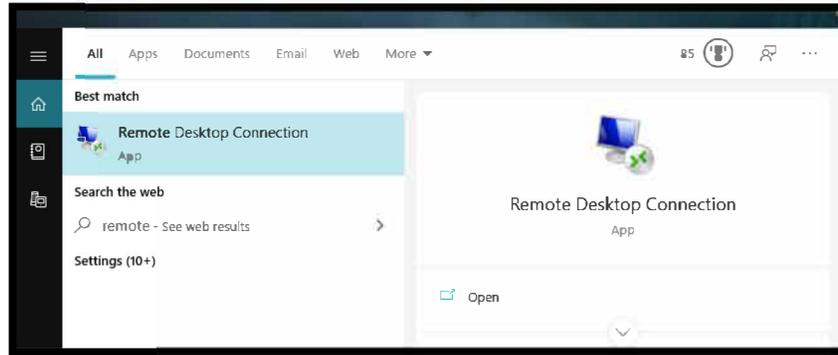


Remote Desktop Quick Reference Guide

Finding the Remote Desktop Client:

1) Press the windows key on your keyboard and type in "Remote Desktop" to search for the application:



2) Click on the Remote Desktop Connection app to launch it.

Connecting to an EPCC computer:

In order to access an EPCC device remotely the following must be in place:

1) You must be connected to our VPN in order to access the device.

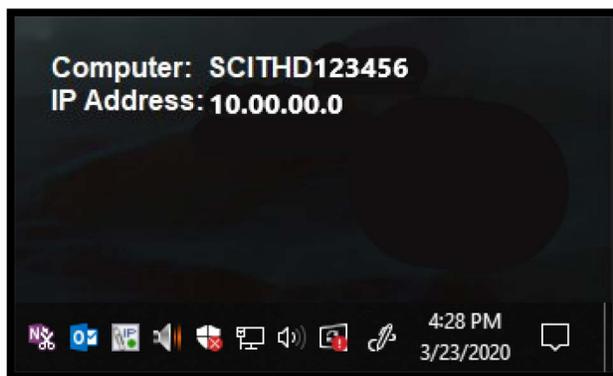
[\(Click here to access the VPN guide.\)](#)

2) The device you wish to connect to must be turned on.

3) You must have the EPCC computer name (system name) of the device.

You can find the EPCC computer name by:

Check the lower right-hand side of your desktop, above the clock, where you will see your computer name:



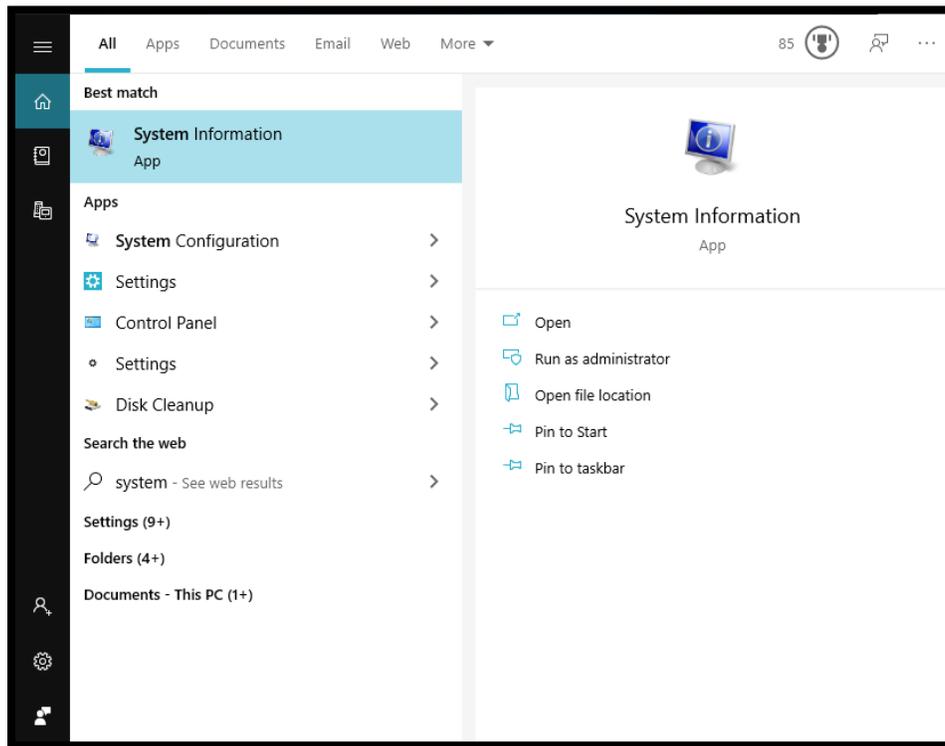
Note: The IP Address of your PC **should not be used** as this will change over time.

(If you do not see this you may need to restart your computer.)

