

TIMBUKTU® PRO FOR WINDOWS, VERSION 8.6 AT A GLANCE

STARTING TIMBUKTU PRO

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

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

SELECTING A REMOTE COMPUTER

Timbuktu Pro provides a number of methods that allow you to find and select other Timbuktu Pro computers. Choose a connection tab to start the connection procedure.

As long as you are granted access or have the proper access credentials, you can connect to any computer that is running Timbuktu Pro.

ADDRESS BOOKS TAB

Your address book files contain lists of other Timbuktu Pro computers and their addresses.

1. Click the *Address Books* tab.
2. Select an address book from the *Address Book* drop-down list.
3. Select a computer from the address list.
4. Select a Timbuktu Pro service as described later in this document.

RECENT CONNECTIONS TAB

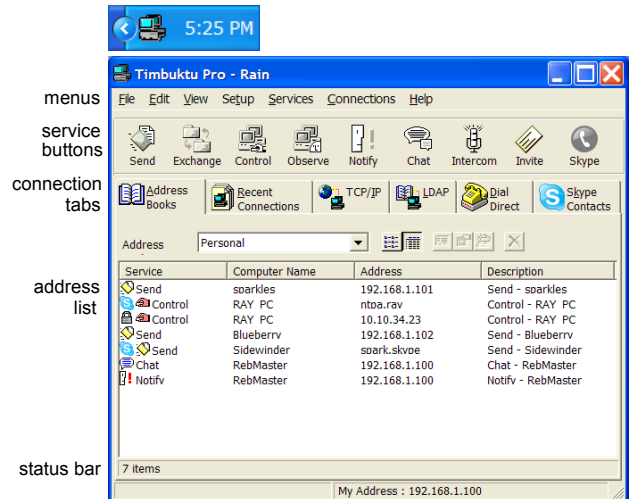
The *Recent Connections* tab contains a list of computers to which you've recently connected.

1. Click the *Recent Connections* tab.
2. Select the desired computer from the address list.
3. Select a Timbuktu Pro service as described later in this document.

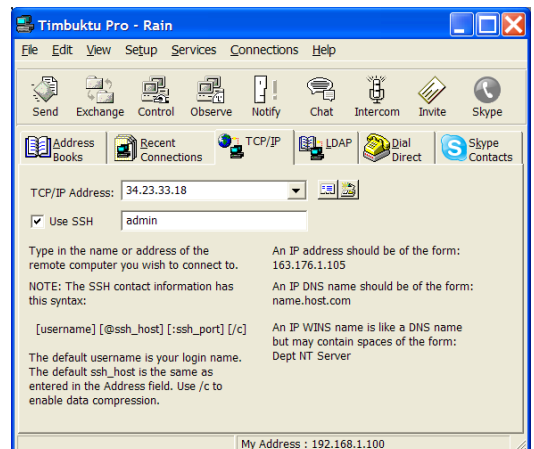
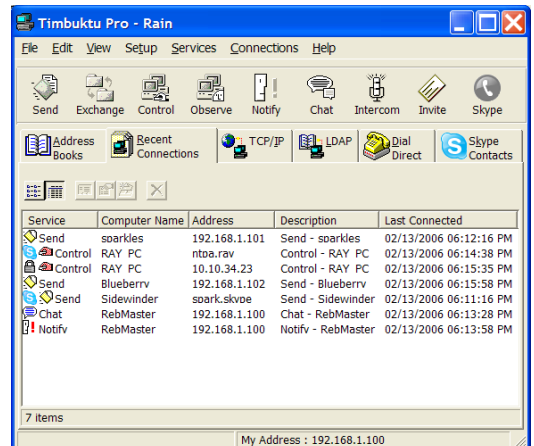
TCP/IP TAB

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

1. Click the *TCP/IP* tab.
2. In the *TCP/IP Address* box, enter the computer's IP address, DNS or WINS name, or email address.
3. To use SSH to secure your connection, select the *Use SSH* check box. Then enter your OS-level user name for the *remote computer*.
4. Select a Timbuktu Pro service as described later in this document.



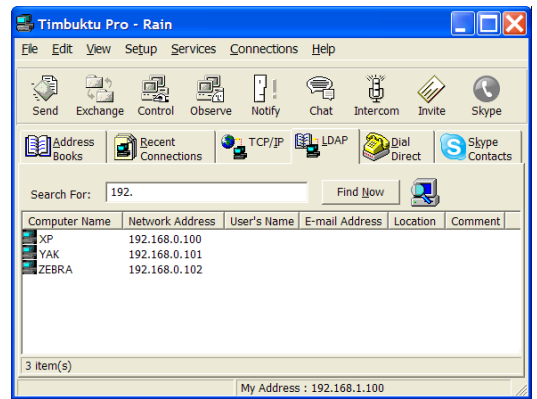
TCP/IP address of your computer |



LDAP TAB

Timbuktu Pro's LDAP support allows you to find other LDAP-enabled computers by searching for their user information. (The *LDAP* tab appears only if *Enable LDAP Directory Feature* is selected in the LDAP Options dialog box.)

