

## How to... transfer files to and from CUE using Remote Desktop

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### Overview

While terminal services allows users to work entirely on a remote server, with access to a standard suite of applications and file stores, there are a number of scenarios where users may wish to copy files from their local machine to the server or to copy files from the server to their local machine.

The most common scenarios experienced by CUE staff are remote working from a Coventry University computer and working from a Laptop computer.

With Microsoft's latest Remote Desktop Connection software it is possible to configure it to allow the transfer of files over the Remote Desktop session. This client is built in to Windows XP downloaded separately from the Microsoft website for Windows 2000 and earlier versions of Windows.

*Note: This feature of Remote Desktop Connection is not enabled by default as it presents a possible security risk. Users should only allow local drives to be mapped if they trust the computer/network they are connecting to.*

### Remote Desktop Connection from Windows XP

- From the taskbar click:  
Start → (All) Programs → Accessories → Communications → Remote Desktop Connection

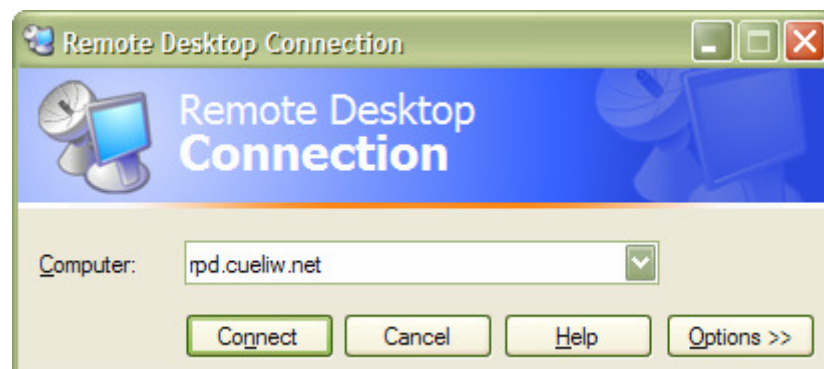


Figure: 1 – Standard Remote Desktop Connection dialog

- Type **rdp.cueliw.net** as the computer to connect to

*Note: In addition to the primary route 'rdp.cueliw.net' there is also a secondary, backup, route 'rdp2.cueliw.net'. The secondary route should only be used if the primary route fails.*

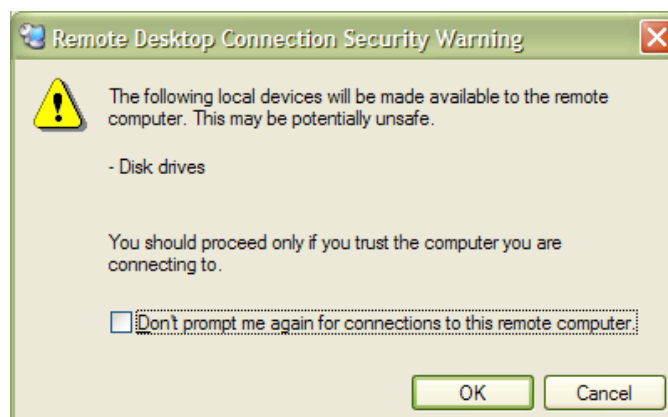
- If the Remote Desktop Connection appears the same as *figure: 1* click on the **Options>>** button
- Click on the **Local Resources** tab



Figure: 2 – Advanced Remote Desktop Connection dialog

- Ensure that the **Disk Drives** checkbox is ticked (*see figure:2*)
- Click on **Connect**

*Note: If users receive the following warning click OK to continue. This message will occur each time they connect to the remote computer unless you decline future prompts.*

