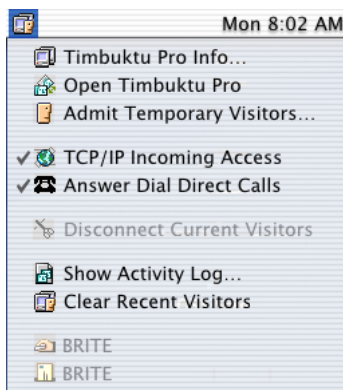


# TIMBUKTU PRO FOR MAC OS, VERSION 7 AT A GLANCE

## STARTING TIMBUKTU PRO

By default, the Timbuktu Pro Host is launched automatically when you start your Macintosh. To work with Timbuktu Pro or establish an outgoing connection, click the application icon (located by default on the menu bar in the upper-right corner of your screen) and choose *Open Timbuktu Pro*.

The Timbuktu Pro Host is started automatically whenever you start your Macintosh unless you have turned on the *Only Accept Incoming Connections When Application is Open* option on the *General* tab in the Preferences dialog box. If this option is enabled, Timbuktu Pro will not start automatically. To start Timbuktu Pro, open the *Timbuktu Pro* folder and double-click the Timbuktu Pro icon.



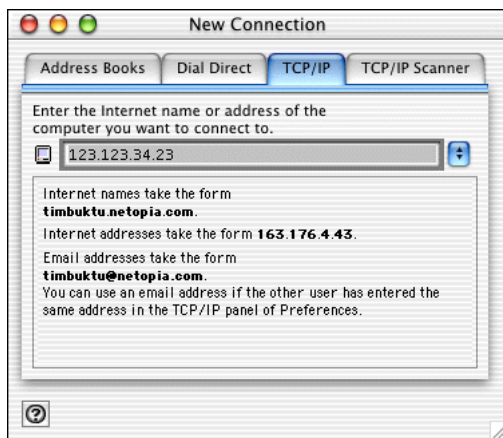
## SELECTING A REMOTE COMPUTER

Before you can use any Timbuktu Pro service with a remote computer, you must establish a connection with the computer. You'll do this in the New Connection window. Click the *File* menu and choose *New Connection*.

The New Connection window is the starting point for all remote connections. Choose a tab—*Address Books*, *Dial Direct*, *TCP/IP*, or *TCP/IP Scanner*—to start the connection procedure.

**Note:** Depending on your installation, not all tabs may be displayed. For example, the *Dial Direct* tab is not available in some versions.

You can establish a Timbuktu Pro connection to a remote computer by entering its IP address, domain name, or email address on the *TCP/IP* tab. You may also use the *TCP/IP Scanner* tab to search your network for the computer you want, or enter its phone number on the *Dial Direct* tab to make a direct modem-to-modem connection. As long as you have been granted access as a Guest User, Ask for Permission User, or Registered User, you can connect to any computer that is running Timbuktu Pro.

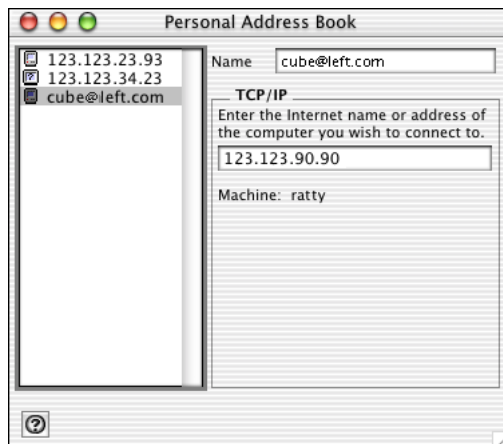


## USING ADDRESS BOOKS

An address book is a collection of Timbuktu Pro addresses you can use to keep your favorite addresses organized. Once you have added an address to your address book, you don't have to re-enter it each time you connect to that computer. Simply select it and choose a service from the *Service* menu or the Button Bar.

To add addresses to an address book, first make sure the desired address book is open. To open an address book, choose its name from the *File* menu.

