

# **WorldCard Team**

## **Administrator Manual**

Versio: v1.2

Relesae: December, 2017

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This device has been shown to be in compliance with and was tested in accordance with the measurement procedures specified in the Standards and Specifications listed below.

Technical Standard: EMC DIRECTIVE 2014/30/EU (EN55032 / EN55024)

### **FCC Statement**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a residential installation and used in accordance with the instruction manual may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encourage to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or and experienced radio TV technician for help.

Notice: The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equivalent.

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对于仅适用于在海拔2000m以下地区使用的设备应在设备明显位置上标注“仅适用于海拔2000m以下地区安全使用”或类似的警告语句，或如下标识：



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## 注意

用错误型号电池更换会有爆炸危险  
请务必按照说明处置用完的电池。

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取扱説明書に従って正しい取り扱いをして下さい。VCCI-B

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There may be newer versions of the software that was released during or after this product's manufacturing date. If the content in the User Manual differs from the on-screen interface, please follow the instructions on the on-screen interface instead of the User Manual.

# History

## v1.2.0

- Import accounts from AD server. (Chapter 2.2.2)
- Update the description images to ADM 3.0.

## v1.0.0

- Year 2017, first version.

# Chapter 1 Get Started

## 1.1 Package Contents

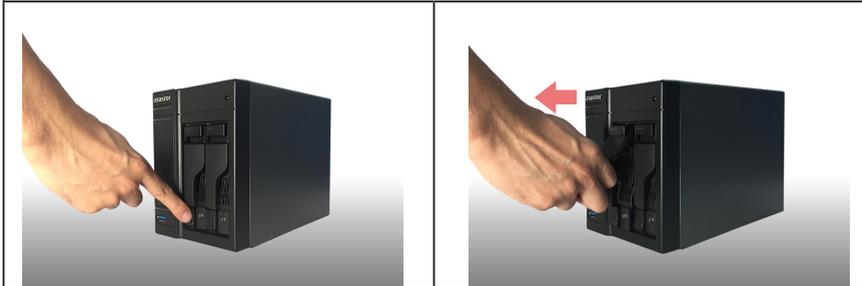
The package contents of WorldCard Team product include a Server and:

		
<i>Power Cord</i>	<i>Adapter</i>	<i>RJ45 Network Cable</i>
		
<i>Power Cord Bracket</i>	<i>Screws for use with 3.5" HDD</i>	<i>Screws for use with 2.5" HDD</i>
		
<i>3.5" HDD*2</i>	<i>Card Scanner*2</i>	<i>Calibration Card</i>
		
<i>USB Extension Cable*2</i>	<i>User manual</i>	<i>Warranty Card</i>

## 1.2 Hardware Installation

### 1.2.1 Hard Disks Installation

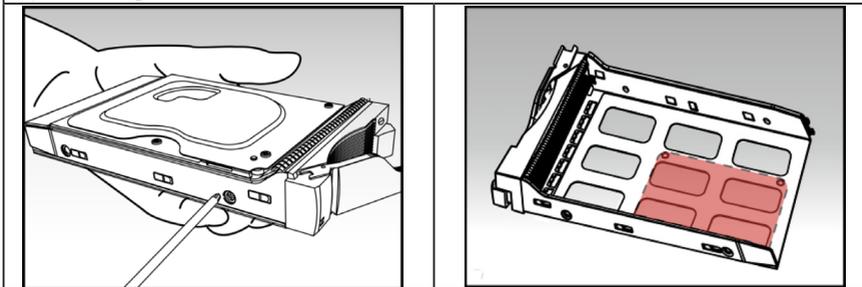
1. Press the button on the lower portion of the hard disk tray to release the latch. Using the latch, gently pull the disk tray out of the disk bay.



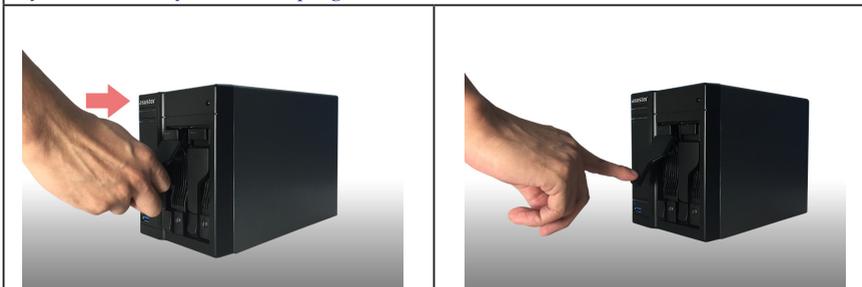
2. Mount the hard disk to the disk tray.

**3.5-inch hard disks:** Place the hard disk into the disk tray, making sure that the mounting holes on the sides of the hard disk and disk tray are lined up. Secure the drive with four screws.

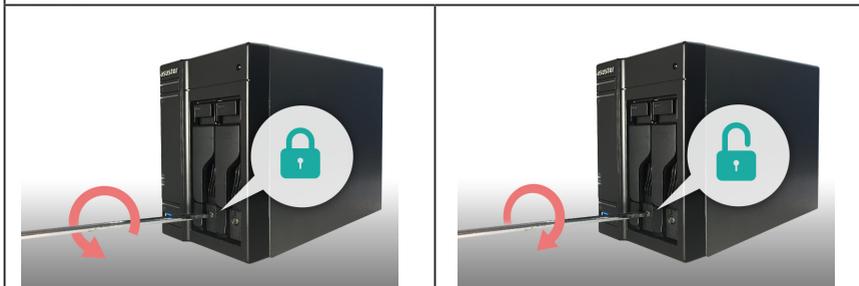
**2.5-inch hard disks and SSD hard disks:** Place the hard disk into the area of the disk tray outlined in red (see picture below). Make sure that the mounting holes on the bottom of the hard disk and disk tray are lined up. Secure the drive with four screws.



