<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What’s in the box?</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Windows 2000/XP Setup</td>
<td>7</td>
</tr>
<tr>
<td>2.1</td>
<td>Install LanTEEAL 2.0 software on a single computer</td>
<td>7</td>
</tr>
<tr>
<td>2.1.1</td>
<td>From the hard drive</td>
<td>9</td>
</tr>
<tr>
<td>2.1.2</td>
<td>From your network</td>
<td>11</td>
</tr>
<tr>
<td>2.1.3</td>
<td>From the Quick Install DVD</td>
<td>11</td>
</tr>
<tr>
<td>2.2</td>
<td>Local area network setup</td>
<td>14</td>
</tr>
<tr>
<td>2.2.1</td>
<td>On a network with a server</td>
<td>14</td>
</tr>
<tr>
<td>2.2.2</td>
<td>On a network without a server (host computer)</td>
<td>16</td>
</tr>
<tr>
<td>3</td>
<td>Windows Vista Setup</td>
<td>19</td>
</tr>
<tr>
<td>3.1</td>
<td>Install LanTEEAL 2.0 software on a single computer</td>
<td>19</td>
</tr>
<tr>
<td>3.1.1</td>
<td>From the hard drive</td>
<td>21</td>
</tr>
<tr>
<td>3.1.2</td>
<td>From your network</td>
<td>23</td>
</tr>
<tr>
<td>3.1.3</td>
<td>From the Quick Install DVD</td>
<td>23</td>
</tr>
<tr>
<td>3.2</td>
<td>Local area network setup</td>
<td>26</td>
</tr>
<tr>
<td>3.2.1</td>
<td>On a network with a server</td>
<td>26</td>
</tr>
<tr>
<td>3.2.2</td>
<td>On a network without a server (host computer)</td>
<td>28</td>
</tr>
<tr>
<td>4</td>
<td>Additional information</td>
<td>31</td>
</tr>
<tr>
<td>4.1</td>
<td>System and software requirements</td>
<td>31</td>
</tr>
<tr>
<td>4.2</td>
<td>How to install Microsoft® .NET Framework (Windows 2000/XP)</td>
<td>32</td>
</tr>
<tr>
<td>4.3</td>
<td>How to install Microsoft® .NET Framework (Windows Vista)</td>
<td>33</td>
</tr>
<tr>
<td>4.4</td>
<td>FAQ (administration)</td>
<td>34</td>
</tr>
<tr>
<td>4.5</td>
<td>FAQ (user questions)</td>
<td>36</td>
</tr>
<tr>
<td>4.6</td>
<td>Troubleshooting</td>
<td>38</td>
</tr>
<tr>
<td>4.7</td>
<td>Rules for use</td>
<td>40</td>
</tr>
<tr>
<td>4.8</td>
<td>Journals in LanTEEAL 2.0</td>
<td>41</td>
</tr>
<tr>
<td>4.9</td>
<td>About LanTEEAL 2.0</td>
<td>44</td>
</tr>
</tbody>
</table>
LanTEEAL 2.0 can be run on a single workstation (computer), or hosted on a network and run on multiple workstations. Choose your setup, then go to the correct page in this guide.

Make sure your computer(s) and your server (if applicable) have the necessary software to run LanTEEAL 2.0. See page 31 for system and software requirements.

- **For a single workstation**, connect the hard drive to the computer, open the installer program, then install the LanTEEAL 2.0 application. You’re done! See page 7 (for Windows 2000/XP) or page 19 (for Windows Vista).

- **If you have a network**, you must:
  1. Find out if you will use a server to host the full text content of LanTEEAL 2.0, or if you will designate one computer to host the content.
  2. Set up your server or host computer to share the full-text content across the network. See page 14 (server) or 16 (host computer) for Windows 2000/XP; page 26 (server) or 28 (host computer) for Windows Vista.
  3. Then, map each workstation on your network to your server or host computer. See page 15, steps 9-14 for Windows 2000/XP; page 27, steps 8-13 for Windows Vista.
  4. Then, install the LanTEEAL 2.0 application on each workstation. You can install over the network directly from your server or host computer (see page 9-10, steps 1-12 for Windows XP; page 21-22, steps 1-12 for Windows Vista), or from the Quick Install DVD (see page 11, steps 1-18 for Windows XP; page 23, steps 1-17 for Windows Vista).

- If you need help operating the software, please see the Help tab in the software. For other technical support, see page 4 of this guide.
How LanTEEAL 2.0 is set up on a network

1. A computer or server hosts the full-text content stored on the hard drive. One can either keep the drive connected to the server/host, or one can copy all the content from the drive to the server/host.

2. Staff installs the LanTEEAL 2.0 program on each workstation on the network.

3. Users at the workstations search or browse the database installed locally, and then retrieve articles remotely from the networked server/host.

Symbols you will see in this guide

- This symbol means turn the page to view more steps for that particular list of instructions.
- This symbol next to an outlined box indicates an important note. Please read each note before you continue the installation process.
- This symbol means that the list of instructions is for Windows 2000/XP.
- This symbol means that the list of instructions is for Windows Vista.
For technical support

If you are having trouble running the program, make sure you have followed the setup instructions correctly. Read the FAQs and troubleshooting sections on pages 34-39. See also the full Help documentation provided on the Quick Install DVD.

