

DOE VPN Client Installation and Setup Guide

Revision 5.0

September, 2008

**Office of IT Operations (IM-621)
Office of the Chief Information Officer
United States Department of Energy**



CHIEF INFORMATION OFFICER
US DEPARTMENT OF ENERGY

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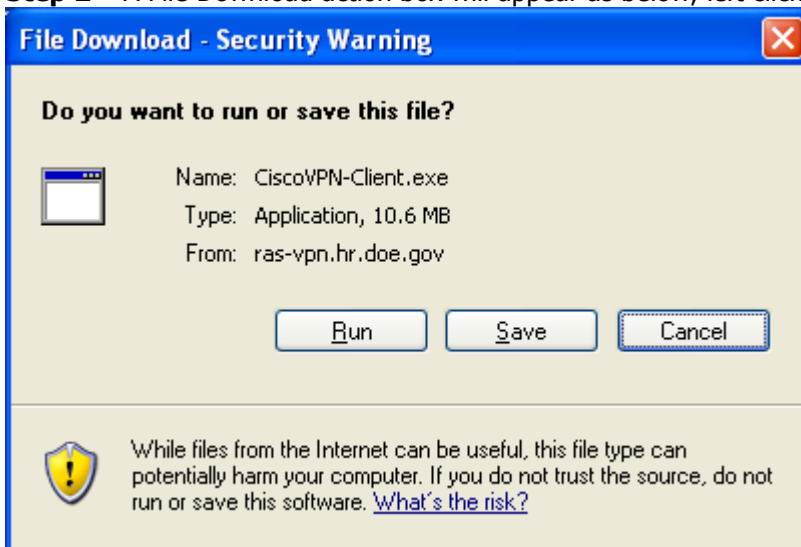
OBTAINING THE CLIENT

Step 1 – Complete these tasks from the office on your DOECO workstation if installing on a Non-DOECO device (Client will be pre-installed on DOE-COE laptops and such will not require this installation).

Open an internet browser and access <https://ras-vpn.hr.doe.gov/software/CiscoVPN-Client.exe>

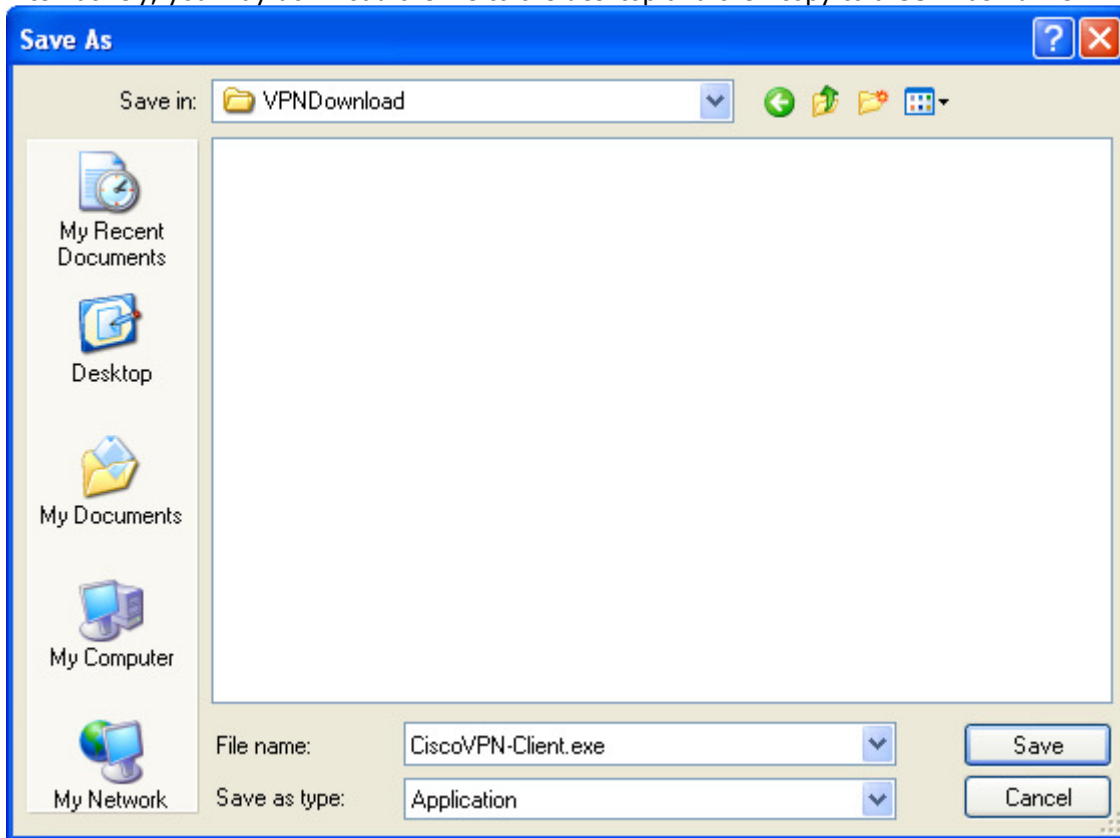


Step 2 – A File Download action box will appear as below, left click on the “Save” button.