3. Slide the disk tray onto the rails of the disk bay. Using the latch, gently push the disk tray all the way into the disk bay. Secure the disk tray in place by pushing down on the latch. The latch should close easily and snap in with an audible 'click'. Please make sure that the disk tray is pushed all the way into the disk bay before attempting to secure the latch.

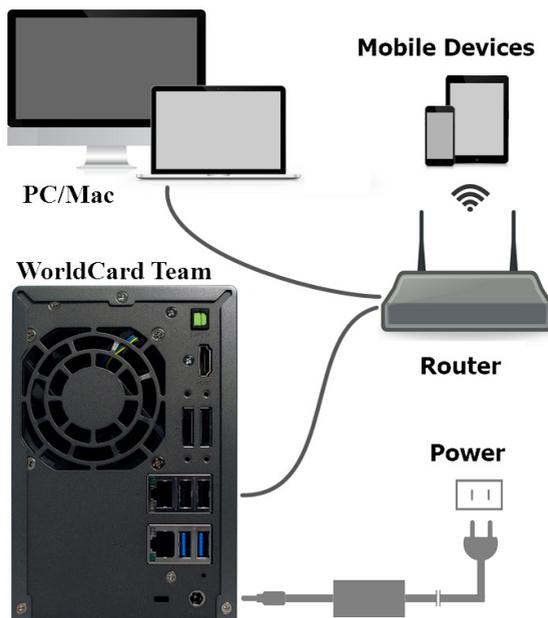


4. Once the latch is secure, you can lock it in place using the disk tray lock. Using a flathead screwdriver, turn the lock counterclockwise to lock the latch mechanism. Turning the lock clockwise will unlock it.



## 1.2.2 Connecting and Powering on WorldCard Team Server

Please connect the power cord to the adapter, and connect one end to the power port of the WorldCard Team server and the other end to the power outlet, and then connect the WorldCard Team's LAN1 network port with the network cable to connect to the RJ45 network port of local network, or connect directly to the Switch / Router / Hub.



Press down the power button, the blue power LED indicator is lit. This indicates that the WorldCard Team server is now powered on. While the WorldCard Team server is being powered on, the green system status LED indicator will flash and the blue network LED indicator will be lit as well.

The WorldCard Team server is ready for operation once the green system status LED indicator has stopped flashing and remains steadily lit. At this time, you should also hear a ‘beep’ from the system buzzer.



### **Securing the Power Cord**

If you are concerned about the power cord becoming detached when the server is moved, you can use the provided cord bracket to secure the power cord in place.

1. Attach the bracket to the power cord as shown in the graphic below.



2. Remove the fan screw by unscrewing it counter-clockwise.



3. Position the bracket over the hole for the removed fan screw. Secure the bracket in place by replacing the fan screw.

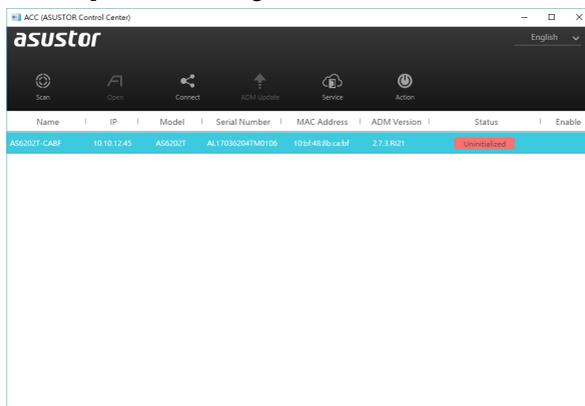


## 1.3 Set Up WorldCard Team Server

### 1.3.1 Initial the WorldCard Team Server

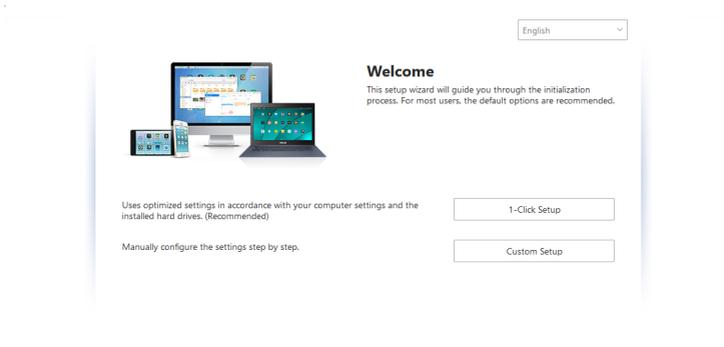
After booting up, please open the browser for any computer on the same local network and access to (<http://download.worldcardteam.com/>) to open the download page, then follow your platform to click [ASUSTOR Control Center] to download. When the download is finished, please double click it to start install.

After the installation, please launch [ASUSTOR Control Center] application (the followings are the Windows platform screens for example), the application will automatically search and list all the WorldCard Team server, please select your server and click the [Uninitialized] button on the right side.



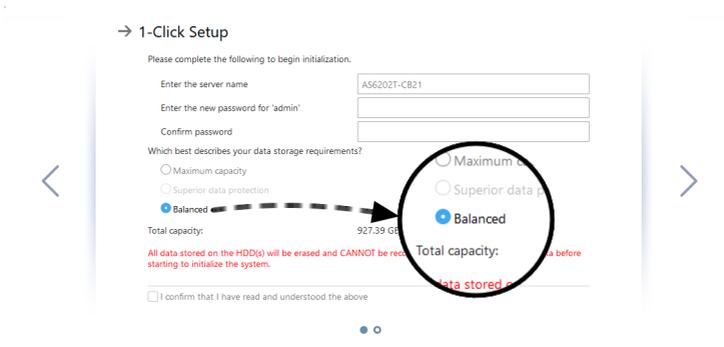
**Tips: If you have more than one WorldCard Team server on your local network, check the last 6 letters of serial number which is printed on the label sticker on your WorldCard Team server dock, and compare the [Serial Number] field on the screen to know which server is yours, and of course, if you know the server IP address, you can also compare it with the [IP] field.**

The [ASUSTOR Control Center] will open a webpage and start the initialization.



