

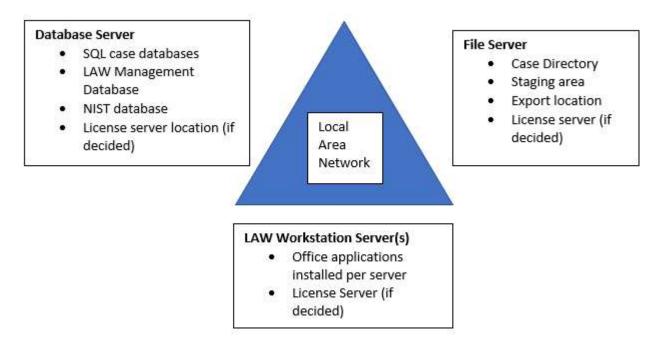


LAW Install Checklist 2024



General Summary

LAW is an eDiscovery platform that has two ingesting engines. One is multithreaded, the other is single threaded. You are also able to open multiple instances of the application but will be limited to how many operational licenses that you have purchased. Users may install as many LAW Desktop instances as they like, which allow a user to directly control what level of OCR, Scanning, Searching, Tagging, Fields, Filtering, Reporting, etc.



A Standard LAW environment would be taking the sides of a triangle, and the triangle being the LAN

1: Database Server – This is where the primary SQL server will be located. This server will host all LAW databases which are cases created from LAW.

2: WorkStation server(s) – These servers are what the LAW application software are installed on. Each of these servers may also have installed Office applications for additional productions capabilities for LAW.

3: File server – This server is the location of data to which the LAW application will reference for processing. This server usually serves the following:

4: License Server – This server will be the location in which the LAW Application servers will communicate with for usage of its LAW modules. It is common for clients to put this on the SQL machine.



References:

http://answercenter.ediscovery.co/litigation/ac/lawdc/welcome-to-law.html and http://answercenter.ediscovery.co/litigation/ac/law/welcome.htm

Fields's descriptions: http://answercenter.ediscovery.co/litigation/ac/lawdc/system-export-fields.html

User Guide: http://answercenter.ediscovery.co/litigation/ac/law_documentation/LAWUserGuide.pdf

Administration Guide:

http://answercenter.ediscovery.co/litigation/ac/law_documentation/LAWAdminGuide.pdf



High-Level Checklist -

Storage Network should be set up first	Has this been completed
10/100/1000 Mbps. Gigabit recommended.	
Network File Storage should be 3-4 times the size of the intended source data	
Create a System Account that will need full read, write, and modify access to Network Storage, SQL, Source Data, and Workstations	
MS Domain network required	

SQL Server should be next	Has this been completed
Install the OS of your choice	
Microsoft Windows 10 or 11	
Microsoft Windows Server 2016 (version 1809)	
Microsoft Windows Server 2019 (version 1903)	
Microsoft Windows Server 2022	
Install SQL of your choice	
Microsoft SQL Server 2016	
Microsoft SQL Server 2017	
Microsoft SQL Server 2019	
Microsoft SQL Server 2023	
Ports Needed for LAW activity	
Outgoing:	
ms-sql-s -> 1433 (TCP/UDP)	
www, http -> 80 (TCP)	
https -> 443 (TCP/UDP)	
microsoft-ds -> 445 (TCP/UDP)	
smtp -> 25 (TCP) * Configurable via Tools->Options->Notifications	
Sentinel Protection Server (3rd party) -> 7002 (TCP)	
Sentinel RMS Server (3rd party) -> 5093 (UDP)	
Ports needed for LAWtsi	
Outgoing:	
ms-sql-s -> 1433 (TCP/UDP)	
www, http -> 80 (TCP)	
microsoft-ds -> 445 (TCP/UDP)	
Sentinel Protection Server (3rd party) -> 7002 (TCP)	
Sentinel RMS Server (3rd party) -> 5093 (UDP)	
Note: This interfaces with 3rd party TWAIN drivers which may use various network	
communication methods to access devices. Ports would have to be determined by the vendor.	



LAW Management Console	
Outgoing:	
ms-sql-s -> 1433 (TCP/UDP)	
microsoft-ds -> 445 (TCP/UDP)	
UDP -> 8401 (UDP) * Configurable via Tools->Options	
Incoming:	
UDP -> 8401 (UDP) * Configurable via Tools->Options	
Microsoft SQL Server Management Studio	
 Configuring your SQL Server max memory allocation. 1. Open the SQL Instance through the SQL Server Management Studio. 2. Then right click on the Instance name and select Properties. 3. Then select the Memory tab. 4. The Maximum server memory (in MB): should be approximately 80% of your servers' available memory unless you have multiple instances on the same server 	
Add System Account into SQL with Full Access	
Sentinel RMS Licenses Manager	
Licenses Manager Desktop App. For this install LAW - Run the install but stop at the LAW Configuration Utility	
Figuring out how many SQL cores you need	

LAW ED Loader/Turbo*	Has this been completed
Computer/Processing - 8core	
Memory (RAM) = 16gb (Turbo workstations will need 32gb of RAM)	
Hard Drive - 100gb of SSD	
Display - 1080p	
Install the OS of your choice	
Microsoft Windows 10 or 11	
Microsoft Windows Server 2016 (version 1809)	
Microsoft Windows Server 2019 (version 1903)	
Microsoft Windows Server 2022	
Microsoft Office	
Microsoft Office 2010	
Microsoft Office 2013	
Microsoft Office 2016	
Microsoft Office 365 (Local Install)	
Microsoft Office 2019	
*NOTE if you are going to be using ED Loader then your Office install must be	
32bit. If you are just using Turbo than you are free to use 64-bit office.	
Create a Outlook dummy Account: Use Outlook without an email account -	
Outlook (microsoft.com)	
Install All Microsoft Language Packs or the ones that you want to work with	
Antivirus Best Practices and Recommendations	

Chrome or other browser programs. Set up printer settings
Solidworks eDrawings 2013
IrfanView and all plugins
Adobe Reader (32bit) and other PDF software. Set up Printer settings on both
Turn off Microsoft 'File Block Settings' in office products
Turn off the caching of thumbnails in hidden thumbs.db files
If using Remote Desktop: Turn off the Local Printers
ABBYY Fine Reader Engine
Lotus Notes 8.5 or 9 (once installed open it and selected to turn off popups)
Show hidden files and file extensions
Lower User Account Control Settings to 'Never Notify'
LAW Installer or Silent Install
LAW Configuration with NIST and File Type Management
Select Which machines are going to allow for Turbo work
Encryption and TLS Protocols
LAW FIPS Compliance and Configuration
Set up your Queries and Grid Views
Set up your LAW case preferences
Set up your LAW ED Loader ingestion preferences
Open LAW Management Console
Add any scripts
ICD Shortcut
Set Default Printer
License Matrix

*Note if there is anything different for the type of engine, that will be mentioned in the detailed steps



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Detailed Checklist -

STORAGE NETWORK

Network Speed - 10/100/1000 Mbps. Gigabit recommended.

<u>Network File Storage</u> - When importing electronic discovery documents, the size of data can vary greatly based on source data. Data can inflate to 3-4 times of its original size.

<u>Create a System/Network Account</u> – It is highly suggested that a System/Network Account be created to build a CloudNineTM LAW environment on. This account and its users should be created to have full read/write/modify access to network shares, source data, the processing workstations and SQL. During set up, anytime LAW is asking for Username and password, this account should be used. This is to allow the program to function without hindrance.

MS Domain network required

SQL SERVER

Installation the Operating System – CloudNine[™] LAW is made to work with certain operating systems. The current version is made to work with only 64-bit version of Microsoft Windows.

