

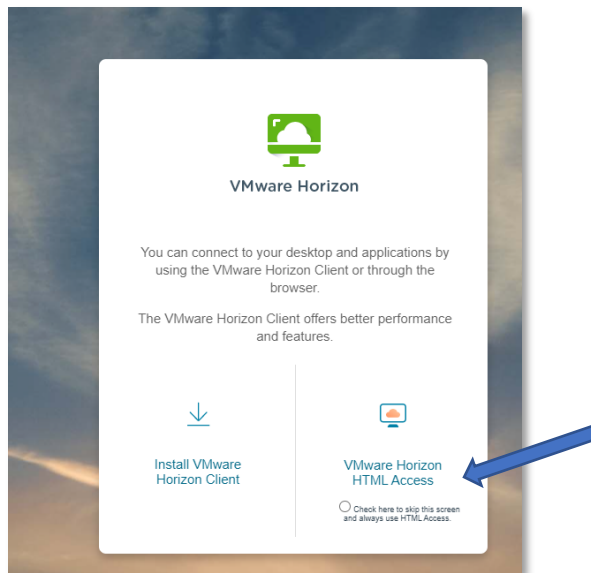
Using Virtual Desktop for Secure Print Submissions

Enhanced User Guide

Step 1 – Access Your Virtual Desktop

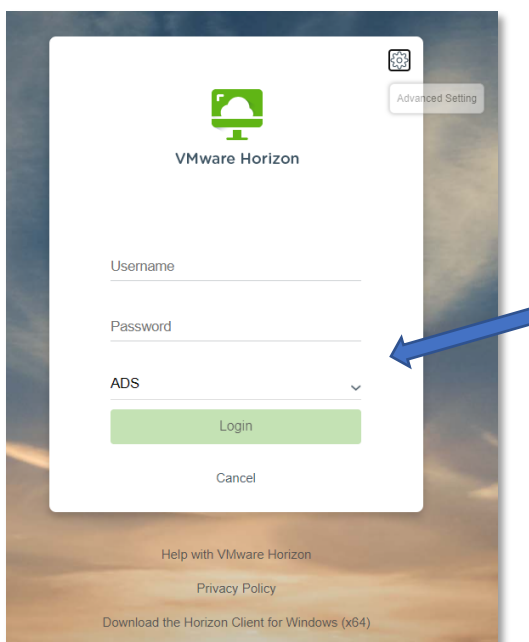
Access VDI

On the desktop/ workstation open a browser and type <https://view.brookdalecc.edu/> in the address bar. Click “VMWare Horizon HTML Access”.

