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# Super POSS

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## Release 5.31 Conversion Instructions For NCR 2127 Systems



10/11/99  
Version 1.0

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# Super POSS 5.31 for Windows™

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## Conversion Instructions For NCR 2127 Systems

### ***Before you begin...***

- ➔ **YOU MUST** contact MEI Support personnel before beginning the conversion. Please call (800) 447-8849 between 5 am and 4 pm, Pacific Standard Time, Monday through Thursday.

- Make sure your system is configured correctly for TCP/IP***

- If you are running the conversion from diskettes...***

...check to make sure you have 14 diskettes, labeled “Super POSS Windows 95 CONVERSION Disk 1 of 14,” etc.

- Schedule enough time***

It will take about two hours to run the conversion.

- Make sure your existing /cposs40 directory and the Windows 95 operating system reside on the same computer.***

The conversion procedure is designed to convert the existing Super POSS release, *at its current location*, to the new release. If you plan to put the new release of Super POSS on a different computer—for example, one that meets the greater speed and memory requirements of Windows 95—make sure you first move the /cposs40 directory and its contents to that computer.

- If your existing Super POSS release uses a custom POSS.BAT file...***

...the conversion procedure will not delete or erase the file. However, you should contact MEI technical support personnel for help in configuring your Super POSS 5.3 release to perform the functions that have been carried out by special commands in the POSS.BAT file.

- Make sure your hardware is ready to communicate***

- 1) The printer should be turned on, loaded with paper, and on-line.
- 2) The PC should be connected to the master register and ready to communicate.

## Converting to Super POSS 5.31

### ❑ **Exit Super POSS if it is running and close all other Windows applications**

### ❑ **Start the installation wizard**

- If you are running the conversion from a CD-ROM, insert the CD-ROM into your computer's CD-ROM drive.

*The system automatically starts the installation wizard.*

- If you are running the conversion from diskettes:

- 1) Insert the first Super POSS diskette into your computer's floppy disk drive.
- 2) Click the Windows 95 Start button and choose Run.
- 3) Type **a:\setup** (where **a:** is the letter of the drive into which you inserted the diskette) and click OK.

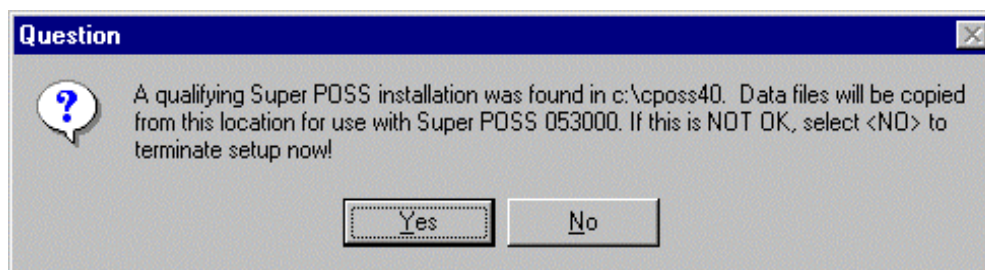
*The system starts the installation wizard.*

### ❑ **Proceed with the conversion**

- 1) Read and acknowledge (by clicking the appropriate button) the opening screen, license agreement, and copyright/trademark screen.
- 2) In the Super POSS32 Licensing Information window, enter your name, company name, and Super POSS serial number. Enter the number *exactly* as it appears on the inside cover of your conversion CD-ROM case, or on the labels of your conversion diskettes.

When you have filled in all requested information, click Next.

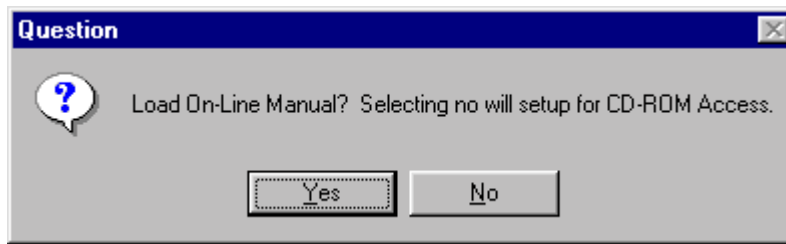
*The installation wizard displays this window:*



- 3) Verify that the indicated directory is where your existing Super POSS data files are located by clicking Yes.

