

quick start

LAPLINK
GOLD

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SpeedSync™ U.S. Patent Number 5,446,888

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LapLink® Gold

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LapLink® Gold Quick Start Guide

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Welcome to LapLink Gold

With LapLink Gold's award-winning remote control, file transfer, and chat features, you can access e-mail, files, and office network resources when you're on the road, work with computer users at other locations, schedule file transfers, print documents to a remote printer, and more. LapLink offers you a variety of reliable, easy-to-use options for connecting; simply choose the option that is appropriate for the resources available on your computer and the computer you want to connect to. To learn more about LapLink, see the online user's guide and Help.

- For more information about connecting to another computer, see page 12.

Whether you're on the road, at home, or in the office, LapLink Gold lets you work faster, easier, and smarter than ever by providing safe and reliable remote access.

Using LapLink Gold to connect to another LapLink computer is easy. Depending on the resources available on your computer and the computer you want to connect to, you can connect using:

- a modem
- a serial, parallel, or Universal Serial Bus (USB) Network cable
- a wireless connection, including Fast Infrared (FIR) connection
- the Internet
- a local (IPX) network, such as Novell
- a TCP/IP network
- a CAPI/ISDN 2.0 device

Once you're connected, you're ready to use LapLink's powerful features.

- **Remote Control** lets you use your computer to perform tasks on another computer.
- **File Transfer** lets you move and copy files between computers, specify *how* files should be moved and copied, and synchronize the files in folders on two computers automatically.
- **Print Redirection** lets you print a remote document at your site or use a remote printer to print a local document.
- **Text Chat** and **Voice Chat** let you communicate with other users by exchanging text messages or talking over a connection between two sound-enabled computers.

Learning more about LapLink Gold: online user's guide and Help

You can learn about LapLink Gold through the online user's guide and Help. The online user's guide is available in Adobe Acrobat format on the LapLink Gold CD-ROM (or from your Web download directory if you've downloaded LapLink Gold from the Web). Adobe Acrobat is available on the LapLink Gold CD-ROM.

To view the online user's guide:

- 1 Start the LapLink Welcome screen by inserting the LapLink Gold CD-ROM in your CD-ROM drive.

- To download LapLink documentation from the Web, go to <http://www.laplink.com/products/lGold/docs.asp>

- To download Adobe Acrobat Reader from the Web, go to <http://www.adobe.com>

2 Click View Documentation on the LapLink Welcome screen.

The guide immediately opens in Acrobat Reader.

LapLink Gold also features an online Help system to assist you as you use LapLink. Help is available through the LapLink Help menu; it includes:

Searchable Help documentation Browse Help, and use the Help Index and Find features to search for specific information. On the LapLink Help menu, click Help Topics.

Troubleshooters Specify the problem you are having, and troubleshooters walk you through a series of possible solutions. In Help, double-click the Troubleshooting book.

Quick Steps Quick Steps appear when you open a dialog box in LapLink and give you information to help you complete the dialog box.

What's This Help Use the What's This Help to get information about dialog box items. Click the question mark in the upper right hand corner of the dialog box, and then click the item you want help with.

F1 Help To get immediate help for an item on a menu, highlight the menu item and press the F1 key.

Getting more information about LapLink

Visit LapLink Technical Support at www.laplink.com/support/. Visit www.laplink.com/world/ for international support.

What's new in LapLink Gold

The USB Network cable from LapLink supports Windows 98, Windows 2000 and Windows Me. Use this cable to connect two computers and transfer files at speeds up to five megabits per second. These speeds are up to five times faster than a parallel cable and up to seven times faster than a serial cable. For example, you could transfer 500MB of data in 14 minutes.

For information about installing the USB Network cable driver, see the instructions included on the CD-ROM with the cable driver.

If you have an older LapLink USB cable, you can use it with Windows 98 and certain versions of Windows 95. Visit www.LapLink.com/support for details.

To connect to another computer by USB Network cable:

- 1 Click the Connect button on the LinkBar, and then click USB Network.

The Network dialog box appears.

- 2 On the Available Now tab, click the name of the computer you want to connect to, and then click OK.

If you are prompted for a log-in name and password, see page 10 for information about setting security and allowing others to connect.

Using passwords in LapLink Gold

Passwords in LapLink Gold are case-sensitive. This means that LapLink distinguishes between uppercase and lowercase letters, such as “A” and “a.” When you create a new password, you can type it in all UPPERCASE, all lowercase, or MiXeD CaSe.

