UVIC DIGICASTER HOW TO:
SET UP REMOTE DESKTOP FOR COOLSIGN ON WINDOWS

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STEPS

1. Press the Windows Key and R to bring up the Run command.

   ![Run dialog box](image1)

   Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

   Open: 

   OK  Cancel  Browse...

2. Type mstsc and click OK.

   ![Run dialog box](image2)

   Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

   Open: mstsc

   OK  Cancel  Browse...
3. Remote Desktop Connection (RDC) opens.

4. By Computer, type **206.12.208.205:33589**.
5. Click the triangle next to **Show Options**.

6. Enter the ID provided for you for the Remote Desktop Connection for CoolSign content management, preceded by `\` as shown below. In this example, the ID is uvicami, so I typed `\uvicami` for the username. Please note the `\` is a backslash usually found on the `|` key, not the forward slash, `/`, found on the `?` key.
7. Click the **Local Resources** tab.

8. Click the **More** button.
9. Click the + next to Drives to expand the selection.

![Remote Desktop Connection](image)

10. Select the **local** or **network** drives where you store your CoolSign content. In this example, I store my content in “My Documents” which is redirected to `\netdrive.uvic.ca\home\ami\My Documents` so I select ami (`\netdrive.uvic.ca\home\ami\My Documents`) R: and click **OK**.

![Remote Desktop Connection](image)

**Note:** If you do not have your `\netdrive.uvic.ca\home\netlinkid` folder mapped to a drive on your computer, and you want to access your redirected My Documents or Desktop files, you will need to map a drive (see Appendix) prior to configuring RDC.
11. Click **General** and select **Save As**.

12. Select a convenient location, such as your desktop, to save the RDC configuration. Give it a meaningful name, such as CoolSignCM.rdp and click Save.

13. In future, instead of using Windows-R and mstsc, you can double-click the shortcut to launch RDC with your saved settings.
14. Click **Connect** or, double-click the shortcut you created.

**Note:** You may be prompted to trust the connection to the remote computer. Ensure you have the correct IP address (**206.12.208.205:33589**) and click **Connect**. (If you do not want to be prompted again, click the box by Don’t ask me again for connections to this computer before clicking Connect.)
15. You are asked to enter your password. Note that RDC replaces the . before your \username with your current computer name, which is CLTE-3005 in this example.

16. Type your password and click **OK**.
17. RDC connects and you see a Windows 12 style desktop.

NEED HELP?
If you have any issues with the accessibility in this document or would like any clarification or additional information, please contact:

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