

# VPN Usage

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# 1. Working per VPN access (remote)

We got two options to sign up to the system for working remote. Which access you have to use depends on authorizations granted.

## 1.1. VPN Client

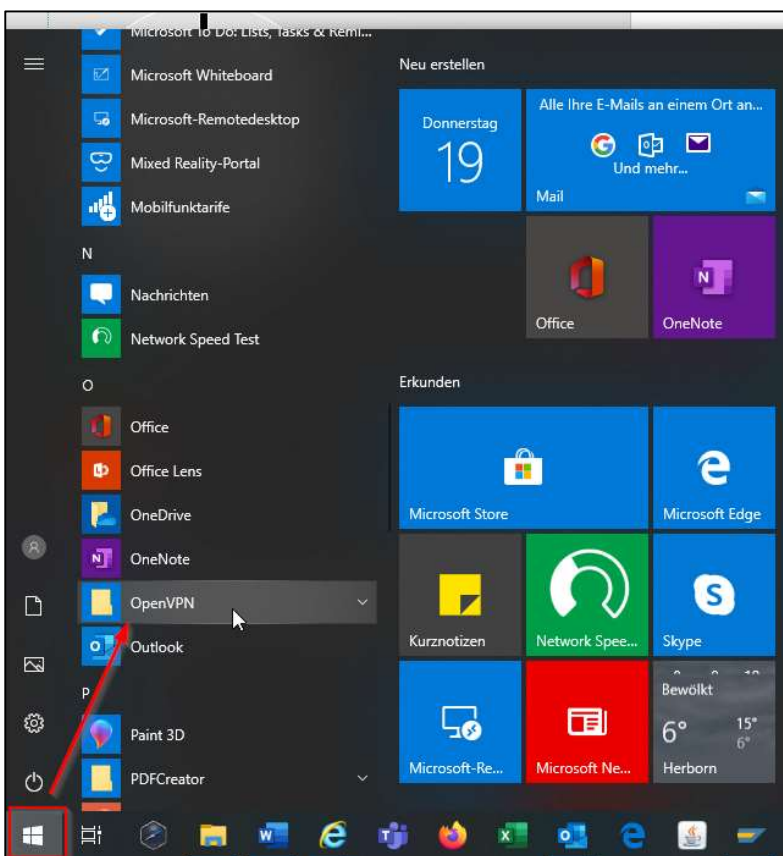
The VPN client can only be used when owning administration rights on your computer.

To open the VPN Client check weather the icon is already linked to the desktop of your computer. The Icon for VPN access is the following :

