AeroDrive

AERODRIVE
v5.8x version

User
Quick Start Guide

Login and basic usage of AeroDrive
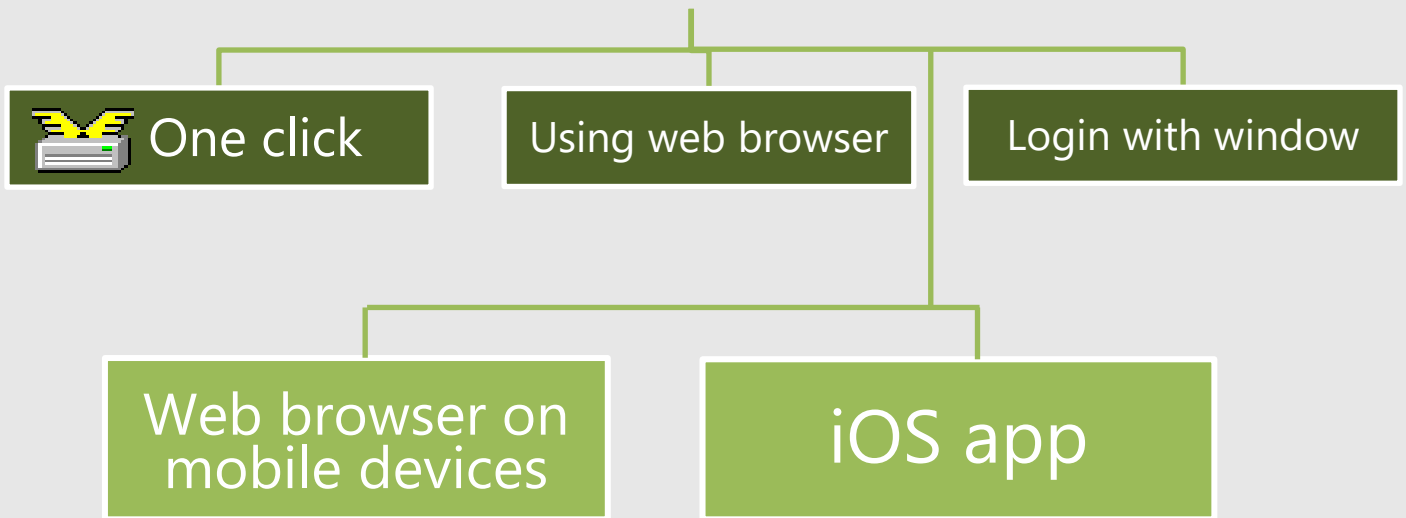
Please refer to "User Manual Guide" on AeroDrive website
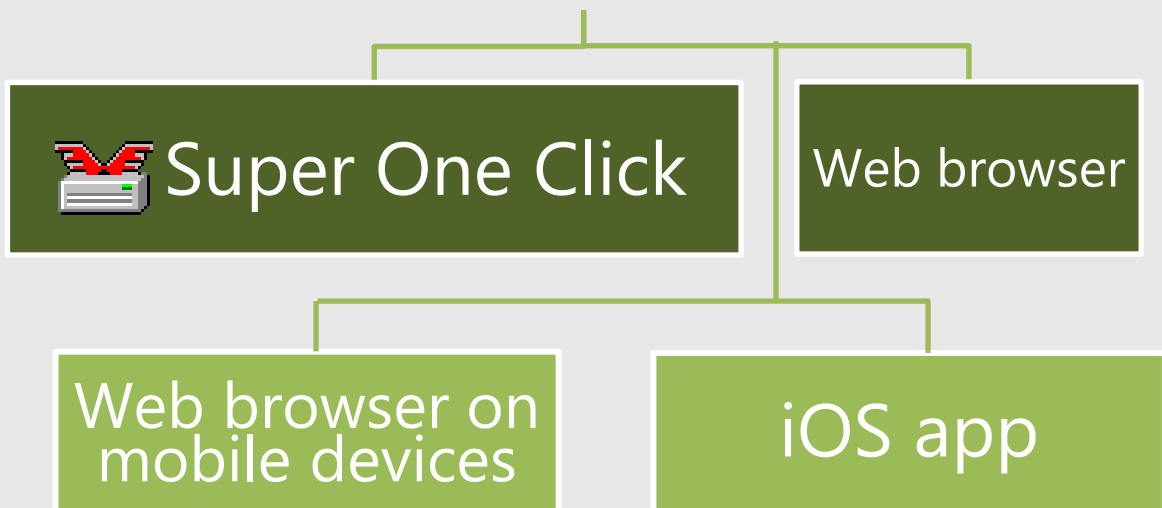for a detailed version on other functions.

