



**e-Parcel Secure Data Delivery Service
Enterprise - Software**

e-Parcel VCN-CommCenter 8.0

Startup Guide

(for basic operations)

April, 2024

e-Parcel Corporation



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[The e-Parcel Secure Enterprise - Software Download Site]

URL: <https://www.e-parcel.ne.jp/>

*For more information, get help out of the site above.

- To download user manuals (Online Manual)
- To inquire of frequently asked questions (Q&A)
- To request password
- To download e-Parcel software & certificate
- To access “The e-Parcel Secure Enterprise - Web Browser”
(View/Edit user info, Change password, Inquire into outbox/inbox)

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Please be sure to read the followings in order to use the e-Parcel Secure Data Delivery Service comfortably.

【Attention 1】 one e-Parcel ID cannot be used in multiple computers.

The e-Parcel service has adopted the digital certificate for mutual recognition between the servers and a client. (Authentication) Therefore, **you can NOT set up a same e-Parcel ID** (e-Parcel client digital certificate) to e-Parcel VCN-CommCenter **in multiple computers**. One e-Parcel ID must be available to use in only one computer. The latest software setup is activated in a computer. (Online)

*When **you want to replace the computer with another** for the e-Parcel software, **newly install the software in another new computer**. Note that the existing software will be inactivated (Offline) in a previous computer just after the same e-Parcel ID has been set up to the software in another new computer. **At last, uninstall (delete) the existing software from a previous computer**. (Windows "Start"> E > e-Parcel > Uninstall VCN-CommCenter 8.0)

*For more details about replacing a computer, refer to Users manual (General guide) or the "FAQ (Q&A)" webpage placed in the same site. (P75 - 76: Help > Online Manual)

【Attention 2】 If the delivery status shows "Unknown Recipient" in outbox

Before sending and receiving data via the e-Parcel service, both sender and recipient must register an e-Parcel ID each with the e-Parcel service and must complete to install the e-Parcel client certificate and software in a computer each in order to ensure the high security levels in advance. Therefore, **you can NOT send data to the e-Parcel ID that is not registered or has not completed installation yet**. If sending to such an e-parcel ID without satisfaction of the above conditions, the delivery status will be **"Unknown Recipient"** in outbox to fail in sending.

【Attention 3】 Allow SSL connections to the service domains

If your computer or network environment (the proxy server, firewall, any applications for security measures or etc.) have any access control such as block or analysis of SSL connections, you need to **allow (exclude from target)** HTTPS protocol communications [Port=443] to the e-Parcel service domains as of [https://*.e-parcel.ne.jp] and [https://*.e-parcel.com] (The wildcard domain: The asterisk mark [*] would be replaced with name of multiple servers via the e-Parcel service.).

*If you are not clear about that, please consult your network administrator to modify the network settings.

VCN-CommCenter View

When e-Parcel VCN-CommCenter 8.0 is started, you can open “VCN-CommCenter” window as the main application GUI on the desktop.

You operate to send new item, confirm the delivery status for tracking items in outbox, receive items, move (save) files/folders from inbox and etc. using this window.

This manual is going to briefly explain the basic operations on VCN-CommCenter. At the very beginning, the diagram below shows the name of each part of VCN-CommCenter GUI to enable an easily understandable explanation.

*For more details about configuring and operating e-Parcel VCN-CommCenter 8.0, refer to Users manual (General guide). (P75: Help > Online Manual)

*To exit (shutdown) VCN-CommCenter application, select “File” > “Exit” from the menu bar. (P10)

[X] close button : (P12)
Close VCN-CommCenter GUI (window).
VCN-CommCenter is continuously running as background application.

[Create New]: (P17)
Open “Send Dialog” when you want to send new items (files and folders).

[Address Book]: (P53)
Open “Address Book”
*New addresses (e-Parcel ID) will be automatically added when you sent or received items.

[Folder Tree]: Switch to display on the list view.
*Tree view shows Folder Trees by each e-Parcel ID which you have set up.

- Display name (e-Parcel ID displayed by default): (P65)
*Display “User Configuration” pane on the list view.
- Inbox: (P43)
*Display “Inbox” items on the list view. You can move (save) files and folders from inbox from the status “Delivery Confirmed” onwards.
- Outbox: (P33)
*Display “Outbox” items on the list view. You can confirm the delivery status with the real-time tracking for sending items.

Change width of pane, drag here. (←||→)
*If you click X to hide Tree view, also drag here to show it again.

[System Status]: Check to be “Online”.
*Sending / Receiving available.

1 Start software

When you launch a computer and sign in Windows with a user account, e-Parcel VCN-CommCenter 8.0 gets started automatically as background application by default.

(P72 [Option Config] Start application automatically on user logon: Validated [set checked: on] by default)

VCN-CommCenter GUI (window) is not opened while running as background application.

*In the case of just after application installed and auto-setup, VCN-CommCenter GUI is automatically opened on startup.

To restart application after exit (shutdown) from menu “File” > “Exit”, you can **start e-Parcel VCN-CommCenter 8.0** in any of the following two ways.

How to start e-Parcel VCN-CommCenter 8.0

Way 1.

To start by shortcut icon on the desktop,

Double-click the “e-Parcel 8.0” shortcut icon on the desktop.

The e-Parcel VCN-CommCenter 8.0 will get started.

*If it has already been started as background application, the “Information” dialog appears. Click “OK” to proceed. VCN-CommCenter GUI (window) is opened.



Way 1
Double-click
shortcut icon
on the desktop.

Way 2.

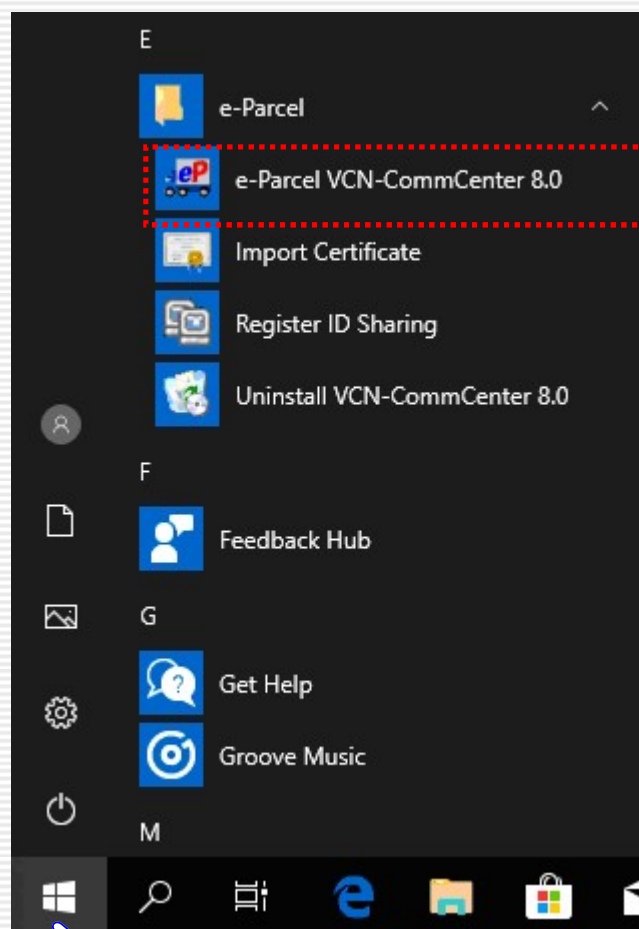
To start from Windows “Start” menu,

Select from Windows “Start” menu

> E > e-Parcel > “e-Parcel VCN-CommCenter 8.0”.

The e-Parcel VCN-CommCenter 8.0 will get started.

*If it has already been started as background application, the “Information” dialog appears. Click “OK” to proceed. VCN-CommCenter GUI (window) is opened.



Way 2
Select from Windows “Start” menu
“E” > “e-Parcel” >
“e-Parcel VCN-CommCenter 8.0”.

Show icon in Windows taskbar notification area

While e-Parcel VCN-CommCenter 8.0 is running, **the e-Parcel icon (e-Parcel CommCenter 8.0) can be shown in Windows taskbar notification area** (at the bottom right of Windows).

For your reference, it is recommended that Windows always shows the e-Parcel icon in the notification area on the taskbar. Because, **this e-Parcel icon will flash up** and show the balloon messages (toast notifications) in the notification area **when confirmed to receive items in inbox (When the status “Delivery Confirmed”)**.

By default, Windows does not show this icon in the notification area on the taskbar. You can change the Settings “Taskbar” using the Windows interface.

【For your reference】

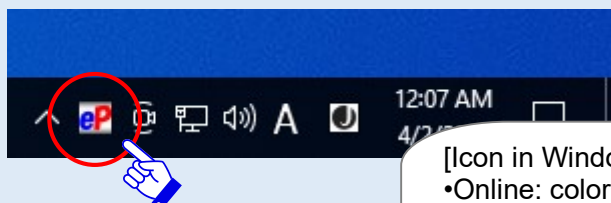
How to make Windows show icon

in the notification area on the taskbar

(By default, Windows does not show this icon on the taskbar: “Off”)

*For more information, get help out of Windows.

1. Right-click Windows taskbar, then select “Taskbar settings” from pop-up menu. (Or, select from Windows “Start” menu > Windows System > Control Panel > Appearance and Personalization > Taskbar and Navigation)
2. On the Settings “Taskbar” window, under “Notifications Area”, click “Select which icons appear on the taskbar”.
3. The icons list is displayed. Turn on the “VCN-CommCenter 8.0” toggle to apply change to “On”.



[Icon in Windows taskbar notification area]
•Online: colored icon (left figure)
•“Delivery Confirmed” in inbox: flush-up icon
•Offline: grayed-out icon (figure below)



Exit software

To exit application, you can **exit (shutdown) e-Parcel VCN-CommCenter 8.0** in any of the following two ways.

Just after sending new items, please be advised you not to exit (shutdown) application until the status “Waiting Download” in outbox (*Uploading processes confirmed) . Just after starting to download items, please be advised you not to exit (shutdown) application until the status “Delivery Confirmed” in inbox (*Downloading processes confirmed). However, if you might exit application while the status “Uploading xx %” in outbox and “Downloading xx %” in inbox, VCN-CommCenter provides the auto resume function. Therefore, it will automatically resume to upload and download items on re-starting application.

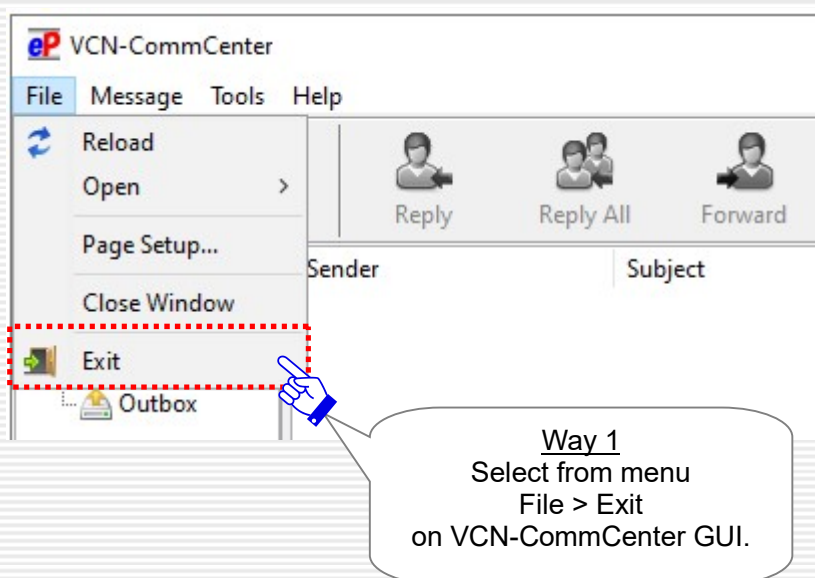
How to exit e-Parcel VCN-CommCenter 8.0

Way 1.

To exit from menu of VCN-CommCenter,

Select from menu “File” > “Exit” on VCN-CommCenter GUI.

The e-Parcel VCN-CommCenter 8.0 will be shutdown.



Way 2.

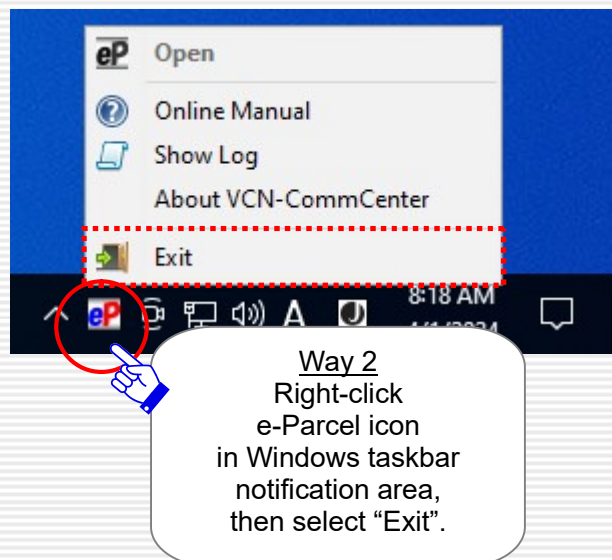
To exit from pop-up menu of the e-Parcel icon in Windows notification area,

The e-Parcel icon (e-Parcel CommCenter 8.0) is shown in Windows taskbar notification area (at the bottom right of Windows) while e-Parcel VCN-CommCenter 8.0 is running.

*Refer to P9 Show icon in Windows taskbar notification area

Right-click the e-Parcel icon in Windows taskbar notification area to display the pop-up menu, and then select “Exit”.

The e-Parcel VCN-CommCenter 8.0 will be shutdown.



Close VCN-CommCenter window

By closing VCN-CommCenter GUI (window), e-Parcel VCN-CommCenter 8.0 can be running as background application.

(The e-Parcel icon is continuously shown in Windows taskbar notification area.)

While running as background application, it is still **available to update delivery status for tracking items** and **receive items automatically**.

Usually, when you launch a computer and sign in Windows with a user account, e-Parcel VCN-CommCenter 8.0 gets started automatically as background application (by default). VCN-CommCenter GUI (window) is not opened while running as background application.

To run e-Parcel VCN-CommCenter 8.0 as background application, you can **close VCN-CommCenter GUI (window)** in any of the following two ways.

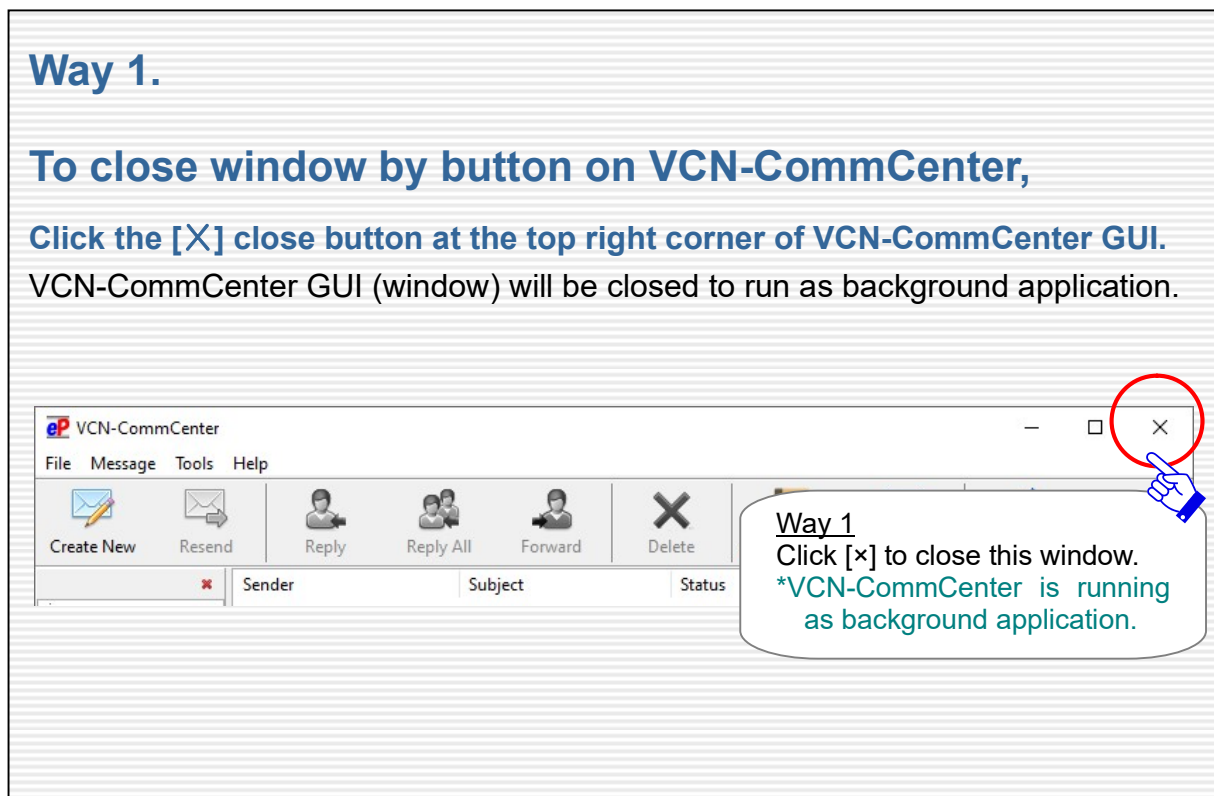
How to close VCN-CommCenter window

Way 1.

To close window by button on VCN-CommCenter,

Click the [X] close button at the top right corner of VCN-CommCenter GUI.

VCN-CommCenter GUI (window) will be closed to run as background application.

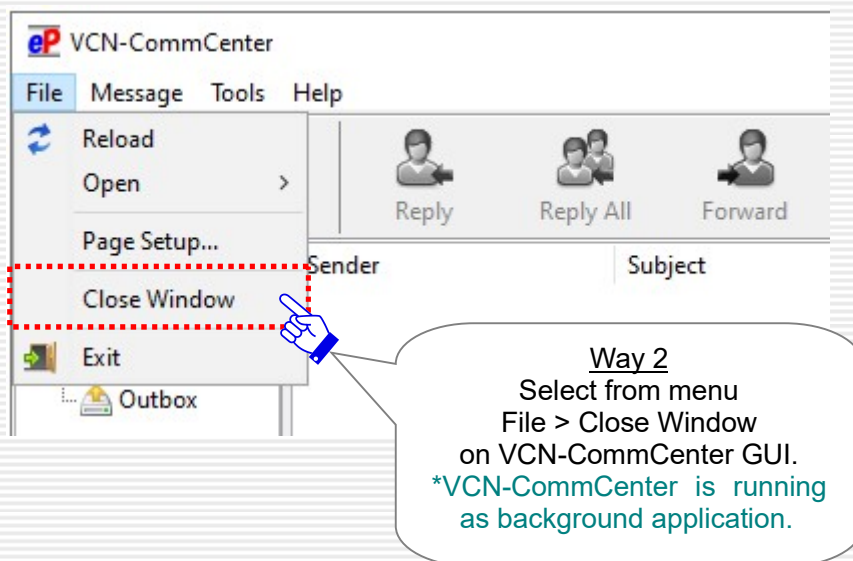


Way 2.

To close window from menu of VCN-CommCenter,

Select from menu “File” > “Close Window” on VCN-CommCenter GUI.

VCN-CommCenter GUI (window) will be closed to run as background application.



4 Open VCN-CommCenter window

Usually, when you launch a computer and sign in Windows with a user account, e-Parcel VCN-CommCenter 8.0 gets started automatically as background application (by default). VCN-CommCenter GUI (window) is not opened while running as background application.

Or, you might close VCN-CommCenter GUI (window) to run e-Parcel VCN-CommCenter 8.0 as background application.

To restore VCN-CommCenter GUI (window) while running as background application, you can **open VCN-CommCenter GUI (window)** in any of the following three ways.

How to open VCN-CommCenter window

Way 1.

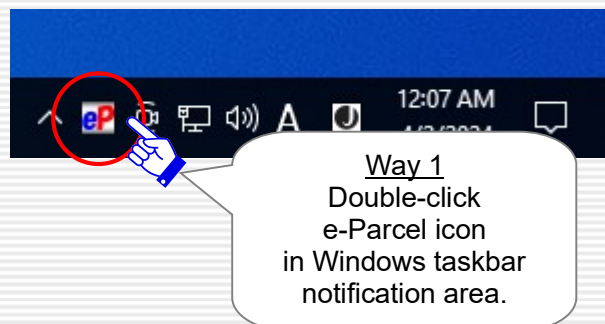
To open window by the e-Parcel icon in Windows taskbar notification area,

The e-Parcel icon (e-Parcel CommCenter 8.0) is shown in Windows taskbar notification area (at the bottom right of Windows) while e-Parcel VCN-CommCenter 8.0 is running.

*Refer to P9 Show icon in Windows taskbar notification area

Double-click the e-Parcel icon in Windows taskbar notification area.

VCN-CommCenter GUI (window) will be opened.



Way 2.

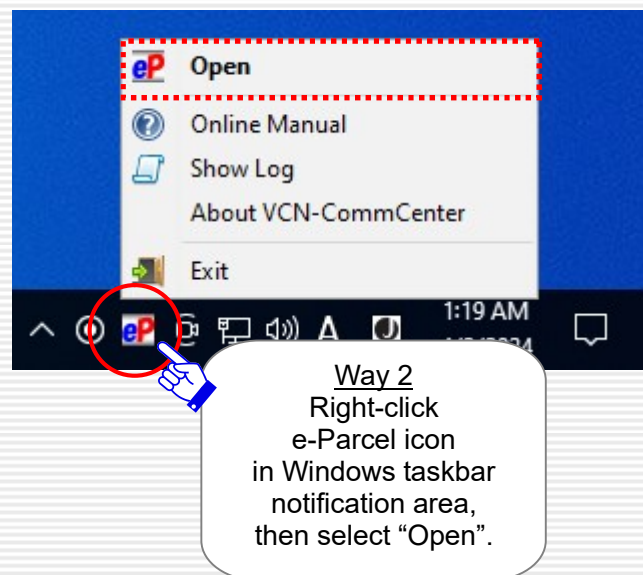
To open window from menu of the e-Parcel icon in Windows taskbar notification area,

The e-Parcel icon (e-Parcel CommCenter 8.0) is shown in Windows taskbar notification area (at the bottom right of Windows) while e-Parcel VCN-CommCenter 8.0 is running.

*Refer to P9 Show icon in Windows taskbar notification area

Right-click the e-Parcel icon in Windows taskbar notification area to display the pop-up menu, and then select “Open”.

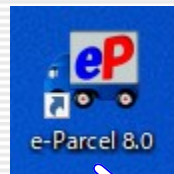
VCN-CommCenter GUI (window) will be opened.



Way 3.

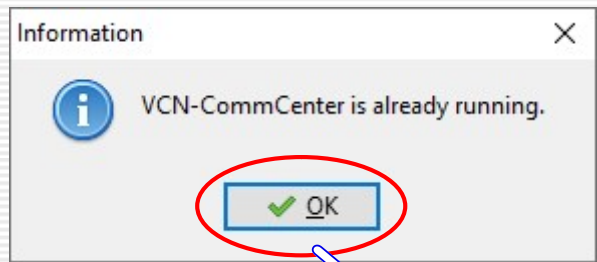
To open window by shortcut icon on the desktop,

1. Double-click the “e-Parcel 8.0” shortcut icon on the desktop.



Way 1
Double-click
shortcut icon
on the desktop.

2. When e-Parcel VCN-CommCenter 8.0 has already been started as background application, the “Information” dialog below appears. Click “OK” to proceed. VCN-CommCenter GUI (window) will be opened.



OK

*You can open VCN-CommCenter GUI (window) by the same ways as starting software (e-Parcel VCN-CommCenter 8.0) as described in the previous section.

Sending

The e-Parcel secure data delivery service provides high-security communication via the Internet.

To deliver confidential large-volume digital data easily, safely, securely, it is equipped various functions as standard in the e-Parcel client software which are not in the email applications.

For example, the following functions work automatically for the secure data delivery:

- Adoption of digital certificate for both the e-Parcel servers and a client (Mutual Authentication)
- End to End data Encryption
- Data Integrity / Audit
- Auto Resume function for intermission data delivery
- Tracking function for data delivery

and etc.

The e-Parcel VCN-CommCenter 8.0 enables our customers to establish the secure environment rapidly for file transfer having easy operation.

(The file/folder delivery through the e-Parcel service is described as “Item” in this manual below.)

Create New Item

From the next page, how to create new item is explained using the “Send Dialog” on VCN-CommCenter GUI.

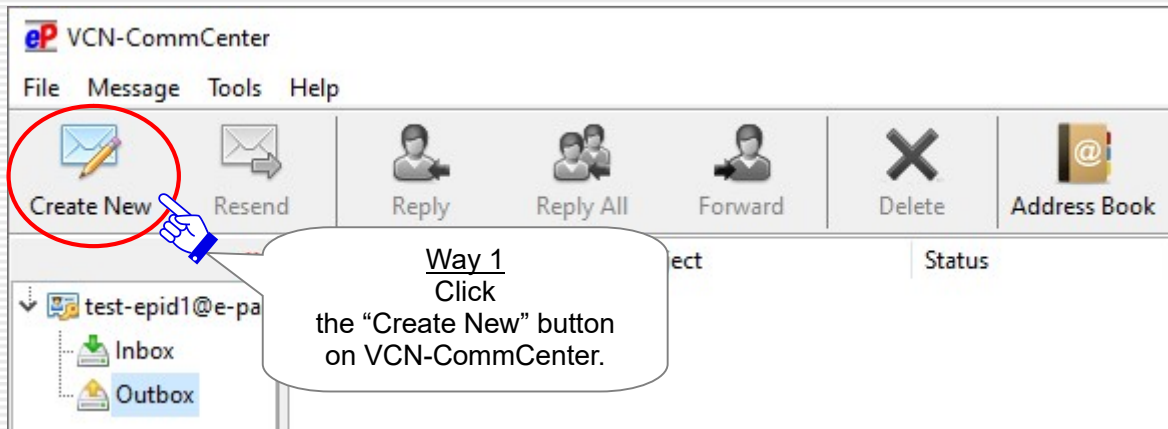
***Sending new item requires** to input into both “**TO**” and “**Item**” (attach file/folder) fields on Send Dialog.

1

Open Send Dialog

Way 1.