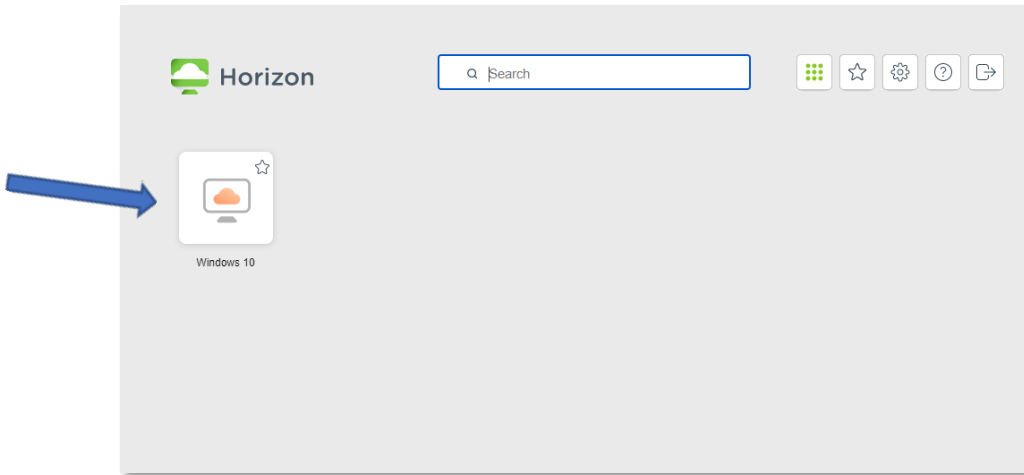


Sign into VDI

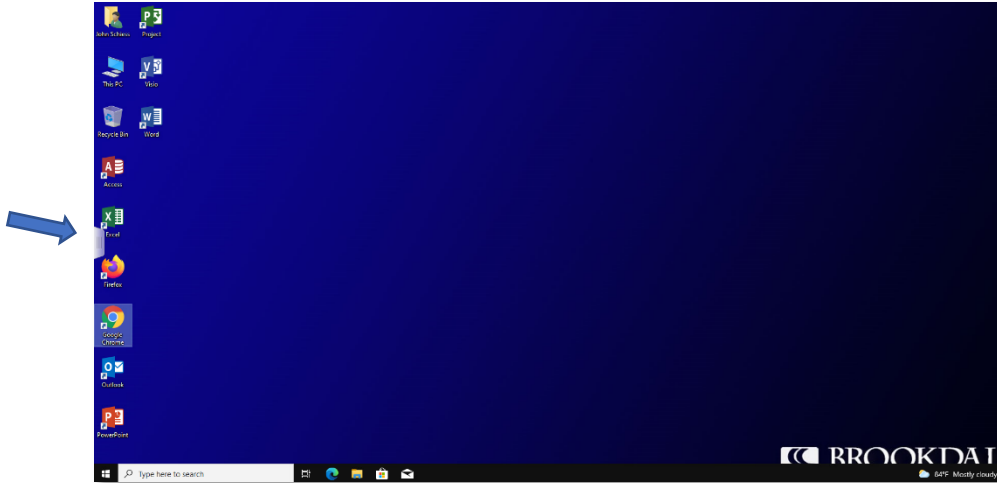
1. Enter your username and password click the pull down and select Lincroft. Click Login.



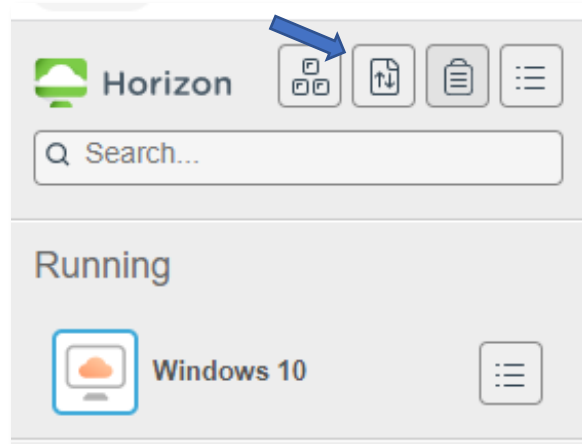
2. Click the Windows 10 icon



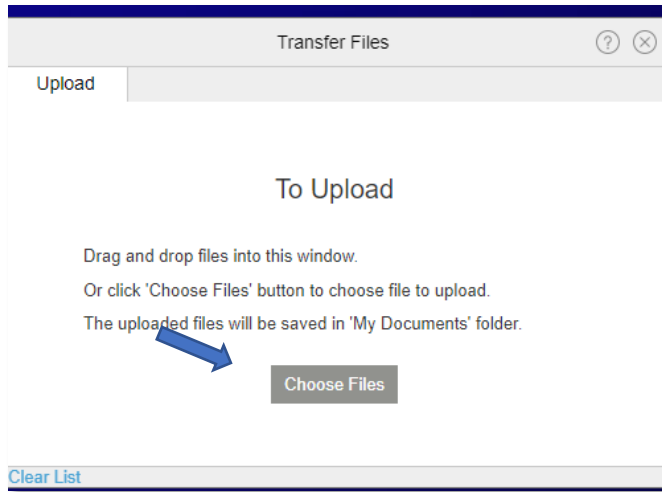
3. You will be presented with a Windows 10 desktop. On the left side you will see a silver tab



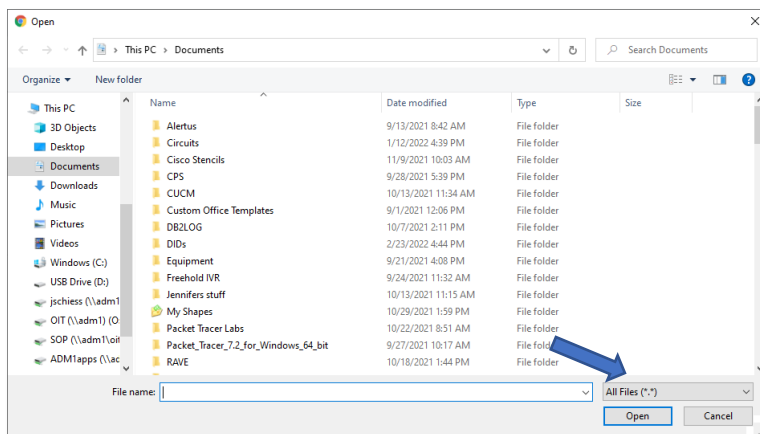
4. Click on tab and you will be presented with a toolbar. On this tool bar you will see an "Open transfer file panel" button



