

CAMP SYSTEMS

Software

Office Productivity

Computer Systems

Network

Shared Storage

Backup

Devices

Printers

Wireless

Internet

Summer Camp Registration

Registration Forms

Payments

Registration Database

Accounting

Hosting

Website

Email

Appendix

User Accounts

Wireless

Computers

Email

Website

Other

System Administration

Office Network Devices

Backups

Office Computers

Internet

Remote Access

Network Diagram

Migrating Thunderbird Profile

Migrating Firefox Profile

Office Computer Setup

Shared/Public Computer Setup

Migrating From Windows

Openoffice Tips and Tricks

[Use spreadsheet as a data source \(for document merges, labels, etc.\)](#)

[Create a label document which brings in data](#)

Scanning

[Scan to USB](#)

[Scan to Email](#)

[Advanced Scan \(i.e. high quality photo scan\)](#)

Software

Office Productivity

1. Desktop
 - Ubuntu Linux
 - freely available from www.ubuntu.com
2. OpenOffice
 - documents, spreadsheets, databases
 - freely available for Windows, Mac, and Linux
 - www.openoffice.org
 - appendix: openoffice tips and tricks
3. Thunderbird
 - email
 - freely available for Windows, Mac, and Linux from www.mozilla.com/thunderbird
 - appendix: migrating thunderbird profile
4. Firefox
 - internet
 - freely available for Windows, Mac, and Linux from www.mozilla.com/firefox
 - appendix: migrating firefox profile

Computer Systems

0. Standard Office
 - Ubuntu desktop system
 - Openoffice, Thunderbird, Firefox
 - Shared storage access
 - appendix: office computer setup
 - appendix: migrating from Windows
1. A/V Computer
 - Windows Vista Desktop

- Adobe Premier?
 - Shared storage access
- 2. Standard Shared/Public
 - Ubuntu Desktop
 - NO shared storage access
 - appendix: shared/public copmputer setup
- 3. Presenter Laptop
 - Windows XP Desktop
 - EasyWorship
- appendix: system administration
- appendix: user accounts

Network

Shared Storage

- Freedom9 device
 - single shared folder
 - backed up nightly
 - appendix: system administration

Backup

- Ubuntu Server
 - nightly backup of shared storage
 - appendix: system administration

Devices

- Switch
- Router
 - appendix: system administration
 - appendix: network diagram

Printers

- Xerox Printer
 - appendix: system administration
- Samsung Scanner/Printer
 - appendix: system administration
 - appendix: scanning

Wireless

All wireless devices are from www.open-mesh.com and can be managed at <http://dashboard.open-mesh.com>

- appendix: system administration
- Guest Network (+ kitchen office)
 - password changed monthly (same for all devices)
 - connected to satellite #1
 - can access office network
 - 5 devices
 - Welcome_Center (gateway): in Colleen's office, plugged into main switch
 - Office: in the Maintenance office, plugged into secondary switch which is where all of the boardroom plugs are plugged into.
 - Kitchen: in the Kitchen office, plugged into the kitchen computer
 - Staff_Housing: on the outside of the brown staff trailer (may have been moved to the water shed)

Internet

- Satellite #1
 - Office, Kitchen, Staff Housing, Guest Wireless
 - appendix: system administration

Summer Camp Registration

Registration Forms

- Brochure
 - mailed in
 - manual data entry into registration database
- Website
 - exact copy of brochure form
 - submitted form is emailed to main@camp-evergreen.com
 - copy/paste data into registration database
- Waiver
 - on brochure
 - emailed out after web form submitted
 - mailed, faxed or scanned and emailed in

Payments

- Cheque
- Phone in credit card

Registration Database

- Openoffice Database

- all office computers can have access
- possibility of running a multi-user database

Accounting

We access Quickbooks remotely through terminal services on a server in Calgary hosted by our accountants.

