

## ECStudent-ts Terminal Server – How to Use

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- **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:

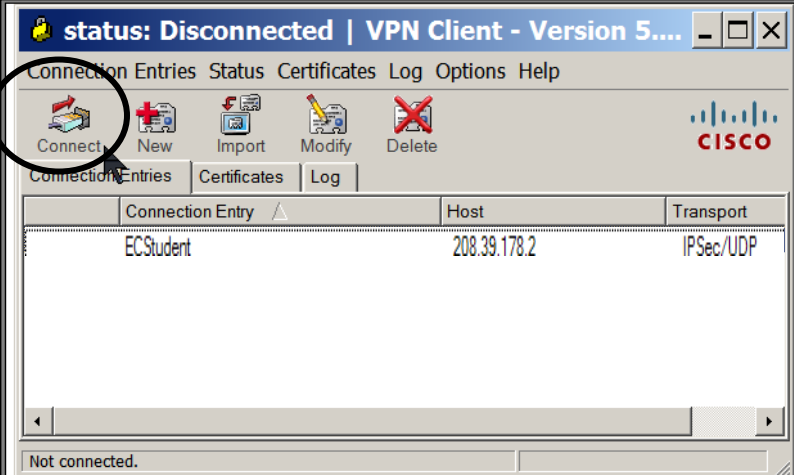



You have the new VPN Student computer software and can successfully connect. How do you access your Private and Public folders? For security reasons, direct access to the Internet and college servers is not possible. You must use the terminal server to get to the internet and to access your network folders,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

### Overview:


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

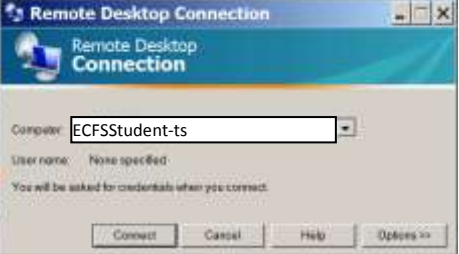

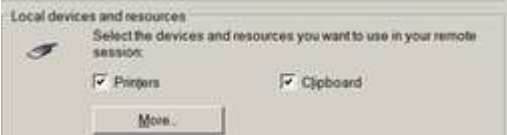

### Connect to VPN



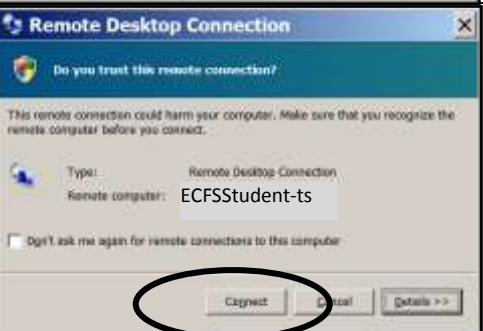
1.	Verify that your connection to the internet is working.
2.	<p>Start VPN</p> <p>Start, Programs, Cisco Systems VPN Client Click VPN Client</p> <p>Start with a Shortcut Optional: Right click on VPN client and create a shortcut on your home computer for future use</p> <p>Click Send To, Desktop</p> <div data-bbox="834 1052 1443 1188" data-label="Image"> <p>A screenshot of the Windows Start menu. The 'Cisco Systems VPN Client' application is highlighted in blue. Other visible items include 'Help', 'Set MTU', and 'VPN Client'.</p> </div> <div data-bbox="592 1293 1443 1503" data-label="Image"> <p>A screenshot of the Windows Start menu with the 'Cisco Systems VPN Client' application selected. A context menu is open over the application, showing options like 'Open', 'Send To', and 'Cut'. The 'Send To' sub-menu is also open, showing options like 'Compressed (zipped) Folder' and 'Desktop (create shortcut)'. The 'Desktop (create shortcut)' option is highlighted.</p> </div>

<p>3.</p> <p>Select ECStudent</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>	

