

**GETTING STARTED WITH
TIMBUKTU PRO® FOR MACINTOSH
VERSION 7**

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Netopia, Inc.
6001 Shellmound Street, 4th Floor
Emeryville, CA 94608
USA

Part Number

This manual is Netopia part number 6120358-PF-03.

CONTENTS

Chapter 1: Timbuktu Pro for Mac OS	7
Timbuktu Pro Services	7
Connecting with Timbuktu Pro.....	8
How Does It Work?	8
Transports.....	9
What Timbuktu Pro Can Do for You	9
Who Can Connect to Your Timbuktu Pro Computer?	10
Timbuktu Pro Features	11
New in Version 7.....	11
Mac OS X Panther Support.....	11
Profile Service	11
New Screen-Sharing Window	11
Updated Terminology.....	12
New Preferences Settings	12
Updated TCP/IP Zones File Name	12
Enhanced Activity Log.....	12
Enhanced Exchange ▶ Go To Menu	13
Timbuktu Host.....	13
Timbuktu Pro Services	13
Remote Control and Screen Sharing (Control and Observe)	13
Send	14
Exchange.....	14
Notify, Chat, and Intercom	15
Invite.....	15
Profile	15

Other Timbuktu Pro Features	15
Comprehensive Multi-Level Security	15
Connection Menu	16
Cross-Platform Connections	16
Dial Direct	16
Internet Locator.....	16
TCP/IP Scanner	16
Timbuktu Sender.....	17
Timbuktu Pro Connection Documents	17
Drop Senders—Customizable Send Destinations	17
Address Books	17
Activity Log	17
Timbuktu Pro Online Help.....	18
Scripting	18
System Requirements for Timbuktu Pro version 7.....	18
Minimum Hardware Requirements	18
Minimum Software Requirements	19
Chapter 2: Installing Timbuktu Pro	21
Installing and Upgrading Timbuktu Pro on Mac OS X.....	21
Performing a New Installation	21
Upgrading your Timbuktu Pro Installation to Timbuktu Pro version 7.....	22
Uninstalling Timbuktu Pro	23
Chapter 3: Setting Up Timbuktu Pro	25
Starting Timbuktu Pro.....	25
The Timbuktu Host.....	25
Quitting Timbuktu Pro	26
Customizing Your Timbuktu Pro Preferences.....	27
General Preferences.....	27
Features Manager	29
Master Password Preferences.....	30
Removing Your Master Password	32
Sound Manager	32
Password Rules.....	33
Setting Messages Received Options.....	34
Control/Observe Preferences	35
The Control Menu	36

Setting IP Locator Preferences	36
Advanced Settings.....	37
Proxy Server Preferences	38
Setting the TCP Contact Port	39
Setting Dial Direct Preferences	39
Modem Picker.....	41
Modem Information Files and Custom Modem Configuration.....	41
Preparing to Make Dial Direct Connections	42
Configuring Timbuktu Pro for Your Modem	42
Setting Your Calling Location	42
Controlling Access to Your Computer	43
Chapter 4: Making a Timbuktu Pro Connection	45
The New Connection Window	45
Tabs in the New Connection Window	46
Address Books Tab	46
Dial Direct Tab	46
TCP/IP Tab	47
TCP/IP Scanner Tab.....	47
The Button Bar.....	47
Making a New Connection.....	48
Using the TCP/IP Tab	48
Connecting as a Registered User or Ask for Permission User.....	49
Using the TCP/IP Scanner to Find a Remote Computer.....	49
Re-Establishing a Previous Connection.....	51
Using the Address Books.....	51
Editing Address Book Entries	53
Creating New Address Books	53
Making a Dial Direct Connection	54
Timbuktu Pro Connection Documents.....	55
Chapter 5: The Timbuktu Pro Services	57
Send: Sending FlashNotes and Files to Remote Computers.....	57
The Send Status Dialog Box.....	59
Receiving FlashNotes.....	60
The Messages Received Window.....	60
Exchange: Copying and Moving Files Between Computers	61
The Exchange Menu	62

Remote Control: Controlling or Observing a Remote Computer	63
Using Drag and Drop with Control	64
Sending CTRL+ALT+DEL or Force Quit to a Remote Computer.....	64
Notify: Requesting Notification When the Remote User is Active	65
Chat: Chatting with a Remote User.....	67
Intercom: Speaking to a Remote User	68
Invite: Inviting a Remote User to Access your Computer.....	69
Profile: Generating a System Profile for the Remote Computer.....	70
Chapter 6: Security	71
Setting User Access Privileges	71
Allowing Remote Users to Ask for Permission	72
Adding Registered Users	73
Opening Transports for Incoming Connections	74
Shutting Down Transports.....	75
Setting up Timbuktu Pro for Incoming Dial Direct Access	76
Configuring Timbuktu Pro for Incoming Connections.....	76
Turning on the Dial Direct Transport.....	76
Selecting a Calling Location.....	77
Configuring Your Modem	77
Setting Up Access Privileges for Remote Users	77
Choosing Callback Options.....	78
Keeping Users Out.....	79
Disconnecting Remote Users.....	80
Disconnecting All Remote Users	80
Disconnecting a Specific Remote User.....	80
The Connected Users Window	80
Using a Master Password.....	81
Index	83

CHAPTER 1: TIMBUKTU PRO FOR MAC OS

Welcome to Timbuktu Pro!

Timbuktu Pro offers total access to your network as well as point-to-point access to non-networked computers. You can use Timbuktu Pro to control and observe other computers, send messages and files, and chat or speak with remote users in real time. Timbuktu Pro works over the Internet and your company's local intranet to make information sharing easy.

Plus, If you need to collaborate with a distant user who is not connected to any network, or you're on the road, you can use Timbuktu Pro's Dial Direct feature to establish a direct modem-to-modem connection—with no network required.

TIMBUKTU PRO SERVICES

Timbuktu Pro's simple, powerful interface provides you with the following services:

- **Send** lets you send messages, files, and folders to a remote computer.
- **Exchange** lets you access the hard drive of a remote Timbuktu Pro computer—even a Windows PC. You can copy and move files and folders between computers and delete files from either computer.
- **Control** lets you control a remote computer from your own desktop.
- **Observe** lets you observe a remote computer's desktop without controlling it.
- **Notify** alerts you when a remote Timbuktu Pro computer becomes active.
- **Chat** lets you carry on a keyboard conversation with a remote user.
- **Intercom** lets you speak directly to a remote user through your computer's audio hardware.
- **Invite** lets you ask other users to visit your computer using a service you specify.
- **Profile** lets you generate a full system profile for the remote computer and save it as a text file on your Macintosh.

See [“Chapter 5: The Timbuktu Pro Services”](#) on page 57 for detailed information about each service.

CONNECTING WITH TIMBUKTU PRO

When you're at the office, Timbuktu Pro runs over your company's local area network (LAN) for easy conferencing and information sharing. When you're home or traveling, you can log on to a remote access server and use Timbuktu Pro to take direct control of your office computer. You can even use your modem to dial directly into the modem of another computer, with no network connection required.

Once you connect to a remote computer with Timbuktu Pro, you can run "LAN-locked" software at its normal speed, dramatically decreasing over-the-phone delays of applications such as relational databases and electronic mail. Timbuktu Pro gives you full access to remote resources, but transfers only screen, keyboard, and mouse information—you don't have to move large amounts of data over slow telephone links. Timbuktu Pro's fast performance is based on efficient screen-sharing data compression.

Timbuktu Pro uses a flexible and comprehensive security scheme. You can specify many different levels of access for remote connections to your computer: you may allow all guests access to some services, while limiting other services to specific users that you define, and admitting other users on a case-by-case basis. You can even prevent remote users from connecting to your computer entirely.

HOW DOES IT WORK?

Timbuktu Pro communicates with other Timbuktu Pro computers over TCP/IP (Transmission Control Protocol/Internet Protocol) networks or through direct modem-to-modem connections.

You can use Timbuktu Pro to access other computers or to provide remote access to your own Macintosh. Timbuktu Pro can work in both directions at once: another user can send files to you while you are controlling or observing a third computer. You can even make several outgoing connections or receive several incoming connections simultaneously.

Timbuktu Pro runs in the background of your Macintosh computer. Installation takes only minutes. Timbuktu Pro is non-intrusive; it doesn't replace your video, mouse, or other keyboard drivers.

Timbuktu Pro works over your LAN, WAN, DSL, cable, dial-up, or ISDN lines. You can use Timbuktu Pro for file transfer, remote control, and message exchange with other Timbuktu Pro computers anywhere in the world.

TRANSPORTS

Timbuktu Pro works on TCP/IP networks. If you are connected to the Internet, you can use TCP/IP and Timbuktu Pro services to collaborate with other Timbuktu Pro users around the world.

Timbuktu Pro includes a direct modem-to-modem protocol called Dial Direct. You can use Dial Direct to access a remote computer with Timbuktu, without the aid of an ARA or PPP server.

To identify and set up your modem, Timbuktu Pro uses a subset of the Microsoft INF file format. This lets you use Microsoft INF modem files, which are created for Windows, directly with Timbuktu Pro for Macintosh.

WHAT TIMBUKTU PRO CAN DO FOR YOU

Timbuktu Pro version 7 offers all the functionality of previous versions of Timbuktu Pro and adds a number of new features: the Profile service, which allows you to run the Apple System Profiler on a remote computer and save the complete system profile on your computer; updated remote-control and screen-sharing functionality; and full support for Panther, Apple's latest version of Mac OS X.

Timbuktu Pro version 7 takes advantage of all the latest Mac OS X features, enhancing your Timbuktu experience!

With Timbuktu Pro, you can

- Support end users from your desk. Save time and money in technical support when you use remote control to solve user problems. Take control of the user's computer and solve the problem without leaving your chair.
- Train users for a fraction of the usual time and cost. Demonstrate the latest applications, databases, and specialized products while a remote user watches. Then observe and help as the user practices. Provide individual attention for all remote trainees, and save the expense of travel time and airfare.

- Work remotely from wherever you are. Harness the power of remote control to share information, transfer files, read electronic mail, access databases, and send quick messages across your network. You'll discover many ways to work easier and smarter.
- Collaborate with remote colleagues in real time. Share screens, documents, and information with both Macintosh and Windows computers. Work with others anywhere, and confer with your colleagues using audio- or text-based conferencing.
- Save time by scripting a variety of Timbuktu Pro tasks. Timbuktu Pro ships with AppleScripts that incorporate Timbuktu's extensive scripting implementation. Or you can create your own scripts—you can even add them to Timbuktu Pro's *Script* menu.
- Protect your network resources. You can grant varying levels of Timbuktu Pro access to different users. Registered User accounts and passwords can limit network and Dial Direct access to your computer and provide any combination of the Timbuktu Pro services.

WHO CAN CONNECT TO YOUR TIMBUKTU PRO COMPUTER?

The first and most important answer is “No one—without your permission!” But once you have set up your security options, anyone who meets your connection criteria may connect, if they meet the following compatibility requirements:

- For TCP/IP connections, the remote computer must be on a TCP/IP network and be running Timbuktu Pro for Macintosh 5.2.4 or later or Timbuktu Pro for Windows 4.5 or later.
- For Dial Direct connections, the remote computer must have a 56 Kbps modem (or faster).

Note: If your computer is connected to a company network that is protected by a firewall, your Timbuktu Pro computer may only be accessible to users from your local network. However, firewalls can be configured to admit Timbuktu Pro traffic. For more information, see the Timbuktu Pro online Help and the Netopia Technotes at <http://www.netopia.com/support/technotes>.

TIMBUKTU PRO FEATURES

Timbuktu Pro includes a rich feature set that will enable you to use it more efficiently and securely than ever before. From its improved remote control capability to its enhanced security, Timbuktu Pro is packed with features to make your network work for you.

NEW IN VERSION 7

Timbuktu Pro version 7 takes full advantage of the Internet as well as the most recent improvements and features available in Mac OS X. You will benefit from the latest file sharing and collaboration service refinements. Plus, Timbuktu Pro version 7 includes a number of new features to make it easier than ever for you manage your files across the network and collaborate with remote users.

MAC OS X PANTHER SUPPORT

Timbuktu Pro now supports *Panther*, Apple's latest version of Mac OS X. Panther support includes fast user switching. When you change users or log in as an additional user on Panther computers, any open Timbuktu Pro connections are closed. However, Timbuktu Pro is not shut down. You may immediately reconnect any Timbuktu Pro service.

PROFILE SERVICE

Timbuktu Pro now includes a new service, *Profile*. The Profile service allows you to automatically run the Apple System Profiler on a remote computer and return the results to your computer.

NEW SCREEN-SHARING WINDOW

The screen-sharing window has been enhanced with a new look and new functionality. The screen-sharing window now supports more grayscale and color-depth options, and it provides new scroll-wheel and multi-button mouse support.

UPDATED TERMINOLOGY

To enhance your cross-platform Timbuktu Pro experience, Timbuktu Pro for Macintosh and Timbuktu Pro for Windows now use the same terminology and service names. The previous Macintosh Look service is now called *Observe*; the previous Knock service is called *Notify*. In addition, the terms for remote users have been updated: the Public Visitor is now the *Guest User*, and Trusted Visitors are now *Registered Users*.

NEW PREFERENCES SETTINGS

The *Control/Observe* tab in the Preferences dialog box now includes two new options.

- The *Limit Number of Colors* drop-down list specifies the maximum color depth sent by your computer when a remote user opens a screen-sharing session. A lower color depth will improve performance.
- When the *Lock Out This Computer's Keyboard and Mouse* option is selected, and the computer is hosting an incoming screen-sharing session, keyboard and mouse activity on the local computer will have no effect.

In addition, the *IP Locator* tab now allows you to register your computer's external IP address—for example, the IP address of a NAT router—rather than the local or internal IP address, which may not be recognized outside your network.

Finally, the *TCP Contact Port* tab allows you to change the TCP port used for Timbuktu Pro traffic. This allows you to use more than one Timbuktu Pro host computer behind a NAT router, by directing traffic intended for a specific computer to a unique port on that computer.

UPDATED TCP/IP ZONES FILE NAME

The TCP/IP Zones file no longer requires the forward slash (/) in the file name. *TCPIP Zones* is now an acceptable file name. Timbuktu Pro also recognizes an alias to the actual TCP/IP Zones file, which you may now place anywhere on your computer.

ENHANCED ACTIVITY LOG

The Timbuktu Pro activity log now records more Timbuktu Pro activity. In addition, the log file is stored in the default Mac OS X log-file folder, and you may view it with the Console application.

ENHANCED EXCHANGE ► GO TO MENU

The *Exchange ► Go To* menu has been extended with the Mac OS X *Go* menu shortcuts: *Home, Desktop, Favorites, and Applications*.

TIMBUKTU HOST

In Timbuktu Pro version 7, there is no longer a “Timbuktu Extension,” which ran in the background on Mac OS Classic computers. On Mac OS X, Timbuktu Pro uses the Timbuktu Host, a background application which monitors incoming Timbuktu Pro connections. When a connection is received, the Timbuktu Host opens the full Timbuktu Pro application (if it is not already running) and processes the connection normally.

Quitting the Timbuktu Host, or disabling it so it does not start automatically, prevents remote users from using Timbuktu Pro to connect to your computer. For details, see [“The Timbuktu Host” on page 25](#).

In addition, when the *Only Accept Incoming Connections When Application Is Open* option is selected on the *General* tab in the Preferences dialog box, Timbuktu Pro now runs as the logged-in user. It is no longer necessary to enter an administrator name and password when you start Timbuktu Pro. For information about this option, see [“General Preferences” on page 27](#).

TIMBUKTU PRO SERVICES

Each of Timbuktu Pro’s services allows you to interact with remote computers in a different way; together, they help you make the most of your network. For details about each Timbuktu Pro service, see [“Chapter 5: The Timbuktu Pro Services” on page 57](#).

