

Connecting To (company) OnVO Anywhere...Anytime

Instructions

Connecting via Microsoft Windows XP Home or Pro

- 1) Click **START** | **ALL PROGRAMS** | **ACCESSORIES** | **COMMUNICATIONS**
| Click **REMOTE DESKTOP CONNECTION** to start application
- 2) Enter (**Your IP**) in the Computer Field
- 3) Select **Options** Button
- 4) Select **Display** Tab | Move Remote Desktop Size Slider right to Full Screen
- 5) Select **Local Resources** Tab | In Local Devices Section - Check boxes Disk Drives and Printers
- 6) Select **Experience** Tab | Select your connection speed by clicking the Pull Down Arrow – (**Note: if you have DSL select Broadband (128Kbps -1.5Mbps)**)
- 7) Click **Connect** Button
- 8) Enter **Username** and **Password**
- 9) Click **OK**

If your printer is not available using this procedure try connecting using the instructions below.

Connecting via Microsoft Internet Explorer Web Browser

- 1) Open your **Internet Explorer** Web Browser
- 2) In the Address Bar Enter : <http://www.myonvo.com/tsweb>
- 3) You will be prompted to install a security certificate – **please install.**
- 4) **Replace Destination** in Access Your On-Demand Business with (**Your IP**)
- 5) Select you Screen Size via the Pull Down Arrow (**note: most users will you Full-screen – if you have issues connecting select a lower the Screen-size**)
- 6) Click **Connect** Button
- 7) Enter **Username** and **Password**
- 8) Click **OK**