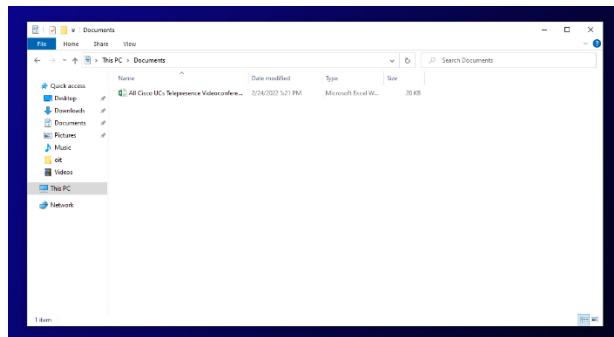
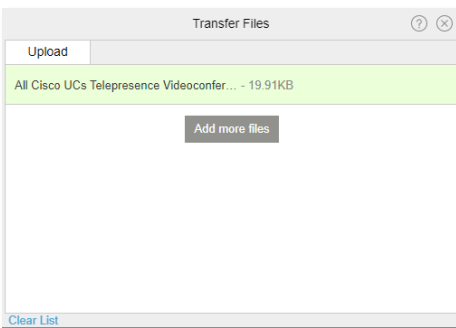
5. Click the Open transfer file button. You will be presented with a “Transfer Files” dialogue box.



6. Click choose file and select the file you would like to send to the print shop click Open



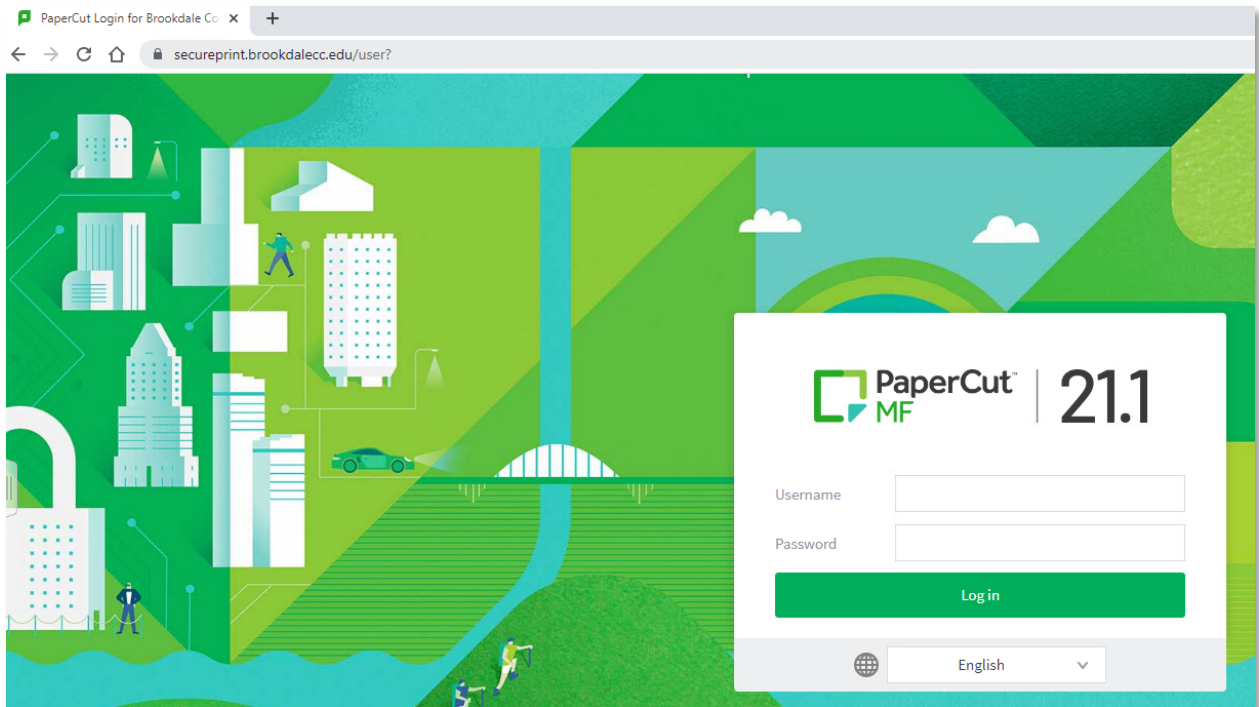
7. You will see your file in green indicating you have successfully transferred the document to your VDI desktop. The file will be located in your VDI desktop My Documents folder.



