

# SM24-01-Poffices AIO<sup>2</sup> Server

## Admin Portal User Manual

February 2026

HK R&D

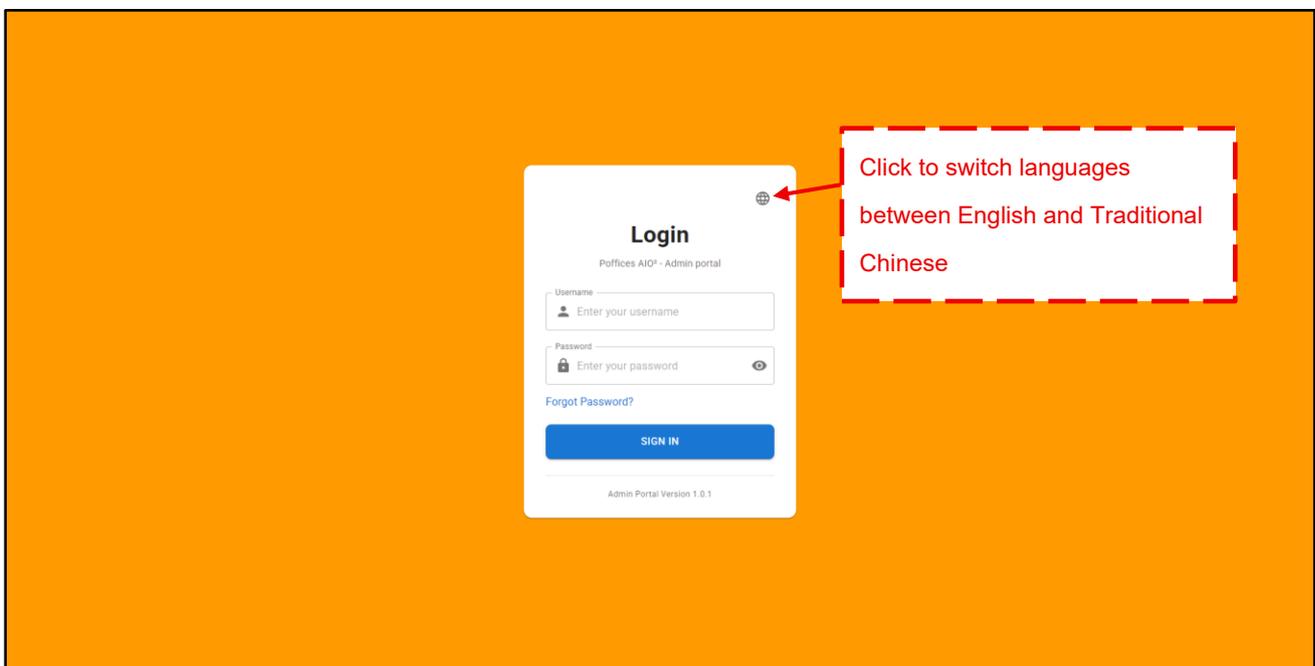
## CONTENTS

1. Introduction .....	3
2. Login.....	3
3. Dashboard.....	4
4. Sidebar.....	5
4.1. Open the sidebar .....	5
4.2. Contents of Sidebar .....	6
5. User Management.....	7
5.1. Overview .....	7
5.2. Create user.....	8
5.3. Create User by CSV .....	9
5.4. Edit user .....	12
5.5. Delete User .....	13
5.6. Bulk Add Groups .....	15
6. User Groups.....	18
6.1. Overview .....	18
6.2. Create User Group .....	19
6.3. Edit user groups .....	21
6.4. Manage Permission .....	22
7. Settings .....	23
8. Software Updates.....	24
8.1. Overview .....	24
8.2. Download and Update .....	25
8.3. Update Records .....	26
8.4. History & Release Notes .....	26
9. Help & Resources .....	27
10. Network Setup.....	28
10.1. Overview .....	28
10.2. View and Edit Configuration.....	29
10.3. Confirmation and Process Update .....	31

## 1. Introduction

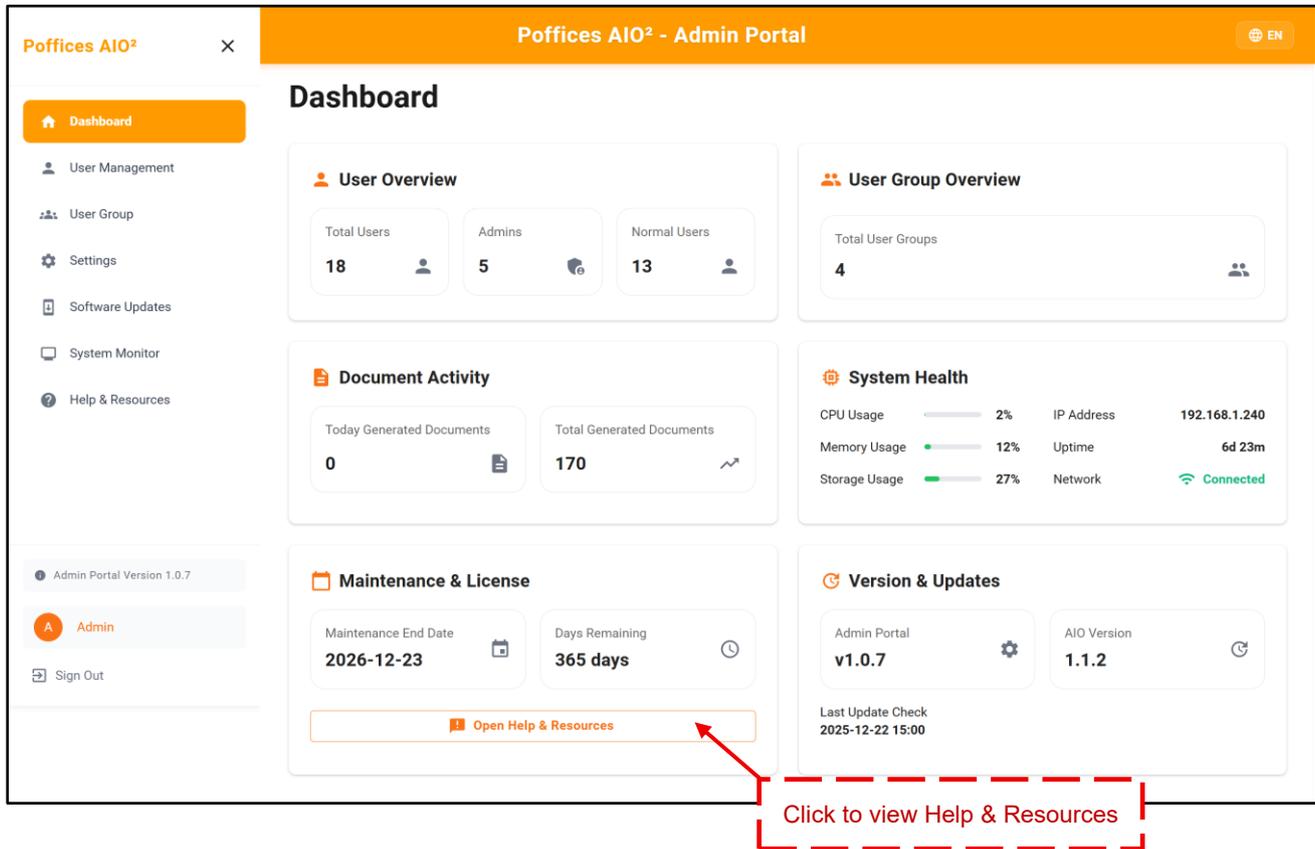
This document provides detailed guidance for using the Poffices AIO<sup>2</sup> Server Admin Portal and outlines its main functions and features. It covers essential operations such as user control, software updates, system monitoring, helping administrators manage the system efficiently and maintain optimal performance.

## 2. Login



- On the Login page, enter your username and password in the designated fields, then click Sign In to access the Admin Portal.
- If you forget your password, select “Forgot Password?” for assistance or contact the system administrator.
- You can switch the display language by clicking the language icon at the top right corner of the page.
- Once logged in, you will be redirected to the Dashboard page.
- Only authorized administrators can access the Poffices AIO<sup>2</sup> Server Admin Portal.

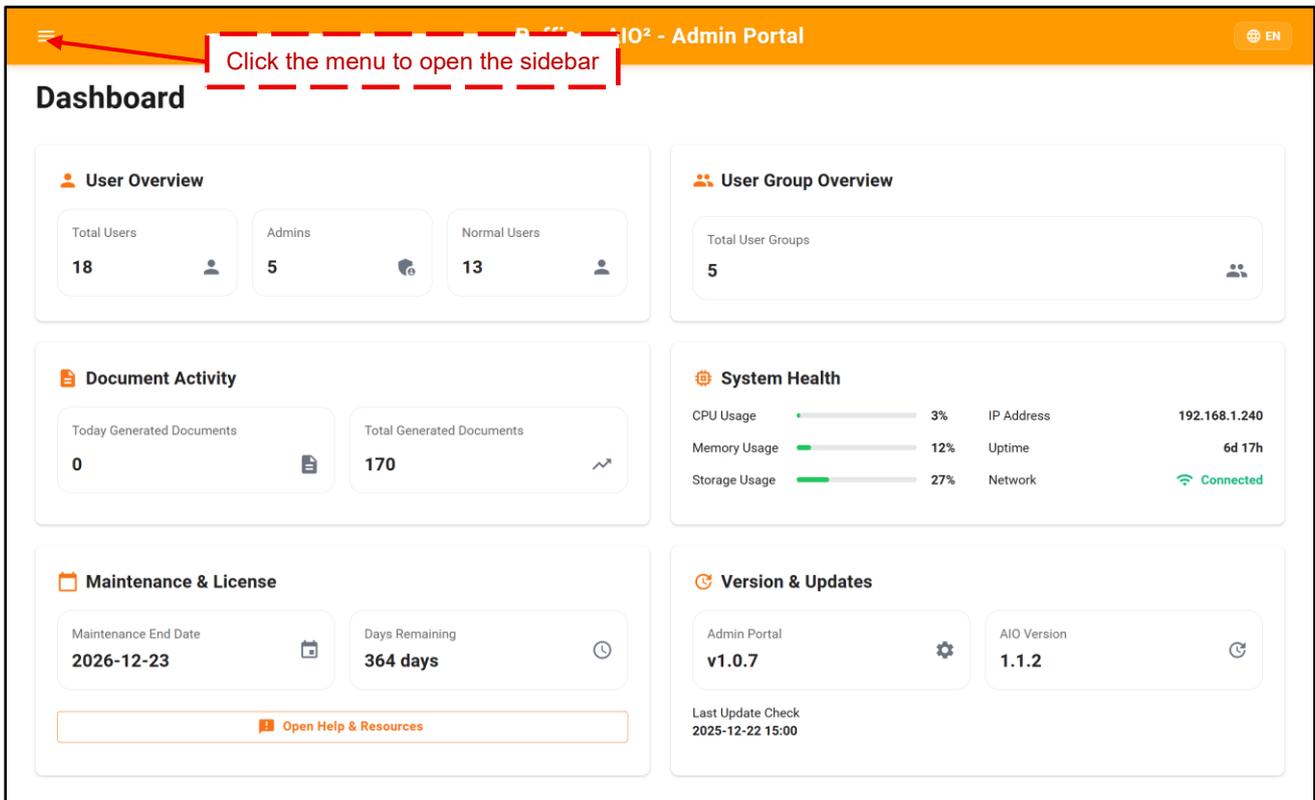
### 3. Dashboard



- After logging in, you will be directed to the Dashboard — the main overview page of the Admin Portal.
- The Dashboard provides a quick summary of key system information and useful shortcuts for administrators.
- The Dashboard displays the following information and functions:
  - Total User – Shows the total number of registered users in the system.
  - Total User Group – Shows the total number of created groups in the system.
  - Today Generated Document – Displays the number of documents generated on the current day.
  - Total Generated Document – Indicates the total number of documents generated since system setup.
  - Maintenance End Date – Shows the expiry date of system maintenance.
  - Help Resources – Directs to the Help & Resources page for user guides and support materials.
  - Version & Updates – Shows the current version of Admin Portal and AIO