Passwords in versions of LapLink older than LapLink 2000 are *not* case-sensitive. Thus, if you are upgrading to LapLink Gold from an older version of LapLink (such as LapLink Tech, LapLink Pro, or LapLink 7.5 or older), or if you plan to connect to computers that are running an older version, take the following steps to ensure that password-protected connections and features can be accessed.

- In your Address Book and Log-in List, retype the passwords for computers that are running an older version of LapLink in all UPPERCASE.

Passwords in versions of LapLink older than LapLink 2000 are not case-sensitive; they are always transmitted in uppercase format *regardless* of whether they were typed in uppercase when they were created. Therefore, in order for an older version of LapLink to recognize a password, or for LapLink Gold to recognize a password transmitted by an older version, the password must be typed in uppercase.

- If prompted to enter a password when connecting to a computer that is running an older version of LapLink, type the password in all UPPERCASE.
- When prompted to enter a local security password, type that password *exactly* as you typed it on the Local Security tab in the Security dialog box, using uppercase and lowercase as appropriate.

- Passwords must be 4-10 characters long. They can include letters, numbers, symbols, and spaces; spaces, however, cannot be at the beginning or end of the password.

- For more information about updating your Address Book and Log-in List, see the online user's guide and Help.

Installing LapLink Gold

Before you install LapLink Gold, make sure you have what you need to use the program on the computers you want to connect. Once you've verified your setup, you're ready to install LapLink. LapLink must be installed on both computers you want to connect.

General requirements for each computer

- Microsoft Windows 95, 98, 2000, Me, or NT 4.0
- Intel or Intel-compatible 486/100 processor (or better)
- 16 MB of memory (24 MB recommended)
- 15 MB of available hard disk space (for a complete installation)
- Microsoft mouse or compatible pointing device

Requirements for modem communication

- **Windows 95/98/Me:** Windows- or Hayes-compatible modem
- **Windows NT/2000:** Modem set up in Windows NT/2000 (with TAPI)

Requirements for network communication

- **For IPX connections:** Microsoft IPX-compatible protocol configured for a network adapter
- **For TCP/IP connections:** Microsoft TCP/IP-compatible protocol configured for a network adapter
- The network must function correctly without NetBEUI protocol installed

Requirements for Dial-Up Networking communication

- **Guest computer:** Dial-Up Networking feature of Windows installed, with a Dial-Up Networking connection to the dial-up server
- **Host computer:** Running a dial-up server program, or accessible via a dedicated dial-up server that supports incoming Dial-Up Networking connections

Requirements for LinkToNet communication

- **Guest computer:** Dial-Up Networking configured with TCP/IP
- **Host computer:** An Ethernet or Token Ring network connection using a Microsoft TCP/IP stack and a modem or other TAPI device

Requirements for cable communication

- **For USB connections:** A LapLink USB Network cable and a USB port on each computer. (*The Laplink USB Network cable supports Windows 98, Windows 2000, and Windows Me.*)

- Dedicated dial-up servers include Novell NetWare Connect and Shiva NetModem.

- **For serial connections:** A LapLink serial cable and an RS-232 serial (COM) port on each computer.
- **For parallel connections** (*Windows 95/98 and Windows Me*): A LapLink parallel cable and a parallel (printer) port on each computer, or a Direct-Parallel Universal cable and an Extended Capabilities Port (ECP) on each computer

- To purchase cables, visit www.laplink.com or a LapLink reseller.

Requirements for wireless communication (Windows 95/98 and Me)

- Infrared devices include:
 - Ports and devices supported by the Windows Infrared communications driver (IrDA) 1.0 or 2.0 (driver installed on both computers)
 - Devices such as the Extended Systems JetEye Infrared PC Interface (baud-switchable only), configured to work in LapLink
 - Built-in infrared devices, including Fast Infrared (FIR)

- In LapLink, wireless connections are short-range, usually between two infrared devices. If you are using a cellular modem, connect using Connect over Modem. If you are using a wireless LAN adapter, connect using Connect over Network.

Requirements for CAPI 2.0/ISDN communication

- An ISDN line and ISDN adapter with a CAPI 2.0-compliant driver on both ends of the connection

Requirements for Voice Chat (must be installed on each computer)

- A sound card or sound device, speakers or headphones, and a microphone (A full duplex sound card driver is recommended.)

