

Remote Desktop User Guide

Installing, Managing and Using Remote Desktop

Version 8.0

Welcome!...

Welcome to eBLVD Remote Desktop®.

Always have your PC with you - even when you don't have your PC! Imagine the convenience of being about to access your desktop from ANY PC, anywhere, anytime.

eBLVD Remote Desktop is a web-based tool designed to provide fast, easy, affordable and secure remote access and control. You can remotely access, support and manage from 1 to 1000 PCs from anywhere with a simple click of your mouse.

With eBLVD, you'll quickly discover that you can:

- Increase both your flexibility and your productivity
- Connect to your home or office computer quickly and easily, whether you're at home, at work, or on the road
- Access the files, photos, and documents stored on your remote computer from anywhere
- Help clients, coworkers, friends, and family—online
- ...And it's low cost just pennies a day for unlimited use make us the industry value leader

With our Corporate Plan you can also:

- Reduce computer management costs & headaches while increasing efficiency
- Eliminate the need to travel to other sites Remote Desktop makes geography inconsequential
- Manage computers after hours when your users are away from their systems -- without interruption

 Realize a proven return on your investment after just a few sessions

In just a few minutes, you'll be equipped to start remotely viewing and controlling your PC(s) anytime, anywhere.

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Let's get started

Now, you can maintain access to your PC, files, programs, email, and network while traveling. Or even eliminate travel expenses all together by controlling PCs in your corporate network anywhere! All you need is a web browser and you're in! It's fast, easy and secure.

The Personal License provides unlimited remote desktop access for individuals. With the Corporate license, you can view and control any number of computers online to access, support and manage -- anytime, anywhere.

The Corporate License is designed for IT management and staff, consultants, support providers, software companies, professional service organizations, and anyone who needs to quickly and effortlessly access, support, or manage a group of computers, servers, and POS systems.

The Basics:

CONTACT US

Sign up at eBLVD.com to launch the Setup Wizard, which installs the Remote Desktop applet, allowing you to connect. Setup takes less than a minute, and no configuration is necessary.

Once you're set up, you just sign in to your account using any web browser from anywhere to see your PC or list of PCs. Click the "Connect" button, enter the password for the PC you want to control, and you're in business. It really couldn't be any easier.

The eBLVD Client—a plug-in for your Web browser— authenticates you and starts the eBLVD Remote Desktop session automatically - displaying the Host PC on your screen.

If you have the Corporate license, you can setup a remote access page, customizable with your URL, logo, colors and contact info. You will also have granular access controls for managing multiple user's access to a computer or group of computers.

Setting up a host PC

Before you can access your PC remotely, you first need to create your account, install the eBLVD host applet (first time only) and leave the PC accessible. To do this, you will need to be at the PC and have the Username and password you used to register.

To create your account (first time users):

Direct your browser to http://RemoteDesktop.eBLVD.com. Click "Sign Up ", then choose "Buy it Now" or "14-Day Free Trial.

Enter your name, email address, desired username, password, and click "Create My Account".

To set up an individual host PC or server for remote access:

Step One - Download the software

- Be sure you are at the PC you will want to access remotely;
 this will be the host PC.
- Open a browser window and go to http://eBLVD.com.
- Click the "Sign In" button, then enter your username and account password.
- First-time users, or users without any PCs set up, click the "Set Up This PC" button.
- Returning users who have more than one license can add additional hosts from the "Set UP This PC" button in the lefthand column of the "Host PCs" page.
- Click "Download Now", Save, then Run to install the eBLVD host applet.

Step Two- Install the software

- Accept the license agreement and click Next to begin installation.
- When prompted, enter your username and account password (these are the same that you used to log in to the eBLVD Web site) and click OK.



- Name the PC and set a Host password.
- For the highest level of security we recommend that your Host password be different from your account password.
- Choose the installation folder to install the applet. Programs are normally installed in your "Program Files" folder. Click Next.
- The icon will appear in the system tray to let you know that the service is running.



To remotely set up a host or group of hosts for remote access:

Customers with the Corporate License Plan can remotely set up hosts from the "Send Remote Setup Link" function in the Toolbox. This function creates an email message that you can send to one or more recipients. The message contains an encoded URL that the recipient clicks or copies into their web browser to remotely activate their host.

