

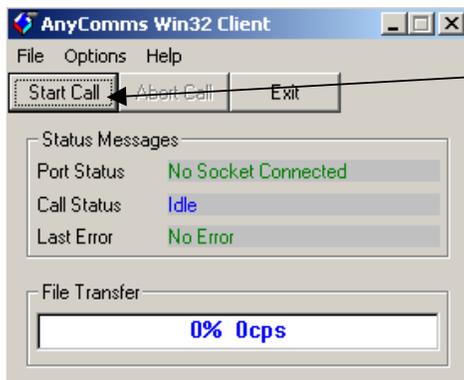
Education Financial & ICT Services
LM ACCOUNT
Loading the ESPO Catalogue for 2004/2005

The ESPO Catalogue for the new financial year will be transferred via the AVCO Anycomms System. This will be available from now until after the Period 12 Download.

To collect the files:



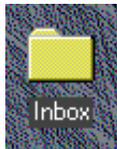
Double click on Anycomms Client on the desktop.



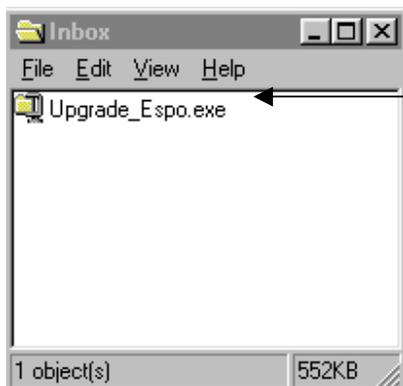
Click Start Call. If you get any error messages please phone the ICT Helpdesk on 0845 303 3003.

A text message will be shown when the call is complete.

**THIS MUST BE COMPLETED AFTER THE YEAR END
ROLLOVER HAS BEEN COMPLETED**



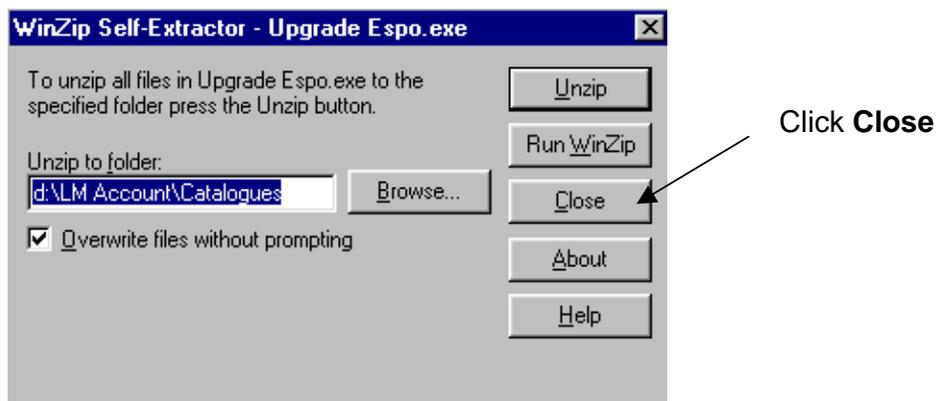
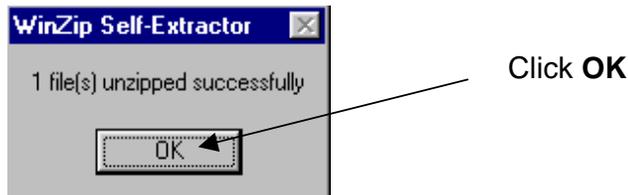
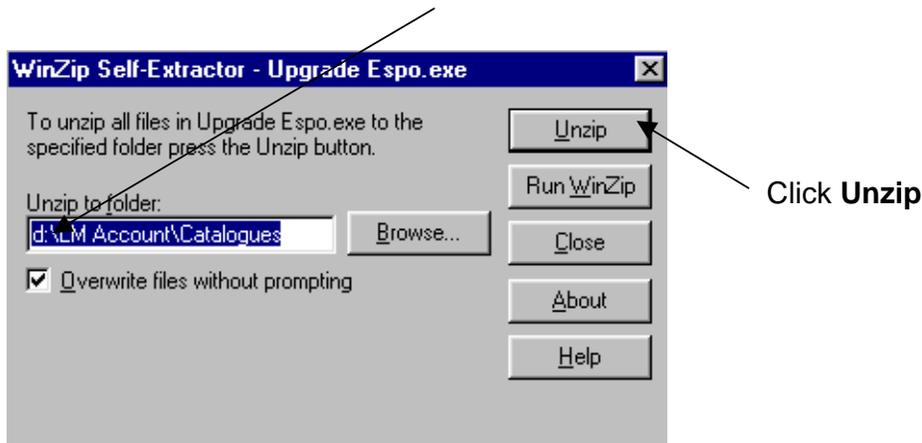
From the Desktop open the **Inbox** Folder



Double click on the **Upgrade_Espo.exe**

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Ensure that the path to your LM Account is correct. If your LM Account is on a different drive, change the drive letter.



The **Upgrade_ESPO.exe** can now be deleted out of the Inbox.#