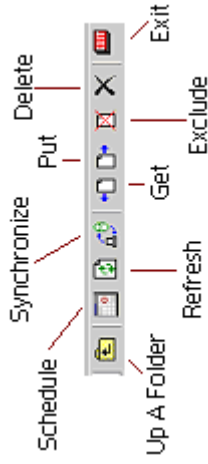


Action commands:

The following is a list of the "Action" commands available on the Everyware toolbar:



- Schedule: schedule an automatic synchronize
- Refresh: updates the Everyware Client window's contents.
- Synchronize: executes all pending "Actions".
- Get: retrieves a remote file from the server, storing the file on the local computer.
- Put: sends a file from the local computer to the server and then removes the file from the local computer.
- Exclude: excludes a file from "Actions".
- Delete: permanently removes a file from the server and the local computer.

Caution: You cannot recover a file after using the Delete command.

Refer to the **Everyware Client User Guide** and on-line help files for detailed instructions on how to use the various commands and menu items.

If you require further assistance with any *Everyware* product, visit our website at <http://www.everywaresolutions.com/>. Use the Product Support Key provided by your System Administrator to access the support information you require. For toll-free, registered support, please call our customer support team at 1-866-273-8376.

Everyware Quick Start

www.everywaresolutions.com

Everyware Quick Start

Congratulations. You have made the right decision in choosing Everyware, the Anywhere, Anytime Data Access Solution. This Quick Start guides you through the process of installing and configuring your Everyware server- and client-side software.

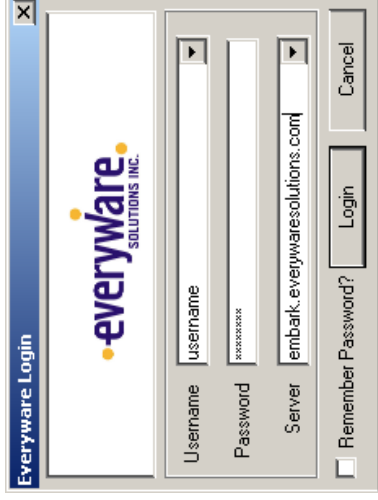
Installation

Before installing the Everyware software, you must log on to the computer with an account that has sufficient privilege to install software.

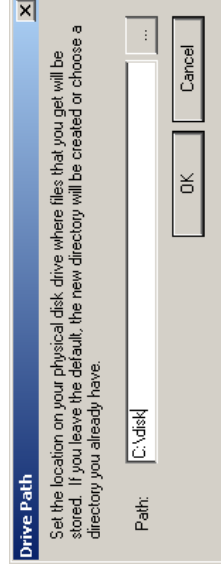
Insert the Everyware Enterprise CD in the CD-ROM drive and follow the on-screen instructions. The Everyware system must be installed on a server and local computer workstations separately. Be sure to select *Server* (not *Client*) when installing the server application. When you install the application on local or remote workstations, you will select *Client* when prompted. Continue answering the prompts until the installation is complete. After installing the software on the server and the local computer(s), reboot the computers.

Configuration

Upon running the Everyware Client for the first time, you will be prompted for your User Name, Password, and the name of the Server that you will connect to. You should have already received this information from your system administrator when your account was created. If this is not the case, then please obtain this information from your systems administrator.

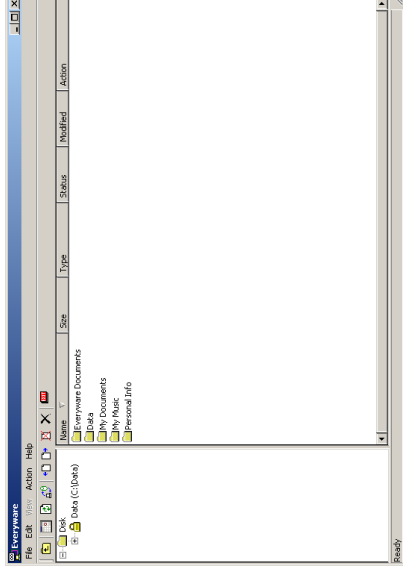


After you enter the required information and click **Login**, the Everyware Client will connect to your server and obtain the list of Virtual Hard Disks (VHD's) you have access to. For each VHD you can access, you will be prompted to supply a working directory for that VHD. The default location for your VHD is c:\disk_name. Change this location if you would like this VHD to use a different folder on your local drive. Click **OK** and all existing data in this folder can now be loaded into your VHD.



To load data into Virtual Hard Drive:

Copy or move all files that you wish to be incorporated into your VHD. You can do this using move or copy commands directly from within Windows Explorer, or simply by dragging and dropping the files into the right pane of the Everyware Client window.



To check the content of the VHD:

After copying or moving files that you would like to access remotely into your VHD, you can use the *Refresh* command to make sure that the Everyware Client has the latest view of what is loaded into your VHD.

When you click *Refresh*, you will see the files and folders that you have loaded. Note that the *Status* column in the right pane of the Everyware Client window shows these files as being "local", and the *Action* column contains the word *Backup*. This information tells you these files are new to the VHD and are pending a backup to your designated server.

To synchronize to the Everyware server:

When you click *Synchronize*, all pending actions listed in the *Action* column of the Everyware Client's window are executed. The first time you execute the *Synchronize* command, all files in your VHD are copied to the server. Subsequent synchronizations will only copy new or modified files to the Server.