

Ez PC Lock User Guide

What is Ez PC Lock

Ez PC Lock is a software program that allows you to remotely control the PC access time of any computer that you allow your employees or contractors access to, anywhere in the World. You can Lock, Restart, turn the power off on any PC that belongs to your account.

When to use Ez PC Lock

We recommend you to use Ez PC Lock on any computer in your office or outside of it. By allowing access to Computers and Laptops only for business use, you will extend your hardware lifetime and also minimize the chance of your system being destroyed by Viruses, SPY or Adware. You can also save money by minimizing electricity bills. The remote computers can be controlled from any computer that has Ez PC Lock Administrator installed and has logged in to the Secure Network with correct External ID and password (you can control remote PCs time from your office or home computer).

Here only a few examples of how Ez PC Lock can help you:

Example 1: Your Company has the flexibility to allow your employees to work from home. You gave laptops to a group of people and want to make sure that they don't use these laptops for their own needs. So, you can create a schedule for each of your employees, for example, You can allow PC use from 9 to 5 PM Monday to Friday, at all other times the computer will be turned off..

Example 2: Your Company does field research using temporary contractors to collect data, supplying them with laptops to store this data. After their contract is finished, they are required to return the laptops to you. If a contracted employee doesn't return the laptop in a timely manner you can send a command with Ez PC Lock to the laptop to lock it, thereby rendering the laptop and its data useless until it is unlocked again. To unlock the laptop the contractor would have to contact the administrator, who would decide to extend the computer usage or demand the computer's return.

Example 3: You are leasing company and collecting money for laptops on a monthly basis. At some point you stopped receiving money from one of your customers, so, you can send a command with Ez PC Lock to lock this person's computer until he contacts you and the payments is made in full.

How does Ez PC Lock work

The Administrator registers an account on the Secure Server and, then registers all PCs that company employees or contractors will take out of the office.

From this point Ez PC Lock Admin and Client modules establish a Secure Encrypted Communication between Office and employees' PCs. Only computers that have the correct External ID and passwords will be accessible. That assures that no one except Administrator can control your computers.

The administrator, schedules On/OFF PC time for each PC that will be given to a company employee (users). When there is a time to shutdown or lock a remote PC, Ez PC Lock timer turns off or locks user's PC automatically and sends a command to a server confirming that user's PC is locked as scheduled. The administrator can remotely change the time schedule for any PC registered with him through the Admin's module of Ez PC Lock.

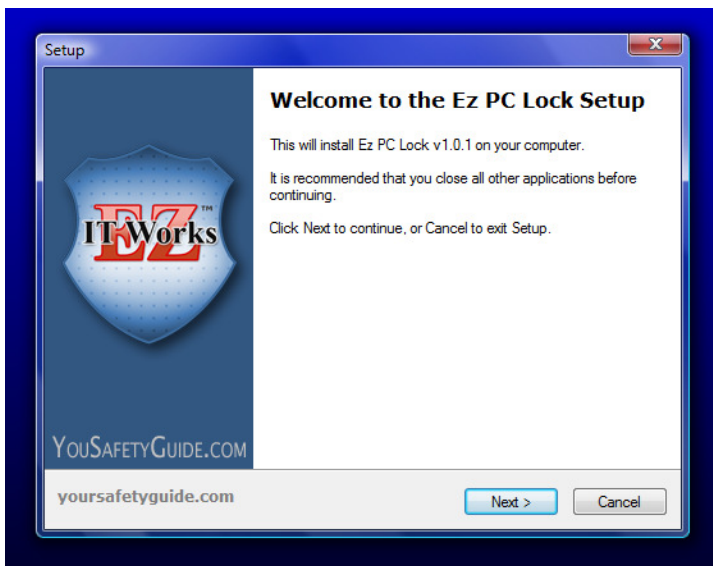
If someone tries to block Ez PC Lock from talking to the server, the client's module of Ez PC Lock will lock user's PC, the user would then have to contact the server though his PC or to contact company administrator, to have the PC unlocked.

