# CONNECTING TO MAXIM FROM WINDOWS DESKTOP

Unzip the file you have received from Maxim (named MaximOnlineV2.2.msi) by right clicking on the file and selecting 'Extract All'. Follow the prompts.

Save the file to your local c:/drive folder.

Double click on the Maxim file or right mouse click > install to install the file. The Maxim icon will then display on your desktop.

If the icon is not on your desktop, go to Start > All Programs > Remote Programs > Maxim V2.2. Right click on the program and select Send To > Desktop.
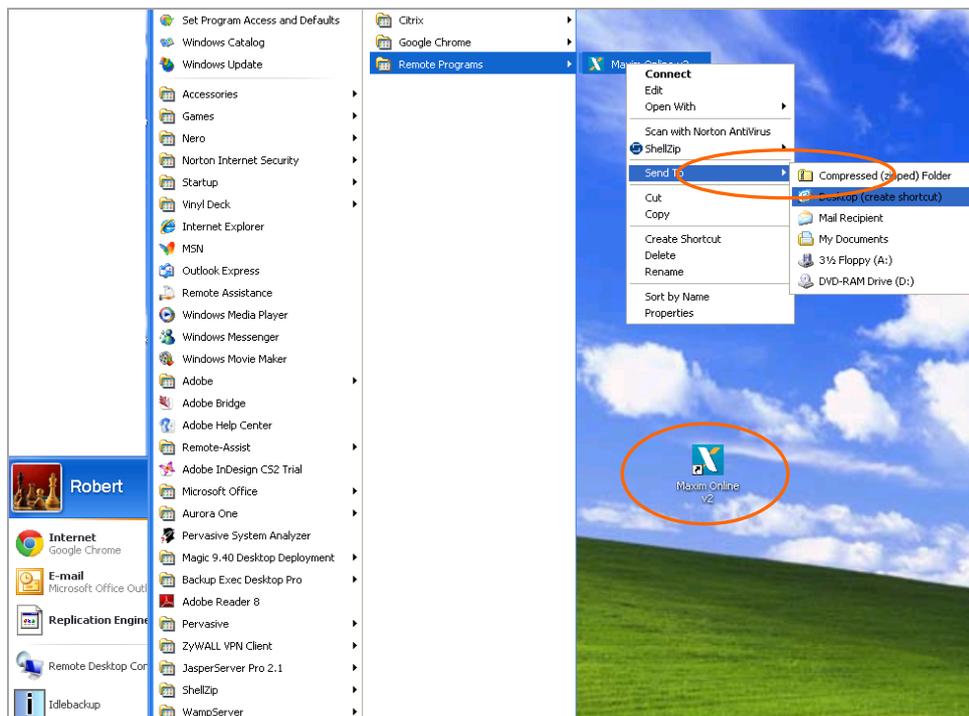
If you are using Windows 7, there will be no need to unzip, just select your downloaded file and select 'Run,'. A screen will appear requesting you to allow the following from an unknown publisher to make changes to this computer - select 'Yes'. The Maxim V2.2 icon will be installed straight to your desktop.

Double click the Maxim icon. The first time you access Maxim you may be presented with the following screens:
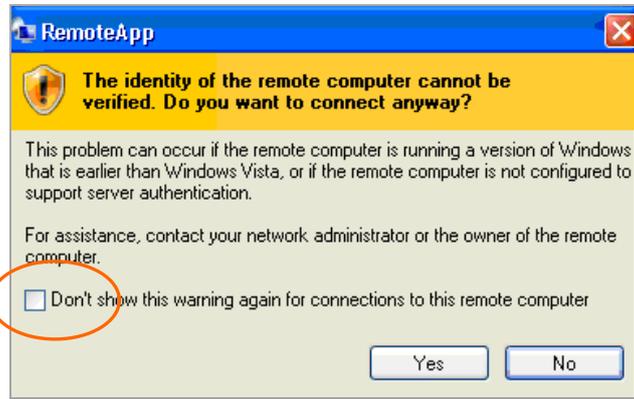
If you see this box, tick the box highlighted above and click 'yes'.

