Mercy's Remote Access Instructions

~~~	~~~~~ Section A – Windows 2000 / XP ~~~~~~~
I.	Install Meditech <u>A1</u>
II.	Install VPN Client   A3
III.	Sign on to PACS Gateway from VPNA7
IV.	Sign on to Meditech from VPN <u>A10</u>
V.	Install Nursing Flowsheet / Smartboard <u>A10</u>
VI.	Accessing MercyNet / Email from VPN <u>A11</u>
VII.	Install OB Link <u>A12</u>
VIII.	Sign on to OB Link from VPN <u>A14</u>
IX.	Disconnect from VPN <u>A14</u>
X.	Install Meditech on the Web <u>A15</u>
XI.	Print from Meditech <u>A21</u>
~~	Use previous section for Meditech, iSite, MercyNet, OBLink installations
I.	Install & Sign on to VPN Client <u>B1</u>
II.	Disconnect from VPN <u>B6</u>
III.	Install Meditech on the Web <u>B6</u>
~~	Section C – Macintosh
I.	Install VPN Client <u>C1</u>
II.	Install Terminal Services <u>C5</u>
III.	Sign on to VPN <u>C6</u>
IV.	Access Meditech & PACS
V.	Uninstall VPN

©2008 Mercy Medical Center 1320 Mercy Dr. NW Canton, Ohio 44708 Helpdesk: 330.489.1275

# **Section A**

# Windows 2000/XP

### I: Install Meditech:

• Double click on the **Meditech 3.26** folder.



• Double click on **Workstation3.xP.exe** to install. The window will disappear when completed or you may have to click **OK** to finish install.



• Double-click on the Meditech icon on your desktop to launch.



• Click on Add...

MEDITECH Workstation Connections	
Connections: Name (Type)	
	🔵 Add D
	Remove
	Setup
Default Connection	Connect
Change Default Connection	Modem
	Class 1
I Show list of connections at startup	

• Type **Meditech** and then click in the circle to the left side of **telnet**. This will put a dot in that circle. Click **OK**.

MEDITECH Remote Workstation Add				
Connection Name: Meditech				
Connection Type				
C Asynch C Modem Telnet				
OK Cancel				

- At the bottom of the screen in the Host Name/IP Address, type 10.48.192.17.
- In the **Telnet Port, type 23** and then hit **OK**.

Connection N	lame: Meditec	Type:Telnet		
Terminal Emu	ulation			
Mode:	۰	MAGIC	C VT100	
Async Setup				
Com Port:	O COM1	C COM2	О СОМЗ	C COM4
	O COM5	О СОМА	O COM7	о сома
nual unafacte	18:			
- Modem Setu Phone Num:	p			
• Modem Setu Phone Num: • Telnet Setup	p			
• Modem Setu Phone Num: • Telnet Setup Host Name/I	P	10.48.192.17	Teinet P	ort: 23

• Click **Change Default Connection** and then click **Close**.

Add
Add
lemove
etup
onnect
odem
Close

### **II: Install VPN Client:**

• Double click on the **XP** folder then the **VPN Client** folder.

ArcyVPN (D:)					
∫ <u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> oo	ols <u>H</u> elp				
📔 😓 Back 🔹 🔿 👻 💽 🔘 Search	n 🔁 Folders	🛯 🗠 🧐	X 的	<b>⊞</b> ▼	
Address ArcyVPN (D:)					▼ 🔗 Go
MercyVPN (D:)	Java 1.3.1	Meditech 3.24a	VPN Client	$\mathcal{D}$	
Select an item to view its description.	-				

• Double click on **Setup.exe**.

	-					
🚔 YPN Client						_ 🗆 ×
<u> </u>	ols <u>H</u> elp					
📙 🖙 Back 🔹 🤿 👻 🗎 🧟 Search	h 🕒 Folders	<b>3</b>   Pr - Pr	X n III	-		
Address 🧰 VPN Client					<b>~</b>	∂Go
				2		
VDN Client	CSAUHPACS.	data1.cab	data1.hdr	data2.cab	DelayInst.exe	
VPN Glient	- pci			$\frown$		
Select an item to view its description.			*	R		
See also:	ikernel.ex_	layout.bin	Setup.bmp 🎙	Setup.exe	Setup.ini	
My Documents				$\smile$		
My Network Places						
My Computer						
	setup.inx					

• Click Next.



• Click Yes.



• Click Next.

Cisco Systems VPN Client Setup 🛛 🛛 🔀
Welcome to the Installshield Wizard for VPN Client.
The InstallShield Wizard will install VPN Client on your Computer. To continue click Next.
Destination Folder C:\Program Files\Cisco Systems\VPN Client Browse
rstallshreid

• Click Next.



- The installation will begin.
- You will receive the following error message. Click Yes.
  Digital Signature Not Found



• Wait for the installation to complete.

