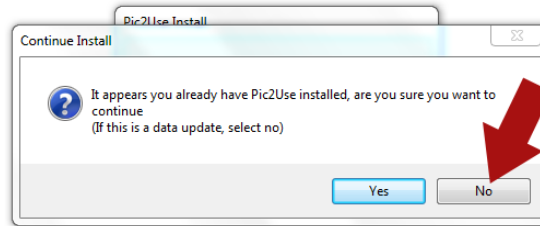


Pic2Use Installation – Windows 7/10

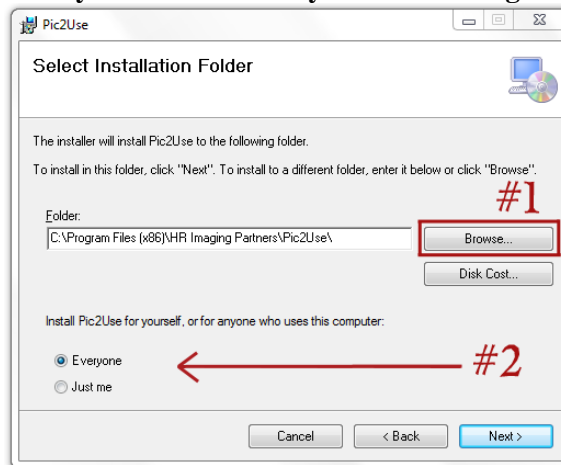
Note: If Pic2Use was not previously installed on your computer, go to step 4.

1. Rename the folder of previously installed year by navigating to local disk drive (typically C drive) and renaming “Pic2Use” folder to “Pic2Use_SchoolYear” (ie Pic2Use_17-18)
2. **Windows 7:** Click Start → Control Panel → Uninstall a Program → Double click on Pic2Use to uninstall.
Windows 10: Search “Control Panel” in Windows Search bar → Select Control Panel → Uninstall a Program → Double-click on Pic2Use to uninstall.
3. Insert installation disc into CD drive. If the following message appears, choose No.
Windows 7: Click Start → Computer → Right-click on CD drive (often D drive) → Open → Misc folder → Double-click on Clear Pic2Use. Close the window.
Windows 10: Search “This PC” in Windows Search bar → Select This PC → Right-click on CD drive (often D drive) → Open → Misc folder → Double-click on Clear Pic2Use. Close the window.



*** For first-time install or if program was just uninstalled, follow these directions:**

4. Insert installation disc into CD drive. If installation does not begin automatically, select Run MiniPGM.exe from the pop-up window, or:
Windows 7: Click Start → Computer → Right-click on CD drive → Open → Double-click MiniPGM.exe.
Windows 10: Search “This PC” in Windows Search bar → Select This PC → Right-click on CD drive → Open → Double-click MiniPGM.exe.
5. When the “Welcome to the Pic2Use Setup Wizard” screen opens, click Next.
6. On the “Select Installation Folder” screen:
(#1) Program should always be installed on the local hard drive. Usually make no changes.
(#2) Program should be set for everyone to use. Usually make no changes. Select Next to continue.



7. The “Installation Complete” screen will appear. Click Next to continue.
8. System will then copy over data, images, etc. Do not do anything until a second “Installation Complete” screen appears. Click Okay.

Open Pic2Use and set Configuration Settings

9. Open the Pic2Use program by double-clicking on the Pic2Use icon on your desktop.
10. From the Main Menu, click File → Configuration, then Print Settings. Select your ID printer and your regular printer using the “...” button. If using a Logitech webcam, also click the Misc tab. Check “Crop landscape to portrait on capture.” Then, select Okay.
11. From the Main Menu screen, select File → Open Records to open to the student/staff records.

**Please visit our Instructional Videos and Full Manual located at www.hrimaging.com/pic2use.
For support, please email csg@hrimaging.com.**