



Need Help? Contact Support:

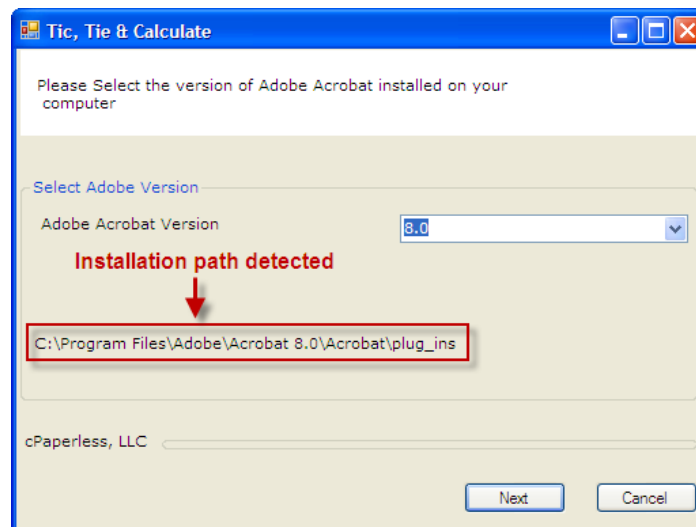
support@cPaperless.com

(800) 716-2558 x 200

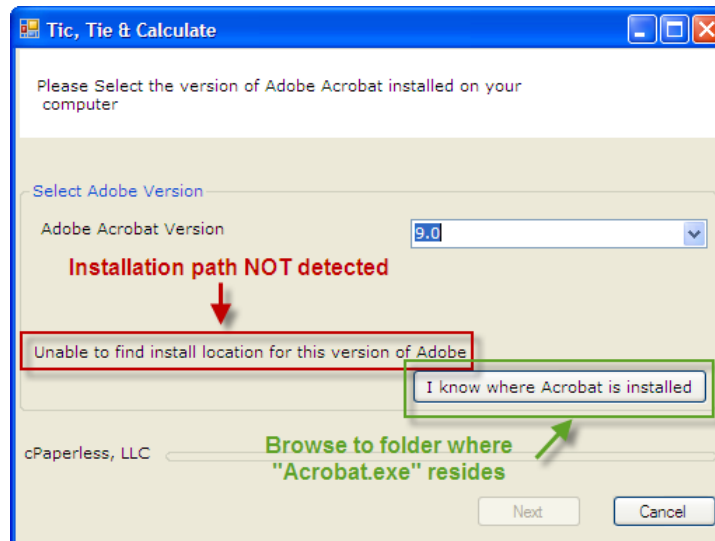
TTC - First Time Installations

I. Download and Install the Software:

1. Login to the computer as an administrator
2. Close Adobe Acrobat
3. Go to www.cPaperless.com.
4. Select the "Download Trials" tab and download TTC V 2.5 to your desktop.
5. Install as Administrator: Right mouse click the TTC2.5Setup.exe file on your Desktop and select "**Run as Administrator**"
6. Follow the onscreen installation instructions.
7. The final step will ask you to select the version of Adobe Acrobat installed on the computer. Select the version from the drop down menu.
 - a. If the TTC installation program **DETECTS** the proper installation path, it will be displayed in the window as follows:



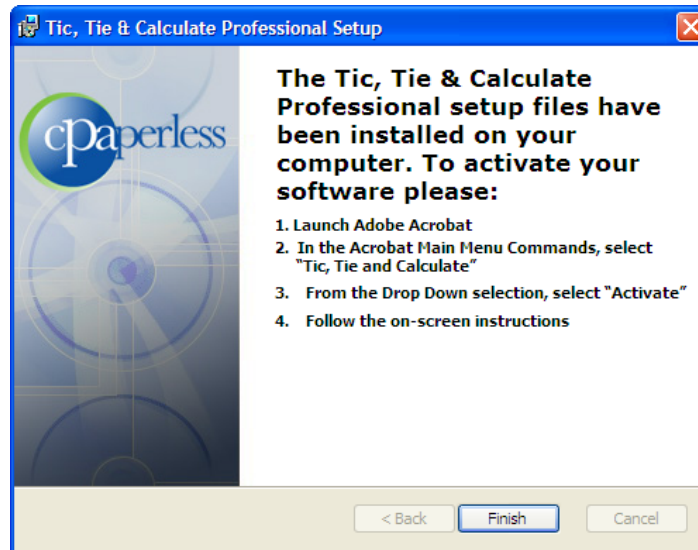
- b. If the TTC installation program **CAN NOT DETECT** the proper installation path, the following message will appear:



- i. Click the “I know where Acrobat is installed” button to browse to the folder where the Acrobat.exe file resides on the server.

NOTE: Where **C:** represents the installation drive and **9.0** represents the installed version of Adobe Acrobat, the Acrobat.exe file will usually reside in the following folder path: C:\Program Files\Adobe\Acrobat 9.0\Acrobat.

8. Click “Next” and the following message should appear:

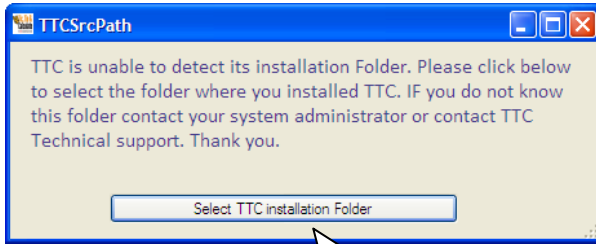


9. Select “Finish” to complete the installation process. Proceed to Activation.

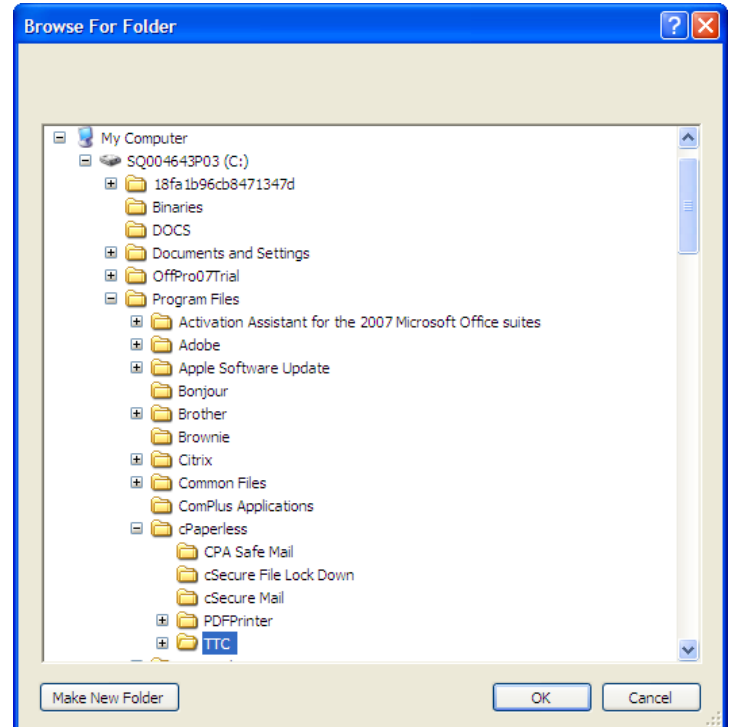
IMPORTANT: If you do not see the above message, then your installation of TTC V 2.5 has not yet finished. Please see Step 10 below or contact cPaperless support at support@cPaperless.com or call (800) 716-2558 x 200 for assistance.

10. ONLY IF you will see the below message, then please map the location of the TTC folder:

NOTE: Where **C:** represents the TTC installation drive, then the TTC Folder will reside in the following folder path: C:\Program Files\cPaperless\TTC.