Ez PC Lock Administrator

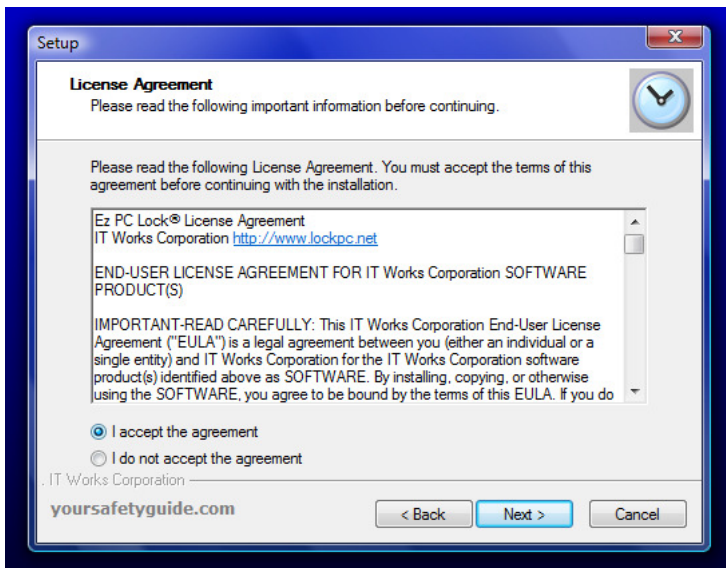
Ez PC Lock Administrator allows a company administrator or a person in charge to remotely configure Ez PC Lock Client installed on users' computers.

Installation

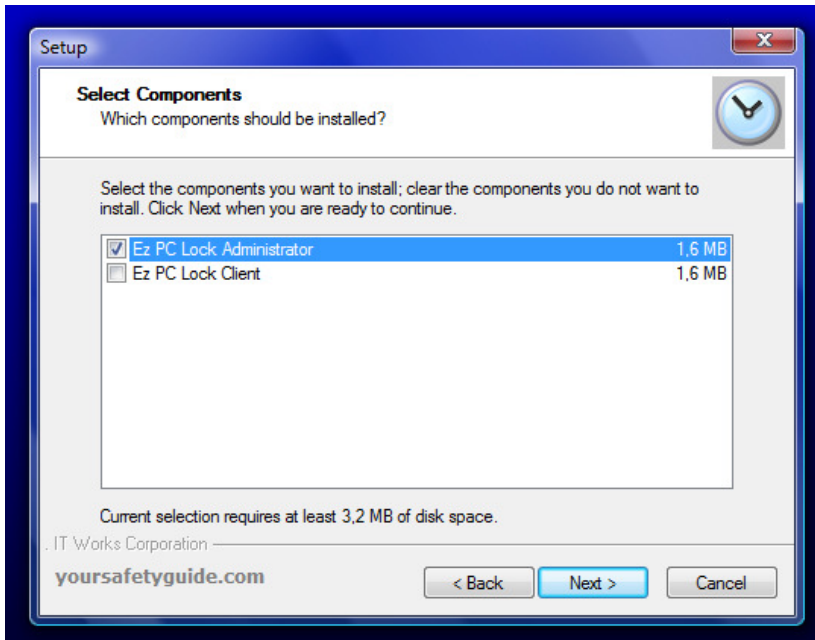
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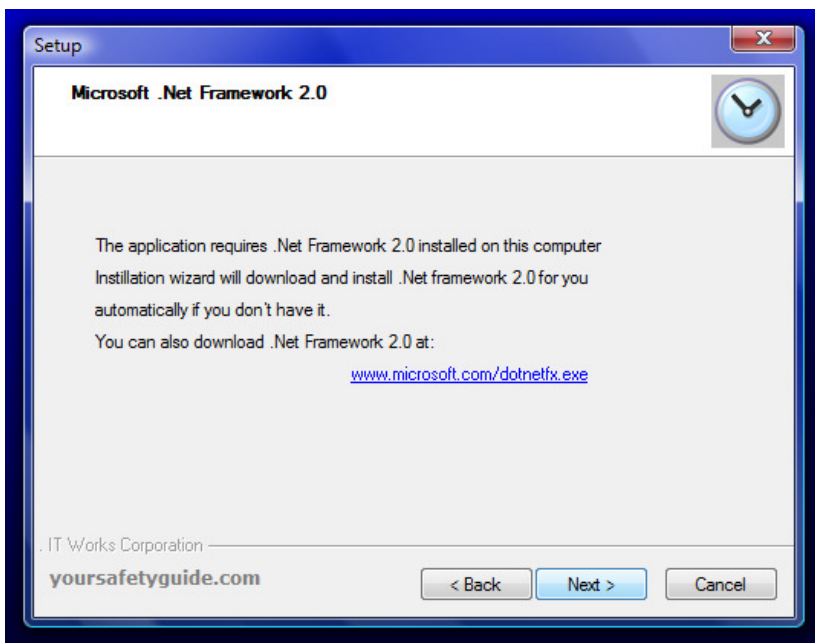
You will have to read and accept the License Agreement in order to continue the installation of the Ez PC Lock.



