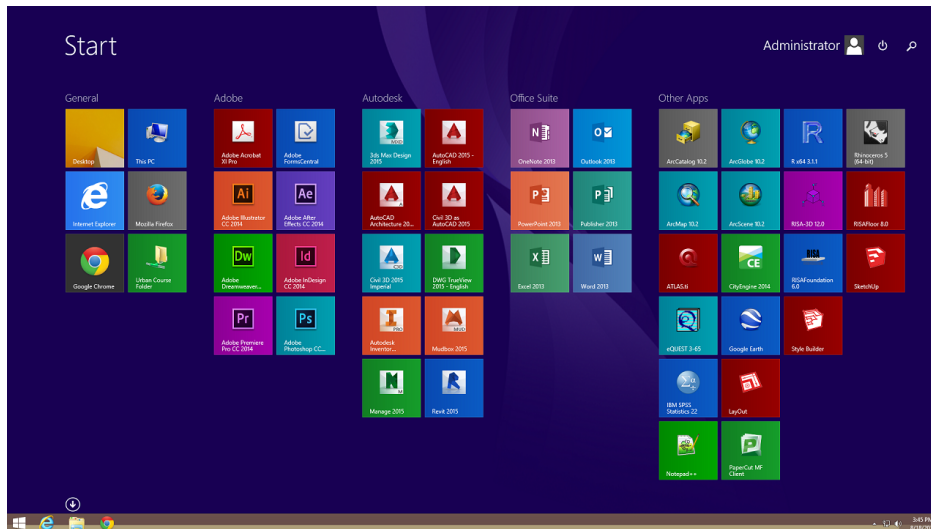


DURP Guide for TBH Room 227 and the Remote Server

The following guide is meant to help you navigate several changes and upgrades to both hardware and software in TBH room 227 (the computer lab). These changes include new desktop computers and upgraded operating systems, restructured file storage, and the creation of a remote desktop (RDP) server that allows any student with a laptop to access a range of software applications.

Navigating the RDP server and the desktop computers in room 227

The RDP server is designed to mimic the software found on the desktop computers in TBH room 227, which is running Windows 8.1. You can find shortcuts to all common programs on the desktop, and within the Start Menu. Links to Box.com and the Urban Course Folders are here, too.



Instructions for Connecting to the DURP Remote Desktop Server

If you are not in a University building, you must use the CITES Virtual Private Networking (VPN). For instructions on how to do this, visit the [CITES VPN website](#).

If you are in a University building, you do not need to use the VPN.

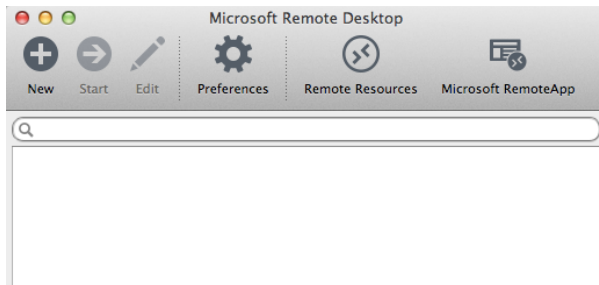
IMPORTANT – When you are done working on the RDP server, be sure to “Sign Out”, rather than “Disconnect”. This will end your session and free it up for other users. Users who do not sign out will be automatically signed out after 30 minutes of inactivity.

