



Installing Document Center

Installation Guide

DOCUMENT TYPE	Installation Guide
AUDIENCE	All
VERSION	1.0
EFFECTIVE DATE	August 3, 2026

RUNBOOK

Installing Document Center

Document Center Installation — DentiMax Practice Management

Applies To DentiMax Workstation	Severity Low	Est. Time 5–10 Minutes	Audience All
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Overview

This runbook covers installing **Document Center**, the DentiMax document management module. It installs alongside the DentiMax CS client software and includes a secondary installer for the **Topaz SigPlus Basic** signature pad driver.

Before You Begin

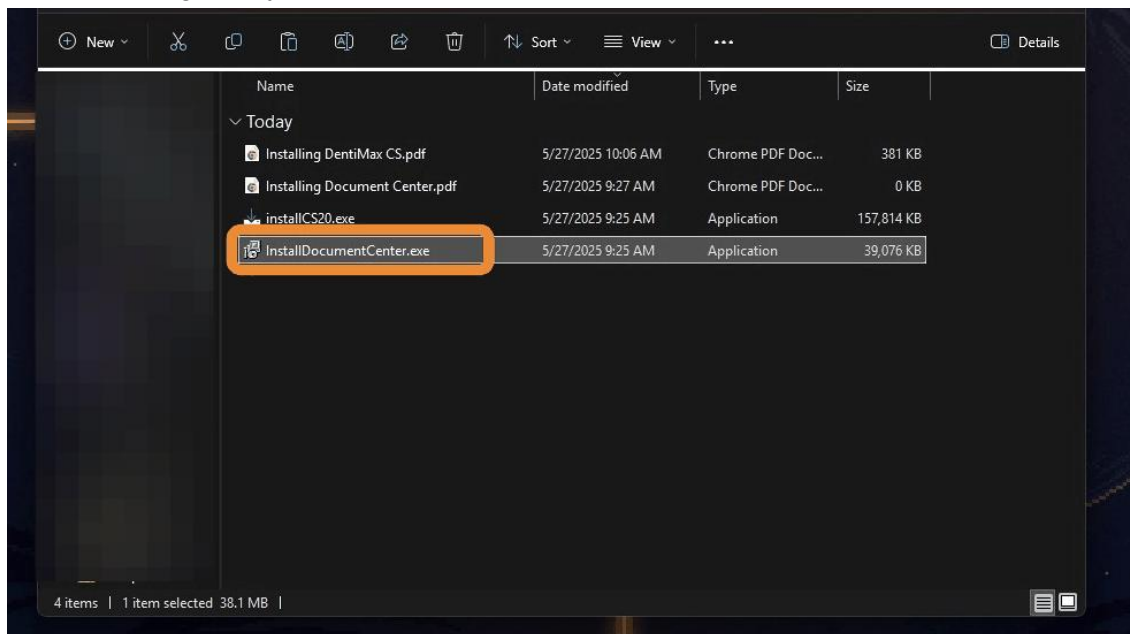
Confirm the following before proceeding:

