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## Install Software (DO THIS BEFORE CONNECTING THE SCANNER.)

Note: Before you start, it is a good idea to delete any old CFA software that is still on your computer from previous seasons for any new updates. If you download the new one from our site, it will NOT replace the old version. To delete the old software, access your programs from the control panel. Look through your programs for CFASync, CFA Upload Manager and /or Opticon USB, right click on it and uninstall.

Helpful Hint

1. Go to [www.gotocollegefairs.com/Support](http://www.gotocollegefairs.com/Support).
2. Scroll down to the picture of the regular (black) scanner.
3. Click on the "Windows version", the only software that supports the Regular (black) scanner.
4. A WinZip - SetupCFAUM window will open that contains a setup.exe Application. **DO NOT** open and run right away.
5. Drag and drop this Application to your desktop; a **very important step**. If missed, the software program **WILL NOT** recognize the scanner.
6. Click on the "setup" icon on your desktop, to run the CFA Upload Manager Setup Wizard.
7. Click "Next", "I accept" then keep clicking "Next", Install, Next. Before you continue, uncheck the (Launch CFAUM) check box button, then click "Finish".
8. Before proceeding, be sure to have a charged scanner and an Internet connection.
9. Plug your scanner into the USB port.
10. Click on the "CFAUM" icon with the blue arrow to open the CFA Upload Manager Program. A small window appears with a small GRAY button "Upload Student Records". This button will turn blue when the scanner is connected.
11. Click on this button to upload your scans. WAIT until you get the upload success message "information was successfully sent to the host", then you are finished. Unplug the scanner after 5 seconds.

If the "Upload Student Records" button does NOT turn blue, unplug the scanner, close the CFA Upload Manager Program. Plug the scanner into a different USB port and re-open the CFAUM Upload Manager Program.

If it's still not working, uninstall the software and follow the steps from the beginning. Make sure to unzip the program application from the folder by following step 5. If you are ever prompted to "extract all" files, please do so.

If you are still unable to install the CFAUM Upload Manager Program, please call 888-601-0200 for technical support.