ShareTech

MyCloud Administrator Manual

Version 6.1.9

LAN default IP and Password	
IP Address	192.168.1.1
Account / Password	admin / admin

MyCloud SettingAdministrator

It come with a slick cloud storage solution for SMB to have their own private cloud ensuring safety, integrity and real-time availability. My Cloud satisfies users with easy access, multi-language support, real-time file synchronization, group accounts management, priority-based control, and online data storage of all type of files. Users can store, share and access their important business files anytime, anywhere using any number of compatible devices and almost any browser. (Figure 1)
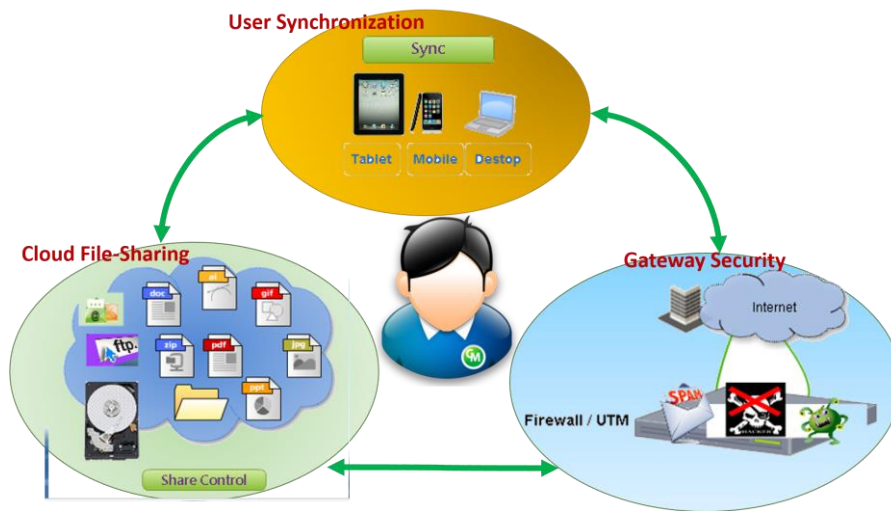

Figure 1 My Cloud

MyCloud Setting

Select Configuration > My Cloud Setting > MyCloud Setting (Figure 2)
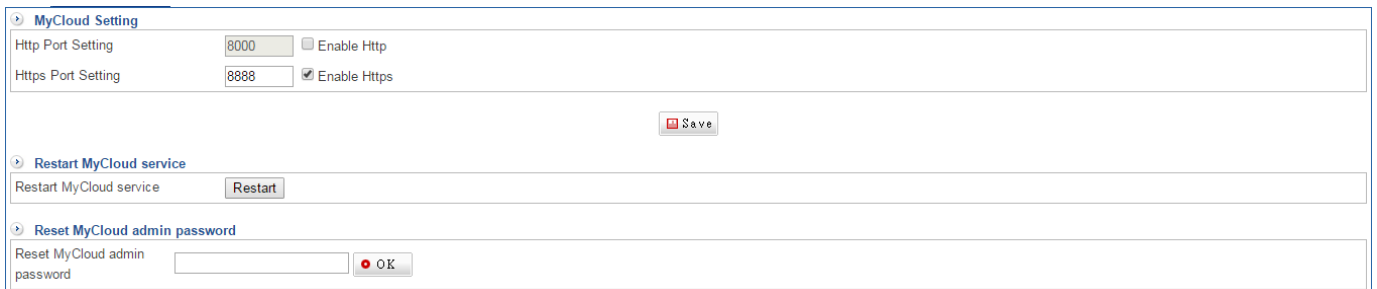
MyCloud Setting

■ Http Port Setting: allow Http when you enabled it

■ Https Port Setting: allow Https when you enabled it

Restart MyCloud service

■ Restart MyCloud service:

Reset MyCloud admin password

■ Reset MyCloud admin password: enter a password for admin

🚫 Default password is "admin"

Figure 2 MyCloud Setting

You are able to login MyCloud as the following steps:

1. Administrator can click on ▪ MyCloud to login MyCloud system. (Figure 3)

Figure 3 Menu Bar

2. Or open the browser; enter Port 1, or Port 2 IP in the address bar. (Figure 4)
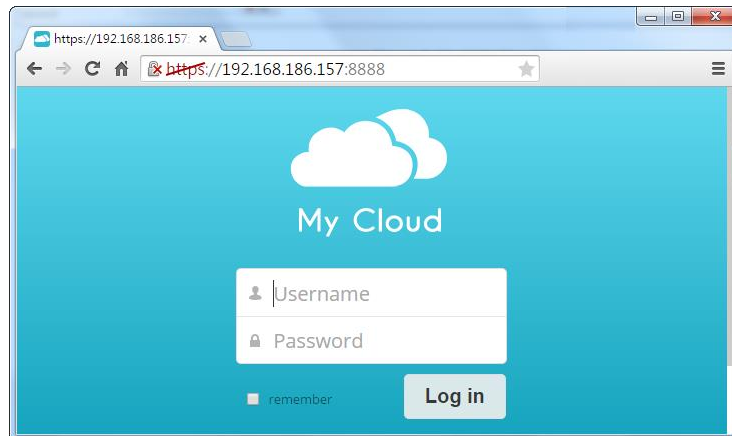   Default username / Password: admin/ admin

Figure 4 enter IP to login My cloud
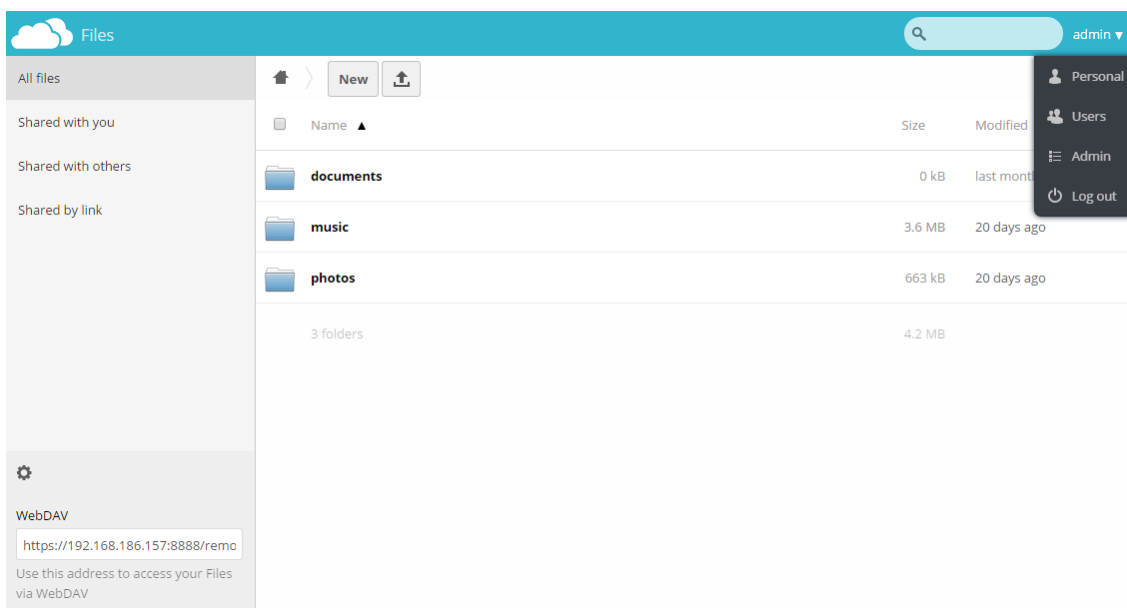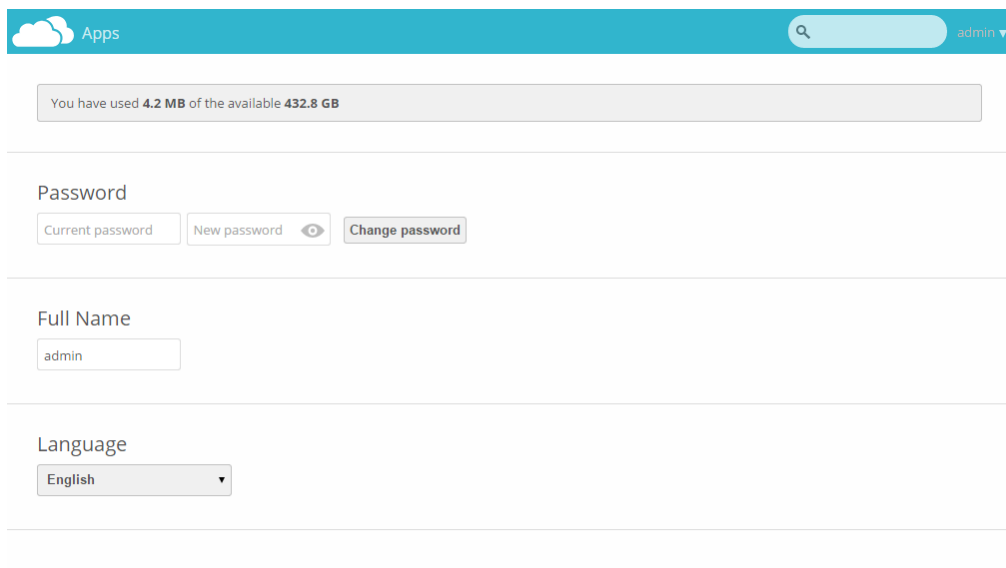
Login completed (Figure 5)

