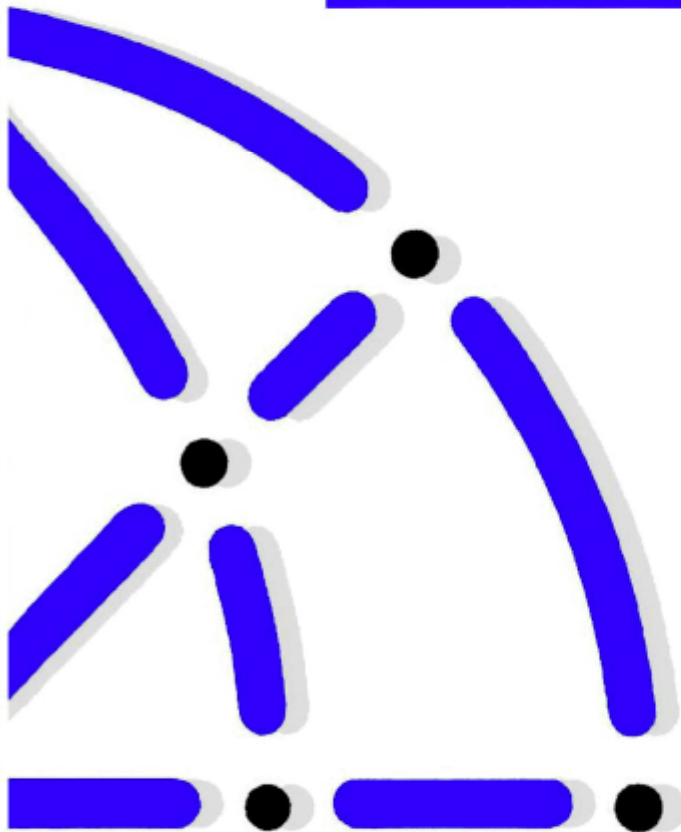


Focalpoint Relay™ Version 3.3

Installation Guide



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Introduction

Welcome to Focalpoint Relay™ 3.3 Productivity tools using the power of Focalpoint® 3.x, and Windows to provide easy-to-use, graphical alternatives for complex and time-consuming tasks.

In This Guide

This guide includes the following sections:

- Introduction.
 - Software and hardware requirements
 - Installation overview
- Section 1:
 - Software required
 - Installing Focalpoint Relay™ 3.3 on each workstation
 - Removing Focalpoint Relay
- Section 2: Steps to connect to a CD-ROM drive
- Section 3: Determining your CD-ROM drive letter designation

Software Required

Focalpoint Relay™ 3.3 is designed to operate with Focalpoint® 3.x, and any one of the following:

- Microsoft Windows® 95, Windows 98, Windows Me, Microsoft Windows® NT4.0 (Service Pack 6), or Windows 2000 (Service Pack 2)
- At least 10 megabytes (MB) of space on the hard drive
- Focalpoint Relay™ 3.3 Software Installation Disk CD
- E4/C4/Focalpoint 3.5 Turnkey CSD (not applicable to the U.S.)

Focalpoint Relay™ 3.3, should only be installed by someone at your agency with a working knowledge of the Focalpoint installation, as well as knowledge of Windows® and DOS.

Hardware Required

The minimum workstation requirement for Focalpoint Relay™ 3.3 is:

- 486 processor or later with at least 8MB of random access memory (RAM). A Pentium with 16MB RAM is recommended. If there is *not* sufficient memory, the Focalpoint Relay™ 3.3 application does *not* run properly.
- CD-ROM drive access.

The Focalpoint Relay™ 3.3 installation process automatically checks to see if the computer has enough disk space available to install Focalpoint Relay™ 3.3. You receive a message if there is not sufficient disk space available.

Installation Overview

You need to know the CD-ROM drive letter designation prior to installation. For more information go to "Section 3: Determining Your CD-ROM Drive Letter".

These procedures document the workstation installation of Focalpoint Relay™ 3.3.

Section 1: Installing Focalpoint Relay™ 3.3

Follow the steps below to install Focalpoint Relay™ 3.3 on Focalpoint® workstations. CD-ROM installation of Focalpoint Relay™ 3.3 on a Focalpoint platform is addressed.