If you see this box, tick 'Don't ask me again for remote connections from this publisher' and select 'Connect'.

Click on the 'Details' button and make sure all the boxes are ticked.

If you see this screen, enter your user name after MAXIM\(Username) in the user name box, enter your password and click 'OK'.

Tick 'remember my password'. If you have Windows 7, tick 'remember my credentials'.

If your user name and password authenticates with the Maxim server, you will see the Maxim logon screen shown below. Enter your Maxim user ID and password.
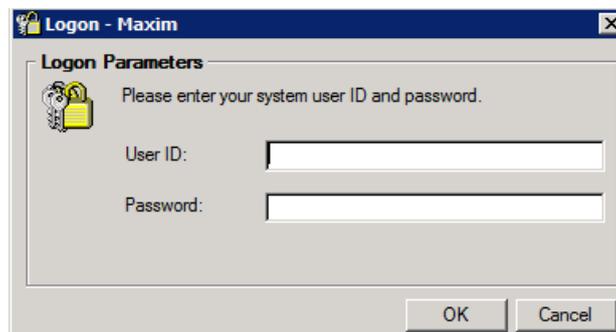

If there is a problem and you do not see the Maxim logon screen or the 'Details' button is enabled on the RemoteApp Starting screen, recheck that you have followed the instructions above and that your remote App login and credentials are correctly entered.

If this Remote App is displaying and not connecting to Maxim, click on 'Show Details' and it will advise you of the error. The error is possibly an incorrect user name or password. Please try to login again.
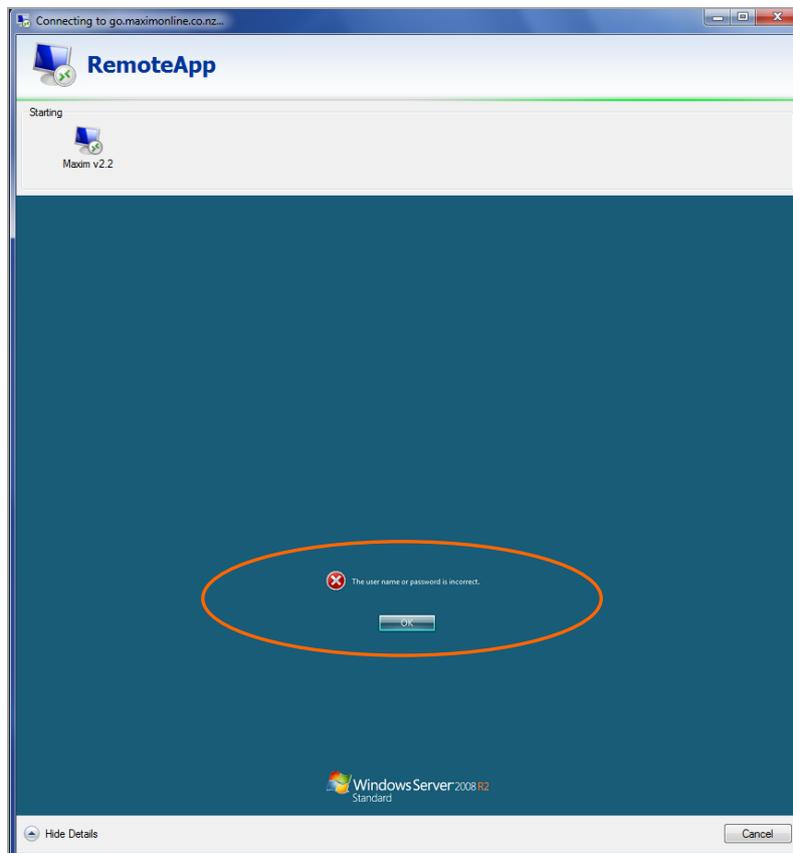
You should now be connected to the Maxim server and are ready to log on to Maxim. Enter your Maxim user ID and password in the box shown below.
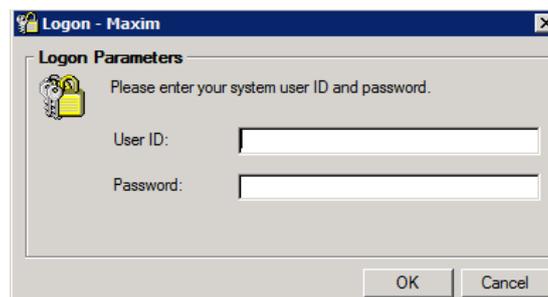
When logging on to Maxim for the first time, you will also need to set up the following items:

1. Local file
2. Printers
3. File association.

Below are the instructions to do this.

1. Setting up your local folder

Files that need to be transferred to your local PC or server will include timesheet hours for your payroll and creditor payment details for importing into your banking systems. You may also want to transfer spread sheets that Maxim creates to your PC or server.

Additionally, you may need to transfer files from your local PC or server to Maxim's 'Drop files' function.

To set your local folder in Maxim, go to My Folders > Set My Local Folder.

Use 'Select Folder...' to select your local folder. Select 'Set Folder' so that Maxim remembers your local folder.
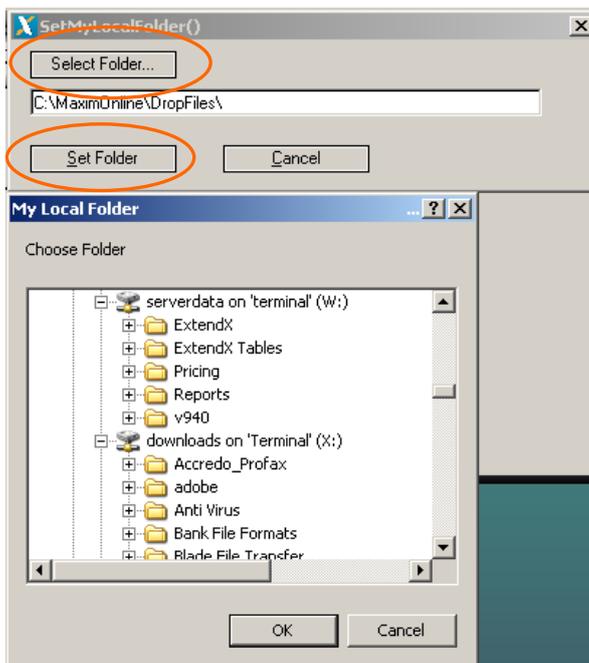

2. Setting up your printers

To enable printing from Maxim you need to set up your printers in the Printer Management screen.

Go to ROC User > Housekeeping > Printer management.

Select ① "Devices and Printers" (if this screen doesn't come up 'Alt –tab' as it may be in the background.

