

# AceSpy User Guide

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Below is the user guide for  
**AceSpy v3.95**  
Spy Software Documentation  
Version: 3.95 Platform: Windows  
95/98/ME/2000/2003/NT/XP/Vista  
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Visit

<http://www.AceSpy.net>

**PLEASE NOTE:** This user guide isn't the only documentation for AceSpy. This is simply a quick reference guide. All AceSpy customers receive full documentation from within the program by going to Help > Documentation

## Introduction

Thank You for choosing AceSpy Spy Software for your monitoring needs. AceSpy offers you a variety of options at a price that can't be beat. We're sure you'll find this user guide and our software VERY useful.

## Installing AceSpy Spy Software

Installing AceSpy is extremely easy. After you order you will receive an email with detailed, step-by-step instructions on how to download the program and start the installation. Choose a location to install onto your PC and select which mode you wish to install AceSpy into. Both modes secretly places AceSpy in Windows startup routines without using the standard "StartUp" folder.

## Test/Admin Mode

This mode is recommended for first-time users. It will install AceSpy like any other program, and will display an icon in the tray to access the AceSpy interface at any time. The password is still required in this mode to enter the interface.

## Extreme Stealth Mode

This mode creates no icons or folders and makes the program invisible to others. This means it is invisible from task bar, task list, close program, etc. To access the interface later, you would normally close all open windows and press the hot key sequence you select in the Quick Configuration Wizard.

During the installation, you will be guided through our Quick Configuration Wizard to choose your password and setup AceSpy according to your needs. This is where you will choose what is recorded, and how it will be delivered. This process is very fast and easy to follow.

## Getting Started

Once AceSpy is installed it loads automatically with each computer boot in the mode you chose upon installation. AceSpy starts recording the activities you selected in the Quick Configuration Wizard immediately after finishing. At this time the password box will popup. Enter your password and you will be taken to the AceSpy Main Interface. Later, to get to this interface you would either click the AceSpy icon OR enter the secret hot key combination sent to you via email after ordering, depending on which mode you selected at installation.



## Main Interface

After setting up AceSpy for the first time, you will enter the Main Interface shown above. This is also where you will come in the future to change options. Also, even if you choose to use the Email Delivery feature, this is where you can come anytime to view any activity recorded.

## Basic Usage Instructions

Anytime you are within the interface, you can stop or start monitoring activity by clicking the "Start/Stop" button at bottom left corner. To hide the AceSpy interface and go back into stealth mode, click the "X" at the top right corner of the interface. As long as the "Current Status" says "Active" when you do so, you will still be recording activity - even after the interface is hidden. If you click the "Exit" button at the bottom right corner, it will completely close AceSpy and stop monitoring - no matter what the "Current Status" says.

So when you want to view results that have been recorded, you would open the interface with the hot key sequence. After that, click any of the View Activity icons to view that activity. When you are finished, click the "X" at the top right corner if you want to keep monitoring in stealth. If you want to completely close AceSpy and stop monitoring, simply click the "Exit" button.

## VIEWING ACTIVITY OVERVIEW

There are THREE different groups of activity viewers within AceSpy. Each is outlined and then described below.

- PC Activity Group: Basic PC non-Internet activity including keystrokes.
- Internet Activity Group: Internet Activity such as Emails and Chats.
- Visual Surveillance Group: Screenshots, Webcam and Microphone Recordings.

### PC ACTIVITY GROUP

- Applications Ran or Installed: View programs executed or installed by date.
- Windows Launched: View windows opened by date.
- Keystrokes Captured: View Keystrokes captured by date and window title.
- Text Sent To Clipboard: View text sent to clipboard by date and window title.
- Documents Opened: View documents opened by date.
- Documents Sent To Printer: View documents printed by date.
- Events Occured: View Windows events by date.
- AceSpy Actions: View AceSpy activity by date.

### INTERNET ACTIVITY GROUP

- Yahoo! Chat Conversations: View full Yahoo! chats by date.

