



 O&O MediaRecovery 4

O&O MediaRecovery 4
Rev. 2007-05-07

©2004-2007

O&O Software GmbH • Am Borsigturm 48 • 13507 Berlin • Germany

Text, illustrations and examples have been produced with great care. The editor is neither legally nor in any other way liable for incorrect information given and its possible consequences.

This document is protected by copyright. All rights reserved. Without written approval no part of this document may be reproduced through photocopying, microfilming or any other procedure, nor may it be translated into a language used by machines, especially data-processing plants. Rights are likewise reserved for quotation in lectures, on radio and television.

Microsoft, Windows, Windows NT, Windows 2000, Windows XP, Windows Vista and Windows 2003 are registered trademarks of Microsoft Corporation, Redmond, USA. O&O and the O&O-logo are registered trademarks of the O&O Software GmbH, Berlin

Table of Contents

Introduction	1
Welcome to O&O MediaRecovery 4!	1
Note about Licensing	2
Installation and System Requirements	3
System Requirements	3
Installation	3
Registration	3
Uninstallation	5
Information About Data Recovery	6
Technical Limitations of Data Recovery Software	6
What To Do When Data Loss Occurs	6
How To Increase Your Chances of a Successful Data Recovery	7
Getting Started	8
Using O&O MediaRecovery in an Emergency	8
Controlling O&O MediaRecovery	8
Saving a Data Recovery and Continuing It Later	8
Using O&O MediaRecovery	9
Starting O&O MediaRecovery	9
Selecting a Drive	10
Additional Settings	11
Running and Interrupting a Scan	11
Selection Files for Restoration	12
Preview	13
Filter	14
Selecting a Target Folder	15
Creating a Report	16
Saving Files	17
Completing the Data Recovery	17
File Types and Signatures	19
Overview	19
Selecting File Types to be Scanned	19
List of Supported File Types	20
Support and Contact	26
Technical Support	26
Authorized Resellers	26
End-User License Agreement	27

Introduction

Welcome to O&O MediaRecovery 4!

Thank you for choosing O&O MediaRecovery 4 and putting your trust in O&O Software!

It's happened to the best of us: with the blink of an eye important files can be deleted and presumed lost forever. Whether the result of a computer virus, a software error, or user error, this can be devastating. Important documents and business data aside, in the age of digital photography the loss of a captured moment can be irreplaceable.

When such a disaster strikes, what can be done? Many users cut their losses and accept that their files are lost. However, this is not necessarily the way it has to be. Even when Windows does not offer a viable solution for the recovery of lost data (i.e. the Recycle Bin), hope is now a possibility with O&O MediaRecovery, an easy and secure way to recover data you had thought was deleted. Accompanied by an on-screen assistant, you are guided through the data recovery process, step-by-step. When all is finished you will be able to use the once-deleted data just as before.

Just a small hint: As soon as you have notice important files deleted, immediately stop all activity on the computer. Then start O&O MediaRecovery to restore those missing files. If work on the computer continues as normal, important data can be overwritten making the recovery of desired data more difficult, if not impossible.

For this reason it is advised that O&O MediaRecovery be already installed on your system to be ready when disaster strikes. This is the only way to ensure the best success possible for the recovery of lost data.

We hope this product is a joy for you to use and saves you valuable time at home and the workplace.

Your O&O Software GmbH
www.oo-software.com

Note about Licensing

Feel free to test O&O MediaRecovery 4 free of charge and obligation by acquiring the trial version of the software. This version allows you to scan your system but does not allow any data recovery. This function is only available in the full version.

O&O MediaRecovery is licensed per computer. This means that for every computer on which you run O&O MediaRecovery, it is necessary that you purchase a license. This license may not be transferred onto another computer.

If you would like to implement O&O MediaRecovery in your company or as a technician for your customers, then please contact our resellers or distributors, who can offer you the right license to fit your needs!

Installation and System Requirements

System Requirements

PC System:

O&O MediaRecovery is compatible with:

- Windows Vista
- Windows XP Professional and Home Edition
- Windows NT 4 Workstation and Server (at least Service Pack 6 with at least version 5.01 of Microsoft Internet Explorer)
- Windows 2000 Professional, Server and Advanced Server
- Windows Server 2003 (all Versions)

Administrative Privileges

In order to install and run O&O MediaRecovery, it is necessary for you to be a member of the local administrator group or possess an equivalent level of privileges. If you are a domain administrator, then you usually possess the adequate level of administrative privileges.

Installation

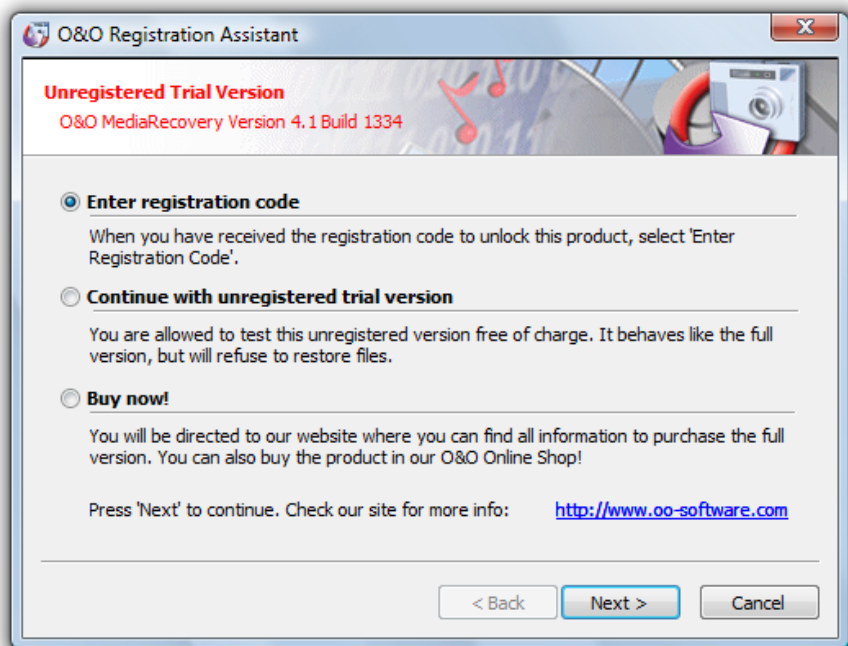
The installation of O&O MediaRecovery is very easy. Please follow the step described below:

1. Start the computer on which you would like to have O&O MediaRecovery installed.
2. Sign in as an administrator or equivalent.
3. Start the O&O MediaRecovery installation file that you either downloaded from our server or received on one of our software CDs.
4. After the setup program has successfully been installed, please follow the on-screen directions.
5. During the installation process you will be asked to decide which users will be allowed access to use O&O MediaRecovery. You will have the choice between the current user and all users.

