

# Ranger Outpost

Staff Development Session Tuesday 13<sup>th</sup> June 2006

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## Introduction

Over the past few years the requirement of staff and indeed students to access their college files from home has arisen. A year ago a piece of software called Ranger was purchased, you may notice it is on some of our machines. As part of that software package, a product called Ranger Outpost was included. Ranger Outpost is a simple and easy to use program which connects to the college network using your normal username and password to allow you to download and edit your files and re-upload them back to your user area.

## Installation

The installation of Ranger Outpost is very similar to any other piece of software you have installed. The configuration for Hereford Sixth Form College staff access is pre-programmed into the setup file so once it is installed it will be a case of connecting to the internet and opening the program.

### Step 1:

#### **Obtain the installation file.**

There are a number of ways to obtain the installation file for Ranger Outpost. Either come and see IT Services in room 018 (through the large IT Room), or alternatively, it will be available via the VLE.

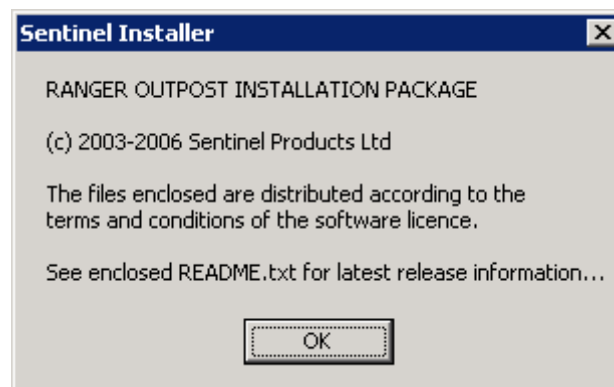
## Step 2:

### Install the program.

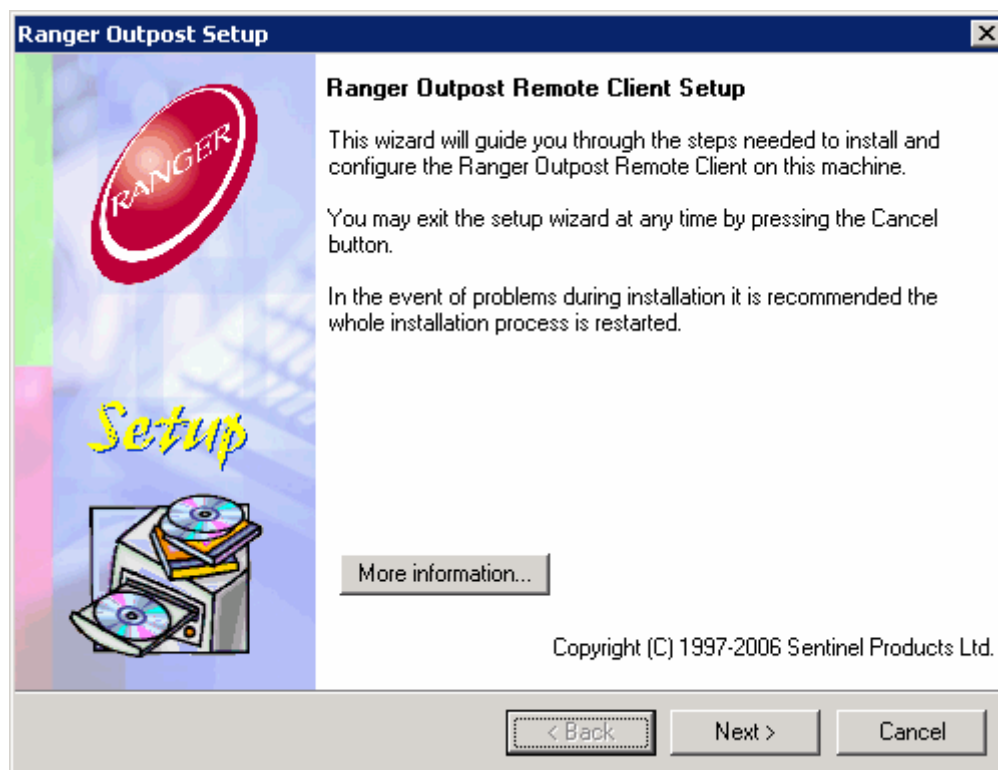
1. Double Click on the installation file:



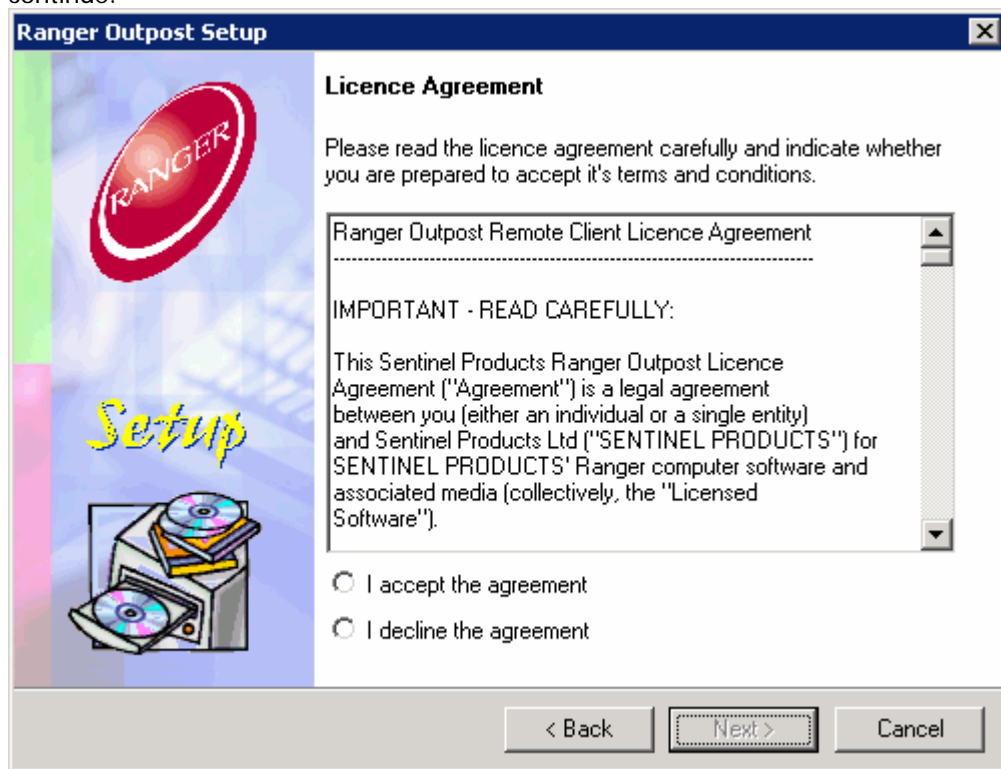
2. Click OK to the following box:



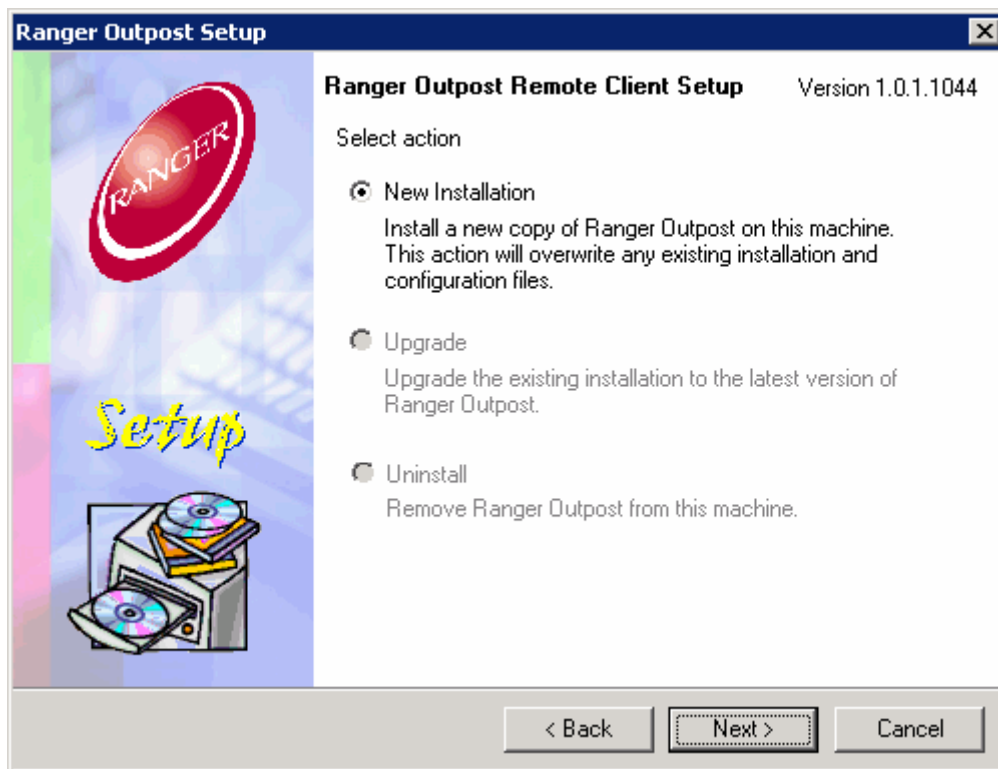
3. It will now extract the files and the Ranger Outpost Remote Client Setup program will begin. Click Next to continue.