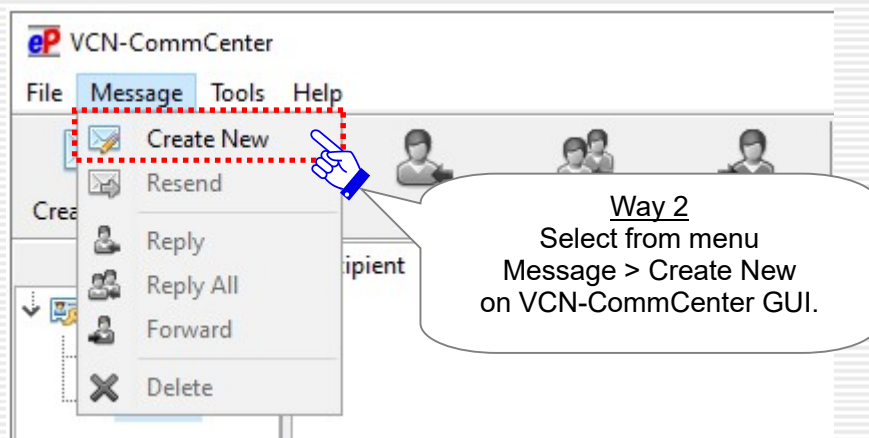
On tool bar of VCN-CommCenter GUI, **click the “Create New” button**.
The “Send Dialog” will be opened.



OR

Way 2.

Select from menu “Message” > “Create New” on VCN-CommCenter GUI.
The “Send Dialog” will be opened.



2

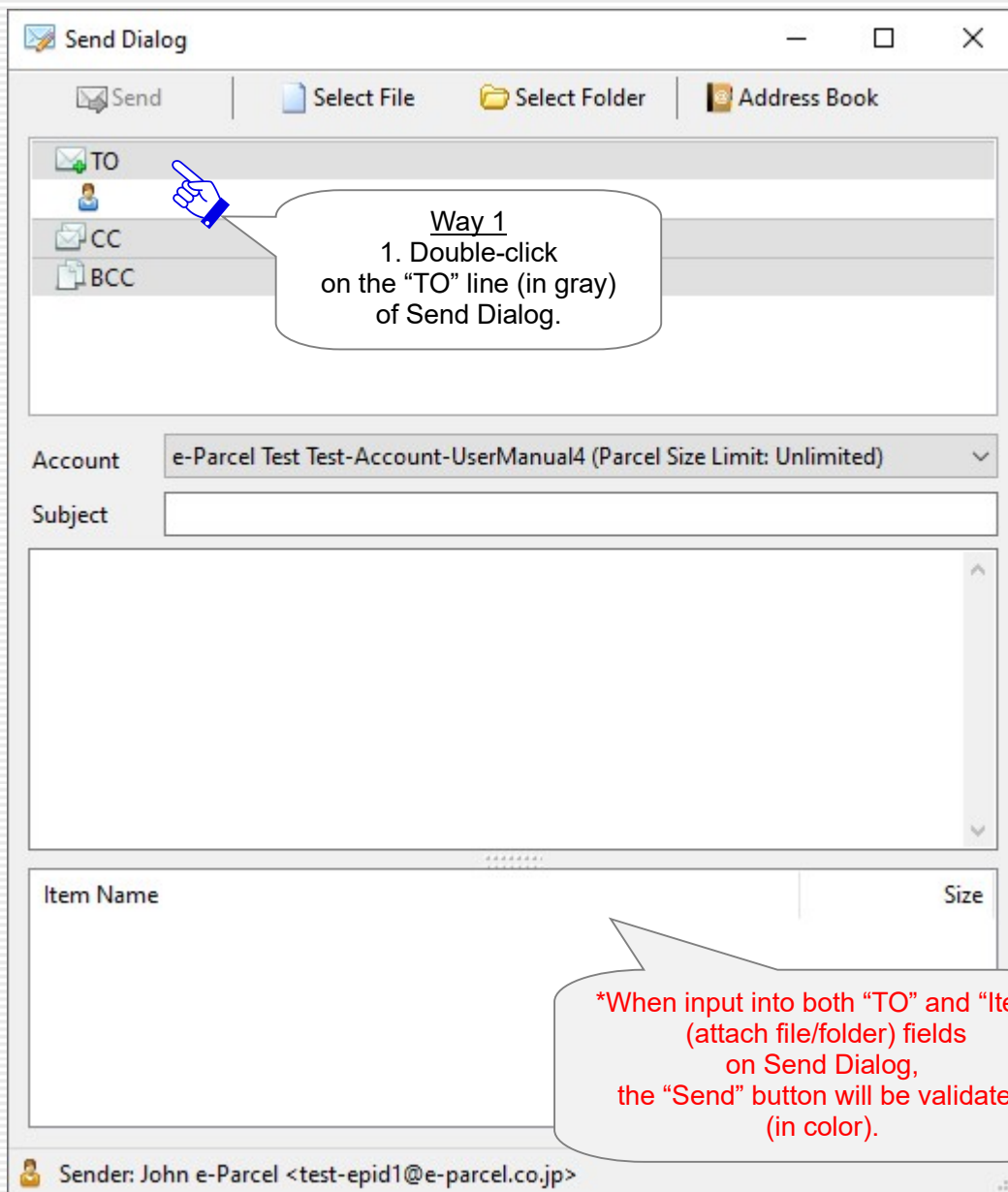
Input Recipient's e-Parcel ID (*Required)

Way 1. Type into the "TO" input field

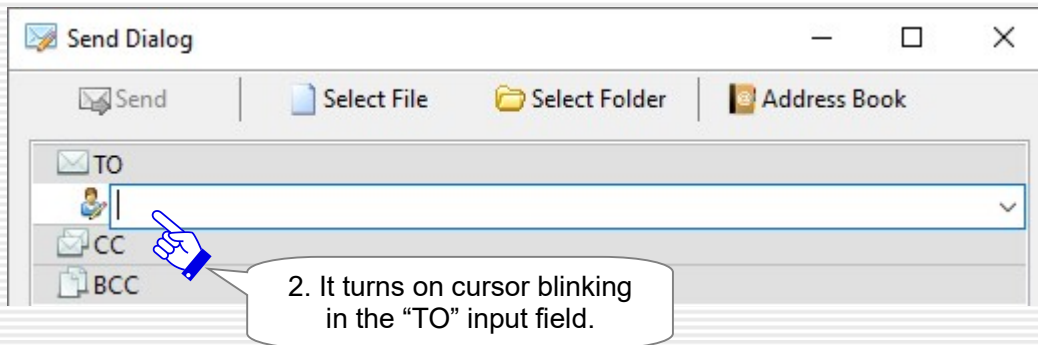
To add new input field for an address, double-click on the "TO", "CC" or "BCC" line (in gray) of Send Dialog.

*In the case of input as "CC" "BCC", operate the same procedures as input as "TO" below.

1. Double-click on the "TO" line (in gray) of Send Dialog.

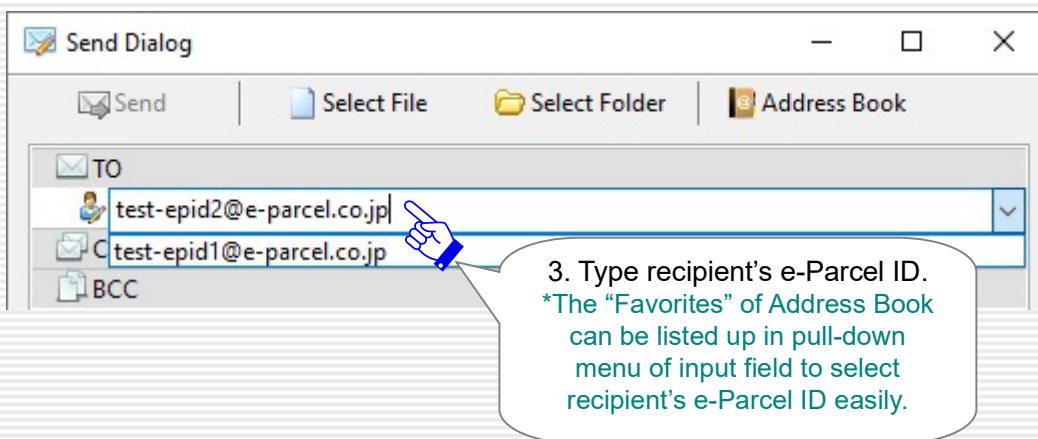


2. It turns on text cursor blinking in the "TO" input field.



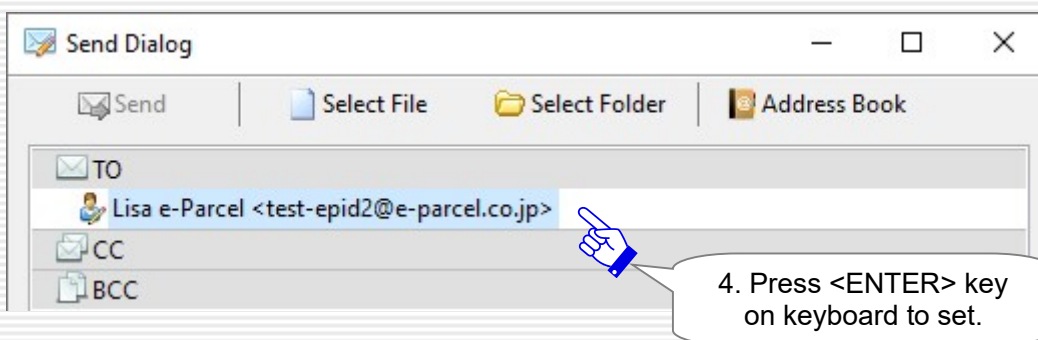
3. Type recipient's e-Parcel ID into the "TO" input field.

*When e-Parcel ID already has been added to "Favorites" list in Address Book, the pull-down menu is displayed automatically upon input a letter. At this point, you can also select an e-Parcel ID from the list. (Refer to P57/P59 Address Book - Favorites)



4. Then, press <ENTER> key on keyboard to set recipient's e-Parcel ID in the "TO" input field.

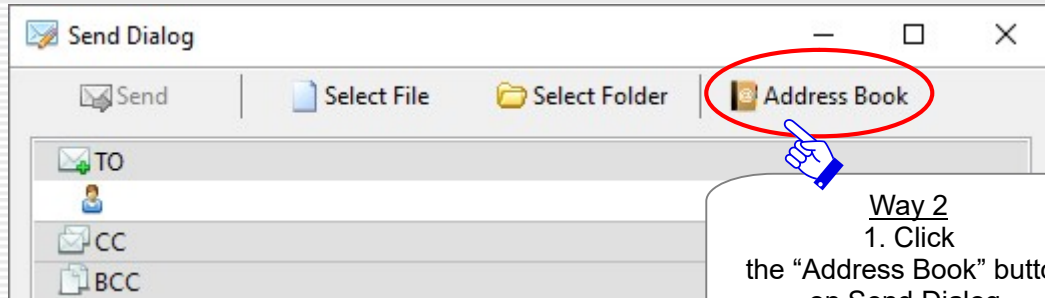
*To input multiple recipient's e-Parcel ID, repeat the above procedure 1.~4.



Way 2. Select from Address Book

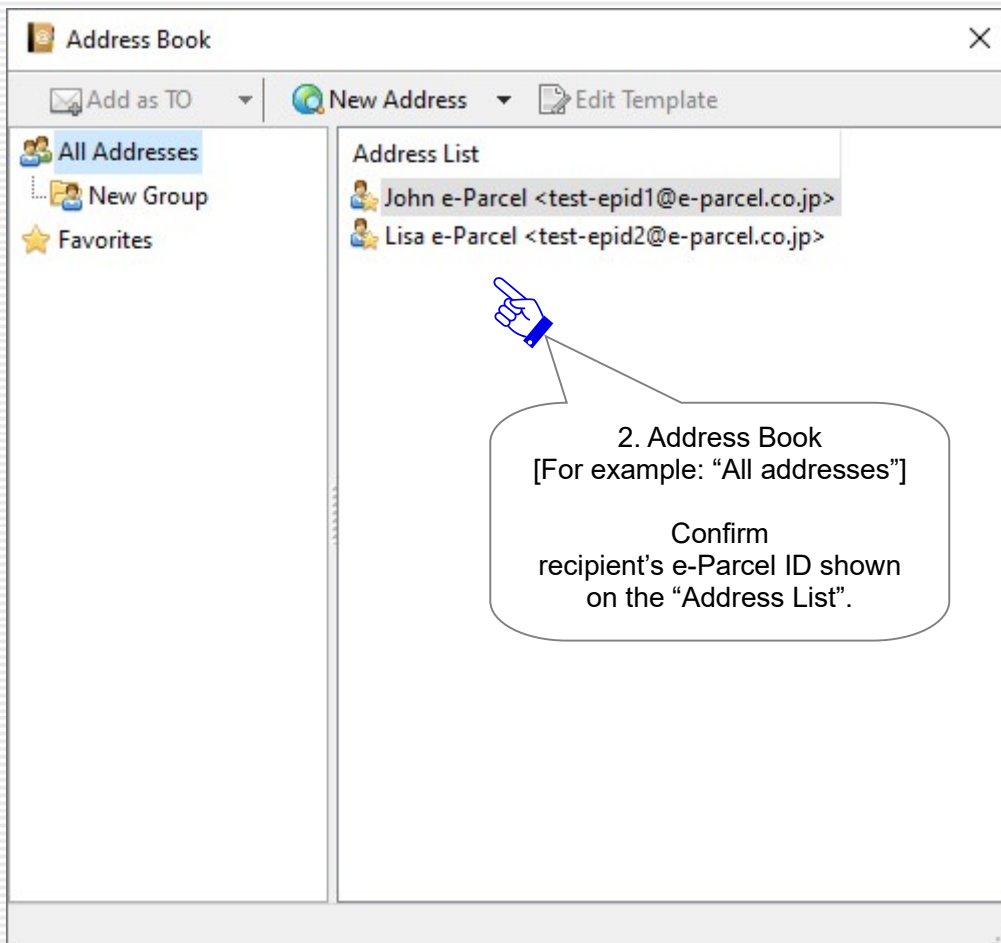
When sending/receiving, e-Parcel ID will be automatically added to Address Book. You can select recipient's e-Parcel ID easier from Address Book.

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



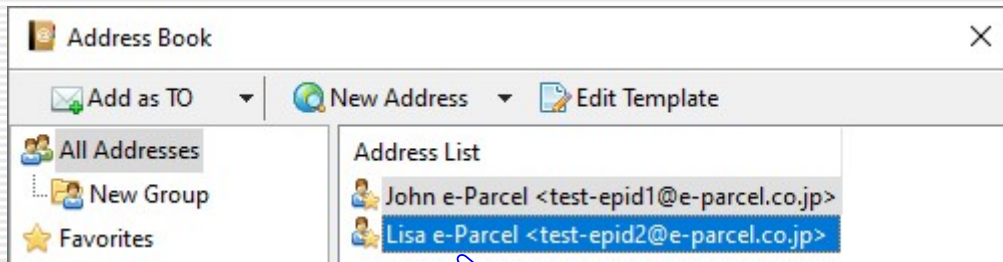
2. Confirm "Address List" at the right pane of the "Address Book" dialog opened.

*When Address Book opened for the first time after starting VCN-CommCenter 8.0, the "All addresses" list is shown on the "Address List" at the right pane by default. If necessary, switch to another list (All addresses, Favorites, Group) at the left pane to show on.



3. Click to select recipient's e-Parcel ID shown on the "Address List".

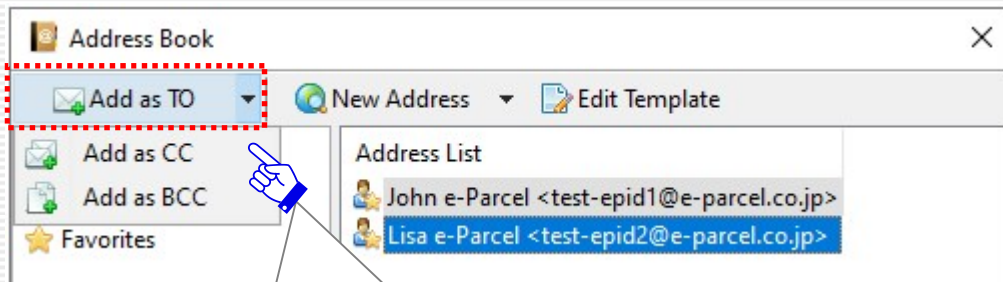
*To select multiple addresses, click it while pressing <Shift> or <Ctrl> key.



3. Click to select recipient's e-Parcel ID. (Multiple choices allowed)

4. Then, click the "Add as TO" button on Address Book.

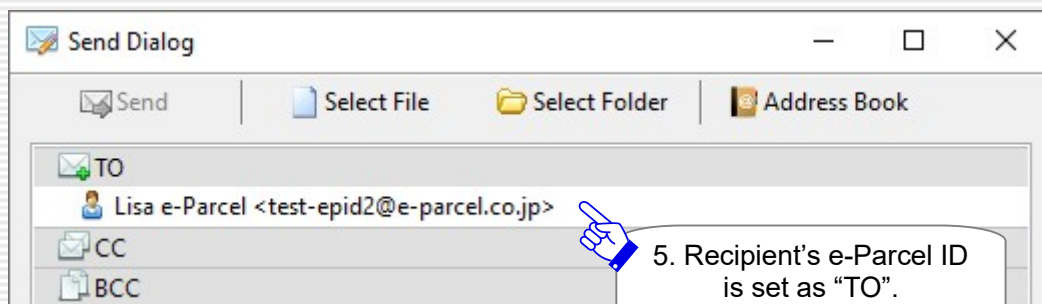
*To "Add as CC" or "Add as BCC", click ▼ at the right of the "Add as TO" button to select from pull-down menu.



4. Click the "Add TO" button. *To "Add as CC" or "Add as BCC", select from pull-down menu.

5. Recipient's e-Parcel ID is set in the "TO" input field.

*It would be set in the "CC" or "BCC" input field depending on your choice at above 4.



5. Recipient's e-Parcel ID is set as "TO".

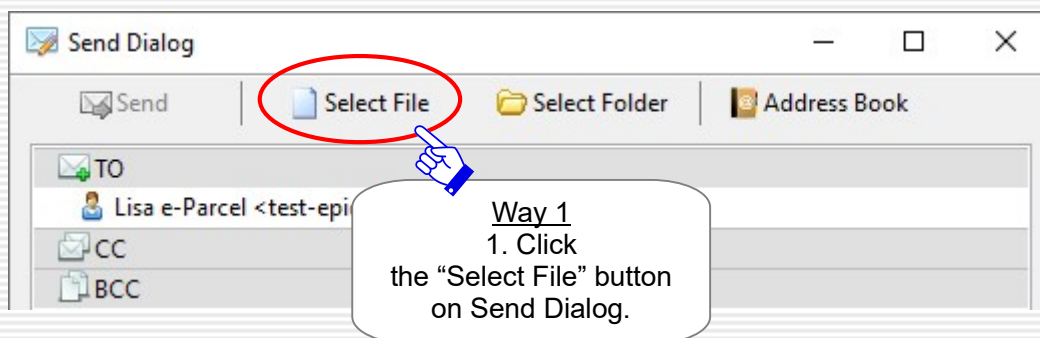
3

Attach Files & Folders (*Required)

[How to attach files]

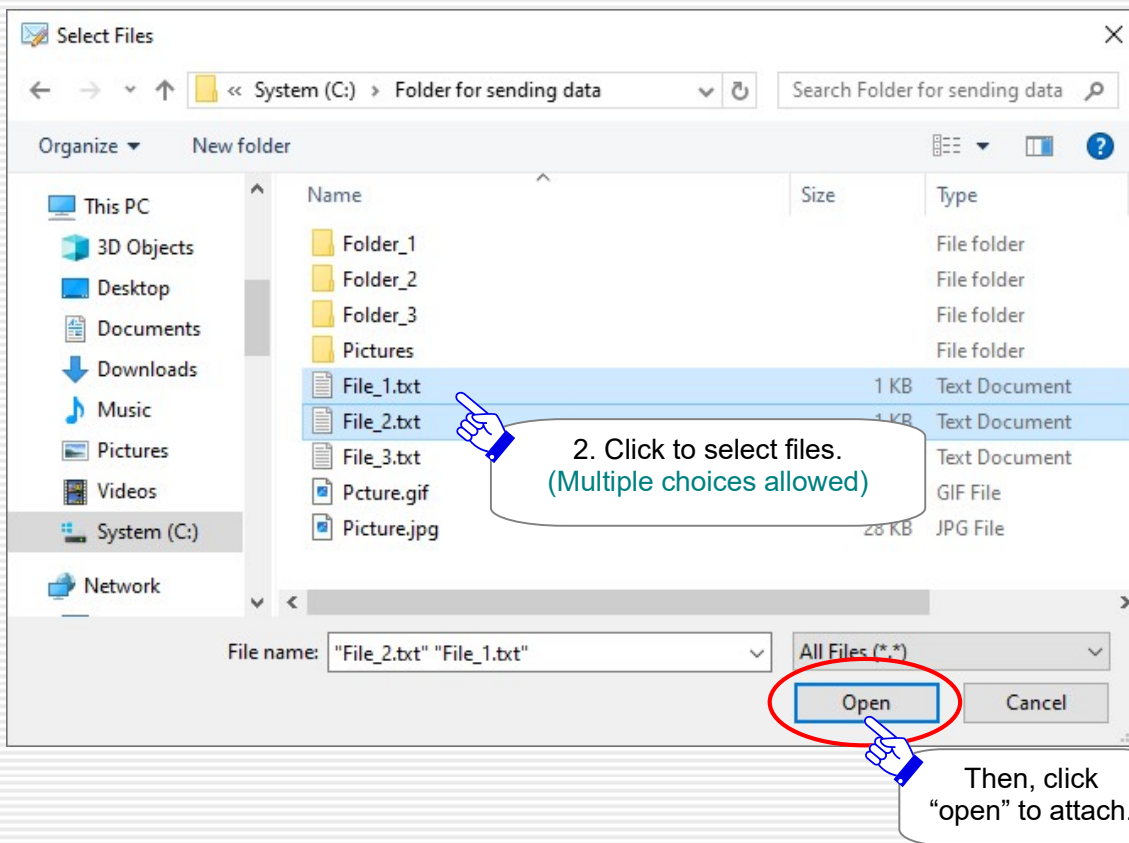
Way 1. Attach by the “Select File” button

1. Click the “Select File” button on Send Dialog.



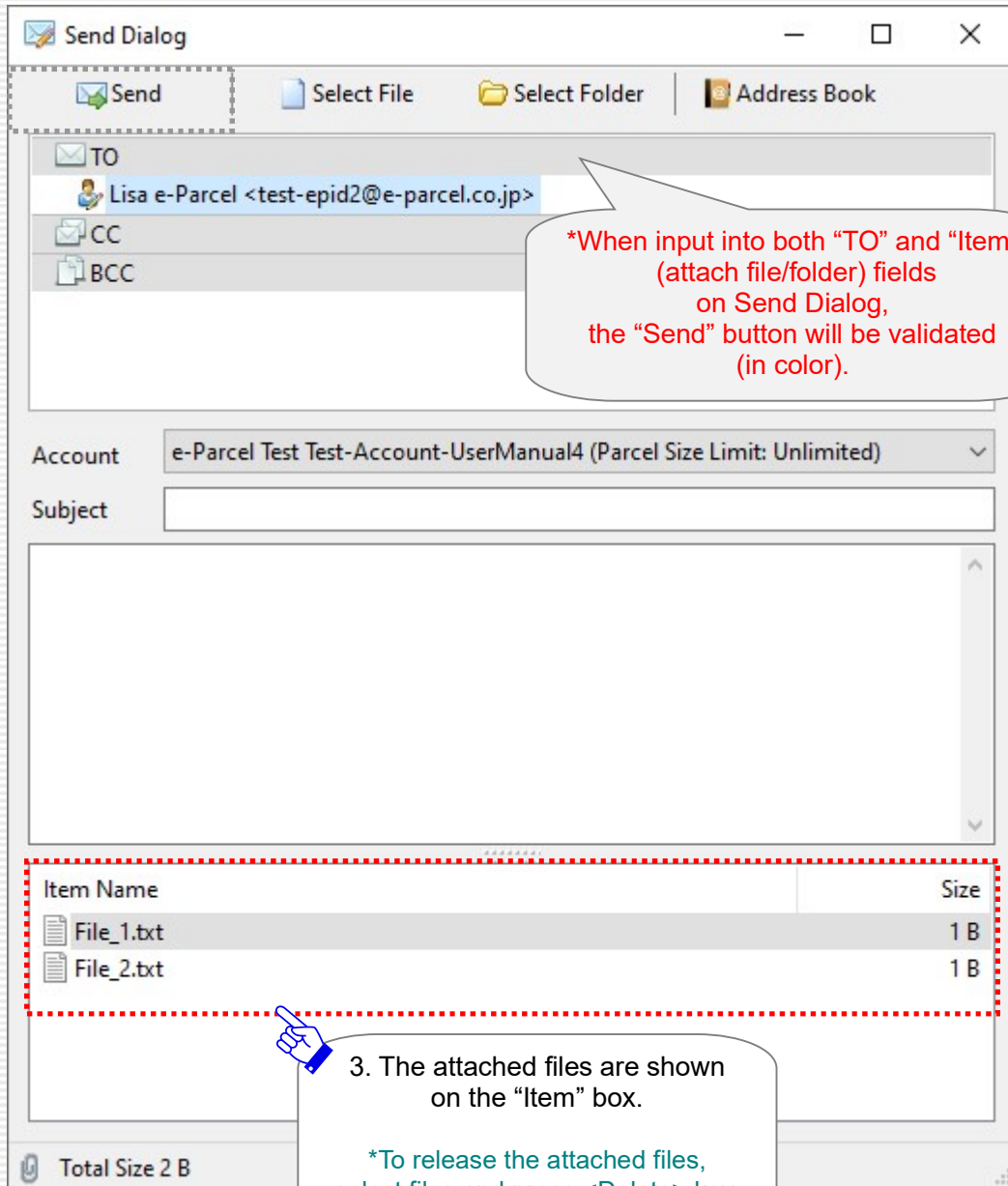
2. The “Select Files” dialog is opened. Click to select files stored in your computer. When selected, click the “Open” button to attach files.

**To select multiple files, click it while pressing <Shift> or <Ctrl> key.*



- 3. The attached files are shown on the “Item” box of Send Dialog.
At this point, the “Send” button is validated (in color).

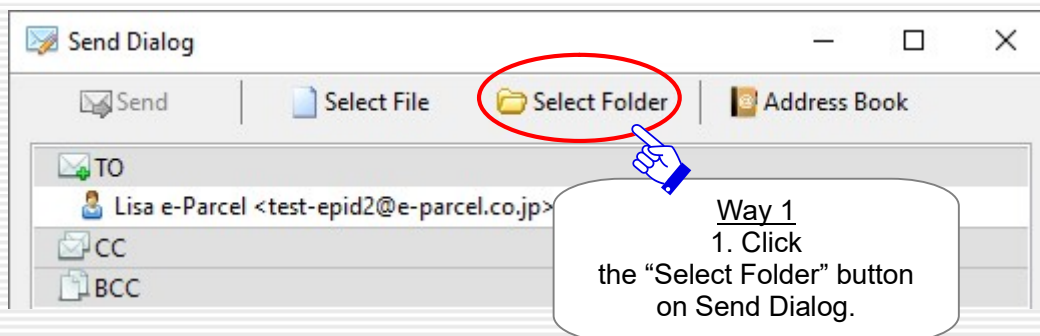
*Sending new item requires to input into both “TO” and “Item” (attach file/folder) fields on Send Dialog.