**Recommended Browsers: Internet Explorer 11/ Edge / Chrome/ Firefox / Safari / QQ / Sogou.**

Please click [1-Click Setup], and follow the instructions to create the password for administrator (admin), and then choose [Balanced] in the lower option and check the agreements, then click the arrow at the right side of the screen to start the initialization.

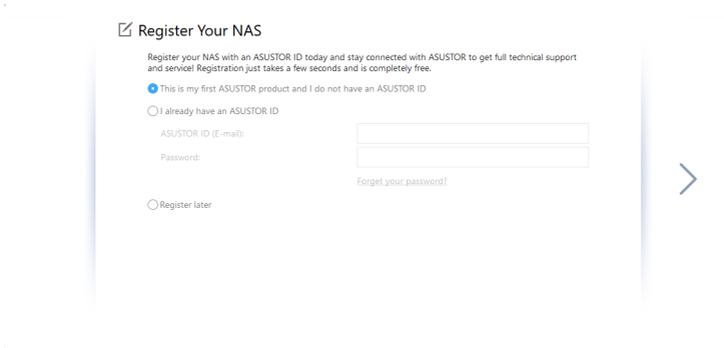


If you choose [Custom Setup], in the [Volume Settings] step, in the [RAID Level] section, please do select the [RAID 1] item and check both hard disks below.

If you are using fixed IP, please also fill in the fixed IP information in the [IP Settings] section.

**Note: The initialization process won't be too long, please wait for initialization to complete. Do not cut off the power during operation to avoid any damage to the machine.**

When you have completed the initialization, if you have not applied for the ASUS-TOR ID, it is advisable to apply one in the [Register Your NAS] step, and click Next to fill in the needed simple information to apply. With ASUSTOR ID, you can speed up various setup procedures in the follow-up system, including settings for subsequent DDNS services. If you already have it, please proceed to the next step after login.



Register Your NAS

Register your NAS with an ASUSTOR ID today and stay connected with ASUSTOR to get full technical support and service! Registration just takes a few seconds and is completely free.

This is my first ASUSTOR product and I do not have an ASUSTOR ID

I already have an ASUSTOR ID

ASUSTOR ID (E-mail):

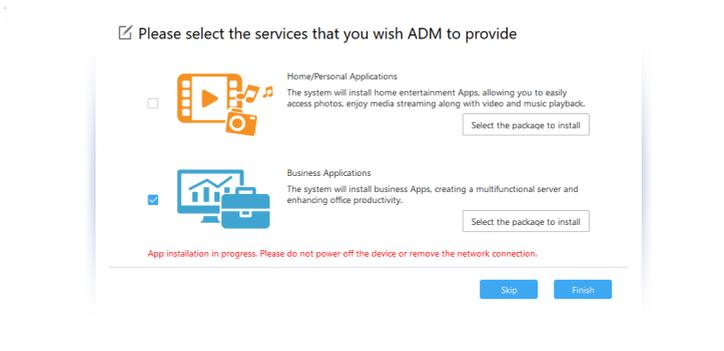
Password:

[Forget your password!](#)

Register later

Next >

After applying an account, please proceed to the next step, at this time you will see the recommended Personal / Business system applications preinstalled, it is recommended that you select [Business Applications], and select the required software package by clicking [Select the package to install] button, then press [Finish] to end the WorldCard Team Server initialization.



Please select the services that you wish ADM to provide

Home/Personal Applications  
The system will install home entertainment Apps, allowing you to easily access photos, enjoy media streaming along with video and music playback.  
[Select the package to install](#)

Business Applications  
The system will install business Apps, creating a multifunctional server and enhancing office productivity.  
[Select the package to install](#)

App installation in progress. Please do not power off the device or remove the network connection.

[Skip](#) [Finish](#)

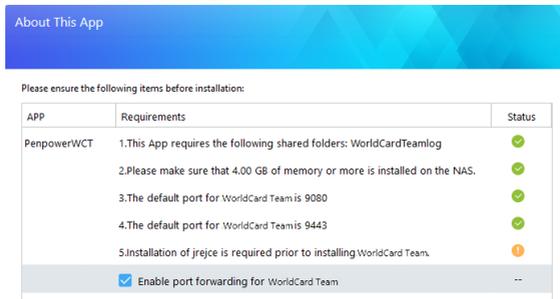
**Reminder:** [Business Applications] is recommended because it contains [Avast Anti-Virus] anti-virus software, be sure to choose to protect your server; if you want to install anti-virus software later, please refer to the next chapter to search for [Avast Anti-Virus] on [App Central] and install it.

## 1.3.2 Installing WorldCard Team Service

Click the [App Central] shortcut on the system desktop , and login with your ASUSTOR ID, then enter [WorldCard Team] on the upper-right search bar to search WorldCard Team software, and click [Install] to start download.



When installing, the dialog as the figure below will appear, please do check [Enable port forwarding for WorldCard Team] option before continuing.



If you see there is a counter mark  on the [App Central] shortcut, it means the installed App like WorldCard Team has update. Please open [App Central] and click [Update] page to check and update.

## 1.4 Activate WorldCard Team Service

### 1.4.1 Register WorldCard Team

After the installation is complete, there will be a WorldCard Team shortcut  on the system desktop, please click it to open, and follow the instructions to fill in the Acti-

vation Code, the Email Address of administrator, and your Company's Information, and **then continue to fill in the User Name and login password of Administrator.**

**Note: WorldCard Team service will be fully operated after about 3 minutes of installation, if you can not see the register screen, please try again later.**

Step1. Activate WorldCard Team Server.

