

# Using the MUG Terminal Server

## Overview

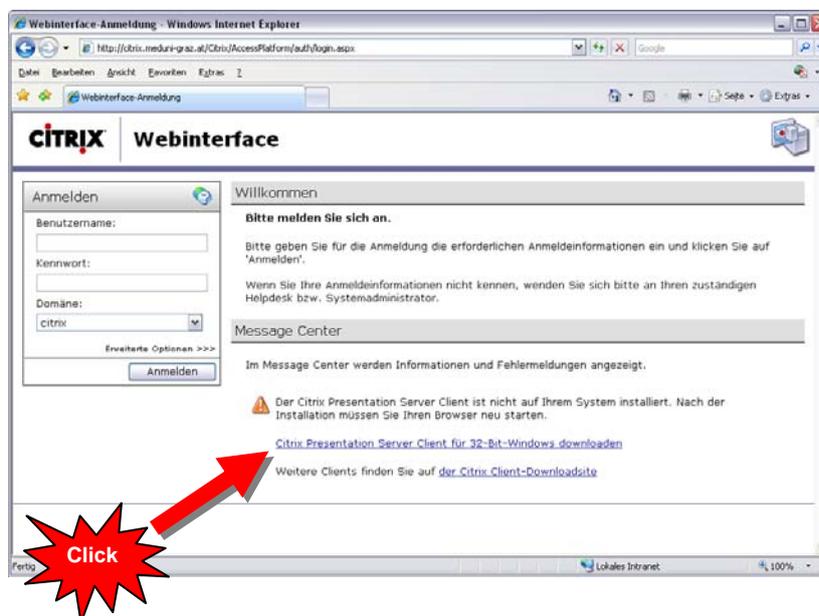
The Medical University of Graz offers a selection of applications (for example, Novell GroupWise, SPSS) that can be accessed over a terminal server. Through this infrastructure, Windows applications that reside on the university's terminal server can be simultaneously accessed by several users at once. These applications are installed on a server, and therefore use the server's hardware resources (CPU, disk drives, etc.) when the applications are run. The contents of the screen are transferred from the server running the application to the client, and can be viewed and interacted with as any standard application. The client device can be any normal PC with the appropriate client software installed (*terminal server client*), or can be a dedicated Windows terminal. Any new software, or software updates, are immediately available to the user without the need for local configuration.

## Installing the ICA-Client

In order to access the terminal server with a WWW browser, it is necessary to install the ICA-Client. This must only be done once. The client is an add-on application that provides the browser with additional functionality, such as the ability to start applications from within the browser itself.

To install the ICA-Client:

1. Open a web browser and point to it <https://citrix.medunigraz.at/>  
If the ICA-Client is not already installed on your computer, you will see a link that can be followed where you can download and install the software.

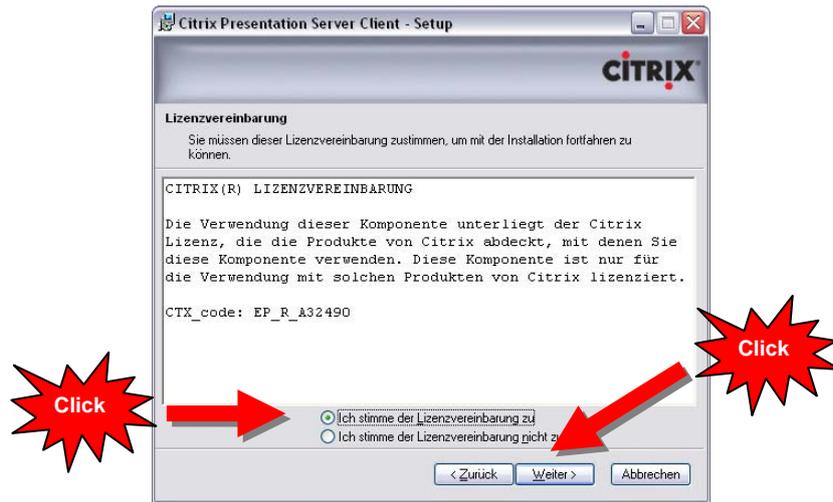


2. Click on the link shown. Two security warnings will appear. Ensure that the warnings are asking you to run the ica32web.msi file and the Citrix Web Client respectively, and confirm this by clicking Run on both occasions.