Select Ez PC Lock Administrator, to install administrator's module.



To work properly, Ez PC Lock needs Microsoft .Net Framework installed on your PC. Ez PC Lock's Installation Wizard will detect if your computer has it or not, and if required it will download it from Microsoft's website and install it automatically.



You can launch the Ez PC Lock Administrator now.

Running Ez PC Lock Administrator on Windows Vista

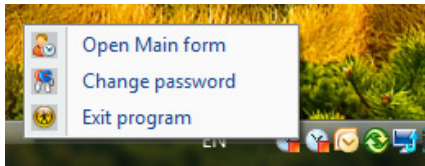
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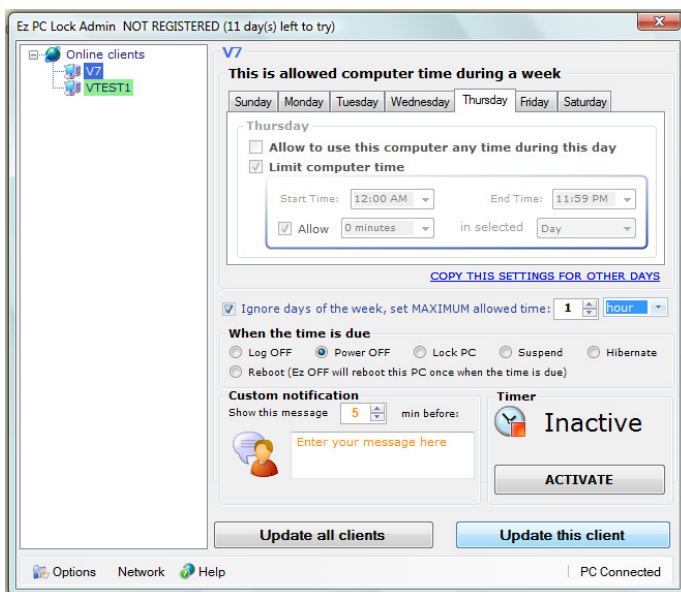
Main Interface

When you start the Ez PC Lock the first time, you will be prompted to set your own password. Set it and remember it.

To access the Ez PC Lock Administrator main interface, right click on the alarm clock (that is Ez PC Lock icon) in the System Notification area. You will see Ez PC Lock Administrator context menu.

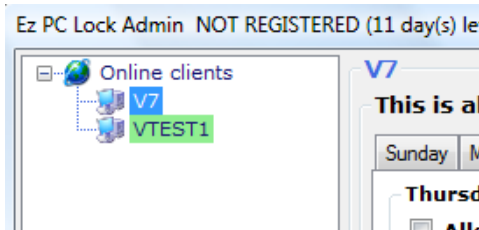


Select Open Main Form (you can also change password or exit Ez PC Lock Administrator by selecting corresponding item).