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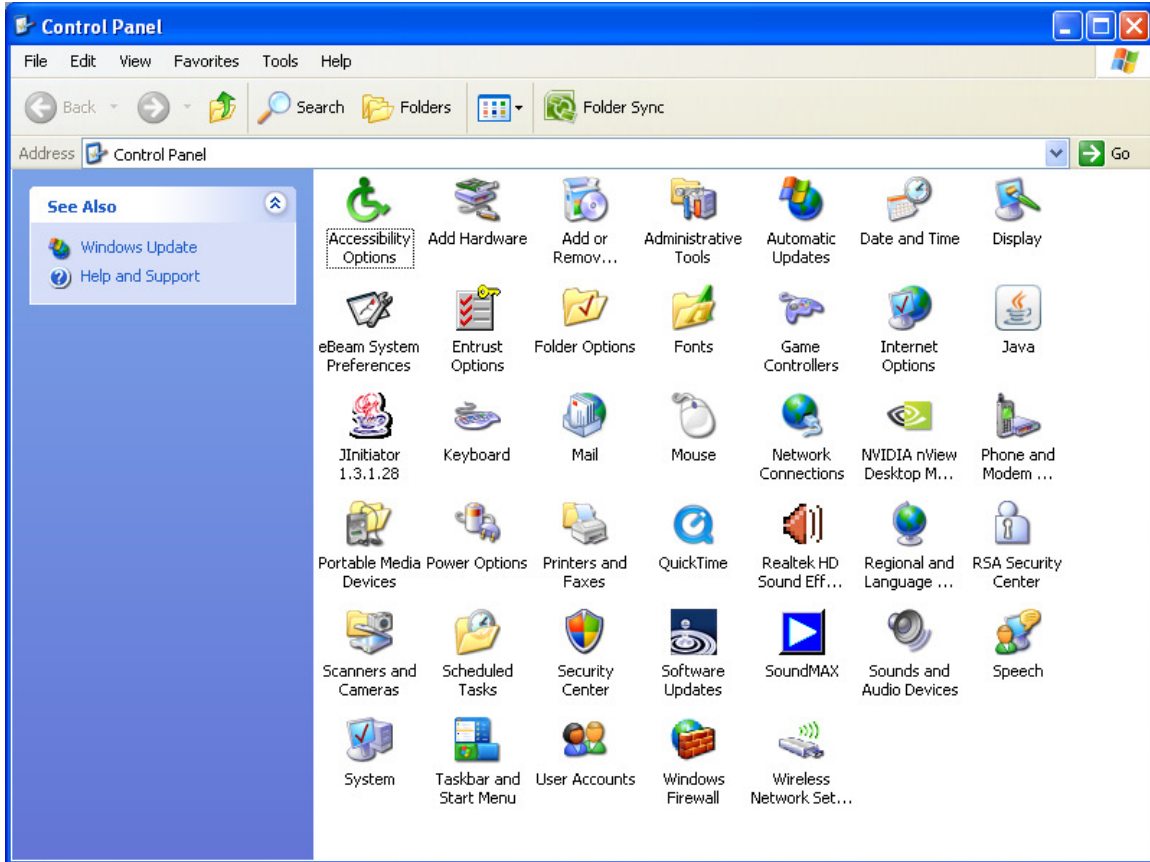
Step 3 – Choose the location to save the executable. (also save the .pcf file that was provided with your VPN establishment notification from the help desk to the same portable location). Alternatively, you may download the file to the desktop and then copy to a USB flash drive.



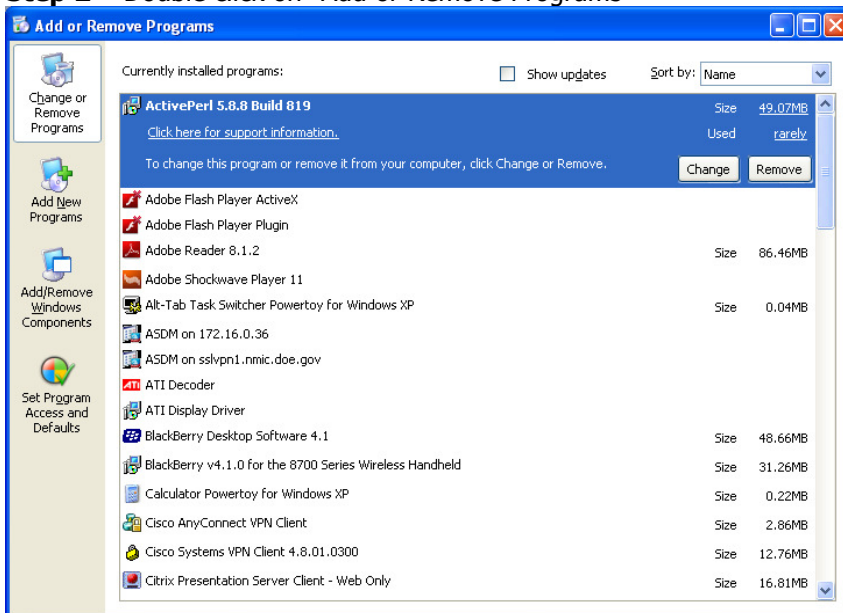
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INSTALLING THE CLIENT

