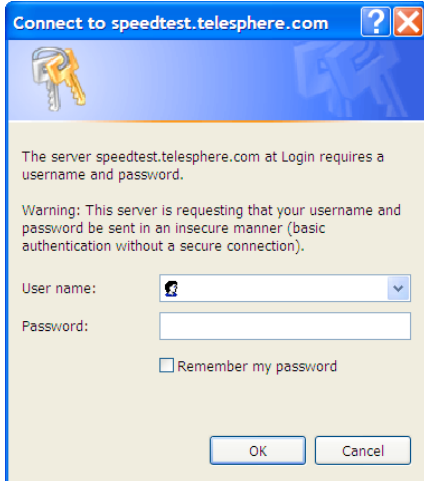
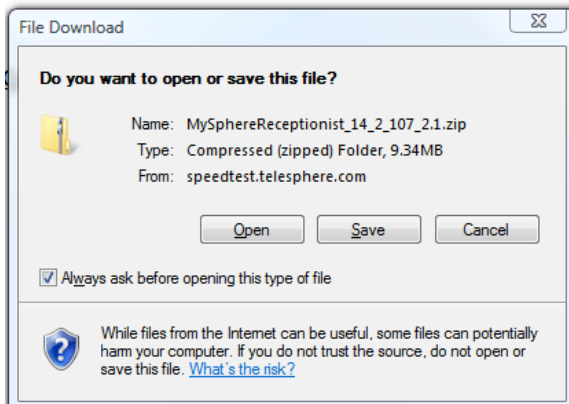


MySphere Receptionist Installation Instructions

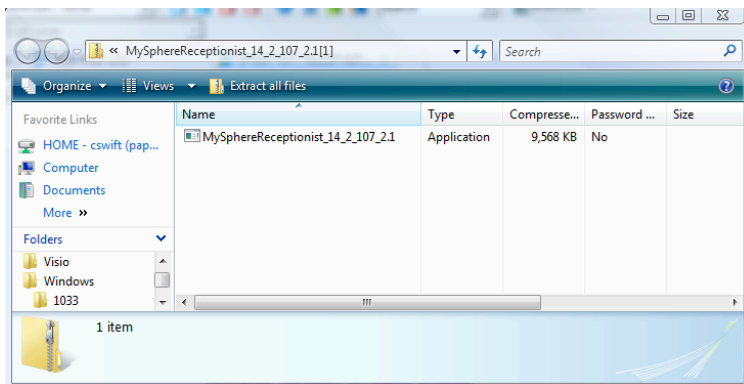
1. Open up Internet Explorer and go to the following website: <http://speedtest.telesphere.com>
Scroll down and click on “Download Telesphere Mysphere Receptionist”. The following box will appear.



2. “User Name” field, enter “telesphere”, “Password” field, enter “oursphere”
3. Click “OK,”

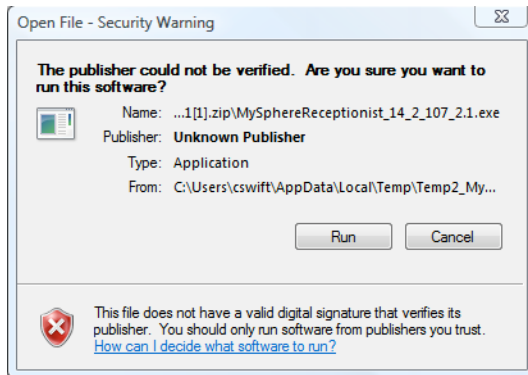


4. Click “Open”

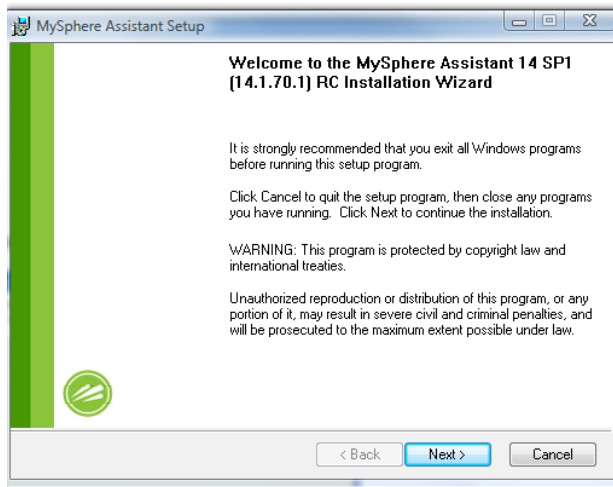


A box appears showing where the file will be installed.

