

# VDI User Guide

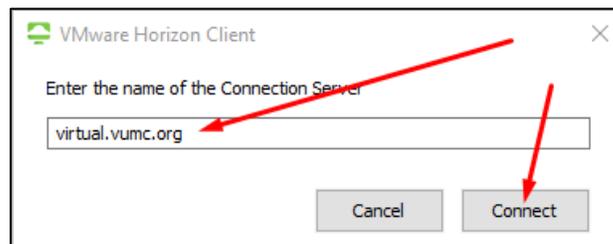
## Getting Started

Your workstation should have the VMware Horizon Client installed. Check your Start menu if you do not have an icon on your desktop. If the client is not installed, contact your local IT team for assistance with installation.

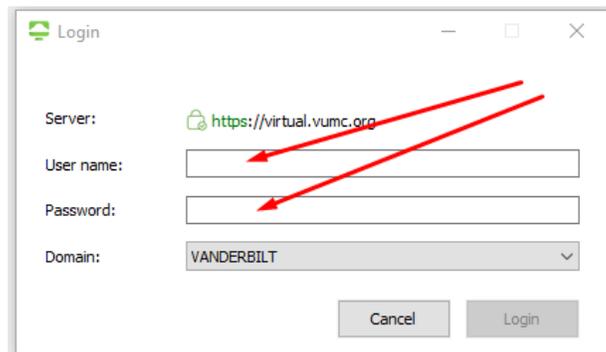
## Launching Horizon



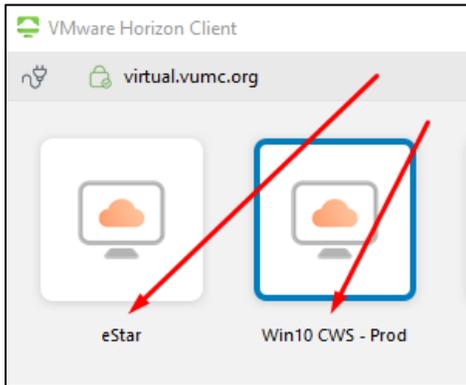
1. Launch the **VMware Horizon Client** from the Start menu or a desktop shortcut.
2. Click the icon labeled **virtual.vumc.org**
  - a. If the virtual.vumc.org icon is not present in the Horizon client, complete steps below. If the icon is present, then skip to Step 3:
    - i. Click **Add Server**
    - ii. Enter **virtual.vumc.org** as the Connection Server and click **Connect**



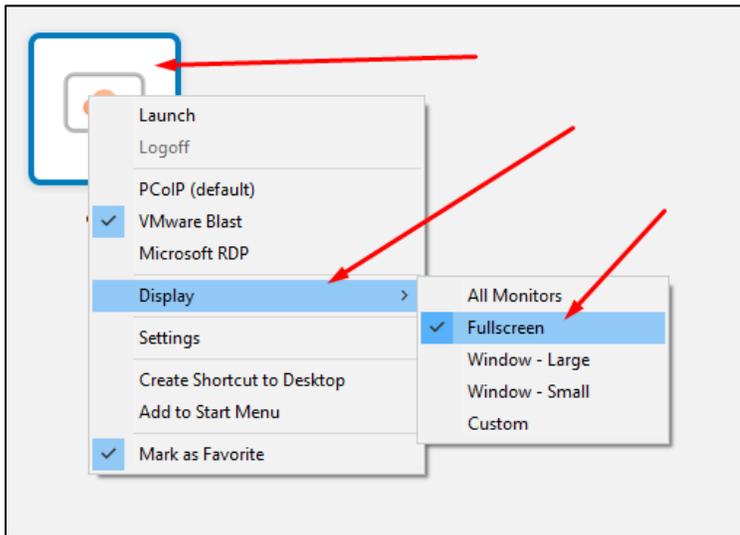
- iii. The Login dialog appears. Enter your VUMC ID and password then click **Login**



3. You will see the Desktop Pools or Published applications that you can access (this will vary from user to user).



4. If you have multiple monitors, you may want to change the VM to use only one monitor. Right-click on the Pool icon, then select **Display > Fullscreen**

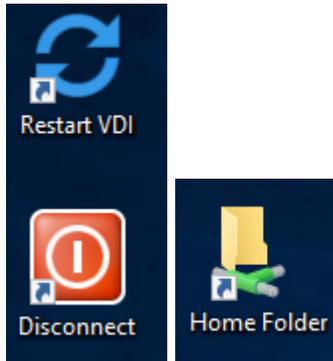


### Selecting a VM

1. Once you have connected to virtual.vumc.org, you will see icons listed for all Virtual Desktops for which you are entitled. Double-click a VM to launch it.

## Using VMs

There will be a toolbar at the top of your VM with VM Options, USB controls, minimize, maximize, and exit buttons. The main Window will let you interact with the virtual machine just as though it were a computer you were physically sitting in front of. Most VMs have 'Restart VDI' and 'Disconnect' icons. Most Desktops will also have a 'Home Folder' icon for saving files.



## Launching Applications

Applications generally launch within VMs just as they do in physical PCs.

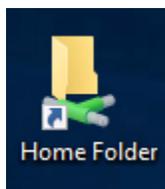
Some applications may need to be licensed or otherwise configured for first-time use.

## Saving Files

**Your VM gets deleted every time you log out, so you always want to save your files to You "Home Folder".**

### Your Home folder

Every Vanderbilt user has a 'Home Folder' on the network. Your VMs will have a 'Home Folder' icon on your desktop. Place your files in this folder. You can access these files from and physical or virtual computer on the Vanderbilt network.



## Ending your Session

There are two ways to end your session; logging out and disconnecting.

### Logging Out

You should save your work and log out of your VM at the end of every shift. Every time you log out, your VM gets deleted. Every time you log in, you are getting a brand new VM. It always looks like the same computer to you because we save your settings.

#### Ways to log out

- Most VMs have a Desktop Shortcut that says 'Restart VDI'. This will log you out.
- Restart or logging off using your VMs Start Menu
- Your VM has a Horizon toolbar at the top of the screen. Toolbar > Options > 'Disconnect and Log Off'

### Disconnecting

You should disconnect when you need to **temporarily** leave a VM but need to leave work in progress. This might include taking a lunch break or a clinician moving from station to station or room to room. Disconnecting is comparable to just turning off a computer's monitor or closing your eyes. The VM is still running. You just aren't seeing it. Disconnecting is not effective for troubleshooting because it does not give you a new VM or allow administrators to perform maintenance.

#### Ways to disconnect

- Your VM has a Horizon toolbar at the top of the screen. Toolbar > Options > 'Disconnect'
- Clicking the X button on your Horizon VM to close the Window
- Logging out, restarting, sleeping, hibernating, or shutting down your physical PC