



Zolsoft Office Server User Manual

1. Overview

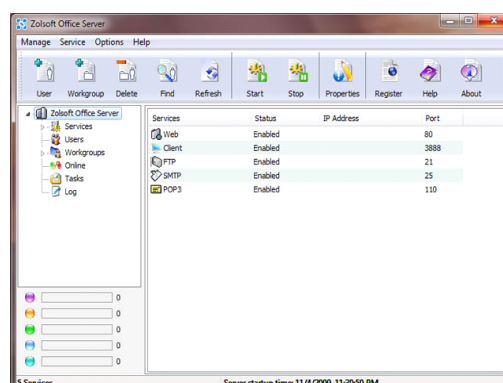
Zolsoft Office Server is an office automation package consisting of a Web server, a client server, an FTP server, an SMTP server and a POP3 server. A hot application is network drives. It can divide users by workgroups and create workgroup folders. Various access permissions/methods can be set for users. Besides, it can be used to setup file servers for small and medium-sized enterprises and government agencies. It provides you with an integrated office solution that helps share and exchange documents safely, simply and fast.

Features:

- Multilingual support.
- It supports all Windows versions since Windows 2000.
- Independent Web server (IIS is not necessary), convenient to use.
- Independent database, no need to install third-party database engine, reduced investment.
- Save files in Windows file formats, so no need to worry about compatibilities in the future.
- Set up different levels of permissions to guarantee data security.
- Share and exchange files simply and fast.
- ACreate many workgroups for the users to manage and exchange files conveniently.
- Five services: Web, Client, FTP, SMTP and POP3.
- Three login methods.
- Set up the capacities for every user's network drive and mailbox.
- Backup files for important users or workgroups at specific time(s) automatically.

System requirements:

- ❖ 1GHz or better CPU
- ❖ 512MB or more RAM
- ❖ Windows 2000/XP/2003/Vista/2008/7 or higher operating system. We recommend that you install it on Windows Server 2000, 2003 or 2008.



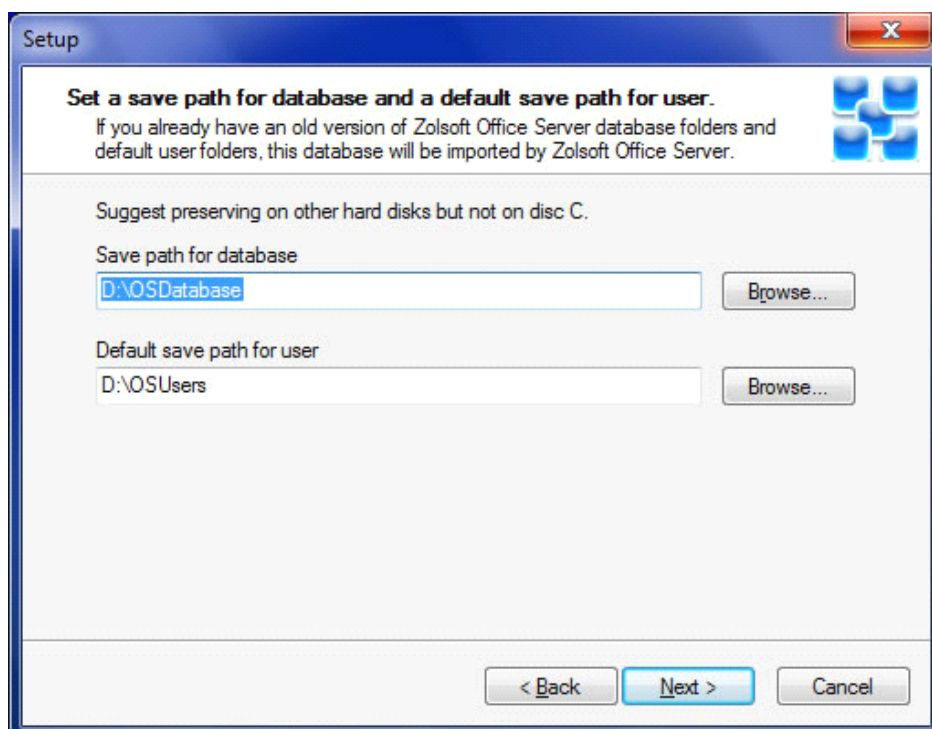


2. Quick start guide

- ✧ Install the server package.
- ✧ Set a folder to save database-related data and a default folder to save user data.
- ✧ When installation is complete, open Zolsoft Office Server Manager, right-click on a service and select Properties to set the service's parameters. Repeat this for all other services.
- ✧ Add new users and workgroups.
- ✧ Start the services.
- ✧ If you do not use the Client service, you don't have to install the client program on your computer at this time. When a user needs the Client service, he/she can login by Web, and from where to download and install the client program.
- ✧ If you have an old version of Zolsoft Office Server installed, refer to Zolsoft Office Server User Manual to upgrade.