- **Note:** If this is not where your existing data files are located, click No to terminate installation. Contact MEI support personnel for further instructions.

*The next window asks if you want to install the on-line user's manual:*



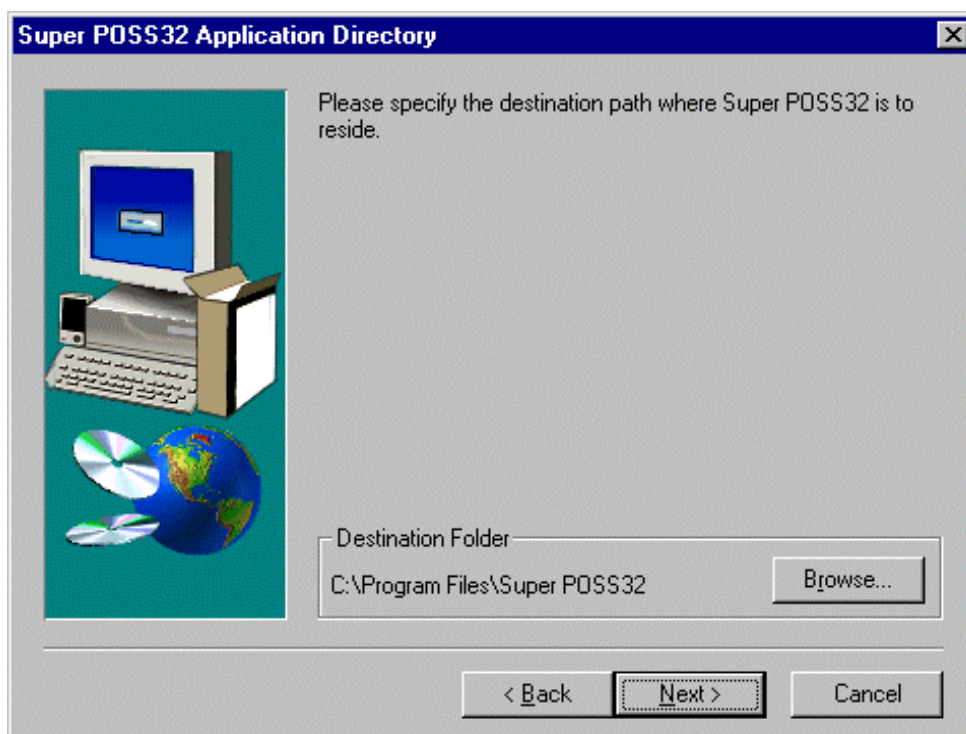
- 4) Click Yes to copy the on-line version of the Super POSS user's manual to your computer's hard disk. It will occupy about 5.5 megabytes of disk space in your Super POSS folder. Adobe® Acrobat Reader, the program that enables you to use the manual, requires another 6 megabytes.

➤ Note: You will have the option of installing Adobe Acrobat Reader on your hard drive later in the installation procedure.

Click No if you do not want to copy the on-line manual to your hard disk.

➤ Note: If you click No and are installing from a CD-ROM, you will still have access to the manual on the CD-ROM itself. If you are installing Super POSS from floppy diskettes, you will not be able to use the on-line manual.

