

VidyoDashboard User Guide



Product Version 1.0

Document Version 1.0-B

Table of Contents

1.	Overview	3
	About This Guide	3
	Supported Browsers	3
2.	Definitions	4
	Using VidyoDashboard	
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	Accessing VidyoDashboard	
	Viewing License Consumption	
	Viewing VidyoLine Consumption	
	Viewing Vidyo Soft Clients Consumption	8
	Viewing Server Utilization	8
	VidyoRouter	9
	VidyoReplay	10
	VidyoGateway	10
	Viewing Call Records	11
	Viewing the List of Conferences	11
	Viewing Conference Details	14
	Using Filter Controls	17
	Configuring Settings	20
	Setting the CDR Access	20
	Editing Account Information	21
	Editing VidyoRouter Information	22
4.	License Appendix	24
	Apache License	24
	The PostgreSQL License (PostgreSQL 9.x)	27
	Ubuntu Trademark & Convright Policy	28

1. Overview

VidyoDashboard™ version 1.0 is a free software option providing VidyoConferencing™ (version 2.2.1 and later) system administrators with key information to better monitor system usage and generate usage reports. It provides a dynamic online graphic display of license consumption and server utilization, as well as filterable and exportable tables of Call Detail Records. The software is available as a VMware Virtual Machine.

ABOUT THIS GUIDE

This guide is intended for users of VidyoDesktop™ (typically a Super Admin of the VidyoConferencing system).

This guide assumes that the VidyoDashboard software has already been installed successfully. If it has not been installed, refer to the *VidyoDashboard Installation Guide* for installation instructions.

SUPPORTED BROWSERS

- Internet Explorer 9
- Firefox 12.0
- Chrome 20.0.x
- Safari 5.1.x

No Flash support is required.

2. Definitions

This chapter defines the terms used in this guide that you may not be familiar with.

- Endpoint A generic term for any device that can connect to the system. Endpoints include desktops and laptops running VidyoDesktop, phones and tablets running VidyoMobile™, VidyoRooms, VidyoPanorama™, and legacy devices.
- Super Admin The Super Admin has administrative privileges and is responsible for general VidyoPortal configuration including network settings, components configuration, maintenance (backup and upgrades), tenant configuration, and global settings. In a multi-tenant system, the Super Admin has full administrative privileges above the tenant admin and all regular tenant admin rights.
- Tenant Much as a web hosting company can host multiple websites for a variety of customers, a single VidyoPortal system can be set up to host multiple organizations, called tenants. Each Vidyo system has at least one tenant, called the default tenant. If you choose not to use the system's built-in multi-tenant capability, every user in your entire organization belongs to the default tenant.
- VidyoDesktop The software client that enables users to view other users in point-to-point calls and VidyoConferences. It's easy to use and manage via the VidyoPortal™, and it can send and receive in HD. All users are assigned a password-protected personal space, thus making it possible for meetings to be held anytime—whether impromptu or by prior arrangement. It supports standard USB webcams and runs on Macs, PCs, and Linux, providing an unparalleled personalized multipoint collaborative experience.
- VidyoGatewayTM The VidyoGateway allows the VidyoConferencing infrastructure to connect to traditional H.323 and SIP devices. It supports standards, such as H.239 for data collaboration, that are required for those devices to communicate, regardless of whether they are endpoints, MCUs, gatekeepers or gateways. For example, the VidyoGateway can be integrated with SIP PBX. It seamlessly integrates into the network providing the end user with an easy experience regardless of whether they're calling a Vidyo device or traditional H.323/SIP device.
- VidyoLines VidyoLines are a perpetual software license for a single logical connection through the VidyoRouter—either point-to-point or multipoint. VidyoRoom™ and VidyoGateway connections are effectively free since they don't consume VidyoLine licenses. A simple way to think about a VidyoLine is that it is similar to a phone connection on an IP PBX. Every phone uses a licensed connection when on a call and releases the license for someone else to use when the call is ended.
- VidyoReplay[™] An optional rack-mountable appliance that enables users to record VidyoConferences and stream live or pre-recorded video. For instance, a webinar can be broadcast live to participants and also saved to be played back on demand by those who missed the original conference or want to view it again.
- VidyoRouterTM The VidyoRouter is the core infrastructure product for conducting all videoconferencing. It is an intelligent routing appliance that uses patented scalable video packet switching technology to achieve unprecedented performance and features without the need for

expensive, time consuming transcoding. All video traffic is managed by the VidyoRouter. Additionally, conferences can span across multiple VidyoRouters, achieving maximized WAN utilization as well as redundancy and efficiency.

3. Using VidyoDashboard

If you have not yet installed the VidyoDashboard software, refer to the *VidyoDashboard Installation Guide* to install the software before continuing with the procedures in this chapter.

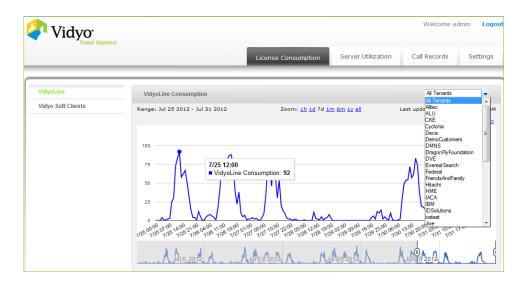
ACCESSING VIDYODASHBOARD

To access the VidyoDashboard:

- 1. Open your web browser and go to the URL that the VidyoDashboard is configured for.
 - You should obtain the URL from the person who is installing the VidyoDashboard software in your organization.
- 2. When prompted, enter the following credentials:
 - User Name: admin
 - Password: password (case sensitive)



Upon successful login, the VidyoLine License Consumption screen is shown.



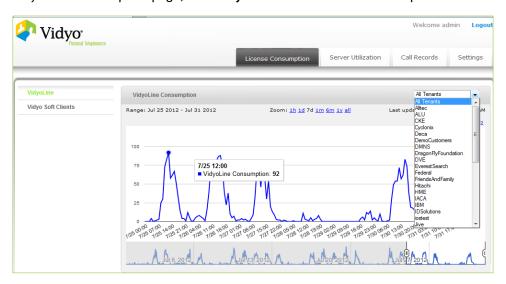
VIEWING LICENSE CONSUMPTION

The License Consumption tab allows you to see the usage of your company's VidyoLine and Vidyo Soft Clients Licenses in easy-to-read graphs.

Viewing VidyoLine Consumption

Whenever someone places a Vidyo call, they use a VidyoLine. By looking at the graph on the VidyoLine License Consumption page, you can tell when it's necessary to purchase more VidyoLines for your company. The VidyoLine License Consumption page also allows you to view trends in VidyoLine consumption for the entire system and for each tenant separately (if you have more than one tenant).

To view the VidyoLine Consumption page, click VidyoLine on the License Consumption tab.



