

How to Set Up My Home Computer to Access My H Drive at RCS

These are three *requirements* for a proper connection:

- 1) You must have a PC running Windows XP (either Home or Corporate)
- 2) You must have high speed access like Roadrunner, DSL or Mid Hudson Cable
- 3) You must ask us to turn on access for you to connect.

Things you may want to know:

- 1) Once you connect to RCS, ALL of your Internet requests go through RCS. This means that Internet Explorer won't work unless you go to Tools, Internet Options, Connections, LAN Settings and check Proxy Server. Enter 10.10.3.16 for the Address. If you do this, all of your Internet activity goes through RCS and will be filtered and sites recorded. Don't forget to Un-Check after you disconnect, or you won't be able to get on Internet!
- 2) AOL instant messenger, Web Based Email or similar programs won't work while you are connected.

Setup (this only needs to be done once)

Click Start, then RIGHT click on My Network Places, then select Properties. Now, select Create a New Connection (on the left side), then press Next, Select Connect to the Network at my Workplace, click Next, Select Virtual Private Connection and press Next, Enter RCS for Company Name, press Next, if you have a modem installed in your computer, you will get a screen that says Automatically Dial or Do Not Dial, Select Do Not Dial. If you don't have a modem, you will not get the previous message. Now it will ask for a Host Name or IP address, enter the following exactly 163.153.237.117 then press Next, Select For Anyone's Use, then press Next, click in the box that says to place a shortcut on the desk top and press Finish. A screen will pop up that says Connect RCS, Select Properties, Then the Options Tab at the top. Put a check mark in the box that says Include Windows Login Domain, then press Ok. Now enter your UserName and password. Also enter RCS in the box that says Domain. You can check save password, if you don't want to enter it each time you reconnect. Just remember, that should you change your password at school, you need to change it here also.

Using your H Drive at Home

You should have a shortcut on your Desktop called RCS. Click that Icon. If you have checked save password and username, it will automatically connect you, if not, it will prompt you for the password. You should get a pop-up balloon telling you that you are connecting to RCS. Also, you should see an Icon in the lower right corner near the time that looks like two little computers. After connecting, you will see them flashing meaning that information is being sent back and forth to RCS.

Now, Right Click on the My Computer Icon located on your Desktop. (If for some reason its not there, Click Start, Right Click on My Computer and select Show on Desktop.) Select Map Network Drive. Change the Drive Letter to H and enter [\\10.10.4.10\yourusername\\$](#) . Change the 10.10.4.10 to 10.10.12.2 for A.W. Becker or to 10.10.10.2 for P.B. Coeymans. Be sure to include the \$ after your username. You can now use your H Drive!

To Disconnect after you are done

Before disconnecting, be sure to save and close any documents that may be open. Now, Right Click on the two little computers in the lower right corner near the clock. Select Disconnect. All Done.