*The installation wizard displays this window:*

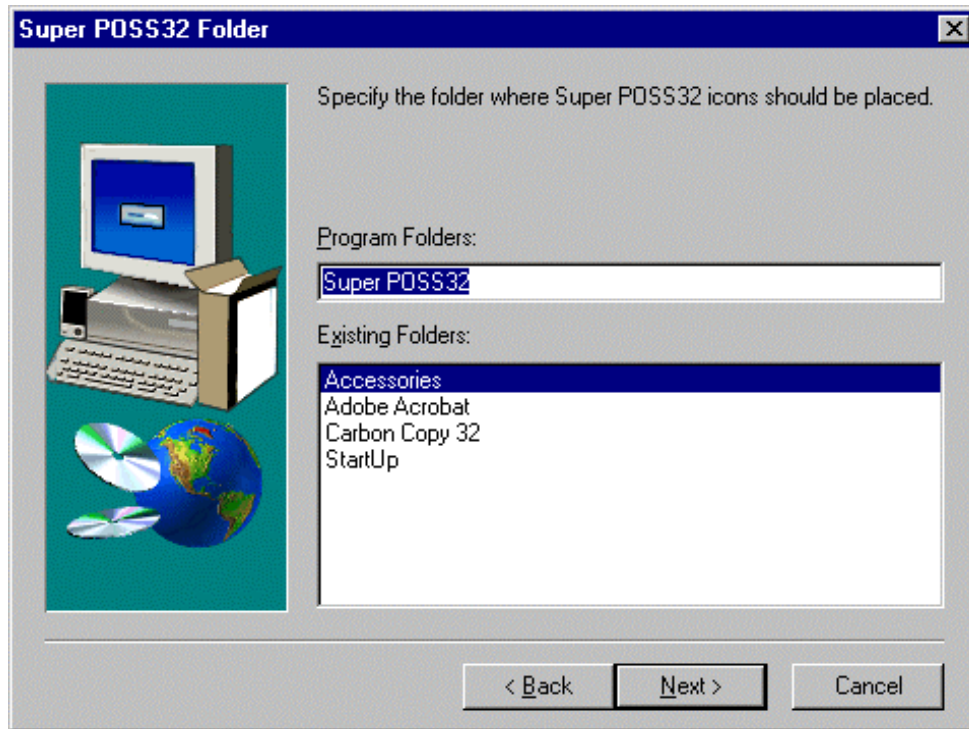


- 5) Specify the name of the folder in which you want to install the new Super POSS release.

By default, the wizard suggests **C:\Program Files\Super POSS32**, where C: is the drive on which Windows resides. MEI highly recommends accepting the default folder. However, you can use the Browse button to locate and designate another folder if you wish.

When you have specified the desired destination folder, click Next.

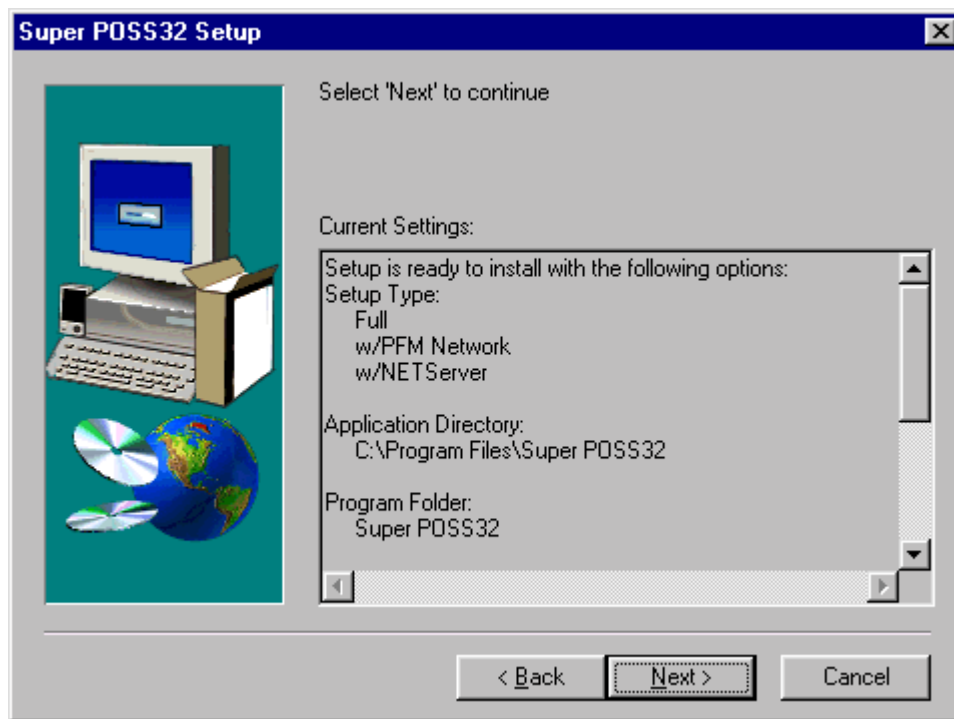
The next window prompts you to indicate where you want to put the Super POSS icons:



6) You have three choices:

- You can accept the default, **Super POSS32** (recommended) in which case the installation wizard will create a directory by that name and place the icons in it.
- You can replace the default with another directory name of your own devising.
- You can select an existing folder from the displayed list.