Figure 5 MyCloud Homepage Information

Personal

- ■ Password: set up Adminisrtator's password (Figure 6)
- ■ Full Name: set up Adminisrtator's username (Figure 6)
- ■ Language: Choose your native language (Figure 6)

Figure 6 Password, Full Name, and Language

Users
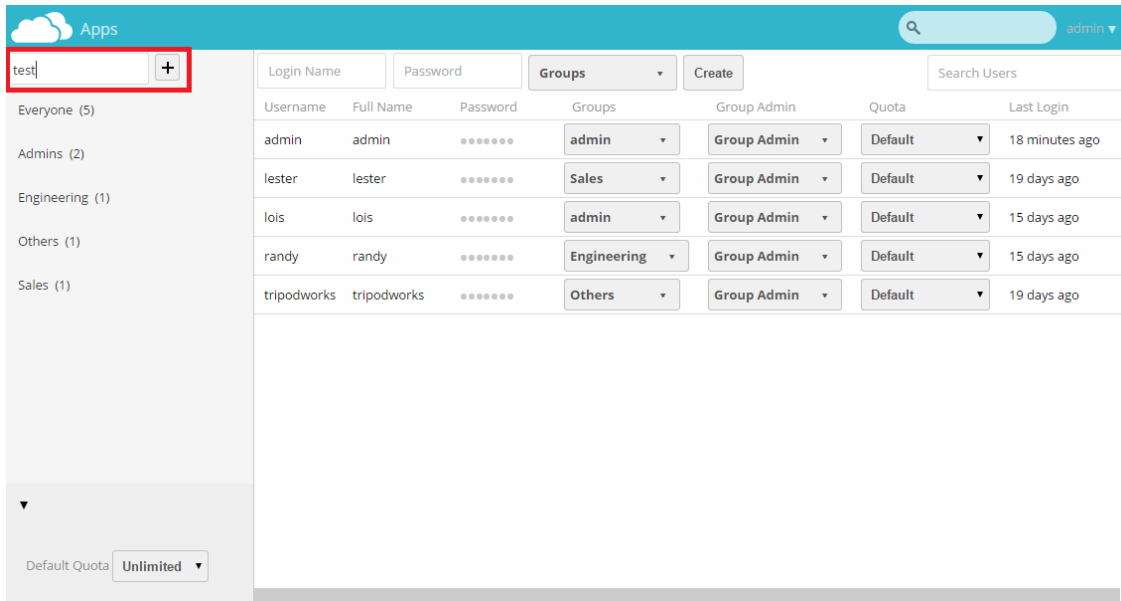

Shows every group and its members

⚠ Members who are in Group (admin) have high permission to manage settings. (Figure 7)

Figure 7 High Permission to manage settings.
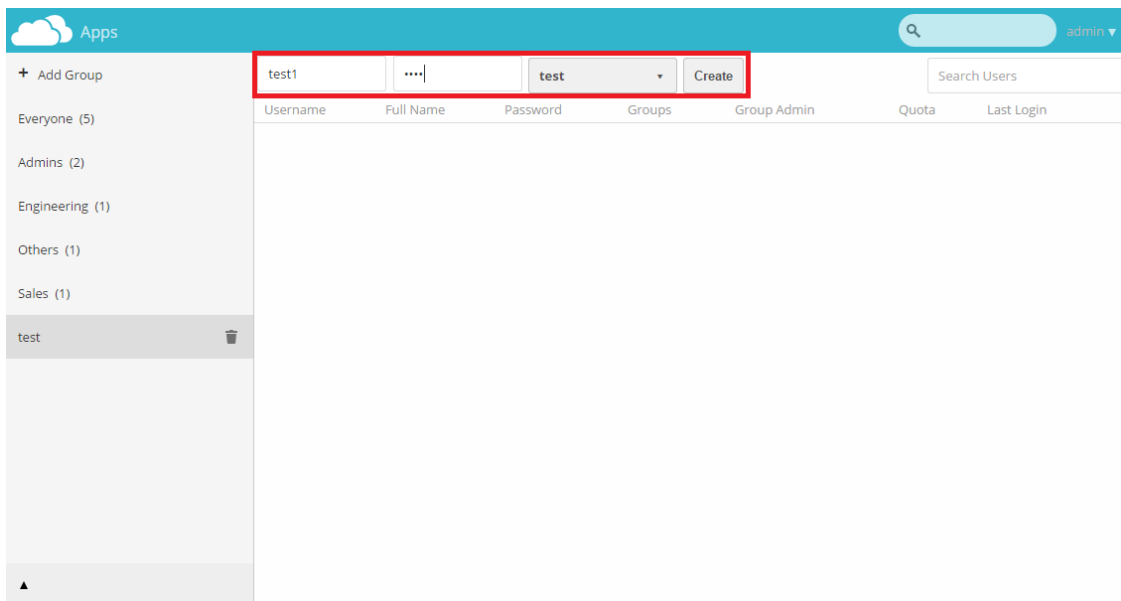
■ Add a New Group(Figure 8)

Figure 8 Add a new GroupAdd a new member into the group.

■ Add a New member into a group (Figure 9)

Figure 9 Add a new member

■ Set up users' Quota (Figure 10)

⚠️Default Quota: unlimited

Figure 10 Set Up user's Quota

■ A member is able to be with more than a group (Figure 11)

Figure 11 a member is included two groups

Group Admin: group leader (Figure 12) Others are its' members.

Figure 12 Group admin

Admin
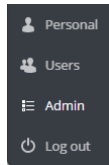
HDD usage: it shows total HDD usage (Figure 13)
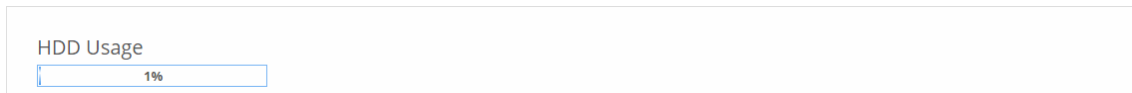
⚠️Depend on your HDD usage. Default is 320G

HDD Usage

1%

Figure 13 HDD usage

File handling (Figure 14)

⚠️ maximum Upload possible: 2 GB
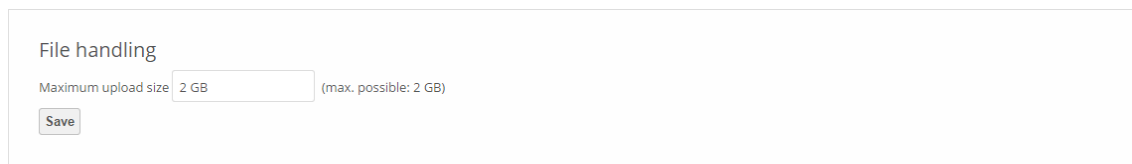

File handling

Maximum upload size 2 GB   (max. possible: 2 GB)

Save

Figure 14 File handling

Remote Shares

■ Allow other instances to mount public links shared from this server
■ Allow users to mount public link shares

Upload Logo

■ **Login Logo** (Figure 15)

