

laplink.  
**Toolbar**

ONE CLICK. REMOTE ACCESS.

## Quick Start Guide

### Laplink Software, Inc.

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Laplink Everywhere (LLE) is a Web-based solution that allows you to remotely access your office or home PCs. Using Laplink Toolbar, you have one-click remote access to your LLE-enabled PCs, right from your Internet Explorer window.

With Toolbar, you can remote control your distant PCs, access all e-mail client functions such as e-mails and contacts, conduct remote desktop searches for critical files and e-mails, and transfer files between PCs or share them with anyone, regardless of file size or type.

**Full vs. Limited version:** Laplink Toolbar can be used to access PCs running the Full version or the free Limited version of Laplink Everywhere. If the PC you are accessing is running the Limited version, only certain Laplink Everywhere services will be available. See the Laplink Everywhere User Guide on Laplink's website for more information:

<http://www.laplink.com/lle5/resources.html>

## System Requirements

### Note: Important Definitions

**Host PC:** The Host PC always refers to the PC you want to access remotely using Laplink Toolbar. Laplink Everywhere must be installed on each Host PC in order to create the connection. See the Laplink Everywhere User Guide on Laplink's website for LLE installation instructions:

<http://www.laplink.com/lle5/resources.html>

**Connecting PC:** The computer you connect from using Laplink Toolbar.

### System Requirements for Laplink Toolbar (Connecting PC):

- Windows XP/Server 2003/Vista/Server 2008/Windows 7.
- Internet connection.
- Internet Explorer 6 or above.
- 1.5 MB hard disk space.

**Note:** Certain functions, such as ActiveX controls, are not supported when the Connecting PC is using 64-bit Internet Explorer.

### Requirements for the PC you will connect to (Host PC):

You must have Laplink Everywhere installed and running, and have the following:

- Windows XP/Server 2003/Vista/Server 2008/Windows 7.
- RAM: Same as minimum required by operating system.
- 20 MB hard disk space.
- A persistent Internet connection (*not* a dial-up connection).
- Microsoft Outlook or Microsoft Windows Mail to access E-mail, Contacts, Calendar, Notes, and Tasks; or an e-mail client that utilizes Windows Address Book (such as Outlook Express 5.5 or greater) to access Contacts (optional).

### Requirements for Remote Control connections (Host PC):

- Remote Desktop - LLE Remote Desktop uses Windows RDP (Remote Desktop Protocol), and is only available for Host PCs running:
  - Windows XP Professional, with Remote Desktop Protocol enabled.
  - Windows Server 2003 and Server 2008 Editions with terminal services installed and enabled.
  - Windows Vista Ultimate, Enterprise, and Business with Remote Desktop Protocol.
  - Windows 7 Professional, Enterprise, and Ultimate with Remote Desktop Protocol.
- Laplink Screen Sharing - Laplink Screen Sharing is available on PCs running Windows XP or later. Laplink Screen Sharing is automatically installed during LLE installation.

**IMPORTANT:** Both Remote Desktop and Laplink Screen Sharing require the installation of ActiveX controls on the Connecting PC. ActiveX controls are supported on 32-bit Internet Explorer 6, 7, and 8 only.

**For ActiveX (i.e., Add-on) installation, you will see a yellow message box at the top of your browser window. Click on the message box and choose 'Install...'. Then click 'Yes' on the security notice to allow installation.**

### Requirements for Google Desktop Search (Host PC):

- Windows XP SP2/Windows Vista.
- Microsoft Internet Explorer 6.0 or above/Mozilla Firefox 1.5 or above.

- 1 gigabyte (Gb) hard disk space.
- At least 256 MB RAM.
- 500MHz or faster Pentium processor.

## Installing Laplink Toolbar

**Note:** Follow these instructions to install Laplink Toolbar on the Connecting PC (which you will use to connect to the Host).

### Prior to Installation

Before installing Laplink Toolbar, shut down all other applications currently running on the PC.

### Installation on the Connecting PC

1. To install Laplink Toolbar from a downloaded file, double-click on the **LLE5Toolbar.exe** file in the folder where the file was saved.
2. Follow the installation instructions in the InstallShield Wizard. Click **Install** on the **Ready to Install** screen to begin installation.
3. To complete the Laplink Toolbar installation, Setup will open a browser window. Click **OK**. This Web page will answer many of the questions you may have about Laplink Toolbar.
4. Your installation is complete once you see the **InstallShield Wizard Completed** screen. Click **Finish**, and continue to the next section to begin using Laplink Toolbar.

**Note:** Laplink Everywhere installation, account setup, and the section 'Preparing for Remote Connections' must be completed on the Host computer before a connection can be made to the Host PC using Laplink Toolbar. See the Laplink Everywhere User Guide on Laplink's website for more information:

<http://www.laplink.com/lle5/resources.html>

## Connecting with Laplink Toolbar

To begin using Laplink Toolbar, open an Internet Explorer browser window and click the **Sign In** button on the Toolbar. Enter the User Name and Password for your LLE account and click **OK**.

