



Need Help? Contact Support:

[support@cpaperless.com](mailto:support@cpaperless.com)

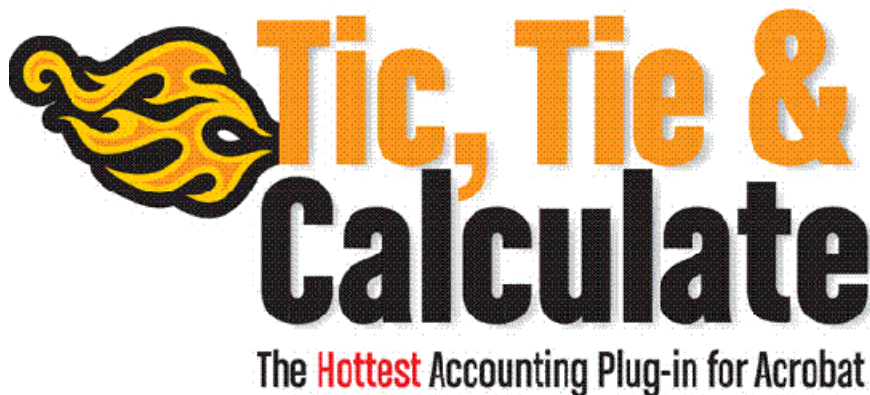
[www.cPaperless.com](http://www.cPaperless.com)

(800) 716-2558 x 200

# Installation and Activation Guide

## Tic, Tie & Calculate (TTC) Version 2.5

### Terminal Server and Citrix Editions



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# **Step #1: Login to Your Account: (For IT or Firm Admin Only)**

**NOTE:** This step is for licensed customers only. Trial users, please proceed to Step #2.

1. Go to [www.cpaperless.com](http://www.cpaperless.com)
2. Select "Account Login" in the upper right hand portion of the screen.
3. Select "Account Login" again under the TTC logo.
  - a. Enter your email address and password to login
  - b. Forgot Password? Select the "I forgot my password" link.
4. Your License Manager Screen will appear displaying your license summary.
5. Locate your Terminal Server License **Product Key** needed for activation of V 2.5.

Account #: TX9495103365  
Company Name: cPaperless, LLC 092509

**My Licenses**

[Purchase Additional Licenses Online](#)

Product Name	Product Key	Licenses #	Licenses Used	License Info
Tic, Tie & Calculate Professional	608e5764-e972-41b2-aad4-dc746ed6486e	11	0	<a href="#">View</a>
Tic, Tie & Calculate Professional Terminal Server Edition	65058-4864A-2347C-DA4D5-48713	11	1	<a href="#">View</a>

6. Deactivate any previously activated licenses.
  - a. If your current "Licenses Used" column reads zero "0" proceed to installation.
  - b. If your current "Licenses Used" column is greater than zero "0" then deactivate enough licenses to reduce this number to zero "0".
    - i. Select "View" under the "License Info" column.

Account #: TX9495103365  
Company Name: cPaperless, LLC 092509

**My Licenses**

[Purchase Additional Licenses Online](#)

Product Name	Product Key	Licenses #	Licenses Used	License Info
Tic, Tie & Calculate Professional	608e5764-e972-41b2-aad4-dc746ed6486e	11	0	<a href="#">View</a>
Tic, Tie & Calculate Professional Terminal Server Edition	65058-4864A-2347C-DA4D5-48713	11	1	<a href="#">View</a>

Select "View" next to your Terminal Server License

- ii. Select "Deactivate" to deactivate a previously activated license.

**License History**

Licenses #	Date	Action
20	9/1/2009	Added

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**Activation History**

Computer Name	Date	Activation Result	
<a href="#">sd</a>	12/20/2009	ACTIVATED	<a href="#">Deactivate</a>
<a href="#">STEVEDUSABLO-PC</a>	12/8/2009	DEACTIVATED	
<a href="#">STEVE-TOSHIBA</a>	1/8/2010	ACTIVATED	<a href="#">Deactivate</a>

