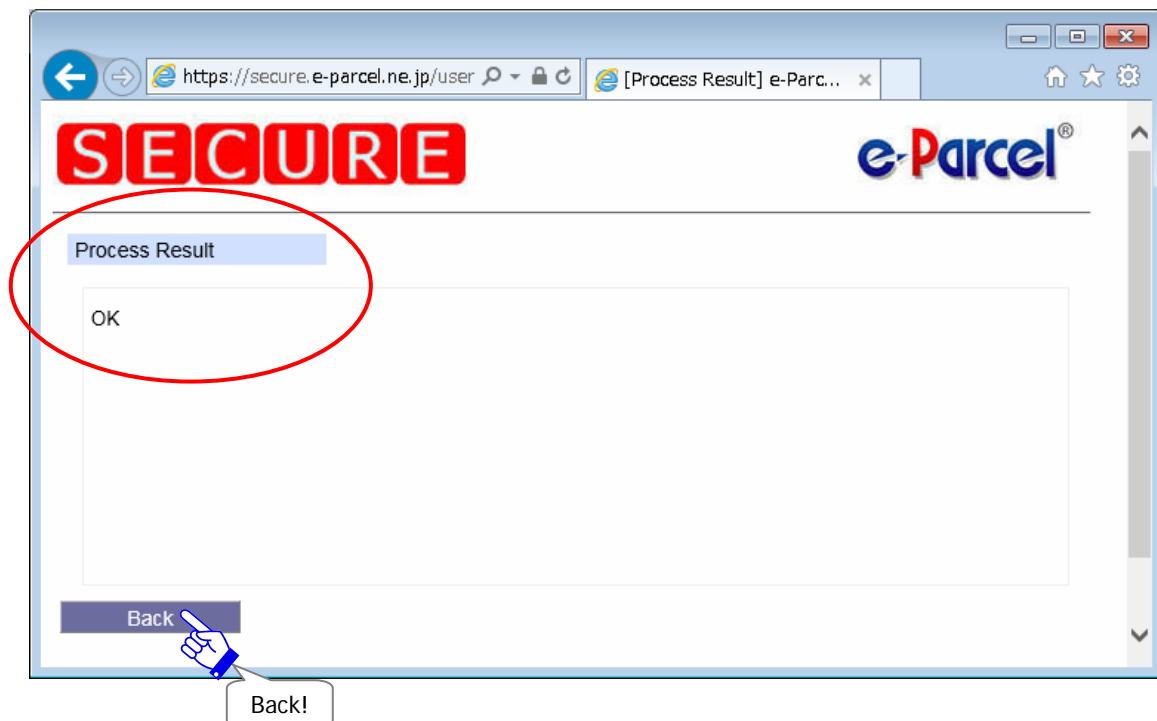
*Refer to P222 10. Password Protects (Option function)

	Warning: If e-Parcel "Password Protect" function will be changed to set "Yes", you also must set a login password on your e-Parcel client software. First run the e-Parcel VCN-CommCenter 7.0 to access the User Configuring window of the VCN-CommCenter GUI. *For more detail regarding how to set the login password, refer to P65 2. User Configuration - 5. Login Password Authentication (Option function)
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➤ **Monthly Total**

It displays total data volume of this month which has been sent by your e-Parcel ID. If “Monthly Size Limit” is set on your e-Parcel ID or your account which you belong to, it will restrict total data volume of this month to a prescribed value or less.

The process result “OK” should normally appear. Your user information has been updated successfully. After confirmation, click the “Back” button.



3. View Inbox/Outbox on the web

Users of the software usually view the delivery status of the items listed in Inbox/Outbox of VCN-CommCenter GUI. Moreover, you can also view the transaction recorded in the e-Parcel server by accessing the web site provided. To view your Inbox/Outbox on the web, we provide an "Inbox" and "Outbox" page by accessing the URL of the "e-Parcel Secure Enterprise - Web Browser".

An "Inbox" and "Outbox" page of the Web Browser will list your items for the past three months. For example, once an item has been deleted on the VCN-CommCenter GUI, the item is never restored. However, you can view the transaction on the Web Browser.

This section will guide you to **view Inbox/Outbox on the web**.