The following operating systems are supported:

- Microsoft Windows 10 or 11
- Microsoft Windows Server 2016 (version 1809)
- Microsoft Windows Server 2019 (version 1903)
- Microsoft Windows Server 2022

Both of CloudNine[™] LAW engines Turbo and ED Loader uses the list of time zones from the user's operating system.

<u>Install Microsoft SQL of your choice</u> - CloudNineTM LAW is made to work with certain versions of Microsoft SQL. LAW stores the metadata and the extracted text tables and fields in SQL. To install LAW you will need the IP address, DNS, or Instance Name for the SQL server that will be used to manage the LAW environment.

The following versions of SQL are supported:

• Microsoft SQL 2016



- Microsoft SQL 2017
- Microsoft SQL 2019
- Microsoft SQL 2023

Ports Needed for LAW activity -

- Outgoing:
 - ms-sql-s -> 1433 (TCP/UDP)
 - \circ www, http -> 80 (TCP)
 - \circ https -> 443 (TCP/UDP)
 - \circ microsoft-ds -> 445 (TCP/UDP)
 - o smtp -> 25 (TCP) * Configurable via Tools->Options->Notifications
 - Sentinel Protection Server (3rd party) -> 7002 (TCP)
 - Sentinel RMS Server (3rd party) -> 5093 (UDP)Incoming (web only, end user configurable):

Ports Needed for LAWtsi activity -

- Outgoing:
 - \circ ms-sql-s -> 1433 (TCP/UDP)
 - \circ www, http -> 80 (TCP)
 - microsoft-ds -> 445 (TCP/UDP)
 - Sentinel Protection Server (3rd party) -> 7002 (TCP)
 - Note: This interfaces with 3rd party TWAIN drivers which may use various network
 - communication methods to access devices. Ports would have to be determined by the vendor.

Prots Needed for LAW Management Console

- Outgoing:
 - ms-sql-s -> 1433 (TCP/UDP)
 - microsoft-ds -> 445 (TCP/UDP)
 - UDP -> 8401 (UDP) * Configurable via Tools->Options
 - Incoming:
 - UDP -> 8401 (UDP) * Configurable via Tools->Options



Microsoft SQL Server Management Studio - Is a software application that is used for configuring, managing, and administering all components within Microsoft SQL Server. The tool includes both script editors and graphical tools which work with objects and features of the server. (https://en.wikipedia.org/wiki/SQL Server Management Studio)

Configuring your SQL Server max memory allocation. –

- 1. Open the SQL Instance through the SQL Server Management Studio.
- 2. Then right click on the Instance name and select Properties.
- 3. Then select the Memory tab.

File Edit View Debug Tools Window Help 🛐 🔹 🔠 - 🧉 🚽 🥩 😫 New Query 📑 📆 📆

New Login...

Start PowerShell

.

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🛒 Script 💌 📑 Help

(
 Windows authentication

O SQL Server authentication

Login name:

Filter

Reports

Refresh 🗀 AlwaysOn High Availability 🕀 🚞 Management

Connect * 🛃 🛃 🔳 🍸 🛃 🖃 🐻 WORK-PC\SUMM51 (SQL Server 11.0.3153 - E

🛅 Databases 🖃 🚞 Security E Cogins

⊕ ☐ Crede
⊕ ☐ Cryptc

E

Select a page

Server Roles 🚰 User Mapping

Securables

Status

Object Explorer

4. The Maximum server memory (in MB): should be approximately 80% of your

servers available memory unless you have multiple instances on the same server

Add System Account into SQL with Full Access – Add the System/Network Account into SQL and with Full Read, Write and Modify access.

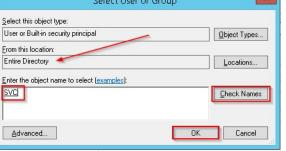
- 🗆 🛛

Right Click on Logins > "New Login"

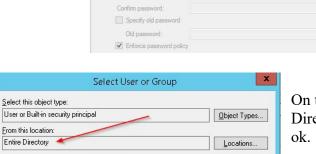
Once in you've entered into SQL Management Studio, open up Security >

Search

On the search screen ensure you are searching the Entire Directory, type in the username, check Names, then choose







Loain - New

On the new login screen choose 'Search'

CloudNine cloudnine.com

8	Login - New 🗕 🗖 🗡
Select a page A General	🗟 Script 🔻 🚺 Help
Server Roles User Mapping Securables Status	Server role is used to grant server wide security privileges to a user.
	■ Ukdamin ■ dkadamin ■ dkadamin ■ grocesadamin ▼ polici ■ secutyadamin ■ secutyadamin ■ secutyadamin ■ secutyadamin ■ secutyadamin ■ secutyadamin
Connection	
Server: WORK-PC\SUMM51	
Connection: sa	
View connection properties	
Progress	
O Ready	
	OK Cancel

After you click OK, Click Server Roles and check 'sysadmin' then ok

Use this method when using SQL Server for other applications in addition to CloudNine[™] LAW. This option helps to prevent users of SQL Server from accessing and modifying any other existing databases yet provides additional security for your databases. To create a custom SQL user account: · Setup a SQL Server user with create/modify permissions. · The username and password will be referenced whenever accessing SQL (Database management, NIST storage, File Type Database Management, and for case list storage). User: (Custom SQL login following SQL Guidelines) Pwd: (Custom password following SQL Guidelines) When using this option, the security mode for SQL Server must be set to SQL Server and Windows for mixed-mode authentication.

<u>Sentinel RMS Licenses Manager -</u> Sentinel Protection Server and Sentinel RMS License Manager are installed using a separate installer. When configuring LAW, you will need to make sure you have access to your License Manager and that you have a valid LAW License. To obtain a copy of the Sentinel Licensing Installers, jut visit our download page at: <u>Software Download - CloudNine</u>

- If you are installing LAW or Explore 7.10 or above, make sure you grab the Thales Sentinel RMS License Manager Installer
- If you are installing LAW or Explore 7.9 or below, make sure you grab the SafeNet Sentinel RMS License Manager Installer

For help on installing either application, see this site: https://answercenter.ediscovery.co/litigation/ac/lawdc/sentinel-installer.html

<u>Licenses Manager Desktop App</u>. Now that you have installed the Sentinel RMS Licenses Manager Program, you will also need the CloudNine[™] Desktop app which right now is only located in the LAW install. For this LAW install - Run the installer but STOP when you get to the Configuration Utility

- Once you've downloaded the LAW Installer, you are ready to begin installing LAW. The instructions below will guide you through the installation process:
- **NOTICE**: These instructions cover the installation of **LAW** on the local machine. You can install them both at once, or separately as desired.

1.Start by running the LAW Installer as an administrator (right-click > Run as administrator). Click Yes when prompted to allow the app to make changes to your device.

뭥 CloudNine LAW Setup	-		×
CloudNine LAW			
END USER ON-PREMISE LICENSE A			^
А.	COMMON T Up 04/14/2020	lated	
This End User License Agreement ("Agreement") is (either an individual or a single entity, sometimes ref			u 🗸
I agree to the l	icense terms	and condition	ons
Options	Install	Clo	ose

2.You will first be greeted by the End User License Agreement. If you agree to these terms, then check the box stating I agree to the license terms and conditions and click Install to proceed.

S CloudNine LAW	
etup Progress	
ocessing: CloudNine LAW	-

3. The **LAW Installer** now displays the **Setup Progress** screen, which will remain in place for the duration of the installation. It will start automatically installing the necessary prerequisites.



