

**REDDOXX**

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**Instruction Manual  
for the Archive Reader**

starting from Version 2027

**[WWW.REDDOXX.COM](http://WWW.REDDOXX.COM)**

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This issue replaces all earlier ones and orients itself on the appliance with respect to naming.

# 1. Introduction

## ***1.1. Goal of this Manual***

The goal of this manual is to ensure the proper implementation and usage of the Archive Reader by the REDDOXX Administrator and select Users.

## ***1.2. Target Group – for whom is this manual intended***

The REDDOXX Administrator (or Administrators), alternatively, selected Users which have been given access to the archive containers of the company's Email system.

## ***1.3. Main Subjects***

- Download and Installation of the Archive Reader, as well as the REDDOXX ACS Tools
- Fundamental knowledge for using the Archive Reader

## ***1.4. References to further Downloads and Instruction Manuals***

- REDDOXX MailDepot Tools incl. Converter, Archive Reader, Container Utility  
<http://downloads.reddox.net/releases/acs/Reddoxx-ACS-Tools.msi>
- REDDOXX Download Center  
<http://support.reddox.net/downloads.php?l=en>
- REDDOXX Manuals and Instruction Guides  
<http://support.reddox.net/manuals.php?l=en>
- REDDOXX Support Center  
<http://support.reddox.net/>

## **2. Installing the REDDOXX MailDepot Tools (Archive Reader)**

### **Prerequisites**

A Windows-based operating system no older than Windows XP is required to install the REDDOXX MailDepot Tools.

### **2.1. Download and Setup**

#### **2.1.1. Download the REDDOXX MailDepot Tools**

By clicking on the following link, you can download the necessary files to begin the installation:

<http://downloads.reddox.net/releases/acs/Reddoxx-ACS-Tools.msi>

#### **2.1.2. Install the REDDOXX MailDepot Tools**

The instructions for installing the REDDOXX MailDepot Tools, including the Archive Reader, can be found in the following document under Section 3:

<http://downloads.reddox.net/docs/ArchiveContainerUtility.pdf>

### 3. The REDDOXX Archive Reader

By clicking: Start → Programs → Reddoxx, on your Windows-based computer, the Archive Reader will start. Alternatively, you can find the Archive reader under the following file path. (C:\Programs\Reddoxx\RdxAcsReader.exe)