Confirm your preferred printer is set at default (with a green tick) – if not right click the printer you'd like as the default and select 'Set as default printer'. Click out of this window.
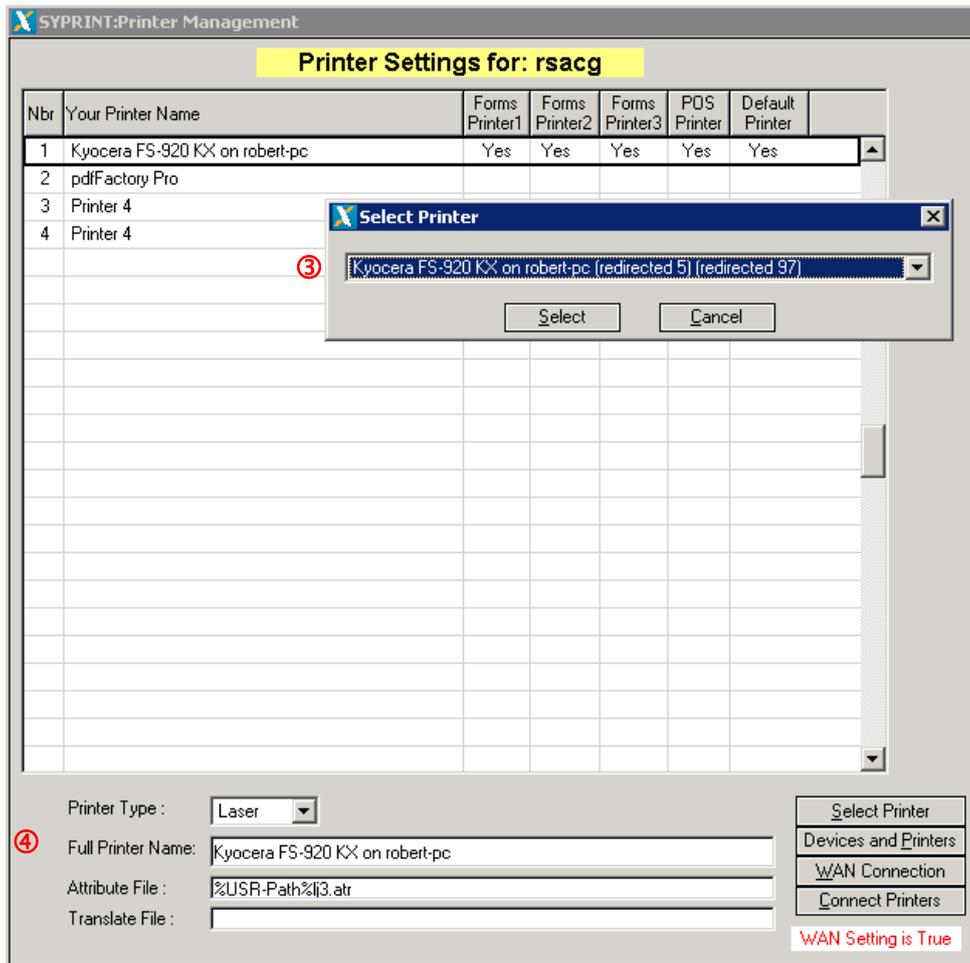
Select ② 'Select Printer' and confirm the printer listed in your ③ Select Printer pop-up-box matches your ④ 'Full Printer Name'. If it doesn't, select the drop arrow and select your preferred default printer which will be listed.
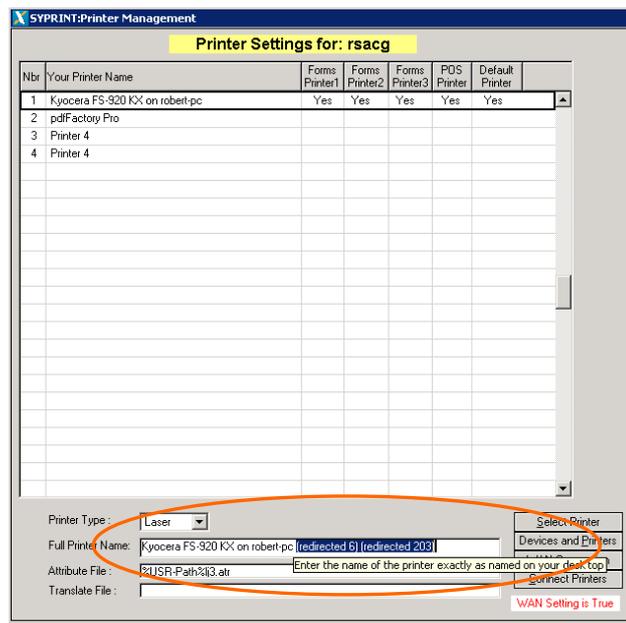
Delete the redirection numbers in the 'Full Printer Name' box (these will automatically update every time you log into Maxim).

