

# Snap Server Quick Configuration

If for any reason you need to reconfigure a Snap Server, please follow the directions below.

1. Once you pull the snap server out of the box, be sure that it is connected to a hub, with at least 1 laptop connected to the hub as well.
2. Locate the Snap Server Assistant Software in the White Box at the top of the Snap Server packaging. When you place the CD in your CD Rom Drive, it will automatically start the Server Assistant Software. When this software runs, it is looking for a snap server somewhere on the network.
3. Once the Server Assistant Software displays a list of the Snap Servers on the network, single click the one you wish to configure and press the web browser button in the Snap Server Assistant Window. (If it is fresh out of the box it will appear yellow, if it is from Platypus, it will have an IP of 10.0.0.200. If the IP is 10.0.0.0, in order to configure it your laptop will have to be on a 10.x.x.x network as well.).
4. Once the Web browser window appears, you will be connected to the Snap Server you selected. Click on the Administration link near the bottom of the page, a box should popup asking for your Username and Password. The user name will be Administrator and the password will be blank.

\*NOTE: If the Server is fresh out of the box you will need to select a language. BE SURE YOU SELECT ENGLISH US. You will also be asked if you would like to setup an Administrator Password. We strongly suggest you do so. Be sure you can remember it easily but that it cannot be cracked easily. Make sure it is nothing personal such as phone number or social security number because you may need to share this password at some point to say, maybe a transitioning team, or a co-worker who may need access to the Snap Server. If the Snap Server is From Platypus, see the Creating Users and Groups below.

Once you are logged in you will see a menu of choices with Quick Configuration at the top.

5. Click on Quick Configuration and click next
6. Specify Server name, Region 5 used a naming convention that was easy to remember. R5TXSnap1, where X is going to be your team number (depending on the number of Snap Servers your team has on the network the 1 will change to a 2, 3, etc.). Click next.

7. Set the day and time (should all ready be pretty close to Pacific Time but may need a little adjusting). Click next
8. Make sure the, use the settings below, radio button is selected. Type in the IP, Gateway and Subnet Mask (Region 5 suggests using (for the IP) 10.X.Y.Z where X is the Region Number, Y is the team number and Z is the host number. For the Subnet Mask, use 255.0.0.0.). Click Next.
9. Make sure only Microsoft Networking is checked. Click Next.
10. Make sure the TCP/IP Radio button is selected. Type in your Workgroup (Region 5 used: R5TX where X is the team number). Click Next 3 times
11. Click Finish, you may be asked if you would like to restart the Snap Server now, if you get this prompt, answer yes. Once the Snap Server restarts you should be ready to Create Network Shares.

## Creating an isuite Network Share

1. Once the Snap Server restarts, you will need to navigate to the new IP Address (if you changed the IP Address). To do this, click in the Web browser's location bar and type in the IP Address of the Snap Server (10.X.Y.200).
2. Click on Administration, type in Administrator and (if the password has not been changed) leave the password field blank. Click Ok.
3. Click on Security.
4. Click on Network Shares.
5. Click New.
6. Type in isuite and click Ok.
7. If you would like to create another share then follow steps 5 and 6 calling the share something other than isuite, else click close 2 times to get back to the Administration Menu.

# Creating Users and Groups

1. Click on Security from the Administration Menu.
2. Click Groups.
3. Click New and Type isuite, in the box provided.
4. Click Ok.
5. If you wish to create another group then follow steps 3 and 4 calling the group something other than isuite else click close and proceed to creating a user.
6. Click on Users.
7. Click New.
8. Type in the username: isuite and password: isuite.
9. Click Ok. If you wish to create another user then follow steps 7 and 8 calling the user something other than isuite. If you have received your Snap Server from Platypus, then single click on administrator and Click Password.
10. In the password field, type in a password that you can remember easily but cannot be cracked easily. Make sure it is nothing personal such as phone number or social security number because you may need to share this password at some point to say, maybe a transitioning team, or a co-worker who may need access to the Snap Server.

## Mapping Your Isuite Directory To My Computer

1. From your desktop, right click on my computer.
2. Select Map Network Drive.
3. On the Drive pull down menu, select I:

4. In the path menu, type double back slash the IP Address of your Snap Server back slash isuite. It should look something like this: \\10.X.Y.200\isuite
5. Make sure Reconnect at Logon is Selected
6. Click Ok