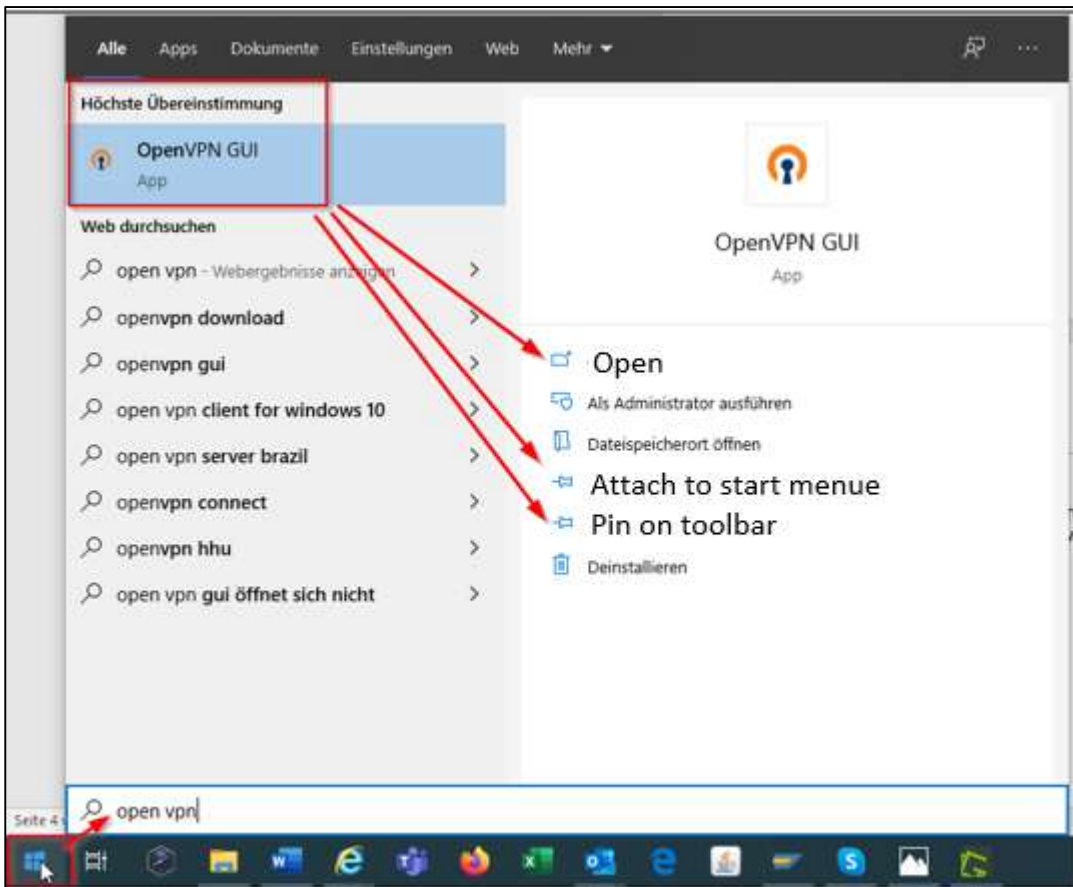


Open the access by double click on the Icon.

In case there is no link on your desktop, search the windows menu by clicking on the „start“ button and going through the list of applications.



Alternatively you can directly start typing „VPN Client“ after opening the menu. The menu search runs automatically and shows the VPN Client in case it's installed.



You have different options to chose,

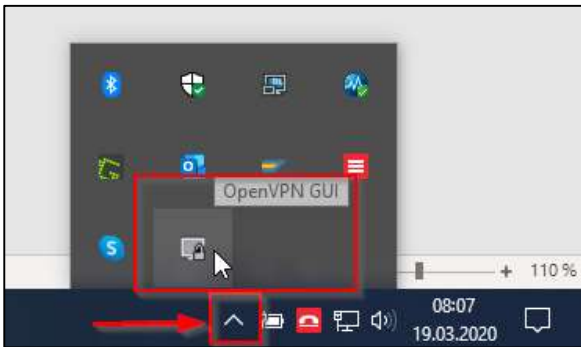
- Open the client directly
- Attach the Icon to the start menu
- Pin the Icon onto your tool bar

**Logon:**

For a successful login ensure that your computer is connected to the internet.  
An internet connection is a condition for using VPN.

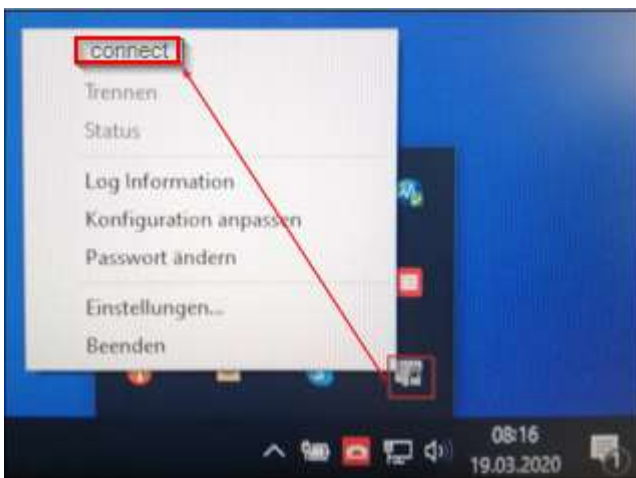
By double click on the desktop Icon or using the start function „open“, you can start the VPN Client. It will not open with a huge window like e.g. Outlook.

