

Pre-Installation Instructions for TOEIC CD-ROM

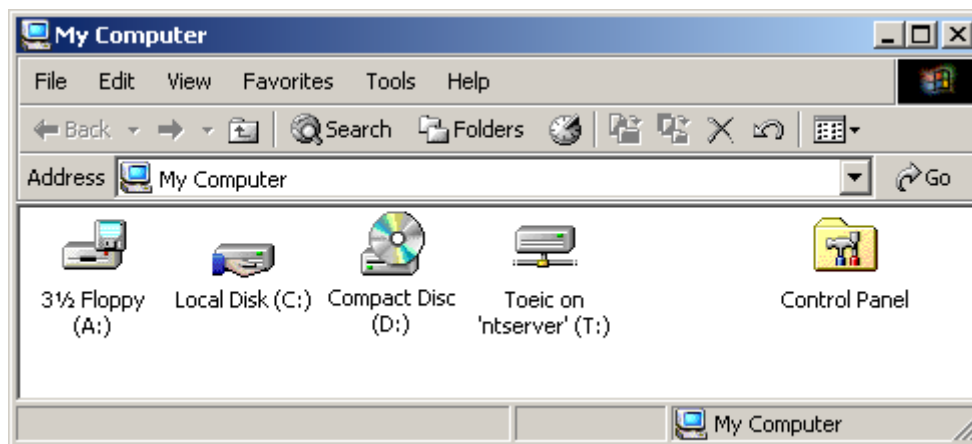
Getting Started

Prior to administering a TOEIC test on a LAN workstation, please check the following items:


1. Check for mapped drive.
2. Check time zone setting.

How to Check for a Mapped TOEIC Drive

1. Double-click the My Computer icon on the desktop.



(This picture shows a computer on a LAN with one mapped network drive. Your configuration may be different.)

2. Double-click all of the drives with letters starting at (C:).
3. Look for a folder named "cord" on these drives. To close the drive window to look at the next drive, click the  button. Alternatively, you may click the back button if your version of windows has one.
4. Repeat by opening the next drive letter i.e. (D:) until you find the "cord" folder.
5. If you find a "cord" folder, the computer you are on is ready to access TOEIC test IDs. Write down the drive letter the "cord" folder was found on and use it for setting up the Client Management Utility.

If the "cord" folder is not visible, please complete the following steps to share and map a drive.

Sharing and Mapping a Drive

This HOW-TO file assumes a Microsoft Network is already established and that File Sharing is enabled in the Network Control Panel. If you have a working Windows LAN in use, you are ready to proceed.

Sharing the Drive at the LAN Server

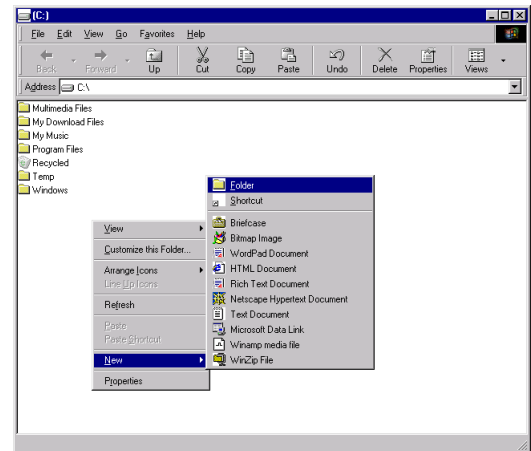
1. Double-click on the "My Computer" icon on the desktop.



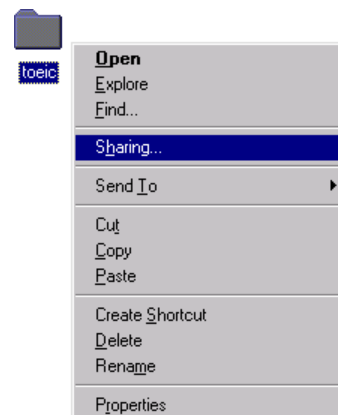
2. Double-click the hard drive you want to use for the shared TOEIC folder.



3. Create a folder by right-clicking an empty place in the hard drive window and selecting "New" and then "Folder". Name the new folder "toeic".



