

## Login to Windows Lab Remotely

Using your preferred web browser, navigate to the web address [winlab.gvsu.edu](http://winlab.gvsu.edu)

## Starting a Windows Lab Session

There are two protocol options available to access a Windows Lab computer – In Browser(HTML5) or RDP

### **In Browser**

To start a session within your preferred web browser – click connect on the Resource “Windows lab – Opens in Browser”

### **Local RDP Client**

To start a session using a local RDP client – click connect on the Resource “Windows Lab – Using Local RDP Client”

An RDP file will be download locally to your device, open that file

The local Remote Desktop Application will start, you can safely ignore any warnings and select the check box that states “Don’t ask me again for connections to this computer.” and click connect

You will be prompted for your password, enter your password and click OK

## Windows Lab – Opens in Browser Basics

### Uploading Downloading Files

You can upload and download files between your local machine and the Windows Lab computer.

#### **Upload a File**

Simply drag and drop a file from the local machine to the Windows Lab Computer running within your local RDP client.

#### **Download a File**

From the Windows lab Computer open the desktop application File Explorer

Click This PC

Double Click on the Redirected drives and folder labeled “Guacamole Filesystem on Guacamole RDP”

Simply add any files you want downloaded to the local PC to the Download Folder – This will start a download to your local machine in your preferred browser.

### Printing a File

Sometimes you might need to print a file from the Windows Lab computer.

### **Print to PDF**

In the Select app navigate to File > Print

The default print should be “Guacamole Printer” if not select the “Guacamole Printer” under Printer.

Click Print to print your document – This will start a download to your local machine in your preferred browser.

Once the file is downloaded to your local computer you can now open the file and print from your that device.

### **Print to GVPRINT**

Select the appropriate GV Printing type under Printer

Click Print to print your document and release at any of the GVPRINT Printing locations.

## **Windows Lab – Using Local RDP Client Basics**

You can upload and download files between your local machine and the Windows Lab computer using some local RDP clients.

### **Upload a File**

Simply drag and drop a file from the local machine to the Windows Lab Computer using your local RDP client if supported.

### **Download a File**

Simply drag and drop a file from the Windows Lab computer to the local machine using your local RDP client if supported.

### **Local Drives**

Some local RDP clients support local drive redirection, you will see your local computers drives within the Windows Lab computer if supported.

## **Printing a File**

Sometimes you might need to print a file from the Windows Lab computer.

**Print to local printer** – Some local RDP clients support redirection of local printers

Local printers will appear as a printer with the Windows Lab session

In the Select app navigate to File > Print

Select your local printer under Printer

Click print to print your document directly to your local printer

### **Print to PDF**

In the Select app navigate to File > Print

Select Microsoft Print to PDF (redirected X) under Printer

Click Print to print your document – This will start a download to your local machine, save the pdf file locally.

Once the file is downloaded to your local computer you can now open the file and print from your that device.

**Print to GVPRINT**

Select the appropriate GV Printing type under Printer

Click Print to print your document and release at any of the GVPRINT Printing locations.