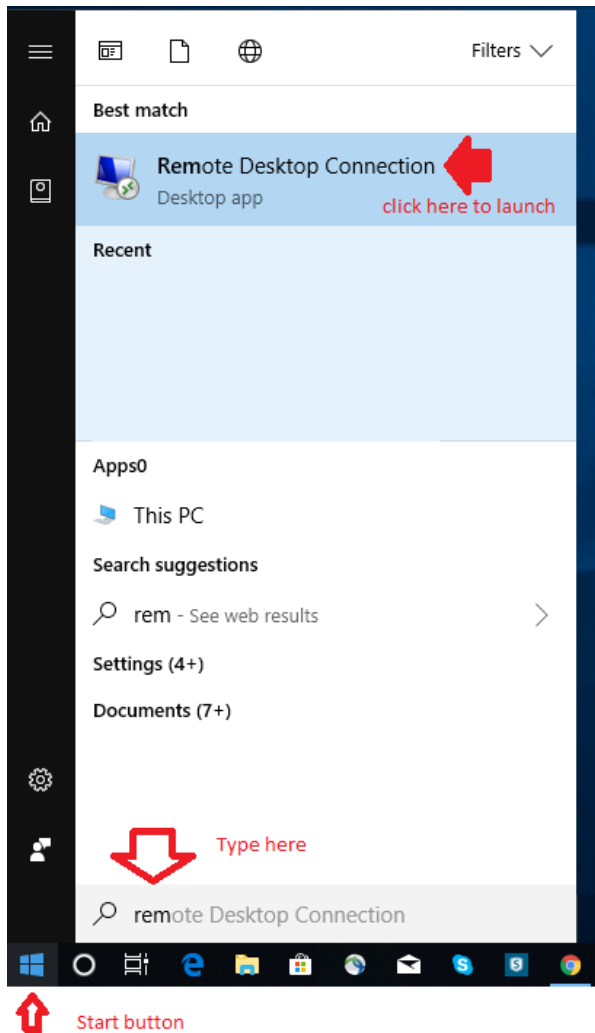


Contents

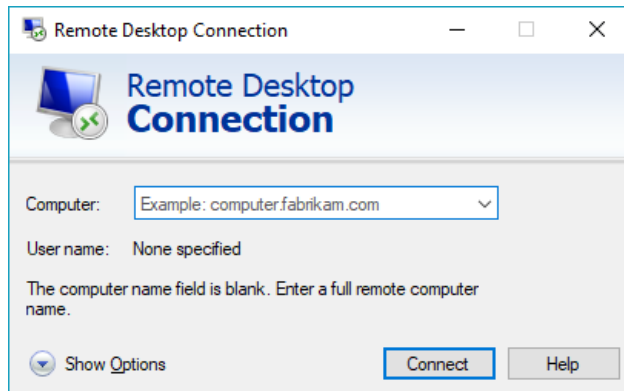
Finding Remote Desktop App	1
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Finding Remote Desktop App

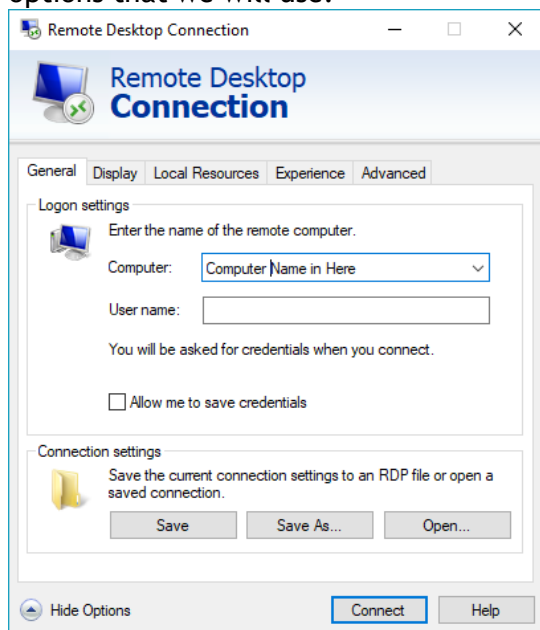
1. On your Windows Desktop, click on the Start Button and start to type 'Remote Desktop Connection'
2. Windows will find this inbuilt program
3. Click on the name to open the program to launch Remote Desktop Connection



Getting Connected



- Click on the 'Show Options' drop down button in the lower left hand corner to show some extra options that we will use.

