

## vMedia Installation Instructions

**NOTE:** Look in your download folder for a file called vMedia\_install.exe. If it exists, continue to **Part A: vMedia Setup Wizard**.

**NOTE:** If you can't locate vMedia\_install.exe, download the vMedia software again, by following the instructions below.

1. Open vertican.com/Login and log in.
2. Click on [My Vertican].
3. Click [My Products].
4. Click on [vMedia].
5. Click on the [Download vMedia] link.

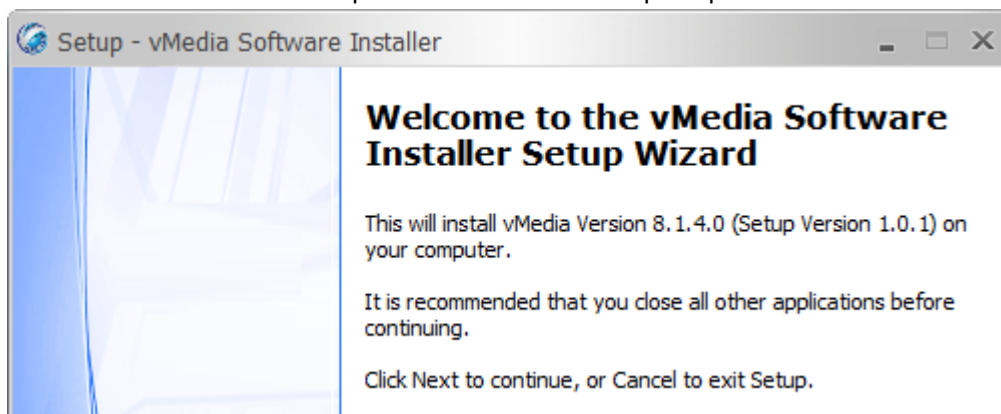
Product Name:	Start Date:	Expiration Date:	Subscription Type:
vMedia	3/18/2015 12:00:00 AM	4/1/2016 12:00:01 AM	MANUAL
Tier Name:	Number of Users:		
Administrator	20		Add Users
Power User	20		Extend Subscription Length
Scanner	40		Download vMedia
Standard	50		
<b>Total Users</b>	<b>130</b>		Auto Renew Subscription

