

Kofax Express

Installation Guide

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Preface

This guide includes the information you need to successfully install Kofax Express and activate the product license.

Product Files Location

If you downloaded Kofax Express from the Kofax Electronic Delivery site, refer to the instructions on the site to extract the installation files. If you received Kofax Express as a package, the installation files are included on your electronic media.

Related Documentation

In addition to this guide, the Kofax Express documentation set includes the following:

Help for Kofax Express

Gives you online product assistance, including step-by-step procedures, a description of the typical task workflow, and details about the user interface.

Kofax Express Release Notes

Contains information that is not available in your other Kofax Express documentation. Available in PDF format on the Kofax Support pages at <http://www.kofax.com>.

Kofax Express SDK

Includes an API reference and developer's guide with information about creating custom export connectors and validation scripts. Available from the SDK folder in your product files.

Getting Help for Kofax Products

Kofax regularly updates the Kofax Support site with the latest information about Kofax products.

To access some resources, you must have a valid Support Agreement with an authorized Kofax Reseller/ Partner or with Kofax directly.

Use the tools that Kofax provides for researching and identifying issues. For example, use the Kofax support site to search for answers and messages, keywords, and product issues. To access the Kofax Support page, go to www.kofax.com.

The Kofax support page provides:

- Product information and release news.

Click a product family, select a product, and select a version number.

- Downloadable product documentation.
Click a product family, select a product, and click **Documentation**.
- Access to product knowledge bases.
Click **Knowledge Base**.
- Access to the Kofax Customer Portal (for eligible customers).
Click **Account Management** and log in.
- Access to support tools.
Click **Tools** and select the tool to use.
- Information about the support commitment for Kofax products.
Click **Support Details** and select **Kofax Support Commitment**.

Use these tools to find answers to questions that you have, to learn about new functionality, and to research possible solutions to current issues.

Note To optimize your use of the support portal, go to the Kofax Customer Portal login page and click the link to open the *Guide to the Kofax Support Portal*. This guide describes how to access the support site, what to do before contacting the support team, how to open a new case or view an open case, and what information to collect before opening a case.

Chapter 1

Overview

Kofax Express is an easy-to-use, batch-oriented document scan application capable of high-speed scanning with real-time image display, indexing, and bar code detection. Kofax VRS technology is built into the application to ensure optimal image quality. Kofax Express can export captured content to a location that is accessible to industry-standard document management or storage systems.

System Requirements

For information about supported operating systems and other Kofax Express requirements, see the Cross Product Compatibility Matrix, which is available on the Kofax Support Web pages at www.kofax.com.

Install and Activate .NET Framework 3.5. or 3.5.1

To run the Kofax Express installation successfully on Windows 8.x, Windows 10, or Windows Server 2012, you must install and activate Microsoft .NET Framework 3.5 or 3.5.1 before you start the installation process. Otherwise, the installation will fail.

The same requirement applies to any other Windows operating system that does not preinstall Microsoft .NET Framework 3.5 or 3.5.1.

Firewall Settings

In a client/server installation, client workstations cannot connect to the server if the Windows Firewall is turned on. To ensure that the connection between the client workstations and the server is not blocked, use Control Panel to do one of the following:

- Add Net.TCP Port Sharing to the list of programs and services that are not blocked by the firewall.
- Turn off Windows Firewall on the server computer.

Certified Scanners

Kofax Express is certified with a wide range of industry-standard scanners, and new scanners are certified on a regular basis in the following license categories:

- Kofax Express for Desktop or Workgroup Scanners: Supports throughput up to 50 duplex pages per minute (based on letter-size pages scanned in landscape mode).
- Kofax Express for Low-Volume, Mid-Volume, or High-Volume Scanners: Supports throughput between 50 and 130 duplex pages per minute (based on letter-size pages scanned in landscape mode).

For the most current list of certified scanners, visit the Kofax Web site at www.kofax.com and select the Scanner Configurator on the Support pages. To obtain the appropriate driver, check the installation media that came with your scanner or the scanner manufacturer's Web site.

Image Storage

By default, Kofax Express stores images in the common application data folder within the `ProgramData` folder. Be sure to reserve sufficient disk space for scanned images.