The installation wizard asks you to verify your settings before proceeding further:

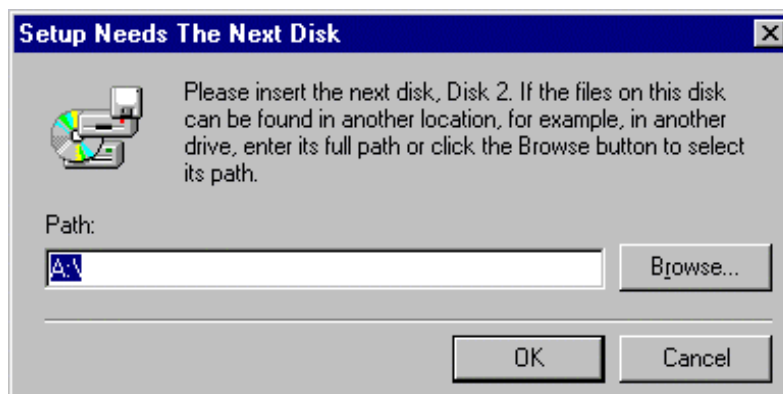


- 7) If the settings are not correct as shown, use the Back button to return to previous windows to change them.

When the settings are correct, click Next.

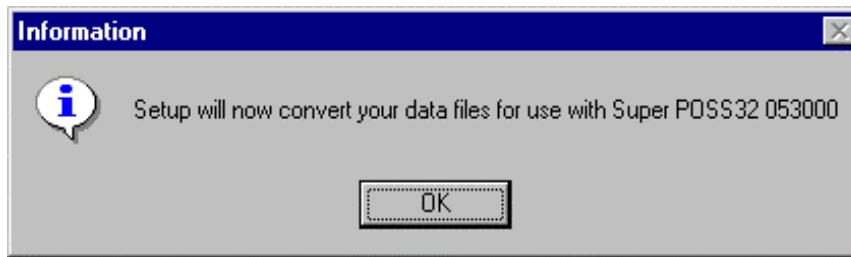
*It takes a few minutes to extract and copy the appropriate files to the Super POSS directory.*

*If you are running the conversion from diskettes, the wizard prompts you to insert the second diskette:*



Continue inserting diskettes as prompted by the wizard, until it has copied all the necessary files to your hard disk.

*When it finishes copying the new Super POSS files, it displays this message:*



- 8) Click OK.

*For the next part of the procedure, the installation wizard opens a DOS window, in which it displays this message:*

**THIS PROCESS WILL CONVERT SPOSS FILES.  
YOU SHOULD HAVE A BACKUP BEFORE STARTING.**

- Note: Ignore the on-screen instruction to make a backup—this step is not necessary for the current conversion procedure, which does not delete or replace the files in your existing /cposs40 directory.

