

# Installation Instructions for Office Hours Professional

**WARNING:** If you are installing over a previous version of Office Hours, it is very important that you back up your data. Refer to the Office Hours Online Help for instructions on backing up your data.

## Standard Installation

1. Insert the Office Hours 14 CD in the local CD-ROM drive. The **Installation** window appears.

**NOTE:** If the **Installation** window does not appear automatically, click **Start** and select **Run**. The **Run** window appears. On the **Run** window in the **Open** field, type **X:\AUTORUN** (where **X** is your CD-ROM drive letter) and click **OK**. The **Installation** window appears.

2. On the **Installation** window click **Office Hours Professional**.

If installing on the Windows Vista platform, the **User Account Control** window appears. Click **Allow**.

The **Warning** window appears.

3. On the **Warning** window click **Next**. The **Welcome** window appears.
4. On the **Welcome** window select the **Installation type** by clicking the radio button next to the type of product you purchased. Click **Next**.

**Note:** The first four digits of the product serial number identify the product type.

5. On the **Software Licenses Agreement** window, click **I Accept**. The **Select Installation Type** window appears.
6. On the **Select Installation Type** window, click the **Express Install** radio button.

**NOTE:** This choice is the recommended option. To complete a custom software installation, see Office Hours Custom Installation.

Click **Next**. The **Ready to Install** window appears.

7. On the **Ready to Install** window, click **Next**. The **Installing** window appears and tracks the progress of the installation. Once the installation is complete, the **Installation Completed** window appears.

**Option:** on the **Installation Completed** window, select the **Launch Office Hours** check box.

8. Click **Finish**.

**NOTE:** The first time Office Hours 14 opens after installation a data conversion message may appear. Consider backing up data before completing data conversion.

If you are working with multiple practices, each time you open a new practice that particular practice also needs to be converted until all practices have been converted to Version 14.

**NOTE:** After installation and after Office Hours 14 launches for the first time, the **Registration** window appears. Register now or within 30 days after installation. For instructions or questions on registering, click the **Help** button on the **Registration** window.

## Office Hours Custom Installation

**NOTE:** A custom installation is not required for most users. Do not complete a custom installation unless your circumstances call for it and you have extensive computer software installation experience.

1. Insert the Office Hours 14 CD in the local CD-ROM drive. The **Installation** window appears.

**NOTE:** If the **Installation** window does not appear automatically, click **Start** and select **Run**. The **Run** window appears. On the **Run** window in the **Open** field, type **X:\AUTORUN** (where **X** is your CD-ROM drive letter) and click the **OK** button. The **Installation** window appears.

2. On the **Installation** window click **Office Hours Professional**.

If installing the Windows Vista platform, the **User Account Control** window appears. Click **Allow**.

The **Warning** window appears.

3. On the **Warning** window click **Next**. The **Welcome** window appears.
4. On the **Welcome** window select the **Installation type** by clicking the radio button next to the type of product you purchased. Click **Next**.

**Note:** The first four digits of the product serial number identify the product type.

5. On the **Software Licenses Agreement** window, click **I Accept**. The **Select Installation Type** window appears.
6. On the **Select Installation Type** window, click the **Custom Install** radio button and click **Next**. The **Select Destination Directory** window appears.
7. On the **Select Destination Directory** window, click **Browse** to specify a location for installing the program and click **Next**. The **Backup Replaced Files** window appears.
8. Option: On the **Backup Replaced Files** window, select the **Yes** radio button and click **Next**. The **Select Backup Directory** window appears.

Option: On the **Backup Replaced Files** window, select the **No** radio button and click **Next**. The **Ready to Install** window appears. Skip Step 9 and go directly to Step 10.

9. On the **Select Backup Directory** window, click **Browse** to specify a location for backing up files and click **Next**. The **Ready to Install** window appears.
10. On the **Ready to Install** window, click **Next**. The **Installing** window appears and tracks the progress of the installation. Once the installation is complete, the **Installation Completed** window appears.

**Option:** on the **Installation Completed** window, select the **Launch Office Hours** check box.

11. Click **Finish**.

**NOTE:** The first time Office Hours 14 opens after installation a data conversion message may appear. Consider backing up data before completing data conversion.

If you are working with multiple practices, each time you open a new practice that particular practice also needs to be converted until all practices have been converted to Version 14.

**NOTE:** After installation and after Office Hours 14 launches for the first time, the **Registration** window appears. Register now or within 30 days after installation. For instructions or questions on registering, click the **Help** button on the **Registration** window.