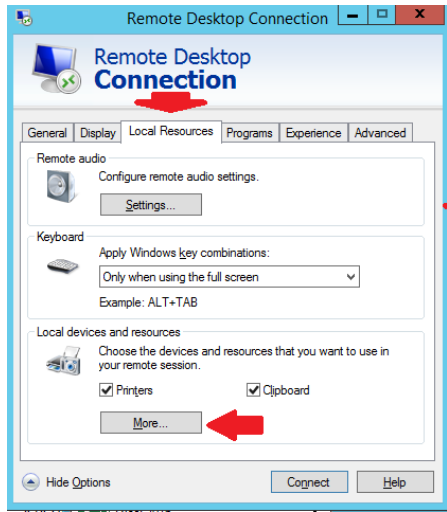


- Enter information into the following fields:
 - Computer: {IP Address provided to you}
 - User name: {Your User Name}
- Click on the 'Allow me to save credentials' check box, if you want your password saved in the shortcut that will be made.
- Now click on the 'Save As' button and this will allow you to save a shortcut for this remote session to your desktop. Call it 'RP Server' or similar and Windows will save your password if you have selected this in the previous step.

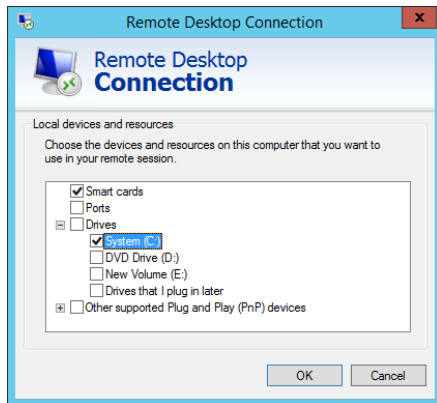
- Hit connect and login to the server, thereafter you can use the shortcut on your desktop to connect to the RentalPoint Software Cloud Hosted Server.

Access to local drives while connected

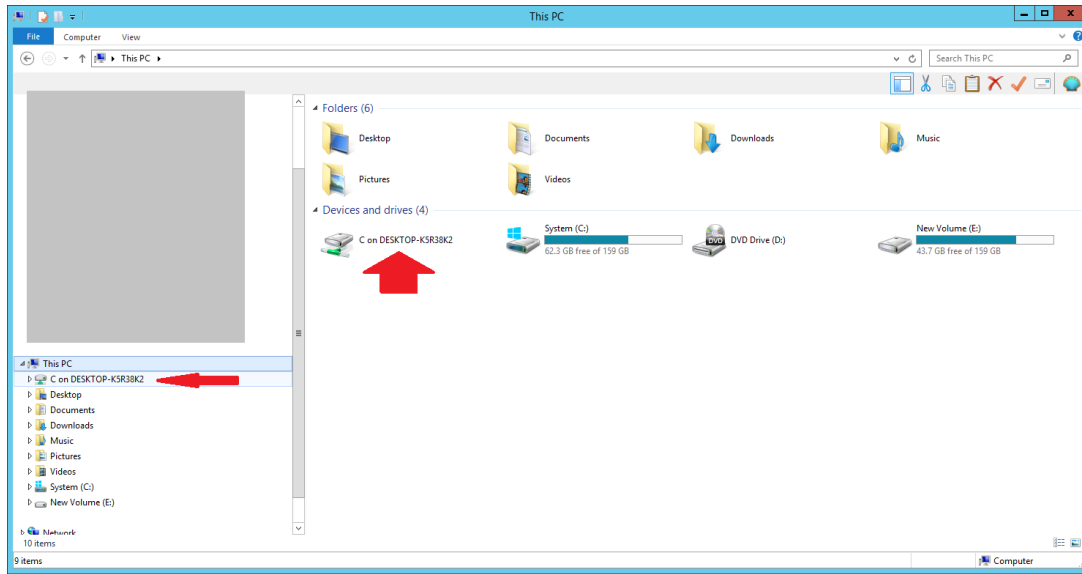
- Under the local resources tab, click 'more'



