

CDM Terminal Server Student Access Guide
Windows Server 2003 / 2008 Edition
Anthony Zoko
Fall 2002 (Original Version)
Updated Winter Quarter 2008/2009

In this guide:

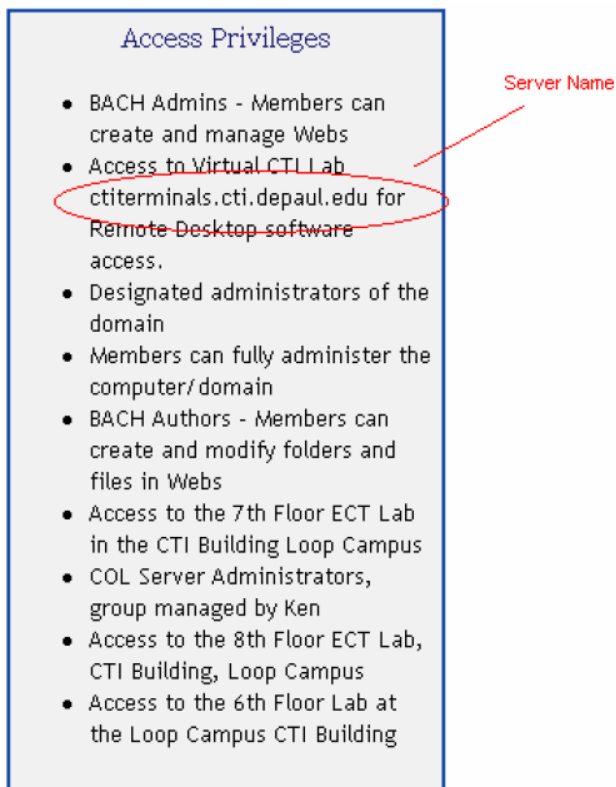
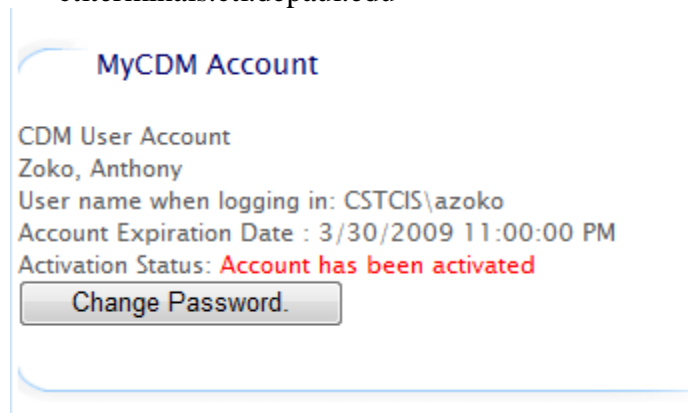
- Part 1: What are Terminal Services / Remote Desktop?
- Part 2: Connecting to the CDM Terminal Servers
- Part 3: Accessing Local drives and printers from the Terminal Server
- Part 4: Restrictions and Usage Tips

Part I: What are Terminal Services / Remote Desktop?

Terminal Services allow multiple users to access a remote computer as if they were using the machine locally. Terminal Servers within CDM allows students who cannot access lab resources or install applications on their home computers to have full access to the applications needed to complete course work.

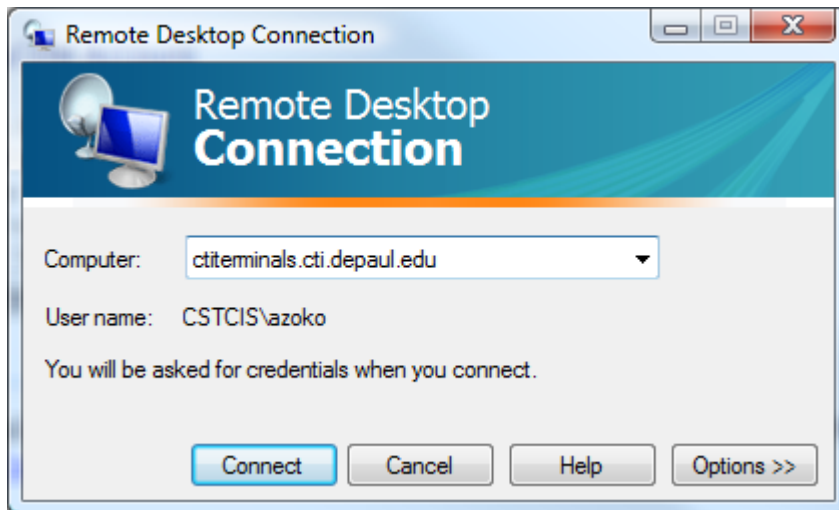
Part II: Connecting to the CDM Terminal Servers