Last edit date: Aug - 2022

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In-campus

One click

Using web browser

Login with window

Web browser on mobile devices

iOS app

Outside campus

Super One Click

Web browser

Web browser on mobile devices

iOS app

AeroDrive

In-campus: **using One Click Manager** 🖨
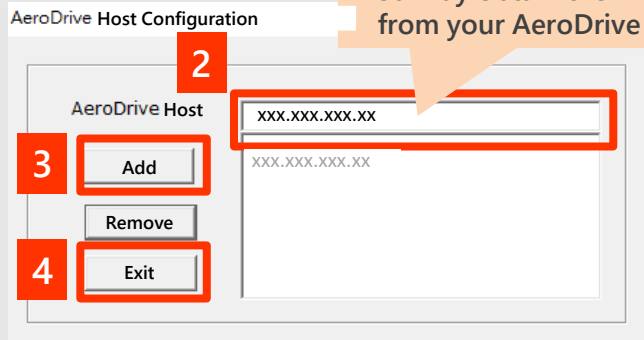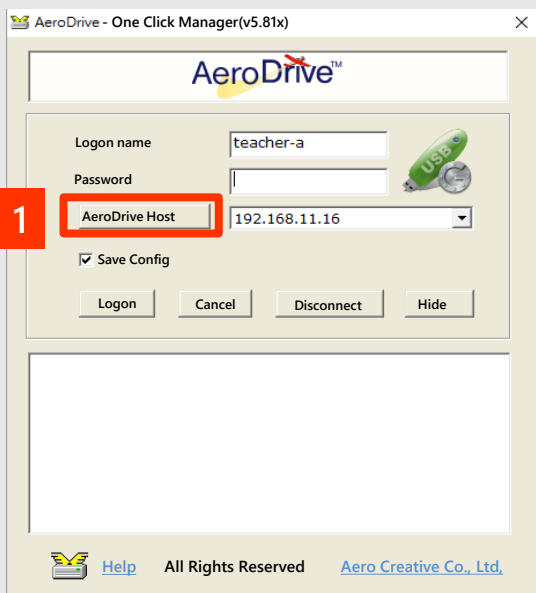
Setup for first-time user:

1. Download One Click manager here ⬇ / on AeroDrive website and complete the installation.

2. Setting up AeroDrive host:
    1) Click **"AeroDrive Host"**
    2) Enter the IP address/Domain name on the AeroDrive Host
    3) Click **"Add"**
    4) Click **"Exit"** after the area shown the IP address you have inputted

You may obtain the IP address from your AeroDrive admin

Login:

1. Input your **Logon name** and **Password**

2. Click **"Logon"**

3. Your logon is successful if you see drives appear in the bottom box

4. You may now browse files with Window file manager

AeroDrive

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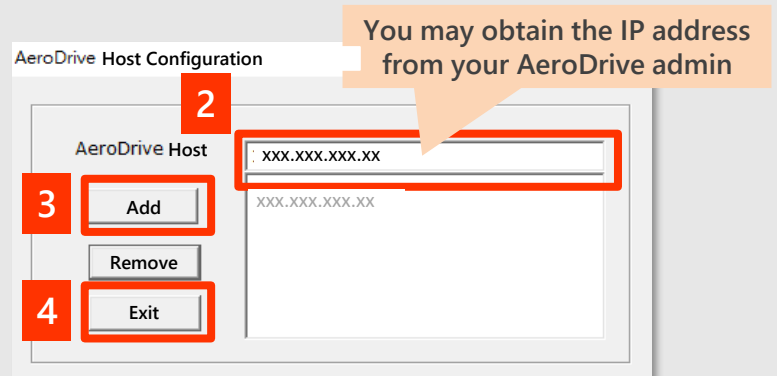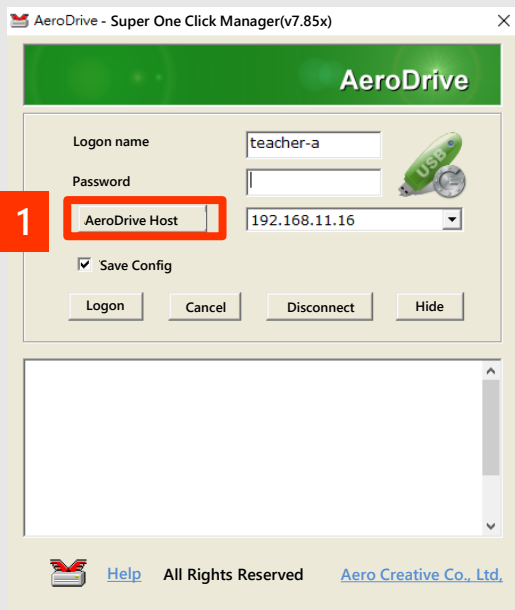**You may obtain the IP address from your AeroDrive admin**

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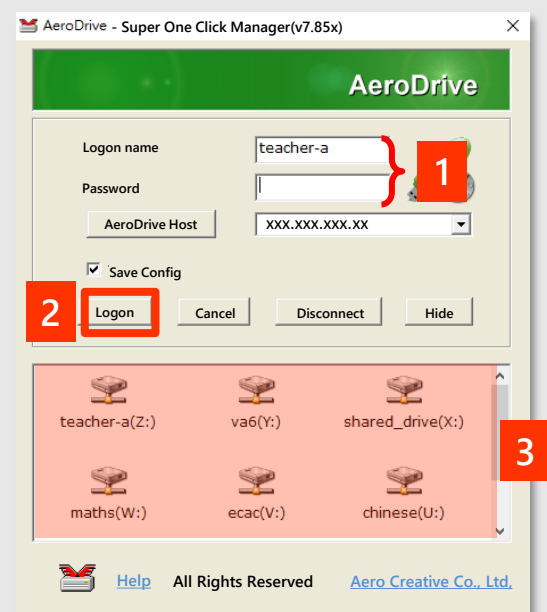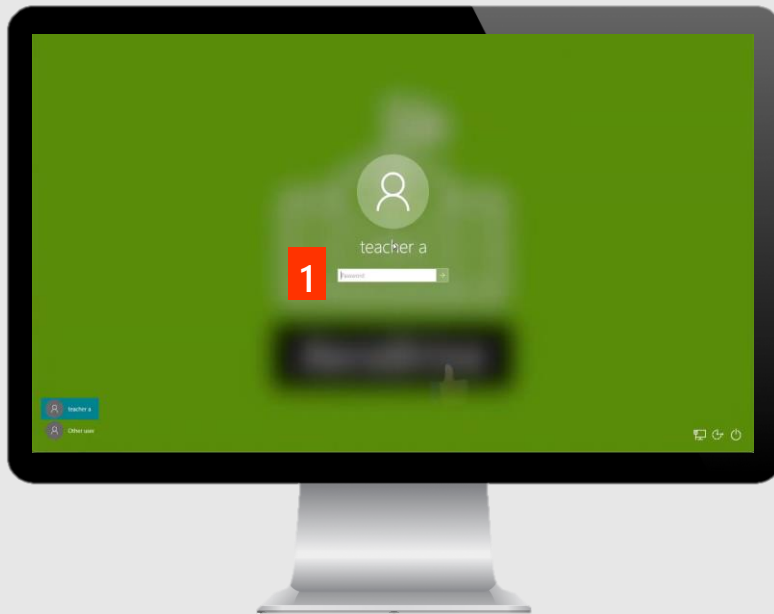4. You may now browse files with Window file manager

