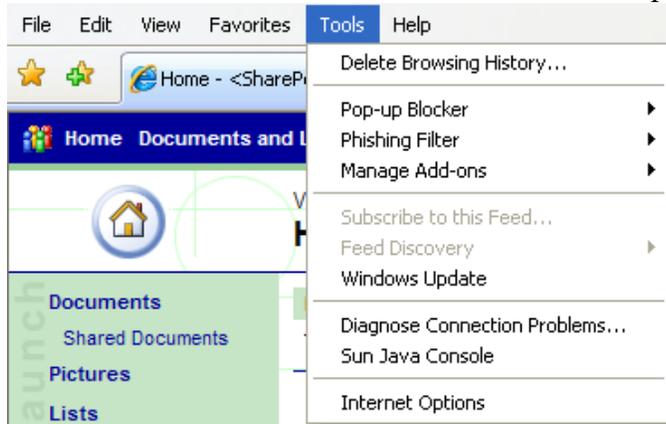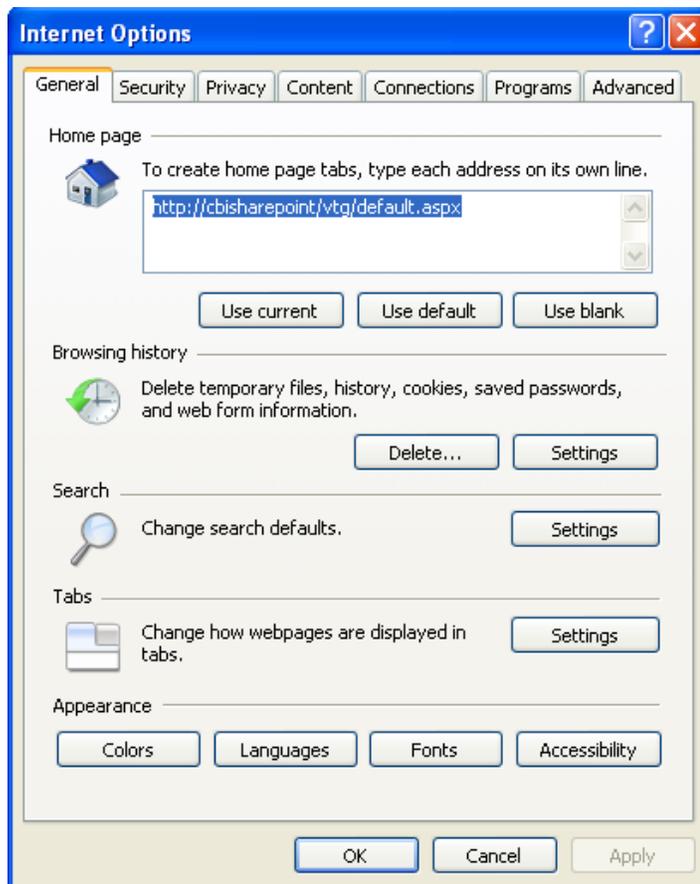# How to set up Internet Explorer to print out of VendorNet

1. Open Internet Explorer
   You don't need to log onto the site before you make the changes.

2. From the Menu bar select Tool and then Internet options

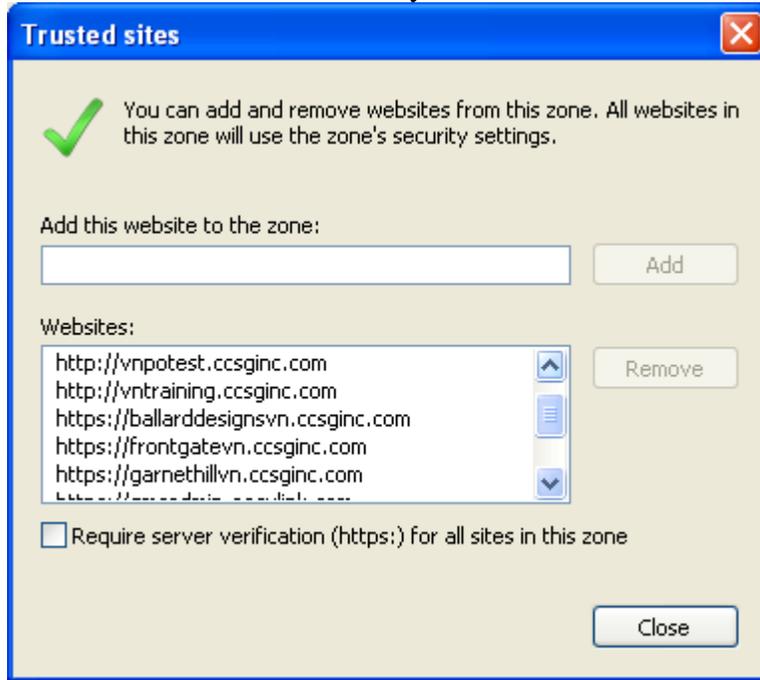3. This will open a window that looks like this
4.

5. Select the Security tab

6. Which will display this window that looks like this

7. Now click on the Trusted Sites icon

8. Then click on the button that says sites ⬚ Sites... which will open a window like this

Trusted sites

You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.