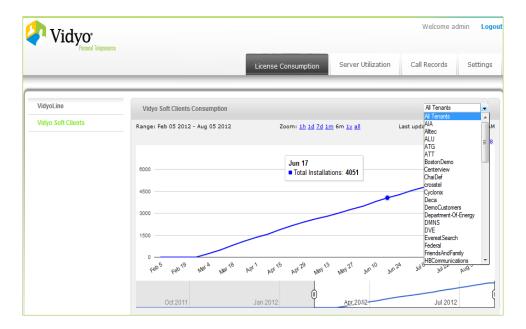
You can manipulate the graph to see different time periods or users:

- The Range field shows you the date range selected by the Zoom option and the bottom sliders.
- The Zoom field enables you to view the graph for the time period selected. You can select between 1 hour (1h), 1day (1d), 7 days (7d), 1 month (1m), 6 months (6m), 1 Year (y), and all (default view is 7d).
- The filter drop-down on the right side of the page enables you to view the data for any tenant. By default, it selects All Tenants.
- The horizontal sliders below the chart area enable you to view various time periods. You can slide the entire range or just slide the edges of the range to increase or decrease the range manually.
- To view the value associated by any date and hour (such as 7/25 12:00) on the graph, simply hover your mouse over the chart. A box appears providing the date, time, and VidyoLine consumption.
- The number of endpoints used do not match 1-to-1 with the number of VidyoLines consumed. Executive Users, VidyoGateway endpoints, VidyoRoom endpoints, and VidyoPanorama endpoints do not consume a VidyoLine, but are all considered endpoints.

Viewing Vidyo Soft Clients Consumption

A Vidyo Soft Client is actually the number of desktop installations consumed by your company from the VidyoPortal.

To view the Vidyo Soft Clients Consumption page, click Vidyo Soft Clients on the License Consumption tab.



You can manipulate the graph to see different time periods or users:

- The Range field shows you the date range selected by the Zoom option and the bottom sliders.
- The Zoom field enables you to view the graph for the time period selected. You can select between 1 hour (1h), 1day (1d), 7 days (7d), 1 month (1m), 6 months (6m), 1 Year (y), and all (default view is 7d).
- The filter drop-down on the right side of the page enables you to view the data for any tenant. By default, it selects All Tenants.
- The horizontal sliders below the chart area enable you to view various time periods. You can slide the entire range or just slide the edges of the range to increase or decrease the range manually.
- To view the value associated by any date and hour (such as 7/25 12:00) on the graph, simply hover your mouse over the chart. A box appears providing the date, time, and Vidyo Soft Clients consumption.

VIEWING SERVER UTILIZATION

From the Server Utilization tab, you can view information about these three servers: VidyoRouter, VidyoReplay, and VidyoGateway. Even if your company has not purchased VidyoReplay or VidyoGateway, these options still appear.

VidyoRouter

The VidyoRouter Utilization page shows you how many endpoints a given VidyoRouter has processed for a selected period of time. You can also view trends for different VidyoRouters separately. The default view is for the top 5 utilized VidyoRouters.

To view the VidyoRouter Utilization page, click VidyoRouter on the Server Utilization tab.



You can manipulate the graph to see different time periods or VidyoRouters:

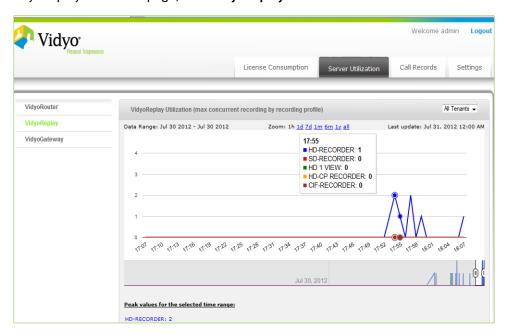
- The Range field shows you the date range selected by the Zoom option and the bottom sliders.
- The Zoom field enables you to view the graph for the time period selected. You can select between 1 hour (1h), 1day (1d), 7 days (7d), 1 month (1m), 6 months (6m), 1 Year (y), and all (default view is 7d).
- The filter drop-down on the right side of the page enables you to view the data for any tenant. By default, it selects All Tenants.
- The horizontal sliders below the chart area enable you to view various time periods. You can slide the entire range or just slide the edges of the range to increase or decrease the range manually.
- To view the value associated by any date and hour (such as 7/25 12:00) on the graph, simply hover your mouse over the chart. A box appears providing VidyoRouter information.

Note: The number of endpoints used do consume a VidyoRouter. Executive Users, VidyoGateway endpoints, VidyoRoom endpoints, and VidyoPanorama endpoints do consume a VidyoRouter; however, they do not consume a VidyoLine.

VidyoReplay

The VidyoReplay Utilization page allows you to view the number of recordings made with various recording profiles. VidyoReplay recording profile utilization trends are shown for both your entire system and for specific Tenants. The screen shows graphical data including the top five recording profiles for your entire system or on specific Tenants.

To view the VidyoReplay Utilization page, click VidyoReplay on the Server Utilization tab.

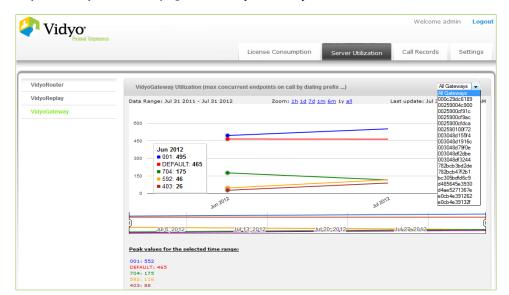


You can manipulate the graph to see different time periods or VidyoReplays:

- The Range field shows you the date range selected by the Zoom option and the bottom sliders.
- The Zoom field enables you to view the graph for the time period selected. You can select between 1 hour (1h), 1day (1d), 7 days (7d), 1 month (1m), 6 months (6m), 1 Year (y), and all (default view is 7d).
- The filter drop-down on the right side of the page enables you to view the data for any tenant. By default, it selects All Tenants.
- The horizontal sliders below the chart area enable you to view various time periods. You can slide the entire range or just slide the edges of the range to increase or decrease the range manually.
- To view the value associated by any date and hour (such as 7/25 12:00) on the graph, simply hover your mouse over the chart. A box appears providing VidyoReplay information.

VidyoGateway

The VidyoGateway Utilization page enables you to view trends in VidyoGateway utilization for the entire system and for each VidyoGateway separately. This page displays the graphs for the top five utilized VidyoGateway prefixes for the selected VidyoGateway or the overall top five utilized VidyoGateway prefixes.



To view the VidyoGateway Utilization page, click VidyoGateway on the Server Utilization tab.

You can manipulate the graph to see different time periods or VidyoGateways:

- The Range field shows you the date range selected by the Zoom option and the bottom sliders.
- The Zoom field enables you to view the graph for the time period selected. You can select between 1 hour (1h), 1day (1d), 7 days (7d), 1 month (1m), 6 months (6m), 1 Year (y), and all (default view is 7d).
- The filter drop-down on the right side of the page enables you to view the data for any tenant. By default, it selects All Tenants.
- The horizontal sliders below the chart area enable you to view various time periods. You can slide the entire range or just slide the edges of the range to increase or decrease the range manually.
- To view the value associated by any date and hour (such as 7/25 12:00) on the graph, simply hover your mouse over the chart. A box appears providing VidyoGateway information.

VIEWING CALL RECORDS

The Call Records tab enables you to view past call records, which are divided into filters in order to help you keep track of particular records. It displays a list of calls corresponding to selected criteria. As a default, it shows the last 25 conferences.

Viewing the List of Conferences

When you first click the Call Records tab, you see the complete list of past conferences in a table. Click on any column title and the table is sorted based on the column. The following information is included in the table:

Conference ID: Each conference is given a unique Conference identifier.