1. **DentiMax CS is already installed on this workstation** — and the Document Center installer must be run *after* that, not before. If Document Center is installed before DentiMax CS, its default destination folder will incorrectly show as `C:\Program Files (x86)\Document Center` instead of the correct `C:\Program Files (x86)\DentiMax`.
 1. You have the `InstallDocumentCenter.exe` installer file available.
 2. Running the installer requires **Administrator access** on this computer, and you may be prompted for an Administrator password. If you don't know it, check with your office leadership, or contact your IT Professional, for that password or to have them run the install for you.
 3. If this computer is shared by **multiple Windows user accounts**, Document Center needs to be installed for **every Windows user** who will be using DentiMax and Document Center on this computer — not just one. The same applies to DentiMax itself.
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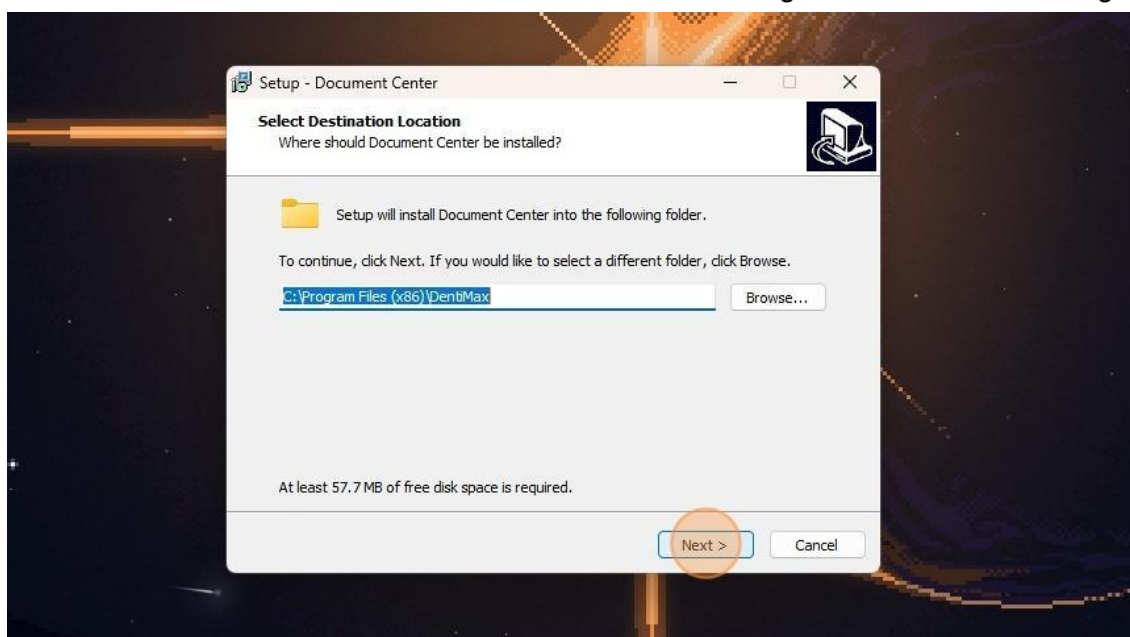
Procedure

Step 1 — Run the Document Center Installer

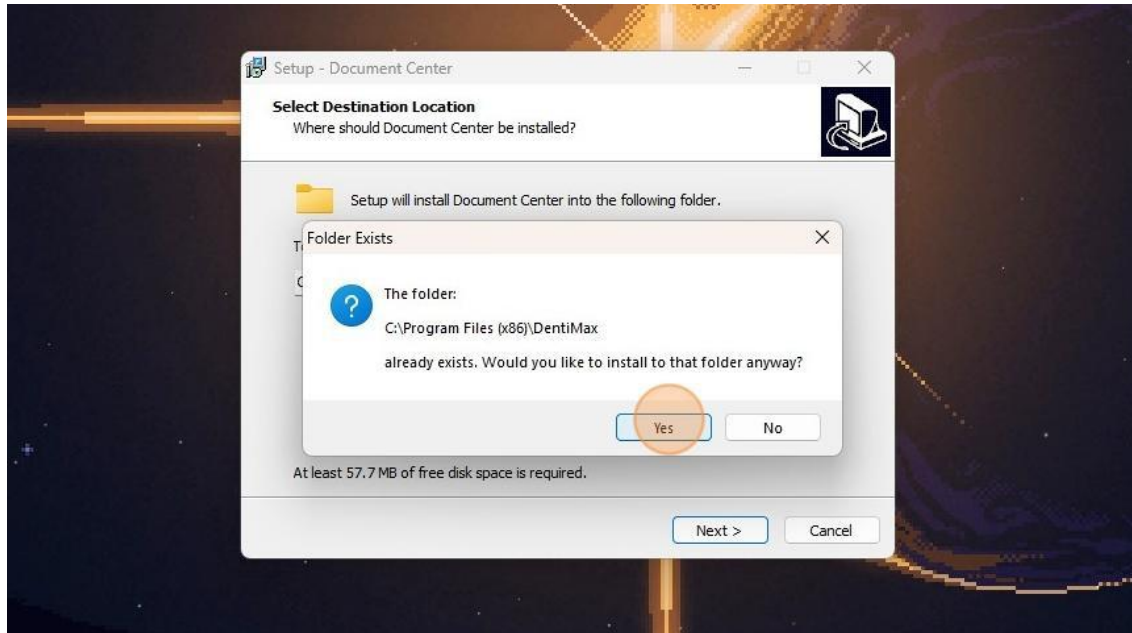
- a. Right-click **InstallDocumentCenter.exe** and select **Run as administrator**. If prompted to allow changes to your computer, click **Yes**.



