Installation and Set Up Guide

Xerox FreeFlow® Express to Print (Version 9.0)
Windows Vista Installation

If you are upgrading your Express to Print software from version 8.0 to version 9.0, go to the **Xerox Software Activation Portal**, enter your existing activation key and select **Next**. Then select the **Retrieve Current License File** option and select **Next** to obtain the license to upgrade to version 9.0.

Installation

Please check peridodically for updates on xerox.com.

A. Before installing Express to Print

1. Install any applications, such as Microsoft Office, Adobe Acrobat, and other third-party software before installing Express to Print.

   NOTE For Microsoft Office documents, ensure that each application that created the document is installed, will launch and operate properly before attempting document conversion in Express to Print.
2. Ensure you log on as the System Administrator or equivalent.
3. Ensure that your virus checker is set to allow software installation.
4. Disable the Indexing Service:
   i. Click on **Control Panel** and select **Programs and Features.**
   ii. Select **Turn Windows Features on or off**.
   iii. Find **Indexing Services** in the list of features in the window and confirm that it unchecked, or uncheck it.
   iv. Select **OK**.
5. Disable the User Account Control (UAC):
   i. Click the **Start** button and in the **Start Search** box type **msconfig**.
   ii. From the **Programs** list, click **msconfig**.
   iii. Click **Continue to allow Vista** to proceed. The **System Configuration** window appears.
   iv. Select the **Tools** tab and scroll down until you locate **Disable UAC**. Click the **Disable UAC** line and then click **Launch**. A Command window opens. When the message **The operation completed successfully** appears, Close the Command window.
   v. Close the System Configuration window.
6. From the **User Account Control** settings, select **Never Notify**.Run all administrators in Admin Approval Mode:
   i. Click the **Start** button and in the **Start Search** box type **gpedit.msc**.
   ii. From the **Programs** list, click **gpedit.msc** or **gpedit**.
   iii. Click **Continue** to allow Vista to proceed. The **Local Group Policy Editor** window appears.
   iv. In the pane on the left, in the **Computer Configuration** area, click the triangle next to **Windows Settings**. Sub-folders appear.
   v. Click the triangle next to **Security Settings**. Sub-folders appear.
   vi. Click the triangle next to **Local Policies**. Sub-folders appear.
   vii. Click **Security Options**. The pane on the right shows the policies available.
   viii. Scroll down until you locate **User Account Control: Run all administrators in Admin Approval Mode**.
   ix. Double-click **User Account Control: Run all administrators in Admin Approval Mode** to open the **User Account Control: Run all administrators in Admin Approval...** window.
   x. Ensure **Disabled** is selected and click **OK**. The Security Setting changes to Disabled.
   xi. Close the Local Group Policy Editor window.
   xii. Reboot the computer to enable the changes.
7. After the reboot, ensure you log on as the System Administrator or equivalent.

B. Install the software

1. Download Express to Print from **Xerox.com > Support & Drivers Software & Platforms > FreeFlow > FreeFlow Express to Print**. Note where the installation file is saved.
2. Open **My Computer**, locate the installation file, and double-click **Setup.ExpressToPrint.exe** to begin the installation.
3. The installation program opens and checks for system prerequisites.
   NOTE If a prerequisite is not met, the installation will end. Resolve the problem and restart the installation.
4. A welcome message appears. Click **Next**.
5. The **Software License Agreement** window opens. Click **I Agree.**
6. The **Installation Options** window opens. Select the document types to enable. At least one document type must be selected. Click **Next**.
7. The **Destination** window appears. Verify that the information is correct and click **Next**.
8. The **Ready to Install** window appears. Click **Install**.
9. The various windows, such as the Prepare System window and Installation window appear while Express to Print is installing. When the **FreeFlow Installation Completed Successfully** window appears, click **Finish**. The system reboots when you click Finish.

   NOTE If the installation finishes with warnings, follow the onscreen instructions to resolve any issues.

701P51192 ver. 9.0 December 2010

10. Installation of the software is complete. Complete Part C to configure the system.

C. Configure the system

Complete the section detailed below.

Set Up Printers

The simplest way to add a printer is to know the printer/print server IP address. If you do not know the IP address of the printer contact your internal IT department for assistance. These instructions assume you have the IP address.

