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AVM-2000 Primary / Server Download and Installation Instructions:

1. Download and SAVE **AVM2000_Primary_Install_610J.exe** (above) to a Download folder on your hard drive. (Save this file to disk)

2. Close all open software applications.

3. Locate the **AVM2000_Primary_Install_610J.exe** file and double-click on it. This will start the setup and installation routine.

4. Follow on-screen instructions to complete the installation routine. It is highly recommended that users install to the default **C:\AVM2000** folder, and accept all other defaults during installation.

Notes:
a) If installing to a Server computer from a workstation, you must modify the installation path to indicate the correct drive letter for the server, such as F:\AVM2000. |

b) Installations should never be made to a folder path that contains any spaces or symbols. For example, you should never put an AVM2000 installation inside of your Program Files or My Documents folder. This can cause problems for AVM-2000. Letters, numbers and the underscore (_) are acceptable for AVM-2000 path / folder names.

5. If this is a multi-user, networked installation, please proceed directly to the WorkStation Installation link for the necessary files and instructions. This link is located on the www.tangoware.com website under the Primary Evaluation download.

REMINDER: Multi-user versions with NO dedicated server (such as Windows Server 2003) MUST reboot the server computer EVERY day.

6. If this is a single-user installation, continue to the Getting Started page below for more information.

7. Use your desktop shortcut, AVM2000 Primary, or go to Start > Programs > TangoWare Applications > AVM-2000 WorkStation to startup the software.

8. NEVER RE-Install your AVM-2000 unless directed by TangoWare.

AVM-2000 WorkStation Installation from the Web

Note: These instructions are for AVM-2000 versions 6 and above.

The WorkStation Installation will be completed by users operating a multi-user, networked version of the AVM-2000 software.

** If necessary, download the WorkStation installation from the www.tangoware.com website, under the Primary Evaluation Download. Follow the instructions on the website for properly completing the download. NOTE: Installations cannot be "run" from the TangoWare website. The installation file MUST be downloaded to your local computer.

Before you begin:

* Be certain that there is a mapped drive letter either to the root of the server's drive or to the AVM2000 folder on the server from each workstation.

* If you are using Windows Sharing/Security/log-ons, users must be granted full read and write access to the entire AVM2000 folder on the server and the AVM2KWS folder on the local workstation.

* We recommend that you burn a copy of the installation file to CD for your own future use.

1) Locate the **AVM2000_WS_Install_xx.exe** file downloaded and saved to your hard drive, where xx is the most recent installation version number, and double-click on the file.

2) Follow on-screen instructions to complete the installation routine. It is highly recommended that users install to the default **C:\AVM2KWS** folder. It is also recommended that users create a desktop shortcut during the installation routine.

WARNING: Do not install to a folder that contains spaces or punctuation other than the underscore character. (Example: Do NOT put an AVM2KWS workstation folder into your C:\Program Files directory.) AVM-2000 will not operate properly if installed to a folder with spaces or punctuation other than the underscore character.

6) Use the **SELECT DIRECTORY** window to choose the mapped drive letter and AVM2000 folder where your main server files are stored. In most cases, this will be F:\AVM2000, for example, where F:\ is your server's drive letter; or it may be simply F:/ if users are mapped directly to the AVM2000 folder. (NOTE: On the SERVER computer, this will generally be C:\AVM2000.)

7) Your workstation installation should **automatically update** itself on startup, to match the current AVM-2000 version installed on the server computer. If this does not happen, you will need to manually copy some files from the server's main AVM2000 folder to this workstation's C:\AVM2KWS folder: avm2000.exe, startavm.exe, 2kguide.chm and avmguide.pdf.

8) IMPORTANT: If you will ever RUN the AVM-2000 software from your SERVER computer, you must also complete this workstation installation on the SERVER computer also.

9) Always **use your desktop shortcut**, AVM2000 WorkStation, to start up the AVM-2000 software.

WorkStationInstall.doc

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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

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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.