3. Server installation guide

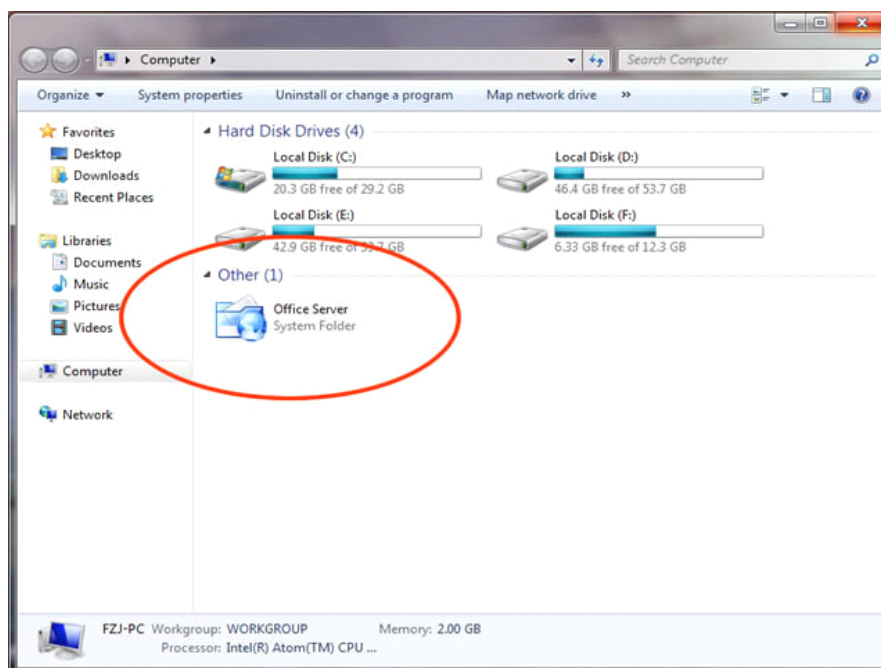
- ✧ Launch the server installation program *OSInstaller.exe*.
- ✧ Click **Next** to continue.
- ✧ Set a folder (save path) to save database-related data and a default folder to save user data.
- ✧ You are suggested to create the folders on a drive other than drive C. If you already have an old version of Zolsoft Office Server database folder and default user folder, choose them in this step, and the data will be imported into Zolsoft Office Server.
- ✧ Keep clicking **Next**, modify options where necessary, until the installation is complete.





4. Client installation guide

- ✧ If you do not use the Client service, you don't have to install the client program on your computer at this time. When a user needs the Client service, he/she can login by Web, and from where to download the client package and install it.
- ✧ To install the client on a user's computer, run OCInstaller.exe on that computer.
- ✧ Keep clicking **Next**, modify options where necessary, until the installation is complete.
- ✧ After the installation is complete and the computer is restarted, open My Computer, where you can find the client program's icon.
- ✧ Open the client program, enter user name, password, the server's IP address (127.0.0.1 if the client and the server is on the same machine) or host name, the port number of the client service (3888 by default), and then click **Login**.



5. Uninstall

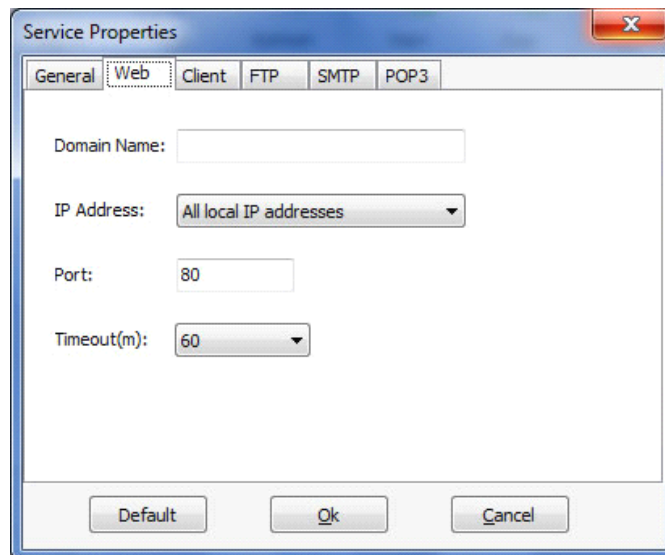
- ✧ Run the uninstall program from the **Start** menu or **Control Panel**.
- ✧ Keep clicking **Next** to uninstall.
- ✧ The uninstaller only uninstalls the programs of Zolsoft Office Server/Client. The database and user documents will be kept. When you reinstall Zolsoft Office Server later, the database and documents can be reused.



