

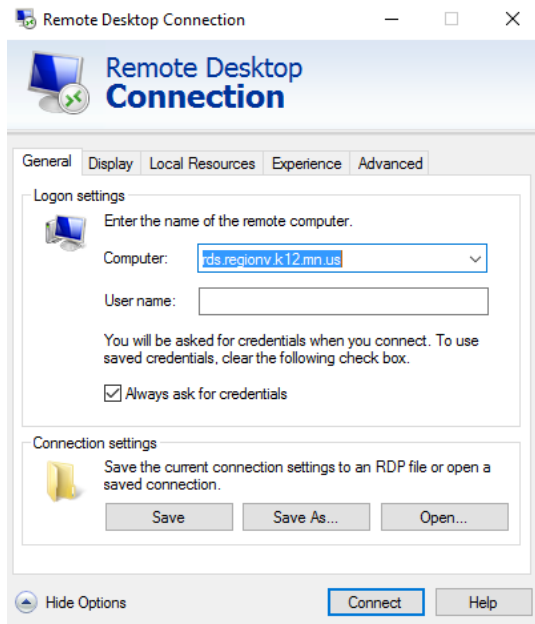
## Region V Remote Desktop Services (RDS) Installation Instructions

Download the RDS zip file from our website located at <http://www.regionv.k12.mn.us/files/tech/RVRDS.zip> (Or, from Region V website <http://www.regionv.k12.mn.us>, choose Support – Technical – RVRDS Download)

Open the zip file and copy the RVRDS folder to the local computer.

Copy the RegionV RDS program that is within the RVRDS folder to the user's Desktop.

1. Right Click on the RegionV RDS icon and choose 'Edit' to enter in the User name.



Username Example: (regionv\XXXX9999)  
Login names may differ in format, **but they always begin with regionv\**. If you or the user does not know the Username or password, please contact Region V Support personal and they will get that information to you

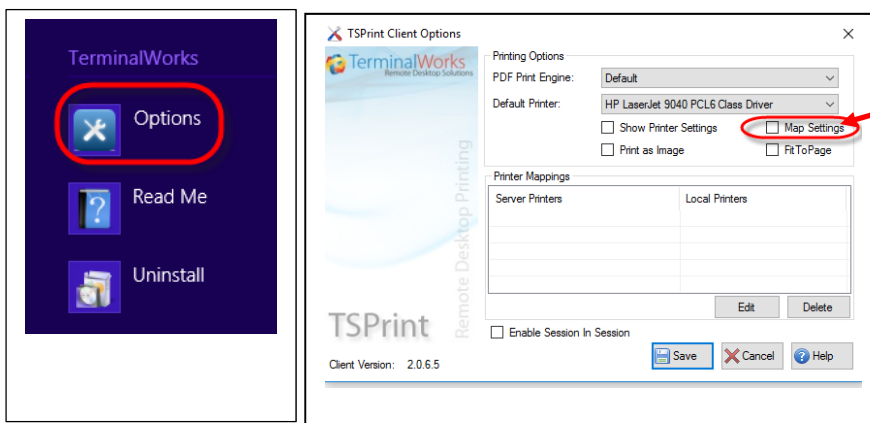
2. Click Save and close the window.

The RDS Installation is complete.

## Printer Setup

Install TSPrinter Client

1. Go back to the RVRDS folder and double click on the TSPrint\_client application.
2. Accept all Default settings by clicking next until install is done. Click Finish.
3. Find Terminal Works in your All Apps and choose Options:



Be sure that Map Settings is NOT checked.

If you have problems with margins on your reports, check the next box: Fit to Page

## RDS User Login

1. Have user log into RDS by clicking on the Region V RDS icon set up in the first step (contact Region V if you do not know the login info)
2. **Signing Out. To properly sign out of RDS, the user must click on the window in the lower left hand corner of the RDS screen, then in the next window they will click on their name in the upper right hand corner and select Sign Out.**

## Printing

1. When printing, users will use the TSPrinter default in the SmartSystems print window for all documents.
2. After a user sends the document to the TSPrinter, they will then get a second print window. This is where the user will make printer selections and choose printing preferences.
3. The user will be asked to OK each document that has been selected for printing.

## Client Folder Download **(Please do not skip this step)**

Most, but not all users will require a copy of the SmartHr Client folder on their c:\ drive.

1. Copy the smarthr folder from the Region V RDS folder or click on this link to download the latest client folder. [http://www.regionv.k12.mn.us/files/tech/SMARTClient\\_All.zip](http://www.regionv.k12.mn.us/files/tech/SMARTClient_All.zip)
2. Extract the smarthr folder and place it directly onto the C:\drive.
3. The path should look like this when done. C:\smarthr
4. If this folder already exists, please overwrite and/or merge the new folder. This will ensure that all the latest documents and templates are included.
5. This is a default location used within the SMART program itself and some file creations will fail without it.