• Make sure "Yes, I want to restart my computer now." is selected and click **Finish**. Cisco Systems VPN Client Setup



- When the computer comes back up to the screen with your icons:
  - Click Start
  - Click **Programs**
  - Click Cisco Systems VPN Client

	-		é	Internet Explorer		
		Programs 🕨	ē	3M APC Grouper Plus Software		
=		Decumenta		3M Health Information Sustems		
Ĕ			-	Cisco Systems VPN Client 🔹 🕨	6	Help
l-ğ	5.	Settings 🕨		Meditech	<u>م</u>	Set MTU
8			<b>.</b>	Track-It! Client	21	Uninstall VPN Client
Б		Search 🕨	<b>.</b>	Norton AntiVirus Corporate Editior🥑	٨	VPN Client
e.		Help	W	Microsoft Word		
8	$\geq$		2	Microsoft Access		
S	2	Run		Microsoft Excel		
1 È			6	Microsoft FrontPage		
H	Ł.	Log Off greskokm	C	Microsoft PowerPoint		
E		Shut Down	C	Microsoft Outlook		
		Shut Down	内	Acrobat Reader 5.0		
1	Start	🔯 📑 🔯 🥭 🔌 🚺 Inbox - M		Microsoft Visio	E.MI	S

• Right-click VPN Client.

• Click **Send to** and then click **Desktop** (create shortcut).

æ	QuickTime	۲.		🗐 WinZip 🔹 🕨	
<b>1</b>	Macromedia	×	C	Send To 🔹 🕨	🚽 3½ Floddy (A)
$\odot$	Windows Media Player			Cut	C Deskton (create shortcut)
e	Internet Explorer			Conv	
<b>.</b>	3M APC Grouper Plus Software	۲.			
۵	3M Health Information Systems	۲.		Create Shortcut	My Documents
i.	Cisco Systems VPN Client	Þ 健	👂 Help	Bename	
<b>.</b>	Meditech	∙	À Set MTU		
<b>1</b>	Track-It! Client	• 🕎	📱 Uninstall VPN Client	Sort by Name	
<b>1</b>	Norton AntiVirus Corporate Edition	۶ 👌	VPN Client	Fropences	
W	Microsoft Word				

• This will create a "lock" icon on your desktop.

### **III: Sign on to PACS Gateway from VPN:**

**NOTE:** To be able to properly diagnose and accurately view PACS images, be sure that you graphics card's color quality is set to at least 24bits before continuing. 512MB+ memory & 1 Ghz+ processor recommended.

• Double click on the **yellow lock icon** on your desktop. Be sure that CSAUHPACS is highlighted and click the **Connect** button in the top left hand corner.



- **Sign on** to the program using:
  - The **first 6 letters of your last name** (or your whole last name if it is 6 characters or less), your **first initial**, and your **middle initial**.
  - This should be all one word: example: johnsoma (for Matt Alan Johnson)
  - Enter your network password.
- The yellow lock will minimize.
- Double click Internet Explorer.
- Click on the address bar at the top of Internet Explorer.
- Type <u>http://10.45.15.93/ids5web/start/american/index.html</u>

Address http://10.45.15.93/ids5web/start/american/index.html

→ Go

• An Information Bar will appear at the top of the screen in yellow. A pop-up will inform you that the Information Bar has appeared. Click **OK**.

PACS Gateway - Microsoft Internet Explorer	. 🗆 🗙
File Edit View Pavorites Tools Help	
🔇 Back 🔹 🕥 - 💌 😰 🏠 🔎 Search 🥋 Favorites 🤣 😥 - 嫨 📝 - 📜 🏭 🖄	
Address 🗃 http://10.45.15.93/ids5web/start/american/index.html	Links »
🔞 This site might require the following ActiveX control: 'Setup.exe' from 'Sectra Imtec AB'. Click here to install	×
Information Bar   Image: Strain Stra	
V Opening page http://10.45.15.93/ids5web/start/american/start.asp	ai.

• Click on the Information Bar at the top of the screen. Then click **Install ActiveX** Control...



• Click **Install** to install the setup file.

- Click Install again.
- Wait for setup to finish.
- Create a shortcut on your desktop:
  - **Right-click** on a blank area of your desktop (where all the icons are located on the main screen)
  - $\circ \quad \text{Click New} \rightarrow \text{Shortcut}$
  - Type <u>http://10.45.15.93/ids5web/start/american/index.html</u> and click **Next**.
  - Type PACS Gateway and click Finish.
- Change your first time password:
  - Log on to PACS Gateway using the following information:
    - Username = *same as your Meditech sign-on*
    - Password = mercy
  - Click **Cancel** to close out of the Search box.
  - $\circ~$  Go to the File menu.
  - Click Change Password.
  - Type **mercy** as your old password and then type your new password

IV: Sign on to Meditech from VPN:

- Double click on the yellow lock icon on your desktop. Be sure that CSAUHPACS ø is highlighted and click the **Connect** button in the top left hand corner.
- **Sign on** to the program using: •
  - The first 6 letters of your last name (or your whole last name if it is 6 0 characters or less), your first initial, and your middle initial.