6. Proceed with Part A: vMedia Setup Wizard.

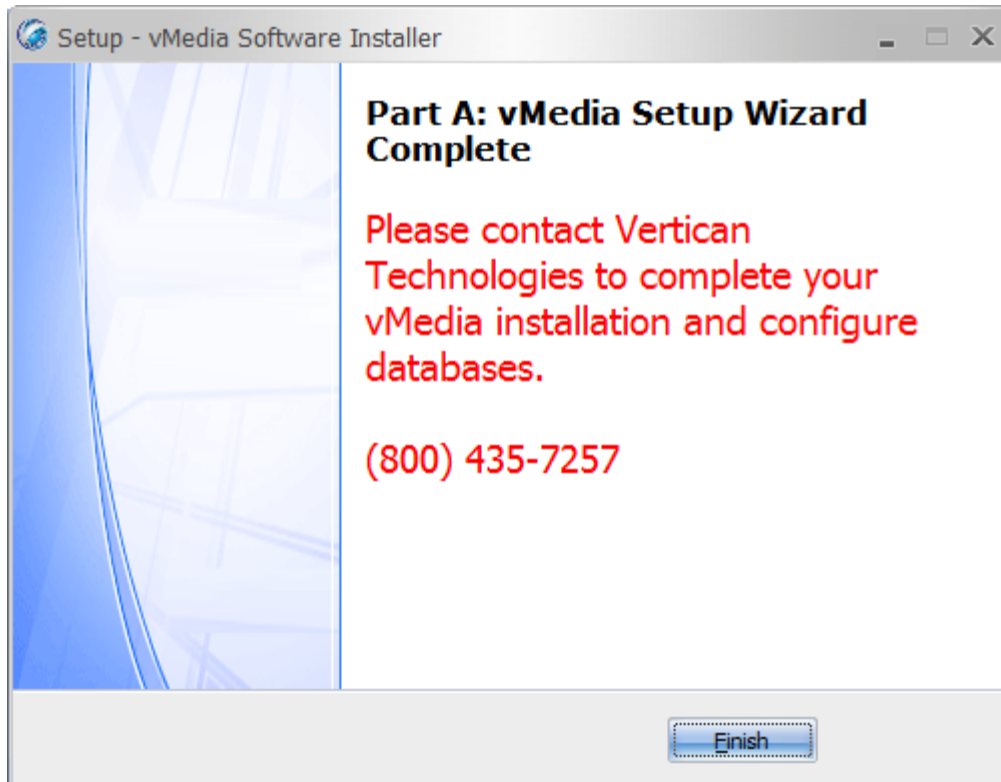
## Part A: vMedia Setup Wizard

**NOTE:** The vMedia software download placed the vmedia\_install.exe file in your Download folder.

1. Run vMedia\_install.exe to open the installer.
2. Run the vMedia Setup Wizard and follow the prompts.



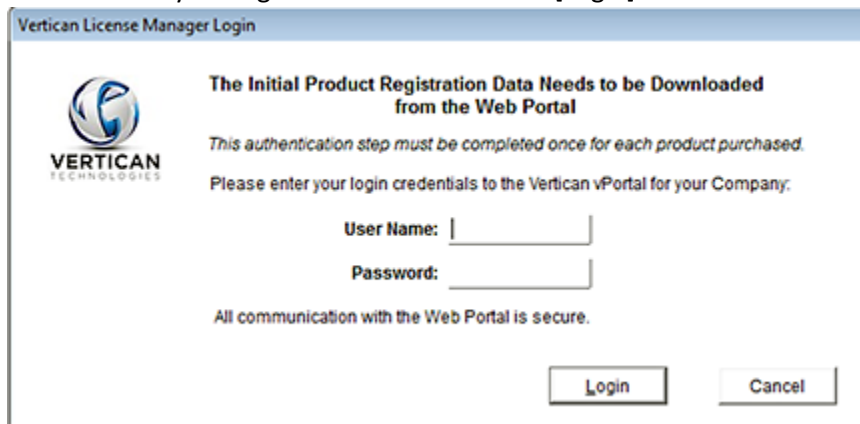
3. While running the vMedia Setup Wizard, follow the prompts and accept any firewall related prompts or existing installation prompts to continue the setup.



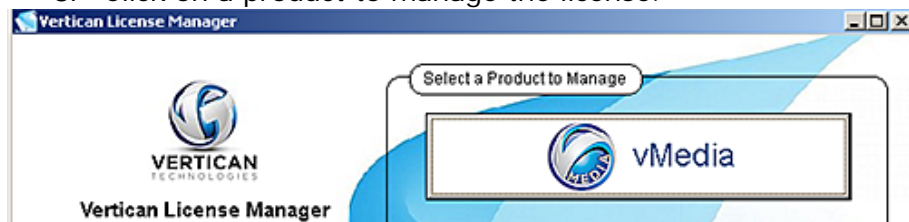
4. Click **[Finish]**.

## Part B: Establish User Licenses - Assign Employees

1. Run the LicenseManager.exe file from the root drive of your vMedia application.
2. Enter your log in credentials and click [Login].



3. Click on a product to manage the license.



**NOTE:** Once you are granted access to the product editing screen, you must assign at least one user to the ADMINISTRATOR tier prior to saving the changes with the Save option. The system will not let you save any changes to the user list unless this condition is met.

4. Ensure that your subscription information in lower left corner matches what was purchased
5. Click on [Add New User]. (The other options are unavailable until you add the initial user.)

**NOTE:** You must assign at least one user to the ADMINISTRATOR tier.

**Registration Information**

Company Name: **Vertican Technologies** Company ID: **12906**  
 Product Name: **vMedia SQL Edition** Last Successful Communication with the License Server  
 Licenses Expire: **04/01/2016** **04/07/2015 12:56:14 PM**

Left-click header to sort column  Right-click header to filter records

Tag	Status	User Name	Full Name	Current Tier	New Tier

Licenses			
Tier	Total	Assigned	Available
VIEWER	50	0	50
SCANNER	20	0	20
POWER USER	0	0	0
ADMINISTRATOR	20	0	20

**Tagged User Group Control**

6. Enter the user credentials.
  - **User name must be the user's network login name.**
  - Password is optional and **does not need to be the same** as the user's network password.

**User Login Credentials**

User Name:

Password:

Confirm Password:

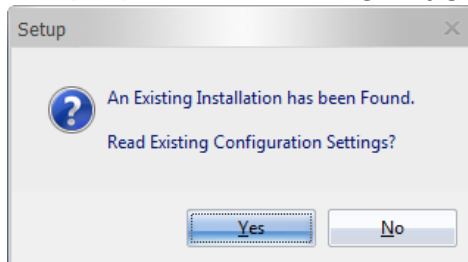
**NOTE:** If you attempt to add more users than the available amount, the Licenses grid will display a red indication and show the actual Assigned amount; but, it will adjust the Available amount accordingly. The over-assignment must be corrected before the changes can be saved.

7. Add any additional users and assign the appropriate tier to each user.
8. Click [Save] then click [X] to return to the project management menu.
9. Click on the [X] to exit the license manager.

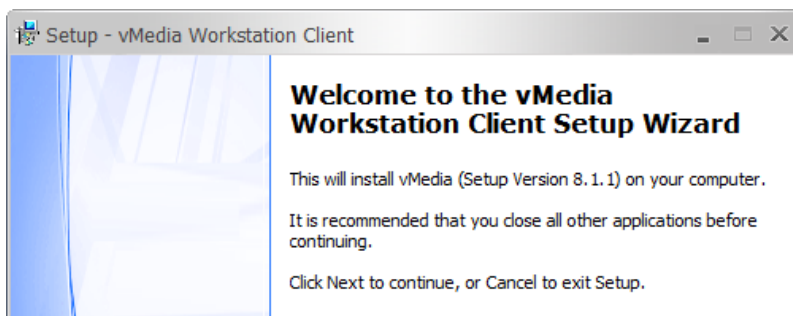
## Part C- Workstation Setup (Must be network administrator.)

