

ECFShome-ts Terminal Server – How to Use

- **Connect to VPN**
 - **Connect to Terminal Server, Set Options to Use Home Computer Files, Printers, Clipboard**
 - **Use Network Folders**
 - **Copy Files from Network Folders to Your Home Computer**
 - **Create Desktop Shortcuts – My Computer, Private**
 - **Print to Your Home Printer**
 - **Internet Used from Terminal Server**
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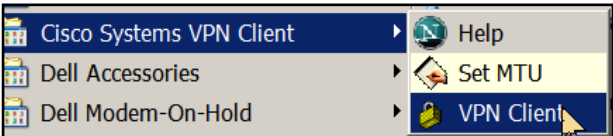
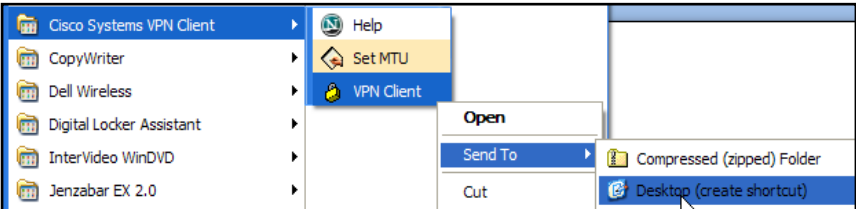
Situation:

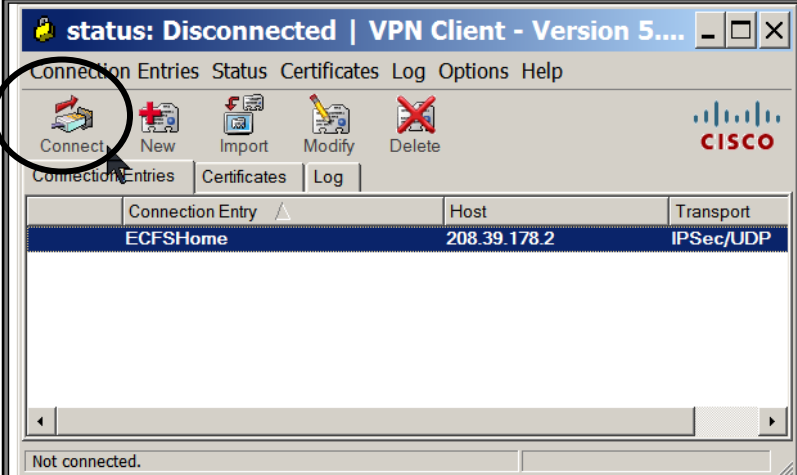



You have the new VPN Home computer software and can successfully connect. How do you access your Private and Public folders? For security reasons, direct access to the Internet and college servers is not possible. You must use the terminal server to get to the internet and to access your network folders, Outlook email other network resources.

Overview:


First connect to VPN's ECFShome and then remote desktop to the terminal server ECFShome-ts



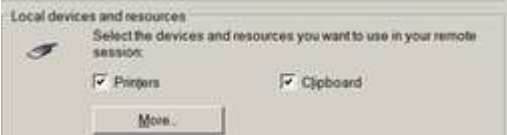

Connect to VPN



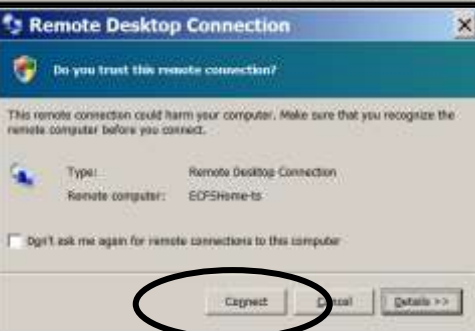
1.	Verify that your connection to the internet is working.
2.	<p>Start VPN</p> <p>Start, Programs, Cisco Systems VPN Client Click VPN Client</p> <p>Optional: Right click on VPN client and create a shortcut on your home computer for future use</p> <p>Click Send To, Desktop</p>  

<p>3.</p> <p>Select ECFSHome</p> <p>Click Connect</p>	
<p>4.</p> <p>Type your username (same as your email name)</p> <p>Password is NOT the EMAIL PASSWORD Instead, it is the one you requested on the VPN form</p>	
<p>5.</p> <p>Click Continue</p>	
<p>6.</p> <p>VPN icon appears next to the clock indicating that VPN is connected</p>	