  - This should be all one word: example: johnsoma (for Matt Alan Johnson)
  - Enter your Network Password.
- Double clicking the Meditech icon will bring you to this screen.



Then continue by entering your Meditech sign on and password.

#### V: Install Nursing Flowsheet / Smartboard:

- Double click on your CD-ROM from My Computer. •
  - 0 Double click on the **Smartboard** folder to install Smartboard.
    - If installing Smartboard it must be installed before the Flowsheet.
  - Double click on the **Visual Flowsheet** folder to install Visual Flowsheet. 0
- Double click on **Setup** in each folder to begin the respective installs. •

VPN Client



• Enter through the install program, accepting all the defaults to install.

#### VI: Accessing MercyNet / Email from VPN:

- Double click on the **yellow lock icon** on your desktop. Be sure that CSAUHPACS is highlighted and click the **Connect** button in the top left hand corner.
- **Sign on** to the program using:
  - The **first 6 letters of your last name** (or your whole last name if it is 6 characters or less), your **first initial**, and your **middle initial**.
  - This should be all one word: example: johnsoma (for Matt Alan Johnson)
  - Enter your Network Password.
- Start Internet Explorer and type in "mercynet" as the address and hit enter.
- Click the link in the center column entitled "Email Mercy".

Internet Applications	Mercy Department Websites		
AirTran A2B	Administrative Policies	Mercy Forms	
Amtelco	Community Referral List	Mercy Health Center Service	
Arch Wireless Paging	Courier Services Schedule	Mission Forum	
Beckman Coulter	Credencials	MR - Abbreviation List	
BWC	Email - Mercy	MR - Release Information	
Care Source	Emergency Department	NDNQI RN Survey	
Emergisoft	Ethics On-Call List	Notary Public Listing	
eNatal	Food & Nutrition Services	Nursing Services	
Event Forms	HIPAA	PACS iSite Web Training	
HealthCare Wellness	Human Resources	Pastoral Care	
Lawson	Infection Control	Pharmacy	
Medical Dictionary	Informatics Guidelines	Phone Listing	
Micromedex	Information Technology	Physical Therapy	

VPN Client

• If you are not logged in automatically; enter your network *username* and *password* to launch the outlook web application. If needed, put "csauh\" before your username, i.e. csauh\username.



• When you are done, close your browser window to logoff of your e-mail.

#### **VII: Install OB Link:**

• First we must install Java. Double click on the Java 1.5.0_13 folder.



• Double click on **jre-1_5_0_13-windows-i586-p.exe**.

🚔 Java 1.3.1	_ 🗆 ×
<u> </u>	<u>10</u>
⇔ Back • → • 🖻   @ Search 📲 Folders 🍏 階 🧏 🗙 🖄 🕮 •	
Address 🧰 Java 1.3.1	🝷 🤗 Go
Java 1.3.1	

• Click **Run**, if asked.



• Click **Typical Setup** and the **Accept** button.

	🝘 J2SE Runtime Environment 5.0 Update 13 - License	×
	License Agreement Please read the following license agreement carefully.	<u>un</u> .
	Sun Microsystems, Inc. Binary Code License Agreement for the JAVA 2 PLATFORM STANDARD EDITION RUNTIME ENVIRONMENT 5.0	
	SUN MICROSYSTEMS, INC. ("SUN") IS WILLING TO LICENSE THE SOFTWARE IDENTIFIED BELOW TO YOU ONLY UPON THE CONDITION THAT YOU ACCEPT ALL OF THE TERMS CONTAINED IN THIS BINARY CODE LICENSE AGREEMENT AND SUPPLEMENTAL LICENSE TERMS (COLLECTIVELY "ACREEMENT"). PLEASE READ THE ACREEMENT CAREFULLY. BY DOWNLOADING OR INSTALLING THIS SOFTWARE, YOU ACCEPT THE TERMS OF THE AGREEMENT. INDICATE ACCEPTANCE BY SELECTING THE "ACCEPT" BUTTON AT THE BOTTOM OF THE AGREEMENT. IF YOU ARE NOT WILLING TO BE BOUND BY ALL THE TERMS,	~
<	Typical setup - All recommended features will be installed.     Suctom setup - Specify the features to install. For advanced users.	

• Wait as the setup program installs Java. Click **Finish** to complete the install.



#### VIII: Sign on to OB Link from VPN:

• Double click on the **yellow lock icon** on your desktop. Be sure that CSAUHPACS is highlighted and click the **Connect** button in the top left hand corner.

• **Sign on** to the program using:

- The **first 6 letters of your last name** (or your whole last name if it is 6 characters or less), your **first initial**, and your **middle initial**.
- This should be all one word: example: johnsoma (for Matt Alan Johnson)
- Once connected double click Internet Explorer.
- To set up shortcut to Mercy's OB Link (only do this the first time you sign on):
  - Type https://10.45.17.28 and hit enter.
  - When the page displays, click on **Favorites** at the top of the page.
