



VPN Installation Instructions

version 5

Created by ARS/OCIO
Customer and Technical Services Branch

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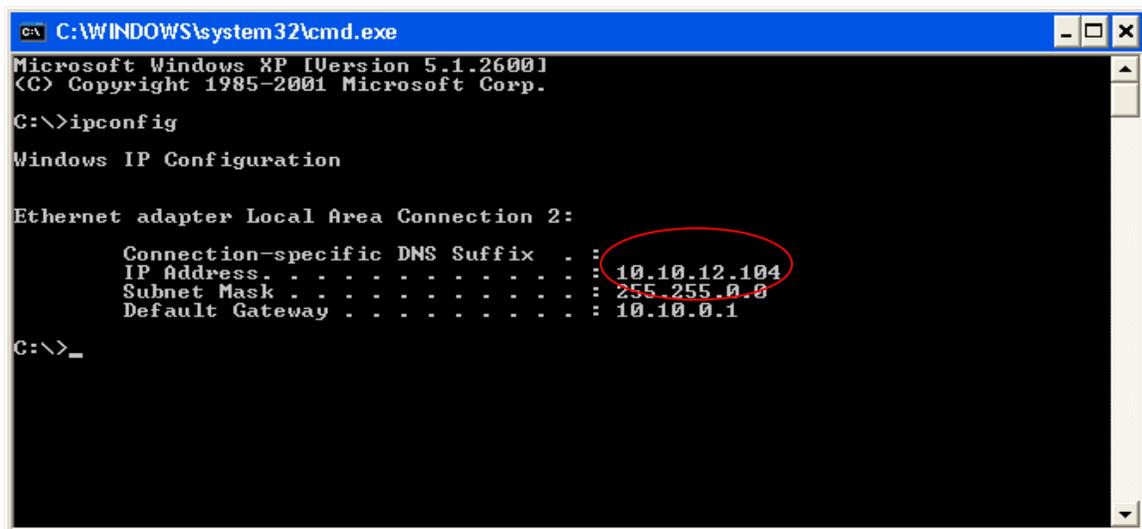
Before You Leave the Office, you will need to complete the following,
****** If you are using a laptop that is also used as your workstation you do not need your computer name or IP address***

Perform the following steps to obtain your computer name

- Right-click on the My Computer icon on your Desktop; Properties
- Click on Computer Name tab.
- Record the information listed next to " Full computer name'

Perform the following steps to obtain your IP Address

- Select to Start | Run| and type cmd
- at the C:\ prompt type ipconfig, the following screen will appear.
- Record the IP address listed on this screen



```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\>ipconfig

Windows IP Configuration

Ethernet adapter Local Area Connection 2:

    Connection-specific DNS Suffix  . : 
    IP Address. . . . .                : 10.10.12.104
    Subnet Mask . . . . .              : 255.255.0.0
    Default Gateway . . . . .          : 10.10.0.1

C:\>_
```

Helpdesk responsibilities

- Provide group password for installation
- Configure your Work Computer to Permit Remote Desktop Connection

*****When leaving the office, your PC must remain ON in order to receive the remote connection. You can either Restart or Log Off; do not Shut Down.***

Cisco VPN Client Installation Instructions For High Speed Connections

Installing the VPN Client

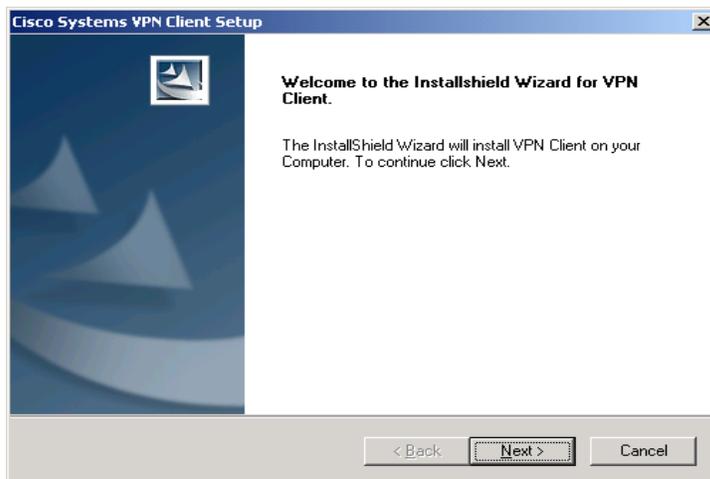
Step 1 Exit all Windows programs.

