

2902™



# Photo ID Platinum Software v3.0

QuickStart Guide

*Print your License Number here for easy reference.*

You will need your License Number for technical support. Your License Number can be found inside the software CD jewel case.

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## 1. Overview

### 1.1. About this document

This guide allows the user to get started with the Avery® Photo ID system. A complete User Guide is available in Adobe® Acrobat® PDF format on the CD-ROM. To access the User Guide, insert the CD in the CD-ROM drive, navigate to the Documentation directory and double-click UserGuide.pdf

### 1.2. Avery® Photo ID system

The Avery® Photo ID system combines ease-of-use and flexibility in a powerful visitor management solution. Avery® Photo ID badges can be quickly created printed and tracked for individuals and groups of visitors. The system can be used by attendants or by visitors themselves.

Features include:

- Fast and easy visitor sign-in and sign-out– Manually enter visitor information, scan their business card or driver's license, or pre-enroll guests with the List Import Wizard. Pre-print badges for pre-enrolled visitors.
- Instant visitor history and custom reports –Record and store visitor information with every sign-in, making searches and reporting faster and easier using the digital log.
- Emergency Reporting – Generate reports immediately to identify pending visitor sign-outs.
- Help – Refer to context-sensitive help on each screen.
- Visitor profile management – Deactivate a badge, ban a visitor, and modify visitor information.
- Badge designer – Customize pre-shipped templates or design your badges. Drag and drop elements, turn on/off the grid lines, resize elements, layer and rotate components when creating badges.


- Unique Identifier –Define a single customizable unique identifier for all visitor types.
- Updates – Import updates (SKUs, Designs etc) from photoID.avery.com.
- Localization – Change application language at runtime.
- Network Capable - Network multiple stations to manage several entrances, exits and sites.

## 2. System Setup

### 2.1. Hardware Installation

The hardware installation process is largely dependent on the peripherals (digital cameras, printers, card readers and scanners) available. Follow the installation instructions supplied with your hardware. However, for the inkjet printer, the following settings are highly recommended:


- Set print quality to medium (often called Text & Images). Higher print quality produces crisper text and sharper images, but may take longer to print.
- Set the paper quality to **photo quality ink jet**.
- Set the paper dimensions to **User Defined**. Name the custom paper **Avery® 4x6**. The width should be **400** and the height **600**. Units should be **0.01 inches** if available.
- Set orientation to **portrait**.
- Turn **off** any printer notification messages.

 Note: Printer Settings are available through your printer's preferences menu. For information on how to set your print preferences, refer to your printer manual. Incorrect settings may cause unexpected results.

### 2.2. Software Installation


Have a valid License Number ready for use for installation (located on the software CD jewel case) and ensure that all hardware is already installed.

You must have at least one server and at least one client installed to use the system. You may also have several client installations connected to a single server.

 Note: Windows administrator or equivalent access is required to perform the following steps. The suggested defaults are recommended, but may be changed as needed.

 Note: Register your system.

1. Insert the Avery® Photo ID System CD into the CD-ROM drive. Installation will begin automatically. If not, use Windows Explorer to navigate to the CD-ROM drive and double-click **Start.exe**. Follow the instructions to install the software.

 Note: You must accept the license agreement to use the Avery® Photo ID System.

2. Select the desired installation option.

#### *Complete: Server and Client Installation*

This is the default set-up and installs a single client and server on this computer. You could use this as a stand-alone installation or later connect other clients to this station's server.

#### *Custom: Server Only Installation*

This installs only the server software and multiple clients could connect to this server. (Refer to Chapter 2.3.3.2 in the User Guide).

#### *Custom: Client Only Installation*

This installs only the client software for connection to an existing server.

3. Select a program folder and click **Next**. The default is **Avery® Photo ID System**.
4. Enter the license key when requested.
5. Review all of your installation settings carefully. The installation may require several minutes to complete.
6. Upon completion, please view the **README** file. It contains release notes, additional product information and other important material.

7. The system does not require rebooting and can be used immediately!



Note: You can connect remote stations to a complete install. You need to install the clients on the additional stations. See the instructions in Chapter 2.3.3.3 of the User Guide for instructions on how to add a client station.



Note: You can connect multiple clients to server installation. One of the clients can be on the same machine and the rest have to be installed on the additional stations.

