

Information Services



Activating Wake on LAN/Remote Access for Your Office Computer

This guide is intended to show you how to activate your office computer for the Wake on LAN service, and to remotely connect to it. This allows you to remotely wake a computer from a sleep or hibernate state in order to work on it from remote locations.

This document is intended for those with computers connected to the University's wired network. The set up process cannot be performed via VPN, on wireless, or on an open-access lab computer.

These instructions can be used on Macintosh or PC.

For any problems or questions, please contact <u>IS.Helpline@ed.ac.uk</u> or phone (6) 515151.

Activating your computer for the Wake on LAN service

 Log in to the computer that you would like to register for the Wake on LAN service. On that computer, log in to www.myed.ed.ac.uk 	Mole ruge, researched and register and r
 Add the My Wake List channel to MyEd. For assistance in this, please see section 2 – "Adding a Channel to MyEd". My Wake List is in the User Support category of channels. 	Customise Steps for adding a new channel: 1. Select a category: User Support Seted a subcategory for "Ward Support" Seted a subcategory for "Ward Support" Seted a subcategory - go - Select Subcategory - go ** Lat does not include channel: 3. Add the selected channel:
3. Return to MyEd's Home Page by clicking Home in the top right-hand corner.	
4. Navigate to where you added the My Wake List channel.Click Add to My Wake List.	My Wake List My Wake List allows me to remotely wake my registered computer(s). Add to My Wake List Register current computer into My Wake List.

Activating your computer for the Wake on LAN service

5.	A new window will open.	Ø My Wak Lit - Window Internet Explore Image: Second Se
	Click the Add button (it contains your computer's name).	Shy Wake Lie Shy Shy
6.	You will receive a confirmation that your computer has been added. Close this window.	 Adding is-usd-0013.is.ed.ac.uk / Windows Internet Explorer
7.	In the browser window that contains MyEd, refresh the page (press refresh, or press F5). Your MyEd channel will update to show the computer you added.	My Wake List My Wake List Add to My Wake List Further Information Online? Remote Computer Options is-usd-0013.is.ed.ac.uk Refresh My Wake List
8.	You will now be able to wake your My Wake List registered computer by clicking on the Alarm Clock symbol using MyEd from any other computer. Computers that are already online will not show the Alarm Clock symbol. The Trash Can symbol removes computers from the list.	My Wake List My Wake List allows me to remotely wake my registered computer(s). Add to My Wake List Further information Online? Remote Computer Is-ued-0013 is.ed.ac.u Refresh My Wake List

Wake on LAN

Test that the above steps work before you leave your office building. If it does not work, contact local computing support or the IS Helpline (<u>IS.Helpline@ed.ac.uk</u>, (6)515151. It would be time-saving to take a note of your computer's name from the steps above if you do.

Adding a Channel to MyEd

1.	Log in to www.myed.ed.ac.uk			
	5	 ✓ ▲ 4y × Ø Google Ø - 		
	Click on the Customise link in the top right hand area of MyEd.	 Image: Tools → Image: Tools → Image:		
2.	You will see a graphical representation of your MyEd layout.			
3.	Click the tab that you wish to add a channel to.	Today 🖢 🔄 myStuff 🕑 🔄 Teaching 🎐 🔄 Services 🌢 🗲 Search & Info 🌶		
4.	In the position that you want to add a channel to, click Add Channel.	Add New Tab Steet C dawn Card PIN Card PIN Card PIN Card Channel Staff Personal Details D Cond Channel Cond Chan Cond Chan Cond Channel Cond Chan Cond Co		
5.	From the Select a Category drop down menu, select the category that the channel is in (if you know it) – otherwise choose " Select All ". Select your intended channel from the list of channels displayed in the Select a Channel drop down menu. My Wake List is in the User Support category.	Customise Steps for adding a new channel: 1. Select a category: ▶ User Support		
6.	Click Add Channel.	Gris managane (2), 7 (X)		
7.	You will be returned to the graphical overview of your layout and the channel will have been added. Click on Home . Your channel will have been added to your MyEd layout.			

Remotely Connecting to a PC

The Remote Desktop facility in allows you to access applications and data stored on a remote computer.