4.Once the necessary prerequisites have been installed, the **Setup Wizard** will open in a separate window, and you will be brought to the **Welcome** screen. Click **Next** to proceed.



stom Setup		n - 4		6
elect the way yo	u want features to be insta	lled.		
lick the icons in t	ne tree below to change the	e way features v	ill be installed	
	oudNine LAW and CloudNin	CloudNin	e LAW and Clo	oudNine
	CloudNine LAW		nain application	n files.
<u>></u>	 CloudNine Explore 	This feat	ure requires 5	28MB on
			drive. It has	
			res selected.	
		subfeatu subfeatu	res selected. 7 res require 89	The
<		subfeatu	res selected. 7 res require 89	The
-	C:\Program Files (x86)\LAV	subfeatu subfeatu hard driv	res selected. 7 res require 89	The MB on your
<		subfeatu subfeatu hard driv	res selected. 7 res require 89	The

5.At the **Custom Setup** screen, decide which features/programs you want to install by clicking the icons on their left and selecting **Will be installed on local hard drive** from the drop-down menu. Any feature/program with an X will <u>not</u> be installed.

			Land Lord
Look in:	LAW50	~	
L			
	e:		

6.You can change the install location for all programs/features selected within the **Custom Setup** screen by clicking the **Browse...** button to the far right of the **Location** shown near the bottom. This will open the **Change destination** folder window, allowing you to determine a new root folder (on this computer) to use as the install location. If you choose a new folder, be sure to click **OK** to apply those changes.

he disk space required fo	e nts ir the installation of the selecte	d features.	e
an either remove some fi	t have enough disk space avail les from the highlighted volume		
fferent destination drive	s. Disk Size	Available	Provident
C:	237GB	180GB	Required 1037MB
<			

7.You can also determine how much hard drive space is **Required/Available** for these programs/features from the **Custom Setup** screen by clicking the **Disk Usage** button at the bottom-left. This will open the **Disk Space Requirements** window, indicating these details for all available **Volumes**. When you're done reviewing the information, click **OK** to close this window.



pecify the ac	count that the CloudNine
Run As:	User Account 🗸
	User name:
	Password:
	Confirm Password:
	Note: This user account should have access to any network resources used by CloudNine Explore and must be in the form DOMAIN\Username.

8. When you're satisfied with the features/programs and install location shown in the **Custom Setup** screen, click **Next** to proceed.

9.Skip this step if you're <u>not</u> installing **Explore** at this time. At the **Configure CloudNine Explore Service** screen, enter a Microsoft Windows account (**User name** and **Password**) with permissions to the SQL Server instance that **Explore** will use. This is required both for distributed network <u>and</u> local-only environments. When you're finished, click **Next** to proceed.

¹ i. If you use the Local System Account option from the Run

As drop-down, then the <u>current</u> Windows user must have access permissions to the SQL Server, or you will be unable to connect.

CloudNine LAW Setup		(1 — 1)	
Ready to install CloudNine	e LAW		S
Click Install to begin the install installation settings. Click Can	lation. Click Back to review or cel to exit the wizard.	r change any of yo	ur
	Back	Instal	Cancel

10.At the **Ready to install CloudNine LAW** screen, you have one last chance to go **Back** to any of the previous screens and change the installation settings. Otherwise, click **Install** to begin the installation process.

CloudNine LAW Setup		()		×
Installing CloudNine LAW			e	Ð
Please wait while the Setup Wizard ins	talls CloudNine LAW.			
Status:				
	Back	Next	Canc	-

11.You will be brought to the **Installing CloudNine LAW** screen, where the installation progress is displayed. This process may take several minutes.





12.Once the installation finishes, you will arrive at the **Completed** screen. If a **License Server** has been assigned, and your **License** has already been activated, then you are ready to continue to the **LAW Configuration Utility**.

UNCHECK 'Additional configuration information is required to complete the CloudNine LAW installation.'

When installing this on the SQL server we are doing this for the CloudNine License Manger

14. You have now finished installing **LAW**! There are some additional steps we recommend you take at this time to ensure a fully functioning **LAW** experience:

License	Total	Active Processing	Undock	Free	Expiration
DISCOVERY_PORTAL_E2R	1	0	0	1	1/1/2022
AW® - OCR (ABBYY FineReader)	Unlimited	0		Unlimited	6/1/2021

1)Activate your **LAW Licenses** through the **License Manager** utility if you haven't already done so. Instructions for doing so can be found in the <u>License Server</u> topic.

2)Configure your **Environment** and/or **Local Machine** through the **LAW Configuration Utility**. Instructions can be found in the **LAW Configuration** <u>Utility</u> topic.

3)Have your system administrator grant all users who will be

running LAW full read/write/modify permissions to the root directory (install location) for LAW. This ensures that their program settings/options are saved properly.

4)Have your system administrator adjust the **Properties** of **Law50.exe** within the root directory (install location) of **LAW** to enable the **Run this program as an administrator** option under the **Compatibility** tab. This will prevent several known Windows related usability issues from occurring.



<u>Undocking Licenses –</u>

The purpose of an undock license key is to temporarily hold licenses checked out from the license server, so that licenses can be used on a second computer. A typical use of undock keys is to furnish a laptop with the licenses necessary to conduct on-site discovery operations.

Undocked software licenses can be created in two ways.

- Undocked keys can be purchased from CloudNine.
- Undock software licenses are generated from the License Manager, where you specify which licenses to checkout and the length of time to check them out. When the licenses are ready to be returned to the original license server, the licenses are reclaimed from the License Manager using the Reclaim Undock menu selection.

Soft key

To undock a soft key to a computer/server/workstation that will house the undock license that computer/server/workstation must first be on the same network that that currently exist on. This new or 2nd server must be able to see the 1st server that is holding the license manager that you want to borrow from.

📴 Set License Server	×
License Server:	
jt-sql01	Ĵ
ОК	Cancel

Open the License Manager on the 2^{nd} server and enter in the name of the 1^{st} server.

License	Total	Active Processing	Undock	Free	Expiration
CloudNine Collection Manager	7	0	0	7	6/2/202
CloudNine Data Wrangler	2	0	0	2	6/2/202
DISCOVERY PORTAL E2R	3	0	0	3	1/2/2023
Explore - Desktop	Unlimited	0	0	Unlimited	6/2/202
Explore - Processing Agent	Unlimited	0	0	Unlimited	6/2/202
Explore - Web User	Unlimited	0	0	Unlimited	6/2/202
LAW® - Admin (Import/Export)	20	1	0	19	6/2/202
LAW® - Edit/Review (QC)	20	1	0	19	6/2/202
AW® - Electronic Discovery: e-Print	20	1	0	19	6/2/202
LAW® - Electronic Discovery: Loader	20	1	0	19	6/2/202
LAW® - Electronic Discovery: TIFF/PDF	20	1	0	19	6/2/202
AW® - Endorse	20	1	0	19	6/2/202
LAW® - Full Text Indexing	20	1	0	19	6/2/202
AW® - Import Agent	2	0	0	2	6/2/202
LAW® - OCR (ABBYY FineReader)	21	1	0	20	6/2/202
LAW® - OCR (ExperVision OpenRTK)	20	1	0	19	6/2/202
LAW® - OCR (ExperVision PDF add-on)	20	1	0	19	6/2/202
LAW® - Print	20	1	0	19	6/2/202
LAW® - Scan (Platinum - Unlimited)	20	1	0	19	6/2/202
Near Dupe/Email Thread	10	0	0	10	6/2/202

The License Manager on your 2nd server will then open and display the licenses that are currently on that 1st licenses server that you want to borrow from.