REMOTE CONTROL AND SCREEN SHARING (CONTROL AND OBSERVE)

Timbuktu Pro’s remote control feature allows you to control or observe the desktop of a remote computer anywhere on your network using Timbuktu Pro’s IntelliScreen™ technology. Timbuktu Pro’s Control and Observe services are powerful tools for user support, training, and collaboration. The Control service lets you use your keyboard and mouse to operate another computer for user support, training, and collaboration. The Observe service lets you watch the activity on a remote computer’s desktop without interfering with keyboard or mouse input.

Timbuktu Pro automatically adapts to any video mode. The AutoScroll™ feature offers automatic panning as you move your pointer on the remote desktop. Thus, you can always view the entire screen of the remote computer, even when monitor resolutions are different. You may also shrink the view of a remote desktop to fit the size of your remote control window. This provides you greater flexibility in displaying a remote computer's desktop on your screen and allows you to create convenient thumbnail images of several remote computers at once.

Timbuktu Pro allows you to hide your desktop pictures and patterns when you share your screen with a remote user. Hiding desktop pictures and patterns improves screen-sharing performance, particularly over slow connections.

The Control service fully supports Drag and Drop. For example, you can drag a file out of the screen-sharing window and onto your own desktop.

You can record QuickTime movies of your screen-sharing sessions. Simply click the QuickTime icon on the border of the screen-sharing window.

SEND

You can send FlashNotes™—messages that pop up on the recipient's desktop—and attach files and folders to your FlashNotes. To quickly send files, you can drag files and folders to the Timbuktu Sender desktop icon. File transfer is carried out in the background while you continue to work at your computer.

The Send service supports file recovery. If your Send session is interrupted, Timbuktu Pro can resume the transfer at the point at which it was interrupted rather than having to start over from the beginning.

To take advantage of file recovery, Timbuktu Pro must be running continuously on both computers during the service interruption.

EXCHANGE

Timbuktu Pro makes transferring files between computers easy. With the Exchange service, you can copy, move, and delete files across the network—even on Windows computers—just as if they were on your own computer.

The *Exchange* menu appears whenever you connect to another computer with the Exchange service. In addition to the *Desktop*, *New Folder*, *Open*, and *Remove* options, the *Exchange* menu also provides a number of options not listed in the Exchange window.

NOTIFY, CHAT, AND INTERCOM

Communicating with other Timbuktu Pro users is more convenient than ever with Timbuktu Pro's Notify, Chat, and Intercom services. Notify alerts you when a remote computer becomes active. Chat allows you to have a keyboard "conversation" with another user—even with multiple users simultaneously. Intercom lets you have a voice conversation using your computer's microphone and speakers—no telephone required.

INVITE

You can invite another user to access your machine. With the Invite service, you can "Show my screen" to a specific user.

PROFILE

The Profile service allows you to run the Apple System Profiler on a remote Macintosh computer and automatically save the output to a text file on your computer.

OTHER TIMBUKTU PRO FEATURES

In addition to the enhancements in Timbuktu Pro version 7, all your favorite tools and features from previous versions are still available.

COMPREHENSIVE MULTI-LEVEL SECURITY

You can restrict remote access to your computer to as few or as many remote users as you wish. Anyone can access the services you provide to Guest Users. You can define any number of Registered Users, granting them password-protected access to the specific combination of user access privileges you specify. Dial Direct access may also be provided on a user-by-user basis.

If you wish to grant one-time-only access to other Timbuktu Pro services, or allow access only when you are at your computer, remote users can ask for permission to use services you have not assigned to Guest Users or to a Registered User account. The Ask for Permission dialog box opens on your screen, telling you who wants to connect and the service they have requested. If you choose *OK*, they're connected. If you don't, they aren't.

CONNECTION MENU

The *Connection* menu is a shortcut that lets you quickly open Timbuktu Pro, turn transports on and off, monitor incoming connections, and get information about Timbuktu Pro.

Open the *Connection* menu by clicking on the Timbuktu Pro icon, which appears on the right side of the menu bar anytime the Timbuktu Host is running.

CROSS-PLATFORM CONNECTIONS

Timbuktu Pro offers remote control and file transfer between Macintosh and Windows computers. You can use your Macintosh to remotely control a computer of either type, just as if you were seated in front of it. Timbuktu Pro also provides cross-platform file transfer with a convenient, one-step procedure, whether you're using the Internet, a local network, or a Dial Direct connection.

DIAL DIRECT

Timbuktu Pro's Dial Direct feature allows you to use your modem to connect directly to the modem of any other Timbuktu Pro computer. No Internet connection is required. You can use any of the Timbuktu Pro services with Dial Direct.

INTERNET LOCATOR

Timbuktu Pro's Internet Locator allows you to connect to other Timbuktu Pro users by specifying their email addresses instead of their IP addresses. When you enter an email address on the *TCP/IP* tab in the New Connection window, Timbuktu Pro automatically queries Netopia's Internet Locator server, resolves the correct IP address, and connects to the remote computer. You can set up the Internet Locator on the *IP Locator* tab in the Preferences dialog box.

TCP/IP SCANNER

The *TCP/IP Scanner* tab in the New Connection window helps you find and connect to remote computers, even when you don't know their IP addresses, by browsing your local network for active Timbuktu-compatible computers. Once the desired computer is found, you may connect to it without leaving the *TCP/IP Scanner* tab.

TIMBUKTU SENDER

The Timbuktu Sender is a desktop icon that lets you quickly send files and folders to other Timbuktu Pro computers. Simply drag the desired files onto the Sender icon and a FlashNote window will open with the files already attached.

TIMBUKTU PRO CONNECTION DOCUMENTS

Timbuktu Pro Connection Documents are shortcuts that allow you to start a Timbuktu Pro connection to a specific remote computer, using a specific service, simply by double-clicking a desktop icon or opening the shortcut with the *File* menu. Connection documents are created with the *Save Connection* command in the *File* menu.

DROP SENDERS—CUSTOMIZABLE SEND DESTINATIONS

When you open a Send window, Timbuktu Pro adds the *Save Drop Sender* command to the *File* menu. When you choose this command, Timbuktu Pro creates a Drop Sender desktop icon that records the destination and the files and folders you selected. In the future, simply double-click the Drop Sender icon to send the same files and folders to the same destination.

You can also drag other items onto the Drop Sender icon, and they will be immediately sent to the remembered destination.

ADDRESS BOOKS

You can use Timbuktu Pro's address books to help you organize the IP addresses and phone numbers of the remote computers you connect to frequently. An address book is a collection of Timbuktu Pro addresses. They save you time because you don't have to enter an IP address or phone number every time you make a connection—simply select a computer from the list.

Create address books by adding addresses from the New Connection window or by importing an address list from a text file. You can drag an address directly from a transport tab to an address book window or from one address book to another.

ACTIVITY LOG

Timbuktu Pro keeps a list of all connections made to your computer. The activity log shows each user's Timbuktu Pro name and network address, records when the user connected or attempted to connect, and specifies which services the user accessed.

In Timbuktu Pro version 7, the activity log records more Timbuktu Pro activity than ever before. In addition, the log file is stored in the default Mac OS X log-file folder, and you may view it with the Console application.

TIMBUKTU PRO ONLINE HELP



Timbuktu Pro's comprehensive online Help provides a variety of ways to answer your questions. It contains step-by-step instructions for common procedures, as well as troubleshooting hints and keyboard shortcuts.

Use the *Help* menu to open Help from anywhere within Timbuktu Pro. Or click the *Help* button in any dialog box or window to view context-sensitive Help for that dialog box.

SCRIPTING

You can create AppleScript applications or run ready-made scripts that incorporate Timbuktu Pro features. Timbuktu Pro includes a *Script* menu with ready-to-run scripts.

SYSTEM REQUIREMENTS FOR TIMBUKTU PRO VERSION 7

To run Timbuktu Pro version 7 for Macintosh, your computer must meet the following hardware and software requirements.

MINIMUM HARDWARE REQUIREMENTS

Timbuktu Pro requires the same minimum hardware that is required by your Mac OS. In addition, you'll need

- 15 MB of available disk space
- 128 MB of physical RAM
- An Internet (TCP/IP) network connection or a modem
- For modem connections, a 56 Kbps or faster modem
- For the Intercom service, a microphone on each computer

MINIMUM SOFTWARE REQUIREMENTS

Timbuktu Pro requires the following software.

- Mac OS X version 10.2.8 or later
- One copy of Timbuktu Pro software on each computer that is to make or receive your Timbuktu Pro connections

COMPATIBILITY

Timbuktu Pro version 7 for Mac OS is compatible with Timbuktu Pro for Macintosh 5.2.4 and later, and Timbuktu Pro for Windows 4.5 and later. Older versions of Timbuktu Pro are not officially supported with Timbuktu Pro version 7.

CHAPTER 2: INSTALLING TIMBUKTU PRO

This chapter will guide you as you install or un-install Timbuktu Pro.

Timbuktu Pro for Macintosh, version 7, requires an activation key. In most cases, the first time you run Timbuktu Pro, the Activation Key dialog box is automatically opened. However, the activation key for Timbuktu Pro Enterprise is included automatically—you are not required to enter it before using Timbuktu Pro. This allows you to install Timbuktu Pro Enterprise on multiple computers without entering the activation key each time.

INSTALLING AND UPGRADING TIMBUKTU PRO ON MAC OS X

If you have not yet installed Timbuktu Pro on your Mac OS X computer, see the following section, [“Performing a New Installation.”](#)

If you have already installed Timbuktu Pro 6.0 or later, see [“Upgrading your Timbuktu Pro Installation to Timbuktu Pro version 7”](#) on page 22.

PERFORMING A NEW INSTALLATION

If you have not installed a previous version of Timbuktu Pro on your Mac OS X computer, use the following procedure to install Timbuktu Pro.

TO INSTALL TIMBUKTU PRO ON MAC OS X

You must be logged in as an administrator to install Timbuktu Pro on Mac OS X.

1. If you downloaded Timbuktu Pro from the Web, double-click the *Timbuktu Pro.dmg* file to mount the disk image. Drag the *Timbuktu Pro* folder to your Mac OS X Applications folder.

If you received a Timbuktu Pro CD, open it and drag the *Timbuktu Pro* folder to your Mac OS X Applications folder.

2. Open the *Timbuktu Pro* application folder (inside your Mac OS X *Applications* folder). Double-click the Timbuktu Pro application icon to run Timbuktu Pro for the first time.
 3. When requested, enter your Mac OS X user name and password.
 4. Accept the License Agreement.
 5. In the Activation Key dialog box, enter your Timbuktu Pro version 7 Activation Key. The Activation Key is included in the Welcome email you received from Netopia, or in your CD case.
 6. Click *OK* to close the Activation Key dialog box and start using Timbuktu Pro.
- You do not need to restart your computer.

UPGRADING YOUR TIMBUKTU PRO INSTALLATION TO TIMBUKTU PRO VERSION 7

If you have previously installed Timbuktu Pro 6.x or a pre-release of Timbuktu Pro version 7, you may upgrade to Timbuktu Pro version 7 using the following procedure. If you have Timbuktu Pro 5.x or earlier installed, Netopia recommends that you uninstall it completely before installing Timbuktu Pro version 7.

Timbuktu Pro version 7 includes an “auto-update” feature that eliminates the need for a restart when you upgrade from Timbuktu Pro 6.x.

TO UPGRADE TO TIMBUKTU PRO VERSION 7

You must be logged in as an administrator to upgrade Timbuktu Pro on Mac OS X.

1. If you have modified your existing *Timbuktu Scripts* and *Timbuktu Startup Items* folders, or any address book files in the *Timbuktu Pro* folder, and wish to save them, drag them to your desktop.
2. If the Timbuktu Pro application is open, quit the Timbuktu Pro application by choosing *Quit* from the *Timbuktu* menu. (The Timbuktu Host will still be running, but the application itself is shut down.)
3. Drag the *Timbuktu Pro* folder from the Mac OS X Applications folder to the Trash. Do not empty the trash.
4. If you downloaded Timbuktu Pro from the Web, double-click the *Timbuktu Pro.dmg* file to mount the disk image. Drag the *Timbuktu Pro* folder to your Mac OS X Applications folder.

If you received a Timbuktu Pro CD, open it and drag the Timbuktu Pro folder to your Mac OS X Applications folder.

If you dragged any existing folders to the desktop in Step 1, drag them to the new *Timbuktu Pro* folder to restore them.

5. Open the new *Timbuktu Pro* folder and launch the Timbuktu Pro application. Timbuktu will alert you that it has detected another version of Timbuktu Pro running and will ask your permission to install the new version. Click *Install*.
6. When requested, enter your Mac OS X user name and password.

Note: If you are using a Timbuktu Pro connection to upgrade a remote Timbuktu Pro computer, your connection will be terminated at this time. Wait a moment for Timbuktu Pro to restart on the remote computer, and then reconnect.
7. Accept the License Agreement.
8. In the Activation Key dialog box, enter your Timbuktu Pro version 7 Activation Key. The Activation Key is included in the Welcome email you received from Netopia, or in your CD case.
9. Click *OK* to close the Activation Key dialog box and start using Timbuktu Pro.

You do not need to restart your computer.

UNINSTALLING TIMBUKTU PRO

If you wish to uninstall Timbuktu Pro from your computer, please use the following procedure.

1. Log on to your Macintosh as an administrator.
2. Quit Timbuktu Pro by choosing *Quit Timbuktu* from the *Timbuktu* menu. (The Timbuktu Host will still be running, but the application itself is shut down.)
3. Drag the *Timbuktu Pro* folder from the *Applications* folder to the trash. Do not empty the trash.
4. Optionally, open the Mac OS X volume, open the *Library* folder, open the *StartupItems* folder, and drag the *TimbuktuStartup* folder to the trash.
5. Restart your computer.

CHAPTER 3: SETTING UP TIMBUKTU PRO

Once you have installed Timbuktu Pro, you can review and change your configuration settings. This chapter describes how to start and exit Timbuktu Pro and how to set Timbuktu Pro configuration preferences.

STARTING TIMBUKTU PRO

When you install Timbuktu Pro on Mac OS X, the Timbuktu Pro application icon is displayed on the right side of the menu bar. The icon is automatically positioned in the available space on the menu bar.

Click the Timbuktu Pro icon to open the *Connection* menu, which lets you quickly open Timbuktu Pro, turn transports on and off, monitor incoming connections, and get information about Timbuktu Pro. The *Connection* menu appears on the right side of the menu bar anytime the Timbuktu Host is running. (See the following section, “[The Timbuktu Host.](#)”)

To work with Timbuktu Pro or establish an outgoing connection, you must open the Timbuktu Pro application. Click the *Connection* menu and choose *Open Timbuktu Pro*.

If the *Connection* menu does not appear on your screen, the Timbuktu Host has been shut down. To restart Timbuktu Pro, open the Timbuktu Pro folder on your computer and double-click the Timbuktu Pro icon.

THE TIMBUKTU HOST

In Timbuktu Pro version 7, there is no longer a “Timbuktu Extension,” which ran in the background on Mac OS Classic computers. On Mac OS X, Timbuktu Pro uses the Timbuktu Host, a background application which monitors incoming Timbuktu Pro connections. When a connection is received, the Timbuktu Host opens the full Timbuktu Pro application (if it is not already running) and processes the connection normally.

By default, when you start your Macintosh, the Timbuktu Host is started automatically. Timbuktu Pro is available even before you log in, allowing incoming connections to occur anytime your Macintosh is turned on. Also by default, the Timbuktu Host remains running when you quit Timbuktu Pro. The Timbuktu Pro icon appears in the menu bar to remind you that the Timbuktu Host is running and that remote users can still access your Macintosh.

You can disable the Timbuktu Host using the *Only Accept Incoming Connections When Application is Open* option on the *General* tab in the Preferences dialog box (see [page 27](#)). When this option is enabled, the Timbuktu Host does not start automatically when you start your computer; when you quit Timbuktu Pro, both the application and the Timbuktu Host will shut down. This prevents remote users from using Timbuktu Pro to connect to your computer.

