



Administrator Utility Elzone II 5390 Confirm

User's Guide

V1.00

**539-42811-10
September 2007**

Windows is a registered trademark of Microsoft Corporation.

© Micromeritics Instrument Corporation 2003-2007. All rights reserved.

The software described in this manual is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement.

TABLE OF CONTENTS

Introduction	1
Manual Organization	1
Conventions	2
Installing the Software and Entering User Profiles	2
Step 1. Recording User Information	3
User Information Worksheet	5
Step 2. Connecting the Computer to the Network	7
Step 3. Determining File Locations	7
Step 4. Installing the Micromeritics Software	7
Step 5. Adding Users to Windows User Groups	12
Step 6. Setting Up User Profiles in the Administrator Utility	12
Starting the Administrator Utility	12
Entering Password Configuration Parameters	13
Entering Application User Profiles	14
Setting Up a Service User Account	16
Using the Administrator Utility	17
Logging Onto the Administrator Utility	17
Maintaining User Profiles	18
Adding a User	18
Modifying a User Profile	18
Deleting a User Profile	19
Setting a User's Password	19
Enabling or Disabling User Access	21
Locking and Unlocking the Application	21
Using the System Log	22
Viewing the System Log	23
Exporting the System Log	24
Maintaining the System Log	25
Exiting the Administrator Utility	25
Updating the File List	25
Changing the Application Setup	26
Starting the Application Setup Program	26
Installing New Software Versions	28
Adding an Analyzer	28
Hardware	28
Software	30
Moving an Analyzer from one Computer to another Computer	30
Moving a Configured Analyzer to a New Computer	31
Moving a Configured Analyzer to a Computer with an Existing Analyzer	33
Removing an Analyzer	34
Changing an Analyzer Setup	35
Reinstalling the Calibration Files	36
Uninstalling the Micromeritics software	36
Resetting Security to Default	38

Troubleshooting 38
 Reloading the Default Administrator Utility Password 38
 Error Messages 38

A. File Security Default Settings

B. Ethernet Communication Settings

Introduction

Micromeritics instruments, in conjunction with Micromeritics application software, provide a secure method of performing accurate, traceable sample analyses on a variety of materials. Each Micromeritics Confirm analysis system is comprised of:

- An analytical instrument and its accessories
- Micromeritics software (includes the Micromeritics application and the Administrator Utility)

The Micromeritics application enables laboratory managers to develop analysis methods, enforce industry standards, and produce audit trails; and enables laboratory analysts to perform analyses and produce reports.

The Administrator Utility enables Micromeritics application administrators to control access to the Micromeritics application and its functions. The Administrator Utility works in conjunction with Windows security to control access to a Micromeritics application. Windows security controls computer, directory, and file access.

The Administrator Utility controls access to the Administrator Utility and Micromeritics application, and controls users rights to perform tasks within the Micromeritics application. If multiple Micromeritics Confirm applications are installed, each application requires separate security administration.

Manual Organization

This manual contains instructions for installing the Micromeritics software and using the Administrator Utility. It is organized into two sections.

Installing the Software and Entering User Profiles

Contains instructions for installing the Micromeritics software and using the Administrator Utility to enter user profiles.

Using the Software

Contains instructions for using the Administrator Utility to maintain user profiles, lock and unlock the Micromeritics application, view and export the system log, update the file list, and change the application setup.

For instructions on using the associated Micromeritics Confirm application, refer to the application's **Confirm Operator's Manual**.

Conventions

This document uses the symbol shown below to identify notes of importance.



Notes contain a tip or important information pertinent to the subject matter.

Installing the Software and Entering User Profiles

When the Micromeritics software is installed, the software creates three Windows user groups:

- MicDevelopers
- MicAnalysts
- MicService

These user groups correspond to the three user profiles that can be assigned in the Administrator Utility as follows:

- The **MicDevelopers** user group is created to contain users who will be assigned the **Developer** profile in the Administrator Utility. The Developer profile enables users to develop and enter analysis methods. A Developer has access to all functions of the Micromeritics application.
- The **MicAnalysts** user group is created to contain users who will be assigned the **Analyst** profile in the Administrator Utility. The Analysts profile enables users to perform analyses using pre-defined analysis methods. An Analyst has access to a limited set of the Micromeritics application features.
- The **MicService** user group is created for Micromeritics Service Personnel. These users will be assigned the **Developer** profile in the Administrator Utility and have full access to the functions of the Micromeritics application. Although Service Personnel have the same access rights as Developers, a separate user group is created for them because Service Personnel have different directory and file access permissions.

In addition to the profiles described above, a Developer can also be assigned an Administrator privilege. The Administrator privilege enables the user to establish and control user profiles.

In addition to creating user groups, the Micromeritics software also sets the Windows directory and file access permissions for each of these user groups. The default file permissions are included in Appendix A. You may modify these settings if desired.

The following table lists the procedures performed to set up security and to install the Micromeritics software, and the person responsible for each procedure.

Instructions for each procedure follow the chart.

Step	Description	Installer	Network/ Windows Administrator	Micromeritics Application Administrator
1	Record the users to be assigned to each of the 3 Windows user groups and to the corresponding Administrator Utility user profiles			✓
2	Connect the computer to the network (if necessary)		✓	
3	Determine file locations	✓	✓	✓
4	Install Micromeritics application*	✓		
5	Add users to the Windows user groups		✓	
6	Set up user profiles and password configuration in Administrator Utility			✓
*The person who installs the Micromeritics application must have Windows Administrator rights.				

Step 1. Recording User Information

As described previously, Micromeritics application users are to be assigned to one of the three Windows user groups and to one of the two Micromeritics user profiles. The table below lists the Micromeritics application functions that can be performed by users with each profile.

Function	Developer	Analyst
Create sample records from templates	✓	✓
Analyze samples	✓	✓
Generate reports	✓	✓

List and print sample records and templates	✓	✓
Perform routine maintenance	✓	✓
Enable manual control when the instrument is idle (if applicable)	✓	✓
Change limited analysis conditions before performing an analysis	✓	✓
Change report options after an analysis	✓	✓
Create templates (analysis methods) for analyst use	✓	
Perform all other Micromeritics application functions	✓	

User Information Worksheet

In order to have the information necessary when performing steps 5 and 6 of the installation process, enter the names of the users to be assigned to each of the user groups and to the corresponding Administrator Utility profiles in the table below. (This table was also included in the **Preinstallation Checklist and Instructions** and may have already been completed.)

Application User	Developer	Analyst	Service**
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			

***User Name** is the person’s Windows User ID.

** **Service** users should be added to the MicService Windows user group and assigned a **Developer** user profile in the Administrator Utility.

Application User	Developer	Analyst	Service**
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			

Step 2. Connecting the Computer to the Network



This step is performed only if the computer used to run the Micromeritics application is to be connected to a network.

If the computer is to be connected to a network, the laboratory's Network/Windows administrator must make the connections and enter network user information before the Micromeritics software is installed.

Step 3. Determining File Locations

When the Micromeritics software is installed, it creates a default directory on the C drive and loads the files into this directory unless you select another location. If you wish to install the files in a different directory, record the location below so the installer will specify the correct location.

___ Install application in default directory on C drive.

OR

___ Install application in this directory: _____

___ Password folder: _____

___ Repository folder path: _____

___ Import path: _____

___ Export path: _____

Step 4. Installing the Micromeritics Software

The installation CD shipped with the analyzer contains the Micromeritics software, which includes both the Micromeritics application and the Administrator Utility software.



The person who installs the software must have Windows Administrator rights.

To install the software:

1. Insert the program CD into your CD-ROM drive. The New Installation screen displays automatically unless you have the Windows AutoPlay feature disabled. In this case:
 - a. Select **Start > Run** from the Windows menu bar.
 - b. Enter the name of the drive designator, followed by **setup**. For example: **e:/setup**.
 - c. Click **OK**.

2. A New Installation dialog, similar to the one shown below, is displayed.

Displays the amount of current disk space available and the amount required for installation of the analysis program.



You may cancel the installation at any time by selecting Exit. If you do so, you must start the installation program from the beginning to install the Micromeritics software.

The **Destination Folder** group box displays the amount of current disk space, the amount of disk space required for the Micromeritics software, and the directory into which the application will be installed. Refer to [Step 3. Determining File Locations on page 7](#) for the location to be specified.

If the location is not the default directory, click **Browse** to choose the directory.

3. If you want to run the Micromeritics software from the desktop, select the checkbox just below the Destination Folder group box to add an icon to the desktop.



If the box labeled "Install this application for All Users" is checked (see Step 5), an icon is added to the desktop for all users.

4. The Micromeritics software icon is added to the Micromeritics folder by default. If you prefer a different folder, enter or select one from the drop-down list.
5. The **Install this application for All Users** check box enables you to allow or prohibit users other than the installer to access the application.
 - Select the check box to allow access for all users logged onto Windows.
 - Deselect the check box to allow access for only the user installing the application.

- Click **Next**; the Auxiliary Path Setup dialog is displayed.

- The default locations of the application files shown in the screen above are displayed. Refer to [Step 3. Determining File Locations on page 7](#) for the location to be specified.

If a location is not the default location, use the **Browse** button to select another location.

- The **Seat number** field is used when the Micromeritics software is installed on more than one computer. If this case, you can enter a number representing the computer. For example, if this is the second computer on which the Micromeritics software is installed, enter 02. If the program is installed on only one computer, use the default value of 01.

The Seat number is used by the software to create a separate log file for each computer.

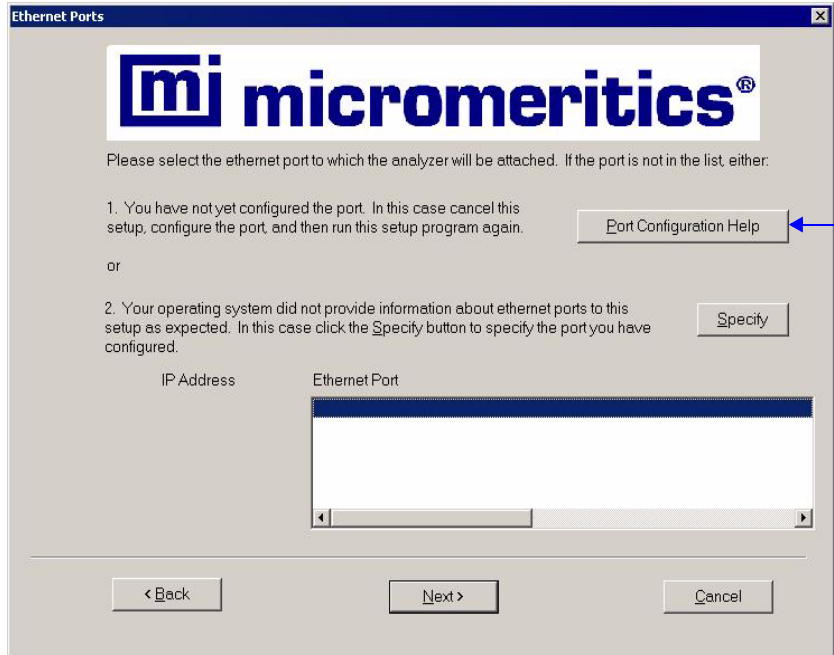
- Click **Next**; the Analyzer Configuration dialog is displayed.

