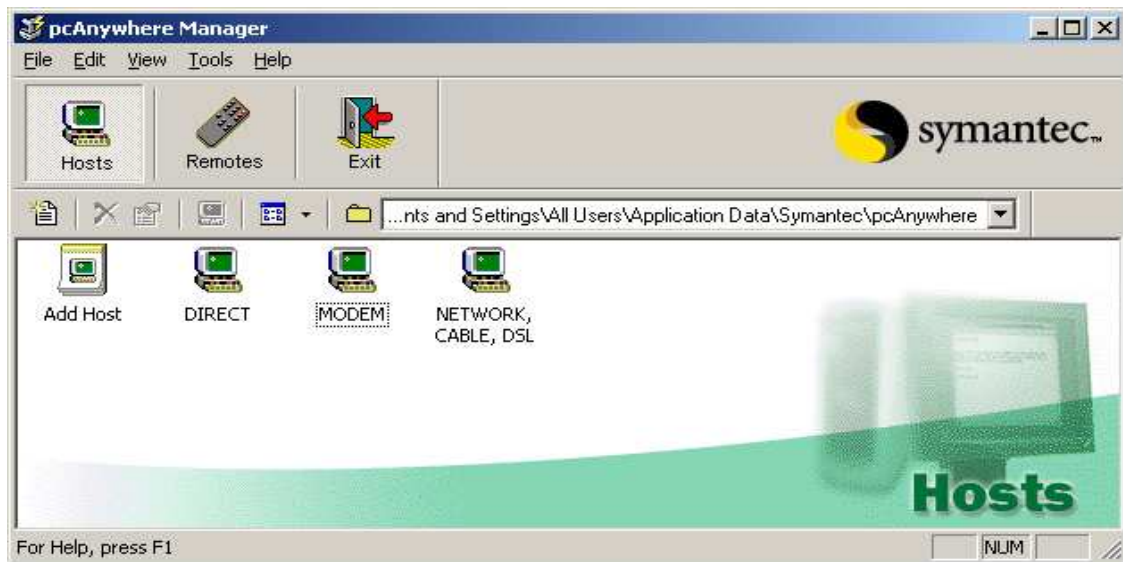


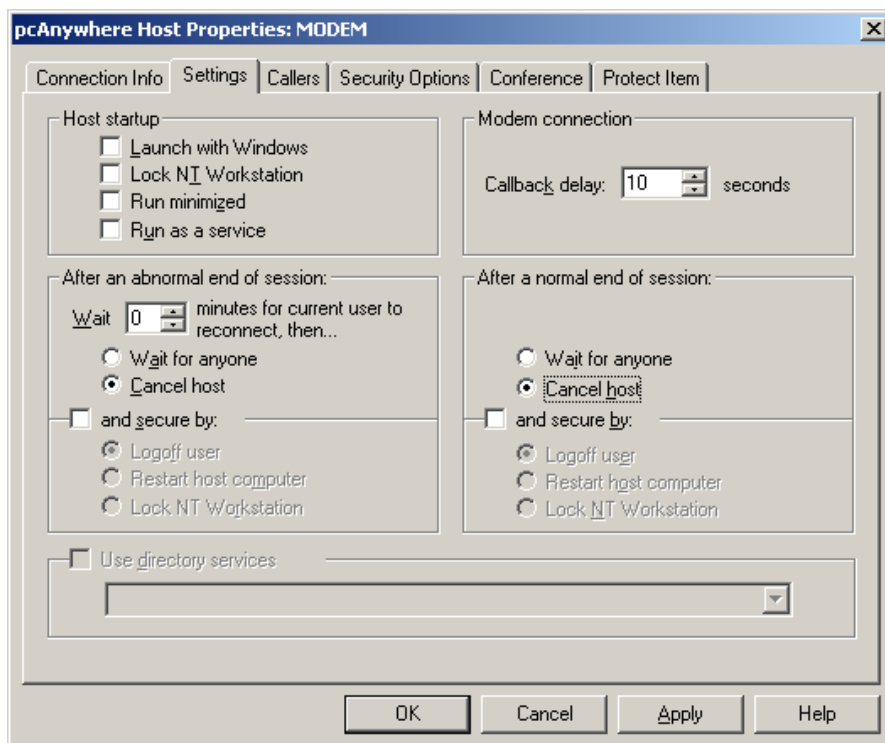
1) To turn off PCA and change to manual start:

To turn off PCAnywhere from automatically launching with Windows, first go to **Start>Programs** and choose Symantec PCAnywhere:

It will open up the PCAnywhere Manager window. Then click on the Hosts icon. Then right-click on the host service you will be running. If a modem is being used to connect to your site, please right-click on MODEM and then left-click on Properties. If high-speed Internet is being used to connect to your site, please right-click on NETWORK, CABLE, DSL and left-click on Properties. It will default to the Settings tab.



