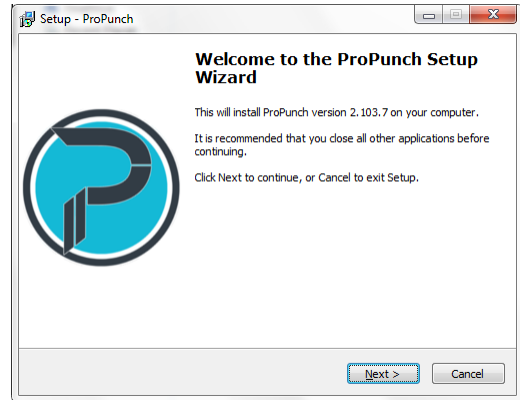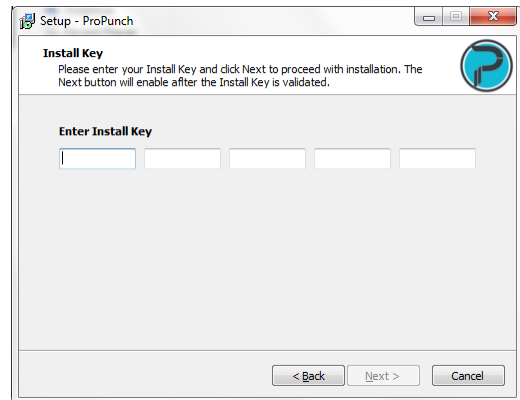# ProPunch Installation and Activation Guide

1. Insert the installation USB and select **Open folder to view files** in the AutoPlay window. You can also download the installer at https://www.acroprint.com/propunch/download.
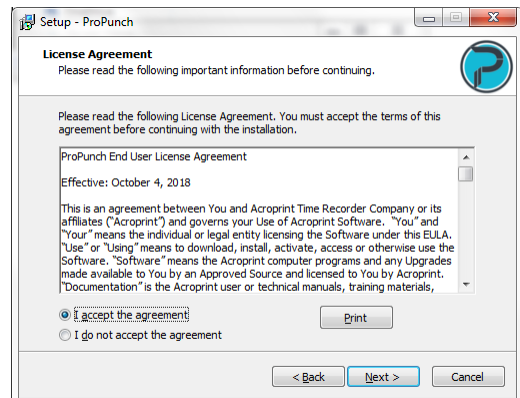
   Double-click **ProPunch_Setup.exe** and click **Yes** if prompted to allow this application to make changes to your computer.

2. Click **Next** on the **Welcome** window and then enter your **Install Key**. Your Install Key can be found on the insert included with your installation USB.


3. Read the License Agreement, select **I accept the agreement** and click **Next** to continue installation.
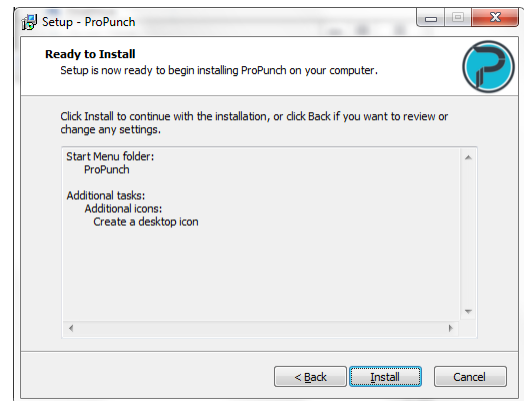
ProPunch Installation and Activation Guide

4. On the **Select Start Menu Folder** window, **ProPunch** is auto filled. You can also click *Browse* to select a different folder. Click **Next** to proceed.

