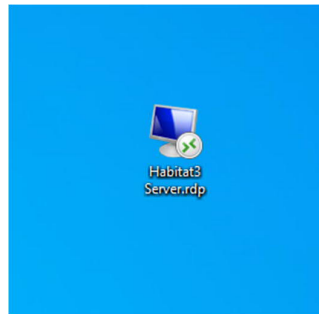


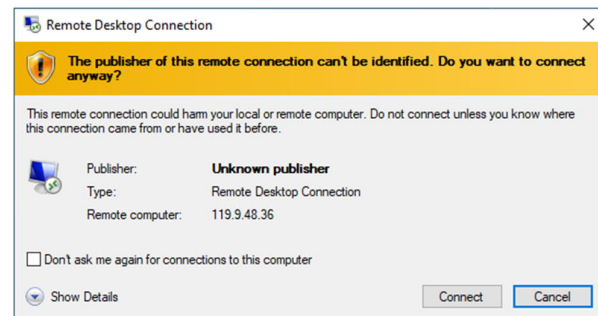
CONNECTING TO THE HABITAT3 SERVER:

During the onboarding process we would have sent you out RDP Icons for you to use to connect into the server, please see the guide below on how it works.

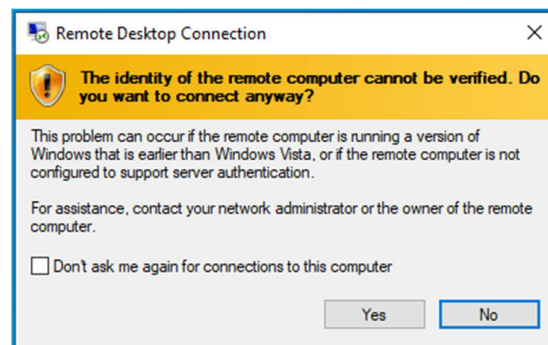
1. Double click on the RDP Icon (we recommend placing it on your PC's desktop).



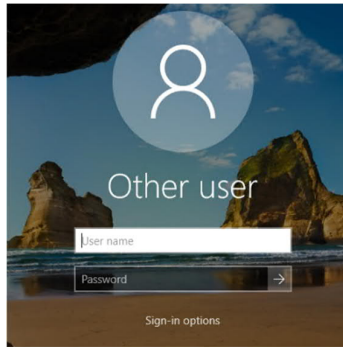
2. On first connection you might see the following message popup, just hit the "Don't ask me again for connections to this computer" and hit connect.



3. Once completed you might also see the following pop-up message, once again just hit "Don't ask me again for connections to this computer". These warnings are not relevant to your service.



4. Now you will be presented with the login screen (see below). Enter in your username and password that we have provided to you.



CHANGING YOUR HABITAT3 PASSWORD:

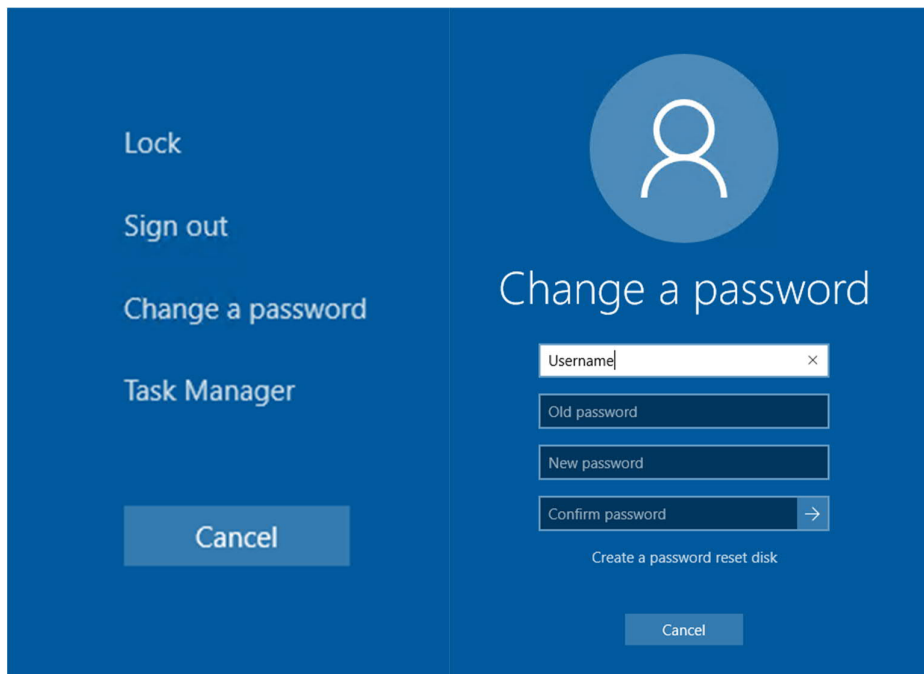
After you have signed into the Habitat3 server for the first time we do recommend that you update your password to something unique, the requirements are as follows:

- 6 Characters Long
- Contains an Uppercase, Lowercase and Number (or Symbol)
- Can't contain parts of your username.