Back to content

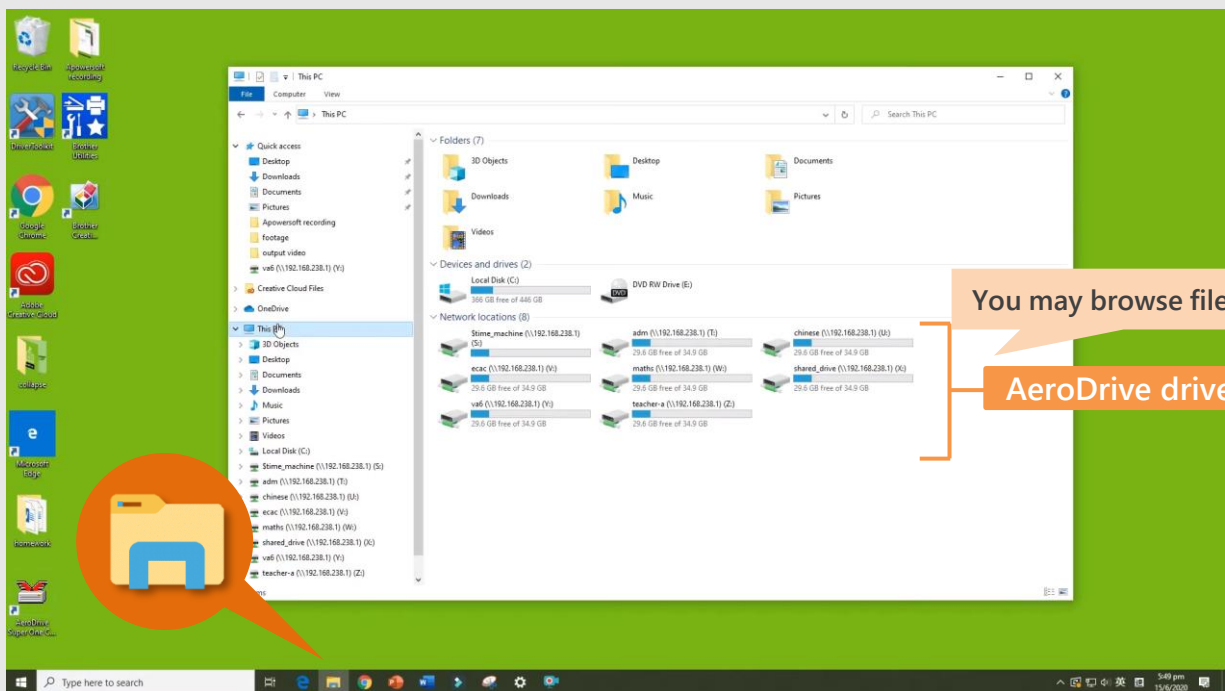# AeroDrive

In-campus: **login with Window system**

Please ask your AeroDrive admin to check if your school is allowed to use this login method

Login:

Input your computer login password, and press **"Enter"**

Usage:

Computer interface after login

You may browse files directly

AeroDrive drives

Window file manager

AeroDrive

In/outside campus:
Login with web browsers
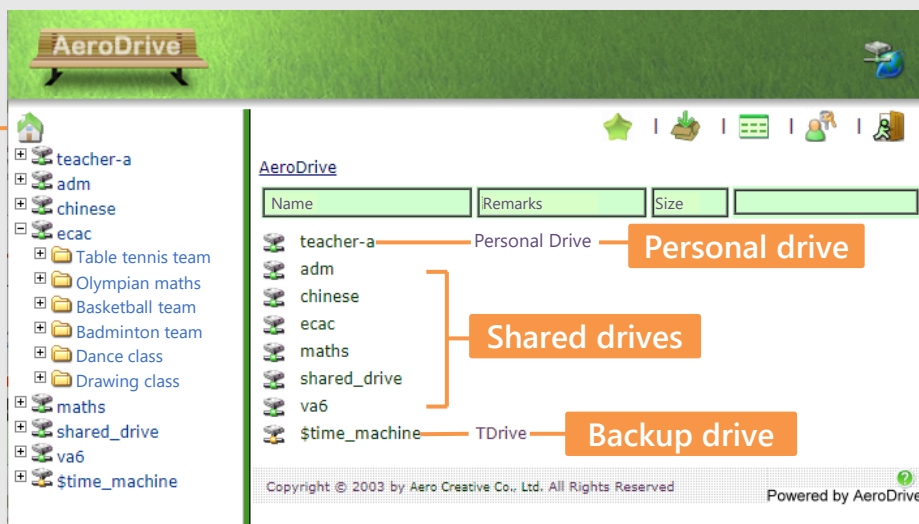
Login:

1. Input the **login page address** provided by your admin

2. Input your **Logon name and password**

3. Click ➡ to login in

> Please contact your AeroDrive admin for the login page address

1 192.168.11.18/myoffice/jsp/user_h_web_manager_v58x.jsp?language=zh-T...