1. Click **Start > All Programs** (or **Programs**) **> Xerox FreeFlow > Printer Administration > Printer Registration.**
2. On the **Installed Products** window, clear all products selections except **FreeFlow Express to Print**. Click **OK**.
3. On the **Printer Registration** window, click **Add**. The **Add Printer Wizard** appears.
4. Type the IP address for the printer/print server and click **Identify Configuration**. You can also type the exact Printer Name if you do not know the IP address.
5. If the Printer Model and Controller/Server Type are incorrectly identified, select the correct values from the respective menus. Click **Next.**
6. Choose one of the following:
   a. To have all queues that are available on the printer appear in Express to Print select **Automatically register all queues at printer** and then click **Next**. Clear any queues that are not wanted and click **Finish**.
   b. To specify a single queue to appear in Express to Print, click **Next**. Select the queue you want from the menu and then type a name for the queue as it will appear in Express to Print. This name cannot be the same as the actual queue name. Click **Next** and then click **Finish**.
7. Your printer and the selected queues are added to Express to Print. Consult the Printer Registration online help for more details about other settings.
8. Proceed to the next section to license your software.

Licensing

To license Express to Print, ensure that you are logged on as the System Administrator or equivalent.

NOTE Your Activation Key and Product Serial Number are included in the Express to Print kit(s) delivered with your order. The Hardware Address (MAC) number is available on the FreeFlow Express to Print Licensing window.

1. Click **Start > All Programs** (or **Programs**) **> Xerox FreeFlow > Express to Print**.
2. If a splash screen appears, click the splash screen to close it. If the Getting Started window appears, click **Exit**.
3. After Express to Print starts, click **Help > Licensing**.
4. The **FreeFlow Express to Print Licensing** window appears. Note the **Hardware Address (MAC)** number, which is needed in step 7.
5. Click **Enable**.
6. Click **Xerox Software Activation Portal**.
   NOTE
   If you do not have internet access on the Express to Print machine see the section **Activation Using a Different Computer.**
7. At the portal website, type the requested information.
8. The license file is generated and presented. Click **Save and Download License File**. Ensure you save the licence file where you can locate it.
9. In Express to Print, click **Next**.
10. Click **Load License File**.
11. The **Select License File...** window appears. Navigate to and select the license file you saved and click **Open**.
12. Licensing is complete.

License Maintenance

To retrieve your current license file, remove a license, or reset a license due to a hardware failure, follow these steps:

1. In Express to Print, click **Help > Licensing**.
2. Click the appropriate link to perform the license maintenance task you want and follow the instructions provided.

Software Maintenance

To move the software to another computer

You must obtain a Deactivation file to remove the license from the computer where the license currently resides and perform the licensing activation procedure on the new computer.

1. In Express to Print, click **Help > Licensing.**
2. Follow the onscreen information about deactivation and click **Next**. The process you choose depends on how the software was orginally purchased.
3. Click the **Xerox Software Activation Portal** button and once at the portal website, type the requested information in order to receive the Deactivation file. Note where the file is saved.
4. Once you have received the Deactivation file, click **Load Deactivation File...**. Locate and select the Deactivation file and click **Open**.
5. Click **Next**. The software is deactivated.
6. Install Express to Print on the new computer and follow the Licensing procedure on this page. You will need the original Activation key, the Deactivation key, and the Hardware Address (MAC) number. You may want to remove the software from the old computer by following the next procedure.

To remove the deactivated software from the computer

1. Select **Start button > Control Panel > Programs > Uninstall a Program**.
2. From the list presented double-click **FreeFlow Express to Print**.
3. Follow the instructions presented to remove the software.

Activation Using a Different Computer

If you do not have internet access on the Express to Print machine:

1. Take the activation key, product serial number, and Hardware Address (MAC) number and move to a machine that does have internet access.
2. Log on to the Xerox Software Activation Portal at https://www.xeroxlicensing.xerox.com/activation
3. At the portal website, type the requested information.
4. The license file is generated and presented. Click **Save and Download License File**.

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5. Save the licence file to removable media.
6. Take the license file to the Express to Print machine and proceed with step 9 in the Licensing section.