- In the Step 1 group box, click the radio button for the number of analyzers to be attached to this computer.



Choose 0 (zero) if you are installing this program for data reduction on a computer other than the one controlling the analyzer.

- In the Step 2 group box, enter the serial number(s).
- Click **Next**; the Ethernet Ports dialog is displayed.



If the ethernet port you plan to use is not listed, click this button to view the requirements for a suitable port.

- Choose one of the following:

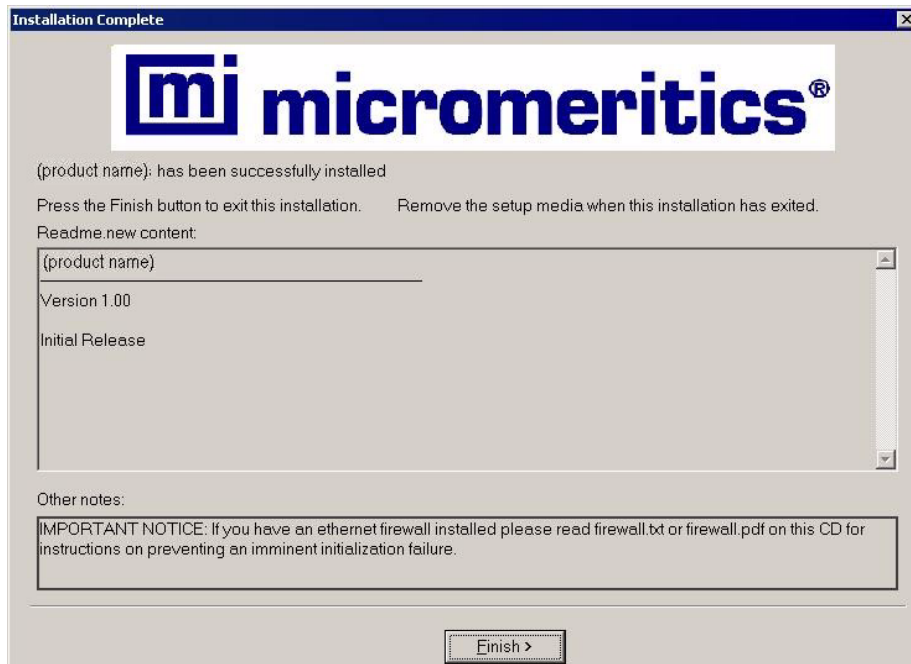
If	Then
the port you plan to use is listed:	select the port and proceed to the next step.
the port you plan to use has been configured but is not listed:	Click Specify , the Specify Ethernet Port dialog is displayed.
	Enter the remaining portion of the IP address in the enabled fields, then proceed to the next step.
the port you plan to use is not listed and has not been configured:	click Port Configuration Help to view the requirements for a suitable ethernet port.
	Click Back (or Cancel) twice to return to the Setup dialog, then click Exit to exit the Setup program
	Configure the desired ethernet port (refer to Ethernet Port Configuration on page B-1), then run the Setup program again.

14. Click **Next**; the Calibration File Installation dialog is displayed. Read the information displayed on the dialog and proceed accordingly.



If you selected 0 as the number of instruments, the calibration dialog will not display.

15. The Installation Complete dialog containing the Readme file displays when installation is complete; this dialog may also contain other important notices.



Read the information contained in the dialog, then click **Finish** to close it.

16. Remove the program CD and store in a secure location. The original program CD contains the calibration files specific to your instrument. Upgrade CDs do not contain calibration files. Therefore, it is important that you maintain your original program CD in a secure location in the event calibration files need to be reinstalled.
17. You may be prompted to restart your computer after installation. If so, restart your computer before running the Micromeritics application.



If an ethernet firewall is enabled for the connection between your computer and analyzer, you must turn off the firewall to prevent an initialization failure when starting the Micromeritics software application. Refer to [Ethernet Firewall Setting on page 4](#).

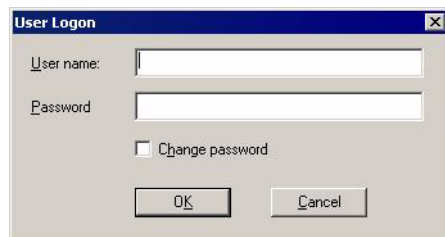
Step 5. Adding Users to Windows User Groups

The Network/Windows administrator must add the Micromeritics application users to the three user groups created by the Micromeritics software during software installation. Refer to your Windows documentation for instructions and to the worksheet on page 5 of this manual.

Step 6. Setting Up User Profiles in the Administrator Utility

Starting the Administrator Utility

1. Select **AdmnUtil for <application name> Confirm** from the Micromeritics folder in the **Start > Programs** menu. The User Logon dialog is displayed.



2. Enter **administrator** in the **User name** field.
3. Enter **password** in the **Password** field, then click **OK**.

The following message displays: **Your password has expired. You will not be able to login without changing your password.**

4. Click **OK**; the Set Password dialog displays.



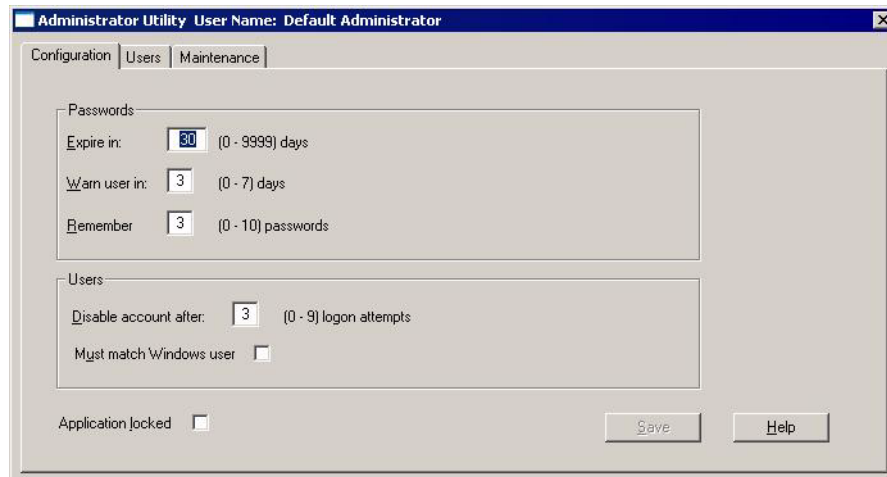
5. Enter a new password in the **New password** field. The password must contain a minimum of six alphanumeric characters.



This is the password that you will use to log onto the Administrator Utility and the Micromeritics software. When you enter a new password here, your Windows password is not changed.

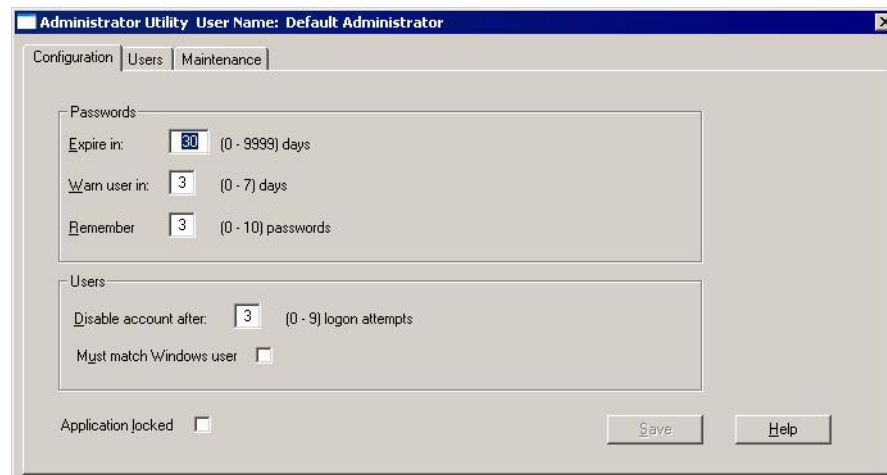
6. Enter the password again in the **Confirm new password** field.

7. Click **OK**; the Administrator Utility screen displays.



Entering Password Configuration Parameters

1. Click the **Configuration** tab to display the Configuration dialog.



2. The Passwords parameters you enter in this dialog will apply for all Micromeritics software users.

Enter the number of days in which a user's password will expire in the **Expire in** field. This number of days goes into effect any time a user changes his password.

If you enter 0 in this field, users' passwords will not expire.

3. Enter the number of days prior to expiration that a user will be notified and asked whether he wants to change his password in the **Warn user in** field.
Range: 0 to 7 days.

A zero (0) in this field means this function is not used.

- The **Remember** field specifies the number of previous passwords to be stored in the password history file for each user. This file is checked when a user enters a new password to ensure that the password is unique.

Enter the number of passwords to be stored in the history file in the **Remember** field.

A zero (0) in this field means this function is not used.

- Enter the number of times a user will be allowed to enter an invalid password when attempting to log onto the application before the application is locked in the **Disable account after** field.

A zero (0) in this field means this function is not used.

- You may specify that the User ID must match the user's Windows ID and the user must be logged onto Windows. This ensures that only the current Windows user can operate the Micromeritics application. Otherwise, any user with the same access level (Developer or Analyst) can log into the application.

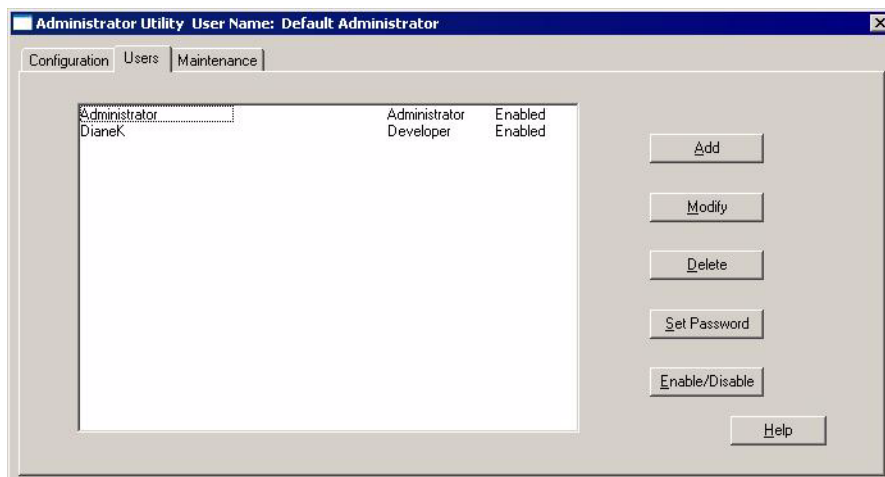
To specify the matching requirement, click the **Must match Windows user** box to enter a check mark.

