

Getting Started with

Getting Help

Email: support@mangofile.com

Web: www.mangofile.com/forum

mangofileTM
PERSONAL+



mangofile software and logo © 2005

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www.mangofile.com



v4



Minimum System Requirements: Pentium III or equivalent, 128Mb RAM (256Mb recommended), 150MB Hard disk space, 800 x 600 pixel Colour monitor with 256 colours, CD-Rom Drive for installation. Performance and speed will be enhanced if your computer's processor, memory and available disk space exceed the minimum requirements. Mangofile works with most Twain compatible scanning devices, and Multi function devices.



Installing mangofile

1. Insert your mangofile CD into the drive on your computer.
2. Follow the installation program carefully. In most cases, you can use the settings suggested. If the program asks you to keep any existing files, click Yes to All.
3. Download the latest Service Pack update for mangofile at <http://www.mangofile.com> - Click on Support > Downloads.
 - a. Save the download file to a folder on your computer.
 - b. When the download is finished, click Open Folder.
 - c. Double-click mangofile_SPx.exe to install the service pack.
 - d. Install the service pack to the same location on your hard drive as you did in the previous step.

NB: If the setup program does not start, go to Start > Run and type **D:\mangofile_setup.exe**. D is the drive letter of your CD-ROM.

Checking Your Scanner

Before using mangofile, check with the manufacturer of your scanner to obtain the most recent drivers. Out-of-date drivers may cause slow performance or make mangofile hang.

Running mangofile the first time

- To start mangofile, do one of the following:
- Use the desktop short cut
 - Use the Quick Launch icon
 - Go to Start > All Programs > mangofile

Registering mangofile

Personal Plus uses this registration code, _____, which is also located on the CD to register the software.

In the registration screen:

1. Type the registration code from the CD into the registration field.
2. In the Server path, enter in the location where you want to store the images created by mangofile.
 - a. This can be a local or mapped drive. For example:
c:\program files\mango files\data
 - b. There should be at least 700 MB of free space available for images.
3. Click Submit.



Logging into mangofile

Personal Plus ships with a default user name and password.

User name: **SUPERVISOR** ... not case sensitive

Password: **Solly** ... case sensitive

Contact Details

A dialog asking for contact details appears the first time you log in. Click the mouse beside each item and type in. Your details are used only to gather information about mangofile's performance and to provide help when required. A virus warning may appear from Outlook. This is expected.

Things to do first

Change your password. Go to System > Change Password.

Establish a classification scheme for the different types of documents you will store. *See the User's guide for detailed information.*

