

Cloud Scanner Software Workflows

Mac Installation

- Insert the installation CD into your CD-ROM drive.
- *Don't have a CD-ROM drive? You can download the latest version of Neat software at neat.com/downloads*
- Click the disk icon that appears in your Finder window.
- Double-click the Install Neat icon.
- The Neat Installer window will appear. Click Continue to begin installing the software.
- Follow the on-screen instructions to complete the installation.

Launching Neat Software on Mac

- Once you've installed the software, go to Applications and double-click the Neat icon.
- **TIP:** *Drag the Neat icon to your Dock for easy access.*
- The first time you launch Neat, you will be prompted to set up your Neat software.
- Enter your email address.
- If you don't have a Neat account, you'll create one here by choosing a password and security question.
- If you already have a Neat account, you will be prompted to enter your password.

PC Installation

- Insert the installation CD into your CD-ROM drive.
- *Don't have a CD-ROM drive? You can download the latest version of Neat software at neat.com/downloads*
- When the Installation Wizard screen displays, click Next.
- Continue to follow the on-screen instructions.
- **Note:** *You may be prompted several times to allow Neat to make changes to your computer. Click "Yes".*
- When the Installation Completed screen displays, click Finish.
- *Please take a moment to re-enable your security and anti-virus software.*

Launching Neat Software on PC

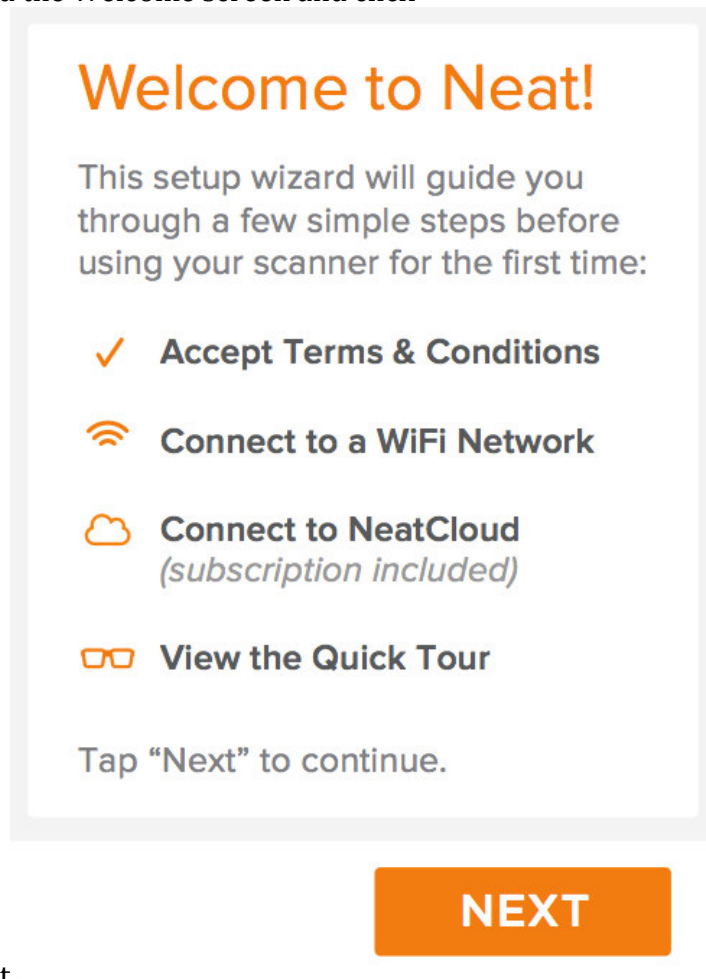
- The Neat software will launch automatically after installation is complete. You can also double-click the shortcut that was created on your desktop to launch the application.
- When Neat is launched for the first time you will be prompted to set up your software.
- Enter your email address.
- If you don't have a Neat account, you'll create one here by choosing a password and security question.
- If you already have a Neat account, you will be prompted to enter your

password.

- In the last step of software setup, you will be asked to create your cabinet.
- *Your cabinet is your Neat database, where all of your files are stored.*
- Name your cabinet, then select the country where you file taxes. This information will be used to set the display of tax categories.

