# OCC MyE911

## MyE911 Desktop Application

This desktop application enables you to correctly assign and allocate your mobile location when you are out of the office to assist emergency services locate you in the event of an emergency call.

## Launch the Application

Double click the Client shortcut on your desktop

Or search via the Start Menu – MyE911

MyE911	£		2		×
	E911	Protection for Softphone l	Jsers		
STATUS					
MY LOCATIONS		PRIMARY SERVER			
SETTINGS		https:// pvd-e911m01.jwu.edu BACKUP SERVER			
		https:// cit-3911m02.jwu.edu			
LBGOUT		USERNAME			
		Gematre			
		PASSWORD			
		Erget Personnel			
Red		LOGIN	CONNECT USING PROXY	SETTIN	GS

## Logging In

The Primary & Secondary Server details should be auto populated Enter your **Username** (AD/Jabber ID)? Enter your **Password** (Default or AD)? Click **Login** 

## Status

On first login the location list will be blank. On Subsequent login, any stored or previously used locations will be displayed or identified.



## Click Set Location

#### Create Personal Locations Click on Personal Tab Click +Create Location



Enter as much of the address as you can – Street, Municipality, Zip Code. Add an identification name for the location.

## Click Add Location

This will be validated with MSAG and known matches will be presented to select.

#### Add Address details:



#### Validated locations will be presented:

	HELP 🕜
YOU ENTERED: 230 montano rd albuquerque, NM 87101	
Please select the appropriate val	idated address
<ul> <li>230 MONTANO RO NE ALENDOLERONE. NM 87101</li> <li>236 MONTANO RO NM ALENDUERONE, NM 87101</li> </ul>	
BACK SELECT LOCATION	

## **Set Location**

Once you have created Personal Locations that you regularly use, these will appear in your list to select each time you log in or change to a new mobile location.



#### Select a stored location from your list:



#### Click Select Location

#### Confirmation Status is displayed:

O YOUR LOCATION IS CURRENTLY SET TO: coffee house 230 MONTANO RD NE, ALBUQUERQUE, NM 87107

## **Corporate Locations**

Corporate locations will be created by administration teams based on your valid company locations. Use the Search Field if you are based at a different site from normal.

Click Select Location



# Logging Out

Select Logout Menu – to manually Logout of the client software

Best practice is to remain logged in to the software for automatic location detection each time you start your PC/Laptop or Soft Phone Device