Installing LapLink Gold

To install LapLink Gold:

- 1 Insert the LapLink CD-ROM in a CD-ROM drive or, if you downloaded LapLink from the Web, double-click the Welcome.exe file in the folder where you downloaded LapLink.
- 2 Click Install LapLink Gold, and follow the instructions on the screen.
When prompted, be sure to use names that clearly describe each computer.

- If the LapLink Welcome screen does not appear, open Windows Explorer and double-click Startup.exe on the LapLink CD-ROM.

To install the LapLink USB Network Cable Driver:

- On the LapLink Gold Welcome screen, click Install USB Network Cable Driver, and follow the instructions on the screen.

- You must install the LapLink USB Network Driver before you connect the LapLink USB Network cable to your computer.

Getting started: setting security and allowing others to connect

After you install LapLink Gold, you can make outgoing connections to other computers, but other computers cannot open incoming connections to yours except by cable or wireless. To allow incoming connections, change the security setup by creating one or more entries in the Log-in List or by allowing public access. You can restrict user access as necessary, specifying who can connect to your computer and what they can see and do once connected.

- To set up security for cable and wireless connections, click the Enforce Security option on the Local Security tab. For more information, see the online user's guide and Help.

The safest way to allow incoming connections is to set up password-protected access through the Log-in List. However, you can also set up your computer as a public system, open to anyone who can connect.

Once you've configured your security setup, users can access your computer using a modem, network, CAPI 2.0/ISDN device, or the Internet. You won't need to modify this setup unless your security needs change.

Allowing others to connect to your computer

To specify who can connect to your computer:

- 1 Click the Security button on the LinkBar.
- 2 On the General tab, click Log-in List Only (Protected System).
- 3 Click the Log-in List button, and then click the Add button.
- 4 On the General tab, type the log-in name and password the user must provide to connect to your computer.
- 5 Under Services, check the services that you want to make available to the user, such as Remote Control and File Transfer.
- 6 If you've checked Remote Control as an available service, check the appropriate options under Locking Permissions to indicate whether the user can blank your computer screen and disable its mouse and keyboard.
- 7 Specify any additional user access restrictions and preferences on the Folder Security, Modem Callback, and LinkToNet tabs.
- 8 Click OK to add this person to your Log-in List.

A LapLink user can now connect to your computer by typing the log-in name and password you specified.

You can also open your computer to connections from *any* LapLink user if you choose. Though public users do not need to enter a password to access your computer, you *can* limit what they can see and do.

To allow public access to your computer:

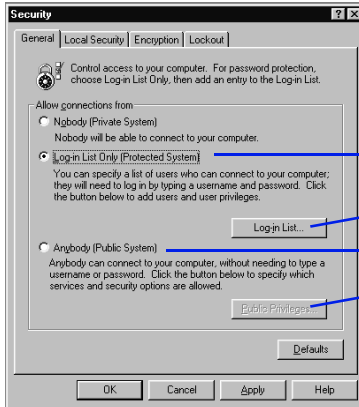
- 1 Click the Security button on the LinkBar.

- For more information about selecting options on the Folder Security, Modem Callback, and LinkToNet tabs, see the online user's guide and Help.

Setting up security in LapLink



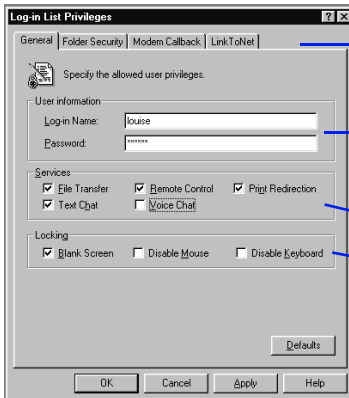
To set up security, click the Security button on the LinkBar.



Click Log-In List Only (Protected System) to allow only people with names and passwords you've specified to log in to your computer. Then, click the Log-in List button to enter log-in information and user restrictions.

Or click Anybody (Public System) to allow access to your computer without password protection, and then click the Public Privileges button to specify what users can see and do.

Adding someone to the Log-in List



To specify additional restrictions and connection preferences for this user, click the appropriate tab.

Type a log-in name and password for the remote user. The remote user will have to type this when connecting.

Specify the services the remote user can use.

If you allow Remote Control, specify whether you allow blanking of your computer screen and locking of your keyboard and mouse.

- 2 On the General tab, click Anyone (Public System).
- 3 Click the Public Privileges button.
- 4 On the General tab, check the services and locking privileges you want to grant to public users.
- 5 To limit public access to particular drives and folders, click the Folder Security tab.
- 6 Click OK.