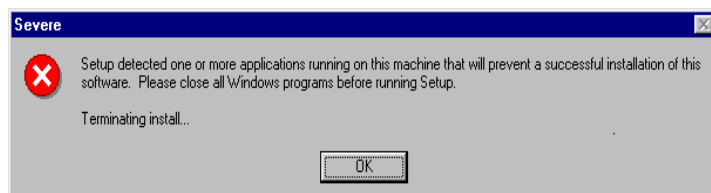
Software Required

- Focalpoint Relay™ 3.3 Software Installation Disk CD
- E4/C4/Focalpoint 3.5 Turnkey CSD (not applicable to the U.S.)

Steps to Install Focalpoint Relay™ 3.3 on Each Workstation

1. Close any Focalpoint® and Windows® applications you are running. If you are running an anti-virus program, it also should be disabled.

The following dialog box appears when the install detects one or more programs running.



Click OK, close the program that is running, and then restart the install. If you receive the message again after closing the program and restarting the install, reboot the system, and then restart the Focalpoint Relay™ 3.3 install.

Note: If the Locked File Detected dialog box appears, click Cancel, close any programs that are running, and restart the installation.

2. Insert the Focalpoint Relay™ 3.3 Software Installation Disk CD into the CD-ROM drive of the workstation.

The Focalpoint Relay 3.3 installation usually starts automatically.

3. If you need to start the Focalpoint Relay™ 3.3 installation manually, use one of the following methods:

From:	Double-click:	Then:
Explorer	CD-ROM drive (X:) Note: Replace X with your designated CD-ROM drive letter.	Double-click Setup.exe
Command Line	START, and then RUN. You are given a choice of installation types. Double-click either Apollo, Canada, or Galileo.	Type X:\SETUP.EXE in the Command line box, and then click OK.

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Steps to Install Focalpoint Relay 3.3 on Each Workstation (Cont.)

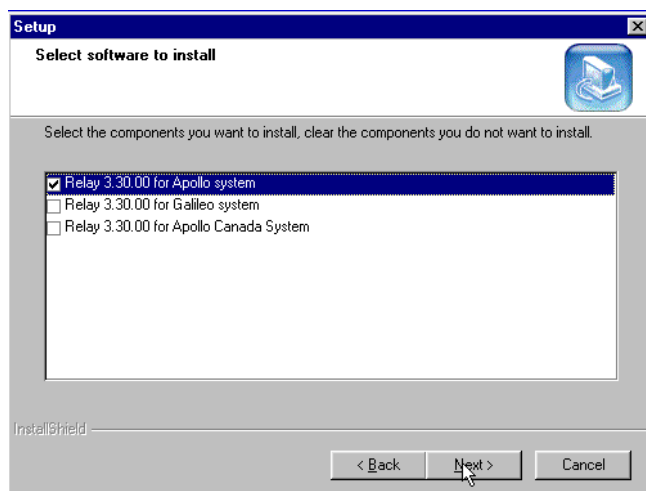
4. If a version of Focalpoint Relay:
 - Is currently installed, the Question dialog box appears. Go to step 2 of “Removing Relay” in this section.
 - Is *not* currently installed, the Relay 3.30.00 CD Master Setup appears. Click Next >.

The ReadMe Information appears. It contains:

- What is included on the CD.
- Instructions on how to read and print documentation.
- Instructions for completing a survey.
- What is included and *not* included in this version of Relay.

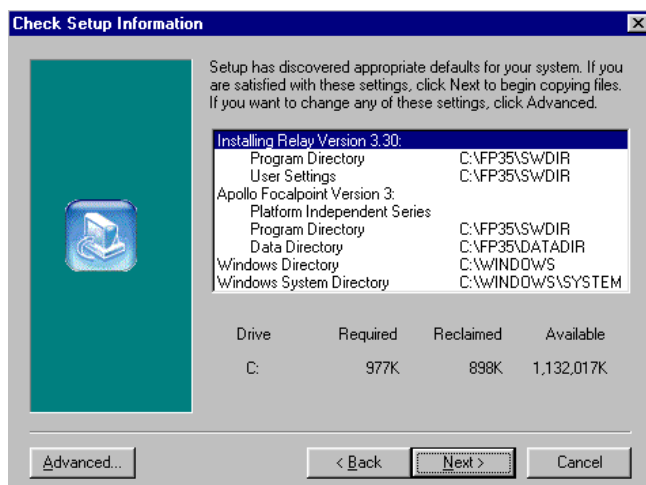
5. Click Next>.

