

# CleanRouter

## **User Manual**

V4.2x



## **Introduction**

The Clean Router suite of technologies offers the very best in content filtering and management. It does so on a platform that is easy to use, and comprehensive. It is the <u>Ultimate Parental Control</u>.

This user manual was designed to help you get the most out of your Clean Router. Contained within this manual are step-by-step directions and explanations on all of the Clean Router features. Please refer to the index on the next page to start learning more about these features.

We hope you find the Clean Router to be a blessing for your family and we look forward to protecting your home from the dangers of the internet!

### Sincerely,

- The Clean Router Team



## **Index**

Page 2: Introduction

Page 3: Index

Page 4: Installation Guide

Page 5: Cheat-Sheet

Page 6: Accessing the Admin Portal Page 7: Navigating the Admin Portal

#### ---- My Account ----

Page 8: Router Status

Page 9: My Info

Page 10: Subscription

Page 11: Passwords

Page 12: Device List

### ---- Scheduling ----

Page 13: Time Restrictions

### ---- Reporting ----

Page 14: History

Page 15: Emailed Report

#### ---- Filter Lists ----

Page 16: Black List

Page 17: White List

Page 18: Keyword List

Page 19: TLD Black List

Page 20: Search Engine Black List

### ---- Filter Settings ----

Page 21: CleanYoutube

Page 22: Categories

Page 23: Ad Driven Sites

#### ---- **Network** ----

Page 24: WiFi

Page 25: LAN/WAN

Page 26: Static Leases

Page 27: Port Forwarding

Page 28: Network Share

-----

Page 29: Contact information



## **Installation Guide**

### **Clean Router Basic Model:**

**QuickStart PDF** 

**Installation Video** 



## Clean Router Pro v2 Model:

**QuickStart PDF** 

**Installation Video** 



### Clean Router Pro v3 Model:

QuickStart PDF - Coming soon! Installation Video - Coming soon!





## **Cheat-Sheet**

Below is a list of the most commonly used features on the CleanRouter along with a quick description.

**Admin Portal** - A secure web page that contains all of the CleanRouter settings and features. This page can be accessed by visiting: <u>local.cleanrouter.com</u> or <u>remote.cleanrouter.com</u>.

**Admin Password -** The primary password for your CleanRouter. It allows you to *bypass blocks* and *change settings*. This can be reset anytime via the Passwords page inside the Admin Portal.

**Bypass Password** - This is an *optional* password that can be used to bypass blocked websites. This password does *not* grant access to the CleanRouter Admin Portal. This is useful for granting *responsible* parties the ability to get around blocked pages, but not change settings.

**Friendly Names** - A Friendly Name is a nickname given to a connected device, designed to help you keep track of your connected devices. Certain CleanRouter features require that a device have a Friendly Name assigned to it, and it is recommended that you give **every** device a Friendly Name. Visit the Device List page to add a Friendly Name to your devices.

**Wireless Password** - This password is required to access your Clean Router wireless network. By default this will be your 10-digit phone number. This can be changed via the Admin Portal.

**Bypasses** - When the CleanRouter blocks a website a special page will be displayed. This is the *Bypass Page*, and it allows you to bypass the block using your Admin or Bypass password. You can choose to bypass the block temporarily for a set amount of time or you can also choose to bypass the block permanently.

**White List -** This is a filtering list accessible in the Admin Portal. Any website in this list will be *unfiltered*. This is useful for scenarios where the CleanRouter is overfiltering safe websites.

**Black List** - This is a filtering list accessible in the Admin Portal. Any website is this list will be **blocked**. This is useful for blocking websites that are not inappropriate, but still problematic.

**Exclusions** - An exclusion *turns off* the filtering for a specific device *entirely*. This feature is accessed on the "Device List' page inside the Admin Portal. This is useful for devices that do not need to be filtered or logged.

**History** - The CleanRouter records all web activity for any device connected to it. To see this information, visit the History page inside the Admin Portal.

**Time Restrictions** - A Time Restriction is a schedule created to limit internet access based on the time of day, for a specific device. To create a Time Restriction visit the Time Restriction page inside the Admin Portal.