License			
JISCOVER	PORTAL_E2R		
LAW® - Ad	dmin (Import/Export)		
🖌 LAW® - Ec	lit/Review (QC)		
LAW® - El	ectronic Discovery: e	Print	
LAW® - El	ectronic Discovery: Lo	oader	
LAW® - El	ectronic Discovery: T	FF/PDF	
✓ LAW® - Er	idorse		
LAW® - FL	III Text Indexing		
	CR (ABBYY <mark>Fin</mark> eReade	10	
LAW® - O	CR (ExperVision Oper	nRTK)	
	CR (ExperVision PDF	add-on)	
LAW® - Pr			
	an (Platinum - Unlim	ited)	
Near Dupe	/Email Thread		
	Expiration Date:	4/20/2021	15
ОК			Cancel

Click Undock to then see which license you have that can be undocked. (Near Dupe/Analytics using software licensing. CloudNine[™] Explore, CloudNine[™] Explore Web, Turbo Import, temporary licenses, and ELA licensing is currently not available for undock software licenses.)

You must enter in an expiration date past the next day. Anything will your current date or the next day date, will not be accepted.

Select the licenses you want to undock and click ok.

icense Server: localhost					Refres
License	Total	Active Processing	Undock	Free	Expiration
DISCOVERY_PORTAL_E2R	1	0	0	1	
LAW® - Edit/Review (QC)	1	0	0	1	
LAW® - Endorse	1	0	0	1	
LAW® - OCR (ExperVision OpenRTK)	1	0	0	1	

You set the license Manager to 'localhost' and you will see the licenses that are now assigned to this machine. You are free to go offsite or process without a network.

If an undocked license expires, it will still need to be reclaimed before continued use on the workstation resumes.

<u> Undocking Licenses –</u>

Set the New License Manger back at the older or the one that you borrow license from. Click 'Reclaim Undock' and it will pull your licenses back to the original License Manager.

For more information about the License Manager, see License Manager.

Figuring out how many SQL cores you need - Microsoft is not going to suggest that you have more than 1 core 1gb of RAM on the SQL machine. This is due to the fact that they just do not know what you are going to be using it for. LAW has a lot of communication with the SQL tables and needs a large bandwidth to prevent bottlenecking. What I've found to work best is at a minimum, total instances that can be communicating or interacting with SQL be divided by 3. That should be your core count. That same number times 4, that should be your RAM count. Going higher will only benefit you.



LAW WORKSTATIONS

<u>Install the OS of your choice</u> - Each program build of CloudNineTM LAW is made to work with certain types of operating systems. This version is made to work with only 64-bit version of Microsoft Windows.

- Microsoft Windows 10
- Microsoft Windows Server 2016 (version 1809)
- Microsoft Windows Server 2019 (version 1903)
- Microsoft Windows Server 2022

CloudNine[™] LAW uses the list of time zones from the user's operating system.

<u>.NET 4.8</u> – Is a required product for LAW to run, but the LAW installer will checks to see if .net 4.8 specifically is installed, and if not, it installs it.

Microsoft Office

- LAW's ED Loader relies on Office to process, and natively image data. At this time all Office installations for ED Loader must be 32bit.
- LAW Turbo does not need Office to process data but if using the native imager, then you must install office into the workstation. LAW Turbo can be 64bit.

Below are the Office versions that will work best for viewing natives.

- Microsoft Office 2010
- Microsoft Office 2013
- Microsoft Office 2016
- Microsoft Office 365 (Local Install)
- Microsoft Office 2019

<u>Create a Outlook "nameless" Account:</u> - This step only needs to happen if you want the ability to open emails in their native format, on the workstation.

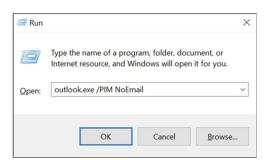
This site will help walk your through how to use Outlook without an email account: <u>Use Outlook without</u> an email account - <u>Outlook (microsoft.com)</u>

- To set up Outlook 2016 or Outlook for Microsoft 365 as a personal information manager without an email account, use the following steps.
- Note: These steps will only work for Outlook 2016 or Outlook with a Microsoft 365 subscription.
 - 1. Close Outlook.



CloudNine cloudnine.com

2. Click the Windows key and then type Run.



3. In the Run window, type Outlook.exe /PIM <your profile name> and then click OK. This will create a new profile in Outlook without an email account. You can then use Outlook to store your contacts, tasks, and calendar information.

Getting into outlook can be difficult. If on Office 365 you may need to

First run the dummy account then

Once Outlook is open then go to File > Account Settings > Manage Profiles > Email Accounts > then under the Email tab, New

<u>Install All Microsoft Windows Language Packs</u> – For the correct language analysis and support with associated Unicode characters, it is suggested that all Windows Language Packs be loaded onto images. This site can help walk you through the process: <u>Language packs for Windows (microsoft.com)</u>

Home Find a setting	Language Windows display language
Find a second	English (United States)
Time & Language	Windows features like Settings and File Explorer will appear in this language.
🗟 Date & time	Add a Windows display language with Local Experience Packs
Region	Use Local Experience Packs to change the language Windows uses for navigation, menus, messages, settings, and help topics.
₄ [≇] Language	Preferred languages
Speech	Apps and websites will appear in the first language in the list that they support. Press and hold (or select) a language, then drag to rearrange them.
	+ Add a language

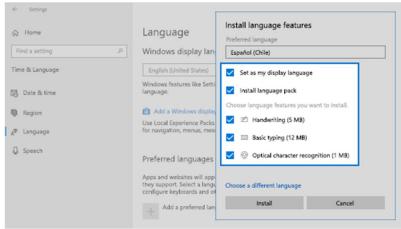
1. Select the Start button, and then select Settings > Language

2. Under Preferred languages, select Add a language.

3. Under Choose a language to install, select or type the name of the language that you want to download and install, and then select Next.



4. Under Install language features, select the features that you want to use in the language that you selected to download, and then select Install.



To use Microsoft Office in your preferred language, download an Office language pack.

You can download and install any of the following languages in Windows 10.

Explore/Edge/Chrome or other browser programs - If you are using LAW to image any HTML documents you will need a browsers. You will need Windows browser on top of any preferred browsers installed. Once installed open an HTML documents and setup your printer settings.

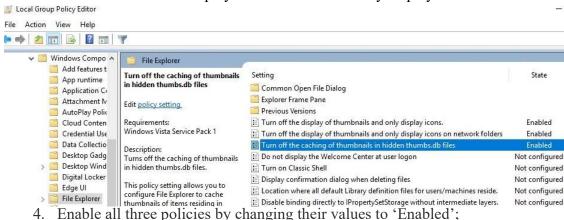
Turn off the caching of thumbnails in hidden thumbs.db files: How to Disable/Remove Thumbs.db File on Network Folders in Windows? | Windows OS Hub (woshub.com)

To prevent Windows File Explorer from creating a hidden thumbnail cache (Thumbs.db fil)e when browsing folders, you can use a GPO.

- 1. Run the local GPO editor (gpedit.msc) or create a domain GPO using the gpmc.msc console.
- Go to the following Group Policy section User Configuration -> Administrative Templates
 -> Windows Components -> File Explorer.
- 3. This section has three options that allow you to manage the creating of the thumbs.db file by File Explorer:
 - Turn off the display of thumbnails and only display icons on network folders (prevents thumbs.db file from being created on shared network folder)
 - Turn off caching of thumbnails in hidden thumbs.db files



Turn off the display of thumbnails and only display icons



It remains to link the Group Policy to users (if you use domain GPOs) and <u>update it</u> on domain computers. To apply the policy settings immediately, run the command: gpupdate /force

OCRing with which engine– When OCR work is done in Explore, it is done with one of two engines.