**Connect to Terminal Server,
Set Options to Use Home Computer Files, Printers, Clipboard**

<p>7.</p> <p>Start, Programs, Accessories, Remote Desktop Connection</p> <p>or</p> <p>Start, Programs, Accessories, Communication, Remote Desktop Connection</p>	
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8.	<p>Type: ECFSHome-ts</p> <p>DO NOT CLICK CONNECT OR PRESS ENTER</p> <p>Click Options</p>	
9.	<p>Note: Options only have to be set once</p>	
10.	<p>Click Local Resources tab</p>	
11.	<p>Check Printers This allows you to print to your home printer</p> <p>Check Clipboard This allows you to copy and paste from the ECFSHome terminal server and network folders to your local computer</p>	
12.	<p>Check Printers and Clipboard</p> <p>Click More...</p>  <p>Local devices and resources window</p>	

<p>13.</p>	<p>Check Drives This allows you to save to your local hard drive</p> <p>Supported Plug and Play devices Such as a memory stick or camera</p>	
<p>14.</p>	<p>Click OK</p> <p>Next time you log in, you won't have to set options. Just click Connect.</p>	
<p>15.</p>	<p>Click Connect</p>	

16.

Enter your
email username
and
email password

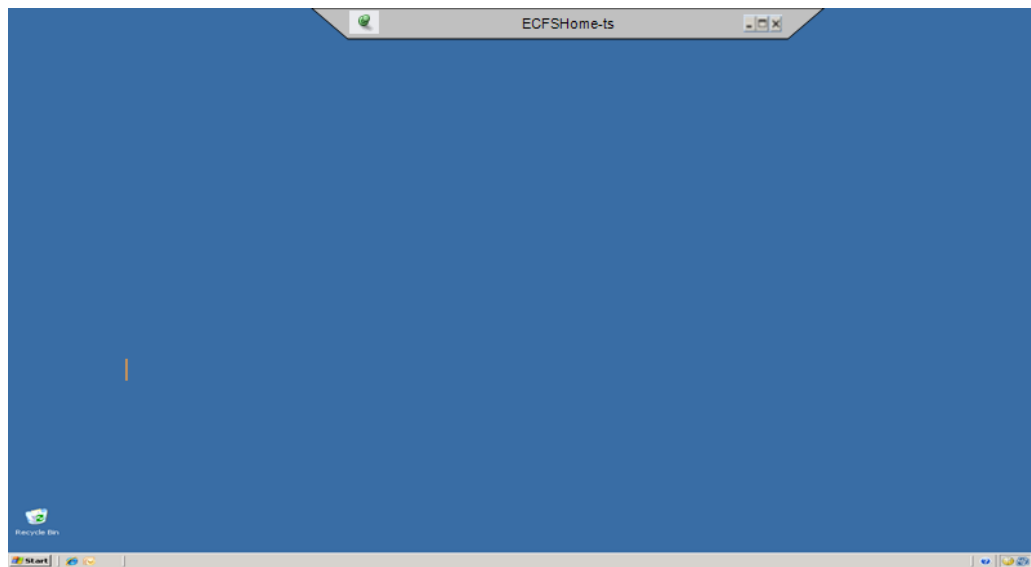
Log on to: JAYNET
Click OK



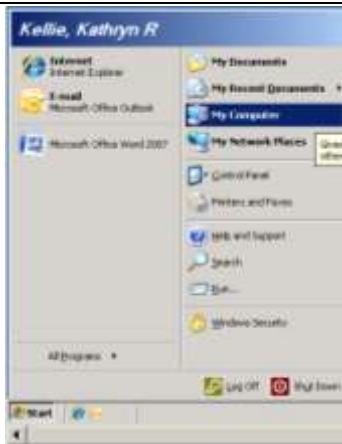
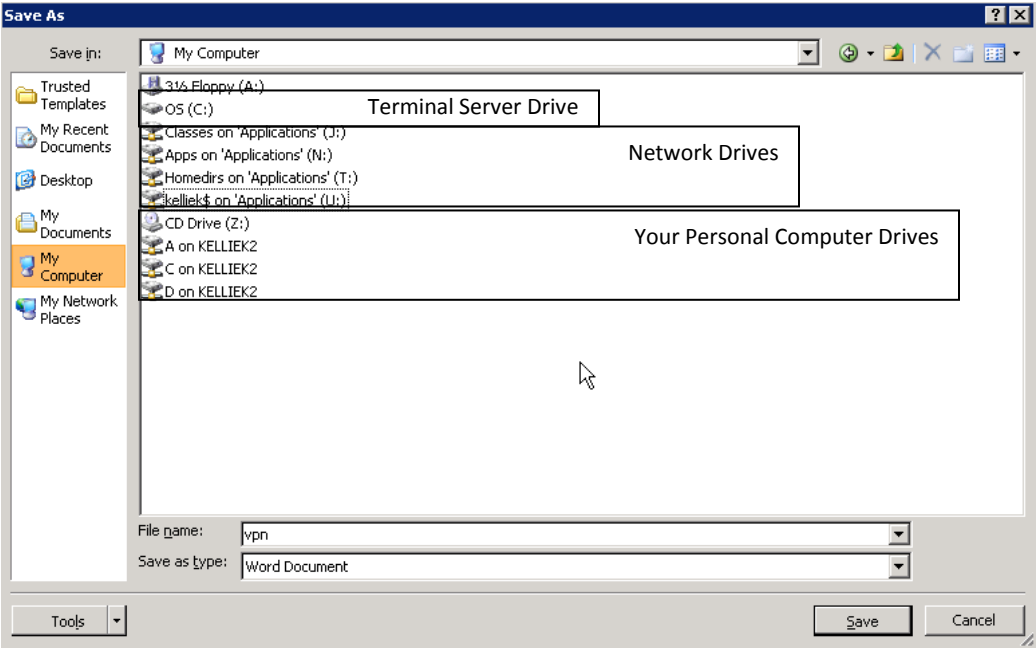
17.



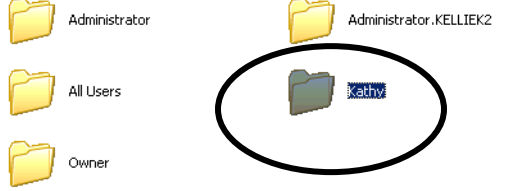
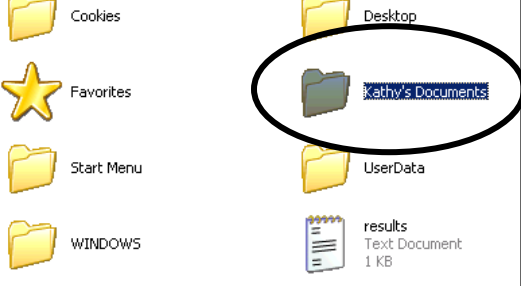
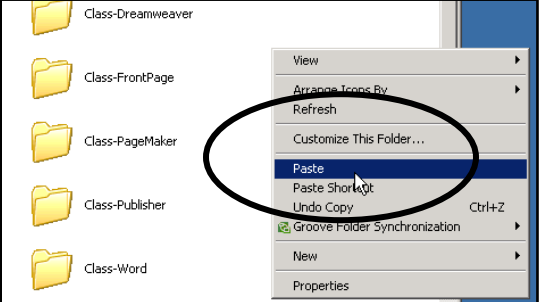
Connected to
ECFSHome-ts

Note: First time setup will be slow as the user profile is created.
This window works best full screen



Open a File from Private

<p>1.</p>	<p>Start, My Computer</p> <p>Note: Create a shortcut to Private to get there quickly See page 9, Shortcut to Private</p>	
<p>2.</p>		
<p>3.</p>	<p>Navigate to the folder and file as you normally do</p>	
<p>4.</p>	<p>Open a Microsoft Office file by double clicking it</p>	