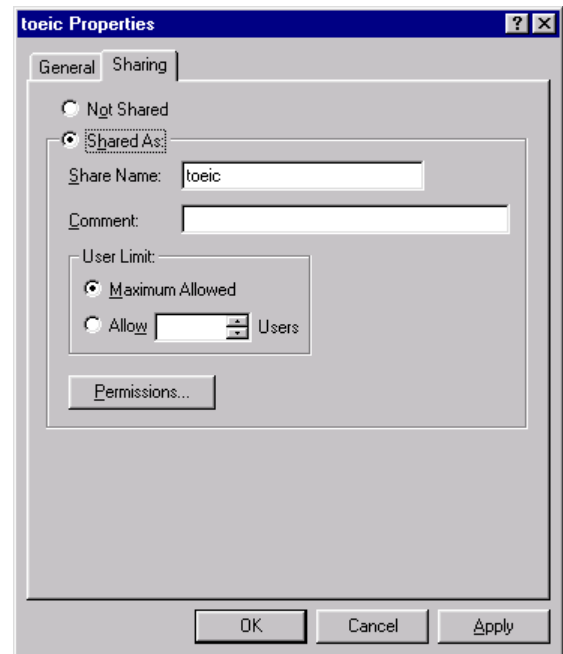
4. Right-click the newly created toeic folder. Choose the sharing option from the drop-down list.



5. Click on the "Sharing" tab.
6. Click the "Shared As" radio button.
7. In the text box labeled "Share Name", enter the shared folder name "toeic".

Note: The name you give the folder can be different, but it's a good idea to name it something you can easily recognize.

8. Click "Apply".
9. Click "Ok" to complete the sharing setup.



Mapping the Drive at the Testing Stations

For the Client Management Utility to save Test ID's on the server, the shared folder must be "mapped". Mapping a folder lets a computer on the network treat the shared folder as a drive by assigning the folder a drive letter.

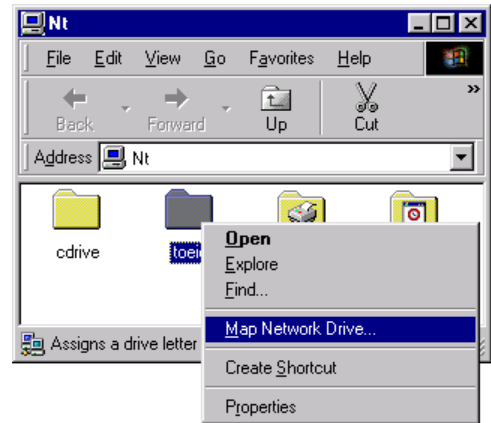
The shared TOEIC folder **must** be mapped as a drive on all computers on the network that will be used for TOEIC Testing and/or the TOEIC Client Management Utility.

To map the shared TOEIC folder as a drive on the testing computer:

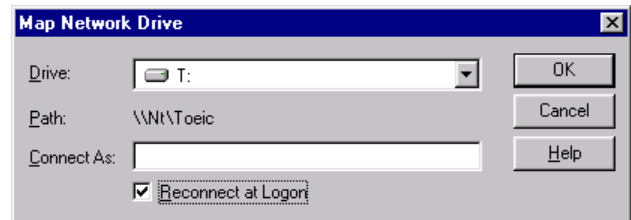
1. Double-click on "Network Neighborhood" on Windows95/98 or "My Network Places" on newer versions.
2. Double-click on "Entire Network" and choose the network that the TOEIC computers are on.



3. Double-click on the name of the computer that the shared TOEIC folder is on.
4. Right-click on the TOEIC folder.
5. Choose "Map Network Drive..."



6. The Map Network Drive dialog box will appear.
7. Choose an available drive letter.
8. Check the box for "Reconnect at logon"



Note: Any drive letter can be chosen, but to help you keep track it is recommended to use the same drive letter on every computer to which the TOEIC folder is mapped as a drive.

