


**SETTING UP  
REMOTE DESKTOP  
IN WINDOWS 7 and  
WINDOWS VISTA**

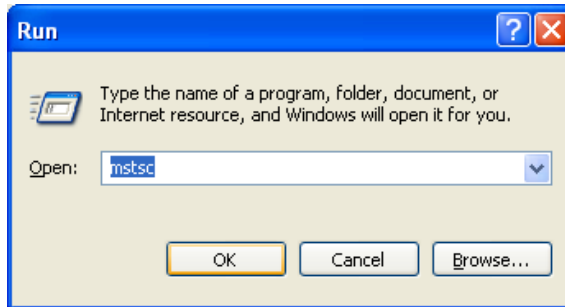
## TABLE OF CONTENTS

<b>BDP VTS1 FOR WINDOWS VISTA AND WINDOWS 7 .....</b>	<b>1</b>
<b>OPTIONS .....</b>	<b>3</b>
<b>1. OPTION ONE - GENERAL TAB (SHORT CUT ICON FOR DESKTOP) .....</b>	<b>3</b>
<b>2. OPTION TWO - DISPLAY TAB (SCREEN SIZE) .....</b>	<b>5</b>
<b>3. OPTION THREE - LOCAL RESOURCES TAB (LOCAL DRIVE MAPPING) .....</b>	<b>6</b>
<b>SETTING UP DUAL MONITORS FOR YOUR REMOTE SESSION .....</b>	<b>8</b>

## BDP VTS1 FOR WINDOWS VISTA AND WINDOWS 7

In order to access your Remote Desktop from your Windows VISTA or Windows 7 Home Computer, do the following steps:

- (a) Click **START**, then **RUN** (or shortcut  "windows key + R")
- (b) Type "mstsc" and click OK button. The following is an illustration of this:



After clicking **OK**, the following will appear:



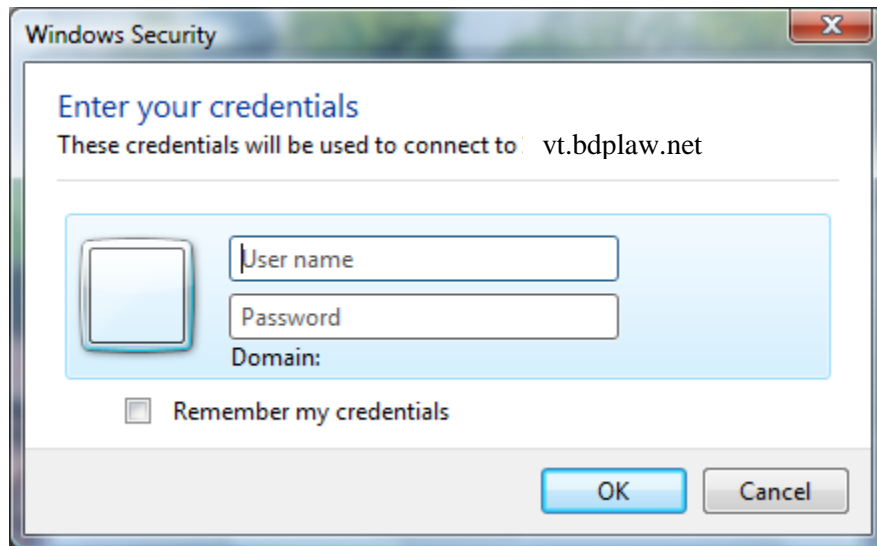
Enter the IP address "**vt.bdplaw.net**" in the "**Computer:**" field as illustrated above and click the "**Connect**" button

*(Note: If you want to create a shortcut icon to access Remote Desktop via your Desktop and change other settings (i.e. screen size options, color etc). Choose "**Options**" as illustrated above, see page 3 of this document)*

## LOGGING ON TO BDP VTS1

Please refer to "**BDP Remote Access Systems**" on "**Help & Support**" on the Intranet or visit [www.bdplaw.net](http://www.bdplaw.net)

You will be prompted to enter your credentials. The following is the illustration:



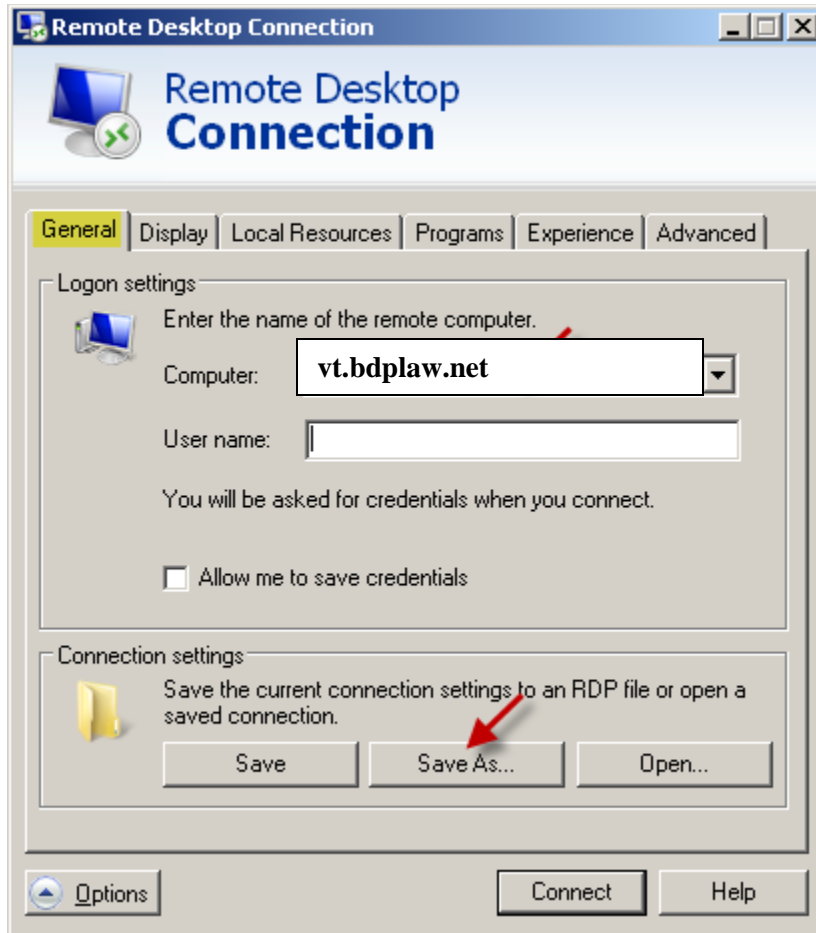
In the "**User Name**" field enter "**BDP\_NT\username**" (replace username with your username you use at BDP). In the "**Password**" field enter your internal (BDP) password. Click **OK** button when finished. You will then be taken to the RSA Secure ID phase of your login

*(Note: This credentials window above only appears for Windows VISTA and Windows 7 Operating Systems. An extra layer of security is required compared to Windows XP. Therefore you will have to enter the above again via the RSA Secure ID as well)*

