

VMware View User Guide

Purpose: The purpose of this guide is to provide a basic orientation on how to use VMware View to access applications on PCC's administrative network. It is recommended that you read through the entire guide in order to help familiarize yourself with the capabilities and limitations of VMware View.

Overview: The VMware View product is designed to allow users access to applications and content from off campus that you normally wouldn't be able to access unless you were on campus (this product replaces Citrix). This includes access to:

- Microsoft Office applications
- INB Banner
- Ultimus
- Etc...

You will also be able to access your network drives (N:, S:, T:, U:, etc...), documents, and network printers, as well as any local printers directly attached or networked to your home PC as well as files residing on your USB drive plugged in to the PC you are using to access VMware View. You have the ability to copy files between your thumb drive and your network drives, and to print documents to your network printer from home.

If you are using Windows 7 on your office PC, your desktop icons will be displayed; otherwise you will get a standard initial desktop. If this is your first time logging in to a PCC Windows 7 desktop, your Internet Explorer Favorites will be copied from your Windows XP settings. Subsequent logins will not sync desktop icons or Internet Explorer favorites between Windows XP and Windows 7. Any changes made to your Windows 7 VMware View Desktop will be reflected on your office computer running Windows 7.

Tutorial: The following is a brief tutorial to walk you through the basics of VMware View. This tutorial should take less than 5 minutes to complete.









1. Open and log on to the VMware View client by Double-Clicking on the **VMware View Client** icon on your desktop.
2. After connecting, you should be presented with a standard Windows 7 desktop.
3. To connect to a USB drive:
 - a. Plug the drive into a USB port on your local computer
 - b. After the drive is recognized by your local computer, click the “Connect USB Device” menu on the top bar of the View Desktop window and select the USB drive from the dropdown menu



- c. Your drive should show up in Windows Explorer after a few seconds and is ready for use.
 - d. **Kb – I noticed that the USB device can only be seen in one location or the other. In other words, when you first plug in the USB device it is recognized by the local computer. However once you “Connect USB Device” in VMWare and it appears there, you can no longer see it via the local computer. In order for the local computer to see the USB device again, you must go into VMWare and deselect the USB device under “Connect USB Device.**
4. Click Start → All Programs → Microsoft Office → Microsoft Word 2010
5. Click File → Print
 - a. Any printer locally attached or networked to your local PC should be available for printing from any View Desktop application print dialog box. You should also be able to print to any network printer you normally have mapped on your PCC Windows 7 PC.

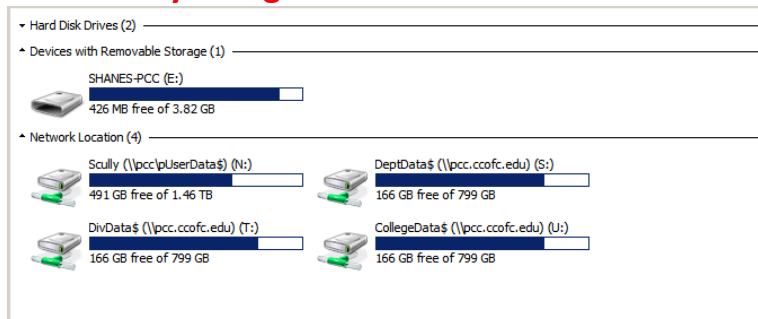
Printer



-  CA010A_LJ4000 on pccpfp01#:7
Ready
-  CA010_CLJ4025 on pccpfp01#:6
Ready
-  CA010_WC5740 on pccpfp01#:5
Ready
-  CA010A_LJ4000 on pccpfp01#:7
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-  Fax#:4
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-  HP Officejet Pro L7500 Series#:8
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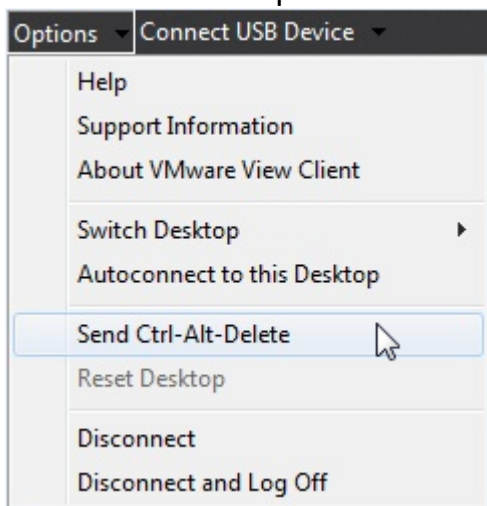
6. Click File → Save As

- a. You have the ability to save to any USB drive that has been connected to your session or any of your normal network drives. **Please note that, although the C: and D: drives are available; any data saved to them will be lost when you log out.**



7. Exit Word without saving

8. If your View Desktop screen happens to lock due to inactivity, you can invoke Ctrl-Alt-Del from the “Options” menu on the top bar of the View Desktop Window and unlock the desktop.



9. When you are finished with your remote session, click START → LOG OFF

Some things to be aware of:

- If for some reason you are disconnected from your VMware View session before logging off, you can reconnect and return to where you left off simply by Double-Clicking on the **VMware View Client** icon and logging back in to the application.
- You have 10 minutes from the time you were disconnected to reconnect before the system will log off your disconnected session.
- If your session is idle (no input from the keyboard or mouse) for one hour, you will be automatically disconnected.
- If you have any trouble, please call the PCC Computer Help line at 549-3350 or send an e-mail to help@pueblocc.edu