



Upgrading From iMCM G2 Version 8.32 to 8.33

- **BEFORE UPGRADING** - An iMCM G2 Security Key must be installed on each PC with iMCM G2 installed to perform an upgrade. Perform the following 4 steps **BEFORE UPGRADING!**
 1. Turn the computer on and log on to the iMCM program as you usually do.
 2. Close all manifest locations that require it.
 3. Back up your database – see below
 4. Exit the iMCM program.
 - **BACK UP YOUR DATA!**: It is strongly recommended that the iMCM G2 Database be **BACKED UP** prior to the Upgrade and database conversion. Go to Data Manager, select Backup/Replace database, select Database then follow on screen instructions.
 - **If you are using UPS Online, you should make sure that you have uploaded all pending PLDs before updating to iMCM G2 version 8.33.**
 - 5. A. If you have a single iMCM G2 (not networked to another iMCM G2) follow the backup instructions above. **This will provide a backup copy in case it is needed.** Next proceed to Step 6.

B. If you have multiple iMCM G2 systems on PCs that are networked, **you only need to perform the above backup from one machine.** Perform Steps 6 thru 12 on each PC with iMCM G2. The update will be performed based on the information in the MCM G2.ini settings found in System Setup. **

PERFORM THE UPGRADE: (Make sure **ALL** stations are logged off before running the upgrade!)
 - 6. Insert the iMCM G2 Version 8.33 CD-ROM into the CD-ROM drive.
If your CD-ROM drive can detect an auto-start CD-ROM, steps 7 & 8 will be performed automatically:
- NOTE: During upgrade installation, a prompt to remove Keops Toolkit may display. It is advised that YES is selected so that the new Toolkit can be installed.**
7. From inside Windows®, select the **Start** button and then the **Run** menu item.
 8. Windows® will prompt for the name of the application to run; type **d:\autorun.exe**, (where d: is the drive letter of your CD-ROM drive) and press **Enter**.
 9. Follow the instructions on the screen. If prompted to remove the silent tool – click “YES”. When the update is complete, the Windows® screen will return. A reboot will be required.
 10. The amount of time required to perform the upgrade will vary depending upon the age of the PC and the amount of data in your iMCM G2 database. **DO NOT** turn off the PC or interrupt the upgrade. This will corrupt your database. Your PC may reboot once or twice during the upgrade – this is normal.
 11. Select Start>Programs>Mail Center Manager (or double-click the MCM G2 icon provided).
 12. If required, iMCM will prompt for your Activation Number.
 13. Enter the iMCM Password (admin).

The Upgrade is complete. If you require assistance, please contact your local representative.

**** If upgrading over a Network, use the mcmG2up.exe found on the CD in the fscommand folder.**

***** If using Presort Handling Charges, they will need to be reset.**

Don't forget to regularly check our Website for Updates: www.mos-intl.com