AeroDrive v5.8x

en 繁體 简体

Logon name:
Password:

2

3 →

Copyright © 2018 AeroDrive

Usage:

Interface after login

Homepage

Shortcut for drives and sub-drives

AeroDrive

- teacher-a
- adm
- chinese
- ecac
  - Table tennis team
  - Olympian maths
  - Basketball team
  - Badminton team
  - Dance class
  - Drawing class
- maths
- shared_drive
- va6
- $time_machine

Name	Remarks	Size

teacher-a — Personal Drive — **Personal drive**
adm
chinese
ecac — **Shared drives**
maths
shared_drive
va6
$time_machine — TDrive — **Backup drive**

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Powered by AeroDrive

Shortcuts

Bookmark: Create personalized shortcuts

Inbox: Upload files for other users

View: View files by thumbnails/details

User setting: Change password

Logout: Logout AeroDrive browser

AeroDrive

In/outside campus: **Login with web browsers**

AeroDrive provides a **Personal folder** for every user.   You may see a **Personal Drive named with your username** when you logon. A **shared folder** "public_html" is also generated automatically in your personal drive. You may also add more new files on your own depends on usage.

Warning: The pre-set shared folder "public_html" is recommended only for saving webpages and let other users browsing through web browsers. DO NOT save other personal files in this folder.
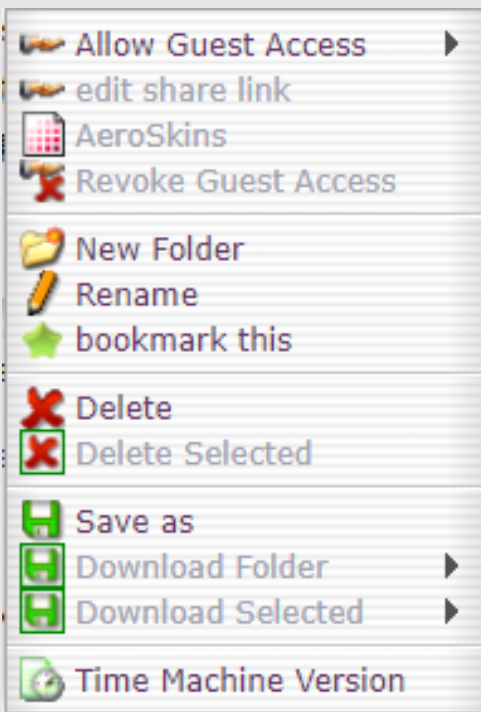
Allow Guest Access

1. Move your curser to the chosen file/folder.
2. Right-click mouse, and click "**Allow Guest Access**" on the menu.
3. Choose the access method.
4. A sharing link will appeared after completing setup.

New Folder

1. Go to the drive you would like to add folder with.
2. Right-click mouse, and click "**New Folder**" on the menu
3. Input name for your new folder, and then click "**OK**".

Rename/Delete

1. Move your curser to the chosen file/folder.
2. Right-click mouse, and click "**Rename**"/"**Delete**" on the menu
3. For "**Rename**," input the new file and click "**OK**".
4. For "**Delete,** click "**OK**" to confirm deletion.

Save as

1. Move your curser to the chosen file/folder.
2. Right-click mouse, click "**Save as**"/" **Download Folder**" depends on your usage

File Transfer (Upload files)

1. Go to the drive/folder you would like to upload file.
2. Click "**Choose File**" and select the file.
3. Click to upload.