Remote Desktop with a Mac

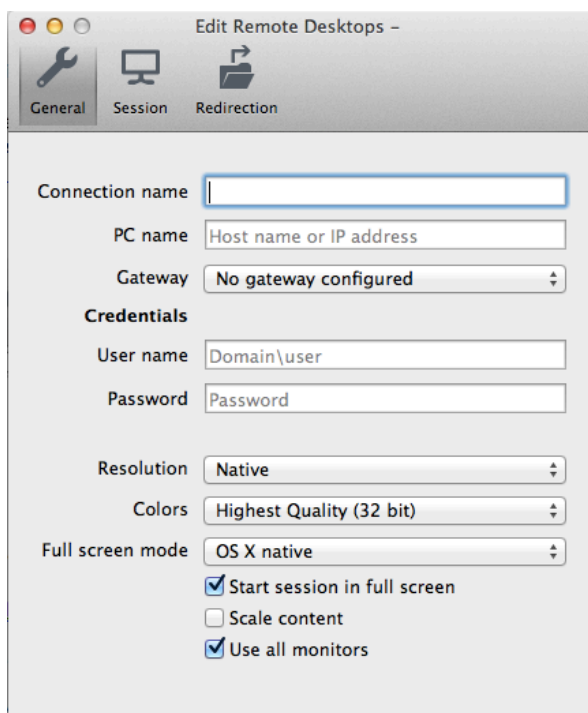
If you have not installed the Microsoft Remote Desktop application, you will need to get it from the App Store here:

<https://itunes.apple.com/us/app/microsoft-remote-desktop/id714464092?mt=8>.

After installation, open Microsoft Remote Desktop.



Select "New" to add a new remote desktop connection.

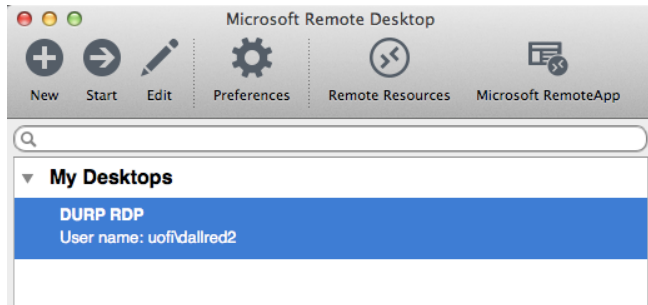


In the box that appears, complete the information to create a new remote desktop connection. The "Connection name" should be something familiar to you.

Type "faa-lab-rdp.ad.uillinois.edu" into the "PC name" field.

Enter your user name ("uofi\netid" using your own netID) and Campus Active Directory (AD) password credentials.

Close the box and select the new remote desktop that appears in "My Desktops".



Select “Start” to initiate your remote desktop session.

If you receive a certificate warning, allow it.

You’ll now be connected. Please remember to log off the RDP server through the Start menu, rather than disconnect, as this will free up your session for another user.

Remote Desktop with a Windows PC

From your start menu select All Programs\Accessories\Remote Desktop Connection.



Type “faa-lab-rdp.ad.uillinois.edu” into the “Computer” field of the Remote Desktop Connection window.



Click the 'Connect' button.

You should now see the logon screen. It should say "Log on to UOFI" below the password field. This is the domain you want to log into. If it does not, put "UOFI\" before your netid.

At this point, you should logon to the computer using your netID and Campus Active Directory (AD) password - just as if you were physically sitting in the lab.

Loading and Saving Work

Files to be used by applications on the RDP server must first be loaded on the RDP server desktop. This can be done using your University Box.com account and a link is provided on the desktop to facilitate this transfer. Similarly, student work must be saved to either the Course Folders (if your class has one) or your University Box.com account. The University provides students with 50 gigabytes of cloud storage through Box.com (see below). Links to both can be found on both the desktop computers and the RDP server desktop. **Please ensure that your work is saved to one of these locations, as it will not 'transfer' between desktop computers in TBH room 227, nor otherwise be accessible from the remote server.** Alternatively, when working on the desktop computers, you can save your work to a removable hard drive or memory stick.

The University has a guide to creating and using a Box account that can be found here:

<http://web.uillinois.edu/box/usingbox>

Note that Box Sync is not available in the Lab, so you will need to manually backup and restore files to and from the website if you plan on using this service.

Printing from the RDP Server

When you log in to the Lab or Remote Server, your printing balance will appear in the PaperCut application. You can check your print jobs and history by clicking "Details", which will take you to the PaperCut website login.

When printing, select the “tbh-227-hp-lj5200 on faa-print1” option to print to TBH 227.

