

echo FileLoader Installation Guide

Updated 1.18.2010

After completing this, you will be able to:

- Take advantage of the power and flexibility of echo FileLoader
- Register, download, install, and uninstall the program

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Introduction

This document provides guidance on the installation of the echo FileLoader from echoTechnology. The echo FileLoader for SharePoint 2007 is a powerful and flexible tool for administrators to quickly and easily identify, reorganize, and move content and folder structures from file shares into SharePoint 2007. Administrators have flexibility and control over how content is moved from their file shares, with the ability to maintain, or update and transform their content, metadata, versioning, and folder structure.

Please Note: the echo FileLoader must be installed on your SharePoint or WSS front end web server. In addition, you must have administrative privileges on the front end server to use the application.

For product questions of support-related topics, please visit our IT Support online forums at <http://support.echotechnology.com/>

For help with each of the features inside the echo FileLoader, please see the [echo FileLoader User Guide](#), which was part of your download.

To review some of the most common questions around the echo FileLoader, please see the [echo FileLoader FAQs](#).

Registration

1. First, register for the echo FileLoader trial and download the application from the echoTechnology website. You can register online at <http://www.echotechnology.com/registration/Trial.aspx?PID=16&AID=0>

echo FileLoader for SharePoint 2007 Trial

Email address *

Please Note:
echo FileLoader for SharePoint 2007 is a server product and must be installed on your Sharepoint or WSS front end server

- During the trial you will only be able to import a maximum of 50 files.
- You must be connected to the internet to register, activate and use this trial.
- You will need administrative privileges to run echo FileLoader.

2. Once identified within the system, confirm whether you are a new user (first time downloading) or already have a serial number,

Welcome Christian

If you are not Christian please click [here](#). To change your details click [here](#).

echo FileLoader for SharePoint 2007 Trial

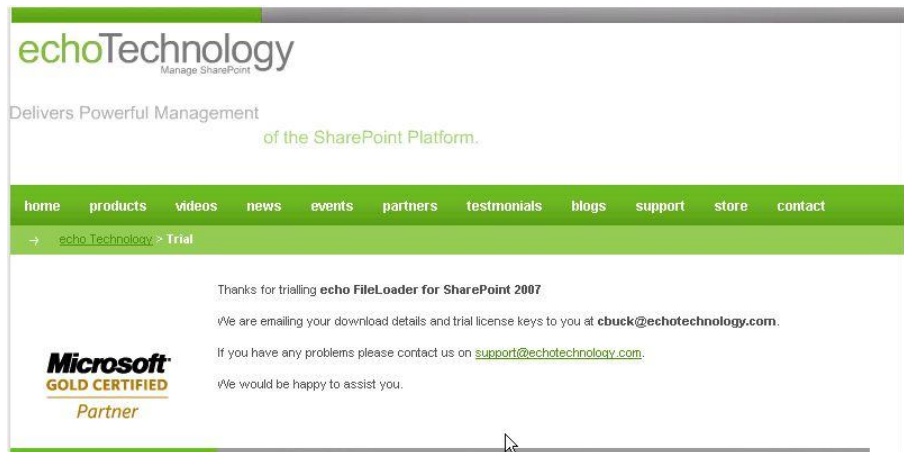
Please Note:

echo FileLoader for SharePoint 2007 is a server product and must be installed on your Sharepoint or WSS front end server

- During the trial you will only be able to import a maximum of 50 files.
- You must be connected to the internet to register, activate and use this trial.
- You will need administrative privileges to run echo FileLoader.

- I am a new user
 I have a serial number

3. You will receive a confirmation that your registration has been completed.



The screenshot shows the echoTechnology website interface. At the top, the logo "echoTechnology" is displayed with the tagline "Manage SharePoint". Below the logo, the text "Delivers Powerful Management of the SharePoint Platform." is visible. A navigation menu includes links for home, products, videos, news, events, partners, testimonials, blogs, support, store, and contact. The current page is identified as "echoTechnology > Trial". The main content area features a confirmation message: "Thanks for trialling echo FileLoader for SharePoint 2007. We are emailing your download details and trial license keys to you at cbuck@echotechnology.com. If you have any problems please contact us on support@echotechnology.com. We would be happy to assist you." To the left of this message is the "Microsoft GOLD CERTIFIED Partner" logo.

- An email is sent that includes your echo FileLoader serial number and download information. It also includes links to the latest echo FileLoader documentation and a video of key user scenarios. If you registered but did not receive these instructions, please contact support@echotechnology.com



- After clicking on the download URL, you are directed toward a disclaimer and end user agreement. You must select 'Yes, I Agree' to proceed with the download to your server.



6. A dialog box opens asking for a destination site. Save this file to your SharePoint server, or a network folder that can be accessed from your target server.