## 4. Sidebar

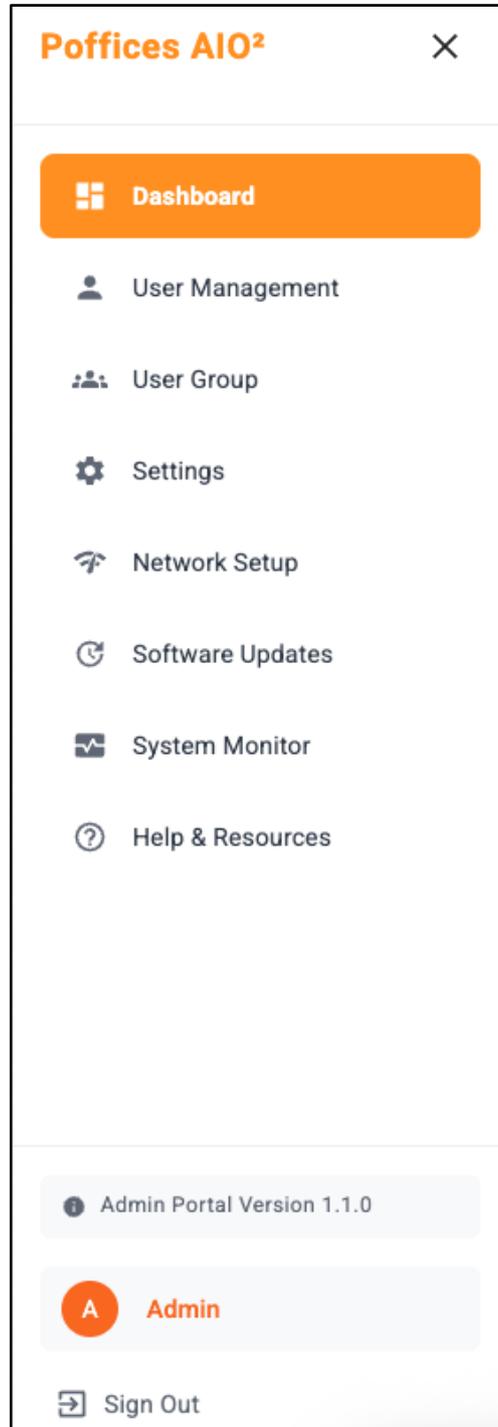
### 4.1. Open the sidebar



The screenshot shows the Admin Portal dashboard. At the top, there is an orange header bar with the text "Poffices AIO<sup>2</sup> - Admin Portal" and a language selector "EN". On the left side of the header, there is a sidebar menu icon (three horizontal lines). A red dashed box with a red arrow points to this icon, and a text box next to it says "Click the menu to open the sidebar". Below the header, the dashboard is divided into several sections:

- User Overview:** Shows Total Users (18), Admins (5), and Normal Users (13).
- User Group Overview:** Shows Total User Groups (5).
- Document Activity:** Shows Today Generated Documents (0) and Total Generated Documents (170).
- System Health:** Shows CPU Usage (3%), Memory Usage (12%), Storage Usage (27%), IP Address (192.168.1.240), Uptime (6d 17h), and Network (Connected).
- Maintenance & License:** Shows Maintenance End Date (2026-12-23) and Days Remaining (364 days). There is a button "Open Help & Resources".
- Version & Updates:** Shows Admin Portal (v1.0.7) and AIO Version (1.1.2). The last update check was on 2025-12-22 at 15:00.

#### 4.2. Contents of Sidebar



The screenshot shows the sidebar of the Poffices AIO<sup>2</sup> Admin Portal. The sidebar is titled "Poffices AIO<sup>2</sup>" and contains the following menu items:

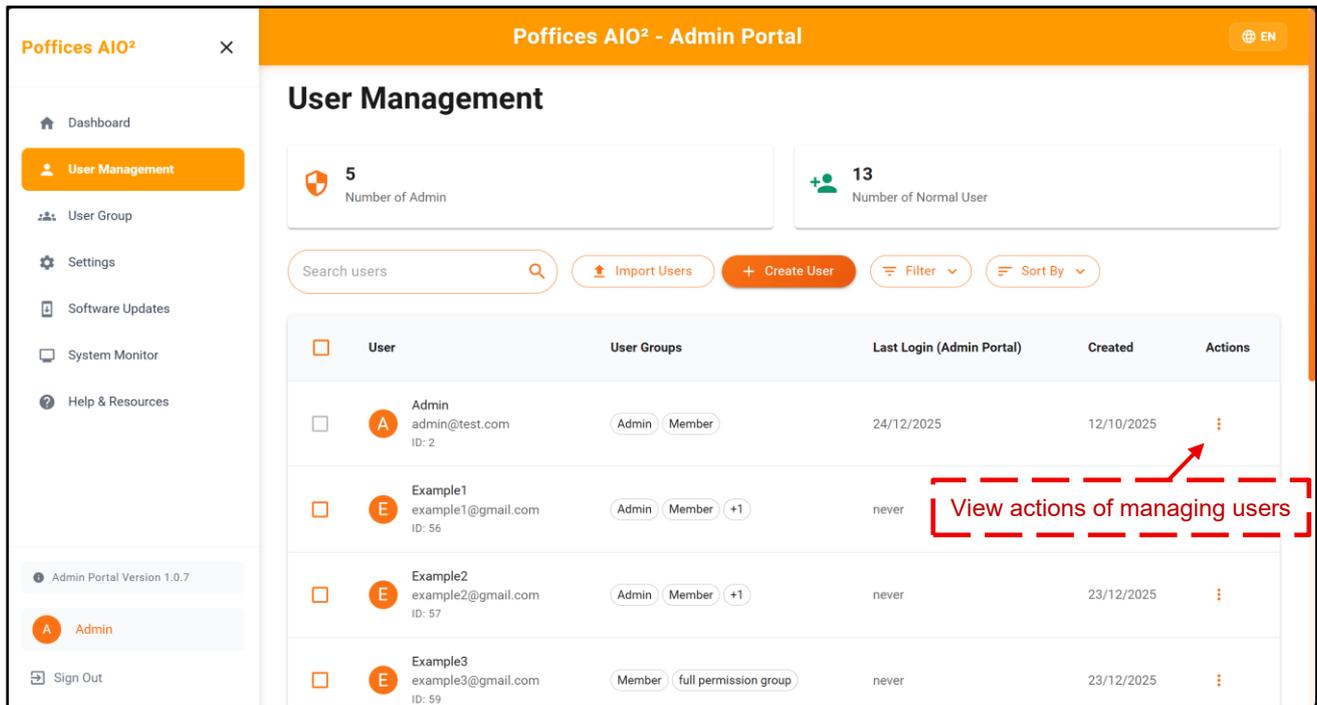
- Dashboard (highlighted in orange)
- User Management
- User Group
- Settings
- Network Setup
- Software Updates
- System Monitor
- Help & Resources

At the bottom of the sidebar, there is a section for the user's current session:

- Admin Portal Version 1.1.0
- Admin (user name)
- Sign Out

## 5. User Management

### 5.1. Overview



User	User Groups	Last Login (Admin Portal)	Created	Actions
Admin admin@test.com ID: 2	Admin Member	24/12/2025	12/10/2025	⋮
Example1 example1@gmail.com ID: 56	Admin Member +1	never		⋮
Example2 example2@gmail.com ID: 57	Admin Member +1	never	23/12/2025	⋮
Example3 example3@gmail.com ID: 59	Member full permission group	never	23/12/2025	⋮

- The User Management section allows administrators to view, create, edit, or manage all user accounts within the system.
- This page provides an overview of user information, including usernames, email addresses, user groups, and login records for admin portal.
- The User Management page lists all registered users in the system.
  - Each record displays the following information:
  - User – Username and email address.
  - User Groups – The group(s) the user belongs to (e.g., Admin, Member).
  - Last Login – The most recent login date for admin portal.
  - Created – The date the user account was created.
  - Actions – Options to edit or remove the user.

## 5.2. Create user

- Click the “Create User” button to add a new user.
- In the Add New User window, fill in the required fields: Username, Email, Display Name, Password.
- Then, under Groups and Status, select one or more user groups for the account.
- Click Create User to complete the setup.

- Each user must be assigned to at least one group before saving.

### 5.3. Create User by CSV

**Poffices AIO<sup>2</sup> - Admin Portal**

## User Management

5 Number of Admin | 13 Number of Normal User

Search users

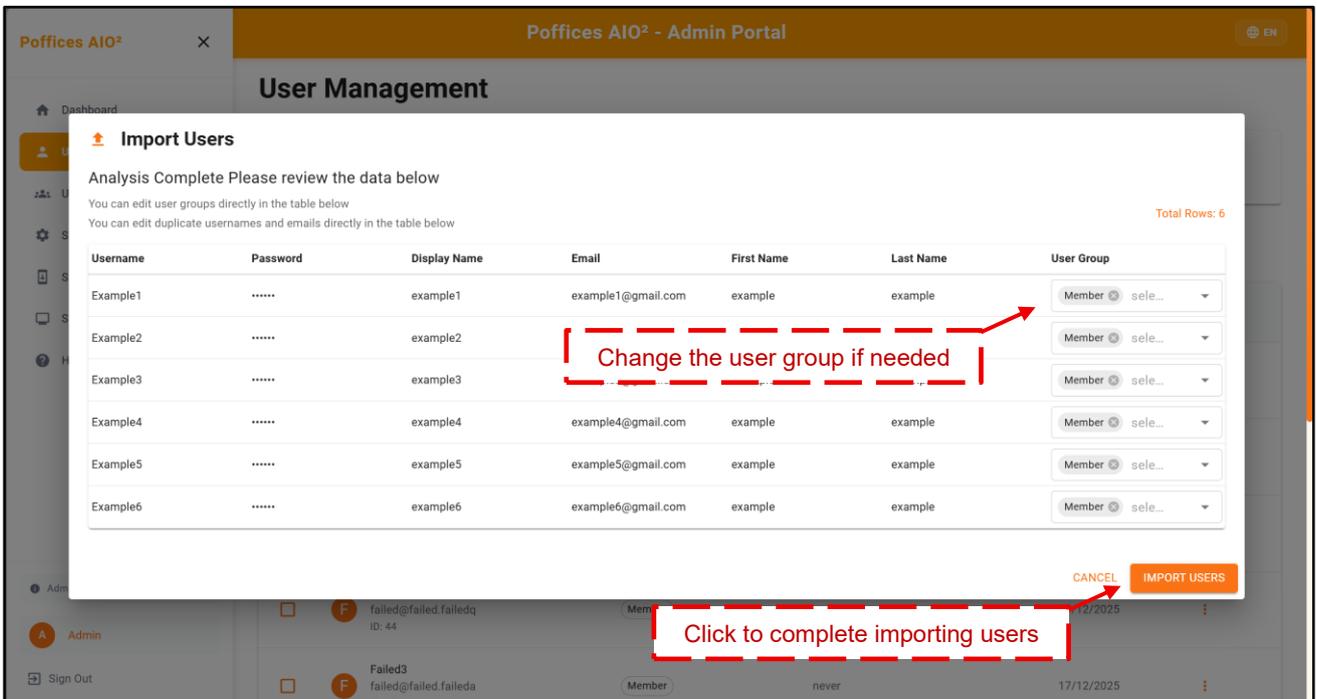
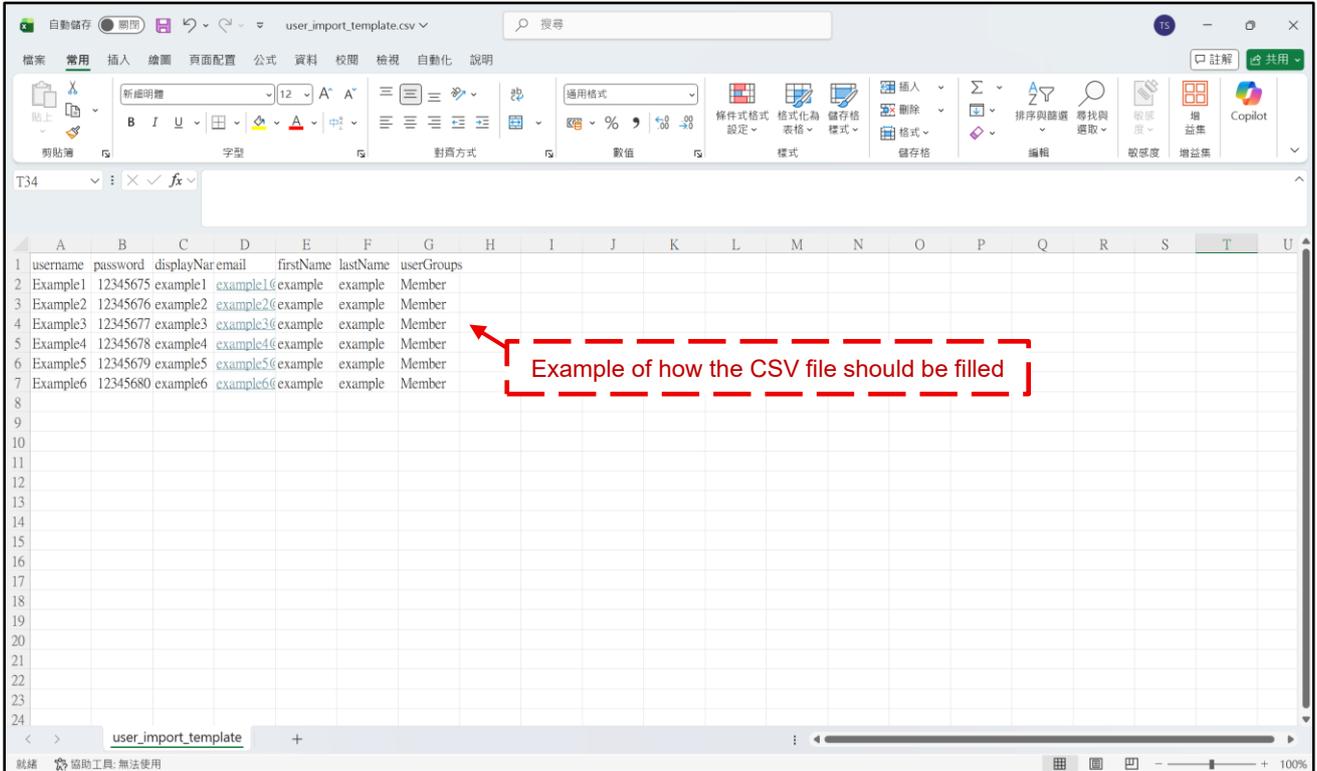
User	User Group	Created	Actions
Admin admin@test.com ID: 2	Admin Member	23/12/2025	12/10/2025
Example1 example1@gmail.com ID: 56	Admin Member	never	23/12/2025
Example2 example2@gmail.com ID: 57	Admin Member	never	23/12/2025
Example3 example3@gmail.com ID: 59	Member	never	23/12/2025

