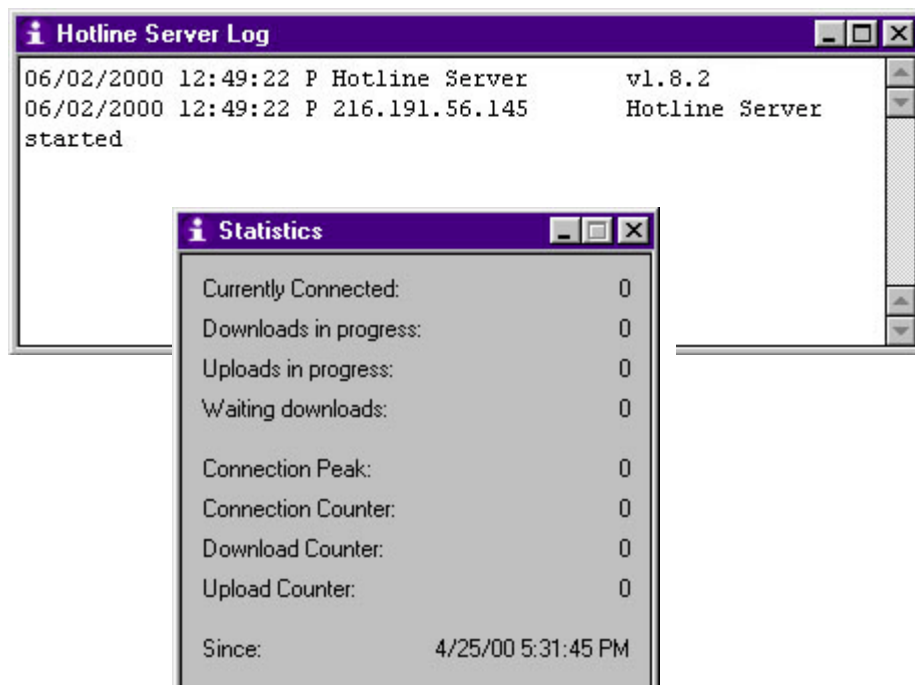
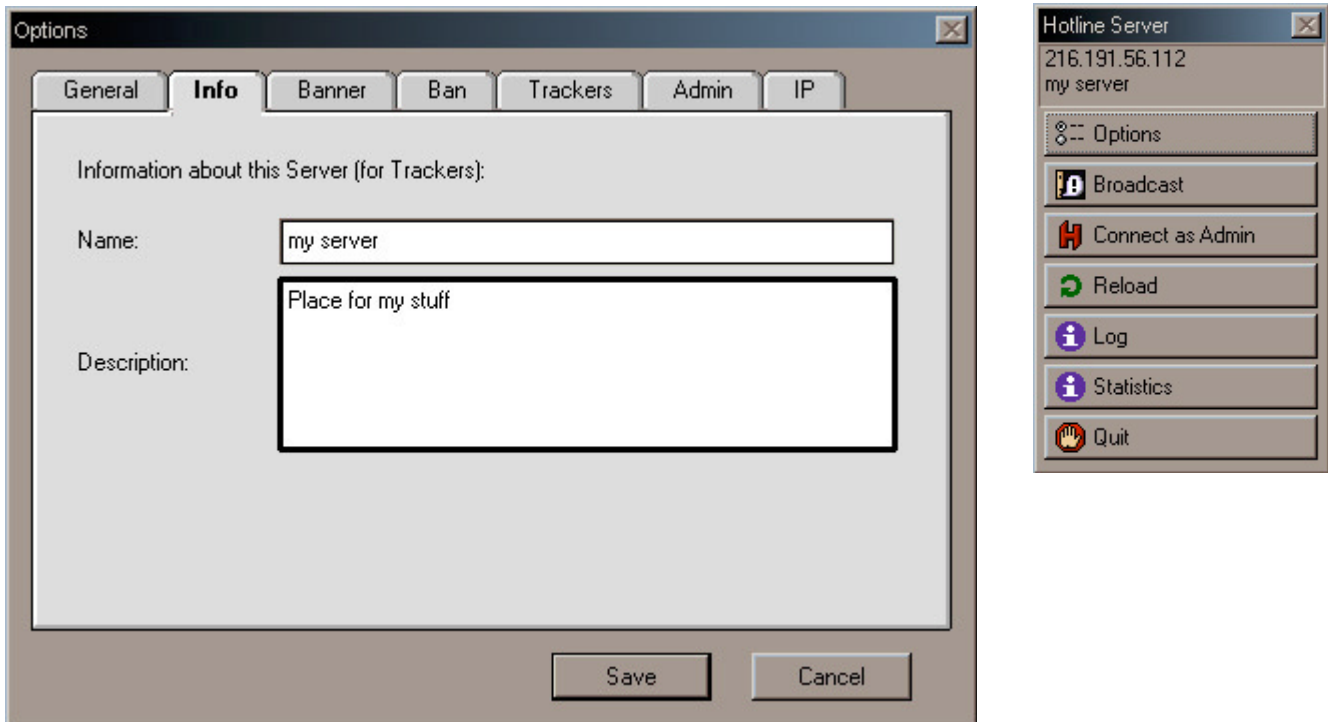


CONFIGURING A SERVER

Once you've downloaded and installed the Server, you'll need to set it up. You will need both the server and a copy of the Client to complete the server configuration.

It's recommended that you do the following setup tasks, though you may decide to omit some (for instance, you may choose to use the default port).

You must set the password for the Admin account, or your server will not be secure. As soon as you know your IP address, see *Setting up the Administrator* account on page 6.



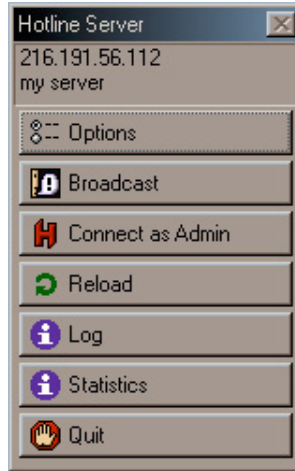
DETERMINE YOUR SERVER VERSION AND IP ADDRESS

Before you can connect to your Server, or let other people know about it, you need to know its IP address. This information is available in both the log and at the top of the Server toolbar.

You should also know your version number; it can be useful to the technical support staff at Hotline Communications Ltd should you have a problem. This information is available in the log.

1 Open the Server.

Double-click the Server icon on your desktop. Your server's **Toolbar** and **Statistics** window will open.

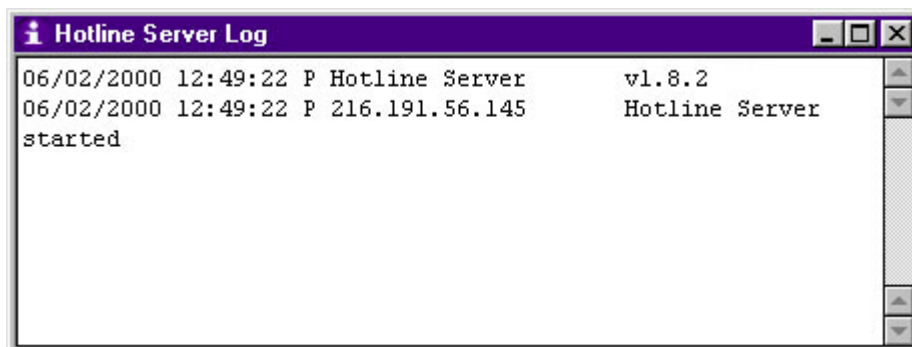


2 Open the Log.

Click the **Log** button on the toolbar. The **Log** window will open. The **Log** window displays all of the activity occurring on the server while the server is running. However, if the log information is not written to a file on your hard drive, it will be lost when the server shuts down. To save the information to a file on your hard drive, see *Setting Logging Options*.