Determines which engine is used to perform OCR, from the following options:

- ABBYY FineReader
 - Installed separately from CloudNine[™] LAW and can be obtained by CloudNine when purchasing the ABBYY OCR license.
 - o Supports foreign languages such as: Chinese, Japanese, and Korean (CJK) languages.
 - Can create PDF/A files.
 - o Able to run multiple instances on a single PC, one instance per CPU core.
- ExperVision OpenRTK
 - o Is included with the CloudNine[™] LAW installer.
 - o Limited to one instance per machine.

Both engines support the creation of search-able PDF files and are able to produce image OCR files, which are used in the Storm and IPRO applications for highlighting search hits on images.

http://www.imagecap.com/installs/ABBYYEngine11.rev1.exe



Lotus Notes 9 – Lotus Notes 9 is the last supported version of Lotus Notes. Once installed open it and selected to turn off popups.

<u>Show hidden files and file extensions</u> – This will vary by Operating System. For Windows 10 you can access this by opening an Explore Window > Click View and you will see 'File name extensions' and 'Hidden items' turn those on.

Extra large icor	ns 📰 Large icons	🔛 Medium icons	+		Group by 🕶	ltem check boxes	7	3
Small icons	誰能 List	E Details	-		📺 Add columns 👻	File name extensions		
🗧 Tiles	Content	Alu -	Ŧ	Sort	🛗 Size all columns to fit	Hidden items	Hide selected items	Options •

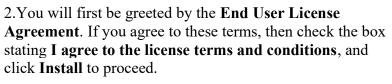
Install LAW

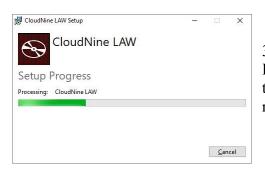
Once you've downloaded the LAW Installer, you are ready to begin installing LAW. The instructions below will guide you through the installation process:

NOTICE: These instructions cover the installation of LAW and Explore on the local machine.

1.Start by running the LAW Installer <u>as an administrator</u> (right-click > Run as administrator). Click Yes when prompted to allow the app to make changes to your device.

CloudNine LAW Setup		_		×
CloudNine LAW				
END USER ON-PREMISE LICENSE	AGREEMEN	NT		^
Α	. COMMO	Update		
This End User License Agreement ("Agreement") (either an individual or a single entity, sometimes				u v
I agree to th	ie license te	rms and	l conditio	ns
Option	s [n:	stall	<u>C</u> lo	se



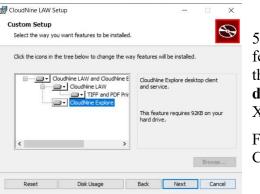


3. The LAW Installer now displays the Setup Progress screen, which will remain in place for the duration of the installation. It will start automatically installing the necessary prerequisites.





4.Once the necessary prerequisites have been installed, the **Setup Wizard** will open in a separate window, and you will be brought to the **Welcome** screen. Click **Next** to proceed.



5.At the **Custom Setup** screen, decide which features/programs you want to install by clicking the icons on their left and selecting **Will be installed on local hard drive** from the drop-down menu. Any feature/program with an X will <u>not</u> be installed.

For Explore you will need to install CloudNine LAW and CloudNine Explore

Look in:	LAW50	~	1
l			

6.You can change the install location for all programs/features selected within the **Custom Setup** screen by clicking the **Browse...** button to the far right of the **Location** shown near the bottom. This will open the **Change destination folder** window, allowing you to determine a new root folder (on this computer) to use as the install location. If you choose a new folder, be sure to click **OK** to apply those changes.



he disk space required fo	r the installation of the selecte	d features.	C
	t have enough disk space avail es from the highlighted volume		
ifferent destination drive		ay instan revier feat	arcay or acted
Volume	Disk Size	Available	Required
⊜c:	237GB	180GB	1037MB

7.You can also determine how much hard drive space is **Required/Available** for these programs/features from the **Custom Setup** screen by clicking the **Disk Usage** button at the bottom-left. This will open the **Disk Space Requirements** window, indicating these details for all available **Volumes**. When you're done reviewing the information, click **OK** to close this window.

CloudNine Configure	CloudNine Explore Service
Specify the ac	count that the CloudNine
Run As:	User Account 🗸
	User name:
	Password:
	Confirm Password:
	Note: This user account should have access to any network resources used by CloudNine Explore and must be in the form DOMAIN/Username.
	Back Next Cancel

8.When you're satisfied with the features/programs and install location shown in the **Custom Setup** screen, click **Next** to proceed.

9.Skip this step if you're <u>not</u> installing **Explore** at this time. At the **Configure CloudNine Explore Service** screen, enter a Microsoft Windows account (**User name** and **Password**) with permissions to the SQL Server instance that **Explore** will use. This is required both for distributed network <u>and</u> local-only environments. When you're finished, click **Next** to proceed.

i.If you use the Local System Account option from the Run As drop-down, then

CloudNine LAW Setup		()	
Ready to install CloudNine	LAW		S
Click Install to begin the install installation settings. Click Canc	ation. Click Back to review o el to exit the wizard.	r change any of yo	Jr

the <u>current</u> Windows user must have access permissions to the SQL Server, or you will be unable to connect.

10.At the **Ready to install CloudNine LAW** screen, you have one last chance to go **Back** to any of the previous screens and change the installation settings. Otherwise, click **Install** to begin the installation process.

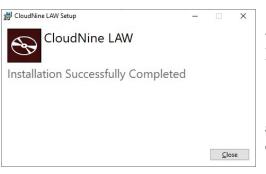


ls CloudNine LAW.		
Pack	Nevt	Cancel
		Is CloudNine LAW.

11.You will be brought to the **Installing CloudNine LAW** screen, where the installation progress is displayed. This process may take several minutes.



Wizard.



12.Once the installation finishes, you will arrive at the **Completed** screen. If a **License Server** has been assigned, and your **License** has already been activated, then you are ready to continue to the **LAW Configuration Utility**, so go ahead and leave the option on your screen checked to do so automatically once the **Setup Wizard** closes. Otherwise, you will need to activate your **License** on a **License Server** before you can correctly configure **LAW**, so you should uncheck this option before continuing. Click **Finish** to exit the **Setup**

13. The LAW Installer will now indicate that the installation was Successfully Completed. Click Close to exit the LAW Installer.

14. You have now finished installing LAW! There are some additional steps we recommend you take at this time to ensure a fully functioning LAW experience:

LAW Configuration Utility with NIST and File Type Management

This section of the **LAW Configuration Utility** covers the necessary database and **Licensing** configuration that affects <u>all</u> workstations running **LAW** in a shared or local environment.



At any time during configuration, you can use the **Back** and/or **Next** buttons at the bottomright of the utility to either return to a previous step, or proceed to the next one.

Each step is named after the section it references, and provides it's own set of instructions. You can return to this page for future reference if any changes need to be made to your **LAW Environment**.

Steps/Sections:

1.Management DB Configuration:

A. Enter the **SQL Server Name** to be used by all **LAW** workstations, along with user credentials (**User Name** and **Password**) for this server. A database will be created for **LAW** on this SQL Server.

i. The SQL Server Name can be either the server's machine name or IP address.

ii. The **SQL Database Name** shown is the name of the database being created on that server, defaulting to "LAW5_Management".

iii. You can select **Use Windows Authentication** to automatically apply your current Windows login information as the user credentials instead (no input necessary).