**Poffices AIO<sup>2</sup> - Admin Portal**

## User Management

### Import Users

Please upload a CSV file containing user information. You can download a template file for reference. The CSV file should contain the following columns: username, email, firstName, lastName, and userGroups (multiple groups separated by semicolons).



- Click the “Import Users” button to add new users by CSV.
- Click the “DOWNLOAD TEMPLATE” button to download a CSV template.
- Then fill the CSV with the required fields (username, password, display name, email, first name, last name, user group).
- Click the “SELECT CSV FILE” button to select the filled CSV file to upload.
- Review the list of users to be imported.
- You can adjust the user group for any user directly in this view if needed.
- Then click the “IMPORT USERS” button to complete the import.

Note:

- The number of rows filled in the CSV file indicates the number of users you want to import
- Ensure that all usernames and emails are unique
- Ensure that the email fields are in the correct format
- Fields that must be filled are username, password, and email

## 5.4. Edit user

**User Management**

5 Number of Admin | 13 Number of Normal User

Search users | Import Users | Create User | Filter | Sort By

User	User Groups	Last Login (Admin Portal)	Created	Actions
Admin admin@test.com ID: 2	Admin Member	23/12/25	25	⋮ Edit User
Example1 example1@gmail.com ID: 56	Admin Member +1	never	23/12/2025	⋮
Example2 example2@gmail.com ID: 57	Admin Member +1	never	23/12/2025	⋮
Example3 example3@gmail.com ID: 59	Member full permission group	never	23/12/2025	⋮

**Edit User**

User ID: 8485 | Username: Member-1

**Basic Information**

Username \* Member-1 | Email \* member-1@poffices.ai

Display Name Member-1 | New Password (leave blank to keep current)

**Groups and Status**

Assign to Groups \* Member Select groups...

Selected Groups: Member

CANCEL | UPDATE USER

- To modify an existing user, click the Edit (✎) icon in the Actions column.
- The Edit User window will appear with the following editable fields: Email, Display Name, User Groups, and Password (leave blank if no change is required).
- After updating, click Update User to save the changes.

## 5.5. Delete User

**Poffices AIO<sup>2</sup> - Admin Portal**

**User Management**

5 Number of Admin | 13 Number of Normal User

Search users [Import Users] [Create User] [Filter] [Sort By]

User	User Groups	Last Login (Admin Portal)	Created	Actions
<input type="checkbox"/> Admin admin@test.com ID: 2	Admin Member	23/12/2025	12/10/2025	⋮
<input checked="" type="checkbox"/> Example1 example1@gmail.com ID: 56	Admin Member	never	23/12/2025	⋮
<input checked="" type="checkbox"/> Example2 example2@gmail.com ID: 57	Admin Member	never	23/12/2025	⋮
<input type="checkbox"/> Example3 example3@gmail.com ID: 59	Member	never	23/12/2025	⋮

Click the box to select the users that you want to delete

**Poffices AIO<sup>2</sup> - Admin Portal**

**User Management**

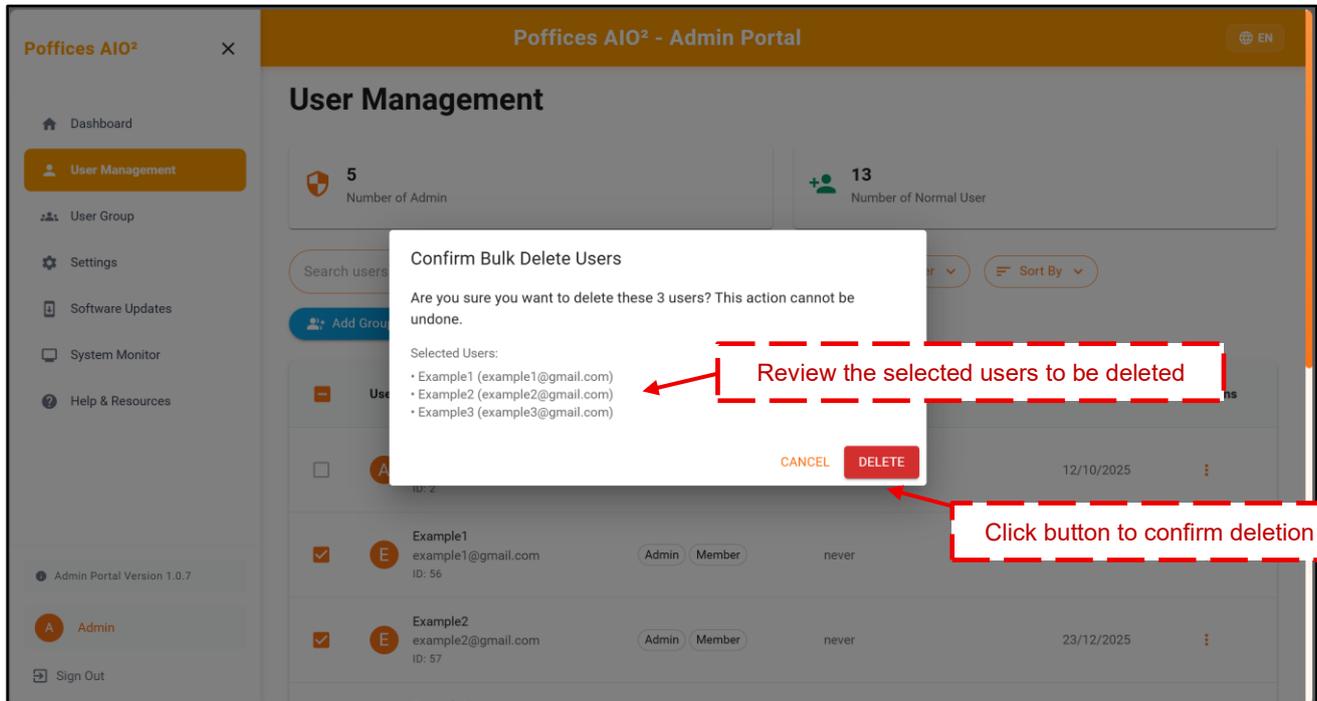
5 Number of Admin | 13 Number of Normal User

Search users [Import Users] [Create User] [Filter] [Sort By]

[Add Groups to Selected (3)] [Delete Selected Users (3)]

User	User Groups	Last Login (Admin Portal)	Created	Actions
<input type="checkbox"/> Admin admin@test.com ID: 2	Admin Member	23/12/2025	12/10/2025	⋮
<input checked="" type="checkbox"/> Example1 example1@gmail.com ID: 56	Admin Member	never	23/12/2025	⋮
<input checked="" type="checkbox"/> Example2 example2@gmail.com ID: 57	Admin Member	never	23/12/2025	⋮

Click button to continue



- To delete single or multiple users at once, first select the users by clicking the checkbox on the left of their usernames.
- After selecting the users that needed to be deleted, click the “Delete Selected Users” button.
- Review the users who need to be deleted.
- Click the “DELETE” button to confirm deletion.

Note:

- The original admin account cannot be deleted or selected.

## 5.6. Bulk Add Groups

**Poffices AIO<sup>2</sup> - Admin Portal**

### User Management

5 Number of Admin | 13 Number of Normal User

Search users | Import Users | Create User | Filter | Sort By

User	User Groups	Last Login (Admin Portal)	Created	Actions
<input type="checkbox"/> Admin admin@test.com ID: 2	Admin Member	23/12/2025	12/10/2025	⋮
<input checked="" type="checkbox"/> Example1 example1@gmail.com ID: 56	Admin Member	never	23/12/2025	⋮
<input type="checkbox"/> Example2 example2@gmail.com ID: 57	Admin Member	never	23/12/2025	⋮
<input type="checkbox"/> Example3 example3@gmail.com ID: 59	Member	never	23/12/2025	⋮

