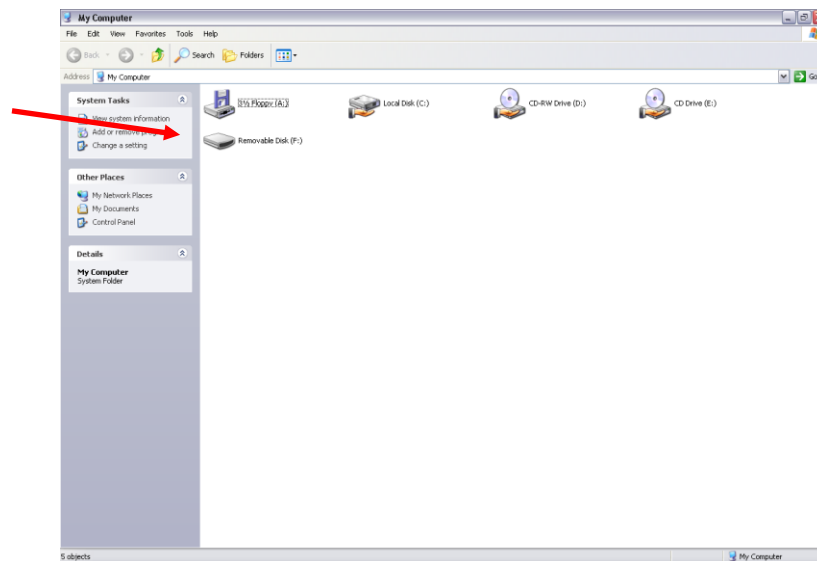


Instructions for Flash Drive Back Up

Sage QuickTouch now offers the ability to backup your daily data to the more convenient 'Flash Drive' technology, rather than the standard CD backup that you have been using. These flash drives should be 1GB or larger to ensure that all your data will be saved. The following setup procedure will enable you to make the switch:

Windows XP Setup:

1. Insert the Flash Drive into any open USB port on your XP computer
2. A pop-up message will appear indicating that new hardware has been found, installed and is ready for use
3. Use your mouse and double-click on the 'My Computer' icon on your desktop
4. In the 'My Computer' folder, find the icon for the flash drive to determine which drive XP has assigned to it (normally 'E' or 'F')



QuickTouch Setup:

5. Open QuickTouch normally (double-click the desktop icon)
6. From the 'Main Menu', touch '8' – 'System Management'
7. Touch '2' – 'General Setup Options'
8. Touch the 'Forward' button to view the second page of options
9. Touch 'Back-Up Setup'
10. On the 'Back-Up Setup' screen, select the drive letter shown in step #4 above
11. Touch 'OK'

Your QuickTouch system is now ready to backup to the flash drive. If you have any questions about your new 'Flash Drive Backup', please call Sage Technical Support at 800-724-7400.