

1 Check your operating system

- Determine your operating system by looking at the **Start** button in the lower left corner of the screen.
- Which image looks like the one on your computer?



If you see this, you have Windows Vista or 7



If you see this, you have Windows XP



If you see this, you have Windows 2000

When given a choice in the directions, follow the instructions for your operating system (Windows 7, Windows Vista, Windows 2000 or XP).

- If TEEAL has been installed at your institution before, go to step 2. If you have never installed TEEAL before, skip to step 3.

4 Install TEEAL

Windows Vista/ Windows 7 Windows 2000 or XP

- Click the **Start** button. Choose **Computer**.
- Double-click the **TEEAL** drive.
- Scroll to the bottom and double-click **TEEAL Setup.exe**.
- Follow the setup instructions. This may take a few minutes.
- Open **My Computer** (on the Desktop or the Start menu).
- Double-click the **TEEAL** drive.
- Scroll to the bottom and double-click **TEEAL Setup.exe**.
- If you see a warning to install .NET Framework, go to Step 7 (flip this sheet over), then run Setup again.
- Follow the setup instructions.

2 Uninstall old TEEAL programs

Windows Vista/ Windows 7 Windows 2000 or XP

- Click **Start**.
- Click **Control Panel**.
- Choose **Programs**. Click **Programs and Features**.
- If you see **TEEAL for Networks** or **LanTEEAL 2.0**, click it and then click **Uninstall**.
- If Windows asks you to remove shared files, click **Yes to All**.
- Click **Start**.
- Click **Control Panel**. If you don't see it, go to **Settings**, then click **Control Panel**.
- Click **Add/Remove Programs**.
- If you see **TEEAL for Networks** or **LanTEEAL 2.0**, click it and then click **Remove**.
- If Windows asks you to remove shared files, click **Yes to All**.

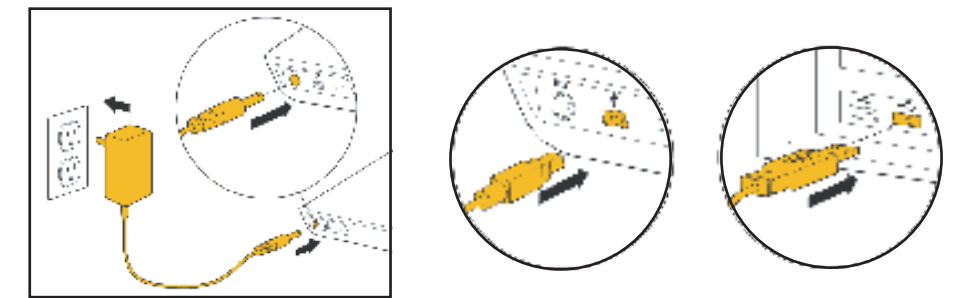
5 Run the TEEAL program

- Double-click the **TEEAL 2009** icon on your desktop. TEEAL will open in your default browser (Internet Explorer or Mozilla Firefox).
- If your firewall asks you to allow TEEAL to access the Internet, choose **Yes**.
- If Windows asks to unblock or keep blocking the program, choose **Unblock**.
- You should see the Home page of the TEEAL program. You can start searching or browsing articles right away. See Step 6 for more information.
- **Congratulations! You are done installing TEEAL!**



3 Connect the TEEAL hard drive

- Plug the power cable into the drive and into an outlet as shown. Plug the small end of the USB cable into the drive. Plug the large end of the USB cable into the computer.
- Allow up to two minutes for the computer to recognize the drive. If Autoplay begins, click **Cancel**.



6 Get started with TEEAL

- See our "Getting Started" brochure for step-by-step instructions on searching and browsing for articles.
- All articles are in PDF and open in Adobe® Reader®. If you need to install Adobe® Reader®, see Step 8 on the reverse side of this sheet.
- TEEAL can now collect user statistics! Please see Step 9 on the reverse side of this sheet.
- If you need more help setting up TEEAL, please read the provided Setup & Installation Guide.

Please turn over for more information



7 Install .NET Framework

Only follow these directions if TEEAL has prompted you to do so.

These directions are for Windows XP or Windows 2000 only. Vista users do not need to do this because .NET Framework is already part of the Vista operating system.

Windows 2000/XP

- Open **My Computer** (on the Desktop or in the Start menu). Double-click the TEEAL drive to view its contents.
- Open the **Additional Files** folder.
- Open the **Microsoft .NET Framework** folder.
- Choose your language - English, Spanish, or French.
- Choose your version of the Framework. Windows 2000 users should choose **dotnetfx2.exe**. Windows XP users should choose **dotnetfx3.exe**.
- Double-click your chosen Framework and follow the instructions. You may need to restart your computer.
- Return to **Step 4** to run TEEAL Setup.exe again.

8 Install Adobe® Reader

If you already have Adobe Reader installed, skip the steps below.

Windows Vista or 7

- Click the **Start** button. Choose **Computer**. Open the TEEAL drive.
- Open the **Additional Files** folder.
- Open the **Adobe Reader** folder.
- Double-click **Adobe Reader 9 en_US.exe**.
- Follow the setup instructions.

Windows 2000/XP

- Open **My Computer** (usually on the desktop). Open the TEEAL drive.
- Open the **Additional Files** folder.
- Open the **Adobe Reader** folder.
- Double-click **Adobe Reader 9 en_US.exe**.
- Follow the setup instructions.

9 User statistics

- TEEAL now collects statistics on article access. No personal data is recorded at any time. Statistics are recorded continuously until retrieved. **Once retrieved, the statistics file will be erased.** Recording begins again with the next article access.
- To retrieve statistics, open the TEEAL program.
- Go to **About TEEAL**.
- In the left-hand menu, choose **Contact TEEAL**.
- Click the last link, **Click here to generate user statistics file**. A box will open.
- Enter the password **t33@l** and click **OK**. After this point the file will be generated and you must save it. Save this Quickstart sheet so you can find the password again.
- You will see a Save File dialog box open. Click the **Save File** button and save it to a known location such as the Desktop.
- Attach your statistics file to an email to **teal@cornell.edu**. You may keep the file for your own analysis.