## **Accessing the Admin Portal**

#### Method #1 - While at home and connected to the Clean Router:

Step 1: On a device connected to the Clean Router, visit one of these web addresses:

local.cleanrouter.com

OR

192.168.2.1

Step 2: Login using your admin password.

#### Method #2 - While away from home and not connected to the Clean Router:

Step 1: On an internet connected device, visit this web address:

remote.cleanrouter.com

Step 2. Login using your admin email and password.

#### Method #3 - Clean Router Mobile App\*

Step 1: Install the "Clean Router Remote Control App" from the Google Play Store or the Apple App Store.

Step 2: Follow directions on screen.

Step 3: After initial setup the Remote Control App will be linked to your Clean Router and can be used while at home or away.

#### \*Requires Mobile+ subscription



## **Navigating the Admin Portal**

The various tools and feature pages within the Admin Portal are accessed via a navigation menu on the left-hand side of the screen.

(This is the navigation menu)



This menu is collapsible; press this button to expand or collapse it:



Each selection on the menu is collapsible; press this button to expand it:



Here is a list of all six menu categories, and the pages contained within each one:

My Account	<u>Scheduling</u>	<b>Reporting</b>	Filter Lists
Router Status	Time Restrictions	History	Black List
My Info		<b>Emailed Reports</b>	White List
Subscription			Keyword List
Passwords			TLD Black List
Device List			Search Engine Black List

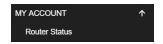
Filter Settings	<u>Network</u>	
CleanYoutube	WiFi	
Categories	LAN/WAN	
Ad Driven Sites	Static Leases	
	Port Forwarding	
	Network Share	



## **Router Status**

The Router Status page allows you to verify that the filtration system is running and provides controls for various internet/filter settings. This page will also display any websites that have been temporarily bypassed.

#### Step 1: Select the "Router Status" option under My Account on the navigation bar



Step 2: Choose an option below

#### 1. Verify Filtering Status

**a.** This status is at the top of the page. If this message does not appear as shown below please contact our support team.



#### 2. View/Remove Temporary Bypasses

- **a.** All Temporary Bypasses will be displayed under the header shown below.
- **b.** To remove a Bypass early press the red "X" button next to the entry.



#### 3. Enable/Disable the Internet

**a.** To enable/disable all internet access press the ON/OFF toggle below.



Note: If you have any difficulty logging into the Clean Router Admin Portal while the internet is disabled please login using this address: 192.168.2.1/login.php

#### 4. Enable/Disable VPN Blocking

a. To enable/disable VPN blocking press the ON/OFF toggle shown below



#### 5. Set the Filter Level

**a.** Filtering sensitivity can be adjusted via the buttons shown below



Note: The Filter is set to "Moderate" by default. This is a good balance and is the recommended setting.



## My Info

The My Info page allows you to set the personal information tied to your Clean Router. This information is used by the Clean Router Support Team to verify ownership when providing technical support. Please ensure this information is correct!

Step 1: Select the "My Info" option under My Account on the navigation bar



Step 2: Change or add information to the options below

- 1. Name
- 2. Email
- 3. Secondary Email
- 4. Phone
- 5. Timezone

Step 3: Press the Save button at the top of the page when all changes have been made





## **Subscription**

The Subscription page allows you to manage your Clean Router subscription.

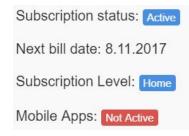
Note: If you have any questions about your bill please contact our support team

Step 1: Select the "Subscription" option under My Account on the navigation bar



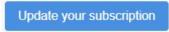
Step 2: Choose an option below

1. View current subscription status



#### 2. Update your subscription

a. Click the link to update your subscription.



**b.** Clicking the link will direct you to a secure billing wizard. Fill out and complete this wizard; your new subscription will take effect immediately.

#### 3. Upgrade your subscription to Mobile

a. Click the "Upgrade" button



**b.** Clicking this button will direct you to a secure billing wizard. Fill out and complete this wizard; your new mobile subscription will take effect immediately.