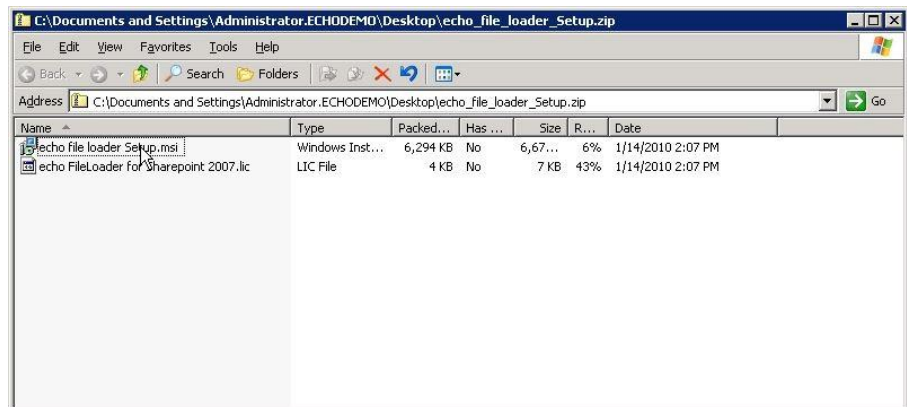
10. EXCLUSION OF INCIDENTAL, CONSEQUENTIAL AND CERTAIN OTHER DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL echo TECHNOLOGY OR ITS SUPPLIERS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS OR CONFIDENTIAL OR OTHER INFORMATION, FOR BUSINESS INTERRUPTION, FOR PERSONAL INJURY, FOR LOSS OF PRIVACY, FOR FAILURE TO MEET ANY DUTY INCLUDING OF GOOD FAITH OR OF REASONABLE CARE, FOR NEGLIGENCE, AND FOR ANY OTHER PECUNIARY OR OTHER



7. Once downloaded to your server, double-click on the zip file to access the echo FileLoader setup.msi file.



8. The zip file contains two files: the setup.msi, and the echo File Loader license (.lic) files.



Installation

✦ Step 1 – Install echo FileLoader

Unzip the downloaded file to a location on your hard drive. Install echo FileLoader on your SharePoint 2007 Server by running the .msi file and follow the installation prompts.

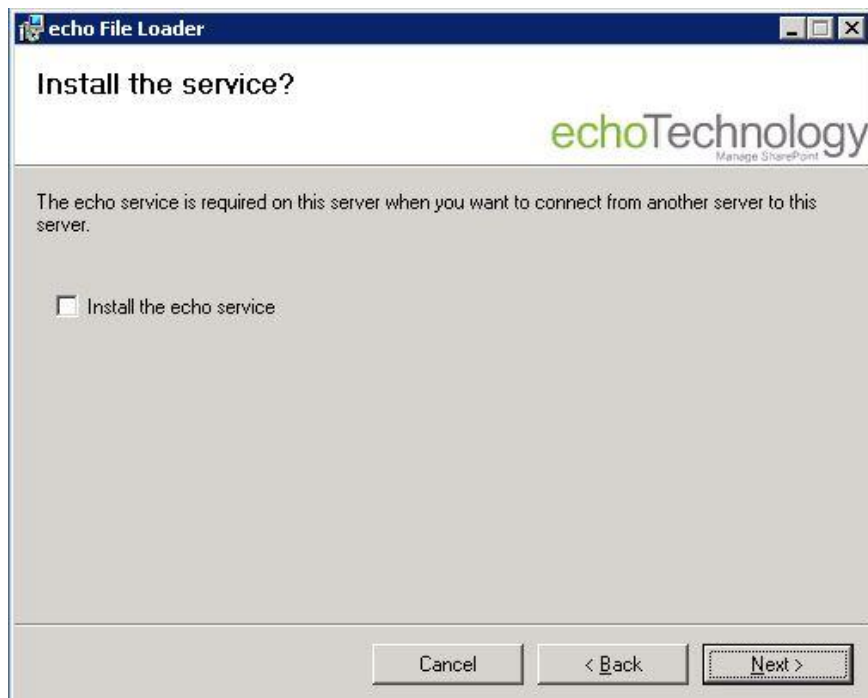
1. A welcome screen opens. Click Next.



