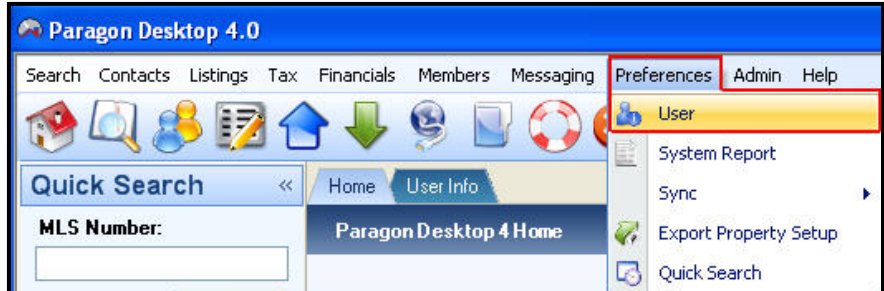


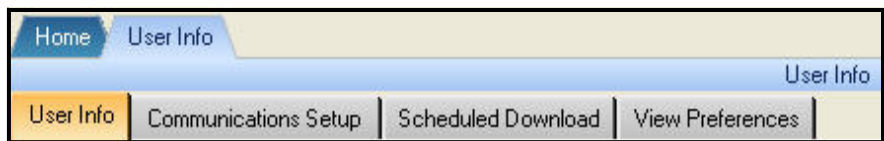
Preferences - User: allows you to view and/or manage your preferences in four different key areas in Paragon Desktop 4

1) User Info, 2) Communications Setup, 3) Schedule Download and 4) View Preferences (default view and reports).

On the Paragon Desktop 4 Home page click on **Preferences** and then **User**.



Each key area has its own tab.



Directories shows the location of the folders Desktop needs to function. These were setup when Paragon Desktop 4 was installed. **DO NOT CHANGE THESE FOLDER LOCATIONS.**

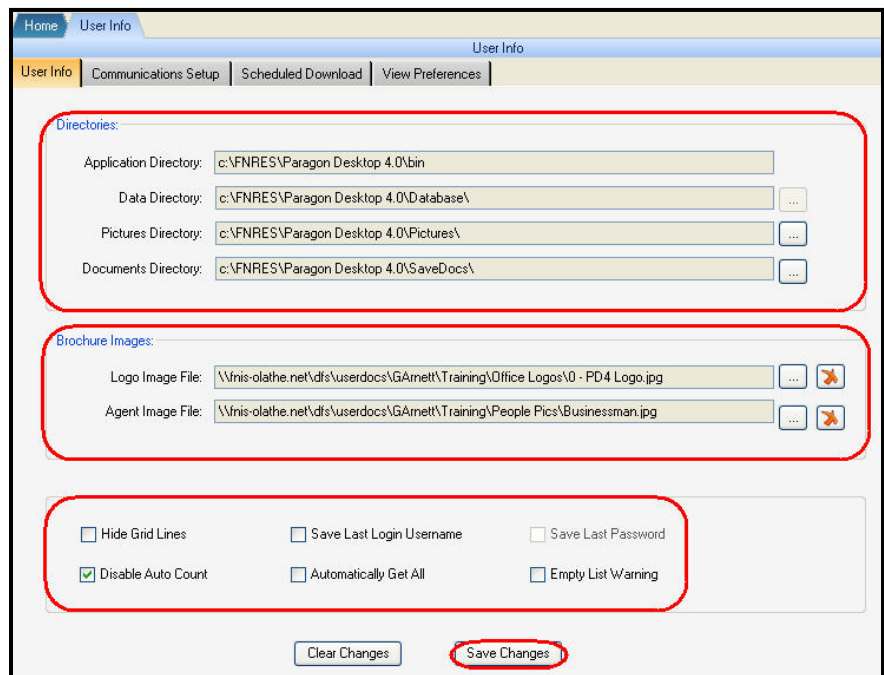
Brochure Images is where you upload your Office Logo and Agent Photo. These do not sync down from Paragon 4.

The third area allows you to customize the look and function of Desktop.

Two key functions are:

- 1) **Auto Count** results as you enter search criteria
- 2) **Automatically Get All** when you click on Search to see all search results.

