

Cal Poly CMS-Windows Terminal Services: “Jumpstart” Guide to Getting Connected (Apple)

This document is a step-by-step guide for connecting to Cal Poly CMS-Windows Terminal Services (WTS). If you need assistance (e.g. configuration, login/password), have suggestions to improve documentation or services, please contact the CMS Call Center at 756-7000, Option 3. This guide, software downloads and other documents are online at <http://software.calpoly.edu/CMS-WTS.html>.

Based on extensive testing and the wide variety of desktops (on and off-campus), we recommend the following sequence for connecting to Cal Poly CMS-Windows Terminal Services:

1. Visit <http://software.calpoly.edu/CMS-WTS.html>.
2. In the section titled “Software Download: Microsoft Remote Desktop Connection Engine”, click on “Apple”. Scroll to the bottom of the page and save the “bin” download file.
3. In the section titled “Cal Poly CMS-Windows Terminal Services “Links”, click on “Apple”. Select “Save” if you would like to be able to launch by “drag and drop” or double-click of an icon.
4. Follow this step-by-step guide to install and configure the software.

The newest version of the Remote Desktop “engine” for Mac enables you to print to local printers (physically connected to your computer) as well as networked printers, as well as navigate local and network drives from on-campus. If you are not able to see any local or networked printers or drives, you must have “Printers” and “Disk Drives” checked and these settings saved, as shown in the illustration on page 4 of this document.

IMPORTANT NOTE: at this time, there is a documented issue with Mac OS X 10.4.2 and Microsoft Windows Terminal Services. Mac OS X 10.3.x or earlier works consistently and exhibits no errata. Apple users running OS 10.4.2 may experience error messages and/or intermittent crashes to the user session when attempting to print to an auto-created client printer, mapped to a local IP port. The workaround is to save to file on local workstation, then print – or to use the CMS-WTS session to create a generic printer mapping to the local IP port.

STEP 1 – Downloading and Installing the Remote Desktop Client

Download and install the new version of the Apple “Remote Desktop Client” software (above URL).

The installation process takes less than five minutes to complete (depending on the speed of your computer).



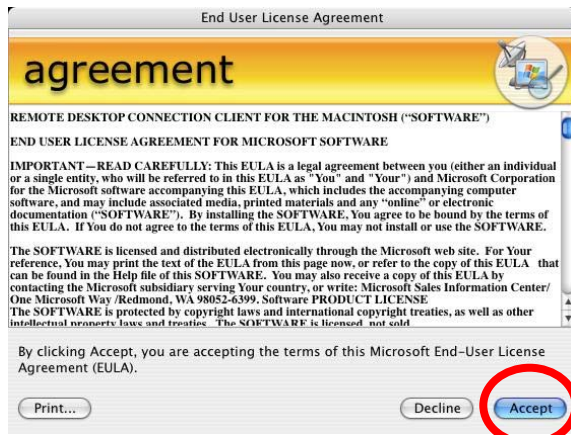
After saving the file to your hard drive, double-click on the icon to expand the installer file.

Depending on the Web browser that you are currently using, this step might be performed for you automatically.

The installer will prepare the files needed to complete the installation of the Remote Desktop connection.



A folder will be created, which contains the Remote Desktop software and supporting files.



When prompted, review the license agreement.

Select “**Accept ...**” and click on “**Next >**” to continue with the installation.

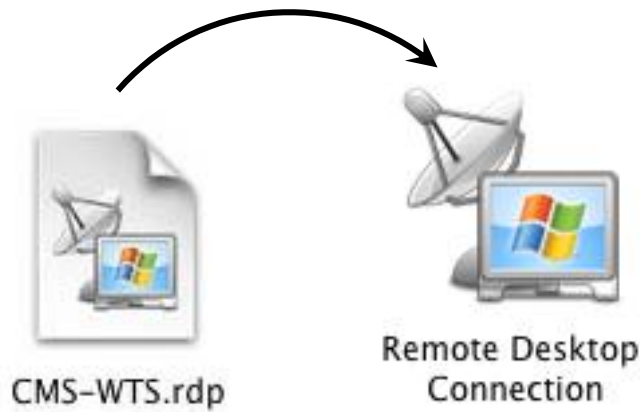
STEP 2 – Launching the RDP to Connect to Cal Poly CMS-Windows Terminal Services

The first time you connect to the CMS-WTS server, it takes approximately 30 seconds to establish and build your settings for the Windows Terminal Server session. This is a one-time event and is standard protocol for the Windows Terminal Services. In future sessions, this is substantially less (e.g. 10 seconds to log on).

