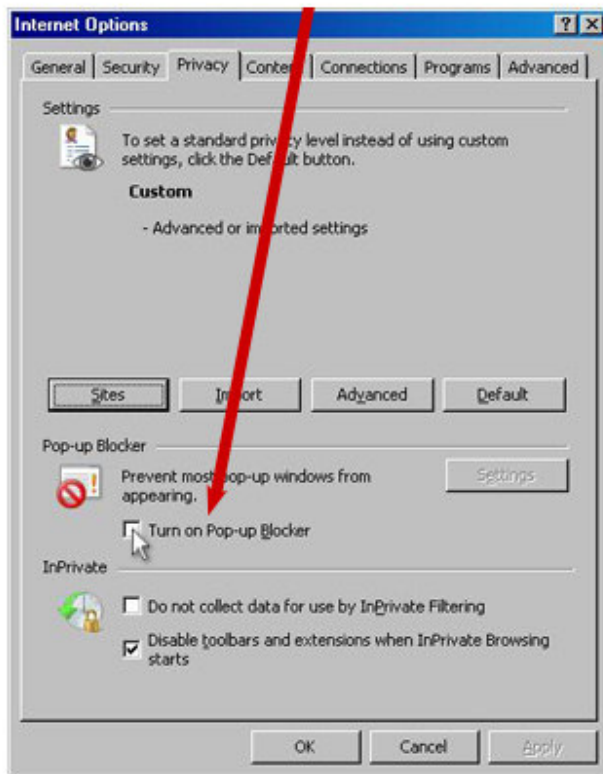



 Internet Explorer Browser  
Version 8

1. **Pop-ups (Quick Setup)**

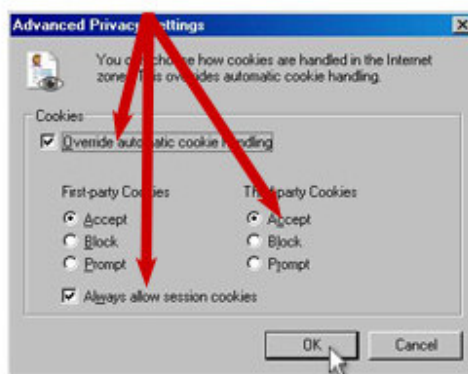
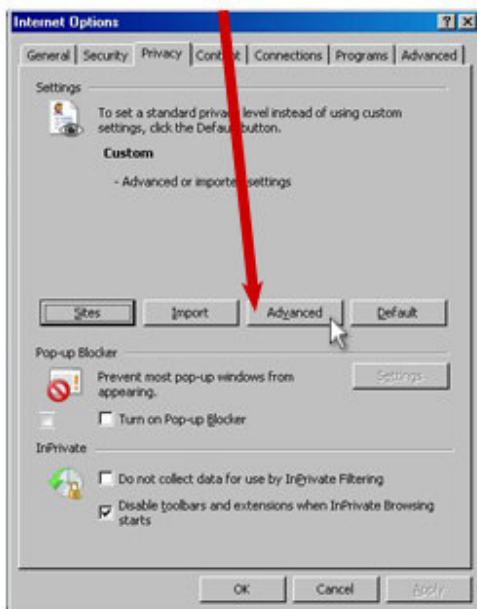
Select the following:

- Select 'Tools' from the top menu.
- Click 'Internet Options'
- Click 'Privacy' Tab
  - *Un-Check* 'Turn on Pop-up Blocker'
  - Click 'OK' button



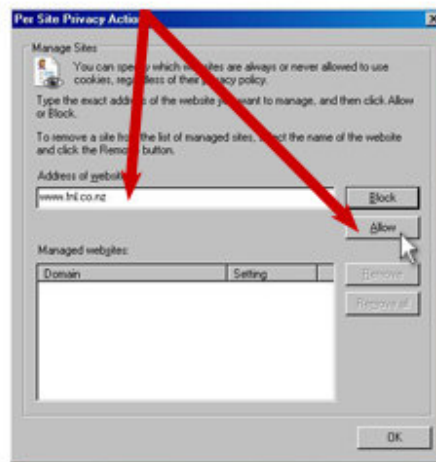
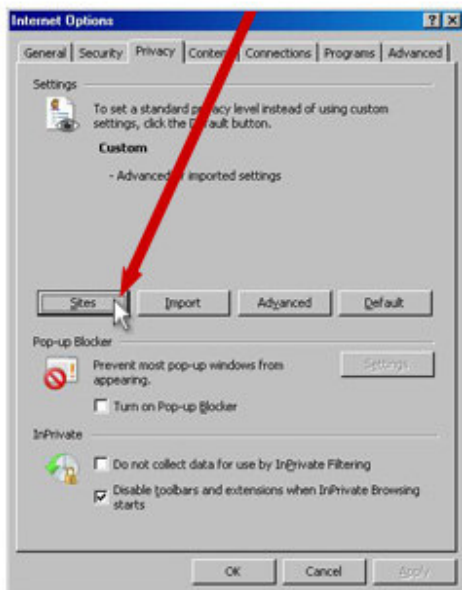
 Internet Explorer Browser  
Version 8

2. In the event the quick reset does not work or your business rules allow only selected web pop ups, complete the following:
  - Select 'Tools' from the top menu
  - Click 'Internet Options'
  - Click 'Privacy' Tab
    - Click 'Advanced' button (Opens 'Advanced Privacy Settings' window)
      - Check 'Override automatic cookie handling'
      - Check 'Always allows session cookies'
    - Click 'OK' button



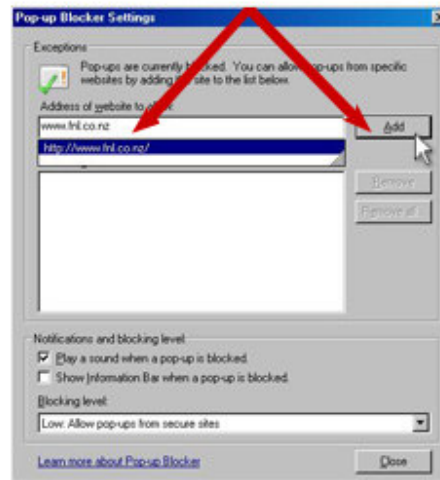
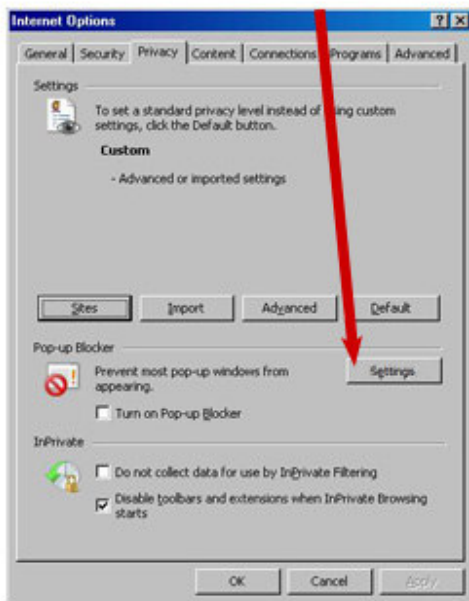
 Internet Explorer Browser *continued...*  
Version 8


