e-Parcel®

e-Parcel Secure Data Delivery Service
Enterprise - Software

e-Parcel VCN-CommCenter 8.0
[Ver. 8.0.8023]

Users Manual

(General guide)

August, 2022

e-Parcel Corporation

⬢ **Introduction**

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

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

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

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

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

This e-Parcel users manual will introduce the e-Parcel VCN-CommCenter 8.0 that is one of new products for e-Parcel Secure Data Delivery Service based on the newly-developed next-generation data delivery engine, and inherited the software operation just as simple as e-mailing from e-Parcel VCN CommCenter 6.0 as predecessors.

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Product Concept

The e-Parcel VCN-CommCenter 8.0 of e-Parcel Secure Data Delivery Service - Enterprise – Software is developed for the product concept of digital data delivery service to deliver large-volume and confidential digital data easily, safely, securely the same as predecessors the e-Parcel VCN CommCenter 6.0, via the Internet by just installing client software based on the newly-developed next-generation data delivery engine for enterprise users at high quality and security level. The data includes three-dimensional CAD/CAE, design/technical data, software source code and highly confidential data such as customer's personal information.

The e-Parcel VCN-CommCenter 8.0 are the standard client software for e-Parcel Secure Data Delivery Service.

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

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

* The products supported by the new e-Parcel server; the e-Parcel VCN-CommCenter 8.0 / 7.0 are available data communication with the e-Parcel VCN-AX 4.0 or later / 3.0 (Client software), and the e-Parcel VCN-Web Enterprise (Web browser client).

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

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

Overview

The e-Parcel Users Manual will introduce and assist you with each operation of the e-Parcel VCN-CommCenter 8.0. Additionally, we have provided alerts and tips throughout this document to aid in assuring successful installation and a positive user experience.

You will find using the e-Parcel VCN-CommCenter 8.0 are not different than your existing e-mail application. Simply create your message, add attachments, enter a new e-Parcel ID of recipient or select a recipient from your existing address book and click the Send button to securely deliver messages and attachments from desktop-to-desktop.

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

Adoption of SSL/TLS

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

The digital certificate based on X.509 (Authentication)

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

End to End data encryption (Encryption)

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

End to End HMAC (Integrity / Audit)

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

ⓔ℗ Newly-developed Micro-block Data Stream

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

ⓔ℗ Tracking

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

ⓔ℗ Enabling large file size delivery

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

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

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

ⓔ℗ Enabling to **cancel sending**

ⓔ℗ Enabling to **resend** an item

ⓔ℗ Enabling to **set priority uploading and downloading**

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📦 System Requirements

The section below describes the system specifications for the e-Parcel VCN-CommCenter for Windows.
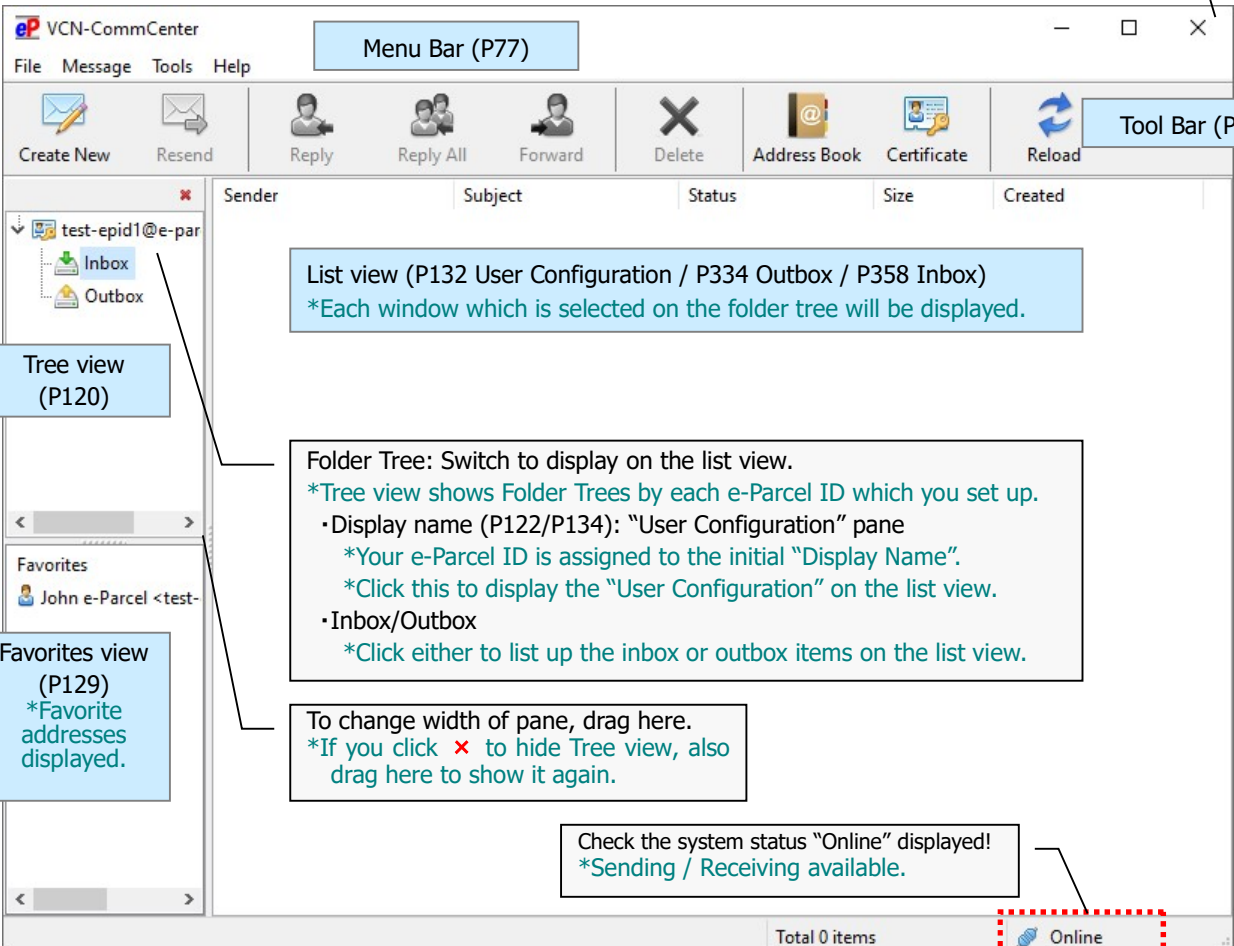
Software Name	📧 e-Parcel VCN-CommCenter 8.0

Operating System	Microsoft Windows
	
	   XP or later / 2000 Server or later
	
	   64bit or 32bit
	
	*VCN-CommCenter 8.0.8023 (Released on April 1, 2022) or later is compatible with Windows11 / Windows server 2022.
	
	*Available display languages are listed below for VCN-CommCenter GUI:
	[Japanese, English, French, German, Spanish, Chinese-simplified, Chinese-traditional]

Network	Internet Connection to the e-Parcel servers *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**] (Wildcard domain: Asterisk mark [*] would be replaced with name of multiple servers via the e-Parcel service.).
Computer Memory (RAM)	64 MB RAM or more for application
Disk Space	15 MB Disk Space or more for installation *Plus, additional disk space required for delivery items while sending and receiving.
Recommended	*To use efficiently, recommend near the latest version of OS and browser application, computer memory and disk space as much as possible.

About VCN-CommCenter GUI

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

*Refer to P69 2.VCN-CommCenter View

Click [×] (P73)
Just close VCN-CommCenter GUI (window).
*Run as background application.

[VCN-CommCenter GUI]

Menu Bar (P77)

Tool Bar (P114)

List view (P132 User Configuration / P334 Outbox / P358 Inbox)
*Each window which is selected on the folder tree will be displayed.

Tree view
(P120)

Folder Tree: Switch to display on the list view.
*Tree view shows Folder Trees by each e-Parcel ID which you set up.
・Display name (P122/P134): "User Configuration" pane
　*Your e-Parcel ID is assigned to the initial "Display Name".
　*Click this to display the "User Configuration" on the list view.
・Inbox/Outbox
　*Click either to list up the inbox or outbox items on the list view.

Favorites view
(P129)
*Favorite addresses displayed.

To change width of pane, drag here.
*If you click × to hide Tree view, also drag here to show it again.

Check the system status "Online" displayed!
*Sending / Receiving available.

⬛ **Attention on using software**

One e-Parcel ID is NOT validated in multiple computers

Please carefully note the attention below for using the e-Parcel client software in advance.

> # Attention Customers:
> # One e-Parcel ID must be available to use
> # in only one computer.

Please carefully note:

You **can NOT set up a same e-Parcel ID** (e-Parcel client digital certificate) to the e-Parcel VCN-CommCenter **in multiple computers.**

High security level (Authentication): The e-Parcel secure data delivery service has adopted the client digital certificate based on X.509 on both the server and a client. The pretender is prevented strongly using the automatic operation of mutual recognition between the server and a client.

Therefore, if a same e-Parcel ID (e-Parcel client digital certificate) is set up to the e-Parcel client software in one computer, it is made unavailable in the other computer. That must cause **the previous installation dysfunctional (offline).** Also, **the unreceived items** which are not started to download during the previous installation will be **the delivery status "Download aborted"** and no longer possible to download.

(For the reason of security through the e-Parcel service, downloading is available in only one computer activated at the time of item created.)

When replacing your computer with another, after installing and auto-setup software to new computer, be sure to uninstall (delete) the existing e-Parcel client software (offline) from the previous computer. (On the previous computer, select Windows "Start" > e-Parcel > Uninstall VCN-CommCenter x.x.) *Refer to P452 12. Uninstalling Software (Delete)

If you have set up a same e-Parcel ID (e-Parcel client certificate) to the e-Parcel client software in multiple computers, we are afraid that any problems caused by multiple installations above are **NOT included in the e-Parcel Customer Support.** Accordingly, you need to clearly understand the installation with your e-Parcel ID for appropriate use.

If one e-Parcel ID has been setup in multiple computers

If you have carelessly set up a same e-Parcel ID (a same e-Parcel client certificate) to the e-Parcel client software in multiple computers, take the following necessary operations by yourself for the appropriate use.

It is also placed in the FAQ webpage (URL：https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer6.php).

* At the time of multiple installations with a same e-Parcel ID, the unreceived items which are not started to download during the previous installation will be the delivery status "Download aborted" and no longer possible to download. In that case, after you confirm the e-Parcel client software to be activated (online) in a computer which you use in future, please ask senders to resend the items.

* In the situation of multiple installations with a same e-Parcel ID, to use the software in only one computer, uninstall the unnecessary e-Parcel client software from the other computers.

Select from Windows "Start" menu > e-Parcel > "Uninstall VCN-CommCenter x.x"
[For Windows 8 or earlier] Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter x.x > "Uninstall VCN-CommCenter x.x"

* In the situation of multiple installations with a same e-Parcel ID, if the e-Parcel client software has been dysfunctional (offline) in a computer which you use in future, auto-setup the software auto-setup (or import certificate) to be activated (online).

On the VCN-CommCenter GUI, click the menu Tools > Auto Setup.
* At the beginning of auto-setup, if the "Select a Certificate" or the "Confirm Certificate" dialog is opened, confirm your e-Parcel ID, select a correct digital certificate, and then click the "OK" button. it will begin to auto-setup.

While auto-setup, when the confirmation dialog shows "Previous installation found…" below, click the "OK" button to proceed. When auto-setup complete, confirm that the software shows the system status "Online".

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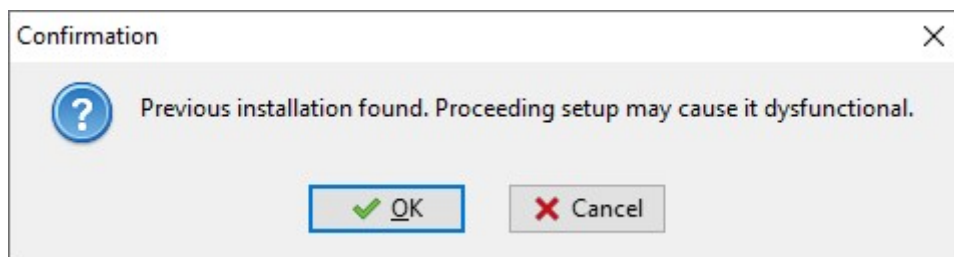
① Preparations for the e-Parcel Service

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

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

[e-Parcel Corporation side]

1. Registration (P20)

Upon your application for the e-Parcel service, we register your e-mail address as an e-Parcel ID. When registration complete, you will get the e-mail notification.

⇩

[Our Customers side]

2. Downloading & Installing (P21)

Access the e-Parcel software download site (P22)

STEP1. Login (P23)

STEP2. Select e-Parcel client software (P24)

STEP3. Check the security of web site (P25)

STEP4. Download client digital certificate (P26)

       Install client digital certificate (P28)

STEP5. Access "The e-Parcel Secure Enterprise – Web Browser" / Change default password (P37)

STEP6. Download e-Parcel client software (P50)

       Installing e-Parcel client software (P53)

       Auto-setup e-Parcel Client Software (P61)

⇩

Start the e-Parcel Secure Data Delivery Service !

1. Registration

At the beginning, to start the e-Parcel Secure Data Delivery Service, our customers must apply the registration form to register your own e-Parcel ID.

Upon your application, **e-Parcel Corporation usually registers your e-mail address as e-Parcel ID** within 5 business days.

When your e-Parcel ID registration is completed, you will be notified of it by e-mail with credentials which you need to login to "The e-Parcel Secure Enterprise - Software Download Site".

	Note: If user credentials have not been supplied, or have been misplaced, please contact the e-Parcel Customer Support (support@e-parcel.co.jp) by e-mail. Our Business hours：9：00am～17：00pm JST / Mon-Fri (Not including Saturdays, Sundays and national holidays)

2. Downloading & Installing

When e-Parcel ID registered, **start the following procedures for downloading and installing in a PC** to run the application for the e-Parcel Secure Data Delivery Service.

In the beginning, **download the e-Parcel client digital certificate from e-Parcel download site**, and then install (import) it in Widows before the e-Parcel client software installation.

	Note: This manual will guide you to download and install the e-parcel certificate and software using **Microsoft Edge** as a **browser application recommended**. The "Auto Setup" function of e-Parcel software (P61 STEP6) will attempt to automatically detect a client digital certificate and your network settings from Windows at later step. Therefore, the "Auto Setup" function requires to install (import) a client digital certificate in Windows in advance.

	Caution: When you **install (import) the client digital certificate** to Windows, it requires to **sign in Windows with a user account which runs the e-Parcel VCN-CommCenter.**
	Caution: The software installation requires administrative privilege. If you sign in Windows with **a standard user account without the administrative privilege**, you are **required to input an administrator account name** (administrator ID) and **password** to User Account Control (UAC) dialog when executing installation. Prepare information in advance. [For Windows 2000, XP, 2003] Log on Windows with either an administrator account or a user account with the administrative privilege in advance.

Access the e-Parcel software download site

①First, **sign in Windows with a user account which runs the VCN-CommCenter.** Launch

browser application (Microsoft Edge is recommended). Visit URL just below.

* To launch Edge, click icon on the taskbar, double-click the desktop shortcut icon, or access Windows "Start" menu > M > Microsoft Edge.

 "The e-Parcel Secure Enterprise - Software Download Site" URL: https://www.e-parcel.ne.jp/

See the page appeared, select the site menu "Download & Install Software" and then click the

"Download e-Parcel Software" button on the bottom of this webpage.

*To proceed to "Auto Setup" at the later step, a client digital certificate is required to install (import) in Windows in advance when you sign in Windows with a user account which runs the e-Parcel VCN-CommCenter.
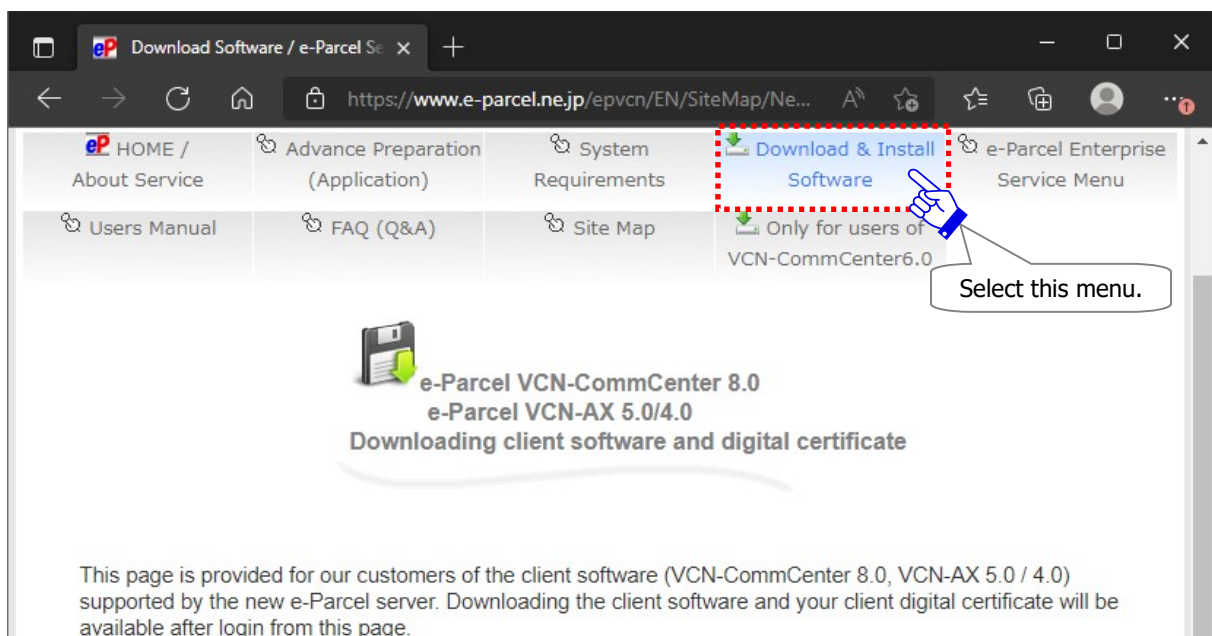
STEP1. Login

②The Download a Client digital certificate & Software "**STEP1. Login**" page appears. Enter your
e-Parcel ID and default password [*as notified by e-mail when e-Parcel ID registered] and then
click the "Login" button.

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

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

STEP2. Select e-Parcel client software

③The "**STEP2. Select e-Parcel client software.**" page appears. The latest versions of the software available for download are listed. **Select one of the e-Parcel VCN-CommCenter8.0** which conforms to Windows operating system type **(either 64bit or 32bit)** of your computer. And then, click the "Next" button.

*If you are not clear about your computer, to check the "System type", view the version information of Windows OS. Refer to the quick operation below how to view the version information in Windows.
[For Windows 10 or later] Windows "Start" menu > Settings > System > About. The "About" dialog shows Device specifications. Check the "System type" field.
[For Windows 8 or earlier] Control Panel > System and Security > System. View basic information about your computer. Check the "System type" field.
*For more information, get help out of Microsoft Windows.

| STEP1 | ▷ | STEP2 | ▶ | STEP3 | ▷ | STEP4 | ▷ | STEP5 | ▷ | STEP6 |

STEP2.

Download Client digital certificate & Software.

Select e-Parcel client software.

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② Select client software

Dear John e-Parcel

Select one of the e-Parcel client software listed below.
* To download software at the later STEP 6, check OS about your computer in advance. Then, select one of the e-Parcel client software which conforms to Windows operating system type (either 64bit or 32bit) of your computer. If you are unsure, refer to this Q&A page.

e-Parcel VCN-CommCenter 8.0 (Standard client software)

* The e-Parcel VCN-CommCenter have been upgraded from ver.7.0 to ver.8.0. For new users, install ver.8.0. For ver.7.0 users, updating from ver.7.0 to ver.8.0 is available. The data delivery on ver.8.0 is also available as usual.

◉ e-Parcel VCN-CommCenter 8.0 (64bit / Multilingual application)

○ e-Parcel VCN-CommCenter 8.0 (32bit / Multilingual application)

Select the e-Parcel VCN-CommCenter 64bit or 32bit.

<< Back   Next >>

Next!

STEP3. Check the security of web site

④The "**STEP3. Check the security of web site …**" page appears. Confirm the security of the web site for your secure downloading.

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

* If the Trusted Web seal is not shown in this webpage because of JavaScript disabled, click the lock icon (View site information) in the URL address bar to confirm the validation result.
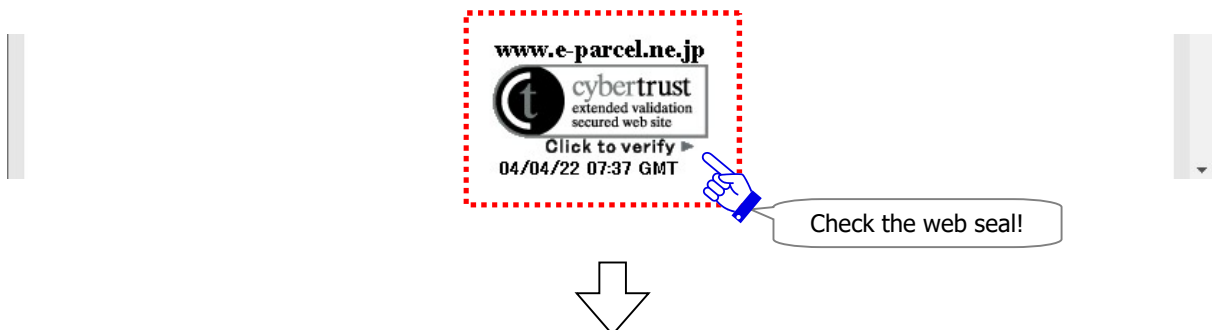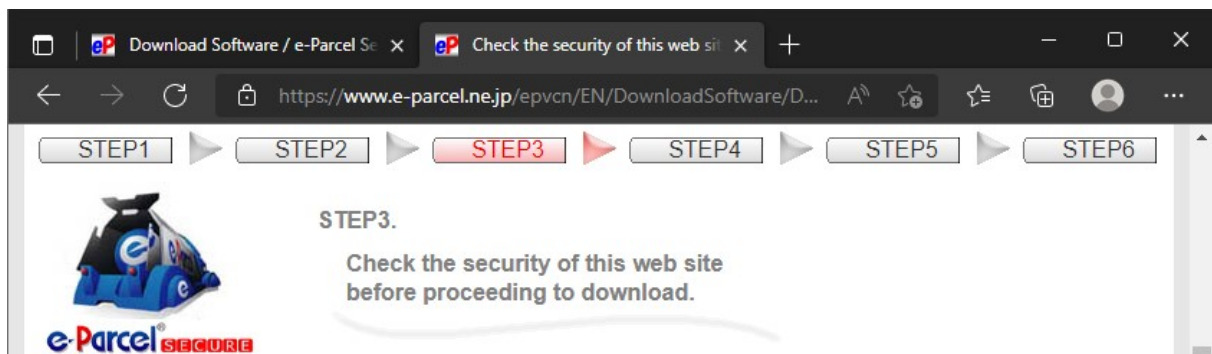
When your confirmation is made, click the "Next" button.
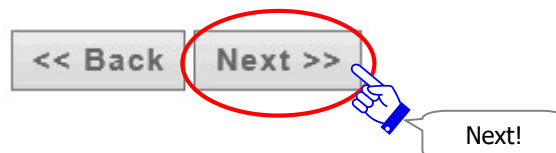
STEP4-1. Download client digital certificate

The "**STEP4. Download and install your client digital certificate.**" page appears.

①On the "Client Digital Certificate" field, make sure the **"For new users" selected.** Usually, leave this field with initial choice and then click the "Download" button.

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

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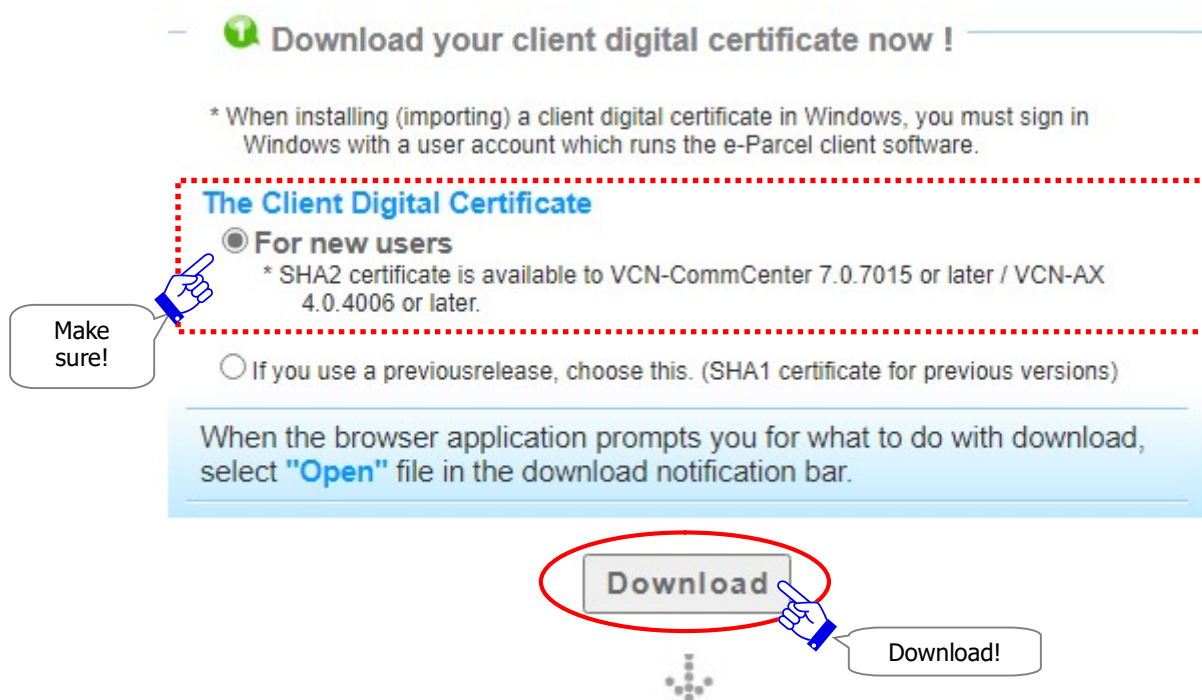
❷ Install your client digital certificate in Windows

②Upon clicking the "Download" button, browser application prompts you for what to do with download. In the download notification bar, select "Open file" or "Open".

To proceed to "Auto Setup" at the later step, a client digital certificate is required to install (import) in Windows in advance when you sign in Windows with a user account which runs the e-Parcel VCN-CommCenter.

File name of the client digital certificate: **e-Parcel_your e-Parcel ID.p12**

[For Microsoft Edge]

A file name of your certificate

Downloads

e-Parcel_test-epid1@e-parcel.co.jp.p12
Open file

See more

Open file!

OR

Downloads

What do you want to do with e-Parcel_test-epid...

Open   Save as   ∨

See more
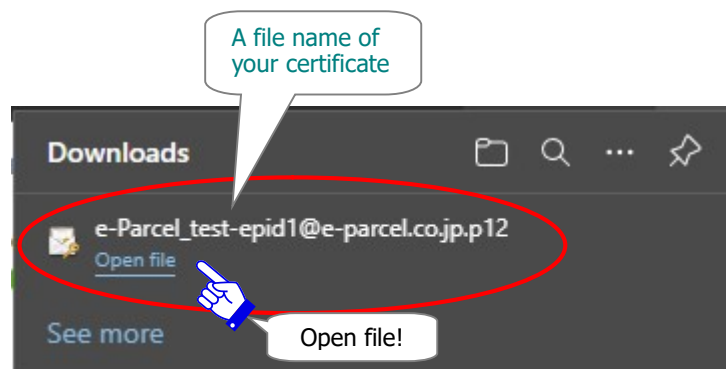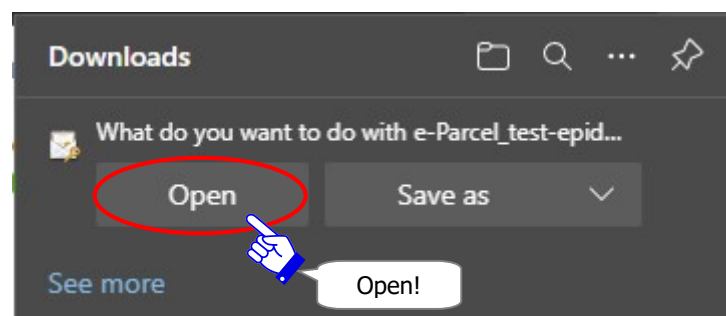
Open!

STEP4-2. Install client digital certificate
Execute to install (import) the e-Parcel client digital certificate in Windows.

③The **Certificate Import Wizard** opens. click the "Next" button to proceed.
  For Windows 10 or later, choose the "Current user" as a storage location.

[For Windows 10 or later]
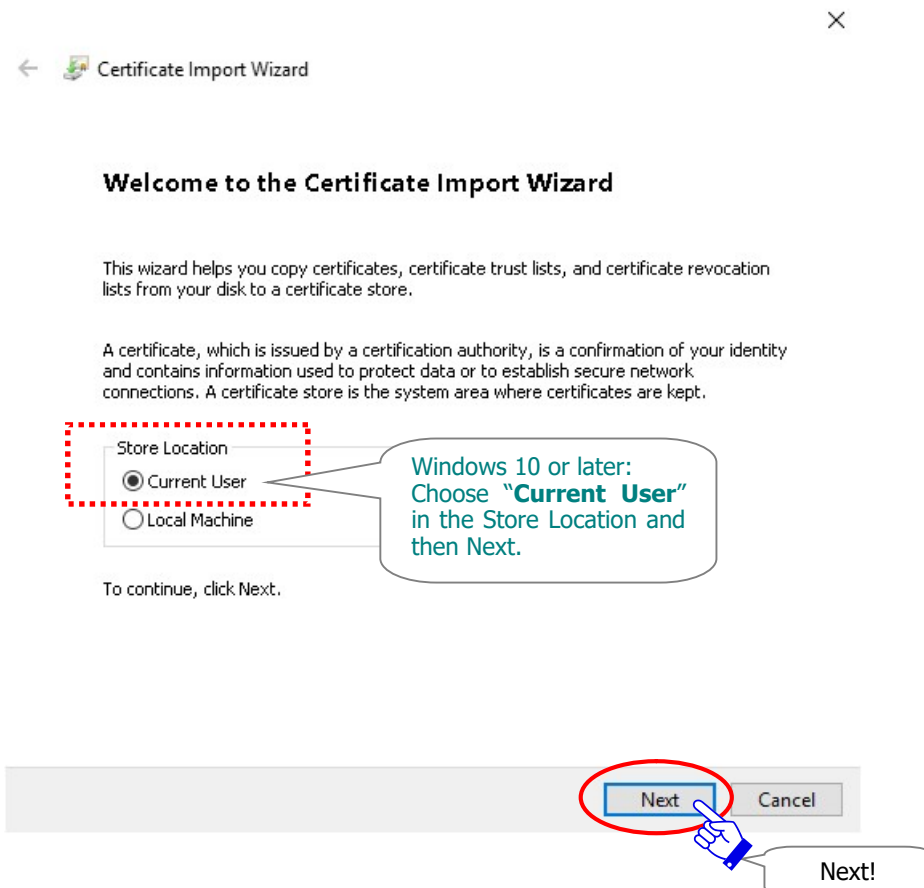
[For Windows 8 or earlier]
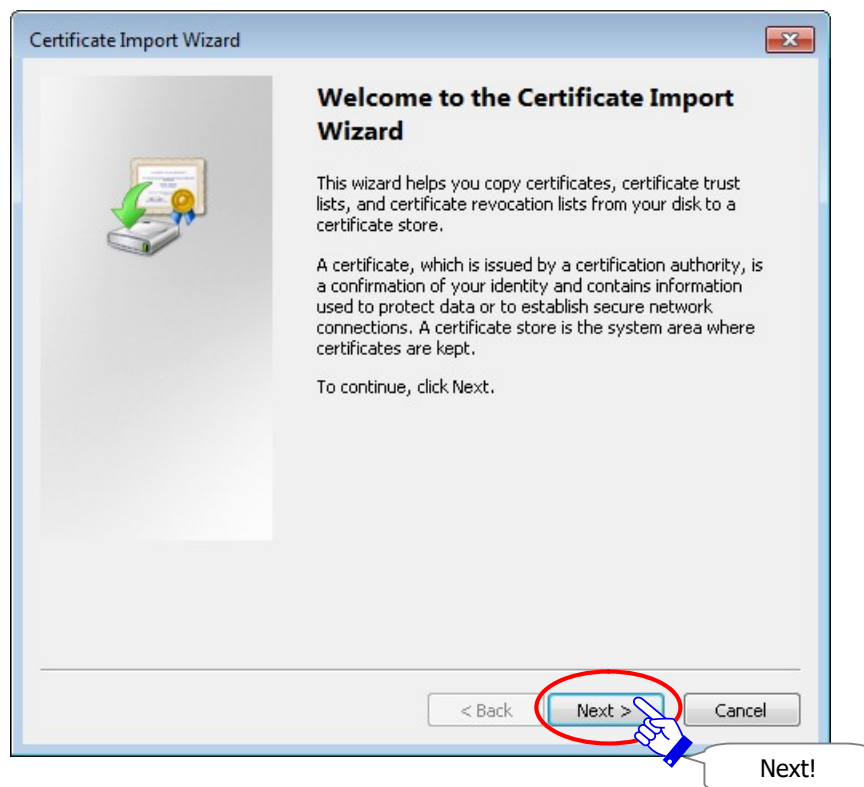
④The File to Import dialog appears. Specify the file you want to import. (*Leave the default file name of your certificate.) Click the "Next" button to proceed.
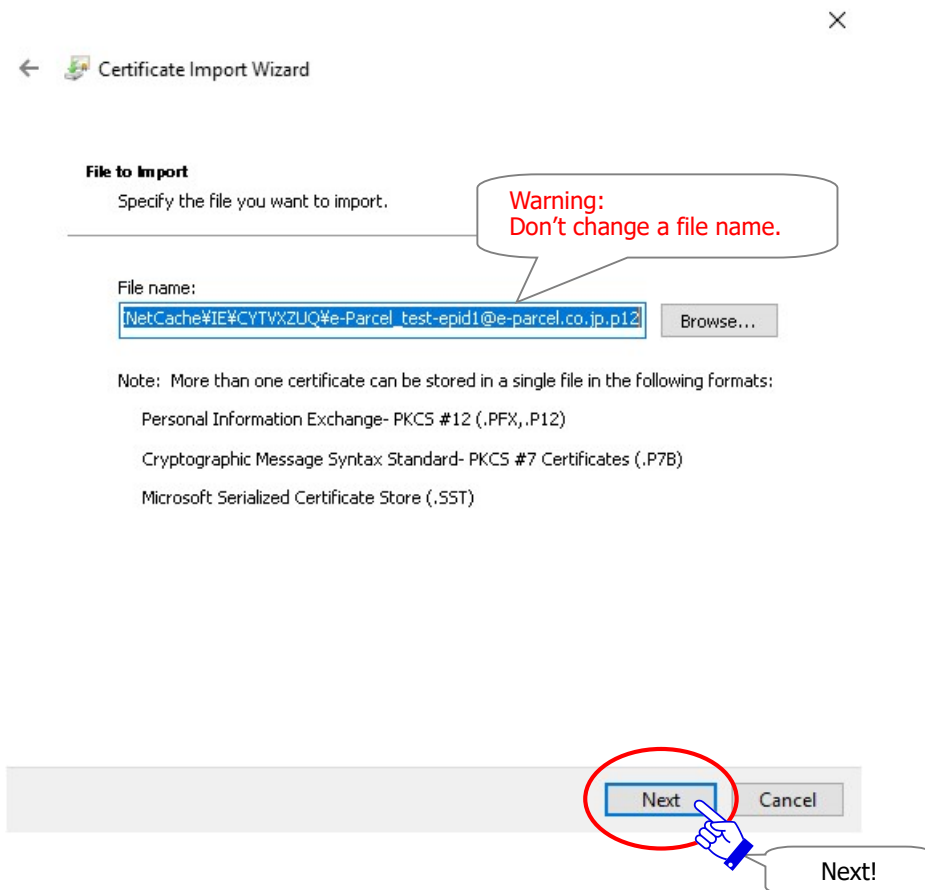
⑤When password is required, enter default password [*as notified by e-mail when e-Parcel ID registered] or your own password (*You must enter the same password as you previously applied at STEP 1. Login to the web site.). And, please be aware that you **must place a check in the checkbox "Make this key as exportable.** This will allow you to back up or transport your keys at a later time.".

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

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

Confirm to be validated (set checked: on) in the checkbox "Make this key as...", then click the "Next" button to proceed.

*Attention: With the checkbox "Make this key as exportable. ..." invalidated (set unchecked: off), you will fail in auto-setup a client digital certificate on the e-Parcel software at the later step. The applications will come up with the error while auto-setup.

⑥The Certificate Store dialog appears. Confirm that **the "Automatically select the certificate store based on the type of certificate"** is selected as the initial choice. Just leave it, click the "Next" button.
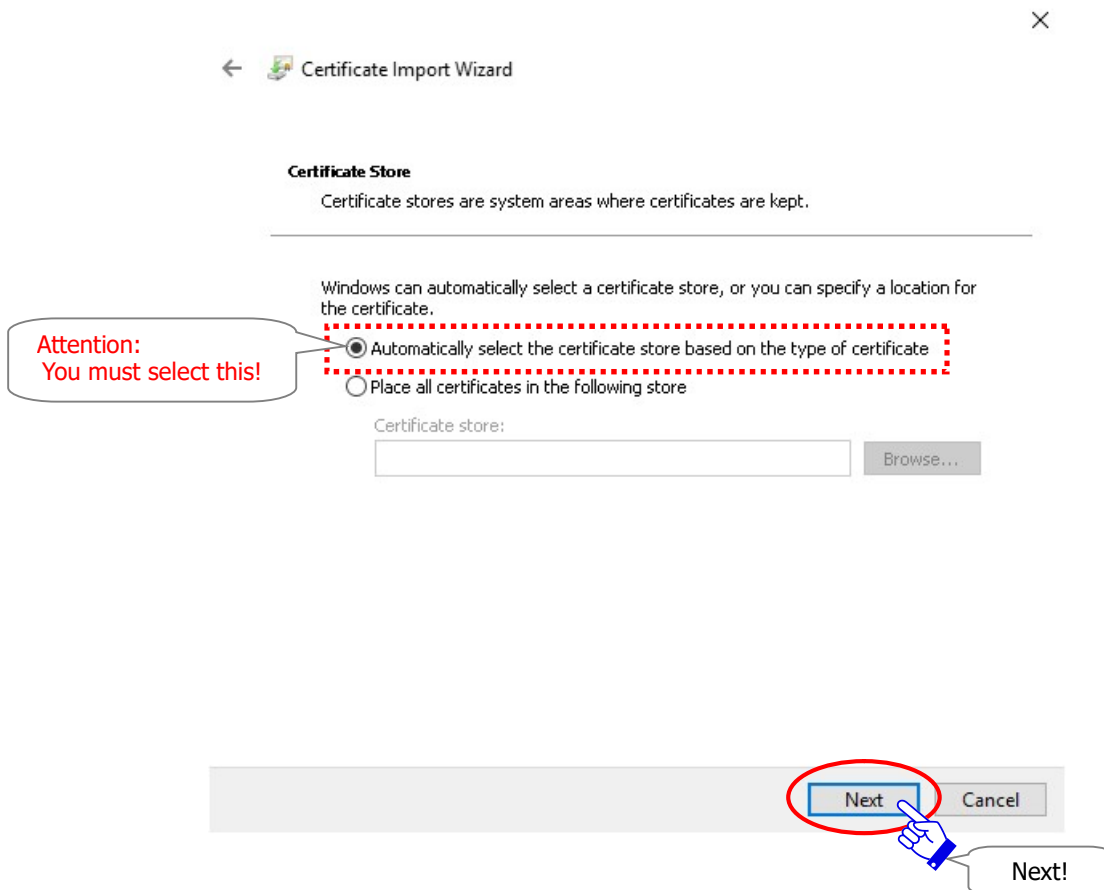
⑦When "Completing the Certificate Import Wizard" is shown, click the "Finish" button to proceed.
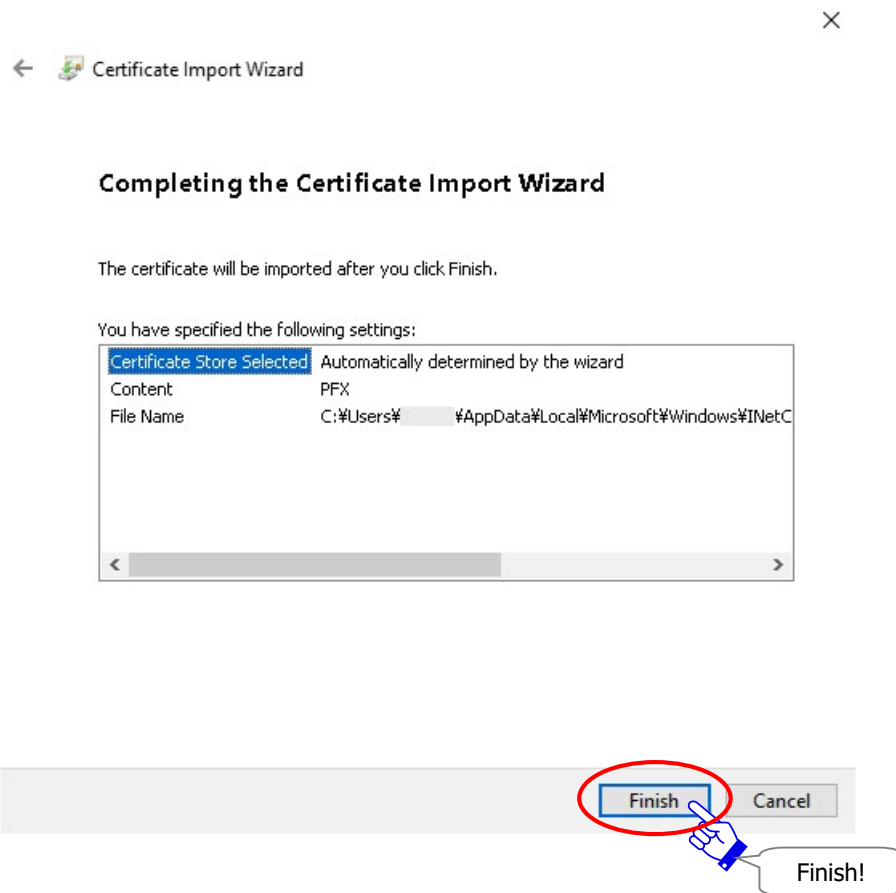
⑧The Security Warning dialog may appear. Therefore, CA certificate is installed at the same time, click the "Yes" button to allow it.
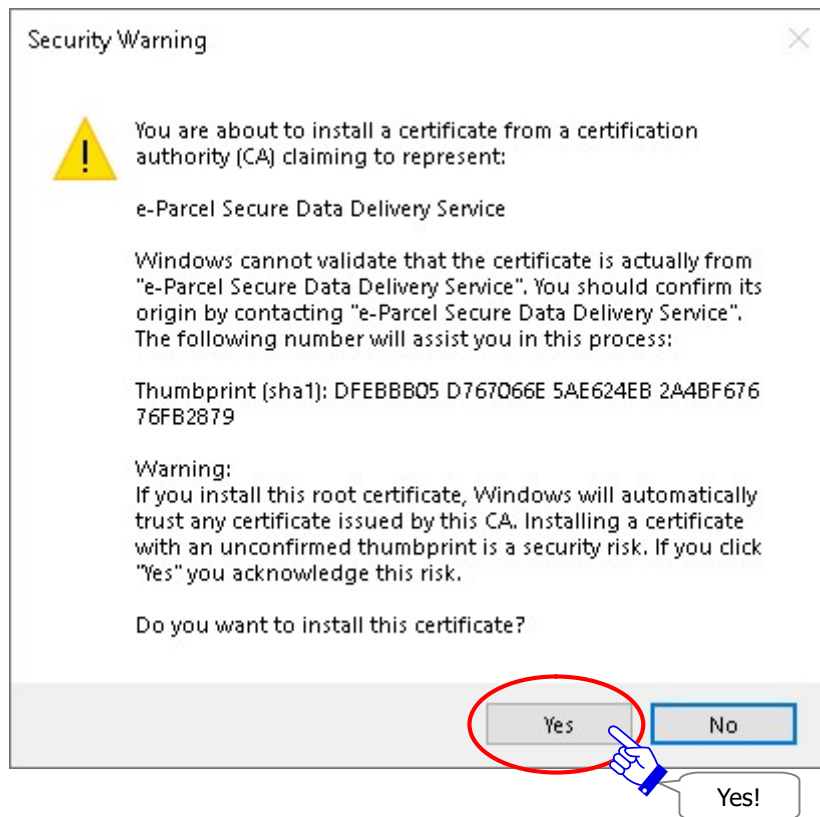
⑨The "The import was successful." dialog appears. Click the "OK" button to exit the Wizard.
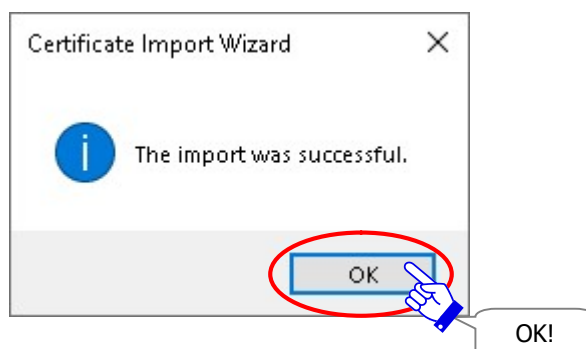
The Certificate Import Wizard closes. You have done to install (import) a client digital certificate in Windows.

⑩Return to web site the "STEP4. Download and install a client digital certificate." page.

On the STEP 4, scroll down to the bottom of the web page. Then click the "Next" button to proceed.

If you are not allowed to import certificate in Windows

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

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

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

STEP4 of Web site:

P27② Just "Save" a file of the e-Parcel client digital certificate in a computer. →P35⑩Next!

STEP5 of Web site:

Skip! →P49⑥Next!

*Note: You cannot access URL of "The e-Parcel - Web Browser" without certificate installation in Windows or browser applications. (The "User Info" menu on that site is not available to view and edit user information.)

STEP6 of Web site:

P50① Install software.

Attention: P58〜60⑭ at STEP 6, while software installation, when the InstallShield Wizard shows message "InstallShield Wizard Completed", you must set unchecked (off) in the checkbox "Launch the program". Then click the "Finish" button. (Auto setup function is invalidated without certificate installation. If set checked (on), it will launch the program and start auto-setup. However, it will come up with error message.)

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

[For Windows 10 or later] Select from Windows "Start" menu > e-Parcel > Import Certificate.

[For Windows 8 or earlier] Select from Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter x.x > Import Certificate.

Then, select a file of the e-Parcel client digital certificate saved at the previous STEP4 of Web site: P27②.

*For more details, refer to the Q&A site（URL：https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer3-10.php）

STEP5. Access "The e-Parcel Secure Enterprise - Web Browser"

The "**STEP5. Access the URL of e-Parcel Secure Enterprise - Web Browser...**" page appears.

Access "The e-Parcel Secure Enterprise - Web Browser" to ensure a client digital certificate imported in Windows appropriately. Also, you can change a password on the web site. Once "The e-Parcel Secure Enterprise - Web Browser" window opens, you have successfully installed the e-Parcel client digital certificate in Windows.

①Scroll down to the middle of the web page and then **click the red button** below.
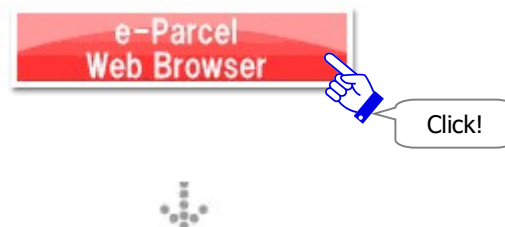
②The site requires your certificate for authentication. Select your e-Parcel client digital certificate installed in Windows previously and then click the "OK" button.
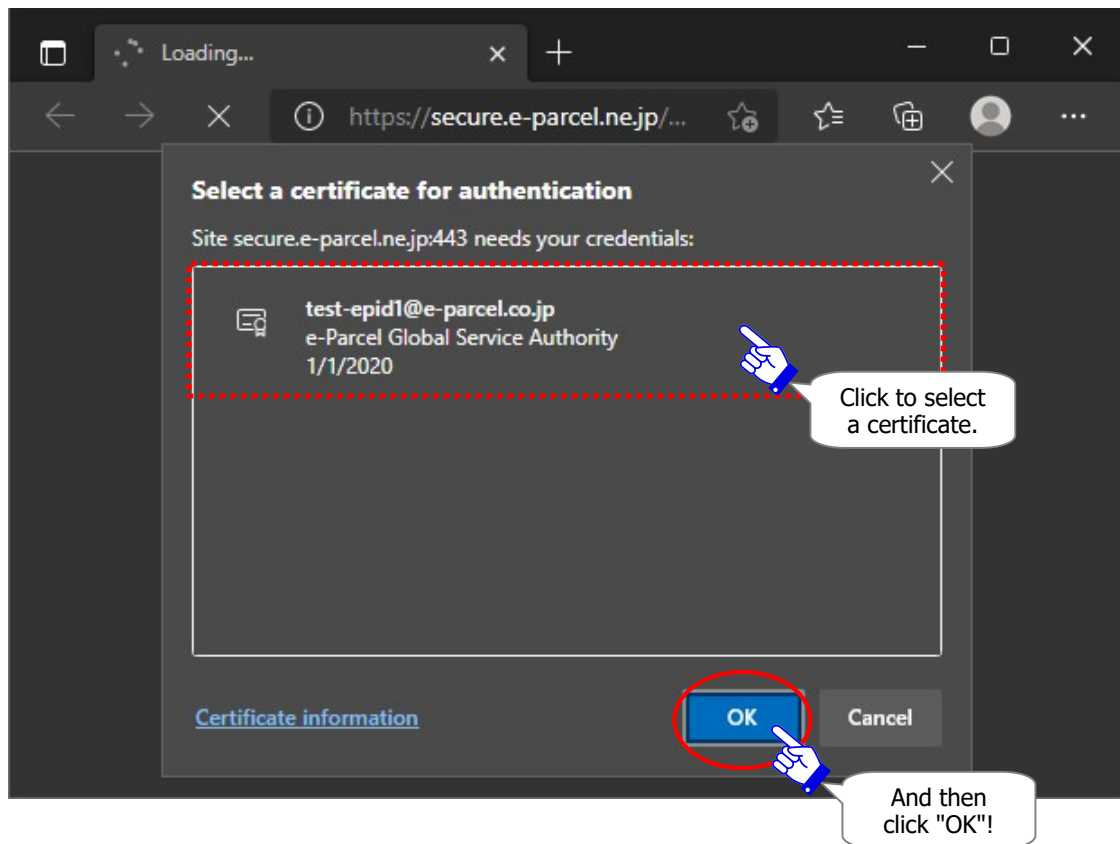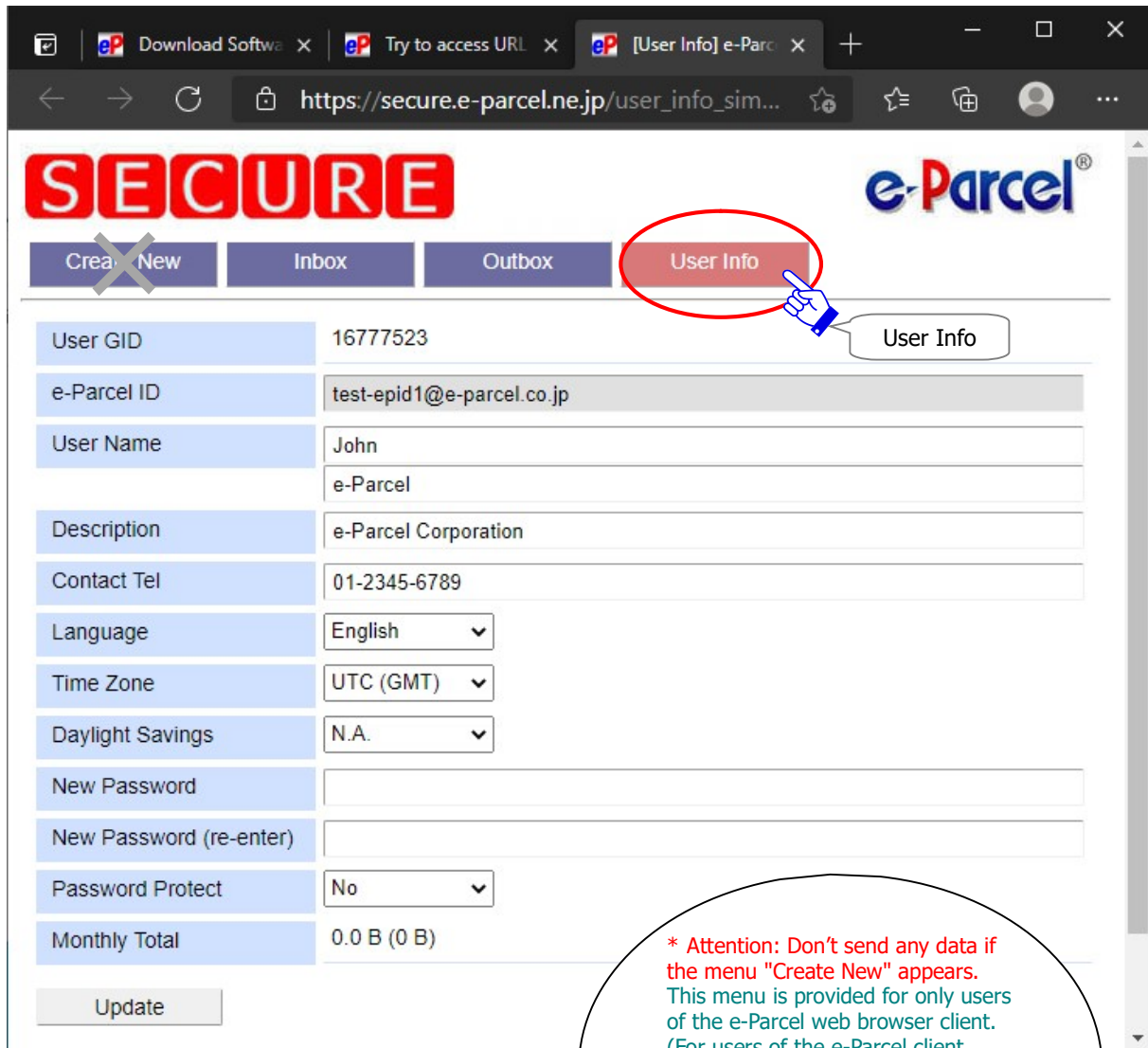
* If multiple e-Parcel client digital certificates are shown on the "Select a certificate" window, select a certificate of your e-Parcel ID and then click the "OK" button.

③"The e-Parcel Secure Enterprise - Web Browser" new window is opened.

"The e-Parcel Secure Enterprise - Web Browser" URL: https://secure.e-parcel.ne.jp/

When you succeed it, view the "User Info" menu and proceed to the next ④ (P46) of this section.

If failed in access "The e-Parcel Secure Enterprise - Web Browser"

If you fail in accessing to URL of "The e-Parcel Secure Enterprise - Web Browser":

⚠️	**Caution:** If you were rejected to access URL of "The e-Parcel Secure Enterprise - Web Browser", although the client digital certificate has been installed, your client digital certificate may not have been installed in Windows appropriately. Or, confirm your computer's proxy settings or network environment not to configure the access control such as block or analysis of HTTPS request to the e-Parcel service domains as of [https://*.e-parcel.ne.jp] and [https://*.e-parcel.com].

First, ensure that a client digital certificate has been correctly installed in Windows by reviewing the diagram [Verify your certificate installation status] indicates from the next page of this manual.

OR on web site STEP 5, click the "Access Failure" button and carefully read the description in the Q&A page of the site（URL：https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer1.php）. It is also described additionally check points about browser applications, the security settings and the proxy server settings in network environment.

[Verify your certificate installation status]

1. To verify your client digital certificate using the Windows interface,

For Windows 10 or later, access the "Start" menu > Windows System > Control Panel > Network and Internet > "Internet Options".

On the "Internet Properties" dialog, select the "Content" tab and click the "Certificates" button in the Certificates category. The "Certificates" dialog is opened.

To open the "Certificates" dialog from Microsoft Edge
Launch Microsoft Edge. On toolbar at the upper-right, click […] (Settings and more) > Settings (gear mark) > Privacy, search, services > Security > Manage certificates > [Certificates] dialog
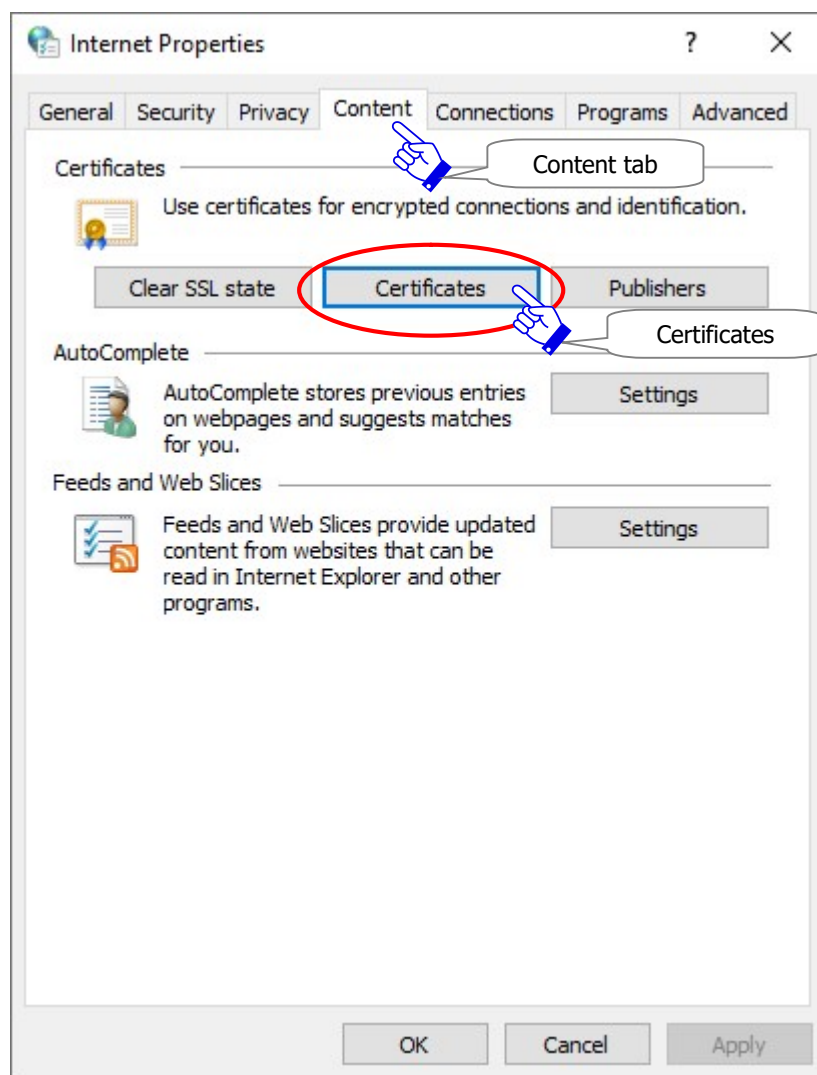
2. On the "Certificates" dialog, click the "Personal" tab and then select your e-Parcel client digital
certificate listed.

The "Issued To" column shows your e-Parcel ID

The "Issued By" column shows "e-Parcel Global Service Authority"

Select your certificate, and then click the "View" button.
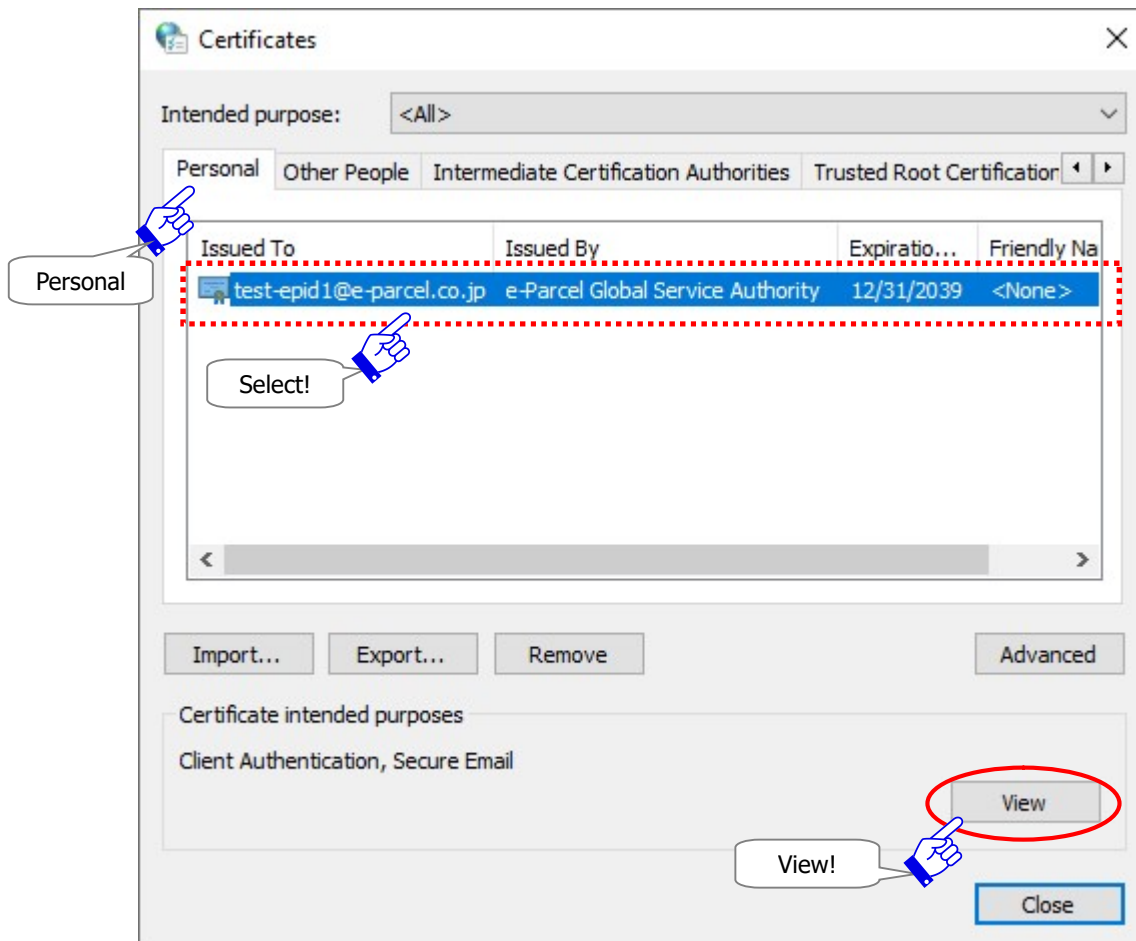
3. The "Certificate" dialog appears. Select the "Certification Path" tab.
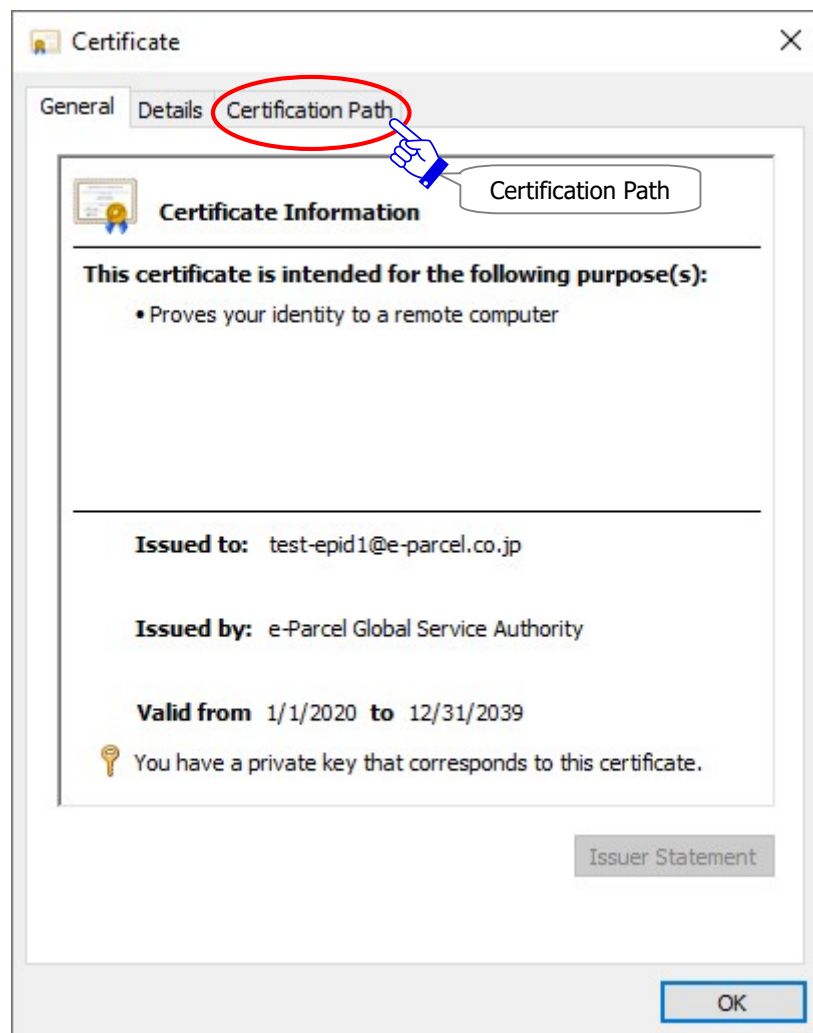
4. Ensure your client digital certificate is displayed correctly as shown below in the "Certification Path" tab. If a hierarchical tree with three layers is shown, you have successfully installed an e-Parcel client digital certificate in Windows.
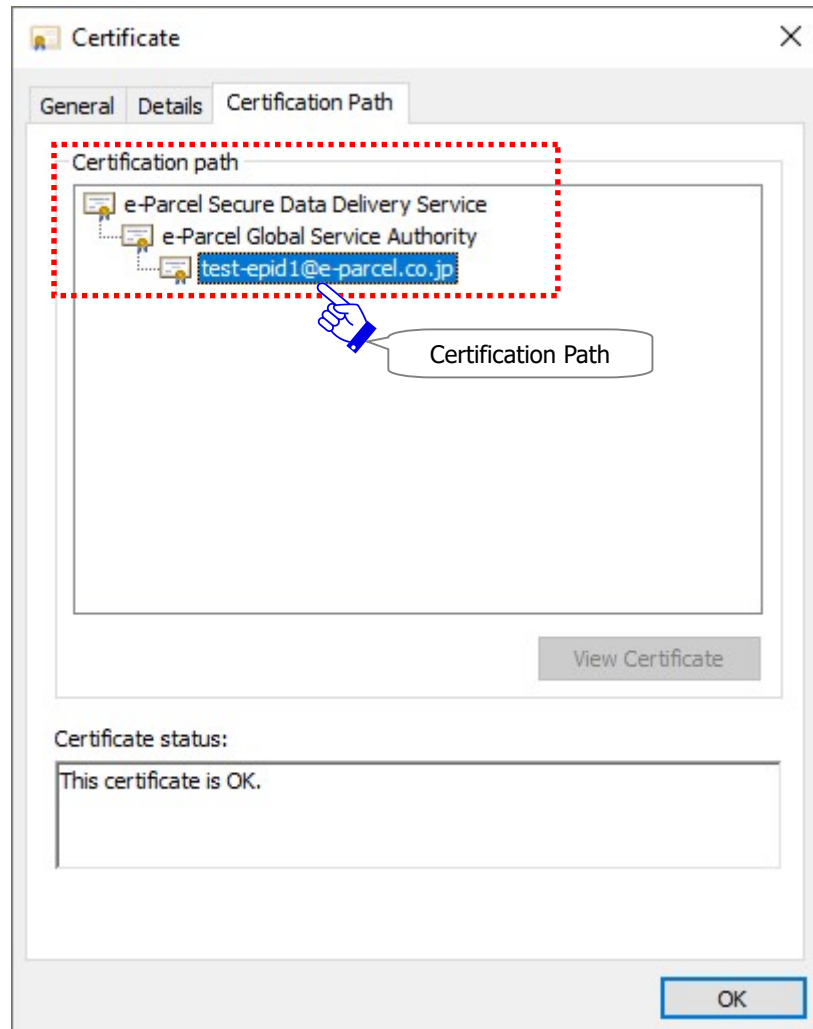
5. Close all dialogs opened after confirmation. Click the "OK" button on the "Certificate" dialog. Return to the "Certificates" dialog and then click the "Close" button. Return to the "Internet Properties (Internet Options)" dialog and then click the "OK" button to close.

6. If your instillation has been failed, you must need to download and install the client digital certificate appropriately. Click the "Back" button to Return to web site the "STEP4. Download and install a client digital certificate." Page and try again.

If it still doesn't work, although your e-Parcel client digital certificate has been correctly installed, check additionally your network environment. If you are unclear on your computer or network environment, would you please consult your network administrator to modify settings?

(It is happened often that your computer or network environment may have any access control such as block or analysis of SSL connections to the e-Parcel service domains. Check your computer or network environment including the settings of your proxy server, firewall, any applications for security measures or etc. You may need the setting changes 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 a name of multiple servers via the e-Parcel service.).)

*For more details, visit the Q&A page of the site（URL：https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer1.php）and carefully read the description. It is also described additionally check points about the security settings and the proxy server settings in Windows.

*If you are getting failed again in accessing URL of "The e-Parcel Secure Enterprise - Web Browser" although your client digital certificate has been re-installed correctly, please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp) with specifying your e-Parcel ID.

④The "**User Info**" page appears. It allows you to modify your e-Parcel Profile and change a password.

About New password

If a password should be changed, enter the new password in the New Password field and the New Password (re-enter) field, and then click the "Update" button. A password must be between 8 - 20 half-width alphanumeric characters. Note that password is case-sensitive, and contains no spaces.

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

About User Name

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

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

*The Password Protect field usually is set "No" with initial choice. If the "Password Protect" function will change to be enabled ("Yes") through "The e-Parcel Secure Enterprise - Web Browser", you also must set a login password on your e-Parcel client software. Therefore, the VCN-CommCenter is required to authenticate a login password when login to the e-Parcel server upon installation, startup, auto-setup, import certificate and etc.
Refer to P385 10. Password Protect function

*Warning: For users who the Password Protect field already has been set "Yes".
When you change your password through "The e-Parcel Secure Enterprise - Web Browser", you also make sure to change to the new login password on your e-Parcel client software. Therefore, you are required to re-authenticate new password in the e-Parcel server when login password updated.
Refer to P147 3. User Configuration - 5. Login Password Authentication

*When you wish to view / edit user information or change password, launch browser application in a computer which has been imported the e-Parcel client digital certificate of your e-Parcel ID. And then, access URL of "The e-Parcel Secure Enterprise - Web Browser" at https://secure.e-parcel.ne.jp/. On the "User Info" menu, you can view / edit user information registered and change password. Also, it is available to inquire into "Inbox" / "Outbox" histories recorded for the selected period (until month before last or target date) online. (Please be advised to add to favorites on browser application.)
Refer to P458 Appendix 1. e-Parcel Secure Enterprise - Web Browser

⑤The process result "OK" should usually appear. Your password has been updated successfully.

  Close this new tab of the browser as needed.

⑥Return to web site the "STEP5. Access the URL…" page.

STEP1 ▶ STEP2 ▶ STEP3 ▶ STEP4 ▶ STEP5 ▶ STEP6

STEP5.

Access the URL of e-Parcel Secure Enterprise - Web Browser
and change password

e-Parcel SECURE

⬇

On the STEP5, scroll down to the bottom of the web page and then click the "Next" button to proceed.

* **Attention: You have not completed the necessary operation yet. Please be aware that you do not send and receive any data on the "The e-Parcel... Web Browser" window above.**
   You must click the "Next" button to proceed to the last STEP 6. software operation.

③ Proceed to the next step.

Click the "Next" button to proceed to the last STEP 6 required.

<< Back   Next >>

Next!

STEP6-1. Download e-Parcel client software

The "**STEP6. the e-Parcel Client Software**" page appears. Proceed to **download and install.**
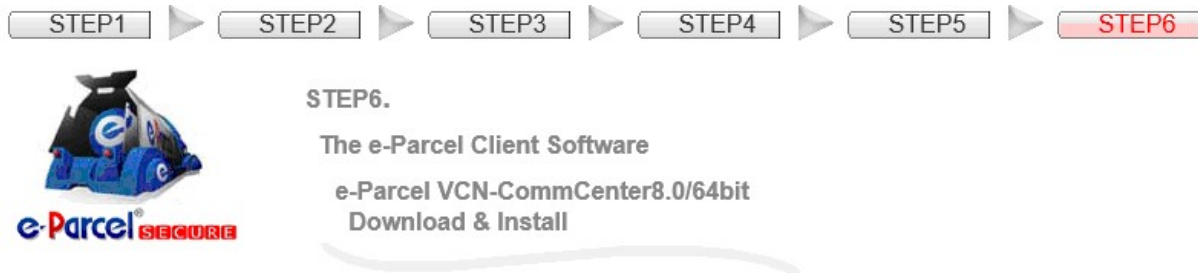
①Pleas be aware that you must read carefully the attentions described on the webpage. When you confirm the software name "e-Parcel VCN-CommCenter x.x" shown on the Client software name field, click the "Download" button.

⚠️	**Caution: The software installation requires administrative privilege.** If you sign in Windows with **a standard user account without the administrative privilege**, you are **required to input an administrator account name** (administrator ID) and **password** to User Account Control (UAC) dialog when executing installation. Prepare information in advance. [For Windows 2000, XP, 2003] Log on Windows with either an administrator account or a user account with the administrative privilege in advance.

②To download the e-Parcel client software, click the "Download" button to save the e-Parcel VCN-CommCenter 8.0 executable file in your computer.

*If you select "Save as" from the pull-down menu, leave the default file name. Save it to another location where is easy to access such as Desktop on your PC.
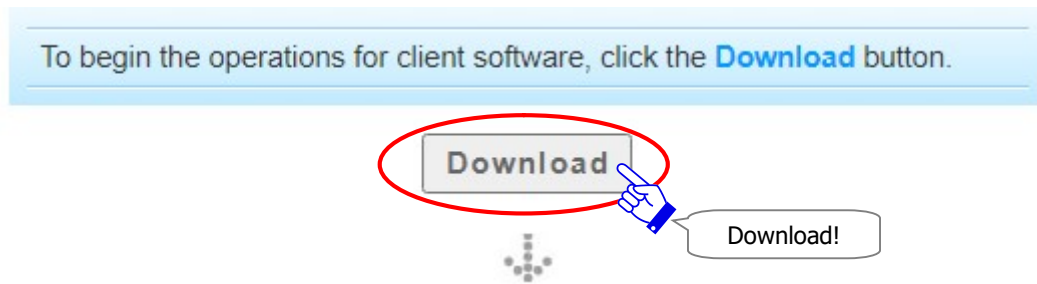
③In Windows, the executable file is often saved automatically to This PC > "Downloads" folder with the default setting.

(Or in the download notification bar of the browser window, select "Save as")

[Executable file]

Download location (Default): C:¥Users¥(Windows user account name)¥Downloads

File name: [For 64bit: SetupVcnCC_8.0.xxxx_x64.exe] or [For 32bit: SetupVcnCC_8.0.xxxx.exe]

*If you have changed Download Location in the browser settings "Downloads", it might be saved to another location where you specified.

[For Microsoft Edge]

When the Downloads setting "Ask me what to do with each download" is disabled, it promptly starts to download the executable file. See the download notification bar below. After downloaded, confirm the executable file in the download location.

[During downloading]

[Downloaded]
Executable file name
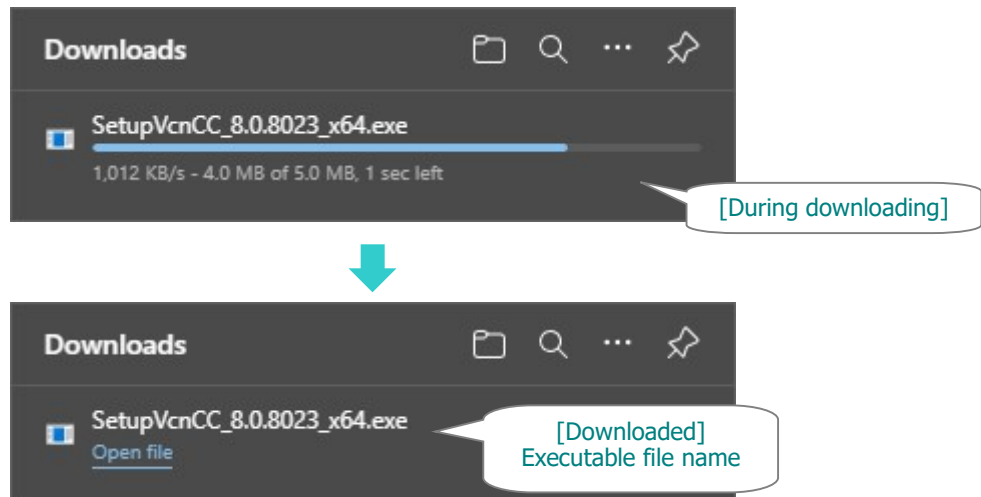
OR

When the Downloads setting "Ask me what to do with each download" is enabled, on the download notification bar, select "Save as" or "Save" to download the executable file. See the download notification bar below. After downloaded, confirm the executable file in the download location.

"Save as"
or
"Save"
↓
[downloading]

[Downloaded]
Executable file name
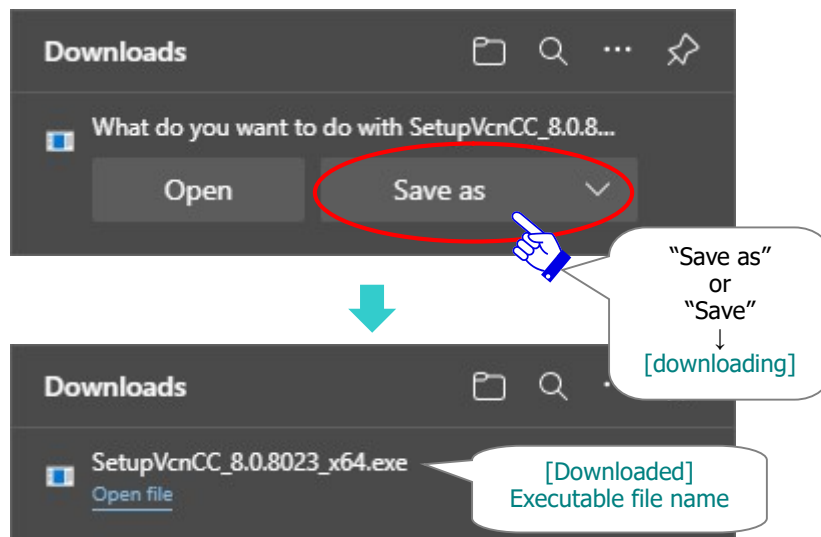
	Caution: It is recommended that you leave the default file name and type of the installation packaged.

STEP6-2. Install e-Parcel client software

Execute to install the e-Parcel client software downloaded at STEP 6-1.
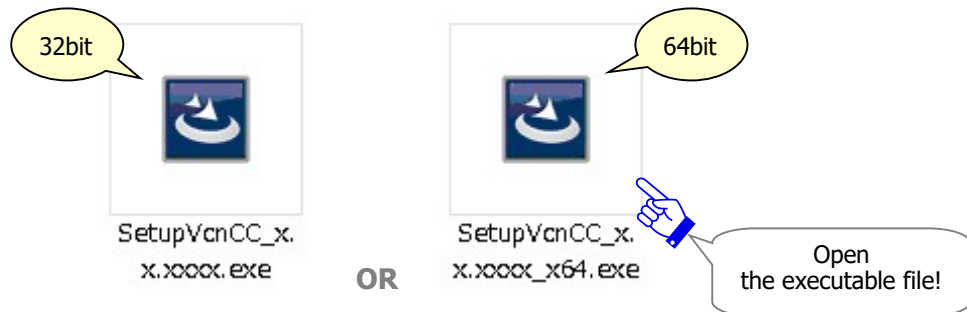
④To start InstallShield Wizard, double-click the executable file in the download location to open.
   *If the Security Warning appears prompting you to install this application, allow executing.

⑤Select the display language for this application from the pull-down menu.
   And then, click the "**OK**" button.
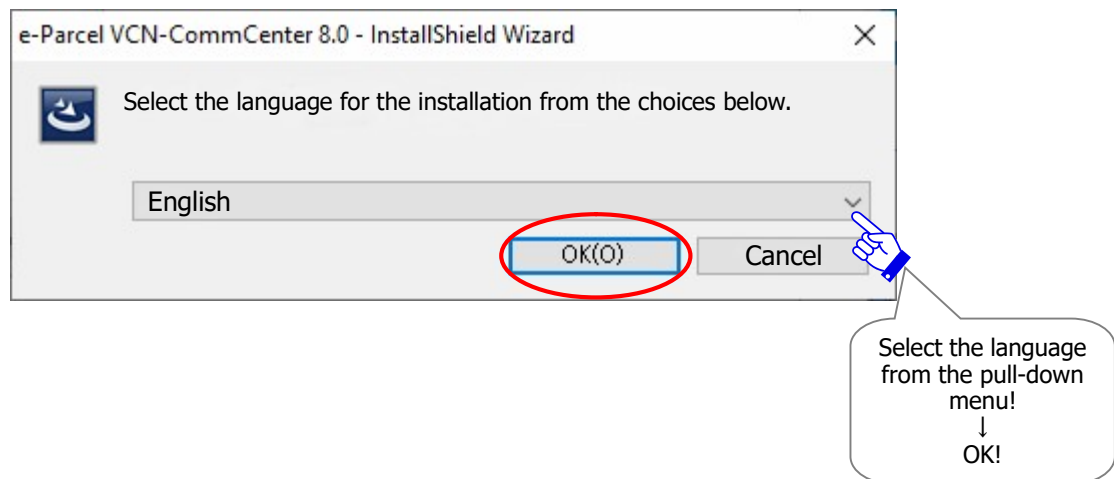
   *You will be able to change the setting of the display language for the VCN-CommCenter GUI
     after the VCN-CommCenter gets started.
     Refer to P162 4. Option Configuration – 2. Language Setting

⑥The "VCN-CommCenter - Install Shield Wizard" will guide you through the installation processes.

Click the "**Next**" button to continue.
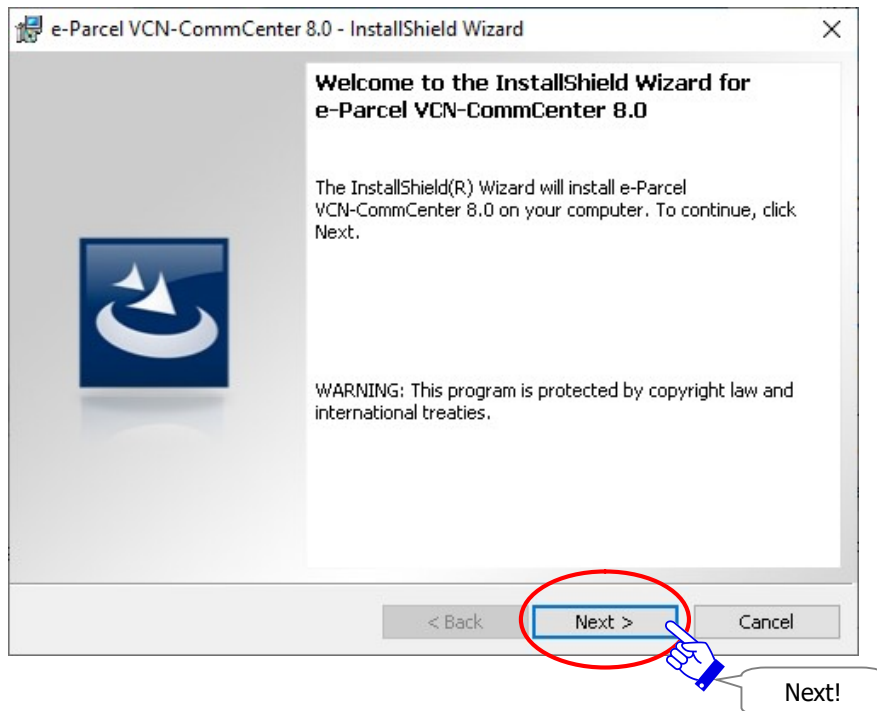
⑦When it shows the Software "License Agreement", as necessary, print the license agreement for your records. After you carefully read, to continue, choose "I accept…" and click the "**Next**" button.
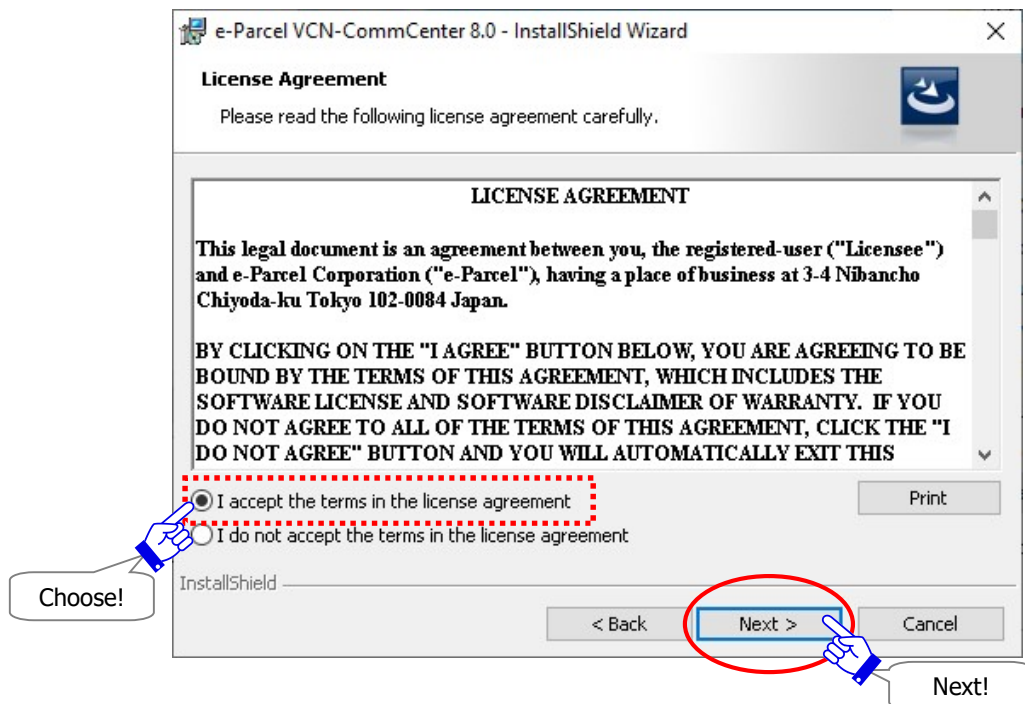
⑧On the "Customer Information", it usually shows the User Name and Organization which you have configured to a current computer. Review it and click the "**Next**" button.
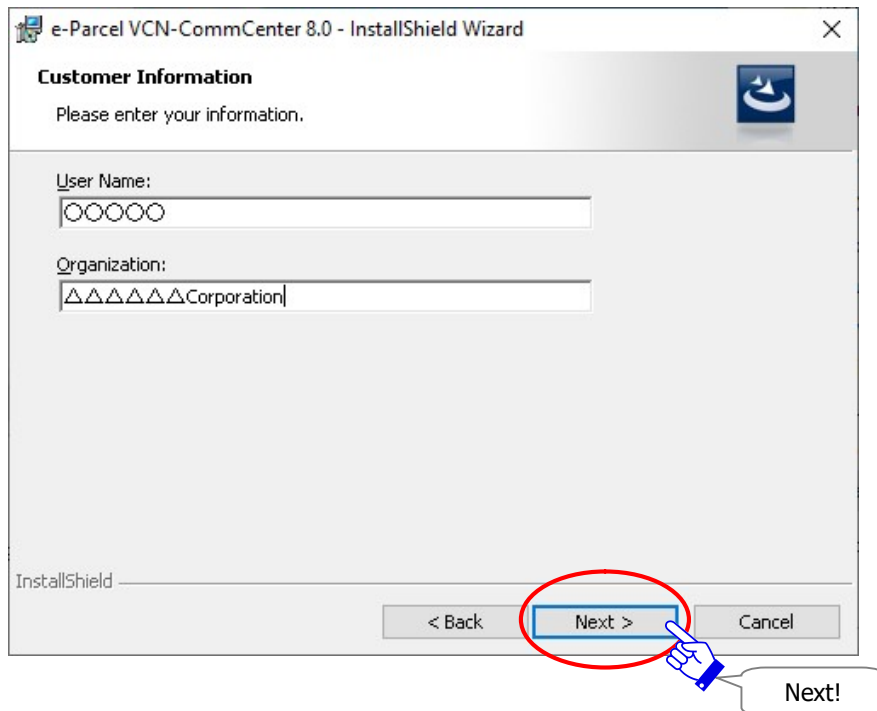
⑨When it shows the "Destination Folder" Location, to install the program in a destination folder by default, click the "**Next**" button. If you want to install to a different folder, click the "**Change**" button.
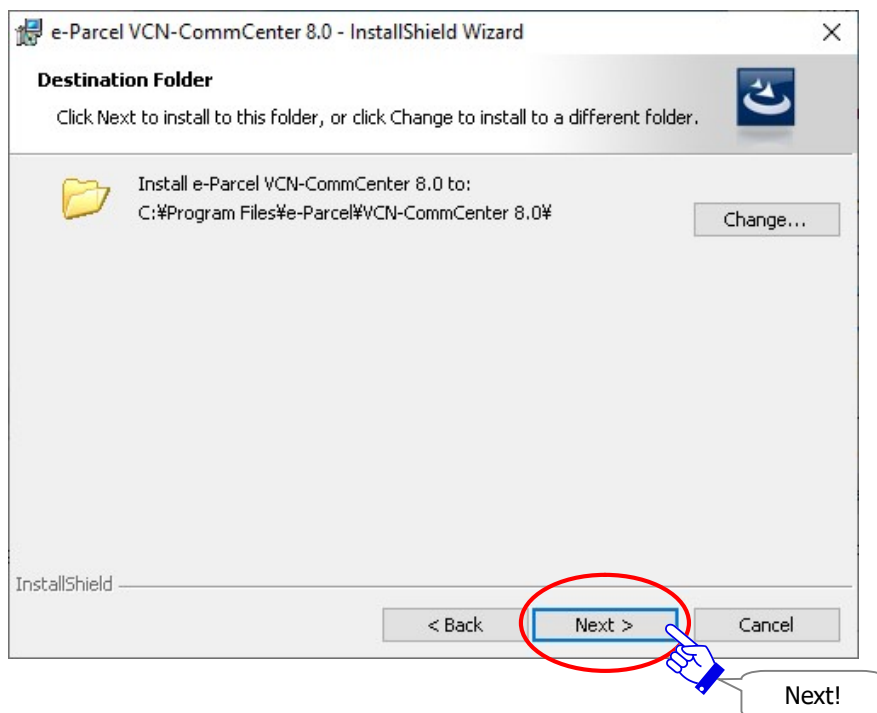
⑩When it shows the "Database Folder" Location, to save the database in a folder by default, click the "**Next**" button. If you want to install to a different folder, click the "**Change**" button.
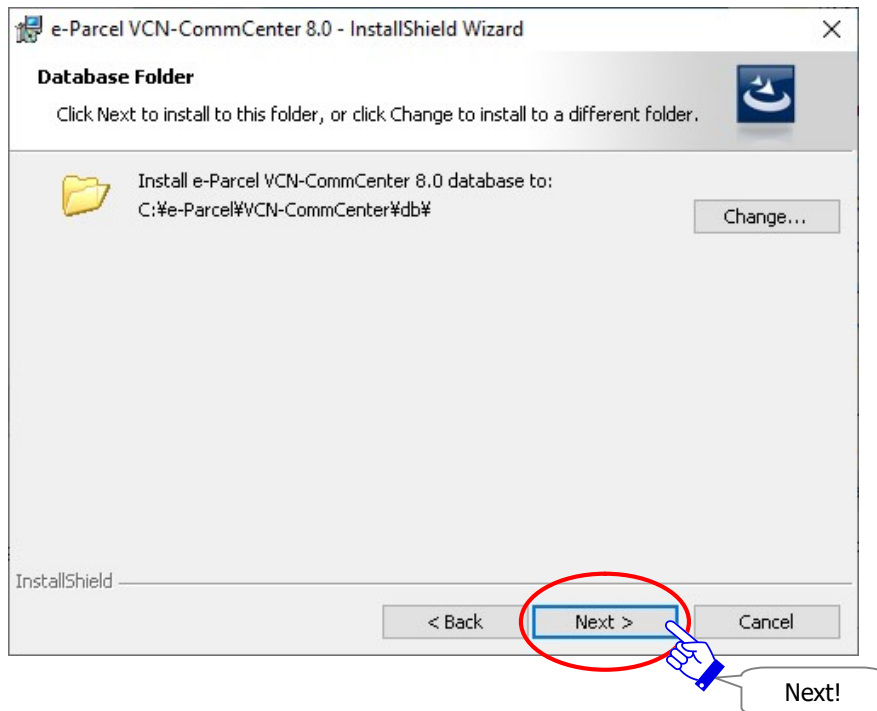
⑪When it shows the "Data Folder" Location, to save data in a folder by default, click the "**Next**" button. If you want to install to a different folder, click the "**Change**" button.

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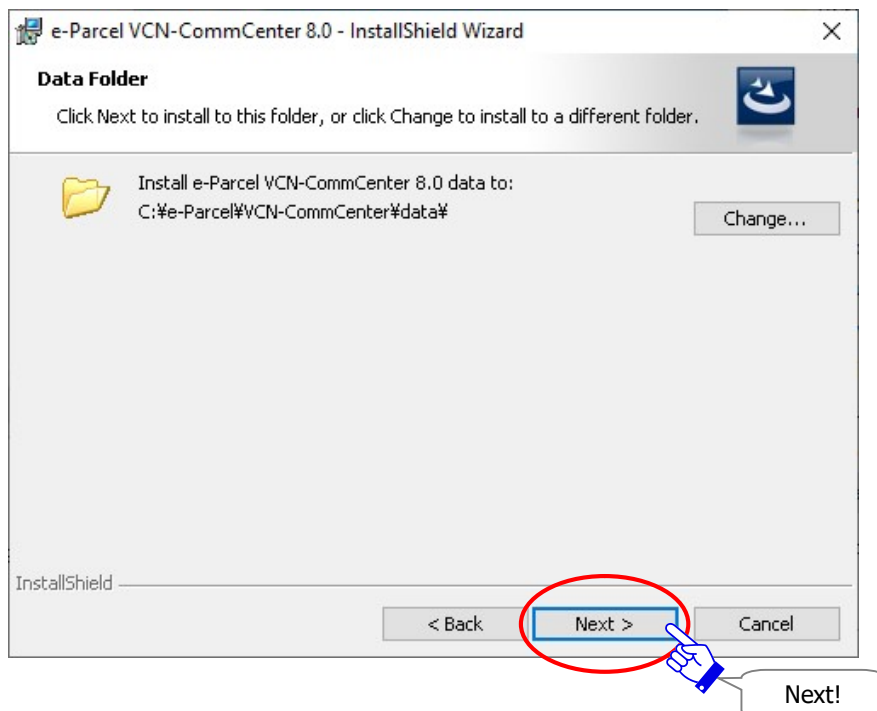
⑫When it shows the "Ready to Install the Program", select either for "**all users**" or "**Only for me**

(Windows user account)" button to begin to install the e-Parcel software with your installation

settings.

*To use VCN-CommCenter 8.0 in a same computer with multiple Windows user accounts, choose
the "Anyone who uses this computer (all users)" button. The software must be installed just once
by the first Windows user account. When any other user accounts sign in Windows, install the
client digital certificate only, and then launch the existing VCN-CommCenter to auto-setup. (For
more details, refer to P66)
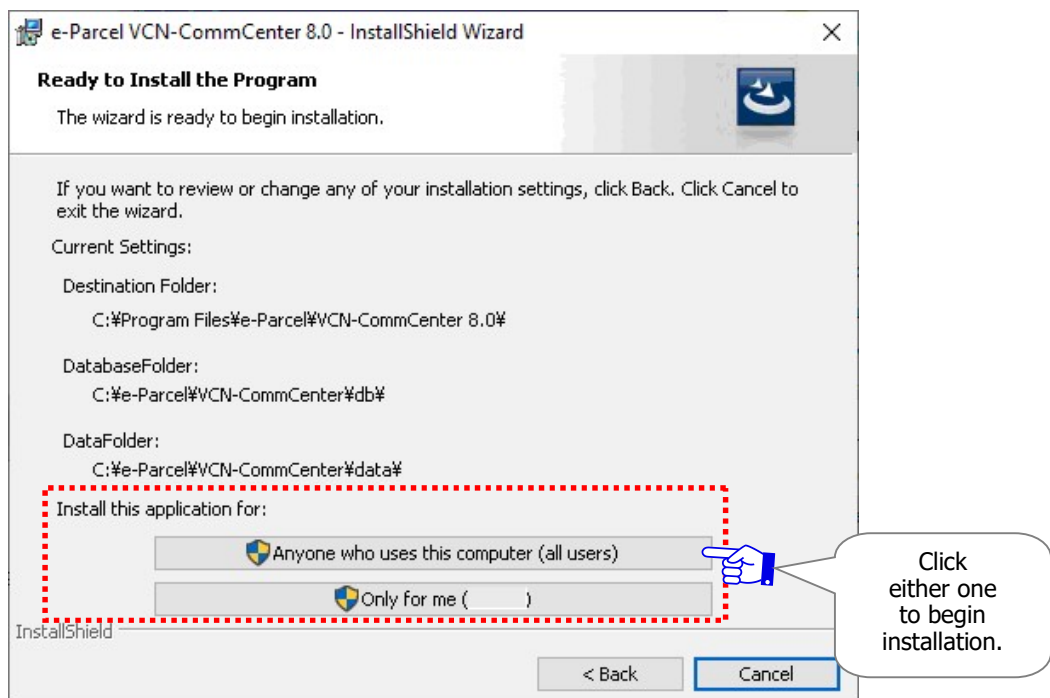
*[For Windows Vista or later] The "User Account Control (UAC)" dialog appears. In the case of sign
in Windows with an administrator account, select the "Yes (Allow)" button to allow. Or, in the case
of sign in Windows with a standard account without the administrative privilege, an administrator
account name (administrator ID) and password are required to input.
[For Windows 2000, XP, 2003] Log on Windows with an administrator account or a user account with the
administrative privilege. And then, try to install again.

*If the Security Warning dialog appears prompting you to install this application, click the "Run"
button to allow executing.

⑬When it shows the "Installing…", please wait while software installation processing.

⑭When the e-Parcel client software installation finished, it shows the "InstallShield Wizard Completed".

In the normal case that you launch and use the e-Parcel software with the current Windows user account, just confirm the checkbox "Launch the program" validated (set checked: on) by default, and then click the "**Finish**" button.

*If you launch and use the e-Parcel software with another Windows user account which is different from the current Windows user account for software installation. be sure that the checkbox "Launch the program" should be invalidated (set unchecked: off), and then click the "Finish" button. For more details, refer to the next page.

When you click the "Finish" button, the e-Parcel VCN-CommCenter gets started, and then proceeds to auto-setup promptly. The "Auto Setup" function attempts automatically to detect your certificate installed and your network settings from Windows.

Caution:

[To use the software with another Windows user account after installed]

In the case that you launch and use the e-Parcel software with another Windows user account which is different from the current user account for software installation, take this procedure below.

For example, in the case of [Windows 2000, XP, 2003]

If you sign in Windows temporarily with either an administrator account or a user account with the administrative privilege for only software installation, but you launch and use the software with another user account, take this procedure below.

1. **Set unchecked (off) in the checkbox "Launch the program"** while the "InstallShield Wizard Completed" shown. Then, click the "Finish" button to complete just software installation without launching VCN-CommCenter.

2. Sign out from the current Windows user account and then sing in with another Windows user account which you use the e-Parcel software.

(Attention: Another Windows user account is required to install(import) a client digital certificate in Windows in advance.)

*Before auto-setup, you must sign in Windows with a user account which runs the e-Parcel software and complete to install (import) a client digital certificate in Windows in advance.

3. When you sign in Windows, to launch the program, double-click the "e-Parcel x.x" shortcut icon on the desktop.

Or, [For Windows 10 or later] Select from Windows "Start" menu > e-Parcel > e-Parcel VCN-CommCenter x.x.

[For Windows 8 or earlier] Select from Windows "Start" menu > All Program > e-Parcel > VCN-CommCenter x.x > e-Parcel VCN-CommCenter x.x.

The VCN-CommCenter will launch and auto-setup.

Proceed to the next procedure for auto-setup of this manual.

* If the auto-setup function doesn't start when the client software gets started, access the VCN-CommCenter GUI menu bar "Tools" > "Auto Setup".

Caution: If the local security policy or domain security policy of your company may not allow the certificate installation in Windows or web browser applications, you may fail in the certificate installation in Windows at the previous step. In this case, you cannot auto-setup the e-Parcel client software.

Before auto-setup, you must sign in Windows with a user account which runs the e-Parcel software and complete to install (import) a client digital certificate in Windows in advance.

Accordingly, **set unchecked (off) in the checkbox "Launch the program"** while the "InstallShield Wizard Completed" shown. Then, click the "Finish" button. It just ends to complete the software installation without launching the VCN-CommCenter. Try another way just below to import certificate directly on the client software.

How to import the client digital certificate on the e-Parcel client software

Before import certificate, you must save a file of the e-Parcel client digital certificate in your computer in advance at STEP4 of Web site : P27②.

1. [For Windows 10 or later] Select from Windows "Start" menu > e-Parcel > Import Certificate.
    [For Windows 8 or earlier] Select from Windows "Start" menu > All Program > e-Parcel > VCN-CommCenter x.x > Import Certificate.

2. The "Certificate" dialog is opened. Locate a file of your certificate saved in your computer at the previous STEP4 of web site. A file name of the e-Parcel client digital certificate must be "e-Parcel_ [your e-Parcel ID].p12".
    Select it and then click the "Open" button to start importing.

3. The "Password" required dialog appears. Input your password, and then click the "OK" button.

4. While configuring your certificate on the e-Parcel client software, it shows "Setup is Proceeding…". Proceed to P57 of this manual.

    * Once importing a certificate has been completed, a certificate file will be removed automatically from your computer.

* For more details, refer to the Q&A page of the "e-Parcel software download site" at
    URL：https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer3-10.php

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Caution: If the "Register ID Sharing" dialog is opened without proceeding to auto-setup upon click the "Finish" button while the "InstallShield Wizard Completed" shown, you cannot auto-setup the e-Parcel client software. Because, no certificate installation found in Windows.

Before auto-setup, you must sign in Windows with a user account which runs the e-Parcel software and complete to install (import) a client digital certificate in Windows in advance.

In this case of normal use (without the "ID Sharing" function), **click the "Cancel" button** to close the "Register ID Sharing" dialog. It just ends to complete the software installation without launching the VCN-CommCenter. Firstly, **install (import) the e-Parcel client digital certificate in Windows in advance.** And then, to start the software, double-click the "e-Parcel 8.0" shortcut icon on the desktop. It normally starts to **auto-setup**. (If it cannot start to auto-setup and VCN-CommCenter GUI is just opened, select from the menu "Tools" > "Auto Setup" on GUI.)

* For more details, refer to the Q&A page of the "e-Parcel software download site" at
    URL：https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer3-71.php

<u>Auto-setup e-Parcel Client Software</u>

Starting auto-setup just after installed the e-Parcel client software at STEP 6-2.

*Caution: If the "Register ID Sharing" dialog is opened without proceeding to auto-setup, click the "Cancel" button. No certificate installation found in Windows. For more details, refer to the previous page.

Just after the e-Parcel VCN-CommCenter installation is completed, it should be automatically configured itself for use. The "Auto Setup" function attempts to **automatically detect the e-Parcel client digital certificate** installed (imported) and **your computer's proxy settings**.
*Refer to P88 2. VCN-CommCenter View - 2. Menu Bar - 2-3. Tools – 2-3-3. Auto Setup

⑮ The e-Parcel VCN-CommCenter usually gets started and then automatically proceeds to auto-setup just after software installation completed.

(In the case of one e-Parcel client digital certificate installed in Windows, the dialog as below won't appear.)

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

Windows Security ✕

Select a Certificate

test-epid1@e-parcel.co.jp
Issuer: e-Parcel Global Service Authority
Valid From: 1/1/2020 to 12/31/2039

Click here to view certificate properties

More choices

If a "Select a Certificate" dialog appears, click to view all!

OK   Cancel

When selected, OK!

If the proxy server configured to your computer's proxy settings (Windows) requires user authentication, the "Proxy Authentication Required" dialog may appear upon auto-setup.

Take either one below depending on the proxy authentication methods.

Refer to P138 3. User Configuration – 4. Proxy Settings – 4-1. Automatic Proxy Settings
Refer to P143 3. User Configuration – 4. Proxy Settings – 4-3. Proxy Authentication

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

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

Once you place a check in the checkbox "Remember this authentication info.", the "Proxy Authentication Required" dialog no longer appear whenever login upon start software, auto-setup, import certificate or etc. Then, click "OK" button to authenticate.

*If you are not sure of your computer's proxy settings and the proxy credentials (user name and password), to obtain the correct information, please contact your system/firewall administrator or service provider.

*It is also available to manually configure the proxy server settings after starting the e-Parcel VCN-CommCenter. Details of the manual proxy settings can be found in the section below.
Refer to P141 3. User Configuration – 4. Proxy Settings – 4-2. Manual Proxy Settings

Authentication Required   ✕

Proxy Authentication Required.

   private

User Name | proxy-user-123 |

Password | ******** |

   ☑ Remember this authentication info.

*If using the proxy
server with NTLM or
Integrated Windows
Authentication,
leave all fields blank.
↓
OK!

   ✔ OK
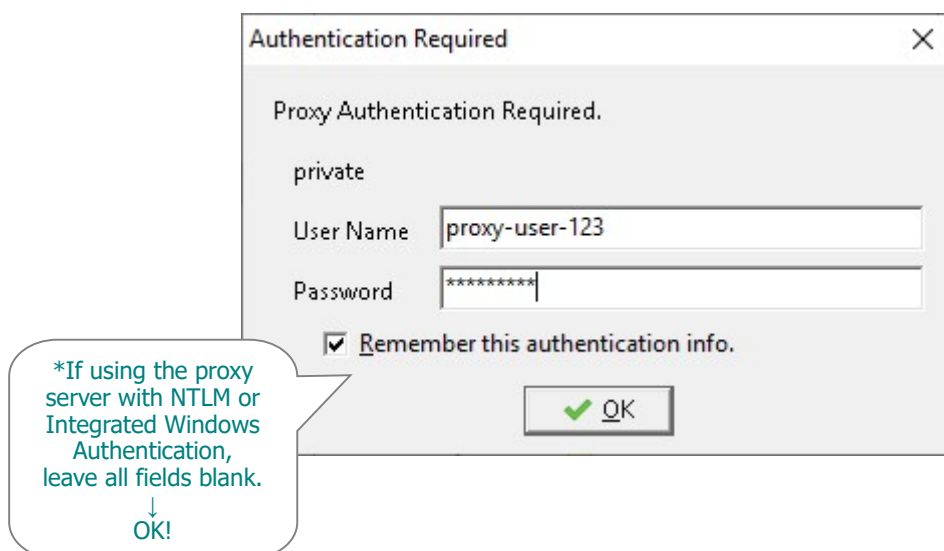
⑯While auto-setup for the VCN-CommCenter, it shows "Setup is Proceeding…". The e-Parcel client software attempts automatically to detect your certificate and network settings from Windows. When auto-setup completed successfully, the "VCN-CommCenter is starting" is usually shown.
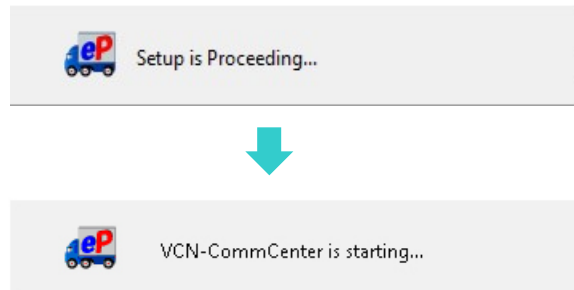
*If the Confirmation "Previous installation found…" dialog below is shown, there may exist another client in which a same e-Parcel ID (a same digital certificate) has been set up. Proceeding setup may cause it dysfunctional such as download aborted. For example, the unreceived items during the previous installation may be no longer delivered. Click the "OK" button to allow proceeding.
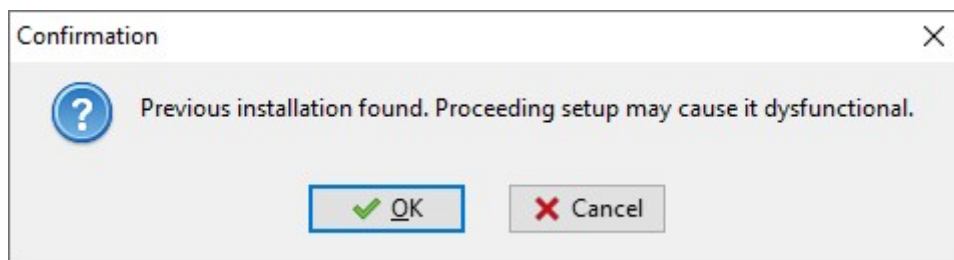
⑰When the e-Parcel software starts running, the "VCN-CommCenter" GUI is opened on the desktop. Once the setup and login to the e-parcel server have completed successfully on the e-Parcel software, it should come online. Check that the system status "Online" is shown on the bottom-right of the VCN-CommCenter GUI. The e-Parcel service is ready for use.

*If the "VCN-CommCenter" GUI won't be opened, double-click the "e-Parcel 8.0" shortcut icon on the desktop.

[VCN-CommCenter GUI]
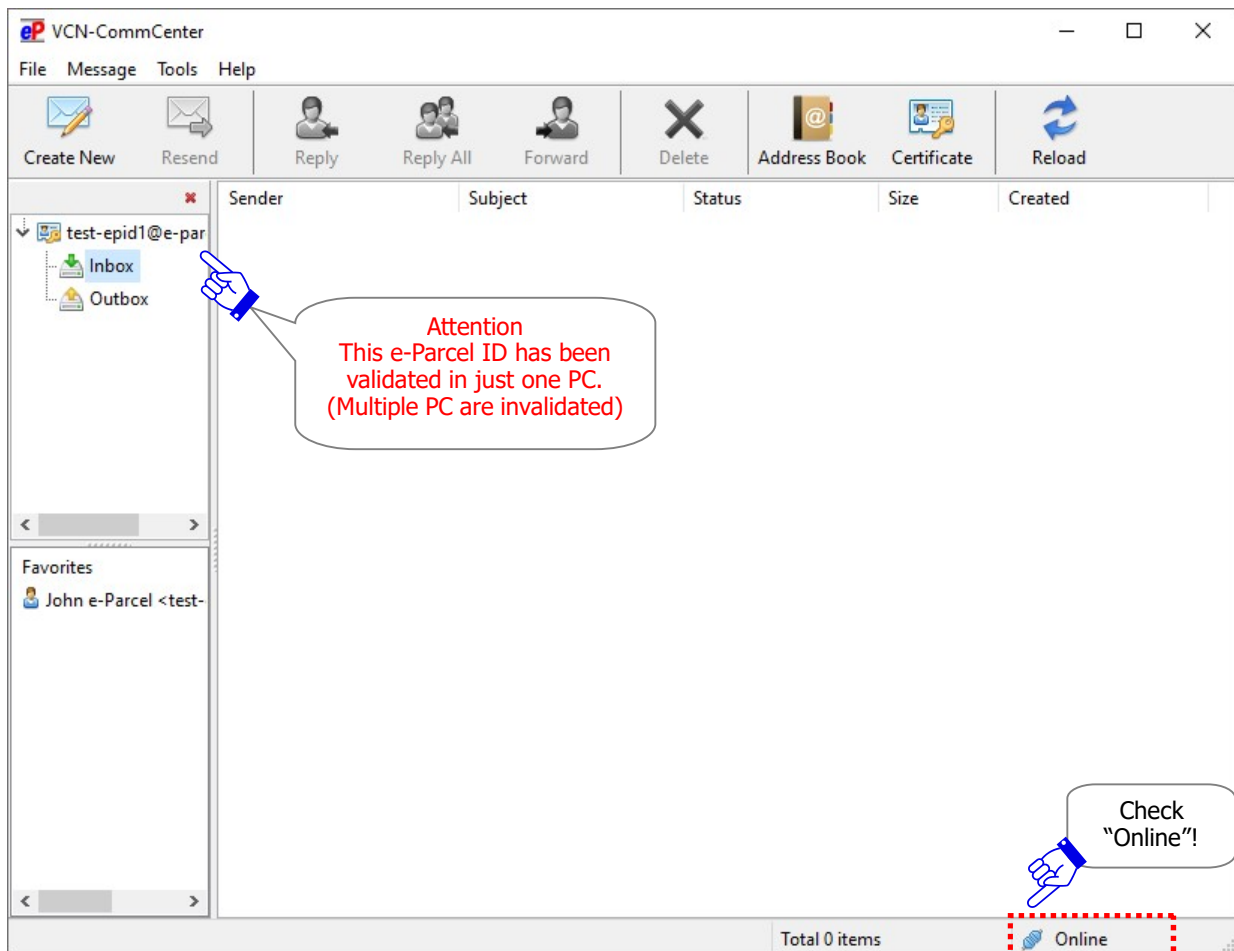
In addition, it is recommended that Windows always shows the e-Parcel icon (e-Parcel CommCenter 8.0) in the notification area on the taskbar. This e-Parcel icon will flash up and show the balloon messages (toast notifications) in the notification area when data received (When the status "Delivery Confirmed").

[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 Windows 10 or later]
1. Right-click on the taskbar, then select "Taskbar settings" from menu.
   (Or, click 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".
*For more information, get help out of Windows.
Refer to P68 Icon of the e-Parcel VCN-CommCenter – Taskbar notification area icon

Warning: The e-Parcel service has adopted the client digital certificate for mutual recognition between the server and a client. (Authentication) Therefore, you <u>can NOT set up a same e-Parcel ID</u> (e-Parcel client digital certificate) to the e-Parcel VCN-CommCenter <u>in multiple computers.</u>

One e-Parcel ID must be available to use in only one computer.

If a same e-Parcel ID (e-Parcel client digital certificate) is set up to the e-Parcel client software in one computer, it is made unavailable in the other computer. That must cause the previous installation dysfunctional (offline). Also, the unreceived items which are not started to download during the previous installation will be the delivery status "Download aborted" and no longer possible to download.

* If you have set up a same e-Parcel ID (e-Parcel client certificate) to the e-Parcel client software in multiple computers, we are afraid that any problems caused by multiple installations above are **NOT included in the e-Parcel Customer Support.** Accordingly, you need to clearly understand the installation with your e-Parcel ID for appropriate use.
 Refer to P17 Attention on using software

Warning: 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 addresses include such an e-parcel ID without satisfaction of the above conditions, the delivery status will be **"Unknown Recipient"** in outbox to fail in sending. (In the case of multiple destination e-Parcel ID including the correct ID, you fail in sending this item to all recipients when the delivery status "Unknown Recipient".)

[How to confirm the error message in the case of the status "Unknown Recipient"]
1. In outbox, double-click on an item showing the status "Unknown Recipient".
2. The Parcel Detail dialog opens. Click the Error Detail button.
3. The Error Detail dialog opens. Confirm the error message and the invalid ID.

Caution: 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 a 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.

Note: The application provides the ability to set up multiple client digital certificates (multiple e-Parcel ID) to one VCN-CommCenter. If you wish to use multiple e-Parcel ID on same VCN-CommCenter GUI, you need to install the client digital certificate of another new e-Parcel ID registered in Windows and then set up to add new e-Parcel ID on the existing VCN-CommCenter. (Access the menu Tools > Auto Setup)

*Before auto-setup, you must sign in Windows with a user account which runs the e-Parcel software and complete to install (import) a client digital certificate in Windows in advance.

Please carefully read and take the procedures below.
Refer to P387 11. Edit / Exchange / Add Digital Certificate
   [Case 3. When you want to add new e-Parcel ID and use multiple e-Parcel ID]

*Also, refer to the Q&A page of the "e-Parcel software download site" at
   URL：https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer3-8.php

Note: In the case that multiple Windows user accounts use the VCN-CommCenter in one computer, while software installation, the first Windows user account must choose the "Anyone who uses this computer (all users)" button. (P57)

This description just briefly explains how to install and configure.

First, sign in Windows with "user account A" and complete to install both the client digital certificate and software (e-Parcel VCN-CommCenter) as usual. Then exit (shutdown) the software. (Access the menu File >Exit)

*Attention: The software must be installed just once by the first Windows user account in a computer.

Next, sign in Windows with another "user account B" and import only the client digital certificate in Windows. Then, to start the existing VCN-CommCenter, double-click the shortcut icon "e-Parcel x.x" on the desktop. It will usually start auto-setup. (Or, you may access the menu Tools > Auto Setup) (*Whenever switching another Windows user account, must access the menu File >Exit (shutdown) the software.)

*Upon sign in Windows with another "user account B", either the same e-Parcel ID as "user account A" or another e-Parcel ID is available to set up the client digital certificate in one computer.

At the end, please carefully read below for appropriate use.

*Caution: Please be sure that double startup of a program is NOT available when multiple Windows user accounts use VCN-CommCenter within one computer.

For example, while VCN-CommCenter is running with user account A, if a user will try to start VCN-CommCenter with user account B in a same computer by means of user switching in Windows or multiple sign-in function in Windows Server OS, VCN-CommCenter with user account B does NOT get started with just showing the Information dialog "VCN-CommCenter is already running". Therefore, only the first user can get started VCN-CommCenter as a program in one computer.

(Solution: After the first user sign out or exits (shutdown) VCN-CommCenter (End the application process from a current user), another logon user account can start the application within a same computer.)

*For more details, refer to the Q&A page of the "e-Parcel software download site" at
   URL：https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer3-7.php

Icon of the e-Parcel VCN-CommCenter

When the client software; e-Parcel VCN-CommCenter has been installed successfully, the shortcut icon is created on the desktop. Also, it is recommended that Windows always shows the eP e-Parcel icon (e-Parcel CommCenter 8.0) in the notification area on the taskbar. 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.

Shortcut Icon

When software installation complete, the "e-Parcel x.x" shortcut icon is created on the desktop of Windows.

*Refer to P70 2. VCN-CommCenter View – 1. Start/Exit/Open/Close the VCN-CommCenter

Shortcut icon on the desktop
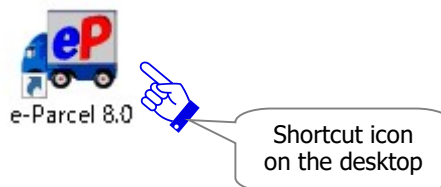
Taskbar notification area icon

When software installation complete, it gets started. In addition, it is recommended that Windows always shows the ![eP] e-Parcel icon (e-Parcel CommCenter 8.0) in the notification area on the taskbar (at the bottom right of Windows).

*Note: [For users of Windows]

[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 Windows 10 or later]

1. Right-click on the taskbar, then select "Taskbar settings" from menu.

(Or, click 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".

*For more information, get help out of Windows.

[For Windows 8 or earlier] Click the arrow next to the notification area on the taskbar. (Or, click Windows "Start" menu > Control Panel > Appearance and Personalization > "Customize icons on the taskbar".) On the "Notifications Area Icons" dialog, change the "VCN-CommCenter 8.0" to "Show icon and notifications" as the behavior.

[The ![eP] e-Parcel notification area icon on the taskbar]

In the case of "Online", the colored e-Parcel icon is shown as the diagram just below.

In the case of "Offline", the e-Parcel icon will be grayed-out as the diagram (*) just below.

In the case of the status "Delivery Confirmed" in inbox when received items, the colored e-Parcel icon will flash up and show the balloon messages (toast notifications).

*Refer to P172 4. Option Configuration – 10. Balloon Message in the taskbar notification area

Online:
Taskbar notification area icon

*Offline:
grayed-out
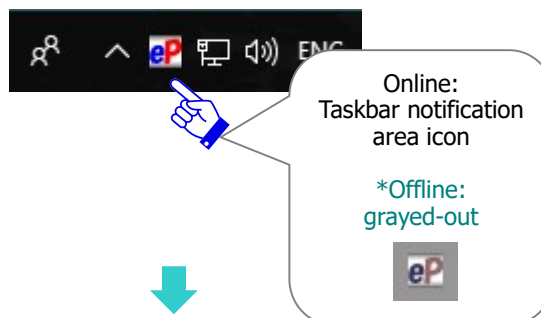
Right-click the ![eP] e-Parcel notification area icon on the taskbar to open the pop-up menu.

*Refer to P70 2. VCN-CommCenter View – 1. Start/Exit/Open/Close the VCN-CommCenter
*Refer to P106 2. VCN-CommCenter View – 2. Menu Bar – 2-4. Help

Right-click notification area icon on the taskbar.