Step 2 Insert the Cisco Systems CD-ROM into your system's CD-ROM drive.

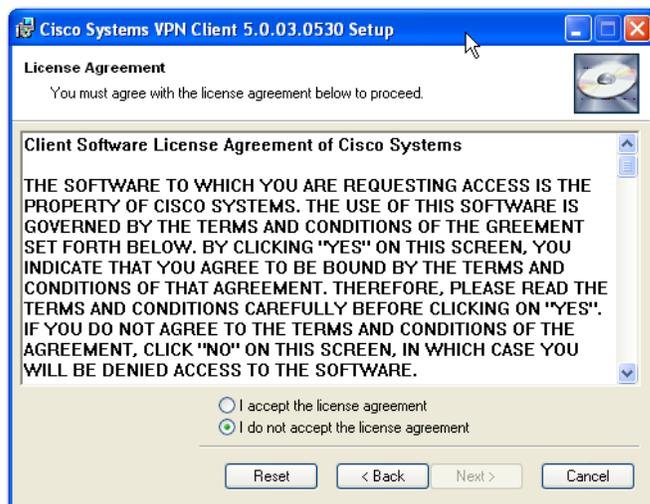
Step 3 Select **Start – Run** - browse to the drive letter that corresponds to your CD-ROM drive

Step 4 Double Click the **VPN Clients** folder; double click on the operating system that corresponds with your PC; double click on **Setup** (vpnvlient_setup.exe); Choose **OK**

Step 5 The Cisco Systems VPN Client Setup wizard will resume. **Click Next**

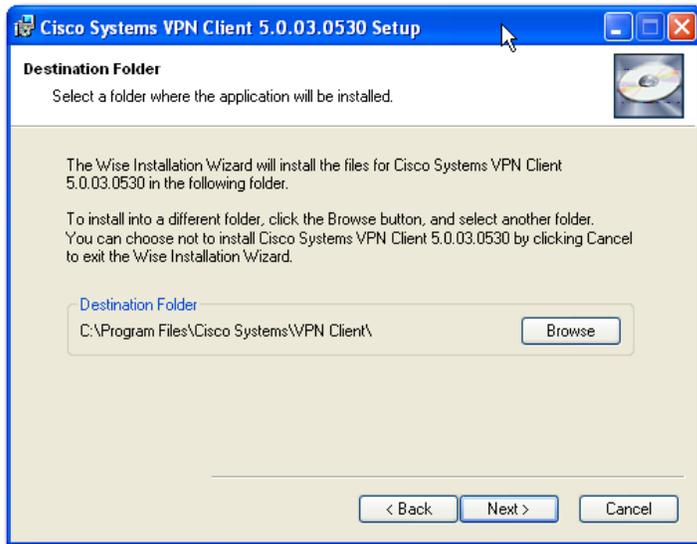


Step 6 You will be prompted to accept the terms of the Software License Agreement for Cisco Systems. After you have read the terms of the agreement, Click "I accept the license agreement" and **NEXT** to continue with the installation.

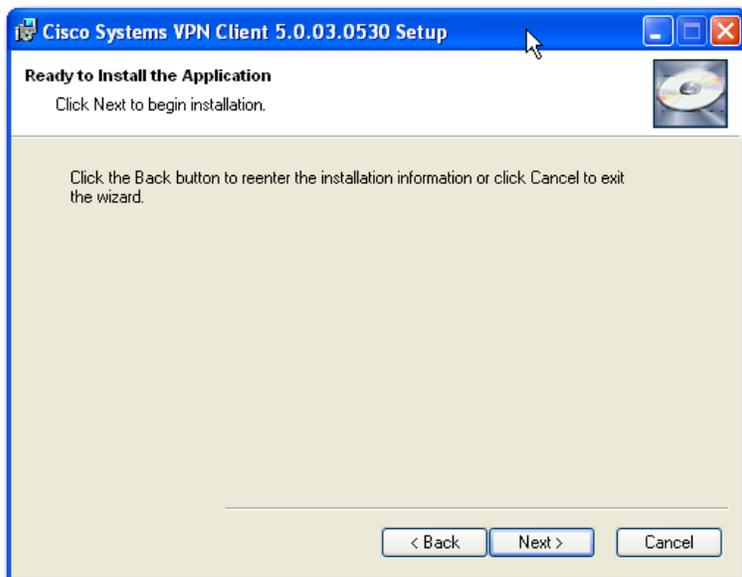


Step 7 Follow the instructions on the screen and accept the defaults for the directory and file locations of the installation (C:\ProgramFiles\Cisco Systems\VPN Client). Click **Next**.