1. Click the *LDAP* tab.
2. Enter search criteria and click *Find Now*. You may enter the computer or user name, IP address, email address, location, or comment. To see the whole directory, enter ***.
3. When the search is complete, select the desired computer from the search results.
4. Select a Timbuktu Pro service as described later in this document.

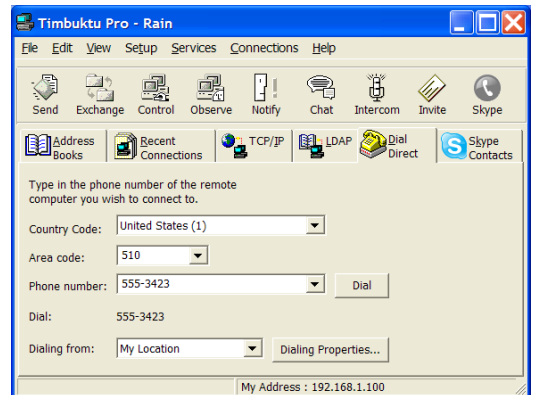


DIAL DIRECT TAB

The *Dial Direct* tab lets you use your modem to dial directly into a remote computer.

1. Click the *Dial Direct* tab.
2. Using the drop-down lists and text boxes, enter the complete phone number for the remote computer.
3. Choose *Dial* to dial the number and begin a Dial Direct connection.
4. Once the connection is established, select a Timbuktu Pro service as described later in this document.

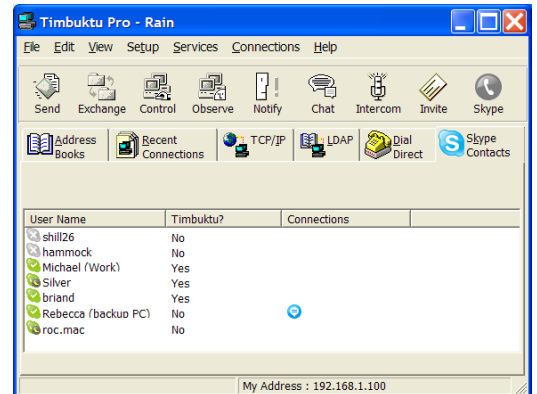
All services except Skype and Intercom work with Dial Direct in the same way as they do over a TCP/IP connection.



SKYPE TAB

The *Skype* tab helps you find and connect to remote computers, even when you don't know their IP addresses, by listing the users from your Skype contact list.

1. Click the *Skype* tab.
2. The list of users from your Skype contact list is displayed. The Skype icon in front of each contact name indicates their online status. The *Timbuktu?* column indicates whether the contact's computer is running a Skype-compatible version of Timbuktu Pro.
3. Select the desired contact.
4. Select a Timbuktu Pro service as described later in this document.



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, select a remote computer in the main Timbuktu Pro window. Then click the *Edit* menu and choose *Create Shortcut on Desktop*.



USING TIMBUKTU PRO SERVICES

Once you've selected a remote computer, choose the Timbuktu Pro service that you wish to use by clicking a service button on the Timbuktu Pro Service Toolbar. To complete the connection, you may need to enter your Registered User credentials or ask for permission.

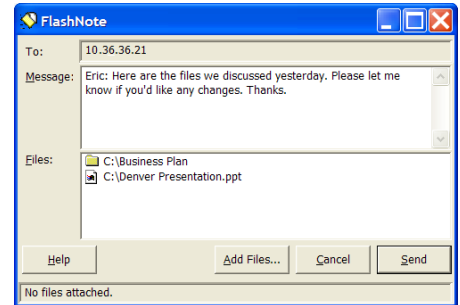


USING SEND

The Send service lets you send notes and files 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 message, enter it in the upper panel.
3. To include files with your message, click *Add Files* and make your selection in the Add Files to Note dialog box. The files you select appear in the *Files* field. Or drag and drop files and folders from the desktop into the *Enclosures* area in the Send window.
4. Click the *Send* button to send the note and files.

