

The Min-U-Script Pro v5.0 software is a complete transcript production, delivery and file management system. It is very easy to use and is designed to provide the absolute **best quality** in printed and electronically delivered transcripts offering **outstanding features** for you and your clients... all of which you will find easy to master.

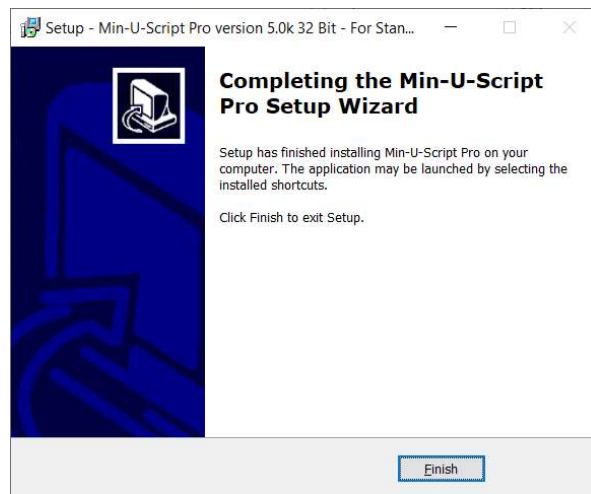
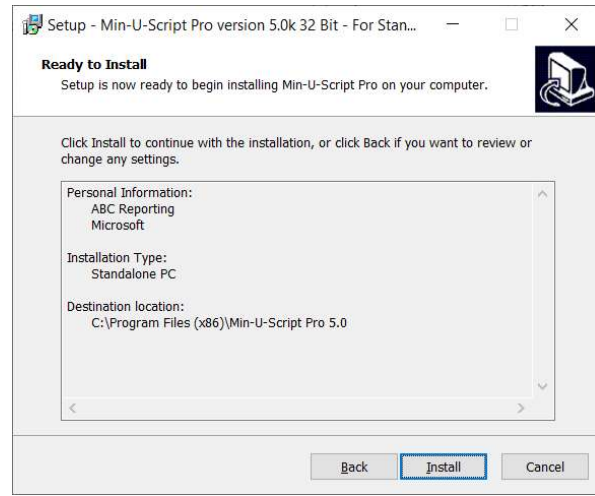
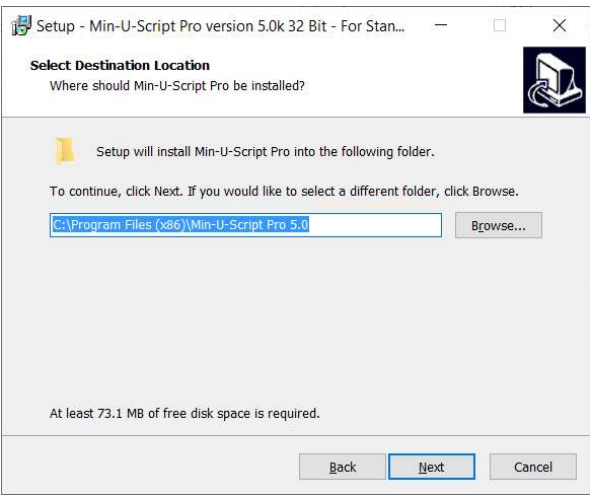
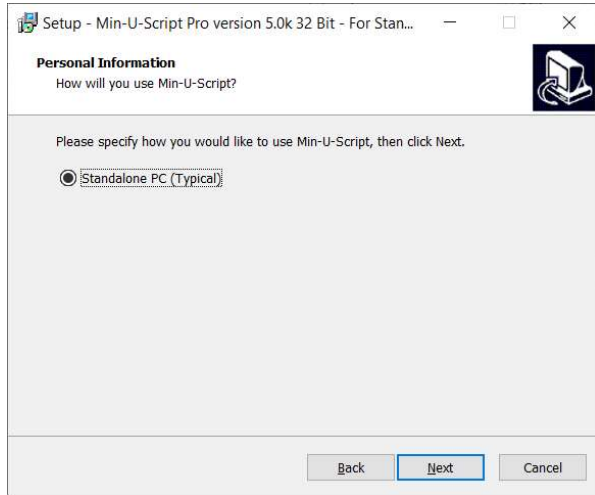
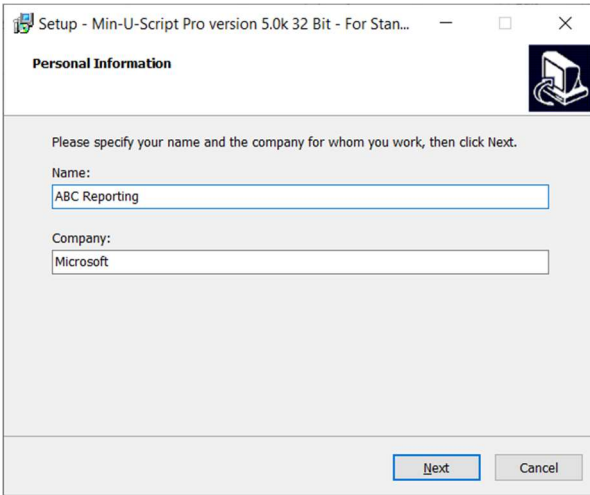
INSTALLING MIN-U-SCRIPT PRO