■ **Logined Logo**(Figure 16)
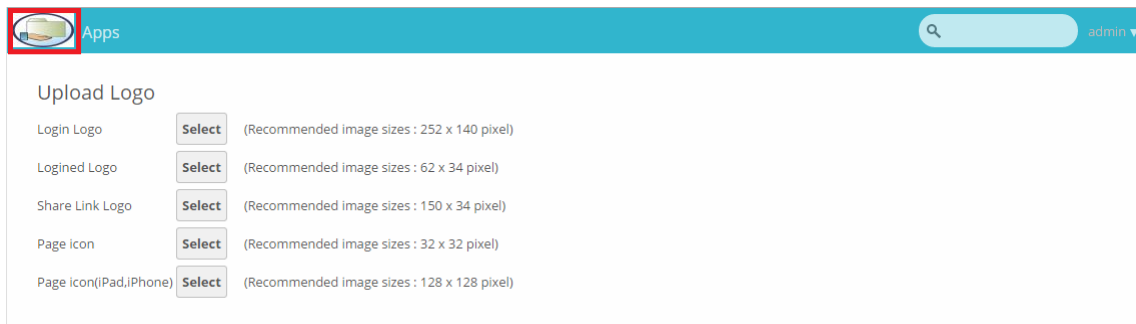
■ Share Link Logo(Figure 17)

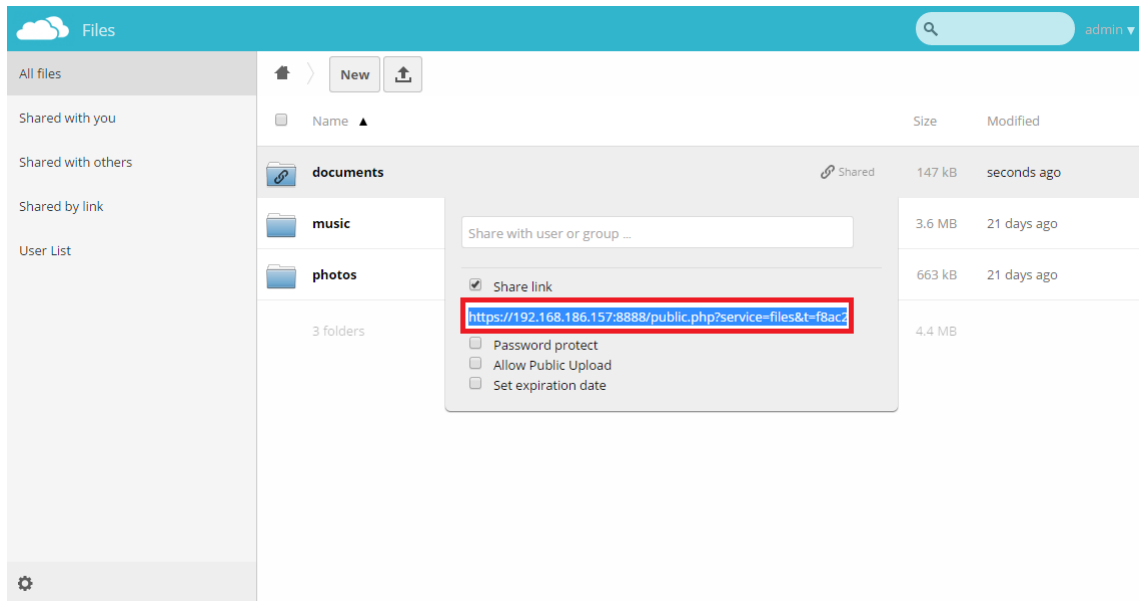When you copy your file link and share it with your friends, your friends will

Figure 17 Copy Link

Your friends will open the browser; enter share link in the address bar, (Figure 18) will see this logo which you uploaded
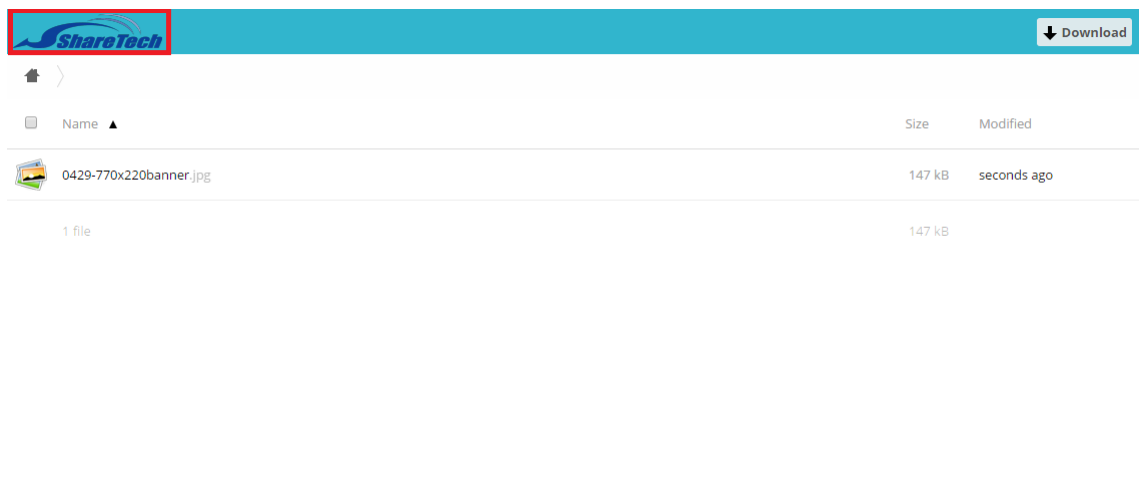

Figure 18 Share Link Logo
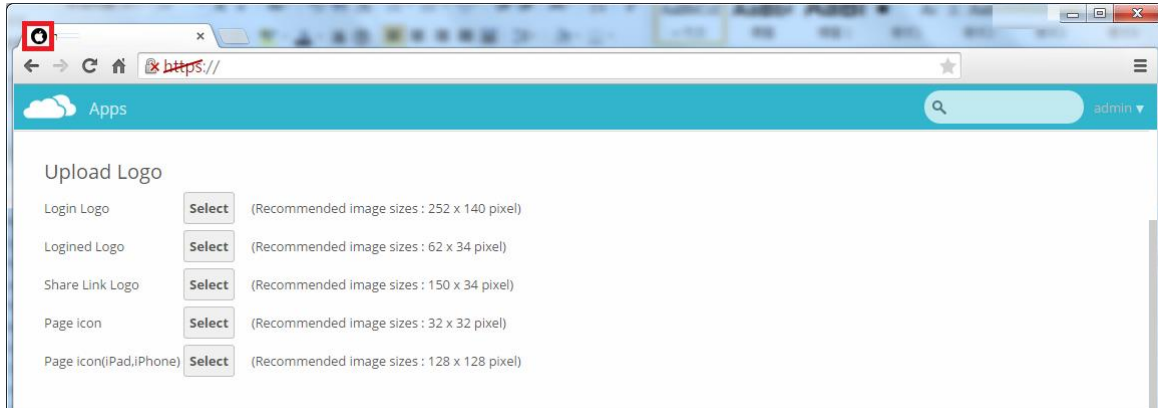
■ Page icon (Figure 19)

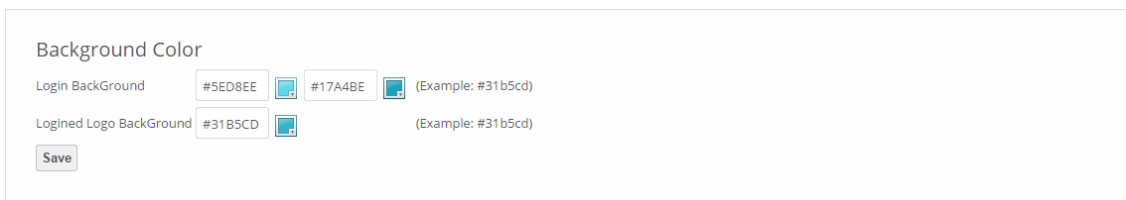Figure 19 Page icon

Background Color (Figure 20)

Figure 20 Background Color

■ Login BackGround: Default is #5ED8EE and #17A4BE
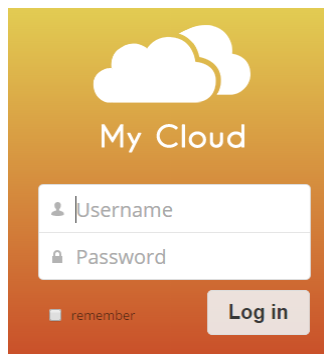
Example: #E9EE5E　#BE1717(Figure 21)

