Faculty Core Facility Server Connection and Data Export
Standard Operation Protocol

Uploading the files from the computer(s) at Faculty Core Facility

(Please refer to another document)

Downloading the data files from the Faculty Core Facility server drive

Windows XP / Vista O/S

Before downloading data, please complete the following two steps:-

i) Register to use WiFi service in your portal
   (see Instruction of Registration to Use WiFi Service)

ii) Establish MEDVPN2 connection
   (refer to MEDVPN2 Installation Procedure for Windows XP / Vista)

To connect to MEDVPN2 and access your data files, the following steps MUST be executed on a computer pre-installed with MEDVPN2:-

i) Double click MEDVPN2 icon

ii) Enter your HKU Portal Login Name and Password, then Connect
iii) Open ‘My Computer’, and right click on ‘Network’ to select **Map Network Drive**

![Map Network Drive](image1.png)

iv) Type in the I.P. address (`\192.168.10.202`) and your **HKU Portal Login Name** to access the destination folder, then click **different user name**. Click Finish when completed.

![Map Network Drive](image2.png)
v) Enter your HKU Portal Login Name and Password, then OK

vi) Ensure that ‘Reconnect at logon’ was NOT checked, then Finish
vii) Input your HKU Portal Login Name and Password again, if necessary

viii) Your drive inside the Faculty Core Facility server will display as follows
ix) Upon finished, right click on your drive and select **Disconnect**

![Image of Disconnect from Drives]

x) Right click on MEDVPN2 icon and then **Disconnect**

![Image of Disconnect from MEDVPN2]