File & ServeXpress
Batch Print + Download Utility

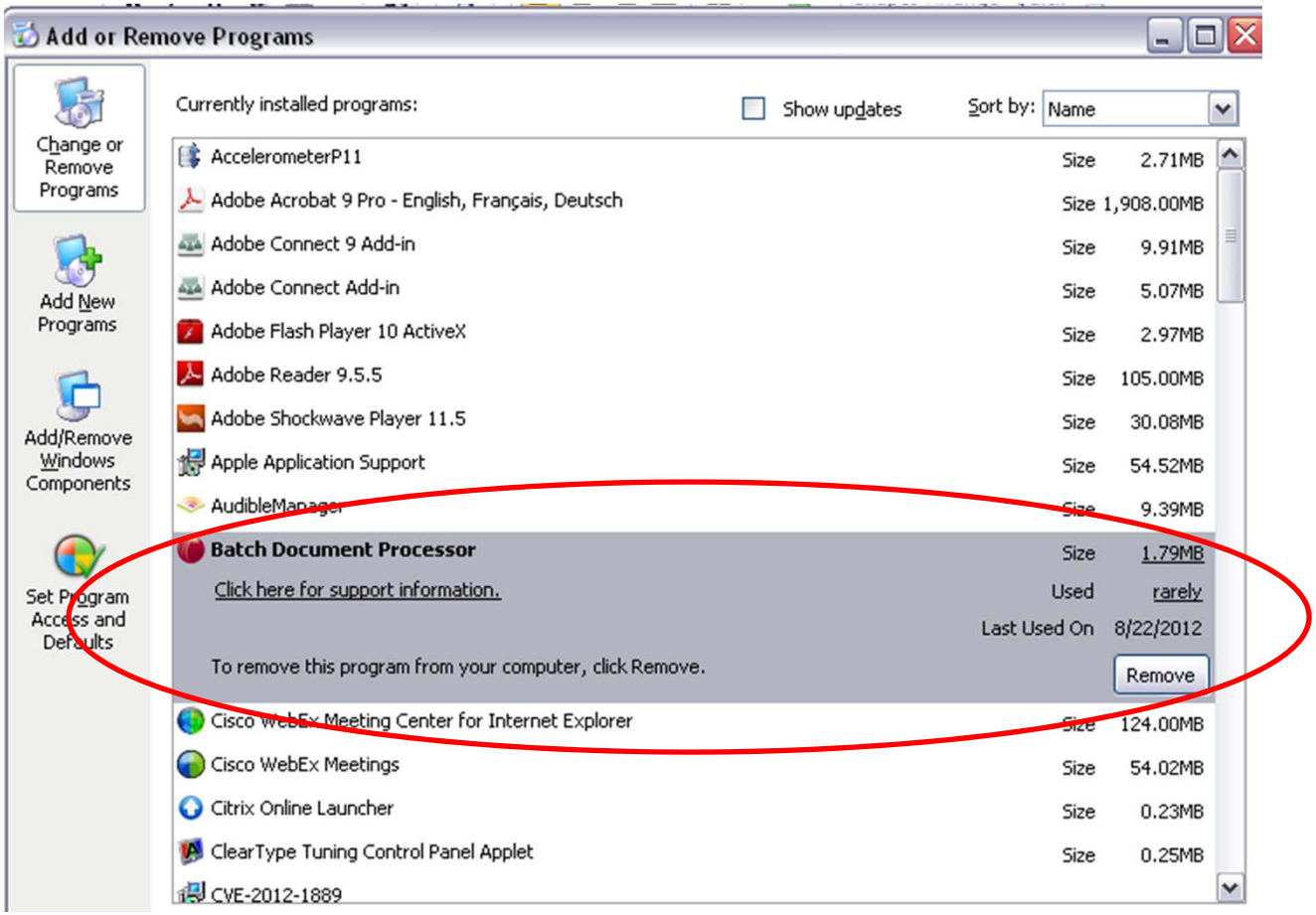
How to Update to Version 4.0

Available Monday July 15, 2013

File & ServeXpress™

Step One: Uninstall current version of batch utility.