## 3. Getting Started

### 3.1. Launch the Application

To launch the Avery® Photo ID System, double-click the icon on the desktop. The very first time this application is launched, you will be prompted to do the setup. For subsequent launches, use your **username** and **password** to login.

### 3.2. First Run

The Avery® Photo ID System prompts the user for basic organization-wide and station specific settings the first time it is launched. These settings can be changed later in the **Administrator** mode.

1. Launch **Photo ID System**.
2. Click **Start** to display the Organization-wide setup screen to set up the Administrator Account and application-wide Unique ID.
3. Fill in the set-up information for the administrator account. This account allows full access to the Avery® Photo ID System. Avoid easily guessed passwords. A user name that combines alphanumeric and special characters is recommended.



Note: Make certain the user name and password is stored in a safe place. If lost, the application must be completely reinstalled.

4. Add your organization name and choose the system-wide visitor unique ID. You can choose the default (**Email**) or define a Custom **Unique Identifier** by specifying a name, data type and size. The Unique ID field can be any generic field that will be applicable for most visitors



Note: The Unique ID field cannot be changed once set.

5. Set the station specific settings. Select the station name and the default Avery Product to be loaded on this station's printer for printing visitor badges. Using a *unique name* for each station (i.e., **Front Lobby 1**) is highly recommended
6. To set the camera permissions for the station, click **Launch Settings** to allow the application to access the Web camera. Select **Allow** and check **Remember**, then click **Close**
7. Click **Done** when finished. The data is saved and the application is ready.



Note: For every new station (Client) installation, the user performs steps 5 through 7 mentioned above.



Note: The administrator can now login and create new user accounts and change the settings.

### 3.3. Use the Default Attendant Settings

The Avery® Photo ID System allows you to customize the settings or you can use the default **Attendant Mode**.

1. Launch the **Photo ID System**.
2. Log in as an administrator or attendant if you have created an attendant account. Click **Attendant**
3. The default visitor type for attendant mode is displayed. To change this, select an alternative visitor type from the drop-down list box. Follow the on-screen steps to create and print a badge.
4. To exit the **Attendant mode**, click **Main Screen** at the top right of the screen.

### 3.4. Use the Default Visitor Settings

The Avery® Photo ID System allows you to customize the settings or you can use the default **Visitor Mode**.

1. Launch the **Photo ID System**. The **Log In** screen appears.
2. Log in as an administrator or attendant. The **Station mode** screen appears. Click **Visitor**. The **Visitor mode** screen appears with option to set the desired station in Sign-in only, Scan only or Full Visitor mode.
3. The administrator or attendant can set the application to one of the following Visitor Modes.

**Sign-In Only Mode** - Visitors can create their own badges

**Scan Only Mode** - Visitors with barcode badges can scan in and scan out.

**Full Visitor Mode** – Visitors can create their own badges and can also scan in and scan out of the system



Note: For security, the application will attempt to disable Windows and certain function keys. To allow Ctrl-Alt-Delete to be disabled, the Windows user must have administrator access. See Chapter 7 in the User Guide for more details.



Note: The first time the camera is used, you may be asked to allow the application to access the camera. Select **Allow** and **Remember** in the setting window. The camera will activate.

4. The station is now ready for use by visitors.
5. To exit the **Visitor mode**, click the lock icon at the bottom right of the screen. Enter an administrator or attendant **username** and **password** and click the check-box icon. Click **Exit**.

## 4. Common Visitor Tasks

### 4.1. Visitor Sign-In

Visitors can enter their own information and create a badge for themselves.

1. At the **Welcome** screen, the visitor enters the unique identifier and clicks **Continue**.
2. The visitor enters the required information. The visitor can click **Cancel** any time to return to the **Welcome** screen.
3. If the visitor badge requires a photo, the visitor clicks **Take Photo** when ready. The **ID Badge Preview** displays the visitor photo.
4. The visitor may choose to retake their photo, by clicking **Re-take Photo**.
5. The visitor clicks **Print Badge** when finished.
6. The visitor follows the on-screen instructions to retrieve the badge and reviews the instructions for returning the badge at the end of the visit.
7. The visitor clicks **Done** and the **Welcome** screen is displayed.



Note: Data for a returning or pre-enrolled visitor would be pre-populated. The visitor can update his information and print a badge.