**Note:** To change Laplink Toolbar's location or size in the browser window, right-click on the Toolbar and make sure that 'Lock the Toolbars' is NOT checked.

Each button on the Toolbar has one or more functions:

- **Sign In** - This button can be clicked to sign in, sign out, and access management functions such as upgrading your account.



- **Search Remote Computer** - Find and forward any file or e-mail from your Host PC using Remote Desktop Search from Google or Windows.



Type your search terms into the Search bar and click the **Search** icon.

**Note:** The remote desktop search software must already be installed and running on your Host PC.

- **Files** - Browse files and folders on your Host PC. Download and upload files or send files via e-mail as attachments or secure download links. Use the dual-pane option for fast and easy file transfer and synchronization.



- Browse Files and Folders: Click to expand the **Files** menu and choose **Explore**.

- Download File: Choose the **Explore** option, select the file you wish to download and click the **Download File** arrow icon.
- Upload File: Choose the **Explore** option, select the folder to which you want to upload the file and click the **Upload File** arrow icon. Then click **Browse**, find the file on your Connecting PC that you wish to upload and click **Open**. Click **Save** to confirm the upload.
- Send File: Choose the **Explore** option, select the file you wish to send and click the paperclip icon labeled **Send file as email attachment** or **Send file as email link**.
- File Transfer: Click to expand the **Files** menu and choose **Transfer Files**. Then click and drag files or folders from one pane to the other. Use the left pane ("Local") to access files and folders on the Connecting PC, and use the right pane ("Remote") to access the Host PC.
- Synchronization: Choose the **Transfer Files** option. Then, in the left side of each pane, select the two folders you wish to synchronize. Right-click on one of the folders and select **Synchronize Folders**. Confirm your synchronization options in the dialog box and click **OK**.

**Note: The Dual Pane File Transfer/Synchronization Service requires the installation of ActiveX controls on the Connecting PC. ActiveX controls are supported on 32-bit Internet Explorer 6, 7, and 8 only.**

**For ActiveX (i.e., Add-on) installation, you will see a yellow message box at the top of your browser window. Click on the message box and choose 'Install...'. Then click 'Yes' on the security notice to allow installation.**

- **Desktop** - Remotely control your Host PC from anywhere and use it as if you were sitting in front of it. The two remote control options are Remote Desktop and Laplink Screen Sharing.



- Remote Desktop: This option locks the screen on the Host PC. A local user at the Host PC will be unable to use the computer or see what is

happening with the remote control session.

To begin a Remote Desktop session, click to expand the **Desktop** menu and choose **Remote Desktop**. Enter your User Name and Password when prompted and click **OK**.

**Note: Your Remote Desktop User Name and Password are the same as your Windows logon credentials.**

**Remote Desktop uses Windows RDP (Remote Desktop Protocol) and can only be used to access Host PCs running Windows Server 2003/2008, XP Professional, Vista Ultimate/Enterprise/Business, or Windows 7 Professional/Enterprise/Ultimate. See system requirements on page 1-2 for more information.**

- Laplink Screen Sharing: This method of remote control doesn't lock the screen of the Host PC, and thus allows you to share the screen with a local user at the Host computer.

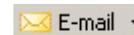
Click to expand the **Desktop** menu and choose **Screen Sharing**. Enter your User Name and Password when prompted and click **OK**.

The remote control screen will then open, with the Host PC temporarily locked until you log on using your Windows logon credentials. Click in the middle of the remote control screen and hold down the **CONTROL**, **ALT**, and **END** keys. Enter your Windows logon User Name and Password and click **OK**.

**Note: The User Name and Password for Laplink Screen Sharing are the same as your Windows logon credentials.**

**IMPORTANT: For those users who previously used LLE 4, Remote Control 4 has been renamed as Laplink Screen Sharing.**

- **E-mail** - Read, delete, and respond to your e-mail. You can also view, edit, and create new Contacts, Calendar items, Tasks, and Notes.

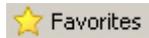


- E-mail: Click to expand the **E-mail** menu and choose **E-mail**.

- Contacts/Calendar/Tasks/Notes: Expand the **E-mail** menu and choose the desired feature.

**Note: Outlook, Windows Mail, or Outlook Express must be properly set up on your Host PC for these services to function.**

- **Favorites** - Access Internet Favorites that you have saved on your Host PC.



After choosing **Favorites**, click on the desired Internet Explorer Favorite to open it in a Web browser.

**Note: Only Internet Explorer (6 or above) Favorites are accessible using this service in Laplink Toolbar.**

## Additional Assistance

**Web** - For further information on Laplink Everywhere's services, please see the LLE Web page:

<http://www.laplink.com/LLE5>

**Live Chat** - Engage in a live chat online with a Customer Service or Technical Support Representative at the link below, during the hours listed on the Web page:

<http://www.laplink.com/contact/mychat.html>

**E-mail:** [CustomerService@laplink.com](mailto:CustomerService@laplink.com)