The Setup dialog box appears with the three software options. The install defaults to the software for your system.



6. To select a different software type, select the checkbox to the left of your desired selection. Then click Next>.
7. When the Focalpoint Relay 3.30 Setup dialog box appears, click Next >.

After the installation verifies your system platform and checks default settings, the Check Setup Information dialog box appears identifying the system default settings required to install Focalpoint Relay 3.3.

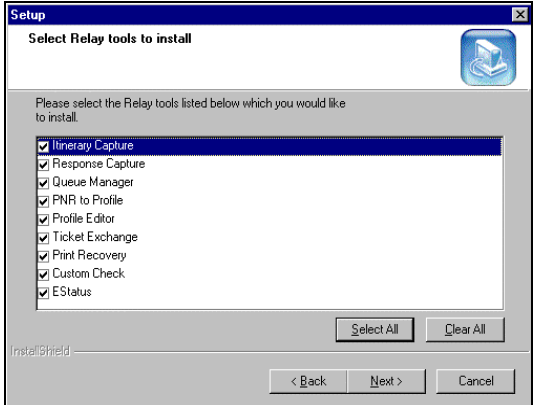
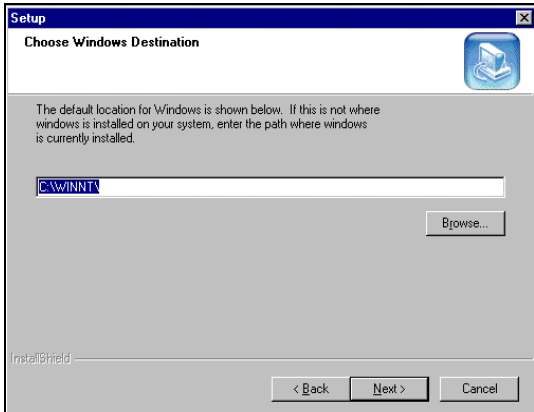


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Steps to Install Focalpoint Relay 3.3 on Each Workstation (Cont.)

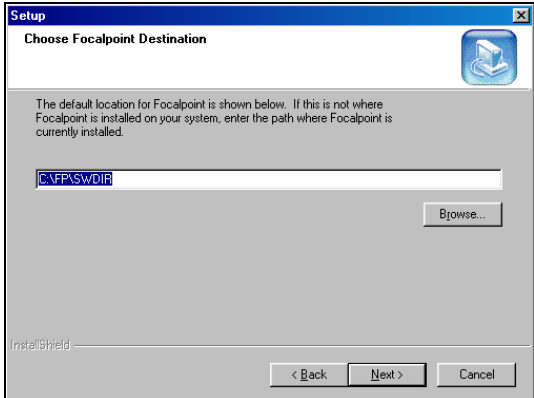
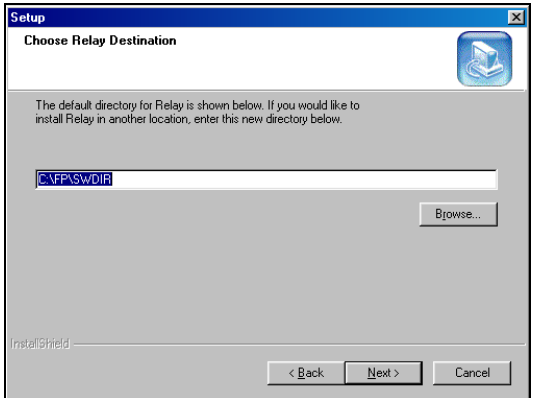
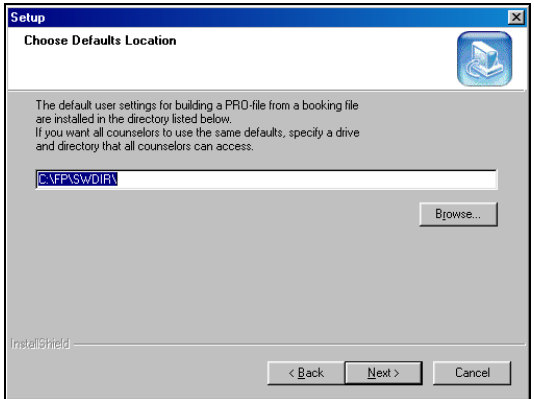
The default location settings appear in the following order:

- Installing Relay Version 3.30.
 - Program Directory
 - User Settings
 - Apollo Focalpoint Version 3:
 - Platform Independent Series
 - Program Directory
 - Data Directory
 - Windows Directory
 - Windows System Directory
8. Take one of the following actions:
- If you are satisfied with the default directories, click Next >, and then go to step 9.
 - If you want to select or deselect specific Relay™ tools for installation or change any of the default directories, click Advanced.

When:	To:
<p>The Select Relay tools to install dialog box appears</p> 	<ul style="list-style-type: none"> • Accept the selected tools, click Next >. • Deselect any tools, uncheck the tools you don't want installed by clicking the specific tools, and then click Next >. <p>Note: Itinerary Capture is not an option on the Galileo system.</p>
<p>The Choose Windows Destination dialog box appears</p> 	<ul style="list-style-type: none"> • Accept the default location click Next >. • Change to the path where Windows is currently installed, overtype the old path with the new, and then click Next >. <p>Note: When you are not sure of the location, click Browse to select it from the list, and then click Next >.</p>

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Steps to Install Focalpoint Relay 3.3 on Each Workstation (Cont.)

When:	To:
<p>The Choose Focalpoint Destination dialog box appears</p> 	<ul style="list-style-type: none"> • Accept the default location, click Next >. • Change to the path where Focalpoint is currently installed, overtype the old path with the new, and then click Next >. <p>Note: When you are not sure of the location, click Browse to select it from the list, and then click Next >.</p>
<p>The Choose Relay Destination dialog box appears</p> 	<ul style="list-style-type: none"> • Accept the default location, click Next >. • Change to the path where you want Relay installed, overtype the old path with the new, and then click Next >. <p>Note: When you are not sure of the location, click Browse to select it from the list, and then click Next >.</p>
<p>The Choose Defaults Location dialog box appears</p> 	<p>Allow all agents to use the same default settings for building a PRO-file/Client File from a PNR/BF, enter a drive and directory that all agents can access, and then click Next >.</p>

The Check Setup Information dialog box reappears.

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Steps to Install Focalpoint Relay 3.3 on Each Workstation (Cont.)

9. Click Next >.

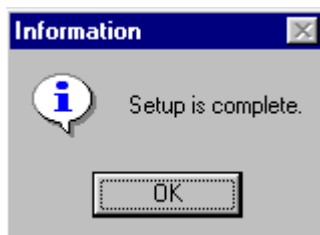
While files are being copied, if the installation process detects other users requiring modifications for this release, it automatically makes those modifications.

If no users are detected, after all files have been copied, the following Information dialog box appears.



10. Click OK.

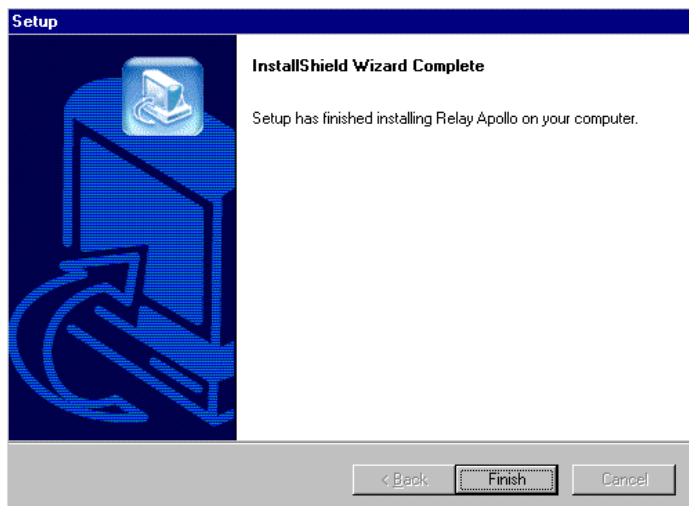
The Setup Complete dialog box appears.