- The **Application locked** box is checked anytime the application is locked. Click the box to lock or unlock the application. The application locks automatically when the specified number of failed logon attempts is reached.
- When you have completed the Configuration dialog, click **Save** to save the information you entered.

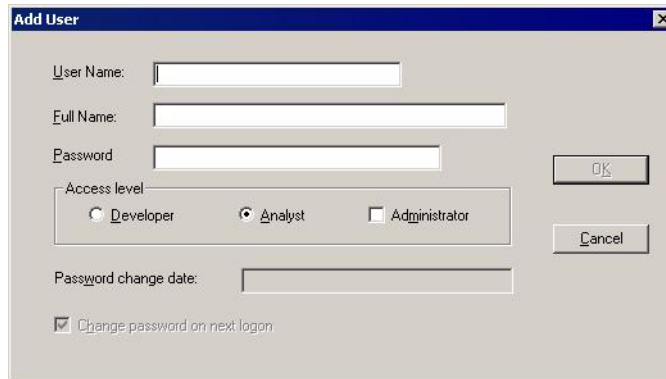
Entering Application User Profiles

Refer to the worksheet on page 5 of this manual for the users' names and profiles.

- Click the **Users** tab to display the User dialog.



2. Click **Add** to display the Add User dialog.



3. Enter the user's Windows User ID in the **User Name** field.
4. Enter the name that will be displayed in the application, stored in the system log, and used for a signature for this user in the **Full Name** field.



Full Name is used by the system log as the user's electronic signature and must be unique.

5. Enter a temporary password that the user can enter to access the application in the **Password** field. This password is not saved in the password history file. When the user enters this password, he will be prompted to change it. The password to which he changes it will then be stored in the password history file.

The password must contain a minimum of six alphanumeric characters.



When you enter a password here, the user's Windows password is not changed.

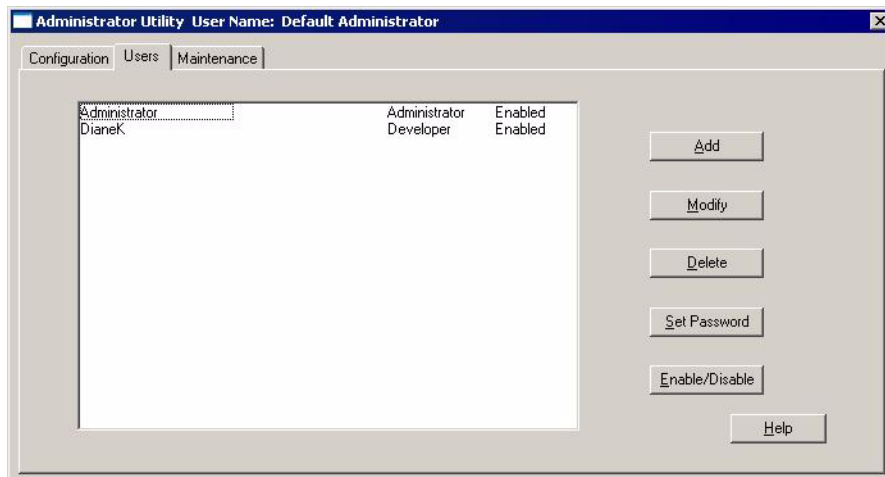
6. Select the user's application access level by clicking the appropriate button, and optionally, the **Administrator** check box. The user access level can be one of the following:
 - Administrator and Developer
 - Developer only
 - Analyst only
7. The **Password change date** field is blank and disabled because this is a new user.
8. The **Change password on next logon** box is checked because the user's assigned password is temporary and must be changed when the user logs onto the application.
9. Click **OK** to save the user information and close the **Add User** dialog.

Setting Up a Service User Account

A user account should be set up during installation to provide Micromeritics service personnel access to system functions if a service call is required.

To set up a service account:

1. Click the **Users** tab to display the User dialog.



2. Click **Add** to display the Add User dialog.

User Name:

Full Name:

Password:

Access level:

Developer Analyst Administrator

Password change date:

Change password on next logon

Buttons: OK, Cancel

3. Enter a Windows User ID to be used by service personnel in the **User Name** field.
4. Enter **Service** in the **Full Name** field.
5. Enter a temporary password a service representative can enter to access the application in the **Password** field. When a service representative enters this password, he will be prompted to change it.

The password must contain a minimum of six alphanumeric characters.

6. Click **Developer** for Access level.
7. Click **OK** to save the user information and close the **Add User** dialog.

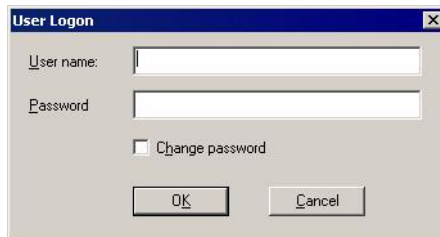
Using the Administrator Utility

Logging Onto the Administrator Utility



You must have application administrator privileges to log onto the Administrator Utility.

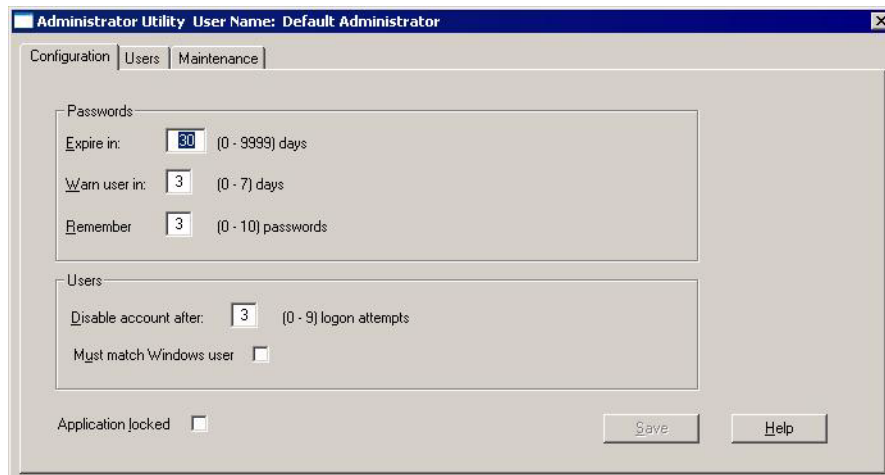
1. Select **AdmnUtil for <application name> Confirm** from the Micromeritics folder in the **Start > Programs** menu; the User Logon dialog is displayed.



The User Logon dialog box contains the following fields and controls:

- User name: [Text input field]
- Password: [Text input field]
- Change password
- OK button
- Cancel button

2. Enter your user name in the **User name** field.
3. Enter your password in the **Password** field.
4. Click **OK**; the Administrator Utility screen displays.



The Administrator Utility Configuration dialog box (User Name: Default Administrator) contains the following sections and controls:

- Configuration | Users | Maintenance tabs
- Passwords section:
 - Expire in: [30] (0 - 9999) days
 - Warn user in: [3] (0 - 7) days
 - Remember: [3] (0 - 10) passwords
- Users section:
 - Disable account after: [3] (0 - 9) logon attempts
 - Must match Windows user:
- Application locked:
- Save button
- Help button

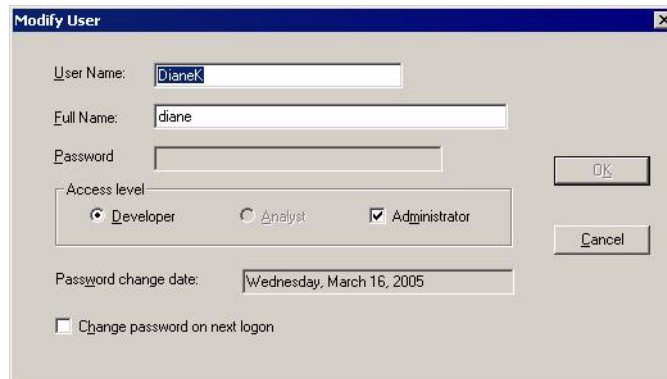
Maintaining User Profiles

Adding a User

To add an application user, please see [Entering Application User Profiles on page 14](#).

Modifying a User Profile

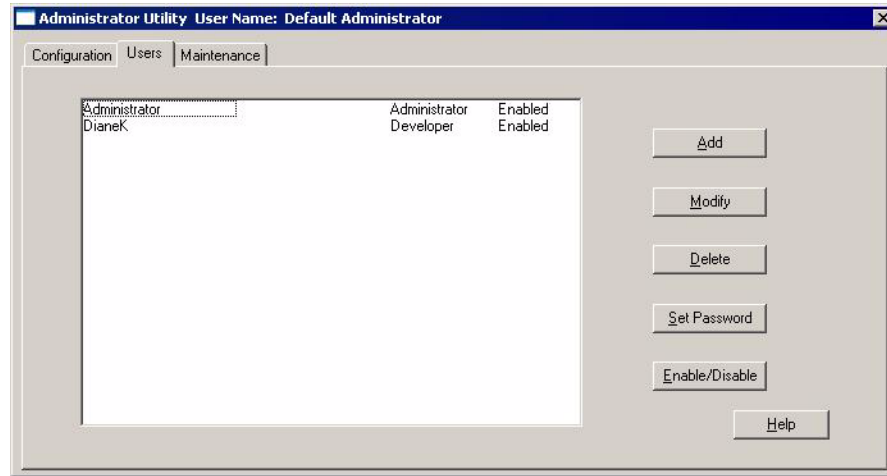
1. To modify user information, click the **User** tab. A list of application users is displayed in the Users dialog.
2. Click the user whose information you want to change, then click the **Modify** button to display the Modify User dialog.



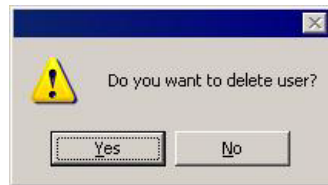
3. The user's name, access level, and password change date are displayed. You can make changes to these fields:
 - User Name
 - Full Name
 - Access level
4. The password change date is determined by the date on which the user last changed his password and the number of days entered in the Configuration dialog for password expiration. This is a Read-Only field.
5. If you want the user to enter a new password when he logs onto the application, check the **Change password on next logon** box.
6. When you have finished making changes, click **OK** to save your changes and close the dialog.