To start Timbuktu Pro when the *Only Accept Incoming Connections When Application is Open* option is enabled, open the Timbuktu Pro folder on your computer and double-click the Timbuktu Pro icon.

QUITTING TIMBUKTU PRO

Quitting Timbuktu Pro closes all Timbuktu Pro windows and dialog boxes and terminates all outgoing connections you have made. However, as long as the Timbuktu Host is running, incoming connections will not be affected. Remote users will still be able to connect to your computer using Timbuktu Pro.

To shut down the Timbuktu Host when you quit Timbuktu Pro, open the Preferences dialog box and click the *General* tab. Select the *Only Accept Incoming Connections...* option. When this option is selected, the Timbuktu Host is shut down when you quit Timbuktu Pro. (For details, see the previous section, [“The Timbuktu Host.”](#))

TO QUIT TIMBUKTU PRO

- From the *Timbuktu* menu, choose *Quit*.

CUSTOMIZING YOUR TIMBUKTU PRO PREFERENCES

To change Timbuktu Pro’s preset behavior, choose *Preferences* from the *Setup* menu. The Preferences dialog box lets you specify certain configuration options for Timbuktu Pro. The tabs in the Preferences dialog box are as follows:

- **General**—Controls Timbuktu Pro general and startup preferences. See [“General Preferences” on page 27](#).
- **Features**—Turns Timbuktu Pro transports and features on and off. See [“Features Manager” on page 29](#).
- **Master Password**—Sets an optional password restricting access to Timbuktu Pro’s configuration settings. See [“Master Password Preferences” on page 30](#).
- **Password Rules**—Sets restrictions on the passwords used by your Registered Users. See [“Password Rules” on page 33](#).
- **Sound**—Specifies the sounds that play when Timbuktu Pro performs certain actions. See [“Sound Manager” on page 32](#).
- **Messages Received**—Specifies the location of the Messages Received folder. See [“Setting Messages Received Options” on page 34](#).
- **Control/Observe**—Sets screen-sharing window preferences. See [“Control/Observe Preferences” on page 35](#).
- **IP Locator**—Specifies the email address Timbuktu Pro sends to the Internet Locator server. See [“Setting IP Locator Preferences” on page 36](#).
- **Proxy Server**—Specifies the proxy server used to make Timbuktu Pro connections to computers outside your local network. See [“Proxy Server Preferences” on page 38](#).
- **TCP Contact Port**—Specifies the TCP port used for Timbuktu Pro traffic. See [“Setting the TCP Contact Port” on page 39](#).
- **Dial Direct**—Dial Direct preferences. See [“Setting Dial Direct Preferences” on page 39](#).

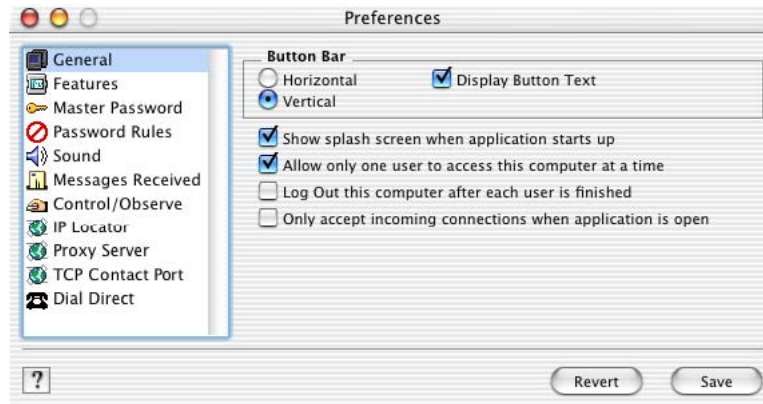
The following sections describe each of these tabs.

GENERAL PREFERENCES

The *General* tab in the Preferences dialog box lets you control the appearance of the Timbuktu Pro Button Bar and some of Timbuktu Pro’s basic functionality. It also lets you determine whether the Timbuktu Host will still run when you quit the Timbuktu Pro application.

TO CHANGE YOUR GENERAL OPTIONS

1. From the *Setup* menu, choose *Preferences*.
2. Click the *General* tab.



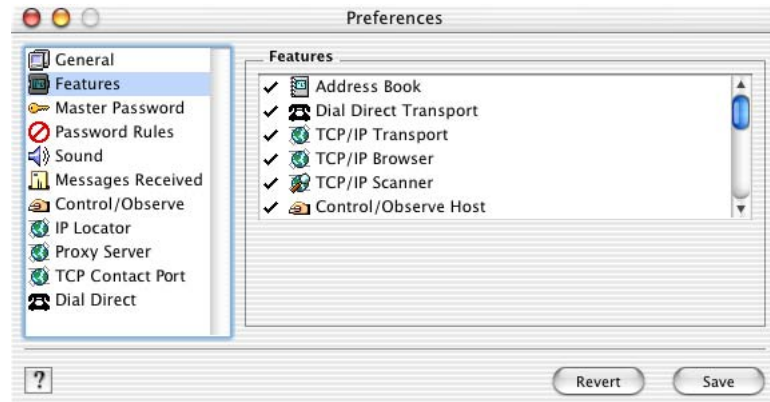
3. In the *Button Bar* area, choose options to control the appearance of the Button Bar. Choose *Display Button Text* to display the name of each Timbuktu Pro service next to its icon.
4. Select or clear any of the following checkboxes.
 - *Show Splash Screen* specifies whether or not to display the Timbuktu Pro logo when you start the program. Timbuktu Pro starts more quickly when the splash screen is turned off.
 - *Allow Only One User* prevents more than one Guest User or Registered User from connecting to your computer at a time. If, for example, multiple users have access to an email-equipped computer, you may want to use this option to make sure that each user can process his or her email in private. (Note, however, that a second remote user may connect by asking for permission. This allows you to work on a remote computer securely, but still collaborate with other users when needed.)
 - *Log Out this Computer* causes Timbuktu Pro to log out all users when a remote Timbuktu Pro session ends. Any unsaved changes are lost when the computer is restarted. This option is available when you select the *Allow Only One User* option; it allows each user to access the computer in a “clean” state, and protects any cached passwords or open files left by the previous user.

- *Only Accept Incoming Connections...* determines whether the Timbuktu Host will remain running when you quit the main Timbuktu Pro application. If you select this option, the Timbuktu Host will be shut down when you quit Timbuktu Pro. This prevents remote users from connecting to your computer, but it also prevents Timbuktu Pro from starting automatically when you restart your computer. For more information about the Timbuktu Host, see [“The Timbuktu Host” on page 25](#).
5. Click *Save* to save your changes.

FEATURES MANAGER

The *Features* tab in the Preferences dialog box allows you to turn on and off Timbuktu Pro services, transports, and features.

Select or clear the check mark in front of a transport or feature to enable or disable the selected option.



- Address Book** Required for user-created address books—lists of frequently accessed computers; address book entries can be double-clicked immediately with no need to browse the network.
- Dial Direct Transport** Required for outgoing and incoming Dial Direct connections. A modem, ISDN, terminal adapter, or other serial device is required for this service.
- TCP/IP Transport** Required when using a Timbuktu Pro service on any type of TCP/IP network.

TCP/IP Browser	Required for outgoing TCP/IP connections (over a local TCP/IP network, SLIP, PPP, or the Internet).
TCP/IP Scanner	Required to browse your TCP/IP network for active Timbuktu Pro computers.
Control/Observe Host	Required for incoming Control or Observe connections.
Control/Observe Client	Required for outgoing Control or Observe connections.
Send and Receive Messages	Required for incoming and outgoing Send connections (sending and receiving FlashNotes and files).
Exchange Files Host	Required for incoming Exchange connections.
Exchange Files Client	Required for outgoing Exchange connections.
Chat Service	Required for incoming and outgoing Chat connections.
Intercom Service	Required for incoming and outgoing Intercom connections.
Notify Service	Required for incoming and outgoing Notify connections.
Invite Service	Required for incoming and outgoing Invite connections.
Profile Host	Required for incoming Profile connections.
Profile Client	Required for outgoing Profile connections.

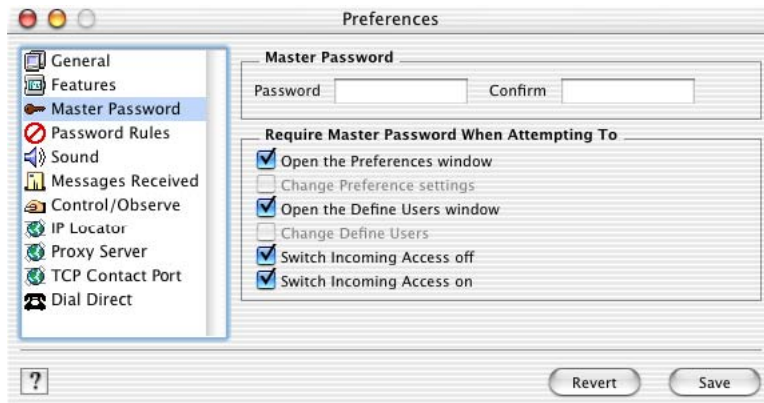
MASTER PASSWORD PREFERENCES

When you create a master password, you can protect access to those parts of Timbuktu Pro that change Timbuktu Pro's configuration and security settings—the Preferences, Incoming Access, and Define Users dialog boxes. When you create a master password, you can specify the areas of Timbuktu Pro that are password-protected. When you attempt to access the password-protected areas, you will need to enter your master password before you can proceed.

If you protect your Timbuktu Pro settings with a master password, be sure you choose a password you will remember. If you forget your master password, you will need to uninstall and reinstall Timbuktu Pro to reset it, and all configuration settings and custom access privileges will be lost.

TO SET OR CHANGE YOUR MASTER PASSWORD

1. From the *Setup* menu, choose *Preferences*.
2. If you have an existing master password, enter it when prompted.
3. Click the *Master Password* tab.



4. Enter the new password in the *Password* box. For your security, the characters you enter are displayed as asterisks. Passwords are case-sensitive.
5. Re-type the master password in the *Confirm* box.
6. In the *Require Master Password When* area, select the actions that will require a master password. For maximum security, select all options. Or choose only the options that apply to your situation.
7. Click *Save* to save your changes.

Timbuktu Pro will not let you close the Preferences dialog box unless the *Password* and *Confirm* fields match exactly.

REMOVING YOUR MASTER PASSWORD

If you wish to unprotect your Timbuktu Pro settings, you may remove your master password. Remember if you do so that anyone with access to your computer will be able to change your Timbuktu Pro settings.

TO REMOVE YOUR MASTER PASSWORD

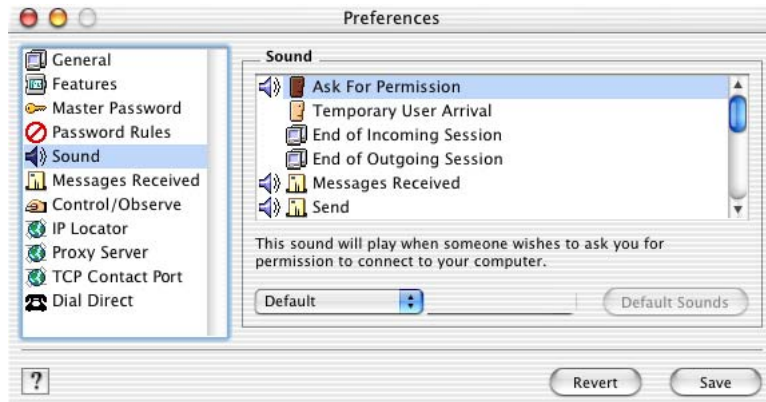
1. From the *Setup* menu, choose *Preferences*.
2. Enter your existing master password.
3. Click the *Master Password* tab.
4. Delete the text from both the *Password* and *Confirm* boxes.
5. Click *Save* to save your changes.

SOUND MANAGER

The *Sound* tab in the Preferences dialog box allows you specify the sounds that play when Timbuktu Pro performs certain actions. To specify a sound, select an action in the window and choose a sound from the sound list. The sound is played to confirm your selection.

The sound list is created from the system sounds inside your Macintosh's system folder. To add new sounds to the system folder, see your Mac OS documentation.

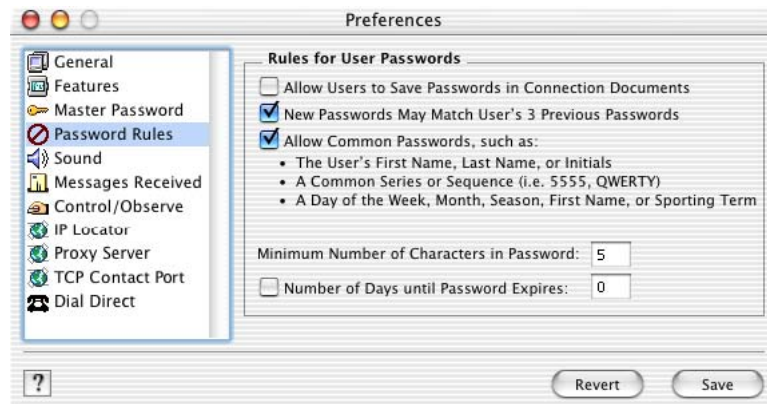
Click the *Default Sounds* button to return all sounds to their default settings.



PASSWORD RULES

You can set password rules to increase the security of Registered User access to your computer. Your password rules can define an expiration date on all passwords, set a minimum length for all passwords, and require new passwords created by users to be different from any of their three previous passwords.

To set password rules, choose Preferences from the *Setup* menu, and click the *Password Rules* tab.



Select or clear any or all of the following options.

Allow Users to Save Passwords in Connection Documents

Enables Registered Users to create Connection Documents that include the user name and password they use to access your computer. Enabling this option makes it easier for Registered Users to connect quickly, but it also enables anyone with access to their computers to connect to your computer.

New Passwords May Match User's 3 Previous Passwords

Enables Registered Users to reuse recently-used passwords. If the password has been compromised, this may reduce your security.

Allow Common Passwords

Enables Registered Users to use a password that may be easily guessed. This may reduce your security.

Minimum Number of Characters in Passwords

Requires Registered Users to choose passwords of a minimum length, which may make them more difficult to guess.

Number of Days Until Password Expires

Requires Registered Users to create new passwords on a regular basis.

SETTING MESSAGES RECEIVED OPTIONS

When you receive a FlashNote from another computer, the FlashNote and any attached files are stored in your *messages received folder*, which you specify in the Preferences dialog box. You can also designate how much of your disk space should be protected from temporary storage of FlashNotes and their enclosures and specify how Timbuktu Pro notifies you of incoming FlashNotes.

TO CHANGE YOUR MESSAGES RECEIVED OPTIONS

1. From the *Setup* menu, choose *Preferences*.
2. Click the *Messages Received* tab.



3. In the *Messages Received Folder* area, specify the disk location where incoming FlashNotes and files will be stored. To protect some disk space from being filled by received files, enter the desired number of megabytes in the *Don't Allow Messages to Fill* field. This prevents users from filling up your disk with FlashNotes and files.

If someone attempts to send files or folders that would require more disk space on your computer than is available, Timbuktu Pro notifies them that there isn't enough disk space to carry out the file transfer.

This option does not restrict Exchange service file transfers.

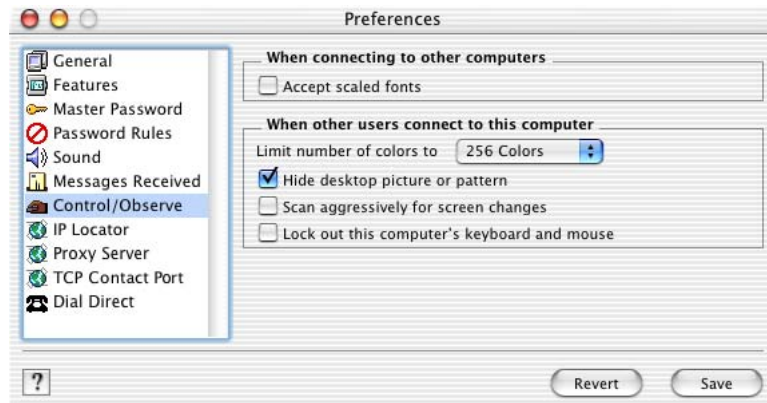
4. In the *When Messages Arrive* area, select the alerts that are displayed when you receive a FlashNote.
5. Click *Save* to save your changes.