How to view Inbox/Outbox on the web

Even you are software users; you can view your Inbox/Outbox on the web by accessing the URL of the "e-Parcel Secure Enterprise - Web Browser". Follow the procedure ~ below.

An "e-Parcel Secure Enterprise - Web Browser" window opens. Click an "Inbox" or "Outbox" on the top navigation menu.

An "Inbox" or "Outbox" page appears. The today's items are listed up on either "Inbox" or "Outbox" which you choose. (Figure below)

[e-Parcel Secure Enterprise - Web Browser "Inbox" window]

Click "Inbox"

Reload Export CSV

Search Period Today Search Use UTC

Total: 2 entries 27.9 KB from: 05-16-2017 00:00:00 to: 05-16-2017 23:59:59

Sender	Subject	Status	File Size	Grated Date
Lisa Parcel <test-epid456@e-parcel.co.jp>	About sample data	Delivery Confirmed	3 B	05-16-2017 06:54:55
John Parcel <test-epid123@e-parcel.co.jp>	Design data	Item Moved	27.9 KB	05-16-2017 06:52:56

The today's items of inbox are listed up.

[e-Parcel Secure Enterprise - Web Browser "Outbox" window]

Click "Outbox"

Reload Export CSV

Search Period Today Search Use UTC

Total: 4 entries 73.2 KB from: 05-16-2017 00:00:00 to: 05-16-2017 23:59:59

Recipients	Subject	Status	File Size	Created Date
test-epid456@e-parcel.co.jp, test-epid123@e-parcel.co.jp	Inquiry	Delivery Confirmed	1 B	05-16-2017 07:12:31
test-epid123@e-parcel.co.jp	About invoice	Delivery Confirmed	13.7 KB	05-16-2017 07:08:03
test-epid456@e-parcel.co.jp	Order sheet	Item Moved	14 B	05-16-2017 07:02:37
test-epid123@e-parcel.co.jp	Conference material	Item Opened	59.5 KB	05-16-2017 06:59:34

The today's items of outbox are listed up.

If you want to change a “Search Period” to view, click on the right of the “Search Period” field to open the pull-down menu and select a “Search Period” from it. (Figure below)

Once selection has been made in a “Search Period” field, click the “Search” button.

An “Inbox” or “Outbox” page is updated. The items for a search period selected are listed up on the web.

[ex. Outbox]



The “Search Period” pull-down menu

The choice made is a period that is displayed the items on the web. This pull-down menu provides **the maximum past three months** “Search Period” below.

The items listed up on an “Inbox” and “Outbox” are searched for “Created Date” of items. Also, your standard “Time Zone” set on a “User Info” page affect on your “Inbox” and “Outbox” on the web.

**To change “Time Zone” does not directly affect on your e-Parcel client software.*

[Search Period : (ex.) If today is 16th May, 2017(Tuesday)]

➤ Today

(ex.) from: 05-16-2017 00:00:00 to: 05-16-2017 23:59:59

➤ Last 3 days:

(ex.) from: 05-14-2017 00:00:00 to: 05-16-2017 23:59:59

➤ This week:

(ex.) from: 05-15-2017 00:00:00 to: 05-16-2017 23:59:59

The “Reload” menu

To refresh the items list, click a “Reload” menu.

The “Export CSV” menu

Once the items are listed up on either “Inbox” or “Outbox”, the items list will be available to export as a file in CSV [comma separated value/UTF-8] format.

Click an “Export CSV” menu. A file download dialog appears on your web browser. Select “Save as” (or “Save”) to export a CSV file to your desktop or another convenient location.

After exporting your items list, locate a file in CSV format below.

*All values of an item are exported as single line.

*A part of values is enclosed in double quotation mark.

Inbox/CSV file name (default) : list_parcel_inbox.csv

[Ex.: An item of Inbox / Output in CSV]

```
"12f3b456-ef78-d90a-12c3-4567890e12d3","Lisa Parcel","test-epid456@e-parcel.co.jp",
"About sample data",130,3,16777221,"05-16-2017 06:54:55",
"Sample Folder¥,Sample File.txt"
```

[An item of Inbox / Descriptions of output in CSV format (UTF-8)]

```
"Parcel ID","Sender FirstName LastName","Sender e-Parcel ID ","Subject",Status Code*1,
File Size (Bytes),Account GID*2,"Crated Date","File Name"*3
```