Submit your Document for printing

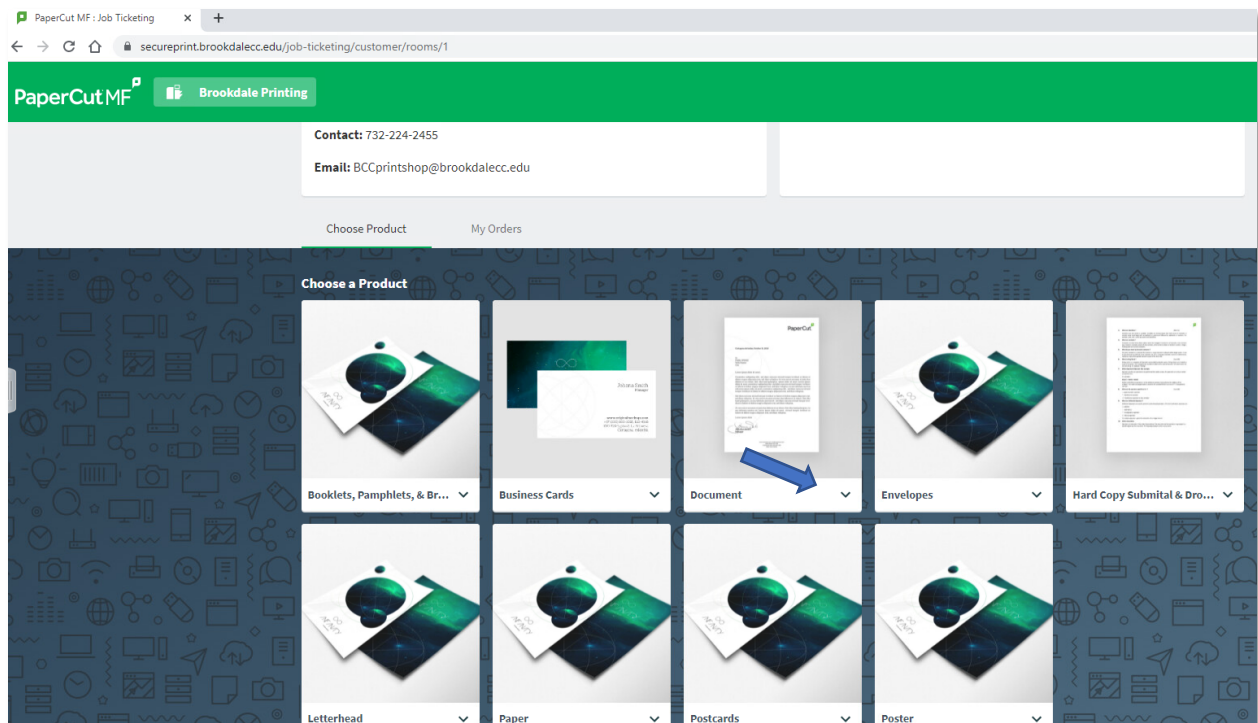
8. Open a web browser in your virtual desktop