Deleting a User Profile

1. To delete a user profile, click the **Users** tab. A list of application users is displayed in the Users dialog.



2. Click the user whose profile you want to delete, then click **Delete**; a delete confirmation message is displayed.

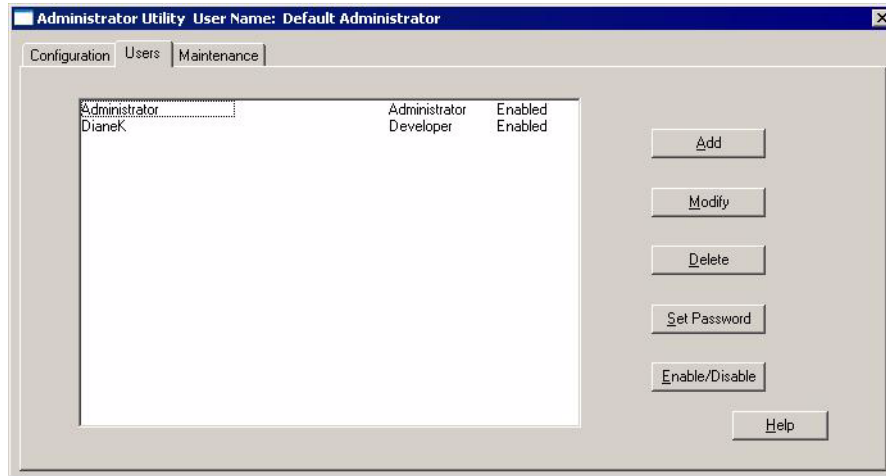


3. Click **Yes**; the user is deleted from the user list.

Setting a User's Password

Occasionally, you may need to enter a new temporary password for a user if, for example, he forgets his password. To enter a new temporary password for a user:

1. Click the **User** tab. A list of application users is displayed in the Users dialog.



2. Click the user whose password you want to enter, then click **Set Password**. The Set Password dialog is displayed.

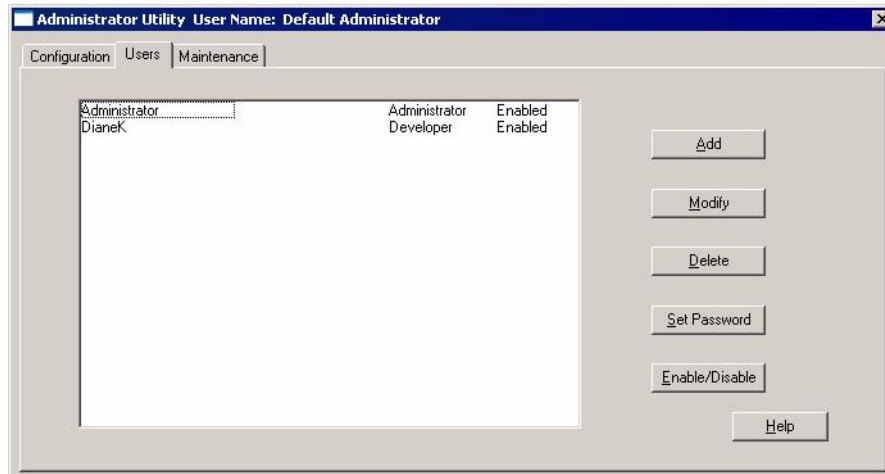


3. Enter a temporary password the user can enter to access the application in the **Password** field. This password is not saved in the password history file. When the user enters this password, he will be prompted to change it. The password to which he changes it, will then be stored in the password history file.
4. Enter the password again in the **Confirm new password** field.
5. Click **OK** to save the password and close the dialog.

Enabling or Disabling User Access

You can disable or enable a user account from the User dialog. Disabled users cannot log onto the Micromeritics software.

1. Click the **User** tab. A list of application users and their access status are displayed in the Users dialog.



2. Click the user whose access status you want to change.
3. Click the **Enable/Disable** button; the user's access changes.

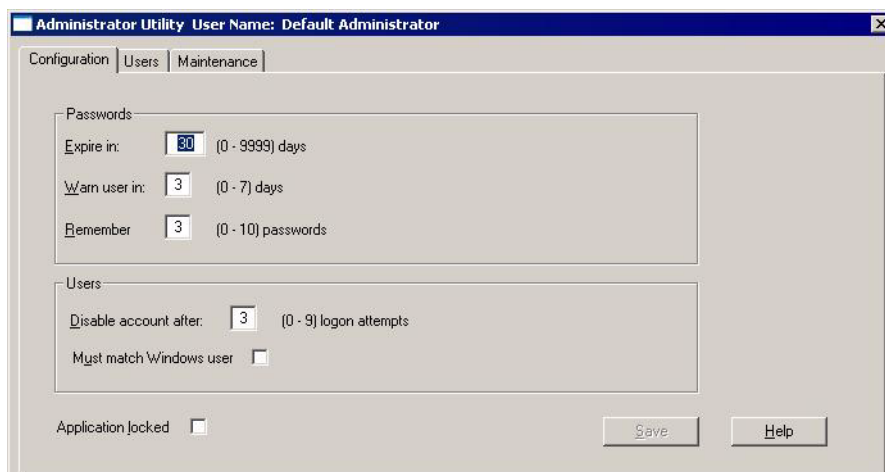
Locking and Unlocking the Application

When the application is locked, all users will be prevented from logging onto the Micromeritics software. If an analysis is in progress when the application locks, the analysis will complete and any selected reports will be generated.

The application becomes locked after two users are locked out. When this occurs, a message is displayed in the Micromeritics software indicating that a system security violation has occurred and logon is disabled. Also, the **Application Locked** box in the Configuration dialog will contain a check mark.

The Confirm application administrator can lock or unlock the application from the Configuration dialog.

1. Select the **Configuration** tab to display the Configuration dialog.



2. The **Application Locked** box is checked when the application is locked. Click the box to lock or unlock the application.
3. Click **Save**.

Using the System Log

The system log provides an audit trail of application and Administrator Utility transactions. The logon and all actions performed in the session are recorded in the system log.

The actions recorded for instrument operation include:

- Start and end of an analysis.
- Abnormal conditions during an analysis.
- Automatic calibrations when performed as part of an experiment
- Initialization and termination information on program startup and exit.

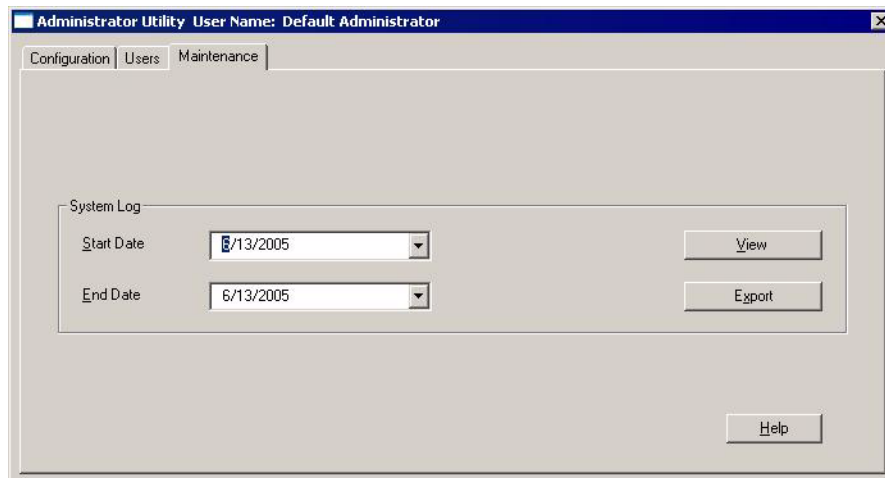
The system log is a single record of all activity across the application on a particular computer. If there are multiple computers in a laboratory running Micromeritics software, each computer has its own system log. The system log contains the following types of entries:

- User access: Who logged on and off and when, when passwords were changed, and failed attempts to log on.
- Administrator activity: Users created or deleted and passwords changed.
- Reports: Who created the report and when; does not apply to reports printed to screen.
- User activity and instrument operation.

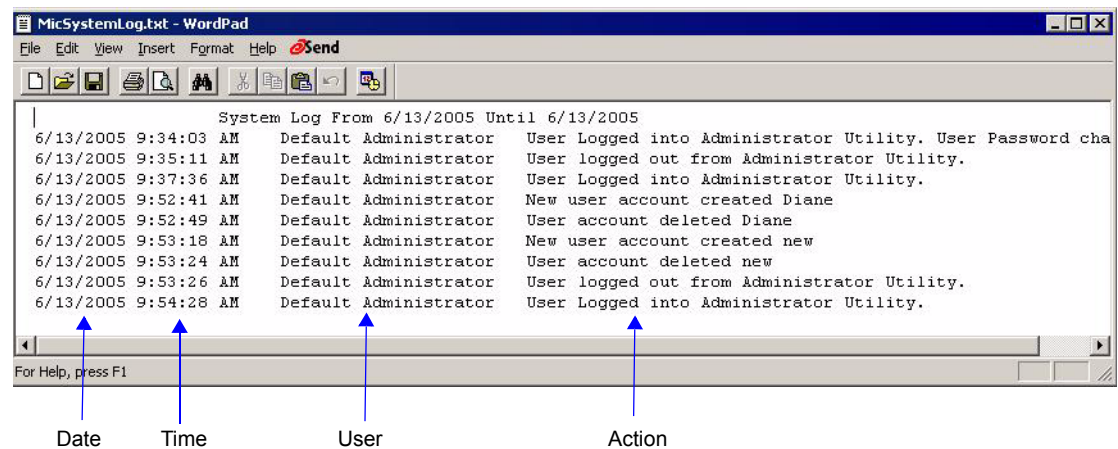
Each entry in the log contains the date and time, the user, and the action performed.