- Go to your control panel
- Select add remove programs
- Remove Batch Document Processor

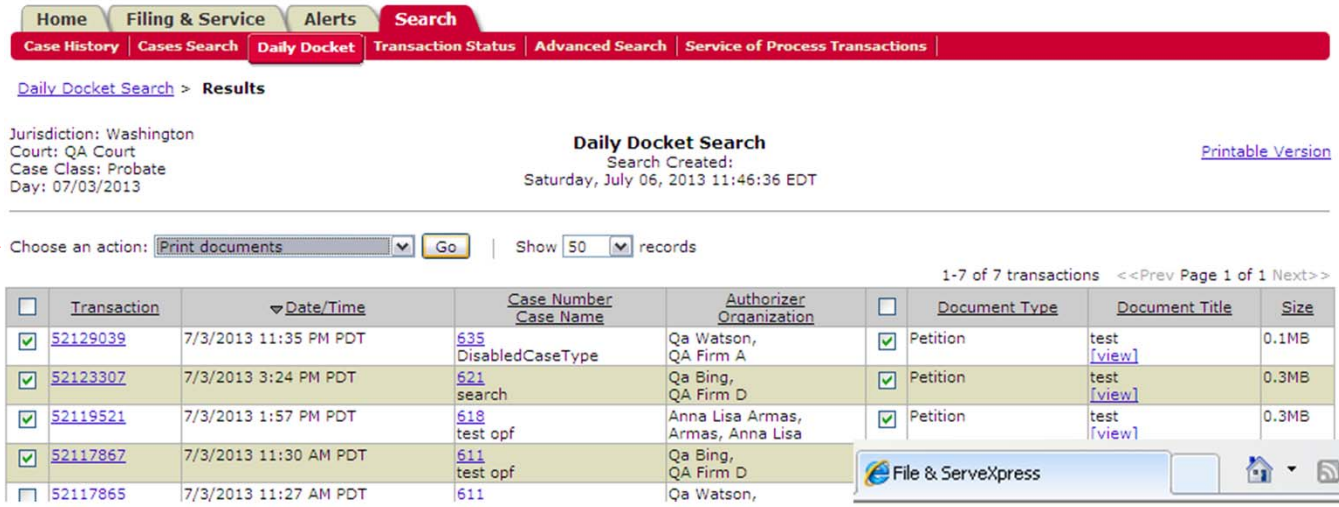


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Step Two: Logon onto https://secure.fileandservexpress.com

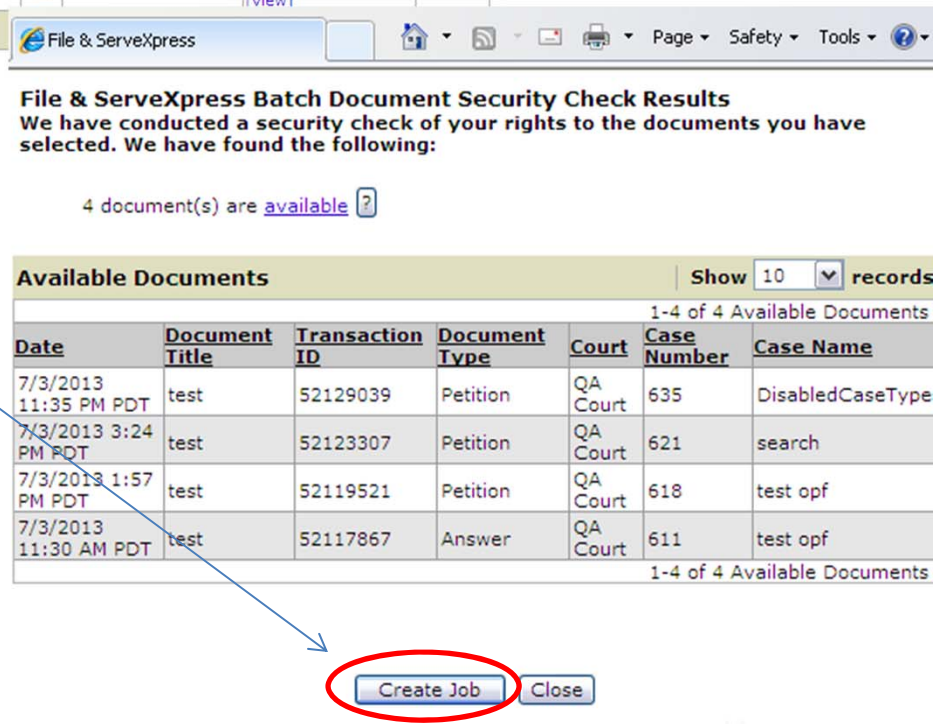
Step Three: Make sure pop up blockers are allowed on File & ServeXpress.

Step Four: Queue up a list for the batch processor from the choose an action drop down.