1. In the New Connection window, select a computer on the *TCP/IP Scanner* tab, enter an address on the *TCP/IP* tab, or enter a phone number on the *Dial Direct* tab.
2. From the *Service* menu, choose *Save in Address Book*.



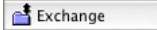
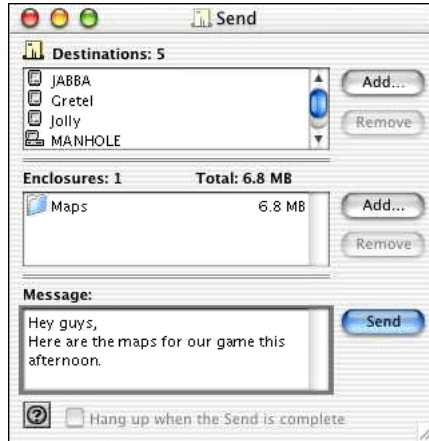
# USING TIMBUKTU PRO SERVICES



## USING SEND

The Send service lets you send messages, files, and folders to remote computers.

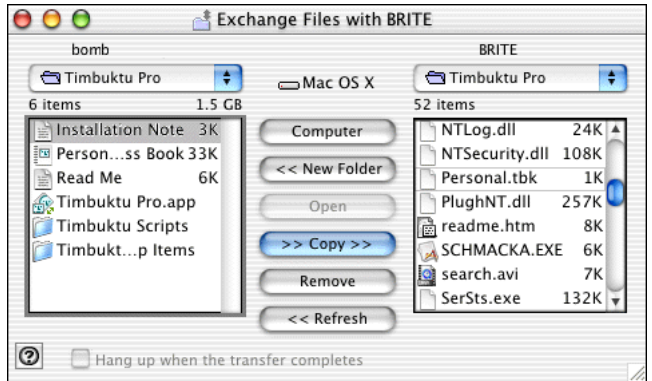
1. In the New Connection window, select the remote computer.
2. From the *Service* menu, choose *Send*. Or click the *Send* service button. The Send window is displayed. (Note that you may need to ask for permission or log in as a Registered User before the window opens.)
3. To send a note, type a message in the *Message* panel.
4. To include files with your message, click the *Add* button.  
**Note:** You may also drag and drop files and folders from the desktop into the *Enclosures* area in the Send window.
5. In the Add Files or Folder dialog box, navigate to and select the files or folders you want to add, and click the *Add* button.
6. Click the *Send* button in the Send window to send the FlashNote and files.

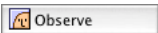
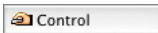


## USING EXCHANGE

With Timbuktu Pro's Exchange service, you can copy and move files and folders in both directions between your computer and another Timbuktu Pro computer.

1. In the New Connection window, select the remote computer.
2. From the *Service* menu, choose *Exchange*. Or click the *Exchange* service button. The Exchange window is displayed. (Note that you may need to ask for permission or log in as a Registered User before the window opens.)  
The left panel lists the drives, folders, and files on your computer. The right panel lists the same information for the remote computer.
3. Locate the desired files or folders and drag them from the source panel to the desired folder in the destination panel.
4. When you have finished exchanging files, close the Exchange window.





## USING CONTROL OR OBSERVE

You can use Timbuktu Pro to control or observe a remote computer. The desktop of the remote computer is displayed in a window on your screen. When you control another computer, you can perform any of the tasks that you can perform locally, including opening applications and creating new files. When you observe another computer, you can watch its screen but you cannot control it.

