REMOTE EDITORIAL ONESHEET
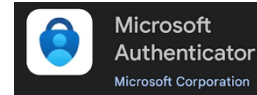
This series will use the Jump Desktop app with 2-Factor Authentication, to connect to your remote edit workstation.

THE JUMP DESKTOP APP
Many of you already have Jump from former projects. If you do not, and you need additional information on how to properly install the app or create an account, please submit a General Support ticket (link below in Tech Support).

THE FREE MICROSOFT AUTHENTICATOR APP
On your phone, search the App Store or Google Play and download.

ACCEPTING THE JUMP INVITE
You will receive an email from no-reply@jumpdesktop.com entitled: **You're invited to join a team**
- Click the blue box: **[Accept the invite]**
- After logging in, a pop-up will say Join a Team: You've been invited to join a team: **MAX Post**. **[Accept]**

IF YOU DIDN'T ALREADY HAVE 2FA
- A pop-up will say 2-factor authentication required. **[Turn On]**
- You will be redirected to your Dashboard in a browser window. Make sure you're on the Security tab, and click **[Activate 2-Factor Authentication]**
  - A QR code will be in a Pop-Up called **Set Up Authenticator**.
  - ON YOUR PHONE:
    - Open the Authenticator app, on bottom right click Verified IDs, & scan the QR Code.
    - On the bottom left, click Authenticator, and you'll see a changing 6-digit code.
- Click **[NEXT]** in the Browser Window, and type in the 6-digit code from your phone. Click **[VERIFY]**
- Save backup codes and **[CLOSE]**
- Your dashboard will now say 2-factor authentication is activated. <mark>You must now re-accept the invitation.</mark>
- Go back to the email entitled: You're invited to join a team > **Accept** in blue box > **Accept Invite** in Pop Up.

You're set! Go to the Jump Desktop App.

ACCESSING YOUR REMOTE COMPUTER
Under computers, you should see a system entitled [mp-edit-###]. Select, and Enter your Windows Credentials:
- Username: MAXPost
- Password: mp
- Check Save password. And **Log in**

ACCESSING YOUR PROJECT
If your computer is at the login window, the desktop password is also **mp**. Reach out to your <mark>series assistant editor</mark> for information on mounting the proper drives and connecting to your project's NEXIS.

MAX POST TECH SUPPORT
We maintain coverage 21/7, 6a-3a. For tech support:
- Ask your series AE first
- Reference the Help Center: https://maxpost.zendesk.com/hc/en-us
- Submit a General Support ticket: https://maxpost.zendesk.com/hc/en-us/requests/new

BEST PRACTICES
- Quit composer and unmount workspaces daily to protect databases from corruption
- Ensure home internet speeds of 100 Mbps+
- If possible, limit streaming, gaming, etc in the household during work hours
- If experiencing latency, try power cycling (ie unplug for 2 minutes) your home modem to re-establish connection

Thank you for reading! Happy editing!   *v. 091324*