

IMPORTANT: The following instructions are for Standalone versions of Min-U-Script Pro ONLY. If you have a network version of Min-U-Script Pro and would like to move to a new server or install/transfer to a new workstation, please visit our Support page at www.minuscript.com for specific instructions for Network version users.

THE VIDEO TUTOR

To assist you in maximizing your use and understanding of the Min-U-Script Pro software, a complete video on-line manual, the *Video Tutor* is provided. The *Video Tutor* contains a library of step by step instructional videos on using your Min-U-Script Pro software. The *Video Tutor* is separated into chapters outlining each of the main functions and features offered. The *Video Tutor* can be accessed from the Min-U-Script website at <https://minuscript.com/videotutor/>.

SUBMIT TRANSFER TO NEW PC REQUEST FORM

Min-U-Script Pro 5.0 is available to all users that are currently on a Software/Support plan. To receive the installation link for the Min-U-Script Pro software you will need to be current on your Software/Support plan.

Submit a request at <https://minuscript.com/musupgraderequest/>. If you are under a current Software/Support plan fill in and submit this form. A link to the Min-U-Script Pro software will be sent.

If your Software/Support plan has lapsed you can easily re-instate NOW by going to our [Products Page](#) and select the REINSTATE Annual Software Support option under Annual Software/Support Maintenance. Once you have re-instated you may request a Min-U-Script Pro Transfer request form again or by including a note that you would like to transfer Min-U-Script Pro during check out in the Comments section.

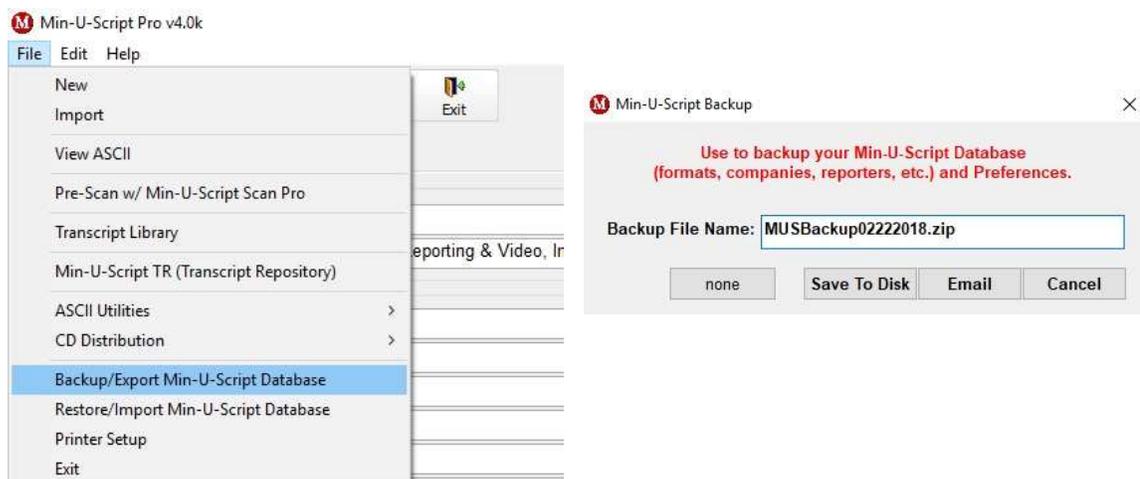
BACKING UP YOUR CURRENT Min-U-Script Pro DATABASE

Video Tutor: An instructional video for Transferring Min-U-Script Pro from one computer to another can be found in the Video Tutor area of our website at <https://minuscript.com/vtchapter9/>.

NOTE: In the event of a computer crash it may not be possible to perform the Backup procedure from Min-U-Script. Please contact support@minuscript.com for further assistance. Instructions on how to proceed will depend on recovery of data and transcript library from your computer and/or whether a backup was made recently that can be used to setup on a new PC.