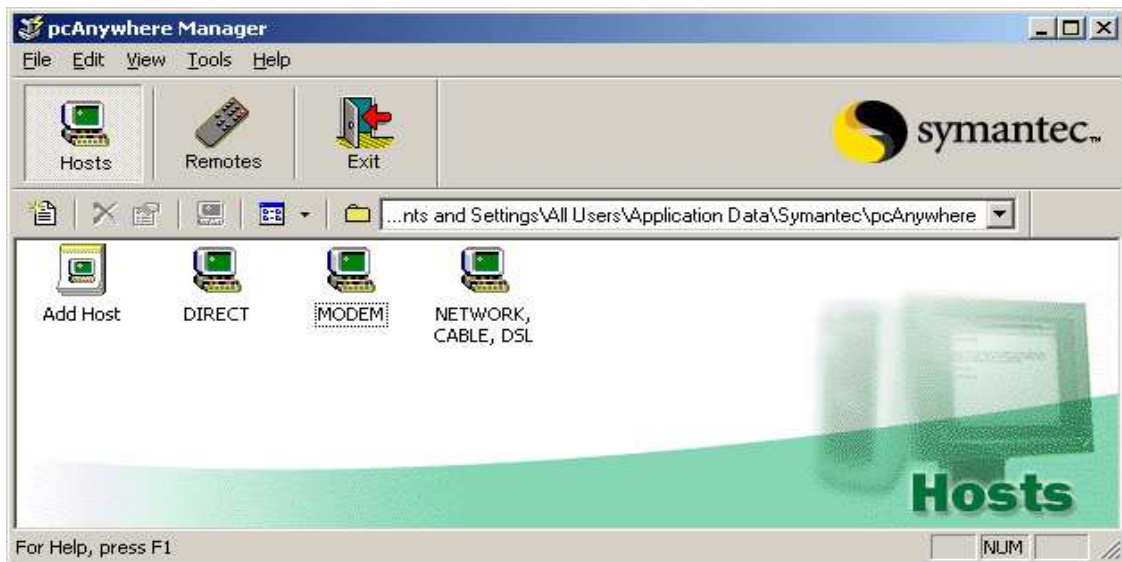
It will then bring the options shown in the picture below. Under Host startup, make sure the option bits for Launch with Windows, Lock NT Workstation, Run minimized, and Run as a service are all turned off or unchecked.



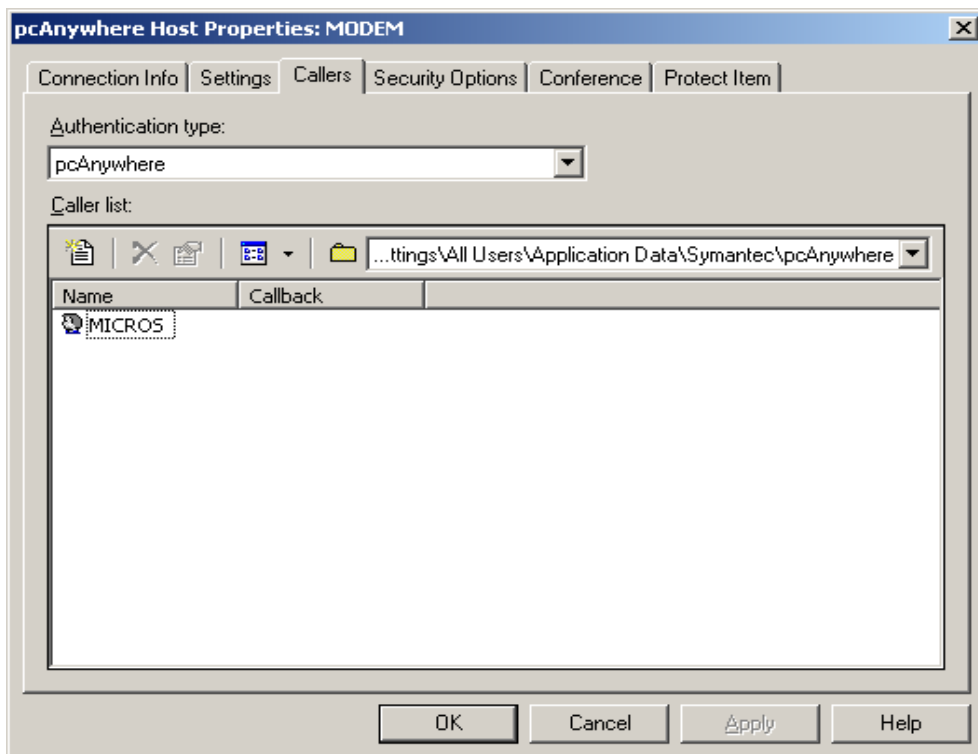
2) To delete current default user and password:

To delete the current default user and password, first go to **Start>Programs** and choose Symantec PCAnywhere:

It will open up the pcAnywhere Manager window and you will then want to click on the Hosts icon. Then right-click on the host service you will be running. If a modem is being used to connect to your site, please right-click on MODEM and then left-click on Properties. If high-speed Internet is being used to connect to your site, please right-click on NETWORK, CABLE, DSL and left-click on Properties.



Once you are in the Properties window, click on the Callers tab and it will show the list of users. Right-click on the user that you are removing and then left click on delete.



When remote connection by anyone to your system is required for any reason (support, programming, upgrades, etc.) you will need to turn on PCA and configure a temporary user and password. In this way you will have full control over who and when anyone connects to your system. Once the task is complete you should delete the password and/or user, then turn off PCA. No one will be able to connect until you turn PCA on and configure a new user.

1) Turning on PCA:

To turn on PCAnywhere, first go to **Start>Programs** and choose Symantec PCAnywhere:

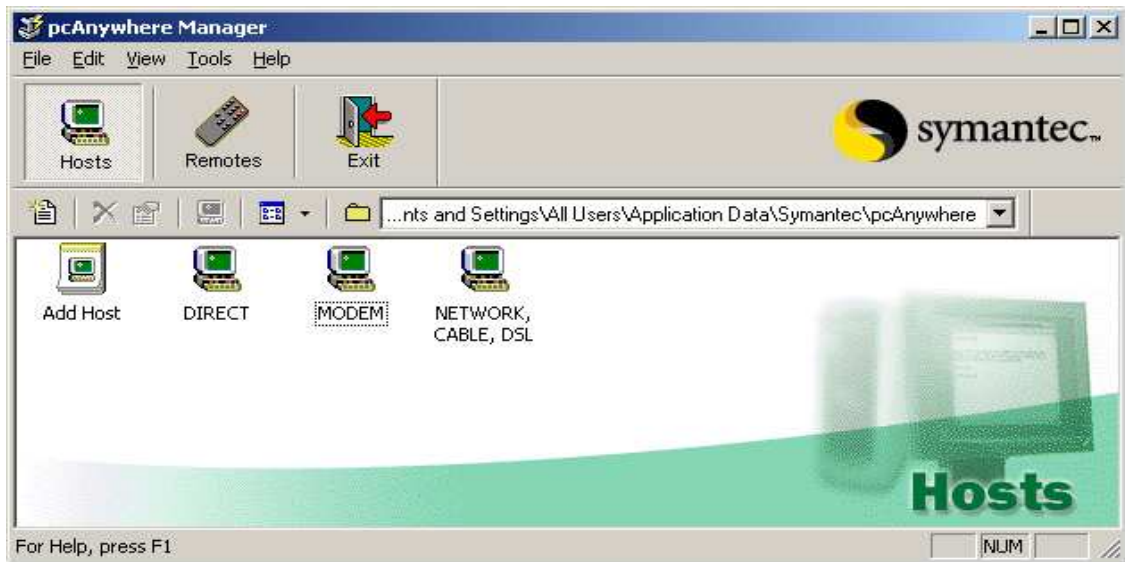
It will open up the pcAnywhere Manager window and the default view is the Remote connections. Then double-click on the remote service you will be running. If a modem is being used to connect to your site, please double-click on MODEM. If high-speed Internet is being used to connect to your site, please double-click on NETWORK, CABLE, DSL.



