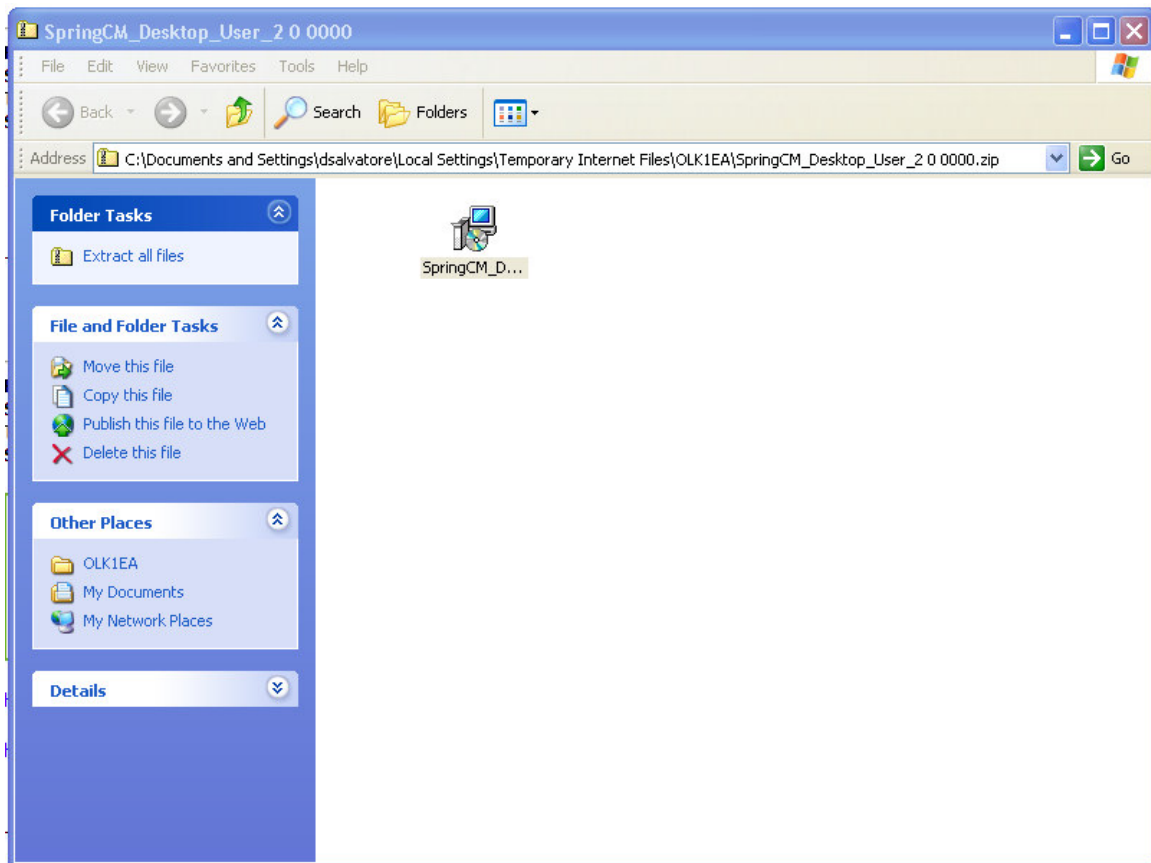


Instructions for installing Scan software on a workstation

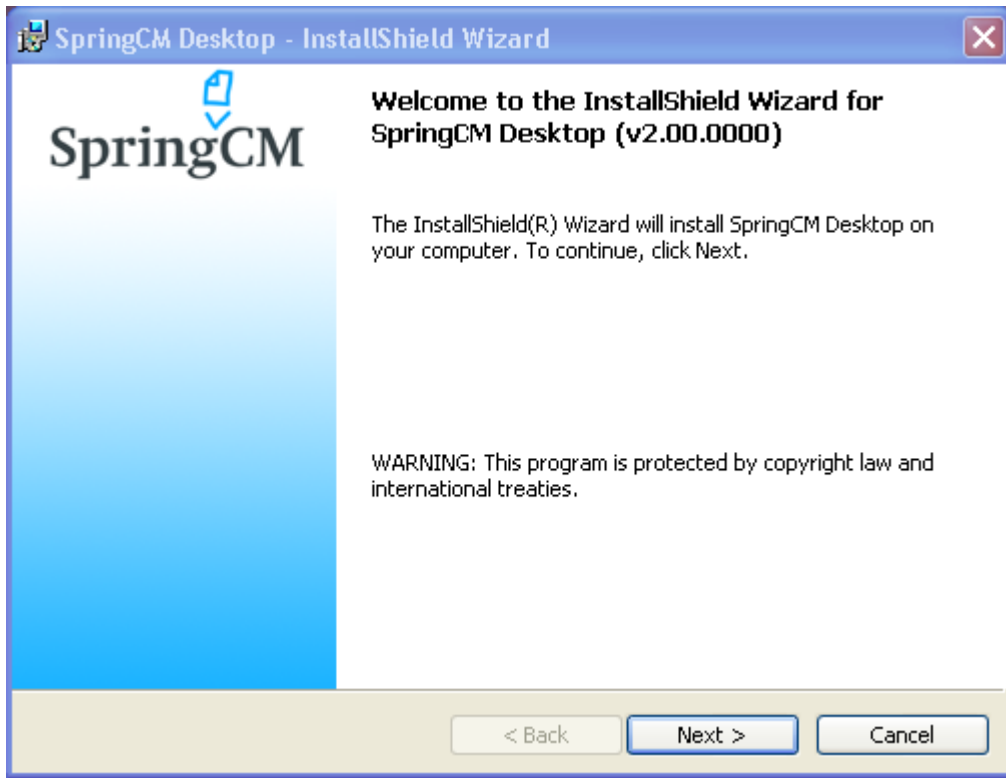
The scanning software file should be attached to the email notice you received with the specific user name and password.

