



INSTALL GUIDE: Installing Amicus Attorney V+ Client/Server Edition

This document contains instructions for firms installing Amicus Attorney V+ Client/Server Edition for the first time.

There are three main parts to installing the Client/Server Edition. You must first install Amicus Administrator, which controls all the Team data and resources. Secondly, you must add users that will be a part of the Amicus Attorney Team. Thirdly, you must install each Team Member's copy of Amicus Attorney at his or her individual workstation. Afterward, you may optionally install the Secondary Office at remote workstations.

The Client/Server Edition of Amicus Attorney runs either on a Microsoft Windows network or on a Novell NetWare network. There are two options available for a Windows network. See below.

Microsoft Windows install options

Embedded Install: This option installs both Amicus Administrator and the Team Database as a single component running on the same server. Amicus Administrator links the communications between the Team members and the Team Database. The Amicus Administrator application must be running at all times. By default, Amicus Administrator and the Team Database are installed to the TEAM50 folder.

Split Install: This option installs Amicus Administrator and the Team Database as two separate components. Amicus Server then controls access to the Team Database by both Amicus Administrator and Team Members. The Amicus Server links the communications between the Team Members, Amicus Administrator, and the Team Database, and must be running at all times for the Team Members to communicate with the Team Database. The Amicus Administrator can be installed on the same server, or on a separate Windows workstation computer. By default, Amicus Administrator is installed to the ADMIN50 folder and the Team Database is installed to the TEAM50 folder.

This option allows you to run the Amicus Server (Team Database) as a Service on Windows 2000 or higher. For more information about enabling the Amicus Server as a service on Windows, refer to the "Running Amicus Server as a Service", available in the Technical Resource Guide section of our website.

NOTE: The Split Install option should only be performed by an Amicus Certified Consultant or by an experienced Network Administrator.

Novell NetWare install option

The Novell install option installs Amicus Administrator on a Windows workstation and the Amicus Server (Team Database) to your Novell server.

1. Installing Amicus Administrator

IMPORTANT NOTES TO CONSIDER BEFORE INSTALLING:

- Before you install any Team Member's copy of Amicus Attorney, the Amicus Administrator application program must be installed on the computer that will act as the Team's file server. You do not need to install any other copies of Amicus Administrator, and you do not need to use the CD after this one installation. This installation includes the Setup program that Team Members will need to run in order to update their copies of Amicus Attorney.
- Amicus Attorney Client/Server Edition requires a TCP/IP Network Protocol connection for each Team Member workstation connected to the main server.

1 Close any running programs. If other applications are running during the installation of Amicus Attorney, the installation might fail.

2 Insert the CD into the CD-ROM drive of the computer that you would like to act as host to the Amicus Administrator program.

The Setup program should start automatically. If not, click the Start button and choose Run. In the Run dialog, type the following:

[CD-ROM drive letter] : \Setup.exe

3 In the Amicus Attorney Install Options dialog that appears, select the "Administrator and Network Installer" option and click Start to begin.

4 Complete the dialogs as instructed. Note the following points:

- We recommend that you select the document format(s) suitable for your word processor and/or document automation program to ensure that the appropriate sample templates are copied to the TEAM50 folder. These sample documents are helpful for setting up your own custom Master Document templates. (This does not affect Amicus Assembly—it is relevant only for the standard document templates.)
- *If you indicated that you are a HotDocs user, sample HotDocs 5 Master Documents will be installed. In addition, sample Master Documents for HotDocs 6 are available on your Amicus Attorney CD—to obtain them, you must copy them from*
... \Team50 \Extras \HotDocs 6 \Word and/or
... \Team50 \Extras \HotDocs 6 \WordPerfect to the
... \Team50 \Template \Document folder on your computer.
- *If you have PCLaw 5.4 or earlier and chose to install the PCLaw link, the installation screen for it will appear. Although you will be prompted to restart your computer for the settings to take effect, DO NOT do so until you have completed the full Amicus Attorney installation.*
- *If you are installing the Novell version, or the Windows version where Amicus Administrator and the Team Database files are installed separately, you will see a reminder telling you to start the Amicus Server before starting Amicus Administrator. If*

you are installing the Novell version, write down the command line listed in this dialog box. You will need it to be able to start your server. This command is also saved within the `NLMFairComloader.txt` file in the `C:\` drive of the computer on which you installed the Amicus Attorney CD.

- 5 When the installation is complete, you will be notified that the Amicus Attorney files were successfully installed. Click Finish.
- 6 A ReadMe appears. Read the contents of this document carefully.

2. Adding Team Members (users)

- 1 Launch Amicus Administrator.
- 2 *If you are running the Novell version, or the Windows version where Amicus Administrator and the Team Database files are installed separately*, you will first need to start the Amicus Server. Go to the computer that is hosting your Team Database files:
 - *If you are running the Windows installation*, locate the `AmicusServer.exe` file within the `...\TEAM50\DATABASE` folder. Create a shortcut for it and place it on your desktop for future use.
 - *If you are running the Novell installation*, type the command you noted during the Amicus Administrator installation at the command prompt. After you start Amicus Administrator for the first time, your Novell server will start the Amicus Server automatically every time it is reset. You will no longer need to enter the command to start it.
- 3 Choose Users > User Management > Add/Remove.
- 4 Click the Add New User button.
- 5 Type the new Team Member's name and initials in the text boxes.

Make sure that the user's timekeeper designation is correct. Team Members are classified as either timekeepers or non-timekeepers. Timekeepers are those who track their own time using time entries. All other Team Members are non-timekeepers. To change the user's designation, click the Timekeeper checkbox.

NOTE: If you wish, you can create the new User's Profile at this time by clicking the "View Profile For This User" button.
- 6 Click on Save Changes to this User.
- 7 Repeat steps 3–5 until you have added all required Team Members.
- 8 Click the Close button.
- 9 Minimize Amicus Administrator.

3. Installing each Team Member's computer

You do not need the Amicus Attorney CD to install Team Members' copies of Amicus Attorney. Complete these steps at the workstation of each person who will be using Amicus Attorney:

- 1** Ensure that the workstation has a drive letter mapped to where Amicus Administrator is installed. If you need instructions, please see the Knowledge Base section of our website.
- 2** Exit all open programs.
- 3** If you are using Palm synchronization, and are planning to install the Amicus Attorney-Palm link, turn HotSync Manager off.
- 4** Run `SETUP.EXE`, located in the `...\TEAM50\INSTALL` folder of the mapped drive where Amicus Administrator is installed.
- 5** Complete the dialogs as instructed.
NOTE: *If you are installing the CompuLaw Court Rules Database Engine*, its installer will prompt for a password—type `GGV51A45BC3D67AC`. Subsequently, the installer will prompt for your CompuLaw Serial Number—you can click Cancel to try out this link during your Amicus Attorney evaluation period. Otherwise, please contact CompuLaw.
- 6** When the installation is complete, you will be notified that the Amicus Attorney files were successfully updated. Click Finish.
- 7** You will be prompted to start Amicus Attorney. Click Yes.

Your installation is complete. Enjoy Amicus Attorney V+!

NOTE: A *Getting Started Guide* and *User Guide* in printable, Acrobat PDF format are available from Help > Online Manuals in Amicus Attorney. Printed copies are also available for purchase.

For further information, contact



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