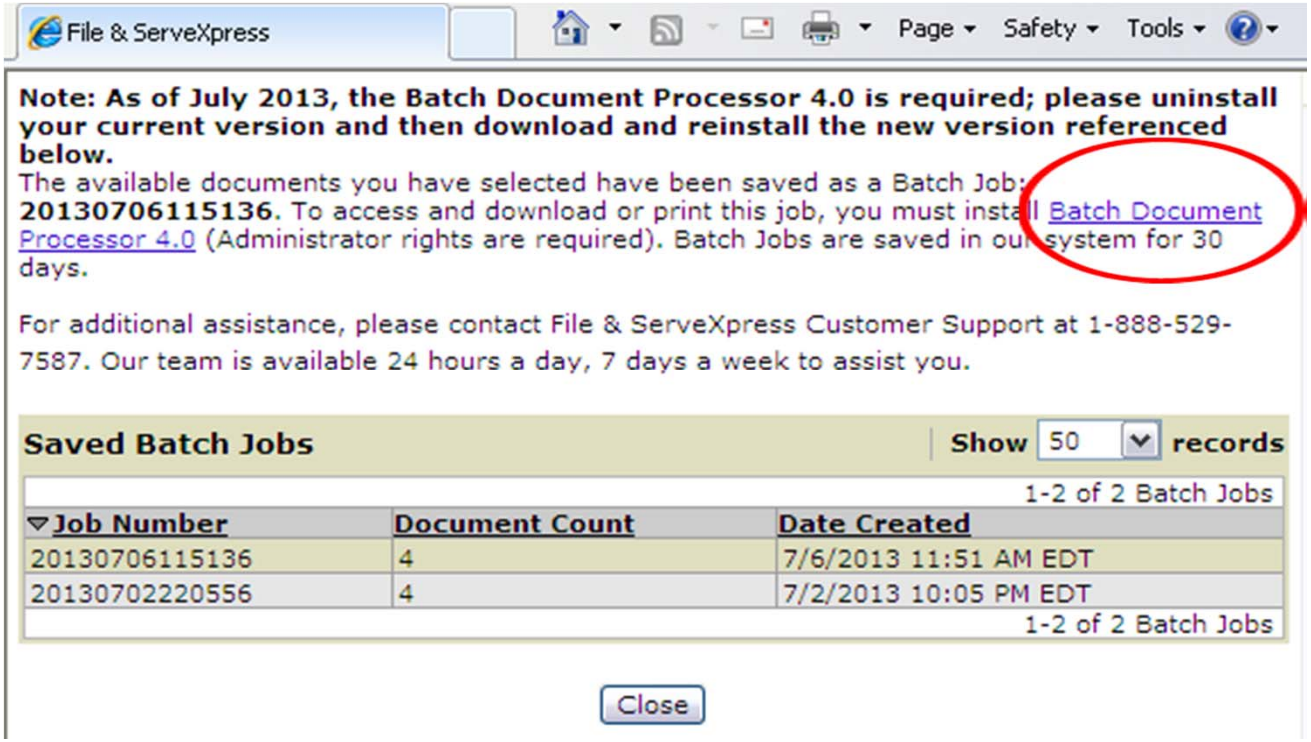


Step Five: A new window will open (make sure pop ups are allowed on File & ServeXpress). Click the create job button.

NOTE – You will not need to actually print/download this job, you just need to get to the next screen.



Step Six: Click the hyperlink Batch Document Processor 4.0.
Reminder - This will not be available until Monday July 15, 2013.

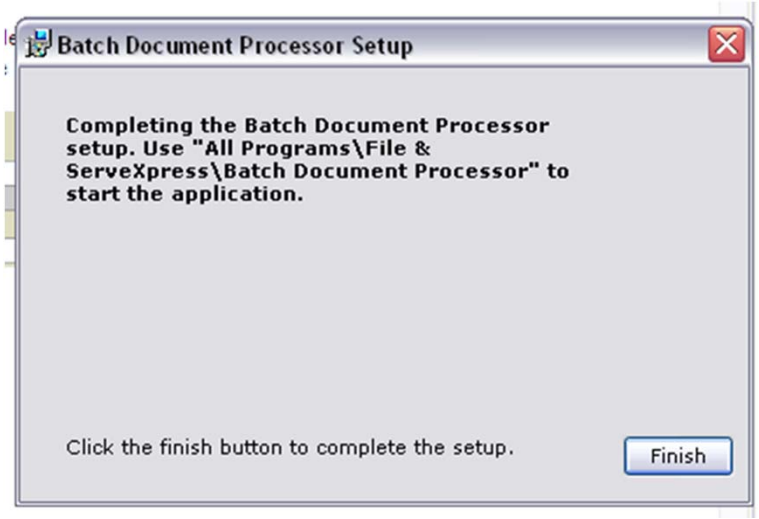


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Step Seven: A File Download window will open, select Run.



Step Eight: The new program will run in the Batch Document Processor Setup Window, once done the finish button will appear. Click the finish button to complete the set up.



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Step Nine: Go to your start menu > All Programs and select, File & ServeXpress > Batch Document Processor to launch version 4.0. You can now print/download the job you just created, or simply delete it.



NOTE – A desktop shortcut will NOT be automatically created.
You can click, drag and drop from the start menu to create a desktop shortcut.

Please contact customer service with any questions:

support@fileandservexpress.com

888.529.7587

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