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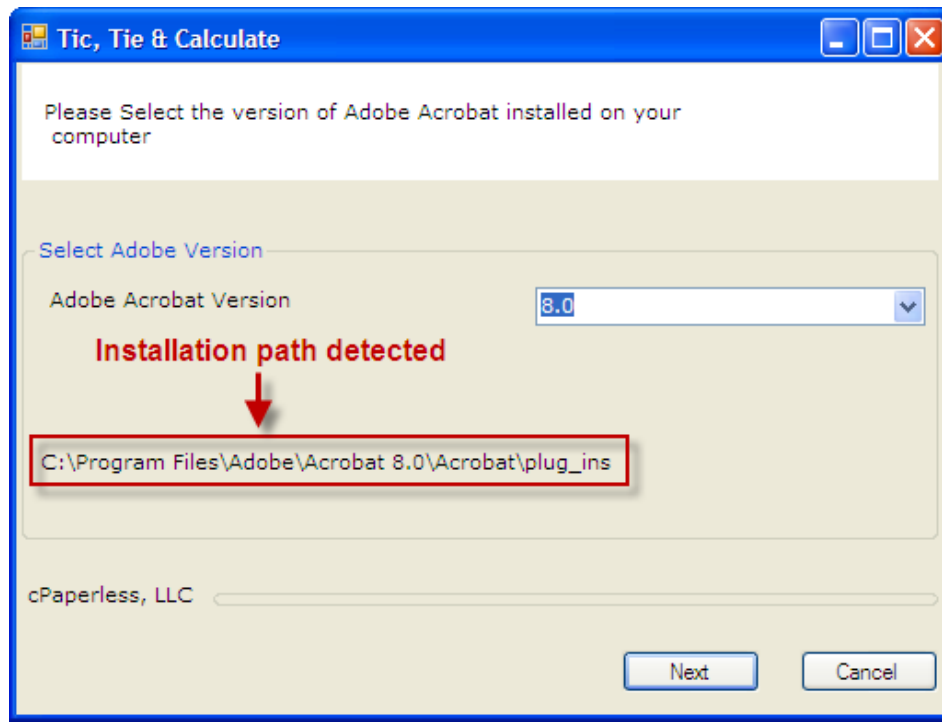
Select "Deactivate" to deactivate a license