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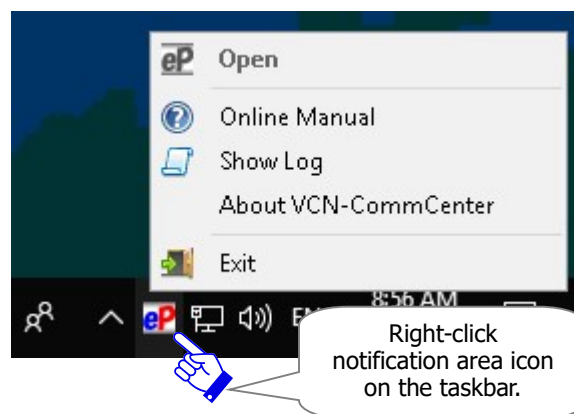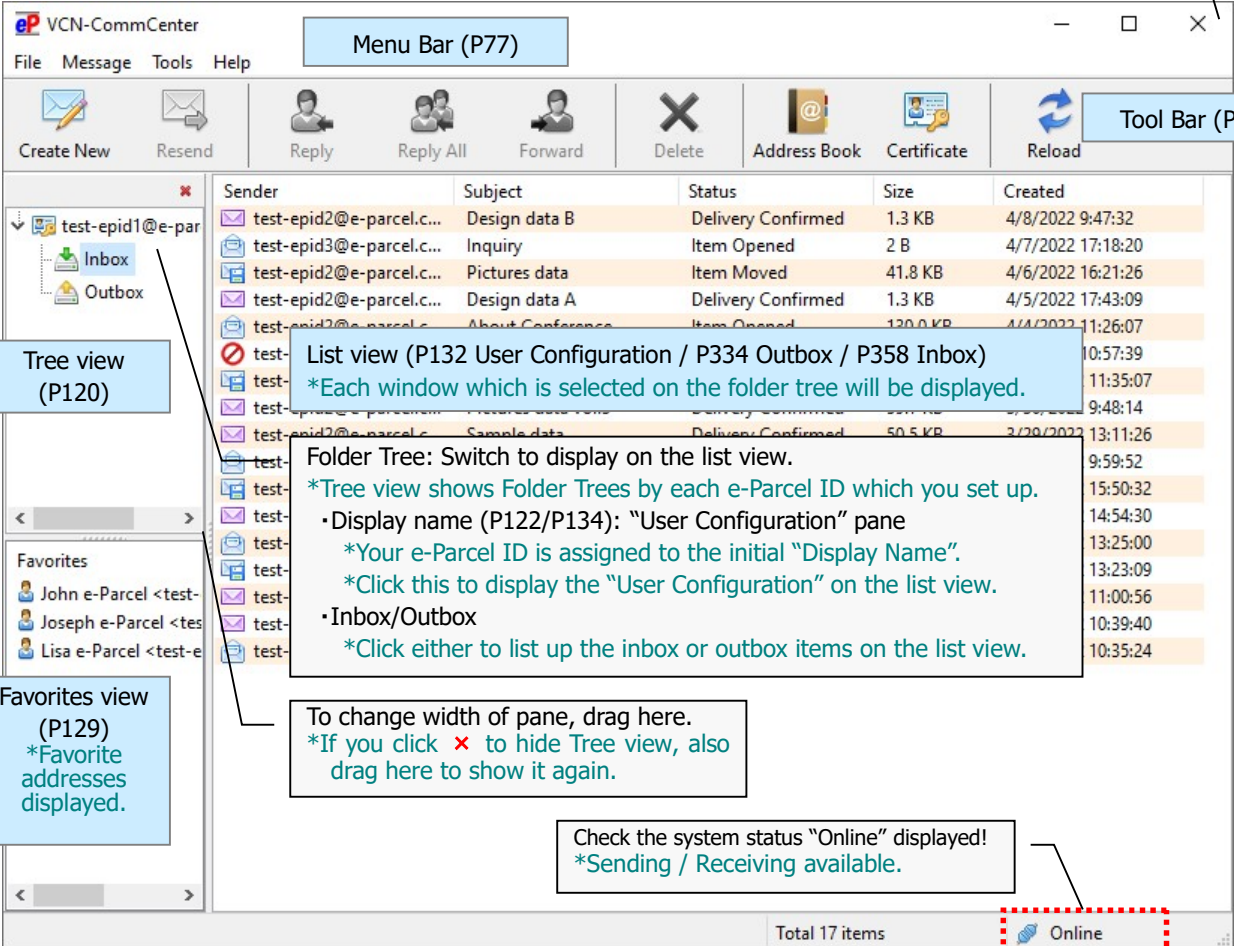
2 VCN-CommCenter View

When the e-Parcel application has installed successfully, the main application GUI "VCN-CommCenter" will open on the desktop. You can operate to send data, move (save) data from inbox and etc. on this GUI.

The following sections will guide you in the VCN-CommCenter GUI for your operation.

Click ☒ (P73)
Just close VCN-CommCenter GUI (window).
*Run as background application.

[VCN-CommCenter GUI]

Menu Bar (P77)

Tool Bar (P114)

Tree view (P120)

List view (P132 User Configuration / P334 Outbox / P358 Inbox)
*Each window which is selected on the folder tree will be displayed.

Folder Tree: Switch to display on the list view.
*Tree view shows Folder Trees by each e-Parcel ID which you set up.
  ·Display name (P122/P134): "User Configuration" pane
    *Your e-Parcel ID is assigned to the initial "Display Name".
    *Click this to display the "User Configuration" on the list view.
  ·Inbox/Outbox
    *Click either to list up the inbox or outbox items on the list view.

Favorites view (P129)
*Favorite addresses displayed.

To change width of pane, drag here.
*If you click ☒ to hide Tree view, also drag here to show it again.

Check the system status "Online" displayed!
*Sending / Receiving available.

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

1-1. How to start the VCN-CommCenter

Usually, when you start a computer and sign in Windows with a user account, the e-Parcel VCN-CommCenter gets started as background application. (by default)

VCN-CommCenter GUI is not opened while starting 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 the menu "File" > "Exit", you can start the e-Parcel VCN-CommCenter in either of two (2) ways below.

Start by the Shortcut icon

To start the e-Parcel VCN-CommCenter, double-click the "e-Parcel x.x" shortcut icon on the desktop.

Way1.
Double-click the shortcut on desktop!
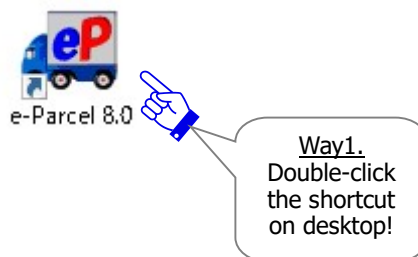
Start from Windows "Start" menu

In addition, to start the e-Parcel VCN-CommCenter, select from Windows "Start" menu.

[For Windows 10 or later]

Select from Windows "Start" menu > e-Parcel > " [eP] e-Parcel VCN-CommCenter x.x"

[For Windows 8 or earlier]

Select from Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter x.x   >

   "[eP] e-Parcel VCN-CommCenter x.x"

[For Windows 10 or later]
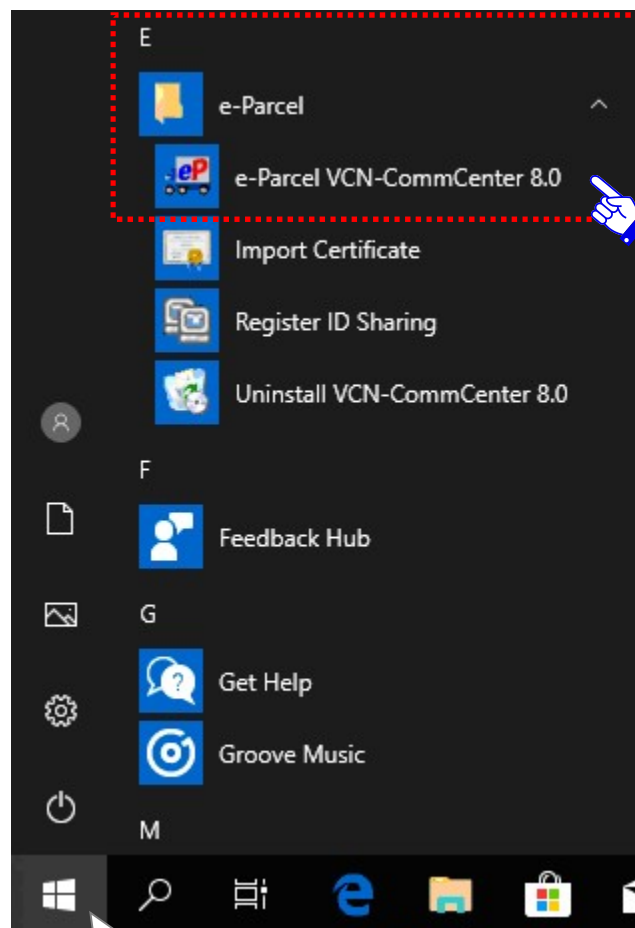
Way2.
Select from
Windows
"Start" menu!

1-2. How to exit the VCN-CommCenter

When you wish to exit (shutdown) the e-Parcel application, you can exit the e-Parcel VCN-CommCenter in either of two (2) ways below. Once you have exit (shutdown) the e-Parcel application, you no longer receive the transmitted data until the next time the e-Parcel application gets started.

Exit from menu of VCN-CommCenter

To exit (shutdown) the e-Parcel VCN-CommCenter, click the menu "File" > "Exit" on the VCN-CommCenter GUI.
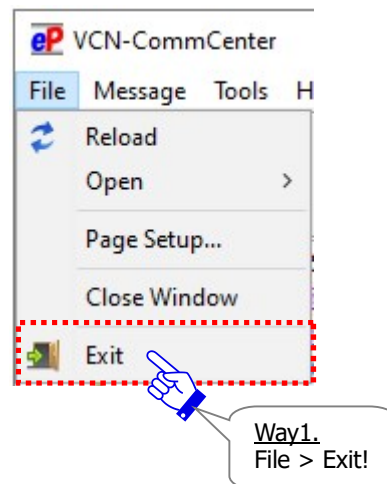
Exit from menu of taskbar notification area icon

While the application is running, the eP e-Parcel icon is shown in Windows taskbar notification area (at the bottom right of Windows).
*Refer to P68 Icon of the e-Parcel VCN-CommCenter – Taskbar notification area icon

To exit (shutdown) the e-Parcel VCN-CommCenter, right-click the eP e-Parcel icon in Windows taskbar notification area to open the pop-up menu, and then select "Exit".
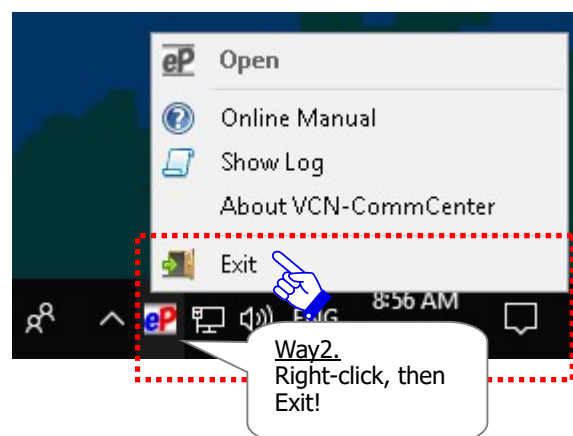
1-3. How to close the window of VCN-CommCenter

Also, to **just close the VCN-CommCenter GUI (window),** you can **run** the e-Parcel VCN-CommCenter **as background application** without opening the VCN-CommCenter GUI. In this case, it could be available tracking and downloading items automatically according to **keep running the e-Parcel application.** (The e-Parcel icon is continuously shown in Windows taskbar notification area.)

Usually, when the e-Parcel application has installed successfully, the e-Parcel VCN-CommCenter must be running. The VCN-CommCenter GUI automatically opens on the desktop. Also, when you restart the e-Parcel application, the VCN-CommCenter GUI usually opens on the desktop with the default option configuration.

At this point, if you wish the e-Parcel VCN-CommCenter to run as background application, just close the VCN-CommCenter GUI in either of two (2) ways below.

(The e-Parcel icon is continuously shown in Windows taskbar notification area.)
Refer to P68 Icon of the e-Parcel VCN-CommCenter – Taskbar notification area icon

Close by the button on VCN-CommCenter GUI

To just close the VCN-CommCenter GUI, click the X button at the top right corner of the VCN-CommCenter GUI.
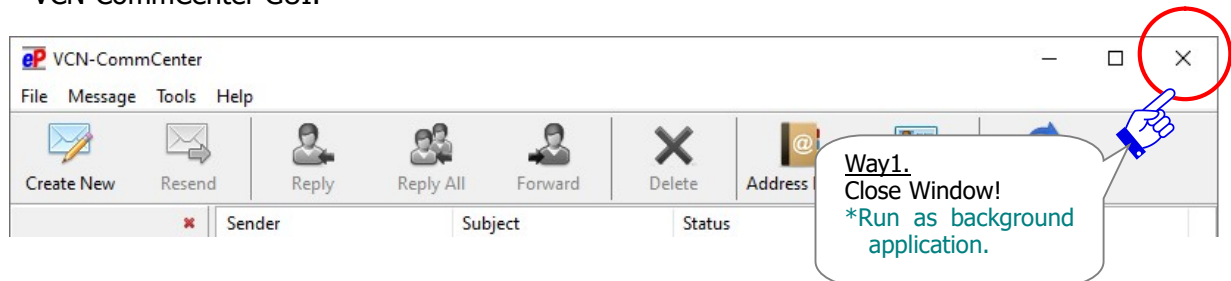
Close from the menu bar of VCN-CommCenter

To just close the VCN-CommCenter GUI, click the menu "File" > "Close Window" on the VCN-CommCenter GUI.
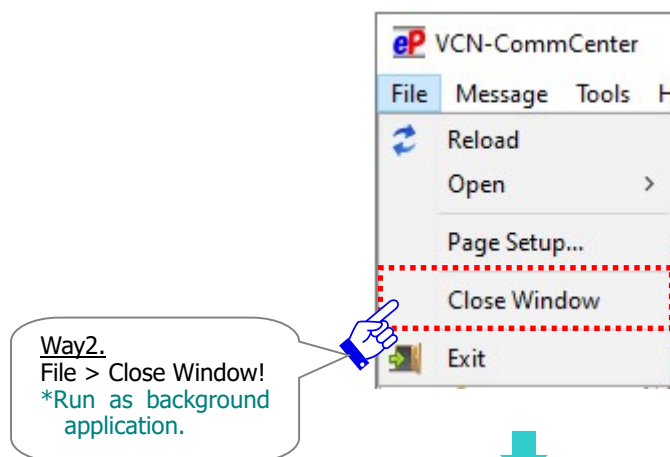
The eP e-Parcel icon is continuously shown in Windows taskbar notification area. (at the bottom right of Windows) The program is running as background application.

⚠️	**Caution: When the VCN-CommCenter GUI is just closed by above ways, the application does NOT exit (shutdown).** The e-Parcel VCN-CommCenter must be running as background application. Therefore, the eP e-Parcel icon is continuously shown in Windows taskbar notification area, representing the availability of e-Parcel service. It will start automatically to download the transmitted items as usual. Also, it will automatically update the delivery status in inbox and outbox items (Tracking). You can view inbox and outbox items by restoring the VCN-CommCenter GUI. *If you wish the e-Parcel VCN-CommCenter to run as background application whenever startup, change the setting of the Option Configuration on the VCN-CommCenter.* Refer to P169 4. Option Configuration – 7. Background Application

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

To restore the VCN-CommCenter GUI (window) while running as background application, open the

VCN-CommCenter GUI in any of three (3) ways below.

* Usually, when you launch a computer and sign in Windows with a user account, the e-Parcel
application gets started as background application by default. At this point, the
VCN-CommCenter GUI is not opened while running as background application.
Refer to P68 Icon of the e-Parcel VCN-CommCenter – Taskbar notification area icon

Open from taskbar notification area icon

To open the VCN-CommCenter GUI while running as background application, just double-click the

e-Parcel icon in Windows taskbar notification area (at the bottom right of Windows).

Or, right-click the e-Parcel icon in Windows taskbar notification area (at the bottom right of

Windows) to open the pop-up menu, and then select the menu "Open".
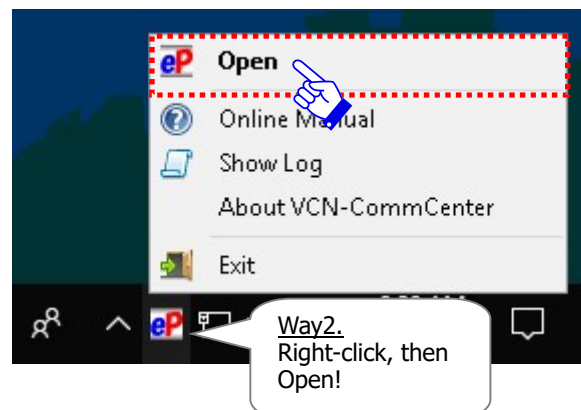
Start the VCN-CommCenter

In addition, you can also open the VCN-CommCenter GUI by the same ways as starting the VCN-CommCenter. (Double-click the "e-Parcel x.x" shortcut icon on the desktop. OR, access from Windows "Start" menu.)

*Refer to P70 2. VCN-CommCenter View – 1-1. How to start the VCN-CommCenter

Way3.
Start
VCN-CommCenter!

*In this case, the "Information" dialog appears as below because the e-Parcel application has already started as background application. Click the "OK" button on the "Information" dialog to open the VCN-CommCenter GUI.

Information   ✕

ⓘ   VCN-CommCenter is already running.

✔ OK

OK !

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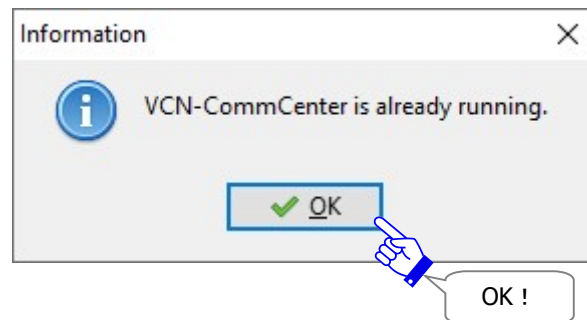
2. Menu Bar

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

[VCN-CommCenter GUI]
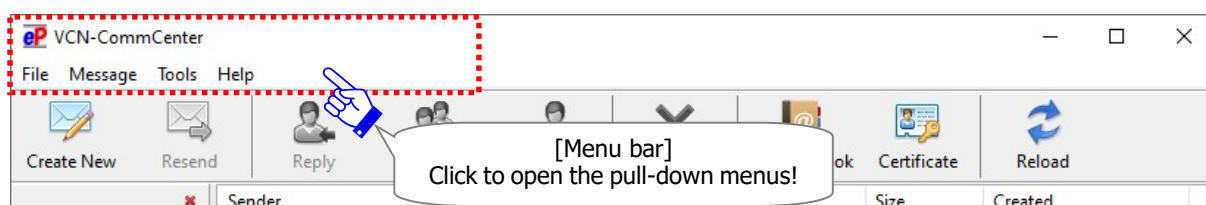
1．File (F)	2．Message (M)
To direct the VCN-CommCenter to reload, open, close window, exit and setup for printing page.	To direct the VCN-CommCenter to perform sending items.

3．Tools (T)	4．Help (H)
To direct the VCN-CommCenter to perform setup and option configurations, including address book.	Provide you with the manuals, application log and general information about the e-Parcel software version info etc.

2-1. File

This menu selection features commands to direct the VCN-CommCenter to reload, open/close GUI and exit (shutdown) the application. The following commands are available.
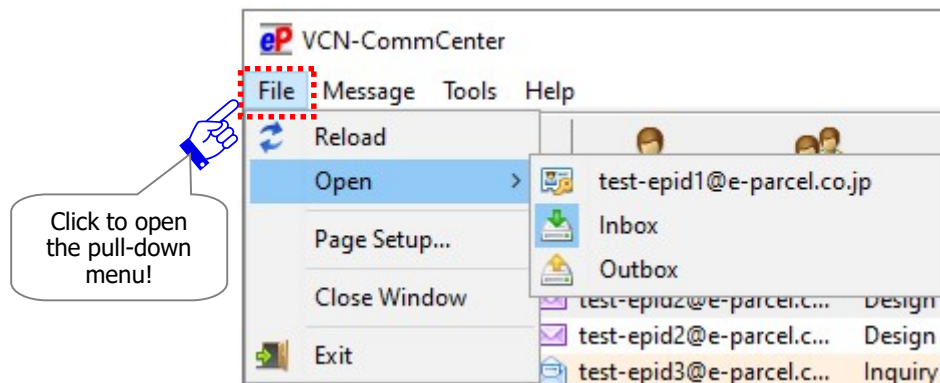
2-1-1. Reload

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

*This behaves similarly to the "Reload" button on the tool bar of VCN-CommCenter.

2-1-2. Open

This command will provide three (3) sub-menu choices for each e-Parcel ID which you wish to show in the list view (in the right pane).

Display Name (P122/P134 Default: e-Parcel ID is displayed) :
This command will open **the "User Configuration" pane** on the VCN-CommCenter GUI, allowing you to configure the VCN-CommCenter for individual e-Parcel ID.

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

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

2-1-3. Page Setup

This command will open the "Page Setup" dialog.

On this dialog, you can modify the page setting for printing message (on the "Parcel Detail" dialog and the "Send Dialog"). When changed, click the "OK" button to close the "Page Setup" dialog for the changes to take effect.

*This behaves similarly to the right-click menu "Page Setup" of message box on the Parcel Detail.
*This behaves similarly to the right-click menu "Page Setup" of message box on the Send Dialog.

*The "Message printing" function has been provided since e-Parcel VCN-CommCenter 8.0.8023 (Released in March 2022). The "Page Setup" and "Print" dialog opens additionally.
*To print the message, click the "Print" button on the Parcel Detail dialog. On the Send Dialog, right-click on the message box and select the "Print" menu. The "Print" dialog opens.
   Refer to P309 8. Sending - 1. New Item Creation – 1-2. Enter Subject and Message – Printing message
   Refer to P352 8. Sending - 3. Outbox Parcel Detail - Tool Bar 3-3-5. Print
   Refer to P381 9. Receiving - 3. Inbox Parcel Detail - Tool Bar 3-3-8. Print
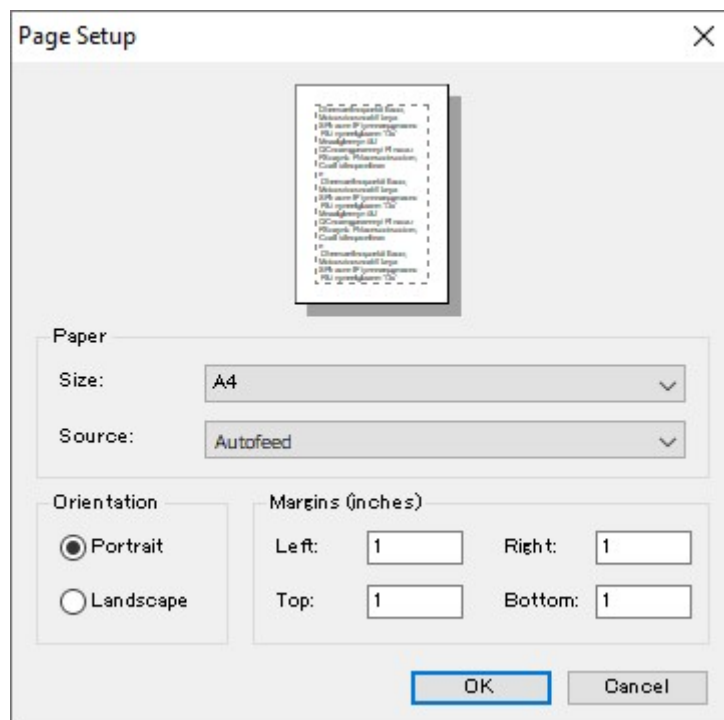
2-1-4. Close Window

This command will just close the VCN-CommCenter GUI (window). It does <u>NOT exit (shutdown)</u> <u>the application</u>. The e-Parcel icon is continuously shown in Windows taskbar notification area, representing the availability of e-Parcel service. You can receive items, and view them by restoring the VCN-CommCenter GUI.

Refer to P73 2. VCN-CommCenter View – 1-3. How to close the window of VCN-CommCenter

How to restore the VCN-CommCenter GUI (window)

To open the VCN-CommCenter GUI when running as background application, just double-click the e-Parcel icon in Windows taskbar notification area. (Or, right-click the e-Parcel icon in Windows taskbar notification area to open the pop-up menu, and then select "Open".)
In addition, double-click the "e-Parcel x.x" shortcut icon on the desktop to start.

Refer to P75 2. VCN-CommCenter View – 1-4. How to open the window of VCN-CommCenter

2-1-5. Exit (Shutdown)

This command will exit (shutdown) the e-Parcel application. The e-parcel icon will disappear from Windows taskbar notification area. Once you have exit (shutdown) the e-Parcel application, you no longer receive the transmitted data until the next time the e-Parcel application gets started running.

This behaves similarly to the right-click menu "Exit" of Windows taskbar notification area icon.
Refer to P72 2. VCN-CommCenter View – 1-2. How to exit the VCN-CommCenter

2-2. Message

This menu selection features commands to direct the VCN-CommCenter to perform sending items.
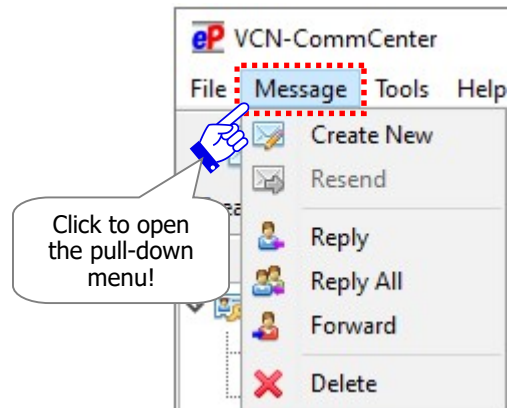
2-2-1. Create New

This command will open the "Send Dialog" to create a new item.

*This behaves similarly to the "Create New" button on the tool bar of VCN-CommCenter.

*Refer to P291 8. Sending

*The "Message decoration with rich text format" function has been provided since e-Parcel VCN-CommCenter 8.0.8023 (Released in March 2022). When the setting "Sending message decoration (disabled by default)" is enabled, the message decoration tool bar is shown additionally at the top of the message box on Send dialog. Refer to P174 4. Option Configuration – 12. Sending message decoration with rich text format

2-2-2. Resend

This command will resend the same items to same recipients within the resend period from date created. This command will be enabled only when you select outbox items which are confirmed to upload (from the status "Waiting Download" onward). Once the items have been resent, this command will be disabled for these outbox items with grayed-out effect.

*This behaves similarly to the "Resend" button on the tool bar of VCN-CommCenter.
*This behaves similarly to the "Resend" button on the outbox Parcel Detail dialog.
*This behaves similarly to the right-click menu "Resend Selected Parcels" of outbox items.
*Attention: Items which are canceled to send while encrypting will NOT be able to resend.
*Attention: On the Option Config (the menu bar "Tools" > "Option"), The "Resend" function
   requires the setting "Enable Resend" to be enabled (set checked: Yes) with initial choice.
   (Default: Enable Resend: Yes / Resend Period: For 14 days)
   Refer to P165 4. Option Configuration - 4. Resend Setting

2-2-3. Reply

This command will create an item to respond to a sender. This command will be enabled only when you select an inbox item (from the status "Delivery Confirmed" onward). Upon selecting the "Reply" menu, the "Send Dialog" box will open with the original message.

*This behaves similarly to the "Reply" button on the tool bar of VCN-CommCenter.

2-2-4. Reply All

This command will create an item to respond to senders including TO, CC recipients. This command will be enabled only when you select an inbox item (from the status "Delivery Confirmed" onward). Upon selecting the "Reply All" menu, the "Send Dialog" box will open with the original message.

*This behaves similarly to the "Reply All" button on the tool bar of VCN-CommCenter.

2-2-5. Forward

This command will create an item to forward an inbox item to other recipients. This command will be enabled only when you select an inbox item (from the status "Delivery Confirmed" onward). Upon selecting the "Forward" menu, the "Send Dialog" box will open with the original message. Enter e-Parcel ID of recipients to forward.

*This behaves similarly to the "Forward" button on the tool bar of VCN-CommCenter.

⚠️	**Caution:** When you want to forward the attachments from inbox, please be advised you to **forward the attachments before operation "Move File".** Once you have moved the attached files and folders ("Item Moved"), upon clicking the "Forward" menu/button, the "Send Dialog" for forwarding will open without attachments. You can no longer forward these attachments from inbox. (When forwarding inbox items, if attachments already have been moved, attach files and folders saved in a destination folder specified.)

2-2-6. Delete

This command will delete items from inbox and outbox. This command will be enabled only when you select outbox items which are uploaded (from the status "Upload Complete" onward) or inbox items which are confirmed to download (from the status "Delivery Confirmed" onward).

The outbox items deleted are not listed up in outbox any longer.

The inbox items deleted are not listed up in inbox any longer. If the attached files and folders have not been moved from inbox yet, these are also deleted.

*In the case that recipients delete inbox items which have not been opened or moved yet (the status "Delivery Confirmed"), the delivery status will be updated to "Item Deleted" only in the sender's outbox.

Note that once items have been deleted, these items never been restored.

*This behaves similarly to the "Delete" button on the tool bar of VCN-CommCenter.

*For your information: Despite deleting items 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 in 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/.
Refer to P458 Appendix 1. e-Parcel Secure Enterprise - Web Browser

	Warning: **If the attached files/folders have not been moved from inbox yet** (the status is "Delivery Confirmed" or "Item Opened".), upon clicking the "Delete" menu/button, **the attached files/folders promptly are also deleted at the same time.** Therefore, please be advised you to move (save) the attached files/folders from inbox before operation "Delete".
*Refer to P366 9. Receiving - 3. Inbox Parcel Detail - 3-2. Move Attached Files(Save)

2-3. Tools

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

* 【Register ID Sharing】The "Register ID Sharing" menu has been provided since e-Parcel VCN-CommCenter 8.0.8021(Released in October 1, 2019). This new function is interlocked with the automation client software; e-Parcel VCN-AX 6.0 / 5.0.5011(Released in June 1, 2020) or later. It could enable the multiple client software VCN-CommCenter 8.0 to share one e-Parcel ID which has been set up to the VCN-AX. The separate volume of "ID Sharing function Operation Guide" will describe that in greater detail. For any inquiry or request about new function "ID Sharing", consult your company's system administrator or contact our sales representatives (Email: sales@e-parcel.co.jp).

2-3-1. Address Book

This command will open the "Address Book" dialog.

*This behaves similarly to the "Address Book" button on the tool bar of VCN-CommCenter.
*Refer to P200 7. Address Book
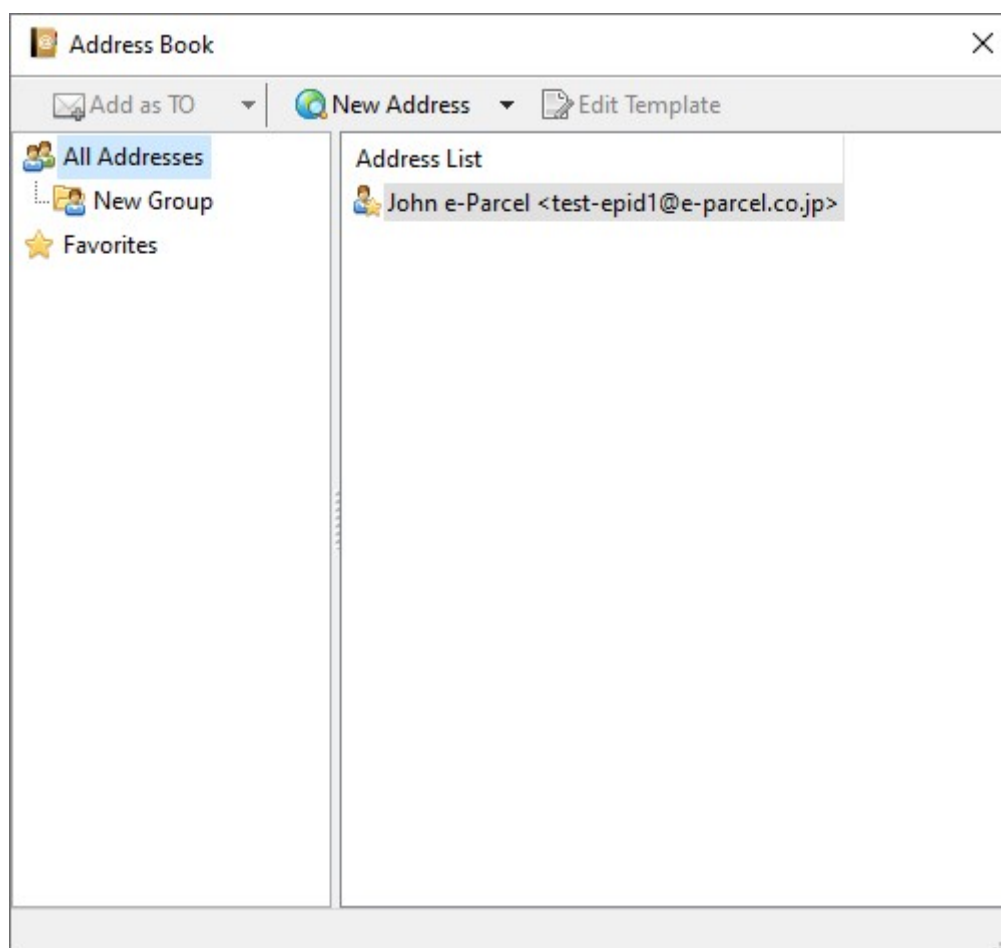
	Note: [Attention users of e-Parcel VCN-CommCenter 7.0.7019 or earlier] The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). If users of ver.7.0.7019 or earlier wish the "Grouping" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site below. URL：https://www.e-parcel.ne.jp/ *Refer to P433 12. Updating Software

2-3-2. Certificate

This command will allow you to verify the certificate information which has been installed on the e-Parcel application. The "Certificate" dialog appears. This dialog just shows your certificate information, not to configure.
*This behaves similarly to the "Certificate" button on the tool bar of VCN-CommCenter.

When verified, click the "OK" button to close.
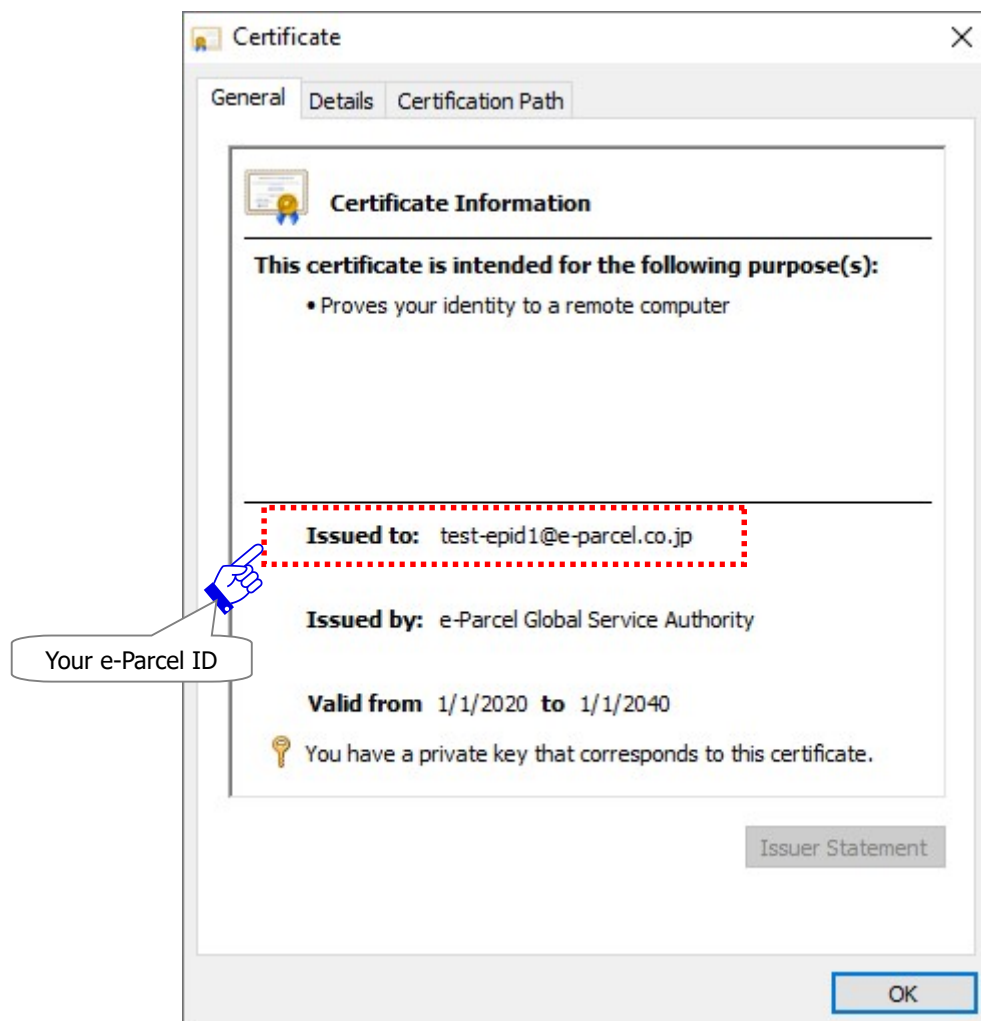
2-3-3. Auto Setup

This command will automatically configure to the e-Parcel VCN-CommCenter. The auto setup function requires in advance to install (import) a client digital certificate in Windows when you sign in Windows with a user account which runs the e-Parcel software.

*Usually, you have completed to install your e-Parcel client digital certificate in Windows at the beginning of the software installation.

*For your reference: [How to confirm your client digital certificate imported to Windows]
Access Windows "Start" menu > Windows System > Control Panel > Network and Internet > "Internet Options".
In the "Internet Properties" dialog, on the "Content" tab, under the "Certificates" category, click the "Certificates" button.
In the "Certificates" dialog, on the "Personal" tab, confirm your client digital certificate. Your e-Parcel ID is shown in the "Issued To" column. ("e-Parcel Global Service Authority" is shown in the "Issued By" column.)

[How to open the "Certificates" dialog using Microsoft Edge]
Launch Microsoft Edge. On toolbar at the upper-right, click […] (Settings and more) > Settings (gear icon) > Privacy, search, services > Security > Manage certificates > the "Certificates" dialog.

The e-Parcel application provides auto setup function to attempt to automatically detect and the e-Parcel client digital certificate installed and your computer's proxy settings. To auto setup, follow the procedure ①～④ below.

⚠️	**Warning**: Please be advised that you should **not configure the e-Parcel client digital certificate by "Auto Setup" while the e-Parcel VCN-CommCenter is processing to upload and download data.** Wait for the delivery status to be "Waiting Download" in outbox or "Delivery Confirmed" in inbox.

How to Auto Setup

①[Preparation] In advance, sign in Windows with a user account which runs the e-Parcel client software. The e-Parcel client digital certificate of your e-Parcel ID must be installed in Windows.
*Refer to P399～414 11. Edit / Exchange / Add Digital Certificate – 2～3.

If your e-Parcel ID and PC have not been changed since the beginning, you have already installed the e-Parcel client digital certificate of your e-Parcel ID when installing the e-Parcel application. Proceed to next ② without take this step ①.

⬇

②Access the menu "Tools" > "Auto Setup" on the VCN-CommCenter GUI. Usually, the auto-setup
function starts automatically.
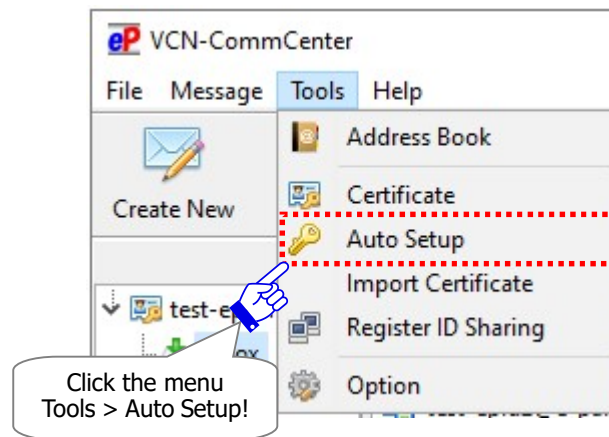
(In the case of one e-Parcel client digital certificate installed in Windows, the dialog below will not
appear.)

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

Attention1:

If the proxy server configured to your computer's proxy settings (Windows) requires user authentication, the "Proxy Authentication Required" dialog may appear upon auto-setup.

Take either one below depending on the proxy authentication methods.
Refer to P143 3. User Configuration – 4. Proxy Settings – 4-3. Proxy Authentication

*However, when your proxy credentials (user name and password) are applied automatically and correctly or when your proxy credentials (user name and password) have been saved in software (P145), the "Proxy Authentication Required" dialog won't appear.

[In the case of NTLM Authentication or Integrated Windows Authentication]
Leave blank in the proxy credentials (User name, Password, Checkbox "Remember this…"). Then, click "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).
Once you place a check in the checkbox "Remember this authentication info.", the "Proxy Authentication Required" dialog no longer appear whenever login upon start software, auto-setup, import certificate or etc. Then, click "OK" button to authenticate.

*If you are not sure of your computer's proxy settings and the proxy credentials (user name and password), to obtain the correct information, please contact your system/firewall administrator or service provider.

*More details of the proxy server settings can be found in the section below.
Refer to P137 3. User Configuration – 4. Proxy Settings

*If using the proxy server with NTLM or Integrated Windows Authentication, leave all fields blank.
↓
OK!

Attention2:

Only if the "Password Protect" function is enabled, the e-Parcel "Server Login Required" dialog must appear. Enter your login password and click the "**OK**" button to authenticate.

If your login password have been saved（P148）, the e-Parcel "Server Login Required" dialog will not appear.

Once you place a check in the "Remember this authentication info." checkbox, the "Server Login Required" dialog no longer appear whenever login to the e-Parcel server upon auto-setup etc.
*Refer to P147 3. User Configuration - 5. Login Password Authentication

③While auto-setup, it shows "Setup is Proceeding…". The VCN-CommCenter attempts to automatically detect the e-Parcel client digital certificate and your proxy server information such as the LAN settings from Windows.
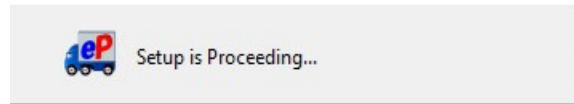
*If the Confirmation "Previous installation found…" dialog below is shown, there may exist another client in which a same e-Parcel ID (a same digital certificate) has been set up. Proceeding setup may cause it dysfunctional such as download aborted. For example, the unreceived items during the previous installation may be no longer delivered. Click the "OK" button to allow proceeding.
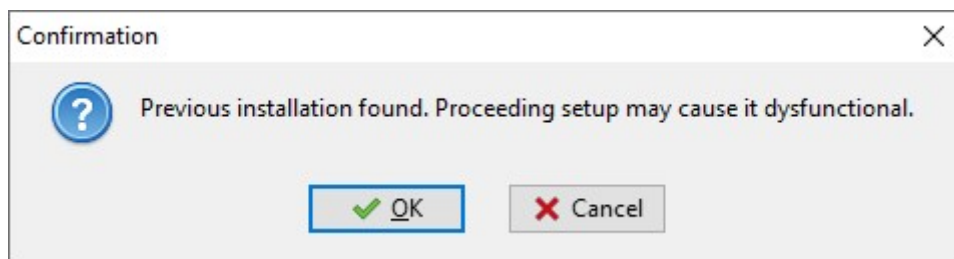
④When auto-setup complete successfully, it should come online. Check that the system status "Online" is shown on the bottom-right of the VCN-CommCenter GUI.
  *In the case of "Offline", verify your network environment and proxy settings are correctly configured to Windows Internet Connections (Internet Options).
   Refer to P137 3. User Configuration – 4. Proxy Settings
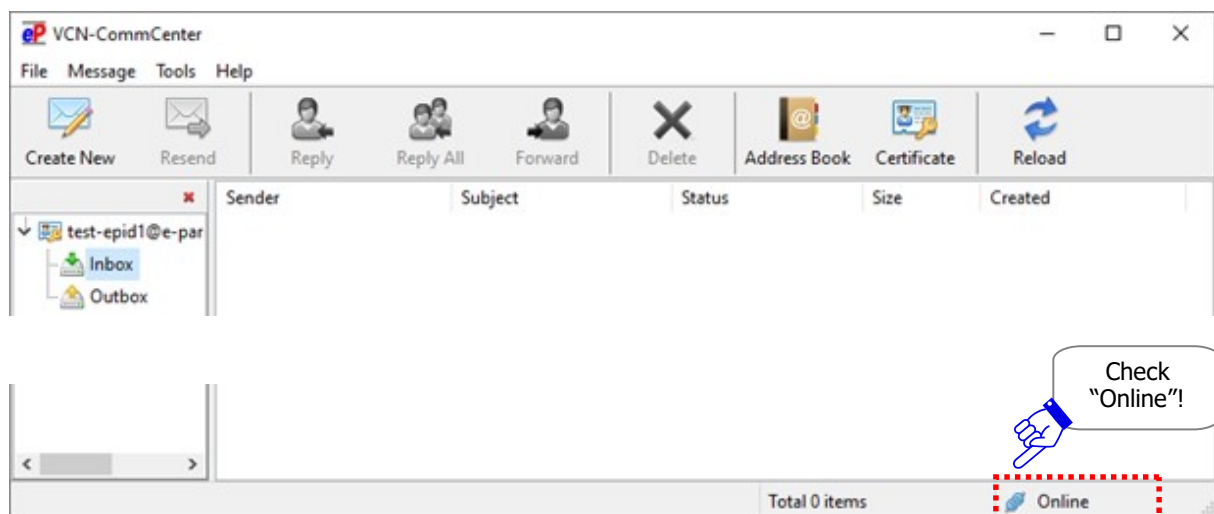
2-3-4. Import Certificate

This command will display prompting to import a certificate to the e-Parcel VCN-CommCenter (manual setup). For the preparation, a file of your e-Parcel client digital certificate is required to download (save) in a computer from the e-Parcel site in advance.

For example, in the case that the local security policy or domain security policy of your company has not allowed the certificate installation in Windows or web browser applications, you may fail in the certificate installation with the error message dialog shown. (For your information: One of the error messages: "An error occurred during the addition of a certificate to the Trusted Root Certification Authorities store.")

In the case of the above example error message, it seems that you are not allowed to import Root CA certificate by the local security policy or domain security policy of your company. However, you may have some difficulty to change the security policy of you. To promptly get started the e-Parcel software, we show you another procedure (manual setup) which the e-Parcel client software directly imports your certificate instead of auto setup. Please be sure to read the followings and then take the procedures.

*This "Import Certificate" function provides to set up manually a certificate to the e-Parcel software. It is different from "Auto Setup" function which the application automatically detects the e-Parcel certificate from Windows.

	Warning: Please be advised that you should **not configure the e-Parcel client digital certificate by "Import Certificate" while the e-Parcel VCN-CommCenter is processing to upload and download data.** Wait for the delivery status to be "Waiting Download" in outbox or "Delivery Confirmed" in inbox.

How to Import Certificate

①[Preparation] In advance, you must download (save) a file of the e-Parcel client digital certificate in your computer. First, visit the e-Parcel download site URL (https://www.e-parcel.ne.jp/）, click the menu "e-Parcel Enterprise Service Menu", see the page appeared and then click the "Download Client Certificate" button. Proceed to the "**STEP4.** Download and install a client digital certificate." page and then **click the "Download" button to save a certificate file.**
*Refer to P399～408 11. Edit / Exchange / Add Digital Certificate – 2.

[For Microsoft Edge]

In Windows, the certificate file is often saved automatically to This PC > "Downloads" folder with the default setting.

(Or in the download notification bar of the browser window, select "Save as")
*If you select "Save as" in the download notification bar, leave the default file name.
*Note: When downloading, please be aware that you must save a file of your client digital certificate in your computer in advance. In this case, you do not need to install it in Windows. (No need to "Open file".)

File name of
your certificate

Downloads

e-Parcel_test-epid1@e-parcel.co.jp.p12
Open file

See more

File saved automatically

OR

Downloads

What do you want to do with e-Parcel_test-epid...

Open   Save as

See more

Save as!

[Certificate file]

Download location (Default): C:¥Users¥(Windows user account name)¥Downloads

File name: e-Parcel_your e-Parcel ID.p12

*If you have changed Download Location in the browser settings "Downloads", it might be saved to another location where you specified.

Confirm a file of your client digital certificate saved in the "Downloads" folder. It is recommended that you move a certificate file to another location where is easy to find such as Desktop in your computer.

②Access the menu "Tools" > "Import Certificate" on the VCN-CommCenter GUI.
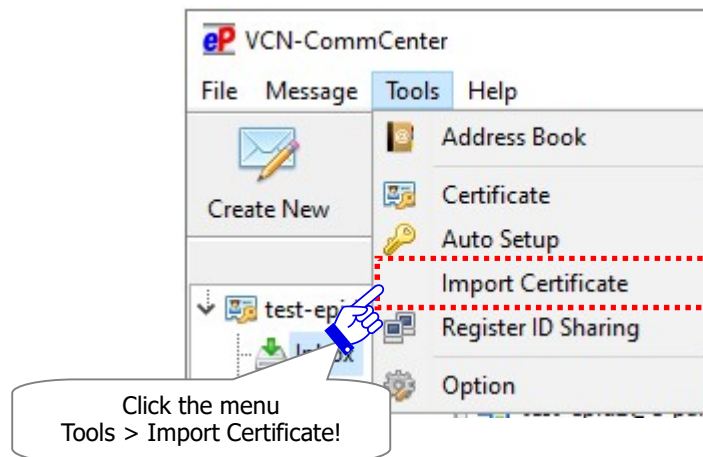
*If you have not set up (import) the e-Parcel certificate to the application ever, take the operation below to access from Windows "Start" menu.

OR

OR select from Windows "Start" menu.

[For Windows 10 or later]

Select from Windows "Start" menu > e-Parcel > "Import Certificate"

[For Windows 8 or earlier]

Select from Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter x.x >

"Import Certificate"

[For Windows 10 or later]
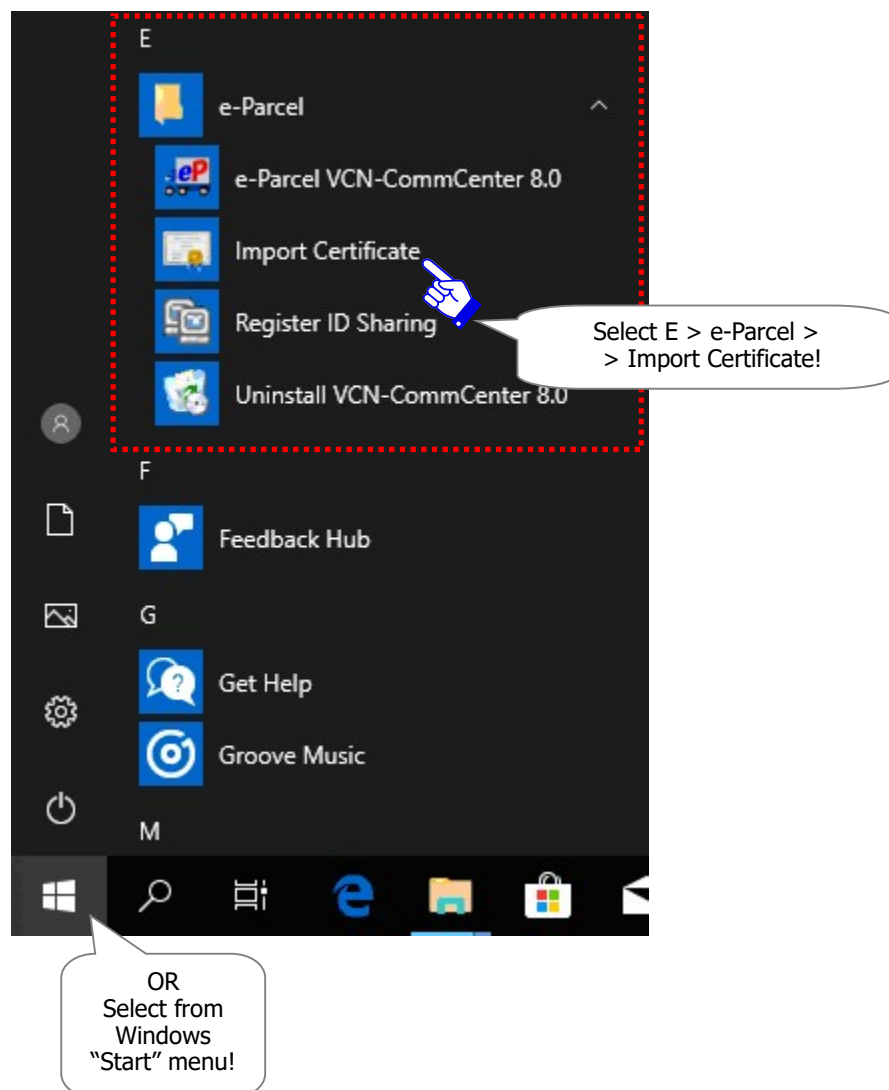
*Upon this operation, if the VCN-CommCenter GUI just opens instead the "Certificate" dialog
  shown, access the menu "Tools" > "Import Certificate" on the VCN-CommCenter GUI.

③The "Certificate" dialog is opened. Locate a file of your certificate which you have saved at the previous step ①. Select a certificate and then click the "Open" button to start importing.

[A file name of the e-Parcel client digital certificate is "**e-Parcel_ your e-Parcel ID.p12**"]

*Attention: It is not recommended that a file name of your certificate is changed.
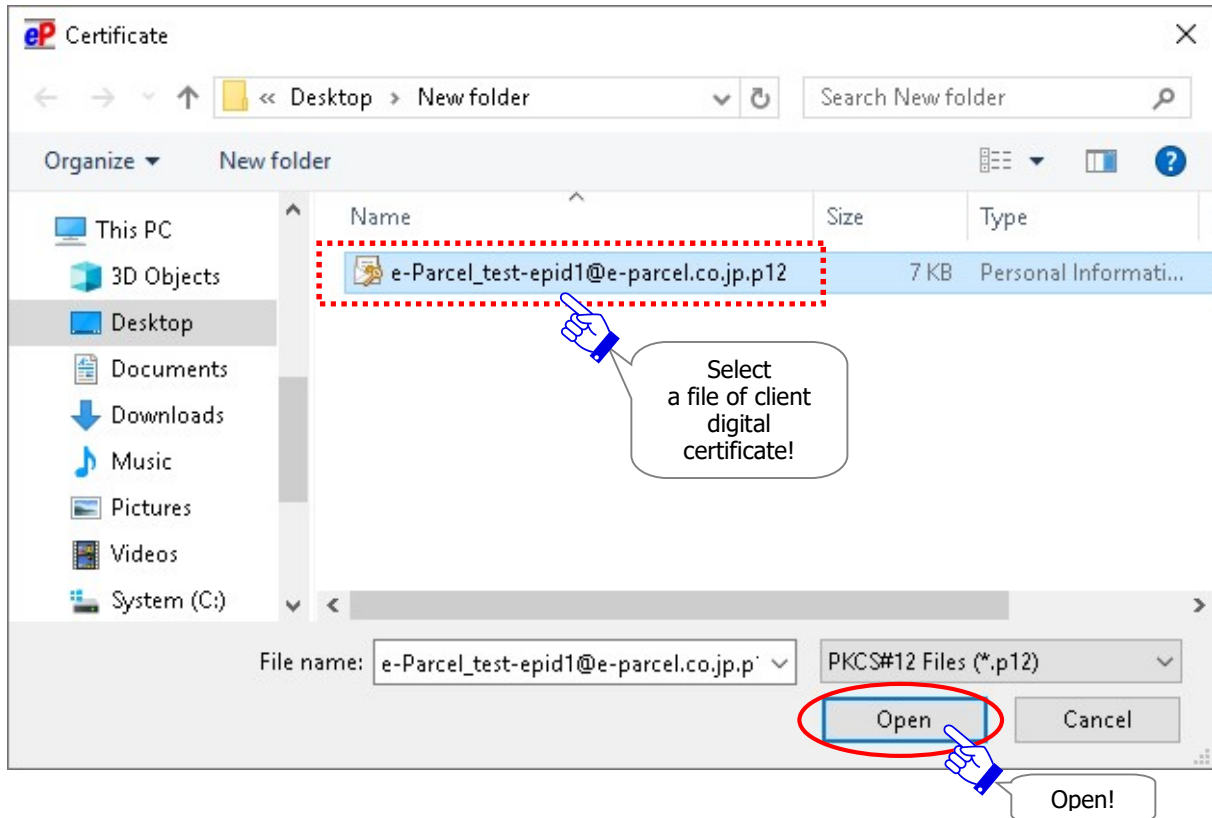
④The "Password Required" dialog appears. Enter your password and click the "OK" button.
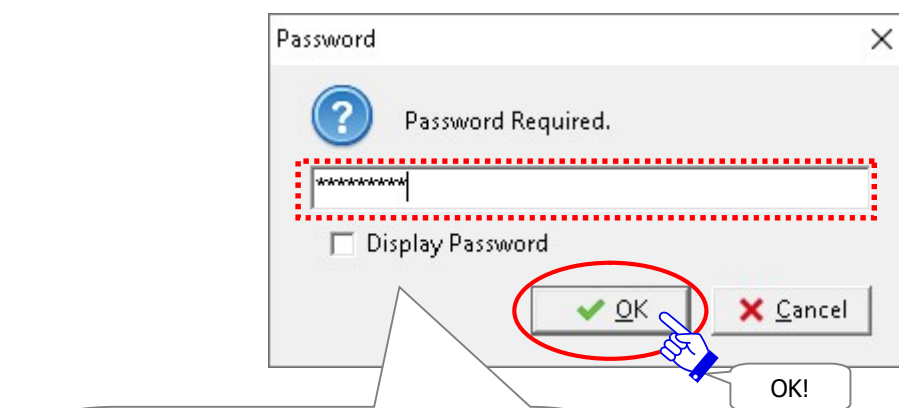
This password must be entered by the same password as before when you input to login to the e-Parcel download site for saving a certificate file.
*Usually, this password is the default password or your own password which you register with the User Info webpage of the e-Parcel Web Browser site when starting the e-Parcel service.

Attention1:

If the proxy server configured to your computer's proxy settings (Windows) requires user authentication, the "Proxy Authentication Required" dialog may appear upon importing certificate.

Take either one below depending on the proxy authentication methods.
Refer to P143 3. User Configuration – 4. Proxy Settings – 4-3. Proxy Authentication

*However, when your proxy credentials (user name and password) are applied correctly or when your proxy credentials (user name and password) have been saved (P145), the "Proxy Authentication Required" dialog won't appear.

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

Leave blank in the proxy credentials (User name, Password, Checkbox "Remember this…"). Then, click "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.
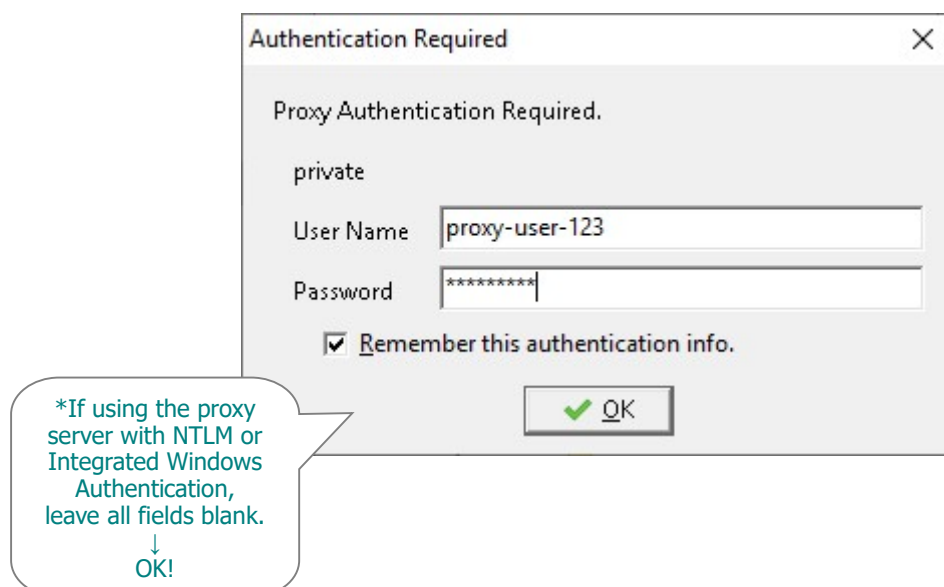
[In the cases of the other authentication methods than the above]

Input the proxy credentials (User name, Password).

Once you place a check in the checkbox "Remember this authentication info.", the "Proxy Authentication Required" dialog no longer appear whenever login upon start software, auto-setup, import certificate or etc. Then, click "OK" button to authenticate.

*If you are not sure of your computer's proxy settings and the proxy credentials (user name and password), to obtain the correct information, please contact your system/firewall administrator or service provider.

*More details of the proxy server settings can be found in the section below.
Refer to P137 3. User Configuration – 4. Proxy Settings

*If using the proxy server with NTLM or Integrated Windows Authentication, leave all fields blank.
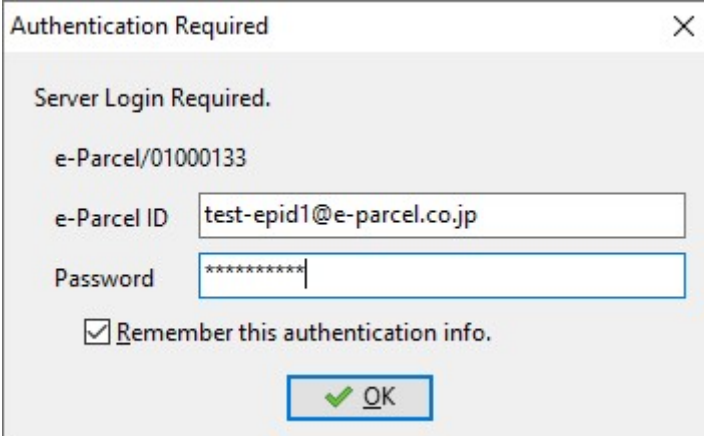↓
OK!

Attention2:

Only if the "Password Protect" function is enabled, the e-Parcel "Server Login Required" dialog must appear. Enter your login password and click the "**OK**" button to authenticate.

If your login password have been saved（P148）, the e-Parcel "Server Login Required" dialog will not appear.

Once you place a check in the "Remember this authentication info." checkbox, the "Server Login Required" dialog no longer appear whenever login to the e-Parcel server upon import certificate etc.
*Refer to P147 3. User Configuration - 5. Login Password Authentication

⑤While configuring a client digital certificate on the e-Parcel software, it shows "Setup is Proceeding…".

*Once Import Certificate complete, a certificate file will be automatically removed from your computer.
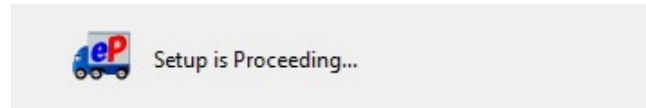
*If the Confirmation "Previous installation found…" dialog below is shown, there may exist another client in which a same e-Parcel ID (a same digital certificate) has been set up. Proceeding setup may cause it dysfunctional such as download aborted. For example, the unreceived items during the previous installation may be no longer delivered. Click the "OK" button to allow proceeding.
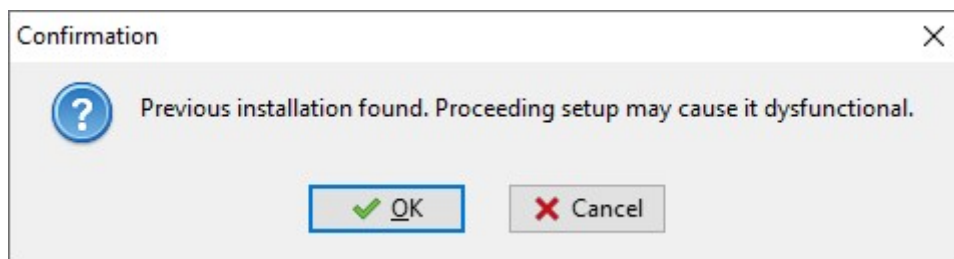
⑥When importing certificate complete successfully, it should come online. Check that the system status "Online" is shown on the bottom-right of the VCN-CommCenter GUI.

*In the case of "Offline", verify your network environment and proxy settings are correctly configured to Windows Internet Connections (Internet Options).
Refer to P137 3. User Configuration – 4. Proxy Settings
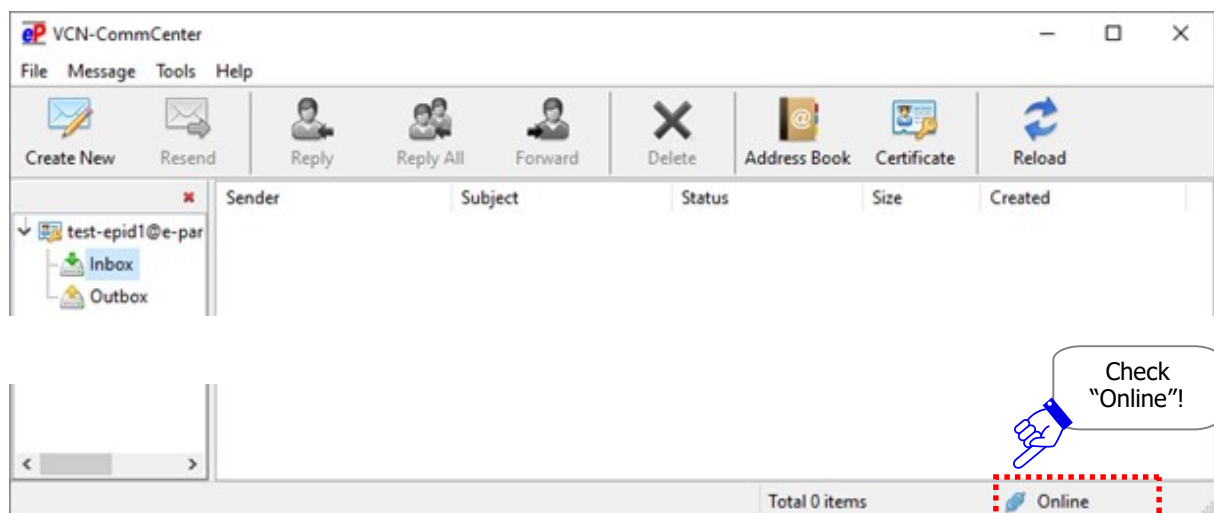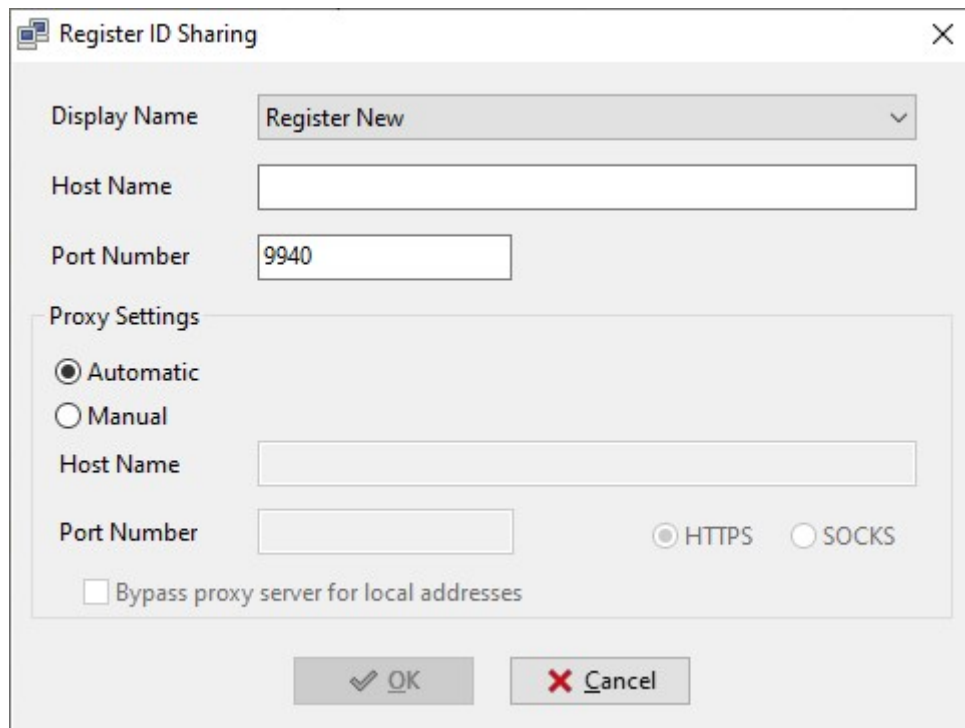
2-3-5. Register ID Sharing

This command will open the "Register ID Sharing" dialog. It is provided for users of "ID Sharing" function. According to the new function "ID Sharing", an e-parcel ID set up to the e-Parcel VCN-AX 5.0 can be interlocked with the multiple e-Parcel VCN-CommCenter 8.0.

For more details, refer to the separate volume of "ID Sharing function Operation Guide"

* 【Register ID Sharing】 The "Register ID Sharing" menu has been provided since e-Parcel VCN-CommCenter 8.0.8021(Released in October 1, 2019). This new function is interlocked with the automation client software; e-Parcel VCN-AX 6.0 / 5.0.5011(Released in June 1, 2020) or later. It could enable the multiple client software VCN-CommCenter 8.0 to share one e-Parcel ID which has been set up to the VCN-AX. The separate volume of "ID Sharing function Operation Guide" will describe that in greater detail. For any inquiry or request about new function "ID Sharing", consult your company's system administrator or contact our sales representatives (Email: sales@e-parcel.co.jp).

2-3-6. Option

This command will open the "Option Config" dialog including three tabs of "General" "e-Mail Notification" and "Automation".

*The "Automation (HotFolder and Receive Automation)" function has been provided since e-Parcel VCN-CommCenter 8.0.8022 (Released in September 2020). The "Automation" tab has been shown additionally on the Option Config dialog. For more details, refer to P180 6. Automation (Option Config).

On the "General" tab, these option configurations for the VCN-CommCenter have been pre-set by default in the beginning. If necessary, you have the ability to modify the option configurations.
*Refer to P157 4. Option Configuration

[Option Config> "General" tab (by default)]
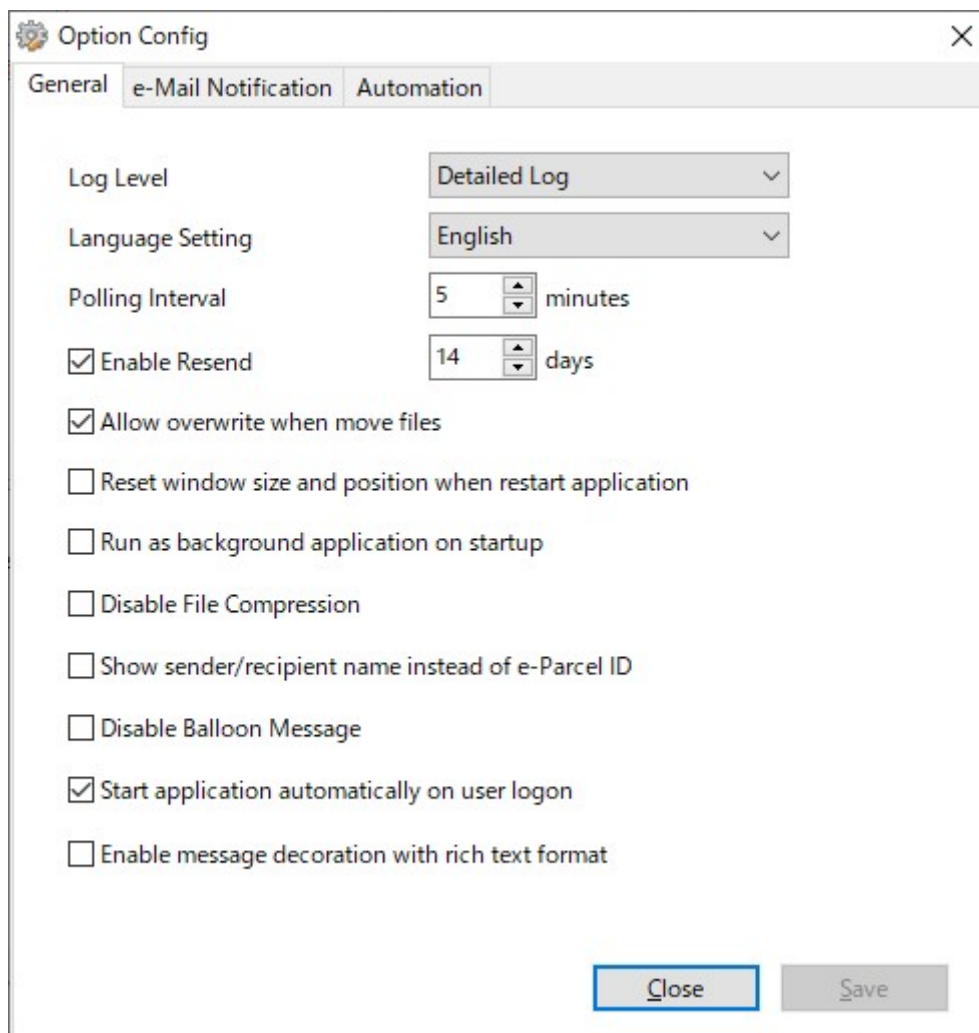
On the "e-Mail Notification" tab, this option configuration is required your SMTP server configurations only when you wish to activate the "e-Mail Notification" function. (As necessary)

The "e-Mail Notification" function of VCN-CommCenter enables individuals to notify by e-mail at the time of new items sent/received. The e-mail notifications contain same subjects, messages and just files/folders name of new items sent/received.

*Refer to P176 5. E-mail Notification (Option Config)

[Option Config> "e-Mail Notification" tab (by default)]

On the "Automation" tab, this option configuration is required only when you wish to activate the HotFolder function and Receive Automation function. (As necessary)

*The "Automation (HotFolder and Receive Automation)" function has been provided since e-Parcel VCN-CommCenter 8.0.8022 (Released in September 2020). The "Automation" tab has been shown additionally on the Option Config dialog.

The "Automation" function of VCN-CommCenter 8.0 enables to automate the sending/receiving of data. HotFolder function enables to automatically send the files and folders from a folder assigned with HotFolder configuration. Receive Automation function enables to automatically move the received files and folders to a folder assigned with Receive Automation configuration.

*Refer to P185 6. Automation (Option Config)

[Option Config> "Automation" tab (by default)]

2-4. Help

This set of Help command(s) will provide you with manuals, application log and general information about the e-Parcel VCN-CommCenter.
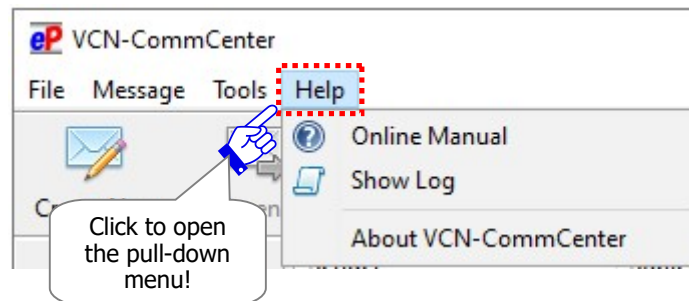
2-4-1. Online Manual

This command will provide to display the user manuals providing webpage of the e-Parcel software download site (https://www.e-parcel.ne.jp/) on your browser application. The online manuals (.pdf) are available to view and download from the above website. The user manuals will comprehensively introduce and explain about configurations, functions and operations including the software installation procedures for the e-Parcel VCN-CommCenter.

*This behaves similarly to the right-click menu "Online Manual" of the ![eP] e-Parcel icon in Windows taskbar notification area.
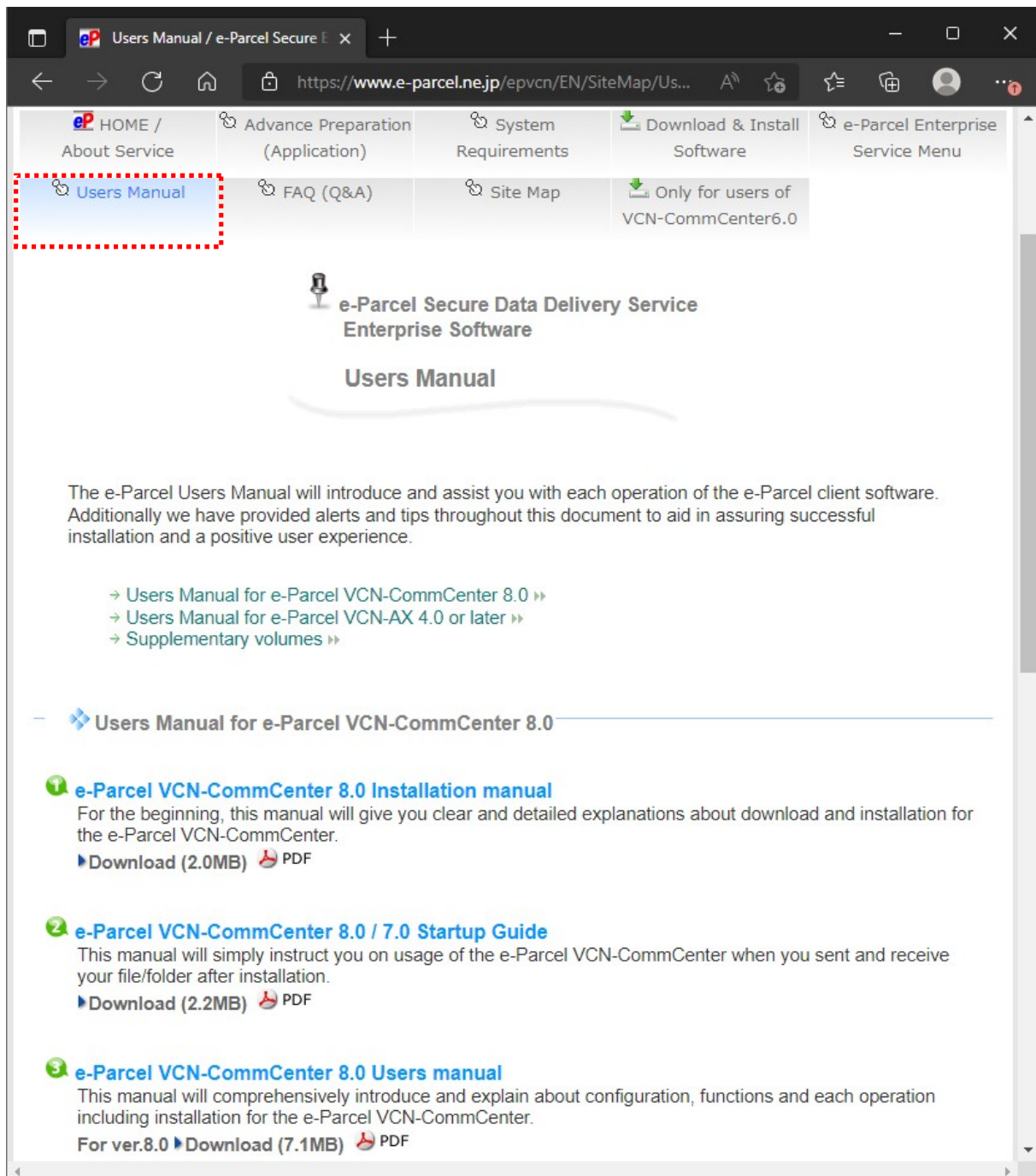
2-4-2. Show Log

This command will show the Application Log dialog. The e-parcel VCN-CommCenter often output the application message log to the file (vcncc.log) with the default Log Level setting of Option Config. The "Application Log" dialog shows the log file which may provide insight as to why certain issues are occurring. Also, you can export the log as a file if need arises.

*This behaves similarly to the right-click menu "Show Log" of the e-Parcel icon in Windows taskbar notification area.

[Log Level (default)]: Detailed Log *A log file is archived once a week.
*Refer to P160 4. Option Configuration – 1. Log Level

How to Show Current Log

To show a current log fie (vcncc.log), access the menu "Help" > "Show Log" on the VCN-CommCenter GUI. The "Application Log" dialog opens to show the current log.

The "Current Log" button promptly reloads a current log file. In addition, if the archive log has been shown at this point, the current log will be restored on the "Application Log" dialog.

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

[For example: Current Log] Application Log dialog (in detailed log)
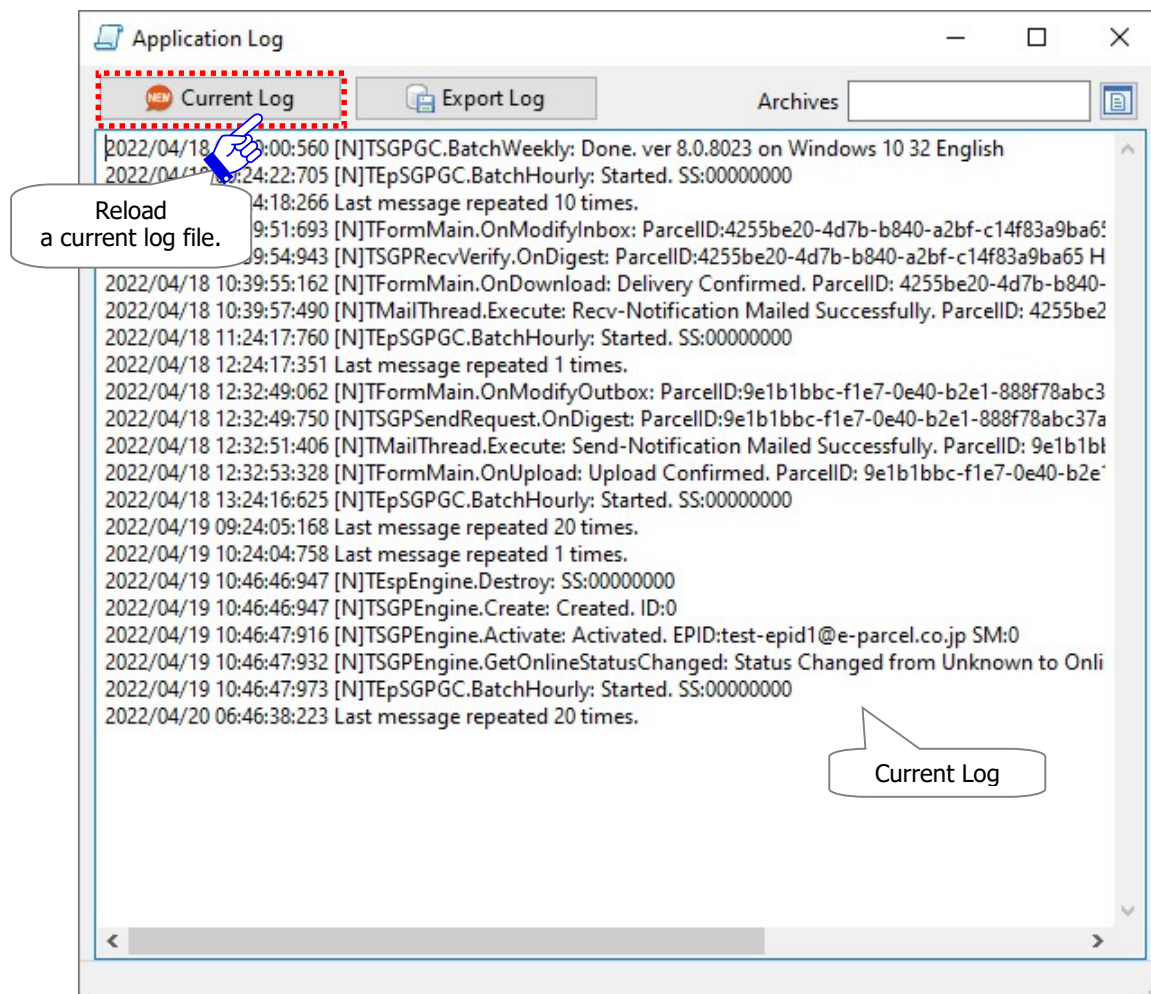
How to Show Archive Log

This function is activated when once an archive log is made.

A current log file will be archived periodically by the Log Level setting of Option Config. To show the past log files in the archive folder as one of the e-Parcel system folders is available on the "Application Log" dialog.

  Past log files are archived in: C:¥e-Parcel¥VCN-CommCenter¥logs

①Click the file icon next to the "Archives" field on the "Application Log" dialog.

  This button is activated by the archive folder of the past log files.
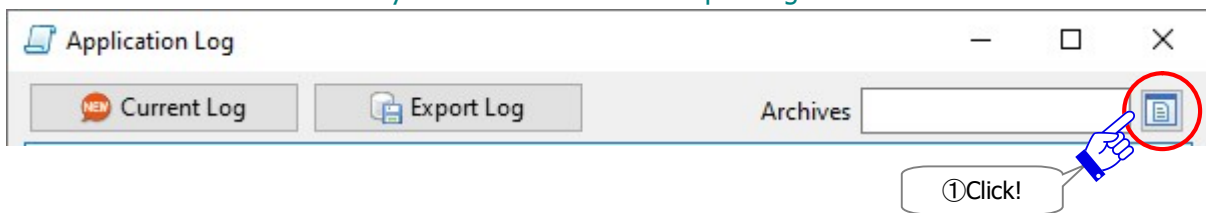
②The "Archives" dialog opens. Select a past log file from the archive folder "logs". A log file name will be shown in the "File name" field.

③When selected, click the "Open" button to show an archive log.
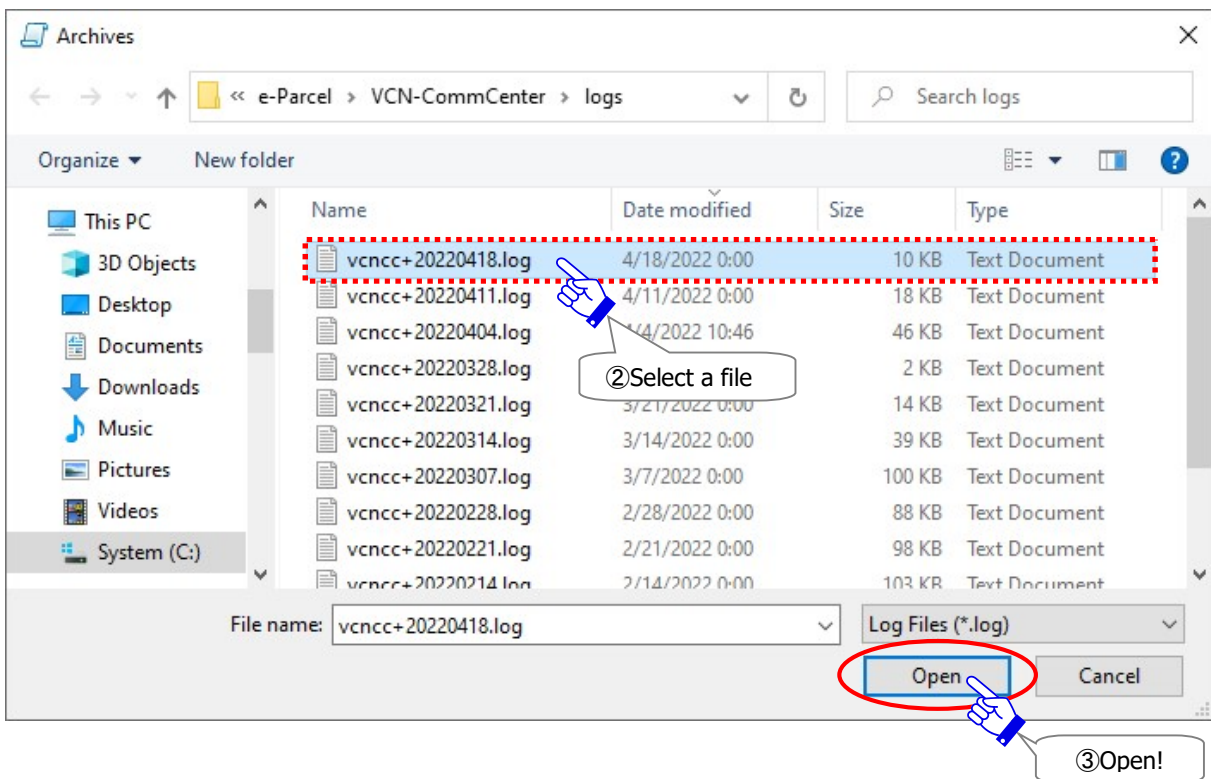
④An archive log specified will be shown on the "Application Log" dialog. At this point, a log file name will appear in the "Archives" field.

To restore the current log while the archive log shown on the "Application Log" dialog, just click the "Current Log" button.

[For example: Archives] Application Log dialog (in detailed log)
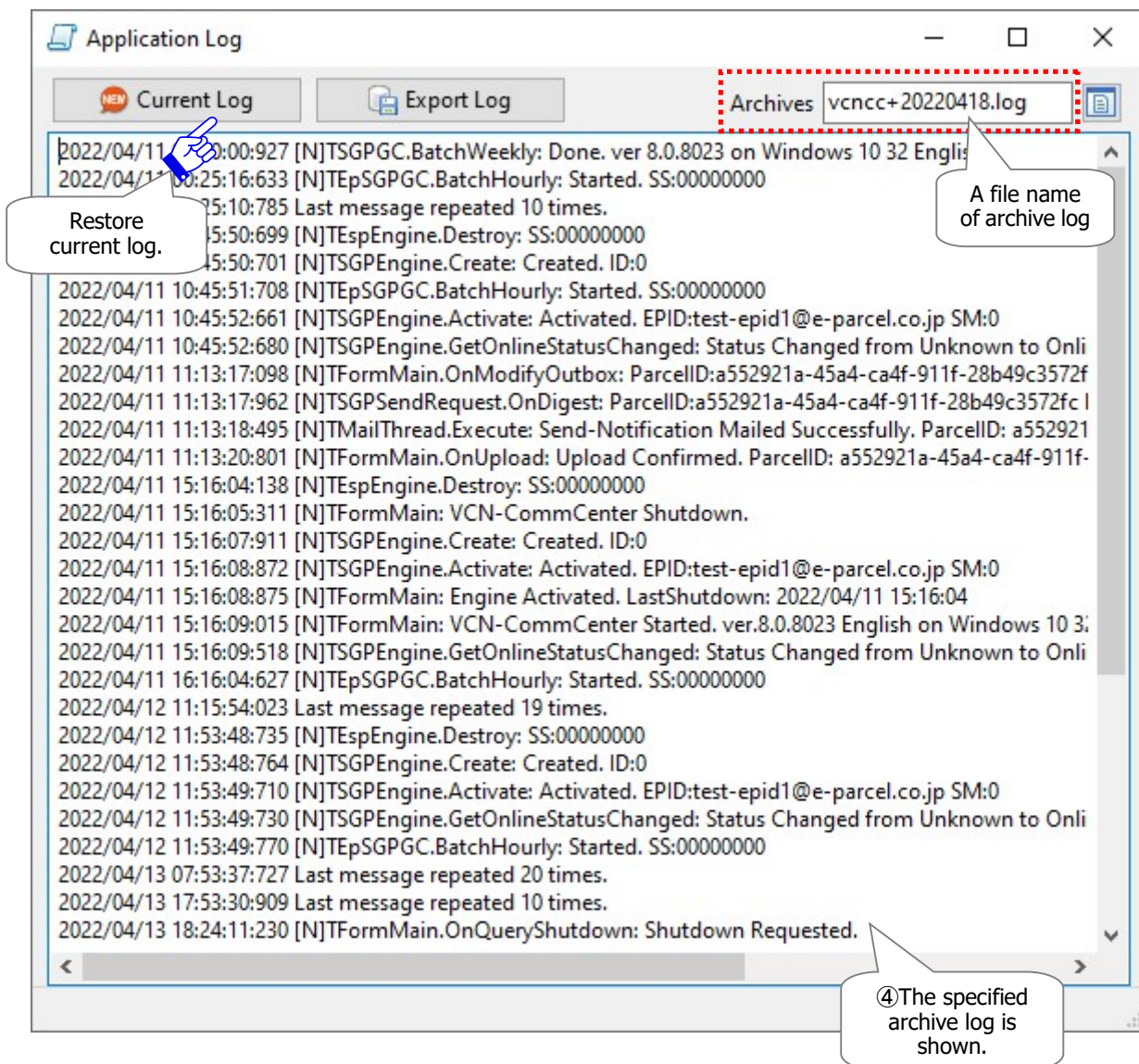
How to Export Log

When a current or archive log is shown on the "Application Log" dialog, this log is available to export as a file.

①On the "Application Log" dialog, show either current or archive log which you want to export and then click the "Export Log" button.

Refer to P108 How to Show Current Log / P109 How to Show Archive Log
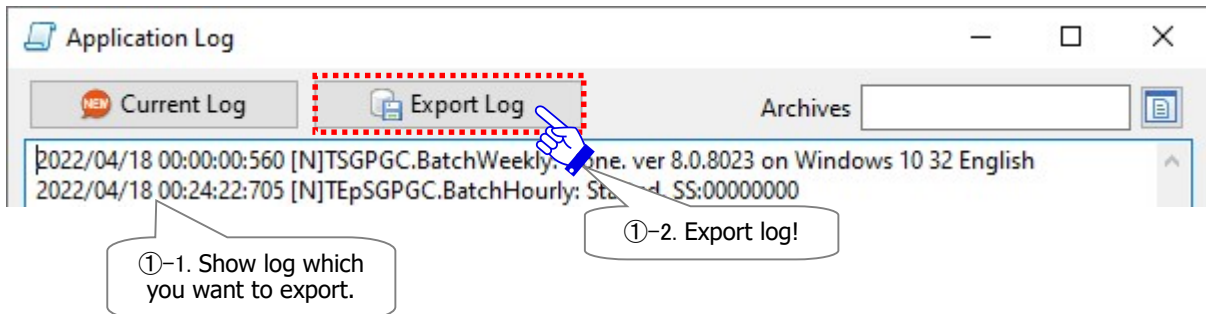
②The "Export Log" dialog appears. Select the desktop or another destination folder to save a file. The "File name" field shows the original log file name by default. You may change to a file name in the "File name" field as needed.

③To begin exporting a file, click the "Save" button.
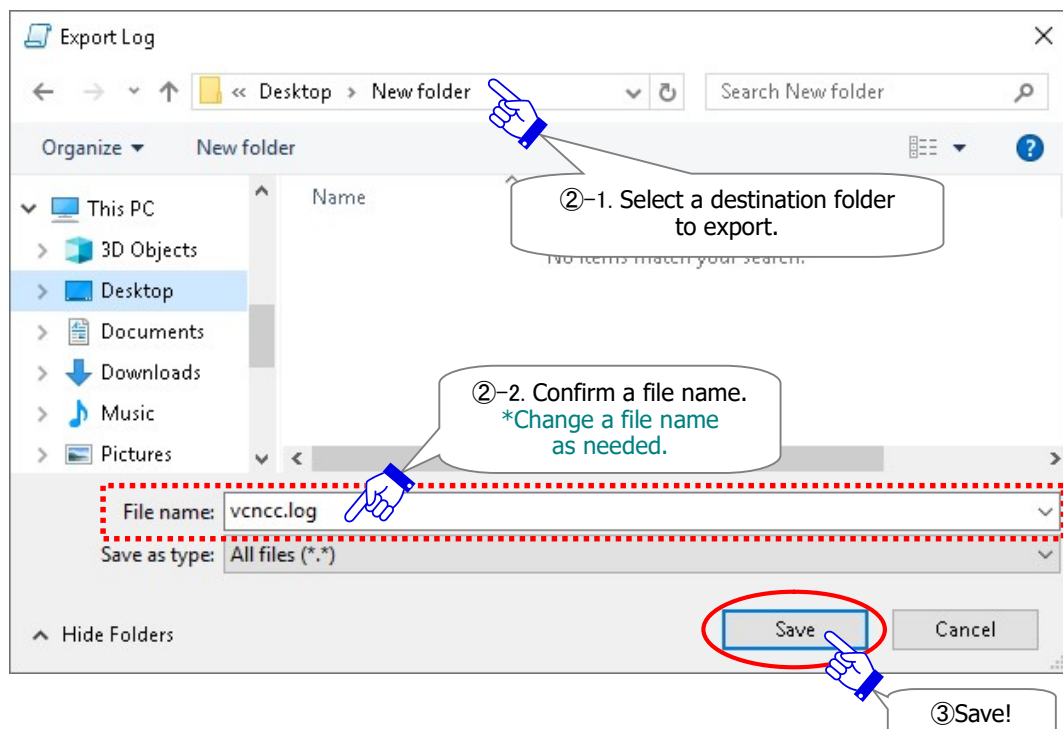
④When exporting complete, locate a log file in the destination folder specified. If you want to export the multiple log files, repeat the step ①～③.

④A log file exported
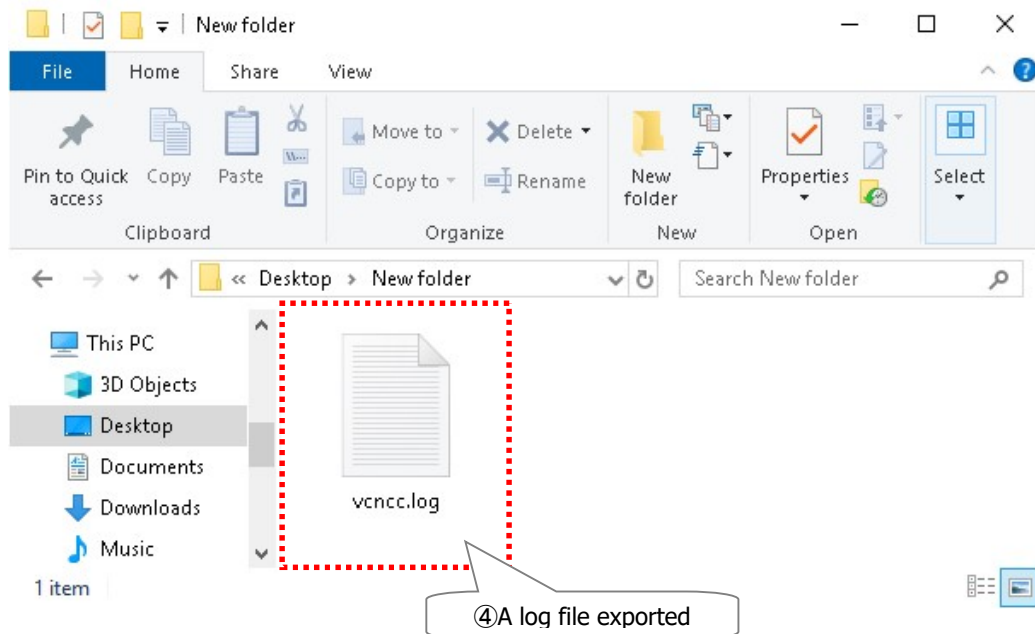
2-4-3. About VCN-CommCenter

This command will open the "VCN-CommCenter x.x" dialog which displays the application name, version information, our web site URL and e-mail address of e-Parcel Customer Support (Business Hours: 9:00-17:00JST/Mon-Fri).

*This behaves similarly to the right-click menu "About VCN-CommCenter" of the ep e-Parcel icon in Windows taskbar notification area.
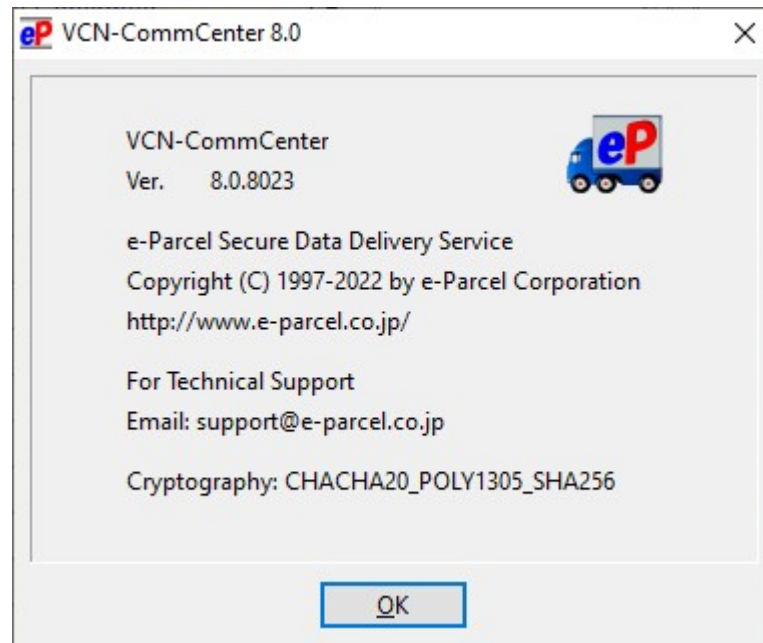
3. Tool Bar

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

[VCN-CommCenter GUI]
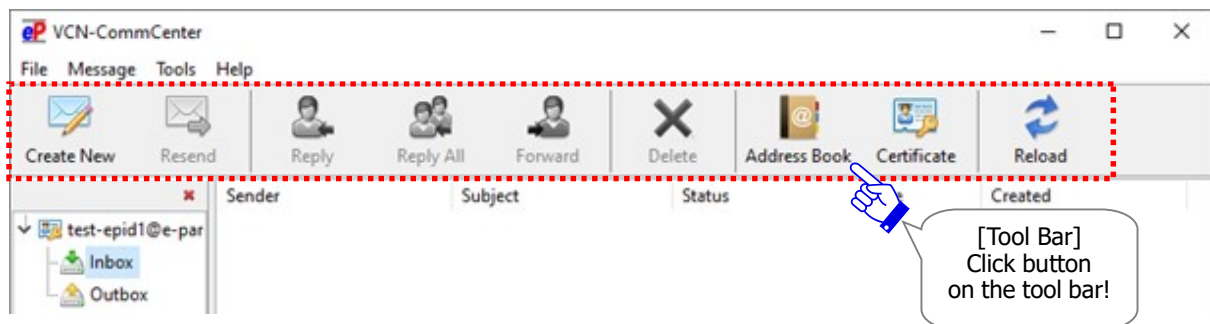
When inbox or outbox items are selected, the operation of tool buttons will be activated depending on the delivery status.

[For example: Inbox] Tool Bar in the case of the "Delivery Confirmed" inbox item selected
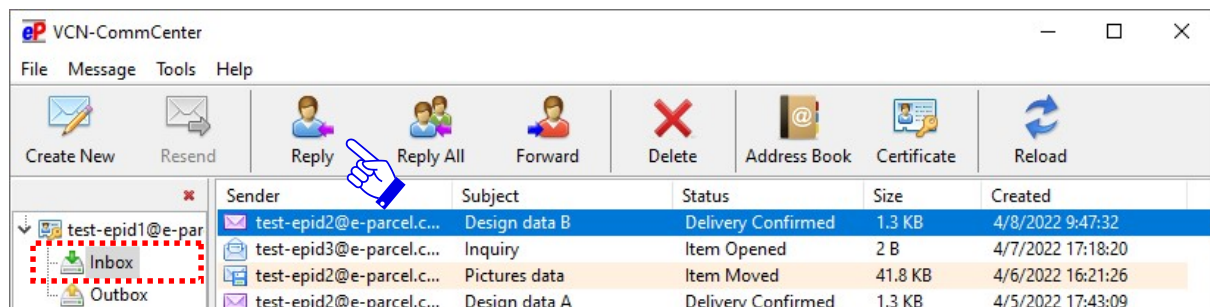
[For example: Outbox] Tool Bar in the case of the "Waiting Download" outbox item selected
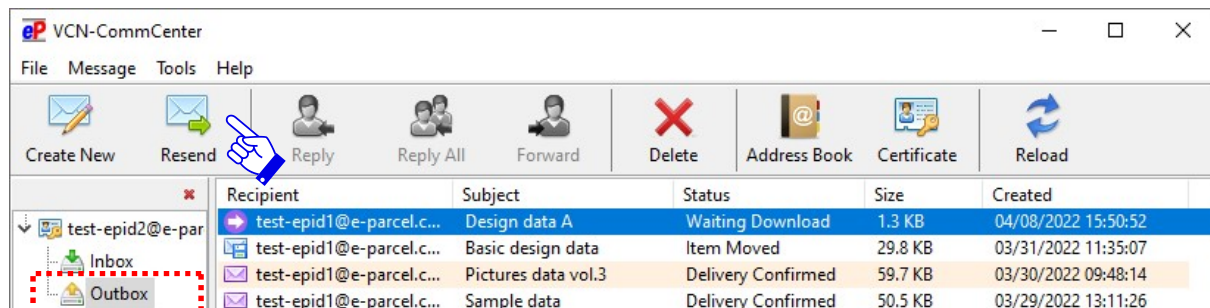
3-1. Create New

The "Create New" button will open the "Send Dialog" to create a new item.

*This behaves similarly to the menu bar Message > "Create New".

*Refer to P291 8. Sending

3-2. Resend

The "Resend" button will resend the same items to same recipients within the resend period from date created. This button will be enabled only when you select outbox items which are confirmed to upload (from the status "Waiting Download" onward). Once the items have been resent, the "Resend" button will be disabled for these outbox items with grayed-out effect.

*This behaves similarly to the menu bar Message > "Resend".
*This behaves similarly to the "Resend" button on the outbox Parcel Detail dialog.
*This behaves similarly to the right-click menu "Resend Selected Parcels" of outbox items.
*Attention: Items which are canceled to send while encrypting will NOT be able to resend.
*Attention: On the Option Config (the menu bar "Tools" > "Option"), The "Resend" function
   requires the setting "Enable Resend" to be enabled (set checked: Yes) with initial choice.
   (Default: Enable Resend: Yes / Resend Period: For 14 days)
   Refer to P165 4. Option Configuration - 4. Resend Setting

3-3. Reply

The "Reply" button will create an item to respond to a sender. This button will be enabled only when you select an inbox item (from the status "Delivery Confirmed" onward). Simply click the "Reply" button. The "Send Dialog" box will open with the original message.

*This behaves similarly to the menu bar Message > "Reply".

3-4. Reply All

The "Reply All" button will create an item to respond to senders including TO, CC recipients. This button will be enabled only when you select an inbox item (from the status "Delivery Confirmed" onward). Simply click the "Reply All" button. The "Send Dialog" box will open with the original message.

*This behaves similarly to the menu bar Message > "Reply All".
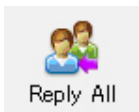
3-5. Forward

The "Forward" button will create an item to forward an inbox item to other recipients. This button will be enabled only when you select an inbox item (from the status "Delivery Confirmed" onward). Simply click the "Reply All" button. The "Send Dialog" box will open with the original message. Enter e-Parcel ID of recipients to forward.

*This behaves similarly to the menu bar Message > "Forward".

⚠️	**Caution:** When you want to forward the attachments from inbox, please be advised you to **forward the attachments before operation "Move File".** Once you have moved the attached files and folders ("Item Moved"), upon clicking the "Forward" menu/button, the "Send Dialog" for forwarding will open without attachments. You can no longer forward these attachments from inbox. (When forwarding inbox items, if attachments already have been moved, attach files and folders saved in a destination directory specified.)

3-6. Delete

The "Delete" button will delete items from inbox and outbox. This button will be enabled only when you select outbox items which are uploaded (from the status "Upload Complete" onward) or inbox items which are confirmed to download (from the status "Delivery Confirmed" onward).

The outbox items deleted are not listed up in outbox any longer.

The inbox items deleted are not listed up in inbox any longer. If the attached files and folders have not been moved from inbox yet, those are also deleted.

*In the case that recipients delete inbox items which have not been opened or moved yet (the status "Delivery Confirmed"), the delivery status will be updated to "Item Deleted" only in the sender's outbox.

Note that once items have been deleted, these items never been restored.

*This behaves similarly to the menu bar Message > "Delete".

*For your information: Despite deleting items 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 in 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/.
Refer to P458 Appendix 1. e-Parcel Secure Enterprise - Web Browser

	Warning: **If the attached files/folders have not been moved from inbox yet** (the status is "Delivery Confirmed" or "Item Opened".), upon clicking the "Delete" menu/button, **the attached files/folders promptly are also deleted at the same time.** Therefore, please be advised you to move (save) the attached files/folders from inbox before operation "Delete". *Refer to P366 9. Receiving - 3. Inbox Parcel Detail - 3-2. Move Attached Files(Save)

3-7. Address Book

The "Address Book" button will open the "Address Book" dialog.

*This behaves similarly to the menu bar Tools > "Address Book".

*Refer to P200 7. Address Book

Address Book

	Note: [Attention users of e-Parcel VCN-CommCenter 7.0.7019 or earlier] The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). If users of ver.7.0.7019 or earlier wish the "Grouping" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site below. URL：https://www.e-parcel.ne.jp/ *Refer to P433 12. Updating Software

3-8. Certificate

The "Certificate" button will allow you to verify the certificate information which has been installed on the e-Parcel application. The "Certificate" dialog appears. (P87) This dialog just shows your certificate information, not to configure.

*This behaves similarly to the menu bar Tools > "Certificate".
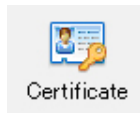
3-9. Reload

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

*This behaves similarly to the menu bar File > "Reload".

4. Tree View

The "Tree view" is at the upper-left pane on the VCN-CommCenter GUI. This pane shows the folder trees by each e-Parcel ID (client digital certificate) configured to the e-Parcel application. A folder tree includes user's **[Display Name]**, **[Inbox]** and **[Outbox]**. When you perform an operation to change the choice in the tree view, the display of the list view (the right pane) is changed.

Tree view
*It shows Folder Trees of each e-Parcel ID

Folder Tree: Switch to display on the list view.
*Tree view shows Folder Trees by each e-Parcel ID which you set up.
・Display name (P122/P134): "User Configuration" pane
  *Your e-Parcel ID is assigned to the initial "Display Name".
  *Click this to display the "User Configuration" on the list view.
・Inbox/Outbox
  *Click either to list up the inbox or outbox items on the list view.

To change width of pane, drag here.
*If you click ✖ to hide Tree view, also drag here to show it again.

[Tree View]

[For example] Folder tree (Default: Open)

Click
to close a tree.
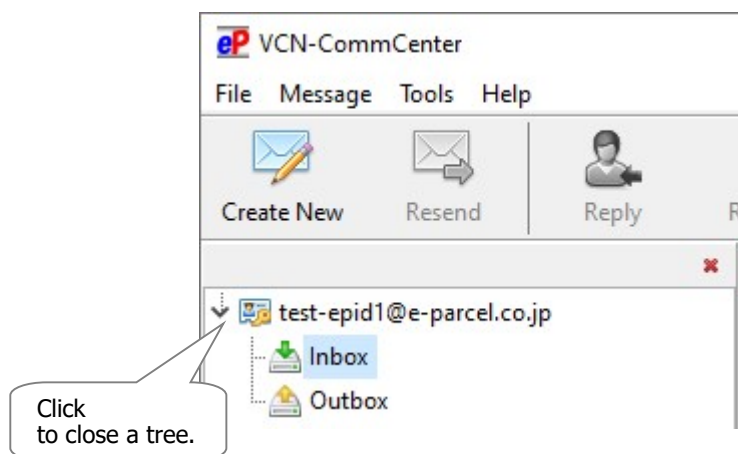
[For example] Folder tree (Close)

Click
to open a tree.
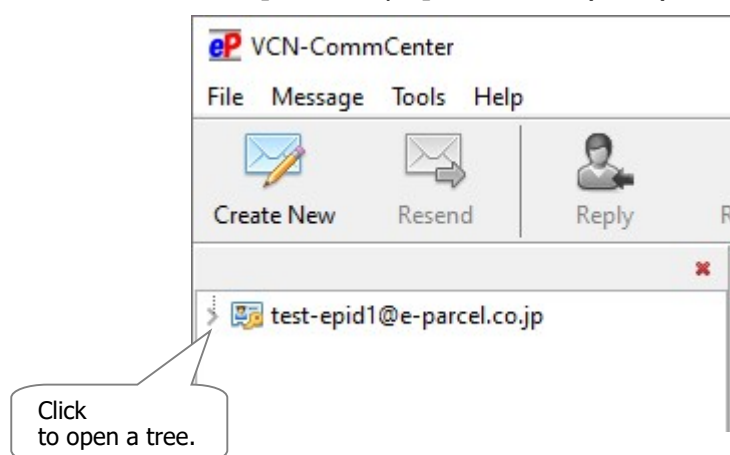
[For example] Folder tree (In the case of offline)

When offline,
this icon will be
grayed-out.
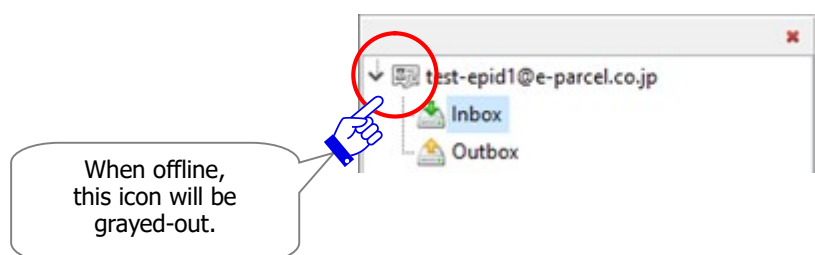
4-1. Display Name

On the just right of certificate icon of the folder tree, **[Display name]** is an identification name (e-Parcel ID) configured to the VCN-CommCenter.

Display Name: Your e-Parcel ID is set by default.

4-1-1. User Configuration pane

When you click the [Display Name] field, the "User Configuration" pane appears in the list view of the VCN-CommCenter GUI. On this pane, you can edit the [Display Name] which is shown on the folder tree etc.

*Refer to P134 3. User Configuration – 1. Display Name

The User Configurations are included the significant settings for use of the VCN-CommCenter in each e-Parcel ID. If any settings are changed on the User Configuration pane, you must click the "Save" button to take effect. For more details will be followed in the section below.

*Refer to P132 3. User Configuration

[User Configuration]
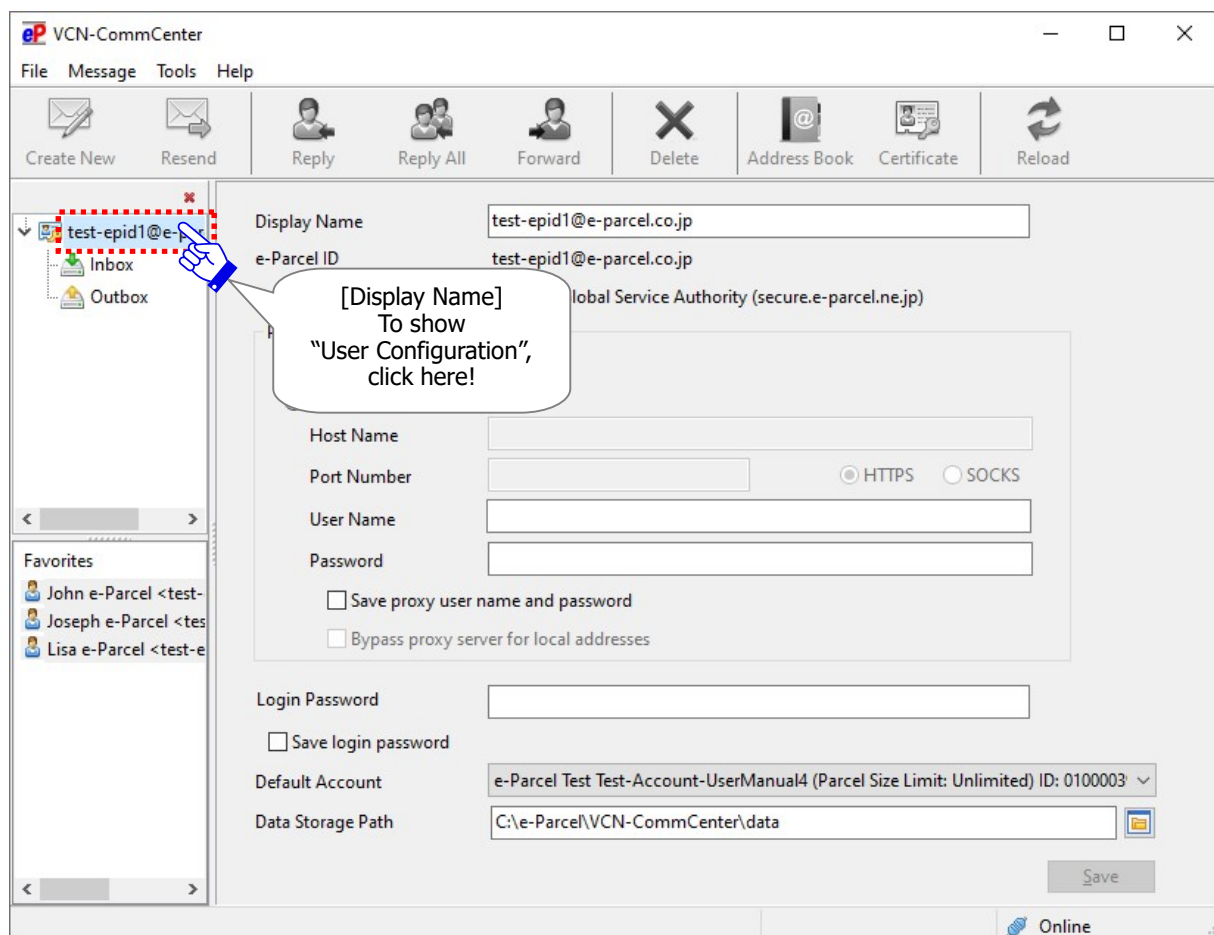
4-1-2. Disable e-Parcel ID

The e-Parcel ID (client digital certificate) configured to the VCN-CommCenter can be disabled. Once e-Parcel ID disabled, it will display the folder tree of this e-Parcel ID no longer in the VCN-CommCenter GUI.

For example, when a new e-Parcel ID has been registered instead of the existing e-Parcel ID, and you don't use the existing e-Parcel ID any longer, we will revoke from the e-Parcel server upon your request. In this case, you must disable the existing e-Parcel ID configured to the e-parcel application.

How to disable e-Parcel ID

To disable an e-Parcel ID configured to the VCN-CommCenter, follow the procedure ①～③ below.

①Right-click on the [Display name] of the tree view to open the pop-up menu. Select the **"Disable this ID"** menu.
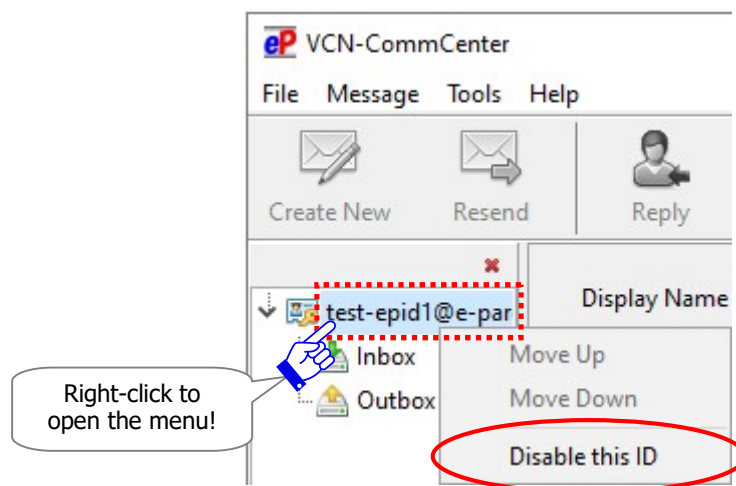
②While being disabled, it shows "Setup is Proceeding…". on the VCN-CommCenter GUI.
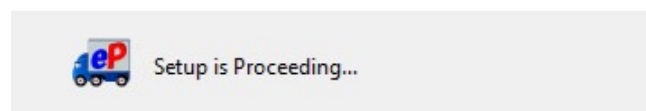
③When an e-Parcel ID disabled, it will disappear from the tree view on the VCN-CommCenter GUI.

If you want to use continuously the VCN-CommCenter with another new e-Parcel ID, install a new client digital certificate in Windows in advance, and then auto-setup new one on the VCN-CommCenter. (Access menu bar, Tool > Auto Setup) For more details will be followed in the section below.

*Refer to P396 11. Edit / Exchange / Add Digital Certificate
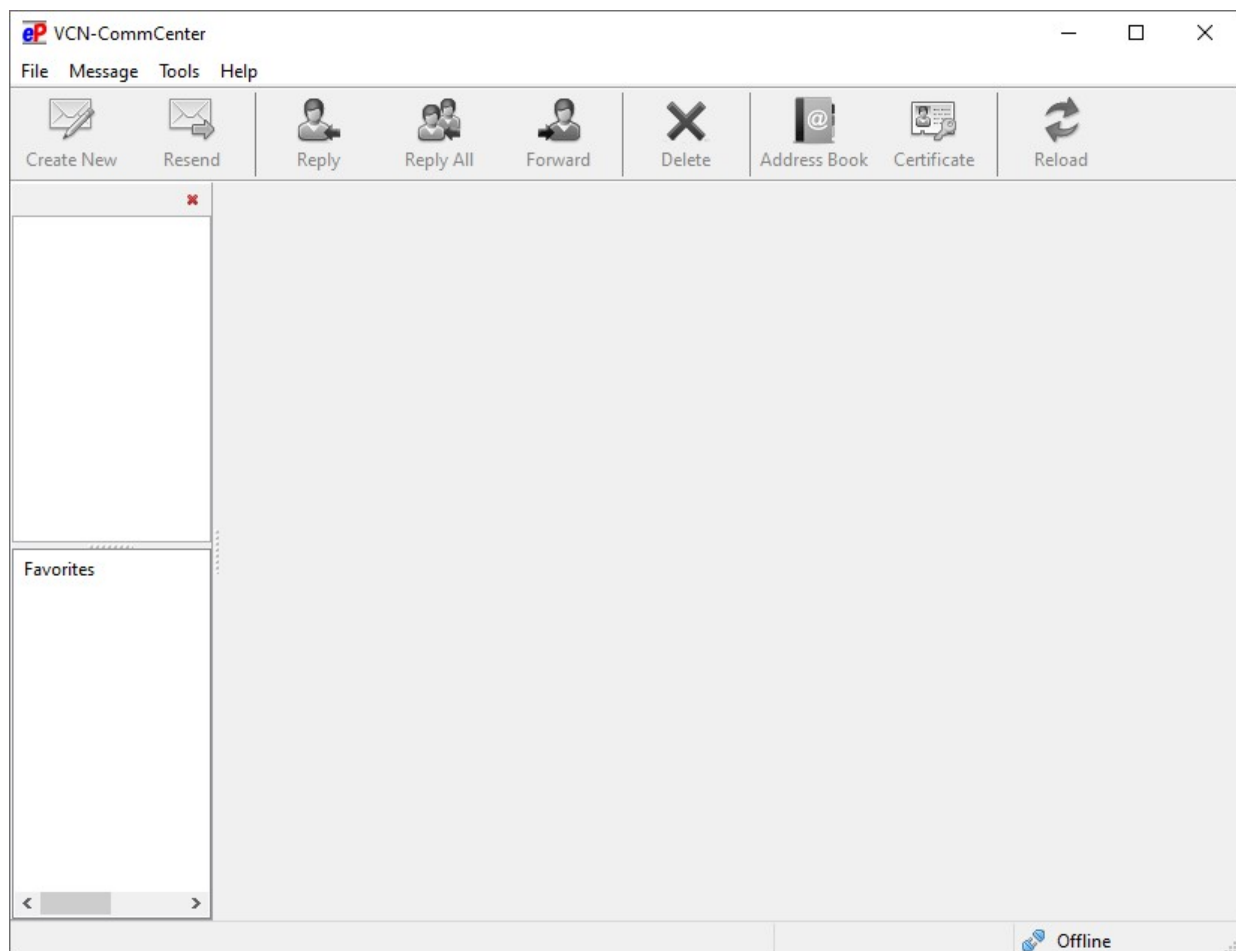
4-1-3. Move Up/Down e-Parcel ID position

When multiple e-Parcel ID (client digital certificates) have been configured to the VCN-CommCenter, the tree view shows multiple folder trees in order ID configured. The display order for multiple folder trees can be changed in the tree view.