File Transfer
Method 1.　Transfer Express (Upload, download more than one file and folder)
Method 2. Select File   Choose File No file chosen   (Max File Size: 100 MB)

Menu items (left):
- Allow Guest Access
- edit share link
- AeroSkins
- Revoke Guest Access
- New Folder
- Rename
- bookmark this
- Delete
- Delete Selected
- Save as
- Download Folder
- Download Selected
- Time Machine Version
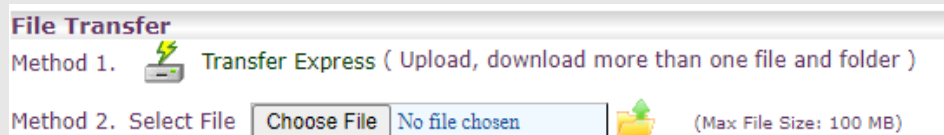
AeroDrive

Logon:

1. Input the login page address.
2. Input your **logon name & password**
3. Click ▶ to login.

Please contact your AeroDrive admin to obtain your login page address

1 192.168.11.16/myoffice/jsp/u

AeroDrive

Logon name: Your logon name
Password: **2**

3 ▶

Desktop version

Usage:

Interface after login

Choose Arrange method

192.168.11.16/myoffice/hand

AeroDrive — Logout

AeroDrive

🖥 teacher-a — Personal Drive

🖥 adm

🖥 chinese

🖥 ecac — Shared Drive

🖥 maths

🖥 shared_drive

🖥 va6

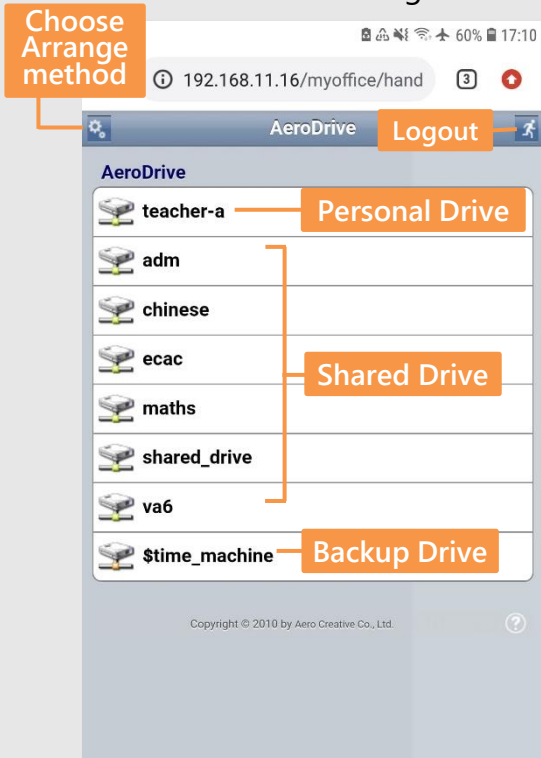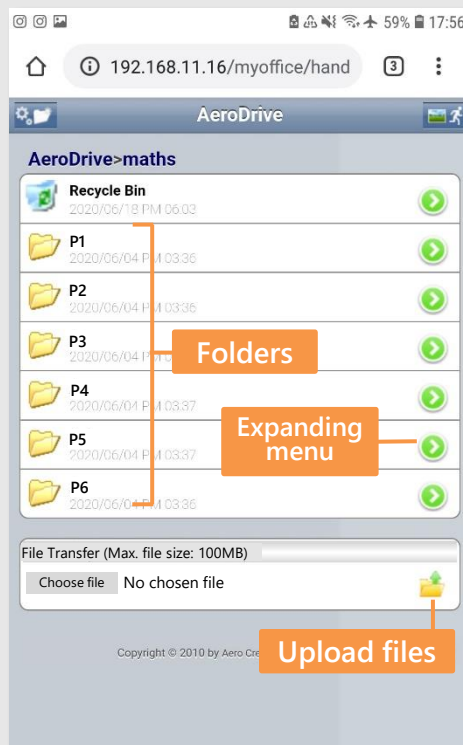🖥 $time_machine — Backup Drive

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Opening drive

192.168.11.16/myoffice/hand

AeroDrive

AeroDrive>maths

🗑 Recycle Bin
2020/06/18 PM 06:03

📁 P1
2020/06/04 PM 03:36

📁 P2
2020/06/04 PM 03:36

📁 P3
2020/06/04 — Folders

📁 P4
2020/06/04 PM 03:37

📁 P5 — Expanding menu
2020/06/04 PM 03:37

📁 P6
2020/06/04 PM 03:36

File Transfer (Max. file size: 100MB)

