

PC Capture Upgrade

Version 2.2

In order to take full advantage of the rich features of *eCabinet* version 2.1, you must also upgrade to PC Capture version 2.2.

Remove the previous installation of PC Capture

Before you can install the new version of PC Capture, you must first remove any previous versions.

To remove a previous version

1. Right-click the PC Capture icon in the taskbar, and then click Exit on the shortcut menu.
2. Click Start, point to Programs, point to *eCabinet* PC Capture, and then click Uninstall PC Capture.

The **Confirm File Deletion** box appears.

3. Click **Yes**.

The **eCabinet PC Capture** box appears with information about your schedule.

4. Click **Yes** to keep your capture schedule information, click **No** to reset the capture schedule.

If any boxes appear with information about shared files, click **No** to save these files, as they may be required for other applications.

When the process is complete, the **Remove Programs From Your Computer** box appears.

5. Click **OK**.
PC Capture is removed.

Install PC Capture from the Internet

To install PC Capture from the Internet

1. From a web browser, go to www.rsv.ricoh.com/support/downloads/downloads.shtm. The **eCabinet Software Downloads** page appears.
2. Next to PC Capture 2.2, click **Download**. The **File Download** box appears.
3. Click **Run this program from its current location**, and then click **OK**.
After the file is downloaded, the Security Warning box appears.
4. Click **Yes**.
The **WinZip Self-Extractor** box appears.

Note: *Windows 2000 users must be sure to read the special instructions in the readme.txt file before proceeding.*

5. Click **OK**.
The **Choose Setup Language** box appears.
6. Click a language, and then click **OK**.
The setup program appears.
7. Follow the instructions to install PC Capture.
On the final step, make sure that **Yes, I want to launch PC Capture now** is selected.
After you have completed the PC Capture setup, the PC Capture Wizard appears, displaying the **Welcome** screen.

To complete the PC Capture wizard

1. On the **Welcome** screen, click **Next**.
The **Network Information** screen appears.
2. Enter the **eCabinet Name or IP Address** and the **Proxy server Name or IP Address**, then click **Next**.
The **Capture Preferences** page appears.
3. Choose your capture preferences, and click **Next**.
The **Default Schedule** page appears.

4. If you chose to keep your capture schedule information when you removed the previous version of PC Capture, simply click **Next**.
5. If you did not keep your capture schedule, set it now, and then click **Next**.

The **Default Document Info** screen appears.

6. On the **Default Document Info** screen:
 - Click an owner in the **Owner** list. (If you are installing PC Capture on your own workstation, this will likely be you.)
 - Click **Public** if you want every user to be able to see your captured documents.
 - Enter **Notes** to help you find items on the *eCabinet*.

7. Click **Next**.

The **Default eCabinet User Folders** screen appears.

8. If you want to select a folder to store your captured documents, click **Login**.

The **eCabinet User Identification** box appears.

9. Enter your **eCabinet User Name** and **Password**, and then click **OK**.

The **eCabinet User Identification** box disappears.

10. Select a folder from the list of folders that appears on the **Default eCabinet User Folders** screen and then click **Finish**.

If you chose to save your schedule, a small window appears asking if you would like to import your schedule.

Click **Yes**.

You are ready to use PC Capture.