
Setting up RDP on your iPad

This document will show you how to set up RDP (Remote Desktop Protocol) on your iPad. It will cover the following:

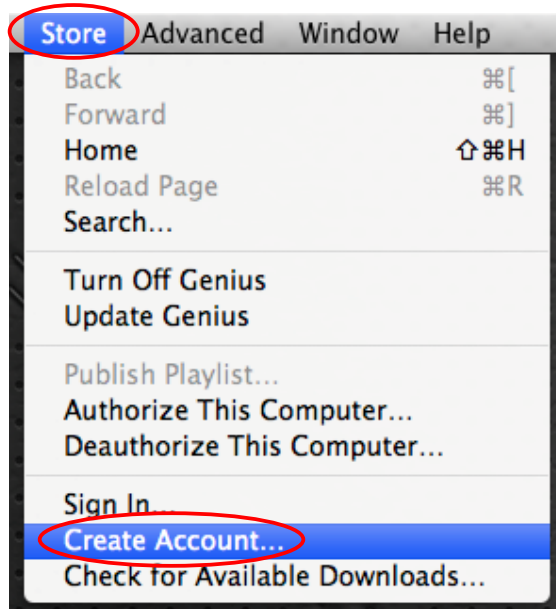
- Step 1: Creating an iTunes account (if necessary)
- Step 2: Using the App Store
- Step 3: Installing RDP on your iPad
- Step 4: Accessing Shortcuts on your iPad

Each step will be covered in greater detail below.

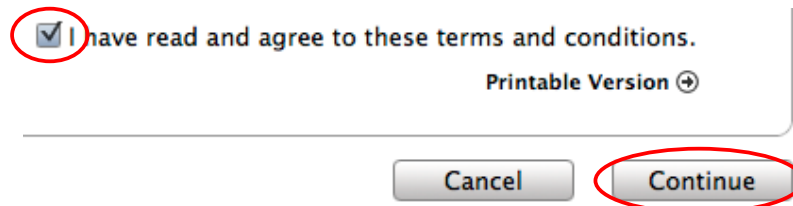
Step 1: Creating an iTunes Account

In this step, you will create an iTunes account for yourself, if you do not already have one. You will need an iTunes account in order to purchase software from the Apple store. If you already have an iTunes account, you may skip this step.

1. Open iTunes. If you do not have iTunes, you can download it at <http://www.apple.com/itunes/download/>.
2. Click on the **Store** menu and select the **Create Account** option from the menu that appears.



3. Click the **Continue** button on the next screen.
4. Read through the Terms and Conditions. Once you've done so, click the tickbox next to "**I have read and agree to these terms and conditions.**"



5. Click the **Continue** button.
6. Complete the form to create your free Apple ID (which is what you will use to log in to the iTunes Store).

Provide Apple ID Details

Secure Connection

Email: This will be your new Apple ID.

Password: Passwords must be at least 8 characters, including a number, an uppercase letter, and a lowercase letter. Don't use spaces, the same character 3 times in a row, your Apple ID, or a password you've used in the last year.

Verify: Retype your password to verify

Enter a question and answer to verify your identity if you forget your password.

Question:

Answer:

You must enter your date of birth.

Month: Day: Year:

Would you like to receive the following via email?

- New releases and additions to the iTunes Store.
- News, special offers, and information about related products and services from Apple.





7. Click the **Continue** button once you have filled out the form to go to the Payment Method screen.
8. Fill out your payment details. You will not actually be charged until you make a purchase.

Provide a Payment Method

Secure Connection

You will not be charged until you make a purchase.
If your billing address is not in the United States, click here. [Ⓞ](#)

Payment Method

Credit Card:    

Card Number: Security Code: What is this?

Expires: /

iTunes Gift Cards and Certificates

Code: To redeem a code, enter it here.

Billing Address

Salutation:

First Name: Last Name:

Address:

City: State:

Zip: Phone:

Country/Region: **United States**

Apple uses industry-standard encryption to protect the confidentiality of your personal information.

9. Click the **Continue** button once you have filled out your payment details.

Verify Your Email Address

Secure Connection

An email has been sent to the address below with a link to verify your Apple ID. Make sure to check your email and follow the link to complete the creation of your Apple ID.

example@me.com

Resend Verification Email

Done

10. A verification e-mail will be sent to you from Apple. Click the **Verify Now** link found in the e-mail. You'll be taken to the Apple ID page to verify your email address.

My Apple ID

Verify your email address.
Please verify the email address associated with your Apple ID.

Sign in to verify your email address.
To verify the email address example@me.com, please sign in with your Apple ID and password.