9. Enter <http://secureprint.brookdalecc.edu:9191/job-ticketing/customer> into the address bar and press enter

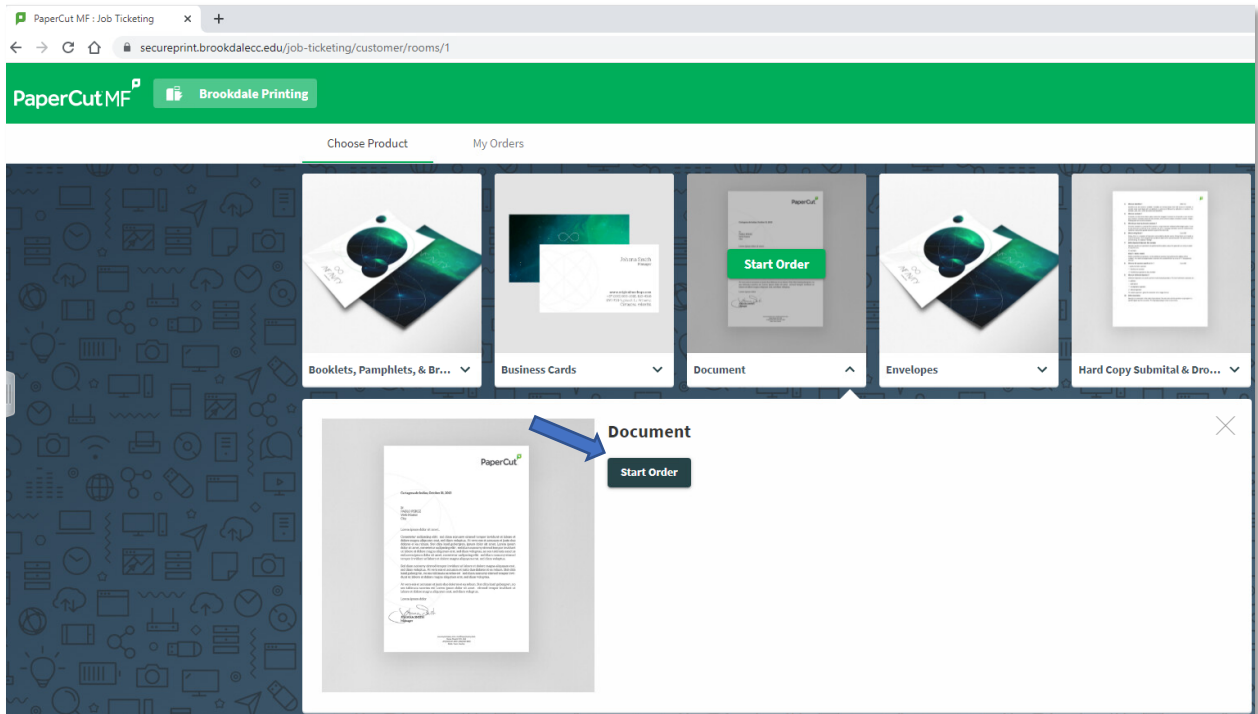


10. Enter your username and password click Login

In this website interface you have the option to order several types of print material, select the type of print medium by clicking on the down arrow on the bottom right of the option.