[How to attach folders]

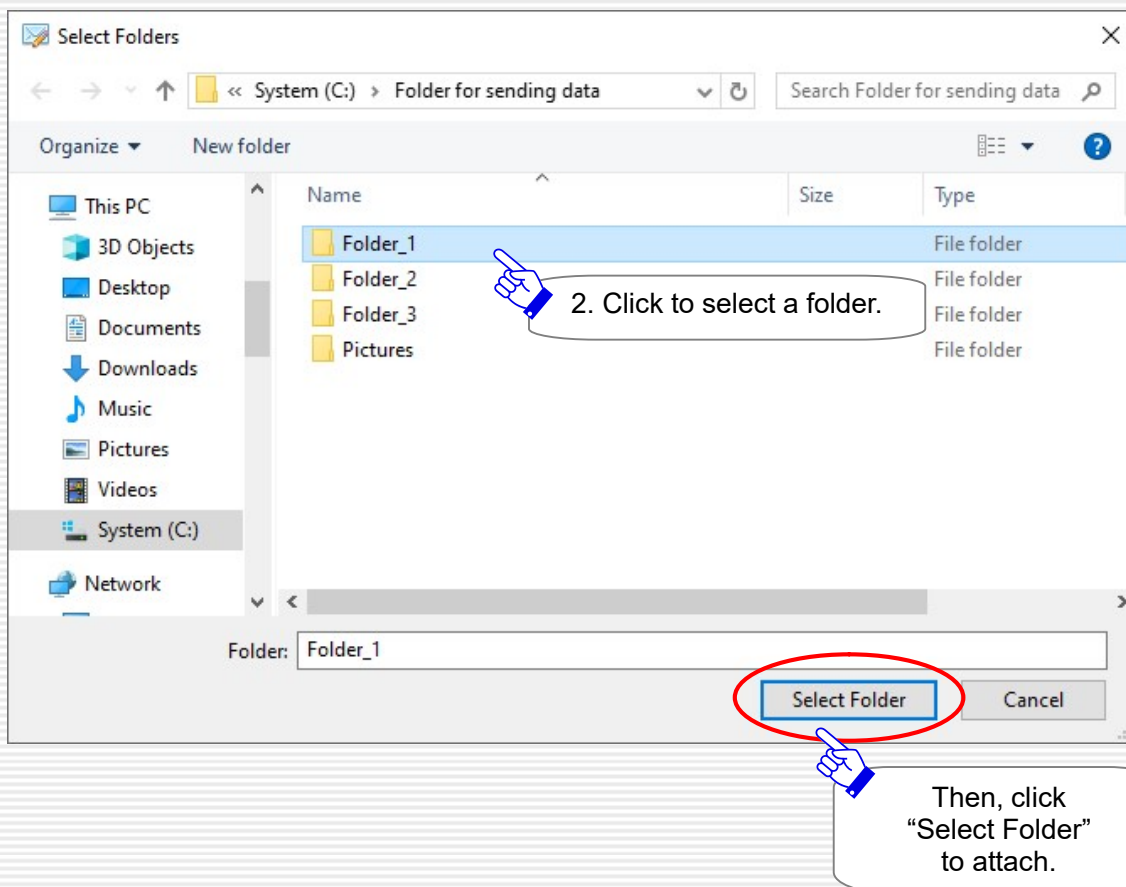
Way 1. Attach by the “Select Folder” button

1. Click the “Select Folder” button on Send Dialog.



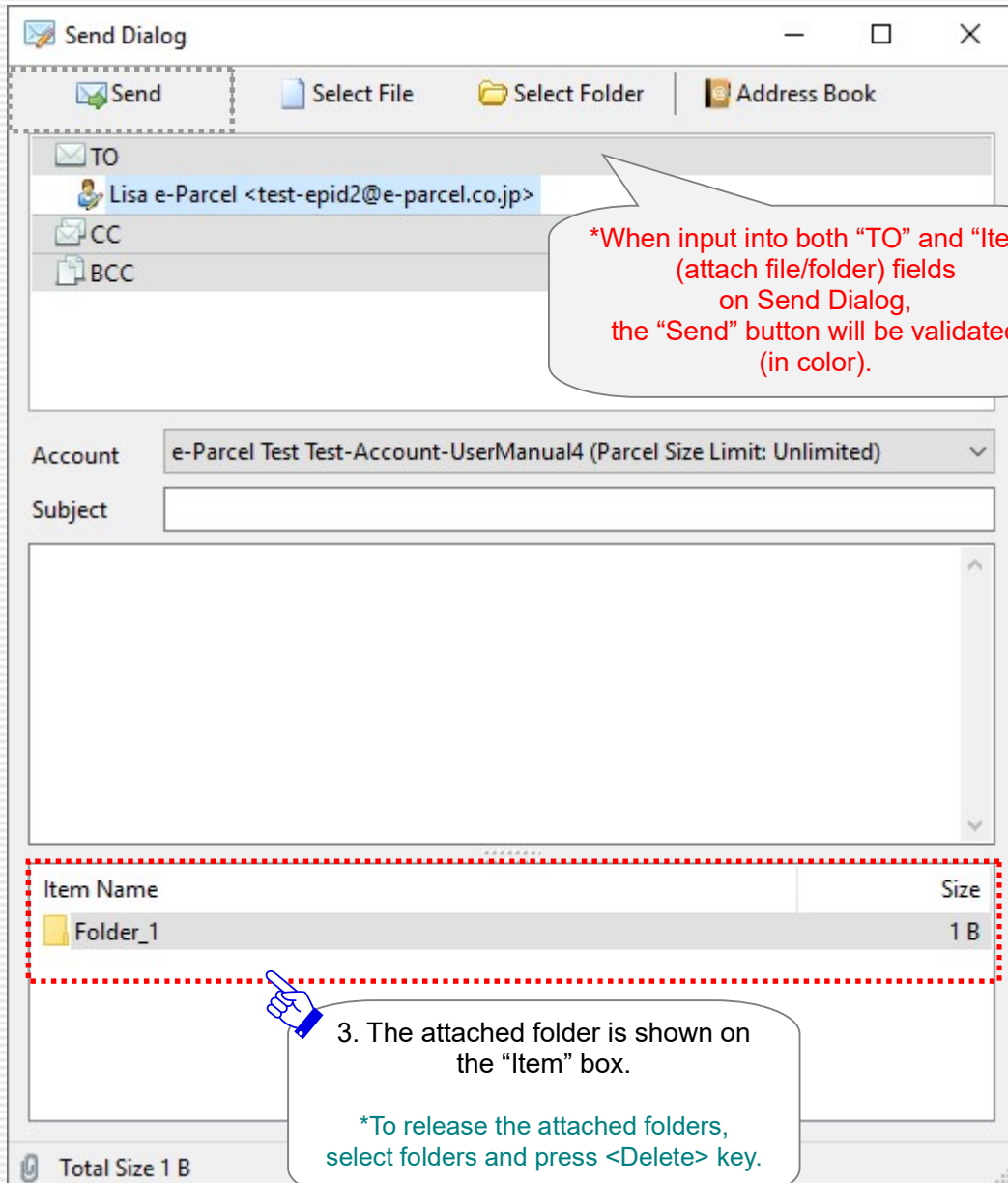
2. The “Select Folders” dialog is opened. Click to select a folder stored in your computer. When selected, click the “Select Folder” button to attach a folder.

*To select multiple folders, repeat the above procedure 1. & 2. Or, refer to the later section [Other ways how to attach files/folders] Way3 / Way4 (P28 / P29).



- 3. The attached folder is shown on the "Item" box of Send Dialog.
At this point, the "Send" button is validated (in color).

*Sending new item requires to input into both "TO" and "Item" (attach file/folder) fields on Send Dialog.

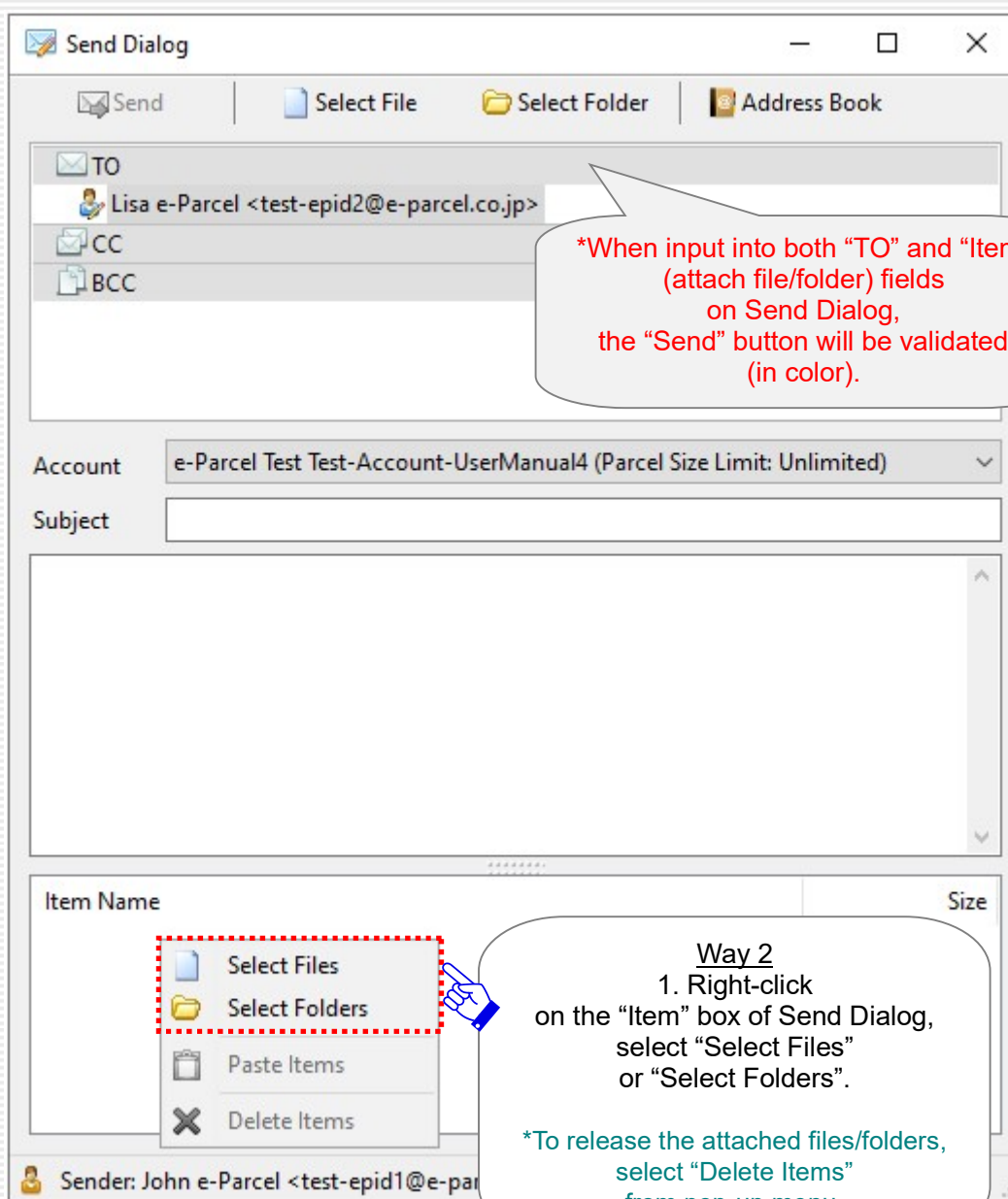


[Other ways how to attach files/folders]

Here goes to introduce three more efficient ways for attaching files/folders.

Way 2. Attach from “Select Files/Folders” menu

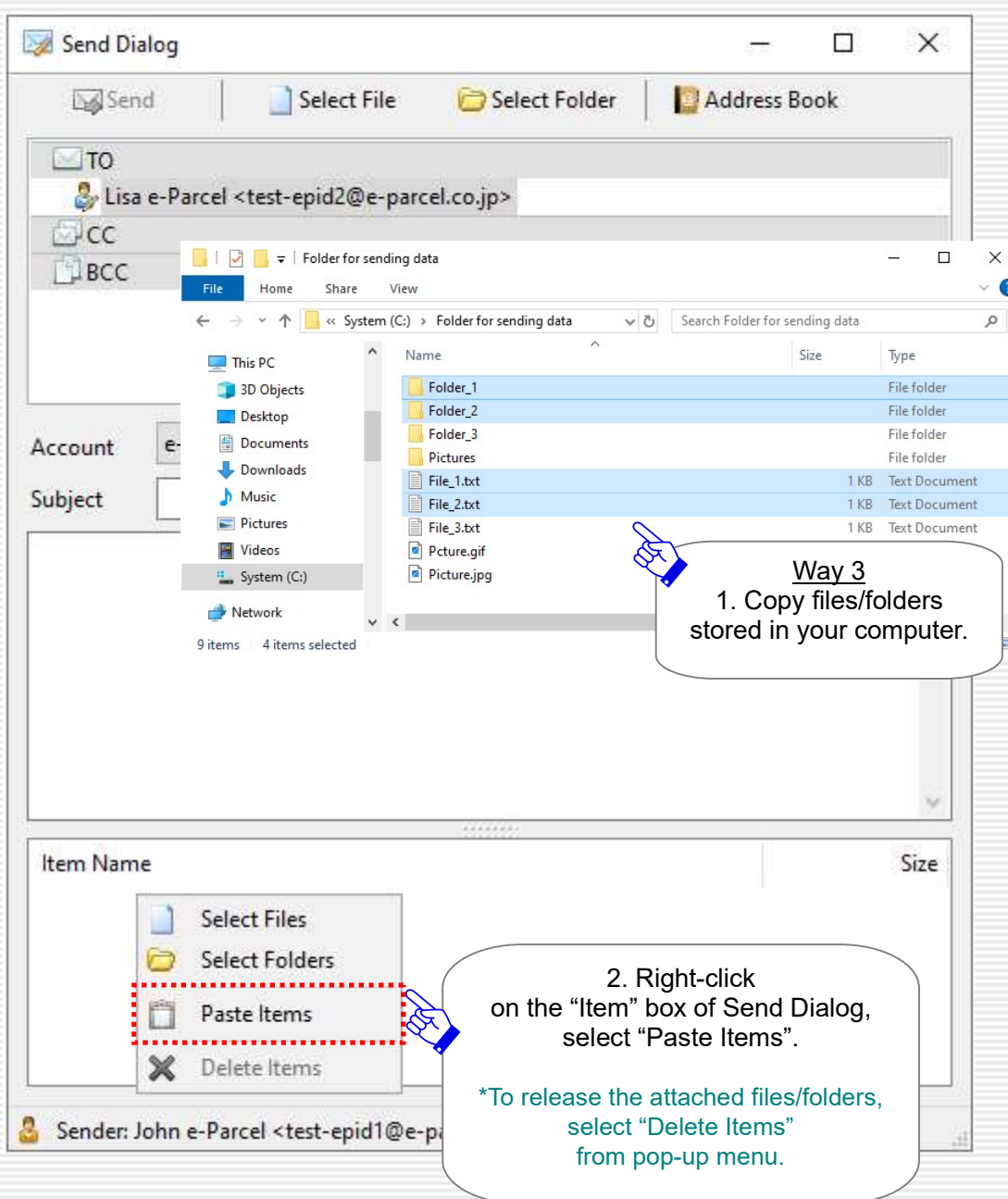
1. Right-click on the “Item” box of Send Dialog to display the pop-up menu, and then select “Select Files” or “Select Folders”.
2. From here, operate the same procedure as 2. of Way 1 above how to attach files/folders.



Way 3. Copy & Paste on Item box

This page explains a way for copy-paste on Item box of Send Dialog which can easily and conveniently attach both files and folders at once.

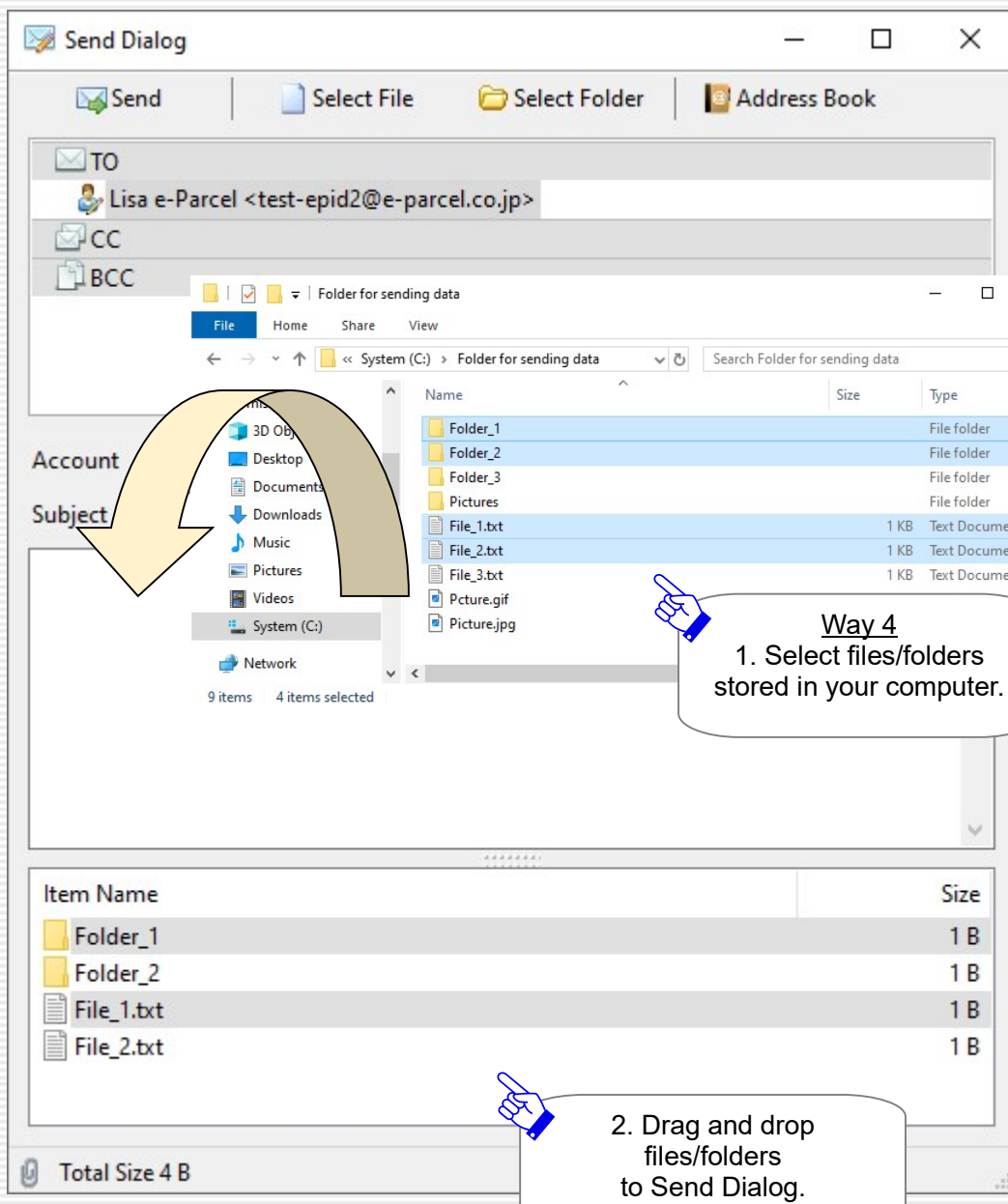
1. In your computer, access a folder in which files/folders are stored, select and copy files/folders.
2. Right-click on the "Item" box of Send Dialog to display the pop-up menu, and then select "Paste Items" to attach files/folders.



Way 4. Drag & Drop to Send Dialog

This page explains a way for drag and drop to Send Dialog which can easily and efficiently attach a large number of files and folders at once.

1. In your computer, access a folder in which files/folders are stored, select files/folders.
2. Drag and drop to Send Dialog. The selected files/folders are attached.

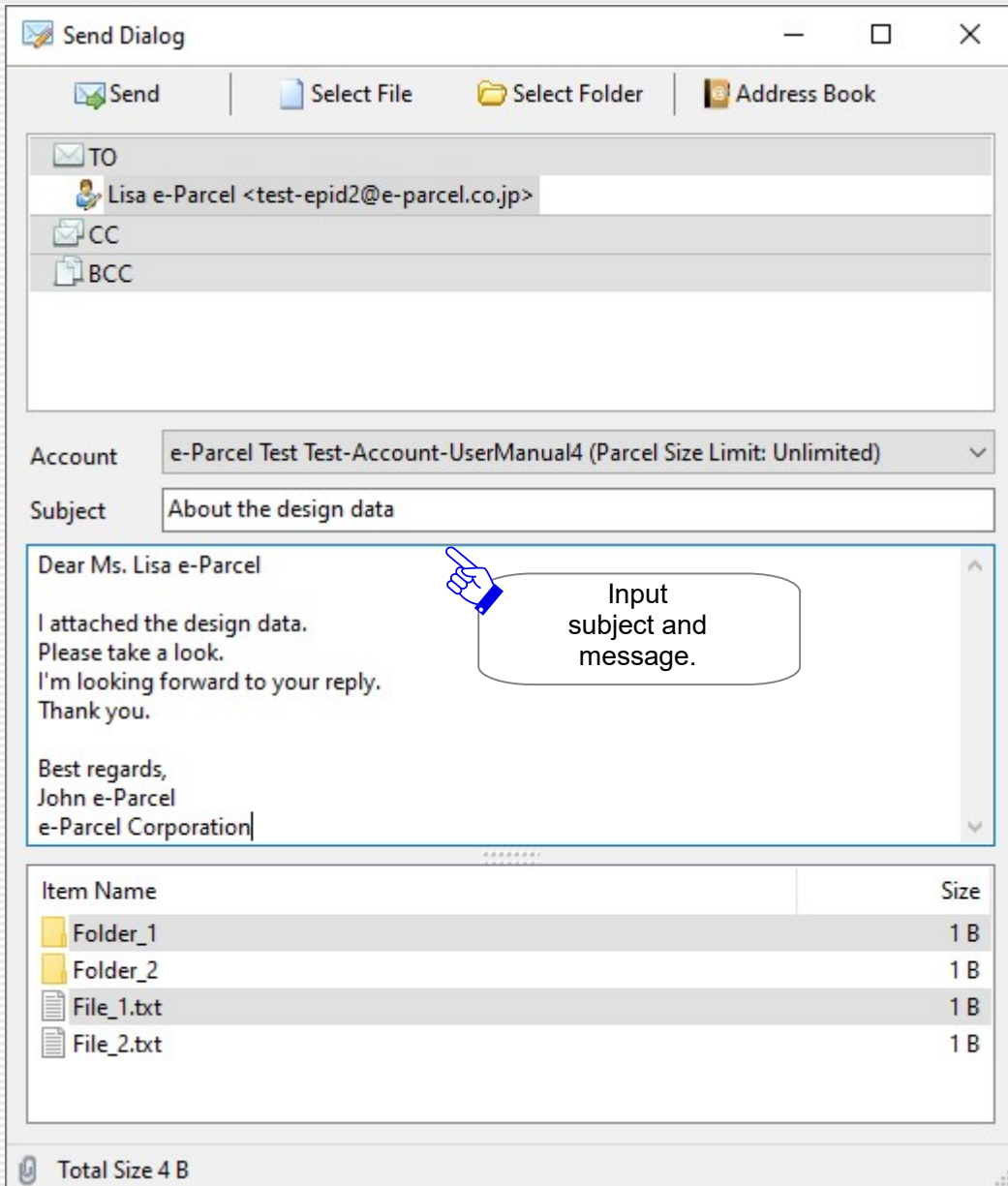


4

Input Subject and Message

Input into the “Subject” and “Message” fields of Send Dialog as necessary.

*[Tip] Using Address Book : P61 Edit / Apply Template



5

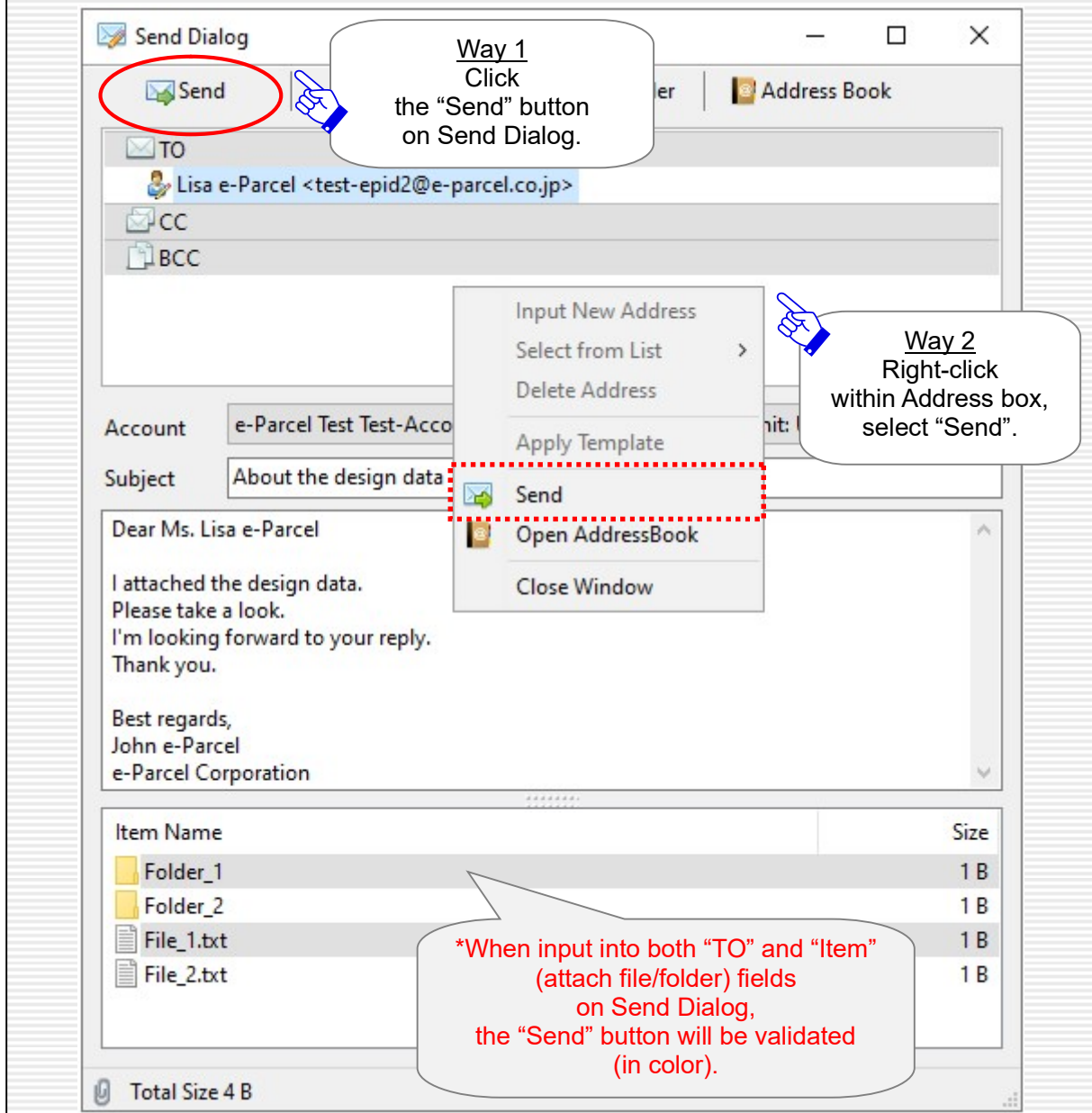
Send New Item

When input into both “TO” and “Item” (attach file/folder) fields on Send Dialog, the “Send” button will be validated (in color).