CONTROL/OBSERVE PREFERENCES

Control and Observe sessions take place in a screen-sharing window, which displays the contents of the remote computer's desktop. The *Control/Observe* tab in the Preferences dialog box lets you specify how your computer will behave when you control or observe another computer. You can also specify how your desktop will appear when a remote user controls or observes your computer.

TO CHANGE YOUR CONTROL AND OBSERVE OPTIONS

1. From the *Setup* menu, choose *Preferences*.
2. Click the *Control/Observe* tab.



3. In the *When Connecting to Other Computers* area, specify whether you wish to accept scaled fonts, which may improve performance.

4. In the *When Other Users Connect* area, specify the number of colors displayed when remote users connect to your computer. Grayscale and low numbers of colors will improve screen-sharing performance.

When you select the *Scan Aggressively for Screen Changes* option, screen changes are detected as they have been in previous versions of Timbuktu Pro. The CPU Meter is displayed at maximum usage when there is a screen-sharing guest connected to your computer. When this option is not selected, CPU usage is greatly reduced. However, movies and games are not captured as well during screen-sharing sessions. By default, this option is not selected.

Finally, select or clear the *Lock Out This Computer's Keyboard and Mouse* option. When this option is selected, and the computer is hosting an incoming screen-sharing session, keyboard and mouse activity on the local computer will have no effect.

5. Click *Save* to save your changes

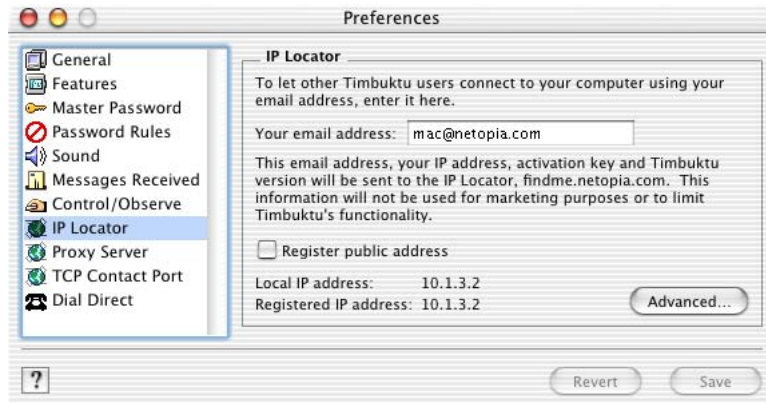
THE CONTROL MENU

The *Control* menu includes a number of options that you may change before or during a screen-sharing session. Some options are not available except during an active screen-sharing session.

Note that if you change the color depth for the host computer during a screen-sharing session, the screen-sharing window must be the active window in order for the change to take effect immediately. If the screen-sharing window is not active when you change the color depth, the default color depth for future sessions will be changed but the current session will be unaffected.

SETTING IP LOCATOR PREFERENCES

When you set up Timbuktu Pro, you can 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.

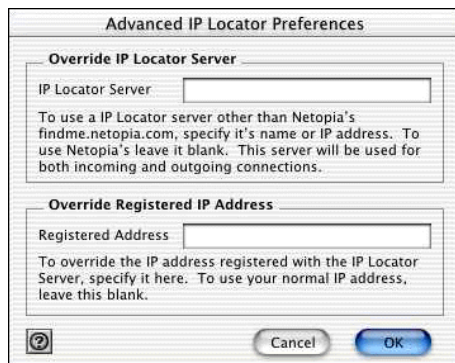


Select the *Register Public Address* check box to register your computer’s external IP address—for example, the IP address of a NAT router—rather than the local or internal IP address, which may not be recognized outside your network.

Note: If there are multiple host computers behind the NAT router, you may also wish to set a unique TCP contact port for each computer. See [“Setting the TCP Contact Port” on page 39](#).

ADVANCED SETTINGS

Click the *Advanced* button to override the default Internet Locator server or default IP address for your computer. Your network administrator will notify you if you need to change these settings.



VERRIDE IP LOCATOR SERVER

Some network administrators may wish to use an Internet Locator server other than the default server. Enter the name or IP address provided by the administrator in the *IP Locator Server* box.

Unless your network administrator notifies you that another Internet Locator server has been set up, leave this setting blank.

VERRIDE REGISTERED IP ADDRESS

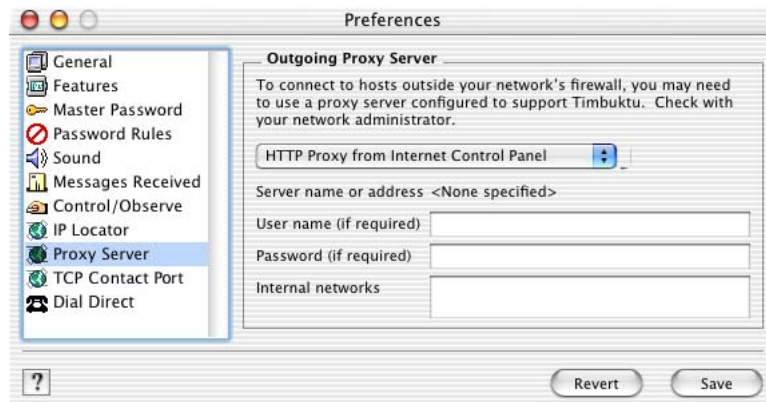
You may need to change the IP address that Timbuktu Pro sends to the Internet Locator server if you are behind certain types of routers or firewalls. Enter the IP address provided by the administrator in the *Registered Address* box.

Unless your network administrator notifies you that another IP address is required, leave this setting blank.

PROXY SERVER PREFERENCES

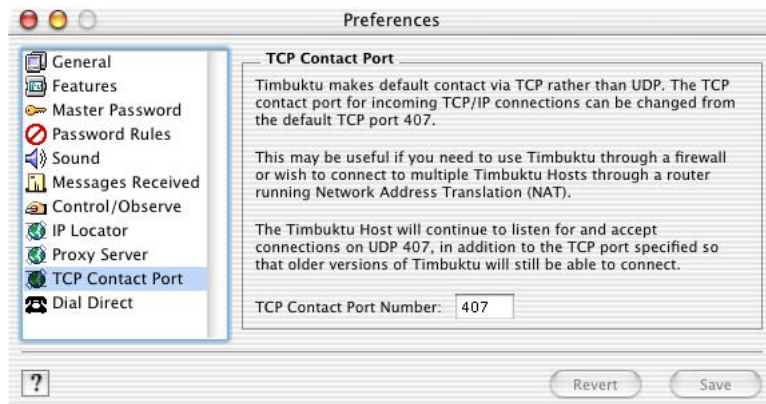
Timbuktu Pro allows connections over an HTTP proxy server. Depending on the configuration of your firewall, you may need to use a proxy server when you're making Timbuktu Pro connections to computers outside your local network. Your network administrator can tell you if you need to use this feature and help you configure your Timbuktu Pro preferences.

Specify a proxy server on the *Proxy Server* tab in the Preferences dialog box.



SETTING THE TCP CONTACT PORT

The *TCP Contact Port* tab in the Preferences dialog box allows you to specify the TCP port used for Timbuktu Pro traffic. This allows you to use more than one Timbuktu Pro host computer behind a NAT router, by directing traffic intended for a specific computer to a unique port on that computer.



Note: To ensure successful connections, you may also wish to register your computer's external IP address, rather than the local or internal IP address, which may not be recognized outside your network. See [“Setting IP Locator Preferences”](#) on page 36.

SETTING DIAL DIRECT PREFERENCES

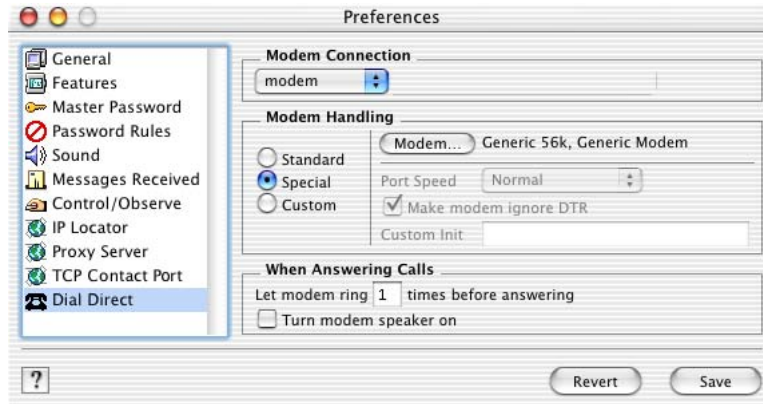
The *Dial Direct* tab in the Preferences dialog box lets you specify your modem's properties and control the way in which your modem responds to incoming calls.

In most cases, the default settings are suitable. Do not change the *Modem Connection* or *Modem Handling* settings unless you are experienced with modem configuration.

By default, Timbuktu Pro *will not answer* incoming Dial Direct calls. If you wish to accept Dial Direct connections, you must set up Dial Direct privileges in the Define Users dialog box. You may grant Dial Direct access to Guest Users (which allows anyone to use Dial Direct to connect to your computer) or assign it only to specific Registered Users. See [“Setting up Timbuktu Pro for Incoming Dial Direct Access”](#) on page 76.

TO CHANGE YOUR DIAL DIRECT OPTIONS

1. From the *Setup* menu, choose *Preferences*.
2. Click the *Dial Direct* tab.



3. In the *Modem Connection* area, select the modem or port that you want to use with Dial Direct. Make sure that the modem or port you select is not being used by some other application.
4. Under *Modem Handling*, choose a radio button and provide the required modem configuration information. You may determine the degree to which you want to customize your modem settings.
 - Choose *Standard* to let Timbuktu Pro determine your modem configuration. The *Standard* setting is suitable for the majority of modems.
 - Choose *Special* and click the *Modem* button to select a preset configuration for your modem. (See the following section, “[Modem Picker](#).”) You can select your own modem-specific configuration without too much configuration detail. Choose a modem configuration from your computer’s list of modem configuration (INF) files, stored in the Timbuktu Pro application bundle on Mac OS X and in the System Folder:Extensions:Modem Descriptions folder on Mac OS 8 and 9.
 - Choose *Custom* to use all of Timbuktu Pro’s tools to fine-tune your modem settings. Custom enables all of the *Modem Handling* options: *Modem*, *Port Speed*, *Make Modem Ignore DTR*, and *Custom Init*. Unless you are experienced with modem configuration, custom modem configurations are not recommended. See your modem documentation for more details.

5. In the *When Answering Calls* area, specify the number of times your modem should ring before answering an incoming call. The default setting is 1. (Note that calls will not be answered if you have turned off the Dial Direct transport in the Incoming Access dialog box.)

You may also turn on your modem speaker if you wish to monitor the progress of your outgoing connections.

6. Click *Save* to save your changes.

MODEM PICKER

The Modem Picker allows you to select the configuration data that applies to your modem. When you specify the *Special* modem handling option on the *Dial Direct* tab in the Preferences dialog box, you can use the Modem Picker to select a pre-set configuration for your modem.

The Modem Picker dialog box lists modem manufacturers and their modem types. The Modem Picker creates its list of modem configuration (INF) files from the INF files stored in the Timbuktu Pro application bundle on Mac OS X and in the System Folder:Extensions:Modem Descriptions folder on Mac OS 8 and 9.

Choose your modem manufacturer and model from the list and click *OK*.

If you don't find a modem make and type for the modem that's attached to your computer, choose the *Generic Modem* option. If the Generic Modem selection doesn't work, see the following section, "[Modem Information Files and Custom Modem Configuration](#)."

MODEM INFORMATION FILES AND CUSTOM MODEM CONFIGURATION

If you must specify your modem configuration manually, choose *Standard* or *Custom* in the *Modem Handling* area on the *Dial Direct* tab in the Preferences dialog box. You can add a new modem information file or use a custom modem initialization string. Unless you are experienced with modem configuration, custom modem configurations are not recommended. See your modem documentation for configuration information, or contact Netopia Technical Support.

PREPARING TO MAKE DIAL DIRECT CONNECTIONS

Before you can use Timbuktu Pro to make outgoing Dial Direct connections, you must set up your modem and calling locations.

To set up Timbuktu Pro for incoming Dial Direct connections, see [“Setting up Timbuktu Pro for Incoming Dial Direct Access” on page 76](#).

CONFIGURING TIMBUKTU PRO FOR YOUR MODEM

Configure your modem for the Dial Direct feature using the *Dial Direct* tab in the Preferences dialog box. See [“Setting Dial Direct Preferences” on page 39](#).

SETTING YOUR CALLING LOCATION

Before you can use the Dial Direct service to make outgoing connections, you'll need to enter your *calling location*.

Your calling location tells Timbuktu Pro how to dial out of various telephone environments, such as different office, home, or hotel locations. After you've defined your calling locations, you need only select the one that matches your current location before using the Dial Direct feature to place a call.

Your calling location is particularly important if you're using *callback*. If you're using callback, make sure that your calling location information is filled out accurately and that the appropriate calling location is selected. The computer that will be calling you back reads your telephone number from the calling location you specify. If the number is incorrect, the callback will fail. For more information about callback, see [“Choosing Callback Options” on page 78](#).

TO ENTER A CALLING LOCATION

1. Make sure you have set your Dial Direct preferences. See [“Setting Dial Direct Preferences” on page 39](#).
2. From the *Setup* menu, choose *Calling Locations*.
3. In the Calling Locations dialog box, click *New* to create a new location.

4. In the New Location dialog box, enter the relevant information in each field.
 - The *Dialing Prefix* field can be used to disable call waiting before making a modem connection (contact your local telephone company to determine the correct prefix) or to reach an outside line if you're dialing from within a company telephone network.
 - Use the credit-card information fields if you must pay for the call using a credit card.
 - The *Country Code*, *Area Code*, and *Phone Number* boxes should contain the number you are calling from. This information is used for callback. See [“Choosing Callback Options” on page 78](#) for information about each option.
5. Click *Save* to save your changes.

CONTROLLING ACCESS TO YOUR COMPUTER

There are several ways to maintain security and restrict access to your computer by other Timbuktu Pro computers. You may use a master password to prevent anyone with direct access to your computer from changing your Timbuktu Pro preferences. (See [“Master Password Preferences” on page 30](#).)

In addition, no remote computer can connect to your computer without your prior authorization. There are several levels of remote access: you may assign privileges to all Guest Users, allow remote users to ask for permission to use unsigned services, and create Registered Users with specific privileges. The setup of various security measures is discussed in detail in [“Chapter 6: Security” on page 71](#).

Finally, to quickly prevent all user access to specific services or transports, you may turn off the selected service on the *Features* tab in the Preferences dialog box. (See [“Features Manager” on page 29](#).)

CHAPTER 4: MAKING A TIMBUKTU PRO CONNECTION

This chapter discusses how you can use the New Connection window to connect to remote computers. The different tabs in the New Connection window give you several different ways to find the remote computer you need, and the Button Bar allows you to connect quickly to the computer you've selected.

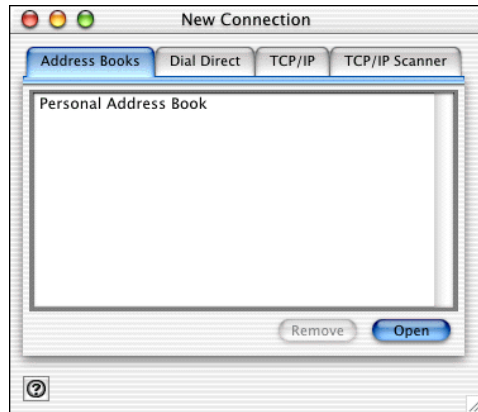
As long as you have been granted access as a Guest User, Ask for Permission User, or Registered User, you can connect to any computer that is running Timbuktu Pro over a TCP/IP network. If you have a 56 Kbps or faster modem, you may also make a direct modem-to-modem connection, with no network required.

