

TIMBUKTU PRO FOR WINDOWS, VERSION 7 AT A GLANCE

STARTING TIMBUKTU PRO

When you start Windows, the Timbuktu Pro icon appears in the system tray on the taskbar. Double-click the icon to open Timbuktu Pro.

If the system tray icon does not appear, click the Windows *Start* button, then choose *Programs* ▶ *Timbuktu Pro* ▶ *Timbuktu Pro*.

Opening Timbuktu Pro displays the main Timbuktu Pro window, shown in the figure at right.

SELECTING A REMOTE COMPUTER

Timbuktu Pro provides a number of methods to select a remote computer to communicate with.

ADDRESS BOOKS TAB

An address book is a file that contains a list of Timbuktu Pro addresses.

TO SELECT A COMPUTER USING AN ADDRESS BOOK

1. In the main Timbuktu Pro window, on the *Address Books* tab, select an address book from the *Address Book* drop-down list.
2. Select a computer from the address list.

RECENT CONNECTIONS TAB

The *Recent Connections* tab contains a list of computers to which you've recently connected.

TO SELECT A COMPUTER USING THE RECENT CONNECTIONS TAB

- In the main Timbuktu Pro window, on the *Recent Connections* tab, select the desired computer from the address list.

TCP/IP TAB

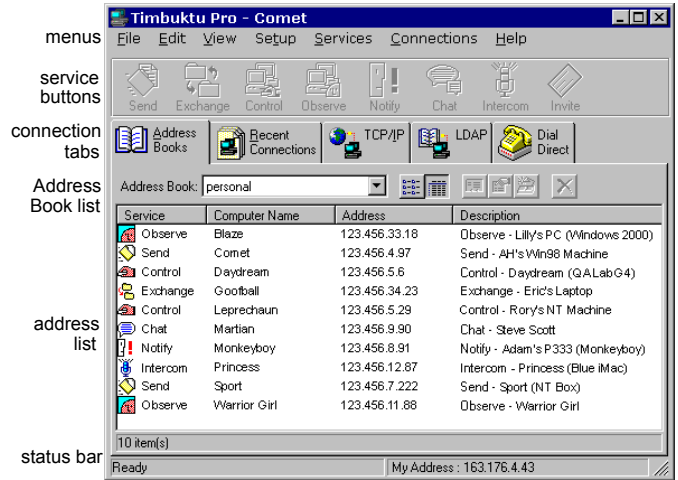
The *TCP/IP* tab lets you directly enter the IP address, DNS name, WINS name, or email address of a remote computer.

TO SELECT A COMPUTER USING THE TCP/IP TAB

1. In the main Timbuktu Pro window, click the *TCP/IP* tab.
2. In the *TCP/IP Address* box, enter the remote computer's IP address, DNS or WINS name, or email address.



double-click icon to open Timbuktu Pro



TCP/IP address of your computer



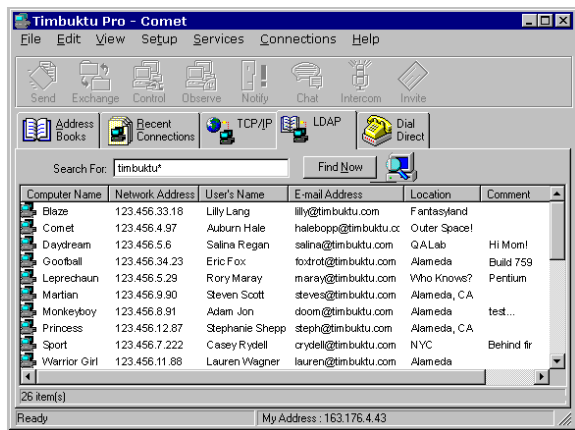
LDAP TAB

LDAP support allows you to search for other LDAP-enabled computers by their user information instead of their IP addresses.

The *LDAP* tab appears only if *Enable LDAP Directory Feature* is selected in the LDAP Options dialog box.