Click the box to select the user that you want to add/change groups

**Poffices AIO<sup>2</sup> - Admin Portal**

### User Management

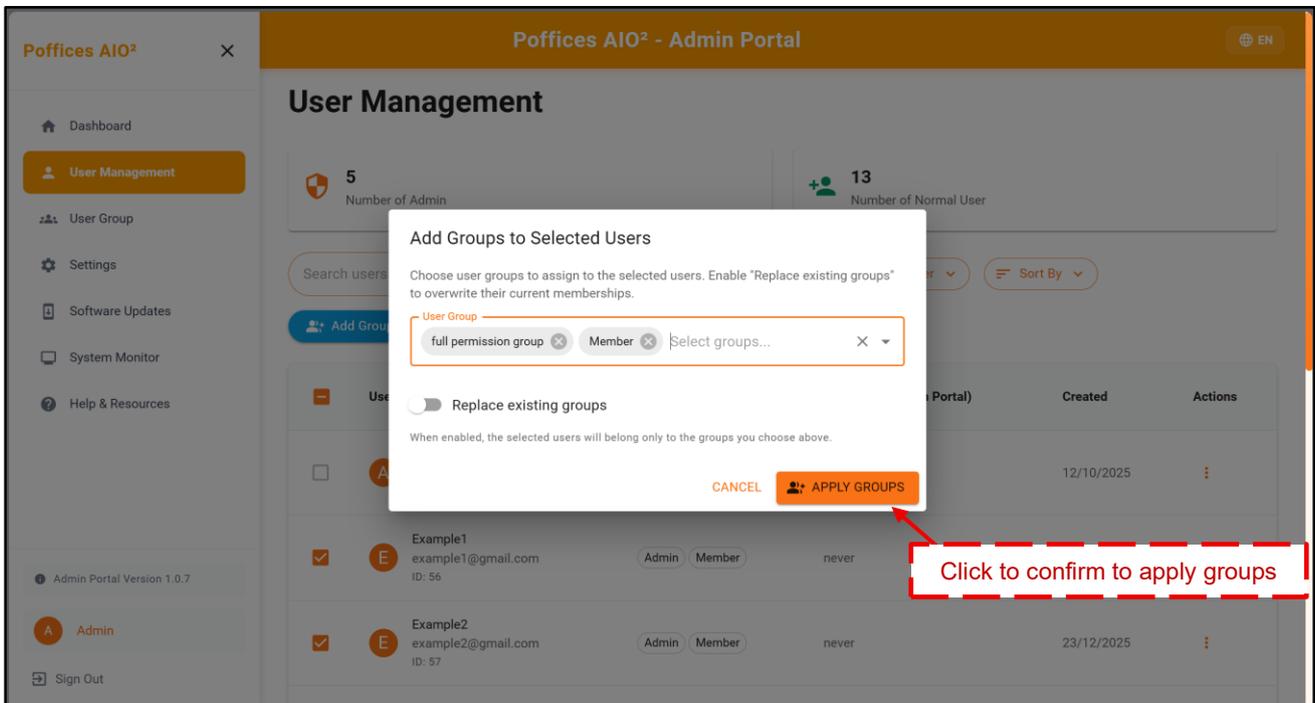
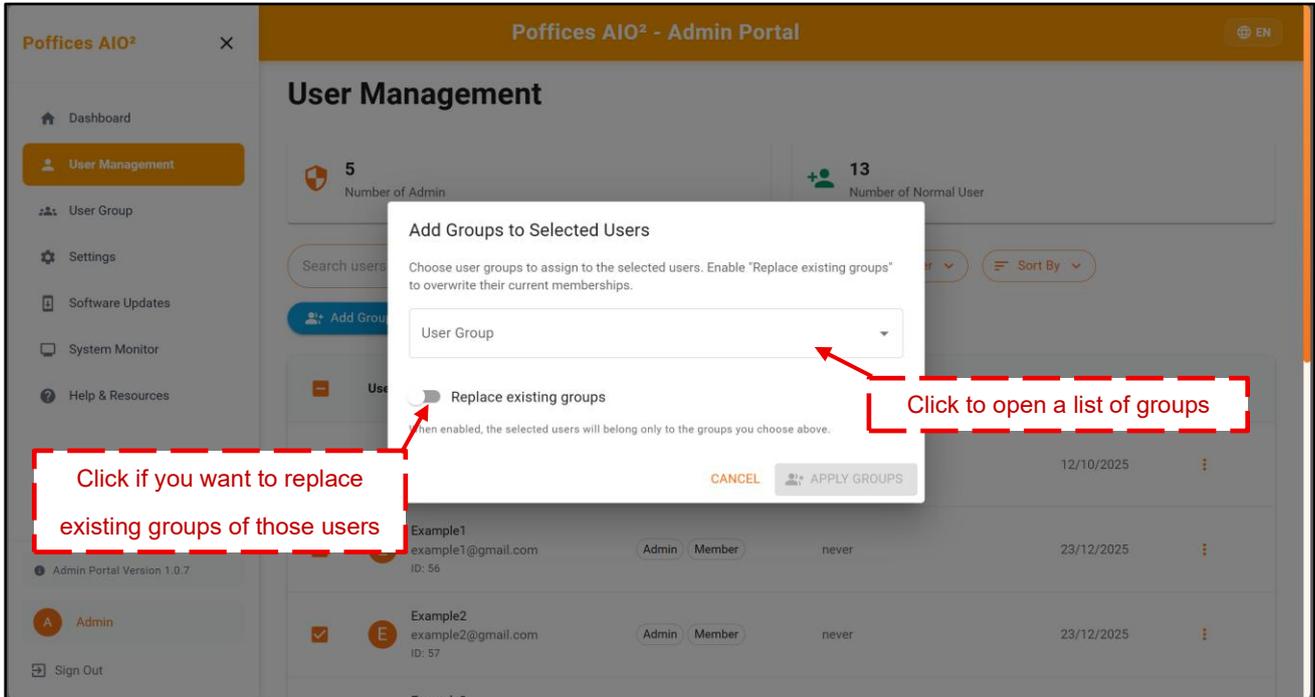
5 Number of Admin | 13 Number of Normal User

Search users | Import Users | Create User | Filter | Sort By

Add Groups to Selected (3) | Delete Selected Users (3)

User	User Groups	Last Login (Admin Portal)	Created	Actions
<input type="checkbox"/> Admin admin@test.com ID: 2	Admin Member	23/12/2025	12/10/2025	⋮
<input checked="" type="checkbox"/> Example1 example1@gmail.com ID: 56	Admin Member	never	23/12/2025	⋮
<input checked="" type="checkbox"/> Example2 example2@gmail.com ID: 57	Admin Member	never	23/12/2025	⋮

Click to continue



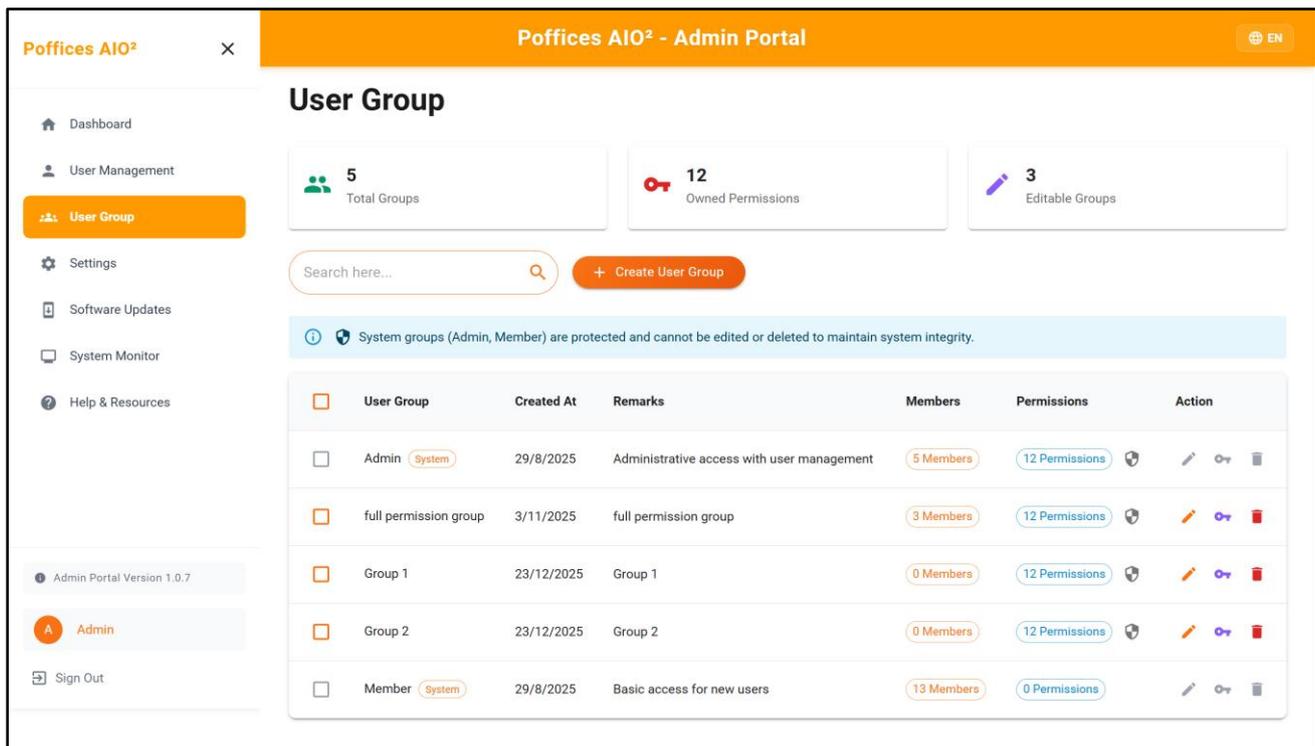
- To bulk add groups to multiple users at once, first select the users by clicking the checkbox on the left of their usernames.
- After selecting the users whose user groups needed to be changed, click the “Add Groups to Selected” button.
- If needed to replace the current groups they are in, click the “Replacing existing group” button.
- Click the “User Group” bar to open the list of existing groups.
- Select one or more groups that will be assigned to the selected users.
- Click the “APPLY GROUPS” button to complete the bulk add group function

Note:

- The original admin account cannot be selected in the bulk add group function

## 6. User Groups

### 6.1. Overview



The screenshot shows the 'User Group' management page in the Poffices AIO<sup>2</sup> Admin Portal. The page features a sidebar with navigation options like Dashboard, User Management, User Group (selected), Settings, Software Updates, System Monitor, and Help & Resources. The main content area displays a summary bar with three metrics: 5 Total Groups, 12 Owned Permissions, and 3 Editable Groups. Below this is a search bar and a '+ Create User Group' button. A blue notification banner states: 'System groups (Admin, Member) are protected and cannot be edited or deleted to maintain system integrity.' The main table lists user groups with columns for checkboxes, User Group, Created At, Remarks, Members, Permissions, and Action.

<input type="checkbox"/>	User Group	Created At	Remarks	Members	Permissions	Action
<input type="checkbox"/>	Admin <small>System</small>	29/8/2025	Administrative access with user management	5 Members	12 Permissions	
<input type="checkbox"/>	full permission group	3/11/2025	full permission group	3 Members	12 Permissions	
<input type="checkbox"/>	Group 1	23/12/2025	Group 1	0 Members	12 Permissions	
<input type="checkbox"/>	Group 2	23/12/2025	Group 2	0 Members	12 Permissions	
<input type="checkbox"/>	Member <small>System</small>	29/8/2025	Basic access for new users	13 Members	0 Permissions	

- The User Group section allows administrators to organize users into different groups with specific access permissions.
- Each group defines the functions and areas accessible to its members, helping to manage user privileges efficiently.
- The page provides an overview of all groups within the system, including details such as creation date, remarks, number of members, and assigned permissions.
- System groups (Admin, Member) are built-in and cannot be edited or deleted to maintain system integrity.
- The top summary bar displays quick statistics of group-related data:
  - Total Groups – The total number of user groups in the system.
  - Owned Permissions – The total number of permissions currently assigned to the logged-in account.
  - Editable Groups – The number of groups that can be modified or deleted.

## 6.2. Create User Group

**User Group**

5 Total Groups | 12 Owned Permissions | 3 Editable Groups

Search here... [+ Create User Group](#)

System groups (Admin, Member) are protected and cannot be edited or deleted to maintain system integrity.

<input type="checkbox"/>	User Group	Created At	Remarks	Members	Permissions	Action
<input type="checkbox"/>	Admin <small>System</small>	29/8/2025	Administrative access with user management	5 Members	12 Permissions	
<input type="checkbox"/>	full permission group	3/11/2025	full permission group	3 Members	12 Permissions	
<input type="checkbox"/>	Group 1	23/12/2025	Group 1	0 Members	12 Permissions	
<input type="checkbox"/>	Group 2	23/12/2025	Group 2	0 Members	12 Permissions	
<input type="checkbox"/>	Member <small>System</small>	29/8/2025	Basic access for new users	13 Members	0 Permissions	

**Create New User Group**

\* Required field

Group name \*  
Group name must be at least 2 characters

Description \*  
Description must be at least 5 characters

Status: Active

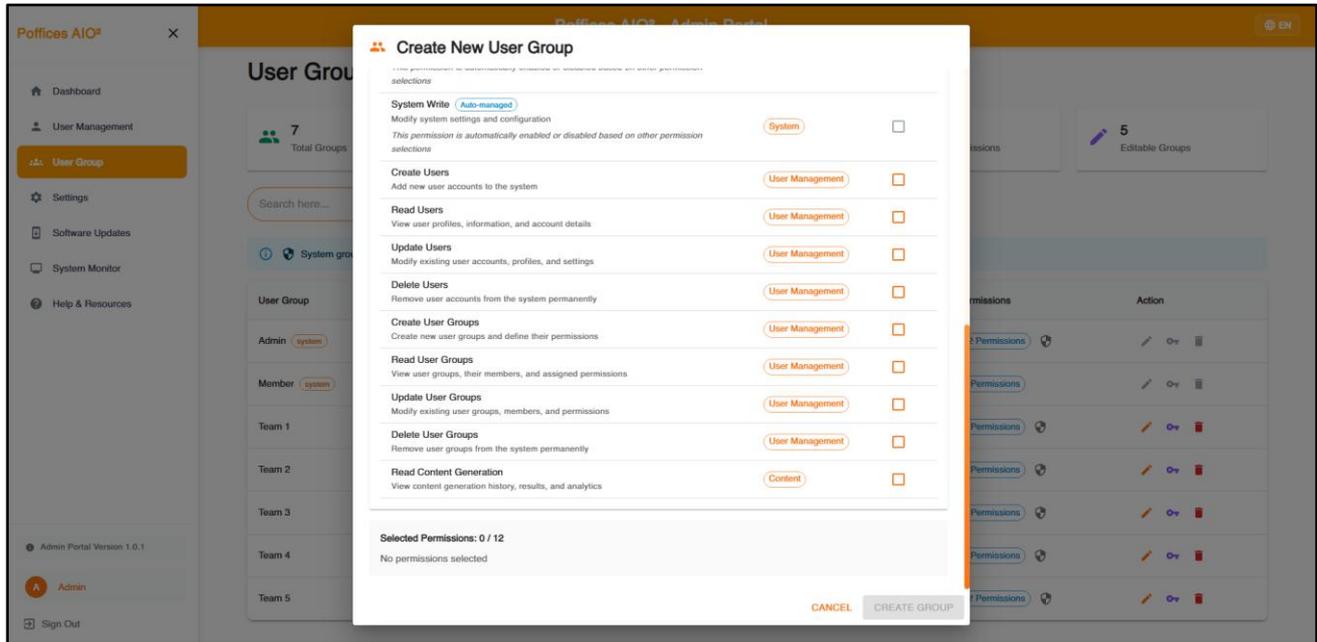
**Permissions Matrix**

Permissions are used to control access to resources in the system. Each permission is associated with a specific category and can be granted or denied to users or groups.