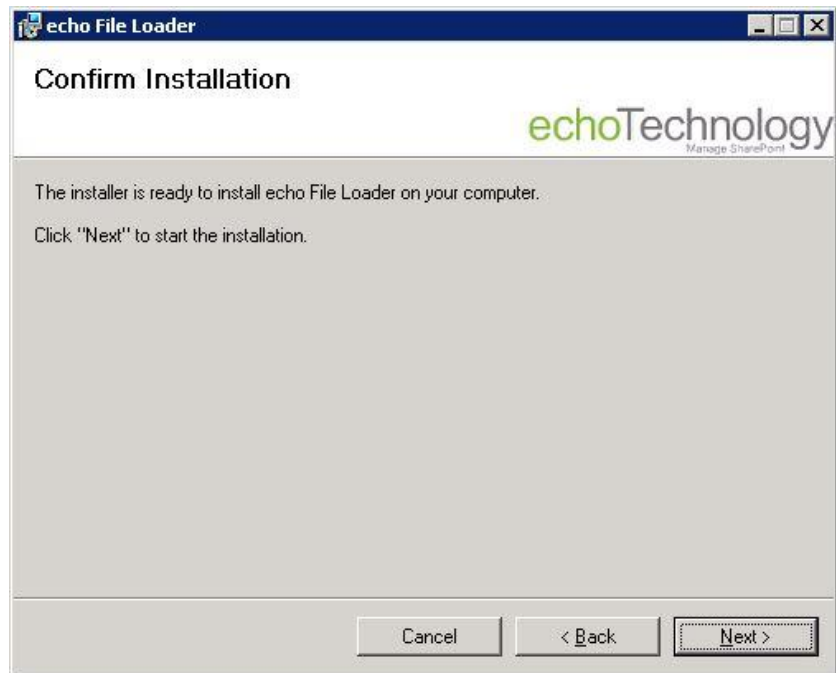
2. The license agreement appears. Select 'I Agree' and Next.



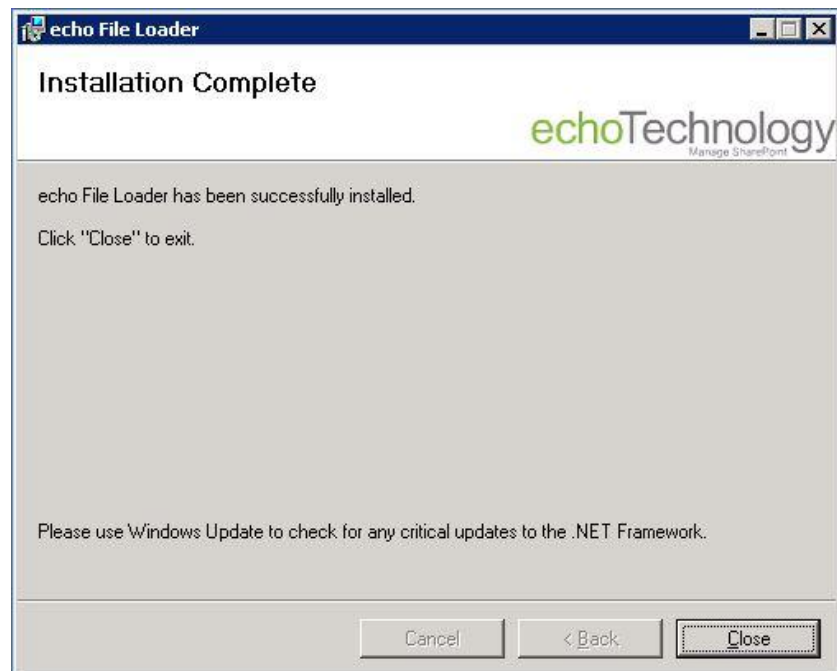
3. An option appears to install the echo service, if this is the first time you have installed echo check install the service. If this is not the case, simply click Next.



4. Confirm your installation, and select Next to install the application.



5. The system will notify you once the setup has been completed. Select Close to exit the window.

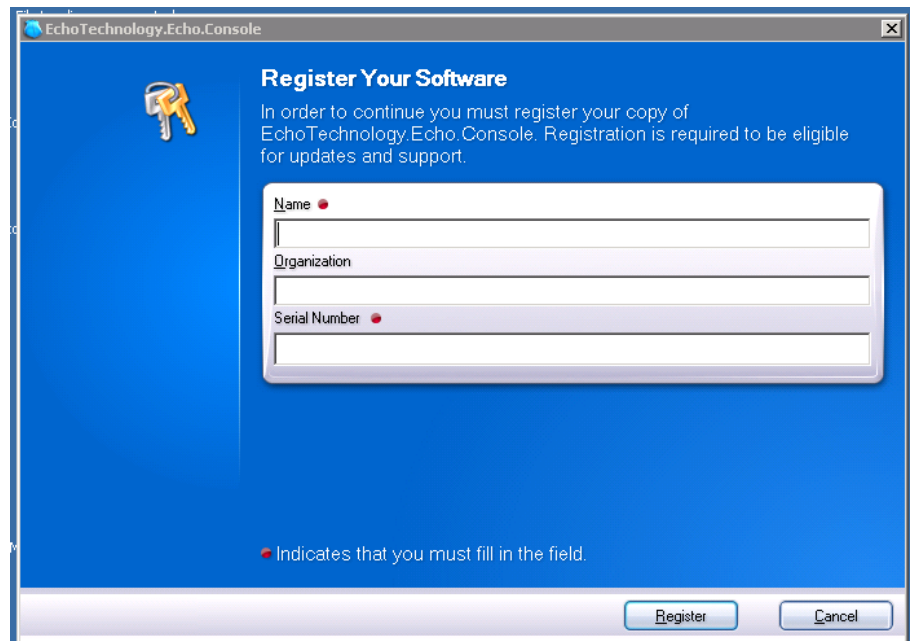


Activating Online

✦ Step 1 – Activating your machine online for the first time

If this is the first time you have installed an echoTechnology product on this server, you will be required to activate your server. If this is the case, when you open the echo FileLoader product you will be presented with the following screen:

1. Enter in your name, organization and the serial number emailed to you when you registered and click Register.

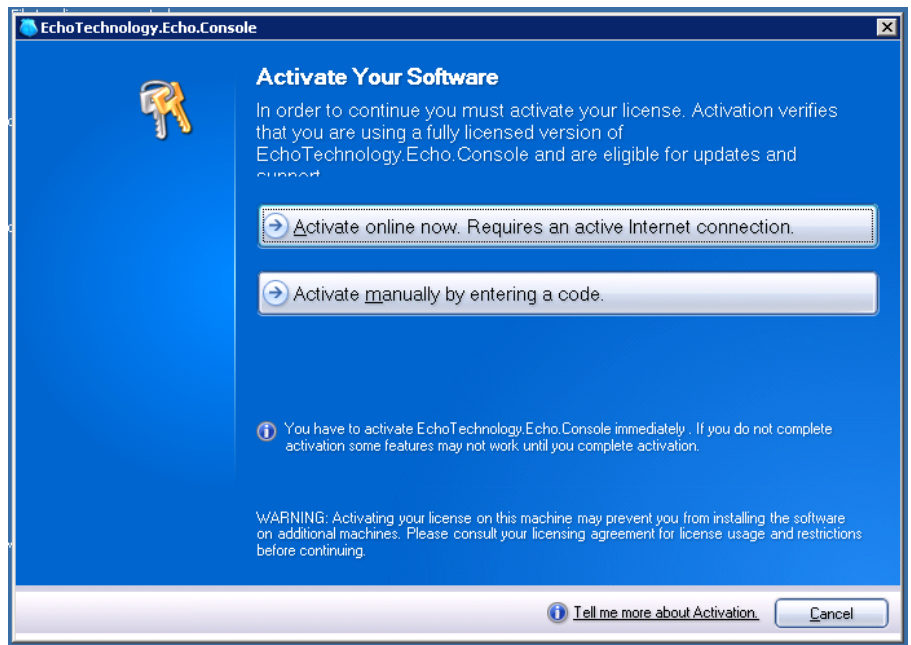


The screenshot shows a window titled "EchoTechnology.Echo.Console" with a blue background. On the left is a key icon. The main heading is "Register Your Software". Below it is a paragraph: "In order to continue you must register your copy of EchoTechnology.Echo.Console. Registration is required to be eligible for updates and support." There are three text input fields: "Name", "Organization", and "Serial Number". The "Name" and "Serial Number" fields have a red dot next to their labels. Below the fields is a legend: a red dot followed by the text "Indicates that you must fill in the field." At the bottom right are "Register" and "Cancel" buttons.

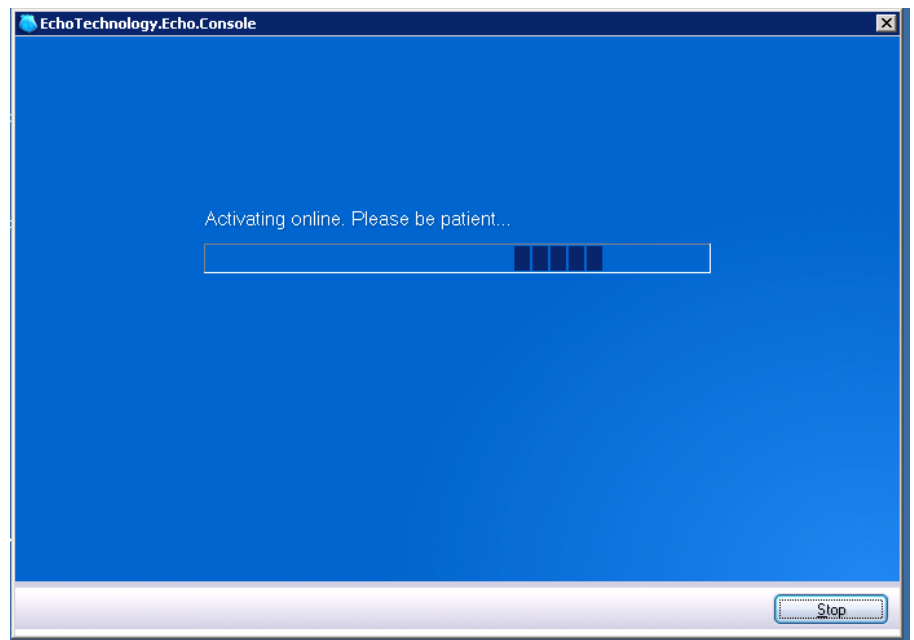
2. If your server can communicate with the internet, you can activate automatically over the internet. To test whether your server can communicate with echoTechnology's licencing server, navigate to this test URL from your target server