Outbox/CSV file name (default) : list_parcel_outbox.csv

[Ex.: An item of Outbox / Output in CSV]

```
"57821bd9-3b1f-484a-a367-27d20cae1033","test-epid123@e-parcel.co.jp",
"Conference material",200,60928,16777222,"05-16-2017 06:59:34",
"Conference sheet.ppt"
```

[An item of Outbox / Descriptions of output in CSV format (UTF-8)]

```
"Parcel ID","Recipients e-Parcel ID ","Subject",Status Code*1,
File Size (Bytes),Account GID*2,"Crated Date","File Name"*3
```

*1 Refer to P220 9. Delivery Status

*2 Account charged for data delivery service (automatically numbered account ID)

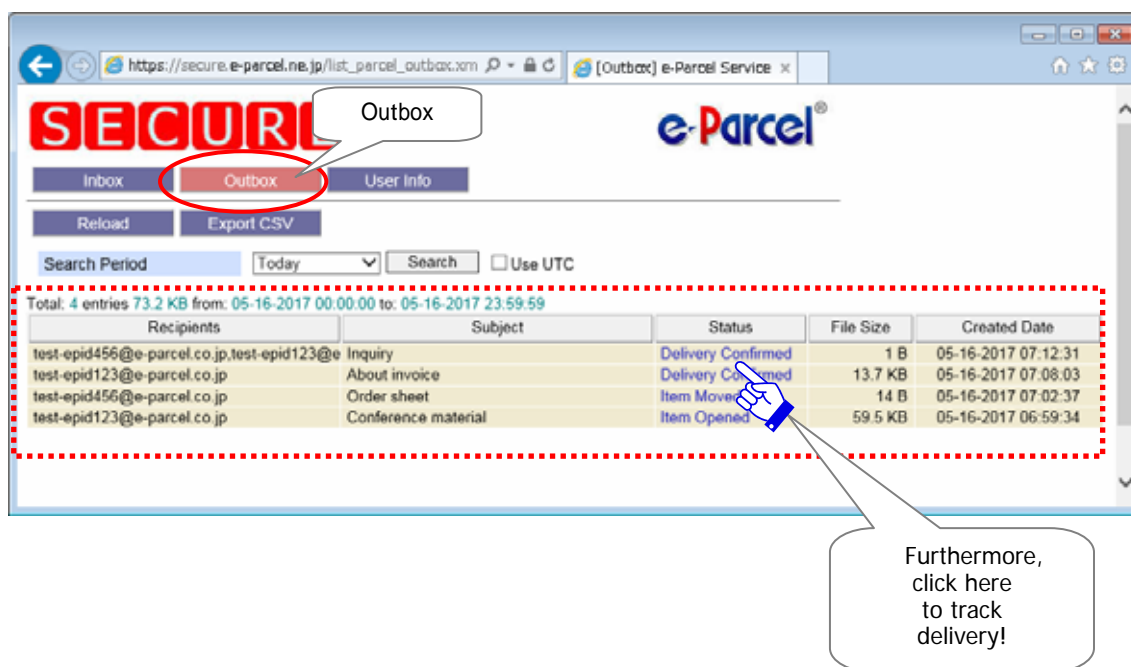
*3 Attached files/folders name are output of up to 120 characters.

How to track delivery on the web

In addition, you can track delivery status on your Outbox on the web. Follow the procedure below after an item is listed on “Outbox” page.

Click a “Status” field ([Link](#)) of an item listed on “Outbox” page.

[ex. Outbox]



The screenshot shows the e-Parcel web interface. At the top, there's a navigation bar with 'Inbox', 'Outbox' (highlighted with a red circle and a callout 'Outbox'), and 'User Info'. Below this are 'Reload' and 'Export CSV' buttons. A search section includes a 'Search Period' dropdown set to 'Today', a 'Search' button, and a 'Use UTC' checkbox. A table of items is displayed, with a red dashed box around it. The table has columns: Recipients, Subject, Status, File Size, and Created Date. The 'Status' column contains blue links. A callout bubble points to one of these links with the text 'Furthermore, click here to track delivery!'.