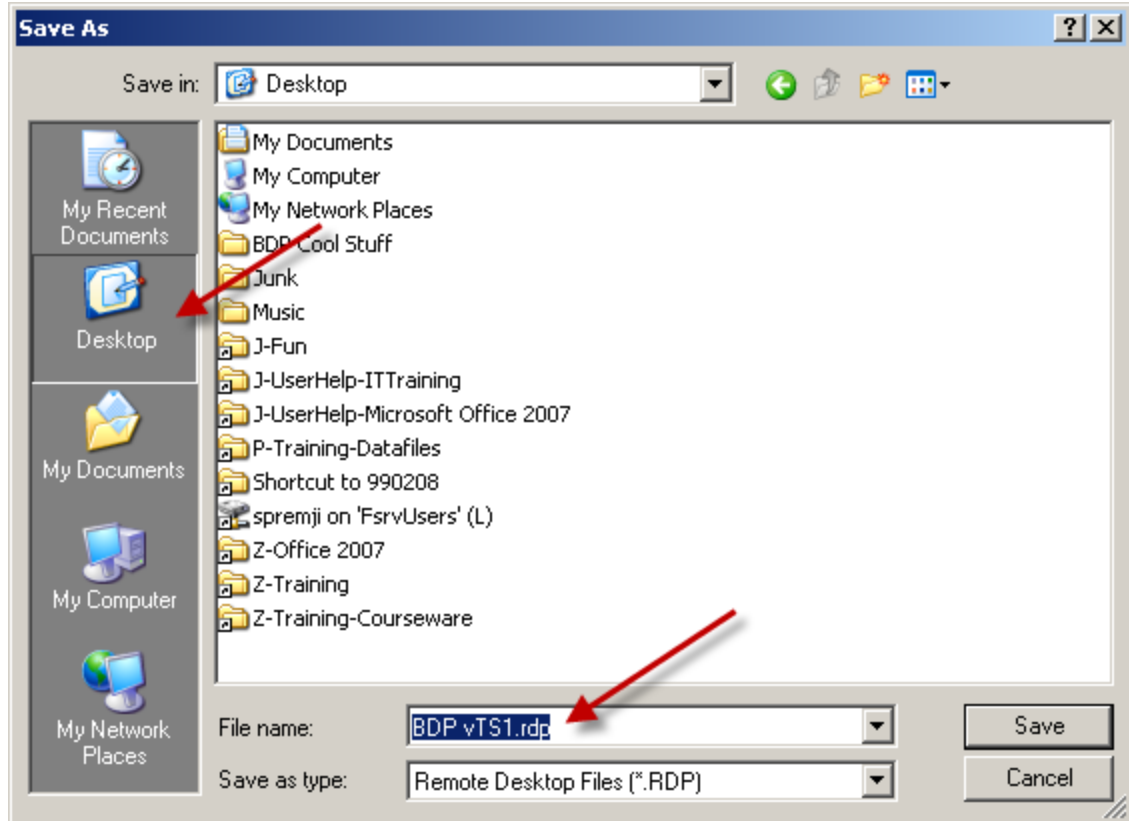
## OPTIONS

Clicking on the "**Options**" button from the "**Remote Desktop Connection**" window (see page 1), will produce the following:

### 1. Option One - General Tab (Short Cut Icon for Desktop)



In order to save the connection settings to your computer's desktop at home, you have input the following in the above illustration. They are "**vt.bdplaw.net**" in the "**Computer:**" field. Once this is done, click on "**Save As...**" button as illustrated below. The following on the next page will appear:

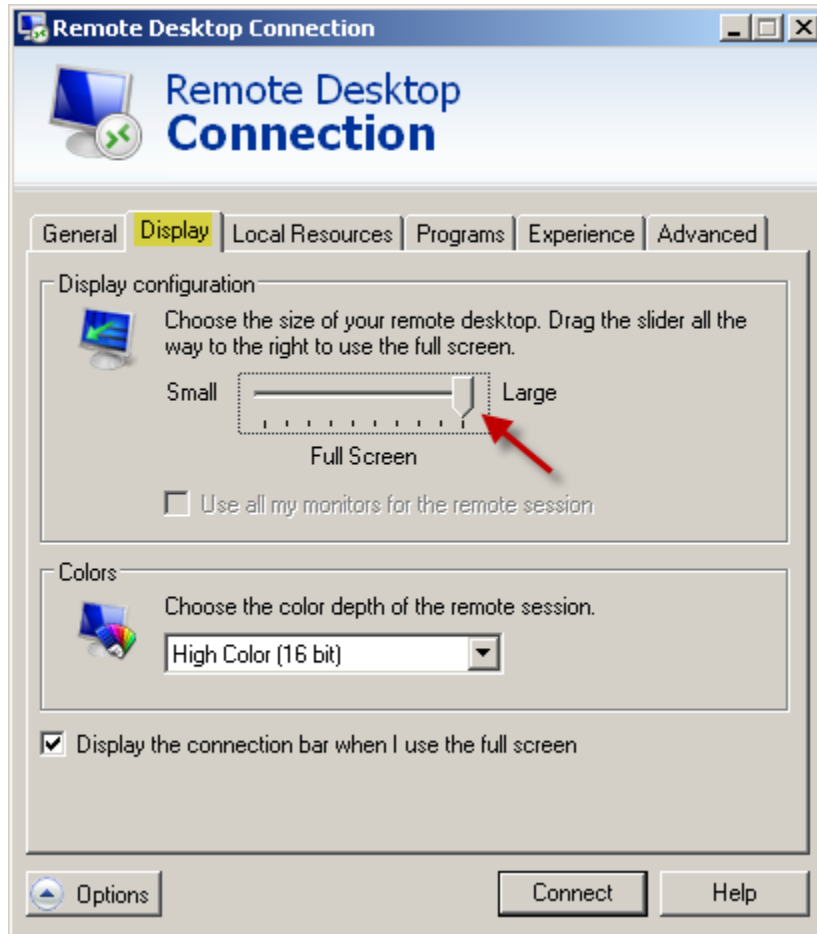


Make sure you select "**Desktop**" as shown above and name your file "**BDP vTS1**" also shown above. You do not have to worry about entering the file extension. Click on the "**Save**" button when you are done. The following icon will appear on your computer's Desktop window:



Next time you want to access the Remote Desktop, simply double-click on the icon as shown above.