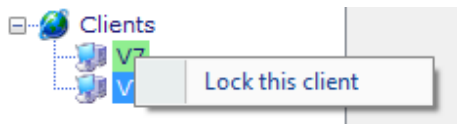


Ez PC Lock Administrator Main Interface controls

Clients Bar

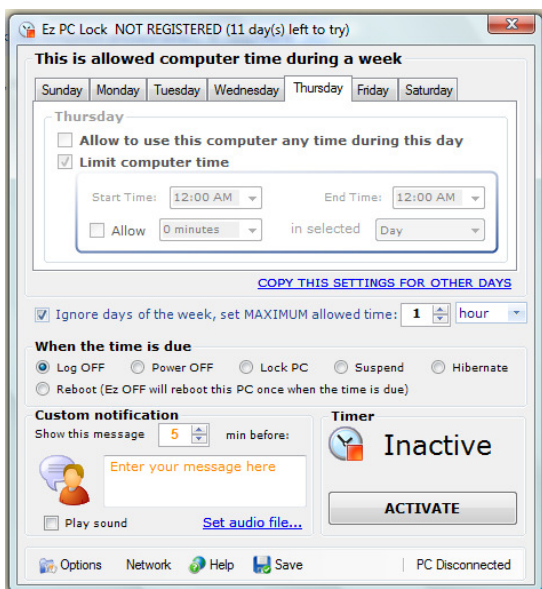


This bar shows you a list of all computers that are registered with your account and can be controlled with Ez PC Lock Administrator. Highlighted in green you will see all computers that are currently on-line, all offline computers are in grey. You can send a command to lock any PC that is currently online. To do so, point cursor on a selected PC, right click and choose “Lock this client”.



Client PC time settings view

Click on any computer that you want to create or change schedule (note that you can remotely change schedule only for computers currently online) to access PC time settings view:



Scheduling client PC time

This is allowed computer time during a week

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Thursday

Allow to use this computer any time during this day

Limit computer time

Start Time: 12:00 AM End Time: 11:59 PM

Allow 0 minutes in selected Day

[COPY THIS SETTINGS FOR OTHER DAYS](#)

Ignore days of the week, set MAXIMUM allowed time: 1 hours

Using this controls you can schedule Log OFF, Power OFF, Lock, Suspend, Hibernate or reboot time for a selected PC.

Here the steps to create a schedule:

1. Use "Allow to use this computer any time during this day" to allow unlimited access to this PC during the selected day of the week.
2. To limit computer time during the selected day of the week, select "Limit computer time" option. Here you can allow use only from /to selected time (example, to use a PC from 9AM to 5PM, select Start time 9:00AM and End time 11.59PM. You can also limit PC use by setting total amount of hours or minutes you want this computer to be used (example, you want to allow only 2 hour per day, then choose "Allow" 2 hours in selected "Day"). To limit a PC use during the selected time frame, use a combination of Start/End time and Allow XXX hours/minutes in selected time frame.
3. Select "Ignore days of the week, set MAXIMUM allowed time" to set just maximum number of hour or days that you want to allow this PC to be used. In this case the Ez PC Lock will start countdown of the allowed time from the moment you activate the timer.

Action selection

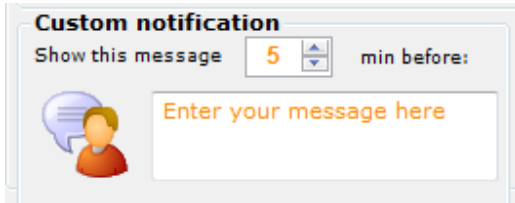
You can choose one of the following actions that you want to apply when the time is over.

When the time is due

Log OFF Power OFF Lock PC Suspend Hibernate

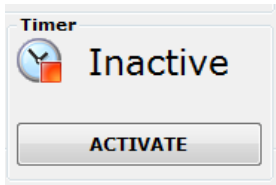
Reboot (Ez OFF will reboot this PC once when the time is due)

Creating a custom message



Here you can enter the message for the remote user and the time this message will be shown to this user before the action is taken.

Activating or deactivating the timer



Click Activate or Deactivate to activate or deactivate the Ez PC Lock timer.

Updating settings for the client



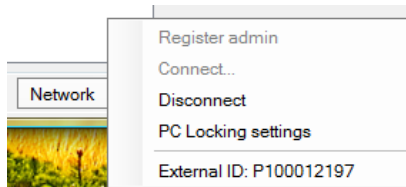
When you finish creating the schedule, you can click "Update this client" button to send changes to the user's computer.

Copying settings for all clients



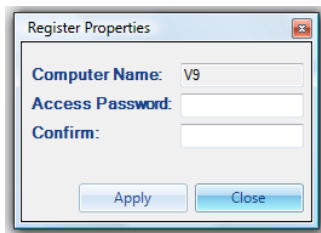
You can send the same settings to all your computers by pressing "Update all clients" button.