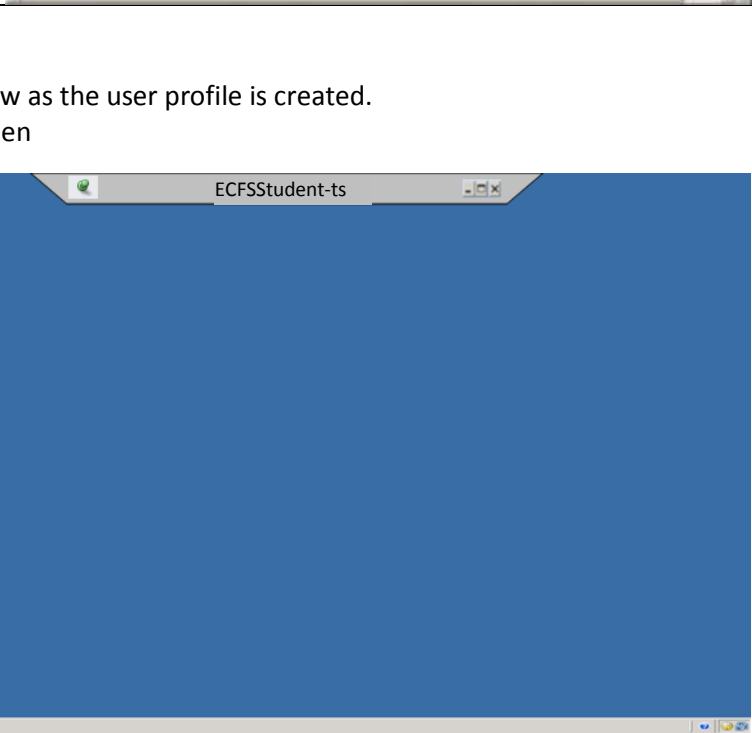
**Connect to Terminal Server,  
Set Options to Use Home Computer Files, Printers, Clipboard**

<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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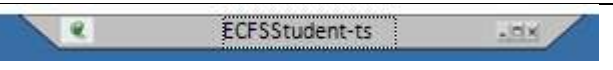
8.	<p>Type: ECStudent-ts</p> <p>DO NOT CLICK CONNECT OR PRESS ENTER</p> <p>Click Options</p>	
9.	<p><b>Note: Options only have to be set once</b></p>	
10.	<p>Click Local Resources tab</p>	
11.	<p>Check Printers This allows you to print to your home printer</p> <p>Check Clipboard This allows you to copy and paste from the ECFSHome terminal server 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>	


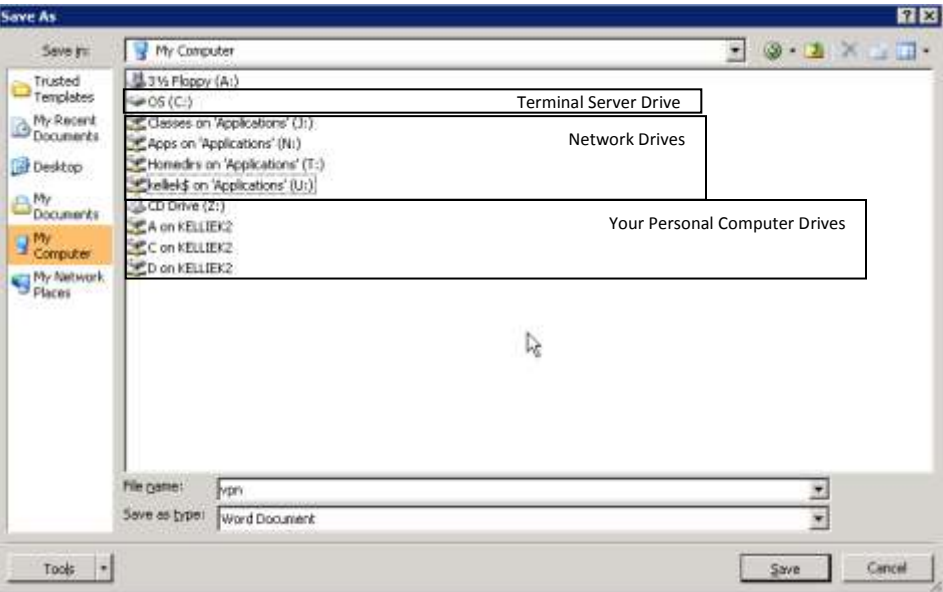
<p>16.</p>	<p>Enter your email username and email password</p> <p>Log on to: JAYNET Click OK</p>	
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<p>17.</p>	<p>Connected to ECStudent-ts</p> <p>Note: First time setup will be slow as the user profile is created.</p> <p>This window works best full screen</p>	
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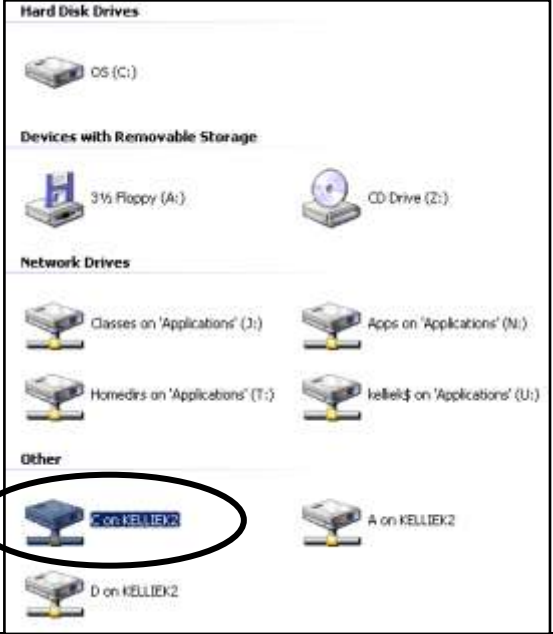

