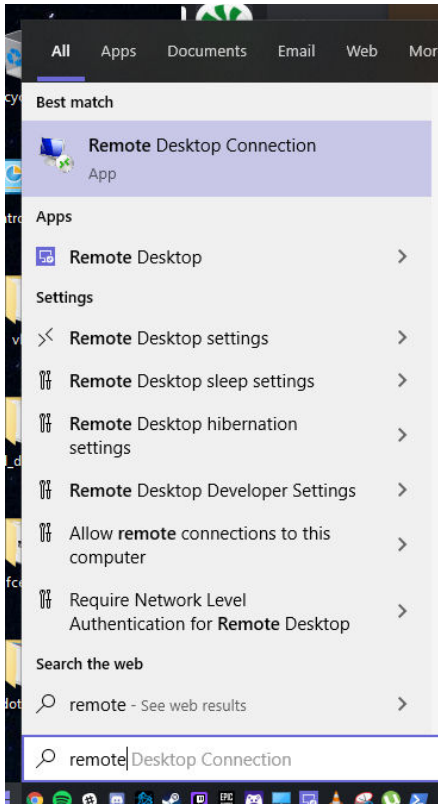


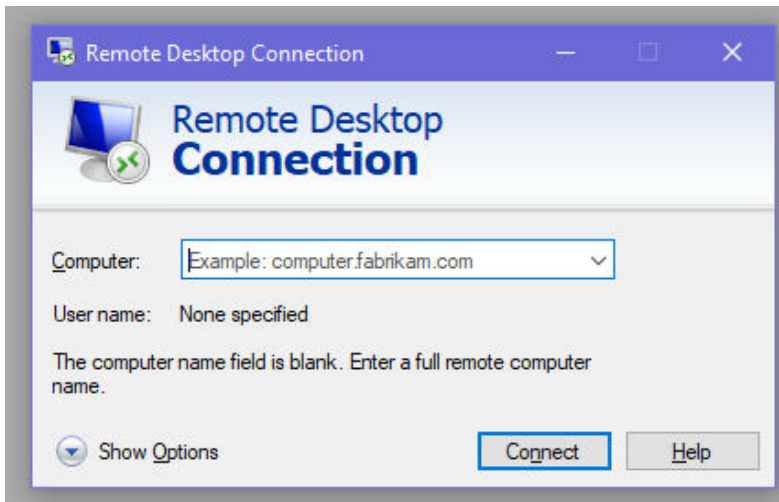
Using Remote Desktop

For those who need to use their UCO desk computer remotely from a Windows PC that they have at home, here are some instructions.

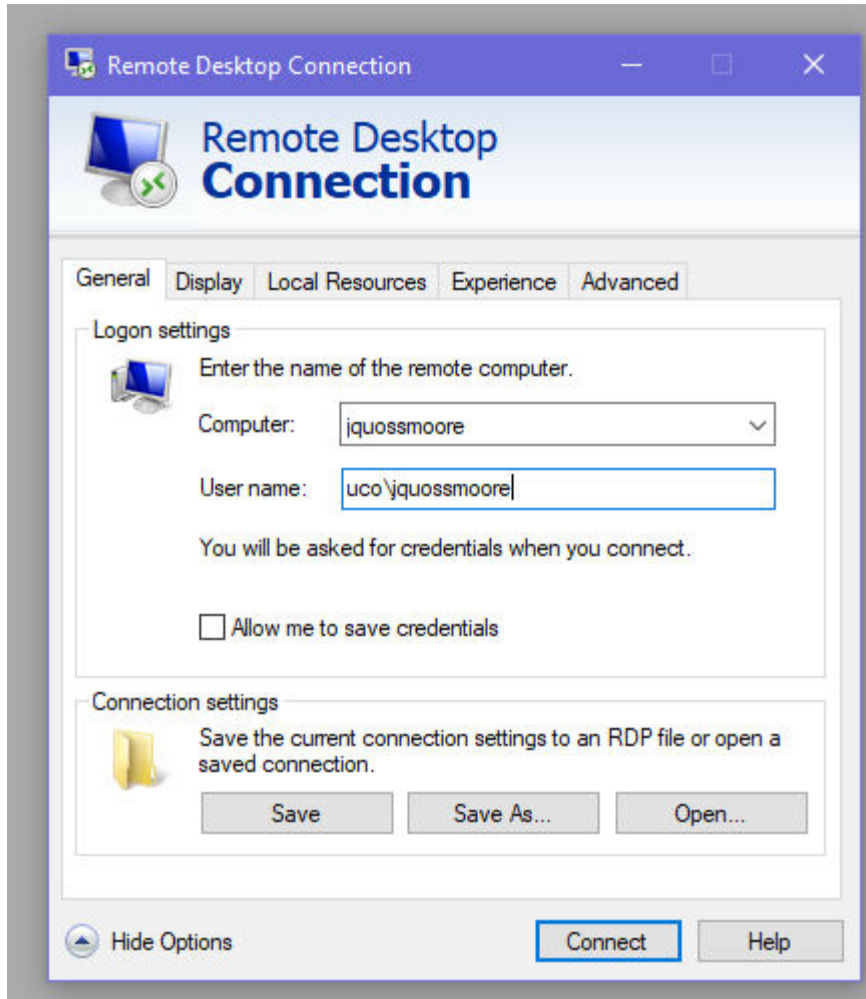
- If you're off campus, you'll need to be connected to the VPN. See the [instructions on setting up Cisco AnyConnect](#).
- Next you'll need to make sure your office computer isn't in sleep mode. Visit the wake-up page at <https://surveyor.uco.edu/WRA/>
- Your **Computer name** is usually the same as your user name. Enter it and click **Search**.
- Click **Wake** if the search results don't include something like "**Ping reply from 10.28.17.179 (in 0 ms)**"
- You may need to wait up to a minute before the page shows a **ping reply**
- Once that page is showing a ping reply, hit the **Windows key** on your keyboard to bring up the start menu. Then type "**remote**".
- You should see an item called **Remote Desktop Connection**, pictured below. Click to launch it.