- MSN Chat Conversations: View full MSN chats by date.
- AOL/AIM Chat Conversations: View full AOL/AIM chats by date.
- ICQ / Paltalk Chat Conversations: View full ICQ/Paltalk chats by date.
- Web Sites Visited in IE: View list of URLs visited by date.
- Emails Sent or Received: View full emails sent and received.

## VISUAL SURVEILLANCE GROUP

- Screenshots Captured: View screenshots by date and window title.
- WebCam Pics & Sound Captured: View snapshots taken by your Webcam by date.

## OPTIONS ICONS OVERVIEW

There are THREE different options panels within AceSpy. These are the GENERAL OPTIONS, ADVANCED OPTIONS, and BLOCKING AND FILTERING panels. The six icon names at the top of the interface are shortcuts to specific sections within one of the three panels. The icons are described below, and after that, each panel is described in detail.

- General: This takes you to the GENERAL OPTIONS panel.
- Advanced: This takes you to the ADVANCED OPTIONS panel.
- Emails: This takes you to the ADVANCED OPTIONS panel.
- Screen Spy: This takes you to the GENERAL OPTIONS panel.
- Filtering: This takes you to the BLOCKING AND FILTERING panel.
- Schedule: This takes you to the GENERAL OPTIONS panel.

## GENERAL OPTIONS PANEL

- General: Stealth, Startup and Anti-Spyware/Anti-Virus Blocking options.
- Logging: The checklist to determine what will be recorded.
- Screen: Screen Capture and Webcam/Sound settings and options.
- Location: Specifies where AceSpy logs will be stored.
- Schedule: Enables/Disables scheduled logging.
- Lockdown: Enables/Disables PC Lockdown schedule.

## ADVANCED OPTIONS PANEL

- Priority: Thread Priority settings to adjust system performance.
- Splash: Enables/Disables the Splash Screen startup warning.
- Emails: Enables/Disables email delivery of logs.
- Hot-Key: Changes the defaults Hot Key sequence.
- Auto-Clean: Automatic maintenance and DELETE ALL LOGS button.

## BLOCKING AND FILTERING PANEL

- Block URLs: Enter URLs to be blocked in Internet Explorer. To block all pages of a certain site, enter two entries for it. One would be http://www.whatever.com and the second one would be http://whatever.com.
- Windows: Window Title Blocking will close windows containing any of the keywords within their title. i.e. outlook or a filename such as msmsgs.exe
- Keystrokes: Enter words that will cause Instant Keyword Alerts to be sent anytime someone types a specified keyword within this list. For this option to properly work, you must have already setup your Auto Email settings. Example entries could be sex or a person's name. Check the "Attach Screenshot" field to attach a current screenshot as the word was typed!
- Web Content: This feature tells AceSpy to scan every web page that is visited. If a word on this list is encountered, then the user will be forwarded to an access denied page. Example entry is same as Keystrokes examples.
- Instant Mails: This is where you tell AceSpy whether or not to FORWARD EMAILS AND CHATS. Forward Email Delivery instantly

copies every email sent or received to the email address in the "Email To:" field of your Email Configuration. Express Delivery of IMs / Chats instantly copies all chat conversations recorded the instant the chat window is closed.

- **SMS Alerts:** AceSpy can send you an Instant SMS Alert when any blocked activity occurs. Simply check the activities you wish to be alerted for and enter your mobile phone number. USA customers should enter 1+AreaCode+Number, i.e. 16235550505. Fifty credits are included with AceSpy purchase. Additional credits can be purchased [here](#).
- **Block URLs:** Enter URLs to be blocked in Internet Explorer. To block all pages of a certain site, enter two entries for it. One would be <http://www.whatever.com> and the second one would be <http://whatever.com>.
- **Keystrokes:** Enter words that will cause Instant Keyword Alerts to be sent anytime someone types a specified keyword within this list. For this option to properly work, you must have already setup your Auto Email settings. Example entries could be sex or a person's name. Check the "Attach Screenshot" field to attach a current screenshot as the word was typed!
- **Web Content:** This feature tells AceSpy to scan every web page that is visited. If a word on this list is encountered, then the user will be forwarded to an access denied page. Example entry is same as Keystrokes examples.
- **Applications:** Application and Window Blocking will close windows containing any of the keywords within their title. i.e. outlook or a filename such as msmsgs.exe or you can click Browse to select an application from your hard drive to be blocked when executed.
- **User Filter:** User filtering settings to avoid monitoring specific users. Enter any unique portion of a Windows username to avoid monitoring a user. In Windows XP, the username can be found by clicking Start, and then looking at the top of the menu. This is your username and any unique portion can be typed. For example, if your name username is Tom Smith, you could simply enter Tom.

