

## NEW WORKSTATION INSTALL

### Before you begin, ensure that:

- The workstation meets the hardware and software requirements detailed in the *System Requirements* document, available from the [Amicus Attorney Technical Resource Guides/Updates](#) section of our website.
- The workstation and Amicus Server are in the same domain or workgroup, and the workstation has access to the Amicus Server.
- All folders in Windows Explorer are set to show file extensions. (This is necessary for the later installation of the Amicus Tasks or Merge Toolbars.)
- *If a computer is shared*, one of the Firm Members must log in to their Windows account and then install Amicus Workstation. This will automatically install Amicus for all users on that computer.
- *In a terminal server environment*, a single user must log in with rights to install and run applications and then install Amicus Workstation. This will automatically install Amicus to all terminal server workstations.

### How to install an Amicus Attorney Workstation

- 1 Log onto the workstation as a user with Windows “Administrators” or “Power Users” Group rights.
- 2 In Windows Explorer, enter `\\YourAmicusServerName\Install\Workstation` in the Address field, and then double-click `setup.exe` in the folder shown.
- 3 The Welcome dialog appears. Click Next and follow the onscreen instructions.
- 4 *If a message appears saying that specific version(s) of Microsoft .NET Framework must be installed or enabled in order to support basic Amicus functionality*, complete the following before proceeding:
  - Your Windows operating system might already include the required version(s). Simply enable them as follows:
    - a Go to Windows Control Panel > Programs and Features.
    - b Choose “Turn Windows features on or off” in the left panel.
    - c Select the Microsoft .NET Framework checkbox and click OK.
  - Otherwise, download the missing one(s) from the Microsoft Download Center and install them. Then restart the installation of the Workstation at step 1.
- 5 When the installation process has completed, log in to Amicus at the workstation.
- 6 A prompt to automatically add Amicus to your Windows Firewall’s exceptions list might appear. Click OK.
- 7 A prompt might appear, saying that a Workstation update is available and asking whether to apply it now. Click OK. If additional prompts appear, click Run. Wait for the update process to complete.
- 8 If you intend leaving Amicus running overnight at the Workstation, ensure that the computer is set to never hibernate or sleep. Do this from Control Panel > Power Options.

### Using Amicus Attorney for the first time

After logging in to Amicus, go to the Office module. From there you can set your personal Preferences so that Amicus best meets your needs, in particular:

- From General > My Profile, click Edit. Adjust your personal information if necessary, and then click Office Access to change your initial Password for security reasons.

- Configure your Document Assembly settings and install Amicus Tasks Toolbars as required. For template merge functionality and other Toolbar integration, ensure that your firewall does not block Microsoft Office applications (Word, Excel, and Outlook) or Corel WordPerfect, as appropriate.
- With the guidance of your Amicus Administrator, install and set up any third-party Links (Exchange/Outlook E-mail, etc.) you might wish to use.

You can safely explore the many features that Amicus offers from the Tutorial Office. Choose Open Tutorial in the Office module. Don't forget to return to your Office when you are ready to start using Amicus.

For detailed instructions and videos on using the many features of Amicus, including setting your personal preferences, see the *User Help*. It's available from the Help menu in Amicus.



CARET  
Phone: 800-472-2289  
416-977-6633

[www.getcaret.com](http://www.getcaret.com)

*Copyright © 2024 CARET.  
All rights reserved.*

*AMICUS and AMICUS ATTORNEY are registered trademarks, and AMICUS ANYWHERE, AMICUS BILLING, and AMICUS TIMETRACKER are trademarks, of CARET.*

*All other trademarks referenced are the property of their respective owner.  
CARET disclaims any proprietary interest in trademarks other than its own.*

March 2024