

# Remote Access – Quick Reference Card

## Cisco AnyConnect VPN for Venable Laptops

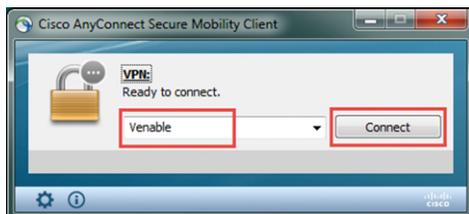
### Introduction

The Cisco AnyConnect VPN client is already installed on your firm-issued laptop. AnyConnect provides a secure tunnel to the Venable network, enabling you to work locally on your Venable laptop.

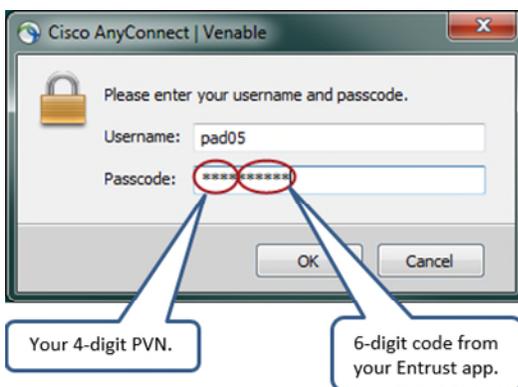
If you are using a home or third-party computer, tablet or other mobile device, connect to Venable via the browser-based remote access solution at [goto.venable.com](http://goto.venable.com). See the [Goto.Venable.com Quick Reference Card](#).

### Connect Remotely

1. Verify Internet connectivity by browsing to a website and ensuring the page loads.
2. Launch the Cisco **AnyConnect** software by clicking on **Start | Cisco | Cisco AnyConnect Secure Mobility Client**.
3. Verify that **Venable** appears in the drop-down box and click **Connect**.



4. In the Username field, type your 5-character **Network ID** (i.e. abc01).
5. Enter your **passcode** (4-digit Entrust PVN plus the 6-digit token code) in the Passcode field.



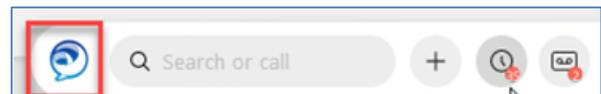
6. Click **OK**, and the AnyConnect icon with a padlock appears in your Systems Tray (bottom right).

Once connected, you can work on your laptop as if you were in your office, e.g. launch Outlook, Word, iManage Work, Expert Time, etc.

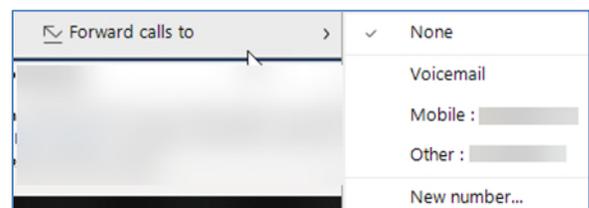
### Jabber Phone Controls

When working remotely, you may want to configure Jabber phone controls to Forward calls to another number, such as a cell or home number, or use the Venable Phone App installed on your laptop so you can place and receive Venable phone calls through your laptop.

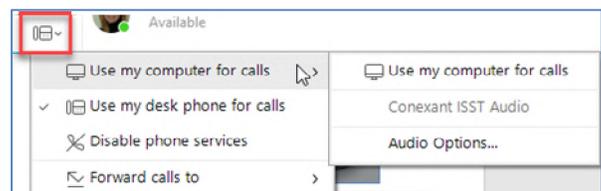
1. Click the **Hub Window button** on Jabber's menu bar to open the Hub window.



2. At bottom, left of the Hub window, click the **mini phone icon**.
3. Select Forward calls to. Available numbers display or you can add a new number:



4. You can also select the option to **Use my computer for calls**.



- If you don't have the options shown, contact the IT Service Desk.
- When back in your Venable office, set this option back to **Use my desk phone for calls** to send and receive Venable calls through your desk phone.

### Disconnect AnyConnect

For security purposes, you should disconnect AnyConnect to close your remote session:

1. Save and close all open documents and applications.
2. Click the Systems Tray arrow.
3. Right-click the **AnyConnect** icon in the Windows Systems Tray and click **Disconnect**.