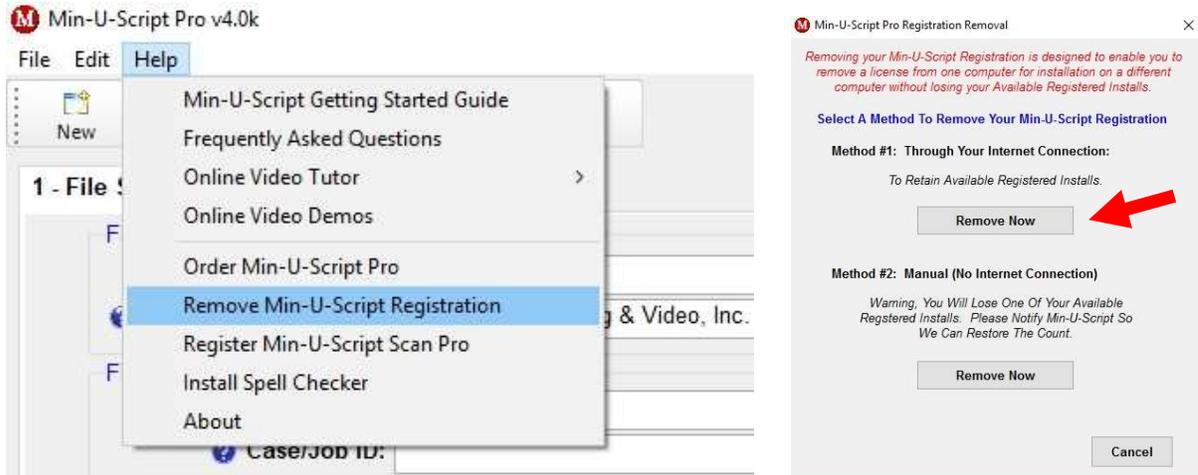
1. To use the backup utility included in your Min-U-Script Pro software you will need to be on version 4.0c or higher. To check your current version go to Help>About from the Min-U-Script Pro menu. After confirming your current version you can proceed to Step 2. If you are on a lower version, please contact support@minuscript.com for further assistance.
2. Backup your current Min-U-Script Pro database: For this step you will need a storage device like a flash drive or external harddrive with space to save your data to. From the main menu go to File>Backup/Export Min-U-Script Database.

Plug in your storage device at this time. Click on *Save to Disk* and select your data storage device from the navigation window and then click *OK*.



3. Remove Product Registration from your current PC: Before removing the registration from this PC select *About* from the *Help* menu, write down your Product Code and then close this window. From the main menu go to *Help>Remove Min-U-Script Registration*. Click *Remove Now* when ready (Internet connection is required). If you encounter an error message while removing the registration you will need to contact Support to have your Product Code reset. If you would like to remove the registration at a later time after ensuring that the new pc is working properly, you may skip this step for now and continue with the transfer process.