Viewing the System Log

1. Click the **Maintenance** tab to display the Maintenance dialog.



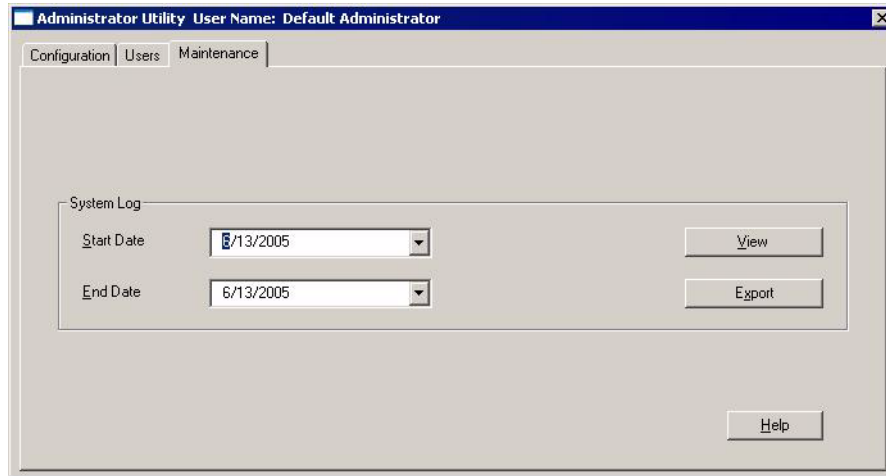
2. Select the date range of the log entries you want to view:
 - a. Enter the start date in the **Start Date Field** or click the arrow key in the field to display a calendar and select a date from the calendar.
 - b. Enter the end date in the **End Date Field** or click the arrow key in the field to display a calendar and select a date from the calendar.
3. Click **View** to display the log.



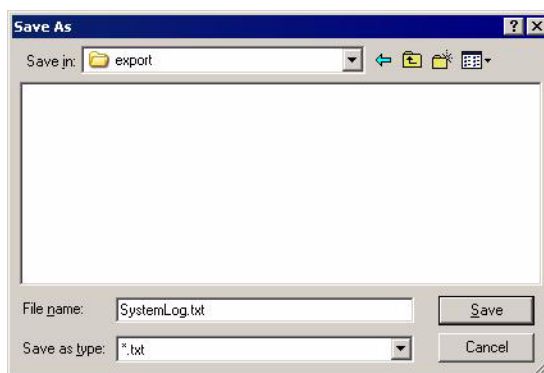
Exporting the System Log

You can export the system log in tab-delimited text format (.txt) for import into other applications.

1. Click the **Maintenance** tab to display the Maintenance dialog.



2. Select the date range of the log entries you want to export:
 - a. Enter the start date in the **Start Date Field** or click the arrow key in the field to display a calendar and select a date from the calendar.
 - b. Enter the end date in the **End Date Field** or click the arrow key in the field to display a calendar and select a date from the calendar
3. Click **Export** to display the Save As dialog.



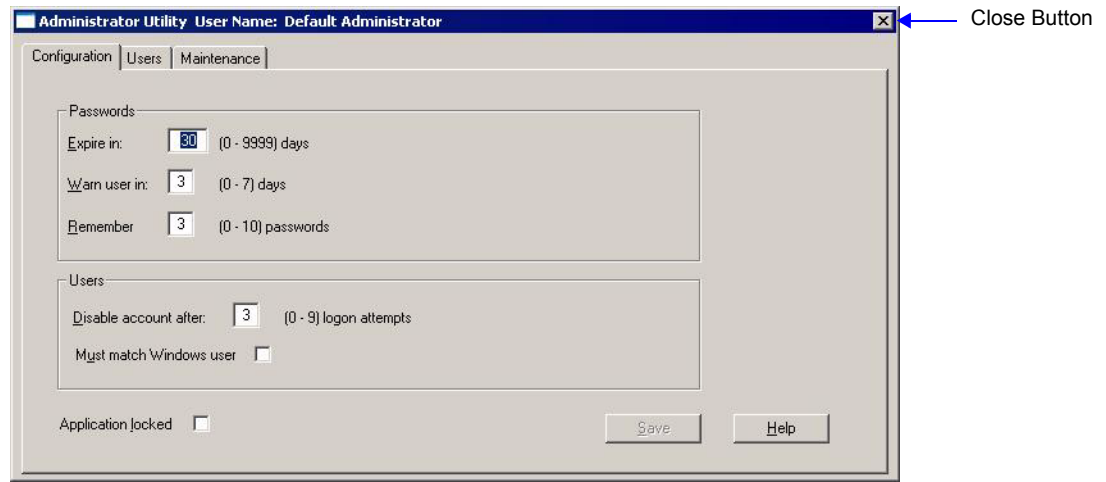
4. Select the directory, then enter the file name.
5. Click **Save** to export the file.

Maintaining the System Log

The system log grows indefinitely; older entries are not deleted by the application. It is, therefore, advisable to archive older files and log entries and remove them from the main repository. Follow your laboratory's procedures for archiving outdated files.

Exiting the Administrator Utility

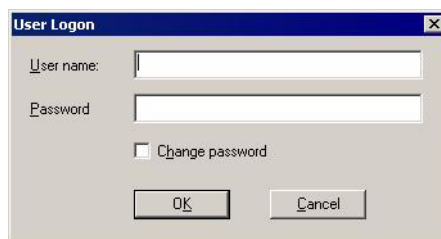
To exit the Administrator Utility, click the **Close** button in the title bar. The application closes and the exit action is recorded in the log file.



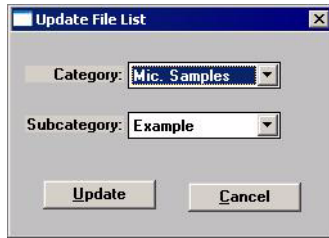
Updating the File List

The Micromeritics software contains a function that can be performed only by a user with administrator permissions. This function enables you to update the list of files that are displayed and available to the user within the Micromeritics application.

1. In the application program, select **Options > Update File List**. The logon dialog is displayed.



2. Enter an administrator User name and Password, then click **OK**. The Update File List dialog is displayed.



3. Select the file list you want to update from the drop-down lists, then click **Update**.



The labels and drop-down list values in the Update File List dialog are user-defined. They represent a top level and secondary level of files. In the example shown above, the fields are defined as *Mic Samples* and *Examples*. As another example, they could be defined as *Year* and *Month*.

Changing the Application Setup

During instrument installation, the instrument's application software was installed and configured to meet your laboratory's requirements. If it becomes necessary to change your application configuration, for example, to add an analyzer or move an analyzer from one computer to another computer, an Administrator access level is required.

The application Setup CD contains these application setup features:

- Upgrade software
- Add an analyzer
- Move an analyzer from one computer to another computer
- Remove an analyzer from the computer
- Change the analyzer setup
- Reinstall calibration files
- Uninstall the Micromeritics software
- Reset security to default

Starting the Application Setup Program

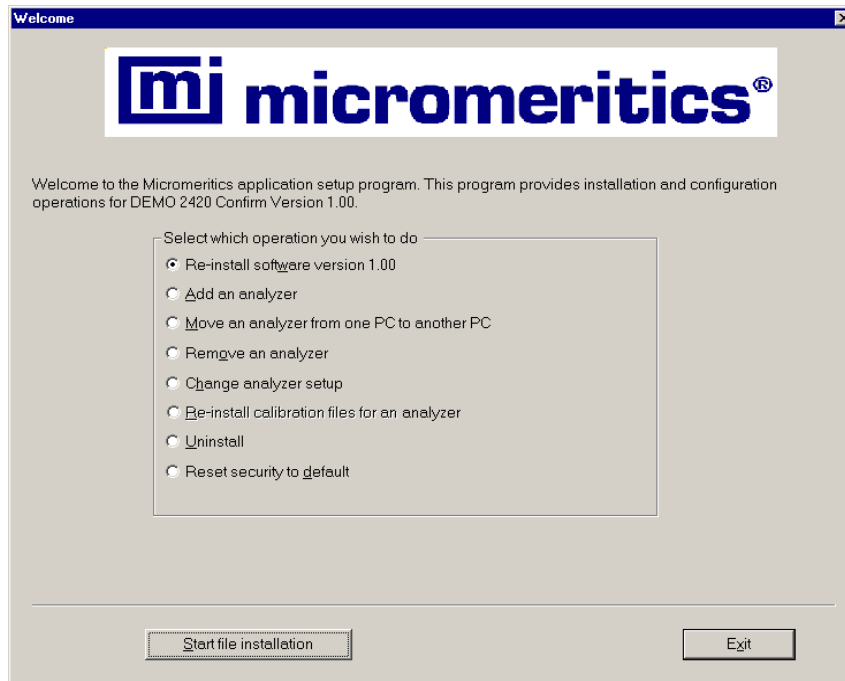


To start the Setup program, you must be logged into Windows with Administrator rights.

To start the application setup program:

1. Ensure that the Micromeritics software is not operating and the analyzer is idle.

2. Insert the setup CD into your CD-ROM drive. The New Installation screen will automatically display unless you have the Windows AutoPlay feature disabled. In this case:
 - a. Select **Start > Run** from the Windows menu bar.
 - b. Enter the name of the drive designator, followed by **setup**. For example: **e:setup**.
 - c. Click **OK**.
3. The setup Welcome screen showing the options available is displayed.



4. Select the operation you wish to perform. Procedures for performing each operation are in the following sections of this manual.
5. After the requested operation is completed, the setup Welcome screen is again displayed. A confirmation message indicating completion of the operation is shown in the lower section of the dialog.
6. After you have completed all desired operations, click **Exit** to close the dialog.

Installing New Software Versions

When you install a software upgrade, the system installs all of the application files and any status files that do not already exist on the computer. Existing analyzer status files are not affected and default and data files are not overwritten.

There are three types of subsequent installation; the software version controlled by the setup program is:

- a later version than the version installed on the computer
- the same version as the version installed on the computer
- an earlier version than the version installed on the computer

The setup program automatically detects which type of installation applies and customizes the selection in the Setup dialog accordingly.

1. Start the Setup program (refer to [Starting the Application Setup Program on page 26](#)).
2. Choose the software option. Remember, only the applicable option will display; it will be one of the following:
 - Upgrade software to version (number) from version (number)
 - Reinstall software version (number)
 - Downgrade software to version (number) from version (number)
3. Click **Start file installation**; the application installs the software and redisplay the setup Welcome dialog.
4. If you want to set the directory and file permission to the default values for all application users, select **Reset security to default** (refer to [Resetting Security to Default on page 38](#)).
5. If no other operations are desired using this dialog, click **Exit** to close the dialog.

Adding an Analyzer

Hardware

The following items are required when adding a second analyzer to the same computer:

- Ethernet switch
- Three standard (straight-through) ethernet cables

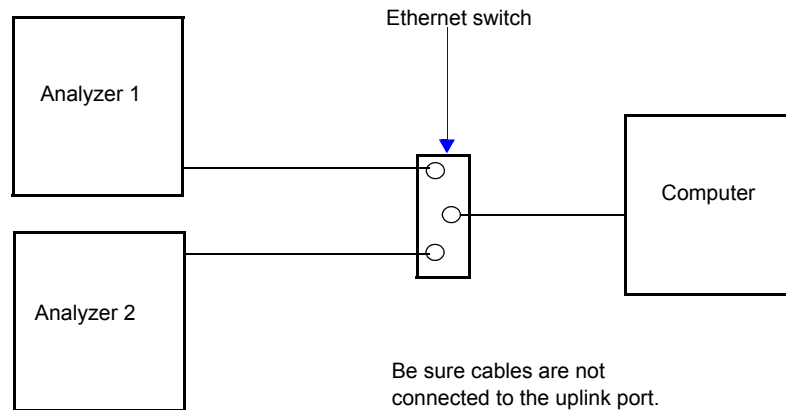


Be sure the analyzer and computer are turned off before performing this procedure.