3 Check the information.

The first line of the log displays the version information. It should say v1.8.4 ; this indicates that you have the 1.8.4 release. The third line will have an IP address. It should match the IP address at the top of the toolbar.



SERVER ADMINISTRATION FUNCTIONS

These buttons are sometimes available to regular users on some servers. However, they are primarily tools for administrators.

Button Name	What it does
 Broadcast	Sends a private message to everyone connected to the Server.
 New Account	Creates a user account.
 Open Account	Opens the configuration for an account, to allow changes to the account.
 Administer Accounts	Opens the Hotline Administrator window to allow account creation, modification and deletion.
 Get Client Info	Located in the User window, displays information about a user.
 Create Bundle	Creates a new news bundle. Some servers may allow people with user accounts access to this button.
 Create Category	Creates a new news category. Some servers may allow people with user accounts access to this button
 Create Folder	Creates a file folder. Some servers may allow people with user accounts access to this button.



OVERVIEW: ADMINISTERING YOUR SERVER

An account administration tool was added to Hotline Connect in version 1.8.4. The **Hotline Administrator** window allows you to create, modify, and delete accounts individually or in batches. You can still create and modify accounts using the **New Account** and **Edit Account** windows.

1 Administering a 1.8.4 Server with a 1.8.4 Client

In this configuration, you can choose between using the old administration options and using the new **Hotline Administrator** window. On the Client Toolbar, you will see the **New Account**, **Edit Account**, and **Administer Accounts** buttons.

If you want to use the new Hotline Administrator window, use the following sections of the manual:

- Setting up the Administrator account (HL Server Config)
- Hotline Administrator: The window (HL Server Config)
- Hotline Administrator: Adding a user account (HL Server Administration)
- Hotline Administrator: Adding multiple accounts with the same privileges (HL Server Administration)
- Hotline Administrator: Edit an account's login and password (HL Server Administration)
- Hotline Administrator: Edit an account's privileges (HL Server Administration)
- Hotline Administrator: Edit a group of user's privileges (HL Server Administration)
- Hotline Administrator: Delete accounts (HL Server Administration)
- Hotline Account Privileges (HLServer Admin)

If you want to use the old administrator tools, use the following sections of the manual:

- Setting up the Administrator account (HL Server Config)
- Setting up the Guest account (HL Server Config)
- Adding user accounts (HLServer Admin)
- Configure a user's account (HLServer Admin)
- Hotline Account Privileges (HLServer Admin)

2 Administering a pre-1.8.4 Server or a 1.8.4 server with a pre-1.8.4 Client

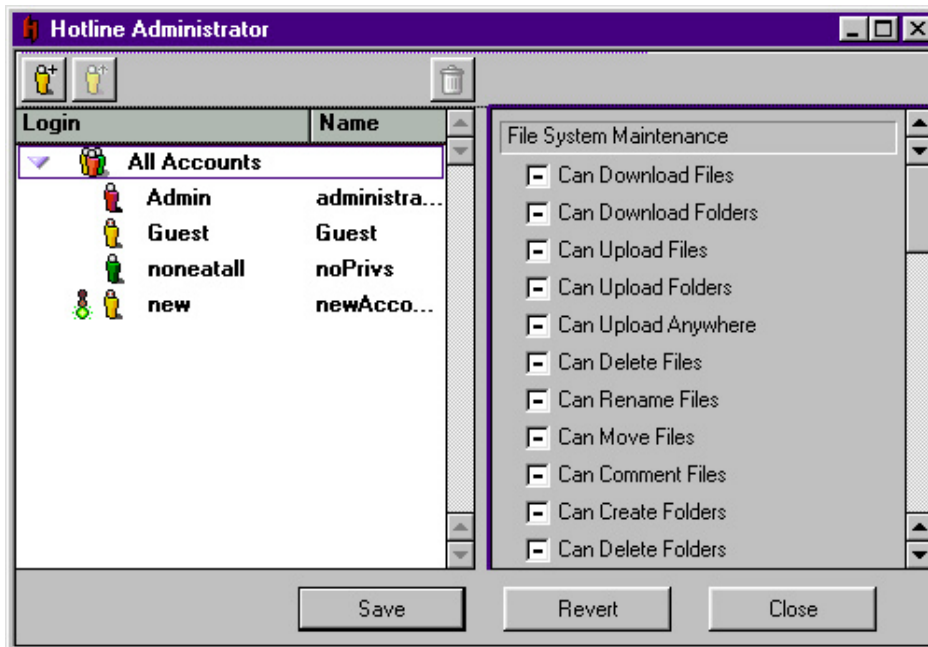
In these configurations, you can only use the old administration options. On the Client Toolbar, you will see the **New Account** and **Edit Account** buttons.

Use the following sections of the manual:

- Setting up the Administrator account (HL Server Config)
- Setting up the Guest account (HL Server Config)
- Adding user accounts (HLServer Admin)
- Configure a user's account
- Hotline Account Privileges (HLServer Admin)

HOTLINE ADMINISTRATOR: THE WINDOW

The **Hotline Administrator** window has two panes. The left pane contains a list of all accounts on the server. The right pane contains a list of privileges that accounts can have. The **New Account**, **Open Account**, and **Delete Accounts** buttons are located above the account list pane.



The account list

Accounts with a silver icon have all privileges enabled. Accounts with a red icon have the **Can Disconnect Users** privilege enabled. Accounts with a yellow icon have some privileges enabled. Accounts with a green icon have no privileges enabled. Accounts marked with wavy lines around the icon are new and have not been saved.

You can select one or more accounts to modify:

- hold down **Shift** to select two or more adjacent accounts
- hold down **Ctrl** to select two or more non-adjacent accounts
- select **All Accounts** to modify all accounts.

The privileges list

When an account is selected in the left pane, the account's privileges will be displayed in the privileges list. The checkboxes can be checked, unchecked, or mixed.

<input checked="" type="checkbox"/>	Checked	The selected account has this privilege. If more than one account is selected, all selected accounts have this privilege.
<input type="checkbox"/>	Unchecked	The selected account does not have this privilege. If more than one account is selected, none of the selected users have this privilege.
<input type="checkbox"/>	Mixed	Two or more accounts are selected. Some of the selected accounts have the privilege and some do not.

SETTING UP THE ADMINISTRATOR ACCOUNT

This step is critical. The default password on the Admin account is blank. If you do not change it, anyone who knows your IP address can log into your Admin account and set up accounts for themselves. In addition, if someone else changes the password you will be shut out of the server.

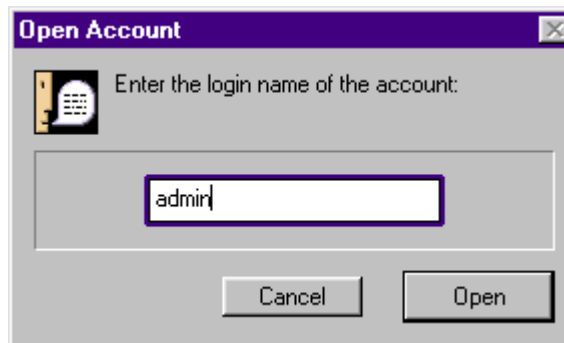
1 Log into the Admin account with the Client.

Click the **Connect to Server** button. Enter the IP address of your server in the Server field, and **admin** in the Login field. Leave the Password field blank. When you have logged in, you will see three new buttons on the Client Toolbar: Broadcast, New Account, and Open Account.



2 Open the Admin account.

Click the **Open Account** button. A window will open; type **admin** in the field. This opens the account window for the admin account. (You can open any account using the login name. At this point, the only other account on your server is the guest account.)