<http://licensing.echotechnology.com/connectivitytest.html>

Choose *Activate online now*



3. After the online activation process is complete, you will be ready to open echo FileLoader



⏪ Step 2 – Add the echo FileLoader License

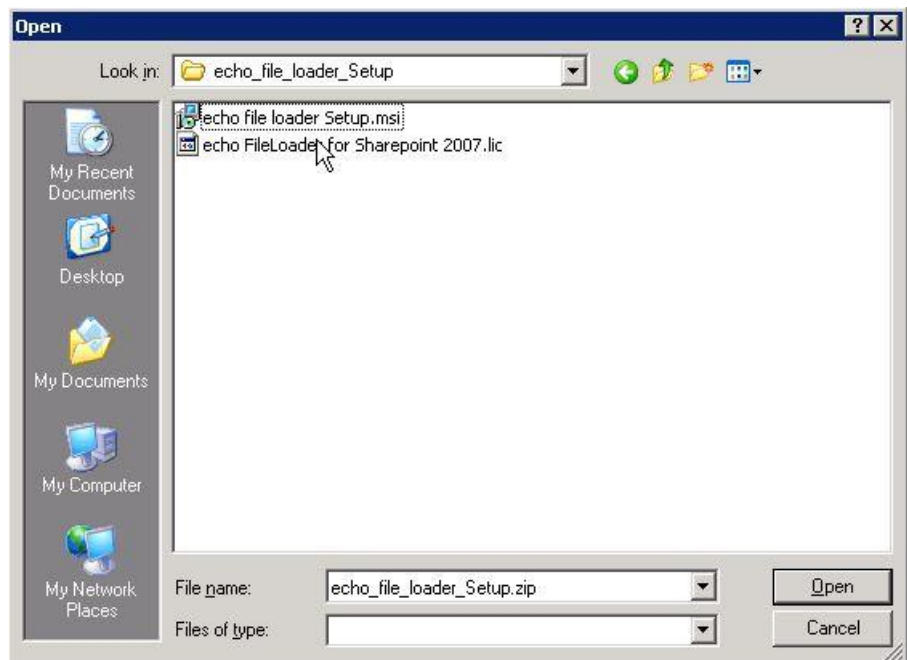
1. Open the echo FileLoader application by going into your Start menu and selecting the echo icon. The echo for SharePoint splash image will appear and display your credentials, when added.



2. The full welcome screen for echo for SharePoint will open with a License Manager dialog window. If not prompted, select Add License.



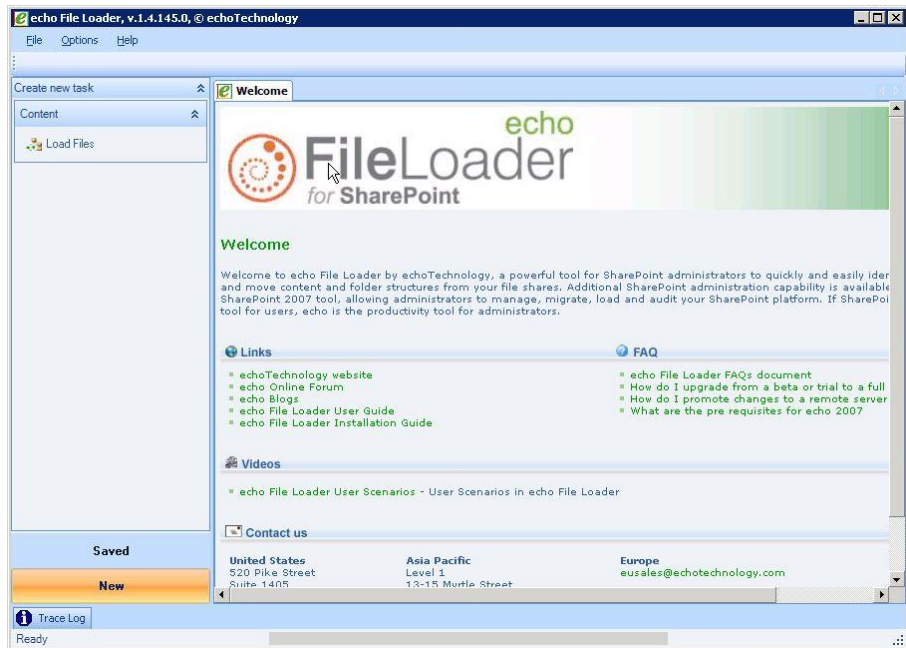
3. Navigate to your downloaded echo File Loader Setup folder, and select the echo FileLoader for SharePoint 2007.lic file, and click Open.



4. The echo FileLoader license should appear. Select Apply to complete the process and conclude the installation process.



5. The echo welcome screen will refresh, and the echo FileLoader logo will appear. You are now ready to begin your file share migration!