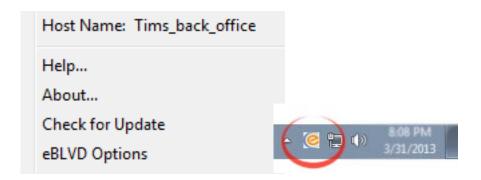
Keeping the host accessible

To be able to access your host PC from a remote client computer, you need to ensure that your host PC meets the three following conditions:

- The host PC is turned on. (not in a power-saving standby, or "sleep," mode. For more information about standby mode, refer to Windows Help.)
- The host PC is connected to the Internet with a live connection.
- The eBLVD service is "online". (To check the status, make sure the icon is orange, or place your mouse pointer over the eBLVD icon on the computer's task bar.)
- Note: To help ensure security, you may want to lock your PC before you leave it unattended.
- Note: For Attended Access, all this is required it that eBLVD is online and that a user can 'accept' your request to connect to their PC. For Unattended Access, you will need the host password set up at the time of installation. You will also need to make sure the eBLVD Options on the host is NOT set up for restricted, attended access only.

Host Control Menu

The host control menu provides information and invokes the Start, Stop, Update, and Chat functions.



To invoke the Host Control Menu, click on the icon in the system tray to display the following:

Host name: Displays the name assigned to this PC.

Help...: Invokes the Help File System

About...: Lists the Product version and build, the User name, and the Host name.

Check for Update: Opens the eBLVD Host Update Wizard. If an update is available the applet will be updated.

eBLVD Options: Invokes the Options Control Panel, allowing you to start or stop the applet, and set advanced configuration options.

Note: eBLVD Options can also be invoked from the Windows Start Menu.

Open Chat: Invokes the eBLVD Text Chat message box which allows the host and remote viewer to communicate.

Viewing a host

Your eBLVD Remote Desktop service includes a Web site with a list of the PCs that you have previously set up for remote access. This web site can be **co-branded** with your logo and colors. You can open this list, and then establish a connection with a remote PC.



To view a host's screen, click the "Connect" button.

If you are a guest, make sure someone is sitting at the host to allow you to connect and leave the password prompt blank.



the Client Toolbar

The Remote Client Applet has some built-in tools, based on the permissions allowed by the Host owner. Once a remote connection has been made to the Host, the eBLVD Viewer toolbar is displayed.



**Real-time Chat* - You can send and receive chat messages to and from the person sitting at the remote computer. Chat is useful if you want to communicate without using a telephone. Either you or a customer can initiate a chat session.

To send chat messages:

- 1. On the Client / viewer toolbar, click the Chat icon.
- 2. The Chat panel appears.
- 3. Type a message in the box.
- 4. Click Send. The recipient instantly receives the chat message in his or her Chat panel.
- **2 Transfer** During a support session, you can transfer a file or files to or from your computer.
- **3 Remote sound** Using this control, listen to the audio output of the remote computer
- **OSCIPLE 1** Screen Zoom and Maximize You can 'scale' or 'zoom' the host screen size once you have connected. To use Screen Zoom:
 - 1. Click the Zoom button on the Client / viewer toolbar Choose 25%, 50, 75, 100, 125, 150, 200%, or no zoom
 - 2. You can also "Grab" any corner of the Client / viewer screen and size to the desired height and width.

- 3. To resume back to normal size (the size based on the host's screen resolution), click/toggle the Zoom button.
- Multi-monitor control- For hosts with more than 1 monitor, this control can switch the client-viewer display to any other monitor up to 32 remote screens.
- **Screen Recording**-You can start recording a meeting once you have connected to the host. To start recording:
 - Click the Record Session button on the Client / viewer toolbar
 - 2. Name the file and designate the location for the recorded file to be saved
 - 3. Click the "Save" button
 - 4. When you are done recording, simply click the "Stop Recording" button on the Client / viewer toolbar, or close the Client / viewer toolbar.
- **OScreen Capture* You can capture meeting graphics once you have successfully connected to the Host. To start capturing:
 - Click the Screen Capture button on the Client / viewer toolbar
 - 2. Name the file and designate the location for the screen capture graphic file to be saved
 - 3. Click the "Save" button
- **Send CTRL+ALT+DEL to the host** this function is for older systems that require a CTRL+ALT_DEL key combination to login.
- Exit, or disconnect the remote session

Additional Feature: Clipboard Transfer - You can copy text or graphics FROM the Host PC, TO your PC (or vice-versa): To copy text or graphics FROM the Remote Host PC, to your PC:

- 1. On the remote PC, right-click on the text and/or graphics to be copied to the local PC, and select Copy (placing the text and/or graphics in the clipboard).
- 2. You may now paste the copied text/graphics onto the local or remote PC.