Perform the following steps before proceeding with software installation.

1. Remove the ethernet crossover cable from the existing analyzer.

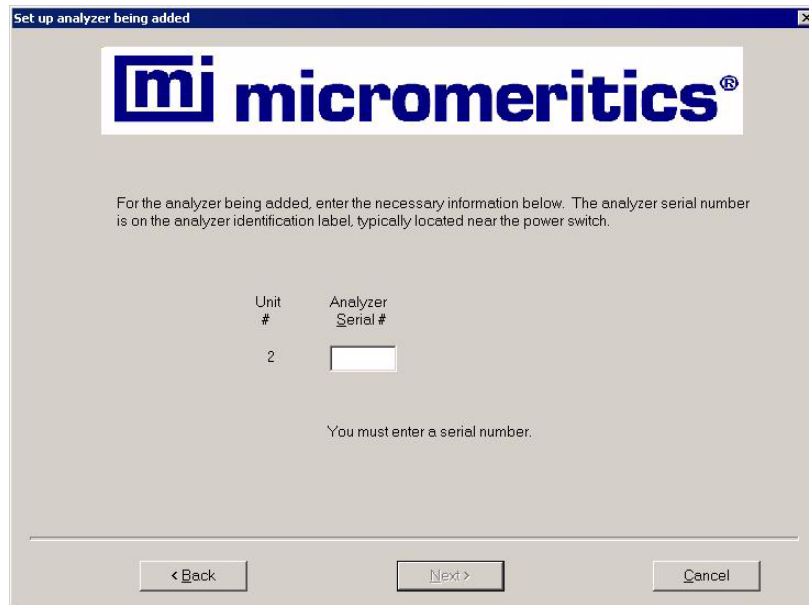
2. Plug a standard ethernet cable into the appropriate connector on the rear panel of each analyzer.
3. Plug the other ends of each cable into numbered slots on the ethernet switch (do not use the uplink slot).
4. Plug one end of the third standard ethernet cable into a numbered slot on the ethernet switch and the other end into the appropriate connector on the computer. The finished configuration should look like the following illustration.



5. Plug the power cord of the ethernet switch into an appropriate power source.
6. Turn on the computer and the analyzers, then proceed with software installation.

Software

1. Start the Setup program (refer to [Starting the Application Setup Program on page 26](#)). Select **Add an analyzer**, then click **Next**; the Setup analyzer dialog is displayed.



Set up analyzer being added

mi micromeritics®

For the analyzer being added, enter the necessary information below. The analyzer serial number is on the analyzer identification label, typically located near the power switch.

Unit #	Analyzer Serial #
2	<input type="text"/>

You must enter a serial number.

< Back Next > Cancel

2. Enter the serial number of the analyzer being added.
3. Click **Next**.
 - Some analyzers require calibration files. For those analyzers, the Calibration Installation dialog is displayed. Read the information in the dialog and proceed accordingly.
 - For analyzers that do not require calibration files, proceed to step 4.
4. The setup Welcome dialog is redisplayed. If no other operations are desired using this dialog, click **Exit** to close the dialog.

Moving an Analyzer from one Computer to another Computer

You can move an analyzer from one computer (Source PC) to another computer (Destination PC).

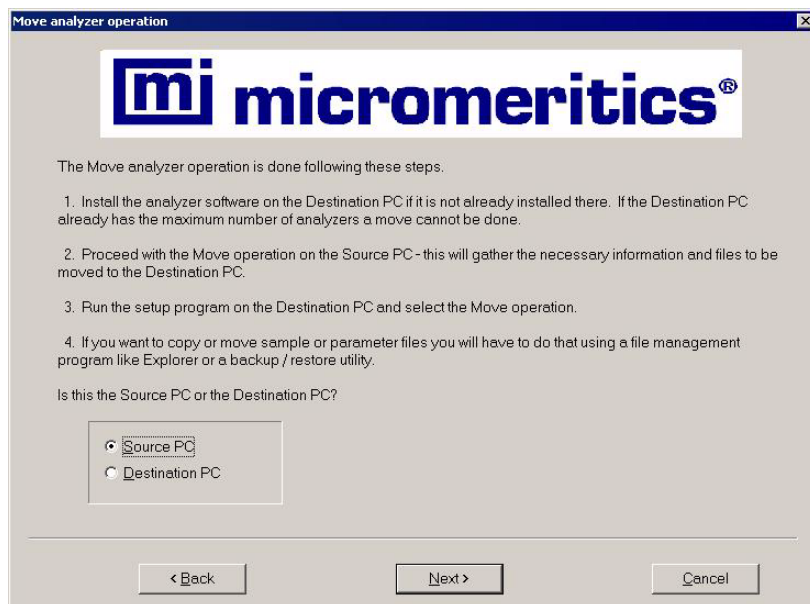


This operation does not move sample or parameter files. To move these files, use a file management program such as Explorer or a backup/restore utility.

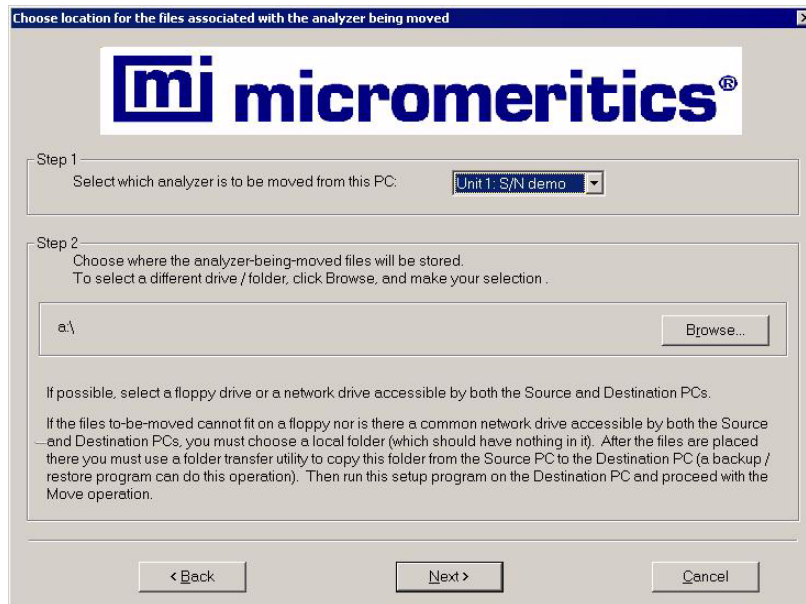
Moving a Configured Analyzer to a New Computer

This section provides steps for moving a configured analyzer to a computer that does not have an analyzer installed.

1. Install the software on the **Destination** computer. Refer to [Step 4. Installing the Micromeritics Software on page 7](#). Be sure to select 0 as the number of analyzers; all related instrument information will be transferred in the **Move** operation.
2. Start the setup program for the application on the source computer. (Refer to [Starting the Application Setup Program on page 26](#).)
3. Select **Move an analyzer from one PC to another PC**, then click **Next**; the Move analyzer operation dialog is displayed.



4. Select **Source PC**, then click **Next**; the following dialog is displayed.



5. From the drop-down list in the Step 1 group box, select the analyzer that is to be moved.
6. In the Step 2 group box, click **Browse** to choose a location in which the moved files will be stored. If possible, choose a disk drive or a shared network drive. If this is not possible, select a local folder. After the files are placed there, use a folder transfer utility to copy this folder from the **Source PC** to the **Destination PC**.

For applications that use sample calibration files, the calibration files are not included in the moved files. These files must be copied and moved separately to the destination computer. The calibration files are located in a subdirectory of the Hardware directory. The subdirectory is named (3-digit system identifier)-(instrument serial number).



If the calibration files were changed after instrument installation, make sure that you move the updated calibration files.

7. Click **Next**; the files are moved and the setup Welcome screen is displayed.
8. Start the application setup program on the destination computer.
9. Select **Move an analyzer from one PC to another PC**; the Move analyzer operation dialog is displayed (shown on previous page).

10. Select **Destination PC**, then click **Next**; the following dialog is displayed.

Move analyzer information to this PC

mi micromeritics®

For the analyzer being moved to this PC, enter the necessary information below.

Step 1

The analyzer serial number is on the analyzer identification label, typically near the power switch.

Unit # Serial #

2

You must enter a serial number.

Step 2

Specify where the analyzer-being-moved files are located.
To select a different drive / folder, click Browse, and make your selection.

a:\

< Back Next > Cancel

11. In the Step 1 group box, enter the serial number of the analyzer being moved.
12. In the Step 2 group box, click **Browse** and choose the location of the moved files.
13. Click **Next**; the files are transferred and the setup Welcome screen is displayed. Click **Exit** to close the dialog.
14. Turn on the analyzer and start the analysis program.

Moving a Configured Analyzer to a Computer with an Existing Analyzer

This section provides steps for moving a configured analyzer to a computer that already has the analysis program and a configured analyzer installed, this being the second analyzer. When installing two analyzers on one computer, additional hardware is required. Refer to [Adding an Analyzer on page 28](#).

1. Perform Steps 2 through 7 (steps for **Source** computer) of the procedure [Moving an Analyzer from one Computer to another Computer on page 30](#).
2. Disconnect the Ethernet cable of the analyzer from the Source computer (or Ethernet switch). Reconnect the cable to the Ethernet switch for the Destination computer. You must use a switch when attaching multiple analyzers. Refer to [Adding an Analyzer on page 28](#) for configuring ethernet connections using a switch.