### 4.2. Visitor Sign-Out

The sign-out process should follow the facility's security policy and accordingly may require additional steps. The visitor follows the required steps at the end of his visit and returns his badge.

### 4.3. Visitor Self Scan In/Scan Out

Visitors should have a pre-printed badge with a badge identifier (barcode). System should have a barcode scanner attached.

1. At the **Welcome** screen click **Scan In** or **Scan Out** depending on the action to be taken. The visitor scans the badge using the barcode scanner. Alternatively, the visitor clicks **Manual Entry** to enter the barcode manually and clicks **Continue**.
2. If a valid barcode is scanned a success message is displayed.

## 5. Common Attendant Tasks


Attendant can sign-in new or pre-enrolled visitors. Information for repeat visitors can be retrieved if the correct unique identifier is entered. Expected visitors can be pre-enrolled.


### 5.1. Visitor Sign-In

1. Log-in as an administrator or attendant and click **Attendant**.


2. The **default visitor type** for that station in the attendant mode is displayed in the Select visitor type drop down. The badge layout for the default visitor type appears on the right.

3. Enter the visitor's unique identifier. Click **Look-up**. The system searches the database to find an exact match for the Unique ID.


 Note: The system would indicate if a badge has been pre-printed for the pre-enrolled visitor. The attendant can print a new badge.

 Note: If the visitor has signed-in already and has a valid badge, the system will not allow to sign-in the visitor. The retrieved information can only be viewed and badge cannot be printed.

4. Select the desired visitor type from the drop down list. The **Collect Visitor Info** Panel on the screen will appear with the unique identifier pre-filled. Enter/modify the visitor information.


 Note: Data for a returning or pre-enrolled visitor would be pre-populated. The visitor can update his information and print a badge.


5. If the visitor has a Driver's License or Business card, click **Read Card**. Scan the visitor's card by clicking **Scan** and inserting the card into the scanner. Click **Done**. The visitor's information appears automatically in on the **Collect Visitor Info** Panel.

 Note: Card Reader is required to use this functionality.

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6. If the visitor does not have a Driver's License, or if the photo scanned is poor quality, click **Take Photo**. Ask the visitor to step in front of the camera. Adjust the camera and the visitor's position so the face is centered in the photo area of the on-screen badge. Click **Take Photo** when ready.
7. Review the photo displayed in the badge. Click **Re-take Photo** to return to the previous step or **Accept Photo**.
8. If badge requires a special media please load it in the Printer. Click **Print Badge** when you have finished entering all the required visitor information. Printing begins and the badge is added to the database.


 Note: If a badge with media different from the default media is set to print, the system will alert for media check. The user can load the correct media and print.

 Note: If a printing problem occurs, click Re-Print Badge.

9. Remind the visitor to return the badge before leaving the premises.
10. Click **Done** to return to the **Visitor Sign-In** screen.

### 5.2. Visitor Sign-Out

When Avery® Photo ID System is in **Attendant** mode, visitors should complete the entire sign out process before being allowed to leave the premises.

 Note: The same procedure is used for checking out both individual visitors and visitor groups.

1. Ensure that Avery® Photo ID System is in **Attendant** mode. Select **Scan A Badge** on the top navigation bar. The **Choose An Action** dialog box appears. Select **Scan Out**. The system is now ready to scan out a visitor.

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2. You may either scan the barcode or type in the barcode number. Follow the on-screen instructions for handling the badge.
3. Click **Done** to complete the process and return to the Create a Badge screen.

### 5.3. Pre-Enroll visitors

When Avery® Photo ID System is in **Attendant** mode, the Attendant can pre-enroll visitors. The visitor information can be entered manually or from an imported a list.


1. Log-in as an administrator or attendant and click **Attendant**.
2. Click **Pre-Enrollment** on the top navigation bar.
3. Click **Enroll New Visitors** from the navigation bar and then go to the **Enroll Visitors from A list** screen.
4. Select the data file to be imported and click **Start** to start the List import wizard.
5. Select the visitor type from the list. On the screen, the list of fields that are required and optional for the badge design are displayed. Click **Browse** to select the .csv or .xls file that contains the visitor information to be pre-enrolled,



Note: Only Excel (.xls) or Comma separated (.csv) files can be imported. The first row of the imported file should contain column headers which match the badge data fields.