For example, when another new e-Parcel ID has been registered (Add), and then a new client digital certificate is configured to the VCN-CommCenter with the existing e-Parcel ID, a new folder tree will be added in the bottom of tree view. (P432)

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

How to change the display order of e-Parcel ID

In the case of multiple e-Parcel ID configured to the VCN-CommCenter, To change the display order in the tree view, follow the procedure ①～③ below.

[Tree View]
In the case of multiple
e-Parcel ID configured
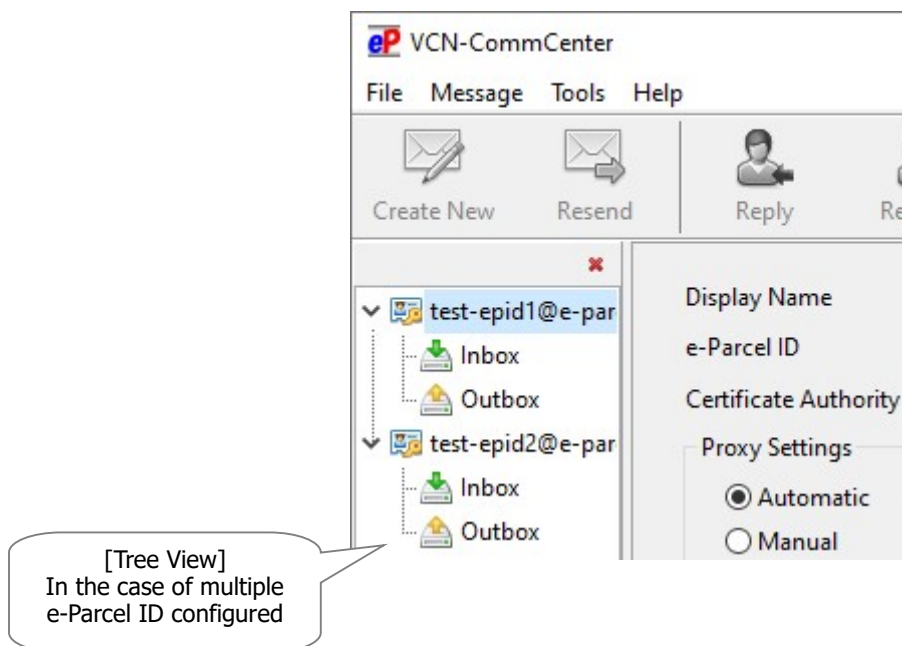
①Right-click on an e-Parcel ID [Display name] shown in the tree view to open the pop-up menu. Select the either menu **"Move Up"** or **"Move Down"**.

Move Up
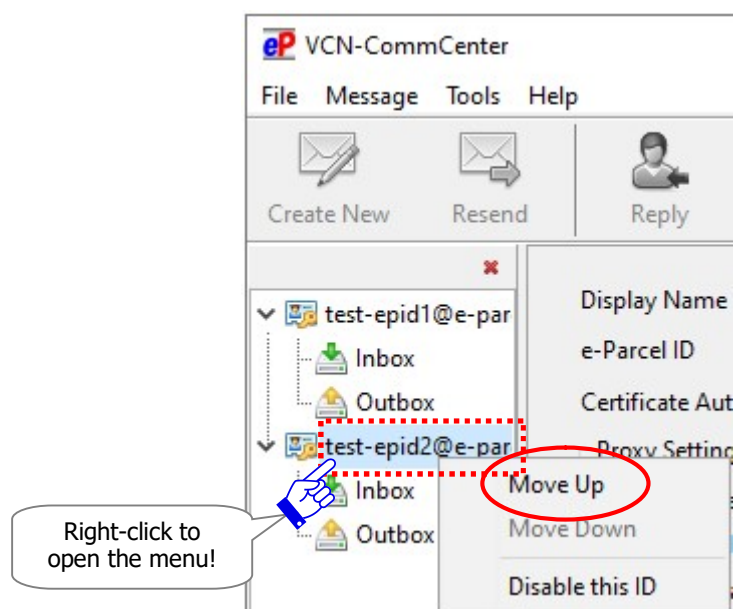
OR

Move Down
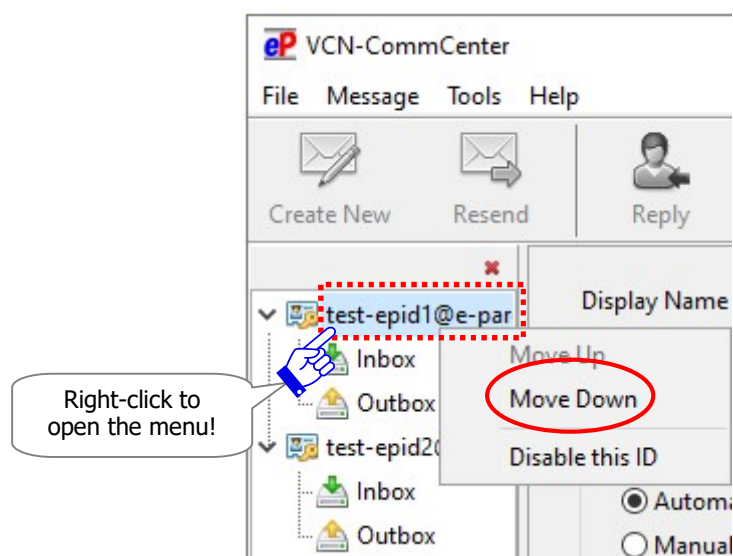
②While processing, it shows "Setup is Proceeding…" on the VCN-CommCenter.
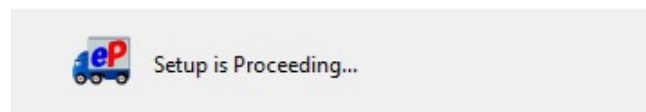
③When setup completed, the specified e-Parcel ID has been moved up/down in the tree view. Confirm the display position on the VCN-CommCenter GUI.
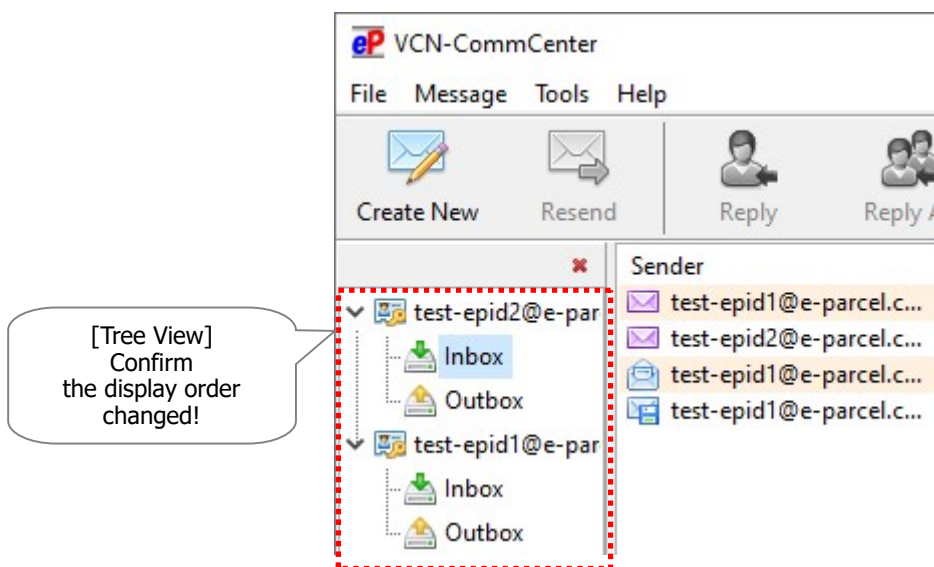
4-2. Display Inbox

When click [Inbox] on the tree view, the inbox item list of entries appears in the list view (the right pane). On inbox, the recipients can operate to open items, move (save) the attachments, reply, forward and etc.

*Refer to P358 9. Receiving - 2. Inbox
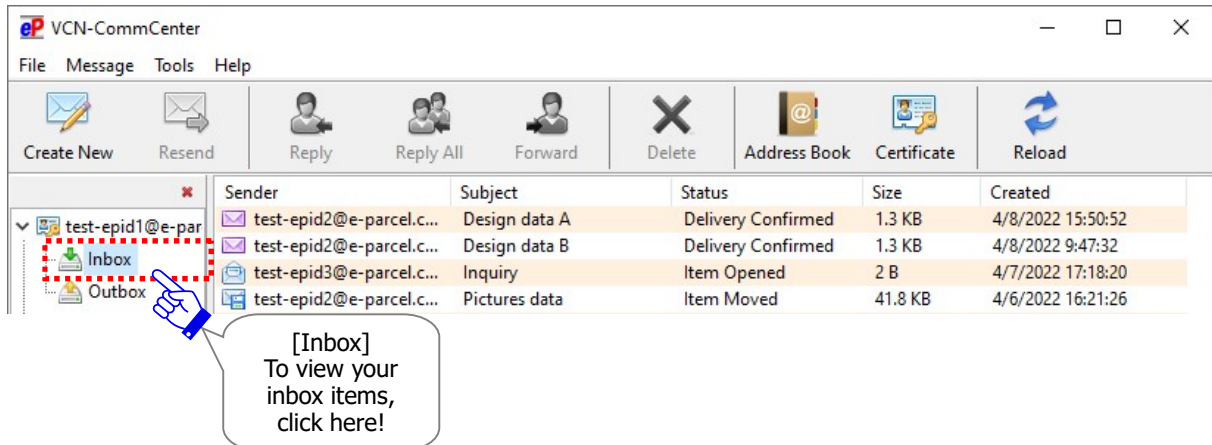
4-3. Display Outbox

When click [Outbox] on the tree view, the outbox item list of entries appears in the list view (the right pane). On outbox, the senders can operate to track the delivery status of items, resend, cancel and etc.

*Refer to P334 8. Sending - 2. Outbox

128
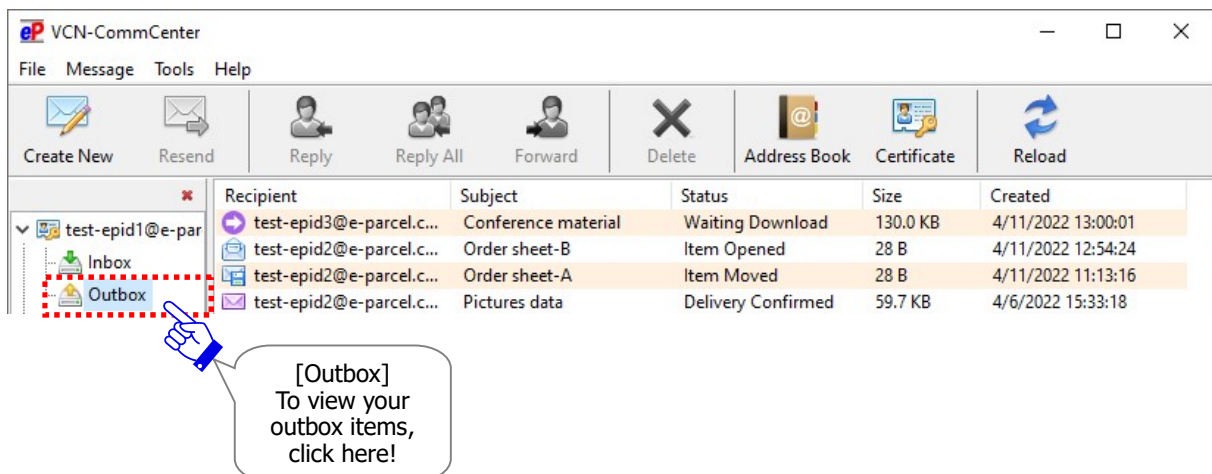
5. Favorites View

The "Favorites view" is at the lower-left pane on the VCN-CommCenter GUI. This pane shows the favorite addresses (user name <e-Parcel ID>) of the address book. (User name must automatically show first name and last name of the user info registered with the e-Parcel server.)
*Refer to P200 7. Address Book
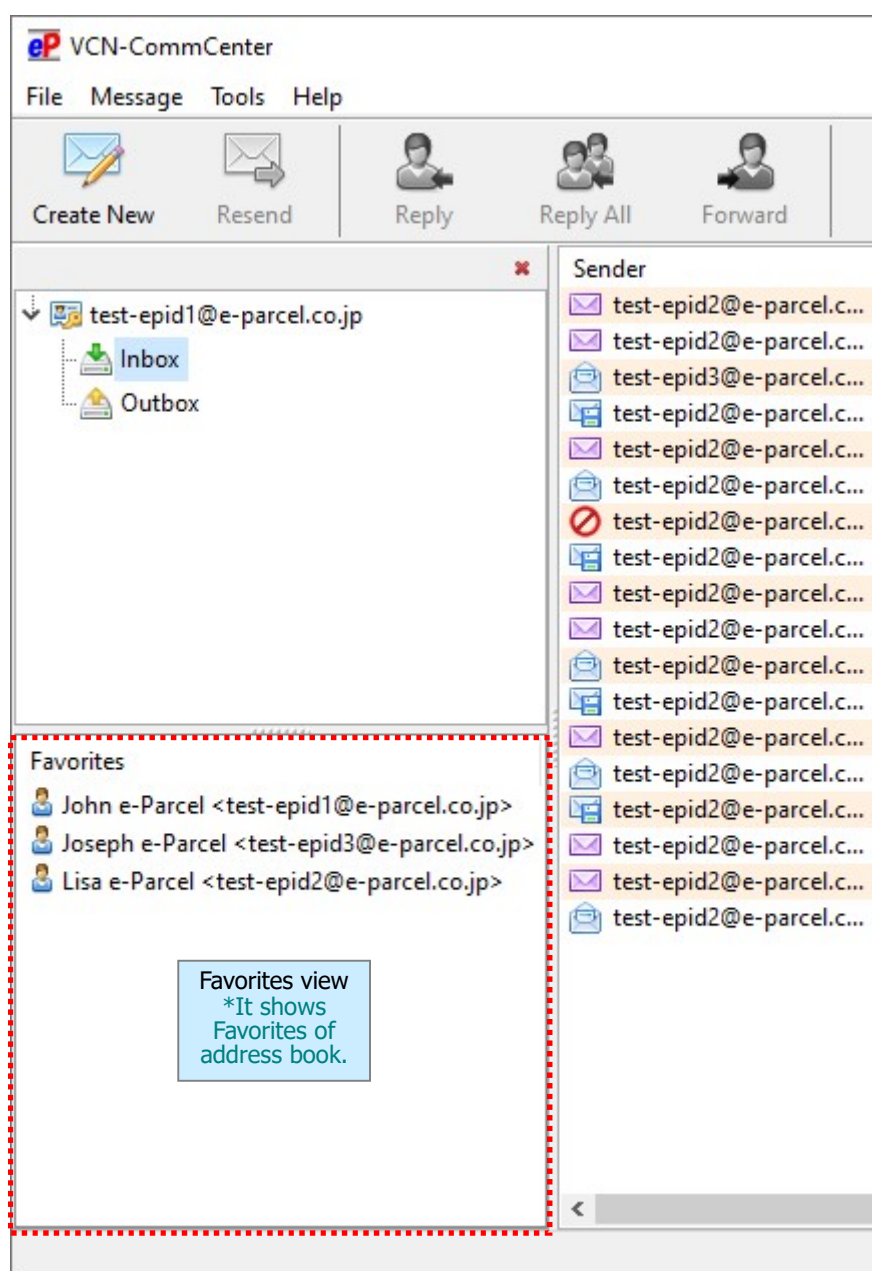
Use of the Favorites View

Add as TO

Without opening the Address Book, you can simply add the favorite addresses to the "Send Dialog".

Refer to P303 8. Sending - 1-1. Enter the recipients - 1-1-3. Select from Favorites

Way A-1.

Double-click an address on the "Favorites" view to add an address in the "To" field on the "Send Dialog".

Way A-2.

Right-click on addresses of the "Favorites" view to open the pop-up menu, then select any of the "Add as TO", "Add as CC" or "Add as BCC" to add addresses in the "To", "CC" or "BCC" field on the "Send Dialog".
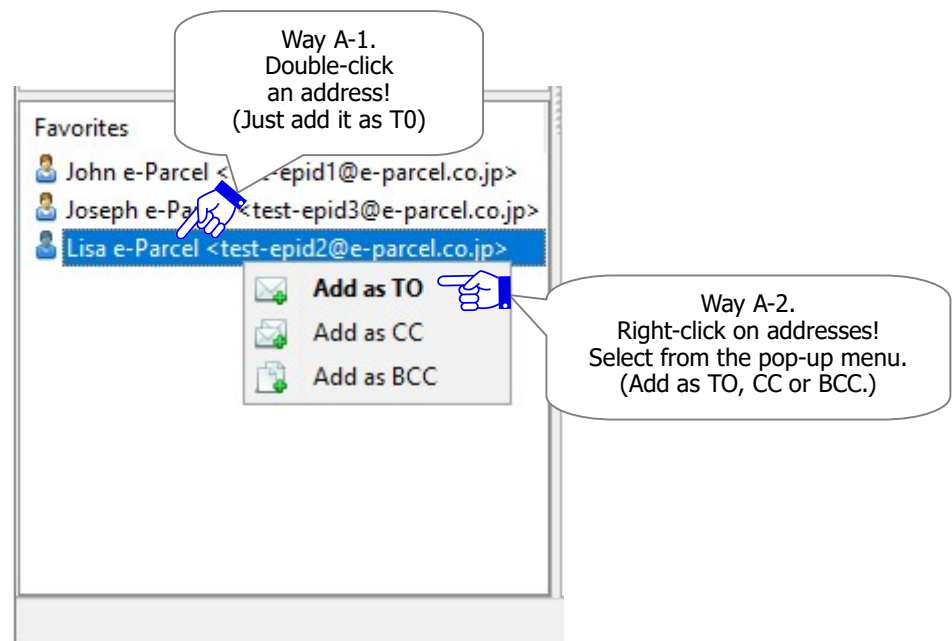
Show on/ Hide from the Favorites View

When you want to change the display to show addresses on / hide addresses from the "Favorites" view, the address book provides the menu to manage the "Favorites" list.

Usually, upon a new address added to the address book, a new address is shown on both the "All Addresses" and "Favorites" list on the address book.

To change list on the address book, right-click on addresses of the "All Addresses" list to open the pop-up menu, then select the menu "Favorites". The checkbox "Favorites" which has been already validated (set checked: show on) is invalidated (set unchecked: hide from) according as you select this menu. The changes of the "Favorites" list on the address book promptly affect the "Favorites" view on the VCN-CommCenter GUI.

*Refer to P209 7. Address Book - 3. Show on / Hide from Favorites list
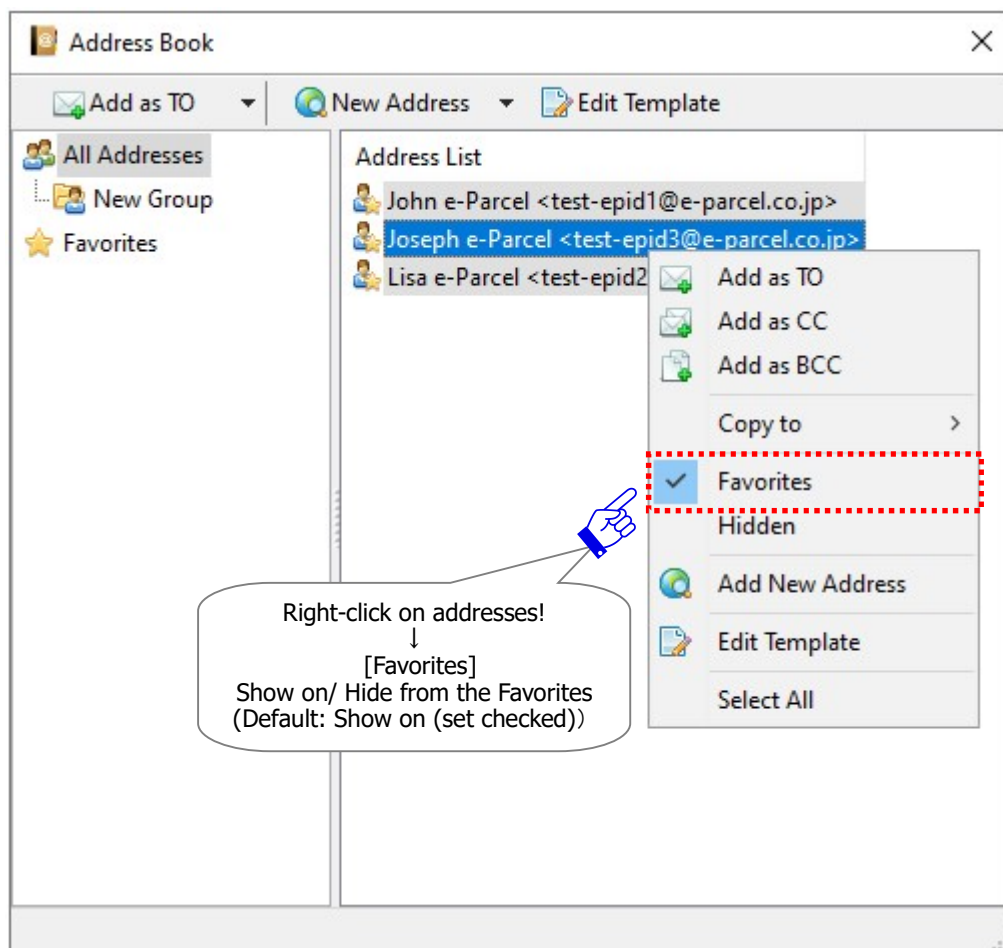
3 User Configuration

When the e-Parcel VCN-CommCenter has been installed and auto-setup successfully, the e-Parcel service is ready for use. However, the additional configuration may be required depending on your network environment.

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

How to open User Configuration pane

To operate the user configuration on the VCN-CommCenter, the application must be running. Click the "Display Name" field (Default: your e-Parcel ID) on the tree view.
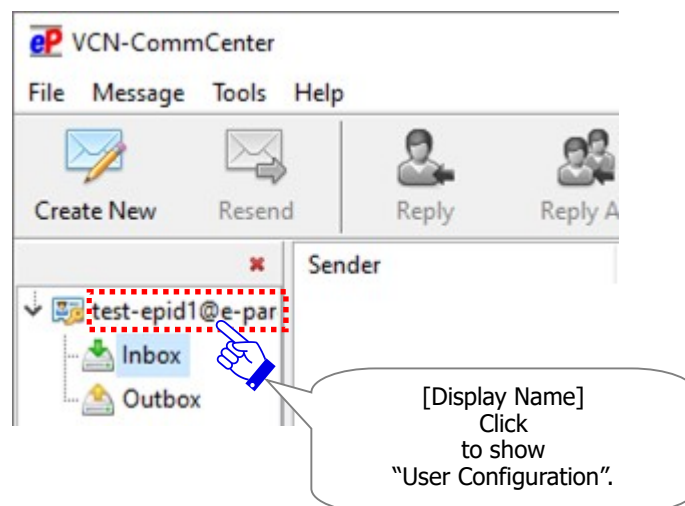
The User Configuration pane

The User Configuration pane appears by the above way.

These configurations are included some significant settings for use of the VCN-CommCenter. The following section will explain each configuration in greater detail.

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

[User Configuration]

⚠️	**Warning:** Please be advised that you should **not change the settings on the User Configuration while the e-Parcel VCN-CommCenter is processing to upload and download data.** Wait for the delivery status to be "Waiting Download" in outbox or "Delivery Confirmed" in inbox.

1. Display Name

The value of "Display Name" is displayed on the tree view of the VCN-CommCenter GUI. Your e-Parcel ID is pre-filled in this field with initial value.

(Default: Your e-Parcel ID)
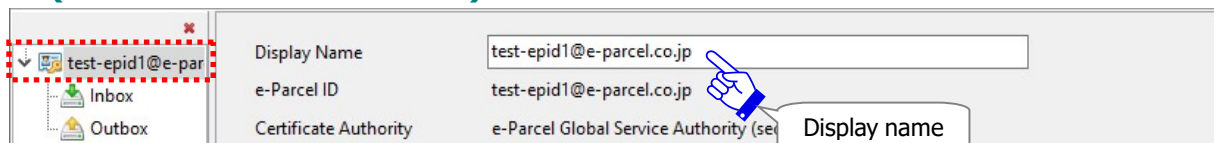
How to change the Display Name

When you want to change the "Display Name", follow the procedure ①～④ below.

①Enter a name in the "Display Name" field. An easy-to-understand name is recommended.
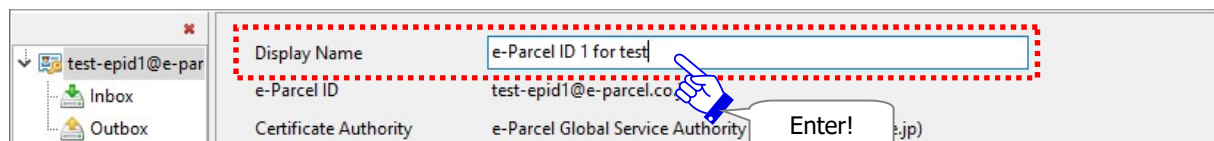
②Click the "Save" button at the bottom right to take effect.
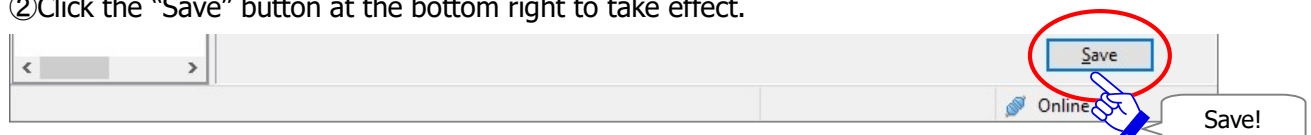
③The "Configuration Saved" dialog appears. Click the "OK" button.
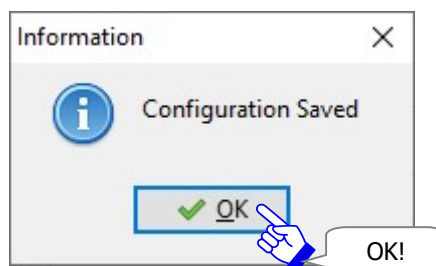
④When change saved, new display name will be displayed on the tree view.

	Display Name	e-Parcel ID 1 for test
e-Parcel ID 1 for t	e-Parcel ID	test-epid1@e-parcel.co.jp
Inbox		Global Service Authority (secure.e-parcel.ne.jp)
Outbox	**New display name!**	
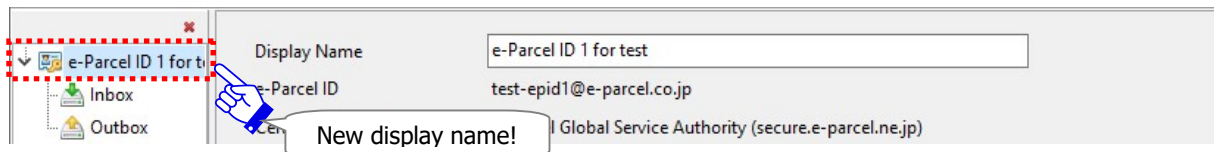
Once a display name has been changed, the menu bar File > Open > "Display Name" (P78) of VCN-CommCenter GUI is also affected by this change. (Your e-Parcel ID is assigned by default.)

VCN-CommCenter

| File | Message | Tools | Help |

- Reload
- Open >
  - e-Parcel ID 1 for test
  - Inbox
  - Outbox
- Page Setup...
- Close Window
- Exit
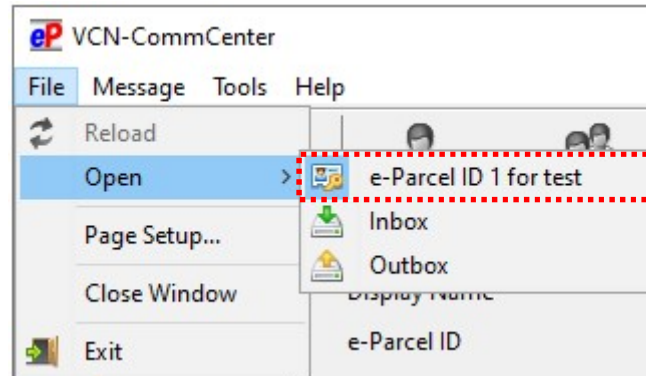
e-Parcel ID

2. e-Parcel ID

This field displays the current e-Parcel ID which is set up to the VCN-CommCenter.

3. Certificate Authority

This field displays the Certificate Authority of the e-Parcel client digital certificate and the domain name which is set up to the VCN-CommCenter.
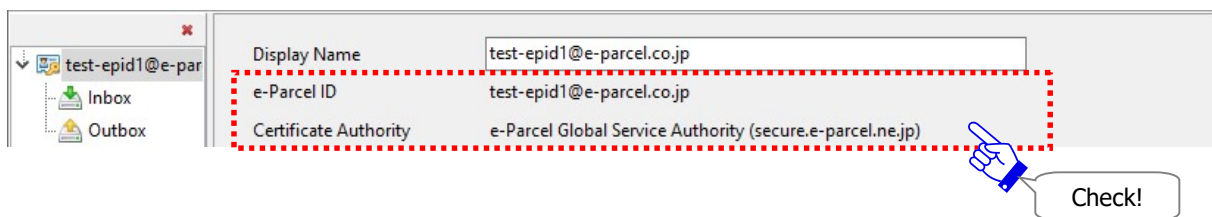
4. Proxy Settings

The Proxy Settings are your network configurations which a proxy server is used for your LAN to set up Internet connection. The initial choice is "Automatic" proxy setting. The VCN-CommCenter automatically detects your network settings when you start the e-Parcel software, auto-setup, import certificate or etc.

(Default: Automatic)

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

Proxy Settings
- ⦿ Automatic
- ○ Manual
  - Host Name [   ]
  - Port Number [   ]   ⦿ HTTPS   ○ SOCKS
  - User Name [   ]
  - Password [   ]
  - ☐ Save proxy user name and password
  - ☐ Bypass proxy server for local addresses

4-1. Automatic Proxy Settings

In the case of "Not using Proxy" or "Automatic Proxy Detection", leave the initial choice "Automatic". ("Automatic" proxy setting by default) The VCN-CommCenter attempts to automatically detect your computer's proxy settings (Windows) upon start software, auto-setup, import certificate or etc. Then, your computer's proxy settings detected such as "Host Name", "Port Number" and etc. will be configured to the "Proxy Settings" fields of User Configuration.

*For your reference: [How to confirm your computer's proxy settings (Windows)]
Access Windows "Start" menu > Windows System > Control Panel > Network and Internet > Internet Options. In the "Internet Properties" dialog, on the "Connections" tab, under the "Local Area Network (LAN) Settings", click "LAN settings" button. Confirm the "Proxy server" settings.

[How to open your computer's proxy settings using Microsoft Edge]
Launch Microsoft Edge. On toolbar at the upper-right, click […] (Settings and more) > Settings (gear icon) > System and performance > System > Open your computer's proxy settings > the "Proxy" dialog.

If the proxy server configured to your computer's proxy settings (Windows) requires user authentication, the "Proxy Authentication Required" dialog may appear upon start software, auto-setup, import certificate or etc.

Take either one below depending on the proxy authentication methods.

*Note: If your proxy credentials (user name and password) with proxy-authorization are changed, the "Proxy Authentication Required" dialog may appear upon start software. Under this situation, your new proxy credentials (user name and password) must be applied to re-authenticate.

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

Leave blank in the proxy credentials (User name, Password, Checkbox "Remember this…"). Then, click "OK" button.
*Attention: Refer to the description as follows P140 for NTLM or Integrated Windows Authentication.

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

Input the proxy credentials (User name, Password), then, click "OK" button.
*If you are not sure of your computer's proxy settings and the proxy credentials (user name and password), to obtain the correct information, please contact your system/firewall administrator or service provider.

*If using the proxy server with NTLM or Integrated Windows Authentication, leave all fields blank.
↓
OK!

138
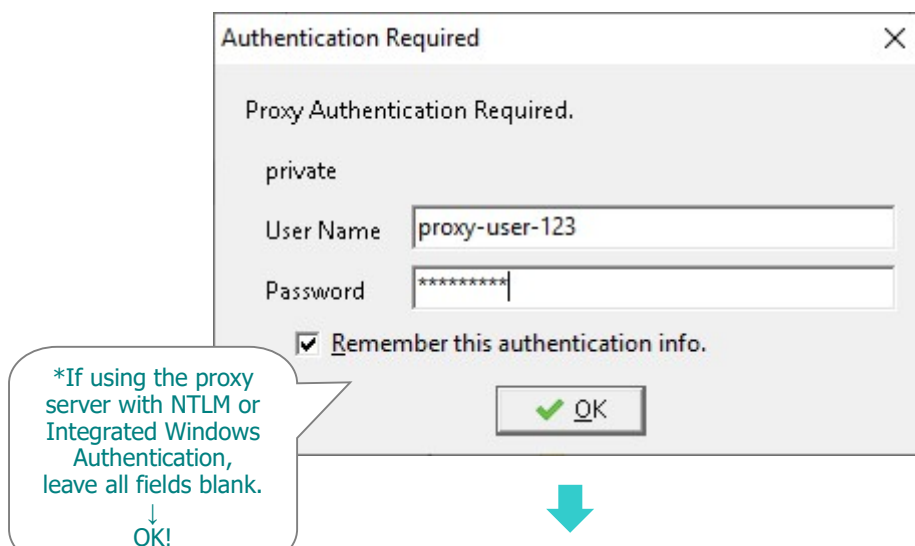
[Proxy Settings：Automatic]

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

	Caution: If your computer's proxy settings (Windows) are changed, Your new proxy settings must be re-configured to VCN-CommCenter. **When the initial choice "Automatic" proxy setting, just restart software; VCN-CommCenter to configure.** 1. To exit (shutdown) software, on VCN-CommCenter GUI, select File > Exit. 2. To restart software, double-click the "e-Parcel x.x" shortcut icon on the desktop. 3. Your new proxy server settings detected automatically are shown in the "Proxy Setting" fields of User Configuration. At last, confirm that the system status "Online" is shown on the bottom-right of VCN-CommCenter GUI.

	Caution: If your proxy credentials (user name and password) with proxy-authorization are changed, the "Proxy Authentication Required" dialog may appear upon start software etc. Under this situation, **your new proxy credentials (user name and password) must be applied** to re-authenticate. If you are not sure of your proxy credentials (user name and password), please contact your system/firewall administrator or service provider to obtain the correct information. *However, in the case of NTLM Authentication or Integrated Windows Authentication, leave blank in the proxy credentials (User name, Password). For more details, refer to the next page.
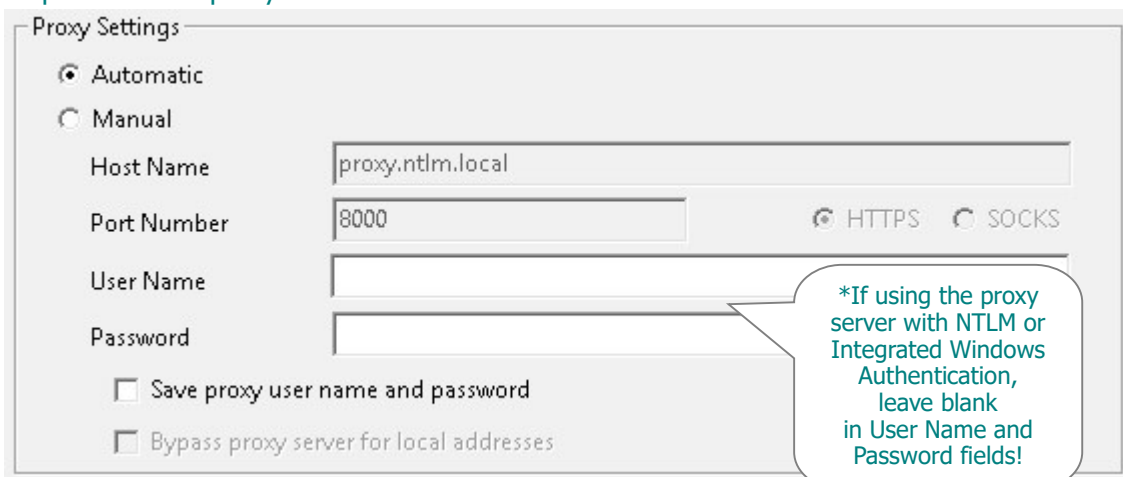
Attention NTLM or Integrated Windows Authentication in the proxy server

When using the proxy server with NTLM or Integrated Windows Authentication (Windows domain / Authentication with active directory), carefully read the descriptions just below and then take the appropriate configuration.

⚠️	**Warning**: In the case of using **NTLM Authentication or Integrated Windows Authentication** (Windows domain / Authentication with active directory) as the proxy authentication methods, **leave blank in the proxy credentials (user name and password).**
	For the e-Parcel VCN-CommCenter 7.0.7013 or later: Leave blank in the "User Name" and "Password" fields. Set unchecked (off) in the checkbox "Remember/Save this authentication info.".
	(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 as the proxy credentials for proxy authentication.)
	*Attention: However, if using the previous version 7.0.7012 or earlier, you must input both proxy user name and password.
	Please be sure to input into the "User Name" field as below.
	For Windows domain (～Windows2000): Domain name¥Windows user account name
	For Active directory(Windows2000～): Windows user account name@Domain name

*For the e-Parcel VCN-CommCenter 7.0.7013 or later: Additionally, if using the proxy server with NTLM or Integrated Windows Authentication, leave blank in the proxy credentials (User name, Password, Checkbox "Remember this…") in the "Proxy Settings" category of User Configuration or on the "Proxy Authentication Required" dialog. 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.

4-2. Manual Proxy Settings

To manually configure the proxy settings, choose the "Manual", then input into the "Proxy Settings" fields such as "Host Name", "Port Number", "proxy types" and "Bypass proxy server…".

*For your information, when the initial choice "Automatic" proxy setting, VCN-CommCenter attempts to automatically detect your computer's proxy settings (Windows). Then, your computer's proxy settings detected such as "Host Name", "Port Number" and etc. will be configured to the "Proxy Settings" fields of User Configuration.

If your proxy server requires user authentication, the proxy credentials ("User Name" and "Password") are needed to authenticate depending on the proxy authentication methods. Details of the proxy authentication can be found in the section below.

Refer to P143 3. User Configuration – 4. Proxy Settings – 4-3. Proxy Authentication

When the proxy settings are made, click the "Save" button at the bottom right of the User Configuration pane. Then, confirm that the system status "Online" is shown on the bottom-right of VCN-CommCenter GUI.

[Proxy Settings：Manual]

Host Name

Input host name of your proxy server into the "Host Name" * field.

⚠️	**Warning**: When the "Manual" Proxy Settings, the "Host Name" field must be entered as * **just IP address** or **server name**. (In your computer's proxy settings (Windows), Host Address may be set up in [http://IP Address] format. However, please note that you must enter it without "http://" in the "Host Name" field.)

Port Number

Input port number of your proxy server into the "Port Number" field.

HTTPS/SOCKS

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

Bypass proxy server for local addresses

Place a check in the "Bypass proxy server for local addresses" box as necessary.

4-3. Proxy Authentication

When your proxy server requires user authentication, the proxy credentials ("User Name" and "Password") are needed to authenticate depending on the proxy authentication methods. If you are not sure of your computer's proxy settings and the proxy credentials (user name and password), to obtain the correct information, please contact your system/firewall administrator.

*The first time software is installed with the initial choice "Automatic" proxy setting, VCN-CommCenter attempts to automatically detect your computer's proxy settings (Windows). If the proxy server configured to your computer's proxy settings (Windows) requires user authentication, the "Proxy Authentication Required" dialog may appear upon start software, auto-setup, import certificate or etc.

[Proxy Authentication]

Set checked to save a user name and password!

[Proxy Authentication]
When your proxy server requires user authentication, the proxy credentials (User Name, Password) are needed.
*Attention: If using the proxy server with NTLM or Integrated Windows Authentication, leave blank in User Name and Password fields. Refer to the next page.

If your proxy server requires user authentication, take either one below depending on the proxy authentication methods.

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

Leave blank in the proxy credentials (User name, Password, Checkbox "Save proxy…").

*Attention: For NTLM or Integrated Windows Authentication, refer to the next page.
*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).

*If you are not sure of the proxy credentials (user name and password), to obtain the correct information, please contact your system/firewall administrator or service provider.

User Name

If your proxy server requires user authentication, the "User Name" with proxy-authorization is needed. *Attention: For NTLM or Integrated Windows Authentication, see below.*

Password

If your proxy server requires user authentication, the "Password" with proxy-authorization is needed. *Attention: For NTLM or Integrated Windows Authentication, see below.*

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

Attention NTLM or Integrated Windows Authentication in the proxy server

When using the proxy server with NTLM or Integrated Windows Authentication (Windows domain / Authentication with active directory), carefully read the descriptions just below and then take the appropriate configuration.

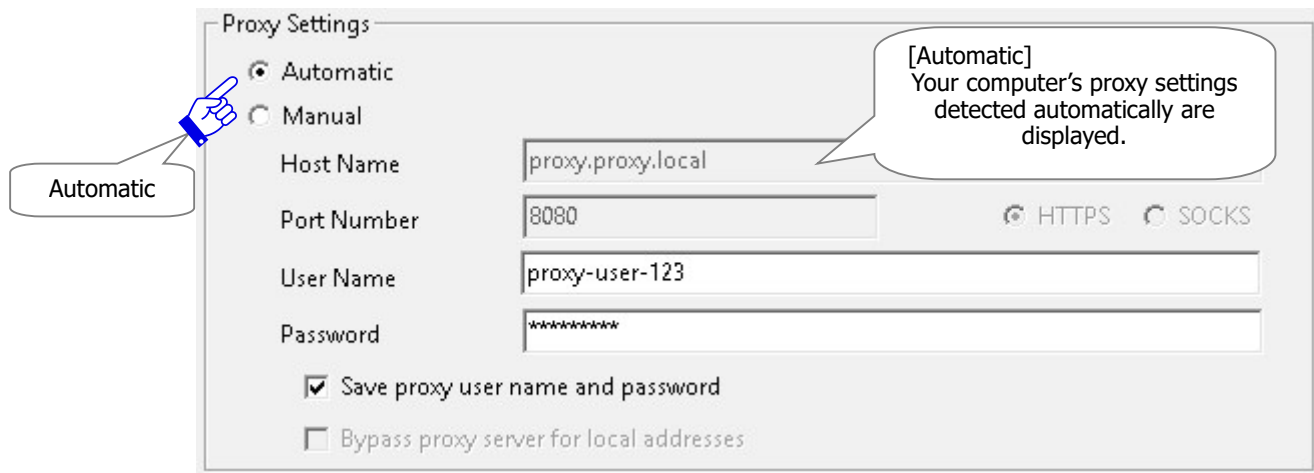|	**Warning**: In the case of using **NTLM Authentication or Integrated Windows Authentication** (Windows domain / Authentication with active directory) as the proxy authentication methods, **leave blank in the proxy credentials (user name and password).**
	For the e-Parcel VCN-CommCenter 7.0.7013 or later: Leave blank in the "User Name" and "Password" fields. Set unchecked (off) in the checkbox "Remember/Save this authentication info.".
	(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 as the proxy credentials for proxy authentication.)
	*Attention: However, if using the previous version 7.0.7012 or earlier, you must input both proxy user name and password.
	Please be sure to input into the "User Name" field as below.
	For Windows domain (～Windows2000): Domain name¥Windows user account name
	For Active directory(Windows2000～): Windows user account name@Domain name

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

Save proxy user name and password

The Proxy Settings allow you to save (remember) the proxy credentials (proxy user name and password) in the VCN-CommCenter. When it set checked in the checkbox "Save proxy user name and password", your proxy user name and password entered in the Proxy Authentication fields or dialog will be saved in the VCN-CommCenter.

[Saving (set checked: on)]

The proxy credentials (user name and password) are saved in the VCN-CommCenter.

It could be automatically authenticated with the proxy credentials saved whenever the proxy server requires to authenticate user.

[Not Saving (set unchecked: off)]

The proxy credentials (user name and password) are not saved in the VCN-CommCenter.

You need to enter the proxy credentials whenever the proxy server requires to authenticate user. For example, when you install or start the e-Parcel software, auto-setup, import certificate and etc., the "Proxy Authentication Required" dialog may appear. Input the proxy credentials (user name and password) every time.

Authentication Required

Proxy Authentication Required.

private

User Name   proxy-user-123

Password   *********

☑ Remember this authentication info.

✔ OK

[Proxy Authentication Required]
Once user name and password saved, this dialog no longer appear upon the proxy authentication required when restarting VCN-CommCenter etc.
*If using the proxy server with NTLM or Integrated Windows Authentication, refer to the next page.

*For the e-Parcel VCN-CommCenter 7.0.7013 or later: Additionally, if using the proxy server with NTLM or Integrated Windows Authentication, leave blank in the proxy credentials (User name, Password, Checkbox "Remember this…") in the "Proxy Settings" category of User Configuration or on the "Proxy Authentication Required" dialog. 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.

5. Login Password Authentication

This setting will be validated once the "Password Protect" function is enabled (set "Yes") according as the User Info is changed on "The e-Parcel Secure Enterprise - Web Browser". In this case (set "Yes"), you are required to enter your password in the "Login Password" field on the e-Parcel VCN-CommCenter.

(Default: No need * Not apply login password authentication**)**

The "Password Protect" function is disabled (set "No") with the default setting.
It doesn't authenticate login password when the e-Parcel VCN-CommCenter login to the e-Parcel server. In this case (set "No"), a login password is not required in the "Login Password" field on the e-Parcel VCN-CommCenter. The e-Parcel client software is able to login to the e-Parcel server without login password.

Login Password
☐ Save login password

5-1. Password Protect function

The purpose of the "Password Protect" function is to authenticate the user based on password when the e-Parcel VCN-CommCenter login to the e-Parcel server.

Whenever the e-Parcel VCN-CommCenter login to the e-Parcel server, it is required login password authentication.

For example, when you install or start the e-Parcel software, auto-setup, import certificate and etc., the e-Parcel "Server Login Required" dialog will appear to authenticate.

(In addition, once a login password is saved in the VCN-CommCenter, it could be automatically authenticated with credential whenever login to the e-Parcel server.)

*Refer to P385 10. Password Protect function

Login Password

Once the "Password Protect" function is enabled (set "Yes"), you are required to enter the "Login Password" to authenticate user in the e-Parcel server. This login password should be your own e-Parcel password which has been registered with the e-Parcel service.
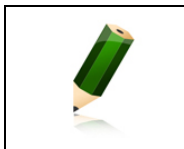
🖊	**Note:** The password field will not display the password in clear text. Instead, you will simply see asterisks (*).

Save login password

The Login Password settings allow you to save (remember) your e-Parcel password in the VCN-CommCenter. When it set checked in the "Save login password" checkbox, your login password entered in this field or dialog will be saved in the VCN-CommCenter.

[Saving (set checked: on)]

The login password is saved in the VCN-CommCenter.

The "Server Login Required" dialog will appear no longer whenever the e-Parcel server requires to authenticate login password. It could be automatically authenticated with credential whenever login to the e-Parcel server.

[Not Saving (set unchecked: off)]

The login password is not saved in the VCN-CommCenter.

The "Server Login Required" dialog will appear whenever the e-Parcel server requires to authenticate login password. For example, when you install or start the e-Parcel software, auto-setup, import certificate and etc., you must enter login password.

	Warning: **When the "Password Protect" function is enabled (set "Yes")** according as the User Info is changed on "The e-Parcel Secure Enterprise - Web Browser", you are required to **enter your password in the "Login Password" field on the e-Parcel software.** If you don't, the e-parcel software will be shutdown with fail in login to the e-Parcel server. In this situation, enter login password in the e-Parcel "Server Login Required" dialog which will appear when the e-Parcel software gets started.

	Warning: When users who the "Password Protect" function has been already enabled (set "Yes") will change password according to the User Info on the "The e-Parcel Secure Enterprise - Web Browser", please be aware that you are also required to **change your password to new one in the "Login Password" field on the e-Parcel software.** If you don't, the e-parcel software will be shutdown with fail in login to the e-Parcel server. In this situation, enter login password in the e-Parcel "Server Login Required" dialog which will appear when the e-Parcel software gets started.

5-2. How to set login password

The descriptions of this page just briefly explain two steps how to configure login password authentication.

For more details about the "Password Protect" function will be following in the later section below.
*Refer to P385 10. Password Protect function

[1. Advance Preparation: Enable "Password Protect" function (set "Yes")]

When you want to validate the "Password Protect" function to authenticate login password, access URL of "The e-Parcel Secure Enterprise - Web Browser" and then change the "Password Protect" setting from "No" as default value to "Yes" on the User Info to be enabled in advance.

"The e-Parcel Secure Enterprise - Web Browser" URL: https://secure.e-parcel.ne.jp/

*Attention: To access URL of "The e-Parcel Secure Enterprise - Web Browser", your e-Parcel client digital certificate is required to install in OS or browser application in advance when you sign in Windows with a user account which use the e-Parcel service. Usually, you have already installed a certificate in Windows when starting the e-Parcel service in a computer.
 (Refer to P399 the section for Downloading and Installing client digital certificate.)
*Caution: Please be sure that you are required to install your e-Parcel client digital certificate again if Windows user account is changed in spite of a same computer.

[2. e-Parcel VCN-CommCenter: Set (Save) "Login Password"]

Next, click your e-Parcel ID (Display Name) shown on the tree view at the upper-left pane of the e-Parcel VCN-CommCenter GUI. The User Configuration appears in the right pane. Set (save) login password in the e-parcel software.

*If the e-Parcel VCN-CommCenter has been shut down, when restarting the program, the e-Parcel "Server Login Required" dialog below may appear authenticating login password. Enter a password, set checked to remember this and then click the "OK" button. Those will be also set (saved) in the User Configuration.

①Enter your own password in the "Login Password" field.

②When you save login password, place a check in the checkbox "Save login password".

　*Refer to P148: Once saved, the "Server Login Required" dialog will appear no longer.

③When entered, click the "Save" button at the bottom right to take effect.

　*For e-Parcel VCN-CommCenter 7.0.7020 or earlier, if set unchecked in the "Save login password", upon click the "Save" button, the e-Parcel "Server Login Required" dialog appears prompting to enter login password. Enter and then click the "OK" button.
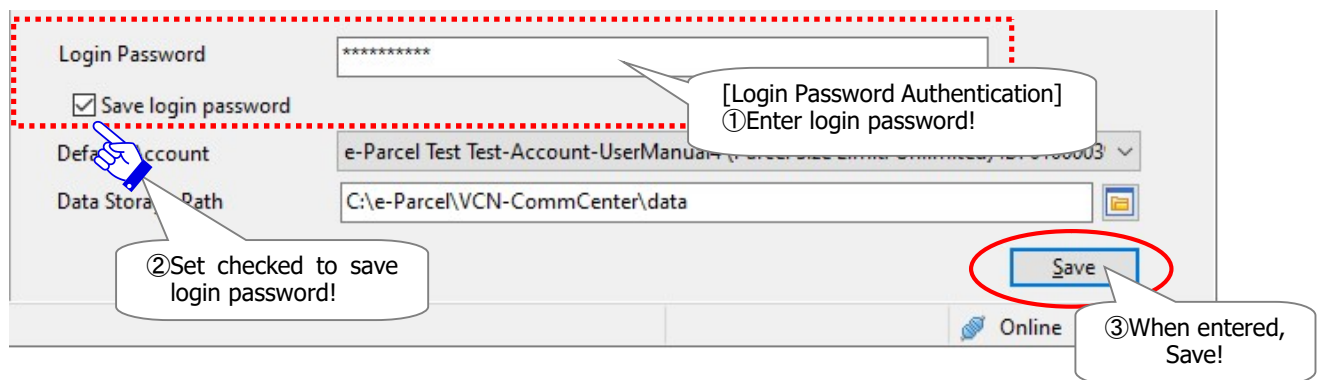
*If set unchecked in the "Save login password (Remember this authentication info.)", whenever login to the e-Parcel server in restarting the VCN-CommCenter etc., the "Server Login Required" dialog below appears prompting to enter login password. Enter and then click the "OK" button.
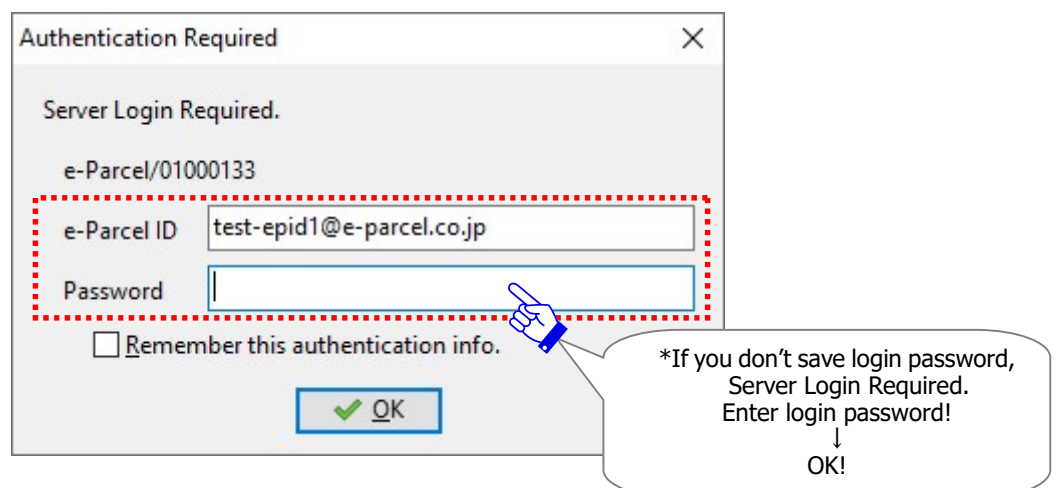
6. Default Account

What's Account?

When e-Parcel ID registration, your e-Parcel ID must belong to at least one account in which we charge for the data transmissions (uploading) through the e-Parcel service. the account also has been numbered automatically by the individual account ID at the e-Parcel Corporation.

Default Account

The "Default Account" field displays the current account information (account name, parcel size limit and account ID) which your e-Parcel ID belongs to.

In addition, this default account is also shown in the "Account" field on the Send Dialog (P329). Every time data is uploaded, the account specified on the Send Dialog will be charged for the data transmission through the e-Parcel service.

In the case the e-Parcel ID belongs to multiple accounts, the "Default Account" field with the pull-down menu shows all account information which the e-Parcel ID belongs to. The current default account is listed on the top of the pull-down menu. To change the default account, select another account, and then click the "Save" button to take effect.
*When the default account is changed, it also affects the "Account" field on the Send Dialog.
*In the case the e-Parcel ID belongs to multiple accounts, to change the account with every data transmission, on the Send Dialog (P329), select another account from the pull-down menu in the "Account" field every time you create new item.

Parcel Size Limit

In the "Default Account" field, verify <u>the maximum data volume that you can transmit a delivery</u> if the account or the e-parcel ID is limited.

(Parcel Size Limit: ○○）

*According to the contract between us, if the e-Parcel ID or the account is limited by maximum data volume a delivery, a value might be shown as "Parcel Size Limit: xx" in the "Default Account" field.

Default Account	e-Parcel Test Test-Account-UserManual4 (Parcel Size Limit: 500GB) ID: 01000039 ∨

[Default Account]
Current account information
which e-Parcel ID belongs to.
* Parcel Size Limit a delivery
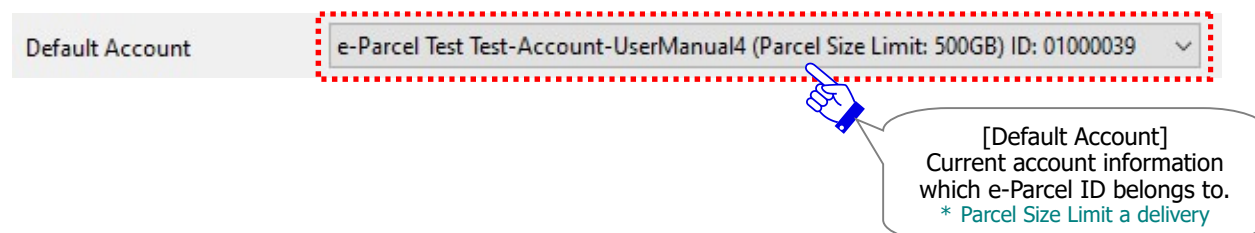
If without limit a delivery, it is shown as "Parcel Size Limit: Unlimited" below.

Default Account	e-Parcel Test Test-Account-UserManual4 (Parcel Size Limit: Unlimited) ID: 0100003' ∨
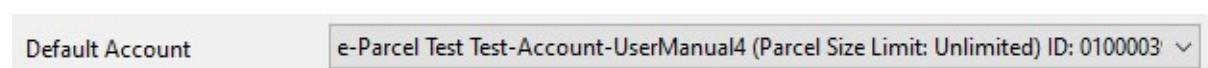
7. Data Storage Path

The "Data Storage Path" shows one of the system folder locations where the transactions data are stored for the e-Parcel VCN-CommCenter. It includes the upload, download and inprogress sub folders. The upload folder is a location where the uploaded data in compression and decryption are stored to resend for the resend period. The download folder is a location where the delivered data are stored before moving. The inprogress folder is a location where will be used temporarily in processing while uploading and downloading. The default location provided below or your specified folder at the software installation has been shown.

（**Default：C:¥e-Parcel¥VCN-CommCenter¥data**）

⚠	**Warning: Don't obtain any data directly from the folder specified as the "Data storage path".** Because this system folder is managed by the e-Parcel system. When you wish to change the setting, move files from inbox or etc., please be sure that you must operate through the VCN-CommCenter GUI.

Data Storage Path   C:\e-Parcel\VCN-CommCenter\data   📁   Save

Data Storage Path
(Default location)

Online

How to change the Data Storage Path

	Warning: When the setting "Data Storage Path" changed, the existing data stored in the data storage folder also will be moved to a new folder assigned automatically. Please be advised that you should **not change the Data Storage Path while the e-Parcel VCN-CommCenter is processing to upload and download data.** Wait for the delivery status to be "Waiting Download" in outbox or "Delivery Confirmed" in inbox. In addition, it is recommended that you should move (save) files of inbox items which the status is "Delivery Confirmed" or "Item opened" before the setting "Data Storage Path" changed.

When you want to change the setting "Data Storage Path", follow the procedure ①～④ below.

①Click the folder icon at the right of the "Data Storage Path" field.
  *You can also directly enter the full path of a folder in the "Data Storage Path" field.

②The "Select Folder" dialog appears to browse for folder. Select a folder to store your data and then click the "Select Folder" button.
  *Note: When you change a folder specified as the "Data storage path", make sure that your Windows user account must hold permissions to "Modify" the folder specified.

③The new location specified will be shown in the "Data Storage Path" field. Click the "Save" button at the bottom right to take effect.
  *Attention: This change of the setting "Data Storage Path" affects the data delivery processes of the e-Parcel system. Please be advised that you should verify that there is enough disk space for data storage in a computer. For your information, more than the following minimum disc space must be prepared in advance. The minimum of [Required disc space] = [twice disk space as much as an uploading / downloading data] + [more than 10% space available on Windows C drive disc (default "Data Storage Path")]

Data Storage Path	C:\e-Parcel\VCN-CommCenter\data123	📁

Save

📎 Online

①Click this icon!
②Select a folder!

③Save!
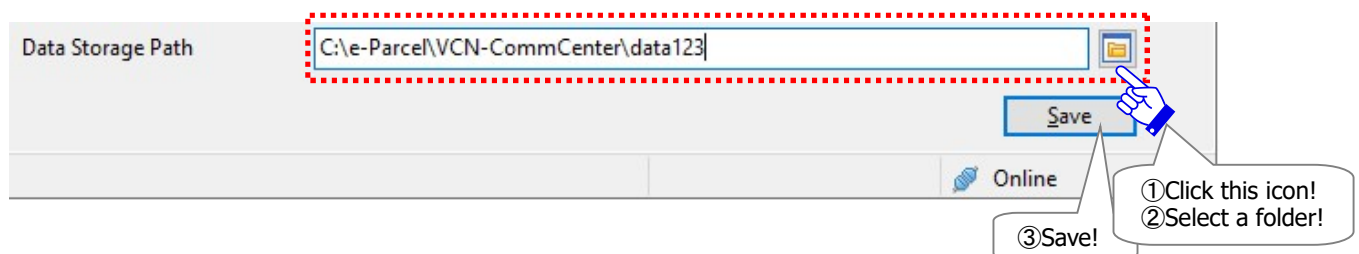
④Your stored data will be moved to a new folder specified automatically. When completed to move your stored data, the "Configuration Saved" dialog appears. Click the "OK" button.

*Depending on the existing stored data volume and your PC spec, it may take time to move those data to a folder specified as the "Data storage path".
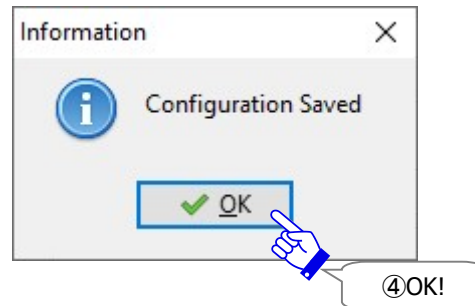
4 Option Configuration

The VCN-CommCenter provides you the Option menu with the ability to customize some functions as necessary.

The following steps will guide you in the option configurations for the optimal performance when using the VCN-CommCenter in your computer.

How to open Option Config dialog

To begin the option configurations, the application must be running. Access the VCN-CommCenter menu bar "Tools" > "Option".
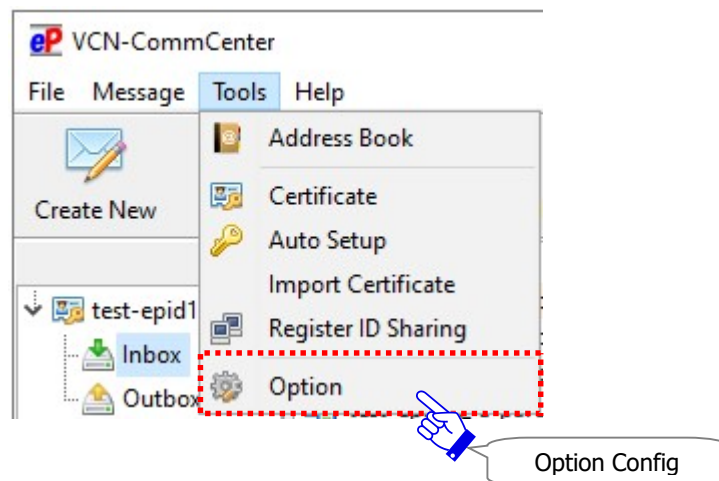
General tab on Option Config dialog

The "Option Config" dialog opens by the above way.

On the "General" tab, the option configurations for the functions of VCN-CommCenter have been pre-set with the default value from the beginning. You can customize some functions appropriately as necessary.

*The "Display Period" setting has been no longer provided since e-Parcel VCN- CommCenter 8.0.8021 (Released in October 2019). It could display all histories recorded at all the times.

*The "Parallel Connection" setting has been no longer provided since e-Parcel VCN- CommCenter 8.0.8021 (Released in October 2019). It could enable the parallel connection function at all the times.

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

When changes are made on the Option Config dialog, the "Save" button will be enabled. Click the "Save" button to take effect.

To exit the Option Config dialog, click the "Close" button.

Attention: The changes for some settings in the Option Config dialog requires restarting the software to take effect. When it shows the Information below prompting you for that, click the "OK" button and click the "Close" button to exit the Option Config dialog. Then, to take effect, on the VCN-CommCenter GUI, access menu bar "File" > "Exit". After you shut it down, double-click the "e-Parcel x.x" shortcut icon on the desktop to restart the VCN-CommCenter.
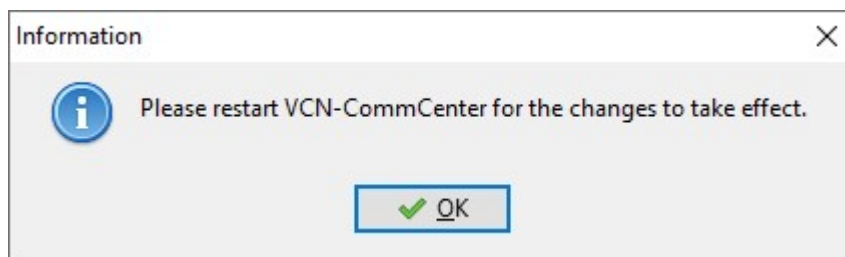
1. Log Level

The choice made is the level of application and session log message which is output to a log file (vcncc.log). There are a few choices below for the log level. Also, a log file will be archived periodically depending on the log level. This setting can be modified accordingly as follows.
*Current log file (vcncc.log) is output to: C:¥e-Parcel¥VCN-CommCenter
*Past log files are archived in: C:¥e-Parcel¥VCN-CommCenter¥logs
（**Default: Detailed Log**）

In addition, to view the output log message on the VCN-CommCenter GUI, access the menu bar "Help" > "Show Log". The "Application Log" dialog will open.
*Refer to P108 2. VCN-CommCenter View – 2. Menu Bar – 2-4. Help – 2-4-2. Show Log
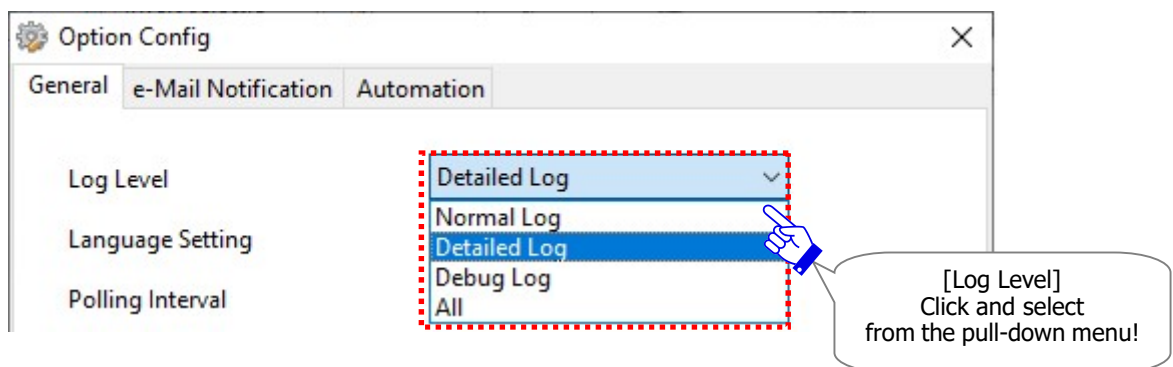
[Normal Log]

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

A log file is not archived.

[Detailed Log] （Default）

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

When upload confirmed ("Waiting Download") and download confirmed ("Delivery Conformed"),

the log message is also output.

A log file is archived once a week.

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

[Debug Log]

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

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

A log file is archived every day.

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

[All]

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

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

Additionally, the file names of all attachments are listed in the log message.

*Attention: Upon the log level "All", it may take time to show log in the "Application Log" dialog depending on the amount of message in a log file. We recommend that you should set the log level down above when the application runs normally.

A log file is archived every day.

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

*The log level "All" has been provided since e-Parcel VCN- CommCenter 7.0.7020 (Released in August 2018).

2. Language Setting

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

（**Default: Language selected when software installation**）

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

*Attention: When this setting is changed, you are required to restart the VCN-CommCenter to take effect.
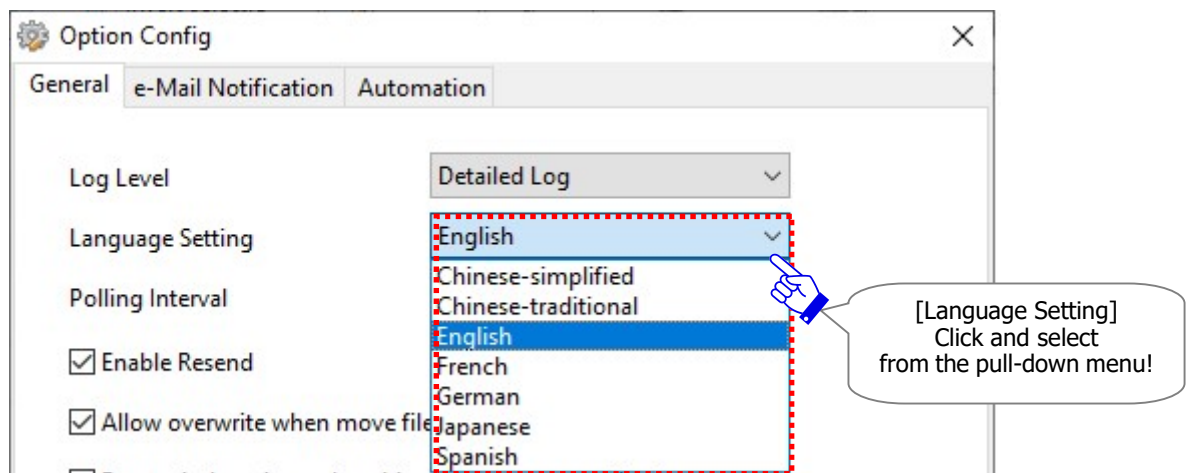
Display Language

The VCN-CommCenter GUI is able to display in any of the seven (7) languages below.

[**Chinese-simplified**] Display in Chinese-simplified.

[**Chinese-traditional**] Display in Chinese-traditional.

[**English**] Display in English. (*Default choice when software installation in English (P53))

[**French**] Display in French.

[**German**] Display in German.

[**Japanese**] Display in Japanese.

[**Spanish**] Display in Spanish.

How to change Language Setting

If you want to change the Language Setting, follow the procedure ①〜⑤ below.

① Access the VCN-CommCenter menu bar "Tools" > "Option". The "Option Config" dialog is opened. On the "General" tab, in the "Language Setting", select a display language from the pull-down menu.

②When change is made in the "Language Setting" field, click the "Save" button.

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

・[For Windows Vista or later] The "User Account Control (UAC)" dialog appears. In the case of sign in Windows with an administrator account, select the "Yes" button to allow. Or, in the case of sign in Windows with a standard account without the administrative privilege, administrator ID (account name) and password are required to input.

・[For Windows 2000, XP, 2003] If the Warning dialog appears as just below, click "OK" to close. To change the language setting, it is required to restart VCN-CommCenter as Administrative privilege in advance. In this case, to shut down, access VCN-CommCenter menu bar "File" > "Exit". Then, right-click on the "e-Parcel x.x" shortcut icon of the desktop to open the pop-up menu. Select "Run as administrator". (Or, select from Windows "Start" menu > (All Program) > e-Parcel > (VCN-CommCenter x.x) > "e-Parcel VCN-CommCenter x.x", and then right-click to open the pop-up menu. Select "More" > "Run as administrator".) VCN-CommCenter gets started as Administrative privilege. Then, try again to change the language setting.

③The Information "Please restart…" dialog will appears. Click the "OK" button and then click the "Close" button to exit the "Option Config". To restart the VCN-CommCenter, firstly access the menu bar "File" > "Exit" to shut down.
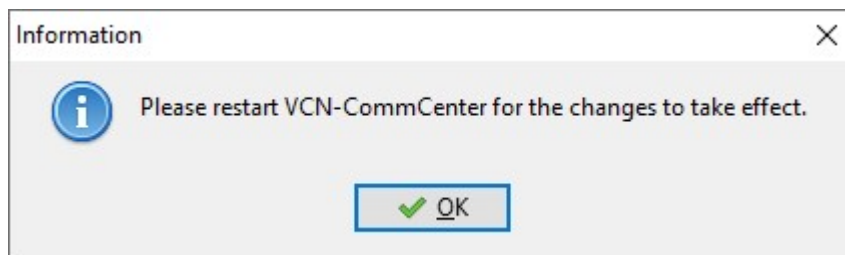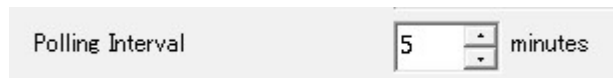
④Double-click the "e-Parcel x.x" shortcut icon on the desktop to restart the VCN-CommCenter as usual. (*In this time, Administrative privilege is NOT needed.)

⑤The e-Parcel software should get started with new language setting. Confirm the display language changed on the VCN-CommCenter GUI.

3. Polling Interval

When the VCN-CommCenter is running and online, the application normally polls to the e-Parcel server at regular intervals automatically for checking external events such as a parcel delivery and status.

The "Polling Interval" to the e-Parcel server is available to set in minutes on the VCN-CommCenter.
（**Default: 5 minutes polling interval**）

Polling Interval   5 ⬍ minutes

Minimum polling interval for [5 minutes] (Default)

~

Maximum polling interval for [120 minutes]
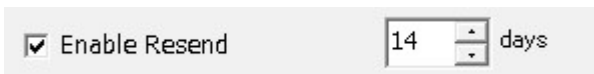
The polling interval for 5 to 120 minutes is available to set in minutes.

*Note: If your network bandwidth resource has been very restricted, it may be recommended to set to higher interval, such as every 10-30 minutes.

4. Resend Settings

The Resend function provides you to resend same items within the specified resend period from date when items have been sent (item created). It enables easily to resend same items (same recipients, subject, message and attached files/folders) as transmitted items without operation of the send dialog.

（**Default: Enable Resend / For 14 days**）

4-1. Enable Resend

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

[Enable Resend (set checked: on)] (Default)

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

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

[Disable Resend (set unchecked: off)]

Clear a check from the checkbox to disable the resend function. The uploaded data will NOT be stored any longer when items sent. The "Resend" button will be also dysfunctional with grayed-out effect.

4-2. Resend Period

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

Minimum for [0 day] *in the case that you don't resend,

(Default) for [14 days]

Maximum for [1,000 days]

The resend period is available to set a value for 0 to 1,000 days. It has been already set for 14 days as default.

For example, when the "Resend Period" is set a value for "1 day", you can resend the items by today when items have been sent (item created).

The uploaded data in compression and decryption will be stored in a system folder (the "Data storage path") for the specified resend period. It is advised that you should verify that there is enough disk space in your computer for data storage in advance.

*Refer to P154 3. User Configuration – 7. Data Storage Path

*Note: Please be aware that you don't obtain any data directly within a folder specified as the "Data storage path". Therefore, this system folder has been managed by the e-Parcel system. When you wish to change the setting, move (save) files from inbox or etc., please be sure that you must operate through the VCN-CommCenter GUI.

5. Overwrite setting when moving files

The setting "Allow overwrite when move files"

For inbox items which the status is "Delivery Confirmed" or "Item Opened", when you move (save) the attached files and folders, you must determine whether allow overwrite the existing files in a destination directory. This setting can be set up accordingly.
*Refer to P193 6. Automation (Option Config) - 2. Receive Automation Configuration
*Refer to P366 9. Receiving - 3. Inbox Parcel Detail - 3-2. Move Attached Files (Save)
（**Default: Allow overwrite**）

☑ Allow overwrite when move files

[Allow overwrite (set checked: on)] (Default)

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

[Disallow overwrite (set unchecked: off)]

Clear a check from the checkbox to disallow overwrite. If at least one existing file of same name (same relative path) has been already stored in a destination directory where you want to move (save) to, the existing file cannot be overwritten. In this case occurred, the following "Error Detail" dialog will appear and then the attached files and folders of an item will not be moved to a destination directory.

Error Detail　　　　　　　　　　　　　　　　　×

Existing files can not be overwritten.

C:¥Folder for Item received¥Company A¥Order Sheet.xls

✔ OK
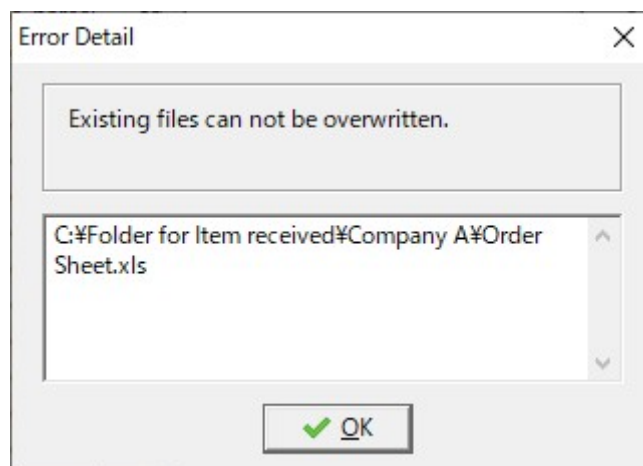
6. Reset window size and position

The setting "Reset window size and position when restart application"

The last window size and position of VCN-CommCenter GUI can be memorized, including each dialog size and position such as the Send Dialog, Address Book, Application Log dialog and Parcel Detail dialog opened from inbox/outbox. Each time restarting application, these window size and position are not reset by default.

You can choose whether enable or disable the reset window function when restarting application.

This setting can be set up accordingly.

（**Default: Disable reset window**）

*Attention: When this setting is changed, you are required to restart the VCN-CommCenter to take effect.

```
☐ Reset window size and position when restart application
```

[Disable reset window (set unchecked: off)] (Default)

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

[Enable reset window (set checked: on)]

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

7. Run as Background Application

The setting "Run as background application on startup"

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

*Refer to P68 Icon of the e-Parcel VCN-CommCenter – Taskbar notification area icon

（**Default: Not run as background application**）

*Attention: When this setting is changed, you are required to restart the VCN-CommCenter to take effect.

☐ Run as background application on startup

[Not run as background application on startup (set unchecked: off)] (Default)

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

*In addition, when starting your computer and sign in Windows with a user account, the application normally startup by default. At this point, in spite of this setting disabled (set unchecked) by default, be sure that the VCN-CommCenter GUI dose not open. The application is running in the background at once. Please restore window manually as needed.
Refer to P173 4. Option Configuration – 11. Startup application on user logon

[Run as background application on startup (set checked: on)]

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

Restore the VCN-CommCenter GUI

To manually restore (open) the VCN-CommCenter GUI during run as background application, just double-click the e-Parcel icon in Windows taskbar notification area.
(Or, right-click the e-Parcel icon in Windows taskbar notification area to show the pop-up menu, and then select "Open".)
In addition, double-click the shortcut "e-Parcel x.x" on the desktop to restore.
*Refer to P75 2. VCN-CommCenter View – 1-4. How to open the window of VCN-CommCenter

8. File Compression

The setting "Disable File Compression"

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

（**Default: Enable File Compression**）

*Attention: When this setting is changed, you are required to restart the VCN-CommCenter to take effect.

☐ Disable File Compression

[Enable file compression (set unchecked: on)] (Default)

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

When sending an item on the application of a sender, the attached files and folders are automatically compressed just before starting to upload to the e-Parcel server.

(For your information, the compressed files and folders will be automatically decompressed just after downloading on the application of recipients, and then the delivery status will be "Delivery Confirmed" when all delivery processes have been successfully done.)

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

[Disable file compression (set checked: off)]

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

When sending an item on the application of a sender, the attached files and folders are NOT compressed.

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

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

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

*Once this setting is changed, it also affects the display of the balloon messages (toast notifications) in Windows taskbar notification area. (Refer to P172)

（**Default: Show e-Parcel ID**）

*Attention: When this setting is changed, you are required to restart the VCN-CommCenter to take effect.

☐ Show sender/recipient name instead of e-Parcel ID

[Show sender/recipient e-Parcel ID (set unchecked: off)] (Default)

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

The VCN-CommCenter GUI shows <u>e-Parcel ID</u> on the "Recipient" field of outbox, the "Sender" field of inbox and the "Recipient" field of the Parcel Detail dialog.

[Show sender/recipient name (set checked: on)]

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

The VCN-CommCenter GUI shows <u>user name registered</u> with the User Information for the e-Parcel service on the "Recipient" field of outbox, the "Sender" field of inbox and the "Recipient" field of the Parcel Detail dialog.

*Refer to P462 Appendix 1. The e-Parcel Secure Enterprise - Web Browser –
2.Edit User info / Change Password

10. Balloon Message in the taskbar notification area

The setting "Disable Balloon Message"

While the e-Parcel VCN-CommCenter is running, upon the events arise, the balloon messages (toast notifications) are usually shown on the 📧 e-Parcel icon in Windows taskbar notification area. This function has been enabled the balloon messages (toast notifications) by default. You can choose whether enable or disable to show the balloon messages (toast notifications). This setting can be set up accordingly.

*Refer to P68 Icon of the e-Parcel VCN-CommCenter – Taskbar notification area icon

（**Default: Enable Balloon Message**）

☐ Disable Balloon Message

[Enable balloon message (set unchecked: on)] (Default)

Clear a check from the checkbox to enable the balloon messages (toast notifications).

The balloon messages (toast notifications) have been shown in Windows taskbar notification area with the default setting.

For example, when downloading processes have been successfully done ("Delivery Confirmed") while the VCN-CommCenter is running, the 📧 e-Parcel icon will flash up in Windows taskbar notification area with the balloon message (notification) "New Parcel Arrived" including an inbox item information [Sender, Subject]. (The display of sender will show in e-Parcel ID (with the default value) or name depending on the option configuration (P171).)

*Attention: [For Windows 11]
  If the Windows System Settings "Do Not Disturb" toggle is turned "On", the balloon messages (toast notifications) won't be shown in Windows taskbar notification area in spite of this setting enabled (set unchecked) by default. Be sure to turn "Off" the "Do Not Disturb" toggle.
  *For more information, get help out of Microsoft Windows.

*Attention: [For Windows 8 or earlier]
  If you choose "Hide icon and notifications" at the Windows Settings "Notification Area Icons on the taskbar", the balloon messages (toast notifications) won't be shown in Windows taskbar notification area in spite of this setting enabled (set unchecked) by default. Be sure to change to "Show icon and notifications".

[Disable balloon message (set checked: off)]

Place a check in the checkbox to disable the balloon messages (toast notifications).

The balloon messages (toast notifications) are not shown in Windows taskbar notification area.

For example, when downloading processes have been successfully done ("Delivery Confirmed") while the VCN-CommCenter is running, the balloon messages (toast notifications) are no longer shown in Windows taskbar notification area.

*[For Windows 10 or later]
  If you turn "On" the "VCN-CommCenter 8.0" toggle at the Windows Settings "Taskbar" > "Notification Area" > "Select which icons appear on the taskbar", when downloading processes have been done successfully ("Delivery Confirmed"), the e-Parcel icon will flash up in Windows taskbar notification area.
*[For Windows 8 or earlier]
  If you choose "Show icon and notifications" at the Windows Settings "Notification Area Icons on the taskbar", when downloading processes have been done successfully ("Delivery Confirmed"), the e-Parcel icon will flash up in Windows taskbar notification area.

11. Startup application on user logon

The setting "Start application automatically on user logon"

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

（**The first time starting application : Automatically startup enabled**）

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

Place a check in the checkbox to start the application automatically on user logon (sign in). (Automatically startup enabled)

When installing application, the first time the VCN-CommCenter gets started, this setting is usually enabled (set checked: on).

*It is recommended that startup application on Windows user logon (sign in) is enabled as usual.
   Refer to P169 4. Option Configuration – 7. Background application

Whenever user logon to (sign in) Windows, the VCN-CommCenter will start and then download the items automatically. (The e-Parcel icon will appear in Windows taskbar notification area when starting application.)

*Attention: [For users of Windows]
   Although the application gets started, Windows does not show the e-Parcel icon in the notification area on the taskbar ("Off" by default). To make Windows show icon in the notification area on the taskbar, turn "On" the "VCN-CommCenter 8.0" toggle at the Windows Settings "Taskbar" > "Notification Area" > "Select which icons appear on the taskbar".
   (For Windows 8 or earlier: Change the Windows Settings "Notification Area Icons on the taskbar" from "Hide icon and notifications" or "Only show notifications" to "Show icon and notifications".)
   Refer to P68 Icon of the e-Parcel VCN-CommCenter – Taskbar notification area icon

[Not start application automatically on user logon (set unchecked: off)]

Clear a check from the checkbox NOT to start the application automatically on user logon (sign in). (Automatically startup disabled)

Next time user logon to (sign in) Windows, the VCN-CommCenter will not start automatically. The incoming items won't be downloaded without running application.

*To start the VCN-CommCenter manually after sign in Windows, double-click the "e-Parcel x.x" shortcut icon on the desktop. Or, select from Windows "Start" menu > (All Program) > e-Parcel > (VCN-CommCenter x.x) > e-Parcel VCN-CommCenter x.x.
   Refer to P70 2. VCN-CommCenter View – 1. Start/Exit/Open/Close the VCN-CommCenter

12. Sending message decoration with rich text format

*The "Message decoration with rich text format" function has been provided since e-Parcel VCN-CommCenter 8.0.8023 (Released in March 2022). The setting for sending message decoration is shown additionally on the General tab of Option Config dialog.

*[For users of "ID Sharing" function] The "Message decoration with rich text format" function has been provided for VCN-CommCenter 8.0 ID Sharing Client interlocked with e-Parcel VCN-AX 6.0 / 5.0.5013 (Released in August 2022) or later.
Refer to P102 2. VCN-CommCenter View - 2. Menu Bar - 2-3. Tools - 2-3-5. Register ID Sharing

The setting "Enable message decoration with rich text format"

The VCN-CommCenter usually send message in simple text format by default. This setting can be changed to enable sending message decoration with rich text format when using the Send Dialog.
（**Default: Disable sending message decoration**）

☐ Enable message decoration with rich text format
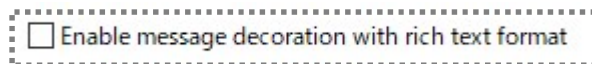
[Disable sending message decoration (set unchecked: off)] (Default)

Clear a check from the checkbox to disable sending message decoration function when using the Send Dialog. The VCN-CommCenter usually send message in simple text format by default.
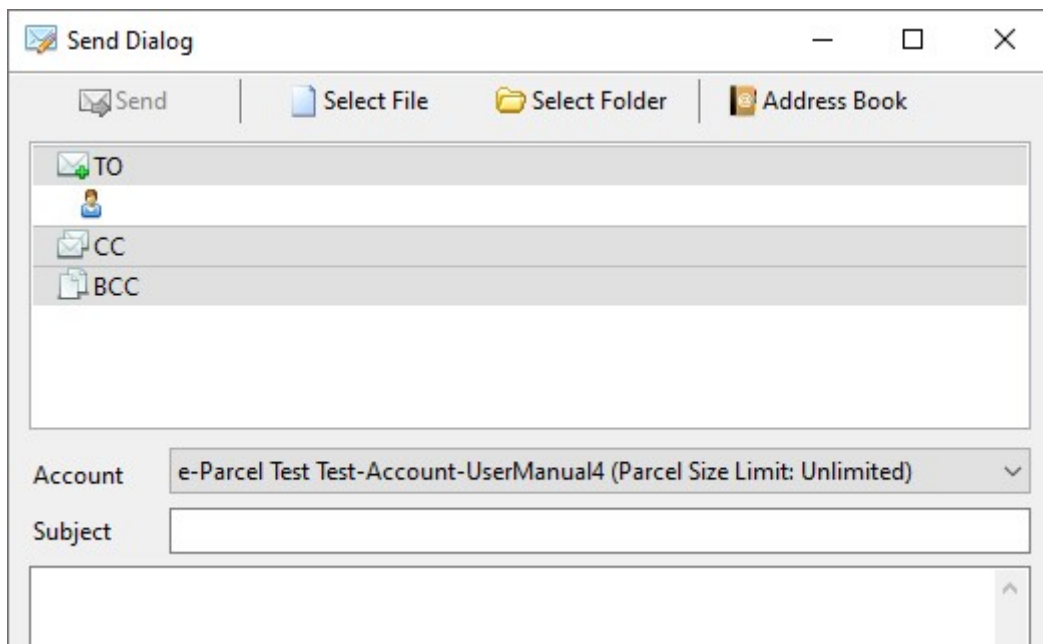
[Enable sending message decoration with rich text format (set checked: on)]

Place a check in the checkbox to enable sending message decoration function when using the Send Dialog. When you click the "Create New" button on the VCN-CommCenter GUI, the Send Dialog opens with the message decoration tool bar. The message decorated in rich text format can be sent.

*Attention: [Sending by HotFolder function]
　Even though when this setting is enabled, in the case of sending files and folders by HotFolder function, the message is always in simple text format. Because the template (Subject and Message) pre-set for a destination e-Parcel ID in Address Book is automatically applied each time sending by HotFolder. the message of the template in Address Book can be set in only simple text format without message decoration function.
　Refer to P190 6. Automation (Option Config) – 1. HotFolder configuration
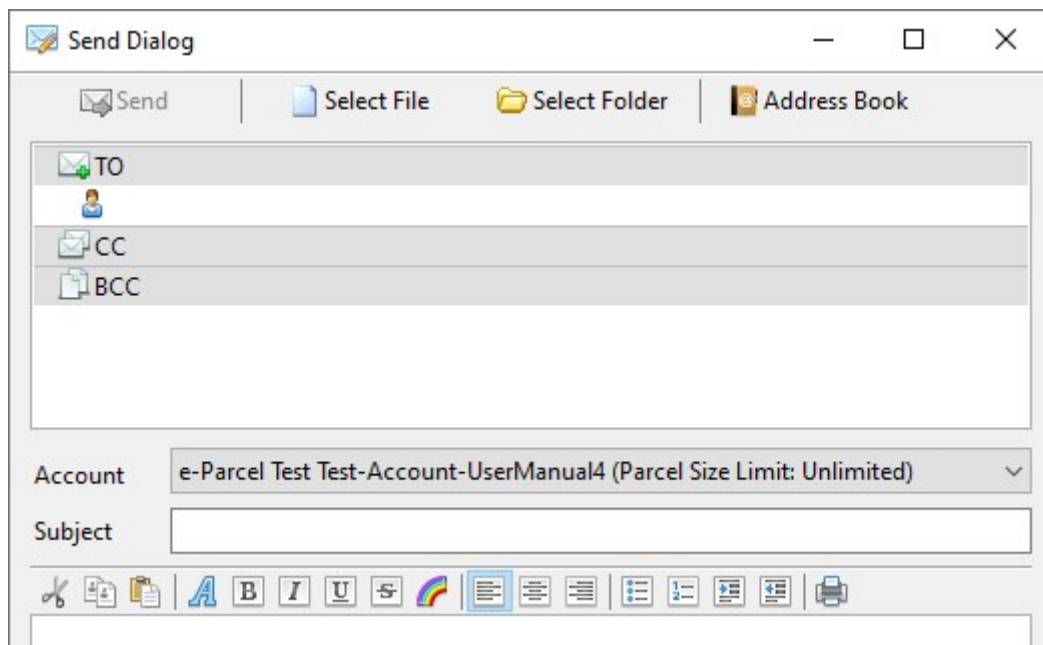
【About the text format of receiving message in inbox items】
*Refer to P363 9. Receiving - 3. Inbox Parcel Detail

For recipients who use the e-Parcel products supporting the "Message decoration function" :
*e-Parcel VCN-CommCenter 8.0.8023 (Released in March 2022) or later supports this function.
*[For users of "ID Sharing" function] VCN-CommCenter 8.0 ID Sharing Client interlocked with e-Parcel VCN-AX 6.0 / 5.0.5013 (Released in August 2022) or later supports this function.
　The inbox "Parcel Detail" dialog will display the message in either simple or rich text format according to the text format of message at the sender side. This setting (disabled /enabled) at the recipient side doesn't affect the text format of receiving message in inbox items.

For recipients who use the e-Parcel products Non-supporting the "Message decoration function" :
　The inbox "Parcel Detail" dialog will display the message in only simple text format regardless of the text format of message at the sender side.

5 E-mail Notification (Option Config)

Configuring how the "e-Mail Notification" function is started using Option Config.

The "e-Mail Notification" function enables individuals to notify by e-mail when new items are sent and received on the e-Parcel VCN-CommCenter. The e-mail notifications contain same subjects, messages and files/folders name of new sent and received items.

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

⚠️	**Caution:** Note that both subjects and messages along with **e-mail notifications are not encrypted** by the "e-Mail Notification" function. Also, the e-mail notifications are not attached any files and folders. Instead, the maximum 120 number of letters of the attached files and folders name are additionally described in the end of messages of the e-mail notifications.

✏️	**Note:** When enabled the "e-Mail Notification" function successfully, the correct SMTP server configurations must be supplied in advance. It is strongly recommended that you contact your system administrator to obtain the correct information. Also, you may find your SMTP mail server configurations from your email application settings.

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

How to open e-Mail Notification tab on Option Config dialog

To begin configuring the "e-Mail Notification" function, the application must be running. Access the menu bar "Tools" > "Option" on the VCN-CommCenter GUI.
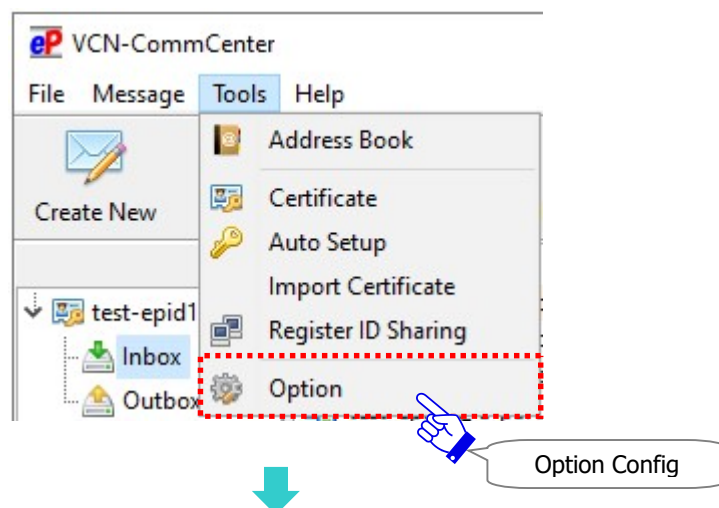
e-Mail Notification tab on Option Config dialog

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

The "e-Mail Notification" function can be configured on the "e-Mail Notification" tab.

When the "e-Mail Notification" configurations are made, click the "Save" button and then <u>restart the VCN-CommCenter to take effect.</u>

*Attention: When the "e-Mail Notification" configurations are changed, to take effect, you are required to restart the application.

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

How to configure e-Mail Notification

When you want to use the e-Mail Notification function, follow the procedure ①〜⑦ below.

① Access the menu bar "Tools" > "Option" on the VCN-CommCenter GUI. The "Option Config" dialog is opened. Click the "e-Mail Notification" tab to show.

②In the "SMTP Server Configuration" category, enter your SMTP mail server to the fields.
  (*Required)
  *Further details about configuring the "SMTP Server Configuration" category can be found in the following pages of this manual.
     Refer to P179 5. E-mail Notification (Option Config) - 1. SMTP Server Configuration

③In the "Send Notification" and/or the "Receipt Notification" category,

  when you set checked in the "Send Notification" and/or the "Receipt Notification", the each

  "Notifier Name" and "Mail To" fields will be enabled to input.
  *Further details about configuring the "Send Notification" "Receipt Notification" category can be found in the following pages of this manual.
     Refer to P181 5. E-mail Notification (Option Config) - 2.Send Notification・Receipt Notification

④When the "e-Mail Notification" configurations are changed, the "Save" button will be activated.

  Click it to save. At this point, the Information "Please restart…" dialog will appear. Click the "OK"

  button and then click the "Close" button to exit the "Option Config" dialog.
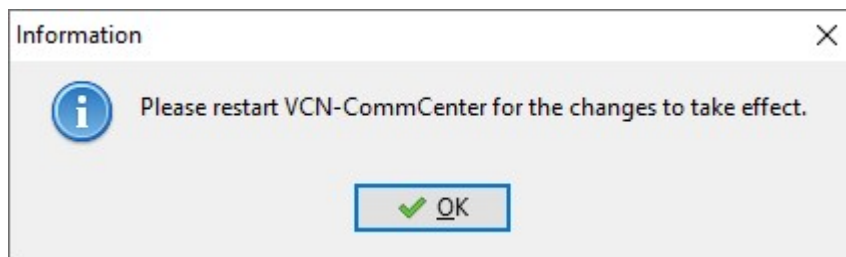
⑤To restart the application, first access the menu bar "File" > "Exit" on the VCN-CommCenter

  GUI to shut down.

⑥Double-click the "e-Parcel x.x" shortcut icon to restart the VCN-CommCenter.
  *Refer to P70 2. VCN-CommCenter View – 1. Start/Exit/Open/Close the VCN-CommCenter

⑦The "e-Mail Notification" configurations are completed when the VCN-CommCenter gets

  started. Perform the operation check of the e-Mail Notification by sending and/or receiving

  items.

1. SMTP Server Configuration

To configure the "e-Mail Notification" function, first you must enter your SMTP mail server information to the "SMTP Server Configuration" category. (*Required)

⚠️	**Caution:** To successfully configure the "e-Mail Notification" function, the correct SMTP server information is required. It is strongly recommended that you contact your system administrator to obtain the correct information. Also, you may find your SMTP mail server configurations from the existing email application settings.

[Option Config > "e-Mail Notification" tab > "SMTP Server Configuration"]

1-1. Host Name

Enter a correct SMTP server host name or IP address into the "Host Name" field.

1-2. Port Number

Enter a correct SMTP server port number into the "Port Number" field.

（**Default: 25**）

1-3. User Name

If your SMTP server requires user authentication, a correct user name with authorization is required to enter into the "User Name" field.

1-4. Password

If your SMTP server requires user authentication, a correct password with authorization is required to enter into the "Password" field.

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

1-5. SSL Protection

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

（**Default: None**）

*When SSL Protection setting is changed, Port Number below will also be assigned automatically.
   [None] (Default) → Port Number：25
   [STARTTLS] → Port Number：587
   [SSL/TLS] → Port Number：465

2. Send Notification・Receipt Notification

When you set checked in the "Send Notification" and/or the "Receipt Notification", the "Notifier Name" and "Mail To" fields will be enabled to input.
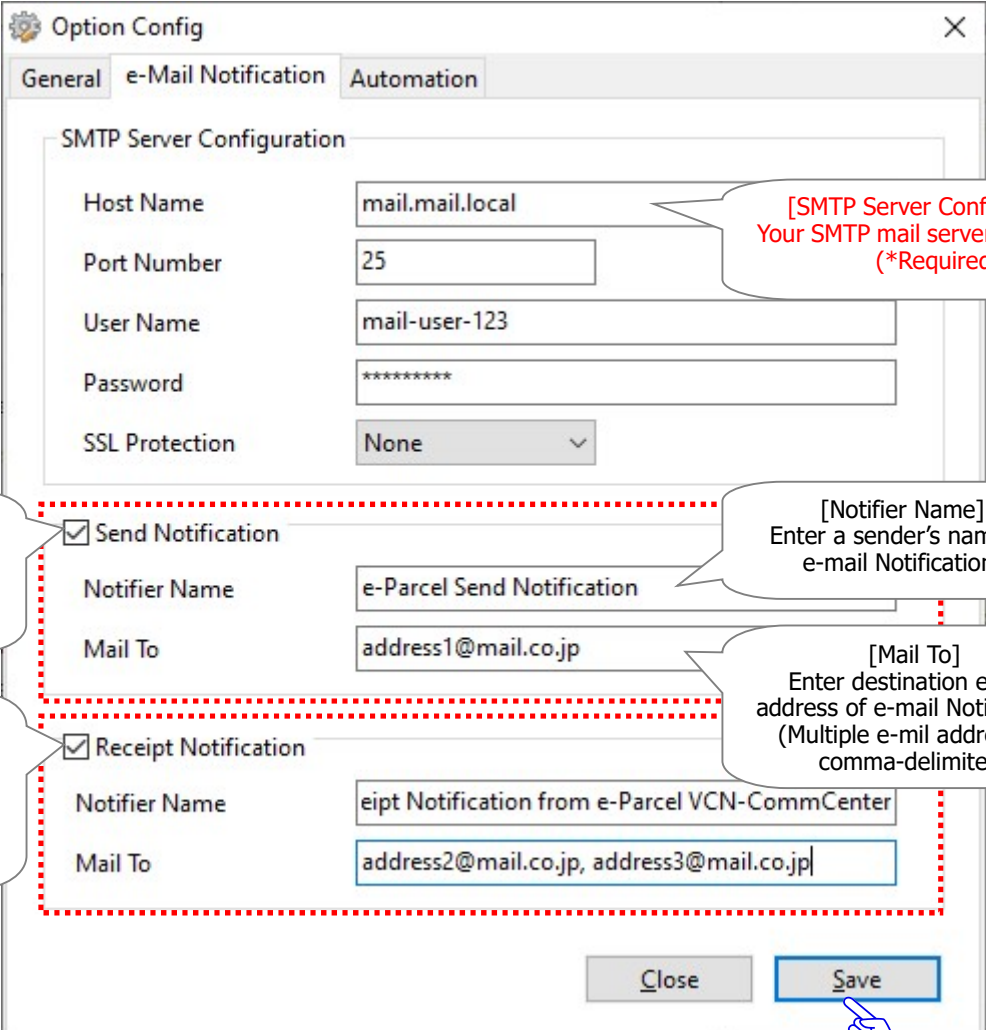
Attention: When the "e-Mail Notification" function enabled, the "SMTP Server Configuration" category is required to configure your SMTP mail server information.

⚠️	**Caution:** Note that both subjects and messages along with **e-mail notifications are not encrypted** by the "e-Mail Notification" function. Also, the e-mail notifications are not attached any files and folders. Instead, the maximum 120 number of letters of the attached files and folders name are additionally described in the end of messages of the e-mail notifications.

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

[SMTP Server Configuration]
Your SMTP mail server information
(*Required)

[Send Notification]
Set checked here to enable the e-mail notification when new items are sent.

[Receipt Notification]
Set checked here to enable the e-mail notification when new items are received.

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

[Mail To]
Enter destination e-mail address of e-mail Notification.
(Multiple e-mil addresses: comma-delimited)
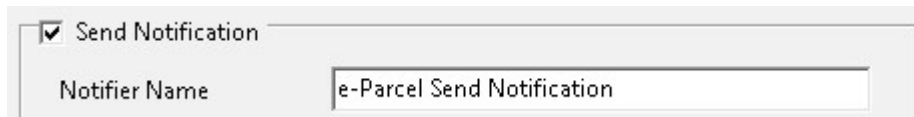
When configurations are made, click the "Save" button.
↓
And then, restarting application is required.

2-1. Notifier Name

To apply **a notifier name** to each e-Mail Notification when sending and/or receiving new items, enter a name into each "Notifier Name" field. It is highly recommended to configure a recognizable name.

[Example entry]

For your information, when the "e-Mail Notification" function enabled, a sender's e-Parcel ID of items automatically applies to each e-Mail Notification as **a notifier e-mail address**.
(Refer to [A. Default] below.)

[Additional references] About Notifier e-mail address

[A. Default setting: Non (A sender's e-Parcel ID of items automatically applies.)]
Each time sending and/or receiving new items, **a sender's e-Parcel ID of items automatically applies to each e-Mail Notification as a notifier e-mail address** by default.

○Notifier information of the e-Mail Notification
  Notifier name: a name entered in the "Notifier Name" fields
  Notifier e-mail address: **a sender's e-Parcel ID of items automatically applies each time. (by default)**
[Example entry] See figure above

*If your **SMTP server restricts domains** of the notifier e-mail address, it is recommended that **you assign the allowed sender's e-mail address** to the notifier e-mail address in the "Notifier Name" fields additionally. For more details about the additional setting, refer to [B] in the next page.

[B. To fix the notifier e-mail address of the e-Mail Notification]

If you want **to fix the notifier e-mail address** in the e-Mail Notification whenever sending and/or receiving new items, enter a name followed by **one <e-mail address>** in the "Notifier Name" fields.

(×Multiple e-mail addresses: Not available)

○Notifier information of the e-Mail Notification

  Notifier name: a name entered in the "Notifier Name" fields

  Notifier e-mail address: **<e-mail address> added in the "Notifier Name" fields**

[Example entry]

Notifier Name	e-Parcel <email-address456@x-xxx.co.jp>

In the case of [B], the e-mail address specified additionally in the "Notifier Name" fields will **apply to all e-Mail Notification** as the notifier e-mail address.

*For example, if your SMTP server restricts domains of the notifier e-mail address, assign the allowed sender's e-mail address to the notifier <e-mail address> in the "Notifier Name" fields additionally. You will send the e-Mail Notification successfully.

✏️	**Note:** *Additional References: If you enter only <e-mail address> without a name in the "Notifier Name" fields, carefully read below about difference between Send Notification and Receipt Notification.
	 [Example entry] <email-address456@x-xxx.co.jp>
	 ○Notifier information of the Send Notification
	  Notifier name: **(Non)**
	  Notifier e-mail address: <e-mail address> added in the "Notifier Name" field
	 ○Notifier information of the Receipt Notification
	  Notifier name: **a sender's name of inbox items automatically applies each time.** This name has been registered with the e-Parcel service (User Info).
	  Notifier e-mail address: <e-mail address> added in the "Notifier Name" field

✏️	**Note:** *Additional References: If you leave blank the "Notifier Name" fields, each time new items are sent and/or received, only a sender's e-Parcel ID of items will be automatically applied as a notifier e-mail address in the e-Mail Notification.
	 [Example entry] *leave blank
	 ○Notifier information of the e-Mail Notification
	  Notifier name: (Non)
	  Notifier e-mail address: a sender's e-Parcel ID of items automatically applies each time. (by default)

⚠️	**Caution:** If the "Notifier Name" includes characters of symbols, you must enclose only "notifier name" in half size double quotation marks (""). [Example entry] *In the case of the semicolon (;) included, Notifier Name "e-Parcel; Send" Notifier Name "Receipt; notification"<e-mail-address789@x-xxx.c

2-2. Mail To

To apply **the destination e-mail addresses** to each e-Mail Notification when sending and/or receiving new items, enter the e-mail addresses into each "Mail To" field.

(Multiple e-mail addresses: comma-delimited [,])

[Example entry 1: Mail to an e-mail address]

Mail To	address1@mail.co.jp

[Example entry 2: Mail to multiple e-mail addresses]

Mail To	address2@mail.co.jp, address3@mail.co.jp

6 **Automation (Option Config)**

Configuring how the "Automation" function is started using Option Config dialog.

The e-Parcel VCN-CommCenter 8.0 provides the "Automation" function such as HotFolder and Receive Automation functions which enable to automate the sending/receiving of data.

HotFolder function enables to automatically send the files and folders from a folder assigned with HotFolder configuration.

Receive Automation function enables to automatically move the received files and folders to a folder assigned with Receive Automation configuration.

*The "Automation (HotFolder and Receive Automation)" function has been provided since e-Parcel VCN-CommCenter 8.0.8022 (Released in September 2020). The "Automation" tab has been shown additionally on the Option Config dialog.

	Note: When configuring the "Automation" function which has been provided by VCN-CommCenter 8.0, note that it can assign a folder each to HotFolder and Receive Automation functions. *We also provide the e-Parcel VCN-AX (Automation client software) which can assign multiple folders to HotFolder and Receive Automation functions. If need arises, please firstly consult your company's system administrator or contact us by e-mail with your e-Parcel ID specified.

The following sections will guide you **in configuring the Automation** for HotFolder and Receive Automation functions.

Advance preparation：Create HotFolder and Automation Folder

For advance preparation, create a new folder for using as HotFolder and/or a new folder for using as Receive Automation folder as needed in the location where is easy to find in a computer.

	Warning: When you create new folders in a computer to enable Automation function, please be sure that Windows user account must be authorized to "Modify" those folders for using as HotFolder and Receive Automation folder.

[For example: Create a new folder for HotFolder function]
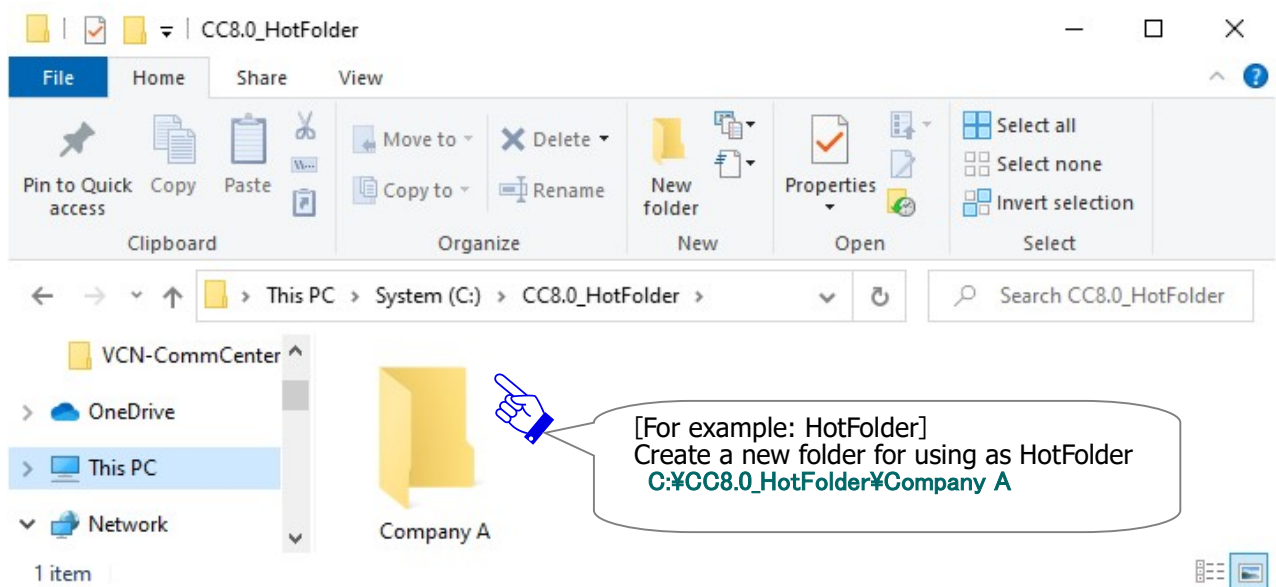
[For example: Creating new Receive Automation folder]
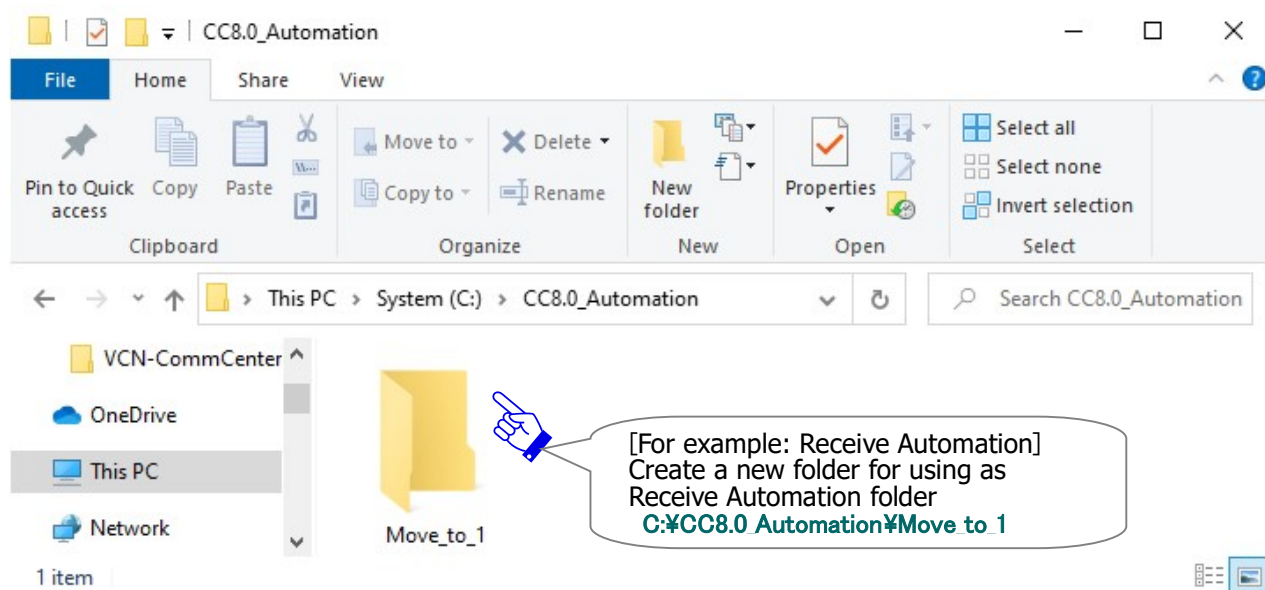
How to open Automation tab on Option Config dialog

To configure the "Automation" function such as HotFolder and Receive Automation functions, the application must be running.

Access the menu bar "Tools" > "Option" on the VCN-CommCenter GUI.
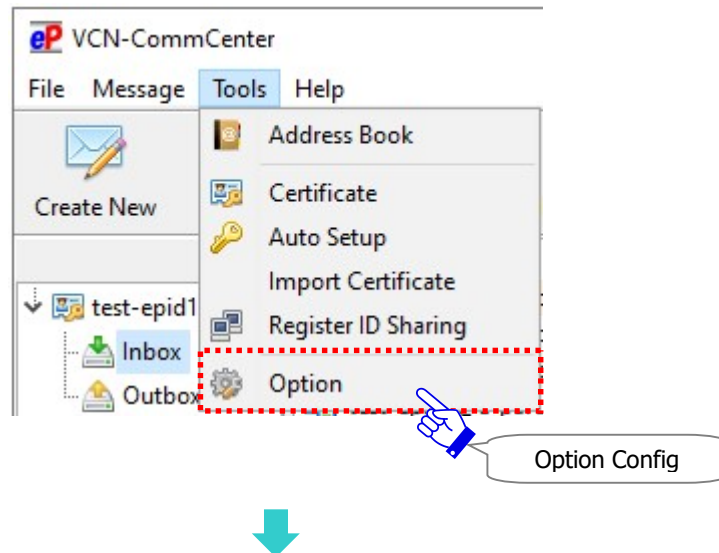
Automation tab of Option Config dialog

The "Option Config" dialog opens by the above way. Click the "Automation" tab.

HotFolder and Receive Automation functions can be configured on the "Automation" tab.

The following descriptions will guide you in configuring HotFolder and/or Receive Automation functions as you need.

When the "Automation" configurations are made, click the "Save" button to take effect.

[Option Config > "Automation" tab (Default settings)]
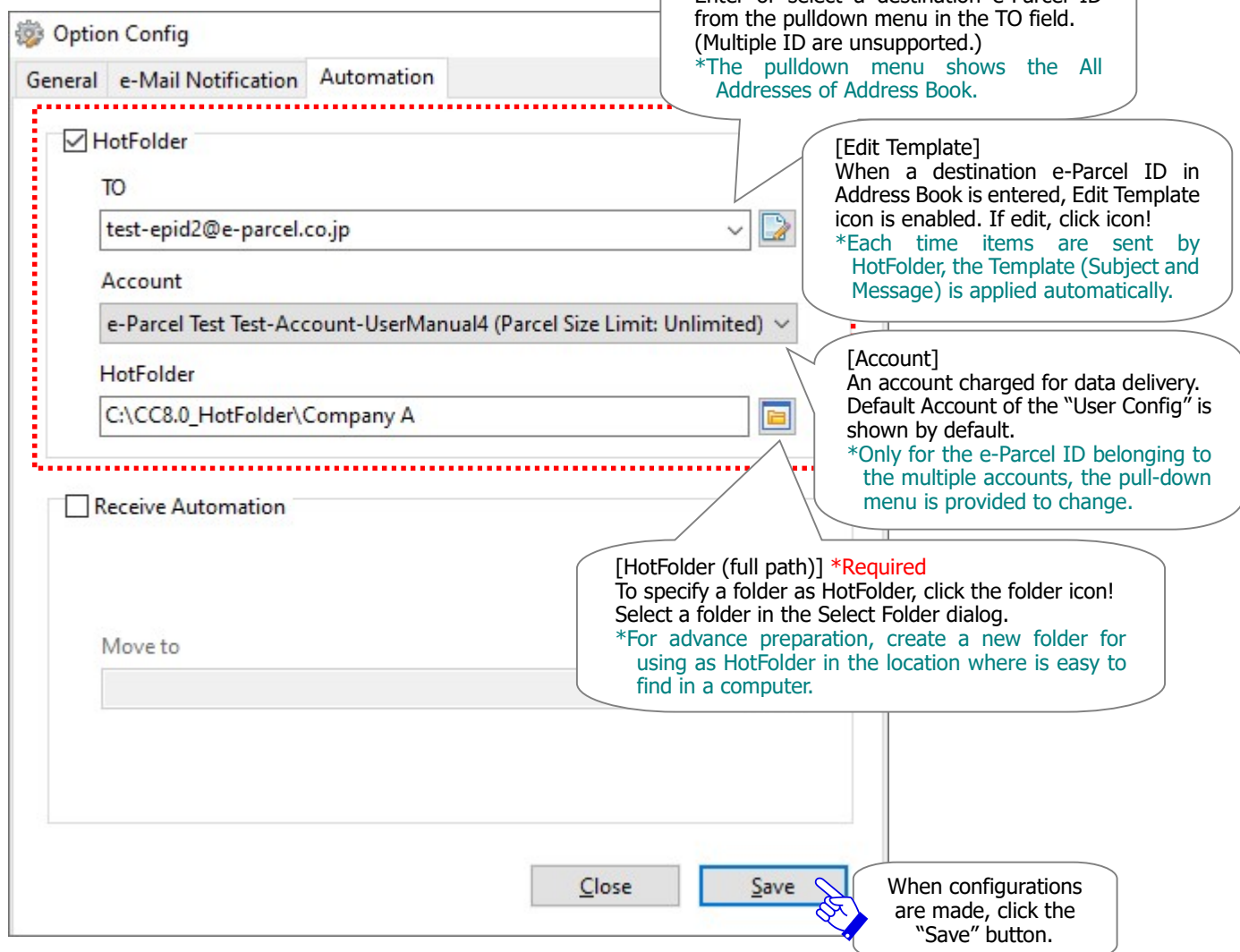
1. HotFolder configuration

HotFolder function enables to automatically send the files and folders from a folder predetermined in HotFolder configuration. To configure the "HotFolder" function, enter in the "HotFolder" category.

⚠️	**Caution:** For advance preparation, create a new folder for using as HotFolder in the location where is easy to find in a computer.
	*When you create a new folder in a computer to enable Automation function, please be sure that Windows user account must be authorized to "Modify" a folder.

The check box "HotFolder" which has been invalidated (set unchecked: off) is validated according as ☑ a check enters (set checked: on). To send the files and folders automatically from a folder as HotFolder, configure into "To", "Edit Template", "Account" and "HotFolder" fields. The details of HotFolder configuration can be found in the next page.

[Option Config > "Automation" tab > "HotFolder"]

[TO] *Required
Enter or select a destination e-Parcel ID from the pulldown menu in the TO field.
(Multiple ID are unsupported.)
*The pulldown menu shows the All Addresses of Address Book.

[Edit Template]
When a destination e-Parcel ID in Address Book is entered, Edit Template icon is enabled. If edit, click icon!
*Each time items are sent by HotFolder, the Template (Subject and Message) is applied automatically.

[Account]
An account charged for data delivery.
Default Account of the "User Config" is shown by default.
*Only for the e-Parcel ID belonging to the multiple accounts, the pull-down menu is provided to change.

[HotFolder (full path)] *Required
To specify a folder as HotFolder, click the folder icon!
Select a folder in the Select Folder dialog.
*For advance preparation, create a new folder for using as HotFolder in the location where is easy to find in a computer.

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

1-1. TO

A destination e-Parcel ID as a recipient *Required

Enter or select an e-Parcel ID from the pull-down menu in the "TO" field.

(Multiple destination e-Parcel ID are unsupported.)

*The pull-down menu shows the All Addresses of Address Book. (Hidden addresses not included)

1-2. Edit Template

Each time files and folders are sent by HotFolder function, the Template (Subject and Message) of a destination e-Parcel ID in Address Book is applied automatically.

When a destination e-Parcel ID in Address Book is entered in the "TO" field, Edit Template icon will be enabled (in color). You can edit a template of Address Book.

*On the other hand, a destination e-parcel ID has not added to Address Book yet, Edit Template icon is disabled with grayed-out effect. In this case, you should add new address to Address Book in advance, and then edit a template.

To edit a template (Subject and Message) of Address Book, click the icon at the right side of the "TO" field, and then edit a template in the "Edit Template" dialog. When a template is changed, click the "Save" button to take effect in Address Book.

*The parameter "%FILENAME" can be used to substitute for a string of attached files/folders name in subject and message of a template when items are sent by HotFolder function. (Multiple files/folders: comma separated value) Maximum 120 characters of a subject can be sent by HotFolder function. Note that a subject followed by 121 or more characters will be omitted. (Please be aware that the parameter "%FILENAME" is unsupported when items are sent manually by Send Dialog.)

*Attention: [For HotFolder function]
  Message of the Template in Address Book is in simple text format every time files and folders are sent by HotFolder function. Even though if the setting "Sending message decoration (disabled by default)" is enabled, message can't be decorated on the "Edit Template" dialog.
  Refer to P174 4. Option Configuration – 12. Sending message decoration with rich text format
  Refer to P255 7. Address Book – 7. Edit Template

1-3. Account

An account charged for each data delivery

(The Default Account configured to the "User Config" window is shown in this field by default.)

*Only for the e-Parcel ID belonging to the multiple accounts, to change to another account charged for sending by HotFolder function, select an account from the pull-down menu. (This change must affect only data deliveries which are sent by HotFolder function.)

1-4. HotFolder

A folder assigned as HotFolder (full path) ***Required**

Click the folder icon at the right side of the "HotFolder" field. In the "Select Folder" dialog, specify a folder which has already created in the location where is easy to find in a computer, and then click the "Select Folder" button. Verify a folder name specified in the "HotFolder" field.

*Once HotFolder configuration has been saved, a system folder (···¥e-Parcel Temporary Folder) will be created in a folder specified as HotFolder. Please be aware that you don't obtain any data directly within this folder. Therefore, this system folder has been managed by the e-Parcel system.

	Warning: **In the case of the multiple e-Parcel ID configured to one VCN-CommCenter 8.0, please be aware that the folder assigned as a HotFolder could not be shared with the other e-Parcel ID as senders.** You must create new folders for each e-parcel ID, and then specify those as HotFolder appropriately.

When any of the fields in the "Automation" tab is changed, the "Save" button will be enabled (in color). When you are finished, click "Save" button to take effect.

2. Receive Automation configuration

Receive Automation function enables to automatically move (save) the received files and folders to a destination folder predetermined in Receive Automation configuration. To configure the "Receive Automation" function, enter in the "Receive Automation" category.

⚠️	**Caution:** For advance preparation, create a new folder for using as Receive Automation folder in the location where is easy to find in a computer. *When you create a new folder in a computer to enable Automation function, please be sure that Windows user account must be authorized to "Modify" a folder.