- Conference Name and Conference Type: There are three types of conferences. The Conference
 Name comes from the type of conference.
 - Conference Call: A meeting is labeled a Conference Call if the participants click Join Room from their VidyoDesktop.



If the meeting is a Conference Call, the Conference Name is the username@[the user's tenant's domain/host/URL].

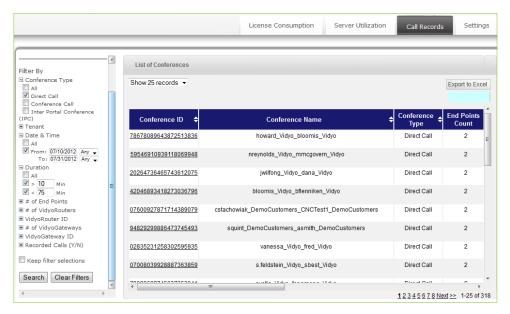
- Inter-Portal Communication (IPC) Conference: A meeting is labeled an IPC Conference if the participant joined from another VidyoPortal.
 - If it is an IPC Conference, the Conference Name is the same; however, sometimes the @ sign is replaced with an underscore.
- Direct Call: A meeting is labeled a Direct Call if the participants click **Call Direct**.



For a Direct Call, the Conference Name is generated from the caller@tenant_callee@tenant.

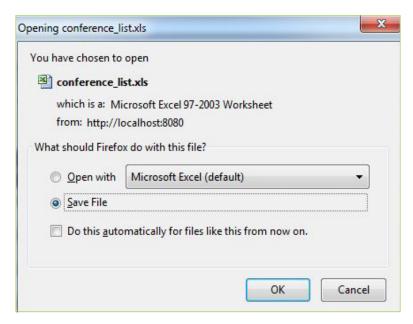
- End Points Count: The numbers in this column represent the number of endpoints involved in the conference.
- Tenant Name: The name of the tenant that the user belongs to.
- Join Time and Leave Time: The time the conference was joined and exited.
- Duration: The duration of the call in minutes.
- VidyoRouter Count and VidyoGateway Count: The number of VidyoRouters and VidyoGateways. If you don't have any VidyoGateways, this column is filled with zeros.

Call Recorded: Indicates if the conference was recorded. If your company did not purchase
 VidyoReplay, every conference shows No in this column.



You can manipulate the data on this page as needed:

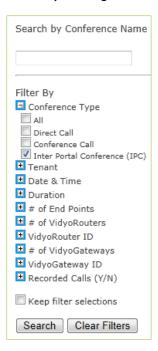
- View 25, 100, 200, or 500 of the records by clicking the drop-down box in the upper left corner.
- If all the calls don't fit on one page, go to the next page by clicking **Next>>** or by clicking the specific number of the page you want to go to.
- Export this list to Excel by clicking Export To Excel. When the dialog box opens, click OK to save the file.



- Filter the conferences you view in the List of Conferences table by using the menu box on the left side of the page:
 - Search for a specific conference by name in the Search by Conference Name field. Then click
 Search.
 - Filter your results according to Conference Type, Tenant, Date & Time, Duration, # of Endpoints, # of VidyoRouters, VidyoRouter ID, # of VidyoGateways, VidyoGateway ID, and Recorded Calls (Y/N).

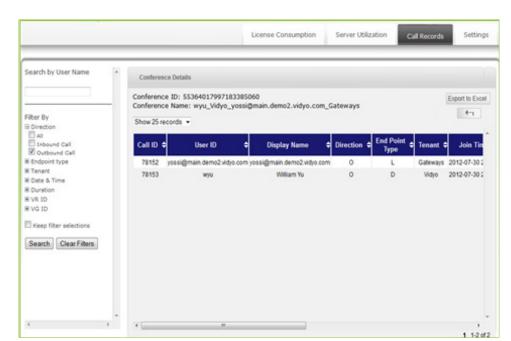
You can expand these menu options by clicking the button. Each menu choice shows different options, and you can select the checkboxes next to the desired search options. Then click **Search**.

- Save the selections you have made by selecting the **Keep filter selections** checkbox.
- Clear the selections you have made by clicking Clear Filters.



Viewing Conference Details

You can view the details of any conference by clicking the Conference ID. The Conference ID and Conference Name is displayed at the top of the screen.



You can click on any column title and the table is sorted based on that column.

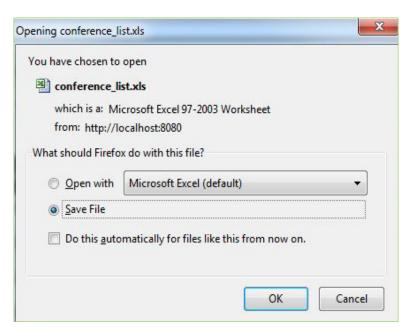
The following information is included in the table:

- Call ID: The unique identifier given to each endpoint.
- User ID: The IDs of the participants of the conference you are viewing.
- Display Name: The user's display name.
- Direction:
 - I (Inbound): The call was coming in to this user.
 - O (Outbound): This user was calling out.
 - In the case of a Direct Call, you see one user with I and one user with O. In the case of a
 Conference Call or an IPC Conference, if a user clicks Join Room to join the conference, an O
 appears in this column. If a user accepts a call, an I appears in this column.
- Endpoint Type: Which endpoint the user was using. Possible endpoints include VidyoRoom (R), VidyoDesktop (D), a Guest (G), Call to Legacy (L), and Call Recorded (C).
- Tenant: The name of the tenant that the user belongs to.
- Join Time and Leave Time: The time the conference was joined and exited.
- Duration: The duration of the call in minutes.
- VidyoRouter ID: The nickname of the VidyoRouter that processed the call rather than the full, system-generated VidyoRouter name.
- VidyoGateway ID: The system-generated number that is associated with each VidyoGateway.

VidyoGateway Prefix: The unique identifier for a call service.

You can manipulate the data on this page as needed:

- View 25, 100, 200, or 500 of the records by clicking the drop-down box in the upper left corner.
- If all the conferences don't fit on one page, go to the next page by clicking **Next>>** or by clicking the specific number of the page you want to go to.
- Export this list to Excel by clicking Export To Excel. When the dialog box opens, click OK to save the file.

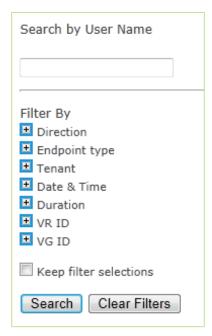


- Click Back to go back to the List of Conferences.
- Filter the conferences you view by using the menu box on the left side of the page:
 - Search for a specific conference details by searching for the username in the Search by User
 Name field. Then click Search.
 - Filter your each results according to Direction, Endpoint Type, Tenant, Date & Time, Duration,
 VidyoRouter ID, and VidyoGateway ID.

You can expand these menu options by clicking the button. Each menu choice shows different options, and you can select the checkboxes next to the desired search options. Then click **Search**.

• Save the selections you have made by selecting the **Keep filter selections** checkbox.

Clear the selections you have made by clicking Clear Filters.



Using Filter Controls

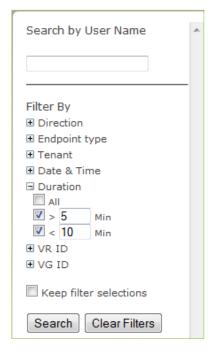
This section describes how to use filters to specify greater than and less than ranges, From and To date and time ranges, and selecting Tenant filters.