**NOTE:** Always remember to check the "Enable" button for each of the features below if you are turning one on for the first time. Also, anytime you make changes, click Apply and then OK to get back to the interface. Some of the commands below require a restart before the action is taken. If you make major changes to AceSpy it is recommended that you completely EXIT AceSpy and then restart your PC.

For more info on these topics [click here](#).

## BOTTOM BUTTONS OVERVIEW

- **Stop/Start:** Starts or Stops AceSpy Monitoring.
- **Quick Config:** Opens the Quick Configuration Wizard.
- **Help/Order:** Opens the internal AceSpy help and ordering menu.
- **Exit:** Exits AceSpy. Monitoring is stopped until PC is rebooted.
- **Retina-X Studios, LLC Logo:** Opens RXS main web site.

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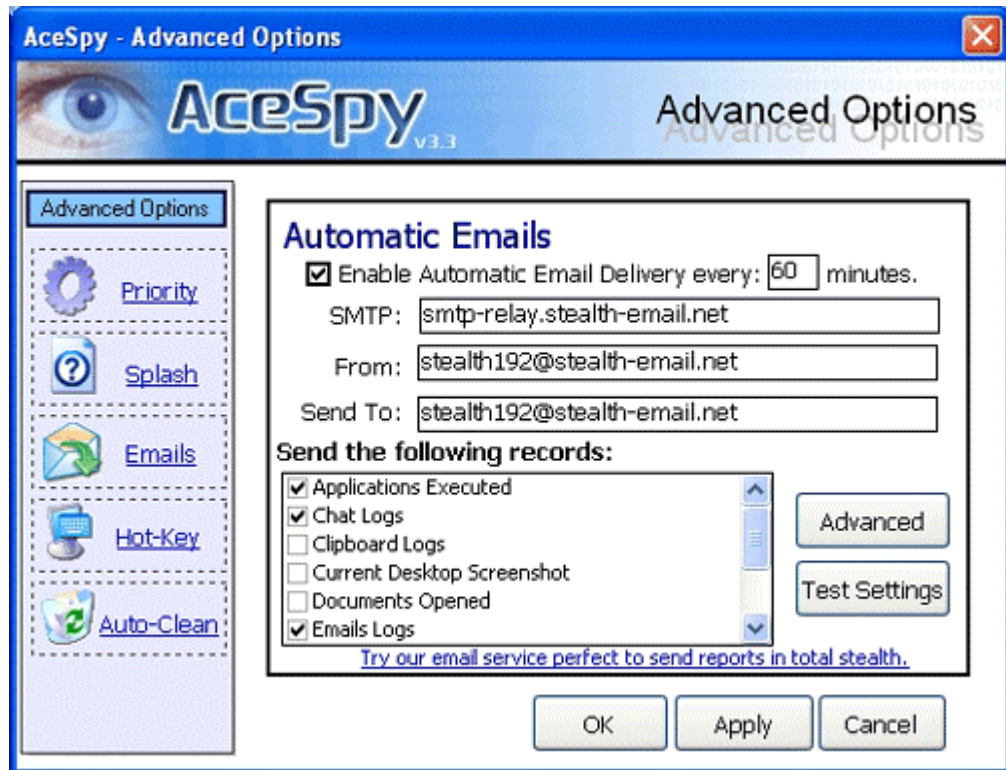
## Additional Features

This section is devoted to further describing how to setup specific features of AceSpy.

### AUTOMATIC EMAIL INFORMATION AND SETUP

Automatic Emailing refers to the emailing of activity reports to a specified email address. AceSpy can send customized activity reports to any SMTP-based email account. If you do not have one, you can use RXS Stealth Email which includes step-by-step instructions for setting up AceSpy. Free webmail accounts are incompatible because they are not SMTP-based. Any other email account will work, so long as it uses SMTP to send emails. However it is a good idea to use a private account such as RXS Stealth Email so that nobody else will be able to see emailed results except you.