Deciding how to connect to another computer

LapLink Gold gives you a variety of options for connecting to another computer. To choose the appropriate option, determine what resources are available on the local and remote computers.

- For instructions on how to connect to another computer, see page 14.

Before you can use LapLink Gold to connect to another computer, you must determine how to make that connection using the resources available to the two computers.

For example, if both computers have Internet access, you can connect over the Internet. If one computer has a modem and the other has a modem and network access, you can connect over a modem line, or you can use LinkToNet to dial in to the modem and connect to any LapLink computer on the network.

LapLink gives you a variety of options for connecting to another computer. Which method you choose depends on the resources available to both your computer and the computer you want to connect to.

Connecting over the Internet

- For instructions on how to configure LapLink to work through a firewall, visit www.laplink.com/support and search using the keyword “firewall.”

Can you connect to the Internet on the local computer?	Then connect to another LapLink computer over the Internet this way:
Yes	Connect to the Internet as usual, and then use Connect over Internet in LapLink.
No, but the office has a direct connection to the Internet.	<ul style="list-style-type: none"> Set up an office computer as a LinkToNet host. Use Connect Over LinkToNet to dial in to the modem on that computer and connect to any LapLink computer over the office Internet connection. <i>Or</i> use Connect Over Dial-Up Networking to dial in to a network server and connect over the office Internet connection.

Connecting over modems, networks, cables, and wireless devices

With this available on the local computer	And this available on the remote computer	Connect to another LapLink computer this way:
modem	modem	Use Connect over Modem and dial in to the modem on the remote computer.
modem	modem and network	<ul style="list-style-type: none"> Set up the remote computer as a LinkTo-Net host. Use Connect Over LinkTo-Net to dial in to that computer's modem and connect to any LapLink computer on the network. <i>Or</i> use Connect over Modem to connect directly to the remote computer and access all of the network resources available to that computer.
modem	network with a dial-up server	Use Connect Over Dial-Up Networking to dial in to the dial-up server and connect to any LapLink computer on the network.
network	network	Use Connect over Network .
parallel or serial port	parallel or serial port	Attach a LapLink parallel or serial cable to each computer. The connection opens automatically. (<i>Parallel connections are available in Windows 95/98 and Windows Me.</i>)
USB port	USB port	Attach a USB Network cable to each computer. Use Connect over USB Network to select the attached computer. (<i>If you have an older LapLink USB cable, you can use it with Windows 98 and certain versions of Windows 95. Visit www.laplink.com/support for details.</i>)
wireless device	wireless device	The connection opens automatically as soon as the devices come within range of each other. (<i>Wireless connections are available in Windows 95/98 and Windows Me.</i>)

Connecting to another computer

To use **LapLink Gold**, you must first connect to another computer that is also running LapLink. Click the Connect button on the LapLink LinkBar and then specify how you want to connect. Then, provide the connection information.

- To determine the best way to connect to another computer, see page 12.

- Not all connections are supported in all versions of Windows; see page 8 for details.

- Dial-Up Networking and LinkToNet both give dial-up access to a network from outside the office. With Dial-Up Networking, you dial in to a network server instead of a LinkToNet host.

- When you click Connect Over USB Network, the Network dialog box appears.

Important: Before you can connect to another computer, both computers must be running LapLink, and the connection method you want to use (such as modem or network) must be active and available. You may also need to know a log-in name and password in order to connect.

Making a connection

How your computer connects to another computer depends on the resources available to the two computers. Determine what types of connections each computer is able to make, and then select the appropriate connection option.

To connect to another computer:

- 1 Click the Connect button on the LinkBar, and then click the connection method you want to use.
- 2 Under Services, check the services you want to open when you connect. (You must check at least one service.)
- 3 Specify how to connect as described below:

Modem Use this method for modem-to-modem connections. Click Manual Dial and type the dialing information for the remote computer, or click an existing connection name. Click Dial.

Dial-Up Networking Use this method to connect to a network with a dial-up server using a modem.

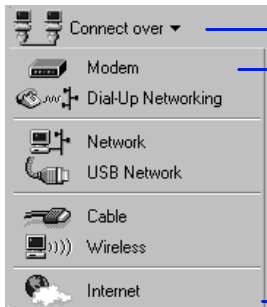
Click the Dial-Up Networking connection you want to use and choose the appropriate dial-up networking options. Click Dial to dial your modem. Once you've connected, LapLink asks you to specify which LapLink computer on the network you want to connect to.