    If you would like the installer to add a ProPunch shortcut to the desktop, check **Create a desktop icon**. Click **Next** to proceed.
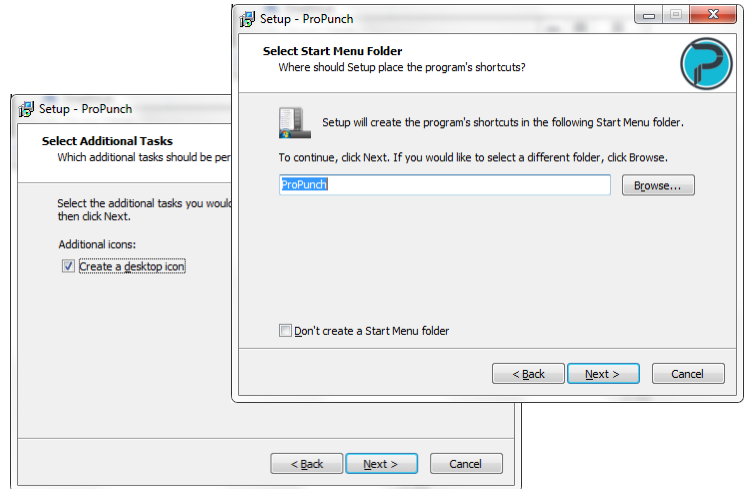
5. Click **Install** to begin the installation.

6. When the **Completing the ProPunch Setup Wizard** window appears, check **Launch ProPunch Server** and click **Finish**. Click **Yes** if prompted to allow this application to make changes to your computer. The ProPunch Server dashboard will open.

    If the ProPunch Server dashboard does not automatically open, use the shortcut icon on your desktop.
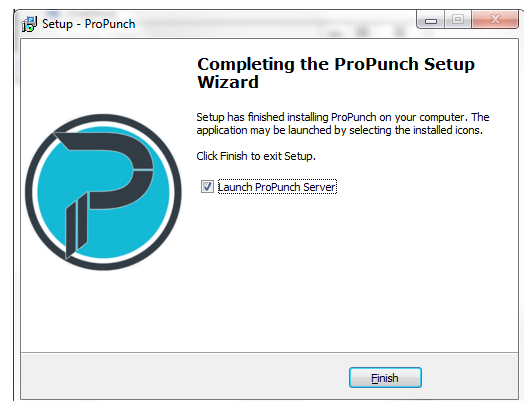
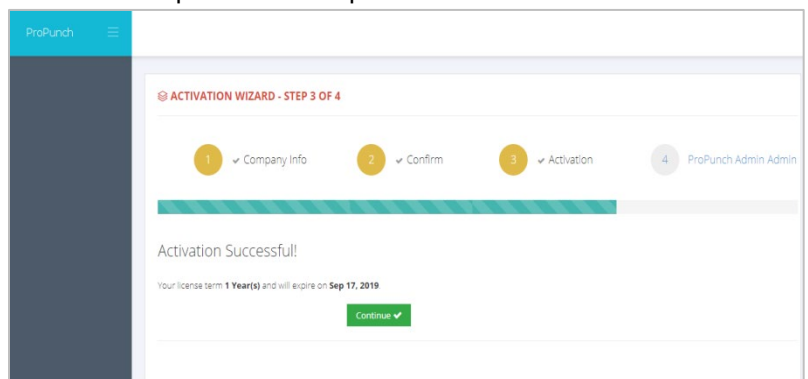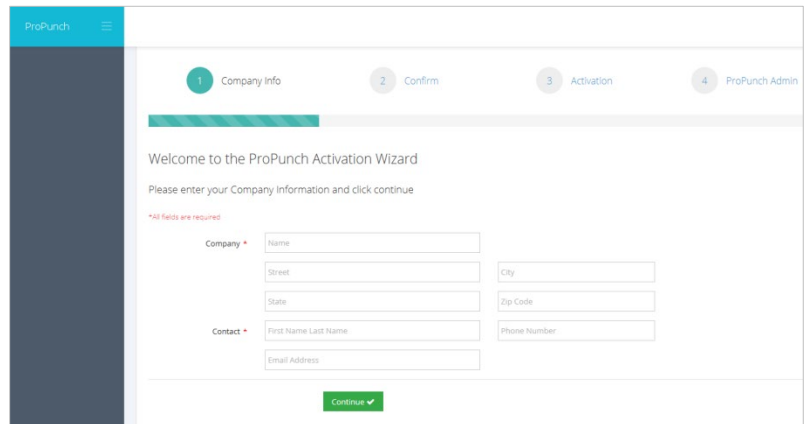## ProPunch Installation and Activation Guide

7. Click **Search For Updates** on the dashboard to check for application updates. If your current installation is not up to date, you will be prompted to download and install the latest version. Click **Yes** to proceed. The ProPunch Server will be stopped automatically while the updates are being downloaded and installed, and then restarted automatically when complete.

