

Entering a partial title (*e.g. only one word*) is acceptable, but may result in multiple matches being found. To scroll through any matches click the ‘**Find Next**’ button on the prompt. The matches found will be highlighted in the main dialogue screen. If no matches are found you will receive an error message.

To finish searching press the ‘**Cancel**’ button. This will exit the Search dialogue, but will leave the last match highlighted.

This function will be disabled if no CDs are registered with *DDS*’s database.

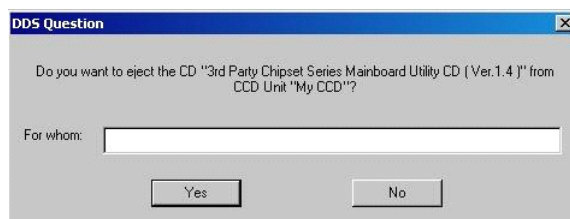
7.3.2. *Search Audio Track*

This button allows a search through all the individual track titles registered with *DDS*. Track titles will only be registered if they have been manually entered (see under **Tools** for information on entering track titles.) This feature functions in a similar manner to the *Search CD Title* button.

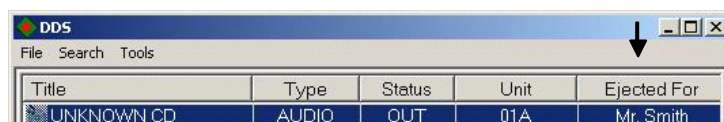
This function will be disabled if no Audio CDs are registered with the *DDS* database.

7.4. Tracking CDs

When ejecting a CD the following prompt will appear:



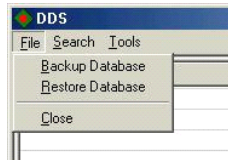
If a name is typed into the “For whom” box, that name will then appear in the “Ejected For” column:



8. Using the Drop Down Menus

8.1. The File Menu

This menu drops down to reveal three sub-items:



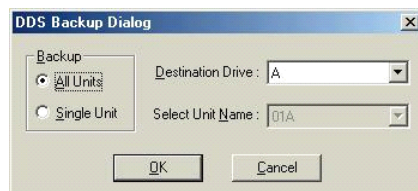
8.1.1. Backup Database



If you have set the 'Super' password you will require it to perform this operation.

You can use this function to backup the *DDS* database to any storage media. The database should be backed up periodically to avoid re-entering every CD in the event of data loss. It is also useful for moving a *CCD* unit between computers (see ***Restore Database*** for more details.)

Selecting this menu item causes the following dialogue to appear on the screen:



You may now select whether you want to backup 'All Units' or a 'Single Unit.' Normally all units should be backed up. You may also choose which destination drive to use. The database should be stored on removable media drive (*e.g. a floppy disk or CD-R disk*) to protect it from local disk failures.

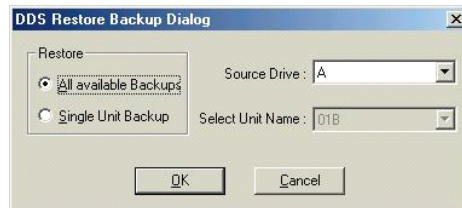
Click **OK** to backup your database.

8.1.2. *Restore Database*



If you have set the 'Super' password you will require it to perform this operation.

Choosing this option causes the following dialogue to appear:



For a normal restoration (i.e. if not moving units between PCs) make sure 'All Available Backups' is selected. Choose the drive on which you saved your backup from the drop down list.



*It is highly recommended that you perform the **Verify All Empty Slots** function after restoring as your database may have changed.*

8.1.2.1. *Moving Units Between PCs*

You can move the *CCD* unit from one computer to another by using the Backup Database and Restore Database options as such:

1. On the first PC, use the **Backup Database** function, and save to a removable or network drive.
2. Detach the *CCD* unit from the first PC.
3. Attach and configure the *CCD* unit on the second PC.
4. Install *DDS* on the second PC (if not already installed.)
5. Insert the disk with the database into the second PC (if applicable.)
6. Use the **Restore Database** function on the second PC.
7. Select the drive on which your backup is stored and click **OK**.