Network Use this method to connect to a computer on the same network. Choose a computer on the network by clicking the computer name.

You can also connect to a computer by typing its TCP/IP address; click the TCP/IP Addresses tab, click Manual Connect, and type the TCP/IP address. Click OK.

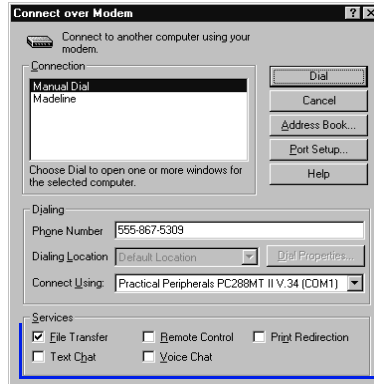
USB Network Cable Use this method for computers connected by the USB Network cable. Click Connect Over USB Network.

Connecting in LapLink Gold



First, click the Connect Over button.

Then, click the connection method you want to use. (These can vary depending on your computer setup.)



The Connect dialog box looks different depending on the method you use to connect.

If necessary, change any of the connection information.

Check the services you want to open when you make the connection.

Cable Use this method for computers connected by a cable. The computer connected to your computer by cable is listed in the Connection list. Click the computer name and click OK.

Wireless Use this method to connect computers that have infrared wireless devices and are in range of each other. If a computer with a wireless device is in range of your computer, it is listed in the Connection list. Click the computer name and click OK.

Internet Use this method if both computers have Internet access. Click Manual Dial and type the remote computer's Internet address (which must be published on the host's Internet directory server), or click an existing connection name. Click OK.

LinkToNet Use this method to connect to an office network and Internet connection with a modem. Click the type of LinkToNet connection that you want to make and follow the instructions on the screen to set up a first-time LinkToNet connection.

Note that the network computer must be enabled as a LinkToNet host to receive incoming connections, and the LapLink security setup of the LinkToNet host must be changed to allow LinkToNet connections.

- 4 If prompted, type your log-in name and password. The connection is made, and the services you selected are opened if the remote computer is set up to allow you to access those services.

- If you can't connect, make sure that the other computer is running LapLink, is set up to let you connect, and that it allows the services that you requested. For troubleshooting information, see the online user's guide and Help.

Connecting by cable

To connect two computers by LapLink cable, attach the cable (serial, parallel, or USB Network) to both computers and start LapLink on both computers.

Choose the type of cable—serial, parallel, or USB Network—based on the cables and ports you have available and the operating systems running on both machines.

Ports are the connectors to which you attach cables and peripherals (like printers and external modems). To find out which types of ports are available on the computers you want to connect, consult the documentation or Windows Device Manager for each computer.

Once you decide which kind of cable connection you'll use, plug a LapLink cable into both computers. Attach a LapLink serial cable to a serial port on each computer, a LapLink parallel cable to a parallel port on each computer, or a LapLink USB Network cable to a USB port or USB "hub" device on each computer.

Before you connect by cable

- Run LapLink on both computers.
- Attach an end of the LapLink cable to each computer.
- Ensure that the proper port (serial, parallel, or USB) is enabled in LapLink on both computers.

To enable a port on a computer, click the Options menu, and then click Port Setup. Under Port Settings, highlight the port you want to enable, and then check the Enable Port box.

- The new LapLink USB Network cable does not require you to enable a port.

Cables to use for LapLink connections

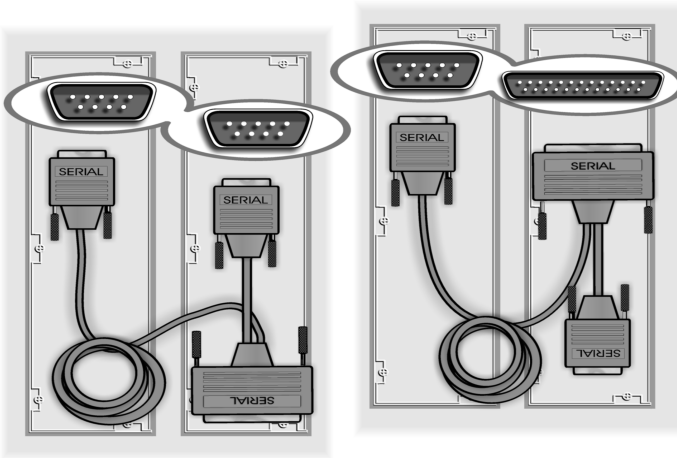
For a serial, parallel, or USB Network cable connection, use a LapLink cable. LapLink cables are available from LapLink.com.