[SELECT ALL](#) [CLEAR ALL](#)

Permission	Category	Grant
<b>Full Admin Access</b> Complete administrative control over all system functions and resources	Admin	<input type="checkbox"/>
<b>System Read</b> <small>Auto-managed</small> View system configuration, and monitoring information <i>This permission is automatically enabled or disabled based on other permission selections</i>	System	<input type="checkbox"/>

[CANCEL](#) [CREATE GROUP](#)



- Click Create User Group to add a new group.
- In the Create New User Group window, fill in the following fields:
  - Group Name\* – Enter a unique name for the user group (at least 2 characters).
  - Description\* – Provide a short description for the group (at least 5 characters).
  - Status – Choose Active to enable the group or Inactive to disable it temporarily.
- Under Permissions Matrix, select the permissions you wish to assign:
  - Each permission defines the specific actions or resources the group can access.
  - Use Select All to grant all available permissions or Clear All to reset selections.
  - Permissions are categorized (e.g., Admin, System) for easier identification.
  - Some permissions, marked as Auto managed, are automatically enabled or disabled based on other selections and cannot be manually changed.
- Once all details are entered, click Create Group to save.
- The new group will appear in the User Group list and can be edited or deleted later if needed.

### 6.3. Edit user groups

**User Group**

5 Total Groups | 12 Owned Permissions | 3 Editable Groups

Search here... [+ Create User Group](#)

System groups (Admin, Member) are protected and cannot be edited or deleted to maintain system integrity.

<input type="checkbox"/>	User Group	Created At	Remarks	Members	Permissions	Actions
<input type="checkbox"/>	Admin (System)	29/8/2025	Administrative access with user management	5 Members	12 Permissions	Remove the group
<input type="checkbox"/>	full permission group	3/11/2025	full permission group			Edit user group
<input type="checkbox"/>	Group 1	23/12/2025	Group 1	0 Members	12 Permissions	Managing permissions of the group
<input type="checkbox"/>	Group 2	23/12/2025	Group 2	0 Members	12 Permissions	
<input type="checkbox"/>	Member (System)	29/8/2025	Basic access for new			

**Edit User Group**

\* Required field

Group name \*  
Team 1  
Group name must be at least 2 characters

Description \*  
Description must be at least 5 characters

Status  
Active

**Permissions Matrix**

Permissions are used to control access to resources in the system. Each permission is associated with a specific category and can be granted or denied to users or groups.

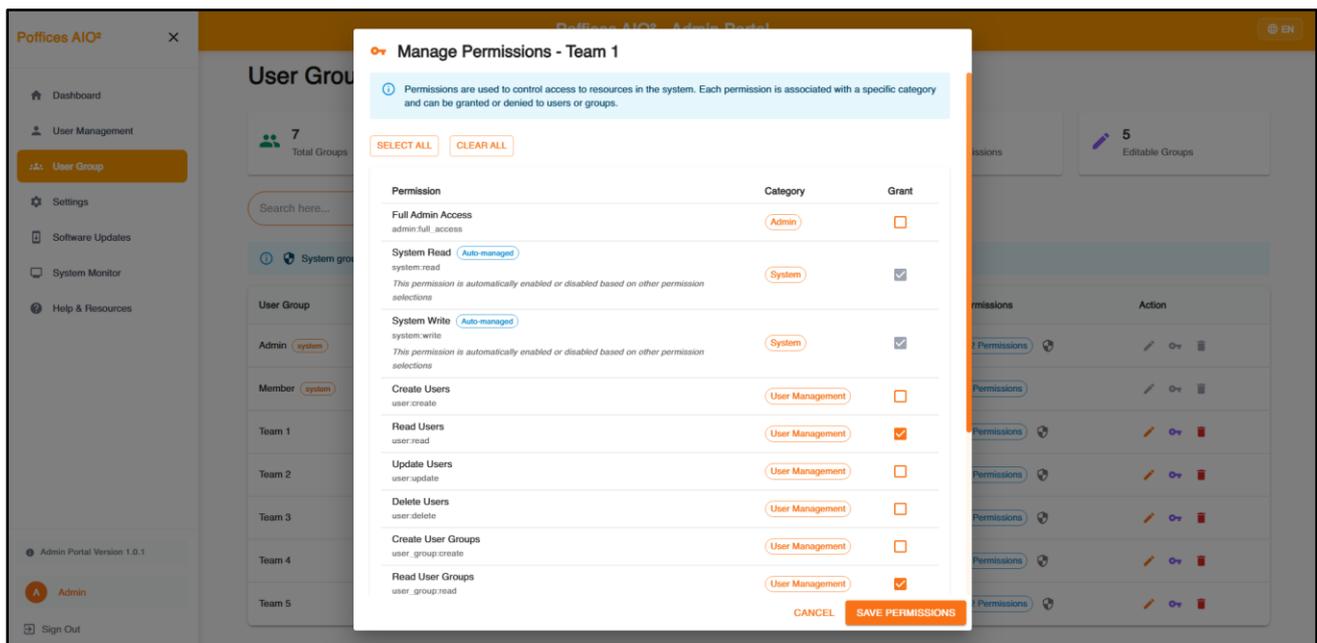
[SELECT ALL](#) [CLEAR ALL](#)

Permission	Category	Grant
Full Admin Access Complete administrative control over all system functions and resources	Admin	<input type="checkbox"/>
System Read (Auto-managed) View system configuration, and monitoring information This permission is automatically enabled or disabled based on other permission selections	System	<input checked="" type="checkbox"/>

[CANCEL](#) [UPDATE GROUP](#) Confirm the update

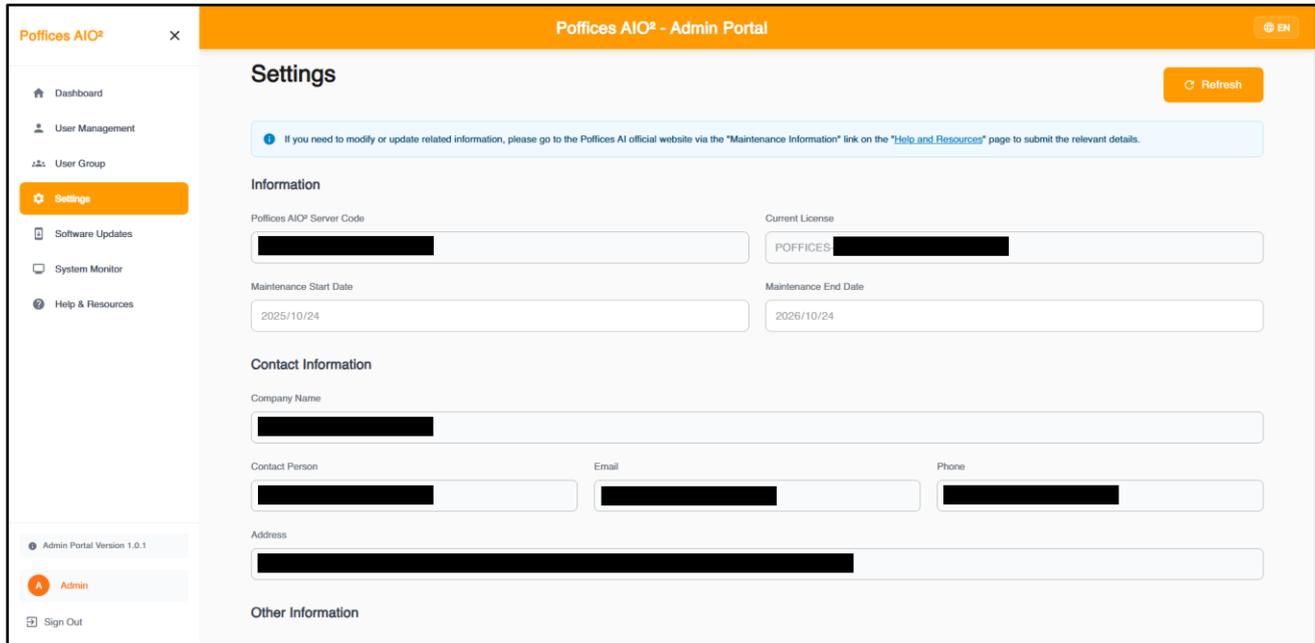
- Click the Edit icon (✎) beside the group name to modify its details.
- In the Edit User Group window, you can update the following fields:
  - Group Name – Change the group’s name.
  - Description – Update the group’s purpose or usage notes.
- In the Permissions Matrix, adjust permissions as necessary:
  - Check or uncheck boxes to grant or revoke specific permissions.
  - Auto-managed permissions remain system-controlled and cannot be edited manually.
- Click Update Group to save changes.
- Click Cancel to discard modifications and return to the main page.

#### 6.4. Manage Permission



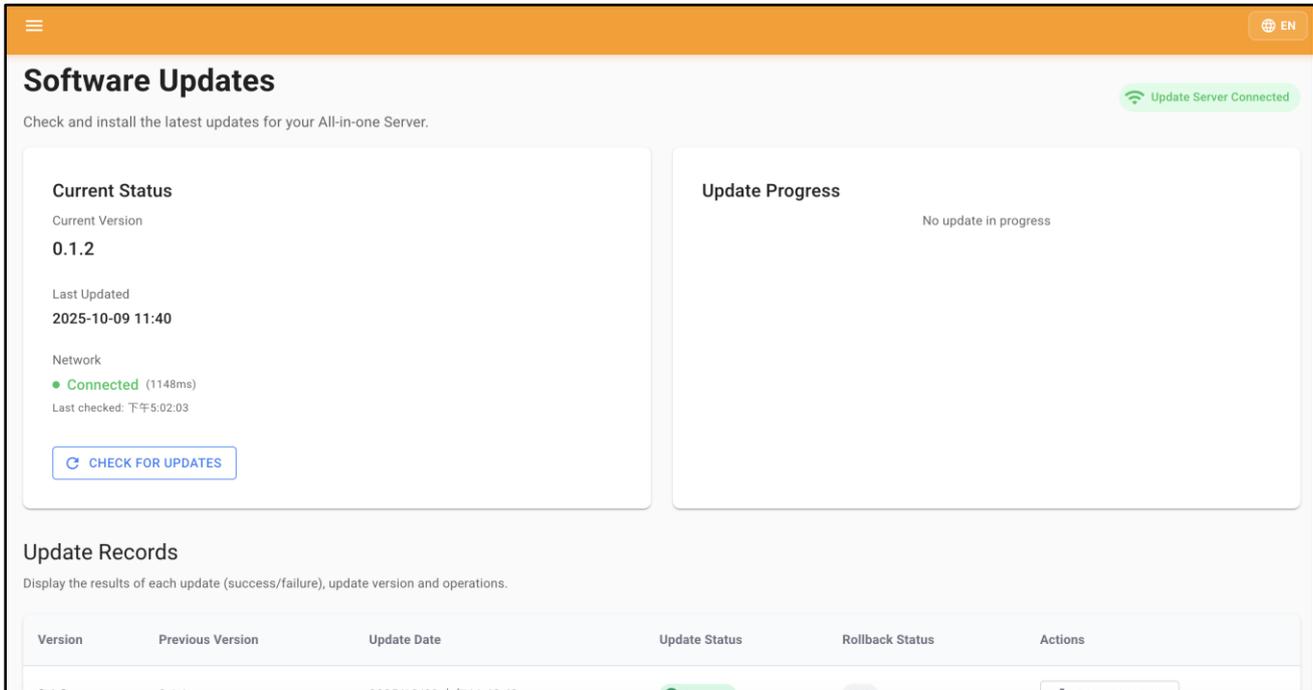
- After clicking the Key icon (🔑) beside a group to open the Manage Permissions window.
- The Manage Permissions window allows administrators to assign or remove access rights for the selected group.
- Each permission controls access to specific system resources or actions (e.g., creating users, managing groups, or viewing system settings).
- Use Select All or Clear All buttons to quickly modify all permissions at once.
- Some permissions are marked as Auto managed, meaning they are automatically controlled by the system and cannot be changed manually.
- After adjusting permissions, click Save Permissions to confirm your changes, or click Cancel to exit without saving.