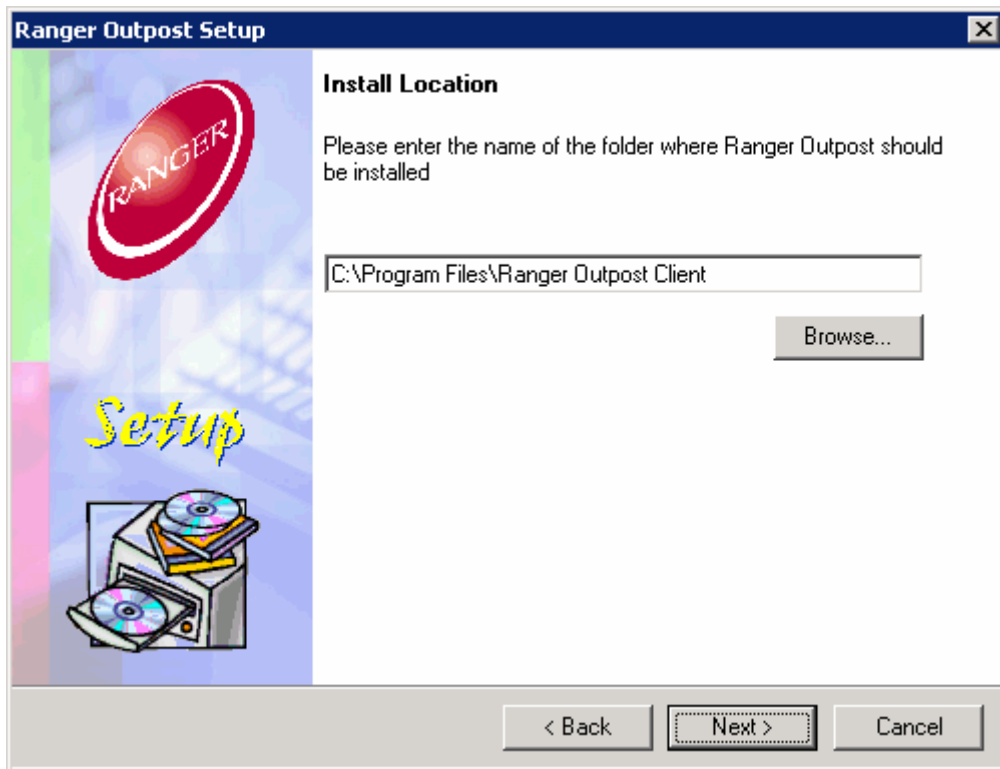
4. Click on "I accept the agreement" and click Next to continue.



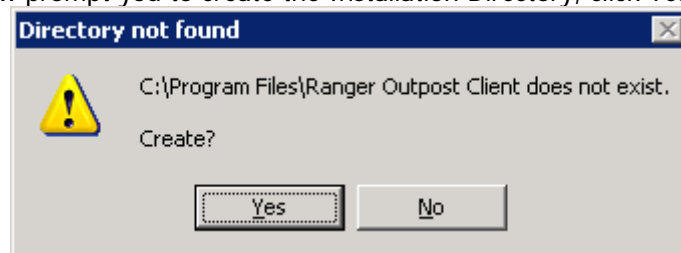
5. On the following screen "New Installation" should be selected, then click Next to continue.