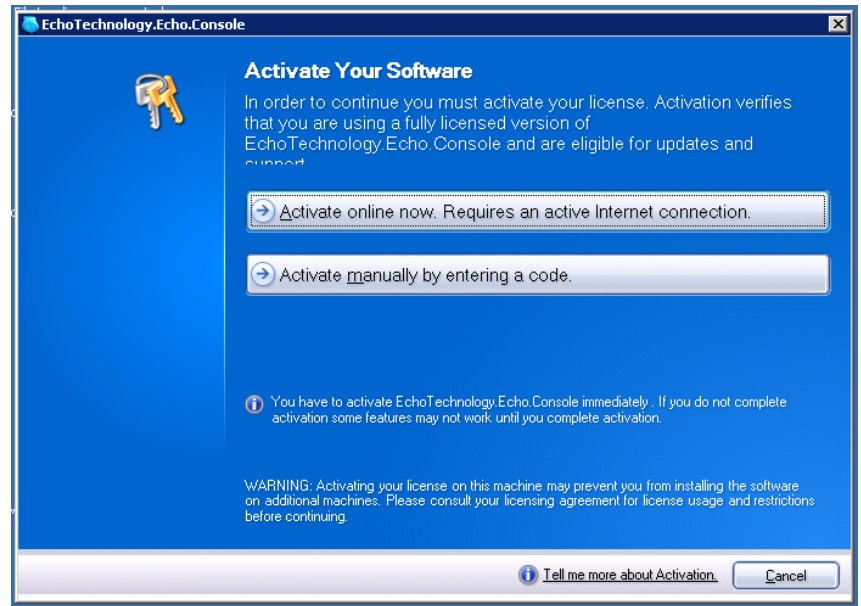
Activating Manually

⏪ Step 1 – Activating your machine manually

If this is the first time you have installed an echoTechnology product on this server and your server cannot communicate with the URL below:

<http://licensing.echotechnology.com/connectivitytest.html>

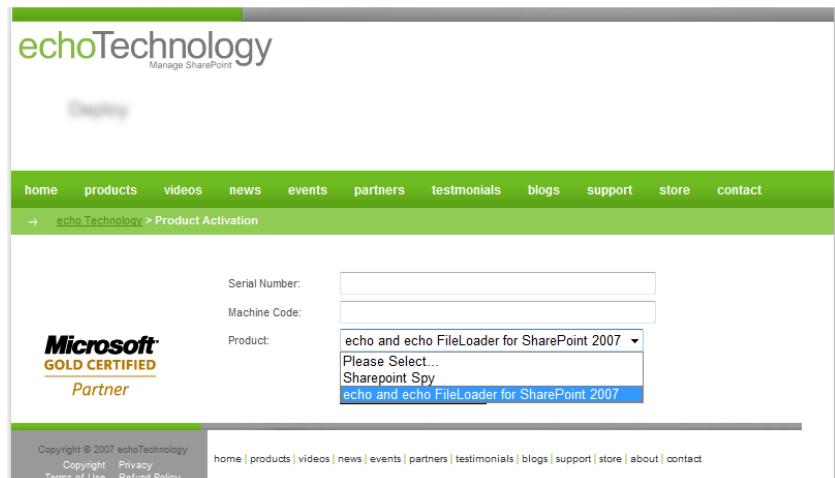
1. Click activate manually by entering a code



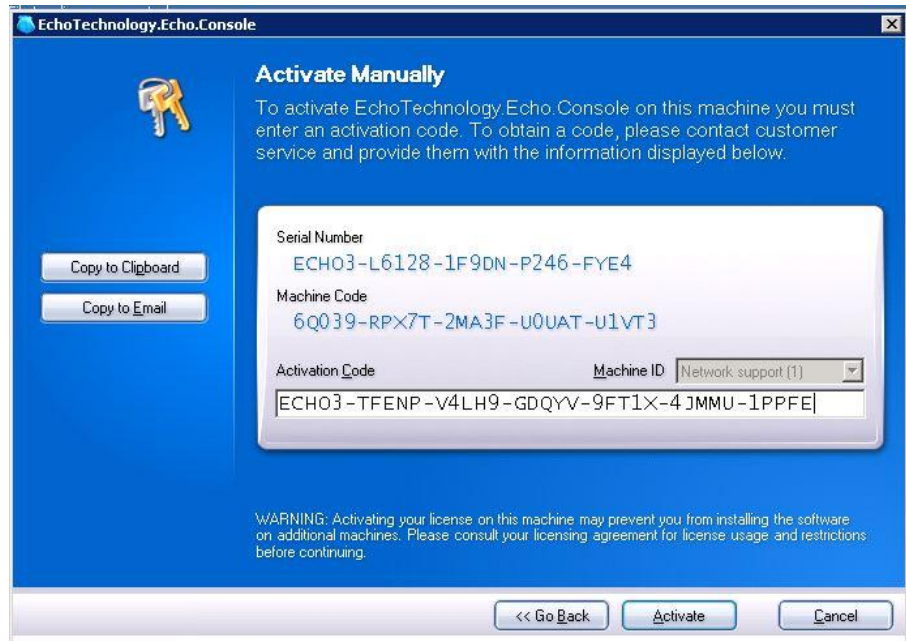
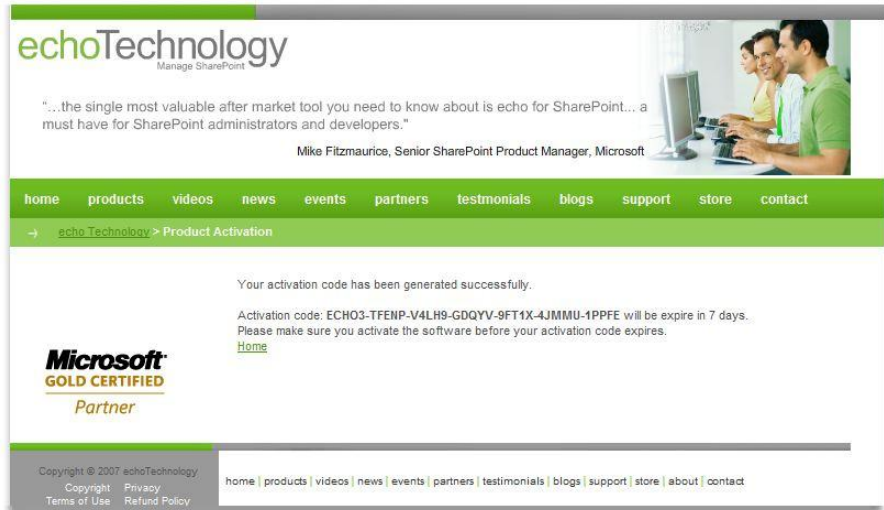
2. echo FileLoader will then provide you with a machine code which you enter in manually at this website:

<http://www.echotechnology.com/registration/productactivation.aspx>

Enter the serial number and machine code and click Get Activation Code.



3. echo FileLoader will then provide you with an activation code. Enter the activation code and click activate. After the manual activation process is complete you will be ready to open echo FileLoader

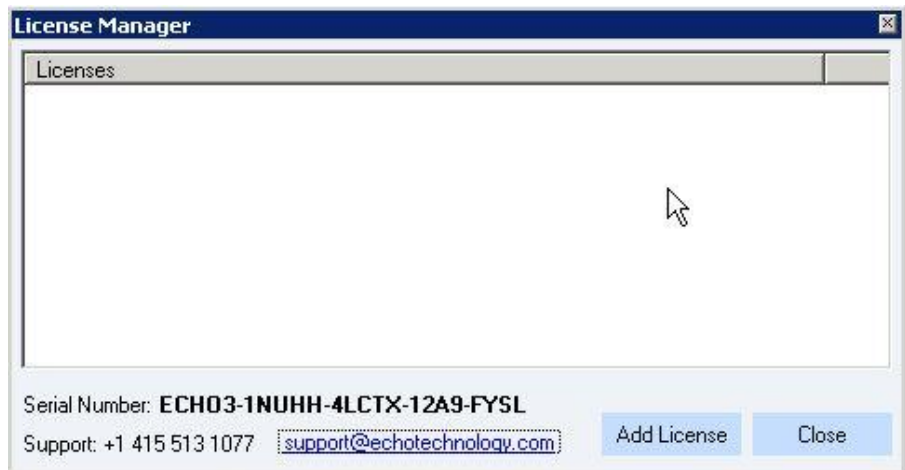


⏪ Step 2 – Add the echo FileLoader License

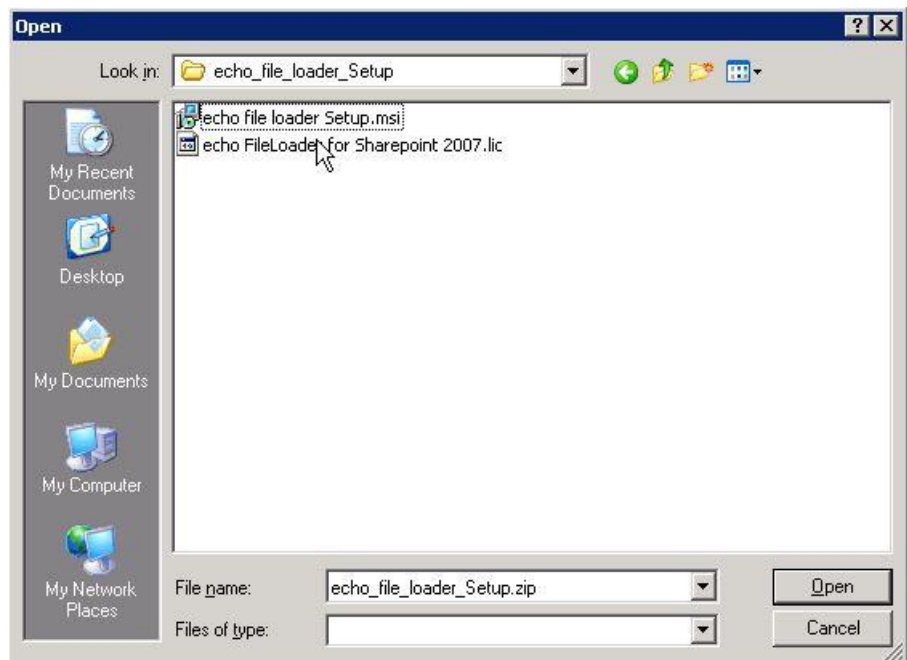
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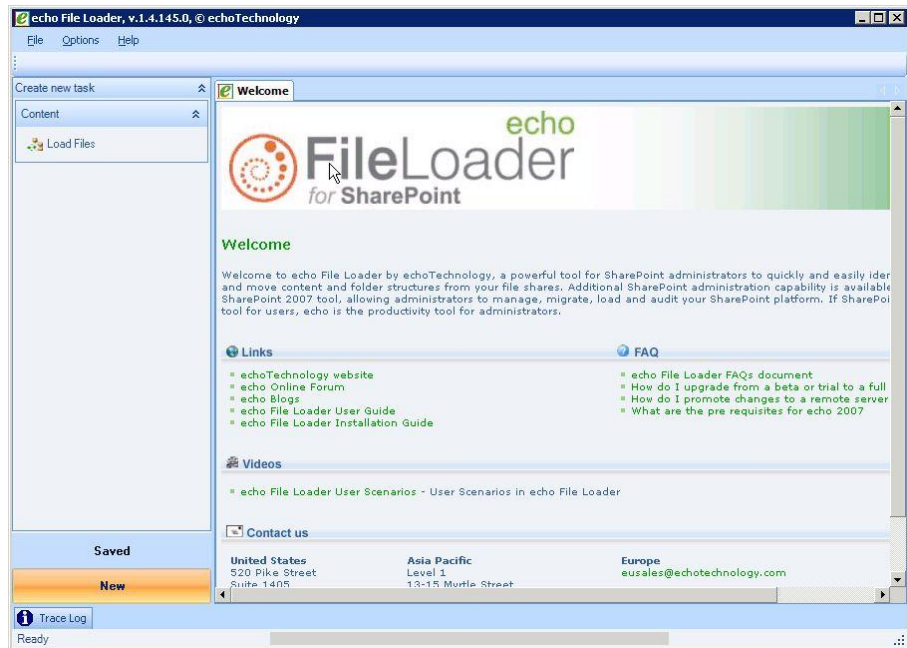
6. Navigate to your downloaded echo FileLoader Setup folder, and select the echo FileLoader for SharePoint 2007.lic file, and click Open.



