



# etfileCloud Workstation Install Instructions



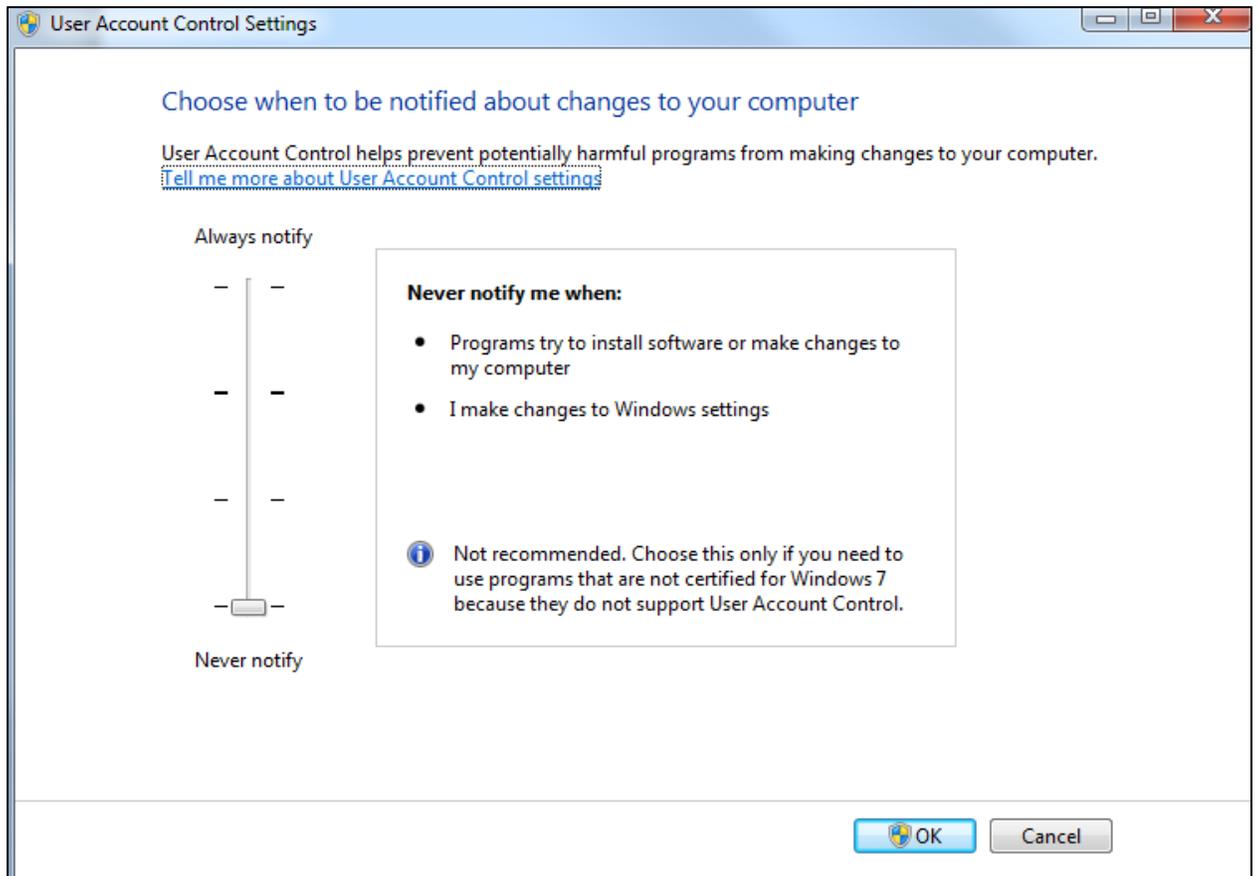
**etfile**

## Pre-Installation:

Before beginning the installer ensure the **User Account Controls** are turned all the way down. If they are not, they need to be turned down fully and the station rebooted.

## To Turn Down the UAC (User Account Controls):

1. **UAC for Windows 7:** Click the windows button in the bottom left corner.
2. Type in UAC in the box that says: “Search programs and files”. When “Change User Account Control Settings” pops up in the search results, click it.
3. On the **User Account Control Settings** dialog box, drag the slider all the way down to “Never notify” and then restart the CPU.



