

## Quick Start Instructions:

- 1) Insert the flash drive or CD.
- 2) From the start menu choose Run.
- 3) Type d or f:\setup.exe (substitute the appropriate letter for the device used).
- 4) Click OK.
- 5) Follow the instructions on the screen.

### FOR NETWORK INSTALLS ONLY:

- 1) You **MUST** load the software from a remote workstation, **NOT** directly on the server.
- 2) You **MUST** map the network drive on all users computers. Calling the software through a UNC will not function properly.
- 3) When a new user wants to log into Standard-Ease from their computer, they must first run the tb90run.exe found in the folder on the network drive where Standard-Ease is loaded. They only need to do this once, it will load the files needed on their computer to access Standard-Ease.

Now you must activate the software before running.

## PRODUCT CODE: PROVIDED WITH SOFTWARE

### Activating the Software Automatically:

- 1) Your computer must have access to the Internet to use this feature.
- 2) From the start menu choose Programs...Y14.5 Standard-Ease 2009...Actman.exe.
- 3) Once in Actman click the Activate button.
- 4) Enter the product code provided on this card.
- 5) The software will automatically activate and you are ready to start.

### Activating the Software Manually:

- 1) From the start menu choose Programs...Y14.5 Standard-Ease 2009...Actman.exe.
- 2) Once in Actman uncheck the Automatic button at the bottom of the screen.
- 3) Click the Activate button.
- 4) Actman will provide you with a user code.
- 5) You may use a computer with Internet Access or call 888-832-3273 for this step.
  - a) From a computer with Internet access: From your Internet browser type <http://www.w3admiral.com/tecease>. Click on the activate software button. Enter your product code and your user code provided by the Actman software. You will be given an activation code. **WRITE IT DOWN** and save it for future reference.
  - b) If you do not have access to the Internet, call 888-832-3273 or 716-785-6015. You will need both your user code and product code. We will give you an activation code.
- 6) Enter the activation code into the window provided in Actman and you are ready to start.

### Starting Software:

- 1) From the start menu choose Programs.
- 2) Choose Y14.5 Standard-Ease 2009.....standard.exe

**For more information see the Read Me.pdf contained on the flash drive or CD.**