- Return to the 'Internet Options' screen
  - Click 'Privacy' Tab
    - Click 'Sites' button (Opens 'Per Site Privacy Actions' Window)
    - Type [www.fnl.co.nz](http://www.fnl.co.nz) into 'Address of Website' field
      - Click 'Allow' button
    - Click 'OK' button



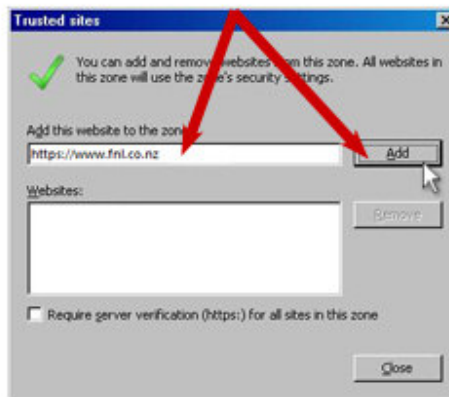
 Internet Explorer Browser *continued...*  
Version 8


- Return to the 'Internet Options' screen
  - Click 'Privacy' Tab
    - Click 'Settings' button (Opens 'Pop-up Blocker Settings' window)
    - Type [www.fnl.co.nz](http://www.fnl.co.nz) into 'Address of website to allow' field
      - Click 'Add' button
    - Click 'Close' button



 Internet Explorer Browser *continued...*  
Version 8

- Return to the 'Internet Options' screen
  - Click 'Security' Tab
    - Click 'Sites' button (Opens 'Trusted sites' window)
    - Type <https://www.fnl.co.nz> into 'Add this website to the zone' field
      - Click 'Add' button
    - Click 'Close' button

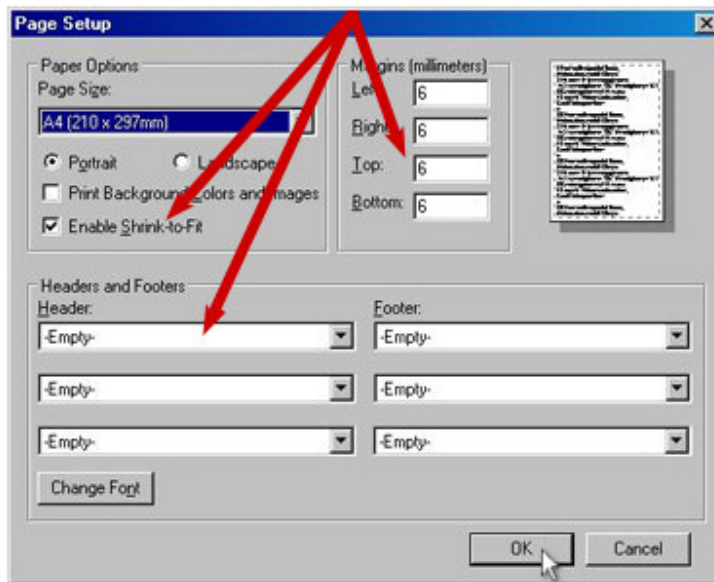


 Internet Explorer Browser  
Version 8


3. **Printer Settings (for Qik Contracts)**

Select the following:

- Select 'Tools' from the top menu
- Select 'Page Setup' (Opens 'Page Setup' window)
  - Type '6' into all margin fields (Left, Right, Top, Bottom)
  - Select 'Empty' for all 'Headers and Footers' drop downs
  - Check 'Enable Shrink-to-Fit' box, if available
- Click 'OK' button



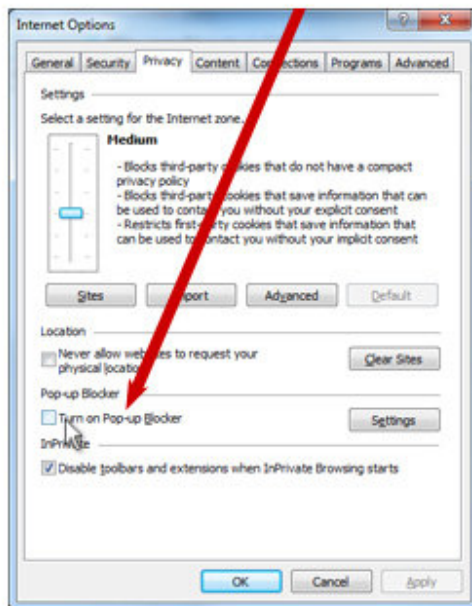
**NB:** Where your version of browser differs to the one shown here, we recommend you select 'Help' from your browser menu options and follow the online instructions.


 Internet Explorer Browser  
Version 10


1. **Pop-ups (Quick Setup)**

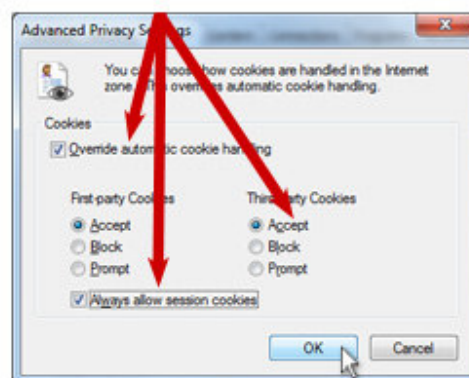
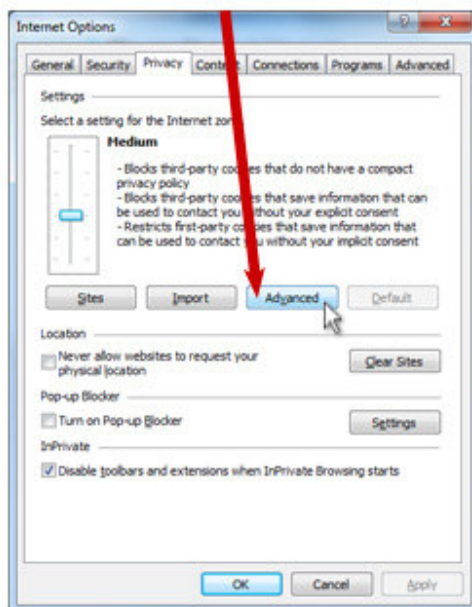
Select the following:

- Click on the 'Tools'  icon top right of the browser window.
- Click 'Internet Options'
- Click 'Privacy' Tab
  - *Un-Check* 'Turn on Pop-up Blocker'
  - Click 'OK' button