For further technical support or immediate assistance, please contact the TEEAL office. Email is the best way (teeal@cornell.edu). If you are in Africa, you can contact the ITOCA office.

TEEAL and ITOCA contact information

TEEAL main office - United States
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Centurion itoca@itoca.org
South Africa

Visit our websites

www.teeal.org
www.itoca.org

Go to www.teeal.org for training materials, lists of workshops, and news updates.

Visit www.itoca.org for information on the ITOCA office outreach and training efforts throughout Africa.
Note: your hardware may vary from what is shown here.

500 GB External Hard Drive  

Mini-USB Cable

Quick Install DVD  

Documentation

Mini-USB

The small end of the USB connector (far right) plugs into the mini-USB port on the back panel of your external hard drive. The flat end (right) plugs into your server or workstation.
Section 2

Install LanTEEAL 2.0 for systems running Windows 2000/XP

- Install LanTEEAL 2.0 on a workstation, from the drive (pages 7-9)
- Install LanTEEAL 2.0 on a workstation, from your network (pages 9-10)
- Install LanTEEAL 2.0 on a workstation, from the Quick Install DVD (pages 11-13)

- Set up LanTEEAL 2.0 on a local area network, with server (pages 14-16)
- Set up LanTEEAL 2.0 on a local area network, no server (using a host computer) (pages 16-17)
Install LanTEEAL 2.0 from the hard drive

Connect drive to computer (laptop or desktop)

1. The small end of the USB connector plugs into the mini-USB port on the back panel of the hard drive (figure 2.1). The larger, flat end plugs into your server or workstation (figure 2.2).

![figure 2.1](image1.png) ![figure 2.2](image2.png)

2. Allow two minutes for your computer to recognize the drive (figure 2.3).

![figure 2.3](image3.png)

3. An icon with a green arrow will appear in the system tray (figure 2.4). The drive will appear in My Computer as LanTEEAL 2.0. If Autoplay begins, click Cancel.

![figure 2.4](image4.png)

Uninstall old or pre-existing versions of TEEAL

4. First uninstall any existing TEEAL software on your computer. Go to Start > Control Panel > Add/Remove Programs (figure 2.5 & 2.6).

![figure 2.5](image5.png) ![figure 2.6](image6.png)

5. Scroll down the list and find either LanTEEAL 2.0 or TEEAL for Networks. Click Remove. Follow the instructions. If asked to remove shared files, choose Yes.
Install LanTEEAL 2.0 software

6. Go to My Computer and double-click LanTEEAL 2.0 (figure 2.7). Scroll to the bottom of the folder.

![Figure 2.7](image)

7. Double-click LanTEEAL 2.0 Setup.exe (figure 2.8).

![Figure 2.8](image)

8. You may see a Security Warning (figure 2.9). Click Run.

![Figure 2.9](image)

9. If you see a message that you need to install the Microsoft® .NET Framework, please turn to page 32 for instructions.

10. Continue the setup program, and follow the instructions. Setup may take several minutes, so please be patient. You will see several screens (shown on next page).

11. If your firewall asks you to allow LanTEEAL 2.0 to access the internet, click Yes. You won’t actually access the internet.
Section 2.1.1 Install LanTEEAL 2.0 from drive (2000/XP)

12. If you see a message asking you to Unblock or Keep Blocking the program, choose Unblock.

13. Launch LanTEEAL 2.0 with the new icon on your desktop (figure 2.10, right), or go to Start > Programs > TEEAL > LanTEEAL 2.0.

14. If you need to install Adobe® Reader® (necessary to view articles), open the Help tab in LanTEEAL 2.0. Click on Tutorials. There is a link on the page to install Adobe Reader.

15. You’re done!

Install LanTEEAL 2.0 from your network

For faster installation of the LanTEEAL 2.0 program, you can use the provided Quick Install DVD. See page 11 for instructions.

1. This section applies only if you or your IT staff have already set up TEEAL on a server or a host computer acting as a server (page 14).

2. Make sure that the workstation has been mapped to the server/host computer. You will see a drive in My Computer called “teel on...” (figure 2.11, next page). If you do not see it, turn to page 11 and follow steps 8-11. Those steps will show you how to map a network drive.

3. Now, go to My Computer and open the network drive “teel...”.
Section 2.1.2 Install LanTEEAL 2.0 from network (2000/XP)

4. Scroll to the bottom of the folder and double-click LanTEEAL 2.0 Setup. exe.

5. You may see a security warning (figure 2.12). Click Run.

6. If you see a message that you need to install the Microsoft® .NET Framework, please turn to page 32 for instructions.

7. Continue the setup program, and follow the instructions. Setup may take several minutes, so please be patient.

8. If your firewall asks you to allow LanTEEAL 2.0 to access the internet, click Yes. You won’t actually access the internet.

