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Open the 'Cloud Account Credentials' document that was provided from sales

👿 🛃 🤊 -	U CloudAccountCredentials - Microsoft Word	_		\times
File H	lome Insert Page Layout References Mailings Review View Maximizer			۵ (?)
Paste 🖋	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	Change Styles *	Editing	
	TheraManager DocuTrac	0-8510 5-7939 I <u>p.com</u>		
	1800 Dual Highway, Suite 306, Hagerstown, MD 21740			=
S	Computer: RD Gateway Server Name: DTS-ET dt.theramanager.com		a	
	dt:MrFaux1010 Password			
	dt\			
	QuicDoc Program Administrator Login User ID: MrFaux1010 admin: MrFaux1010 Password: Password: Password-01			
	Office Therapy Program Administrator Login			
	User ID: Password-01 admin: Password-01 Password: Password-01 password: Password-01			*
	For additional assistance please contact our Technical Support Department at (888) 308-9683.			0 ¥
Page: 1 of 1	Words: 72 🅉 📔 🕮 🖫 🗎 100% 🤆)(]	<u>ب</u>

• Search for 'Remote Desktop Connection' from the windows Start menu





<u>Select 'Show Options'</u>

퉣 Remote	log Remote Desktop Connection —					
	Remote Desktop Connection					
Computer:	Example: computer.fabrikam.com	~	·			
The computer name field is blank. Enter a full remote computer name.						
Show C	ptions	Connect	н	elp		

• Using the 'Cloud Account Credentials' Enter your Computer Name, and User name

Computer: [RD Gateway Server Name: c)T5-ET It.theramanager.co	om		
Cloud User		Cloud	Login ID	Password
	dt\MrFaux1010			Password-01
	dt\			

Select the 'Local Resources' Tab, check Printers and Clipbo ard, and select 'More...'

nemote	e Desktop Connection - 🗆 🗙					
	Remote Desktop Connection					
General [Display Local Resources Experience: Advanced					
- Logon set	ttings					
	Enter the name of the remote computer.					
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Computer: dt5-et ~					
	User name: dt \MrFaux1010					
You will be asked for credentials when you connect.						
	Allow me to save credentials					
Connectio	on settings					
	Save the current connection settings to an RDP file or open a saved connection.					
	Save Save As Open					
Alide Op	ptions Connect Help					



퉣 Remote I	💀 Remote Desktop Connection — 🗆 🗙					
	Remote Desktop Connection					
General Dis	play Local Resources Experien	ce Advanced	ł			
Remote au	dio Configure remote audio settings. Settings					
Keyboard -	Keyboard Apply Windows key combinations: Only when using the full screen Example: ALT+TAB					
Local devic	es and resources Choose the devices and resources your remote session.	s that you want	to use in			
	More	lipboard				
Aide Op	lions	Connect	He	lp		

Check all boxes and then select OK

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Nemote Desktop Connection	Х
Remote Desktop Connection	
Local devices and resources	
Choose the devices and resources on this computer that you want to use in your remote session.	
✓ Smart cards ✓ Ports	
<ul> <li></li></ul>	
OK Cance	I

Select 'Advanced' and <u>Settings</u>'



퉣 Remo	te Deskt	op Connection		_		×
<b>A</b>	Rei Co	mote Desk Innectio	top <b>n</b>			
General	Display	Local Resources	Experience	Advanced		
Server	authentica Server intendo require policy. If serve	ation authentication veri ed remote computer ed to connect is det er authentication fai	fies that you a r. The strengt ermined by yo ls:	are connecting h of the verific ur system sec	g to the ation urity	
Connec	Wam t from any Confic	me where ure settings to conr	nect through	Remote Desk	top	~
Configure settings to connect through Remote Desktop Gateway when I am working remotely. Settings						
A Hide	Options			Connect	He	lp

