

DaaS「NEOREKA Cloud Service」User Start up Guide

Thank you for applying NEOREKA Cloud Service. Before using this service, we will guide you through the procedure below, so please check it.

◆ Usage & Procedure(Administrator)

- ① Access the following service site: <https://jp.neoreka.cloud/>
- ② Enter the administrator email address and press "Send".
- ③ A one-time password (OTP) will be sent to your email. Please enter this password in the entry field on the service site.
- ④ Shift to the administrator screen.
- ⑤ First, enter your organization information. Please enter your company name and address.
* To use the domain information service, set the domain name.
- ⑥ Next, create a base.
- ⑦ Then, select an App from the App shop and register a new group to use the selected App.
* You can also create from groups.
- ⑧ Register the user.
* The connection information will be sent to the registered user's email address.
* (Note) User ID can be **up to 20 characters**.
- ⑨ Log out.

◆ Usage & Procedure(User)

- ① You will receive an email regarding connection information.
There are **2 ways** to connect and use each user's virtual desktop.

A. Use WebRDP (browser only)

* Local, network printers and disks cannot be used.

B. RDP module (attached to email)

(Use from the connection Application of the terminal)

* Local and network printers and disks can be used.

<In the case of A.>

- ② Click the connection URL in the email.
- ③ Enter your ID and password.
- ④ Click the PC icon displayed in the browser to launch the remote desktop.
Note) It may take some time to start up for the first time.
* Before clicking on the remote desktop, click the "Gear (Settings)" icon displayed in the upper right of the browser and turn on "Enable Input Method Editor" at the bottom.
- ⑤ The Windows desktop will be displayed and can be used.
Note) It may take some time to start each Application or start the work (set up the App, to receive all screen data first).

<In the case of B.>

- ② Download the RDP module (japanese.rdp) attached to the email to your computer. (* Place it on your desktop.)
 - * If you are using a Mac, iOS, or Android device, download and install "Microsoft Remote Desktop" from each store.
- ③ Double-click the RDP module to open the connection box and enter your ID and password as credentials.
- ④ The remote desktop will start up. It is ready for use. It may take some time when starting each Application for the first time or when starting work.
(Set up the App, to receive all screen data first)

◆ To exit

We recommend that you always sign out. From the Windows menu, click the humanoid "👤" mark that appears at the top left of the screen to sign out, then close it.

◆ Precaution

- ① Multiple login (simultaneous use of multiple terminals with the same ID) is not possible. Virtual desktops are assigned exclusively to IDs, so you cannot open the same virtual desktop with the same ID at the same time. Those who connect later will have priority, and those who connect earlier will end the session. However, the session is retained and the work contents up to that point remain.
- ② Password reset function
You can change the password by yourself using the "Reset Password" function displayed on the desktop. (Be sure to remember the changed password.) The new password will be valid when you connect again, so close the screen and restart it before connecting.
- ③ About Japanese input method when using with a browser
 - Click the "gear (setting)" icon displayed in the upper right of the screen where the WebRDP icon is displayed or the virtual desktop is displayed to display the setting menu. Turn on "Enable Input Method Editor" at the bottom of the menu.

 - If the IME displayed on the virtual desktop is "A", you can enter half-width alphanumeric characters, and if it is "あ", you can enter Japanese. (Right-click to select "Kana" ⇔ "Romaji" input options.)

* **When inputting Japanese, make sure that the input mode of the local terminal is always "A"(half-width mode). Input cannot be performed properly in the "A" (full-width mode) state.**

- Click "A" to switch to "あ" and click "あ" to switch to "A".