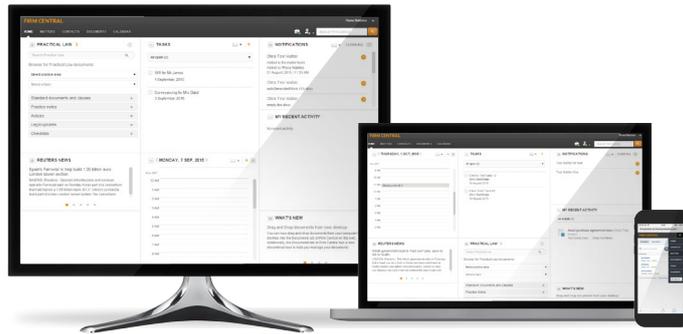


FIRM CENTRAL DESKTOP SOFTWARE DOWNLOAD



Firm Central's Desktop Integration allows you to access matter documents, client communications, and contacts you have created in Firm Central via Microsoft Outlook and Windows Explorer. To take advantage of these features, you need to install a software plug-in on your computer.

Please verify you meet the systems requirements below before installing the Firm Central Desktop Integration.

SYSTEM REQUIREMENTS

- Windows 7 Home Premium (32-bit and 64-bit)
- Windows 7 Professional (32-bit and 64-bit)
- Windows 8 Pro

Additional Requirements

- Microsoft Office 2007 (requires Service Pack 3) or 2010 (32 and 64 bit), or 2013
- Microsoft Internet Explorer® 9.0 or later
- Firefox® 3.0 or later

Hardware

- Personal computer with 1 GHz Dual Core or faster processor
- 1 GB of RAM
- 2 GB of available hard disk space

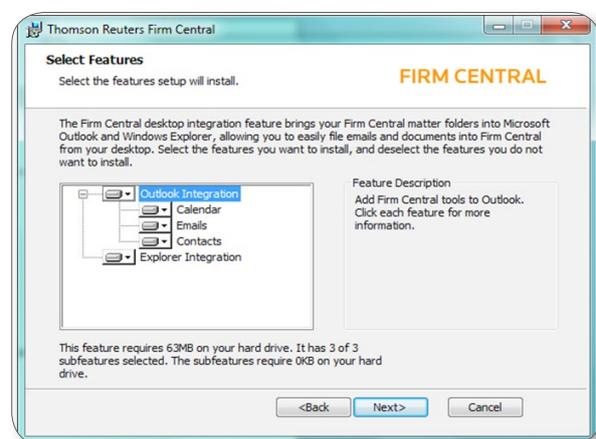
To install and update software, you must have administrator privileges on the computer.

Install the desktop plug-in on a Single Computer:

To install the Desktop Integration on your computer you will need to download an .exe file, and then run the .exe. You can download and run the .exe file by doing the following:

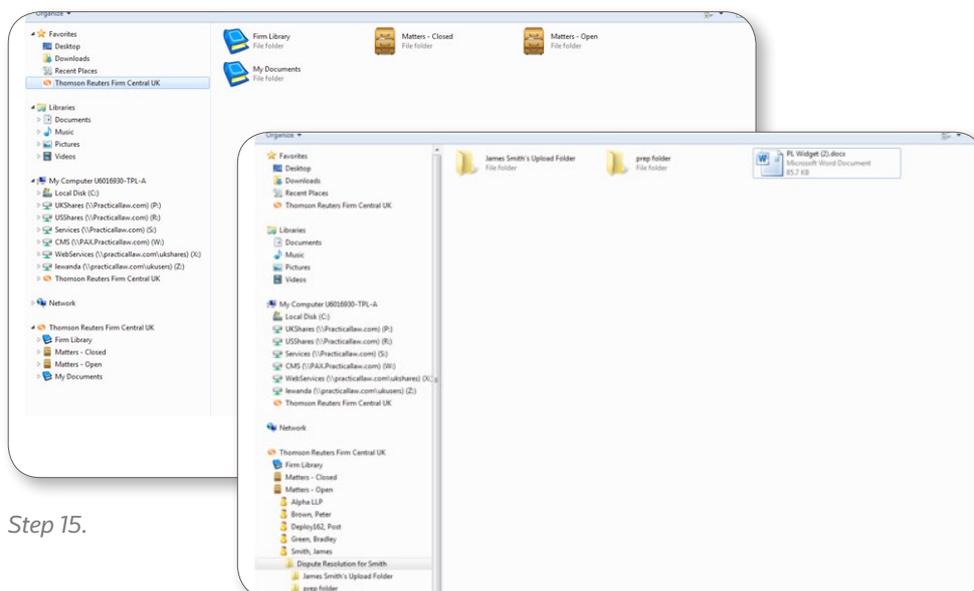
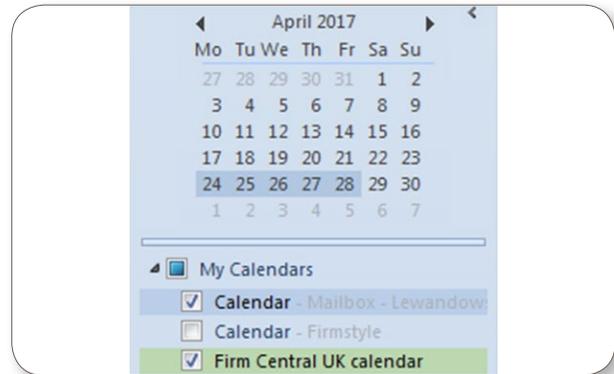
1. Close Microsoft Word and Microsoft Outlook, if open.
2. Go to firmcentral.co.uk. Scroll down to the link to download the desktop software and click through to the desktop plug-in download page.