TO SELECT A COMPUTER USING THE LDAP TAB

1. In the main Timbuktu Pro window, on the *LDAP* tab, enter the criteria (computer or user name, IP address, email address, location, or comment) by which you'd like to search. Then click *Find Now*. To see the whole directory, enter *.
2. When the search is complete, select the desired computer from the search results.



DIAL DIRECT TAB

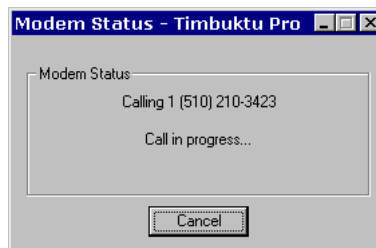
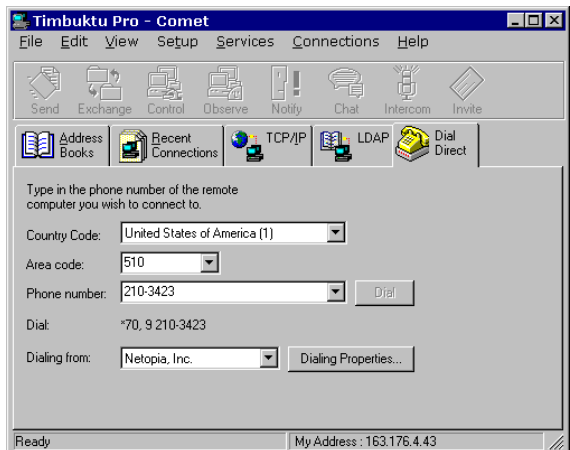
The *Dial Direct* tab lets you use your modem to dial directly into the modem of a remote computer. No network connection is required.

Note: The *Dial Direct* tab appears only if a Windows-recognized modem is installed in your computer.

TO SELECT A COMPUTER USING THE DIAL DIRECT TAB

1. In the main Timbuktu Pro window, on the *Dial Direct* tab, choose a country from the *Country Code* drop-down list.
2. 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.
3. Enter the phone number in the *Phone Number* box.
4. Choose *Dial* to dial the number and begin a Dial Direct connection. The Modem Status dialog box helps you monitor your connection.
5. Once the connection is established, you may launch any Timbuktu Pro service normally, except Intercom. All services work in the same way as they do over a TCP/IP connection.

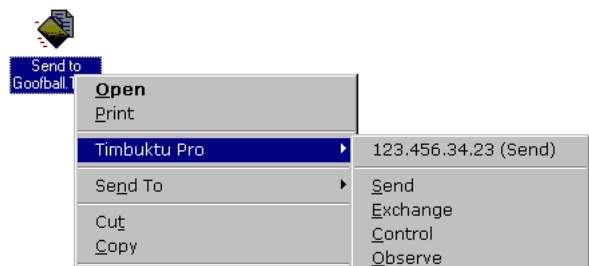
Note: By default, Timbuktu Pro *will not answer* Dial Direct calls into your computer. To accept Dial Direct connections, you must change your Dial Direct options on the *Dial Direct* tab in the Preferences dialog box.



CONNECTION DOCUMENTS

Timbuktu Pro Connection Documents are desktop shortcuts that allow you to start a Timbuktu Pro connection to a specific remote user by double-clicking a desktop icon.

To create a new Connection Document, specify a remote computer on the *Address Books*, *Recent Connections*, or *TCP/IP* tab in the main Timbuktu Pro window. Click the *Edit* menu and choose *Create Shortcut on Desktop*.



SETTING UP INCOMING ACCESS

No remote computer can connect to your computer without your authorization. Use the Security dialog box to assign privileges to all Guest Users, allow users to ask for permission to use unassigned services, and create Registered Users and Windows NT Users with specific privileges.

GUEST USERS

Any Timbuktu Pro computer can connect to your computer using the access privileges that you assign to Guest Users.

TO ASSIGN PRIVILEGES TO GUEST USERS

1. From the *Setup* menu, choose *Security*.
2. In the Security dialog box, click the *Guests* tab. Select the services you wish to grant to all Guest Users.
3. If you wish to let remote users ask for permission to use services you have not assigned to Guest Users, select *Guests May Ask For Permission to Use Unchecked Services*.
4. Click *OK* to close the Security dialog box.