It will start in the background and can be found on the right hand side area of the toolbar as open application.

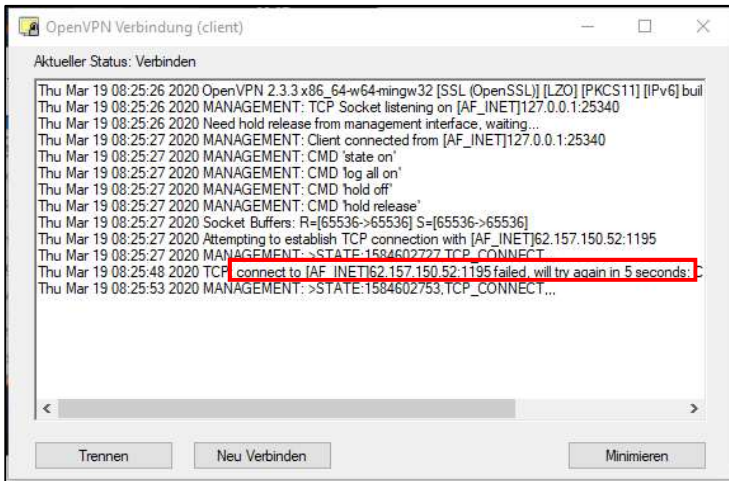


Not yet connected the symbol will be shown in grey color with open lock.

Click on the Icon with the right mouse key and chose connect.



A pop up window appears which shows the protocol of the background checks of access authorization, internet connection and connection log. Errors will be shown within the protocol.



Connection failure:

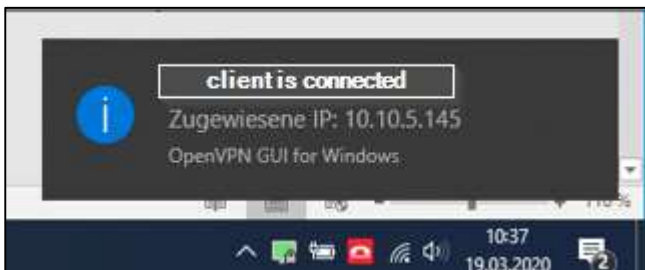
In case the protocol shows „...*connection....failed....*“, at the end of the list, it was not possible to connect to the VPN client. Please make a screenshot of the window.

Those information will be helpful for the IT colleagues when forwarded to follow up the problem occurred.

Successful connection:

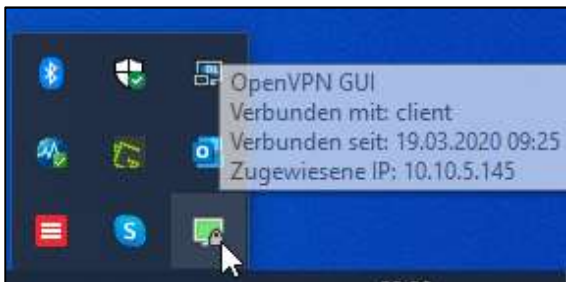
As soon as the connection was successfully made, the window disappears.

You will receive an information from the system on the bottom of the right hand side of the screen.



Moreover you can verify that you are connected by the Icon turning to green color and the lock fastened.

By moving the mouse key towards the Icon it will be shown additionally that the client has been connected.  
 (Verbunden mit = connected with)  
 (Verbunden seit = connected since)

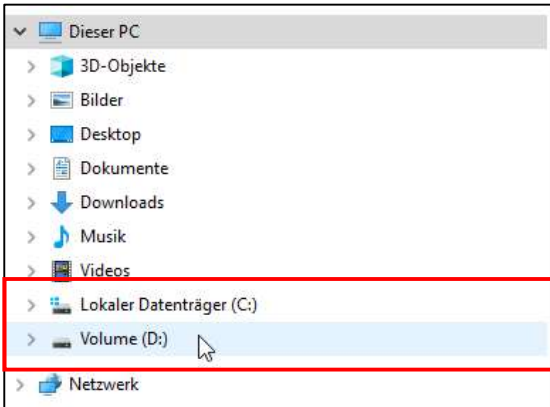


Now you can access your computer as usual, open Outlook, logon to SAP etc.