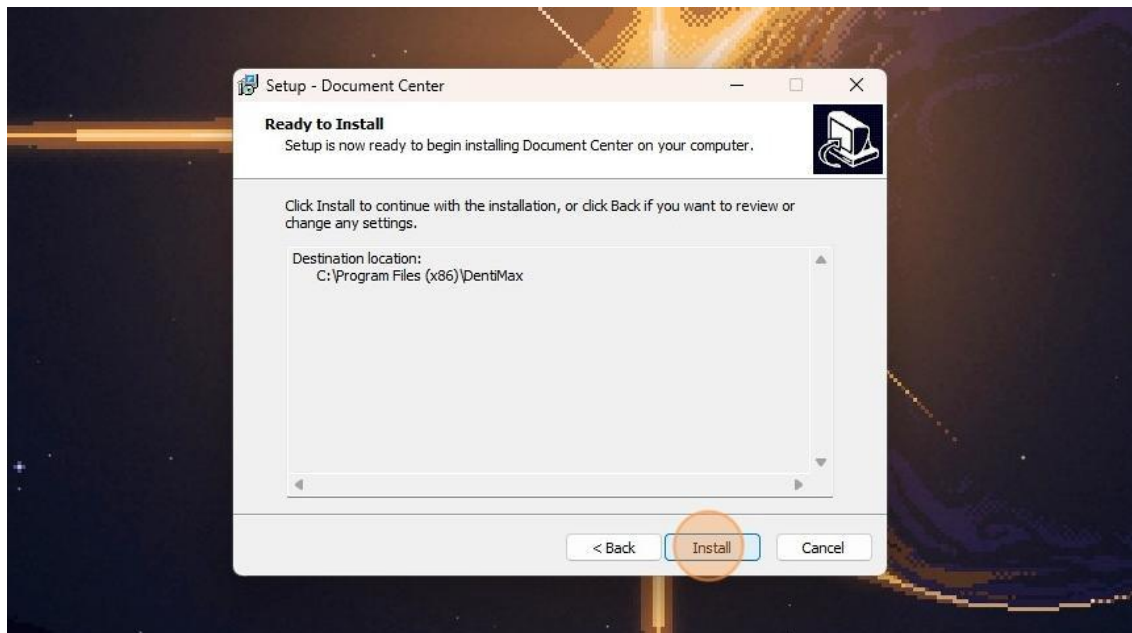
- b. On the destination folder screen, confirm the path shown is **C:\Program Files (x86)\DentiMax**, then click **Next**. If it instead shows **C:\Program Files (x86)\Document Center**, see **Additional Troubleshooting** below before continuing.



- c. A prompt will appear asking if you'd like to install to an existing folder. Click **Yes**, then click **Next** again.



- d. Click **Install** to begin the installation.



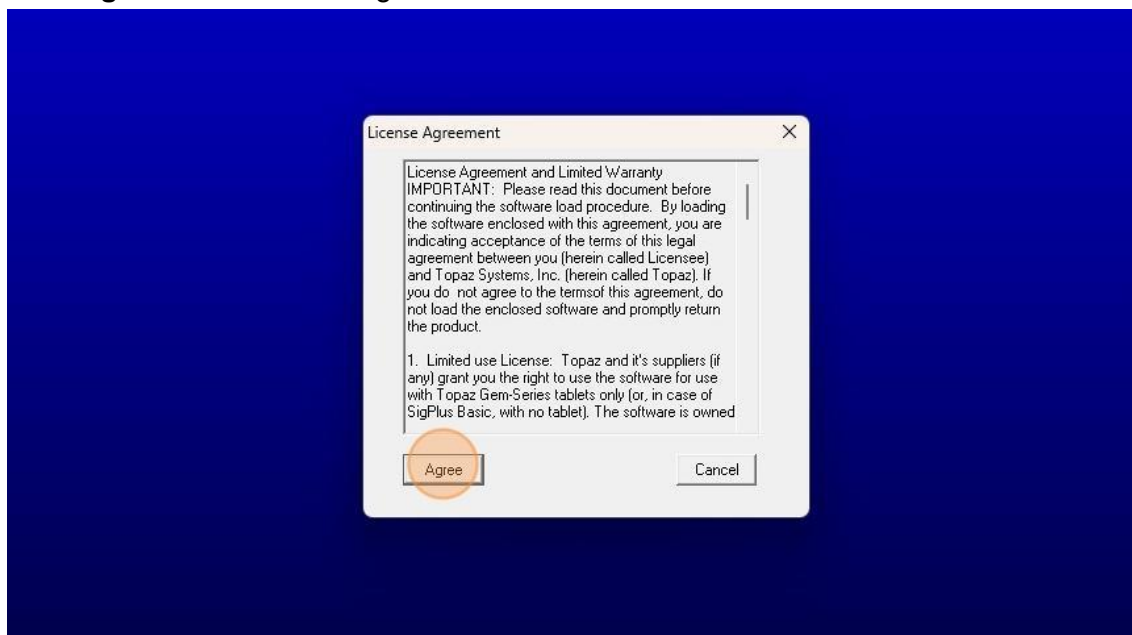
Step 2 — Complete the Topaz SigPlus Setup