Recipients	Subject	Status	File Size	Created Date
test-epid456@e-parcel.co.jp, test-epid123@e-parcel.co.jp	Inquiry	Delivery Confirmed	1 B	05-16-2017 07:12:31
test-epid123@e-parcel.co.jp	About invoice	Delivery Confirmed	13.7 KB	05-16-2017 07:08:03
test-epid456@e-parcel.co.jp	Order sheet	Item Moved	14 B	05-16-2017 07:02:37
test-epid123@e-parcel.co.jp	Conference material	Item Opened	59.5 KB	05-16-2017 06:59:34

A "Track Delivery" window of an item selected opens. A "Track Delivery" window displays a "parcel details" of item which you sent. Also, you can track delivery status of each recipient on a "Download Status" of "Recipients" field.

*To refresh tracking, click a "Reload" button or "Parcel ID" field.

[ex. Outbox/Track Delivery]

SECURE **e-Parcel®**

Reload **To refresh tracking, click "Reload"*

Parcel ID	cbaa1ef9-0795-9648-86f5-a753e8
Sender ID	test-epid1@e-parcel.co.jp
Sender Name	test epid1
Subject	Inquiry
Upload Status	Upload Confirmed
File Name	Inquiry 1.txt
File Size	1 B
Created Date	05-16-2017 07:12:31


Recipients

Type	Recipient	Download Status	Last Update
To	Lisa Parcel <test-epid456@e-parcel.co.jp>	Delivery Confirmed	05-16-2017 07:12:47
Cc	John Parcel <test-epid123@e-parcel.co.jp>	Waiting Download	

Appendix 3. Request Password

The “Request Password” page on the “e-Parcel software download site” is provided for users who forget the password. Upon your request, a password notification will automatically be sent you by e-mail. The target e-mail address must be your e-mail address registered as e-Parcel ID.

This section will guide you to request password.

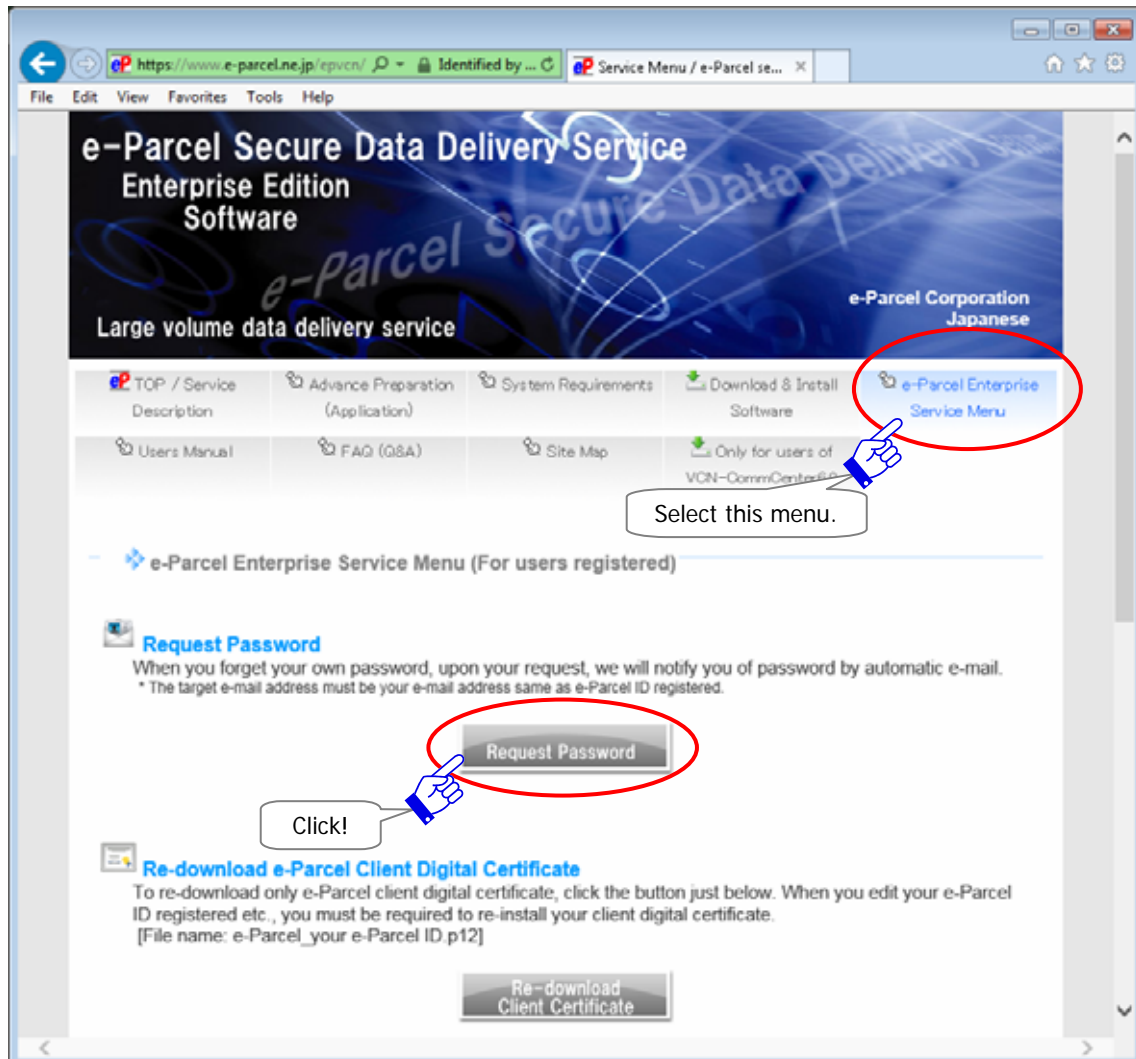
	<p>Caution: For applying request password on the web site, your e-Parcel ID registered must be an e-mail address (receivable e-mail address). Usually we register your e-mail address as e-Parcel ID for using the e-Parcel secure data delivery service.</p> <p>However, if your e-Parcel ID is not an e-mail address exceptionally, to request password is not available on the web site. In this case, contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp) with your e-Parcel ID specified. Upon your request, we will reset your password.</p> <p>* We are afraid that reset password is available during our business hours. (Mon.-Fri. 9:00 ~ 17:00JST)</p>
---	---