3. Select the Single Desktop User Install option and follow the instructions to save the .exe file on your computer.
4. The Save will take a while to complete. Once the save is complete, right click on the .exe file and select 'run as administrator'.
5. If you receive a Security Warning dialog from your browser, click Run.
6. If you are prompted whether you want to allow the program to make changes to this computer, click Yes.
7. When asked to select the country for the installation, make sure that United Kingdom is selected as the destination, and then click OK.
8. If you don't already have the following pre-requisite pieces of software installed - Microsoft.net, VSTO and Visual C++ libraries, the Wizard detects this and installs them for you. Click Install to proceed.
9. After selecting the destination folder and clicking **Next**, you will be directed to the Select Features dialogue window which allows you to select the components of the Firm Central desktop integration software you wish to install. Make sure that Outlook Integration and Explorer Integration are both selected from drop-down menus.
10. Click Next to continue.



FIRM CENTRAL DESKTOP SOFTWARE DOWNLOAD

- To begin the installation of the integration components you selected, click Install. If you wish to review or change any of your installation settings, click Back. Click Cancel to exit the installation wizard.
- If you wish to integrate a different calendar (e.g. Google calendar), please ensure you “untick” the Outlook integration box.
- Once the installation is complete, the Installation Wizard will notify you that the installation is successful; you are almost done and need to click Finish to authenticate your account and access Firm Central.
- After you click Finish, a new window will open asking you to enter your Firm Central OnePass credentials which will have been sent to you separately via email when your purchased Firm Central. If you have not received these then check with the person at your firm that ordered Firm Central and they can contact the Thomson Reuters support team for help and advice.. Enter your Username and Password and click Sign In. Your Outlook and Windows Explorer integration with Firm Central is possible only if you are signed in to Firm Central.
- Once you sign in to Firm Central, a Thomson Reuters Firm Central icon becomes available on your computer’s desktop and in Windows Explorer. In addition, a system tray icon status appears on the bottom ribbon of your screen. Clicking on the Thomson Reuters Firm Central icon (or a drop-down menu next to it) opens the folder structure which is identical to the Documents tab in Firm Central. You can now copy, drag and drop documents into relevant folders and they will become immediately available in Firm Central.
- In Outlook, the Firm Central Calendar becomes available in “My Calendars” section to display Matter Events. Outlook and Firm Central calendars can be displayed side-by-side or “overlaid”.
- Your Firm Central Desktop Integration features are now installed and ready to be used in conjunction with Firm Central.



Step 15.



FIRM CENTRAL DESKTOP SOFTWARE DOWNLOAD

Multiple Desktop Users Install for System Administrators

If you want to install Firm Central on multiple desktops and want to control what gets installed, complete this installation.

If you are using Windows 7, it is recommended that you save each installation file to your computer, then right-click the file and click Run as administrator on the menu.

1. Check for the prerequisite files and then install the needed prerequisites in the order listed below before installing Firm Central. If necessary, download the prerequisite files. If you are using Windows 7, it is recommended that you save each installation file to your computer, then right-click the file and click Run as administrator on the menu.

[Microsoft .NET Framework 2.0](#) – This downloads Microsoft .NET Framework 2.0.

[Microsoft .NET Framework 4.0](#) – This downloads Microsoft .NET Framework 4.0.

[West Updater](#) – This downloads West Updater version 2.2.1003.

[Visual Studio Tools for the Office system 4.0](#)

[Runtime\(x86\)](#) – This downloads Visual Studio Tools for Microsoft Office 32 bit.

[Visual Studio Tools for the Office system 4.0](#)

[Runtime\(x64\)](#) – This downloads Visual Studio Tools for Microsoft Office 64 bit.

2. Download the Firm Central software. Install the software only after all the required prerequisites have been installed in step 1 above.

For assistance with downloads and installation:

 **+44 (0)20 7202 1220** (Monday-Friday, 9am-5pm)

 **customersupport.firmcentral@thomsonreuters.com**

 **www.firmcentral.co.uk**