**NOTE:** Run Workstation\_Setup.exe on each workstation.

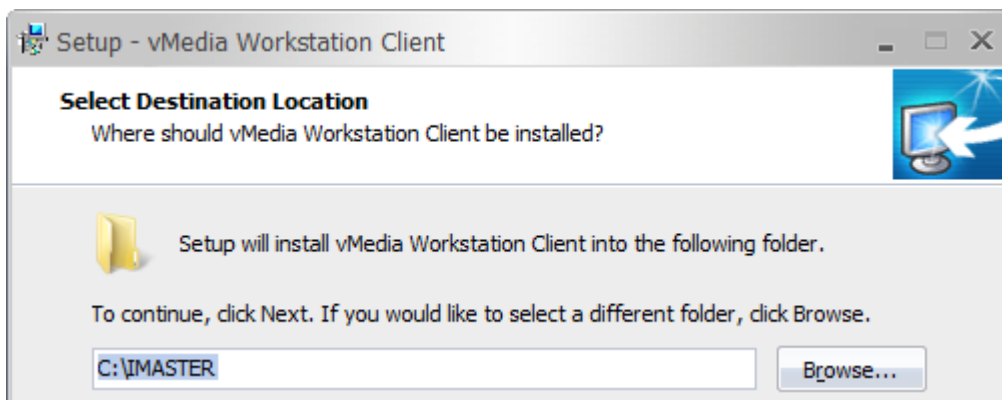
1. Open the root folder where vMedia is installed.
2. Locate and run Workstation\_Setup.exe.
3. Click **[Yes]** to the **Read Existing Configuration Settings** prompt.



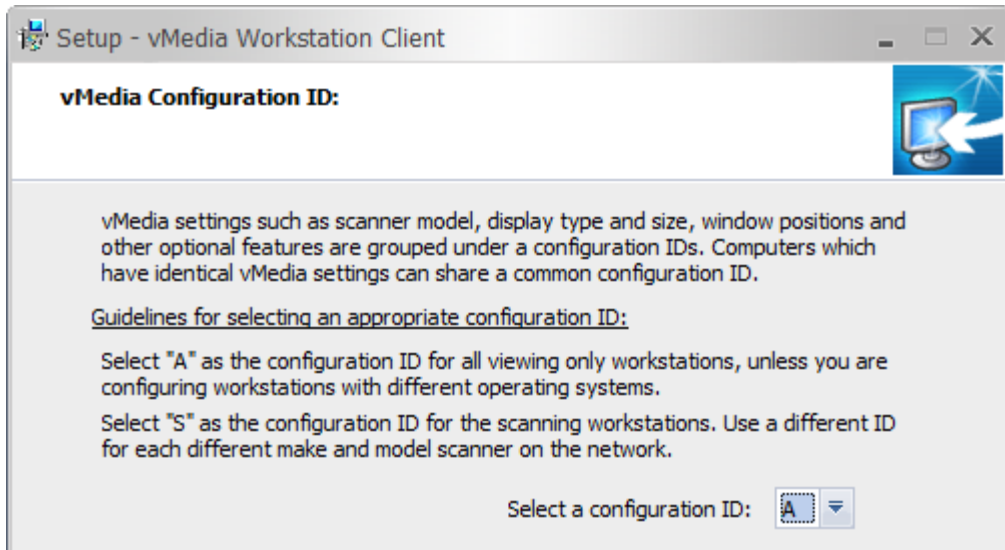
4. Run the vMedia Workstation Client Setup Wizard.



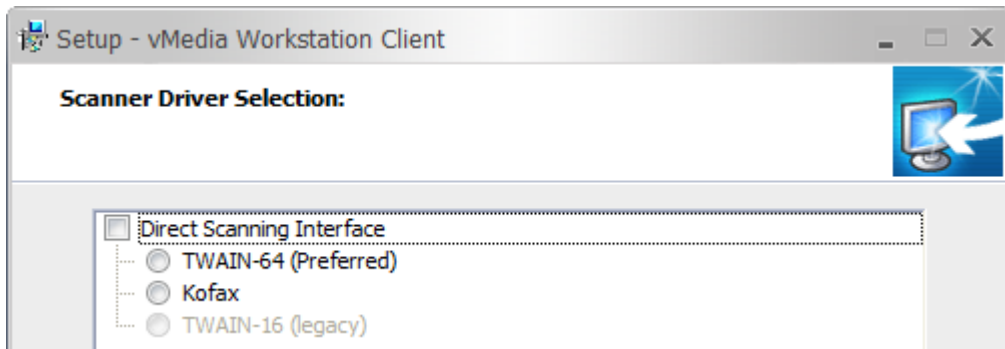
**NOTE:** The vMedia Workstation client **MUST** be installed to C:\IMASTER, regardless of where your vMedia program is installed.



5. Select a configuration ID.



6. Select or deselect any scanners as appropriate.



7. Select **[Yes, restart . . .]** and click **[Finish]**.