

# How to... Use WOL, VPN and RDP

### Introduction

**Wake On Lan (WOL)** - this service allows you to power up your University work PC remotely (i.e: from home), in order to use the WOL service you will need to register your work PC on to the service, registration instructions will be given below on page 2 and WOL usage instructions on page 5.

**Virtual Private Networking (VPN)** - This service allows you to securely connect to the University network via a remote PC, in order to use the VPN service you will need to register your staff username on to the service, registration instructions will be given below on page 3, a VPN client will also be required to be installed on the PC from which you would like to connect from, a list of compatible operating systems are listed on page 3.

**Remote Desktop Protocol (RDP)** - This service allows you to connect to your work PC and operate it as if you were sat in front of the computer itself, and allows you switch off your PC. Setup and operating instructions are listed on page 6.

When combined, using the above services will allow you to wake up your PC, remotely connect and control it, along with being able to log-off or shut the PC down.

Once you have registered your work PC with the WOL service, the above services need to be used in the following order to remotely control your work PC.

1) VPN --> 2) WOL --> 3) RDP.

The only exception to this would be when the PC you would like to remote into is already switched on, then WOL would not be required.

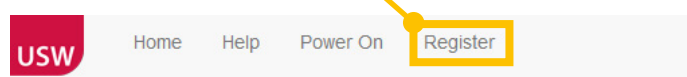
## Registering your PC to use the Wake On Lan (WOL) service

The Wake On Lan (WOL) service allows you to wake/power up your work PC remotely (i.e: from home) via an internet connection.

In order to use the WOL service, you must first register some details of the PC which you want to use on the service, if you have already registered - please skip this step.

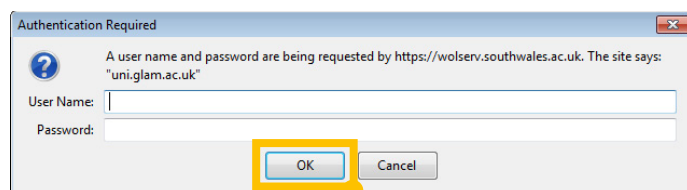
From your work PC please visit : <https://wolserv.southwales.ac.uk>

Click on the 'Register' button.



### Hint

If you have a new work PC, you will have to re-register it on the WOLServ website.



You will be prompted to login to the WOLServ website, please enter your University username and password, then click on 'OK'.

A WOLServ registration page will now appear, the details are automatically filled in for you, click on 'Submit' to complete registration.

An email is then automatically sent to IT Support Services, if required - a technician will be dispatched to make some minor adjustments to your PC in order for the WOL service to work properly.

The image shows the 'Register Computer' page on the WOLServ website. It has a header with navigation links (Home, Help, Power On, Register) and the title 'Wake On Lan'. Below the title is the heading 'Register Computer.' followed by three form fields: 'Computer Name' (filled with 'trj123-an.usw.southwales.ac.uk'), 'IP Address' (filled with '193.63.123.12'), and 'MAC' (filled with '0022AB50522C'). At the bottom of the form is a 'Submit' button, which is highlighted with a yellow rectangular box. A yellow arrow points from the text 'click on 'Submit'' to this button.

## Setting up and using the Virtual Private Networking (VPN) service.

VPN is a service which allows you to securely connect to University computer resources on a remote PC, in order to use the VPN service you will need to register your staff username on to the service, this can be done by calling Customer Support Services on 01443 482882 or by submitting a request via the [Customer Service Centre](http://www.southwales.ac.uk/customersupport) (<http://www.southwales.ac.uk/customersupport>).

In addition, a VPN client will be need to be installed on the PC from which you would like to connect from (i.e your home PC/laptop), a list of compatible operating systems are listed below.

The VPN client can be obtained from here : <http://its.southwales.ac.uk/vpn>

The University has VPN clients which are compatible with the following operating systems.