To copy text or graphics FROM your PC to the Remote Host PC:

- 1. On your PC, right-click on the text and/or graphics to be copied to the customer, and select Copy (placing the text and/or graphics in the clipboard).
- 2. You may now paste the copied text/graphics onto the local or remote PC.

Remotely unlock the Host

If your host PC is locked, it may require you to unlock it before starting your remote session. Your operating system determines the unlock method.

To unlock Windows 2000, 2003, 208, or 2012 use the Send Ctrl+Alt+Del function:

- From the Client Viewer Toolbar, click the "Send Ctrl+Alt+Del" button
- Unlock your PC as you normally would using your network ID and Password.

To unlock Windows 9X, XP, Vista, 7, or 8:

- If the screensaver is running, move the mouse to deactivate it.
- This displays the logon screen.
- Log in to your PC as you normally would.

Remotely lock the Host

When you are through using your host PC, we recommend that you lock your computer to help protect your data. Your operating system will dictate the method you will use to lock your PC.

To lock Windows 2000, 2003, 208, or 2012 use the Send Ctrl+Alt+Del function:

- · Complete all activities on the Host
- From the Client Viewer Toolbar, click the "Send Ctrl+Alt+Del" button
- Lock your PC as you normally would.

To lock Windows 9x, XP, Vista, 7, or 8:

- Complete all activities on the Host
- · Click the Windows Start button.
- Select Log Off.
- Select Switch User.

Resize the Host Display

You can change the size of the display of your host PC desktop within the Viewer once you have connected to your Host PC. To use Screen Scaling:

- 1. Click the Scale button on the Client Viewer toolbar
- 2. "Grab" any corner of the Client Viewer screen and size to the desired height and width.
- 3. To resume back to normal size (the exact size based on the host's screen resolution), un-depress the Scale button.

Note: You can also have multiple Client Viewer screens open at once to work on multiple Hosts simultaneously.

Text chat

You can use the Chat Panel to send a message to the Presenter, just one Participant, or to all participants. Be sure to select the message recipient before sending the message.

Your Chat Panel may already be open by the Presenter. If not, click the tool bar icon at the top of your screen. At the bottom of the Chat Panel, click the down-arrow button and select a recipient:

- Select Everyone to send a message to all participants.
- Select the presenter to send a message only to the presenter.
- Select the name of an participant to send a private message to just one person.

Click in the small box above the recipient and type your message. To send the message, do one of the following: Type your message, then click Send. The message appears in the top portion of each recipient's Chat Panel.

Ending a connection

To end a connection as a Client

As a Client, you can end a session by simply closing the Client Viewer window, or selecting the Exit button on the Viewer toolbar.

Note: Prior to disconnecting from your host PC, you may want to first lock your computer to help ensure your security.

To end a connection as a Host Owner

As a host, you can end a connection by selecting File > Participants > "Disconnect All"; or by right-clicking on any Participant and selecting "Disconnect All".

Note: You can store a copy of the chat text to a file on either PC.

Recording a session

You can record a session once you have connected to your Host PC. If you are a guest, you must first obtain permission from the owner.

eBLVD creates one recording file per session. If you pause and restart a recording during the course of a session, each recorded segment will be appended to the recording file in progress for that session.

To start recording:

- Click the Record Session button on the Remote Viewer toolbar.
- Name the file
- Designate the location where you want to save your recording
- · Click the "Save" button.

To stop recording:

- When you are done recording, click the "Stop Recording" button on the toolbar
- Close the Remote Viewer.





- Note: For optimum recording performance and in-session experience, it is recommended that you select a location on your local hard drive.
- Note: You cannot change the Save location setting once you have started to record a session. If you do not specify a destination location, the default is My Documents.
- Note: The lower you set your monitor resolution, the better the quality of the recorded session. A resolution of 1024 x 768 is optimal for acceptable recording quality.

Playing a recorded session

eBLVD Remote Desktop sessions are recorded in WMV format.