9. If you see a message asking you to Unblock or Keep Blocking the program, choose Unblock.

10. Launch LanTEEAL 2.0 with the new icon on your desktop, or go to Start > Programs > TEEAL > LanTEEAL 2.0.

11. If you need to install Adobe® Reader® (necessary to view articles), open the Help tab in LanTEEAL 2.0. Click on Tutorials. There is a link on the page to install Adobe Reader.

12. You’re done!
Section 2.1.3  Install LanTEEAL 2.0 from DVD (2000/XP)

Install LanTEEAL 2.0 from the Quick Install DVD

With this setup method, for access to the full text via your network you will need to know the IP address of your server or host computer where the LanTEEAL 2.0 content is stored.

1. Insert the DVD into the DVD drive on your computer.

2. If Autoplay begins, click **Cancel**.

3. Go to **My Computer > LanTEEAL 2.0 (DVD)** (figure 2.13). Double-click **LanTEEAL 2.0 Setup.exe** (figure 2.14).

4. If you see a Security Warning, click **Run**.

5. If you see a message that you need to install the Microsoft® .NET Framework, please turn to page 32 for instructions.

6. Continue the setup program, and follow the instructions. This may take several minutes.

7. On first launch, if your firewall asks you to allow LanTEEAL 2.0 to access the Internet, click **Yes**.

8. Right click on **My Computer**, then select **Map Network Drive** (figure 2.15). Change the drive letter to any letter except **Z** (figure 2.16).

---

**figure 2.13**

**figure 2.14**

**figure 2.15**

**figure 2.16**
9. In the *Folder* field, type in your server or host computer IP address using this format (example shown here): `\128.234.67.74\teal` Use your own server/host IP address instead of the example just given.

10. Make sure the box *Reconnect at logon* is checked. Click *Finish*.

11. You should see in My Computer a drive letter that says “teéal on...” (with your IP address) (figure 2.17). Some systems will automatically open this folder for you.

![Network Drives](figure 2.17)

12. Go to the location on your local computer where you installed LanTEEAL 2.0 - usually C:\Program Files\TEEAL.

13. Double-click *TEEAL.ini* (figure 2.18).

![TEEAL.ini in directory](figure 2.18)

14. If you see a message that Windows cannot open this file, choose the option “Select the program from a list” (figure 2.19). Click *OK*.

![Windows cannot open the file](figure 2.19)
15. Choose **Notepad** from the list, and click **OK** (figure 2.20).

![figure 2.20](image)

16. Change the drive letter in the file to match the mapped network drive you assigned in step 8 (figure 2.21, below). Make sure you include the colon : and backslash \\ symbols after the drive letter.

**See example here:**  
Y: \\

![figure 2.21](image)

17. Now the LanTEEAL 2.0 program should connect to your server or host computer over the network whenever a user retrieves an article.

18. You're done!
Windows 2000/XP Network Setup

- Note that you must follow these instructions to set up networking on your server or host computer. Then you will install the LanTEEAL 2.0 application on individual workstations. You do not install the application on the server.

- We recommend that you copy the LanTEEAL 2.0 contents from the hard drive onto a server (Option 1). This will require 500GB of available server space. However, if this is not possible, you may network (map) directly to the external drive (Option 2), using a regular computer as a host.

- Machines with a USB 1.0 connection may open the program slowly. However, many institutions choose to network from the drive with no trouble.

- Both the server/workstation and the external hard drive should be connected to an Uninterruptible Power Supply (UPS) that filters high and low voltages (recommended: SmartUPS).

Choose a networking option

Option 1. Set up LanTEEAL 2.0 on a network, with a server (below)

Option 2. Network content from external drive (page 16)

Option 1: Set up your server for LanTEEAL 2.0

1. Log into your server as an administrator.

2. Plug the USB cable into the drive, and connect the drive to your server (page 7, steps 1-3).

3. Your server should notify you that it has found new hardware (the external hard drive). My Computer will display a new hard drive named LanTEEAL 2.0.

4. On a drive other than your system drive (usually C:), create a folder and name it LanTEEAL 2.0.

5. In Windows Explorer, start copying all folders from the external drive to your new LanTEEAL 2.0 folder.

   Step 5 will take a long time and use a lot of system resources. Do not run memory-intensive programs while copying files. We recommend copying 20 to 50 folders at a time.
6. Once the copying process is completed, right click the new LanTEEAL 2.0 folder. Choose **Sharing** (or **Sharing and Security**) (figure 2.22).

![figure 2.22]

7. Click the **Share This Folder** button. Type **teeal** into the “Share name” field (figure 2.23). Click **OK**.

![figure 2.23]

8. Now you can install LanTEEAL 2.0 on the individual workstations connected to the network. You are done working on the server.

Do steps 9-14 on each **workstation** on your network, **NOT** on the server! To make this process faster, you can instead use the Quick Install DVD on each workstation. See page 11.

9. Right click on **My Computer**, then select **Map Network Drive** (figure 2.24). Change the drive letter to any letter **except Z** (figure 2.25).

![figure 2.24]

![figure 2.25]
10. In the *Folder* field, type in your server or host computer IP address using this format (example shown here): `\128.234.67.74\teal` Use your server/host IP address instead of the example just given.