Network Settings



Here you can register your PC on a secure server, connect or disconnect to the network, change user's PC locking settings and check your External ID.

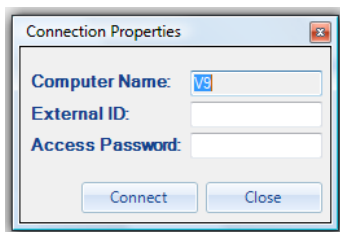
Registration Administrator's PC on the server



To connect to the network and to be able to control remote computers you need to register on the network and obtain External ID. You will need the External ID of the administrator as Parent ID for all your computers that will be controlled remotely.

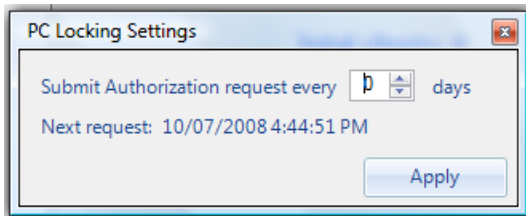
Set your access password and click Apply. The external ID will be assigned to you automatically by the system. Remember that ID (you can always see it at the bottom of the Network tab).

Connecting to the Network



You can connect to your account from any PC that has Ez PC Lock Administrator installed (example, you can connect to your account from home or office computer). You need to have an account on the system and know your External ID and password. Enter your External ID and the password then click "Connect".

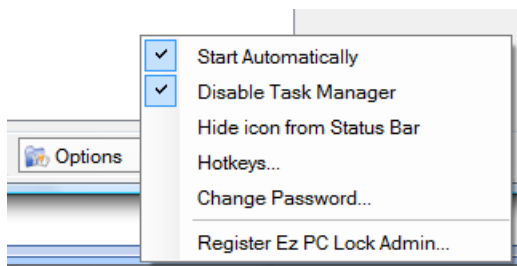
PC Locking Settings



In order to assure that users PC is functioning properly and can be reached through the network, the Ez PC Lock Administrator asks it to send a confirmation message for example, "I am on the network or I am OK". If this message wasn't received in time, the Ez PC Lock Client will consider that the user's PC is in trouble (its Server/Client communication is being blocked for some reason). In this case Ez PC Lock will lock this PC.

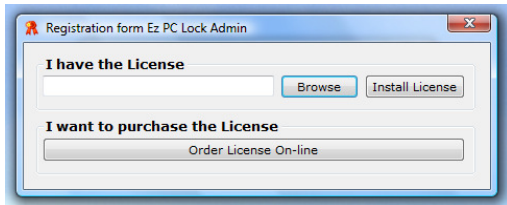
By default the authorization message interval is 1 hour, you can change it using PC Locking settings form.

Options selector



Here you can choose whether you want the Ez PC Lock to start automatically or not, block access to Task Manager, show the application icon in the System Notification area or run it in hidden (Stealth mode), set up hot keys or change the Ez PC Lock password. Also can register the Ez PC Lock from here.

Registration Ez PC Lock Administrator



Upon receiving the license you will receive a confirmation email with the license file “epl.license” and installation instructions.

Copy this file to a place you can navigate to later (we recommend you to store the license file in the documents folder). Select Options/Registration form and using Browse button, navigate to “epl.license” file stored on your hard disk. Click Install License when you have found and selected the license file. The Ez PC Lock will restart. Your copy of the application is now registered.

Starting Ez PC Lock automatically with Windows

Choose this option in order to start Ez PC Lock automatically with Windows.

Blocking Task Manager

We recommend you to block Task Manager. That will protect user’s computer from having someone access Task Manager and unload software programs that you need to run.

Hiding Ez PC Lock Administrator icon from the status bar (Stealth Mode)

This option will let you hide the application icon from the system notification area and have the Ez PC Lock running hidden from the user. In this case the Ez PC Lock can be accessed using Hot Key combination only.

Hot Keys

To access Ez PC Lock by pressing a set of special keys (Hot Keys) you need to set them first. This option will allow you to set Hot Keys.