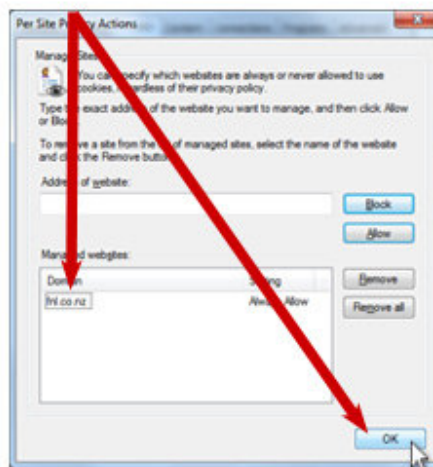
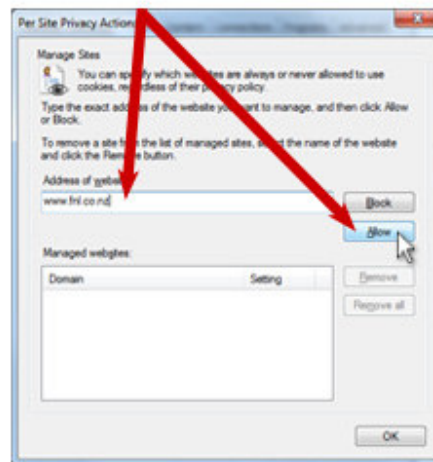
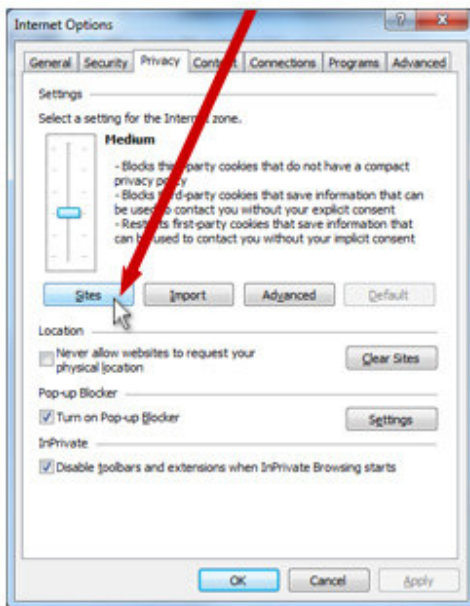
 **Internet Explorer Browser**  
Version 10


2. In the event the quick reset does not work or your business rules allow only selected web pop ups, complete the following:
- Click on the 'Tools'  icon top right of the browser window.
  - Click 'Internet Options'
  - Click 'Privacy' Tab
    - Click 'Advanced' button (Opens 'Advanced Privacy Settings' window)
      - Check 'Override automatic cookie handling'
      - Check 'Always allows session cookies'
    - Click 'OK' button



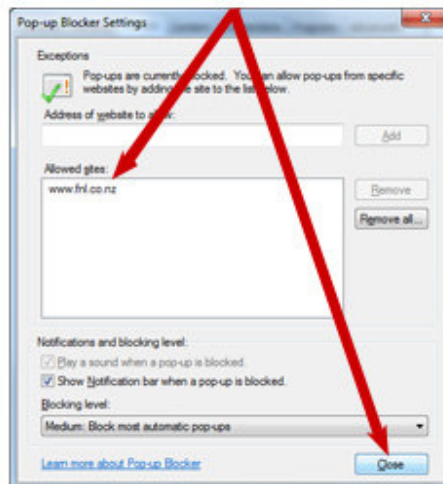
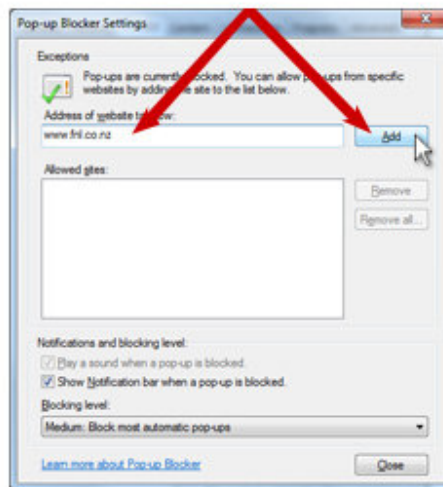
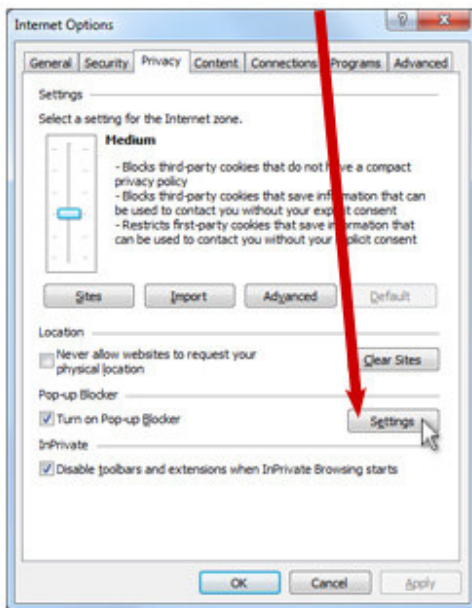
 Internet Explorer Browser *continued...*  
Version 10


- Return to the 'Internet Options' screen
  - Click 'Privacy' Tab
    - Click 'Sites' button (Opens 'Per Site Privacy Actions' Window)
    - Type [www.fnf.co.nz](http://www.fnf.co.nz) into 'Address of Website' field
      - Click 'Allow' button
    - Click 'OK' button



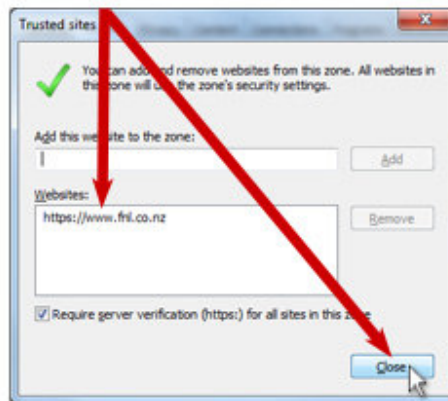
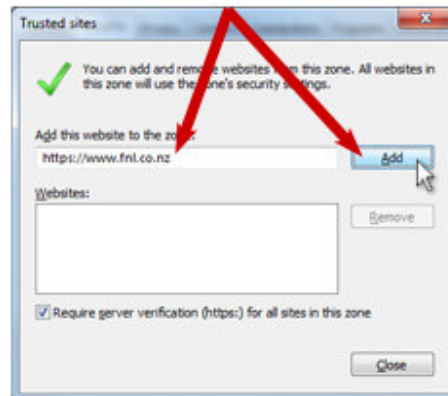
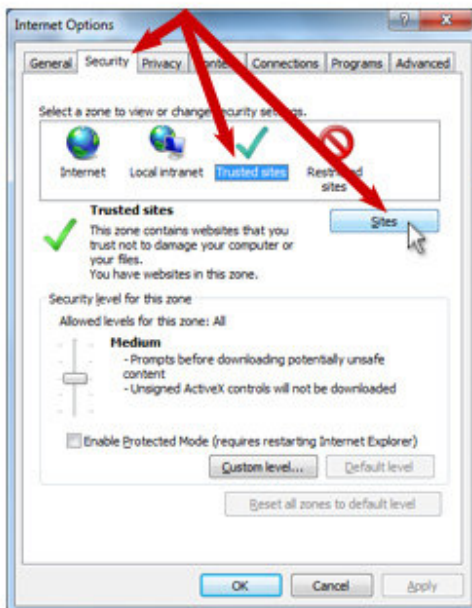
 Internet Explorer Browser *continued...*  
Version 10