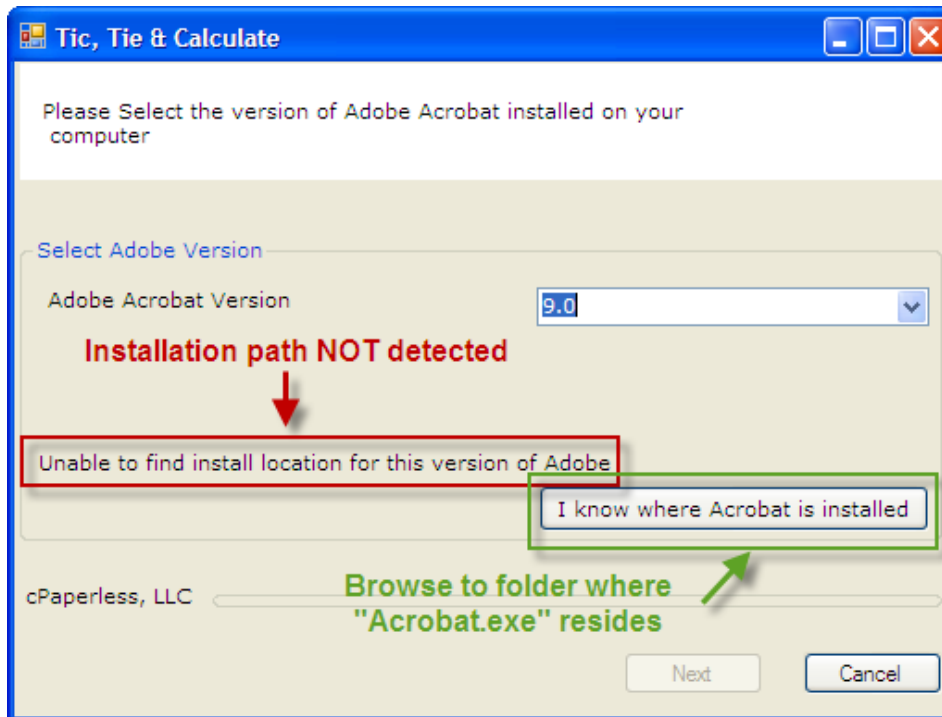
7. Proceed to Installation

## **Step #2: Install the Software: (For IT or Firm Admin Only)**

1. Log into Terminal Server as an Administrator (**not a standard user with Administrative rights**).
2. Put the server into install mode from the command prompt:
  - a. Open a command window (Start | Run | cmd).
  - b. Type **change logon /disable** to disallow new connections to the server.
  - c. Use Terminal Services Manager to verify that there are no active user sessions. Send a message to connected users, requesting them to log off.
  - d. Type **change user /install** to put the server into install mode.
3. Uninstall all previously installed versions of TTC.
  - a. Select "Start | Control Panel | Add or Remove Programs" and uninstall all versions of TTC.
4. Download and Install TTC
  - a. Go to [www.cPaperless.com](http://www.cPaperless.com).
  - b. Select the "Download Trials" tab and download TTC V 2.5.
  - c. Save "TTC2.5setup.exe" to the server desktop.
  - d. Run the .exe file and follow the installation instructions.
  - e. The final step will ask you to select the version of Adobe Acrobat installed on the server. Select the version from the drop down menu.
    - i. If the TTC installation program **DETECTS** the proper installation path, it will be displayed in the window as follows:



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

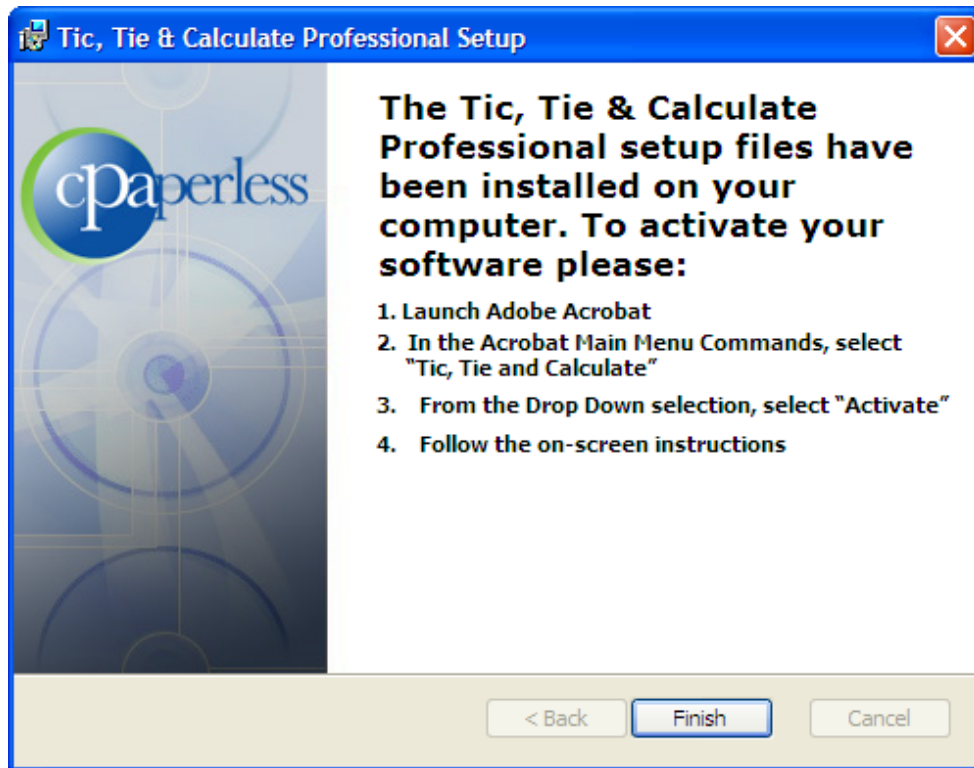


- iii. Click the "I know where Acrobat is installed" button to browse to the folder where the Acrobat.exe file resides on the server.