Registration

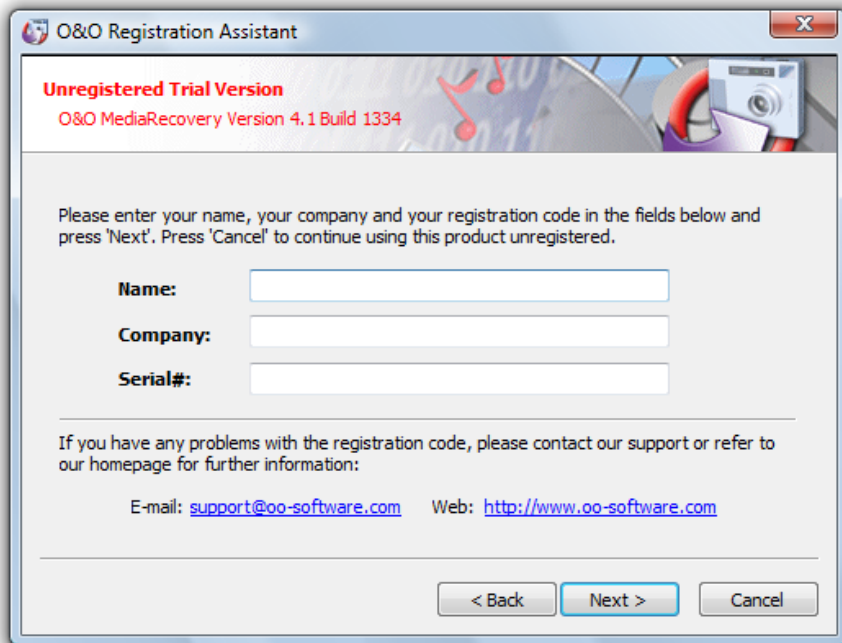
To register O&O MediaRecovery you will need the registration code you received after you purchased the product. This registration code is also referred to as the license key, license code, serial number, or product ID.

When you would like to enter your license key, start O&O MediaRecovery. The Registration Assistant will appear every time the unregistered version of O&O MediaRecovery is opened. As noted above, this version allows you only to scan for deleted files, but not restore them. This functionality can only be found in the full version.



O&O Registration Assistant

The Registration Assistant allows for a simple and uncomplicated registration process. When you click on **Enter Registration Code**, a dialog box will appear. In the registration dialog you can enter your registration code that you received when you purchased O&O MediaRecovery. Please make sure that you do not confuse the letter “O” with zeros or enter in any empty spaces.



Registration Dialog Box

Press **Next** to save the information entered or click **Cancel** to close the dialog box. If the license information was entered incorrectly, the Registration Assistant will appear again the next time you start O&O MediaRecovery.

If you run into any problems during registration, please contact our support team.

If you would like to remove O&O MediaRecovery from your system, then please follow the directions described in the section “Uninstallation” .

Uninstallation

To remove O&O MediaRecovery from your System, open the Control Panel under the heading **Settings** in the Start Menu and click on **Software**.

Please select O&O MediaRecovery from the list of installed software and click on the **Add/Remove...** button.

Confirm the uninstallation of O&O MediaRecovery. After this process is completed, a dialog box will appear confirming this. O&O MediaRecovery is now removed from your system.

Information About Data Recovery

Technical Limitations of Data Recovery Software

O&O MediaRecovery is software designed for the recovery of deleted data. Please note, however, that it may not be possible to restore all deleted data. If the areas where the deleted data is stored has already overwritten by new data, the restoration of data with O&O MediaRecovery is no longer possible. If some areas have been partly overwritten, some files may be incomplete possibly leading to errors.

O&O MediaRecovery can also restore data whose directory and structure have been deleted or overwritten. This can happen when a partition is formatted or new files are created. With the help of a special process, O&O MediaRecovery attempts to find and restore these data back into valid file formats.

Unfortunately, not all files can be recovered without error. For example, the highly fragmented files can be very difficult, if not impossible, to recover. In such a case, the regular use of a defragmentation tool such as O&O Defrag can not only help you avoid this problem, but also can strongly contribute to the improved performance of your system.



Note:

Please do not delete any data for fun or for test purposes without first making a back up copy. We strongly recommend that you regularly make back up copies of your important data and store them in a safe place.

What To Do When Data Loss Occurs

When data are mistakenly deleted on you computer it is very important to do the following to maximize you chances of a successful data restoration. Should you have further questions, you can always contact our technical support team . Please note that we can only provide this support for registered users of the software according to their individual license agreements. However, in conjunction with our subsidiary O&O Services GmbH, our support staff would be more than happy to offer you fee-based assistance in rescuing your lost data.

The correct behavior when faced with the loss of important data can contribute greatly to your chances of a successful data restoration. It is important to understand that when data are deleted, they are simply reclassified on the hard disk or memory card as “free”. This allows the computer to overwrite and therefore destroy those deleted data. Once a piece of data has been overwritten, it is no longer restorable through basic data rescue methods.

How To Increase Your Chances of a Successful Data Recovery

- If possible, do not save anymore data onto the system after the data in question have been deleted and close all applications/programs.
- Shut down the computer.
- Think calmly about how the data were deleted. Try not to panic and quickly restore the data in question. Reckless behavior can lead to even more data loss.
- If the data was deleted "normally", they can be found in the Recycle Bin. Open the Recycle Bin and restore the files.
- If the data were really deleted then it is advised to use **O&O MediaRecovery** to restore them. If the drive has been formatted, it may be possible to use **O&O FormatRecovery** instead.