THE NEW CONNECTION WINDOW

The New Connection window contains tabs that let you choose network or dial-up addresses. The New Connection window also features a tab that allows you to organize your Timbuktu Pro address books. A tab is displayed only if the associated software has been installed and configured. For example, the *Dial Direct* tab may not be available on some computers.

You'll use the New Connection window whenever you need to find or enter a Timbuktu Pro address for the first time. If all the addresses you need have been saved in an address book, you can leave the New Connection window closed and work directly from your address book.

To display the New Connection window, click the *File* menu and choose *New Connection*.



You can establish a Timbuktu Pro connection by specifying a remote computer in the New Connection window and then specifying a service using the Button Bar or the *Services* menu.

TABS IN THE NEW CONNECTION WINDOW

The New Connection window includes multiple tabs: *Address Books*, *Dial Direct*, *TCP/IP*, and *TCP/IP Scanner*.

Note: Mac OS X does not support AppleTalk. Previous Timbuktu Pro users will notice that the *AppleTalk* tab no longer appears in the New Connection window.

ADDRESS BOOKS TAB

The *Address Books* tab in the New Connection window lists your Timbuktu Pro address books. (They are also listed in the *File* menu.) You can use address books to keep your favorite addresses organized. Use multiple address books to group addresses into convenient clusters: for example, business contacts, friends, and family. See [“Using the Address Books” on page 51](#).

DIAL DIRECT TAB

The *Dial Direct* tab in the New Connection window allows you to make a direct modem-to-modem connection to another Timbuktu Pro computer equipped with a 56 Kbps (or faster) modem and a version of Timbuktu Pro that supports Dial Direct connections. No TCP/IP network connection is required. See [“Making a Dial Direct Connection” on page 54](#).

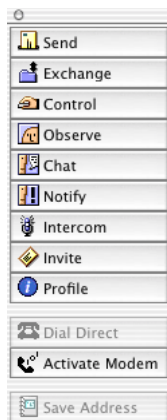
TCP/IP TAB

The *TCP/IP* tab in the New Connection window lets you connect to a remote computer on a TCP/IP network using its IP address or DNS name. You may also use the remote user's email address to make a connection if that user is registered with Netopia's Internet Locator Server. See [“Using the TCP/IP Tab” on page 48](#).

TCP/IP SCANNER TAB

The *TCP/IP Scanner* tab in the New Connection window helps you find and connect to remote computers, even when you don't know their IP addresses, by browsing your local network for active Timbuktu Pro computers. Once the desired computer is found, you may connect to it without leaving the *TCP/IP Scanner* tab. See [“Using the TCP/IP Scanner to Find a Remote Computer” on page 49](#).

THE BUTTON BAR



Timbuktu Pro's floating Button Bar includes a service button for each Timbuktu Pro service, as well as several function buttons.

- The *Dial Direct* button lets you make direct dial-up connections to modem-equipped Timbuktu Pro computers. It appears on the Button Bar if you have configured Timbuktu Pro properly on the *Dial Direct* tab in the Preferences dialog box.
- The *Activate Modem* button transfers control of your phone line from the telephone (voice) to the modem (data). It eliminates the need to hang up and re-dial when you're dealing with a remote Timbuktu Pro computer and speaking to its user over a single phone connection.
- The *Save Address* button lets you save any selected address of a remote user in a Timbuktu Pro address book.

The Button Bar allows you to access any of Timbuktu Pro's services from almost any Timbuktu Pro window. You can drag an address to any of the service buttons to initiate a session using that service.

Note: The buttons are dimmed when no remote computer's address is selected.

The Button Bar can be displayed in a vertical or horizontal configuration, with or without labels. You can set these options on the *General* tab in the Preferences dialog box. (See [“General Preferences” on page 27](#).) When the Button Bar is hidden, you can display it by choosing *Show Button Bar* from the *Window* menu.

MAKING A NEW CONNECTION

You can establish a Timbuktu Pro connection to a computer you haven't used before in several ways. You may enter its IP address, DNS address, or email address in the *TCP/IP* tab in the New Connection window, or you may use the *TCP/IP Scanner* tab to search your network for the computer you want.

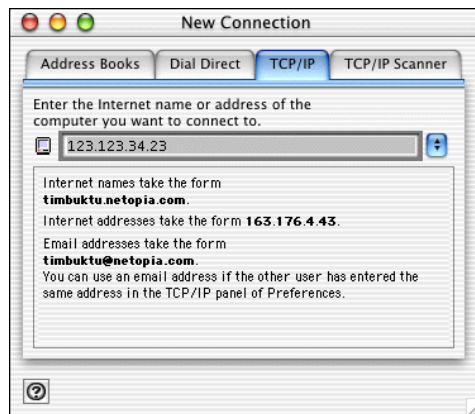
You may also establish a Dial Direct connection (see [“Making a Dial Direct Connection” on page 54](#)) or reconnect to a computer you've connected to in the past (see [“Re-Establishing a Previous Connection” on page 51](#)).

USING THE TCP/IP TAB

The most common way to open a new Timbuktu Pro connection is through the *TCP/IP* tab in the New Connection window.

TO MAKE A NEW CONNECTION

1. In the New Connection window, click the *TCP/IP* tab.



2. In the address box, enter the address of the remote computer you want to connect to.

You may enter the computer's IP address or DNS name. If you don't know the IP address, and the Internet Locator service is enabled on the remote computer, you may enter the computer user's email address. See [“Setting IP Locator Preferences” on page 36](#) for more information about the Internet Locator.

3. Choose any service from the *Service* menu or use the Button Bar to click on the service button that you want to use. For detailed information about each service, see [“Chapter 5: The Timbuktu Pro Services” on page 57](#).
4. To complete the connection to the remote computer, you may need to log on as a Registered User or ask for permission. See the following section, [“Connecting as a Registered User or Ask for Permission User.”](#)

Once your connection has been established, you may wish to save it to a Connection Document to allow faster connection in the future. See [“Timbuktu Pro Connection Documents” on page 55](#).

CONNECTING AS A REGISTERED USER OR ASK FOR PERMISSION USER

If you attempt to connect to a remote computer using a Timbuktu Pro service that is not assigned to Guest Users, the Log In dialog box will appear on your screen. If you have a Registered User account on the remote computer, select the *Registered User* radio button. Enter your log in name and password and click *OK*. (You may also change your password if desired or if prompted to do so. Note that passwords are case-sensitive.)

If you do not have a Registered User account, you will need to ask for permission to access the remote computer. Select the *Ask for Permission* radio button and click *OK*. If the user of the remote computer grants your request, you will be admitted.

Note: The user of the remote computer may have disabled the Ask for Permission option for the service you’ve requested. If the *Ask for Permission* radio button is not available, you must use other means to contact the remote user to be granted access.

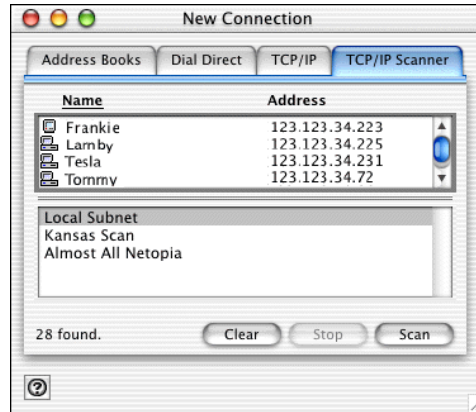
USING THE TCP/IP SCANNER TO FIND A REMOTE COMPUTER

The *TCP/IP Scanner* tab in the New Connection window helps you find and connect to remote computers, even when you don’t know their IP addresses, by browsing your local network for active Timbuktu Pro computers. When you find the desired computer, you may connect to it without leaving the *TCP/IP Scanner* tab.

By default, the TCP/IP Scanner will search only your local subnet. Your system administrator can customize and extend the range of the TCP/IP Scanner search.

TO FIND A REMOTE USER USING THE TCP/IP SCANNER

1. In the New Connection window, click the *TCP/IP Scanner* tab.



2. In the list of computers, select the computer you wish to connect to. If the computer you need doesn't appear, and there is a lower panel listing TCP/IP zones, select a different zone and click *Scan*. Timbuktu Pro searches the selected zone and lists the Timbuktu Pro computers it finds.
3. Choose any service from the *Service* menu, or use the Button Bar to click the service button that you want to use. For detailed information about each service, see [“Chapter 5: The Timbuktu Pro Services” on page 57](#).
4. To complete the connection to the remote computer, you may need to log on as a Registered User or ask for permission. See [“Connecting as a Registered User or Ask for Permission User” on page 49](#).

You may want to save frequently-used TCP/IP addresses in an address book for more convenient access. See [“Using the Address Books” on page 51](#).

RE-ESTABLISHING A PREVIOUS CONNECTION

When you connect to a remote computer using the *TCP/IP* tab, the IP address is saved in the *IP Address* drop-down list. You may save addresses to an address book (on the *Address Books* tab) to make future connections easier.

You may also save your connection to a Timbuktu Pro Connection Document. (See [page 55](#).)

TO RE-CONNECT TO A REMOTE COMPUTER

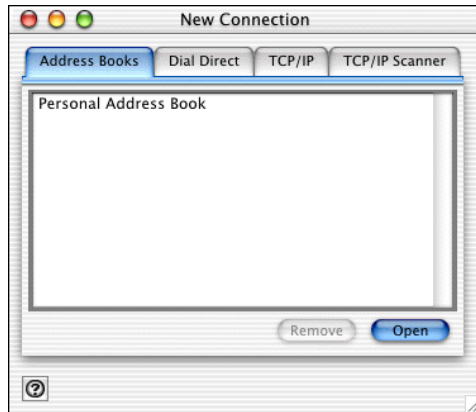
1. In the New Connection window, select the remote computer you wish to connect to. You can select a previously connected remote computer in one of the following ways:
 - If you have previously stored the address in an address book, select the appropriate address book on the *Address Books* tab and click *Open*. Then select the desired computer in the address book. (See [“To save an address to an address book” on page 52](#).)
 - On the *TCP/IP* tab, the last 20 connections you made are saved to the *TCP/IP Address* drop-down list. Select a TCP/IP address from the list and choose a service.
2. Once you have selected an address, click a service button on the Button Bar or choose a service from the *Service* menu. If you select multiple addresses, the same service is invoked for each of the selected addresses.

Note: Double-clicking an entry in an address book launches the Control service. You can also select the computer and press Return.

USING THE ADDRESS BOOKS

An address book is a collection of Timbuktu Pro addresses. You can add and delete addresses at any time. Each address includes the computer name and its IP address or dialing information.

To open an address book, double-click it on the *Address Books* tab in the New Connection window. Address books are also listed in the *File* menu. Choose the name of the address book from the *File* menu to open it.



When an address appears in an address book, it does not guarantee that the computer at that address is currently running Timbuktu Pro. If Timbuktu Pro is not running on the remote computer, or if the computer is shut down, you will not be able to connect.

In addition, TCP/IP addresses may change. If your organization uses dynamic TCP/IP addressing, you may not want to store IP addresses in Timbuktu Pro's address books.

TO SAVE AN ADDRESS TO AN ADDRESS BOOK

1. Make sure the desired address book is open.
2. 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.
3. From the *Service* menu, choose *Save in Address Book*.

If only one address book is open, the menu option will change to *Save in <address book name>*. The address will be saved to this address book automatically.

If multiple address books are open, the Select Address Book dialog box will appear. Select the desired address book and click *OK*. The address will be saved to the selected address book.

EDITING ADDRESS BOOK ENTRIES

If a user's TCP/IP address or telephone number changes, or you wish to rename an address book entry, you may edit it.

TO CHANGE THE PROPERTIES OF A SAVED ADDRESS

1. Make sure the desired address book is open. (To open an address book, select it on the *Address Books* tab in the New Connection window, or choose the name of the address book from the *File* menu.)
2. In the address book window, select the address you wish to modify. In the address properties panel, modify the address information.
3. The modified information is saved automatically.

CREATING NEW ADDRESS BOOKS

By default, Timbuktu Pro includes one address book, called *Personal Address Book*. You may wish to create additional address books to organize addresses by function or location.

TO CREATE A NEW ADDRESS BOOK

1. From the *File* menu, choose *New Address Book*.
2. In the Save dialog box, navigate to the folder where you want to create the address book.
3. In the Save dialog box, enter a name for the new address book and click *Save*.
4. The new address book is created and is opened on your desktop.

MAKING A DIAL DIRECT CONNECTION

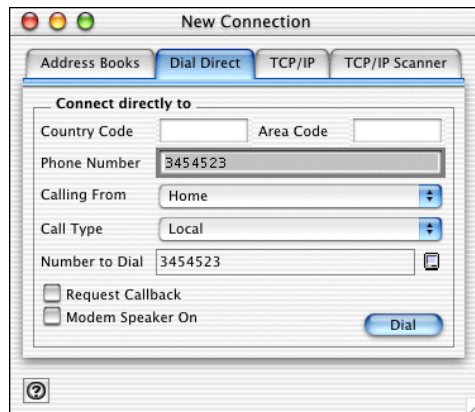
The *Dial Direct* tab in the New Connection window allows you to make a direct modem-to-modem connection to another Timbuktu Pro computer equipped with a modem and a version of Timbuktu Pro that supports Dial Direct connections. No network connection is required.

Use the text boxes and drop-down lists to enter the complete phone number you wish to dial, and click *Dial*.

After Timbuktu Pro has established a modem connection to the remote computer, either you or the other user can initiate a service.

TO ESTABLISH A DIAL DIRECT CONNECTION

1. In the New Connection window, click the *Dial Direct* tab.



2. If you are making an international call, enter a country code in the *Country Code* box. If you do not enter a country code, Timbuktu Pro will not dial one. (Note that you cannot enter a country code unless you choose *International* from the *Call Type* drop-down list.)
3. Enter the area code in the *Area Code* box. If you do not enter an area code, Timbuktu Pro assumes that you are making a local call and will not dial an area code. (Note that you cannot enter an area code unless you choose *International* or *Long Distance* from the *Call Type* drop-down list.)
4. Enter the phone number in the *Phone Number* box.

5. If desired, specify your current location in the *Calling From* drop-down list. Calling locations allow you to save dialing information associated with the various locations from which you may place calls. To set up calling locations, see [“Setting Your Calling Location” on page 42](#).
6. If necessary, select the *Request Callback* or *Modem Speaker On* checkbox. If you’re using callback, make sure that your calling location information is filled out accurately and that the appropriate calling location is selected. The computer that will be calling you back reads your telephone number from the calling location you specify. If the number is incorrect, the callback will fail. See [“Setting Your Calling Location” on page 42](#).
7. The complete phone number is displayed at the *Number to Dial* line exactly as it will be dialed. If you have disabled call waiting in the Dialing Properties dialog box, or if you have indicated a number (usually 9) you must dial to reach an outside line, the appropriate dialing sequence will be displayed preceding the number.
8. Choose *Dial* to dial the number and begin a Dial Direct connection. The Modem Status window will appear to help you monitor your connection.

Once the connection is established, you (or the user of the remote computer) may launch any Timbuktu Pro service normally. All services work in the same way as they do over a TCP/IP connection.

TIMBUKTU PRO CONNECTION DOCUMENTS

Timbuktu Pro Connection Documents are shortcuts that allow you to start a Timbuktu Pro connection to a specific remote computer by double-clicking a desktop icon or opening the shortcut with the *File* menu. Connection documents are created with the *Save Connection* command in the *File* menu.

For example, if you have a file that you update and send to a number of other users on a weekly basis, you could put that file in a FlashNote, enter a message, choose the destinations, and save a connection document. The next time you need to distribute that file, simply update the file, open the connection document, and click *Send*.