Activation code:

Admin Email:

Confirm Email:

Company name:

Phone:

Notes :

1. If you have purchased the WorldCardTeam product, please find the "Software Startup" card in the box and enter the activation code and related information to obtain authorization to get started.
2. If you do not have a WorldCardTeam product activation code please contact us.

Step2. Set admin password

User name:

Password:

Confirm password:

## 1.4.2 Create User Accounts

Before you create any user, you have to decide to either let different users has their own permissions to share specific information, or just let all users reach all the shared information. When you create a user, you can set the user as General account or Read-Only account, and connect this user with his supervisor if there is any. After setting up, the different users will have different access permissions.

Please enter the first account information that is to be established, and set the level of the account, as well as the permissions and functions the account can be used; If you allow a user to export the contact data, or allow a user to help others to scan business cards (special feature on PC version), please choose the related options to enable. After finishing adding the first user, click  to add more users to complete the whole activate process.

If you want to delete the account which is created by mistake, please click  on the account picture to delete.

Step3. Permission settings

Standard sharing

- Standard sharing mode
- administrators can access company-wide data
- Superior can view Subordinates' data
- Based sharing settings, users can view other users shared data.

Company-wide sharing

All contacts has been shared, each account can view the company-wide contacts.

Step4. Add user

Account:

Display Name:

Role:

Superior:

Account ability:

- Export
- Scan business card for colleagues
- Print

Notes: 1. The default password is "000000".  
2. Scan business card for colleagues and print function only supports Windows 7/8/8.1/10 edition.

Amount of users: 1/10

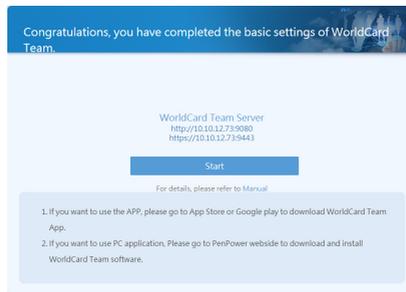
 

**Note:**

1. **The default password for the new user is “000000”. When the user first logs in, the system will ask the user to reset the password.**
2. **All user settings can be modified in the [Manage Accounts] section of WorldCard Team settings, you may refer to the following chapter 2.2.1.**
3. **Read-only users can add / edit their own contact data, but for [Shared Contacts] data, they can only view it, they cannot be download and edit it.**

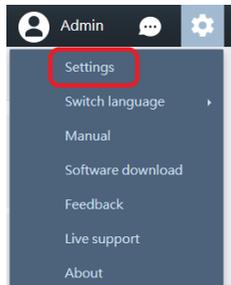
## 1.4.3 Start to Use

WorldCard Team settings can only be changed by administrator logging in on the web page. When the activation is complete, you will see the URL of the WorldCard Team server on the screen. Click [Start] button or enter the URL in the browser to launch WorldCard Team web page.



**Note: The port of the WorldCard Team service is 9080 (http) and 9443 (https). If you want to access manually or provide a URL for any user, please add [: 9080 or: 9443] after the URL to connect correctly.**

After opening, please enter administrator account / password to log in. After that, we recommend you to watch the tutorial to quickly understand the functions; Then please click the  icon on the upper-right corner of screen, and choose [Settings] to enter WorldCard Team Settings.



In the settings, you can use the user account management, or adjust the data sharing settings, or add some customized fields according to the whole company's needs, if you want WorldCard Team users to connect to your company CRM system like Salesforce, please set up here.

If you want to adjust any system-related settings for the WorldCard Team server, go to the System Settings section and click the [System Settings] tab. Click the [Go to WorldCard Team Server Management Interface] button to enter WorldCard Team server system. The login account is [admin], and the password is what you set in the initial step previously. For details, please refer to chapter 3.

If you want to expand the maximum number of user accounts, please click  button in the [System Overview] section to purchase more license, and then click  button to enter the activation code to update.

Please refer to the second chapter for a variety of setup instructions for WorldCard Team.

## Chapter 2 WorldCard Team Settings

### 2.1 Basic Operations

#### 2.1.1 Change Password / Display Name

Click  on top right corner, and then click [Profile]. Click  on each field to make changes. If you forgot the password, click [Forgot Password] on the main screen to reset.

#### 2.1.2 Switch Interface Language

Click  on top right corner, and then click [Switch Language] to choose interface language.

#### 2.1.3 Back to Homepage / Sign Out

Click the word [WorldCard Team] on top left corner to go back to Homepage; to sign out, click  on top right corner, and then click [Sign Out].

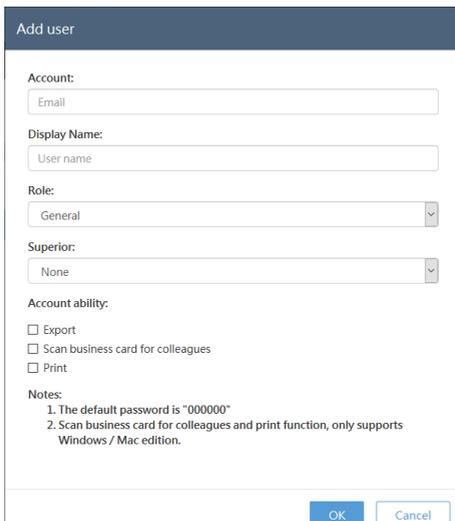
### 2.2 Admin Settings

WorldCard Team settings can only be changed by administrator logging in on the web page, and then click  on the upper-right corner of screen, and choose [Settings].

#### 2.2.1 Manage Accounts

Here you can click the icons on the toolbar to add  or edit  user account, if any user forgot the password, please click  to reset the password back to 000000 and inform the user to log in as soon as possible to reset the password, or you can tell the user to click [Forgot Password] button on the login page by themselves to reset password.