Kofax Express and Kofax Capture

You can install Kofax Express and Kofax Capture on the same computer, provided that Kofax Capture is installed first.

If you plan to use a Kofax export connector while both applications are installed on the same computer, be sure to review the requirements for installing and registering export connectors. See [Export Connector Installation and Registration](#).

Excluding Visual Basic 6 Components from Your Installation

The Kofax Express installer adds several Visual Basic 6 (VB6) components to your computer. If your organization's policy does not permit installation of VB6 components, use the following procedure to exclude them from your Kofax Express installation.

1. Follow the installation procedures in this guide, with this exception: When instructed to run either an installer shortcut or `setup.exe`, use "Run as administrator" to open a Command Prompt window.
2. In the Command Prompt window, enter one of the following, according to your installation type:
 - **Standalone:**
`setup.exe [-SkipVB6]`
 - **Server:**
`setup.exe [-SkipVB6] InstallType=CLIENTSERVER`
 - **Client:**
`setup.exe [-SkipVB6]`
3. Proceed with the remaining installation steps according to the instructions.

Chapter 2

Installation

To perform a new installation, download Kofax Express from the Kofax Electronic Delivery site to a local drive or use the removable installation media issued at the time of purchase (see [Product Files Location](#)). You can install Kofax Express in a standalone or client/server environment.

Note For information about performing a silent installation, see [Silent Installation](#).

If Kofax Express 3.x is currently installed on your computer, you do not need to remove it before installing Kofax Express 3.2. When updating the earlier version, you have the option of retaining jobs, job templates, and scan profiles for use in the new version. You must export or delete any pending batches before performing the update.

If Kofax Express 1.x or 2.x is currently installed on your computer, you must do one of the following:

- Upgrade to version 3.0 before installing version 3.2. You must export or delete any pending batches before starting the upgrade.
- Remove version 1.x or 2.x before installing Kofax Express 3.2.

Standalone Installation

A standalone configuration is appropriate if you plan to perform all Kofax Express administration, scan, index, and export tasks on the same computer.

Note If your organization does not permit installation of Visual Basic 6 components, review [Excluding Visual Basic 6 Components from Your Installation](#) for instructions on how to exclude them from your Kofax Express installation.

Also, if you have a requirement to reduce the impact on network bandwidth or performance during a standalone installation, review [Minimal Installation](#) for instructions on how to remove non-essential components before starting the installer.

1. Confirm that your scanner is installed and connected to the computer according to the manufacturer's instructions.
2. Close all applications on the computer and make sure that you are logged in as a user with Administrator rights.
Some Domain Administrator accounts prevent you from accessing certain folders and/or registry entries on the local computer. Make sure that your Administrator account gives you the same level of folder and registry access as a Local Administrator account.
3. If applicable to your version of Windows, turn off User Account Control (UAC) until the installation is complete.

4. Start the installer by double-clicking the Kofax Express Standalone Setup shortcut from either of the following:
 - Folder containing Kofax Express product files
 - Removable electronic mediaThe Kofax Express installer screen appears.
5. Click **Next** and follow the setup instructions on the screen.
During setup, you are prompted to accept the license agreement and specify a location for installing the Kofax Express software on your computer.
6. Click **Install** to start the installation.
7. When you are notified that the installation is complete, click **Finish**.
8. Follow the procedure in [Setting the License](#) to activate the license.

Client/Server Installation

A client/server configuration is appropriate if you plan to use multiple workstations to perform scan, index, and export tasks. In this environment, the server computer is typically used for centralized tasks related to job, batch, and scan profile management, and the client workstations are used for scan, index, and export operations. You must complete the Kofax Express server installation to create the deployment package that is required to install Kofax Express client software.

Installing Kofax Express Server

If you plan to perform the server installation on Windows Server 2012 or 2008, it is imperative that the .NET 3.5.1 Framework be enabled **before** you run the Kofax Express Server installer. Otherwise, Kofax Express Server will not function properly.

Note If your organization does not permit installation of Visual Basic 6 components, review [Excluding Visual Basic 6 Components from Your Installation](#) for instructions on how to exclude them from your Kofax Express Server installation.