- Return to the 'Internet Options' screen
  - Click 'Privacy' Tab
    - Click 'Settings' button (Opens 'Pop-up Blocker Settings' window)
    - Type [www.fnl.co.nz](http://www.fnl.co.nz) into 'Address of website to allow' field
      - Click 'Add' button
    - Click 'Close' button



 Internet Explorer Browser *continued...*  
Version 10


- Return to the 'Internet Options' screen
  - Click 'Security' Tab
    - Click 'Sites' button (Opens 'Trusted sites' window)
    - Type <https://www.fnl.co.nz> into 'Add this website to the zone' field
      - Click 'Add' button
    - Click 'Close' button

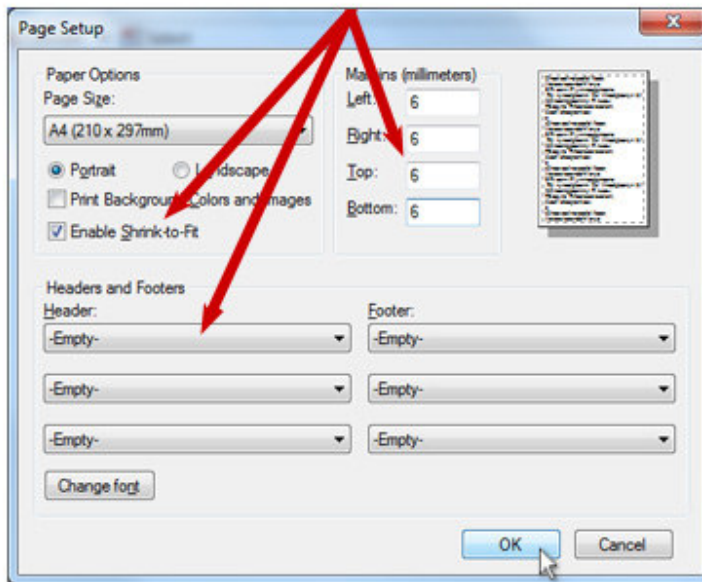


 Internet Explorer Browser  
Version 10


3. **Printer Settings** (for Qik Contracts)

Select the following:

- Click on the 'Tools'  icon top right of the browser window
- Select 'Print'
- Select 'Page Setup' (Opens 'Page Setup' window)
  - Type '6' into all margin fields (Left, Right, Top, Bottom)
  - Select Empty for all 'Headers and Footers' drop downs
  - Check 'Enable Shrink-to-Fit' box, if available
- Click 'OK' button



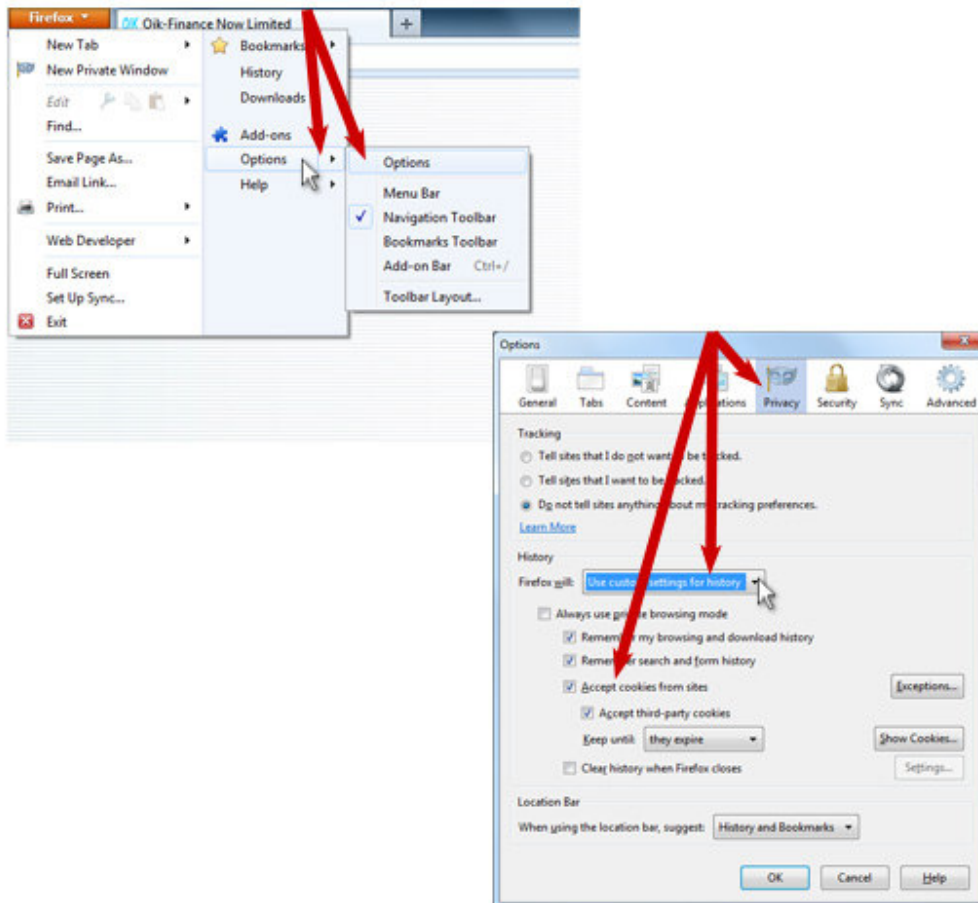
**NB:** Where your version of browser differs to the one shown here, we recommend you select 'Help' from your browser menu options and follow the online instructions.


 **Firefox (Mozilla) Browser**  
Version 21

1. **Cookies (Quick Setup)**

Select the following:


- Click on the 'Firefox'  button top left of the browser window.
- Click 'Options' (Opens 'Options' window)
- Click 'Privacy' Tab
  - Under 'History' section, 'Firefox will' Select 'Use custom settings for history'
  - Check 'Accept cookies from sites'
  - Check 'Accept third-party cookies'
  - Click 'OK' button

