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 <u>AFTER</u> THE YEAR END ROLLOVER HAS BEEN COMPLETED



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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.

WinZip Self-Extractor - Upgrade Espo.exe To unzip all files in Upgrade Espo.exe to the specified folder press the Unzip button. Unzip to folder: d'\LM Account\Catalogues Image:	Lunzip Run WinZip Click Unzip Close About Help
WinZip Self-Extractor 1 file(s) unzipped successfully OK	_ Click OK
WinZip Self-Extractor - Upgrade Espo.exe To unzip all files in Upgrade Espo.exe to the specified folder press the Unzip button. Unzip to folder: d:\LM Account\Catalogues Image:	Linzip Run WinZip Close About Help

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

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