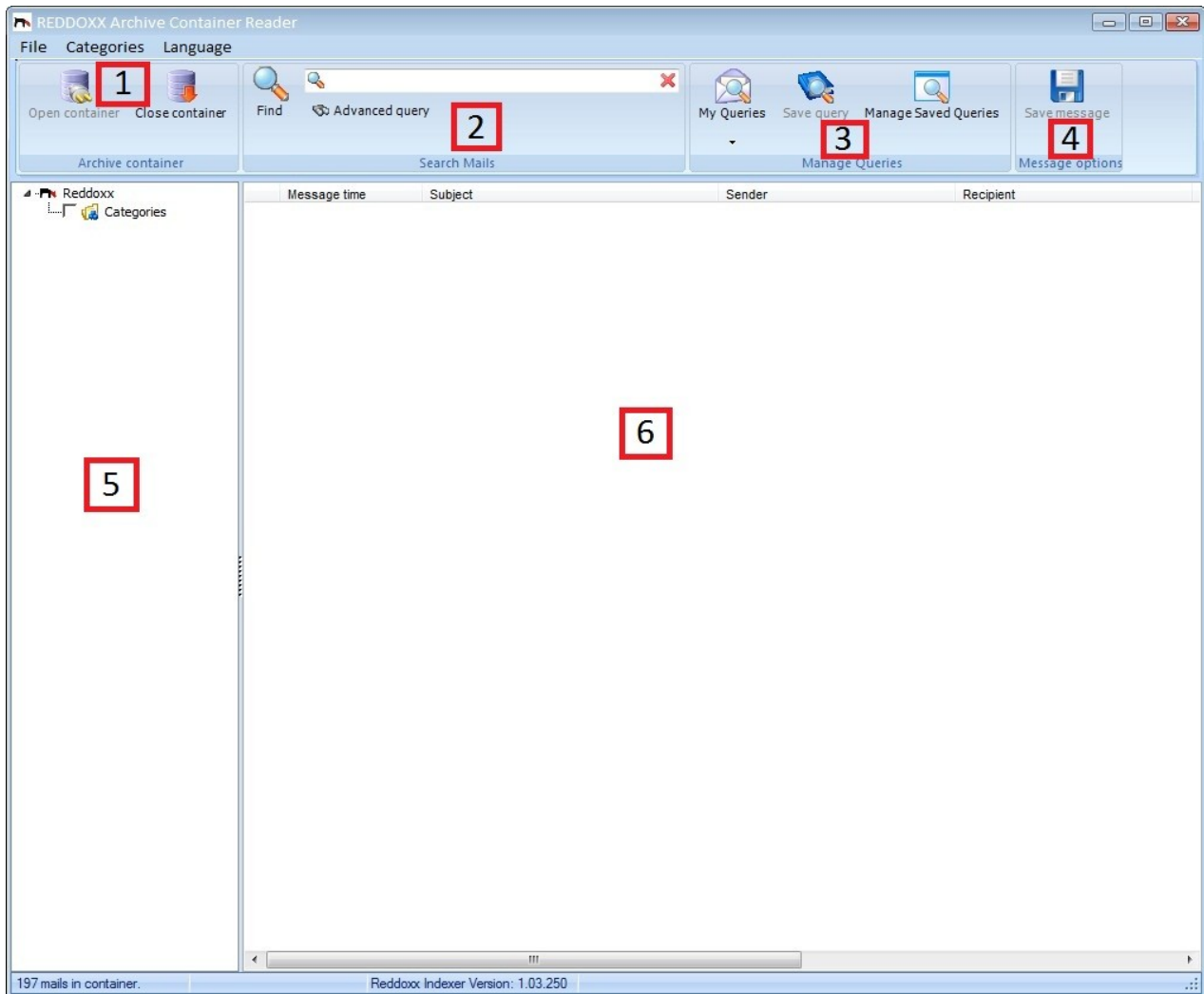


Image: Archive Reader initial window

- 1 = Open or Close a Container
- 2 = Search Mails
- 3 = Manage Queries
- 4 = Message Options
- 5 = Categories
- 6 = Results Window

## 3.1. The Menu Bar

### 3.1.1. File



Image: File window

**Open container:** An existing container will be opened (mounted) for access.

**Close container:** The currently opened container will be closed (unmounted).

**Exit:** The Archive Reader program will be closed.

Open Container:

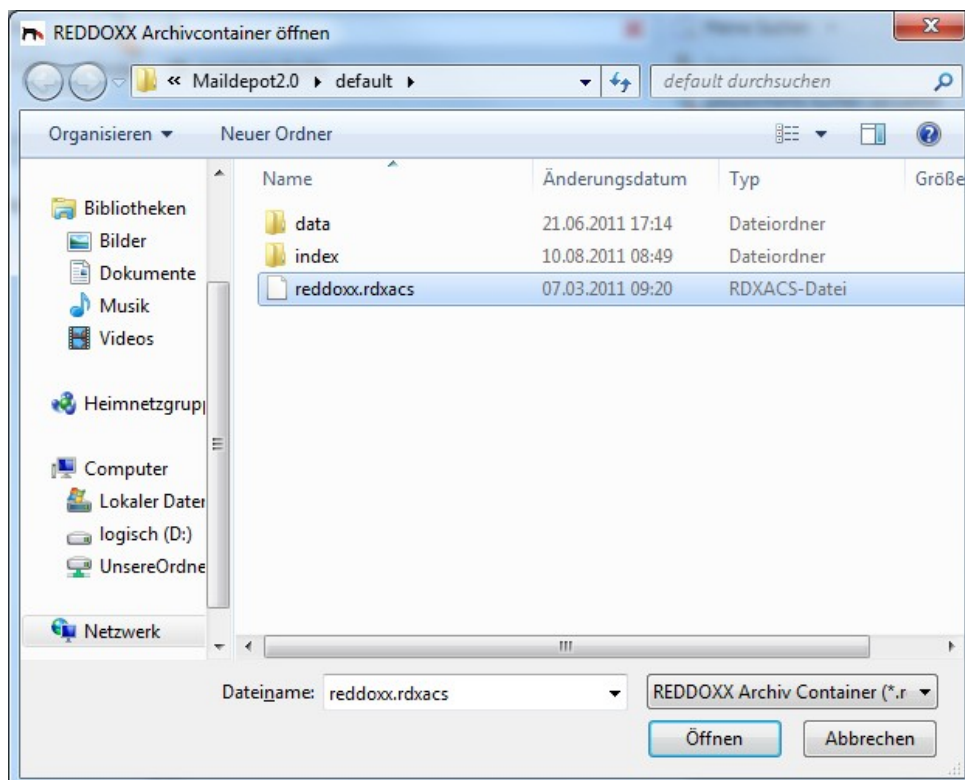


Image: Open Container

To open a container, find the respective container in the file storage where the container(s) are stored. Click on the container you wish to open and choose the reddox.rdxacs file to open the container.