3 Set the password.

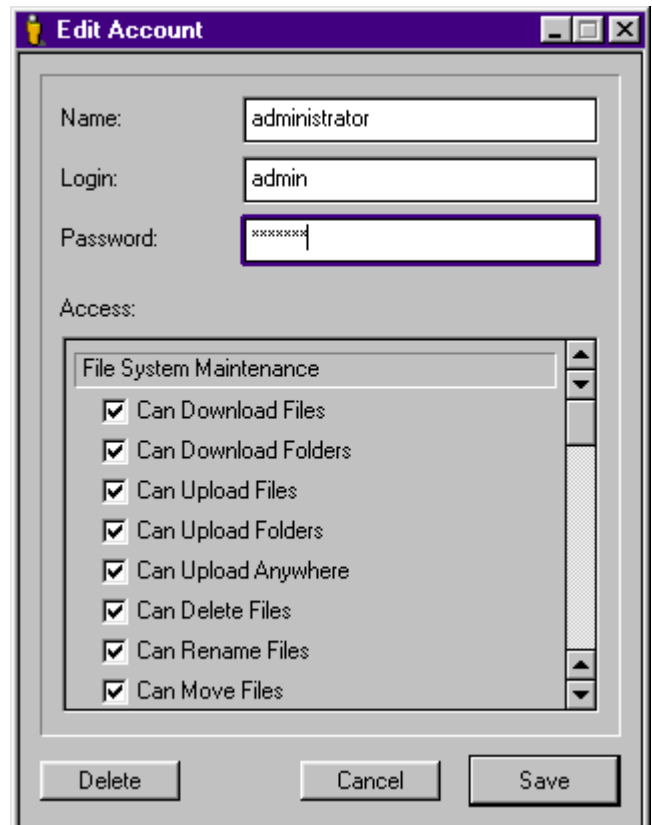
In the **Edit Account** window, type a password in the **Password** field. You can change your name and login, but you don't need to. Once you have set a password for your admin account, you should create a bookmark for your server in the Client.

Important: If you fail to set the password, and your server is broken into, you can recover by doing the following:

- 1) Quit the server
- 2) Download a new UserData file from Hotline's server (hlserver.com, in the Support Software folder in the **Files** window).
- 3) Follow the instructions in the ReadMe to replace the old UserData file.
- 4) Restart the server and set the Admin password immediately.

Note:

By default, all of the admin account's privileges are turned on. If you turn a privilege off, you cannot turn it back on. User accounts cannot have privileges that the admin account doesn't have. It is recommended that you do not give out full extra privileges to people you do not trust. Different levels of users accounts have been added in version 1.8.4. The full Administrator account will appear in the User window with a silver, rather than red, icon. Accounts that have the Can Disconnect Users privilege, but not all the remaining privileges, enabled will still appear in red.



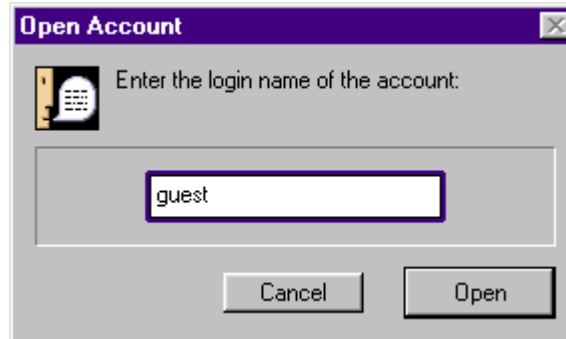
SETTING UP THE GUEST ACCOUNT

Now that you have a server, you're on the other side of the fence; when you first used Hotline, you had to connect as a guest on servers and were restricted in what you could do. Now, you can decide what guests connected to your server can do.

You may decide to have a private server, or you may want to let guests do anything they want to. You need to decide about guest accounts when you set up the server.

1 Open the Guest account.

Click the **Open Account** button. A window will open: type **guest** in the field. The **Edit Account** window for the guest account will open. By default, the guest account has very few privileges. You can choose to allow more or fewer privileges, or use the default settings.



2 Choose the guest account privileges.

Look over the list of privileges and decide what guests will be allowed to do.

3 Delete or password protect the guest account, if your server is private.

If you do not want any guests to connect to your server, you can delete the guest account. To do this, click the **Delete** button in the **Edit Account** window. You can also restrict the guest account by setting a password. To open access, just remove the password.

Notes:

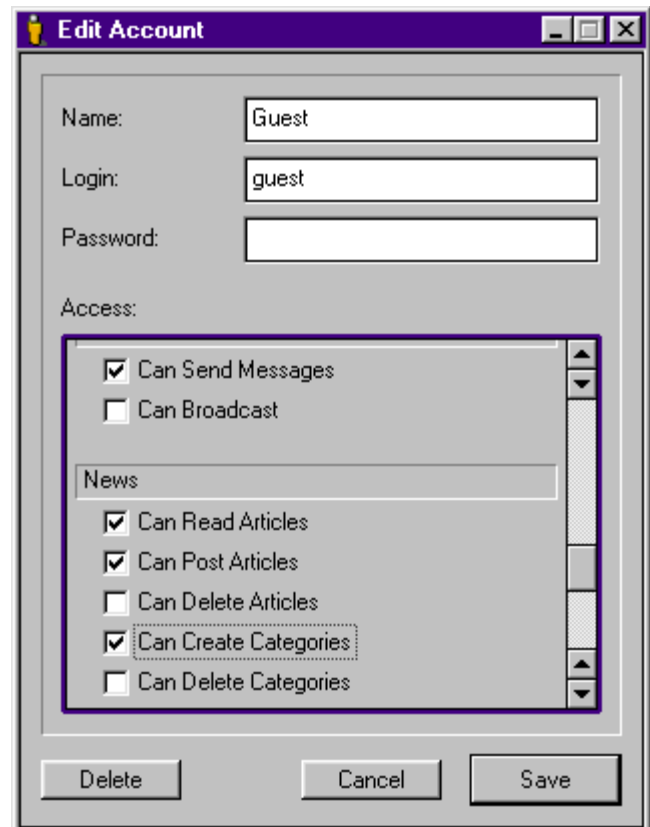
With version 1.8.2 and later, you can turn off an account's ability to send private messages and private chat requests. If you wanted to disallow guests on your server from sending private messages, for example, turn off **Can Send Messages** for the guest account. To prevent guests from sending private chat requests, turn off **Can initiate private chat**. If you are upgrading from an earlier version of the Server, you will need to update all of the existing accounts. You can do this easily with the new Hotline Administrator window. Make sure that you use the new Admin UserData File, rather than your existing Admin UserData File.

What should you allow guests?

We recommend using the default settings for the guest account. However, what you allow guests to do is totally up to you. Generally speaking, you probably don't want guests to delete or modify things, or add accounts. Remember that the people logging in as guests will range from people who only log in once to people who log in several times hoping to find an administrator.

Do you need a guest account?

If your server is completely private (for you and some of your friends), you probably don't need a guest account. If you want people you don't know to come and join, then you'll probably want to have one.



SETTING DOWNLOAD LIMITS

Maybe you have a dedicated T1 connection serving only the computer that you're running your server on. Maybe you don't use that computer for anything other than running the server. But it's not likely. You're probably running on limited bandwidth, which means you'll want to limit downloads.

1 Open the Server Options window.

Click the **Options** button on the **Server Toolbar**. The **Options** window will open. Download limits are on the **General** tab.

