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*www.vircosoft.com*  
*850-279-4343*

## **Installing / Upgrading vFiler Demonstration Version**

- 1: Download ([www.vircosoft.com/downloadsreg.htm](http://www.vircosoft.com/downloadsreg.htm)) the vFiler Demo Installer and double click on it to run the installer. The default installation path is C:\Workarea and Demodata. If you change the default installation path, you'll need to change it in Options.
- 2: Download vFiler Advanced Demo Application to C:\Workarea and Demodata (Default installation folder for vFiler Demo Installer). Double-Click / Run the installation program (executable)

**Note:** If you are upgrading vFiler from a previous version the installer will not overwrite any of your folders in C:\Workarea and Demodata. You will need to follow the steps included within this guide to re-install your OCR license.

**Note:** Imaging Professional (TIF Viewer) and an evaluation OCR license (approx 200 OCR runs) will be installed. If you'd like to use the optional MODI (Microsoft Office Document Imaging) as your OCR engine you'll need to install MS Office 2003.

## **Installing the vFiler License (DONGLE)**

**IMPORTANT - Do not install the dongle until the driver is installed**

- 1: Navigate to C:\Workarea and Demodata\Drivers
- 2: Run the install.exe (Chose USB / Client Option)
- 3: Insert the Dongle in an open USB port and follow the Windows screens for adding a new device

**Note:** vFiler Dongles have a life-time warranty for defects. If a dongle is lost you must purchase a new dongle at current pricing.

## **Installing the OCR License Code**

- 1: Navigate to C:\Workarea and Demodata\TOCR and run LicenceC.exe file. Enter the TOCR license code given to you upon purchase.



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***www.vircosoft.com***  
***800-240-6277***

## Downloading the Licensed version of vFiler

- 1: Open a web browser and type <ftp://www.vircosoft.com> (or use an FTP client)
- 2: Username = u38166786-vc
- 3: Password = vircosoftrocks
- 4: Open the vFiler Licensed Applications folder and download your version (Manual, Standard, Barcode or Advanced)
- 5: Copy the licensed version to C:\Work area and demodata of the vFiler PC and run it.

Note: Please ensure you have followed the instruction on installing the Dongle so the licensed version will run.

## Running vFiler

- 1: Review the following sub folders.
  - Documentation- see “DEMO User Guide BASIC 3.4.x.pdf” (see sub folder Advanced Instructions)
  - Demos- there are many folders that contain workflows, sample data and documentation. These will be useful to understand what the software can do.
    - Enter the sub folder called “The Perfect Demo”. Read the document “The Perfect Demo”. Performing “The Perfect Demo” is an excellent way to learn the software.
- 2: - Launch the trial software
  - a) Navigate to C:\Work area and demodata
  - b) Double-click on Demo 3.4.XX.exe (XX = version number)
    - Demo 3.4.XX.exe- is a full function version with every feature that allows 49 launches and 500 documents to be captured.
    - Demo 3.1.XX Manual.exe- is for manual indexing ONLY that allows 49 launches and 500 documents to be captured.
  - c) Select LOAD to load a workflow (Navigate to :\\Workarea and Demodata\Demos as instructed in The Perfect Demo Documentation)
    - Select RUN to run a workflow.
    - Select STOP to stop a workflow.
    - Select UNLOAD to unload a workflow.
    - Select EXIT to exit the application.

# Learning vFiler

Ask us about our online video based training!

# Supporting vFiler

<http://support.vircosoft.com>

Log a support ticket and we will answer all support issues within 8 business hours (EST) Monday through Friday.