**Attention:**

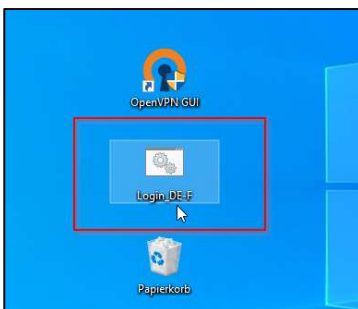
The company network paths will not initially be set up and connected automatically.

Connect network paths:

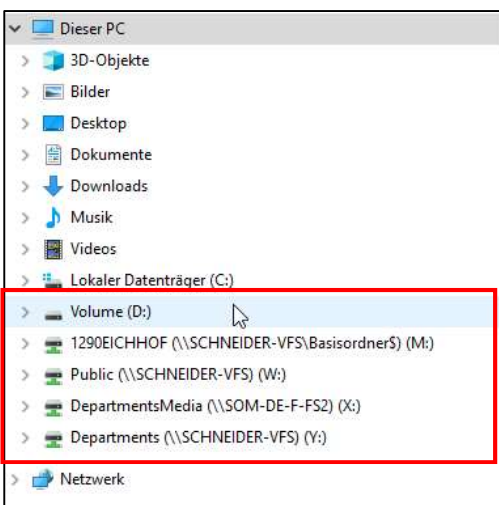


To get the network paths connected, you have to run a data file which is available on the desktop of each employees computer.

File name: *Login\_DE-F*



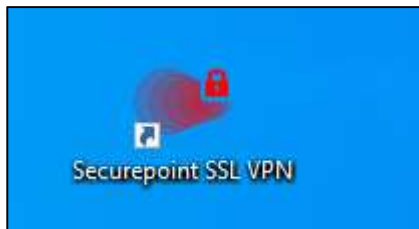
By double click on the Icon the connection of the network paths will be made.



## 1.2. Securepoint SSL VPN

In case a user does not have admin rights, he is not allowed to enter VPN by using the VPN Client. Therefore Securepoint SSL VPN should be installed and used instead.

Check whether the icon is already linked to the desktop of your computer. The icon for Security SSL VPN access is the following:



Open the access by double click on the icon.

In case there is no link on your desktop, search the windows menu like described in content 1.

### Logon:

For a successful login ensure that your computer is connected to the internet.  
An internet connection is a condition for using VPN.

By double click on the desktop icon or using the start function „open“, you can start the Secure SSL VPN. It will not open with a huge window like e.g. Outlook.

It will start in the background and can be found on the right hand side area of the toolbar as open application.



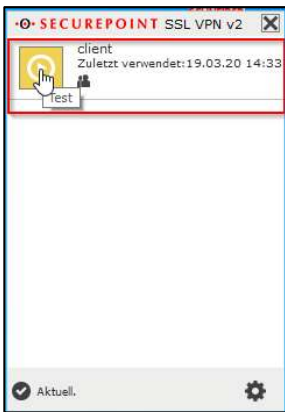
Disconnected the symbol is shown in white color.