1. If you plan to scan on the server computer, confirm that your scanner is installed and connected to the computer according to the manufacturer's instructions. Otherwise, continue to the next step.
2. Close all applications on the computer and make sure that you are logged in as a user with Administrator rights.
3. If applicable to your version of Windows, turn off User Account Control (UAC) until the installation is complete.
4. Start the installer by double-clicking the Kofax Express Server Setup shortcut from one of the following:
 - Folder containing Kofax Express product files
 - Removable electronic media

The Kofax Express Server installer screen appears.

5. On the installer screen, click **Next** and follow the setup instructions on the screen. During setup, you are prompted to accept the license agreement and specify a location for installing the Kofax Express software and database on your computer. If necessary, click **Change** to update the location.
6. Click **Install** to start the installation.
7. When you are notified that the server installation is complete, click **Finish**.
8. Verify that the ClientSetup deployment folder was automatically created during the server installation. By default, the path to the deployment folder is similar to the following:
`<installation path>\Install\ClientSetup`
9. Do the following:
 1. Make the Install deployment folder accessible to each client workstation where you plan to install Kofax Express. You can share the folder, or copy it to a network location or to removable media.
 2. Copy the Install folder to each client workstation.
The Install folder contains preconfigured information required to install Kofax Express client software. Client workstations contact the centralized job and scan profile repository on the server computer.

Deploying a Client Workstation

After installing Kofax Express Server, use the procedure in this section to install Kofax Express on a client workstation.

Note If your organization does not permit installation of Visual Basic 6 components, review [Excluding Visual Basic 6 Components from Your Installation](#) for instructions on how to exclude them from your Kofax Express client installation.

1. On a workstation to be used for scanning, confirm that your scanner is installed and connected to the client workstation according to the manufacturer's instructions. Otherwise, continue to the next step.
2. Close all applications on the workstation and make sure you are logged in as a user with Administrator rights.
Some Domain Administrator accounts prevent you from accessing certain folders and/or registry entries on the local computer. Make sure that your Administrator account gives you the same level of folder and registry access as a Local Administrator account.
3. If applicable to your version of Windows, turn off User Account Control (UAC) until the installation is complete.
4. On the client workstation, navigate to the root of the ClientSetup deployment folder and do one of the following to start the installer:
 - Double-click `setup.exe`.
 - Open a Command Prompt window and type `setup.exe`.
5. On the installer welcome screen, click **Next** to proceed with setup. During setup, you are prompted to accept the license agreement and specify a location for installing the Kofax Express client software on your workstation.

6. Click **Install** to start the installation.
7. When you are notified that the installation is complete, click **Finish**.
8. In the Kofax Express program folder, remove the shortcuts that do not apply to applications to be used on the client workstation.
For example, if the client workstation will be used only for scanning, remove the Index, Export, and Operations shortcuts. See the next section for details.
 1. On the Start menu, point to **All Programs** and **Kofax Express**.
 2. In the Kofax Express program folder, right-click a shortcut you do not need, and then click **Delete**.
 3. When prompted to confirm deletion, click **Delete Shortcut**.
The shortcut is removed from the Kofax Express program folder.
 4. As applicable, delete additional application shortcuts from the Kofax Express program folder.

Kofax Express Applications

When you install Kofax Express on a client workstation, a set of shortcuts is automatically created in the program folder. Each shortcut represents a different Kofax Express application:

- **Kofax Express:** Includes all of the product features.
- **Scan:** Includes the features required to operate a scan station, which is typically used to create and scan batches of documents or apply image quality corrections.
- **Index:** Includes the features required to operate an indexing station, which is typically used to index scanned documents before they are exported.
- **Export:** Includes features required to operate an export station that automates the process of exporting documents after they are scanned and indexed. Batches are exported to Kofax Capture, Microsoft SharePoint, or another document storage or content management system.
- **Operations:** Includes a combined set of scan, index, and export features.

Silent Installation

This section explains how to perform a silent Kofax Express installation in a standalone or client/server environment. You need the files in the `Setup\Silent Installation` folder, which is available after you extract the contents of `KofaxExpress-3.2.0.ISO`.

Do not perform a silent installation on a mapped drive or UNC path.

Standalone

Use this procedure to perform a silent installation on a standalone computer.

Note As an option, you can change the installation path by modifying the path of the "szDir" setting in the standalone-setup.iss file.