TO CREATE A NEW CONNECTION DOCUMENT

1. Establish a connection to a remote computer using the service you wish to save in the connection document. You may make the connection using any available protocol. If necessary, log in to the remote computer as a Registered User or Ask for Permission User.
2. With the connection and service active, open the *File* menu and choose *Save Connection*.
3. Specify a name and location for the connection document.
4. If the *Save Password* checkbox is available, you may select it. This will streamline your next connection by sending your user name and password automatically. However, this will allow anyone with access to your computer to establish a connection using your identity.

The *Save Password* checkbox will not be available if you are connecting to a Windows computer, or if the host computer has not enabled the *Save Passwords in Connection Documents* option on the *Password Rules* tab in the Preferences dialog box.

5. Click *Save* to save your changes.

You may now close the connection.

TO RE-ESTABLISH A CONNECTION USING A CONNECTION DOCUMENT

- Double-click the connection document on the desktop or in the Finder, or choose Open from the File menu and specify the connection document.

The connection will be reestablished. (You may need to log in as a Registered User or ask for permission to complete the connection.)

CHAPTER 5: THE TIMBUKTU PRO SERVICES

This chapter introduces you to Timbuktu Pro's user interface and terminology. It also explains how to use each Timbuktu Pro service: Send, Exchange, Control, Observe, Notify, Chat, Intercom, Invite, and Profile. (The Control and Observe services are collectively known as Remote Control.) Each Timbuktu Pro service allows you to interact with remote computers in a different way; together, they help you make the most of your network.

SEND: SENDING FLASHNOTES AND FILES TO REMOTE COMPUTERS

Timbuktu Pro's Send service can send messages similar to electronic mail, called FlashNotes, to another computer. You can also attach files and folders to the messages and send them to other computers. Timbuktu Pro temporarily stores the files you send in a specific folder on the remote computer.

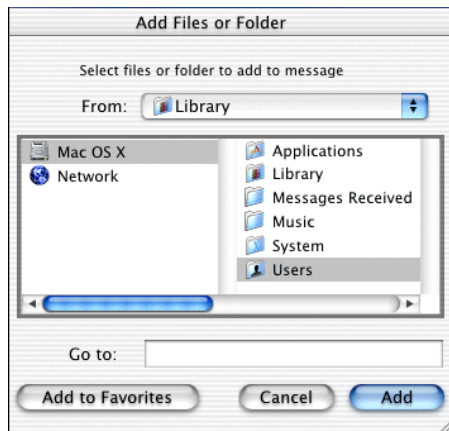
Likewise, remote users can send files only to your *messages received folder*, which you specify on the *Messages Received* tab in the Preferences dialog box. Send does *not* allow remote users to see the folders on your computer. Once you receive the files, you can save them to any directory you wish. (See [“Receiving FlashNotes” on page 60.](#))

TO SEND A FLASHNOTE TO A REMOTE COMPUTER

1. Select the remote computer or establish a Dial Direct connection. (See [“Chapter 4: Making a Timbuktu Pro Connection” on page 45.](#))
2. From the *Service* menu, choose *Send*. Or click the *Send* service button. The Send window opens. (Note that you may need to ask for permission or log in as a Registered User before the window opens.)



3. If desired, click the *Add* button next to the *Destinations* panel to add additional computers to the list of recipients.
4. To send a note, type a message in the *Message* panel.
5. To include files with your message, click the *Add* button next to the *Enclosures* panel, make your selection in the Add Files or Folder dialog box, and click *Add*.

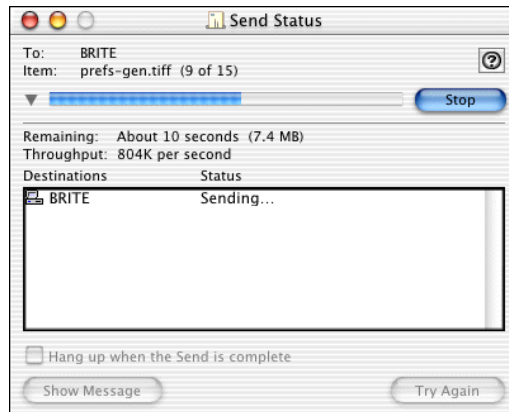


Note: You may also drag and drop files and folders from the desktop into the *Enclosures* area in the *Send* window.

6. If you established a Dial Direct connection to the remote computer, the *Hang Up...* checkbox will be available. Select the checkbox to close your connection automatically once the FlashNote has been sent.
7. Click the *Send* button in the Send window to send the FlashNote and files. The Send Status dialog box appears on your screen to help you monitor the progress of the file transfer.

THE SEND STATUS DIALOG BOX

The Send Status dialog box appears when you're transferring files using the Send service.



To stop the file transfer before it is complete, click *Stop*. Timbuktu Pro stops the file transfer, but the FlashNote is still sent to the remote computer. In addition, stopping the file transfer does not affect files that have already been transferred.

If you established a Dial Direct connection to the remote computer, the *Hang Up...* checkbox will be available. Select the checkbox to close your connection automatically once the FlashNote and its attachments have been sent.

The *Show Message* button reopens the Send window that you created to send the files and message to the remote computer.

If a problem occurs during the file transfer, the *Try Again* button will become active. Click to it attempt to send the FlashNote and files again.

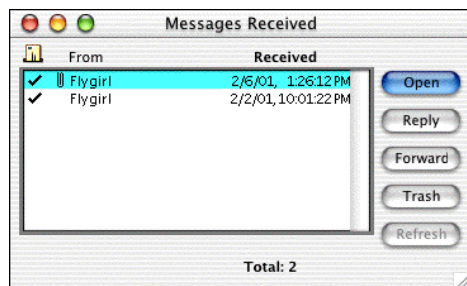
RECEIVING FLASHNOTES

When you receive a FlashNote, it is automatically saved in your messages received folder. You may specify this folder on the *Messages Received* tab in the Preferences dialog box. (See “[Setting Messages Received Options](#)” on page 34.)

The *Messages Received* tab also allows you to select the *Open Timbuktu Pro and Display the Message* option. If this option is selected, incoming FlashNotes will automatically open on your desktop. You may then reply to them, forward them, or send them to the trash. If you wish to save enclosures to a different location than the Messages Received folder, you may drag them from the FlashNote window to your desktop or to a Finder window.

THE MESSAGES RECEIVED WINDOW

The Messages Received window lists all the FlashNotes you have received and not moved or deleted. To open the Messages Received window, choose *Show Messages Received* from the *Window* menu.



When you select a message in the Messages Received window, you can

- Click *Open* to display the message and a list of any attachments.
- Click *Reply* to send a message back to the original sender.
- Click *Forward* to send a copy of the message to another Timbuktu Pro user.
- Click *Trash* to move the message to the trash.

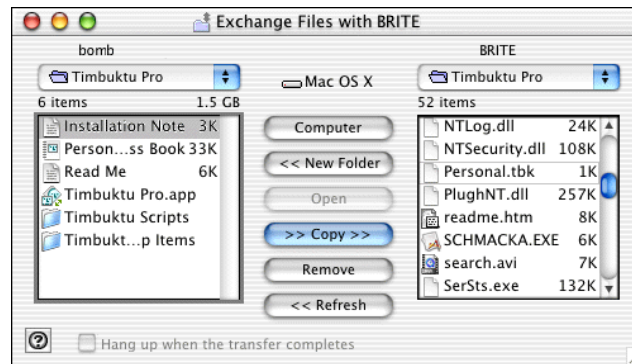
EXCHANGE: COPYING AND MOVING FILES BETWEEN COMPUTERS

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. Exchange provides more flexibility than Send.

TO COPY FILES AND FOLDERS BETWEEN COMPUTERS

1. Select the remote computer or establish a Dial Direct connection. (See [“Chapter 4: Making a Timbuktu Pro Connection”](#) on page 45.)
2. From the *Service* menu, choose *Exchange*. Or click the *Exchange* service button.

The Exchange window is displayed and the *Exchange* menu appears. (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 and display the source and destination folders in the *Drives* drop-down lists.
You can use the *New Folder* button create a new folder on either computer.
4. Drag the desired files or folders from the source panel to the desired folder in the destination panel.
5. Timbuktu Pro begins to transfer the files immediately. The Exchange Status dialog box appears, indicating the progress of the file transfer.

While Timbuktu is transferring the files, you can

- Click outside the Exchange window, or minimize it, to work on other computer tasks.
 - Click *Cancel* to immediately cancel the transfer. The file being sent when *Cancel* is clicked is not transferred, but any files that were previously sent remain in the destination folder (unless you manually delete them).
 - If you established a Dial Direct connection to the remote computer, the *Hang Up...* checkbox will be available. Select the checkbox to close your connection automatically once the files have been transferred.
6. When you have finished exchanging files, close the Exchange window.

You can also use the Exchange service while controlling or observing a Timbuktu Pro computer.

THE EXCHANGE MENU

When you open an Exchange session with another computer, the *Exchange* menu appears on the menu bar. The *Exchange* menu includes many of the options you control by buttons in the Exchange window.

In addition, the Exchange menu includes the following options:

- *Rename* renames the selected file.
- *Get Info* displays basic information about the selected file, including file size and location.
- *Find Original* resolves the selected alias and positions the file list on the original file. If you select an alias and attempt to copy it, the alias will be copied instead of the original file.
- *Find* opens the Find Files window to search for files on the local computer. (See the online Help for information about the Find Files window.)
- *Custom Icons* turns custom icon display on and off.

REMOTE CONTROL: CONTROLLING OR OBSERVING A REMOTE COMPUTER

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. The window is updated as the other computer's desktop changes.

While you are controlling another computer, you can perform any of the tasks that you could perform locally, including opening applications and creating new files. This means that a user with the Control privilege can remotely create, modify, or delete files without restriction, and can erase data from the host computer. This privilege, therefore, should be granted with caution.

While observing another computer, you can see the activity on its screen, but you cannot control it. This privilege is useful for diagnosing problems on a remote computer or giving a presentation.

If the remote computer's screen resolution is higher than yours and you maximize your Control or Observe window, the Autoscroll feature is enabled so that you can view the entire remote desktop. To enable or disable Autoscroll when the screen-sharing window is not maximized, open the *Control* menu and select the *Auto Scrolling* option.

TO CONTROL OR OBSERVE ANOTHER COMPUTER

1. Select the remote computer or establish a Dial Direct connection. (See [“Chapter 4: Making a Timbuktu Pro Connection” on page 45.](#))
2. From the *Service* menu, choose *Control* or *Observe*. Or click on 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.)

3. Click on the screen-sharing window to make it the active window. To return to your own computer, click outside the screen-sharing window.

If you have chosen the *Observe* option, you will be able to observe the screen only. If you have chosen the *Control* option, you can use your mouse and keyboard to operate the remote computer.

4. If desired, click the *Control* menu to display a number of options that you can change during your screen-sharing session. (For details, see [“The Control Menu” on page 36.](#))
5. To stop controlling or observing, close the screen-sharing window. Timbuktu Pro closes the window and ends the connection.

If a screen-sharing window doesn't open, you may have one of the following problems:

- You have not been granted permission to use to the Control/ Observe service on the remote computer.
- Timbuktu Pro is not running on the remote computer.
- There is a network firewall between the computers.

While controlling a remote computer, you can start another Timbuktu connection to the same computer. Simply select another service from the Button Bar or the *Service* menu. Because you already have a connection open with the host, you will not need to provide user-authentication information.

Note: Timbuktu Pro does not support full-screen DOS sessions on Windows computers. Press Option+Enter to switch the MS-DOS session from full-screen to windowed mode.

USING DRAG AND DROP WITH CONTROL

Timbuktu Pro takes full advantage of Drag and Drop capabilities. When controlling another computer, you can drag files from that computer directly across the border of the screen-sharing window to your own desktop.

Note: Drag and Drop is not supported when you are connecting through a firewall or a NAT router.

SENDING CTRL+ALT+DEL OR FORCE QUIT TO A REMOTE COMPUTER

If you're connecting to a computer that is running Windows, and need to log on, you'll need to open the Logon Information dialog box. However, unlike with Windows computers, you cannot simply press Ctrl+Alt+Delete on your Macintosh.

To open the Logon Information dialog box on a Windows computer, click the *Control* menu on your Macintosh and choose *Send <Ctrl> <Alt> *.

The Logon Information dialog box is displayed on the remote computer, allowing you to enter your user name and password.

You don't have to log on to Windows to use Timbuktu Pro with a remote Windows computer. You can exchange files with and send files to a remote computer when the Logon Information dialog box is displayed. However, FlashNotes are not displayed on the Windows system until after you have logged on.

If you do log on to Windows, make sure to log out before you end your Timbuktu Pro session, or other users will not be able to log on.

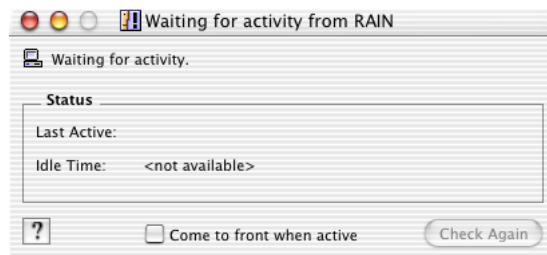
If you are controlling a Mac OS X computer and need to force-quit an application, click the *Control* menu and choose *Send <Force-Quit>*.

NOTIFY: REQUESTING NOTIFICATION WHEN THE REMOTE USER IS ACTIVE

Timbuktu Pro's Notify service lets you leave a request to be notified when another Timbuktu Pro computer becomes active. This is a useful way to find out when the person you want to communicate with is available. You can then open another Timbuktu Pro connection (for example, if you need to ask for permission) or contact the user of the remote computer.

TO REQUEST NOTIFICATION OF ANOTHER USER'S PRESENCE

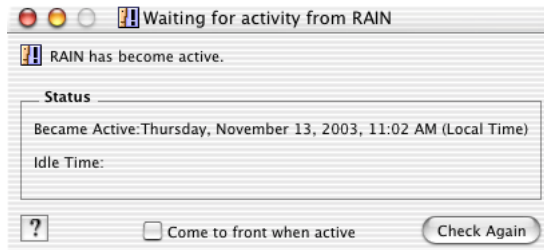
1. Select the remote computer or establish a Dial Direct connection. (See [“Chapter 4: Making a Timbuktu Pro Connection” on page 45.](#))
2. From the *Service* menu, choose *Notify*. Or click the *Notify* service button. The Notify window is displayed. (Note that you may need to ask for permission or 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:

- *Last Active* tells you the date and time the remote user last moved the mouse or pressed a key. This field changes to *Became Active* the next time the remote user moves the mouse or presses a key, and displays the new date and time.
 - *Idle Time* tells you how much time has passed since the remote user has used that computer.
3. While you’re waiting, you can work on tasks in other windows. You can minimize the Notify window, but don’t close it.
 4. When the remote computer becomes active, the message in your Notify window changes to

“Name has become active.”



If you have selected the *Come to Front when Active* checkbox in the Notify window, it will appear on your desktop automatically.

5. You may now contact the user of the remote computer.

Once you have been notified of the remote user’s return, you can close the Notify window and contact the other user.

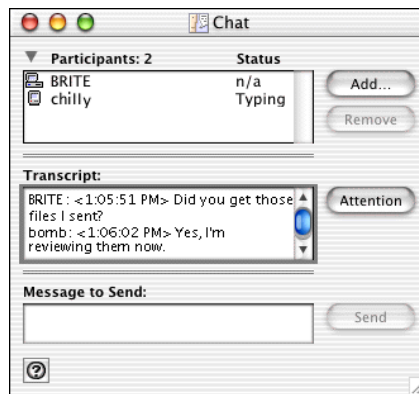
If the Notify window is acknowledged while you are away from your computer, the remote user may no longer be at their computer by the time you get back. You can start the notification process again by clicking the *Notify Again* button.

