



# Basic User - Quick Reference Guide

## Home Page Access

### Log in to the router:

1. From your computer, connect to the wifi hotspot with a name similar to 'wxa-115-xxxx'.
2. Open a web browser and enter the URL: <http://10.1.5.1>
3. Login with the credentials given to you by the System Administrator:

Username\_\_\_\_\_

Password\_\_\_\_\_

## Crew Internet Services

Create a pincode to restrict access:

- From the Home Page, select <Generate pincodes>
- Enter the pincode parameters.
- Choose <Create> to display the pincodes OR <Download> to save a .csv file. Open the .csv file to see the pincodes.

For detailed information about the parameters, see the RedPort Optimizer Crew Basic User Guide.

## Generate a pincode Call Data Record (CDR)

- From the Home Page select <Generate Pincode Usage Reports>
- Enter the number of the pincode for which you want to see the CDR.
- Choose <Submit> to view the CDR OR <Download> to save a .csv file. Open the .csv file to see the usage report.

# Email Management

## **Add a new crew email account**

1. From the Home Page, select <Create and manage crew email accounts>
2. Select <Add>
3. Select the Primary account this new account will be tied to.
4. Enter a username and password for this new account.
5. Choose <Save> to enter more new accounts; OR choose <Save & Apply> to apply the change.

## **Delete a crew email account**

1. From the Home Page, select <Create and manage crew email accounts>
2. Find the username of the account to be deleted.
3. Select <Delete> in the right hand column.

## **Start an email session manually**

1. From the Home Page, select <Perform Common Email Tasks> to open Control Panel.
2. Select <Start>.

## **Retrieve a large email**

1. From the Home Page, select <Retrieve, delete, or drop large emails...>
2. Locate the large email in the list, click on the checkbox in the "Select" column. The email will be downloaded to you on the next email session.

## **Delete a large email**

1. From the Home Page, select <Retrieve, delete, or drop large emails...>
2. Locate the large email in the list, click on <Delete> in the Delete column. The email will be deleted from the main mail server on the next email session.

NOTE: If you are deleting a large email that you started to download you want to Purge the restart files before you start your next email session.

## **Purge Restart Files**

1. From the Home Page, select <Perform Common Email Tasks>
2. Select <Purge> to bypass the mid-file restart feature during the next email session.

For detailed information on all of the above, please refer to the RedPort Optimizer Crew Basic User Guide.