Transferring MUS to a new PC

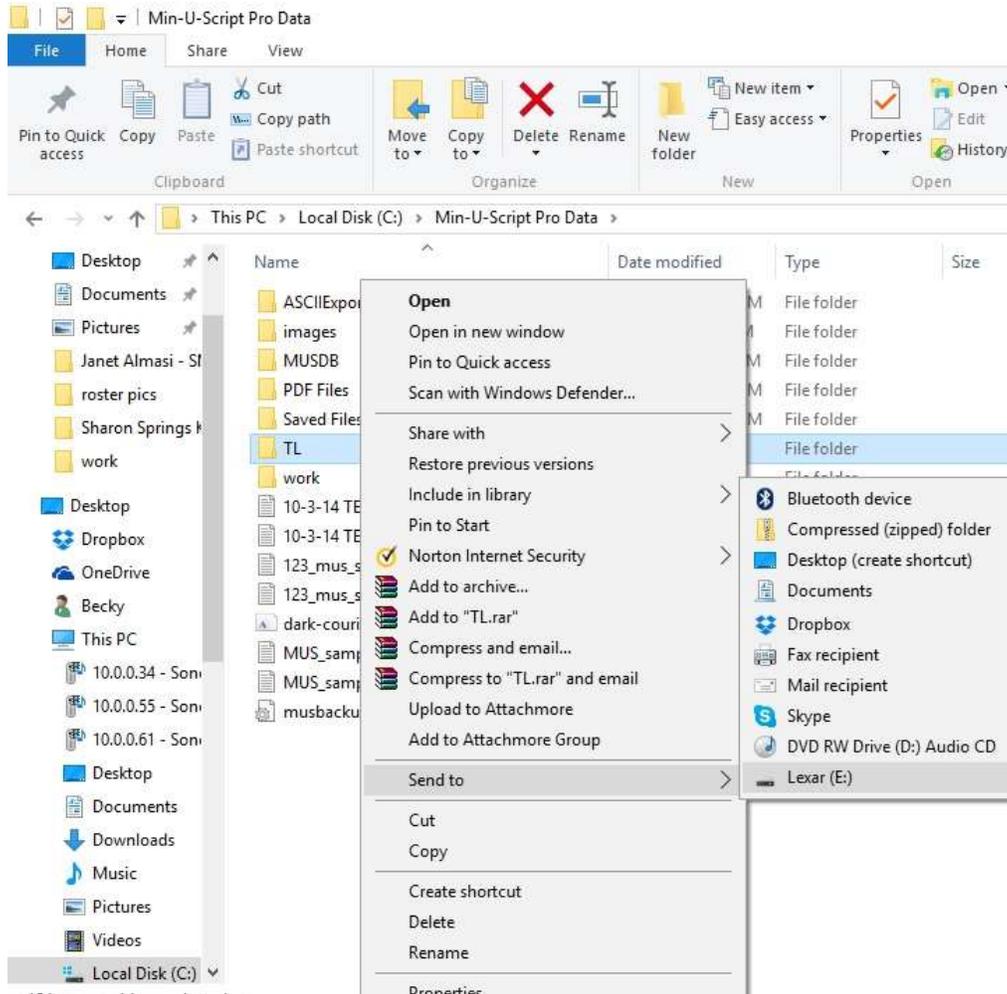


4. Backup Transcript Library (Optional): If you would like to transfer your Transcript Library to the new PC you will need to copy the TL folder from your current PC on to your storage device. To do that open Windows File Explorer and locate the following folder:

C:/Min-U-Script Pro Data/TL

Locate the TL folder, highlight and right-click on the folder. Select *Send To* and then choose your storage device. Depending on how big your TL folder is and the speed of your computer this may take several minutes to several hours.

When copying is complete, remove your storage device and take to the new PC.