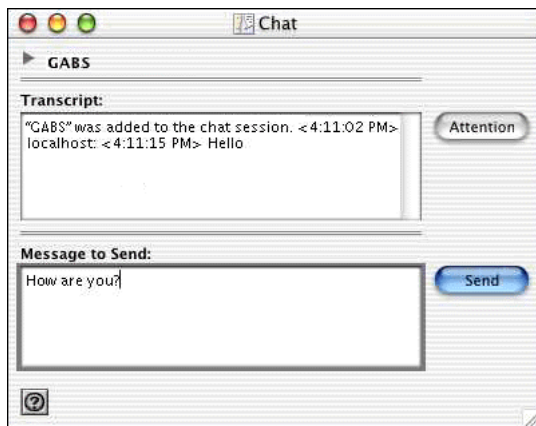
1. In the New Connection window, select the remote computer.
2. From the *Service* menu, choose *Control* or *Observe*. Or click the *Control* or *Observe* service button. Timbuktu Pro displays the remote computer's desktop in a screen-sharing window. (Note that you may need to ask for permission or log in as a Registered User before the window opens.) With the *Observe* option, you will be able to observe the screen only; with the *Control* option, you can use your mouse and keyboard to operate the remote computer. Click on a screen-sharing window to make it the active window. To return to your own computer, click outside the screen-sharing window.
3. To stop controlling or observing, close the screen-sharing window.



## USING CHAT

The Chat service lets Timbuktu Pro users post messages to one another interactively. You may chat with more than one remote user simultaneously.

1. In the New Connection window, select the remote computer.
2. From the *Service* menu, choose *Chat*. Or click the *Chat* service button. The Chat window is displayed. (Note that you may need to ask for permission or log in as a Registered User before the window opens.)
3. Type your first message and press Return or click the *Send* button.
4. Your message is copied to the transcript panel in the upper part of the window and to the Chat window on the remote computer. Type more messages immediately or wait for a reply from the other user.
5. The reply is displayed below your message in the transcript panel. You can keep typing messages back and forth as long as you like.
6. When you've finished chatting, click the *Disconnect* button. When either party disconnects, the session is ended, and the message at the bottom of the window changes to *Disconnected*.
7. Click the Close button in the upper-right corner to close the chat window.



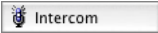
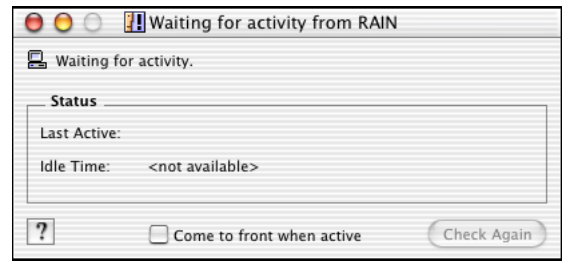


## USING NOTIFY

Timbuktu Pro's Notify service lets you leave a request to be notified when another Timbuktu Pro computer becomes active.

1. In the New Connection window, select the remote computer.
2. From the *Service* menu, choose *Notify*. Or click the *Notify* service button. The Notify window is displayed. (Note that you may need to ask for permission or log in as a Registered User before the window opens.)  
"Waiting for activity" appears near the top of the window. Below it are the following fields:
3. While you're waiting, you can work on tasks in other windows. You can minimize the Notify window, but don't close it.

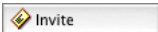
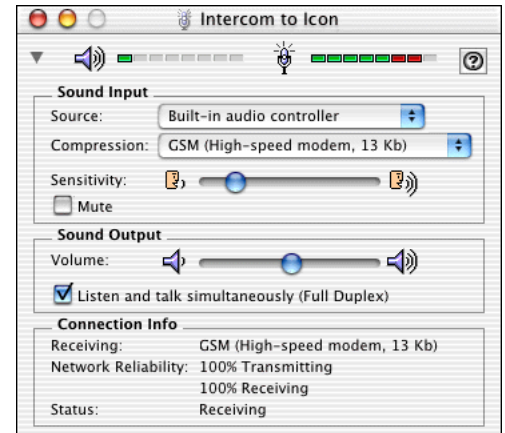
Timbuktu Pro will play an alert sound and bring the Notify window to the foreground when the remote user presses a key or moves the mouse.



## USING INTERCOM

The Intercom service lets Timbuktu Pro users talk to each other through their computer's audio hardware.