- Appendix: user accounts

Hosting

Website

- www.camp-evergreen.com
 - designed and hosted by Elbow Room Design
 - appendix: user accounts
- camp-evergreen.blogspot.com
 - appendix: user accounts
- <http://www.flickr.com/photos/23754641@N04/>
 - appendix: user accounts

Email

- Incoming
 - pop/imap – mail.camp-evergreen.com
 - webmail – webmail.camp-evergreen.com
 - appendix: user accounts
- outgoing
 - smtp – smtp.lincsat.com
 - appendix: user accounts

Appendix

User Accounts

Wireless

- Guest Network
 - network name: device name
 - password: tuesday14

Computers

- Director, Office, Program, Guest Groups, Kitchen, Maintenance,

Staff/Public

- username: camp password: ev3rgreen
- Wrangler
 - h0rses
- A/V
 - video
- Presenter Laptop
 - no username/password required
 - administrator password: ev3rgreen

Email

- pop3/imap server: mail.camp-evergreen.com
 - director - password: joshrouse
 - program - password: 90pounds
 - guestservices - password: melon13
 - main - password: chocolate99
 - wrangler - password: 4horse4
 - maintenance - password: evergreen
 - kitchen - password: c00king
 - intern - password: thefeR3b
- smtp: smtp.lincsat.com
 - username: camp-evergreen@lincsat.com
 - password: camp00

Website

- ftp access for www.camp-evergreen.com
 - 64.14.74.11
 - username: campever password: 74139380
- camp-evergreen.blogspot.com
 - username: program@camp-evergreen.com password: campevergreen
- control panel - www.camp-evergreen.com/cp/
 - username: campever password: 74139380
- <http://www.flickr.com/photos/23754641@N04/>
 - username: camp.evergreen password: green43

Other

- Remote Desktop (accounting)
 - arizona.ennsco.ca:23
 - username: abconf
 - domain: KINGSTON
 - password: ??
 - rdesktop command line:

- rdesktop -g 1024x768 -r printer:xerox -u abconf -d KINGSTON -T "Remote Accounting" arizona.ennsco.ca:23 -P -z
 - Google Calendar
- usernames are email addresses (i.e. main@camp-evergreen.com)
- passwords are the same as email accounts above (except add a "1" to the end of the seven character passwords))

System Administration

Office Network Devices

- CCI Router: (192.168.1.1)
 - call CCI to configure
 - WAN: dhcp from CCI
 - LAN: dhcp 192.168.1.100-149
 - DNS: 208.67.222.222, 208.67.220.220 (opendns)
- Wireless devices
 - managed at <http://dashboard.open-mesh.com>
 - username: evergreen-wireless
 - password: ev3rgreen
- Xerox Printer (192.168.1.150)
- Network Storage – freeStore 4020 (192.168.1.250)
 - username: admin password: ev3rgreen
 - shared folder: public
 - username: camp password: ev3rgreen

Backups

- Shared/Protected drive (from 192.168.1.51)


```
rsync -az /home/camp/Shared /backup/
```

```
rsync -az /home/camp/Protected /backup/
```
- Station (to shared drive)


```
rsync --exclude=Shared --exclude=Music --exclude=Trash --exclude=.cache --exclude=.gvfs -av /home/camp 192.168.1.51:/backup/Backups/STATION/
```

Office Computers

- Windows XP
 - Wrangler, Presenter Laptop
- Ubuntu
 - Director, Office, Kitchen, Program, Guest Groups, Maintenance, Staff/Guest
 - username: camp password: ev3rgreen
 - routine updates (update manager will notify of updates)

- Windows Vista
 - A/V
- Static IPs (192.168.1.)
 - 50: maintenance
 - 51: server
 - 52: office
 - 53: director
 - 54: program-assistant
 - 55: program

Internet

- CCI
- Satellite #1

OpenDNS

All clients/routes should be configured with OpenDNS nameservers: **208.67.222.222** and **208.67.220.220**

- log in at opendns.com with username: director@camp-evergreen.com and password: ev3rgreen to modify settings
- use the following as a cron job to keep the ip address up to date:

```
curl https://updates.opendns.com/nic/update?hostname=evergreen-office -u director@camp-evergreen.com:ev3rgreen
```

Remote Access

- Dynamic DNS (evergreen-office.pullingshots.ca)
 - update url:
 - <http://freedns.afraid.org/dynamic/update.php?VEpMY08wTVRRTTUIBQVUtY2Z6STo1OTU1NDg0>
- SSH
 - ssh -p 2222 camp@evergreen-office.pullingshots.ca
 - logs into server at 192.168.1.51
- Port Forwarding
 - HTTPS Network Storage (port 443) -> 192.168.1.250
 - SSH Server (port 2222) -> 192.168.1.51