Change Password

Only the person who knows the password can access Ez PC Lock settings. Use Change password to set or change the access password.

Ez PC Lock Client

Ez PC Lock Client controls computer On / OFF or lock time. It establishes communication with the server and receives commands from the Ez PC Administrator. Ez PC Lock Client makes sure that even if the internet Connection blocked and there is no communication between Client and Server, the user's computer time is under control.

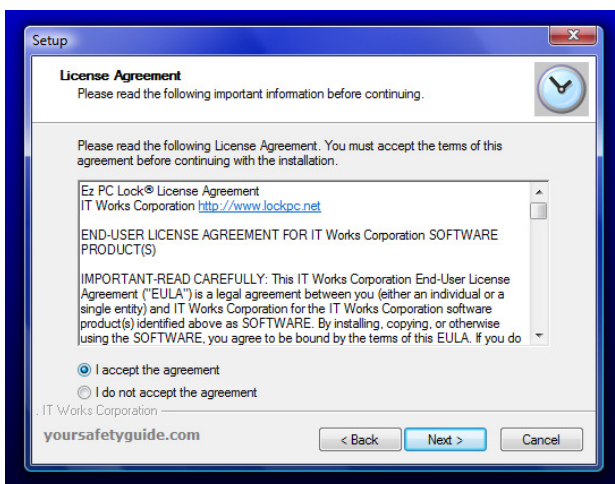
Ez PC Lock Client can also work independently in offline mode (Server free mode). In this case all settings are done directly on the user's computer through Ez PC Lock Client main interface.

Installation

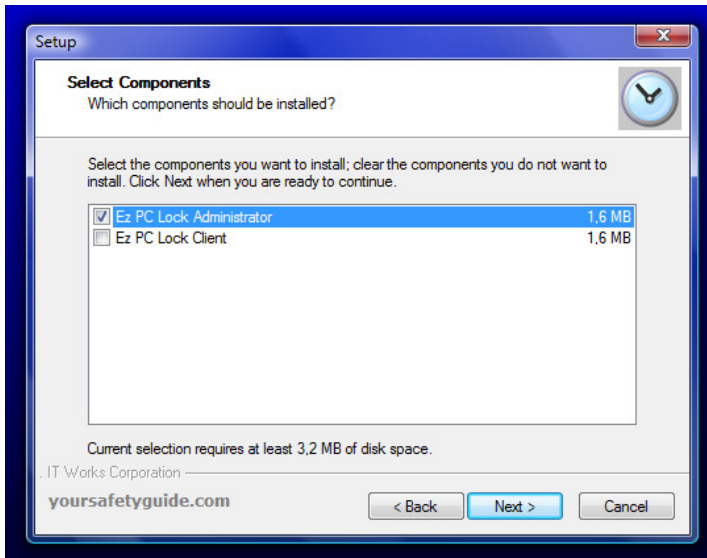
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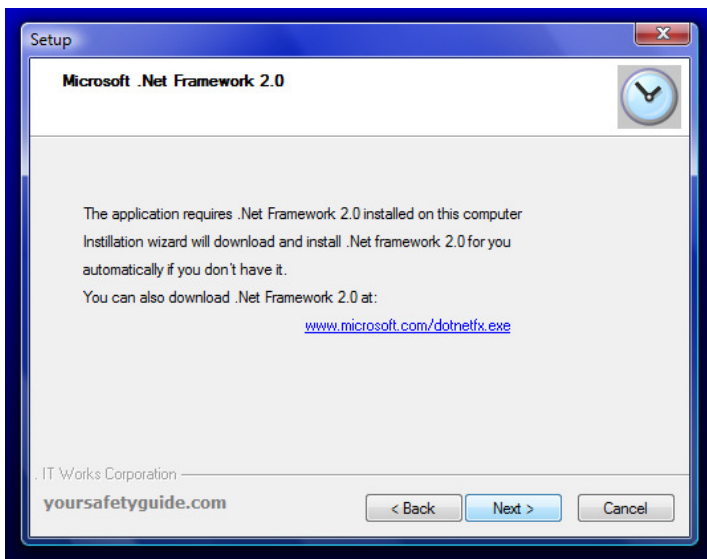
You will have to read and accept the License Agreement in order to continue the installation of the Ez PC Lock.