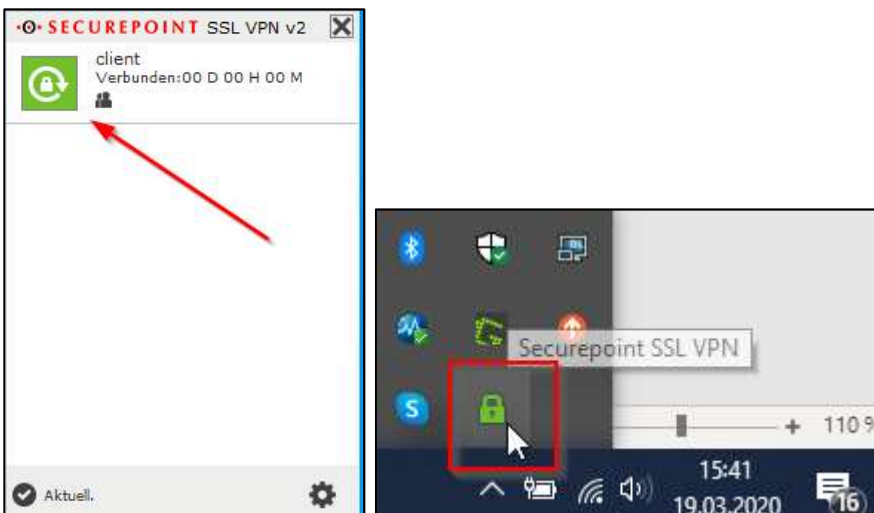
You start the Securepoint SSL by double click on the symbol.  
The following window appears.



Click on the application to connect.



After connection the button as well as the lock turn green.



Now you can access your computer as usual, open Outlook, logon to SAP etc.  
To connect the company network paths, run file *Login\_DE-F* as described in content 1.

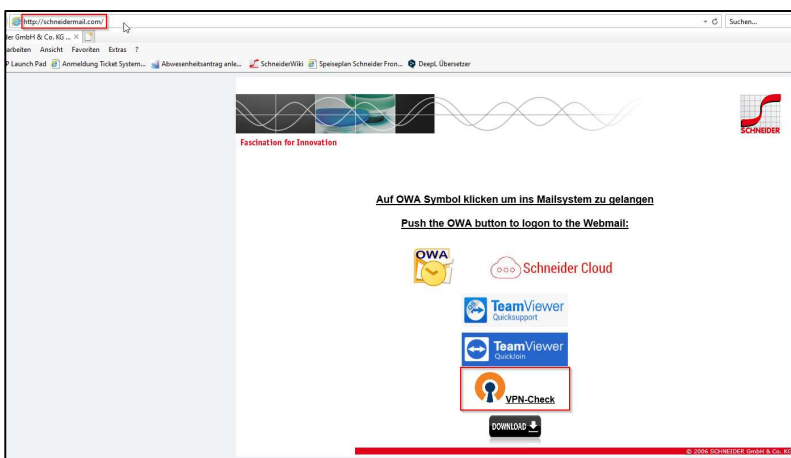
## 2. VPN Check

You find the VPN Check on the internet page *schneidermail.com*

<http://schneidermail.com/>

It is used for analyzing connection problems and e.g. checks whether an internet connection and a valid certificate is available, to which server the IP address is supposed to connect (Fronhausen, Quotshausen.) etc.

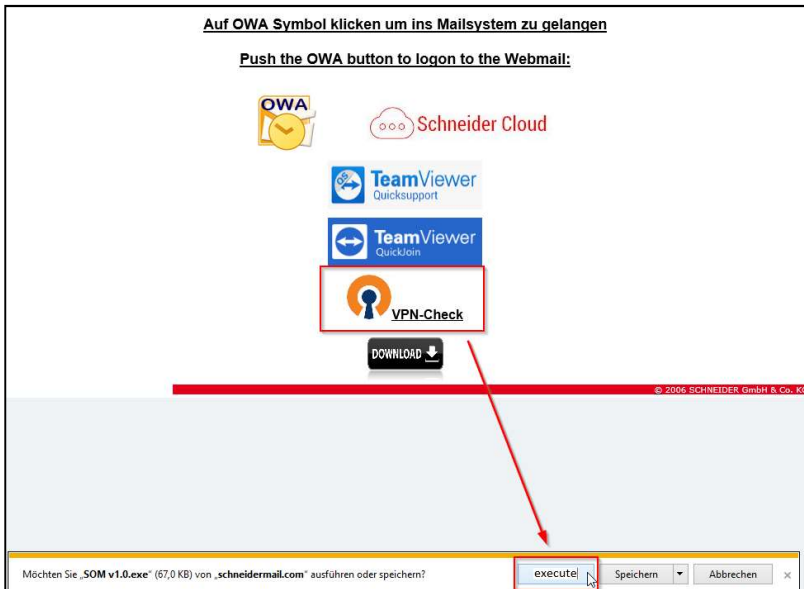
In case connection problems occur and the connection finally fails by using one of the log on options explained before, it is recommended to execute a VPN check before contacting the IT department. The information from the VPN check should be available to provide the IT.