**Reminder: When creating accounts, please make sure you enter the correct Email address, to prevent users can not be logged in properly.**



If the user account is created by mistake, if this account has never logged in, you can easily click  to delete it. But if this account has already logged in before, it cannot be deleted, you can only click  to set this user account as inactive user. If the owner of this user account has no longer in the company, you can also set the account as inactive.

Once the user account is set as inactive, it cannot be activated again, and the contact data belongs to this user account cannot be deleted by this user account as well; If you need to transfer those contact data to new employee, please click [Inactive User] tab, and click  icon on the toolbar to inherit those contact data to the new user account (employee) who is going to take over this job, and the owner of those contact data will be changed immediatly to that new employee; Or you can click  to change the data owner one by one, and the new user will be able to continue use the data.

***Tips: All the shared contact data that shared by of the disabled user account can be continued use and be continuously used and updated by the users who get shared.***

## 2.2.2 Import Account from AD Server

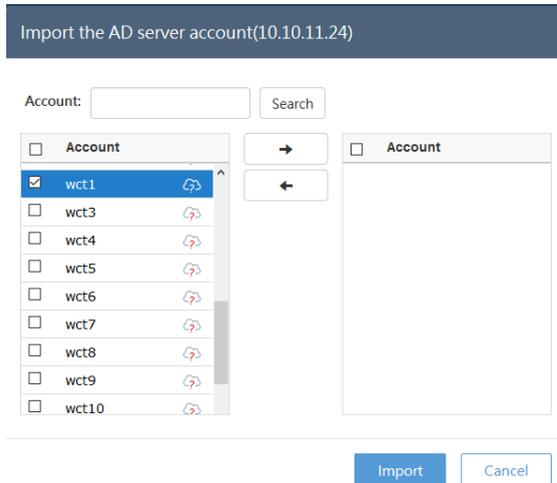
WorldCard Team also supports the quick import of accounts from an Active Directory Server, for you to quickly create accounts.

## Chapter 2 WorldCard Team Settings

Click  on the quick toolbar, and then enter the AD server information that to be imported (server address, server account and password, Base DN), click OK, then you can read the account information.

If you do not know the connecting information of the AD server you want to import, please refer to the Appendix of this manual.

After ticking the accounts you want to import, press the  button to add the accounts to the import list. To remove accounts from the import list, just click on the account and press  to remove it.



Account:  Search

<input type="checkbox"/>	Account	
<input checked="" type="checkbox"/>	wct1	
<input type="checkbox"/>	wct3	
<input type="checkbox"/>	wct4	
<input type="checkbox"/>	wct5	
<input type="checkbox"/>	wct6	
<input type="checkbox"/>	wct7	
<input type="checkbox"/>	wct8	
<input type="checkbox"/>	wct9	
<input type="checkbox"/>	wct10	

Account

When the import process is complete, please edit the imported accounts to set the account's role, level and which function can be allowed, then the whole importation is done. For these imported accounts, the password to login the WorldCard Team service is the same as that settings on AD server, it will not be reset to 000000.

**Reminder:** *The number of AD accounts that can be imported is the remaining number of accounts that you have enabled. For example, if the number of enabled accounts is 30, and 10 accounts have been manually created or imported, then the maximum number of accounts that can be imported this time is 20.*

### 2.2.3 Sharing Rules

You already set up this during the initialization, and you can change it again here.

### **Standard Sharing**

- Administrators can access company-wide data.
- Superior can view Subordinates' data .
- Based on sharing settings, users can view the data that shared by other users.

### **Company-wide Sharing**

- All contacts have been shared, each account can view the company-wide contacts.

## **2.2.4 CRM Settings**

If you want WorldCard Team users to connect to your company CRM system like Salesforce, please click [Settings] to enable.

If the administrator enables the feature to connect CRM system, click CRM Settings under General Settings, and input log in information of your CRM system. You can manually export contacts to CRM systems, or have WorldCard Team synced with CRM. WorldCard Team will sync with CRM system every 10 minutes if the sync function is on.

## **2.2.5 Custom Field**

WorldCard Team provides field customization feature, you can add up to 16 customized fields. Please click  to add new field. and then enter the field title and field property to complete.

There are 7 properties for custom fields:

1. Text: Can fill in texts and symbols.
2. Email: Can only fill in the data with Email format.
3. Picklist: Customize menu content to allow users to select, the menu item limitation are 10.
4. Number: You can only enter integer numbers.
5. Floating-point Number: You can enter a value that contains a decimal point.
6. Date: Add date.
7. Date Time: Add date and time.

***Reminder: In the contact edit screen, if the input box frame is displayed in red, it means that the input data format is not accepted, please check and correct.***

### 2.2.6 System Overview

Here you will see information about the current usage of the WorldCard Team server, including how many users and how many contacts, and more. To add more user licenses, please click  to purchase, and then click  to activate.

### 2.2.7 System Settings

If you want to use your company's own https certificate, please click the [Update Certificate] to upload the new certificate, after the replacement, you need to reboot the WorldCard Team server to take effect.

If you do not have a formal https certificate, you will see warnings about non-secure websites when you access your WorldCard Team webpage with your browser. You may choose to continue using (depending on the browser type, there will be different ways to allow continued use) or replace with your company's certification, then there will be no more warning message.

**Note:** *Once you set up the certification ,if you cannot use https to log in after rebooting, it means that the certificate replacement fails. Please log in as http and update the certificate again, or click [Restore Default Certificate] to continue using.*

If you want to adjust any system-related settings for the WorldCard Team server, go to the System Settings section and click the [System Settings] tab. Click the [Go to WorldCard Team Server Management Interface] button to enter WorldCard Team server system.

## 2.3 General Settings

### 2.3.1 Share Settings

Here you can choose whether you want to automatically share the new added contacts with the specific users or not. When Share Settings function is turned on, newly added contacts will be shared with the specified users. Click  to remove users from the sharing list.

For detailed information regarding Share Settings, please refer to Chapter 2.2.4 of

[Web User Manual].