Getting Started

Using O&O MediaRecovery in an Emergency

1. Connect the drive, from which you would like recover data, to you computer. It is necessary that your computer is running a compatible version of Windows.
2. Start O&O MediaRecovery from the Start Menu. By default a shortcut to the software will be installed in its own folder **O&O MediaRecovery** in the program group **O&O Software**. Click on **O&O MediaRecovery** to open the program.
3. After the Start, select the drive on which you would like to recover data and confirm by clicking on **Next**.
4. Confirm the initial data recovery settings on the next page by click on **Next**. After the following page, the data recovery operation will begin.
5. After the scan for deleted data has been completed you may now select from the list of folders and files the deleted files you would like to restore. With some file types, such as photos, you will be able to view the content. You can activate this function by clicking on **Preview**.
6. Clicking **Next** will lead you to the selection of the target folder. In this folder your restored files will be saved. Please make sure that there is sufficient disk space on your system and the target folder is not located on drive where you would like to recover the deleted data.
7. Clicking **Next** will now initiate the data recovery. After this is complete, you will be able to view a status report of all actions taken up to this point. You can now close O&O MediaRecovery.

Controlling O&O MediaRecovery

The O&O MediaRecovery Assistant takes you step-by-step through the entire data recovery process. In order to use O&O MediaRecovery, it is necessary that you have access to the drive where you would like to recover data. Every time you click **Next**, one step of the data recovery is completed. By clicking **Back** you can go back to the previous step. O&O MediaRecovery can be aborted and ended anytime. By selecting **Save Data Recovery**, you can save the current settings and continue the operation at another time.

Saving a Data Recovery and Continuing It Later

At any time you can interrupt the data recovery operation and continue it at a later time. In the bottom-left-hand corner of the Assistant you will find a button entitled **Save Data Recovery**. This will open a dialog box that will allow you to save the current data recovery.

After the data recovery is successfully saved, it will be possible to load it after O&O MediaRecovery is restarted at a later time. More information on this can be found in the section entitled "Starting O&O MediaRecovery". Please note that the save function is only possible when you have made changes to the default data recovery settings.

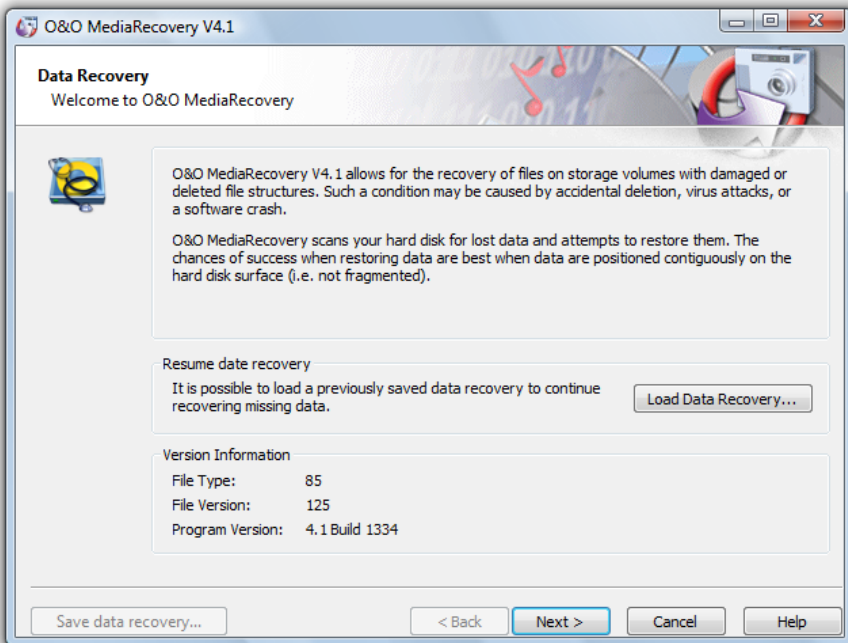
Using O&O MediaRecovery

Starting O&O MediaRecovery

As soon as O&O MediaRecovery starts, it is possible to begin a new data recovery session or continue one you have saved. Clicking **Next** will take you to the Drive Selection dialog box . O&O MediaRecovery may be **Cancelled** at any time.

Loading a Saved Data Recovery

- Select **Load Data Recovery** and select the data recovery file. Such a file generally has the extension DRD.
- The data recovery information will be loaded and you will then be able to continue with your saved settings.



O&O MediaRecovery Startup Dialog Box

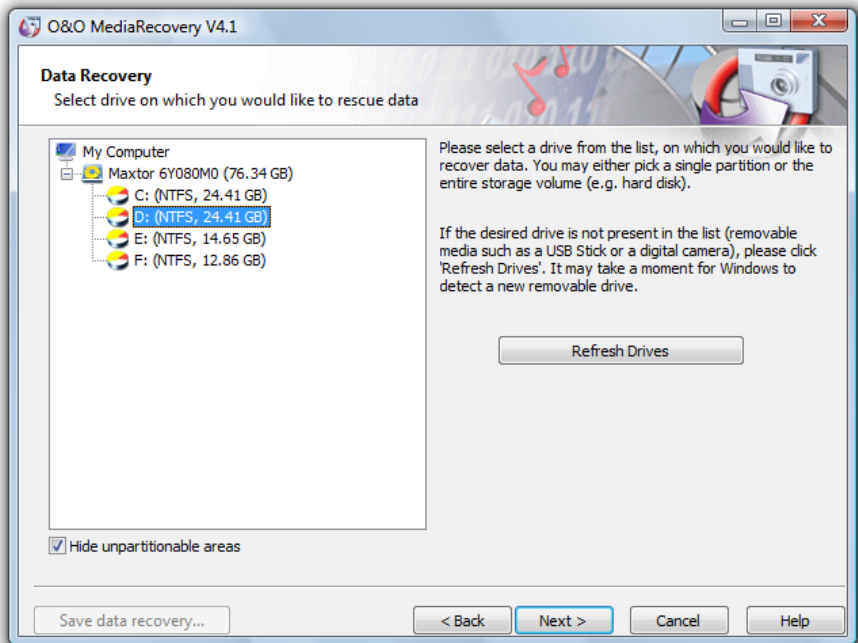
Selecting a Drive

Select the drive where you would like to scan for deleted data. It is possible to select a partition (e.g. C: or D:) or an entire hard disk drive. In addition you can select any storage media, from USB sticks memory cards for digital cameras. Clicking **Next** will conclude the drive selection dialog.

By default, the unpartitionable areas of a hard drive, or those located past the partitioned areas of the disk, are hidden. To reverse this, unselect the option **Hide unpartitionable areas**.

