

# Using Terminal Services and Accessing Local or Networked Drives for Windows Workstations

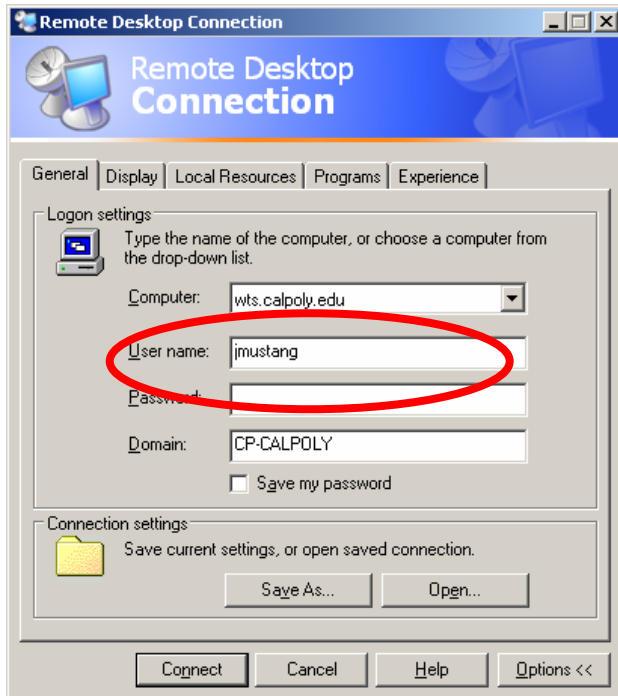
To use Terminal Services you must have the Remote Desktop application installed on your workstation. Installation and configuration guides are available at the following Web site address: <http://software.calpoly.edu/CMS-WTS.html>.

## Table of Contents

- Customize a Remote Desktop Connection (RDP)..... 2
- Login ..... 4
- Network and Local drives ..... 4
- Citrix Legacy Data ..... 5
- Local Drives via Terminal Services ..... 6
  - Windows Users: ..... 6
  - Mac Users: ..... 6
- Disconnect or Logoff ..... 7
  - Why would you want to disconnect? ..... 7
  - What happens when my session times out? ..... 7
  - How do I disconnect? ..... 7
  - When you should logout and not disconnect: ..... 8
  - How do I reconnect?..... 8
  - What if I forgot to disconnect or Log out? ..... 8
  - How many concurrent sessions can I have on a given server? ..... 8
- Full Screen vs. Less than Full Screen Windows: ..... 8
- Close the Terminal Services Connection ..... 8

## Customize a Remote Desktop Connection (RDP)

At the Windows desktop, right-click on the RDP icon and select "Edit" from the menu – you are able to view and edit settings for your CMS-WTS session.

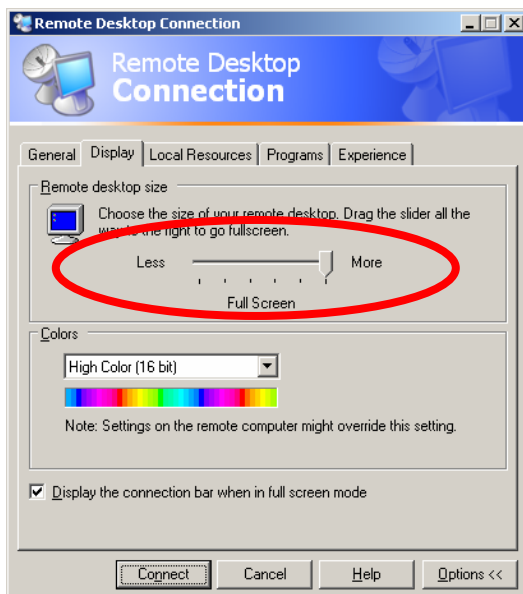


To explore settings, click on the tabs across the top of the screen.

Change the default "User name" from "jmustang" to your User name. 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."