Figure 21 Login BackGround

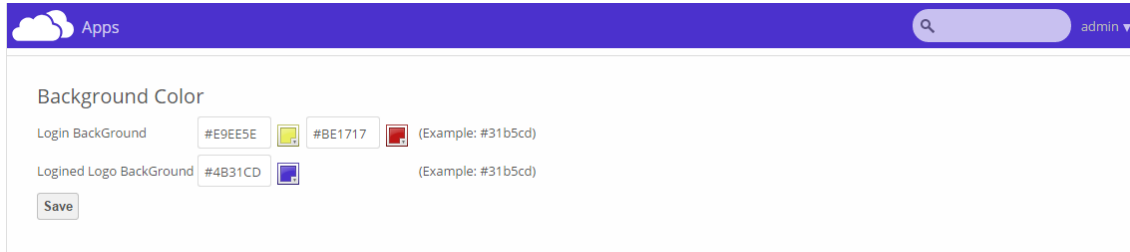■ Logined Logo BackGround: default #31B5CD

▶ Example: #4B31CD(Figure 22)

Figure 22 Logined logo BackGround

Upload User Manual

■ Upload User Manual: upload a file which guide user how to use their cloud files. (Figure 1-12.24)

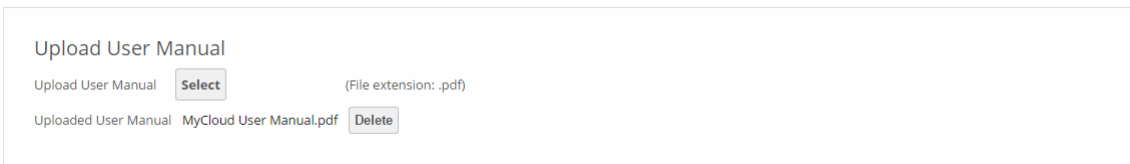⊗File extension: pdf, and only one file existed (Figure 23)
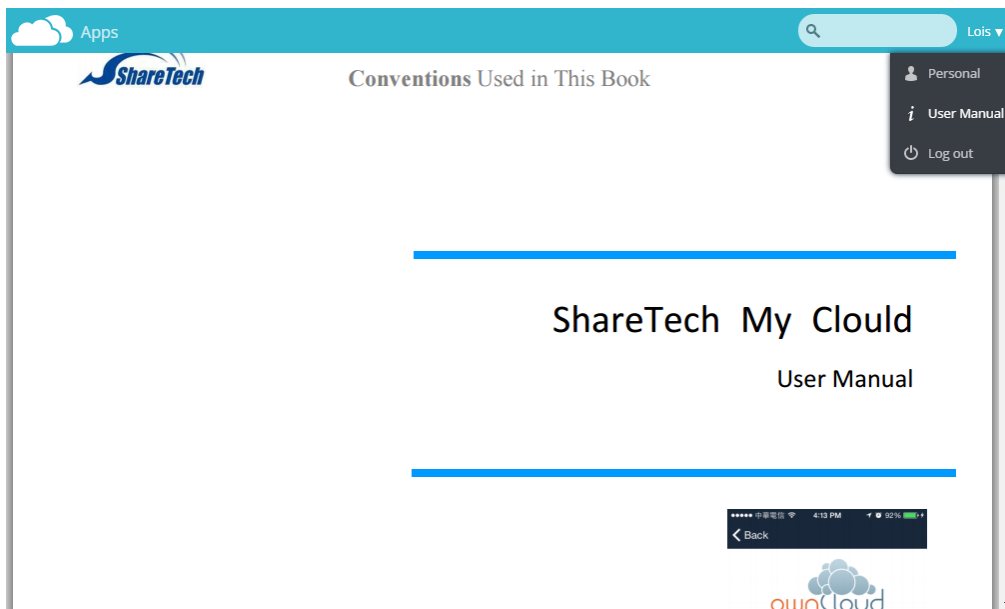

Figure 23 Uploaded User Manual

Figure 24 i User Manual

User List (Figure 25)
- Enable User List: every users has permission to see each other
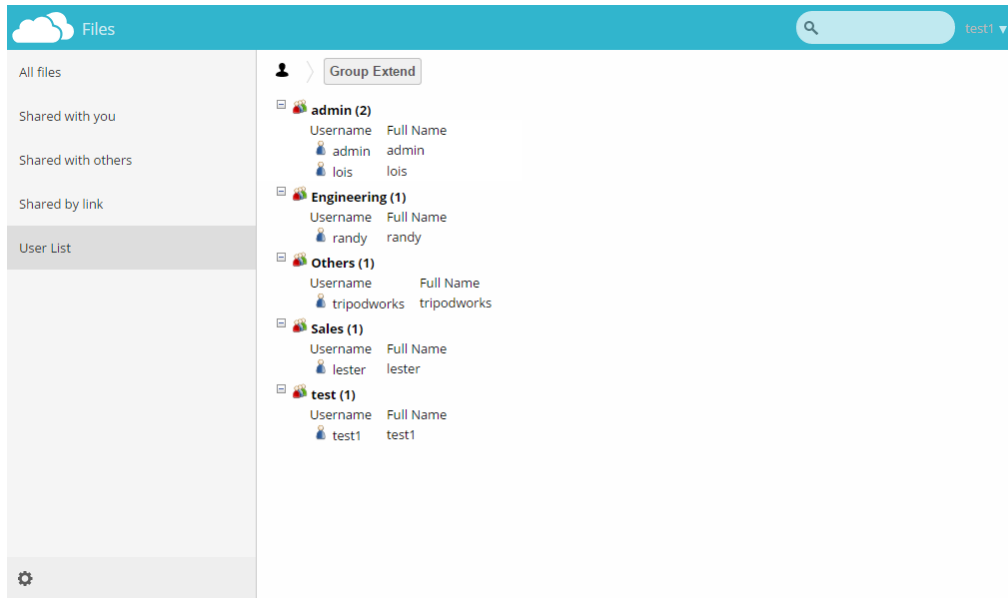⚠ Members who are in Admin Group have high to manage settings.
⚠ Default: disable

Figure 25 User List

Sharing
- Allow apps to use the Share API
- Allow users to share via link
▶ Enable (Figure 26) (Figure 27)
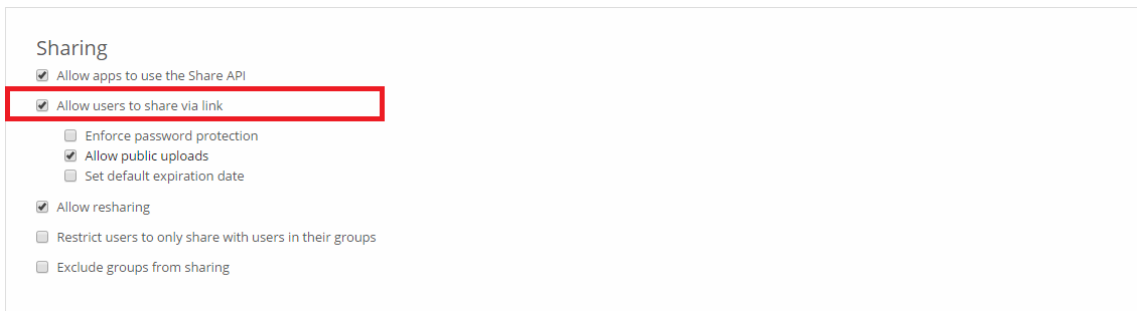▶ Disable (Figure 28) (Figure 29)

