

## Simon Trial Information

This document will describe the process of downloading the trial version of Simon, how to get it unzipped, installed and set up so that you can use this fine program. There will be some side information regarding installing from the CD.

The first thing you will want to do is get the trial program file from our web site at <http://www.bnl.com>. The file you will be picking up is entitled **SimonV3.exe**.

If you have an AOL account, do not use the AOL browser as it is a silly browser that has stringent limitations that will make your browsing experience much less rewarding. In fact, it will fail on a lot of very simple routines that web designers use to make their web pages more interesting. Create your AOL connection, minimize the AOL window, find and open the Internet Explorer to do your browsing.



When you reach the web site using your internet browser, you should click on the Trial Downloads button as shown in the image of our web site logo. You will be sent to a page where you can pick up all of our trial versions by clicking on the [Free Trial Downloads Area] hyperlink, filling out a short informational form, clicking the [Submit Query] button. You can also request that we send you a CD with all of our trial programs on it. There is a \$20 fee for sending the CD.

If you request and receive the CD, installing Simon is easy. Just insert the CD into your CD reader on the computer where you want to install the Simon software. A menu will appear where you can select the 'Simon' item. The install process will start. You should install Simon to the suggested folder and then do a 'Typical' install.

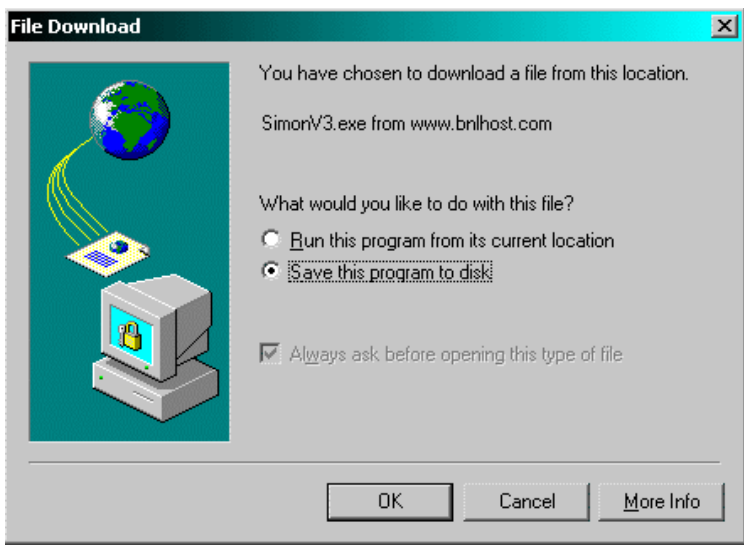
If you want to download the Simon trial, click on the 'Simon' link after filling out the form and clicking on the [Submit Query] button. A browser window will appear where you can read or download various Adobe Acrobat files that will help in your understanding of Simon. Also, of course, there is a button that you can click to download the Simon trial program. By clicking on the [Download Now!] button, you will start the process of downloading the Simon trial program. A dialog box will appear that may look like the one shown here. But, this dialog box varies depending on the browser you are using. The one shown here is the one used by the Microsoft Internet Explorer 6.0 browser.

Make absolutely sure, no matter what browser you are using, that you have the Save this program to disk option set. This may vary somewhat from one browser to another, so the wording may be different.

In essence, you must save the files to your hard drive. If you try to run these upgrade/revision files from 'it's current location' the revision will fail.

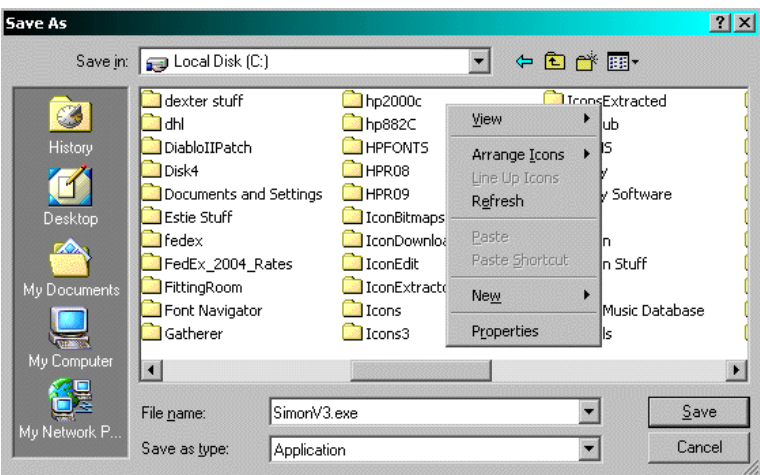
Click the [OK] button when you have set this to 'Save this program to disk.

Another dialog box will follow this one. This dialog box wants to know to where this file should be saved. We suggest that you save file to a location where you can find it later, since you will have to unzip the file by double clicking on it. Having all downloaded files to the same location will make finding them later much easier. And, yes, you will have to locate these files once they are downloaded.



You can drop down the 'Save in:' list to help navigate to the location where you want to save Simon, or you can navigate to the C drive and then right click in the large window in any white space area, to bring up the menu as shown. From this menu you can create a new folder where you can save this, and future, downloads.

Once you have this set correctly, you can click on the [Save] button as pointed out in the image.



Now the file that you want to download will be saved to your hard drive to the location you designated.

Once you have the SimonV3.exe file downloaded, you will want to terminate your Internet connection, close all Internet-related windows, and prepare to save get the Simon trial installed.

You will need to find the file you downloaded. It will be on your hard drive. If you did everything correctly, the file will be in the folder where you saved it.

Once you find the SimonV3.exe file, you will want to unzip it.

Double click on it.

The WinZip Self-Extractor window will appear. All you need to do here is click on the [Unzip] button to extract the files and drop these files into the folder as shown in the 'Unzip to folder:' box. The WinZip Self-Extractor will complete the task and tell you how many files were extracted.

At this point the WinZip Self-Extractor will continue automatically through the install process for the Simon trial.

If you abort the install process after unzipping the files without letting the Winzip Self-Extractor automate the process for you, you will not want to unzip the Simon files again. To restart the install process using the extracted files, find the [c:\simon\temp] folder, find the setup.exe file and double click on it. This will start the install process where you aborted. If you try to unzip the Simon files again you will get an error message telling you that WinZip cannot create the 'setup.tdf' file. Reason: Since you already unzipped it, it already exists and cannot be overwritten.

You will want to install Simon to the suggested folder and you will want to do a 'Typical' install. Once you get Simon installed, you will be able to open Simon and get started.

When you open Simon for the first time, you will be confronted with the terms and conditions of use, you will want to read and then agree to the terms to continue.

Once you agree to the terms of use, the Preference Wizard will appear. This is a multiple form tool that will help you set up the Simon options so you can use it. Simon allows you to set many options to tailor your Simon application to the way you want to conduct your mailbox rental and mail forwarding business. This Preference Wizard will address most of the options you will want to set. Other, less important, options can later be found in the three preference areas in Simon. Make absolutely sure you set all of the options in the Preference Wizard before continuing into Simon. Some of the options must be set before you can use Simon. For instance, Simon must know your box numbers, sizes, pricing before Simon can allow you to add your clients.