## 7. Settings



- The Settings page provides an overview of essential information for the Poffices AIO<sup>2</sup> Server.
- It displays key details such as:
  - Poffices AIO<sup>2</sup> Server Code – The unique code assigned to the server.
  - Current License – The license key currently registered in the system.
  - Maintenance Start Date and Maintenance End Date – The validity period of system maintenance.
- If modification or update is required, please go to the Poffices AI official website via the “Maintenance Information” link on the Help & Resources page to submit the relevant details.
- The Contact Information section displays the information of the organization or customer who purchased the AIO<sup>2</sup> Server, including:
  - Company Name – The name of the purchasing organization.
  - Contact Person – The main representative for system maintenance or technical support.
  - Email – The registered contact email address.
  - Phone – The registered contact phone number.
  - Address – The organization’s registered address.
- These details are used by Poffices AI for verification, maintenance, and renewal purposes.
- Click the Refresh button at the top-right corner to synchronize the latest information from the Poffices AI official website, ensuring the displayed data (e.g., maintenance period or contact details) is up to date.

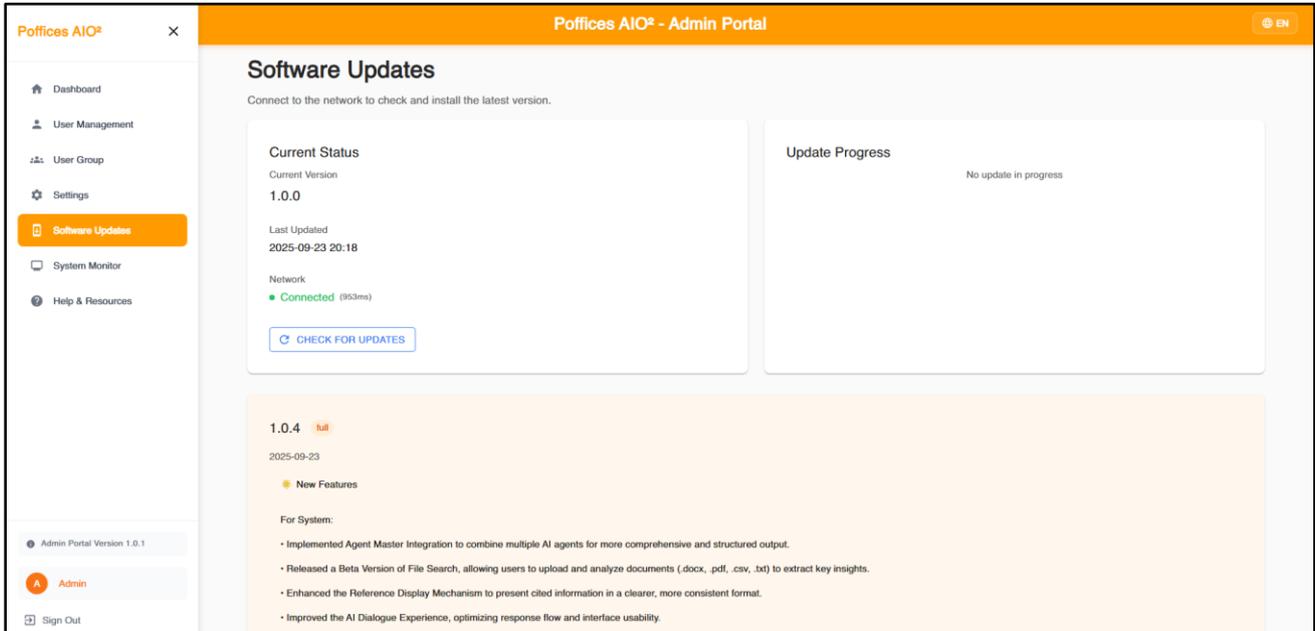
## 8. Software Updates



### 8.1. Overview

- The Software Updates page allows administrators to check for, download, and install the latest version of the Poffices AIO<sup>2</sup> Server system.
- Before checking for updates, ensure the server is connected to the network.
- Current Status section displays:
  - Current Version – The version currently installed on the server.
  - Last Updated – The date and time when the last update was completed.
  - Network – Shows whether the server is connected to the internet.
  - Click Check for Updates to connect to the Poffices AI official server and check if a new version is available.
- Update Progress section shows the progress during an update process, including download and installation status.

## 8.2. Download and Update



**Poffices AIO<sup>2</sup> - Admin Portal**

### Software Updates

Connect to the network to check and install the latest version.

**Current Status**

Current Version  
**1.0.0**

Last Updated  
2025-09-23 20:18

Network  
● **Connected** (953ms)

[CHECK FOR UPDATES](#)

**Update Progress**

No update in progress

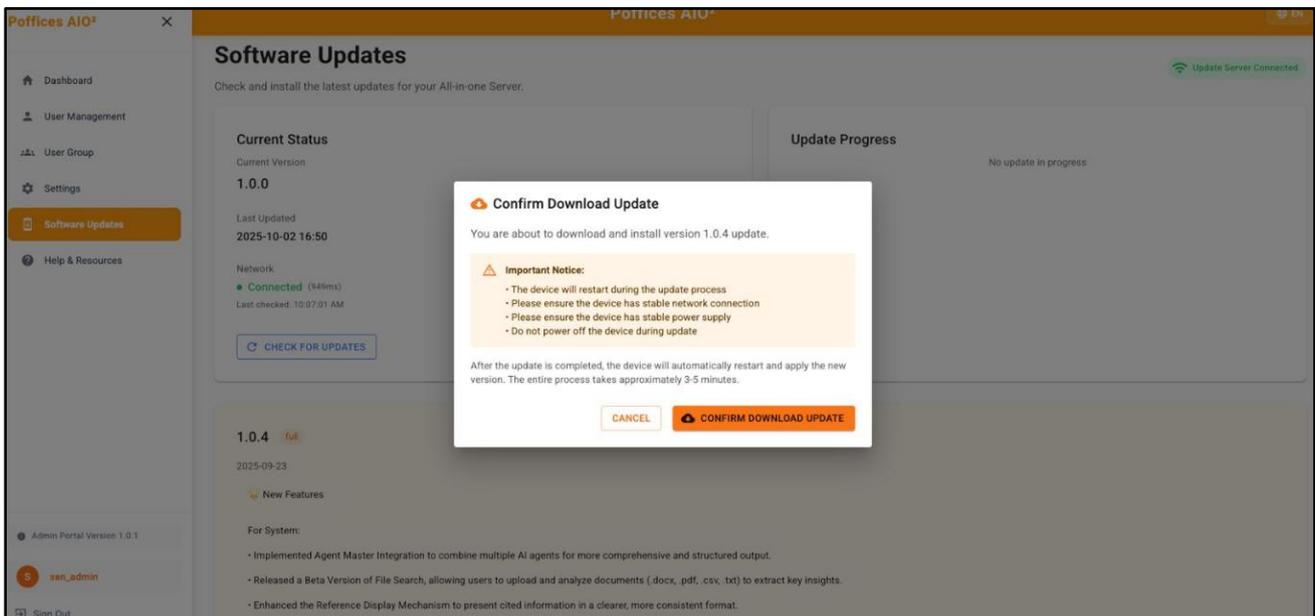
**1.0.4** Full

2025-09-23

**New Features**

For System:

- Implemented Agent Master Integration to combine multiple AI agents for more comprehensive and structured output.
- Released a Beta Version of File Search, allowing users to upload and analyze documents (.docx, .pdf, .csv, .txt) to extract key insights.
- Enhanced the Reference Display Mechanism to present cited information in a clearer, more consistent format.
- Improved the AI Dialogue Experience, optimizing response flow and interface usability.



**Poffices AIO<sup>2</sup> - Admin Portal**

### Software Updates

Check and install the latest updates for your All-in-one Server. Update Server Connected

**Current Status**

Current Version  
**1.0.0**

Last Updated  
2025-10-02 16:50

Network  
● **Connected** (149ms)

Last checked: 10:07:01 AM

[CHECK FOR UPDATES](#)

**Update Progress**

No update in progress

**1.0.4** Full

2025-09-23

**New Features**

For System:

- Implemented Agent Master Integration to combine multiple AI agents for more comprehensive and structured output.
- Released a Beta Version of File Search, allowing users to upload and analyze documents (.docx, .pdf, .csv, .txt) to extract key insights.
- Enhanced the Reference Display Mechanism to present cited information in a clearer, more consistent format.

**Confirm Download Update**

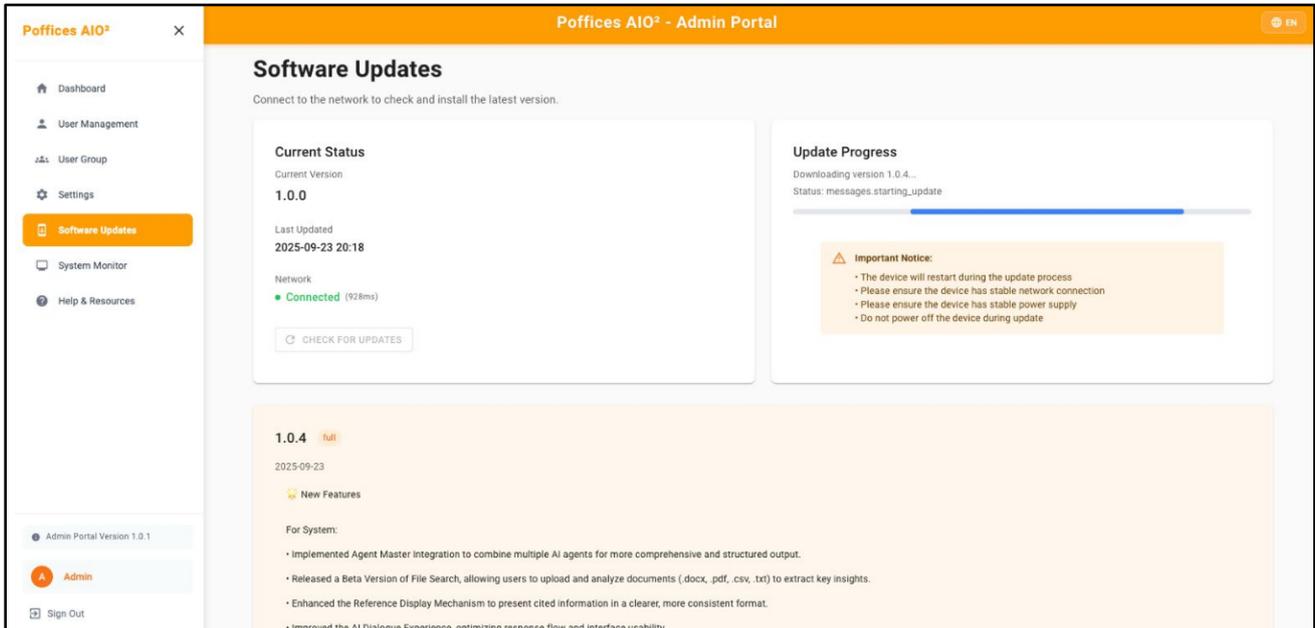
You are about to download and install version 1.0.4 update.