Image: Enter the password window

If a password was given when creating the container, enter the password here. If a password is not necessary, proceed by clicking OK.



Image: Close a container

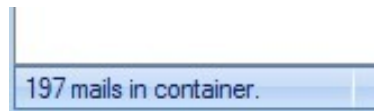


Image: Number of mails found in container

When the container has been opened successfully, the option *Close container* will now be available. At the bottom of the screen, you can see how many mails are found in the container.

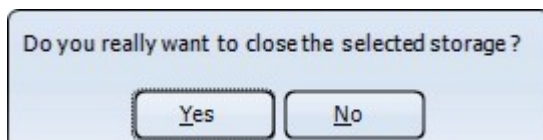


Image: Close container confirmation

When *Close container* has been selected, a confirmation window will appear and the container will be closed (unmounted) upon confirmation.

### 3.1.2. Categories



Image: Categories window

**Open categories:** If a category has been previously constructed in the Archive Reader, you can open the category through this function.

#### Please Note

It is necessary that the category can be located on the **local** drive without any access restrictions administered to the category. At the initial start of the Archive Reader, the file *categories.db* will be constructed under the local user profile. (For example: C:\Users\Administrator\AppData\Roaming\Reddoxx\ACS\Categories)

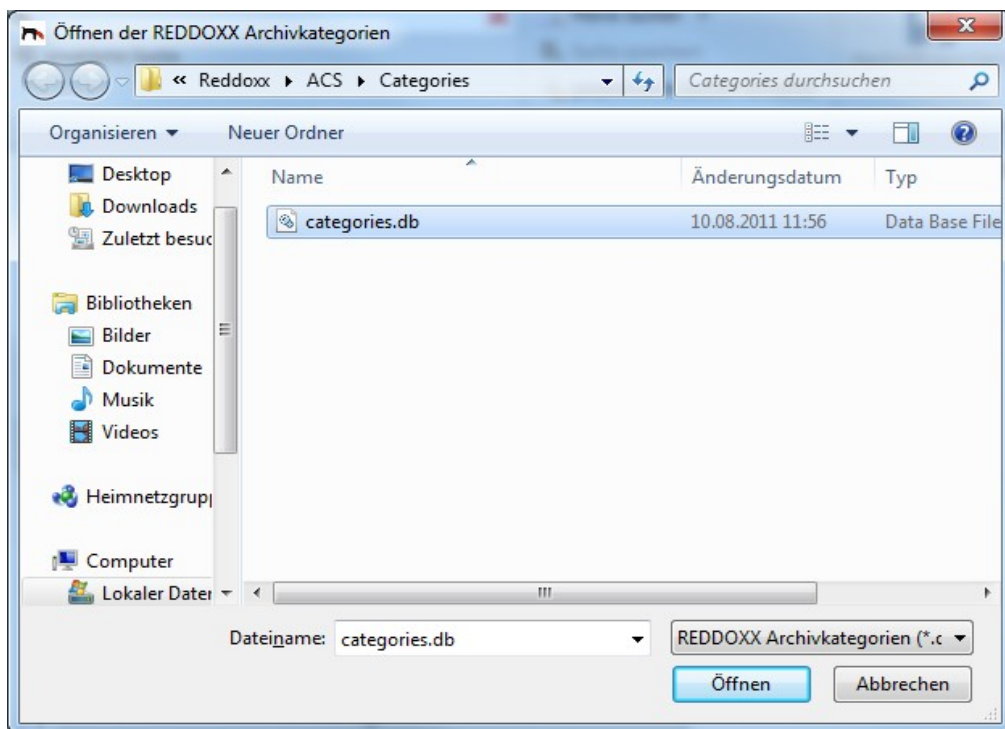


Image: Opening a Category

The category databank can be chosen from the respective file path. The container which contains the intended mails of the category, needs to be open.

### 3.1.3 Language

There is a choice between English and German as the language to be used for program interaction. After a language has been selected, it will be immediately effective.