11. Make sure the box `Reconnect at logon` is checked. Click *Finish*.

12. You should see in My Computer a drive letter that says “teal on...” with your server IP address (figure 2.26). Some systems will automatically open this folder for you.

   ![figure 2.26](image)

   *Network Drives*
   
   teeal on "Building Security Server (example)" (Y:)

13. Scroll to the bottom of the folder, and double-click `LanTEEAL 2.0 Setup.exe` to install LanTEEAL 2.0 (page 10, steps 4-12).

14. You’re done!

**Option 2: Set up your host computer for LanTEEAL 2.0**

With this method, you will always need to keep the hard drive plugged in and connected to the host computer. Use this method if you don’t have a server, or enough drive space on the server to copy all the LanTEEAL 2.0 content.

1. Connect the LanTEEAL 2.0 hard drive to the server or computer you wish to use as a host (*page 7 steps 1-3*).

2. On the server or host computer, open *My Computer*.

3. Right-click the LanTEEAL 2.0 drive (figure 2.27, next page) and choose *Sharing* (or *Sharing and Security*) (figure 2.28, next page).
4. Click the **Share this folder** button. Create the share name **teeal** by typing **teeal** into the box. Click **OK** (figure 2.29).

5. On each workstation, map a network drive to the server/host computer (*pages 15-16, steps 9-12*). You will need the IP address of the server/host computer.

6. Now you can install the LanTEEAL 2.0 application on each workstation. Complete steps 4-12 on page 10.

7. You're done!
Section 3

Install LanTEEAL 2.0 for systems running Windows Vista

- Install LanTEEAL 2.0 on a workstation, from the drive (pages 19-21)
- Install LanTEEAL 2.0 on a workstation, from your network (pages 21-22)
- Install LanTEEAL 2.0 on a workstation, from the Quick Install DVD (pages 23-25)

- Set up LanTEEAL 2.0 on a local area network, on a server (pages 26-28)
- Set up LanTEEAL 2.0 on a local area network, no server (on a host computer) (pages 28-29)
Install LanTEEAL 2.0 from the hard drive

Connect drive to computer (laptop or desktop)

1. The small end of the USB connector plugs into the mini-USB port on the back panel of the hard drive (figure 3.1). The larger, flat end plugs into your server or workstation (figure 3.2).

2. Allow two minutes for your computer to recognize the drive (figure 3.3).

3. An icon with a green arrow will appear in the system tray (figure 3.4). The drive will appear in Computer as LanTEEAL 2.0. If Autoplay begins, click Cancel.

Uninstall old or pre-existing versions of TEEAL

4. First uninstall any existing TEEAL software on your computer. Go to Start > Control Panel > Add/Remove Programs (figure 3.5 & 3.6).

5. Look through the list for either LanTEEAL 2.0 or TEEAL for Networks. If you find either one, click it and then click Uninstall (figure 3.7). Follow the instructions. If asked to remove shared files, choose Yes.
Install LanTEEAL 2.0

6. Go to Start > Computer and double-click LanTEEAL 2.0 (figure 3.8). Scroll to the bottom of the folder (figure 3.9).

7. Double-click LanTEEAL 2.0 Setup.exe.

8. You may see a Security Warning (figure 3.10). Click Run.

9. If you see a message that you need to install the Microsoft® .NET Framework, please turn to page 33 for instructions.

10. Continue the setup program, and follow the instructions. Setup may take several minutes, so please be patient. You will see the following screens.
11. If your firewall asks you to allow LanTEEAL 2.0 to access the internet, click **Yes**. You won’t actually access the Internet.

12. If you see a message asking you to Unblock or Keep Blocking the program, choose **Unblock**.

13. Launch LanTEEAL 2.0 with the new icon on your desktop (figure 3.11, right), or go to **Start > All Programs > TEEAL > LanTEEAL 2.0**.

14. If you need to install Adobe® Reader® (necessary to view articles), open the Help tab in LanTEEAL 2.0. Click on Tutorials. There is a link on the page to install Adobe Reader.

15. You’re done!

### Install LanTEEAL 2.0 from your network

For faster installation of the LanTEEAL 2.0 program, you can use the provided Quick Install DVD. [See page 23](#) for instructions.

1. This section applies only if you or your IT staff have already set up TEEAL on a server or a host computer acting as a server ([page 26](#)).

2. Make sure that the workstation has been mapped to the server/host computer. You will see a drive in My Computer called **“teeal”** (figure 3.12). If you do not see it, turn to [page 23](#) and follow steps 7-10. Then, continue with step 3 below.

3. **For faster installation of the LanTEEAL 2.0 program, you can use the provided Quick Install DVD. [See page 23](#) for instructions.**

4. Scroll to the bottom and double-click **LanTEEAL 2.0 Setup.exe**.

5. You may see a security warning (figure 3.13, next page). Click **Run**.
Section 3.1.2 Install LanTEEAL 2.0 from network (Vista)

6. If you see a message that you need to install the Microsoft® .NET Framework, please turn to page 33 for instructions.

7. Continue the setup program, and follow the instructions. Setup may take several minutes, so please be patient.

8. If your firewall asks you to allow LanTEEAL 2.0 to access the internet, click Yes. You won’t actually access the internet.