6. The **List Import Wizard Step 1** appears. The list of fields required for printing the badge for the selected design is displayed.
7. Choose the data file that will be imported. Manually type in the file name or click the **Browse** button to launch the Microsoft Windows browser and select the data file. Only Excel (.xls) or comma separated text (.csv) file can be selected.
8. Click **Next**. The **List Import Wizard – Step 2** screen is displayed. The wizard displays the badge fields along with a matching

column header from the data file. If the wizard is unable to match any badge field to a column header, "Please assign a field" is displayed.

9. Match each of the captured information fields with the column headers in the data file by selecting the column headers from the drop down list. Click **Next**. The system validates the data fields imported from the data file if all the matching headers are defined.
10. If the fields are not found in any of the mandatory columns, a **Missing Information** pop-up with the complete set of errors is displayed. Click **Export Error List** to view the error list in Word. Click **Correct and Re-import** to return to the first screen of the wizard, correct the data file and re-import it. Click **Ignore and Continue** to ignore the rows with errors and import the rest of the data.
11. If all the mandatory fields are found, The List Import Wizard – **Step 3** screen is displayed. The data mapping from the first valid row and corresponding badge preview is displayed.
12. Click "Import List". All the records are saved in the database. The List Import Wizard – Step 4 screen appears. The successfully imported data is displayed.
13. A set of 50 records will be displayed for printing at a time. Use the pagination buttons  to navigate through the pages.
14. Select the badges to be printed by clicking on the corresponding row. Use the CTRL key to select multiple rows. Click **Select all records on this page** to select all the rows displayed on the page. Click **Pre-Print** to print the selected badges.
15. Click **Done** to complete the process and exit the List Import Wizard. Click **Cancel** on any of the steps to exit the List Import Wizard. Click Previous on step 2 or step 3 to move to the Previous step of the List import Wizard.

## 6. Special Features

### 6.1. Personalize the Avery® Photo ID System

The application allows a very wide range of customization to fit your organization's needs. Refer to Chapter 4 in the User Guide for additional details.



Note: To customize the application, you must first log-in as an administrator.

#### Change the on-screen organization name and logo:

1. Select the **Administrator** mode. The **Badge Designs** screen appears.
2. Click **Station Options** on the top navigation bar. The **Station Options** screen appears.
3. Select "**All stations**" from the station list on the left and at the lower right, under **On-Screen Name & Logo** click **Edit**. The **On-Screen Name & Logo** dialog box appears.
4. Enter a new organization name and optionally, load the organization's logo. The logo must be in JPEG or Flash SWF format.
5. Click **Save** when finished. The new organization and/or logo appears in the **Visitor** mode.

#### Add new user accounts to the system:

1. Select the **Administrator** mode. The **Badge Designs** screen appears.
2. Click **System Options** on the top navigation bar. The **System Options** screen appears.

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3. At the top left under **User Accounts**, click **New**. The **User Accounts** dialog box appears.
4. Enter a new **username** and **password** and select an access level. Administrators have full access to every area of the system. Attendants can only access the **Attendant** and **Visitor** modes.
5. Click **Save** when finished. The new user appears in the **User Accounts** list box. This account can be used immediately.

#### Change the default badges for the Visitor and Attendant modes:

1. Select the **Administrator** mode. The **Badge Designs** screen appears.
2. Select **Station Options** on the top navigation bar. The **Station Options** screen appears.
3. At the top left, under **Manage Stations**, select "All Stations" radio option and at the lower right, under **Visitor Types** click **Edit**. The **Visitor Type Global Settings** dialog box appears.
4. From the list of Visitor Types that are displayed, click on the **default radio button** for the Visitor Type that needs to be set as default for the **Visitor** and **Attendant** modes. The badge design for the selected visitor type is previewed on the right.
5. Click **Done** when finished. The new default badges appear in the **Visitor** and **Attendant** modes.

### 6.2. Reporting

A detailed report can be generated from the badge database, allowing visitor history to be easily referenced. Pending visitor sign-outs can be quickly checked for emergency use.

#### 6.2.1. Standard Reports

1. Log in as an administrator or attendant. Click **Administrator** or **Attendant**.
2. Click **Reporting** on the top navigation bar.

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3. Select a report type, weekly or daily. If desired, select a different badge design. Select the month, day and year to set the starting date. Click **Run Report**. The report is generated.



Note: The report may take several moments to generate, depending on system performance and the number of visitors in the database.

