For the extension installation:

- Uncompress the zip file

- Copy the files/folders (3 folders: app/js/skin) to the root directory of the project

- Flush the caches

- If you're already logged in to the admin panel, log out then log in again

- Everything's ready

For the extension settings:

- In System->Configuration, then on the left-menu SHIPFUNK->Shipfunk you will find all the settings.