B A S   Dealer Information Note 3/7/10

Internet Access to a BAS Site Using LogMeIn.com

Overview

A Windows PC running the BAS System can be accessed through the Internet using several different methods. BAS recommends the use of a commercial service, LogMeIn.com. BAS maintains an account with LogMeIn.com and will provide free access to any registered BAS site through LogMeIn.com. BAS will then manage access to the site and will add or delete authorized users as directed by the building owner.

There are no special ports to open, firewall settings to change, or changes to anti-virus software - if the site PC can launch Internet Explorer and access a web page on the Internet (such as www.google.com), LogMeIn should install and provide remote access. LogMeIn can use an existing network to access the Internet without posing a security risk to that network. Internet access is all that is required. Access to any network resources, domains, or workgroups is not required.

To add a site to LogMeIn.com, the site PC must be first provided with 'always on' broadband Internet access. Next contact BAS for assistance in installing LogMeIn on the site PC. If a Windows User name and Password has been configured on the site PC (On Windows startup, are you required to enter a User name and Password?), these are required for remote access through LogMeIn and must be available when LogMeIn is installed. If there is no Windows User name and Password (typical for most BAS installations), a Password (also referred to as a computer access code) for remote access must be provided when installing LogMeIn.

The BAS LogMeIn account can only be accessed by Users that have been invited by the BAS LogMeIn Administrator. The LogMeIn sites that can be accessed are configurable for each User. Access to a BAS site will be restricted to only those Users authorized by the building owner. To add or delete a LogMeIn User, the building owner must provide BAS with the email address of each user to add or delete.

Installing LogMeIn

1. Contact BAS for assistance with installing LogMeIn on the site PC.
2. Have the Windows User name and Password available if used. If not used, select a Password to be used for remote access. The Password must contain at least 8 characters/numbers and is case sensitive.
3. Once you have setup LogMeIn on the site PC, you will be able to access the BAS control system through the Internet using Internet Explorer or an equivalent web browser.

Individual Access to the BAS LogMeIn Account

1. Each email address provided by the building owner will receive two emails - one from BAS and one from LogMeIn.
2. The email from BAS will include a link to this Information Note and the User name/Password or Password only for each site you are authorized to access. If not already provided to you, the email will also include a BAS Password for access to the BAS system.
3. The LogMeIn email will be an invitation to join. Respond using the link included in the email. Your email address will be your User name. You will be asked to provide a Password which will be your personal password for access to the LogMeIn account.

4. If this is the first time that you are using LogMeIn, you will be prompted for permission to install an ActiveX control. You must approve/allow the installation.
5. After completing the setup of your LogMeIn access, you will be taken to the list of remote sites that you are authorized to access.

Remote Site Access Using LogMeIn

1. Use your web browser to access http://www.logmein.com and log in to LogMeIn using your email address and the Password that you provided when joining.
2. You will then see a list of remote sites that you are authorized to access. Click on the computer you wish to access from the list of available sites.
3. When prompted, enter the LogMeIn Password for the site. The same password for any given site is used by everyone connecting to that site using LogMeIn. This Password was provided to you by email from BAS.
4. After connecting. select "Remote Control" as the action for the computer.
5. You now have full access to the site computer. You can use the 'Options' menu in the upper right corner to make changes that apply to the current session, such as screen resolution. For the best display you should always:
   - Match screen resolution by selecting 'Options', then 'Match Resolution' under 'Screen Settings'
   - View the remote computer full screen by selecting 'Options', then 'Full Screen'
6. You can now view the BAS main window and/or graphics screen to see system status. If you wish to make any changes to BAS you must also log on to the BAS software by selecting "Access" from the BAS menu and entering your BAS password.
7. When finished and ready to disconnect:
   - Select "Access/Log Out" from the BAS menu (DO NOT shutdown the BAS software at the site)
   - Select "Disconnect" from the LogMeIn menu to end the Remote Control session (If you have selected the 'Full Screen' option in item 5 above, the LogMeIn menu will have disappeared at the top of the screen. Move your mouse to the top center of your screen and the menu will pop down.)
   - Select "Log Out" to log out of LogMeIn. You can then close your browser.

To review, there are three levels of security to access the BAS system through the Internet:
1. Use your email address and personal password to access LogMeIn.
2. Use the computer's LogMeIn remote password to access the computer from LogMeIn.
3. Use your BAS password to access the BAS system - the same as if you were sitting at the PC.

One caution - you will see the full desktop of the remote computer within your browser exactly the same as if you were sitting in front of it. Always take a second to make sure you are interfacing with the right computer, yours or the sites, before taking an action. For example if you are done at the site and wanted to shut down your computer, it is easy to mistakenly select Start/Turn Off Computer from the interface at the remote site instead of your own computer, especially if you have maximized the remote site display to fill your full screen. This would turn off the computer at the remote site and require someone to drive to the site to re-start it.

For assistance, please contact us.

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