ASK FOR PERMISSION USERS

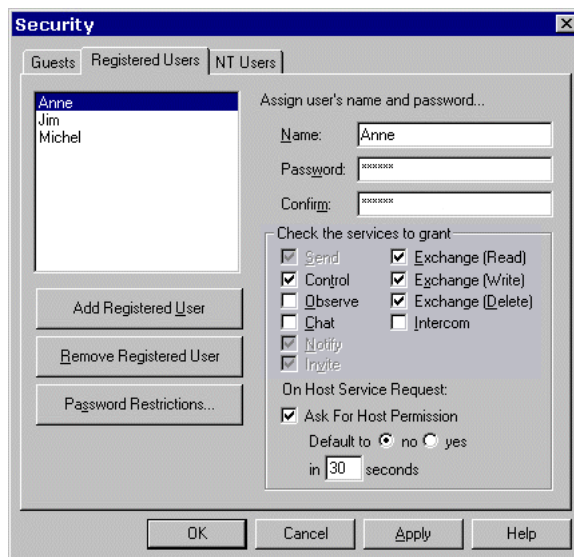
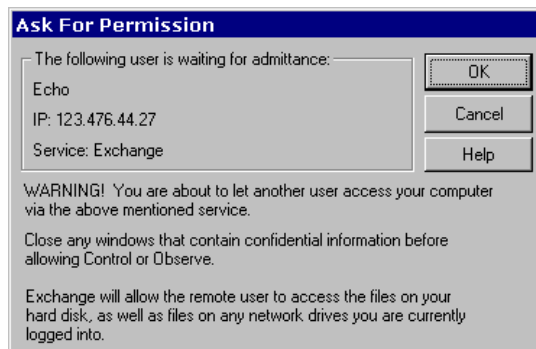
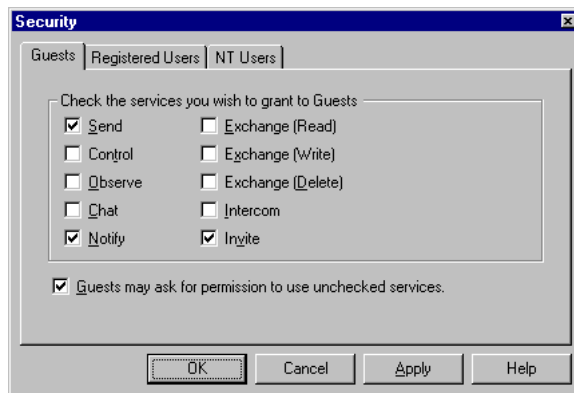
If you enable *Guests May Ask for Permission* in the Security dialog box, remote users may request permission to access services you have not granted to Guest Users. When a remote user asks for permission, the Ask For Permission dialog box appears on your screen. The remote computer's name and address and the requested service are displayed in this dialog box. Click *OK* to accept the connection, or *Cancel* to deny it.

REGISTERED USERS

Registered Users must supply a name and password to access your computer. You can assign a unique set of access privileges to each Registered User you define.

TO ADD A REGISTERED USER ACCOUNT

1. From the *Setup* menu, choose *Security*.
2. Click the *Registered User* tab.
3. Click the *Add Registered User* button to create a Registered User called "New User."
4. In the *Name* text box, enter the user name the Registered User will use to connect to your computer.
5. In the *Password* and *Confirm* text boxes, enter the password the Registered User will use to connect to your computer. The password is case-sensitive.
6. In the *Check the Services to Grant* area, select the services you wish to grant to this Registered User.
7. If you want the option to reject connection attempts by this user, check the *Ask for Host Permission* box and specify the Ask for Permission options.
8. Click *OK* to close the Security dialog box.