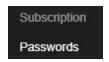
## **Passwords**

The Passwords page allows you to change both the Admin and Bypass passwords.

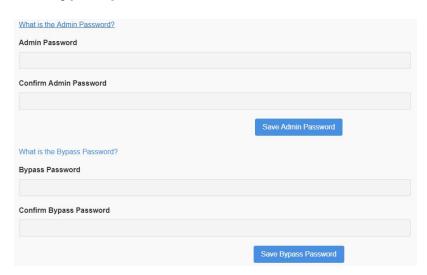
**Admin Password -** The primary password for your CleanRouter. It allows you to **bypass blocks** and **change settings**.

**Bypass Password -** This is an *optional* password that can be used to bypass blocked websites. This password does *not* grant access to the CleanRouter Admin Portal

Step 1: Select the "Passwords" option under My Account on the navigation bar



2: Choose a password to change. There are separate fields for changing the Admin and Bypass passwords



- 3: Enter in the new password twice: once in the Password field and once again in the Confirm Password field.
- 4: Press the Save button below the password you changed. If you changed both passwords please hit both Save buttons.



## **Device List**

The Device List page is a central hub for managing all of your connected devices. From this page you can assign custom Friendly Names, disable internet access, disable filtering, and enable emailed reports.

#### Step 1: Select the "Device List" option under My Account on the navigation bar



Step 2: Choose an option below

#### 1. Assign a Friendly Name to a device

a. All devices without a Friendly Name will be displayed under the Device List section.

Identify the device you wish to assign a Friendly Name and press the green Add button



b. After pressing the Add button the device will be moved up to the Named Devices section and the Friendly Name field will be highlighted. Enter a custom name here.



c. After creating a Friendly Name press the green Save button at the top of the page.



- d. You can change a device's Friendly Name by clicking on the Friendly Name field again.
- e. You can remove a Friendly Name entirely by pressing the red X at the end of an entry.

## Continued on next page



## **Device List** - continued

#### 2. Enable/Disable Emailed Reports for a device

a. By default all devices will be included in the daily Emailed Report. To remove a device from the report click on the Email Report button until "NO" is displayed.



- b. To re-enable Emailed Reports click on the Email Report button until "YES" is displayed.
- c. After all changes have been made press the green Save button at the top of the page.



#### 3. Enable/Disable the Internet

a. By default all connected devices will have internet access enabled. To disable access for a device click the Internet button until "OFF" is displayed.

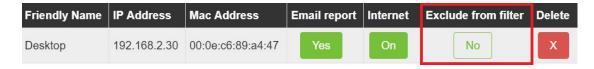


b. After all changes have been made click the green Save button at the top of the page.



#### 4. Exclude from Filter

a. By default the filtering system is enabled for all connected devices. To disable filtering entirely for a specific device click the Exclude from Filter button until "YES" is displayed.



- b. To re-enable filtering click on the Exclude from Filter button until "NO" is displayed.
- c. After all changes have been made press the green Save button at the top of the page





## **Time Restrictions**

The Time Restriction tool allows you to set and enforce specific times for internet usage per device. To use this feature please select a device from the list and then set the schedule for the device using the time grid. If you do not see your device listed please check the Device List page to insure the device has been given a Friendly Name.

Step 1: Select the "Time Restrictions" option under Scheduling on the navigation bar.



#### Step 2: Choose an option below:

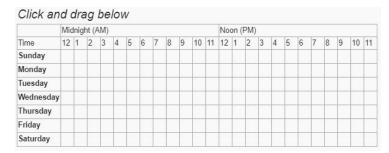
- 1. Create a new Time Restriction Rule
  - a. Press the Add Restriction button.



b. Select a device from the Friendly Name drop-down menu.



c. Create a schedule using the grid selector. Clicking a square will block or unblock it.



(Clicking and holding will 'drag' the field so that you do not have to click each square individually)

d. After all changes have been made press the green Save button.