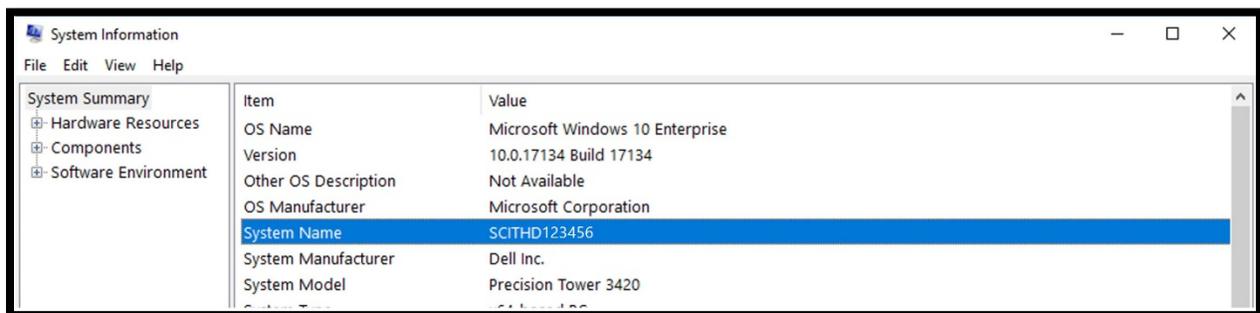
Check the IP Clip icon located on the lower right-hand side of your screen, near the clock:



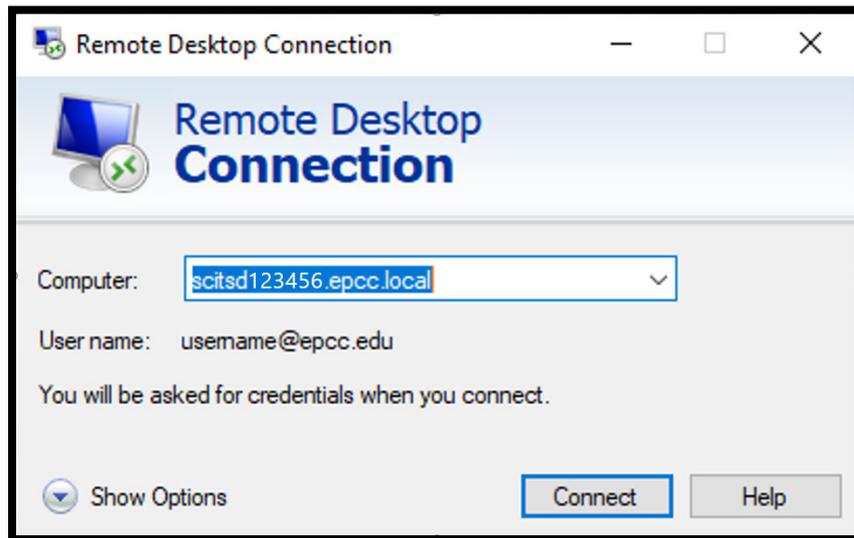
You can also find this by pressing the Windows key on your keyboard and type in “System Information” and click on the app to open it:



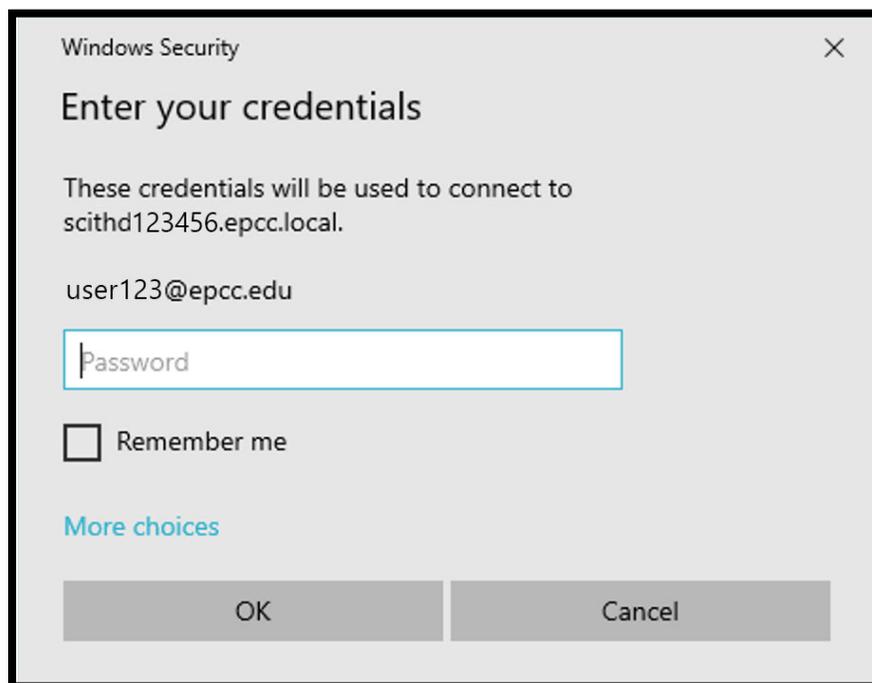
Find the “System Name” below. This is your EPCC computer name.



4) Input the EPCC computer name in the application, followed by .epcc.local as shown below and click Connect:



5) Input your EPCC password:



You will be connected to the device and can use most of the same functions locally as though you were sitting in front of it.