Video Tutor Link: Complete installation instructions can also be watched from the Video Tutor area of our website at www.minuscript.com/vtchapter3.html.

We encourage you to *test drive* the Min-U-Script Pro Program using our full-featured Evaluation program. The Evaluation program offers unlimited use, and is protected by printing “*For Evaluation Only*” on every page of the transcript. Once you determine the program meets your needs, a simple Product Code will unlock the Evaluation without need for reinstallation or readjustment of any preferences you may have already set.

To install the Min-U-Script Pro software go to www.minuscript.com and click on **Download Evaluation**, fill in the required information and then click **Submit**. Please note: Depending on your operating system or internet browser used the Min-U-Script software may NOT auto run. If the download does not auto run you will need to double-click the Min-U-Script setup file from your Downloads folder. Follow the prompts to complete the installation.

Min-U-Script Pro 5.0 Installation Guide



NETWORK INSTALLATIONS AND UPGRADES

- Network Installation: Installing Min-U-Script Pro on a multi-user network will require a different installation link than the Evaluation (Standalone Only). Upon purchasing the network version a link to download the Network version and instructions will be provided. During the Min-U-Script Pro Network version you will be prompted to enter a location and path to install the program files (we recommend that you keep the default location on the c:\) and a location to install the database on a shared drive on the server. You will need to install the network version of the software at each additional workstation individually and direct that workstation to the location of the shared Database already on the server.
- Installing Min-U-Script Updates/Upgrades: To request an Update/Upgrade to the Min-U-Script Pro software at any time go to www.minuscript.com/support, scroll down to **Quick Links** and click on Update your Min-U-Script Pro software with the latest 5.0 version, [Click Here](#). Complete the Upgrade Request form and click Submit. You will receive an email with an upgrade download link and instructions. Please note that updates are only available to customers on a current Annual Maintenance/Support agreement.

NOTE: Do NOT install the Evaluation program on a PC already containing the Min-U-Script Pro software as it may affect existing Min-U-Script Library and Setting Files. The Evaluation program is intended for first time installation ONLY.

REGISTERING Min-U-Script Pro

After purchase of the Min-U-Script Pro software online you will receive an email containing your Product Registration Code.

- Register Min-U-Script Pro: If Min-U-Script Pro is NOT already registered you will receive a dialog box asking if you would like to register Min-U-Script on start up, click **Yes** to proceed to the Registration window. You may also select *Register Min-U-Script Pro* from the *Help* menu at any time to register. If you are registering a multi-user network version you will need to follow the Registration process at each workstation using the same Product Code you were provided.

- Enter Product Code: Copy and paste your Product Code from your Registration email onto the Product Code field and then click **Register Now**.

Once you have registered, your Min-U-Script Pro software will no longer display Evaluation Mode across the top title bar and all documents will be clear of the “For Evaluation Only” watermark. When moving your Min-U-Script Pro software from one PC to another you will need to remove your Min-U-Script Pro registration in order to use your Product Code at the new computer.

