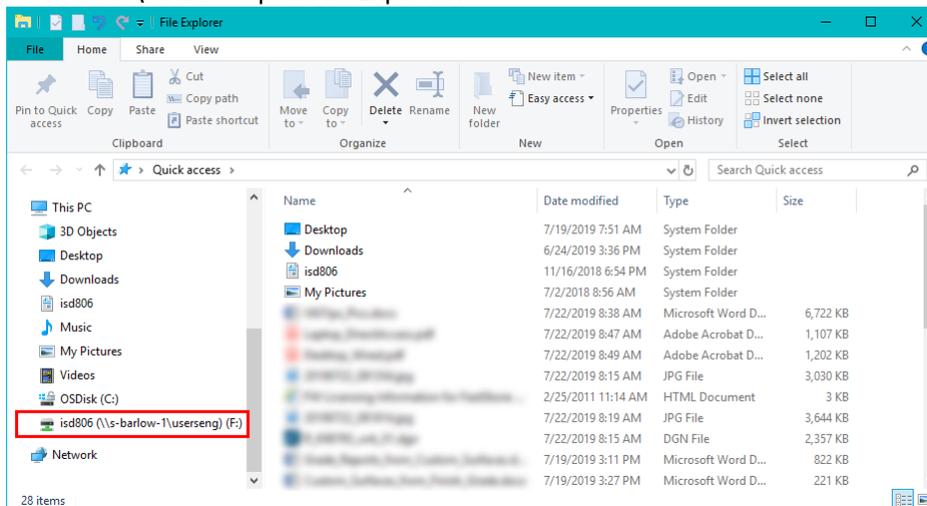
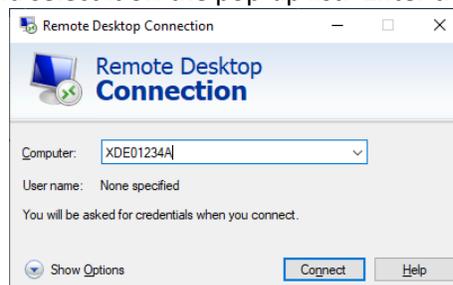


Procedure for Using a Business Laptop Away From Your Office to Remotely Connect to an Engineering Desktop to Run MicroStation

1. Ask a Support Analyst (Computer Support Desk or your region technician) to verify that your login ID is a Remote Desktop user on your office desktop computer that has MicroStation installed. Restart the desktop computer prior to leaving the office so that it has a fresh boot up, is powered on, and you are signed out. Make sure you know this computer's name – type Esticker10 in the search programs field.
2. Ensure that the business laptop has been powered up on the ODOT network (cable) and has all of its updates.
3. Power down the laptop, then remove from docking station or network cable.
4. Transport to new location.
5. Set up laptop (plug in to power or insert into docking station).
6. Power up laptop.
7. Log in.
8. Connect to Wi-Fi by selecting Wi-Fi source and entering password (check the box to auto-connect).
9. Sign Out (that's right, sign out once you've made the connection to the Wi-Fi).
10. Log in again (this time the logon script file should run!). 
11. Verify that you have an F:\ drive – Open File Explorer.



12. If no F:\ drive – Sign Out (do not restart) and Log in again (you might have to do this a couple of times).
13. To run MicroStation from a desktop computer in the office, use Remote Desktop Connection – just begin typing the word remote into the search programs field and select it off the pop-up list. Enter the name of your



desktop computer at the office and click [Connect]. Enter your domain password on the Windows Security dialog and click [OK]. Launch MicroStation from the remote computer as you normally would. When you are finished, exit MicroStation and ensure that you “Sign Out” of the remote computer by clicking on the “Windows” button on the task bar of the remote session. You can also cause the remote computer to restart, which is a good to do at the end of the day.

Procedure for Taking the Laptop Back to Your Office

1. Power down the laptop.
2. Transport to new location.

3. Set up laptop (insert into docking station or connect to network cable).
4. Power up laptop.
5. Log in. (You should notice the logon script file run.)