If you have a requirement to minimize the impact on network bandwidth or performance during a standalone installation, you can remove non-essential files from your product package prior to starting the procedure. See [Minimal Installation](#).

1. Close all applications on the computer and make sure that you are logged in as a user with Administrator rights.
2. If applicable, turn off UAC until the installation is complete.
3. Extract **KofaxExpress-3.2.0.ISO** to a folder on the computer.
4. Navigate to the `Setup\Silent Installation` folder and double-click the **Kofax Express Standalone Silent Setup** shortcut to start the installer.
The Command Prompt window appears while the installation is in progress and closes automatically upon completion.

Server

Use this procedure to perform a silent installation on a server computer.

Note As an option, you can change the installation path by modifying the path of the "szDir" setting in the server-setup.iss file.

1. Close all applications on the server computer and make sure that you are logged in as a user with Administrator rights.
2. If applicable, turn off User Account Control (UAC) until the installation is complete.
3. Extract **KofaxExpress-3.2.0.ISO** to a folder on the server computer.
4. Navigate to the `Setup\Silent Installation` folder and double-click the **Kofax Express Server Silent Setup** shortcut to start the installer.
The Command Prompt window appears while the server installation is in progress, and it closes automatically upon completion.
5. When the server installation is complete, verify that the **ClientSetup** deployment folder was automatically created.
By default, the path to the deployment folder is similar to the following:
`<Installation path>\Install\ClientSetup`
6. Verify that the ClientSetup deployment folder is able to access each client workstation where you plan to install Kofax Express. You can share the folder, or copy it to a network location or removable media.

Client

Use this procedure to perform a silent installation on a client workstation.

Note As an option, you can change the installation path by modifying the path of the "szDir" setting in the client-setup.iss file.

1. Close all applications on the client workstation and make sure that you are logged in as a user with Administrator rights.

2. If applicable, turn off UAC until the installation is complete.
3. Copy the **ClientSetup** deployment folder created during the [server installation](#) to each client workstation. By default, the path to the deployment folder is similar to the following:
`<Installation path>\Install\ClientSetup`
4. In the ClientSetup folder, navigate to the `Setup\Silent Installation` folder and double-click the **Kofax Express Client Silent Setup** shortcut. to start the installer.
The Command Prompt window appears while the client installation is in progress, and it closes automatically upon completion.

Minimal Installation

Minimization is useful if you need to install Kofax Express on a high number of standalone workstations without adversely impacting network bandwidth or performance.

Before installing Kofax Express, use the minimization procedure to remove non-essential files (such as the installation guide, sample job definitions, and templates) from your set of product files. Essential files are retained to maximize efficiency and performance during the installation process. The excluded files are available from the installation media if necessary.

1. Close all applications on the computer and make sure that you are logged in as a user with Administrator rights.
2. If applicable, turn off UAC until the procedure is complete.
3. Extract **KofaxExpress-3.2.0.ISO** to a folder on the computer where you plan to install Kofax Express.
4. In the `Setup\Installation Minimization` folder, double-click the **Kofax Express Standalone Installation Package Minimization** shortcut.
The Command Prompt window appears automatically, and closes after the minimization process is complete. During minimization, non-essential files are removed from the installation package.
5. Use one of the following methods to proceed with the Kofax Express standalone installation:
 - [Standard](#)
 - [Silent](#)

Setting the License

When starting Kofax Express the first time, specify your license type and select your scanner. The license and scanner settings stay in effect for subsequent Kofax Express sessions.

1. If applicable, turn on your scanner.
2. Do one of the following:
 - Click the Kofax Express shortcut on your Windows desktop.
 - On the Start menu, select the **Kofax Express** program folder and click the applicable shortcut.

With a standalone installation, the Evaluation window appears the first time you start Kofax Express.

3. Do one of the following:
 - If you want to use Kofax Express with an evaluation license, click **Evaluation** and see [Evaluation License](#) (applies only to a standalone installation).
 - If you have a software license, follow the procedure in [Activating a Software License](#).
 - If you have a hardware key license, follow the procedure in [Registering a Hardware Key License](#).

The predefined Scan to Desktop job is opened in the Kofax Express window.

The predefined job contains an empty batch and settings intended to produce excellent image quality for most document types.

Note On a Kofax Express client workstation that is not connected to a scanner, no further action is necessary. Otherwise, continue to the next step.

