Activating Wake on LAN/Remote Access for Your Office Computer

This guide is intended to show you how to activate your office computer for the Wake on LAN service, and to remotely connect to it. This allows you to remotely wake a computer from a sleep or hibernate state in order to work on it from remote locations.

This document is intended for those with computers connected to the University’s wired network. The setup process cannot be performed via VPN, on wireless, or on an open-access lab computer.

These instructions can be used on Macintosh or PC.

For any problems or questions, please contact IS.Helpline@ed.ac.uk or phone (6) 515151.

Activating your computer for the Wake on LAN service

1. Log in to the computer that you would like to register for the Wake on LAN service.
   
   On that computer, log in to [www.myed.ed.ac.uk](http://www.myed.ed.ac.uk)
   
   Add the My Wake List channel to MyEd. For assistance in this, please see section 2 below

2. In MyEd click on Customise tab

3. In Box type ‘My Wake List’
   
   Click on ‘My Wake list’ on the right hand side and click on ‘Blue’ add Button.

4. Navigate to where you added the My Wake List channel
   
   Click on ‘Refresh My Wake list’ button.
Activating your computer for the Wake on LAN service

5. A new window will open.
   Click the Add button (it contains your computer’s name).

![My Wake List](image)

6. You will receive a confirmation that your computer has been added.
   Click “Refresh My Wake List”.

![Adding is-USD-0209...](image)

7. Your MyEd channel will update to show the computer you added.
   There is a blue indicator that you are currently using this computer.

   You will now be able to wake your My Wake List registered computer by clicking on the Alarm Clock symbol using MyEd from any other computer.

   Computers that are already online will not show the Alarm Clock symbol, and have a green tick next to their name.

   The Trash Can symbol removes computers from the list.

![My Wake List](image)

Wake on LAN

Test that the above steps work before you leave your office building. If it does not work, contact local computing support or the IS Helpline (IS.Helpline@ed.ac.uk, (6)515151. It would be time-saving to take a note of your computer’s name from the steps above if you do.
Remotely Connecting to a PC

The Remote Desktop facility in allows you to access applications and data stored on a remote computer.

Registering your computer for remote connection

Please ensure that your computer is activated to allow remote desktop connections. Ask a local computing officer, or the IS Helpline (IS.Helpline@ed.ac.uk). It would be time-saving to take a note of your computer’s name from the “Wake on LAN” steps above if you do.

1. Click on the Start menu/icon in your PC’s bottom left-hand corner, then:
   - On Windows 7, click on Start and then type Run into the Search box, and click Run from the Programs section.

2. The Run dialog box appears.
   In the Open box, type mstsc then click OK.

3. The Remote Desktop Connection dialog appears.
   Type your computer name into the computer box. The full computer name can be found from your Wake on LAN list (section 1 of this document). You may alternatively use the computer’s IP address, if you know it.
   Click Connect.
### Activating your computer for the Wake on LAN service

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<td>4.</td>
<td>A log in screen appears. Enter your <strong>Password</strong> in box. Click <strong>OK</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Password Entry" /></td>
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<td>5.</td>
<td>Your computer is now ready for use. To end your session, click the X in the top right-hand corner.</td>
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<tr>
<td></td>
<td><img src="image2.png" alt="Exit Symbol" /></td>
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### Remotely connecting to a PC – troubleshooting

Some areas of the University will require you to activate a Virtual Private Network (VPN) account before remotely connecting to your PC:

- [http://www.ed.ac.uk/is/vpn](http://www.ed.ac.uk/is/vpn)

The easiest way to set up a VPN connection on your PC is to install the Cisco VPN Client:

Remotely Connecting to a Macintosh

The Remote Desktop facility allows you to access applications and data stored on a remote computer.

1. To configure your Apple Mac to allow screen sharing, open **System Preferences** from the **Apple Menu**.

2. Then click the **Sharing** option.

3. Now click **Remote Management**. Ensure that the **Allow access for:** option is set to “**All Users**” or include your details (ensure your username is registered).

4. When you wish to remotely connect to the screen, click the **Screen Sharing** application from either the dock, or the location on your computer which is likely to be:

   Finder/macHD/system/library/coreservices/screen sharing.app

5. Enter the full name of your computer.
   Remember, this can be found in your My Wake List channel in MyEd if you completed section 1.
   Alternatively, you can enter the computer’s IP address.
Activating your computer for the Wake on LAN service

6. Enter your Name and Password. These are the Username and Password you would use to access a computer at the University.

   Click Connect.

7. You are now connected to the remote screen. When you have finished your session, click the Screen Sharing menu, and select Quit Screen Sharing.

If you require this document in an alternative format, such as braille or larger print, please phone IS Helpline on 0131 651 5151 or email IS.Helpline@ed.ac.uk

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