

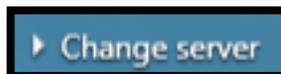
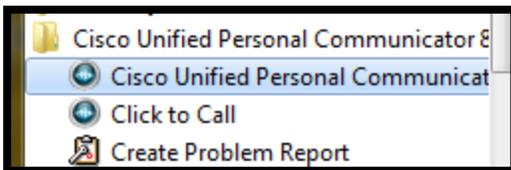
# How to set up Cisco Unified Personal Communicator



1. Open Cisco Unified Personal Communicator by double clicking the icon on your desktop.

OR

Open Cisco Unified Personal Communicator by clicking Start, All Programs, Cisco Unified Personal Communicator 8 folder, then Cisco Unified Personal Communicator.



2. **VERY IMPORTANT:** Click on the words **Change server** at the bottom of the window.

In the field that appears, type the following server information: **172.20.9.8** (You should only have to do this **ONCE**)



3. Once you have changed the server information, enter your login credentials. Your User ID and Password are the same as what you use to log in to your computer.