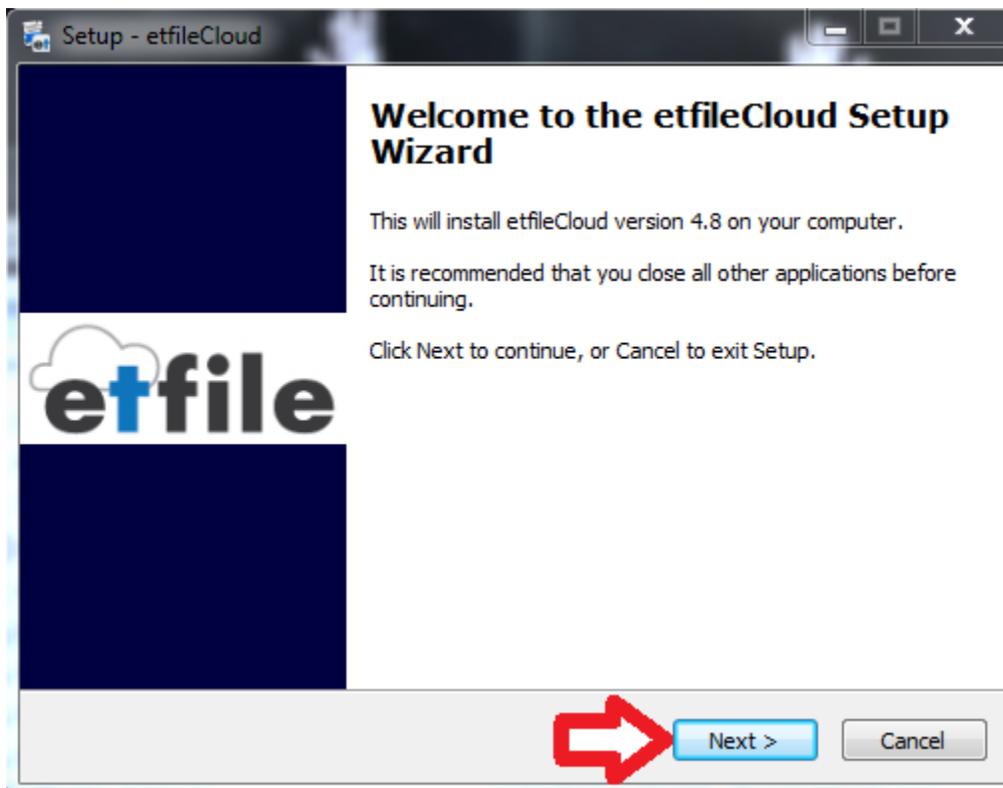
4. **UAC for Windows 8/10:** Please call technical support to assist you on this since there are registry changes that may be needed.