**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.

5. Click Next to and the following message should appear:

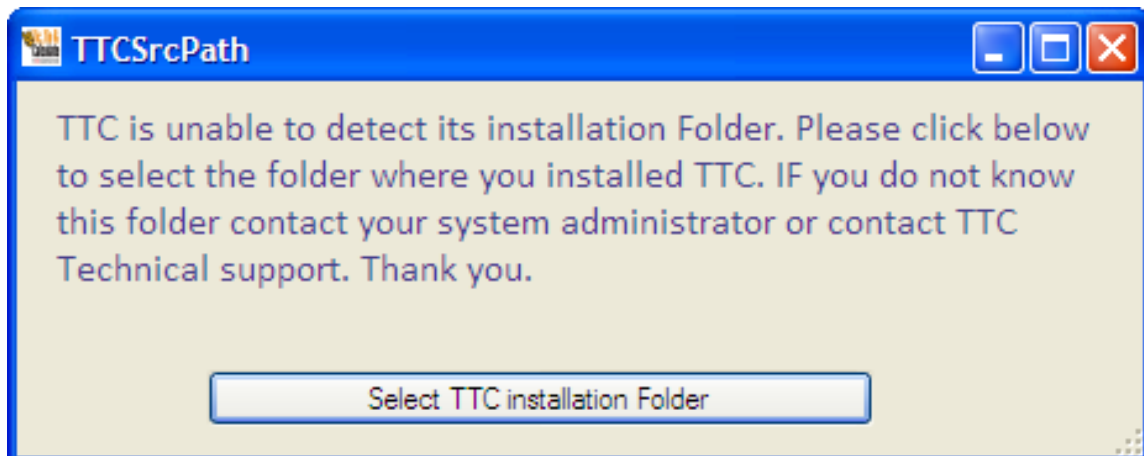
**IMPORTANT:** DO NOT perform the below listed steps as the currently logged in Administrator. Each licensed user of the software will need to login to their Terminal Server profile and activate the software for their profile. Select “Finish” and continue following the instructions listed below.



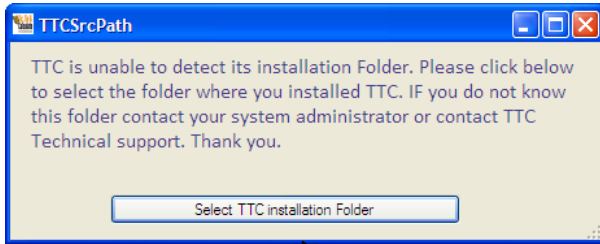
6. Click “Finish” to complete the installation process:

**IMPORTANT:** If you do not see the above message, then your installation of TTC V 2.5 has not yet finished. Please see Step 7 below or contact cPaperless support at [support@cPaperless.com](mailto:support@cPaperless.com) or call (800) 716-2558 x 200 for assistance.

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

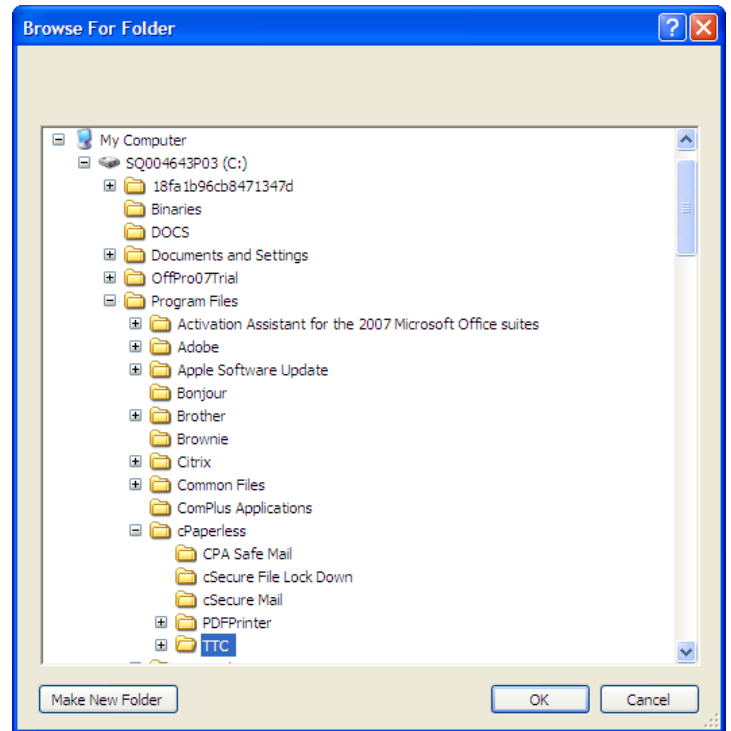


**NOTE:** Where **C:\** represents the TTC installation drive, then the TTC Folder will reside in the following folder path as shown below: **C:\Program Files\cPaperless\TTC**.



