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Company Headquarters
KWizCom
95 Mural Street, Suite 600
Richmond Hill, Ontario
L4B 3G2, Canada

E-mail: info@KWizCom.com
Web site: http://www.KWizCom.com

Sales
E-mail: sales@KWizCom.com
Telephone: +1-905-370-0333
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INTRODUCTION

GENERAL

This document provides all the information needed to install, evaluate and deploy this KWizCom product:

- Introduction
- Installation Guide
- Administrator Guide
- User Guide
- FAQ
- Version Release Notes
PRODUCT OVERVIEW

iMUSH Files Feature is part of the iMUSH Bundle

All the missing file bulk operations are now available!

With iMUSH – File feature you can easily and quickly download, zip and send documents, same as you do on your local desktop!

![File feature interface]

iMUSH – File feature enhances your productivity while working with documents. Bulk file operations, that SharePoint 2007/2010/2013 does not provide, are now available, enabling you to work much faster!

- Convert records (list items) to documents
- Convert InfoPath web forms to documents
- Zip & download multiple documents in a single click!
- Send multiple documents by email
WHY DID WE BUILD IT?

iMUSH-File is mostly needed in document management solutions, increasing the speed of most commonly needed file operations, which are missing in SharePoint.

KEY FEATURES

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<tr>
<td>Zip &amp; download multiple documents in a single click!</td>
<td>✔</td>
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<td>Convert records (list items) to PDF documents</td>
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INSTALLATION GUIDE

SOFTWARE REQUIREMENTS

SERVER REQUIREMENTS
- SharePoint 2007 / WSS 3.0 or
- SharePoint Server/Foundation 2010/2013

CLIENT REQUIREMENTS
- Windows 7/8 or MAC OSX V10.9
- Microsoft Internet Explorer 9+, Mozilla Firefox (Latest version), Google Chrome (Latest version), Safari (Latest version).

INSTALLATION PROCEDURE

SHAREPOINT 2007

1. Log in using SharePoint administrator account to your SharePoint front-end server.
2. Download the product’s latest evaluation version from KWizCom’s internet web site. This evaluation version is fully functional for 30 days. Further details about product activation can be found in the Administrator guide (next section).
3. Unzip the product’s zip file on your SharePoint server.
4. Double-click the .msi file in order to begin the web installation.
5. The installation includes all the products which are part of the iMUSH suite:
Please select only the products that you wish to install and click “Next”.

6. When the installation process is complete it will recycle all application pools automatically.

SHAREPOINT 2010/2013

1. Log in as SharePoint administrator account to your SharePoint front-end server.
2. Browse the product’s page on KWizCom’s website and click the “Go” link under the “Install using our Web Installer” section.
   This will start the KWizCom web installer.
   **Note:** The KWizCom Web Installer will automatically offer you to upgrade other existing KWizCom products on your farm, in case you have old versions installed. You can check which products you wish to update at this time.

3. In case you prefer just to download the relevant .wsp packages and manually deploy them, then in the web installer UI check the “Download only” option (3rd page in the installer’s wizard). When the installer finishes you will be able to go to the installer’s folder on your server, and install the KWizCom packages by simply running the “SP-WSPInstaller” PowerShell script.
4. At the end of the installation process, you should see all packages deployed in the **Central Admin > System settings > Manage Farm Solutions** page, and the KWizCom SharePoint Foundation package should be deployed also in the Central Admin’s web application.
POST INSTALLATION

SHAREPOINT 2007

1. After completing the installation, you will see a new KWizCom entry in Windows Start -> All Programs -> KWizCom -> KWizCom iMUSH

2. The installation adds the installed iMUSH features to the farm level and to site collection level. By default the Farm level features are active, enabling you to start using this feature immediately:

   ![Central Administration > Operations > Manage Farm Features](image)

   **Manage Farm Features**

   This page allows you to manage SharePoint-wide features.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Global Web Parts</td>
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</tr>
<tr>
<td>KWizCom iMUSH – Files</td>
<td>Active</td>
</tr>
<tr>
<td>KWizCom iMUSH – Print</td>
<td>Active</td>
</tr>
<tr>
<td>KWizCom iMUSH – Scan</td>
<td>Active</td>
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</tbody>
</table>

3. In case you wish this feature to be available only in a specific site collection, disable the farm feature, and enable the site collection feature.

SHAREPOINT 2010/2013

1. After you have successfully deployed the required iMUSH product/s, The following features will be activated on farm level: (You can disable them on farm level and activate them only for the desired site collections)
   a. KWizCom iMUSH – Files
   b. KWizCom SharePoint iMUSH settings
UN-INSTALLATION PROCEDURE

SHAREPOINT 2007

1. Log in using SharePoint administrator account to your SharePoint front-end server.
2. Go to Control Panel and double-click Add or Remove Programs.
3. Select product entry and click Remove button.
4. Click Yes to approve the removal of the component.
5. Once the product was un-installed, close the Add or Remove Programs screen.

SHAREPOINT 2010 /2013

1. Retract and remove the solution using SharePoint central admin or by using stsadm/powershell command line.
ADMINISTRATION GUIDE

This section describes all administration activities related to KWizCom iMUSH – File feature, including: product activation, localization and configuration and customization.

