



*The Accession client can be used to make or receive calls from your desk phone, your PC or MAC, and your mobile devices.
The following guide covers how to install the desktop client.*

Compatibility

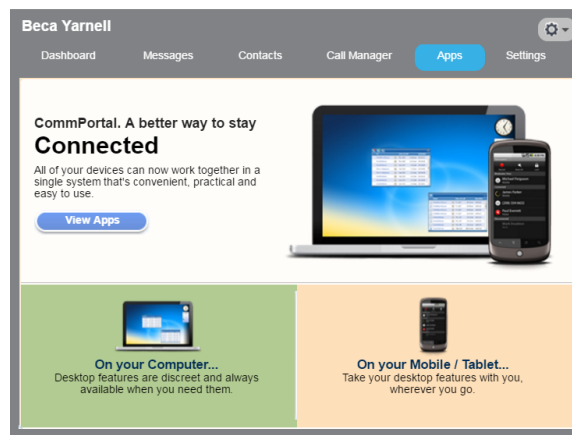
Accession is available on Windows 7, 8, and 10 or Mac OS x10.7 or later. If Accession is being used as a softphone, subscribers may use a headset compatible with the computer for consistent audio quality.

Credentials

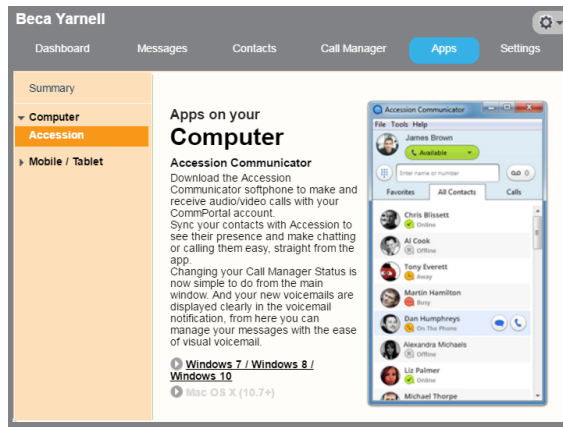
To install, log in, and use the application, you will need your **direct dial phone number** and voicemail or CommPortal **password**. If you don't have this information, please see your system administrator or call Telesystem.

Installation

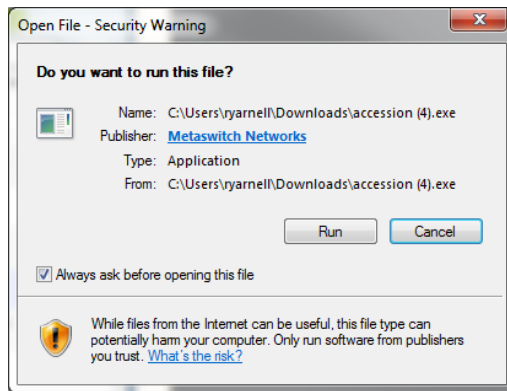
1. Log in to your Personal CommPortal at <https://mypbx.linesystems.com/> using your direct dial phone number and password (see Credentials section above).
2. Click on the **Apps** tab
3. Click on the **On Your Computer** option




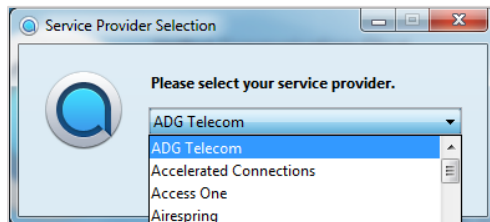
4. Click on the appropriate platform (Windows in the example below) to initiate the download



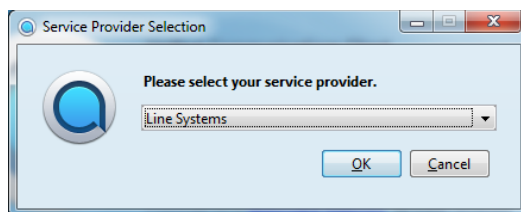
- When the download of the exe file completes, Choose to *Run* the file to launch the Setup Wizard.



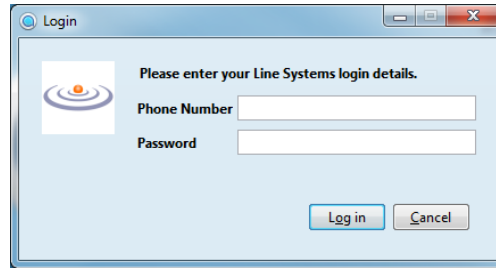
- Allow the Setup Wizard to complete by clicking on the *Next* and *Install and Finish* options on the following screens to complete the installation.
- If the application does not launch automatically, you may do so by choosing the *Accession Communicator*  on the start menu or desktop.
- When asked to select a service provider, click on the drop down then press **CTRL + SHIFT + ALT + H** for a PC or **CMD + SHIFT + ALT + J** for Mac.



- A new drop down will populate. Choose Line Systems from this drop down then click OK.



10. In the next screen, enter your CommPortal phone number and current CommPortal (voicemail) password as your credentials. Then, click the Log in button.



11. The first time you install Accession Communicator, be sure to read the End User License Agreement then place a checkmark by "I accept the terms" and click Accept.



12. If credentials were entered properly, Accession will now launch for the first time and downloads all CommPortal contacts automatically.