Differing from unpartitionable areas, unpartitioned areas on the hard disk can also exist under some circumstances. Although these areas on the disk cannot be accessed by Windows, O&O MediaRecovery is able to scan these regions. These areas are listed in the list of partitions as RAW or "unpartitioned".

If you would like to add drives after O&O MediaRecovery has been loaded (e.g. USB stick or digital camera), click on **Update Drives**. The newly connected hardware will be loaded and displayed in the list of drives.



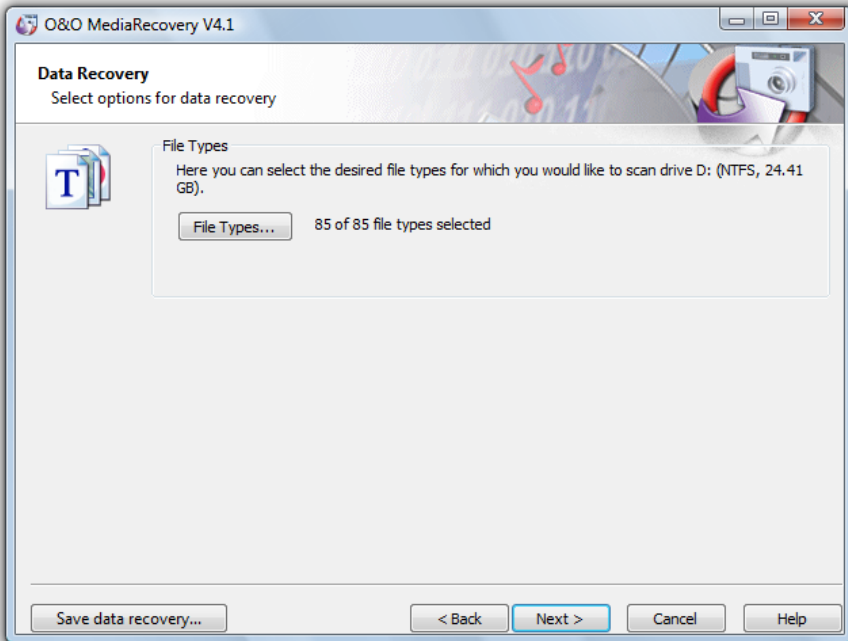
Selecting a Drive

Additional Settings

It is possible to determine which types of files O&O MediaRecovery will scan for. By default all data types are considered. After the scan has been completed you will be able to select which files are to be restored. Because of this you may want to just leave the file type settings as they are. Click **Next** will initiate the data scan.

File Types

Open the file type dialog box to define the types of file that will be considered during the scan. Please note that you must select at least one file type to continue with the scan. More information about this can be found in the section entitled "Selecting File Types to be Scanned".



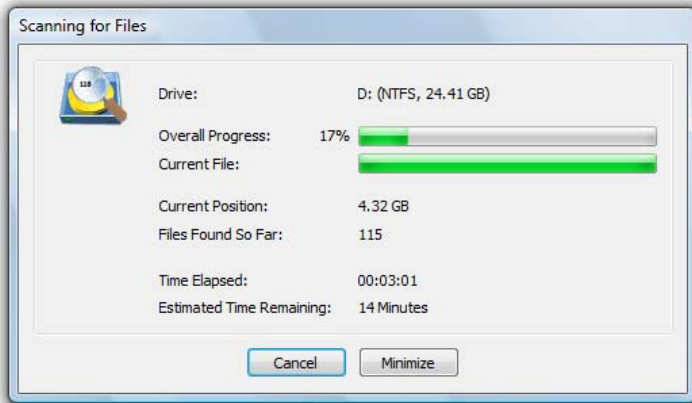
File Types and Options

Running and Interrupting a Scan

During the scan you will receive information regarding the O&O MediaRecovery scan by way of a status dialog box. In it you will find the overall progress of the scan, the progress pertaining to a specific file, and the number of files found to this point.

The elapsed time, as well the estimated time remaining, can also be found here.

O&O MediaRecovery can be **Minimized** in to the System Tray. Pressing **Cancel** will interrupt the scan. When the scan is interrupted you will be returned to the previous page of the assistant where you will be given the option of resuming the scan or running it again.

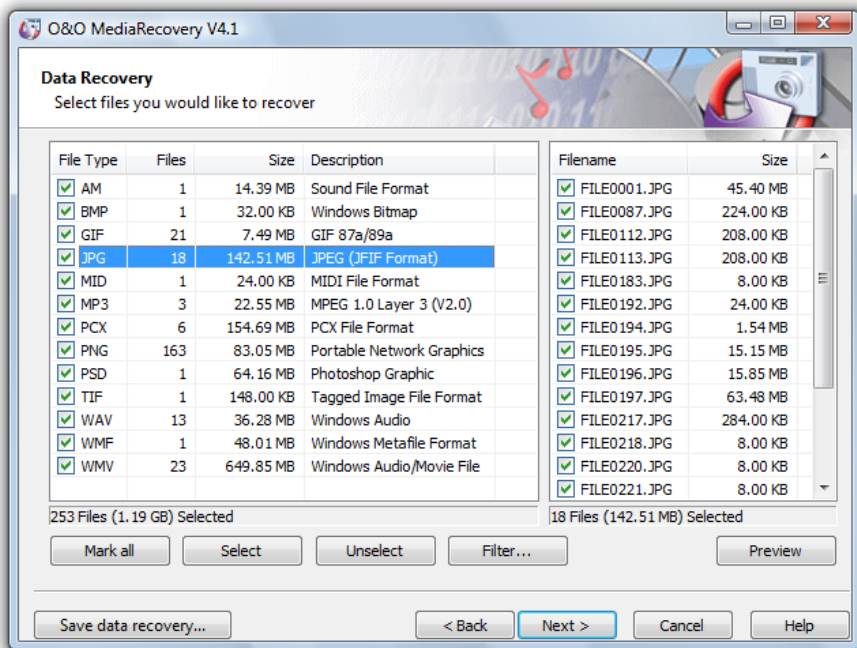


Scan Progress Display

Selection Files for Restoration

After the scan has been completed, the files found will be displayed in two lists; the list to the left displaying the types of files found, the one on the right showing the actual files of this type found. By selecting a specific file type on the left, the corresponding list on the right will change. Depending on which list is activated, the commands **Select All**, **Select**, and **Unselect** can be used.