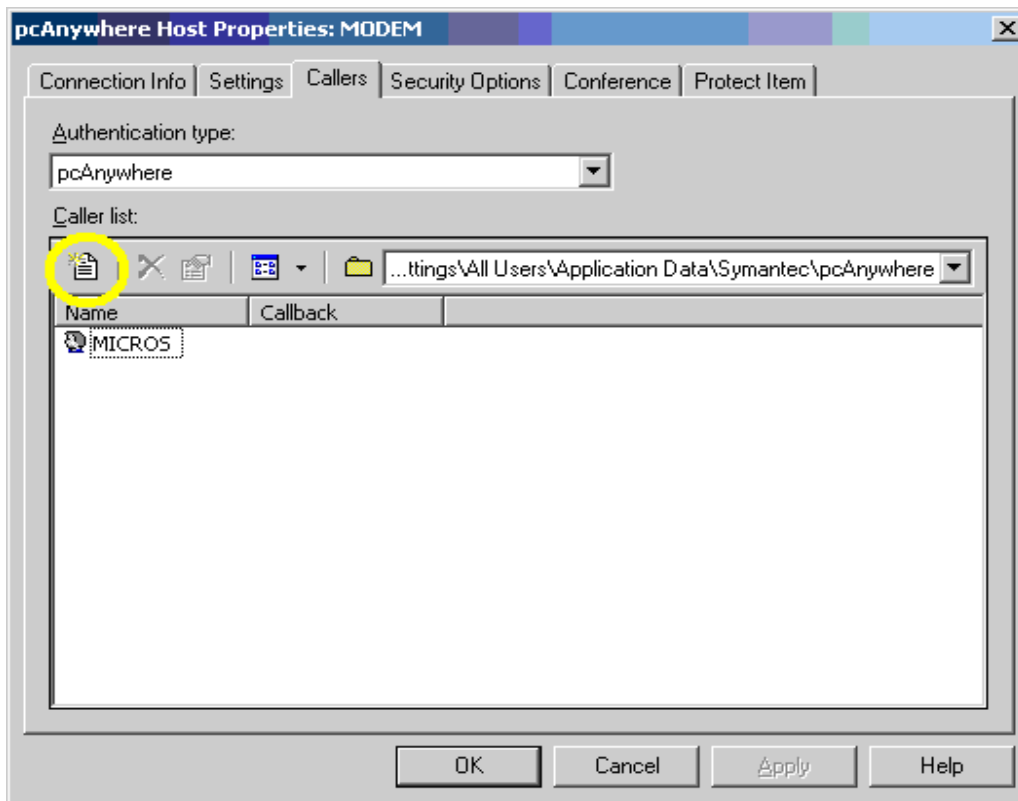
2) Configuring a user and password:

To configure a user and password, first go to **Start>Programs** and choose Symantec PCAnywhere:

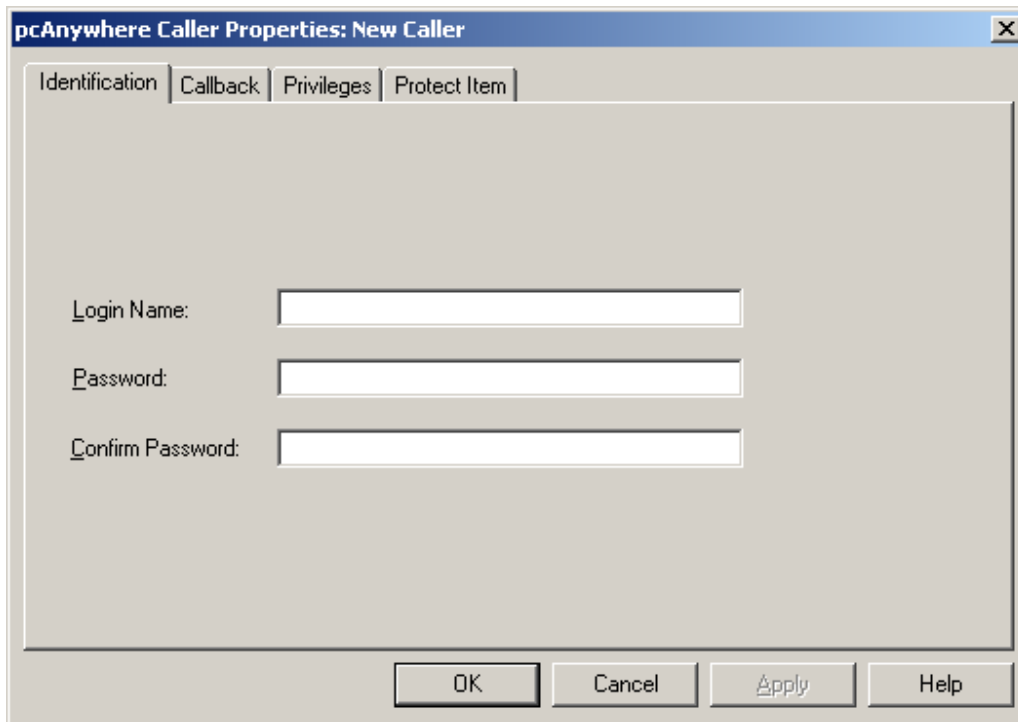
It will open up the pcAnywhere Manager window. Then, click on the Hosts icon. Then right-click on the host service you will be running. If a modem is being used to connect to your site, please right-click on MODEM and left-click on Properties. If high-speed Internet is being used to connect to your site, please right-click on NETWORK, CABLE, DSL and left-click on Properties.