- Locate Product Code: From the *Help* menu, select *About* and write down the Product Code displayed. You will NOT need to write down the User Code.
- Removing Min-U-Script Pro Registration: Select *Remove Min-U-Script Registration* from the *Help* menu. Click *Remove Now*.
- Transferring Transcript Library and Settings: For information and instructions on transferring your current Transcript Library, Formats, Company Information, Reporters and other settings to a new computer, please go to www.minuscript.com/support and click on Transferring Min-U-Script Pro to a New Computer from the **Quick Links** section.

INITIAL SETUP OF Min-U-Script Pro

1. Once installation is complete, a new icon for Min-U-Script Pro 5.0 is placed on the desktop. Double-Click on the icon to start up Min-U-Script Pro. Min-U-Script Pro will recognize this is the first time you are running the program and require some initial setup information. Click Yes to Continue.

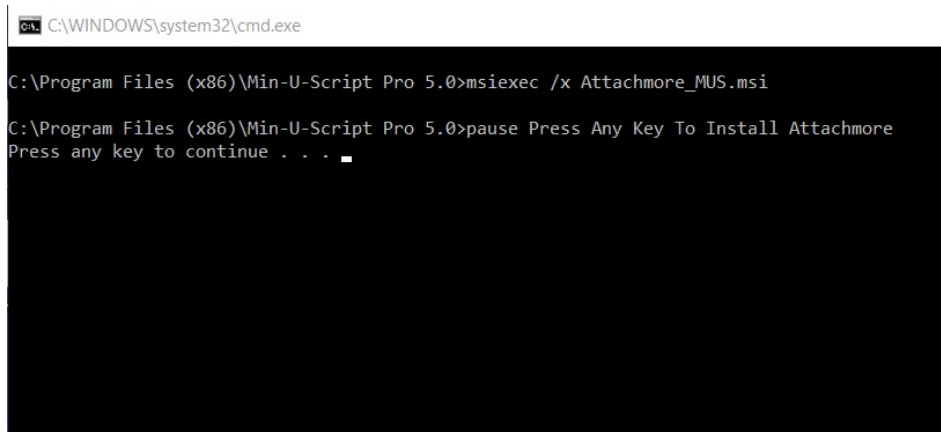


2. The Update Company Information window will open. Enter your Company Name into the required field and then click Save. You will be able to configure the rest of the information later during Setup. Please see the MUS Getting Started Guide for more information on setting up your Company Information.

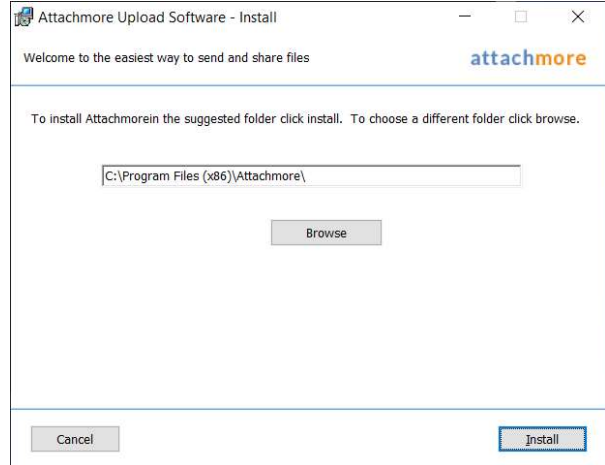
3. If you have purchased Min-U-Script Pro and have received a Product Code then Continue on to Register Min-U-Script Pro by entering your Product Code in the Product Code Field. Click Register Now to complete the registration. If you do not have a Product Code and would like to continue with the Evaluation then just click No and continue to the next window.
4. Min-U-Script Mail, a joint development with Attachmore, allows you to send large files through standard email by uploading your files directly to Attachmore and receiving a download link that you can then share with your customers. If you would like to evaluate the Min-U-Script Mail function included with your Min-U-Script Pro purchase, click Yes to continue with the Attachmore installation and setup. Follow the prompts to complete the installation.