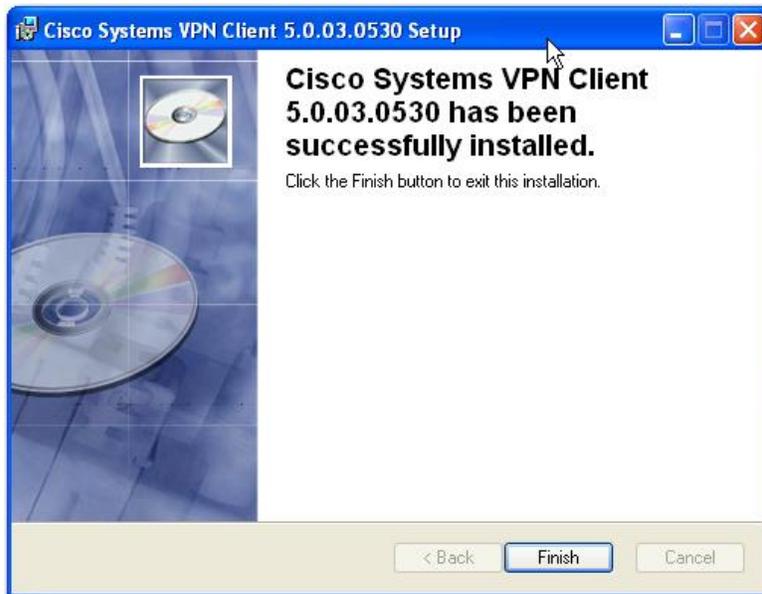
****NOTE:** The VPN client must reside in this location. It is required due to the way that the MCI Internet Dial Corporate (IDC) client interfaces with the Cisco VPN client software.



Step 8 The Cisco Systems VPN Client Setup Window appears, Click **Next**

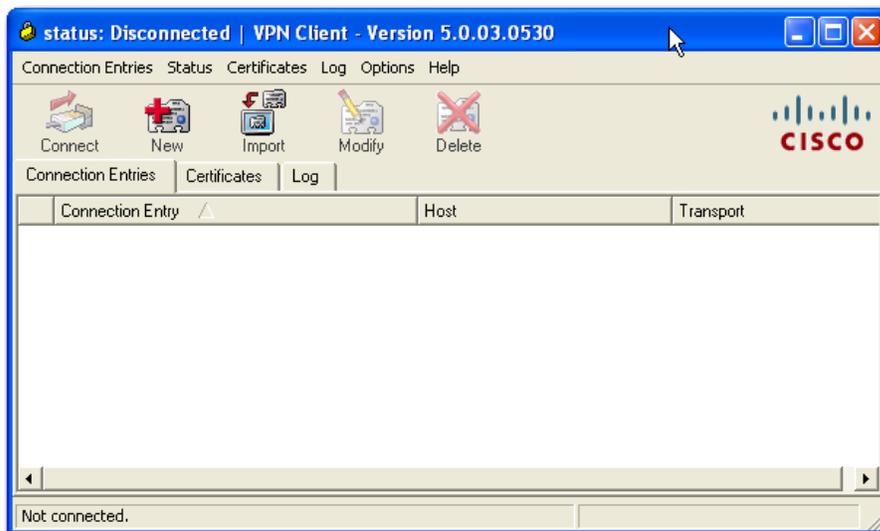


Step 9 After you have completed the VPN Client install, the InstallShield Wizard displays the following screen. You must restart your computer before you can configure and use the VPN Client. Click **Finish. Restart** your PC. *You must reboot your PC in order for the installation changes to take affect.*



***After you have completed the installation of the Cisco VPN Client Software, configuring the following parameters to establish a connection with the VPN concentrator is required.*

Step 10 Launch the program by selecting **Start – Programs – Cisco Systems VPN Client – VPN Client.**