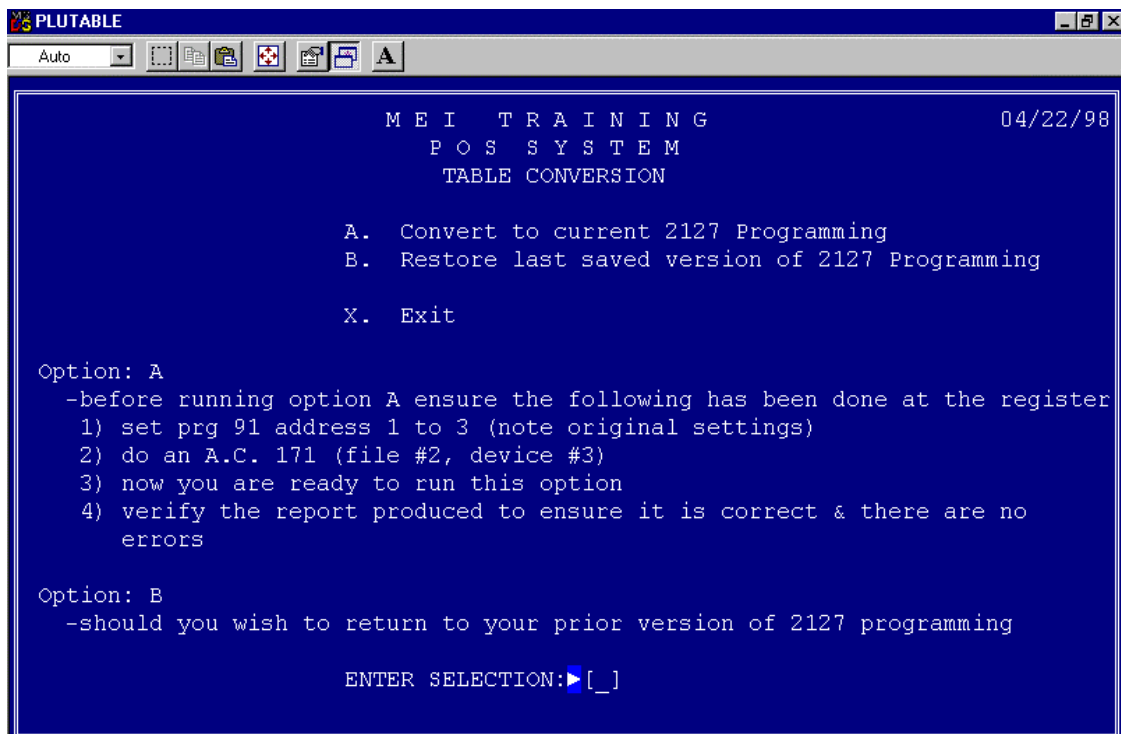
- 9) Press <enter> to continue.

*After a few moments, the installation wizard displays this message:*

**This process will convert Super POSS 5.00.xx files  
to 5.30 format. You MUST perform a file backup  
before beginning.**

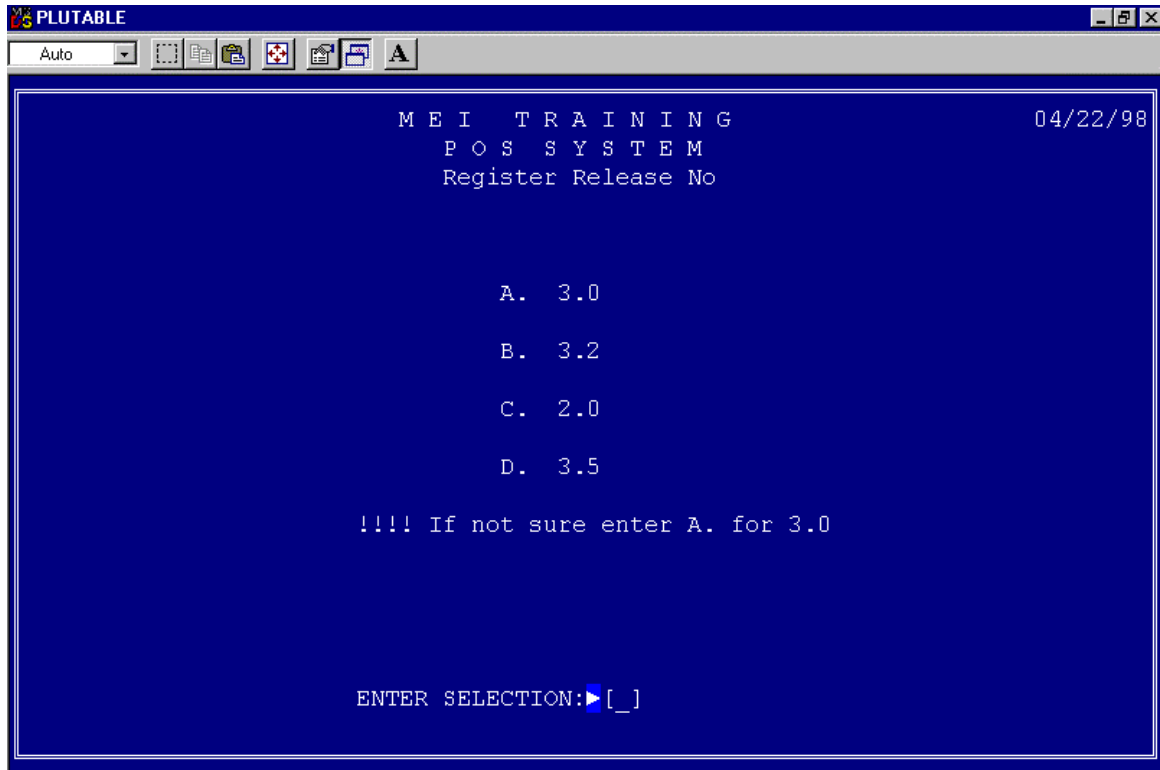
- 10) Type C <enter> to continue. (Again, ignore the instruction to make a backup.)