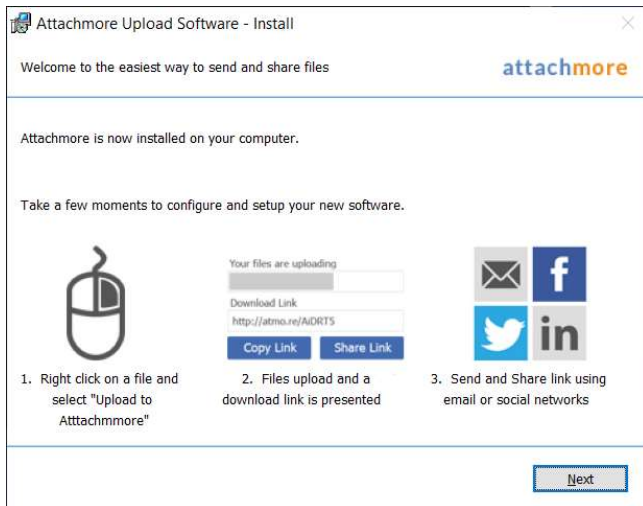
NOTE: During the installation you may see a black Windows Command window similar to the one pictured below that may open in the background. This window will close on its own later in the installation process. Please leave this window open during this process.

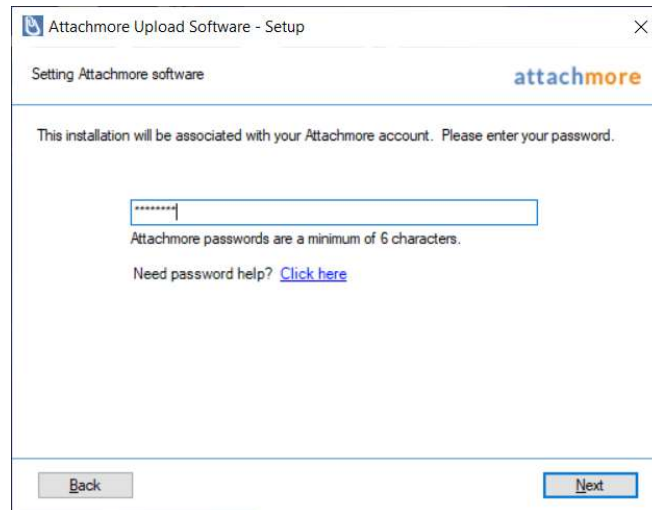


Min-U-Script Pro 5.0 Installation Guide



Once installed you will need to setup an Attachmore account. There is NO charge to set up an Attachmore account and includes a 60 free trial. If you decide to purchase Min-U-Script Pro your Attachmore account will be updated and you will receive the Min-U-Script Pro plan which is Included with your purchase at no extra cost.






Installation is complete, and you are now ready to start using Min-U-Script Pro! Refer to the Min-U-Script Pro Getting Started Guide available at www.minuscript.com/support under the Quick Links section.

The Video Tutor

To assist you in maximizing your use and understanding of the Min-U-Script Pro software, a complete video on-line manual, the Video Tutor is provided. The Video Tutor contains a library of step-by-step instructional videos on using your Min-U-Script Pro software. The Video Tutor is separated into chapters outlining each of the main functions and features offered. It is accessible directly from within the program by

clicking on **Tutor** from the toolbar menu or clicking on the Tutor icon  visible on most pages of the program. Clicking on the Tutor Icon from any open window will take you directly to the corresponding chapter. The Video Tutor can also be accessed from the Min-U-Script Website at www.minuscript.com/videotutor.

Contacting Support

Min-U-Script support provides high level, very responsive technical support to its users. Your initial purchase of Min-U-Script Pro comes with 6 months/Maintenance, after that time you may choose to extend your Support/Maintenance in yearly installments.

Although Support/Maintenance is optional, it is recommended that you remain under a Support/Maintenance contract to receive free updates, technical support, and assistance with transferring Min-U-Script software to a new computer if needed. Typically, most support issues involve a problematic ASCII file(s). If so, please email your file and a description of the problem to support@minuscript.com and attach the ASCII file to your email. You may also use the form found on the Support page of our website at www.minuscript.com/support to submit your support inquiry. Min-U-Script support will make its best effort to analyze the problem and respond by phone or email as quickly as possible. You may also contact Support at 888-877-1187 (option 3).

Our Support Page also offers a “Frequently Asked Questions” section and Formats/Settings and Preferences section that contains answers to many common issues. If you have a question not found on-line on our Support page, please feel free to contact Support.

Thank you for choosing Min-U-Script Pro. We are confident that you will immediately see the value and benefits it will provide to you and your clients.