- If you are using the new USB Network cable, see the Network section in the LapLink Gold User's Guide.

If there is more than one type of cable port available to you, remember that USB and parallel cable connections are the fastest. USB cables can transfer data up to seven times faster than serial cables.

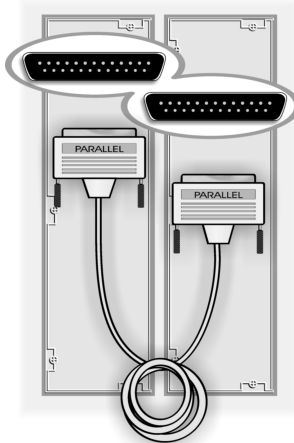
In addition, you can attach a USB cable to any USB peripheral that incorporates a "hub" to which other devices can be connected. This feature lets you use more than one USB-compatible device at a time.

Connecting by cable: serial, parallel, and USB



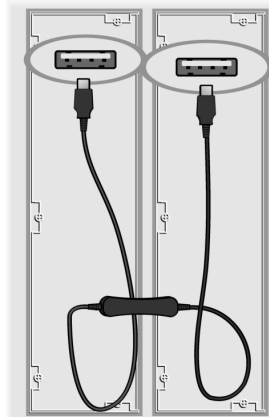
Serial cable: Note that the blue LapLink serial cable has two connectors (one large, one small) at one end, but you only need to connect one of these two connectors to a computer. Which one you use depends on the ports that are available.

Use the larger connector if one of the computers has a 25-pin serial port. Otherwise, use the smaller connector. Make sure that one end of the serial cable is attached to a serial port on each computer.



Parallel cable: Attach one end of the yellow LapLink parallel cable to a parallel port on each computer.

Parallel cable connections are not available in Windows NT or Windows 2000.



USB Network cable: Attach one end of the gold LapLink USB Network cable to a USB port or USB hub on each computer.

You must install the USB Network cable driver before you attach the USB Network cable to your computer.

Connecting to another computer by cable

When you start LapLink on two computers that are connected by a cable, LapLink connects the computers automatically. If necessary, you can also open a cable connection to another computer manually.

To manually connect to another computer by cable:

- 1 Click the Connect button on the LinkBar, and then click Cable.
- 2 In the Connection list, click the name of the computer you want to connect to.
- 3 Under Services, check the services you want to use, and click OK.

- If AutoConnect is enabled but the connection does not open automatically, click Port Setup on the Options menu and verify that the appropriate port (COM, LPT, or USB) is enabled for cable.

Controlling a remote computer

Remote Control lets you use your computer to perform tasks on another computer. When you connect to the remote computer, you become a Remote Control guest and the remote computer becomes the host. When you're connected to a Remote Control host, you can lock the host's keyboard and mouse and blank the host screen; you can also reboot the host. To add more security to your remote control session, you can start LapLink before you log on to Windows.

You can remotely control another computer (be a guest), or let another computer running LapLink control your computer (be a host).

Acting as a guest When you're a guest, the host appears on your screen in a Remote Control window within LapLink. You can use your mouse and keyboard to work on the host computer.

Acting as a host When your computer is a Remote Control host, other people with access rights to your computer can connect to and work on your computer. To act as a host, your computer needs to be running LapLink and to be set up to allow others to connect.

You can open a Remote Control window while connecting or after a connection is opened.

- To open a Remote Control window while connecting, click the Connect button on the LinkBar, and then click Modem, Network, or some other mode of connecting. Under Services, check Remote Control.
- To open a Remote Control window after connecting, click the Remote Control button on the LinkBar, or click Open Remote Control on the Window menu.

Locking and blanking the host computer

- To permit locking and blanking on the host, change the Locking options in the Security dialog box on the host computer.

When you control a computer, you can lock the computer's keyboard and mouse and blank the computer screen. This prevents people from working on the host system or from viewing your work. You must set up the host computer to allow locking and blanking.

