



Paulson

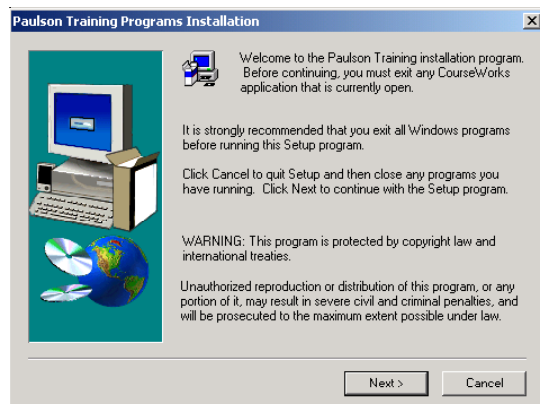
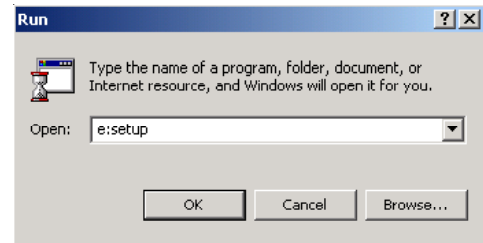
Training Programs, Inc.

System Manager Software - Single Seat

Quick-Start Instructions

Step 1. Close any open applications, especially Outlook.

Step 2. Insert the **System Manager Software - Single Seat CD**. If the CD does not self-boot, click **Start | Run**, type “x:setup” (x being the letter of your CD drive). Click **OK**. This will start the installation process.



Three Items will be installed

Installation of Deliver

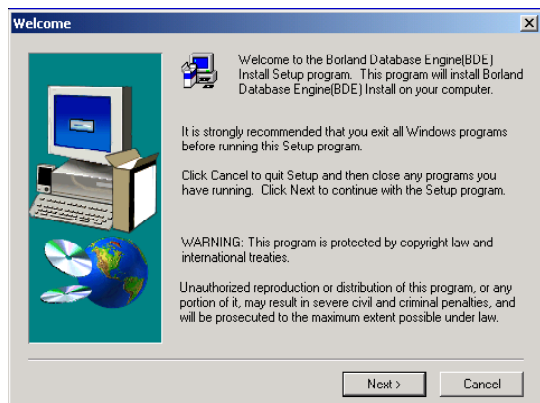
The installation process will begin. Accept all defaults. (You will click the **Next** button 4 times during the installation and then a **Finish** button.)

Installation of Indeo

After the Finish button is clicked (from above) the installation of Indeo will begin. Accept all defaults. (It is quite possible you will have a newer version of Indeo already installed on your computer. This installation program will determine this and tell you it will not overwrite the newer version. Accept this.)

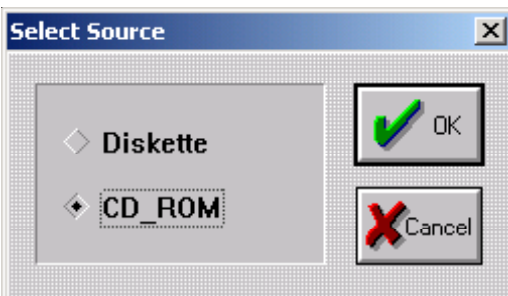
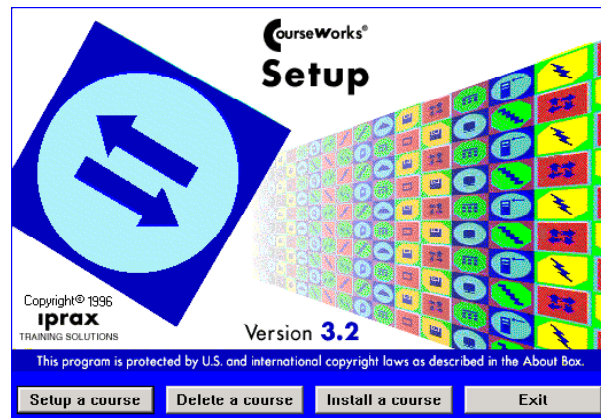
Installation of Borland Database Engine

The next item to install is the Borland Database Engine. Again, accept all defaults. (you will click **Next** twice, and then a **Finish** button.)



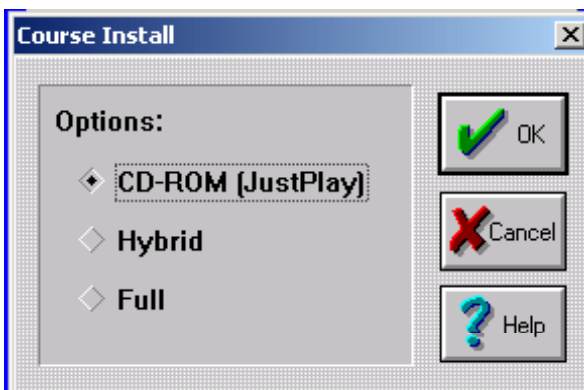
Step 3. Installing your lessons.

1. Click on **Start | Programs | Paulson Training Programs**, and click on **Setup, Install, and DeleteLessons**
2. Click on the **Install a course** option.