When your selections are made, click on **Next** to continue to the next step.



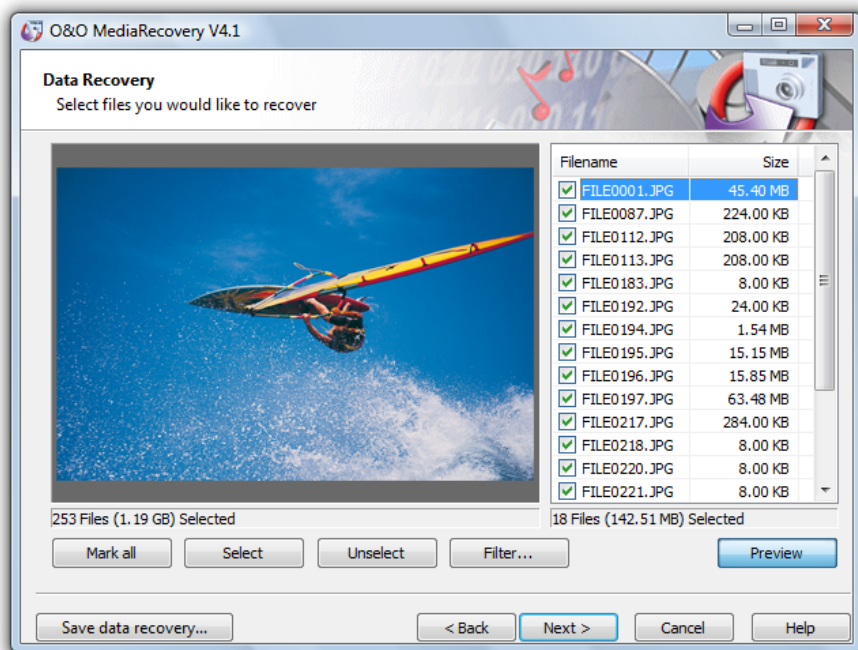
Selecting Files

Preview

For many image and text files, it is possible to view an preview before they are restored.

The preview must be activated. First select to the left a file type group and then click the **Preview** button. If the button is grayed-out, these types of files cannot be previewed.

With the preview function active, click on the file you would like to preview. The preview will appear in the space to the left of the file list.



Preview (Image File)

To deactivate the preview function, simply click the **Preview** button one more time.



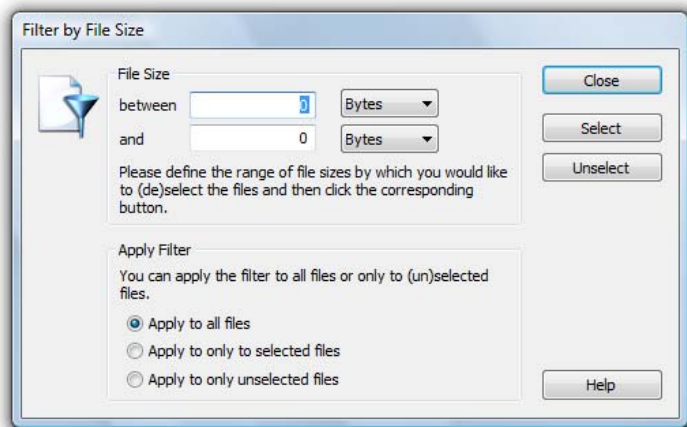
Note:

The fact that a preview is not available for some files does not rule out the chance for a successful and flawless restoration of those files. This function should not be seen as a way to judge the quality of a pending restoration, but rather as a means to make the file identification process easier.

Filter

With the Filter option it is possible to include or exclude specific files from the list depending on their size. To do so, enter the size range in which the desired files should fall. You can also stipulate whether the filter should consider all files, only those previously selected, or only those you previously left unselected.

The command **Select** highlights all corresponding files for restoration. **Unselect**, in contrast, removes those highlights.



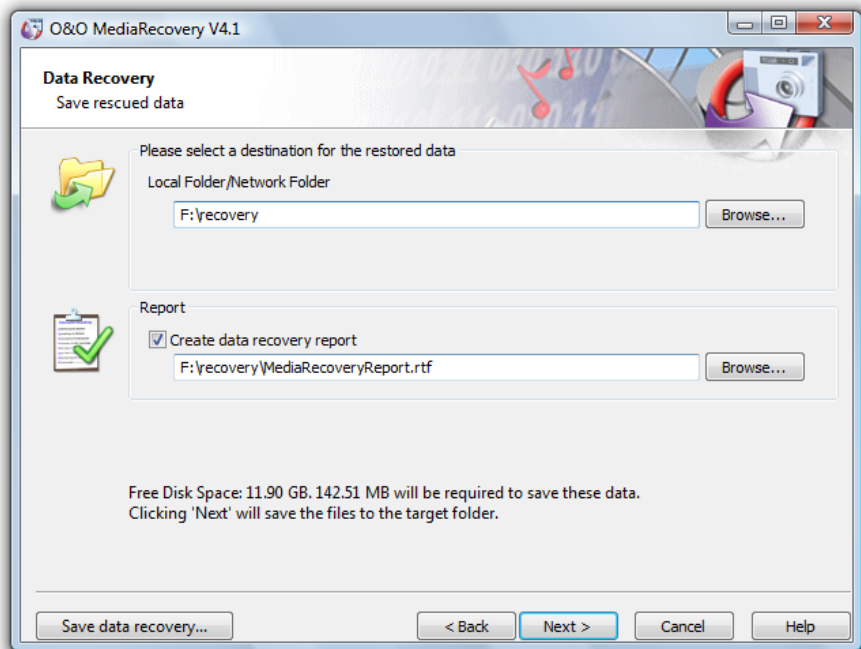
Applying a filter

Selecting a Target Folder

To recover selected files you need to enter a saving location. By default your 'My Documents' folder, but any folder, including network folders, may be selected for this. O&O MediaRecovery automatically creates a subfolder into which the recovered files are saved. Because an individual subfolder is created for every file type recovered, it is advised that you select a target folder that is new or empty. In addition, it is possible to create a report regarding the completed data recovery.