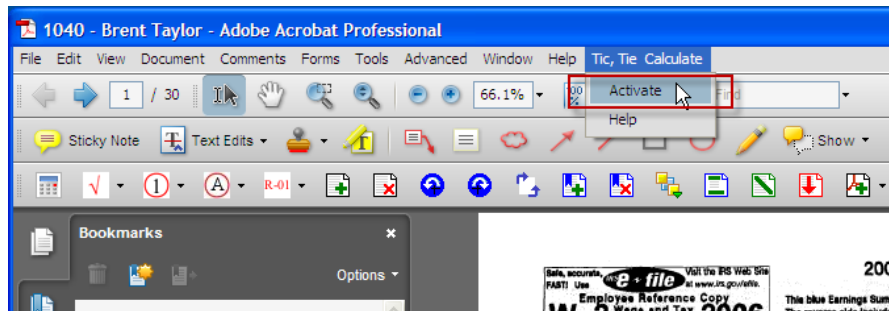


Select this command button and browse to the TTC folder located at:
<Install Directory>\Program Files\cPaperless\TTC

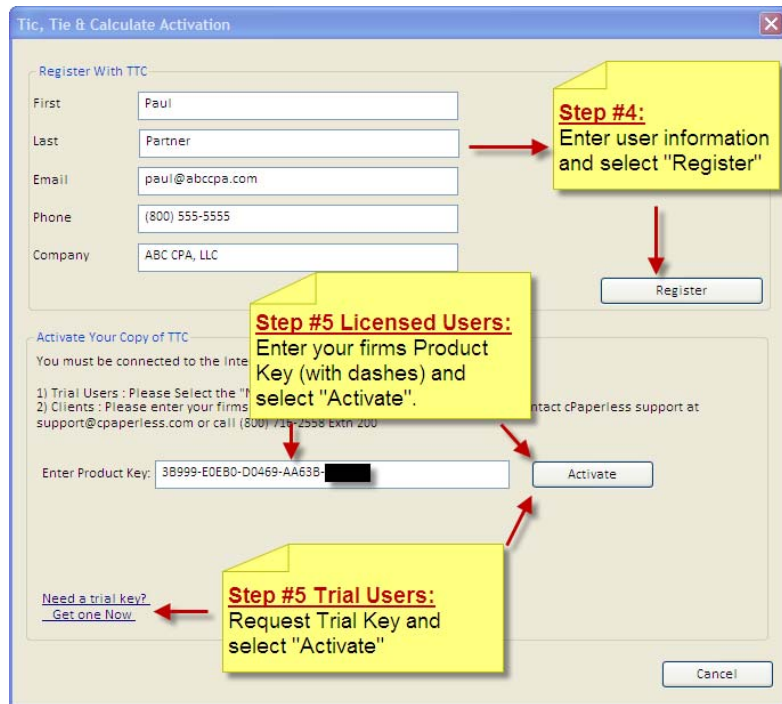


II. Activate the Software:

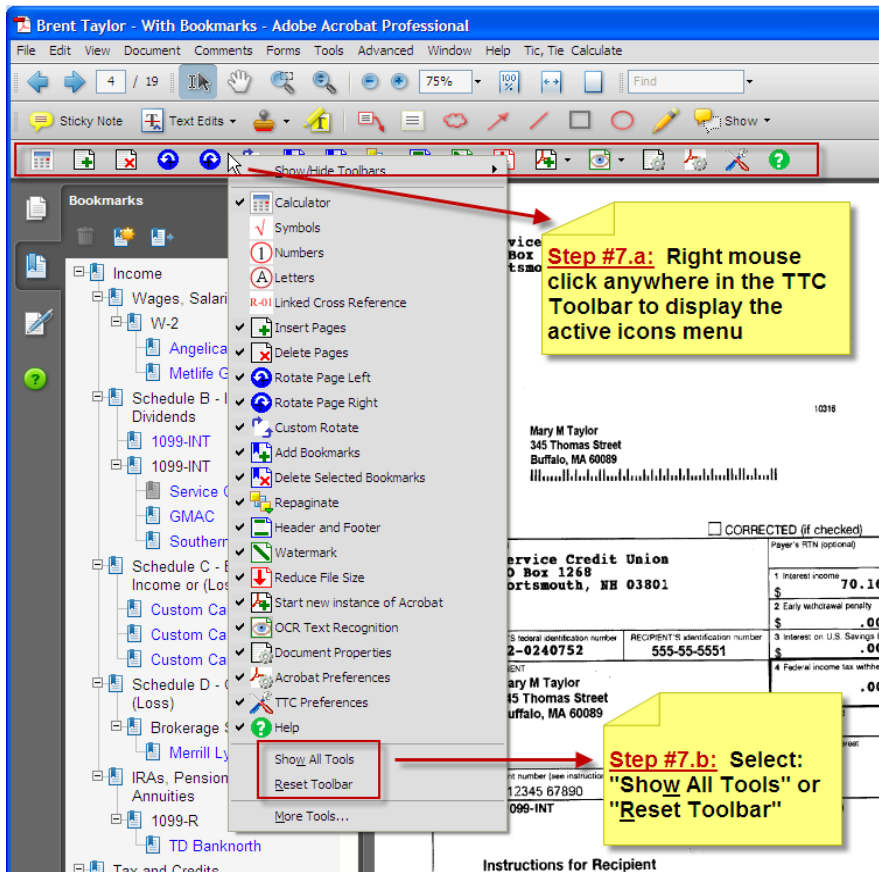
1. Log into the licensed users profile on the desktop PC or laptop computer (**Only login as Administrator if the licensed user is the Administrator of the computer**).
2. Launch Adobe Acrobat.
3. From the Adobe Acrobat main menu, select "Tic, Tie & Calculate" and select "Activate" from the drop down menu:



4. Enter registration information and select "Register" (all fields required).
5. Enter your Product Key.
 - a. **Licensed Users:**
 - i. Obtain your Product Key from your Firm Administrator.
 - ii. You **MUST** include the dashes when entering your Product Key. We recommend you copy & paste it into the input field rather than typing it.
 - b. **Trial Users:** Click the link titled "Need a trial key? Get one Now"