You can start it from the browser in case an internet connection is available. Recommended is to save it locally to ensure that the check can also be executed offline.

Starting from the browser:

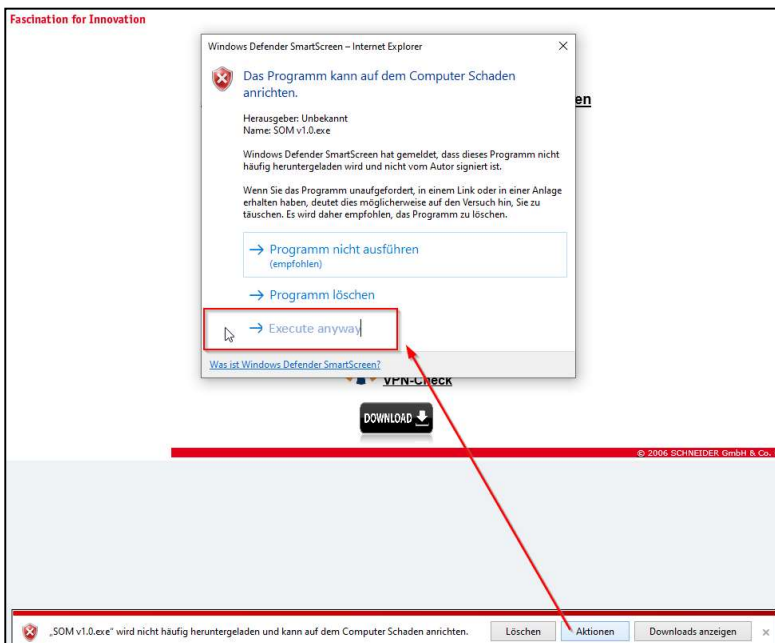
On the example Internet Explorer chose „execute“.



After a short moment a further window appears, chose „actions“ .  
 (Aktionen = actions)



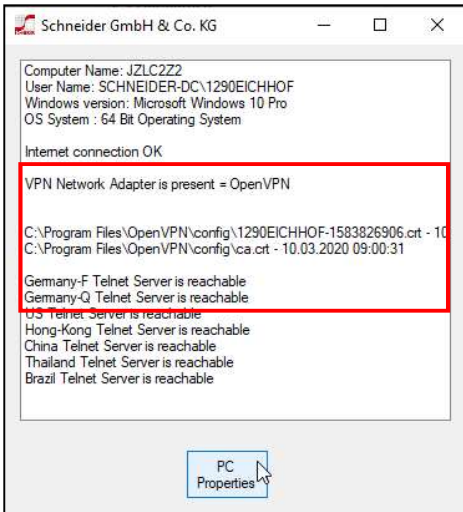
A next window opens up were you either have to once again chose „further options“ to get on the following view –  
 Or be able to directly chose one of the listed options.  
 You have to chose „execute anyway“.



Finally a small window opens showing the test protocol after hitting button „PC Properties“.

