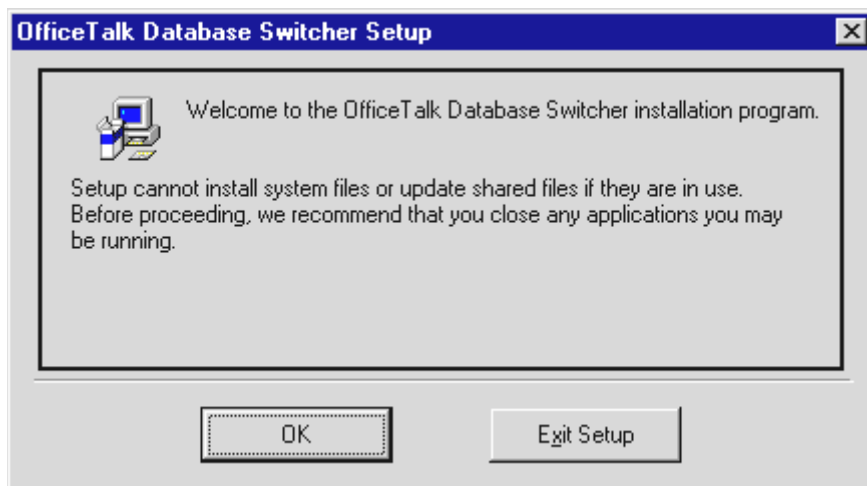# Installing The OfficeTalk Database Switcher

To Install the OfficeTalk Password follow the below steps.

Before installing the software please ensure that you have no open applications.

1. Run the D:\OTUTIL\REMOTE.\
2. The welcome screen will be displayed, click on 'OK' to continue.

Welcome Screen

3. The install screen will now be displayed, to install to the default directory click on the install button otherwise choose a different path by selecting 'Change Directory'.
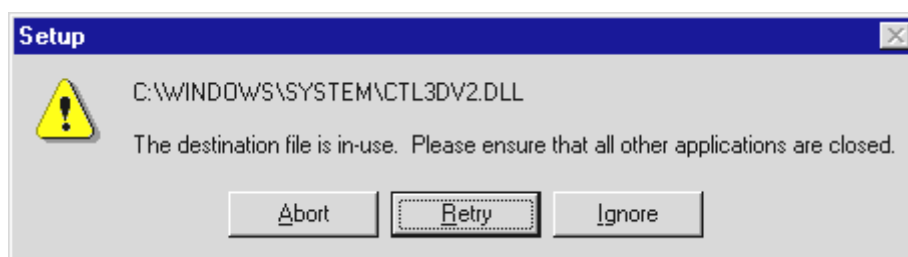

Install Button

The OfficeTalk Data Access Toolkit will now be installed to the chosen path, and a program item will be created in the OfficeTalk group. To run the OfficeTalk Data Access Toolkit double click on the program item called 'OfficeTalk Data Access Toolkit'.

Troubleshooting

During the installation the below screen or one similar may be displayed. If so select 'Ignore', as the file setup is attempting to overwrite cannot be overwritten, but it should be capable of using it.
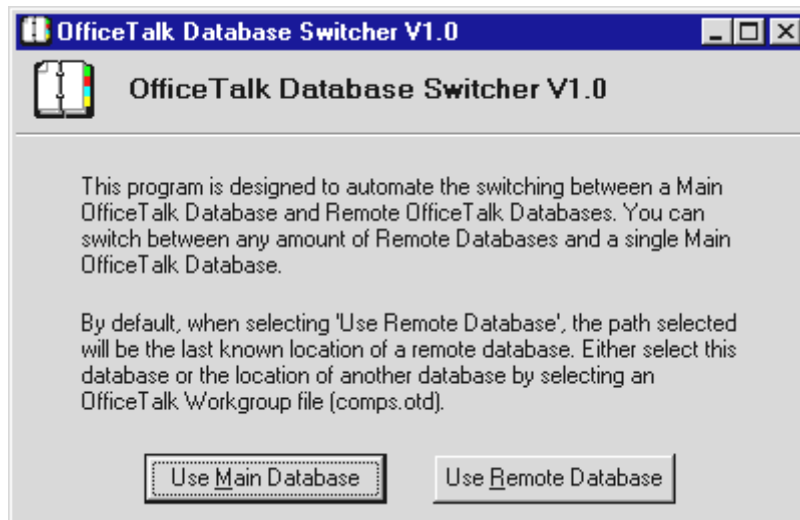

Installation Error Message

Running the OfficeTalk Database Switcher

1. Click on the OfficeTalk Database Switcher icon
2. The following screen will appear.

OfficeTalk Database Switcher dialog box

3. If you are running Remote and wish to return to the main database without updating the main database, press **Use Main Database.** When you load OfficeTalk you will be logged onto your main database. **Note:** Once you perform this procedure you will only be able to read data from the remote database (using the Database Switcher) and will not be able to use the Work Online function.
4. If you wish to read information held in a OfficeTalk Remote database held on your machine press **Use Remote Database**. You will be presented with a dialog box and the path of your last remote session. If you wish to view another database, select a different directory and select the appropriate comps.otd file. Press OK. When you fire up OfficeTalk you will be logged into the remote database. You will only be able to read the data in the remote database as the Work Online function will not update your database