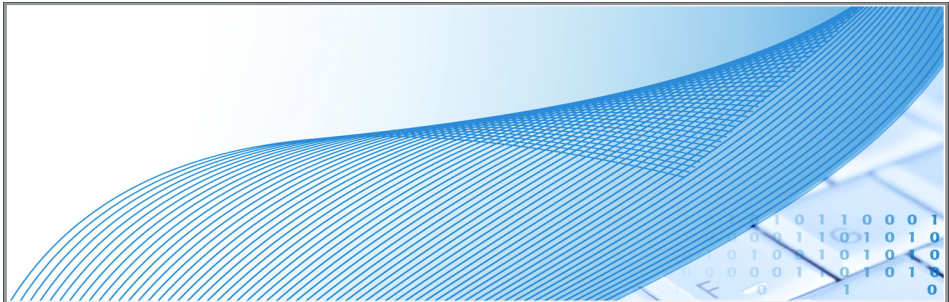


ELO

Document Management and Archiving Software



Network Installation

September 2008

ELO Digital Office GmbH

<http://www.elo.com>

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Chapter 1

Introduction

Preliminary Note

Dear ELO User, Congratulations on purchasing **ELO**, our document management system. As well as the **ELO** software, your **ELO** package also includes this short introduction, a comprehensive electronic manual and the serial number to unlock the software, where required.

Please return the product registration form to us. You should keep the serial number in a safe place. You will need it if you ever need support or when reinstalling the software after changing your operating system.

Copyright Notices

The copyright for this program belongs to ELO Digital Office GmbH.

The product may only be copied and used in accordance with the License Agreements.

It is illegal to copy the **ELO** software in whole or in part, to reproduce or transmit it as a full version.

No part of this manual may be reproduced, transmitted, translated or otherwise duplicated without the prior written permission of ELO Digital Office GmbH. The contents of this manual in no way represent an entitlement on the part of the purchaser.

Trademarks

ELO is a registered trademark of ELO Digital Office GmbH.

Microsoft Windows, Microsoft Word and Microsoft Excel are registered trademarks of Microsoft Corporation. All other product names are protected by copyright and are registered trademarks/brand names of their respective owners.

NB

We have made every effort to supply product documentation that is as accurate as possible. However, as we are continuously developing **ELOoffice** and produce several parallel versions, the program status is subject to change without notice. Minor errors may therefore occur in the contents of this manual under certain circumstances.

We apologise for any inconvenience.

ELO Digital Office GmbH

Conventions

The manual contains numerous notes, instructions and suggestions for program dialogue boxes, menu items and tips. The following conventions are followed in this documentation:

Italics

The names of menus, options, dialogue boxes, folders, references to chapters, paths and file extensions are printed *italics*.

E.g.: Click on the menu item *Options* and select the *Mail* index card.

Upper case

Key combinations are printed in UPPER CASE. A plus sign (+) between the key descriptions means they should be pressed simultaneously.

E.g.: CTRL + C

Bold

Hyperlinks - such as **www.elo.com** -, **chapter headings** in running text - such as **references to the manual** - are highlighted in **bold** type.

Underline

Parts of words, letters and other points to be emphasized can be underlined where necessary.

Courier Bold

Text to be entered in ELO is shown in Courier Bold font.

E.g.: [reg=] L4 (2,1)

Courier

Program code, program outputs and scripts are shown in Courier font.

E.g.:

```
MsgBox "Hello World"
```

Installing on a Network

Installing **ELO** on a network proceeds like the local installation. Select in the setup dialogue the settings *Network Installation* instead of *Local installation*.