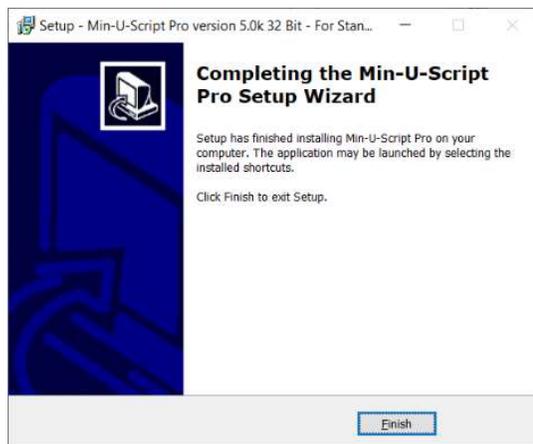
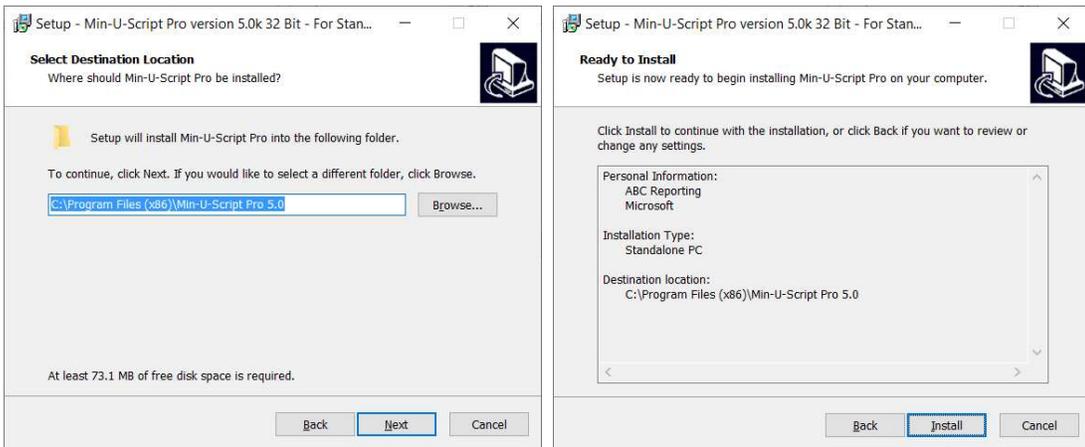
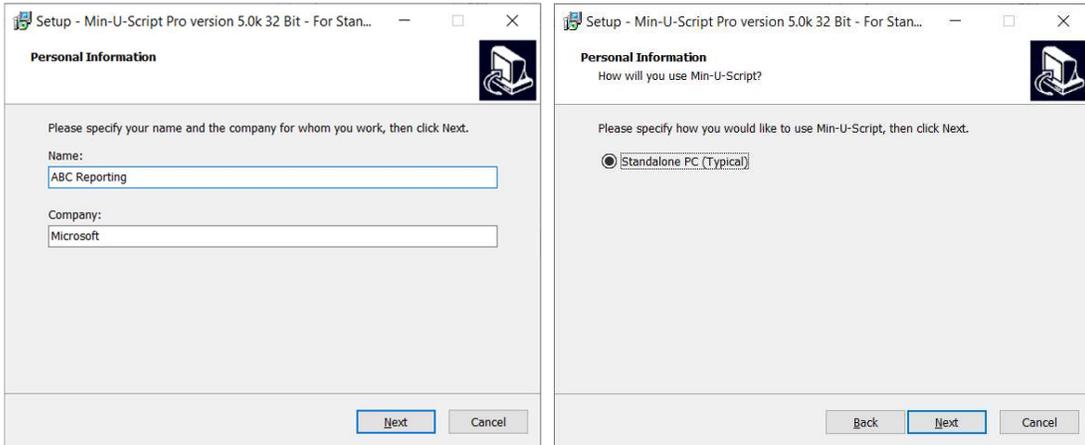


INSTALLING Min-U-Script Pro ON THE NEW PC – STANDALONE VERSION ONLY

1. Before installing Min-U-Script Pro v5.0 on your computer, please read through the following documentation. Min-U-Script Pro v5.0 will install as a new installation on your computer and add a new Min-U-Script Pro 5.0 icon on your desktop once complete. We recommend that you accept the default location(s) for installing the software during the install process. This will ensure that the current settings and Transcript Library are transferred to the new Min-U-Script Pro v5.0 installation.

Provided in your email is a link to the Min-U-Script Pro 5.0 software, click on the link or copy and paste the link into a new browser to begin the download. Please note: Depending on your operating system or internet browser used the software install may not automatically open and start. If the download does not auto-run

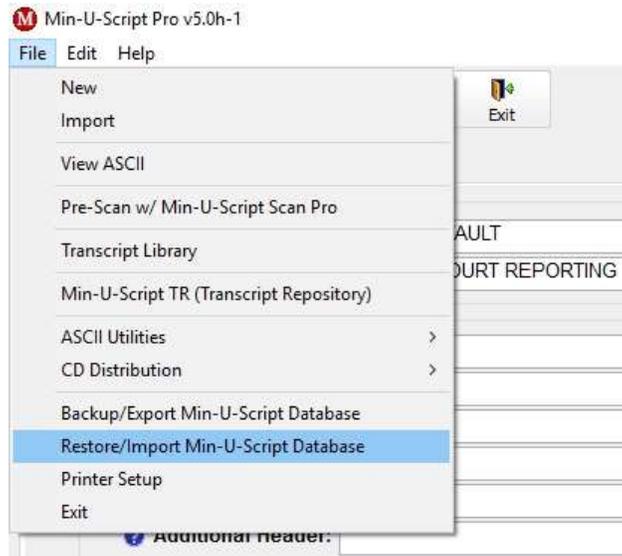
you will need to double-click the Min-U-Script setup file from your Downloads folder to begin the install. Follow the prompts to complete the installation. The Min-U-Script Pro 5.0 download is safe, however, depending on your anti-virus protection it is possible to receive a warning. Please check the Troubleshooting section at the end of this guide for help.



