Charlie Tango, Inc. ———————————————————➤

GETTING STARTED WITH AVM-2000

A) Installation of Fonts

All fonts should install automatically on initial startup of the AVM-2000. However, if they do not, please follow the instructions below.

To install a missing font to your computer using Windows Vista or Windows 7:

1. Go to your AVM2KWS or AVM2000 folder.

2. Open the folder and look for the font file needed: 3of9.ttf, lucon.ttf and/or mtsorts.ttf.

3. Right-click on the font file you need to install and choose "Install Font".

4. Repeat if necessary for additional fonts.

To install a missing font to your computer using Windows XP:

1. Go to your Start button > Settings > Control Panel > Fonts.

2. Once the Fonts window is open, go to File > Install New Font.

3. Choose the correct drive letter where the AVM2000 folder is installed. This will most often be the local C:\ drive.

4. If any of these fonts need to be installed, click on the font name in the List of Fonts window and click the OK button.

5. If the **Monotype Sorts** font needs to be installed, double-click the AVM2000's DATA folder in the Folder list window.

6. Wait a few seconds and you will see the Monotype Sorts font listed in the List of Fonts window.

7. Click on the Monotype Sorts font name and click the OK button.

B) Reindex & Pack - The first time you open the AVM-2000, you will see a message instructing you to perform a Reindex & Pack.

1. Make sure that no one else is using the AVM-2000 !!!

2. Go to the File Menu > Reindex/Pack

3. Select a Reindex by making sure that the radio button next to Reindex has a black dot in it

4. Click on the ALL button

5. Click on the OK button at the bottom of the page   (continue instructions on next pg)

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GETTING STARTED WITH AVM-2000 continued . . .

6. Once complete, go to the File Menu > Reindex/Pack again

7. Select a Pack by making sure that the radio button next to Pack has a black dot in it

8. Click on the ALL button

9. Click on the OK button at the bottom of the page

You will be prompted to perform a Reindex & Pack routine every 10 days. It should only be performed after a complete backup. This will help keep your data files "healthy".   After the Reindex and Pack is finished, you can start exploring !

C) Configuration & Set Up
All configuration and set up forms are located under the Admin Menu. Use the LOCAL Config and GLOBAL Config Menus to set up your printer, company address, phone numbers, numbering system and choose other preferences for use of the AVM-2000. The LOCAL Config must be completed at EACH workstation.

D) Adding New Records
You should consult the Help Menu > AVM-2000 Help and review the General and Add/Delete/Edit pages of the Tutor Form for instructions on using the toolbar controls.

E) For HELP
You should consult the AVM-2000 Help files, located on your Start > Programs > TangoWare Applications menu, or inside the AVM-2000 on the Help Menu > AVM-2000 Help, or from the Help > Open User's Guide (PDF). Help buttons are located on the Main page of most AVM-2000 modules. (This is the button with the yellow question mark.) You may also email us at sales@tangoware.com or contact us by phone or fax at the numbers listed below. We are always happy to assist you with any questions you may have.

F) Removing Demo Records
Once you have reviewed the demo records within AVM-2000, it is highly recommended that they be removed. Please see the Admin > Utilities > Remove Demo Records menu option to complete this process.

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