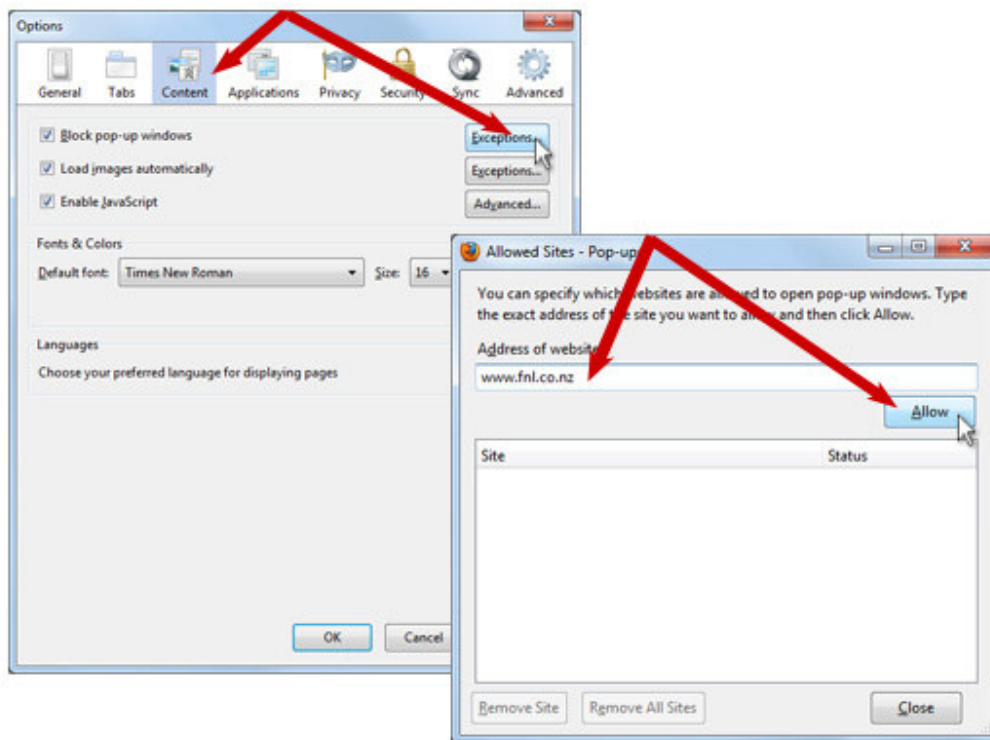



 **Firefox (Mozilla) Browser** *continued...*  
Version 21

2. **Pop-ups (Quick Setup)**

Select the following:


- Click on the 'Firefox'  button top left of the browser window.
- Click 'Options' (Opens 'Options' window)
- Click 'Content' Tab
  - If 'Block pop-up windows' box is ticked, click 'Exceptions' button (Else click 'OK' button)
    - If 'Exceptions' button is clicked, the 'Allowed Sites - Pop-ups' window should open
    - Type www.fnl.co.nz into 'Address of website' field
    - Click 'Allow' button
    - Click 'Close' button
- Click 'OK' button

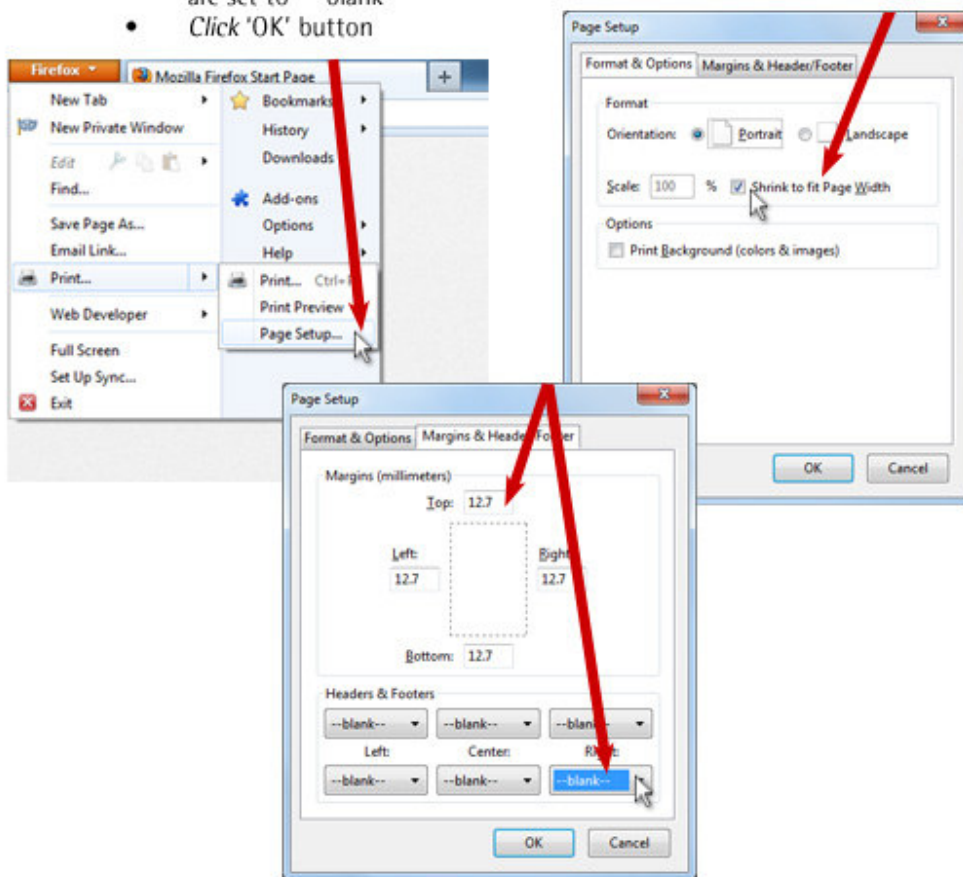


 **Firefox (Mozilla) Browser**  
Version 21

3. **Print Settings (Quick Setup)**

Select the following:

- Click on the 'Firefox'  button top left of the browser window.
- Select 'Print'
- Click 'Page Setup...' button (Opens 'Page Setup' window)
  - Under 'Format & Options' section, make sure 'Orientation' is set to 'Portrait'
  - Make sure 'Shrink to fit Page Width' box is ticked
  - Select 'Margins & Header/Footer' tab
  - Under 'Headers & Footers' section, make sure that ALL drop downs boxes are set to '--blank--'
  - Click 'OK' button





**NB:** Where your version of browser differs to the one shown here, we recommend you select 'Help' from your browser menu options and follow the online instructions.

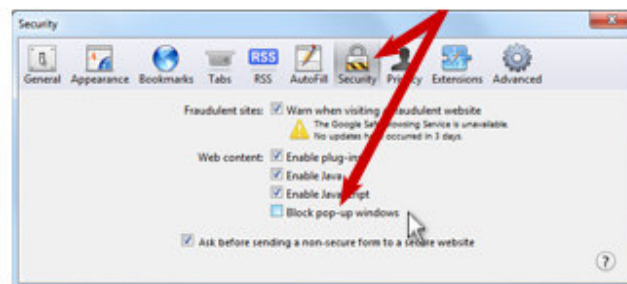
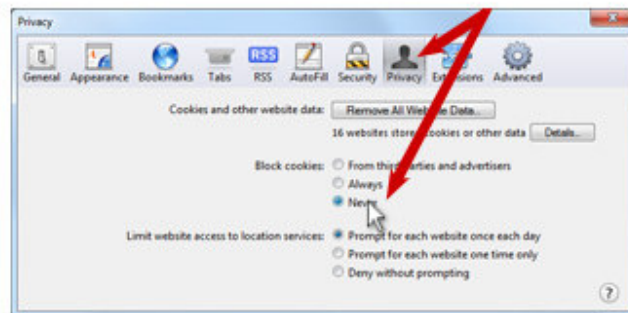
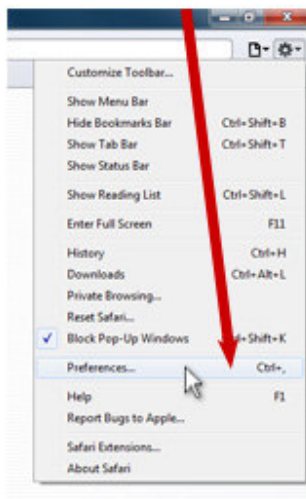