[Option Config > "Automation" tab > "Receive Automation"]

[Receive Automation folder (full path)] *Required
To specify a folder as Receive Automation folder, click the folder icon!
Select a folder in the Select Folder dialog.
*For advance preparation, create a new folder for using as Receive Automation folder in the location where is easy to find in a computer.

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

2-1. Move to

A destination folder assigned as Receive Automation folder (full path) ***Required**

Click the folder icon at the right side of the "Move to" field. In the "Select Folder" dialog, specify a folder which has already created in the location where is easy to find in a computer, and then click the "Select Folder" button. Confirm a folder name specified in the "Move to" field.

	Note: In addition, you can configure whether allow overwrite the existing same named files in the destination folder assigned as Receive Automation folder when Receive Automation function gets started to move files and folders. (Default: Allow overwrite when move files) *Refer to P167. 4. Option Configuration - 5. Overwrite setting when moving files

	Note: In the case of the multiple e-Parcel ID configured to one VCN-CommCenter 8.0, the folder assigned as a Receive Automation folder could be shared with the other e-Parcel ID as recipients. Also, you can create new folders for each e-parcel ID to specify as Receive Automation folders.

When any of the fields in the "Automation" tab is changed, the "Save" button will be enabled (in color). When you are finished, click "Save" button to take effect.

3. Attention: folder location for Automation function

It is supported that a shared folder on a network computer is assigned as a HotFolder and/or a Receive Automation folder. In this case, you must give the full path of a folder in UNC (Universal Naming Convention), NOT in network drive assignment.

[For example: Option Config > "Automation" tab > "HotFolder" and "Receive Automation"]
　　¥¥NetworkServer¥Data456¥CC8.0_HotFolder¥Company A
　　¥¥NetworkServer¥Data123¥CC8.0_Automation¥Move_to_1

⚠	**Warning**: If you specify a shared folder as a HotFolder and/or Receive Automation folder in a network computer where only a domain user or a local user of a network computer has been authorized to access, the HotFolder and Automation functions might be dysfunctional. **Please be sure that Windows user account must be authorized to "Modify" the folders assigned as HotFolder and Receive Automation folder.** To be authorized, set permission to Windows user account.

4. Operation check for Automation function

When the "Automation (HotFolder and Receive Automation)" configurations have been saved, click the "Close" button to exit the Option Config dialog. Then, verify the operation of Automation function to work appropriately for sending and receiving files/folders automatically.

4-1. Send by HotFolder function

HotFolder function enables to send the files and folders automatically from a folder assigned with HotFolder configuration. To check the configuration of the "HotFolder" function, operate in the following descriptions.

① Copy the files and folders to a folder [For example: **C:¥CC8.0_HotFolder¥Company A**] assigned with HotFolder configuration.

[For example：files/folders which you wish to send]
   Folder_A¥
   File_A.txt
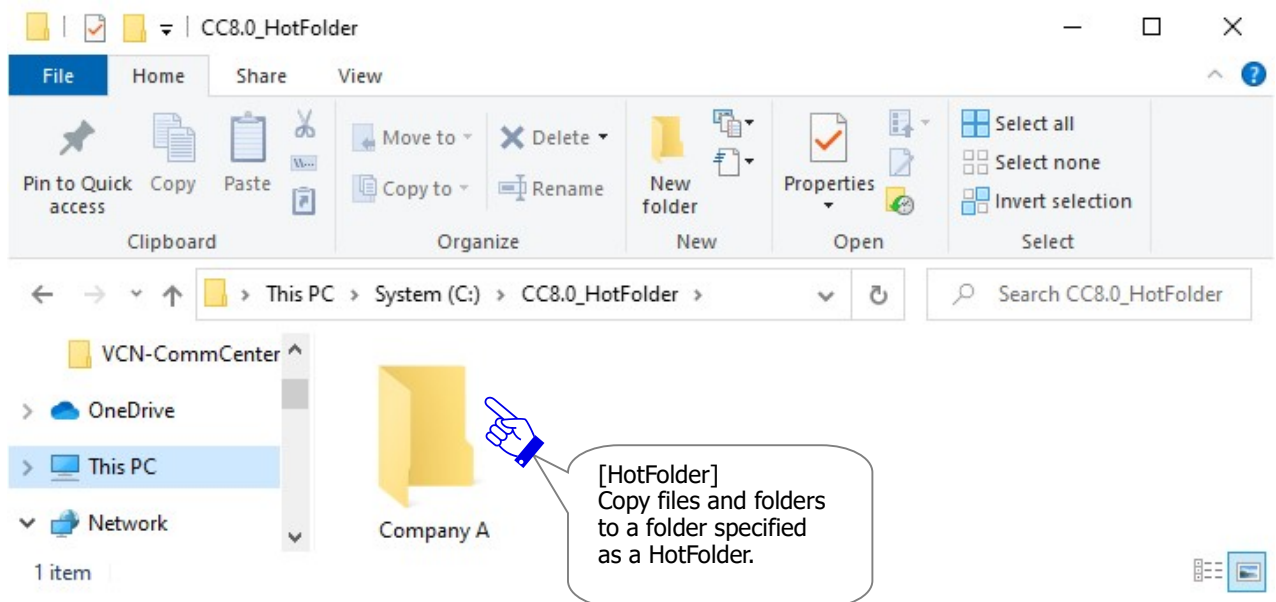
② When the files and folders have completely copied to a HotFolder, the e-Parcel VCN-CommCenter 8.0 automatically starts the sending processes for a new item. According to the Option Config > "Automation (HotFolder)", it will send the attached files/folders [**Folder_A**] and [**File_A.txt**] to a destination e-Parcel ID [**TO**] with a template of Address Book [**Subject**] and [**Message**].

When it starts the sending processes, files and folders will disappear from a HotFolder specified.
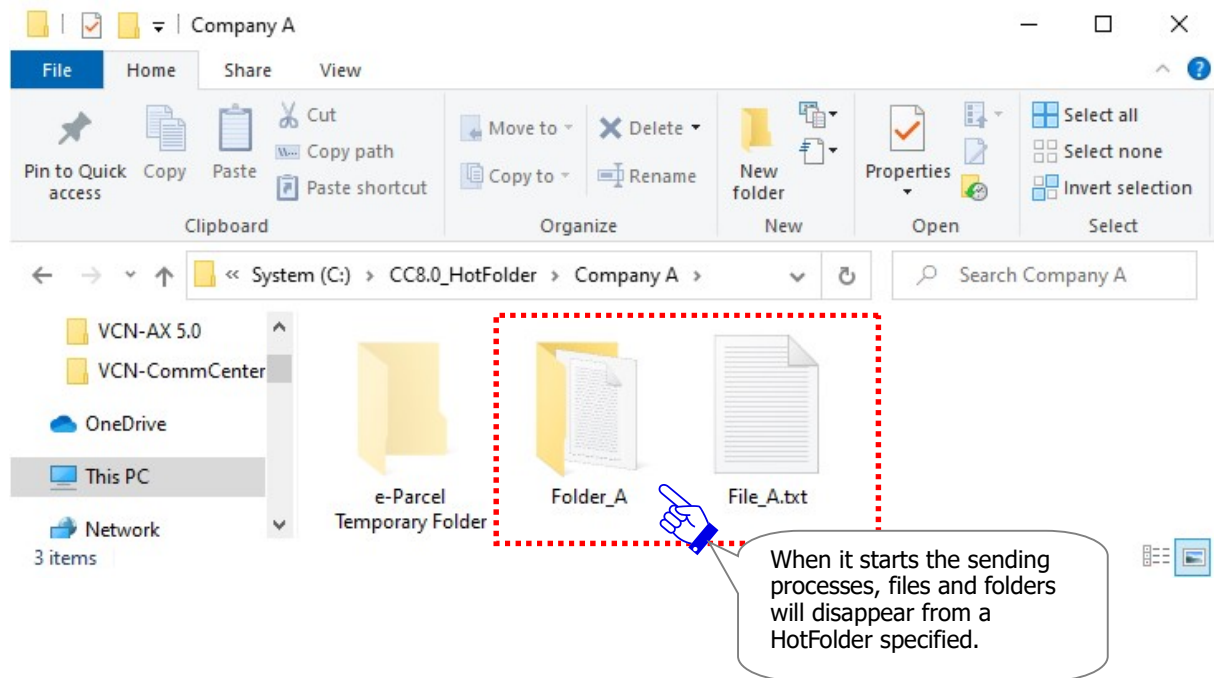
*Note: Once a folder has been assigned with HotFolder configuration in the Automation of Option Config, the system folder (…¥e-Parcel Temporary Folder) will be automatically created within a folder specified as HotFolder. Please be aware that you don't obtain any data directly within this system folder. Therefore, this system folder has been managed by the e-Parcel system.

③The sending item by HotFolder function will be listed up in Outbox of the VCN-CommCenter GUI.

You can view the delivery status of sending item (Tracking) in Outbox.

*Refer to P334 8. Sending – 2. Outbox

[Outbox]
Check delivery status of a sending item (Tracking)!
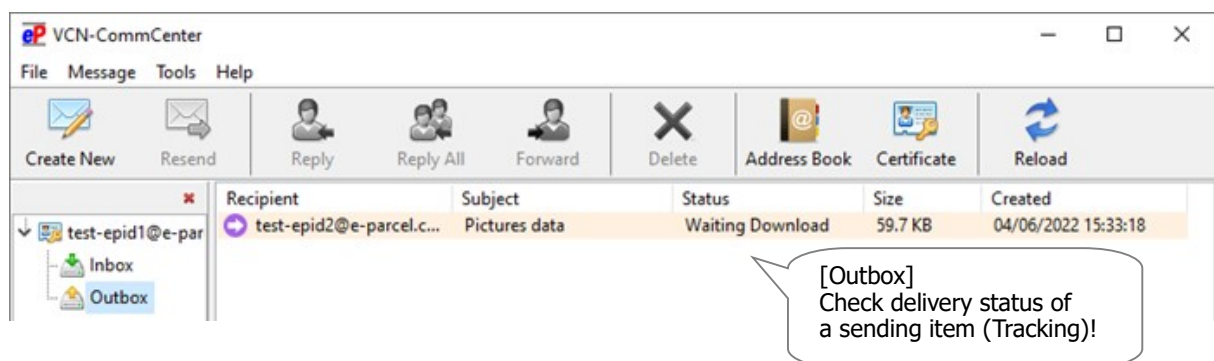
4-2. Receive by Receive Automation function

Receive Automation function enables to automatically move (save) the received files and folders to a folder assigned with Receive Automation configuration. To check the configuration of the "Receive Automation" function, operate in the following descriptions.

① When the e-Parcel VCN-CommCenter 8.0 has confirmed to receive an item, the attached files/folders [**Folder_B**] and [**File_B.txt**] automatically move to a folder [For example: **C:¥CC8.0_Automation¥Move_to_1**] assigned with Receive Automation configuration.

　[For example : files/folders which are attached in a received item]
　　Folder_B¥
　　File_B.txt

[Receive Automation]
A folder specified
as Receive Automation folder.

When it has confirmed to receive an item, the attached files and folders will be moved to a folder specified as Receive Automation folder.

Note: It can be configured whether allow overwrite the existing same files in a folder specified as Receive Automation folder when files and folders are moved by Receive Automation function. (Default: Allow overwrite when move files)
*Refer to P167. 4. Option Configuration - 5. Overwrite setting when moving files

② The received item by Receive Automation function will be listed up in Inbox of the VCN-CommCenter GUI. You can confirm the delivery status "Item Moved" in Inbox.

(In the case that the overwrite setting on move is set unchecked (off), if it disallows overwrite the existing same files in a folder specified as Receive Automation folder when the attached files and folders are moved by Receive Automation function, the delivery status will be "Delivery Confirmed" in Inbox. You should move the attached files and folders by using the "Move File" button.)

*Refer to P358 9. Receiving - 2. Inbox

[Inbox]
Check delivery status of received item "Item Moved"!
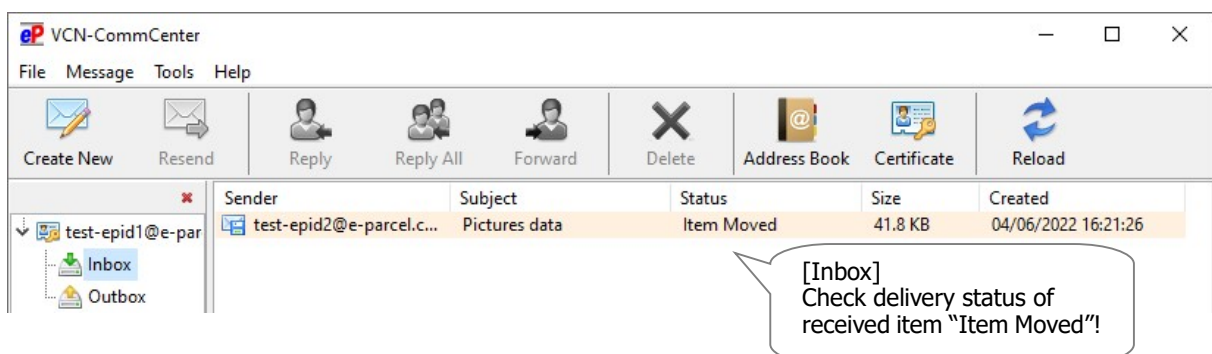
7 Address Book

The e-Parcel VCN-CommCenter provides the "Address Book" including the "Grouping" function and the "Template" function as a tool for sending items. The following steps will guide you in the Address Book for your operation.

*The "Hidden" list has not been shown on the Address Book since e-Parcel VCN-CommCenter 8.0.8021 (Released in October 2019). When hidden, the specified addresses are promptly disappeared from the Address Book.

> **Note:** [Attention users of e-Parcel VCN-CommCenter 7.0.7019 or earlier]
> The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). If users of ver.7.0.7019 or earlier wish the "Grouping" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site below.
> URL：https://www.e-parcel.ne.jp/
> *Refer to P433 12. Updating Software
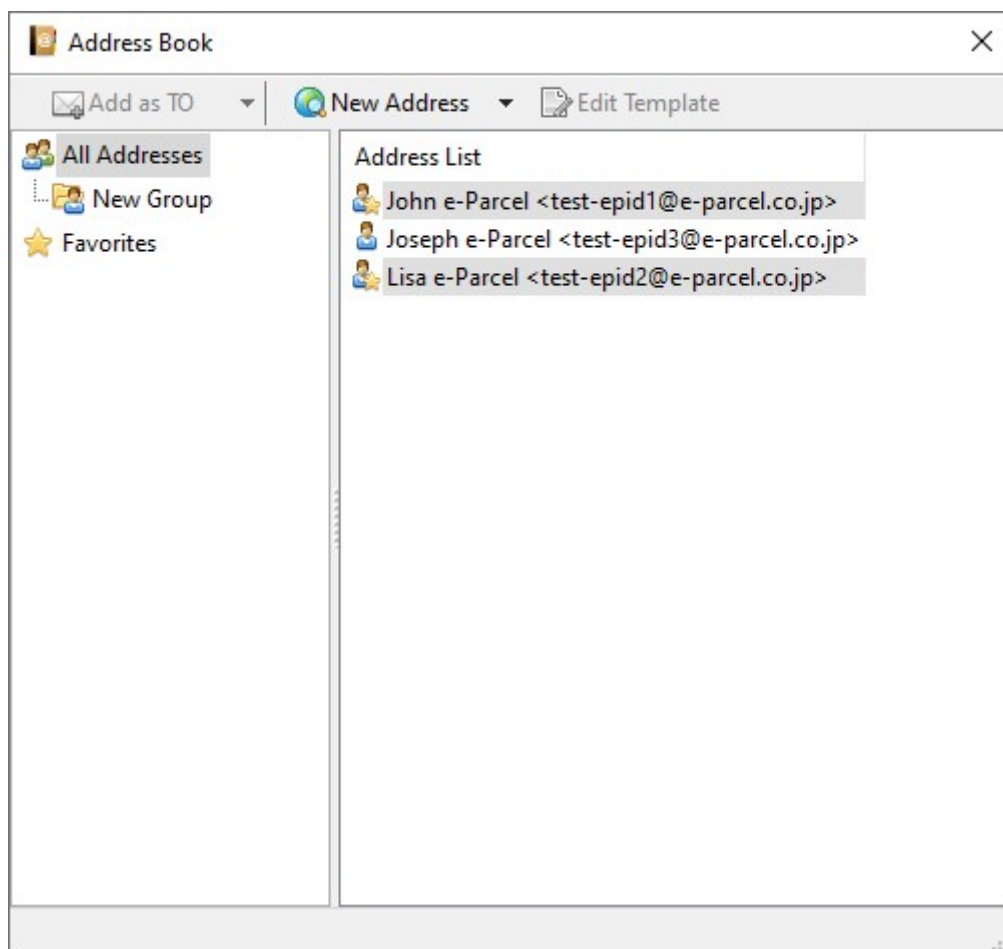
1. Open Address Book

1-1. How to open Address Book

To open the "Address Book" dialog, take the operation in any of four (4) ways below.

Open from VCN-CommCenter GUI

Way 1. Open from the tool button

On the tool bar of VCN-CommCenter GUI, click the "Address Book" button.

Way1
Click the button
"Address Book"!
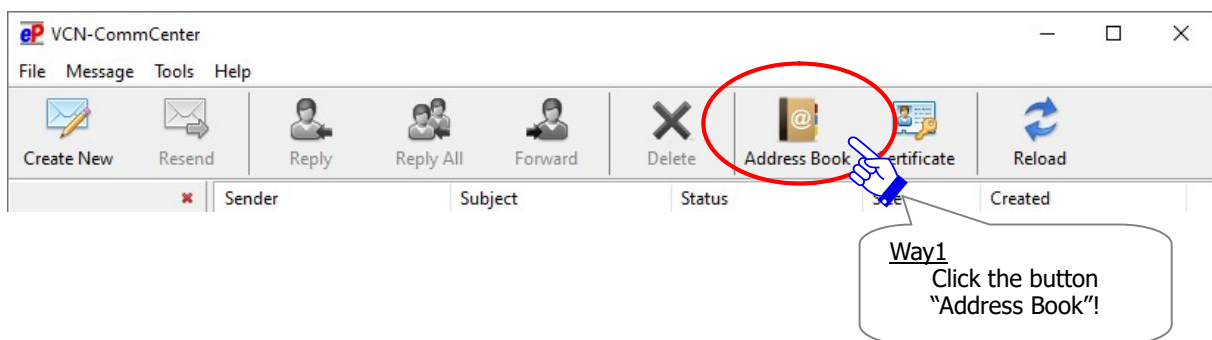
Way 2. Open from the menu

On the menu bar of VCN-CommCenter GUI, select the menu "Tools" > "Address Book".

Way2
Select the menu
"Tools" > "Address Book"!
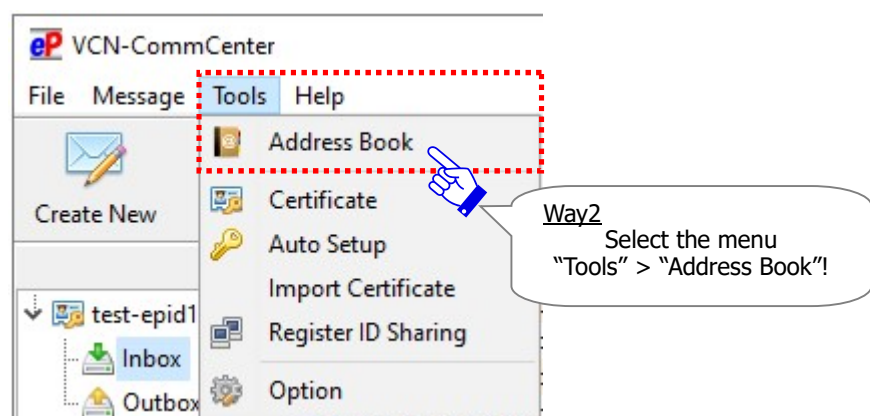
Open from Send Dialog

To open the "Send Dialog", click the "Create New" button on the tool bar of VCN-CommCenter.

Way 3. Open from the button on the "Send Dialog"

On the Send Dialog, click the "Address Book" button.
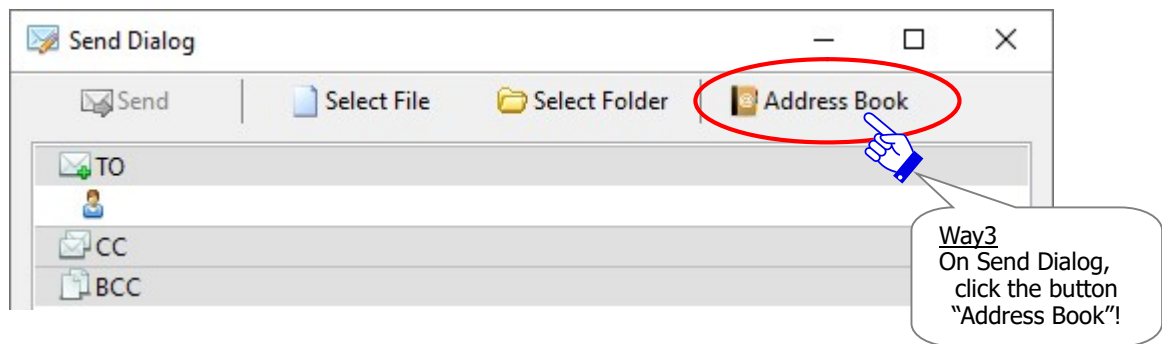
Way 4. Open from the pop-up menu on the address box of "Send Dialog"

On the Send Dialog, right-click on the address box and select the "Open Address Book" from the pop-up menu.
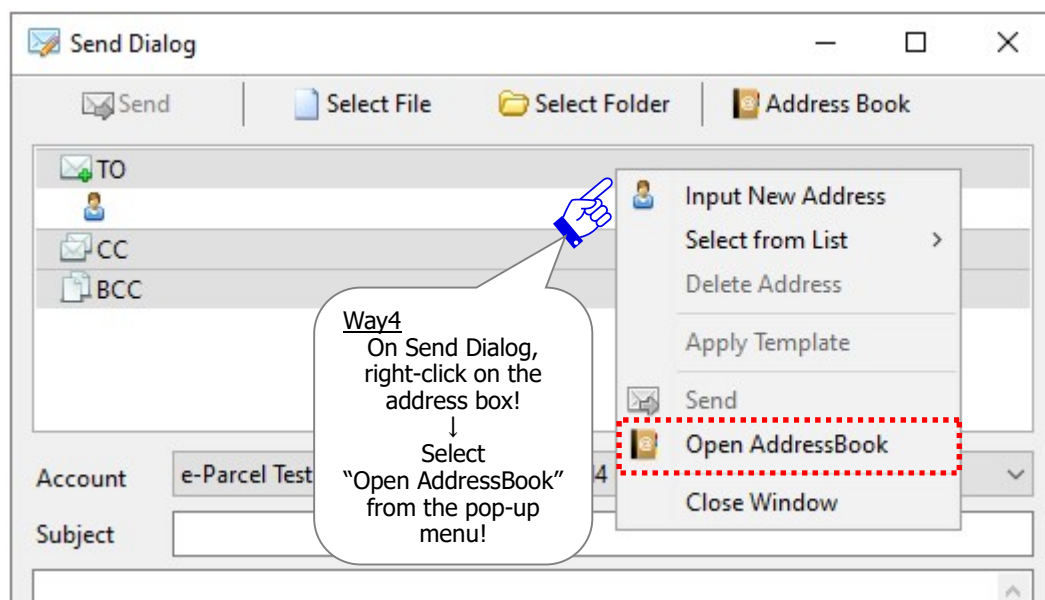
1-2. The Address Book dialog

The "Address Book" dialog opens by any of the above ways.

When the VCN-CommCenter gets started and the "Address Book" dialog opens, the "All addresses" will be listed on the Address Book by default. The Address Book function provides some types of the address lists including **"All Addresses"**, **"Favorites"**.

*The "Hidden" list has not been shown on the Address Book since e-Parcel VCN-CommCenter 8.0.8021 (Released in October 2019). When hidden, the specified addresses are promptly disappeared from the Address Book.

Additionally, it provides the **"Group"** function (Grouping) which is able to categorize addresses into the maximum 30 "Group" lists as sub folders under the "All Addresses" list as needed. The following sections will introduce to operate and use each address lists on the Address Book in details.

✏️	**Note:** [Attention users of e-Parcel VCN-CommCenter 7.0.7019 or earlier] The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). If users of ver.7.0.7019 or earlier wish the "Grouping" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site below. URL：https://www.e-parcel.ne.jp/ *Refer to P433 12. Updating Software

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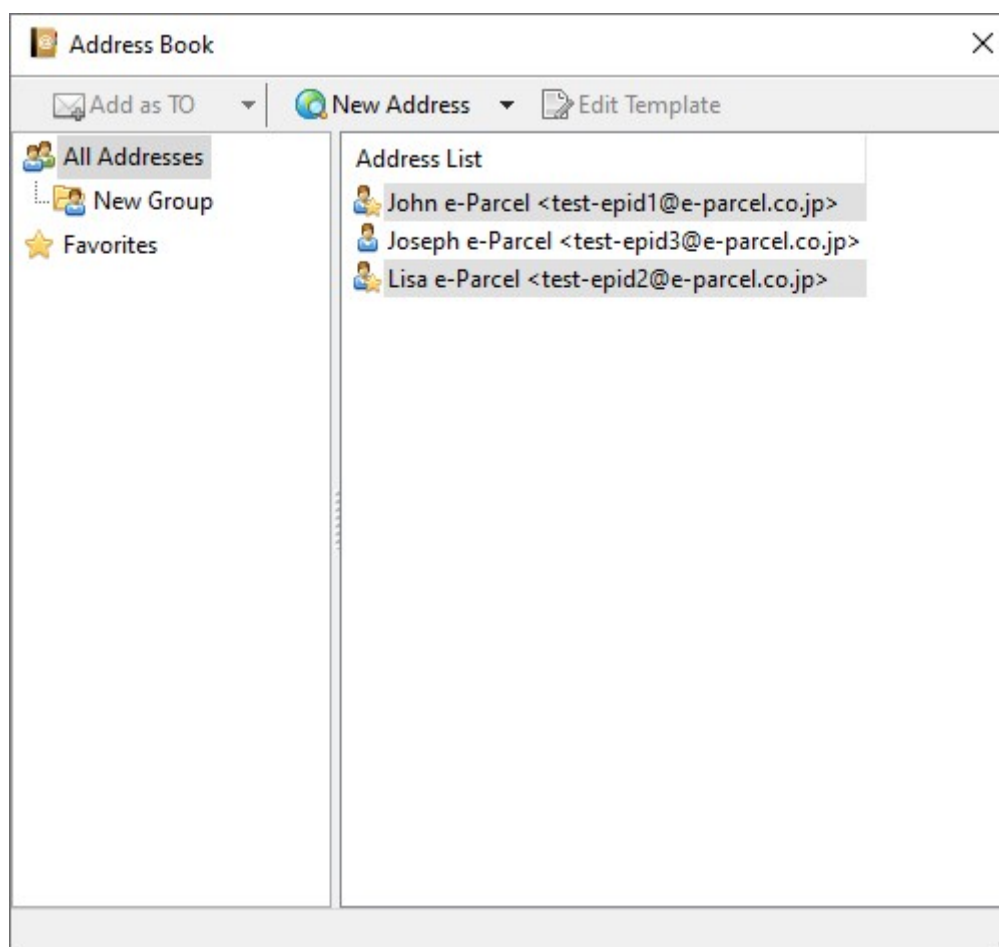
2. Add New Address

The first time you open the Address Book, your own address (e-Parcel ID) has been shown both address lists "All Addresses" and "Favorites".

To add new address (e-Parcel ID) to the "Address Book", the VCN-CommCenter must be online. New address (e-Parcel ID) can be added by either of the following two (2) ways (the addition automatically or manually).

⚠️	**Warning**: **When you add new address** to the Address Book, the VCN-CommCenter is **required to be online** because it will be polling to the e-Parcel server to verify the registration of new address (e-Parcel ID).

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

✏️	**Note:** First Name and Last Name of User Info registered with e-Parcel server will be automatically assigned to the addresses (e-Parcel) on the Address Book.

2-1. Add automatically when sending and receiving

Once you have sent or received items through the VCN-CommCenter, new addresses (e-Parcel ID) will be automatically added to both address lists "All Addresses" and "Favorites" as the initial lists to which those belong on the Address Book.

✏️	**Note:** If recipients (e-Parcel ID) which have been added to the Address Book edit their first name and last name registered with the e-Parcel server, the changes will also automatically affect your "Address Book" after sending an item to the applicable e-Parcel ID or receiving an item from the applicable e-Parcel ID.

Add automatically when receiving

Once you receive an item through the VCN-CommCenter, new address (e-Parcel ID) of a sender will be automatically added to the Address Book.

Add automatically when sending

Once you send an item through the VCN-CommCenter, new addresses (e-Parcel ID) of all recipients which are entered in any of the "TO", "CC" and "BCC" fields on the Send Dialog will be automatically added to the Address Book.

*However, if the delivery status "Unknown Recipient" in outbox is caused by the invalid e-Parcel ID that is not registered (misspelled) or has not completed installation yet, those addresses won't be automatically added to the Address Book.

⚠️	**Warning: Warning:** 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 addresses include such an e-parcel ID without satisfaction of the above conditions, the delivery status will be **"Unknown Recipient"** in outbox to fail in sending. (In the case of multiple destination e-Parcel ID including the correct ID, you fail in sending this item to all recipients when the delivery status "Unknown Recipient".)

2-2. Add manually on Address Book

To manually add new address (e-Parcel ID) to the Address Book, take the procedures below.

	Warning: **When you add new address** to the Address Book, the VCN-CommCenter is **required to be online** because it will be polling to the e-Parcel server to verify the registration of new address (e-Parcel ID).

①Click the "New Address" button on the Address Book.

Or, select the "All Addresses" list at the left pane of Address Book dialog and then right-click on the Address List in the right pane of Address Book dialog to open the pop-up menu. Select the "Add New Address" menu.

②The "Global Directory Search" dialog appears, requesting a New Address (e-Parcel ID) registered.
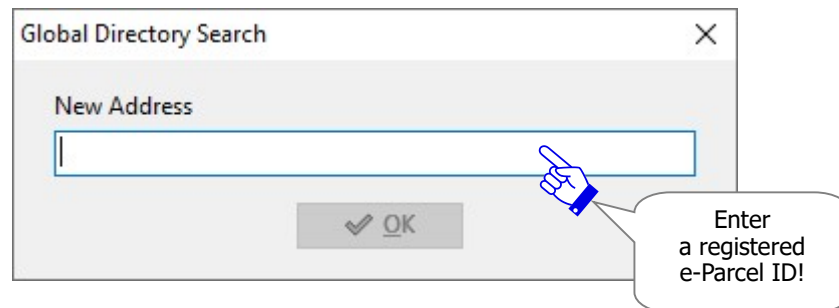
③When a New Address (e-Parcel ID) input, confirm that a new address matches the registered e-Parcel ID. It must not include full-sized English character, full-sized numeral and any space.

Once a correct new address is entered, click the "OK" button to add to the Address Book.
(Online required)
*Unregistered e-Parcel ID or unknown ID won't be added to the Address Book.
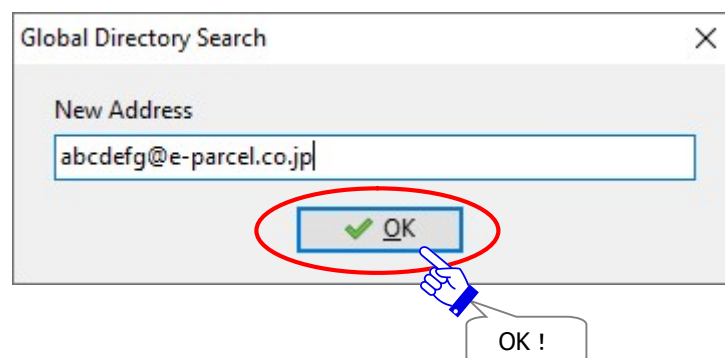
*Unregistered e-Parcel ID and unknown ID will NOT be added. If it is entered and you click the
  "OK" button, the "Warning" dialog below will appear.
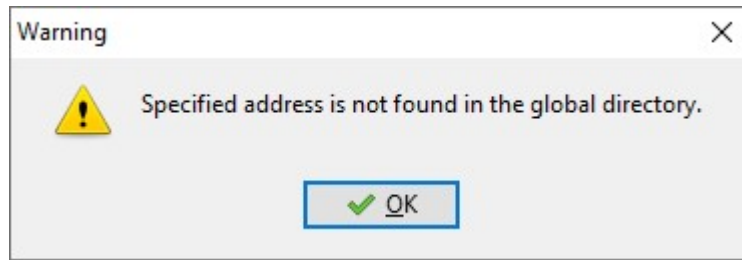
*When new address is added to the "Address Book", the VCN-CommCenter will be polling to the
  e-Parcel server for verifying the registration of new address (e-Parcel ID). Therefore, the
  VCN-CommCenter is required being online. If offline, the "Warning" dialog below will appear.
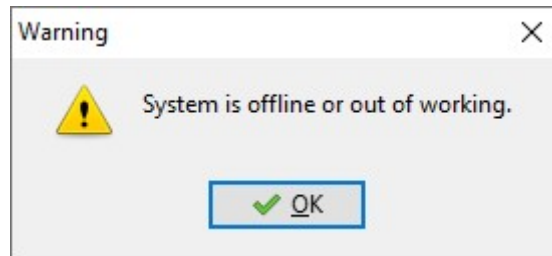
However, other dialog may appear depending on the causes of offline situation.
For example, if the proxy server configured to your computer's proxy settings (Windows)
requires user authentication, the "Error/…Proxy Authentication Failed." dialog may appear with
the wrong proxy credentials (user name and password) in VCN-CommCeneter. In this case,
check whether proxy credentials (user name and password) are correctly configured to the
"Proxy Settings" category of User Configuration.
Additionally, if using the proxy server with NTLM or Integrated Windows Authentication, leave
blank in the proxy credentials (User name, Password, Checkbox "Remember this…") in the
"Proxy Settings" category of User Configuration. (However, in the case of the previous version
7.0.7012 or earlier, you must input both proxy user name and password. Please be sure to input
into the "User Name" field as follows "Windows user account name@Domain name".)
Refer to P137 3. User Configuration – 4. Proxy Settings

④New address (e-Parcel ID) is added to both address lists "All Addresses" and "Favorites" of

Address Book.
  *First Name and Last Name of User Info registered with e-Parcel server will be automatically
    assigned to the addresses (e-Parcel) on the Address Book.
    Refer to P462 Appendix 1. The e-Parcel Secure Enterprise - Web Browser –
                                                        2.Edit User info / Change Password

3. Show on / Hide from Favorites list

Upon a new address added to the Address Book, a new address (e-Parcel ID) is usually shown on both the "All Addresses" and "Favorites" list on the Address Book.

The addresses of the "Favorites" list also show on the Favorites view on the VCN-CommCenter GUI. It may be used often to create new items when sending. When you want to change to show addresses on / hide addresses from the "Favorites" list, the Address Book provides the menu to manage the "Favorites" list.

	Note: The addresses of the "Favorites" list on the Address Book are shown on the Favorites view on the VCN-CommCenter GUI and the right-click menu "Select from List" of TO, CC, BCC fields on the Send Dialog. Once you hide addresses from the "Favorites" list on the Address Book, those addressees won't be shown on both view and menu. *Refer to P226 6. Address Book - 5-2. Select from Favorites list

3-1. Hide from Favorites list

To hide the addresses from the "Favorites" list on the Address Book, take the procedures below.

①Select the "Favorites" list at the left pane of Address Book dialog to show the addresses.
　*1 It is also available to select the "All Addresses" or "Group" lists.

②Select the favorite addresses (icon with ★Favorite mark) from the Address List at the right pane
　of Address Book dialog (Multiple choices allowed), and then right-click to open the pop-up menu.
　(The checkbox "Favorites" which has been already validated (set checked: show on) by default.)
　Select the menu "Favorites" to set unchecked.

	Note: At the Address List (the lists "All Addresses", "Favorites" or "Group") at the right pane of Address Book dialog, to select multiple addresses (e-Parcel ID) at once, hold down the <Shift> or <Ctrl> key while selecting the addresses (e-Parcel ID) by using your mouse button. Or, to select all addresses (e-Parcel ID) at once, right-click on the Address List in the right pane of Address Book dialog and then select the "Select All" from the pop-up menu.

③The specified addresses are no longer shown on the "Favorites" list of Address Book. Confirm the

specified addresses (icon without ★Favorite mark) on the "All Addresses" list.

*Once you hide addresses from the "Favorites" list on the Address Book, those addressees won't
be shown on the Favorites view on the VCN-CommCenter GUI and the right-click menu "Select
from List" of TO, CC, BCC fields on the Send Dialog.
Refer to P226 7. Address Book - 5-2. Select from Favorites list

[Favorites] list

③An address is
no longer listed
on the "Favorites" list.

[All Addresses] list
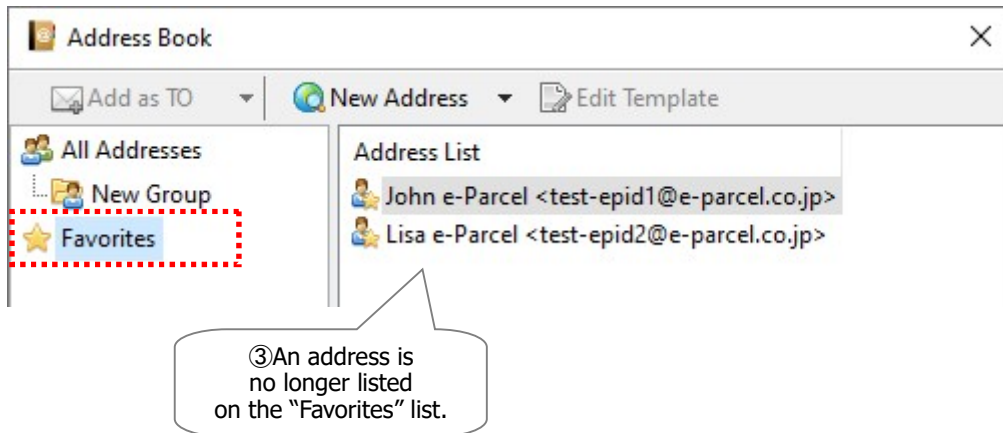
An address
without "★" is listed
on the "All Addresses" list.
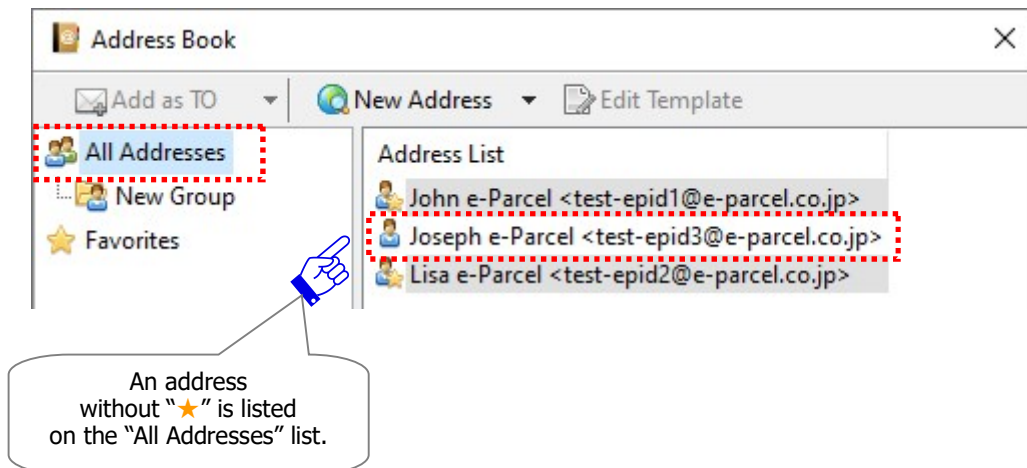
3-2. Show on Favorites list

To show the addresses on the "Favorites" list of Address Book, take the procedures below.

①Select the "All Addresses" list at the left pane of Address Book dialog to show the addresses.
*1 It is also available to select the "Group" list.

②Select the addresses (icon without ★Favorite mark) from the Address List at the right pane of
Address Book dialog (Multiple choices allowed), and then right-click to open the pop-up menu.
(At this point, the checkbox "Favorites" which has been invalidated (set unchecked: hide from).)
Select the menu "Favorites" to set checked.

	Note: At the Address List (the lists "All Addresses" or "Group") at the right pane of Address Book dialog, to select multiple addresses (e-Parcel ID) at once, hold down the <Shift> or <Ctrl> key while selecting the addresses (e-Parcel ID) by using your mouse button. Or, to select all addresses (e-Parcel ID) at once, right-click on the Address List in the right pane of Address Book dialog and then select the "Select All" from the pop-up menu.

③The specified addresses are shown on the "Favorites" list of Address Book. Confirm the specified addresses (icon with ★Favorite mark) on the "All Addresses" list.

*Once you show addresses on the "Favorites" list of Address Book, those addressees will be shown on the Favorites view on the VCN-CommCenter GUI and the right-click menu "Select from List" of TO, CC, BCC fields on the Send Dialog.
Refer to P226 7. Address Book - 5-2. Select from Favorites list

[All Addresses] list

An address with "★" is listed on the "All Addresses" list.

[Favorites] list
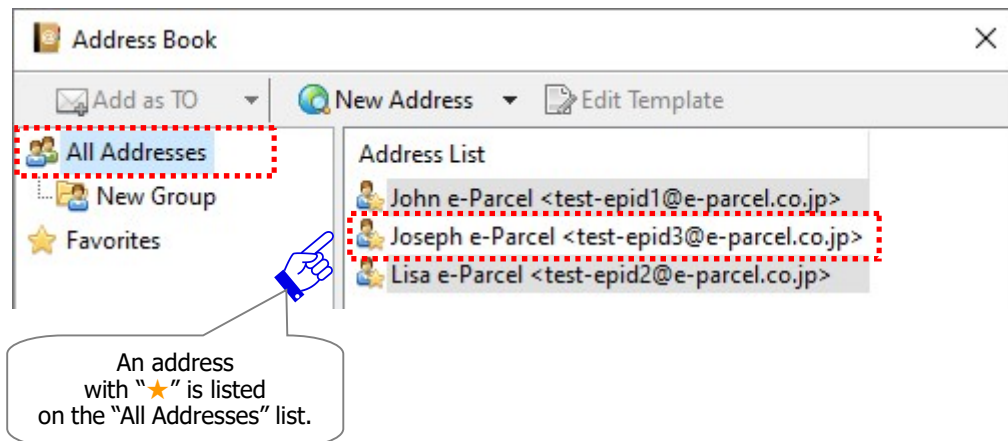
③An address is listed on the "Favorites" list.
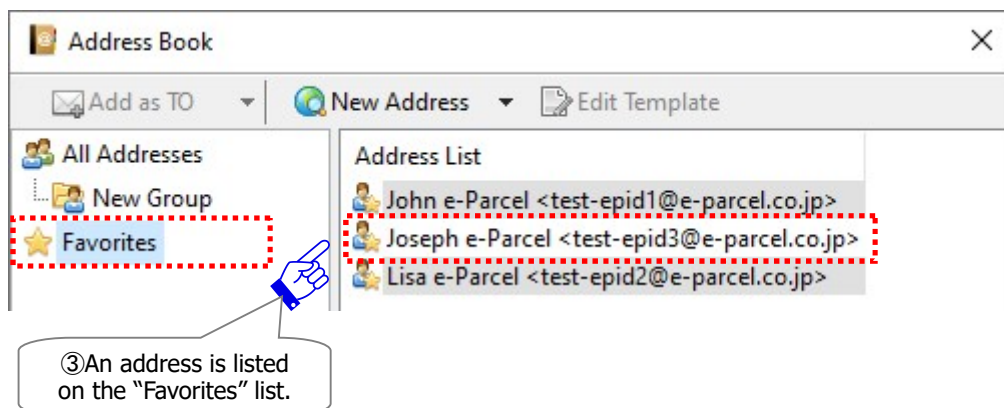
4. Show / Hide Address

Upon a new address added to the Address Book, a new address (e-Parcel ID) is usually shown on both the "All Addresses" and "Favorites" list on the Address Book.

In the case that the recipient's e-Parcel ID is revoked, new e-Parcel ID as recipient is registered instead of the existing e-Parcel ID, or etc. if any e-Parcel ID which are no longer used as recipients exists in the Address Book, please be advised that you should hide addresses from the all lists (the "All Addresses", "Favorites" or "Group" list) to prevent miss-sending.

	Note: Once you have sent or received items through the VCN-CommCenter, new addresses (e-Parcel ID) will be automatically added to the Address Book. For your information, the e-Parcel system applies information of those addresses on the Address Book not only to send and receive items but also to display the inbox and outbox histories recorded. Accordingly, the VCN-CommCenter provides the "Hidden" function to hide the unnecessary addresses from all lists (the "All Addresses", "Favorites" or "Group" list) of the Address Book, instead of completely removing information of those addresses from the Address Book. In addition, if miss-sending to the dysfunctional ID which has been revoked or edited, the delivery status will be "Unknown Recipient" in outbox, and then this recipient's address will be "Hidden" from the Address Book automatically. *The "Hidden" list has not been shown on the Address Book since e-Parcel VCN-CommCenter 8.0.8021 (Released in October 2019). When hidden, the specified addresses are promptly disappeared from the Address Book.

4-1. Hide Address

To hide the addresses from the all lists (the "All Addresses", "Favorites" or "Group" list) on the Address Book, take the procedures below.

*The "Hidden" list has not been shown on the Address Book since e-Parcel VCN-CommCenter 8.0.8021 (Released in October 2019). When hidden, the specified addresses are promptly disappeared from the Address Book.

①Select one of the lists "All Addresses", "Favorites" or "Group" at the left pane of Address Book dialog to show the addresses.

②Select the addresses from the Address List at the right pane of Address Book dialog (Multiple choices allowed), and then right-click to open the pop-up menu.
(The checkbox "Hidden" which has been invalidated (set unchecked: show on) by default.)
Select the menu "Hidden" to set checked.

	Note: At the Address List (the lists "All Addresses", "Favorites" or "Group") at the right pane of Address Book dialog, to select multiple addresses (e-Parcel ID) at once, hold down the \<Shift\> or \<Ctrl\> key while selecting the addresses (e-Parcel ID) by using your mouse button. Or, to select all addresses (e-Parcel ID) at once, right-click on the Address List in the right pane of Address Book dialog and then select the "Select All" from the pop-up menu.

③The specified addresses are hidden from the all lists (the "All Addresses", "Favorites" or "Group"

list). It is no longer shown on the Address Book afterward.

[All Addresses] list

③An address is
no longer listed
on Address Book.
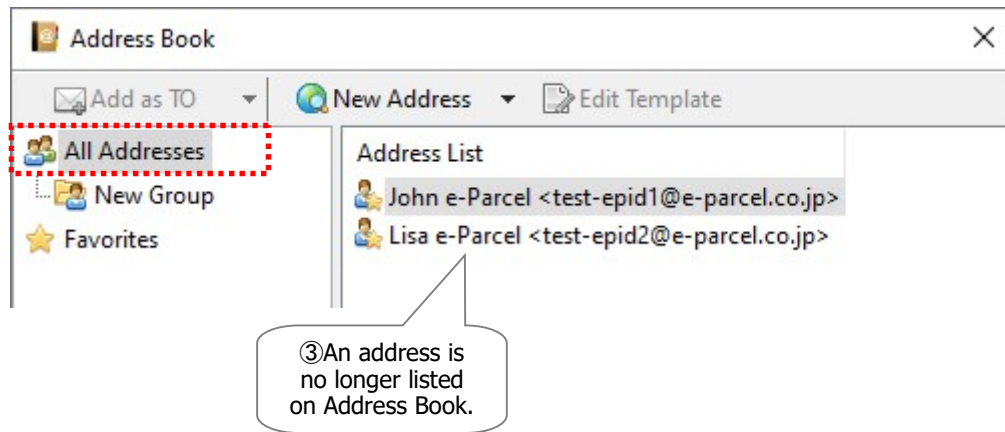
4-2. Show Address

To show again the hidden addresses on any of the lists (the "All Addresses", "Favorites" or "Group" list) on the Address Book, add an address manually by the "New Address" button. The hidden addresses will promptly <u>return to any of the previous lists</u> (the "All Addresses", "Favorites" or "Group" list) to which those belonged.

*The "Hidden" list has not been shown on the Address Book since e-Parcel VCN-CommCenter 8.0.8021 (Released in October 2019). When hidden, the specified addresses are promptly disappeared from the Address Book. To unhide, add address by the "New Address" button.

⚠️	**Warning**: **When you add new address** to the Address Book, the VCN-CommCenter is **required to be online** because it will be polling to the e-Parcel server to verify the registration of new address (e-Parcel ID).

①Click the "New Address" button on the address book.

Or select the "All Addresses" list at the left pane of Address Book dialog and then right-click on the Address List in the right pane of Address Book dialog to open the pop-up menu. Select the "Add New Address" menu.

*Refer to P206 7. Address Book - 2. Add New Address - 2-2. Add manually on Address Book
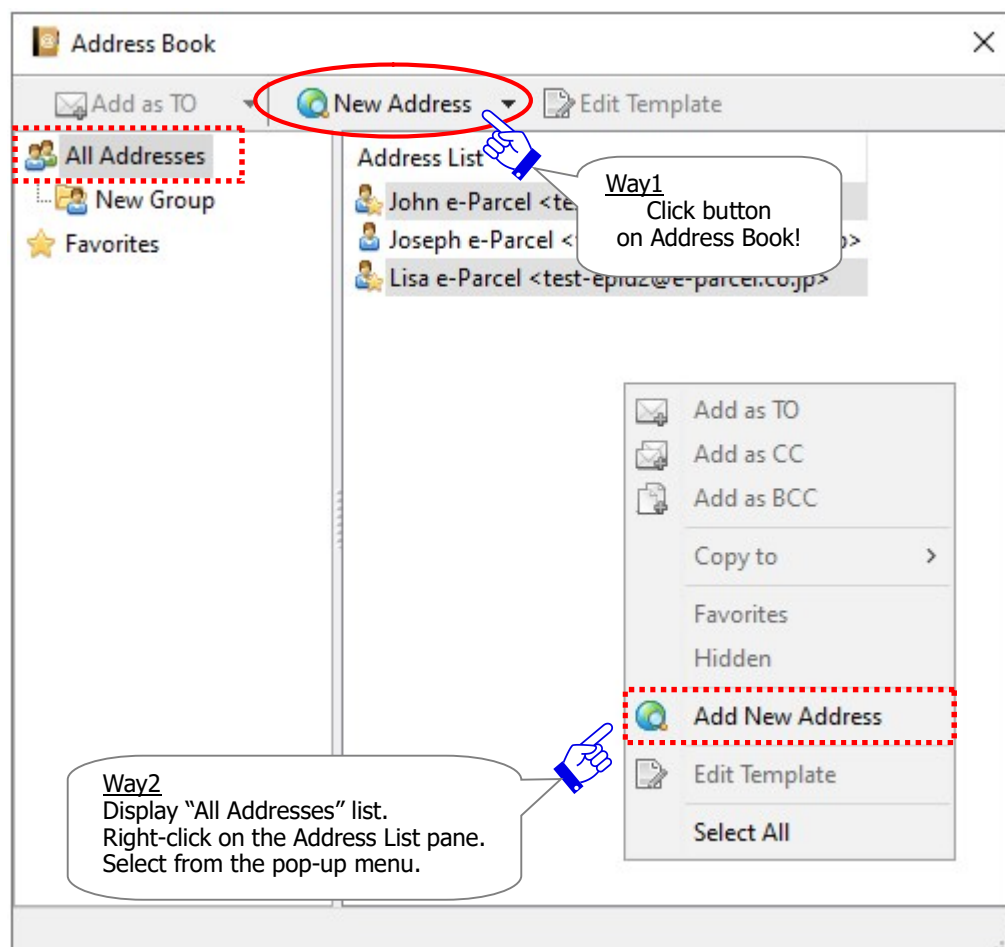
*For e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018), the "Hidden" list is shown on the Address Book by default. To show again the hidden addresses, select the "Hidden" list, right-click on the hidden addresses to open the pop-up menu. Select the "Hidden" menu to set unchecked. The hidden addresses specified will promptly return to any of the previous lists (the "All Addresses", "Favorites" or "Group" list).

5. Use Address Book when sending

Once new addresses (e-Parcel ID) have been added to the "Address Book", those addresses can be used to select addresses (e-Parcel ID) as recipients on the Send Dialog when you create new items. This section introduces the various useful ways how to simply apply the addresses on the Send Dialog by using not only the Address Book but also the Favorites.

5-1. Select from Address Book

5-1-1. Select an address from Address Book

*By this way below to select from Address Book, you can simply set e-Parcel ID as recipients without operation to open the Send Dialog. Just double-click an e-Parcel ID on the Address Book to open the Send Dialog with address as TO.

①Select one of the lists "All Addresses", "Favorites" or "Group" at the left pane of Address Book dialog to show the addresses. Double-click one e-Parcel ID as a recipient.

(Single choice only & add as To only)
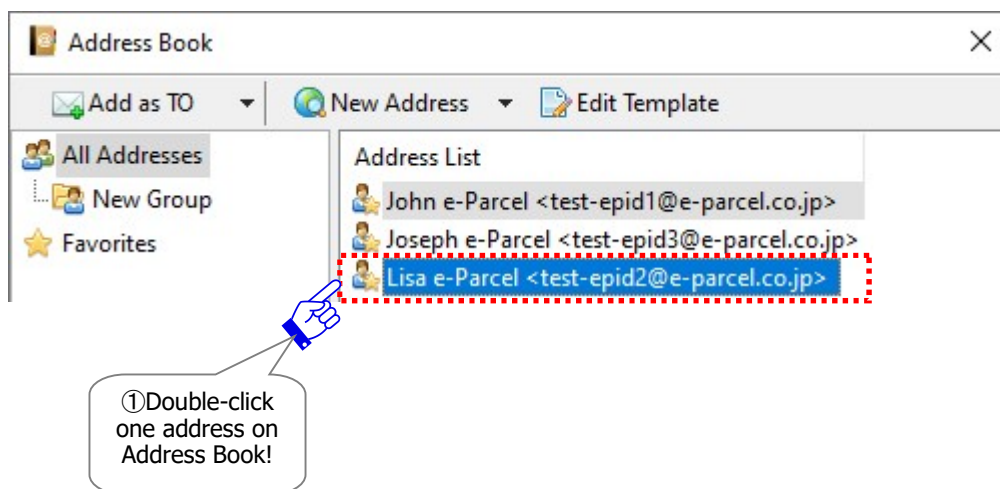
②The Address Book dialog closes and the Send Dialog opens automatically. The specified e-Parcel ID as a recipient has been set into the "TO" input field on the Send Dialog.

*At this point, if the Send Dialog has opened, the Address Book dialog doesn't close automatically.
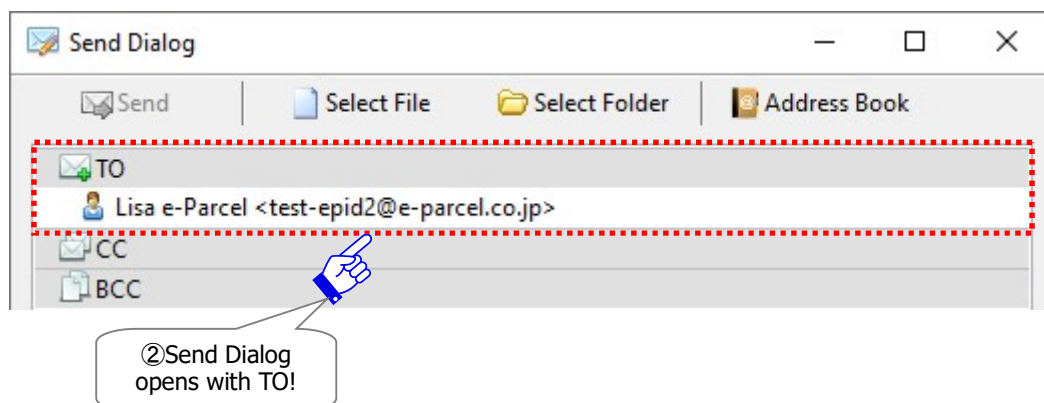
5-1-2. Select addresses from Address Book

*By this way below to select from Address Book, you can simply set e-Parcel ID as recipients without operation to open the Send Dialog. Select e-Parcel ID on the Address Book to open the Send Dialog with addresses as TO, CC or BCC.

①Select one of the lists "All Addresses", "Favorites" or "Group" at the left pane of Address Book

dialog to show the addresses. Select e-Parcel ID as recipients.

(Multiple choices allowed)

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

	Tip: To select all addresses (e-Parcel ID) at once on the lists "All Addresses", "Favorites" or "Group", right-click on the Address List in the right pane of Address Book dialog and then select the "Select All" from the pop-up menu. Additionally, the Address Book provides the "Group" function (Grouping) which is able to categorize addresses into the multiple "Group" lists as sub folders under the "All Addresses" list as needed. You can apply the multiple addresses of the pre-created "Group" lists to create new item easily by using the menu "Select All" on a group. *Refer to P246 6-6-2. Select all addresses from Group list *The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018).

②When addresses are selected, the "Add as TO" button will be activated. Click ▼ at the right of the "Add as TO" button to open the pull-down menu. Select any of the "Add as TO", "Add as CC" or "Add as BCC" from the pull-down menu.

<div align="center">

OR

</div>
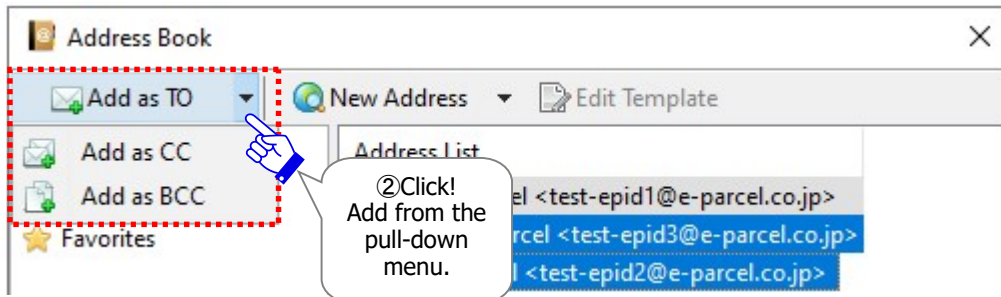
Or when addresses are selected, right-click to open the pop-up menu and then select any of the "Add as TO", "Add as CC" or "Add as BCC".
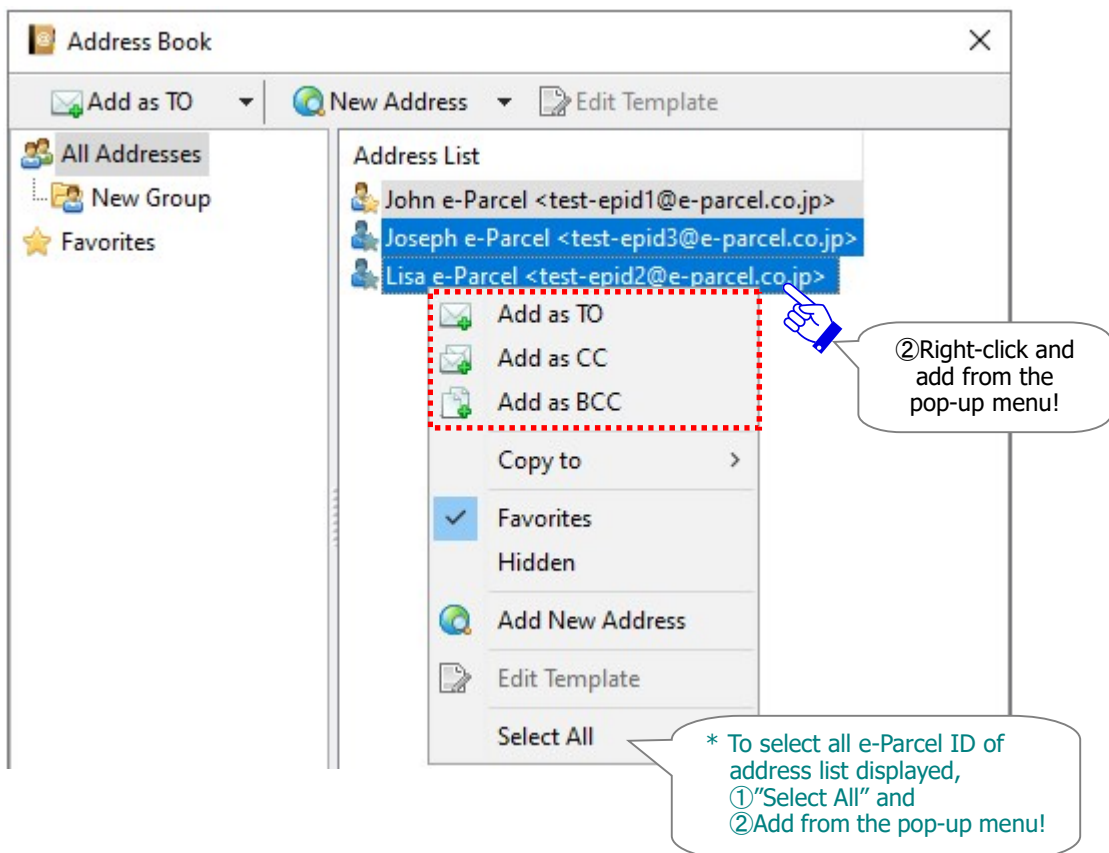
③The Address Book dialog closes and the Send Dialog opens automatically. The specified e-Parcel ID as recipients have been set into any of the "TO", "CC" or "BCC" input fields of Send Dialog depending on the previous choice.

*At this point, if the Send Dialog has opened in advance, the Address Book dialog doesn't close automatically.

③Send Dialog opens with TO, CC or BCC!
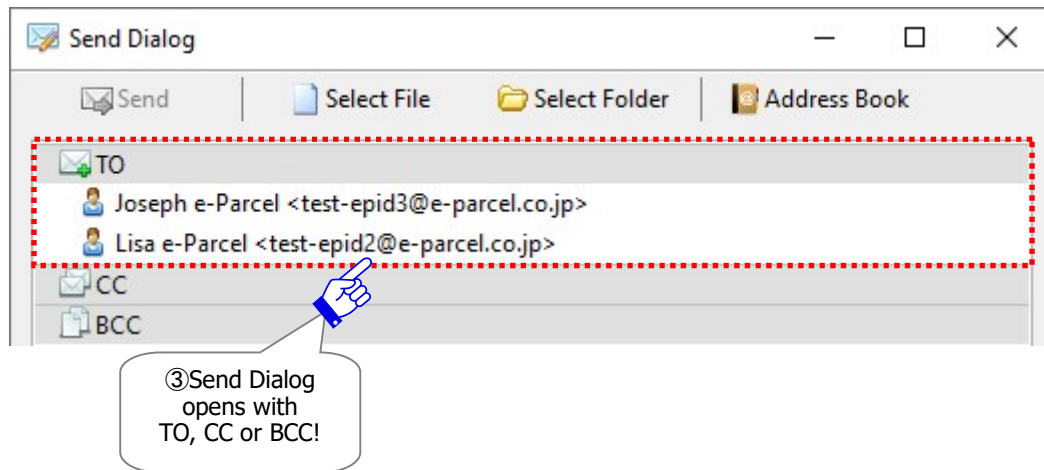
5-1-3. Drag & Drop addresses from Address Book

By this way below to select from Address Book, it may useful in the case that the Send Dialog already has opened. Select e-Parcel ID on the Address Book to set the addresses as TO, CC or BCC on the Send Dialog.

①Click the "Create New" button on the VCN-CommCenter GUI to open the Send Dialog in advance.

②Select one of the lists "All Addresses", "Favorites" or "Group" at the left pane of Address Book dialog to show the addresses. Select e-Parcel ID as recipients.

(Multiple choices allowed)

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

③Drag the selected addresses to any of the "TO", "CC", "BCC" fields (in gray) on the Send Dialog. When the envelope icon shows ＋plus mark (in green), drop on the field of the Send Dialog.

①On VCN-CommCenter, click "Create New" to open Send Dialog!

②Select addresses on Address Book!

③Drag & Drop addresses on TO, CC, BCC field (in gray) of Send Dialog!

<table>
<tr>
<td>💡</td>
<td>Tip: To <u>select all addresses (e-Parcel ID) at once</u> on the lists "All Addresses", "Favorites" or "Group", right-click on the Address List in the right pane of Address Book dialog and then <u>select the "Select All"</u> from the pop-up menu. Additionally, the Address Book provides the "Group" function (Grouping) which is able to categorize addresses into the multiple "Group" lists as sub folders under the "All Addresses" list as needed. You can apply the multiple addresses of the pre-created "Group" lists to create new item easily by using the menu "Select All" on a group.
*Refer to P246 6-6-2. Select all addresses from Group list
*The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018).</td>
</tr>
</table>

④The specified e-Parcel ID as recipients are set into any of the "TO", "CC" or "BCC" input fields on the Send Dialog depending on the previous choice.

④Addresses are set in any of TO, CC or BCC of Send Dialog!

5-2. Select from Favorites list

Without opening the address book, an e-Parcel ID of the "Favorites" list can be selected to send a new item.

*Refer to P209 7. Address Book - 3. Show on / Hide from Favorites list
*When you show addresses on the "Favorites" list of Address Book, those addressees will be shown on the Favorites view on the VCN-CommCenter GUI and the menu "Select from List" of TO, CC, BCC fields on the Send Dialog (P232 P233).

5-2-1. Select an address from Favorites view on VCN-CommCenter GUI

*By this way below to select from Favorites list, you can simply set e-Parcel ID as recipients without operation to open the Send Dialog. Just double-click an e-Parcel ID on the Favorites view to open the Send Dialog with address as TO.

①Just double-click one e-Parcel ID as a recipient on the Favorites view at the lower-left pane of VCN-CommCenter GUI. (Single choice only & add as To only)
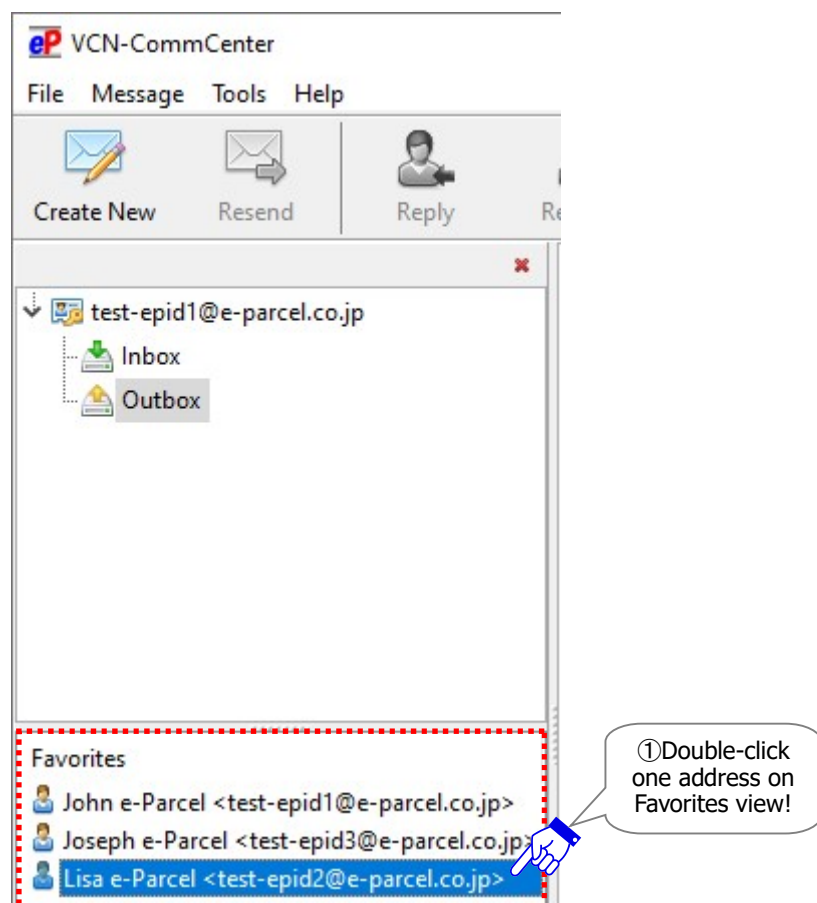
②The Send Dialog opens automatically. The specified e-Parcel ID as a recipient is set into the "TO" input field on the Send Dialog.

②Send Dialog
opens with TO!
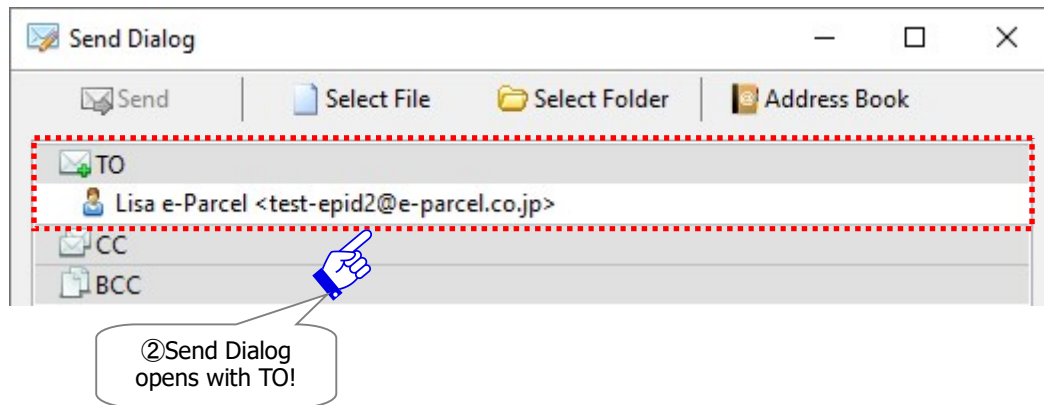
5-2-2. Select addresses from Favorites view on VCN-CommCenter GUI

*By this way below to select from Favorite list, you can simply set e-Parcel ID as recipients without operation to open the Send Dialog. Select e-Parcel ID on the Favorites view to open the Send Dialog with addresses as TO, CC or BCC.

①Select e-Parcel ID as recipients on the Favorites view at the lower-left pane of the VCN-CommCenter GUI. (Multiple choices allowed)

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

②Right-click on the selected addresses of the Favorites view to open the pop-up menu. Select any of the menu "Add as TO", "Add as CC" and "Add as BCC".
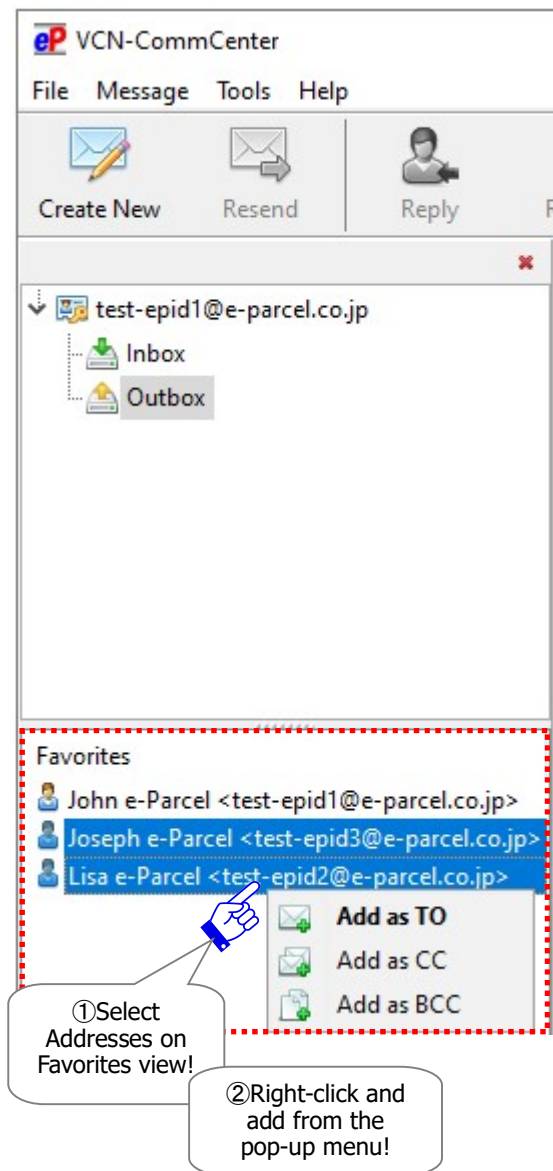
③The Send Dialog opens automatically. The specified e-Parcel ID as recipients are set into any of the "TO", "CC" or "BCC" input fields on the Send Dialog depending on the previous choice.
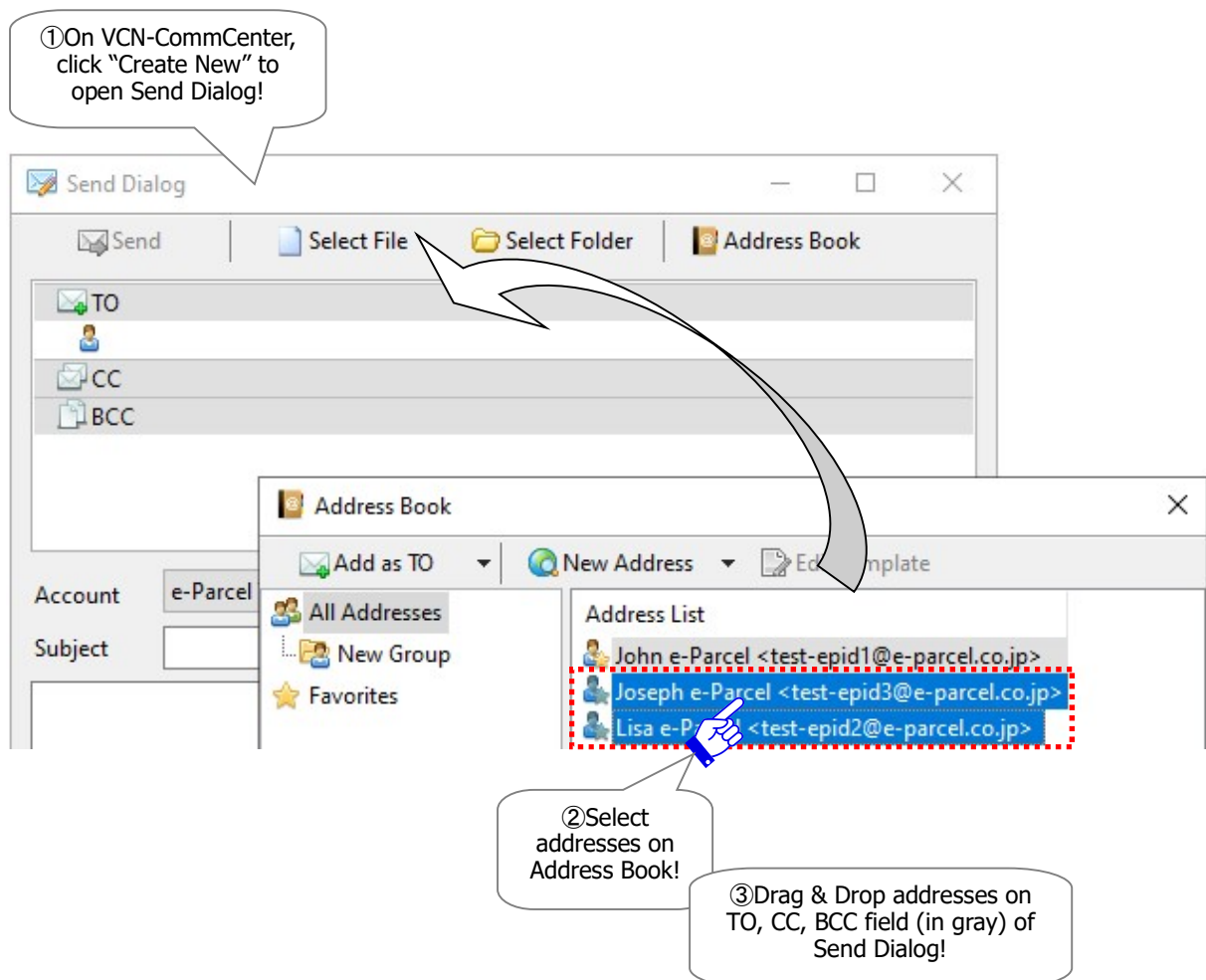

③Send Dialog opens with TO, CC or BCC!

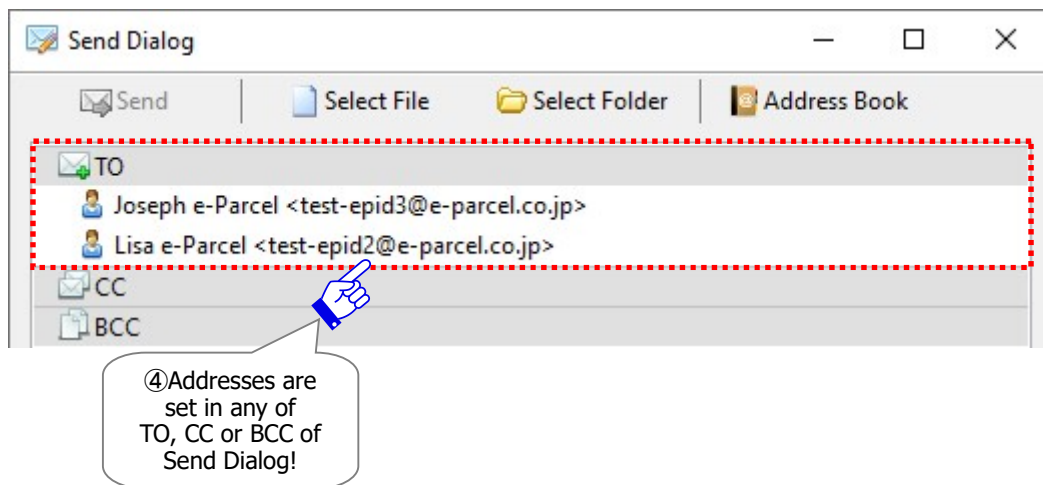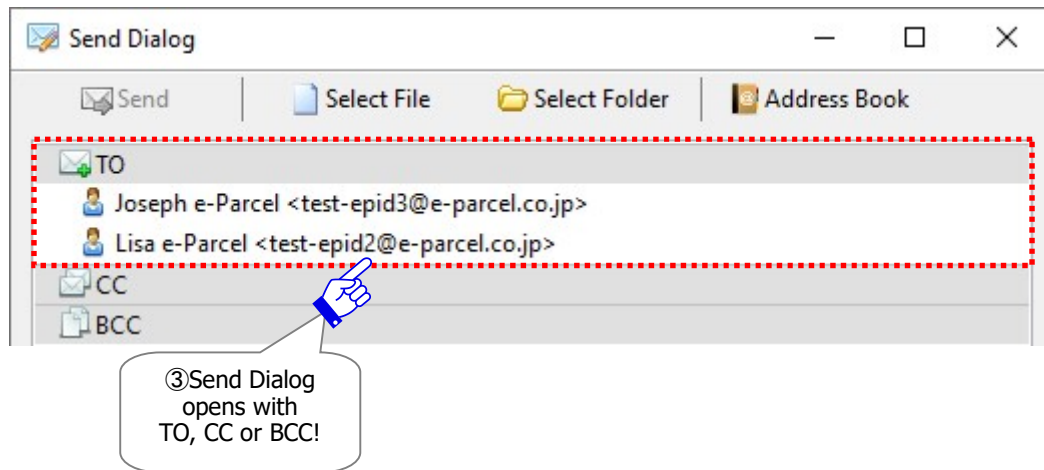## 5-2-3. Drag & Drop addresses from Favorites view on VCN-CommCenter GUI

*By this way below to select from Favorite list, it may useful in the case that the Send Dialog has already opened. Select e-Parcel ID on the Favorite view to set the addresses as TO, CC or BCC on the Send Dialog.

①Click the "Create New" button on the VCN-CommCenter GUI to open the Send Dialog in advance.

②Select e-Parcel ID as recipients on the Favorites view at the lower-left pane of the VCN-CommCenter GUI. (Multiple choices allowed)

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

③Drag the selected addresses to any of the "TO", "CC", "BCC" fields (in gray) on the Send Dialog. When the envelope icon shows ＋plus mark (in green), drop on the field of the Send Dialog.

①On VCN-CommCenter, click "Create New" to open Send Dialog!

②Select Addresses on Favorites view!

③Drag & Drop addresses on TO, CC, BCC field (in gray) of Send Dialog!

④The specified e-Parcel ID as recipients are set into any of the "TO", "CC" or "BCC" input fields on the Send Dialog depending on the previous choice .
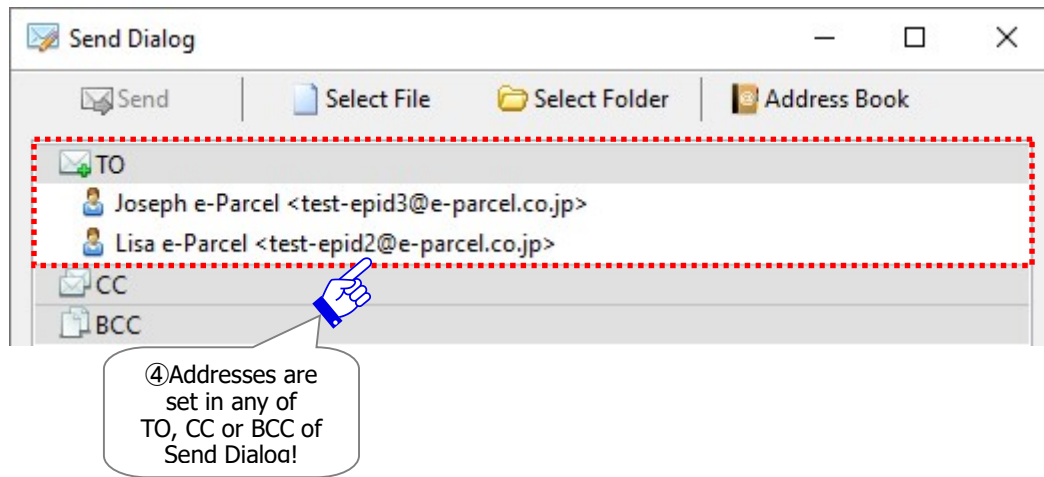
5-2-4. The menu "Select from List" on Send Dialog

*By this way below to select from Favorite list, it may useful in the case that the Send Dialog already has opened. You can show the favorite e-Parcel ID on the Send Dialog to set the address as TO, CC or BCC without the Address Book opened.

①Click the "Create New" button on the VCN-CommCenter GUI to open the Send Dialog in advance. Right-click on any of the "TO", "CC" and "BCC" fields to open the menu.

②When you mouse over "Select from List", addresses (e-Parcel ID) of the "Favorites" list in Address Book will appear on the pop-down menu.

③Click an e-Parcel ID as a recipient in the pop-down menu displaying the "Favorites" list.
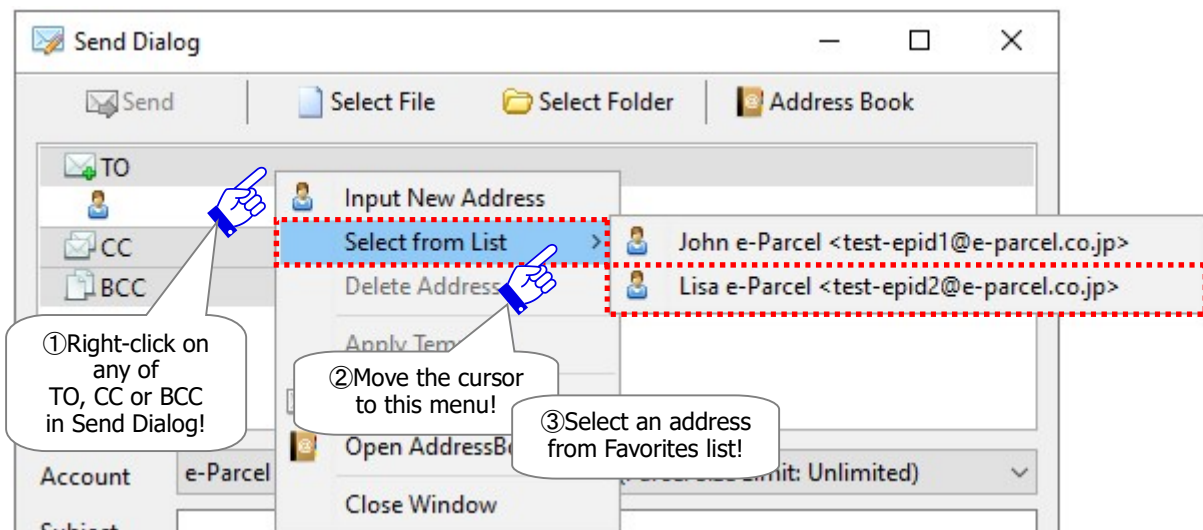
④The selected e-Parcel ID as a recipient is set into any of the "TO", "CC" or "BCC" input fields on the Send Dialog depending on the previous choice .
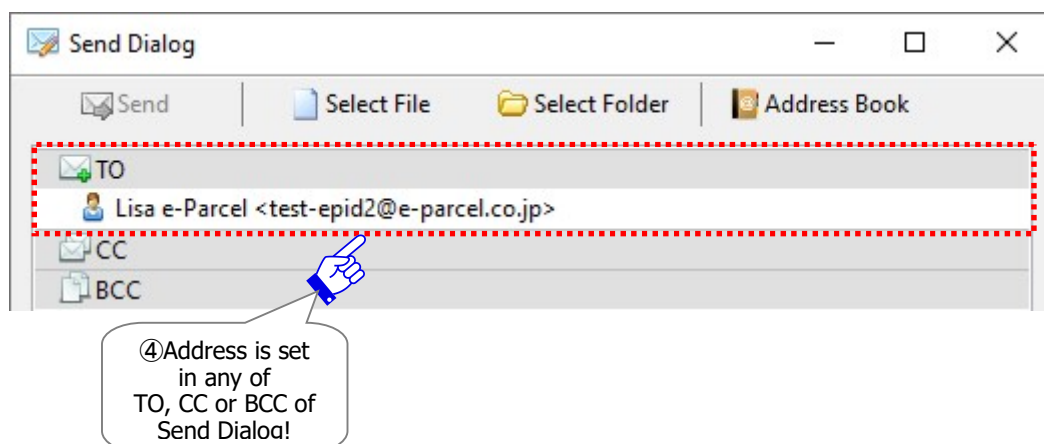
5-2-5. Show Favorites from pull-down menu on Send Dialog

*By this way below to select from Favorite list, it may useful in the case that the Send Dialog already has opened. You can show the favorite e-Parcel ID on the Send Dialog to set the address as TO, CC or BCC without the Address Book opened.

①Click the "Create New" button on the VCN-CommCenter GUI to open the Send Dialog in advance. Double-click any of the "TO", "CC" and "BCC" fields.
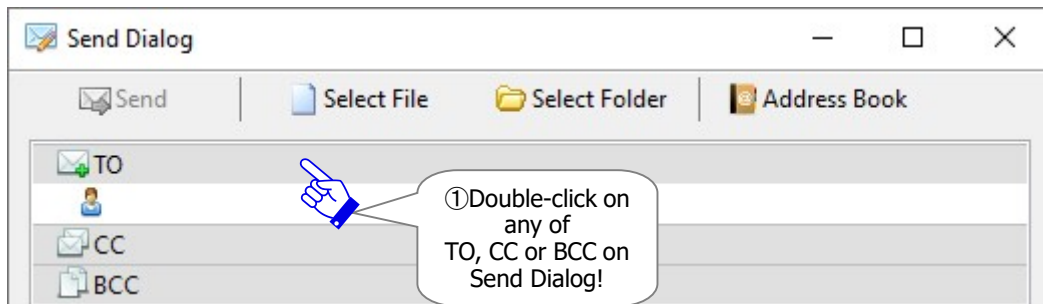
②A cursor flash up in the "TO", "CC" or "BCC" input fields (in white) requesting a new recipient e-Parcel ID.
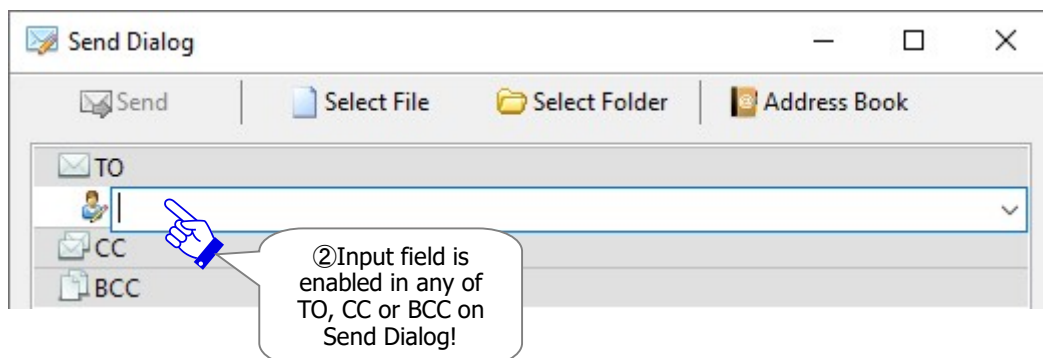
③When you click the arrow at the right side or enter an initial letter, addresses (e-Parcel ID) of the "Favorites" list in Address Book will appear on the pull-down menu. Click an e-Parcel ID as a recipient in pull-down menu displaying the "Favorites" list.
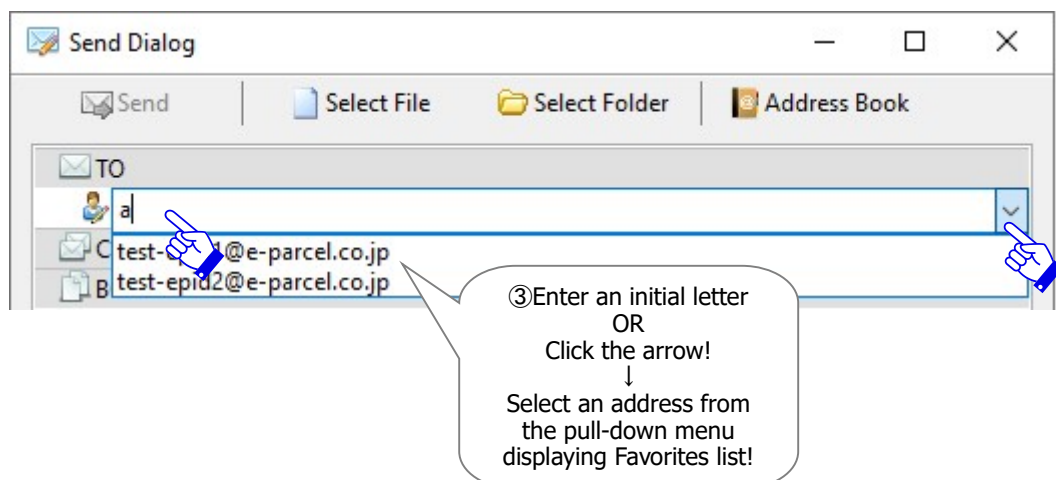
④The selected e-Parcel ID as a recipient is set into any of the "TO", "CC" or "BCC" input fields on the Send Dialog depending on the previous choice.
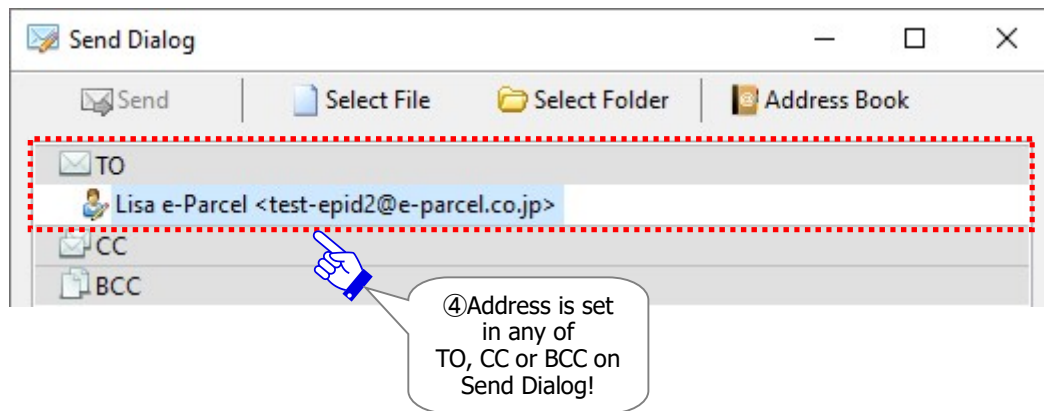
6. Group List

In the beginning, when the VCN-CommCenter gets started, a "New Group" will be shown as a sub folder under the "All Addresses" list on the Address Book. The Address Book provides the "Group" function (Grouping) which is able to categorize addresses into the multiple "Group" lists as needed. **The maximum 30 "Group" lists** are available to create new on the Address Book. For example, on the Address Book, you can apply the multiple addresses of the pre-created "Group" lists to create new item easily by using the menu "Select All" on a group. This section will introduce you to operate and use the "Group" lists on the Address Book in details.

	Note: [Attention users of e-Parcel VCN-CommCenter 7.0.7019 or earlier] The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). If users of ver.7.0.7019 or earlier wish the "Grouping" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site below. URL：https://www.e-parcel.ne.jp/ *Refer to P433 12. Updating Software
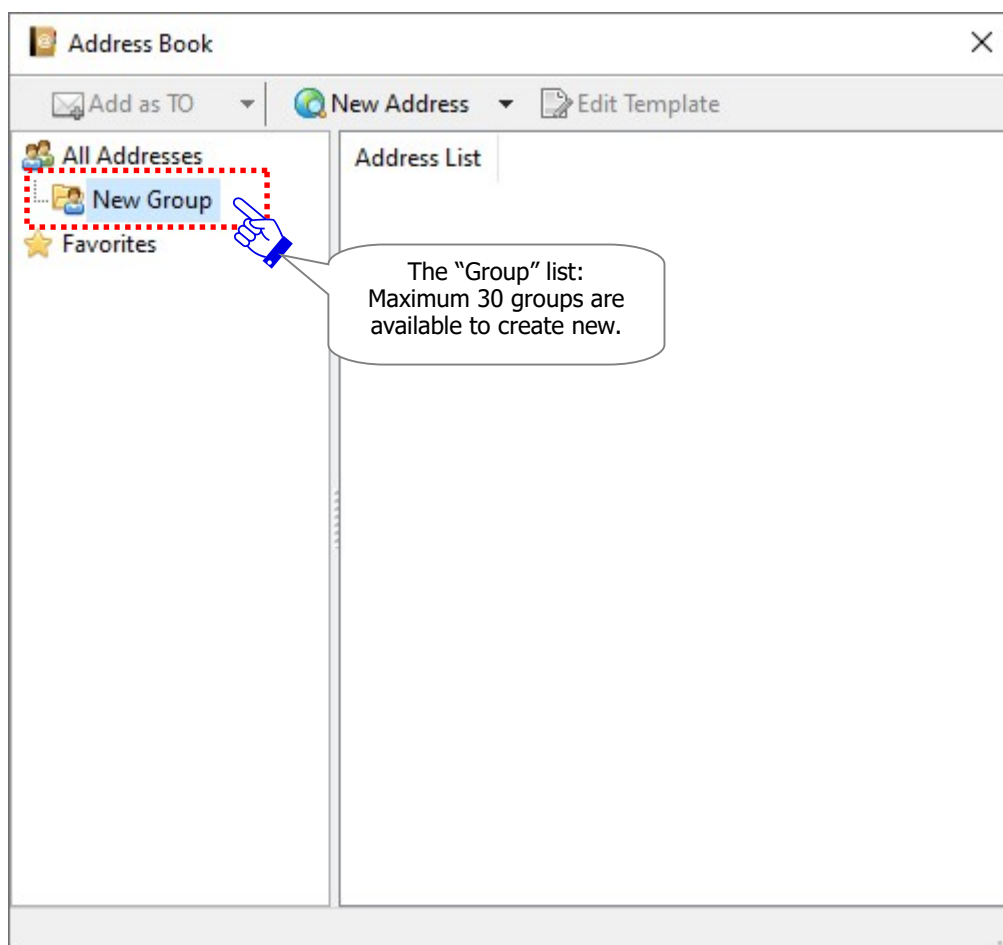
6-1. Create New Group

On the Address Book by default, one "New Group" has been already created as a sub folder under the "All Addresses" list. Take the procedures below to additionally **create new "Group" lists** on the Address Book.

> **Note:** The "Group" lists are available to create **the maximum thirty (30) groups** on the Address Book.

①Select the "All Addresses" list at the left pane of Address Book dialog and then right-click to open the pop-up menu. Select the "Create New Group" menu.

*On the other hand, the "Create New Group" pop-up menu which has been already disabled with grayed-out effect due to the maximum 30 groups created will be enabled after an unnecessary "Group" list is deleted.

①Select "All Address" list, and right-click!

Select "Create New Group" from the pop-up menu!
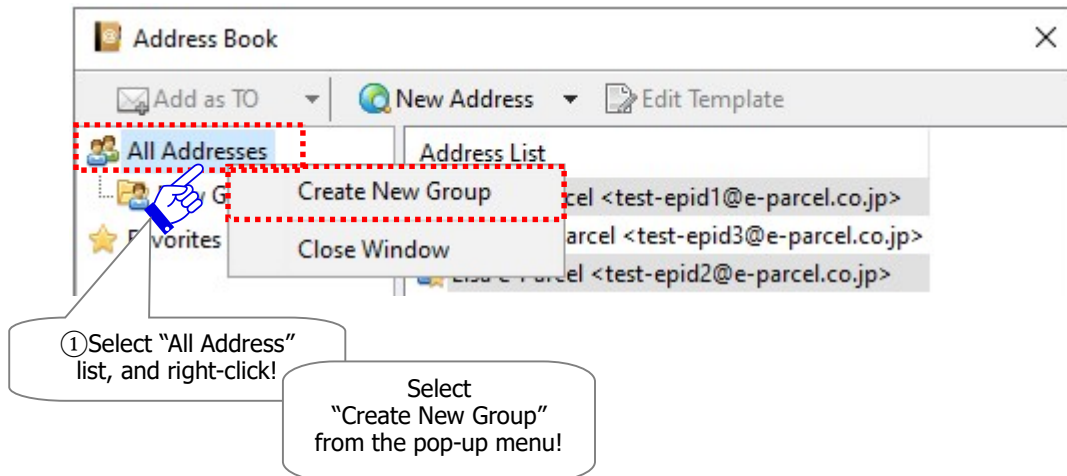
②A "New Group" list is additionally created as a sub folder under the "All Addresses" list at the left pane of Address Book.

②A "New Group" list is added!
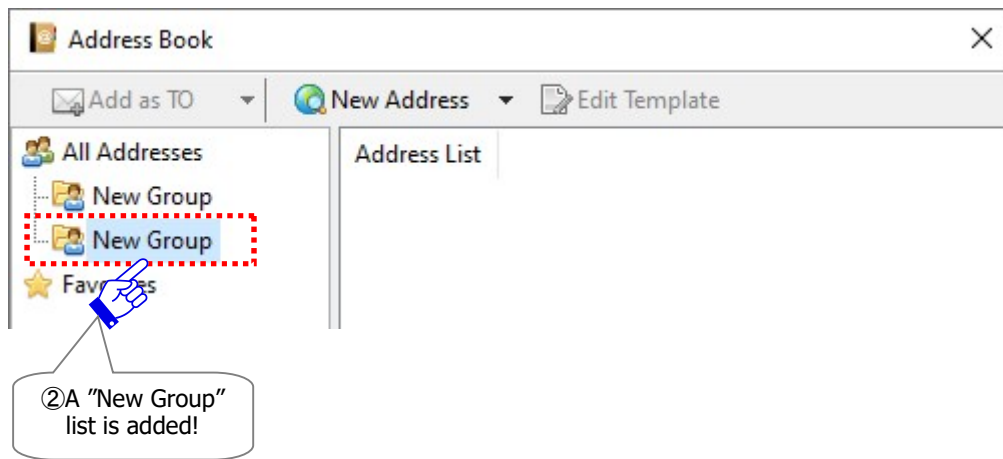
Next, let's proceed to rename a "New Group" list on the Address Book.

6-2. Rename Group

When new "Group" list is created on the Address Book, the name "New Group" is usually assigned to a group list name as default value. Take the procedures below to **rename the "Group" list.**

①Select a "New Group" list at the left pane of Address Book dialog and then right-click to open the pop-up menu. Select the "Rename" menu.
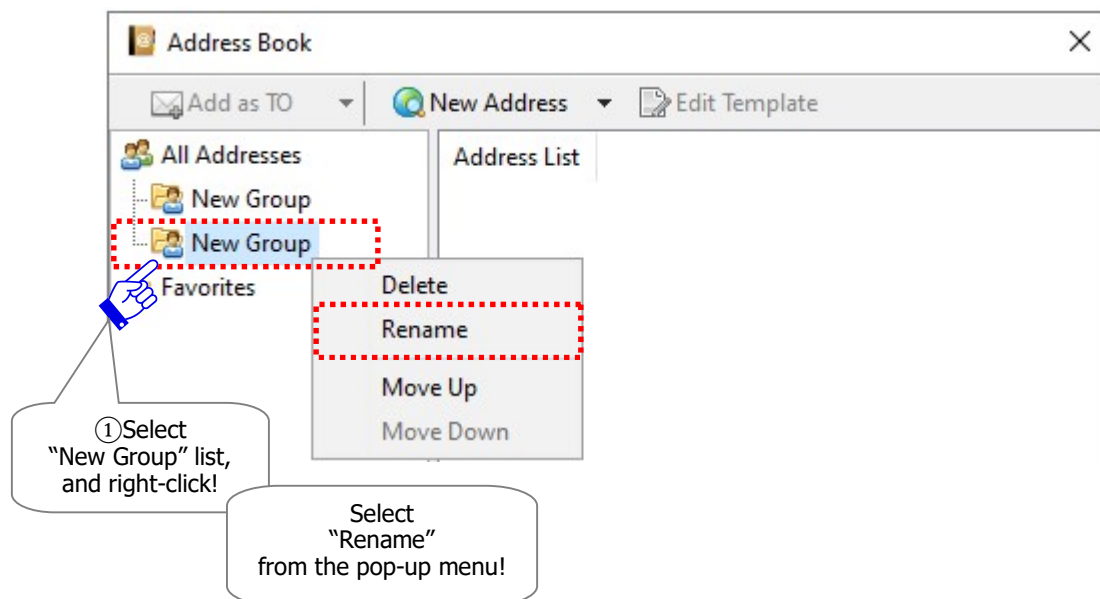
②This "New Group" list is enabled to input into the field requesting a new group name.
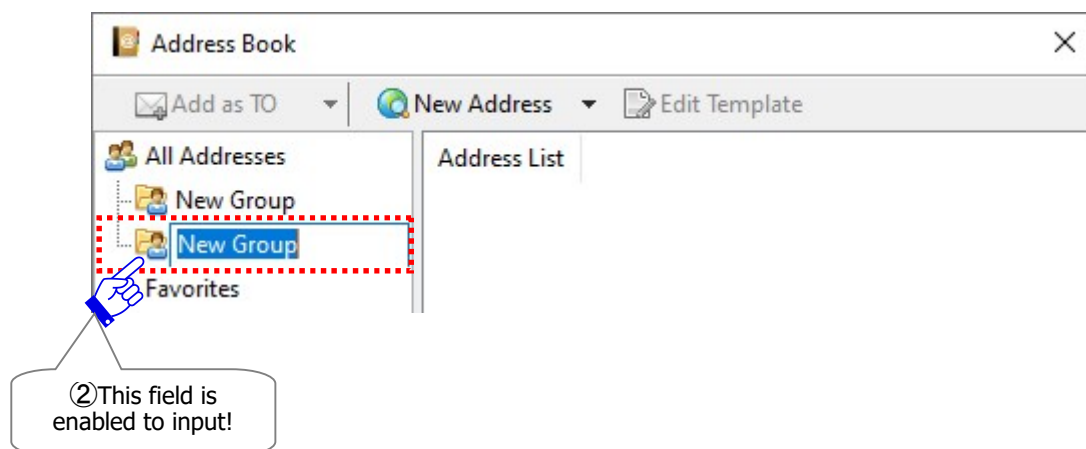
③While ② above, change it to a new group name as needed.

③Charge a "Group" list name!
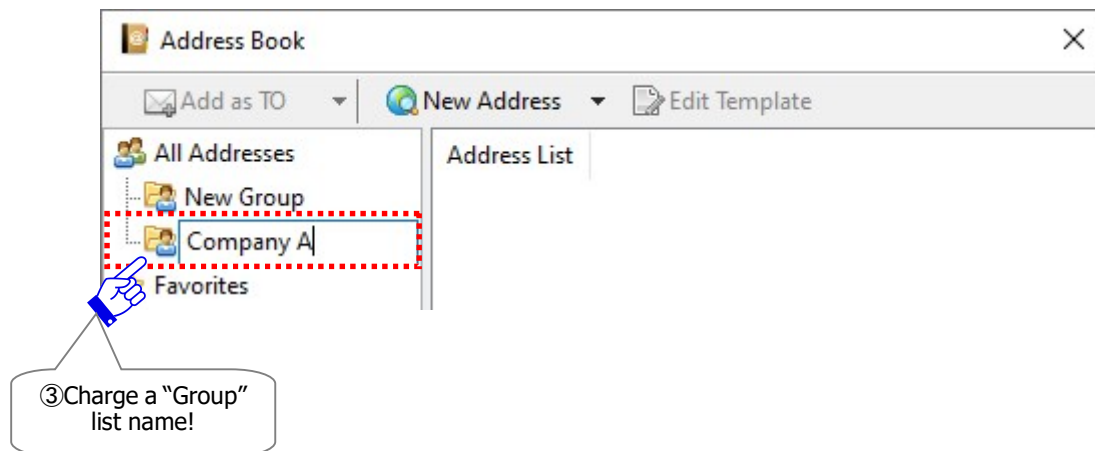
④When change is made, press the <Enter> key on the keyboard to apply.

④When changed, press <Enter> key on the keyboard!
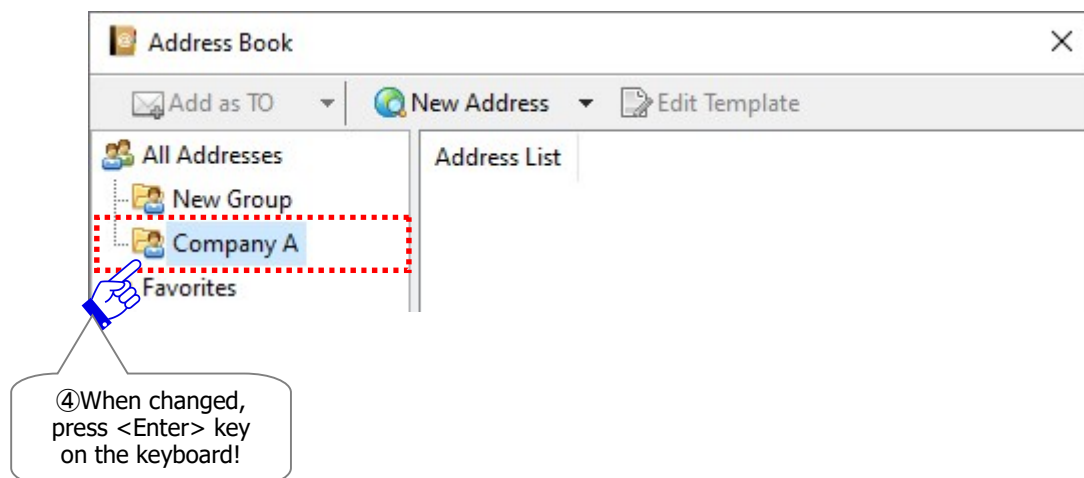
Next, let's proceed to categorize addresses into the "Group" lists on the Address Book. (Grouping)

6-3. Copy addresses to Group (Grouping)

When new "Group" lists as sub folders are created under the "All Addresses" on the Address Book, you can categorize addresses (e-Parcel ID) into the several "Group" lists (Grouping) as needed. Take the procedures below to **copy addresses from the "All Addresses" to the "Group" lists.**

	Note: It is able to copy an address (e-Parcel ID) from the "All Addresses" list to the multiple "Group" lists on the Address Book. (Belong to multiple groups allowed)

①Select the "All Addresses" list at the left pane of Address Book dialog to show the addresses.

②Select addresses from the Address List at the right pane of Address Book dialog (Multiple choices allowed), and then right-click to open the pop-up menu.
Scroll your cursor down to the menu "Copy to". All names of the "Group" lists created will be listed on the pop-up menu.

③Select one from the "Group" lists shown on the pop-up menu.

	Note: At the Address List (the "All Addresses" list) at the right pane of Address Book dialog, to select multiple addresses (e-Parcel ID) at once, hold down the <Shift> or <Ctrl> key while selecting the addresses (e-Parcel ID) by using your mouse button. Or, to select all addresses (e-Parcel ID) at once, right-click on the Address List in the right pane of Address Book dialog and then select the "Select All" from the pop-up menu.

④Select the specified "Group" list at the left pane of Address Book dialog to confirm the addresses copied successfully.
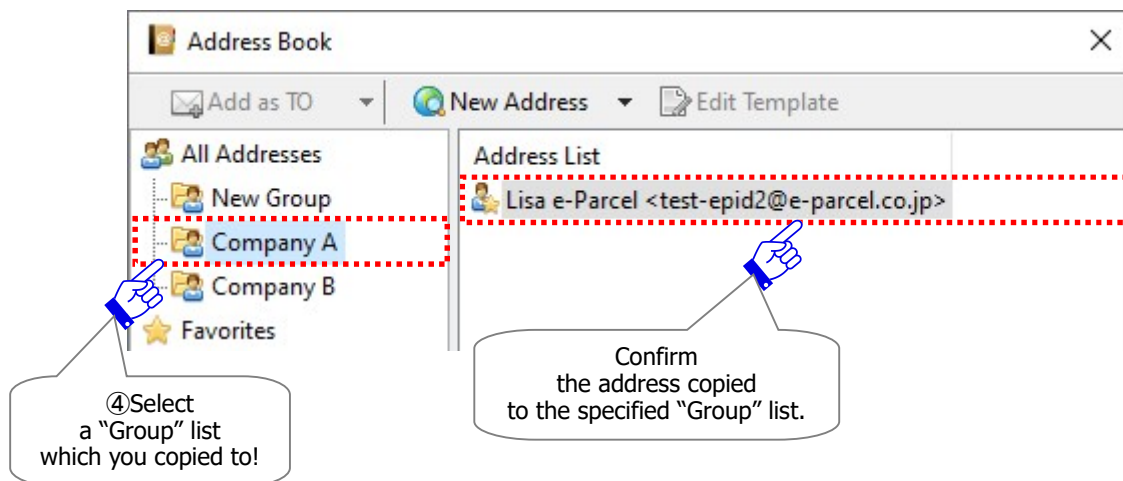
⑤In addition, an address (e-Parcel ID) is available to belong to the multiple "Group" lists on the Address Book. When you wish to copy an address to the several "Group" lists, repeat the procedures ①~④ above.

6-4. Move addresses to Group

Once addresses (e-Parcel ID) have been copied to the any "Group" lists, take the procedures below to **move addresses to the other "Group" lists.**

①Select a "Group" list at the left pane of Address Book dialog to show the addresses.

②Select addresses from the Address List at the right pane of Address Book dialog (Multiple choices allowed), and then right-click to open the pop-up menu.
Scroll your cursor down to the menu "Move to". All names of the "Group" lists created will be listed on the pop-up menu.

③Select one from the "Group" lists shown on the pop-up menu.

	Note: At the Address List (the "Group" list) at the right pane of Address Book dialog, to select multiple addresses (e-Parcel ID) at once, hold down the <Shift> or <Ctrl> key while selecting the addresses (e-Parcel ID) by using your mouse button. Or, to select all addresses (e-Parcel ID) at once, right-click on the Address List in the right pane of Address Book dialog and then select the "Select All" from the pop-up menu.

④The previous "Group" list shows the specified addresses no longer. On the other hand, select the specified "Group" list at the left pane of Address Book dialog and then confirm the addresses moved successfully.

Move from the [Group] list
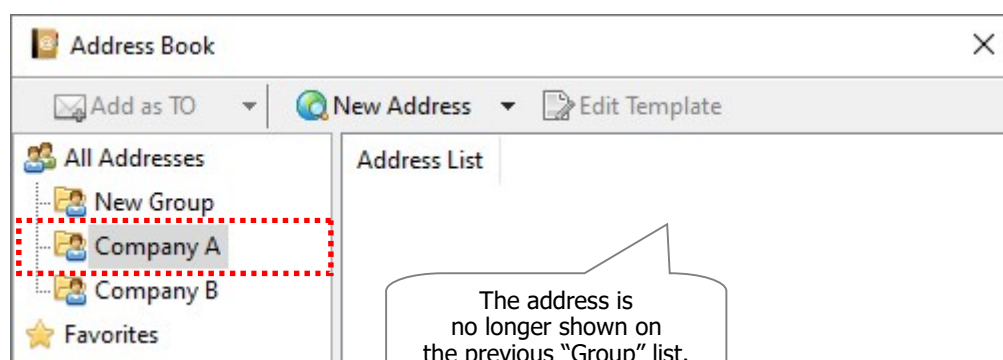
Move to the [Group] list
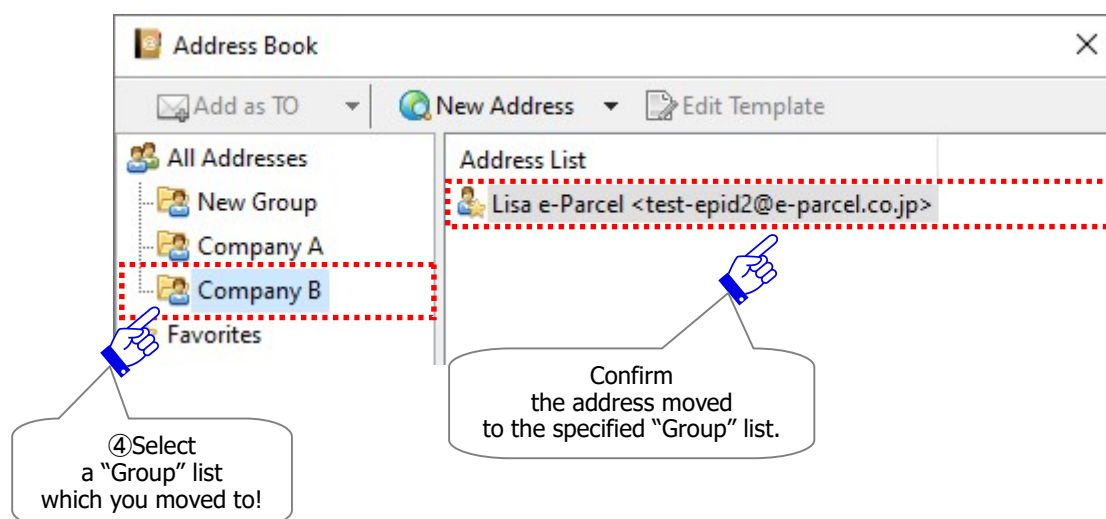
6-5. Delete address from Group

Once addresses have been copied or moved to the any "Group" lists, take the procedures below to **delete addresses from the "Group" lists.**

①Select a "Group" list at the left pane of Address Book dialog to show the addresses.

②Select addresses shown at the right pane of Address Book dialog (Multiple choices allowed), and then right-click to open the pop-up menu. Select the "Delete" menu to execute.

*Attention: Upon the "Delete" menu, promptly execute to delete the addresses from a group.

	Note: At the Address List (the "Group" list) at the right pane of Address Book dialog, to select multiple addresses (e-Parcel ID) at once, hold down the <Shift> or <Ctrl> key while selecting the addresses (e-Parcel ID) by using your mouse button. Or, to select all addresses (e-Parcel ID) at once, right-click on the Address List in the right pane of Address Book dialog and then select the "Select All" from the pop-up menu.

③The specified "Group" list shows those addresses no longer. Confirm the addresses deleted
successfully.
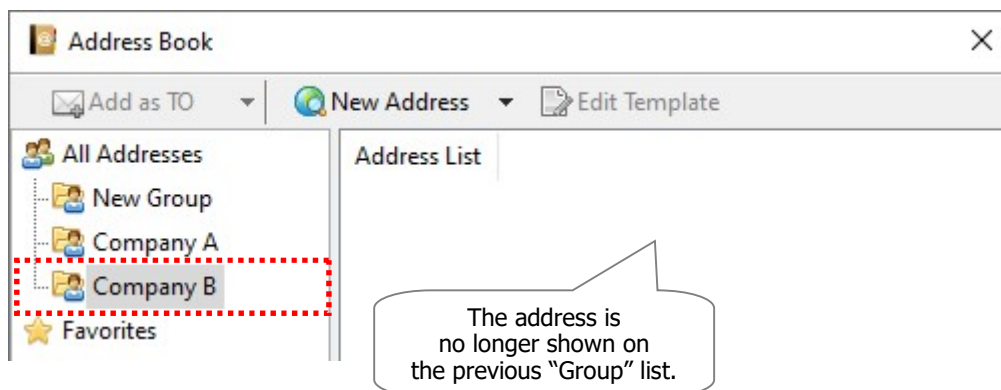
6-6. Use Group list when sending

6-6-1. Select addresses from Group list

Once addresses have been copied or moved to the any "Group" lists, these "Group" lists can be used to select addresses (e-Parcel ID) as recipients when you create new item to send on the Send Dialog.
*Refer to P220 7. Address Book - 5-1. Select from Address Book

6-6-2. Select all addresses from Group list

In addition, once addresses have been copied or moved to the any "Group" lists, you can **apply the multiple addresses of the "Group" lists to create new item easily** by using the menu "Select All" on a group. Take the procedures below.

①Select a "Group" list at the left pane of Address Book dialog to show the addresses.

②Right-click on the Address List in the right pane of Address Book dialog to open the pop-up menu.
  Select the "Select All" menu.
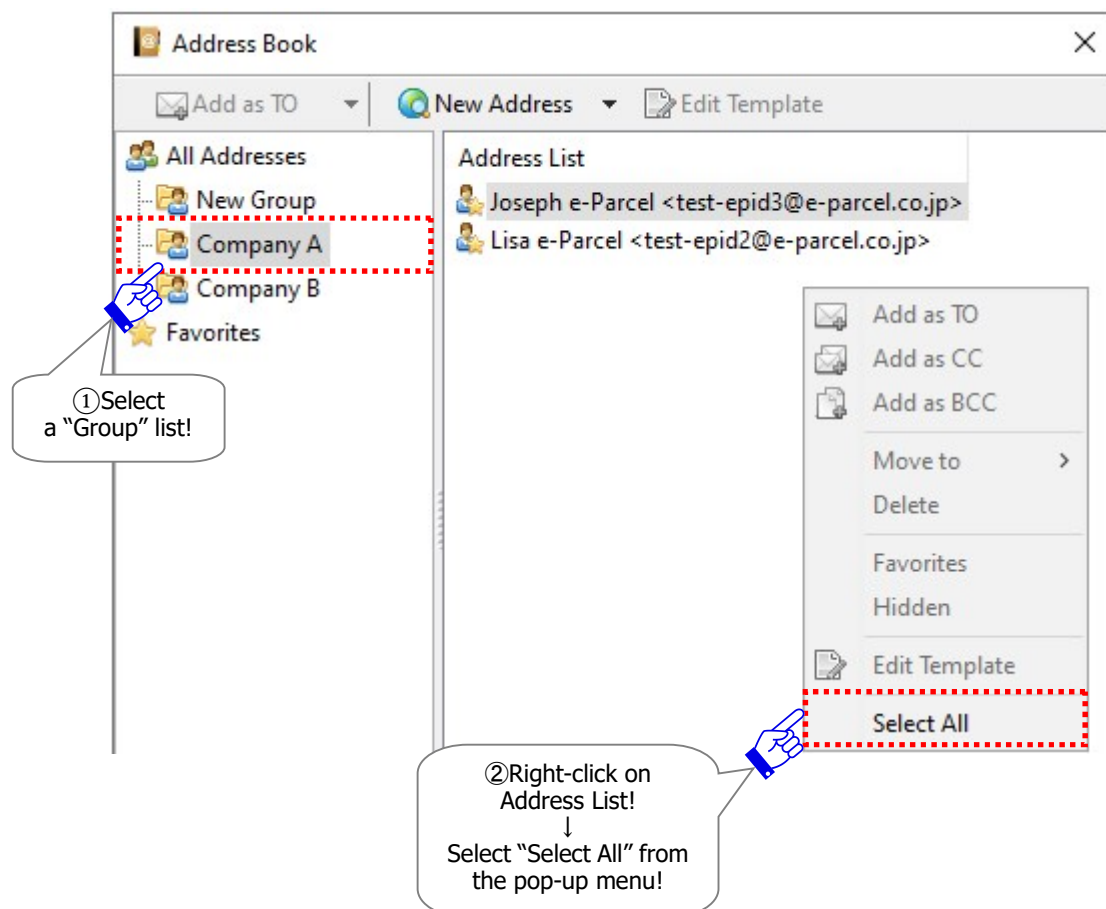
③While ② above, to apply all addresses (e-Parcel ID) of a group as recipients to the Send Dialog, take any of three (3) ways.