In addition, you can click the [Clear the contacts never being downloaded by any user] button to delete the contacts that belong to you but never downloaded by anyone, and this can let you save more useful information.

## 2.3.2 Display Settings

Under [Display Map of Address], you can choose an online map to display the address of contacts.

- **Auto:** System selects map basing on contact country information. Baidu map for China; Google map for other countries.
- **Google Map:** To display address on Google Map
- **Baidu Map:** To display address on Baidu Map.

Under [Display Name Settings], you can decide the display order of first Name and last Name. Eastern names and western names can have different settings.

## 2.3.3 CRM Settings

WorldCard Team can work with CRM systems. If the administrator enable the feature to connect CRM system, click CRM Settings under General Settings, and input log in information of your CRM system. You can either manually export contacts to CRM systems, or have WorldCard Team synced with CRM. WorldCard Team will sync with CRM system every 10 minutes if the sync function is on.

## 2.4 Notification

You will receive notification when someone shares a contact with you, or WorldCard Team settings have been updated. Click  on the top right corner of the main screen to review messages.

Messages from the system or other users can't be deleted manually. The system has

## ***Chapter 2 WorldCard Team Settings***

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a limit of 500 messages to display. Once it reaches the limit, the oldest messages will be automatically deleted by the system.

If you are notified that someone shared a contact with you, you will see the key information of the contact in the notification, including name and company. You can select the contact and click  to download the contact to [My Contacts].

***Note: You can click Date / Sharer / Description on top of the screen to sort your notification messages.***

# Chapter 3 WorldCard Team Server Management

If you want to adjust any system-related settings for the WorldCard Team server, go to the System Settings section and click the [System Settings] tab. Click the [Go to WorldCard Team Server Management Interface] button to enter WorldCard Team server system.

**Note:** *The port of the WorldCard Team server is 8000 (http) and 8001 (https). If you want to access manually or provide a URL for any user, please add [: 8000 or: 8001] after the URL to connect correctly.*

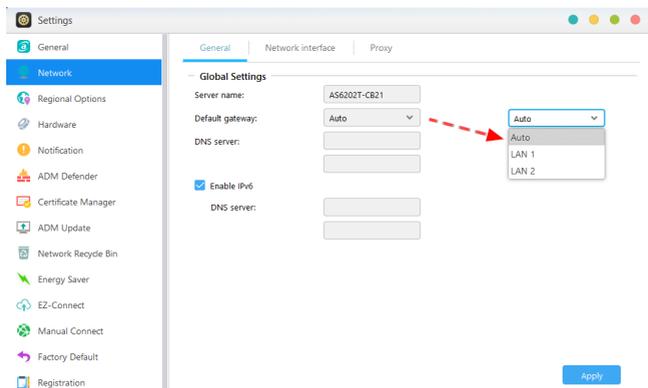
## 3.1 Network Settings

The WorldCard Team is designed for use inside the company, but it allow users to access from the external network. **Please note that if you want to open the external connections, the router of the company's network may needs UPnP Port Forwarding function enabled**, and then refer to the following steps to set up according to your IP type:

### 3.1.1 Fixed IP

1. Please enter WorldCard Team Server desktop, and click [Settings] , then click [Network] on the left side of the screen and click on the [General] tab above.
2. You can change the [Server name] to adjust the name of the WorldCard Team server displayed on the network.
3. Then enter the primary and secondary address of the DNS server and click the [Apply] button at the bottom right.

**Note:** *If your WorldCard Team Server has two Internet cables connected, and is divided into internal and external networks, please make sure to set the [Default gateway] to the line of the external network, so that it can be properly connected to the WorldCard Team server from external network. For example, LAN1 is the cable to connect external network, then you should set [Default gateway] to LAN1.*



4. Then click the [Network interface] tab, select [LAN 1] or [LAN 2] that to be set, then click the [Configure] button on the top, and enter the IP address and related information, then click [Apply] button at the bottom right to complete all the settings and start using the set URL to access the WorldCard Team service.

Configure

IPv4 IPv6

Obtain IP address automatically

Set up IP address manually

IPv4 address: 192.168.12.200

Subnet mask: 255.255.255.0

Gateway: 192.168.12.1

MTU: 1500

Enable VLAN tagging (802.1Q)

VID: 0

OK Cancel

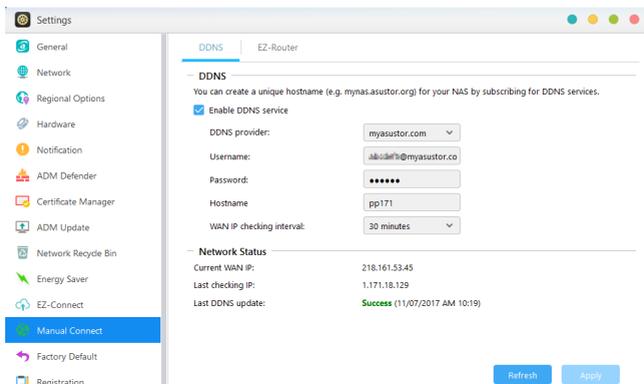
## 3.1.2 Dynamic IP

### DDNS Settings

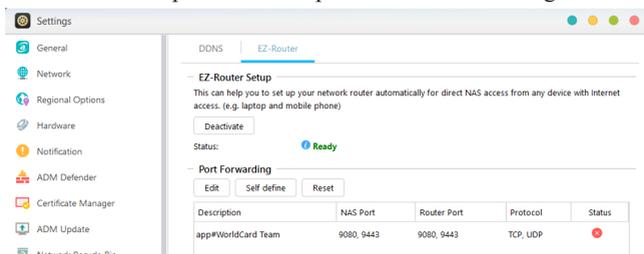
1. Please enter WorldCard Team Server desktop, and click [Settings] , then click [Manually connect] on the left side of the screen and click on the [DDNS] tab above.
2. Check [Enable DDNS service] and select [DDNS Service Provider] in the drop-down menu. The following is an example by using [myasustor.com]. If you have not applied for the service of selected service provider, please click [Sign up now] on the right side to apply for registration.
3. If you have applied for the service, please enter the account, password and related information, then click the [Apply] button, then you will see the service is activated successful or not in the [Network Status] section, and receive the set URL in the [Current Hostname] section.

