

How to use Workstation Remotely

Steps

- 1) You have already been granted remote VPN access
- 2) Connect Workstation to the internet
- 3) Connect VPN
- 4) Use your specialist software (AutoDesk, Homag etc) and emails only from here
- 5) Use Opera, Magi-Cut, Orchestra

Permission to Access the Remote VPN

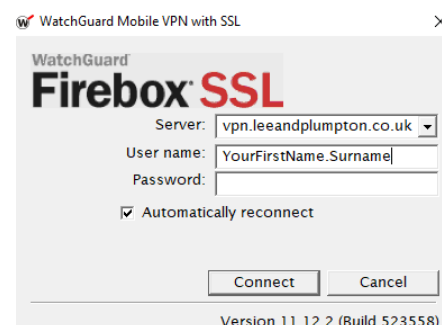
- 1) You already have VPN access permission, you will be able to successfully establish a VPN connection once you have connected the workstation to the Internet.

Connect Workstation to the Internet

- 1) Connect all cabling together and connect the Ethernet cable provided to a spare port on your broadband router. The workstations are not WiFi enabled.
- 2) Log into the Workstation as yourself and browse to any web site to verify internet connection.

Connect VPN

- 1) On your desktop you will see an icon for 'WatchGuard SSL VPN'.
Double Click this icon and enter the following information.
 - a. Server vpn.leeandplumpton.co.uk
 - b. Username {yourfirstname.yoursurname}
 - c. Password Your normal network login password
- 2) Press 'Connect'
- 3) After approximately 10 seconds your computer should successfully connect to Lee & Plumpton's internal network.



Alternatively – (only do this bit if the above step don't work)

- 1) If you have already loaded the VPN client, pressing the WatchGuard Icon mentioned in step one above might not actually do anything. This is because the software is already running in the system tray, if that is the case, look for this symbol in the system tray near to the clock. You may need to press the up arrow to see more hidden system tray icons.
- 2) Launch WatchGuard SSL Client Software from System Tray by double Clicking the WatchGuard icon, this will present you with the VPN Login Screen. Now enter login credentials as mentioned above.

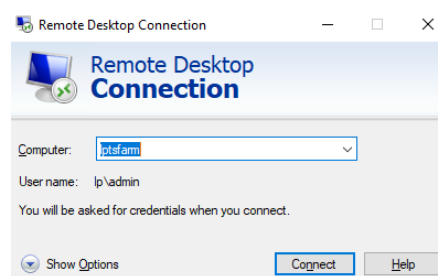


Use Your Specialist Software

- 1) From here you can launch your specialist software, this software is not available on the terminal server farm and as such must be run from here. However, other applications that are network based will run unnecessarily slowly from here and will cause your machine to grind to a halt.
- 2) You may load Outlook from your workstation as email traffic is designed for slow links.

Use Opera, Magi-Cut, Orchestra etc

- 1) You will need to launch a Remote Desktop Session to access these additional applications.
- 2) Press the 'Start' button
- 3) Click into the Run Box
- 4) Type 'MSTSC' and after a short pause of 2 seconds press return/enter/OK
- 5) A Remote desktop Connection window will appear
- 6) In the 'Computer' field, type LPTSFARM and press ok
- 7) If asked for a username, enter LP\yourfirsrname.yoursurname eg LP\Fred.Flintstone
- 8) You should then see your session open successfully, from here you can use any application you would normally use throughout your normal working day



Add Printers

- 1) Click 'Start'
- 2) Click into the Run box
- 3) Type [\\LPDATA](#)
- 4) A window will appear with all of the companies networked printers. To install one simply double click the one you want.

Something's Wrong

If you are having difficulties, please do the following in this sequence:

- | | |
|--------------------------------|--|
| 1) Email Nathan Burt | nathan.burt@leeandplumpton.co.uk |
| 2) Call Nathan Burt Desk Phone | 01953 458719 |
| 3) Call Nathan Burt Mobile | 07912 773265 |
| 4) Email Andrew Lee | andrew.lee@leeandplumpton.co.uk |
| 5) Call Andrew Lee | 01953 458700 |

Please check below link for any further messages or announcements

<https://leeandplumpton.co.uk/remote>