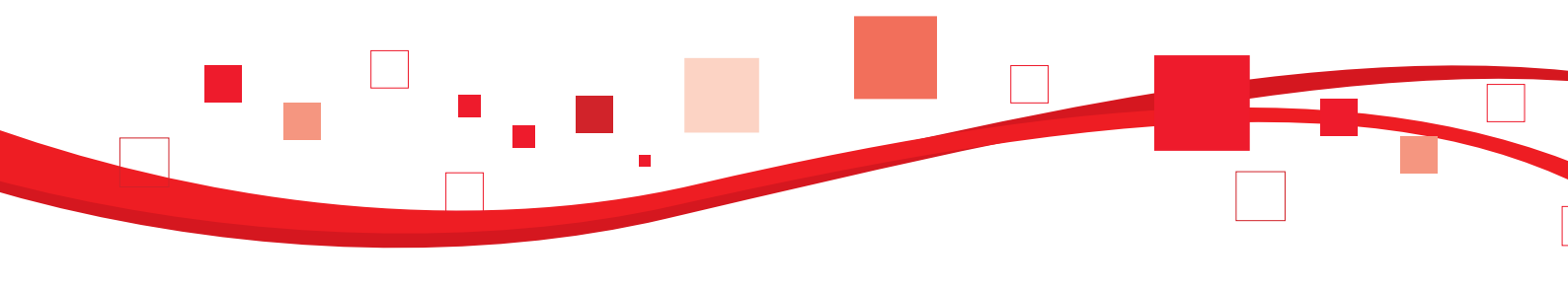


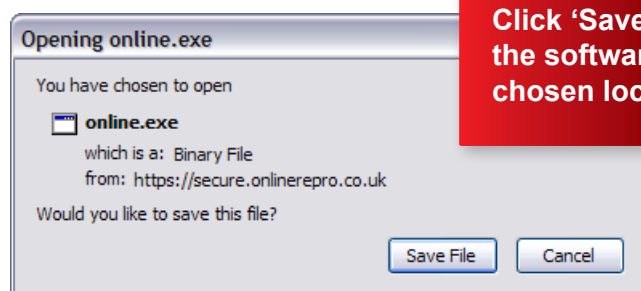
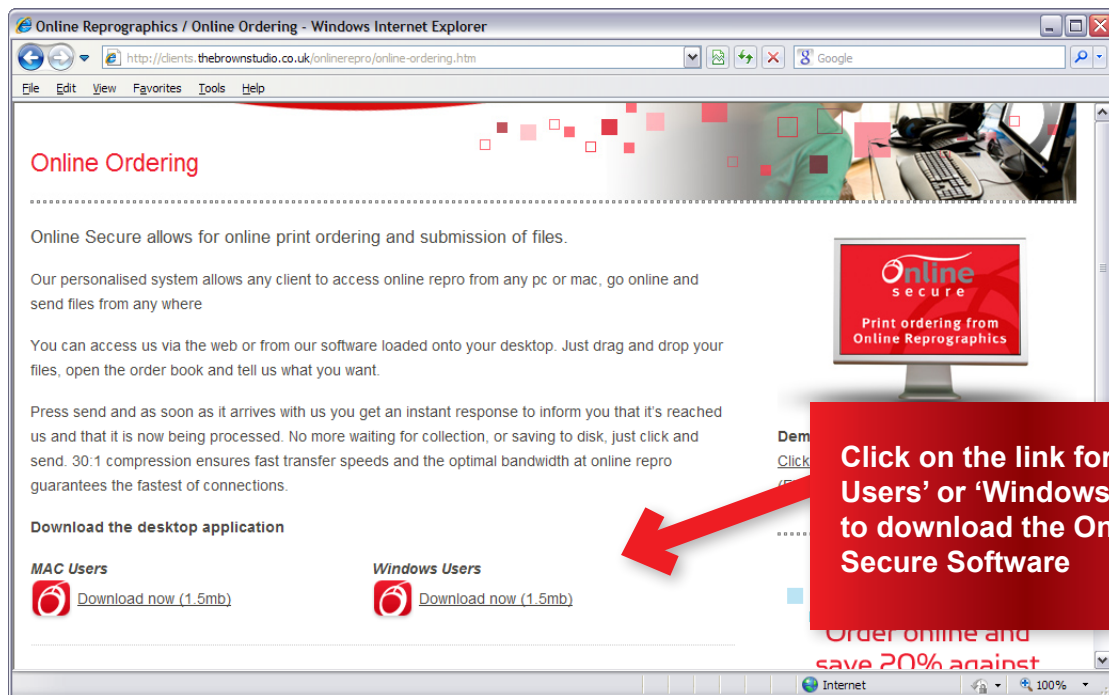