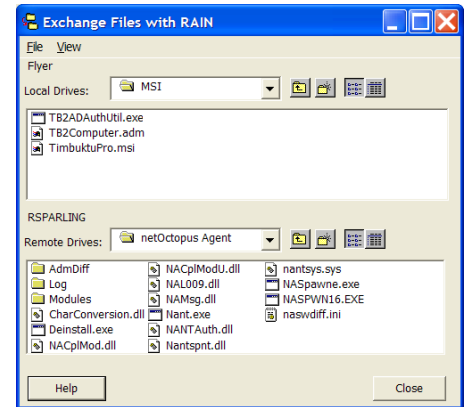


USING EXCHANGE

The Exchange service lets you copy and move files and folders in both directions between your computer and another Timbuktu Pro computer.

TO COPY AND MOVE FILES AND FOLDERS

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. If necessary, click the *Create Folder* icon to create a new folder on the destination computer.
4. When you have finished exchanging files, click *Close*.



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.
3. If you chose *Control*, use your mouse and keyboard to operate the remote computer. If you chose *Observe*, you can observe but not control the remote computer.
4. To operate your own computer, click outside the screen-sharing window.
5. 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.

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 is displayed. While you wait, you can work on tasks in other windows. When the remote user returns, Timbuktu Pro will bring the window to the front to alert you.

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. 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 appear in this transcript panel.
3. When you've finished chatting, click *Disconnect*.

USING INTERCOM

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

TO TALK TO A REMOTE USER

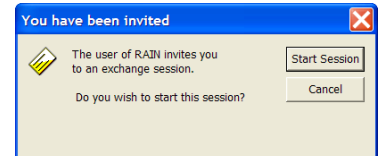
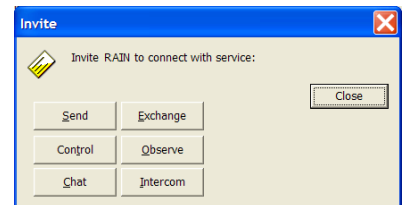
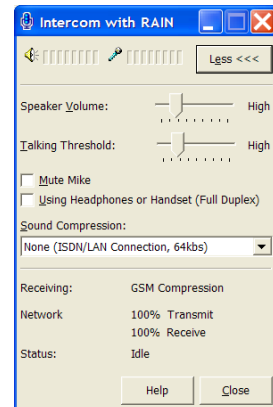
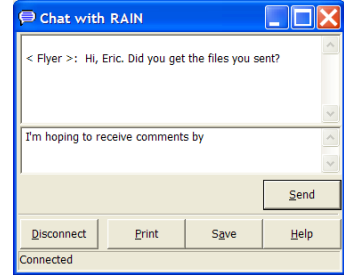
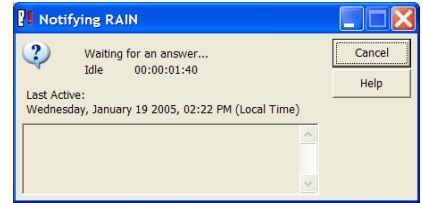
1. Select a remote computer and click the *Intercom* button.
2. When the Intercom window appears, use your microphone to speak with the other user. Volume levels for Intercom's input and output levels are metered at the top of the Intercom window.
3. You can click on other windows to continue working while you talk. Your Intercom session will continue as long as the Intercom window is open.
4. When you've finished talking, click the *Close* button to end your Intercom session.

USING INVITE

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

TO INVITE A REMOTE USER TO ACCESS YOUR COMPUTER

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.



USING SKYPE

The Skype service lets you access the Skype internet-telephony application to speak or text-chat with a remote user. The Skype service includes two subservices: Skype Call and Skype Chat.

TO OPEN A SKYPE CONNECTION TO A REMOTE COMPUTER

1. Select a remote computer and click the *Skype* button to start a Skype Call. Or open the *Services* menu and choose *Skype Call* or *Skype Chat*.
2. The Skype window is displayed.
 - If you initiated a Skype Call session, the main Skype window opens, displaying your contacts. The Skype call is initiated.
 - If you initiated a Skype Chat session, the Chat window opens. Proceed normally with your Skype Chat session.
3. When you've finished talking or chatting, close the Skype window.

SETTING UP INCOMING ACCESS

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

TRANSPORTS

By default, Timbuktu Pro will not accept any connections that use the Skype or Dial Direct transports. To enable these connections, set the appropriate options on the *Skype* and *Dial Direct* tabs in the Preferences dialog box.

GUEST USERS

Any Timbuktu Pro computer can connect to your computer, without entering a password, using the access privileges that you assign to Guest Users.

1. From the *Setup* menu, choose *Security*.
2. Click the *Guests* tab.
3. Select the services you wish to grant to all Guest Users.
4. To let users ask for permission to use other services, select *Guests May Ask For Permission to Use Unchecked Services*.
5. Click *OK* to save your changes and close the Security dialog box.