To replay a session recorded in the Windows WMV format:

- If you haven't already, end the session that you are recording
- Make sure you have video playback software such as Windows Media Player, Real Player, or equivalent installed on your PC.
- eBLVD will save your file with the name and location that you specified.
- Click the file name to start the replay.
- Press Alt and Enter on your keyboard at the same time to maximize the Viewer Window for best replay quality.

Managing your host(s)



Host PC list

Irrespective of how many hosts that you, you will always access your host(s) via the Host PC list. Simply click the Connect button to connect to a host. If the button indicates "Offline", this indicates that the Host is either powered down, not currently connected to the Internet, or the eBLVD Host applet is not running.

Groups

You can filter or narrow-down your Host List by using Groups. System Generated Groups are listed first, followed by User Defined Groups.

The My Host PCs system group is a filter of all hosts installed by the current signed-in user. The All Host PCs group is a filter of every PC installed by the current user and all assigned sub-users (Corporate Edition Only). The recently Installed Group is a system-generated filter of all hosts that have been set up in the previous 3 days. The PCs Unassigned to a Group is a system-generated filter of all hosts that have not been assigned to a User Defined Group.

<u>User Defined Groups</u> are groups that can be created by the user to organize their Host List. System Defined Groups are automatically generated to automatically assist you in filtering your Host List.

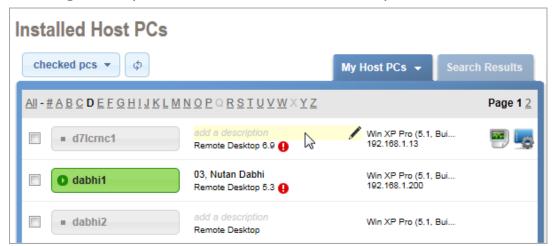
Searching for a Host

You can locate any PC on your Host list from the "Search Box", located above your Toolbox.
Simply enter characters that you believe the host name "Begins with" or "Contains", and a corresponding list will appear.



Changing Host Detail information

Click the name of the Host PC to display the current details for the Host PC. The Description can be changed by clicking on the existing description, or on the "add a description" link.



Additional editing such as the host name, host password, assigned user, etc. can be done by clicking the "View PC Details" icon (far right).

Add or remove a host

Add additional PCs to your host list in one of two ways:

Add a host locally (while sitting at the PC):

Step One - Download the software

- Be sure you are at the PC you will want to access remotely;
 this will be the host PC.
- Open a browser window and go to http://eBLVD.com.
- Enter your username and account password and click the Sign In button.
- First-time users, or users without any PCs set up, click the "Set Up This PC" button.
- Returning users who have more than one license can add additional hosts from the "Set UP This PC" icon from the "Host PCs" page.
- Click Yes or Grant from the Warning Security screen to begin downloading the eBLVD software.

Step Two- Install the software

- Accept the license agreement and click Next to begin installation.
- If prompted, enter your username and account password (these are the same that you used to log in to the eBLVD Web site) and click OK.
- If prompted, enter your username and account password (these are the same that you used to log in to the eBLVD Web site) and click OK.
- Note: For the highest level of security we recommend that your Host password be different from your account password.

- Choose the installation folder to install the applet. Most programs are installed in your "Program Files" folder. Click Next.
- The icon will appear in the system tray to let you know that the service is running.

Add a host remotely (Corporate Plan only):

Send an automatic setup link to a remote user:

- Open a browser window and go to http://eBLVD.com.
- Enter your username and account password and click the Sign In button.
- Click the "Setup a Remote PC" link on the right side of the page.
- Enter the email address of the remote user
- An email will be sent to the user(s). Once they click the link, they'll be prompted to download and install eBLVD.

Removing a Host PC(s) from the list:

To delete a Host PC, click the check box to the left of the Host PC(s) to be deleted, and click the "Delete Checked" link. If you uninstall the host using the Host Control Menu or Windows Add/Remove Programs, this step is unnecessary.