Step 11 Create an entry for establishing a connection to the ARSnet VPN Concentrator. Select **New** from the Client main menu and supply the following parameters:

Connection Entry: Connection to ARSnet

Description: PreShared Key Connection

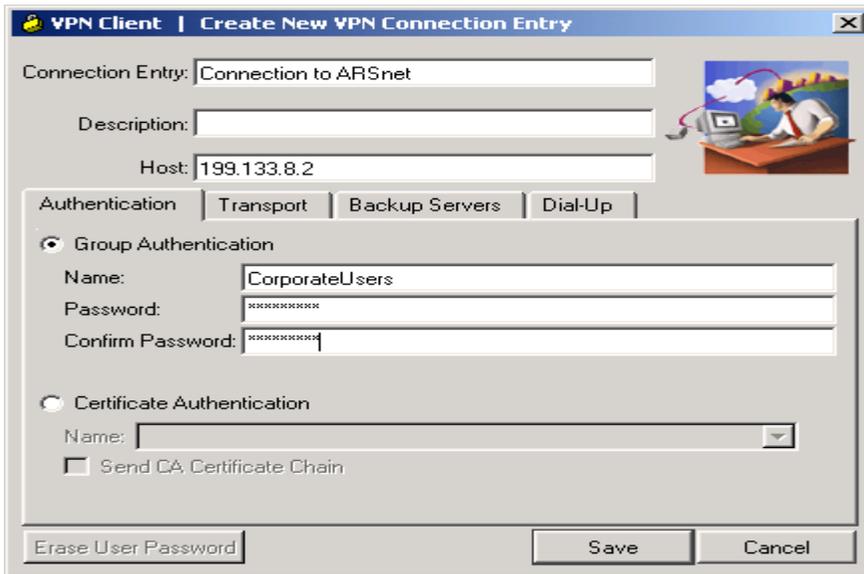
Host: 199.133.8.2

Under Group Authentication put in the following:

Name: CorporateUsers

Password: Contact local IT Staff or Help Desk (1.800.802.4877) for the group password

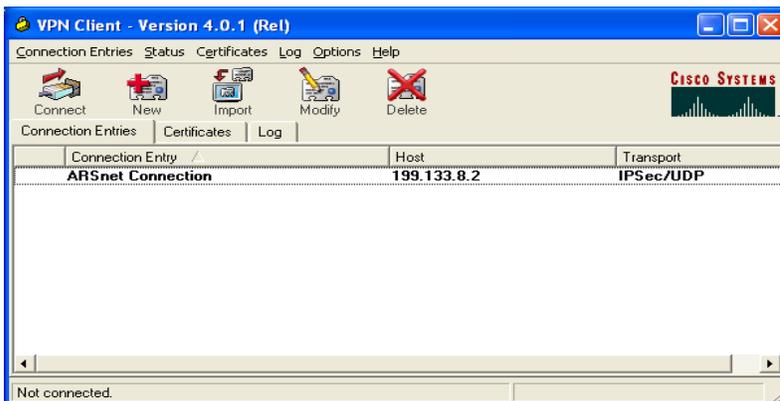
Confirm password: Contact local IT Staff or Help Desk (1.800.802.4877) for the group password



Step 12 Click on the **SAVE** button. You will then have an entry Named "Connection to ARSnet" entries window. Do Not close the VPN Client Window.

***Once the Cisco VPN client has been installed you can establish a secure connection to ARSnet.*

Step 13 Highlight the connection that you previously create called "Connection to ARSnet" and hit the **Connect** button in the client.



Step 14 Type in your VPN client Username and Password (previously E-mailed to you by Maureen Harris) and click on **OK**. When the Connection has been established a policy applied to your local workstation a pad lock will appear in the task bar of your PC in the bottom right hand corner.

