First Time On-Campus VLab Setup

Android Edition

General:

This guide is a step-by-step walkthrough of downloading, installing and configuring VMware View Client for the University of Cincinnati’s VLab service on the Android operating system.

Guide Requirements:

- University Credentials (UC Username & Password)
- Internet Access
- Android Device
- Google Play Store Account

Guide Quick Links:

- Installation of VMware View
- Configuration of VMware View
- Using VMware View
Installation of VMware View

Open the Application menu and locate the **Play Store** app. It comes pre-installed on all Android devices. Click it to launch the application.
The Google Play Store menu will appear. Locate the search option in the top right.
In the search bar, type **vmware view** and then click the result that appears like in the picture below.
The VMware View app page will be displayed. Locate the **Install** button and click it.
Review the permissions and click **Accept & download**

Click **Accept & download**

The VMware View Client for Android. Contact your IT department for further support.
When the screen below appears, the app will download and install. Click the back button to return to the main menu.
The notification bar on the top will alert you once VMware View client has been installed.
Configuration of VMware View

Open VMware View by locating it in the app list of the main menu.

From the application menu, locate the VMware View app and click it.
The first time you open the app, the screen below will appear. Click **Add Server**.
A window will appear. Fill out the server address as in the picture below. You may put whatever you’d like for the server description.

Type: https://ucvlabs.uc.edu
And then click Connect.
A security warning will appear. Click **Continue**.
A login window will appear. Using your UC credentials, type your username and password into the appropriate text fields. Then click **Connect**.

Use your UC username and password. If you have problems, try the link below to reset your password.

[http://uc.edu/pss](http://uc.edu/pss)
A window like the one below may appear. Choose *Cech Vlabs*. 

Connection Server: https://ucvlabs.uc.edu
The first time you log in, you may receive the tutorial window as seen in the picture below. Review the information, and click **Done** to move on.
You will be presented with a Windows 7 desktop. Congratulations, you have successfully setup your VMware View client to access the University of Cincinnati’s VDI lab.
General:

This guide is an overview of the Virtual Lab system available to CECH students and faculty. This guide’s primary goal is to explain where and how to save files created while using CECH’s virtual lab.

Important Note:

The most important concept to understand when using CECH’s Virtual lab is that these are non-persistent virtual machines. The term non-persistent is referring to the fact that all that data created by the user will be deleted once the user logs out. This is a necessary feature in order to accommodate all users of CECH’s Virtual Lab. There are two recommended methods for saving work from a virtual lab session. These two methods are covered in this instructional guide. Other methods will work (like emailing the file to yourself) but are not officially supported.

Guide Requirements:

- University Credentials (UC Username & Password)
- Internet Access
- Completion of Virtual Lab Setup Guide

Guide Quick Links:

- UC Filespace Access
- Saving a file on UC Filespace
- Saving a file on a USB device
UC Filespace

When you log into CECH’s Virtual lab, the UC Filespace allocated to you by the University will be automatically mapped. Every student, staff, and faculty member at the University is allocated 1 gigabyte of storage. To read more about UC Filespace and its capabilities, try the link here.

On the Desktop, locate the icon entitled, **UC Filespace** and double click it.
A window will appear. Note navigation bar towards the top of the window. It shows that the UC Filespace storage is mapped as the **I: drive**. You can drag and drop files both on and off this storage.

This navigation bar shows that UC Filespace is mapped as the **I: drive**.

This is the UC Filespace storage. These are all the current files/folder on the storage. You can drag and drop files/folders on and off this storage.
Another way to access the UCFilespace storage is to double click on the Computer icon, and locate the Network Location section. From here, the storage can be accessed. You can drag and drop files both on and off this storage. Files can later retrieve from the UC Filespace storage either with a web-browser (ucfilespace.uc.edu) or with a client like FileZilla. More about this can be found here.

You can always access the UC Filespace storage through the Computer icon.
Saving a file to UC Filespace

In the image below, a word document has been opened and modified. In order to save the document to UC Filespace, click the **File** button in the top left corner.

![Click File](image)
Now locate the Save As button. Click **Save As**.
A Save As dialog window will appear.
On the left side panel, scroll down to locate the Computer icon. Click the **Computer** icon.
Now in the main window, locate the UC Filespace icon and double click it.

The UC Filespace storage will be an icon on the main display. Double click it to enter the storage.

You can also click this icon to access UC Filespace.
Now you can save the file with whatever name you’d like, anywhere on the UC Filespace storage. Feel free to create directories on the storage for organization.

Name the file, and click **Save** to save the file to the UC Filespace storage.

The navigation bar shows the current directory.
After saving the file, you can open the UC Filespace icon on the desktop to confirm that file has been saved. Files can be later retrieve from the UC Filespace storage either with a web-browser (ucfilespace.uc.edu) or with a client like FileZilla. You can read more about this here.

The file that was just saved now appears when you browse to the UC Filespace storage.
Saving to a local USB stick

CECH’s Virtual Lab offers the ability to save files to a local USB stick. By *local USB stick* it is meant that the USB stick is plugged into the computer you are currently working on. Some devices, like iPads, do not have USB inputs. For devices without USB sticks, it is recommended to use the UC Filespace storage option.

Locate the banner on the top of the VMware View window entitled, *Connect USB Device*. From the drop down list, click the USB device you would like to use.

The USB device driver software will begin to install, and notify you of the progress as in the picture below.

You will be alerted as the USB device is installed.
Once the driver software has installed, an **AutoPlay** window will appear. Click the **Open folder to view files** option. The USB device can be used just like it would be on a normal computer. Files can be dragged onto, or off the device.
To save a new file onto the USB device, open the Save As dialog box.

This is ANOTHER test file...
It will be saved on the USB Device.
Underneath the **Computer** icon will be an icon labeled as **Removable Disk**. Click on this icon to access the USB storage. Now title the file, and click the **Save** button to save the file to the USB device.

Locate the **Removable Disk** icon to save files to the USB device.

Name the file, and click **Save** when ready.
To remove the USB device, locate the **Connect USB Device** button on the top of the screen, and then click on the USB device which has a check next to it to remove the device.