Step 1 – Remove any existing clients on the workstation
Start → Control Panel

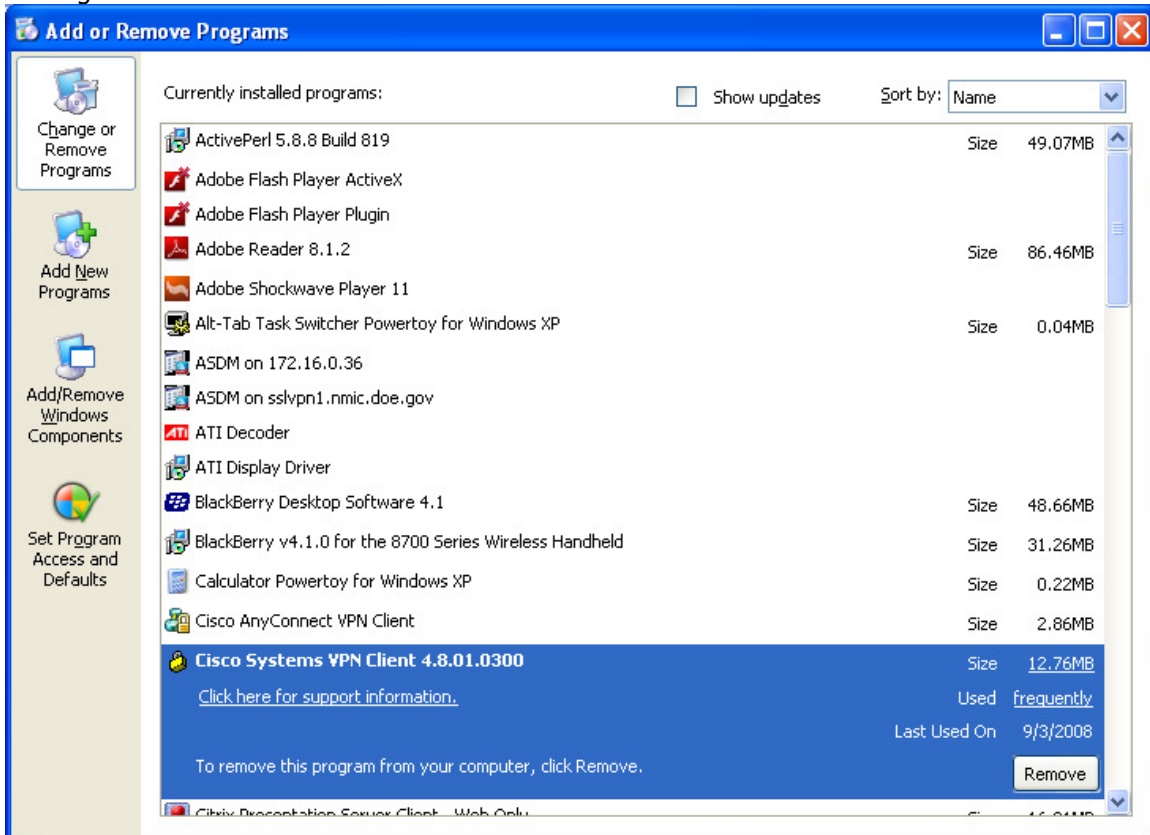


Step 2 – Double click on "Add or Remove Programs"

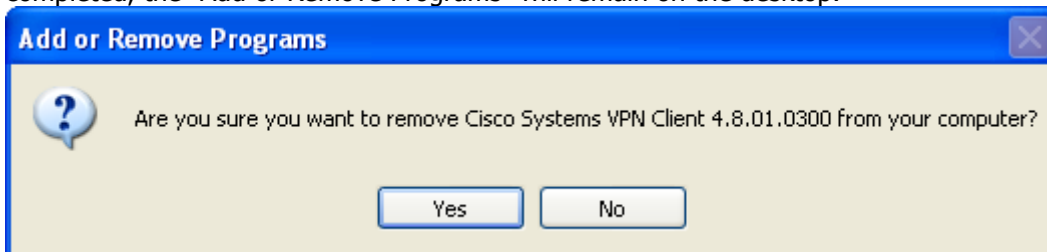


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Step 3 – Scroll down to find any Cisco VPN client applications, highlight them individually by left clicking on them and select “Remove”



Step 4 – Select “Yes” from the “Add or Remove Programs” dialog. When the un-install is completed, the “Add or Remove Programs” will remain on the desktop.

