Remote Access - Draytek Smart VPN set up guide

1. Open a browser and go to **https://www.draytek.com/products/smart-vpn-client/**
   Click **Download Version** and then click **Smart VPN ZIP file** to download the software.
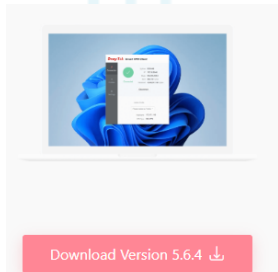
   Right click to extract and press **Open** to run the installer.
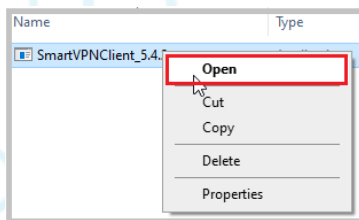
2. Once launched, a message box will appear "Do you want to allow this app to make changes to your device?" Click **Yes**

3. Run through the installation wizard using the on-screen instructions:
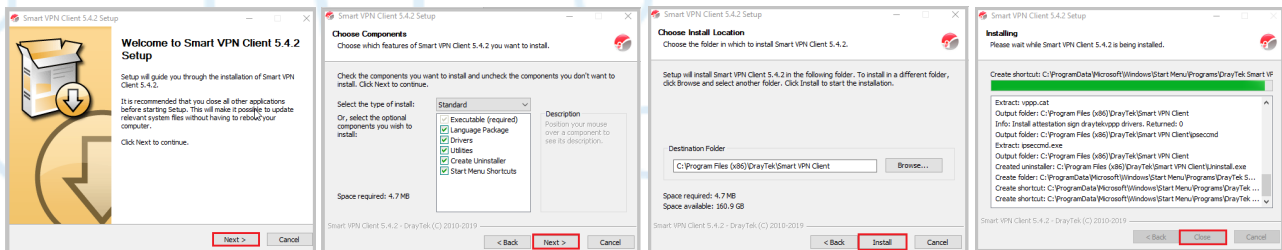
4. Once installation is completed, a **Smart VPN Client** shortcut folder will appear. **Right** click and select **Send To** > **Desktop (create shortcut)**
   The **Smart VPN Client** shortcut icon will appear on your Desktop
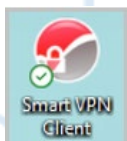
5. **Double click** on the icon to open the Connection window. Click **Profiles** and **Add**.
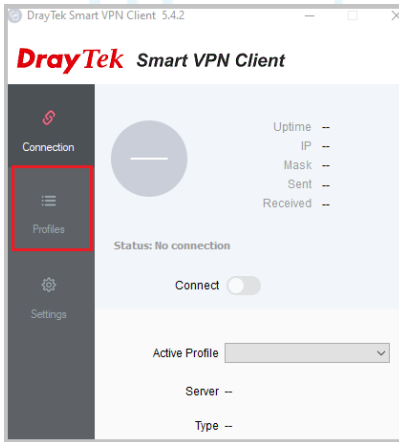

6. A new window will appear. These should be filled in as follows:
   - **Profile Name:** this can be anything you want (e.g. Work VPN, Company name)
   - **Type:** choose **L2TP over IPsec**
   - **IP or Hostname:** enter the **IP address** or **Hostname** provided by Convene IT
   - **Authentication Type:** select **Username and Password**
   - **Username:** enter the **VPN username** provided to you by Convene IT
   - **Password:** leave *blank*

   Click **Advanced Options**
   In the **Pre-Shared Key** box, enter the **Key** provided by Convene IT and click **OK**.
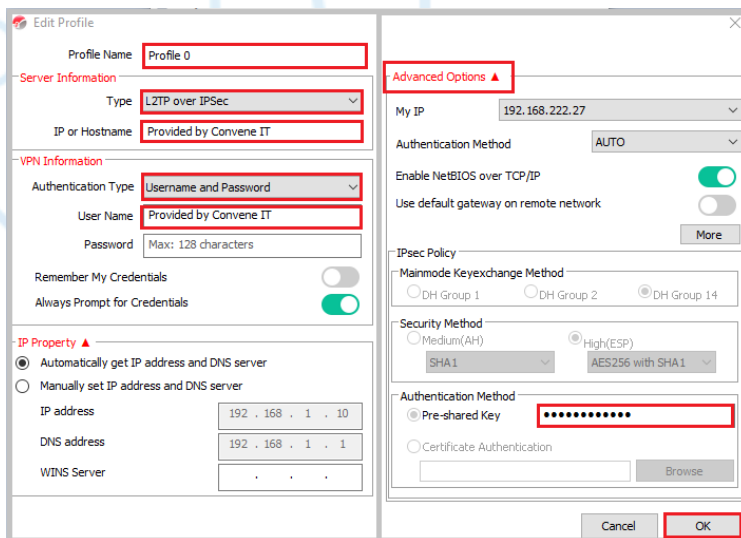
7. You will be taken back to the **Connection** window and your profile which you created will be appear under **Active Profile**. Click the **Connect** slider.
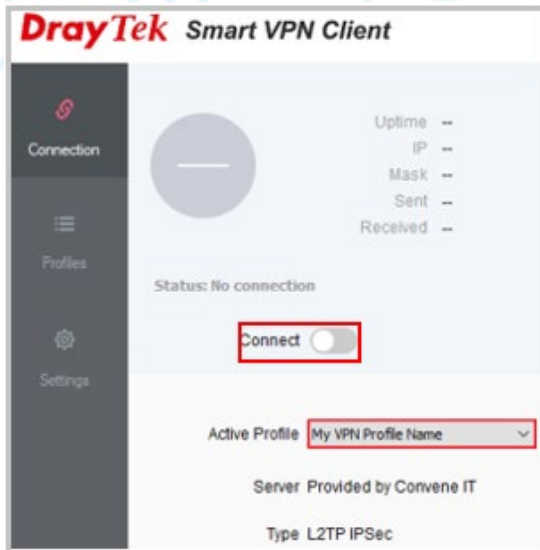
8. You will be prompted to enter your VPN password. This will have been provided by Convene IT. Enter this password and click **OK**.
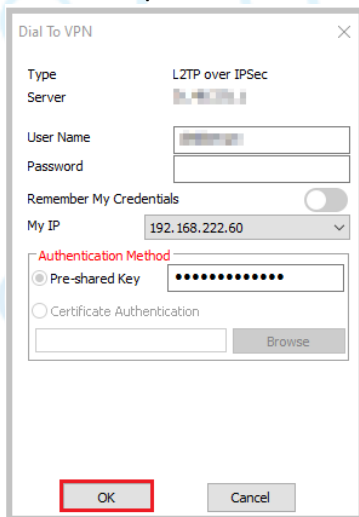
9. The VPN will now connect, and the window will minimize to your System Tray.
Shown as a Green icon when you are successfully connected.
Shown as a Grey icon when you are not connected.

NOTE: Any details in this guide that are to be '**provided by Convene IT'** will be sent to you separately.

Remote Desktop Setup

This section will explain how to set up the connection to your office PC.

1. You **must** be connected to the VPN to be able to connect to your office PC.

2. We will send you an icon to **copy** onto your Desktop (The one you will be using at home/out of the office)

   It will look like this:

3. Once on your Desktop, **double** click the icon, accept **all pop-up messages** displayed then enter your usual network password to log in to your office computer remotely.