Alternate Method When Horizon is Slow or Often Disconnects: Remote Desktop

This procedure requires some prior setup by the Automation Department at CEFLS. Please call first if you do not yet have a login user name and password.

1. Find **Remote Desktop Icon** on the desktop of the circulation computer:

   ![Remote Desktop Icon](image)

   If this icon is not present, you can find the program by searching “remote desktop connection”

2. Double Click on the icon and see this:

   ![Remote Desktop Connection](image)

   The blank should say 64.19.75.20 instead of what appears above.

3. Click on **Connect**.

4. Soon you should see a login screen. Enter your remote desktop user name (if not there already) and password.

5. Next you will see the **Horizon logon** screen. Enter your usual Horizon user name (if not there already) and password.

6. This method of using Horizon will probably not work with the receipt printer or the laser printer very well. Use it mainly when you need to because of network problems.

7. When done using this method, **close Horizon by clicking on the X** in the upper right hand corner.