

## PINPOINT LABS HARVESTER - SELF-COLLECTION INSTRUCTIONS

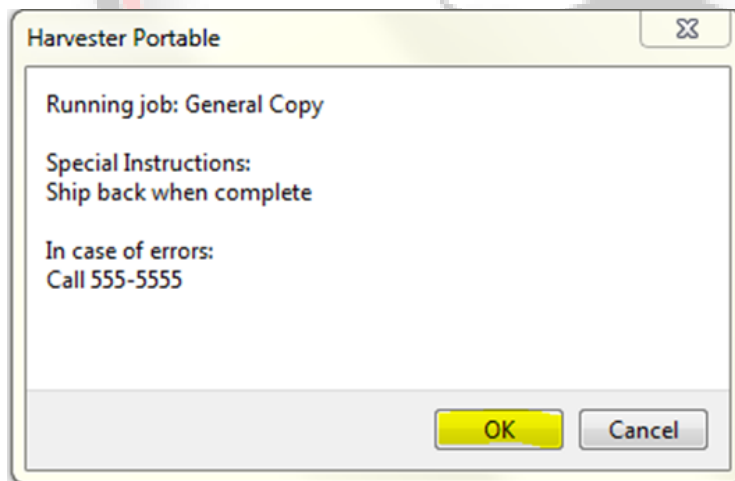
This package includes a USB portable hard drive which contains Pinpoint Labs Harvester. To complete your file and data collection, follow the steps below:

### COLLECTION PROCEDURES

- Remove the external USB drive from the packaging
- Make sure your computer is turned on and logged in
- Save and close any open documents and close your Outlook client
- Insert the USB plug into an available USB port on your computer
- When prompted, click **Open folder to view files**
- Double click **clickme.bat** file (name may vary)



- When prompted to start the job, click **Ok**



### IF AFTER INSERTING THE USB DRIVE YOU ARE NOT PROMPTED TO 'OPEN FOLDER TO VIEW FILES'

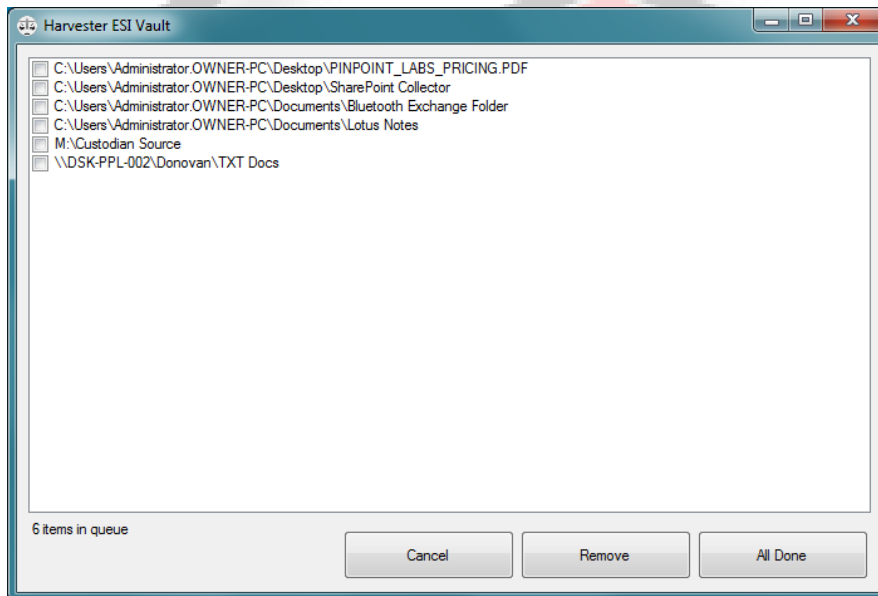
- Click on the Windows Start menu and select Computer
- Double click the USB drive
- Double click **clickme.bat** file (name may vary)
- When prompted to start the job, click **Ok**

## ADDING FILES AND FOLDERS WITH THE ESI VAULT

ESI “Easy” Vault is commonly used when distributing self-collection kits for legal hold notice. By providing this interface and instructions specific to each job, you can easily identify items relevant to a matter without violating international privacy laws. The ESI Vault interface is a window that supports **dragging and dropping** of the following types of items.

- Files
- Folders
- Emails (must be dragged and dropped from Microsoft Outlook or Lotus Notes)

The ESI Vault can be used with local files and folders or network file shares.



- Any sources that the user adds can be removed by selecting the items and clicking the **Remove Selected** button.
- Pressing **Quit** will exit the collection.
- Pressing **All Done** will add these sources to the collection before beginning the collection.

## THE VISIBLE INTERFACE WILL DEPEND ON THE OPTION SELECTED AT SETUP

### HANDLING ERRORS

#### Contact Pinpoint Labs Support

- [support@pinpointlabs.com](mailto:support@pinpointlabs.com)
- 402.298.7284 (Direct Support Line)
- 402.235.2381
- 888.304.1096