*If you have many *CCD* units and are only moving one, it is recommended that you choose the 'Backup Single Unit' and 'Restore Single Unit Backup' options in the **Backup** and **Restore** dialogues respectively. This will limit the size of the backup.*

8.1.2.2. Moving CCDs to a PC with Units already attached

If the situation arises where units are to be moved to a PC that already has CCD units attached to it, it is advisable to keep the database of the *CCD* unit in transit in a separate location to the backups of the existing units on the target PC.

An illustration is where a *CCD* is being moved from PC *A* to PC *B*, and a floppy disk labeled 'database backups' has been used to store backups for PC *B*. In this situation the 'database backups' floppy should NOT be used to transfer the databases between PCs, as this may cause the current database on PC *B* to be accidentally overwritten with an old copy. A new disk should be used instead.

8.1.2.3. Restoring Single Unit Backups

If you wish to backup and restore only a single unit (e.g. to move it between PCs) you may find that the name of your *CCD* unit as it was when you made the backup, and as it is when you restore the backup, is different. This may be because you have given the unit a different name on the second PC (if moving PCs) or because the unit's name has changed for other reasons in the meantime.

If such a situation arises, simply choose the name of the unit as it appears on your **Restore** dialogue's drop down list. The *DDS* software will have recorded the unit's in-built serial number during the backup, and will use this to restore to the correct unit.

8.1.3. Close

This option has the same functionality as the '**Close**' button on the main dialogue screen.

8.2. Search



8.2.1. Search CD Title

This function is identical to the **Search CD Title** button on the main interface (see **Using the Software.**)

8.2.2. Search Next CD Title

This function finds the next matching case of a search performed using the Search CD Title item.

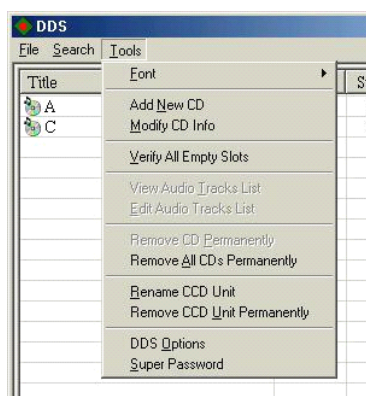
8.2.3. Search Audio Track

This function is identical to the **Search Audio Track** button on the main interface (see **Using the Software.**)

8.2.4. Search Next Audio Track

This function finds the next matching case of a search performed using the Search Audio Track item.

8.3. Tools



8.3.1. *Font*

This item allows the display font for *DDS* to be resized. The options are: Small, Default, Medium and Large. Alter these to suit your screen size.

8.3.2. *Add New CD*

This item is identical in function to the **Add New CD** button (see **Using the Software**.)

8.3.3. *Modify CD Info*

This option allows the name, type and password protection status of a CD to be altered. To perform this operation on a password protected CD, you will require the appropriate password.

This option will be disabled if no CD is selected.

8.3.4. *Verify All Empty Slots*

This function can be used to check any slots that the software may be incorrectly reporting as empty. This situation may arise if a CD is inserted in the *CCD* unit when it is not connected to the PC or the PC is not powered on, or if the *DDS* database is incorrectly altered. Selecting this option will cause the *CCD* unit to perform a self-diagnostic, which may take a few minutes.

8.3.5. *View Audio Tracks List*

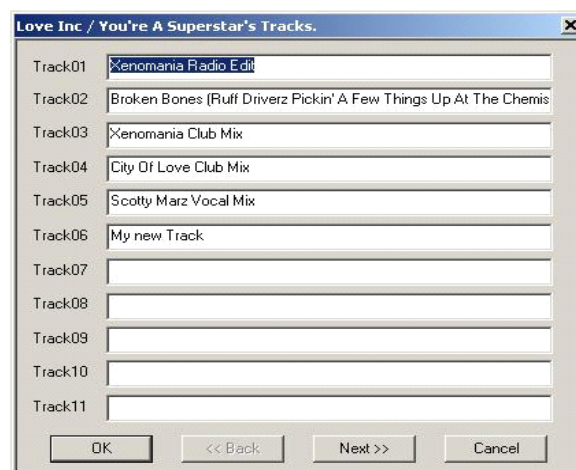
Selecting this option will display a list of the audio tracks for the currently selected CD.



This option is disabled if there is no currently selected CD, or if the currently selected CD is not an audio CD with tracks registered in the *DDS* database.

8.3.6. *Edit Audio Tracks List*

Selecting this option allows you to edit the audio track list of the selected CD.



This option will be disabled if no CD is selected, or if the selected CD is not an Audio CD.