- 1) Login into the CDM User Account Activation Application and activate your CDM Account using your Campus Connect username and password:
<https://accountactivate.cdm.depaul.edu>
- 2) Take note of your username and domain. Find a Terminal Server in the list of accessible resources and copy the server name. The general server location is `ctiterminals.cti.depaul.edu`



- 3) Download and install the latest Remote Desktop Client from Microsoft :
<http://support.microsoft.com/kb/925876>

- 4) Launch the Remote Desktop Client from Start, Programs, Accessories, Communications, Remote Desktop Connection
- 5) Type in the Server name into the Computer Name text box.



- 6) Select the options button and select “Local Resources”.
 - a. Select “Do not play” under “Remote Computer Sound”
 - b. If you want to be able to use your local hard drives and printer select “Disk drives” and “Printers” under the “Local Devices” section.



- 7) Select the “Experience” Tab and select your connection speed to optimize performance. It is recommended that you do not allow the background to be shown regardless of your connection speed.



- 8) Select the connect button to connect to the Terminal Server.

- 9) Login to the Terminal Server using the username and domain you copied in Step 2. The password should be same as your Campus Connect password.



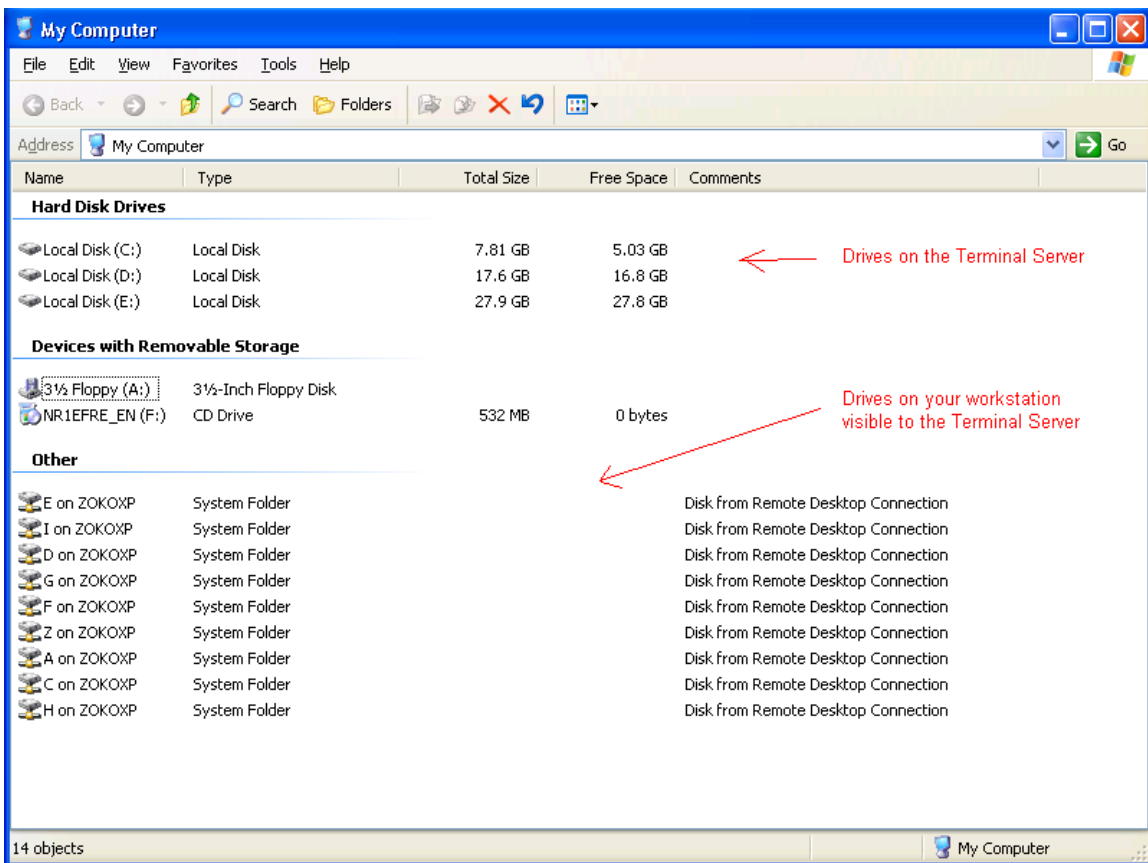
- 10) You are now ready to begin using the software on the remote Terminal Server.