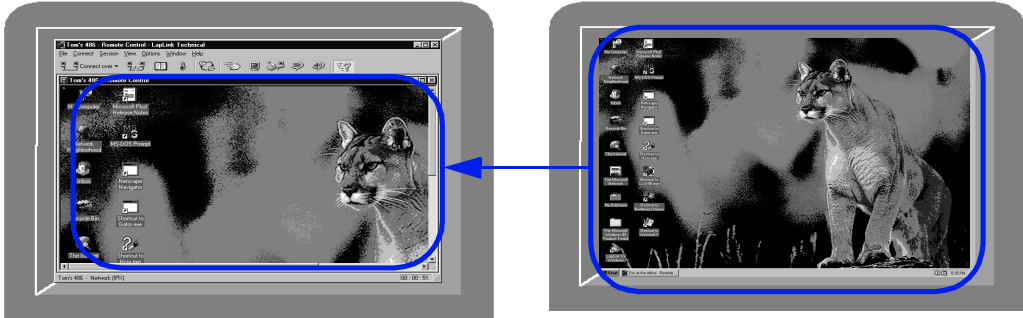
With the permission of the host computer, you can:

Lock the host keyboard Prevents anyone from typing on the host computer's keyboard while you're connected.

Lock the host mouse Prevents anyone from using the mouse on the host computer while you're connected.

Blank the host screen Blanks the host's screen, preventing someone at the host computer from watching what you do while connected.

Controlling a remote computer



Remote Control guest

Remote Control host

When you use Remote Control, the entire desktop of the remote computer is shown in LapLink. You can then work on that computer as if you were right in front of it. (To alternate between a window view and a full-screen view of the host, press CTRL+SHIFT+F.)

To lock and blank the host computer after connecting, click Blank Screen, Lock Host Mouse, or Lock Host Keyboard on the Session menu. If these options are not available, the host computer might not be set up to allow locking and blanking.

Rebooting the host computer

You can reboot a computer you're controlling if the host computer is set up to let you do this. For example, you might want to restart a host computer to put into effect changes you have made on that computer or to recover from problems with a program on that computer.

To reboot the host computer from the guest:

- On the Session menu, click Reboot Host.

- To permit rebooting, change the rebooting option in the Remote Control Options dialog box on the host computer.

Additional security: starting LapLink before the Windows logon

You can require someone who wants to access your computer as a guest to type a Windows user name and password. To do this, set up LapLink to start before you log on to Windows.

To start LapLink before logging on to Windows:

- 1 Click Program Options on the Options menu.
- 2 Click the Advanced tab.
- 3 Check the Always Start LapLink Before Windows Logon Prompt box, and then click OK.

- When using LapLink on Windows NT or Windows 2000, Remote Control guests must log on by clicking Send CTRL+ALT+DELETE to Host on the guest computer's Session menu, or pressing CTRL+SHIFT+D.

Transferring files and printing over a LapLink connection

Once you have connected to another computer, you can transfer files between computers and use Xchange Agent to synchronize folders and files on both computers. You can also print a file on a remote computer to your local printer or print a file on your computer to a remote printer.

Transferring files

When you connect to another computer and open File Transfer, you can transfer files and folders between that computer and your computer.

To start File Transfer and select the items you want to transfer:

- 1 Click the File Transfer button on the LinkBar, or click Open File Transfer on the Window menu.

Two File Transfer windows appear, one for the remote computer, and one for your computer. In these windows, you can view the files on both computers.

- 2 On the left side of the File Transfer window for the computer you want to copy or move a file from, click the drive and folder in which the file is located.
- 3 On the right side of that window, click the folder or file you want to transfer.

- To select more than one item, hold down CTRL as you click each item.
- To select two or more items listed next to each other, click the first item and press SHIFT while you click the last item.

To drag and drop the selected files:

- 1 Drag the files to the target.
 - To copy the files, hold down CTRL and your left mouse button as you drag them to the target folder.
 - To move the files, hold down SHIFT and your left mouse button as you drag them to the target folder.
- 2 In the File Copy or File Move dialog box, do any of the following:
 - Under To, verify the target, and change it if necessary.
 - Under Options, check or clear the options as needed. For more information, see the online Help.
- 3 Click OK.

- To distinguish between the two File Transfer windows, look for the computer name in the title bar at the top of each window.

- Another way to select a group of files or folders is to click the right corner of the group and drag to the opposite corner, forming a selection box.

- To set preferences for copying and moving, use the File Transfer Options dialog box; for more information, see the online Help.

LapLink's Xchange Agent, Clone Folder, and SmartXchange features automate the process of keeping the files on two computers in sync. You can use these features to ensure that the most recent versions of the files and folders you specify are saved to both computers.

Printing over a LapLink connection

Use Print Redirection to send a document from the computer at one end of the connection to a printer at the other end.

