



166 Bayfield St.
Barrie, ON Canada
L4M 3B5
TEL: (705) 721-5600
FAX: (705) 726-0399

Website: www.apexia.ca
Email: info@apexia.ca

APEXIA VOICE AND DATA START-UP GUIDE FOR WINDOWS VISTA

This is the first document that new customers of Apexia Voice and Data should read. Its purpose is to give you instructions on how to get your computer ready for accessing the Internet.

Step #1. Click on **Start** button (red, green, blue, yellow flag) then click on **Connect To**.

Step #2. Click on **Set up a connection or network**.

Step #3. Click **Set up a dial-up connection**. Click **Next**.

Step #4. Enter the required information for the connection:

Dial-up phone number: 705-812-2169

User Name: Enter the Login Name as shown on your APEXIA Account Info sheet.

Password: Enter your Password as shown on your APEXIA Account Info sheet.

Remember this password: Check this box if you don't want to enter your password each time.

Connection Name: Apexia

Allow other people to see this connection: Check this if you want this connection for all users on your computer (recommended).

Note: If you have Call Waiting, temporarily disable it for the duration of your Apexia connection by using *70,,705-812-2169 as the phone number.

Step #5. Click **Connect** to create and save this connection.

You have successfully created a Dial-up Connection in Windows Vista.

IMPORTANT:

Every time you want to connect to the Internet you must first dial into Apexia Voice and Data by following the procedure below:

Step #1. Click on **Start**, and then **Connect To**.

Step #2. Left click on the **Apexia** dialup-up connection and select **Connect** at the bottom.

Step #3. The Dial-up window will come up. Simply click on **Dial** and your computer will connect to Apexia.

Once Windows has successfully established the dialup connection, you may be prompted to select a location for your PPP connection. Select the option appropriate for your current location.

To disconnect from the Internet complete the following steps:

Step #1. Click on **Start** button (red, green, blue, yellow flag) then click on **Connect To**.

Step #2. In the **Connect to a network** window, select the Apexia dialup connection and click on the **Disconnect** button.

For problems or questions related to your Apexia Dial Up connection, please contact us via e-mail at support@apexia.ca or by phone: (705) 721-5600.