Installation Options

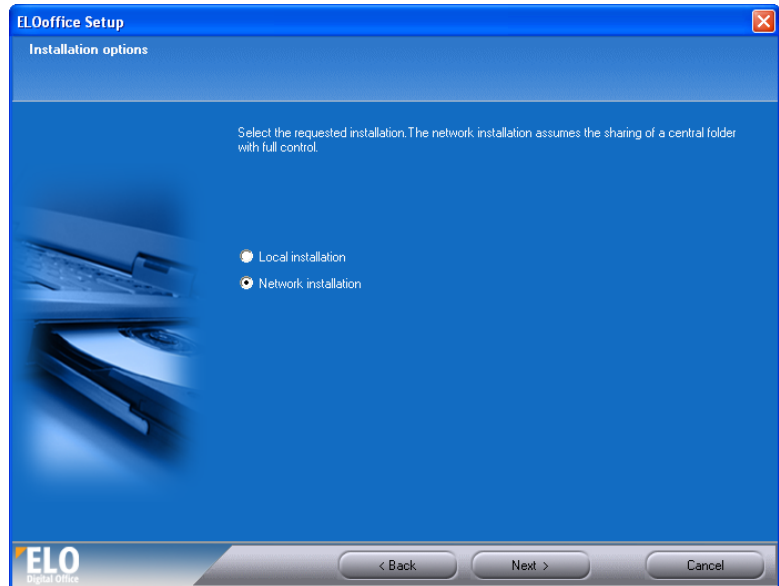


Fig. Select type of installation



NB: Before installing ELO completely decide between network or local installation. The network installation needs some preparation.

Preparing a network installation

Creating directories

First create a directory on the server called *ELOoffice*. Create two more folders in this directory: *Archive data* and *Mailbox*. Then share all three folders.



Please note: This is only a quick scenario in a small network. Please leave the assignment of user rights to the administrator in a large network. Understood that we cannot support the assignment of user rights etc. in extensive Windows networks.

Sharing directories

Select successive *Archive data* and *Mailbox*. Open the context menu of the directories in the Windows Explorer, (usually by clicking *Start, Programs*). Make a right-click on the directory you want to share.

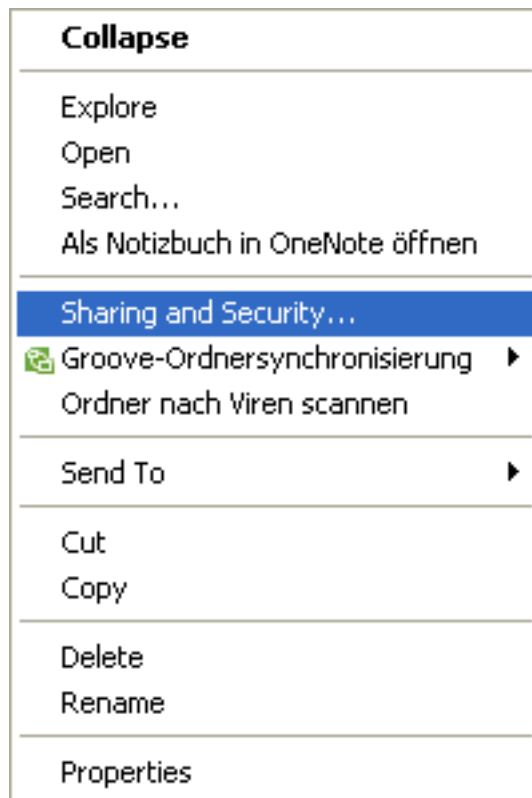


Fig. Share directory

The window *Archive data Properties* opens. Click on *Share this folder* and make a note of the Share name displayed. If necessary, enter a *comment* in the relevant field.

