

Lava Mail Quick-Start Guide

This short guide describes basic setup and initial usage of the Secure Mail System. Refer to the more detailed documentation for further information.

Step 1 : What to Download

As a new user, you should download both the **Lava Document Vault** and the **Lava Mail Client** installs, from www.lavasecuremail.com. This will provide you with the document server (essential for mail operation) and the user interface (mail client). It will also provide basic document server administration software (license management, backup and restore, monitoring and viewing interfaces). This guide assumes that you will be installing these builds.

Step 2 : Installing the Document Vault

The Document Vault should be installed on the server you wish to operate as the central server for your document system. If you wish to connect to this PC via the Internet, it should either have a static IP address (such as 196.168.1.1 or similar), or it should be identifiable via a URL (such as www.qubik.net or similar) - configuring web addresses is beyond the scope of this document and you should consult someone knowledgeable on IP or URL definition to obtain further information. If you only wish to run the server on a local area network, any PC will do. It should, however, be running an appropriate operating system - Windows 7 or Windows Server 2008 are preferred, Windows Vista is acceptable. Windows XP and Windows Server 2003 are not recommended, although they will work acceptably for small numbers of users.

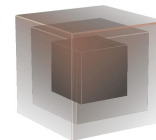
Note that in order to successfully install the Document Vault, you will need to be logged on to the server with administrative rights. If not, certain steps of the install process will fail.

Run the Document Vault install - **LavaDocumentVault.exe**. This will guide you through the install process, and will require a small number of inputs the majority of which will provide sensible defaults. Only one option is important :

- Database Folder

The default location for the database will be on your Windows installation drive, below the application folder. This may be suitable for very small document sets, and will be fine if you are installing a standalone database for a single workstation or laptop, but will not be appropriate if your installation is intended for a multi-user document server.

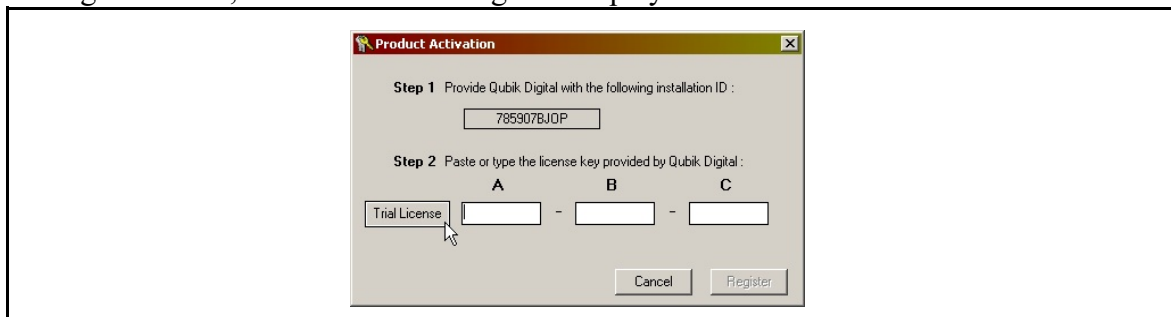
If you are installing a Document Vault for many users or for a large document database, you should select a large, fast hard drive or drive partition. Remember



that the Document Vault will occupy about 10% more space than the sum of all the documents you will place on the server.

Activating the Vault

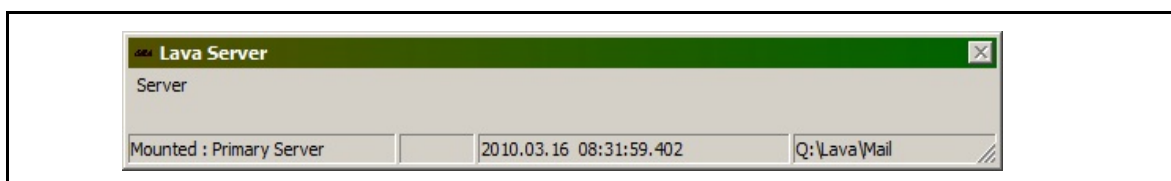
During the install, the activation dialog will display :



In order to activate the Document Vault using a 30-day trial licence, click on the button provided. This will enter a valid trial license, following which you may click on the Register button.

Step 3 : Starting the Document Vault

The simplest way to start the document server is to run the server in Standalone mode (service options are described in the **Lava Installation and Administration** guide). From the Start menu, select **Lava Mail / Lava Document Vault** to start the server. It should display a control window similar to the following :

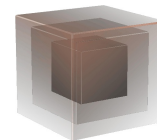


This indicates that the server is running, and is ready to accept connections. You may minimize the server window to the system tray (menu Server / Minimize to Tray) if you wish.