***Sending new item requires to input into both “TO” and “Item” (attach file/folder) fields on Send Dialog.**

To send new item, click the “Send” button on Send Dialog.

Warning: After the “Send” button clicked, you must not move or delete the attached files/folders from the original storage location in your computer until Send Dialog is closed automatically (until uploading processes started). Because, if you move or delete them, the application will suspend compressing and archiving data as preparation processes before starting to encrypt and upload.



6

Go to Outbox

After the “Send” button clicked, wait for a while until Send Dialog is automatically closed (until uploading processes started).

When uploading processes started, an entry for new item will be added in outbox.

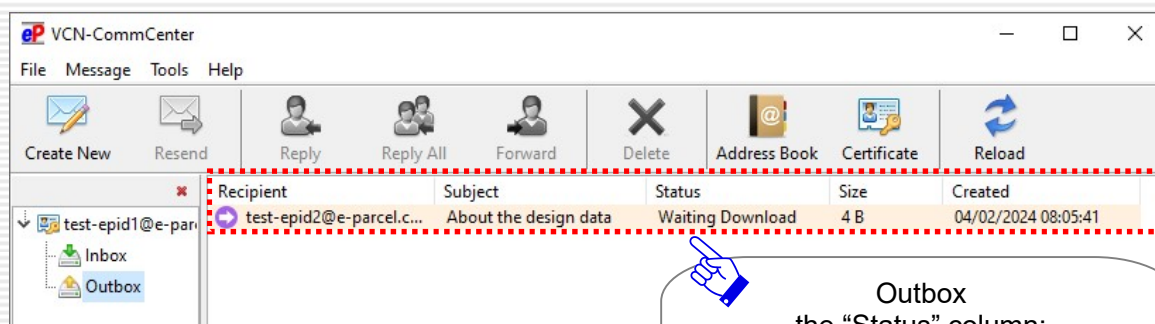
*It might take a while for uploading processes started depending on data size and your computer spec.

[For your information] The “Status” column of outbox usually makes progress through [initializing] → [Encrypting xx%] → [Waiting Upload] → [Upload Start] → [Uploading xx%] → [Upload Complete] → [Waiting Download>(*when upload confirmed) for the uploading processes.

*For more details of the delivery status list, refer to the “e-Parcel VCN-CommCenter 8.0 Users manual(General guide)”. (P75: Help > Online Manual)

When uploading processes confirmed successfully, the “Status” column of outbox will show “Waiting Download” on VCN-CommCenter GUI.

*Just after sending new item, please be advised you not to exit (shutdown) application until the status “Waiting Download” in outbox. (*Uploading processes confirmed) However, VCN-CommCenter 8.0 provides the auto resume function. Therefore, if you might exit application while the status “Uploading xx %” in outbox, it will automatically resume to upload item on re-starting application without your operation for resending.



Outbox the “Status” column: **“Waiting Download”** shown when upload confirmed.

*Created: Date & Time when uploading processes started.

After the status “Waiting Download” in outbox, the delivery status will be updated automatically when recipient starts to download item. From the next page briefly explains about the tracking function.

Confirm delivery status

(Tracking)

As described in the previous page, on VCN-CommCenter GUI, the “Status” column of outbox shows “Waiting Download” when uploading processes confirmed successfully. Hereafter, **the delivery status will be updated automatically when recipients start to download items**. Sender can directly confirm the delivery status of sending items in outbox. (Tracking)

While the application is running and the system status is “Online”, it is auto-polling periodically to the e-Parcel server at regular intervals for checking external events such as tracking the latest delivery status etc.

(Default value: P72 [Option Config] Polling Interval: 5 minutes)

[For your information] When recipient starts to download item, the “Status” column of outbox usually makes progress through [Waiting Download] → [Download Start] → [Download Complete] → [Delivery Confirmed>(*when download confirmed) for the downloading processes.

When downloading processes confirmed successfully after decrypting and extracting item, the “Status” column of outbox will show [Delivery Confirmed] on VCN-CommCenter GUI.

*In the case of recipients using the “e-Parcel Service - Web Browser (e-Parcel VCN-Web)”, the last delivery status would be “Download Complete” in outbox.

After that, the “Status” column will be updated to [Item Opened] when recipient opened the “Parcel Detail” dialog from inbox, and to [Item Moved] when recipient moved(saved) the attached files/folders from inbox.

*For more details of the delivery status list, refer to the “e-Parcel VCN-CommCenter 8.0 Users manual(General guide)”. (P75: Help > Online Manual)

***Warning: Downloading item must be made within 31 days from the date of “Created”.** After expired, the unreceived items will automatically be deleted from the e-Parcel server. Therefore, the recipient can NOT download the expired items any longer. Also, the delivery status will be no longer updated for the expired items.

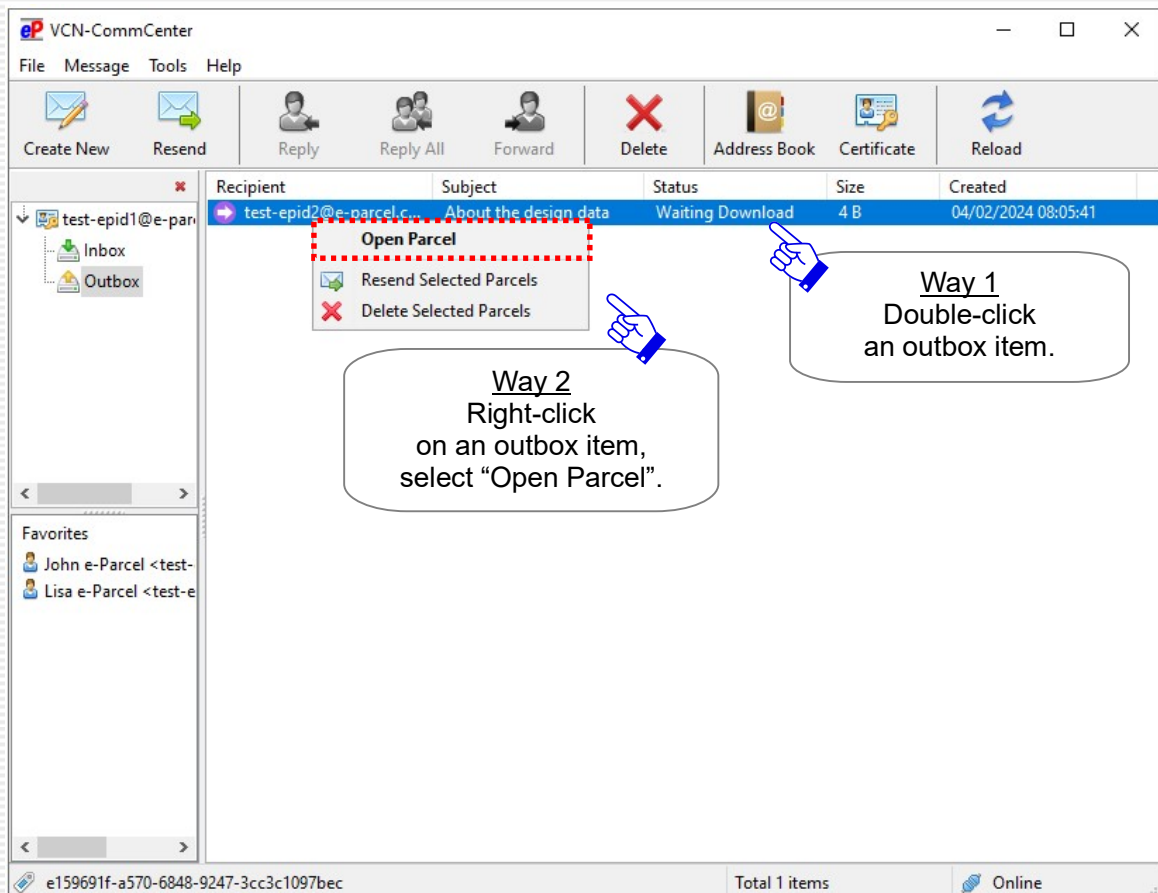
From the next page, how to confirm the delivery status of sending items(Tracking) is explained using outbox of VCN-CommCenter GUI.

[How to confirm the delivery status (Tracking)]

Open the “Parcel Detail” dialog from outbox

1. **Double-click an item in outbox.** The “Parcel Detail” dialog will be opened.

For example, open an outbox item that shows the status [Waiting Download] (*when upload confirmed).



Tracking Display

2. In the event view at the upper right of the outbox “Parcel Detail” dialog, **it will progressively display the delivery status of sending item each recipient.** When recipient starts to download item, it will automatically add to display the delivery status. (Tracking)

*To immediately update the delivery status, click the “Reload” button.

*Attention: You cannot open the attachments from the outbox “Parcel Detail” dialog.

For example, when the status [Waiting Download] (*when upload confirmed) in outbox, recipient has not started to download yet. In this case, it displays only an event that is the status [Create New] with time stamp when uploading processes started (Date Created).

The screenshot shows the 'Parcel Detail' dialog box with the following elements:

- Buttons:** Resend, Cancel Send, Set Priority, Reload, Print.
- Recipient Information:** Type: TO, Recipient: test-epid2@e-parcel.co.jp.
- Tracking Table:**

Time Stamp	Status
04/02/2024 08:05:41	Create New
- Account:** e-Parcel Test Test-Account-UserManual4
- Subject:** About the design data
- Email Body:** Dear Ms. Lisa e-Parcel, I attached the design data. Please take a look. I'm looking forward to your response. Thank you. Best regards, Lisa e-Parcel.
- Attachments:** Folder_1, Folder_2, File_1.txt, File_2.txt.
- Footer:** e159691f-a570-6848-9247-3cc3c1097bec

Annotations:

- A callout box points to the recipient information: **In the case of multiple recipients, switch a recipient to display tracking information on the right pane.*
- A callout box points to the tracking table: **Delivery Status (Tracking)**. Tracking information is added when recipient starts to download item. (auto update)
- A callout box points to the email body: [For example: Tracking display] Before started to download by recipient: The first line only: **Create New**. *Date Crated (when uploading processes started). *Attention: Only an event [Create New] is displayed when recipient has not started to download yet.
- A callout box points to the attachments: Item Box for sending Icons of the attached files/folders are displayed in grayed-out on Item Box of the “Parcel Detail” dialog. *Sender cannot open the attached files/folders from outbox.

3. When recipient starts to download item, it will automatically add to display the delivery status in the event view at the upper right of the outbox “Parcel Detail” dialog. (Tracking)

*The description of each delivery status displayed in the “Status” column of the outbox “Parcel Detail” dialog will be detailed later (P38) .

For example, when the status [Delivery Confirmed] in outbox, recipient confirmed to download item successfully. In this case, it displays to make progress through [Waiting Download] → [Download Start] → [Download Complete] → [Delivery Confirmed] for the downloading processes.

The screenshot shows the 'Parcel Detail' dialog box with the following components:

- Buttons:** Resend, Cancel Send, Set Priority, Reload, Print.
- Recipient Information:** Type: TO, Recipient: test-epid2@e-parcel.co.jp.
- Tracking Table:**

Time Stamp	Status
04/02/2024 08:05:41	Create New
04/02/2024 08:24:58	Waiting Download
04/02/2024 08:24:59	Download Start
04/02/2024 08:24:59	Download Complete
04/02/2024 08:24:59	Delivery Confirmed
- Account and Subject:** Account: e-Parcel Test Test-Account-UserManual4, Subject: About the design data.
- Email Content:** Dear Ms. Lisa e-Par... I attached the de... Please take a lo... I'm looking for... Thank you. Best regards, Lisa e-Parcel
- Attachments:** Folder_1, Folder_2, File_1.txt, File_2.txt.
- Footer:** e159691f-a570-6848-9247-3cc3c1097bec

Callout Box 1: Delivery Status (Tracking)
Tracking information is added when recipient starts to download item. (auto update)

Callout Box 2:
[For example: Tracking display]
After started to download by recipient:
The second line onwards: Recipient's delivery status
↓
[Delivery Confirmed]
Recipient confirmed to download item successfully.



After that, in the event view at the upper right of the outbox “Parcel Detail” dialog, the delivery status in the last line will be replaced (Auto Update):
with **[Item Opened]** when recipient opened the “Parcel Detail” dialog from inbox,
with **[Item Moved]** when recipient moved(saved) the attached files/folders from inbox.

The screenshot shows the 'Parcel Detail' dialog window. At the top, there are buttons for 'Resend', 'Cancel Send', 'Set Priority', 'Reload', and 'Print'. Below these are two tables. The left table has columns 'Type' and 'Recipient', with a row for 'TO test-epid2@e-parcel.co.jp'. The right table has columns 'Time Stamp' and 'Status'. The last row in the right table is highlighted with a red dashed border and contains the text '04/02/2024 23:52:39 Item Opened'. A hand icon points to this row. Below the table, a callout box contains the text: '[Item Opened] Recipient opened Parcel Detail dialog from inbox.'



The screenshot shows the 'Parcel Detail' dialog window, similar to the previous one. The right table's last row is now highlighted with a red dashed border and contains the text '04/03/2024 00:36:02 Item Moved'. A hand icon points to this row. Below the table, a callout box contains the text: '[Item Moved] Recipient moved(saved) files/folders from inbox.'

Description of delivery status on Parcel Detail dialog in outbox

*For more details of the delivery status list, refer to the “e-Parcel VCN-CommCenter 8.0 Users manual(General guide)”. (P75: Help > Online Manual)

[The first line: Date Created of new item]

Create New

When new item is registered with the e-Parcel server to start the uploading processes after the “Send” button clicked on Send Dialog.

***Attention: Only an event [Create New] is displayed when recipients have not started to download yet.**

[The second line onwards: Recipient’s delivery status(Tracking)]

Hereafter, the delivery status will be added to display when recipient starts the downloading processes.

The descriptions of **the recipient’s delivery status** (Tracking) displayed in the “Status” column of the outbox “Parcel Detail” dialog will be detailed below.

The status with *(asterisk) below will be replaced with the latest delivery status.

Waiting Download (Ready To Download)

Recipient is notified and then ready to download new item.

Download Start

Recipient starts to download.

Downloading xx%*

Recipient is downloading.

Download Complete

Recipient just finishes downloading. Then, the application of recipient is decrypting and extracting an item. (Downloading processed)

*In the case of recipients using the “e-Parcel Service - Web Browser (e-Parcel VCN-Web)”, the last delivery status would be “Download Complete” in outbox.

Delivery Confirmed*

The application of recipient confirmed to deliver an item with integrity verified. (Downloading processes done successfully)

Item Opened*

Recipient opened an item that shows the status “Delivery Confirmed”.
(When opened the inbox “Parcel Detail” dialog)

Item Moved*

Recipient moved(saved) the attached files/folders of an item that shows the status “Delivery Confirmed” or “Item Opened”.

Cancelled*

Sender canceled to send an item that shows the status between “Initializing” and “Delivery Confirmed”.
(This operation is available before “Item Opened” or “Item Moved”.)

Download Aborted*

Recipient aborted to receive an item that shows the status between “Waiting Download” and “Delivery Verifying”.
(This operation is available before “Delivery Confirmed”.)

Item Deleted*

Recipient deleted an inbox item that shows the status “Delivery Confirmed”.
(When deleted before “Item Opened” or “Item Moved”)

Resend

After sending items by e-Parcel VCN-CommCenter 8.0, sender can easily resend the same items (recipients, subject, message, attachments) as before using the “Resend” button in outbox. (Resend function)

Upon selecting items in outbox that show the status from [Waiting Download] onwards (*when upload confirmed) or [Cancelled], the “Resend” button is validated (in color) when outbox items are within the term of validity for resending.

*The “Resend” button on the outbox “Parcel Detail” dialog is also available.

*Attention: You cannot resend the outbox items which are cancelled to send while encrypting.

*Attention: To use the resend function, on Option Config (the menu bar “Tools” > “Option”), leave the setting “Enable Resend” with default value to be validated.

(P72 [Option Config] Enable Resend: Validated (set checked: on) / Resend Period: For 14 days by default)

The “Resend” button for outbox items is invalidated after use. (grayed-out effect)

*[Tip] After resending items, to resend the same items again, please resend new items which you resent in outbox.

How to resend items in outbox

- Select items in outbox, and then click the “Resend” button to execute.
- When resending processes started, entry for new items will be added in outbox.

Recipient	Subject	Status
test-epid2@e-parcel.c...	About the design data	Waiting Download
test-epid2@e-parcel.c...	About the design data	Item Moved

Cancel Send

After sending an item by e-Parcel VCN-CommCenter 8.0, sender might be able to cancel sending an item using the “Cancel Send” button on the outbox “Parcel Detail” dialog. (Cancel Send function)

In the case of **an item in outbox** that shows **the status between “Initializing” and “Delivery Confirmed”** (before “Item Opened” or “Item Moved” by recipient), **the “Cancel Send” button is validated** (in color) when an outbox item is within the status of validity for cancelling send.

The “Cancel Send” button for outbox item is invalidated after use. (grayed-out effect)

How to cancel to send an item in outbox

1. Select and **double-click an item in outbox** to open the “Parcel Detail” dialog. Then, **click the “Cancel Send” button** to execute.
2. The “Status” column of outbox usually makes progress through [Cancel Requested] → [Canceling] → [Cancelled] (*when cancel confirmed) for the cancelling processes.
 - *When cancelled, an item was deleted from inbox if recipients start to download an item.
 - *After cancel requested, it might take a while before an item is cancelled. For example, if recipients start to download an item and exit (shutdown) the application, the cancelling processes cannot be executed until after recipients restart the application.

Caution for Deleting items from outbox

When deleting items from inbox/outbox on e-Parcel VCN-CommCenter 8.0, **please be careful because you cannot restore the deleted items to inbox/outbox.**

*Caution: The items deleted from outbox are disabled for resending, cancelling and etc.

Upon selecting items in outbox that show the status from [Upload Complete] onwards (*when uploaded), the “Delete” button is validated (in color).

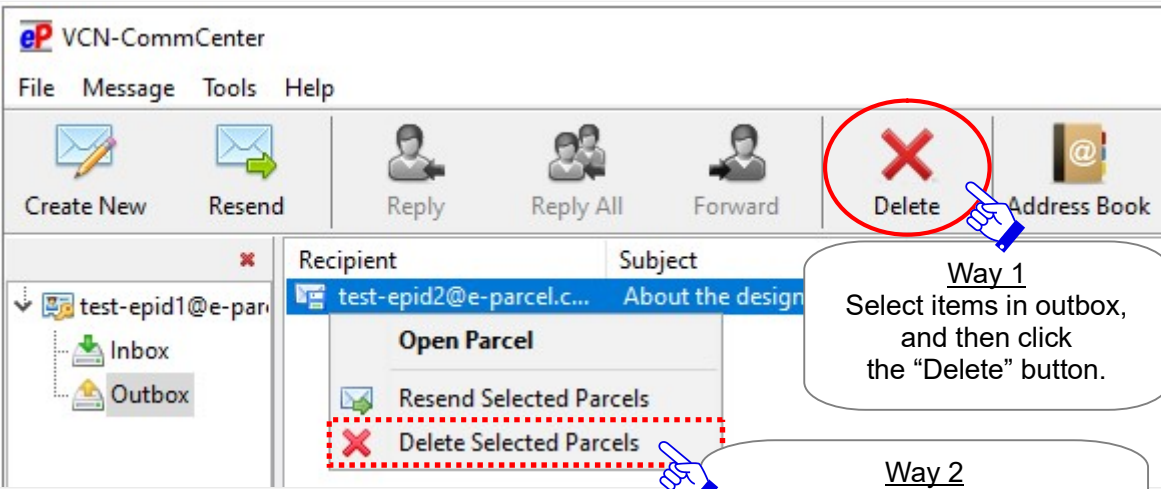
The “Delete” button for outbox items is invalidated until after uploaded. (grayed-out effect)

*For your information: Despite the items deleted from inbox/outbox on application, Web pages for each user are available to just view the inbox/outbox histories recorded in the e-Parcel server for the selected period (until month before last or target date). Launch a computer, sign in Windows with a user account which you imported the e-Parcel client digital certificate in advance, and then access URL of “The e-Parcel Secure Enterprise - Web Browser” at <https://secure.e-parcel.ne.jp/>.

How to delete items from outbox

- Select items in outbox**, and then **click the “Delete” button** to execute.

**Caution: You cannot restore the deleted items to outbox after deleted. Therefore, the items deleted from outbox are disabled for resending, cancelling and etc.*



The screenshot shows the VCN-CommCenter application window. The menu bar includes File, Message, Tools, and Help. The toolbar contains buttons for Create New, Resend, Reply, Reply All, Forward, Delete (circled in red), and Address Book. The left sidebar shows a tree view with 'test-epid1@e-par...' expanded to show 'Inbox' and 'Outbox'. The main pane shows a list of items with columns for Recipient and Subject. A context menu is open over a selected item, with options: Open Parcel, Resend Selected Parcels, and Delete Selected Parcels (highlighted with a red dashed box and a hand cursor). Two callout boxes provide instructions: 'Way 1' points to the 'Delete' button, and 'Way 2' points to the 'Delete Selected Parcels' option in the context menu.

Way 1
Select items in outbox, and then click the “Delete” button.

Way 2
Right-click on items in outbox, and then select “Delete Selected Parcels”.
- When deleted, the items are disappeared from outbox and no longer restored.

6 Receiving

While e-Parcel VCN-CommCenter 8.0 is running and the system status is “Online”, it is **auto-polling** periodically to the e-Parcel server at regular intervals for checking external events such as **detecting the existence of unreceived items** etc.

(Default value: P72 [Option Config] Polling Interval: 5 minutes)

From this page, about receiving and the delivery status of receiving items are explained using inbox of VCN-CommCenter.

***Warning: Downloading item must be made within 31 days from the date of “Created”.**
After expired, the unreceived items will automatically be deleted from the e-Parcel server. Therefore, the recipient can NOT download the expired items any longer.

About receiving items

Recipients, No need to operate for receiving items.

While the application is running and the system status “Online” is shown on the bottom-right of VCN-CommCenter GUI, it **automatically starts to receive (download) items** without operation by recipient.

*While running as background application after VCN-CommCenter GUI (window) closed by clicking the [X] close button at the top right corner of VCN-CommCenter GUI, it is still available to receive items automatically.

*To check immediately the existence of unreceived items, click the “Reload” button.

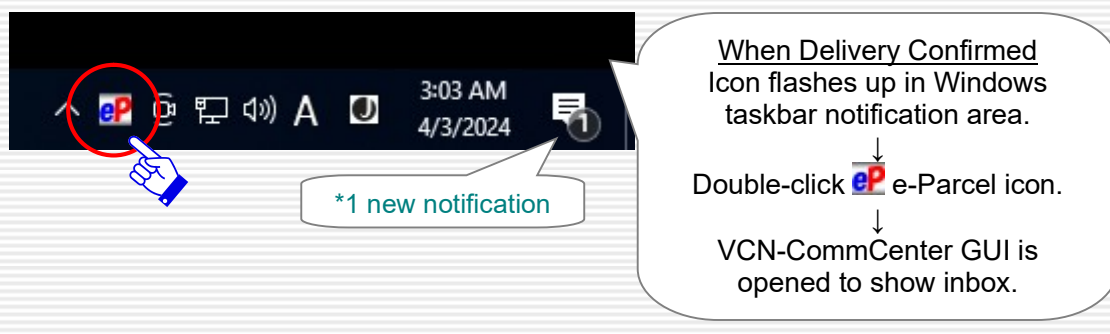
After started to download, **wait for a while until the “Status” column of inbox shows “Delivery Confirmed”** (until downloading processes done successfully).

When the status “Delivery Confirmed”, **the e-Parcel icon in Windows taskbar notification area** (at the bottom right of Windows) will **flash up** and show the balloon messages “New Parcel Arrived” (toast notifications) with default value.

(P72 [Option Config] Disable Balloon Message: Invalidated [set unchecked: off]by default)

At this time, to go to inbox on VCN-CommCenter GUI, double-click the e-Parcel icon flashed in Windows taskbar notification area.

*Refer to P9 Show icon in Windows taskbar notification area



Go to Inbox

Upon auto-polling, VCN-CommCenter 8.0 starts to receive (download) items. When downloading processes started, an entry for item will be added in inbox.

***Warning: Downloading item must be made within 31 days from the date of “Created”.**

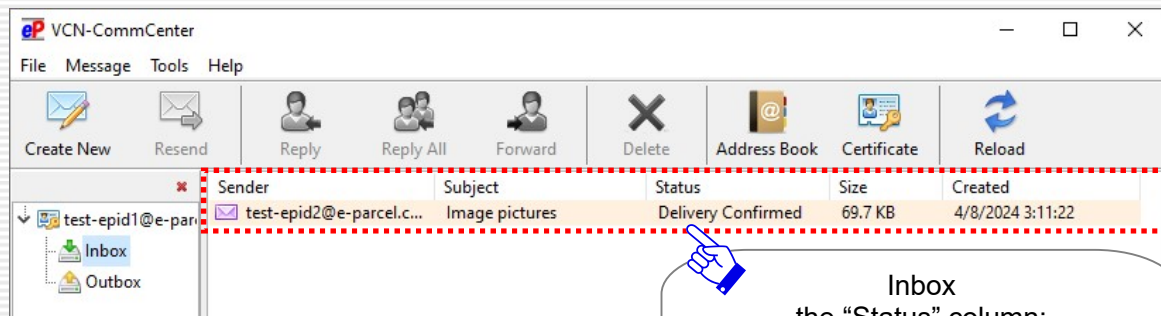
[For your information] When recipient starts to download item, the “Status” column of inbox usually makes progress through [Waiting Download] → [Download Start] → [Downloading xx%] → [Download Complete] → [Decrypting xx%] → [Extracting xx%] → [Delivery Verifying] → [Delivery Confirmed](**when download confirmed*) for the downloading processes.