CHAT: CHATTING WITH A REMOTE USER

The Chat service lets Timbuktu Pro users post messages to one another interactively. For example, if you are in the midst of a file transfer session, a Chat session lets you discuss the file transfer with the other user. You can even chat with multiple remote users in a single Chat window.

TO CHAT WITH A REMOTE USER

1. Select the remote computer or establish a Dial Direct connection. (See [“Chapter 4: Making a Timbuktu Pro Connection” on page 45.](#))
To start a multiple-user Chat session, select each computer in an address book or the TCP/IP Scanner.
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. To add other users to the Chat session, click the *Add* button and select another computer. (To display the *Add* button, click the disclosure triangle next to the host computer name.)

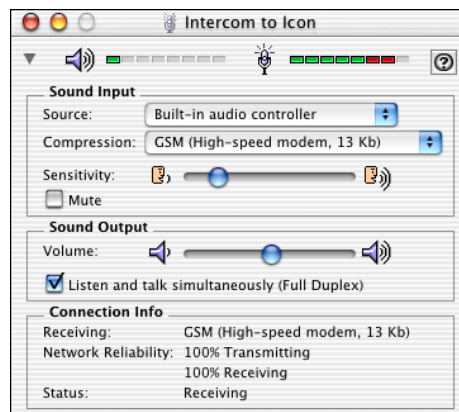
7. When you've finished chatting, click the red Close button. If the other party disconnects first, the session is ended, but the Chat window remains open.
8. After you have disconnected, you can save a transcript of the chat session to a text file.
Click the *File* menu and choose *Save Transcript*. In the Save dialog box, specify the destination file name and folder.
9. Click the red Close button to close the chat window.

INTERCOM: SPEAKING TO A REMOTE USER

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

TO SPEAK TO ANOTHER TIMBUKTU PRO USER

1. Select the remote computer or establish a Dial Direct connection. (See [“Chapter 4: Making a Timbuktu Pro Connection” on page 45.](#))
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.)



Note: If the sound card on your computer or the remote computer is already being used by another application—for example, recording or playback—you won't be able to begin your Intercom session until the other application has been closed.

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.

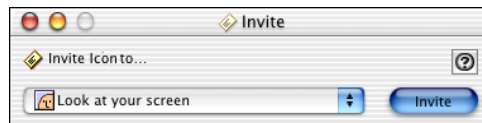
4. When you've finished talking, click the red Close button.

INVITE: INVITING A REMOTE USER TO ACCESS YOUR COMPUTER

The Invite service allows you to invite other users to visit your computer. Once you have specified a user to receive your invitation, you can select the type of invitation you want to extend and send it to the remote user. The recipient will be able to use the service immediately or decline your invitation by closing the service window.

TO INVITE A REMOTE USER TO VISIT YOUR COMPUTER

1. Select the remote computer or establish a Dial Direct connection.
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 remote user to access. The invited user may begin using the service or close the window to cancel it.

If the remote computer has enabled the Invite service, the *Service* menu's *Invite* command will allow you to ask another user to observe your screen, control your computer, or use any of the other sharing or collaboration services.

If the remote user has granted Guest User access to his or her Invite service, the service you selected from the *Invite* drop-down list will start immediately. If the remote user has not granted Guest User access to the Invite service, you will need to either wait for permission from the remote user or log on to the remote user's computer as a Registered User.

The remote user has the option of accepting or turning down your invitation. If the invitation is accepted, the Invite service you selected should be in session.

PROFILE: GENERATING A SYSTEM PROFILE FOR THE REMOTE COMPUTER

The Profile service allows you to automatically run the Apple System Profiler on a remote Macintosh computer and return the results to your computer as a text file.

TO GENERATE A SYSTEM PROFILE FOR A REMOTE COMPUTER

1. Select the remote computer or establish a Dial Direct connection.
2. From the *Service* menu, choose *Profile*. Or click the *Profile* button on the Button Bar. The Profile window is displayed, and a Save window opens.



3. In the Save window, 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.

CHAPTER 6: SECURITY

This chapter describes the essential steps to prepare your computer to receive incoming Timbuktu Pro connections. You must set up user access privileges and turn on transports to enable them access. To allow remote users to dial directly into your computer, you must also set up your computer for Dial Direct access.

To allow more complete control over incoming connections, you also have the ability to disconnect remote users and keep them from connecting.

Finally, you can protect your own Timbuktu Pro settings using a Master Password.

SETTING USER ACCESS PRIVILEGES

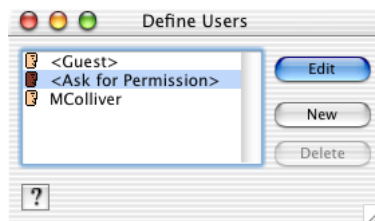
The Define Users dialog box lets you specify privileges for the three kinds of Timbuktu Pro users that may access your computer: Guest Users, Ask for Permission users, and Registered Users.

When you grant a service to Guest Users, any Timbuktu Pro user may access that service on your computer without entering a user name and password or asking for permission. The remote user is allowed to use any of the services assigned to Guest Users in the Define Users dialog box.

TO SPECIFY GUEST USER PRIVILEGES

1. From the *Setup* menu, choose *Define Users*.

The Define Users dialog box appears.



In the Define Users dialog box, you can edit settings for Guest Users, Ask For Permission Users, and Registered Users.

2. Select *Guest* and click *Edit*.
3. Assign the desired services to Guest Users by clicking them.

Remember: any Timbuktu Pro user can now—without entering a password or asking for permission—connect to your computer using the services you have selected. If you grant the Exchange or Control privilege to all remote users, any remote user will be able to access all the files on your hard disk, as well as files on any network drive that you are currently logged into. DO NOT grant Exchange or Control privileges if your computer contains sensitive or confidential information.

Services you define for Guest Users are automatically granted to all Registered Users as well. For example, if you grant the Send service to Guest Users, you cannot deny this service to Registered Users.

4. If you want to allow remote users to dial into your computer, select *Let User Dial into Your Computer*. For more information, see [“Setting up Timbuktu Pro for Incoming Dial Direct Access” on page 76](#).
5. Click *Save* to confirm your newly defined Guest User services.
6. Click the close box to return to the Define Users dialog box.

ALLOWING REMOTE USERS TO ASK FOR PERMISSION

When a remote user wishes to connect to your computer using a service you have not granted to Guest Users, the user may request permission to connect. Granting services to Ask for Permission users makes it possible for remote users to request that service on a one-time basis. When the user requests permission, you can choose whether or not to admit them.

Remote users may ask for permission by beginning a Timbuktu Pro connection using the desired service. The Log In dialog box opens.



After the remote user selects *Ask for Permission* and clicks *OK*, an alert is displayed on your computer that identifies the user and the desired service.



Click *OK* if you want to allow the connection.

TO ALLOW USERS TO ASK FOR PERMISSION

1. From the *Setup* menu, choose *Define Users*. The Define Users dialog box appears.
2. Select *Ask for Permission* and click *Edit*.
3. Assign the desired services to *Ask for Permission* users by clicking them in the scrolling list.
4. If you want to allow remote users to dial in to your computer on an ask-for-permission basis, select *Let User Dial into Your Computer*. See [“Setting up Timbuktu Pro for Incoming Dial Direct Access” on page 76](#).
5. Click *Save* to confirm your selections.
6. Click the close box to return to the Define Users dialog box.

ADDING REGISTERED USERS

A Registered User can access your computer using any of the services that you assign to his or her Registered User account. To access your computer, the Registered User must use a user name and password that you assign. The Registered User is allowed to change this password, subject to your password restrictions. (See [“Password Rules” on page 33](#) for information about password restrictions.)

TO DEFINE A REGISTERED USER

1. From the *Setup* menu, choose *Define Users*.
2. In the Define Users dialog box, click *New*.
Timbuktu Pro opens a new dialog box in which you can define the settings for the new Registered User.
3. In the *Name* box, enter the desired user name for the Registered User.

4. In the *Password* box, enter the Registered User's password. (A password can be up to 15 characters long.) Reenter the password in the *Confirm* box.
You cannot close the New Registered User dialog box until the *Password* and *Confirm* boxes match exactly.
5. Assign the desired services to Registered Users by selecting or deselecting them in the scrolling list. All services are selected by default.
6. If you want to allow remote users to dial in to your computer on an ask-for-permission basis, select *Let User Dial into Your Computer*. See [“Setting up Timbuktu Pro for Incoming Dial Direct Access” on page 76](#).
7. Click *Save* to confirm your selections, and click the close box to return to the Define Users dialog box.

OPENING TRANSPORTS FOR INCOMING CONNECTIONS

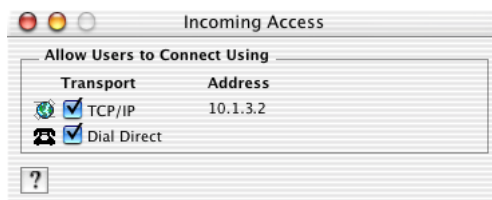
Remote users have access to your computer only after you've enabled one or more of the transports in the Incoming Access dialog box. You may also enable and disable incoming access by selecting transports in the *Connection* menu.

When a network or dial-in transport is switched off, no remote user can use that transport to connect to your computer. 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.

When a transport is switched on, you can still limit access to individual services on your computer by creating user definitions in the Define Users dialog box (see [“Setting User Access Privileges” on page 71](#)).

TO SWITCH ON A TRANSPORT

1. From the *Setup* menu, choose *Incoming Access*.
The Incoming Access dialog box appears.



2. Click the checkboxes of the transports on which you want to allow incoming Timbuktu Pro connections.
3. If a checkbox is dimmed or if a transport doesn't appear, make sure that the software associated with that transport is properly configured and try again. For details about the *Dial Direct* option, see [“Turning on the Dial Direct Transport” on page 76](#).
4. Close the Incoming Access dialog box.

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

SHUTTING DOWN TRANSPORTS

A quick way to stop some or all incoming connections is to switch off incoming transports in the Incoming Access dialog box.

Switching off a transport prevents only incoming connections using only this transport. It does not prevent other applications on your computer from using the transport. Moreover, you can still use a switched-off transport to make outgoing connections.

You can switch any of your installed transports on or off at any time. Changes you make in the Incoming Access dialog box take effect as soon as you select or clear a check box.

TO SHUT DOWN A TRANSPORT

1. From the *Setup* menu, choose *Incoming Access*.
2. In the Incoming Access dialog box, select or deselect the transports that you want to use for incoming access.

Note: If the feature associated with a transport has been disabled on the *Features* tab in the Preferences dialog box, the transport will not be visible in the Incoming Access dialog box. For example, Dial Direct may not be available on some computers.

If a transport is visible but dimmed, the transport is not configured properly or a site administrator has restricted access to the transport.

3. Your changes take effect immediately. However, if a remote user is already connected to your computer using a transport that you turned off, that connection will continue. To disconnect a remote user, see [“Disconnecting Remote Users” on page 80](#).

You can also use the *Connection* menu or the Timbuktu Pro Info dialog box as a shortcut to turn transports on and off. Choose a transport to change its status. Checked transports are turned on.

SETTING UP TIMBUKTU PRO FOR INCOMING DIAL DIRECT ACCESS

This section explains the steps you'll need to take to customize Timbuktu Pro to receive incoming Dial Direct connections. To set up your computer and modem to make outgoing connections, see [“Setting Dial Direct Preferences” on page 39](#).

CONFIGURING TIMBUKTU PRO FOR INCOMING CONNECTIONS

Most modem setup is required only if you intend to make outgoing Dial Direct connections. It is covered in more detail in [“Setting Dial Direct Preferences” on page 39](#).

However, before you can accept Dial Direct calls, you must turn on the Dial Direct transport to allow incoming Dial Direct access. Additionally, if you wish to use callback, you must specify a calling location and make sure that your modem is configured correctly.

TURNING ON THE DIAL DIRECT TRANSPORT

To enable Timbuktu Pro to answer incoming calls to your modem, you need to turn on the Dial Direct transport. From the *Setup* menu, choose *Incoming Access*. In the Incoming Access dialog box, select the *Dial Direct* checkbox to enable the Dial Direct transport.

If you don't want Timbuktu Pro to answer incoming calls until you're ready, leave the Dial Direct transport turned off until you need to accept an incoming call.

Note: If you set Timbuktu Pro to answer Dial Direct calls, make sure that you don't have fax, ARA Personal Server, speaker phone, or other serial software set to answer incoming calls.

SELECTING A CALLING LOCATION

When you are setting up your computer to receive Dial Direct calls and call back, make sure that the *calling location* information is filled out accurately and that the correct calling location is selected. Selecting the correct calling location ensures that the correct dialing prefix will be used when the return call is made.

TO SELECT A CALLING LOCATION FOR CALLBACK

1. Open the New Connection window.
2. Click the *Dial Direct* tab.
3. From the *Calling From* drop-down list, choose the correct calling location. If you need to create a new calling location, choose *Edit Calling Locations*. See [“Setting Your Calling Location” on page 42](#).

CONFIGURING YOUR MODEM

If your computer will be responding to any incoming Dial Direct connections by calling back, make sure your modem settings are correct on the *Dial Direct* tab in the Preferences dialog box. See [“Setting Dial Direct Preferences” on page 39](#).

SETTING UP ACCESS PRIVILEGES FOR REMOTE USERS

When you customize your Guest User and Ask for Permission User settings and create Registered Users, you must specifically grant Dial Direct access to each remote user who will be allowed to dial in to your computer. You must also specify *callback options* for each remote user to whom you grant Dial Direct access. (See the following section, [“Choosing Callback Options,”](#) for information about callback.)

Dial Direct access options for Guest Users and Ask for Permission Users are set for all users of the same type, but Registered User options may be set individually for each user.

TO GRANT DIAL DIRECT ACCESS

1. From the *Setup* menu, choose *Define Users*.
2. Select the user account for which you want to set callback options—Guest Users, Ask for Permission Users, or a Registered User—and click *Edit*. (Or create a new Registered User account.)

3. In the lower panel, select the *Let User Dial Into Your Computer* checkbox.
4. From the drop-down list, select one of the responses to a request for callback. The callback feature and callback request options are explained in the following section, “[Choosing Callback Options.](#)”
5. Close the dialog box and return to the Define Users dialog box.

CHOOSING CALLBACK OPTIONS

When your computer receives a Dial Direct call from a remote computer that requests *callback*, your modem automatically hangs up and calls back to the calling computer. Callback is primarily a security feature, but it can also be used to reverse the charges on a dial-up connection.

Callback is performed only if the calling party selects *Request Callback* when placing the call. If callback is required but the remote computer does not request it, the remote user will receive an error message indicating that they must request callback. Conversely, if the remote computer requests callback but it is not allowed, the remote user will receive an error message indicating that callback is not allowed.

Before a remote computer can receive callback from your computer, you must specify how your computer will respond to the callback request. You must specify callback options separately for Guest Users, Ask for Permission Users, and for each Registered User who will be dialing in to your computer.

Remember that these settings take effect only if the calling computer requests a callback from your computer.

REFUSE CALLBACK REQUEST FROM CALLER

This option—the default selection—means that your computer will not redial the calling party under any circumstances. If the caller has requested callback, Timbuktu Pro hangs up and displays an alert message to the caller.

Use this option to ensure that a Dial Direct connection from this remote user is not charged to your telephone bill.

CALLBACK REQUEST IS CALLER’S CHOICE

This option gives the calling party the option to request callback. If the caller has requested callback, Timbuktu Pro hangs up and dials the remote user’s telephone number. If callback isn’t requested, Timbuktu Pro allows the incoming connection to continue.

Use this option for callers who may be calling from a number that your computer can't reach, such as a hotel room. If the number can be successfully called back, the user initiating the connection can request callback.

REQUIRE CALLBACK REQUEST FROM CALLER

This option forces the calling party to request callback to a number supplied by the caller. If callback isn't requested, Timbuktu Pro hangs up and displays an alert message to the caller.

Use this option when security is important enough to justify calling back and when you can trust the caller to supply his or her own callback number.