Select this command button and browse to the TTC folder located at:

**<Install Directory>\Program Files\cPaperless\TTC**

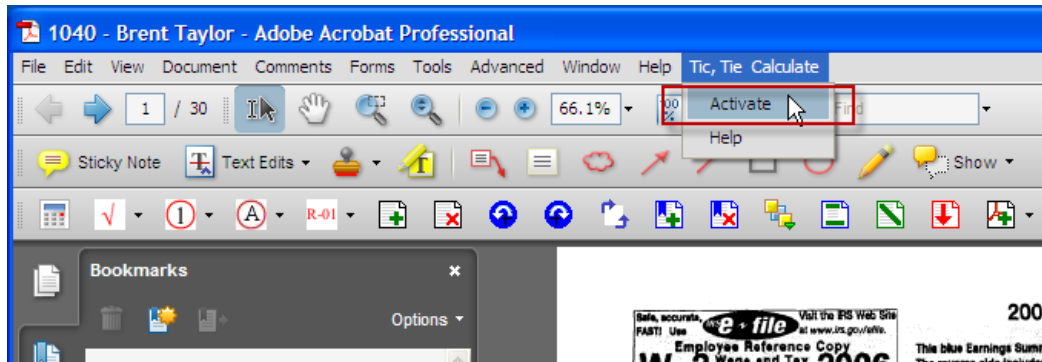


8. Put the server into execute mode from the command prompt:
  - a. Open a command window (Start | Run | cmd).
  - b. Type **change user /execute** to put the server back into its normal execute mode.
  - c. Type **change logon /enable** to allow users to connect again.
9. Log off of Terminal Server
10. Proceed to Activation

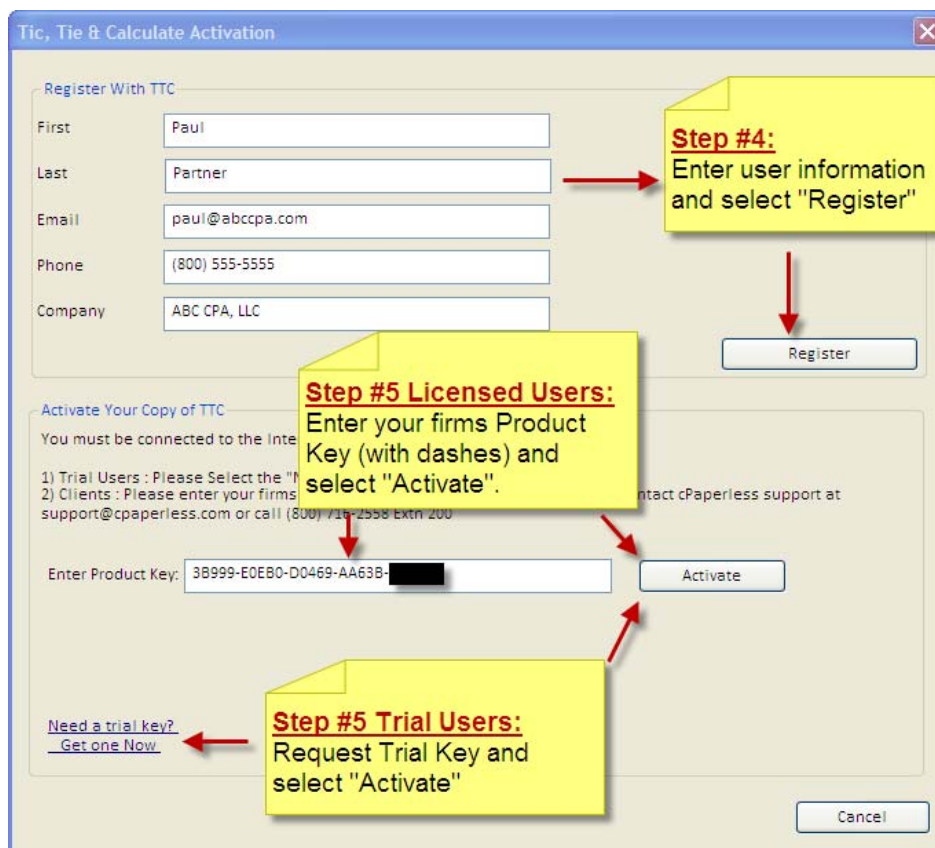
## Step #3: Activate the Software: (For End Users Only)