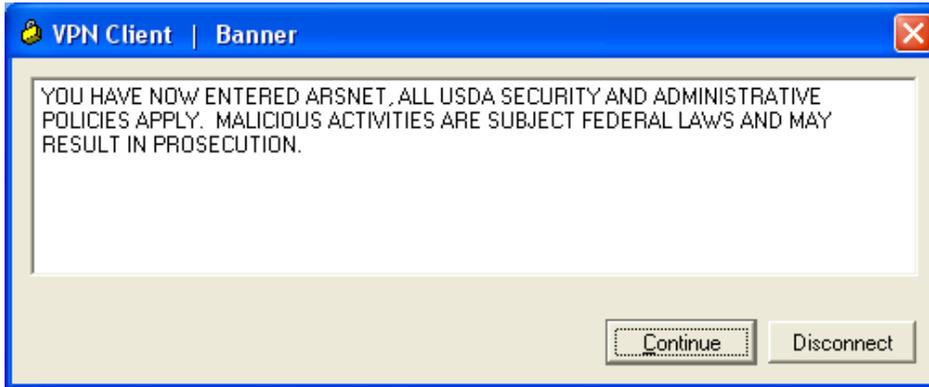


You now have a secure connection into the Agricultural Research Service Network Infrastructure. You will be able to access the same resources that you would at your desktop on your local USDA segment.

Remote Connection to Your Desktop

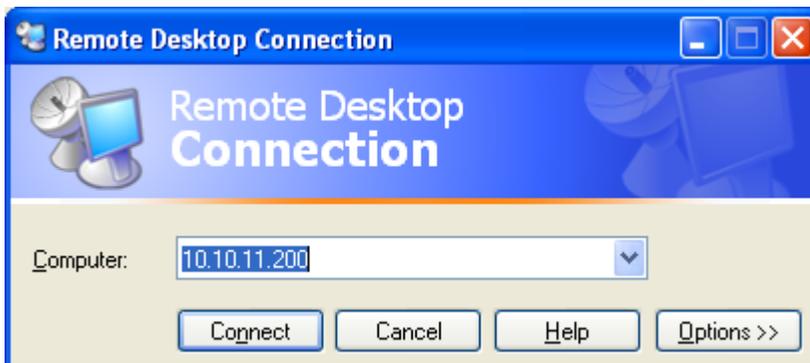
Connection to ARSnet

- Upon receiving the VPN Client Banner, you have successfully connected to the ARSnet.



Remote Desktop Connection

- Once you have successfully connected to the ARSNET using Access Manager and/or VPN, launch the Remote Desktop Client. Select **Start – Programs – Accessories – Communications - Remote Desktop Connection**. You will get the Remote Desktop Connection Window.



- In the Computer block, type in the **Computer Name or IP address** of your desktop computer.

- Select the **Options** button; Select the **Local Resources** tab. In the Local Devices section, ensure that Printers is checked. *This will allow you to use your home printer during your remote connection session.* Select **Connect**.



- You will now receive the Security warning screen from your work computer. Click **OK**.
- The **Remote Desktop Log On To Windows** screen will appear. Type in your **user ID and password** (this is the user ID and password you use when logging in to your work computer)
- You now have access to all data files and applications on your work PC.

Logging Out

- When you are finished, disconnect from your remote session by Selecting **Start - Disconnect**.
- Disconnect the VPN session by right clicking the **VPN Client** icon in the System Tray (on the bottom, right); and choose **Disconnect**.

Keyboard Shortcuts while in a Remote Desktop Session

Windows Key Combinations for Client Computer	Equivalent Keys for Remote Desktop Session	Description
ALT+TAB	ALT+PAGE UP	Switches between programs from left to right.
ALT+SHIFT+TAB	ALT+PAGE DOWN	Switches between programs from right to left.
ALT+ESC	ALT+INSERT	Cycles through the programs in the order they were started.
	CTRL+ESC	Switches the client between a window and full screen.
CTRL+ESC	ALT+HOME	Displays the Start menu.
	ALT+DELETE	Displays the Windows menu.
PRINT SCREEN	CTRL+ALT+MINUS (-) symbol on the numeric keypad	Places a snapshot of the active window in the Remote Desktop session on the clipboard.
CTRL+ALT+DEL	CTRL+ALT+END	Displays the Task Manager or Windows Security dialog box. (Only use CTRL+ALT+END to issue this command. CTRL+ALT+DEL is always interpreted by the client computer.)
ALT+PRINT SCREEN	CTRL+ALT+PLUS (+) symbol on the numeric keypad	Places a snapshot of the entire Remote Desktop session window on the clipboard.

- Note:** If your workstation screen saver activates during your Remote Desktop Session, you will have to use CTRL+ALT+END instead of CTRL+ALT+DEL to log back into your workstation.