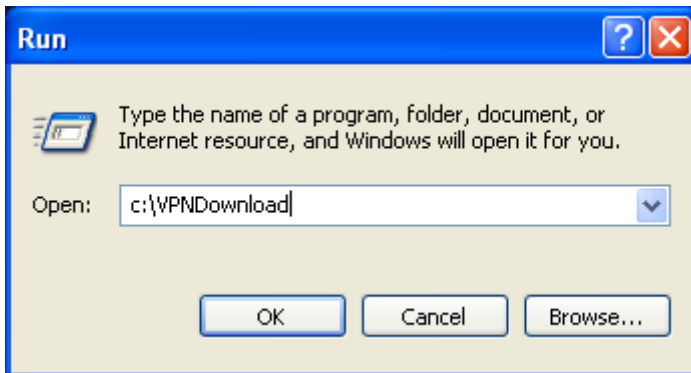


Repeat steps 3 & 4 for any additional Cisco VPN Clients

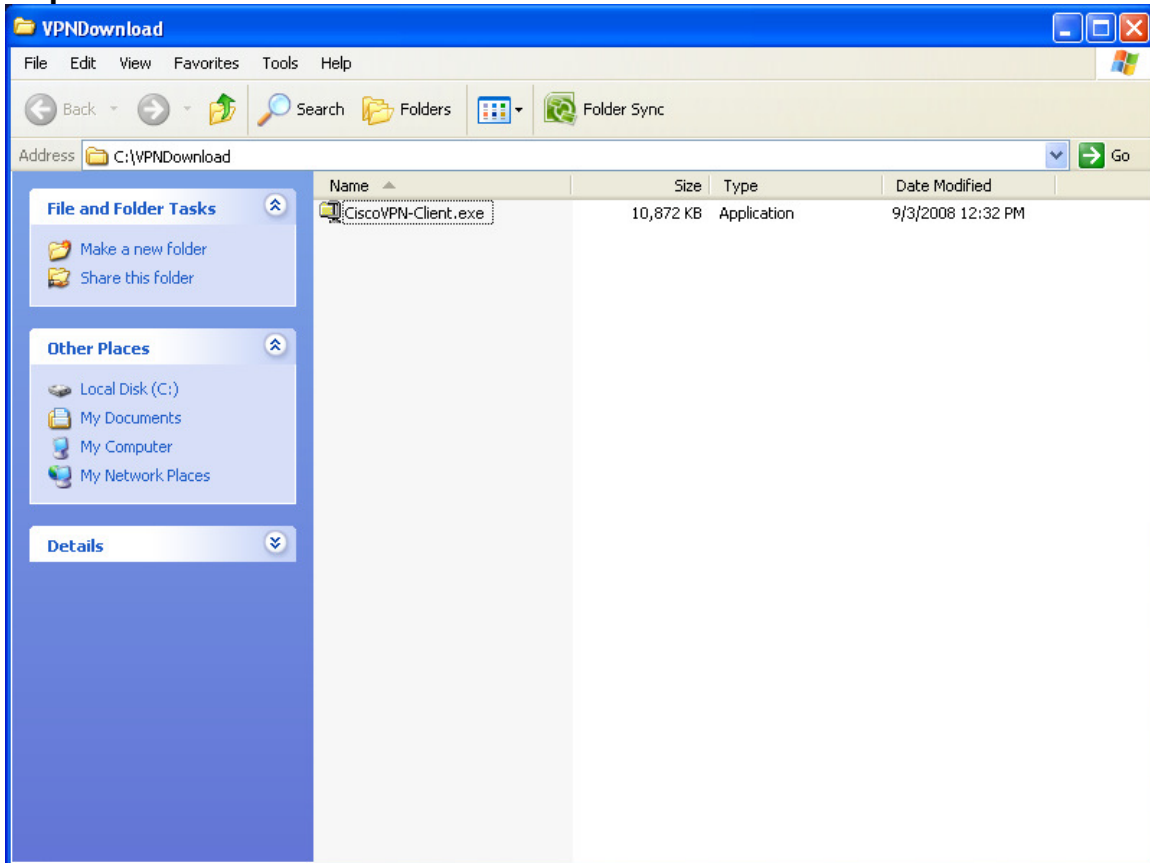
Step 5 – Close the “Add or Remove Programs” and “Control Panel” applications by clicking the “X” in the upper right hand corner of the apps.

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- Step 6** – Open an Explorer window to run the file.
Start → Run - Enter the location of the Client install file



- Step 7** – Double click the CiscoVPN-Client.exe file

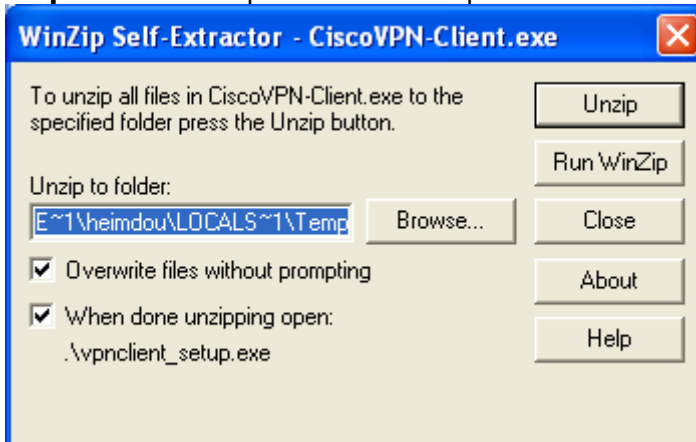


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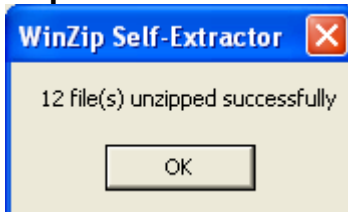
Step 8 – Click “Run” from the “Open File – Security Warning” window.



Step 9 – Click “Unzip” from the “WinZip Self-Extractor – CiscoVPN-Client.exe” window.