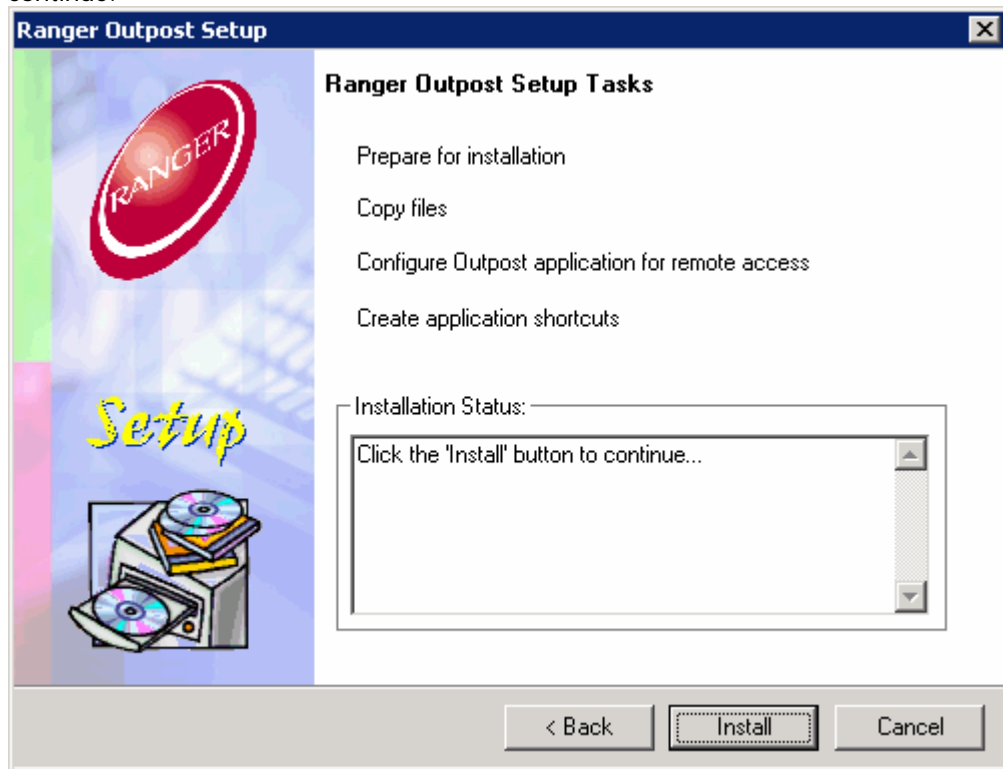
6. It will now ask you for the Installation Location. Click Next to continue



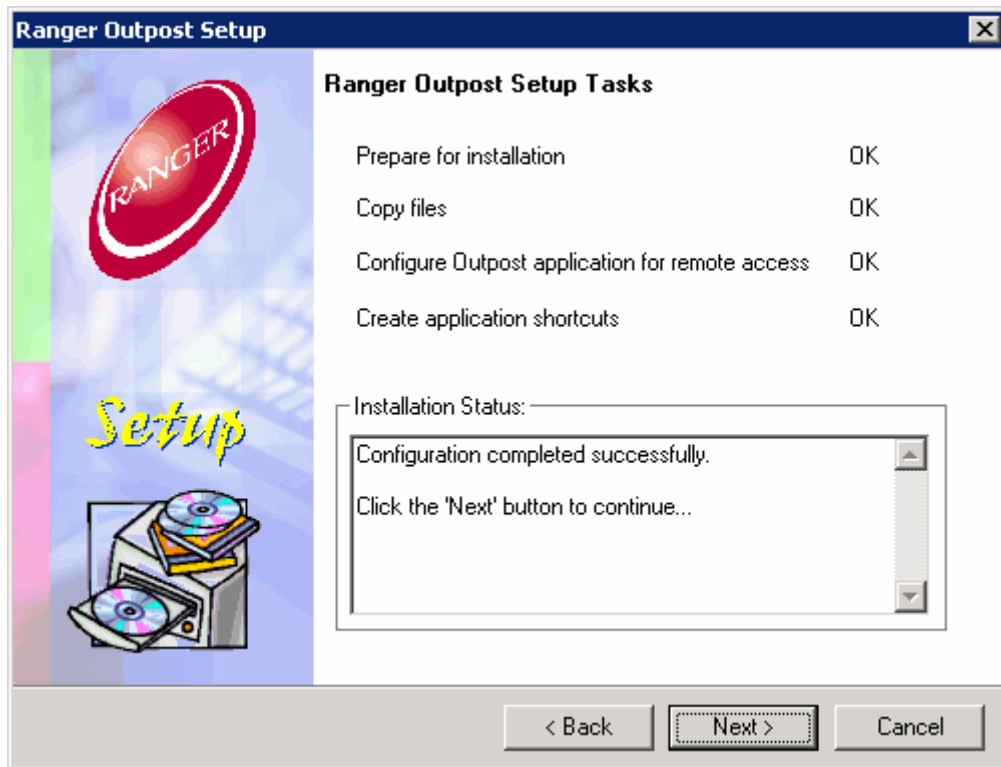
7. It will now prompt you to create the Installation Directory, click Yes to continue