Automatic Emailing can be setup during installation within the Quick Configuration Wizard. It can also be setup later by clicking the Automatic Email Configuration icon at the top of the AceSpy Interface. AceSpy combines the report(s) you select into one email. This email is then sent at a frequency you set. These options are all setup within the Automatic Emails Configuration screen, which is shown and then described below.



## HOW TO ENABLE AUTOMATIC EMAILING:

**STEP 1.** Open the Automatic Emails screen. Click Enable and enter frequency. 60+ is recommended.

**STEP 2.** Enter the following information which corresponds to your SMTP email account. It is a good idea to use your email address in both the "Email From" and "Email To" fields.

- SMTP: This is your email address' SMTP server. i.e. smtp.yourdomain.com.
- Email From: The full email address corresponding to the above SMTP server.
- Email To: Any email address, but using the Email From address is recommended.

Advanced Options. You will need to enter your username & password for the account by clicking Advanced.

- Username: The Username used to login to the email. Usually the full email address.
- Password: The Password for the email account. Enter the full password.
- Port: Only use this field if you have trouble getting automatic emails. See note below.

**NOTE:** Only use the PORT: option if you have trouble sending automatic emails. If you have everything setup correctly but still aren't receiving auto emails, then your ISP probably blocks external SMTP mailings by blocking the most common SMTP port, which is Port 25. You can easily work around this by using an alternate port from the Advanced setting window. Enter 2525 for the port number and then click Apply/OK.

Test your settings by clicking the TEST button as shown in the graphic above. If the test doesn't succeed, then your emails will not be sent. Make sure you are entering a valid SMTP server and username/password. If you are having troubles with your ISP, try a Stealth Email account which includes complete instructions on what to put in each box and allows you to view reports from anywhere you can browse the web.

**STEP 3.** Select which logs you want AceSpy to send. The types of logs are described below. Keep in mind to only select logs from activities that are enabled in Logging Options.

- Applications Executed: The contents of the applications executed log.
- Chat Conversations: The contents of the chat conversation log.
- Clipboard Logs: The contents of the clipboard contents log.
- Current Desktop Screenshot: Take a current screenshot and attach to the email.
- Documents Opened: The contents of the documents opened log.
- Emails Logs: The contents of the emails sent/received log.
- Keystrokes Logs: The contents of the keystrokes typed log.
- Printer Logs: The contents of the printed items log.
- Web Sites Visited Logs: The contents of the web sites visited log.
- Windows Launched Logs: The contents of the windows launched log.

**STEP 4.** Click "Apply", then click "OK". Lastly, restart your PC so that AceSpy is restarted. After the PC finishes loading, the first report will be sent in the amount of minutes you set on the Email Configuration screen.

## CREATING AVI MOVIES FROM SNAPSHOTS

AceSpy can create slideshow movies from the snapshots that are captured. These movies can be played in Windows Media Player or any other avi viewer. It is recommended that you use as few snapshots as possible for each different movie.

### HOW TO CREATE A MOVIE FROM SNAPSHOTS:

- **STEP 1.** Navigate to General Options > Screen Capture > Make Movie
- **STEP 2.** Select ONE date. That day's snapshots will be shown in the list on the left.
- **STEP 3.** Select some or all images by moving them to the right side using the icons.
- **STEP 4.** Click "Create Movie" and select a path and filename. Click "Save".
- **STEP 5.** Select a "Video Compression" type. Click "OK". The avi will then be made.

## BLOCKING AND FILTERING INFORMATION AND SETUP

AceSpy has a variety of blocking and filtering features, accessible by clicking "Filtering" from the Main Interface. On the following screens, check the "Enable" box for features you want to turn on. Adjust the settings and be sure to click Apply for each settings change.