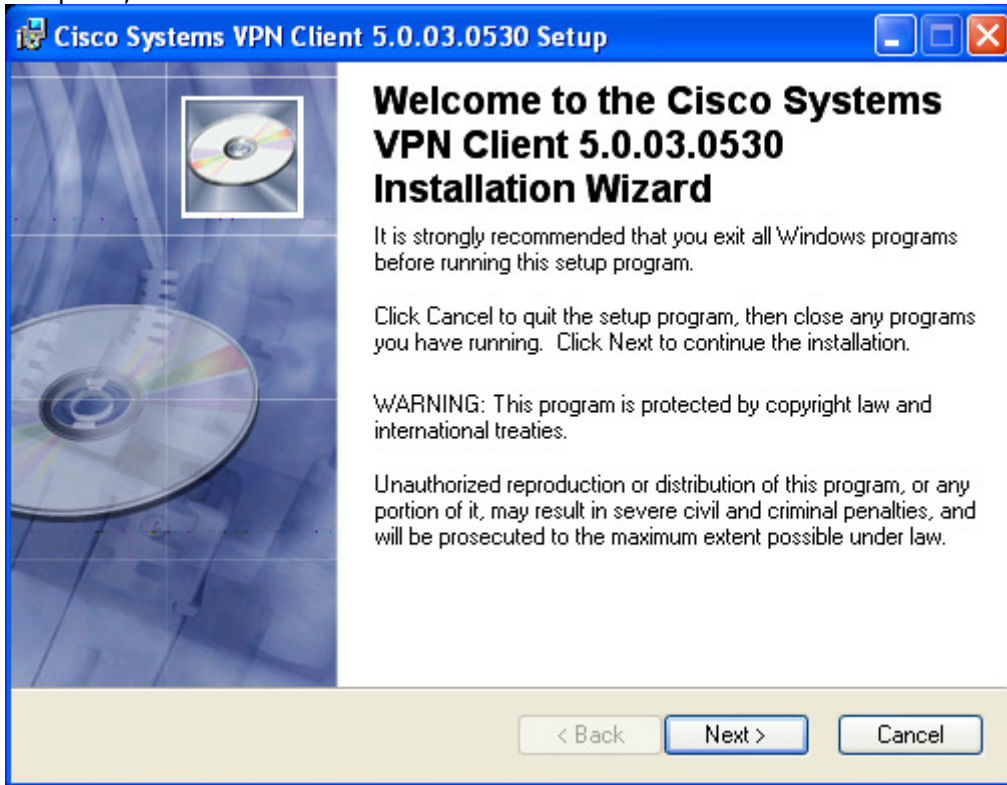


Step 10 – Click “OK” from the “WinZip Self-Extractor” window.

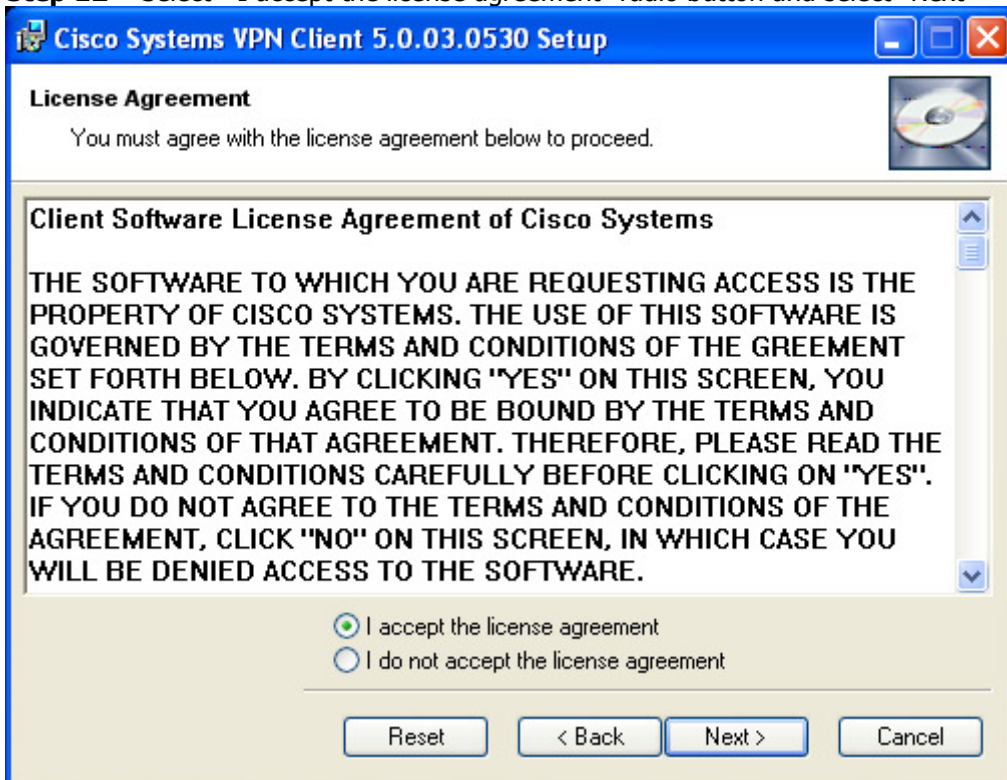


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Step 11 – Monitor the install process windows. When you see the Cisco Systems VPN Client Setup box, click "Next>"

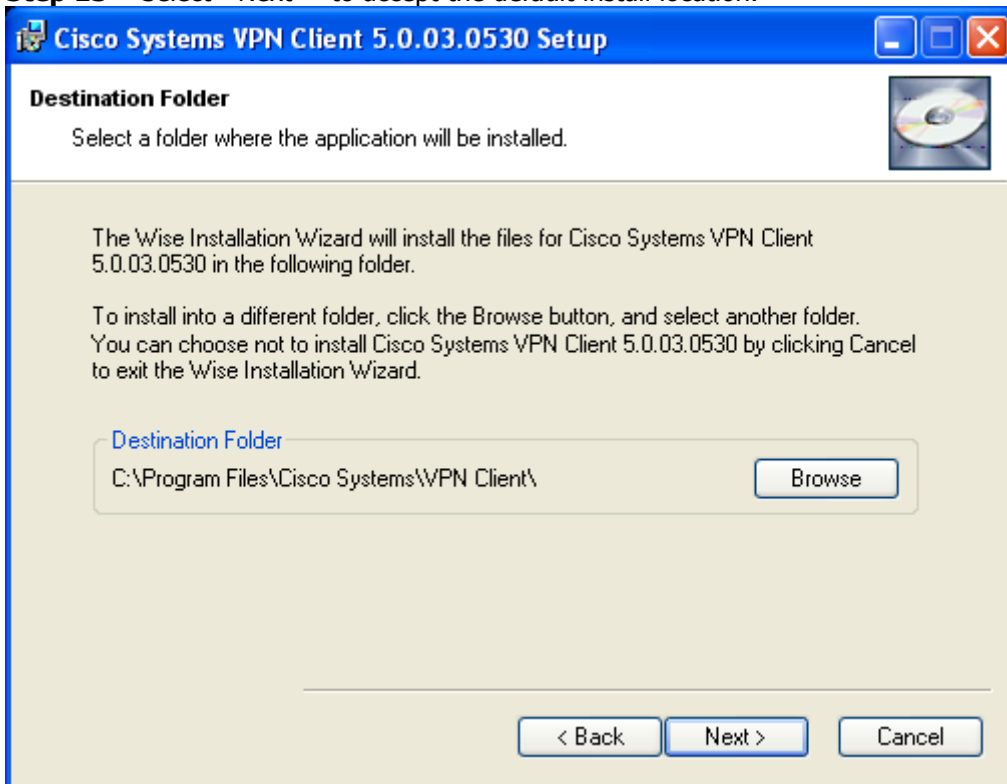


Step 12 – Select "I accept the license agreement" radio button and select "Next>"