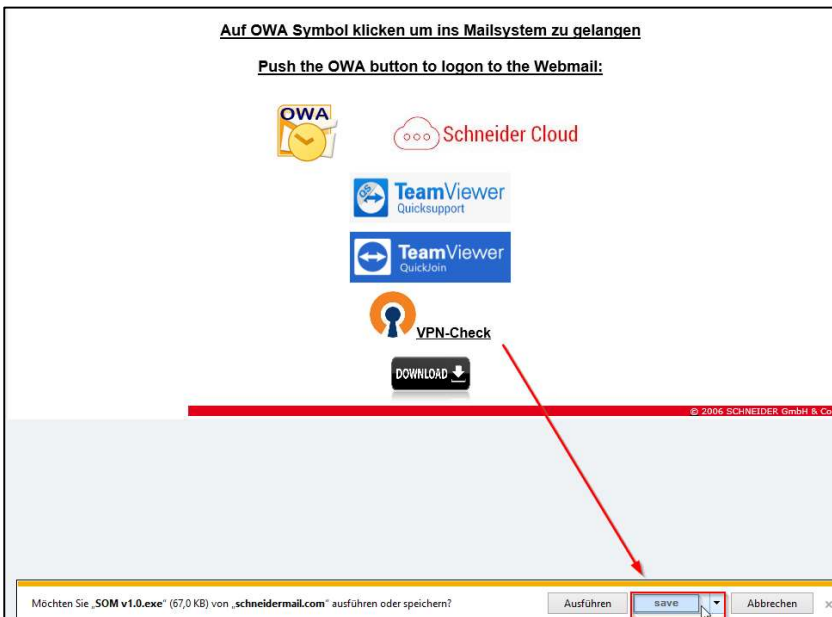
First computer name and user will be listed.  
 After a short period of time the test protocol appears.

**Successful check:**



**Save it locally and start it offline:**

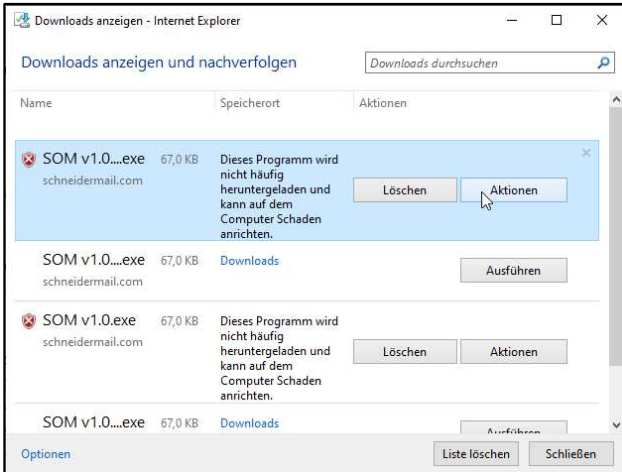
Click on the Icon. Depending on the Browser security warnings will come up, which can be skipped. For example Internet Explorer go to „save“.



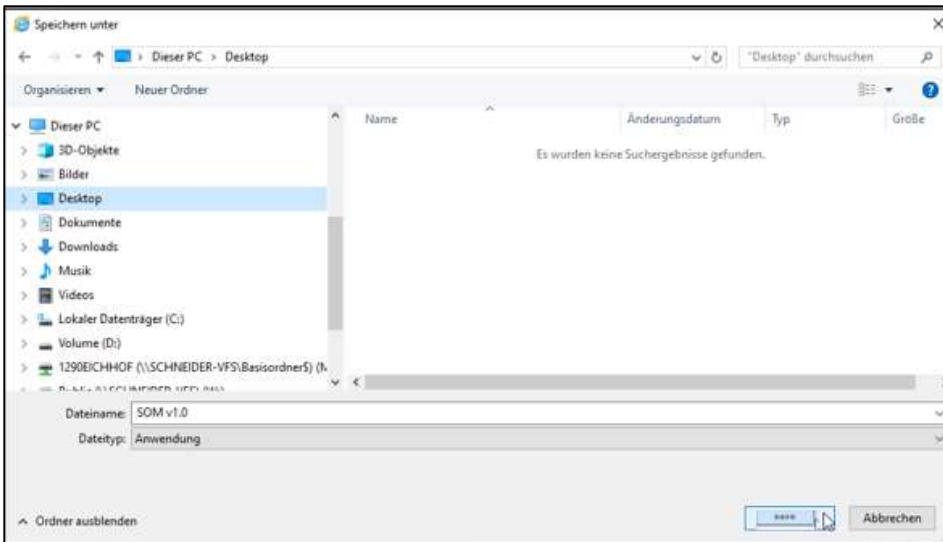
After a short moment a further window appears, chose „Display Downloads“.  
(Downloads anzeigen = Display downloads)