Way1: When all addresses selected, the "Add as TO" button will be activated. Click ▼ at the right of the "Add as TO" button to open the pull-down menu. Select any of the "Add as TO", "Add as CC" or "Add as BCC" from the pull-down menu.
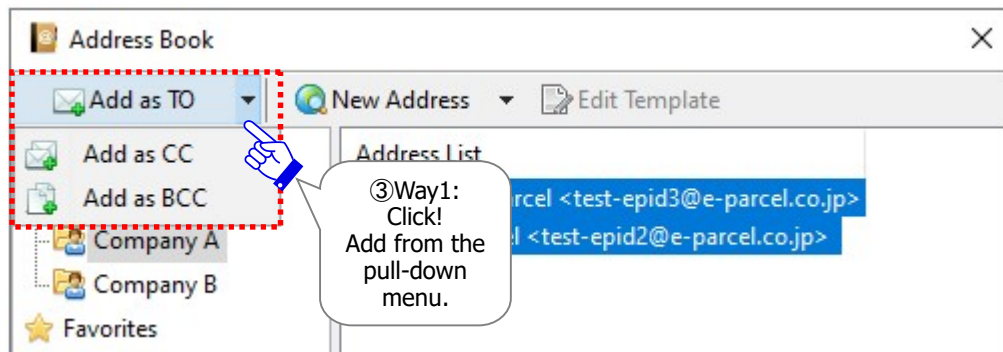
OR

Way2: When all addresses selected, right-click to open the pop-up menu and then select any of the "Add as TO", "Add as CC" or "Add as BCC".
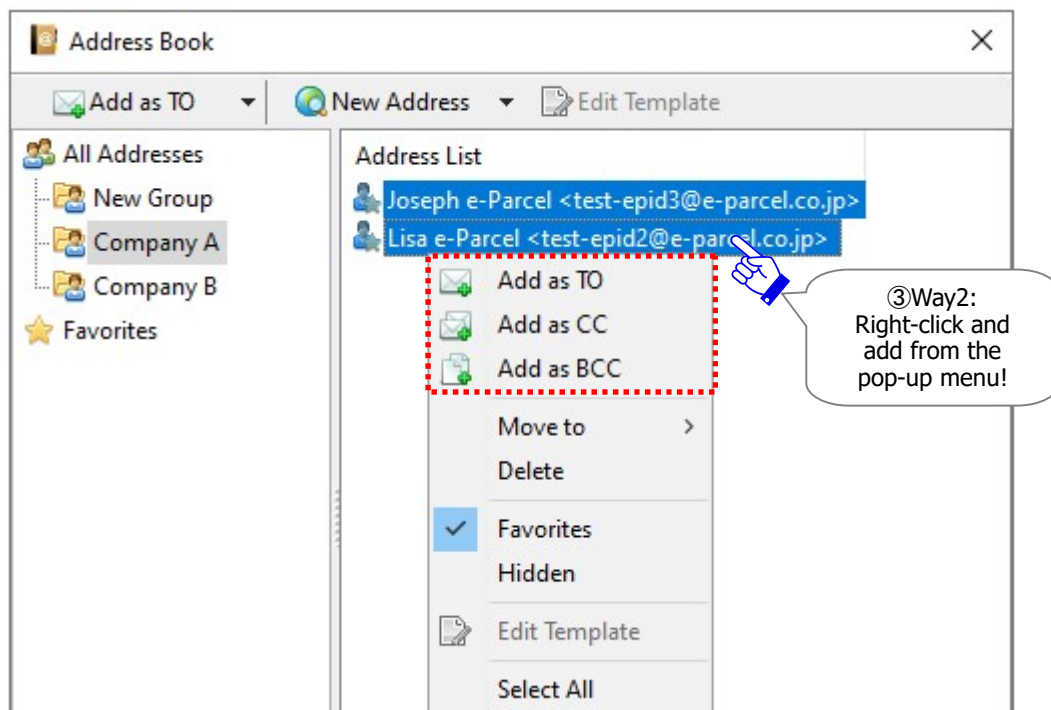
OR

By this way3 below, it may useful in the case that the Send Dialog already has opened.

Way3: When all addresses selected, drag those to any of the "TO", "CC", "BCC" fields (in gray) of the Send Dialog. When the envelope icon shows ＋plus mark (in green), drop on the field of the Send Dialog.

> * When Send Dialog opened by "Create New" button on VCN-CommCenter.

> ③Way3:
> Drag & Drop the selected all addresses on TO, CC, BCC field (in gray) of Send Dialog!
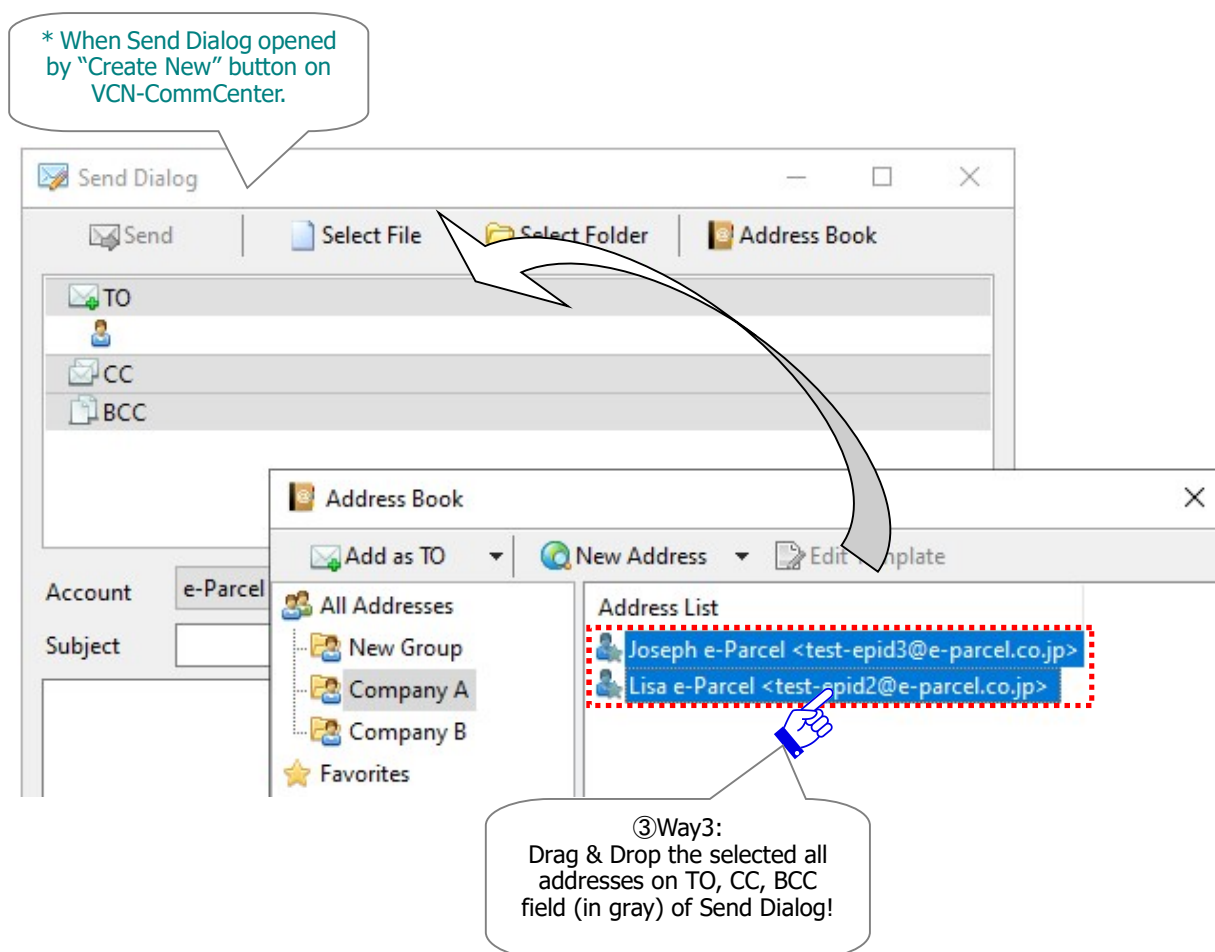
④The Address Book dialog closes and the Send Dialog opens automatically. All e-Parcel ID of a "Group" list specified as recipients are set into any of the "TO", "CC" or "BCC" input fields on the Send Dialog depending on the previous choice.

By the way3 above, at this point, in the case that the Send Dialog has opened in advance, the Address Book dialog doesn't close automatically.

④All addresses of a "Group" list are set in any of TO, CC or BCC of Send Dialog!
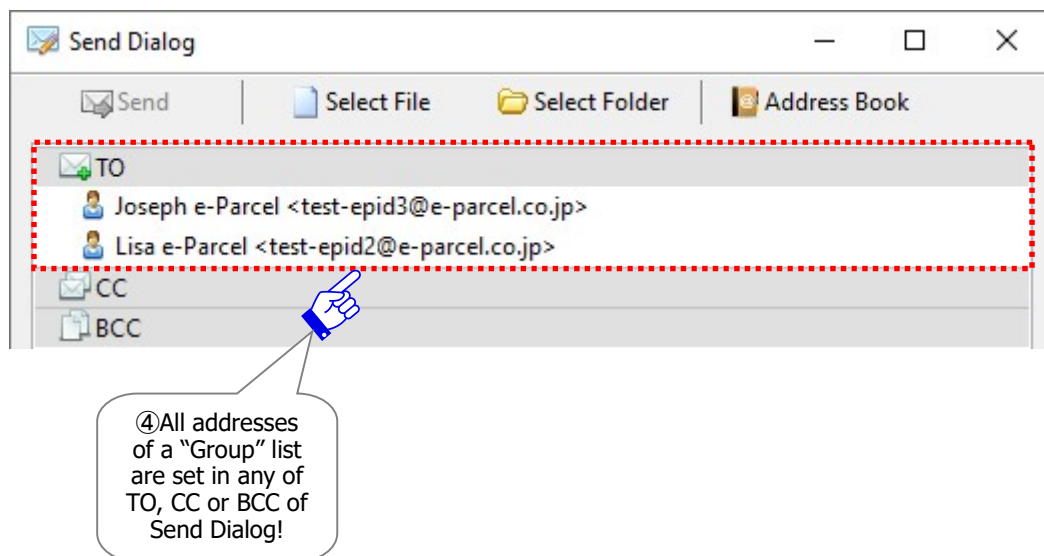
The procedures completed. You could apply the pre-created "Group" lists to create new item to all addresses of a group easily by using the menu "Select All" on a group.

6-7. Move up/down Group position

The multiple "Group" lists created under the "All Address" list are displayed in order of time created on the Address Book. The display position of the multiple "Group" lists can be changed on the Address Book. For example, you can move up the frequently used "Group" list or display the multiple "Group" lists in alphabetical order on the Address Book. Take the procedures below to **move up/down the "Group" list position**.

①Select a "Group" list at the left pane of Address Book dialog and then right-click to open the pop-up menu. Select either the menu "Move Up" or "Move Down".
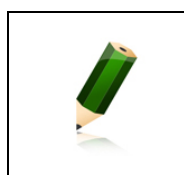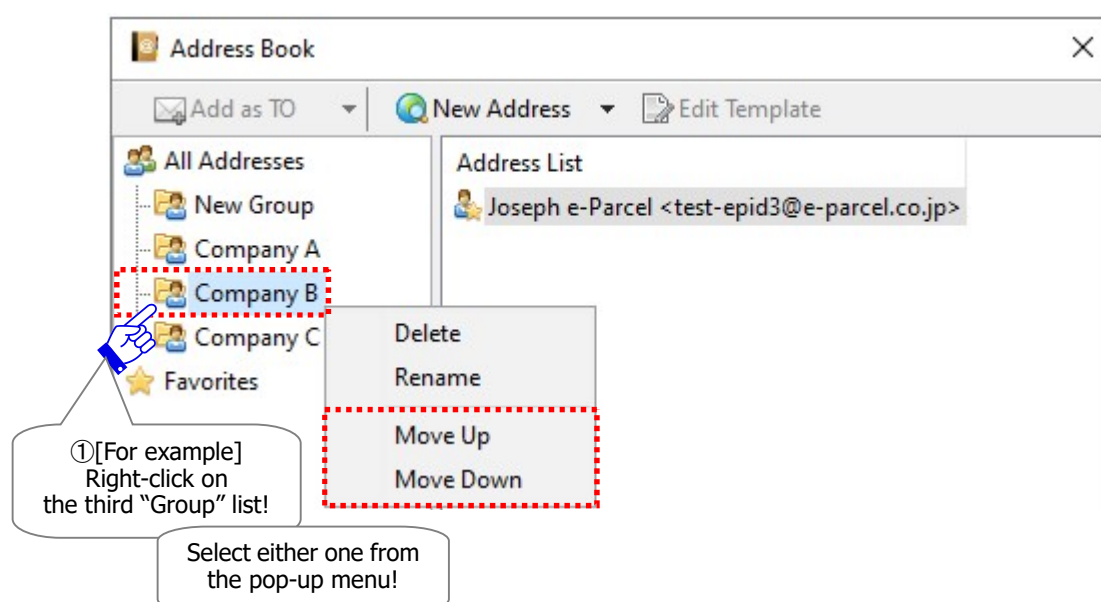
Note: Under the "All Addresses" list on the Address Book, the "Move Up" pop-up menu is disabled with grayed-out effect according as the first "Group" list is selected. The "Move Down" pop-up menu is disabled with grayed-out effect according as the last "Group" list is selected.

②The specified "Group" list will be moved up/down under the "All Addresses" list. Confirm the display position changed on the Address Book.

When the menu **"Move Up"** selected, the specified "Group" list is displayed in the one position up.

②[For example]
The specified "Group" list is moved up to display the second!
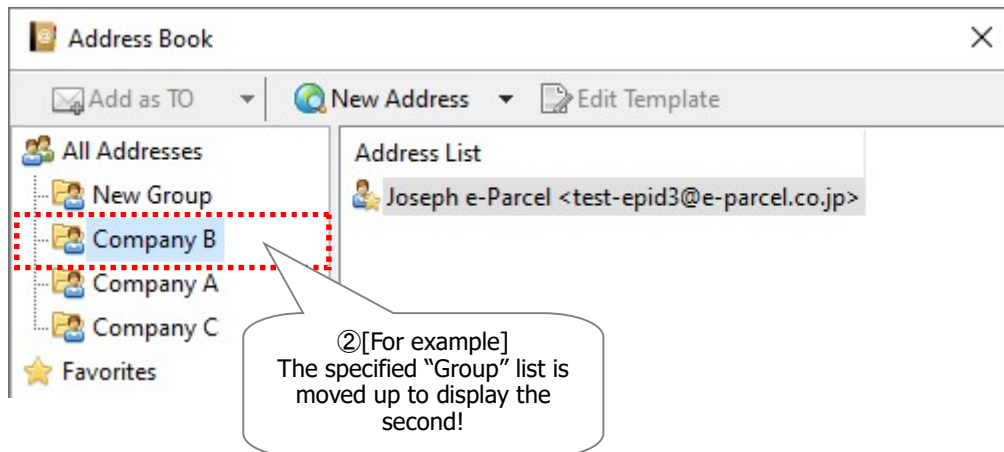
OR

When the menu **"Move Down"** selected, the specified "Group" list is displayed in the one position down.

②[For example]
The specified "Group" list is moved down to display the fourth!
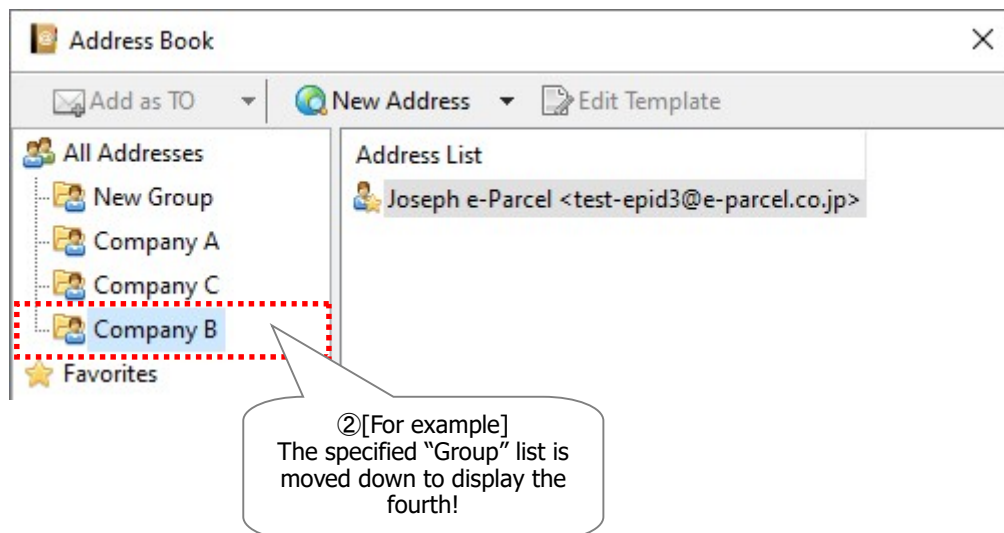
6-8. Delete Group

Once the "Group" lists have been created as a sub folder under the "All Addresses" list on the Address Book, take the procedures below to **delete the "Group" lists**.

For example, if the thirty (30) groups have been already created on the Address Book, the "Create New Group" pop-up menu is disabled with grayed-out effect. In this case, it will be enabled according as an unnecessary "Group" list is deleted.

> **Note:** The "Group" lists are available to create **the maximum thirty (30) groups** on the Address Book.

①Select a "Group" list at the left pane of Address Book dialog and then right-click to open the pop-up menu. Select the "Delete" menu.

*Attention: When click the "Delete" menu, promptly execute to delete a group.

①Right-click on a "Group" list!

*Attention: Make sure and then Select "Delete" from the pop-up menu!
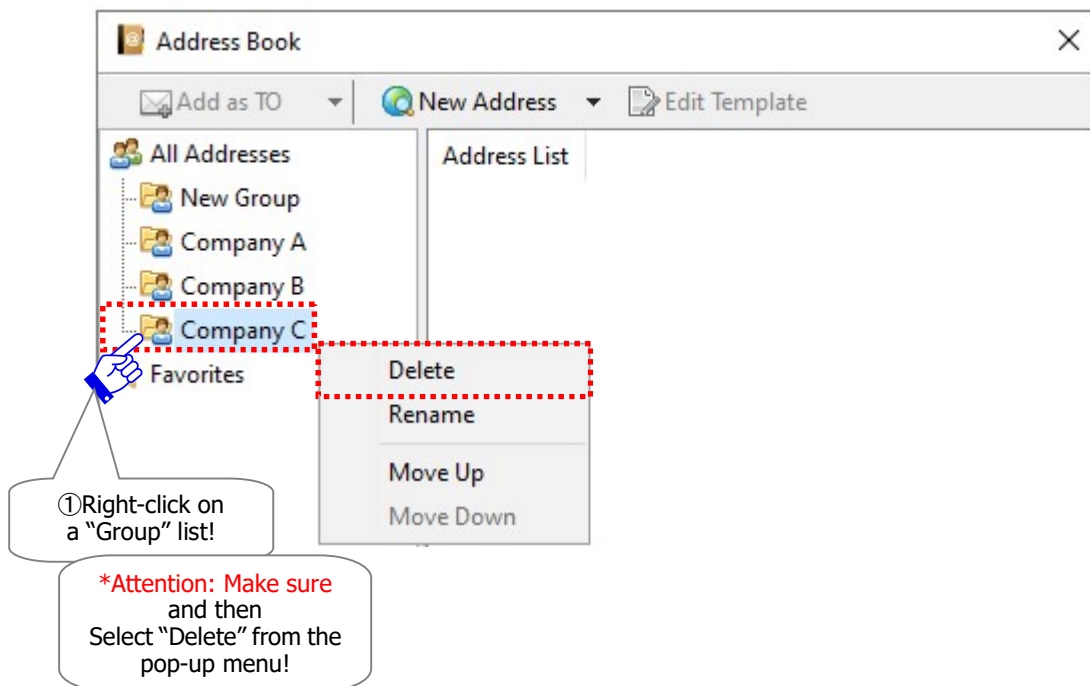
> **Caution:** Once the "Group" list has been deleted, it never been restored on the Address Book. Please remind that before deleting the "Group" lists.

②The specified "Group" list is no longer shown on the Address Book. Confirm the Group" list deleted successfully.
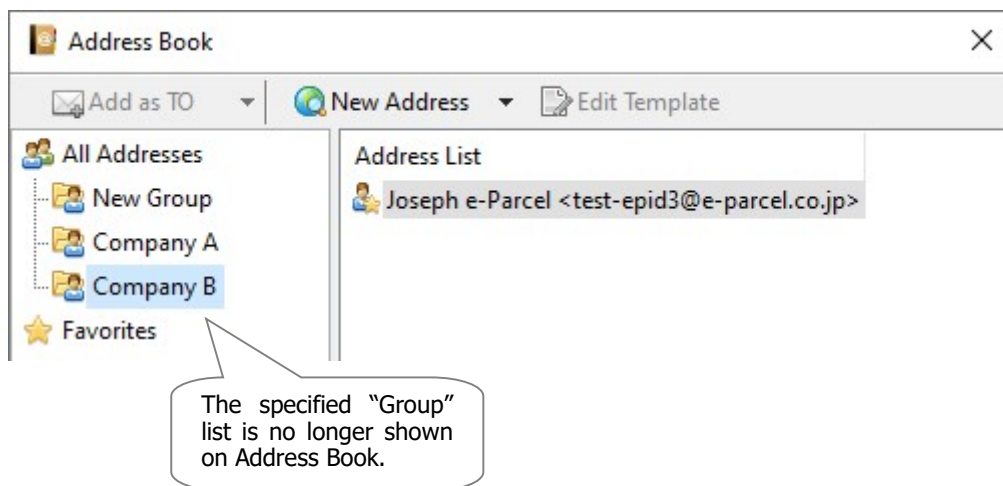
For your information: Group e-Parcel ID (Additional Option)

*To use Group e-Parcel ID, the registrations are required in advance upon your request.

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

What's Group e-Parcel ID?

The "Group e-Parcel ID" is <u>an e-Parcel ID as a parent which multiple e-Parcel ID as children belong to</u>. This parent e-Parcel ID should be defined as the "Group e-Parcel ID". When you send an item to a "Group e-Parcel ID" as a parent, this item will be delivered to all e-Parcel ID as children who belong to a "Group e-Parcel ID". The "Group e-Parcel ID" is available to manually add to the Address Book instead of the "Group" list created. This function may be useful for some of the customers who often wish the broadcast transmissions through the e-Parcel secure data delivery service.

⚠️	**Caution: When you wish to use the "Group e-Parcel ID" function, the registration for both e-Parcel ID as a parent and children are required in advance.** Also, when you wish to change the e-Parcel ID as a parent and children registered, upon your request, we will change or edit the registered e-Parcel ID. Please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp).
⚠️	**Caution: When you send new item to the "Group e-Parcel ID"**, please be sure that **all e-Parcel ID** as children who belong to the "Group e-Parcel ID" **must complete installation in advance.** If sending new item to a "Group e-Parcel ID" including e-Parcel ID as children who is not completed installation yet, the delivery status will be **"Unknown Recipient"** in outbox. This item is failed in sending to all e-Parcel ID as children.

Add Group e-Parcel ID to Address Book

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

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

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

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

7. Edit Template

Once new addresses (e-Parcel ID) have been added to the "Address Book", the template function is available to each address of Address Book. The templates can be applied to the subject and message on the Send Dialog when you create new item. This function may be useful for some of the customers who periodically send items like as the monthly or weekly reports.

This section introduces the operations how to edit and apply the template (subject and message) on the Address Book.

🖋	**Note:** On the Address Book, you can create and save one template for each address (e-Parcel ID).

[Input Sample: Edit Template dialog]

The VCN-CommCenter usually send message in simple text format by default. If the setting "Sending message decoration" has been enabled, message can be decorated in rich text format after the template is applied to the Send Dialog.

*Attention: [For HotFolder function]
 Message of the Template in Address Book is in simple text format every time files and folders are sent by HotFolder function. Even though if the setting "Sending message decoration (disabled by default)" is enabled, message can't be decorated on the "Edit Template" dialog.
 Refer to P174 4. Option Configuration – 12. Sending message decoration with rich text format
 Refer to P190 6. Automation (Option Config) – 1. HotFolder configuration

7-1. How to edit template

Once new addresses (e-Parcel ID) have been added to the Address Book, take the procedures below to create and edit the template (subject and message) on the Address Book.

①Select any of the lists "All Addresses", "Favorites" or "Group" at the left pane of Address Book dialog to show the addresses.

①Select one of the lists on Address Book!
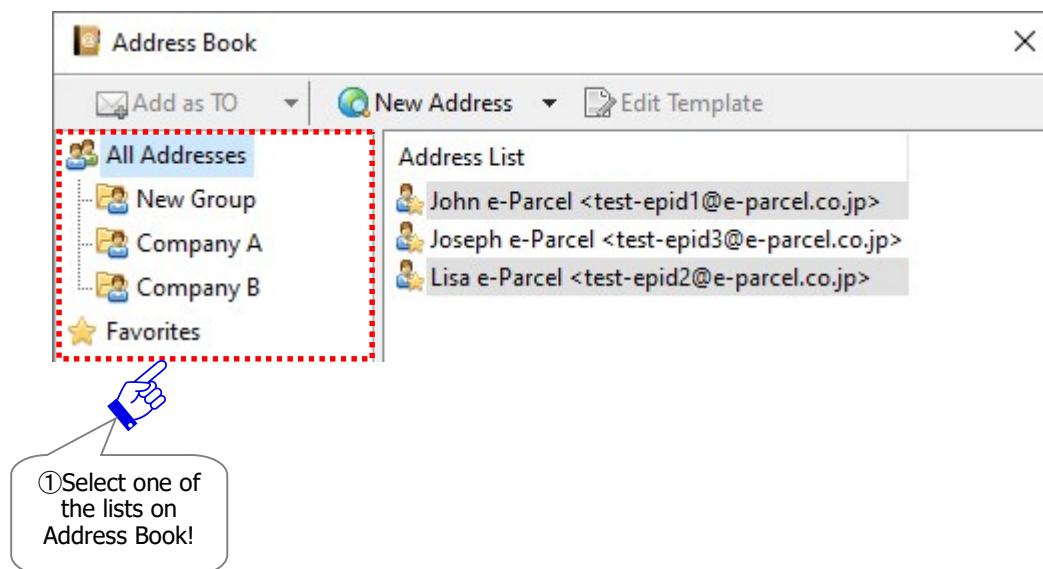
②Select an address (e-Parcel ID) from the Address List at the right pane of Address Book.
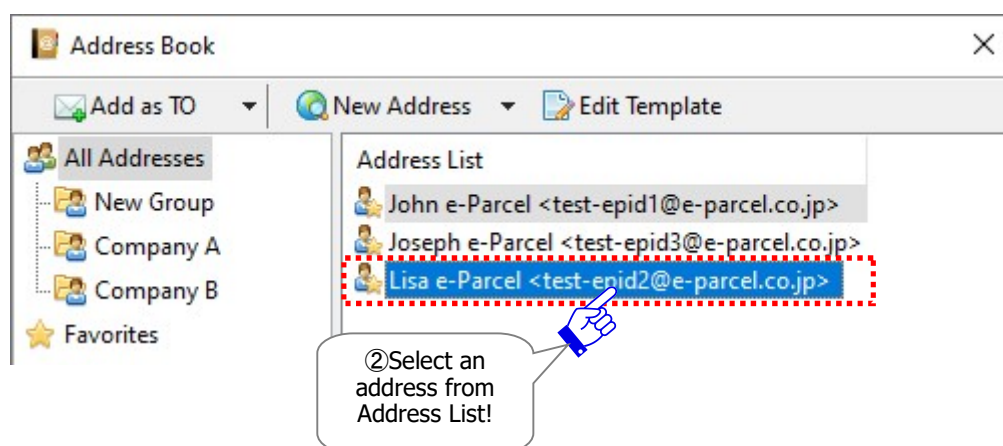
③When an address selected, the "Edit Template" button will be enabled. Click the "Edit Template" button.

Or, right-click to open the pop-up menu and then select the "Edit Template" menu.
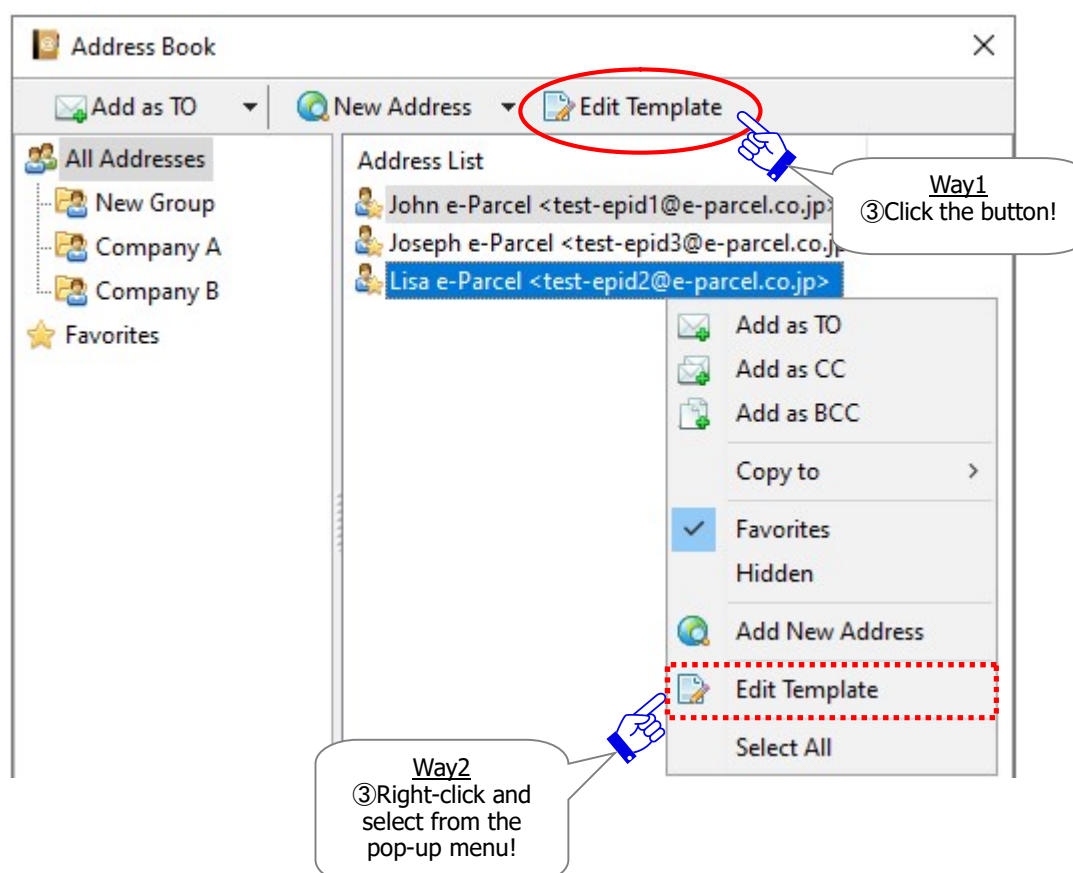
④The "Edit Template" dialog opens. Confirm the "Recipient" field (user name <e-Parcel ID>) shown.
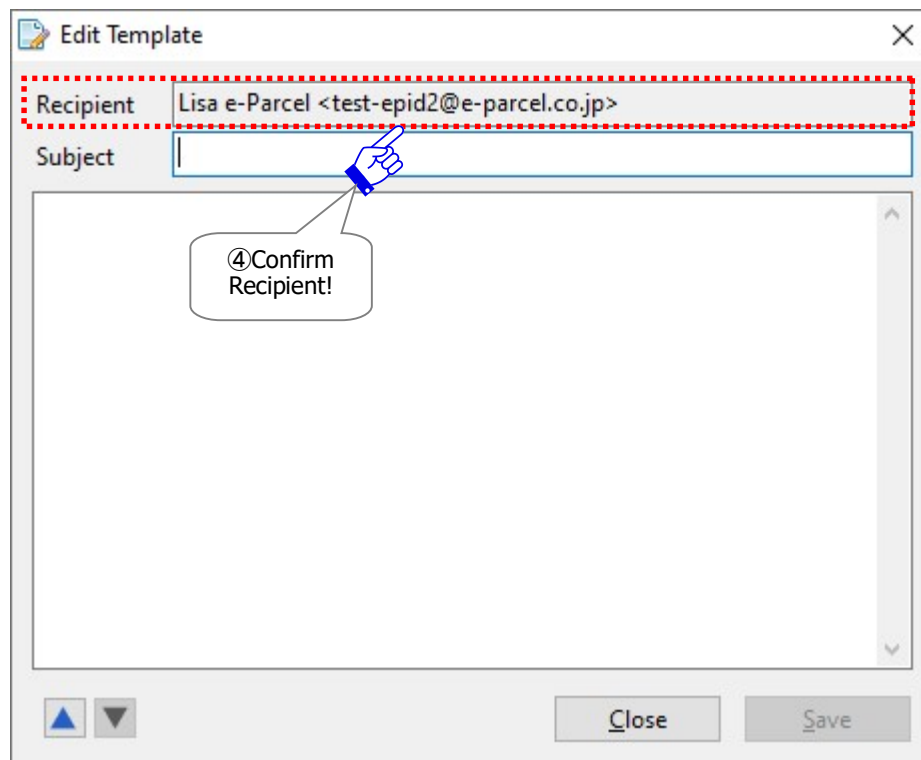
⑤Enter the template (subject and message) on the "Edit Template" dialog.

⑥When entered, the "Save" button will be enabled. Click the "Save" button to take effect.
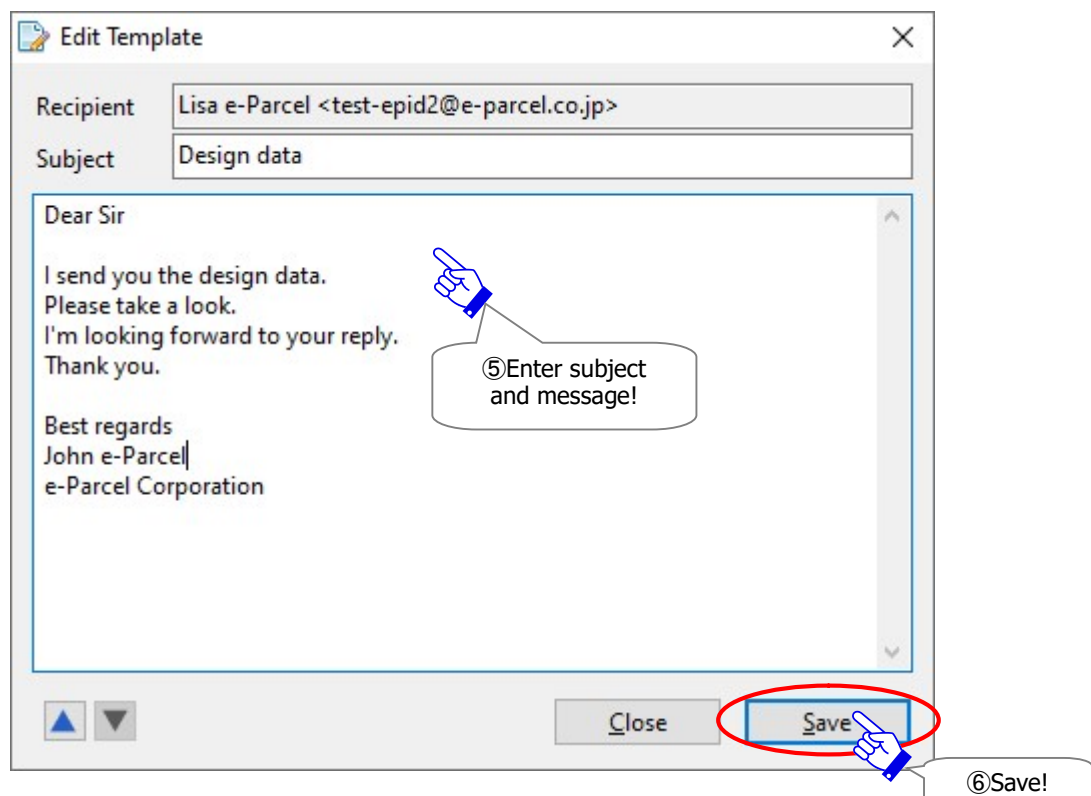
⑦When the template is saved, the "Save" button will be disabled with grayed-out effect.
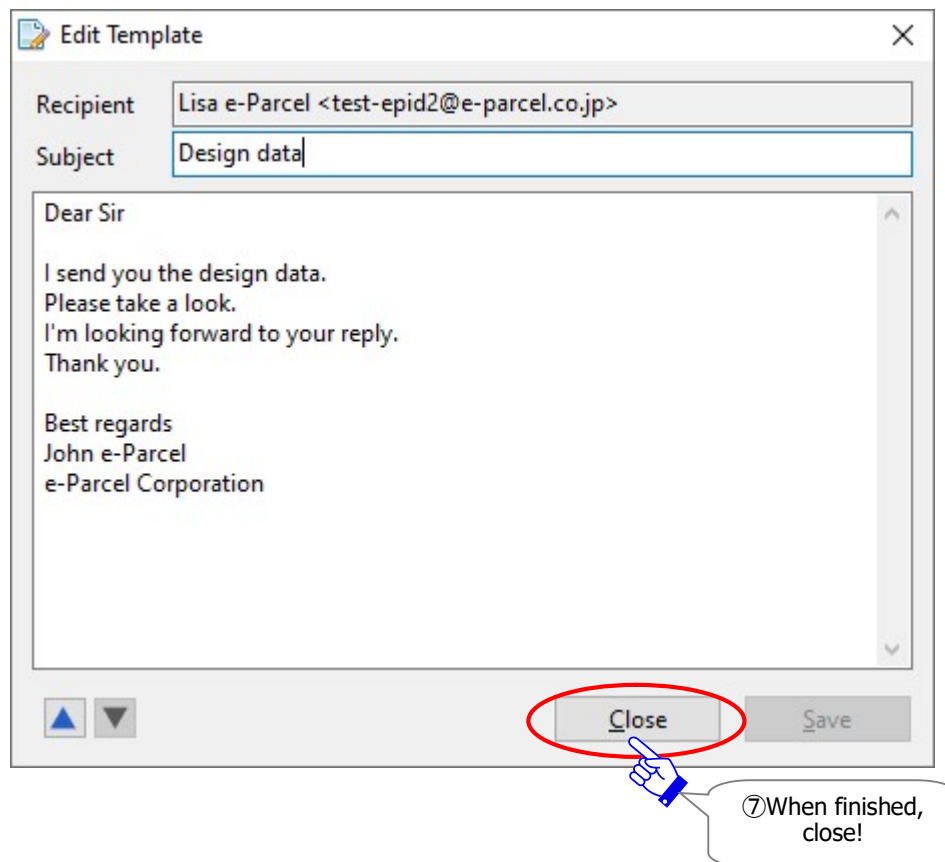
When you finish editing the template, click the "Close" button to exit the "Edit Template" dialog.

Or, when you wish continuously to edit the template for other addresses, don't close the "Edit Template" dialog. Proceed to the next procedures below.

7-2. Switch the display "Edit Template"

In the case that multiple addresses (e-Parcel ID) have been added to the lists "All Addresses", "Favorites" or "Group" on the Address Book, the "Edit Template" dialog provides switching screen function to easily transit among multiple addresses without each time closing the dialog. Take the procedures below.
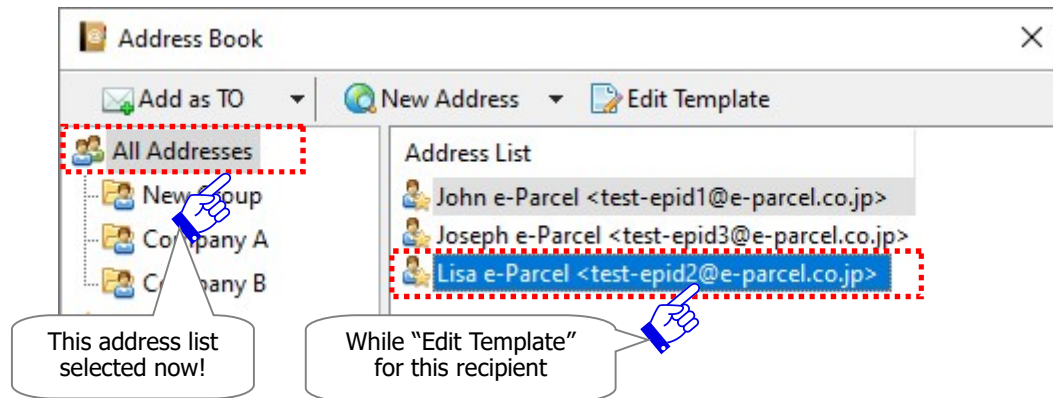
> ⚠️ **Caution: Before switching the display to another recipient, don't forget to save a template** for the current recipient address shown now. If not saved, the any changes for a template cannot be restored.

①To switch the display for other recipients, click the either button ▲▼ at the bottom left corner of the "Edit Template" dialog. If there is no recipient shown on the Address List, both or either button ▲▼ may be disabled with grayed-out effect.
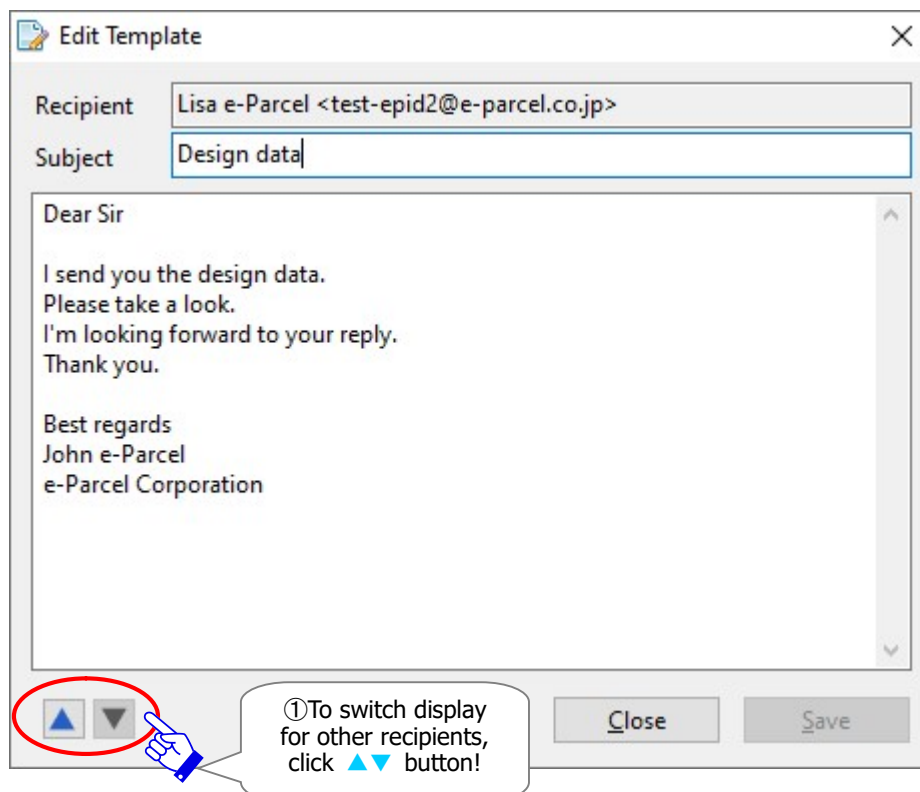
②A recipient who is shown next above (or below) on the Address List will be displayed on the
"Edit Template" dialog.
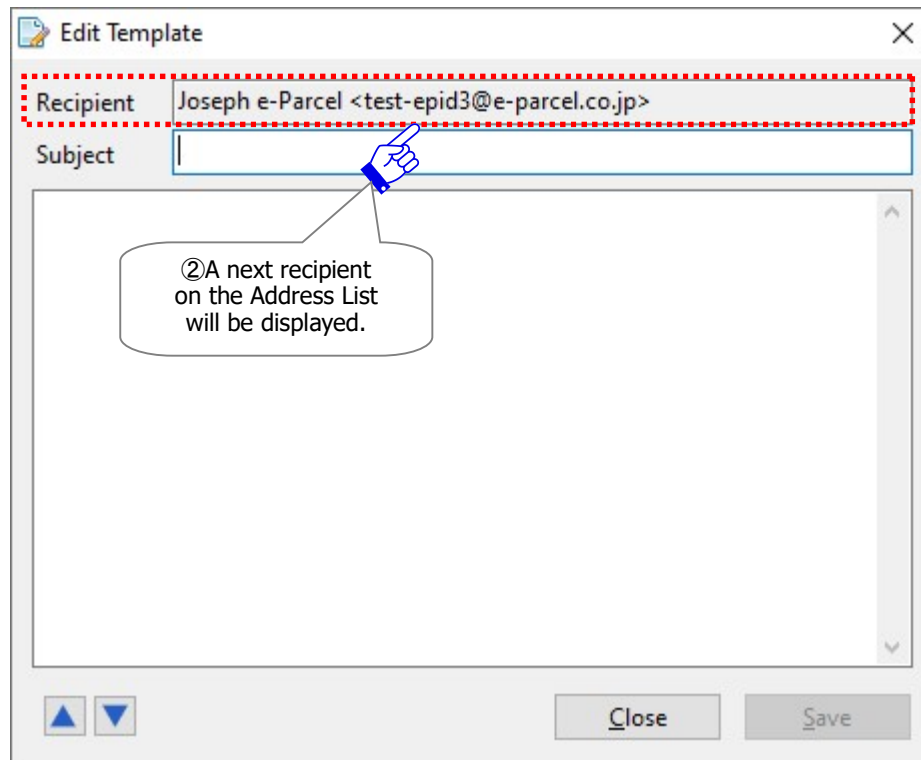
Continuously switch the display for other recipients to edit the template (subject and message) as
needed. Then, click the "Save" button on the "Edit Template" dialog.

When you finish editing the template, click the "Close" button to exit the "Edit Template" dialog.

7-3. Apply Template when sending

Once a template for address (e-Parcel ID) as recipient is saved on the "Edit Template" dialog of the Address Book, the template (subject and message) can be applied to the Send Dialog when you create new item. Take the procedures below.

①Select any of the lists "All Addresses", "Favorites" or "Group" at the left pane of Address Book dialog to show the addresses. Select an address (e-Parcel ID) which you saved the template from the Address List at the right pane of Address Book. (Multiple choices allowed)

*To select multiple e-Parcel ID at once, hold down the <Shift> or <Ctrl> key while selecting e-Parcel ID using your mouse button.
*Refer to P220 7. Address Book - 5-1. Select from Address Book

✏️	**Note:** On the Address List (the lists "All Addresses", "Favorites" or "Group") at the right pane of Address Book, when you select multiple addresses (e-Parcel ID) and apply a template, select them including at least one address which you edited a template.

②When addresses selected, the "Add as TO" button will be enabled. Click ▼ at the right of the "Add as TO" button to open the pull-down menu. Select any of the "Add as TO", "Add as CC" or "Add as BCC" from the pull-down menu.
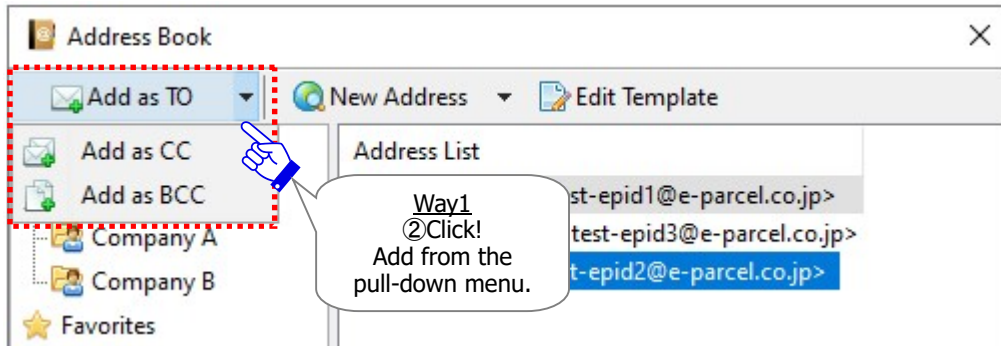
OR

Or, right-click to open the pop-up menu and then select any of the "Add as TO", "Add as CC" or "Add as BCC".
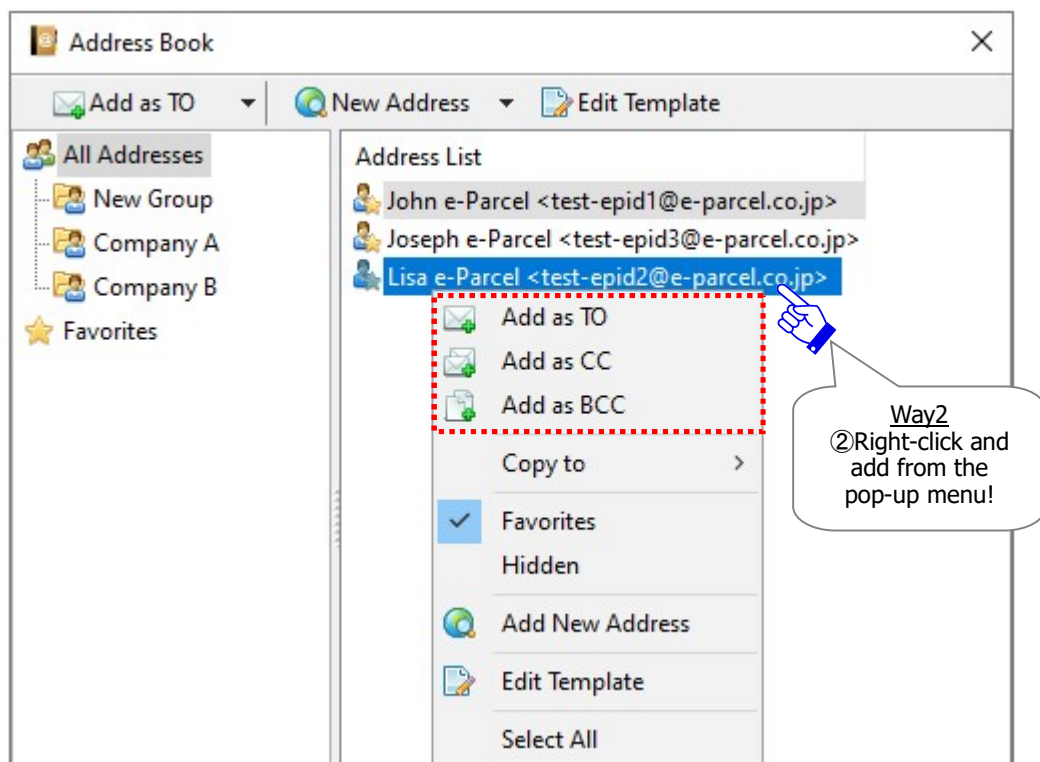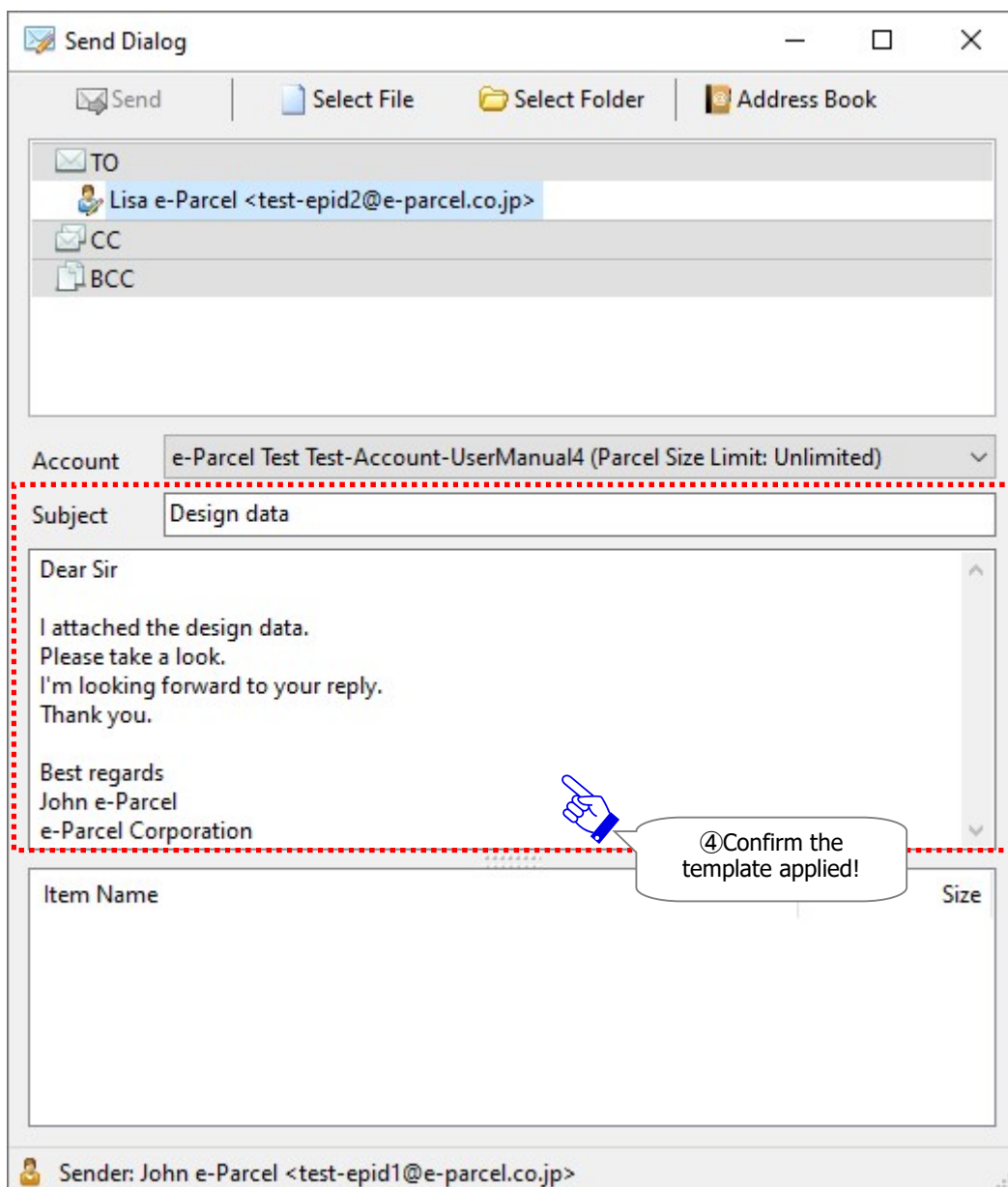
③The Send Dialog opens automatically. The specified e-Parcel ID as recipients are set into any of the "TO", "CC" or "BCC" input fields of Send Dialog depending on the previous choice.

Right-click on a recipient (e-Parcel ID) which has been saved the template, and select the "Apply Template" from the pop-up menu.
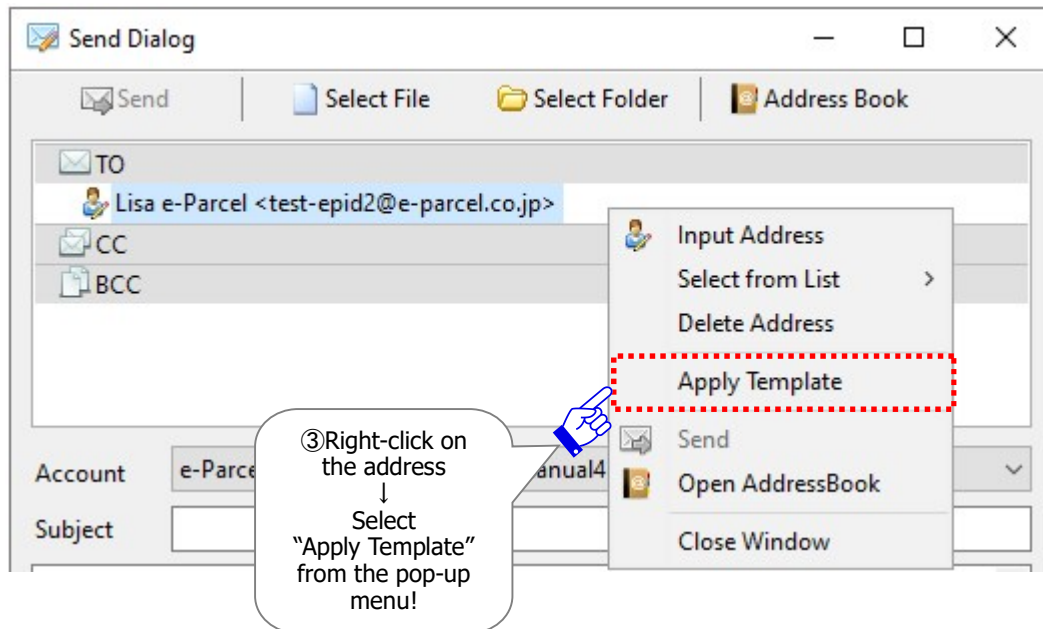
⚠	**Caution: If the "Apply Template" menu is disabled with grayed-out effect, there is no template for a recipient (e-Parcel ID)** specified on the Address Book. To apply template requires in advance to save template for recipients in the "Edit Template" dialog of the Address Book. *Refer to P255 7. Address Book - 7. Edit Template*

④A template (subject and message) saved by the "Edit Template" dialog on the Address Book will be applied to the applicable fields on the Send Dialog.

	Note: At this point, in the case of multiple recipients on the Send Dialog, if you right-click on another recipient (e-Parcel ID) which has been saved a template, and then select the menu "Apply Template" again, the previous template applied will be replaced with the later one on the Send Dialog.

The "Send" button will be enabled according as the "To" input field and the files/folders attached must be applied on the Send Dialog. Click the "Send" button to send new item.

8. Export List

Once addresses (e-Parcel ID) have been added to the Address Book, the address lists of Address Book are available to export (save) as a file in CSV [comma separated value/UTF-8] format.

This function may be useful for some of the customers who save the address lists of Address Book as a backup file, or copy (import) to the Address Book of other e-Parcel VCN-CommCenter without manual operation to add new addresses.
This section introduces the operations how to export the address list on the Address Book.

<table>
<tr>
<td>⚠️</td>
<td>

Warning: Don't open and edit any CSV file of address list exported. It may cause error when importing address list as a file in CSV format. Therefore, this CSV file exported must include the significant attribute code assigned automatically by the e-Parcel system.

When you wish to change the contents of address list, please be advised that you must operate through the "Address Book" dialog before exporting list. On the Address Book, add new address, show on/hide from the "Favorites" list, show/hide address, copy/move/delete the "Group" list, edit template or etc. in advance. For more details, refer to the page below of the section for Address Book.

*Refer to P200 6. Address Book
            P204 2. Add New Address
            P209 3. Show on / Hide from Favorites list
            P214 4. Show / Hide Address
            P235 6. Group List
            P255 7. Edit Template

</td>
</tr>
</table>

8-1. Confirmation before exporting list

Before exporting the address list, select one of **the lists "All Addresses", "Favorites" or "Group"** at the left pane of Address Book dialog to show the addresses which you wish to export. **Confirm the Address List** at the right pane of Address Book dialog in advance.

If you need to change the contents of address list, you must take any operations through the "Address Book" dialog such as to add new address, show on/hide from the "Favorites" list, show/hide address, copy/move/delete the "Group" list, edit template or etc. before exporting list.

The "All Addresses" list (Recommended)

When you wish to export all addresses added to the Address Book except the "Hidden" addresses, select the "All Addresses" list.

Unless there is some particular reason, we recommend the "All Addresses" list for exporting list. In the case of exporting the "All Addresses" list for backup, it will able to make the same Address Book as before including the attribute information which those addresses belong to the "Favorites" and/or "Group" lists when importing list later.

*If you wish the addresses to belong to the same "Group" as before when importing list later, you also need to export group from the same Address Book as you export list. It is described in the later section below.
    Refer to P280 7. Address Book – 10. Export Group

The "Favorites" list

When you wish to export the limited addresses added to the Address Book, select the "Favorites" list. The favorite addresses only shown on the Address List at the right pane of Address Book can be exported as a file.

When you wish to change the favorite addresses, you must show on/hide from the "Favorites" list through the "Address Book" dialog before exporting list.

*Refer to P209 7. Address Book - 3. Show on / Hide from Favorites list

The "Group" lists

When you wish to export the limited addresses copied to the groups, select any of the "Group" lists. The grouped addresses only shown on the Address List at the right pane of Address Book can be exported as a file.

When you wish to change the grouped addresses, you must copy to/move to/delete from the "Group" lists through the "Address Book" dialog before exporting list.

*Refer to P235 7. Address Book – 6. Group List

*If you wish the addresses to belong to the same "Group" as before when importing list later, you also need to export group from the same Address Book as you export list. It is described in the later section below.
Refer to P280 7. Address Book – 10. Export Group

For reference: About the "Hidden" addresses

*The "Hidden" list has not been shown on the Address Book since e-Parcel VCN-CommCenter 8.0.8021 (Released in October 2019). When hidden, the specified addresses are promptly disappeared from the Address Book.

The "Hidden" addresses are not included in the "All Addresses" list regardless of the addresses added to the Address Book.

*Refer to P214 7. Address Book - 4. Show / Hide Address

8-2. How to export list

①Select one of the lists "All Addresses", "Favorites" or "Group" at the left pane of Address Book dialog to show the addresses which you wish to export.
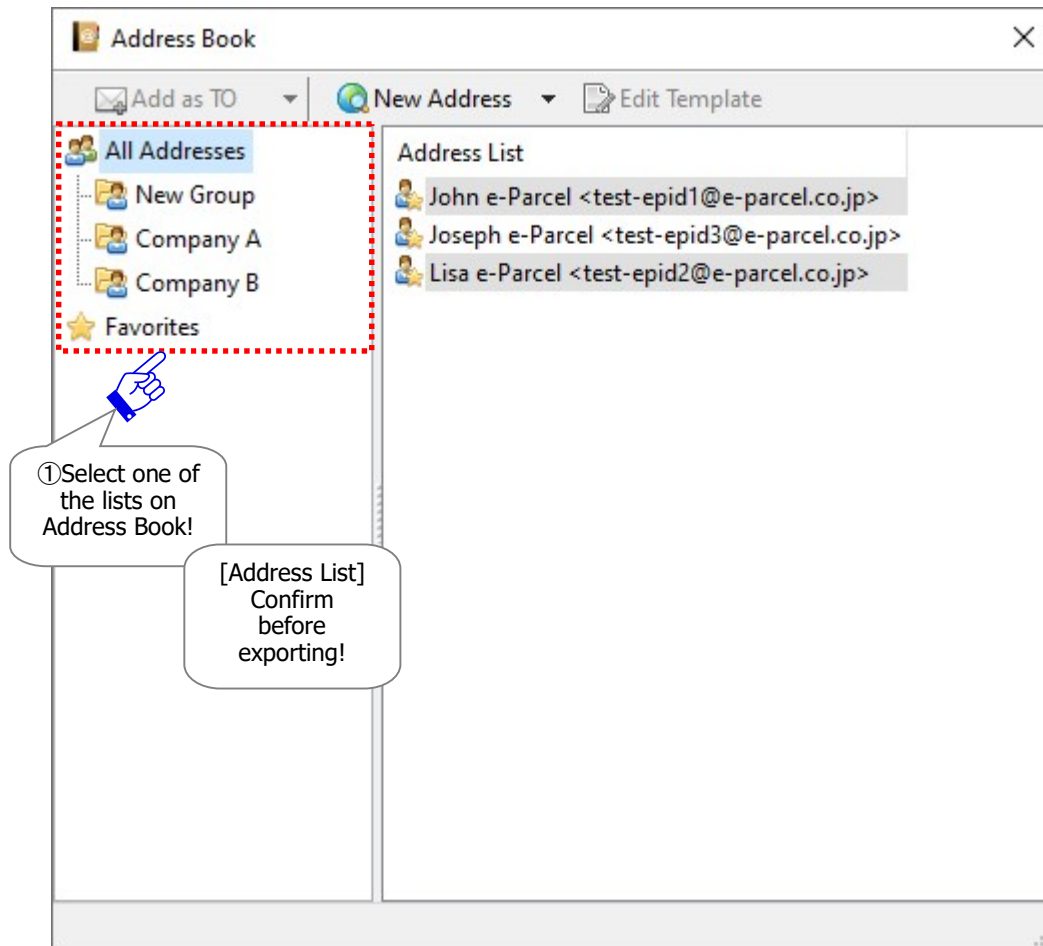
②Click ▼ at the right of the "New Address" button to open the pull-down menu. Select the "Export List" menu.
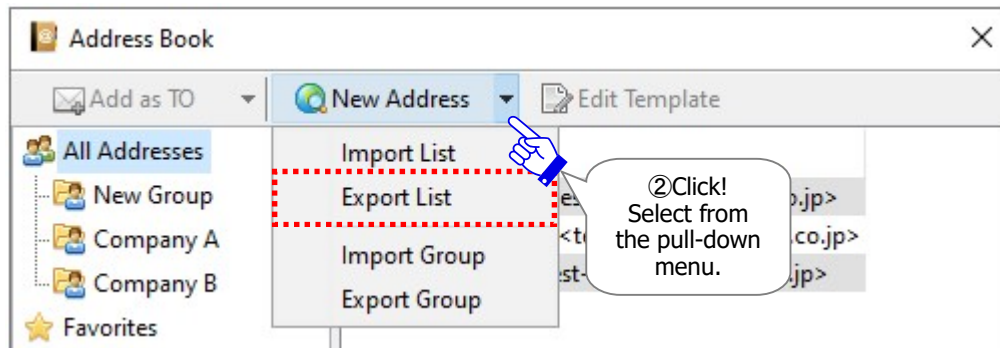
③The "Export List" dialog appears. Select a destination folder on the desktop or another convenient location to "Save" for exporting as a file in CSV format.
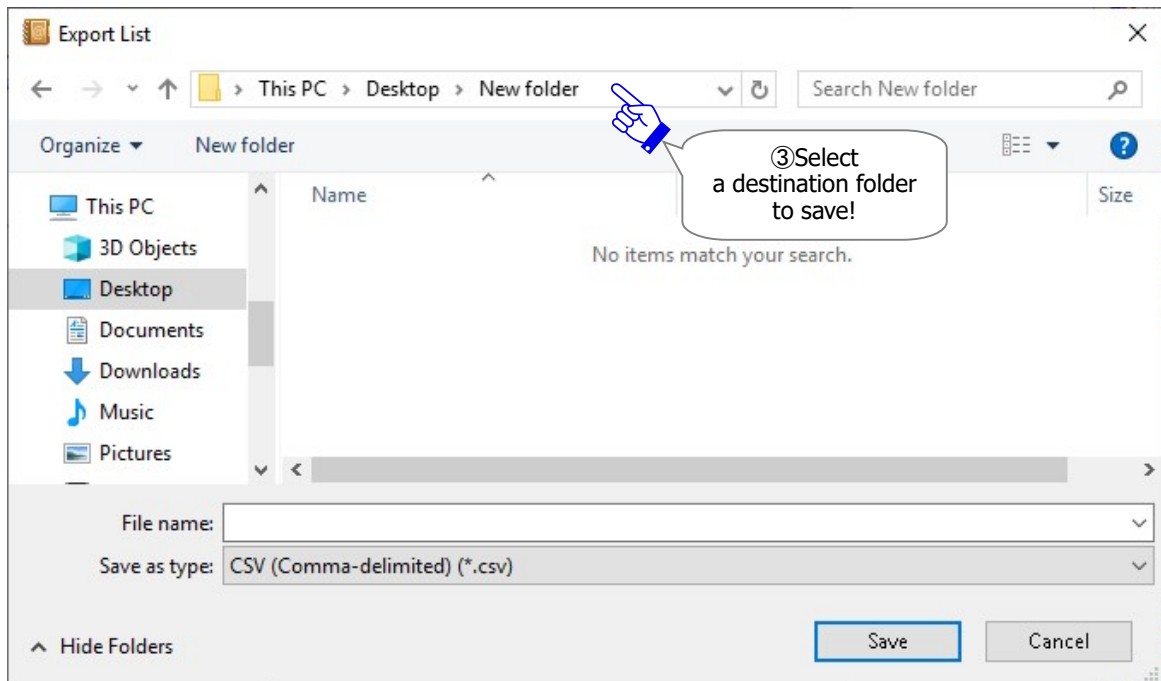
④Enter a file name in the "File name" field of Export List dialog.

⑤When entered in both the "Save in" and "File name", click the "Save" button to export list.
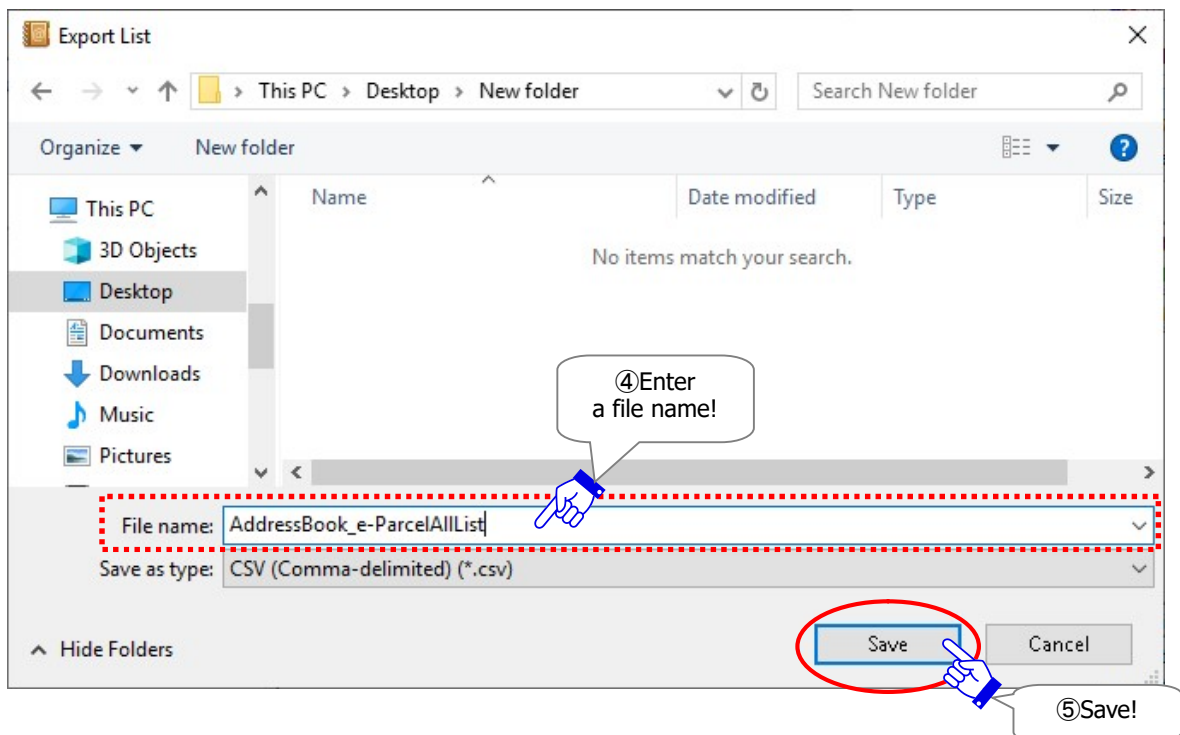
⑥Locate a destination folder specified and then confirm to export (save) the addresses list as a file in CSV [comma separated value/UTF-8] format.

*Attention: Don't open and edit any CSV file exported. Therefore, this CSV file exported must include the significant attribute code assigned automatically by the e-Parcel system. When you wish to change the contents of a file, please be advised that you must operate through the "Address Book" dialog.

⑥Confirm address list as a file! (in CSV format)
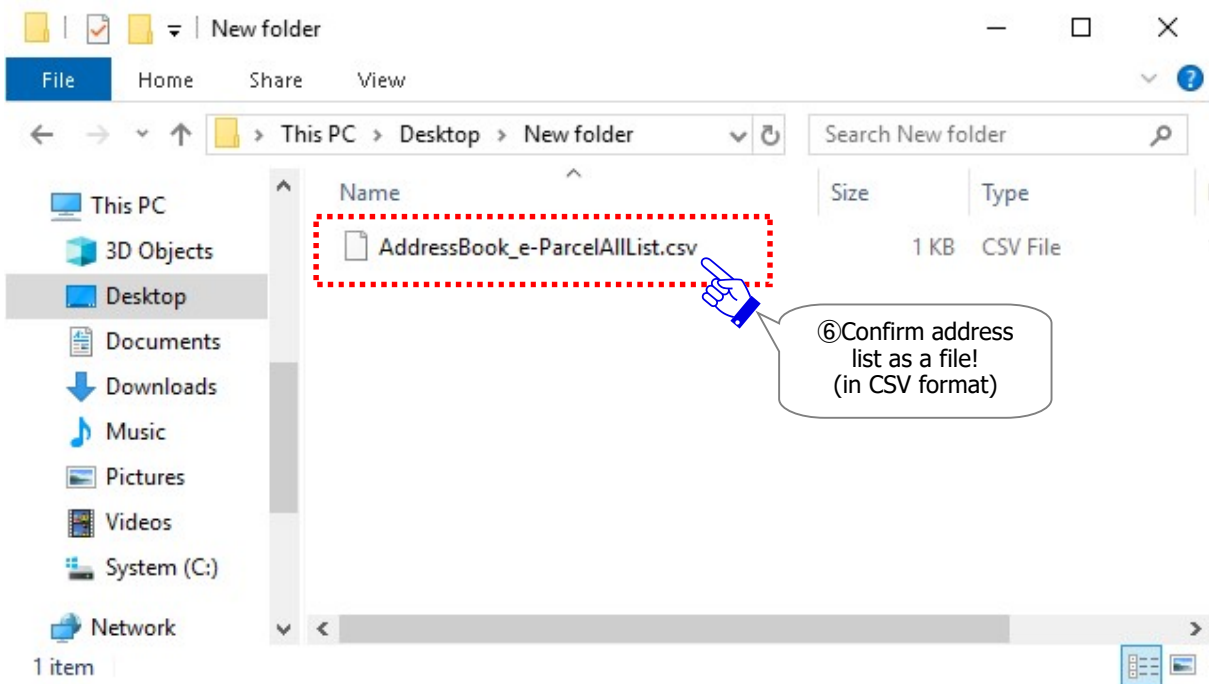
9. Import List

As described in the previous section just above, once address list has been exported (saved) as a file in CSV [comma separated value/UTF-8] format, a file of address list is available to import on Address Book of e-Parcel VCN-CommCenter.

This function may be useful for some of the customers who save the address list of Address Book as a backup file, or copy (import) to the Address Book of other client software; e-Parcel VCN-CommCenter without add new address.

This section introduces the operations how to import the address list on the Address Book.

⚠️	**Warning**: **When you import the address list** to the Address Book, the VCN-CommCenter is **required to be online** because it will be polling to the e-Parcel server to verify the registration of addresses (e-Parcel ID).

⚠️	**Warning: Don't open and edit any CSV file of address list exported.** It may cause error when importing address list as a file in CSV format. Therefore, this CSV file exported must include the significant attribute code assigned automatically by the e-Parcel system.
	
	When you wish to change the contents of address list, please be advised that you must operate through the "Address Book" dialog after importing list. On the Address Book, add new address, show on/hide from the "Favorites" list, show/hide address, copy/move/delete the "Group" list, edit template or etc. For more details, refer to the page below of the section for Address Book.
	
	*Refer to P200 6. Address Book
	          P204 2. Add New Address
	          P209 3. Show on / Hide from Favorites list
	          P214 4. Show / Hide Address
	          P235 6. Group List
	          P255 7. Edit Template

9-1. Confirmation before importing list

Before importing the address list as a file in CSV [comma separated value/UTF-8] format**,** please be sure to **read carefully** about the addresses on the Address Book described below.

|	
⚠️	**Caution: Attention 1:** Please be aware that importing address list as a file **including revoked e-Parcel ID or unregistered ID must cause the process to be error.** Under this situation, it will fail in importing the corresponding addresses in the list. On the other hand, the other addresses (the registered e-Parcel ID) in the list will be imported normally. *It is recommended to hide the corresponding addresses from the "Address Book" before exporting (save) list. And then, try to import the addresses list. *Refer to P214 7. Address Book - 4. Show / Hide Address *The "Hidden" list has not been shown on the Address Book since e-Parcel VCN-CommCenter 8.0.8021 (Released in October 2019). When hidden, the specified addresses are promptly disappeared from the Address Book.
⚠️	**Caution: Attention 2:** When importing address list as a file including same e-Parcel ID which have already existed on Address Book, **the existing template of same e-Parcel ID must be overwritten** with the imported new template. If the template is blank in the imported file, the existing template of same e-Parcel ID is replaced with blank as well.
✏️	**Note: ※1 First Name and Last Name of User Info registered** with e-Parcel server will be **automatically assigned** to the addresses (e-Parcel) **on the Address Book** regardless of the imported address list as a file in CSV format. *Refer to P458 Appendix 1. The e-Parcel Secure Enterprise - Web Browser
✏️	**Note:** If you wish the addresses to belong to the same "Group" as before when importing list on new Address Book, you also need to export group from the same Address Book as you export list (addressees). And then, import group on new Address Book. When both address list and group exported from the same Address Book have been imported on new Address Book, those addresses will belong to the appropriate "Group" base on the attribute information of both address list and group exported from the previous Address Book. *Refer to P235 7. Address Book – 6. Group List *Refer to P280 7. Address Book – 10. Export Group *Refer to P285 7. Address Book – 11. Import Group

Addressees before / after "Import List"

On the Address Book, confirm the addresses in the case of ①～④ before importing list.
(Online required)

【In the case of importing list including new addresses (e-Parcel ID) non-existed on Address Book】
① Revoked e-Parcel ID included in a CSV file
　　→ Importing the unregistered e-Parcel ID is unavailable.
　　　　Attention 1: Error occurs
　　*Despite this situation, the other addresses (the registered e-Parcel ID) in the list will be imported normally.

②New registered e-Parcel ID included in a CSV file
　　→ New addresses will be added. ※1

【In the case of the existing addresses (e-Parcel ID) on Address Book】
③The existing e-Parcel ID on Address Book is also included in a CSV file
　　→ It will be overwritten with information of the imported same e-Parcel ID. ※1
　　　　Attention 2: Overwrite template

④The existing e-Parcel ID on Address Book is NOT included in a CSV file
　　→ It won't be changed.

About addressees before / after "Import List" on Address Book				
Case	①	②	③	④
Address Book	× Not exist	× Not exist	○Exist	○Exist
Address file for Importing List (CSV/UTF-8) (Online required)	○Exist	○Exist	○Exist	× Not exist
	Revoked, unregistered e-Parcel ID	(Registered e-Parcel ID with the e-Parcel service)		
	↓↓	↓↓	↓↓	↓↓
After importing list				
(New) Address Book	× Unavailable — Error Detail dialog "Specified address is not found in the global directory."	○ New address added	○ Existing address overwritten	○ Existing address unchanged
	Attention 1: If error occurs, it fails in importing the unregistered e-Parcel ID.	※1 Each name of addresses will be assigned the registered name with the e-Parcel server.	※1 Attention 2: The existing template will be overwritten with new one for the imported same address.	It won't be changed. It doesn't affect the existing e-Parcel ID.

Attention users of e-Parcel VCN-CommCenter 7.0.7019 or earlier

The Address Book has been added functionality since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018).

When updating the software from e-Parcel VCN-CommCenter 7.0.7019 or earlier, please be sure to read carefully the following two descriptions.

	Note: [Attention users of e-Parcel VCN-CommCenter 7.0.7019 or earlier] *The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). If users of ver.7.0.7019 or earlier wish the "Grouping" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site below. URL：https://www.e-parcel.ne.jp/ *Refer to P433 12. Updating Software 1. Maintain the existing Address Book (in a same computer): When you update to the e-Parcel VCN-CommCenter 7.0.7020 or later in a same computer, it can continuously maintain your Address Book of the existing VCN-CommCenter 7.0.7019 or earlier. In addition, at the previous version 7.0.7019 or earlier, the hidden addresses have been shown on the "All Addresses" list of Address Book. However, since version 7.0.7020 or later, the hidden addresses will be hidden from Address Book. *When you update the e-Parcel VCN-CommCenter in another computer and migrate histories and configurations, it can continuously maintain your Address Book as well. 2. Import list of the existing Address Book (in another computer): When you install the e-Parcel VCN-CommCenter 7.0.7020 or later in another computer and then import the address list as a file in the previous CSV format which exported from the previous version 7.0.7019 or earlier, all addresses (e-Parcel ID) imported will be added to both "All Addresses" and "Favorites" lists.

9-2. How to import list

①First, make sure that the VCN-CommCenter must be online and then open the Address Book dialog. **(Online required)**
*Refer to P201 7. Address Book - 1. Open Address Book

②To import the address list as a file in CSV [comma separated value/UTF-8] format exported at the previous section above, click ▼ arrow next to the "New Address" button to open the pull-down menu. Select the "Import List" menu.
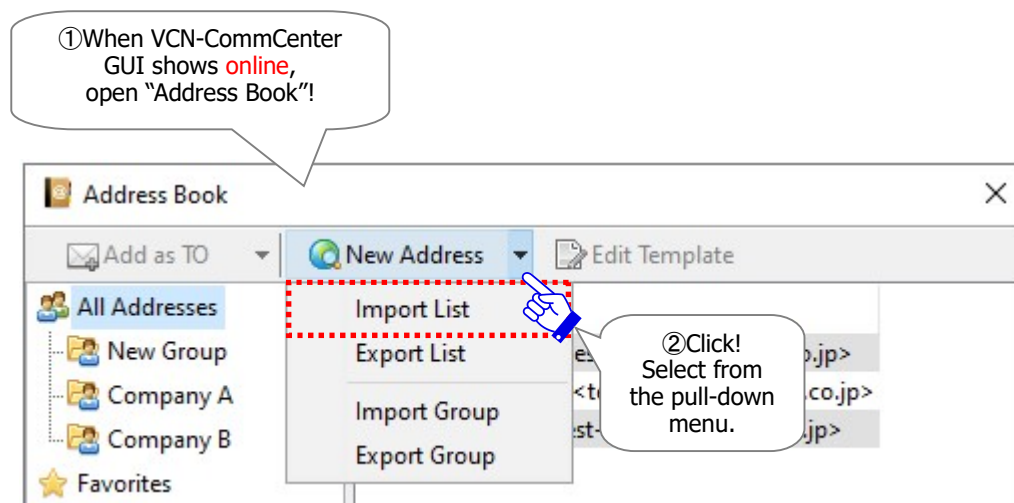
③The "Import List" dialog is opened. Locate a storage folder where a CSV file of address list has been saved in your computer.

④Select a CSV file of address list in a storage folder specified on the "Import List" dialog.

⑤When selected, confirm a file name displayed in the "File name" field.

⑥To start importing list, click the "Open" button.
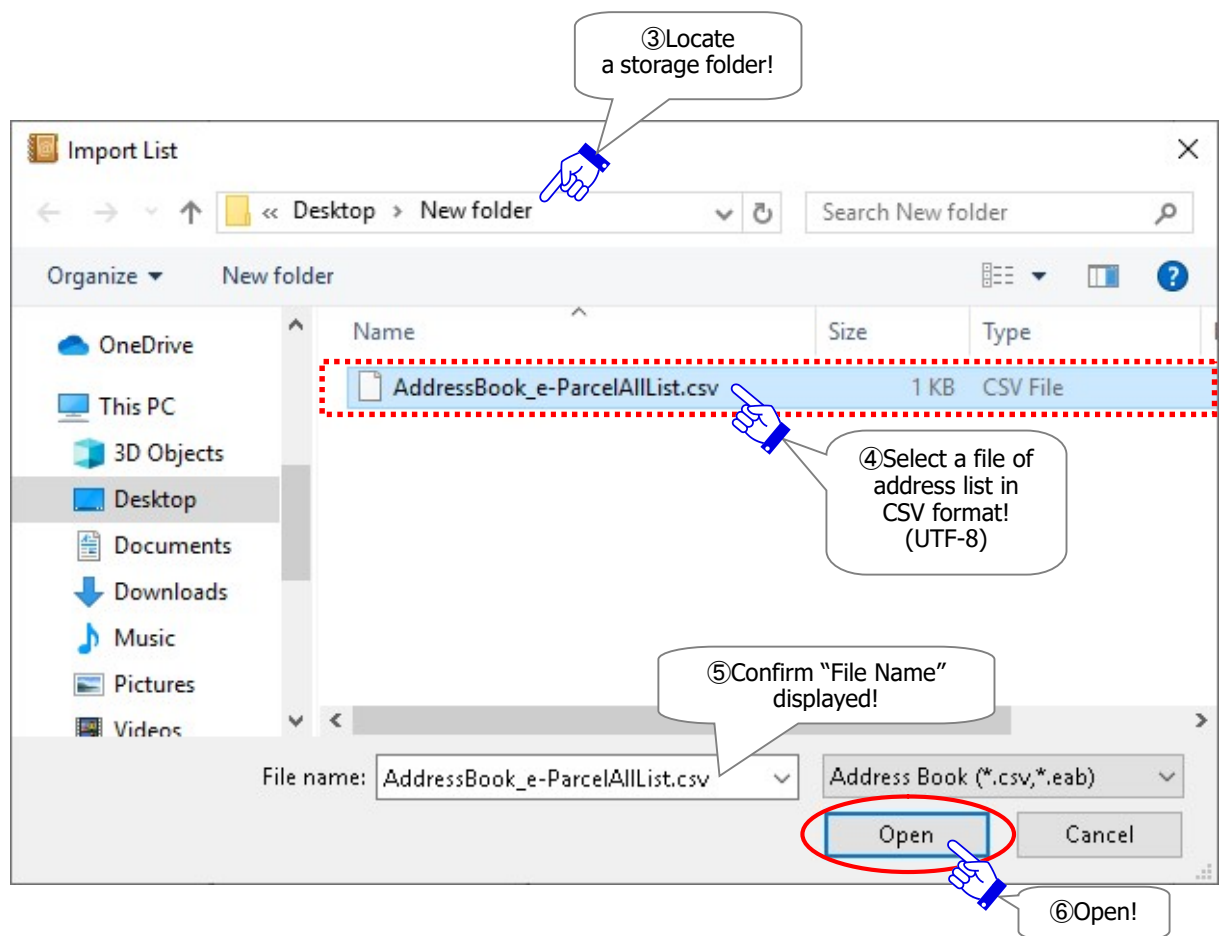
⑦The "Import List" dialog close. When the address list as a file has been imported successfully, the imported addresses are listed on the any of the lists "All Addresses", "Favorites" or "Group" of Address Book.

  * When address list as a file imported on the Address Book, the addresses will belong to the appropriate lists (the lists "All Addresses", "Favorites", "Group") base on the attribute information of the address list as a file in CSV format at the time exported.
    Refer to P267 7. Address Book – 8-1. Confirmation before exporting list

  * If you wish the addresses to belong to the same "Group" as before when importing list on new Address Book, you also need to export group from the same Address Book as you export list (addressees). And then, import group on new Address Book.
    Refer to P235 7. Address Book – 6. Group List
    Refer to P280 7. Address Book – 10. Export Group
    Refer to P285 7. Address Book – 11. Import Group
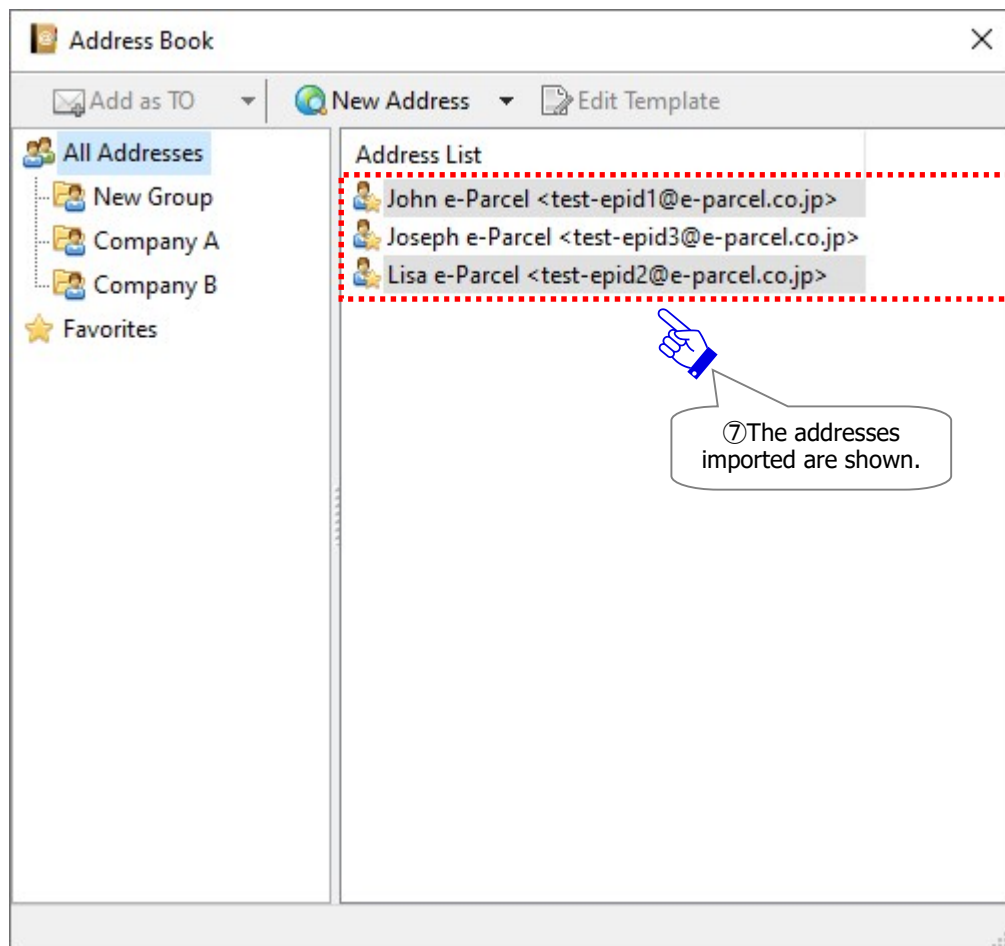
10. Export Group

In the beginning, when the VCN-CommCenter gets started, a "New Group" will be shown as a sub folder under the "All Addresses" list on the Address Book. The Address Book provides the "Group" function (Grouping) which is able to categorize addresses into the multiple "Group" lists as needed. You can create the maximum 30 "Group" lists on the Address Book.

Once the "group" lists have been created as sub folders under the "All Addresses" list of Address Book, the groups as sub folders are available to export (save) as a file in CSV [comma separated value/UTF-8] format.

This function may be useful for some of the customers who save the groups of Address Book as a backup file, or copy (import) to the Address Book on the e-Parcel VCN-CommCenter in another computer without operation to create new groups as sub folders.
This section introduces the operations how to export the groups on the Address Book.

To export the groups will output as a file including the attribute information of groups such as group name and position as sub folders. (Note that a CSV file of groups exported doesn't include the information to which addresses belong.)
*If you wish the addresses to belong to the same "Group" as before when importing group later, you also need to export list from the same Address Book as you export group. It is described in the previous section below.
Refer to P266 7. Address Book – 8. Export List

The "Group" list:
Maximum 30 groups are
available to create new.
↓
Groups as sub folders are
available to export as a file!
(in CSV format)

Note: [Attention users of e-Parcel VCN-CommCenter 7.0.7019 or earlier]
The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). If users of ver.7.0.7019 or earlier wish the "Grouping" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site below.
URL：https://www.e-parcel.ne.jp/
*Refer to P433 12. Updating Software

Warning: Don't open and edit any CSV file of groups exported. It may cause error when importing groups as a file in CSV format. Therefore, this CSV file exported must include the significant attribute code assigned automatically by the e-Parcel system.

When you wish to change the contents of groups, please be advised that you must operate through the "Address Book" dialog before exporting groups. On the Address Book, create new group, delete group, rename group, move up/down group position or etc. in advance. For more details, refer to the page below of the section for Address Book.
*Refer to P235 7. Address Book – 6. Group List

How to export group

①On the Address Book dialog, click ▼ at the right of the "New Address" button to open the pull-down menu. Select the "Export Group" menu.
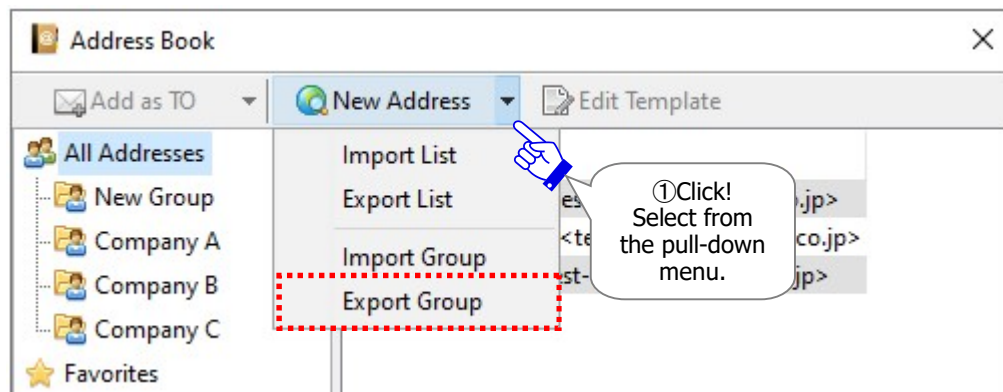
②The "Export Group" dialog appears. Select a destination folder on the desktop or another convenient location to "Save in" for exporting as a file in CSV format.
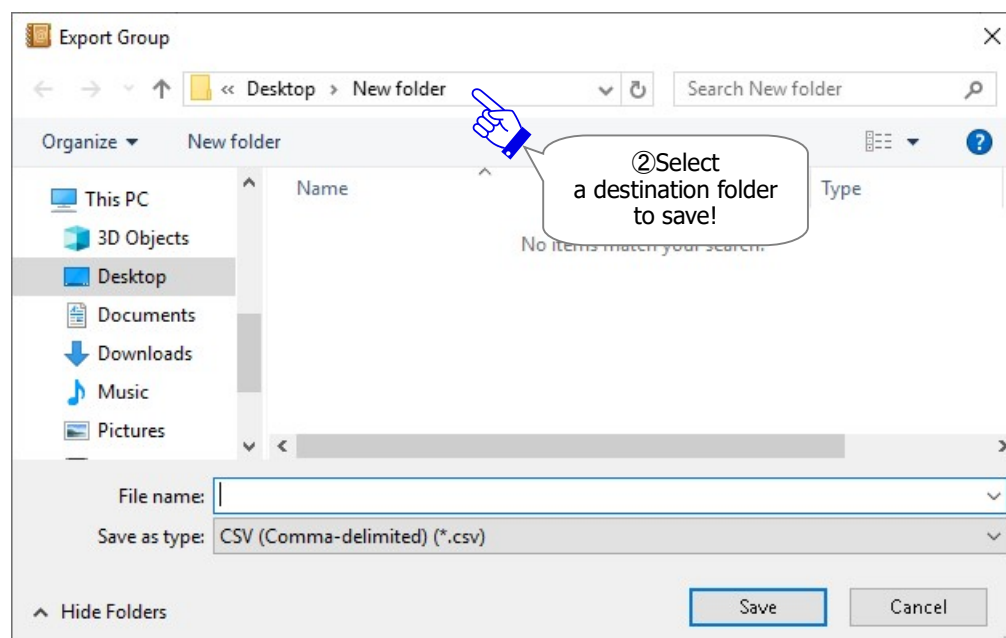
③Enter a file name in the "File name" field of Export Group dialog.

④When entered in both the "Save in" and "File name", click the "Save" button to export list.
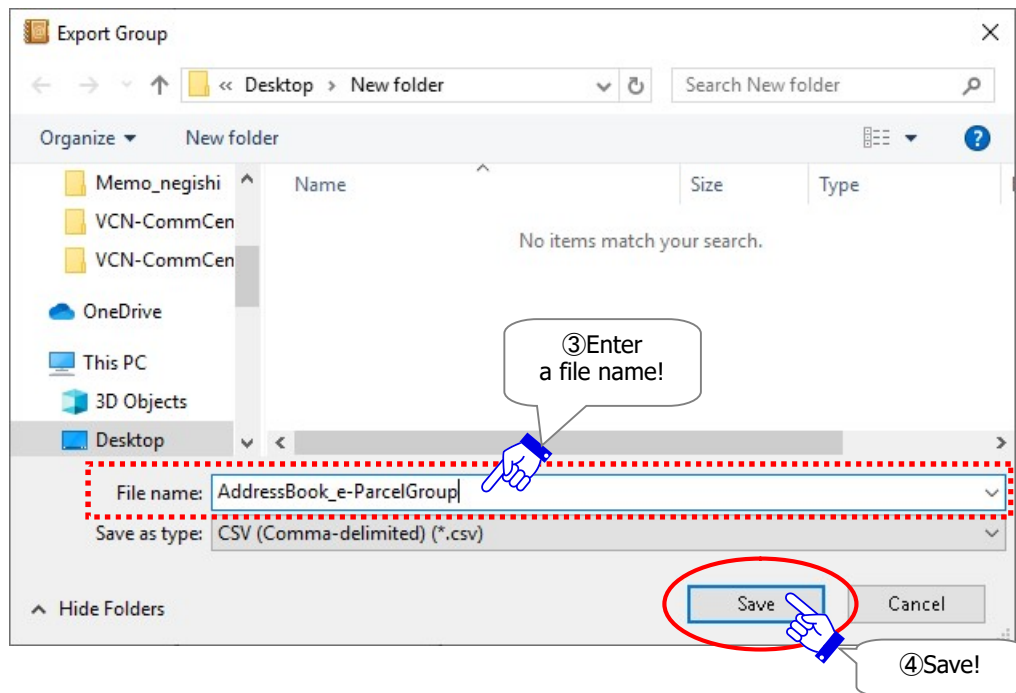
⑤Locate a destination folder specified and then confirm to export (save) the groups as a file in CSV [comma separated value/UTF-8] format.

*Attention: Don't open and edit any CSV file exported. Therefore, this CSV file exported must include the significant attribute code assigned automatically by the e-Parcel system. When you wish to change the contents of a file, please be advised that you must operate through the "Address Book" dialog.
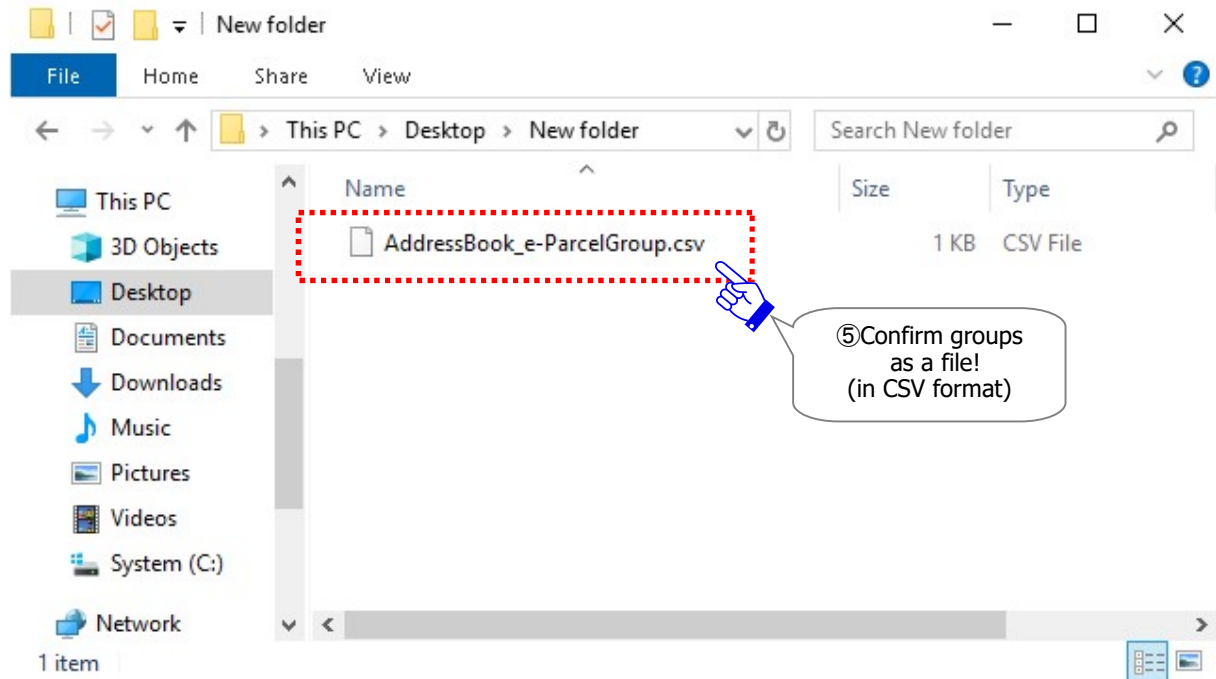
11. Import Group

As described in the previous section just above, once groups have been exported (saved) as a file in CSV [comma separated value/UTF-8] format, a file of groups is available to import on Address Book of e-Parcel VCN-CommCenter.
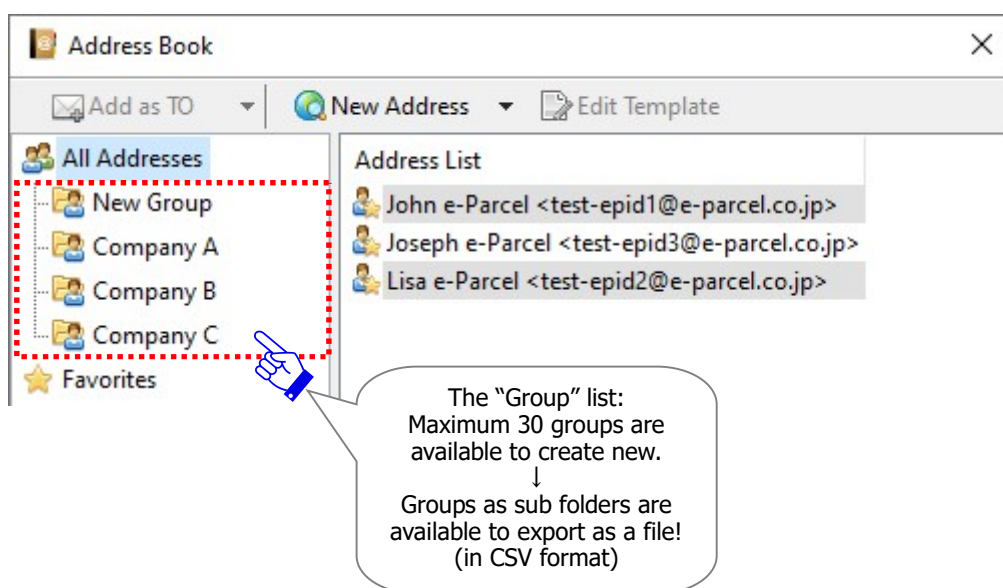
This function may be useful for some of the customers who save the groups of Address Book as a backup file, or copy (import) to the Address Book of other client software; e-Parcel VCN-CommCenter without operation to create new groups as sub folders.
This section introduces the operations how to import the groups on the Address Book.

To import the groups will be created new groups as sub folders under the "All Addresses" list of Address Book. The existing all groups must be overwritten with the imported new groups completely. (Note that a CSV file of groups exported doesn't include the information to which addresses belong.)

✏️	**Note:** [Attention users of e-Parcel VCN-CommCenter 7.0.7019 or earlier] The "Grouping" function has been provided on the Address Book since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). If users of ver.7.0.7019 or earlier wish the "Grouping" function, update the program. It is available to obtain the latest VCN-CommCenter from the e-Parcel download site below. URL：https://www.e-parcel.ne.jp/ *Refer to P433 12. Updating Software*

✏️	**Note:** If you wish the addresses to belong to the same "Group" as before when importing group on new Address Book, you also need to export list (addresses) from the same Address Book as you export group. And then, import list (addresses) on new Address Book. When both address list and group exported from the same Address Book have been imported on new Address Book, those addresses will belong to the appropriate "Group" base on the attribute information of both address list and group exported from the previous Address Book. *Refer to P235 7. Address Book – 6. Group List* *Refer to P266 7. Address Book – 8. Export List* *Refer to P273 7. Address Book – 9. Import List*

Warning: Once the groups have been imported as sub folders under the "All Addresses" list of Address Book, the existing all groups must be overwritten with the imported new groups completely. You no longer return the existing groups. As needed, export the existing groups as a file in advance.
*Refer to P280 7. Address Book – 10. Export Group

Warning: Don't open and edit any CSV file of groups exported. It may cause error when importing groups as a file in CSV format. Therefore, this CSV file exported must include the significant attribute code assigned automatically by the e-Parcel system.

When you wish to change the contents of groups, please be advised that you must operate through the "Address Book" dialog after importing groups. On the Address Book, create new group, delete group, rename group, move up/down group position or etc. For more details, refer to the page below of the section for Address Book.
 *Refer to P235 7. Address Book – 6. Group List

How to import group

①Open the Address Book dialog.

  Refer to P201 7. Address Book - 1. Open Address Book

②To import the groups as a file in CSV [comma separated value/UTF-8] format exported at the previous section above, click ▼ arrow next to the "New Address" button to open the pull-down menu. Select the "Import Group" menu.
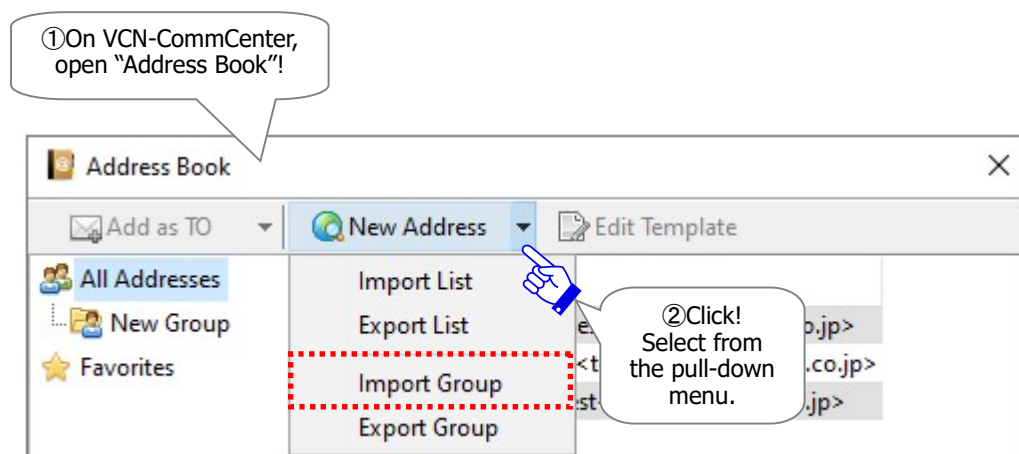
③The "Import Group" dialog is opened. Locate a storage folder where a CSV file of groups has been saved in your computer.

④Select a CSV file of groups in a storage folder specified on the "Import Group" dialog.

⑤When selected, confirm a file name displayed in the "File name" field.

⑥To start importing groups, click the "Open" button.
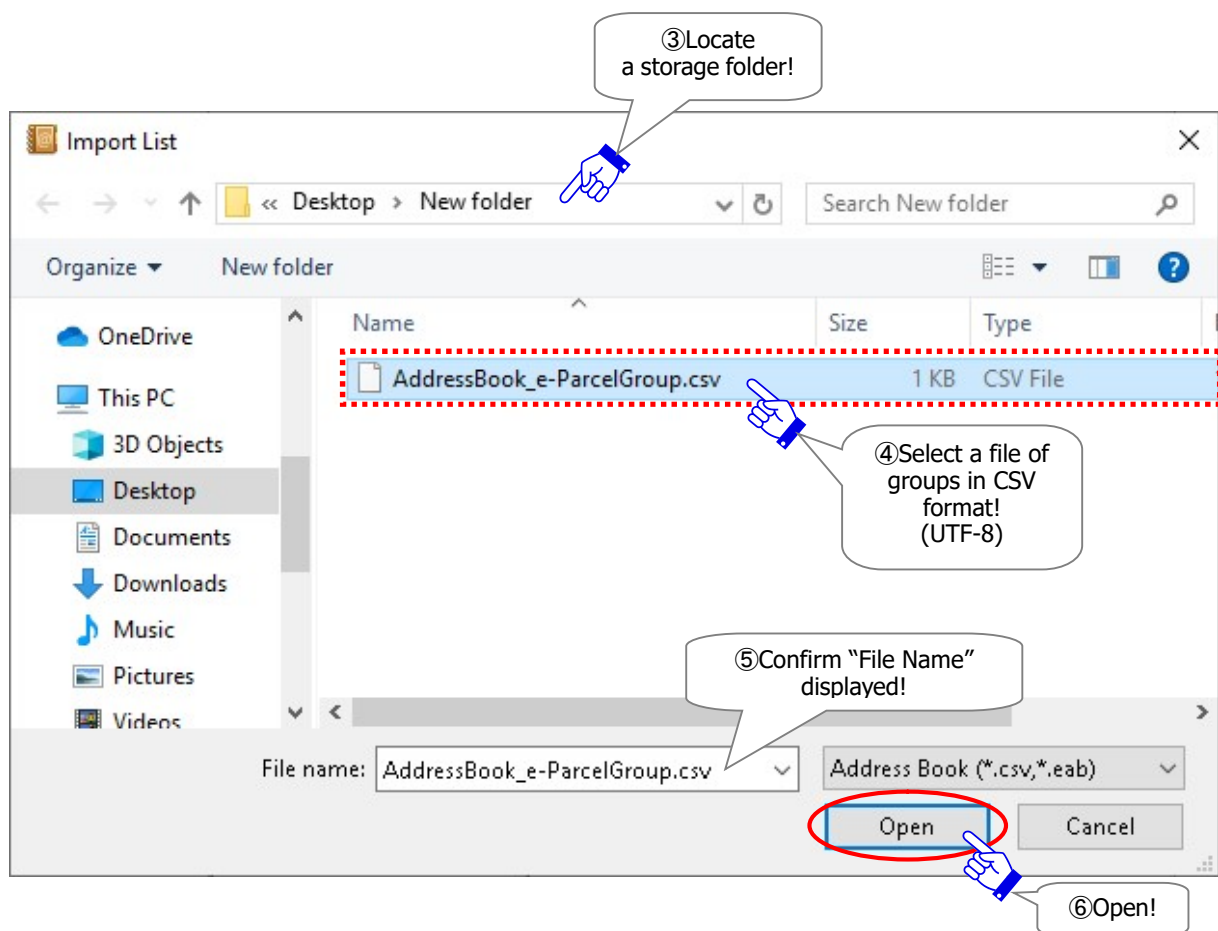
⑦The "Import Group" dialog close. When the groups as a file have been imported successfully, the imported new groups are created as sub folders under the "All Addresses" list of Address Book. The existing all groups must be overwritten with the imported new groups completely.

*If you wish the addresses to belong to the same "Group" as before when importing group on new Address Book, you also need to export list (addresses) from the same Address Book as you export group. And then, import list (addresses) on new Address Book.
Refer to P235 7. Address Book – 6. Group List
Refer to P266 7. Address Book – 8. Export List
Refer to P273 7. Address Book – 9. Import List

⑦The groups imported are shown as sub folders.
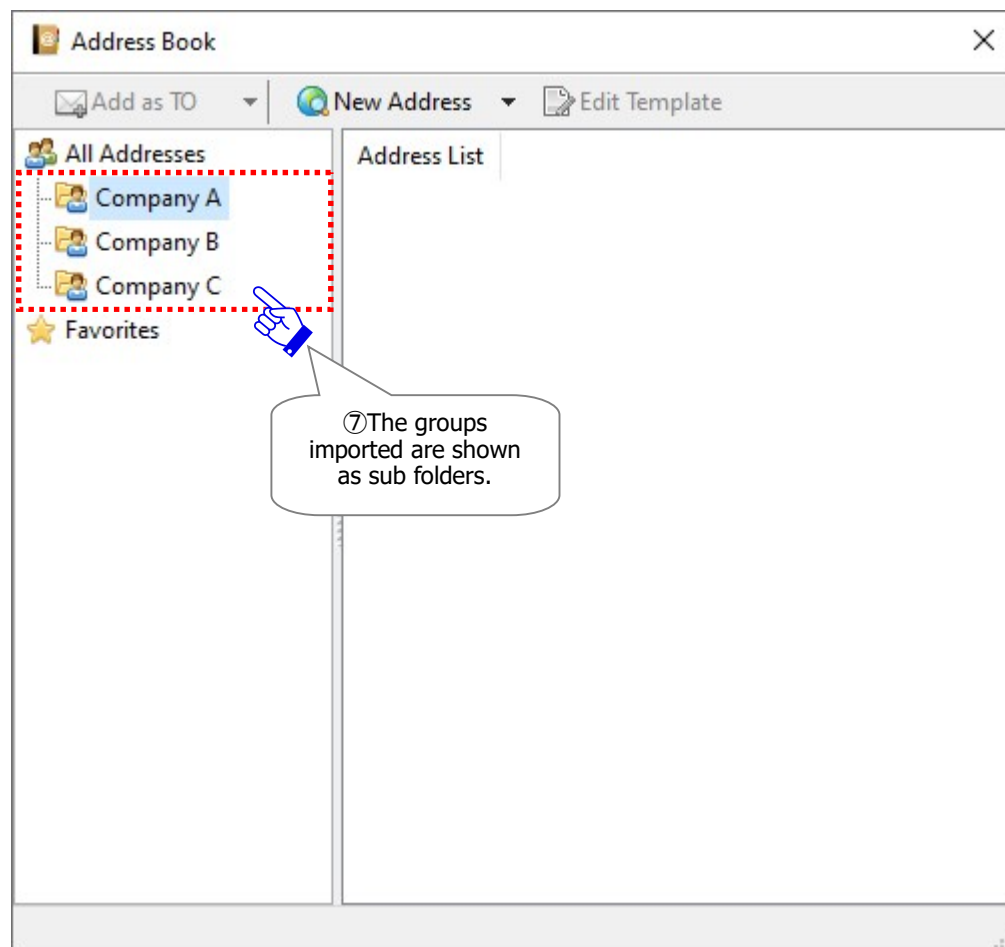
12. Close Address Book

To close the "Address Book" dialog by either of the following two (2) ways.

Way 1. Close from the button

Click the X button at the top right corner of the "Address Book" dialog.

Way 2. Close from the pop-up menu

Right-click on the "All Addresses" list in the left pane of the "Address Book" dialog. Select "Close Window" from the pop-up menu.
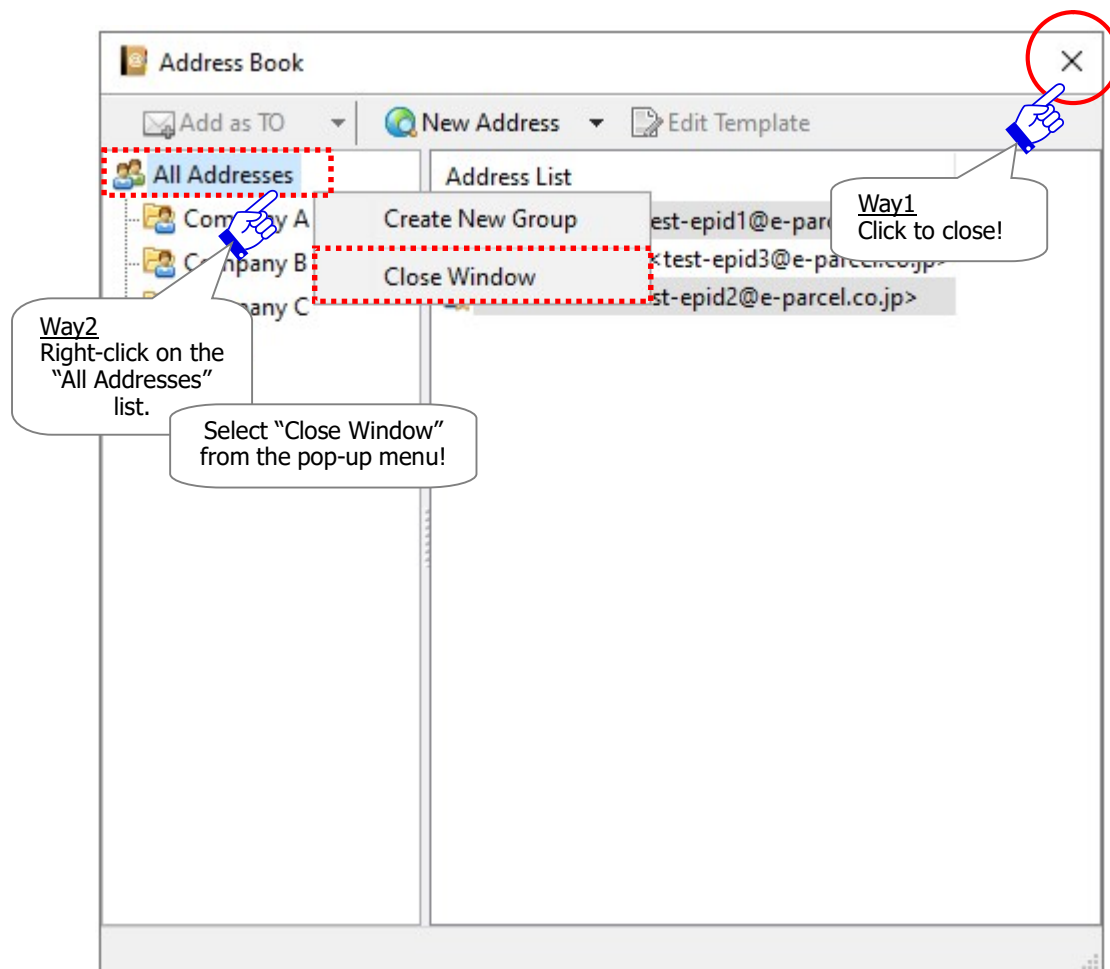
8 Sending

The e-Parcel VCN-CommCenter provides users for sending secure data to the registered e-parcel recipients. The operations on the VCN-CommCenter GUI are similar to any e-mail approbation which users may be familiar with.

However, the e-Parcel VCN-CommCenter provides the abilities of authentication, encryption, integrity, audit etc. for secure delivery the large data which any standard e-mail applications do not have.

This section explains the steps to create new item, view Outbox, operate the Parcel Detail dialog in outbox and etc. on the VCN-CommCenter GUI in detail.

⚠️	**Caution:** If you want to send files and folders to **recipients who include** not only users of the e-Parcel software but also **users of "The e-Parcel Secure Enterprise - Web Browser (e-Parcel VCN-Web)", and if their OS language is different between a sender and recipients**, files and folders may not be completed to deliver normally. For the affected users, please be advised that **file and folder name must NOT contain any other characters than alphanumeric** to attach on the Send dialog when sending new items.

1. New Item Creation

How to open Send Dialog

*If the existing VCN-CommCenter has not already been started, to start the program, double-click the "e-Parcel x.x" shortcut icon on the desktop. The VCN-CommCenter GUI will open.

When you wish to send files and folders, click the "Create New" button found on the tool bar of VCN-CommCenter GUI.

*This behaves similarly to the menu bar Message > "Create New".
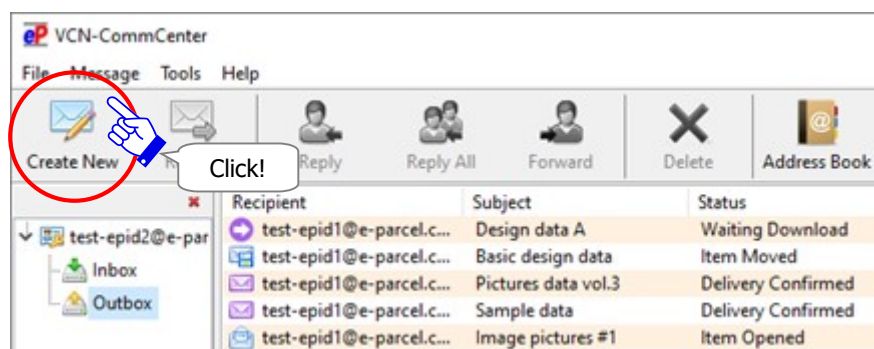
The Send Dialog

The "Send Dialog" dialog opens by the above way.

This dialog provides you with all the options necessary to create a new item, select recipients

from Address Book, enter subject and message, attach files and folders, and click Send button.

*Attention: When both "TO" and "Item (files/folders attached)" boxes are entered on the Send Dialog, the "Send" button will be enabled (in color). [*Required]

*The "Message decoration with rich text format" function has been provided since e-Parcel VCN-CommCenter 8.0.8023 (Released in March 2022). When the setting "Sending message decoration (disabled by default)" is enabled, the message decoration tool bar is shown additionally at the top of the message box on Send dialog. Refer to P174 4. Option Configuration – 12. Sending message decoration with rich text format

1-1. Enter the recipients

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

How to add TO · CC · BCC

1-1-1. Enter TO, CC, BCC ⇒ Refer to P296

In the case of soon after software installation, your address book is not added any e-Parcel ID as recipients. At this point, enter manually recipients e-Parcel ID into the "TO", "CC", "BCC" fields of the "Send Dialog".

1-1-2. Select from Address Book ⇒ Refer to P299 (P220 6. Address Book − 5-1)

Once you have sent or received items through the e-Parcel software, the e-Parcel ID of recipients to whom you sent and sender who sent to you are automatically added to your address book.

*By the ways ①②③ below to select from Address Book, you can simply set e-Parcel ID as recipients without operation to open the Send Dialog.

①Select one from Address List → Double- click! (Single choice only & add as To only)

②Select from Address List ＋ Click Add as TO! (Multiple choices allowed & add as TO, CC, BCC)

③Right-click on addresses ＋ Select Add as TO! (Multiple choices allowed & add as TO, CC, BCC)

④Select from Address List ＋ Drag & Drop on TO, CC, BCC fields of Send Dialog

*To select all e-Parcel ID of address list displayed (All Addresses, Group, and Favorites), right-click on Address List box to open the pop-up menu. Select the "Select All". And then take any of ways ②③④ above.
This way will be useful for customers who wish to use the grouping function of Address Book.

1-1-3. Select from Favorites list ⇒ Refer to 303 (P226 6. Address Book - 5-2)

When e-Parcel ID as recipients sent frequently exist, use the "Favorites" list of Address Book.

*By the ways ①② below to select from Address Book, you can simply set e-Parcel ID as recipients without operation to open the Send Dialog.

[A. Select from Favorites view on VCN-CommCenter GUI]

①Select one from Favorites view → Double- click! (Single choice only & add as To only)

②Right-click on Favorites ＋ Select Add as TO!! (Multiple choices allowed & add as TO, CC, BCC)

③Select from Favorites view ＋ Drag & Drop on TO, CC, BCC fields of Send Dialog

[B. Select from Favorites list on Send Dialog]

④Right-click on TO, CC, BCC fields of Send Dialog→"Select from List"→Select from Favorites list

⑤Double-click on TO, CC, BCC fields of Send Dialog→A cursor flash up→click the arrow to open the pull-down menu→Select one from Favorites list

Warning: 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 addresses include such an e-parcel ID without satisfaction of the above conditions, the delivery status will be **"Unknown Recipient"** in outbox to fail in sending. (In the case of multiple destination e-Parcel ID including the correct ID, you fail in sending this item to all recipients when the delivery status "Unknown Recipient".)

1-1-1. Enter TO, CC, BCC

Enter manually recipients e-Parcel ID into the "TO", "CC", "BCC" fields of the Send Dialog.
follow the procedure ①〜④ below.

①Double-click the "TO", "CC", "BCC" fields (in gray) on the Send Dialog.