Upgrading a host

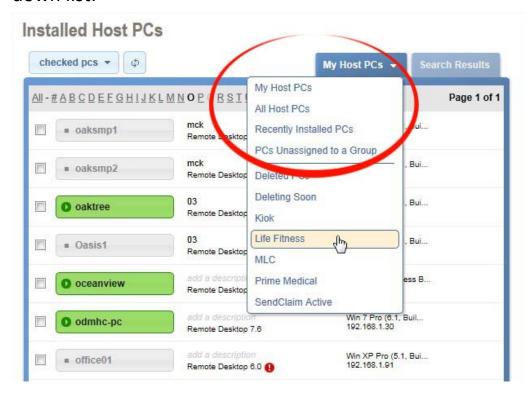
eBLVD will notify you when a new update is available. You can also check for new updates at any time by right-clicking the system tray icon (usually located in the lower-right corner of your screen near the clock) and selecting Check for Updates. If a new version exists, you will be notified and asked if you want to upgrade.

If you want to upgrade, click Yes; if not, click No. If you click Yes, eBLVD will download the new version and prompt you to reinstall with the install wizard. Should the automatic upgrade fail, you may need to manually upgrade the service.

Using groups

Groups are logical collections of hosts. Host PCs can be organized and placed into one or more Groups. Groups are similar to File Folders in Windows, a place to store like items.

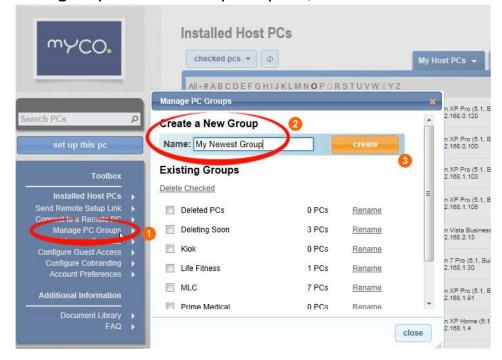
1) To view a group: select that group from the MY HOST PCs drop-down list.



2) To add a Host to an existing group: Access the Host PCs page, place a checkmark in the box to the left of the Host PC(s) to be added to the group, click the "selected PCs" drop down bar, and select the designated group name from the drop-list.



3) To create a new Group (or manage an existing one): ① Click on the "Manage PC Groups" link from the Toolbox. ② Type the new group name when prompted, click the ③ "Create" button.



Guest access

Your eBLVD account may provide for guest access - a co-branded portal page in which guests can access one or more of your Hosts.

Guests can not set up hosts, groups, users, or otherwise administer the account.

Outlook plug-in

For convenience, you can add an eBLVD Login option to Microsoft Outlook, allowing eBLVD account access with a single click.

Note: Outlook integration requires Microsoft Outlook 2000 or later.

To install the Outlook Add-In:

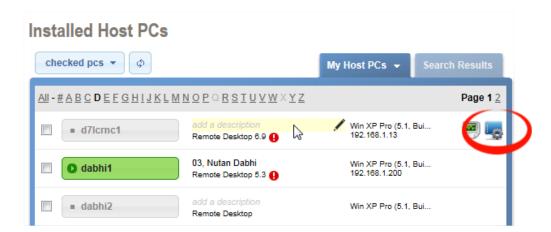
- Close Microsoft Outlook.
- 2. Click the Outlook Add-In link under TOOLBOX.
- 3. Click the Install Software button on the left side of the page.
- 4. Once the installation is complete (the progress bar will automatically close once it reaches 100%), open Microsoft Outlook.
- 5. Click the "eBLVD Login" button.
- 6. Enter in the Username and Password for the eBLVD account.
 To be logged in automatically, place a checkmark next to
 "Remember Password" and click OK.

Access eBLVD from MS-Outlook or Lotus Notes: From your email application, click the "eBLVD Login" button, then sign in to eBLVD.

Reporting

Connection Report

This report allows you to analyze trends by Host PC for a given time period. Simply click "Connection Report" icon to the right of the Host Name from the Hosts page.



Once you input your date range, the report will display the dates, times and duration of all connections.

More reports are forthcoming...

User accounts

eBLVD Remote Desktop® has been developed with both small and large support organizations in mind.

Smaller organizations can do well with a simple account of a single Administrator and list of Host PCs. For more complex organizations, you can configure the Corporate Edition to mirror your organization by setting up access for multiple Administrators and/or Users, as well as set up global configuration parameters for your Company.

Administrator Role

An Administrator manages one or more Users, and is responsible for creating and maintaining additional Users as well as setting preferences for the account. The Administrator is the only user allowed to make global configuration changes, such as cobranding, or allowing Users to view each other's Host PCs. Administrators can also view and connect to any Host PC assigned to their own account, or to their User's accounts.