## Cloud Workstation Installation:

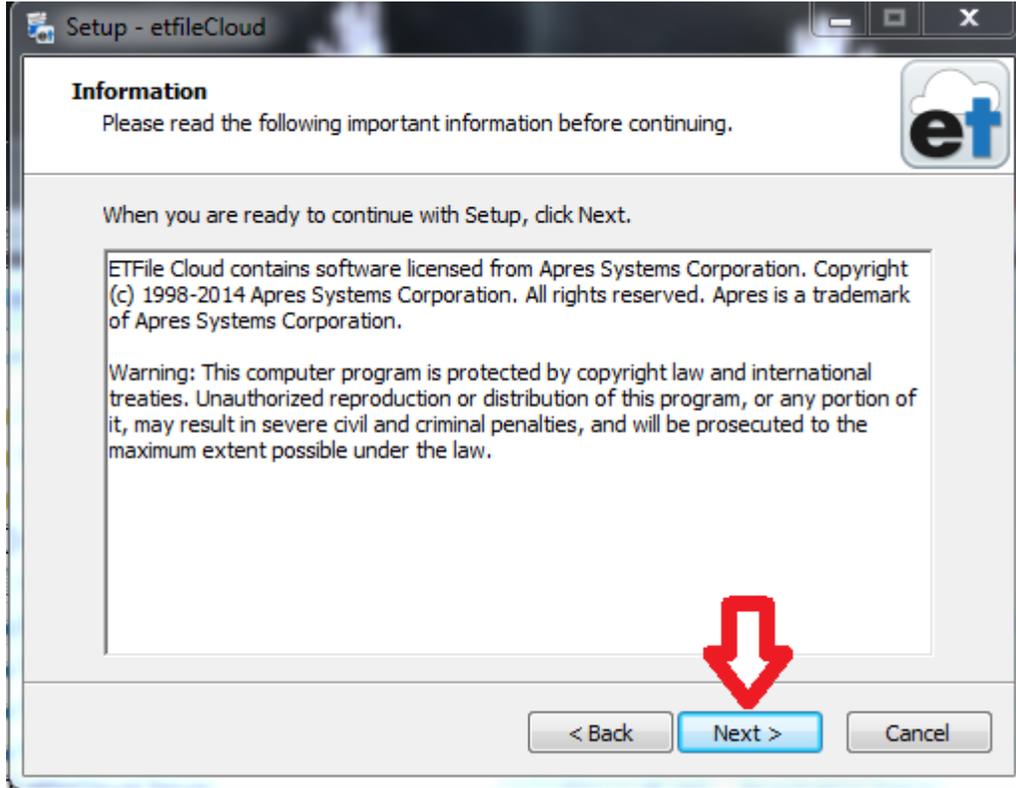
This installation is for workstations that will use the etfile CLOUD to file/search. This installation will also install the Management Console and Analytics tool which are Administrator modules. You can right click and delete these icons if they are not being used. The workflow Console and the Cloud Setup icons will also be added and can be deleted as well. This install does not automatically set up an etfile Cloud Scan station. In order to scan from this workstation you would need to connect a scanner and add the scanner drivers. Please call our Technical Support group with any questions on this installation.

### To Install the etfile Cloud Workstation:

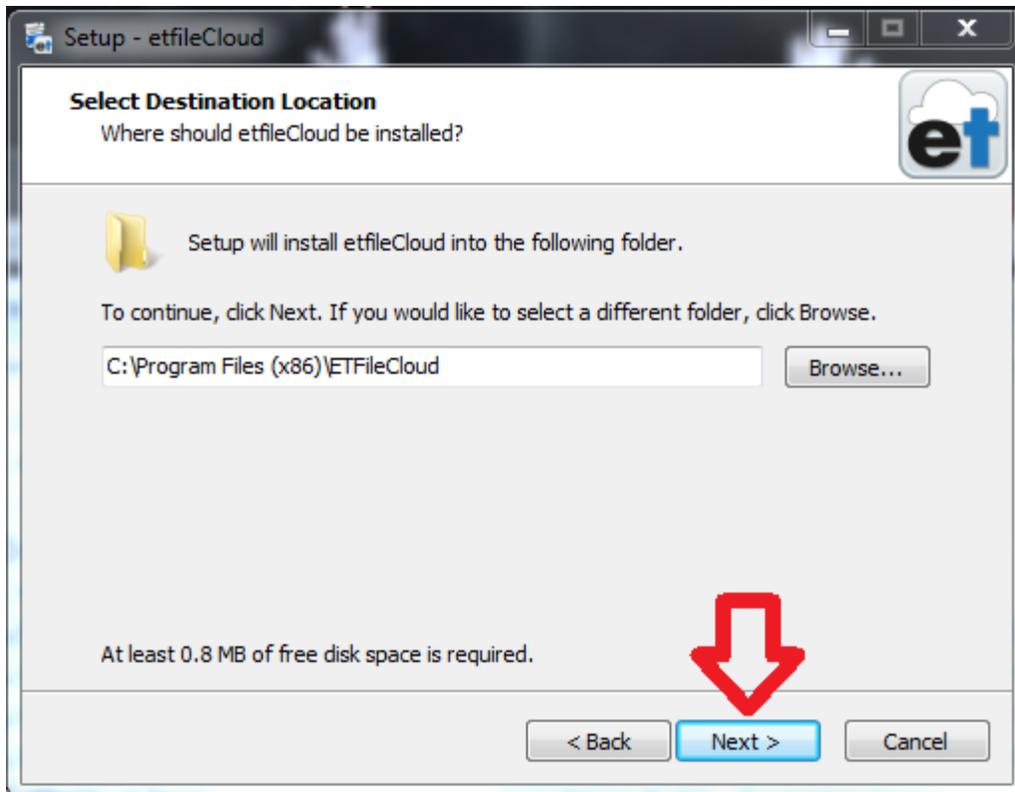
1. Locate the installer called 'etfileCloud\_Auto\_setup'. The installer needs to be provided to you from our Technical Support Group or Trainer. Please contact us to provide the installer.
2. Right-click on the installer and select 'Run as Administrator.' This will begin the Installation process.



