



Technology

Making the Right Connections™

Dear Meeting Maker™ Evaluator:

Thank you for evaluating Meeting Maker 1.5. Enclosed you will find the Meeting Maker Evaluation Software.

The enclosed software is a fully functional version of Meeting Maker 1.5. This software operates for 45 days from the time of installation, and supports up to 25 users. It allows you to try out all Meeting Maker features, including the server-to-server capabilities. When you purchase Meeting Maker 1.5, you will be able to upgrade your evaluation server.

The second page of this letter contains the instructions you will need to upgrade to the full version of Meeting Maker 1.5.

We hope you will find this evaluation version of Meeting Maker useful in making your purchase decision.

If you have any questions, please do not hesitate to contact us at (617) 876-0900, or via Fax (617) 876-0391.

Sincerely,

ON Technology, Inc.

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Upgrading to Meeting Maker 1.5

After 45 days of use, the evaluation version of Meeting Maker 1.5 automatically expires. Your Meeting Maker users will receive a message "*The Meeting Maker Administrator has temporarily shutdown the server*" when the trial period is over. You can upgrade your evaluation server even after the evaluation version has expired.

To upgrade your Meeting Maker data from the evaluation version:

1. Open Meeting Maker Admin for either the server Macintosh or a user Macintosh depending on your server configuration.
2. Click on the **Registration** icon.
3. Click **Add...**
4. Insert the Meeting Maker 5-pack or 10-pack Administration disk when Meeting Maker Admin asks for an original Meeting Maker Administration disk. (Do not insert the Evaluation Meeting Maker Administration Disk).

Note: You will need to register at least as many users as are currently using the evaluation version of Meeting Maker. Repeat steps 3 and 4 until you have up to 25 users registered.

5. Quit Meeting Maker Admin.
6. Open Meeting Maker Monitor on the server Macintosh. Choose the "Stop Meeting Maker Server" command from the Meeting Maker menu to stop the evaluation server.
7. Make backup copies of **Meeting Maker•Data** and **Meeting Maker•Log** files in your System Folder.
8. Insert the evaluation Meeting Maker Administration disk into your server Macintosh. Drag Meeting Maker Upgrader to the server Macintosh.
9. Open Meeting Maker Upgrader. This application will upgrade your evaluation files to 1.5 files. This process should take less than 5 minutes.
10. On the Meeting Maker server Macintosh, drag Meeting Maker Server extension into the Trash. Empty the Trash.
11. Insert the Meeting Maker Admin disk into the server Macintosh. Drag Meeting Maker Server into the System folder. You do not have to replace Meeting Maker Admin or Meeting Maker Monitor.
12. Restart the server Macintosh. Users of the evaluation version should be able to sign into the server.
13. Repeat this procedure for each evaluation server.