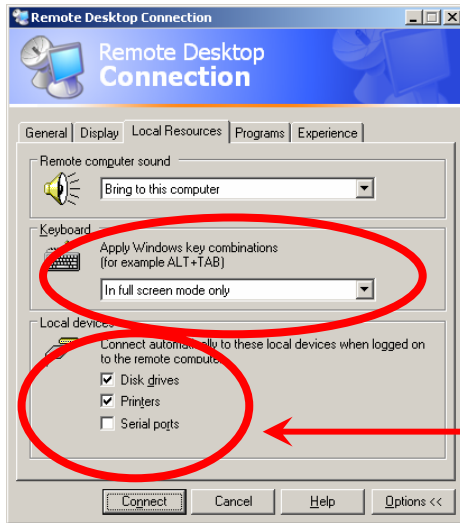
To save settings that you customize, click on the "Save As" button, then "Save" and "Yes" to replace the existing file.



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.

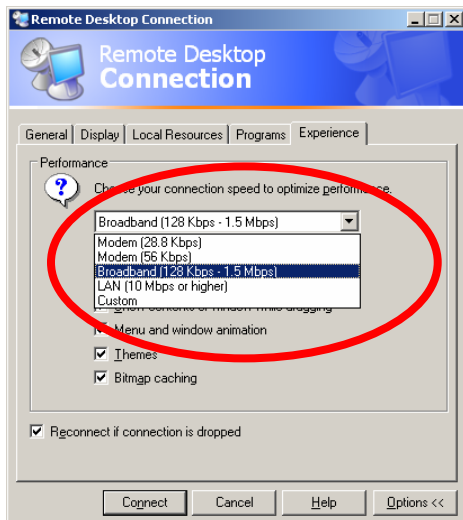


To enable the “ALT-Tab” capability to toggle between CMS-WTS and your local computer, select the “Local Resources” tab and then “On the local computer” from the drop down menu.

The default setting is “In full screen mode only” (which retains “ALT-Tab” only within the CMS-WTS session).

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

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.

## Login

Start Terminal Services from the icon on your desktop.



CMS-WTS.rdp

The Log On window will appear.

Enter your Cal Poly Username and Password, then click the OK button.



The Terminal Services window will appear.

Double-click one of the icons from the desktop to use BrioQuery, nVision or PeopleTools.

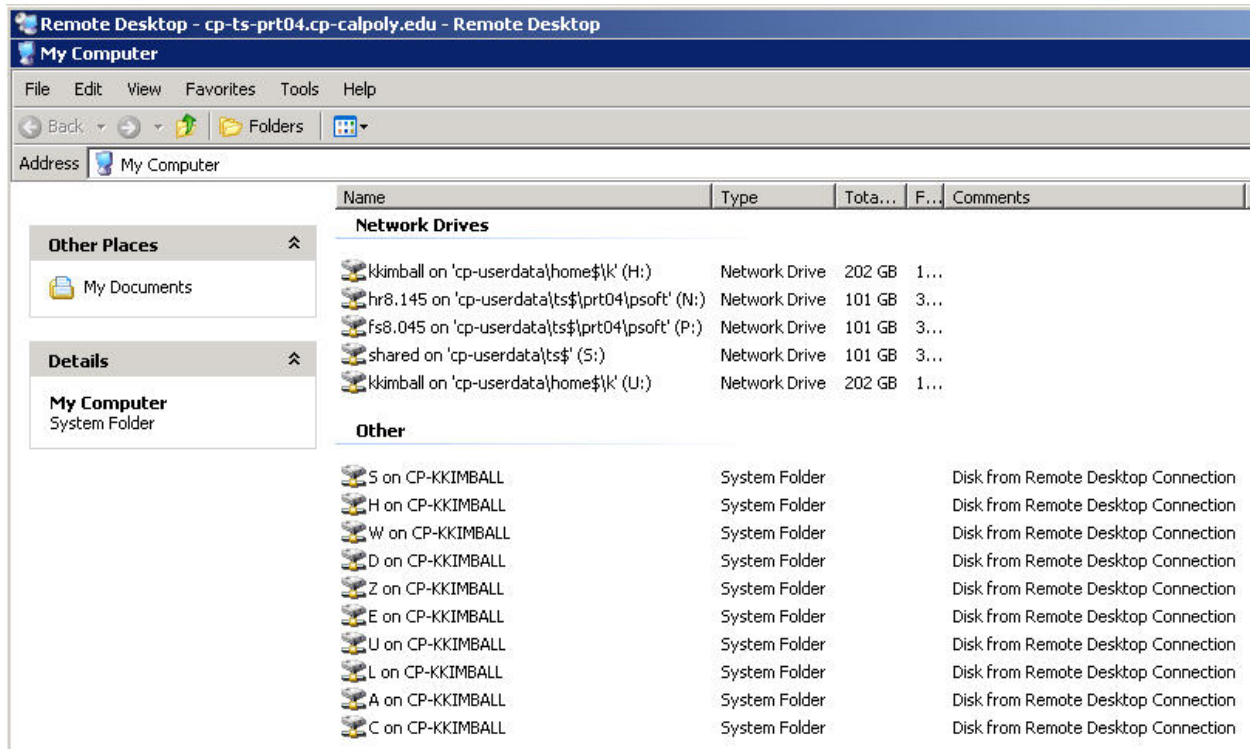
Other applications are available from the **Start** menu... **All Programs**.