2 Set the maximum number of simultaneous downloads.

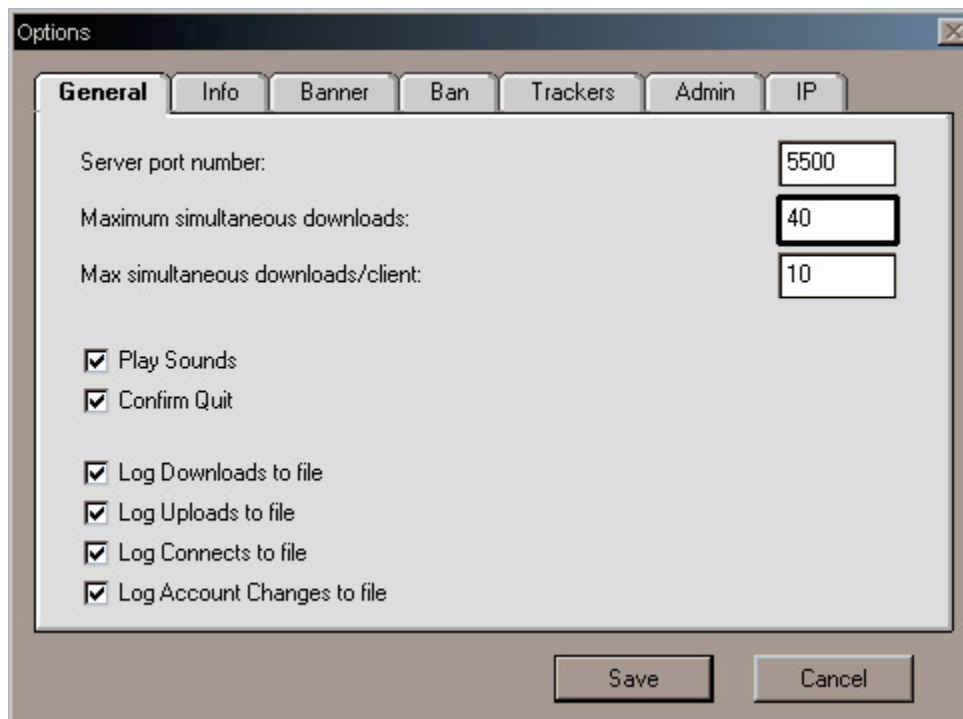
Decide on the maximum number of downloads that the server will allow at one time. The more you allow, the slower each one will be. You need to set a number that's reasonable for the connection bandwidth that you have.

Select the **Maximum Simultaneous Downloads** field and type the number.

Users who try to download after the maximum has been reached will be added to the server queue, and will see a message that the maximum number of downloads has been reached and that the download will be placed in the queue.

3 Set the maximum number of simultaneous downloads per client.

Decide on the maximum number of downloads any one user can do at any one time. Users who try to download more files than the maximum will see a message that their maximum number of downloads has been reached and that the download will be placed in the queue.



SETTING THE PORT

A port is a connection point on your computer that client programs can connect to. By default, the Hotline Connect Client connects to port 5500 to reach your Server. When you download the Server, it is set up to use port 5500. Unless you have a very good reason, you probably shouldn't change the port. If you want people to connect to your server using your domain name (like hlserver.com) without specifying a port, you must use port 5500. If you want to use a different port with a domain name, you will have to tell your users and they will need to specify it (for example, hlserver.com:31337).

1 Determine the port.

Decide what port you're going to use. You should almost always use the default of 5500. If you must change, do not use a port number between 1 and 1023. These ports are called Well Known Ports, and are reserved for use by protocols like POP3 and SMTP. Try to use a number higher than 5600. If you want to know which ports are used for what, you can find out at <http://www.isi.edu/in-notes/iana/assignments/port-numbers>

2 Open the Server Options window.

Click the **Options** button on the **Server Toolbar**. The **Options** window will open. The **Server port number** is located on the **General** tab.

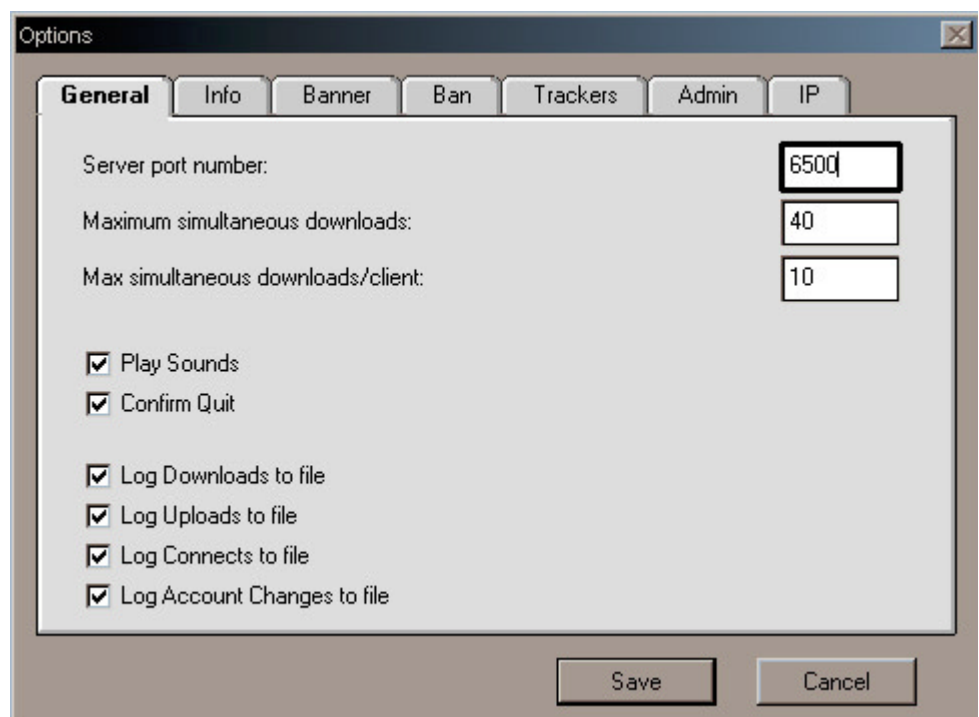
3 Set the port and click Save.

Select the **Server port number** field and type the new server port number. Click the **Save** button. You'll need to restart the server.

Remember that if you use a port other than the default, you must inform users of this, so that they can connect to the Server. If you do not use the default port, users must specify the address and the port to connect.

Note:

If your server is behind a firewall, you must make sure that the firewall is configured to allow inbound connections on the port you specify, and the three ports immediately after it. (For example, if you specify port 27000, then ports 27000, 27001, 27002, and 27003 must be open on the firewall.) If you use the default port, make sure that the ports 5500 through 5503 are open. If you're not sure whether or not ports 5500 through 5503 are open and allow incoming connections, check with your ISP or LAN System Administrator. In all cases, if you want to list your server on a tracker, you must also allow outgoing UDP traffic on port 5499.



SETTING OTHER IP ADDRESSES

If you want to have more than one server running on your computer, but don't want to use different ports, you can use multihoming. Multihoming only works if you are using Windows NT or a Mac.

If you don't have multiple-IPs, or you want to use your default IP, leave this at 0.0.0.0.

1 Create the additional multihoming IP address.

Before you create any new multihoming IP addresses, check with your Administrator. You cannot use random IP addresses, because they are assigned by a central authority. Using an IP address that Microsoft owns to run MSN would be as effective as directing users to try to connect to your server at msn.com. Once you have an IP address, you can create it in the operating system.

In Windows NT:

Click the Start button. Choose Settings, and then Control Panel. In the Control Panel, open the Network window. Open Protocol and choose TCP/IP. Click Properties. In the TCP/IP section, click the Advanced tab. Add the IP addresses and subnet masks in the Add section. Click the OK button twice. You will need to restart the computer.