3. Install the software on your computer by following the prompts shown below.





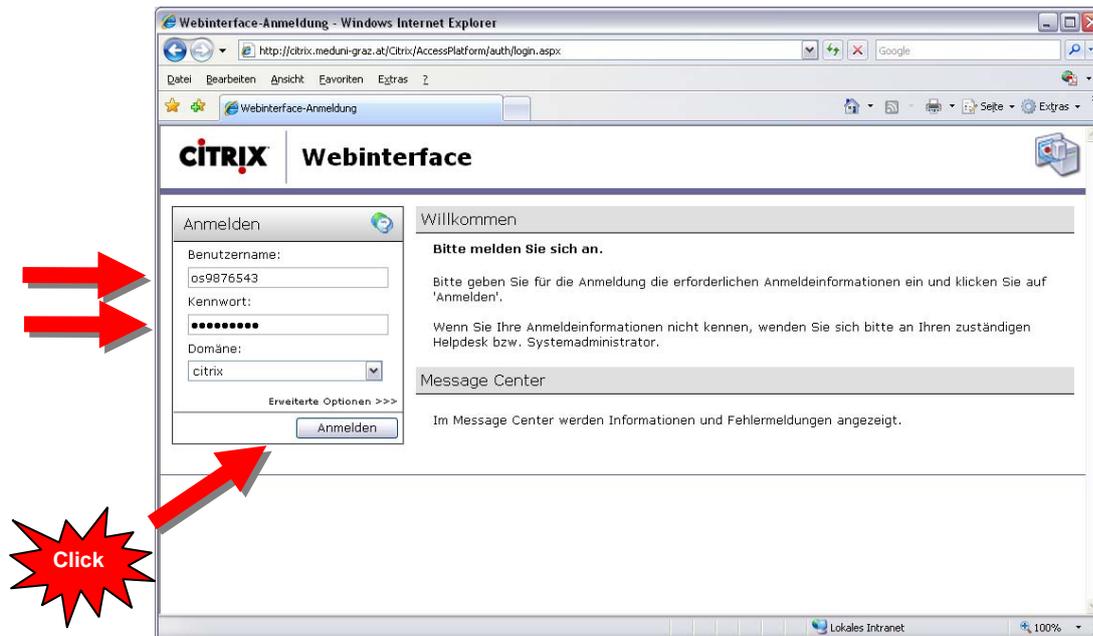
4. Restart your browser once the installation is complete.

## Logging In and Out

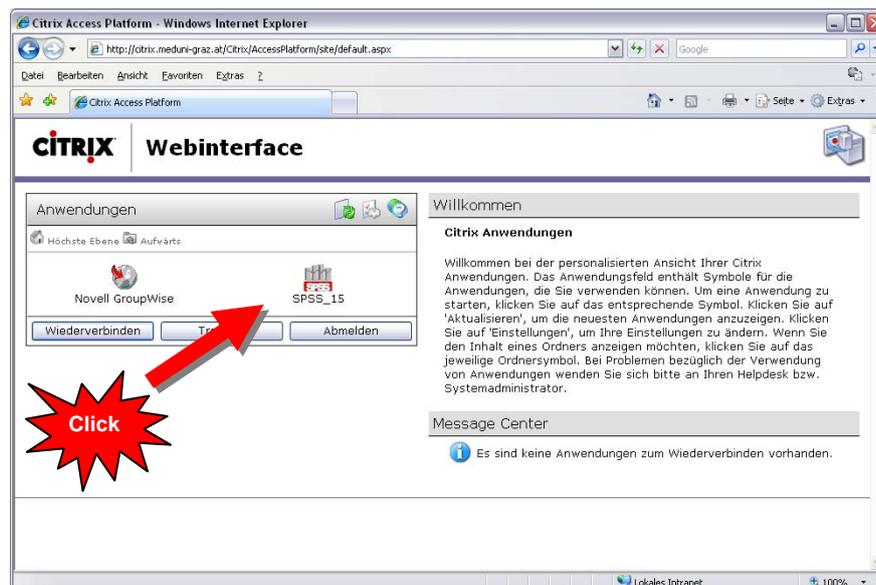
After successfully installing the ICA-Client, you can log in using your username and password (MUG student usernames take the form **osMatriculationNumber**, such as **os9876543**).

