


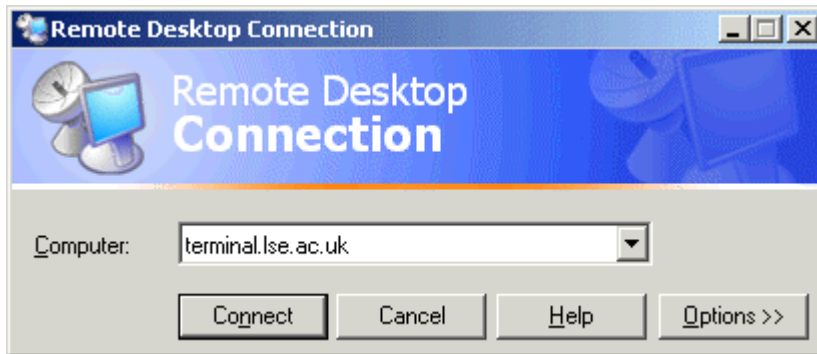
Alternate Method When Horizon is Slow or Often Disconnects: Remote Desktop

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:

 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:



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.