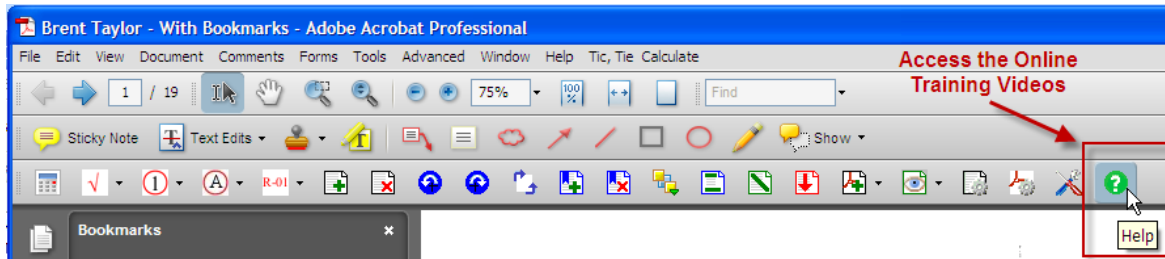


6. Select "Activate". Activation is complete.
7. **Close Adobe Acrobat, and then re-launch Adobe Acrobat for changes to take effect.**
8. Ensure all the TTC Toolbar Icons are being properly displayed:
 - a. Right mouse click ANYWHERE INSIDE THE TTC TOOLBAR to display the active icons menu.
 - b. Select "Show All Tools" or "Reset Toolbar".



III. Need Help? Online Training Videos:

Watch the online training videos by selecting the “Help” icon in the TTC Toolbar:



IV. Refer a Friend:

We feel confident that TTC V 2.5 will bring value to your firm and your every day working life. At cPaperless, we provide FREE 30 day trials of our software products to all accounting professionals. Anyone can download a FREE 30 day trail of TTC V 2.5 by going to www.cpaperless.com and selecting the “Download Trials” tab. We would appreciate if you can refer a friend by sending them a link to our website.