Online Secure Setup Instructions



Step 1. Download the Online Secure Software

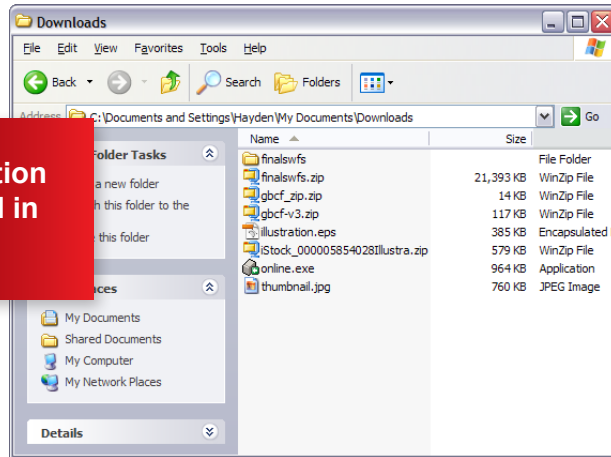
Go to: <http://www.onlinerepro.co.uk/online-ordering.htm>



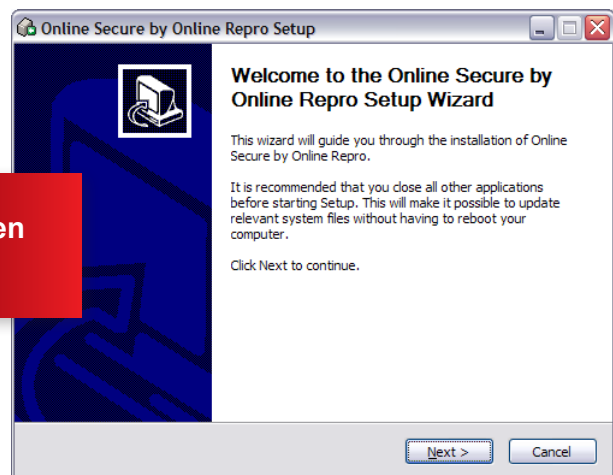
Depending on your Companies' firewall settings, you may require your I.T. Manager (with Administrator rights) to complete the installation of the Online Secure software

Step 2. Install the Online Secure Software

Start your installation from the file saved in the previous step



Follow the on screen instructions



Choose your preferred location to install the program to



Once the install is done, you will be prompted to reboot your computer to complete the installation

Step 3. Set up Your User Preferences

Open Online Secure from the programs list or the desktop
(if you chose to have a shortcut on your Desktop)

Online Secure

File SendFile Forms Help

Sign Up

Please enter your valid E-mail address and user information below.

E-Mail: This is also your SendFile User ID.

Name:

Account #:

Department:

Company:

Address:

City: State/Province:

Post Code: Country:

Phone: Fax:

If you already have a SendFile password, please enter it below. If not, just leave this field blank, and your new password will be sent to your E-mail.

Password:

Forgot your password? Have it sent to your E-mail box!

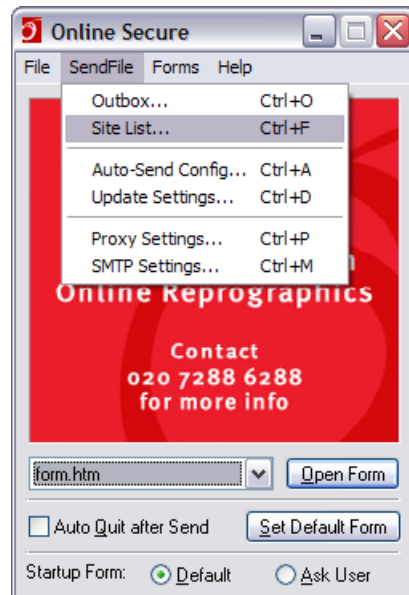
Click 'File' & 'User Setup' to setup your personal details which are used on each order form

Enter all of your information and click 'OK'