B. Click **Test Connection** to ensure that the server details are correct. If the test fails, a prompt will appear indicating any issues.

C. When you see **Connection Test Succeeded**, you are ready to proceed. Click <u>Next</u> to continue.



CloudNine LAW Configuration U	Itility - Environment	×	
Management DB	Management Database		
Case List Migration	The LAW Management database is used to host shared sett environment. Database configuration is required before usi SQL Server Name*		
Default Paths	Enter Server Name		
Licensing	SQL Database Name*		
File Type DB	LAW5_Management		
NIST	Use Windows Authentication		
Review	User Name*		
	Password*		

	\land Database Connection Has Not Been Tested	Test Connection	
Cancel	Back	Next	



-

2.**Case List Migration** Configuration:

The **Case List** (MDB file) is used to record the name and file path for all **Case Files** that have been opened or created in **LAW**. This list can be migrated from previous **LAW** installations, and will be stored on your SQL Server Database.

A. Perform one of the following, depending on the needs of your current **LAW Environment**:

1) If you have a **Case List** from a previous installation of **LAW** that you would like to use in this **Environment**, then click on **Select Case List** to navigate to the desired MDB file and select it.

2)If you don't already have a **Case List**, or wish to use a new one for this **Environment**, then you can leave the default MDB file as selected.

B. With your **Case List** now selected, you are ready to proceed. Click <u>Next</u> to continue.

CloudNine LAW Configuration U	Jtility - Environment	×
Management DB Case List Migration	Case List Migration As a LAW user, you can avoid manually adding individual cases by uploadi existing case list to the LAW Management Database. Click the "Select Case button to select an .mdb file to upload . This step is not required.	
Default Paths	Case List:	
Licensing File Type DB NIST Review	C:\Program Files (x86)\LAW50\caselist.mdb Select Case List	
Cancel	Back Nex	xt



3. **Default Paths** Configuration:

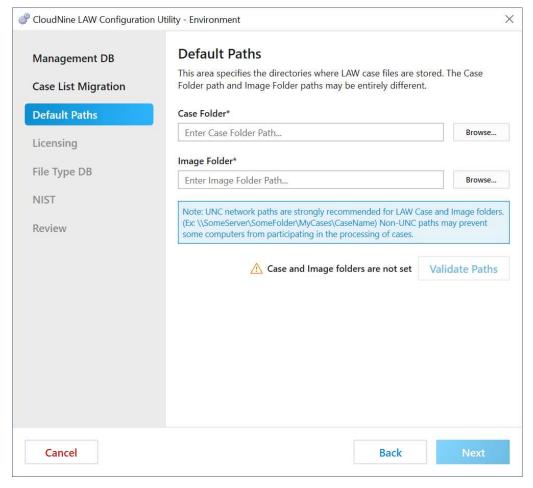
NOTICE: It's recommended to use UNC paths for all shared network locations.

A. Enter a **Case Folder** network/local path for **LAW** to use as its **Case File** storage location. You can also click **Browse...** on the right to navigate to a location and select it via a File Explorer.

i. For shared network drives, ensure that the path selected is identically mapped for all workstations running **LAW**. These locations are not recommended for **Turbo Import** cases.

B. Enter an **Image Folder** network/local path for **LAW** to use as its image file storage location. You can also click **Browse...** on the right to navigate to a location and select it via a File Explorer.

C. **Validate Paths** to ensure that shared network locations can be accessed correctly. This step is not necessary for local paths.



D .When you are ready to proceed, click **<u>Next</u>** to continue.



4. Licensing Configuration:

A. Enter one of the following, depending on which computer is being used as your **License Server**:

1)The word "localhost" (without quotations) if <u>this computer</u> is your **License Server**.

2) The name or network IP address of whichever other computer is your License Server.

B. Click **Test Connection** to ensure proper connection with your **License Server**. If the connection fails, a prompt will appear indicating any issues.

C. When you see **Connection Test Succeeded**, you are ready to proceed. Click <u>Next</u> to continue.

CloudNine LAW Configuration	Utility - Environment	×	
Management DB Case List Migration Default Paths Licensing	Licensing This page allows you to point to the machine that will host your CloudNine LAW license key. If this is your first time installing LAW, please specify the IP or name of the machine you will use as your LAW license server. You may update this information at any time, if you need to reference licenses on a different license server, or have migrated your existing license server. License Server*		
File Type DB	Enter License Server		
NIST		Test Connection	
Review			
Cancel	Back	Next	



5.File Type DB Configuration:

You can import a **File Type Management** database from a previous **LAW** installation, or a new one will be created automatically.

A. Perform one of the following, depending on the needs of your current **LAW Environment**:

1)If you're <u>not</u> using a previous **FTM** database, then leave the **SQL Server Name** and user credentials (**User Name** and **Password**) exactly as they appear. This information should automatically match what was entered on the **Management DB** step. A new **FTM** database will be created automatically using **SQL Database Name** displayed. You can change this name if desired, or leave it at the default "LAW_FTM". Ignore the **FTM not loaded** warning message.

NOTICE: If you accidentally changed any of the SQL Server details, you may be required to click **Test Connection** again to ensure proper connection with the SQL Server before being able to proceed.

2)If you <u>are</u> using a previous **FTM** database, then enter the **SQL Server Name** and user credentials (**User Name** and **Password**) for the server on which the database is located, along with the **SQL Database Name** of that **FTM** database. Click **Test Connection** to ensure that the **FTM is loaded** properly (as will be indicated). You can also click **Import FTM** instead to navigate to the desired **FTM** database file and select it.

B. When you are ready to proceed, click **Next** to continue.



CloudNine cloudnine.com

CloudNine LAW Configuration	n Utility - Environment		×
Management DB	File Type Database		1
Case List Migration	The File Type Management database is used to include/exclude file types during import into LAW cases.		
Default Paths	If you are configuring a new LAW environment, we recommend that you use the pre-populated database information in the fields below.		
Licensing	If you would like to utilize a File Type Management SQL database from a previous LAW installation, please specify the database information below.		
File Type DB	SQL Server Name*		
гие туре ов	<your ftm="" here="" name="" server=""></your>		
NIST	SQL Database Name*		
Review	LAW_FTM		
	Use Windows Authentication		
	User Name*		
	law_user		
	Password*		
	•••••		Ĵ.
	🛆 Database Connection Has Not Been Tested	Test Connection	
	An existing Access File Type Management Database could not be located on your system. If you would like	Import FTM	
Cancel	Back	Next	



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6.NIST Configuration:

This step is <u>optional</u>, and only needs to be completed if **NIST** filtering will be applied when importing documents. You can import a **NIST** database from a previous **LAW** installation, or create a new one here.

A. Enable the **Configure NIST Database** option by checking the box on the left.

B. Perform one of the following, depending on the needs of your current **LAW Environment**:

1)If you're <u>not</u> using a previous **NIST** database, then leave the **SQL Server Name** and user credentials (**User Name** and **Password**) exactly as they appear. This information should automatically match what was entered on the **Management DB** step. You will need to click **Load NIST Data** and follow the instructions in the **Load NIST Data** window to download and apply the appropriate **NIST** files. A new **NIST** database will be created with these files, using **SQL Database Name** displayed. You can change this name if desired, or leave it at the default "LAW_NIST".

2) If you <u>are</u> using a previous **NIST** database, then enter the **SQL Server Name** and user credentials (**User Name** and **Password**) for the server on which the database is located, along with the **SQL Database Name** of that **NIST** database.

C. Click **Test Connection** to ensure that the **NIST** database files are properly loaded. If the test fails, a prompt will appear indicating any issues.