OR
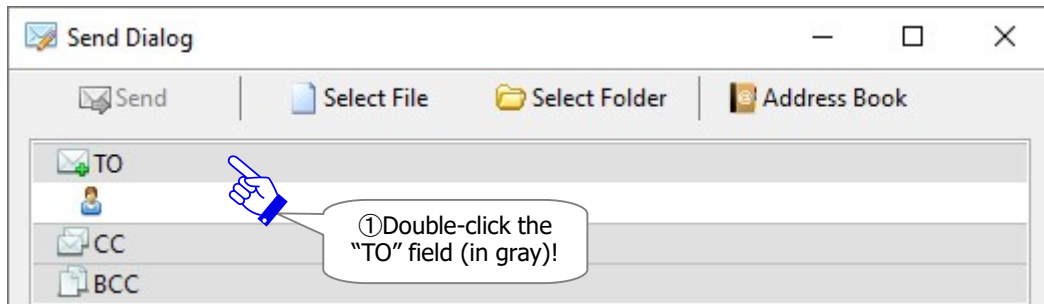
Or right-click on the "TO", "CC", "BCC" fields (in gray) of the Send Dialog to open the pop-up
menu and then select the menu "Input New Address".
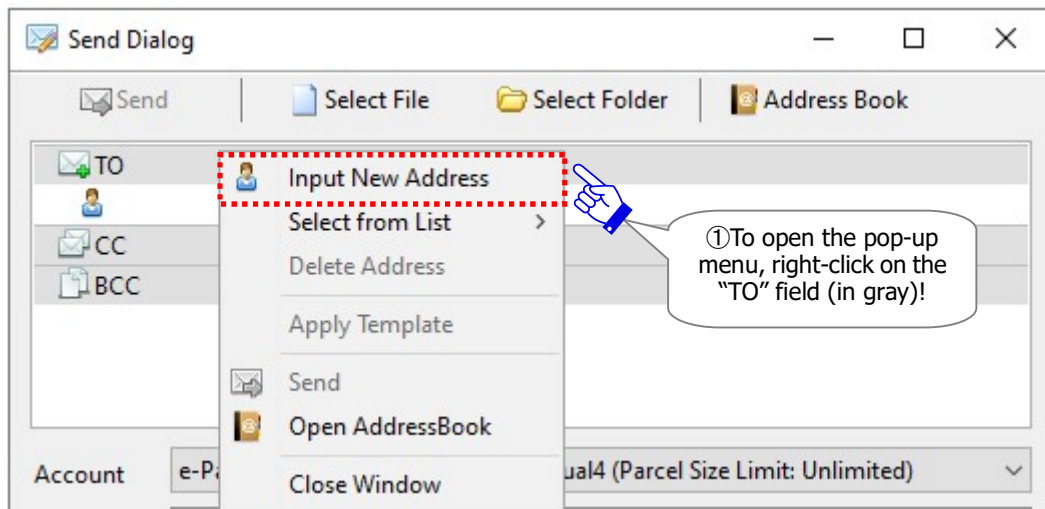
②A cursor flash up in the "TO", "CC", "BCC" input fields (in white) requesting a new recipient e-Parcel ID.
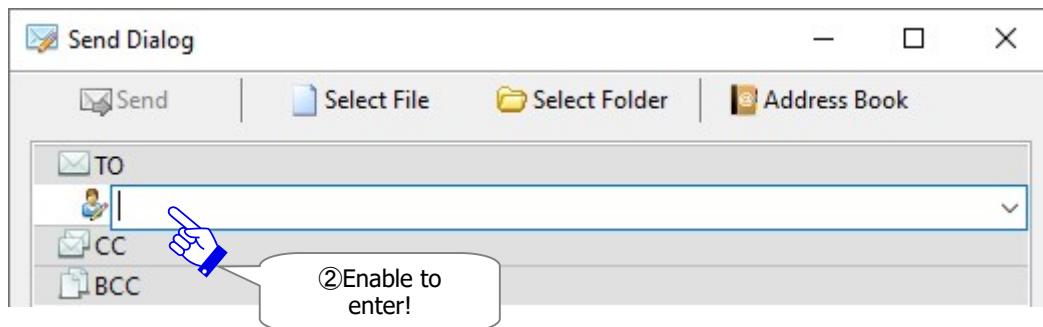
③Enter a new recipient e-Parcel ID in the "TO", "CC", "BCC" input fields (in white).
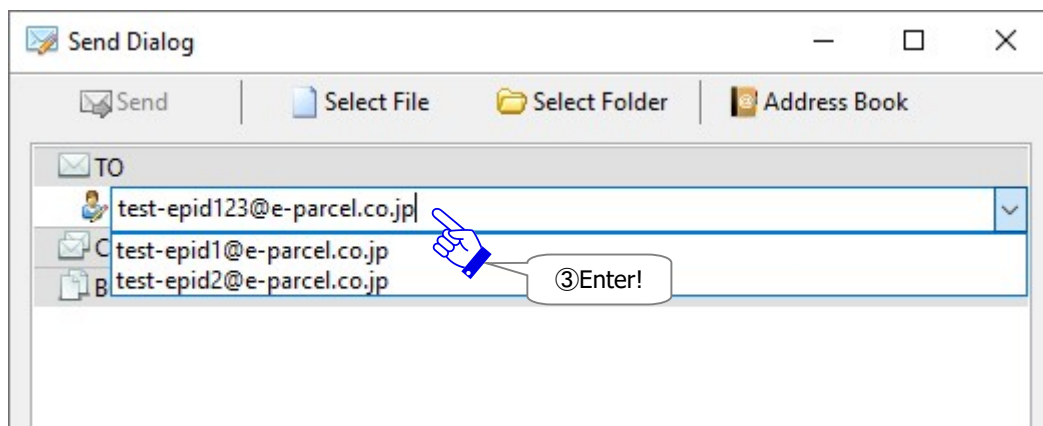
	Tip: Once e-Parcel ID has been added to the "Favorites" list of Address Book, the pull-down menu opens automatically on the "TO" field upon entering a letter. At this point, you can also select an e-Parcel ID from the "Favorites" list of Address Book.

④When a new recipient e-Parcel ID is entered in the "TO", "CC", "BCC" input fields (in white), press the <Enter> key on the keyboard.

Send Dialog	— □ ×
Send	Select File	Select Folder	Address Book

TO
　test-epid123@e-parcel.co.jp
CC
BCC

④Press
<Enter> key on
the keyboard!
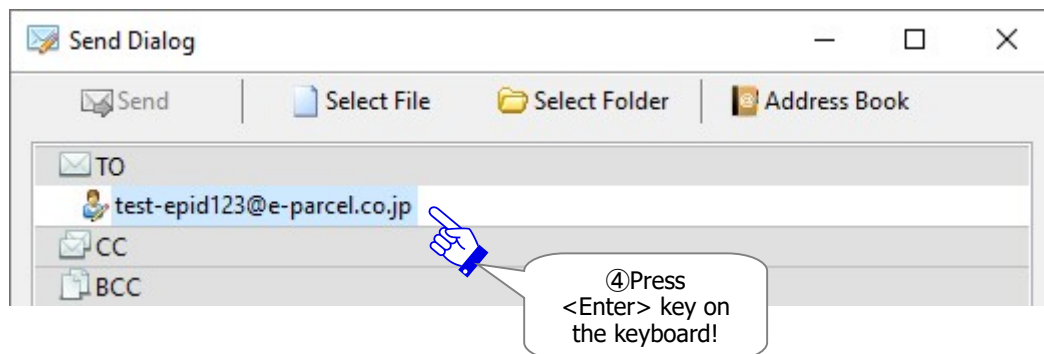
*To enter manually multiple recipients into the "TO", "CC", "BCC" fields, repeat the procedure ①～④ above.

1-1-2. Select from Address Book

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

ID. To enter manually recipients into the "TO" field, take the procedure below.

*For more details about the "Address Book", refer to the section below.
    Refer to P220 7. Address Book - 5-1. Select from Address Book

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

<div align="center">OR</div>
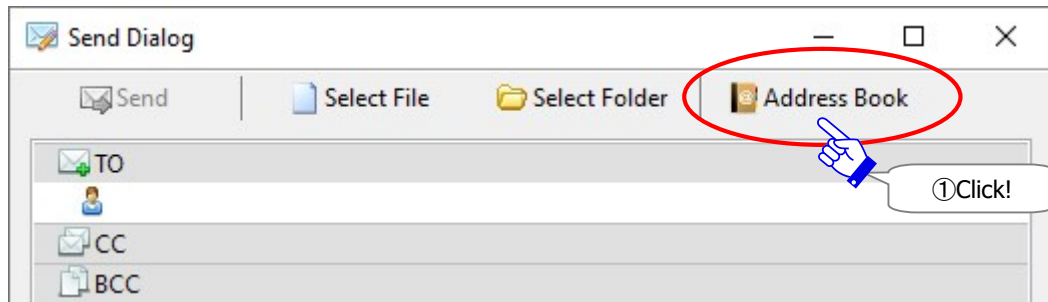
Or right-click on the address box of the Send Dialog to open the pop-up menu. Click the menu "Open Address Book".
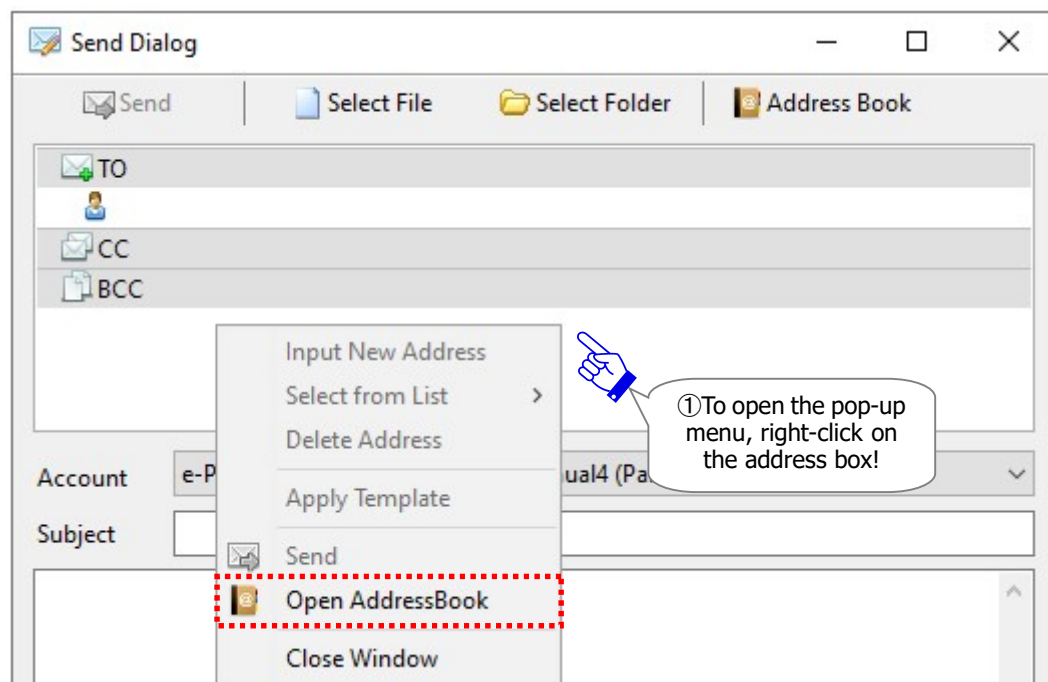
②The "Address Book" dialog opens.

The "All Addresses" will be shown as default view. Select one of the address lists (All Addresses, Favorites, and Group) as needed.
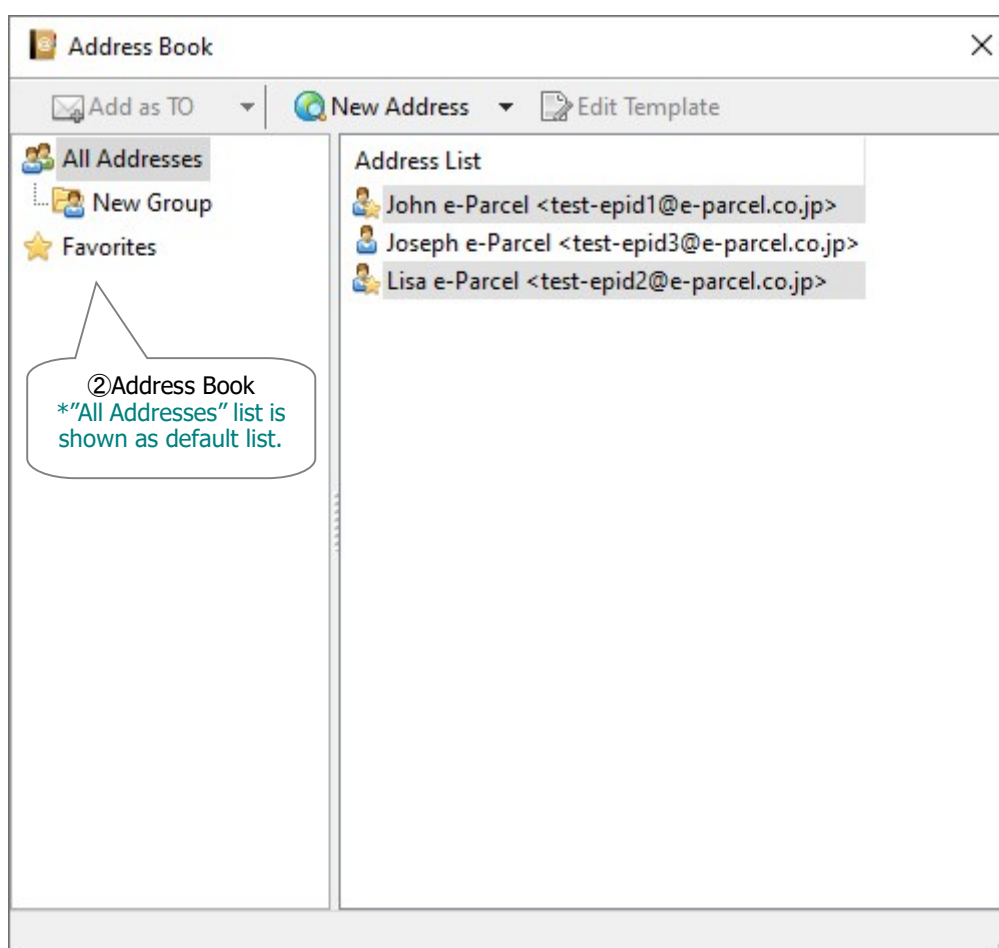
💡	**Tip:** To simply add an e-Parcel ID as TO, just double-click an e-Parcel ID on the Address Book. An e-Parcel ID is added as "To" on the "Send Dialog". *Refer to P220 7. Address Book - 5-1-1. Select one address from Address Book

③Select e-Parcel ID as recipients from the "Address Book". (Multiple choices allowed)
 *To select multiple e-Parcel ID at once, hold down the <Shift> or <Ctrl> key while selecting e-Parcel ID by using your mouse button.
 *To select all e-Parcel ID of address list displayed (All Addresses, Group, and Favorites), right-click on Address List box to open the pop-up menu. Then select the "Select All".
 This way will be useful for customers who wish to use the grouping function of Address Book. For more details about the Grouping function, see the section below.
 Refer to P235 7. Address Book – 6. Group List

④When addresses selected, the "Add as TO" button will be activated. Click this or click ▼ arrow next to the "Add as TO" button to open the pull-down menu. Select either menu "Add as CC" or "Add as BCC".

OR
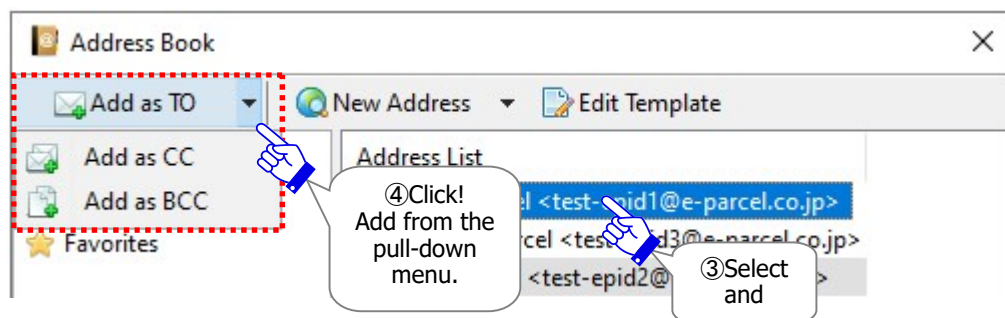
Or when addresses selected, right-click to open the pop-up menu and then select any of the "Add as TO", "Add as CC" or "Add as BCC".
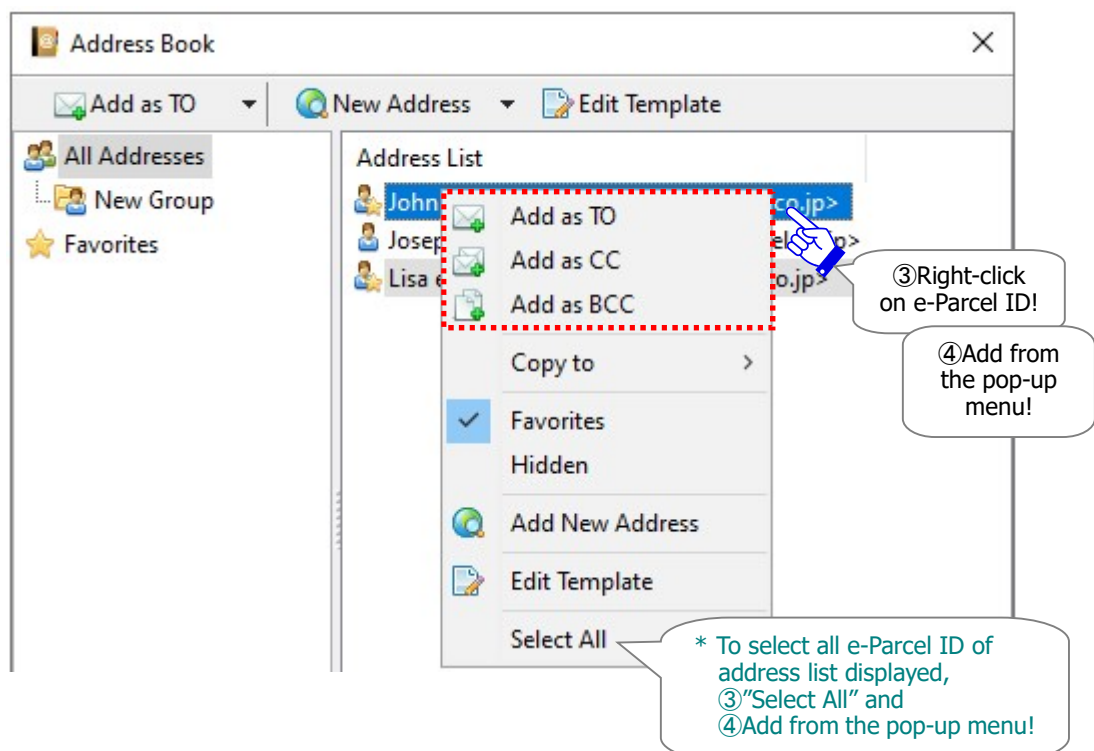
⑤The recipients e-Parcel ID selected will be set in any of the "TO", "CC" or "BCC" field of the "Send Dialog" depending on your choice.

	Tip: There is one more way to set the recipients e-Parcel ID of the Address Book into the Send Dialog. Select e-Parcel ID as recipients from the Address Book and then drag and drop to any of the "TO", "CC" or "BCC" fields of the Send Dialog. *Refer to P224 7. Address Book - 5-1-3. Drag & Drop addresses from Address Book

1-1-3. Select from Favorites list

Using the "Favorites" list of Address Book, the recipients e-Parcel ID added to Address Book can be set on the Send Dialog without open Address Book. We recommend that you add recipients e-Parcel ID which often send to the "Favorites" list of Address Book.
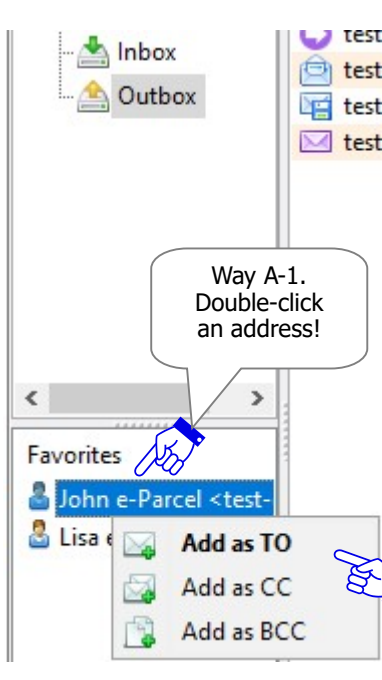
For more details about the Address Book, see the section below.
*Refer to P226 7. Address Book - 5-2. Select from Favorites list

A. The "Favorites" view of VCN-CommCenter GUI

The e-Parcel ID in the "Favorites" list of Address Book is shown in the "Favorites" view of the VCN-CommCenter GUI. You can simply select addresses when send new item without open Address Book.

*By Way A-1 and Way A-2, once e-Parcel ID selected from the "Favorites" view, the Send Dialog will automatically open.

Way A-1.

Double-click <u>an address</u> on the "Favorites" view. You can simply add an address as "To" on the Send Dialog.

(Single choice only & add as To only)

Way A-1.
Double-click an address!

Way A-2.

Right-click on addresses of the "Favorites" view to open the pop-up menu. Select any of the menu "Add as TO", "Add as CC" or "Add as BCC".

(Multiple choices allowed & add as TO, CC, BCC)

Way A-2.
Right-click on addresses!
Select from the pop-up menu.

Tip: There is one more way to set the recipients e-Parcel ID of the "Favorites" view into the Send Dialog. Select e-Parcel ID as recipients from the "Favorites" view and then drag and drop to any of the "TO", "CC" or "BCC" fields of the Send Dialog.

*Refer to P230 7. Address Book - 5-2-3. Drag & Drop addresses from Favorites view on VCN-CommCenter GUI

B. The "Favorites" list of Send Dialog

By Way B-1 and Way B-2, the e-Parcel ID in the "Favorites" list of Address Book is shown on the Send Dialog. You can simply select addresses when send new item without open Address Book.

Way B-1.

①Right-click on any of the "TO", "CC" and "BCC" fields on Send Dialog to open the pop-up menu.

②Move the cursor to the menu "Select from List".
  *If the "Select from List" menu is inactive with grayed-out effect, there is no address (e-Parcel ID) in the "Favorites" list of Address Book to be shown.

③The e-Parcel ID of the "Favorites" list of Address Book will be shown additionally on the pop-up menu. Select an e-Parcel ID as recipient.
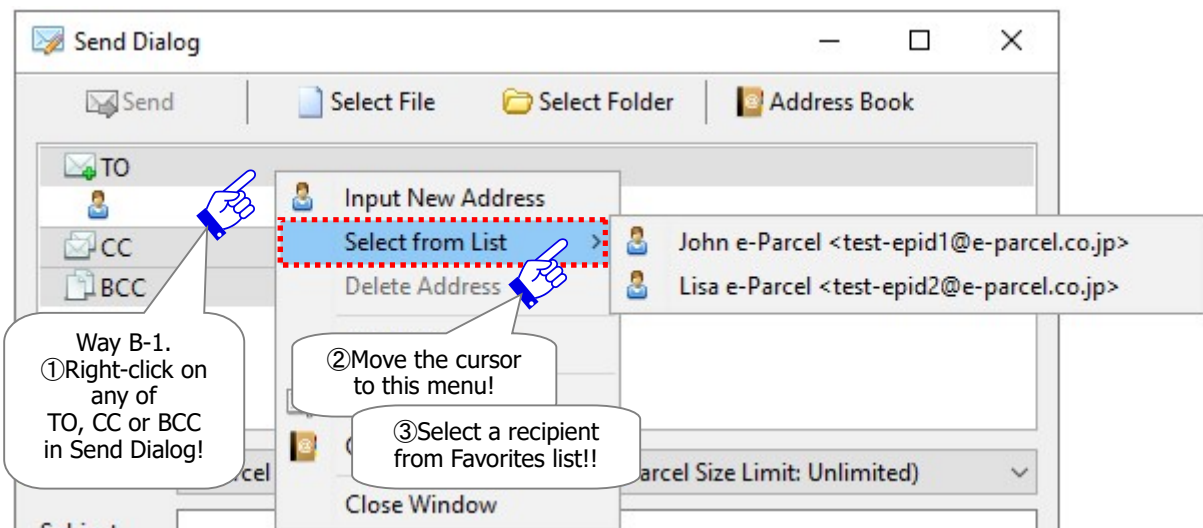
Way B-2.

①Double-click the "TO", "CC", "BCC" fields (in gray) on the "Send Dialog".

A cursor flash up in the "TO", "CC", "BCC" input fields (in white) requesting a new recipient e-Parcel ID.
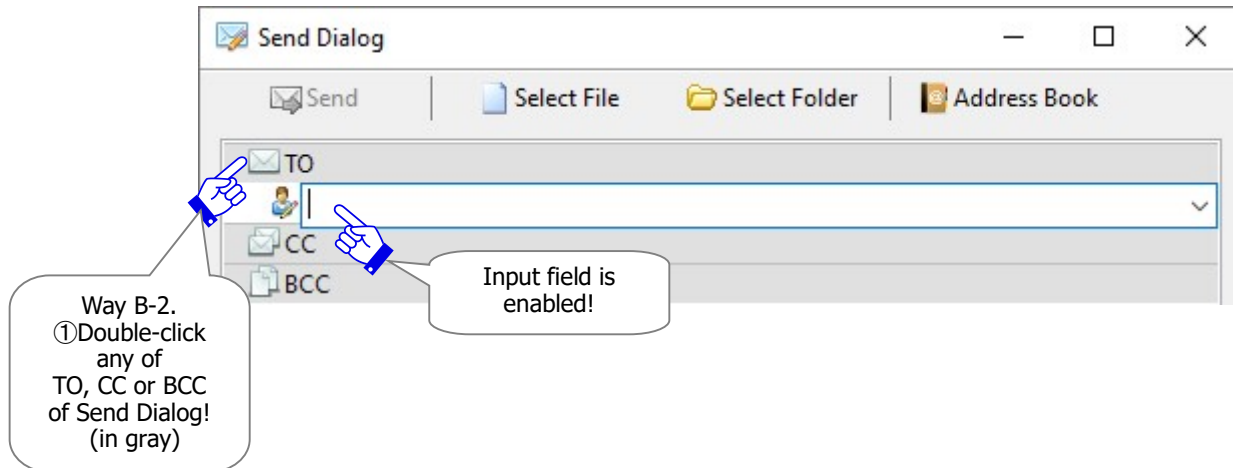
②At this point, enter only an initial letter of e-Parcel ID, or click the arrow at the right to open the pull-down menu. Addresses (e-Parcel ID) will be shown in order of the "Favorites" list of Address Book. Select an e-Parcel ID as a recipient from the "Favorites" list.
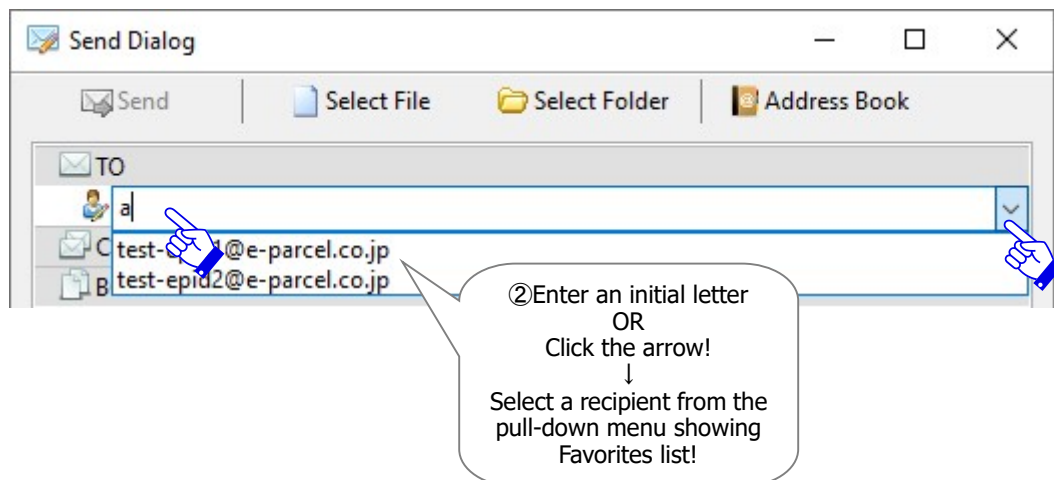
③The selected e-Parcel ID as a recipient is entered in the "TO", "CC", "BCC" input fields.
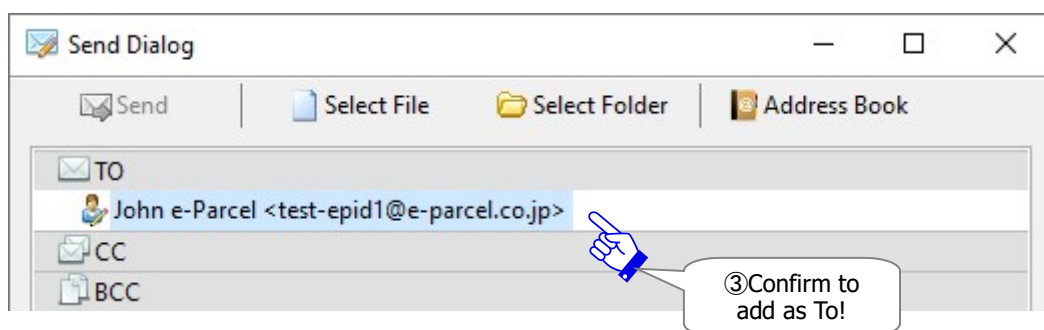
Edit TO, CC, BCC

If you want to edit the recipients e-Parcel ID entered into the "TO", "CC" and "BCC" input fields of the "Send Dialog", Double-click a recipient e-Parcel ID entered into the "TO", "CC" and "BCC" input fields.
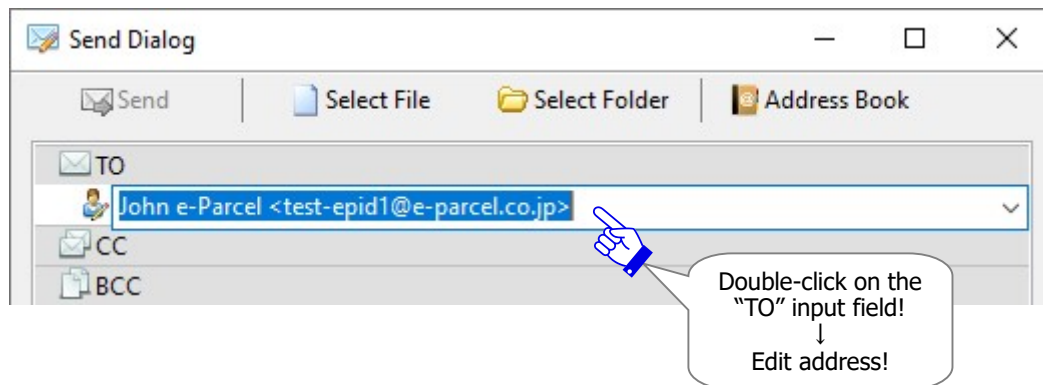
Note: If you want to edit an e-Parcel ID entered, double-click on the "TO", "CC", "BCC" input fields. The recipient icon of the "TO", "CC", "BCC" input fields will change to the recipient icon with a pencil.

Delete TO, CC, BCC

To delete the recipients e-Parcel ID entered into the "TO", "CC" and "BCC" input fields of the "Send Dialog", you can delete the e-Parcel ID entered by either of the following two (2) ways.

A. Press Delete key

①Select a recipient e-Parcel ID entered into the "TO", "CC" and "BCC" input fields.
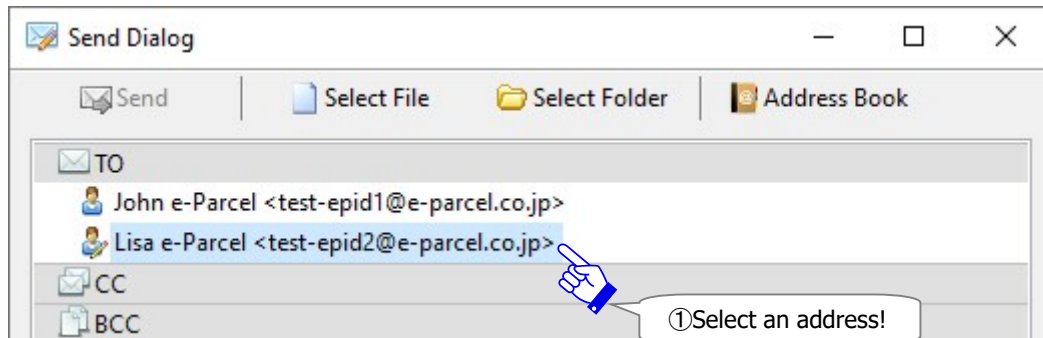
②Press the <Delete> key on the keyboard.

B. Delete from the menu

①Select a recipient e-Parcel ID entered into the "TO", "CC" and "BCC" input fields.

②Right-click to open the pop-up menu. Select the menu "Delete Address".
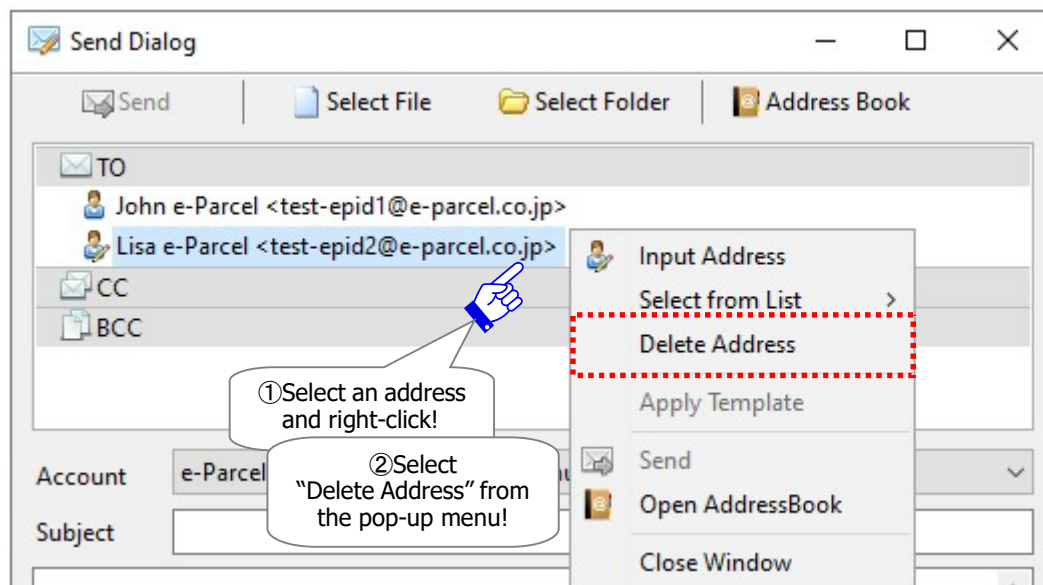
1-2. Enter Subject and Message

Next, enter a subject and message into the "Subject" and "Message" fields.

The VCN-CommCenter usually send the message in simple text format by default. When you wish

to decorate the message with rich text format on the Send Dialog, Option Config can be changed.

*The "Message decoration with rich text format" function has been provided since e-Parcel VCN-CommCenter 8.0.8023 (Released in March 2022). When the setting "Sending message decoration (disabled by default)" is enabled, the message decoration tool bar is shown additionally at the top of the message box on Send dialog. Refer to P174 4. Option Configuration – 12. Sending message decoration with rich text format

*[For users of "ID Sharing" function] The "Message decoration with rich text format" function has been provided for VCN-CommCenter 8.0 ID Sharing Client interlocked with e-Parcel VCN-AX 6.0 / 5.0.5013 (Released in August 2022) or later.
Refer to P102 2. VCN-CommCenter View - 2. Menu Bar - 2-3. Tools - 2-3-5. Register ID Sharing

Printing message

When message is entered on the Send Dialog, you can print it out.

*The "Message printing" function has been provided since e-Parcel VCN-CommCenter 8.0.8023 (Released in March 2022). The "Page Setup" and "Print" dialog opens additionally.

*To modify the page setting for printing message, right-click on the message box and select the "Page Setup" menu. The "Page Setup" dialog opens.
  Refer to P79 2. VCN-CommCenter View – Menu Bar - File 2-1-3. Page Setup

To print the message entered on the Send Dialog, right-click on the message box and select the "Print" menu. The "Print" dialog opens.

Also, when the "Message decoration with rich text format" function is enabled, click the "Print" icon in the message decoration tool bar.
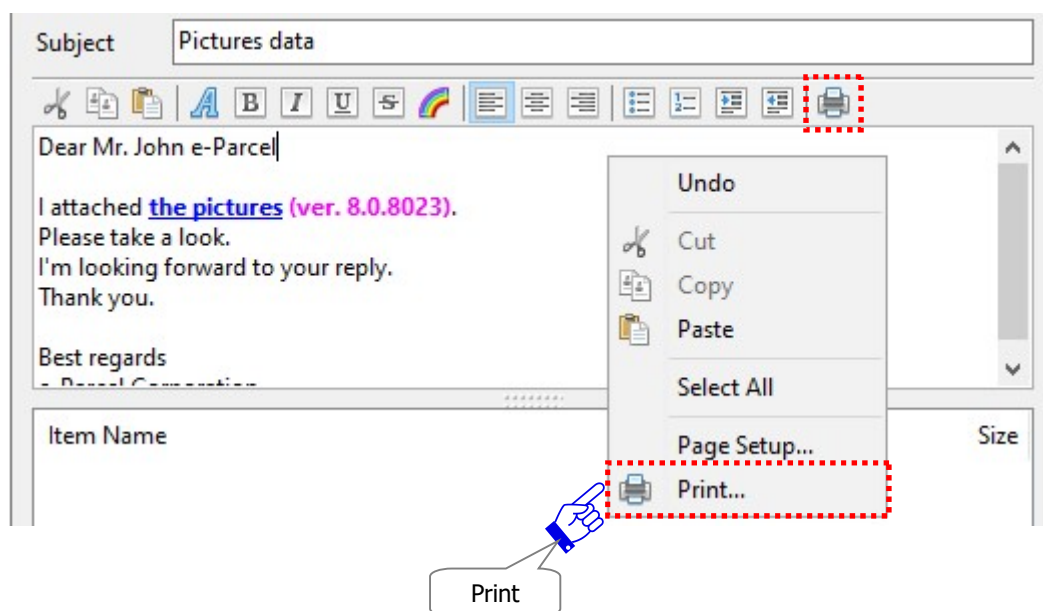
1-3. Attach Files & Folders

To attach at least a file or a folder to the "Send Dialog" is required to send an item. When files and folders accompany an item, the VCN-CommCenter provides the ability to attach files and folders as well as encrypting these attachments with an item.

To attach single file or multiple files to a new "Send Dialog", follow the procedure ①～⑥ below.

How to attach Files & Folders

1-3-1. Press the button "Select File", "Select Folder" ⇒ Refer to P311

To attach files and folders, simply click the tool button "Select File" or "Select Folder" on the Send Dialog.

1-3-2. Select from pop-up menu "Select File", "Select Folder" ⇒ Refer to P319

To attach files and folders, right-click on the item box of Send Dialog to open the pop-up menu. Then select the menu "Select Files" or "Select Folders"

1-3-3. Drag & Drop to Send Dialog ⇒ Refer to P320

Drag and drop files and folders directly on the Send Dialog to attach.

1-3-4. Copy & Paste on item box of Send Dialog ⇒ Refer to P321

Copy and paste files and folders directly on the item box of Send Dialog to attach.

1-3-5. Windows Context menu "Send to" ⇒Refer to P322

Use Windows context menu (Shortcut menu) to attach both files and folders on the Send Dialog at once. Right-click on files and folders to open the context menu (Shortcut menu). Select the "Send to" > "e-Parcel Recipient".
*Note: This function requires NOT to open the Send Dialog in advance.

1-3-6. Drop on the desktop icon ⇒Refer to P325

Use Windows desktop icon (Shortcut icon) to attach both files and folders on the Send Dialog at once. Drag files and folders on the desktop icon "e-Parcel x.x" to show "+ Open with VCN-CommCenter x.x", and then drop.
*Note: This function requires NOT to open the Send Dialog in advance.

1-3-1. Press the button "Select File" and "Select Folder"

To attach files and folders to a new "Send Dialog" by the tool button, take the procedure below.

Attach by the "Select File" button

①Click the "Select File" button on the Send Dialog.
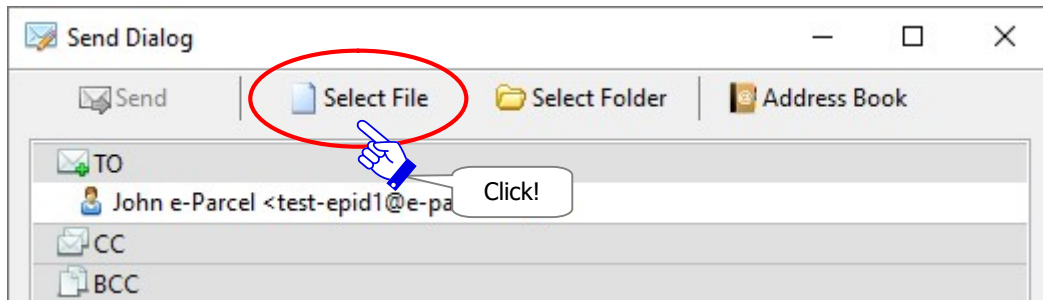
②The "Select Files" dialog is opened. Locate the folder where you stored the attachment files.
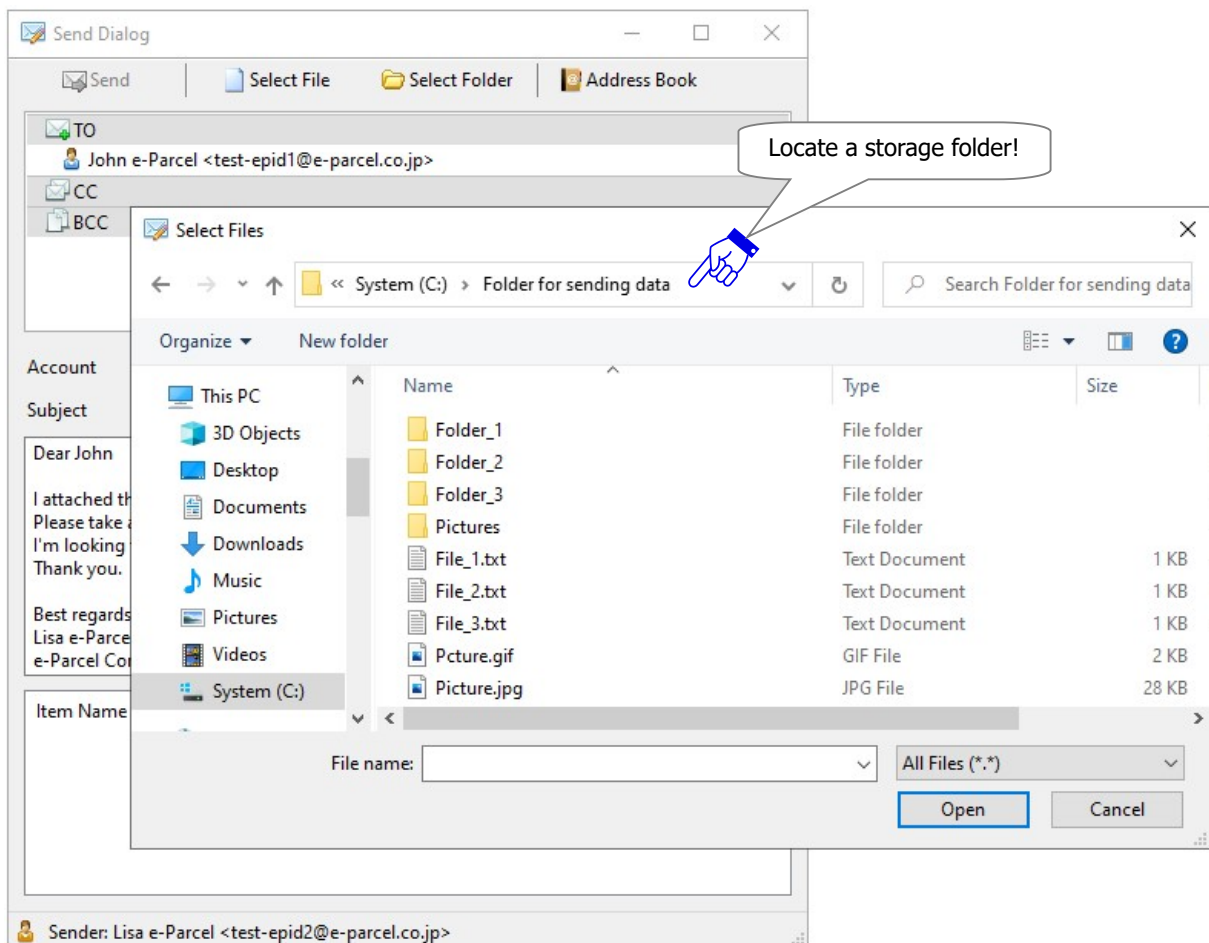
③Select file(s) and click the "Open" button to attach. (Multiple choices allowed)
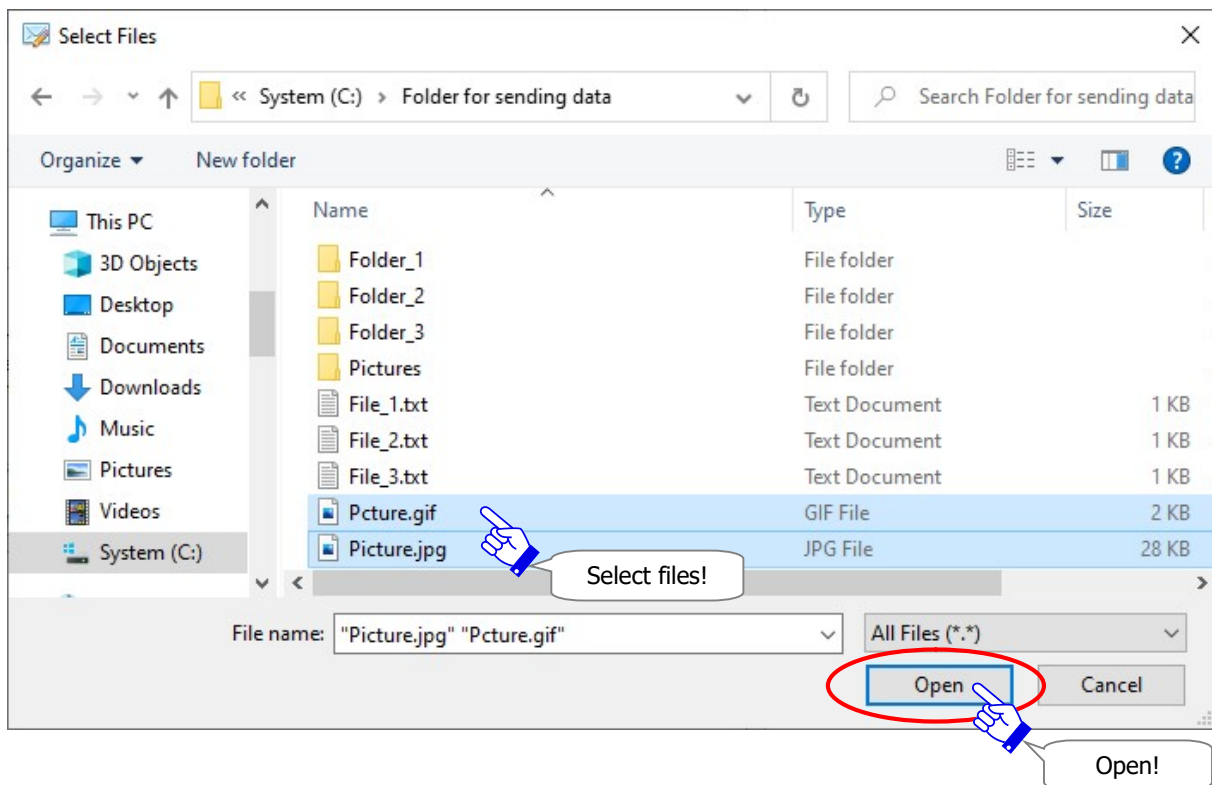
	Note: To select multiple files at one time, hold down the <Shift> or <Ctrl> key while selecting files by using your mouse button.

④The specified file(s) are attached on the item box of Send Dialog. Confirm to show the "Item Name" and "Size" of the file(s) attached.

⑤If you want to add file(s) from other locations, repeat the above operation ①②③ to attach.

⑥At this point, it's ready to send a new item. (Both "To" and attachments required). The "Send" button is enabled. To send the attached file(s), simply click the "Send" button on the Send Dialog.

⚠	**Warning:** When click the "Send" button, the application will start the preparations for uploading processes. Therefore, carefully note that **you must NOT move or delete the attached files and folders from the destination directory until the Send Dialog close automatically (Uploading processes start).** If do so, the application must fail in detecting the attached files and folders for initializing and encrypting as preparations.

Attach by the "Select Folder" button

①Click the "Select Folder" button on the Send Dialog.
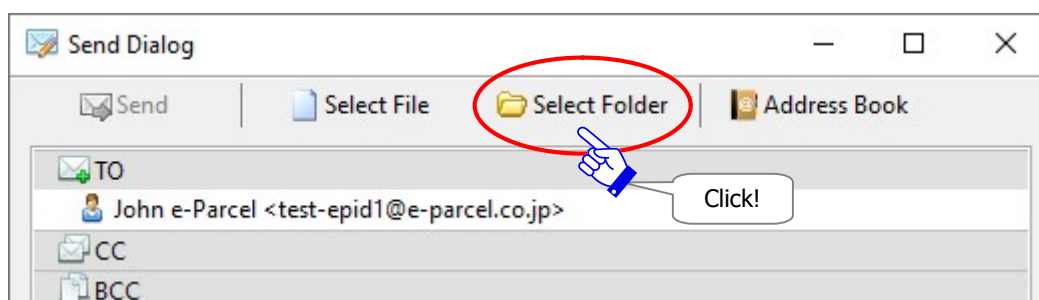
②The "Select Folders" dialog is opened. Locate the folder where you stored the attachment folders.
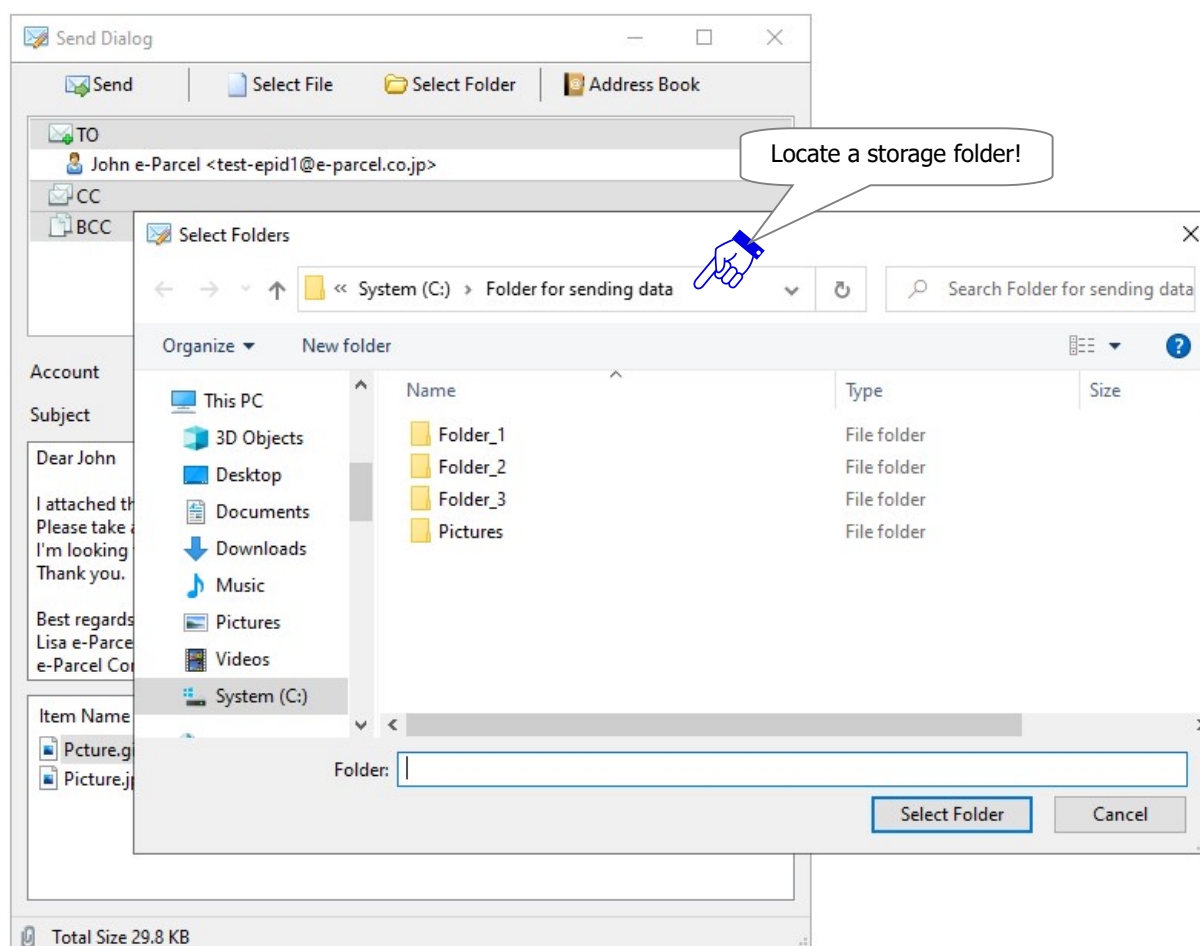
③Select a folder and click the "Select Folder" button to attach.
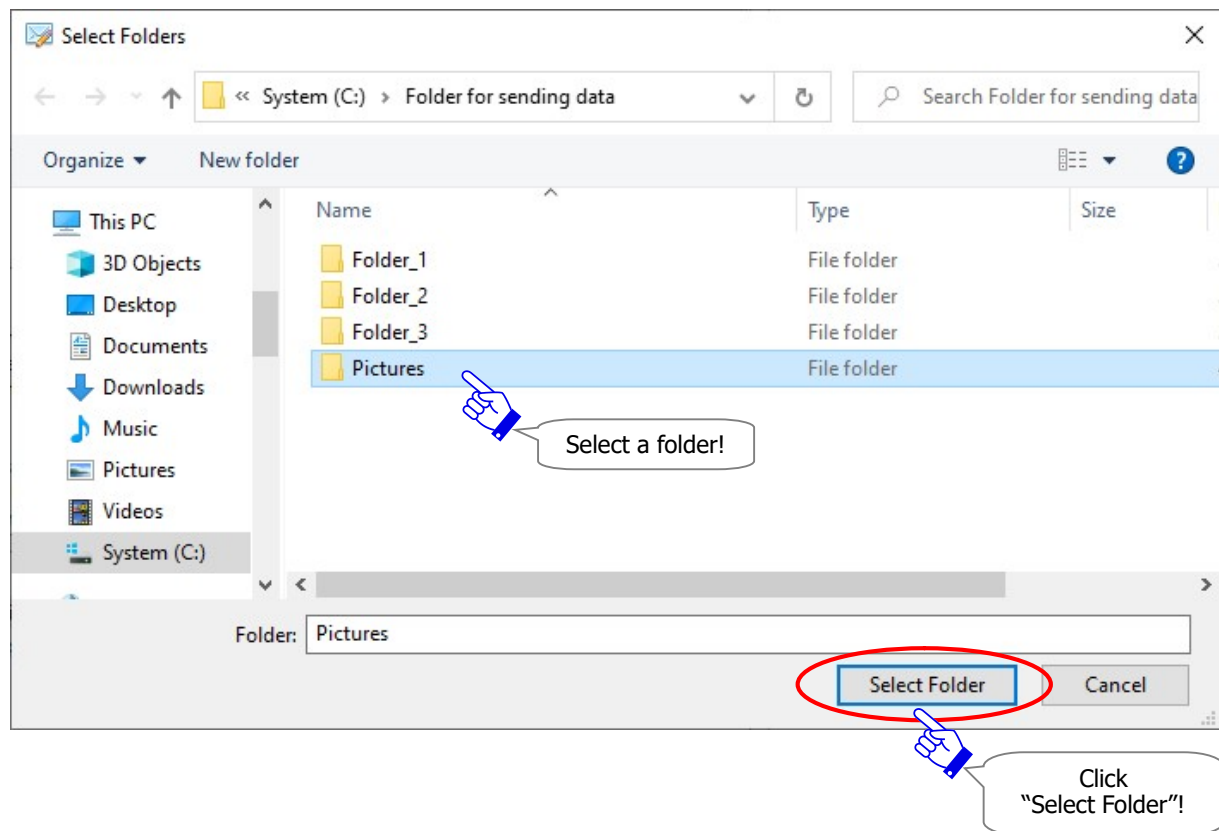
④The specified folder is attached on the item box of Send Dialog. Confirm to be show the "Item Name" and "Size" of the attached folder.
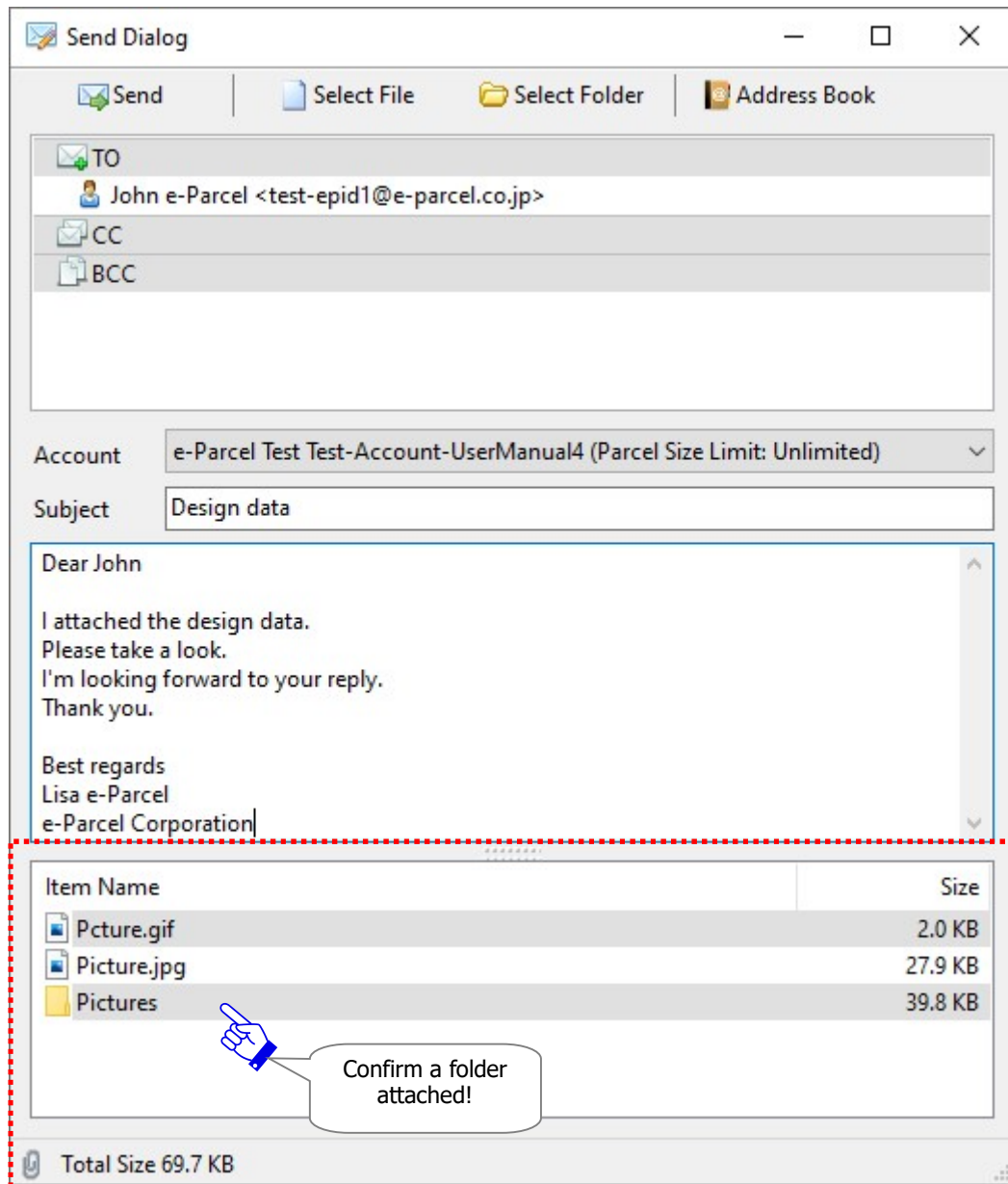
	Caution: It normally ends in a few seconds to attach a folder. However, in the case that many files are included in a folder specified as an attachment, it may take a long time to calculate the total size of attachments during processing to attach. Please wait for a while until a folder icon selected appears on the item box of the Send Dialog.

⑤If you want to attach multiple folders from other locations, repeat the above operation ①②③ to attach.

⑥At this point, it's ready to send an new item. (Both "To" and attachments specified). The "Send" button is enabled. To send the attached folder(s), simply click the "Send" button on the Send Dialog.

⚠	**Warning:** When click the "Send" button, the application will start the preparations for sending processes. Therefore, carefully note that **you must NOT move or delete the attached files and folders from the original locations until the Send Dialog automatically close (Sending processes start).** If do so, the application will fail in detecting the files and folders for initializing and encrypting as preparations.

1-3-2. Select from pop-up menu "Select Files" and "Select Folders"

To attach files and folders to a new "Send Dialog" from the menu, take the procedure below.

Attach from the "Select Files" menu

Right-click on the item box of Send Dialog to open the pop-up menu. Click the "Select Files" menu. The "Select Files" dialog appears to attach.

Attach from the "Select Folders" menu

Right-click on the item box of Send Dialog to open the pop-up menu. Click the "Select Folders" menu. The "Select Folders" dialog appears to attach.
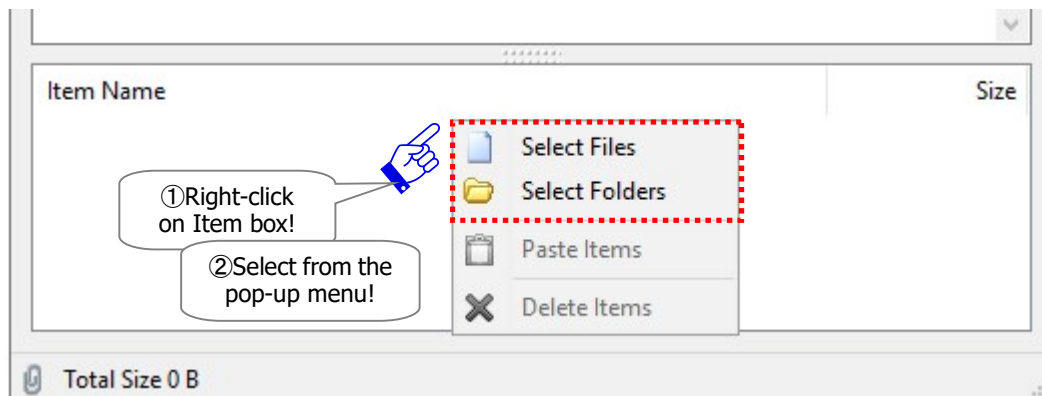
1-3-3. Drag & Drop to Send Dialog

On the previous of this section, how to attach files or folders each to the Send Dialog has been explained. Moreover, here goes to introduce the fore (4) efficient ways to attach both files and folders at the same time. The customer can easily and conveniently send a large number of files and folders at once by those ways.

Drag & Drop to the Send Dialog to attach

In your computer, locate and select files and folders from a directory. Drag and drop to the Send Dialog directly to attach. The files and folders attached are shown on the item box of Send Dialog. Confirm the "Item Name" and "Size" of the attachments.
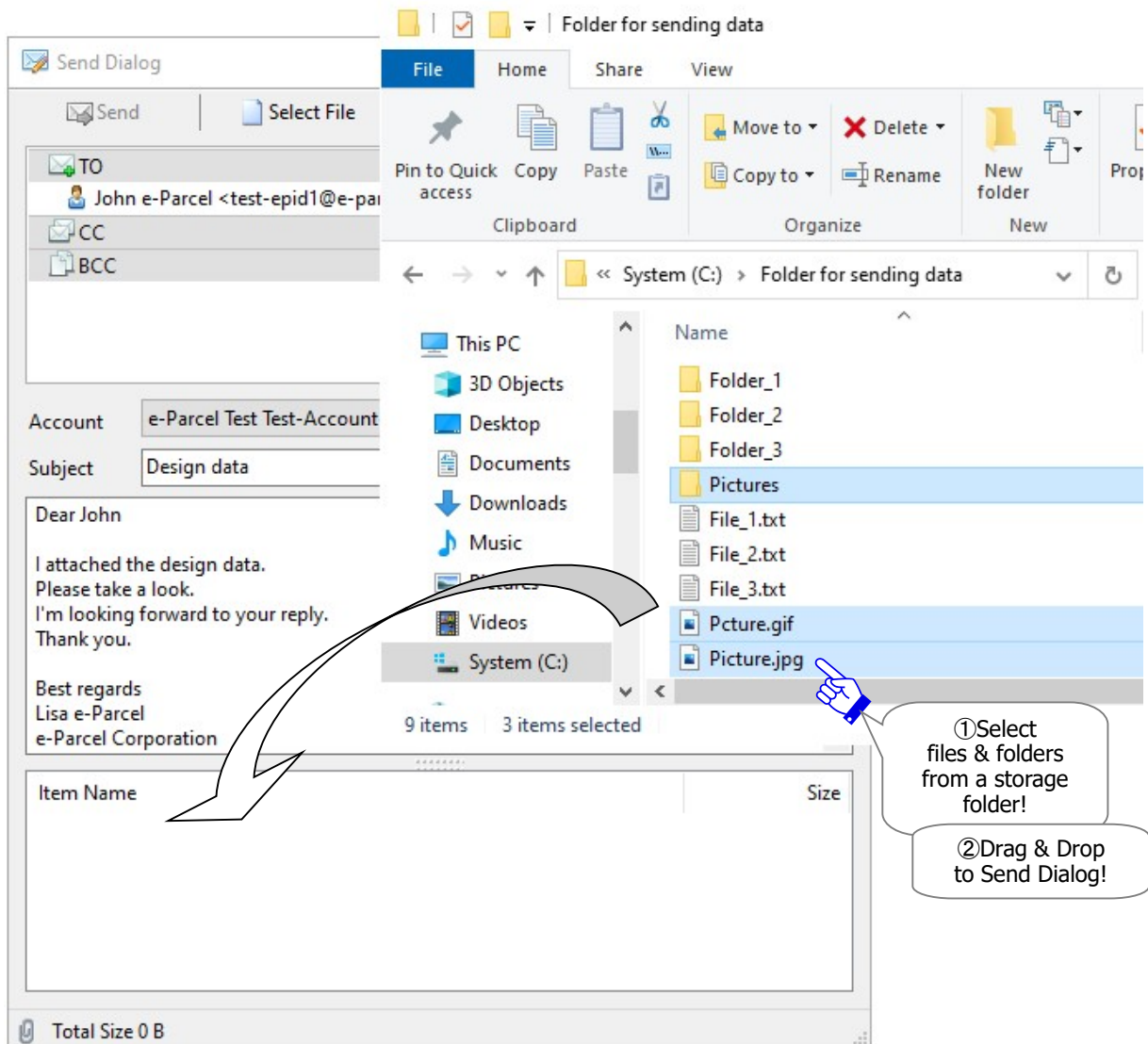
1-3-4. Copy & Paste on item box of Send Dialog

It is available to copy and paste both files and folders on the item box of Send Dialog at once.

Copy & Paste on the item box of Send Dialog to attach

In your computer, locate and copy files and folders from a directory. Right-click on the item box of Send Dialog to open the pop-up menu, and then select the menu **"Paste Items"** to attach. The files and folders attached are shown on the item box of Send Dialog. Confirm the "Item Name" and "Size" of the attachments.
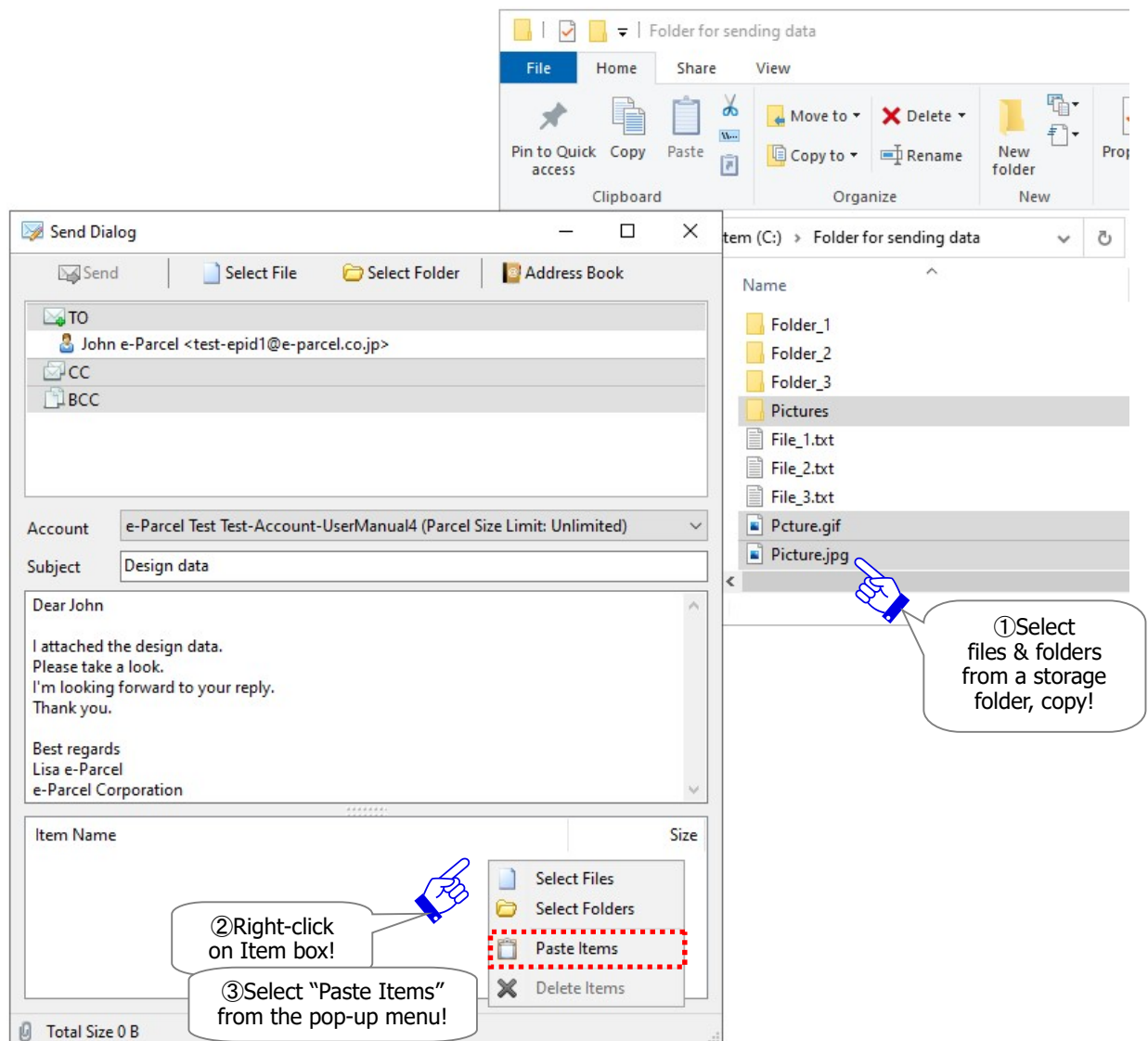
1-3-5. Context menu "Send to"

This section will introduce to use Windows context menu (Shortcut menu) to attach both files and folders on the Send Dialog at once.

Note: This function requires NOT to open the Send Dialog in advance.

Windows Context menu "Send to" > "e-Parcel Recipient"

In your computer, locate the folder where you stored the attachment files and folders. And then select and right-click on the files and folders to open the context menu (Shortcut menu). Select the "Send to" > "e-Parcel Recipient" from the pop-up menu.

*For only users who have set up multiple e-Parcel ID (client digital certificates) to one VCN-CommCenter GUI, the "e-Parcel Sender" dialog opens. Select one e-Parcel ID as a sender from the pull-down menu and then click the "OK" button.

*If you have set up
multiple e-Parcel ID
to one VCN-CommCenter GUI,
select one ID
as a "e-Parcel Sender".

When selected,
click OK!

The Send Dialog automatically opens. The files and folders attached are shown on the item box of Send Dialog. Confirm the "Item Name" and "Size" of the attachments.

[pencil icon]	**Note:** In the case that the VCN-CommCenter doesn't run, first the software will automatically get started and then the Send Dialog will open with the attached files and folders.
[caution icon]	**Caution:** If the Send Dialog has already opened, this function doesn't work. The selected files and folders are not attached on the existing Send Dialog.

1-3-6. Drop on the desktop icon

This section will introduce to use Windows desktop icon (Shortcut icon) to attach both files and folders on the Send Dialog at once.

 Note: This function requires NOT to open the Send Dialog in advance.

Drop on the e-Parcel desktop icon

In your computer, locate the folder where you stored the attachment files and folders. And then select and drag the files and folders to the desktop icon "e-Parcel x.x" in your computer. When it shows "+ Open with VCN-CommCenter x.x", drop on it.

*For only users who have set up multiple e-Parcel ID (client digital certificates) to one VCN-CommCenter GUI, the "e-Parcel Sender" dialog opens. Select one e-Parcel ID as a sender from the pull-down menu and then click the "OK" button.

*If you have set up
multiple e-Parcel ID
to one VCN-CommCenter GUI,
select one ID
as a "e-Parcel Sender".

When selected,
click OK!

The Send Dialog automatically opens. The files and folders attached are shown on the item box of Send Dialog. Confirm the "Item Name" and "Size" of the attachments.

⑤Send Dialog opens with the files & folders attached.

✏️	**Note:** In the case that the VCN-CommCenter doesn't run, first the software will automatically get started and then the Send Dialog will open with the attached files and folders.
⚠️	**Caution:** If the Send Dialog has already opened, this function doesn't work. The selected files and folders are not attached on the existing Send Dialog.

1-4. Delete Attachments

To delete the attached files and folders on the item box of Send Dialog, take either of the following two (2) ways before send.

Press Delete key

On the item box of Send Dialog, select the attached files and folders, and then press the <Delete> key on the keyboard.

②Press <Delete> key
on the keyboard.
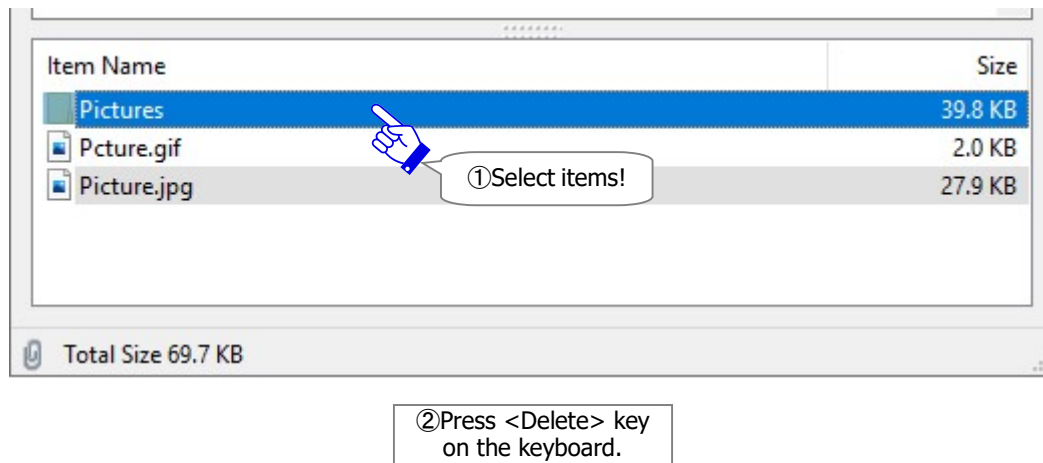
Delete from the menu

On the item box of Send Dialog, select the attached files and folders and right-click to open the pop-up menu. Select the menu "Delete Items from List".
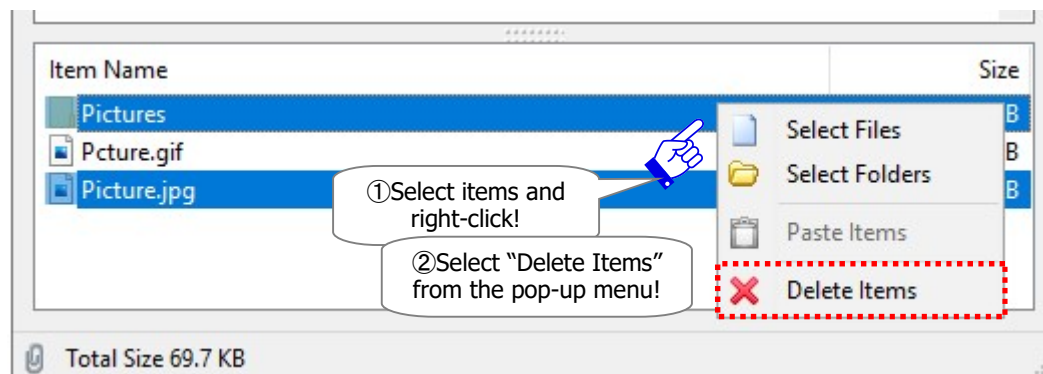
✏️	**Note:** To select multiple files at one time, hold down the <Shift> or <Ctrl> key while selecting files by using your mouse button.

1-5. Account

The "Account" field of the Sent Dialog displays the account information (company name, account name, parcel size limit) to which an e-Parcel ID belongs.

Default Account

On the "Account" field, the default account (P152) which has been configured to the User Configuration must be displayed. Once an item is sent through the e-Parcel service, this account will be charged for the data delivery.

*Only for an e-Parcel ID which belongs to the multiple accounts, it provides you with selecting from the pull-down menu. the default account is listed on the top of the pull-down menu. To change an account charged on each transmission, select another account from the pull-down menu. This change must affect only this data delivery which you open the Send Dialog. When the "Account" field is changed, click the "Send" button.

Parcel Size Limit

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

Default Account
(Parcel Size Limit a delivery)
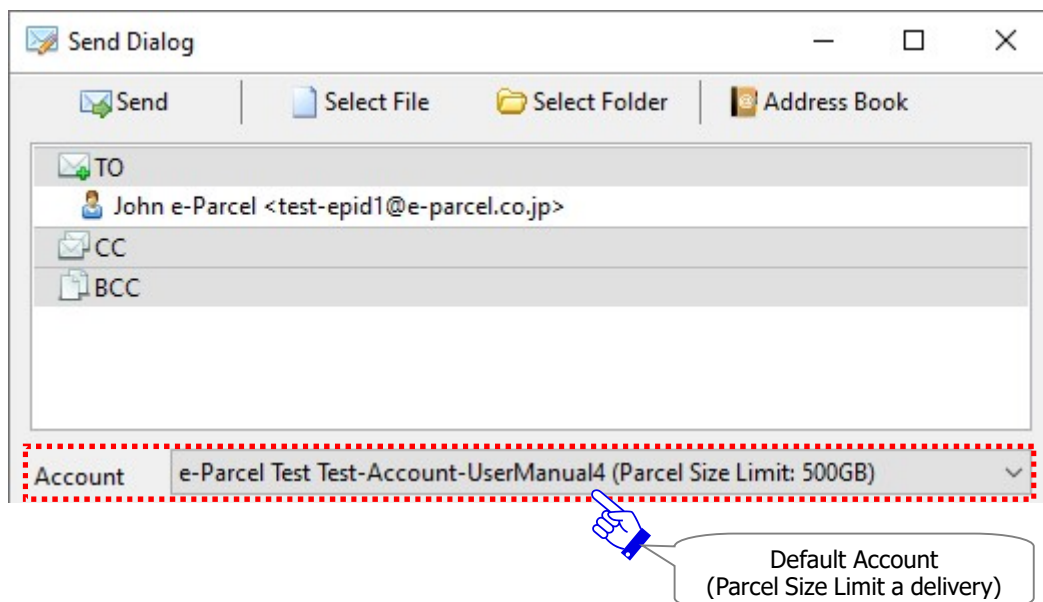
In the case that the account is not assigned the data volume limit a delivery, the "Account" field shows (Parcel Size Limit: Unlimited) below.
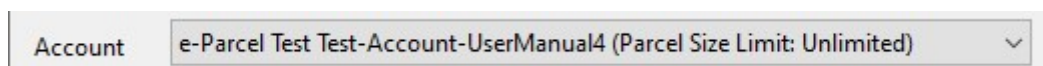
Total Size

Total size of the attached files and folders will be displayed at the bottom left corner of the Sent Dialog. Total data volume of attachments must be less than or equal to parcel size limit of your account.

*Attention: If total data volume of attachments exceeds parcel size limit, the "Send" button will be disabled with grayed-out effect.
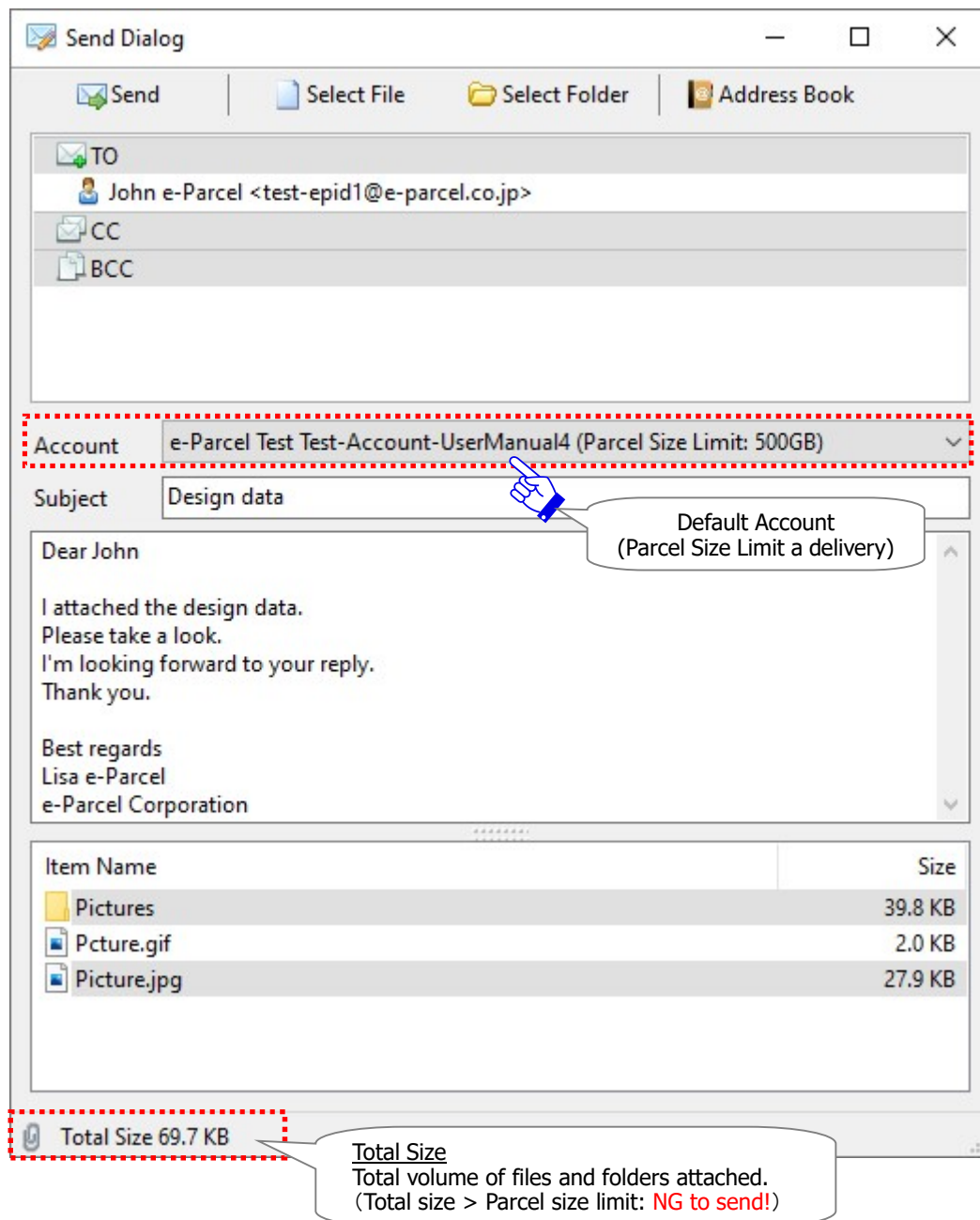
1-6. Send Item

When you set "TO" field, attach files/folders and enter other fields as necessary on the Send Dialog, the "Send" button is enabled. It's ready for sending a new item.

*When both the "TO" and "Item (files and/or folders attached)" boxes are entered on the Send Dialog, the "Send" button will be enabled (in color). [*Required]

There are the following two (2) ways to send a new item.

Upon clicking the "Send" button, the VCN-CommCenter starts the preparations for uploading processes. When the Send Dialog is closed automatically, new entry will be added to outbox on the VCN-CommCenter GUI. Then, this item will be encrypted automatically before uploading. You can track the delivery status of this item on outbox.

*Refer to P334 8. Sending - 2. Outbox

	Warning: After sending operation (click the "Send" button), **it should be avoided to move or delete the files/folders attached from the original storage location in your computer until the Send Dialog is closed automatically** (until uploading processes started). If do so, application will suspend compressing and archiving items as the preparation processes before starting to encrypt and upload.

Press the "Send" button

To send a new item, just click the "Send" button on the Send Dialog.

Select the "Send" menu

Right-click on the address box of Send Dialog to open the pop-up menu.

And then, select the "Send" menu.

	Caution: Just after sending new items, **please be advised you not to exit (shutdown) application until the status "Waiting Download" in outbox.** (*Uploading processes confirmed) *For your information, VCN-CommCenter provides the automatic restart function (intermission delivery and auto resume function). If you might exit application while processing upload (status "Uploading xx%"), it suspends to upload new items. However, it will automatically resume to upload new items on re-startup application. You don't need the resend operation.

	Caution: When both the "TO" and "Item (files and/or folders attached)" boxes are entered on the Send Dialog, the "Send" button and menu will be enabled.

1-7. Close Send Dialog

To close the Send Dialog box before send operation, there are the following two (2) ways.

Close by the button

Click the ⬚ X ⬚ button at the top right corner of the Send Dialog.

Close from the menu

Right-click on the address box of Send Dialog to open the pop-up menu. And then click the menu "Close Window".
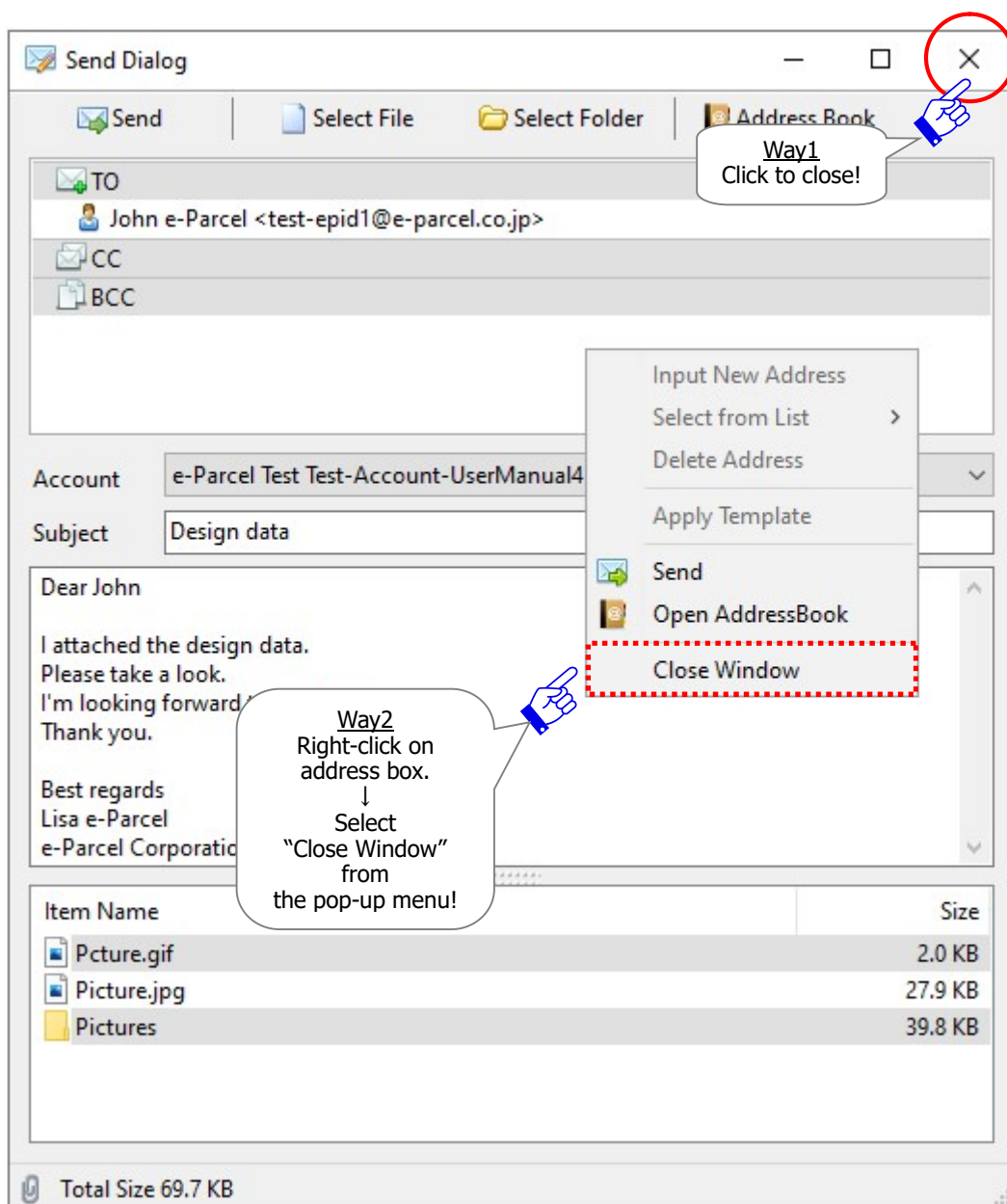
2. Outbox

The sending items are listed up in Outbox of the VCN-CommCenter GUI. You can view the delivery status of sending items (Tracking) in Outbox.

*Note: You cannot open the files/folders attached from the outbox "Parcel Detail" dialog.

2-1. Display Outbox

To view the list of sending items on the List view, firstly click the "Outbox" of the tree view at the upper-left pane of the VCN-CommCenter GUI.

Uploading
Upon clicking the "Send" button, first an item is compressed and encrypted before uploading. [Initializing] – [Encrypting xx%]

On the status column of Outbox, when encryption has been completed, the current status will be updated to [Waiting Upload] – [Upload Start] – [Uploading xx%] – [Upload Complete].

When upload confirmed, the current status will show [**Waiting Download**].

*If you want to exit (shutdown) the VCN-CommCenter while an item uploading, please be advised you to wait until upload confirmed. (The status will be updated to [Waiting Download].)

Downloading
[Waiting Download] has been displayed on the status column of the Outbox before recipients start to download.

On the status column of Outbox, when recipients start to download, the current status will be updated to [Ready To Download] – [Download Start] – [Download Complete]. Just after downloaded, an item will be decrypted and extracted.

When download confirmed, the current status will show [**Delivery Confirmed**].

Then, the current status will be updated to "Item Opened" when recipients open an item and to "Item Moved" when recipients move the attachments of an item.

2-2. Current Status

The "Status" column in Outbox will show the current status of sending items.

*Refer to P481 Appendix 3. Delivery Status

About the "Status" column in Outbox

The transmission processes are started according as a sender clicks the "Send" button on the Send Dialog. At the beginning, data compression completed as the first process for the transmission, the Send Dialog automatically closes. Then a new item is recorded in Outbox.

When a new item starts uploading, 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, the "Status" column of Outbox will show **"Waiting Download"**.
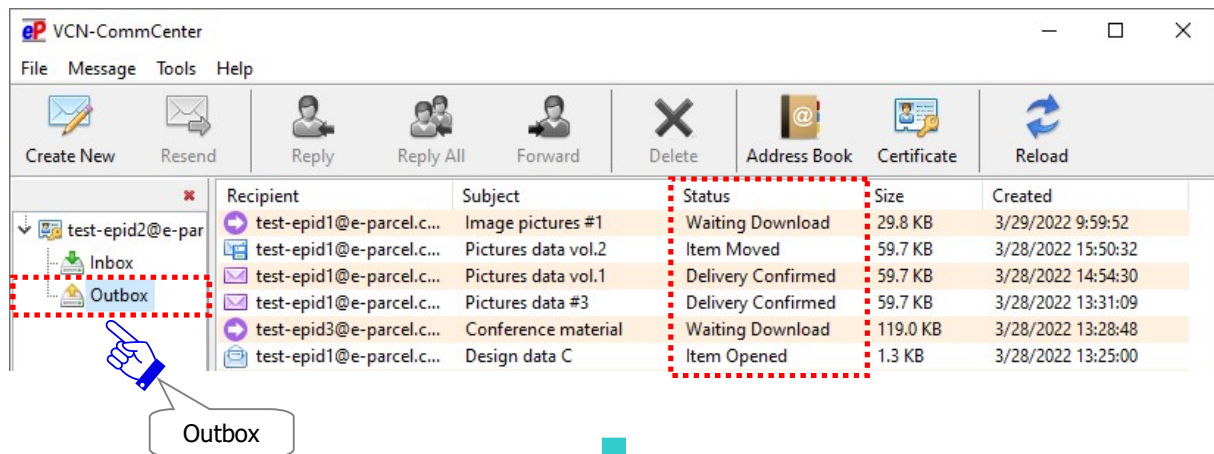
When recipients start downloading an item, the "Status" column of Outbox usually makes progress through "Waiting Download (Ready To Download)" → "Download Start" → "Download Complete" → "Delivery Confirmed".

When download confirmed, the "Status" column of Outbox will show **"Delivery Confirmed"**.

*In the case of recipients who use the "e-Parcel Service - Web Browser (e-Parcel VCN-Web)" client, the last delivery status shows "Download Complete" when downloading processes complete.

When recipients open the Parcel Detail dialog from inbox afterward, the "Status" column will be updated to "Item Opened".

When recipients move (save) the attachments of an inbox item afterward, the "Status" column will be updated to "Item Moved".

*When sending to multiple recipients, the "Status" column of outbox will show the latest status of a recipient. To view the delivery status of all recipients, double-click on an outbox item to open the "Parcel Detail" dialog.
Refer to P338 8. Sending – 3. Outbox Parcel Detail

	Caution: Just after sending new items, **please be advised you not to exit (shutdown) application until the status "Waiting Download" in outbox.** (*Uploading processes confirmed) *For your information, VCN-CommCenter provides the automatic restart function (intermission delivery and auto resume function). If you might exit application while processing upload (status "Uploading xx%"), it suspends to upload new items. However, it will automatically resume to upload new items on re-startup application. You don't need the resend operation.
	Caution: When click the "Send" button, the application will start the preparations for uploading processes. Usually new items will be encrypted just before starting to upload. Carefully note that you must NOT exit (shutdown) the VCN-CommCenter while the status "Encrypting xx %" on outbox. If do so, the data may corrupt and then it causes delivery error. Please be advised you to wait until the status should be "Waiting Download" on outbox. (Uploading processes complete)

	Note: When you wish to switch the current view of outbox/inbox to another while processing upload/download, please wait a few moments for the VCN-CommCenter to complete the processes. The status on outbox should be "Waiting Download" when uploading processes complete. The status on inbox should be "Delivery Confirmed" when downloading processes complete.
	Note: In the case that items are sent to e-Parcel ID for the "e-Parcel Secure Data Delivery Service - Web Browser (e-Parcel VCN-Web)", the delivery status shows "Download Complete" as the last status when recipients have completed downloading processes.

	Tip: Make it a habit to track delivery status to ensure that all recipients receive your deliveries.

2-3. Pop-up menu on outbox items

To open the pop-up menu, right-click on the items listed in Outbox.
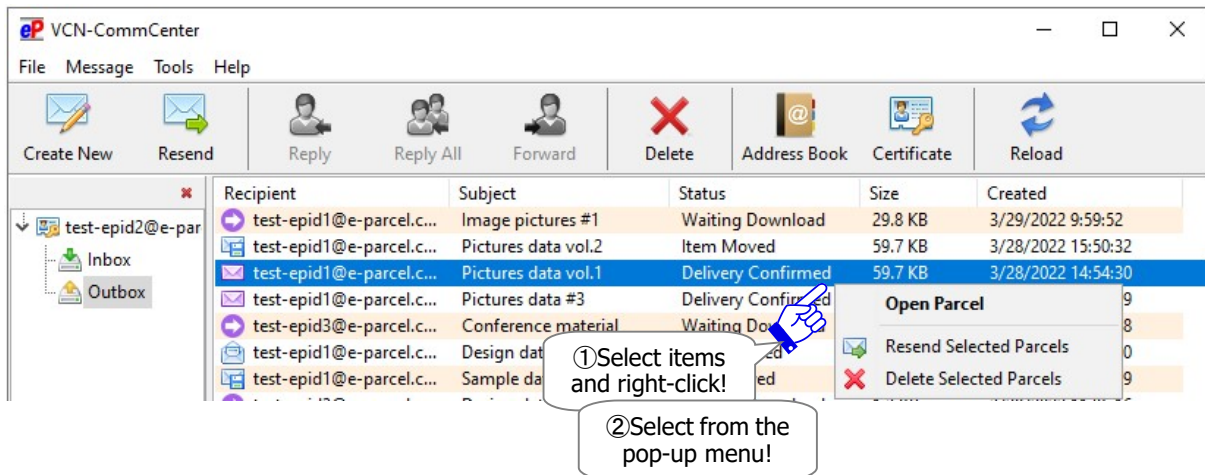
2-3-1. Open Parcel

The "Open Parcel" menu will open the "Parcel Detail" dialog.

*Refer to P338 8. Sending – 3. Outbox Parcel Detail

2-3-2. Resend Selected Parcels

The "Resend Selected Parcels" menu will resend same item(s) (subject, message, attachments) to same recipient(s) within the resend period from date created. This menu will be enabled only when you select outbox items which are confirmed to upload (from the status "Waiting Download" onward). Once an item(s) has been resent, this menu will be disabled for this outbox item(s) with grayed-out effect.

*This behaves similarly to the menu bar Message > "Resend".
*This behaves similarly to the "Resend" button on the outbox Parcel Detail dialog.
*This behaves similarly to the right-click menu "Resend Selected Parcels" of outbox items.
*Attention: Items which are canceled to send while encrypting will NOT be able to resend.
*Attention: On the Option Config (the menu bar "Tools" > "Option"), the "Resend" function requires the setting "Enable Resend" to be enabled (set checked: Yes) with initial choice.
   (Default: Enable Resend: Yes / Resend Period: For 14 days)
   Refer to P165 4. Option Configuration - 4. Resend Setting

2-3-3. Delete Selected Parcels

The "Delete Selected Parcels" menu will delete an item(s) from outbox. This command will be enabled only when you select outbox items which are uploaded (from the status "Upload Complete" onward). Once an item(s) has been deleted, this item(s) is never restored.

*This behaves similarly to the menu bar Message > "Delete".
*This behaves similarly to the "Delete" button on the tool bar of VCN-CommCenter.
*For your information: Despite deleting items 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 in 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/.
   Refer to P458 Appendix 1. e-Parcel Secure Enterprise - Web Browser

3. Outbox Parcel Detail

The VCN-CommCenter provides the outbox "Parcel Detail" dialog which displays information on the details of an item. The "Parcel Detail" dialog contains four (4) tool buttons, item details and the progress status of sending items (Tracking).

*Note: You cannot open the files/folders attached from the outbox "Parcel Detail" dialog.

3-1. Open the outbox Parcel Detail

How to open the Parcel Detail dialog in outbox

There are the following two (2) ways to open the "Parcel Detail" dialog.

Way1. Double-click an outbox item

Select and double-click an item listed in outbox. The "Parcel Detail" dialog opens.

Way2. Right-click on an outbox item

Right-click on an item listed in outbox to open the pop-up menu. Select the "Open Parcel" menu. The "Parcel Detail" dialog opens.

[Outbox]
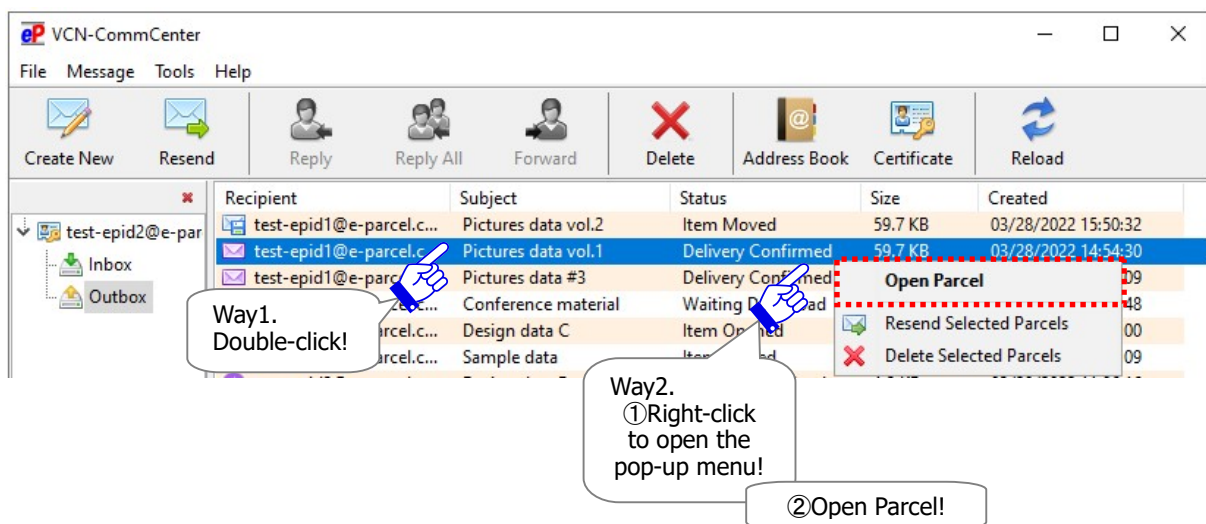
The Parcel Detail dialog in outbox

The "Parcel Detail" dialog displays an item detail about your recipient's e-Parcel ID or name (Refer to P171), Date Created, the progress status of recipients (Tracking), account information, subject, message, attachments (Files/Folders), and parcel ID.
*Refer to P174 4. Option Configuration - 12. Sending message decoration with rich text format

Create New
(Date Created)
*Create New: Sender started the sending processes for a new item.
*Only a status "Create New" has been displayed until a recipient will be notified and ready to download.

Recipient's e-Parcel ID or name (P171)

Parcel Detail

Resend | Cancel Send | Set Priority | Reload | Print

Type	Recipient	Time Stamp	Status
TO	test-epid1@e-parcel.co.jp	3/28/2022 14:54:30	Create New
		3/28/2022 14:56:51	Waiting Download
		3/28/2022 14:56:52	Download Start
		3/28/2022 14:56:52	Download Complete
		3/28/2022 14:56:53	Delivery Confirmed

Recipient's Progress Status (Tracking)

Account: e-Parcel Test Test-Account-UserManual4

Subject: Pictures data vol.1

Dear Mr. John e-Parcel

I attached the pictures.
Please take a look.
I'm looking forward to your reply.
Thank you.

Best regards
e-Parcel Corporation

📁 Pictures1   📄 Picture.jpg   📄 Picture.gif

Item Box
The attached file(s)/Folder(s) are shown.
*You can not open File(s)/Folder(s) attached from this item box.

Parcel ID
Each parcel is numbered by an individual ID automatically when sending an item.

f4d5b9d6-600d-b641-a00d-ba1a5a5a9210

3-2. Tracking Display

The tracking information can be found in the event view of the outbox "Parcel Detail" dialog, which lists the Time Stamp and Progress Status (Tracking) of recipients. The information found here will provide you with insight as to who has received, opened, moved, deleted, canceled, and/or aborted a delivered item.

*Refer to P481 Appendix 3. Delivery Status

"Create New": Only the status "Create New" has been displayed until a recipient will be notified and be ready to download. (Date Created)

*The software of recipients has not started the downloading processes yet.

Create New
(Date Created)
*Create New: Sender started the sending processes for a new item.
*Only a status "Create New" has been displayed until a recipient will be notified and be ready to download.
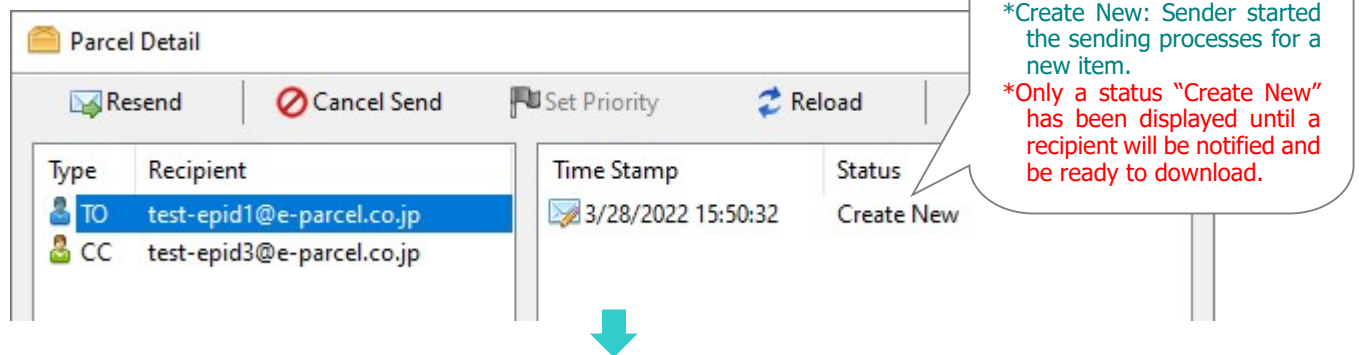
When recipients detect transmission items pending delivery and start the downloading processes, the status proceeds to "Waiting Download (Ready To Download)" which is displayed additionally.

When recipients start downloading items, the status progress through "Waiting Download (Ready To Download)" → "Download Start" → "Download Complete" → "Delivery Confirmed".

On the event view of the Parcel Detail dialog, the status of the latest line will be automatically updated afterward to "Item Opened", "Item Moved", "Cancelled", "Download Aborted", "Item Deleted" and etc.

*The software of recipients has not confirmed the downloading processes yet before the delivery status shows "Download Complete".
*In the case of the "e-Parcel Service - Web Browser (e-Parcel VCN-Web)" client as recipients, the last delivery status shows "Download Complete" when downloading processes complete.

Waiting Download
(Ready To Download)
*When recipients start, Progress Status (Tracking) will be added.

In the case of multiple recipients
Select one recipient to display tracking info to the next event window of the Parcel Detail.

Recipient's Progress Status (Tracking)

"Delivery Confirmed" Downloading processes successfully done
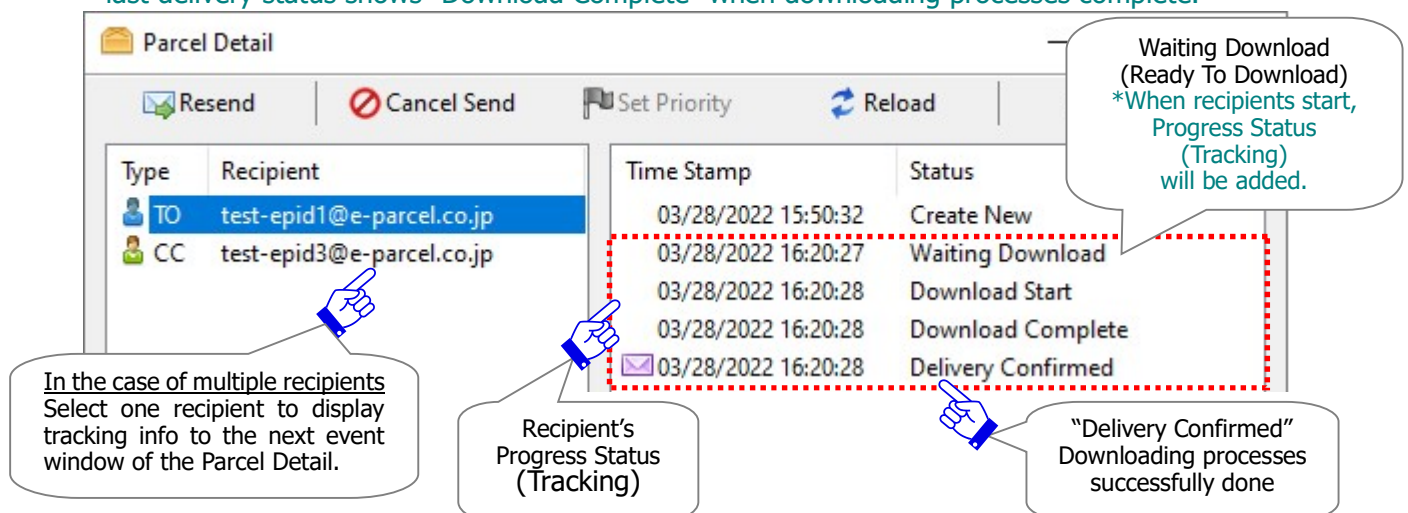
Usually, the Progress Status (Tracking) will be updated by auto polling.

(Default: 5 minutes polling interval)

In addition, the "Reload" button on the "Parcel Detail" dialog will promptly refresh the delivery status <u>for only that item</u> which you open now.

When recipients open the Parcel Detail dialog from inbox afterward, the "Status" column will be updated to "Item Opened".

When recipients move (save) the attachments of an inbox item afterward, the "Status" column will be updated to "Item Moved".

	Warning: Downloading data must be made within 31 days from the date of item sent (item created). After expired, the unreceived items will automatically be deleted from the e-Parcel server. Therefore, you can NOT download the expired items any longer. Also, the delivery statuses of the expired items will be no longer updated.
	Warning: After 31 days from the date of item sent (item created), those expired items will be excluded from tracking target through the e-Parcel service.

	Note: In the case that items are sent to e-Parcel ID for the "e-Parcel Secure Data Delivery Service - Web Browser (e-Parcel VCN-Web)", the delivery status shows "Download Complete" as the last status when recipients have completed downloading processes.

	Tip: Make it a habit to track delivery status to ensure that all recipients receive your deliveries.

List of Progress Status (Tracking)

The main Progress Statuses (Tracking) of recipients displayed on the event pane of the outbox "Parcel Detail" dialog are briefly explained below.

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

➢ **Create New**

Date created of a new item: After clicking the "Send" button by sender, a new item is registered with the e-Parcel server to start the sending processes.

*Attention: Only a status "Create New" has been displayed until a recipient will be notified and be ready to download a new item.

➢ **Waiting Download (Ready To Download)**

Recipient is notified and then ready to download a new item.

➢ **Download Start**

Recipient starts to download.

➢ **Downloading xx%***

Recipient is downloading.

* The downloading progress of recipient side has been displayed since e-Parcel VCN-CommCenter 7.0.7020 [Released in August 2018]. (This change doesn't affect use of the existing software ver. 7.0.7019 or earlier.)

➢ **Download Complete**

Recipient just finishes downloading.

Then, application of recipient is decrypting and extracting an item. (Downloading processed)

* Attention: Recipients have not confirmed successfully the downloading processes yet until the status is shown "Download Complete".

➢ **Delivery Confirmed***

The application of recipient has **confirmed to download an item with integrity verified**.

(Downloading processes done successfully)

*In the case that items are sent to e-Parcel ID for the "e-Parcel Secure Data Delivery Service - Web Browser (e-Parcel VCN-Web)", the delivery status shows "Download Complete" as the last status when recipients have completed downloading processes.

➢ **Item Opened***

Recipient opened an item which the status is "Delivery Confirmed". (To open the inbox "Parcel Detail" dialog.)

➢ **Item Moved***

Recipient has completed to move the attached files/folders of an item which the status is "Delivery Confirmed" or "Item Opened".

➢ **Cancelled***

Sender has canceled to send an item which the status must be from "Initializing" to "Delivery Confirmed" (Before "Item Opened" or "Item Moved").

*Refer to P345 8. Sending - 3. Outbox Parcel Detail - 3-3. Tool Bar on the outbox Parcel Detail

➢ **Download Aborted***

Recipient has aborted to receive an item which the status must be from "Waiting Download" to "Delivery Verifying" (Before "Delivery Confirmed").

*Refer to P373 9. Receiving - 3. Inbox Parcel Detail - 3-3. Tool Bar on the inbox Parcel Detail

➢ **Item Deleted***

Recipient has deleted an inbox item which the status must be "Delivery Confirmed" when an item has not been opened or moved yet (Before "Item Opened" or "Item Moved").

*Refer to P362 9. Receiving - 2. Inbox - 2-3-3. Delete Selected Parcels
*Refer to P117 2. VCN-CommCenter View - 3. Tool Bar – 3-6. Delete

3-3. Tool Bar on the outbox Parcel Detail

The tool bar including four (4) buttons is displayed on top of the outbox "Parcel Detail" dialog.

The "Resend" button will be enabled only when the status of a sending item is from "Waiting Download" onward (After upload confirmed), or "Cancelled".

*Attention: An item which is canceled to send while encrypting will NOT be able to resend.

The "Cancel Send" button will only be enabled before an item is opened or moved by recipients.

On the "Parcel Detail" dialog, the "Reload" button will promptly refresh the delivery status for only that item which you open now. When you click the "Reload" button, the delivery status of this item will be updated to the latest status of each recipient.
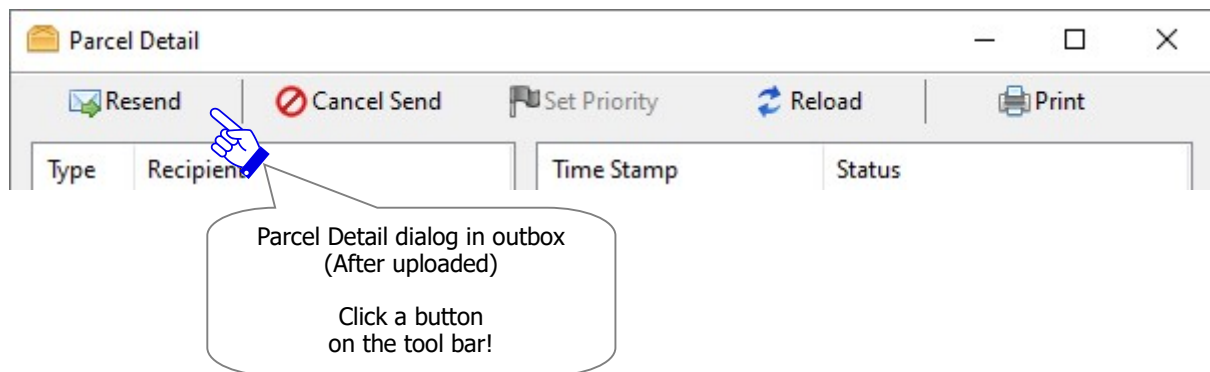
The "Set Priority" button will only be enabled when the status of a sending item is from "Waiting Upload" to "Uploading xx %" (Before an item has completed to upload).
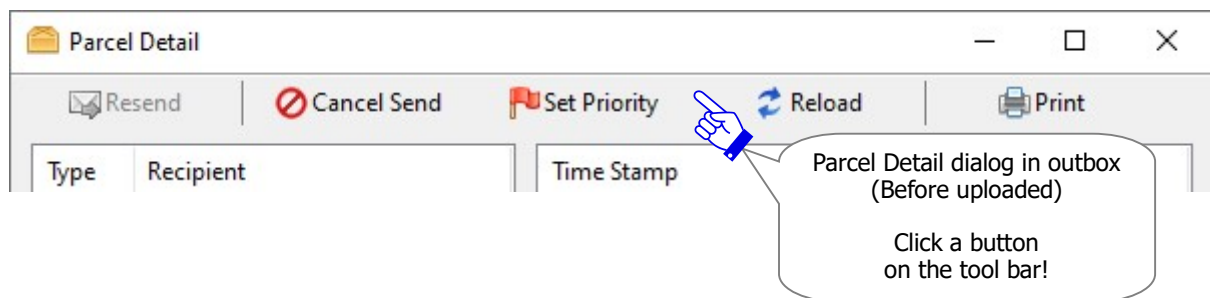
The "Print" button will open the Print dialog to print message displayed on the Parcel Detail dialog.

3-3-1. Resend

The "Resend" button will be enabled only when you select the outbox items which are confirmed to upload (from the status "Waiting Download" onward).

The "Resend" function is able to resend the same items (subject, message, attachments) to same recipients within the resend period from date created. Once the items have been resent, the "Resend" button will be disabled for these outbox items with grayed-out effect.

*This behaves similarly to the menu bar Message > "Resend".
*This behaves similarly to the "Resend" button on the tool bar of VCN-CommCenter.
*This behaves similarly to the right-click menu "Resend Selected Parcels" of outbox items.
*Attention: Items which are canceled to send while encrypting will NOT be able to resend.
*Attention: On the Option Config (the menu bar "Tools" > "Option"), the "Resend" function
   requires the setting "Enable Resend" to be enabled (set checked: Yes) with initial choice.
   (Default: Enable Resend: Yes / Resend Period: For 14 days)
   Refer to P165 4. Option Configuration - 4. Resend Setting

3-3-2. Cancel Send

The "Cancel Send" button is enabled only when the status of a sent item is from "Initializing" to "Delivery Confirmed". (Before the status is "Item Opened" or "Item Moved" by recipients.)
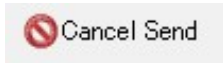
To cancel a sending item, click the "Cancel Send" button on the tool bar of the outbox "Parcel Detail" dialog.
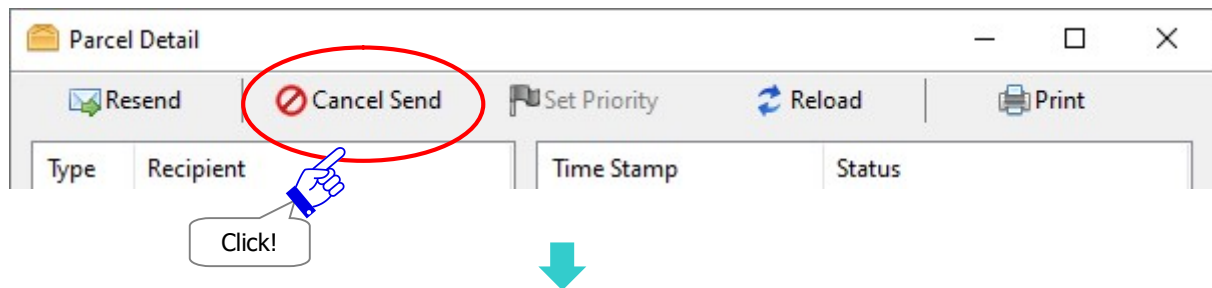
The delivery status of outbox usually makes progress through "Cancel Requested" → "Canceling" → "Cancelled" for the cancelling processes.

When cancelled send successfully, the status field of Outbox will be updated to "Cancelled".

Note that it may take a while before "Cancelled" depending on the circumstances of recipients' application.

When cancelled, an item is 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 start the application.
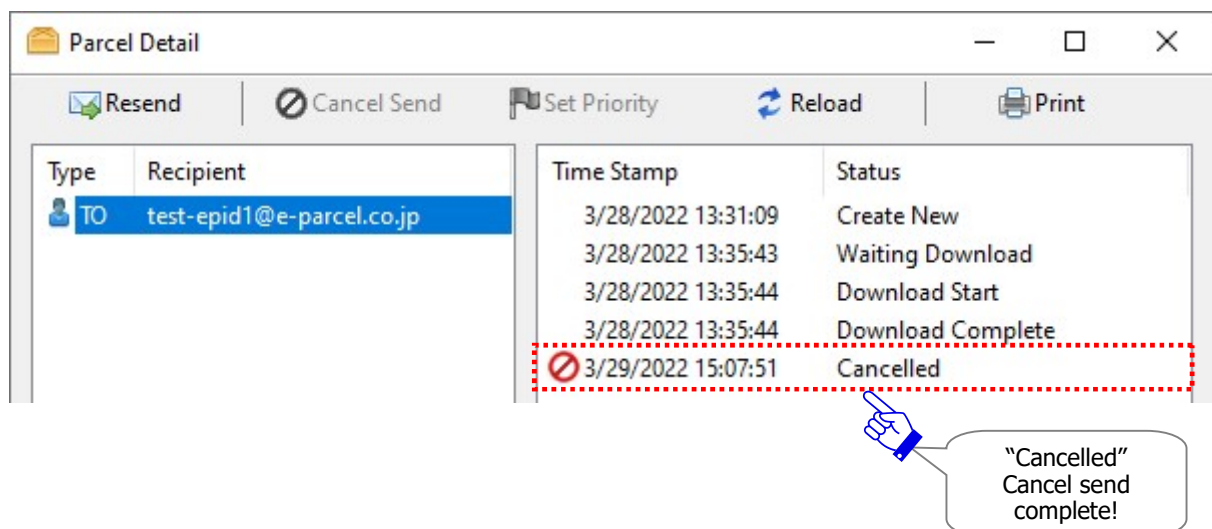
3-3-3. Set Priority

The "Set Priority" button will be enabled only when the status of an outgoing item is from "Waiting Upload" to "Uploading xx %" (Before an item has been completed to upload).

The VCN-CommCenter usually starts to upload multiple items in order of date created. However, it provides the "Set Priority" function to be able to set priority on outgoing item(s) which you want to upload on ahead.

For example, it enables an urgent file to cut ahead of large volume data while uploading.

How to set priority on an item

To set priority on an outgoing item, double-click an item to open the "Parcel Detail" dialog in outbox. Then click the "Set Priority" button. An outgoing item will start to upload on ahead. The delivery status of outbox should make progress through "Waiting Upload" → "Upload Start" → "Uploading xx %".

*Once an outgoing item has been set priority, the button display will turn to the "Set Normal" button on the outbox "Parcel Detail" dialog.

🚩 Set Priority
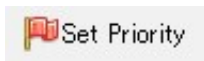
[For example]

①Sender is sending five (5) items in order of date created normally.

The first and second items show the status "uploading".

The later three items show the status "Waiting Upload".

At this time, when you wish to upload the fourth item on ahead, double-click the fourth item to open the "Parcel Detail" dialog in outbox.