- **INSTANT MAILS**  
This is where you tell AceSpy whether or not to FORWARD EMAILS AND CHATS. Forward Email Delivery instantly copies every email sent or received to the email address in the "Email To:" field of your Email Configuration. Express Delivery of IMs / Chats instantly copies all chat conversations recorded the instant the chat window is closed. To turn off one of the features at any time, simply uncheck the appropriate box and click Apply.
- **USER FILTER**  
The User Filter allows you to specify users that should NOT be monitored by AceSpy. Check the "Enable" box to enable the User Filter. Next, click the "Add User" button. Enter any unique portion of the person's Windows username and click "OK". Repeat as necessary. The next time AceSpy is restarted, any user that has the Filtered text within their name will not be monitored. For example, if a Windows username is "Frankie Smith" you could simply enter "Frank" since it is a unique part of that username. This is valid as long as no other users contain the string "Frank" within their username.
- **APPLICATIONS/WINDOWS**  
The Applications Filter allows you to select programs that you do NOT want to run when AceSpy is monitoring. Check the "Enable" box to enable the Applications Filter. Next, click the "Browse" button. Go to the EXE file you want to block and click "OK". Repeat as necessary. The next time AceSpy is restarted, any applications in the list will be forcibly closed if they are executed.
- The Windows Title Filter allows you to create a list of keywords, which when encountered within a window's title, will forcibly close that window. Check the "Enable" box to enable the Windows Title Filter. Next, click the "Add Title" button. Enter any string of characters you want to block and click "OK". Repeat as necessary. The next time AceSpy is restarted, anytime a word on your list is encountered within a window title, that window will be instantly closed. An example of a string would be "porn" or "sex". When a Window Title includes one or both these words then it would be instantly closed.

TO USE THE WINDOWS FILTER, SIMPLY ENTER KEYWORDS INTO THE APPLICATIONS WINDOW. IT DOES BOTH TASKS.

- **URLS**  
The URLs Filter also allows you to create a list of keywords, which when encountered within a web site's URL, will forward the user to a blank page. This stops the user from being able to access any page within the site. Check the "Enable" box to enable the URLs

Filter. Next, click the "Add Keyword" button. Enter a string to be blocked and click "OK". Repeat as necessary. The next time AceSpy is restarted, anytime a word on your list is encountered within a URL, the user would be diverted to a blank page. An example of a string "porn" or "sex" would block any page within the following domains: sexsite.com, pornsite.com, pornsex.com etc. If one of those domains (or any other containing those terms) is visited, it will be forced to a blank page.

- **WEB CONTENT**

The Keystrokes Alert function makes AceSpy look for specific keywords within any requested web page. If a page is accessed that contains a keyword on this list, then the user will be instantly forwarded to an access denied page. To use this feature, Check the "Enable" box to enable the function. Next, click the "Add Keyword" button. Enter any keyword you want to be blocked on and click "OK".

Repeat as necessary. The next time AceSpy is restarted, anytime a word on your list is encountered, then the page will be inaccessible.

- **KEYSTROKES**

The Keystrokes Alert function makes AceSpy look for specific keywords typed on your PC's keyboard. If a keyword is typed, you then an instant email alert is sent to you with the username, what was typed, and the date/time. Check the "Enable" box to enable the Keystrokes Alert function. Next, click the "Add Key" button. Enter any keyword you want to be alerted on and click "OK". Repeat as necessary. The next time AceSpy is restarted, anytime a word on your list is typed, you will receive an instant email alert. To send these alerts, the Automatic Emails option must be on and the server and user information complete. An example of a string would be "porn" or "sex". Anytime one of those is typed, you would receive an instant alert. Click the Send a Snapshot box to include a visual snapshot of the activity with each alert.

## **EMAIL/CHAT FORWARDING INFORMATION AND SETUP**

AceSpy can instantly forward emails and/or chat conversations immediately after recording them. To enable this feature, first make sure that your Automatic Email settings have been entered and the Test button works properly. Then, click "Filtering" near top right corner of interface. Next, click "Instant mails". Then choose which one of the two (or both) you would like to turn on by clicking the appropriate box. Then click Apply. For these settings to take effect, you should restart your PC.

