

# NEOREKA Cloud PC Usage Procedure (User Guide)

(Ver2.4)

March 2022 edition



Thank you for using NEOREKA Cloud PC Service.  
Before using the service, we will guide you through the procedure below, so please check it.

- ① You will receive an email with connection information.

There are **two ways** to connect and use each user's virtual desktop.

**A. Use WebRDP (use only with browser)**

\* Local, network printers and disks cannot be used.

**B. RDP Module (attached to email) (used from the terminal connection application).**

\* Local, network printers and disks can be used.

**In the case of A**

- ② Click the destination URL in the email.  
③ Enter your ID, password and sign in



- ④ Before clicking Remote Desktop, click the "Gear (Settings)" icon displayed in the upper right of the browser, and turn on "Enable Input Method Editor" at the bottom.



- ⑤ Click the computer icon displayed in the browser to launch Remote Desktop.

Note) It may take some time to start up for the first time.

- ⑥ In addition, only the very first time, when you start up, after automatically creating an environment for users, **you will be automatically signed off**, so please re-login.

\*It will take about 3 minutes to sign off. During this time, please do not launch any applications or start your browser, and follow the instructions.

\*You do not need to do this after your second login.

- ⑦ The Windows desktop will be displayed and you can use it.

Note) It may take some time when each application is started for the first time or when the work is started (to set up the app and receive all screen data first).

### In the case of B

#### ② For Windows Users

a). Download the RDP module (neoreka.rdp) attached to the email to your computer.

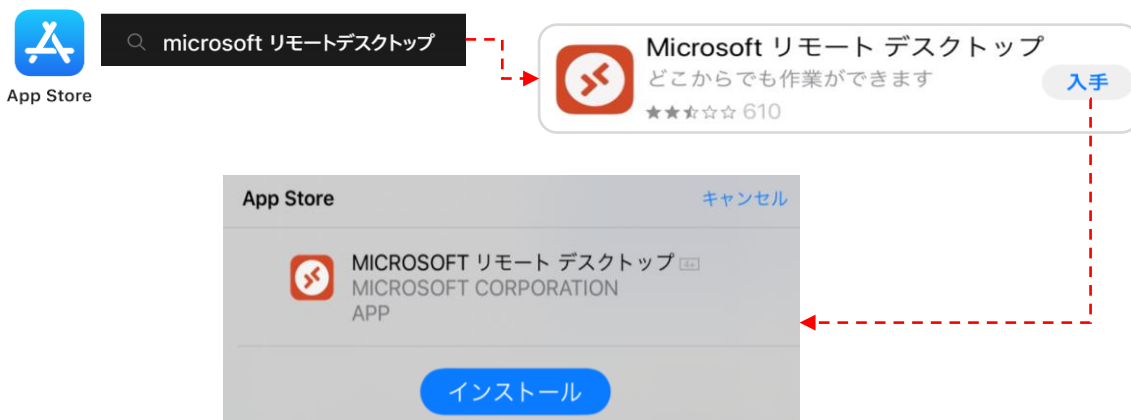
\* Place it on your desktop, etc.

b). Double-click the RDP module to open the connection box and enter your ID and password as credentials and click OK.