In Mac (System 8 and later):

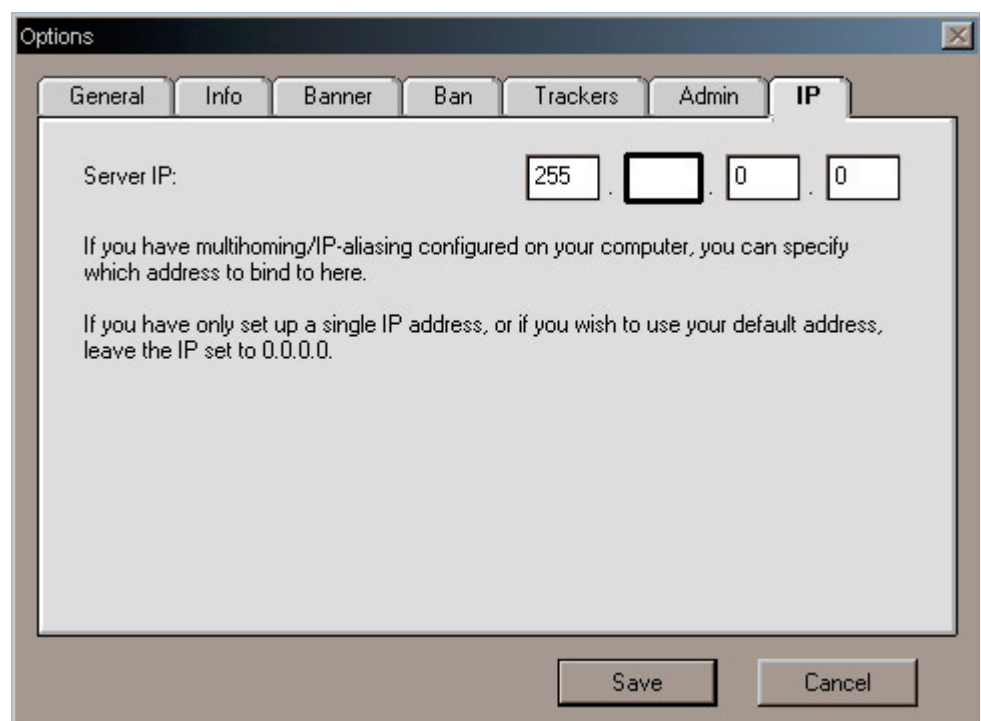
1. Create a SimpleText file in the Preferences folder, located in the System folder of the Hard Drive. The file must be saved as **IP Secondary Addresses**.
2. Enter the IP address and subnet mask in the following syntax: ip=127.0.0.1 sm=255.255.255.255 Repeat, adding each IP address and subnet as a new line.
3. Save the file and restart.

2 Open the Server Options window.

Click the **Options** button to open the window. Click the **IP** tab.

3 Type the IP address.

Enter the IP address that you created in the first step. Click the **Save** button. If you are running more than one server, you will need to create as many IP addresses as you have servers.



SETTING LOGGING OPTIONS

Your server logs everything that happens: who connects, who downloads, and who creates, modifies, or deletes accounts. However, when your server shuts down, the logged information disappears. If you want to keep it around, you'll need to set up the server to save logs to a file.

The log files will be saved in the Server application folder.

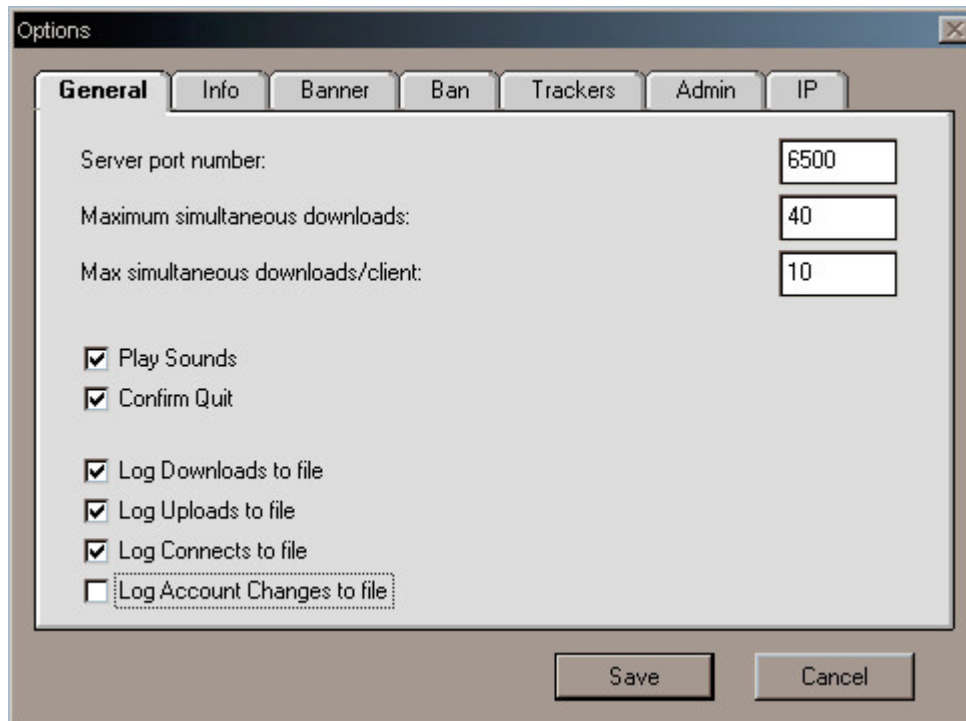
1 Open the Options window.

Click the **Options** button on the Server Toolbar. The **Options** window will open; logging options are on the **General** tab. They are Log Downloads to file, Log Uploads to file, Log Connects to file, and Log Account Changes to file.



2 Turn on the logging options you want.

Choose which log activities you would like logged (or saved) to file. Each option will create a file and save the logs to it whenever they occur. You can choose to save one or all of the activity types to files. The files are saved as text files.



3 Click the Save button.

Save the options. The files are stored in the same folder as the server application, and are named Download Log, Upload Log, Connect Log, and Account Log.

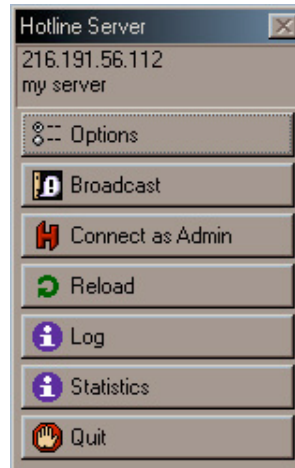
The logs are tab delimited and can be imported into any spread sheet application (for example, Excel). The server cannot log information to the files when they are open, so if you are looking at a file while the server is running, you will have no permanent record of the logs.

SETTING SERVER INFORMATION

You can give your server a name and description. The name is displayed in the Client Toolbar of anyone connected to your server, and the name and description appear in the Client Servers window under any tracker you're listed with.

1 Open the Server Options window and click the Info tab.

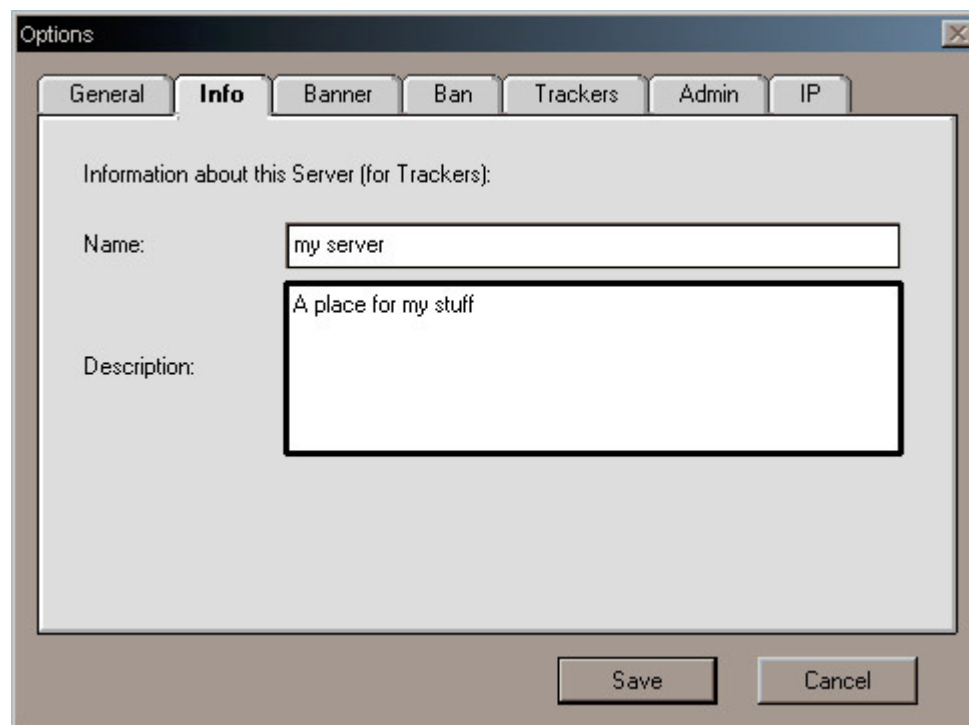
On the Server Toolbar, click the **Options** button to open the window. The server information is located on the **Info** tab.



