Using Wireless, Air Card, and VPN on HP Laptops

Before Traveling

To insure that you are able to login correctly when out of the office please do the following:

1. In your office, connect a LAN cable to your notebook, or place it in your docking station.
2. Log into your computer connecting to the SYSADMIN domain.
3. If your password has expired or is about to expire, please update it, then reboot and log in again.

Connecting to a Wireless Network (WiFi)

To connect to a wireless network or change to a different wireless network please take the following steps:

1. Locate the Wireless Connection Icon on the system tray in the lower right corner of your computer screen.
   - The image shows the icon in its non-connected state (highlighted in red).
   - The image shows the icon in its already connected state (highlighted in red).
2. Left click the Wireless Connection Icon, and a menu will pop-up showing all available networks.
3. Left click the network you would like to connect to, and then click the “Connect” button. If you plan to frequently connect to a network, such as at home, place a check in the “Connect automatically” box.

4. If you are connecting to a protected network, key in the network SSID and/or password. You will need to acquire this information from the provider of the network.

5. If this is the first time connecting to a network you will be asked to select either a Home, Work, or Public network. Please click on the appropriate type of network (i.e. a Starbucks or a hotel would be a “Public” network). The selection you choose will adjust to the appropriate security settings.
6. After following the previous steps, you should now be connected to a wireless network. Test this by opening a web browser and going to a web site.

Connecting to a Broadband Network (WWAN)

To connect to the Verizon wireless broadband network please take the following steps. Note that to connect you will need to have either an USB broadband adapter or internal broadband card that has been activated on the Verizon network.

1. If you have a USB broadband adapter, insert it into a vacant USB slot on your laptop. If you have an internal broadband card, you do not have to take any action at this step.
2. Locate and open the VZAccess Manager program. The desktop icon will appear similar to the picture below.

3. Within the VZAccess Manager program, under “Available Network”, click the line “Verizon Wireless – VZAccess”, then click the “Connect WWAN” button in the lower right corner of the program.

4. The program will acquire the network and connect you to the service. Minimize but do not close the VZAccess Manager once connected. Closing the program will disconnect you from the network. You may also click the “Disconnect WWAN” button within the VZ Access Manager at any time to end the broadband connection.
5. Please keep in mind, the speed of the connection will be affected by signal strength and may not be available in all areas. If you are connected while traveling in a mobile vehicle you may be disconnected when crossing between cell towers. In such a case you will need to reconnect to the network following step 3 above.
Connecting to the SUNY VPN

Once you have connected to either a wired, wireless or broadband network you will be able to start the SUNY VPN service which will connect you to the System Administration network. This will enable you to access your mail and LAN folders (i.e. P: drive). Your SUNY login must be enabled to connect via VPN. Please confirm with the helpdesk that your account has access. To connect to the VPN please follow the steps below.

1. Locate the “Cisco AnyConnect Client” program and open the program. The desktop icon will appear similar to the picture below

2. Once the program opens, ensure the “Connect to” box reads “SAVPN”, then click the “Select” button at the bottom of the program

3. Enter your username and password (same as at the office) and then click “Connect”

4. Confirm that you are a member of System Administration and you would like to connect to the network, click “Accept.”
5. You will now be connected to the SYSADMIN network, your network drives will map a few seconds after you are connected. A black command screen window will pop-up showing the progress of connecting drives. Once that has completed you will be able to work in the same manner as if you were in the office.

6. To disconnect from the VPN, locate the Cisco AnyConnect Client running in the system tray in the lower right corner of your computer screen. Click on the icon, then select "Disconnect".

7. Keep in mind, disconnecting from the VPN does not disconnect you from any wired, wireless, or broadband connection you are currently connected to. If desired you will need to disconnect from them separately by either unplugging the LAN wire from your computer or by following the directions in the wireless and broadband connection sections above.