First-Time Use Walkthrough

- Plug the included AC adapter into your scanner
- Turn on your scanner
- Follow on-screen prompts
 - Read the Welcome screen and click



Next

- Accept Terms &

✓ **ACCEPT NEAT TERMS & CONDITIONS**

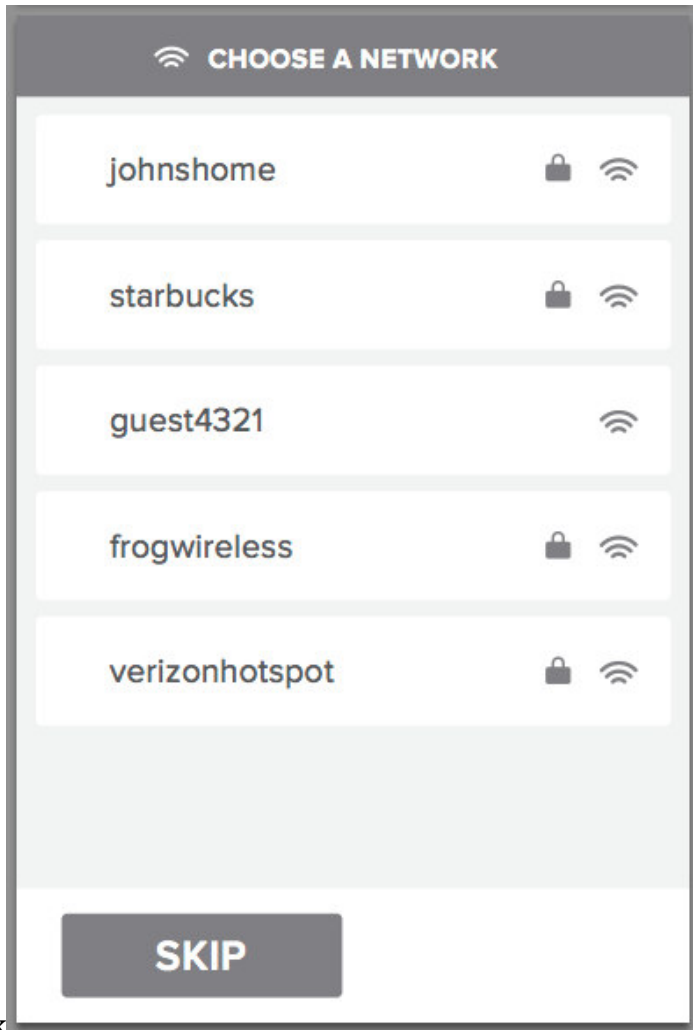
Software License Agreement and Hardware Warranty for all software provided by The Neat® Company:

PLEASE READ THE TERMS OF THIS SOFTWARE LICENSE AGREEMENT ("LICENSE") WHICH IS EITHER ENCLOSED IN THE SOFTWARE PACKAGE AND/OR PRESENTED ELECTRONICALLY WHEN ACCESSING THE SOFTWARE. BY CLICKING "AGREE", YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS LICENSE. IF YOU DO NOT AGREE TO THE TERMS OF THIS LICENSE, CLICK "CANCEL" AND (IF APPLICABLE) RETURN THE SOFTWARE TO THE PLACE WHERE YOU OBTAINED IT FOR A REFUND.