Registering your computer for remote connection

Please ensure that your computer is activated to allow remote desktop connections. Ask a local computing officer, or the IS Helpline (IS.Helpline@ed.ac.uk). It would be time-saving to take a note of your computer's name from the "Wake on LAN" steps above if you do.

1. Click on the Start menu/icon in	n your PC's Example User	Example User			
bottom left-hand corner, then:	Internet 😥 My Documents				
	F-mail My Pictures				
	Uutlook Express				
	Set Program Access and Defaults Wy Computer				
	Windows Media Player				
On an XP machine click	*k Run				
	Tour Windows XP W Help and Support				
	Res and Settings Transfer Search				
	Adobe Photoshop 7.0				
	Opens a program, folder, document, or Web site.				
	All Programs				
	Log Off 🧕 Turn Off Computer				
	🚺 start 💽 Adobe Photoshop 🛛 🖶 My Pictures				
	Programs (1)				
	I Run ding				
	Control F Location: Run				
	Run programs made for previous versions of Windows				
	View recommended actions to keep Windows running smoothly				
	Show which operating system your computer is running				
 On Windows 7, type Ru 	un into the				
Search box and click R	Run from the				
	re: First Swing at Wake on LAN				
Programs section	Run for Age Scotland				
	🚔 Free chocs this Mother's Day - 4 more days!				
	Files (11)				
	RunKeeper 2.4.3.0				
	(M) copy-editors_2011-02-16				
	Active Directory Training				
	[말]] Wimba PPT				
	> See more results				
	run × Shut down +				
2. The Run dialog box appears.	🖅 Run	X			
	Type the name of a program, folder, document, or Intern	net			
In the Open box, type mstsc the	1en Click OK. resource, and Windows will open it for you.				
	Open: mstsc	-			
	OK N Cancel Browse				

3.	The Remote Desktop Connection dialog	Remote Desktop Connection
	appears.	Remote Desktop Connection
	Type your computer name into the computer box. The full computer name can be found from your Wake on LAN list (section 1 of this	Computer: is-usd-0013.is.ed.ac.uk User name: None specified
	document).	You will be asked for credentials when you connect.
	Click Connect .	© Options Connect Help
4.	A log in screen appears. Enter your computer log in details to the User name and Password boxes.	Log On to Windows Copyright © 1985-2001 Microsoft Professional Microsoft
	Ensure that the Log on to box is set to ED .	User name: dmacgrue
	Click OK .	Password: Log on to: ED
		EN OK Cancel Shut Down Options <<
5.	Your computer is now ready for use. To end your session, click the X in the top right-hand corner.	- 6

Remotely connecting to a PC – troubleshooting

Some areas of the University will require you to activate a Virtual Private Network (VPN) account before remotely connecting to your PC:

http://www.ed.ac.uk/is/vpn

The easiest way to set up a VPN connection on your PC is to install the Cisco VPN Client: <u>http://www.ed.ac.uk/schools-departments/information-services/services/computing/desktop-personal/vpn/vpn-cisco-client/vpn-cisco-windows</u>

Remotely Connecting to a Macintosh

The Remote Desktop facility in allows you to access applications and data stored on a remote computer.



 Enter your Name a Username and Pas access a computer Click Connect. 	and Password. These are the ssword you would use to at the University.	Enter your screen of Nam Passwor Reme	rr name and passs "is-help-macd". ne: dmacgrue rd: ember this passw	word to share the vord in my keychai	n ect
7. You are now conn	You are now connected to the remote screen. When you have finished your session, click the Screen Sharing menu, and select Quit Screen Sharing.	Screen Sharing Connection Ed About Screen Sharing Image: Connection Image: Connecon Image: Connecon			on Ed
When you have fir Screen Sharing me					-
Sharing.		Prefere	nces		
		Services	s	•	· .
		Hide Sc Hide Ot Show A	reen Shar thers III	ring	•
		Quit Sci	reen Shar	ring	

If you require this document in an alternative format, such as braille or larger print, please phone IS Helpline on 0131 651 5151 or email <u>IS.Helpline@ed.ac.uk</u>

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