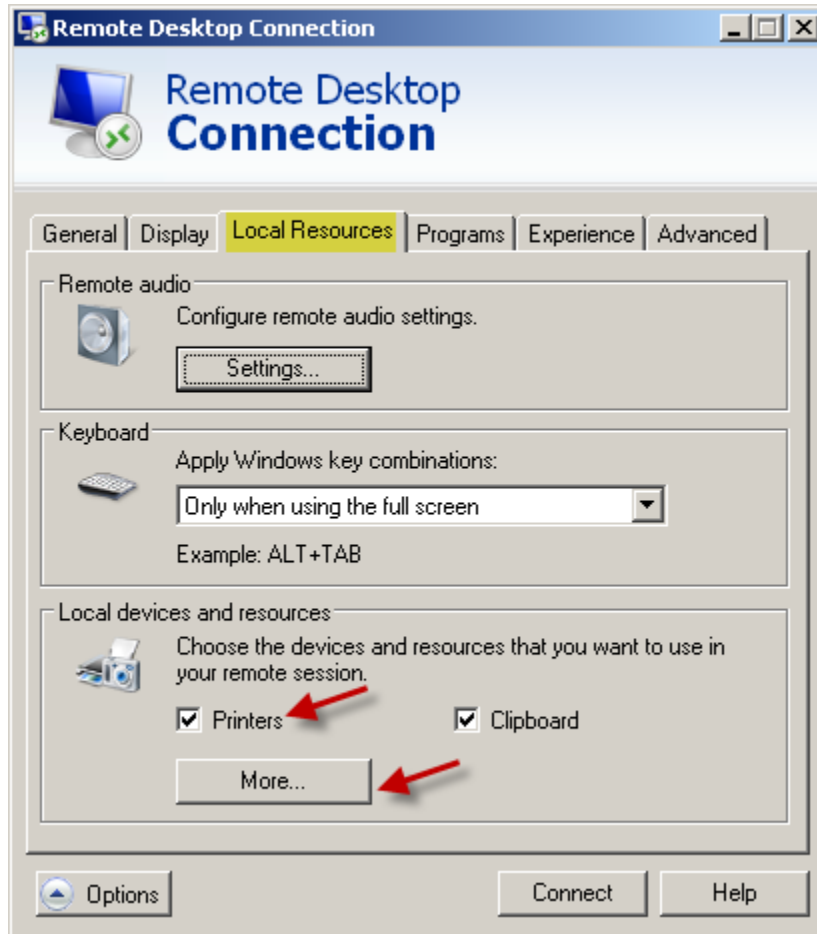
## 2. Option Two - Display Tab (Screen Size)



Under the Display tab, you can set the screen size accordingly. Setting the full screen is recommended.

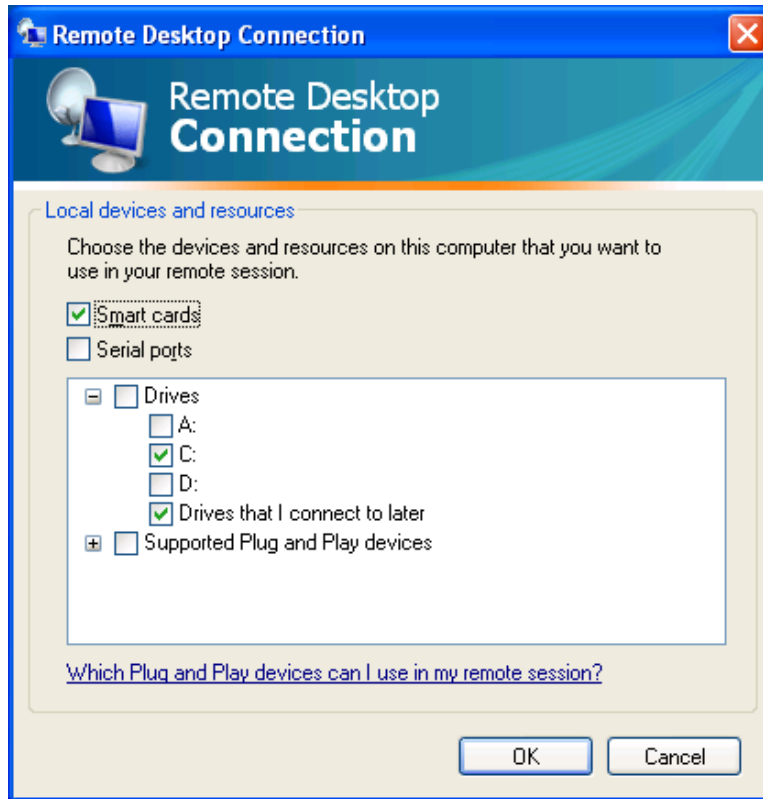
*(Note: setting less than Full Screen will make less space to view documents.)*