CANCEL **AGREE**

Conditions

- Connect to a Wi-Fi



Network

johnshome



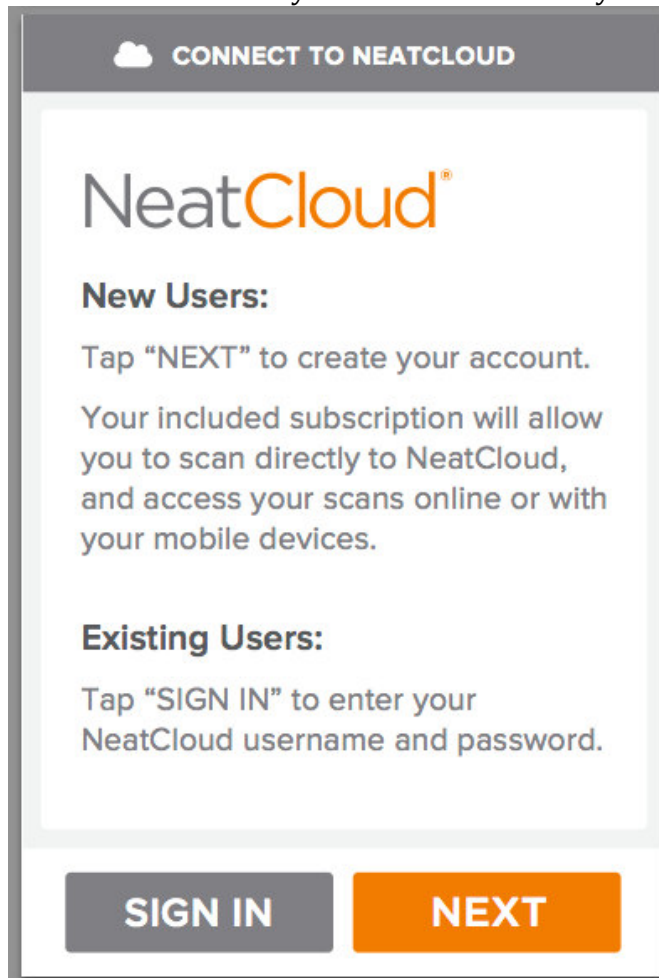
password

- SHOW PASSWORD
- AUTOMATICALLY CONNECT

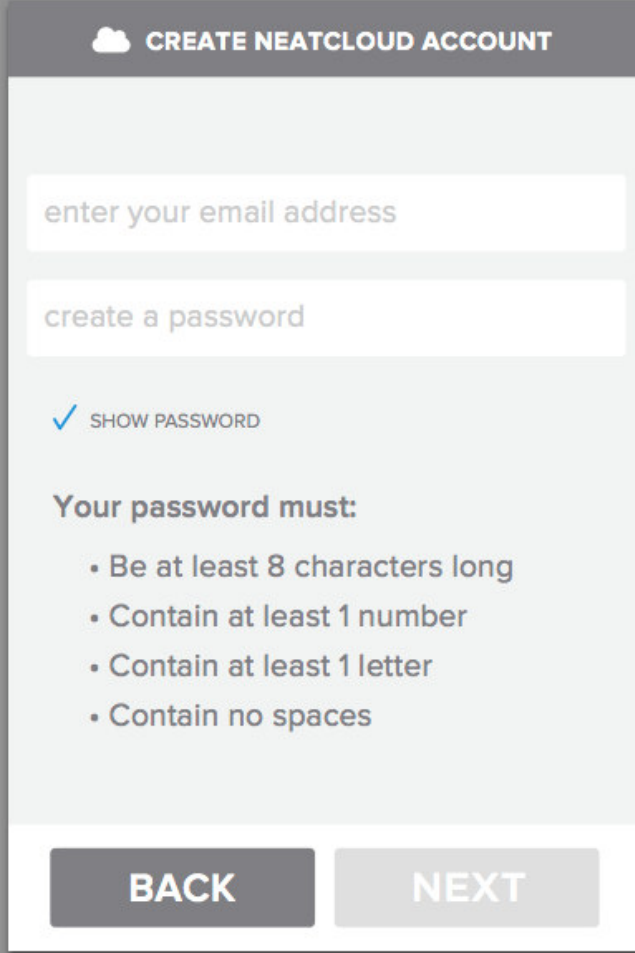
CANCEL

CONNECT

Create or sign in to a NeatCloud account. NeatCloud lets you access – and add to – your Neat files from anywhere.



- If you don't have a NeatCloud account, follow the prompts to create one.



The screenshot shows a mobile application interface for creating a NeatCloud account. At the top, there is a dark grey header with a cloud icon and the text "CREATE NEATCLOUD ACCOUNT". Below the header, there are two white input fields: the first is labeled "enter your email address" and the second is labeled "create a password". Under the password field, there is a blue checkmark icon followed by the text "SHOW PASSWORD". Below this, the text "Your password must:" is followed by a bulleted list of requirements: "• Be at least 8 characters long", "• Contain at least 1 number", "• Contain at least 1 letter", and "• Contain no spaces". At the bottom of the screen, there are two buttons: a dark grey "BACK" button and a light grey "NEXT" button.

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 SIGN IN TO NEATCLOUD

NeatCloud[®]

jsmith@gmail.com

P@ssw0rd1

SHOW PASSWORD

Forgot your password?
Go to www.neat.com/forgot

BACK

SUBMIT

 CONNECTED TO NEATCLOUD

Welcome, John!

