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OMNIS REMOTE BEST PRACTICE GUIDE

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Ref

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Best Practice for Omnis Remote

1 Document Management

Please ensure that you **always check-in and check-out documents into DocExplorer** when using Omnis Remote. Before you lock your screen please ensure that you have checked in any documents. This is because that information is only held **30 minutes** before it is removed. Every time you login into Omnis Remote, it is treated as a new session.

Any documents saved to your desktop or C:\drive on your Omnis device, will not be available on Omnis Remote, and vice versa. Your files in H:\drive and Workfolders will be accessible to you.

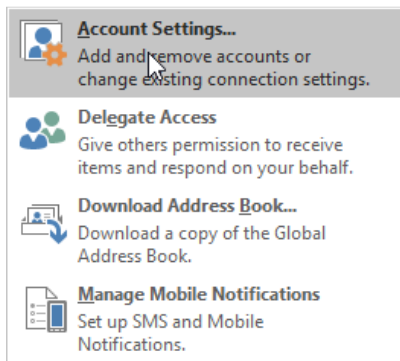
2 Outlook

Please be aware that if you have full access to secondary mailboxes, they will be available to you when using Omnis Remote. However If you do not have full access then you will have to manually set up the secondary mailbox:

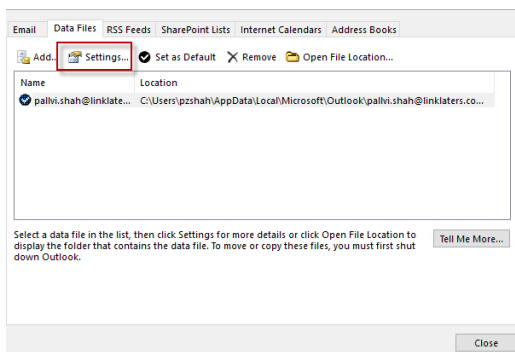
2.1 Adding a secondary mail box

To add a secondary mailbox:

- In Outlook click **File>Account Setting** and select **Account Settings**

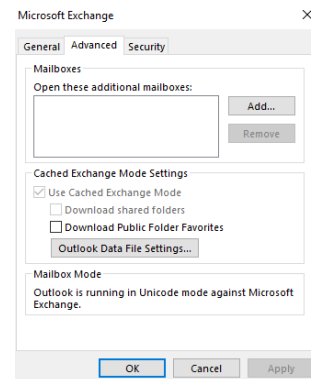


- When the following screen is displayed, click on the Data Files

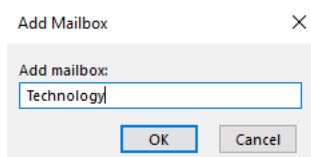


and click Settings

- The below screen will be displayed. Click on the **Advanced tab**



- Click **Add** and search for the name of the Individual or



mailbox

- Click **OK** and then click **Apply**

3 Using Video

Please note that the use of video is **not** supported on Omnis Remote.

4 Personalisation's

If you have personalised your desktop on your Omnis device, not all personalisation's will carry over e.g. applications added or removed from your taskbar in Omnis Remote. Any personalisation's made on Omnis Remote desktop, will be removed once you log out of the application.

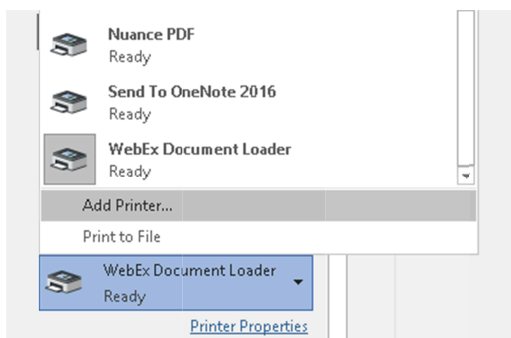
5 OneNote

Your OneNote notebook(s) will not be immediately available to you when you open up OneNote. If you know in advance that you will be using Omnis Remote, email yourself a link to the OneNote notebook(s). Alternatively, you can find them by navigating to your H:\drive depending on where you have saved your books. Please do not save your OneNote notebook(s) to Workfolders.

6 Printing

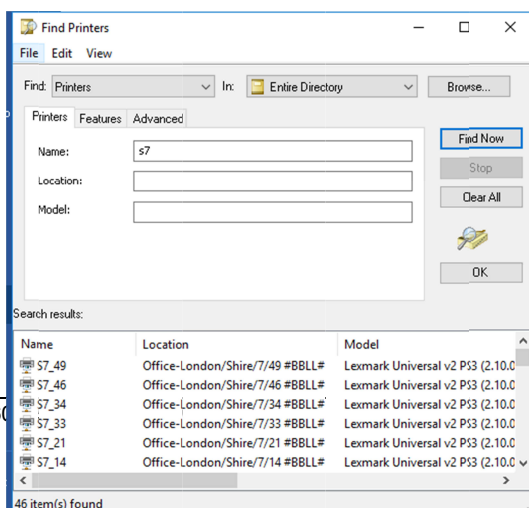
To print from Omnis Remote:

- On the **Printing** tab, select

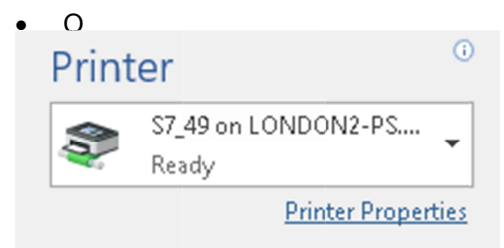


Add Printer

- Search for the Printer you require in the **Name** search



bar. Then click **Find Now**.



u have found the printer you require, click **OK**.

- You will then be taken back to printing page, where the status of your printer should state **Ready**.
- You can now complete your printing.