Please note that you will not be able to save the recovered files onto the same partition where the deleted data was originally located. Also do not forget to make sure you have enough storage capacity on disk to facilitate the newly recovered files.

Click **Next** to initiate the recovery of data.



Target Folder and Report



Note:

Data recovery by O&O MediaRecovery will not include their original filenames and directory information. Recovered files are sorted according to file type and saved to their designated saving location.

Creating a Report

Activating this option will enable you to view a detailed report regarding the completed data recovery session. You can have this report saved to a different target folder as that in which the recovered files are to be saved. By default, the report will have the filename "MediaRecoveryReport.rtf".

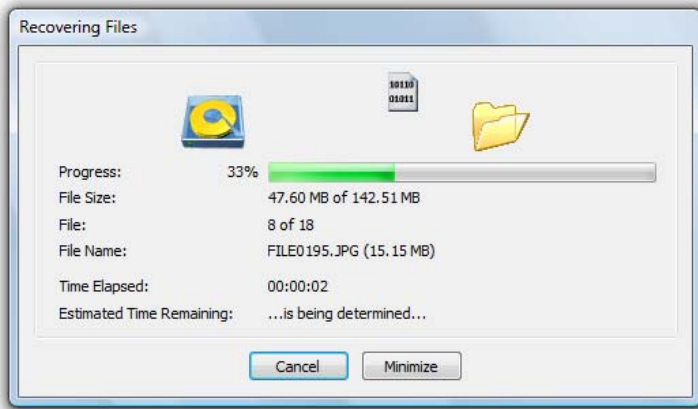
The reports are saved in Rich Text Format (RTF) and can be viewed and printed with the help of applications such as WordPad, Microsoft Word, or any other text editing programs.

Saving Files

While the recovered files are being saved to their target folder, O&O MediaRecovery keeps you up-to-date by way of a convenient dialog box. Information, such as overall progress and the total size of the saved files, is displayed in real-time as the operation progresses.

The **elapsed time**, as well the **estimated time remaining**, can also be found here.

O&O MediaRecovery can be **Minimized** in to the System Tray. Pressing **Cancel** will interrupt the saving operation. When the operation is interrupted you will be returned to the previous page of the assistant where you will be given the option of changing the target directory and reselect the files to be recovered. Please note that all files that have already been successfully saved will be unselected so that you can continue to save files where you left off.

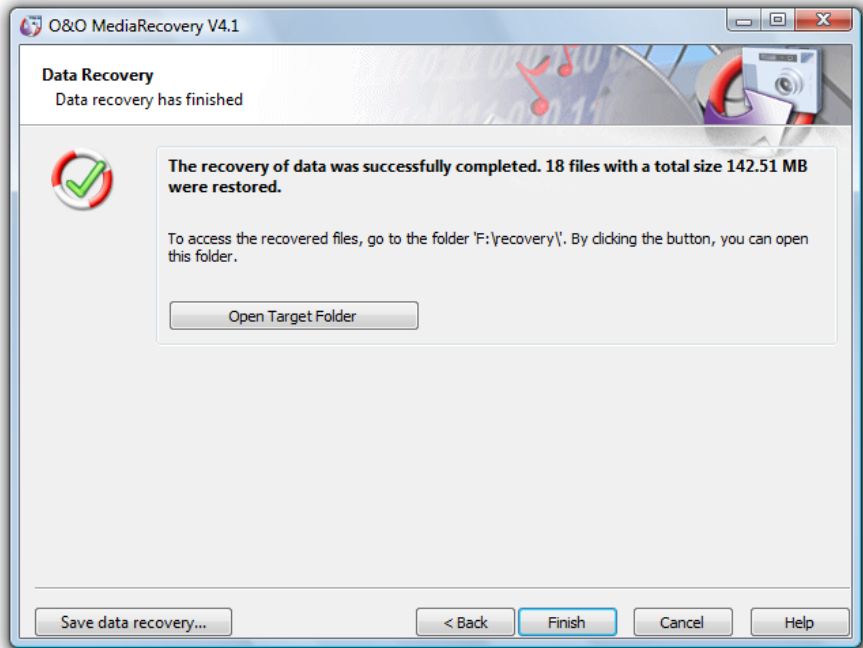


Data Recovery Progress

Completing the Data Recover

After the successful recovery of files is completed, a summary of the data recovery will appear. From here you can **Open Target Folder** and immediately access the restored files.

By clicking **Finish** O&O MediaRecovery will be closed.



Completion of Data Recovery

File Types and Signatures

Overview

O&O MediaRecovery 4 can recognize over 80 different versions of file types. A complete list of these files types can be found in the section entitled "List of Supported File Types".

Moreover, you have the ability of adding your own signatures. O&O MediaRecovery can use these user-defined signatures for its scan.

If you notice an important file type is missing from the current list and should be included, please give us three examples of this file type with a short explanation and send them to support@oo-software.com. We will then incorporate this file type into the new version of O&O MediaRecovery. Please note that we are not liable for any data sent to us. If you have any questions regarding this, please feel free to contact our Technical Support .

Selecting File Types to be Scanned

In the file type dialog box you can define which file type will be considered in the scan and will not.

With the Filter you can customize the display to only show specific file type groups. To do this, just adjust the column headings to meet your sorting needs.

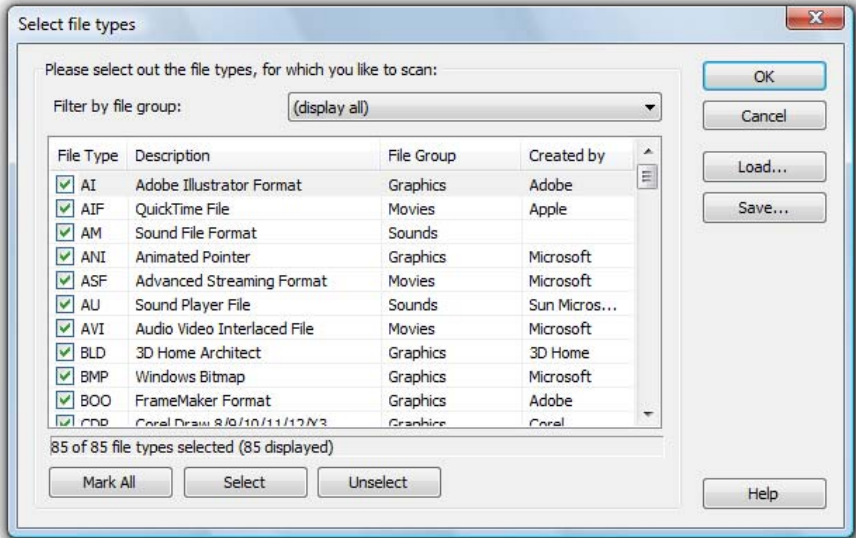
Load and Save

In order to secure a specific group of file types for future scans, simply save this particular scheme. Later you can use the load function to change or use it again.

