



## Upgrade Instructions

## Upgrading INTELLIscribe

- » Instructions for:
- » IS 1.x, 2.x, and 3.x to IS 4.0

### Notes

INTELLIscribe is no longer supported on these legacy Windows operating systems: 95, 98, Millennium Edition or NT. To install INTELLIscribe 4.0, you must first upgrade your operating system to a supported Windows platform.

### Minimum System Requirements:

- Windows 2000, XP, Server 2003, or Vista
- Internet Explorer 5.01 SP2 or later

If your [Software Upgrade Maintenance \(SUM\)](#) is current, you can upgrade to the latest version for no additional charge. If expired, contact us to reinstate SUM prior to upgrading.

This document includes instructions for upgrading from all previous versions. Note that all previous versions have been discontinued and are no longer available for download or purchase. To upgrade INTELLIscribe, follow the steps as listed on the right.

### Upgrading to INTELLIscribe 4.0

If your SUM is current and you are running version 3.2.0.42 or later, simply install INTELLIscribe (following step 8 only). The configuration will be preserved. After upgrading, open the Brooks License Manager to verify unlock status. For versions older than 3.2.0.42, follow steps 1-11 below.

1. Open INTELLIscribe and choose Export Configuration from the File menu. Type a name or take the default and choose a folder where the exported configuration file should be saved.
2. In INTELLIscribe, choose License or License Manager from the Help menu.
3. In the License Status tab, note the serial number or print the license. This data may be required when unlocking the new version.
4. Refer to the email received after purchasing INTELLIscribe and locate the order number (invoice or sales receipt number) and the authentication code (listed as "Auth Code" on the invoice or sales receipt).
5. Open the Add or Remove Programs utility found in the Control Panel. Locate and highlight INTELLIscribe and click the Change/Remove button (or equivalent).
6. The InstallShield Wizard will guide you through the steps of removing the old version of INTELLIscribe from your computer. Any Windows printers currently printing through INTELLIscribe are set to print to the FILE: port. This ensures the software is removed completely from your computer.
7. If you are prompted to restart your computer after uninstallation, please do so now.
8. Install INTELLIscribe by executing the setup program downloaded from our website ([www.brooksnet.com/download-intelliscribe](http://www.brooksnet.com/download-intelliscribe)). Visit [www.brooksnet.com/setup/is-setup.html](http://www.brooksnet.com/setup/is-setup.html) for detailed installation instructions.
9. If you are upgrading from INTELLIscribe 2.x or an earlier version, contact us via email or telephone, provide the order number, authentication code, and serial number found in Steps 3-4 above. Use our activation instructions at [www.brooksnet.com/unlock.html](http://www.brooksnet.com/unlock.html) to unlock the software and any modules you have purchased.
10. Open INTELLIscribe and choose Import Configuration from the File menu. Locate and open the configuration file exported in Step 1. You should now see your virtual printer ports in INTELLIscribe.
11. Open the Windows Printers folder. Any printer previously directed to an INTELLIscribe port (now using the FILE: port) needs to be changed. Right-click the printer and choose Properties. In the Ports tab, select which virtual printer port you want your Windows printer to use. Repeat this step for each printer.