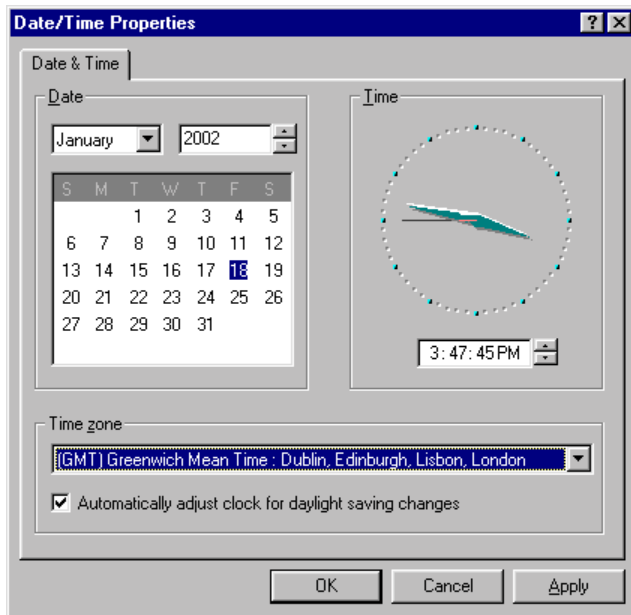
9. Click "Ok"

How to Check the Time Zone Setting

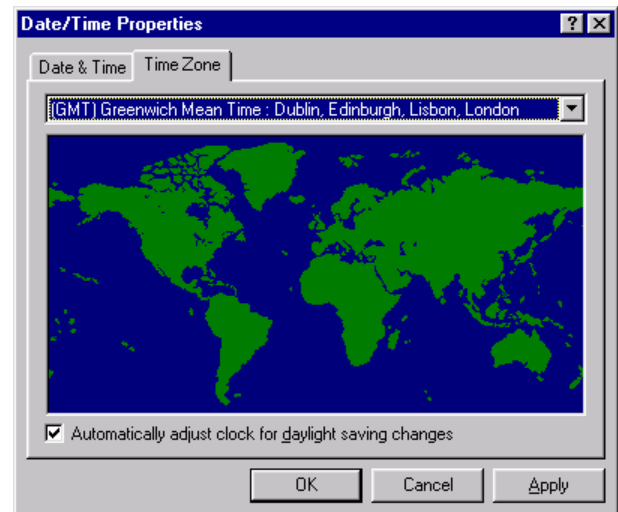
1. Double-click the clock in the windows taskbar.
2. Click the Time Zone tab. (Skip this step on Windows95)
3. Click the Time Zone drop-down menu.
4. Select the same time zone that is set for the computer Requesting Tests from the Client Management Utility.
5. Click "Apply".
6. Click "Ok".



Note: The Time Zone setting must be the same on all computers used with the TOEIC CBT. Failure to set each computer to the same Time Zone may result in "Invalid Test ID" errors.



Windows98



Windows95

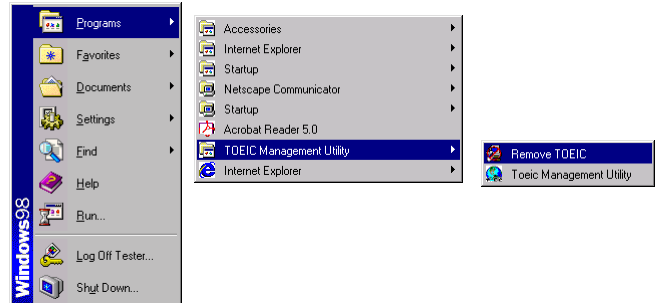
Troubleshooting for TOEIC CD-ROM

Below are instructions for resolving known issues.

Uninstalling the Client Management Utility

If you are instructed to uninstall the Client Management Utility, please be sure to complete **all** steps below.

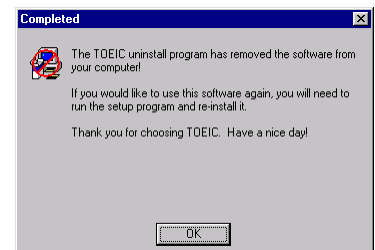
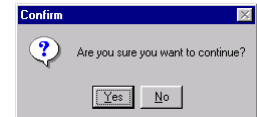
1. Click on the windows "Start" menu and scroll to "Programs":
2. Scroll through the Programs menu to locate the "TOEIC Management Utility" program group.
3. Click "Remove TOEIC":
4. Click "Uninstall":



5. Click "Yes" to continue.



6. Wait for the uninstall to finish, then click "Ok".



7. Delete the "cord" folder.

- i. Double-click the My Computer icon on the desktop.
- ii. Double-click all the drives with letters starting with (C:).
- iii. Look for a folder named "cord" on these drives.
- iv. When you find the "cord" folder, select the folder.
- v. Hit the delete key.
- vi. Click "Yes" to confirm folder delete within the dialog box.