Selecting File Types

O&O MediaRecovery scans for all of the highlighted files types. All unselected file types are hidden. Normally, though, you can select all file types to be considered for the scan and filter those you do not want to recover after the scan result have been compiled.

Please note that, in general, a smaller number of different files types usually deliver more meager scan results.



Dialog Box for Selecting File Types

List of Supported File Types

File Ext.	Description	Manufacturer	File Group
AI	Adobe Illustrator Format	Adobe	Graphics
AIF	QuickTime File	Apple	Film
AM	Sound File Format		Music
ANI	Animated Pointer	Microsoft	Graphics
ASF	Advanced Streaming Format	Microsoft	Film
AU	Sound Player File	Sun Microsystems	Music
AVI	Audio Video Interlaced File	Microsoft	Film

File Ext.	Description	Manufacturer	File Group
BMP	Windows Bitmap	Microsoft	Graphics
BOO	FrameMaker Format	Adobe	Graphics
CDR	Corel Draw 8.0/9.0/10.0/11.0	Corel	Graphics
CDT	Corel Draw Template File	Corel	Graphics
CIFF	CIFF Format	Canon	Digital Camera RAW Format
CLP	Windows Clipboard Format	Microsoft	Graphics
CMX	Corel Clipart	Corel	Graphics
CONT	Contax Raw Format	Contax	Digital Camera RAW Format
CPT	Photo-Paint Image	Corel	Graphics
CUR	Cursor File Format	Microsoft	Graphics
DBx	Microsoft Picture Catalog	Microsoft	Graphics
DCM	DICOM Medical Imaging		Graphics
DCR	Shockwave Director File	Macromedia	Graphics
DIB	Device-Independent Bitmap graphics	Microsoft	Graphics
DRW	Micrografx Designer Format	Micrografx	Graphics
DSC	Rollei Raw Format	Rollei	Digital Camera RAW Format
DWG	AutoCAD File Format	Autodesk	Graphics
DXR	Protected Movie File	Macromedia	Film

File Ext.	Description	Manufacturer	File Group
EMF	Windows Enhanced Meta File	Microsoft	Graphics
FH8	Freehand File Format	Macromedia	Graphics
FLA	Flash Movie Authoring File	Macromedia	Film
FLC	Autodesk Animator File	Autodesk	Graphics
FOV	Foveon Raw Format	Foveon	Digital Camera RAW Format
FPX	FlashPix Format	Kodak	Graphics
FUJI	Fujifilm Raw Format	Fujifilm	Digital Camera RAW Format
GIF	GIF 87a/89a	Compuserve	Graphics
ICO	Windows Icon File	Microsoft	Graphics
IFF	Deluxe Paint Image	Electronic Arts	Graphics
IMG	GEM Paint	Digital Research, Inc.	Graphics
INDD	InDesign	Adobe	Graphics
JP2	JPEG 2000 File	Joint Photographic Experts Group	Graphics
JPG	JPEG (EXIF Format)	Joint Photographic Experts Group	Graphics
JPG	JPEG (JFIF Format)	Joint Photographic Experts Group	Graphics
LBM	DeluxePaint Bitmap	Electronic Arts	Graphics
M4A	MPEG-4 Audio Layer	Moving Pictures Experts Group	Music

File Ext.	Description	Manufacturer	File Group
MID	MIDI File Format	Microsoft	Music
MINO	Minolta Raw Format	Minolta	Digital Camera RAW Format
MOD	CAD File	Dassault Systèmes	Graphics
MOV	Quicktime Movie Format	Apple	Film
MP3	MPEG 1.0 Layer 3 (V2.0)	Moving Pictures Experts Group	Music
MPE	Media Player Format	Microsoft	Film
MPG	MPEG 1 Video	Moving Pictures Experts Group	Film
MSP	Microsoft Paint	Microsoft	Graphics
NCR	NCR Image	NCR	Graphics
PAL	Palette Format	Microsoft	Graphics
PBM	Unix Portable Bitmap Graphic	Free Software Foundation	Graphics
PCX	PCX File Format	Zsoft	Graphics
PGM	Portable Graymap Graphic		Graphics
PIC	PC Paint	IBM	Graphics
PNG	Portable Network Graphics	Free Software Foundation	Graphics
PPM	PBM Portable Pixelmap Graphic	Free Software Foundation	Graphics
PSD	Photoshop Graphic	Adobe	Graphics
PSP	Paint Shop Pro Graphic	Jasc Software, Inc.	Graphics
PXN	Fotoman Raw Format	Logitech	Digital Camera RAW Format

File Ext.	Description	Manufacturer	File Group
QXD	QuarkXpress	Quark	Graphics
RAS	Sun Raster Image	Sun Microsystems	Graphics
RAW	RAW RGB 24-bit Graphic		Graphics
RGB	Silicon Graphics RGB Bitmap	Silicon Graphics	Graphics
RLE	Run Length Encoded Bitmap		Graphics
RM	RealPlayer File	RealNetworks	Music
RMI	MIDI Sequence File	Microsoft	Music
RTD	Render File	Ragtime	Graphics
SCT	SciTex Continuous Tone	Kodak	Graphics
SKF	AutoSketch File	Autodesk	Graphics
SWF	Shockwave Flash File	Macromedia	Film
TGA	Truevision Targa Graphic		Graphics
TIF	Tagged Image File Format	Adobe	Graphics
VOB	DVD Video Movie File	Moving Pictures Experts Group	Graphics
WAV	Windows Audio	Microsoft	Music
WBMP	Wireless Bitmap File Format		Graphics
WMA	Windows Media Audio File	Microsoft	Music

File Ext.	Description	Manufacturer	File Group
WMF	Windows Metafile Format	Microsoft	Graphics
WMV	Windows Audio/Movie File	Microsoft	Film
WPG	WordPerfect Bitmap/Vector	Corel	Graphics
XBM	X Bitmap Graphic		Graphics
XPM	X Pixmap Graphic		Graphics

The company and product names mentioned in the table are brands or trademarks of their corresponding bearers.

