

FileSynch™

Downloading and Installation Instructions

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Prerequisites

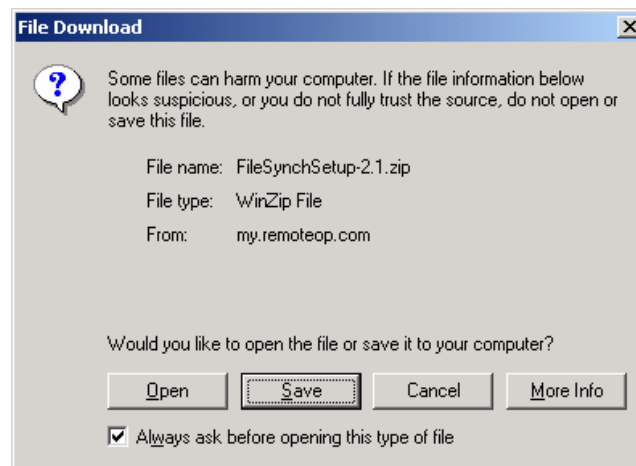
1. In order to utilize FileSynch™ you must have an authorized account. Please consult your facility administrator or account manager.
2. Your computer must be running Microsoft Windows 2000, XP or Server 2003.
3. Your computer must have WinZip™ or another piece of software to open .zip files. Microsoft Windows XP and later support .zip files natively.
4. Your computer must have the Microsoft .Net Framework installed. If you do not have it installed you may download it at:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=262d25e3-f589-4842-8157-034d1e7cf3a3>

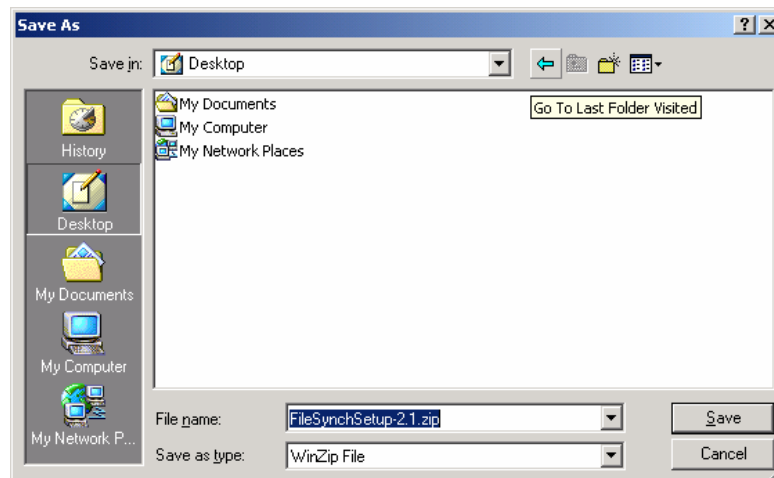
5. Your computer must have an Internet connection that is available at all times. Otherwise the files will not download or upload until you are connected.

Downloading the Software

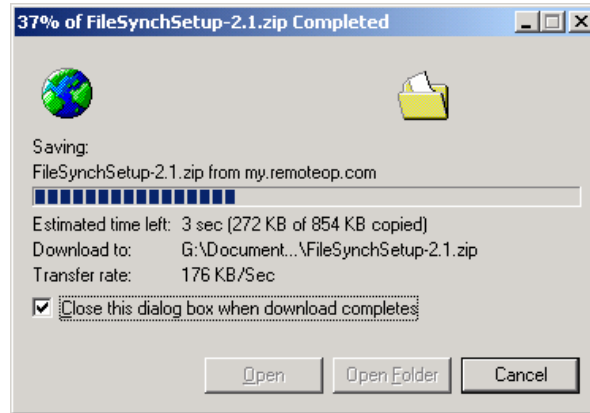
1. Open a web browser and go to <http://my.remoteop.com>.
2. Login to the website using the **User Name** and **Password** provided to you by your facility administrator. If you do not have a User Name and Password, please contact your facility administrator or account manager.
3. Click the **Downloads** link at the bottom of the screen. Look for the heading **File Transfer Software** and locate the latest version of FileSynch™.
4. Click the link to the latest version of FileSynch™ and click the **Save** button.