Click on **Save Changes** to save the setting changes



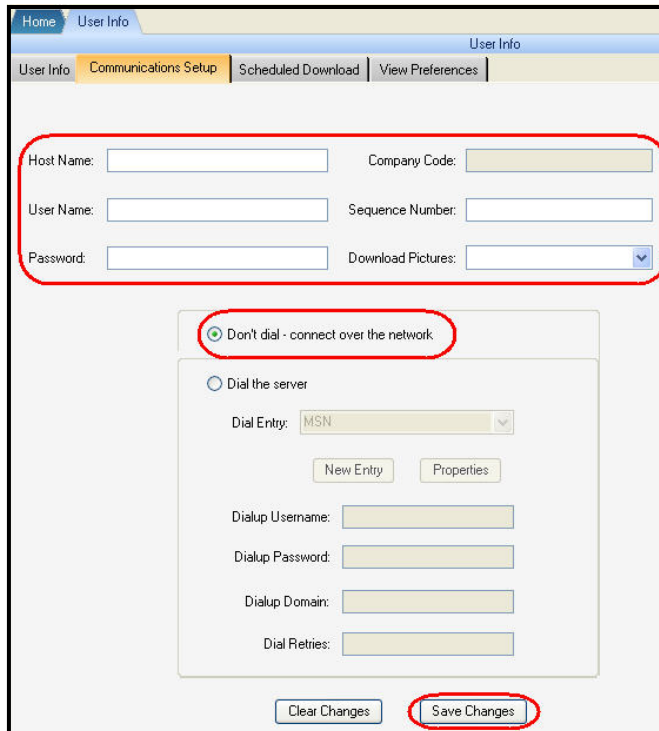
Paragon Desktop must be told how to connect to the internet for Upload, Download, and Synchronization functions.

High Speed Internet Users set up:

Communications Setup:
To access Paragon 4 online system using a **high speed internet or you have a connection already established.**

Click on **Don't dial - connect over the network.**

Click on **Save Changes** to save setting changes.



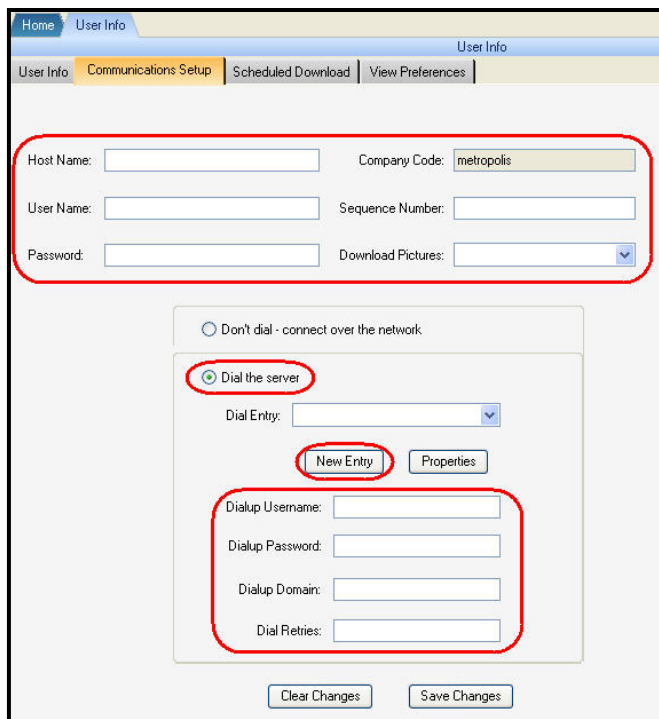
These fields were populated when Paragon Desktop 4 was installed.

Dial Up Internet Users set up:

Communications Setup:
To have Paragon Desktop 4 initiate a **dialup internet connection** and access Paragon 4 online system.

Click on **Dial the server.** The radio button will have a dot in it after it has been clicked.

Click on **New Entry** to set up a dialup connection using the following steps found on the next pages of this guide.

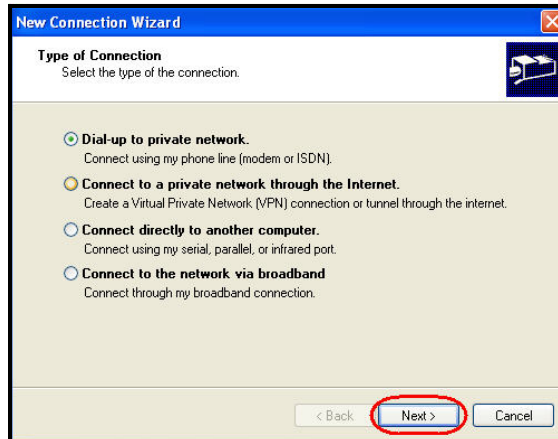


These fields were populated when Paragon Desktop 4 was installed.

Enter your **dialup internet service** username, password, dialup domain (optional) and the number of times to re-dial, if the phone number is busy.

Select the type of connection you want to use. Typically, agents are dialing via phone. Click on **Dial-up to private network** to place a dot in the radio box.

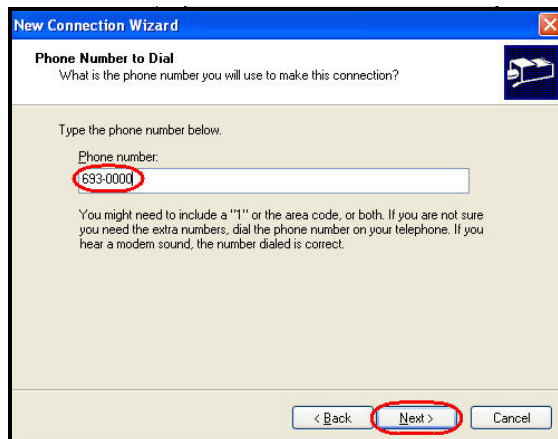
Click on **Next** to continue the New Connection setup process,



Enter the phone number you want Paragon Desktop 4 to dial when connecting to the internet. Include 1, area code and other digits needed to access an outside line.