＊The VCN-CommCenter can establish the parallel connection when sending and receiving multiple items at the same time.

When you wish to set priority uploading on the 4th item,
↓
①Double-click the 4th item to open the outbox "Parcel Detail".

[(Before) Outbox: Uploading in normal order]

The 1st & 2nd items: "Uploading"

The 3rd to 5th items: "Waiting Upload"

②The outbox "Parcel Detail" dialog for the fourth item opens. Click the "Set Priority" button.
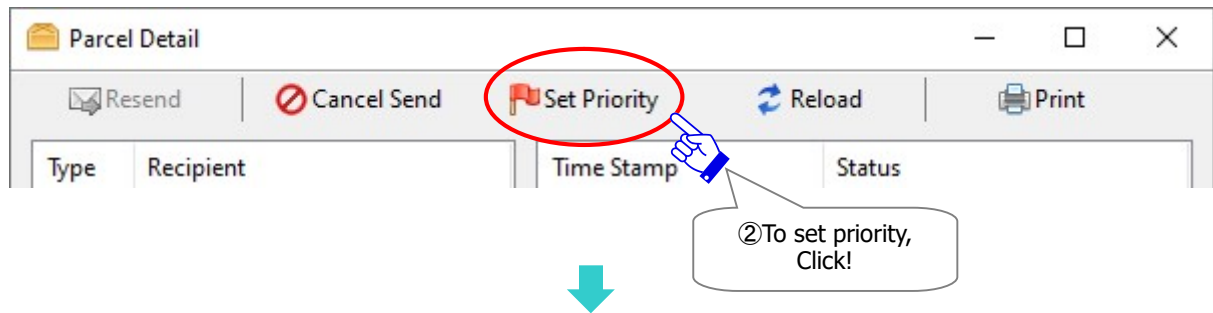
②To set priority, Click!

Once the fourth item has been set priority uploading, this button display will turn to the "Set Normal" button on the "Parcel Detail" dialog.

③Close!

*This button is shown during Set Priority uploading!
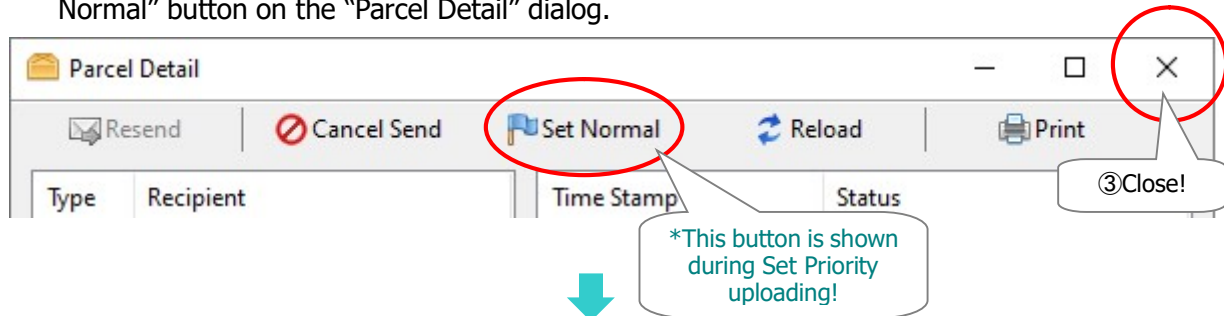
③Close the "Parcel Detail" dialog and then see the items in outbox.

Confirm that the fourth item is uploading on ahead of other items. The status should proceed to "Uploading xx%" upward.

*The either first or second item is interrupted uploading temporally and the status will return to "Waiting Upload". When the fourth item which set priority has been completed uploading, an item which has been interrupted uploading will restart to upload automatically. (The different status may be displayed depending on the progress of uploading items.)

[(After) Outbox: Set Priority uploading]

The 4th item: Set priority uploading!

The 1st & 4th items: "Uploading"

The 2nd, 3rd, 5th items: "Waiting Upload"
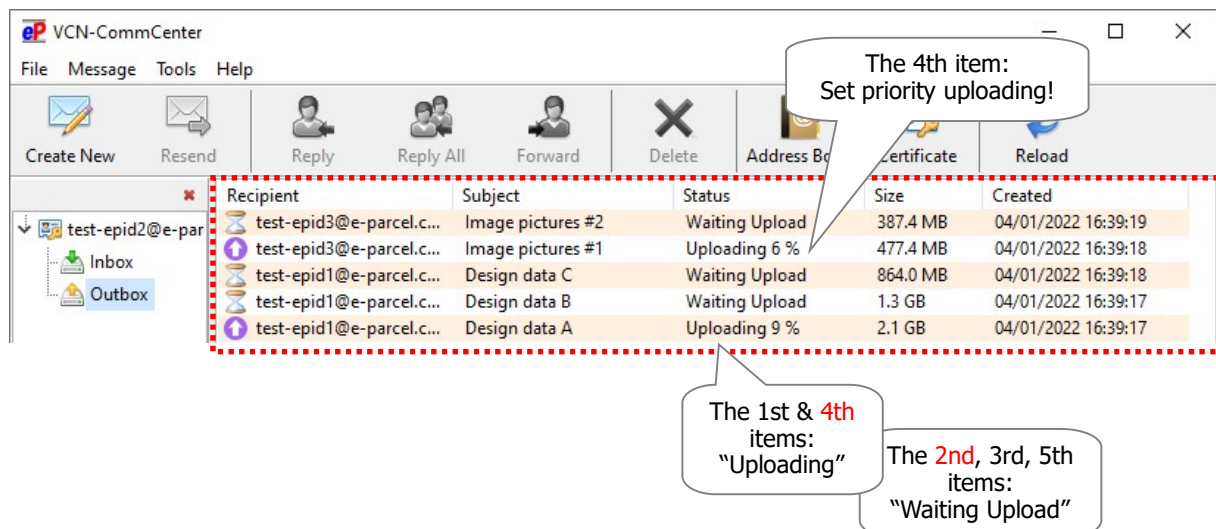
How to set priority on multiple items

To set priority on multiple outgoing items, click the "Set Priority" button on the "Parcel Detail" dialog in order of priority upload. The outgoing items will start to upload in order of the "Set Priority" earlier.

Set Normal (Reset priority)

To reset priority on an outgoing item which has been set priority, double-click an item to open the "Parcel Detail" dialog in outbox. Then click the "Set Normal" button. Once an outgoing item has been reset priority uploading, this button display will return to the "Set Priority" button on the "Parcel Detail" dialog.
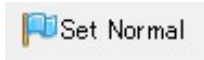
3-3-4. Reload

On the "Parcel Detail" dialog, the "Reload" button will promptly refresh the delivery status <u>for only that item</u> which you open now.

*Attention: This function of "Reload" button above on only the Parcel Detail dialog has been changed since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). When click the "Reload" button above on only the Parcel Detail dialog, the delivery status will be refreshed <u>for only that item</u>.
(Therefore, note that this must NOT behave like the function of both the menu "File > Reload" and the "Reload" button of tool bar on VCN-CommCenter GUI. This "Reload" button above on only the Parcel Detail dialog dose NOT promptly checks for any other items pending delivery and track the latest status by polling manually to the e-Parcel server.)

3-3-5. Print

To print the message displayed on the Parcel Detail dialog, click the "Print" button. The "Print" dialog opens.

*This behaves similarly to the right-click menu "Print" on the message box of the Parcel Detail dialog.
*The choice of "Print range" provides only "All" on the "Print" dialog.
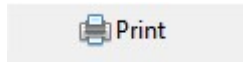
*The "Message printing" function has been provided since e-Parcel VCN-CommCenter 8.0.8023 (Released in March 2022). The "Page Setup" and "Print" dialog opens additionally.
*To modify the page setting for printing message, right-click on the message box and select the "Page Setup" menu. The "Page Setup" dialog opens.
  Refer to P79 2. VCN-CommCenter View – Menu Bar - File 2-1-3. Page Setup
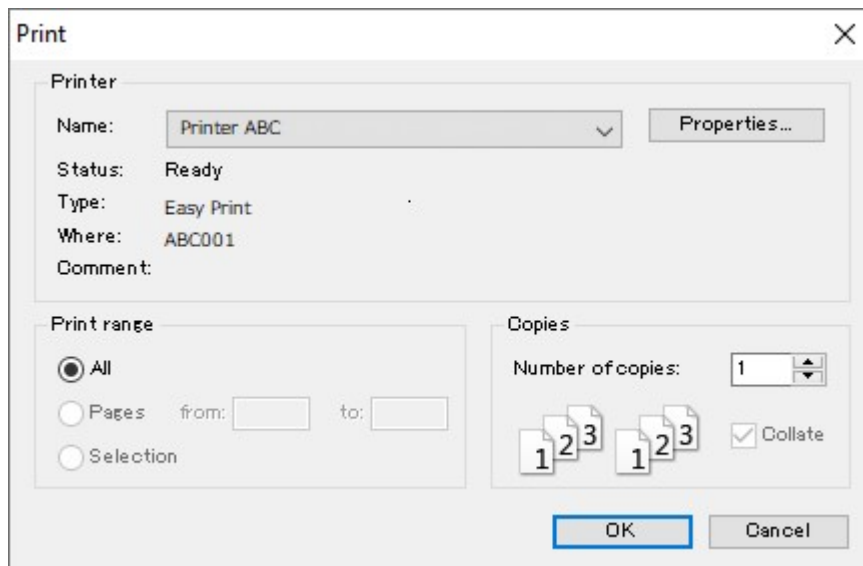
3-3-6. Error Detail

The "Error Detail" button will only be displayed when an error occurs while sending an item. Upon the "Error Detail" button, the "Error Detail" dialog opens. This dialog provides the valuable error messages, such as the following case, for example.

Example of what is applicable in a certain case: "Unknown Recipient"

For example, if the delivery status "Unknown Recipient" is shown in outbox, these outbox items have been failed in sending to all recipients.

For your information, in this error case, to investigate what caused it to be error, the two types of error messages could be found from the "Error Detail" button below on the Parcel Detail dialog in outbox.

Refer to the following two "Error Detail" dialogs.

Error Detail 1: Cause of the status "Unknown Recipient" in outbox

Recipients e-Parcel ID have not completed the software installation yet.

You may input the e-Parcel ID as recipients who have not completed the software installation yet despite the registered e-Parcel ID. When the delivery status shows "Unknown Recipient" in outbox, these outbox items have been failed in sending to all recipients.

Solution:

Please contact recipients to ask the software installation. When you confirmed all recipients to complete the software installation, try to send items again.

[Parcel Detail dialog in outbox]
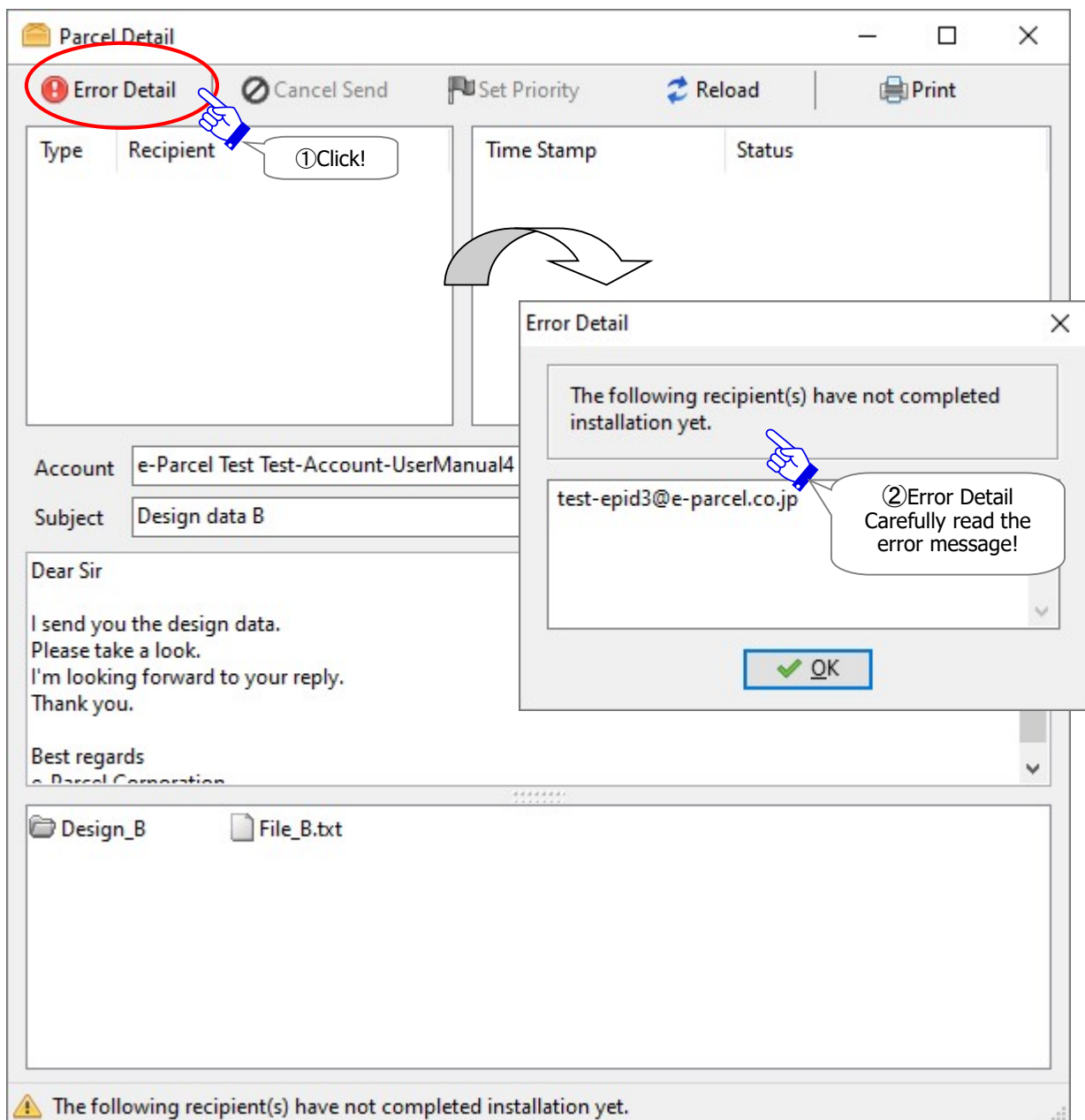
Error Detail 2: Cause of the status "Unknown Recipient" in outbox

Recipients e-Parcel ID are not registered with the e-Parcel service.
You may input the e-Parcel ID as recipients who are not registered with the e-Parcel service. Also, you may misspell the e-Parcel ID in the Send Dialog. When the delivery status shows "Unknown Recipient" in outbox, these outbox items have been failed in sending to all recipients.

Solution:
Confirm whether you entered the unregistered or invalid e-Parcel ID (including misspelled ID).
If e-Parcel ID is not registered with the e-Parcel service, would you please consult your company's administrator or our customer support about e-Parcel ID registration?

[Parcel Detail dialog in outbox]
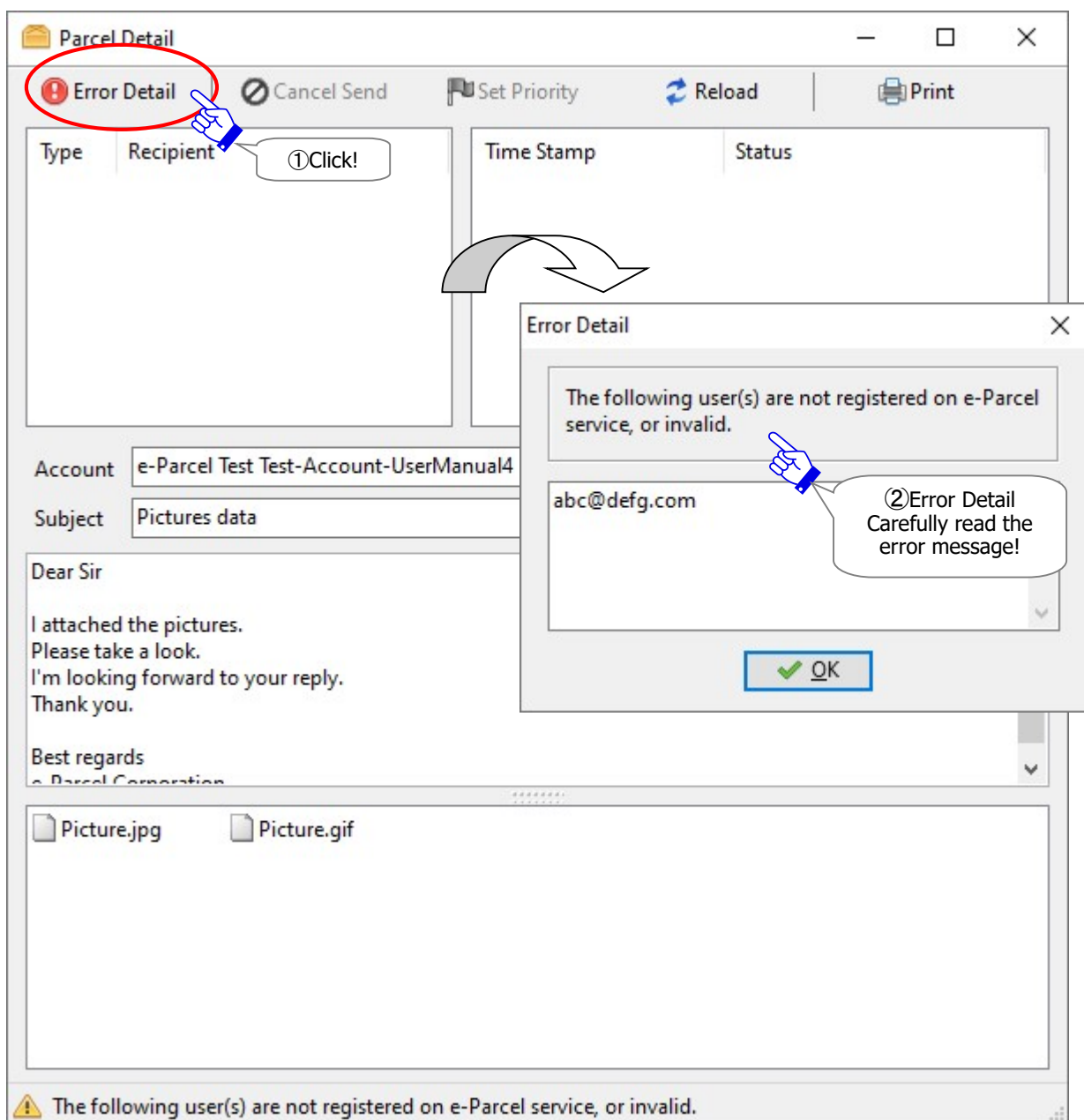
3-4. Close the outbox Parcel Detail

To close dialog, click the ⬚ X button at the top right corner of the "Parcel Detail" dialog.
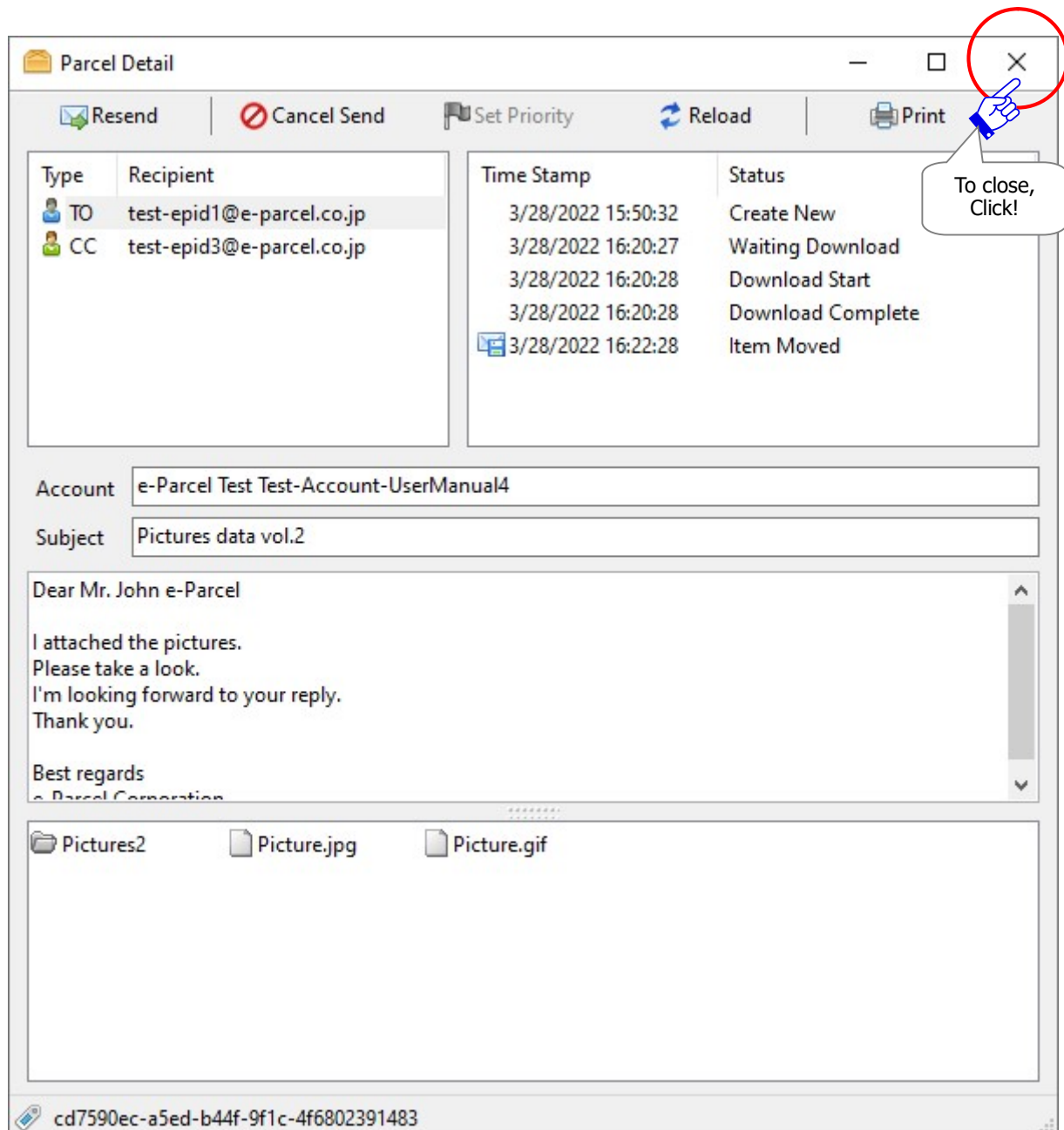
9 Receiving

To receive items through the e-Parcel, start the application; VCN-CommCenter. The e-Parcel icon appears in Windows taskbar notification area.

This section explains the steps to move attachments, view Inbox, operate the Parcel Detail dialog in inbox and etc. on the VCN-CommCenter GUI in detail.

1. Receiving Item

The VCN-CommCenter automatically starts to receive (download) items without operation by recipient while the application is running to be online status.

After just close the window to run the application as background application (the eP e-Parcel icon appears in Windows taskbar notification area), the VCN-CommCenter can starts to receive items automatically.
*Refer to P169 4. Option Configuration – 7. Background Application

If the e-Parcel VCN-CommCenter is shutdown (Exit), to start the e-Parcel VCN-CommCenter, double-click the "e-Parcel x.x" shortcut icon on the desktop or select "e-Parcel" from Windows "Start" menu. The incoming items will get started to download upon starting the VCN-CommCenter.
*Refer to P70 2. VCN-CommCenter View – 1. Start/Exit/Open/Close the VCN-CommCenter

Inbox of the VCN-CommCenter GUI will show the delivery status of the receiving items.
*Refer to P358 9. Receiving – 2. Inbox

When Inbox of the VCN-CommCenter GUI will show the delivery status "Delivery Confirmed", it is available to open and move (save) the attached files and folders on the inbox Parcel Detail dialog.
*Refer to P366 8. Receiving - 3. Inbox Parcel Detail - 3-2. Move Attached Files (Save)

⚠️	**Warning: Downloading data must be made within 31 days from the date of item sent (item created).** After expired, the unreceived items will automatically be deleted from the e-Parcel server. Therefore, you can NOT download the expired items any longer. Also, the delivery statuses of the expired items will be no longer updated.

2. Inbox

The receiving items are listed up in Inbox of the VCN-CommCenter GUI. You can open the "Parcel Detail" dialog to move (save) the files/folders attached from inbox. Also, you can view the delivery status of receiving items.

*Once item moved, you no longer open the files/folders on the inbox "Parcel Detail" dialog.

2-1. Display Inbox

To view the list of receiving items on the List view, firstly click the "Inbox" of the tree view at the upper-left pane of the VCN-CommCenter GUI.

Timing to start downloading
When auto polling to the e-Parcel server, the VCN-CommCenter will automatically start the downloading processes for items.
(When clicking the "reload" button, it's also promptly polling.)

Once an item has been confirmed to download with integrity verified, the current status will show [**Delivery Confirmed**].

* If you want to exit (shutdown) the VCN-CommCenter while an item downloading, please be advised you to wait until download confirmed. (The status will be updated to [Delivery Confirmed].

Downloading
When download notified at the VCN-CommCenter, the status column of Inbox shows [Waiting Download].

Then, it gets started to download an item, the current status will be updated to [Download Start] – [Downloading xx%]. Just after [Download Complete], it proceeds to decryption [Decrypting xx%], extract [Extracting xx%] and [Delivery Verifying] processes.

When download confirmed, the current status will show [**Delivery Confirmed**].

Subsequently, the current status will be updated to "Item Opened" when recipients open an item, and to "Item Moved" when recipients move the attachments of an item.

2-2. Current Status

The "Status" column in Inbox will show the current status of receiving items.

*Refer to P481 Appendix 3. Delivery Status

About the "Status" column in Inbox

Whenever the application on recipient site is periodically polling to the e-Parcel server and then it detects new incoming items, the VCN-CommCenter automatically starts to work the downloading processes.

*Refer to P164 4. Option Configuration - 3. Polling Interval (Default: 5 minutes)

When the application on recipient site starts the downloading processes, it will be ready to download new items. The "Status" column of Inbox shows "Waiting Download (Waiting Process)" → "Waiting Download (Ready To Download)".

Then, it gets started to download items. The current status will be updated to "Download Start" → "Downloading xx %"; the download percentage progresses.

Soon after "Download Complete" (just downloaded), items will be decrypted, extracted and verified. The "Status" column of Inbox will progress through "Decrypting xx %" → "Extracting xx %" → "Delivery Verifying"; integrity of downloaded items must be verified.
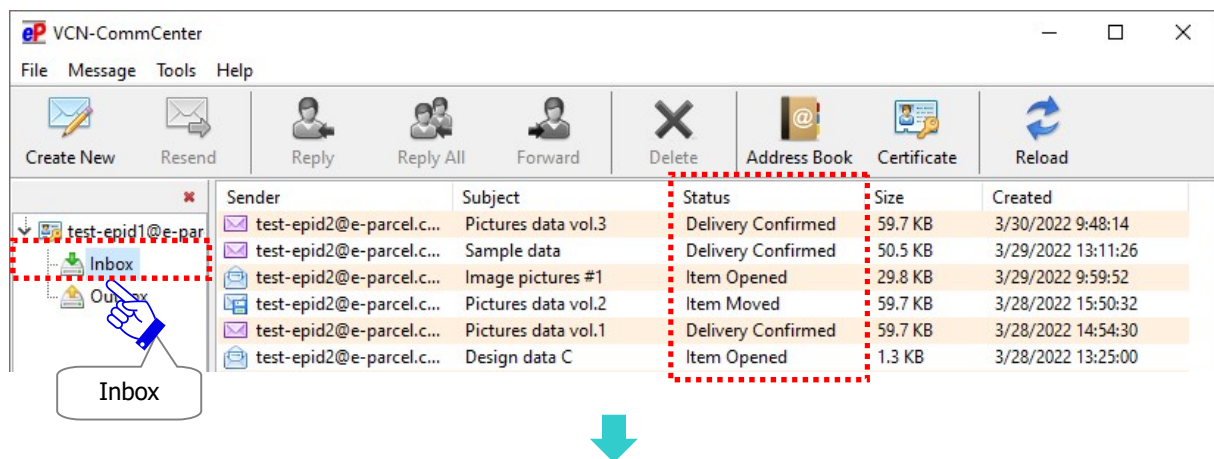
When the application on recipient site ends the downloading processes, the "Status" column of Inbox will show **"Delivery Confirmed"**. The delivered items have been **confirmed to download with integrity verified.**

When recipients open the Parcel Detail dialog from inbox afterward, the "Status" column will be updated to "Item Opened".

When recipients move (save) the attachments of an inbox item afterward, the "Status" column will be updated to "Item Moved".

	Warning: Downloading data must be made within 31 days from the date of item sent (item created). After expired, the unreceived items will automatically be deleted from the e-Parcel server. Therefore, you can NOT download the expired items any longer. Also, the delivery statuses of the expired items will be no longer updated.

	Caution: 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) *For your information, VCN-CommCenter provides the automatic restart function (intermission delivery and auto resume function). If you might exit application while processing download (status "Downloading xx%"), it suspends to download items. However, it will automatically resume to download items on re-startup application.
	Caution: Normally, just after the status "Download Complete" displayed, VCN-CommCenter will proceed to decrypt and extract an item. Therefore, please wait until the status "Delivery Confirmed" in inbox. Note that you should not to exit (shutdown) application while the status "Decrypting xx %" and "Extracting xx %" in inbox. If do so, it may cause to be data corruption.

	Note: When you wish to switch the current view of outbox/inbox to another while processing upload/download, please wait a few moments for the VCN-CommCenter to complete the processes. The status on outbox should be "Waiting Download" when uploading processes complete. The status on inbox should be "Delivery Confirmed" when downloading processes complete.
	Note: In the case that items are sent to e-Parcel ID for the "e-Parcel Secure Data Delivery Service - Web Browser (e-Parcel VCN-Web)", the delivery status shows "Download Complete" as the last status when recipients have completed downloading processes.

2-3. Pop-up menu on inbox items

To open the pop-up menu, right-click on the items listed in Inbox.
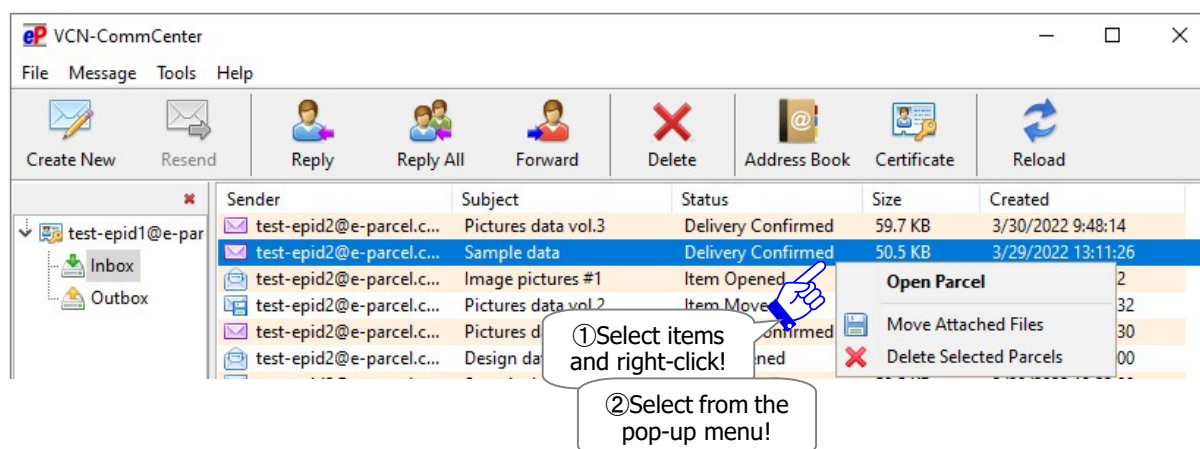
Open Parcel

The "Open Parcel" menu will open the "Parcel Detail" dialog.

*Refer to P363 9. Receiving - 3. Inbox Parcel Detail

Move Attached Files

The "Move Attached Files" menu will move (save) the attached file(s)/folder(s) to a directory where you specify. This menu will be enabled only when the attached file(s)/folder(s) has not been moved yet (The status "Delivery Confirmed" or "Item Opened"). Once attachments have been moved (The status "Item Moved"), this menu will be disabled (grayed-out effect).

*Refer to P366 9. Receiving - 3. Inbox Parcel Detail - 3-2. Move Attached Files (Save)

Delete Selected Parcels

The "Delete Selected Parcels" menu will delete an item(s) from inbox. This command will be enabled only when you select inbox items which are confirmed to download (from the status "Delivery Confirmed" onward). Once an item(s) has been deleted, this item(s) is never restored.

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

*This behaves similarly to the menu bar Message > "Delete".

*This behaves similarly to the "Delete" button on the tool bar of VCN-CommCenter.

*For your information: Despite deleting items 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 in 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/.
Refer to P458 Appendix 1. e-Parcel Secure Enterprise - Web Browser

⚠️	**Warning**: **If the attached files/folders have not been moved from inbox yet** (the status is "Delivery Confirmed" or "Item Opened".), upon clicking the "Delete" menu/button, **the attached files/folders promptly are also deleted at the same time.** Therefore, please be advised you to move (save) the attached files/folders from inbox before operation "Delete". *Refer to P366 9. Receiving - 3. Inbox Parcel Detail - 3-2. Move Attached Files(Save)

3. Inbox Parcel Detail

The VCN-CommCenter provides the inbox "Parcel Detail" dialog which displays information on the details of an item. The "Parcel Detail" dialog functions as the secure message viewer. Also, you can operate to move (save) the files/folders attached from inbox.

*Once item moved, you no longer open the files/folders on the inbox "Parcel Detail" dialog.

3-1. Open the inbox Parcel Detail

How to open the Parcel Detail dialog in inbox

There are the following two (2) ways to open the "Parcel Detail" dialog.

Way1. Double-click an inbox item

Select and double-click an item listed in inbox. The "Parcel Detail" dialog opens.

Way2. Right-click on an inbox item

Right-click on an item listed in inbox to open the pop-up menu. Select the "Open Parcel" menu. The "Parcel Detail" dialog opens.

[Inbox]
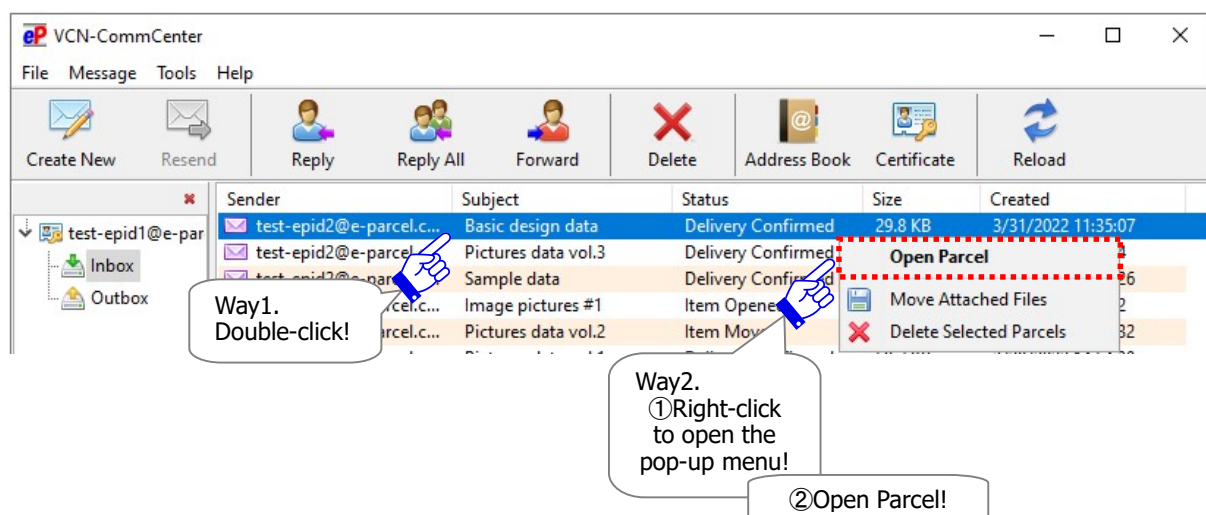
The Parcel Detail dialog in inbox

The "Parcel Detail" dialog displays an item detail about recipient's e-Parcel ID or name (Refer to P171), sending information (sender e-Parcel ID and name, upload status, size, date created), receiving progress, account, subject, message, attachments (Files/Folders) and parcel ID.

*Refer to P175 4. Option Configuration - 12. Sending message decoration with rich text format - About the text format of receiving message in inbox items

Sending Information

The "Parcel Detail" dialog displays the sending information.

(sender e-Parcel ID and name, upload status, data size of attachments, date created)

Upload Status : The uploading progress of sender side is displayed such as the status "Upload Start" → "Uploading xx %" → "Uploaded".

(*The status "Upload Interrupted" may be shown when download aborted by recipient while sender is uploading an item. etc. depending on progress.)

*The "Status" display has been changed to the "Upload Status" since e-Parcel VCN-CommCenter 7.0.7020 [Released in August 2018]. (This change doesn't affect use of the existing software ver. 7.0.7019 or earlier.)

Created : After clicking the "Send" button by sender, a new item is registered with the e-Parcel server to start the sending processes.

Receiving Progress

Accepted : The application of recipient detects new incoming items in the e-Parcel server. (Status: "Waiting Download") Then, it will be ready to download. The application of recipient automatically will start the downloading processes.

Confirmed : The application of recipient has confirmed to download when the integrity of a received item has been verified. (Status: "Delivery Confirmed")

*Refer to P481 Appendix 3. Delivery Status

When recipients open the Parcel Detail dialog from inbox, the status "Delivery Confirmed" will proceed to "Item Opened".

[Inbox: Before open the "Parcel Detail" dialog]

Sender	Subject	Status	Size	Created
test-epid2@e-parcel.c...	Basic design data	Delivery Confirmed	29.8 KB	3/31/2022 11:35:07
test-epid2@e-parcel.c...	Pictures data vol.3	Delivery Confirmed	59.7 KB	3/30/2022 9:48:14
test-epid2@e-parcel.c...	Sample data	Delivery Confirmed	50.5 KB	3/29/2022 13:11:26
test-epid2@e-parcel.c...	Image pictures #1	Item Opened	29.8 KB	3/29/2022 9:59:52

↓

[Inbox: After open the "Parcel Detail" dialog]

Sender	Subject	Status	Size	Created
test-epid2@e-parcel.c...	Basic design data	Item Opened	29.8 KB	3/31/2022 11:35:07
test-epid2@e-parcel.c...	Pictures data vol.3	Delivery Confirmed	59.7 KB	3/30/2022 9:48:14
test-epid2@e-parcel.c...	Sample data	Delivery Confirmed	50.5 KB	3/29/2022 13:11:26
test-epid2@e-parcel.c...	Image pictures #1	Item Opened	29.8 KB	3/29/2022 9:59:52

3-2. Move Attached Files (Save)

The item box on the inbox Parcel Detail dialog

When delivery confirmed, the attached file(s) and/or folder(s) icons are displayed in the item box on the inbox "Parcel Detail" dialog. You can open or move (save) the attached file(s) and/or folder(s).

⚠️	**Caution: The color icons of attached file(s)/Folder(s) must be shown after items have been confirmed to download (from the status "Delivery Confirmed" onward).** If the attached file(s)/Folder(s) have not been moved yet (The status should be "Delivery Confirmed" or "Item Opened".), please be advised that you move (save) the attachments from inbox to a destination folder specified.

[Parcel Detail: Before moving the attachments (Status: "Delivery Confirmed" or "Item Opened")]

📁 Folder_0　　📄 Picture.jpg　　📄 Picture.gif　　📄 File_0.txt

Before the file(s)/folder(s) have been moved, double-click the file(s)/folder(s) icon to open.

Display before moving
Attachments icon is displayed in color.
Open file: OK
Move file: OK

00471949-9c6c-3240-9f14-a1264c7ae118
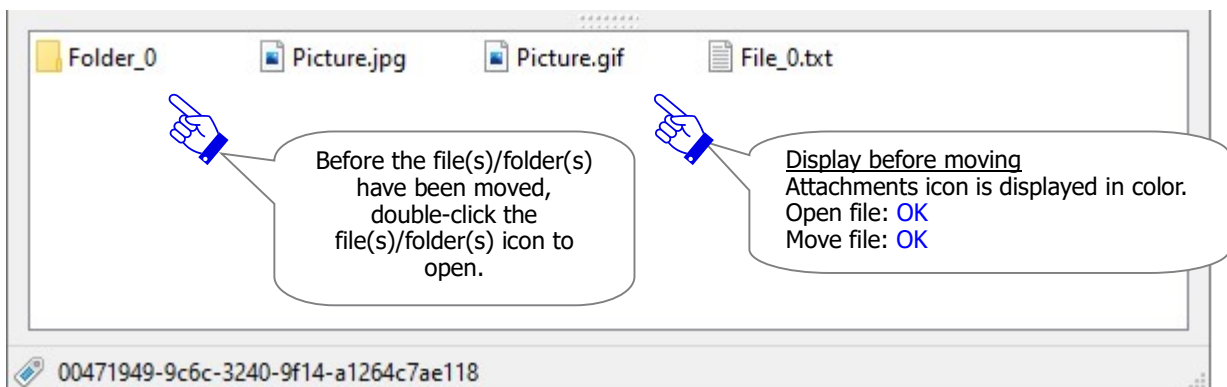
[Parcel Detail: After moving the attachments (Status: "Item Moved")]

Display after moving
Attachments icon is turned gray in color.
Open file: NG
Move file: NG

After the file(s)/folder(s) have been moved, if double-clicking the disabled icon, it displays the information "Files/folders are already moved." at the bottom left corner of the "Parcel Detail" dialog in inbox.
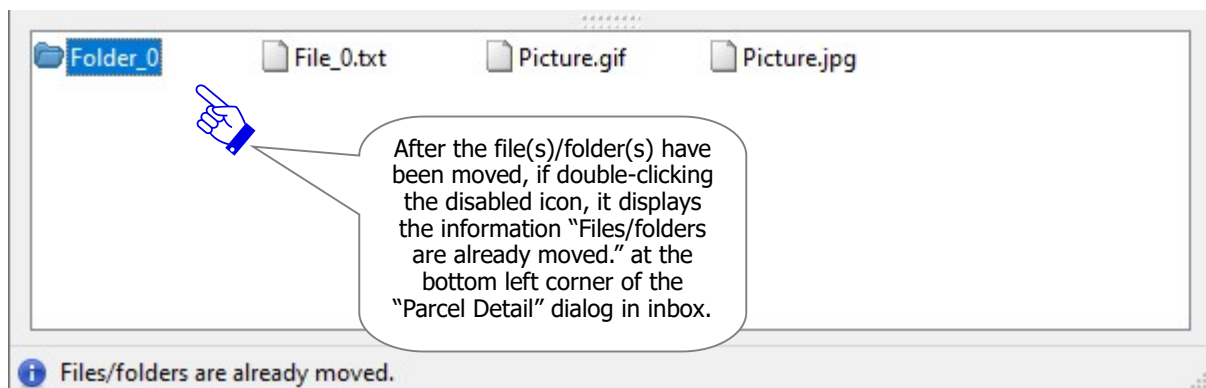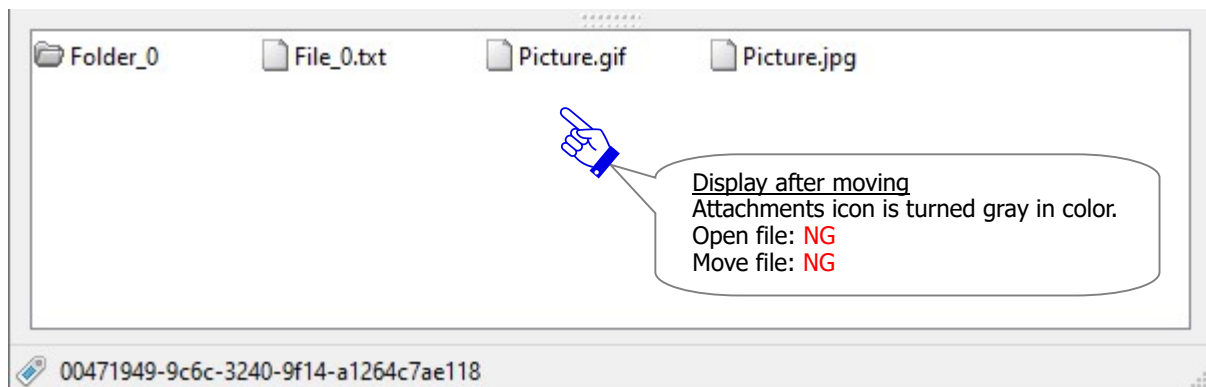
How to move (save) the attached files/folders

The "Move File" tool button on the inbox Parcel Detail dialog

When the attached file(s)/Folder(s) of items have not been moved (saved) yet from inbox (the status "Delivery Conformed" and "Item Opened"), the "Move File" button is enabled on the tool bar of the inbox Parcel Detail dialog. Once the attachments have been moved to save in a destination folder, this button will be disabled (grayed-out effect).

For more details about move (save) the attached files and folders from inbox, see the next page.
*This behaves similarly to the right-click menu "Move Attached Files" of inbox items.

Parcel Detail				— ☐ ✕
💾Move File	👤Reply	👥Reply All	👤Forward	🖨Print
Type Recipient			Type	Value
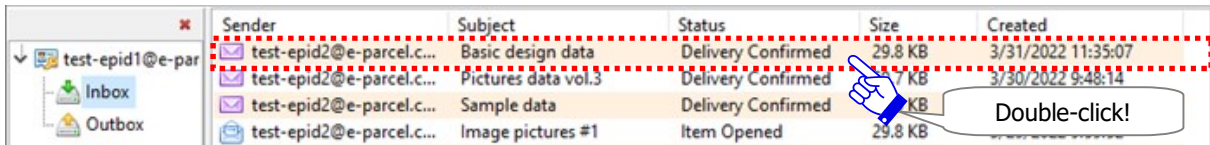
⚠	**Caution: Note that the "Move File" operation is effective only once.** The operation "Move File" is available during the button is enabled in color. When you have moved the attached file(s) and/or folder(s), this button will be disabled (grayed-out effect). Because those are no longer stored in the e-Parcel system folder.
⚠	**Caution:** When you want to forward the attachment(s) from Inbox, please be advised you to **forward the attachment(s) before moved.** If you click the "Forward" button after moved the attached attachment(s), the "Send Dialog" for forwarding will open without attachment(s). You can no longer forward the attachment(s) from Inbox. (You need to reattach files/folders from a specified destination directory where you have moved to.)
⚠	**Caution: On the "Option Config", the checkbox "Allow overwrite…" has been checked as default setting.** When you move file, it will overwrite the existing file of same name in a specified destination directory. When unchecked in the checkbox "Allow overwrite…", the application not to allow overwrite. If at least one file of same name (same relative path) has already existed in a destination directory where is specified to move the attachments, it will NOT overwrite a file of same name and show the "Error Detail" dialog when you click the "Move File" button. All attachments will NOT be moved to a specified destination directory. （The Option Configuration (Default): Allow overwrite） *Refer to P167. 4. Option Configuration - 5. Overwrite setting when moving files (Default: Allow overwrite when move files)

Move (save) the attached files and folders
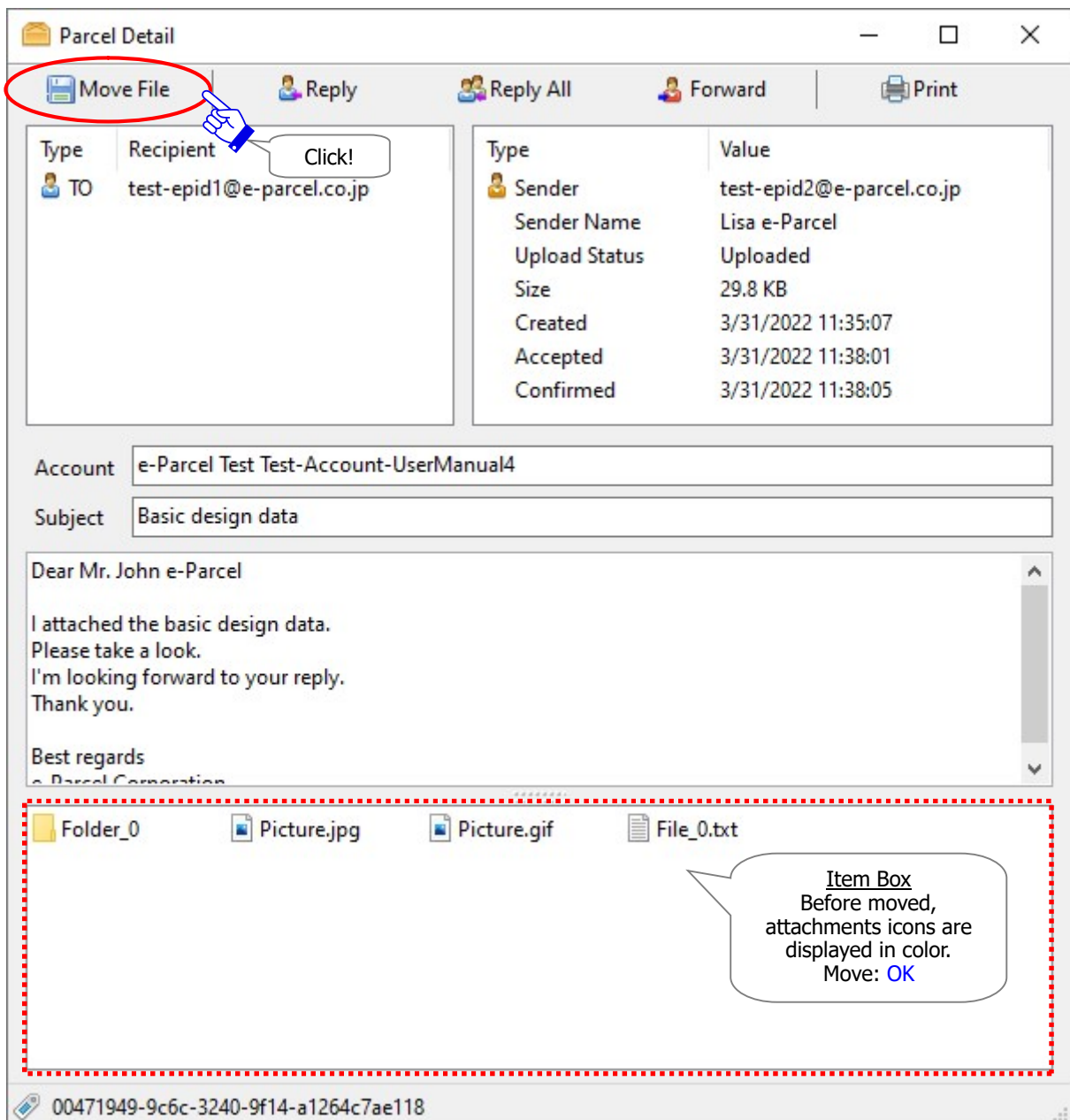
To move the attached file(s) / folder(s) from Inbox, follow the procedures ①～③ below.

①Select an item (the status "Delivery Confirmed" or "Item Opened") in Inbox, and double-click to open it.

Sender	Subject	Status	Size	Created
test-epid2@e-parcel.c...	Basic design data	Delivery Confirmed	29.8 KB	3/31/2022 11:35:07
test-epid2@e-parcel.c...	Pictures data vol.3	Delivery Confirmed	7 KB	3/30/2022 9:48:14
test-epid2@e-parcel.c...	Sample data	Delivery Confirmed	KB	Double-click!
test-epid2@e-parcel.c...	Image pictures #1	Item Opened	29.8 KB	

✓ test-epid1@e-par
   Inbox
   Outbox

②On the inbox "Parcel Detail" dialog, click the "Move File" button on the tool bar.

Parcel Detail   —   □   ×

Move File   Reply   Reply All   Forward   Print

Click!

Type	Recipient		Type	Value
TO	test-epid1@e-parcel.co.jp		Sender	test-epid2@e-parcel.co.jp
			Sender Name	Lisa e-Parcel
			Upload Status	Uploaded
			Size	29.8 KB
			Created	3/31/2022 11:35:07
			Accepted	3/31/2022 11:38:01
			Confirmed	3/31/2022 11:38:05

Account   e-Parcel Test Test-Account-UserManual4

Subject   Basic design data

Dear Mr. John e-Parcel

I attached the basic design data.
Please take a look.
I'm looking forward to your reply.
Thank you.

Best regards
e-Parcel Corporation

📁 Folder_0   🖼 Picture.jpg   🖼 Picture.gif   📄 File_0.txt

Item Box
Before moved,
attachments icons are
displayed in color.
Move: OK

📎 00471949-9c6c-3240-9f14-a1264c7ae118

③The dialog opens to brows a directory. It's prompting you to select a destination directory for moving (saving) the attachments. When selected, click the "Select Folder" button to start moving.
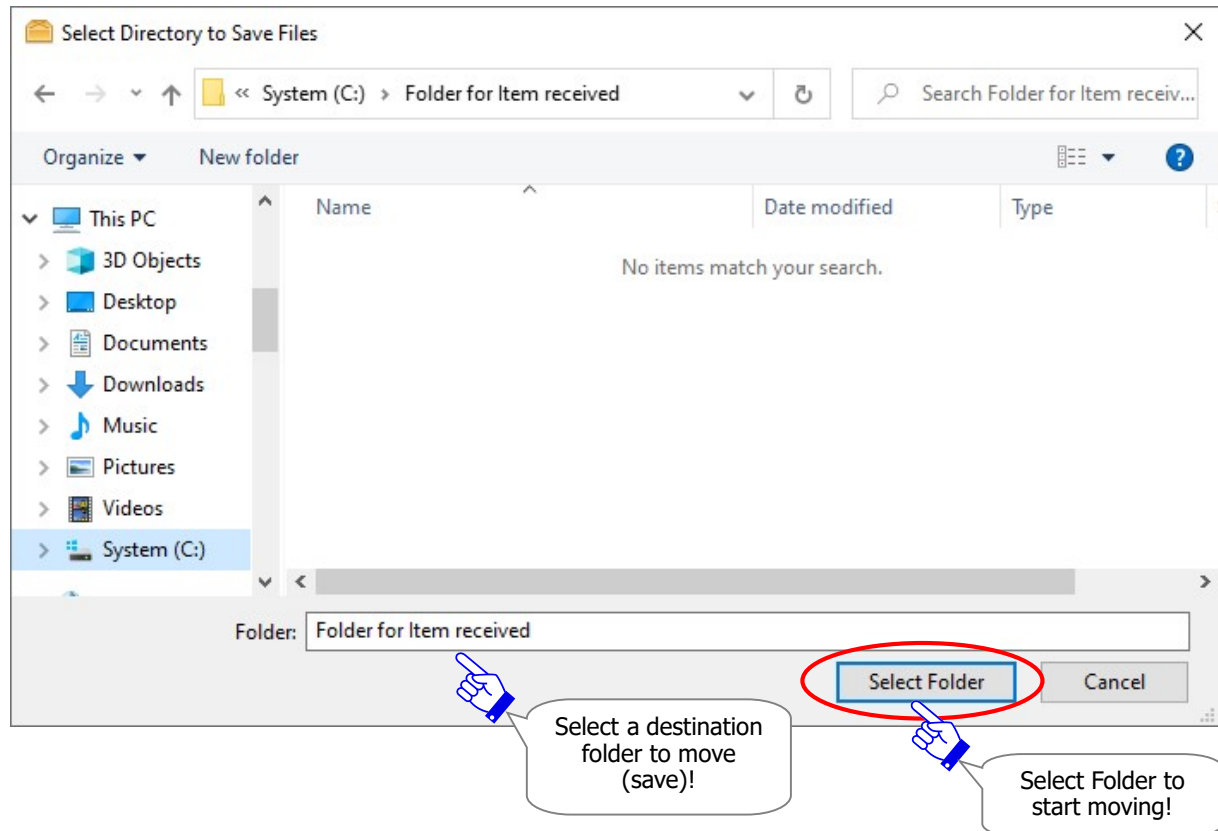
Wait while the attached files and folders are being moved (saved) to the specified destination directory.

*Wait for a while. It may take several minutes for moving large volume attachments to the specified destination directory.
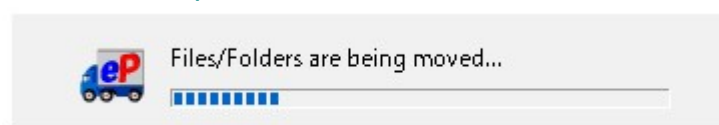
④When a file(s)/folder(s) has been completed to move, the "Move File" button and the attachments icon will be disabled (grayed-out effect) on the inbox "Parcel Detail" dialog. The "Move File" operation is effective only once.

*Once you have moved the attached file(s) and/or folder(s), it is no longer attached to an item in Inbox. The attached file(s) and/or folder(s) have been moved from the location "Data Storage Path" to a destination directory assigned. Therefore, you can no longer open and move the attachment(s) of an item from Inbox.

*Refer to P154 3. User Configuration - 7. Data Storage Path

This button is disabled after moved.

To close, Click!

Parcel Detail

Move File   Reply   Reply All   Forward   Print

Type	Recipient
TO	test-epid1@e-parcel.co.jp

Type	Value
Sender	test-epid2@e-parcel.co
Sender Name	Lisa e-Parcel
Upload Status	Uploaded
Size	29.8 KB
Created	3/31/2022 11:35:07
Accepted	3/31/2022 11:38:01
Confirmed	3/31/2022 11:38:05

Account   e-Parcel Test Test-Account-UserManual4

Subject   Basic design data

Dear Mr. John e-Parcel

I attached the basic design data.
Please take a look.
I'm looking forward to your reply.
Thank you.

Best regards
e-Parcel Corporation

📁 Folder_0   📄 File_0.txt   📄 Picture.gif   📄 Picture.jpg

Item Box
After moved,
attachments icons are disabled.
(grayed-out effect)
Move: Complete!

00471949-9c6c-3240-9f14-a1264c7ae118

Also, when the attachments have been completed to move, the status of an item will be updated from "Delivery Confirmed" or "Item Opened" to "Item Moved".

[Inbox: Before move the attachments]

↓

[Inbox: After move the attachments]

3-3. Tool Bar on the inbox Parcel Detail

The tool bar including four (4) buttons is displayed on top of the inbox "Parcel Detail" dialog.

Before the status "Delivery Confirmed" in inbox

While the status "Waiting Download" to "Delivery Verifying" (Before to be "Delivery Confirmed") in inbox, the buttons "Abort Receive", "Set Priority" and "Reload" button will be shown on the tool bar of the inbox "Parcel Detail" dialog.

The "Abort Receive" button will be enabled only until "Delivery Verifying" (Before "Delivery Confirmed").

The "Set Priority" button will be enabled only until "Downloading xx %" (Before "Download Complete").

On the "Parcel Detail" dialog, the "Reload" button will promptly refresh the delivery status for only that item which you open now. When you click the "Reload" button, the delivery status of this item will be updated to the latest status.

Parcel Detail dialog in inbox
(Before "Delivery Confirmed")

Click a button
on the tool bar!
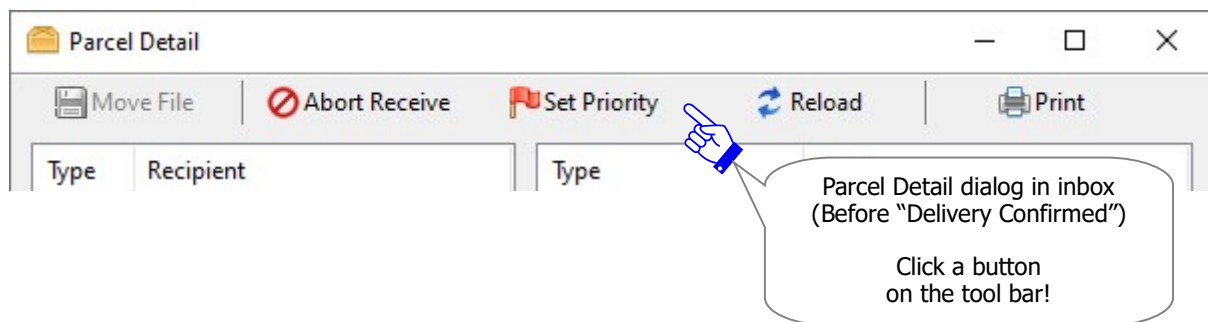
After the status "Delivery Confirmed" in inbox

When items have been confirmed to download with integrity verified (After to be "Delivery Confirmed" onward) in inbox, the buttons "Move File", "Reply", "Reply All" and "Forward" will be shown on the tool bar of the inbox "Parcel Detail" dialog.

*Attention: Once the attachments have been moved to save in a specified directory, the "Move File" button will be disabled (grayed-out effect).
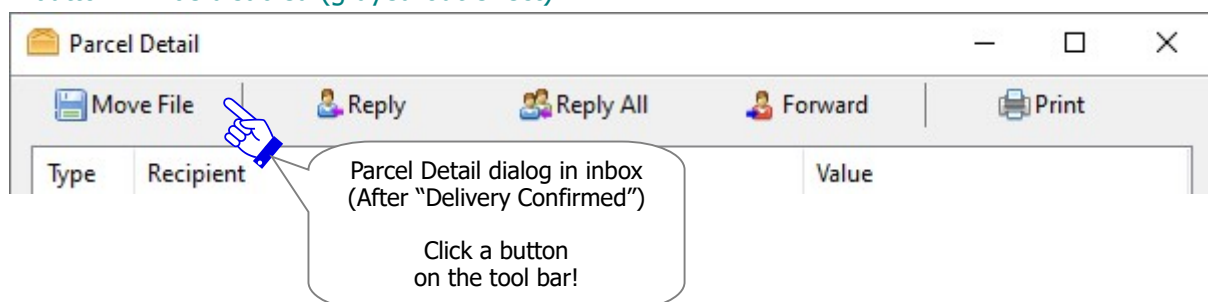
Parcel Detail dialog in inbox
(After "Delivery Confirmed")

Click a button
on the tool bar!

The "Print" button will open the Print dialog to print message displayed on the Parcel Detail dialog.

3-3-1. Move File

The "Move File" button provides to move (save) the attached file(s)/folder(s) to a preferred location from Inbox. The "Move File" button is enabled only when the attachments accompany an item (The status "Delivery Confirmed" or "Item Opened"). Once a file(s)/folder(s) has been moved (The status "Item Moved"), this button will be disabled (grayed-out effect). For more details about move file, see the section below.

*Refer to P366 9. Receiving - 3. Inbox Parcel Detail - 3-2. Move Attached Files (Save)
*This behaves similarly to the right-click menu "Move Attached Files" of inbox items.

3-3-2. Reply

The "Reply" button will be enabled only when an item has been confirmed to download (after the status "Delivery Confirmed" onward). When you want to respond to a sender, simply click the "Reply" button. The "Send Dialog" box will open with the original message.

*This behaves similarly to the menu bar Message > "Reply".
*This behaves similarly to the "Reply" button on the tool bar of VCN-CommCenter.
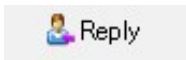
3-3-3. Reply All

The "Reply All" button will be enabled only when an item has been confirmed to download (after the status "Delivery Confirmed" onward). When you want to respond to not only a sender but also all e-Parcel ID including TO, CC recipients, simply click the "Reply All" button. The "Send Dialog" box will open with the original message.

*This behaves similarly to the menu bar Message > "Reply All".
*This behaves similarly to the "Reply All" button on the tool bar of VCN-CommCenter.
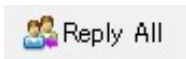
3-3-4. Forward

The "Forward" button will be enabled only when an item has been confirmed to download (after the status "Delivery Confirmed" onward). When you want to forward an item to other recipients, simply click the "Forward" button. The "Send Dialog" box will open with the original message. Enter e-Parcel ID of recipients to forward.

*This behaves similarly to the menu bar Message > "Forward".
*This behaves similarly to the "Forward" button on the tool bar of VCN-CommCenter.

⚠️	**Caution:** When you want to forward the attachments from inbox, please be advised you to **forward the attachments before operation "Move File".** Once you have moved the attached files and folders ("Item Moved"), upon clicking the "Forward" button, the "Send Dialog" for forwarding will open without attachments. You can no longer forward these attachments from inbox. (When forwarding inbox items, if attachments already have been moved, attach files and folders saved in a destination directory specified.)

3-3-5. Abort Receive

The "Abort Receive" button will be enabled only when the status of incoming items are from "Waiting Download (Ready To Download)" to "Delivery Verifying". (Before "Delivery Confirmed")

For example, when a recipient does not wish to receive a large volume data in processing download, a recipient can abort an incoming item. In this case, open the "Parcel Detail" dialog from inbox and simply click the "Abort Receive" button. Once an incoming item has been aborted to download, the status will be updated to "Download Aborted".

⚠️	**Caution: Once you have aborted an item on inbox, this item is no longer downloaded.** If you need it, you must ask a sender to resend. Therefore, please carefully remind that before you click the "Abort Receive" button.

[Parcel Detail dialog in inbox]

Abort Receive!

[Inbox]

Download Aborted!
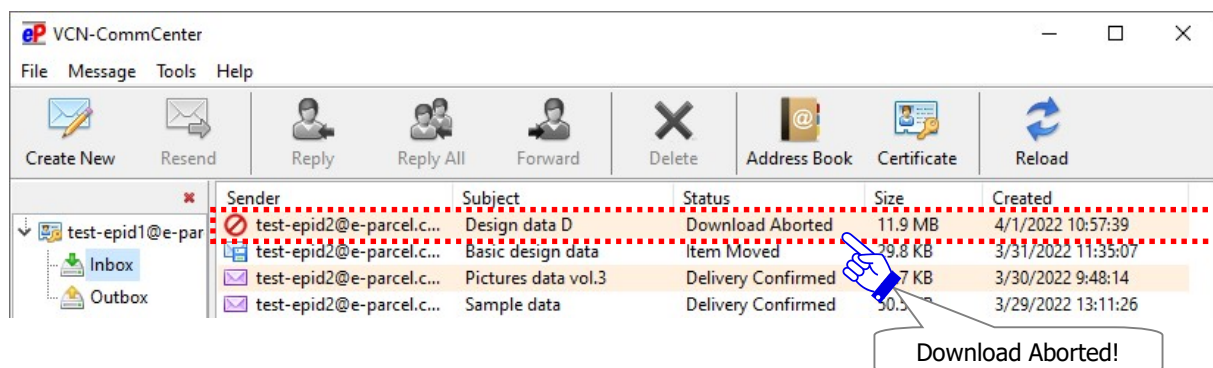
3-3-6. Set Priority

The "Set Priority" button will be enabled only when the status of an incoming item is from "Waiting Download (Ready To Download)" to "Downloading xx %" (Before an item has been completed to download).

The VCN-CommCenter usually starts to download multiple items in order of incoming earlier. However, it provides the "Set Priority" function to be able to set priority on incoming item(s) which you want to download on ahead.

For example, it enables an urgent file to cut ahead of the large volume data while downloading.

How to set priority on an item

To set priority on an incoming item, on Inbox, double-click an item to open the "Parcel Detail" dialog in inbox. Then click the "Set Priority" button. An incoming item will start to download on ahead. The delivery status of inbox should make progress through "Waiting Download (Ready To Download)" → "Download Start" → "Downloading xx %".

*Once an incoming item has been set priority, the button display will turn to the "Set Normal" button on the inbox "Parcel Detail" dialog.

[🚩 Set Priority]
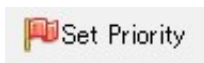
[For example]

①Recipient is receiving five (5) items in order of incoming earlier normally.

The first and second items show the status "downloading".

The later three items show the status "Waiting Download (Ready To Download)".

At this time, when you wish to download the fourth item on ahead, double-click the fourth item to open the "Parcel Detail" dialog in inbox.

*The VCN-CommCenter can establish the parallel connection when sending and receiving multiple items at the same time.

[(Before) Inbox: Downloading in normal order]

When you wish to set priority downloading on the 4th item,
↓
①Double-click the 4th item to open the inbox "Parcel Detail".

The 1st & 2nd items: "Downloading"

The 3rd to 5th items: "Waiting Download" (Ready To Download)

②The inbox "Parcel Detail" dialog for the fourth item opens. Click the "Set Priority" button.
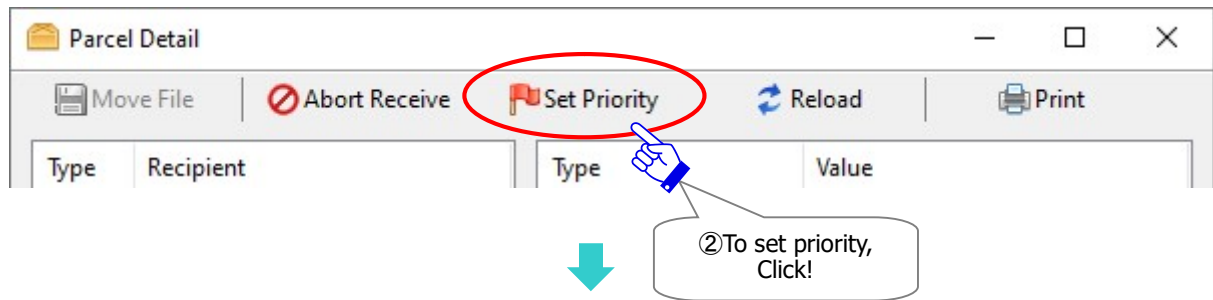
②To set priority, Click!

Once the fourth item has been set priority downloading, this button display will turn to the "Set Normal" button on the "Parcel Detail" dialog.

③Close!

*This button is shown during Set Priority downloading!
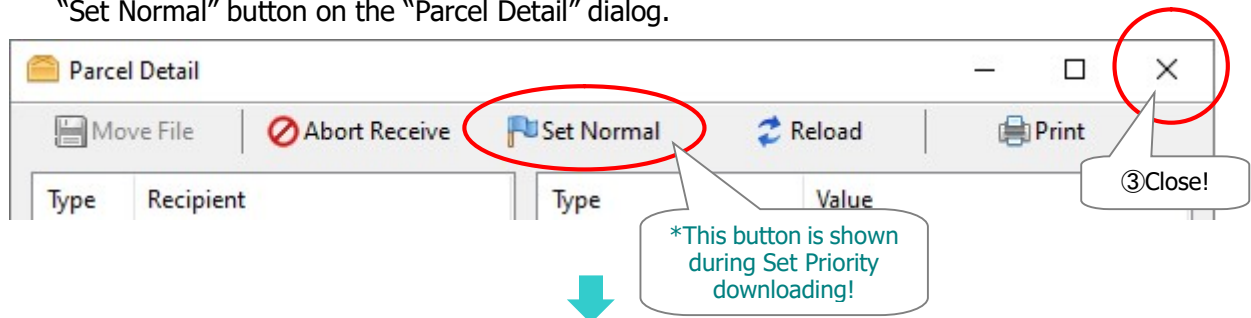
③Close the "Parcel Detail" dialog and then see the items in inbox.

Confirm that the fourth item is downloading on ahead of other items. The status should proceed to "Downloading xx%" upward.

*The either first or second item is interrupted downloading temporally and the status will return to "Waiting Download (Ready To Download)". When the fourth item has been completed downloading, an item which has been interrupted downloading will restart to download automatically. (The different status may be displayed depending on the progress of downloading items.)

[(After) Inbox: Set Priority downloading]

The 4th item: Set priority downloading!

The 1st & 4th items: "Downloading"

The 2nd, 3rd, 5th items: "Waiting Download" (Ready To Download)
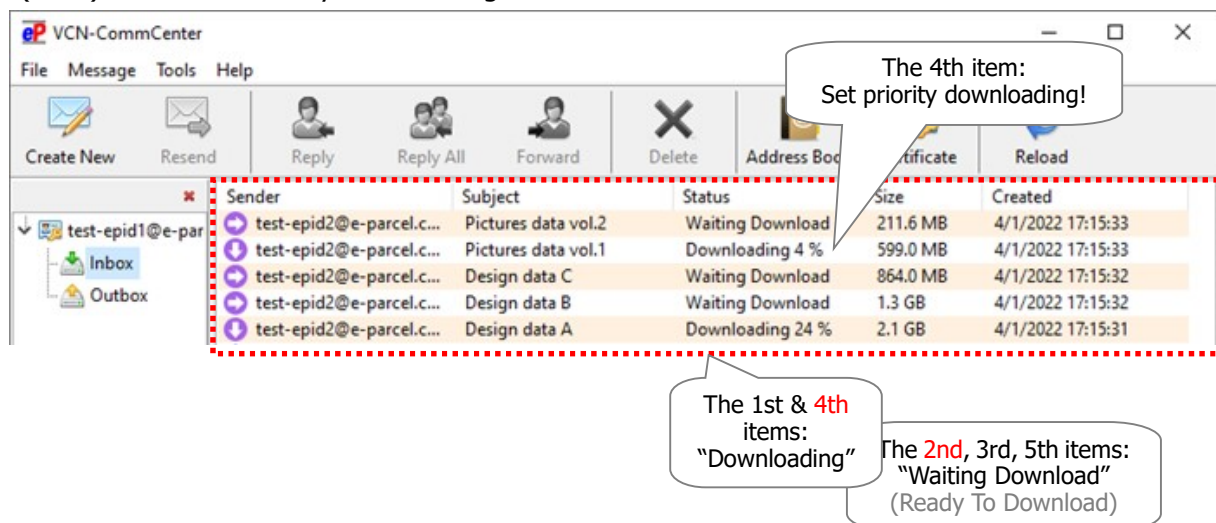
How to set priority on multiple items

To set priority on multiple incoming items, click the "Set Priority" button on the "Parcel Detail" dialog in order of priority download. The incoming items will start to download in order of the "Set Priority" earlier.
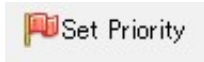
Set Priority

Set Normal (Reset priority)

To reset priority on an incoming item which has been set priority, double-click an item to open the "Parcel Detail" dialog in inbox. Then click the "Set Normal" button. Once an incoming item has been reset priority downloading, this button display will return to the "Set Priority" button on the "Parcel Detail" dialog.

Set Normal
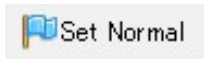
3-3-7. Reload

The "Reload" button is enabled only when the status of an incoming item is from "Waiting Download (Ready To Download)" to "Delivery Verifying". (Before "Delivery Confirmed")

On the "Parcel Detail" dialog, the "Reload" button will promptly refresh the delivery status <u>for only that item</u> which you open now.

*Attention: This function of "Reload" button above on only the Parcel Detail dialog has been changed since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). When click the "Reload" button above on only the Parcel Detail dialog, the delivery status will be refreshed <u>for only that item</u>.

(Therefore, note that this must NOT behave like the function of both the menu "File > Reload" and the "Reload" button of tool bar on VCN-CommCenter GUI. This "Reload" button above on only the Parcel Detail dialog dose NOT promptly checks for any other items pending delivery and track the latest status by polling manually to the e-Parcel server.)

3-3-8. Print

To print the message displayed on the Parcel Detail dialog, click the "Print" button. The "Print" dialog opens.

*This behaves similarly to the right-click menu "Print" on the message box of the Parcel Detail dialog.

*The choice of "Print range" provides only "All" on the "Print" dialog.
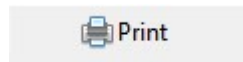
🖶 Print

*The "Message printing" function has been provided since e-Parcel VCN-CommCenter 8.0.8023 (Released in March 2022). The "Page Setup" and "Print" dialog opens additionally.

*To modify the page setting for printing message, right-click on the message box and select the "Page Setup" menu. The "Page Setup" dialog opens.

Refer to P79 2. VCN-CommCenter View – Menu Bar - File 2-1-3. Page Setup

3-3-9. Error Detail

The "Error Detail" button will only be displayed when an error occurs while receiving an item. Upon the "Error Detail" button, the "Error Detail" dialog opens. This dialog provides valuable error messages, such as the following case, for example.

Example of what is applicable in a certain case: "Delivery Error"
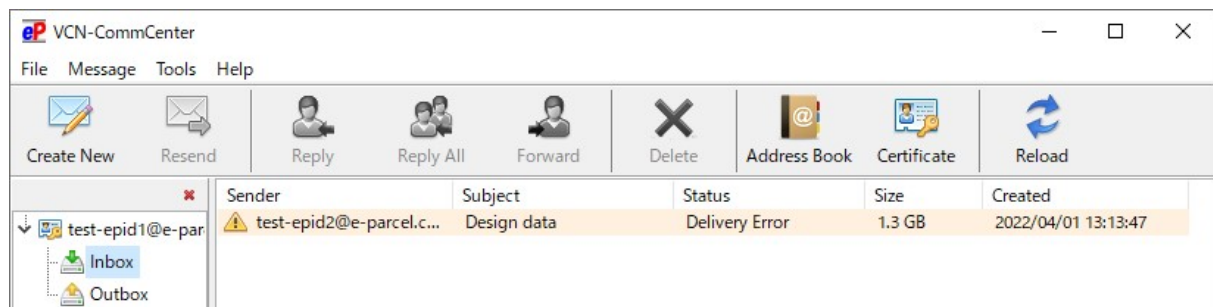
If the status "Delivery Error" has been shown in inbox, this item failed in reception. In this situation happened, it may be difficult to investigate what caused it to be error. Therefore, the causes are considered by many situations such as computer, hardware, network environment, human operation error and etc. Accordingly, reception of this item is no longer possible.

For example, the e-Parcel secure data delivery service provides that the pretender is prevented strongly using the automatic operation of mutual recognition between the server and a client. The e-Parcel server usually authenticates the validity of user. Therefore, one e-Parcel ID must be set up to the e-Parcel client software in only one computer. (Multiple computers are invalidated) In addition, on the e-Parcel client software, items usually are encrypted just before uploading at sender side. Also, items usually are decrypted and extracted just after downloaded at recipient side. (It usually takes few seconds to encrypt, decrypt and extract small-volume data (xx MB). However large-volume data may take longer than usual depending on data volume and PC spec.)

If you change and migrate the previous histories to new PC while the status "downloading xx %" at recipient side, an error may be detected while verifying integrity. This item fails in decrypting, and then shows the status "Delivery Error".

For your information, in this error case, the error message could be found from the "Error Detail" button below on the Parcel Detail dialog in inbox.

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Solution:

In the case of the status "Delivery Error" shown in inbox, we are afraid that you must ask a sender to create new item again. A sender must operate to click the "Create New" button and then reattach same files/folders on the Send Dialog.

(Attention: Don't ask a sender to click the "Resend" button when sending same items under this situation happened.)

[Parcel Detail dialog in inbox]
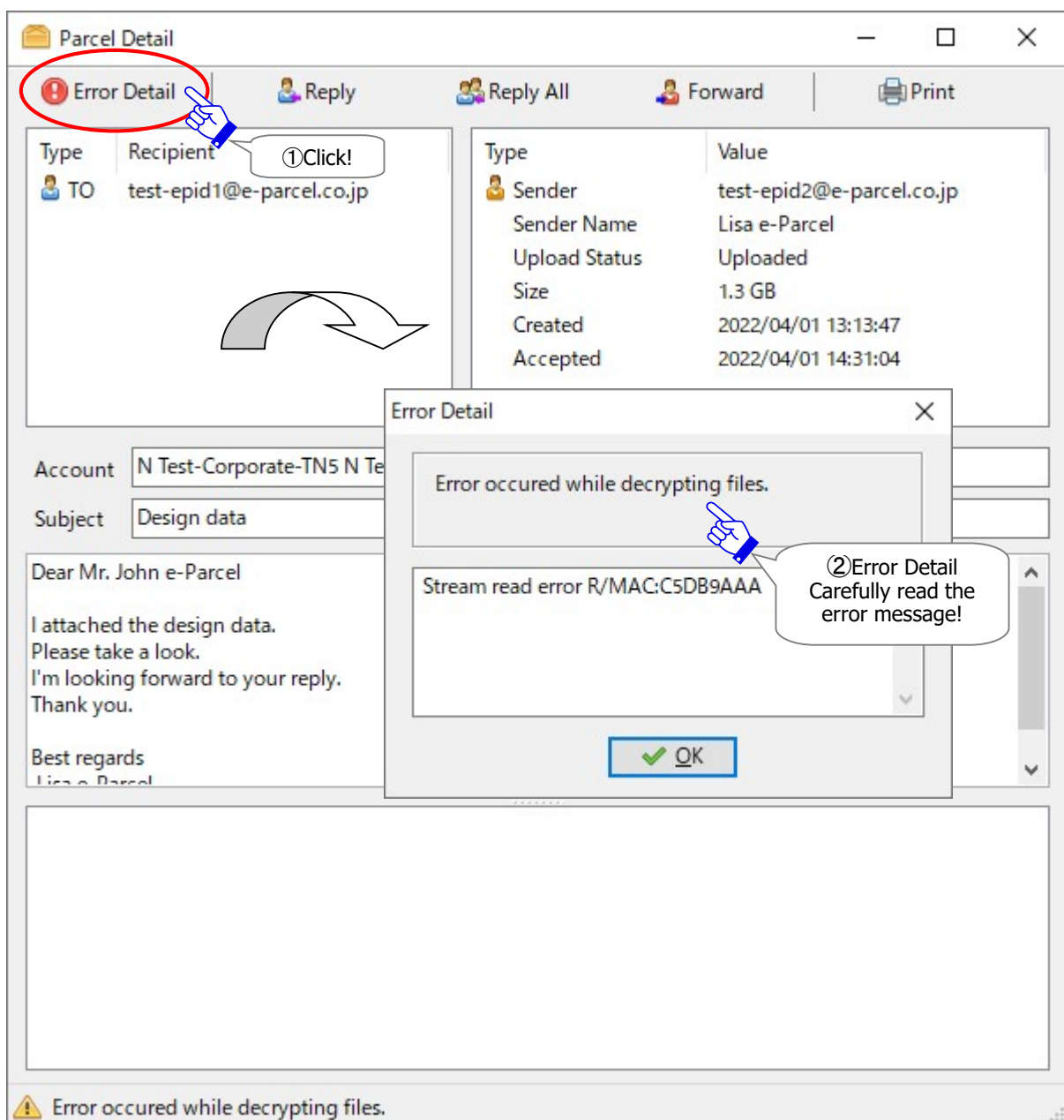
3-4. Close the inbox Parcel Detail

To close dialog, click the [X] button at the top right corner of the "Parcel Detail" dialog.
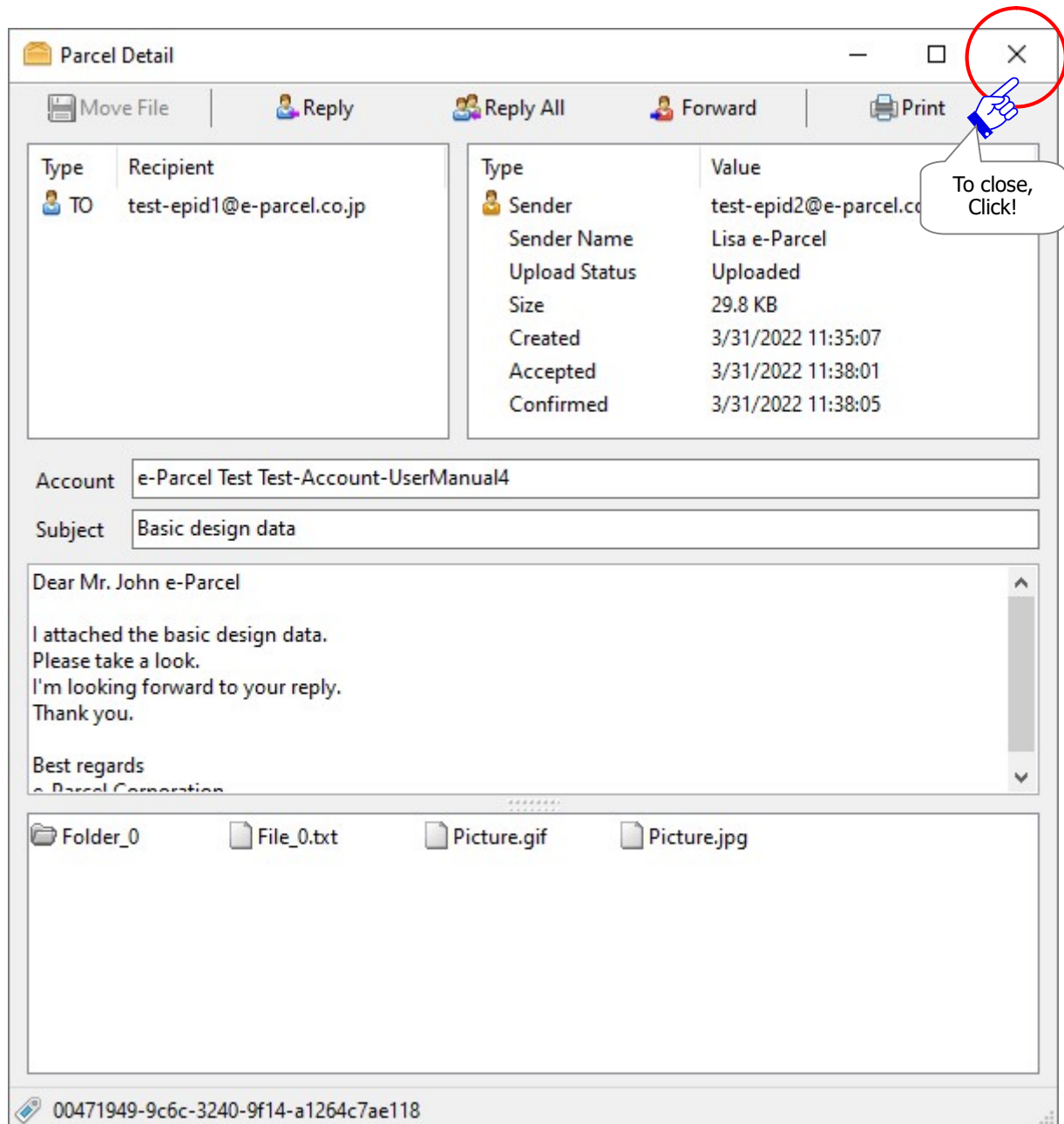
10   Password Protect function

The purpose of the "Password Protect" function is to authenticate the user based on password when the e-Parcel VCN-CommCenter login to the e-Parcel server.

The "Password Protect" function is disabled (set "No") with the default setting.
(It doesn't authenticate login password when the e-Parcel software login to the e-Parcel server.)
The e-Parcel client software is able to login to the e-Parcel server without login password.
* Refer to P147 3. User Configuration - 5. Login Password Authentication

When you want **the "Password Protect" function to be enabled (set "Yes")**, the following steps of this section will **guide you in details.**

1. What's Password Protect?

Once the "Password Protect" function is enabled (set "Yes"), whenever the e-Parcel VCN-CommCenter login to the e-Parcel server, login password authentication is required.
For example, when you install or start the e-Parcel software, auto-setup, import certificate and etc., the e-Parcel "Server Login Required" dialog will appear to authenticate.
(In addition, once a login password is saved in the VCN-CommCenter, it could be automatically authenticated with credential whenever login to the e-Parcel server.)

2. Configure Password Protect

When you want to enable the "Password Protect" function to authenticate login password, you are required to operate the two procedures below.

2-1. **First, access URL of "The e-Parcel Secure Enterprise - Web Browser".**

  Enable the "Password Protect" function (set "Yes") on the User Info menu in advance.

  ⇒ See below P387

   *Attention: To access URL of "The e-Parcel Secure Enterprise - Web Browser", your e-Parcel client digital certificate is required to install in OS in advance when you sign in Windows with a user account which use the e-Parcel service. Usually, you have already installed a certificate in Windows when starting the e-Parcel service in a computer. (Refer to the section for Downloading and Installing client digital certificate of this manual.)

2-2. **Next, configure to the e-Parcel VCN-CommCenter.**

  Set (save) login password in the User Configuration pane.

  ⇒ See below P392

From the next page will explain how to configure password protect function in details. Take the following procedure 2-1 and 2-2.

2-1. Enable Password Protect function

Access URL of "The e-Parcel Secure Enterprise - Web Browser"

First, enable the "Password Protect" function (set "Yes") on the User Info menu in advance.

*Attention: To access URL of "The e-Parcel Secure Enterprise - Web Browser", your e-Parcel client digital certificate is required to install in OS in advance when you sign in Windows with a user account which use the e-Parcel service. Usually, you have already installed a certificate in Windows when starting the e-Parcel service in a computer.
(Refer to the section for Downloading and Installing client digital certificate of this manual.)

①Launch browser application (Microsoft Edge is recommended). Visit URL just below.
   *To launch Edge, click icon on the taskbar, double-click the desktop shortcut icon, or access the "Start" menu > M > Microsoft Edge for Windows 10 or later.

   "The e-Parcel Secure Enterprise - Web Browser" URL: https://secure.e-parcel.ne.jp/

Your certificate is required for authentication. Select your e-Parcel client digital certificate installed in Windows and then click the "OK" button.
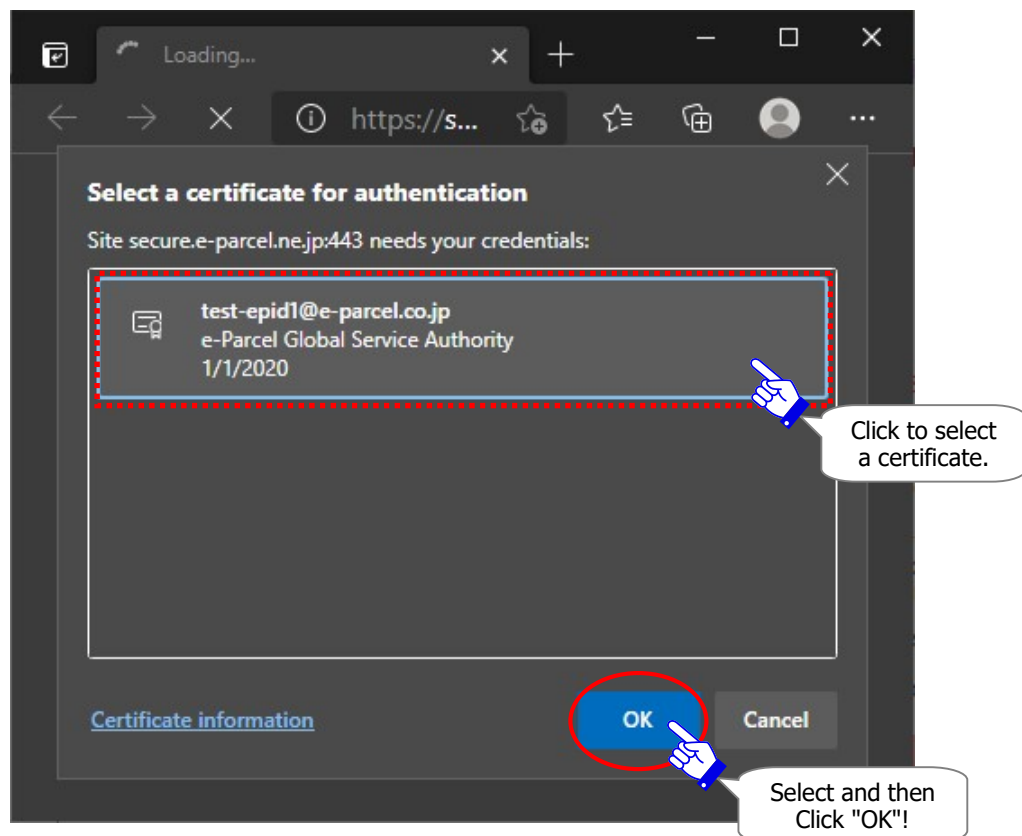
   *If multiple e-Parcel client digital certificates are shown on the "Select a certificate" window, select a certificate of your e-Parcel ID and then click the "OK" button.

   *If the "Password Protect" function already has been enabled, the "Authentication Required" dialog may appear prompting to enter e-Parcel ID and login password.

②"The e-Parcel Secure Enterprise - Web Browser" opens. See the **"User Info"** page appeared with your profile.

⚠️	**Caution:** If you encounter a problem accessing URL of "The e-Parcel Secure Enterprise - Web Browser", your client digital certificate may not have been installed in Windows appropriately. Or, the local security policy or domain security policy of your company may not allow the certificate installation in Windows or browser applications. First, ensure that your client digital certificate has been correctly installed by reviewing the section below. Also, you may need to check the security settings and the proxy server settings in browser applications, computer or network. Refer to P40 [If failed in access "The e-Parcel Secure Enterprise - Web Browser"]
✏️	**Note:** If your account administrator for the e-Parcel service has managed the password protect function, the "Password Protect" field may not be shown on the menu "User Info" of "The e-Parcel Secure Enterprise - Web Browser". In this case, the "Password Protect" function already has been activated ("Yes"). You are not able to change the setting "Password Protect" on this site. Please consult your company's administrator or contact our e-Parcel customer support.

③On the "User Info" page, it allows you to modify the "Password Protect" setting.

The "Password Protect" function has been already disabled (set "No") with initial setting. In the **"Password Protect"** field, **select "Yes" from the pull-down menu**.

When change is made, **click the "Update" button**.

④The process result "OK" should usually appear. The "Password Protect" setting has been updated successfully. When confirmation is made, click the "Back" button or close web browser.

*Once the "Password Protect" function is enabled (set "Yes"), when you access URL of "The e-Parcel Secure Enterprise - Web Browser", the e-Parcel "Authentication Required" dialog will appear prompting to enter e-Parcel ID and login password.

	Warning: **When the "Password Protect" function is enabled (set "Yes")** according as the User Info is changed on "The e-Parcel Secure Enterprise - Web Browser", you are required to **enter your password in the "Login Password" field on the e-Parcel software.** If you don't, the e-parcel software will be shutdown with fail in login to the e-Parcel server. In this situation, enter login password in the e-Parcel "Server Login Required" dialog which will appear when the e-Parcel software gets started.
	Warning: When users who the "Password Protect" function has been already enabled (set "Yes") will change password according to the User Info on the "The e-Parcel Secure Enterprise - Web Browser", please be aware that you are also required to **change your password to new one in the "Login Password" field on the e-Parcel software.** If you don't, the e-parcel software will be shutdown with fail in login to the e-Parcel server. In this situation, enter login password in the e-Parcel "Server Login Required" dialog which will appear when the e-Parcel software gets started.

2-2. Set Login Password on the software

Configure to the e-Parcel VCN-CommCenter.

Next, set (save) login password in the User Configuration pane of VCN-CommCenter GUI for authentication required.

Refer to P147 3. User Configuration - 5. Login Password Authentication

⑤Click your e-Parcel ID (Display Name) of the folder tree shown on the tree view at the upper-left pane of the VCN-CommCenter GUI. The User Configuration appears at the right pane.

* If the existing VCN-CommCenter has not already been started, to start the program, double-click the "e-Parcel x.x" shortcut icon on the desktop. The VCN-CommCenter GUI will open. When starting the program, the e-Parcel "Server Login Required" dialog below may appear authenticating login password. Enter a password, set checked to remember this and then click the "OK" button. Those will be also set (saved) in the User Configuration.
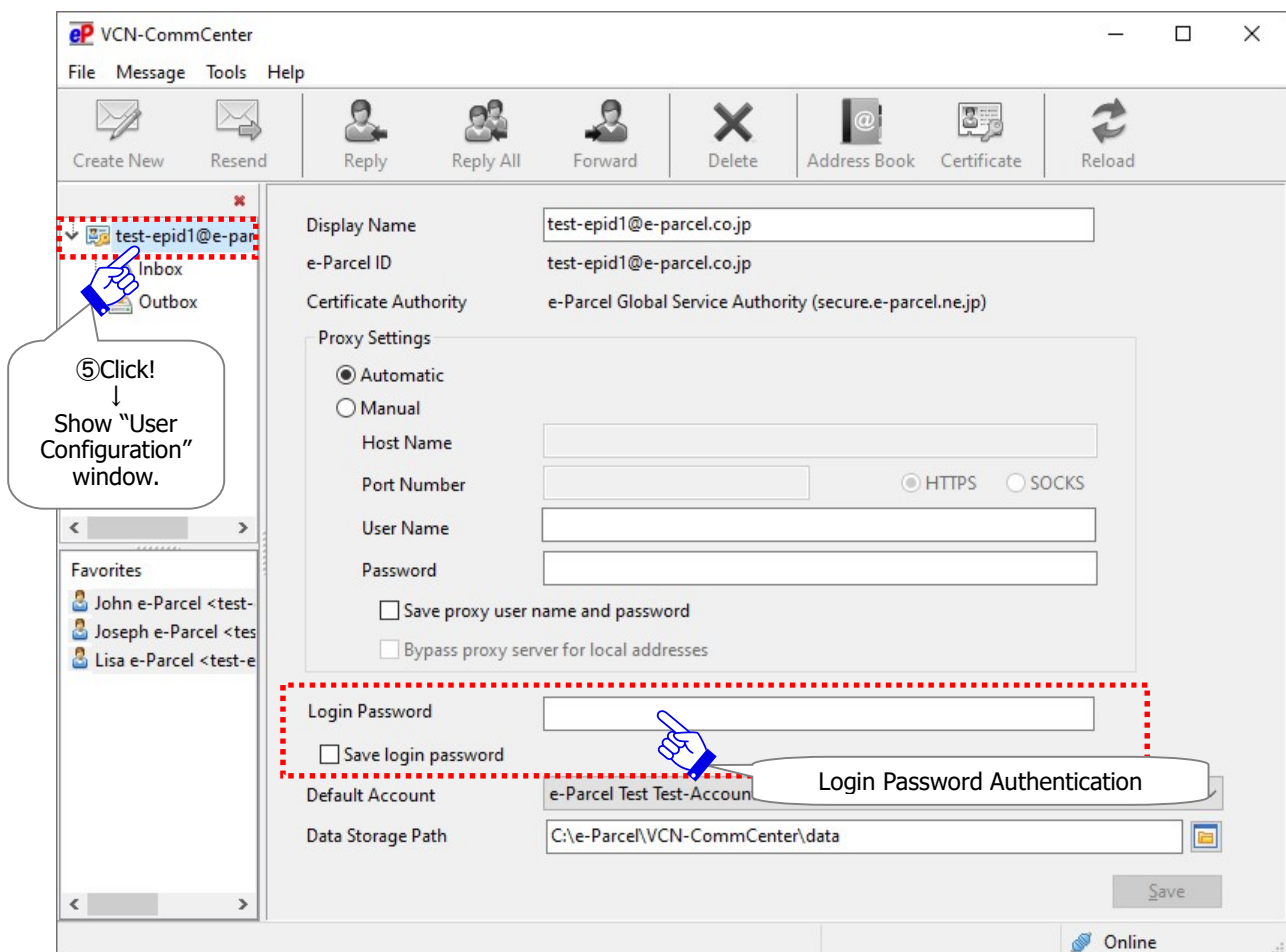
⑥Enter your own password in the "Login Password" field on the User Configuration pane.

⑦When you want to save login password in the software, place a check in the checkbox "Save login password".

*Once login password is saved, the "Server Login Required" dialog will appear no longer. It could be automatically authenticated with credential whenever login to the e-Parcel server. Refer to P147 3. User Configuration - 5. Login Password Authentication

⑧When entered, click the "Save" button at the bottom right to take effect.

*For e-Parcel VCN-CommCenter 7.0.7020 or earlier, if set unchecked in the "Save login password", upon click the "Save" button, the e-Parcel "Server Login Required" dialog appears prompting to enter login password. Enter and then click the "OK" button.

Login Password	**********
☑ Save login password	[Login Password Authentication] ⑥Enter login password!
Default Account	e-Parcel Test Test-Account UserManual4 (Parcel Size Limit: Unlimited) ID: 0100003 ∨
Data Storage Path	C:\e-Parcel\VCN-CommCenter\data 📁

⑦Set checked to save login password!

Save

Online

⑧Once settings are changed, the "Save" button will be enabled. Click!
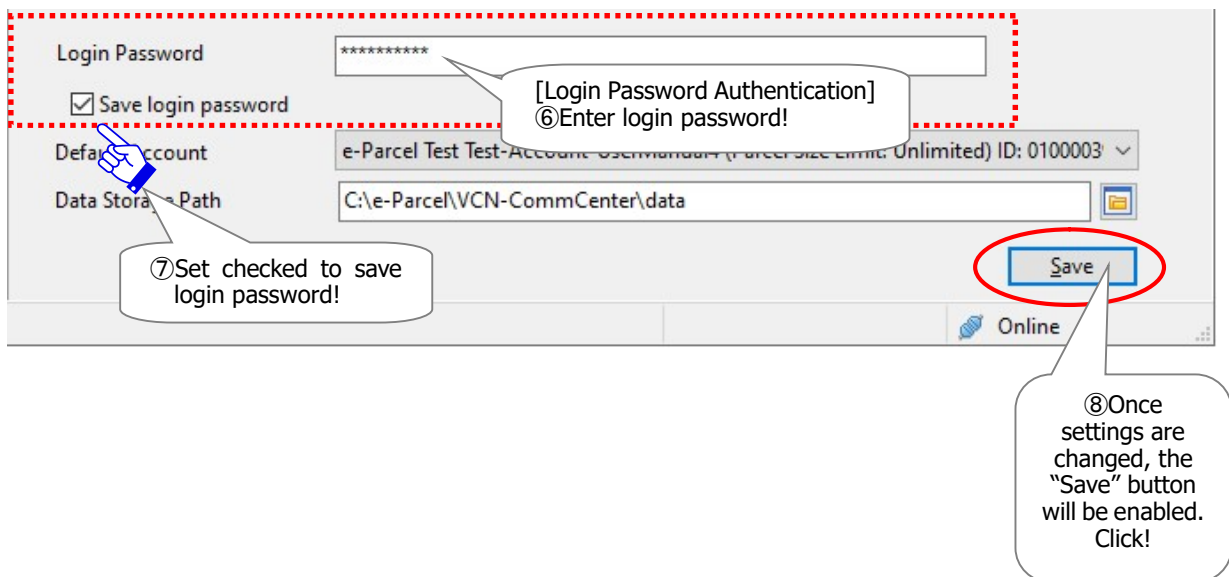
⑨ When the Information dialog "Configuration Saved" appears, click the "OK" button to complete.
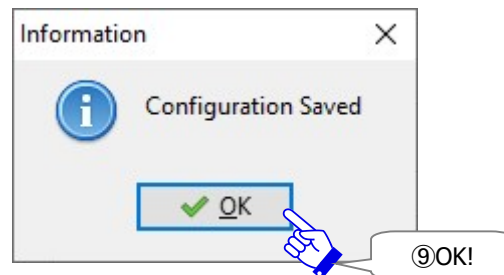
⑩ The system status "Online" should normally be shown on the bottom-right of VCN-CommCenter GUI. Your login password has been successfully authenticated in the e-Parcel server.
*If the "Offline" is shown, verify your own password entered correctly and try again.
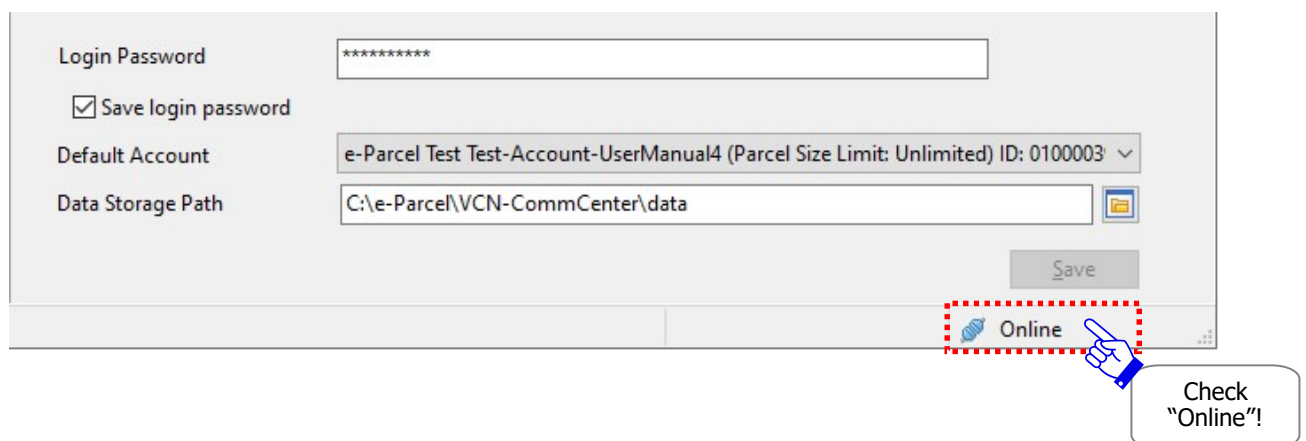
You have successfully completed to configure the Password Protect function (Login Password).

	Warning: **When the "Password Protect" function is enabled (set "Yes")** according as the User Info is changed on "The e-Parcel Secure Enterprise - Web Browser", you are required to **enter your password in the "Login Password" field on the e-Parcel software.** If you don't, the e-parcel software will be shutdown with fail in login to the e-Parcel server. In this situation, enter login password in the e-Parcel "Server Login Required" dialog which will appear when the e-Parcel software gets started.
	Warning: When users who the "Password Protect" function has been already enabled (set "Yes") will change password according to the User Info on the "The e-Parcel Secure Enterprise - Web Browser", please be aware that you are also required to **change your password to new one in the "Login Password" field on the e-Parcel software.** If you don't, the e-parcel software will be shutdown with fail in login to the e-Parcel server. In this situation, enter login password in the e-Parcel "Server Login Required" dialog which will appear when the e-Parcel software gets started.

*If set unchecked in the "Save login password (Remember this authentication info.)", whenever login to the e-Parcel server in restarting the VCN-CommCenter etc., the "Server Login Required" dialog below appears prompting to enter e-Parcel ID and login password. Enter and then click the "OK" button.
Refer to P147 3. User Configuration - 5. Login Password Authentication
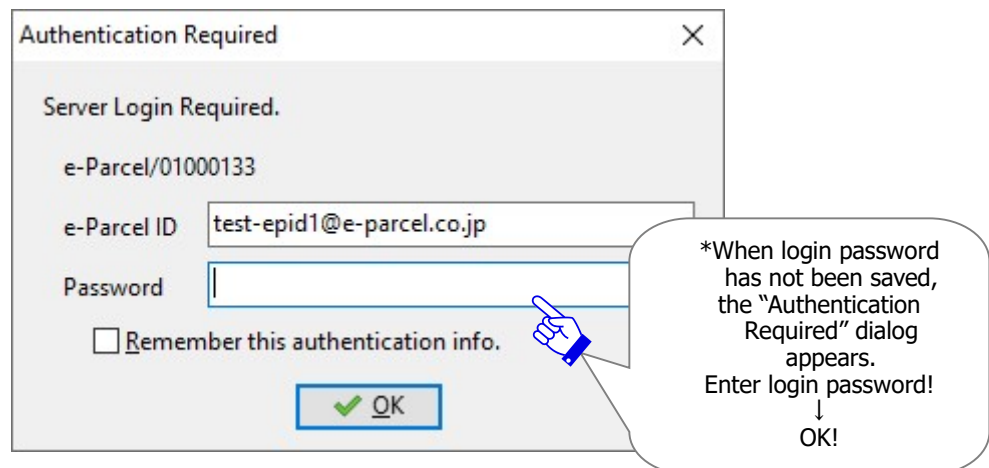
11 Edit / Exchange / Add Digital Certificate

For our customers who have already run the e-Parcel VCN-CommCenter,

Case 1. When you want to <u>edit the existing e-Parcel ID</u>,

  (It is possible to recover the existing settings and histories.)

Case 2. When you want to <u>register another new e-Parcel ID and exchange ID</u> for new,

  (It is NOT possible to recover the existing settings and histories.)

In these cases of 1 and 2 above, first, obtain new client digital certificate from the e-Parcel web site and install new client digital certificate in Windows. And then, you must exchange your existing e-Parcel client digital certificate for new one on the existing VCN-CommCenter by setup function.

Furthermore, e-Parcel VCN-CommCenter provides the ability to set up multiple client digital certificates (multiple e-Parcel ID) to one VCN-CommCenter GUI.

Case 3. When you want to <u>add new e-Parcel ID</u> and use multiple e-Parcel ID,

In this case, first, obtain new client digital certificate from the e-Parcel web site and install new client digital certificate in Windows. And then, you must add your new e-Parcel client digital certificate on the existing VCN-CommCenter by setup function.

For example, this case enables you to handle multiple e-Parcel ID for each transmission by partner companies on one VCN-CommCenter GUI.

The following procedures in this section will explain to edit, exchange or add a client digital certificate on the VCN-CommCenter. Especially at the additional procedure 5 below, please be aware that the different procedures are described depending on the cases 1, 2 or 3 above.

*Refer P427〜432 5. After Edit, Exchange or Add e-Parcel ID

【About Procedures 1〜5 of this section】

Procedures 1〜4 : In the case of all above, first take these procedures.(P398〜426)

Procedure 5. After Edit, Exchange or Add e-Parcel ID (P427〜432)

  At last, depending on cases 1, 2 or 3, proceed to the appropriate procedure below.

  Case 1. When you want to edit the existing e-Parcel ID

    →Proceed to **P428 Procedure 5-1.**

  Case 2. When you want to register another new e-Parcel ID and exchange ID for new

    →Proceed to **P430 Procedure 5-2.**

  Case 3. When you want to <u>add new e-Parcel ID</u> and use multiple e-Parcel ID

    →Proceed to **P432 Procedure 5-3.**

	Caution: The "Auto Setup" function of e-Parcel software will attempt to automatically detect a client digital certificate and your network settings from Windows. Therefore, the "Auto Setup" function requires to install (import) a client digital certificate in Windows in advance.

	Warning: If you exchange the existing client digital certificate for new one after registering another new e-Parcel ID (NOT edit the existing e-Parcel ID), it is unable to recover the previous inbox and outbox histories.

	Warning: When you want to edit the existing e-Parcel ID, please note that sending and receiving data through the e-Parcel service is temporally suspended for the operational reason of ID edited until you complete to auto-setup new certificate on the e-Parcel VCN-CommCenter.

	Warning: Please be advised that you should **not configure a client digital certificate by "Auto Setup" or "Import Certificate" while the e-Parcel VCN-CommCenter is processing to upload and download data.** Wait for the delivery status to be "Waiting Download" in outbox or "Delivery Confirmed" in inbox.

1. Edit, Exchange or Add e-Parcel ID

When you want to edit or exchange your existing e-Parcel ID or add new e-Parcel ID, **e-Parcel Corporation usually edit or register e-Parcel ID upon your request.** Please contact us to e-mail below. (When inquiring, we would appreciate if you let us know your existing e-Parcel ID.)

Case 1. When you want to edit the existing e-Parcel ID

Case 2. When you want to register another new e-Parcel ID and exchange ID for new

Case 3. When you want to add new e-Parcel ID and use multiple e-Parcel ID

*Usually, upon your application for the e-Parcel service, we register an e-Parcel ID which is the same as your e-mail address. In addition, the e-Parcel ID works only in the e-Parcel secure data delivery service. The e-Parcel ID is not compatible with any mail applications. Even though if your e-mail address is changed, it doesn't affect any data delivery through the e-Parcel software. However, it may affect some services such as the e-mail notification upon the online password request. So, it is recommended that you request us to edit the existing e-Parcel ID when your e-mail address changed.

When edit or registration of e-Parcel ID completed, we will notify our customers by the e-mail notification.

	Note: When you want to edit or exchange your existing e-Parcel ID or add new e-Parcel ID, please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp) with specifying your existing e-Parcel ID. (Business Hours: 9:00-17:00JST/Mon-Fri) *Please let us know the name and e-Parcel ID of the individual when inquiring.

2. Downloading client digital certificate

In the beginning, to obtain a client digital certificate from e-Parcel, visit URL of "The e-Parcel Secure Enterprise - Software Download Site".

①First, **sign in Windows with a user account which runs the VCN-CommCenter**. Launch browser application (Microsoft Edge is recommended). Visit URL just below.

* To launch Edge, click icon on the taskbar, double-click the desktop shortcut icon, or access the "Start" menu > M > Microsoft Edge for Windows 10 or later.

"The e-Parcel Secure Enterprise - Software Download Site" URL: https://www.e-parcel.ne.jp/

Click the site menu "e-Parcel Enterprise Service Menu", see the page appeared and then click the "Download Client Certificate" button.

*To proceed to "Auto Setup" at the later step, a client digital certificate is required to install (import) in Windows in advance when you sign in Windows with a user account which runs the e-Parcel VCN-CommCenter.
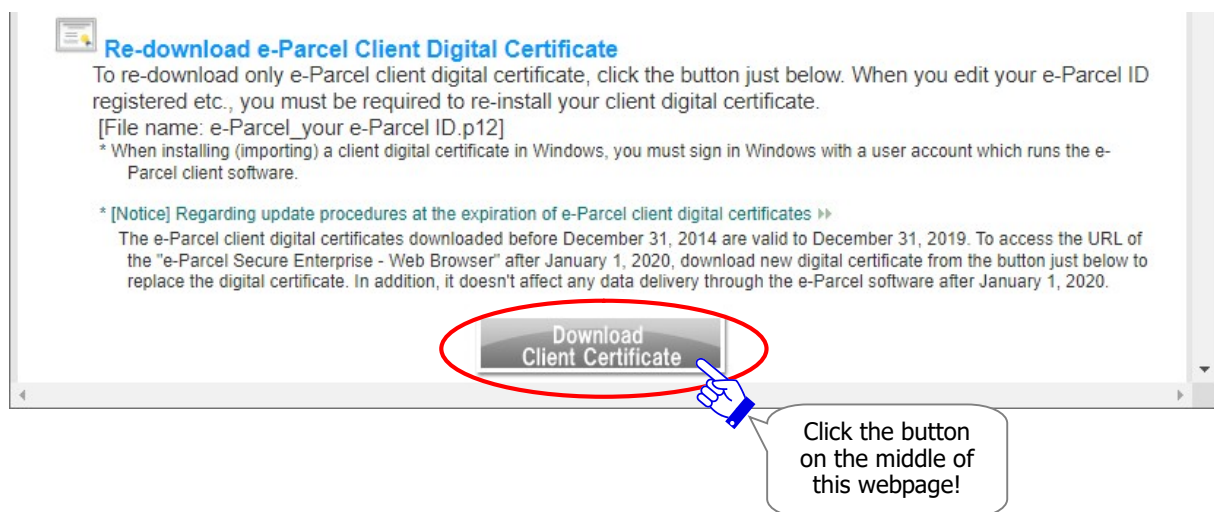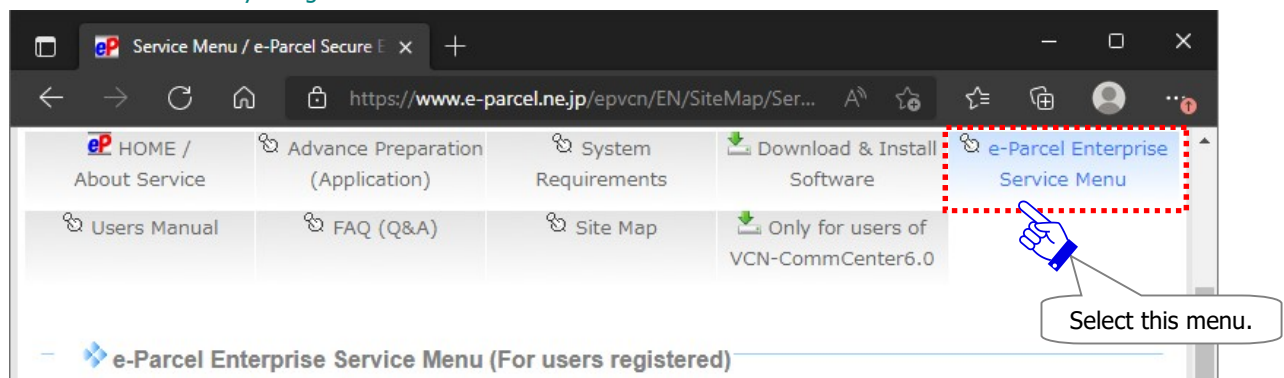
②The Re-download a client digital certificate – "STEP1. Login" page appears. Enter your e-Parcel ID and password (or default password [*as notified by e-mail when e-Parcel ID registered]) and then click the "Login" button.

*In the case of the existing e-Parcel ID edited (Edit), if you have already changed a password to your own password, enter your own password to login when downloading a client digital certificate.

*In the case of new e-Parcel ID registered (Exchange, Add), a password has been set the default password at beginning. Please be advised you to change a password through "The e-Parcel Secure Enterprise - Web Browser" after you complete to install new client digital certificate in Windows.

③ The "STEP2. Select e-Parcel client software." page appears. Select the "e-Parcel VCN-CommCenter 8.0 / 7.0" which you have used and then click the "Next" button.

④The "**STEP3. Check the security of web site …**" page appears. Confirm the security of the web site for your secure downloading.

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

When your confirmation is made, click the "Next" button.
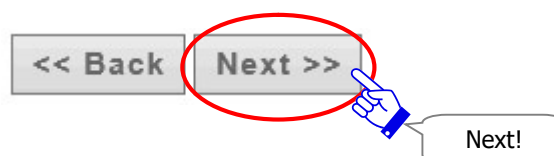
⑤The "**STEP4. Download and install a client digital certificate**" page appears.

STEP1 ▷ STEP2 ▷ STEP3 ▷ STEP4 ▷ STEP5 ▷ STEP6

STEP4.

Your client digital certificate

Download & Install

Choose one depending on your client software version of e-Parcel VCN-CommCenter.

[For users of e-Parcel VCN-CommCenter 7.0.7015 (Jan. 1. 2015 released) or later]：

On the "Client Digital Certificate" field, make sure the "For new users" selected. Usually, leave

this field with initial choice and then click the "Download" button.

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

🔵 Download your client digital certificate now !

* When installing (importing) a client digital certificate in Windows, you must sign in Windows with a user account which runs the e-Parcel client software.

The Client Digital Certificate
◉ **For new users**
* SHA2 certificate is available to VCN-CommCenter 7.0.7015 or later / VCN-AX 4.0.4006 or later.

◯ If you use a previousrelease, choose this. (SHA1 certificate for previous versions)

When the browser application prompts you for what to do with download, select **"Open"** file in the download notification bar.

For users of VCN-CommCenter 7.0.7015 or later (Normal choice)

Download

Download!

[Only for users of e-Parcel VCN-CommCenter 7.0.7014 or earlier]：

Change to the lower choice "*If you use the previousrelease …" on the Client Digital Certificate field. To download, click the "Cert for previous versions" button appeared.

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

*only for users of previous versions; VCN-CommCenter 7.0.7014 or earlier

Download!

❷ Install your client digital certificate in Windows

⑥A File Download dialog appears. Verify a file name of your client digital certificate must be "e-Parcel _your e-Parcel ID.p12".

○**For "Auto Setup":** proceed to next page **P406. (Recommended)**
  *Normally take this procedure "For Auto Setup" of this section. Also, the e-Parcel software download site which you are visiting will guide you by this procedure.

○For "Import Certificate" (setup manually), proceed to P407.

*Attention: If the local security policy or domain security policy of your company may not allow the certificate installation in Windows or browser applications, try another way (Save new client digital certificate and then import it directly on the client software).
  When a file of new client digital certificate is saved in your computer at this procedure, please note that the different procedures will be shown in the later procedure P425 "4. Setup e-Parcel client software" of this section. Proceed to "Import Certificate (For setup manually)" instead of "Auto Setup".

For "Auto Setup" (Recommended):

Upon clicking the "Download" button, in the download notification bar, select "Open file" or "Open".

[For Microsoft Edge]
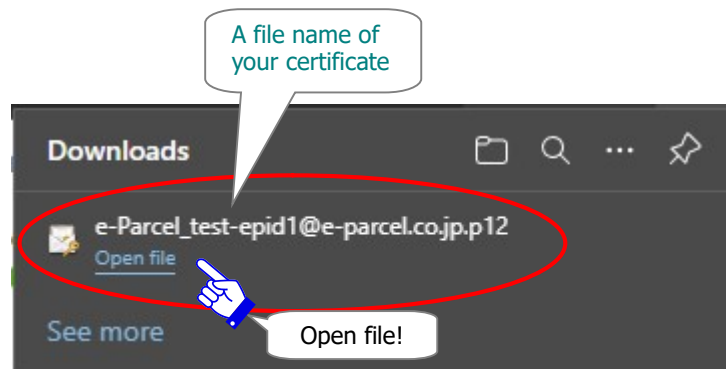
OR
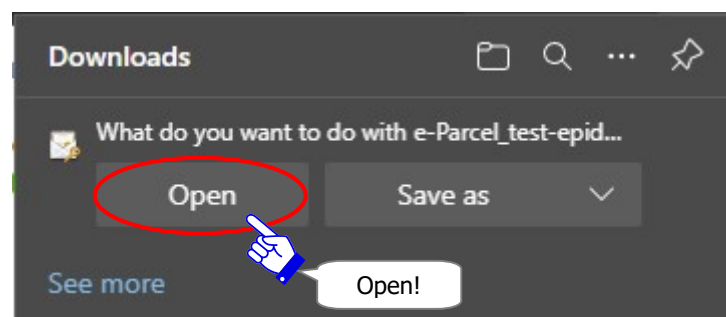
Proceed to P409 3. Installing client digital certificate and carefully take the procedure.

For "Import Certificate":

Upon clicking the "Download" button, in the download notification bar, save a client digital certificate.

[For Microsoft Edge]

In Windows, the certificate file is often saved automatically to This PC > "Downloads" folder with the default setting.

(Or in the download notification bar of the browser which ask you, select "Save as" or "Save")

*If you select "Save as" in the download notification bar, leave the default file name.

*Note: When downloading, please be aware that you must save a file of your client digital certificate in your computer in advance. In this case, you do not need to install it in Windows. (No need to "Open file".)

A file name of
your certificate

Downloads

e-Parcel_test-epid1@e-parcel.co.jp.p12
Open file

See more

File saved automatically

OR

Downloads

What do you want to do with e-Parcel_test-epid...

Open   Save as

See more

Save as
or
Save

[Certificate file]

Download location (Default): C:¥Users¥(Windows user account name)¥Downloads

File name: e-Parcel_your e-Parcel ID.p12

*If you have changed Download Location in the browser settings "Downloads", it might be saved to another location where you specified.

Confirm a file of your client digital certificate saved in the "Downloads" folder. It is recommended that you move a certificate file to another location where is easy to find such as Desktop in your computer.

The next procedure is to manually import a client digital certificate on the e-Parcel client software.

Proceed to P426 4. Setup client digital certificate - 4-2. Import Certificate (For setup manually)

*When you choose to proceed to "Import Certificate" (For setup manually), you do NOT need to install a client digital certificate in Windows at next procedure 3. (In addition, carefully note that you cannot access URL of "The e-Parcel Secure Enterprise - Web Browser" without the certificate installation in Windows.)