Partway through the installation, a secondary installer for **Topaz SigPlus Basic** will launch automatically. Work through its prompts as follows:

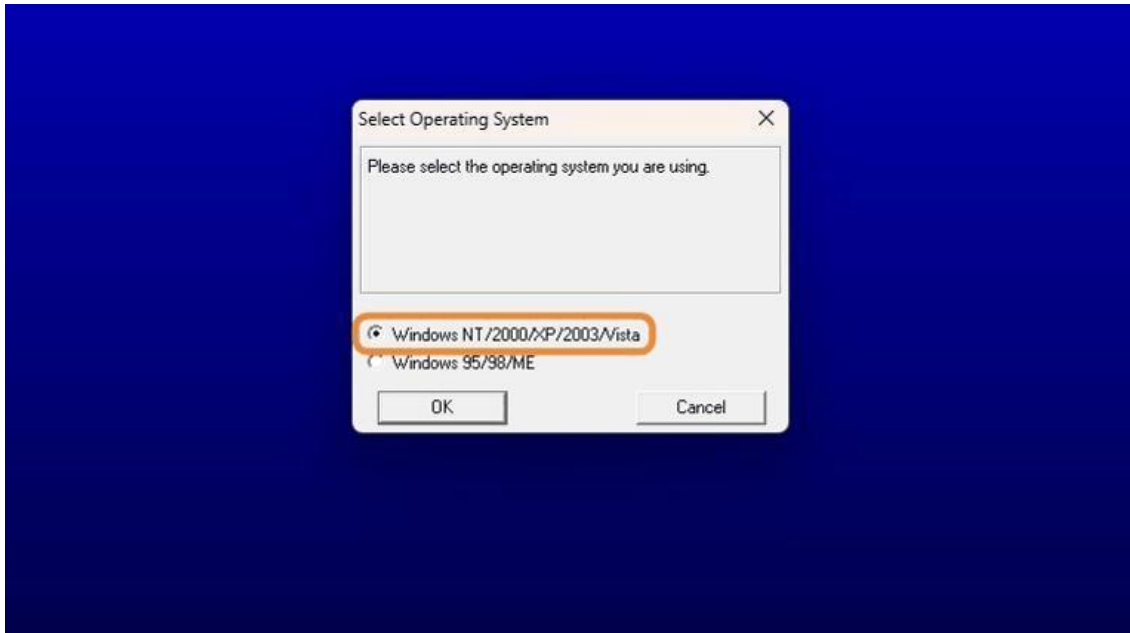
- a. When the Topaz SigPlus welcome screen appears, click **Next**.



- b. Click **Agree** on the license agreement screen.



- c. On the **Select Operating System** prompt, ensure **Windows NT/2000/XP/2003/Vista** is selected and click **OK**.