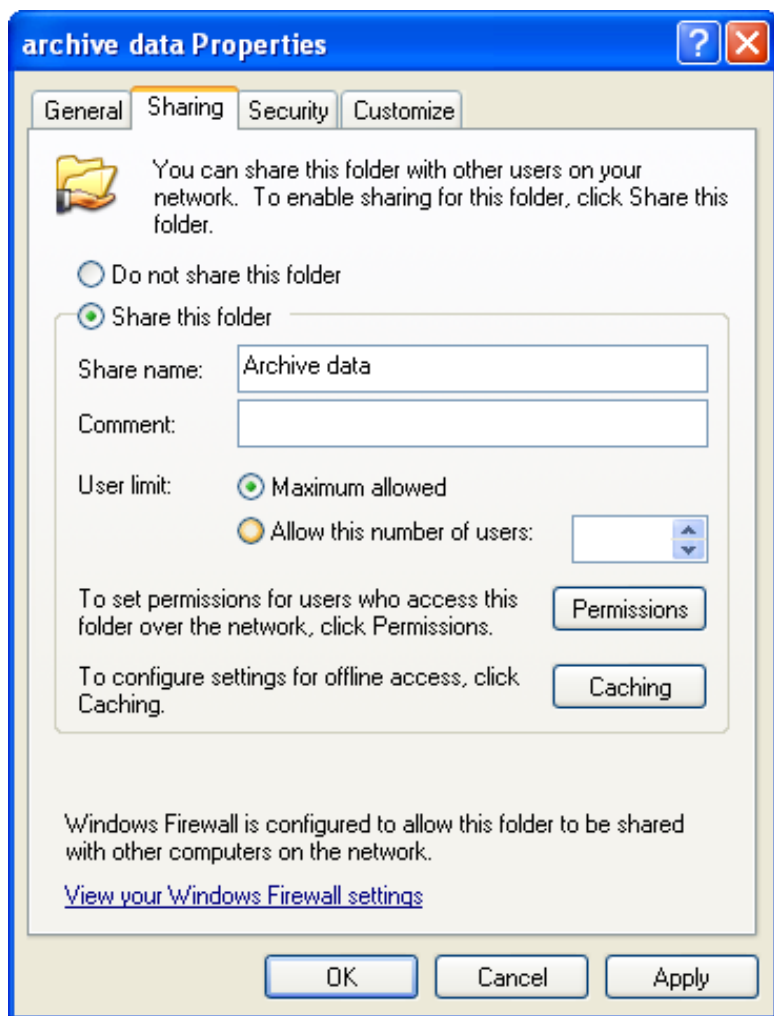


Fig. Share file

Click on the index card *Security*.



NB: Arrange full access to the *ELOoffice* folder and all sub-folders, this guarantees a problem-free access to **ELO**. **ELO** does not support problem cases which causes due to a wrong permission configuration.

Installing ELO from the Client

Repeat the previous steps to share the *Mailbox* folder.

In the client, start the setup wizard and select the network installation in the *ELOoffice setup* dialogue.

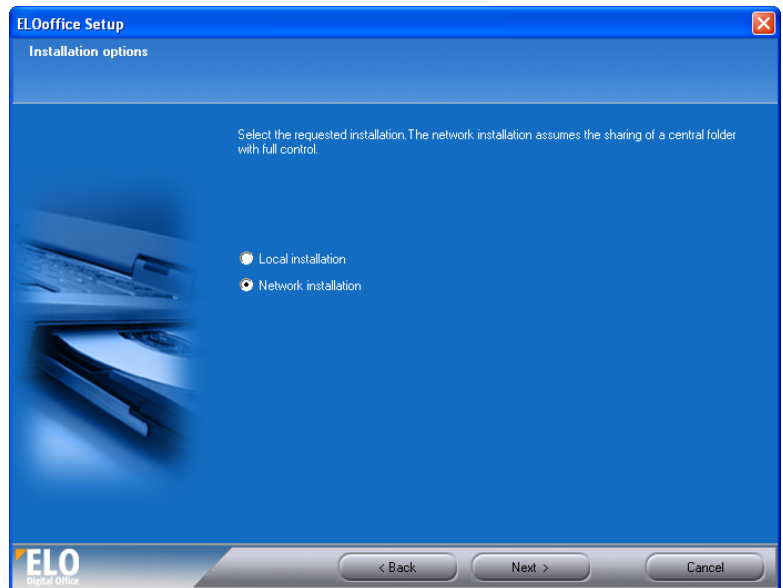


Fig. Select type of installation

After selecting *Network installation*, click on the *Next* button. Use the directory suggested by **ELO**. Confirm your selection by clicking on *Next*. Select the *Mailbox* folder that you just created and shared on the server.