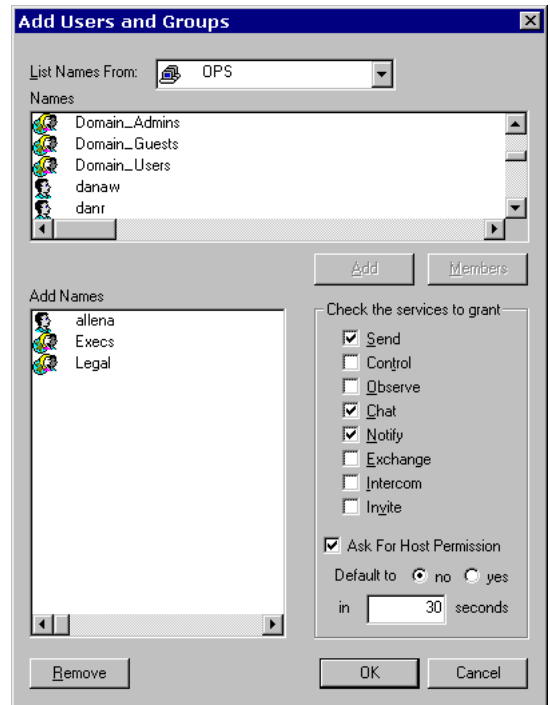


WINDOWS NT USERS

Windows NT Users are similar to Registered Users, but—because they have already been authenticated by logging in to Windows NT, Windows 2000, or Windows XP—they are not required to log in again when they access your computer. As with Registered Users, you can assign a unique set of access privileges to each Windows NT User you define.

TO ADD A WINDOWS NT USER ACCOUNT

1. From the *Setup* menu, choose *Security*.
2. On the *NT Users* tab, click the *Add* button. The Add Users and Groups dialog box appears.
3. Select a Windows domain in the *List Names From* drop-down list.
4. Select a user or group in the *Names* list and click *Add*.
5. Select a user or group in the *Add Names* box and specify the services you wish to grant.
6. If you want the option to reject connection attempts by this Windows NT User, check the *Ask for Host Permission* box and specify the Ask for Permission options.
7. Click *OK* to save your changes and close the Add Users and Groups dialog box.
8. Click *OK* to save your changes and close the Security dialog box.



DOCUMENTATION AND ONLINE HELP

Detailed information about Timbuktu Pro and its user interface is available in the online Help, which contains step-by-step instructions for all common procedures, as well as troubleshooting hints, keyboard shortcuts, and a glossary. To open the online Help, click the *Help* menu and choose *Contents*. Or press F1 or a *Help* button anywhere within Timbuktu Pro for context-sensitive Help.

The *Getting Started Guide* is a comprehensive manual that covers installing, setting up, and using Timbuktu Pro.

TECHNICAL SUPPORT

If you require technical support, please browse Netopia's Technical Notes and Frequently Asked Questions:
<http://www.netopia.com/support/>

Most common questions and problems are addressed here.

If you are unable to resolve your issue using our online technical support, please use our online email form to send us a message:

http://www.netopia.com/support/contact_us.html

You may also contact Netopia Customer Service by mail:

Netopia Customer Service
6001 Shellmound Street, 4th Floor
Emeryville, CA 94608
USA

ESTABLISHING A CONNECTION

Now that you've selected a remote computer (or entered its phone number), you must choose the Timbuktu Pro service that you wish to use. Click a service button on the Timbuktu Pro Service Toolbar.

To complete the connection, you may need to enter your Registered User name and password or ask for permission.



USING SEND

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

TO SEND MESSAGES AND FILES

1. Select a remote computer and click the *Send* button.
2. The FlashNote window appears.
To send a note, type a message in the upper panel. To include files with your message, click *Add Files* and make your selection in the Add Files to Note dialog box. The files that you select appear in the *Files* field.
3. Click the *Send* button in the FlashNote window to send the note and files.