Choose file   No chosen file — Upload files

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Interface after clicking ▶ menu expanded

192.168.11.16/myoffice/hand

Back   **AeroDrive** — View method

AeroDrive>maths>P2

📁 1ˢᵗ term
2020/07/03 PM 04:48

👉 Allow Guest Access ▶

✏ Edit Share Link

✖ Revoke Guest Access

✏ Rename

✖ Delete

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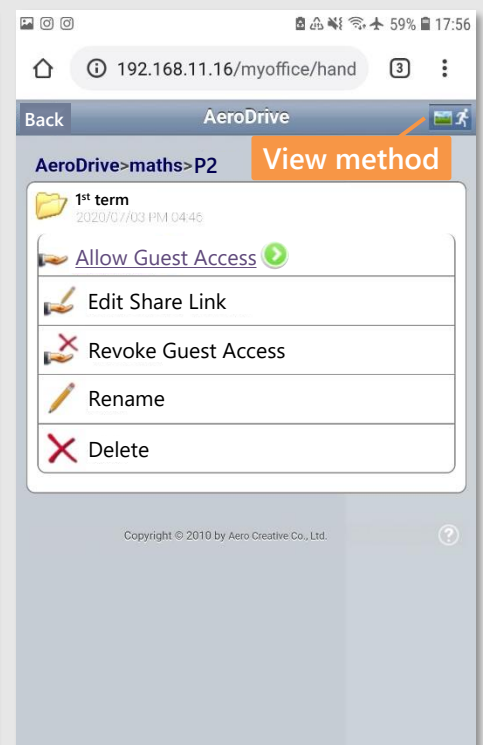
AeroDrive

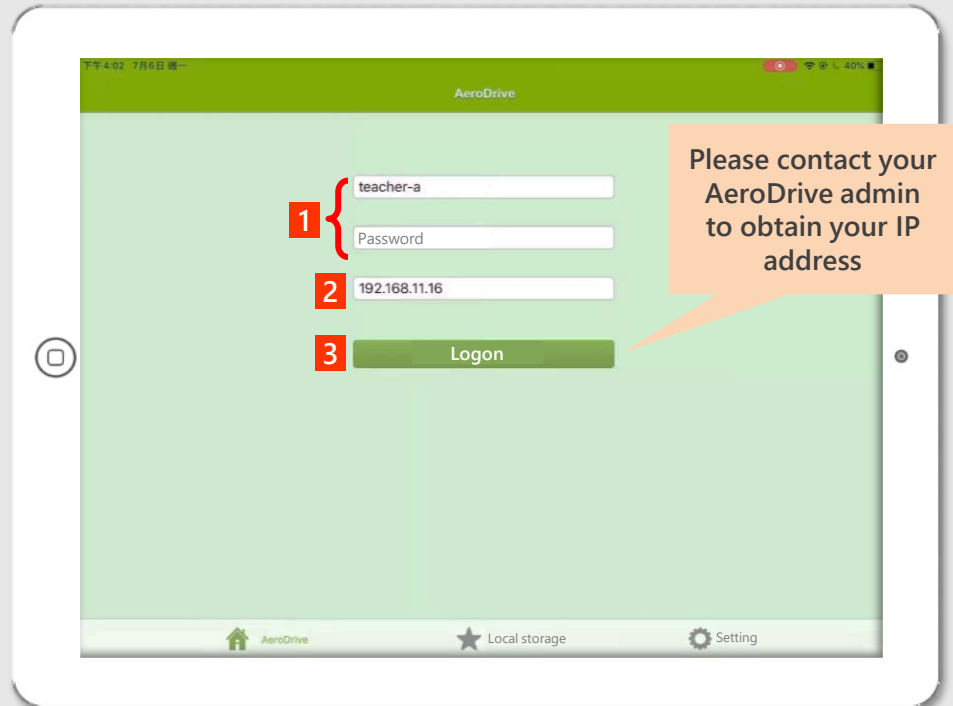In/outside campus: **Using iOS app**

Login:

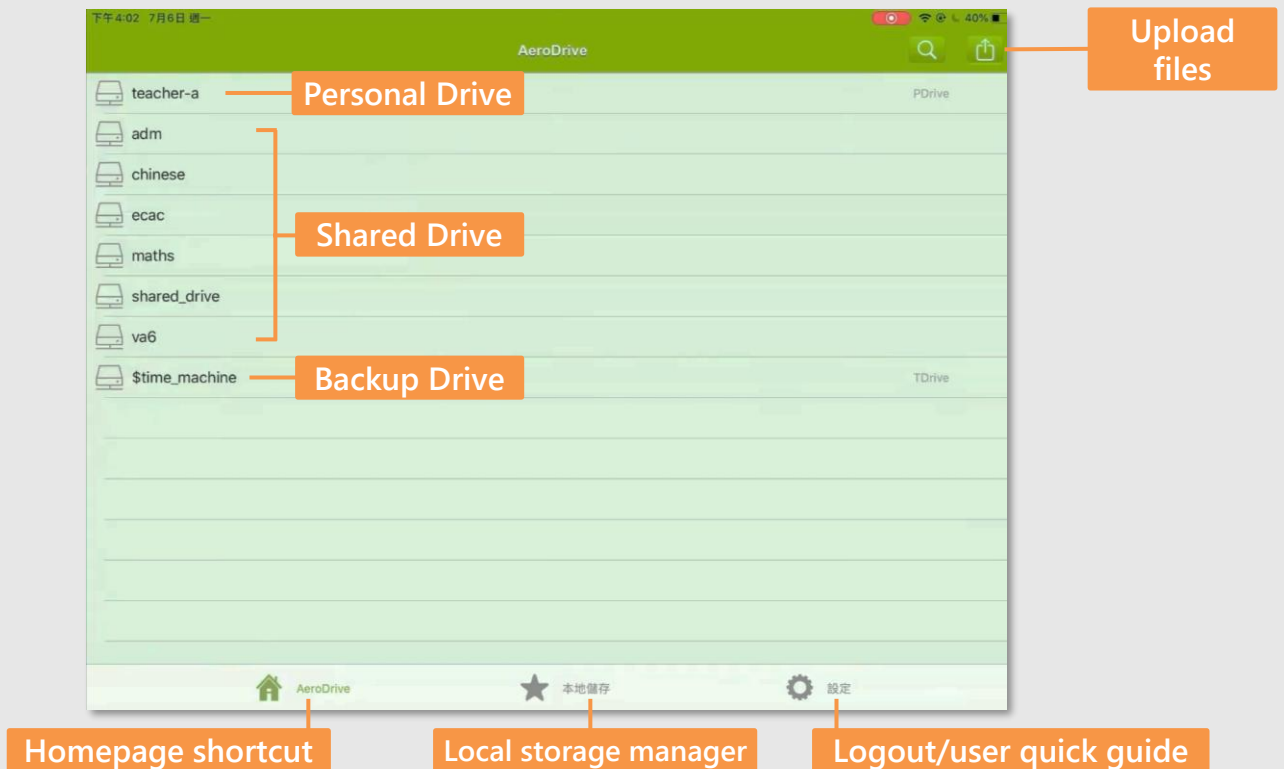1. Search for "AeroDrive" on App Store

Or you may scan and download here:

2. Input **logon name & password**

3. Input **IP address /domain name**

4. Click "**Logon**"

	teacher-a
1	Password
2	192.168.11.16
3	Logon

Please contact your AeroDrive admin to obtain your IP address

AeroDrive   Local storage   Setting

Usage:

Interface after logon

Upload files

- teacher-a — **Personal Drive** — PDrive
- adm
- chinese
- ecac — **Shared Drive**
- maths
- shared_drive
- va6
- $time_machine — **Backup Drive** — TDrive

Homepage shortcut   **Local storage manager**   **Logout/user quick guide**

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AeroDrive

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Contact us

Phone : (852) 2748 6611

Sales email : sales@aerocreative.com

Support service email : support@aerodrive.com

Customer service email : info@aerocreative.com