



VDI Quick Start Guide

Logging in: Users must have valid user credentials in order to access the computer. An authenticated login to the computer does not automatically log them into their network shares. See Novell file shares section for more details.

- Students and staff should be able to login to the computers using their normal credentials (the same ones that are used to login to Novell)

Selecting a Pool: A pool is a collection of virtual desktops that have been configured in a certain way (settings, available software, etc.) based on identified needs of a user group.

- Upon a successful login, the user will see some computer icons with names such as:
 - “Your Campus” General Use Lab
 - “Your Campus” Library
 - “Your Campus” Science Lab – (Middle and High School campuses only)
- The user just needs to double-click on the pool of interest in order to launch the virtual desktop.
 - A user in the library would likely select the library pool whereas a user in the lab might select the lab pool. **However**, the user can select any pool of interest regardless of their physical location on the campus. For example...a high school student may be working in the library, but really needs to finish working on a project that he started in Science. This student can select the science lab pool and have access to the science software even though he is physically sitting in the library.

Using the Computer:

- After selecting the pool of interest, the user will receive the applicable desktop experience that is assigned to the pool. *At this time, there is very little differentiation between what the user will have access to from one pool to the next. However, over time we will start to get more granular with the software/settings in each pool as needs change, which will make pool selection an important aspect of the login process.*
- Software is available to each user in the **MY APPLICATIONS** folder located on the Desktop and contains software that is compatible with Windows 7 and has been approved for continued use in the District. Additional software titles may become available as we proceed through the implementation and user needs are clarified/assessed.

Novell file shares (Personal Drive, Student Share, Staff Share)

- Novell is available on the computers as an optional resource and no longer appears as a mandatory login screen.
- This means that users must login to Novell on an as-needed basis in order to access their network file shares.
- **IMPORTANT:**
 - Although Novell has been installed in the virtual desktop, the icon for the Novell login screen is a bit hidden at this time. **WE ARE WORKING TO CORRECT THIS ASAP.** In the meantime, users need to click on the small up-arrows located in the system tray near the clock in the lower-right hand corner of the screen and then right-click on the Novell icon and select Novel Login from the menu that appears.

- When the login screen appears, users need to enter their appropriate username and password, click on the TREES button, click OK, and then click OK again. **(This too is a known issue that we are working to correct as clicking on the TREES button should not be required.)**

Printing:

- At this time, printers are not available on the VDI stations.
- We have identified the solution that needs to be implemented to allow for printing, but it will take time to implement as we must configure each printer on an individual basis for use in the VDI environment.
- **TEMPORARY SOLUTION:**
 - Users should save their work into their Novell directory or into another online repository, such as Google Docs, and then use a traditional computer that is already configured to print in order to call-up the document and then print it to the designated printer.

Logging Off:

- When the user has completed their work on the VDI station, they need to log off of the computer by clicking on the start button in the lower right-hand corner of the screen and selecting LOG OFF from the Shut Down selection menu.
- The computer will return to the original login screen and is ready for the next user.

Powering On / Off:

- There is a power button on the VDI station that needs to be pushed to turn the station on or off.
 - Blue illumination = ON
 - No illumination = OFF

THINGS TO KNOW

- **Refresh @ Log Off:**
 - Each time a user logs into a virtual desktop station they will receive a pristine image as if the station has never been used before. In other words, everything that the previous user has done on the station (deleted icons, changed the back-ground, changed icon names, installed software/games/etc) will be wiped-out and restored to the normal pristine condition.
 - **IMPORTANT:** This also applies to work that is saved on the desktop. When the user logs off of the desktop, it will be restored to pristine condition, which means that the work will be wiped-out as well.
 - **Users must save their work into their network file share or other online repository and NOT on the desktop or in My Documents on the virtual desktop station as it WILL NOT BE RETRIEVABLE.**
- **Keyboard/Mouse Inactivity:**
 - In the event that a mouse or keyboard is not responsive simply unplug and re-plug in the mouse or keyboard into the USB port on the back of the VDI station. This is an anomaly that seems to occur on random stations when the station has been powered on for an extended amount of time in an idle state. It is being investigated.