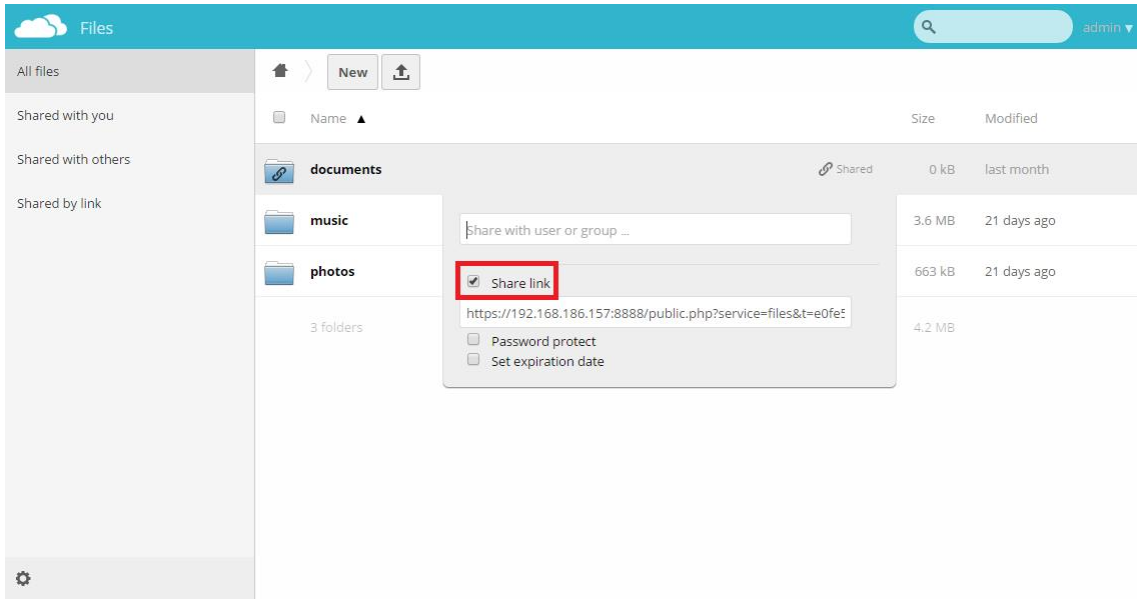Figure 26 Allow users to share via link-1
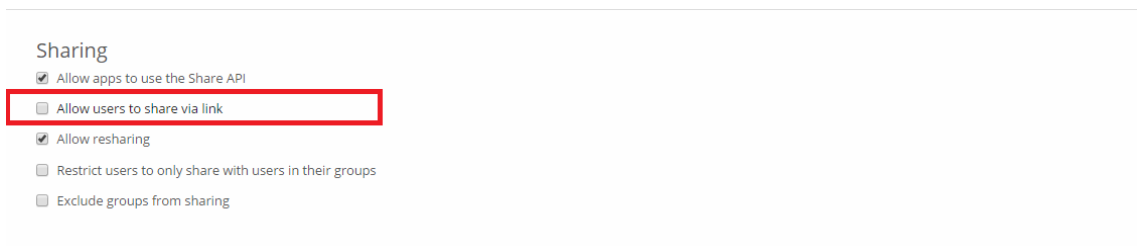
Figure 27 Allow users to share via link-2

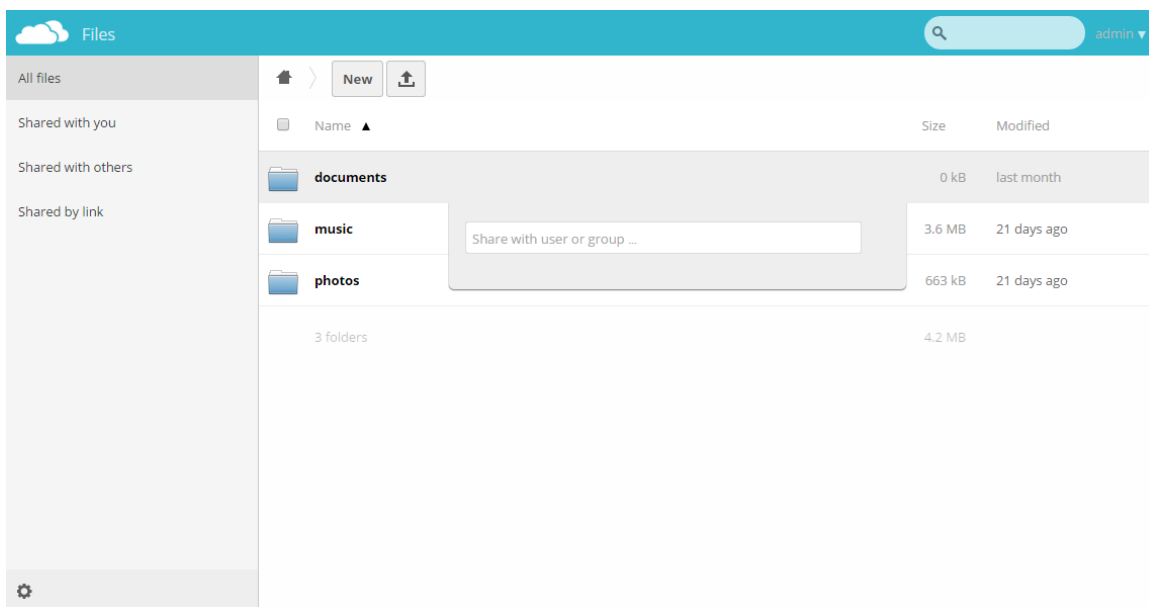Figure 28 disable "Allow users to share via link"-1

Figure 29 disable "Allow users to share via link"-2

1. Enforce password protection: must enter password for protecting. (Figure 30)
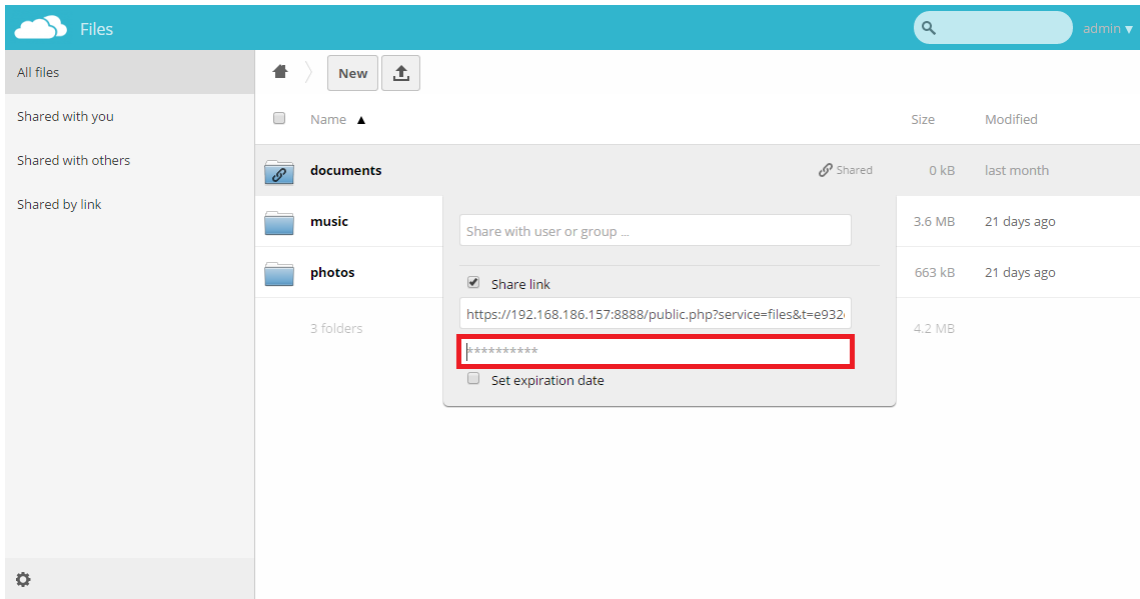
⚠ Default: Disable