6. Start the services

① Web Service

- ❖ Open Zolsoft Office Server Manager, right-click on *Web* and select **Properties**.
- ❖ Fill in or select Web server's domain name, IP address, port and timeout and then click **OK**.
- ❖ Right-click on *Web* and select **Start** to start the Web service.



② Client Service

- ❖ Open Zolsoft Office Server Manager, right-click on *Client* and select **Properties**.
- ❖ Fill in or select IP address, port and timeout. The domain name is optional. Then click **OK**.
- ❖ Right-click on *Client* and select **Start** to start the Client service.

③ FTP Service

- ❖ Open Zolsoft Office Server Manager, right-click on *FTP* and select **Properties**.
- ❖ Fill in or select FTP server's domain name, IP address, port and timeout and then click **OK**.
- ❖ Right-click on *FTP* and select **Start** to start the FTP service.

WARNING:

Be careful before enabling the FTP service, because while some FTP client programs delete documents and folders, they do not prompt users for permission before doing this.

④ SMTP Service

- ❖ Open Zolsoft Office Server Manager, right-click on *SMTP* and select **Properties**.
- ❖ Fill in SMTP server's domain name, IP address, port and timeout and click **OK**.
- ❖ Right-click on *SMTP* and select **Start** to start the SMTP service.



Notes:

The IP address must be an IP address on the Internet.

Contact your Internet Service Provider (ISP) to reverse-lookup your IP address for SMTP domain name.

Tips:

Many mail servers, for example, *www.aol.com*, use reverse DNS lookups to block spam emails. If your mail server's IP address has not been reverse-looked up to the SMTP service's domain name, your emails may be rejected by the email server.

For example, if you have a domain name called *www.domainname.com*, you can add the domain name *mail.domainname.com* and use the IP address of the SMTP server as the A record of this domain name. Then ask your Internet Service Provider (ISP) to set the PTR record of the IP address as *mail.domainname.com*. This is called reverse DNS.

If you want to check whether the reverse lookup really works, you can use the command: *nslookup -qt=ptr yourIP*. Results of the reverse lookup can be seen in the message returned.

⑤ POP3 Service

- ❖ Open Zolsoft Office Server Manager, right-click on *POP3* and select **Properties**.
- ❖ Fill in POP3 server's domain name, IP address, port and timeout and then click **OK**.
- ❖ Right-click on *POP3* and select **Start** to start the POP3 service.

7. Add a new user

Click the **User** button and fill in the new user's information in the dialog box.

If there is already a folder with a name same as this user's user ID in the general user path, Zolsoft Office Server will regard this folder as the user's folder. Otherwise, Zolsoft Office Server will create a new folder with the user's ID as the folder name.

8. Add a new workgroup

Click the **Workgroup** button and fill in the new workgroup's information in the dialog box.

If a folder with the same name already exists in the user path, Zolsoft Office Server will consider it the folder for this workgroup. Otherwise, a new folder will be created.



9. Set user permissions in a workgroup

If the user is not in the target workgroup:

- ✧ Double-click the workgroup.
- ✧ Right-click and select **Add User**.
- ✧ Select the user to add into this workgroup, check the required permissions and click **OK**.

If the user is already in the target workgroup:

- ✧ Right-click on the user and select **Properties**.
- ✧ Check the required permissions and click **OK**.

10. Upgrade

The following three methods can be used:

- ✧ Zolsoft Office Server supports automatic update. Once the latest version is found, it can be updated automatically without any human intervention.
- ✧ If you need a manual update, click the menu item **Help -> Update**.
- ✧ You should uninstall the old version before installing the new one. The uninstall program will not delete you database folder and user folders.

11. Frequently Asked Questions

(1) How can the Free Edition be converted to the Professional Edition or the Enterprise Edition?

- ❖ Uninstall Zolsoft Office Server.
- ❖ The uninstall program will keep your database folder and user folders.
- ❖ Install the edition you need. Zolsoft Office Server can automatically find the original database and user folders.

(2) Can I convert the registration code for the Enterprise Edition to that for the Professional Edition, or vice versa?

