

README for TeamWave Workplace 1.0
Copyright (C) 1997 TeamWave Software Ltd
Note that this README covers versions on all platforms.

For help, see our Web site: <http://www.teamwave.com>
or send email to: info@teamwave.com

Before proceeding, make sure to read the license agreement at the end of this file.

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DOCUMENTATION AND SUPPORT
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Because documentation for TeamWave Workplace is rapidly evolving, we've placed it on the Web for faster updates. It is available at:

<http://www.teamwave.com/documentation.html>

Please send bug reports, problems and other questions to info@teamwave.com. We will also be running mailing lists for TeamWave users; see our web site for more information.

INSTALLATION ON WINDOWS
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At this point, there is no installation to do other than unpacking.

You'll also need Netscape or some other WWW browser for the external URL reference applet (this can be configured in "Preferences").

INSTALLATION ON MACINTOSH
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For some of its features, TeamWave requires that you have the Internet Config extension installed on your system. You should also have a web browser available, with Internet Config knowing about the web browser. For information on Internet Config, see:

INSTALLATION ON UNIX

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Since TeamWave comes as a pre-compiled binary for your system, installation is pretty straightforward. Make sure that the directory where you unpack TeamWave is in your Unix path.

You'll also need Netscape or some other WWW browser for the external URL reference applet (this can be configured in "Preferences").

USING THE MAIN TEAMWAVE WORKPLACE CLIENT

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To use TeamWave, run the main TeamWave Workplace client ("teamwave" on Unix, "teamwave.exe" on Windows, and "TeamWave Workplace" on Macintosh).

You will be prompted for a server to connect to, and then a user name and password (as defined by the administrator using the admin client). Create a new room by choosing "Room | New" from the menu. Enter a room by clicking on it from the "Rooms on This Server" list.

SETTING UP A SERVER

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If you will be the person in your group responsible for running the TeamWave server, this will get you started. Full details on setting up a server are available in the Web documentation, which you should read.

To start the server:

- 1) On Windows, run the "twserver" application. This runs as a console-mode application.
- 2) On Macintosh, launch the "TeamWave Server" application.
- 3) On Unix, change to a directory where you'd like the server to store its files, and type "teamwave -server".

You will want to create accounts for users in your group. To do so, connect to your server by starting TeamWave as above. The initial account is "Admin" with no password. Click on the "Connect as Administrator" checkbox to enter administration mode. The "Accounts" pane will let you add new accounts; you should also change the password of the Admin account!

LICENSE KEYS

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The program requires a license key to operate. Three types of licenses are available:

- demonstration licenses (free, but time-limited)
- educational licenses (free, but for educational use only)
- unrestricted licenses (see cost below)

Detailed information about the different types of licenses is available on our web site, where you can also request demonstration or educational licenses. Information about purchasing unrestricted licenses follows.

PURCHASING UNRESTRICTED LICENSES
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If you decide to purchase unrestricted licenses, you can choose to use the enclosed Register program, which runs on Macintosh and Windows platforms. If you're running on Unix, you'll need to find a Mac or Windows machine, and transfer either "register.sea.hqx" (Mac) or "register.zip" (Windows) to that machine and run it there. Alternatively, you could pay online; again, see our Web site for details.

Licensing is on a per-user (i.e. human being) basis. This means that a single user may have copies installed on any number of machines, for example at work and at home. If another user wishes to use any of these copies, they must also have a license. If you have ten people in your group using the software (even if some only use it sporadically), you must obtain ten licenses.

A single license key (a code you enter into Workplace) can be used for more than one license. If you order ten licenses, you will receive a single license key, which can be used by all ten users. Obviously, do not order a license key for three licenses and distribute the key to twenty users.

Payment of license fees is handled for us by Kagi Software. The basic cost of a license is US\$50 per user. If purchasing 11-50 licenses, cost is \$45/user, while 51-100 licenses will cost \$40/user. Contact us for larger orders.

Paying is fairly simple. Open the Register program, enter your name, your email address, and the number of single user licenses you need. Save or Copy or Print the data from the Register program and send the data and payment to Kagi. More specifics on the Register program follow. When Kagi sends you your acknowledgement, they will also send TeamWave Software a copy. At that point, we will generate a license key and email it to you.

Credit Card/First Virtual

If paying with Credit Card or First Virtual, you can email or fax the data to Kagi. Their email address is sales@kagi.com and their fax number is +1 510 652-6589. You can either Copy the data from Register and paste into the body of an email message or you can Save the data to a file and you can attach that file to an email message. There is no need to compress the data file, it's already pretty small. If you have a fax modem, just Print the data to the Kagi fax number. Payments sent via email are processed within 3 to 4 days. You will receive an email acknowledgement when it is processed. Payments sent

via fax take up to 10 days and if you provide a correct internet email address you will receive an email acknowledgement.

Cash/Check/Invoice

If you are paying with Cash or USD Check you should print the data using the Register application and send it to the address shown on the form, which is:

Kagi
1442-A Walnut Street #392-J9
Berkeley, California 94709-1405
USA

You can pay with a wide variety of cash from different countries but at present if you pay via check, it must be a check drawn in US Dollars. Kagi cannot accept checks in other currencies, the conversion rate for non-USD checks is around USD 15 per check and that is just not practical.

If you have a purchasing department, you can enter all the data into the Register program and then select Invoice as your payment method. Print three copies of the form and send it to your accounts payable people. You might want to highlight the line that mentions that they must include a copy of the form with their payment. Kagi can not invoice your company, you need to act on our behalf and generate the invoice and handle all the paperwork on your end.

Please do not fax or email payment forms that indicate Cash, Check or Invoice as the payment method. As far as we know, there is still no technology to transfer physical objects via fax or email and without the payment, the form cannot be processed. Payments send via postal mail take time to reach Kagi and then up to 10 days for processing. Again, if you include a correct email address, you will hear from Kagi when the form is processed.

END USER LICENSE AGREEMENT

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