## Safari Browser Version 5

### 1. Cookies & Pop-up Windows (Quick Setup)

Select the following:

- Click on the cog  button top right of the browser window.
- Click 'Preferences...' (Opens 'General' window)
- Click 'Privacy' Tab
  - Where it says 'Block cookies', Select 'Never'
- Click 'Security' Tab
  - Where it says 'Web content', make sure 'Block pop-up windows' tick box is not *checked*
- Click on the  button to close the window, your changes will be automatically saved



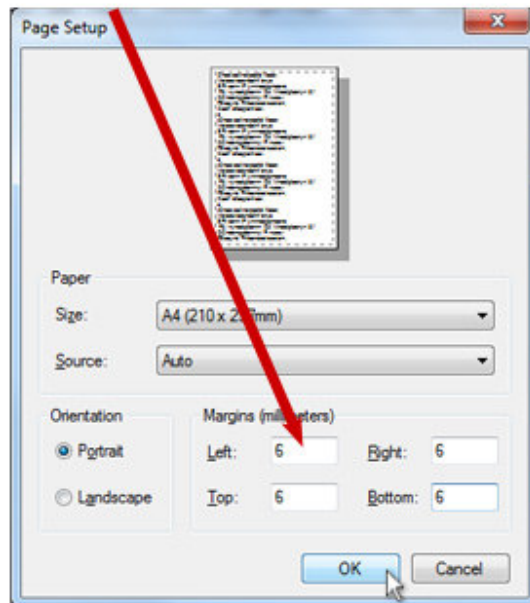
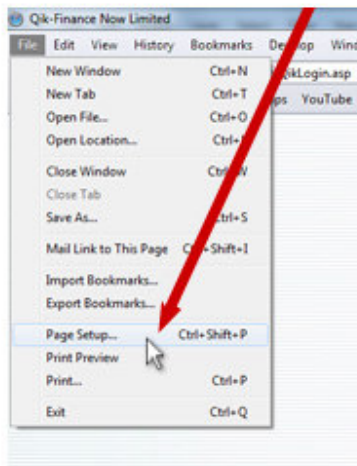


## Safari Browser Version 5

### 2. Print Settings

Select the following:

- Click 'File' drop down menu item top left of browser window (if you cannot see the top menu items Press 'Alt' key on your keyboard, the items should appear)
- Click 'Page Setup...'
- Under the 'Margins (millimeters)' section
- Type '6' into the Left, Right, Top and Bottom fields
- Click 'OK' button

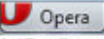


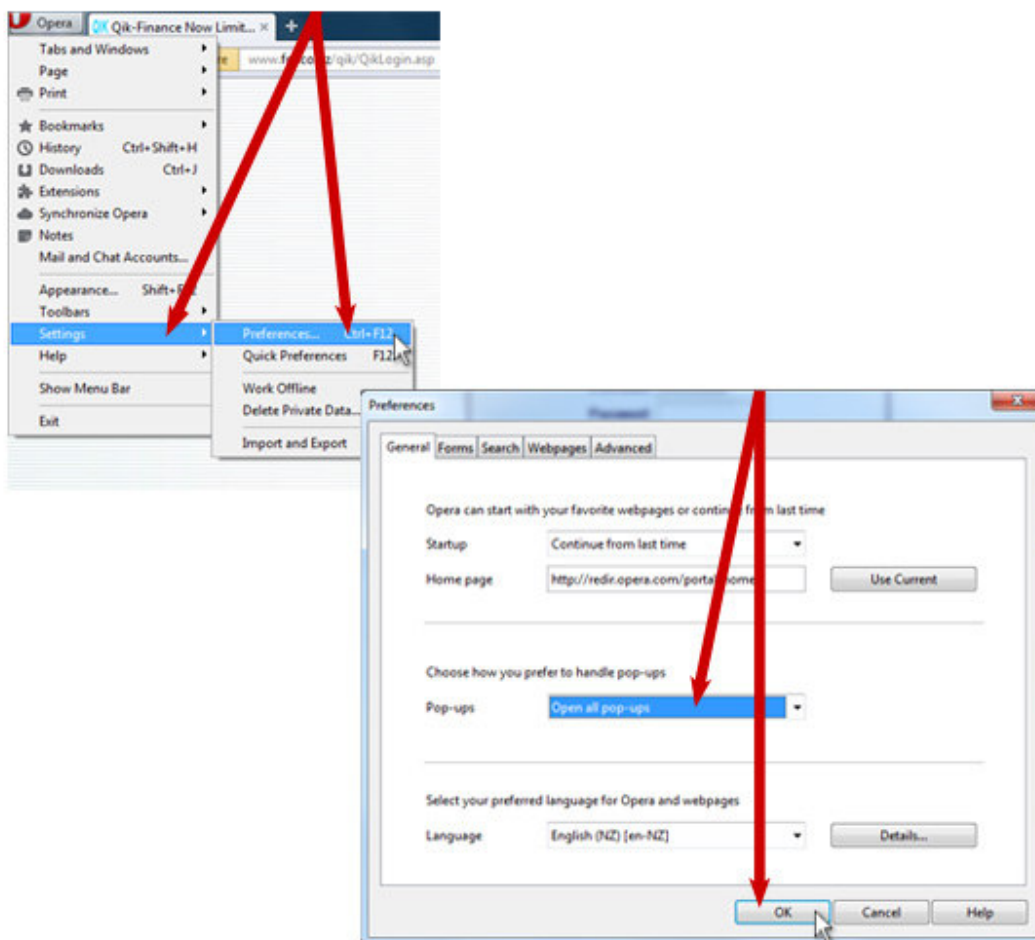
**NB:** Where your version of browser differs to the one shown here, we recommend you select 'Help' from your browser menu options and follow the online instructions.