To specify less than and greater than ranges:

- 1. On the Filter By list, click the parameter by which you want to filter.
 - For example, if you want to filter by the duration of the calls, click **Duration**.
- 2. Select the check box and enter a number (in minutes) for the (greater than) parameter.
- 3. Select the check box and enter a number (in minutes) for the < (less than) parameter.
 - For example, if you want to filter calls less than 10 minutes in duration, but greater than 5 minutes in duration, enter 10 in the > field and 5 in the < field.

Notes:

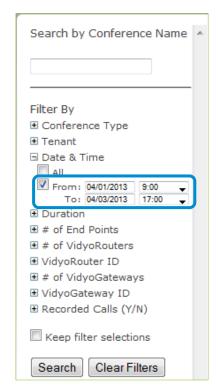
- Ranges do not provide "greater than or equal to" or less than or equal to" results.
- You can use one or both of the less than or greater than filters.



To specify From and To date and time ranges:

- On the Filter By list, click the parameter by which you want to filter.
 For example, if you want to filter for calls within a certain date and time range, click Date & Time.
- 2. Select the check box and enter any of the following values, as desired:
 - Enter a From date in mm/dd/yyyy format.
 - Select a 24-hour From time using the drop-down.
 - Enter a To date in mm/dd/yyyy format.
 - Select a 24-hour To time using the drop-down.

For example, if you want to filter for calls that were active in status at some point during April 1, 2013 at 9:00 AM to April 3, 2013 at 5:00 PM, enter **04/01/2013** in the From field and select **9:00** from the drop-down, and then enter **04/03/2013** in the To field and select **17:00** from the drop-down.



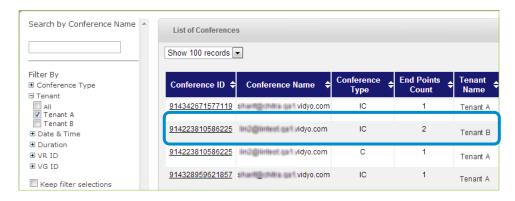
Note: Results include calls that were active at any time during the specified range.

To specify Tenant filters:

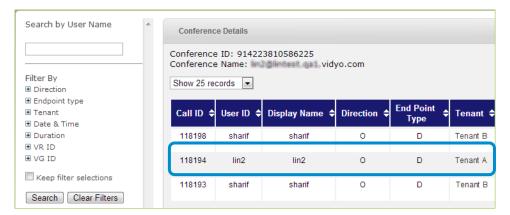
- 1. On the Filter By list, click the **Tenant** parameter.
- 2. Select one or more tenants for your filter, as desired.

All the calls where at least one participant came from a tenant you selected are displayed.

For example, if you select **Tenant A**, all the calls in which Tenant A participated are listed, including a call from a different tenant called Tenant B.



If you then click the Conference ID for the Tenant B call, you will see that at least one participant accessed that conference using Tenant A.



CONFIGURING SETTINGS

The Settings tab enables you to edit and view the CDR Access page, the Account page, and the VidyoRouter page.

Setting the CDR Access

The CDR Access Info page enables you to set the automatic data retrieval time. You can select to retrieve data every 5 minutes, 15 minutes, 1 hour, or 24 hours. The Call Records table is automatically be updated acording to the selected time interval.

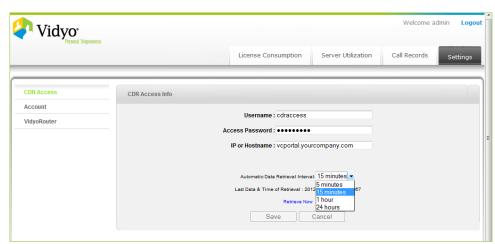
To set the CDR access:

- 3. Click the Settings tab.
- 4. Click CDR Access.
- 5. In the Username and Access Password fields, enter your login credentials for Vidyo CDR.
- 6. In the IP or Hostname field, enter your IP or hostname for Vidyo CDR.
- 7. In the Automatic Data Retrieval Interval field, select the time interval at which you want to retrieve the call records from the CDR database.

You can select 5 minutes, 15 minutes, 1 hour, or 24 hours. The default is set to 15 minutes.

- 8. Click the **Retrieve Now** link to import the data immediately.
 - Data from CDR database is imported into your local database.
- 9. Click Save.

The Call Detail Records are updated.



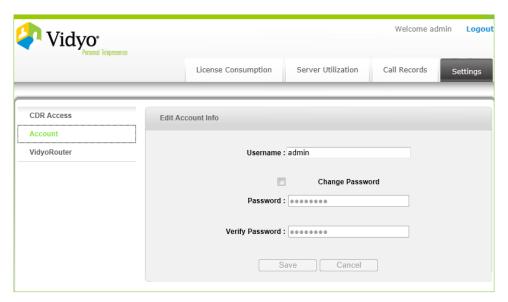
If you want to reset the form with previously saved data, click **Cancel** instead.

Editing Account Information

The Edit Account Info page enables you to change the username and password for VidyoDashboard.

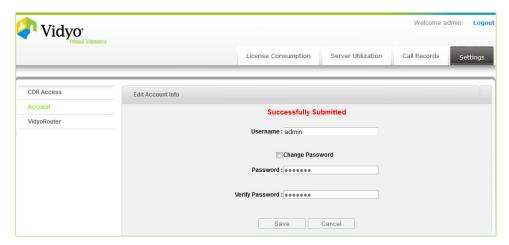
To edit the account information:

- 1. Click the Settings tab.
- 2. Click Account.
- 3. In the Username field, enter a new username if desired.



- 4. Select the Change Password checkbox to activate the Password fields.
- 5. Enter and verify the new password.
- 6. Click Save.

The username and password is updated.



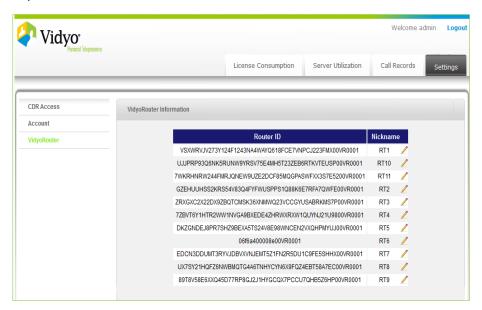
If you want to reset the form with the previously saved credentials, click Cancel instead.

Editing VidyoRouter Information

The VidyoRouter ID is a unique system-generated name assigned to your company's VidyoRouters. You can assign and view the nicknames given to VidyoRouters on the VidyoRouter Information page. These nicknames appear in the VidyoRouter Utilization graphs and in the Call Detail Records tables.

To edit the VidyoRouter information:

- 1. Click the Settings tab.
- 2. Click VidyoRouter.



3. To edit a nickname, click the pencil icon.

- 4. Type in the new nickname in the field that appears.
- 5. Click Submit.



Note: To close the fields shown for renaming your VidyoRouter Nickname, click its corresponding red X.

4. License Appendix

This chapter provides corresponding terms and conditions as stated by the vendors for the open source software solutions provided with VidyoDashboard.

APACHE LICENSE

Version 2.0, January 2004

http://www.apache.org/licenses/

TERMS AND CONDITIONS FOR USE, REPRODUCTION, AND DISTRIBUTION

1. Definitions.

"License" shall mean the terms and conditions for use, reproduction, and distribution as defined by Sections 1 through 9 of this document.