NOTE: many users have requested that they be able to access Cal Poly CMS-Windows Terminal Services from their desktop (e.g. double-click on an icon).

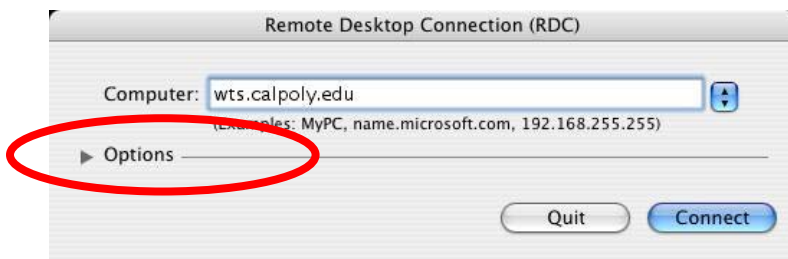
To save the icon to your desktop – or to customize settings – follow the instructions below.

1. Visit <http://software.calpoly.edu/CMS-WTS.html>.
2. In the section titled “Software Download: Microsoft Remote Desktop Connection Engine”, click on “Apple”. Scroll to the bottom of the page and save the “bin” download file.
3. In the section titled “Cal Poly CMS-Windows Terminal Services “Links”, click on “Apple”. Select “Save” if you would like to be able to launch by “drag and drop” or double-click of an icon. Be sure to save “CMS-WTS.rdp” icon in the same folder as the Remote Desktop Connection application (see next page).

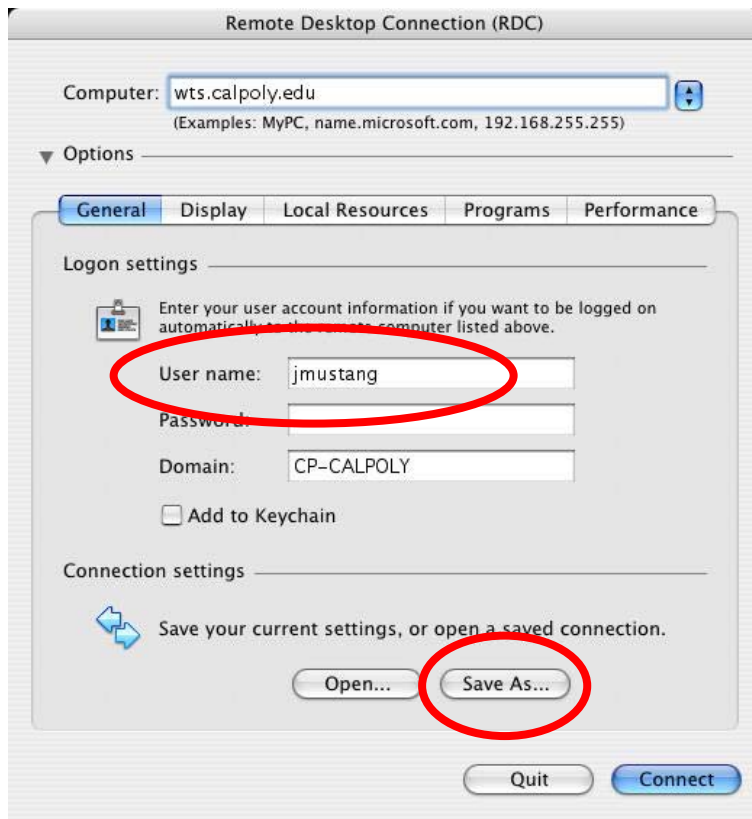


“Drag and Drop” the icon or double-click on the RDP file to connect to Cal Poly CMS-Windows Terminal Services.

This RDP file will connect from both on and off-campus.