2 Type the server name and description.

Type the name of the server in the Name field, and a description in the Description field.

Make sure that the name is no more than 31 characters, and that the description is no more than 127 characters.



3 Click the Save button.

You do not need to restart your server for the changes to take effect.

CREATING AN AGREEMENT

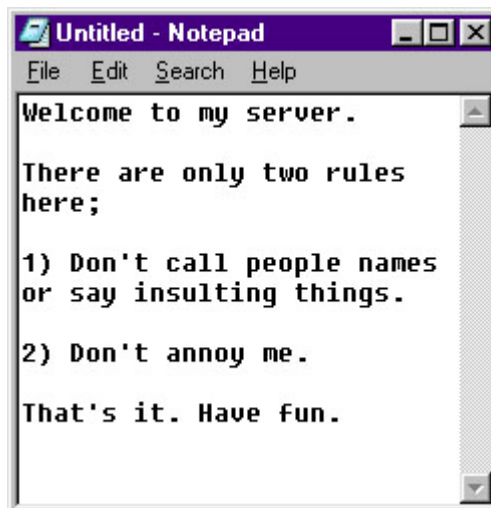
You may want users to see an agreement when they log into your server. It's a fairly simple process, but you need to be careful when you're saving the agreement.

1 Open a text editor.

Because the Server needs a flat text (or SimpleText) file for the agreement, you should write it with a text editor.

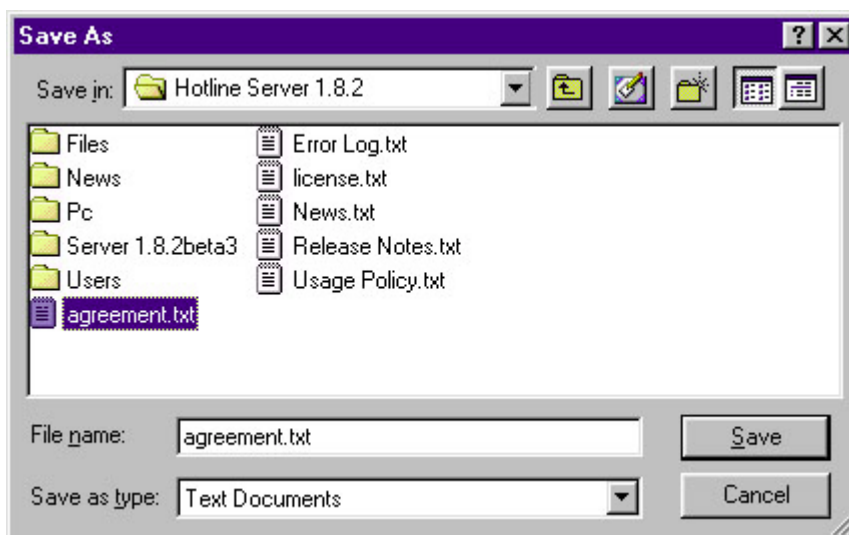
2 Write the agreement.

Once the text editor is open, type the agreement. The Agreement window respects any line breaks that you put into the text. If you're using Notepad, you should turn on Word Wrap, and only use breaking spaces where you want them to be in the text.



3 Save the file.

When the server looks for the agreement file, it only searches its own folder. The agreement file must be saved in the same folder as the Server application. If it is anywhere else, the Server application cannot find it.



Note:

To refresh the agreement without restarting the server, click the Refresh button on the Server toolbar.

SETTING A LOCAL BANNER

When users connect to your server, they will see ads in their Client toolbar. You can set up your server so that users will see an ad unique to your server, in addition to all of the standard ones. There are two types of banners; local banners that you make yourself and remote banners from a banner site.

A local banner might just display the name of your Hotline server, or have a link to either your server's web page, or your own web page. It's entirely up to you.

1 Create a banner ad.

You can use an image editor to make your banner ad. Keep in mind the following requirements:

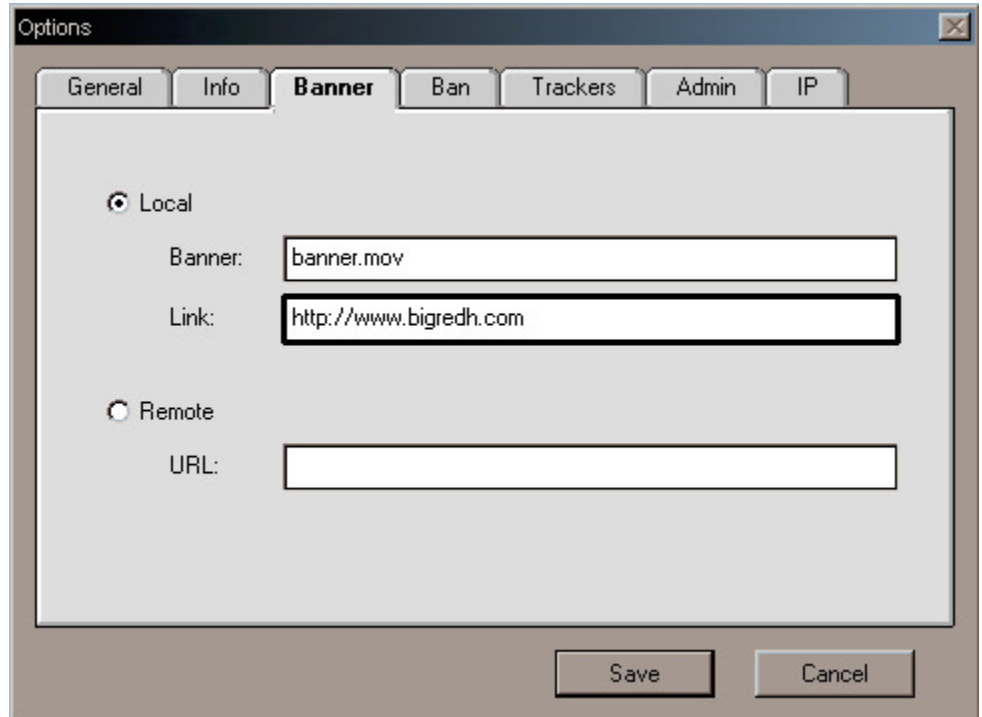
- The banner must be under 256K (262,140 bytes specifically)
- The standard size for a banner is 468 pixels wide and 60 pixels tall.
- The banner must be saved in the same folder as the Server application (like the Agreement)
- The file name cannot have spaces.
- The banner can be a .gif, or .jpg, .swf, or .mov.

2 In the Options: Banner window, set the name and URL.

Select Local. Type the name of the banner file in the Image field. If you want the file to open a link when you click it, type a URL in the Link field. Click the **Save** button.

3 Exit and restart the server.

The new banner won't take effect until you have restarted the server. Simply click the **Quit** button on the **Server Toolbar**, and restart the server. Check the log after you restart. If the log says **Could not find file <bannerFileName>**, you need to check your settings. Make sure the name is spelled correctly, and that the banner file is in the same directory as the Server application. If you have a link from your banner, log onto your server with the Client and click your banner. Make sure that the banner links correctly to the URL.



Note:

1. Your banner ad does not replace the banner ads from Hotline. The banners will still cycle through; setting a banner means that yours will be included in the rotation.
2. Servers running on version 1.8 or greater of the Server software can use QuickTime movies as a banner. The QuickTime file must be smaller than 256KB.