How to request password

To request password, you must access the URL of the “e-Parcel software download site”. Follow the procedure ~ below.

Access the URL of the “e-Parcel software download site”

Launch the browser Microsoft Internet Explorer (IE) or Edge. Visit the URL of the “e-Parcel software download site” at <https://www.e-parcel.ne.jp/> and click the menu “e-Parcel Enterprise Service Menu”. See the page appeared and then click the “Request Password” button.



The “Request Password Form” page appears. Enter your e-Parcel ID and then click the “Confirm” button.

Request Password Form

e-Parcel ID (E-mail)

* Your e-Parcel ID must be your e-mail address.

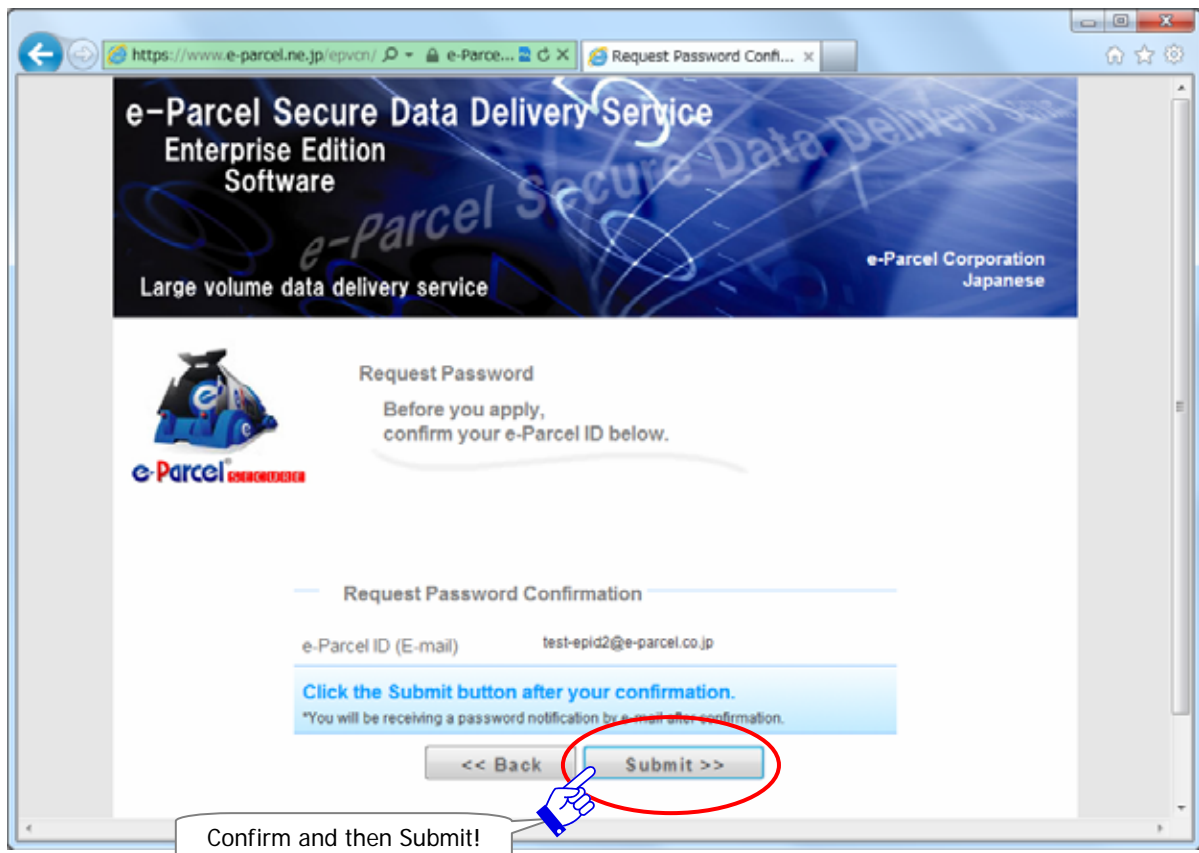
Click the “Confirm” button after your e-Parcel ID is entered.