## Network and Local drives

Windows and Mac workstations will show the available drives similar to the picture displayed below. The number of drives listed will depend on the type of CMS access you have and how your workstation is configured on the Cal Poly campus.

To view available drives select My Computer from the Start button.



## Citrix Legacy Data

Files stored on the Citrix server Home drive have been moved to the Terminal Services server and placed into a folder called **Citrix Legacy Files**. This folder is viewable in the My Documents folder inside your Terminal Services session.

You can access Citrix Legacy Data in multiple ways:

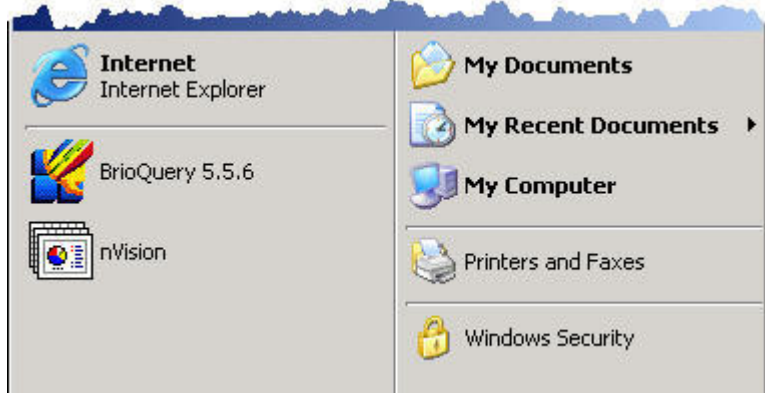
Double-click the **My Documents** icon on the desktop.



To add a new folder, click the Make a new folder item.



Or select **My Documents** from the **Start** button.



Or from the **My Computer** window, double-click the **U:** drive that appears in the list of Network Drives.

Name	Type	Total Size
<b>Network Drives</b>		
kkimball on 'cp-userdata\home\$\k' (H:)	Network Drive	202 GB
hr8.145 on 'cp-userdata\ts\$\prd\psoft' (N:)	Network Drive	101 GB
fs8.045 on 'cp-userdata\ts\$\prd\psoft' (P:)	Network Drive	101 GB
share\$ on 'cp-userdata' (S:)	Network Drive	252 GB
kkimball on 'cp-userdata\home\$\k' (U:)	Network Drive	202 GB
<b>Other</b>		

## Local Drives via Terminal Services

Local drives will appear differently depending on whether you use a Mac or Windows workstation.

### Windows Users:

To access or save files to your local computer, from the My Computer display, select the drive labeled **C on CP-username** listed in the **Other** category.

If you are connected to a department network, those drives will be listed here as well.