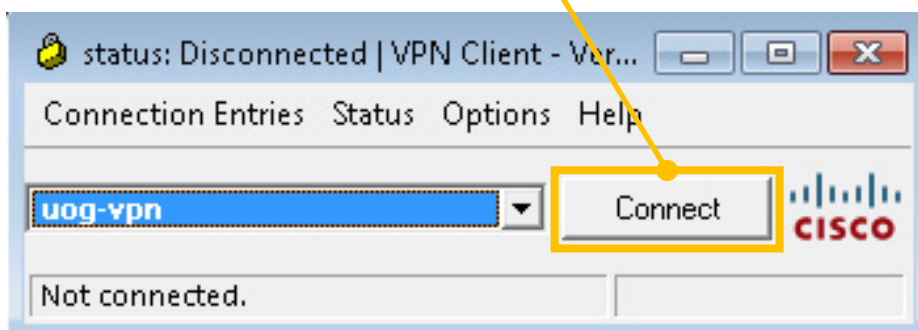
- Microsoft Windows 7
  - Microsoft Windows Vista
  - Microsoft Windows XP
  - Apple Macintosh OS X
- (see VPN website for full details)

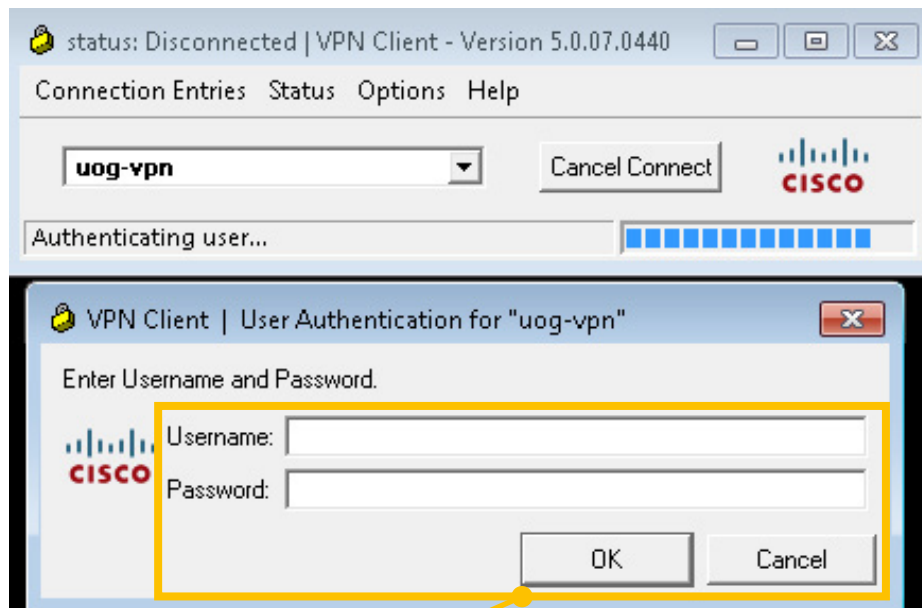
### Hint

Windows 8 and 10 are currently not supported.

Download and install the appropriate VPN client for your computer from the VPN website, the example pictures below are taken from the Windows 7 client, but other operating system VPN clients will operate in a similar way.

You will find a VPN client shortcut on your desktop, and in the Start Menu. Load up the VPN client - appropriate settings will already be set for you, in order to connect simply click on the 'Connect' button,





You will then be prompted to enter your University username and password, please enter this in the boxes provided, then click on 'OK'

The software will now attempt to make a secure connection to the University computer system.

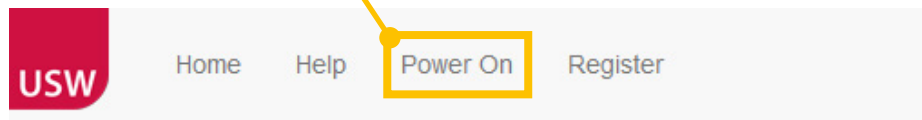
### Hint

Please make sure your computer is connected to the internet before attempting to connect.

Upon making a VPN connection, you can proceed to power up your work PC, and use it remotely. (see next page for instructions on how to do this)