**Note:** The port of the WorldCard Team service is 9080 (http) and 9443 (https). If you want to access or provide a URL for any user, please add [: 9080 or: 9443] after the URL to connect correctly. If you want to connect to the WorldCard Team server system, change the port to 8000 (http) or 8001 (https).

**Full URL example:** <https://worldcardteam.myasustor.com:9443>



4. If you found you cannot properly access WorldCard Team service via the set URL from external network, please go back to [Manually Connect] page, and click [EZ-Router] tab to see if there is an incorrect description appears, if there is any, click  on the item to view the problem description for troubleshooting.



5. To access WorldCard Team service after DDNS setup is complete, enter the WorldCard Team's web address in your browser and according to the different http or https protocol to add [: 9080 or: 9443] at the end of URL. Full URL example: https://worldcardteam.myasustor.com:9443

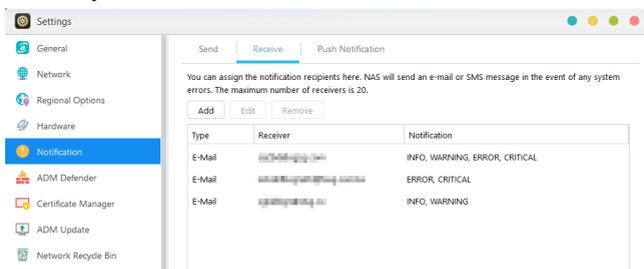
## 3.2 Notification Settings

If any changes or problems occur in the system, WorldCard Team server will immediately send a notification Email to the administrator for troubleshooting. Please refer to the following steps to set the system notification:

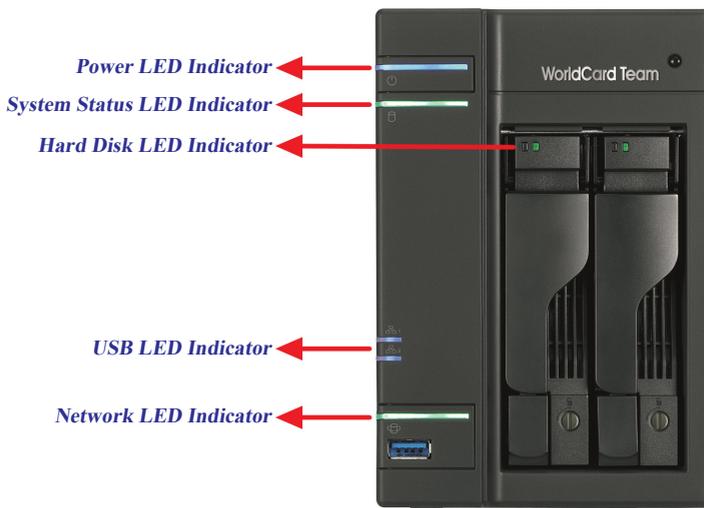
1. Please enter WorldCard Team Server desktop, and click [Settings] , then click [Notification] on the left side of the screen.
2. On the [Send] page, click the [Add] button to create the sender of the notification

Email. You can choose your favorite service provider such as Google, Outlook, Yahoo, and enter account / password to send test Email to test.

3. You can also choose [Others], and use the company's internal Email system to send Email. Please enter the SMTP server and other related information, and send a test Email to test.
4. After testing, please click [Receive] tab, and click [Add] button to set the administrator's Email address to receive event notifications, and choose the type of notification you want to receive. This notification system can send up to 20 people once at a time, and the assigned receivers will receive the Email at the same time right after the system sends a notification.



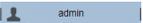
### 3.3 LED Indicators



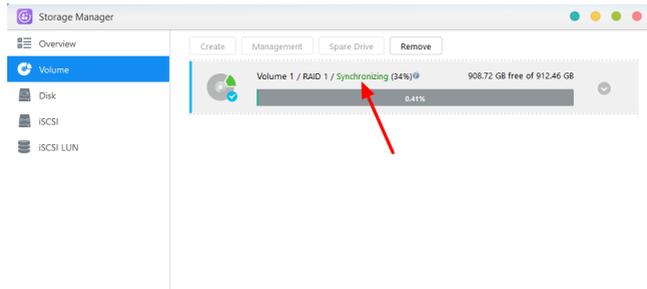
LED Indicator	Color	Description	State
Power 	Blue	Steadily lit	Power on
		Flashing	Waking from sleep mode (S3)
	Orange	Steadily lit	Sleep mode (S3)
		Flashes every 10 seconds	LED night mode
System Status 	Green	Flashing	Powering on
		Steadily lit	System ready
Network 	Blue	Steadily lit	Network port connected
USB 	Green	Steadily lit	The USB device connected to the front of the NAS is ready for use
		Flashing	Data access in progress
Hard Disk 	Green	Steadily lit	Hard disk ready
		Flashing	Data access in progress
			Flashes every 10 seconds
	Red	Steadily lit	Hard disk abnormality

### 3.4 Upgrade Hard Disk Capacity

If the hard disk capacity is not enough, please follow the instructions below to upgrade:

1. Please enter WorldCard Team Server desktop, and click the [admin] icon  on the upper-right of screen, and choose [Shut down] to turn off WorldCard Team server.
2. After shutting down, remove one of the two hard drives first, replace with the new hard drive, then insert the hard drive back into the WorldCard Team server, and turn on the WorldCard Team server.
3. After booting up, enter WorldCard Team server desktop and click on [Storage Manager]  to open. On the [Volume] page, you will see that the new hard disk is

under rebuilding, the whole process will take some time which is depending on the amount of current data. Please do not cut off the power or shutting down the server during the rebuild process to avoid any unexpected issues.