5. Save the file to your hard drive.



6. The file will download to your hard drive.

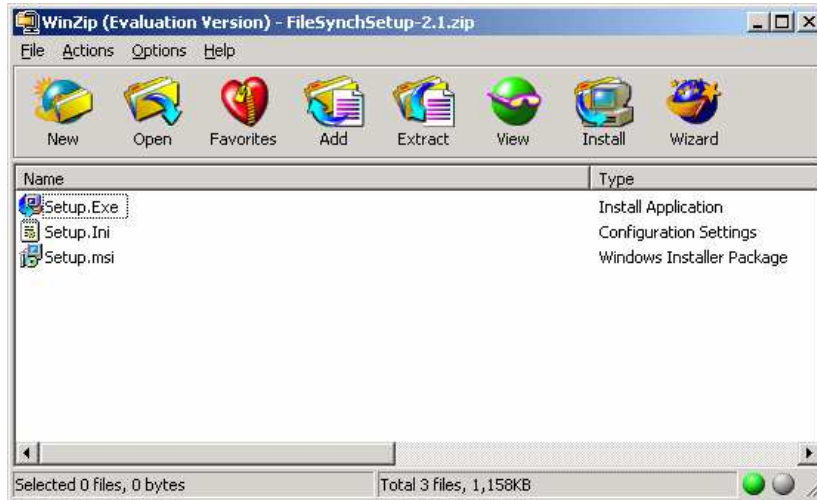


7. Please follow the installation instructions once the file download has completed.

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Installing FileSynch™

1. Locate the .zip file you have saved to your hard drive and open it.



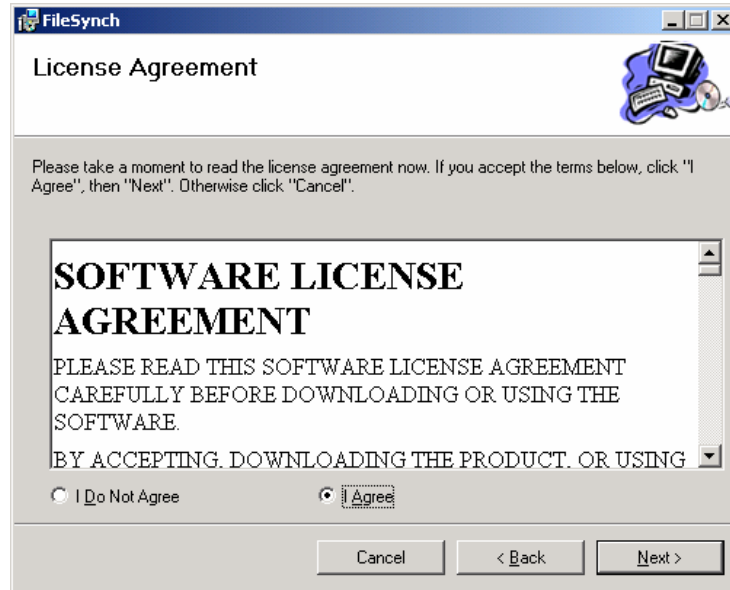
2. To begin installation, please run the Setup.exe file located in the .zip file by double clicking on the file.
3. You will see the first screen of the installation package if everything worked to this point.



4. Click the **Next** button to begin installation.

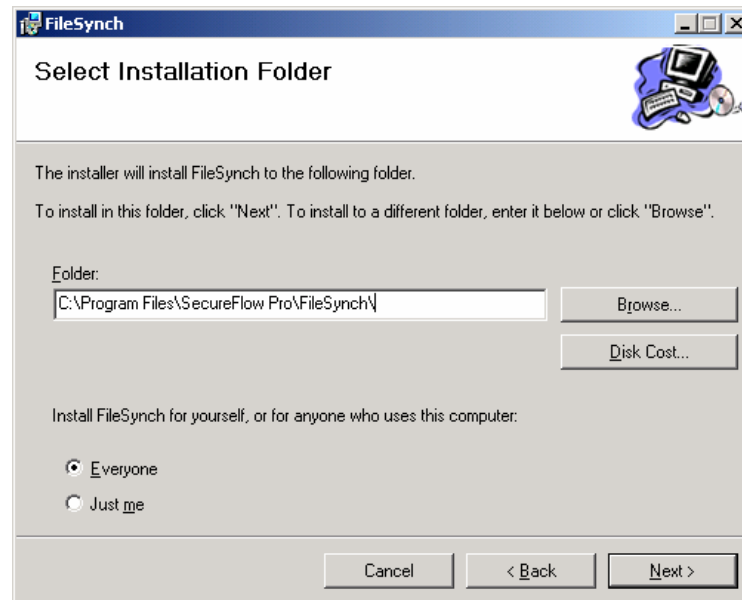
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5. The next screen shows you the license agreement for the product. Select the **I Agree** option and click the Next button.