Select Ez PC Lock Client, to install client's module.



To work properly, Ez PC Lock needs Microsoft .Net Framework installed on your PC. The Ez PC Lock Installation Wizard will detect if your computer has it or not, then it will download it from Microsoft's website and install it automatically if it's not on your PC.



You can launch the Ez PC Lock Client now.

Running Ez PC Lock Client on Windows Vista

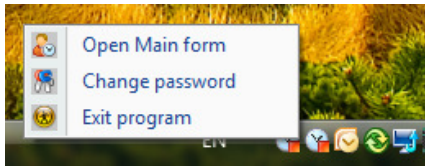
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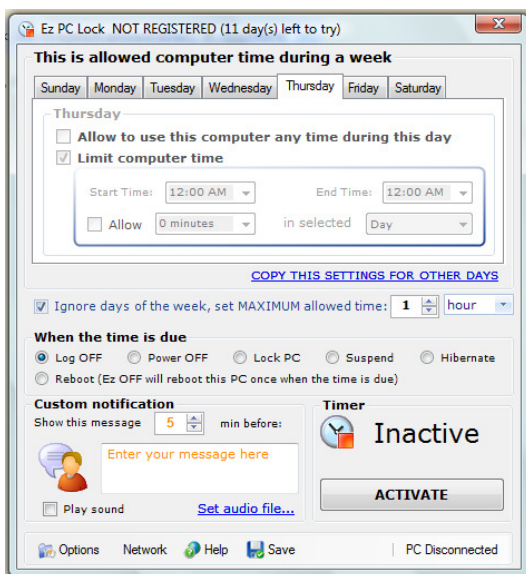
Main Interface

When you start the Ez PC Lock first time, you will be prompted to set your own password. Set it and remember it.

To access the Ez PC Lock Client main interface, right click on the alarm clock (that is Ez PC Lock icon) in the System Notification area. You will see Ez PC Lock Client context menu.



Select Open Main Form (you can also change password or exit Ez PC Lock Client by selecting corresponding item).



Ez PC Lock Client Main Interface controls

Scheduling client PC time

The screenshot shows the 'This is allowed computer time during a week' window. At the top, there are tabs for each day of the week, with 'Thursday' selected. Below the tabs, the 'Thursday' settings are displayed. There are two main options: 'Allow to use this computer any time during this day' (unchecked) and 'Limit computer time' (checked). Under 'Limit computer time', there are fields for 'Start Time' (12:00 AM) and 'End Time' (11:59 PM). Below these are checkboxes for 'Allow' (checked) and a dropdown for '0 minutes' in selected 'Day'. At the bottom of the Thursday section is a link: 'COPY THIS SETTINGS FOR OTHER DAYS'. Below the Thursday section is a checkbox for 'Ignore days of the week, set MAXIMUM allowed time:' with a value of '1' and a unit of 'hours'.

Using this controls you can schedule Log OFF, Power OFF, Lock, Suspend, Hibernate or reboot time for a selected PC.

Here the steps to create a schedule:

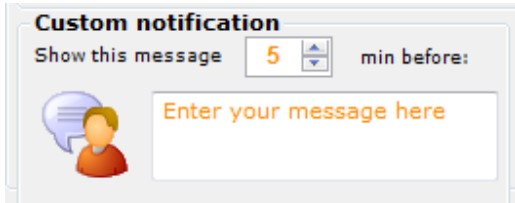
1. Use "Allow to use this computer any time during this day" to allow unlimited access to this PC during the selected day of the week.
2. To limit computer time during the selected day of the week, select "Limit computer time" option. Here you can allow use only from /to selected time (example, to use a PC from 9AM to 5PM, select Start time 9:00AM and End time 11.59PM. You can also limit PC use by setting total amount of hours or minutes you want this computer to be used (example, you want to allow only 2 hour per day, then choose "Allow" 2 hours in selected "Day"). To limit a PC use during the selected time frame, use a combination of Start/End time and Allow XXX hours/minutes in selected time frame.
3. Select "Ignore days of the week, set MAXIMUM allowed time" to set just maximum number of hour or days that you want to allow this PC to be used. In this case the Ez PC Lock will start countdown of the allowed time from the moment you activate the timer.