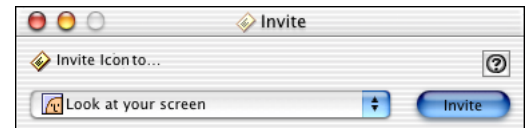
1. In the New Connection window, select the remote computer.
2. From the *Service* menu, choose *Intercom*. Or click the *Intercom* service button. The Intercom window is displayed. (Note that you may need to ask for permission or log in as a Registered User before the window opens.)
3. When the Intercom window is displayed, you can begin speaking with the remote user.  
**Note:** The Intercom window does not automatically stay on top of the screen when other application windows are run in the foreground.
4. When you've finished talking, click *Close*.



## USING INVITE

The Invite service allows you to invite other users to visit your computer. Once you have specified a user to receive your invitation, select the service to allow and send the invitation to the remote user. The recipient can use the service immediately or decline your invitation by closing the service window.

1. In the New Connection window, select the remote computer.
2. From the *Service* menu, choose *Invite*. Or click the Invite button on the Button Bar. The Invite window is displayed.
3. In the Invite window, specify the service you wish to invite the other user to access. Then click *Invite*.
4. The Invite window appears on the remote computer, displaying the service you invited the visitor to use. The invited visitor may begin using the service or close the window to cancel it.

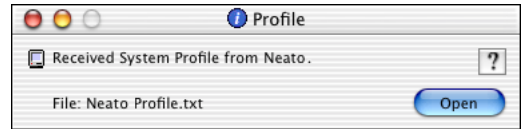


## USING PROFILE

The Profile service allows you to generate a full system profile for the remote computer and save it as a text file on your Macintosh.

1. In the New Connection window, select the remote computer.
2. From the *Service* menu, choose *Profile*. Or click the *Profile* button on the Button Bar. The Profile window is displayed. (Note that you may need to ask for permission or log in as a Registered User before the window opens.)
3. Specify a file name and location for the system profile to be saved on your local computer. Then click *Save*.
4. The system profile is generated on the remote computer and saved as a text file in the location you specified. When the process is complete, the Profile window indicates that the profile has been saved and displays the file name.

Click the *Open* button to open the saved system profile in your default text editor.



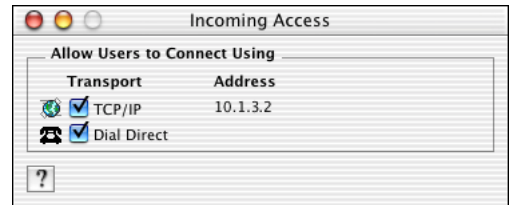
## SETTING UP INCOMING ACCESS

Visitors have access to your computer only after you've enabled one or more of the transports in the Incoming Access dialog box. You may also quickly enable and disable incoming access by selecting transports in the *Connection* menu.

1. From the *Setup* menu, choose *Incoming Access*. The Incoming Access dialog box appears.
2. Select or clear the checkboxes to enable or disable incoming connections using each transport. Note that if you turn off a transport, you can still use that transport to make outgoing connections. Turning off a transport disables only incoming connections.
3. Close the Incoming Access dialog box.

Other Timbuktu Pro users can now establish connections to your computer over the selected transports.

By default, Timbuktu Pro *will not answer* Dial Direct calls into your computer even when you turn on the Dial Direct transport. You must also grant Dial Direct access to selected visitors in the Define Users dialog box.



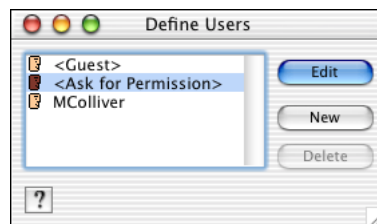
## ASSIGNING USER ACCESS PRIVILEGES

The Define Users dialog box allows you to specify the services available to Guest Users and Ask for Permission Users. It also allows you to create and manage your Registered Users. To open the Define Users dialog box, click the *Setup* menu and choose *Define Users*.