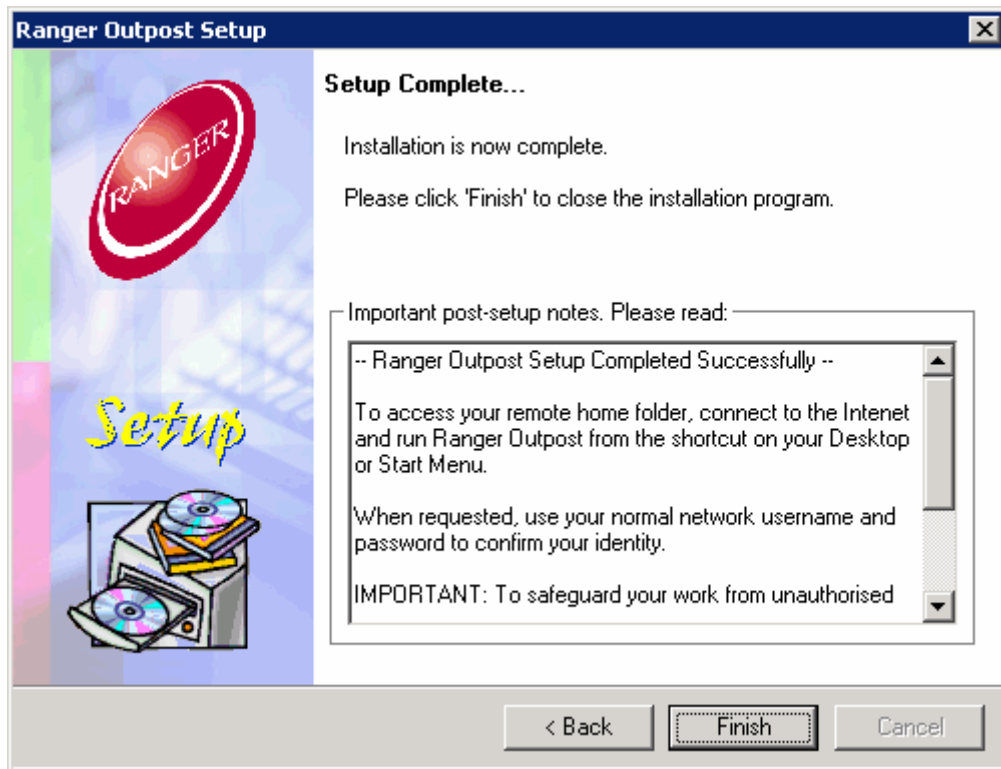
8. The next screen will show you what will happen during installation. Click Install to continue.



9. After installation the setup screen should show what is below. If the installation fails for some reason, cancel and try again. Click Next to continue.