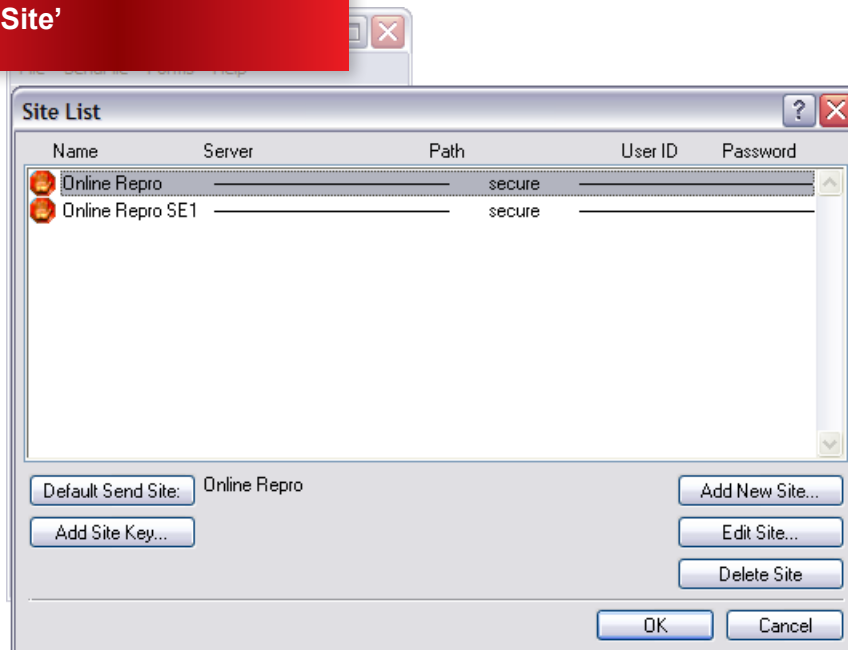
The serial number is automatically generated

Step 4. Set up Your Default Branch

Click 'Send File' & then 'Site List' to set up your default Online Reprographics Branch to which you will send your jobs.



Highlight the branch closest to you and click 'Default Send Site'



You are now set up to start sending jobs through to Online Reprographics

Step 5. Sending Jobs to Online Reprographics



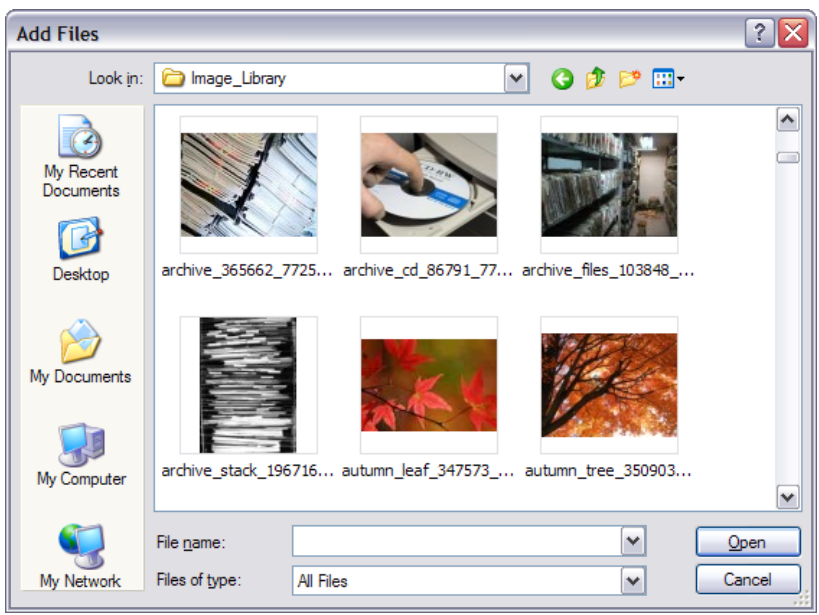
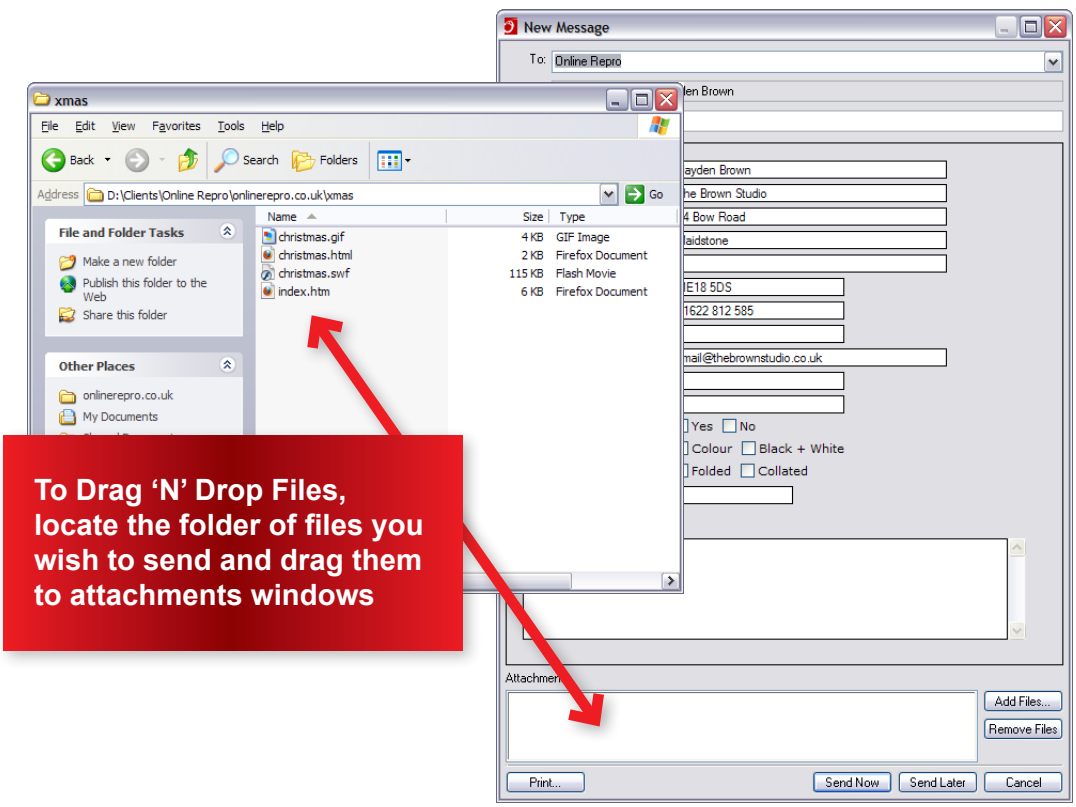
On the main screen, click 'Open Form'