8.3.7. Remove CD Permanently

This function will remove the currently selected CD from the *DDS* database. *DDS* removes this CD from the list and if it is present in the *CCD* unit then it is ejected automatically.



If the selected CD is password protected, the password will be required to perform this operation.

8.3.8. Remove All CDs Permanently

This option removes all CDs from the database. This option may be useful when the use of the *CCD* unit is completely altered, for instance from storing only Audio CDs to storing only Data CDs. Any CDs inside the unit will be automatically ejected.



If you have set the 'Super' password you will require it to perform this operation.

8.3.9. Rename CCD Unit

Using this option a unit can be given a more descriptive name. This is particularly useful for users with more than one unit.



If you have set the 'Super' password you will require it to perform this operation.

8.3.10. Remove CCD Unit Permanently

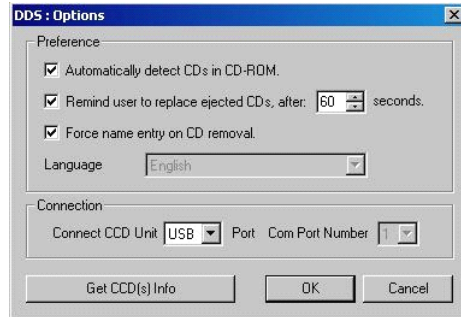
This option allows a unit to be permanently removed from the *DDS* database. This will erase all records associated with the unit, including all the CDs it contains. This option is useful when a *CCD* unit has been permanently relocated to another computer. In order for this function to execute, the relevant unit must be disconnected from the computer.



If you have set the 'Super' password you will require it to perform this operation.

8.3.11. *DDS Options*

This selection brings up the following dialogue box:



The options function as follows:

Automatically detect CD in CD-ROM: clearing this check box prevents *DDS* from scanning the PC's CD-ROM drive for new CDs. This effectively disables the **Automatic Recognition** method of adding CDs to the database. Clearing this option automatically clears the 'Remind user to replace ejected CDs' option.

Remind user to replace ejected CDs: this option controls the reminder to replace a CD into the *CCD* unit after ejection from the CD-ROM drive. The time period between reminders can also be varied from 20 to 180 seconds. (See **Re-Insertion Reminder** under **Operational Features** for more details.) Ticking this option automatically ticks the 'Automatically detect CD in CD-ROM' option.

Force name entry on CD removal: if enabled, this option forces a name to be entered before allowing a CD to be ejected. (See **Tracking CDs**.)

Language: alternates between supported languages. Changing this option to a language your operating system does not support may render the interface illegible.

Connect CCD Unit: This option toggles between having the *CCD* unit(s) connected via a USB cable or a COM (RS232) cable. This option should not be changed if the connection type has not been altered.

Get CCD(s) Info: This will display a list of all units in the database, including some basic information on each unit.

9. Password Protection

9.1. About Password Protection

9.1.1. What is password protection?

DDS includes features to password protect your CDs. Once a CD is password protected, the password assigned to it is required to eject the CD, or to perform any modifications to its database record.

There are two levels of password protection: individual CD passwords and the 'Super' password. The 'Super' password exists to protect administrative functions, such as backing up databases or removing units permanently, and also to override other passwords if necessary.

9.1.2. Why should I use password protection?

Password protection is useful in a multi-user home or office environment, where it may not be desirable to share all CDs with all users. If a certain CD contains sensitive information, the password protection feature can limit access to it.

9.2. Limitations of Password Protection



The CCD unit is not built to withstand attempts at CD theft. It is not tamper proof or tamper evident. A CCD unit can easily be removed from your computer if not secured by external means.

Due to these limitations, a *CCD* should not be used as a replacement for a safe or other high security device. The password protection feature is intended to restrict day-to-day use, not to protect highly sensitive or valuable information. *Project Lab Pty. Ltd. accepts no responsibility for information stolen or otherwise removed from a CCD unit.*

9.3. Using Passwords

9.3.1. Setting/ Removing the 'Super' Password

The 'Super' password may be set during the installation process (see **Software Installation**) or, if you choose to skip the password set-up by pressing **Cancel**, you may set-up the password at any time afterwards by clicking the **Tool** menu and choosing the **Super Password** option.

You will be prompted to set up the 'Super' password if you attempt to password protect any CD.

The 'Super' password must be at least 4 characters long.