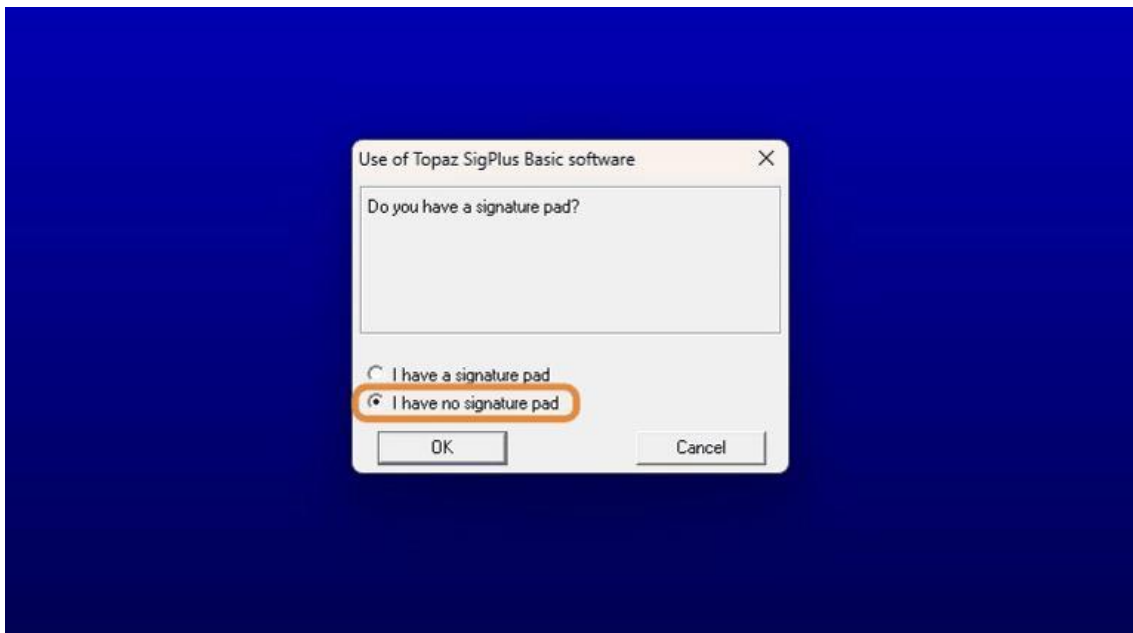
- d. On the **View Signatures With Word/Excel** prompt, select **No** and click **OK**.



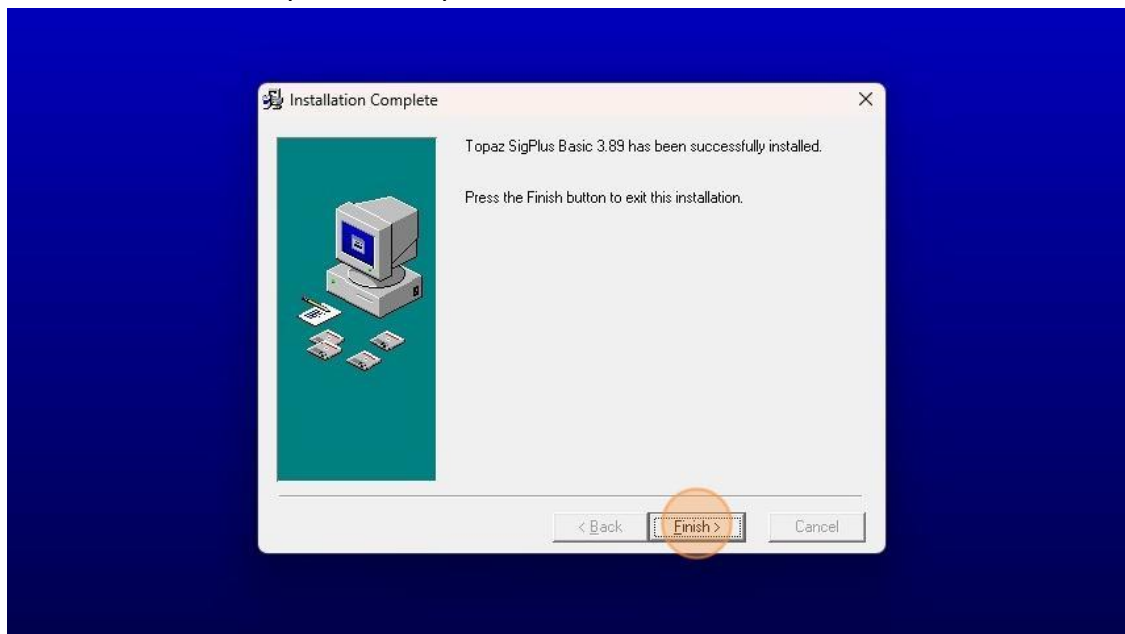
- e. On the **"View Signatures With Adobe Acrobat"** prompt, select **"No"** and click **OK**.



- f. On the **Use of Topaz SigPlus Basic software** prompt, select **I have no signature pad** and click **OK**.