#### For iOS Users

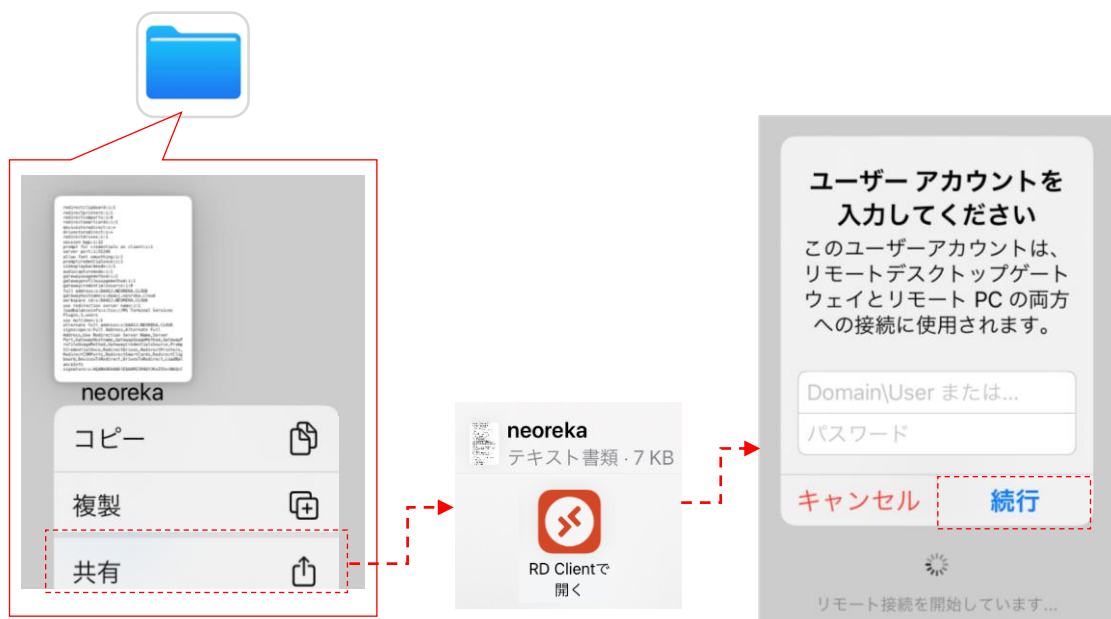
a). Download and install the "Microsoft Remote Desktop" from the App Store.



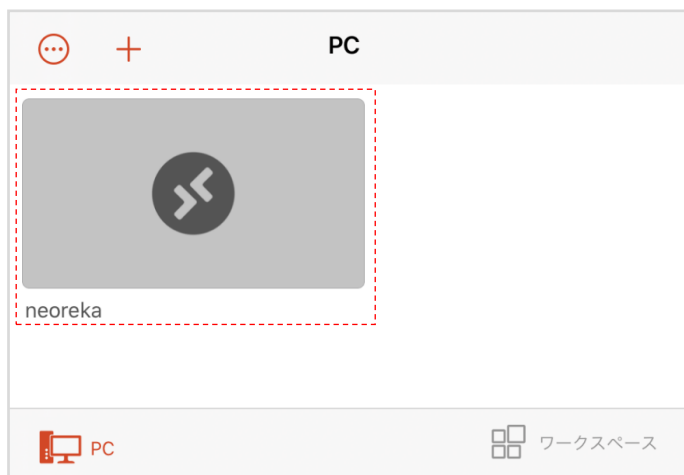
b). From the setting menu "... of "RD Client", set "General"-> "Always import RDP file" to "ON".



c). From the email sent, save the "neoreka.rdp". Press and hold the file "neoreka.rdp", select "Share", and click "RD Client" in the App selection to automatically move to the connection screen and enter the user account information (same as the credentials) and click Continue.

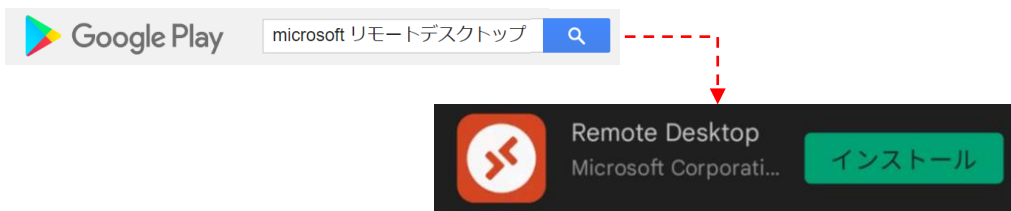


d). From the second time onward, when you start RD Client, "neoreka (name can be changed)" is displayed in the PC name list, so if you click this, the connection will be started and the screen will change to the ID and password input screen.