9. If you see a message asking you to Unblock or Keep Blocking the program, choose Unblock.

10. Launch LanTEEAL 2.0 with the new icon on your desktop, or go to Start > All Programs > TEEAL > LanTEEAL 2.0.

11. If you need to install Adobe® Reader® (necessary to view articles), open the Help tab in LanTEEAL 2.0. Click on Tutorials. There is a link on the page to install Adobe Reader.

12. You’re done!
Install LanTEEAL 2.0 from the Quick Install DVD

This setup method is for workstations on a network. For access to the full text via your network you will need to know the IP address of your server or host computer where the LanTEEAL 2.0 content is stored.

1. Insert the DVD into the DVD drive on your computer.
2. If Autoplay begins, click Cancel.
3. Go to Start > Computer > LanTEEAL 2.0 (DVD) (figure 3.14). Double-click LanTEEAL 2.0 Setup.exe (figure 3.15). Follow the instructions.

![figure 3.14](image1)

![figure 3.15](image2)

4. If you see a Security Warning, click Run.
5. If you see a message that you need to install the Microsoft® .NET Framework, please turn to page 33 for instructions.
6. Continue the setup program, and follow the instructions. This may take several minutes.
7. Go to Start > Computer, then select Map Network Drive (figure 3.16). Change the drive letter to any letter except Z (figure 3.17).

![figure 3.16](image3)

![figure 3.17](image4)
8. In the *Folder* field, type in your server or host computer IP address using this format (example shown here): `\128.234.67.74\teeal` Use your server IP address instead of the example just given.

9. Make sure the box *Reconnect at logon* is checked. Click *Finish*.

10. You should see in My Computer a drive letter that says “*teeal on 128.234.67.74*” (with your IP address, not the example) (figure 3.18). Some systems will automatically open this folder for you (figure 3.19).

11. Go to the location on your local computer where you installed LanTEEAL 2.0 - usually `C:\Program Files\TEEAL`.

12. Open the *TEEAL configuration settings file*. If you display file extensions, it is *TEEAL.ini* (figure 3.20).

13. If you see a message asking which program to use to open the file, choose *Notepad* (figures 3.21 & 3.22).
14. Change the drive letter in the file to match that of the mapped network drive you created in step 7 (figure 3.23). Make sure you include the colon : and backslash \ symbols after the drive letter.

15. It will look like this:   

figure 3.23

16. Now the LanTEEAL 2.0 program should connect to your server or host computer over the network whenever a user retrieves an article.

17. You’re done!
Windows Vista Network Setup

- Note that you must follow these instructions to set up networking on your server or host computer. Then you will install the LanTEEAL 2.0 application on individual workstations. You do not install the application on the server.

- We recommend that you copy the LanTEEAL 2.0 contents from the hard drive onto a server (Option 1). This will require 500GB of available server space. However, if this is not possible, you may network (map) directly to the external drive, using a regular computer as a host (Option 2).

- Machines with a USB 1.0 connection may open the program slowly. However, many institutions choose to network from the drive with no trouble.

- Both the server/workstation and the external hard drive should be connected to an Uninterruptible Power Supply (UPS) that filters high and low voltages (recommended: SmartUPS).

Choose a networking option

**Option 1.** Set up LanTEEAL 2.0 on a network, with a server (below)

**Option 2.** Set up LanTEEAL 2.0 on a network, on a host computer (page 28)

**Option 1: Set up your server for LanTEEAL 2.0**

1. Log into your server as an administrator.

2. Plug the USB cable into the drive, and connect the drive to your server (page 19, steps 1-3). If AutoPlay starts, click Cancel.

3. Your server should notify you that it has found new hardware. My Computer will display a new hard drive named LanTEEAL 2.0.

4. On a drive other than your system drive (usually C:), create a folder and name it LanTEEAL 2.0.

5. In Windows Explorer, start copying all folders from the external drive to your new LanTEEAL 2.0 folder on the server.

Step 5 will take a long time and use a lot of system resources. Do not run memory-intensive programs while copying files. We recommend copying 20 to 50 folders at a time.
6. Once the copying process is completed, right click the new LanTEEAL 2.0 folder. Choose **Sharing** (or **Sharing and Security**). Click the button to **Share This Folder**. Type **teeal** into the “Share name” field. Click **OK**.

7. Now you can install LanTEEAL 2.0 on the individual workstations connected to the network. You are done working on the server.

---

**Do steps 8-13 on each workstation on your network, NOT on the server! To make this process faster, you can instead use the Quick Install DVD on each workstation. See page 23.**

---

8. Go to **Start > Computer**, then click **Map Network Drive** (figure 3.24). Change the drive letter to any letter **except Z** (figure 3.25).

---

9. In the **Folder** field, type in your server or host computer IP address using this format (example shown here): `\128.234.67.74\teeal` Use your server/host IP address instead of the example just given.