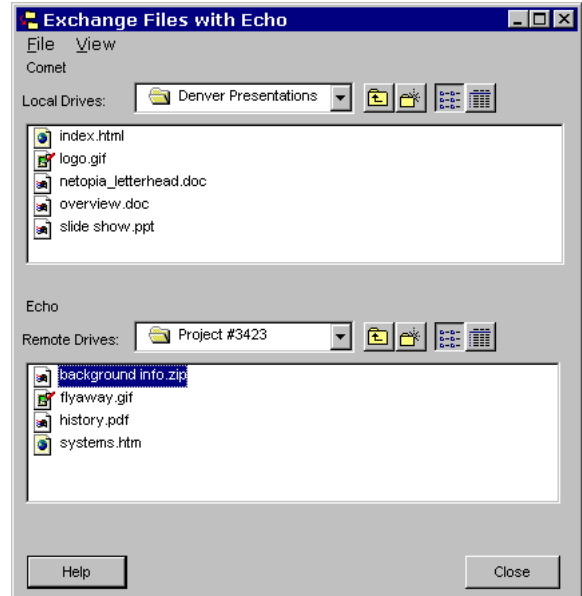
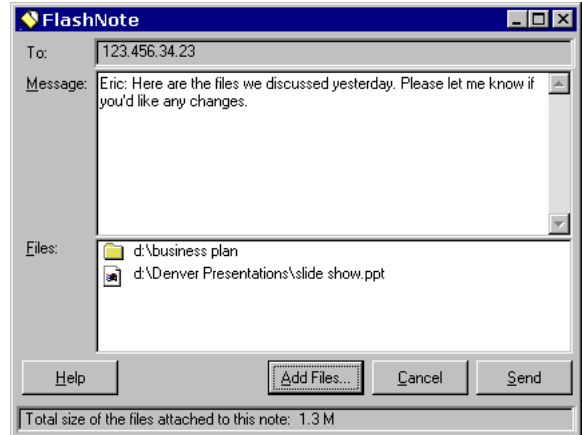
USING EXCHANGE

The Exchange service lets you copy and move files and folders between computers.

1. Select a remote computer and click the *Exchange* button.
2. The Exchange window appears. The upper panel lists the drives, folders, and files on your computer. The lower panel lists the drives, folders, and files on the remote computer.
3. Locate the file or folder you want to copy and drag it to the desired location on the destination computer.
4. When you have finished exchanging files, click *Close*.



The Timbuktu Pro Service Toolbar





USING CONTROL OR OBSERVE

The Control service lets you control a remote computer using your mouse and keyboard. The Observe service lets you view the desktop of the remote computer without controlling it.

TO CONTROL OR OBSERVE A REMOTE COMPUTER

1. Select a remote computer and click the *Control* or *Observe* button.
2. Timbuktu Pro displays the remote computer's desktop in a screen-sharing window.
If you chose *Control*, use your mouse and keyboard to operate the remote computer. To operate your own computer, click outside the screen-sharing window.
If you chose *Observe*, you can observe but not control the remote computer.
3. To stop controlling or observing, click the Close box in the upper-right corner of the screen-sharing window. Timbuktu Pro closes the window and terminates the connection.

System menu

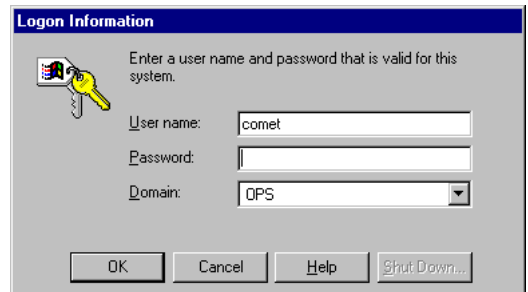


TO LOG ON TO WINDOWS NT OR WINDOWS 2000

If you're connecting to a computer that is running Windows NT or Windows 2000, and you need to log on, you cannot log on simply by pressing CTRL+ALT+DEL on your own keyboard.

1. Control the Windows NT or Windows 2000 computer.
2. Open the screen-sharing window's system menu (click the Control or Observe icon in the upper-left corner of the screen-sharing window) and choose *Send Ctrl+Alt+Del to Remote Computer*.
The Logon Information dialog box appears, allowing you to enter your Windows user name and password.

You can also use the system menu to start another Timbuktu connection to the same computer. Open the system menu and choose a service.



USING NOTIFY

The Notify service alerts you when another Timbuktu Pro computer becomes active.