**For more details of the delivery status list, refer to the “e-Parcel VCN-CommCenter 8.0 Users manual(General guide)”. (P75: Help > Online Manual)*

When downloading processes confirmed successfully, the “Status” column of inbox will show [Delivery Confirmed] on VCN-CommCenter GUI.

**It might take a while for downloading processes confirmed depending on data size and your computer spec.*

Just after starting to download items, please be advised you not to exit (shutdown) application until the status “Delivery Confirmed” in inbox. (Downloading processes confirmed*) However, VCN-CommCenter 8.0 provides the auto resume function. Therefore, if you might exit application while the status “Downloading xx %” in inbox, it will automatically resume to download item on re-starting application without asking sender to resend.*



After that, the delivery status in inbox will be updated(Auto Update):
to **[Item Opened]** when recipient opened the “Parcel Detail” dialog from inbox,
to **[Item Moved]** when recipient moved(saved) the attached files/folders from inbox.

From the next page, how to open and move(save) the delivered items are explained using inbox of VCN-CommCenter GUI.

Open Item from inbox

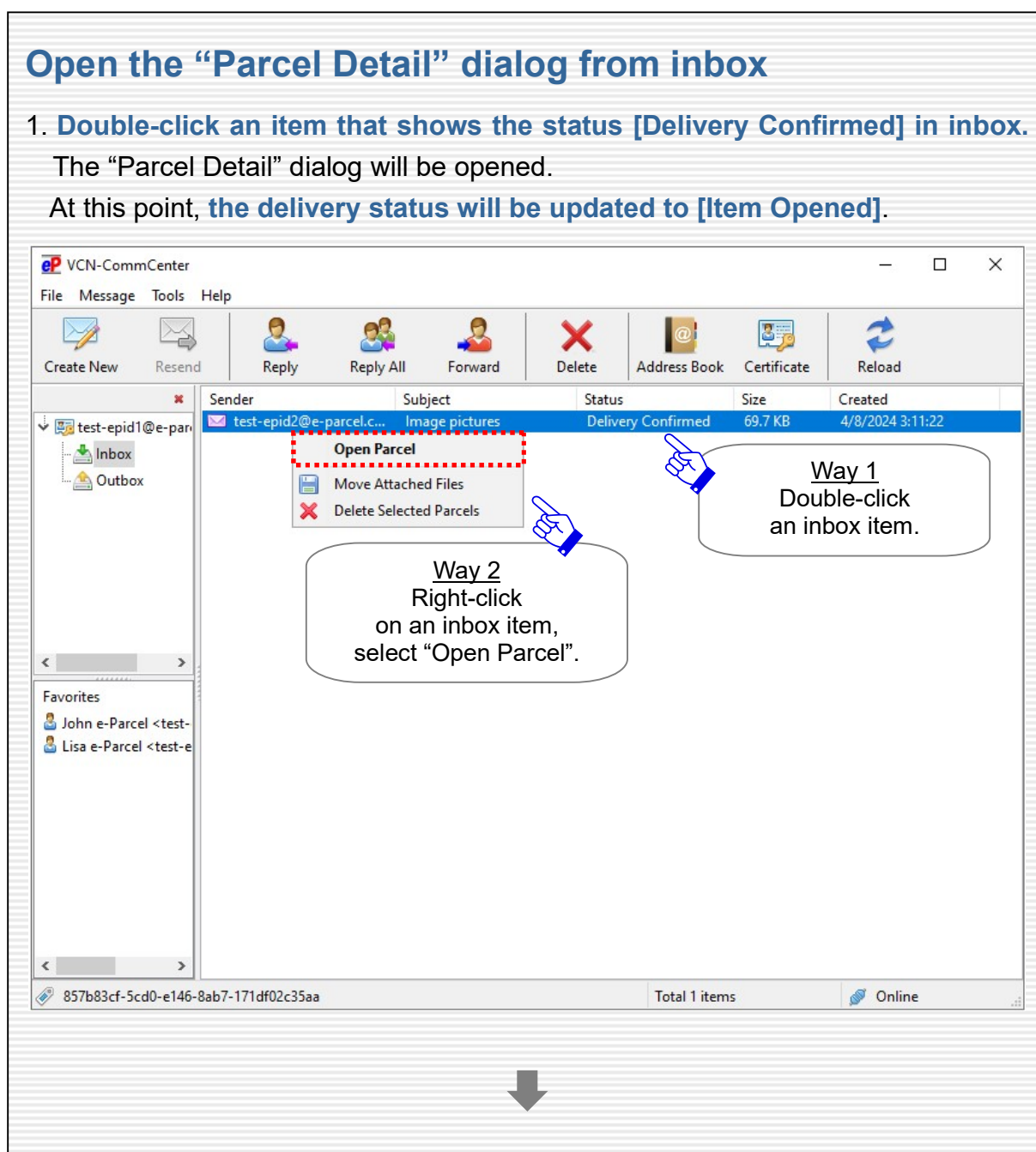
On VCN-CommCenter GUI, in the “Status” column of inbox, **from the status [Delivery Confirmed] onwards** (*when download confirmed), **icons of the attached files/folders will be displayed on Item Box of the inbox “Parcel Detail” dialog.**

*Attention: Icons of the attached files/folders are not yet displayed on Item Box of the inbox “Parcel Detail” dialog until after delivery confirmed.

To check the attached files/folders, recipients open an inbox item when the status [Delivery Confirmed] as described below.

Open the “Parcel Detail” dialog from inbox

1. **Double-click an item that shows the status [Delivery Confirmed] in inbox.**
The “Parcel Detail” dialog will be opened.
At this point, **the delivery status will be updated to [Item Opened].**



Confirm the attached files/folders

2. Confirm that **icons of the attached files/folders are displayed** on Item Box at the lower pane of the inbox “Parcel Detail” dialog **from the status [Delivery Confirmed] onwards** (*when download confirmed).

*Attention: Icons of the attached files/folders are not yet displayed on Item Box of the inbox “Parcel Detail” dialog until after delivery confirmed. For example, while the downloading processes such as the delivery status [Downloading xx%], [Download Complete] and etc., icons of the attached files/folders are not yet displayed in inbox.

Also, when new item got the delivery status [Waiting Download] and [Delivery Confirmed] in inbox for recipient, it displays the time stamps of “Accepted” and “Confirmed” in the pane at the upper right of the inbox “Parcel Detail” dialog.

The screenshot shows the 'Parcel Detail' dialog box with the following components:

- Buttons:** Move File, Reply, Reply All, Forward, Print.
- Recipient Information:**

Type	Recipient
TO	test-epid1@e-parcel.co.jp
- Sender Information Table:**

Type	Value
Sender	test-epid2@e-parcel.co.jp
Sender Name	Lisa e-Parcel
Upload Status	Uploaded
Size	69.7 KB
Created	4/8/2024 3:11:22
Accepted	4/8/2024 3:13:26
Confirmed	4/8/2024 3:13:29
- Account and Subject:**

Account: e-Parcel Test Test-Account-UserMan...
 Subject: Image pictures
- Message Body:**

Dear Mr. John e-Parcel
 I attached the image pictures data.
 Please take a look.
 I'm looking forward to your reply.
 Thank you.
 Best regards,
 Lisa e-Parcel
- Item Box:** Shows a folder icon labeled 'Pictures' and a file icon labeled 'Picture.jp...'.

Callouts:

- [Sending information] Upload Status:** [Upload Start] → [Uploading xx%] → [Uploaded] at sender side. Created: Time stamp when uploading processes started.
- [Receiving information]:** Accepted: Time stamp when downloading processes started [Waiting Download]. Confirmed: Time stamp when confirmed to download [Delivery Confirmed].
- Item Box for receiving:** Icons of the attached files/folders in inbox.

Notes:

- *From the status [Delivery Confirmed] onwards, icons are displayed on Item Box of the “Parcel Detail” dialog.
- *When [Item Opened], icons are colored to indicate that recipient does not move(save) the attachments yet. (Enabled to open the attachments from inbox)
- *When [Item Moved], icons are grayed out to indicate that recipient moved(saved) the attachments from inbox. (Disabled to open the attachments from inbox)

Move (Save) Attached Files & Folders

On VCN-CommCenter GUI, in the “Status” column of inbox, **from the status [Delivery Confirmed] onwards** (*when download confirmed), **recipients can move (save) the attached files/folders from inbox.**

In the case of **an item in inbox** that shows **the status between “Delivery Confirmed” and “Item Opened”** (before “Item Moved” by recipient), **the “Move File” button is validated** (in color) when an inbox item is within the status of validity for moving (saving).

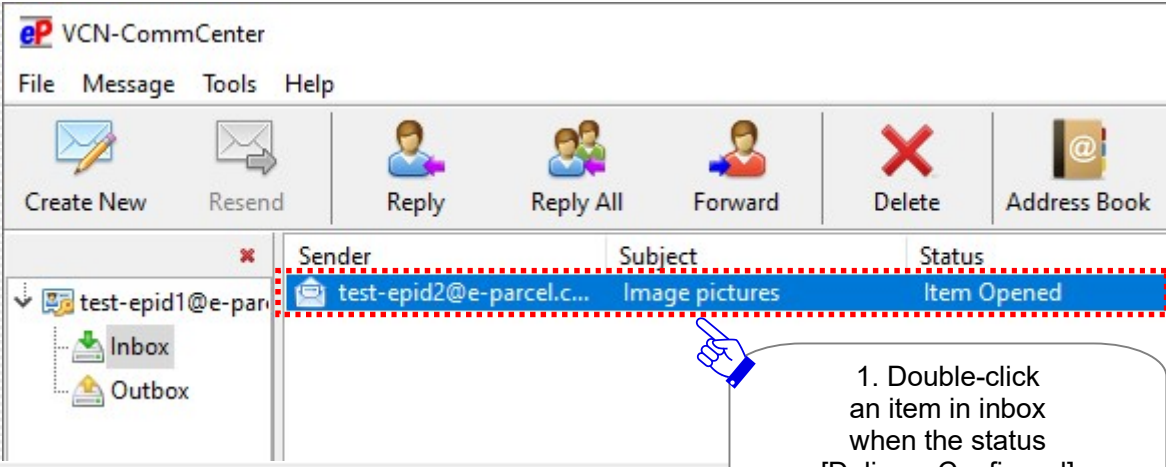
The “Move File” button for inbox items is invalidated after use. (grayed-out effect)

If recipients have not moved yet (the status “Delivery Confirmed” or “Item Opened”), it is **recommended to promptly move (save) the attached files/folders from inbox** to the specified destination folder in a computer after delivery confirmed.

How to move(save) the attached files/folders from inbox

1. Select and **double-click an item that shows the status [Delivery Confirmed] or [Item Opened] in inbox** to open the “Parcel Detail” dialog.

For example, open an inbox item that shows the status [Item Opened].

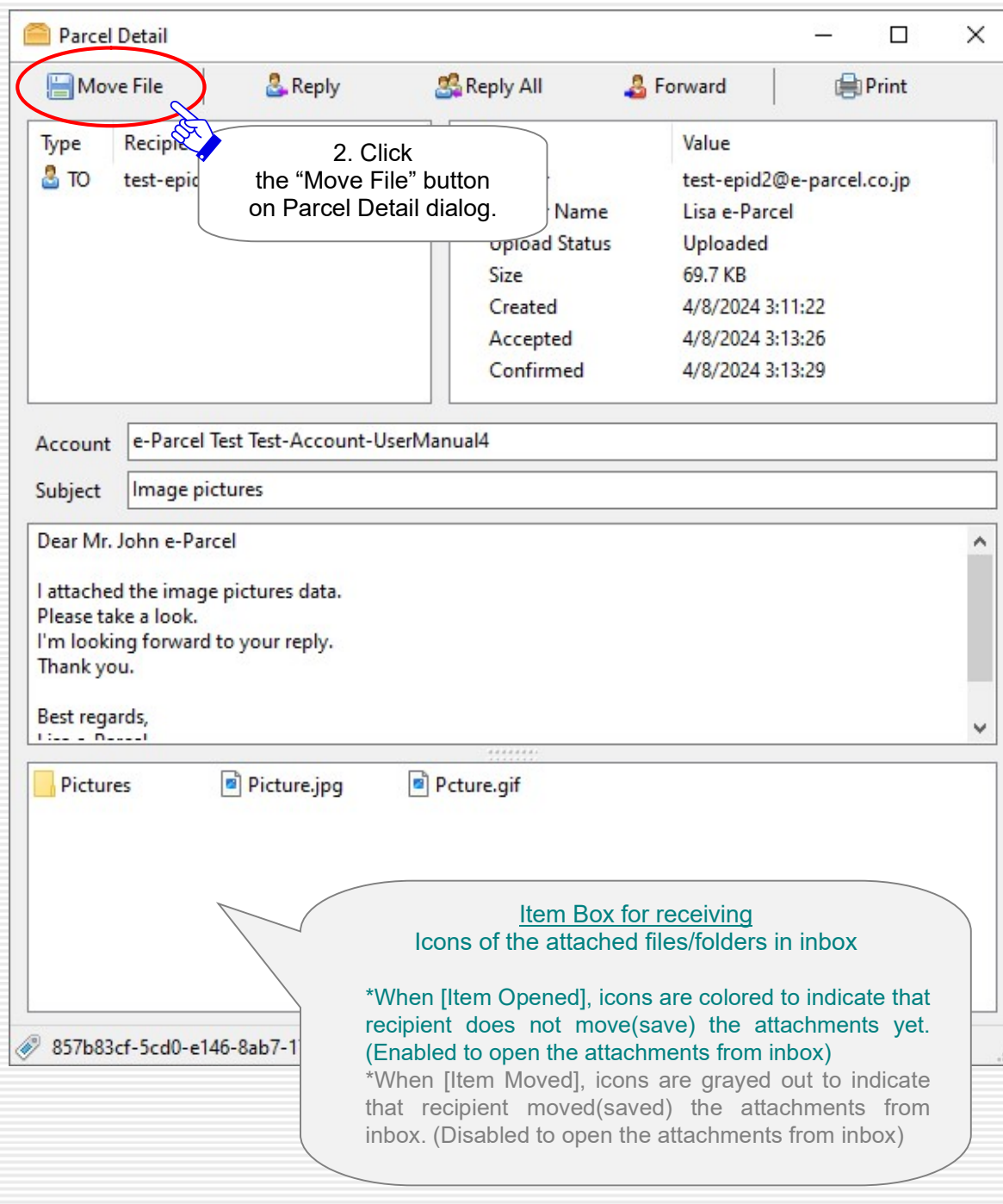


The screenshot shows the VCN-CommCenter interface. At the top, there is a menu bar with 'File', 'Message', 'Tools', and 'Help'. Below the menu is a toolbar with icons for 'Create New', 'Resend', 'Reply', 'Reply All', 'Forward', 'Delete', and 'Address Book'. The main area displays an email list with columns for 'Sender', 'Subject', and 'Status'. One email is highlighted with a red dashed border: Sender: test-epid2@e-parcel.c..., Subject: Image pictures, Status: Item Opened. A callout box with a hand icon points to this email, containing the text: '1. Double-click an item in inbox when the status [Delivery Confirmed] or [Item Opened].'

2. Confirm that **icons of the attached files/folders are colored** on Item Box at the lower pane of the inbox “Parcel Detail” dialog. Then, **click the “Move File” button** validated (in color).

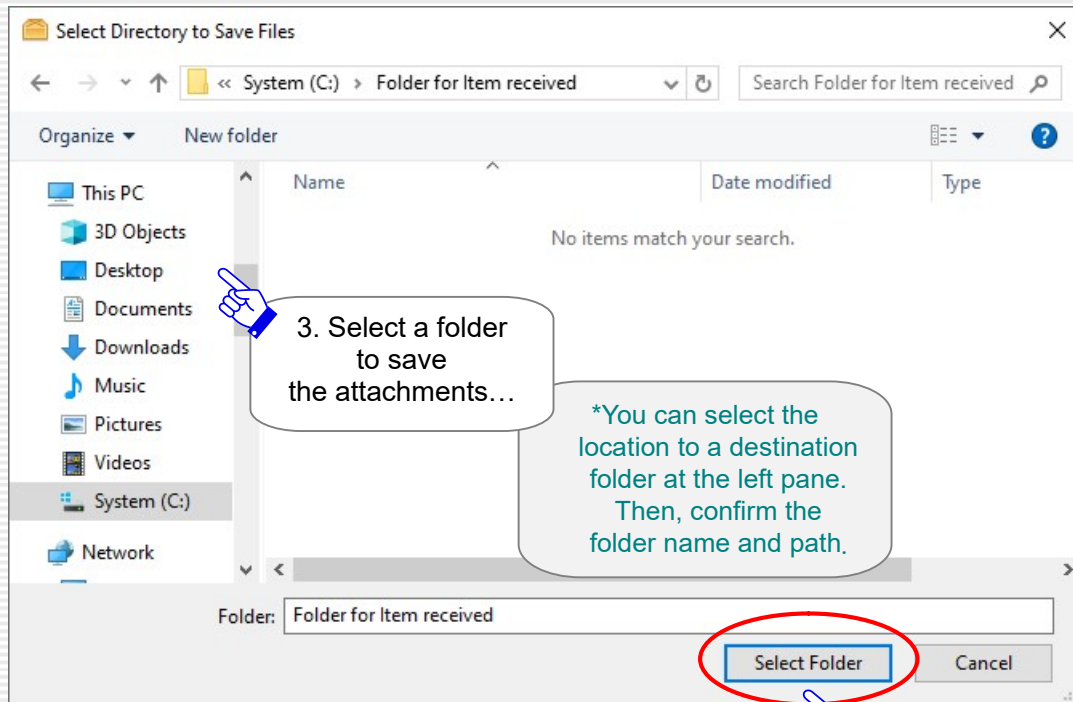
*Attention: Icons of the attached files/folders are not yet displayed on Item Box of the inbox “Parcel Detail” dialog until after delivery confirmed. The “Move File” button for the inbox item is also not validated. (grayed-out effect)

*Attention: Icons of the attached files/folders are grayed out after item moved. The “Move File” button for the inbox item is also invalidated. (grayed-out effect)



3. On the “Select Directory to Save Files” dialog, **select a destination folder in a computer** where you want to move (save) the attached files/folders.

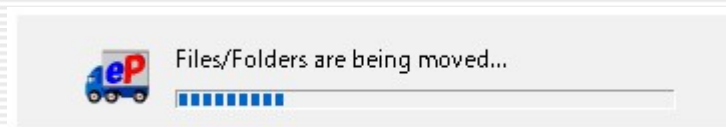
Then, **click the “Select Folder” button** to execute to move (save) them to the specified destination folder.



When selected,
click the “Select Folder” button
↓
Waite during moving.

The notification “Files/Folders are being moved...” might be displayed during moving processing.

*It might take a while for moving processes depending on data size and your computer spec.



4. Once the attached files/folders are moved (saved), **the delivery status will be updated to [Item Moved]**. From now on, you should open the files/folders in the specified destination folder in a computer.

*The “Move File” button and icons of the attached files/folders for inbox item are invalidated after moved. (grayed-out effect) (You can “Move File” only once.)

Click [x] to close the inbox “Parcel Detail” dialog. Confirm that the “Status” column of inbox shows “Item Moved”.

Abort Receive

During downloading processes by e-Parcel VCN-CommCenter 8.0, recipients can abort receiving an item using the “Abort Receive” button on the inbox “Parcel Detail” dialog. (Abort Receive function)

For example, recipients might use the abort receive function under the situation where downloading such large volume data is no longer required for the job.

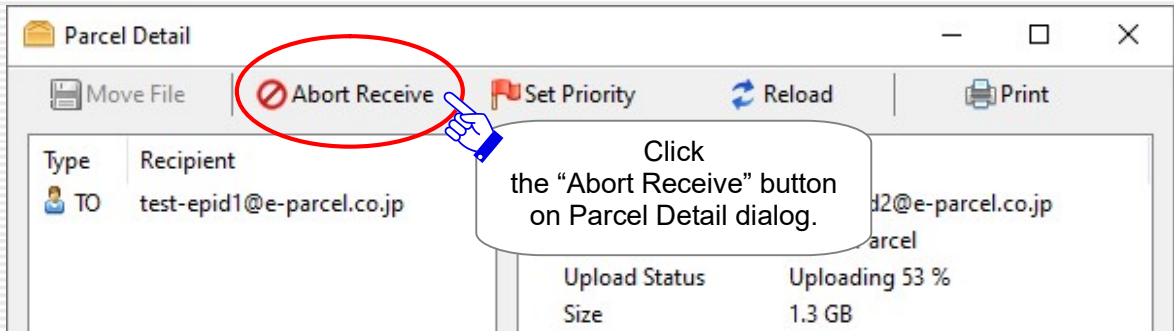
In the case of **an item in inbox** that shows **the status between “Waiting Download” and “Delivery Verifying”** (before “Delivery Confirmed”), **the “Abort Receive” button is validated** (in color) when an inbox item is within the status of validity for aborting receive.

The “Abort Receive” button for inbox item is not shown after use.

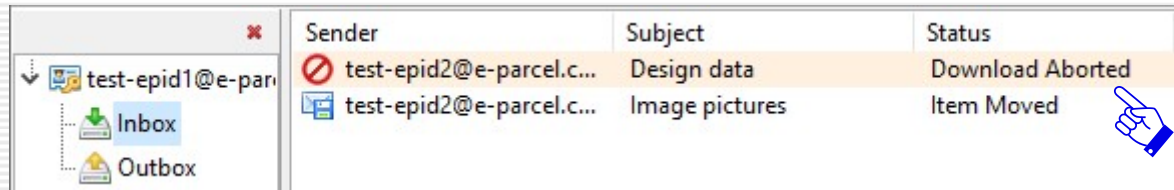
How to abort receiving an item in inbox

- Select and **double-click an item in inbox** to open the “Parcel Detail” dialog during downloading processes. Then, **click the “Abort Receive” button** to execute.

**Caution: You cannot re-download the aborted item in inbox after download aborted. If the aborted item might be needed, please ask a sender to resend it.*


- Click [×] to close the inbox “Parcel Detail” dialog. Confirm that the “Status” column of inbox shows “Download Aborted”.

**For your information: When recipients aborted receiving item in inbox, the “Status” column of sender’s outbox is also updated to “Download Aborted” automatically.*



Caution for Deleting items from inbox

When deleting items from inbox/outbox on e-Parcel VCN-CommCenter 8.0, **please be careful because you cannot restore the deleted items to inbox/outbox.**

*Caution: If you have not moved the attached files/folders yet (the status “Delivery Confirmed” or “Item Opened”), the attached files/folders are deleted simultaneously when item deleted from inbox. Therefore, please be sure that you do not delete items from inbox before item moved.

Upon selecting items in inbox that show the status from [Delivery Confirmed] onwards (*when download confirmed), **the “Delete” button is validated** (in color).

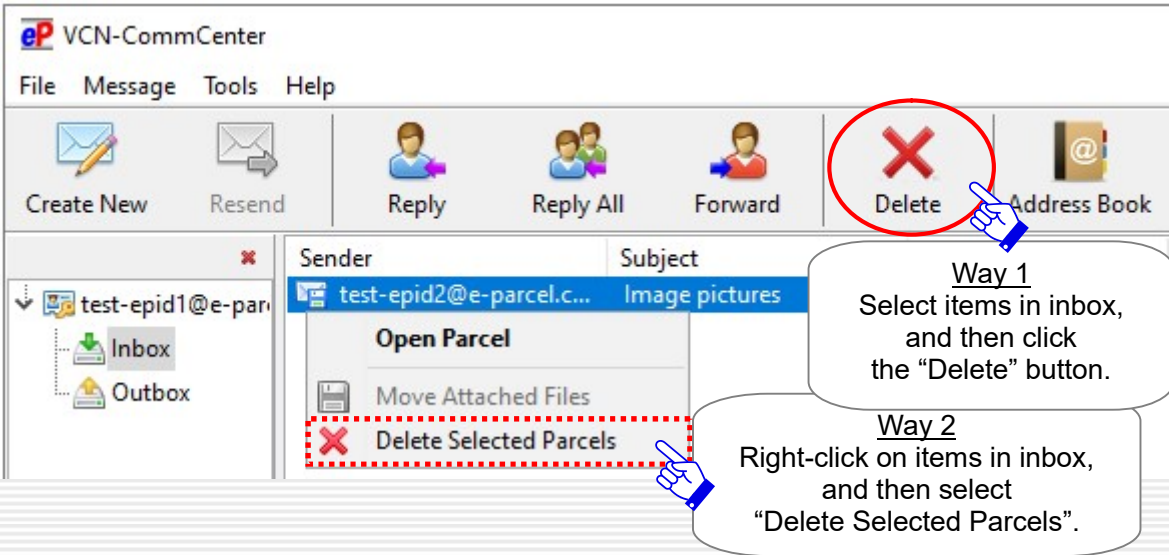
The “Delete” button for inbox items is invalidated until after delivery confirmed. (grayed-out effect)

*For your information: Despite the items deleted from inbox/outbox on application, Web pages for each user are available to just view the inbox/outbox histories recorded in the e-Parcel server for the selected period (until month before last or target date). Launch a computer, sign in Windows with a user account which you imported the e-Parcel client digital certificate in advance, and then access URL of “The e-Parcel Secure Enterprise - Web Browser” at <https://secure.e-parcel.ne.jp/>.

How to delete items from inbox

- Select items in inbox**, and then **click the “Delete” button** to execute.

***Caution: You cannot restore the deleted items to inbox after deleted. Therefore, be sure that you do not delete items from inbox before the attached files/folders moved.**



Way 1
Select items in inbox, and then click the “Delete” button.

Way 2
Right-click on items in inbox, and then select “Delete Selected Parcels”.
- When deleted, the items are disappeared from inbox and no longer restored.

*For your information: When recipients deleted items from inbox that show the status “Delivery Confirmed” (before “Item Opened” or “Item Moved”), the “Status” column of sender’s outbox is updated to “Item Deleted” automatically.

7 Address Book

As mentioned previously in the section “Create New Item”, you can select recipient’s e-Parcel ID (described as “address” in this manual below) from Address Book on Send Dialog as basic usage of e-Parcel VCN-CommCenter 8.0.

Furthermore, from the next page, how to make good use of the “Address Book” is explained with some useful functions as a tool for sending new items.

Open Address Book

How to open Address Book on VCN-CommCenter GUI

Way 1: Click the “Address Book” button.
Way 2: Select from menu “Tools” > “Address Book”.

The “Address Book” dialog will be opened.

Way 1
Click the “Address Book” button on VCN-CommCenter GUI

Way 2
Select from menu Tools > Address Book on VCN-CommCenter GUI

New address addition to Address Book

New address (e-Parcel ID) can be automatically or manually added to Address Book. By default, it is shown on both the “All Addresses” and “Favorites” lists at first.