Support and Contact

Technical Support

To receive more information about O&O MediaRecovery, please visit our website, www.oo-software.com, and get the latest information about product developments and support. Also included on our website are regularly updated FAQs and Knowledge Bases that offer the most common problems and questions regarding our products.

All registered customers receive installation and product support free of charge for the first 90 days after registration. When contacting our support department, please do not forget to have your registration code ready.

In addition, it may be helpful to read our frequently asked questions (FAQ) section of our website before you contact our support department. It is always possible that your specific question or problem may have already been addressed.

Authorized Resellers

For answers to all questions regarding the licensing and purchase of our software products, our authorized reseller partners in over 30 countries stand ready to assist you. Their names and addresses may be found at our website under the 'Purchase' heading. We would also be more than happy to assist you in finding the partner closest to you.

O&O Software GmbH
Am Borsigturm 48
13507 Berlin
Germany

Tel +49 (0)30 4303 4303

Fax +49 (0)30 4303 4399

E-mail info@oo-software.com

sales@oo-software.com

Web www.oo-software.com

End-User License Agreement

IMPORTANT - PLEASE READ CAREFULLY

This end user license agreement is a legal contract between you (either as a natural or legal person) and O&O Software GmbH for the above mentioned software product. By installing the software product you are accepting to be bound by the terms of this license agreement.

If you do not accept the provisions of this license agreement, you are not authorized to install or use the software product. In this case send the data medium and all other parts of the acquired product (including all written material, delivered hardware and packaging) back to O&O, or the dealer it was bought from, without delay. The full cost of purchase is reimbursed.

The software product is protected both by copyright laws and international copyright agreements and by other laws and agreements on intellectual property.

1. Subject to the agreement

This agreement concerns the computer program recorded on the data carrier, the program description and operating instructions, and all other accompanying written material. These are referred to as software from here on.

O&O would like to point out that, due to the state of technology, it is not possible to produce computer software than will function throughout employment and configurations without any errors at all. Therefore only software that is used according to program description and instructions of use is subject to this agreement.

2. Extent of use

For the duration of this contract, O&O grants you the simple, non-exclusive and personal right (henceforth referred to as "license") to use a copy of the software on a single computer. Repeated and deliberate installation, use, and subsequent uninstallation on various computers (floating license) is prohibited.

3. Description of further rights and limits

The licensee is prohibited from:

- a) entrusting the software or the accompanying written material with a third party, or making it accessible for him/her without written approval from O&O,
- b) transferring the software from one computer to another via a net or data transferring channel,
- c) altering, translation, breaking down the development, decompiling or disassembling the software without former written permission from O&O,
- d) producing works resembling the software or duplicating written material, from translating or altering the program or creating versions of written material

4. Rights of Ownership

With the purchase of this product you are only entitled to the possession of the substantial software medium, which the software is recorded on. This does not include the acquisition of rights to the software itself. O&O reserves the right to publicize, reproduce, alter or exploit the software.

5. Reproduction

The software and accompanying written manual is protected by copyright. If the software does not include copy protection, its reproduction is only permitted for security purposes. You are obliged to include the O&O copyright annotation with the security copy. No copyright statement or therein registration number from the software may be removed. The copy or reproduction of the software and its written accompaniment is strictly forbidden, be this in whole or part, in original or changed form, merged together with or enclosed in other software.

6. Transference of right to use

The right to use the software can only be passed on to a third party with written consent from O&O and in accordance with the terms of this agreement. Giving the software away, hiring or lending is strictly forbidden.

7. Agreement validity

This agreement is valid indefinitely. Should the licensee violate a condition of the agreement his/her right to use the software automatically lapses without prior notice. On the termination of the right to use (s)he is obliged to destroy the original data medium as well as the copies (including those modified) of the software and written material.

8. Recovery of damages to the agreement

O&O points out that you will be held liable for any violation of the copyright terms.

9. Updates

O&O is entitled to up-date software at their own discretion. They are not obliged to make program up-dates available to those licensees who have either not signed the registration card sent back to O&O, or nor paid the up-date fee.

10. O&O guarantee and liability

- a) O&O ensures the original licensee that the data carrier, which the software is recorded on, and the accompanying hardware are free from defects when subject to normal operating conditions and looked after throughout performance.
- b) Should the data carrier be faulty, the acquirer can demand compensation delivery as long as the guarantee is valid, which it is up to 24 months post delivery. To do this the data medium must be returned to either O&O or the dealer it was bought from, along with its possibility accompanying hardware, the security copy, written material and duplicate of the receipt/bill.
- c) If a fault, as defined in 10b, is not made good by replacement delivery within a reasonable length of time, the customer can either demand a reduction: the purchase price, or contract rescission.

- d) For the reasons mentioned above and in paragraph 1 O&O does not assume liability for errors made by the software. O&O takes above all no responsibility for the software being sufficient for the acquirer's demands and purposes, or for it working with other programs chosen by her/himself. The purchaser alone carries responsibility for the consequences of using the software, as well as for intended or achieved results. The same applies to written material accompanying the software. If the software cannot be used as defined in note 1 the purchaser has the right to countermand the agreement. O&O has the same right when the software serviceable, as defined in note 1, cannot be manufactured at affordable cost.
- e) O&O is not liable for damage unless it is caused with intent or by gross negligence on their part. Liability for gross negligence is impossible for those merchants. Liability for possible guaranteed features of O&O is not affected. Liability for damage caused by defectiveness not covered by the guarantee, is not possible.

11. Competency

The right concerned in this agreement applies to the Federal Republic of Germany when the licensee is a qualified merchant. Be this the case, the competency of the regional and federal courts in Germany is understood.

In the event of queries on the O&O-Software license agreement, or if you would like to talk with O&O, please contact O&O Software GmbH.

O&O Software GmbH
Am Borsigturm 48
13507 Berlin
Germany

Tel +49 (0)30 4303 4303
Fax +49 (0)30 4303 4399

E-mail info@oo-software.com
sales@oo-software.com
Web www.oo-software.com