## **MICROPHONE CAPTURE INFORMATION AND SETUP**

AceSpy can secretly record sound from any Windows microphone. It is recommended that you first turn the recording volume of your microphone all the way up. To do this go to Control Panel > Sounds and Multimedia > Audio > Sound Recording > Volume. Then turn the volume up to the maximum. Then to enable the feature in AceSpy, click the Screen Spy option button at top of AceSpy. Turn the sound recording feature on and set the duration of your sound clips. The sound is saved in .wav format and can be quite large so use this option only if you need it. After you have recorded sound clips you can play them within the Visual Surveillance section of the AceSpy interface.

## **WEBCAM CAPTURE INFORMATION AND SETUP**

AceSpy can take snapshots from almost any standard Windows web camera. The drivers and software for your camera should be installed previous to enabling the feature from General > Screen. Click Apply and then click EXIT to exit AceSpy. Then restart your PC. When your PC restarts, wait a few minutes so that you can view some snapshots to make sure the lighting conditions are correct. Please note, if your listed snapshots are a blank screen, then your camera isn't getting enough light. One way around this on most cameras is going into the camera's software and adjusting the brightness levels to be much higher. Then give AceSpy enough time to take 2-3 snapshots. Repeat the process as necessary to optimize for your camera. Please note: If your webcam has a light on it, then chances are that it WILL go on during each capture. There's only one way to solve that which we can't put here for obvious reasons. It depends on how much stealth you need.

## **ANTI-SPYWARE AND ANTI-VIRUS DISABLING**

As the monitoring software industry has grown, many anti-spyware and anti-virus companies falsely list spy software as "spyware" or a "virus" and thus REMOVES legitimate monitoring software. We realize that most users need extreme stealth for maximum effectiveness. So we now offer the "Deactivate Anti-Spyware Programs" and "Deactivate Anti-Virus Programs" options in General Options. To enable this, simply check the box in General Options. Then click Apply and then click EXIT to exit AceSpy. Next, restart your PC. As AceSpy reloads, it will then DISALLOW most popular anti-spyware and/or anti-virus programs from execution. This means that the user won't be able to "do a scan" or even LOAD the program! This feature can be disabled like any other feature. Just uncheck the box, click Apply, then Exit AceSpy, then restart your PC. Note: If parts of AceSpy have been removed due to these programs then it is a good idea to reinstall AceSpy while AceSpy is running and blocking the software. You will get "error 5" during the copying of some of the files since they are already running. Simply click Ignore on these and when the installation is complete then restart your PC.

## **SCHEDULED MONITORING INFORMATION AND SETUP**

AceSpy can monitor your system using a schedule you customize. To enable this feature, click the "Schedule" icon from the Main Interface. First, click the "Enable Schedule Logging" checkbox. Then select all of the hours in which AceSpy should monitor your PC. The box for 12:00AM selects from 12:00am thru 12:59am. The box for 1:00AM selects from 1:00AM thru 1:59AM, and so on. Select as many boxes as you need to determine your schedule. Next, click "Apply". When AceSpy is restarted, it will recognize the time which will determine if it should monitor.

## **PC LOCKDOWN INFORMATION AND SETUP**

AceSpy can lock down your system using a schedule you customize. Locking down a system means that nobody can use it. To enable this feature, click the "Schedule" icon from the Main Interface. Next, click "Lockdown". Click the "Enable Lockdown Schedule" checkbox to enable. Then select all of the hours in which AceSpy should lockdown your PC. The box for 12:00AM selects from 12:00am thru 12:59am. The box for 1:00AM selects from 1:00AM thru 1:59AM, and so on. Select as many boxes as you need to determine your schedule. Next, click "Apply". When AceSpy is restarted, it will recognize the times selected and determine if it should lockdown or activate your system.

### **SPLASH SCREEN USER WARNING INFORMATION AND SETUP**

AceSpy can display a customizable warning to users of the PC upon startup. The message disappears after ten seconds and can be cleared early by clicking "OK" by the user. To enable the Splash Screen warning, click the "Advanced" icon from the Main Interface. Next, click "Splash". Click the "Enable Splash Screen Warning at Startup" checkbox to enable. Next, enter the message you would like to display and click "Apply". The next time your PC is rebooted, the warning will be displayed.