Figure 30 Enforce password protection

2. Allow public uploads: users are able to decide whether others upload files or not (Figure 31)
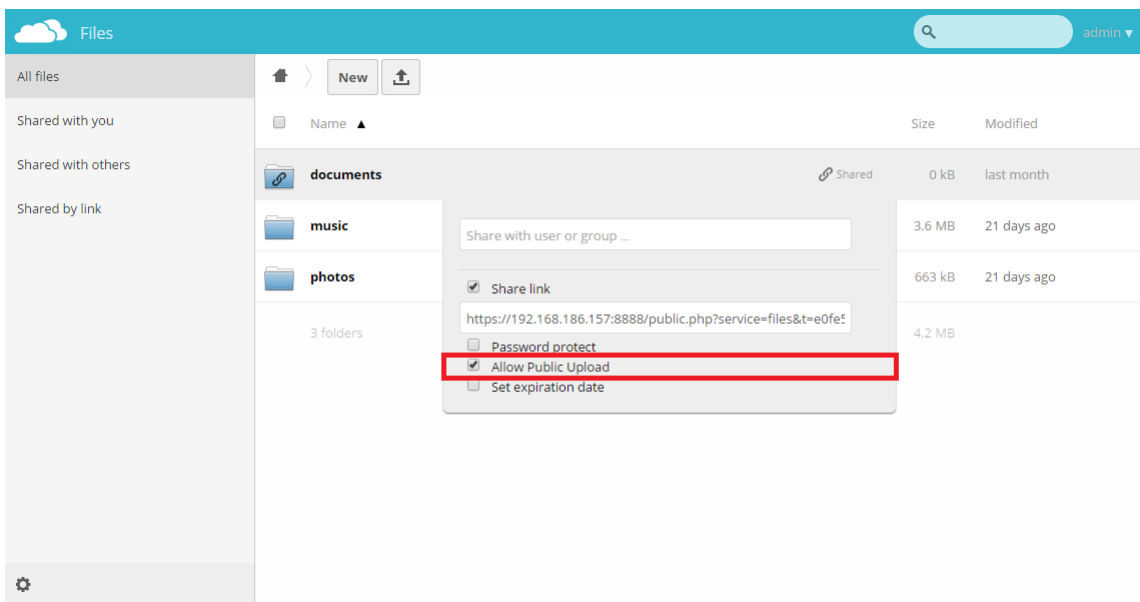
⚠ Default: Enabled

Figure 31 Allow public upload

3. Set default expiration date: The public link will expire no later than 7 days after it is created(Figure 32)
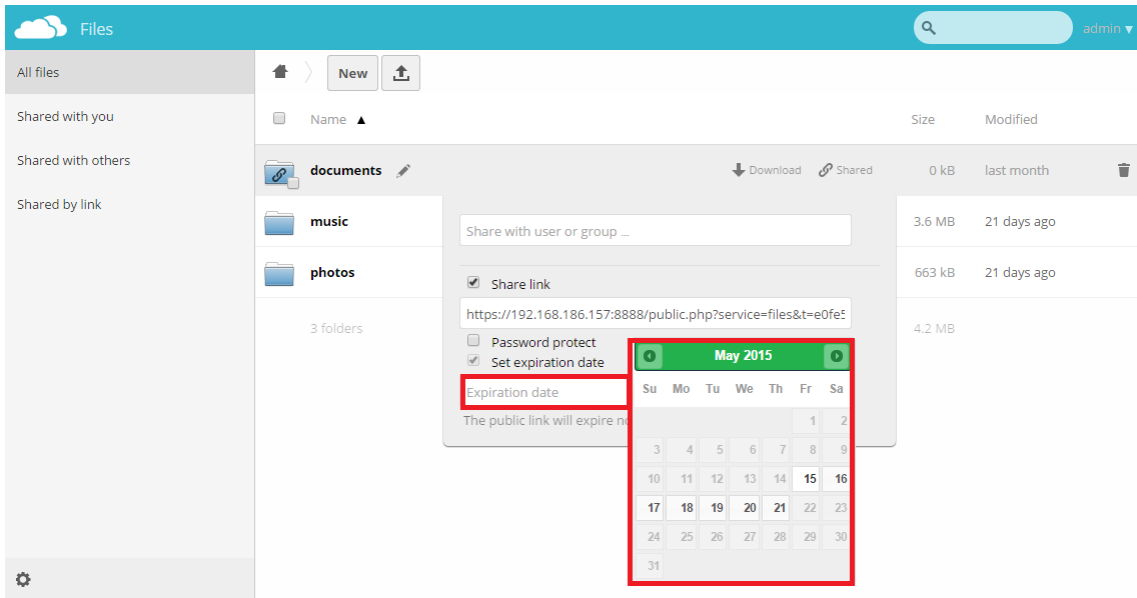
⚠️Default: Disable

Figure 32 Set default expiration date

■ Allow resharing

⚠️ Default: Enabled

■ Restrict users to only share with users in their groups
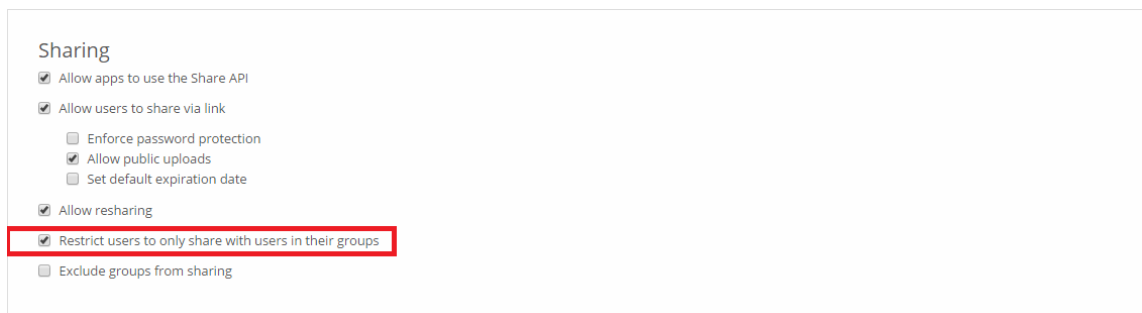
⚠️ Default: Enabled(Figure 33)

Figure 33 Restrict users to only share with users in their groups-1

admin and lois are in the same group so that they can share files each other only. However, both admin and lois are not able to share files to others. (Figure 34)
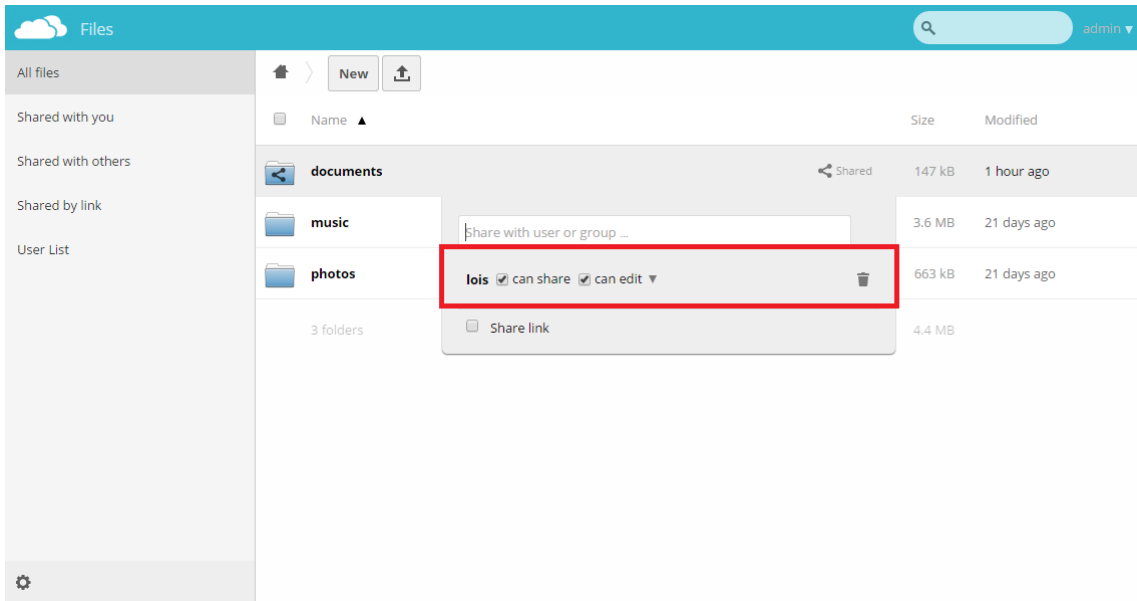

Figure 34 Restrict users to only share with users in their groups-2
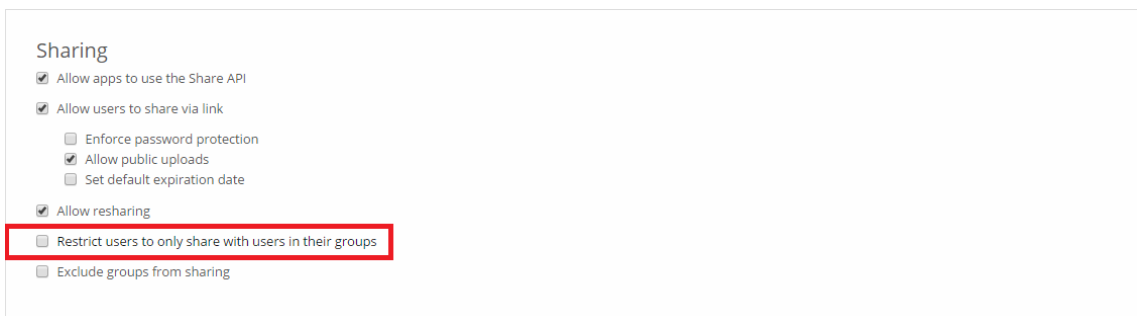
Here is the other example, Disable(Figure 35)