4. On the Scan Settings tab, in the Scanner group, click **Select**.
The Select Scanner window appears.
5. Select the name of your scanner on the list and click **OK**. (If your scanner is not listed, see [Certified Scanners](#) for information about obtaining the appropriate driver.)
On the toolbar, the name of the current scanner is refreshed with the name of your scanner.
You are now ready to use Kofax Express. For more information, press F1 to open the online help.

Evaluation License

With a standalone installation, an evaluation license goes into effect when you start Kofax Express the first time. During the evaluation period, you can use all of the product features without limitations.

If you do not activate your purchased license before the end of the evaluation period, Kofax Express switches to demonstration mode. As a result, a stamp is applied to images that you scan and export operations are limited.

While the evaluation period is active, a reminder is displayed each time you start Kofax Express. Once your purchased license is active, reminders are discontinued.

You can discontinue the evaluation license at any time by activating a software license or registering a hardware key license.

Activating a Software License

You must activate the license to be eligible for technical support and product updates.

You need an Internet connection to access the Kofax Express activation Web site. If necessary, go to another computer with a working Internet connection and activate your product license here:

<http://activate.kofax.com/kofaxexpress/activate.aspx>

Note If you attempt license activation without completing it successfully, a grace period is started. While the grace period is active, you can continue to use all of the product features that are appropriate for your license level. If the grace period elapses without successful license activation, the product switches to demonstration mode. As a result, a stamp is applied to scanned images, and limitations are applied to the export process.

1. As applicable, click **Activate** on any of the following:
 - Kofax Express Evaluation window
 - Kofax Express Evaluation Reminder window
 - Kofax Express in Demonstration Mode window
 - Kofax Express Help tab

The Activate Kofax Express window appears.

2. Fill in the required information.
If necessary, press F1 for online assistance.
3. Click **Activate**.

Registering a Hardware Key License

Use the procedure in this section to start using your hardware key license. You must register the hardware key license to be eligible for technical support and product updates. If you plan to continue using the hardware key license from the previous Kofax Express version, you do not need to complete registration again.

You need an Internet connection to access the Kofax Express registration Web site. If necessary, go to another computer with a working Internet connection and register your product license here:

<http://activate.kofax.com/kofaxexpress/register.aspx>

1. Insert your Kofax Express hardware key in a USB port on your computer.

Note If an error occurs after you insert the hardware key, you may need to install the latest Sentinel driver to ensure full compatibility. The driver is available from the Dongle Drivers folder in your [product files](#).

2. As applicable, click **Hardware Key** (or **Register**) on any of the following:
 - Kofax Express Evaluation window
 - Kofax Express Evaluation Reminder window
 - Kofax Express in Demonstration Mode window
 - Kofax Express Help tab

The Register Kofax Express window appears, unless you used the previous Kofax Express version to register your hardware key license. If the license is already registered, no further action is necessary.

3. On the Register Kofax Express window, fill in the required information.
If necessary, press F1 for online assistance.

4. Click **Register Now**.

Once you register the hardware key license, automatic reminders are discontinued.

Export Service Installation

The Kofax Express Export Service gives you the ability to export batches automatically on an unattended workstation in a multiuser environment. When run as a service, the Export application is started automatically upon startup of the workstation where it is installed.

To install and run the Export Service successfully, you must have an activated Kofax Express Workstation license (or higher) in place.

Note You cannot run the Export Service while the Kofax Express Export application is running on the same workstation.

Auto Export

When the Export Service is used to export a batch, the batch owner name is listed on the Batches panel as *Export Service*.

Export Folder

The workstation where you run the Export Service must be able to access any potential export folder location. If the service attempts to export a job to a folder that cannot be accessed, the export process will fail.

Suppressing Export Confirmation Messages

When a batch is exported successfully, a confirmation message appears. When running the Export Service, you can suppress export confirmation messages so that user intervention is not required to clear them.

You can suppress the messages by opening `App.AppProfile` and setting the `<DisableExportConfirmation>` value to 1.

For more information about `App.AppProfile`, see [Administrator Access](#).