3. Confirm that the **CD-ROM** option is selected and then click **OK**.

4. Choose an option for installing a course.

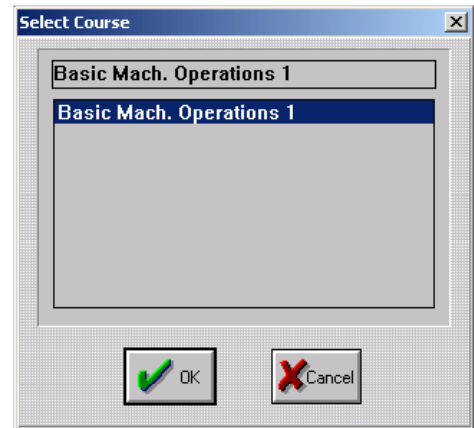


- **CD-ROM (JustPlay)** means the least amount of program files will be copied to your hard drive in order for the course to function. The student will have to insert the appropriate CD-ROM to take a lesson.
- **Hybrid** means all files except the large .avi movie file will be copied to your hard drive. The student will still have to insert the appropriate CD-ROM to take a lesson.
- **Full** means the entire contents of the disk is copied to your hard drive and the CD itself will not be required to take a lesson. (**requires approx. 500 MB of hard disk space per lesson**)

Notes for a Full install:

- **Full** installs may take several minutes
- Each lesson requires approximately 500 MB of free hard disk space. *Be sure you have enough available space on your hard drive.*
- During a **Full** install, a message may come up saying a certain file (.avi file) will take up X amount of space on the hard drive, “**Do you want to skip this file?**” The correct answer is **No**.

5. When prompted, insert a lesson CD in the CD-ROM drive and then click **OK**.
6. Highlight the course name that you want to install and then click **OK**. After the files are done copying to your hard drive, your course installation will be complete.

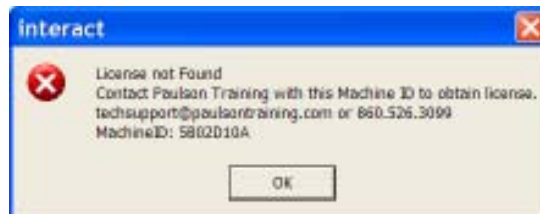


Step 4. View a lesson.

1. Click **Start | Programs | Paulson Training Programs** and select **Deliver**.

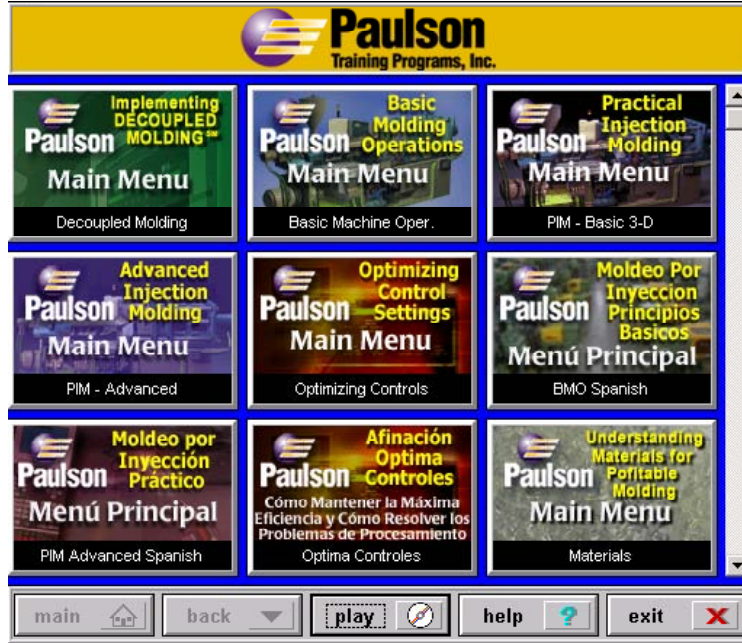
System Manager License

NOTE: When Deliver is launched the first time, you will notice that a “License not Found” message appears.



Paulson will supply the required license file upon receipt of the machine ID. Call Paulson at 860-526-3099 or email at techsupport@paulsontraining.com and give us your machine ID.

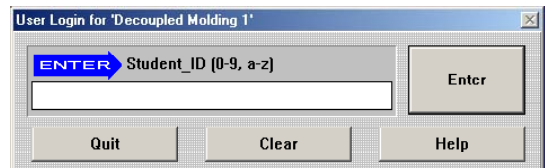
2. Click on the course you would like to see.



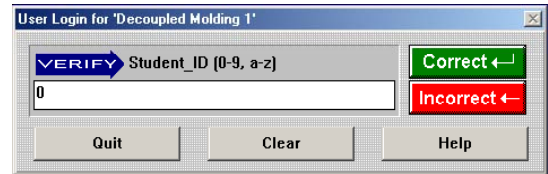
3. Click Play



4. Enter any student ID you like.



5. On the Verify Screen, choose
Correct



6. You will be asked to enter and verify more information such as your first name, last name etc.

7. When the login process is done, the program will begin.

What you will see next

1. Pretest Questions

- The program first starts with 5 pre-test questions. Answer each one of the questions. You will be told whether you are correct or incorrect for each question and then will move onto the next question. (The pretest score is kept in the database file and can only be seen by the administrator for each student.)

2. Introduction

- When the pretest is finished, the program will automatically begin the introduction.

3. Course Begins

- Throughout the course, the video will stop and you will be asked questions. If you answer the question incorrectly, you will be shown that piece of video again that explains the answer to the question. Only when a question is answered correctly, can you move on to either the next question or more video.

4. Post-Test

- At the end of each course, there is a post-test. The post-test is 10 questions and just like the pretest, will show you whether you answered correctly or incorrectly.

NOTE: Pre and Post tests can be set to any number of questions you like. The defaults are 5 and 10, respectively.

**For technical support call 1-860-526-3099
Available from 8:00 am to 5:00 pm EST, Monday through Friday.**