*The wizard converts your old Super POSS files to Super POSS 5.30 format, then displays this screen:*



11) Type **A** <enter> .

*The next screen lists Super POSS-compatible register operating system release numbers:*

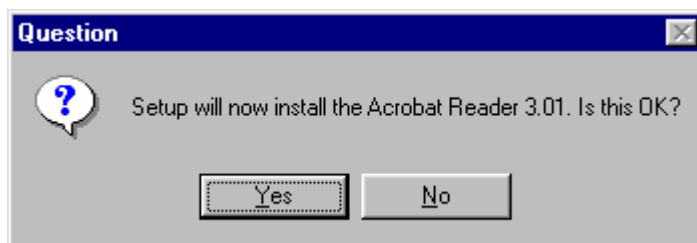


12) Specify your register’s operating system release number by entering its corresponding menu letter.

*The installation wizard displays a communications screen while it downloads the register’s program settings and prints the results in a report.*

➤ Note: The report should state **No critical errors or warnings to report**. If it does not include this statement, call MEI support personnel after you finish the installation procedure.

*When it is finished communicating with the register, the wizard closes the DOS window and displays this message:*



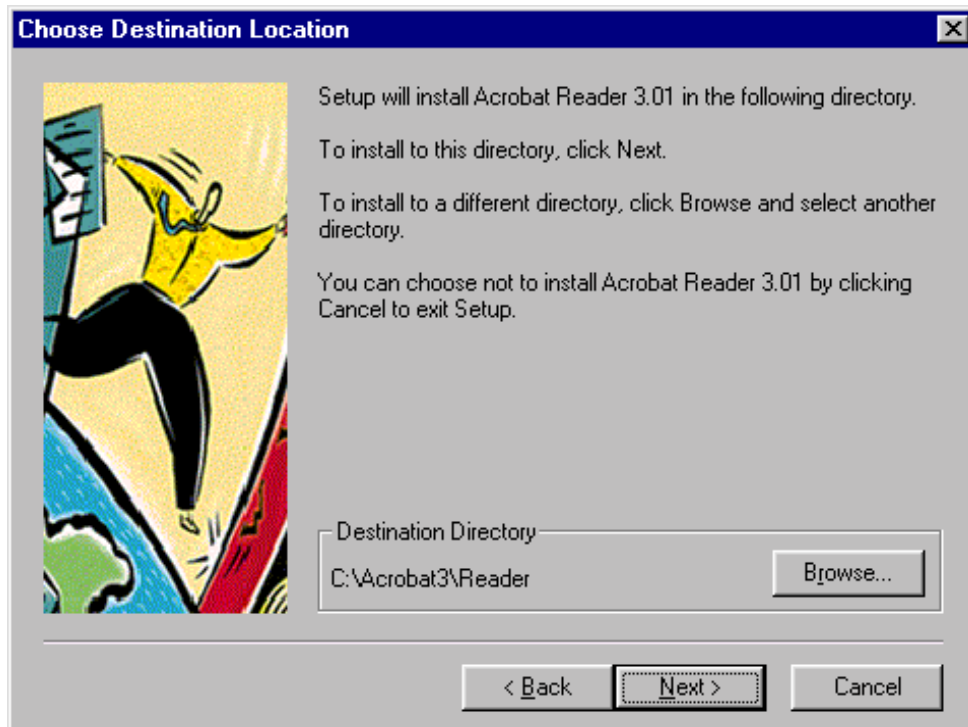
13) If you clicked No at step 4, or if you already have Adobe® Acrobat Reader 3.0 or later installed on your system, click No. Proceed to step 17.