To log in:

1. Open a web browser and point it to <https://citrix.medunigraz.at/>
2. Enter your username and password into the fields provided and click “Anmelden” (log in), where *Benutzername* is your username and *Kennwort* is your password.



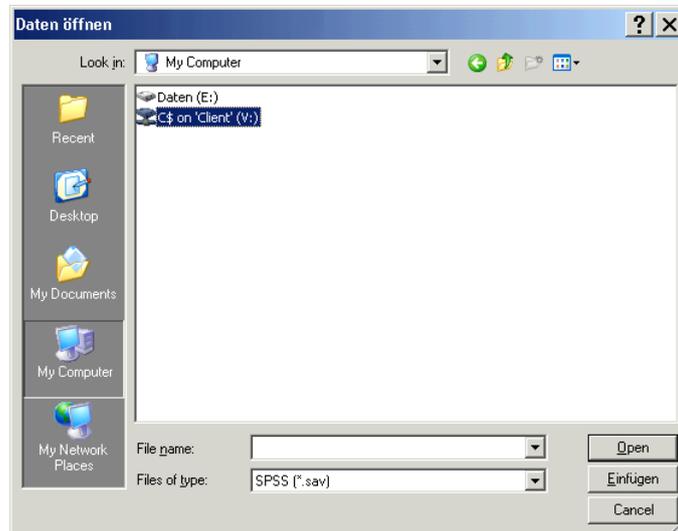
3. Upon successful login, you will see a collection of applications that are available to you. To start an application, for example SPSS, click on the application's icon. After a short while, the chosen application will start.



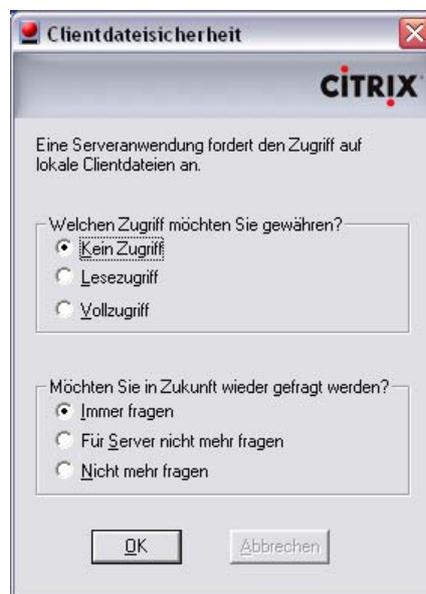
To end your current session click “Abmelden” (log out).

## Transferring Data To and From the Terminal Sever

It is possible for applications running via the terminal server to access resources on your local computer (for example, disk drives or your printer). The image below shows an example of how you can access your local file system from within an application running on the terminal server. The C\$ drive shown in the image below is your computer's local C drive (notice the " on 'Client' " text that appears after the drive letter).



On attempting to access your computer's local drives or printer, the following dialog may appear:



Here you can decide in what way, and to what degree, the terminal server application has access to your local computer's resources. If you select "*Kein Zugriff*" (no access), the terminal server application has no access to your computer's disk drives or printer. By selecting "*Lesezugriff*" (read access only) you are allowing the application running on the terminal server to read files from your local computer's drives, but disallowing it from saving any files. To allow local file and printer access you must select "*Vollzugriff*" (full access).

We recommend that you leave the “*Immer fragen*” (always ask) setting as it is. That way, you can decide what access applications have to your local resources each time it is required. If you select either “*Für Server nicht mehr fragen*” (do not ask for this server again) or “*Nicht mehr fragen*” (do not ask again), you will not be asked to specify access levels again. If you do this, and wish to change the access levels once more, delete the “webica.ini” from your Windows system folder (this is the C:\WINDOWS\ directory in Windows XP, for example).