D. When you see **NIST is loaded**, you are ready to proceed. Click **Next** to continue.



CloudNine LAW Configuration Ut	ility - Environment	×	
	NIST	^	
Management DB	The NIST database option allows users to upload the NSRL/NIST collection to the LAW Management database for document NIST filtering.		
Case List Migration	If you are configuring a new LAW environment, we recommend that you use the pre-populated database information in the fields below.		
Default Paths	If you would like to utilize an existing NIST database, enable "Configure NIST Database" and specify the database information below.		
Licensing	Configure NIST Database		
File Type DB	SQL Server Name*		
NIST	<your here="" name="" nist="" server=""></your>		
Review	SQL Database Name*		
	Use Windows Authentication User Name* Iaw_user Password* ••••••• Test Connection		
	Load NIST Data	~	
Cancel	Back Next		



.

7. Review Settings:

A. Take this chance to review all the configuration settings being applied to your **LAW Environment**. If something needs changed, you can go **Back** to any previous step and make the necessary corrections.

B. If everything looks good, then you are ready to proceed. Click **<u>Finish</u>** to apply these settings, and create the necessary databases on your SQL Server.

CloudNine LAW Configuration U	tility - Environment	×
Management DB Case List Migration	Review Environment Configuration Review your environment configuration settings below. You can use the navigation buttons to review each step of the process and make changes as needed.	
Default Paths	Management DB	^
Licensing	Status To be created	
File Type DB	Server	
NIST Review	 Database LAW5_Management User 	
	 Use Windows Authentication 	
	Case List Migration	
	Case List ✓ C:\Program Files (x86)\LAW50\caselist.mdb	
	Default Paths	
	Case Path C:\Program Files (x86)) Click the Finish button to apply these settings.	v
Cancel	Back Finish	

8.Configuration **Results**:



A. Click one of the following, depending on whether or not you plan to use <u>this</u> <u>computer</u> for **Turbo Import** document processing:

1) If **YES** to **Turbo Import** setup on <u>this computer</u>, continue to <u>Configure Local Machine:</u> <u>Service</u>.

2) If **NO**, then the **LAW Configuration Utility** closes, and you are now finished configuring **LAW**!

Configuration Setup Results	<u> (1997)</u>		×
The configuration setup tasks comple	ted su	ccessfu	ılly
Create LAW Management Database Create law_common.ini file Save Default Paths Save License Server Create FTM Database Tables Save FTM Database Connection Data			
The Environment was successfully configured.			
Do you want your local machine to participate in Tur	o <mark>o I</mark> mpoi	rt process	ing?
Click "Yes" to configure the LAW Service and enable t Click "No" to exit.	his proce	essing.	
Yes		No	

This section of the **LAW Configuration Utility** covers the necessary database and **Turbo Import** service accessibility for <u>each</u> workstation running **LAW** in a shared or local environment.

At any time during configuration, you can use the **Back** and/or **Next** buttons at the bottomright of the utility to either return to a previous step, or proceed to the next one.



Each step is named after the section it references, and provides it's own set of instructions. You can return to this page for future reference if any changes need to be made to your **LAW Local Machine**.

Steps/Sections:

1.Roles Configuration:

A. Determine which of the available **Roles** this computer should have when running **LAW**. It is recommended to leave both options selected.

B. When you are ready to proceed, click **Next** to continue.

CloudNine LAW Configuration Ut	ility - Local Machine	\times
Roles Management DB Service Review	 Roles You can configure this local workstation to be a worker box for Turbo Import processing or a fully featured LAW processing machine. You may also select both options, which will install all LAW application components and the LAW Service on the local machine. IAW Workstation Your local machine will be configured as a LAW Workstation. This option i selected by default. LAW Service To configure your local machine to serve as a "worker" box for Turbo Import processing, select this option.	
Cancel	Back Next	



2. Management DB Configuration:

A. Enter the **SQL Server Name** and user credentials (**User Name** and **Password**) for the SQL Server that was selected while configuring your **LAW Environment**.

i. If you have <u>not yet</u> configured your **LAW Environment** (required), then do so now before continuing. Click **Back** <u>twice</u> to return to the main **LAW Configuration Utility**, and then select <u>Configure Environment</u> instead.

B. Click **Test Connection** to ensure that the server details are correct. If the test fails, a prompt will appear indicating any issues.

C. When you see **Connection Test Succeeded**, you are ready to proceed. Click **Next** to continue.

tility - Local Machine	×
Management Database	
To connect to an existing LAW Management database, plea database and connection details. If you have not yet config Management database, please return to the main "LAW Co select "Configure Environment" to configure a LAW Manage SQL Server Name*	ured a LAW nfiguration" page and
Enter Server Name	
SQL Database Name*	
LAW5_Management	
Use Windows Authentication User Name* law_user Password* ••••••• Database Connection Has Not Been Tested	Test Connection
Back	Next
	Management Database To connect to an existing LAW Management database, plead database and connection details. If you have not yet config Management database, please return to the main "LAW Coselect "Configure Environment" to configure a LAW Manage SQL Server Name* Enter Server Name* LAW5_Management Use Windows Authentication User Name* law_user Password* •••••••



3. Service Configuration:

Skip this step if the **Local Machine** will <u>not</u> be used for **Turbo Import** document processing.

A. Perform one of the following, depending on where the **Default Paths** for your **LAW Environment** are located:

1) If the paths point to a <u>shared network</u> device, then enter the user credentials (**User Name** and **Password**) used to access that device. Click **Validate Input** to ensure a proper connection.

i. **User Names** should be in this format (without angled brackets or quotations): <"network domain"\"network user name">

2)If the paths point to a location on <u>this computer</u> (local), then instead select **Local System Account** from the **Run service as** drop-down menu at the top.

B. When you are ready to proceed, click **<u>Next</u>** to continue.



CloudNine LAW Configuration Ut	tility - Local Machine	×			
Roles Management DB Service	Service Machines that participate in Turbo Import processing w LAW Service. Run service as:	vill need to configure the			
Service	User Account				
Review	User Name*				
	Enter User Name				
	Password*				
	Enter Password				
	Confirm Password*				
	Confirm Password Local System Account should only be selected for a single station installation where all file resources (i.e. Home Directory, source data, export folders, LAW ini files) are accessed locally. The User Account setting is required to operate the LAW Service in a distributed environment. The user you select must have permissions to access the network resources.				
	Cancel	Back	Next		



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4. Review Settings:

A. Take this chance to review all the configuration settings being applied to your **Local Machine**. If something needs changed, you can go **Back** to any previous step and make the necessary corrections.

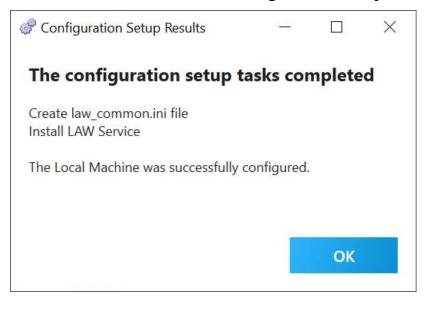
B. If everything looks good, then you are ready to proceed. Click **<u>Finish</u>** to apply these settings.

