

If you (or your PC!) is new to the FileBound v4 application, There are a few quick items that need to be addressed to ensure you will be able to access the image viewer section of the system.

Minimum Requirements for Your PC

- Windows 2000 operating system or newer.
- Internet Explorer 6.0 or greater
- Administration Rights to download files form the Internet (at least during the installation of the FileBound viewer components)

User MUST make all listed changes BEFORE attempting to view any FileBound images!


How do I know if I have admin rights? If you have ever downloaded files from the Internet before without your IT department's involvement, you should have no problem! If your organization **does not** allow its end-users such capabilities, you will need to contact your IT department to enable this feature before you proceed.

Setting Up Internet Explorer to work with FileBound

Step 1: Make FileBound a Trusted Site



Trusted sites

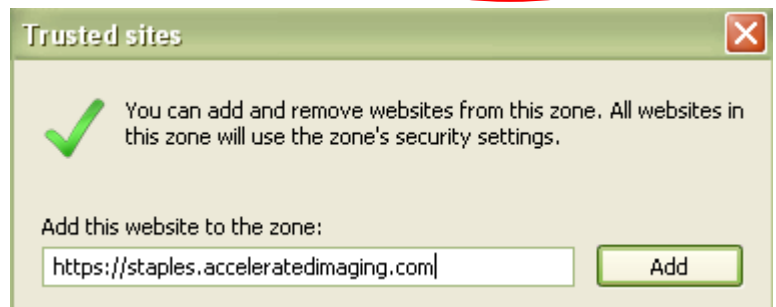
1. Launch an **Internet Explorer** browser;
2. Once open, click on the **Tools** word menu, a pop-up menu will appear
3. From the pop-up menu, select **Internet Options...**, new pop-up window will appear.
4. From the Internet Options Pop-up Window, select the **Security** tab.
5. In the "Select a zone to view..." box, select the **Trusted sites zone** (see icon above);
6. The  button will activate on the pane. **Click** on it. A Trusted sites pop-up will appear, as shown in the display below.

7. In the "Add this Web site to the zone:" text box, **type:**

https://staples.acceleratedimaging.com

Don't forget the "s" at the beginning of the address...ensures a secure, encrypted access to FileBound

8. Click on the Add button;
9. Confirm the address was added site was added to the list, displayed below the Add box;
10. Click the OK button at the bottom of the window. The Trusted sites pop-up will close.



Setting Up Internet Explorer to work with FileBound

Step 2: Enabling ActiveX Controls




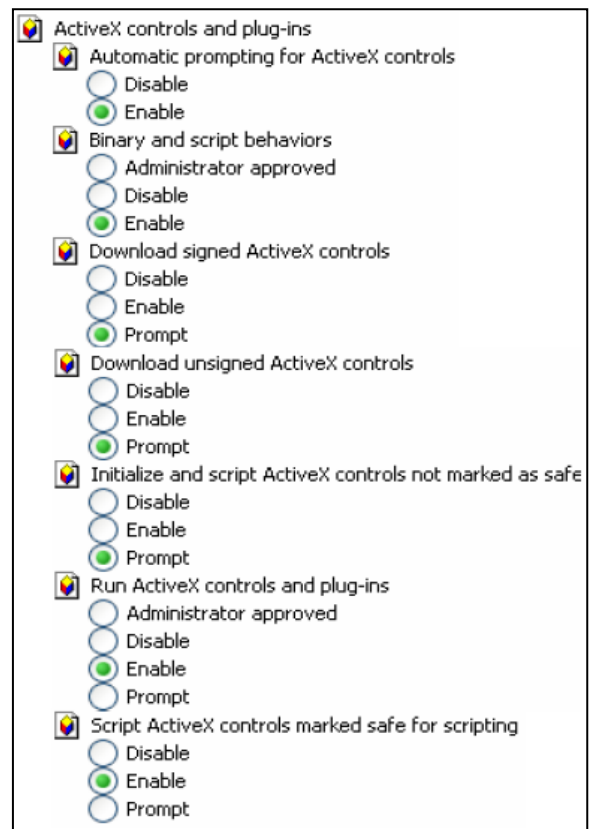
ActiveX is Microsoft's version of Java software, and is what let's the FileBound viewer be interactive. Taking these next steps will ensure the viewer will load and continue to function properly.

NOTE: These setting changes will only apply to your trusted websites (Step 1 on the previous page).

From the **Security Tab**, and with you **Zone still set to Trusted Sites**:



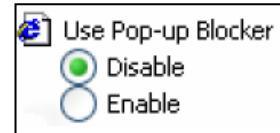
1. Click on the custom level button (see right).
A **Security Settings – Trusted Site Zone** pop-up window will appear;
2. Scroll down to the  **ActiveX controls and plug-ins** header. Will find a series of ActiveX security settings listed below;
3. Set **ActiveX components** as follows:
 - A. Set **ALL to Enable**, except;
 - B. Set **Download signed ActiveX components** to Prompt, and
 - C. Set **Download unsigned ActiveX components** to Prompt
4. **DO NOT CLICK OK YET!!!** Continue onto next page for additional instructions...



Setting Up Internet Explorer to work with FileBound

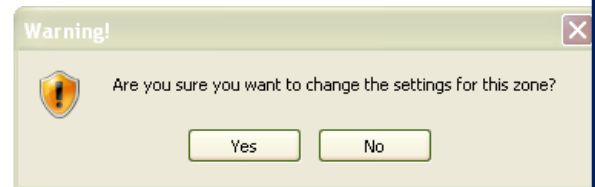
Step 3: Disabling Pop-up Blocker

1. Next, staying within the Security Settings – Trusted Sites pop-up window, scroll down to the **Use Pop-up Blocker** option, located in the Miscellaneous section.



NOTE: Some versions of Internet Explorer do not have this control located here. If your does not, you can try to skip this step...

2. Set to **Disable** (Shown at right);
3. Click the button to save the settings.
4. You may receive a Warning pop-up asking, "Are you sure you want to change the settings for this zone?" (or some similar language), click the "Yes" button. The Security Settings – Trusted Sites pop-up window will close.



For the duration of completing the first download, disable this option. Once you are successfully able to view the images, you may reset the "Use Pop-up Blocker" to enable, should you so desire.

Step 4: Finalizing applying the Changes to your Browser

1. From the **Internet Option** Pop-up window, click on the **Apply** button, located in the lower right corner of the window.
 - A. If the button is grayed-out, you can skip this step.
2. Click the Internet Options window **OK** button. The window will close.
3. **Close the browser!!!** Will need to start from a fresh browser to conform you are going to get onto the system.

The User's PC is now ready to proceed with the FileBound viewer installation process...continue to the next page.

Step 5: Perform the Viewer Installation Process

1. Open a new **Internet Explorer** browser;
2. Navigate to & log into **FileBound**;
3. Perform a **Search** for a single file known to be in your FileBound project. FileBound will (should) move to the "Please wait, retrieving documents..." view (shown below) & new pop-ups will start to appear.



4. **Accept/Approve/OK ALL** the pop-ups...may be up to 10 of these, depending on how many such components may have already existed on your PC.
5. After all are accepted, success is confirmed when additional STOPPED HERE downloads were successful if the area below the "Please wait, retrieving documents..." on the screen starts displaying the items being retrieved, as displayed below.



6. The viewer should now be showing in the browser!

FILEBOUND: INTERNET SETTINGS & REQUIREMENTS



If after taking these above listed steps the user is unable to view the images, please call Michael Dailey @ 603.512.9627 or email: mike.dailey@recordsforce.com.