"Licensor" shall mean the copyright owner or entity authorized by the copyright owner that is granting the License.

"Legal Entity" shall mean the union of the acting entity and all other entities that control, are controlled by, or are under common control with that entity. For the purposes of this definition, "control" means (i) the power, direct or indirect, to cause the direction or management of such entity, whether by contract or otherwise, or (ii) ownership of fifty percent (50%) or more of the outstanding shares, or (iii) beneficial ownership of such entity.

"You" (or "Your") shall mean an individual or Legal Entity exercising permissions granted by this License.

"Source" form shall mean the preferred form for making modifications, including but not limited to software source code, documentation source and configuration files.

"Object" form shall mean any form resulting from mechanical transformation or translation of a Source form, including but not limited to compiled object code, generated documentation, and conversions to other media types.

"Work" shall mean the work of authorship, whether in Source or Object form, made available under the License, as indicated by a copyright notice that is included in or attached to the work (an example is provided in the Appendix below).

"Derivative Works" shall mean any work, whether in Source or Object form, that is based on (or derived from) the Work and for which the editorial revisions, annotations, elaborations, or other modifications represent, as a whole, an original work of authorship. For the purposes of this License, Derivative Works shall not include works that remain separable from, or merely link (or bind by name) to the interfaces of, the Work and Derivative Works thereof.

"Contribution" shall mean any work of authorship, including the original version of the Work and any modifications or additions to that Work or Derivative Works thereof, that is intentionally submitted to Licensor for inclusion in the Work by the copyright owner or by an individual or Legal Entity authorized to submit on behalf of the copyright owner. For the purposes of this definition, "submitted "means any form of electronic, verbal, or written communication sent to the Licensor or its representatives, including but not limited to communication on electronic mailing lists, source code control systems, and issue tracking systems that are managed by, or on behalf of, the Licensor for the purpose of discussing and improving the Work, but excluding communication that is conspicuously marked or otherwise designated in writing by the copyright owner as "Not a Contribution."

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UBUNTU TRADEMARK & COPYRIGHT POLICY

This trademark policy is itself published under the CC-BY-SA license. You are welcome to base your own project trademark policies on it, just let others use your changes and give credit to the Ubuntu project as the original source!

Ubuntu is a trusted platform that meets specific expectations for users. Maintaining that trust requires careful management of how Ubuntu trademarks and the software that makes up Ubuntu are used.

It is important that users can trust an Ubuntu environment to meet their expectations: that parts of it have not been replaced without their knowledge or in ways that they cannot understand. For that reason, we require that all pre-installation, remixing, modification and downloadable or remotely-usable publication of Ubuntu complies with this policy. While you may redistribute existing Ubuntu images and packages unmodified, you may not publish modified images unless they comply with this policy.

For example, when a user receives a computer with Ubuntu pre-installed, the system must not differ from a fresh installation with the standard Ubuntu image, unless the modifications have been provided, or approved and certified, by Canonical - or they are within the range of changes we allow as an Ubuntu Remix. When a virtual machine image is published or launched, it must also comply with this policy, so that the Ubuntu experience is consistent across different service providers. When a user of such a system or image updates that system, all the updates they receive must be consistent with the updates Canonical publishes to all other Ubuntu users.

Canonical manages the Ubuntu trademarks and licenses their use, together with materials that are Canonical copyright, to companies, members of the Ubuntu community and other users. Our policy on trademarks and copyright materials enables any person to download Ubuntu for themselves, install it and receive updates to it, at no cost. It enables users to share Ubuntu legally. It ensures that users who receive an Ubuntu system can be confident in the consistency of that experience, whether the system is physical or virtual. This policy aims to encourage widespread use of the Ubuntu materials and trademarks by the Ubuntu community, while controlling that use in order to avoid confusion on the part of Ubuntu users and the general public. This helps maintain the value of the image and the reputation of the trademarks, while protecting them from inappropriate or unauthorised use.

The sections below describe what we allow and what we don't, alongside cases in which you should ask us for permission. If you have any doubt, please contact us and a member of our trademarks team will be in touch with you shortly.

If you are aware of a breach of this policy or misuse of the Ubuntu trademarks in any way, we would appreciate you bringing this to our attention. Please contact us with details.

Trademarks

Canonical owns a number of trademarks, including UBUNTU, KUBUNTU, EDUBUNTU and XUBUNTU. The trademarks are registered in both word and logo form. Any mark ending with the letters UBUNTU or BUNTU is sufficiently similar to one or more of the trademarks that permission will be needed in order to use it. This policy encompasses all marks, in word and logo form, collectively referred to as "Trademarks".

Package, Image, Binary and other Copyright materials

The disk, CD and system images, together with packages and compiled binary files that make up Ubuntu are copyright Canonical. This policy encompasses all such copyrighted material.

Permitted use

If you wish to use any Ubuntu trademarks or Canonical copyright materials, you must comply with this policy. Note that if there's a commercial intent to your use, then you will always need a formal license from us for trademarks and copyright materials. Commercial use may not be compatible with Ubuntu project values; in particular, the inter-play of trust and generosity that lies at the heart of open source, so we have a special need to evaluate any commercial usage of the Trademarks. While we encourage customisation and derivation of Ubuntu, we must balance that freedom with the integrity of the Trademarks and the quality they represent. To help reach that balance, we have established the following guidelines and definitions.

Certain usages of the Trademarks and Copyrights are fine and no specific, further permission from us is needed - this Trademark policy gives you the permission that you need.

Mirrors and redistribution

Canonical grants permission for anyone to mirror or redistribute unmodified Ubuntu installation images, Ubuntu software packages, and Ubuntu package archives.

Community advocacy

Ubuntu is built by and largely for its community. We share access to the Trademarks with the entire community for the purposes of discussion, development and advocacy. We recognise that most of the open source discussion and development areas are for non-commercial purposes. We therefore allow the use of the Trademarks in this context, provided the Trademark is used in a manner consistent with the guidelines below:

- there is no commercial intent behind the use
- what you are referring to is in fact Ubuntu. If someone is confused into thinking that what isn't
 Ubuntu is in fact Ubuntu, you are probably doing something wrong

 there is no suggestion (through words or appearance) that your project is approved, sponsored, or affiliated with Ubuntu or its related projects unless it actually has been approved by and is accountable to the Ubuntu Community Council

Remixes

The ability to customise Ubuntu to meet your specific needs is one of the great strengths of free software in general, and Ubuntu in particular.

We recognise and encourage the concept of a "remix." Remixes are derived versions of Ubuntu, and it is intended that any software and hardware certifications will apply to a Remix. Therefore the changes from the official Ubuntu product must be minimal for a version to be permitted to use the Trademarks. These changes can include configuration changes through the existing Ubuntu configuration management tools, changes to artwork and graphical themes and some variance in package selection. In general, a Remix can have applications from the Ubuntu archives and approved extension repositories added, or default applications removed, but removing or changing any infrastructure components (E.g., shared libraries or desktop components) will result in changes too large for the resulting product to be called by a Trademark. A remix may not include software from any source other than the standard Ubuntu package archives, nor may it specify software sources / archives other than the standard Ubuntu package archives. Note that if the nature of the product's divergence from Ubuntu changes, the Remix naming and Trademark use may no longer apply.