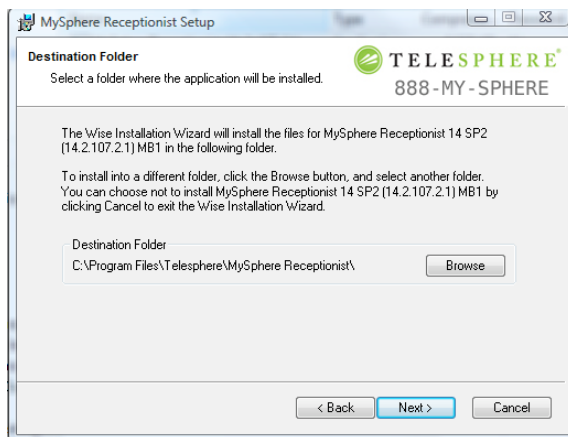
5. Double click on the file name.

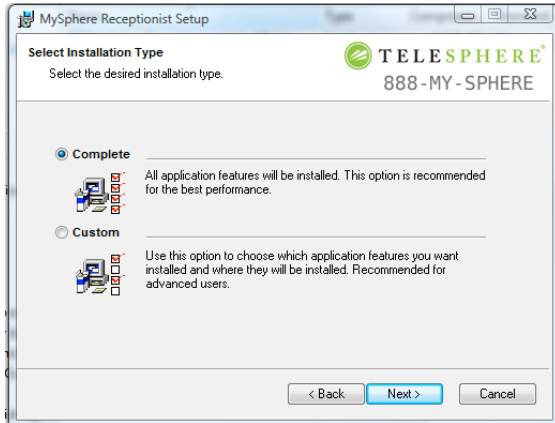


6. Click "Run".
7. After you click "Run," the Installation Wizard window will appear: Click "Next"

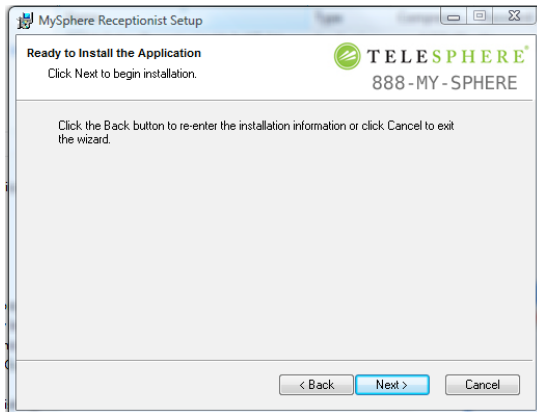


8. Click "Next"



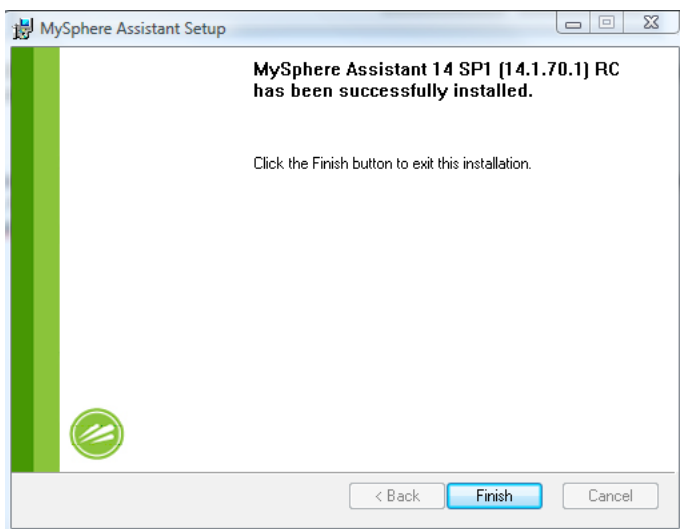


9. Click “Next,”



10. Click “Next”.

11. To complete the install, click “Finish”.



12. Once the installation is complete, go to your start menu, All Programs, locate the Telesphere Reception program and create a short cut icon on your desktop.