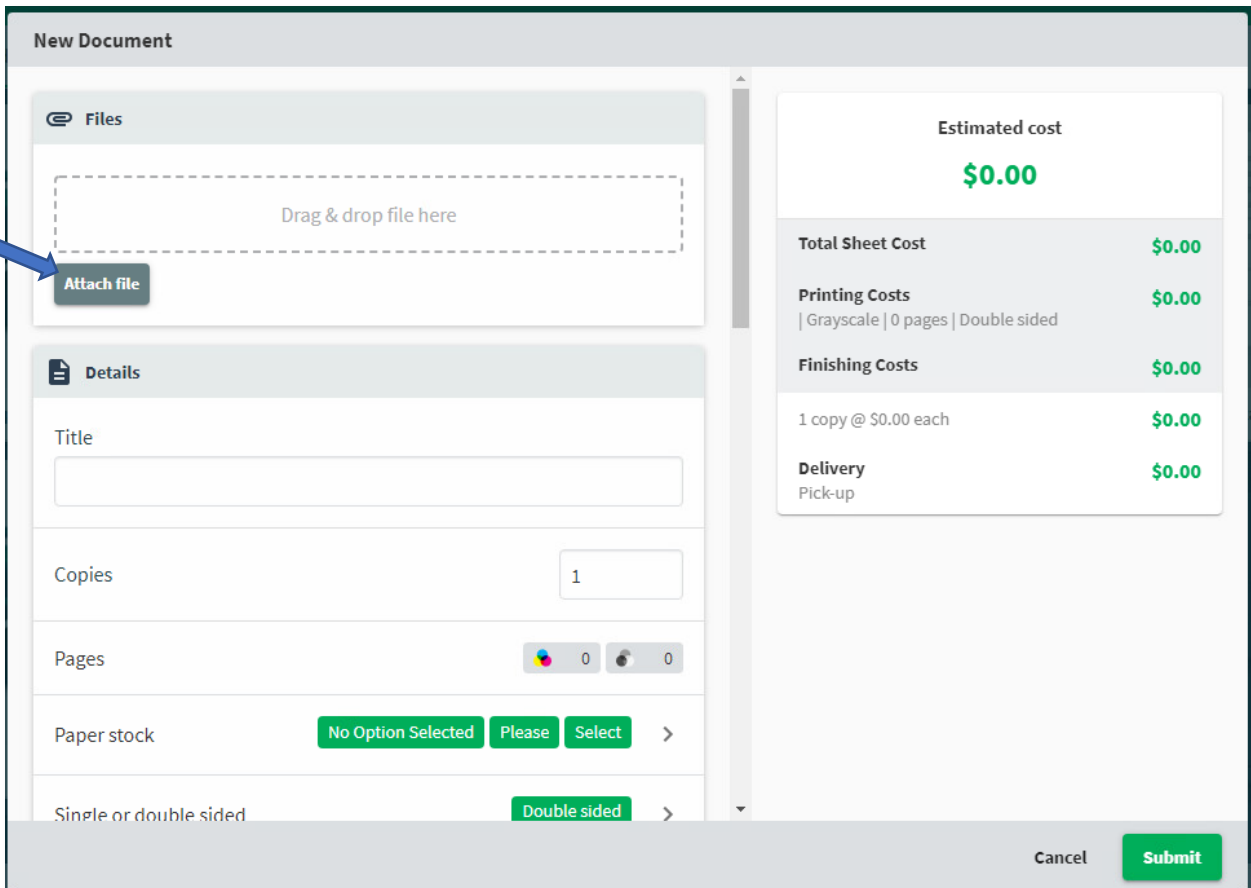


11. Click "Start Order"



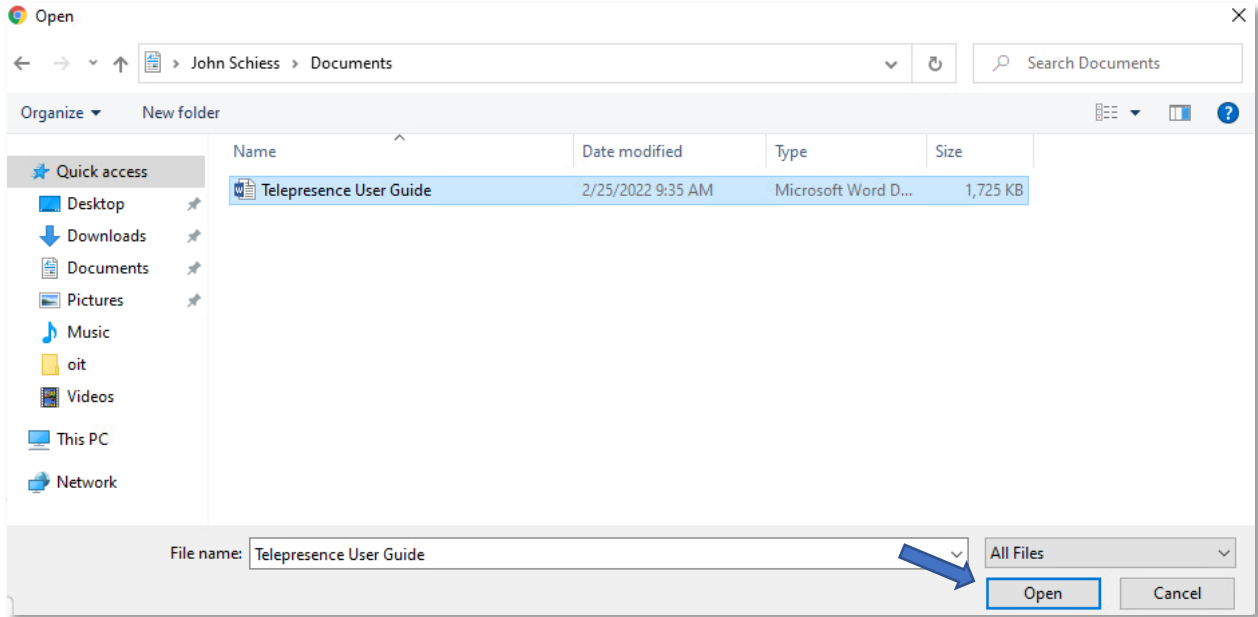
A pop up will appear requesting the file and detail of the material requested.