Set Forms Printer 1, 2, 3 and Default Printer to Yes.
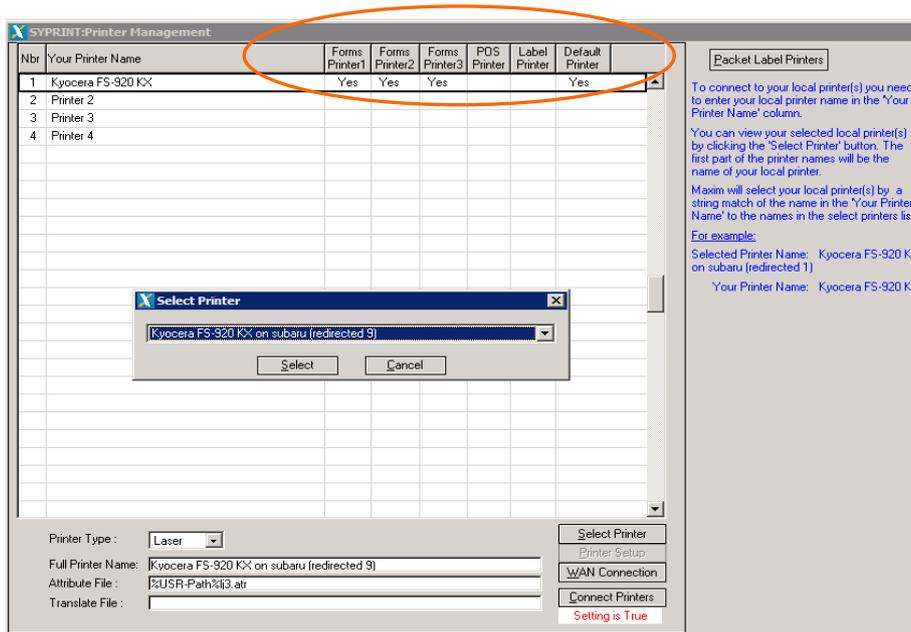
Select 'Connect Printers'. You will receive the below information, click 'ok'. You will be redirected back to the housekeeping screen.


Select 'Print Management' again and your printer will be listed under 'Full Printer Name' and ready to use.