### 3. Option Three - Local Resources Tab (Local Drive Mapping)



You can allow your home printer(s) to be used from the Remote server by ensuring the "Printers" check box is selected as illustrated above.

If you want to be able to access your local drives on your home PC, click on the "More..." button as illustrated above. The following will on the next page will appear:



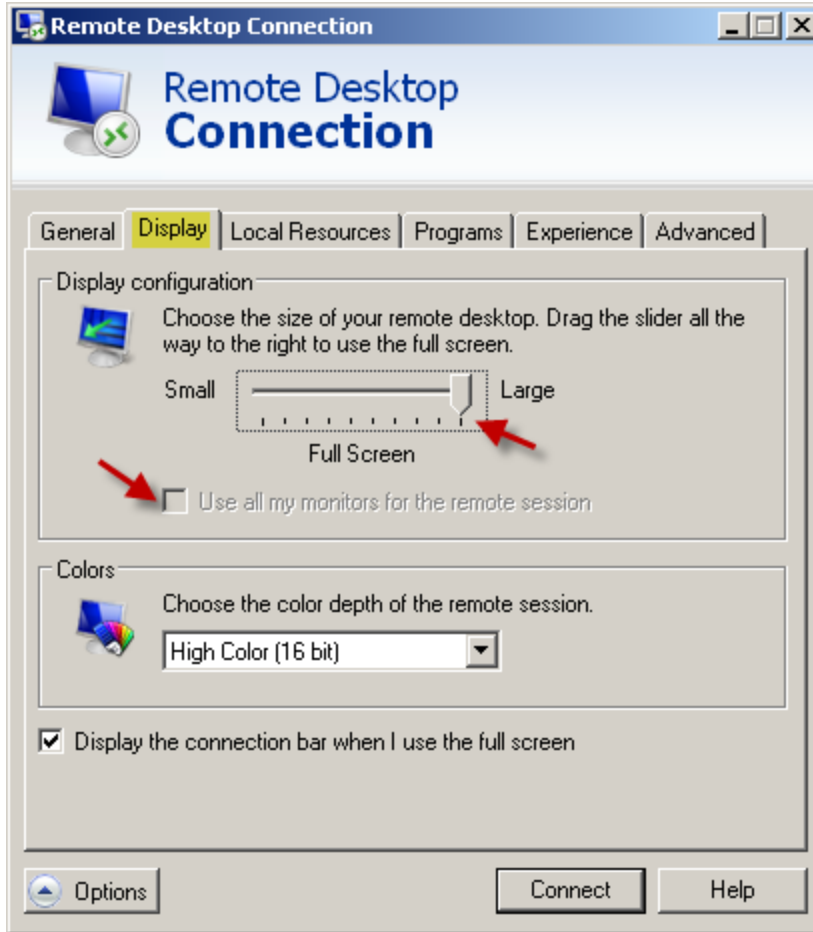
You can select your local drives (i.e. "A", "C", "D", "Drives that I connect to later", etc.)  
You may have expand the "Drives" tree to see all the drive letters

## SETTING UP DUAL MONITORS FOR YOUR REMOTE SESSION

In order to setup dual monitors for your session, you have to do the following:

After clicking on **Start / Run** and typing "**mstsc /span**", click on the "**Options**" button and select the "**Display**" tab as illustrated in the screen shots below and next page:





Select checkbox for "Use all my monitors for the remote session" from the above illustration for the "Display" tab make sure the "Display configuration" is set to Full Screen - Large and click "Connect" button. You will then have to manually adjust the windows sizes as needed.

*(Note: that both your monitors act like one big screen when you are in your Remote session)*