Logging

The Kofax Express Export Service logs information to the Windows Event log and the following log file:

```
\\ProgramData\Kofax\Kofax Express 3.2\logExportSvc.txt
```

Service-related events (stop, start, uninstall, and errors) and batch-related events (start export, stop export, etc.) are written to both logs.

Installing the Export Service

Use a Command Prompt window to install the service with the Install parameter, as described in the following procedure.

1. Verify that an activated Workstation license (or higher) is in place.
2. Verify that you are logged in with Administrator rights on the workstation where you want to run the Export Service.
3. Before opening a Command Prompt window, do one of the following:
 - Turn off User Account Control (UAC).
 - Select "Run as administrator."
4. In the Command Prompt window, enter the following:

```
"<installation path>\bin\KofaxExpressExportService.exe" -Install
```

A message appears to confirm successful installation of the Export Service.

After successful installation, you can use the Service Management Console to configure, start, or stop the Export Service. The Pause and Resume functions are not supported with the Export Service.

Removing the Export Service

To remove the export service, run the same executable that was used to install the service.

1. Verify that you are logged in to the Export workstation with Administrator rights.
2. Before opening a Command Prompt window, do one of the following:
 - Turn off UAC.
 - Select "Run as administrator."
3. In the Command Prompt window, enter the following:

```
"<installation path>\bin\KofaxExpressExportService.exe" -Uninstall
```

A message appears to confirm successful removal of the Export Service.

Export Connector Installation and Registration

An export connector is used to export batches to a specific document storage or content management system. You can use any export connector that is installed and registered for use with Kofax Express.

In a multiuser environment, an export connector must be installed on every workstation where export operations will be run. An export connector must be registered only once.

Default Export Connectors

The following export connectors are automatically installed and registered for use with Kofax Express:

- Multipage

- SharePoint
- Single page
- Kofax Capture
- Database

Other Kofax Export Connectors

In addition to the default export connectors, Kofax offers export connectors (IBM FileNet, Documentum, and others) that you can add to your Kofax Express installation. These connectors are installed separately.

Note Before installing a Kofax export connector, close Kofax Express. If applicable, also close Kofax Capture or other Kofax software.

The process for registering a Kofax export connector with Kofax Express may vary; review the following guidelines to determine which approach applies to your situation.

- If you install a Kofax export connector on a computer where Kofax Express already exists, the connector is automatically registered and no further action is required.
- If you install a Kofax export connector on a computer where Kofax Capture and Kofax Express both exist, use "Run as administrator" to log in to Kofax Express. Then follow the registration procedure described in *Help for Kofax Express*. You will be able to use the export connector with both applications.
- If you plan to use a Kofax export connector on a computer where Kofax Capture and Kofax Express both exist, but you want to use the connector only with Kofax Express, you must use a utility to perform the installation and registration.

The utility (`InstallExportConnector.exe`) is available from the `bin` folder in your Kofax Express installation.

To run the utility, use "Run as administrator" to open a Command Prompt window and navigate to the `bin` folder. Then enter the executable file name followed by the path to the export connector installer, similar to following:

```
InstallExportConnector.exe "c:\setup.msi"
```

Custom Export Connectors

If you install a custom export connector, follow a manual process for registration. Copy the applicable `.dll` file to `<installation path>\bin\ExportConnectors`. After you copy the file, no further action is required.

Removing Kofax Express

Use the procedure below to remove Kofax Express and related components from your computer.

You must deactivate your license if you plan to remove Kofax Express and reuse the license when the software is installed on another computer. If you plan to remove Kofax Express and reinstall it on the same computer, deactivation is not required.

1. In Control Panel, click **Programs and Features**.

2. On the list of currently installed programs, click **Kofax Express**.
3. Click **Uninstall**.
4. Click **Yes** in response to the confirmation prompt.
5. When prompted to remove user files, do one of the following:
 - Click **Yes** to remove all jobs, batches, and job template files that you created with Kofax Express.
 - Click **No** to save the files, so that your jobs, batches, and job templates are available again if you reinstall Kofax Express.
6. When you are notified that the process is complete, click **Finish**.

Silent Uninstallation

This section explains how to perform a silent Kofax Express uninstallation in a standalone or client/server environment. You need the files in the `Setup\Silent Uninstallation` folder, which is available after you extract the contents of `KofaxExpress-3.2.0.ISO`.