Therefore, if you are creating a derivative of Ubuntu, you may use the Trademarks in association with the software product provided:

- the changes are minimal and unsubstantial, as described above
- there is no commercial intent associated with the new product
- the Trademark is used in a way that makes it clear that your project is a development effort related to the Ubuntu source, but that the software you are working upon is not in fact Ubuntu as distributed by the Ubuntu project. The approved naming scheme to facilitate this is through the designation "Remix". For instance, a new ISO image which has been packaged with special tools for software developers could be called "Ubuntu, Developers Remix", or an image that has been created with Thai language packs could be called "Ubuntu Thai Remix". Words such as "Edition" and "Version" should be avoided, as they have specific meaning within the Ubuntu project. Prefixes, such as "ThaiBuntu" should also be avoided. Any other naming scheme will require explicit permission from us.
- there is no suggestion (through words or appearance) that your project is approved, sponsored, or affiliated with Ubuntu or its related projects unless it has been approved by and is governed by the Ubuntu Community Council.

If you are producing a new, non-commercial product that is based on Ubuntu, but it has more substantial changes than those described above as a Remix, you are allowed to state (and we would encourage you to do so) that your product is "derived from Ubuntu", "based on Ubuntu", or "a

derivative of Ubuntu" but you may not use the Trademarks on their own to refer to your product. You must, however, make it clear that your product is not the same as Ubuntu as distributed by the Ubuntu project. You also should not use any of the Ubuntu visual identity, such as the Circle of Friends logo, or write the word 'Ubuntu' using the Ubuntu font - that visual identity is reserved for code with no substantial changes. In some cases you may be allowed to use the Trademarks, but we'll need to discuss that. In that event, these products will need a separate, written trademark licence from us (this policy does not give you the rights that you would need), and such a licence can be revoked if the nature of your divergence from Ubuntu changes. Products that include very invasive changes, such as a new kernel, the inclusion of packages which are not part of the Ubuntu repositories, or anything else that significantly impacts the technical quality or user experience, would fall into this category, making it unlikely that they would be approved. (Note that if you are including packages which are not part of the Ubuntu repositories, we encourage you to work within the community processes to submit and maintain those packages within the repositories, to minimise this issue).

Building on Ubuntu or for Ubuntu

If you are producing new software that is intended for use with or on Ubuntu, you may use the Trademark in a way that indicates the intent of your product. For example, if you are developing a system management tool for Ubuntu, acceptable project titles would be "System Management for Ubuntu" or "Ubuntu Based Systems Management". We would strongly discourage, and likely would consider to be problematic, a name such as UbuntuMan, Ubuntu Management, ManBuntu, etc. Furthermore, you may not use the Trademarks in a way that implies an endorsement that doesn't exist, or that attempts to unfairly or misleadingly capitalise on the goodwill and the brand of the project.

Commentary and parody

The Ubuntu trademarks are designed to cover use of a mark to imply origin or endorsement by the project. When a user downloads something called Ubuntu, they should know it comes from the Ubuntu project. This helps Ubuntu build a reputation that will not be damaged by confusion around what is, and isn't, Ubuntu. Using the trademarks in your discussion, commentary, criticism or parody, in ways that unequivocally do not imply endorsement, is permissible. Anyone is free to write articles, create websites, blog about, or talk about Ubuntu - as long as it's clear to everyone (including people completely unfamiliar with Ubuntu) that they are simply referring to Ubuntu and in no way speaking for Canonical or the Ubuntu project.

We reserve the right to review all usage within the open source community, and to object to any usage that appears to overstep the bounds of discussion and good-faith non-commercial development. In any event, once a project has left the open source project phase or otherwise become a commercial project, this policy does not authorise any use of the Trademarks in connection to that project.

Restricted use that requires a licence

Written permission is required from us to use any of the Trademarks, (including use in a word or phrase such as, or similar in meaning to, 'based on Ubuntu', 'a derivative of Ubuntu' or 'Ubuntu Remix'). Written

permission is also required to use any Canonical copyright materials (such as compiled binaries) under any circumstances other than those specifically permitted above.

These include any of the following:

- Any commercial use
- Use on or in relation to a software product that includes or is built on top of a product supplied by
 us, if there is any commercial intent associated with that product
- Use in a domain name or URL
- Use for merchandising purposes, E.g. on t-shirts
- Use of a name which includes the letters BUNTU in relation to computer hardware or software
- Services relating to any of the above

Canonical copyright materials such as compiled binaries or system images may not be distributed in a form that has been modified or combined with other materials unless the result complies with this policy as an Ubuntu Remix, or you have written permission from Canonical to do so.

Images that combine Canonical copyright material with other material may not be distributed, published for download or remote access, without an accompanying trademark and copyright license from Canonical.

Ubuntu is open source - you may freely remove the Ubuntu trademarks from source packages, recompile the source code to create your own binaries and thereby eliminate Canonical copyrights, creating your own derivative distribution.

If you wish to have permission for any of the uses above, or for any other use that is not specifically referred to in this policy, please contact us and we'll let you know as soon as possible if your proposed use is permissible. Note that due to the volume of mail we receive, it may take up to a week to process your request. Permission may only be granted subject to certain conditions; these may include the requirement that you enter into an agreement with us to maintain the quality of the product and/or service which you intend to supply at a prescribed level.

While there may be exceptions, it is very unlikely that we will approve Trademark use in the following cases:

- Use of a Trademark in a company name.
- Use of a Trademark in a domain name which has a commercial intent. The commercial intent can range from promotion of a company or product, to collecting revenue generated by advertising.
- The calling of any software or product by the name UBUNTU (or another related Trademark), unless that software or product is a substantially unmodified Ubuntu product, or properly labelled as a "Remix" as described above - and no other restricted use circumstances apply.
- Use in combination with any other marks or logos. This include use of a Trademark in a manner that creates a "combined mark," or use that integrates other wording with the Trademark in a way that the public may think of the use as a new mark (for example Club Ubuntu or UbuntuBooks, or

in a way that by use of special fonts or presentation with nearby words or images conveys an impression that the two are tied in some way).

- Use in combination with any product or service which is presented as being Certified or Official or formally associated with us or our products or services.
- Use in a way which implies an endorsement where that doesn't exist, or which attempts to unfairly or confusingly capitalise on the goodwill or brand of the project.
- Use of a Trademark in a manner that disparages Ubuntu, Canonical or its products and is not clearly third-party parody.
- On or in relation to a software product which constitutes a substantially modified version of a
 product supplied by the Ubuntu project, that is to say with material changes to the code, or
 services relating to such a product.
- In a title or metatag of a web page whose sole intention or result is to influence search engine rankings or result listings, rather than for discussion, development or advocacy of the Trademarks.

If you don't obtain our written permission then you must not use any of the Trademarks at all, including use in a word or phrase such as, or similar in meaning to, 'derived from Ubuntu', 'based on Ubuntu', 'a derivative of Ubuntu' or 'Ubuntu Remix'. If you do use the Trademarks, then you acknowledge that the Trademarks are the exclusive property of Canonical and that they are only used with permission of Canonical (permission which can be revoked at any time if you are in breach of the policies set out in this Trademark policy); you also acknowledge that you will take all reasonable steps to ensure that the Trademarks are used in a manner that does not affect their validity in any manner.

This policy does not provide you with any permission or license to use any other Canonical intellectual property rights, such as rights in proprietary non-FOSS software, design rights (E.g. in screen icons) and trade dress.