Network Diagram

TODO: insert diagram

Migrating Thunderbird Profile

1. Copy the profile directory
2. Open thunderbird profile manager (thunderbird -P) to create a new profile with the copied directory or edit the profiles.ini file

Migrating Firefox Profile

1. Copy the profile directory
2. Open firefox profile manager (firefox -P) to create a new profile with the copied directory or edit the profiles.ini file

Office Computer Setup

1. Stock Ubuntu (20.04)

- hostname = camp-MonthYYYY
- name: Camp Evergreen username: camp password: ev3rgreen
- Log in automatically
- Run apt-get dist-upgrade

2. extra packages (? for optional)

- cifs-utils (shared network drive)
- ? chromium-browser (alternate web browser)
- ? libreoffice-base (database)
- ? scribus (desktop publishing)
- ? fglrx-updates (for ATI/AMD video driver)
- ? java - use instructions at <http://www.duinsoft.nl/packages.php?t=en>
- ? unsettings - <https://launchpad.net/~diesch/+archive/testing>

3. Samba Share

- /etc/fstab

```
//192.168.1.250/home /home/camp/Shared cifs  
iocharset=utf8,credentials=/etc/samba/.smbcredentials,uid=1000,vers=2.0,  
nomapposix
```

- /etc/samba/.smbcredentials

```
username=camp  
password=ev3rgreen
```

4. Xerox Printer

- ppd file on network share: Data/Xerox WorkCentre 7120
- host: 192.168.1.150:9100
- Printer Name: xerox
- Description: Xerox 7120
- Location: Welcome Centre

5. Fonts

- create /home/camp/.fonts (drag and drop font files into this directory or link font dir on share?)

6. Thunderbird Extension

- install LookOut extension to handle attachments sent from Outlook

7. Cloudstation Backup

- <https://192.168.1.250>
- Open Cloud Station Server, install cloud station backup
- Quick connect id: camp-evergreen2
- Username: camp Password: ev3rgreen
- Back up entire /home/camp folder (uncheck the Shared folder and all "." folders, especially .thunderbird, .mozilla, and .cache)

8. Spellcheck

- apt install hunspell-en-ca

9. Teamviewer

- apt install Downloads/teamviewer...

Shared/Public Computer Setup

1. Stock Ubuntu

- hostname = office name/position (i.e. program, guest-groups)
- name: Camp Evergreen username: camp password: ev3rgreen
- set-up gdm to auto-login user camp
- add common apps to desktop (firefox, office, music, photos)
- edit firefox bookmarks
- set to 1 workspace

2. extra packages

- ubuntu-restricted-extras (flash, codecs, fonts)
- apt-get dist-upgrade
- run System->Administration->Hardware Drivers to activate any necessary proprietary drivers

4. Xerox Printer

- ppd file on network share

/Data/Xerox...

Migrating From Windows

1. Import Outlook into Thunderbird (and IE to FF if necessary)
2. Save thunderbird and firefox profiles to Network Share
3. Save Local files to network share
4. copy thunderbird and firefox profiles to new machine.

Openoffice Tips and Tricks

Use spreadsheet as a data source (for document merges, labels, etc.)

1. create new database
2. choose "connect to existing database" type "spreadsheet"
3. browse and choose spreadsheet file
4. save and close

Create a label document which brings in data

1. ensure your data source is created
2. go to File->New->Labels
3. Choose database and table
4. Add data fields and compose label
5. Choose label brand and type
6. click on New Document
7. Print and follow prompts to merge data

Scanning

Instructions for common scanning tasks on the Samsung scanner/printer

Scanner setup can be done on the printer or at the web interface at <http://192.168.1.50>

Scan to USB

1. Plug usb stick into printer
2. load documents
3. Choose "Scan to USB", then OK
4. START/OK (start scanning)

Scan to Email

1. load documents
2. Choose "Scan to Email", then OK
3. OK (confirm from address)
4. push "Address Book" button OR manually enter address and go to step 7
5. OK (speed Email)
6. Enter:
 - o 0 => main
 - o 1 => director
 - o 2 => program
 - o 3 => guests
 - o 4 => kitchen
 - o 5 => maintenance
 - o 6 => wrangler
7. Choose "NO", then OK (Another Address?)
8. OK (confirm subject)
9. OK (confirm format - PDF)

Advanced Scan (i.e. high quality photo scan)

use the scanning program on the connected computer.