Do not perform a silent uninstallation on a mapped drive or UNC path.

Standalone

Use this procedure to perform a silent uninstallation on a standalone computer.

1. Close all applications on the computer and make sure that you are logged in as a user with Administrator rights.
2. If applicable, turn off UAC until the uninstallation is complete.
3. Extract **KofaxExpress-3.2.0.ISO** to a folder on the computer.
4. Navigate to the `Setup\Silent Uninstallation` folder and double-click the **Kofax Express Standalone Silent Uninstallation** shortcut .
The Command Prompt window appears while the uninstallation is in progress and closes automatically upon completion.

Client

Use this procedure to perform a silent uninstallation on a client workstation.

1. Close all applications on the client workstation and make sure that you are logged in as a user with Administrator rights.
2. If applicable, turn off UAC until the uninstallation is complete.
3. Copy the **ClientSetup** deployment folder created during the [server installation](#) to each client workstation. By default, the path to the deployment folder is similar to the following:
`<Installation path>\Install\ClientSetup`
4. Navigate to the `Setup\Silent Uninstallation` folder and double-click the **Kofax Express Client Silent Uninstallation** shortcut.
The Command Prompt window appears automatically and closes after Kofax Express is uninstalled from the client workstation.

Server

Use this procedure to perform a silent uninstallation on a server computer.

1. Close all applications on the server computer and make sure that you are logged in as a user with Administrator rights.
2. If applicable, turn off UAC until the uninstallation is complete.
3. Extract **KofaxExpress-3.2.0.ISO** to a folder on the server computer.
4. Navigate to the `Setup\Silent Uninstallation` folder and double-click the **Kofax Express Server Silent Uninstallation** shortcut.

The Command Prompt window appears while the server uninstallation is in progress, and it closes automatically upon completion.

Chapter 3

Administrator Access

With a standalone installation, Kofax Express users have full access to every feature in the product. If you prefer to grant full access only to certain users, use the `ExpressAccess.xml` and `App.AppProfile` files to manage access based on user-specific permissions. Both files are available in the common application data folder:

```
ProgramData\Kofax\Kofax Express 3.2
```

For example, you might use the files to restrict a scan operator from job setup or index setup features while assigning the scan operator's supervisor access to all features except batch export. You could grant full access to any user who is responsible for managing a Kofax Express installation. The level of access is based on each user's Windows login.

ExpressAccess.xml

This file controls the logged-in user's access to Kofax Express. By default, `<DisableAllAdmin>` is set to 0 (zero), granting full access to Kofax Express. When `<DisableAllAdmin>` is set to 1, the logged-in user can view (but not change) settings on the Options window, which controls general preferences and access to individual features.

`ExpressAccess.xml` excerpt:

```
<ExpressAccess>
  <Class>ExpressAccess</Class>
  <Version>1</Version>
  <Members>
    <DisableAllAdmin>0</DisableAllAdmin>
  </Members>
</ExpressAccess>
```

To set more than one level of access to Kofax Express on the same computer, create a folder named `Kofax Express` containing an override copy of `ExpressAccess.xml` with the alternate setting. Copy the folder to the current user's application data folder:

```
Users\<Current User>\AppData\Roaming
```

When a Kofax Express user logs in to the computer, the current user's application data is always checked first for the override file. If the file exists, it is used even if empty, in which case it has the same effect as the default `ExpressAccess.xml` file that grants full access to Kofax Express. Otherwise, the `ExpressAccess.xml` file in the common application data folder is used.

The override file is useful if you are a Kofax Express administrator, because you can log in to any Kofax Express workstation and customize the settings on the Options window. Apply read-only permission to `ExpressAccess.xml` to prevent unauthorized users from altering the file.

App.AppProfile

This file contains the current values for all settings on the Options window. After customizing the Options window settings, copy the updated `App.AppProfile` to workstations where you want to restrict or control access to individual features. For example, you might customize the settings so that the Job Setup, Bar Code Setup, and Index Setup tabs do not appear on the Kofax Express user interface. You could copy the updated `App.AppProfile` file to any workstation where users do not require access to those tabs. Additionally, you could copy an override version of `ExpressAccess.xml` to the current user's application data folder on those workstations, so the logged-in user would not be able to use the Options window to restore access to those tabs.