Apple ID

Forgot your Apple ID? [Link](#)

Password

Forgot your password? [Link](#)

Verify Address

11. Enter your e-mail address and the password you used to create your Apple ID, then click the **Verify Address** button.

Step 2: Using the App Store

About the App Store

Use the App Store to add applications to iPad. Browse, purchase, and download applications specifically designed for iPad, or for iPhone and iPod touch.

Applications you download from the App Store and install on iPad are backed up to your iTunes library the next time you sync. When you sync, you can also install applications on iPad that you purchase through iTunes on your computer. iPad works with virtually all iPhone and iPod touch applications, so if you already have applications for your iPhone or iPod touch, you can sync them to iPad from your Mac or PC. Use them at their original size, or tap in the bottom-right corner of the screen to expand them.



The App Store and some applications are not available in all areas. Application availability and pricing are subject to change.

Browsing and Searching

Browse Featured to see new, notable, or recommended applications, or browse Top Charts to see the most popular applications. If you're looking for a specific application, use Search.

- **Browse applications:** Tap **Featured**, **Top Charts**, or **Categories** at the bottom of the screen.
- **Search for applications:** Tap the **Search** field at the top of the screen and enter one or more words. Choose from the list of suggestions, or tap **Search** on the keyboard.

Getting More Information

Tap any application in a list to see the Info screen, which shows the application's price, screenshots, and ratings.

- **E-mail a link to the application's Info page:** Tap **"Tell a Friend"** at the top of the screen.
- **Report a problem:** Tap **"Report a Problem"** at the top of the Info screen. Select a problem from the list or type your comments, then tap **Report**.

- **View screenshots:** Scroll down to the screenshots, then flick left or right to see additional screenshots.
- **Get ratings and read reviews:** Scroll down to “Customer Ratings & Reviews.”

Buying Applications

When you find an application you want in the App Store, you can purchase and download it to iPad. If the application is free, you can download it without charge after providing your iTunes account information.

- Once you download an application, it’s installed immediately.
- **To purchase and download an application:**
 1. Tap the price, then tap **Buy App** (or tap **Free**, then tap **Install App**).
 2. Sign in to your account if requested, then tap **OK**.
 - If you don’t have an iTunes Store account, tap **Create New Account** to set one up.
- Purchases are charged to your iTunes Store account. If you make additional purchases within fifteen minutes, you don’t have to enter your password again.
- You can use iTunes Store gift cards, gift certificates, or other promotional codes to make purchases. When you sign in to your account, your remaining store credit appears with your account information at the bottom of most App Store screens.
- **Enter a redemption code:** Tap **Featured** or **Top Charts**, scroll to the bottom of the screen, tap **Redeem**, then follow the onscreen instructions.
- **See the status of application downloads:** After you begin downloading an application, its icon appears on the Home screen and shows a progress indicator.
- If a download is interrupted, iPad starts the download again the next time it connects to the Internet. Or, if you open iTunes on your computer, iTunes completes the download to your iTunes library (if your computer is connected to the Internet and signed in to the same iTunes account).

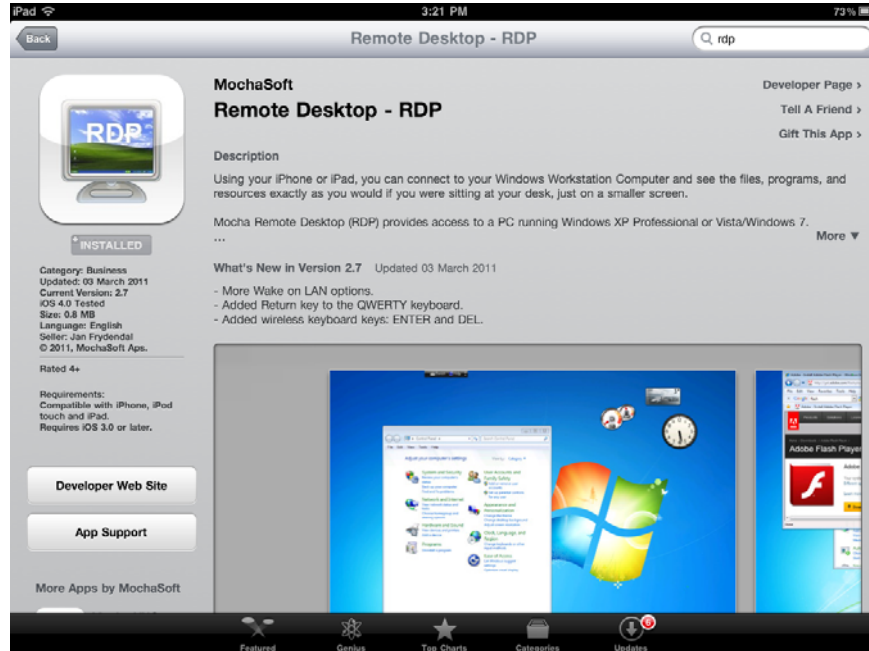
Step 3: Installing RDP on your iPad

! *Before installing the remote desktop application, make sure that your iPad has been upgraded to version 4.3.1 or later.*

1. Visit the App Store and search for “RemoteDesktop – RDP” by Microsoft. Make sure you select the iPad application (**NOT the Lite version**), version 2.7 or later.



