

USING YOUR VDI DESKTOP

GETTING STARTED

Is my Machine On?

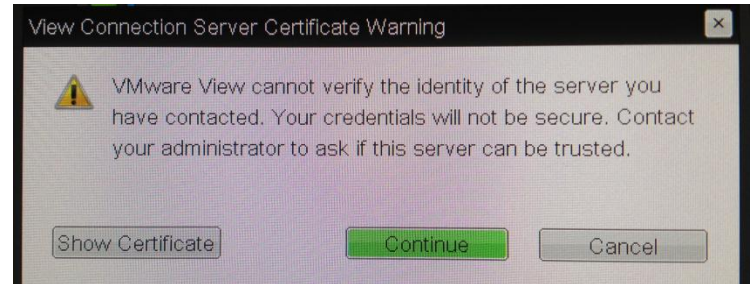


If the **red Power light** in the lower right corner is on, the machine is **ON** but asleep. Press any key on the keyboard to wake it up.


View Connection Server Certificate Warning





If you encounter this dialog box, **Click** the **Continue** button. This certificate error will not affect performance.



The Machine is Locked

If the person using the machine before you did not log out and the screen is locked, press the Power button (lower right) and the machine will turn itself off. **Wait a full 30 seconds**. Press the Power button again to re-start the machine. 

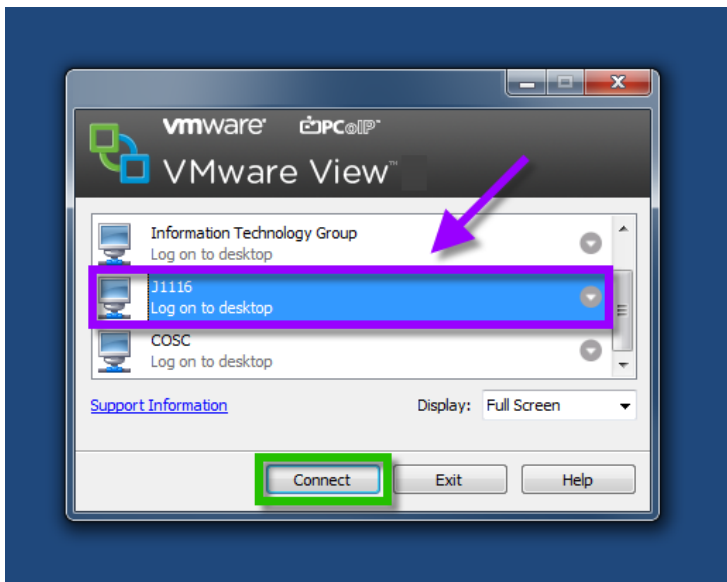
LOGGING INTO YOUR DESKTOP

1. **Enter** your "**A number**" as your username. Example: A00987654 
2. **Enter** your **password**. Your password is **apache2013**. *Faculty members will use the same password they use for their office computer.*
3. **Set** the Domain to **AD**, not Student.
4. **Click** the **Login** button. 



SELECTING YOUR VDI POOL

Depending on the user, you may have more than one VDI pool from which to choose. VDI pools may have different software associated with them, depending on their specifications.



1. **Select** the **VDI Pool** where the desktop you wish to load is located.
2. **Click** the **Connect** button.

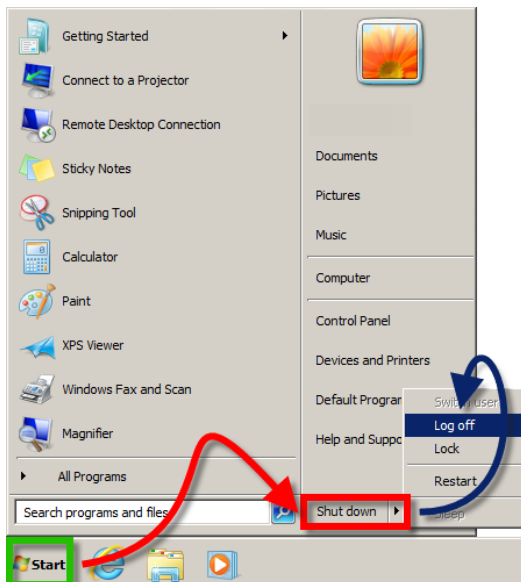
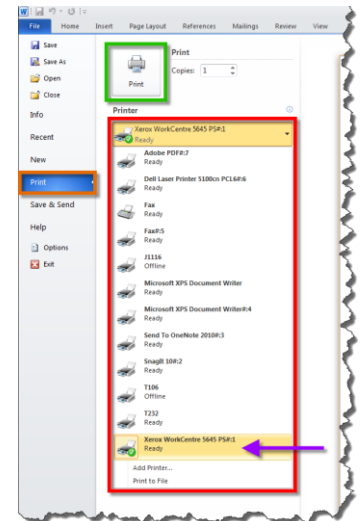
SAVING YOUR WORK

Like all TJC computer lab desktops, you should save your work to your own storage device. Anything saved to the desktop will no longer be present once the desktop is rebooted.

PRINTING

When you print, you will have to select the appropriate printer from the list available printers.

1. **Click** the **File** tab on the ribbon.
2. **Click** the **Print** navigation button.
3. **Click** on the **Printer** dropdown arrow.
4. **Click** on the **Printer** you wish to print your document.
5. **Click** the **Print** button.



LOGGING OUT OF YOUR VDI DESKTOP

Your Information Technology Department HIGHLY RECOMMENDS that you log off your VDI Desktop after each use.

1. **Click** the **Start** button.
2. **Click** the **Shut Down** button.
3. **Select** **Log Off**.