Chose „Actions“.  
(Aktionen = Actions)



Now the file can be saved, e.g. on your desktop.



The Icon is the following:



By double click in the Icon you can start the VPN check.

Also at this place a security warning appears. You can skip it. Chose „Further Information“ –

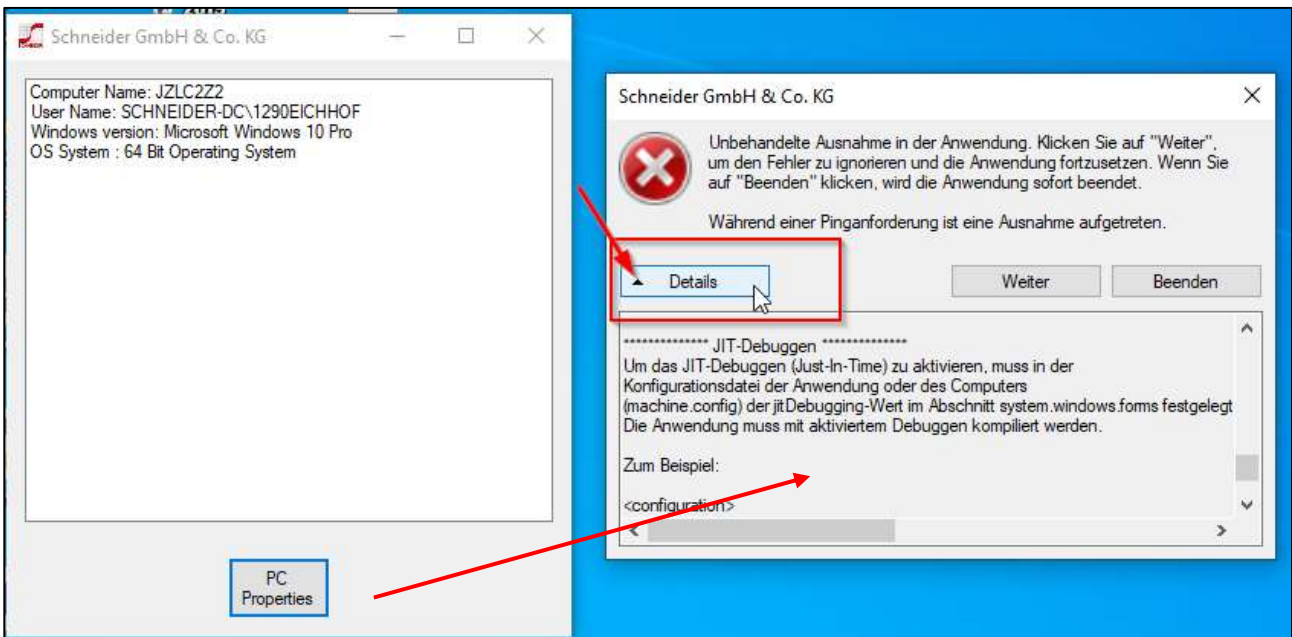


And on the following window again „execute anyway“.

Check with errors:

In case an error occurred an additional error message pops up.

You can enlarge the information by clicking on the arrow on button „Details“ to display the before hidden error description.



This message is important for the IT department to follow up and analyze the error.