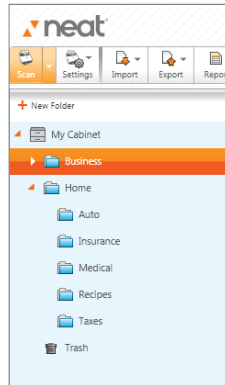


4 Getting Started

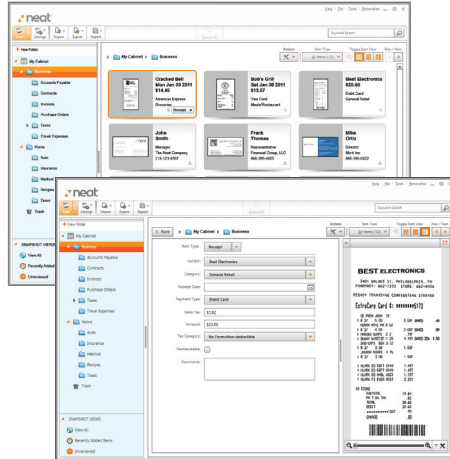
All items should be inserted FACE DOWN, in the far right side of the scanner.

Open the software and create folders by clicking on + **New Folder**. Create folders based on your organizational style. For example, Home, Business, Auto, Medical etc. Select the folder in which you wish to place the scanned items. Press the **Scan** button on the scanner or click on the top-left corner of the Neat Software. You can also modify scanner settings by clicking on the **Settings** button.



TIP: Neat Software also allows you to scan and create PDF files. Simply press the PDF button on the scanner or click on PDF in the Menu Bar to initiate the scan and save your documents as PDF files.

The scanned items will be processed in a queue in the software. Once complete, the items will appear in the folder. Double click on the item to review the extracted data and add comments.



And that's it! You are now ready to say goodbye to paper clutter, and hello to an organized, digital life.

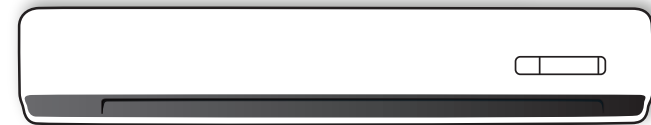
Be sure to check out the back cover of the Quick Start Guide for more information on getting help and participating in our online user forums.

NeatReceipts®

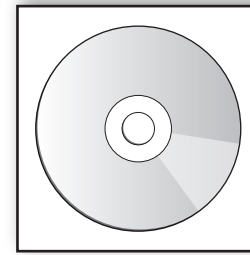
INSTRUCTIONS FOR SCANNER SETUP AND SOFTWARE INSTALLATION

The NeatReceipts box contains everything you need to begin using the Neat Mobile scanner with Neat Software. Just follow these installation instructions and you'll be scanning in no time!

To begin, you'll need the following items:



NEAT MOBILE SCANNER



NEAT INSTALLATION CD



USB CABLE

► Before you Begin

You must install Neat Software prior to connecting your scanner to your computer.

If you have NeatReceipts 3 installed on your computer, the Neat Software on the enclosed CD will upgrade your current software. If you have NeatReceipts 2 or an earlier version installed, you'll need to back up your database and uninstall the software. For detailed instructions on backing up and restoring your data, please visit www.neat.com/database-backup. To uninstall the software, select **Start > Control Panel > Add or Remove Programs > NeatReceipts**.

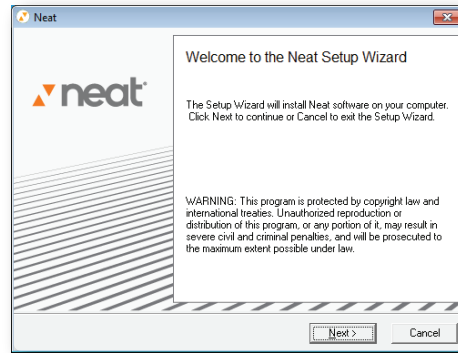
Temporarily disable any security or anti-virus software.

Continue with setup and installation ►►

1 Installing Neat Software

Insert the installation CD into your CD-Rom drive.

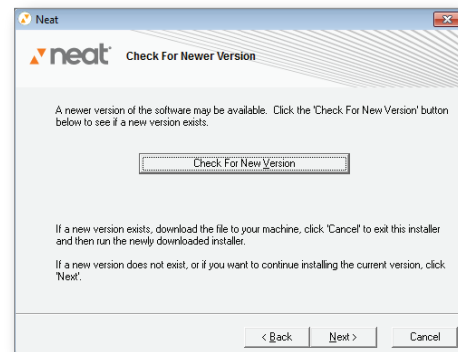
When the Installation Wizard screen displays, click **Next**.



Click **Check for New Version** on the next screen to see if a new version of Neat Software exists. If it does, download and install that version as instructed; otherwise, click **Next** to continue.

Read and accept the terms of the license agreement, then click **I Agree**.

Continue to follow the on-screen instructions. Please note database installation may take up to 15 minutes.



Next, you must activate your software by entering your name, email address and product key. Your product key is located on the CD sleeve.

Click **Continue**.

When prompted, register your copy of Neat Software. Registration is REQUIRED to receive free technical support and to qualify for your hardware warranty.

Product Key: NR4EVS2X-UNGOZ-4E

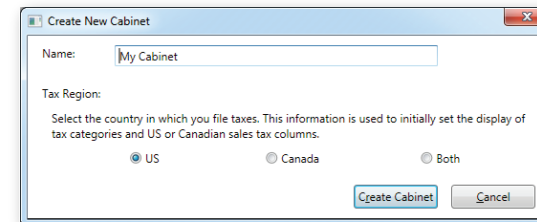
When the Installation Completed screen displays, click **Finish**.

Please take a moment to enable your security and anti-virus software.



2 Launching Neat Software

A shortcut has been installed on your desktop. Double-click the shortcut to launch the application.



The first time you launch the software you will be asked to create a cabinet. Name your cabinet appropriately and select the country in which you file taxes. This information is used to set the display of tax categories. (This information can be changed later.)

3 Connecting your Scanner

Use the provided USB cable to connect your scanner to any USB port on your computer. Connect the scanner directly to your computer – do not use a USB hub or USB port on the keyboard.