If you clicked Yes at step 4, and if you do not already have Adobe® Acrobat Reader 3.0 or later installed on your system, click Yes.

*This starts the Acrobat installation procedure.*

- 14) Read and acknowledge (by clicking the appropriate button) the opening screen and license agreement.

*The next screen asks you to where you want to install Reader:*

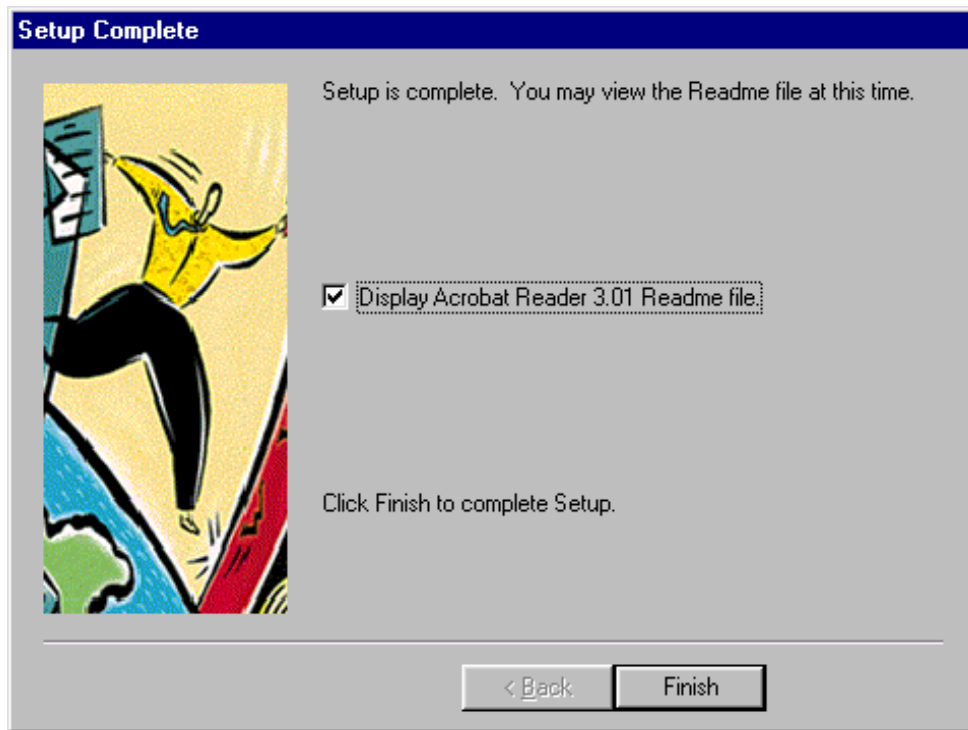


- 15) Specify the name of the folder in which you want to install Acrobat.

By default, the wizard suggests **C:\Acrobat\Reader**. However, you can use the Browse button to locate and designate another folder if you wish.

When you have specified the desired destination folder, click Next.