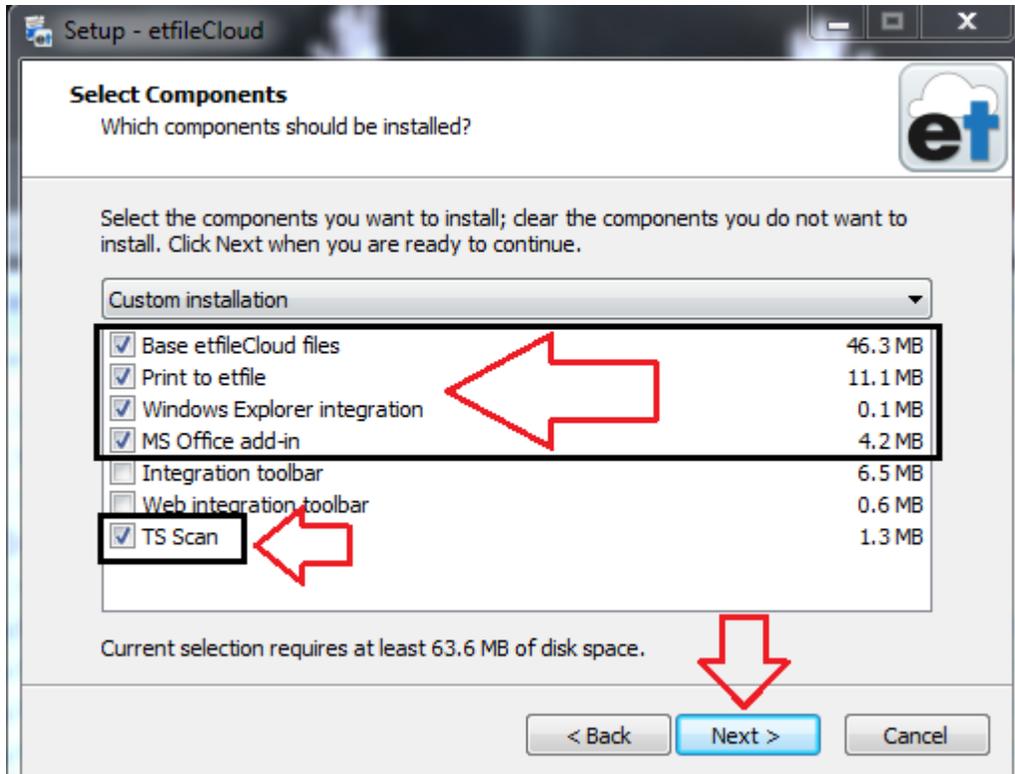
3. Click **Next**.