  - Click Add to Favorites.

🖉 EasyWeb Login -	Microsoft Internet Explorer
File Edit View	Favorites ools Help
🗢 Back 🔹 🔿 🗸	Add to Favorites
Address 🔊 http://10	Organize Favorites

- Name it **OB Link**.
- To sign on to OB Link (after you set it up in Favorites the first time):
  - Click on Favorites.
  - Click on the **OB Link** shortcut name.
- Log into the OB program using your Mercy sign-on information.

#### **IX: Disconnect from VPN:**

**NOTE:** You must disconnect from the VPN to get back on your home or office network. This will allow you to use your non-Mercy programs successfully.

• On the bottom right hand corner of the screen, right-click on the yellow lock and choose **Disconnect**. You are now disconnected.



VPN Client

• Alternatively, launch the VPN Client again by double-clicking the lock on your desktop and choose **Disconnect**.



### X: Install Meditech on the Web:

**NOTE:** You must be an administrator on your PC. Call your office IT personnel to verify that you are an administrator before continuing.

• To connect you must disable your firewall. To disable the Windows firewall, right-click Network Neighborhood or Network Places and go to **Properties**.



• Right-click your Local Area Connection and go to **Properties**.



• Click the Advanced tab and then the Settings button.



• Choose **Off** at the bottom then click **OK**.



- If you cannot turn your firewall off: If your firewall cannot be turned off due to policy restrictions, you must allow an exception to three Meditech programs. Click the Exceptions tab from the above window and then click Add Program. Click Browse to add the following programs:
  - "C:\Program Files\Meditech\Print\VMagicPPII.exe"
  - "C:\Program Files\Meditech\Station325A\T.exe"
  - "C:\Program Files\FCG\FirstWorks\FirstConnect\Client\tunnel.exe"
- If you already have Meditech on your system: we must set it up to allow multiple connections. Skip this step if you don't have any other versions of Meditech on your system.
  - Start Meditech by double-clicking the shortcut on the desktop.
  - Click Options at the top of the window, then click Connections.



- Check show list of connections at startup and then click close.



- Close out of Meditech.
- Open Internet Explorer and click on the *Tools* (1) button, and then click *Internet Options* (2).



• Click on the *Security* tab (1), then single click on *Trusted Sites* (2), and then click the *Sites* (3) button. Type <u>https://csauh.com</u> in the blank and click *Add* (4). Click *OK* (5) then click *Custom Level* (6).

	Internet Options	
	General Security Privacy Content Connections Programs Advanced Select a Web content zone to specify its security settings.	Trusted sites
1-	Internet Local intranet Trusted sites Restricted sites	You can add and remove Web sites from this zone. All Web sites in this zone will use the zone's security settings.
2-	This zone contains Web sites that you trust not to damage your computer or Sites	Add Web sites:
	Security level for this zone Custom C	http://*.csauh.com http://10.45.15.15 http://10.45.15.101
3	To use the recommended settings, click Default Level.	Require server verification (https:) for all sites in this zane
	Custom Level Default Level	utrition Services PACS iSite Web Training Pastoral Care
	OK Cancel Apply	esources Pharmacy

• At the bottom choose *Low* (1) from the drop down list. Then click *Reset* (2).

	Security Settings - Trusted Sites Zone	
1	Settings NET Framework Loose XAML Disable Enable Prompt XAML browser applications Disable Enable Prompt XPS documents Disable Enable Prompt INET Framework-reliant components INET Framework-reliant components NET Framework-reliant components NET Framework-reliant components NET Framework-reliant components NET Framework-reliant components NET Framework-reliant components Net Headle Net Head	2
Choose the Yes butto	n to confirm your change.	
War	ning!	zone?

• Click *OK* to save your changes. Click *OK* again to save your settings.

Yes

- To setup a shortcut to Meditech on the Web (only do this the first time):
  - o Type <a href="https://meditech.csauh.com/firstconnect">https://meditech.csauh.com/firstconnect</a>
  - When the page displays, click on **Favorites** at the top of the page.

No

- Click Add to Favorites.

   EasyWeb Login Microsoft Internet Explorer

   File Edit Viet Favorites ools Help

   Add to Favorites...

   Add to Favorites...

   Organize Favorites...
- Name it Mercy on the Web.

•

- Click Favorites then Mercy on the Web to launch the website.
- Always click the first link, MEDITECH_325A

### $\dagger \bullet \dagger \bullet \dagger \bullet \dagger \bullet \dagger \bullet \dagger \bullet$ Section A – Windows 2000 / XP $\bullet \dagger \bullet \dagger \bullet \dagger \bullet \dagger \bullet \dagger \bullet \dagger$

Address Addres	💌 🛃 Gc
FirstConnect	
	HOME ABOUT SUPPOR
MERCY MEDICAL CENTER ST. VINC ST. JOHN WEST SHORE HOS	Web CENT CHARITY HOSPITAL
Welcome to FirstConnect for CSAUH	
[MEDITECH_325A]	
[MEDITECH_326P]	
• Click <b>YES</b> to run the ActiveX control.	

