

Computer Tools

Icons | Taskbar | Notification Area

Icons for the **Computer Tools** are located in the **Pinned** area of the **Start Menu**. The **Start Menu** is located on the left side of the **Taskbar**. The **Notification Area** is on the right side of the **Taskbar**.

Computer Tools

AnyViewer (Remote Desktop)

1. Click the **Start Menu**.
2. Click **AnyViewer** in the **Pinned** area to open the program.
 - a. Click the video link below for detailed instructions.
3. To close **AnyViewer**, click the **three bars** in the top right corner and click **Exit**.

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Cloudflare One Client (VPN | Security)

1. Click the **Start Menu**.
2. Click **Cloudflare One Client** in the **Pinned** area to launch the program.
3. Click the **Gray Cloud** icon in the **Notification Area**; **Cloudflare One Client** window will open.
4. Click the **Connect Button** to connect to a Cloudflare datacenter; **Gray Cloud** icon will turn **Orange**.
5. Close the **Cloudflare One Client** window.
6. To **Disconnect**, click the **Orange Cloud** icon in the **Notification Area**; **Cloudflare One Client** window will open.
7. Click the **Disconnect Button**.
8. Close the **Cloudflare One Client** window.

IMPORTANT: Disconnect **Cloudflare One Client** before the computer is shut down.

NOTE: This tool should be used when connecting to any **Open** or **Public Wi-Fi** network.

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Connect To Open | Public Wi-Fi

1. Click the **Wi-Fi** icon (will display as a globe) in the **Notification Area**.
2. Click the arrow (>) next to the Wi-Fi signal above **Available**.
3. Select the public Wi-Fi name and click **Connect**; enter password if required.
4. Firefox will open and display the **Open network login page** button under the **Address Bar**.
 - a. Message will display: You must log in to this network before you can access the Internet.
5. Click the **Open network login page** button and agree to the terms to connect.
6. Close and restart Firefox to check the connection; Firefox home page (DuckDuckGo) will open.
7. Follow the instructions above to activate **Cloudflare One Client**.

FreeFileSync (Data Backup)

1. Connect an **external storage device**.
2. Click the **Start Menu**.
3. Click **FreeFileSync** in the **Pinned** area to open the program.
4. Click the **Synchronize** button (top right corner of window) and follow the on-screen instructions.
5. Once the data backup is complete, close **FreeFileSync** and disconnect the **external storage device**.

NOTE: This tool has been preconfigured to copy all contents of the S:\Storage drive to an external device (D:\ or E:\ drive) and run the **Update Synchronization Variant**. The **Update Variant** will copy new and updated files to the external device. This tool should be run at least once a month.

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