10. Make sure the box **Reconnect at logon** is checked. Click **Finish**.

11. You should see in My Computer a drive letter that says “**teeal (128.234.67.74) (T:)**,” with your IP address and chosen drive letter (figure 3.26). Some systems will automatically open this folder for you (figure 3.27).
12. Scroll to the bottom of the folder (figure 3.28), and double-click LanTEEAL 2.0 Setup.exe to install LanTEEAL 2.0 (pages 20-21, steps 8-17).

13. You’re done!

**Option 2: Set up your host computer for LanTEEAL 2.0**

With this method, you will always need to keep the hard drive plugged in and connected to the host computer. Use this method if you don’t have a server, or enough drive space on the server to copy all the LanTEEAL 2.0 content.

1. Connect the LanTEEAL 2.0 hard drive to the computer or server you wish to use as a host (pages 19, steps 1-3).

2. On the server or host computer, go to **Start > Computer** (figure 3.29). Right-click the LanTEEAL 2.0 drive and choose **Share...** (figure 3.30).

3. Click the **Advanced Sharing...** button (figure 3.31, next page).
Section 3.2.2  Network setup on host computer (Vista)

In the dialog box that opens, type `teal` into the Share name: text box (figure 3.32). Click OK and then click Close.

On each workstation, map a network drive to the server/host computer. You will need the IP address of the server/host computer.

Now you can install the LanTEEAL 2.0 application on each workstation. Complete steps 8-17 on page 20.

You’re done!

Do steps 5-7 on each workstation on your network, NOT on the host computer!
Section 4

Technical Information

FAQ

• System and software requirements (page 31)
• Install the Microsoft® .NET Framework for Windows 2000/XP (page 32)
• Install the Microsoft® .NET Framework for Windows Vista (page 33)

• FAQ about setup and other administrative issues (pages 34-35)
• FAQ about using the LanTEEAL 2.0 software (pages 36-37)
• Troubleshooting (pages 38-39)

• Rules for use (page 40)
• List of journals in LanTEEAL 2.0 (pages 41-43)
• About the TEEAL Project (page 44)
System requirements for client computers

These are the minimum system requirements for any client computer to run LanTEEAL 2.0.

**Processor:** 1500 MHz

**Memory:** 1 GB

**Please note:** While LanTEEAL 2.0 can run on systems with less than 1 GB RAM, software performance may be compromised.

**Operating system:** Windows® 2000, XP, or Vista

**Hard drive space:** 2 GB

**Other equipment:** One free USB port; DVD drive

**Required software*: Acrobat® Reader® ; Microsoft® .NET Framework 2.0 + (both provided with LanTEEAL 2.0)

* You must have the .NET Framework (v. 2.0+) from Microsoft® installed on the computer. See pages 32-33 for more information on checking for and installing the .NET Framework.

System requirements for servers or host computers

These are the minimum system requirements for any server or computer to host the LanTEEAL 2.0 content for a network. Note that you do not install the LanTEEAL 2.0 application on the server or host computer.

**Processor:** 1500 MHz

**Memory:** 512 MB

**Operating system:** Windows® Server® 2000, 2003, or 2008 (for a server)†
Windows® 2000, XP, or Vista (for a host computer)‡

**Hard drive space:** 500 GB (only if copying all content to a hard drive or server)

**Other equipment:** One free USB port; DVD drive

† If you are running a Windows® Server® operating system, you can have an unlimited number of users connecting to LanTEEAL 2.0 at any time.

‡ If you are running Windows® 2000, XP, or Vista on your server/host computer, the operating system automatically limits the number of simultaneous connections to 10.
Install Microsoft® .NET Framework (Windows® 2000/XP)

1. Go to Control Panel > Add/Remove Programs (figure 4.1 & 4.2) and look for “Microsoft .NET Framework.” If it is in the list, you have it (figure 4.3). Otherwise, go to step 2.

2. Plug in the LanTEEAL 2.0 drive to your computer. Go to My Computer > LanTEEAL 2.0 > Additional Files > Microsoft .NET Framework (figure 4.4 & 4.5).

3. Choose the appropriate language (English, French, or Spanish) and version. If you have Windows® 2000/XP, run dotnetfx2.

4. If a Security Warning window opens, click on Run. Follow the instructions.
Install Microsoft® .NET Framework (Windows® Vista)

1. Go to Control Panel > Programs > Programs and Features (figure 4.6 & 4.7) and click Turn Windows Features on or off (figure 4.8). Look for “Microsoft .NET Framework 3.0.” If it is in the list, you have it (figure 4.9). Otherwise, go to step 2.

2. Plug in the LanTEEAL 2.0 drive to your computer. Go to Computer > LanTEEAL 2.0 > Additional Files > Microsoft .NET Framework (figure 4.10 & 4.11).

3. Choose the appropriate language (English, French, or Spanish) and version. If you have Windows® Vista®, run dotnetfx3.

4. If a Security Warning window opens, click on Run. Follow the instructions.
FAQ (frequently asked questions): LanTEEAL 2.0 administration

1. Can I use LanTEEAL 2.0 on the Internet?

   It is strictly forbidden to access or provide access to LanTEEAL 2.0 via the Internet. The system is intended only for use on an organization’s internal local area network. Violation of this rule may jeopardize the TEEAL Project.