If you are working from home the drives listed in the **Other** category will be the drives on your home computer.

<b>Other</b>	
A on CP-KKIMBALL	
<b>C on CP-KKIMBALL</b>	
D on CP-KKIMBALL	
E on CP-KKIMBALL	
H on CP-KKIMBALL	
L on CP-KKIMBALL	
S on CP-KKIMBALL	
U on CP-KKIMBALL	
W on CP-KKIMBALL	
Z on CP-KKIMBALL	

### Mac Users:

To access or save files to your local computer, from the My Computer display, select a drive listed under the **Other** category.

If you are connected to a department network, those drives will be listed here as well.

If you are working from home the drives listed in the Other category will be the drives on your home computer.



## Disconnect or Logoff

WTS sessions will timeout if left in an idle state for more than 30 minutes. You must stay actively working in the session to stay connected. On occasion you may run a process that takes longer than 30 minutes to complete. Even though the process is running the session appears to be idle and may timeout before the process completes. If that occurs the process will be cancelled and the results are lost.

WTS allows you to **Disconnect** from a session while a long process is running. When you log back on you are returned to the session that you disconnected from and can continue from where you left off. The process that you left running may have completed and you will now have access to the results.

## Why would you want to disconnect?

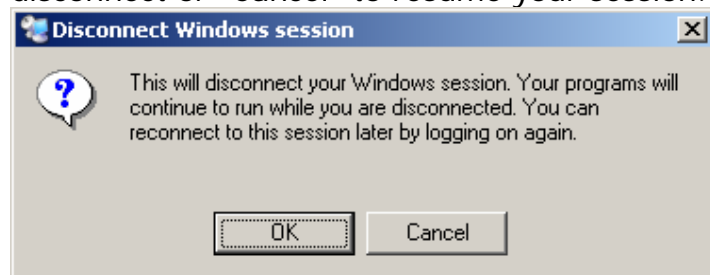
- Running a process that runs longer than the idle timeout on the WTS server (~30 minutes, Doug is checking on this).
- Running a process and then having to leave for a meeting before its finished.
- Starting a process from one location and letting it run while you move to another location (e.g., from your office to home or to another office).

## What happens when my session times out?

All running applications will be terminated.

## How do I disconnect?

Simply click on the X in the yellow tab on a full screen window or on the X in the upper right of a less than full sized WTS window. You should then be presented with the "Disconnect Windows session" message to disconnect. Click "OK" to disconnect or "Cancel" to resume your session.



### **When you should logout and not disconnect:**

Never leave your sessions disconnected to keep it active. Always log out when you have finished your session.

### **How do I reconnect?**

You simply connect to the same WTS server again and login using the same user account. It should pick up the session where you left off as far as window arrangements and the processes that were running while you were disconnected will continue to run to possible completion while disconnected.

### **What if I forgot to disconnect or Log out?**

Simply connect using the same server and user from another location and it will take over the session from the first workstation. You can then log out or finish your work and then log out.

### **How many concurrent sessions can I have on a given server?**

One. If you try to start another with the same user it will take over the previous session.

### **Full Screen vs. Less than Full Screen Windows:**

By default, the connection links on the web site will give you a full screen WTS session. To get a regular window perform the following steps:

1. Right click on the link and save the link on your workstation.
2. Right click on the saved RDP file from step one and select edit.
3. Go to the "Display" tab.
4. Slide the slider until it presents you with the window size you want.
5. Go back to the "General" tab and click on "Save as..." and save it under the same name.
6. Click on "Connect" to start the session.
7. Once the window opens, you'll discover that it does not open it to full size (the size you specified), simply double click on the title bar or click on the maximize icon (next to the close icon), to increase the window to the desired resolution or your monitor resolution, whichever is less.

### **Close the Terminal Services Connection**

It is important that you close active applications and shutdown the Terminal Services connection properly.

1. Exit all active applications.
2. Select the Start button in the lower left corner.
3. Click the **Log Off** button.
4. When prompted, click the **Log Off** button on the Confirmation message.