

● **Software and Hardware Requirements:**

1. Minimal compatible configuration is a PC with Pentium 200MHz processor, 32M RAM, 20Mb of free HDD memory space.
2. Operation System: Windows 2000/XP/Win7.
3. Internet connection.
4. Printer (for printing the documents).
5. No adjustments to the Microsoft Windows are needed and no other additional software needs to be installed.

● **System Installation:**

1. Run the self-extracting archive «XXXXXX.exe». The Software is going to let you choose the installation destination for the NORVIK VISION system. It is advisable to install the system into the root catalogue of "C:" logical of physical hard disk drive. The software will create the "XXXXXX" folder with system files.
2. To launch the NORVIK VISION system, run the Vision.exe file. You can also create the desktop shortcut and use that instead for your convenience.
3. After you launch the NORVIK VISION system you will be prompted for an access password. The initial Access password for the system is: **norvik** (the password is case-sensitive). It is strongly recommended to change the initial access password.

● **System Setup:**

1. Interface language. The software supports three languages (English, Latvian and Russian).
2. Password Setup.
 - 2.1. The Access password. This password allows users to enter the system, create and edit the documents. To change this password you need to go to the "Settings" menu and choose the "Change access password" option. **ATTENTION! The Access password is obligatory!** The software will not allow the empty password field. The minimal access password length is six symbols.
 - 2.2. The Signature password. This password is issued to clients in a sealed envelope. This password is used to sign the document prior to sending it to the Bank. **ATTENTION! The Signature password can be changed only after the special agreement with the Bank!**

3. The connection setup.

Connection Type: The system is setup for **HTTP** connection by default. The client has a right to adjust this feature the way he sees fit, by choosing one of the following: E-MAIL/ HTTP/ FILE. To start working with the account management system, you have to go to the "Settings", choose the "System" option and fill in the login and password fields. The login and password are issued by the Bank in the sealed envelope (NORVIK VISION MAILBOX).

3.1. **E-MAIL. Electronic mail.** To use this type of connection, your companies network policy or your Internet provider's network policy must allow the connection to the remote mail servers using the POP3 and SMTP protocols. The connection is established with our vision.NORVIK.eu server using ports 25 and 110. You can switch on the SSL cryptography additionally.

ATTENTION! In case you want to change the email address, you have to contact the NORVIK BANKA by phone in Riga (+371) 67041100.

3.2. **HTTP.** This type of connection is available to almost every PC, which is connected to the Internet. It allows the user to make a connection with the Bank through a proxy server or firewall. In the settings menu you will have to input the necessary proxy server address or firewall server address, port number and user name and password for the respective proxy server or firewall.

3.3. **FILE.** This type of connection is used in special cases only. In "Settings", choose the "System" option and fill in the respective fields for the paths to incoming and outgoing files. The system encodes the file to match the Bank specification. The encoded file is sent using the external program. The additional information concerning this feature you can get by calling the NORVIK BANKA Information Department by phone in Riga (+371) 67041100.

4. Before you start working with your accounts, it is advisable to check if the setup was made properly. To do this, just make a request for your account Statement and make a connection with the Bank. Repeat the connection after 5-10 minutes. If the account statement came back, the system is working properly and you can start working. If the account statement did not come back, then we suggest to contact the NORVIK BANKA Information Department by phone in Riga (+371) 67041100.

We wish you success in your work!