Set up as many printers as required. Maxim uses the value in Your Printer Name as a string search to find a match with the Full Printer Name values. If no matches are found you will receive the Warning below when you log into Maxim
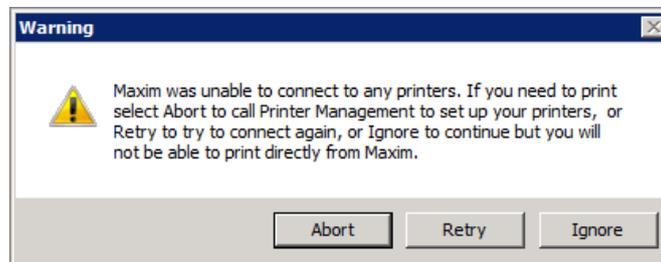
If you print packet labels you need to select the correct printer for each label type.
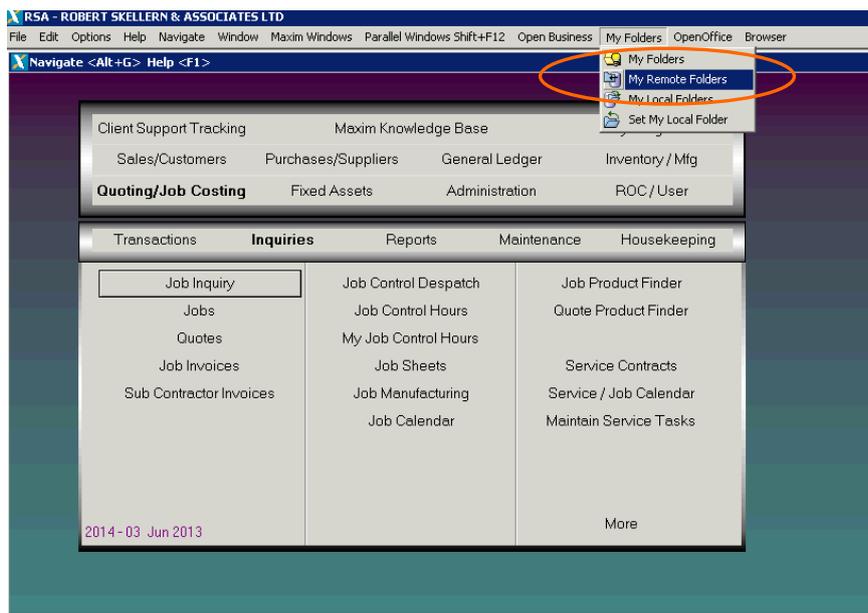
Select the "Packet Label Printers" button from the Printer Management Screen and select printers required.
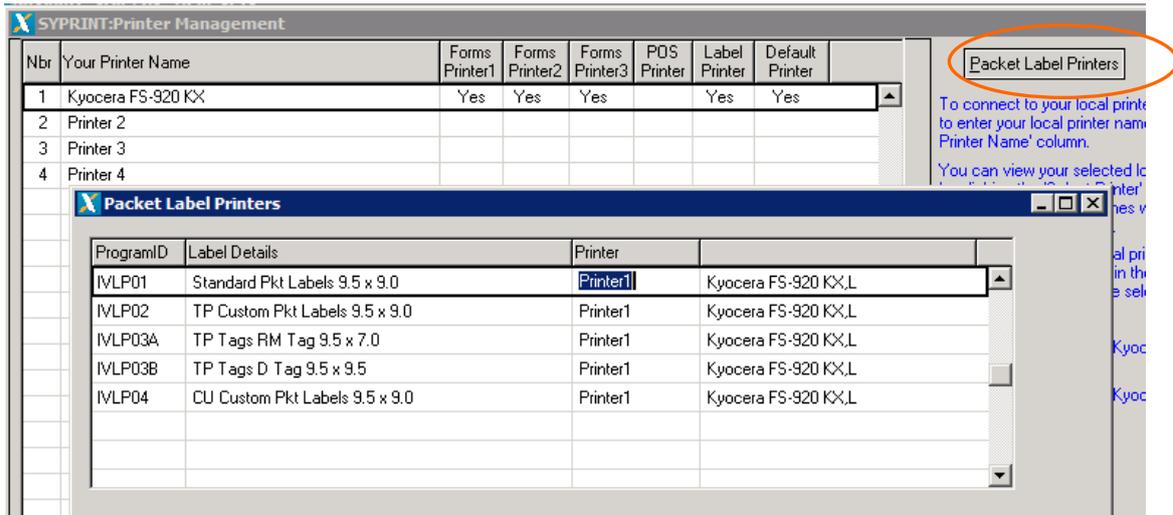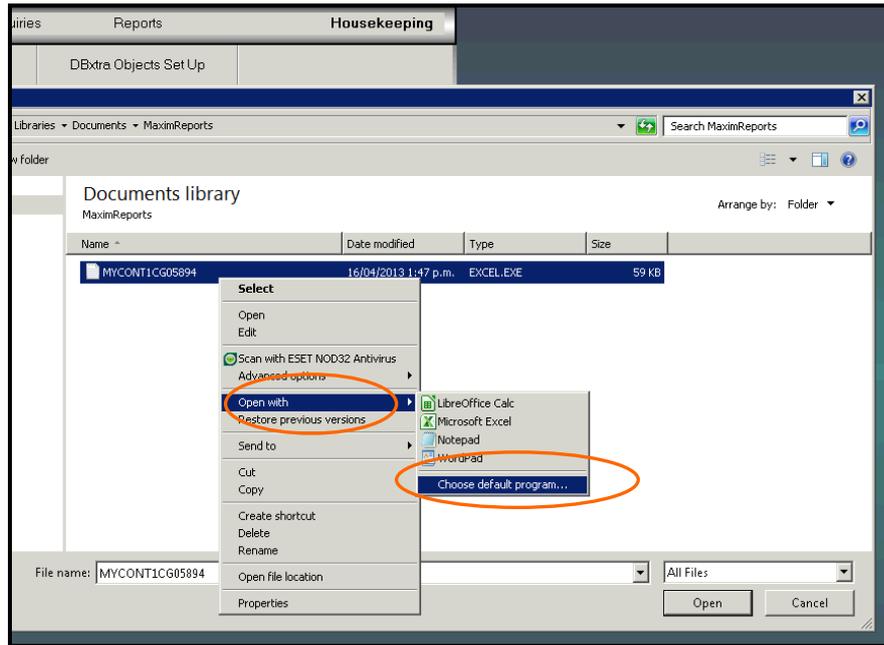
3. Setting up your file association