- then check the drives you want access to



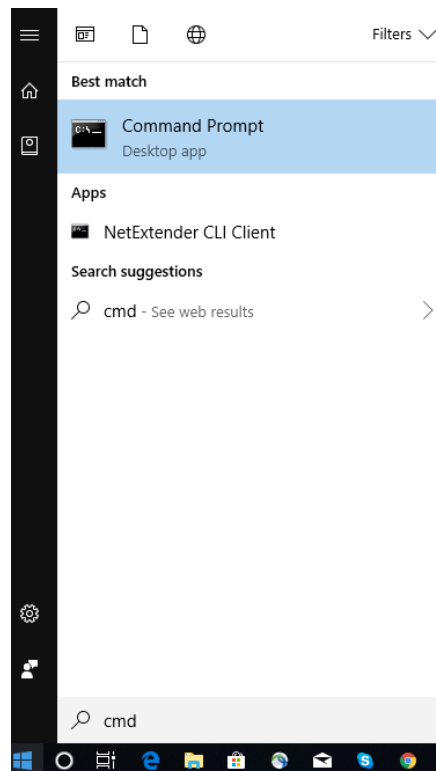
- Once connected, you will see your local driver access in windows explorer



Access to Virtual Drive from your Cloud Server

Quickly access a specific folder\path on your local workstation from your cloud server using the 'subst <drive letter:> windows path' windows command, here's how it works.....

First, open a command prompt on your local workstation



Type in the 'subst' command and hit enter

'h:' is the drive letter I have chosen to use

'E:\home' is the drive I want to access from my cloud server



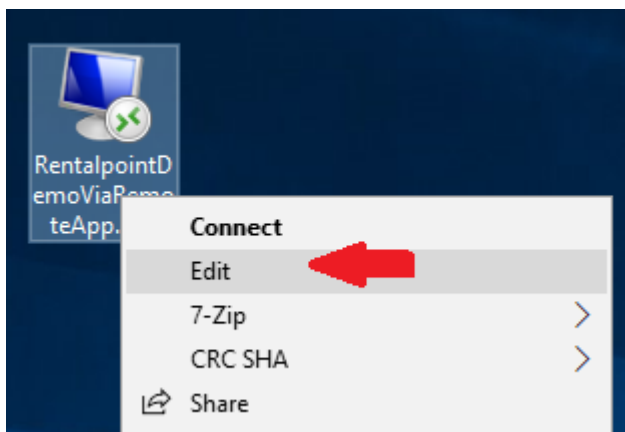
```
Command Prompt
Microsoft Windows [Version 10.0.17134.523]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\Users\Visitor>subst h: E:\home

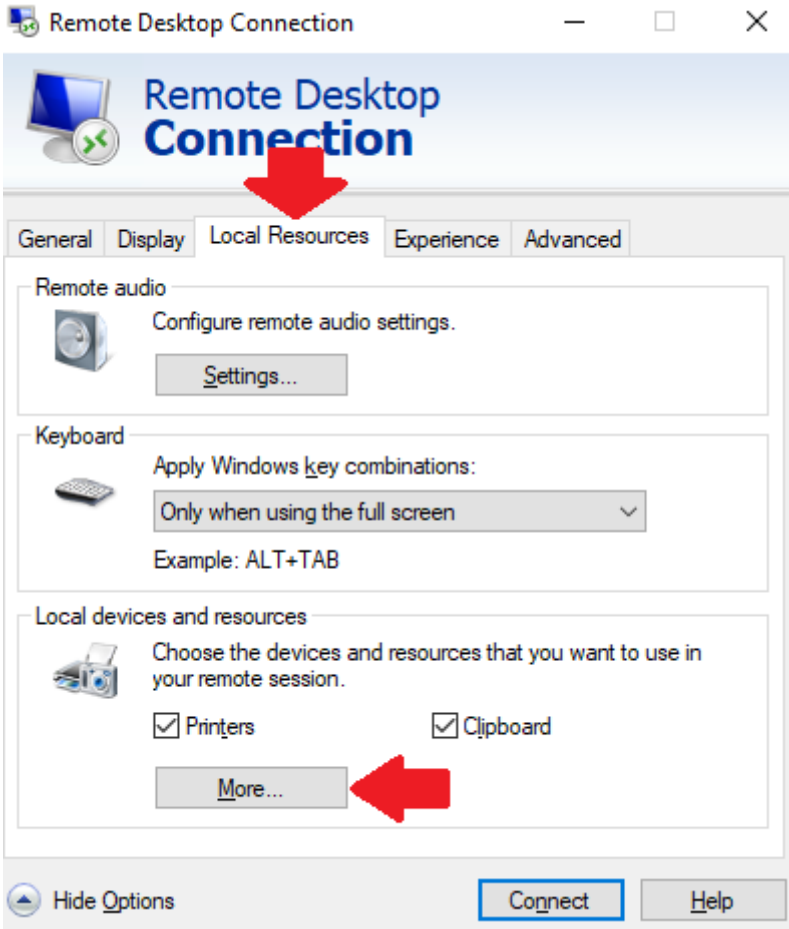
C:\Users\Visitor>
```