PRODUCT ACTIVATION

KWizCom products are available for evaluation prior to purchase.

This way you can try our products and verify that they indeed meet your needs. Each evaluation version contains all features of the component's production version. The only difference between the versions is that the evaluation version is time-limited and will operate for a period of one month.

Once you decide to purchase a KWizCom product you will need to order and then to activate the product. The steps that need to be taken next are listed below.

SharePoint 2007

1. Order the product on the KWizCom website – www.KWizCom.com, or contact our sales team at sales@kwizcom.com.

2. After the order was made, activate your installed evaluation version through the Product Activation Request page on KWizCom’s web site: http://www.kwizcom.com/ProductReg. You will have to copy your Product Code (you will see the product code on the “About” product page):

![Product Code Copy](image)
3. Get the product activation key – this key will be sent to you by email once your order is processed.

4. Activate your installed evaluation version -
   
   click **Start -> All Programs -> KWizCom -> [product name] -> Activate [product]**

**SharePoint 2010/2013**

1. Order the product on the KWizCom website – [www.KWizCom.com](http://www.kwizcom.com), or contact our sales team at sales@kwizcom.com.

2. After the order was made, you can activate your installed evaluation version. Activation is done by the following steps:

   a. Open SharePoint Central Admin. On the main “Central Administration” page, you will see the “KWizCom Features Administration” icon:

   ![SharePoint Central Administration Icon](image)

   b. Click the KWizCom Features Administration icon. You will be redirected to a page that allows you to manage all your installed KWizCom products’ licenses:
c. Click the “Manage License” link next to the product that you wish to activate. You will be redirected to that product’s license management page:

KWizCom Products List - KWizCom SharePoint iMUSH Print

- Name: KWizCom SharePoint iMUSH Print
- Version: 11.3.00
- License: Not licensed
- Status: The program is not currently activated. Please click manage license to start your evaluation or to enter your product license.

![License Management Page](image)

License and support services are up to date.
License or support services are about to expire in less than 30 days.

d. Click on the “Request product code and start your evaluation now” link. A product code will be generated and displayed as in the following screenshot:

KWizCom Products List - KWizCom SharePoint iMUSH Print

- Name: KWizCom SharePoint iMUSH Print
- Version: 11.3.00
- License: Not licensed
- Product Code: [Copied]
- Activation Code: [Copied]
- License Notifications:

![Product Code Screenshot](image)

e. Copy the product code.

f. Browse the Product Activation Request page on KWizCom’s web site:

Copy your *Product Code* into the “Product Code” field, and after you fill-out all other form fields, click “Send Activation Request button.

g. Once your order is confirmed, you will receive the Activation Code for your product by email.

h. Copy the activation code into the “Activation Code” field in the product’s license management page and click “Activate now!” link.

That’s it! Your product is now fully activated.
Once the iMUSH-File feature has been activated in your site collection, you will notice new menus available while selecting several documents in a document library:

### Zip documents

To zip and download selected files, simply check the documents you wish to zip and click the “Zip documents” menu.

Once the zip file has been created, you will see the following “File Download” dialog, enabling you to download the zip file:
Zip & send documents/list items/InfoPath web forms
Typically you will use this menu when you need to send items to a recipient who is not located in your organization (if you need to send a document to someone in your organization, you better send a link to the document which is supported by SharePoint out-of-the-box).

To zip & send selected items, simply check the documents you wish to send and click the “Zip & send documents” menu.
The following dialog will appear, enabling you to fill-out the name of the zip file and the email message properties:

**IMPORTANT NOTE:**
The email will be sent from the SharePoint server (in your name), and not from your Outlook client software. This enables you to use this feature by using any Web Browser and any operating system. It also requires that the SharePoint server will be allowed to send email messages (this is configured by your SharePoint sys admin).
## FAQ

### WHAT IS “IMUSH”?

iMUSH – Information Management Utilities for SharePoint.

iMUSH is a package of utilities, mostly used by offices working mainly with documents. It includes the following utilities: Scan, Print, File and Report.

Each one of the utilities is licensed and sold separately. Customers ordering the complete iMUSH bundle benefit from KWizCom’s bundle discounts.

### WHAT DOES IMUSH-FILE DO?

iMUSH-File enables users to easily zip, download and send multiple files. Additional bulk operations are coming soon.

### DOES IMUSH REQUIRE MS OFFICE INSTALLATION ON THE CLIENT/SERVER?

No. iMUSH-File doesn’t require any MS Office installation.

### CAN I USE IMUSH WITH BROWSERS OTHER THAN MICROSOFT INTERNET EXPLORER?

Yes!

You can use iMUSH-File with additional browsers such as Firefox, Google Chrome and Safari.

### WITH WHICH SHAREPOINT VERSIONS CAN I USE THIS FEATURE?

TECHNICAL SUPPORT

You can obtain technical support using any of the following methods:

The KWizCom Web site

The KWizCom website: www.KWizCom.com contains up-to-date, valuable information, including:

- Answers to frequently asked questions (FAQ's) about our products – usability and technical questions.
- Product updates, which provide you with bug fixes and new features.

The Web Form

For technical support through the Internet, please complete and submit our support web form on our web site. For more information on technical support, please review our support programs page.

KWizCom’s global network of experts is always standing by, waiting to provide a rapid response for each customer query.