**IMPORTANT:** These steps must be completed by each user of the software, not the Terminal Server Administrator.

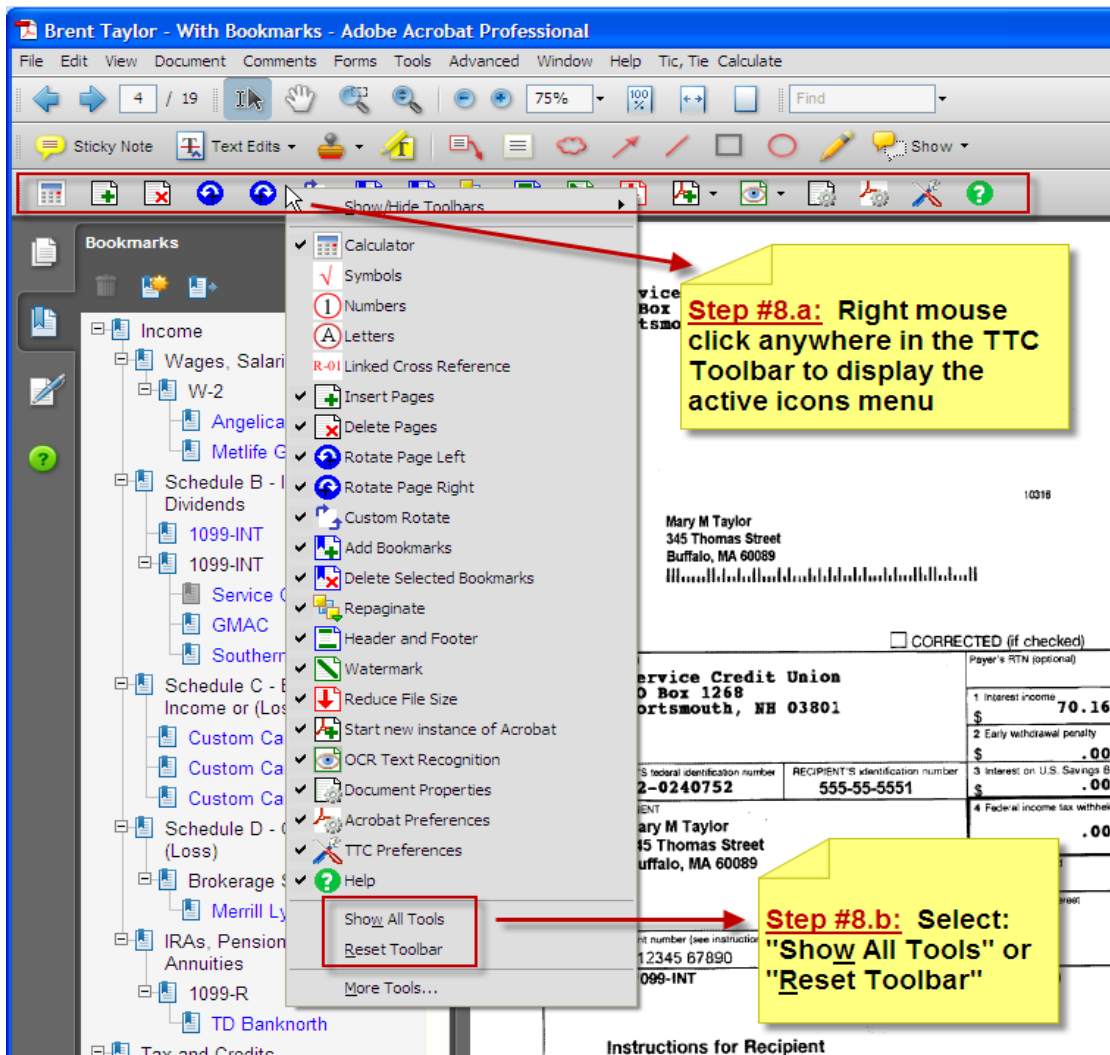
1. Log into Terminal Server as the End User.
2. Launch Adobe Acrobat.
3. From the Adobe Acrobat main menu, select “Tic, Tie & Calculate” and select “Activate” from the drop down menu:



4. Enter registration information and select “Register” (all fields required).
5. Enter your firms Terminal Server Product Key and select “Activate”.



6. Activation is completed. Close Adobe Acrobat, and then re-launch Adobe Acrobat for changes to take effect.
7. 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".



## Step #4: Watch the Online Training Videos:

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