Add this website to the zone:

[   ]   [Add]

Websites:

http://vnpotest.ccsginc.com
http://vntraining.ccsginc.com
https://ballarddesignsvn.ccsginc.com
https://frontgatevn.ccsginc.com
https://garnethillvn.ccsginc.com

[Remove]

☐ Require server verification (https:) for all sites in this zone
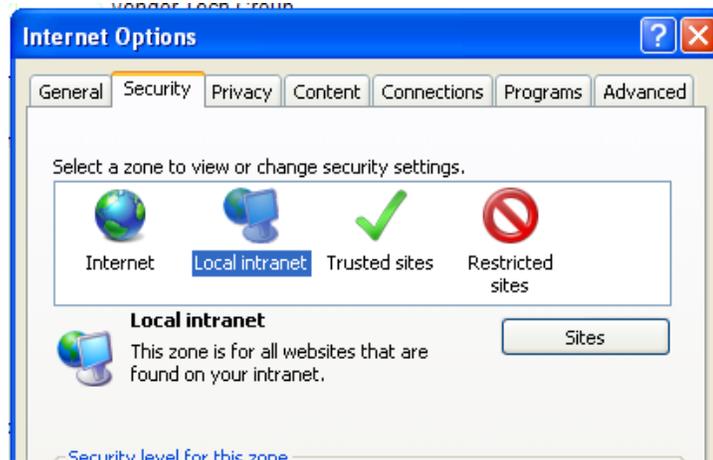
[Close]

9. *In the "Add this site to the zone:" area type in your web address and click add. The website you enter should be the website you access to retrieve orders.* Make sure for all http site the Require server verification checkbox is blank.
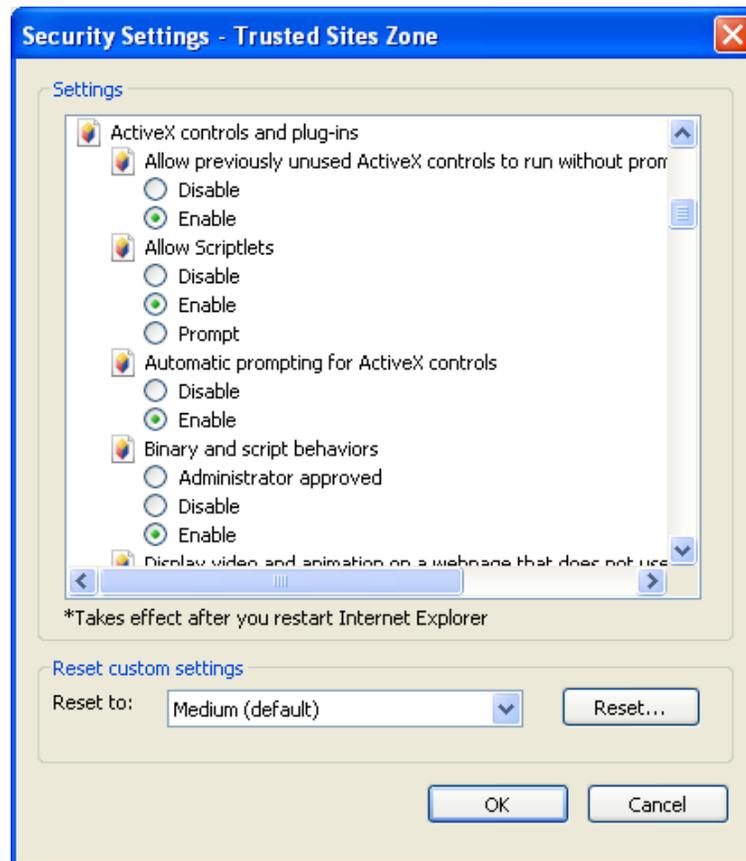
Please see below for appropriate website(s)

      a. TRAINING SITE - http://vntraining.ccsginc.com
      b. Cinmar PO - https://vnpo.ccsginc.com/
      c. Cinmar DS - https://frontgatevn.ccsginc.com/
      d. Ballard Designs - https://ballarddesignsvn.ccsginc.com/
      e. Garnet Hill – https://garnethillvn.ccsginc.com/
      f. Travelsmith – https://travelvn.ccsginc.com/
      g. Improvements - https://impalvn.ccsginc.com/
      h. Chasing Fireflies - https://cflivevn.ccsginc.com

10. Now click Ok which will take you back to here

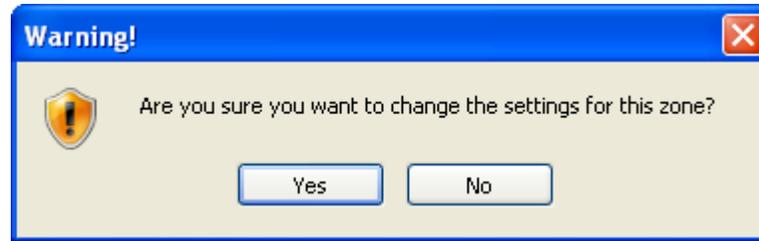11. Now Click on the [Custom Level...] button this will bring up this window

12. Find the heading called "ActiveX Controls and Plug-ins". Change all the setting that have the ⬛ icon to "Enable"

13. Once they are all marked "Enable" click [OK] you may get a dialog box that looks like this.

14. Click [Yes] and then Click "ok" at the "Security Settings" window and again at the "Internet Options" window. This will put you back at the Internet Explorer window. You should now be able to login and print.

15. *Note for Internet Explore 10 Users: You will also need to go into tools, compatibility view setting and add ccsginc.com to your sites.*

If this doesn't work for you please contact:

Vendor Technologies Group
VTG@cornerstonebrands.com
513-603-1271