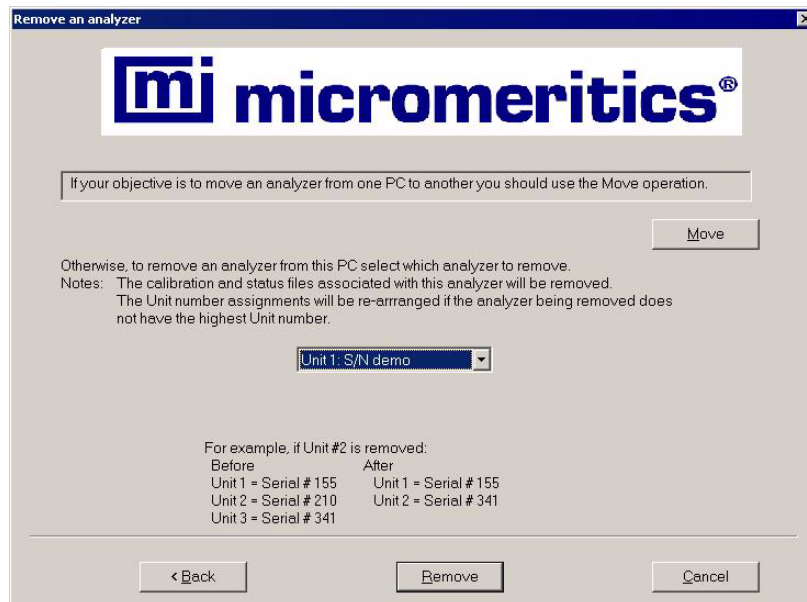
If the Ethernet cable is connected to a switch, the cable can be used with the Destination computer. If it is connected to the back of the computer, it is a crossover cable and must be exchanged for a standard Ethernet cable.

3. After ethernet connections have been established, return to page 32 and begin with Step 8 (steps for **Destination** computer). You will not see the Ethernet Ports dialog (Step 13) since an ethernet port has already been assigned.
4. Turn on both analyzers and start the analysis program.

Removing an Analyzer

You can remove an analyzer from the computer as follows. When you remove an analyzer, the status files are removed as well.

1. Start the Setup program. Refer to [Starting the Application Setup Program on page 26](#).
2. From the Setup dialog, select **Remove an analyzer**, then click **Next**; the Remove an analyzer dialog is displayed.

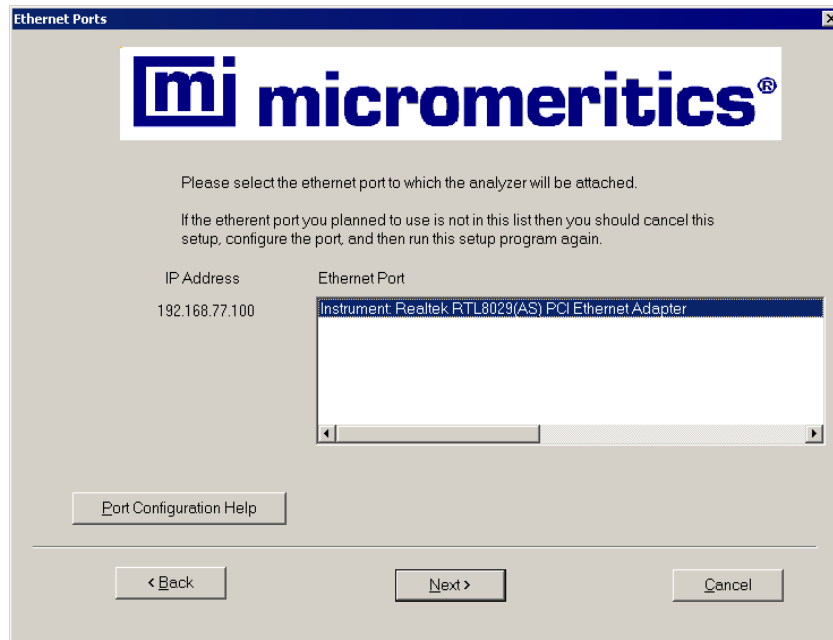


3. From the drop-down list, choose the serial number of the analyzer you want to remove.
4. Click **Remove**; the analyzer is removed and the Welcome screen is again displayed.
5. Click **Exit** to close the dialog.

Changing an Analyzer Setup

This option enables you to connect the analyzer to a different ethernet port on the computer. For example, if the current ethernet port malfunctions, you would use this option to choose another port.

1. Start the Setup program. Refer to [Starting the Application Setup Program on page 26](#).
2. From the Setup dialog, select **Change analyzer setup**, then click **Next**; Ethernet Ports dialog is displayed.

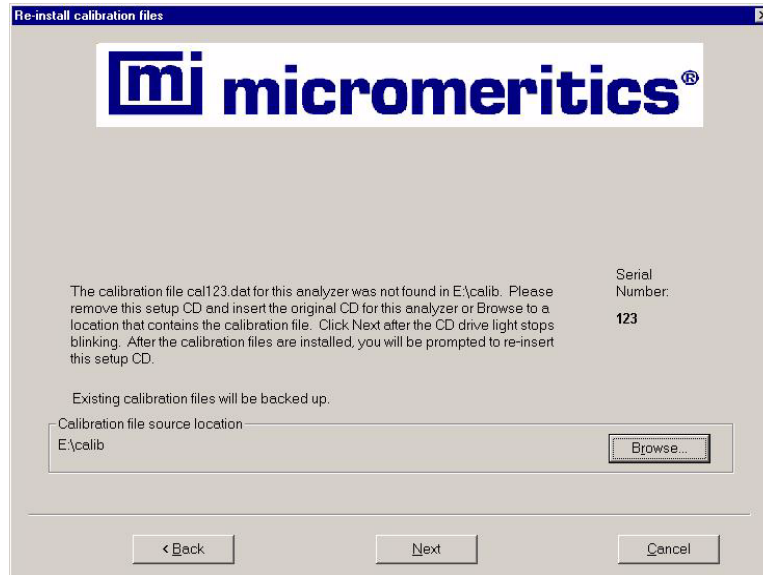


3. Select the desired port and click **Next**; the Welcome screen is again displayed.
4. Click **Exit** to close the Welcome dialog.

Reinstalling the Calibration Files

For instruments requiring calibration files, you can reinstall the files containing an analyzer's factory calibration data as follows.

1. Start the Setup program. Refer to [Starting the Application Setup Program on page 26](#).
2. Select **Re-install calibration files for an analyzer**, then click **Next**; the Re-install calibration files dialog is displayed.



If you have multiple analyzers installed, a dialog enabling you to choose the desired analyzer is displayed before the one shown above.



If you did not use the original program CD to start the Setup program, you will have to insert it now since it contains the calibration files. You do not have to exit the Setup program. Simply remove the CD and insert the program CD.

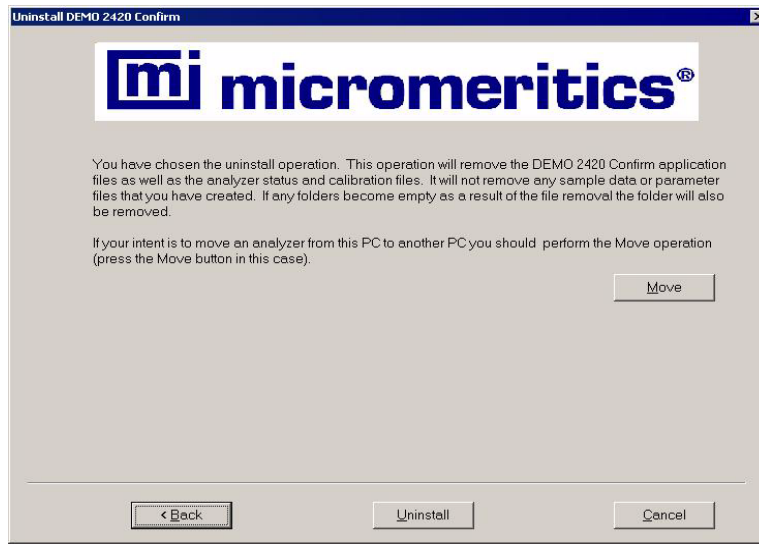
3. Ensure that the CD drive is displayed as the calibration file source location. If not, click **Browse** and choose the CD drive.
4. Click **Next**; the calibration files are reinstalled and the Welcome dialog is again displayed.
5. Click **Exit** to close the Welcome dialog.

Uninstalling the Micromeritics software

When you uninstall the Micromeritics software, the application removes the Micromeritics software, status files, analyzer setup files, and resulting empty directories. It does not remove data files. Perform the following steps to uninstall the program:

1. Start the Setup program. Refer to [Starting the Application Setup Program on page 26](#).

- From the Setup dialog, select **Uninstall**, then click **Next**; the Uninstall dialog is displayed.



- Click **Uninstall**; the Select Uninstall Method dialog is displayed.



- Choose one of the following:
 - Automatic**: click **Next**; the system uninstalls the Micromeritics software automatically and the setup Welcome dialog redisplay.
 - Custom**: click **Next**; a series of dialogs is displayed, allowing you to choose the files you wish to uninstall. After all files are selected and uninstalled, the setup Welcome dialog redisplay.
- Click **Exit** to close the Welcome dialog.

Resetting Security to Default

If you install a software upgrade, new files may be added to directories. To automatically set file permissions for Micromeritics application users, click **Reset security to default** on the Welcome screen.

The system resets directory and file permissions to the default values. Refer to Appendix A, [File Security Default Settings](#), for a list of the default settings.

Troubleshooting

Reloading the Default Administrator Utility Password

The Administrator Utility default password can be reloaded using the Reinstall Software option on the application setup CD. This may be required if, for example, you forget your password or if a new administrator needs to be established. When using the Reinstall Software option, existing analyzer status files are not affected and default, data, and user profile files are not overwritten.

1. Rename the ADMINISTRATOR.PSW file, for example, you could rename it OLDADMINISTRATOR.PSW.
2. Insert the application CD in the CD drive and select the Reinstall Software option. Refer to [Installing New Software Versions on page 28](#).
3. Start the Administrator Utility and enter **Administrator** in the **User name** field and **Password** in the **Password** field. Refer to [Starting the Administrator Utility on page 12](#).

Error Messages

Error messages are listed numerically. If the Action response instructs you to contact your service representative, record the error message and make backup copies of the sample files involved in the operation.

2300 - Error writing file or the user is not Windows OS user

Cause A: The user is not a Windows user.

Action A: Set up a Windows User Account for the user.

Cause B: Password file is corrupted.

Action B: Assign a new password.

Cause C: The user does not have ownership of the file or password file security is not set properly.

Action C: Check the password file security settings and reset if necessary or reset the user password in the Administrator Utility.

2301 - Error reading file

Cause: System error reading file.

Action: Contact your Micromeritics representative.

2302 - Please enter full name

Cause: You did not enter a value in the **Full name** field.

Action: Enter the name that will be displayed in the application, stored in the system log, and used for a signature for this user in the **Full Name** field.

2303 - Please enter user name

Cause: You did not enter a value in the **User name** field.

Action: Enter the User ID that the application user will enter to log onto the application.

2304 - This user name already exists. Please enter user name.

Cause: You entered an existing user name.

Action: Enter a unique value in the **User name** field.

2305 - Please select access level.

Cause: You did not specify an access level for the user.

Action: Click the appropriate button for Developer or Analyst or check the Administrator box to specify access level.