3. Installing client digital certificate

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

①The **Certificate Import Wizard** opens. Proceed to install to click the "Next" button.
　*For Windows 10 or later, choose the "Current user" as a storage location.

[For Windows 10 or later]
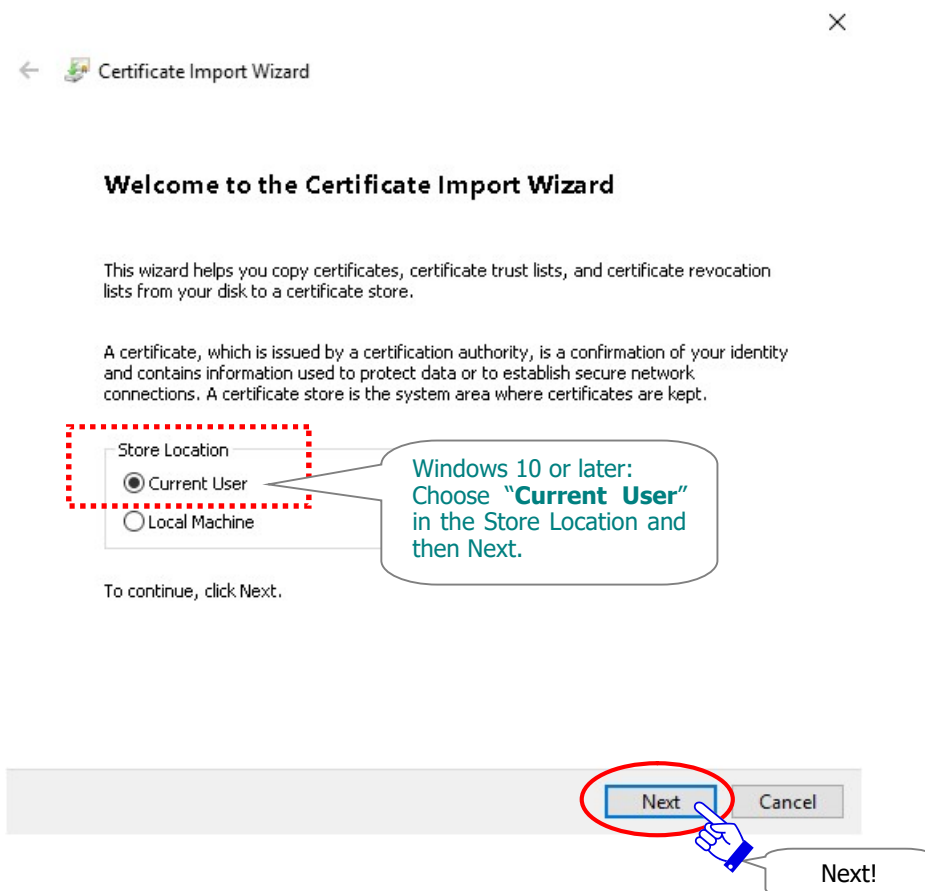
②The File to Import dialog appears. Specify the file you want to import. （*Leave the default file name of your certificate.） Click the "Next" button to proceed.
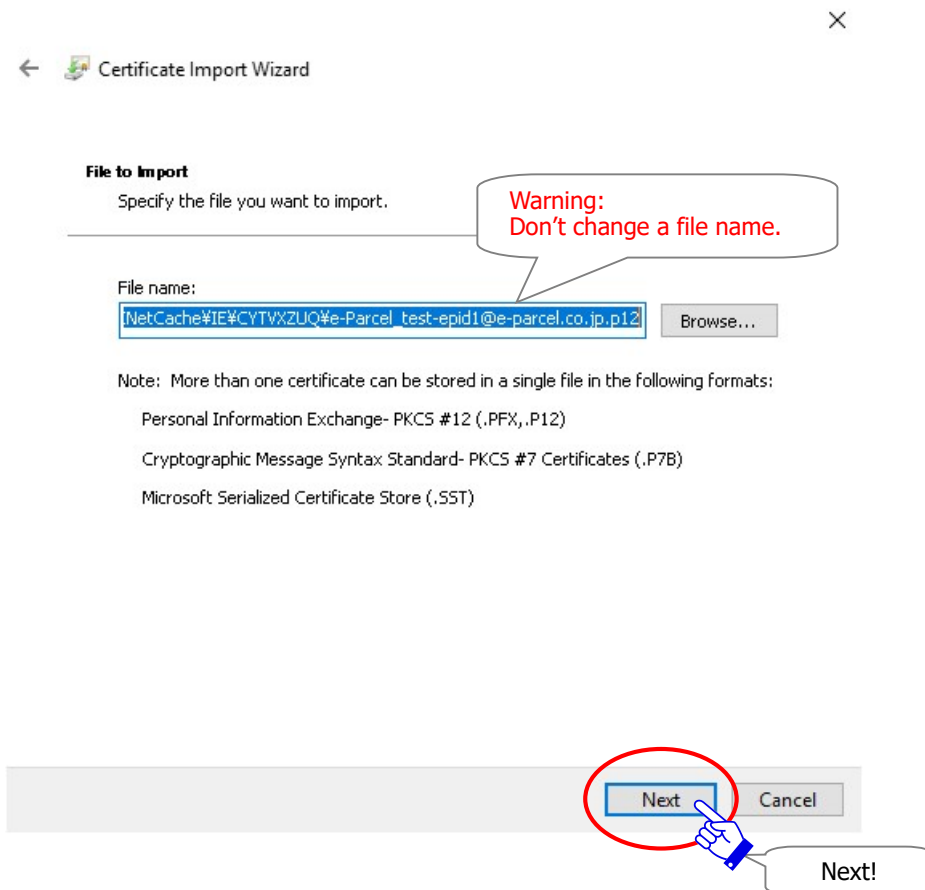
③The Password dialog appears. First, enter your own password or the default password [*as notified by e-mail when e-Parcel ID registered] (*You must enter the same password as you previously applied at STEP 1. Login to the web site.). And then you **must place a check in the box "Make this key as exportable.** This will allow you to back up or transport your keys at a later time.".

　　*In the case of the existing e-Parcel ID edited (Edit), if you have already changed a password to your own password, enter your own password to login when downloading a client digital certificate.

　　*In the case of new e-Parcel ID registered (Exchange, Add), a password has been set the default password at beginning. Please be advised you to change a password through "The e-Parcel Secure Enterprise - Web Browser" after you complete to install new client digital certificate in Windows.

Confirm to be validated (set checked: on) in the checkbox "Make this key as...", then click the "Next" button to proceed.

*Attention: With the checkbox "Make this key as exportable. ..." invalidated (set unchecked: off), you will fail in auto-setup a client digital certificate on the e-Parcel software at the later step. The applications will come up with the error while auto-setup.

④The Certificate Store dialog appears. Confirm that **the "Automatically select the certificate store based on the type of certificate"** is selected as initial choice. Just leave it, click the "Next" button.
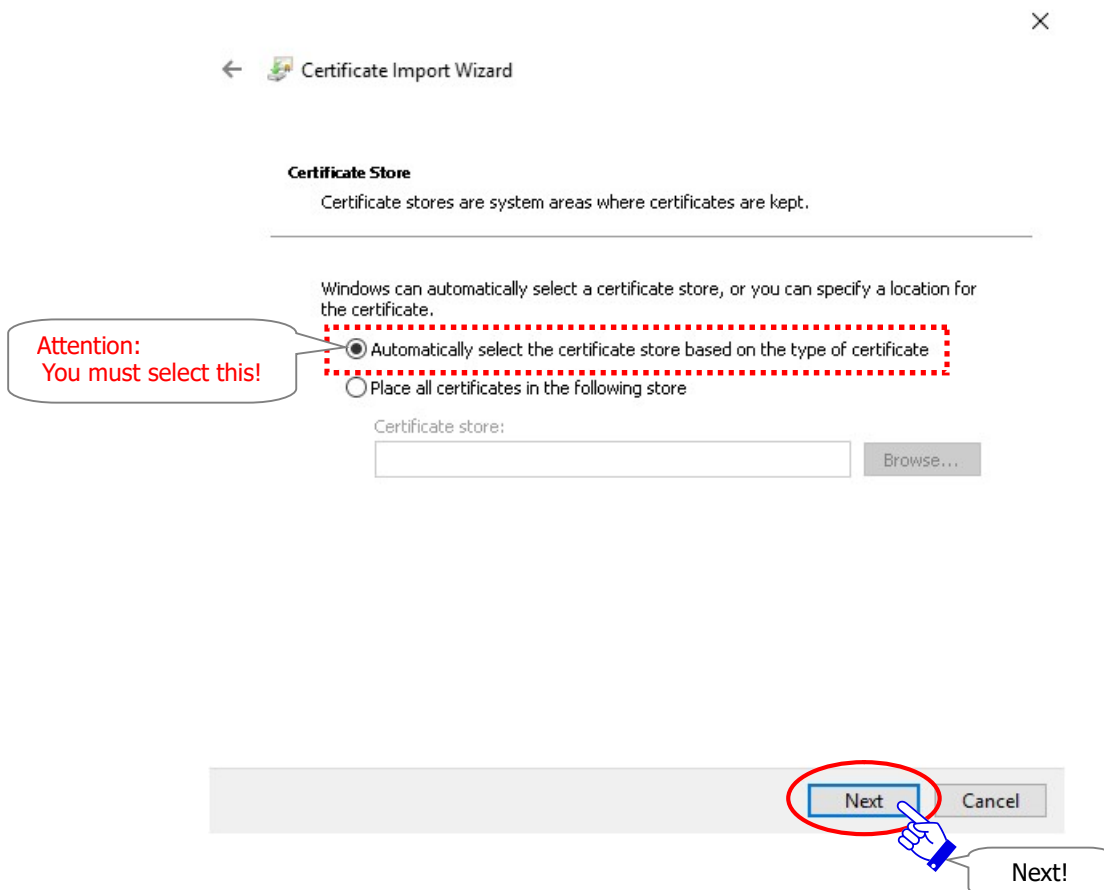
⑤When "Completing the Certificate Import Wizard" is shown, click the "Finish" button to proceed.
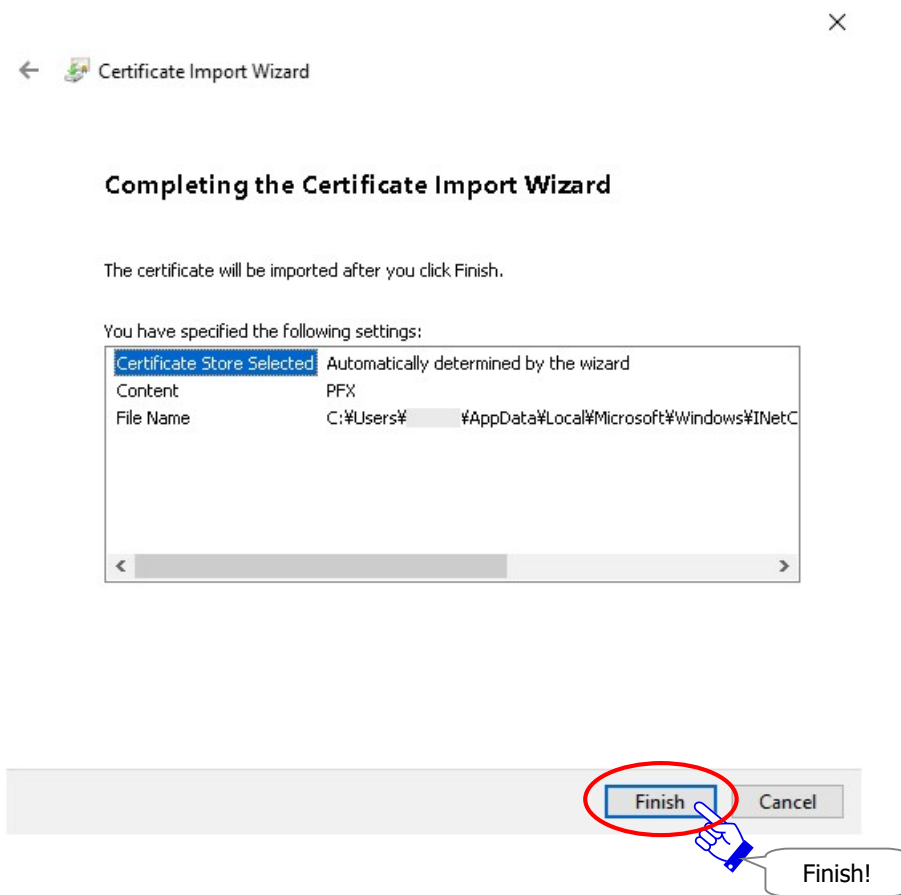
⑥The Security Warning dialog may appear. Therefore, CA certificate is installed at the same time, click the "Yes" button to allow it.
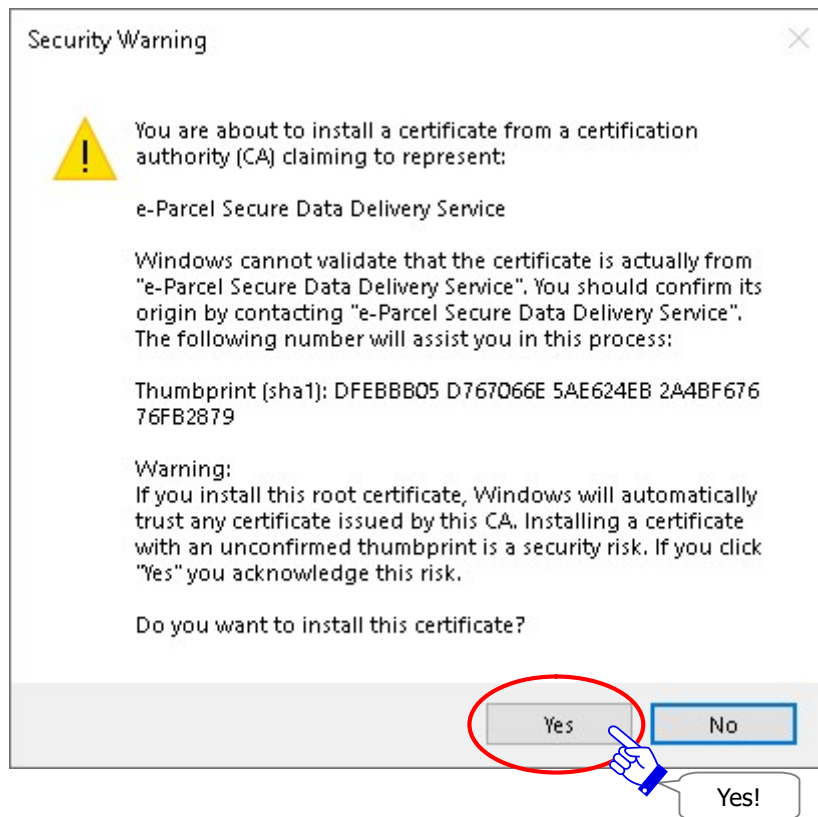
⑦The "The import was successful." dialog appears. Click the "OK" button to exit the Wizard.

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

If you are not allowed to import certificate in Windows

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

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

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

→Back to P405 "2. Downloading client digital certificate" ⑥, and then take the another procedures "For "Import Certificate" (setup manually)".

STEP4 of Web site:
   P407 Just "Save" the e-Parcel client digital certificate on your computer.   →Next!

STEP5 of Web site:
   Skip! (You cannot access URL of "The e-Parcel - Web Browser".) →Next!

STEP6 of Web site:
   P426 "4. Setup e-Parcel client software" 4-2. Import Certificate (For setup manually).
   At this point, let's begin to import your certificate directly on the e-Parcel client software.

   Start VCN-CommCenter, access menu Tool > Import Certificate.
   OR select from Windows "Start" menu.
   [For Windows 10 or later]
   Select from Windows "Start" menu > e-Parcel > "Import Certificate"
   [For Windows 8 or earlier]
   Select from Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter x.x > "Import Certificate"
   And then, select a file of your e-Parcel client digital certificate which has been saved at the previous STEP 4 to import.

⑧Return to web site the "**STEP4. Download and install a client digital certificate**" page.

STEP1 ▷ STEP2 ▷ STEP3 ▷ STEP4 ▷ STEP5 ▷ STEP6

STEP4.
Your client digital certificate
Download & Install

e-Parcel SECURE

⬇

On the STEP 4, scroll down to the bottom of the web page. Then click the "Next" button to proceed.

❸ Proceed to the next step.

Reconfirm! : Did you set checked in the checkbox "Mark this key as exportable..." (validated: on) while the "Certificate Import Wizard" operation above?
* If you did not, return to download your client digital certificate and try again.
* To auto-setup software at the later STEP6, it must be required to set checked in the checkbox "Mark this key as exportable..." appropriately described above at this STEP4.

When you make sure to set checked above, click the "Next" button to proceed to STEP 5.

<< Back   Next >>

Next!

⑨The "**STEP5. Access the URL of e-Parcel Secure Enterprise - Web Browser...**" page appears.

| STEP1 | ▷ | STEP2 | ▷ | STEP3 | ▷ | STEP4 | ▷ | STEP5 | ▶ | STEP6 |

STEP5.

Access the URL of e-Parcel Secure Enterprise - Web Browser and change password

e-Parcel SECURE

Access "The e-Parcel Secure Enterprise - Web Browser" to ensure a client digital certificate import in Windows appropriately. Also, you can change a password on the web site. Once "The e-Parcel Secure Enterprise - Web Browser" window opens, you have successfully installed the e-Parcel client digital certificate in Windows.

⬇

①Scroll down to the middle of the web page and then **click the red button** below.

e-Parcel
Web Browser

Click!

⑩The site requires your certificate for authentication. Select your e-Parcel client digital certificate installed in Windows and then click the "OK" button.

*If multiple e-Parcel client digital certificates are shown on the "Select a certificate" window, select a certificate of your e-Parcel ID and then click the "OK" button.

⑪"The e-Parcel Secure Enterprise - Web Browser" new window is opened.

"The e-Parcel Secure Enterprise - Web Browser" URL: https://secure.e-parcel.ne.jp/

If you succeed it, see the User Info menu.

	Caution: If you were rejected to access URL of "The e-Parcel Secure Enterprise - Web Browser", a client digital certificate may not have been installed in Windows appropriately. First, ensure that a client digital certificate has been correctly installed by reviewing the section below. Also, you may need to confirm the settings of your computer, the proxy server or network environment not to configure the access control such as block or analysis of HTTPS request to the domains of our service. Refer to P40 [If failed in access "The e-Parcel Secure Enterprise - Web Browser"]

⑫The "**User Info**" page appears including your e-Parcel Profile. It allows you to change the default password as needed.

About New password

If a password should be changed, enter the new password in the New Password field and the New Password (re-enter) field, and then click the "Update" button. A password must be between 8 - 20 half-width alphanumeric characters. Note that password is case-sensitive, and contains no spaces.

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

About User Name

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

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

*The Password Protect field may be set "No" as default. Once the "Password Protect" function has been enabled ("Yes"), it is required to authenticate a login password when the VCN-CommCenter login to the e-Parcel server upon installation, startup, auto-setup, import certificate and etc.
Refer to P385 10. Password Protect function

*Warning: For users who the Password Protect field has been set "Yes".
If you want to change your password though "The e-Parcel Secure Enterprise - Web Browser", you make sure to re-setup the new login password to your e-Parcel Client Software. Therefore, you are required to re-authenticate new password in the e-Parcel server when your password updated.
Refer to P147 3. User Configuration - 5. Login Password Authentication

*When you wish to view / edit user information or change password, launch browser application in a computer which has been imported your e-Parcel client digital certificate. And then, access URL of "The e-Parcel Secure Enterprise - Web Browser" at https://secure.e-parcel.ne.jp/. On the "User Info" menu, you can view / edit user information registered and change password. Also, it is available to inquire into "Inbox" / "Outbox" histories recorded for the selected period (until month before last or target date) online. (Please be advised to add to favorites on browser application.)
Refer to P458 Appendix 1. e-Parcel Secure Enterprise - Web Browser

⑬The **Process Result** "OK" should usually appear. Your password has been updated successfully.

  Close this new tab of the browser as needed.

⑭Return to web site the "STEP5. Access the URL…" page.

On the **STEP5**, scroll down to the bottom of the web page and then click the "Next" button to proceed.

⑮The "**STEP6. The e-Parcel Client Software**" page appears.

STEP1 ▶ STEP2 ▶ STEP3 ▶ STEP4 ▶ STEP5 ▶ STEP6

STEP6.

The e-Parcel Client Software

Auto-setup e-Parcel VCN-CommCenter
to detect your client digital certificate from Windows (IE).

Pleas be aware that you must read carefully the attentions described on the webpage.

🔴 Note: Please be sure to read below.

* Attention: **An e-Parcel ID is NOT available to multiple computers. One e-Parcel ID must be setup in only one computer** when the e-Parcel client software is installed. The details are described in the following Q&A page.

* Attention: Before sending data through the e-Parcel service, the e-Parcel ID registration for both sender and recipient must be required. And then to ensure security, both sender and recipient also must be required to complete installation of the e-Parcel client certificate and software on their computers in advance. **You can NOT send** any data **to unregistered e-Parcel ID** or **not yet installed e-Parcel ID** even registered as recipients. If send, the status **"Unknown Recipient"** will appear in outbox under this situation. The details are described in the following Q&A page.

🟢 Auto-setup the client software

The next procedure will be set up the e-Parcel client software. Double-click the "e-Parcel x.x" shortcut icon on the desktop to start the VCN-CommCenter.

The next procedure is to auto-setup a client digital certificate on the e-Parcel client software. Proceed to P425 4. Setup client digital certificate - 4-1. Auto Setup (For setup automatically)

4. Setup e-Parcel client software

Next, begin to set up a client digital certificate to the e-Parcel VCN-CommCenter.

To edit, exchange or add a client digital certificate on the VCN-CommCenter, the "Auto Setup" and manually "Import Certificate" functions are provided for setup a client digital certificate to the e-Parcel client software. Select either one of the two functions depending on your choice at the previous procedure 2. (P405) of this section. The "Auto Setup" has been normally selected.

4-1. Auto Setup (For setup automatically)

The "Auto Setup" function (Recommended) automatically configures to the e-Parcel client software. This command is functional when a client digital certificate has been installed in Windows at the previous procedure 2~3. (P399~P414) of this manual. The VCN-CommCenter attempts automatically to detect your network settings and a client digital certificate from Windows.

To auto setup, **select from the menu "Tools" > "Auto Setup" on the VCN-CommCenter GUI.** Usually, the auto-setup function starts automatically.

For more details on the "Auto Setup" function, refer to the following section of this manual.
*Refer to P88 2. VCN-CommCenter View - 2. Menu Bar - 2-3. Tools – 2-3-3. Auto Setup

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

At the end, to complete all procedures, proceed to P427 5. After Edit, Exchange or Add e-Parcel ID.

4-2. Import Certificate (For setup manually)

Some of the customers may fail in the certificate installation in Windows with the error message dialog shown. It happens often that the local security policy or domain security policy of your company may not allow the certificate installation in Windows. If you are not allowed to import certificate in Windows, the "Import Certificate" function may be helpful to directly configure a certificate to the e-Parcel client software. In advance, you must download(save) an e-Parcel client digital certificate in your computer at the previous procedure 2. (P399～P408) of this manual. The "Import Certificate" function prompts to set up a certificate to VCN-CommCenter.

To import certificate, **select from the menu "Tools" > "Import Certificate" on the VCN-CommCenter GUI.**

Or, also access from Windows "Start" menu below.

[For Windows 10 or later] Select from Windows "Start" menu > e-Parcel > "Import Certificate"
[For Windows 8 or earlier] Select from Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter x.x > "Import Certificate"
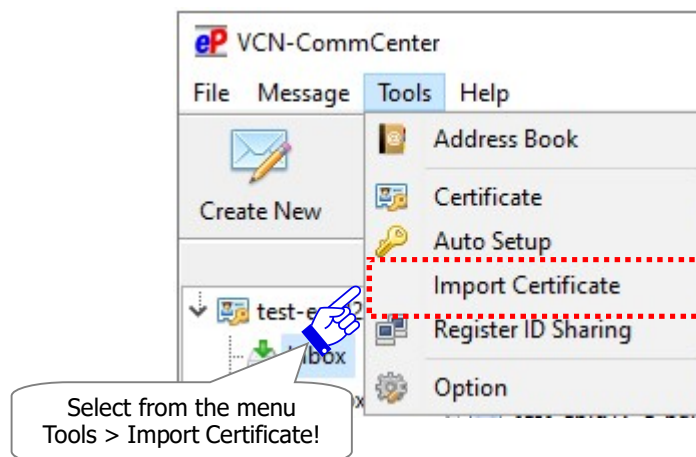
And then, select a file of your e-Parcel client digital certificate which has been saved previously.
[A file name of the e-Parcel client digital certificate is "**e-Parcel_ your e-Parcel ID.p12**"]

For more details on the "Import Certificate" function, refer to the following section of this manual.
*Refer to P93 2. VCN-CommCenter View - 2. Menu Bar - 2-3. Tools - 2-3-4. Import Certificate

At the end, to complete all procedures, proceed to P427 5. After Edit, Exchange or Add e-Parcel ID.

5. After Edit, Exchange or Add e-Parcel ID

After a new client digital certificate has been set up to the VCN-CommCenter, to complete all procedures, carefully take the additional procedure or confirm depending on the three (3) cases below.

Case 1. **When you want to edit the existing e-Parcel ID,**
  (It is possible to recover the existing settings and histories.)
   → Proceed to **P428 Procedure 5-1**.

Case 2. **When you want to register another new e-Parcel ID and exchange ID for new one, (It is NOT possible to recover the existing settings and histories.)**
   → Proceed to **P430 Procedure 5-2**.

Case 3. **When you want to add new e-Parcel ID and use multiple e-Parcel ID,**
   → Proceed to **P432 Procedure 5-3**.

5-1. Existing e-Parcel ID (Edit)

For our customers who have already run the e-Parcel VCN-CommCenter,

When you want to edit the existing e-Parcel ID, it will **overwrite** the existing e-Parcel ID with the edited e-Parcel ID upon setup a new client digital certificate to the VCN-CommCenter. (A new folder tree for the edited e-Parcel ID is not added on the tree view.) The edited e-Parcel ID is possible to recover the settings and inbox/outbox histories recorded by the existing e-Parcel ID.

①**Confirm that it has replaced the existing e-Parcel ID with the edited e-Parcel ID [Display Name] on the tree view of VCN-CommCenter GUI.**

[Ex.：Edit e-parcel ID FROM test-epi2@e-parcel.co.jp TO test-epid1@e-parcel.co.jp]
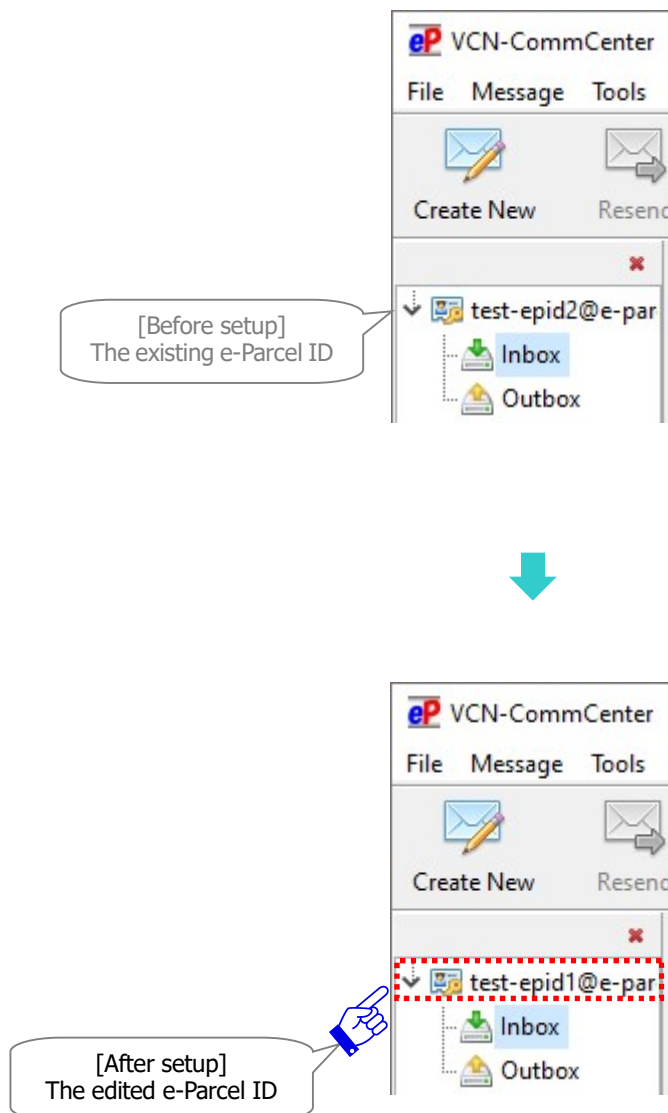
> **Note:** When you edit the existing e-Parcel ID, the existing client digital certificate configured to the VCN-CommCenter will be overwritten by setup new client digital certificate of the edited e-Parcel ID. Therefore, it is not necessary to disable the existing e-Parcel ID configured to the VCN-CommCenter.
>
> However, you need to remove the existing client digital certificate from Windows by the following procedures.

②**Remove the existing e-Parcel client digital certificate from Windows**

At last, to remove the existing e-Parcel client digital certificate installed from Windows, take the procedures just below.

1. For Windows 10 or later, access the "Start" menu > Windows System > Control Panel > Network and Internet > "Internet Options".

2. On the "Internet Properties" dialog, select the "Content" tab and click the "Certificates" button in the Certificates category.

3. The "Certificates" dialog is opened. The "Personal" tab will list your client digital certificate. Select the existing e-Parcel ID from the "Issued To" column and then click the "Remove" button in the "Personal" tab.

4. The "… Do you want to delete …?" dialog appears prompting either "Yes" or "No". Select the "Yes" button after your confirmation.

5. the existing e-Parcel client digital certificate is removed from the "Personal" tab of a "Certificates" dialog. Click the "Close" button and then click the "OK" button on the "Internet Properties (Internet Options)" dialog to close.

To open the "Certificates" dialog from Microsoft Edge
Launch Microsoft Edge. On toolbar at the upper-right, click […] (Settings and more) > Settings (gear mark) > Privacy, search, services > Security > Manage certificates > [Certificates] dialog

5-2. New e-Parcel ID (Exchange)

For our customers who have already run the e-Parcel VCN-CommCenter,

When you want to register another new e-Parcel ID and exchange ID for new one, a new folder tree of another new e-Parcel ID will be added on the tree view upon setup a new client digital certificate to the VCN-CommCenter. **Confirm another new e-Parcel ID [Display Name] to be shown on the tree view of VCN-CommCenter GUI.**

When another new e-Parcel ID has been registered and set up to the VCN-CommCenter instead of the existing e-Parcel ID, another new e-Parcel ID is not possible to recover the settings and inbox/outbox histories recorded by the existing e-Parcel ID. Therefore, it will not overwrite the existing e-Parcel ID with another new e-Parcel ID upon setup a new client digital certificate to the VCN-CommCenter.

In this case, the existing e-Parcel ID is usually revoked from the registration on the e-Parcel server. **Finally, you also must take the additional procedures to revoke (remove) the existing old e-Parcel ID from both the VCN-CommCenter and Windows.**

[Ex.：Remove e-parcel ID test-epid2@e-parcel.co.jp and exchange it for new test-epid1@e-parcel.co.jp]
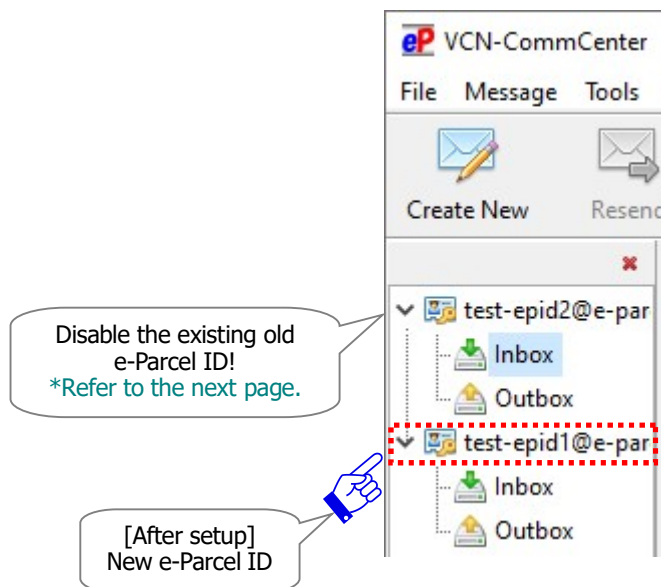
①Disable the existing e-Parcel ID on the VCN-CommCenter

Disable the existing old e-Parcel ID configured to the VCN-CommCenter.

Right-click on the existing old e-Parcel ID [Display name] on the tree view to open the pop-up menu. Select "Disable this ID".

For more details in the "Disable this ID" function, refer to the following section of this manual.
*Refer to P123 2. VCN-CommCenter View – 4. Tree View – 4-1. Display Name – 4-1-2. Disable e-Parcel ID

②Remove the existing e-Parcel client digital certificate from Windows

At last, to remove the existing e-Parcel client digital certificate installed from Windows, take the procedures just below.

1. For Windows 10 or later, access the "Start" menu > Windows System > Control Panel > Network and Internet > "Internet Options".

2. On the "Internet Properties" dialog, select the "Content" tab and click the "Certificates" button in the Certificates category.

3. The "Certificates" dialog is opened. The "Personal" tab will list your client digital certificate. Select the existing e-Parcel ID from the "Issued To" column and then click the "Remove" button in the "Personal" tab.

4. The "… Do you want to delete …?" dialog appears prompting to either "Yes" or "No". Select the "Yes" button after your confirmation.

5. The existing e-Parcel client digital certificate is removed from the "Personal" tab of a "Certificates" dialog. Click the "Close" button and then click the "OK" button on the "Internet Properties (Internet Options)" dialog to close.

To open the "Certificates" dialog from Microsoft Edge
Launch Microsoft Edge. On toolbar at the upper-right, click […] (Settings and more) > Settings (gear mark) > Privacy, search, services > Security > Manage certificates > [Certificates] dialog

5-3. Multiple e-Parcel ID (Add)

For our customers who have already run the e-Parcel VCN-CommCenter,

When you want to add new e-Parcel ID and use multiple e-Parcel ID, a new folder tree

for new e-Parcel ID will be added on the tree view upon setup a new client digital certificate to the

VCN-CommCenter.

Confirm new e-Parcel ID [Display Name] to be shown under the existing e-Parcel ID on the tree view of VCN-CommCenter GUI.

*In addition, when multiple e-Parcel ID (client digital certificates) have been configured to the
  VCN-CommCenter, the display order of multiple folder trees can be changed on the tree view.
  Refer to P125 2. VCN-CommCenter View – 4. Tree View – 4-1. Display Name – 4-1-3. Move Up/Down
  e-Parcel ID position

[Ex. : Add new e-parcel ID test-epid1@e-parcel.co.jp and use both new ID and test-epid2@e-parcel.co.jp]
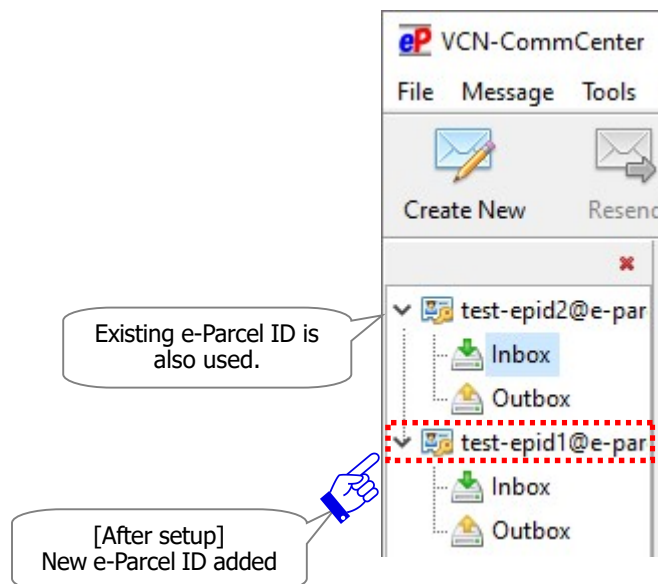
In the case of use multiple e-parcel ID on one VCN-CommCenter, please carefully note that you
select Inbox or Outbox of a correct sender's e-Parcel ID on the tree view in advance whenever
"Create New" for transmission.

	Note: When you wish to switch the current view of outbox/inbox to another while processing upload/download, it is recommended to wait a few moments for the VCN-CommCenter to complete the processes.
	The status in outbox should be "Waiting Download" when uploading processes complete. The status in inbox should be "Delivery Confirmed" when downloading processes complete.

12 Updating Software

We provide the latest e-Parcel software information on our Home page for customers.

e-Parcel Corporation Home page URL: http://www.e-parcel.co.jp/

To update the e-Parcel VCN-CommCenter in a computer, you should obtain the latest software from "The e-Parcel Secure Enterprise - Software Download Site".

The following steps will guide you in updating software for the VCN-CommCenter.

Choose either A or B procedure below depending on your circumstances.

A. Reinstalling in a same PC (Not replace PC / Maintain history)
→ Proceed to **P434**

B. Reinstalling in another PC (Replace PC)
→ Proceed to **P439**

A. Reinstalling in a same PC (Not replace PC / Maintain history)

When you update the e-Parcel VCN-CommCenter in a same computer, proceed to this procedure for updating the software.

In this case, just download and install the latest version of the e-Parcel VCN-CommCenter in a same computer.

*Update from e-Parcel VCN-CommCenter 7.0 to 8.0 is available. The data delivery on ver.8.0 is also available as usual.

You can continuously maintain the existing configuring, outbox/inbox histories in the VCN-CommCenter after updating.

*In addition, at the same time that you update the software in a same computer, you want to change (Edit) the existing e-Parcel ID, also follow this procedure below.

⚠	**Warning:** Please be advised that you should **not update the software while the e-Parcel VCN-CommCenter is processing to upload and download data.** Wait for the delivery status to be "Waiting Download" in outbox or "Delivery Confirmed" in inbox.

When starting your computer, follow the procedure below for updating the software.

⚠	**Caution: The software installation requires administrative privilege.** If you sign in Windows with **a standard user account without the administrative privilege**, you are **required to input an administrator account name** (administrator ID) and **password** to User Account Control (UAC) dialog when executing installation. Prepare information in advance. [For Windows 2000, XP, 2003] Log on Windows with either an administrator account or a user account with the administrative privilege in advance.

1. Launch browser application (Microsoft Edge is recommended). Visit URL just below.
   *To launch Edge, click icon on the taskbar, double-click the desktop shortcut icon, or access the "Start" menu > M > Microsoft Edge for Windows 10 or later.

   "The e-Parcel Secure Enterprise - Software Download Site" URL: https://www.e-parcel.ne.jp/

2. See the page appeared, select the site menu "Download & Install Software" and then click the "Download e-Parcel Software" button on the bottom of this webpage.

3. Follow the procedure on the web site

Download and install just the latest client software in the case of continuously using the existing same e-Parcel ID in a same computer.

[In the case of continuously using the existing same e-Parcel ID]

Certificate instillation: Not required

*You do not need to download and install a client digital certificate on the way to the procedures according the "e-Parcel software download site". Because our customers usually have installed (imported) a client digital certificate in Windows at the beginning of the software installation in a same computer.

[In the case of the existing e-Parcel ID changed (Edit)]

Certificate instillation: Required

* Some of the customers who changed (Edit) the existing e-Parcel ID need to obtain new client digital certificate. In this case, it is required to install (import) a client digital certificate in Windows on the way to the procedures according the "e-Parcel software download site". (At last, after update software complete, to set up new client digital certificate to the software, access the VCN-CommCenter menu bar "Tools" > "Auto Setup".)

Required only in the case of the existing e-Parcel ID changed (Edit)

Remove the existing e-Parcel client digital certificate installed in Windows.
Refer to P428 5-1. Existing e-Parcel ID (Edit)

On the "e-Parcel software download site", Follow the description on the web site STEP 1～6.

(See below ①～⑥ steps)

* For more information regarding how to download the client software, see the section below of this manual.
    Refer to P19-68 1. Preparations for the e-Parcel Service

[STEP 1～6 on the "e-Parcel software download site"]

①P21-23 / on the web - STEP1. Login

②P24 / on the web - STEP2. Select the e-Parcel client software

*Update from e-Parcel VCN-CommCenter 7.0 to 8.0 is available. The data delivery on ver.8.0 is also available as usual.

③P25 / on the web - STEP3. Check the security of web site

*Once a client digital certificate of your e-Parcel ID have been installed (imported) in Windows at the beginning of the software installation, you do not need to STEP 4～5 in this time. Skip forward to STEP 6 to download the latest e-Parcel client software.

④P35 / on the web - STEP4. → to the Next step (Usually done in a same PC. Skip ④)
    Required only in the case of the existing e-Parcel ID changed (Edit)
    [P26 Download and install a client digital certificate]

⑤P49 / on the web - STEP5. → to the Next step (Usually done in a same PC. Skip ⑤)
    Required only in the case of the existing e-Parcel ID changed (Edit)
    [P37 Access URL of the e-Parcel Secure Enterprise - Web Browser]

⑥P50～68 / on the web - STEP6. Download and Install e-Parcel client software.

Follow the [Instruction for installing e-Parcel Client Software] described on the web - STEP 6 to begin software installation.

Usually, when you double-click the executable file and follow the instruction, after automatically uninstalling the existing software*, the latest software installation will begin.

Refer to P438 *Attention: Some users of e-Parcel VCN-CommCenter 8.0.8023

*In the beginning of installation, if you have run the e-Parcel VCN-CommCenter, the dialog "The following applications should be closed…" will appears. Select the "Automatically close applications and attempt …" and then click the "OK" button to shut down the e-Parcel VCN-CommCenter. After automatically uninstall the existing software, the latest software installation will begin.

*On the above dialog, even though you click the "OK" button to shut down the software, you may need to manually exit (shutdown) the existing e-Parcel client software. Access the VCN-CommCenter menu bar "File" > "Exit" to shut down.

*Attention: Some users of e-Parcel VCN-CommCenter 8.0.8023

[About reinstalling software in a same computer]

Upon double-clicking the executable file downloaded (saved) to open, **if InstallShield Wizard shows "... will allow you to modify, repair, or remove e-Parcel VCN-CommCenter 8.0. To continue, click Next.",**

1. Click "Next" button to continue. Firstly, follow the removal procedures below through InstallShield Wizard. After uninstalling (removing) the existing software, you can begin to reinstall the latest software.

2. On [Program Maintenance], select "Remove" and click "Next" button.

3. On [Remove the Program], click "Remove" button to execute.

4. The "User Account Control (UAC)" dialog is shown. In the case of sign in Windows with an administrator account, select the "Yes (Allow)" button to allow. Or, in the case of sign in Windows with a standard account without the administrative privilege, an administrator account name (administrator ID) and password are required to input.

*If the existing software is running, before uninstalling (removing), InstallShield Wizard may show [Files in Use]. To continue, select the "Automatically close and attempt to restart applications." and click "OK" button.

5. Please wait while uninstalling (removing) the existing software.
   When "InstallShield Wizard Completed" is shown, click "Finish" button to exit.

6. Then, to reinstall the latest software, double-click the executable file again to begin and follow the instruction described on the web - STEP 6.

4. When installation of the latest the VCN-CommCenter has been successfully completed, it should come online. Check that the system status "Online" is shown on the bottom-right of the VCN-CommCenter GUI.

Required only in the case of the existing e-Parcel ID changed (Edit)

* After customer who the existing e-Parcel ID has been changed (Edit) updates the software in a same computer, to set up new client digital certificate to the software, access the VCN-CommCenter menu bar "Tools" > "Auto Setup".)
Refer to P428 5-1. Existing e-Parcel ID (Edit)

Procedure A for updating software is completed.

B. Reinstalling in another PC (Replace PC)

Upon updating the e-Parcel VCN-CommCenter, if you want to replace the computer with another, choose either B-1(Not Migrate history) or B-2(Migrate history) procedure below.

*Update from e-Parcel VCN-CommCenter 7.0 to 8.0 is available by the procedures below as usual.

⚠️	**Warning:** Please be advised that you should **not update the software while the e-Parcel VCN-CommCenter is processing to upload and download data.** Wait for the delivery status to be "Delivery Confirmed" in inbox and outbox.

*Choose either B-1(Not Migrate history) or B-2(Migrate history) below.

Unless there is some particular reason, we recommend the procedure (B-1) for just newly installing in another new computer without the previous histories etc. migrated.

B-1. Reinstalling in another PC (Replace PC / Not Migrate history)

When you want to replace the computer with another for the VCN-CommCenter, usually proceed to the procedure (B-1) for updating the e-Parcel client software.

(On the new computer, take the procedure similarly to the first installation of the e-Parcel VCN-CommCenter.)

→ **Proceed to P440. Refer to the procedure B-1. (Recommended)**

OR

B-2. Reinstalling in another PC (Replace PC / Migrate history)

As long as there is a special reason for Migration of history, if you want to replace the computer with another and maintain the histories recorded on the previous VCN-CommCenter, proceed to the procedure (B-2) for updating the e-Parcel client software.

(However, please note that the performance is not completely guaranteed in a new computer with the migration of the existing inbox/outbox histories and the configurations by the procedure of the section below. We are afraid that any problem caused by the migration is not included in our customer support.)

→ **Proceed to P443. Refer to the procedure B-2.**

B-1. Reinstalling in another PC (Replace PC / Not Migrate history)

Upon updating the e-Parcel VCN-CommCenter, when you want to replace the computer with another for the VCN-CommCenter, usually proceed to this procedure for just newly installing in another new computer. **(Recommended)**

*Update from e-Parcel VCN-CommCenter 7.0 to 8.0 is available by the procedures below as usual.

B-1-1. Procedure for the previous computer (Old PC)

Start your previous computer which you have installed and use the e-Parcel software on.

*If the existing VCN-CommCenter has not already been started, to start the program, double-click the "e-Parcel x.x" shortcut icon on the desktop. The VCN-CommCenter GUI will open.

⚠️	**Warning:** Please be advised that you should **not update the software while the e-Parcel VCN-CommCenter is processing to upload and download data.** Wait for the delivery status to be "Delivery Confirmed" in inbox and outbox.

1. [*As necessary] If the current values of the "Option Config" have been changed from default, open the "Option Config" dialog from the menu bar "Tools" > "Option" of the VCN-CommCenter GUI. Then, make a note of the configuration values from the "General", "e-Mail Notification" and "Automation" tabs as needed. (At the later step, change the "Option Config" in a new computer.)

⚠️	**Caution:** When you want to replace the computer with another, before uninstalled the existing VCN-CommCenter from old PC, make a note of the "Option Config" (from the menu bar "Tools" > "Option") for your memorandums. However, if it's running with initial settings, you don't need that.

2. [*As necessary] Normally, addresses are added to the "Address Book" when sending/receiving items. Additionally, if you wish to migrate the existing "Address Book" to a new computer, click the arrow at the right of the "New Address" button to open pull-down menu on the "Address Book" dialog. Select the menu "Export List" and "Export Group" as needed to save as a file in CSV format. (At the later step, migrate these files to a new computer.)

   *Refer to P266 7. Address Book - 8. Export List
   *Refer to P280 7. Address Book - 10. Export Group

3. Proceed to [New PC Procedures] to install the latest version of the e-Parcel client software.

   → Proceed to P442 [B-1-2. Procedure for a current computer (New PC)]

   *Note that the existing e-Parcel client software will be offline (inactive) in a previous computer just after the same e-Parcel ID has been set up to the software in a new computer. (Refer to P17)

4. At last, uninstall (Delete) the existing e-Parcel client software from the previous computer.

   Select from Windows "Start" menu > e-Parcel > "Uninstall VCN-CommCenter x.x".

   [For Windows 8 or earlier] Select from Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter x.x > "Uninstall VCN-CommCenter x.x".

   *Refer to P452 13. Uninstalling Software (Delete)

   *However, if you cannot uninstall the existing e-Parcel client software for the reason that the previous computer was broken or abandoned, just take the procedures for a new computer to newly install the certificate and software.

   *Attention: Before you start to uninstall (delete) the software, check the inbox items of "Delivery Confirmed" and then move (save) the files as necessary.

⚠	**Warning:** The e-Parcel service has adopted the client digital certificate for mutual recognition between the server and a client. (Authentication) Therefore, you can NOT set up a same e-Parcel ID (e-Parcel client digital certificate) to the e-Parcel VCN-CommCenter in multiple computers. **One e-Parcel ID must be available to use in only one computer.** If a same e-Parcel ID (e-Parcel client digital certificate) is set up to the e-Parcel client software in one computer, it is made unavailable in the other computer. That must cause the previous installation dysfunctional (offline). Also, the unreceived items which are not started to download during the previous installation will be the delivery status "Download aborted" and no longer possible to download. * If you have set up a same e-Parcel ID (e-Parcel client certificate) to the e-Parcel client software in multiple computers, we are afraid that any problems caused by multiple installations above are **NOT included in the e-Parcel Customer Support.** Accordingly, you need to clearly understand the installation with your e-Parcel ID for appropriate use. Refer to P17 Attention on using software

B-1-2. Procedure for a current computer (New PC)

Download and install both a client digital certificate and the latest client software.

1. On the new computer, take the procedure similarly to the first installation of the e-Parcel VCN-CommCenter.

   → **Return to P19 1. Preparations for the e-Parcel Service**
   *Attention: Carefully read the following. While auto-setup in the software at STEP 6 described on the webpage, the Confirmation "Previous installation found...." dialog below is shown. At this point, click the "OK" button to proceed setup.
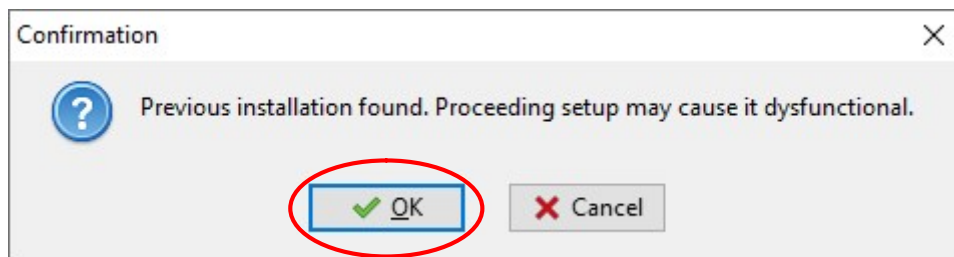
2. If you have a note of the previous "Option Config" at [Old PC Procedure 1.], open the "Option Config" dialog from the VCN-CommCenter menu bar "Tools" > "Option" to configure. When changes are made, click the "Save" button to take effect.
   *The changes for some settings in the Option Config dialog requires restarting the software to take effect. In this case, on the VCN-CommCenter GUI, access menu bar "File" > "Exit". After you shut it down, double-click the "e-Parcel x.x" shortcut icon on the desktop to restart the VCN-CommCenter.

3. If you have the files exported from the previous "Address Book" at [Old PC Procedure 2.], click the arrow at the right of the "New Address" button to open pull-down menu on the "Address Book" dialog. Select the menu "Import List" and "Import Group" as needed to import as a file in CSV format.
   *Refer to P273 7. Address Book - 9. Import List
   *Refer to P285 7. Address Book - 11. Import Group

4. Return to the [Old PC Procedure 4.] to uninstall (delete) the existing software from old PC.
   → Return to P441 [4 of B-1-1. Procedure for the previous computer (Old PC)]
   *Note that the existing e-Parcel client software will be offline (inactive) in a previous computer just after the same e-Parcel ID has been set up to the software in a new computer. (Refer to P17)

Procedure B-1 for updating software is completed.

B-2. Reinstalling in another PC (Replace PC / Migrate history)

Upon updating the e-Parcel VCN-CommCenter, if you want to replace the computer with another and maintain the User Configuration, inbox and outbox histories recorded on the previous VCN-CommCenter, proceed to this procedure for updating the e-Parcel client software.

*Update from e-Parcel VCN-CommCenter 7.0 to 8.0 is available by the procedures below as usual.

However, unless there is some particular reason, we recommend the procedure (B-1) for just newly installing in another computer without the previous histories etc. migrated.

	Caution: Please note that **the performance is not completely guaranteed in another computer with the migration of the existing inbox/outbox histories and the configurations** by the operation procedures（**B-2**） introduced in this manual. We are afraid that **any problem caused by the migration is not included in our customer support.** Hereafter, you are responsible for operating the procedures below.

In this case, when you replace the computer with another and install the latest version of the e-Parcel VCN-CommCenter, you are required the additional procedures to migrate the previous configurations, inbox and outbox histories recorded. Carefully take the following procedure.

*In addition, at the same time that you update the software in another computer, you want to change (Edit) the existing e-Parcel ID, also follow this procedure below.

B-2-1. Procedure for the previous computer (Old PC)

Start your previous computer which you have installed and use the e-Parcel software on.

*If the existing VCN-CommCenter has not already been started, to start the program, double-click the "e-Parcel x.x" shortcut icon on the desktop. The VCN-CommCenter GUI will open.

⚠️	**Warning:** Please be advised that you should **not update the software while the e-Parcel VCN-CommCenter is processing to upload and download data.** Wait for the delivery status to be "Delivery Confirmed" in inbox and outbox.

1. If the current values of the "Option Config" have been changed from default, open the "Option Config" dialog from the menu bar "Tools" > "Option" of the VCN-CommCenter GUI. Then, make a note of the configuration values from the both "General" and "e-Mail Notification" tabs. (At the later step, change the "Option Config" in a new computer.)

   *The previous configuration values of the "Automation" tab will be migrated to a new computer when you have done the operations described below.

⚠️	**Caution:** When you want to replace the computer with another, before uninstalled the existing VCN-CommCenter from old PC, make a note of the "Option Config" (from the menu bar "Tools" > "Option") for your memorandums. However, if it's running with initial settings, you don't need that.

2. Exit (shutdown) the existing e-Parcel client software. Access the VCN-CommCenter menu bar "File" > "Exit" to shut down.

3. In the previous computer, copy ①a folder below (Database folder/Data storage folder) as your backup. (At the later step, migrate this folder to a new computer.)

   ①Default location is C:¥e-Parcel¥VCN-CommCenter

   *Once the location has been changed, copy two folders below (②¥db: Database folder/③¥data: Data storage folder) as your backup.
   If ②③ folders are located in a same folder, copy a parent folder including two folders (① ¥VCN-CommCenter) as your backup.
   ②Database folder : (Default folder path is C:¥e-Parcel¥VCN-CommCenter¥db）
   ③Data storage folder : (Default folder path is C:¥e-Parcel¥VCN-CommCenter¥data）
   * Refer to P154 3. User Configuration - 7. Data Storage Path

4. To restart the existing e-Parcel client software, double-click the "e-Parcel x.x" shortcut icon on the desktop.

5. Proceed to [New PC Procedures] to install the latest version of the e-Parcel client software.

→ Proceed to P446 [B-2-2. Procedure for a current computer (New PC)]

*Note that the existing e-Parcel client software will be offline (inactive) in a previous computer just after the same e-Parcel ID has been set up to the software in a new computer. (Refer to P17)

6. At last, uninstall (Delete) the existing e-Parcel client software from the previous computer.

Select from Windows "Start" menu > e-Parcel > "Uninstall VCN-CommCenter x.x".

[For Windows 8 or earlier] Select from Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter x.x > "Uninstall VCN-CommCenter x.x".

*Refer to P452 13. Uninstalling Software (Delete)

*Attention: Before you start to uninstall (delete) the software, check the inbox items of "Delivery Confirmed" and then move (save) the files as necessary.

⚠	**Warning:** The e-Parcel service has adopted the client digital certificate for mutual recognition between the server and a client. (Authentication) Therefore, you can NOT set up a same e-Parcel ID (e-Parcel client digital certificate) to the e-Parcel VCN-CommCenter in multiple computers. **One e-Parcel ID must be available to use in only one computer.** If a same e-Parcel ID (e-Parcel client digital certificate) is set up to the e-Parcel client software in one computer, it is made unavailable in the other computer. That must cause the previous installation dysfunctional (offline). Also, the unreceived items which are not started to download during the previous installation will be the delivery status "Download aborted" and no longer possible to download. * If you have set up a same e-Parcel ID (e-Parcel client certificate) to the e-Parcel client software in multiple computers, we are afraid that any problems caused by multiple installations above are **NOT included in the e-Parcel Customer Support.** Accordingly, you need to clearly understand the installation with your e-Parcel ID for appropriate use. Refer to P17 Attention on using software

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B-2-2. Procedure for a current computer (New PC)

Download and install both a client digital certificate and the latest client software.

(At the same time that you update the software in another computer, you want to change (Edit) the existing e-Parcel ID, also you need to download and install both.)

⚠️	**Caution:** The client digital **certificate installation** in Windows **requires to sign in Windows with a user account which runs the e-Parcel VCN-CommCenter.**
⚠️	**Caution: The software installation requires administrative privilege.** If you sign in Windows with **a standard user account without the administrative privilege**, you are **required to input an administrator account name** (administrator ID) and **password** to User Account Control (UAC) dialog when executing installation. Prepare information in advance. [For Windows 2000, XP, 2003] Log on Windows with either an administrator account or a user account with the administrative privilege in advance.

1. In a new computer, launch browser application (Microsoft Edge is recommended). Visit URL just below.
   * To launch Edge, click icon on the taskbar, double-click the desktop shortcut icon, or access the "Start" menu > M > Microsoft Edge for Windows 10 or later.
   "The e-Parcel Secure Enterprise - Software Download Site" URL: https://www.e-parcel.ne.jp/

2. Click the menu "Download & Install Software".
   See the page appeared and then click the "Download e-Parcel Software" button.

   On the "e-Parcel software download site", Follow the description on the web site STEP 1～6.
   (See below ①～⑥ steps)
   * For more information regarding how to download the client software, see the section below of this manual.
     Refer to P19-60 1. Preparations for the e-Parcel Service

   [The procedure on the "e-Parcel software download site"]
   ①P21-23 / on the web - Web site STEP1. Login
   ②P24 / on the web - STEP2. Select the e-Parcel client software
   ③P25 / on the web - STEP3. Check the security of web site
   ④P26-36 / on the web - STEP4. Download and Install a client digital certificate
   ⑤P37-49 / on the web - STEP5. Access the URL of e-Parcel Secure Enterprise - Web Browser

⬇️

⑥P50-60 / on the web - STEP6. Download and Install e-Parcel client software. (*Note: below)

*Attention 1: Attention: Carefully read below. While the Install Shield Wizard of the software at STEP 6 of the web site described, when you **wish to change the location of Database folder and/or Data storage folder** in a new computer in processing software installation (on the Install Shield Wizard "Database Folder" and "Data Folder" location), **specify each folder location where you wish in a new computer** (click Next to set default folder / click Change to select another folder). And then, **proceed installation.**

*Note: When the locations of Database folder and/or Data storage folder changed, please carefully note that Windows user account must hold permissions to "Modify" the assigned folders.

*Note: Carefully read that this operation below is different from the web site described at STEP 6 (P58) at the end of the Install Shield Wizard.
When the "Install Shield Wizard Completed" dialog appears, set unchecked (No) in the checkbox "Launch the program".
(Default: checked (Yes))
Confirm it to be changed, and then click the "Finish" button. The e-Parcel VCN-CommCenter is installed then shutdown.

[Only users who migrate histories: see procedures 3～7 below]

To migrate the previous configurations, inbox and outbox histories to another computer when installing the software, carefully take the following additional procedures.

*Note: The performance is not completely guaranteed in a new computer with the migration of the existing inbox/outbox histories and the configurations by the operation procedures introduced in this manual. We are afraid that any problem caused by the migration is not included in our customer support. Hereafter, you are responsible for operating the procedures below.

*Note: At the same time that you update the software in another computer, you want to change (Edit) the existing e-Parcel ID, also follow this additional procedure below.

*Note: In the case of using another new e-Parcel ID (Exchange), you can NOT migrate the sending and receiving histories recorded in the previous e-parcel ID any longer to another new e-Parcel ID.

If the e-Parcel VCN-CommCenter gets started after installation complete in a new computer, access the VCN-CommCenter menu bar "File" > "Exit" to shutdown it.

3. In a new computer, locate ① a new folder (Database folder/Data storage folder) below and then replace it with the existing folder copied previously as your backup in the previous computer.
   Warning：Don't overwrite! Delete new folder and then save the old one copied previously. (Replace: Delete new ① → Save old ①)
   ①　Default location is C:¥e-Parcel¥VCN-CommCenter

   *Attention 2: If you have changed the location of Database folder and/or Data storage folder in a new computer while software installation, locate two new folders (②¥db: Database folder/③ ¥data: Data storage folder) where you have specified in a new computer and then replace [**Don't overwrite!**] them with the existing folders copied previously as your backup in the previous computer.
   (If ②③ folders are located in a same folder, replace [**Don't overwrite!**] a new parent folder(①¥VCN-CommCenter) with the existing parent folder copied previously.)
   　②Database folder : (Default folder path is C:¥e-Parcel¥VCN-CommCenter¥db）
   　③Data storage folder : (Default folder path is C:¥e-Parcel¥VCN-CommCenter¥data）

4. To run the VCN-CommCenter, double-click the "e-Parcel x.x" shortcut icon on the desktop. The
   VCN-CommCenter GUI will open. Access the VCN-CommCenter menu bar "Tools" > "Auto Setup".
   The auto-setup begins.

   *Refer to P88 2. VCN-CommCenter View - 2. Menu Bar - 2-3. Tools – 2-3-3. Auto Setup

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

   *If the proxy server configured to your computer's proxy settings (Windows) requires user
     authentication, the "Proxy Authentication Required" dialog may appear upon auto-setup. Take
     either one below depending on the proxy authentication methods.
     Refer to P138 3. User Configuration – 4. Proxy Settings – 4-1. Automatic Proxy Settings
     Refer to P143 3. User Configuration – 4. Proxy Settings – 4-3. Proxy Authentication

     [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 and password) and then click the "OK" button to
     authenticate.

     If you are not sure of the proxy credentials, contact your network administrator to obtain the
     correct information.

   While auto-setup, when the Confirmation "Previous installation found. Proceeding setup may
   cause it dysfunctional." dialog is shown, click "OK" to proceed setup.

   *In the case of database created since the e-Parcel VCN-CommCenter 8.0.8021 (Released in October 2019), the
     above dialog will appear when database is migrated to ver.8.0 in another computer. (In the case of database
     created by ver.7.0.7020 or earlier, it won't appear when database is migrated to ver.8.0 in another computer.)
   *In the case of database created by the e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018), the
     above dialog will appear when database is migrated to ver.7.0.7020 in another computer. (In the case of
     database created by ver.7.0.7019 or earlier, it won't appear.)

5. When auto-setup is completed successfully, the system status "Online" should normally be
   shown on the bottom-right of the VCN-CommCenter GUI. Confirm that the previous inbox and
   outbox histories have been shown and recovered in inbox and outbox in a new computer.

6. Click e-Parcel ID shown on the tree view at the upper-left pane on the VCN-CommCenter GUI. The User Configuration appears at the right pane. Depending on the cases below, confirm or change (take either A or B) the setting "Data Storage Path".

Data Storage Path	C:\e-Parcel\VCN-CommCenter\data	📁
		Save
		📶 Online
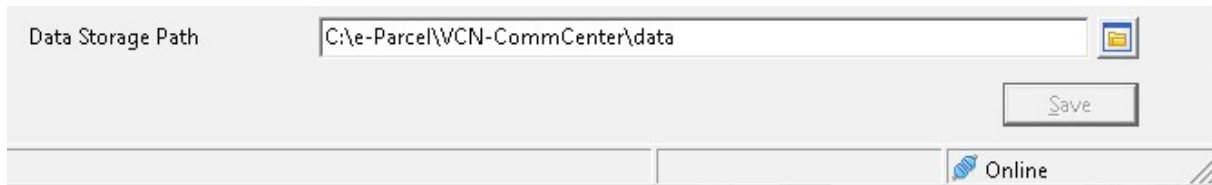
[A. The "Data storage folder" has been set as a same location as the previous computer
while software installation in a new computer]
→It should be shown correctly. Confirm that the setting "Data Storage Path" is a correct location on the User Configuration pane. And then proceed to the procedure 7.
  (Either ③folder below or a location where you have specified should be shown.)
  ②   Data storage folder :(Default folder path is C:¥e-Parcel¥VCN-CommCenter¥data)

[B. The "Data storage folder" has been set a different location from the previous computer
while software installation in a new computer]
→At this point, the setting "Data Storage Path" has shown still an old location of the previous computer on the User Configuration pane.
  You must change the setting "Data Storage Path" to a new folder location. Carefully take the procedure of Attention 3 just below.

  *Attention 3: In the case that the "Data storage folder" has been set a different location from the previous computer while software installation in a new computer, **you must change the setting "Data Storage Path" to a new folder location** where has been already replaced at [New PC Procedure 3. ③Data storage folder]. **And then click the "Save" button.**

  How to change the setting "Data Storage Path"
  1) Show the User Configuration pane. Click the folder icon at the right of the "Data Storage Path" field. The Browse for Folder dialog appears.
  2) Select a folder (③¥data) which has been already replaced at [New PC Procedure 3.] and then click the button.
    *Make sure that it must be as a same folder (③¥data) as "Data Folder" location specified at [New PC Procedure 2.] software installation.
  3) Confirm that the setting "Data Storage Path" shows a correct new location. Then, click the "Save" button to take effect.

  *Refer to P154 3. User Configuration - 7. Data Storage Path
  *Note: When the locations of Data storage folder changed, please carefully note that Windows user account must hold permissions to "Modify" the assigned folders.

  *Note: Don't obtain any data directly within a folder specified as the "Data storage path". Therefore, this system folder has been managed by the e-Parcel system. When you wish to change the setting, move (save) files from inbox or etc., please be sure that you must operate through the VCN-CommCenter GUI.

7. If you have a note of the previous "General" and "e-Mail Notification" tabs in the "Option Config" at [Old PC Procedure 1.], open the "Option Config" dialog from the VCN-CommCenter menu bar "Tools" > "Option". When changes are made in the "Option Config" dialog, click the "Save" button.

*Refer to P157 4. Option Configuration
*The changes for some settings in the Option Config dialog requires restarting the software to take effect. In this case, on the VCN-CommCenter GUI, access menu bar "File" > "Exit". After you shut it down, double-click the "e-Parcel x.x" shortcut icon on the desktop to restart the VCN-CommCenter.

In addition, when you have done the above operations described, the previous configuration values of the "Automation" tab should be migrated to a new computer. Confirm that the previous values have been shown correctly in the "Option Config" dialog.

8. Return to the [Old PC Procedure 6.] to uninstall (delete) the existing software from old PC.

*Note that the existing e-Parcel client software will be offline (inactive) in a previous computer just after the same e-Parcel ID has been set up to the software in a new computer. (Refer to P17)

Procedure B-2 for updating software is completed.

13　Uninstalling Software (Delete)

To uninstall the e-Parcel VCN-CommCenter on your computer, follow the procedure below. The following steps will guide you in uninstalling software for the VCN-CommCenter.

⚠	**Caution:** When you want to replace the computer with another, before uninstalled the existing VCN-CommCenter from the previous computer (old PC), make a note of the "Option Config" (from the menu bar "Tools" > "Option") for your memorandums. However, if it has been started with initial settings, you don't need that.
❗	**Warning:** Please be advised that you should **not uninstall the software while the e-Parcel VCN-CommCenter is processing to upload and download data.** Wait for the delivery status to be "Waiting Download" in outbox or "Delivery Confirmed" in inbox. In addition, it is recommended that you should move (save) files of inbox items which the status is "Delivery Confirmed" or "Item opened" before the software uninstalled (deleted).

1. How to uninstall the e-Parcel client software

To uninstall the e-Parcel VCN-CommCenter, follow the procedure ①～⑤ below.

①If the e-Parcel VCN-CommCenter runs, to shut down, access menu bar "File" > "Exit" on the VCN-CommCenter GUI.

②Select from Windows "Start" menu.
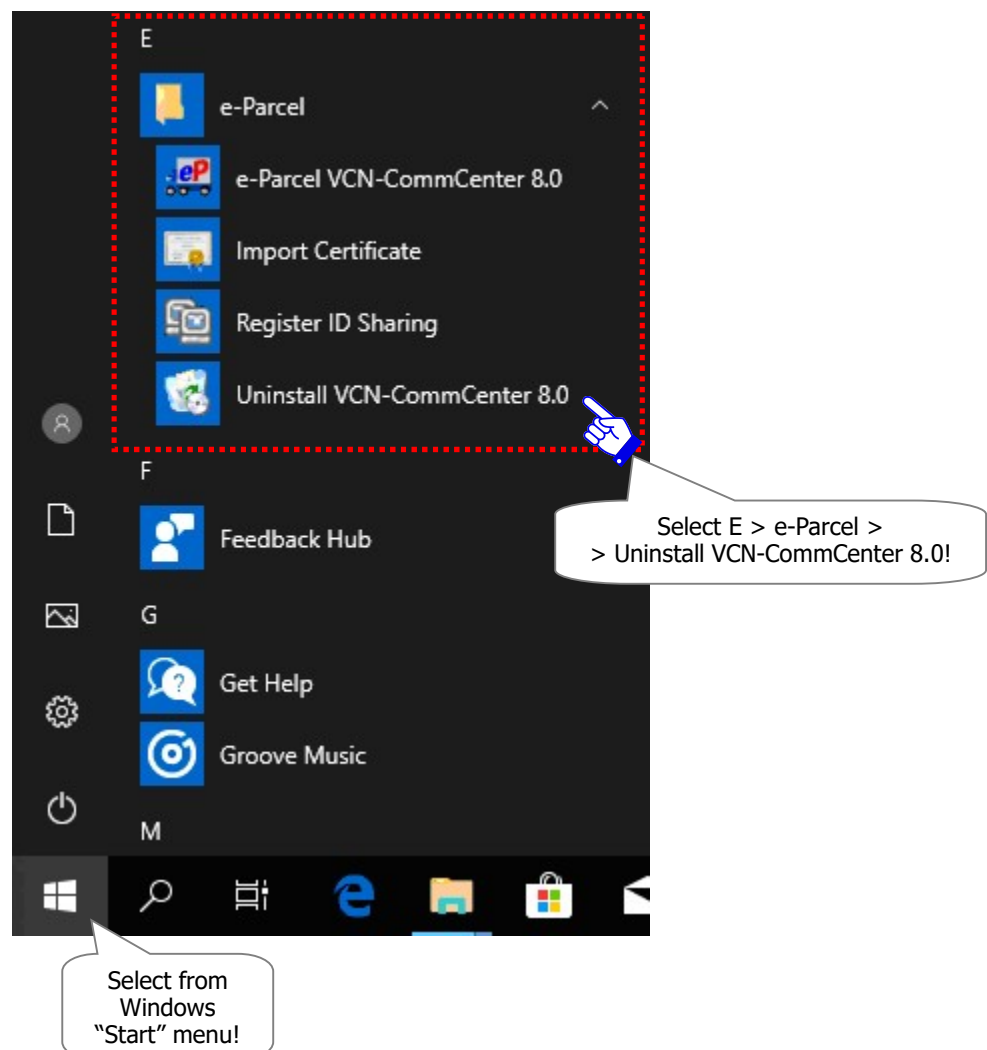
[For Windows 10 or later]

Select from Windows "Start" menu > e-Parcel > "Uninstall VCN-CommCenter x.x"
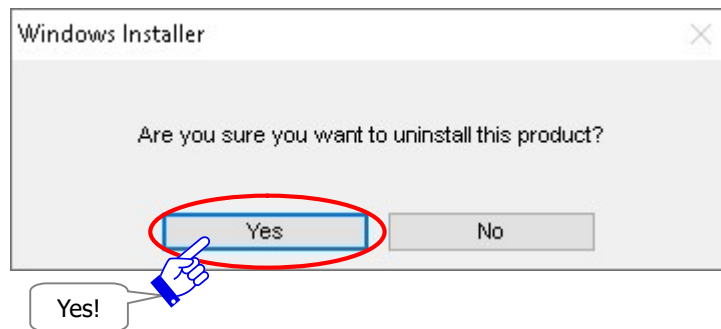
[For Windows 8 or earlier]
Select from Windows "Start" menu > All Programs > e-Parcel > VCN-CommCenter x.x > "Uninstall VCN-CommCenter x.x"
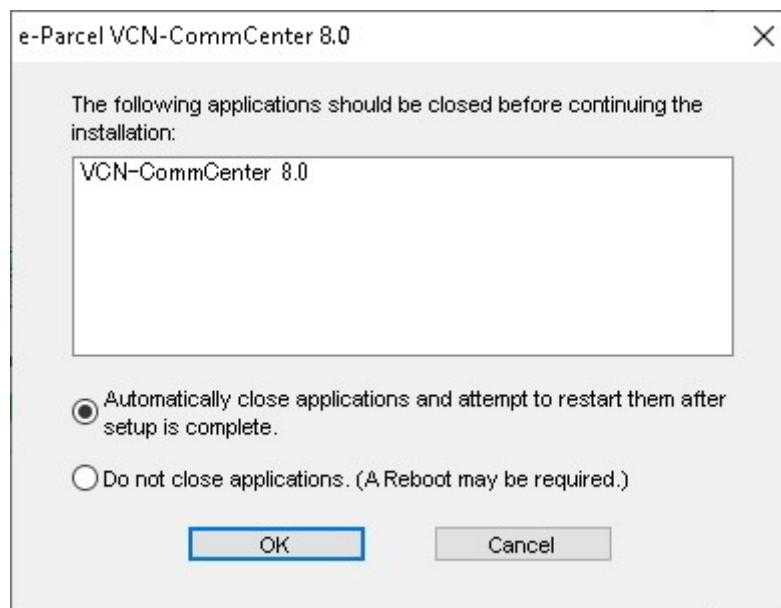
<div align="center">[For Windows 10 or later]</div>

Select E > e-Parcel >
> Uninstall VCN-CommCenter 8.0!

Select from Windows "Start" menu!

③The uninstall confirmation dialog appears prompting to either "Yes" or "No". Select the "Yes" button if continuing.

*If you have not shutdown the e-Parcel VCN-CommCenter yet at the previous step ①, the dialog below will appears. Check the "Automatically close applications and attempt …" selected with the default and then click the "OK" button to shut down the e-Parcel VCN-CommCenter.

*[For Windows Vista or later] The "User Account Control (UAC)" dialog appears. In the case of sign in Windows with an administrator account, select the "Yes (Allow)" button to allow. Or, in the case of sign in Windows with a standard account without the administrative privilege, an administrator account name (administrator ID) and password are required to input.
[For Windows 2000, XP, 2003] Log on Windows with an administrator account or a user account with the administrative privilege. And then, try to uninstall again.

*If the Security Warning dialog appears prompting you to install this application, click the "Run" button to allow executing.

④Please wait while uninstalling the e-Parcel VCN-CommCenter.
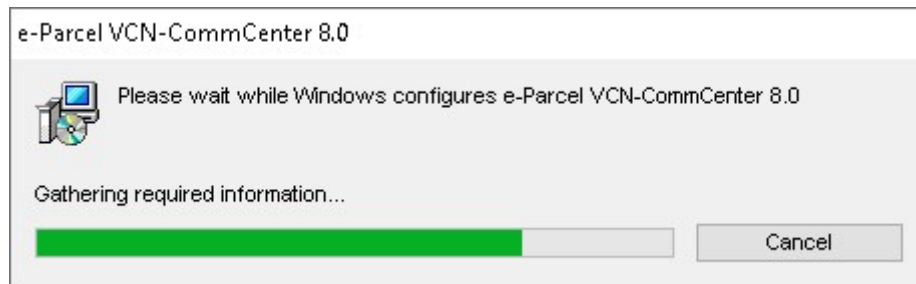
⑤When uninstalling is completed, the above dialog ④ will close. Confirm that the "e-Parcel x.x" shortcut icon on the desktop and the e-parcel icon in Windows taskbar notification area are removed.

2. After Uninstalling Software

After uninstall the e-Parcel VCN-CommCenter, take the procedure A, B or C depending on your circumstances below.

[Reinstall and use software (Updating etc.)]

Refer to 12. Updating Software
A. Reinstalling in a same PC (Not replace PC / Maintain history)
→ Proceed to **P434**

B. Reinstalling in another PC (Replace PC)
→ Proceed to **P439**

[Delete history (Refresh and then newly install) or Not use software]

Refer to 13. Uninstalling Software (Delete)
C. Not maintain history or Not use software (Delete history)
→ Proceed to **P457**

C. Not maintain history or Not use software (Delete history)

In the case of the followings…

· [Not maintain history (Refresh configurations/history and then newly install)]

Although you reinstall the software later, you wish to delete the previous configurations, inbox and outbox histories of VCN-CommCenter.

· [Not use software] When you end using the software in a computer, you wish to delete the configuring, sending and receiving history of VCN-CommCenter.

After uninstall the e-Parcel VCN-CommCenter, follow the procedure below to complete.

[Delete folders]

After uninstall the software, delete two (①②) folders below.

①Install destination folder

(Default folder path is C:¥Program Files¥e-Parcel¥VCN-CommCenter x.x）

* Normally an install destination folder will be deleted when the software is uninstalled. If exist, delete this folder.

②Database folder/Data storage folder

(Default folder path is C:¥e-Parcel¥VCN-CommCenter）

* When the location has been changed, delete two (③④) folders below in the location where you specified.

③Database folder :
(Default folder path is C:¥e-Parcel¥VCN-CommCenter¥db）

④Data storage folder :
(Default folder path is C:¥e-Parcel¥VCN-CommCenter¥data）
* Refer to P154 3. User Configuration - 7. Data Storage Path

Appendix 1. The e-Parcel Secure Enterprise - Web Browser

When the e-Parcel client software users wish to **view/edit your user information**, change password, configure the "Password Protect" option and **inquire into inbox/outbox histories recorded online**, visit URL of "The e-Parcel Secure Enterprise - Web Browser" through browser application in a computer which has been imported your e-Parcel client digital certificate.

To view/edit your user information, access the "User Info" page. To inquire into inbox/outbox histories recorded for the selected period (until month before last or target date) online, access the "Inbox" or "Outbox" page. Please be advised to bookmark this site for your convenience.

1. Access the URL of "The e-Parcel Secure Enterprise -

Web Browser"

①Launch browser application (Microsoft Edge is recommended). Visit URL just below.
   * To launch Edge, click icon on the taskbar, double-click the desktop shortcut icon, or access the
     "Start" menu > M > Microsoft Edge for Windows 10 or later.

   "The e-Parcel Secure Enterprise - Web Browser" URL: https://secure.e-parcel.ne.jp/

*Attention: To access URL of "The e-Parcel Secure Enterprise - Web Browser", your e-Parcel client
   digital certificate is required to install in OS or browser application in advance when you sign in
   Windows with a user account which use the e-Parcel service. Usually, you have already installed
   a certificate in Windows when starting the e-Parcel service in a computer.
   (Refer to P399 the section for Downloading and Installing client digital certificate.)
*Caution: Please be sure that you are required to install your e-Parcel client digital certificate
   again if Windows user account is changed in spite of a same computer.

②The site requires your certificate for authentication. Select your e-Parcel client digital certificate
   installed in Windows and then click the "OK" button.
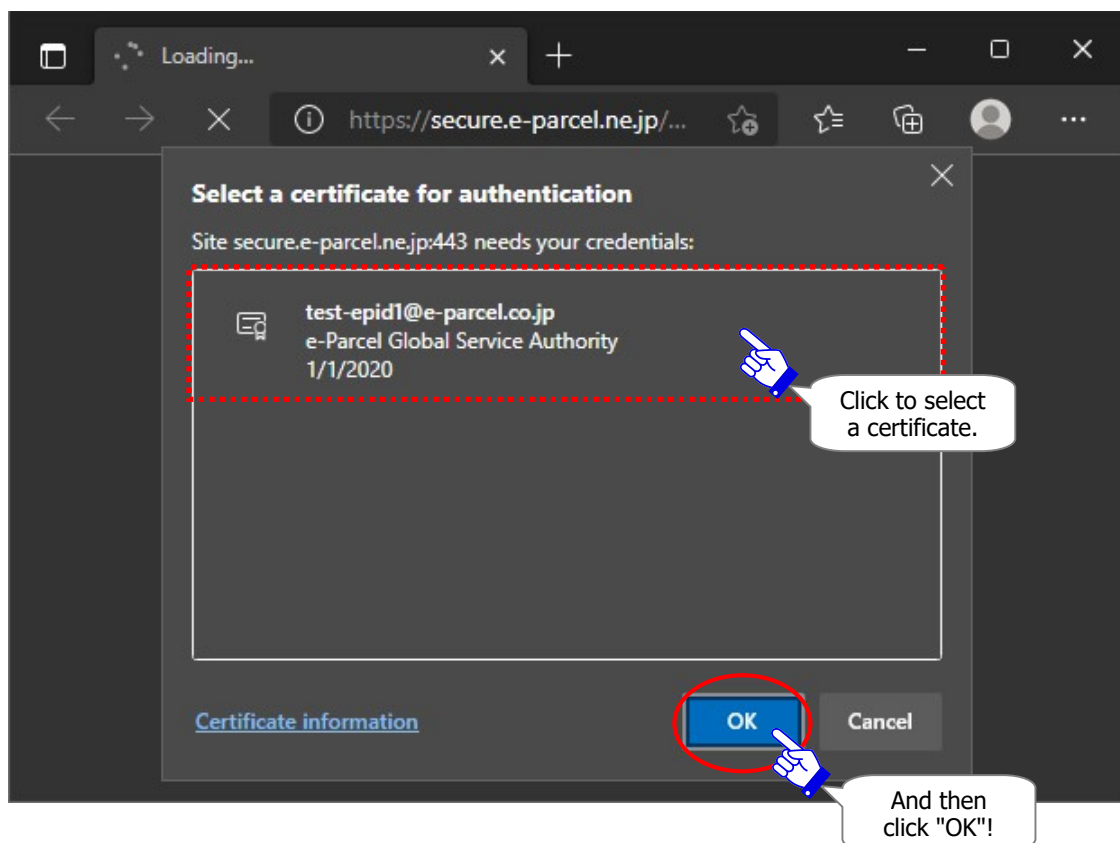
*If multiple e-Parcel client digital certificates are shown on the "Select a certificate" window,
   select a certificate of your e-Parcel ID and then click the "OK" button.

*If the "Password Protect" function already has been enabled, the "Authentication Required"
   dialog may appear prompting to enter e-Parcel ID and login password.

③"The e-Parcel Secure Enterprise - Web Browser" new window is opened. Click the "User Info" on the top navigation menu.

⚠️	**Caution:** If **the menu "Create New"** appears on "The e-Parcel Secure Enterprise - Web Browser", **don't send any data** from it. (This menu is provided for users of web browser client.) In the case of software installation uncompleted, this menu may appear. Usually, **users of software must send data on e-Parcel client software GUI** after installation complete. (Therefore, we provide the higher security and the lager data delivery service for users of the e-Parcel Secure Enterprise - Software.) **Since April 1st, 2017, due to end of the send function by "The e-Parcel Secure Enterprise - Web Browser" for users of "e-Parcel Secure Enterprise - Software", the "Create New" menu has NOT been displayed on the Web Browser.*
⚠️	**Caution:** If you were rejected to access URL of "The e-Parcel Secure Enterprise - Web Browser", a client digital certificate may not have been installed in Windows appropriately. First, ensure that a client digital certificate has been correctly installed by reviewing the section below. Also, you may need to confirm the settings of your computer, the proxy server or network environment not to configure the access control such as block or analysis of HTTPS request to the domains of our service. *Refer to below.* **P40 [If failed in access "The e-Parcel Secure Enterprise - Web Browser"]* **For more details, visit the Q&A page of the site（URL：* *https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer1.php）and carefully read the description. It is also described additionally check points about the security settings and the proxy server settings in Windows.*
⚠️	**Caution:** 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**] (Wildcard domain: 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.

2. Edit User info / Change Password

Upon your application, e-Parcel Corporation usually register your e-Parcel ID and user information such as your name, company name and contact telephone number etc. To edit your user information, we provide the "User Info" page by accessing URL of "The e-Parcel Secure Enterprise - Web Browser".

Also, you can change a password and configure the "Password Protect" on the "User Info" page. For more details about the "Password Protect", see the section below of this manual.
*Refer to P385 10. Password Protect function

This section will guide you to **edit your user information and change password**.

How to edit user information and change password

To edit the user information and change password, launch browser application in a computer which has been imported your e-Parcel client digital certificate. And then, access URL just below. Then, take the procedures ①～⑤ below.

    "The e-Parcel Secure Enterprise - Web Browser" URL: https://secure.e-parcel.ne.jp/

  *Attention: To access URL of "The e-Parcel Secure Enterprise - Web Browser", your e-Parcel client digital certificate is required to install in OS or browser application in advance when you sign in Windows with a user account which use the e-Parcel service. Usually, you have already installed a certificate in Windows when starting the e-Parcel service in a computer.
    (Refer to P399 the section for Downloading and Installing client digital certificate.)
  *Caution: Please be sure that you are required to install your e-Parcel client digital certificate again if Windows user account is changed in spite of a same computer.

①"The e-Parcel Secure Enterprise - Web Browser" window opens. Click the "User Info" on the top navigation menu.

②The "User Info" page shows your profile registered.

③It allows you to edit your user information and change password.
  (To edit your e-Parcel ID is not allowed.)

④Make the necessary changes and then click the "Update" button.

[User Info on the e-Parcel Secure Enterprise - Web Browser]

Note: If you want to edit the existing e-Parcel ID or register another new e-Parcel ID, please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp) with your e-Parcel ID specified. (Business Hours: 9:00-17:00JST/Mon-Fri) Refer to P396 11. Edit / Exchange / Add Digital Certificate

Descriptions of the "User Info"

The following contents on the "User Info" window are allowed to edit.

The contents with an asterisk (*****) below do not directly affect the e-Parcel client software.

> ## User Name

Your name. Enter the first name in the upper field and the last name in the lower field.

*The "User Name" of User Info is automatically shown as "Sender name" and "Recipient name" on inbox, outbox and address book of the e-Parcel client software. The fields "first name" and "last name" of a user name must be input using less than 60 characters each. (For example, John Parcel as "first name" and Design department as "last name" are inputted.)

> ## Description

Your company name.

> ## Contact Tel

Your daytime numbers.

> ## Language*****

This field is provided for users of "The e-Parcel Secure Enterprise - Web Browser".

(The e-Parcel client software is not affected by value change in this field.)

Your standard language is displayed on the e-mail notification through the service of "The e-Parcel Secure Enterprise - Web Browser".

> ## Time Zone*****

This field is provided for users of "The e-Parcel Secure Enterprise - Web Browser".

(The e-Parcel client software is not affected by value change in this field.)

Your standard time zone is displayed on the page of the Inbox and the Outbox in "The e-Parcel Secure Enterprise - Web Browser".

> ## Daylight Savings*****

This field is provided for users of "The e-Parcel Secure Enterprise - Web Browser".

(The e-Parcel client software is not affected by value change in this field.)

Once daylight savings field is configured for the countries and regions practicing Daylight Savings Time, it effects on the page of the Inbox and the Outbox in "The e-Parcel Secure Enterprise - Web Browser".

➢ **New Password & New Password (re-enter)**

If a password should be changed, enter the new password in the "New Password" field, and then confirm the new password by re-entering it in the "New Password (re-enter)" field. (*If e-Parcel "Password Protect" function has been set "Yes" and when an e-Parcel password is changed, you must re-authenticate the new password on your e-Parcel Client Software such as the following procedure.)

⚠️	**Caution:** A password must be between 8 - 20 half-width alphanumeric characters. Note that password is case-sensitive, and contains no spaces.
⚠️	**Warning: When users who the "Password Protect" function has been already enabled (set "Yes") will change password** according to the User Info on the "The e-Parcel Secure Enterprise - Web Browser", please be aware that you are also required to **change your password to new one in the "Login Password" field on the e-Parcel software.** If you don't, the e-parcel software will be shutdown with fail in login to the e-Parcel server. In this situation, enter login password in the e-Parcel "Server Login Required" dialog which will appear when the e-Parcel software gets started. For more detail regarding how to set the login password, see below. *Refer to P147 3. User Configuration - 5. Login Password Authentication

➢ **Password Protect**

The "Password Protect" function is usually disabled ("No") with initial choice.

If the "Password Protect" function will be changed to be enabled ("Yes"), you also must set a "Login Password" on your e-Parcel client software. Therefore, the software is required to authenticate a login password whenever login to the e-Parcel server in the cases of installation, starting the software, configuration, Auto Setup, Import Certificate and etc. (When you access URL of "The e-Parcel Secure Enterprise - Web Browser" at https://secure.e-parcel.ne.jp/, the "Authentication Required" dialog will also appears prompting to enter e-Parcel ID and login password.)

*Refer to P385 10. Password Protect function

⚠️	**Warning: When the "Password Protect" function is enabled (set "Yes")** according as the User Info is changed on "The e-Parcel Secure Enterprise - Web Browser", you are required to **enter your password in the "Login Password" field on the e-Parcel software.** If you don't, the e-parcel software will be shutdown with fail in login to the e-Parcel server. In this situation, enter login password in the e-Parcel "Server Login Required" dialog which will appear when the e-Parcel software gets started. For more detail regarding how to set the login password, see below. *Refer to P147 3. User Configuration - 5. Login Password Authentication

➢ **Monthly Total**

It displays <u>total data volume of this month</u> which has been sent by your e-Parcel ID. Once "Monthly Size Limit" is set on the e-Parcel ID or the account to which the e-Parcel ID belong, it will restrict total data volume of this month to a prescribed value or less.

⑤The process result "OK" should normally appear. Your user information has been updated successfully. After confirmation, click the "Back" button.
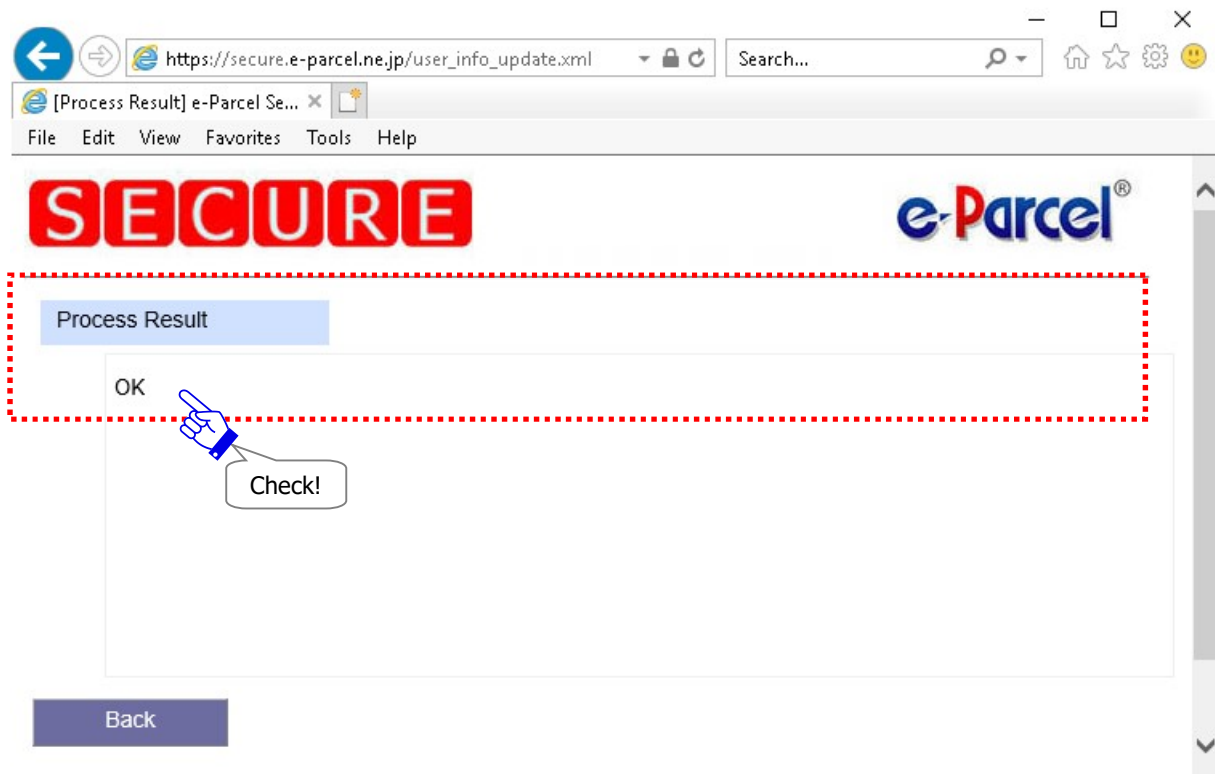
3. View Inbox/Outbox on the web site

Users of the software usually send, receive data and check the delivery status of the transmission items listed in Inbox/Outbox on the VCN-CommCenter GUI.

Moreover, according to access URL of "The e-Parcel Secure Enterprise - Web Browser" through browser application in a computer which has been imported your e-Parcel client digital certificate, you can also <u>view the transactions recorded in the e-Parcel server.</u> View the "Inbox" and "Outbox" page on the web site.

Users of the software are invalidated to send and receive data on "The e-Parcel Secure Enterprise - Web Browser".

The **"Inbox" and "Outbox"** page on the Web Browser will show the delivery histories **until month before last or target date**.

For example, to be useful, if you have deleted the items from inbox and outbox on the VCN-CommCenter GUI, the items are never restored on the client software. However, you can view the transaction histories on the Web Browser.

This section will guide you to **view Inbox/Outbox on the web site**.

How to view Inbox/Outbox on the web site

For the software users, to view the inbox/outbox item histories (until month before last or target date) on the web site, access URL just below. Then, follow the procedure ①～⑦ below.

"The e-Parcel Secure Enterprise - Web Browser" URL: https://secure.e-parcel.ne.jp/

*Attention: To access URL of "The e-Parcel Secure Enterprise - Web Browser", your e-Parcel client digital certificate is required to install in OS or browser application in advance when you sign in Windows with a user account which use the e-Parcel service. Usually, you have already installed a certificate in Windows when starting the e-Parcel service in a computer.
(Refer to P399 the section for Downloading and Installing client digital certificate.)
*Caution: Please be sure that you are required to install your e-Parcel client digital certificate again if Windows user account is changed in spite of a same computer.

①"The e-Parcel Secure Enterprise - Web Browser" window opens. Click the "Inbox" or "Outbox" on the top navigation menu.

②The "Inbox" or "Outbox" page appears. The today's items (Created Date) are listed up on either "Inbox" or "Outbox" which you choose. (Figure below)

["Inbox" on the e-Parcel Secure Enterprise - Web Browser]

["Outbox" on the e-Parcel Secure Enterprise - Web Browser]

③If you want to change the "Search Period" to view on the "Inbox" or "Outbox", click ▼ at the right of the "Search Period" field to open the pull-down menu and select a "Search Period". (Figure below)

④When selection is made in the "Search Period" field, click the "Search" button.

⑤The "Inbox" or "Outbox" page is reloaded. The item histories appear in the search for the "Search Period".

*In the case of selecting "Custom" for "Search Period", select a target date from the date drop-down list, and click the "Search" button again.

[For example: Outbox]

The "Search Period" pull-down menu

According to the pull-down menu "Search Period", the choice made will search for **"Today" through "Month before last"** when items created. Moreover, if you wish to search for items which have been transmitted on a particular date or before the month before last, select to search for **"Custom (Target date)"** when items created for a specified day period.

The item histories appear **in the search for the "Created Date"** on the "Inbox" or "Outbox" page on the Web Browser.

The standard time on the Web Browser is affected by the "Time Zone" setting on the "User Info" page.

*The e-Parcel client software is not affected by value change in the "Time Zone" setting.

In addition, to search for items by UTC in this time, set checked in the checkbox ☑ "Use UTC".

[Search Period：(For example) When today is 13 May, 2021(Thursday)]

➢ **Today**

   (ex.) from: 05-13-2021 00:00:00 to: 05-13-2021 23:59:59

➢ **Last 3 days**: For three days until today

   (ex.) from: 05-11-2021 00:00:00 to: 05-13-2021 23:59:59

➢ **This week:** This Monday to this Sunday

   (ex.) from: 05-10-2021 00:00:00 to: 05-13-2021 23:59:59

➢ **Last 7 days**: For seven days until today

   (ex.) from: 05-07-2021 00:00:00 to: 05-13-2021 23:59:59

➢ **Last week**: Last Monday to last Sunday

   (ex.) from: 05-03-2021 00:00:00 to: 05-09-2021 23:59:59

➢ **Last 2 weeks**: For 14 days until today

   (ex.) from: 04-30-2021 00:00:00 to: 05-13-2021 23:59:59

➢ **This month:** The 1st of this month to today

   (ex.) from: 05-01-2021 00:00:00 to: 05-13-2021 23:59:59

➢ **Last 1 month**: For 31 days until today

   (ex.) from: 04-13-2021 00:00:00 to: 05-13-2021 23:59:59

➢ **Last month:** For last month

   (ex.) from: 04-01-2021 00:00:00 to: 04-30-2021 23:59:59

➢ **Month before last**: For month before last

   (ex.) from: 03-01-2021 00:00:00 to: 03-31-2021 23:59:59

➢ **Custom:** Target date [(For example) When 24 December, 2020 is specified]

   (ex.) from: 12-24-2020 00:00:00 to: 12-24-2020 23:59:59

The "Reload" menu

To refresh the items list on the "Inbox" or "Outbox" page, click a "Reload" menu.

The "Export CSV" menu

Once the items have been listed up in "Inbox" or "Outbox", the item histories listed are available to export as a file in CSV format [comma separated value/UTF-8].

①Click the "Export CSV" menu.

In Windows, the executable file is often saved automatically to This PC > "Downloads" folder with the default setting.

(Or in the download notification bar of the browser window, select "Save as")

*If you have changed Download Location in the browser settings "Downloads", it might be saved to another location where you specified.

②When download complete, in the download notification bar, click "Save "Open file".

Or, locate "Downloads" folder in your PC to open a file directly.

[List of Inbox / Outbox: CSV file]

Download location (Default): C:¥Users¥(Windows user account name)¥Downloads

Inbox/CSV file name (default) : list_parcel_inbox.csv

Outbox/CSV file name (default) : list_parcel_outbox.csv

The items list file in CSV format [comma separated value/UTF-8] is exported below.
*All values of an item are exported as single line.
*A part of values is enclosed in double quotation mark.

Inbox/CSV file name (default) : list_parcel_inbox.csv

[Inbox item / Output description in CSV format (UTF-8)]

"Parcel ID","Sender FirstName LastName","Sender e-Parcel ID ","Subject",Status Code*1,

File Size (Bytes),Account GID*2,"Crated Date","File Name"*3

[For example: Inbox item / Output in CSV]

"8b67a4e9-f52d-c245-a74c-a0341cf5062b","test epid2","test-epid2@e-parcel.co.jp",

"Order sheet-2",130,35,16777222,"09-30-2020 01:55:43","File_2.txt,Folder_2¥"

Outbox/CSV file name (default)：list_parcel_outbox.csv

[Outbox item / Outbox descriptions in CSV format (UTF-8)]

"Parcel ID","Recipients e-Parcel ID ","Subject",Status Code*1,

File Size (Bytes),Account GID*2,"Crated Date","File Name"*3

[For example: Outbox item / Output in CSV]

"48f811cc-dade-ce4d-8c61-d1dcc37b8662","test-epid2@e-parcel.co.jp,test-epid1@e-parcel.co
.jp","Order sheet-1",130,34,16777221,"09-30-2020 08:07:16","Company A¥,Order Sheet
1.txt"

*1 Refer to P482 Appendix 3. Delivery Status - 2. Delivery Status List
*2 Account charged for data delivery service (The account ID numbered automatically)
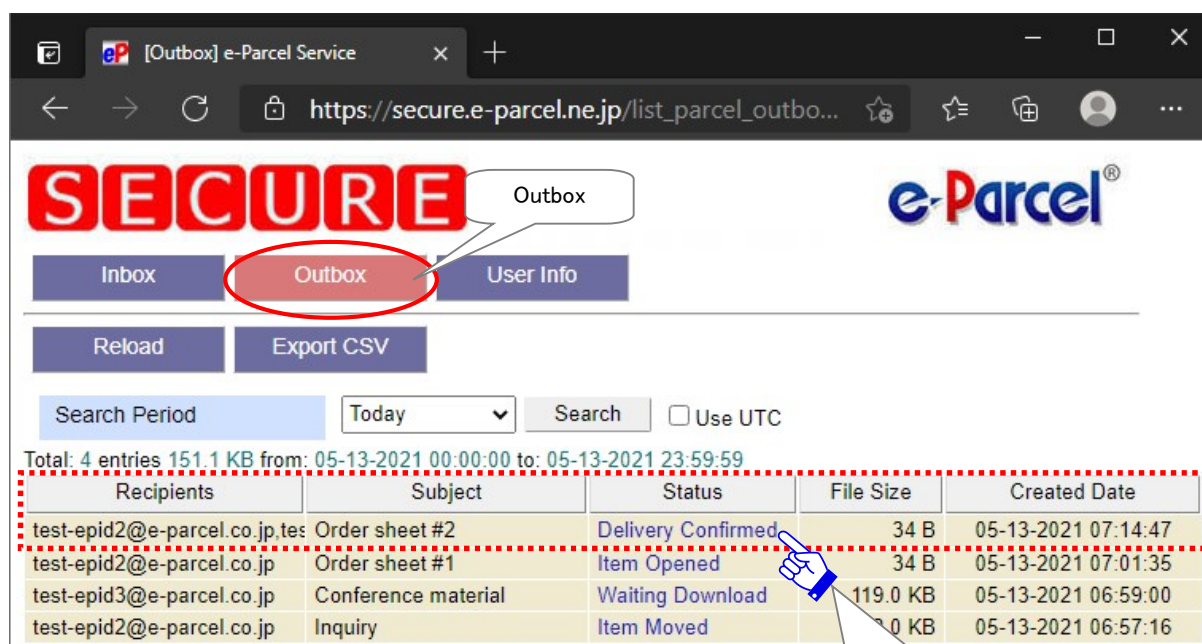***3** Attached files/folders name are output of up to 120 characters.

How to track delivery on the web site

In addition, you can track the delivery status of the transmitted items on the Web Browser. Take the procedures below after an item is listed on the "Outbox" page.

①Click a "Status" column (Link) of an item listed on the "Outbox" page.

[For example: Outbox]

②The "Track Delivery" page for a selected item opens. This page shows the "parcel details" as outbox item information which data is transmitted. Then, on the "Recipients" field, you can track the delivery status in every recipient shown on the "Download Status".
*To refresh tracking, click the "Reload" button or "Parcel ID" (Link) field.

[For example: Outbox/Track Delivery]

Appendix 2. Request Password

When you forgot your own password which has been registered with the e-Parcel secure date delivery service, select either procedure A or B below depending on your e-Parcel ID.

Unless there is some particular reason, we usually register your e-mail address as an e-Parcel ID for using the e-Parcel secure data delivery service. In this normal case, the online password request function is available. You can take the procedure (A).

Did you register an e-mail address as your e-Parcel ID?

  Yes. ⇒ Proceed to A. (Online password request available)

  No. ⇒ Proceed to B. (Change password by yourself)

A. Your e-Parcel ID is the same as your e-mail address. (in normal case)

In the case that your e-Parcel ID is the same as your e-mail address (a receivable e-mail address), **online password request is available.** Usually proceed to the procedure (A).

Upon your password request online at the "e-Parcel Secure Enterprise - Software Download Site", a password notification will automatically be sent you by e-mail. The target e-mail address must be your e-mail address registered as your e-Parcel ID.

→ The procedure A. How to request password online (Proceed to P478)

B. Your e-Parcel ID is different from your e-mail address.

Due to your operational reasons for e-Parcel ID registration, **if your e-Parcel ID is different from your e-mail address, online password request is unavailable.** (For example, in the case that an e-Parcel ID is no longer existed as a receivable e-mail address or just any characters exceptionally.) Proceed to the procedure (B-1).

→ The procedure B-1. Change password by yourself

  Refer to P458 Appendix 1. The e-Parcel Secure Enterprise - Web Browser

To change your own password by yourself, launch your computer, sign in Windows with user account which has been imported the e-Parcel client digital certificate. Then, visit URL of "The e-Parcel Secure Enterprise - Web Browser" at https://secure.e-parcel.ne.jp/. Select the menu "User Info" to change password.

However, in the case the "Password Protect" function which is disabled by default has been already enabled according as set "Yes", your current password is required to authenticate when access URL of "The e-Parcel Secure Enterprise - Web Browser" above. In this case, proceed to the procedure (B-2).

→ The procedure B-2. Request to reset password

To request to reset password, contact the e-Parcel customer support by e-mail (support@e-parcel.co.jp) with your e-Parcel ID specified. Upon your request, we will reset password. We are afraid that reset password is available during our business hours. (Business Hours: 9:00-17:00JST/Mon-Fri)

A. How to request password online

When you forgot your own password which has been registered with the e-Parcel secure date delivery service, in the case that your e-Parcel ID is the same as your e-mail address, take the procedure below.

On the "e-Parcel software download site", the "Request Password" function is provided.

⚠️	**Caution: When your e-Parcel ID is the same as your e-mail address (a receivable e-mail address), the online password request function is available.** We usually register your e-mail address as your e-Parcel ID for using the e-Parcel secure data delivery service. As long as there is a special reason for e-Parcel ID registration, **if your e-Parcel ID is different from your e-mail address, the online password request function is unavailable.** (For example, in the case that an e-Parcel ID is no longer existed as a receivable e-mail address or just any characters exceptionally.) In this case, proceed to the procedure (B) in the previous page to change password.

①Visit URL just below and then click the menu **"e-Parcel Enterprise Service Menu"**. See the page appeared and then click the **"Request Password" button**.

"The e-Parcel Secure Enterprise - Software Download Site" URL: https://www.e-parcel.ne.jp/

②The "Request Password Form" page appears. Enter your e-Parcel ID (*It must be the same as your e-mail address) and click the "Confirm" button.

Password Notification Request

Enter your e-Parcel ID.

Ⅰ Application form of Password notification request

e-Parcel ID (E-mail)   [   ]
                         * Your e-Parcel ID must be your e-mail address.

Click the "Confirm" button when your e-Parcel ID is entered.
* Upon your request, you will be notified of your password by automatic e-mail.

* Attention: If your e-Parcel ID is NOT your e-mail address, change password by yourself.

Confirm

When entered, confirm!
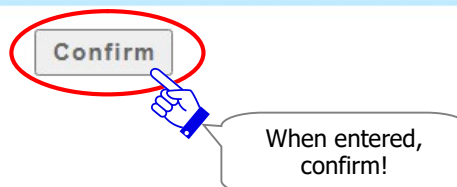
③The "Request Password Confirmation" page appears. Confirm and then click the "Submit" button to request password.

Password Notification Request

Before you apply, confirm your name below.

Ⅱ Confirmation of Password notification request

Dear John e-Parcel

Click the "Submit" button when your confirmation is made.
* You will receive a password notification e-mail after you request.
* A destination e-mail address must be an e-mail address same as your e-Parcel ID.

<< Back   **Submit >>**

When confirmed, submit!

④The "Request Password Completed" page appears. The password notification will automatically be sent you by e-mail. You should soon be receiving an e-mail notification of your password. Check it in the e-mail application. The target e-mail address must be your e-mail address registered as e-Parcel ID.

Password Notification Request

As you requested, a notification has been emailed. ✉

8 Password notification was requested!

You should soon be receiving a password notification e-mail. A destination e-mail address must be your e-mail address registered as e-Parcel ID.

Check an incoming e-mail of password notification.

Go to top page

Appendix 3. Delivery Status

1. Refresh Tracking

On the VCN-CommCenter GUI, the current delivery statuses of items are shown on the "Status" column of the Outbox (P334), Outbox Parcel Detail (P339), Inbox (P358) and on the "Upload Status" of Inbox Parcel Detail (P364).

The delivery status for tracking will be refreshed by the following two (2) functions.

1. Auto Polling: at regular intervals
2. Manually Polling: The "Reload" button on the tool bar of VCN-CommCenter GUI
        (OR the menu bar File > "Reload")

Also, upon polling, the VCN-CommCenter detects new incoming items and then starts to work the downloading processes.

⚠️	**Warning: Downloading data must be made within 31 days from the date of item sent (item created).** After expired, the unreceived items will automatically be deleted from the e-Parcel server. Therefore, you can NOT download the expired items any longer. Also, the delivery statuses of the expired items will be no longer updated.
⚠️	**Warning:** After 31 days from the date of item sent (item created), those expired items will be excluded from tracking target through the e-Parcel service.

Auto Polling

The VCN-CommCenter is auto-polling periodically to the e-Parcel server at regular intervals for checking external events such as tracking the latest delivery status and detecting the existence of unreceived items while the application is running to be online. (Default: 5 minutes polling interval)
*Refer to P164 4. Option Configuration - 3. Polling Interval

Reload

The "Reload" button on the tool bar of VCN-CommCenter GUI will provide you with real time tracking capabilities. When click the "Reload" button, the VCN-CommCenter promptly poll to the e-Parcel server for checking external events such as track the latest delivery status and any items pending delivery.
*Refer to P119 2. VCN-CommCenter View - 3. Tool Bar - 3-9. Reload
*This behaves similarly to the menu bar File > "Reload".
*Attention: This function of "Reload" button on only the Parcel Detail dialog has been changed since e-Parcel VCN-CommCenter 7.0.7020 (Released in August 2018). When click the "Reload" button on only the Parcel Detail dialog, the delivery status will be refreshed for only that item.
(Therefore, note that this must NOT behave like the function of both the menu "File > Reload" and the "Reload" button of tool bar on VCN-CommCenter GUI. This "Reload" button on only the Parcel Detail dialog dose NOT promptly checks for any other items pending delivery and track the latest status by polling manually to the e-Parcel server.)

2. Delivery Status List

Notice of change the delivery statuses for e-Parcel VCN-CommCenter 8.0

The delivery statuses written **in blue bold** below have been changed since ver.8.0.8021 [Released in October 2019].
(This change doesn't affect use of the existing software ver. 7.0.7020 or lower.)

Old: ver.7.0.7019 or lower

Code	Delivery Status	Outbox	Inbox
10	Waiting Process	O	O
100	Waiting Download	O	O

Old: ver.7.0.7020

Code	Delivery Status	Outbox	Inbox
10	Initializing	O	
80	Waiting Download	O	O
100	Ready To Download	O	O

New: ver.8.0.8021

Code	Delivery Status	Outbox	Inbox
10	Initializing	O	
80	Waiting Download	O	O
100	**Waiting Download**	O	O

* For more details, refer to the Delivery Status List for each e-Parcel VCN-CommCenter 8.0 / 7.0.

Delivery Status List (e-Parcel VCN-CommCenter 8.0)

Code	Delivery Status	Outbox	Inbox
10	Initializing	〇	
20	Initializing	〇	
	Encrypting xx %	〇	
30	Waiting Upload	〇	
40	Upload Start	〇	
	Uploading xx %	〇	
50	Upload Complete	〇	
55	Waiting Approval	〇	
60	Waiting Download	*	
80	Waiting Download	〇	〇
90	Upload Interrupted	〇	
100	**Waiting Download**	〇	〇
110	Download Start	〇	〇
	Downloading xx %		〇
120	Download Complete	〇	〇
	Decrypting xx %		〇
125	Extracting xx %		〇
	Delivery Verifying		〇
130	Delivery Confirmed	〇	〇
190	Request Error	〇	〇
200	Item Opened	〇	〇
210	Item Moved	〇	〇
290	Cancel Requested	〇	
300	Canceling	〇	〇
310	Cancelled	〇	
320	Upload Error	〇	
410	Delivery Denied	〇	
420	Download Aborted	〇	〇
430	Item Deleted	〇	*
440	Delivery Expired	*	
500	Delivery Error	〇	〇
510	Unknown Recipient	〇	

※[*] mark delivery status are used by only the e-parcel system.
※The delivery statuses written **in blue** above have been displayed since ver.8.0.8021 (Released in Oct. 2019)

Delivery Status List (e-Parcel VCN-CommCenter 7.0.7020)

Code	Delivery Status	Outbox	Inbox
10	**Initializing**	○	—
20	Initializing	○	
	Encrypting xx %	○	
30	Waiting Upload	○	
40	Upload Start	○	
	Uploading xx %	○	
50	Upload Complete	○	
55	Waiting Approval	○	
60	Waiting Download	*	
80	**Waiting Download**	○	○
90	Upload Interrupted	○	
100	**Ready To Download**	○	○
110	Download Start	○	○
	Downloading xx %		○
120	Download Complete	○	○
	Decrypting xx %		○
125	Extracting xx %		○
	Delivery Verifying		○
130	Delivery Confirmed	○	○
190	Request Error	○	○
200	Item Opened	○	○
210	Item Moved	○	○
290	Cancel Requested	○	
300	Canceling	○	○
310	Cancelled	○	
320	Upload Error	○	
410	Delivery Denied	○	
420	Download Aborted	○	○
430	Item Deleted	○	*
440	Delivery Expired	*	
500	Delivery Error	○	○
510	Unknown Recipient	○	

※[*] mark delivery status are used by only the e-parcel system.
※The delivery statuses written **in blue** above have been displayed since ver.7.0.7020 (Released in Aug. 2018)

Delivery Status List (e-Parcel VCN-CommCenter 7.0.7019 or lower)

Code	Delivery Status	Outbox	Inbox
10	Waiting Process	○	○
20	Initializing	○	
	Encrypting xx %	○	
30	Waiting Upload	○	
40	Upload Start	○	
	Uploading xx %	○	
50	Upload Complete	○	
55	Waiting Approval	○	
60	Waiting Download	○	
90	Upload Interrupted	○	
100	Waiting Download	○	○
110	Download Start	○	○
	Downloading xx %		○
120	Download Complete	○	○
	Decrypting xx %		○
125	Extracting xx %		○
	Delivery Verifying		○
130	Delivery Confirmed	○	○
190	Request Error	○	○
200	Item Opened	○	○
210	Item Moved	○	○
290	Cancel Requested	○	
300	Canceling	○	○
310	Cancelled	○	
320	Upload Error	○	
410	Delivery Denied	○	
420	Download Aborted	○	○
430	Item Deleted	○	*
440	Delivery Expired	*	
500	Delivery Error	○	○
510	Unknown Recipient	○	

[*] mark delivery statuses are not displayed in outbox and inbox. These are used by only the e-parcel system.

🄴 Relevant Web Sites

"The e-Parcel Secure Enterprise - Software Download Site"

We provide the "e-Parcel Secure Enterprise - Software Download Site" that is available to our customers only in any of the following cases. Please be advised to add (bookmark) this site to favorites for your convenience.

- ・To download and install the e-Parcel client digital certificate and software in the beginning of the e-Parcel service
- ・To re-configure the e-Parcel client digital certificate in the case of using another e-Parcel ID (Register new, Add, Edit).
- ・To update the e-Parcel client software
- ・To request password if you forget your own password
- ・To download the user manuals of the e-Parcel software (PDF)
- ・To refer the Frequently Asked Question (Q&A)

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

"The e-Parcel Secure Enterprise - Web Browser"

To view & edit User Info, change password, view Inbox & Outbox histories

*Attention: To access URL of "The e-Parcel Secure Enterprise - Web Browser", your e-Parcel client digital certificate is required to install in OS or browser application in advance when you sign in Windows with a user account which use the e-Parcel service. Usually, you have already installed a certificate in Windows when starting the e-Parcel service in a computer.
  (Refer to P399 the section for Downloading and Installing client digital certificate.)
*Caution: Please be sure that you are required to install your e-Parcel client digital certificate again if Windows user account is changed in spite of a same computer.

When you wish to view and edit user information, change password, configure the "Password Protect" option and view the inbox/outbox item histories on the web site, access URL of the "e-Parcel Secure Enterprise - Web Browser" just below. The menu "User Info" allows you to view and edit user information, change password. Also, The menu "Inbox" and "Outbox" show the inbox and outbox item histories (until month before last or target date). Please be advised to add (bookmark) this site to favorites for your convenience.

The e-Parcel Secure Enterprise - Web Browser
URL : https://secure.e-parcel.ne.jp/
***Attention: To visit the above URL, the e-Parcel client digital certificate
is required to install in OS or browser application in advance.**
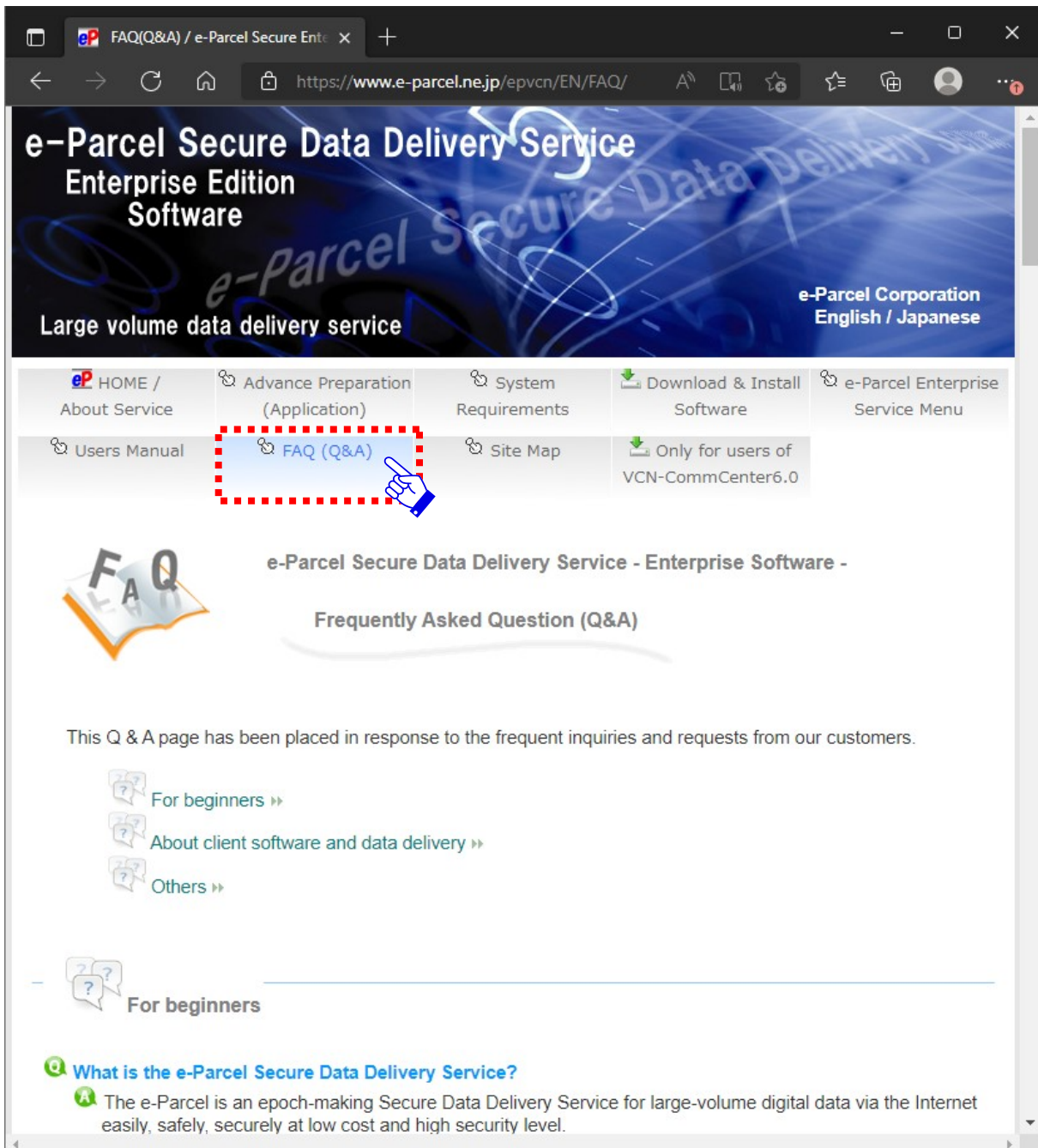
Frequently Asked Question (Q&A) URL

The Frequently Asked Question (Q&A)

To view the Frequently Asked Question (Q&A) pages, access URL of "The e-Parcel Secure Enterprise - Software Download Site" at https://www.e-parcel.ne.jp/ and then click the "FAQ (Q&A)" menu.

Or, directly access the FAQ page URL https://www.e-parcel.ne.jp/epvcn/en/FAQ/

You may find some hints to solve the problems or troubles in the FAQ pages placed in response to the frequent inquiries from our customers.

e-Parcel Support Information

e-Parcel Support Information on Home Page

To view the latest support information page, access the e-Parcel Corporation home page (URL: http://www.e-parcel.co.jp/) and then click "Support" on the menu bar. (Or, simply access the page URL http://www.e-parcel.co.jp/en/support/) The web pages are provided for our customers such as "Customer Support general Information", "Notice", "Software Upgrade Information" and "Information of the e-Parcel Server Operations". Also, the operation manuals (PDF) of the e-Parcel products are available to download from the web site.

☎ Contact Us

Inquiry about the e-Parcel secure data delivery service

Home Page - e-Parcel Corporation

We provide the latest information on the e-Parcel Corporation home page with the content of our service, notice, support info, software update info and etc. Also, you can contact us by **the inquiry form**. Please be advised to add (bookmark) our home page to favorites for your convenience.

> **e-Parcel Corporation Home Page**
> **URL : http://www.e-parcel.co.jp/**

e-Parcel Sales division

For any inquiry or request about e-Parcel service and products, please contact our sales division or representatives by e-mail.

> **e-Parcel Sales division**
> **E-mail : sales@e-parcel.co.jp**
> ***Request for the trial of our service is available at any time.**

e-Parcel Customer Support

For technical inquiries, troubleshooting from our customers, please contact the e-Parcel Customer Support by e-mail with your e-Parcel ID (User ID) specified. If you have any technical question, please contact **the e-Parcel customer support by e-mail**. (Email in Japanese or English only) We are afraid that **the inquiries outside of our business hours will be replied on the next business day**, and **the inquiries congestion may cause not to be replied promptly** even though 24-hour reception for the inquiries by e-mail or the inquiry form on our home page.

> **e-Parcel Customer Support**
> **E-mail : support@e-parcel.co.jp**
> **Business hours : 9 : 00am～17 : 00pm JST**
> **(Not including Saturdays, Sundays and national holidays)**
> ***Please email us with your name and e-Parcel ID specified.**

e-Parcel Secure Data Delivery Service

Enterprise - Software

e-Parcel VCN-CommCenter 8.0

Users Manual

(General guide)

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