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VMWare Horizon Virtual Desktops

INSTRUCTIONS FOR INSTALLING AND LOADING THE ROTHMAN VIRTUAL DESKTOPS

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Introduction

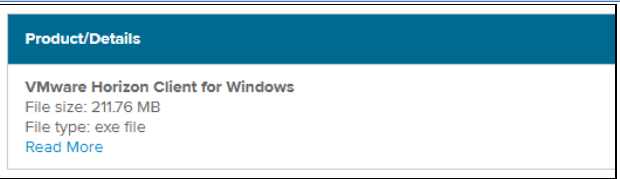
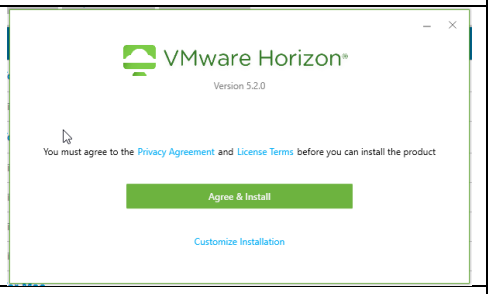
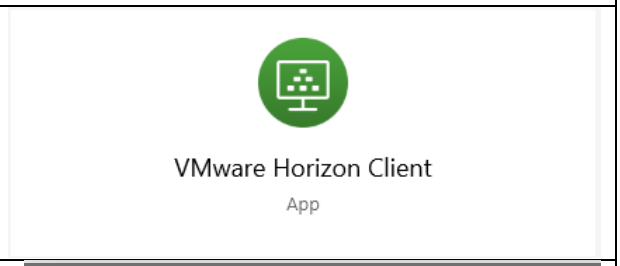
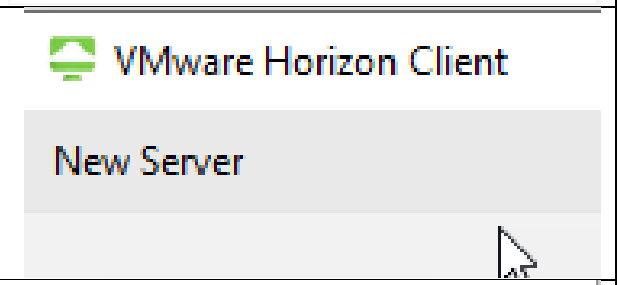
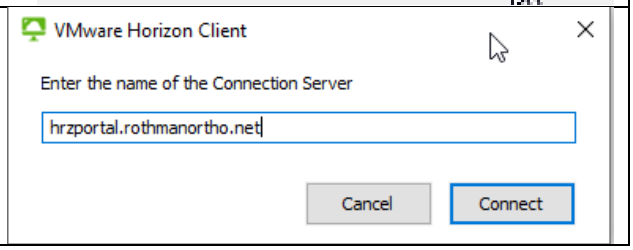
There are two methods to access the new VDI System. You can download a client for a richer experience, or use your web browser with a plug-in. The system will work on a PC or Mac, and is also available on tablets and phones. Follow the instructions below to install and access your VDI environment. The instructions below are for a windows PC. The instructions are similar for a mac, but the screen may look different.

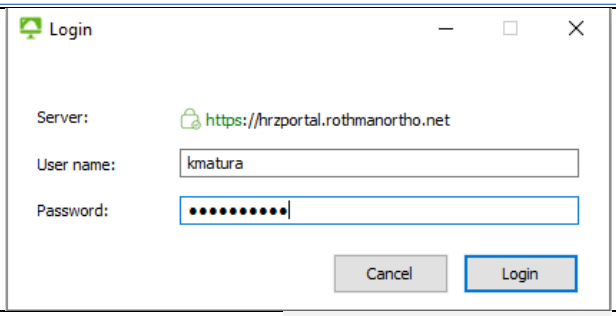
Please note the following:

1. Chrome or Firefox are suggested browsers for accessing the system via a browser
2. Accessing local hard drives for upload and download is currently disabled.
3. Saving data to the desktop and the VDI is not permitted. Anything that you save will automatically be forced to the appropriate home drive where it can be backed up to avoid loss.
4. If using the web interface, your ability to adjust the screen size will be limited.

