

# Remote Desktop 3 Directions

Remote Access provides the ability to manage networked computers from one station.  
The most common uses for teachers managing a class in a lab are:

*restarting computers; shutting down computers; observing one, several, or all computers; sharing one screen with all others; controlling a different computer, and copying files & software to computers.*



## Open Remote Desktop

1. Log in to a Workstation as “Administrative”. You will need the password to sign on. (debug)
2. Remote Desktop will be in the admin’s Dock.
3. Go to the **Set Up Computers to Manage** section of this document to select computers



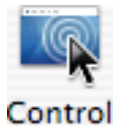
## Observe Other Computer Screens

1. In the list of computers that appears, highlight one or all of the computers you wish to observe. (For highlighting several individual computers, hold the Shift Key down and use the mouse to click on the computers desired.)
2. Click on the observe icon in the button bar. Up to four computer stations at a time will be shown. After several seconds, the screen will move to show the next four screens and so on. To zoom into a single screen, click on the screen that you want to manage (the computer name will be listed), then select the function that you want to perform from the menu bar.
3. To stop observing, click in the close box in the upper left hand corner of the window.



## Curtain (locks screen while you perform tasks)

1. In the list of computers that appears, highlight one of the computers you wish to control.
2. Click on the curtain icon in the button bar.
3. Now type in a message that will appear on the selected computer and click “OK”.
4. To return control of computer, click in the red close box in the upper left hand corner of the window.



## Control Other Computer Screens

1. In the list of computers that appears, highlight one of the machines you wish to control.
2. Click on the control icon in the button bar. The computer you selected will now appear on your screen and you will be controlling it.
3. To stop controlling, click in the red close box in the upper left hand corner of the window.



## Share the Screen

1. In the list of computers that appears, highlight one or all of the computers you wish to share with. (For highlighting several individual computers, hold the shift key down and use the mouse to click on the computers desired.)
2. Select “Interact” from the menu bar then “Share Screen”. Highlight the computers that you want to share your screen with and click “Share”. You may select to share the teacher’s screen or the screen of another computer in the lab.
3. Return to the application you wish to share. Everything you do at your station will be observed by the others.
4. To end screen sharing, click “Stop” in the “Active Share Screen Tasks” window.



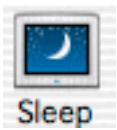
### Lock Other Computer Screens

1. In the list of computers that appears, highlight one or all of the machines you wish to lock. (For highlighting several individual computers, hold the shift key down and use the mouse to click on the computers desired.)
2. Select "Interact" from the menu bar then "Lock Screen". Highlight the computers that you want to lock and click "Share". Highlight the computers that you want to lock, type a message that will be displayed on the locked computers and click "Lock Screen".
3. To unlock computers, Select "Interact" from the menu bar then "Unlock Screen". Highlight the computers that you want to unlock and click "Unlock Screen".



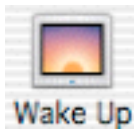
### Text Chat with Other Computers/Users

1. In the list of computers that appears, highlight one or all of the machines you wish to text chat with. (For highlighting several individual computers, hold the shift key down and use the mouse to click on the computers desired.)
2. Highlight the computer that you want to chat with.
3. Select "Interact" from the menu bar then "Chat".
4. To stop chatting, simply close the chat window by clicking the red button.



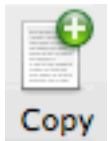
### To put Computers to Sleep

1. In the list of computers that appears, highlight one or more of the machines you wish to put to sleep. (For highlighting several individual computers, hold the shift key down and use the mouse to click on the computers desired.)
2. Select "Manage" from the menu bar then "Sleep". Highlight the computers that you want to sleep and click "Sleep".



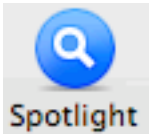
### To Wake up Computers

1. In the list of computers that appears, highlight one or more of the computers you wish to wake up. (For highlighting several individual computers, hold the shift key down and use the mouse to click on the computers desired.)
2. Select "Manage" from the menu bar then "Wake". Highlight the computers that you want to wake and click "Wake".



### Copy Information to Other Computers

1. First, install the file or software onto a computer that has the Remote Desktop management software.
2. In the list of computers that appears, highlight one or more of the machines you wish to have the software or file on. (For highlighting several individual computers, hold the shift key down and use the mouse to click on the computers desired.)
3. Click on the Copy Items icon. Find the item that you want to copy, highlight the folder or the file you wish to copy and click "Open".
4. Click "Copy". The files will be copied to all stations to the same place they reside on the teacher station. When finished click done.



### Spotlight - Software Search for Adding/Deleting items on some or all computers

1. Highlight all computers you wish to search.
2. Click on the Spotlight icon.
3. Enter the title or word you are searching for.
4. Check the report to determine which computers have the software you were searching for.
5. To Delete an item: When the report appears, you can click on items you wish to delete (Shift/Click to select more than 1 item.) Click "Delete Selected".



### Restart or Shutdown Computers

1. In the list of computers that appears, highlight one or more of the machines you wish to restart or shutdown. (For highlighting several individual computers, hold the shift key down and use the mouse to click on the computers desired.)
2. Click on the Manage menu, drag the mouse to Restart, Shutdown or another option in the list and let go.
3. A message will appear with 2 choices: "Users can save changes or cancel restart" or "Users lose unsaved changes".
4. Select "Users lose unsaved changes".

### Set Up Computers to Manage

Occasionally, the computer list needs to be set again.

1. Click on "Scanner", drag the computers you want to the "All Computers folder".