## Continued on next page



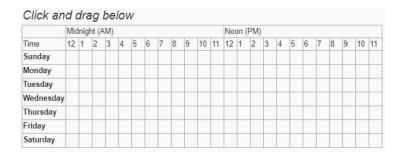
## **Time Restrictions - continued**

#### 2. Edit an existing Time Restriction Rule

a. Press the Edit button on the device you wish to edit.



b. Make any necessary changes to the schedule using the grid selector.



c. After all changes have been made press the green Save button.



## 3. Delete an existing Time Restriction Rule

a. Press the Delete button on the device you wish to remove.



b. The Time Restriction rule will be removed immediately; no further saving required.



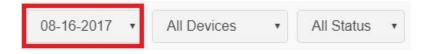
## **History**

The History page contains a complete record of web activity for each device connected to the Clean Router. You can sort this information by date, device, and status.

Step 1: Select the "History" option under Reporting on the Navigation bar



2: By default the current day's web activity will load automatically. To chose a different date select one from the drop-down menu.



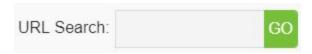
3: By default all device activity will be displayed. To only show activity from a specific device select the device drop-down menu and chose a different device.



4: By default all types of activity will be displayed (Visited, Blocked, Bypassed). To only see Blocked or Bypassed entries select the status drop-down and select a status.



5: To search for a specific entry by name use the URL search function.



6: If needed you can add any website displayed in History to your Whitelist or Blacklist. To do so select the corresponding button next to the entry.





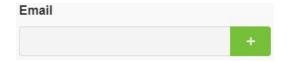
## **Emailed Report**

The Emailed Report page allows you to enable daily internet activity reports and bypass alerts. To get started add your email address to the Email list and enable Daily Email Log or Bypass Alerts.

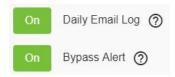
Step 1: Select the "Emailed Report" option under Reporting on the navigation bar



2: Enter in the email address(es) that will receive reports and alerts



3: Enable the Daily Email Log, the Bypass Alert, or both.



**Daily Email Log:** An emailed report with the complete web activity history for the previous day **Bypass Alert:** An email notification that a blocked website had been viewed using a Bypass.

4: An email report can be generated instantly using the Send Report Now tool



- a. To send a report instantly, enter in a date in this format: MM/DD/YYYY (i.e 01/30/2017)
- b. Once a valid date has been entered press the <u>Send Now</u> button. Reports can take up to 20 minutes to arrive



## **Black List**

The Black List allows you to restrict access to a web site regardless of the content contained on that site.

Note: Some websites are more complicated than others. If you cannot block a website on the first try please contact our support team.

Step 1: Select the "Black List" option under Filter Lists on the Navigation bar



2: Enter the website URL you wish to block



3: Press the <u>Save</u> button at the top of the page



4: To remove an entry from this list press the corresponding red "X" button, then press Save:



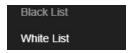


## **White List**

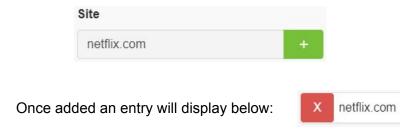
The White List allows you to disable the filtering for specific websites.

Note: Any website in the White List will be unfiltered. Only add websites that you know and trust.

Step 1: Select the "White List" option under Filter Lists on the navigation bar



2: Enter the website URL you wish to unfilter:



3: Press the <u>Save</u> button at the top of the page:



4: To remove an entry from this list, press the corresponding red "X" button and press Save:





## **Keyword List**

The Keyword list allows you to specify words and phrases that you would like the filter to look for. If found these keywords and phrases will trigger a page block. Keywords can consist of: alpabetic characters (A-Z), plus or minus signs (+ -), underlines(\_), exclamation and question marks (! ?).

Note: There is typically no need to enter in obscene or graphic entries. The CleanRouter is already looking for a large list these of words and phrases

Step 1: Select the "Keyword List" option under Filter Lists on the navigation bar.



2: Enter the keywords or phrases you wish to block



3: Press the <u>Save</u> button at the top of the page:



4: To remove an entry from this list press the corresponding red "X" button and press Save:





## **TLD Blacklist**

The <u>TLD Black List</u> is a list of potentially dangerous top-level domains that are blocked by default.

Step 1: Select the "TLD Black List" option under Filter Lists on the navigation bar.