2. Once installation is complete, a new Min-U-Script Pro 5.0 icon will be installed to your desktop. Start Min-U-Script Pro using this new icon. A dialog box asking you to register Min-U-Script Pro will open, click *Yes* and proceed to the next screen. Because this is the first time you are using Min-U-Script on this PC you will need to enter information into the company Information page in order to proceed to the next window. Just fill in your Company Name for now (the rest of the information will be restored in the next step), and click *Save*.
3. Continue to the Registration window, enter your product code, and click *Register Now* to register your Min-U-Script Pro software.



4. Min-U-Script Mail, a joint development with Attachmore, allows you to send large files through standard email by uploading your files directly to Attachmore and receiving a download link that you can then share with your customers. During installation you may be asked to install the MUS Mail/Attachmore application. If you would like to install MUS Mail/Attachmore at this time, click *Yes*. Follow the prompts to complete the installation. You can skip this step for now if you wish and install later by going to *Help>Install MUS Mail/Attachmore* from the Min-U-Script menu.
5. *Restore Settings*: Plug in your storage device with the data copied from the old computer now. Select *Restore/Import Min-U-Script Pro Database* from the *File* menu. Select your storage device from the *Look In* field, and locate your backup file (will be named *MUSBackupXXXX2021.zip*), click *Open* when done. A notice of a successful backup will display when complete.



6. Restore Transcript Library (Optional): If you copied the TL folder during Step 4 to your storage device, you can now restore the Transcript Library at this time. Exit Min-U-Script, and using My Computer or Windows Explorer, locate your storage device and find the TL folder copied during Step 4. Highlight the TL folder, right-click and choose Copy. Now navigate to the following folder:

C:/Min-U-Script Pro Data

Highlight **Min-U-Script Pro Data**, right-click and select **Paste**. If a dialog box opens that says a TL folder already exists, would you like to replace? click **Yes** at this time.

The transfer process is now complete, and you are ready to start using Min-U-Script Pro!

TROUBLESHOOTING

Although the Min-U-Script Pro v5.0 installation file is safe, it is possible for an anti-virus program(s) to display a warning message during download or startup. Below are solutions to common issues with some of these programs that may help.

Downloading

As you are downloading keep an eye on the download progress bar, if there is an issue it will display a warning to Keep or Discard the file. Make sure you press *Keep* in order to continue the download and save the installation file.

Windows Defender

Windows Defender commonly displays a warning message that an unrecognized app has been detected when trying to install new software. If you receive this message, click on *More Info*, then click on *Run anyway* on the next screen.

McAfee Anti-Virus Protection

If McAfee is blocking the download or installation, you will need to temporarily disable McAfee Anti-Virus. To do that, you will need to do the following:

- Double-click the McAfee icon in the system tray to open the McAfee Navigation Panel.
- From the left side menu, click on the icon with the 4 dots under the Home icon.
- Slide the bar or click on Turn Off next to Real-Time Scanning, and then select a time frame to temporarily turn McAfee off for (15 minutes should be enough).
- Minimize the McAfee Navigation Panel
- Complete the Min-U-Script Pro installation

If you are having trouble with McAfee AV removing your Min-U-Script Pro program after installation or shutting down/removing the Min-U-Script program, then you will need to add the Min-U-Script Pro program file to the McAfee Excluded Files list to avoid this.

- Turn off Run-Time scanning as described above and re-install Min-U-Script Pro.
- Once Min-U-Script Pro is installed bring the McAfee Navigation Panel back up.
- If the Run-Time Scanning is still set to Off, switch back to On at this time. This will now enable the Add File button under Excluded Files at the bottom of this window.
- From the Excluded Files area click on *Add File*, and navigate to the following directory and file – C:\Program Files (x86)\Min-U-Script Pro 5.0\mus.exe and select it.

This will add the mus.exe file to the Excluded Files window. Exit the Navigation Panel.

Other Anti-Virus Programs

If your anti-virus program is blocking the downloading or running of the Min-U-Script Pro 5.0 installation file it may be necessary to temporarily turn-off your anti-virus program until installation is complete. You may turn it back on as soon as installation is complete.