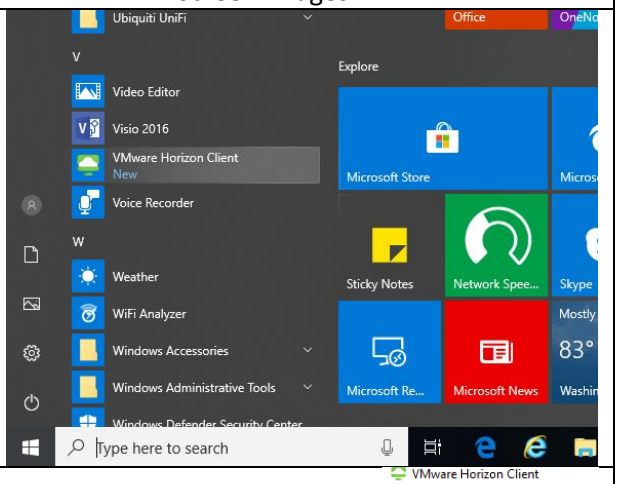
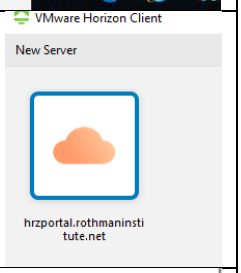
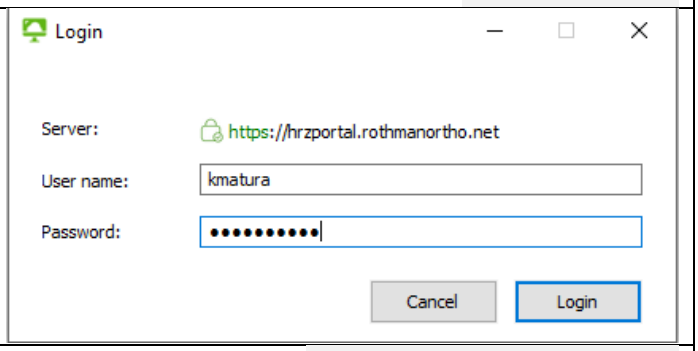
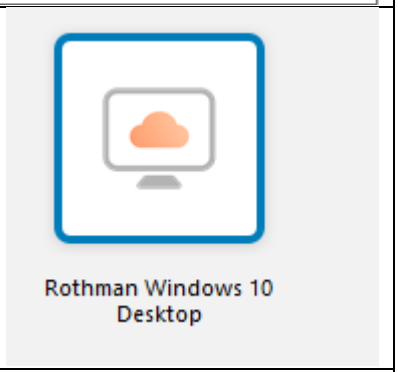
One Time Windows Installation Instructions

Instructions	Screen Images
The preferred browser is Google Chrome. Open a new browser window, enter http://connect.rothmaninstitute.net in the address bar, and hit enter	
Click the **Plus** button next to Clinical section and then click on **Desktops (NEW)**	
On next page, click **Install VMWare Horizon Client**	
If downloading working on a Windows machine Click **Go to Downloads** next to "VMware Horizon Client for Windows" option on Windows devices (First one on the list)	