When you grant a service to Guest Users, any Timbuktu Pro user may access that service on your computer without entering a password. To grant services to Guest Users, select *Guest* and click *Edit*. Assign the desired services to Guest Users by clicking them.

Granting services to Ask for Permission users makes it possible for visitors to request that service on a one-time basis. When the user requests permission, you can choose whether or not to admit them. To grant services to Ask for Permission users, select *Ask for Permission* and click *Edit*. Assign the desired services to Ask for Permission Visitors by clicking them.

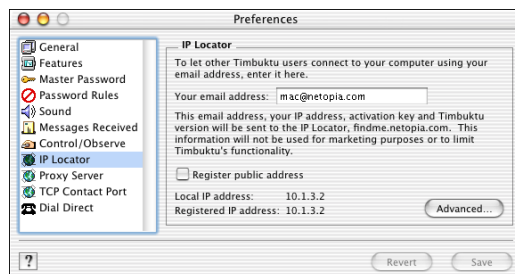
Registered Users must supply a user name and password to access your computer. You can create as many Registered Users as you wish, and assign each user a specific set of access privileges. Registered Users can access their assigned services anytime Timbuktu Pro is running on your computer. To add a new Registered User, click the *New* button in the Define Users window. Then enter a name and password and select the services you wish to grant to that visitor.



## ENABLING THE IP LOCATOR

When you set up Timbuktu Pro, you may wish to enter your email address on the *IP Locator* tab in the Preferences dialog box. When you specify an email address here, it is registered with the Internet Locator Server. Remote users can then connect to your computer by entering your email address on the *TCP/IP* tab in the New Connection window. Users will not need to know your IP address to make the connection.

1. From the *Setup* menu, choose *Preferences*.
2. On the *IP Locator* tab, enter your email address.

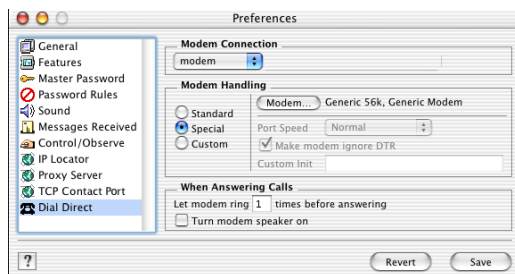


## PREPARING FOR DIAL DIRECT CONNECTIONS

The *Dial Direct* tab in the Preferences dialog box lets you specify your modem's properties and control the way in which your modem responds to incoming calls. In most cases, the default settings are suitable. Do not change the modem settings unless you are experienced with modem configuration.

Before you can use the Dial Direct service, you'll need to set up your calling locations.

1. From the *Setup* menu, choose *Calling Locations*. In the Calling Locations dialog box, click *New*.
2. In the New Location dialog box, enter the relevant information in each field. See the Timbuktu Pro online Help for details.
3. Click *Save* to save your changes.



## DOCUMENTATION AND ONLINE HELP

The Timbuktu Pro *Getting Started Guide* is a comprehensive manual that covers installing, setting up, and using Timbuktu Pro. Timbuktu Pro's comprehensive online Help provides a variety of ways to answer your questions. It contains step-by-step instructions for all common procedures, as well as troubleshooting hints, keyboard shortcuts, and a glossary. To open the online Help, click the *Help* menu and choose *Timbuktu Help*. If a *Help* button is available in a window or dialog box, click it to display the online Help topic associated with that window.

## TECHNICAL SUPPORT

If you require technical support, please browse Netopia's Technical Notes and Frequently Asked Questions, available 24 hours a day on our Web site at <http://www.netopia.com/support/>. Most common questions and problems are addressed here.

If you are unable to resolve your issue using our online technical support, please use our online email form to send us a message. The form is at [http://www.netopia.com/support/contact\\_us.html](http://www.netopia.com/support/contact_us.html).

You can contact Netopia Customer Service on the Web or by mail or fax:

Mail: Netopia Customer Service, 6001 Shellmound Street, Emeryville CA 94608 USA

Fax: (510) 420-7609

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