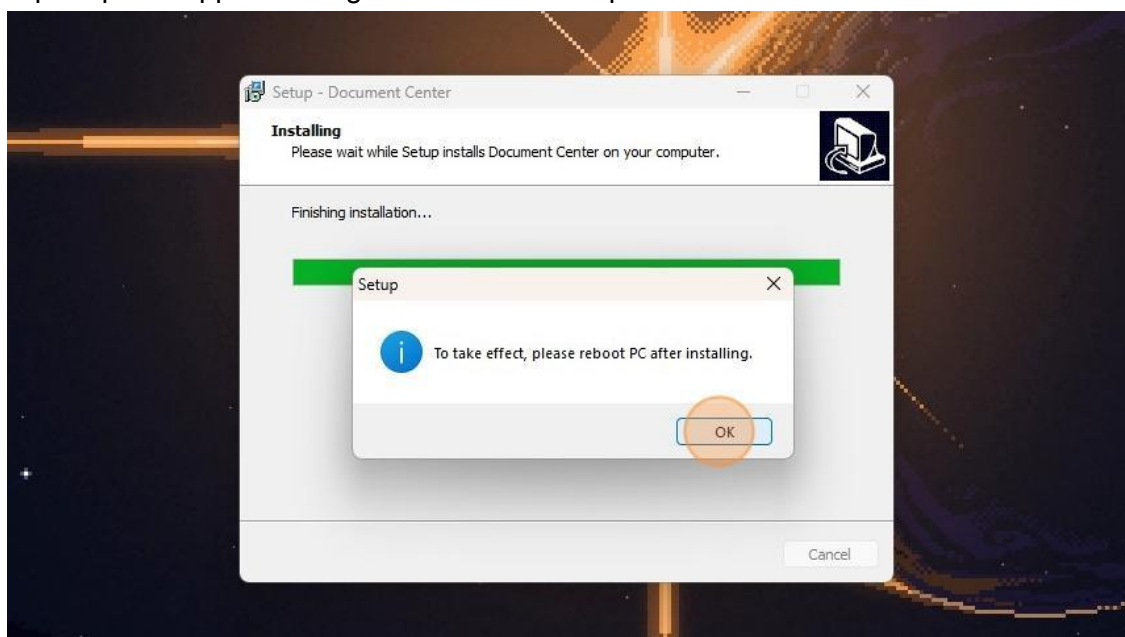


- g. Click **Finish >** to complete the Topaz installation.



Step 3 — Finish the Document Center Installation

- a. A prompt will appear noting that a reboot is required. Click **OK**.



- b. On the completion screen, select **No, I will restart the computer later** and click **Finish**. You do **not** need to restart the computer immediately.



- c. Document Center is opened from within **DentiMax** itself, not from a separate shortcut or file. Open **DentiMax**, then click the **DC** icon near the top-right of the program window. This first launch is required for Document Center to complete its own setup — installation isn't finished until this step is done.

Additional Troubleshooting

Symptom	Resolution
The destination folder screen (Step 1b) shows C:\Program Files (x86)\Document Center instead of C:\Program Files (x86)\DentiMax	This means DentiMax CS was not installed on this workstation before running this installer. Document Center must be installed in the same directory as DentiMax — it will not work at all if installed elsewhere, not just incorrectly configured. Cancel this installation, confirm DentiMax CS is installed first, then run the Document Center installer again. If Document Center was already fully installed to the wrong location, it needs to be uninstalled (see Windows Settings > Apps > Installed Apps) and reinstalled correctly, the same as covered in the Topaz SigPlus row below.

The wrong option was clicked during the Topaz SigPlus installation phase (Step 2)

Depends on whether this computer will use a Topaz signature pad.

If yes: close DentiMax on any computer where the wrong SigPlus settings were selected, open **Windows Settings**, go to **Apps > Installed Apps**, search for *Document Center*, click the ellipses (...) next to it, and click **Uninstall**. Once it no longer appears in **Installed Apps**, run the Document Center installer again starting from **Step 1**.

If no: the SigPlus settings only matter for computers that will actually use a signature pad — if you decide to use one later, DentiMax PM Support will reinstall Document Center at that time to configure it correctly anyway. If you're still in the SigPlus installation window, just click **Cancel** to leave it and finish the rest of the Document Center installation. If that phase has already finished, no action is needed — it won't affect your Document Center experience.

For issues not covered by this runbook, or if you are unsure about any step, contact DentiMax Practice Management Support at **1 (800) 704-8494 Ext. 805** or **Support@DentiMax.com**.