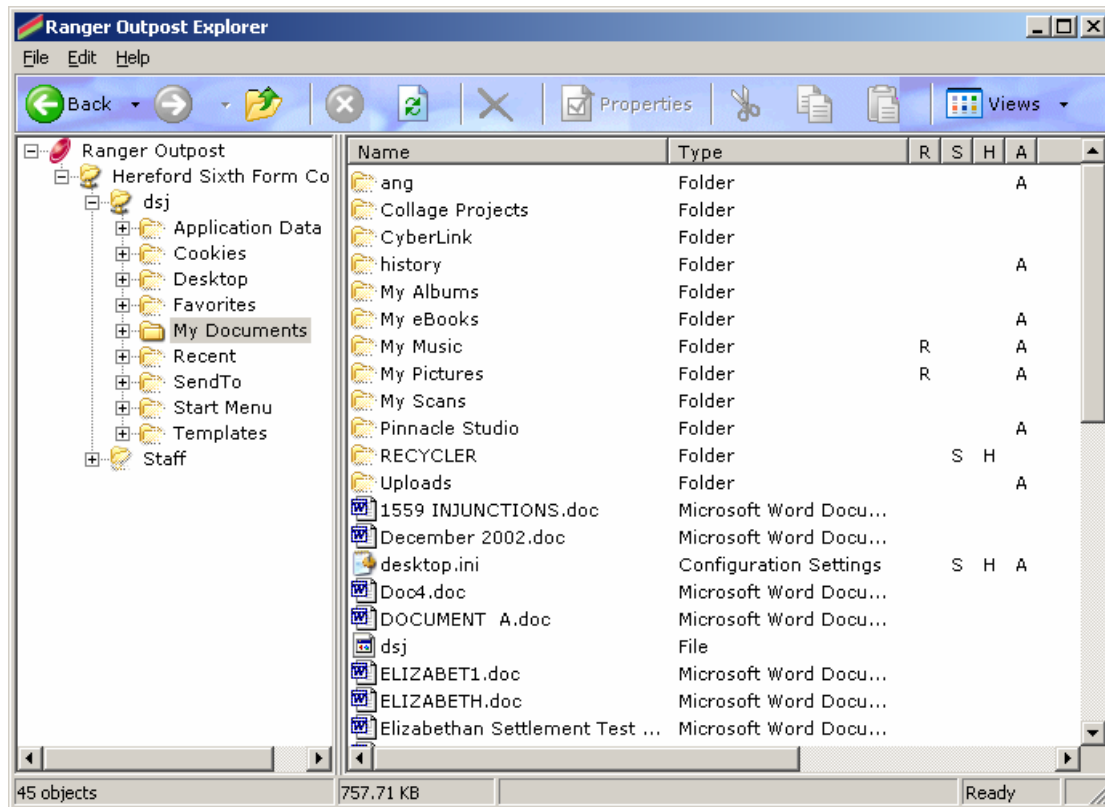
10. Setup is now complete, click on Finish to end setup.