User Role

A User is one or more persons who require remote access to a host or host(s). A User must belong to an Administrator account, and his permissions are determined by the Administrator. Users are identified by a username, password, full name, and email address.

An Administrator can disable a User's account at any time, meaning the User can no longer log in, and therefore can no longer access Host PC(s).

User Permissions

The Administrator defines the permissions that apply to all Users within that account. The permissions are:

- Allow Users to create their own PC groups
- Allow Users to view PCs in other User accounts
- Allow Users to report on PCs in other User accounts
- Allow Users to install the Outlook Add-In

Global account preferences

Global preferences are Administrator settings that control the visual and functional aspects of the service. The Global preference options are:

- Configure co-brand settings: This is where you configure settings to make all pages on eBLVD look like your own web site.
- **Default start page**: Here, you set the default page you will be taken to after logging in to your account.
- **Default page length**: If you have more hosts than can fit on a single web page without scrolling, you can set this value to allow only a fixed number of hosts listed at one time.
- **Default tab:** You can choose to initially display your complete host listing, or only recently set up hosts.
- **Default group:** If you have multiple groups set up, you can choose to initially display the hosts in a given group.

Note: These settings are optional, and only need to be set initially, and any time your needs change.

Security considerations

eBLVD Remote Desktop provides stringent built-in security features that allow you to confidently access your PC from anywhere. For additional security, here are a few things you can do.

Keep Your Account and Host Password Secure:

Although eBLVD has best-of-breed security features, maintaining password security is the best way to protect your eBLVD account and host PC.

- Don't share your password with anyone, and change your account password regularly. You can change your account password after signing in to your account by clicking "My Account".
- eBLVD requires that your passwords have at least six characters. When choosing your passwords, do not use common or easily guessed words. For the highest level of security, your account password and host PC password should be different.
- When using shared or public computers, exercise special care by not using eBLVD's "saved password" feature to log in automatically. Additionally, you should not use the Web browser's "auto complete" feature.

Protect Your Host PC When Disconnecting:

- Use the Lock PC feature to prevent others from using your host PC when you disconnect.
- Make sure to completely disconnect when you are finished by closing the Client Viewer and logging out of the eBLVD Web site.

 When you disconnect, remember that if you do not close the programs you were last working on, they will remain visible the next time you access your host PC. Make sure to close any sensitive documents or programs before you disconnect.

Protecting the data stream:

- eBLVD uses built-in 128-bit SSL encryption so that all your data — including screen images, file transfers, keyboard and mouse input and chat text — is fully encrypted from end-toend.
- The encryption key is unique for each connection and is based on a random bit sequence.
- It is impossible, even with the most sophisticated technology, to intercept the data necessary to decode this encryption. This ensures that transmissions cannot be intercepted or compromised in any way.

FAQ and troubleshooting

I've forgotten my password

To retrieve or change the password for your online account, click here to obtain an email link to reset it. If you've forgotten the password for a Host PC, you will need to re-install the host software on that machine.

I need help with Session Recording

Session Recording is currently available from the Client Toolbar on the local side. To begin recording a session, click the "Record Session" button on the gray toolbar across the top of the eBLVD Client (the window displaying the Host PC's desktop). An .avi file will be created containing video only, but audio may be edited in later. View our <u>Session Recording Guide</u>.

I need help setting up my Co-branding

All pages of eBLVD can display your logo, colors and contact info. To configure your cobrand settings, click the "Configure Cobranding Preferences" link on the "Configure Preferences" page of your Remote Desktop Center.

Complete FAQ and Knowledge Base

Click <u>here</u> to access our complete FAQ and Knowledge Base...

Product features

- Automatic Setup: Plug-in automatically launches, installs and configures itself. No restart required. Even novice users can be ready to go in minutes.
- Intuitive User Interface: Easy-to-learn web interface enable you to get started in seconds without training.
- Universal Viewer: When you connect to your PC, the Viewer window launches automatically, allowing you to view and control your PC from another. Viewer software installation is not required.
- **File Transfer**: Transfer any type of file or folders between computers.
- True 24-Bit Color: Broadcast your desktop in true 24-bit color.
- Desktop Session Recording and Playback: Allows you to record and play back sessions for training or later reviews.
- **Chat Window**: Text-chat in real-time with your remote viewer during a session.
- **Copy and Paste:** Copy and paste text between computers. This simplifies the transfer of content between PCs.
- Unattended Access: Access PCs and servers after hours for maintenance and troubleshooting without service interruption.
- Encryption and Security: All data transmission is protected using end-to-end 128-bit SSL, dual passwords and connection auditing.
- **Flexible Licensing**: Purchase only the licenses you need today and add additional licenses as you need them.