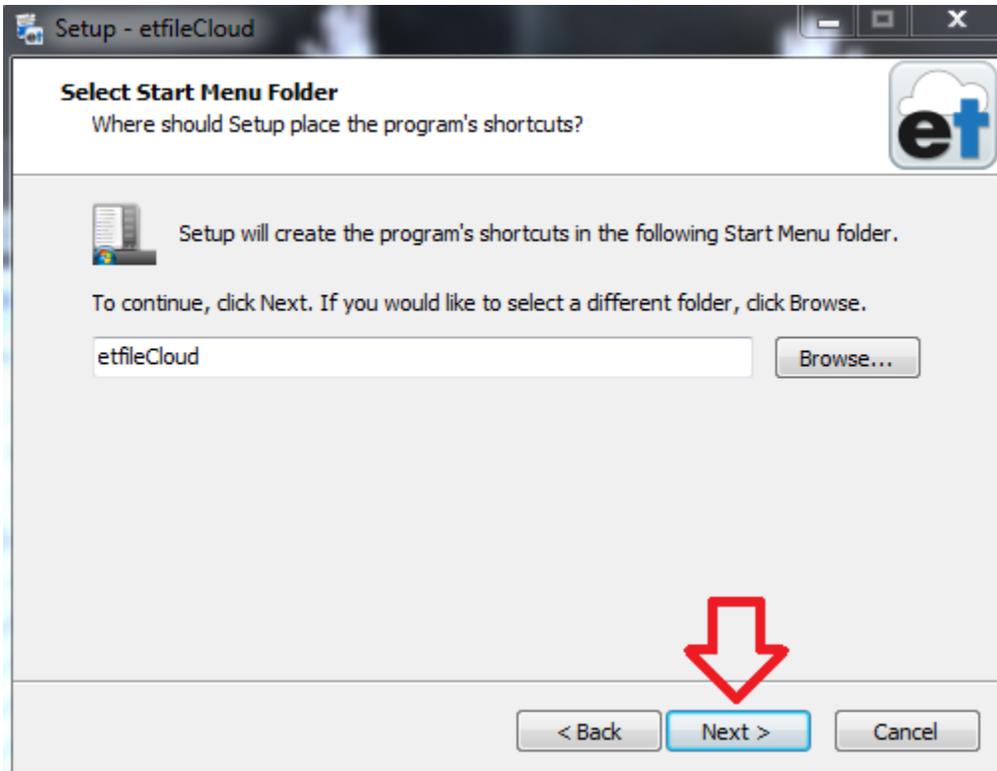
4. Click **Next**.



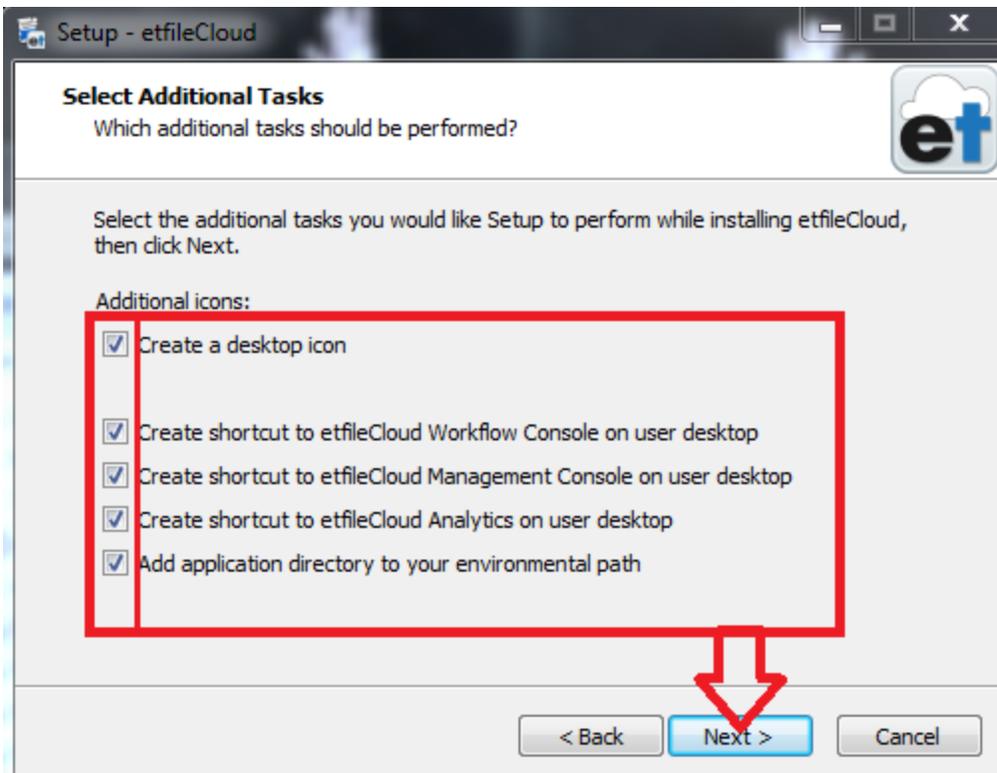
5. Click **Next**.