**Important Notice:**

- The device will restart during the update process
- Please ensure the device has stable network connection
- Please ensure the device has stable power supply
- Do not power off the device during update

After the update is completed, the device will automatically restart and apply the new version. The entire process takes approximately 3-5 minutes.

[CANCEL](#)
[CONFIRM DOWNLOAD UPDATE](#)



- When a new version is available, the version details (number, date, and file size) will appear on the page.
- Click Download & Update to start the update process.
- A Confirm Download Update window will appear with an Important Notice:
  - The device will restart during the update process.
  - Ensure stable network connection and power supply.
  - Do not power off the device during the update.
- Click Confirm Download Update to proceed or Cancel to return.
- **Update Progress**
  - The Update Progress section shows the real-time status of the update, including download and installation progress.
  - Once the update completes, the device will automatically restart and apply the new version.
  - The full update process typically takes around 20 – 30 minutes to complete.

### 8.3. Update Records

- Displays the results and details of all past updates

### 8.4. History & Release Notes

- The Release Notes section lists version history and detailed information about new features, improvements, and fixes.

## 9. Help & Resources

☰ Poffices AIO<sup>2</sup> - Admin Portal EN

### Help & Resources

Access FAQ, maintenance services, and support information.

**?** **Poffices AIO<sup>2</sup> FAQ** Website

Comprehensive FAQ for Poffices AIO<sup>2</sup> system including setup, troubleshooting, and user guides.



Note: This QR code links to English version website

OPEN WEBSITE COPY LINK

**📄** **Maintenance Service Terms for Poffices AIO<sup>2</sup>** Website

Service terms, conditions, and policies for Poffices AIO<sup>2</sup> maintenance and support services.



Note: This QR code links to English version website

OPEN WEBSITE COPY LINK

**i** **Maintenance Information** Website

Submit updates and check maintenance information (e.g., maintenance dates, contact email, contact person, etc.).



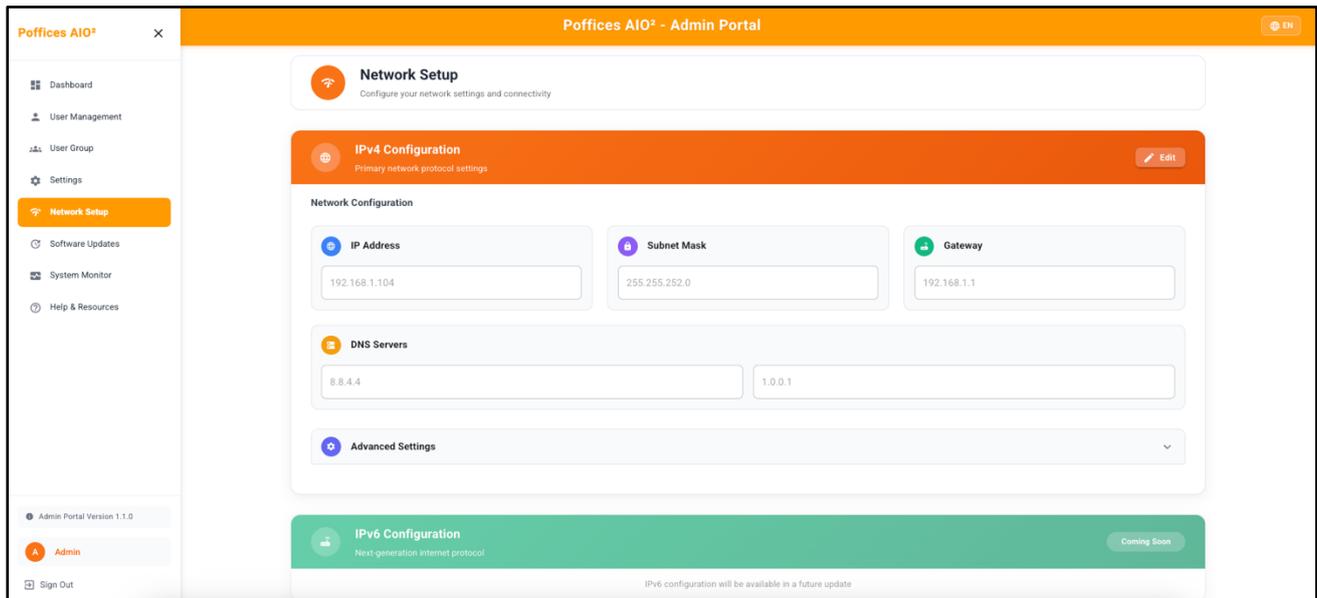
Note: This QR code links to English version website

OPEN WEBSITE COPY LINK

- Please review the frequently asked questions on this page for common inquiries.
- Please review the maintenance service terms and maintenance information for maintenance-related information
- If the FAQ does not resolve your issue, we invite you to contact us for further assistance.
- QR codes can be scanned with mobile device to go to the corresponding website

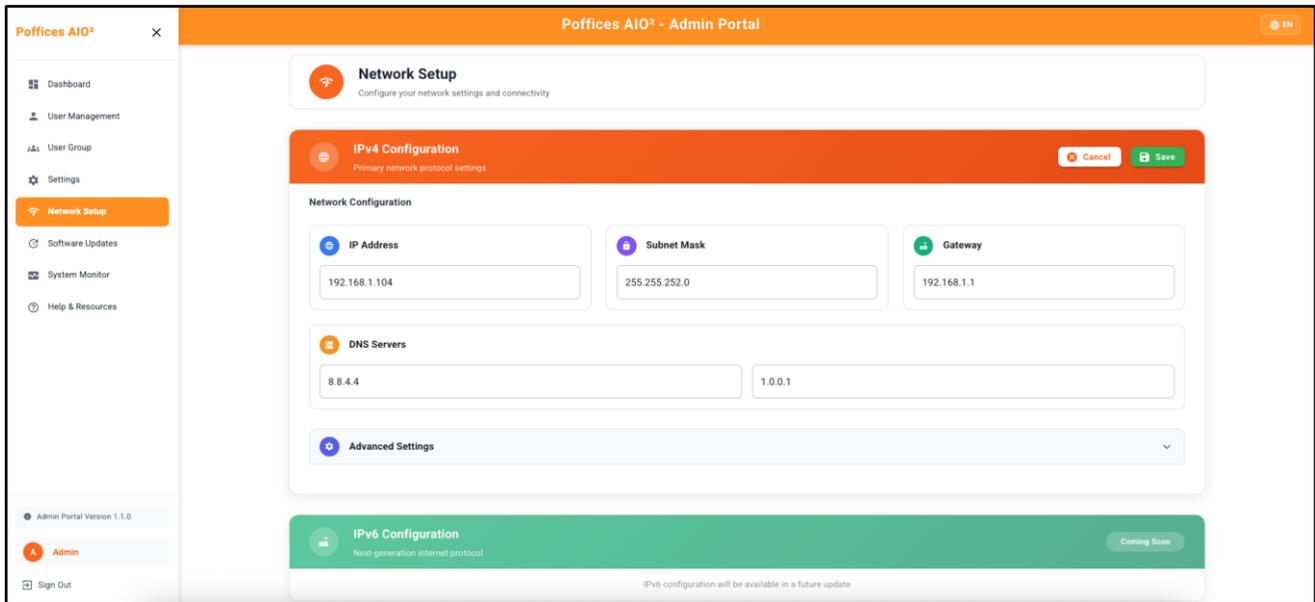
## 10. Network Setup

### 10.1. Overview

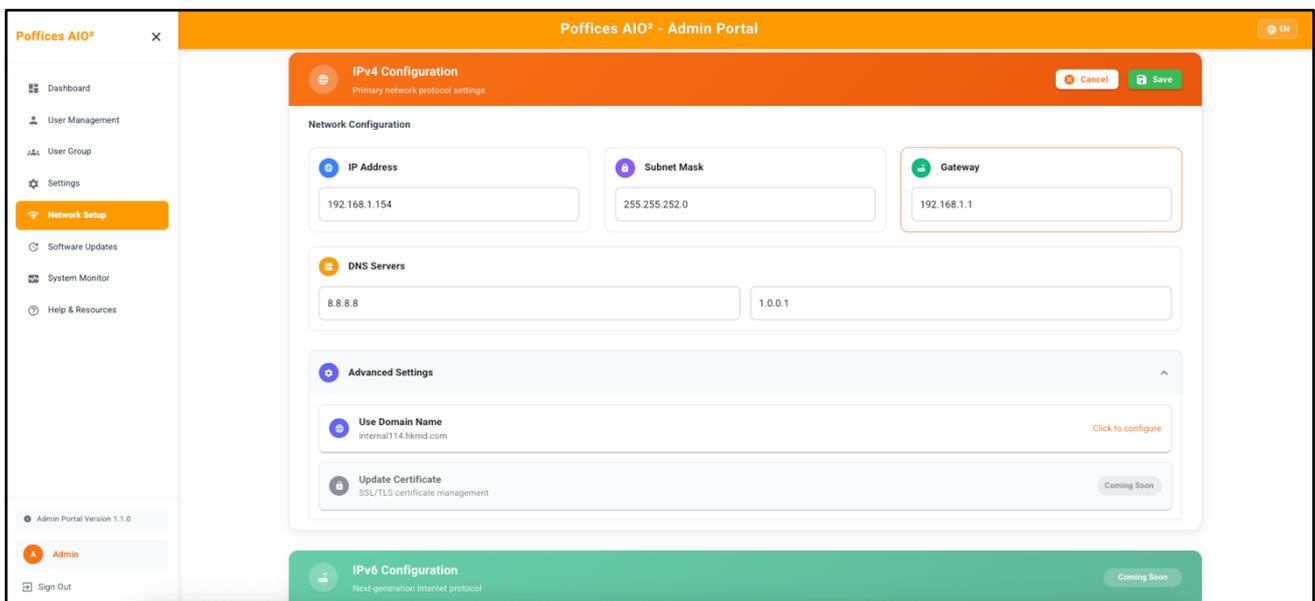


- The Network Setup section allows administrators (especially for IT specialists) to adjust the current network setting for the Poffices AIO<sup>2</sup> Server.
- The published feature mainly surrounding the configuration of IPv4. And the IPv6 will coming soon.