Selecting the mailbox folder on the server

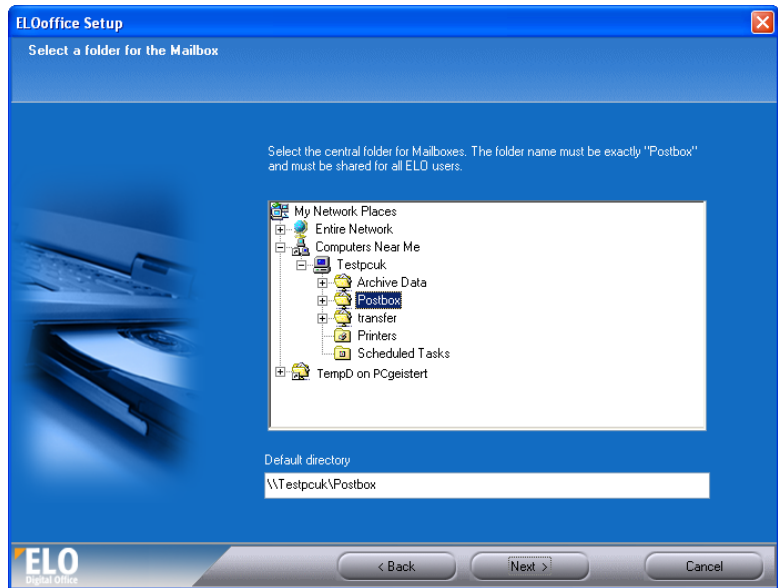


Fig. Select mailbox directory



The UNC name is important for installing the individual client applications later. These users have to enter this UNC name during installation.

After browsing the directroy a confirmation dialogue appears.

EloMDb.txt not found

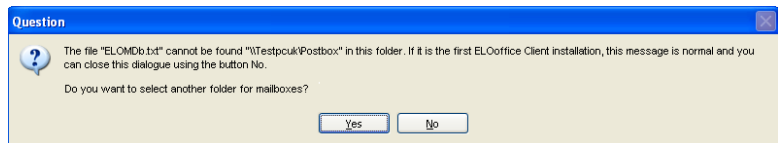


Fig. 'EloMDb.txt' - security dialogue

When you are installing the first client, the file will not be found because the Postbox folder has only just been created. Click on **No** to continue the installation.

Selecting an archive directory

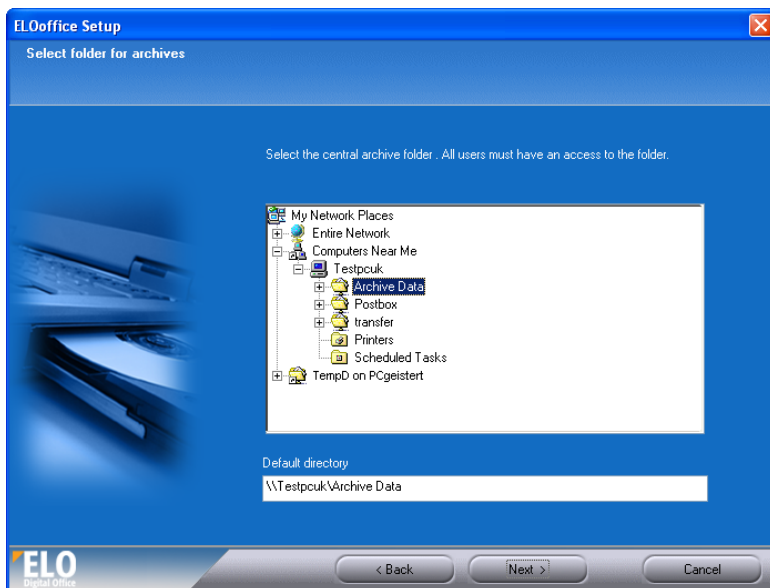


Fig. Select archive directory

Select the archive directory `Archive data` that you have just created and shared on the server. Then click on *Next*. A question dialogue appears.



The directory you created on the server will usually be selected already as the default. If not, using the *directory search* window, you can browse for the directory on the network or enter it manually in *Current directory*.

Syslog.esp not found

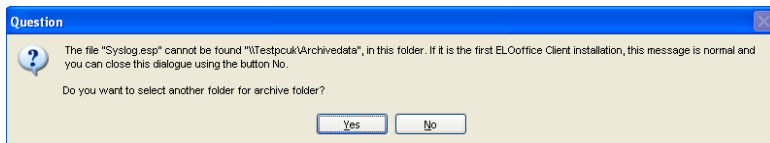


Fig. 'Syslog.esp' security question

On initial installation, the file `Syslog.esp` will not be found because, of course, you have only just created the Archive folder. This window will not be displayed for subsequent client installs. Click on *No* to continue the installation.

