REMOTE DESKTOP ACCESS INSTRUCTIONS

Windows XP personal computers provide a mechanism to enable the computer to be used remotely by another XP PC (not Mac or Linux) through a high-speed network connection; this is Window’s “Remote Desktop Connection” application. The machines in the CCV lab have this functionality enabled. Any program installed on the PC can be run remotely— the machine will behave as if you are physically present at the CCV lab—and display the results in your own remote PC.

In order to permit this convenience for students, a strict protocol must be followed in the use of Remote Desktop Connection. The protocol described below assures that a remote user will not interrupt a session already in progress by another user at a specific machine, avoiding the instantaneous loss of that other user’s unsaved work.

These instructions may not be shared with anyone outside of this class.

Any student found to be misusing this feature of the CCV lab will have his/her privilege of using the laboratory revoked immediately.

Instructions:

1. Select a machine in the CCV lab

The following machines are available for use with remote desktop:
ccv1.sfsu.edu
ccv2.sfsu.edu
ccv3.sfsu.edu
ccv4.sfsu.edu
ccv5.sfsu.edu
ccv6.sfsu.edu
ccv7.sfsu.edu
ccv8.sfsu.edu
ccv9.sfsu.edu
ccv10.sfsu.edu

[Note: If you are familiar with a previous version of this document in which you were instructed to procure the IP number of your target machine—this is no longer necessary!]
2. Test whether a machine is available

A. Click the **Start Button| Accessories| Communications| Remote Desktop** from the computer out of the lab.

B. Click the **Options** button to display all of the settings.

C. Type:
1. **Computer:** Type the name of the computer you are connecting to in the **Computer** box. (the ccv lab machine)
2. the user name: test
3. password: given by professor (domain stays blank)

D. Adjust the connection speed by clicking the experience tab and selecting the type of internet connection you use. (dial up is 28.8/56K, DSL and cable are 128kps-1.5 Mbps)

1. Click “Connect”
E. If there is someone already using the computer, a message will appear stating that the computer is busy. Try a different IP (computer).

F. If the computer is not being used, a blue background screen will appear with the IP address on a grey bar on the top of the screen. (bar not shown)

G. Log off using Start→log off. (note: clicking on the on the grey IP address bar will not disconnect the session)

**Don’t try to work with this account: users can’t save work using the “test” login**

3. Log on using remote

A. Repeat section 2.
B. Type:
1. Computer: the IP number of the computer you are connecting to in the Computer box. (the ccv lab machine)
2. the user name: remote
3. password: given your instructor (domain stays blank)

C. the blue screen will appear, Use the computer. The screen display can be changed to show the remote computer as a window. Click the “Restore down” button on the grey bar (top of the screen, it shows the IP address) Go back to full blue screen display using buttons in the top right corner.
D. Log off remote using Start → log off. (note: please log off or others will not be able to use the computer.)