Figure 35 Disable "Restrict users to only share with users in their groups"

admin is able to share its files with others even if different groups. (Figure 36)
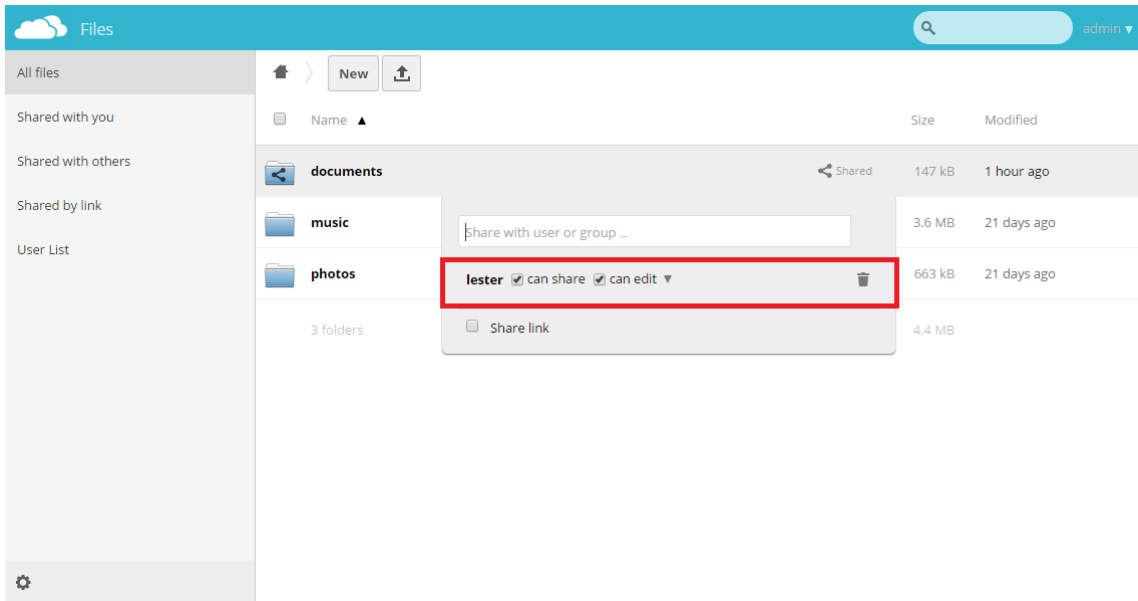

Figure 36 admin able to share its file with others

■ Exclude groups from sharing: These groups will still be able to receive shares, but not to initiate them. (Figure 37)

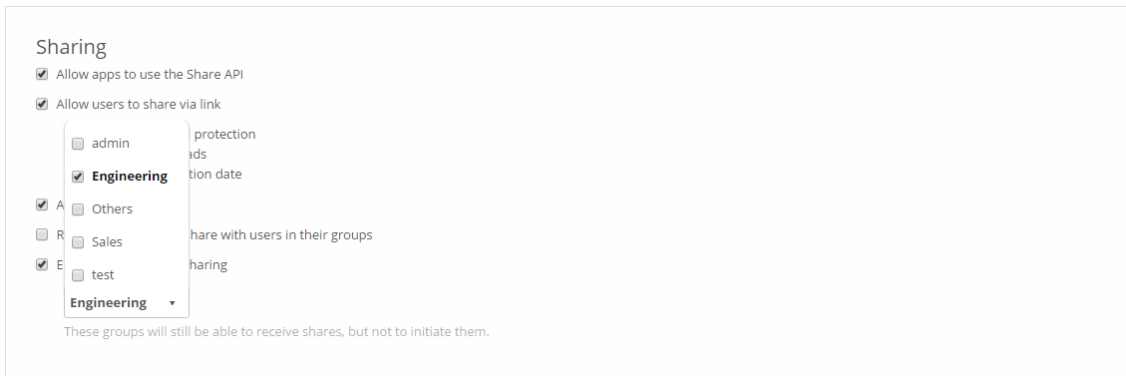⚠Default: Disable

▶Example: Enable it, let's see what's happened.

Figure 37 Enable "Exclude groups from sharing"

So others are still share their own file with Randy, however, Engineering group members who are not able to share their files to others. (Figure 38)
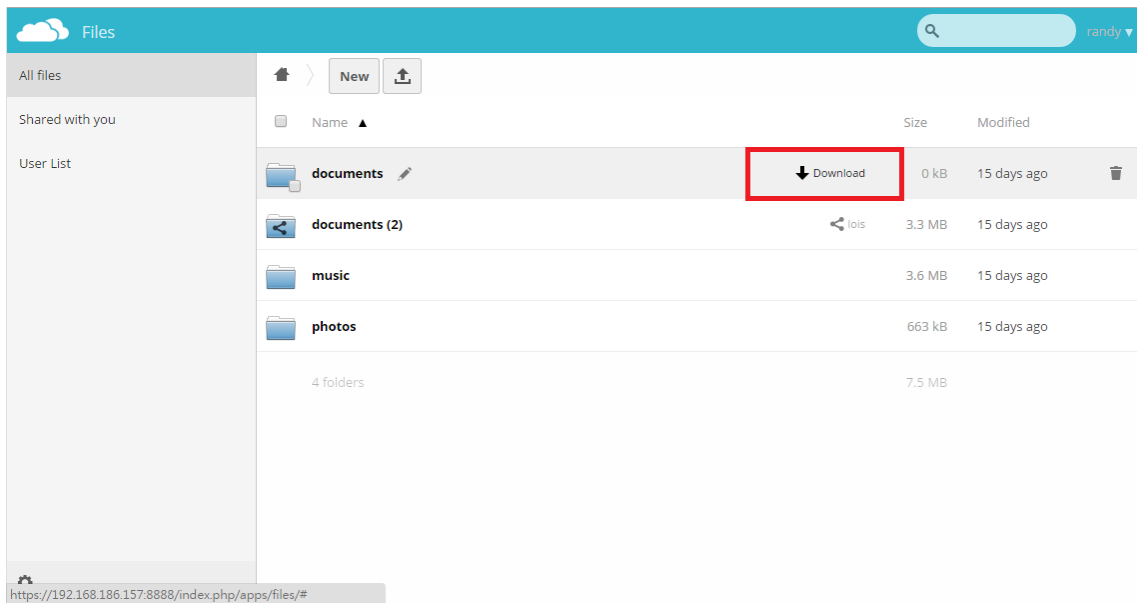

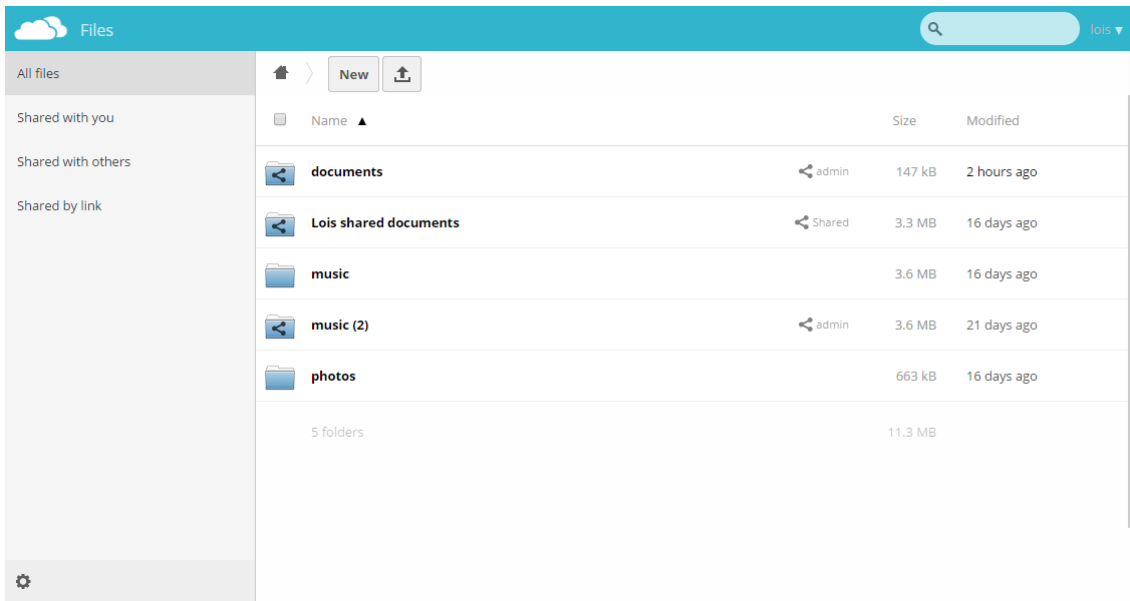Figure 38 Exclude groups from sharing

Security

■ Enforce HTTPS: Forces the clients to connect to via an encrypted connection.