ight be unsafe to e. Do you want to
age mi he pag Yes

• If a **Meditech Workstation Connections** window pops up, click FCGConfig and click connect.

AEDITECH Workstation Connections	
Connections: Name (Type) FCGConfig (Telnet) Meditech (Telnet)	Add
	Remove
	Setup
Default Connection	Connect
Change Default Connection	Modem
Show list of connections at startup	Close

• When a blue bar appears, hit the **F9** key and type **2** and hit **Enter** for Mercy.



### **XI: Print from Meditech:**

- Launch Meditech.
- Click **Options** at the top of the Meditech window and then click **Printer Setup**.

ptions <mark>Edit H</mark> e	elp
Connections	
Edit Setup	
Set Screen Size	
Set Default	
Reconnect Mod	em
Print Screen	
Printer Setup	
Reset Display	Alt+D
Exit	Alt+F4

• Type in "ppii" and click **OK**.

Workstation Pass Through Print	ing
Default Printer: HP LaserJet 4 Plus	
Print Driver	
	<b>_</b>
OK Cancel	]

- You will now print to your default Windows printer.
- If you cannot click **OK** it is because you have no printer installed.

# **Section B**

Windows Vista

#### I: Install & Sign on to VPN Client:

- From the CD, open the Vista folder and then the VPN Client 5.0 Vista folder.
- Double-click the Windows Installer **vpnclient_setup**.

🖢 Organize 👻 🏢 View	s 🔻 🖬 Open 🙀 Share	🖲 Burn	
Favorite Links	Name	Date modified	Туре
Descurrents	CSAUHPACS.pcf	3/8/2004 5:34 PM	PCF File
	DelayInst	4/3/2007 4:17 PM	Application
Pictures	installservice	4/3/2007 4:17 PM	Application
Music	🔄 instmsi	4/3/2007 4:19 PM	Application
More »	instmsiw	4/3/2007 4:19 PM	Application
olders 🗸 🗸	📄 sig	4/3/2007 4:19 PM	DAT File
	vpnclient_fc.mst	4/3/2007 4:19 PM	MST File
	vpnclient_jp.mst	4/3/2007 4:19 PM	MST File
	<pre>getup</pre>	4/3/2007 4:19 PM	Application
	vpnclient setup	4/3/2007 4·19 PM	Configuration Set
Notwork	🕞 vpnclient_setup	4/3/2007 4:19 PM	Windows Installer
Control Danol	🔁 vpnclient_setup	4/3/2007 4:19 PM	Adobe Acrobat D.
	vpnclient setup.sms	4/3/2007 4:19 PM	SMS File

• Click **Next** at the welcome screen.



• Click the Accept button then click Next.

Cisco Systems VPN Client 5.0.00.0340 Setup	X
License Agreement	
You must agree with the license agreement below to proceed.	~
Client Software License Agreement of Cisco Systems	^
THE SOFTWARE TO WHICH YOU ARE REQUESTING ACCESS IS THE	
PROPERTY OF CISCO SYSTEMS. THE USE OF THIS SOFTWARE IS	
GOVERNED BY THE TERMS AND CONDITIONS OF THE GREEMENT	
INDICATE THAT YOU AGREE TO BE BOUND BY THE TERMS AND	
CONDITIONS OF THAT AGREEMENT. THEREFORE, PLEASE READ THE	
TERMS AND CONDITIONS CAREFULLY BEFORE CLICKING ON "YES". IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF THE	
AGREEMENT, CLICK "NO" ON THIS SCREEN, IN WHICH CASE YOU	
WILL BE DENIED ACCESS TO THE SOFTWARE.	-
<ul> <li>I accept the license agreement</li> </ul>	
1 do not accept the license agreement	

• Click Next.

stination Folder		10
Select a folder where the applic	ation will be installed.	
The Wise Installation Wizard ( 5.0.00.0340 in the following fo	will install the files for Cisco Sys older.	tems VPN Client
To install into a different folder You can choose not to install to exit the Wise Installation W	r, click the Browse button, and Cisco Systems VPN Client 5.0. izard.	select another folder. 00.0340 by clicking Cancel
Destination Colder		
Destination Folder		
C:\Program Files\Cisco Syst	tems\VPN Client\	Browse
C:\Program Files\Cisco Sysi	tems\VPN Client\	Browse
C:\Program Files\Cisco Sys	tems\VPN Client\	Browse

• Click Next.



• Installation Successful. Click **Finish**.

B Cisco Systems VPN Client 5.0	0.00.0340 Setup	
	Cisco Systems VPN Clie 5.0.00.0340 has been successfully installed. Click the Finish button to exit this installation.	nt
	K Bacit Finish	Cancel

• You must restart before using the VPN. Click **Yes**.



• To create a VPN shortcut; Click your Start Button in the bottom left-hand corner.