Click on “Options” to view and edit settings for your CMS-WTS session.



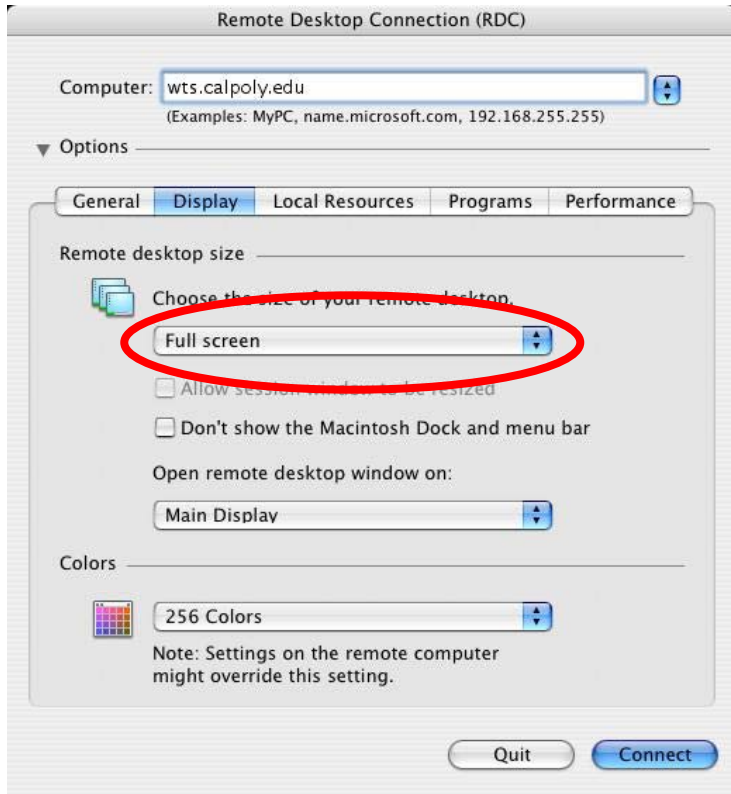
To explore settings, click on the tabs near the top of the screen.

NOTE:

To change the default “User name” from “jmustang”, enter your User name here. In the future, you will not need to enter your User name every time you log on to CMS-WTS.

DO NOT check the box for “Save my password.”

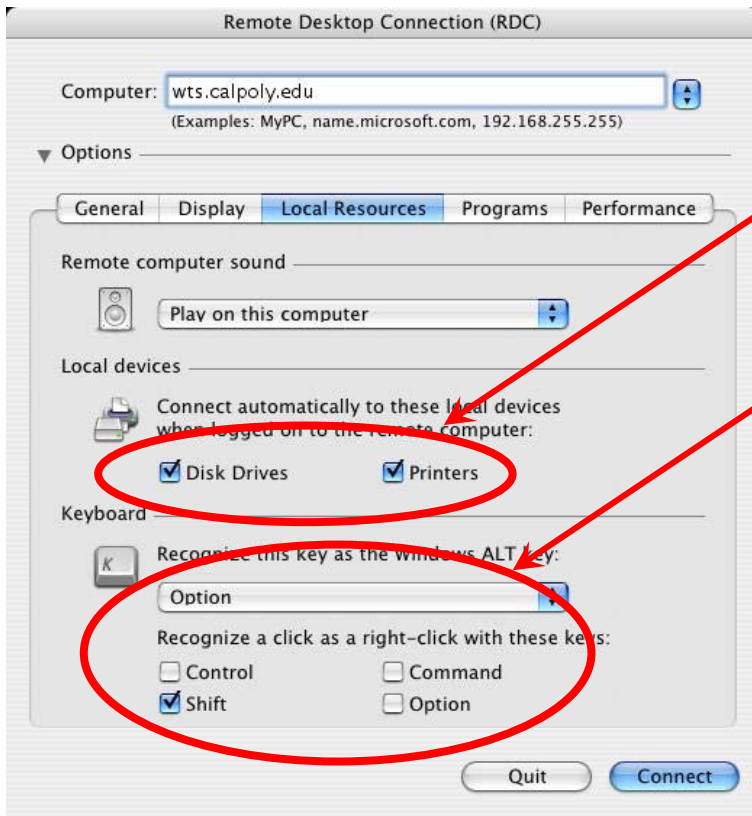
To save settings that you customize, click on the “Save As” button, then “Save” and “Yes” to replace the existing file.