TO ASK FOR NOTIFICATION

1. Select a remote computer and click the *Notify* button.
2. The Notify window appears on your screen, telling you that Timbuktu Pro is waiting for an answer from the remote computer.
3. On the remote computer, the Request for Notification dialog box tells the remote user that you are asking for notification. You can continue working while you wait.
4. When the remote user clicks the *Acknowledge* button, the message in your Notify window changes to “Name is there.” (If you have minimized the Notify window, it is maximized automatically.)

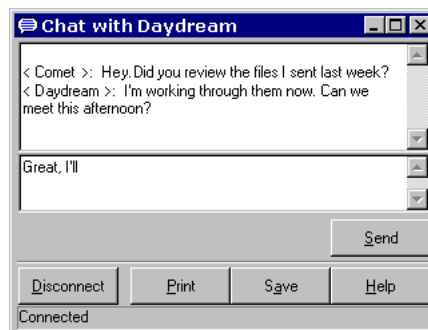
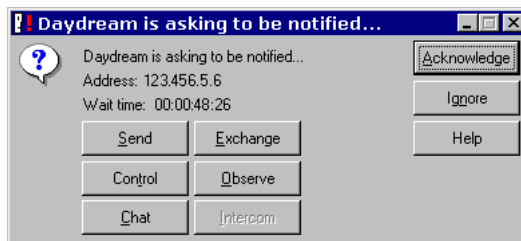
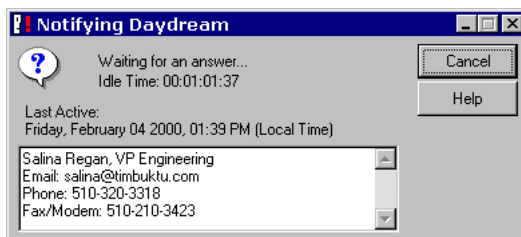
The remote user also has the option of clicking the *Chat*, *Intercom*, or *Ignore* button. If the remote user clicks the *Ignore* button when you ask for notification, the Notify window on your computer will remain unchanged, even though the remote user has become active.

USING CHAT

The Chat service lets you carry on a text-based conversation with another Timbuktu Pro user in real time.

TO CHAT WITH A REMOTE USER

1. Select a remote computer and click the *Chat* button.
2. In the lower panel of the Chat window, type a message and click *Send*. Your message appears in the upper panel. The other user’s reply (and the rest of your conversation) will also appear in this transcript panel.
3. When you’ve finished chatting, click *Disconnect*. Click *Print* or *Save* to print or save (in *.rtf* format) a transcript of the chat session.



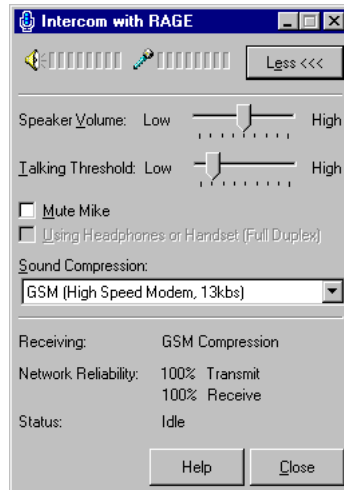


USING INTERCOM

The Intercom service lets you talk with another Timbuktu Pro user through your computer's audio hardware.

1. Select a remote computer and click the *Intercom* button.
2. When the Intercom window appears, use your microphone to speak with the other user. Volume levels for Intercom's input and output levels are metered at the top of the Intercom window.
3. When you've finished talking, click the *Close* button to end your Intercom session.

Note: The Intercom service is not available over Dial Direct connections.



USING INVITE

The Invite service allows you to invite other users to access your computer using the Timbuktu Pro service you specify.

1. Select a remote computer and click the *Invite* button.
2. In the Invite window, click a service button to specify the service you wish to invite the other user to access.
3. The Invite window appears on the remote computer, indicating the service you invited the remote user to use.
4. The remote user may click *Start Session* to launch the Timbuktu Pro service or *Cancel* to close the Invite window.