### 3.2 Archive Container



Image: Archive container

See section 3.1.1

### 3.3 Search mails

To learn how a mail search is performed, please follow this link to the corresponding section in our User Manual:

[http://support.reddoxx.net/manual/user2027en/#\\_RefHeading\\_\\_489\\_513300651](http://support.reddoxx.net/manual/user2027en/#_RefHeading__489_513300651)

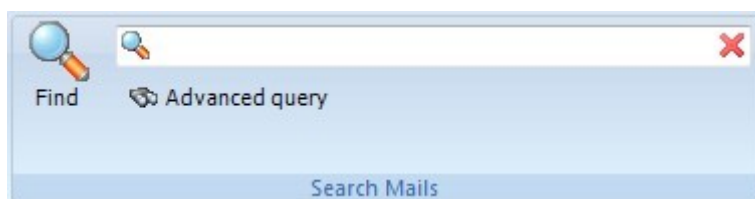


Image: Search mails window

### 3.4 Manage Queries

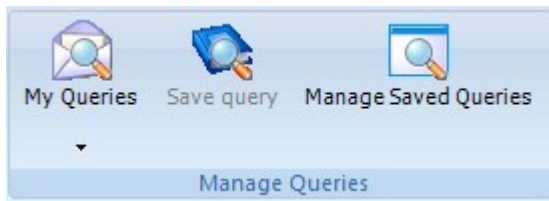


Image: Manage Queries window

To learn how the *Manage Queries* function works, please follow this link to the corresponding section in our User Manual:

[http://support.reddox.net/manual/user2027en/#\\_RefHeading\\_\\_489\\_513300651](http://support.reddox.net/manual/user2027en/#_RefHeading__489_513300651)

### 3.5 Message Options



Image: Message options window

Mails found in the container can also be saved as an .eml file to your local hard drive. It is also possible to give the file a name when saving the file.

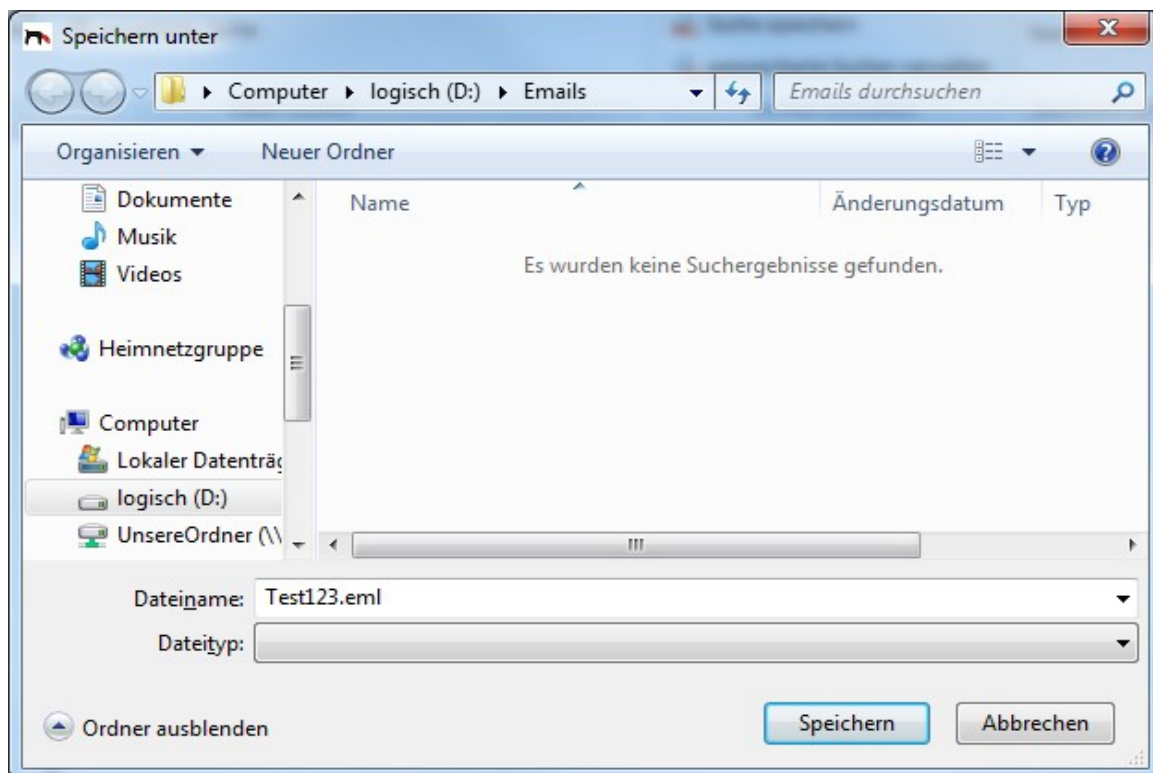


Image: Explorer window