<p>9.</p> <p>Under Other Double click C on (your home computer's name)</p>	 <p>The screenshot shows the 'My Computer' window with several sections: 'Hard Disk Drives' (OS (C:)), 'Devices with Removable Storage' (3 1/2 Floppy (A:), CD Drive (Z:)), 'Network Drives' (Classes on 'Applications' (J:), Apps on 'Applications' (N:), Homedirs on 'Applications' (T:), kelliex on 'Applications' (U:)), and 'Other' (C on KELLIEK2, A on KELLIEK2, D on KELLIEK2). The 'C on KELLIEK2' icon is circled in black.</p>
<p>10.</p> <p>Double click Documents and Settings</p>	 <p>The screenshot shows a folder icon labeled 'Documents and Settings' with a mouse cursor hovering over it.</p>
<p>11.</p> <p>Double click the name of your folder</p>	 <p>The screenshot shows a list of folders: Administrator, All Users, Owner, Administrator.KELLIEK2, and Kathy. The 'Kathy' folder is circled in black.</p>
<p>12.</p> <p>Double click your name's Documents</p>	 <p>The screenshot shows a list of folders: Cookies, Favorites, Start Menu, WINDOWS, Desktop, Kathy's Documents, UserData, and results (Text Document, 1 KB). The 'Kathy's Documents' folder is circled in black.</p>
<p>13.</p> <p>Right mouse click in an empty area inside Documents folder</p>	<p>14.</p> <p>Click Paste</p>  <p>The screenshot shows a folder containing several sub-folders: Class-Dreamweaver, Class-FrontPage, Class-PageMaker, Class-Publisher, and Class-Word. A context menu is open over an empty area, with the 'Paste' option circled in black.</p>
<p>15.</p> <p>Copied file is located in the My Documents folder on your Home computer</p>	

Advanced Steps and Tips

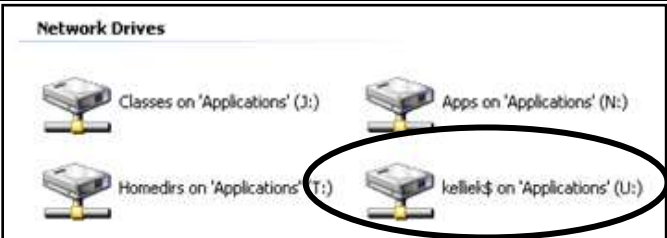
The VPN log on and access to the terminal server procedures can be enhanced by creating shortcuts. Email can be accessed by opening Outlook which will be automatically setup. Working on the remote server allows full use of the internet. Browser Favorites can be copied from your home computer to the Terminal server.

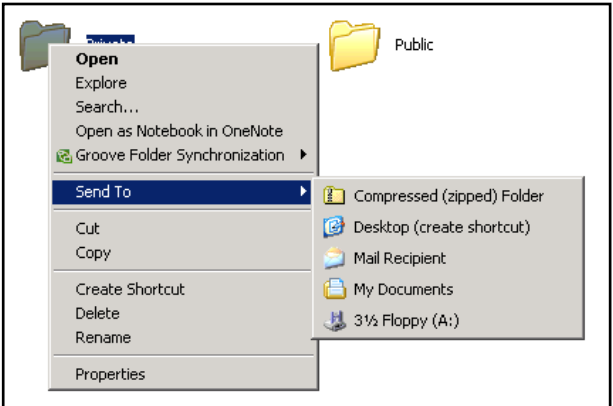
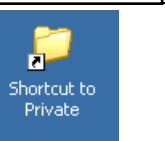
The goal of the terminal server is to give you an up to date, secure computer system to access college network resources. The terminal server works best if the terminal server window is full size.

Create Shortcut to My Computer on the Terminal Server Desktop

	On the terminal server	
1.	Click Start, point to My Computer, Right mouse click Click Show on Desktop	
2.	My Computer icon on terminal server desktop	

Create Shortcut to Private on the College Network

1.	On the terminal server	
2.	Double click My Computer desktop shortcut or Start, My Computer	
3.	Under Network Drives Double click your drive	

4.	Right mouse click Private Click Send To Desktop (create shortcut)	
5.	Shortcut to Private on desktop	

Print to Your Home Printer

1.	Because you checked Printers on page 3, step 12, you can print to your local printer
2.	From any program on the ECFShome-ts Terminal Server, bring up the print dialog box and choose your local printer

Internet

1.	YOU WON'T BE ABLE TO USE THE INTERNET ON YOUR HOME COMPUTER
2.	Use Internet Explorer on the Terminal Server