7. The echo FileLoader license should appear. Select Apply to complete the process and conclude the installation process.



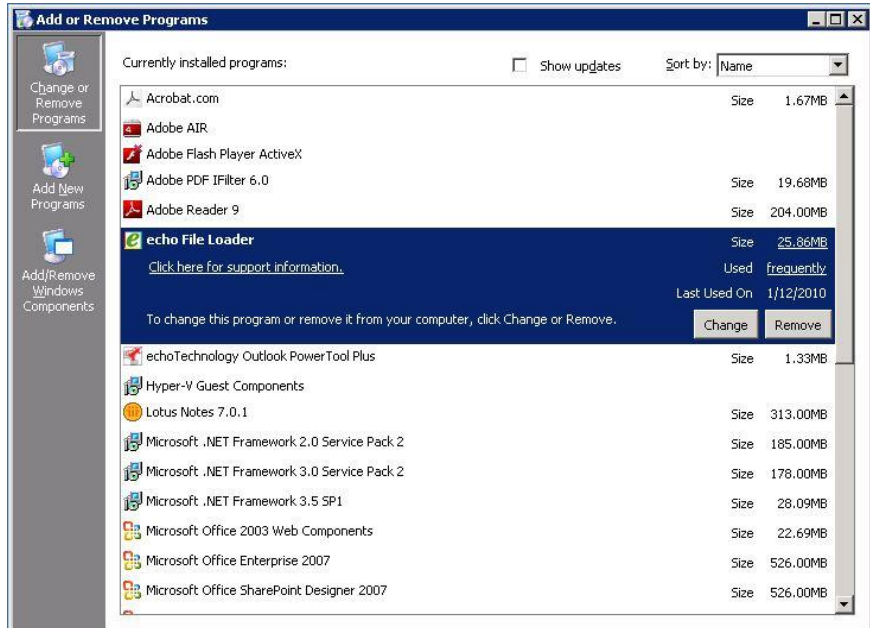
8. The echo welcome screen will refresh, and the echo FileLoader logo will appear. You are now ready to begin your file share migration!



Uninstalling

The uninstall process is very straight-forward:

1. Go into Control Panel, Add or Remove Programs to remove the old version. Find echo FileLoader and select Remove.



2. Select Yes to confirm the application removal. The application will be removed, and you can close the Add or Remove Programs window.