• Double-click Cisco Systems VPN Client.

•

• Right-click VPN Client and choose Send > Desktop (as shortcut).



• Double-click **VPN Client** on your desktop.



• Choose Connect.

Connection Entry A Host Transport CSAUHPACS 24.75.113.12 IPSec/UDP	Connect	Vew Import Modify Del	<b>G</b> ete	CISC
CSAUHPACS 24.75.113.12 IPSec/UDP	Cor	nection Entry /	Host	Transport
	CS	AUHPACS	24.75.113.12	IPSec/UDP

• Enter your Mercy Username and Password.

VPN Client   User Authentica	tion for "CSAUHPACS"	×
Enter Usemame and Password.	ОК	Cancel

• If you see the continue/banner message then you are on the Mercy VPN.



#### **II: Disconnect from VPN:**

• On the bottom right hand corner of the screen, right-click on the yellow lock and choose **Disconnect**. You are now disconnected.



• Alternatively, launch the VPN Client again by double-clicking the lock on your desktop and choose **Disconnect**.

status: Connected   VPN Client - Version connection Entries Status Certificates Disconnect New Import F Disconnect Entries Certificates Log	n 5.0.00.0340 Log Options Help Modify Delete		···
Connection Entry /	Host	Transport	
CSAUHPACS	24.75.113.12	IPSec/UDP	
Connected to "CSAUHPACS".		Connected Time: 0 day(s), 00:01.56	•

#### **III: Install Meditech on the Web:**

**NOTE:** You must be an administrator on your PC. Call your office IT personnel to verify that you are an administrator before continuing.

• To connect you must disable your firewall. Click on the **Start** button and then **Network**.



• Click Windows Firewall in the bottom left-hand corner.

The Control Panel A	Network and Sharing Contor	a fu Samb	
Tasks View computers and devices Connect to a network Manage wireless networks Set up a connection or network Manage network connections	Network and Sharing Content Network and Sharing Content MD (This computer)	enter	View full map
	<ul> <li>Network 2 (Private network Access</li> <li>Connection</li> <li>For sharing and discovery match the following setting</li> </ul>	ork) Local and Internet Local Area Connection to work properly, make sure the settings in 195.	Customize View status
See also Bluetooth Devices HP Wireless Assistant Intel(R) PROSet/Wireless Tools Internet Options Symmetric construction Symmetric construction Windows Firewall	Sharing and Discovery Network discovery File sharing Public folder sharing Printer sharing Password protected sharing Media sharing	<ul> <li>On</li> <li>On</li> <li>Off</li> <li>Off</li> <li>On</li> <li>Off</li> <li>On</li> <li>Off</li> </ul>	<ul> <li>&gt;</li> <li>&gt;&lt;</li></ul>

• Click Change Settings. If a prompt comes up choose Yes to continue.

#### $^{\circ}$ $\diamond$ $^{\circ}$ $\diamond$ $^{\circ}$ $\diamond$ $^{\circ}$ Section B – Windows Vista $^{\circ}$ $\diamond$ $^{\circ}$ $\diamond$ $^{\circ}$ $\diamond$ $^{\circ}$



• Click **Off** then **OK** to exit.



- If you cannot turn your firewall off: If your firewall cannot be turned off due to policy restrictions, you must allow an exception to three Meditech programs. Click the Exceptions tab from the above window and then click Add Program. Click Browse to add the following programs:
  - "C:\Program Files\Meditech\Print\VMagicPPII.exe"
  - $\circ$  "C:\Program Files\Meditech\Station325A\T.exe"
  - o "C:\Program Files\FCG\FirstWorks\FirstConnect\Client\tunnel.exe"

- If you already have Meditech on your system: we must set Meditech up to allow multiple connections. If you use Meditech for other hospitals, or want to use our VPN and Meditech on the Web, then **do not skip** this step.
  - Start Meditech by double-clicking the shortcut on the desktop.
  - Click **Options** at the top of the window, then click **Connections**.



• Put a check at Show list of connections at startup and then click close.

gg (Modem)	Add
Meditech (Telnet)	Remove
	Setup
Default Connection	Connec
Meditech (Telnet)	
Change Default Connection	Modem.

- Close out of Meditech.
- We must turn off UAC for Meditech on the Web to Install. Click your Start / Windows button and go to **Control Panel**.



• Click **Classic View** then click **User Accounts**.



• Click **Turn User Account Control on or off**. Click **Yes** at the popup.

#### $^{\circ}$ $\diamond$ $^{\circ}$



• Uncheck Use User Account Control (UAC) and click OK. Click Yes if another prompt pops up.



• Click **Restart Now** and wait for PC to restart before continuing.

dicrosoft Windows	×
You must resta changes	rt your computer to apply these
Before restarting, sa	ve any open files and close all programs.
	Restart Now Restart Later

• Open Internet Explorer and click on the *Tools* (1) button, and then click *Internet Options* (2).



