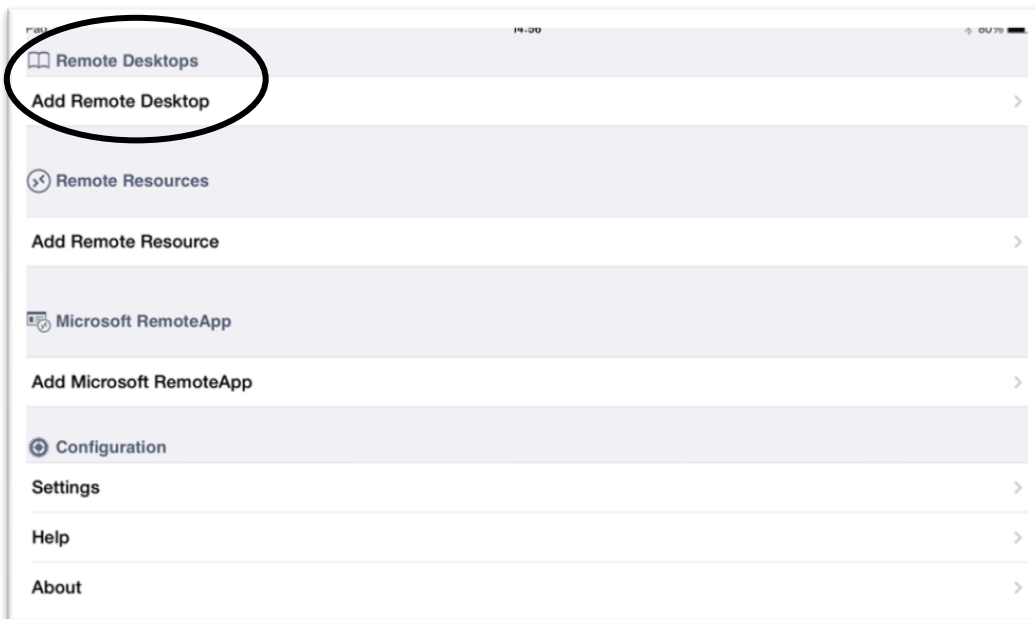




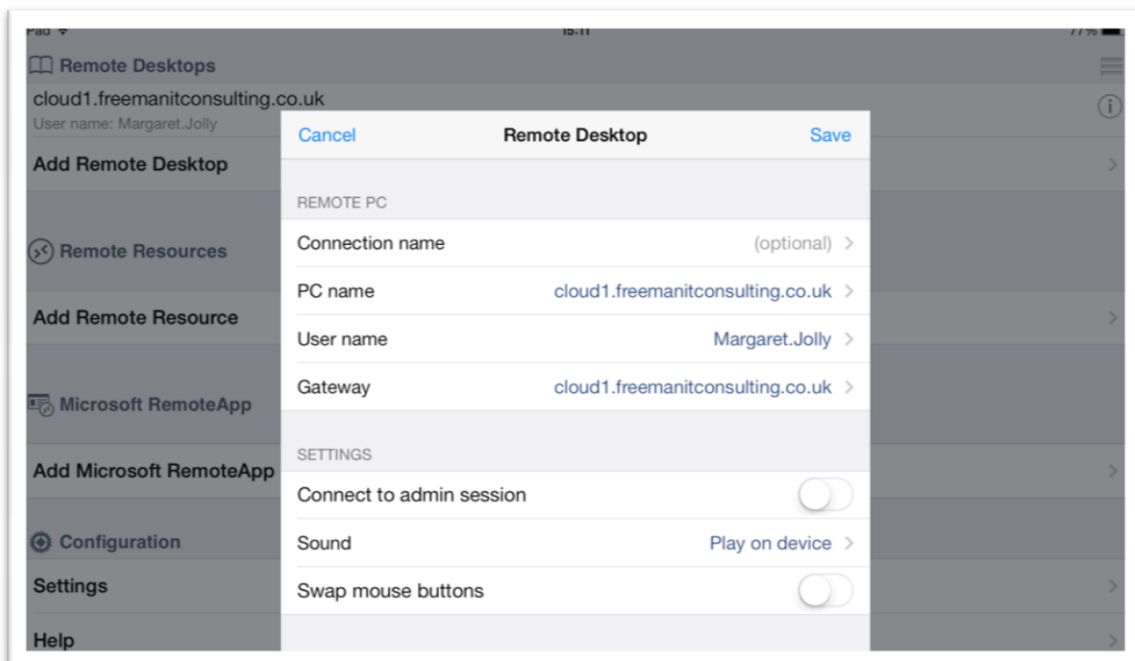
## iPad & iPhone User Instructions

Instructions for accessing cloud based CONTACTfile.

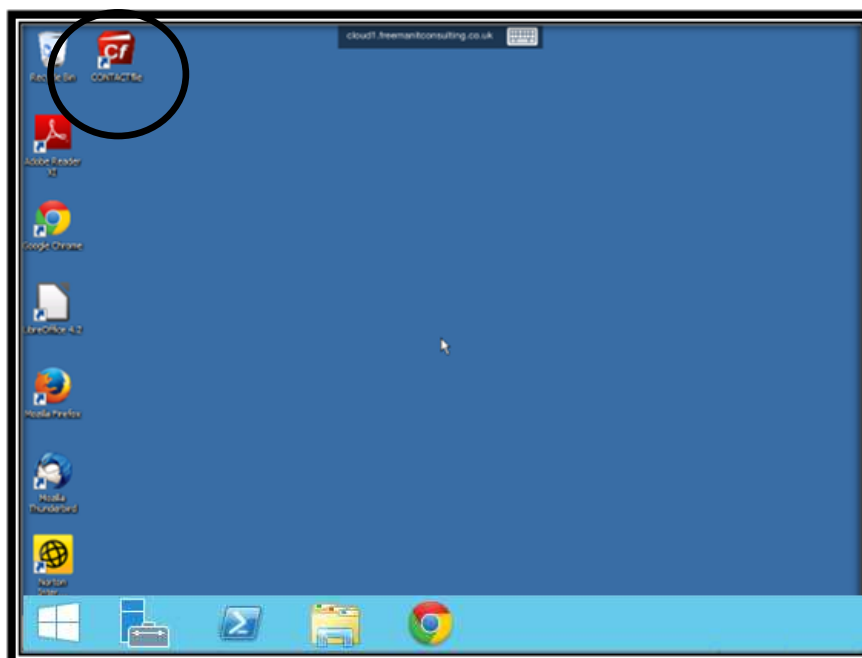
1. Navigate to the App store. Find and install the application 'Microsoft Remote Desktop'.
2. Once installed, open the App.
3. Select Add Remote Desktop.



4. You will now be prompted for the following details
  - a. Computer/Server name: cloud1.freemanitconsulting.co.uk
  - b. User: your username
  - c. Password: your password
  - d. Gateway: cloud1.freemanitconsulting.co.uk
  - e. Server: cloud1.freemanitconsulting.co.uk



5. Once the above details have been entered, hit save and then connect by tapping the screen where your desktop is named.
6. The Windows desktop will now load onto your iPad.
7. Drag the screen to move the cursor, then double click on the CONTACTfile logo. Be patient at this point as sometimes it does not immediately open. Do not double click more than once.



8. Your CONTACTfile login screen should appear. Login and continue to use CONTACTfile in the normal way.
9. To log off, close CONTACTfile. Right-click on the Start (window) button at the bottom left corner, click on 'Shut down or sign out', and finally click 'Sign out'.