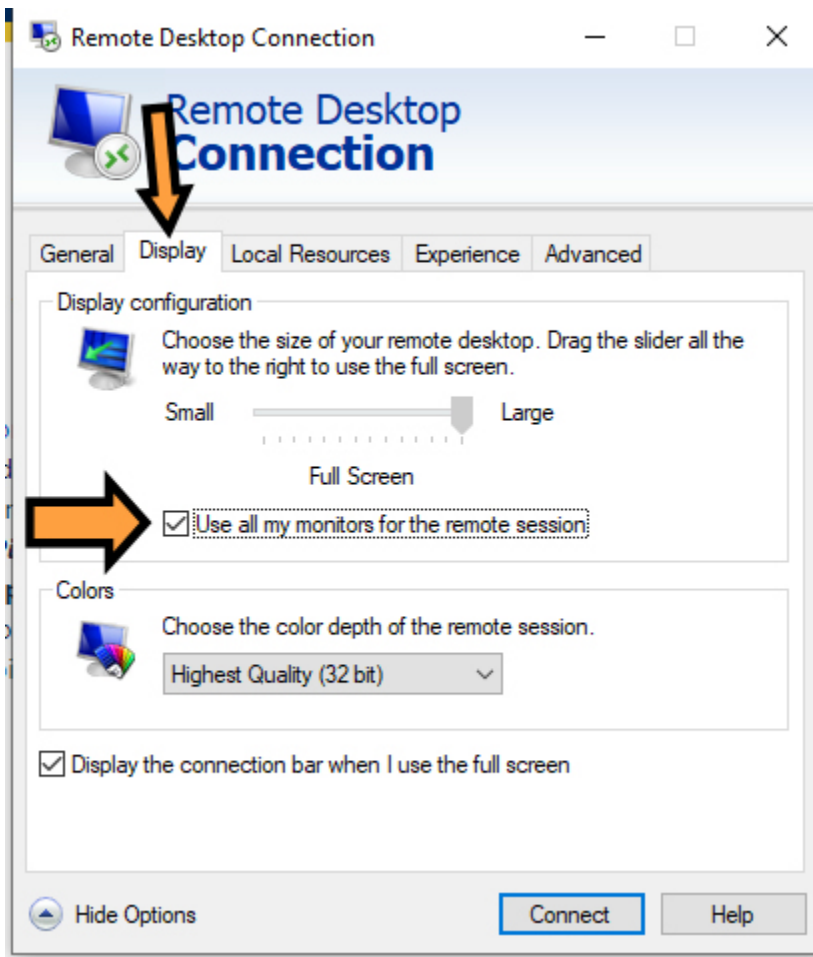
- That will bring up a window like the one below. Click on the **down arrow** in the lower left corner, next to **Show Options**.



- Your **Computer** name is the same as before, usually the same as your user name.
- When entering your **User name** add “uco\” to the front of it, as shown below. (make sure it's the backslash, the one above the enter key)



- **OPTIONAL** – If you have more than one screen connected to your local computer and want to use all of them for your remote desktop, select the **Display** tab and check the box next to **Use all my monitors for the remote session**



- Click **Connect**, enter your usual password, and you should be connected!

If you encounter any issues during this process, please [contact Library Systems staff](#). (Non-library staff and faculty can contact the [help desk](#).)