Double click on the file to unzip the installer. When the window appears, click on Open



Double-click on SpringCM Installer icon

When the Install Wizard appears - Click on **Next**



The image shows a screenshot of the 'SpringCM Desktop - InstallShield Wizard' window. The window title bar is blue with the text 'SpringCM Desktop - InstallShield Wizard' and a close button. Below the title bar, the text 'Additional Settings' is displayed, followed by the instruction 'Specify additional settings and parameters.' The SpringCM logo is in the top right corner. The main content area has a light beige background and contains the text 'Please specify the additional product settings and parameters below.' There are two sections: 'Account Information' and 'Virtual Printer Information'. The 'Account Information' section has three input fields: 'User Id:', 'Password:', and 'Confirm:'. The 'Virtual Printer Information' section has two input fields: 'Port Name:' and 'Printer Name:'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'InstallShield' logo is visible in the bottom left corner.

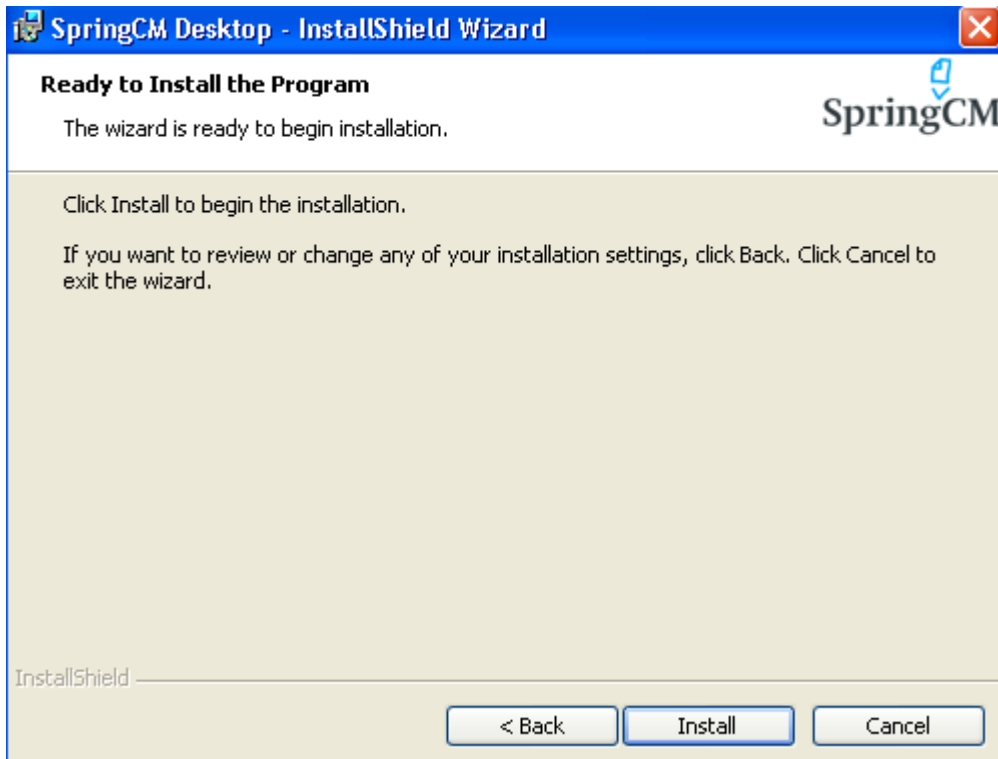
Enter the information provided in your email notification

User ID – this will be the team email address, i.e. customername@corefino.com

Password – corefino1

Confirm – enter the password again

Leave the information already listed in the Virtual Printer Information, then click **Next**



Click **Install**

Once the installation is complete, click **Finish**

An icon should have been installed on your desktop to assist you in sending documents to your secure inbox. You may also print to your new inbox using the Print function, similar to printing to a PDF.

If you have any problems with the installation or use of the software, please send an email to customercare@corefino.com and provide your contact information and phone number. Corefino's technical support will contact you.