4. The report is displayed in Microsoft® Excel. If Microsoft® Excel is not found, the results will be displayed in the default Web browser.

### 6.2.2. Create a Report

Administrators or attendants can create customized reports based on date ranges, visitor information and badge types.

1. Log in as an administrator or attendant. The **Station** mode screen appears. Click **Administrator** or **Attendant**.
2. Click **Reporting** on the top navigation bar. The **Reporting** screen appears.
3. Fill in all desired fields for the database search. A visitor's first name, last name and unique identifier can all be searched or any substring of each. Specify the date range to search by using the dropdown list boxes. You can also choose a badge design to include in the search. Click **Search**. The report is generated.



Note: The report may take several moments to generate, depending on system performance and the number of visitors in the database.

4. Results are displayed on the right. Double-clicking on a result will open a **Visitor Detail** screen. If no results are found, an on-screen message appears.

### 6.2.3. Emergency Report

Avery® Photo ID System includes quick emergency reporting to identify pending visitor sign-outs (have signed-in, but have not signed-out).

Click **Run Emergency Report** at the bottom left of the screen. A **Confirmation** dialog box appears. Click **Yes**. An emergency list of all

pending visitor sign-outs is generated and is automatically distributed to the recipients listed in the **System Options** if E-mail has been properly configured (see Chapter 4 in the User Guide).

### 6.3. Database Back-up

Periodic back-ups are crucial to the security and stability of the Avery® Photo ID System. The system includes archiving, back-up and restoration scripts that facilitate this process and make data recovery easy.

Database back-up and maintenance tasks are advanced topics and are best handled by IT support staff.

For more information on scheduling automated back-ups and other database maintenance tasks, see Chapter 9 in the User Guide.

## 7. Tips for Best Results

### 7.1. Optimize Hardware Set-up

The physical dimensions and location of the station can significantly improve utilization of the system.

- Ensure that the station is located in a position that allows users to quickly see it. Avoid corners of the room.
- The monitor should be positioned at the eye level of the primary user.
- The keyboard position should be adjusted so that the user's hands rest naturally with the elbows bent at approximately 90-degree angle.
- The mouse or pointing device should be located near the keyboard and be convenient for both right- and left-handed users.
- At least one station should be available for visitors in wheelchairs.
- Ensure that the printer is set to output in portrait orientation.
- Be sure the badge product matches the badge design selected in Step 2 of the badge design process. (See Chapter 4 in the User Guide.)
- Consider installing an uninterruptible power supply (UPS) for the systems in locations prone to power outages.
- Conduct regular back-ups.

### 7.2. Improve Photo Quality

To improve the photo quality, there are two considerations: the quality of the input (the camera) and the quality of the output (the printer). Guidelines for improving both are provided below.

- Ensure that the camera is not directly facing any light sources, including windows or glass doors.
- Some cameras offer backlight compensation (accessible through the **Control Panel**), which can dramatically improve image quality.
- The background should be matte or non-reflective, if possible.
- The visitor's face should be well illuminated.
- Adjust camera settings such as brightness, contrast and resolution as needed.
- The camera should be adjustable to accommodate both tall and short visitors.
- Increase image quality settings to highest in the printer control.
- Use only Avery® Photo ID badge products.

### 7.3. Adjust Badge Print Speed

Badge printing speed will vary by the model and settings of your printer. The following are suggestions for improving print speed.

- Reduce the amount of design elements on your badge and increasing white space.
- Keep badge text to the minimum needed.
- Select badge designs without photographs.
- Adjust your printer settings to increase print speed and decrease image quality (i.e., black and white instead of color).
- Install multiple Avery® Photo ID System stations in high traffic areas  
Decrease Wait Time

Wait time for visitors is influenced by several factors. The best solution to decrease wait time in high traffic areas is to increase the number of stations.

- In areas of high traffic, install multiple Avery® Photo ID System stations.
- Prominently position the badge station to increase visibility.
- Ensure that the printer is located nearby for easy badge retrieval.
- Pre-print badges for expected visitors whenever possible.
- Optimize badge print speed.
- Enable the unique identifier field and set it to required.
- Set up the stations to allow easy access to new visitors and easy exit once a visitor is issued a badge.
- Avoid harsh glare by positioning the monitor so that it does not face a window, door or other direct light source.