•Automatically added upon sending and receiving

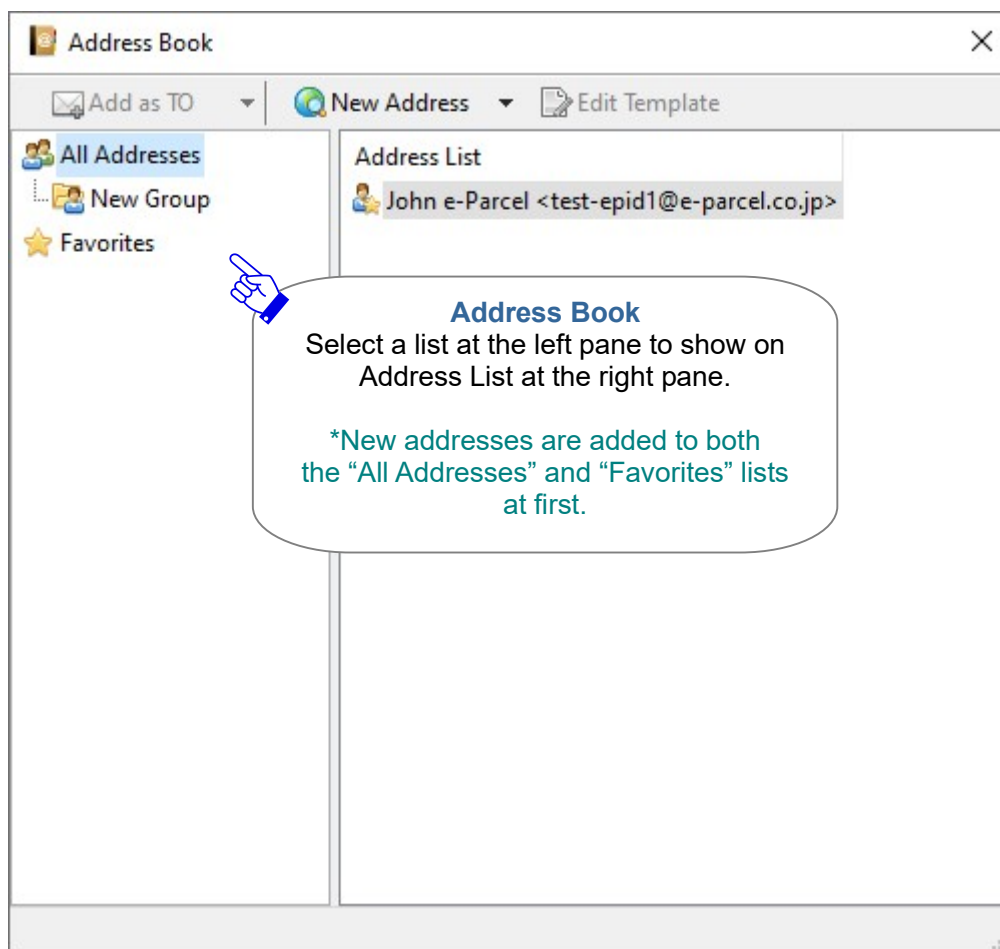
New addresses (e-Parcel ID) of the communication partners (senders, recipients) are **automatically added to Address Book upon sending and receiving items.**

When you received item

Sender’s new address (e-Parcel ID) is automatically added to Address Book.

When you sent item

Recipient’s new addresses (e-Parcel ID) input into the “TO”, “CC”, “BCC” fields are automatically added to Address Book.



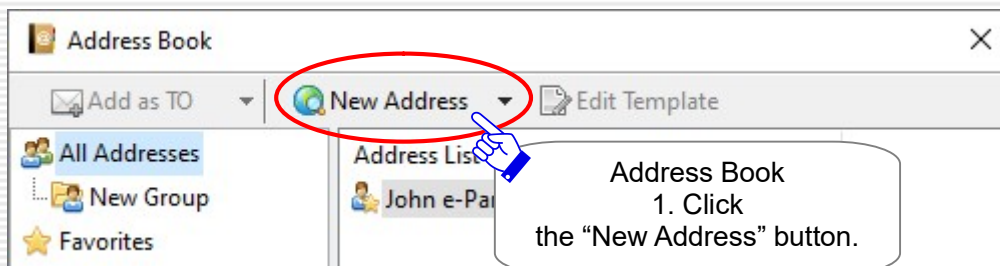
•Manually input into Address Book

New address (e-Parcel ID) also can be input direct into Address Book manually.

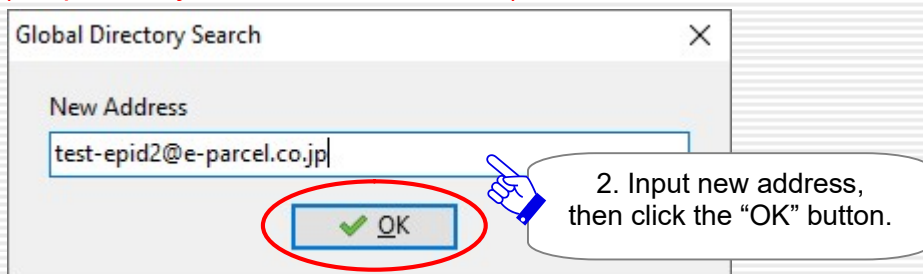
*Attention: VCN-CommCenter 8.0 requires the system status to be “Online” when you add new address. Because it will verify if new address (e-Parcel ID) is registered with the e-Parcel server.

How to add a new address to Address Book

1. Click the “New Address” button on Address Book.

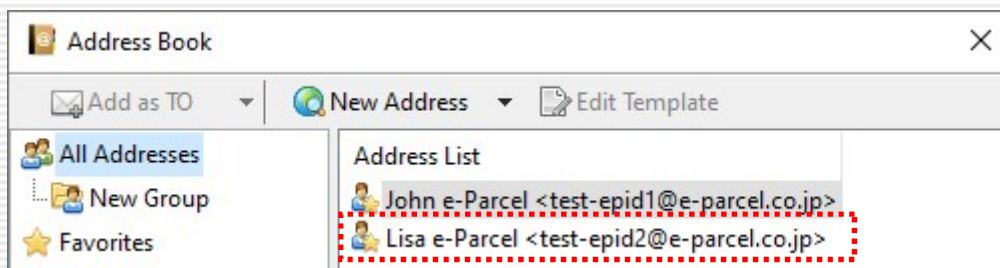


2. Input the registered e-Parcel ID into the “New Address” field, then click the “OK” button. (Required: system status is “Online”)



3. On Address Book, a new address is added to both the “All Addresses” and “Favorites” lists at first.

*Address Book automatically applies and displays User Name of User Information which is registered with the e-Parcel server.



3. New address is added.

About user name displayed on VCN-CommCenter (displayed on Address Book)

When e-Parcel ID is registered with the e-Parcel service, your company name, user name and etc. as User Information are also registered with the e-Parcel server. **This User Name of User Information registered is automatically applied and displayed on VCN-CommCenter GUI and Address Book.**

To edit User Name, the webpage for User Information is available to customers.

【For your reference】 How to view / edit User Name

To view / edit the User Information registered online is briefly explained below.

*For more details, refer to the “e-Parcel VCN-CommCenter 8.0 Users manual(General guide)”. (P75: Help > Online Manual)

1. Launch a computer and sign in Windows with a user account which you imported the e-Parcel client digital certificate in advance.

*Usually, you have completed to install your e-Parcel client digital certificate in Windows at the beginning of the software installation. If certificate installation needed, visit the URL of “The e-Parcel Secure Enterprise - Software Download Site” at <https://www.e-parcel.ne.jp/>
Select the “e-Parcel Enterprise Service Menu” webpage, click the “Download Client Certificate” button to login the site, and then follow STEP1~STEP5 on the webpages described to view / edit User Information.

2. Visit the URL of “The e-Parcel Secure Enterprise - Web Browser” at <https://secure.e-parcel.ne.jp/>
3. The e-Parcel site requires a certificate for authentication. Click to select your e-Parcel client digital certificate installed previously, then click the “OK” button.
4. “The e-Parcel Secure Enterprise - Web Browser” webpage is opened. Select the “User Info” menu, view and edit User Name etc. as the User Information registered with the e-Parcel server. To apply change, click the “Update” button.

After updated User Name of User Information on “The e-Parcel Secure Enterprise - Web Browser”, this change will be applied to VCN-CommCenter GUI (Address Book) by the same way as new address added as described in the previous section “New address addition to Address Book”. (It can be automatically or manually applied and displayed.)

Show on / Hide from Favorites list

On Address Book, a new address is added to both the “All Addresses” and “Favorites” lists at first. Addresses (e-Parcel ID) of the “Favorites” list especially can be shown on VCN-CommCenter GUI and Send Dialog to input addresses easily when creating new item.

You can change addresses to show on / hide from the “Favorites” list in Address Book.

Hide addresses from Favorites list

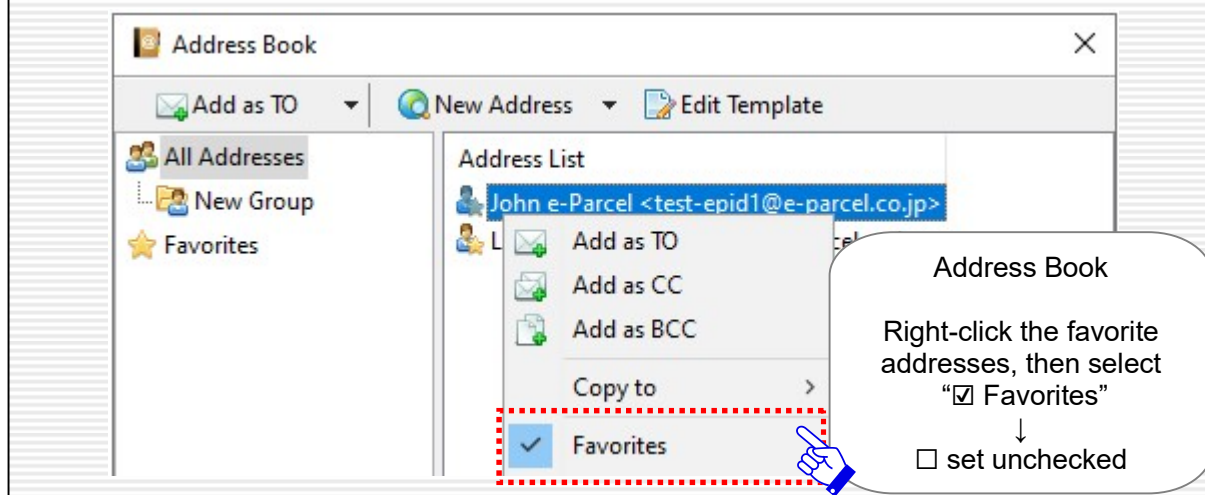
To hide the rare addresses from the “Favorites” list, use the menu in Address Book.

1. On Address Book, select the “All Addresses” list at the left pane to show the favorite addresses (icon with ★ Favorite mark) on Address List at the right pane.

*When Address Book opened for the first time after starting VCN-CommCenter 8.0, the “All addresses” list is shown on Address List by default.

*The “Favorites” and “Group” lists are also available to select for this operation.

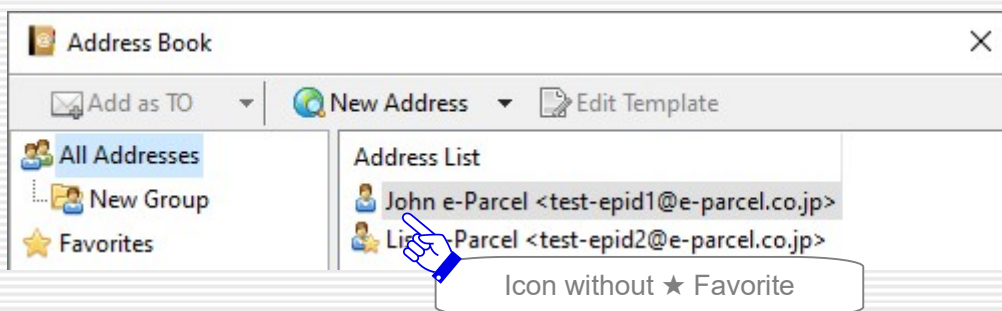
2. Right-click on the favorite addresses selected. On right click menu, the “Favorites” has been validated (set checked: show on by default).
3. At this point, **select the “Favorites” from right click menu**. Thus, it is invalidated (set unchecked: hide from). The specified addresses (icon without ★ Favorite mark) are hidden from the “Favorites” list.



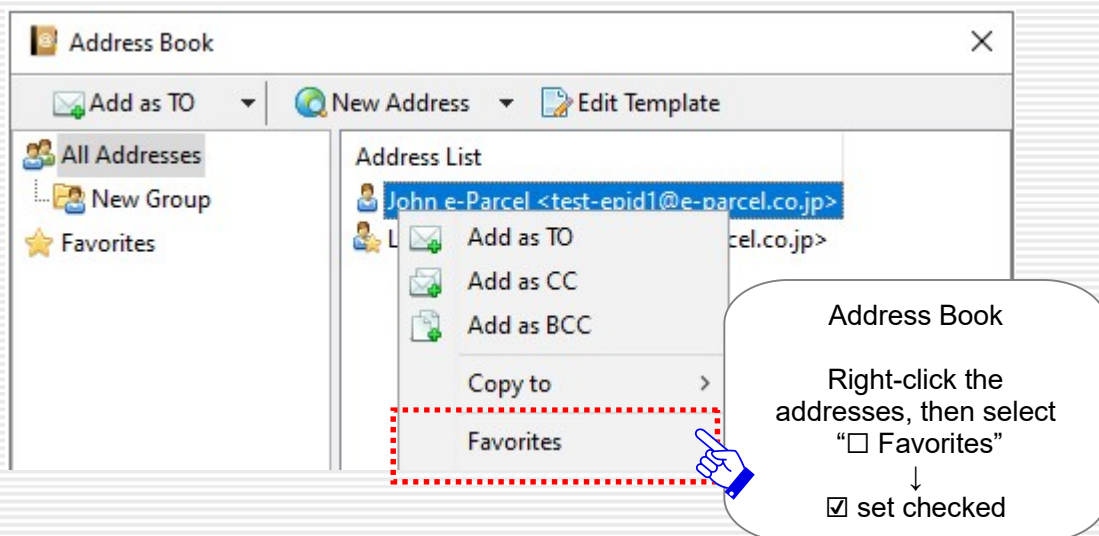
Show addresses on Favorites list

To restore the frequent addresses to show on the “Favorites” list, use the menu in Address Book.

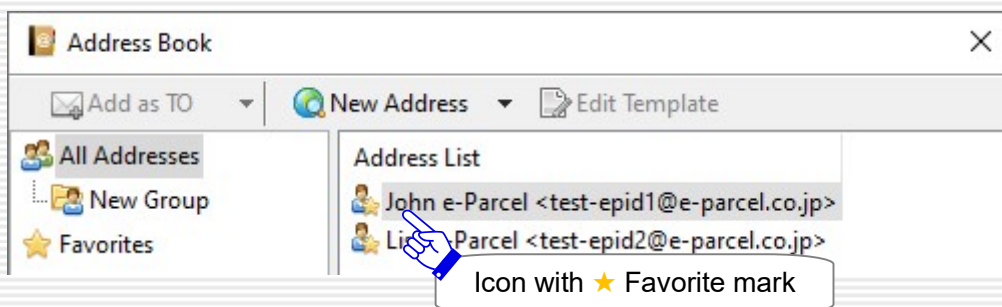
1. On Address Book, select the “All Addresses” list at the left pane to show the addresses (icon without ★ Favorite mark) on Address List at the right pane.



2. Right-click on the addresses selected. On right click menu, the “Favorites” has been invalidated (set unchecked: hide from).



3. At this point, **select the “Favorites” from right click menu**. Thus, it is validated (set checked: show on). The specified addresses (icon with ★ Favorite mark) are restored to show on the “Favorites” list.

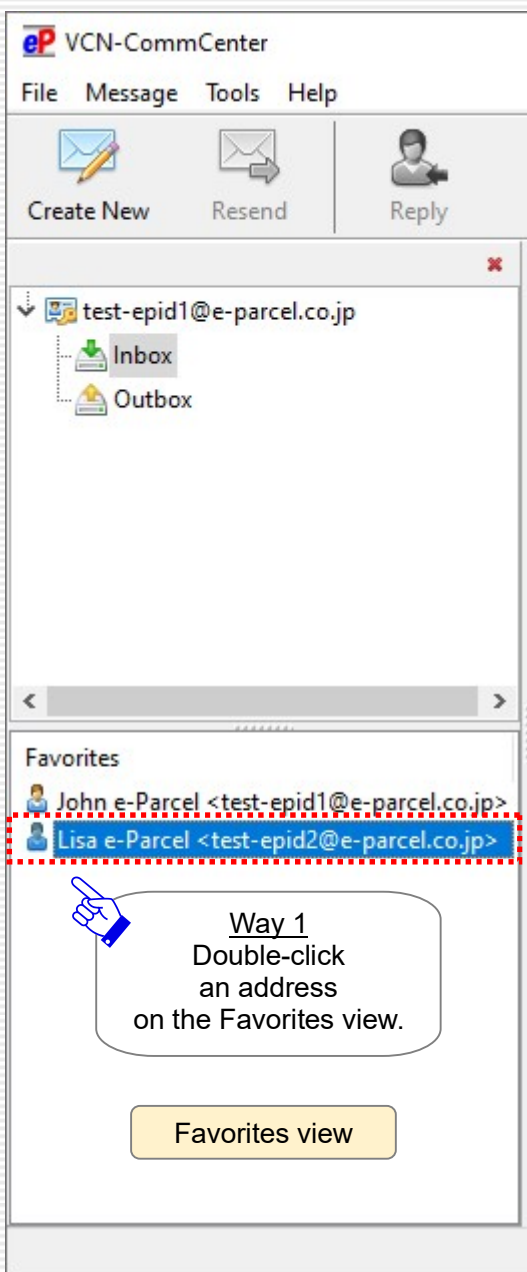


Use of Favorites list when creating new item

Addresses (e-Parcel ID) of the “Favorites” list in Address Book can be **shown on the “Favorites” view at the lower left of VCN-CommCenter GUI** and the **“TO”, “CC”, “BCC” fields of Send Dialog** to easily apply addresses to Send Dialog.

Select addresses from Favorites view

Before opening Send Dialog to create new item, you can easily select addresses from the **“Favorites” view at the lower left of VCN-CommCenter GUI**.



Way 1:

To add an address as **“TO”**,
Just double-click an address.

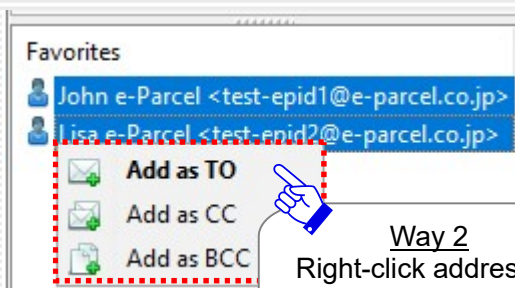
Thus, Send Dialog is opened with an address input into the **“TO”** field.

Way 2:

To add addresses as **“TO”, “CC”** or **“BCC”**,

Right-click on the selected addresses, then select **“Add as TO”, “Add as CC”** or **“Add as BCC”** from pull-down menu.

Thus, Send Dialog is opened with the addresses input into the **“TO”, “CC”** or **“BCC”** field.



Way 2

Right-click addresses on the Favorites view, then select **“Add as TO”**.

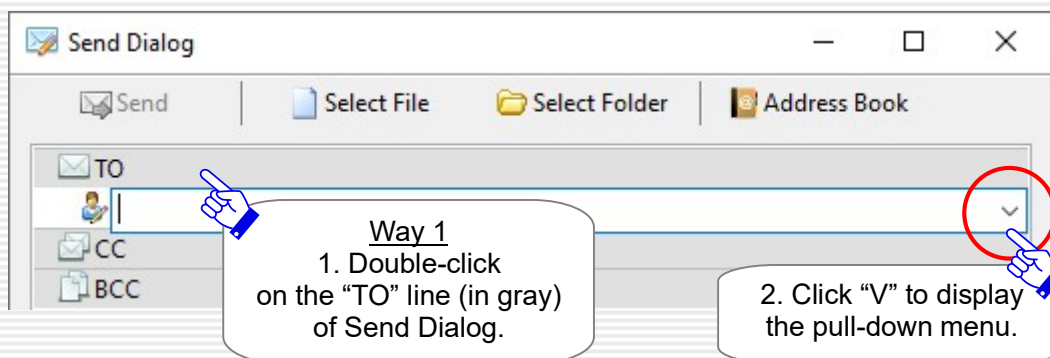
Select favorite addresses from Send Dialog

After Send Dialog opened by clicking the “Create New” button, you can select favorite addresses from **the “TO”, “CC”, “BCC” fields on Send Dialog.**

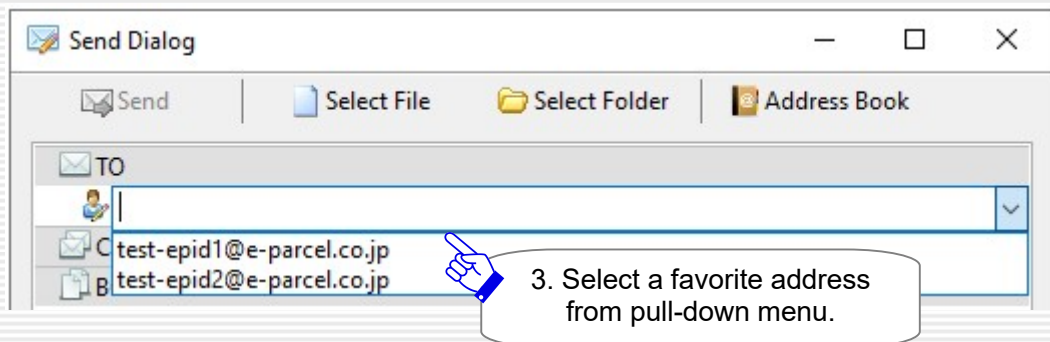
*In the case of input as “CC” “BCC”, operate the same procedures as input as “TO” below.

Way 1: To input addresses as “TO” from pull-down menu

1. Double-click on the “To” line (in gray) of Send Dialog. It turns on text cursor blinking in the “TO” input field.
2. Click “V” at the right side of the “TO” input field to display the pull-down menu.

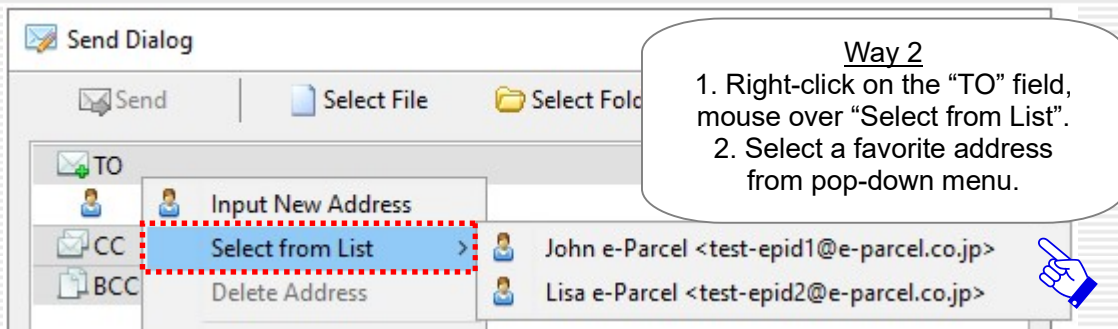


3. The pull-down menu displays the “Favorites” list of Address Book. Select a favorite address from pull-down menu to input as “TO”.



Way 2: To input addresses as “TO” from right click menu

1. Right-click on the “To” field of Send Dialog, mouse over “Select from List”.
2. The pop-down menu displays the “Favorites” list of Address Book. Select a favorite address from pop-down menu to input as “TO”.



Edit / Apply Template

Address Book provides the Template function. You can **edit template (subject and message)** in advance for each address (e-Parcel ID), then easily **apply to Send Dialog** when creating new item.

Using the template effectively, labor for inputting the same subject and message as before can be saved in the case of periodically sending to the frequent addresses.

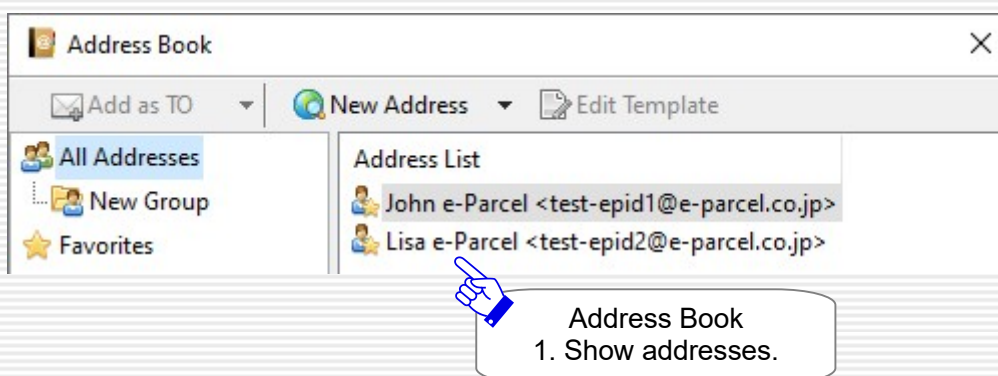
Edit Template (Create / Save)

Each address (e-Parcel ID) can create and save one template in Address Book.

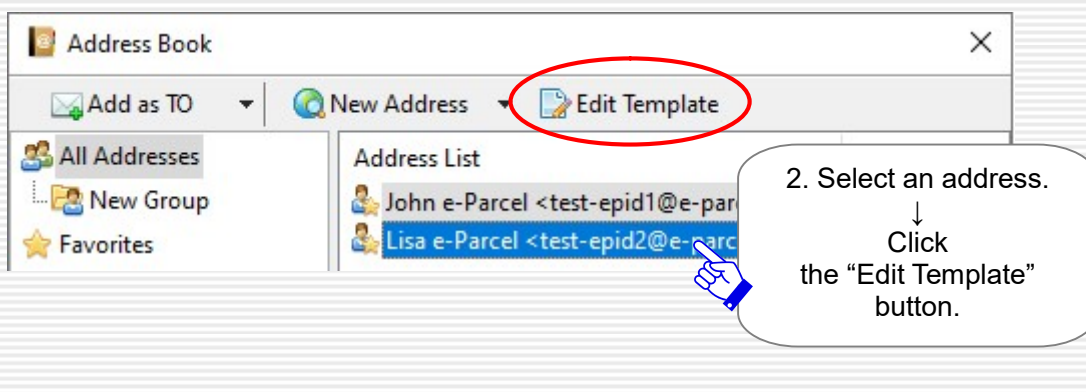
1. On Address Book, select the “All Addresses” list at the left pane to show addresses on Address List at the right pane.