11. Click OK.

12. If you have installed:

- The Galileo or US version of Relay, your installation is complete.
- The Canadian version of Relay, the InstallShield Wizard Complete dialog box appears. Click Finish.



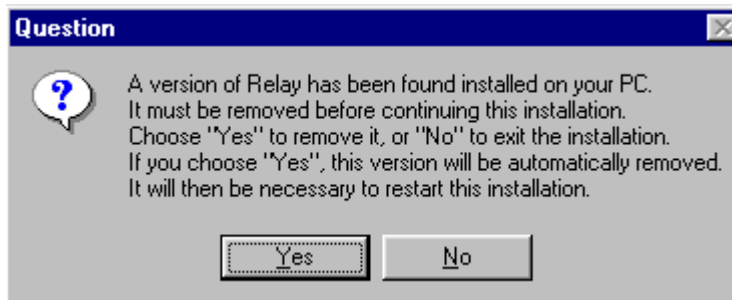
13. In order to use Focalpoint Relay 3.3, you *must* restart the workstation.

Removing Relay

If Relay is already installed, before a reinstall, you must first remove the existing version.

1. Go to "Steps to Install Focalpoint Relay 3.3 on Each Workstation", step 3 to launch the Focalpoint Relay 3.3 installation.

The Question dialog box appears.



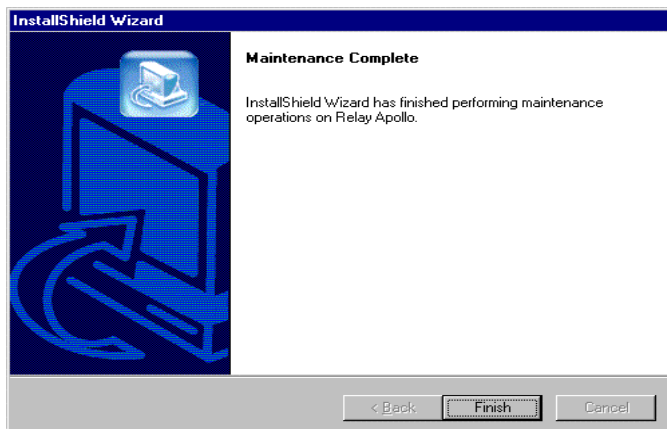
2. Click Yes.

The Confirm File Deletion dialog box appears.



3. Click Yes.

After the program is deleted, the Maintenance Complete dialog box appears.



4. Click Finish, and then go to step 3 of "Steps to Install Focalpoint Relay 3.3 on Each Workstation" to continue the installation.

Section 2: Connecting to a CD-ROM Drive

Share and Connect to a CD-ROM Drive on Windows 95.

Follow these steps to install Focalpoint Relay™ 3.3 from another workstation's CD-ROM drive on Windows 95.

Enabling file sharing

This feature should be set by default *on all* workstations. If however, it is *not* enabled, use the following procedures to set up file and print sharing in Windows 95:

At the workstation sharing the CD-ROM drive and the workstations that want to connect to it:

1. Click Start, Settings, and then Control Panel.
The Control Panel dialog box appears.
2. Double-click the Network icon.
The Network dialog box appears.
3. Click the File and Print Sharing button.
4. If not already checked, click I want to be able to give others access to my files.
5. Click OK.
6. Click OK again to close the Network screen.

Reboot your workstation *before* proceeding to the next step.

Note: You may be asked to insert the appropriate Windows 95 CD.

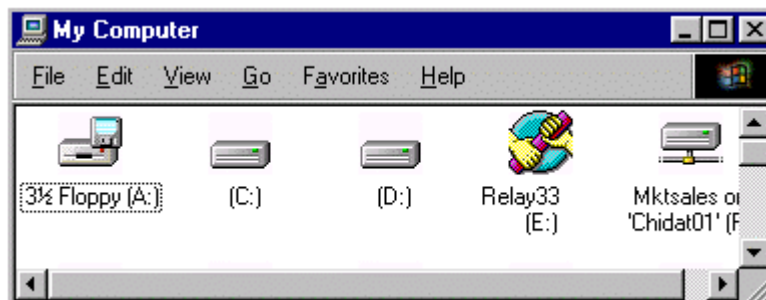
Sharing the CD-ROM across the network

Follow these steps to share the CD-ROM across the network.