• Click on the *Security* tab (1), then single click on *Trusted Sites* (2), and then click the *Sites* (3) button. Type <u>https://csauh.com</u> in the blank and click *Add* (4). Click *OK* (5) then click *Custom Level* (6).

	Internet Options	<b>?</b> ×	
	General Security Privacy Content Connections Programs A Select a Web content zone to specify its security settings.	dvanced	Trusted sites
1	Internet Local intranet Trusted sites Restricted sites		You can add and remove Web sites from this zone. All Web sites in this zone will use the zone's security settings.
2-	Trasted sites This zone contains Web sites that you trust not to damage your computer or Sites.		Add this Web site to the zone: Add Meb sites:
	data. Security level for this zone Custom		Image: Application of the state of
3-	To change the settings, click Custom Level.     To use the recommended settings, click Default Leve	el.	Require server verification (https:) for all sites in this zerie
	Custom Level Default Leve		utrition Services PACS iSite Web Training Pastoral Care
	OK Cancel	Apply	esources Pharmacy

- Security Settings Trusted Sites Zone Settings NET Framework Loose XAML Enable O Prompt 🛃 XAML browser applications Disable
   Enable O Prompt KPS documents Disable
   Enable
   Prompt .NET Framework-reliant components Run components not signed with Authenticode > < *Takes effect after you restart Internet Explorer eset custom settings et to: Medium (default) Reset .. Medium (default) Medium-low ^ Cancel
- At the bottom choose *Low* (1) from the drop down list. Then click *Reset* (2).

• Choose the *Yes* button to confirm your change.



- Click *OK* to save your changes. Click *OK* again to save your settings.
- To setup a shortcut to Meditech on the Web (only do this the first time):
  - Type <u>https://meditech.csauh.com/firstconnect</u> and hit enter.
  - When the page displays, click on **Favorites** at the top of the page.
  - Click Add to Favorites.



- Name it Mercy on the Web.
- Click Favorites then Mercy on the Web to launch the website.
- Always click the first link, MEDITECH_325A

#### $^{\circ}$ $\diamond$ $^{\circ}$

Address 🙆 https://meditech.csauh.com/firstconnect/
FirstConnect
HOME ABOUT SUPPO
Meditech on the Web
SI. JOHN WEST SHOKE HOSPITAL
Welcome to FirstConnect for CSAUH
[MEDITECH_325A]
[MEDITECH_326P]

• Click **YES** to run the ActiveX control. If you get additional pop ups, click **Yes**.

Internet	Explorer	X
£	An ActiveX control on this page might be unsafe to interact with other parts of the page. Do you want to allow this interaction?	
	Yes No	

• If a **Meditech Workstation Connections** window pops up, click FCGConfig and click connect.

EDITECH Workstation Connections	
Connections: Name (Type)	
FCGConfig (Telnet) Meditech (Telnet)	Add
	Remove
	Setup
Default Connection	Connect
FCGConfig (Telnet)	
Change Default Connection	Modem
Show list of connections at startup	Close

• When a blue bar appears, hit the **F9** key and type **2** and hit **Enter** for Mercy.



# **Section C**

# **Mac OS X 10.2+**

#### I: Install VPN Client:

**NOTE:** You will need an administrator password to complete the VPN install. Also note Leopard's built-in VPN client cannot be used to connect to the Mercy network.

• Open the CD, go into the MAC folder and choose the VpnClient folder that corresponds to your operating system version.



• Double-click the .dmg file to mount.

)00	Disk Copy Progress	_
Mounting "vr	onclient-darwin-4.0.2.C.dmg"	
	**********	
Mounting "vp	nclient-darwin-4.0.2.C.dmg"	

• Double-click the **Cisco VPN Client** folder on the desktop and then double-click **Cisco VPN Client.mpkg** to begin installation.

00	0			CiscoVP	VClient				0
Back	Forward	View	Computer	Home	Favorites		$\subset$	Search	$\supset$
			3 item	is, 2.1 Mi	available				
Cisco	VPN Client	t.mpkg	Profiles		Re	esources			

• Click **Continue** to install.



• Click **Continue** when the license is displayed.



• Click **Agree** to accept the license.



• Select the hard drive that you want to install the VPN on.

000	Install Cisco VPN Client				
Select a Destination					
Introduction     OLicense	Select a destination disk to install the Cisco VPN Client software.				
Select Destination     Installation Type     Installing     Finish Dp	CiscoVPNClient 9.3MB (2.1MB Free) Hard Drive 8.5GB (3.0GB Free) Installing this software requires 15.8MB of disk space. You have selected to install this software on the disk "Hard Drive."				
	Go Back Continue				

• Click Install.

000	Install Cisco VPN Client
	Easy Install
Introduction     Uicense     Select Destination     Oinstallation Type	Click Install to perform a basic installation of this software package.
• Installing • Fmish Up	
	Customize Go Back Install

• Enter an Administrator account to begin install.