Step 4 : Installing the Secure Mail client

You will need to install the Secure Mail client on every workstation or laptop you wish to connect to the document server. The installation is very simple, and the only critical parameter to be provided during the install is the address of the document server.

If you are connected to the document server via a LAN, you may enter the name of the server (such as LAVAMAILSERVER). If your connection is via the Internet, you will need

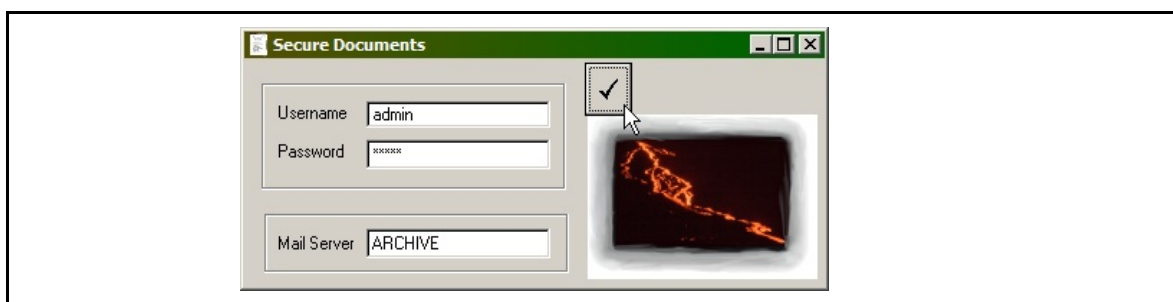


to specify either an IP address (such as 196.168.1.1) or a valid URL which resolves to the mail server (such as www.qubik.net).

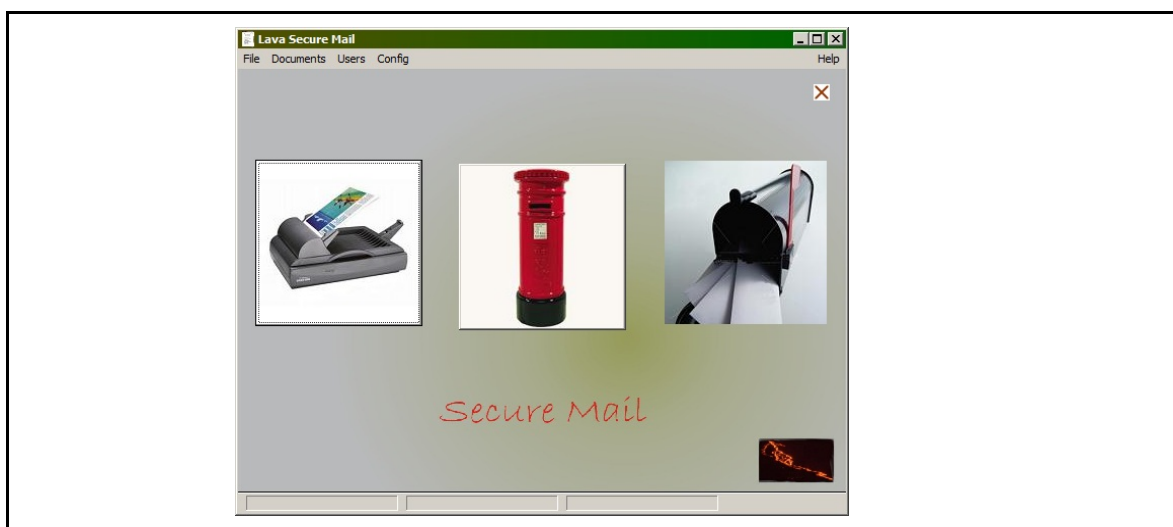
Once the install is complete, you are ready to use the system.

Step 5 : Starting the Mail Client

From the start menu, select **Lava Mail / Secure Mail**. The default user is admin, password admin.

