## **CONVENE Remote Access - Draytek Smart VPN set up guide** 1. Open a browser and go to <a href="https://www.draytek.com/products/smart-vpn-client/">https://www.draytek.com/products/smart-vpn-client/</a> 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.

Name	Туре
SmartVPNClient_5.4.7	Open
	Cut
	Сору
	Delete
	Properties

- 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)





5. Double click on the icon to open the Connection window. Click Profiles and Add.

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- 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**.

Profile Name Server Information	Profile 0	Advanced Options
Type IP or Hostname	L2TP over IPSec Provided by Convene IT	My IP 192.168.222.27
-VPN Information		
Authentication Type	Username and Password	Enable NetBIOS over TCP/IP
Liser Name	Provided by Convene IT	Use default gateway on remote network
Password	Max: 128 characters	More More
Remember My Crede	ntials	Mainmode Keyexchange Method
Always Prompt for C	redentials	ODH Group 1 ODH Group 2 ODH Group 14
IP Property      A     Automatically get IP     Manually set IP add     IP address     DNS address     WINS Server	P address and DNS server ress and DNS server 192 , 168 , 1 , 10 192 , 168 , 1 , 1 	Jecurity Hellod     Image: Fight (ESP)       SHA1     AE5256 with SHA1       Authentication Method     Image: Fight (ESP)       Image: Certificate Authentication     Image: Fight (ESP)       Image: Certificate Authentication     Browse
	0	Cancel 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.

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6	Untime	
Connection	IP	
	Mask	
	Sent	-
	Received	
Profiles		
	Status: No connection	
٢	Connect	
Settings		
	Active Profile My VPN Profile Name	e
	Server Provided by Conve	ene IT
	Time   2TP IPSec	

8. You will be prompted to enter your VPN password. This will have been provided by Convene IT. Enter this password and click **OK**.

Server		
User Name	and an an	
Password		
Remember My (	Credentials	
My IP	192.168.222.60 ~	
Authenticatio	n Method	
Pre-shared	Кеу	
Certificate /	Authentication	
	Browse	
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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.

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## **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)



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.