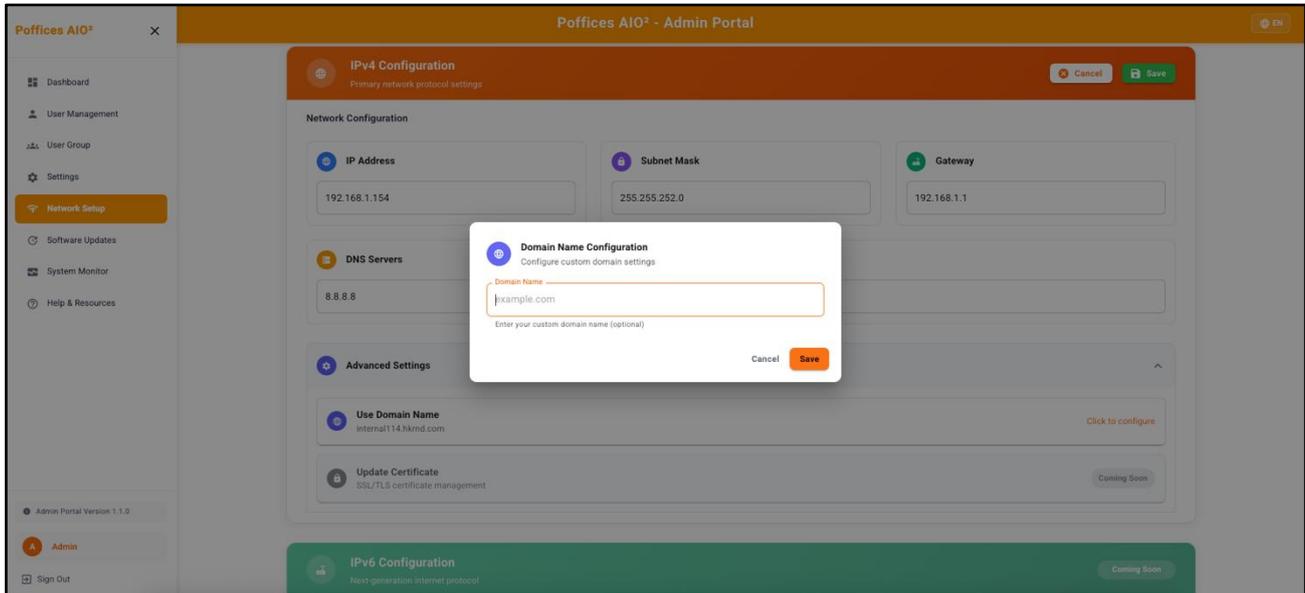
## 10.2. View and Edit Configuration



The screenshot shows the 'Network Setup' page in the Poffices AIO<sup>2</sup> Admin Portal. The page title is 'Poffices AIO<sup>2</sup> - Admin Portal'. The main content area is titled 'Network Setup' with the subtitle 'Configure your network settings and connectivity'. Below this is the 'IPv4 Configuration' section, which is the primary network protocol settings. It includes a 'Network Configuration' section with three input fields: 'IP Address' (192.168.1.104), 'Subnet Mask' (255.255.252.0), and 'Gateway' (192.168.1.1). There is also a 'DNS Servers' section with two input fields: '8.8.4.4' and '1.0.0.1'. An 'Advanced Settings' section is visible below. At the bottom, there is an 'IPv6 Configuration' section with the subtitle 'Next-generation internet protocol' and a 'Coming Soon' button. A note at the bottom states 'IPv6 configuration will be available in a future update'. The left sidebar contains navigation options: Dashboard, User Management, User Group, Settings, Network Setup (highlighted), Software Updates, System Monitor, and Help & Resources. The bottom of the sidebar shows 'Admin Portal Version 1.1.0', 'Admin' (with a red dot), and 'Sign Out'.

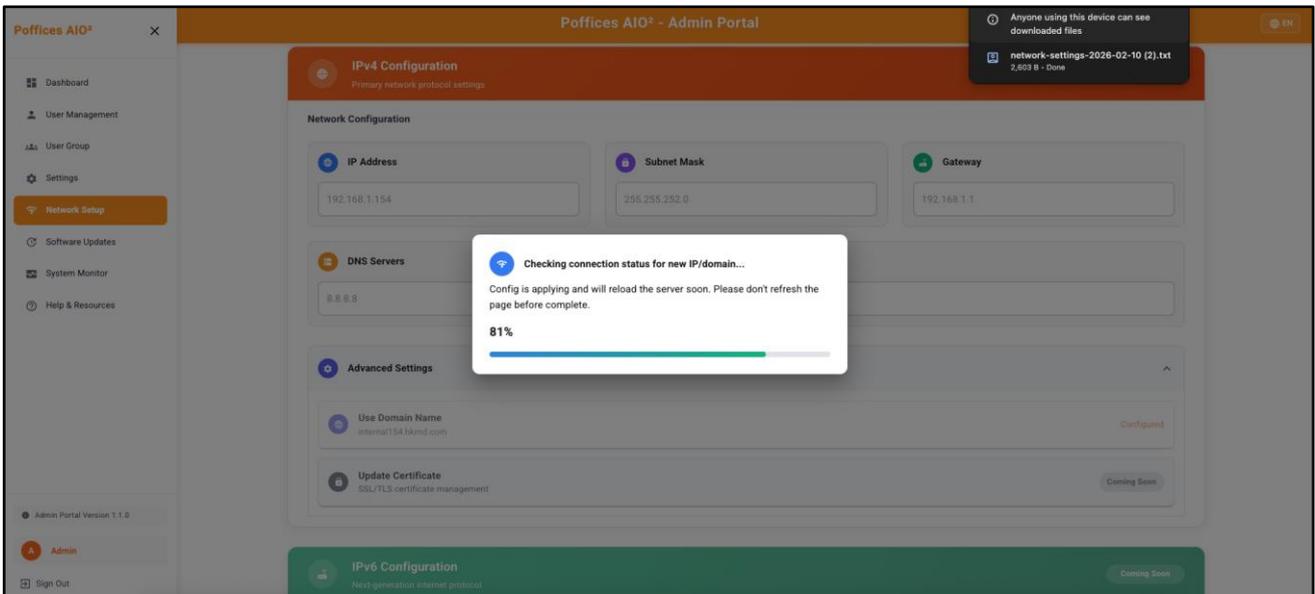
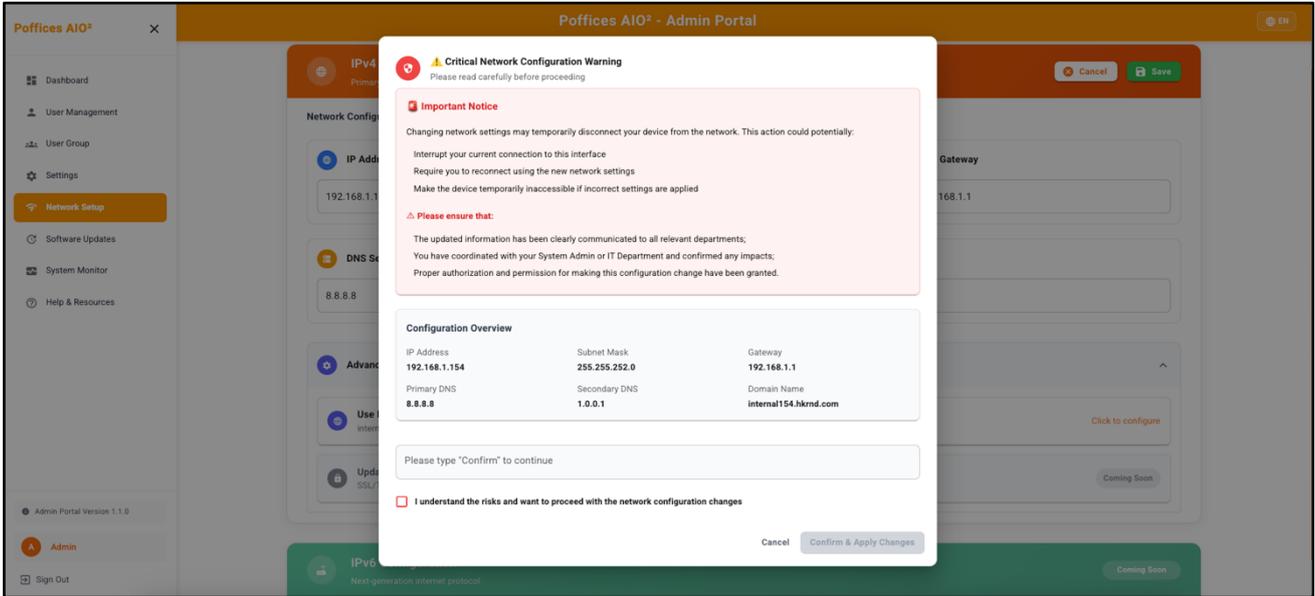


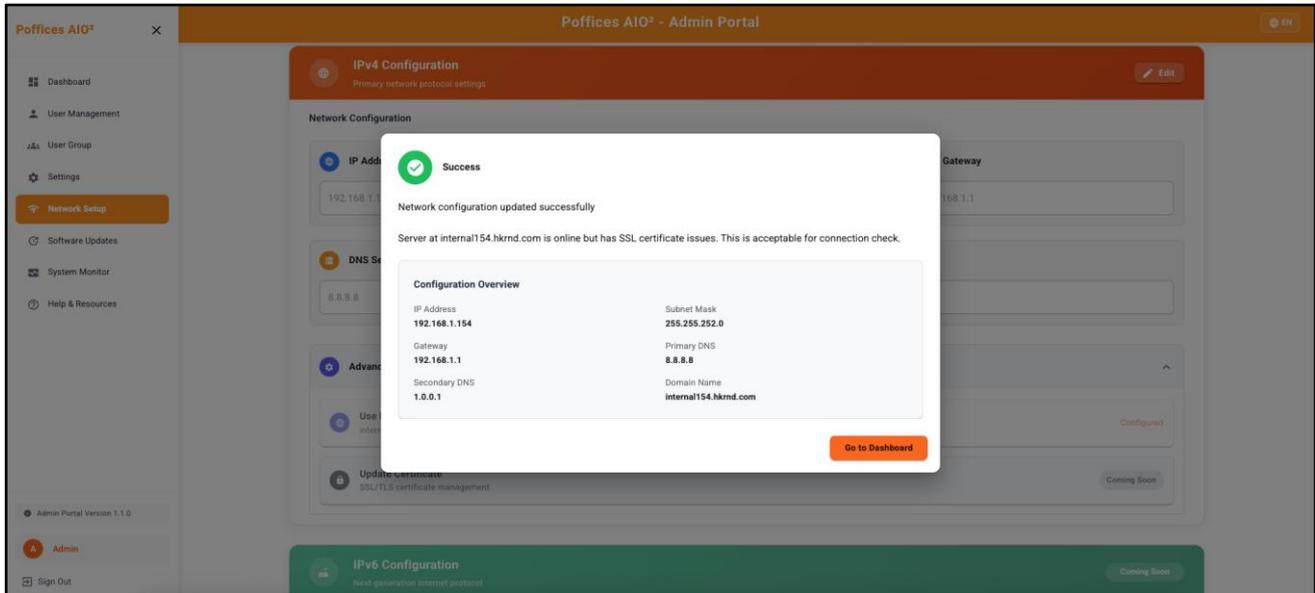
The screenshot shows the 'IPv4 Configuration' page in the Poffices AIO<sup>2</sup> Admin Portal. The page title is 'Poffices AIO<sup>2</sup> - Admin Portal'. The main content area is titled 'IPv4 Configuration' with the subtitle 'Primary network protocol settings'. It includes a 'Network Configuration' section with three input fields: 'IP Address' (192.168.1.154), 'Subnet Mask' (255.255.252.0), and 'Gateway' (192.168.1.1). There is also a 'DNS Servers' section with two input fields: '8.8.8.8' and '1.0.0.1'. An 'Advanced Settings' section is visible below, which includes 'Use Domain Name' (internal114.hkmd.com) with a 'Click to configure' link, and 'Update Certificate' (SSL/TLS certificate management) with a 'Coming Soon' button. At the bottom, there is an 'IPv6 Configuration' section with the subtitle 'Next-generation internet protocol' and a 'Coming Soon' button. The left sidebar contains navigation options: Dashboard, User Management, User Group, Settings, Network Setup (highlighted), Software Updates, System Monitor, and Help & Resources. The bottom of the sidebar shows 'Admin Portal Version 1.1.0', 'Admin' (with a red dot), and 'Sign Out'.



- When you click the Edit button in the IPv4 Configuration header, the corresponding section switches from read-only mode to edit mode. You can then update the network settings according to your deployment requirements.
- On the Network Setup page of the Admin Portal, you can configure the following items:
  - IP Address
  - Subnet Mask
  - Gateway
  - DNS Servers
  - Domain name (Under Advanced Settings) (Optional)
- After you have reviewed and updated all required fields, click Save to apply the changes and continue with the configuration process.

### 10.3. Confirmation and Process Update





- When you submit the updated network settings, a “Critical Network Configuration Warning” pop-up window is displayed. Carefully read the Important Notes and Recommendation sections, then review the Configuration Overview to ensure that all details are correct. If everything is accurate and you agree to proceed, type “confirm” in the confirmation field and click Confirm & Apply Changes.
- After confirmation, you will be prompted to download a text file that contains a summary of your requested changes and guidance for potential command scenarios you may encounter. The system then starts applying the new configuration in the background and shows a progress window while it checks the connection using the new IP address. This process typically takes about 5 to 10 minutes and may require a server reboot. Once completed, a Success message with the final configuration overview will be displayed.

**Contact information**

HKR&D Ltd.  
Flat H-I, 19/F, Shield Industrial Centre  
No. 84-92 Chai Wan Kok Street, Tsuen Wan, N.T., Hong Kong  
Tel (HK): +852-2144 2628  
Fax (HK): +852-2144 2623  
Email: [info@hkrnd.com](mailto:info@hkrnd.com)  
Homepage: <https://hkrnd.com/>  
<https://poffices.ai/>