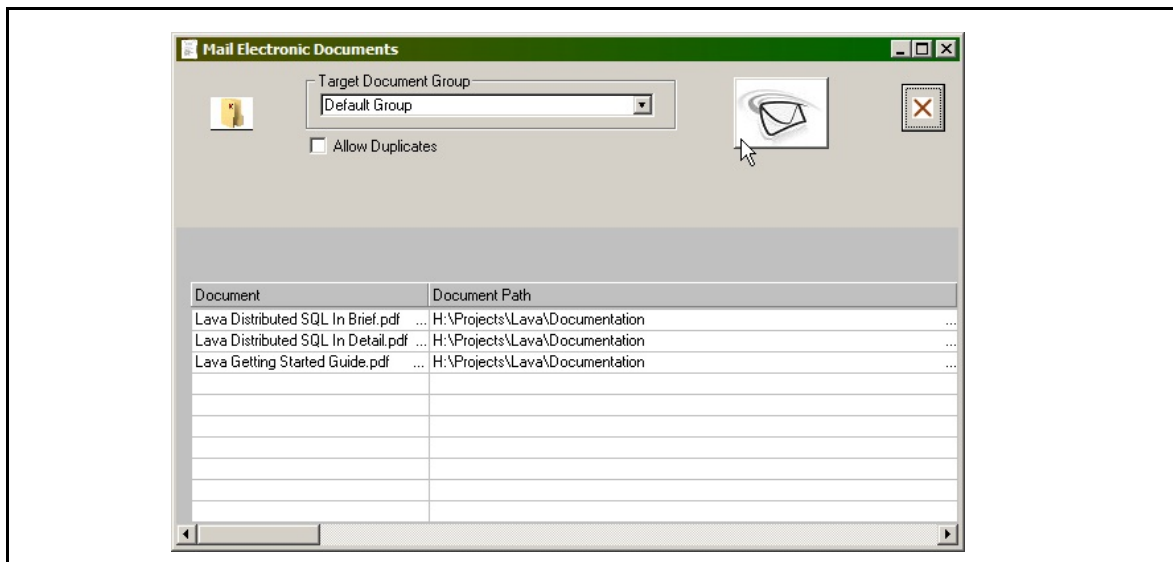
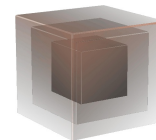


Note that the Mail Server field should indicate the correct document server. Username and password values are not case sensitive. Hit Enter to connect. After the connection to the Document Server is established, you should see the Secure Mail dialogue :



Step 6 : Mailing a document

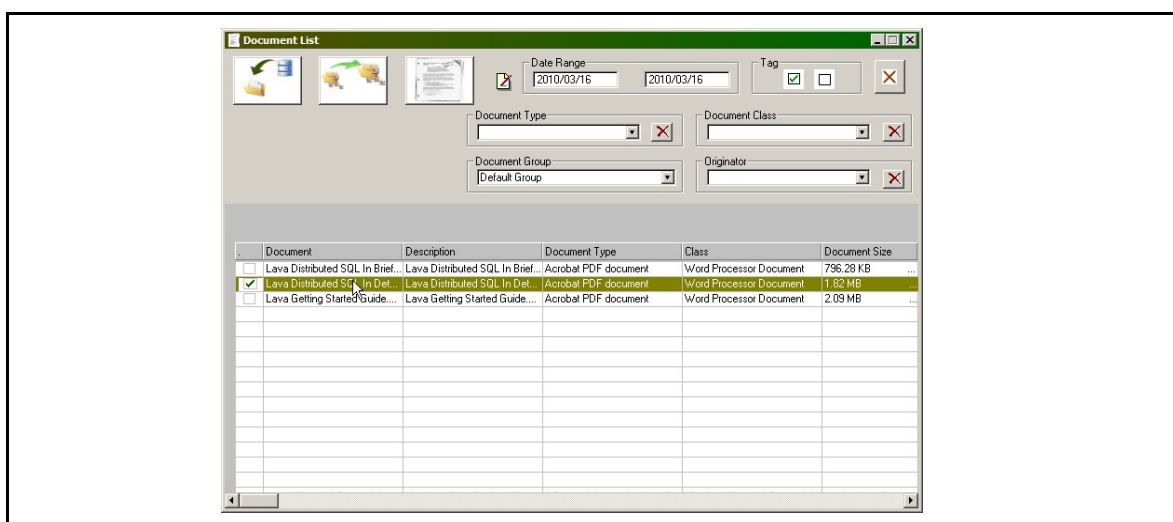
Click on the middle button, “Mail Electronic Documents”. The mailbox list will appear, as follows :



Drag one or more documents into the list, and click on the “Mail pending documents” button. Your documents will be mailed to the document server.

Step 7 : Retrieving a document

Returning to the main dialogue, click on the rightmost button, “Retrieve Documents”. The list should appear similar to the following :



To retrieve one or more documents, click on the document - the document tag will toggle on each click - then click on the top left button, “Fetch tagged documents”. You will be prompted for a target folder, following which you may fetch the documents.

You now have simple control over your Secure Mail system. Consult the Lava Secure Mail documentation for detailed information on configuring and using the system.