My Cloud Homepage Information:

All files (Figure 39)

Figure 39 All files

Shared with you (Figure 40)

you are able to click on `Unshare` 🗑 to unshare it.

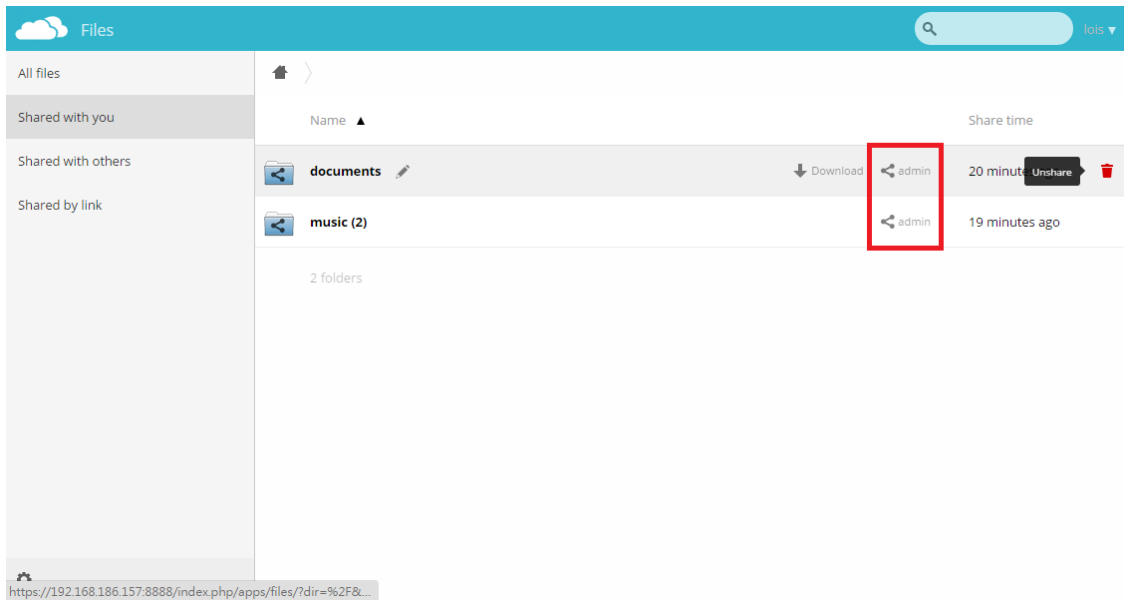

Figure 40 Shared with you

Shared with others

▶ You have shared this documents with randy(Figure 41)
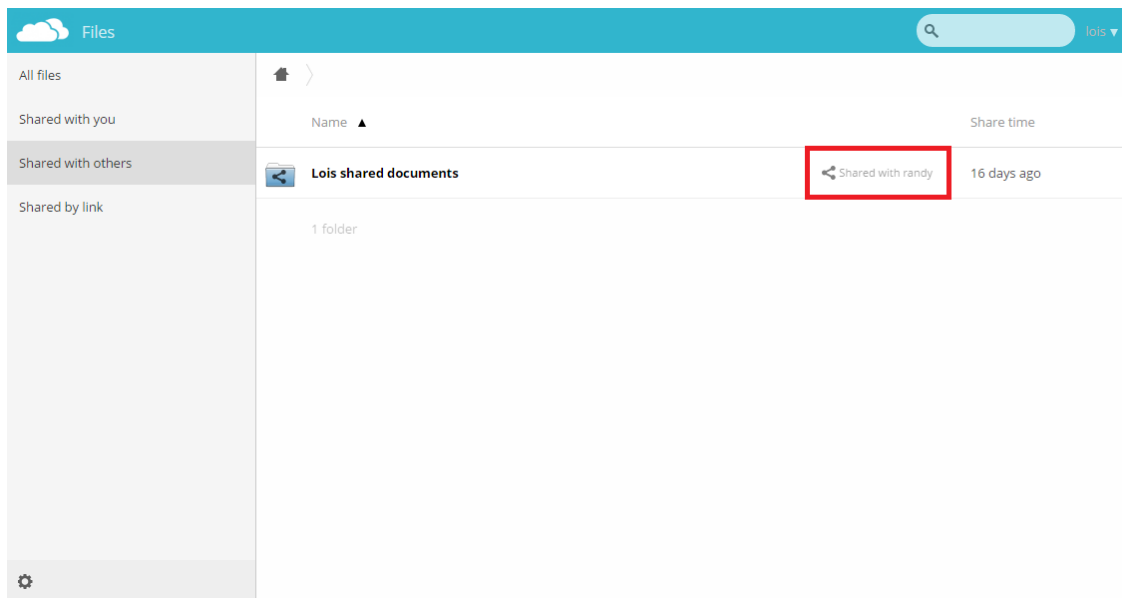

Figure 41 Shared with others

Shared by Link

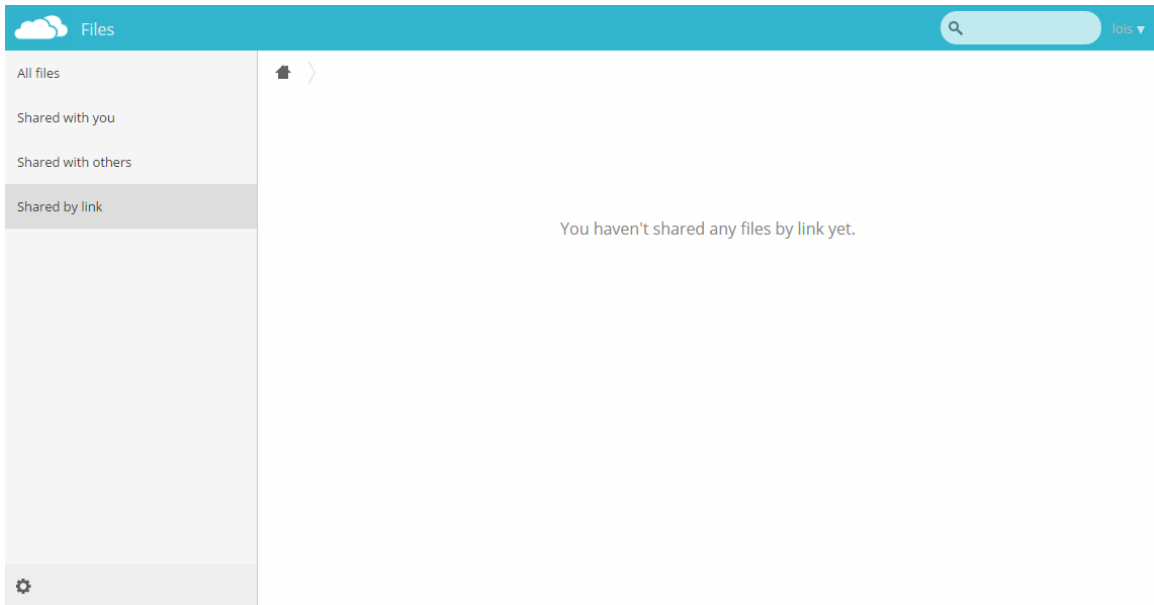▶ You haven't shared any files by link yet. (Figure 42)

Figure 42 Shared by Link