Click **Open ProPunch** to launch the application user interface. The default web browser will open and display Step 1 of the Activation Wizard.
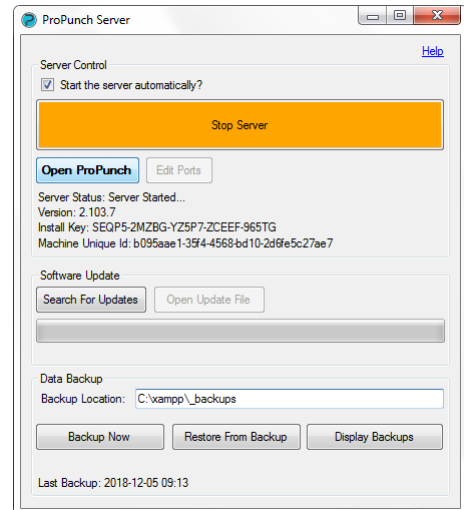
8. In the Activation Wizard, enter your company information and click **Continue**. You will then be asked to verify your details are correct. Click **Continue**.
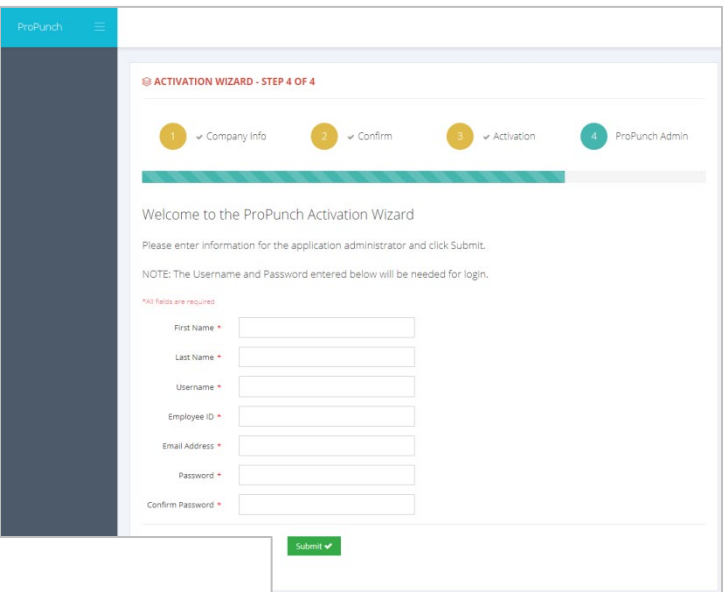
Once activation is complete, the Activation Successful page will appear. Click **Continue** to proceed to Step 4 of the Activation Wizard.

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9. Enter information for the application administrator. The Username and Password defined here will be used to log into the application for the first time.

    Click **Submit**. The ProPunch Login page will appear.
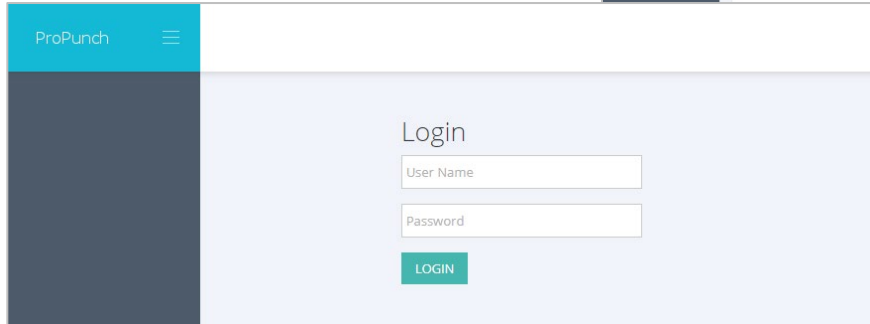
If you will be using one or more time clocks with ProPunch, please reference the application online help contents. After logging into the application, click the Help ❓icon in the upper right of the page; reference section **Time Clocks** under *Administrator Functions / Company Setup*.