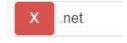
2: Enter the domain you wish to block:



3: Press the <u>Save</u> button at the top of the page:



4: To remove an entry from this list press the corresponding red "X" button and press Save:

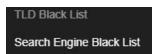




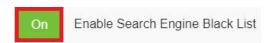
## **Search Engine Blacklist**

The Search Engine Black List is a list of potentially dangerous search engines that are blocked by default. Any search engine listed here will redirect to <u>CleanSearch.io</u>

## Step 1: Select the "Search Engine Black List" option under Filter Lists on the navigation bar.

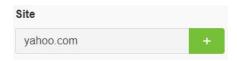


#### 2: Enable or Disable the Search Engine Black List as needed:

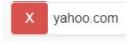


#### 3: Add or Remove blacklisted search engines as needed:

a. To add a new entry to the list enter the URL and hit the add button:



b. To remove an entry from the black list hit the corresponding red X button



4: Press the Save button at the top of the page:





## **CleanYoutube**

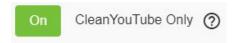
CleanYoutube.io is a new platform for providing safe access to Youtube content. This page contains settings that allow you to enforce the use of CleanYoutube, and to change its behavior.

## Step 1: Select the "Clean Youtube" option under Filter Settings on the navigation bar.

#### 2: Enable or Disable CleanYoutube settings

CleanYouTube

a. Enforce the use of CleanYoutube only



When ON, the Youtube website and App will be blocked

b. Enable the **Strict Search** feature on CleanYoutube



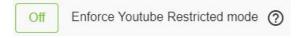
When ON, the CleanYoutube search filter will be set to a stricter setting. This can result in over-filtering and is only recommended if the standard filter isn't strict enough.

c. Enable the Block New Videos feature



When ON, the **Block New Videos** tool will restrict access to CleanYoutube videos younger than 3 days. This gives the filtering system time to catch inappropriate content.

#### 3: Enforce Youtube Restricted Mode



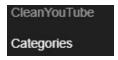
By enabling this Youtube's "Restricted Mode" filter will be enforced when visiting Youtube.com. Note: CleanRouter has no impact on what is displayed or blocked on Youtube.com



## **Categories**

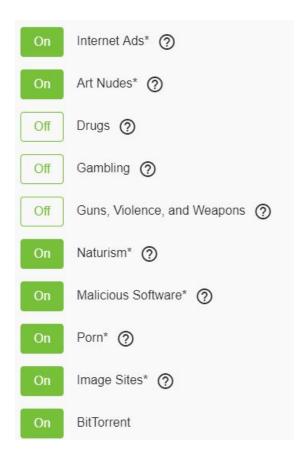
The Categories page allows you to activate and deactivate predefined filtering categories.

Step 1: Select the "Categories" option under Filter Settings on the navigation bar.



#### 2: Enable or Disable filtering categories

By default, the recommended categories will be ON and filtering. When in the ON position a category is enabled. When OFF, a category is ignored by the filtering system.



#### 3: Press Save after all changes have been made





## **Ad Driven Sites**

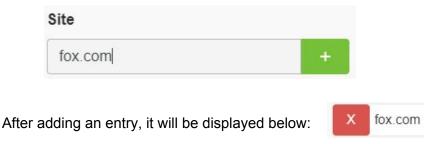
The Ad Driven Sites tool allows you to suspend ad-blocking when visiting specific websites. This is useful if the website requires advertisements to function (i.e. streaming services and TV sites.) It is important to note that the ad-blocking service will be disabled entirely for 90 minutes upon entering a site listed here.

## Step 1: Select the "Ad Driven Sites" option under Filter Settings on the navigation bar.



#### 2: Add or Remove entries

a. To add a new entry enter the website URL and press the add button



- b. To remove an entry press the corresponding red X
- 3: Press the Save button at the top of the page:





## **WiFi**

The Wireless Configuration page allows you to manage your Clean Router wireless network. *Note: Incorrect adjustments of these settings can result in a temporary loss of the wireless network. Please contact our support team if you have any questions about the settings contained within this page.* 

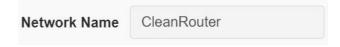
Step 1: Select the "WiFi" option under Network on the navigation bar.