When printing a report to a specific program for the first time, you need to add the default program you wish to use within Maxim.
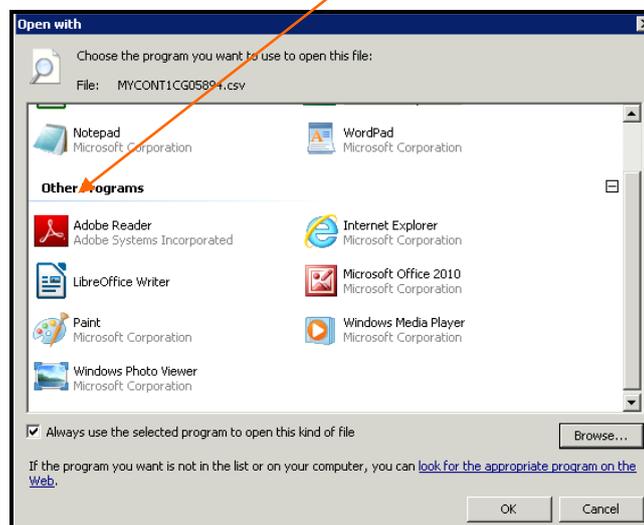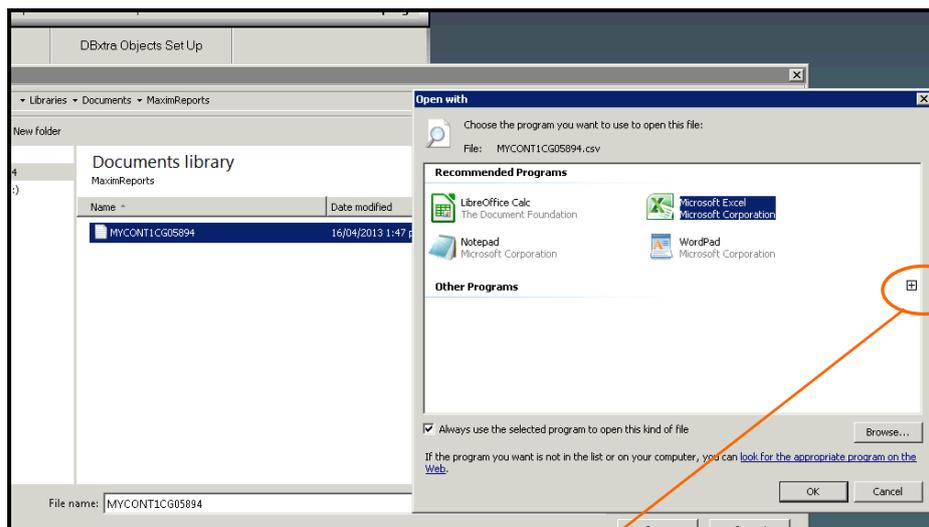
Go to My Folders > My Remote Folders on the top tool bar.

Locate the file you wish to print and right click on 'Open with', and select 'Choose default program...'