Completing the installation

Now follow the above steps as for a local install. The steps are identical. Choose whether you want to restart your computer now or later. Click on *Finish*.

Installing additional clients

Complete the above steps of the client installation wizard for all further clients on the network. Network installation of **ELOoffice** is then complete.



Chapter 2

Annex

Internet forum

If you have access to the Internet, you can use our online service. Visit our web site at <http://www.elo.com>.

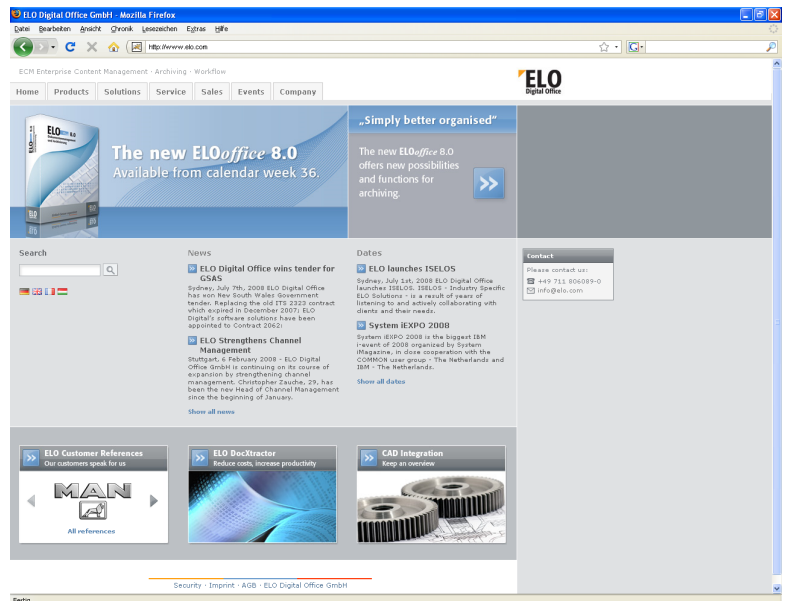


Fig. ELO Digital Office GmbH web site

Software License Agreement and End-User Agreement

By opening the sealed package containing the disks or CDs, you expressly agree to the terms and conditions in the following Software License Agreement and End-user Agreement. Therefore, we ask you to read the whole Agreement carefully. If you do not agree to the terms of the Agreement, you must not open the package containing the disks or CDs. If this is the case, please return the unopened package containing the disks or CDs and everything else included in the delivery (including all documentation and packaging) immediately to the place of purchase; the purchase price will be refunded in full.

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The object of the Agreement is the computer program stored on the data medium, the program specification, operating instructions and other associated material. ELO Digital Office GmbH (the "Licensor") reminds you that it is impossible to manufacture computer software so that it functions perfectly in all applications and with all hardware combinations, given the current state of technology. Therefore, the subject to this Agreement is only software which is fundamentally usable as described in the program specification and user manual.

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(5) Copyright notices, serial numbers and other marks used to identify the program must on no account be removed or modified.

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(2) The Licensee must keep these terms and conditions in a safe place. He must bring them to the attention of the new Licensee before handing over the software. If the original Licensee no longer possesses the terms and conditions at the time of the handover, he must request a new copy from the Licensor. The Licensee will be liable for the cost of postage and packing.

(3) At handover, the original Licensee must provide the new Licensee with all copies of the program including any backup copies, or destroy those copies not handed over. Once the handover has been completed, the original Licensee's usage rights lapse. The entire program must be deleted from the server and the computer hard drive.

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(2) The Licensee may not hand over the software to a third party when they have good reason to believe that the third party will not adhere to the terms and conditions, particularly in respect of making unauthorized copies.

8. Reproduction rights

(1) The program and accompanying documentation are protected by copyright.

(2) The Licensee may make copies of the program as supplied where these copies are required to use the program. These necessary copies include installing the program from the original data medium to the main server for the hardware to be used and loading the program to internal memory.