* Upon your request, we will notify you of password by automatic e-mail.

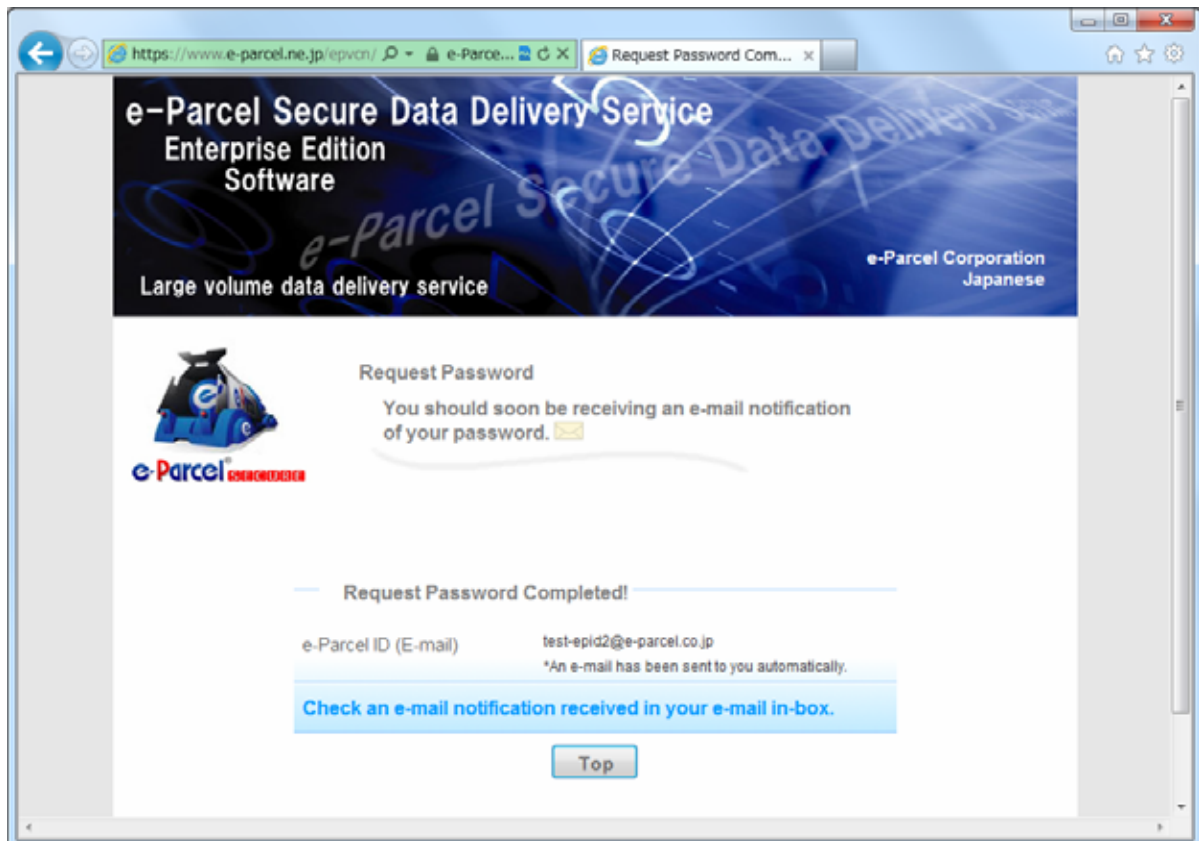
Confirm

Enter and then Confirm!

The "Request Password Confirmation" page appears. Confirm your e-Parcel ID entered and then click the "Submit" button to request password.



The "Request Password Completed" page appears and a password notification will automatically be sent you by e-mail. You should soon be receiving an e-mail notification of your password. Check it in your e-mail inbox. The target e-mail address must be your e-mail address registered as e-Parcel ID.