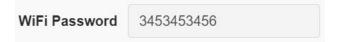
- 2: Identify which radio you wish to make changes to:
  - 1. The 2.4Ghz Radio
  - 2. The 5Ghz Radio
  - 3. Both

Note: All current CleanRouter models are dual-band and will have both radios. Some older models will only have the 2.4Ghz radio. Both radios have the same wireless settings available.

- 3: Choose one of the options below:
  - 1. Change the network name (SSID)
    - a. Delete the current SSID and enter a new one in the "Network Name" field



- 2. Change the WiFi Password
  - **a.** Delete the current password and enter a new one in the "Wireless Password" field



Continued on next page

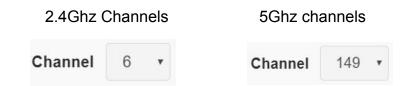


## WiFi - continued

- 3. Turn the wireless network ON/OFF
  - a. Turn the WiFi toggle to ON or OFF



- 4. Change the wireless channel
  - a. Select the channel drop down menu and choose a different channel



- **5.** Turn the SSID broadcast ON/OFF (so the network is hidden)
  - a. Turn the Broadcast toggle ON or OFF



- 6. Turn off wireless security (so no password is required)\*
  - a. Turn the Security toggle ON or OFF



\*Note: use of a Clean Router "Mesh" wireless extender requires the use of a wireless password for the network, so only units without attached mesh nodes can be 'open' or require no password to connect to.

Step 4: After all changes have been made press the Save button





## LAN/WAN

This page contains important connection details for the Local and Wide Area Networks. Note: Incorrect adjustments of the settings below can result in a permanent loss of network connectivity. Please contact our support team if you have any questions about the settings contained within this page.

Step 1: Select the "LAN/WAN" option under Network on the navigation bar.



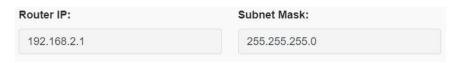
#### Step 2: Choose an option below:

1. View current IP and set connection type



Note: Do not change the "Connect Via" option unless you have a reason!

#### 2. Change router IP and subnet



Note: Do not change the IP or subnet options unless you have a reason!



## **Static Leases**

The Static Lease page allows you to assign a static IP to a device so that it is always assigned the same IP address. This is useful for devices that are accessed via IP (such as security cameras, servers, etc.)

Note: All changes made on this page are applied instantly; no saving required

Step 1: Select the "Static Leases" option under Network on the navigation bar.



#### 2: Add or Remove a Static Lease

a. The <u>Current DHCP Leases</u> table will display all current DHCP leases. Select the device for which you want to assign a static lease and the press the Populate button next to it:



b. After pressing Populate the device info will automatically populate below:



c. Press the Add button to finishing adding the Static Lease. It will display below in the Static Leases table:



d. To remove a Static Lease press the red delete button:





## **Port Forwarding**

The Port Forwarding tool allows you to create forwarding rules to either open or redirect traffic through specific ports.

Note: A device must be assigned a Static Lease before port forwarding can be set up for it.

#### Step 1: Select the "Port Forwarding" option under Network on the navigation bar.



#### 2: Create a new rule

1. For "Name" use something relevant and easy to remember



**2.** For "Protocol" choose whichever is needed. If unsure, choose "Both"



**3.** For "From Port" enter in the desired port number



**4.** For "To Port" enter in the desired port number



5. For "IP Address" select the device IP this rule is intended for



**6.** Press the Add button:



3: Press the Save button in the top right.



## **Get Help! Clean Router Contact Information**

If you are having <u>any</u> difficulty in using your Clean Router please contact our support team right away! Our US-based support team is knowledgeable, friendly, and standing-by to help you.

## **Contact Information**

Support line: 1-520-445-4673

Email: <a href="mailto:support@cleanrouter.com">support@cleanrouter.com</a>

## **Hours**

(AZ Time)

M - F: 6AM - 8PM

Sat: 9AM - 5PM