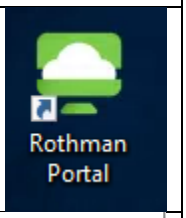
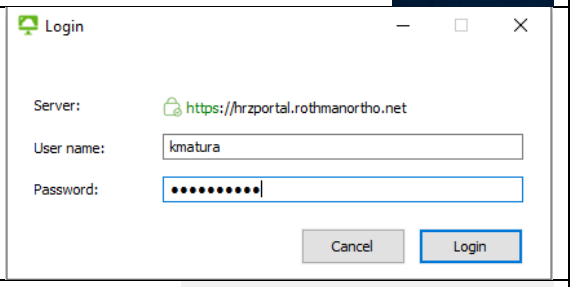
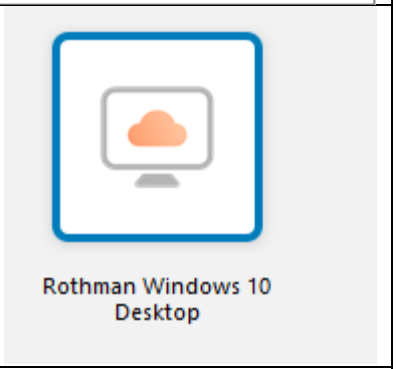
Click **Download** button	
Allow the installation file to download and then double click to open the file and start the installer.	
When asked click **Agree & Install** button	
Installation may take 2-5 minutes depending on computer speed. Click Finish when completed.	
Save any open documents and restart your computer.	
After computer is restarted, launch **VMware Horizon Client** application	
When the app opens, click the **New Server** button in top left.	
Enter the server connection name **hrzportal.rothmanortho.net** and click connect	

Enter your network login credentials and click login.	
Click the **Rothman Windows 10 Desktop** icon	
The desktop will launch and full access to Rothman applications will be available.	

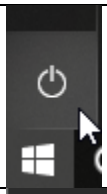
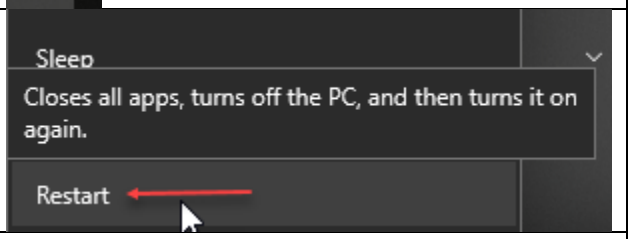
Starting the VDI from the Installed Client

Instructions	Screen Images
Click on the Windows home button at the lower left of the screen and scroll until you see the VMWare Horizon Client and click on it.	
Double Click on the Server	
Enter your login credentials and click login	
Double Click on the Rothman Windows Desktop	
You should now be in your VDI environment	

Starting the VDI from a computer at a Rothman office

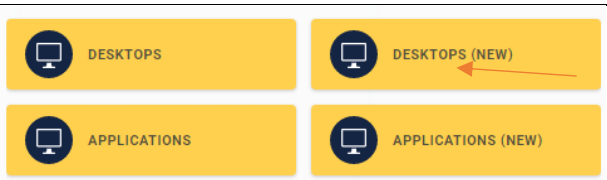
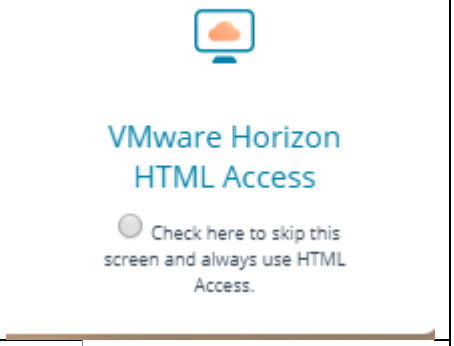
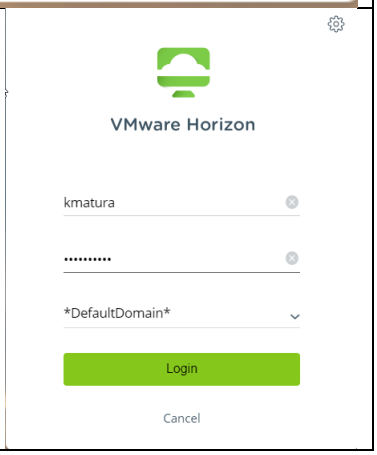
Instructions	Screen Images
On the computer desktop locate the Rothman Portal icon and double click it.	
Enter your login credentials and click login	
Double Click on the Rothman Windows Desktop	
You should now be in your VDI environment	