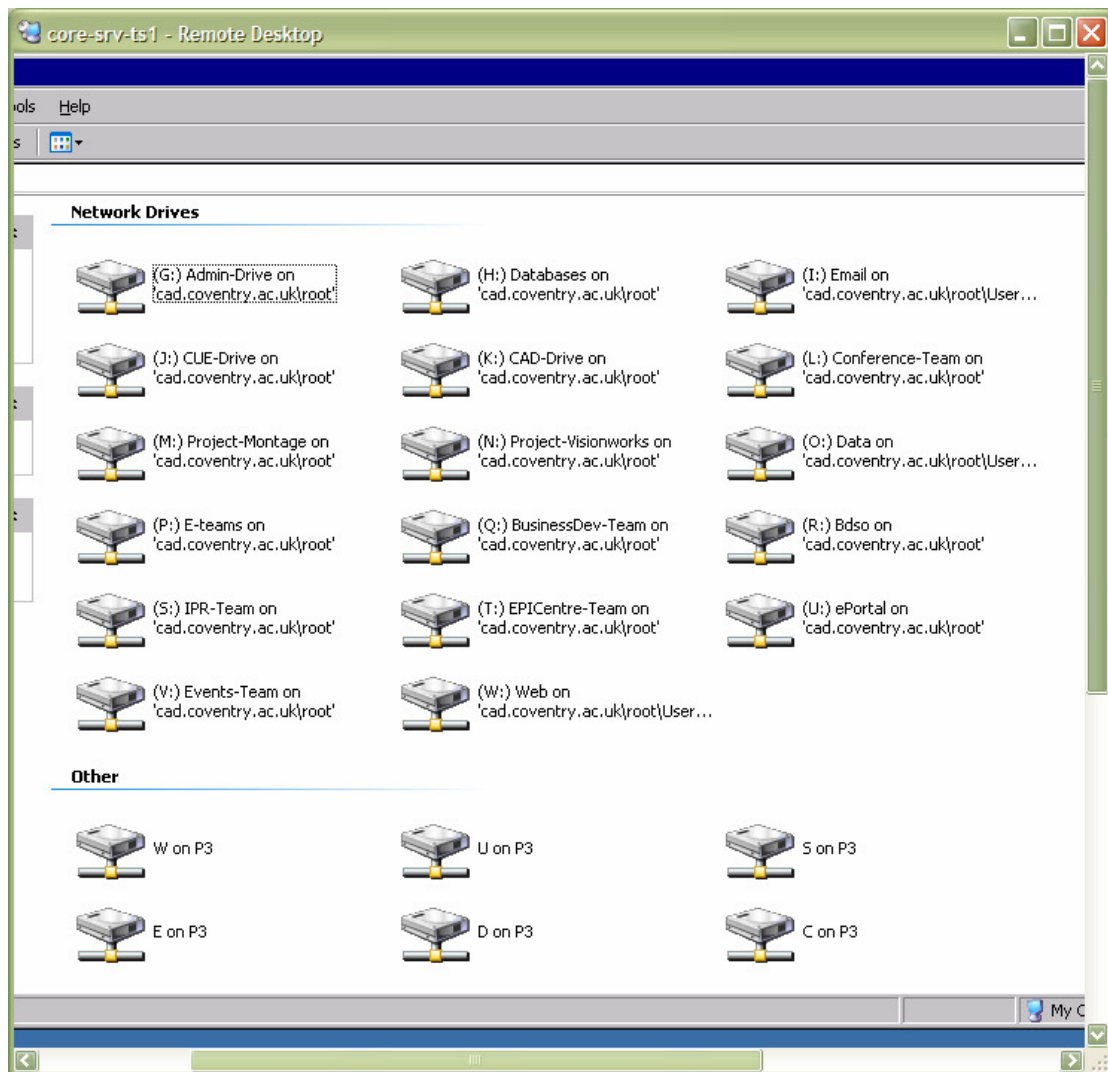


## Accessing Local Drives

*Note: For the purposes of this document 'Local' refers to the computer the user is using rather than local to the server where the terminal session is being held.*

To access local drives double click the 'My Computer' icon on the desktop (this will have been renamed to reflect the name of the server you are connected to: TServer-1, TServer-2, etc...) or click on Start → Windows Explorer.

The Explorer window is broken into logical groups: the first is the network drives available on the CUE network; the second is the local drives.



By default the local drives are named using the following naming convention:

***'local drive letter' on 'local computer name'***

So the C: drive on the local machine 'P3' is mapped as '**C on P3**'

*Note: The drive letters correspond to those on your local machine and include remote drives (CD, DVD, floppy and USB memory disks/drives) and network drives.*

## Log Off vs. Disconnect

There are two ways to leave a terminal session:

- Log Off
- Disconnect

Logging off closes all of the open applications; disconnecting leaves those applications running.

It is strongly advised that users log off rather than disconnecting as this frees system resources for other users.

In addition, if the session is disconnected rather than logging off users may experience problems re-connecting. This is particularly true if the user moved from the CUE network to remote access or vice versa. If users have problems connecting to a disconnected session they should use the 'Reset Session' tool on the CUE LIW Resources site ([www.cueliw.net](http://www.cueliw.net)).

*Note: Unlike most Microsoft applications if you use the 'x' in the top right hand corner or the 'x' on the tab bar (hovers at the top of the screen) then it will disconnect the remote session rather than closing it by logging off.*

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If you encounter any problems while following this 'How To...' please contact the Network Helpdesk either via the online helpdesk (<http://helpdesk>) or by emailing [ITSupport@cad.coventry.ac.uk](mailto:ITSupport@cad.coventry.ac.uk).

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