To update this password please follow the below guide.

Once you are logged into the Habitat3 server press the keyboard combination of Ctrl + Alt + End to bring up the following menu and select "Change a password" – this will take you to a second screen in which you will need to enter in your Habitat3 Username, the current password, and the new password you would like twice.

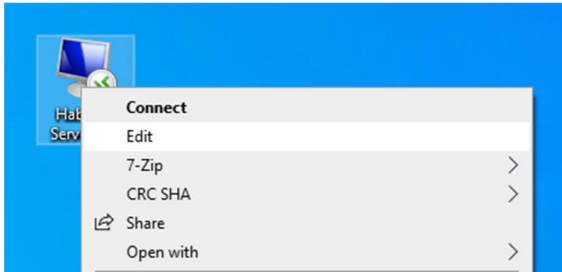
Please note to either hit the arrow or press enter once this is done, do not hit "Create a password reset disk".



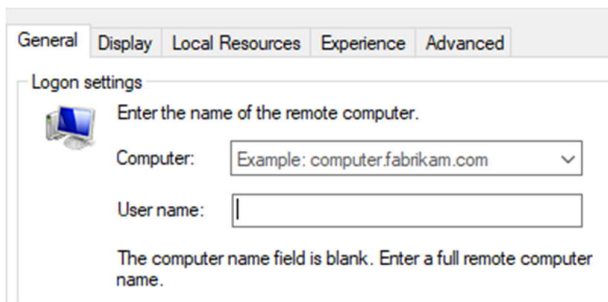
SETTING UP MULTIPLE SCREENS

If you or one of your staff uses multiple screens on their PC then they are able to replicate that when using the server. To do this complete the following steps:

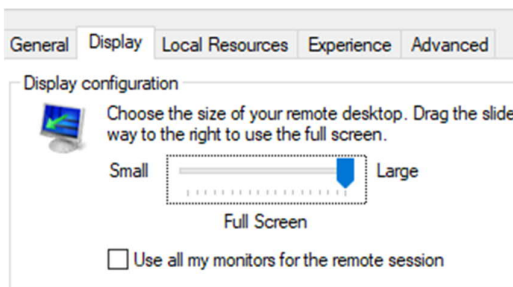
1. Right click on the RDP Icon you were provided to connect into the server and hit "Edit".



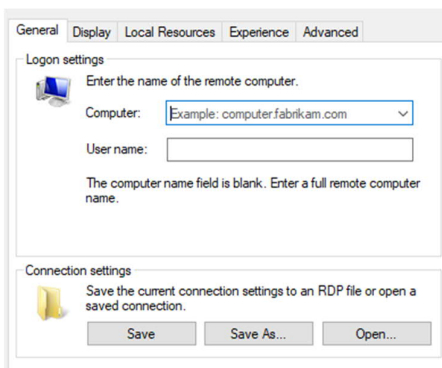
2. If you see a slightly different screen than the one below you should have a "More Options" button down the bottom you can press to show more. Once you see this screen hit Display in the top bar.



3. In Display tick the box that says "Use all my monitors for the remote session" |



4. Go back over to the General tab and hit save down the bottom and then connect in and it should be using all your available monitors for the RDP session.



PRINTING FROM YOUR HABITAT3 SERVER TO YOUR LOCAL PRINTER:

When connecting into the Habitat3 server it will automatically detect a printer if setup on your local PC. That means that usually if you can print to the printer from your PC it will work from the server as well.

If you open up the printers section on the server you should see your normal printers but they will have (Redirected) in their name to note that they have been pulled through. If you cannot see your printers please log a ticket with our helpdesk.

PASSWORD LOCKOUT:

On The Habitat3 Server the security policies are such that if you or someone else attempts to sign into an account and gets the password wrong 3 times it will temporarily lock the account for 30 minutes and prevent anyone getting into it.

This is important to prevent "brute force" hacking attempts. If you get locked out of your account you can either wait 30 minutes for it to automatically unlock or log a ticket with our helpdesk and we can unlock it for you and you can re-attempt the login.

STREAMING VIDEO AND AUDIO:

The Habitat3 service is designed to provide you with remote access to applications and documents through the use of Microsoft's Remote Desktop technologies.

Remote Desktop was not designed to provide for effective Video and Audio Streaming. It has to stream it to the server first and then send it to your PC via Remote Desktop. This is a very slow and problematic way to watch videos or do web conferencing. It is always better to do these types of activities directly from your PC (eg. Zoom, Skype, Youtube).

FURTHER ASSISTANCE:

Further assistance is available at www.habitat3.com.au/support or call 1300 550 941