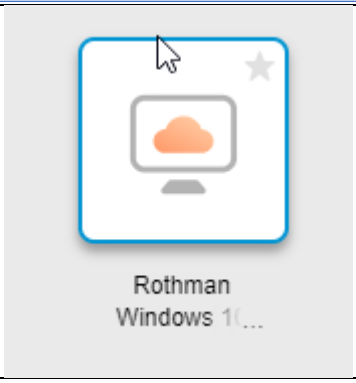
Properly Exiting Your VDI

Instructions	Screen Images
Before exiting out of your VDI, please make sure to save any open files and documents.	
In bottom right corner, click on the start menu. Please make sure it is the start menu within your virtual desktop and not the computer it is used on.	
Click on the Power button directly above the Start button	
Click the restart option.	
Pressing the X to close out of the virtual desktop will still leave it running in the background. After certain time the desktop will automatically time out which will cause un-saved data to be lost.	

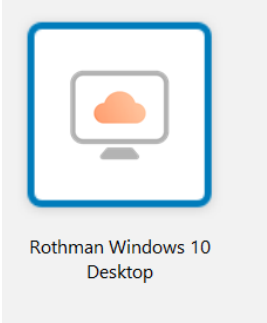
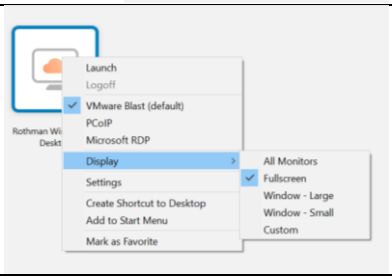
Accessing the VDI via the Web

This option will work without the need to install the client. Suggested uses are at surgery centers that may not allow installation of the Horizon software

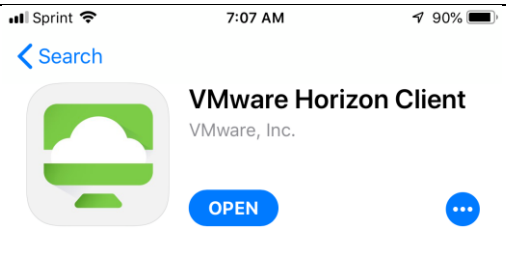
Instructions	Screen Images
The preferred browser is Google Chrome. Open a new browser window, enter http://connect.rothmaninstitute.net in the address bar, and hit enter	
Click the **Plus** button next to Clinical section and then click on **Desktops**	
Click **VMware Horizon HTML Access** link	
Enter your network login credentials and click login.	

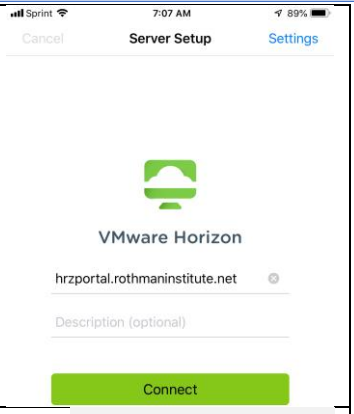
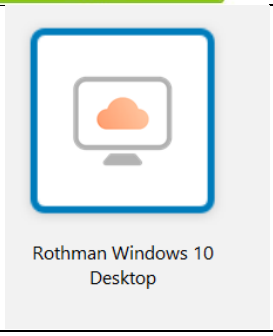
Click **Rothman Windows 10 Desktop** icon	

Fixing Screen sizing issues

Instructions	Screen Images
To adjust the sizing of your windows desktop to match your screen configuration, right clock on the desktop icon.	
Select the display option and then the screen configuration that is best for your configuration.	

Accessing your VDI on mobile devises (iPhone, iPad, Android)

Instructions	Screen Images
Open **Apple App Store** or **Google Play Store**	
Search for **VMware Horizon Client** and install it.	

Launch the client and enter https://**hrzportal.rothmanortho.net** as the server address and click Connect	
Click **Rothman Windows 10 Desktop** option to launch you Virtual Desktop