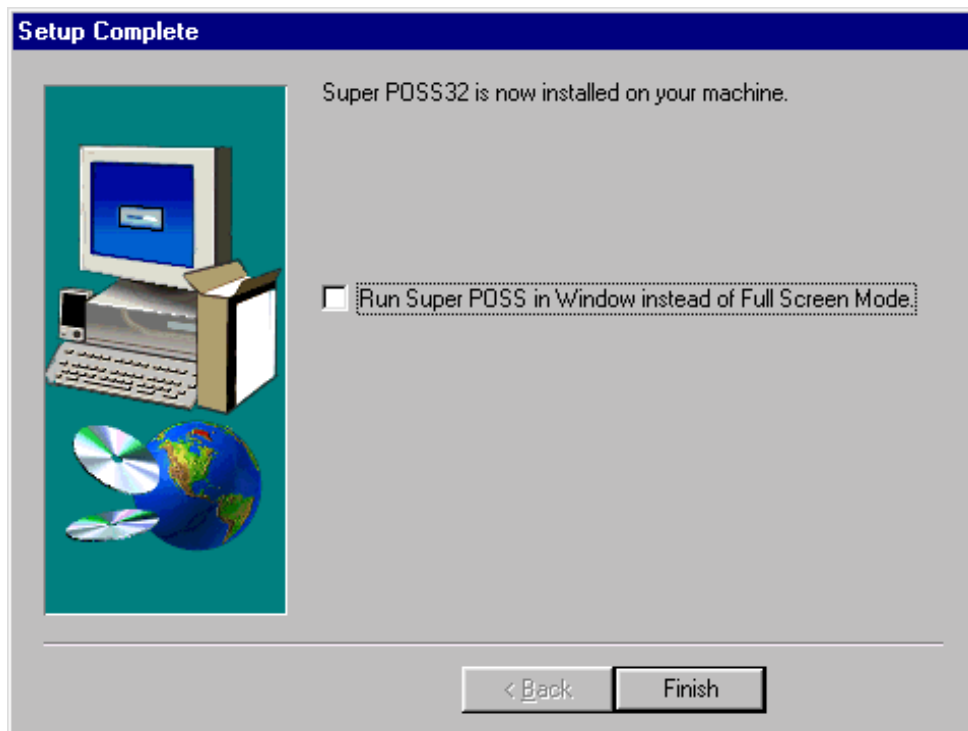
*The installation wizard decompresses and installs the Acrobat files in the specified folder. Then it displays this window:*



- 16) Use this window to specify whether or not you want to read the Acrobat Readme file next. If you decide not to read it now, you can always go back and read it at your leisure later.

Specify your preference, then click Finish.

*This completes installation of Acrobat Reader and returns you to the Super POSS installation procedure:*



- 17) Use this window to specify whether Super POSS will run by default in full-screen mode or in a window at startup. Regardless of which one you choose, once you have started Super POSS, you can always use the A-  
<enter> key combination to switch between the two modes.

Specify your preference, then click Finish.

*This completes the Super POSS 5.3 conversion process. The installation wizard returns you to the Windows desktop.*

## Using your on-line manual

### How to open your on-line manual

1. On your start menu go to programs -- Super POSS32 -- then to Super POSS32 on-line manual
2. Open the Super POSS on-line manual, (this will automatically open the adobe acrobat reader).

### Use the Zoom tool to make text larger or smaller:

1. To adjust the page of the manual to a larger or smaller size go to 'View' on the tool bar.
2. Click on 'zoom to'.
3. Then a window pops up that says magnification.
4. Click on the drop down arrow next to that box to select how large or small you want the view to be. (100% is normal size, to make it larger go to a bigger number, like 125%. To make it smaller go to a smaller number, like 75%).
5. Once you have selected the size you want click 'OK'.

*If you would like to learn other ways to zoom go to the help option on the tool bar.*

Click on the reader on-line guide. When the screen opens to the first page of the manual, then click on viewing PDF documents. On the next page that it takes you to click on any of the options you want to know about. *(You may not have a web browser so the last section may not apply)*

### Use the Find tool to search for words or phrases in your manual

1. When viewing the Super POSS manual to search for a word or group of words go to the find button (symbolized by a pair of binoculars).
2. Type in what you are looking for and click on find.

### How to print from the Super POSS manual

*(You must have a printer in order to print)*

**To print the entire manual (830 pages):**

1. Go to the 'File' heading on your toolbar.
2. Go to 'Print' and click on it.
3. If you wish to print the whole manual click on 'ALL' and then click 'OK'.

Your manual should then print.

**To print the current page you are on:**

1. Go to the 'File' heading on your toolbar.
2. Go to 'Print' and click on it.
3. Click on 'Current page' and then click 'OK'.

**To print a section (chapter) of the manual:**

1. First you must find out what pages you want printed.
2. The page numbers are displayed at the bottom left of the document Window.
3. Go to the 'File' heading on your toolbar.
4. Go to 'Print' and click on it.
5. Click on 'Page'
6. Click in the box that says 'From' and type in the page number you want to be the first page printed.
7. Click in the box that says 'To' and type in the page number of the last page you want to be printed.
8. Then click the 'OK'.