2. How should I use and store the hard disk drive?

   First make sure that your equipment is compatible with our hard disk drive (page 31). If you have a server for your local area network, it is best to copy the LanTEEAL 2.0 content to your server and map each client computer to the content on the server. Then you can store the hard drive as a backup.

   If you do not have enough hard drive space then you can network directly from the drive (page 16 or 28, for Windows XP or Windows Vista, respectively).

   While in use or in storage, protect the hard drive as much as possible from the environment (dust, moisture, heat, direct sunlight, magnets, flood, and theft).

3. How many workstations can I network to LanTEEAL 2.0?

   If you are hosting the full text content on a server with Windows Server 2000+, an unlimited number of users can be connected at any time.

   If you are hosting the shared content from a computer with Windows 2000, XP, or Vista, the operating system limits the number of simultaneous connections to 10. You can network as many workstations to the host computer as you like, but only 10 people will be able to access LanTEEAL 2.0 at the same time.

4. What if I cannot get LanTEEAL 2.0 to work?

   Contact the TEEAL or ITOCA office (page 4) and we will troubleshoot the problem along with you.

5. What if my LanTEEAL 2.0 hard disk drive fails?

   - Verify that the machine you have installed it on meets our specifications (page 31).

   - Uninstall and reinstall the LanTEEAL 2.0 program.

   - Try the hard drive on another machine with different specifications.

   If the hard drive still does not work, we will replace the hard drive once at no cost if it fails within one year after the date of shipment. After one replacement
or one year, you must pay a fee for a replacement drive and shipping. See question 7 for instructions.

We will not replace the drive for free if it is damaged as a result of tampering, fire, flood, theft, or electrical surges (use an approved voltage regulator), or if it goes missing.

6. **When I try to access or open LanTEEAL 2.0, I get the message that the hard drive is corrupted. What does this mean?**

   This means that the hard drive has failed. Please see question 7 for instructions.

7. **What is the process for replacing a failed disk drive?**

   - Notify TEEAL immediately via email at teeal@cornell.edu.
   - Package the damaged hard drive in its original packing material and box. You must return the failed drive in order to get a replacement. If a drive goes missing, you must pay the full cost to replace it.
   - Provide a written explanation of the events and descriptive details surrounding the hard drive failure.
   - Dispatch the package by air courier to: TEEAL, Mann Library, Cornell University, Ithaca, New York, 14853, USA. You are responsible for all customs duties and fees incurred.

   We try to replace your hard drive as soon as possible. Replacement time varies depending on how quickly you notify TEEAL, how many hard drives we have in stock, and possible customs delays.

8. **What if other equipment gets damaged from using the hard drive?**

   We do not provide compensation or replacement for any equipment that is damaged as a result of using the hard disk drive we provide.

9. **How do you determine pricing?**

   Revenue from sales of TEEAL sets and annual updates cover the costs of production and distribution, and of outreach and training activities. The pricing structure is updated periodically based on anticipated project expenditures and revenue.

10. **How long will TEEAL be available and updated?**

    As long as there is a demonstrated need and we have the ongoing support of our publishers. We hope that free or low-cost internet resources such as AGORA (www.aginternetwork.org) will eventually eliminate the need for TEEAL.
FAQ (frequently asked questions): using LanTEEAL 2.0

This is an abridged FAQ with the most important questions included from the Help pages in the program. Please see the Help pages for more questions about how to use the program.

1. **How do I find an article by subject?**
   The best way is to search for the subject term or terms. You can use quick search on the home page to quickly search for a term, or you can use the Advanced Search page to refine your search and set up search parameters to look in specific fields (such as author, article title, publication year).

2. **How do I look for everything about a subject published in a certain year, such as soil erosion in 2003?**
   Go to Advanced Search. In the box type in your keywords, e.g. soil erosion. In the Date boxes, enter the year range you want to search. If you only want one year, e.g. 2003, put that year in both boxes. Click Search.

3. **How do I search for variations on a term---farms, farmers, and farming?**
   LanTEEAL 2.0 automatically searches for grammatical and spelling variations on words. If you search for farm you will get results that include farm, farms, farmer(s), and farming.

4. **Why can't I search just by typing in multiple keywords, such as farms cassava?**
   To search for multiple keywords in either Quick Search or in a single search field in Advanced Search, you must use a Boolean operator between terms. In this case, you need to type in *farms and cassava* or *farms or cassava* to get results.

   If you don’t add the Boolean operator, LanTEEAL 2.0 will search for the keywords as a phrase.

5. **How do I search for a phrase?**
   Simply type in the phrase you would like to search. For example, *integrated pest management* will search for all documents with that phrase.

6. **Some journals don’t show individual issues, having only one article per volume. How do I get to the articles?**
   Some of our scanned content includes articles that lack a citation. This means that the LanTEEAL 2.0 database cannot identify them to display them to
7. **What is the AND, OR, AND NOT menu for in Advanced Search?**

These are called Boolean operators. They allow you to combine search terms to make complex queries of the database. AND is the default setting, which means the database will return records that include all search terms given. Please see Combine Search Terms for more information.