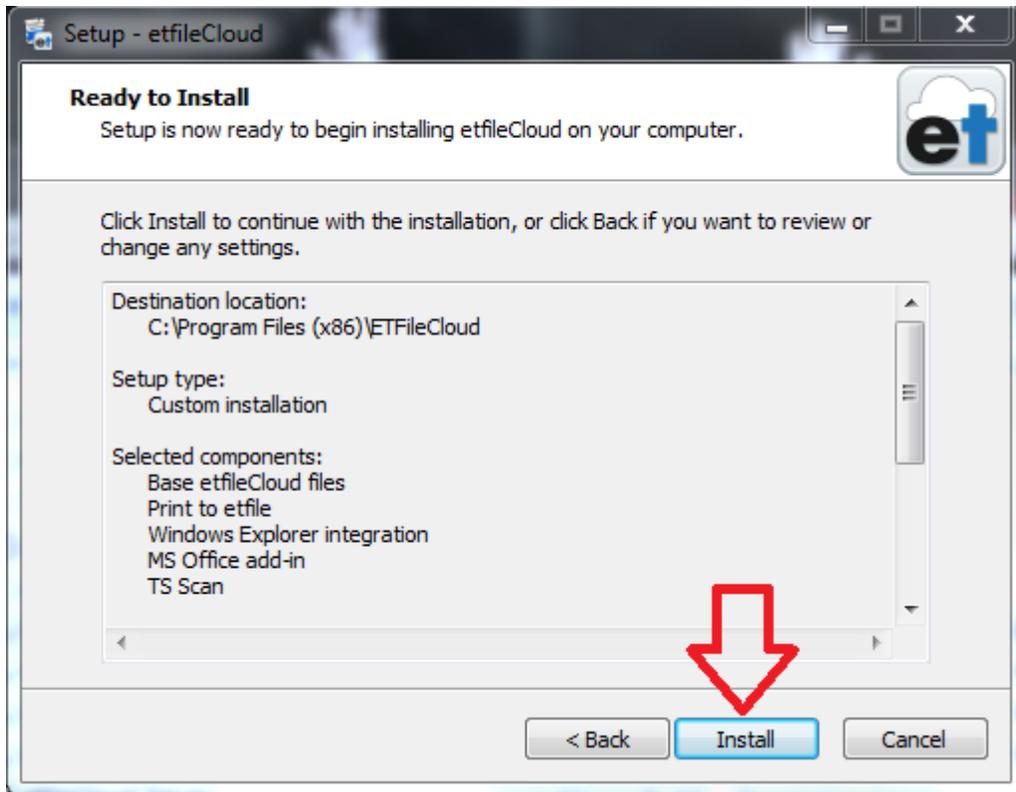
6. Select all of the above selections including **TS Scan** then click **Next**.