12. Click Attach file to begin

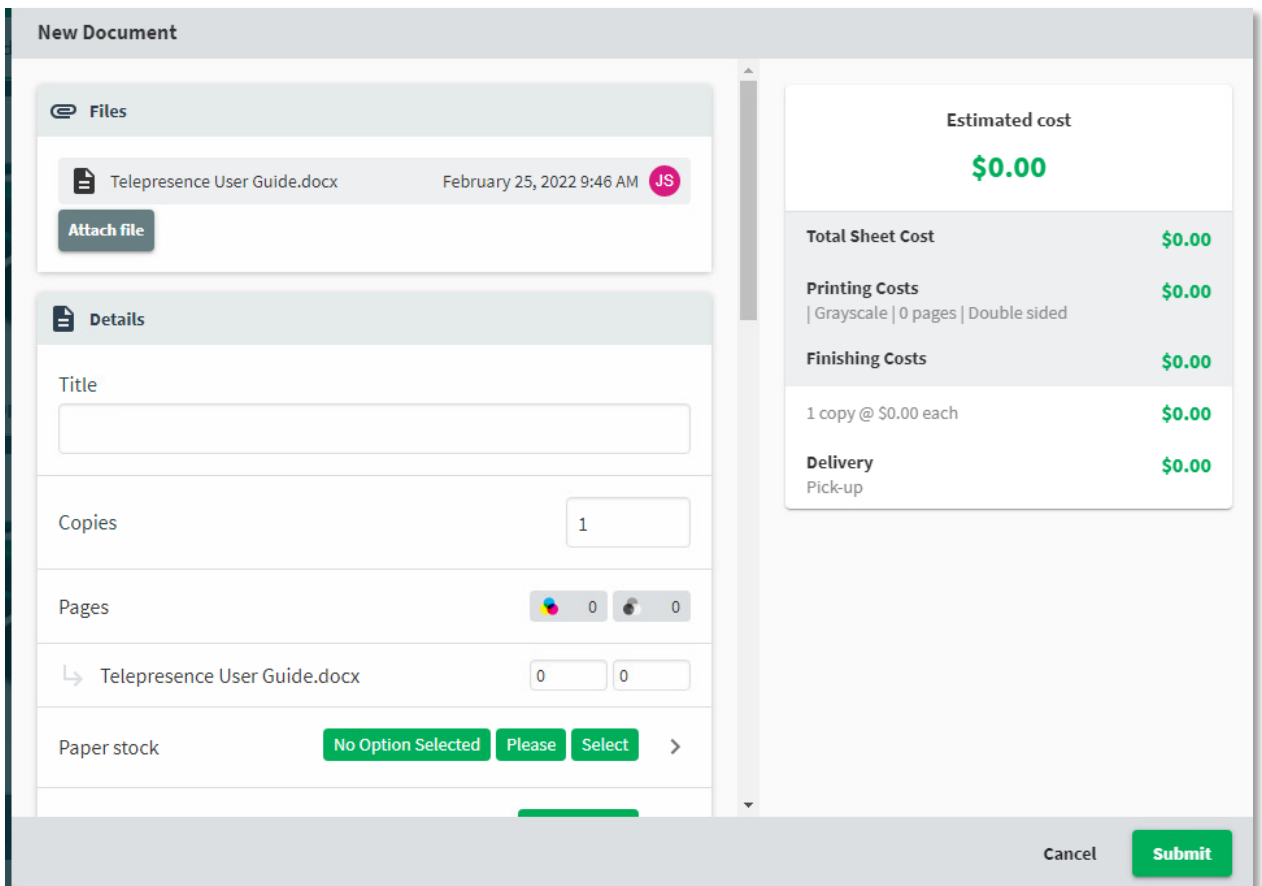


A dialogue box appears.

13. Browse to Documents and select the file you transferred in step 6 and click open



The document will appear in the New Document windows.



14. Provide a title, number of copies requested, specify color, etc. and click submit.

New Document

Details

Title - *Required*

Copies: 1

Pages: Color 0 Grayscale 0

Telepresence User Guide.docx 0 0

Paper stock: No Option Selected Please Select >

Single or double sided: Double sided >

Color: Grayscale >

Finishing

Estimated cost	
Total Sheet Cost	\$0.00
Printing Costs Grayscale 0 pages Double sided	\$0.00
Finishing Costs	\$0.00
1 copy @ \$0.00 each	\$0.00
Delivery Pick-up	\$0.00

Cancel **Submit**