Close the cmd window

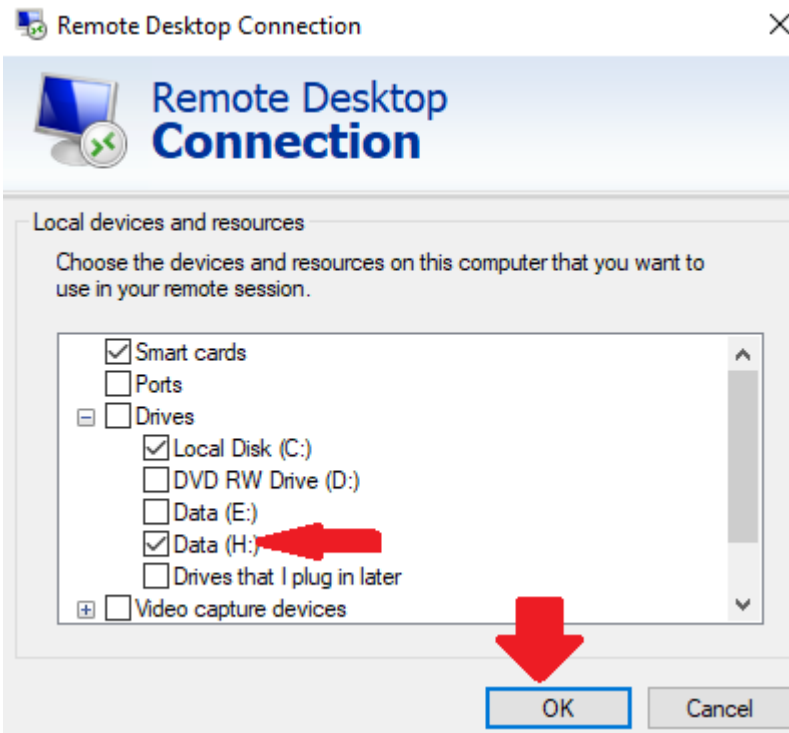
Right click on the icon you use to connect to your cloud server and click 'edit'