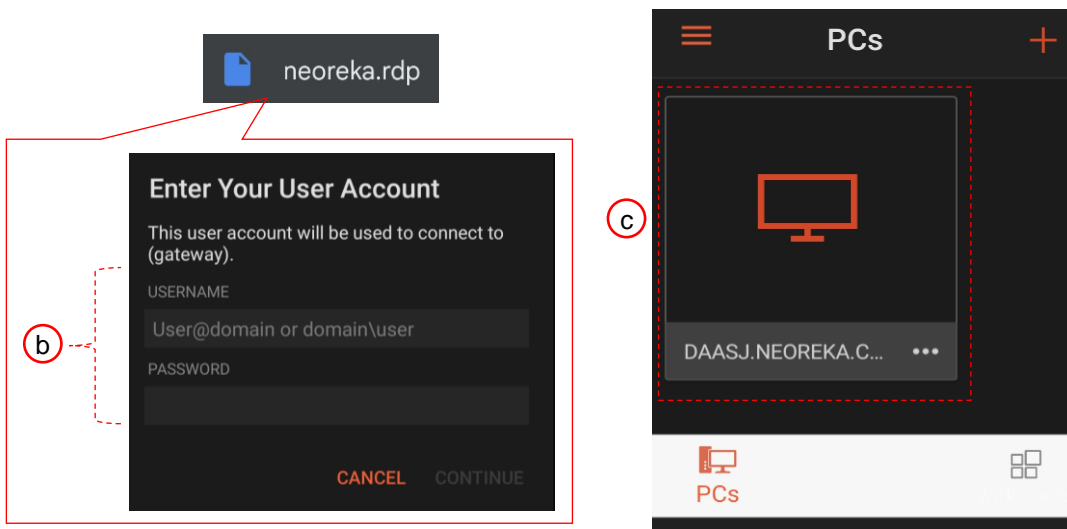
**Android Users**

a). Download and install "Microsoft Remote Desktop" from the Google Play Store.



b). Select the downloaded RDP module file (neoreka.rdp) and click "Open"-> "RD Client" from the menu at the top to display the ID and password input screen.


c). From the second time onward, when you start RD Client, "DAASJ.NEOREKA.CLOUD.XXXX" (you can change the name) will be added to the PC name list and is displayed as a menu. Click this to start the connection and move to the ID and password input screen.



- ③ A warning screen may appear on the screen, but you can proceed as it is.  
\* If you check the box for connecting as it is, the warning will not be displayed from the next time.
- ④ In addition, only the very first time, when you start up, after automatically creating an environment for users, **you will be automatically signed off**, so please re-login.  
\*It will take about 3 minutes to sign off. During this time, please do not launch any applications or start your browser, and follow the instructions.  
\*You do not need to do this after your second login.

The remote desktop will be launched. It is now ready for use. It may take some time when each application is started for the first time or when the work is started (to set up the app and receive all screen data first).

#### To End Session

**Make sure you sign out.** "  " is displayed at the top left of the Windows menu. Click the mark to sign out and then close.

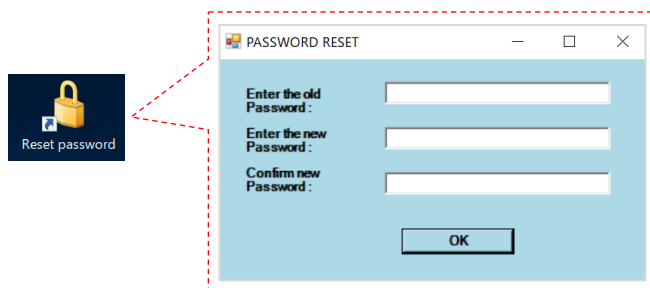
\* Please note that if you leave it connected, you will be automatically signed off from the system after 2 hours (please be sure to save the data etc.).

#### Precautions

- ① **Multiple logins (simultaneous use of multiple terminals with the same ID) are not possible.**  
Since virtual desktops are assigned exclusively to IDs, you cannot open the same virtual desktop with the same ID at the same time. The one connected later has priority, and the one connected earlier will be disconnected. However, since the session is retained, the work contents up to that point remain.

## ② Password reset function.

You can change your password individually by using the "Reset Password" function displayed on the desktop (be sure to remember the changed password). The new password will be valid when you connect again, so please close the screen and start it again before connecting. ◦



## ③ How to input Japanese language when using a browser.

- Click the "gear (setting)" icon displayed in the upper right of the screen where the WebRDP icon is displayed or the virtual desktop is displayed to display the setting menu. Turn on "Enable Input Method Editor" at the bottom of the menu.
- If the IME display displayed on the virtual desktop is "A", you can enter half-width alphanumeric characters, and if it is "あ", you can enter Japanese (right-click to select the input option of "Kana" ↔ "Romaji").