2306 - Error connecting to AdmnSvr.

Cause: Unable to establish communications with the Administrative Service.

Action A: Restart your computer.

Action B: Reinstall the ASAP 2420 application.

Action C: If Action A or B does not solve the problem, contact your Micromeritics representative.

2307 - Password directory location not set in ini file

Cause: System error.

Action: Contact your Micromeritics representative.

2308 - Invalid start or end date

Cause: You entered a date in the **Start Date** or **End Date** field that is not valid.

Action: Enter a date in this format mm\dd\yyyy, mm = month, dd = day, yyyy = year or select a date from the drop-down calendar.

2310 - No system log files found

Cause: There were no system log files found for the date range you entered.

Action: Reenter the Start and End dates.

2311 - Enter a valid temporary password

Cause: You entered an invalid password or you did not type the same value in both the **New Password** and **Confirm New Password** fields.

Action: Reenter the password in the **New Password** and **Confirm New Password** fields.

A. File Security Default Settings

A. During software installation, the Micromeritics software sets the Windows directory and file access permissions for the MicService, MicAnalysts, and MicDevelopers user groups to those shown in the following table.



Administrators have full control rights for all directories and files.



Blank columns indicate that the group has the permissions shown in the Everyone column.

In the table below, Read means the user has Read and Execute, List Folder Contents, and Read rights and permissions.

You may modify these settings if desired. Also, if it becomes necessary to reload the default setting, you can do so using the **Reset security to default** command on the Setup CD.

Directory/File	Everyone	MicDevelopers Group	MicAnalysts Group	MicService Group
<application directory>	Read			
Calib Note: For instruments requiring calibration files only	Read	Full control		
data	Full control			
export	Read	Full control		
import	Read	Full control		
param	Read	Full control		
password	Create only			
records	Read			
records\log	Read			
Records\log\<application name>-S01	Create only			
sample	No rights	Create only with Create Folders permission	Create only with Create Folders permission	Read

Directory/File	Everyone	MicDevelopers Group	MicAnalysts Group	MicService Group
records\sample\mic_samp\	No rights	Create only with Create Folders permission	Create only with Create Folders permission	Read
records\sample\rep_map.mic	N/A	Read	Read	
records\sample\mic_samp\ example	No rights	Create only with Create Folders permission	Create only with Create Folders permission	Read
records\sample\mic_samp\ example\cache.mic	Full control			
param\cache.mic	Full control			
records\sample\mic_serv	Read			Full control
records\template	No rights	Create and Read	Read	Read
referenc	Full control			
service	Full control			
status	Full control			
AdminUtil.exe	Read			

B. Ethernet Communication Settings

Your computer and analyzer communicate by means of an ethernet connection. This appendix contains instructions for ensuring that the ethernet connection operates properly.



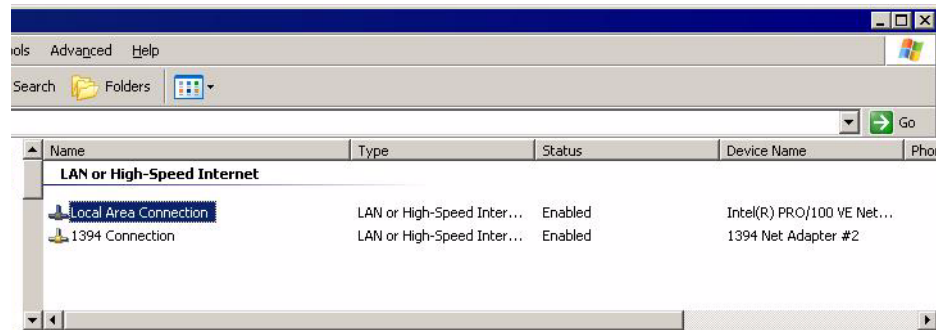
The sample screens shown in this appendix are Microsoft operating system screens, which may be subject to change. The screens are included for reference purposes only.

Ethernet Port Configuration

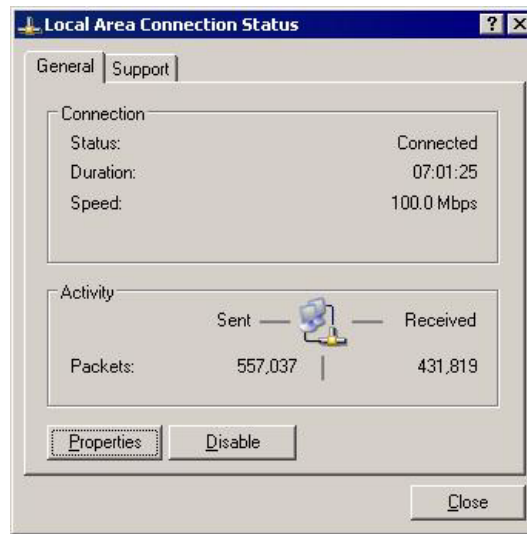
This section contains instructions for configuring an ethernet port in either Microsoft® Windows 2000 or Microsoft Windows XP Professional. The instructions do not apply to any other operating system.

In Windows 2000 or XP Professional:

1. Select **Start > Settings > Network Connections** from the Status bar at the bottom of the screen. The Network dialog is displayed.

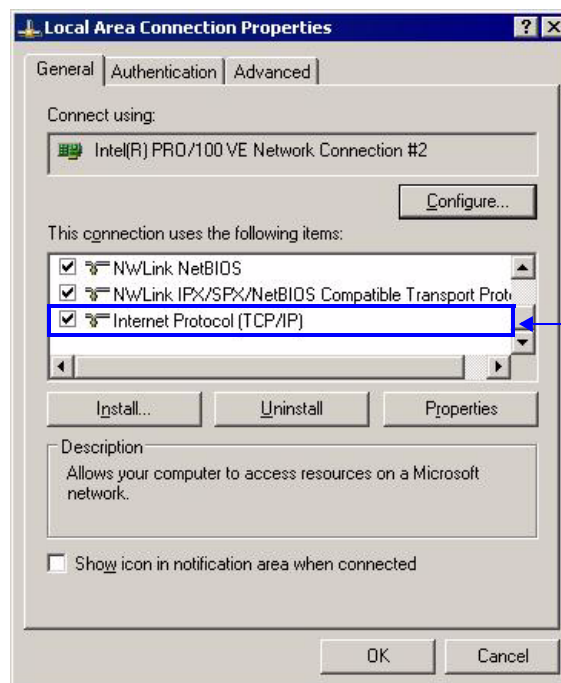


2. Double-click the appropriate Local Area Connection, which is actually the ethernet port. The Local Area Connection Status dialog is displayed.



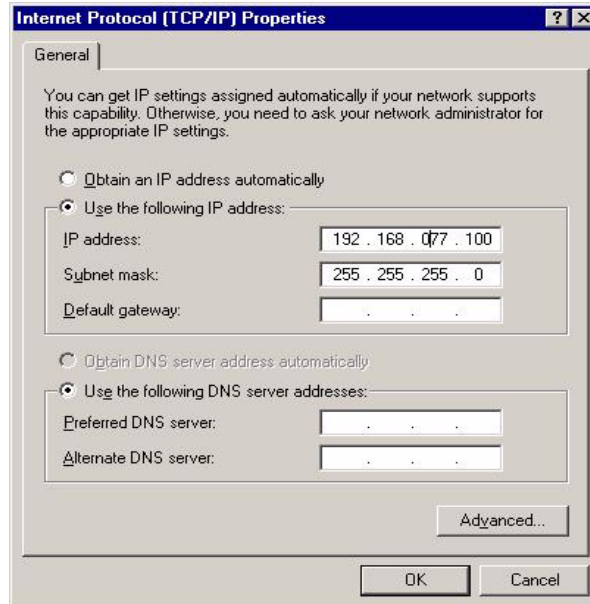
If no Local area connections are displayed, Windows did not detect an ethernet port. Contact your system administrator.

3. Click **Properties**; the Local Area Communication Properties dialog is displayed.
4. Scroll to **Internet Protocol (TCP/IP)** and make sure a check mark appears in the box to the left of the item. If it does not, click on the box to insert a check mark.



Make sure Internet Protocol (TCP/IP) is checked

5. Click **Internet Protocol (TCP/IP)** to highlight it, then click **Properties**; the Internet Protocol dialog is displayed.
6. Click **Use the following IP address**, then enter the following in the **IP address** fields: **192 168 077 100**.



7. The following numbers should display in the **Subnet mask** field: **255.255.255.0**. If these numbers are not displayed, enter them.
8. Leave all other fields in the dialog blank.
9. Click **OK**; the Local Area Connection dialog is displayed.
10. Click **OK** to close the dialog.

Ethernet Firewall Setting

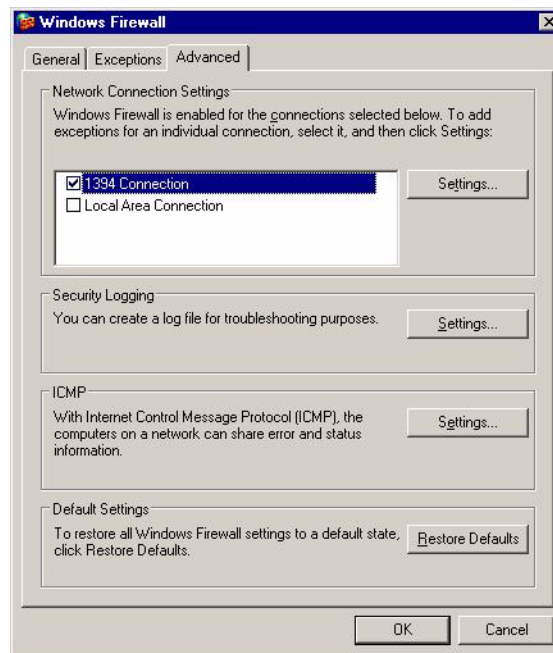
If an ethernet firewall is enabled for the connection between your computer and analyzer, you must turn off the firewall to prevent an initialization failure when running the Micromeritics software application.

If you are running Windows XP with Service Pack 2 installed, the firewall is enabled by default. The following instructions describe how to disable the firewall.

If you have Windows 2000 or Windows XP with a third-party firewall enabled, refer to the firewall software manual or contact your system administrator for instructions on disabling the firewall.

To disable the ethernet firewall for Windows XP with Service Pack 2:

1. Select **Start > Settings > Control** from the Status bar at the bottom of the screen; the Control Panel window is displayed.
2. Double-click **Windows Firewall**; the Windows Firewall dialog is displayed.
3. Click the **Advanced** tab; a list of network connections is displayed.



4. Click the connection assigned to your Micromeritics analyzer to clear the check mark, then click **OK**.