To turn password protection off, choose the **Super Password** option from the **Tools** menu. In the 'Modify Super Password' dialogue, type your old password in the 'Old password' dialogue but leave the other two fields blank.



Caution: turning your 'Super' password off will erase all your CD passwords.

9.3.2. Protecting the 'Super' Password

Access to the 'Super' password enables a user to perform all administrative functions on *DDS*, as well as allowing them to eject all password protected CDs.

For this reason, the 'Super' password should be kept secret from all non-administrative users. Do not write the 'Super' password on or near your PC or *CCD* unit. Do not use an obvious or easily guessable password.

9.3.3. Using the 'Super' Password

Once set, your 'Super' password will be required to perform the following functions on *all CCD* units: *Remove CCD Unit Permanently, Rename CCD Unit, Backup Database, Restore Database & Remove All CDs Permanently.*

Your 'Super' password may also be used to eject or modify information for password protected CDs. This is useful if a specific CD password is lost or forgotten. To use the 'Super' password in this manner, simply type it instead of the CD password when prompted.

9.3.4. Setting / Removing CD Passwords

Individual CD passwords may be set when a CD is added to the database, by ticking the **Security** box and typing the password in the provided areas.

A password may also be set or removed by choosing **Modify CD Info** from the **Tools** menu. Once in the **Modify CD Info** dialogue, password protection may be activated or deactivated by ticking the **Security** box and typing the password in the appropriate areas.

9.3.5. Using CD Passwords

Once set, a CD's password will be needed every time that CD is ejected or has its information modified. To use the password, simply type it in when prompted by *DDS*.

10. Operational Features

10.1. General Operation

When a CD is inserted into the *CCD* unit, *DDS* will react according to the status of ejected CDs:

- If no registered CD is outside the *CCD* unit the disk will be assumed to be a new addition and a name will be requested.
- If one or more registered CDs are outside the unit then a list of names will be provided for selection. If the database is not full an option will also be provided to add a new CD.

10.2. Ejection Confirmation

Whenever *DDS* is asked to eject a CD, it will prompt the user to ensure that the correct disk has been ejected. If the user answers '**Yes**' then operation will continue as normal. However, if it is the incorrect CD then *DDS* will request that the ejected disk be identified from a list and re-inserted. This procedure will be repeated with every disk until the correct CD is found.

10.3. Re-insertion Reminder

If a CD that is registered with *DDS* is removed from the CD-ROM and not promptly re-inserted into the *CCD* unit, a prompt appears to remind the user:



If you select '**No**' the message appears again every 60 seconds (by default) until the CD is re-inserted into the *CCD* unit or the CD-ROM drive. To prevent the message from re-appearing select '**Yes**' when prompted. To prevent all CD replacement reminders disable the '**Remind User to Re-insert CD**' option (see **DDS Options** under **Tools** for details.)

10.4. Duplicate CDs

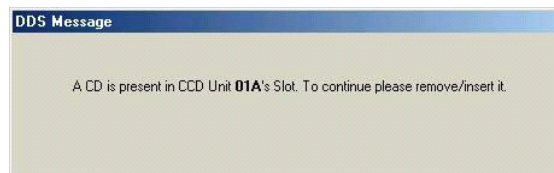
If the user inserts a CD into the PC's CD-ROM drive, and the software believes that CD to be inside the *CCD* unit, the following prompts appears:



If you wish to add this new CD to your database click **'Yes'**. This will initiate the **'Add New CD'** wizard.

10.5. Messages

10.5.1. 'A CD is present in the CCD Slot' Message



This message indicates that there is a CD in the *CCD* slot waiting to be removed or inserted. No other *CCD* operations will be performed whilst the unit is in this state.

10.6. Errors



10.6.1. General Move Error

This error occurs when the *CCD* unit cannot move to the requested position. It may be caused by a loose power or communications connection, or if a CD is inserted whilst the unit is seeking a CD. If this error persists, your unit may require servicing.

10.6.2. Volume Information Error



This error occurs when the volume information of a CD in the CD ROM drive of the computer cannot be read. This is usually limited to Windows 95 and 98, which prevent DDS from reading an audio CD while it is being played. If you receive this error, close any programs that may be accessing the CD-ROM drive (such as CD player) and click Retry.

To prevent this error from occurring, you may turn off the Automatically detect CD in CD-ROM feature in DDS Options.