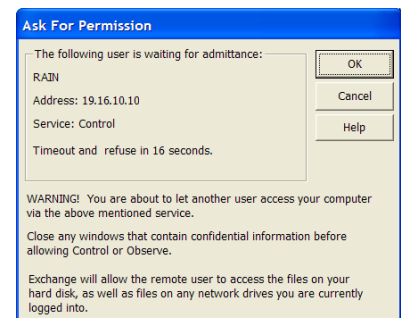
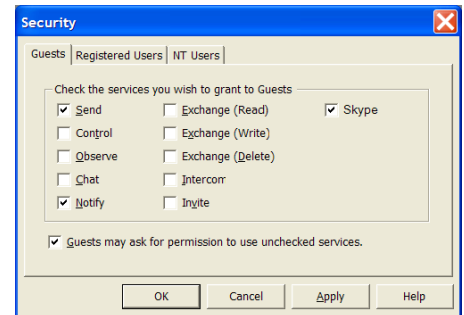
ASK FOR PERMISSION USERS

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.

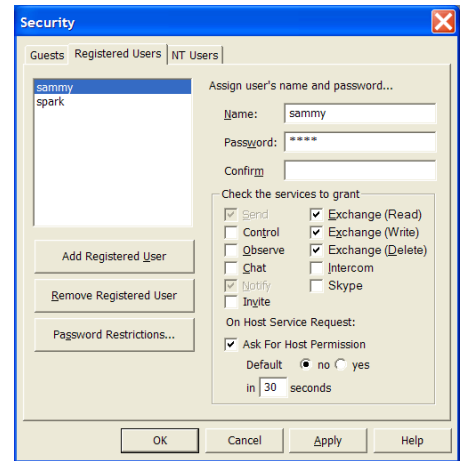
If you are not present at your computer to grant or deny the request, it will automatically be denied in 30 seconds.



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. Registered Users can enter their user name and password to access your computer using any of the services you assigned to the Registered User account, anytime Timbuktu Pro is running on your computer.

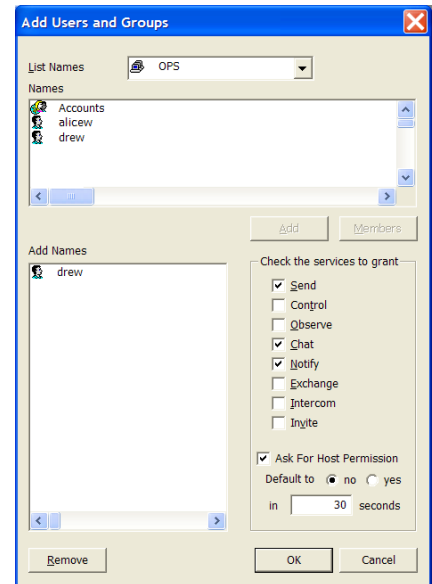
1. From the *Setup* menu, choose *Security*.
2. Click the *Registered User* tab.
3. Click the *Add Registered User* button to create a Registered User.
4. Enter a user name and password for the Registered User.
5. In the *Check the Services to Grant* area, select the services you wish to grant to this Registered User.
6. If you want the option to reject connection attempts by this user, check the *Ask for Host Permission* box and specify the options.
7. 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—they are not required to log in again when they access your computer.

1. From the *Setup* menu, choose *Security*.
2. Click the *NT Users* tab.
3. On the *NT Users* tab, click the *Add* button.
4. In the Add Users and Groups dialog box, select a Windows domain in the *List Names From* drop-down list.
5. Select a user or group in the *Names* list and click *Add*.
6. Click *OK* to close the Add Users and Groups dialog box.
7. Timbuktu Pro displays a dialog box asking whether you would like to grant the new user minimal access permissions. Click *Yes* to grant all services on an Ask for Permission basis. Click *No* to grant no access.
8. In the Security dialog box, select a Windows user or user group.
9. In the *Service Permissions* area, select the check boxes for the services you wish to grant. For each service you grant, select an *Ask for Permission* option from the drop-down list.
10. Click *OK* to close the dialog boxes.



DOCUMENTATION AND ONLINE HELP

Timbuktu Pro's comprehensive online Help contains step-by-step instructions for common procedures, troubleshooting hints, keyboard shortcuts, and a glossary.

To open the online Help, press F1 or click the *Help* menu and choose *Contents*. Or click the *Help* button in any window to display its online Help topic.

The Timbuktu Pro *Getting Started Guide* covers installing, setting up, and using Timbuktu Pro. It is available as a PDF file on your Timbuktu Pro CD or in the package you downloaded from the Netopia Web site.

TECHNICAL SUPPORT

If you require technical support, please browse the 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