*When Address Book opened for the first time after starting VCN-CommCenter 8.0, the “All addresses” list is shown on Address List by default.

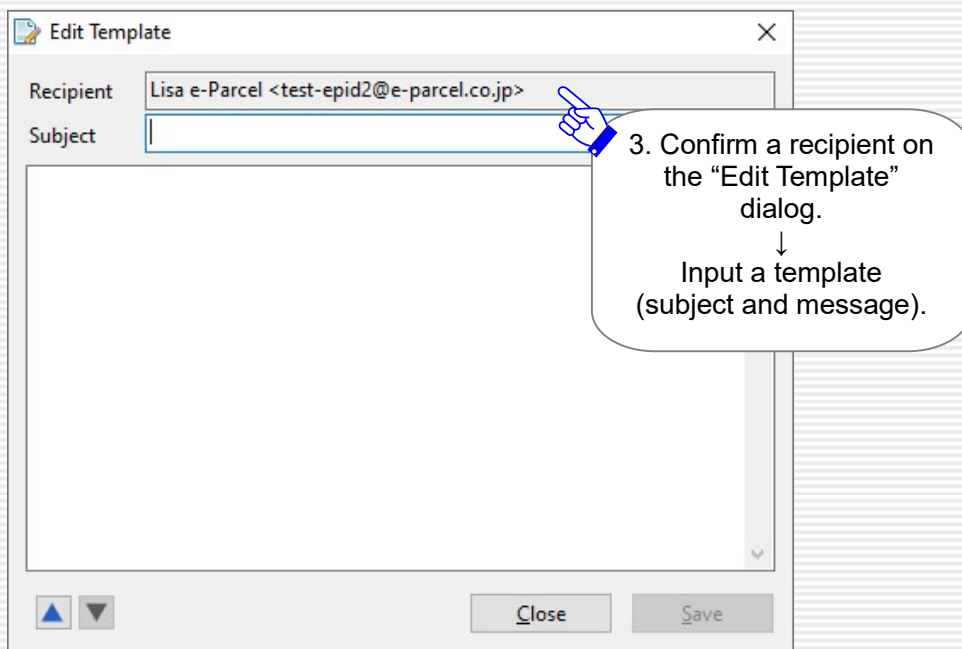
*The “Favorites” and “Group” lists are also available to select for this operation.



2. The “Edit Template” button is validated (in color) by selecting an address on Address List at the right pane. Click the “Edit Template” button.



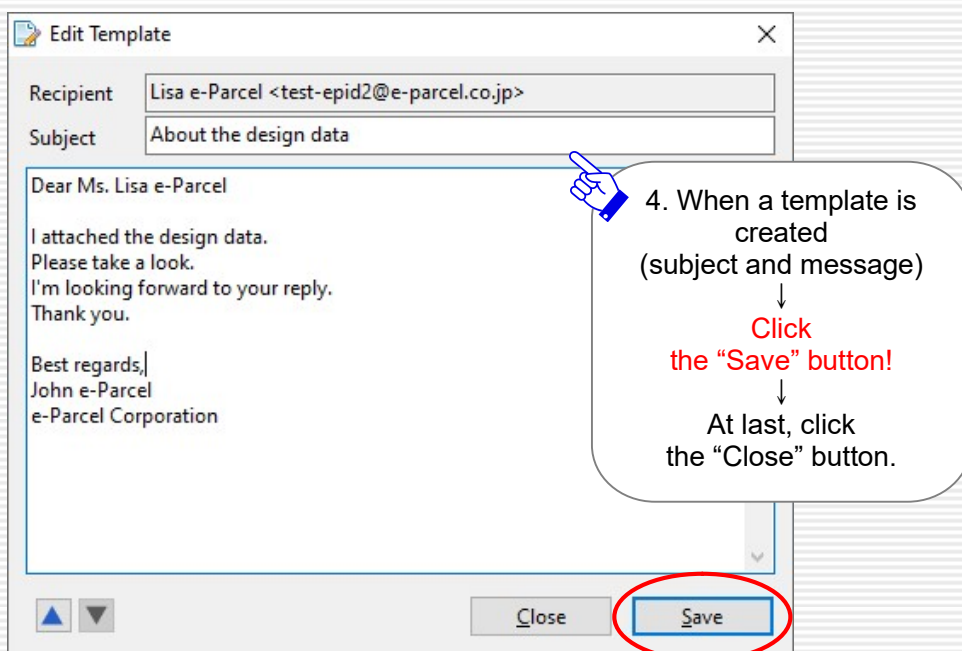
3. The “Edit Template” dialog is opened. Confirm name <e-Parcel ID> in the “Recipient” field, then **input Subject and Message** to edit a template.



4. Please be sure to **click the “Save” button after you edit a template**. To close the “Edit Template” dialog, click the “Close” button when finished.

*Note that you must save a template before switching to another recipient on the “Edit Template” dialog.

*To switch recipients on the “Edit Template” dialog, click either ▲ ▼ button validated (in color) at the bottom left of the dialog. If there is no more address as a recipient to show, both or either ▲ ▼ button might be invalidated (grayed-out effect).



Apply Template to Send Dialog

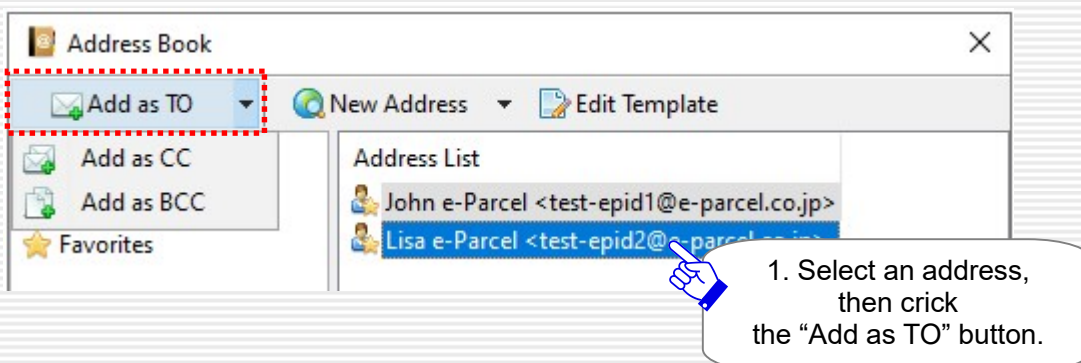
After edited a template for an address (e-Parcel ID), you can **easily apply a template (subject and message) to Send Dialog** when creating new item.

1. **To input an address with the edited template as “TO” on Send Dialog**, take either way as described previously.

*In the case of input as “CC” “BCC”, operate the same procedures as input as “TO” below.

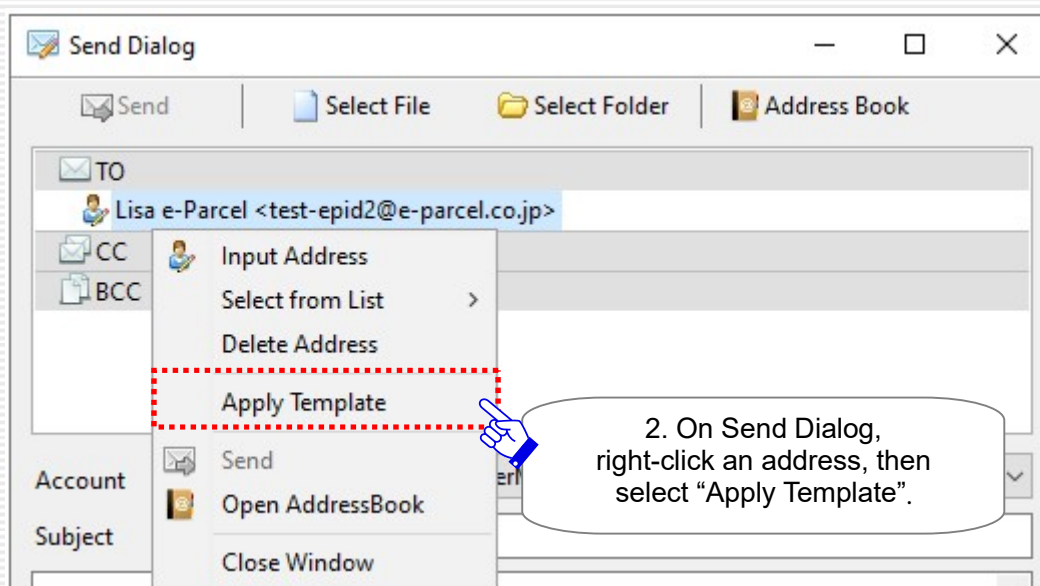
For example, when Address Book opened, select an address from Address List at the right pane, then click the “Add as TO” button.

*When you select multiple addresses and apply a template, select them including at least one address with the edited template.



2. **Right-click an address** in the “To” input field of Send Dialog, then **select “Apply Template”** from pull-down menu.

*The “Apply Template” on right click menu for an address is invalidated (grayed-out effect) until after you edit a template.

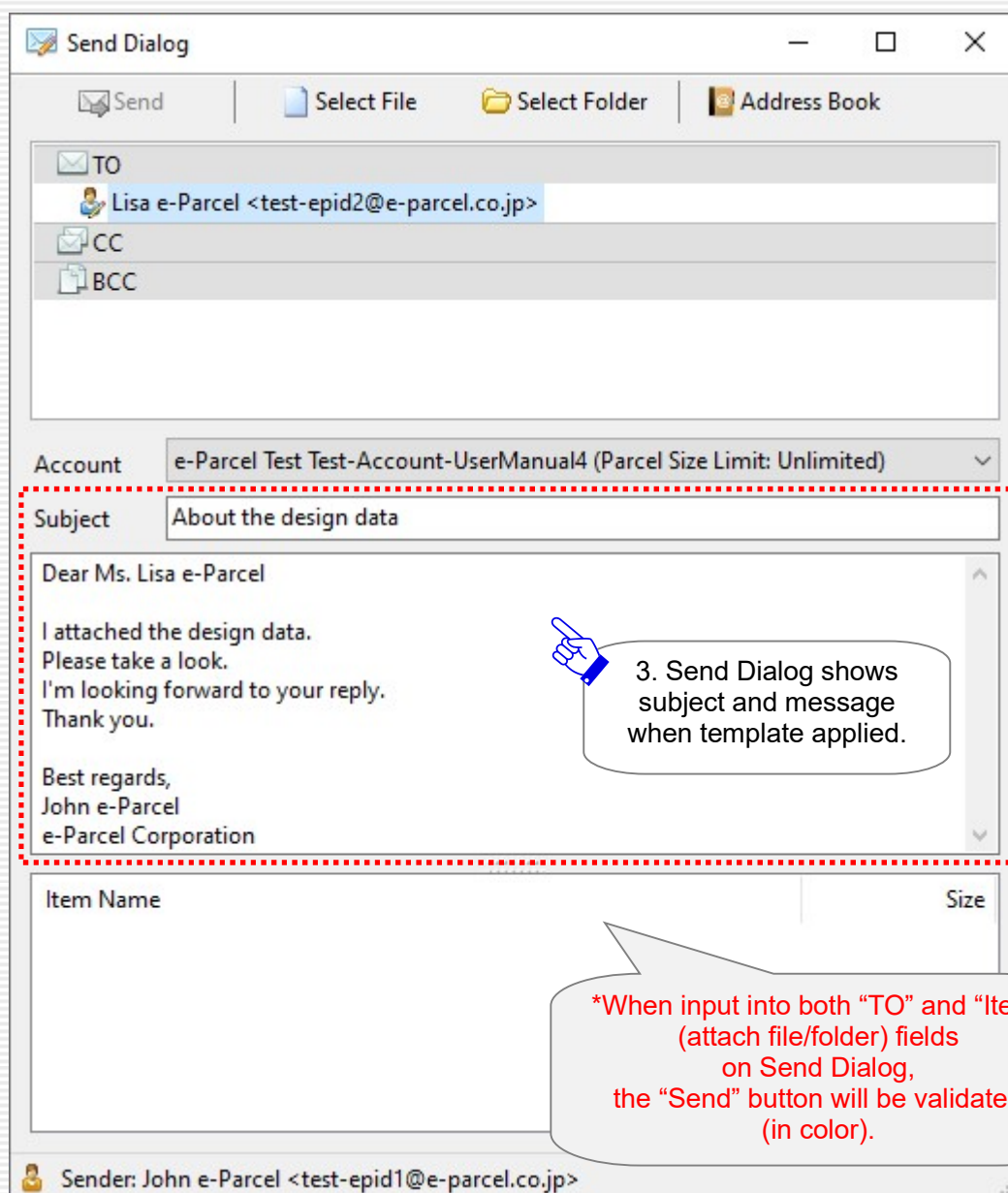


3. When a template for an address is applied, Send Dialog shows subject and message which you saved on the “Edit Template” dialog of Address Book .

*After template applied, you may edit subject and message for an item as appropriate.

*After template applied, to apply another template for one of the input addresses as recipients, right-click another address and select “Apply Template” from pull-down menu as before. The existing template is overwritten with another on Send Dialog.

To send new item, when input into both “TO” and “Item” (attach file/folder) fields on Send Dialog, the “Send” button will be validated (in color).



8 User Configuration

This section briefly introduces User Configuration provided for each e-Parcel ID which you set up to e-Parcel VCN-CommCenter 8.0. It includes the significant settings related to your network environment.

*For your information: Multiple e-Parcel ID (client digital certificate) are available to set up to e-Parcel VCN-CommCenter 8.0 in a computer.

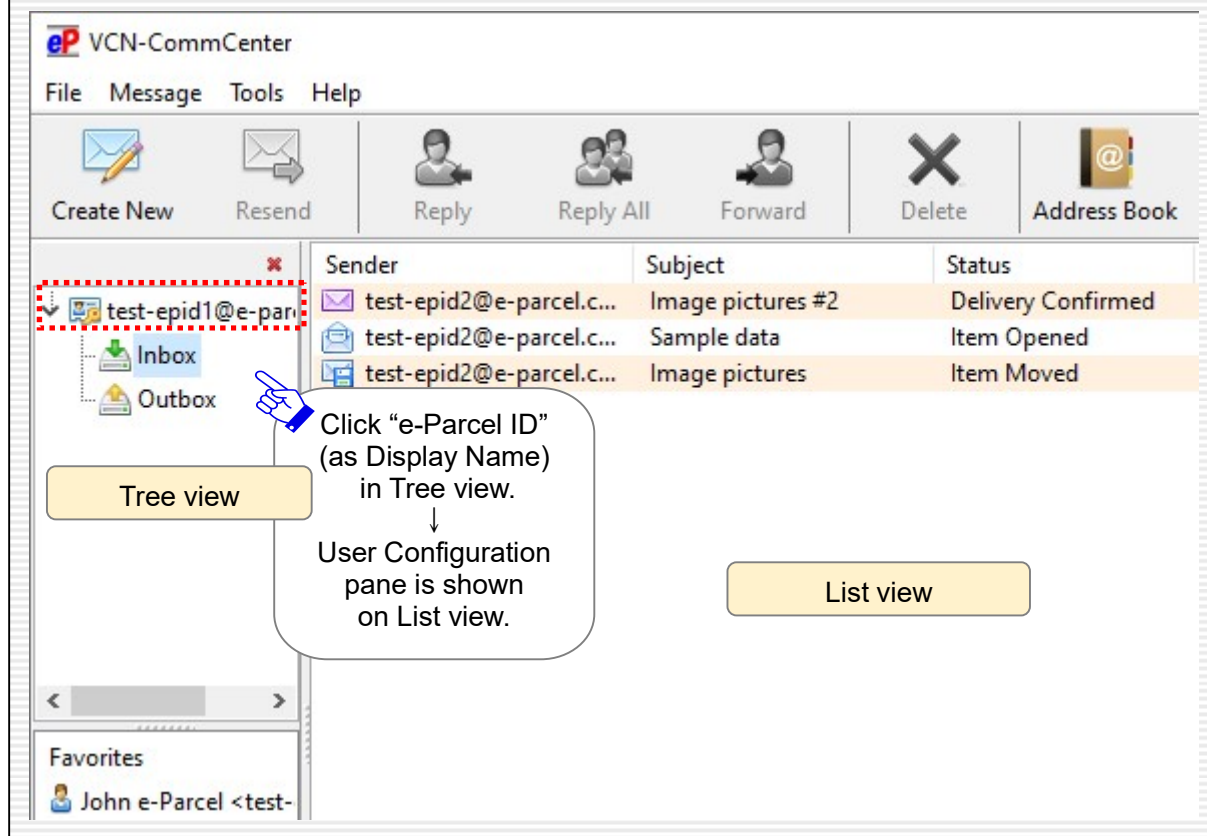
Show User Configuration

How to show User Configuration on VCN-CommCenter GUI

Folder tree by each e-Parcel ID is displayed in **Tree view** at the upper left pane of VCN-CommCenter GUI. To show the “User Configuration” pane, **click “e-Parcel ID” (as Display Name) displayed at the top of a folder tree.**

([User Configuration] Display Name: e-Parcel ID displayed by default)

The “User Configuration” pane for the current e-Parcel ID will be shown on List view at the right pane of VCN-CommCenter GUI. (Refer to the next page.)



As described in the previous page, the **“User Configuration”** pane for the current **e-Parcel ID** is shown on List view at the right pane of VCN-CommCenter GUI.

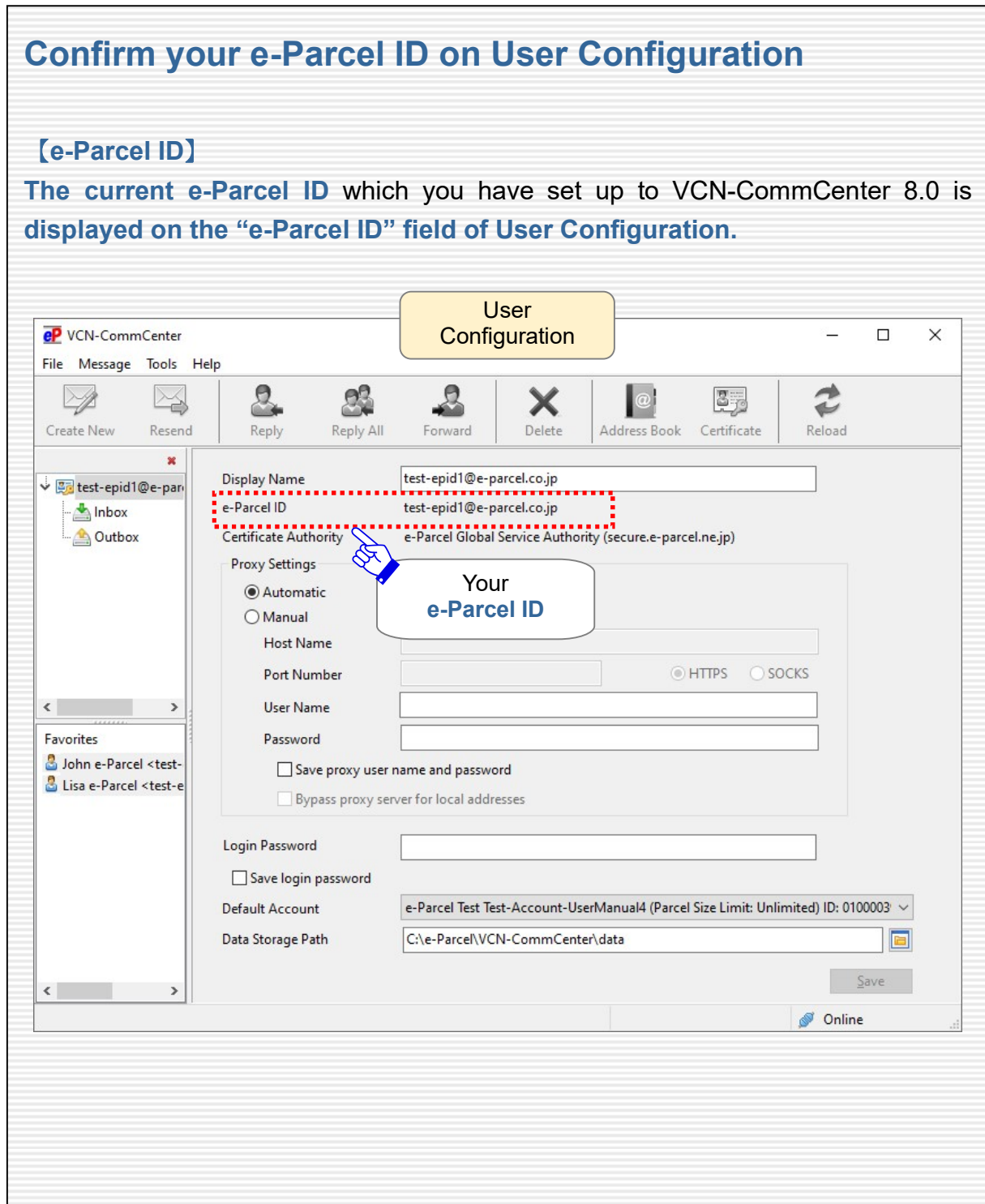
*For more details about configuring and operating e-Parcel VCN-CommCenter 8.0, refer to Users manual (General guide). (P75: Help > Online Manual)

Confirm your e-Parcel ID

Confirm your e-Parcel ID on User Configuration

[e-Parcel ID]

The current e-Parcel ID which you have set up to VCN-CommCenter 8.0 is displayed on the **“e-Parcel ID”** field of User Configuration.



Confirm your Proxy Settings

By default, when auto-setup upon installation for e-Parcel VCN-CommCenter 8.0, it **automatically detects** the e-Parcel client digital certificate imported to Windows and **your computer's proxy settings** to set up Internet connection.

Confirm your proxy settings on User Configuration

Your computer's proxy settings detected automatically are displayed on the "Proxy Settings" fields of User Configuration.

[Proxy Settings]

The initial choice "Automatic" proxy setting (*Recommended)

VCN-CommCenter 8.0 attempts to automatically detect your computer's proxy settings (Windows) upon starting VCN-CommCenter 8.0, auto-setup or etc.

*If you are not sure of your computer's proxy settings and the proxy credentials (user name and password), contact your network administrator to obtain the correct information.

Proxy Settings

Automatic
 Manual

Host Name: proxy.https.local

Port Number: 8080

User Name: proxy-user-123

Password: *****

HTTPS SOCKS

Save proxy user name and password
 Bypass proxy server for local addresses

User Configuration
Proxy Settings
 ("Automatic" by default)

[Host Name, Port Number]
 Your computer's proxy settings (P68) detected automatically are displayed.

Proxy authentication (P71)
 [User Name, Password]

If your proxy server requires user authentication, the "Proxy Authentication Required" dialog may appear upon starting software, auto-setup etc.
 The proxy User Name & Password are displayed when you input for proxy authentication.
 (In case of NTLM or Integrated Windows Authentication, leave blank in the proxy User Name & Password.)
 *Because Windows Single Sign On function will work to automatically apply Windows user account name and password for proxy authentication.

Proxy Settings [Automatic]:

Automatic detection of your computer's proxy settings

As described in the previous page, when the initial choice “Automatic” proxy setting, VCN-CommCenter 8.0 attempts to **automatically detect your computer's proxy settings (Windows)** upon starting software, auto-setup or etc.

For your reference, to open your computer's proxy settings using the Windows interface is briefly explained as follows.

[For your reference]

How to open your computer's proxy settings (Windows)

*For more information, get help out of Windows.

1. Select from Windows “Start” menu > W > Windows System > Control Panel > Network and Internet > Internet Options.
2. The “Internet Properties” dialog is opened.
On the “Connections” tab, under the “Local Area Network (LAN) settings”, click the “LAN settings” button.
3. The “Local Area Network (LAN) Settings” dialog is opened.
Confirm the “Proxy server” settings of your computer.

[How to open your computer's proxy settings using Microsoft Edge]

Launch Microsoft Edge. On toolbar at the upper-right, click [...] (Settings and more), then select “Settings” (gear icon) from the drop-down menu. New tab “Settings” is opened. Select “System and performance” at the left pane, under “System” at the right pane, click “Open your computer's proxy settings”. The “Proxy” dialog is opened.

*If you are not sure of your computer's proxy settings and the proxy credentials (user name and password), contact your network administrator to obtain the correct information.

Allow SSL connections to the e-Parcel service domains

If system status “Offline” or out of working

If system status “Offline”, out of working in the e-Parcel client software, access frailer to the e-Parcel Web Browser URL: <https://secure.e-parcel.ne.jp/> by the browser applications in your computer in spite of certificate installation completed or etc., the common problems are as follows. **These problems often occur under the influence of change of your proxy server settings or addition of applications for security measures. SSL connections to the e-Parcel service domains might be restricted or analyzed in your network environment.** At first, would you please consult your network administrator to confirm SSL connections to the e-Parcel service domains in your network environment?

If your computer or network environment (the proxy server, firewall, any applications for security measures or etc.) have any access control such as block or analysis of SSL connections, please be sure the network settings as below.

[Attention]

You need to allow (exclude from target) SSL connections to the e-Parcel service domains.

If your computer or network environment (the proxy server, firewall, any applications for security measures or etc.) have any access control such as block or analysis of SSL connections, you need to **allow (exclude from target)** HTTPS protocol communications [Port=443] to the e-Parcel service domains below.

[The e-Parcel service domains]

`https://*.e-parcel.ne.jp`

`https://*.e-parcel.com`

The wildcard domain: The asterisk mark [] would be replaced with name of multiple servers via the e-Parcel service.

*If you are not clear about that, please consult your network administrator to modify the network settings.

If your computer's proxy settings are changed

After your computer's proxy settings (Windows) would be changed (P68), you also have to reflect this change to e-Parcel VCN-CommCenter 8.0 as follows.

1. When the initial choice "Automatic" proxy setting (P67), restart e-Parcel VCN-CommCenter 8.0 to automatically detect your computer's new proxy settings.

[How to restart software]

- 1) Select from menu "File" > "Exit" on VCN-CommCenter GUI to shut it down.
- 2) Double-click the "e-Parcel 8.0" shortcut icon on the desktop to restart it.

*In the case of the "Manual" proxy setting, input this change into the "Proxy Settings" fields of User Configuration, then click the "Save" button.

If you are not sure of your computer's proxy settings and the proxy credentials (user name and password), contact your network administrator to obtain the correct information.

2. If your proxy server requires user authentication (in the case of the proxy credentials changed), the "Proxy Authentication Required" dialog may appear upon restarting software depending on the proxy authentication methods. The details of proxy authentication can be found in the next page.

*In addition, when your proxy credentials (user name and password) are automatically and correctly applied or when your proxy credentials (user name and password) have been saved in software, the "Proxy Authentication Required" dialog won't appear.

3. After restating software, your new proxy server settings detected automatically are displayed on the "Proxy Settings" fields of User Configuration.

At last, confirm that the system status "Online" is shown on the bottom-right of VCN-CommCenter GUI.