CloudNine LAW Configuration	Utility - Local Machine	Х
Roles Management DB	Review Local Machine Configuration Review your local configuration settings below. You can use the navigation buttons to review each step of the process and make changes as needed.	
Service	Roles	
Review	LAW Workstation Add LAW Service Add	
	Management DB	
	Server Chinese Annowate Database LAW5_Management User Vise Windows Authentication	
	Service	
	 Logon as Local System Account Click the Finish button to apply these settings. 	
Cancel	Back Finish	



5.Configuration **Results**:

A. Click **OK** to close the **LAW Configuration Utility**.



6.You are now finished configuring your **Local Machine** for **LAW**! If this computer was setup for **Turbo Import**, it is recommended to take the following action:

A. Check this computer's Windows **Services** to ensure that the **LAW Service** is running properly.

e Action View	• Help @ 🚘 🛛 🔐 📷 🕨 🔳 💵 🕩					
Services (Local)	Services (Local)					
	Law Service	Name	Description	Status	Startup Type	Log On As
		A IP Translation Co	Configures and enables translation from v		Manual (Trig	Local System
	Stop the service Restart the service	IPsec Policy Agent	Internet Protocol security (IPsec) supports	Running	Manual (Trig	Network Se
		Killer Network Se	Killer Network Service	Running	Automatic	Local System
		KtmRm for Distri	Coordinates transactions between the Dist	2	Manual (Trig	Network Se
	Description:	Language Experi	Provides infrastructure support for deployi		Manual	Local System
	Agent Monitoring and Invocation Service	Law Service	Agent Monitoring and Invocation Service	Running	Automatic	Local System
	Service	🎑 Link-Layer Topol	Creates a Network Map, consisting of PC a		Manual	Local Service
		🖏 Local Profile Assi	This service provides profile management		Manual (Trig	Local Service
		🖏 Local Session Ma	Core Windows Service that manages local	Running	Automatic	Local System
		🎑 MessagingServic	Service supporting text messaging and rel		Manual (Trig	Local System
		🎑 Microsoft (R) Dia	Diagnostics Hub Standard Collector Servic		Manual	Local System
		🎑 Microsoft Accou	Enables user sign-in through Microsoft ac		Manual (Trig	Local System
		🎑 Microsoft App-V	Manages App-V users and virtual applicati		Disabled	Local System
		🎑 Microsoft Edge E	Keeps Microsoft Edge up to update. If this		Manual	Local System
		🎑 Microsoft Edge	Keeps your Microsoft software up to date		Automatic (D	Local System
		🏟 Microsoft Edge	Keeps your Microsoft software up to date		Manual	Local System
		🎑 Microsoft Intune	Microsoft Intune Management Extension	Running	Automatic (D	Local System
		Microsoft iSCSI I	Manages Internet SCSI (iSCSI) sessions fro		Manual	Local System
		🎑 Microsoft Office	Manages resource coordination, backgrou	Running	Automatic	Local System
		🞑 Microsoft Passp	Provides process isolation for cryptograph		Manual (Trig	Local System
		🎑 Microsoft Passp	Manages local user identity keys used to a		Manual (Trig	Local Service
		Alicrosoft Softwa	Manages software-based volume shadow		Manual	Local System



Select Which machines are going to allow for Turbo work

Encryption and TLS Protocols

Encryption and TLS Protocols As of version 7.3, LAW supports TLS 1.2 encryption protocols for Windows 10 systems. · For information on enabling TLS on your environment systems, we recommend you work with your Administrator. · LAW is compatible with systems running TLS 1.2 encryption; TLS 1.0 may be disabled on these systems. · For instructions on enabling/disabling TLS 1.2 and 1.0, please reference https://docs.microsoft.com/en-us/windows-server/security/tls/tls-registry-settings

LAW FIPS Compliance and Configuration

Effective starting with version 7.5.X, CloudNine LAW is certified for FIPS encrypted Windows 10 operating systems. Administrators can enable FIPS via either local system registry, or via Group Policy. When enabled, the operating system will ensure that only FIPS validated hashing and encryption modules are used by the operating system (including .NET libraries). For more information on the FIPS encryption and usage with Windows 10, the STIG guidelines are listed here for reference: https://www.stigviewer.com/stig/windows_10/. Users can also reference the STIG guidelines for enabling FiPS encryption: https://www.stigviewer.com/stig/windows_10/2019-01-04/finding/V-63811.

Antivirus Best Practices and Recommendations

Antivirus Best Practices and Recommendations With any eDiscovery processing tool, an anti-virus scanning utility can alter files and interrupt chain of custody and hashing values. Best Practices for insulating against unwanted AV impacts in processing include: · Separate the Processing Network other Review and Business Networks (e.g., separate LAN or vLAN). · Only run virus scanning after processing is completed (e.g., when moving processing volumes to new locations for Production or Review Loading). · If on-demand virus scanning is a compliance requirement, then scan only the file shares with extracted ESI. · These paths should be excluded so as to avoid impacts to processing speed and reliability: o Installation directory o Local User Log Directory o Local User Data store Directory o Local Computer Data store Directory o LAW Case Directory o LAW Worker Temp Directory o Source data location



Additionally, Users may reference the EDRM recommended practices regarding virus protection here: https://www.edrm.net/resources/frameworks-and-standards/edrmmodel/edrm-stages-standards/edrm-processing-standards-guide-version-2/.

Silent Install

PERFORMING A SILENT INSTALL

When you need to install the full version of **CloudNine™ LAW**, including **CloudNine™ Explore**, on numerous machines, you can save time by

running **Silent Installations** of **LAW** and **Explore**. **Silent Installations** install applications without prompting you for input during the installation.

1.Open a Command Prompt window by typing "cmd" in the Windows Search box and then selecting **Run as administrator**.

2.Determine which version of **LAW** you wish to install, and note the name of the associated installation executable. This name becomes the < **installation executable**> portion of the command line.

i.For example, the installer for **LAW 7.4** is named "law_full_7.4.58.exe" (without quotations).

3.Determine which features you want to install. Features are added as a comma-delimited list (no spaces, and feature names are case-sensitive), becoming the **<feature list>** portion of the command line.

i.For example, to install all available features, your **<feature list>** would be "LawApplication,LAWPrinterDrivers,ExploreApplication" (without quotations).

Features available for installation:

•LawApplication - Installs the CloudNine[™] LAW application.

•LAWPrinterDrivers - Installs the TIFF and PDF Print Drivers.

•ExploreApplication - Installs the CloudNine[™] Explore application and service.

4.Enter the following in the Command Prompt window, replacing the **<installation executable>** and **<feature list>** with the values you determined in **Steps 2-3**:

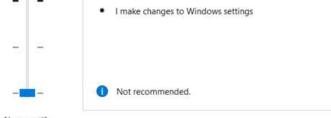
<installation executable> /s /qn ADDLOCAL=<feature list>

5.Press ENTER in the Command Prompt window to run the silent installation on the machine.

Lower User Account Control Settings to 'Never Notify'

1. Go to Start screen. 2. Type Change User **Account** Control **settings** then select **Settings** on the right then Change user **account** control **settings** when it appears on the left. 3. Select the **setting** you want then select OK.

Choose when to be notified about changes to your computer User Account Control helps prevent potentially harmful programs from making changes to your computer. Tell me more about User Account Control settings Always notify Never notify me when: Apps try to install software or make changes to my computer.



Never notify



Further info Links and Guides

This information was gathered off the internet and guides. All links are here.

References: http://answercenter.ediscovery.co/litigation/ac/lawdc/welcome-to-law.html and http://answercenter.ediscovery.co/litigation/ac/law/welcome.htm

Fields's descriptions: http://answercenter.ediscovery.co/litigation/ac/lawdc/system-export-fields.html

User Guide: http://answercenter.ediscovery.co/litigation/ac/law_documentation/LAWUserGuide.pdf

Administration Guide:

http://answercenter.ediscovery.co/litigation/ac/law_documentation/LAWAdminGuide.pdf