To change the CMS-WTS display size, click on the “Display” tab and select your preferred setting (e.g. ranging from 640 x 480 to full screen).

The default setting is “Full Screen”.

To save settings that you customize, click on the “Save As” button located on the “General” tab.



BE SURE
that “Disk Drives” and “Printers” are checked (or they will not appear when logged into CMS-WTS).

To customized “ALT-Tab” settings, edit these settings. The default is strongly recommended.

To save settings that you customize, click on the “Save As” button located on the “General” tab.



To optimize your connectivity speed, select the “Experience” tab and then the speed from the drop down menu.

The default setting is “Broadband”.

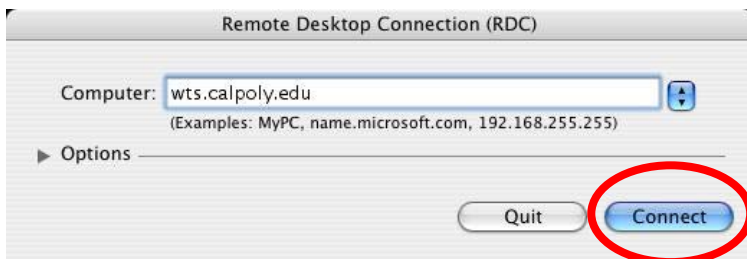
To save settings that you customize, click on the “Save As” button located on the “General” tab.

STEP 3 – Launching the RDP Client to Connect to the CMS-WTS Server



At your desktop, double-click on the RDP file to connect to Cal Poly CMS-Windows Terminal Services.

This RDP file will connect from both on and off-campus.



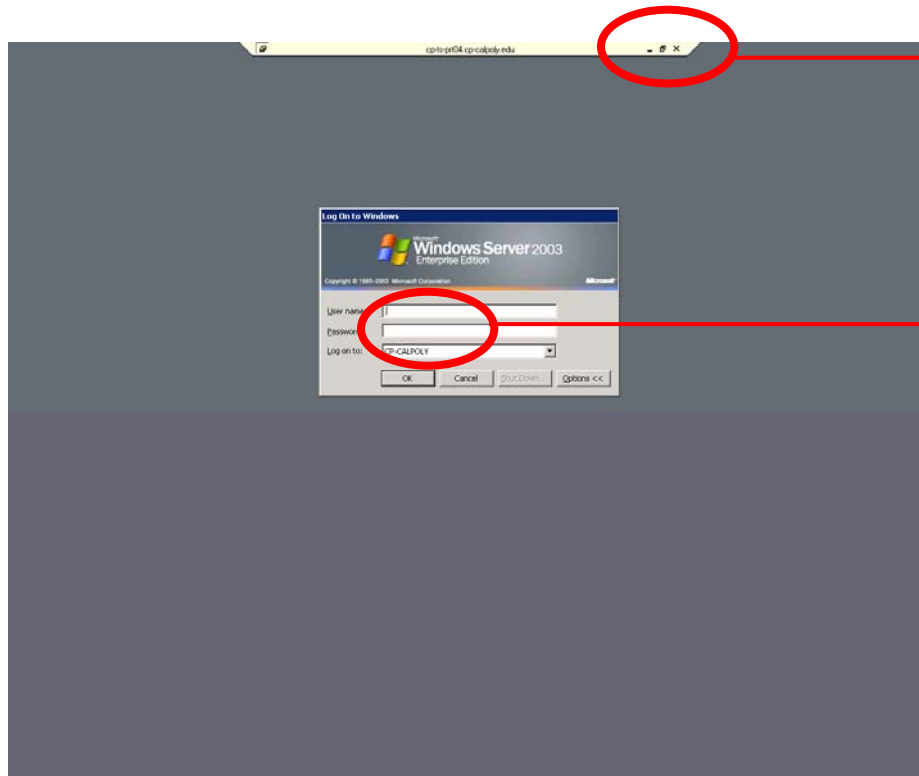
Click on “Connect”.