Click on **Next** to continue the New Connection setup process,

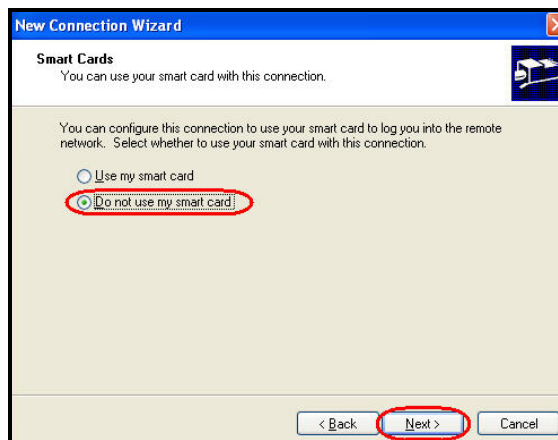
Note: Find local numbers to dial. You are responsible for any costs to connect to the internet and Paragon 4.



If you use a smart card, click **Use my smart card**.

If you do not use a smart card, click **Do not use my smart card**.

Click on **Next** to continue the New Connection setup process,



A **Smart Card** is an identification card used by some corporate computer users during their login. The smart card contains their login credentials.

Name the connection you have just completed.

Click on **Finish** to complete this connection's setup.

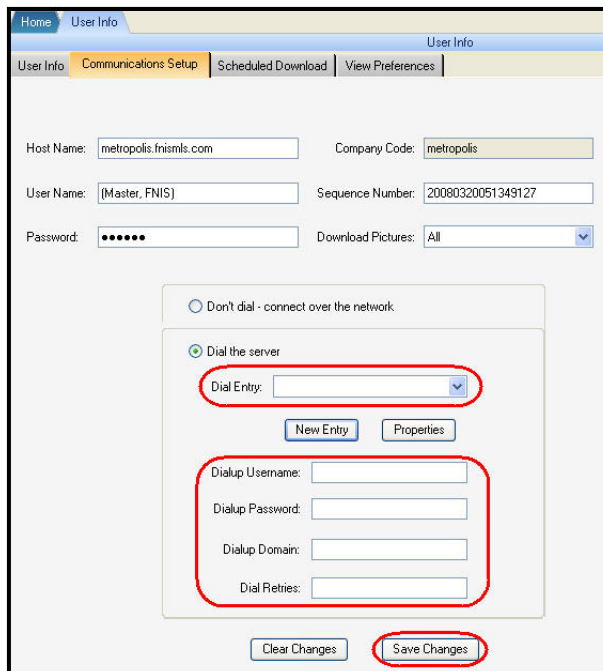
To edit this connection later, select it, click on File menu and then click Properties.



Enter your:

Dialup Username, Dial-up Password, Dialup Domain, (optional) and The number of dial retries. (if the line is busy, how many times do you want Paragon Desktop 4 to attempt to dial in before it gives up).

When the connection's setup is complete, click on **Save Changes**.



Preferences - User

Quick Start Guide Paragon Desktop 4.0

You can set up automatic downloads of listing data by using the Scheduled Download tool.

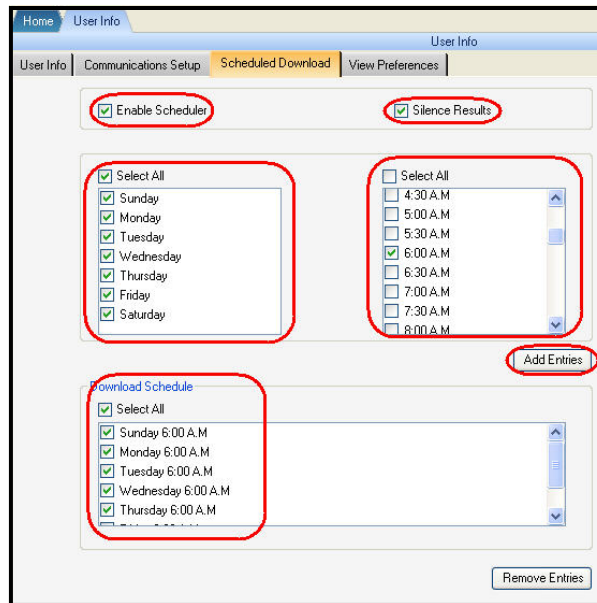
Click **Enable Scheduler** to allow selection of days and times during each day to download.

Select the days of the week to download.

Select the times each day to download.

Click on **Add Entries** to add the days and times into the Download Schedule box.

Check the box next to the day and time that you actually want to download.



Note:

Silence Results disables the pop up that tells you Desktop has successfully downloaded.

If the pop up is displayed, Desktop will NOT do another download until the pop up is closed.

The default setting uses the pop up.

View Preferences allows you to select:

- What view or report will be displayed when moving from searches to results and
- What view or report will be displayed on a double click of a listing.

Each view selector has a dropdown box of choices.

Current Settings box confirms the current view or report selected in Desktop.

Click on **OK** to save changes.