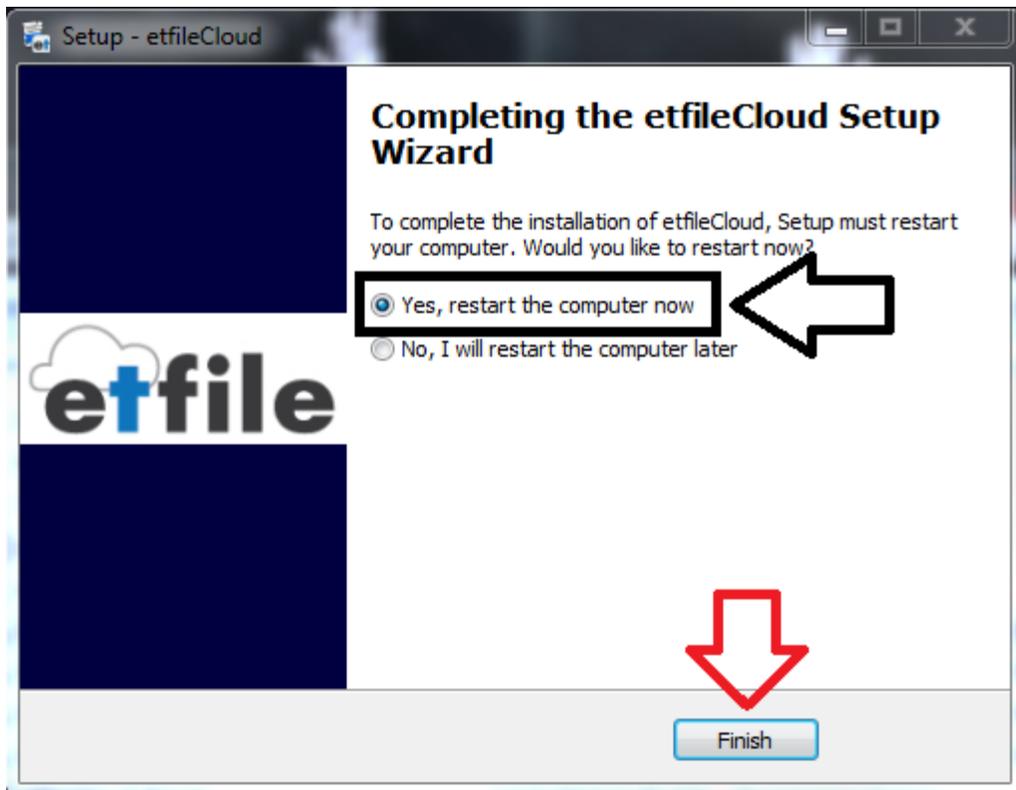
7. Click **Next**.



8. Select all selections as shown above and select **Next**.



9. Select **Install**.



10. Choose Finish and allow it to restart your computer.



11. When your computer is restarted double click the etfile Cloud icon:

12. This will launch the **etfileCloud Login** box which logs you into the Cloud. This should default to the correct server and Username, however, you may have to type in the username after the \ if it is not already there. If you are unsure of these entries please call our Technical Support Specialist. Each workstation install will be a different number after the username. For instance, the first workstation installed will be in this example above:

**Username: etfileCloud\etfile1.** The second workstation install **User Name** for the **etfileCloud Login** will be **Username: etfileCloud\etfile2** and so on for each Workstation install.

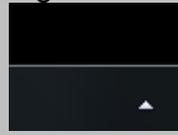
A screenshot of the 'etfileCloud Login' dialog box. It has a title bar with the 'etfileCloud' logo and a close button. The dialog contains three input fields: 'Server:' with the value 'etfilecloudauto.etfilecloud.com', 'User name:' with the value 'etfileCloud\etfile1', and 'Password:' which is masked with dots. At the bottom, there are two buttons: 'Login' and 'Cancel'.

13. Select Login on the **etfileCloud Login** box.

14. This will launch the **etFile Login** box. Log in with your etfile Username and Password.

A screenshot of the 'etFile Login' dialog box. It has a title bar with the text 'etFile Login' and a close button. The dialog contains two input fields: 'User ID:' with the value 'APRES' and a 'Details' button to its right, and 'Password:' which is masked with dots and a 'Change' button to its right. At the bottom, there are two buttons: 'Login' and 'Cancel'.

**Note:** If you have any issues with the Cloud not launching click the arrow on the



very bottom system tray of your screen to the far right:

Right click on the first **et** icon shown. When prompted to **Close etfile Cloud Listener**-select yes on the message to close this. Then go back and click this arrow again and right click on the other **et** icon and choose **Log off from etfile Cloud** and choose **yes** to the message. Then click on the etfile Cloud icon to launch etfile Cloud again. If this does not launch the CLOUD please contact Technical Support for assistance.

**If you run into any problems during this process, or have any questions along the way, please call etfile Support at 888-672-7737 ext.3.**