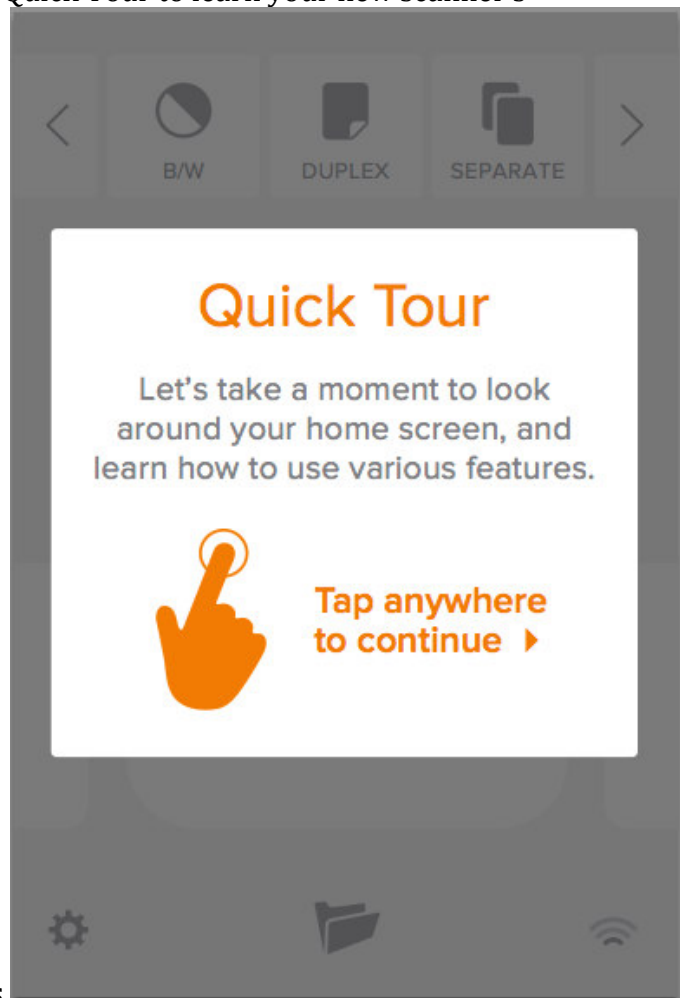
Your NeatCloud account has been connected successfully. Now you can scan directly to NeatCloud – with no need to connect to your computer.

3 ways to access your scans:

- **Mobile** – download the Neat app from iTunes or Google Play
- **Online** – go to cloud.neat.com
- **Desktop** – sync with your included Neat Software

DONE

- View the Quick Tour to learn your new scanner's



functions.

- After viewing the tour, begin scanning items to NeatCloud
 - Load paper into the input tray
 - Tap the Scan button, then follow the on-screen prompts

Federal Communication Commission Interference Statement

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

Radiation Exposure Statement:

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.

Note: The country code selection is for non-US model only and is not available to all US model. Per FCC regulation, all WiFi product marketed in US must fixed to US operation channels only.

Industry Canada statement:

This device complies with RSS-210 of the Industry Canada Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Ce dispositif est conforme à la norme CNR-210 d'Industrie Canada applicable aux appareils radio exempts de licence. Son fonctionnement est sujet aux deux conditions suivantes: (1) le dispositif ne doit pas produire de brouillage préjudiciable, et (2) ce dispositif doit accepter tout brouillage reçu, y compris un brouillage susceptible de provoquer un fonctionnement indésirable.

Radiation Exposure Statement:

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.

Déclaration d'exposition aux radiations:

Cet équipement est conforme aux limites d'exposition aux rayonnements IC établies pour un environnement non contrôlé. Cet équipement doit être installé et utilisé avec un minimum de 20 cm de distance entre la source de rayonnement et votre corps.

The Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulation.

Cet appareil numérique de la class B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Warning: Failure to follow these safety instructions for your NeatConnect Product could result in electric shock, fire, or other injury or damage:

- Use only the power adapter that came with your Product
- Never disassemble, modify, or attempt to repair the Product or its power adapter
- Do not place the Product or its power adapter near heat sources, outdoors, or in locations subject to shocks, direct sunlight, high or rapid changes in temperature or humidity
- Do not use Product with wet hands
- Disconnect the power adapter and USB cable if the power adapter cord or plug becomes frayed or otherwise damaged

Power adapter information	● AC input for power supply: 100 - 240 VAC, 1.0 A MAX ● DC output for power supply: 24 Vdc, 1.0 A, 24W
Temperature	Operating the scanner: 10° to 35° C (50° to 95° F) Storage: -40° to 65° C (-40° to 149° F)