Click on “OK” to continue.

This is a standard Microsoft standard protocol dialog box to remind users about “Security”.

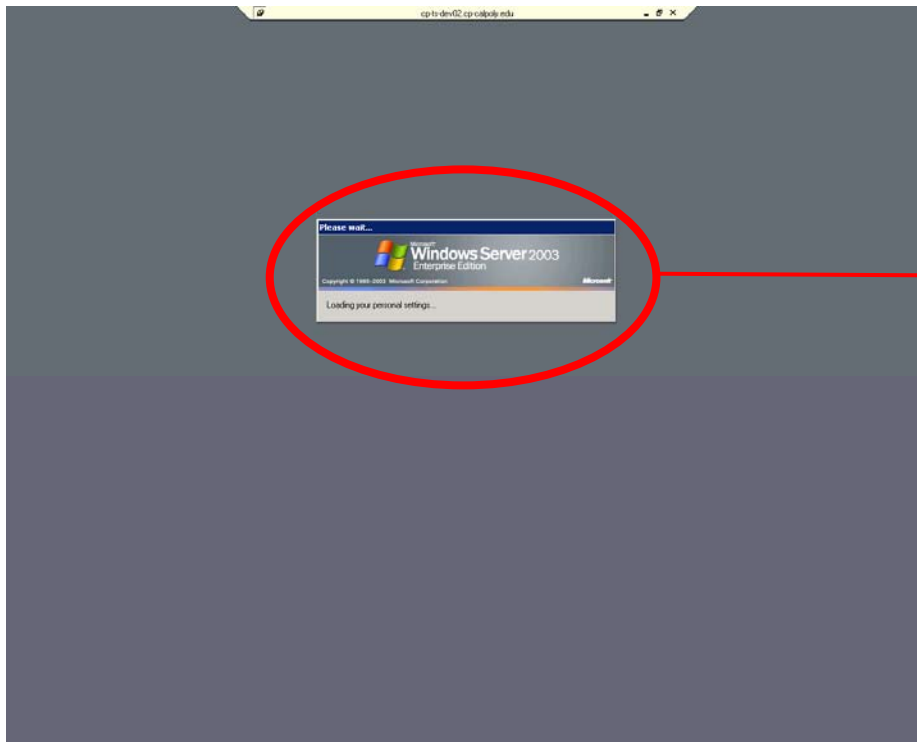
NOTE: the following screen shots are in “Full Screen” mode.



Click here to minimize, maximize or resize your CMS-WTS window.

Enter your User Name and Password information. Click on “OK”.

See instructions on page 3 that outline how to save your “User name” (so you don’t have to type this in at each login!)

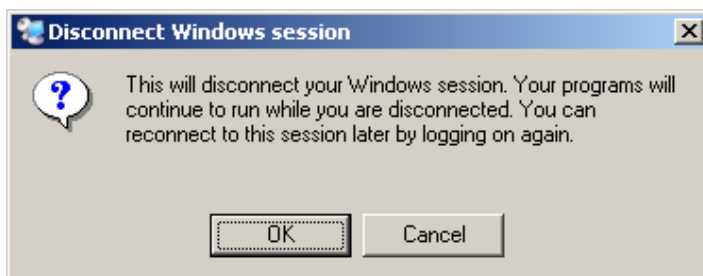


This message appears as the CMS-WTS session is being established.

Once the connection is established, access the Windows **“Start”** menu to launch applications.

To exit your session fully and completely log off, access the Windows “Start” menu and select the “Log Off” button.

NOTE: if you click on the **“X”** in the upper right-hand corner of the screen, the following message will appear:



Some users may find this to be a useful and productive feature, as programs or jobs can be initiated and run while performing other activities (e.g. meetings or campus errands).

To provide feedback on Cal Poly CMS-Windows Terminal Services, visit:
http://www.calpoly.edu/~usspclan/CMS-WTS_Survey.html

To view results, visit:
http://www.calpoly.edu/~usspclan/CMS-WTS_results.html

For assistance, contact the CMS Call Center at 756-7000, Option 3.