## 8. Getting help

### 8.1. Registration

Only registered users of the Avery® Photo ID System will receive full technical support, assistance and other information. You may register in any of the following ways:

- Mail or fax the registration card enclosed with your software CD.
- Register on-line at [photoID.avery.com](http://photoID.avery.com)
- Call 1-800-73-AVERY (1-800-732-8379)

### 8.2. Consumer Support

[www.photoID.avery.com](http://www.photoID.avery.com) provides answers to some common questions and problems or you may contact the Avery® Consumer Service Center for product-related information.

#### *United States*

Phone: 1-800-73-AVERY (1-800-732-8379)  
Fax: 1-800-831-2496

#### *Canada*

Phone: 1-888-GO-AVERY (1-888-462-8379)  
Fax: 1-888-283-7939

### 8.3. Technical Support

Registered users of the Avery® Photo ID System can receive telephone or electronic support in the following areas:

- Installation assistance: installing the Avery® Photo ID System for the first time on your first computer.
- Upgrade assistance: upgrading your Avery® Photo ID System to the latest version.

- Documented product defects or assistance identifying software issues for all currently supported versions of the Avery® Photo ID System.

If you have a question, be sure to check the User Guide and our on-line help resources before calling Avery® Technical support.

*Technical Support for the United States and Canada:*

Phone: 503-469-3300

Fax: 503-574-1330

If you call Avery® Technical Support, please be at your computer with the Avery® Photo ID System running. Be prepared to provide the following information:

- The site License Number from the original software CD jewel case or organization name & address to identify your site.
- The Photo ID System version number. To find the version you are using, check the lower left of the **Station** mode screen immediately after logging in as an administrator or attendant. Alternatively, check the release notes on the CD for version information.
- Details about your computer, including the type of computer, operating system, network, printer and printer driver and amount of memory.
- The EXACT wording of any messages that appeared on your screen.
- What you were doing when the problem occurred.
- Whether or not you could recreate the problem.
- How you tried to solve the problem.



Note: Warranties for the barcode scanner, Web camera, computer and printer are provided by the hardware manufacturer. Please see your hardware manual or other documentation for details on the warranties of these products.

## 8.4. Extended Support

In addition to basic support, you will be able to receive extended support for a period of 6 months after your purchase date for product usage questions or other issues and problems. You will have to register to avail this facility. If you are not already registered when you first call in, you will be asked to provide registration information before receiving technical assistance. Please have your original software CD jewel case available with the License Number printed on it.

For more information visit the Support Center at [photoid.avery.com](http://photoid.avery.com).

## 9. Appendix - EULA

This End User License Agreement ("Agreement") governs the user's ("Customer") use of the Avery Dennison Corporation ("Avery") software product that accompanies this Agreement, including any associated media, printed materials, and electronic documentation ("Software"), which is part of an electronic badge system ("System"). By installing and/or using this Software, Customer agrees to be bound by the terms of this Agreement.

### LICENSE

This Agreement grants Customer a nonexclusive, nontransferable license to use the Software as specified herein. This Agreement shall be retained by Customer. Customer may not sell, rent, transfer, assign, or lease the Software. Customer may not post the Software to any Internet web site, including both internal and external web sites. Customer may not reverse engineer, decompile, modify, or disassemble the Software. Furthermore, Customer shall not: (a) copy the Software (except for one copy for database management purposes only and one copy for back-up purposes only); (b) use the Software to operate in or as a time-sharing, outsourcing, service bureau, application service provider or managed service provider environment; or (c) use any components of the Software as a stand-alone application or with applications other than the Software under this Agreement. Any back-up copy must reproduce and incorporate the complete legend found on the label of the original disk.

### TRIAL VERSION

If you have installed a Trial Version of the Software, the Software will not be operable after the trial period has expired. Please contact your dealer or Avery at [photoID.avery.com/trial](http://photoID.avery.com/trial), if you wish to license a full version of the Software.

### OWNERSHIP

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### PRIVACY COMPLIANCE

The Software can be used to create and manage a database that may contain privacy-sensitive data. Customer is solely responsible for the contents of such database and for compliance with all applicable privacy laws, rules, and regulations.

### LIMITED WARRANTY

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Customer may not export or re-export the Software or any underlying information or technology except in full compliance with all United States and other applicable laws and regulations.

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#### MISCELLANEOUS

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