

Unlike most of our other services the InfoPlus IP Office Site Survey can be obtained by sending us a file generated by the IP Office system. The instructions to generate and send the necessary file follows:

IP Office File Generation Process

Step 1: Launching the IP Office System Status Application (SSA)

1. Click on the Windows Start Button to list your available Windows programs.
2. Select the All Programs Menu option.
3. Click on the IP Office Program Folder.
4. Select the **System Status** Program.

WINDOWS → All Programs → IP Office → System Status

Step 2: Logging into your system via SSA

You will need the following information to logon to your IP Office via SSA:

- IP address of your IP Office Control Unit
- Administration Login Name
- Administration Password

From the SSA Login Screen enter the IP Office information then click the **Logon** button.

Step 3: Generating a Snapshot File

Once logged into SSA press the **Snapshot** menu item.

A Snapshot window will appear with 2 options.

Select the **Configuration File** checkbox and the **Snapshot** option-button.

Step 4: Send the File to InfoPlus

Email the file to IPOffice@infoplusonline.com. Don't forget to include the Company's name and identifying location (in case there are more than one IP Office system), your Vendor's name (If you have one), and a call back name, email address and phone number.

Conclusion

Once your file is received it will be processed within five business days. Once processed you will receive an email with instructions on retrieving your completed IP Office Site Survey from our web site.