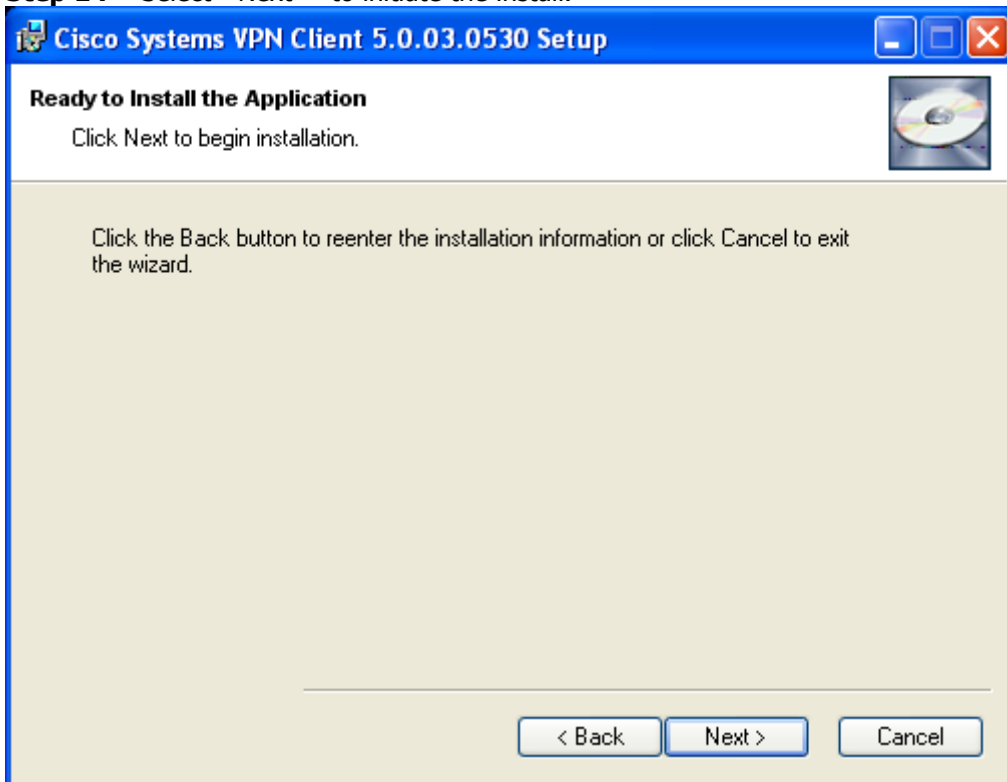


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Step 13 – Select “Next>” to accept the default install location.

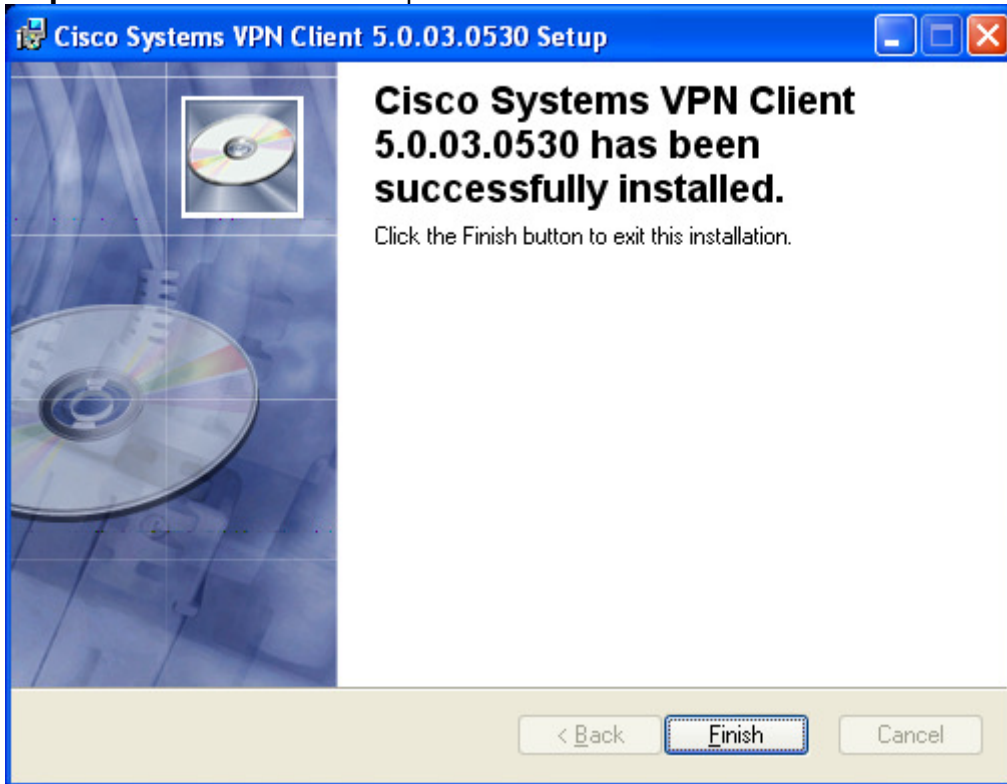


Step 14 – Select “Next>” to initiate the install.