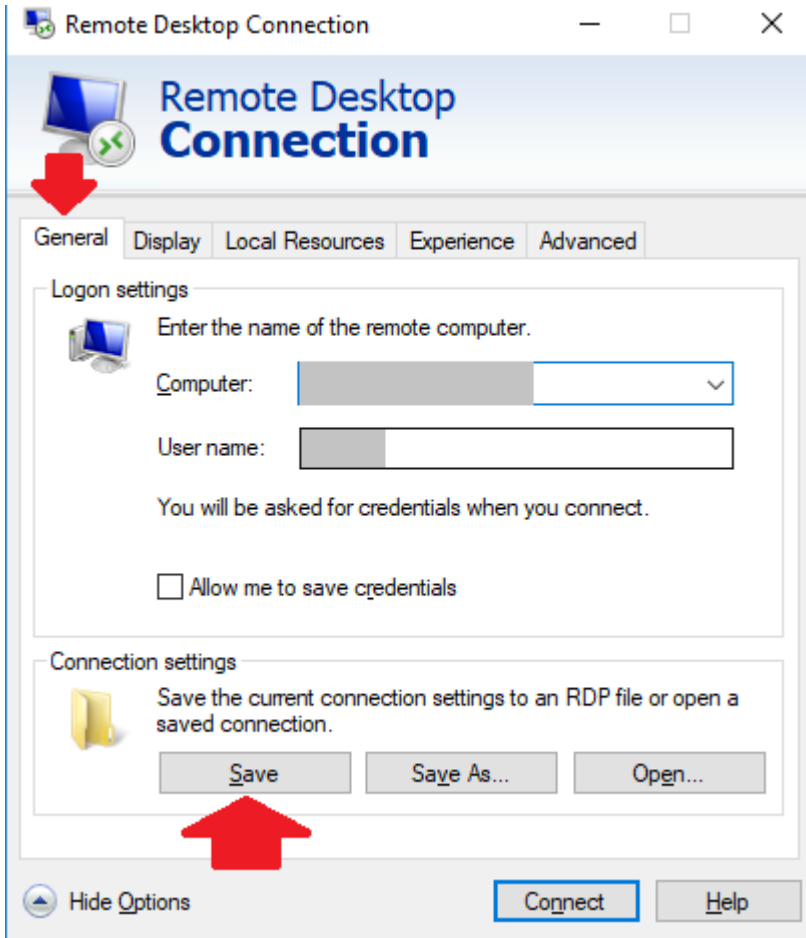
Under the Local Resources tab, click More