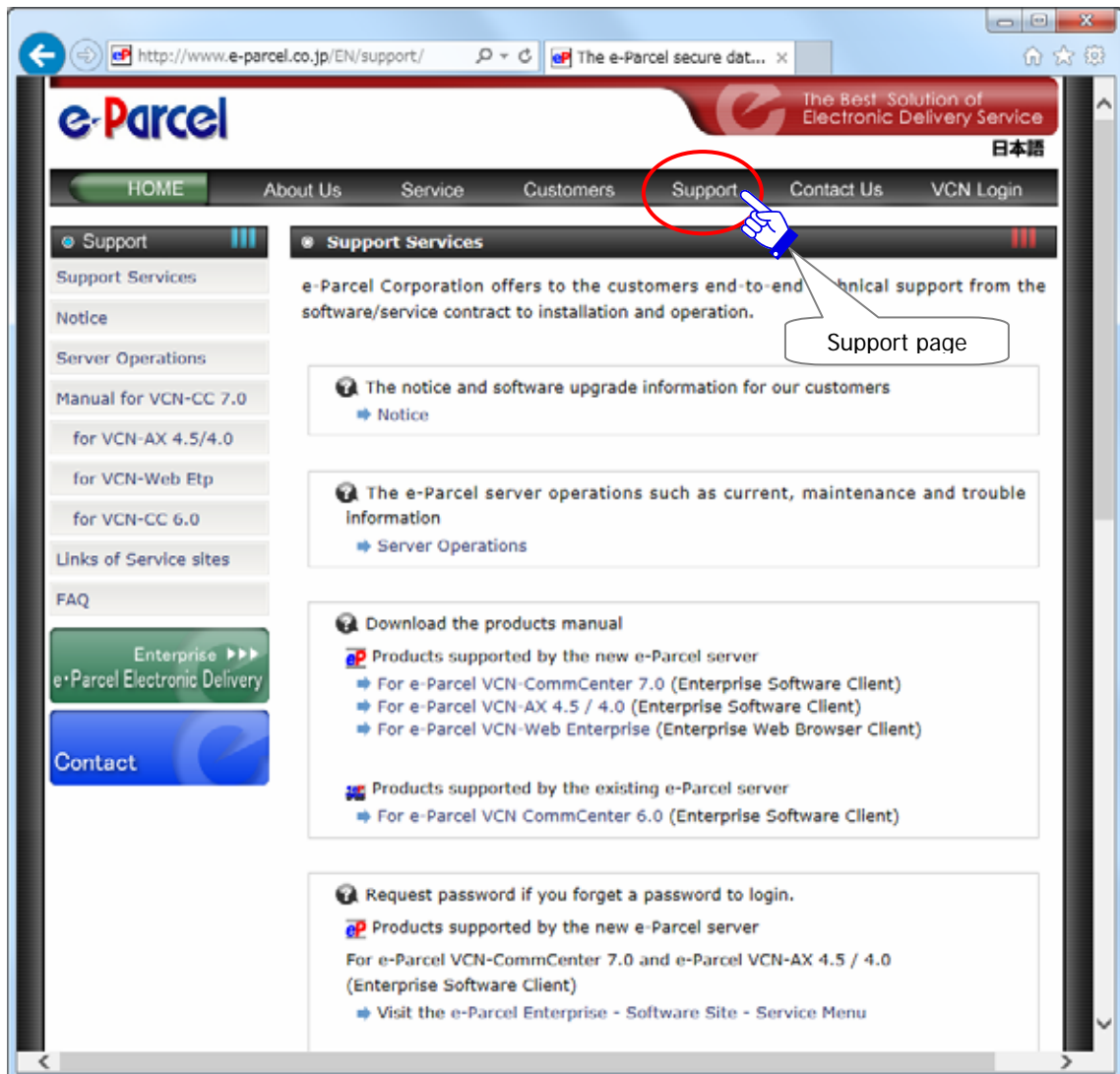


e-Parcel Support Information

Home Page - e-Parcel Support Information

We provide the latest e-Parcel Support Information page on e-Parcel Corporation web site for our customers such as "Customer Support general Information", "Notice", "Software Upgrade Information" and "Information of the e-Parcel Server Operations". The user manuals (PDF) for e-Parcel VCN-CommCenter 7.0 are also available on the web site. We also provide user manuals (PDF) for e-Parcel VCN-CommCenter 7.0 on the web site.

Please access the e-Parcel Corporation Home page at <http://www.e-parcel.co.jp/> and then click the menu bar "Support" to visit the Support page.





Relevant Web Sites

e-Parcel Software Download Site

We will provide the “e-Parcel software download site” that can be used only for our customers in any of the following cases. Please be advised to bookmark this site for your convenience.

- To download and install an e-Parcel client digital certificate and software in the beginning of the e-Parcel service
- To re-configure an e-Parcel client digital certificate in case of using the different e-Parcel ID (Register new, Add, Edit).
- To update the e-Parcel client software
- To request password if you forget your password
- To download the e-Parcel user manuals (PDF)

e-Parcel Software Download Site
URL : <https://www.e-parcel.ne.jp/>

View/Edit User Info, View Inbox/Outbox on the web

Even you are software users, when you want to view/edit your user information, change password, configure the “Password Protect” option and view your inbox/outbox on the web, you should visit the URL of the “e-Parcel Secure Enterprise - Web Browser”. To view/edit your user information, access a “User Info” page. To view your inbox/outbox on the web, access an “Inbox” or “Outbox” page. Please be advised to bookmark this site for your convenience. Please be advised to bookmark this site for your convenience.