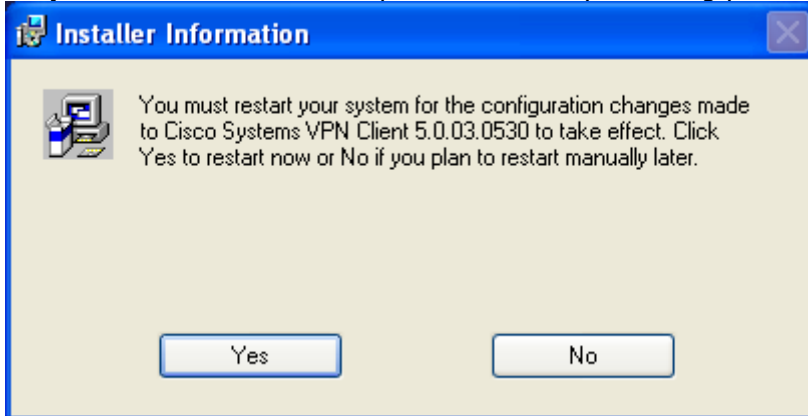


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Step 15 – Select “Finish” to complete the file install.

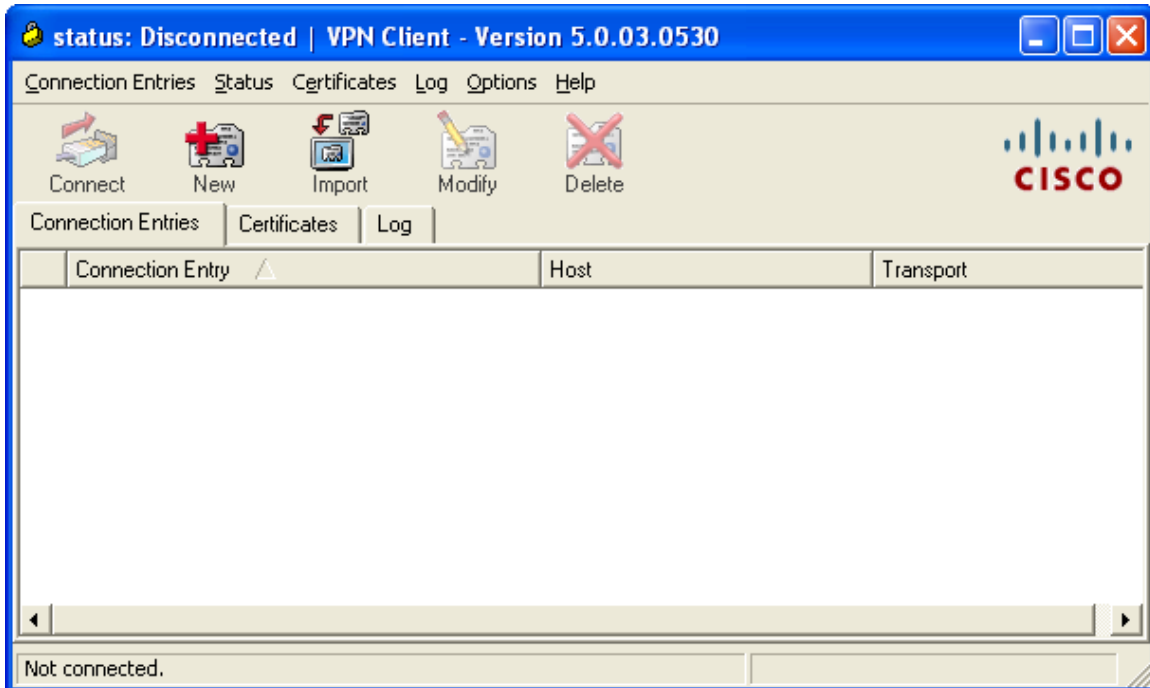


Step 16 – Select “Yes” to complete the install by rebooting your workstation.