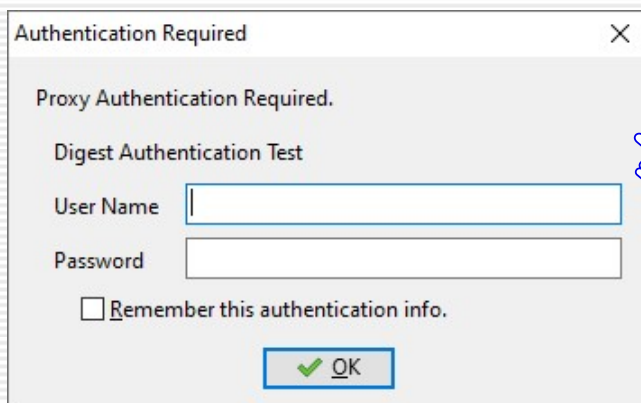
*Common problems If system status "Offline" or out of working

These problems often occur under the influence of change of your proxy server settings or addition of applications for security measures. SSL connections to the e-Parcel service domains might be restricted or analyzed in your network environment. You need to allow (exclude from target) HTTPS protocol communications [Port=443] to the e-Parcel service domains as of [https://*.e-parcel.ne.jp] and [https://*.e-parcel.com]. For mor details, refer to the previous page.

*If you are not clear about that, please consult your network administrator to modify the network settings.

If proxy authentication is required

If your proxy server requires user authentication (in the case of the proxy credentials changed), the "Proxy Authentication Required" dialog may appear upon starting e-Parcel VCN-CommCenter 8.0, auto-setup or etc. Take either one below depending on the proxy authentication methods.



Authentication Required dialog is appeared when your proxy server requires user authentication.

↓

It depends on proxy authentication methods. For example, if using NTLM or Integrated Windows Authentication, leave blank in User Name and Password, then click OK.

↓

[In the case of NTLM Authentication or Integrated Windows Authentication]

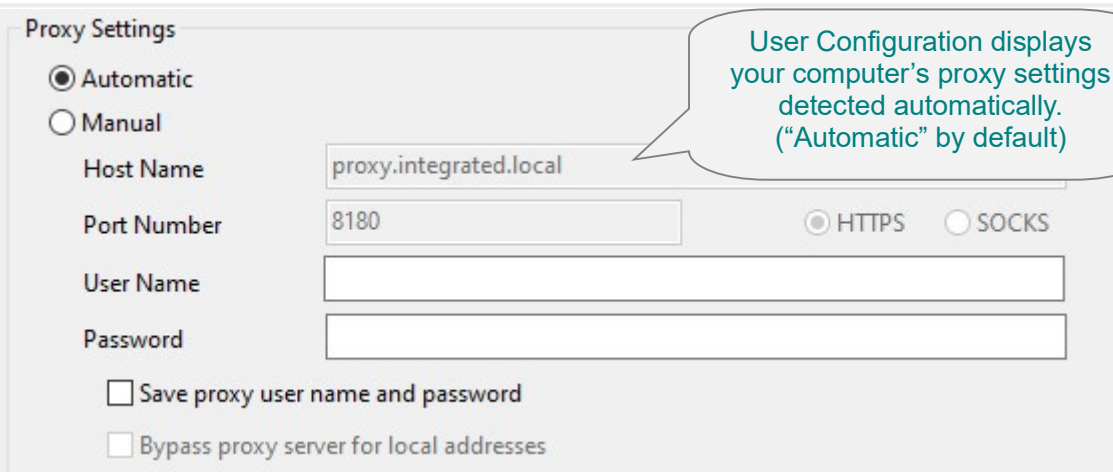
Leave blank in the proxy credentials (User name, Password, Checkbox "Remember this..."). Then, click the "OK" button.

*Because when it is not given any proxy credentials, Windows Single Sign On function will work to automatically apply Windows user account name and password for proxy authentication.

[In the cases of the other authentication methods than the above]

Input the proxy credentials (User name, Password), then click the "OK" button to authenticate.

*If you are not sure of the proxy credentials, please contact your network administrator.



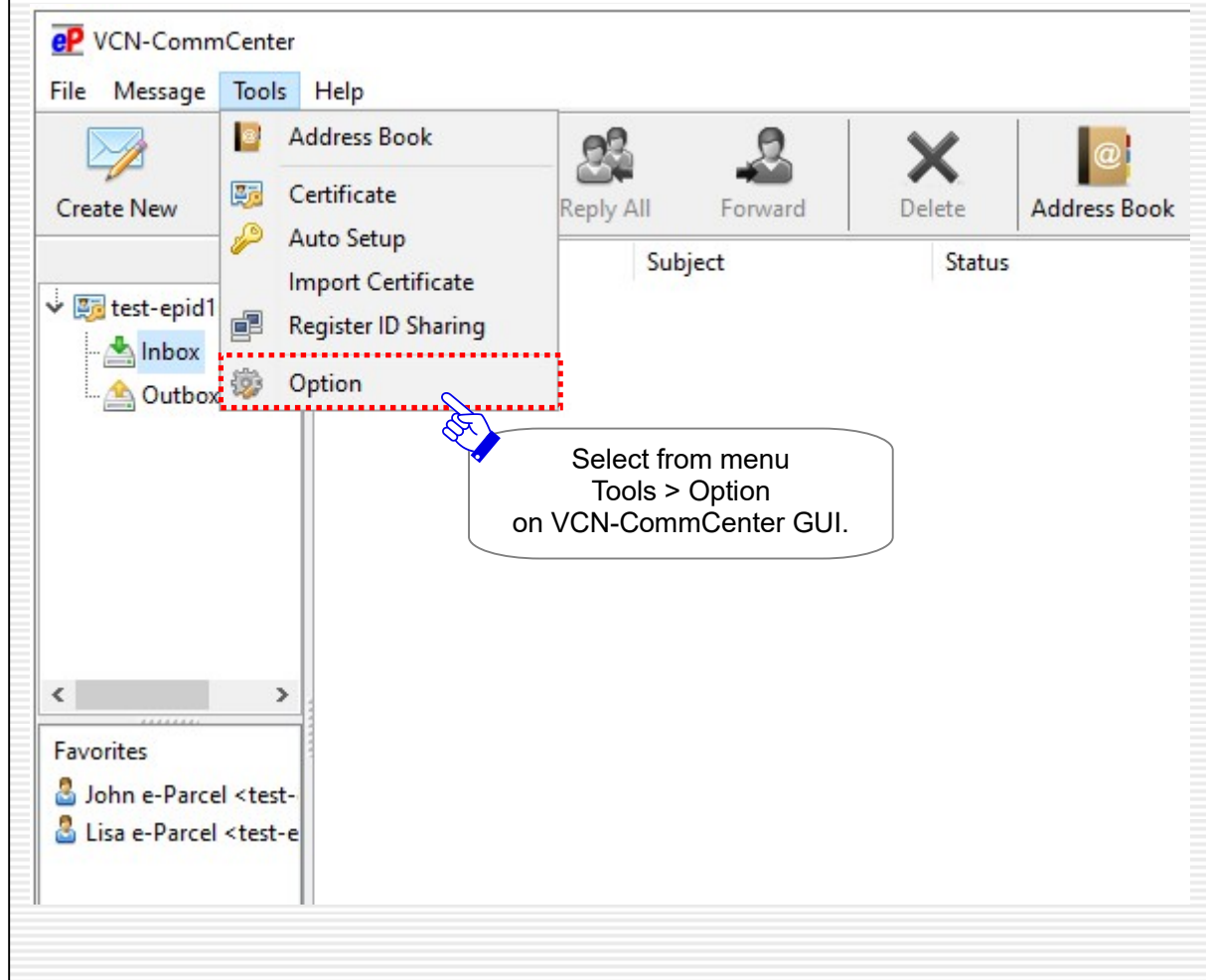
9 Option Configuration

This section briefly introduces Option Configuration for the optimal performance when using e-Parcel VCN-CommCenter 8.0 in your computer. The following descriptions will guide you in the “Option Config” dialog to customize as necessary.

Open Option Config dialog

How to open Option Config dialog

Select from menu “Tools” > “Option” on VCN-CommCenter GUI.
The “Option Config” dialog will be opened. (Refer to the next page.)



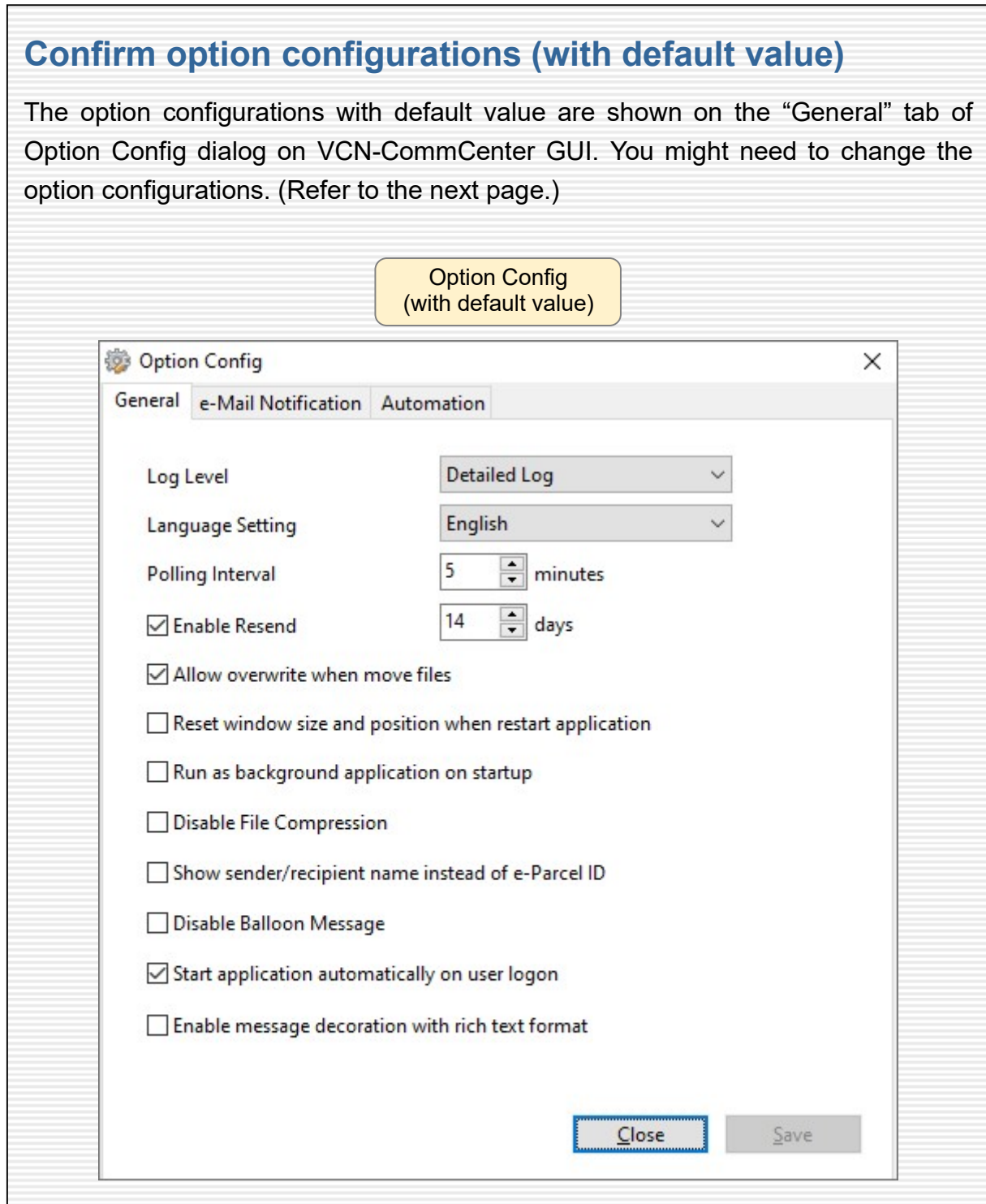
As described in the previous page, the **“Option Config”** dialog is opened on VCN-CommCenter GUI.

*For more details about configuring and operating e-Parcel VCN-CommCenter 8.0, refer to Users manual (General guide). (P75: Help > Online Manual)

General tab of Option Config dialog

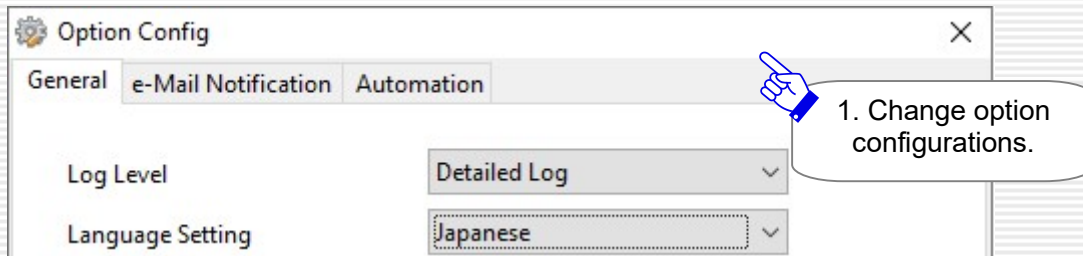
Confirm option configurations (with default value)

The option configurations with default value are shown on the “General” tab of Option Config dialog on VCN-CommCenter GUI. You might need to change the option configurations. (Refer to the next page.)



Change option configurations

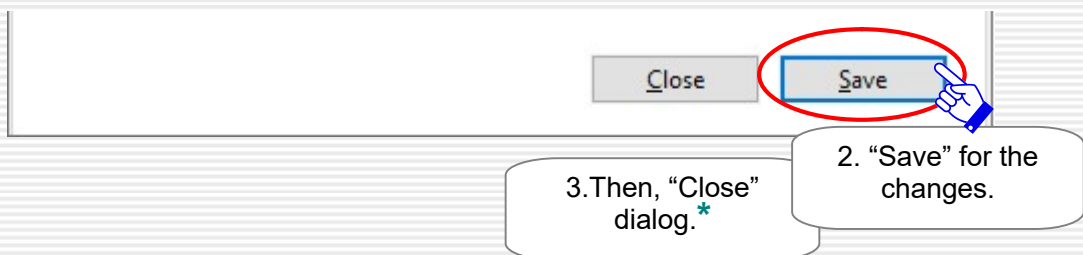
1. On General tab of Option Config dialog, change the option configurations as necessary.



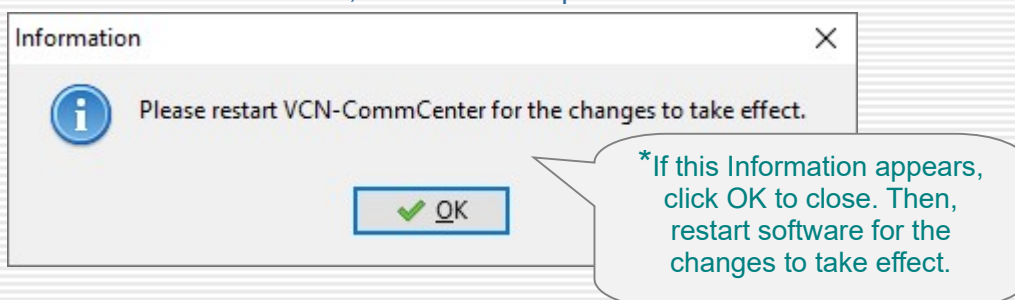
2. When any of option configurations are changed, the “Save” button is validated.

Click the “Save” button for the changes.

***Attention: Administrative privilege is required to change the “Language Setting”** for display of VCN-CommCenter GUI. The “User Account Control (UAC)” dialog appears to save. In the case of sign in Windows with an administrator account, click the “Yes” button. Or, in the case of sign in Windows with a standard account without the administrative privilege, input administrator ID (Windows account name) and password.



***Some of option configurations requires to restart software for the changes to take effect.** If the Information dialog as below appears upon clicking the “save” button, click the “OK” button to close. Then, follow the next procedures to restart software.



3. **Click the “Close” button** to exit Option Config.

***In the above case of required to restart software upon clicking the “save” button, the changes won’t take effect until after you restart software.**

[How to restart software]

- 1) Select from menu “File” > “Exit” on VCN-CommCenter GUI to shut it down.
- 2) Double-click the “e-Parcel 8.0” shortcut icon on the desktop to restart it.

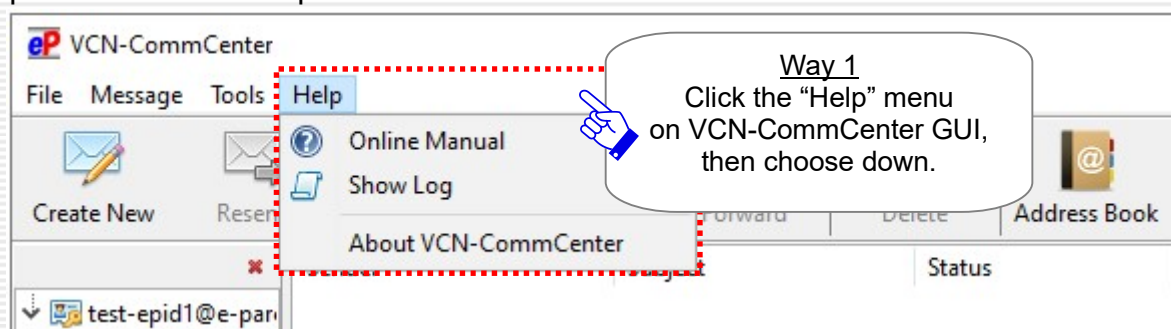


The “Help” menu on e-Parcel VCN-CommCenter 8.0 enables users to show online manuals, application log and product information about VCN-CommCenter (product name, version, about e-Parcel corporation).

Open Help menu

You can open the “Help” menu in any of the following two ways.

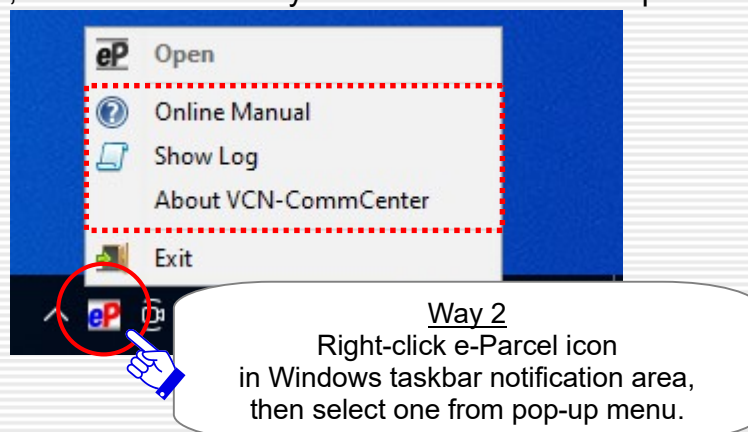
Way 1. To open from menu of VCN-CommCenter,
 Click the “Help” menu on VCN-CommCenter GUI, then choose down from the pull-down menu to open it.



Way 2. To open from menu of icon in Windows notification area,
 The e-Parcel icon (e-Parcel CommCenter 8.0) is shown in Windows taskbar notification area (at the bottom right of Windows) while e-Parcel VCN-CommCenter 8.0 is running.

*Refer to P9 Show icon in Windows taskbar notification area

Right-click the e-Parcel icon in Windows taskbar notification area to display the pop-up menu, and then select any of the three menus to open it.

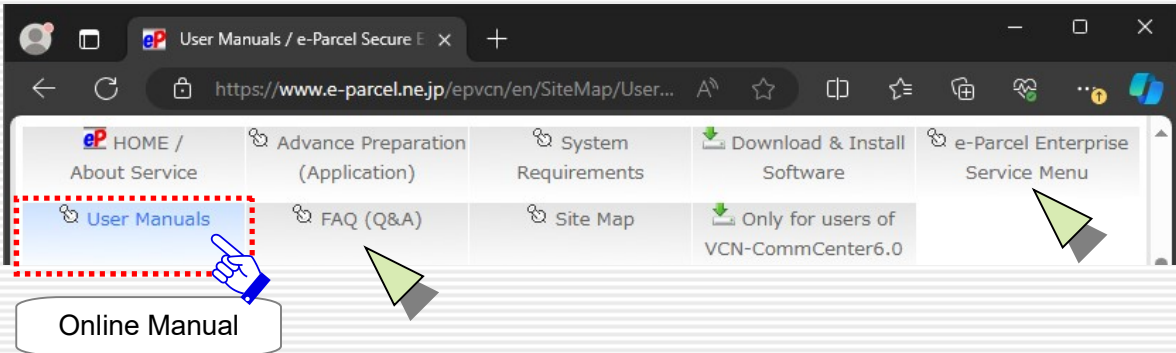


Online Manual

When the menu “Help” > “Online Manual” on VCN-CommCenter GUI is selected, **the User Manuals providing webpage** of the e-Parcel software download site below **is opened** on your browser application.

In addition, the webpages for users to request password, inquire of frequently asked questions (Q&A) and etc. also can be found in the website below.

[The e-Parcel Secure Enterprise - Software Download Site]
 URL : <https://www.e-parcel.ne.jp/>



- **The “User Manuals” providing webpage of the above website**
Downloads of Online User Manuals (PDF format) are available from the “User Manuals” webpage. The Installation manual and the Startup Guide are provided for the beginners. For more details about configuring and operating e-Parcel VCN-CommCenter 8.0, refer to the Users manual (General guide).
- **The “FAQ (Q&A)” webpage of the above website**
 The “FAQ (Q&A)” webpage has been placed in response to **the frequent inquiries and requests** from users. For example, the operating procedures are helpfully introduced when replacing your computer using the e-Parcel software, when allowing SSL connection to the e-Parcel service domains, when reviewing your computer and network environment while the system status “Offline” or etc.
- **The “e-Parcel Enterprise Service Menu” webpage of the above website**
The following three function buttons provide quick access to the webpages for users of the e-Parcel Secure Data Delivery Service - Enterprise Software.
 - **Request Password:** To be notified of password online
 - **Download Client Certificate:** To re-download e-Parcel client digital certificate
 - **e-Parcel Web Browser** URL: <https://secure.e-parcel.ne.jp/>
 *To access “e-Parcel Web Browser” site, you are required to install the e-Parcel client digital certificate into Windows in advance. (Usually, you have done with software installation.)
 To view / edit user info, change password, inquire into inbox / outbox histories

Show Log / Export Log

When the menu “Help” > “Show Log” on VCN-CommCenter GUI is selected, the “Application Log” dialog is opened on VCN-CommCenter 8.0.

The “Application Log” dialog enables our customers to show and export (save) the application message logs which were output by e-Parcel VCN-CommCenter 8.0.

Application Log dialog

When technical inquiries or troubleshooting, emailing your log files to us might be helpful for our investigation of the causes. If necessary, show log of the pertinent date to the occurrence, then export (save) a log file to a folder in your computer.

● **Current Log:** It is shown when the “Application Log” dialog is opened.

*Current log file name: vcnccl.log

● **Archive Log:** It is shown when you select a log file from the archives.

*Archive log file name: vcnccl+yyyymmdd.log OR vcnccl-yyyymmdd.log

(P72 [Option Config] Log Level: Detailed Log by default *a current log file is archived once a week.)

The screenshot shows the 'Application Log' dialog box with three tabs: 'Current Log' (highlighted in red), 'Export Log', and 'Archives'. The main area displays a list of log entries with timestamps and system messages. Three callout boxes provide instructions: 1. '[Show Current Log]' points to the 'Current Log' tab, stating that a current log file is shown when the dialog is opened and that the 'Current Log' button reloads the file. 2. '[Export Log]' points to the 'Export Log' button, instructing the user to click it to show logs for export, then select a folder and click 'Save'. 3. '[Show Archives]' points to the 'Archives' icon, instructing the user to click it to show archive logs, select a file, and that the icon will be validated in color after the first archive.

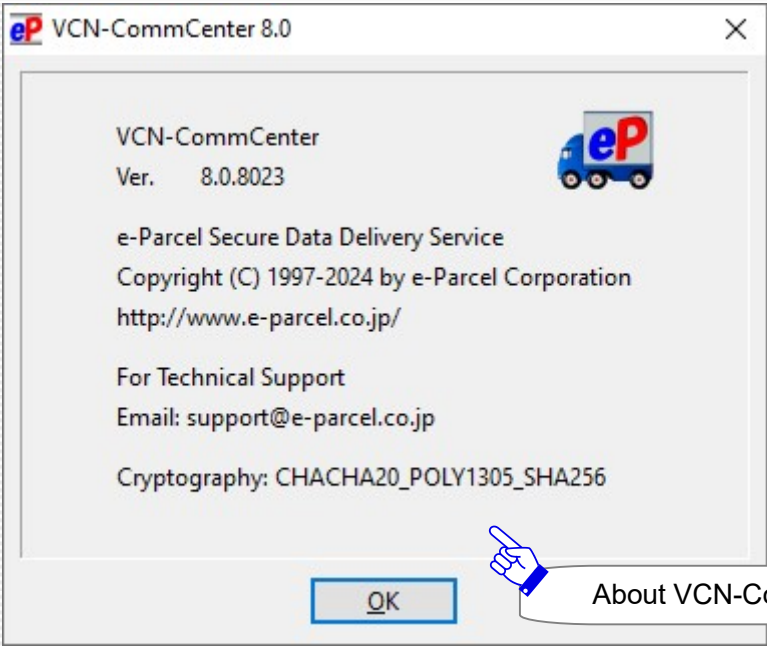
About VCN-CommCenter

When the menu “Help” > “About VCN-CommCenter” on VCN-CommCenter GUI is selected, the “VCN-CommCenter 8.0” dialog is opened on VCN-CommCenter 8.0.

The “VCN-CommCenter 8.0” dialog displays product information about e-Parcel VCN-CommCenter 8.0 (product name, version, about e-Parcel corporation).

VCN-CommCenter 8.0 dialog

- **Product name**
VCN-CommCenter
- **Version**
Ver. 8.0.8023
- **e-Parcel Secure Data Delivery Service**
URL of the homepage for e-Parcel corporation: <http://www.e-parcel.co.jp/>
- **For technical support and inquiry**
Please contact the e-Parcel Customer Support by e-mail below.
E-mail: support@e-parcel.co.jp
*Note that you need to specify your e-Parcel ID when emailing to our customer support.
*Our business hours (Mon - Fri 9:00 - 17:00JST)



VCN-CommCenter 8.0

VCN-CommCenter
Ver. 8.0.8023

e-Parcel Secure Data Delivery Service
Copyright (C) 1997-2024 by e-Parcel Corporation
<http://www.e-parcel.co.jp/>

For Technical Support
Email: support@e-parcel.co.jp

Cryptography: CHACHA20_POLY1305_SHA256

OK

About VCN-CommCenter

e-Parcel Secure Data Delivery Service
Enterprise - Software
e-Parcel VCN-CommCenter 8.0
Startup Guide
(for beginners)

1st version printed in April, 2024

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