Google APIs Terms of Service

Thank you for using Google's APIs. These APIs are provided by Google Inc. (referred to as Google, we, our, or us in these terms), located at 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States.

These terms outline your rights and responsibilities when using our APIs, so read them carefully. Additional terms may apply to the use of an API, including additional terms of service, terms within the accompanying API documentation, and any applicable policies or guidelines. If there is a conflict between these terms and the additional terms, the additional terms apply for that conflict. If you use the APIs as an interface to, or in conjunction with other Google products and services, then the terms for such products and services also apply.

Section 1: Account and Registration

Accepting the Terms. You may not use the APIs and may not accept the Terms if (a) you are not of legal age to form a binding contract with Google, or (b) you are a person barred from using or receiving the APIs under the applicable laws of the United States or other countries including the country in which you are resident or from which you use the APIs.

Your Google Account. You may need to create a Google account in order to use an API or a Google account may be assigned to you by an administrator, such as your employer or educational institution. If you are using a Google account assigned to you by an administrator, your legal relationship with your administrator may affect that account. It's your responsibility to keep your password, account credentials, and accounts secure. If you learn of any unauthorized use of your account, follow the instructions at:

http://www.google.com/support/accounts/bin/answer.py?answer=58585.

Registration. In order to access certain APIs you may be required to provide certain information (such as identification or contact details) as part of the registration process for the APIs, or as part of your continued use of the APIs. You agree that any registration information you give to Google will always be accurate and up to date.

Subsidiaries and Affiliates. Google has subsidiaries and affiliated legal entities around the world. You agree that these companies may provide the APIs to you on behalf of Google and these terms will also govern your relationship with these companies.

Section 2: Using Our APIs

Your End Users. You will require your end users to comply with any applicable law and these terms. You will not knowingly enable your end users to violate applicable law or these terms.

Compliance with Law. You will use our APIs only as permitted by law (including without limitation laws regarding the import or export of data or software, privacy, or local laws). You will not use the APIs to encourage or promote illegal activity.

Permitted Access. You will only access (or attempt to access) an API by the means described in the documentation of that API. If Google assigns you developer credentials or Client IDs, you must use them with the applicable APIs. You will not misrepresent or mask either your identity or your API Client's identity when using the APIs or developer accounts.

API Limitations. Google may set limits on the number of API requests that you can make, at its sole discretion. You agree to such limitations and will not attempt to circumvent such limitations.

Open Source Software. Some of the software required by or included in our APIs may be offered under an open source license. There may be provisions in the open source license that expressly override some of these terms, and in those cases, the overriding provisions apply.

Monitoring. Google may monitor the use of the APIs to ensure quality, improve Google products and services, and verify your compliance with these terms. You will not interfere with such monitoring. Google may use any technical means to overcome such interference.

Communication with Google. You agree that we may send you certain communications in connection with your use of the APIs. Please review the applicable API documentation for information about opting out of certain types of communication.

Feedback. If you provide feedback or suggestions about our APIs, then we may use such information without obligation to you.

Section 3: Your API Clients

API Clients. The APIs are designed to help you enhance your websites and applications (API Client(s)). Google reserves the right to investigate any API Client for compliance with these terms. Such investigations may include Google accessing and using your API Client, for example to identify security issues that could affect Google or its users. You consent to any such investigation. Google may suspend access to our APIs by you or your API Client without notice if we reasonably believe that you are in violation of these terms.

Security. You will use commercially reasonable efforts to protect user information collected by your API Client, including personally identifiable information (PII), from unauthorized access or use and will promptly report to your users any unauthorized access or use of such information.

Ownership. Google does not acquire ownership in your API Clients, and by using our APIs, you do not acquire ownership of any rights in our APIs or the content that is accessed through our APIs.

User Privacy and API Clients. You will comply with all privacy laws and regulations including those applying to PII. You will provide and adhere to a privacy policy for your API Client that clearly and accurately describes to users of your API Client what user information you collect (such as PII, login information and Google account data) and how you use and share such information (including for advertising) with Google and third parties. If your privacy policy is used to comply with the EU Data Protection Directive, then it must adhere to the US Safe Harbor principles of Notice, Choice, Onward Transfer, Security, Data Integrity, and Access at

http://www.export.gov/safeharbor/eu/eg_main_o18475.asp.

Section 4: Prohibitions

API Prohibitions: When using the APIs, the following prohibitions apply:

- (a) You will not sublicense an API for use by a third party. Consequently, you will not create an API Client that functions substantially the same as the APIs and offer it for use by third parties.
- (b) You will not perform an action with the intent of introducing to Google products and services any viruses, worms, defects, Trojan horses, malware or any items of a destructive nature.

- (c) You will not defame, abuse, harass, stalk or threaten others.
- (d) You will not interfere with or disrupt the APIs or the servers or networks providing the APIs.
- (e) You will not promote or facilitate unlawful online gambling or disruptive commercial messages or advertisements.
- (f) You will not reverse engineer or attempt to extract the source code from any API or any related software, except to the extent that this restriction is expressly prohibited by applicable law.
- (g) Certain developer credentials are, by their nature, considered confidential. You will not disclose such confidential credentials to any third party except your agent(s) using such information solely on your behalf in accordance with these terms and under a written duty of confidentiality.
- (h) Our communications to you may contain Google confidential information. If you receive any materials or communications that are clearly confidential or marked confidential, then you will not disclose the Google confidential information to any third party without Google's prior written consent.

Section 5: Content

Accessible Through our APIs. Our APIs contain some third party content (such as text, images, videos, audio, or software). This content is the sole responsibility of the person that makes it available. We may sometimes review content to determine whether it is illegal or violates our policies, and we may remove or refuse to display content. Finally, content accessible through our APIs may be subject to intellectual property rights, and, if so, you may not use it unless you are licensed to do so by the owner of that content or are otherwise permitted by law. Your access to the content provided by the API may be restricted, limited, or filtered in accordance with local laws, regulations, and policies.

Advertising. Google reserves the right in its discretion to include advertising in the content returned through the APIs. If any advertisements are returned, you may not modify such advertisements and you must show them in accordance with the relevant API documentation.

Submission of Content. Some of our APIs allow the submission of content, and except as expressly provided in these terms, Google does not acquire any ownership of any intellectual property rights that you or your end users hold in the content that you submit to our APIs through your API Client. By submitting, posting or displaying content to or from the APIs through your API Client, you give Google a perpetual, irrevocable, worldwide, royalty-free, and non-exclusive license to reproduce, adapt, modify, translate, publish, publicly perform, publicly display and distribute such content. However, Google will only use such content for the purpose of enabling Google to provide the APIs and only in accordance with the applicable Google privacy policies. You agree that this license includes a right for Google to make such content available to other companies, organizations or individuals with whom Google has relationships for the provision of syndicated services, and to use such content in connection with the provision of those services. Before you submit content to our APIs through your API Client, ensure that you have the necessary rights (including the necessary rights from your end users) to grant us the license.

Retrieval of content. When a user's non-public content is obtained through the APIs, you may not expose that content to other users or to third parties without explicit opt-in consent from that user.

Data Portability. Google supports data portability. By accessing users' data through the APIs for use in any of your services or applications, you agree to enable your users of any such service or application to export their equivalent data to other services or applications of their choice in a way that's substantially as fast and easy as exporting such data from Google products and services, subject to applicable laws.