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The Licensor expressly declares that the Licensee will be liable for all losses incurred by the Licensor arising from copyright infringements by the Licensee in breach of this Agreement.

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The Licensor is entitled to create updates to the program at its discretion. The Licensor is not obliged to make updates available to Licensees who have not signed the registration card and returned it to the Licensor and have not paid the update fee.

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(1) The Licensor warrants that the program as sold and as described to the purchaser is usable under normal conditions of operation and maintenance and has the functionality claimed for a period of twelve months from the date of delivery. A negligible reduction in usability will be disregarded. Claims in respect of defects in the software must be raised with the vendor supplying the software. For private purchase as defined by the German Civil Code, the warranty period is two years from the date of delivery.

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(3) There is no further obligation under the provisions of this warranty. In particular, there is no guarantee that the program will meet specific requirements of the customer or its users. The Licensee bears sole responsibility for the selection, installation and use of the software, and for the intended results. Nor is there any warranty for modified or edited versions of the program, where it can be shown that defects are connected with the above modifications and alterations.

(4) The Licensee is required to inspect the software for obvious defects that would be immediately evident to an average customer. Obvious defects, particularly a missing data medium or manual and substantial, easily visible damage to the data medium must be reported to the supplier in writing within two weeks. Defects, particularly the symptoms, must be described in as much detail as possible (e.g. details of error messages).

(5) Defects that are not obvious must be reported to the supplier within two weeks of detection by the Licensee.

(6) If the provisions of the duty to examine and to give notice of defects are not met, the software is considered to be accepted with due consideration for the respective defect.

13. Data security

It is expressly stated that every user is personally responsible for, and must make provision for, proper backup of all data saved in the program. The Licensor offers no guarantee and accepts no responsibility whatsoever for loss of data in the event of an error.

14. Liability

1) The Licensor shall be liable for damages for which he is responsible up to the purchase price.

(2) The Licensor accepts unlimited liability for damages resulting from defects of title and the failure to provide the warranted characteristics. Liability for misfeasance will be limited to five times the purchase price and to the losses that would typically be expected in relation to a software license.

(3) Otherwise, the Licensor accepts unlimited liability only for intent and gross negligence, including that of its legal representatives and executives. Where others performing an obligation for which the Licensor is principally liable are at fault, the Licensor is only liable for misfeasance as defined above.

(4) For slight negligence, the Licensor is only liable where it has neglected an obligation that is central to achieving the purpose of the Agreement (cardinal obligation). If the cardinal obligation is not fulfilled, limited liability for neglect of duty in accordance with paragraph 1 of this liability clause applies.

(5) Liability for loss of data is limited to the typical cost of recovery that would have been incurred had regular data backups been made corresponding to the level of risk.

(6) There is no liability for consequential losses caused by a defect not covered by insurance or for loss of profit, unrealized savings or other indirect losses.

(7) Liability under section 14 of the German Product Liability Act (ProdHG) is not affected.

(8) The Licensor is not liable for any indirect or direct damages that result from faulty configuration of the system environment, the operating system or the purchase of the Licensor's software as sold. Nor does the Licensor accept any liability for such damages as may result from faulty or unapproved scripts, from other faulty or unapproved program updates or upgrades produced or commissioned by the Licensee, or from faulty or unapproved interface programming.

(9) If one of the parties to the Agreement breaches any item from section 15, the other party to the Agreement is entitled to claim compensation.

15. Duties of confidentiality and of exercising proper care

Both parties to the Agreement will not divulge any trade or business secrets, data or documents that they become aware of through their business relationship either during or after the term of the Agreement. Trade and business secrets include the names of the license holder's clients and the agreed terms and conditions of sale. To fulfil the Agreement, both parties must also extend the obligation of secrecy to their employees.

16. Severability clause

Should any of the individual provisions of this Agreement or any individual Agreements concluded separately prove invalid, either wholly or in part, this will not affect the validity of the remaining provisions. The invalid provision will be replaced by another that most closely matches the commercial intent of the invalid provision

17. Place of jurisdiction

Our entire commercial relations with the Licensee are exclusively subject to the law of the Federal Republic of Germany. Where this law refers to foreign legal systems, these references are invalid.

The place of jurisdiction is Stuttgart.

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