No. You can not change a registration code purchased for one edition to one for another edition. So before making a decision to buy a license for the Professional Edition or for the Enterprise Edition, please consider the number of the users in your company now and in the coming future.



(3) I have purchased a registration code. Can it be used on multiple servers?

According to Software License Agreement, we do not allow one registration code to be used on multiple servers. If you want to install Zolsoft Office Server on multiple servers, please buy corresponding number of the registration codes.

(4) Why is my email rejected? Or why can't the email reach the receiver?

Possible reasons:

- ❖ The IP address must be an IP address on the Internet.
- ❖ Please contact your Internet Service Provider (ISP) to reverse lookup the IP address to your SMTP domain name. This is because many mail servers, for example, *www.aol.com*, identify spam by a reverse lookup system.
- ❖ Many mail servers use the spam host blocklist provided by *http://www.spamhaus.org* to filter junk mails. If your IP address is on the blocklist, please request removal from the list.
- ❖ Many mail servers refuse to accept large messages. Make sure your email is less than 10 MB in size.

(5) After running for a long time, why does the server slow down?

Usually there are many programs and services running at the same time on the server. This is especially true when multiple users are using it simultaneously. As a result, large System Resources will be occupied. In this case the following two methods can be considered:

- A. Shut down the services (e.g. the Client service) you don't need.
- B. Add a task in the Tasks list of Zolsoft Office Serve to restart your computer regularly.

(6) How could I insert a login entry of Zolsoft Office Server on my Web site?

Please insert the following script into your Web page:

```
<form id="form1" name="form1" method="post" action="http://www.yourdomain.com/main.htm">
<p>User ID:
<input type="text" name="UserID" id="UserID" />
</p>
<p>Password:
<input type="password" name="Password" id="Password" />
</p>
<p>
<input type="submit" name="button" id="button" value="submit" />
</p>
</form>
```

Or link to:

<http://www.yourdomain.com/index.htm?UserID=YourUserID&Password=YourPassword>



(7) Zolsoft Office Server does not have the language I need. Can I translate it into my own language?

Zolsoft Office Server has an open language interface. Adding new languages is permitted.

Here is the procedure:

- ❖ Find the file LangFiles.ini in the Languages folder. Add a section in it, where you specify the name of your language and the name of its language file.
- ❖ Duplicate a language file in the Languages folder and change the new file name to that for your language. Then translate all the strings after the Equal Signs (=) into your language.
- ❖ If you add a new language, please send its language file to us.

(8) What should I do if I want to backup an important workgroup folder regularly?

Zolsoft Office Server supports regular backup. Please add a backup task in the task list. In this task you can copy a folder to a new location at a specified time regularly.

(9) How to ensure data security on the server?

To ensure data security, you must take the following measures:

- ❖ Shut down all the services that you do not need (such as the FTP service).
- ❖ Don't give too many permissions to your users. For example, you can hold the modify permission.
- ❖ Forbid access to important workgroups from some services, for example, from FTP.

(10) Why can't I link to Zolsoft Office Server in Web mode or Client mode after the number of users increases?

Windows XP has a limit on the maximum number of concurrent half-open connections. If the operating system on your server is Windows XP, please download the following small tool and change the number of connections to 512 or higher.

<http://www.zolsoft.com/downloads/EvID4226Patch.zip>

(11) Why can't a service be started?

Check your computer and see if another server program is using the same port of this Office Server service. If yes, change the port number of this program or that of Zolsoft Office Server.



12. How to Order and Register

1. Click the Register button and you will see the Register dialog box.
2. If you do not have a registration code:
 - ✧ Click the Buy Now link to visit our Web site.
 - ✧ Click Buy Now in our Web site to choose the nearest credit card agent and enter the purchase page.
 - ✧ Fill in your email, credit card number and other required information, where necessary, and click Purchase. After this, our agent will send the registration code to your email (make sure it is correct) quickly.
3. Now fill in the registration name and registration code in the Register dialog box, and click Register to complete registration.
4. Please keep your registration code in a safe place. You may need it when you reinstall Zolsoft Office Server in the future.
5. One registration code can only be used for one computer.

The image shows a 'Register' dialog box with a title bar containing a close button. The main text area contains the message: 'This is an Enterprise Edition. Already registered.' Below this, there is a 'License' section with two input fields. The first field is labeled 'Registration Name:' and contains the text 'Zolsoft'. The second field is labeled 'Registration Code:' and contains five asterisks separated by hyphens: '***** - ***** - ***** - ***** - *****'. At the bottom of the dialog box, there are four buttons: 'Buy Now', 'Clear', 'Register', and 'Cancel'.