SETTING A REMOTE BANNER

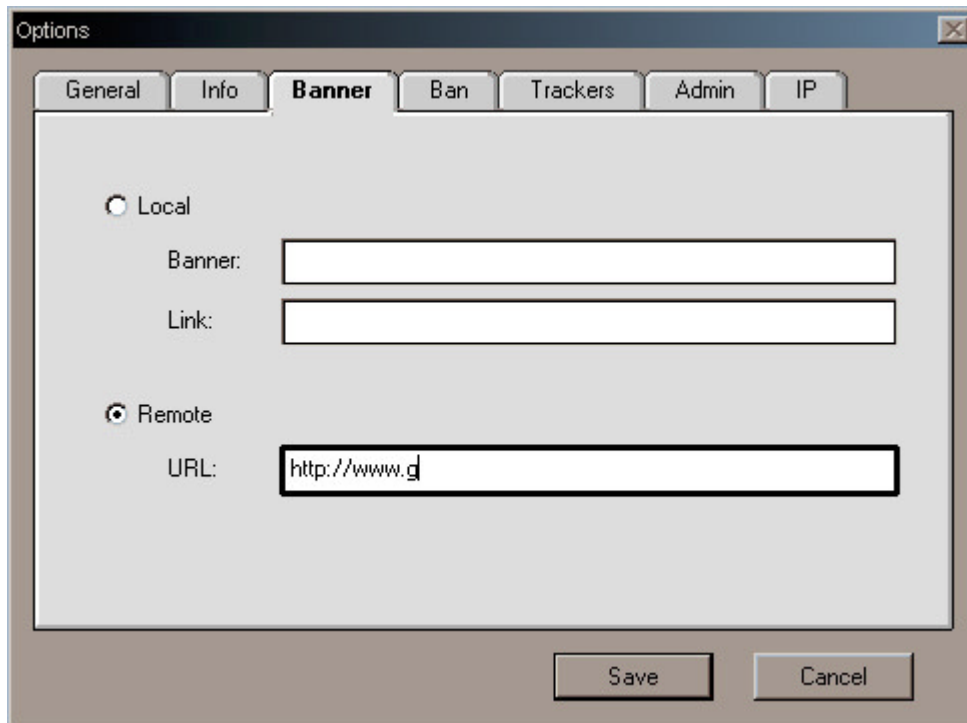
To set up a remote banner, you need to sign up with a banner site, such as Flycast, Adsmart, or ValueClick. When you sign up, they will give you a URL.

1 Open the Server Options window.

The banner information is on the **Banner** tab.

2 Select Remote and enter the URL.

Type the address in the URL field. Make sure that the URL is exactly the same as the URL that the banner site gave you. Click the **Save** button.



The screenshot shows a dialog box titled "Options" with a close button in the top right corner. The dialog has several tabs: "General", "Info", "Banner" (which is selected), "Ban", "Trackers", "Admin", and "IP". Inside the "Banner" tab, there are two radio buttons: "Local" (unselected) and "Remote" (selected). Below the "Local" radio button are two text input fields labeled "Banner:" and "Link:". Below the "Remote" radio button is a text input field labeled "URL:" containing the text "http://www.g". At the bottom of the dialog are two buttons: "Save" and "Cancel".

3 Quit and restart the server.

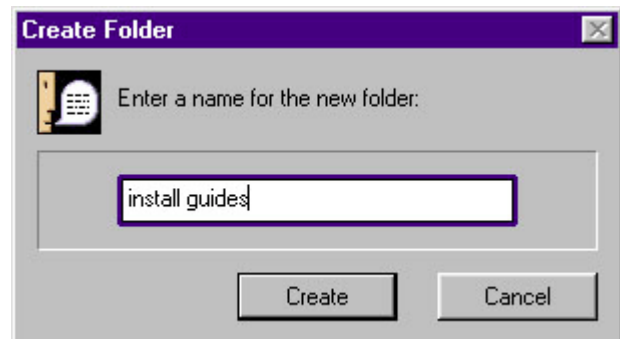
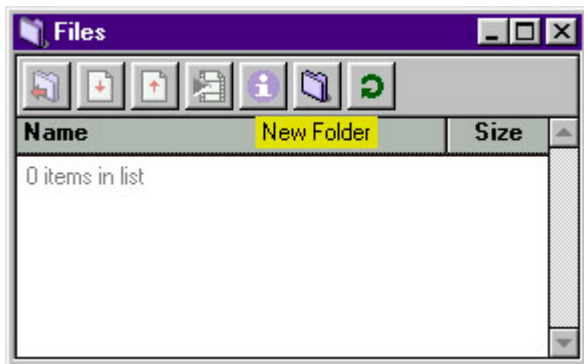
The new banner won't take effect until you have restarted the server. Simply click the **Quit** button on the **Server Toolbar**, and restart the server. Log onto your server with the Client and click your banner. Make sure that the banner is present and links correctly to the URL. If the banner doesn't appear, make sure you've typed the URL correctly.

SET UP YOUR FILE SYSTEM

Visitors to your server connect because they're interested in the subject of your server community; part of their interest is the files that you offer. You need to set up your base file system first, and then you can upload files, and create folders.

1 Set up your folders.

You can set up your base file system with the Client. Remember that anything you place in the Files section will be viewable by all users. To use the Client, simply open the **Files** window, and click the **New Folder** button. Type the name of the folder and click **Create**. Click the **Refresh** button.



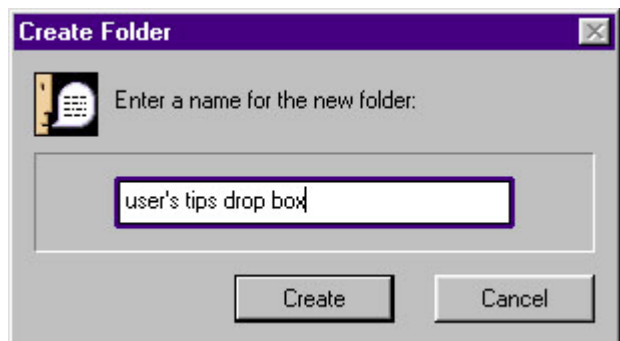
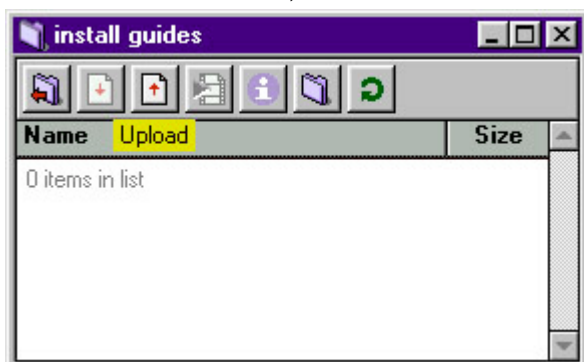
2 Put files in the folders.

Once you have folders in place, you can start to put files into them.

Upload files by entering the folder you want to upload to, clicking the **Upload** button, and choosing the file from your computer. You can also just drag a file into the window.

You can delete a file you mistakenly put into the **Files** window by selecting it and clicking the **Delete** button. If you want to move a file, you can drag it from one folder to another. Remember to click the **Refresh** button after uploading files.

You can create alias (.lnk) files by dragging a folder or file from one **Files** window to another while holding Command-Option (Macs) or Ctrl-Alt (PCs). When an alias file is selected by a user for opening or downloading, the linked to file will open. For example, double-clicking file.lnk will download file.doc, not file.lnk.



3 Create drop box or upload folders.

After you've created files for users to view and download, you may want to consider letting people upload. You can let anyone upload to anywhere, or you can create a place for people to upload files. The main reason to control uploads is to keep an eye on what is on your server. The Admin is usually the only one who can see the contents of a drop box, and so can choose to make an uploaded file available to everyone, or to delete it. All users who have access to the **Files** window can see the contents of an upload folder.