Check the box beside your new drive and click OK

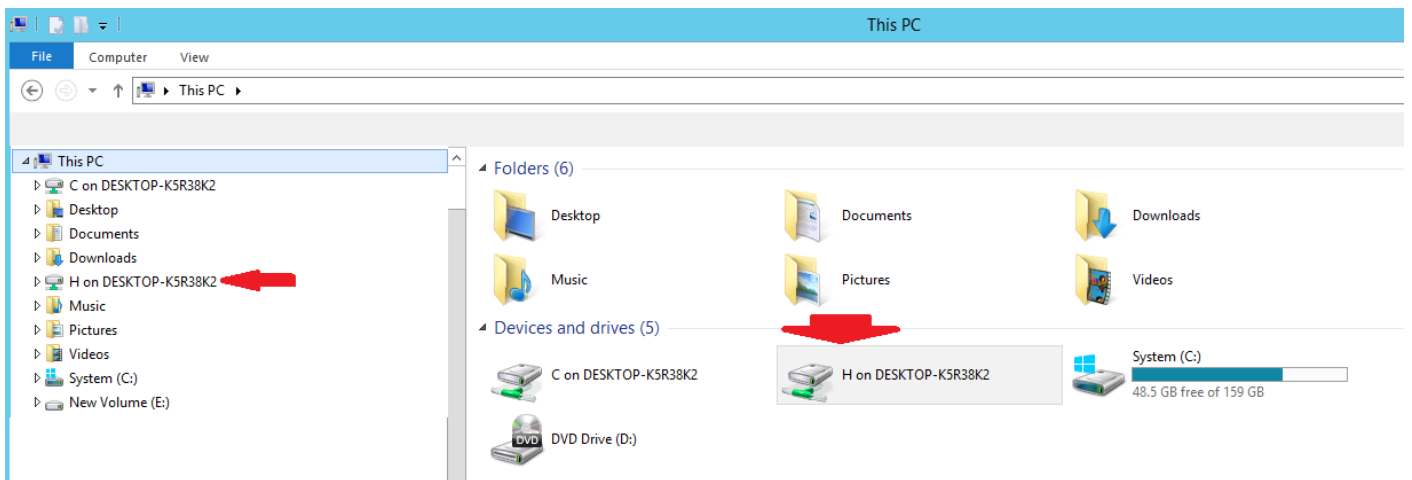


Switch to the General Tab and SAVE the file

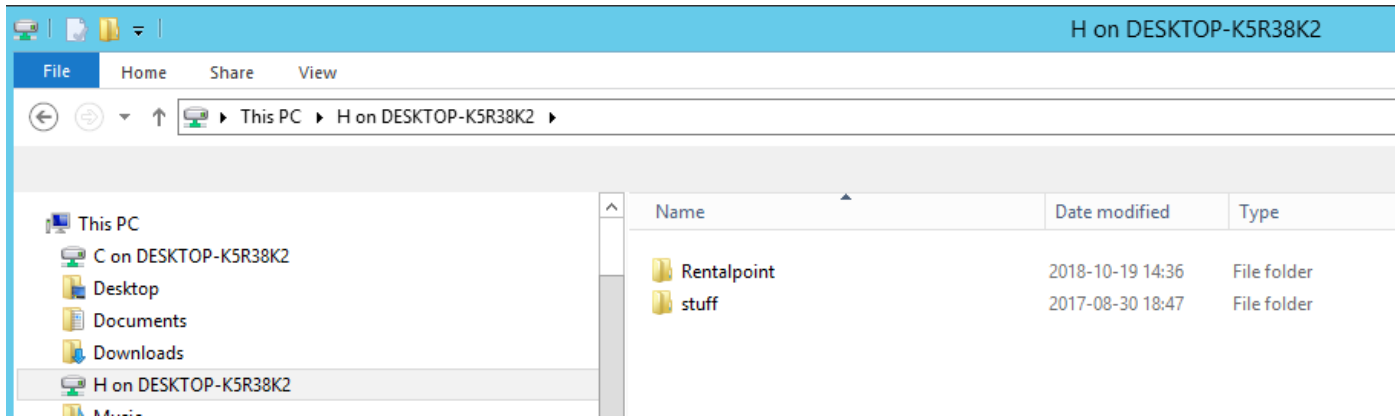


If you're already connected to your cloud server, disconnect and reconnect using your modified remote desktop file.

Open explorer on your cloud server and you will see the virtual drive available



Click on the drive to immediately navigate to it.



5. You can view a list of all existing virtual drives by simply giving **subst** command without any parameter in Command Prompt.

Command Prompt

```
Microsoft Windows [Version 10.0.17134.523]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\Users\Visitor>subst
H:\: => E:\home

C:\Users\Visitor>
```

To delete a virtual drive use --> `subst <drive letter:> /d`

Command Prompt

```
Microsoft Windows [Version 10.0.17134.523]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\Users\Visitor>subst h: /d
```

Other Information to Note

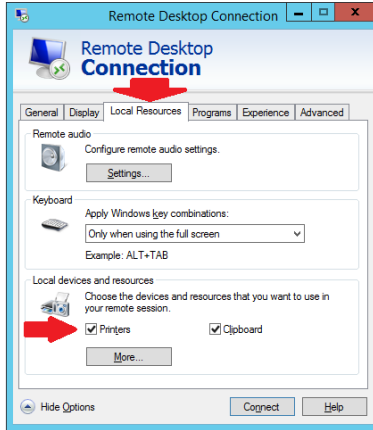
- Ensure the drive letter you choose is NOT already used on your PC (i.e. C, D and any existing external drives)
- If your folder path contains spaces, put the whole path in double-quotes ("").
- You should not use **chkdsk**, **diskcomp**, **diskcopy**, **format**, **label** and **recover** commands on virtual drives created using subst command. Virtual drives are paths to actual drives, they are NOT physical drives; so these commands either will not work or can cause problems for the actual drives where the folders reside.



Remote Connect from Windows PC to
RentalPoint Cloud

Access to local printers while connected

- Ensure the 'Printers' box is checked to enable access to local printers during your server connection.



Logging off the Server

- To log out of the server, click on the start button on the server desktop (bottom left corner) and then click 'log off'.

