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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 premium (red) scanner.
3. Click on the correct version of the software. Example: If you are using a windows computer, click the "Windows version" of the software that is to the left of the picture of the premium (red) scanner.
4. **SAVE** the program to the desktop, **DO NOT** open and run right away.
5. Once the program is saved to the desktop, a folder with a zipper will appear.
6. Double click on that folder. A window will open up that contains both the CFASetup.exe Application & CFASync.msi Windows Installer Package.
7. Drag and drop **BOTH** programs to your desktop; **a very important step**. If missed, the software program **WILL NOT** recognize the scanner.
8. Click on the "CFA setup" icon, and a CFASync Setup Wizard will appear. Click next, I agree and the program will install. Click close.
9. Wait a few seconds to be prompted to install drivers, click on install anyway. If not, just click the ok button on the successful installation prompt.
10. Before proceeding, be sure to have a charged scanner and an Internet connection.
11. Plug your scanner into the USB port; the drivers will continue to install. Another success installation notification will appear that indicates the scanner driver is installed. Click Ok.
12. Click on the "CFA sync" 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.
13. 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 CFA 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 7.

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