## Opera Browser Version 12

### 1. Pop-up Windows (Quick Setup)

Select the following:


- Click on the 'Opera'  button top left of the browser window.
- Select 'Settings', Click 'Preferences...' (Opens 'Preferences' window)
- Select 'General' tab
- Select 'Open all pop-ups' from the 'Pop-ups' drop down menu
- Click on the 'OK' button

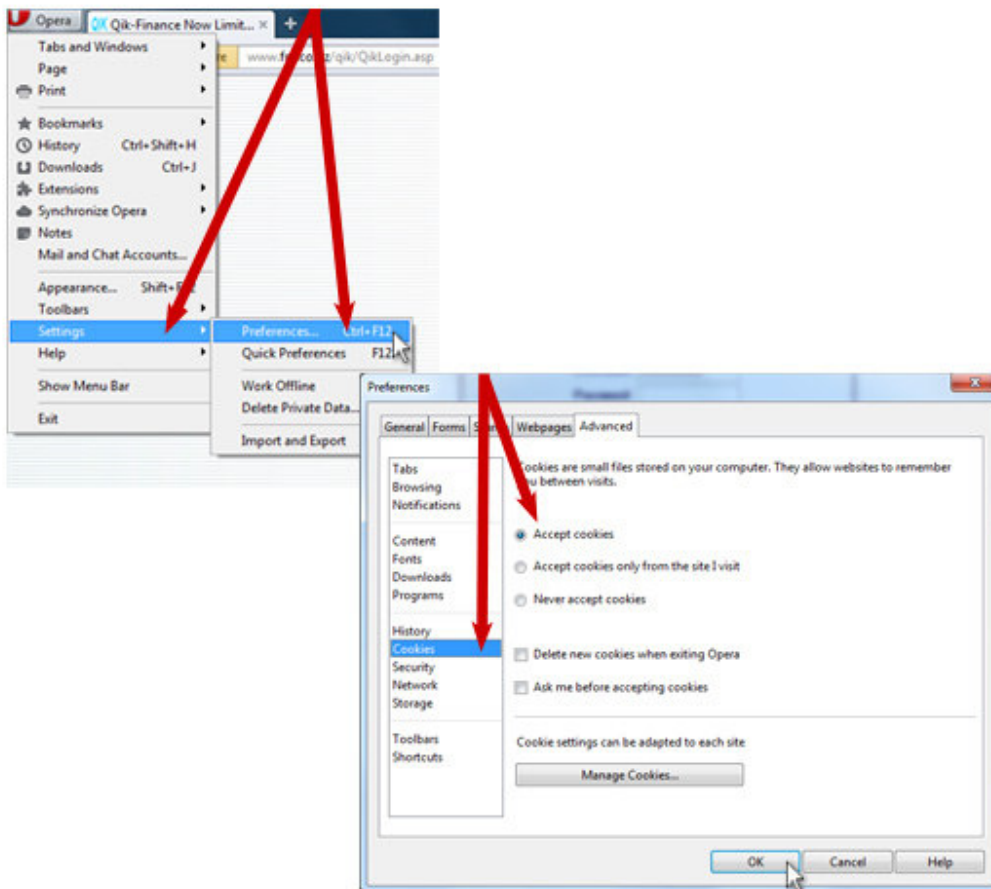


## Opera Browser Version 12

### 2. Cookies (Quick Setup)

Select the following:

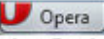
- Click on the 'Opera'  button top left of the browser window.
- Select 'Advanced' tab
- Select 'Settings', Click 'Preferences...' (Opens 'Preferences' window)
- Select 'Cookies' from left hand side panel
- Make sure 'Accept cookies' is selected
- Click on the 'OK' button

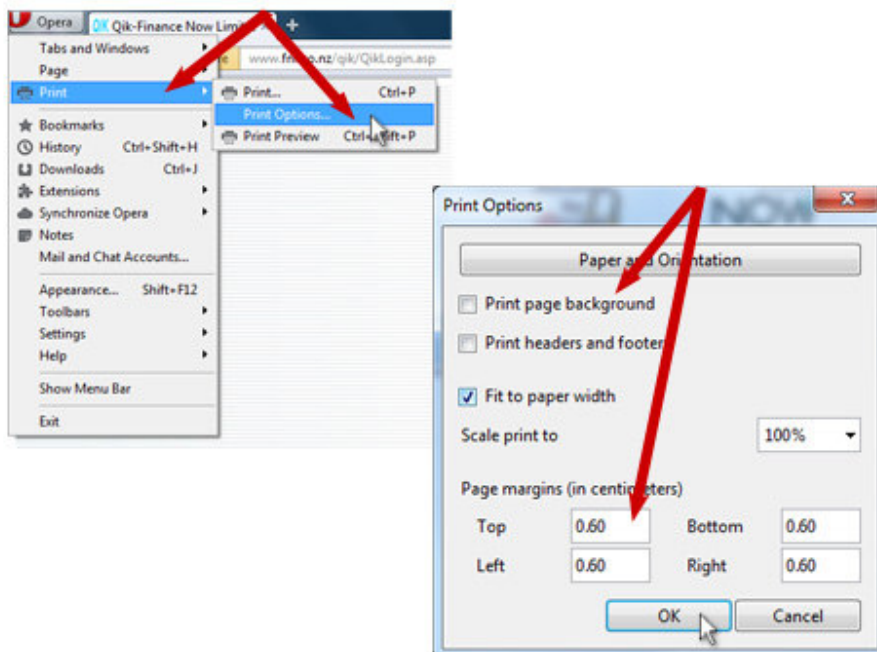


## Opera Browser Version 12

### 3. Print Settings (Quick Setup)

Select the following:

- Click on the 'Opera'  button top left of the browser window.
- Select 'Print', Click 'Print Options...!' (Opens 'Print Options' window)
- Make sure 'Print page background' is NOT ticked
- Make sure 'Print headers and footers' is NOT ticked
- Make sure 'Fit to paper width' is ticked
- Under 'Page margins' section, Type '0.6' into 'Top, Bottom, Left, Right' fields
- Click on the 'OK' button



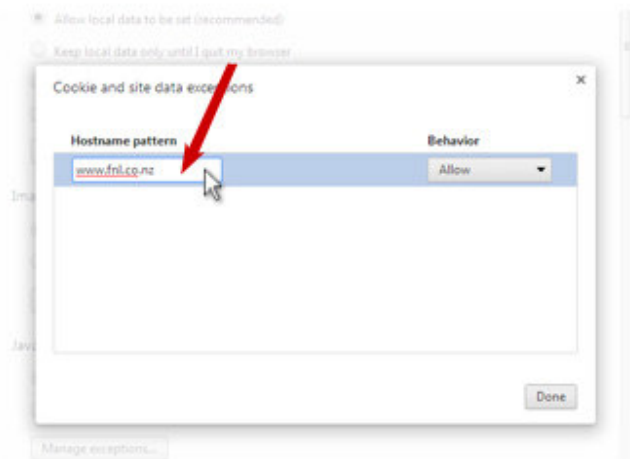
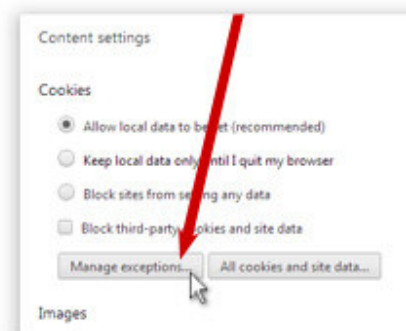
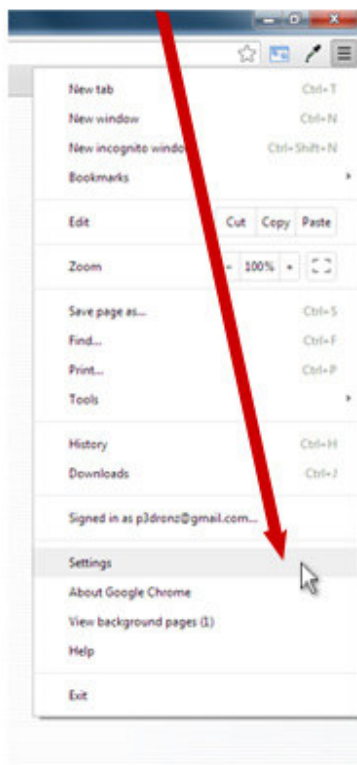
**NB:** Where your version of browser differs to the one shown here, we recommend you select 'Help' from your browser menu options and follow the online instructions.