4. When the rebuild is complete, please follow the same steps to replace the other hard disk with a new one, and the whole upgrade will be completed once the rebuild process is done again.

*Tips: You can still using WorldCard Team service during the hard disk rebuilding.*

*Note: Because WorldCard Team server storage mode is using RAID 1 disk array architecture, so to expand the overall capacity, two hard drive capacity needs to be larger than the current ones. The overall capacity of the system depends on is the smallest hard disk capacity. Therefore a single replacement with large capacity is not helpful, you have to upgrade them both.*

## 3.5 Factory Default

If the server system has any problem and needs to be re-initialized, please enter WorldCard Team Server desktop, and click [Settings] , then click [Factory Default] on the left side of the screen, and then click [Apply] button to start initialization.

Please note that all data on the hard disk will be missing, please confirm that all of your information is no longer needed.

### Reset Button

If for some reason you cannot login to your WorldCard Team server, press and hold the [Reset] button above the power connector on the back of the server with a hard object such as a stylus pin until you hear a beep and then release it. This button can be used to

## ***Chapter 3 WorldCard Team Server Management***

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return a portion of the settings to their default values. (It will not change the existing programs and files):

- The system administrator account (admin) password will be reset back to [admin].
- The system HTTP and HTTPS ports will be reset back to 8000 and 8001 respectively, and the system will revert to automatically obtaining an IP address. You can then use ASUSTOR Control Center to search for your WorldCard Team again.



## Chapter 4 WorldCard Team Applications Installation

### © Windows

To install WorldCard Team application, please open web browser and access (<http://download.worldcardteam.com/>) to open download page, then click [WorldCard Team (Windows)] to download. When the download is finished, please double click it to start install.

After installing and launching the WorldCard Team application, please enter the WorldCard Team server URL and key in your account / password to log in.

### © Mac

To install WorldCard Team application, please open App Store  in Mac system, and enter [WorldCard Team] in the upper-right search bar to search.

Click [Get] button, and enter your Apple account / password to start download. When the download is finished, you will be able to find WorldCard Team application in [Applications].

After launching the WorldCard Team application, please enter the WorldCard Team server URL and key in your account / password to log in.

### © iOS / Android

To install WorldCard Team app, please open App Store / Google Play in your iOS / Android device, and search [WorldCard Team] to download and install.

Or you can read the QR code below to access the download page:

iOS



Android



After downloading and launching the WorldCard Team app, please enter the WorldCard Team server URL and your account / password to log in.



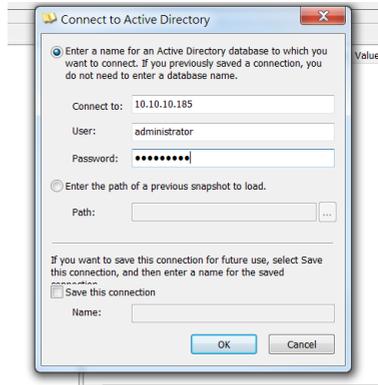
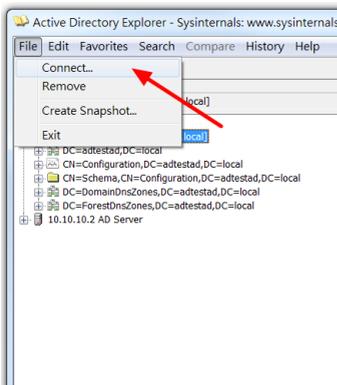
- \* For best product performance, it is recommended that the number of users using WorldCard Team at the same time is under 10 users.*
- \* Reminder: You are advised to log out WorldCard Team to reduce server's loading if you are not accessing it.*

## Appendix: Connecting Information of AD Server

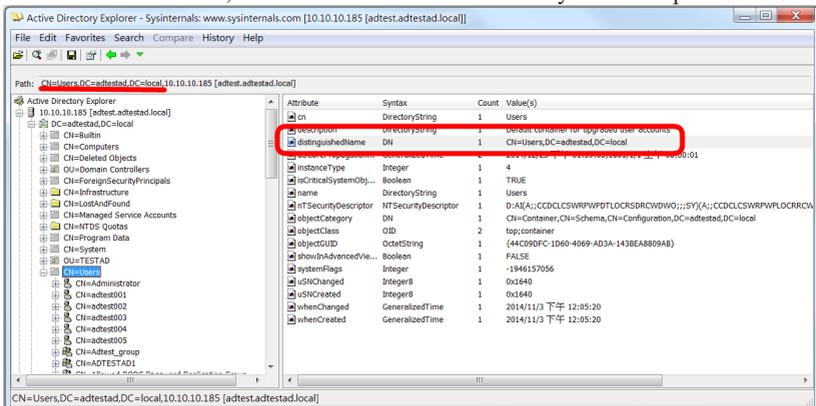
If you are not clear with the connecting information of AD server, please refer to the instructions below:

1. Access the URL below to download and install the free AD Explorer tool of Microsoft: <https://technet.microsoft.com/en-us/sysinternals/bb963907.aspx>
2. Execute "ADExplorer.exe", and Click [File] \ [Connect], and enter the IP address/ Account/password of your company's to connect.

**Reminder: This IP address/Account/Password are the required information to fill in when you import the AD accounts to WorldCard Team.**



3. Then in the left pane, expand the user directory under the server. As shown in the following image, find the [DistinguishedName] item in the user directory. The value of this item is [BaseDN], which is the information to be filled in WorldCard Team software. As a result, all accounts in this user's directory will be imported.



# **WorldCard Team v1.2 Administrator Manual**

Manufacturer: PenPower Technology Ltd.

Release: December, 2017