- Purchase the application. A confirmation screen will come up, and ask you to re-enter your password. Once you have done that, the program will start downloading.

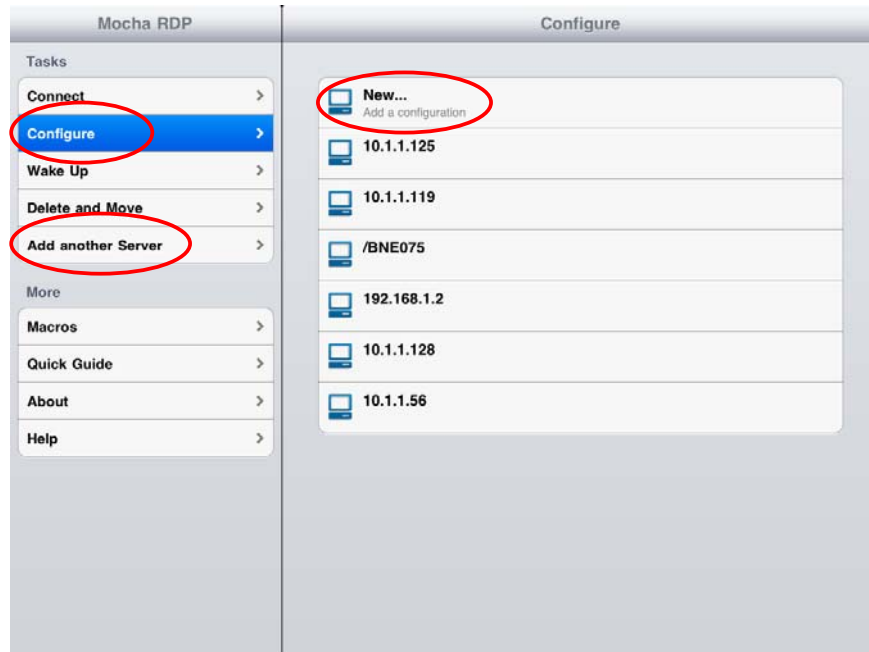


- Click the dialogue box to confirm your purchase and you will be taken to the desktop of the iPad. You will see a blue progress bar underneath the application icon. Once the progress bar disappears, you can tap once on the icon to open the program.

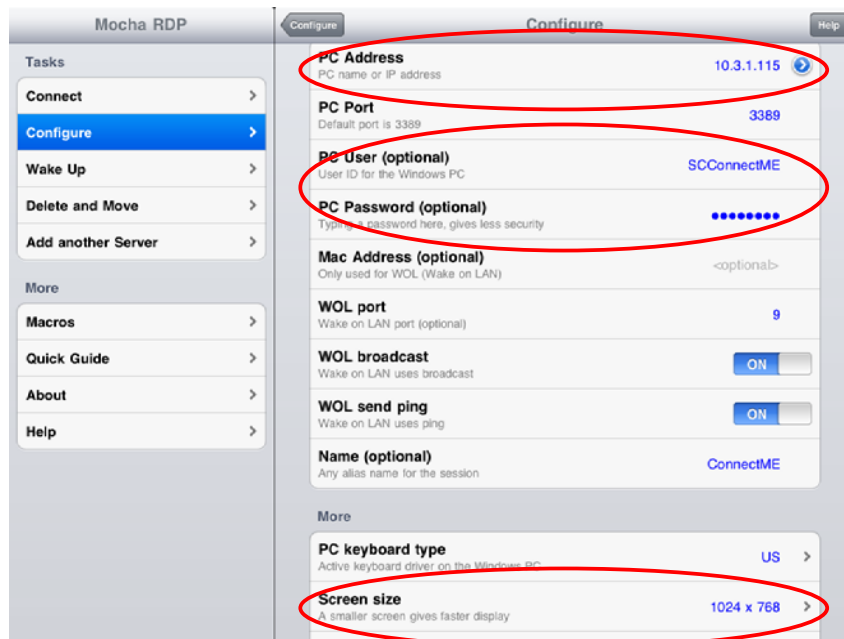


Step 4: Accessing Shortcuts from your iPad

1. Once the RDP application has been installed, you'll be taken to a blank configuration screen. Click on **Add another Server** on the left side to add your connection. Alternatively, you can also click on **Configure** and then click on **New**.