• Corporate Edition - Comprehensive administrative tools and portal access.

Security

eBLVD Remote Desktop® addresses your security concerns:

- There is no need to open any extra ports on your corporate or personal firewall, as all communication between the Host PC and the Client PC make use of standard web protocols (HTTP and HTTPS).
- An encrypted end-to-end connection is established between the Host and Client, using established Internet protocols (128-bit SSL).
- Remote access is authenticated using dual strong passwords.
- Once the session has ended, all rights to access the host's PC are removed.
- The Remote Desktop management model makes it possible to limit specific functions. For example, the owner can determine if a Remote Viewer or Guest can control the keyboard, record, or pass files during a session.
- Session connection data is recorded to provide an audit trail of all connection data, including time-stamp and IP address logging.

System requirements

There are some minimum system requirements for the Host and the Client PCs, which are as follows:

Host PC

- Microsoft Windows 95, 98, ME, 2000, XP, Server 2003, 2008, Vista, or 7.
- A working Internet connection (minimum recommended speed 56Kbits/sec.)
- Internet Explorer 5.5 or later, with support for 128-bit encryption. Mozilla-based browsers that are compatible include Firefox 1.5 or later, and Mozilla 1.7 or later.
- For Outlook Integration: Microsoft® Outlook® 2000 or later
- For Lotus Notes® Integration: IBM® Lotus Notes® Version 6.5 or later

Client (remote) PC

- Microsoft Windows 95, 98, ME, 2000, XP, Server 2003, 2008, Vista, or 7.
- A working Internet connection (minimum recommended speed 56Kbits/sec).
- A web browser that supports 128-bit encryption. Note: The speed of file transfers, among other things, is determined greatly by the speed of the Internet connection, we recommend a minimum upload capacity of 128Mb/s.
- A PC video player such as Media Player, Real Player, or equivalent (if session recording is enabled).

- For Outlook Integration: Microsoft® Outlook® 2000 or later
- For Lotus Notes® Integration: IBM® Lotus Notes® Version 6.5 or later

Terminology

Throughout this guide we will use various terms. Some definitions are listed here in alphabetical order:

- Account Administrator A user who has the authority to create, maintain and monitor one or more remote Hosts.
- Account Password An account password is what you use to log in to the eBLVD Web site. It must be at least six characters. You will use your account password to log in to eBLVD, set up, and access host PC(s).
- Client PC A client PC is the computer used to access a host PC. It can be any Internet-connected PC, located anywhere in the world.
- Co-branding An eBLVD account can be co-branded to display the Host PC owner's company or personal logo and colors. When this has been set up, you will see your logo and colors, instead of the eBLVD brand when you access eBLVD.
- Copy and Paste The ability to copy and paste text between PCs. This simplifies the transfer of content between PCs.
- **File Transfer** The tool to transfer files or folders between computers.
- Guest Mode A guest may be allowed to access a host PC. In guest mode, the owner of the host PC must "Accept" the guest's request to connect and optionally control the host. The owner can always prohibit a guest from controlling the keyboard and mouse.
- Host PC- The host PC is the computer you will want to access from a remote location. The PC first has to be set up for remote access via the eBLVD web site. The host PC is a unique and specific computer.

- Host Applet A small piece of web software that provides the functionality necessary for connecting to a PC over the Internet.
- Password Your account password is what you use to log in to the eBLVD Web site. A Host PC password allows access to a specific PC. Passwords must be at least six characters.
- Remote Control Taking control of the keyboard and mouse on a Host PC.
- Remote Viewer The Viewer is the window displayed on the remote (client) PC in which the host desktop or shared application appears. The Viewer Window has its toolbar.
- **Report** An overview of one of many areas of performance over a specified time period.
- System tray icon The eBLVD system tray icon is used to access features of eBLVD and to provide status of the eBLVD service.

About eBLVD

Company Information

Founded in 2001 and located in Southern California, eBLVD ([ihbool-uh-vahrd]) is a pioneer of cloud-based communication software and professional remote access tools.

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