Learn how to setup and install TEEAL

On a local area network, by copying drive contents to a server*

*you must have a server with a 500GB or greater capacity. Otherwise you can network directly from the external hard drive.
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1 What’s in the box?

1 hard drive
1 USB cable

Documentation:
- Setup and Installation Guide
- Quickstart Sheet
- Getting Started brochures (5)
- Help Packet
2 Connect the drive to your server
1. Connect the small end of the USB cable to the hard drive.

2. Connect the large, flat end to the server.

3. Wait for the computer to recognize the hard drive. You will see a green arrow icon appear in the system tray.
3 Check for required software
Install .NET Framework
1. Do you have the old version of TEEAL on your computer? If Yes, then uninstall it (Step 2 on this page). If No, then proceed to page 3.2.

2. Go to Start > Control Panel > Add/Remove Programs.

3. Scroll down the list and find **TEEAL for Networks**. Click on Remove. Follow the instructions.

### 3.1 Uninstall old versions of TEEAL
3.2 Check for required Windows version

• Do you have either Windows 2000, Windows XP, or Windows Vista?

• To check your Windows operating system:
  1. Right-click My Computer. Click Properties. The text on the right side will tell what kind of operating system you have.
  2. In this example, the computer has Windows XP. It has the necessary software to run TEEAL.

• If you do not have this software, you will not be able to run TEEAL.
3.3 Check for .NET Framework

- Do you have the .NET Framework installed?
  - To check, go to Start > Control Panel. Choose Add/Remove Programs. Scroll through the list to find Microsoft .NET Framework 2.0 (you need 2.0 or higher).
  - If you have it, go to page 4.1. If not, go to the next page.
1. Open **My Computer** > TEEAL.
2. Open **Additional Files**. Double-click **dotnetfx.exe**.
3. Follow the setup instructions.
4 Set up sharing on your network*

*Access to TEEAL is limited to your local area network. You may not put TEEAL on the Internet.
1. Create a TEEAL folder on your server. Start copying all the folders on the external drive to the TEEAL folder on your server.

Note: we recommend copying batches of 20-50 folders at a time to avoid overloading the system.
2. Once all the files are copied to the new TEEAL folder from the external drive (see page 4.1), right-click the new folder and choose **Sharing (or Sharing and Security)**.

3. Click the button to **Share this folder**. Create the share name **teeal**.
4. Complete Steps 5-11 on each client computer on your network that will access TEEAL.

5. Right-click on My Computer, and select Map Network Drive.

6. Change the drive to any letter but Z. This is very important!

7. In the Folder line, type in the IP address of your server followed by \\teeal. It should resemble the following format: \\
153.278.36.44\teeal. See example below. Use your own IP.
8. If done correctly you should see a new drive letter in My Computer with the title “teeal on 153.278.36.44” (with your IP address).

9. Sometimes this folder will automatically open for you.
10. Open the new networked drive that you just created, if it is not already open. Now, scroll to the bottom of the folder, and double-click **TEEAL Setup.exe**.

11. Continue to the next slide to finish setting up TEEAL.
You must do this on ALL computers on your network that will run TEEAL.
1. Open the network drive you just created in Section 3. Double-click on “teeal on 153.278.36.44 (T:)” (your IP address will be different).

2. Scroll to the bottom and double-click TEEAL Setup.exe.

5.1 Install TEEAL
Follow the setup instructions. It may take a few minutes.
Launch TEEAL by clicking on the icon on your desktop!

Your default browser (usually Firefox or Internet Explorer) will open and display the Home Page of TEEAL.

Now you can start using TEEAL!

TEEAL, ready for a Quick Search of the journal citation database.
Questions about TEEAL?

• Go to our website: www.teeal.org
• Email the TEEAL office: teeal@cornell.edu
• Email the ITOCA office: itoca@itoca.org