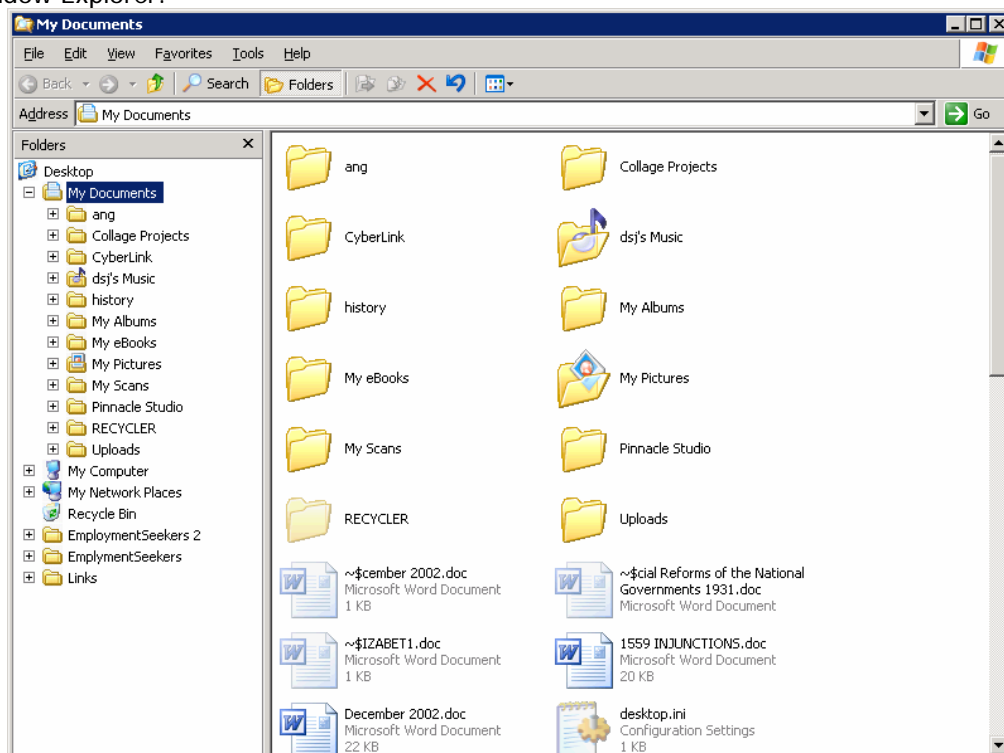
## Using Ranger Outpost

Ranger Outpost, operates in a similar way to Windows Explorer, with a file tree on the left and the file list on the right:

Ranger Outpost:



Window Explorer:

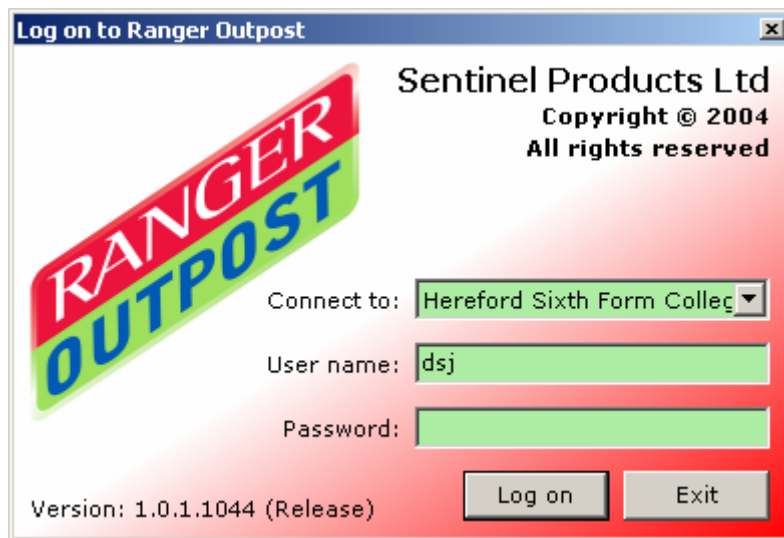


This familiarity makes Ranger Outpost extremely simple to use.

1. Connect to the Internet. Start Ranger Outpost by double clicking on its icon on your desktop:



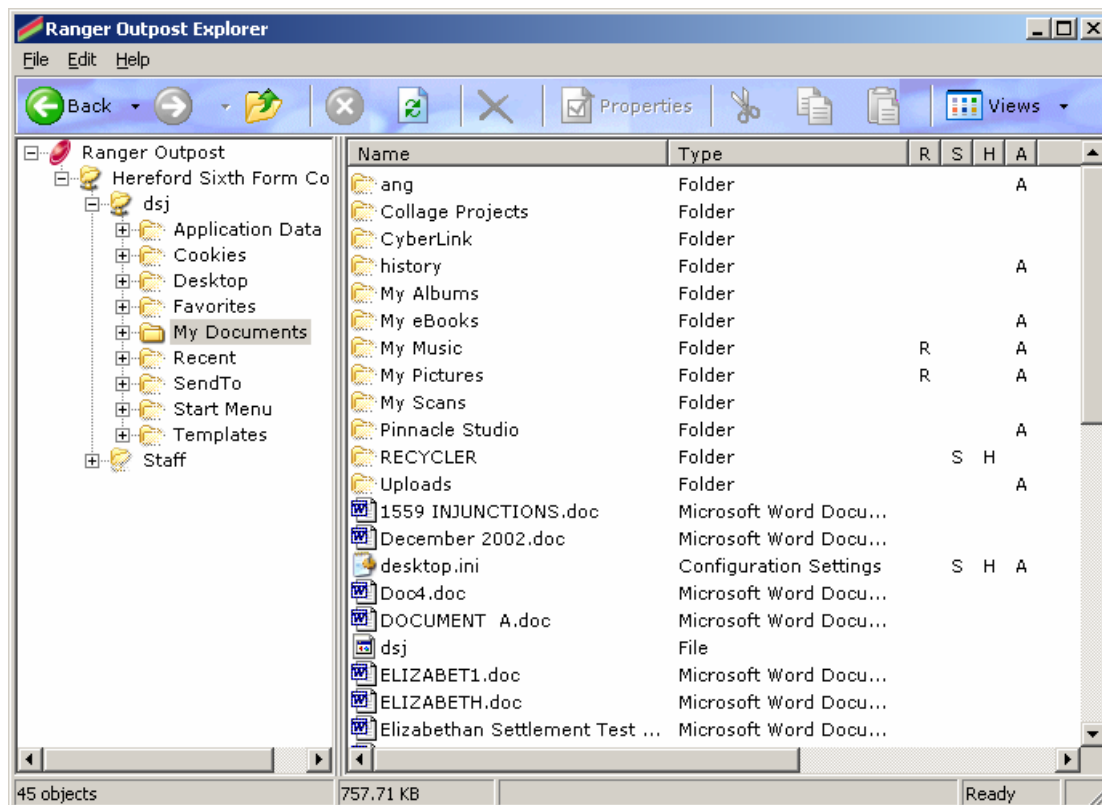
2. The Log On box will now show, simply enter in your normal college username and password. **Note** You do not need to specify a domain since this information is provided to the program automatically by IT Services.