1. **Cookies (Quick Setup)**

Select the following:

- Click on the menu ☰ button top right of the browser window.
- Click 'Settings' (Opens 'Settings' tab in browser)
- At the bottom of the page, Click 'Show Advanced Settings' link (This will expand more options)
  - Under the 'Privacy' section, Click on the 'Content Settings...' button
  - Click 'Manage exceptions...' button
  - Type 'www.fnl.co.nz' into the 'Hostname pattern' field
- Click on the 'Done' button

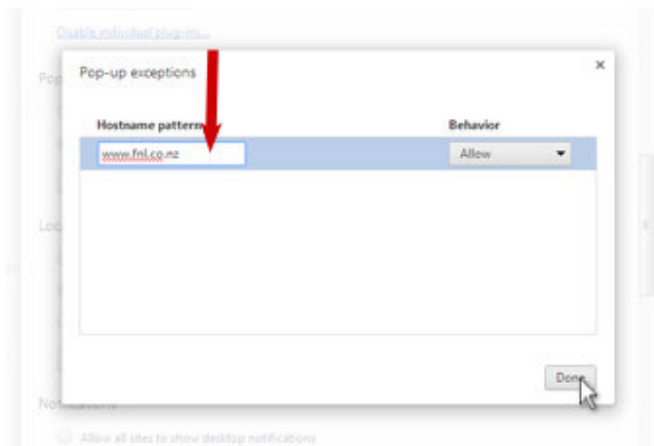
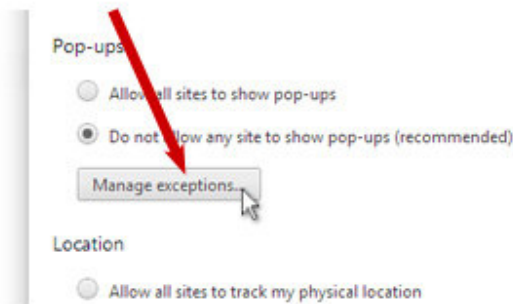
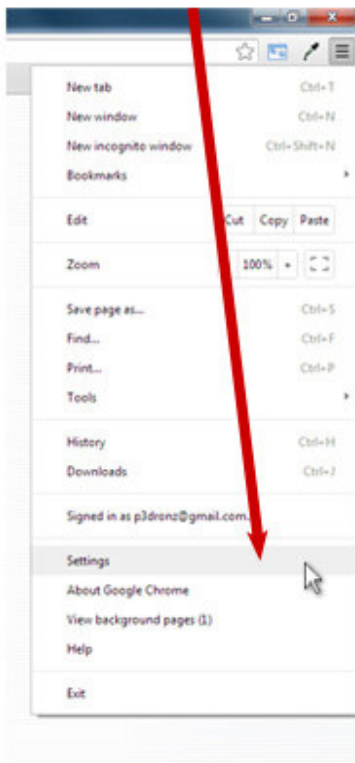




2. **Pop-up Windows (Quick Setup)**

Select the following:


- Click on the menu ☰ button top right of the browser window.
- Click 'Settings' (Opens 'Settings' tab in browser)
- At the bottom of the page, Click 'Show Advanced Settings' link (This will expand more options)
  - Under the 'Privacy' section, Click on the 'Content Settings...' button
  - Scroll down to 'Pop-ups' section
  - Click 'Manage exceptions...' button
  - Type 'www.fnl.co.nz' into the 'Hostname pattern' field
- Click on the 'Done' button

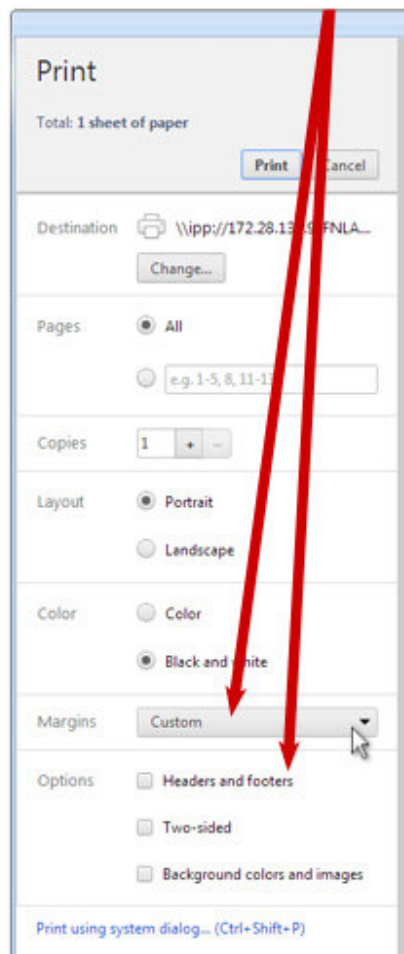
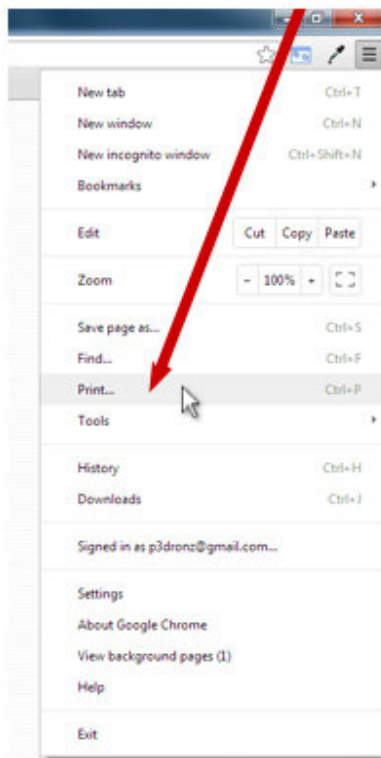




3. **Print Settings (Quick Setup)**

Select the following:

- Click on the menu  button top right of the browser window.
- Click 'Print...!' (Opens 'Print' window in browser)
- Under 'Margins' section, Select 'Custom'
- Type '6' into the 'TOP, LEFT, BOTTOM, RIGHT' fields and Click 'Print' button



**NB:** Where your version of browser differs to the one shown here, we recommend you select 'Help' from your browser menu options and follow the online instructions.

- ∞ **End of process** ∞ -