Once you are in the Properties window, click on the Callers tab and it will show the list of users. Just below Caller list, click on the icon shown in the yellow circle below to add a caller.



From the New Caller window, please enter the login name and the password and then click OK. It will then create a new pcAnywhere Host user.



The preceding steps are for the PCA version (10.5). While most recent installations have this version and this is the current version being installed by Micros major accounts your site could have another version. With other versions the pictures here may not be exactly what you see on your system however, the steps should be the same. The following steps show how to check versions of PCA you have installed.

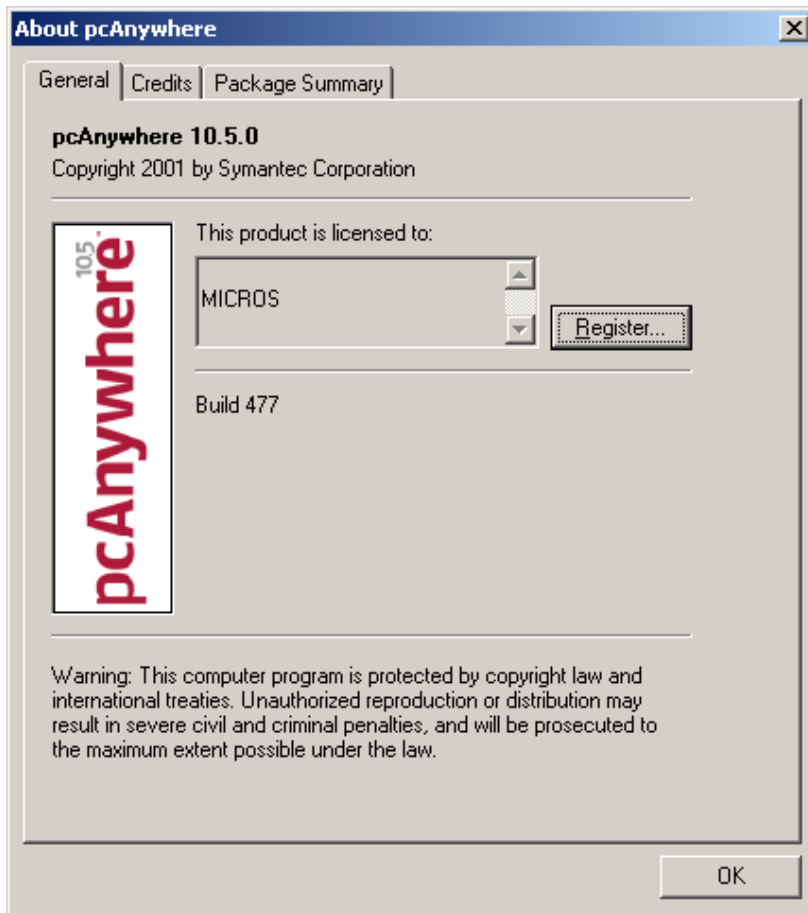
1) Checking the version of PCA:

To Check the version PCAnywhere, go to **Start>Programs** and choose Symantec PCAnywhere

It will open up the pcAnywhere Manager window. You will then click on the “Help” tab and select the “About PCAnywhere...”



You will then see the following window that has the current version and build number.



NOTE: Although this correspondence refers to PCAnywhere, a similar security issue applies to all remote connection methods. Appropriate action should be taken to secure user and password information for your system, regardless of the remote connection method deployed. If you have already taken steps to secure your system against unauthorized remote access, then further action may not be needed.