To access the URL of the “e-Parcel Secure Enterprise - Web Browser”, the e-Parcel client digital certificate of your e-Parcel ID is required to install in OS or browser in advance when you sign in Windows with a user account which runs the e-Parcel service. (Usually, you have already installed a certificate in Windows when starting the e-Parcel service in a computer.)

*Refer to P17-36 1. Preparations for the e-Parcel Service STEP2 ~ STEP3

e-Parcel Secure Enterprise - Web Browser
URL : <https://secure.e-parcel.ne.jp/>



Contact Us

e-Parcel Corporation Web Site

We will provide the latest information on the e-Parcel web site with the content of our service, news, support upgrade information etc. Also, you can contact us from this site. Please be advised to bookmark this site.

URL : <http://www.e-parcel.co.jp/>

e-Parcel Customer Support

If you have any technical question, please contact our e-Parcel customer support by e-mail. Japanese and English will be acceptable. Also, we provide the inquiry form such as 'Contact Us' page on the e-Parcel Corporation Web Site. Please complete necessary information in the inquiry form and then submit.

Though inquiries by e-mail and the web site are accessible for 24 hours a day, we are afraid that inquiries received outside of business hours will be replied on the next business day. We also apologize in advance for the late reply because of the crowded condition.

e-Parcel Customer Support

E-mail : support@e-parcel.co.jp

Business hours : 9 : 00am ~ 17 : 00pm JST

(Not including Saturdays, Sundays and national holidays)

*Please let us know the name and e-Parcel ID of the individual when inquiring.

e-Parcel Secure Data Delivery Service
Enterprise - Software
e-Parcel VCN-CommCenter 7.0.7019
Users Manual
(General guide)

1st version printed in December, 2011

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