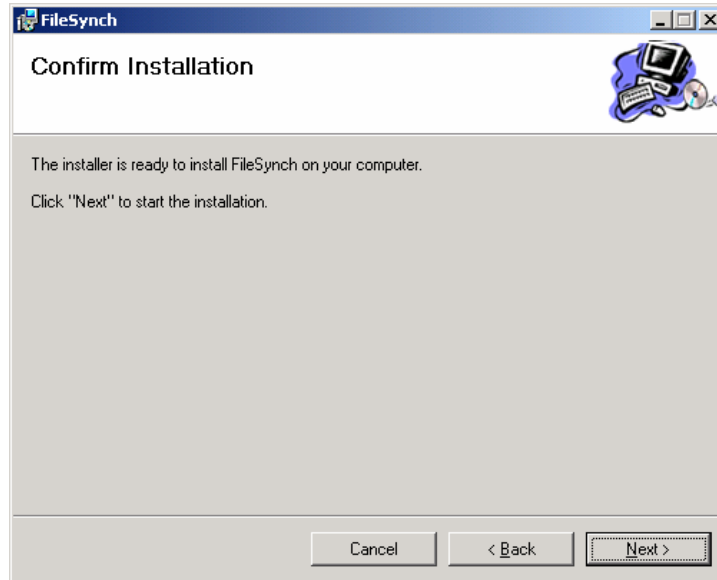
6. The next screen allows you to select the location of the software. The default location is typically acceptable. Please make sure to check the **Everyone** radio button if you have more than one user profile that needs to access FileSynch™ on this computer.

Click the **Next** button to continue.

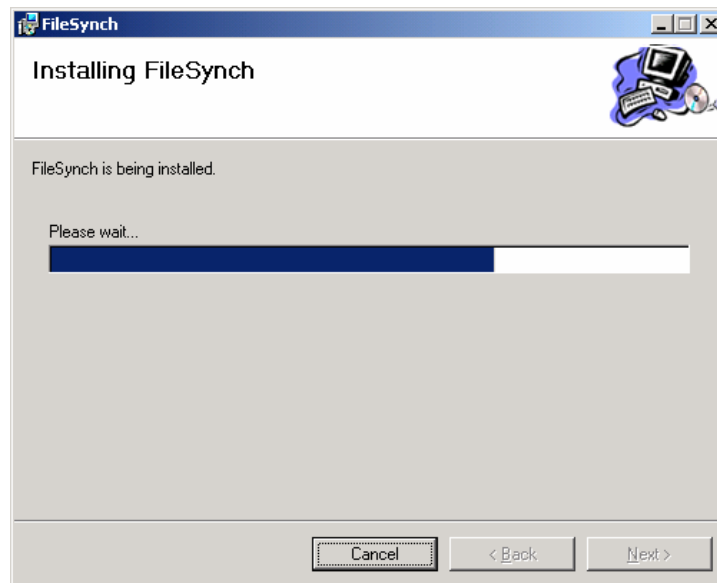


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7. The next screen is a confirmation screen. To begin installation, please click the **Next** button.

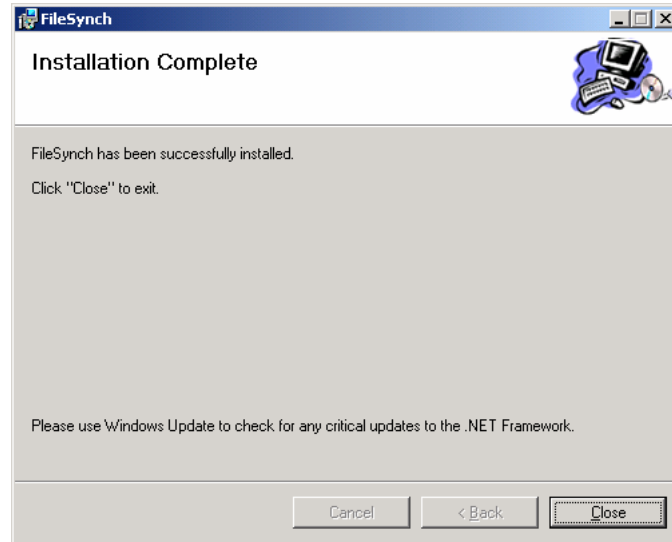


8. You will see a progress bar as FileSynch™ installs on your computer.



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9. When the installation has completed you will see the success dialog box. Please click the **Close** button to finish the installation.



17. Congratulations. You have successfully installed FileSynch™. To begin using FileSynch, please consult the usage documentation.