Select 'Use these RD Gateway server settings', Enter your Gateway\Server name, select Use my RD Gateway Credentials, then select 'OK'

Computer: RD Gateway Server Name:	DT5-ET dt.theramanager.com	1	
Cloud User	Cloud	ogin ID	Password
	dt\MrFaux1010	ľ l	Password-01
	dt\		
ND Gat	eway Server Settings	×	
	Remote Desktop Connection		
Connection	n settings		
O Autor	natically detect RD Gateway server settir	gs	
• Use t	hese RD Gateway server settings:		
Serv	er name: dt.theramanager.com		
Logo	Allow me to select late	r 🗸	
B	ypass RD Gateway server for local addre	esses	
O Do no	ot use an RD Gateway server		
Logon sett	inas		

None specified You will be asked for credentials when you connect to this RD

Use my RD Gateway credentials for the remote computer

ОК

Cancel

Select the 'General' Tab then 'Save As ... '

User name:

Gateway server.



😼 Remote Desk	top Connection		—		×	
Remote Desktop Connection						
General	Local Resources	Experience	Advanced			
Logon settings						
Ente	r the name of the ren	note computer				
Com	outer: dt5-et	ρ		~	h	
User	name: dt\MrFau	x1010			Ч	
You	will be asked for crea	dentials when	you connect			
	llow me to save cred	lentials				
Connection setti	nas					
Save	the current connect d connection.	tion settings to	an RDP file	or open	a	
	Save	Save As	C	)pen		
Hide Options			Connect	He	lp.	

• <u>Select Desktop, Enter 'QuicDoc Office Cloud' as the file name, select 'Save'</u>

🌄 Save As							×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\Uparrow$ Inis PC $\rightarrow$ Deskto	p			√ [©]	Search Desktop		٩
Organize 👻 New folder						•== •	?
<ul> <li>Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Downloads</li> <li>Documents</li> <li>Documents</li> <li>Images</li> <li>Images</li> <li>OnRamp</li> <li>OnRamp Remot</li> <li>virium</li> <li>OneDrive</li> <li>This PC</li> <li>Name</li> </ul>	^	Date modified	Туре	Size			
File name: QuicDoc Office Cloud							
Save as type: Remote Desktop Files	(*.RDP)						
∧ Hide Folders				- I	Save	Cancel	



## <u>Select 'Connect'</u>

퉣 Remote	e Desktop Connection		-		×
	Remote Desk Connectio	top <b>n</b>			
General [ Logon se	Display Local Resources ttings	Experience	Advanced		
Sa	Computer: DT5-ET User name: dt MrFau You will be asked for cred	x1010		<b>ať</b>	] <mark>a</mark>
- Connectio	on settings Save the current connect saved connection.	tion settings to Save As	an RDP file	e or open Open	a
A Hide Op	otions		Connect	He	elp

• Check 'Don't As me again....', select 'Connect'

퉣 Rem	ote Desktop Connecti	on	$\times$		
Do you trust this remote connection?					
This remo remote co	ote connection could ha omputer before you conr	m your local or remote computer. Make sure that you trust the nect.			
	Type: Remote Desktop Connection				
<b>1</b> 59	Remote computer:	DT4-CT			
	Gateway server:	dt.theramanager.com			
Don't ask me again for connections to this computer					
Shov	w Details	Connect Cancel			



Computer:

### • Enter the Password, select 'OK'

RD Gateway Server Name:

DT5-ET dt.theramanager.com

Cloud User		Cloud Login ID			Password	
		dt\MrFaux1010			Password-01	
		dt\				
	Windows Security	,		>	<	
	Enter your	Enter your credentials				
	These credentials will be used to connect to the following computers: 1. dt.theramanager.com (RD Gateway server) 2. DT5-ET (remote computer)					
	MrFaux1010					
	••••••	•		/		
	DT\MrFaux10	10				
	Remembe	er me				
	More choices					
		ОК	Car	ncel		