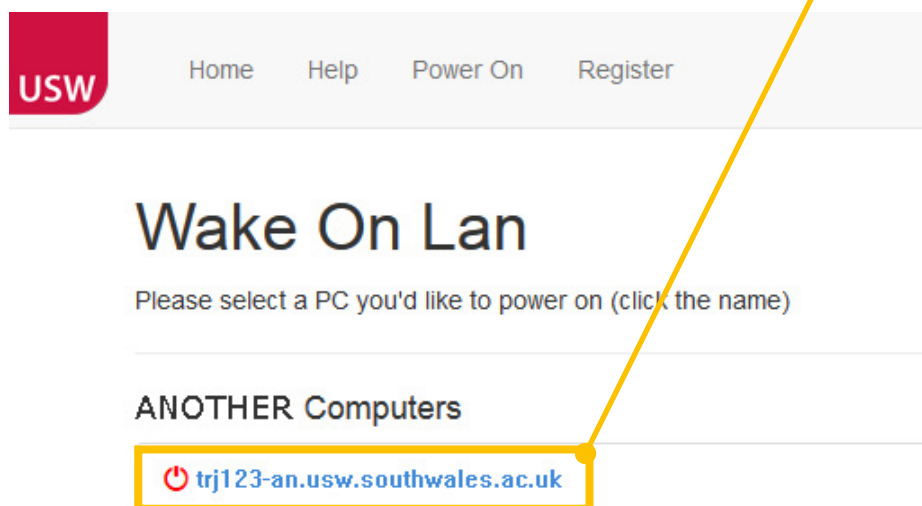
## Remotely powering on your PC via WOL

Please visit the WOLserv website (<https://wolserv.southwales.ac.uk>), click on the button which says 'Power On'



## Wake On Lan

You will then be prompted to enter your University username, please enter it in the box provided, then click on the PC name in your list of registered PC's.



Your PC should now power on, but it may take a few minutes to boot up and be useable.

Once your PC has been powered up, you can close down the WOLserv website.

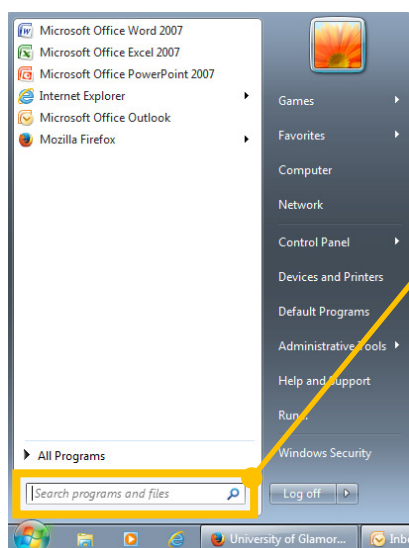
### Hint

The WOLserv website is only accessible while on campus, or when connected to the University VPN service.

## Remotely controlling your PC from another computer

The Remote Desktop service allows you to connect to your work PC and operate it as if you were sat in front the computer itself, instructions of how to switch off your PC have also been provided. Setup and operating instructions are listed below.

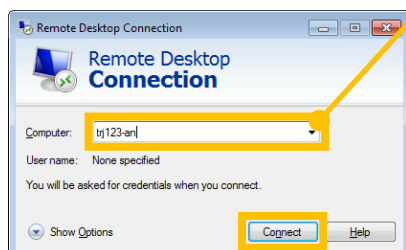
Click on your 'Start Menu' and click on the 'Search programs and files' bar, and type in MSTSC, once the computer has located the MSTSC application, click on it.



### Hint

Alternative methods of running MSTSC.  
Click on the Start Menu, then click on 'run', then type in MSTSC, then click on 'OK' or Click on the Start Menu, click on 'All Programs', then 'Accessories', then click on 'Remote Desktop Connection'

Upon the MSTSC application appearing on screen, it will display a blank bar where you will need to enter you work PC name, i.e: trj123-an, or tra101-cd etc..., then click on 'Connect'



### Hint

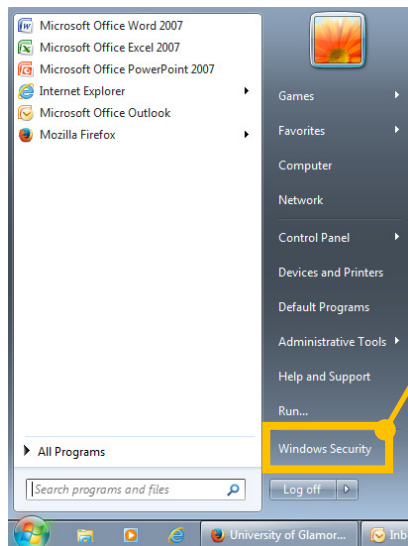
If you are unsure of your computer name, please contact IT Support Services.

You should now see your work PC desktop on your own computer screen.

## Shutting down or logging off your computer

Upon completing your work, you may want to shut-down or log off your work PC.

Click on the 'Start-menu' and select 'Windows Security'.



The screen will now display various logging off and shut-down options, please click on the option which is most appropriate to you.