Action selection

You can choose one of the following actions that you want to apply when the time is over.

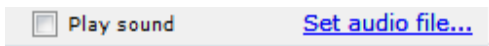
The screenshot shows the 'When the time is due' section with six radio button options: 'Log OFF', 'Power OFF' (selected), 'Lock PC', 'Suspend', 'Hibernate', and 'Reboot (Ez OFF will reboot this PC once when the time is due)'.

Creating a custom message

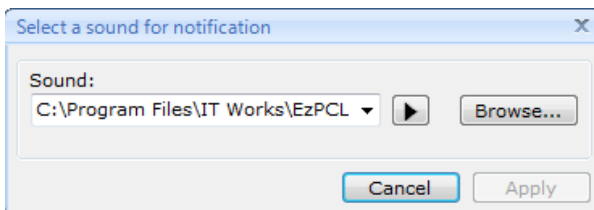


Here you can enter the message for the remote user and the time this message will be shown to this user before the action is taken.

Play Audio File

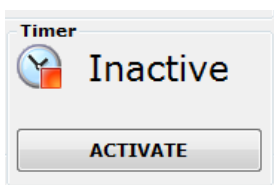


You can play audio when you show Custom Message. Click Set audio file to access audio settings:



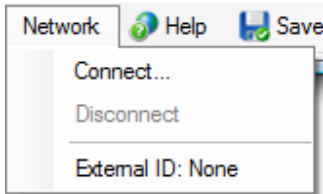
Select any file in “.wav” format. You can try to play it by pressing play button. Then click “Apply” button to save changes. You can save your own voice with some special message to users and play it. The selected file will be played at the same time when custom notification will be shown to the user.

Activating or deactivating the timer



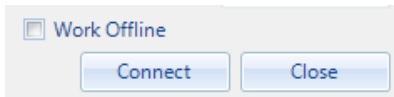
Click Activate or Deactivate to Activate or deactivate the Ez PC Lock timer.

Network Settings



Here you can connect or disconnect user's PC to Secure Server, and choose the application Mode (offline Server Free or Network).

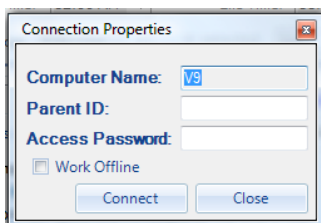
Using Offline Mode



Check "Work Offline" to run Ez PC Lock Client in server free offline mode if you want to control user's PC through direct PC access or with 3rd party applications such as Windows Remote Desktop or Symantec PC Anywhere. In this case Ez PC Lock Client will not communicate with the server.

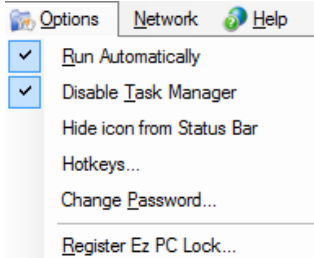
Please note, if you have "Work Offline" check box unchecked but not connected to the server, Ez PC Lock will use default settings: authorization message interval is 1 hour, you can change it using PC Locking settings form on Ez PC Lock Administrator

Connecting PC to the Network



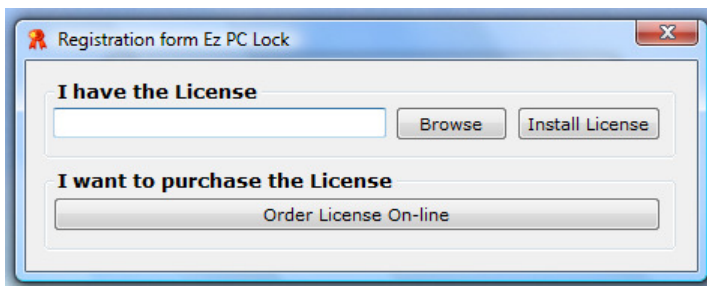
To connect to the network and to be able to establish communication with the server you need to uncheck "Work Offline" checkbox, enter your Administrator's External ID as Parent ID and Administrators Network access password in to corresponding fields and click "Connect" button.

Options selector



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