Your details are already completed on the form

New Message Screen

1. Enter a subject title for your job request
2. Add a Project Number & Purchase Order Number
3. Choose which services you require. Add a 'Required By' time if needed
4. Any specific instructions for the job should be written here
5. Add the files to be printed here (see next page)
6. When everything is complete, click send now.

Step 6. Attaching Files – Drag & Drop/Add File

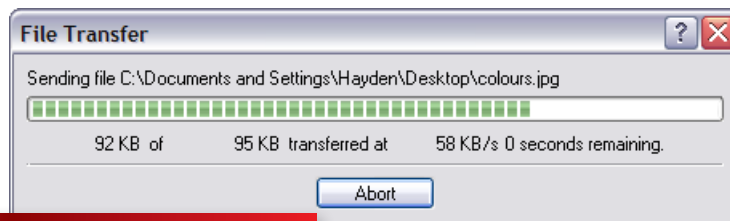


To add files separately, click 'Add File'

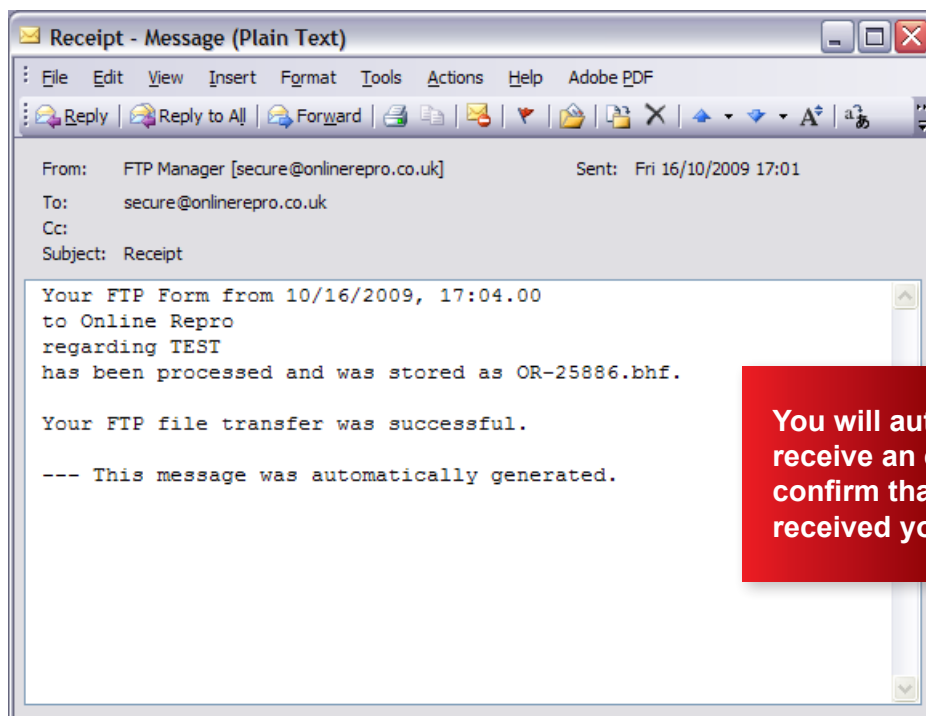
A new window will open. Choose individual or multiple files and then click 'Open'. The files will be added to the 'Attachments' box

When all files have been added, Click 'Send Now'

Step 7. Sending & Confirmation



A 'File Transfer' window opens and shows the progress of your files uploading to our server



You will automatically receive an email to confirm that we have received your files

You can now relax while we complete the work!