Part 3: Accessing Local Drives and Printers from the Terminal Server

Note: In order to use the following features you must be using the Remote Desktop Client and be connected to a Windows . 2003+ Server.

With the Remote Desktop Client, you can access your local machines floppy drive, hard drives and printers from the remote Terminal Server. In order for the remote server to access your local resources, you must enable the option as shown in Step 6 of Part 2 of this guide “Connecting to the CDM Terminal Servers”.

Once you are connected to the Terminal Server you will see all of your drives available in My Computer:

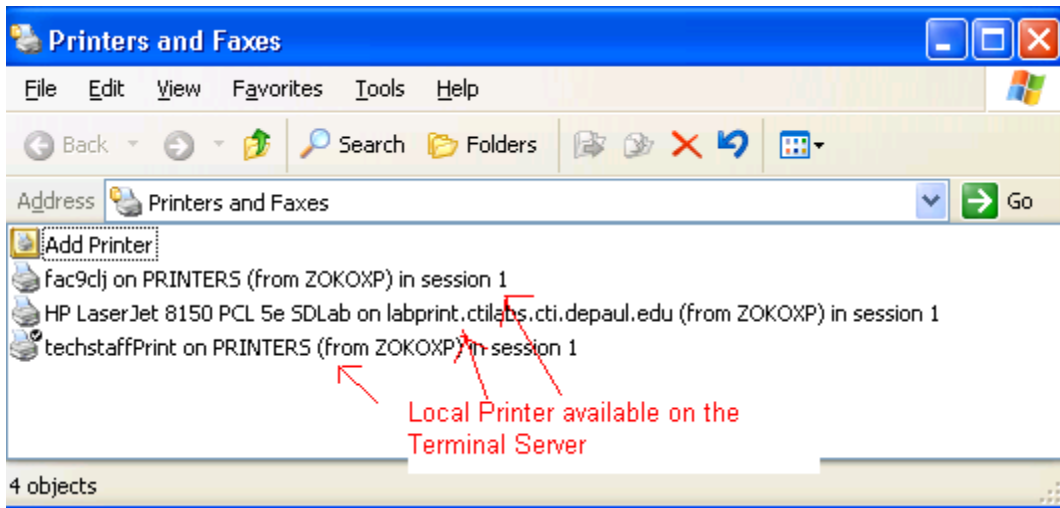


Moving files from one computer to another is as simple as copying and pasting!

Note: Your connection speed will determine the file transfer speed. Transferring large files between the 2 computers can take a long time if you have a slow connection.

Local printers are just as easily accessible as your hard drives. Your local printers will be added to the list of available printers on the server. You can print documents you are viewing on the remote computer to your local printer assuming the server has the drivers for your printer.

Note: The Terminal Server will only be able to print to the printers on your local computer that it has drivers for. Administrators of the servers will not install new drivers if your printer is not compatible with the Terminal Server.



Part 4: Restrictions and Usage Tips

Restrictions

- Users are limited to 1 session on a Terminal Server.
- Sessions disconnected for more than 30 minutes are torn down.
- Sessions have a 3 hour limit. You must log back on after 3 hours.
- Sessions idle for more than an hour are torn down.

Usage Tips

- 1) Make sure to log off the Terminal Server instead of just Disconnecting or closing the Remote Desktop Window. This frees up resources for other users.



- 2) Close programs and windows that you are not actively using. There are multiple users logged on to the Terminal Server at one time. Each application you are running takes away valuable resources from the server and other users which can adversely affect performance.
- 3) If you are doing development work please keep an eye on your running processes and kill any of your apps that are running amok (too much memory or CPU usage). You can start Task Manager on the Terminal Server by selecting **CTRL+ALT+END** then selecting Task Manager.