At the workstation with the local CD-ROM drive:

1. Insert the Focalpoint Relay™ 3.3 CD into the CD-ROM drive.
2. Double-click My Computer on the Windows 95 Desktop.

The My Computer window appears.



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Sharing the CD-ROM across the network (Cont.)

3. Right-click the CD-ROM drive icon, and then click Sharing.

Note: In this example, the CD-ROM drive is E:

The Properties box appears.

4. Click Shared As.
5. In the Share Name box, ensure that XXCDROM is entered as the shared name.
6. Click OK.

Connecting to the shared CD-ROM drive

Once a CD-ROM drive is shared, it is available for access by other workstations on the network. To connect to a shared CD-ROM drive, use the following instructions at each workstation that needs access to the shared drive.

At the workstation sharing the drive:

Before you can connect to the shared CD-ROM drive, you must determine the computer name of the workstation sharing the CD-ROM drive.

To determine the computer name of the workstation sharing the CD-ROM drive:

1. Right-click the Network Neighborhood icon on the Desktop, and then click Properties.
2. Click the Identification tab and note the Computer Name (e.g., WS1).
3. Click OK or Cancel to return to the Desktop.

At the workstation that you want connected to the shared CD-ROM drive:

1. Click Start, and then Run.
2. Type \\ followed by the computer name of the workstation sharing the drive, and then click OK.

Example: [\\WS1](#)

A window appears displaying shared folders and devices for that computer.

3. Right-click XXCDROM, and then click Map Network Drive.

The Map Network Drive screen appears with the next available network drive displayed in the Drive box.

4. If the Reconnect At Logon checkbox is checked, click the checkbox to remove the check.
5. Make note of this drive letter, and then click OK.
6. Go to "Section 1: Installing Focalpoint Relay 3.3".

Once a CD-ROM is shared, it is available for access by other workstations on the network. To connect to a shared CD-ROM, follow the instructions below at each workstation that needs access for the installation of Focalpoint Relay 3.3.

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Connecting to the shared CD-ROM drive (Cont.)

At the workstation sharing the drive:

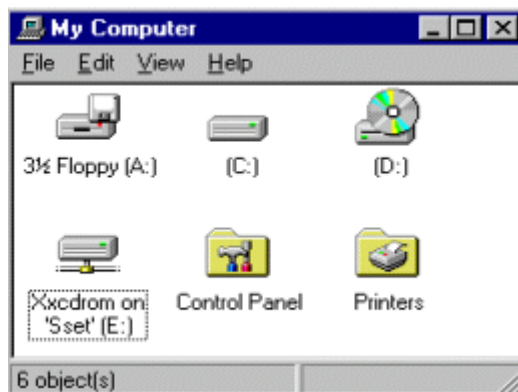
Determine the computer name of the workstation sharing the CD-ROM. If you do not know the workstation's computer name, do the following at the workstation sharing the drive.

1. Click Start, Settings, and then Control Panel.
2. Double-click the Network icon.
The Computer Name displays in the Network Screen.
3. Click OK to close the Network Screen.
4. Press ALT+F4 to close Control Panel.

Section 3: Determining Your CD-ROM Drive Letter

Whether you are on Windows 95, 98, 2000, Me, or NT, the following steps apply for determining your CD-ROM drive letter.

1. From the Desktop, double-click My Computer.



2. Determine whether the workstation has a local CD-ROM drive, a connection to a network CD-ROM drive, or no CD-ROM connection.

This is determined by looking for specific icons, as follows:

- A local CD-ROM drive looks like the icon shown above the D:
- An existing network CD-ROM connection looks like the icon above the E: and shows XXCDROM on a specific drive.
- If the workstation *does not* have a local CD-ROM drive, *or* is not already connected, you will be installing across the network from a shared CD-ROM.

Acknowledgement:

This Installation Guide was developed by Galileo International, Customer and Sales Education.
For questions or comments, please send a message to customer.education@galileo.com

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