Select the program you wish to use. If you cannot find it under recommended programs, click the expand icon.

Select the programme you would like to use. Your report will now open in the program you have selected.

To access Maxim subsequent times, click on the Maxim Icon from your desktop, which will take you directly to the Maxim logon.

To clear saved user name credentials (if you are sharing a computer but wish to log in under another username and there is already one in automatic default).

Right click on the Maxim Icon from your desktop and select edit.
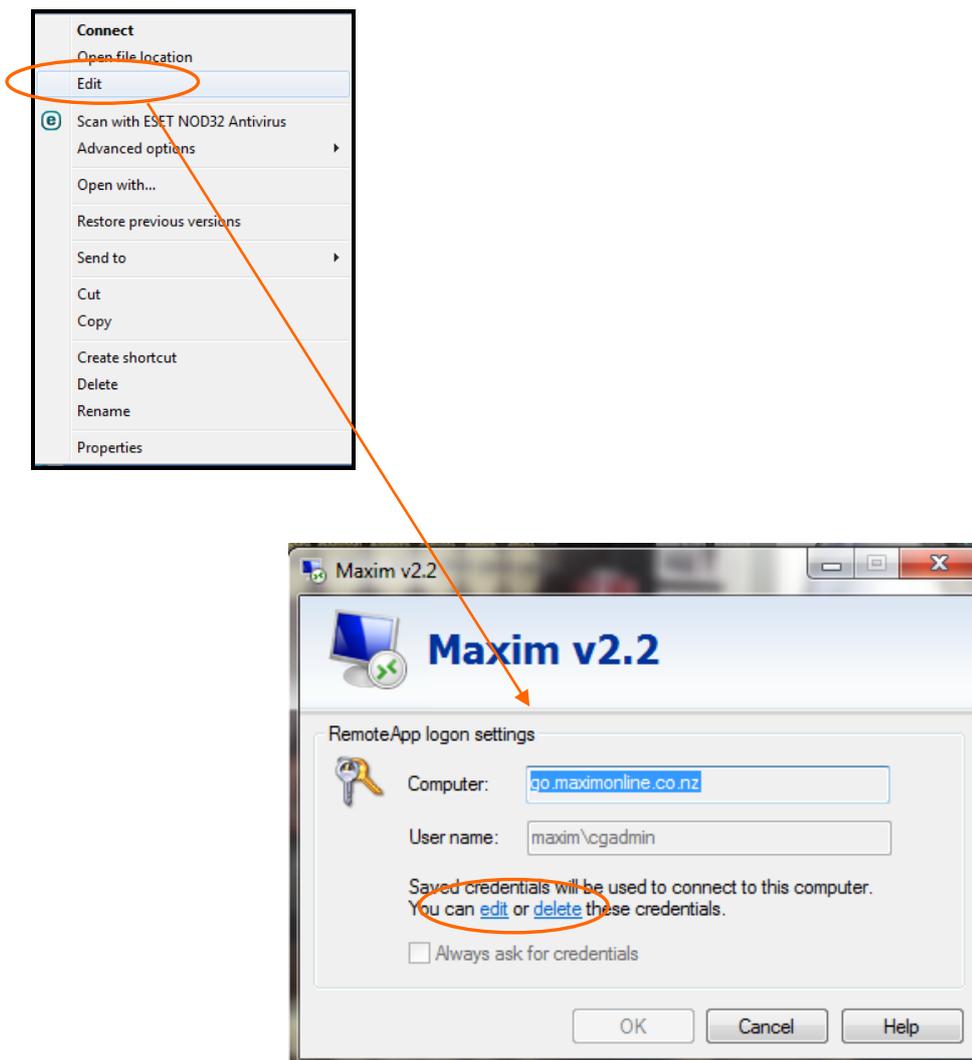
Click 'delete' if you do not want the saved credentials to remain, or if it's a new user select 'edit' and change the User name.

Accept with 'Yes'.

Click 'Cancel' – this will set the changes.