3. After clicking on "Log On" the connection progress box will show. It will go through various processes including encrypting the connection to make sure your files are secure. If for any reason there is an error, such as your password is incorrect or the server is not working then an error will show at this point.

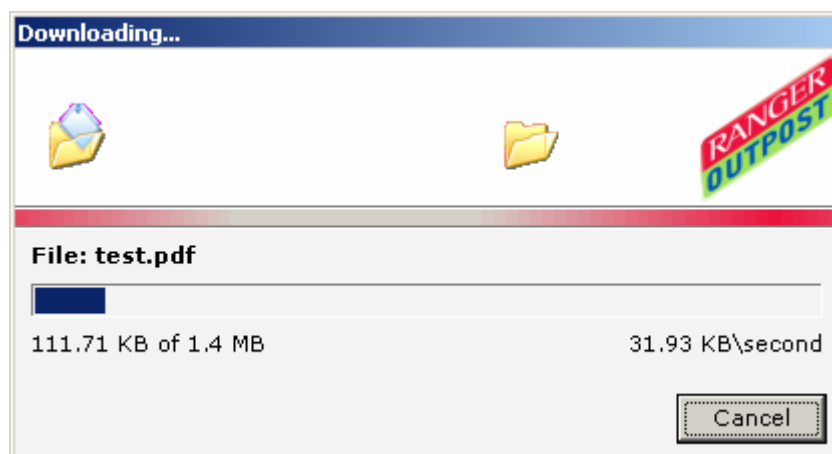


4. If all is well the main Ranger Outpost screen will show. As shown above its interface is similar to that of windows explorer. To get access to the files you require simply double click on the folders on the left hand side.



**Note** Folders that appear to be “faded” have not yet been explored. If you have a large number of files in any particular folder there may be a long delay before the folder is shown completely.

5. In order to download a file, simply drag the file from the Ranger Outpost window onto any folder on your computer. Alternatively, double click on the file and you will be prompted where to save the file. If the file is large, or your connection speed is slow you may see a “Downloading...” Window.



**Note** This window shows the size of the file you are downloading, its current progress and its current speed. While this window is active, Ranger Outpost cannot be used to initiate other transfers.

6. Once you have finished editing the file, drag the file from your computer back onto the Ranger Outpost window and the file will automatically be uploaded. If the file already exists you will be prompted to overwrite it. Again if the file is large or your connection speed is slow, a window – similar to the download window – will show the transfer progress.

## Notes

While we have tried to make this guide as detailed as possible there may be problems which we have not catered for. If you do encounter problems please check the following before contacting IT Services:

- Are you connected to the Internet?
- Can you get onto [www.hereford.ac.uk](http://www.hereford.ac.uk) - if not, IT Services will already be aware of a problem with the College's Internet, please be patient and try again later.
- Have you typed your username and password correctly? Remember any capital letters!
- Do you have any personal firewalls installed, e.g. Zone Alarm, Norton Internet Security Suite? These will block Ranger Outposts connection to the college.