10.6.3. CD In Slot Move Error



This error will occur if a CD or other object is inserted into the slot while the unit is moving. The current operation will abort. Remove the obstruction and attempt the operation again.

10.7. Database Corruption

Database corruption may occasionally occur as a result of incorrect operation or disk degradation. If a problem is detected, *DDS* tries to resolve it automatically by restoring a backup and then asking the user to **Verify All Empty Slots**.

10.8. Re-installing the Software

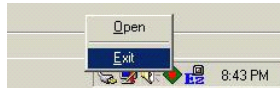


Re-installing DDS will cause your database to be overwritten! Before undertaking a re-installation, ensure you backup your database.

Before re-installing, you should terminate your copy of *DDS*. After re-installation is complete, restore the backup you have made.

11. Terminating the Software

To terminate *DDS* (i.e. remove it from the system tray), click the right mouse button on the **DDSICON** in the system tray. A popup menu appears with the options **Open** and **Exit**. Select **Exit** if you want to terminate the *DDS* program, or you may select **Open** to display the *DDS* main screen.



When the exit menu option is selected the following dialogue appears on the screen:



If you do not wish *DDS* to automatically restart next time Windows starts, clear the '**Start *DDS* next time Windows is restarted**' check box.



If using Windows NT, Windows 2000, or Windows XP you will need administration rights to prevent DDS from loading at Windows start-up.

Appendix 1: Troubleshooting

Problem	Solution
<p>I receive the “An error has occurred while the unit was moving” Error. What should I do?</p>	<p>Check the <i>CCD</i> unit’s CD slot for obstructions and try again.</p> <p>Check the power and communications connections to the <i>CCD</i> unit and the computer and try again.</p> <p>Turn the <i>CCD</i> unit’s power off for ten seconds and then on and try again.</p> <p>Turn the <i>CCD</i> unit’s power off for ten seconds and then on, reset the computer, and try again.</p> <p>If the above procedures do not solve this situation your <i>CCD</i> unit may require servicing.</p>
<p>I know a CD is in the <i>CCD</i> but it is not in the <i>DDS</i> database. How do I get it out?</p>	<p>Open the <i>DDS</i> Dialogue.</p> <p>Select the Tools menu</p> <p>Select Verify All Empty Slots.</p> <p>The <i>CCD</i> unit then will move to all the slots that are not marked as used in the database, and try to eject.</p>
<p>I have removed a CD from the <i>CCD</i> unit but the database still thinks in is inside the unit.</p>	<p>Open the <i>DDS</i> Dialogue.</p> <p>Select the CD from the list.</p> <p>Select the eject button.</p> <p>Select yes when prompted ‘Is the CD out of the Unit?’</p>

Problem Solution	
<p>A CD has become stuck in the slot. Can I pull it out?</p>	<p>Turn the <i>CCD</i> unit's power off.</p> <p>Carefully pull the CD out of the slot.</p> <p>Turn the <i>CCD</i> unit's power back on.</p> <p>Restart your computer.</p> <p>The <i>DDS</i> software may not recognize that the CD has been removed. See the previous Trouble Shooting item.</p>
<p>The <i>DDS</i> software does not detect my <i>CCD</i> unit. What should I do?</p>	<p>Turn the <i>CCD</i> unit's power off and make sure that the connections are secure.</p> <p>Turn the <i>CCD</i> unit's power back on and try the <i>DDS</i> software again.</p> <p>Restart your computer and try again.</p> <p>Reinstall the <i>DDS</i> software and try again.</p> <p>If the software still does not detect the unit you may have a faulty cable or <i>CCD</i> unit.</p>

For the latest information and other Troubleshooting solutions please check our website at:

www.projectlab.net

Appendix 2: System Requirements

In order for your *CCD* unit and *DDS* software to operate correctly, please ensure that your PC meets the following minimum system requirements:

- A Pentium processor or better and;
- At least 1 MB of free disk space (more may be required for database usage) and;
- At least 20 MB RAM (more may be necessary for some operating systems) and;
- Windows 95 (no USB support available) or;
- Windows 98 (including SE) or;
- Windows Millennium Edition (ME) or;
- Windows NT 4 or later (no USB support available) or;
- Windows 2000 Professional or
- Windows XP (Home or Professional).

NOTES:

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1. The following table shows the number of people who visited the museum in each month from January to December. The number of visitors is given in thousands.

1. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 104

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