

Thin Client User Guide

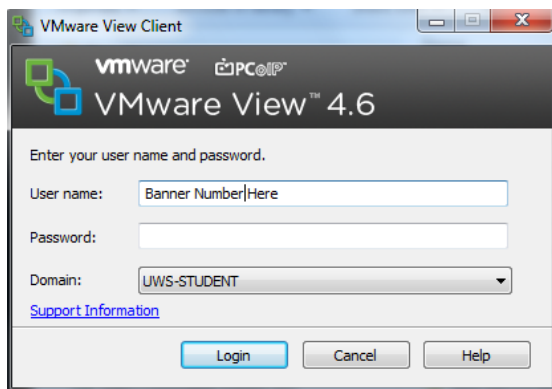
Welcome to the University of the West of Scotland's Thin Client system

Logging in

To begin, click on the icon in the top left corner of your desktop – it looks like this :



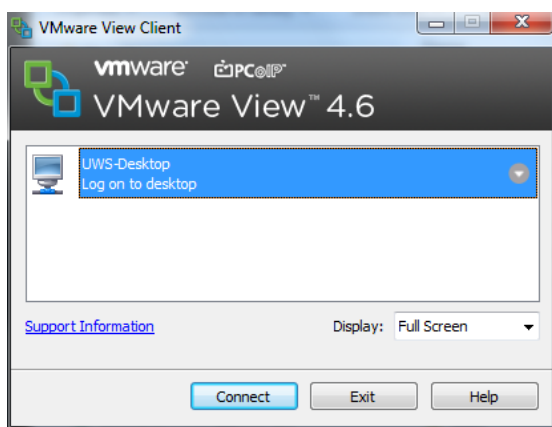
You will get this screen next :



Enter your Banner number as the **username** – this can be found on your student card

Enter your **password** and click **Login**

Once you have successfully been authenticated you will see this screen :

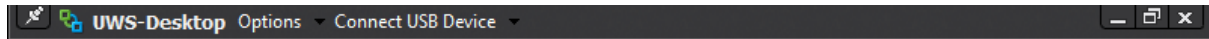


Highlight **UWS-Desktop** and click **Connect** – you will be logged in and receive a desktop as normal

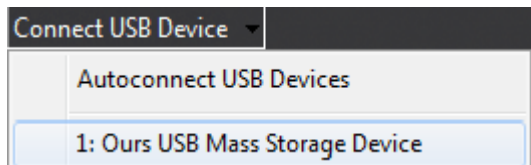
USB Devices

Once you are at your desktop you may wish to connect a USB device

Insert your USB device into the USB port and then go to the top of your screen – a drop down bar like this will appear :



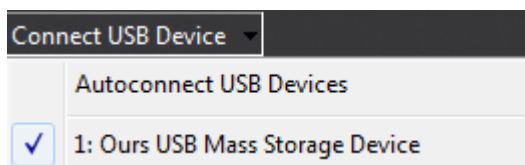
Click on the arrow on the left of **Connect USB device** and you will get a menu like this :



Your device will appear next to the number

Click on it – this will connect your USB device to the desktop

Note – it may take a few seconds to appear in My Computer on your desktop – to check if a device is connected, go back to the menu and a tick will appear next to connected devices as shown below :



Saving Files

Always save your files to your H drive or to a USB device. Never save anything on the desktop or C drive as, once you log out, this will be **deleted!** There is a folder on your desktop with your banner number – **never** mistake this for your H drive – any work saved there will be **lost** on log off.

***Remember to save work regularly and to your H drive or USB device.**

Disconnection - IMPORTANT

Should you be disconnected from your desktop for any reason without logging out, you will have 5 minutes to log back in. If you log back in within the 5 minute time period, you will get your desktop as you left it. If you fail to log back in within the time limit, your desktop will be lost along with any unsaved work. This does not apply to logging out. Once you log out, your desktop is deleted along with any unsaved work.

***Remember to save work regularly and to your H drive or USB device.**

Printing

When you log in, you will be assigned the printer closest to your location. When you want to print a document, please choose the printer from the drop down list of printers.