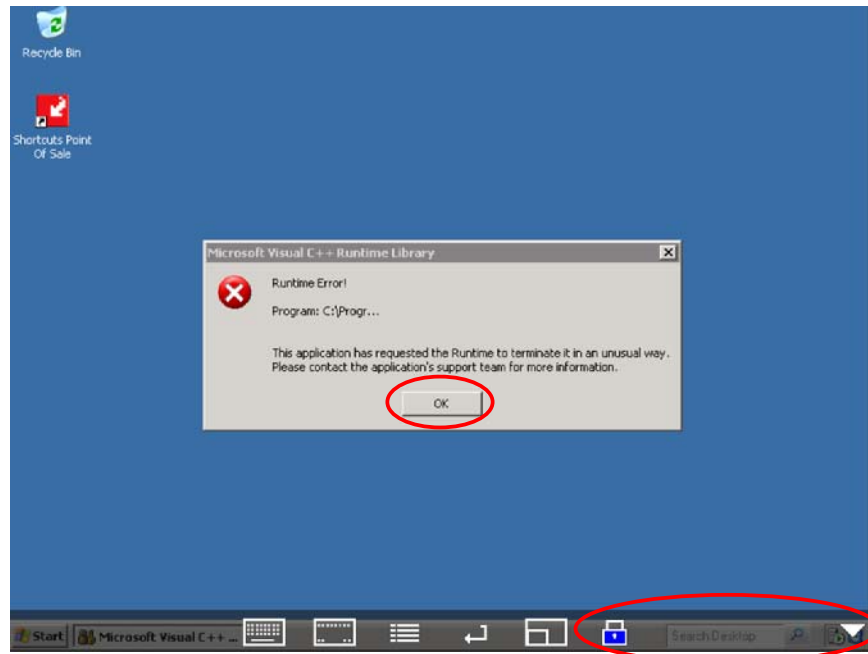


2. Enter the IP address of the salon into the **PC Address** field. Note:
 - If you wish to connect to Shortcuts whilst in the salon you will need to enter the PC's IP address.
 - If you wish to access Shortcuts outside the salon network you will need to enter the internet IP address. (This is the same IP address that you provided in your ConnectME™ assessment form.) If you cannot remember your Salon PC's static IP address, visit the website <http://www.whatismyip.com> from the PC you are connecting to (the salon PC), NOT from the PC you are connecting from (remote site).



3. Add your username and password into the **PC User** and **PC Password** fields. In this instance, we use "ipad1" and "ipad2" etc. depending on how many iPad licenses you have obtained. The password is always "remote user".

- Set the screen size to **1024 x 768**, leave the rest of the fields as default, and tap the **Configure** button at the top of the screen to go back to Configuration screen and save the configuration.
- Now, tap on the **Connect** option and you will see your newly created connection. Click on the connection to load it. Expand the RDP menu by clicking on the white arrow at the bottom right, and lock the screen by selecting the padlock. The lock will turn blue. This aids in scrolling through the appointment book and other menus in Shortcuts. You can also click on the down arrow icon on the bottom right-hand corner to hide this bar. To make it re-appear, click on the up arrow.



- When Windows finishes loading, you will see a license server error. Just click the **OK** button to close it; the license server is already running on the remote machine and it's just a warning that your connection can't open up another instance of the license server.
- Shortcuts can only be viewed in Landscape mode. To prevent the iPad screen from rotating, use the **Screen Rotation Lock** button on the iPad device. Slide the rotation lock down to lock the iPad in the current screen orientation. You can switch this back anytime to allow full rotation outside of accessing Shortcuts.

iPad 1 Instructions



iPad 2 Instruction

To lock the screen orientation, double-press the **Home** button to bring up the multitasking dock. Swipe left to right on this dock until you see a gray box icon with a circular arrow inside (see below). Tapping this icon will enable or disable rotation lock. When the orientation is locked a padlock image appears inside the icon.



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8. Once you have finished using Shortcuts and want to end your session, exit out of Shortcuts and all other applications that are open, then click on the Windows **Start** button and click the **Log Off** button. Do NOT click the Disconnect button.



Important Information

As a default, the iPads are set to switch to standby mode (Auto-Lock) after 5 minutes to extend usage and battery life. When the iPad does this, the RPD session (connection to Shortcuts) will also disconnect itself so you will need to re-connect once again. Here's how to lengthen or disable this function:

It is actually called **Auto-Lock**. To get to it, go to **Settings | General | Auto-Lock**.



This is the amount of time that the screen will shut off after no activity. Unfortunately, the longest amount of time you can set it to (other than **Never**) is 15 minutes.