- **Print from remote to local** While using Remote Control to view and operate another computer, you can send a document from that computer to a printer at your location.
- **Print from local to remote** When connected to another LapLink computer, you can print a document from your computer to a printer at the remote location.

To print a document over a LapLink connection, choose the Print command in the program in which you have prepared the document, and then choose a printer at the opposite end of the connection.

Before using Print Redirection, you must add a printer driver to the computer you want to print from. (Add the driver to the computer that *doesn't* have the destination printer attached to it.)

You can add a printer driver during LapLink installation or use the Print Redirection Setup wizard after installation.

- To set up a printer after LapLink installation, click Print Redirection Options on the Options menu, and then click the Setup button to start the Print Redirection Setup wizard.

- For more information about Xchange Agent, Clone Folder, and SmartXchange, see the online user's guide and Help.

- You may need your Windows CD-ROM or printer disks to install the printer driver.

Talking over a LapLink connection: Text Chat and Voice Chat

Using **Text Chat** or **Voice Chat**, you can communicate with someone at the other end of your LapLink connection. Text Chat lets you exchange typed messages with the other person, while Voice Chat lets you speak to the person.

Using Text Chat

You can use Text Chat to exchange typed messages with a person at the other end of your LapLink connection.

A Text Chat window consists of two parts:

- The upper part displays the messages you have sent to the remote user as well as those the remote user has sent to you. Each message is identified by the name of the computer from which it was sent.
- The lower part serves as a note pad on which you write your messages. It clears each time you send a message.

To send a message to the remote user:

- 1 Click the Text Chat button on the LinkBar, or click Open Text Chat on the Window menu.
- 2 Click the Text Chat window.
- 3 Type your message.

Avoid pressing ENTER while you are typing your message. To start a new paragraph, press CTRL+ENTER.

- 4 Press ENTER.

Using Voice Chat

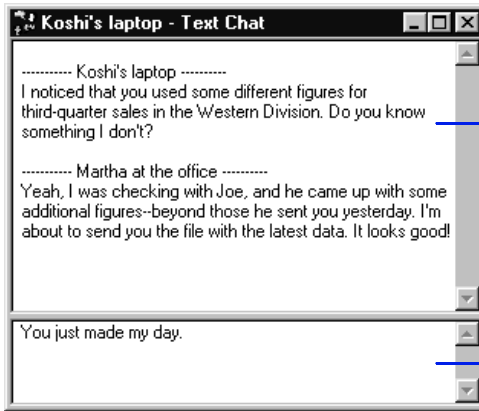
Use Voice Chat to talk to someone you're connected to over LapLink while using other LapLink services like File Transfer. To use Voice Chat, you and the person at the end of the LapLink connection must both have computers that are capable of recording and playing sound.

To talk to someone over Voice Chat:

- Click the Open Voice Chat button on the LinkBar, or click Open Voice Chat on the Window menu.

LapLink “calls” the person at the other end of the connection and asks if he or she wants to talk to you. If the person accepts the Voice Chat connection, a Voice Chat window opens, and you can begin talking to the other person. Speak into the microphone and listen through headphones or speakers.

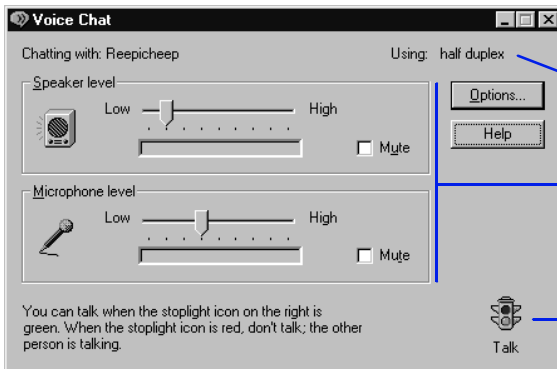
Using Text Chat



Read the messages from the remote computer—as well as your own—in the upper part of the Text Chat window.

Type your messages in the lower part. Press ENTER to send.

Using Voice Chat



The Voice Chat window appears while you're connected.

How you communicate over the connection depends on whether the current conversation is using half duplex or full duplex.

During a conversation, you can adjust your speaker and microphone and mute them, if necessary.

When you're using half duplex, watch the icon to determine when to talk.

Depending on the configuration of the sound card in both computers, your voice and the voice of the other user may be transmitted simultaneously, as if you were using a telephone (**full duplex**), or alternately, as if you were using a walkie-talkie (**half duplex**).

- The lower bandwidth of slow connections may prevent the use of full duplex.

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