**\* When input Japanese language, make sure that the input mode of the local terminal is set to "A" (half-width mode). Input is not possible in the "あ" (full-width mode) state.**

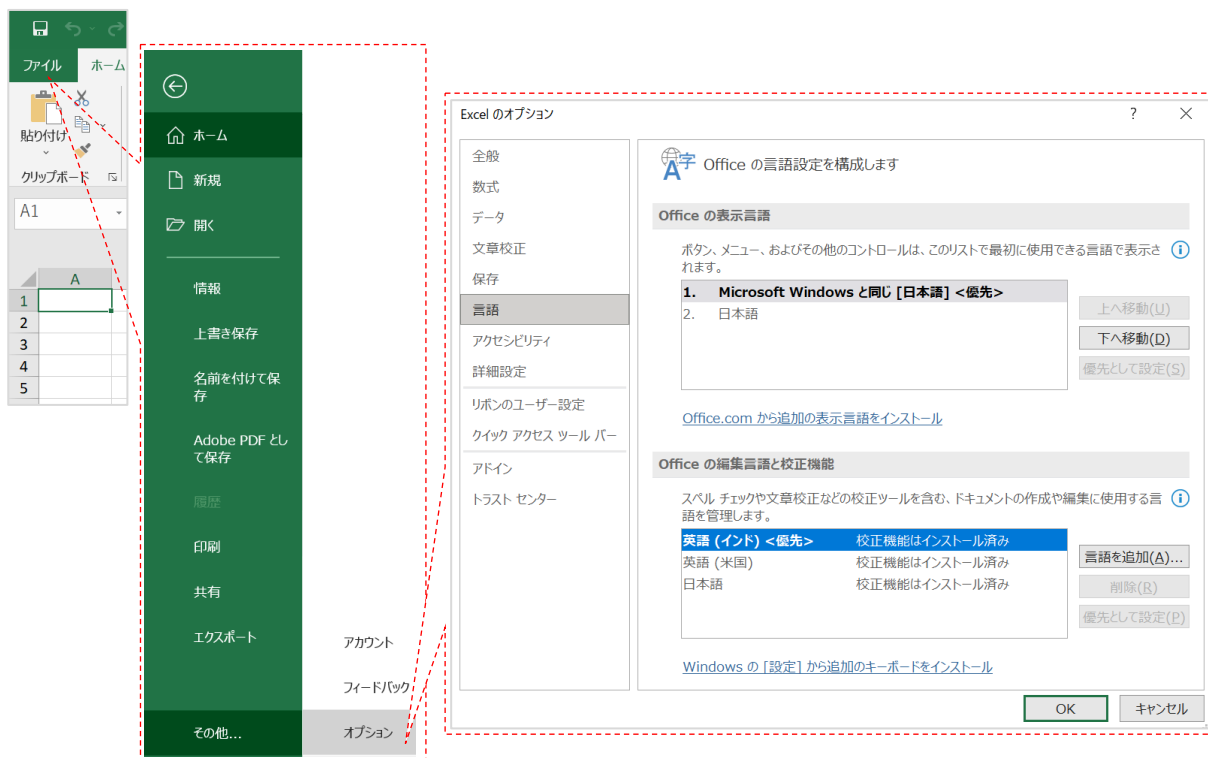
- Click "A" to switch to "あ", and click "あ" to switch to "A".

④ All data is stored in the N drive assigned to each individual (5GB). Be careful not to accidentally save it to another drive, otherwise it will be deleted automatically.

⑤ Since this service environment has global specifications, there may be problems with the Japanese display of Shift JIS in Office applications. Please refer to the example below.

Example) What to do if garbled characters appear in the CSV file of Excel.

Open any file (or a blank workbook) in Excel, select "Japanese" in [File]> [Options]> [Language]> [Office Editing Language and Proofing], and select "Set as Priority". Click and click OK. > Restart Office.



In addition to the problem of garbled characters in CSV, this setting can also handle the problem that full-width numbers are not automatically converted to half-width when you enter them in a cell in Excel. Other than that, for Office applications, problems related to Japanese may be improved with this setting, so please set it as much as possible.

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