	Authenticate
Installer req	uires that you type your passphrase.
Name: T	root
Password or phrase:	)
Details	
0	Cancel OK

• Wait for software to finish and click close.

000	Install Cisco VPN Client
	Install Software
O Introduction O License O Select Destination O Installation Type O Installing O Finish Up	The software was successfully installed
	Go Back Close

- Old versions of the application require a restart. Do so if prompted.
- Open the **Applications** folder and drag **VPNClient** to your dock.



- Click **VPNClient** from your dock to open the application.
- If you have an entry for **utmem**, highlight it and click delete. Click delete to confirm the deletion.

000		VPN Client -	Version 4.0.2 (C)	0
Connect	New	Import Modify	Delete Certificates Log	Cisco Systems
Conn utmer	m		Host vpn01.utmem.edu	Transport IPSec/UDP
Not connected.				)4 )4 )4 )

- Click Import.
- Find the **CSAUHPACS.pcf** file on the CD in the MAC folder. Highlight the file and click **Open**.
- The VPNClient window should now have a connection entry for CSAUHPACS. The VPN has been installed successfully.

#### **II: Install Terminal Services:**

- Open the CD and go into the **MAC** folder.
- Open the Microsoft RDP 10.2 or later folder.
- Double-click the **RDC103EN.dmg**.
- If the above file doesn't work: There are three files of the same program in this folder and are here for compatibility. Double-click the file that works with your OS. If you do not know, go down the line double-clicking each one until one installs / mounts.
- A **Remote Desktop Connection** folder pops up. Click and drag the icon to the **Applications** folder.
- From your **Applications** folder, open the **Remote Desktop Connection** folder.
- Drag the **Remote Desktop Connection** application to your dock.
- Installation is complete.

#### **III: Sign on to VPN:**

- Click **VPNClient** from your dock and click **Connect** in the VPN Client Window.
- Enter your username and password at the popup.

Enter Username an	d Password.			
CISCO SYSTEMS	Username:			
IlluIllu	Password:			
		Cancel	Cor	

• If you get the continue message then you have successfully connected to the VPN.

#### **IV: Access Meditech & PACS:**

**NOTE:** You will not be able to print from Meditech and you will not be able to view PACS images at full quality.

- Sign on to the VPN using the instructions from the previous section.
- Once on the VPN, click **Remote Desktop Connection** from the dock.
- Enter MercyTrm02 as the server and click Connect.



- Enter your username and password and make sure the domain is **CSAUH**. Click **OK**.
- A desktop will appear.
- Open Meditech as usual from the desktop shortcut.
- If you need iSite PACS you may find it on MercyNet or you can open Internet Explorer and type in the address of <u>http://10.45.15.15</u>. Save it as one of your favorites and you will be able to access it everytime you sign on.

#### V: Uninstall VPN:

**NOTE:** You need an administrator password to complete the following steps.

- Log in to the machine with an administrator account.
- Open a terminal window (Hard drive, then Applications, then Utilities, then Terminal).
- Type in the following command and then press enter: /usr/local/bin/vpn_uninstall
  - If you get an error type: sudo usr/local/bin/vpn_uninstall
- If you are asked for a password then type in the administrator or root password.
- When prompted to remove the VPN client, type yes.
- When prompted to remove all existing files and certificates, type yes.

OOO Terminal - tcsh (tty	yp1)
[localhest:/2.root#.usr/local/bin/org.usinstall	Command to enter from Step #3 above
Cisco Systems VPN Client Version 3.7 Darwin uninstaller Copyright (c) 1998-2001 Cisco Systems, Inc. All Rights Reserved.	YOU MUST BE LOGGED IN WITH
Please review the license agreement found in license.txt	AN ADMINISTRATOR ACCOUNT.
Are you certain that you wish to uninstall the Cisco VPN client? Do you wish to remove all existing profiles and certificates? [no	[no] yes ] yes
- existing profiles and certificates will be removed.	Answering the questions
[ cleaning up installed files and directories ]	from Steps #5 and #6 above, make sure to
<pre>==&gt; removing : /usr/local/bin/vpnclient ( VPN dialer ) ==&gt; removing: /usr/local/bin/ipseclog ( VPN log viewer ) ==&gt; removing: /usr/local/bin/usrd ( VPN deeco )</pre>	answer yes.
==> removing: /usr/local/bin/cisco_cert_mgr (VPN certificate man ==> unloading NKE: /System/Library/StartupItems/CiscoVPN	ager )
Stopping Cisco Systems VPN Driver unload kext /System/Library/Extensions/CiscoVPN.kext succeeded (an ==> removing: /System/Library/StartupItems/CiscoVPN ( autostart f	y personalities also unloaded) eature )
=>> removing: /System/Library/Extensions/CiscoVPN.kext ( IPSec NK =>> removing: /etc/CiscoSystemsVPNClient ( profiles, certificates	E ) :, init files )
Cisco Systems VPN client uninstall completed successfully.	
[localhost:/] root# []	A + 