REQUIRE CALLBACK TO SPECIFIC NUMBER

This option causes Timbuktu Pro to call back if the caller has requested callback and if the caller's current calling location, specified on the caller's *Dial Direct* tab, matches the number you specify at the bottom of the panel. If not, Timbuktu Pro hangs up and displays an alert message to the caller.

Use this option when security is so important that your computer should be allowed to call only the number you specify. This option prevents the caller from making a Timbuktu Pro connection to your computer from more than one calling location.

You may wish to use this option if you dial in to your office computer from your home computer. You ensure that only you can access your computer by modem.

KEEPING USERS OUT

To prevent anyone from connecting to your computer while Timbuktu Pro is running, you can remove all services from Guest User access, delete all Registered Users, and prevent users from asking for permission to connect. You may also turn off all incoming transports, which still allows you to make outgoing connections (see [“Shutting Down Transports” on page 75](#)).

When you quit Timbuktu Pro, all Timbuktu Pro windows and outgoing service sessions close. However, by default, the Timbuktu Host remains running. Unless you have turned on the *Only Accept Incoming Connections When Application is Open* option on the *General* tab in the Preferences dialog box, remote users can still connect to your computer using the access privileges you have defined.

To shut down the Timbuktu Host, which has the effect of preventing incoming connections when the main Timbuktu Pro application is shut down, activate the *Only Accept Incoming Connection...* option. For more information, see [“The Timbuktu Host” on page 26](#) and [“General Preferences” on page 28](#).

DISCONNECTING REMOTE USERS

When remote users are accessing your computer, you still have control over their actions. If you need to disconnect a remote user, you may do so at any time.

DISCONNECTING ALL REMOTE USERS

If you wish to disconnect all remote users from your computer (for example, you wish to shut down Timbuktu Pro), choose *Disconnect Current Users* from the *Connection* menu. Timbuktu Pro immediately terminates sessions with all the remote users listed below this command.

DISCONNECTING A SPECIFIC REMOTE USER

If you wish to disconnect a specific remote user from your computer (for example, the user is using a service you did not intend to grant), choose the remote user from the remote user list in the *Connection* menu. Timbuktu Pro immediately terminates the session with the selected remote user.

THE CONNECTED USERS WINDOW

You can monitor and disconnect remote users with the Connected Users window. From the *Window* menu, choose *Show Connected Users*.



The Connected Users window lists all current connections to your computer. Each user name is preceded by an icon, which indicates the service in use. (See the on-line Help for a list of icons.) When the remote user disconnects, their name disappears from the window. You may check for previous users in the *Connection* menu or the activity log.

You may use the Connected Users window to disconnect a remote user at any time. To disconnect a remote user, select the user in the list and click *Disconnect*.

USING A MASTER PASSWORD

When you create a Master Password, you can protect access to those parts of Timbuktu Pro that allow you to change Timbuktu Pro's configuration and security settings—the Preferences, Incoming Access, and Define Users dialog boxes. After you've created a Master Password, you can specify which areas of Timbuktu Pro are password-protected. When you attempt to access the password-protected areas, you will need to enter your Master Password before you can proceed.

You create your Master Password on the Master Password tab in the Preferences dialog box. See [“Master Password Preferences” on page 30](#) for a detailed procedure.

INDEX

A

- accepting incoming calls 39
- Activate Modem button 47
- activation key 21
- activity log 17
- Add Files or Folder dialog box 58
- adding files to a FlashNote 58
- address books 17, 46, 51
 - changing saved address properties 53
 - creating new 53
 - saving addresses to 52
 - using 51
- Address Books tab (New Connection window) 17, 46, 51
- Apple System Profiler, running remotely 70
- AppleScript and Timbuktu Pro 18
- application icon 16
 - moving 25
 - opening Timbuktu Pro 25
- Ask for Permission access
 - requesting 49
- Ask for Permission Users 15
 - asking for permission 49
 - granting access 73
 - Log In dialog box 49
 - specifying privileges 71, 72
- asking for permission 49
 - Log In dialog box 49
- AutoScroll feature 63

B

- Button Bar 47
 - preferences 27

C

- call waiting, disabling 43
- callback
 - choosing options 78
 - refusing requests 78
 - requiring 79
 - selecting options 55
 - setting calling locations 42
- calling locations
 - creating 42
 - selecting 42, 77
- Calling Locations dialog box 42
- Chat service 15, 67, 67–68
 - defined 7
 - saving transcripts 68
- Chat window 67
- chatting with a remote user 67
 - with multiple users at once 67
- communication protocols 8
- compatibility between versions of Timbuktu Pro 19
- configuring Timbuktu Pro for Mac OS 25–43
- Connected Users window 80
- connecting to remote computers 48–56
 - address books 46
 - as Registered User 49

- connecting to remote computers (*continued*)
 - behind NAT routers 37, 39
 - Button Bar 47
 - Connection Documents 55
 - Dial Direct connections 54
 - Dial Direct preferences 39
 - Dial Direct setup 42
 - New Connection window 45
 - re-establishing a previous connection 51
 - using address books 51
 - using email address 16, 36
- Connection Documents 17, 55
- Connection menu 16
 - opening Timbuktu Pro 25
- connections
 - re-establishing 51
 - saving 17, 55
 - to a previously-used computer 51
 - using Dial Direct 54
 - using TCP/IP 48
- Control menu 36
- Control service 13, 63–65
 - defined 7
 - preferences 35
 - sending force-quit to remote computer 64
- Control/Observe tab (Preferences dialog box) 35–36
- controlling a remote computer 13, 63–65
- controlling access to your computer 43
- copying files 61
- CTRL+ALT+DEL, sending to remote computers 64
- customizing Timbuktu Pro preferences 27–41

D

- default service 51
- Define Users window 71
- Dial Direct
 - accepting incoming calls 39
 - Advanced modem settings 41
 - establishing connections 54

Dial Direct (*continued*)

- modem requirements 18
- preparing for connections 42–43
- specifying calling locations 42
- turning transport on 76
- See also* Dial Direct connections
- Dial Direct connections 16, 54
 - disabling call waiting 43
 - modem requirements 18
 - New Connection window 46
 - outgoing 42
 - preparing for 42–43
 - refusing callback requests 78
 - requiring callback 79
 - setting access privileges 77
 - setting callback options 78
 - setting calling locations 77
 - setting up access 76
 - specifying calling locations 42
 - See also* Dial Direct
- Dial Direct tab (New Connection window) 46, 54
- Dial Direct tab (Preferences dialog box) 39–41
- Dial Direct transport 9
 - disabling
 - transports 75
 - disconnecting remote users 80
- disk space
 - protecting from usage 34
 - required for installation 18
- documentation (online Help) 18
- DOS sessions, full-screen 64
- drop senders 17

E

- email address
 - specifying for IP Locator 36
 - using for connection 16, 36
- enabling transports 74
- error messages. *See Troubleshooting* in the online Help

Exchange menu 14, 61, 62
 Exchange service 14, 61, 61–62
 defined 7
 Exchange window 61
 exchanging files 61

F

Features tab (Preferences dialog box) 29–30
 files
 adding to FlashNotes 58
 copying between computers 61
 exchanging with remote computers 61
 receiving FlashNotes 60
 sending 57
 files received folder
 See also messages received folder
 finding remote computers 16
 Internet Locator 48
 TCP/IP Scanner 49
 using email address 36
 firewalls 10
 FlashNotes 14, 57
 adding files 58
 Messages Received window 60
 receiving 60
 sending 57
 force-quit 64

G

General tab (Preferences dialog box) 27–29
 generating a system profile 70
 getting Help 18
 granting access
 Ask for Permission Users 73
 Guest Users 71
 Registered Users 73
 Guest Users 15
 granting access 71
 specifying privileges 71

H

hardware requirements 18
 Help 18

I

improving screen-sharing performance 14
 incoming connections
 accepting Dial Direct 39
 answering Dial Direct calls 76
 controlling access 43
 Dial Direct preferences 39
 disconnecting 80
 monitoring 25, 80
 opening transports 74
 preventing 26, 79
 preventing simultaneous 28
 refusing callback requests 78
 requiring callback 79
 restarting after 28
 setting callback options 78
 setting Dial Direct privileges 77
 setting up for Dial Direct 76
 shutting down transports 75
 INF files (modem description files) 9, 41
 installing Timbuktu Pro 21–23
 on Mac OS X 21–23
 Intercom service 15, 68–69
 defined 7
 hardware requirements 18
 Intercom window 68
 Internet Locator 16, 36, 48
 Invite service 15, 69–70
 defined 7
 Invite window 69
 IP address, overriding 37
 IP Locator tab (Preferences dialog box) 36–38

K

keeping remote users out 79
 Knock service. *See* Notify service

L

- launching Timbuktu Pro
 - from Connection menu 25
 - manually 26
- Log In dialog box 49
- logging in as a Registered User 49
- logging on to a remote Windows computer 64
- Logon Information dialog box, displaying 64
- Look service. *See* Observe service

M

- making a Timbuktu Pro connection 48–56
- manually starting Timbuktu Pro 26
- Master Password tab (Preferences dialog box)
 - 30–32
- master passwords 30, 81
 - removing 32
 - setting 31
- messages received folder 34, 57, 60
- Messages Received tab (Preferences dialog box)
 - 34–35
- Messages Received window 60
- modem configuration files 41
- modem connections. *See* Dial Direct; Dial Direct connections
- Modem Picker 41
- modem requirements (Dial Direct connections)
 - 18
- modem setup 9
- monitoring remote connections 80

N

- NAT routers, connecting to computers behind 37, 39
- New Connection window 45–47
 - Address Books tab 46
 - connection tabs 46–47
 - Dial Direct tab 46, 54
 - TCP/IP Scanner tab 47, 49–50
 - TCP/IP tab 16, 47

- new features in Timbuktu Pro 11
- Notify service 15, 65, 65–66
 - defined 7
- Notify window 65

O

- Observe service 13, 63–65
 - defined 7
 - preferences 35
- observing a remote computer 63–65
- online Help 18
- opening Help 18
- opening Timbuktu Pro 25

P

- Password Rules tab (Preferences dialog box) 33–34
 - password rules, setting 33
- performance
 - improving during screen-sharing 14
- port settings, specifying 39
- preferences 27–41
 - Dial Direct connections 39
 - messages received folder 34
 - password rules 33
 - protecting your settings 30
 - remote control 35
 - screen-sharing 35
 - setting email address 36
 - sounds 32
 - specifying a proxy server 38
- Preferences dialog box 27–41
 - Control/Observe tab 35
 - Dial Direct tab 39
 - Features tab 29
 - General tab 27
 - IP Locator tab 36
 - Messages Received tab 34
 - opening 27
 - Password Rules tab 33
 - Proxy Server tab 38

Preferences dialog box (*continued*)

- Sound tab 32
- TCP Contact Port tab 39
- preventing incoming connections 26, 79
- Profile service 70
 - defined 7
- protecting your Timbuktu Pro settings 30
- protocols for communication 8
- Proxy Server tab (Preferences dialog box) 38
- proxy server, specifying 38
- Public Visitors. *See* Guest Users

Q

- QuickTime recording of screen-sharing sessions 14
- quitting Timbuktu Pro 26
 - vs. shutting down 26

R

- receiving FlashNotes, messages received folder 34
- refusing callback requests 78
- Register Public Address option 37
- Registered Users 15
 - connecting as 49
 - creating 73
 - Log In dialog box 49
 - setting password rules 33
 - specifying privileges 71
- remote computers
 - behind NAT routers 37, 39
 - connecting
 - as Registered User 49
 - using an address book 51
 - using email address 16
 - with Connection Documents 55
 - connecting to 48–56
 - controlling 13, 63
 - Dial Direct connections 54
 - generating a system profile 70

remote computers (*continued*)

- re-establishing a connection 51
- scanning network for 16
- transferring files 14
- remote control 13, 63–65
 - setting preferences 35
- remote users
 - access levels 15
 - allowing Dial Direct connections 76
 - chatting 67
 - disconnecting 80
 - monitoring 25, 80
 - preventing incoming connections 79
 - preventing simultaneous connections 28
 - setting Dial Direct privileges 77
 - speaking to 68
- removing Timbuktu Pro from your computer 23
- requesting Ask for Permission access 49
- requesting notification 65
- requesting permission 49
 - Log In dialog box 49
- requiring callback 79
- restricting access to your computer 43

S

- saving addresses to address books 52
- saving chat sessions 68
- saving connections 17
- scanning for remote computers 16
- screen-sharing 13, 63–65
 - accelerating performance 14
 - recording sessions 14
 - setting preferences 35
 - See also* screen-sharing window
- screen-sharing window 63
 - AutoScrolling 63
 - troubleshooting 64
- searching for remote computers 16
 - Internet Locator 48
 - TCP/IP Scanner 49
 - using email address 36

- security 15, 43, 71–81
 - controlling access to your computer 43
 - disabling transports 75
 - disconnecting remote users 80
 - enabling transports 74
 - Guest User access 71
 - keeping users out 79
 - master passwords 81
 - monitoring remote users 80
 - setting a master password 30
 - setting password rules 33
 - setting up for Dial Direct access 76
- Send service 14, 57, 57–60
 - adding files to a FlashNotes 58
 - defined 7
 - drop senders 17
 - messages received folder 57
 - messages received options 34
 - Messages Received window 60
 - Send Status dialog box 59
- Send Status dialog box 59
- Send window 57
- sending files to remote computers 14, 57
 - drop senders 17
 - Send Status dialog box 59
- services 7, 57–70
 - Chat 67
 - Control 63–65
 - Exchange 61
 - Intercom 68
 - Invite 69
 - Notify 65
 - Observe 63–65
 - Profile 70
 - Send 57
 - turning on and off 29
 - See also individual service names*
- setting up Timbuktu Pro for Mac OS 25–43
- shutting down Timbuktu Pro 26
 - vs. quitting 26

- software requirements 18, 19
- Sound tab (Preferences dialog box) 32
- speaking to a remote user 68
- splash screen, turning on and off 28
- starting Timbuktu Pro 25, 26
- system profile, generating 70
- system requirements 18

T

- TCP Contact Port tab 39
- TCP/IP addresses, entering 47
- TCP/IP Scanner 16, 47, 49–50
 - zones 50
- TCP/IP Scanner tab (New Connection window) 47, 49–50
- TCP/IP tab (New Connection window) 16, 47, 48–49
 - making a new connection 48
- Timbuktu Host 13, 25
 - disabling 26
 - preferences 27
- Timbuktu Pro
 - activation key 21
 - application icon 16
 - installing 21–23
 - on Mac OS X 21–23
 - introduction 7
 - new features 11
 - preferences. *See preferences*
 - quitting 26
 - service shortcuts 55
 - services. *See services*
 - setting up 25–43
 - shutting down 26
 - starting 25
 - starting manually 26
 - system requirements 18
 - uninstalling 23
 - upgrading. *See upgrading Timbuktu Pro*
- Timbuktu Pro Connection Documents 17, 55

- Timbuktu Pro connections 45–56
 - Button Bar 47
 - New Connection window 45
 - through firewalls 10
- Timbuktu Pro Extension. *See* Timbuktu Host
- Timbuktu Sender 14, 17
- transcripts of Chat sessions 68
- transports 9
 - Dial Direct 76
 - opening for incoming connections 74
 - shutting down for incoming connections 75
 - TCP/IP 9
 - turning on and off 25, 29
- troubleshooting. *See* *Troubleshooting* in the online Help
- Trusted Visitors. *See* Registered Users

U

- uninstalling Timbuktu Pro 23
- upgrading Timbuktu Pro
 - on Mac OS X 22
- using the address books 51

W

- windows
 - Chat window 67
 - Connected Users window 80
 - Exchange window 61
 - Intercom window 68
 - Invite window 69
 - Notify window 65
 - screen-sharing 63
 - Send window 57
- Windows Logon Information dialog box,
 - displaying 64
- Windows NT/Windows 2000/Windows XP
 - logging on 64
 - sending CTRL+ALT+DEL 64

