
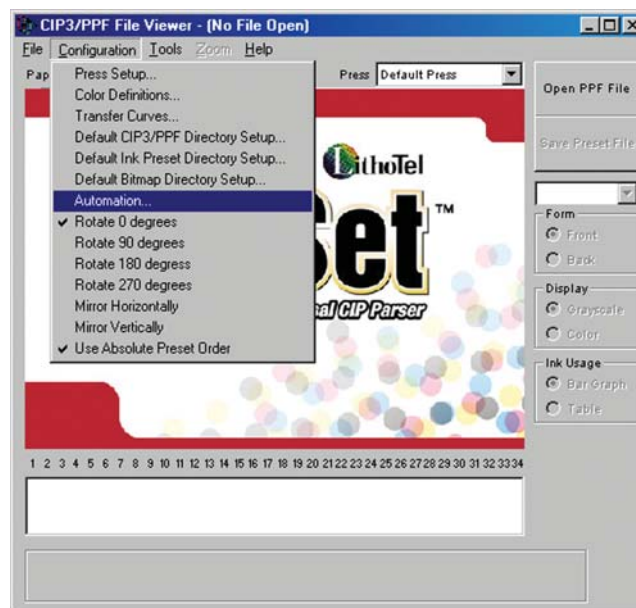




Step 1 – Launch KeySet by Double Clicking on the **Shortcut to KeySet.exe** Desktop Icon

Step 2 – When the software starts, one of two scenarios will occur.

- A) The KeySet Automation Light  will activate
 - The Light will remain solid for 10 seconds and will then begin to flash
- B) The Automation Light will not be present
 - To activate Automation, select Automation from the Configuration pull down



- Check the Enable Automated Job Processing option and then press the OK button



If for any reason the connection to the KeySet Hot Folder is lost, a **'Path not found'** message will appear and the Automation Process will be aborted:



To re-initialize the automation:

- A) Ensure that a connection to the KeySet Hot Folder is established (may require the assistance of the IT dept)
- B) Follow the steps outlined above in Section 2(B) to reactivate the Automation