Creating a drop box or upload folder is very easy; you just need to make a new folder and put the words "drop box" or "upload" into its name. So a drop box for user's art might be called Art Drop Box.

If you can see a file in the drop box folder while you are logged in as a guest, the file is not complete. You will need to resume the upload.

Note:

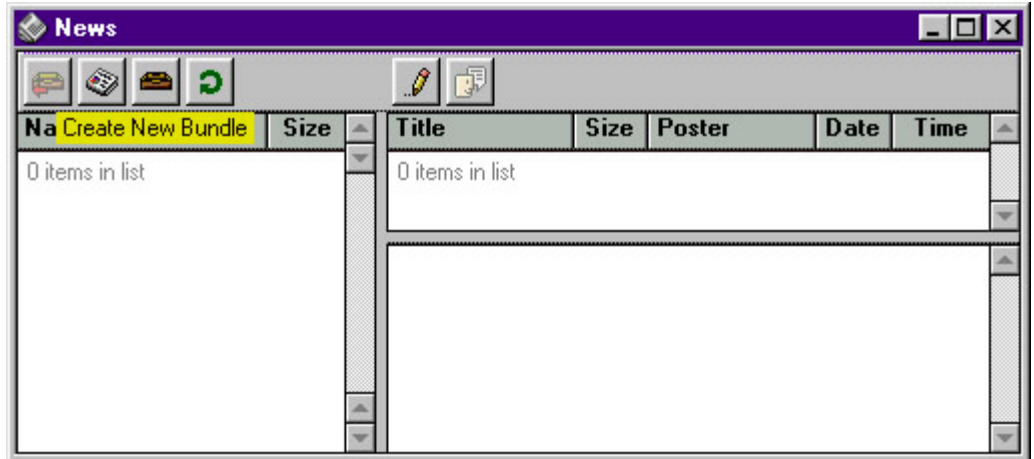
You can also choose to set up your file system from your Windows Explorer or Mac Finder. You may find it easier to create them with the Explorer/Finder. However, if you need to set up your Hotline server remotely, you'll need to use the Client. To use the Explorer/Finder, open the Files folder inside the Server application folder. You can create as many folders as you want. You can add files to the folders by moving files into the folders. Remember that anything you place in the Files folder will be viewable by all users.

SETTING UP YOUR NEWS SYSTEM

You can use news to tell your users how to use your server, and to answer their questions. Because users generally can't create bundles and categories, you'll need to do that to provide a place for them to post.

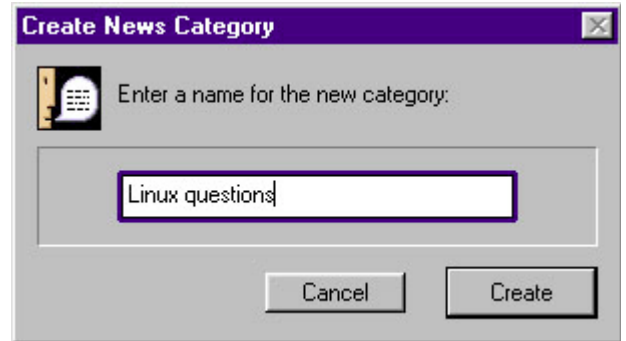
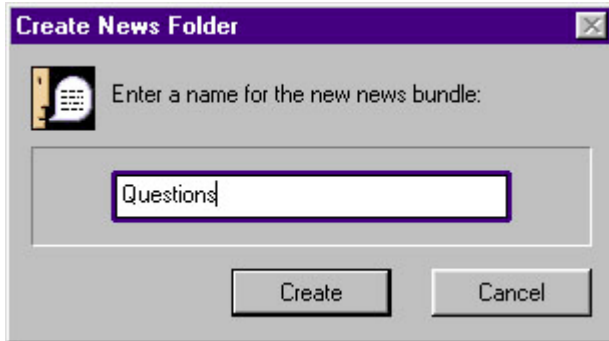
1 Open News.

To set up news, you will use both the Client and the Explorer/Finder. You can create and delete bundles, categories and posts with the Client. However, you can only move categories and organize the hierarchy of bundles and categories using the Explorer/Finder. In the Explorer/Finder, bundles are folders, while categories are files. It might be a good idea to think about what your bundle and category divisions will be before you start creating them. Figure out what categories you want to have, and how they fit into bundles.



2 Create bundles.

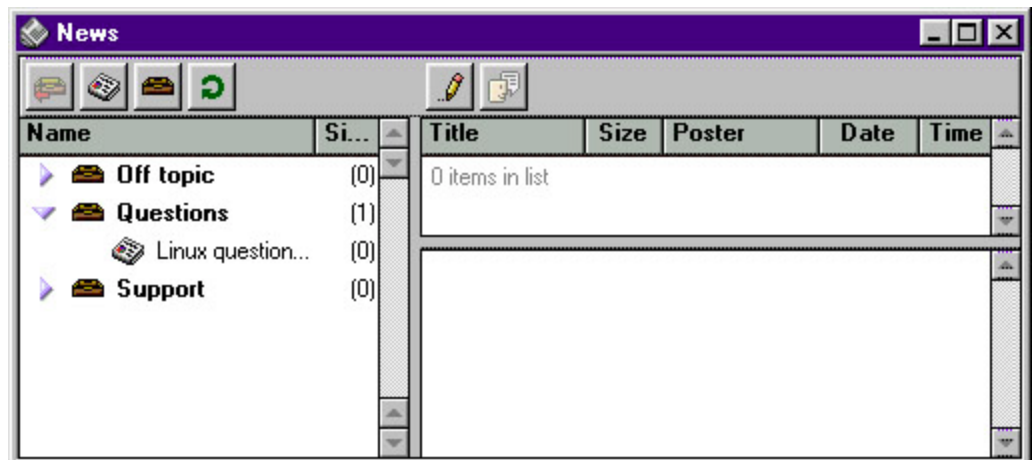
Make bundles to represent groups of subjects that people can talk about. Remember that bundles are logical sets of categories. Split the bundles up so that there are clear distinctions between subjects. This will help people decide where to post. You can create bundles inside other bundles. However, if you have already created a bundle or category and want to move it, you must do this from the Explorer/Finder.



3 Create categories.

Create the categories for subjects you want people to talk about. If you have a category that doesn't fit into a bundle, you can create it at the top level (not inside a bundle). Posts can only go into categories, so you must create them for people to post.

Once you've created news categories, you may want to place posts into them, to explain their purpose.



REGISTERING WITH TRACKERS

Trackers help users find your server. You can register with up to five. To find the Hotline Network trackers, go to the Hotline Communications website and open the HL Network section.

1 Choose your trackers.

You can choose your trackers based on reliability, or the popularity, or by which trackers you like to use. The trackers on the Hotline Network are grouped by interest area, so someone interested in your general topic will be likely to find you.

If you want one of the Hotline Network trackers to list you, you'll need to register at the Hotline Communications website.

2 Open the Options window.

Click the **Options** button on the **Server Toolbar**. The **Options** window will open. Tracker registration is located on the **Trackers** tab.

3 List your selected Trackers.

Turn on **List with Hotline Trackers** and type the addresses of the trackers you want to be listed with. Not all trackers require passwords. If a tracker requires a password (like Hotline Communications' trackers) you'll get them when you register.

The screenshot shows a dialog box titled "Options" with a close button in the top right corner. The dialog has several tabs: "General", "Info", "Banner", "Ban", "Trackers" (which is selected), "Admin", and "IP". Below the tabs, there is a checkbox labeled "List with Hotline Trackers:" which is currently unchecked. Underneath this checkbox, there are two columns of input fields: "Address" and "Password". The "Address" column has five text boxes, with the first one containing "technology.hltracker.com". The "Password" column has five text boxes, with the first one containing "xxxxxxxxxx" and a cursor at the end. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".