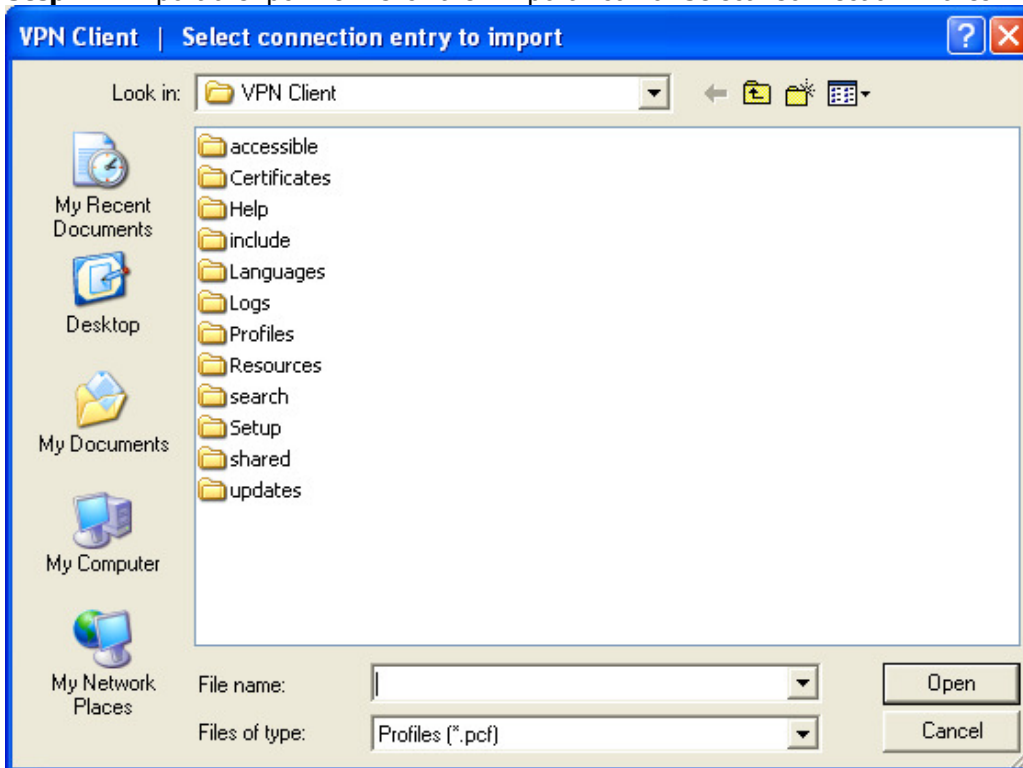


CONFIGURING THE CLIENT

Step 1 – Start up the client: **Start** → **All Programs** → **Cisco Systems VPN client** → **VPN client**

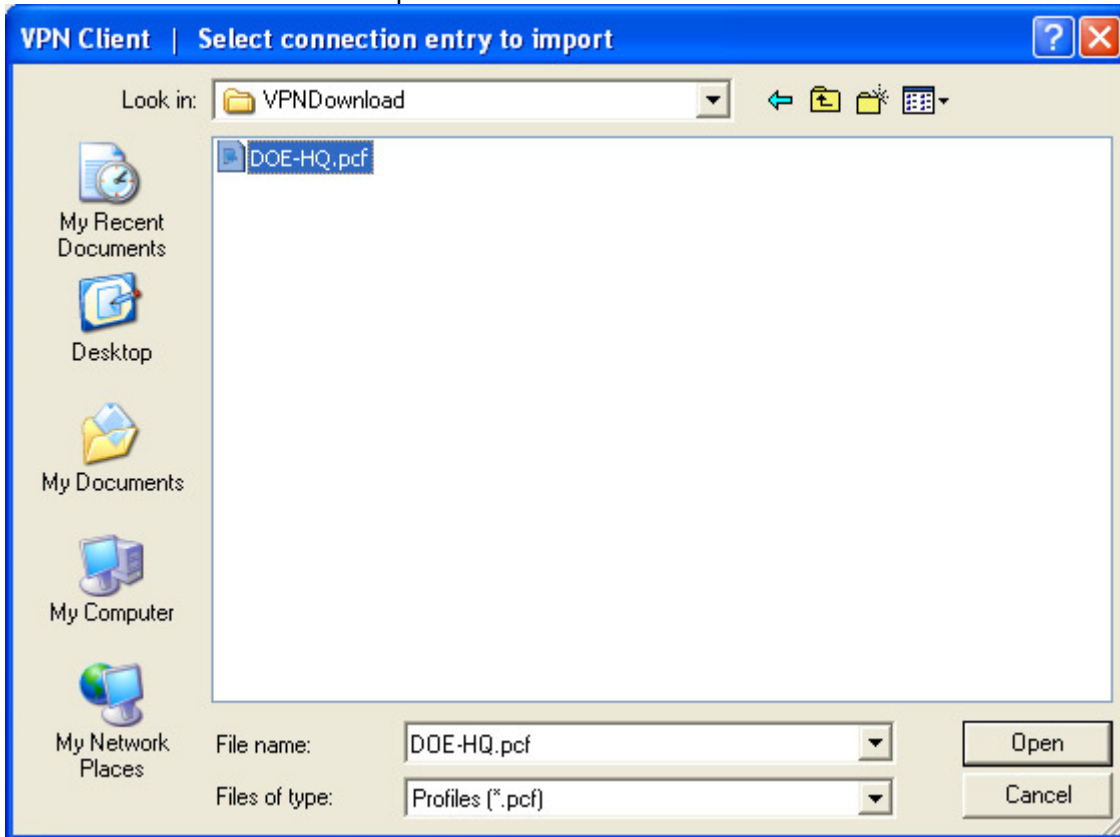


Step 2 – Import the .pcf file – Click the "Import" icon or Select "Connection Entries" → "Import"

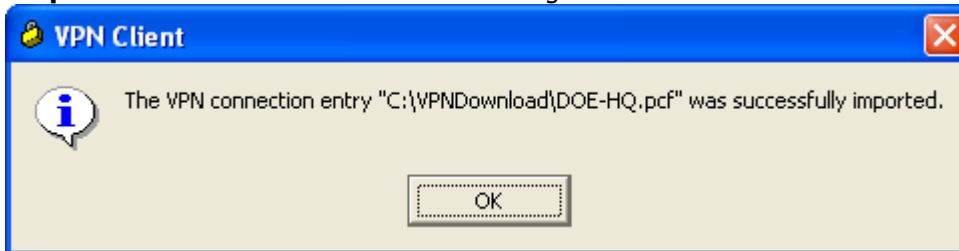


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Step 3 – Navigate to the directory containing the .pcf file as provided in your VPN welcome email. Select the file and Click "Open".



Step 4 – Click "OK" to clear the success dialog box.



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The Client is ready for connection.