Prohibitions on Content. Unless expressly permitted by the content owner or by applicable law, you agree that you will not, and will not permit your end users to, do the following with content returned from the APIs:

- (a) Scrape, build databases or otherwise create permanent copies of such content, or keep cached copies longer than permitted by the cache header;
- (b) Copy, translate, modify, create a derivative work of, sell, lease, lend, convey, distribute, publicly display or sublicense to any third party;
- (c) Misrepresent the source or ownership; or
- (d) Remove, obscure, or alter any copyright, trademark or other proprietary rights notices, falsify or delete any author attributions, legal notices or other labels of the origin or source of material.

Section 6: Brand Features; Attribution

Brand Features. "Brand Features" is defined as the trade names, trademarks, service marks, logos, domain names, and other distinctive brand features of each party. Except where expressly stated, these terms do not grant either party any right, title, or interest in or to the other party's Brand Features. All use by you of Google's Brand Features (including any goodwill associated therewith) will inure to the benefit of Google.

Attribution. You agree to display any attribution(s) required by Google as described in the documentation for the API. Google hereby grants to you a nontransferable, nonsublicenseable, nonexclusive license during the term to display Google's Brand Features for the purpose of promoting or advertising that you use the APIs. You must only use the Google Brand Features in accordance with these terms and for the purpose of fulfilling your obligations under this Section. In using Google's Brand Features, you must follow the Google Brand Features Use Guidelines at http://www.google.com/permissions/guidelines.html. You understand and agree that Google has the sole discretion to determine whether your attribution(s) and use of Google's Brand Features are in accordance with the above requirements and guidelines.

Publicity. You will not make any statement regarding your use of an API which suggests partnership with, sponsorship by or endorsement by Google without Google's prior written approval.

Promotional and Marketing Use. In the course of promoting, marketing, or demonstrating the APIs you are using and the associated Google products, Google may produce and distribute incidental

depictions, including screenshots, video, or other content from your API Client, and may use your company or product name. You grant us all necessary rights for the above purposes.

Section 7: Privacy and Copyright Protection

Google Privacy Policies. By using our APIs, you agree that Google can use submitted information in accordance with our privacy policies, such as http://www.google.com/privacypolicy.html.

Google DMCA Policy. We provide information to help copyright holders manage their intellectual property online, but we can't determine whether something is being used legally or not without their input. We respond to notices of alleged copyright infringement and terminate accounts of repeat infringers according to the process set out in the U.S. Digital Millennium Copyright Act. If you think somebody is violating your copyrights and want to notify us, you can find information about submitting notices, and Google's policy about responding to notices at http://www.google.com/dmca.html.

Section 8: Termination

Termination. You may stop using our APIs at any time. If you want to terminate these terms, you must provide Google with 7 days prior written notice and upon termination, cease your use of the applicable APIs. Google reserves the right to terminate these terms or discontinue the APIs or any portion or feature for any reason and at any time without liability or other obligation to you.

Your Obligations Post-Termination. Upon any termination of these terms or discontinuation of your access to an API, you will immediately stop using the API, cease all use of the Google Brand Features, and delete any cached or stored content that was permitted by the cache header under Section 5. Google may independently communicate with any account owner whose account(s) are associated with your API Client and developer credentials to provide notice of the termination of your right to use an API.

Surviving Provisions. When these terms come to an end, those terms that by their nature are intended to continue indefinitely will continue to apply, including but not limited to: Sections 8, 9, and 10.

SECTION 9: LIABILITY FOR OUR APIS

WARRANTIES. NEITHER GOOGLE NOR ITS SUPPLIERS OR DISTRIBUTORS MAKE ANY SPECIFIC PROMISES ABOUT THE APIS. FOR EXAMPLE, WE DON'T MAKE ANY COMMITMENTS ABOUT THE QUALITY OF THE APIS OR THE CONTENT ACCESSED THROUGH THE APIS, THEIR RELIABILITY, AVAILABILITY OR ABILITY TO MEET YOUR NEEDS. THE APIS AND CONTENT ACCESSED THROUGH THE APIS ARE PROVIDED "AS IS". SOME JURISDICTIONS PROVIDE FOR CERTAIN WARRANTIES, LIKE THE IMPLIED WARRANTY OF THE MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. TO THE EXTENT PERMITTED BY LAW, WE EXCLUDE ALL IMPLIED WARRANTIES.

LIMITATION OF LIABILITY. WHEN PERMITTED BY LAW, GOOGLE, AND GOOGLE'S SUPPLIERS AND DISTRIBUTORS, WILL NOT BE RESPONSIBLE FOR LOST PROFITS, REVENUES, OR DATA, FINANCIAL LOSSES OR INDIRECT, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES. TO THE EXTENT

PERMITTED BY LAW, THE TOTAL LIABILITY OF GOOGLE, AND ITS SUPPLIERS AND DISTRIBUTORS, FOR ANY CLAIM UNDER THESE TERMS, INCLUDING FOR ANY WARRANTIES THAT MAY NOT LEGALLY BE EXCLUDED, IS LIMITED TO THE AMOUNT YOU PAID US TO USE THE APIS (OR, IF WE CHOOSE, TO SUPPLYING YOU THE APIS AGAIN) DURING THE SIX MONTHS PRIOR TO THE EVENT GIVING RISE TO THE LIABILITY. NOTHING IN THESE TERMS LIMITS YOUR RESPONSIBILITY FOR INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS. IN ALL CASES, GOOGLE, AND ITS SUPPLIERS AND DISTRIBUTORS, WILL NOT BE LIABLE FOR ANY LOSS OR DAMAGE THAT IS NOT REASONABLY FORESEEABLE.

Indemnification. You agree to hold harmless and indemnify Google, and its subsidiaries, affiliates, officers, agents, and employees, or partners, from and against any third party claim arising from or in any way related to:

- 1. your misuse or your end user's misuse of the APIs; or
- 2. your violation or your end user's violation of these terms,

including any liability or expense arising from all claims, losses, damages (actual and consequential), suits, judgments, litigation costs and attorneys' fees, of every kind and nature. In such a case, Google will provide you with written notice of such claim, suit or action.

Section 10: General Provisions

Modification. We may modify these terms or any additional terms that apply to an API occasionally, for example, to reflect changes to the law or changes to our APIs. We'll post notice of modifications to these terms or the additional terms within the documentation of each applicable API. Changes are effective seven (7) days after they are posted. However, changes specific to new functionality for an API or changes made for legal reasons will be effective immediately. You agree that your continued use of the API constitutes an acceptance of the modified terms.

General Legal Terms. These terms control the relationship between Google and you. They do not create any third party beneficiary rights. If you do not comply with these terms, and Google does not take action right away, this does not mean that Google is giving up any rights that it may have (such as taking action in the future). If it turns out that a particular term is not enforceable, this will not affect any other terms. The laws of California, U.S.A., excluding California's choice of law rules, will apply to any disputes arising out of or related to these terms or the services. ALL CLAIMS ARISING OUT OF OR RELATING TO THESE TERMS OR THE SERVICES WILL BE LITIGATED EXCLUSIVELY IN THE FEDERAL OR STATE COURTS OF SANTA CLARA COUNTY, CALIFORNIA, USA, AND YOU AND GOOGLE CONSENT TO PERSONAL JURISDICTION IN THOSE COURTS.