8. **What is a descriptor?**

A descriptor is a keyword assigned by the author or the citation creator to help categorize, or tag, an article. Descriptors are words or subjects which feature prominently in the article. These words can include geographic terms, species names, and general subject categories. Articles about pests and diseases in rice grown in Laos would likely have descriptors such as rice, pest, disease, farming, and Laos.

9. **What if there are bugs in the software?**

If you encounter an error in the software performance, please contact us immediately to report it at **teal@cornell.edu**. If we find problems, we will try to correct them right away.

10. **When I open an article, this message pops up: “This file appears to use a new format that this version of Adobe Acrobat does not support...”**

Some PDF documents are created in or designed for newer versions of Adobe® Reader®. In most cases these documents will open in old versions of Adobe® Reader® without a problem. Simply click OK in the dialog box.

Adobe® Reader® is a free program - ask your librarian about updating to a newer version.

11. **Can I use LanTEEAL 2.0 on the Internet?**

It is strictly forbidden to access or provide access to LanTEEAL 2.0 via the Internet. Violation of this rule would have serious repercussions for the TEEAL project and puts future efforts at risk.
Troubleshooting LanTEEAL 2.0

1. I’m having trouble connecting to my networked server/host computer from a workstation. I can’t map the network drive.

   Make sure you have the correct IP address for your server or host computer. Do not use the example IP shown in the guide. Contact your IT staff for the IP address if you do not know it.

2. When I click on an article link to view full text, I see a document that says “The system cannot find this PDF.” What do I do?

   First, make sure your computer has an established connection to the server, host computer, or external hard drive where the full text content resides:

   If you are using LanTEEAL 2.0 on a network via server or host computer, open My Computer and look for the networked drive “teeal...”. Double click on it and make sure it opens and displays a list of folders.

   • If you see the drive but cannot open it (upon opening, you see a message “There was an error attempting to connect...”), make sure that the drive is mapped correctly. Verify that the drive letter is any letter except Z. If it is Z, you can change it by simply re-mapping the drive. Right click on the current “teeal...” drive and click Disconnect. Then follow the steps in the next instruction below.

   • If you do not see this networked drive, you must map to it. For Windows 2000/XP, turn to page 15 and follow steps 9-12. For Windows Vista, turn to page 27 and follow steps 8-11. Make sure you have the correct IP address for your server or host computer. Your IT staff should be able to help you with this.

   • If you have copied the content from our external drive to your server, make sure your server has adequate disk space - at least 500 GB. If the hard drive on your server is smaller than 500 GB, you must either network directly from our external drive (see page 16 for Windows 2000/XP, or page 28 for Windows Vista), or purchase a larger hard drive.

   • Also, make sure you have followed all the installation instructions correctly for setting up on a server. You must uninstall any instances of old LanTEEAL. Then you must follow the step by step instructions (see page 14 for Windows 2000/XP, or page 26 for Windows Vista). Note that you do not install the LanTEEAL 2.0 application directly on a server—you must only set up sharing so that workstations on the network can connect to the server.
If you have just the external hard drive connected directly to your computer, make sure the hard drive is plugged into your computer and to a power source. You should see a white light on the front of the drive.

If you are connected to the server/host computer/external drive, and you still cannot view the article, contact teeal via email at teeal@cornell.edu. Let us know which articles you cannot view, and if it is just that single article or if you cannot connect to any article. Give us as much information about the problem as you can. We will work with you to try to fix the problem.

3. **I clicked on a button or searched for something and saw this message “We're sorry, an error has occurred.” What do I do?**

First, try your search or perform the command again, and see if you got the error a second time. If you keep getting the error:

1. Write down how it happened - what did you click on that caused the error message to come up?

2. Email us at teeal@cornell.edu and describe the problem and how it occurred.

Please note that some machines running localised versions of Windows (French, Spanish, Portuguese, etc. - any language other than English) may not work correctly with LanTEEAL 2.0.

4. **LanTEEAL 2.0 is loading slowly or crashing often.**

See our system specifications on page 31. If your workstation has less than 1 GB of RAM, LanTEEAL 2.0 will not run as well as it could. LanTEEAL 2.0 is a memory-intensive program and requires enough spare RAM to be able to run correctly.

5. **What if my question has not been answered here?**

Email us at teeal@cornell.edu.
Rules for use

The LanTEEAL 2.0 database can be used on a:

- standalone computer, or,
- on a local area network (LAN) with multiple users.

LanTEEAL 2.0 can only be installed on the server specified in the original User Agreement.

You cannot access LanTEEAL 2.0 via the Internet, or share LanTEEAL 2.0 content over the Internet. Likewise, you cannot share LanTEEAL 2.0 on a wide area network or on multiple LANs. If this happens, the subscribing institution will lose its license to own and operate LanTEEAL 2.0.

To use LanTEEAL 2.0, you must be a faculty member, researcher, student, employee, or affiliate of the subscribing institution. The institution can allow public access to LanTEEAL 2.0 for scholarly use within certain limits (in the Agreement).

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