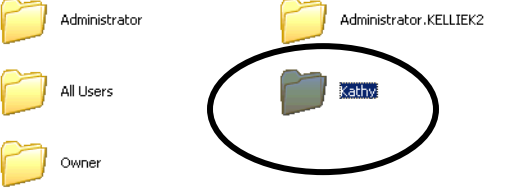
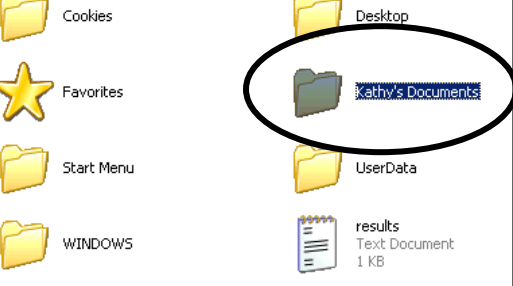
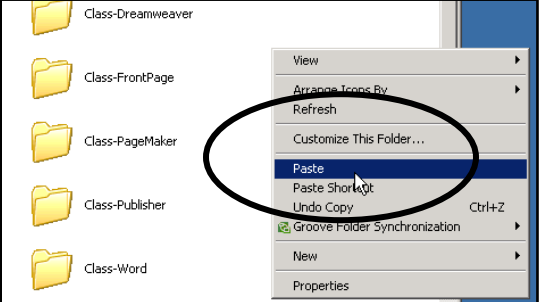
**Log Off ECFSStudent**

<p>1.</p>	<p>Click the X on the terminal server bar</p>	
<p>2.</p>	<p>Select Log Off</p>	
<p>3.</p>	<p>Any programs that are running will continue to do so.</p>	

## Open a File from Private

1.	<p>Start, My Computer</p> <p>Note: You may create a shortcut to Private on the terminal server to get there quickly See page 9, Desktop Shortcut to Private</p>	
2.	<p>Your user name will appear instead of KELLIEK2</p>	
3.	<p>Navigate to the folder and file as you normally do</p>	
4.	<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>10.</p> <p>Double click Documents and Settings</p>	
<p>11.</p> <p>Double click the name of your folder</p>	
<p>12.</p> <p>Double click your name's Documents</p>	
<p>13.</p> <p>Right mouse click in an empty area inside Documents folder</p>	<p>14.</p> <p>Click Paste</p> 
<p>15.</p> <p>Copied file is located in the My Documents folder on your Home computer</p>	

## Advanced Steps and Tips

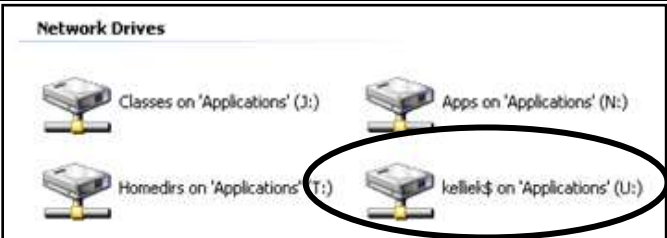
The VPN logon and access to the terminal server procedures can be enhanced by creating shortcuts. Email can be accessed by opening Outlook which will automatically be configured to your account. Working on the remote server allows full use of the internet. Browser Favorites can be copied from your home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

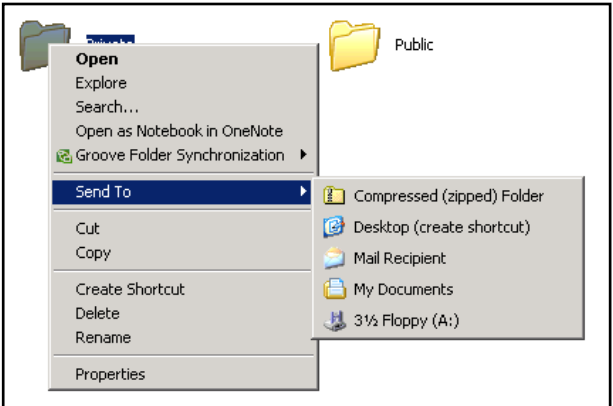
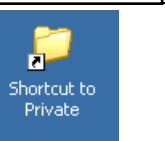
The goal of the terminal server is to give you an up to date, secure computer system to access college network resources. The terminal server works best if the terminal server window is full size.

### Create Desktop Shortcut to My Computer on the Terminal Server

	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 Desktop 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 home printer
2.	From any program on the ECFSSstudent-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 <b>HOME</b> COMPUTER
2.	Use Internet Explorer on the Terminal Server