

INTRODUCTION

The new Citrix server provides the standard desktop menu which is similar to the existing version of Citrix, as well as an APPS menu, which can be used from an iPad, iPhone or touch-type computer, as well as a desktop. The Start Menu provides a Windows 10 type menu and allows easy toggle between the APPS and desktop menu.

The existing Citrix server will also be available for the next few months until everyone becomes comfortable with the new Citrix server at which time the existing Citrix server will be retired. The existing Citrix server does not provide the required security, the version of Citrix is no longer supported and cannot be upgraded, and the operating system as well as the internet browser cannot be upgraded.

So if you are clicking on business related links from e-mail when connected to Citrix, the internet sites will not render properly. Also, even though it is not recommended to browse the internet from the Citrix server, if there is an occasion that you need to look something up on Citrix via Internet Explorer, the results may not appear.

As a workaround to using Internet Explorer on the existing Citrix Server, another browser has been added, Firefox, which can be used to browse business sites via the old Citrix server when necessary.

The reason that browsing the internet via Citrix is not recommended. Your home computer is connected directly to the internet and browsing from your home computer is a lot faster. Browsing the internet via Citrix, you first connect to your home's internet connection, which in turn has to connect to the Firm's internet connection.

NEW FEATURES

- **Dual Monitor Support**
 - If you are using dual monitors at home, you will be able to expand the Citrix screen to extend across both home monitors. The advantage is that two documents or applications can be opened at the same time and displayed on individual monitors.
 - To expand the screen, simply go to the right-side of the first screen and hover over the edge until the double-headed arrow appears, and then drag it over to the second screen. Then open the first document on the left screen, then open the second document and then drag it to the second screen.
- **Different Desktops to choose from.**
- **APPS Features provides support for touch screen devices.**
- **Desktop APPS support on Citrix Desktop.**
- **Start Menu similar to Windows 10.**
- **Logging Out – two different steps to logging out.**
- **Toolbar Check marks on selected applications in desktop & APPS view.**

New Remote Access Citrix-Desktop

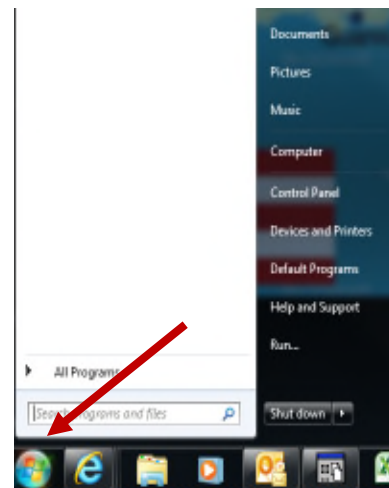
GETTING STARTED

INSTRUCTIONS ON HOW TO UNINSTALL OLD CITRIX RECEIVER ON YOUR HOME COMPUTER

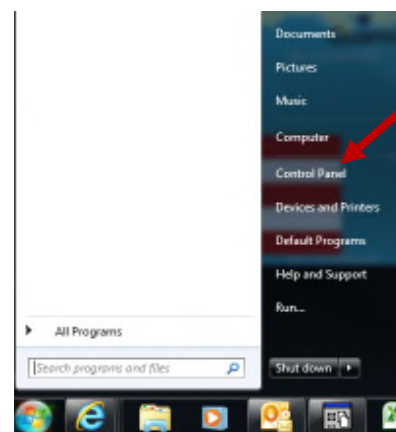
Follow the steps below to uninstall an old version of Citrix Receiver on your home computer for Windows. Once uninstalled, you will be able to install the new Citrix Receiver.

Open **Control Panel > Programs and Features** or **Add remove programs**.

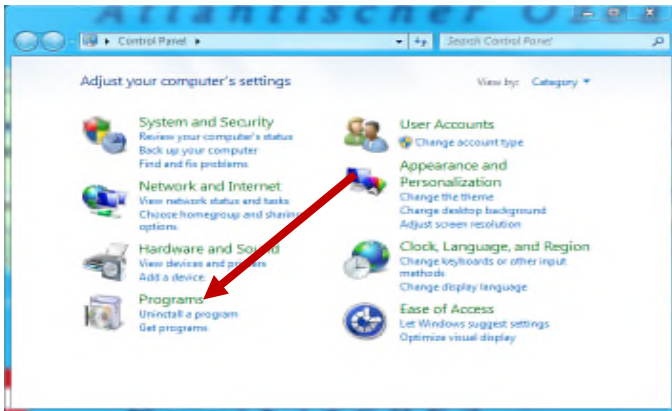
Click **Start Menu**



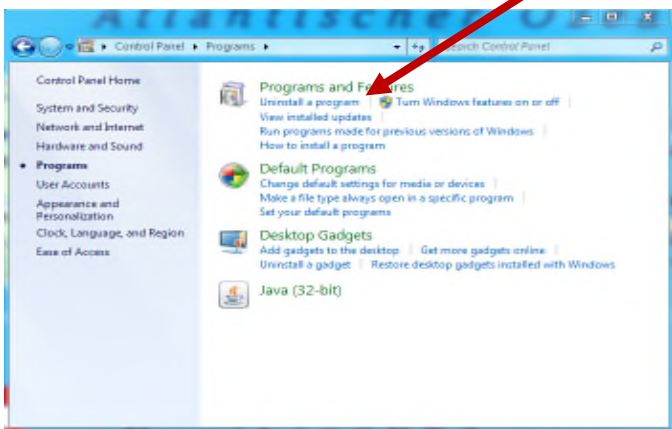
Click **Control Panel**



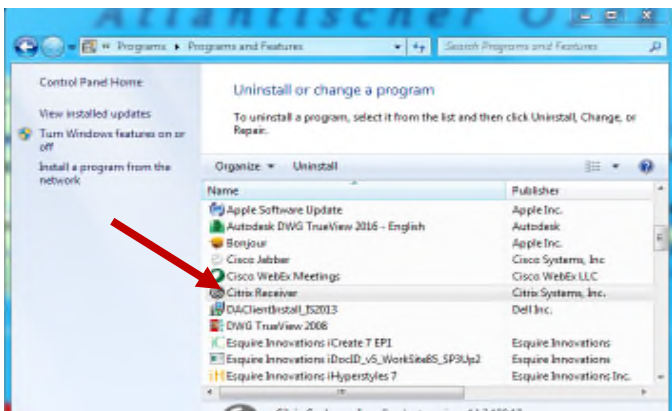
Click **Programs**



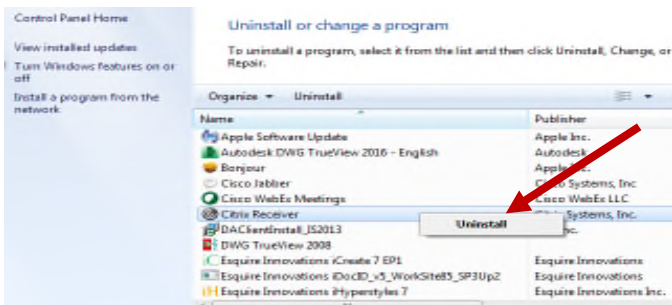
Click **Uninstall a program**



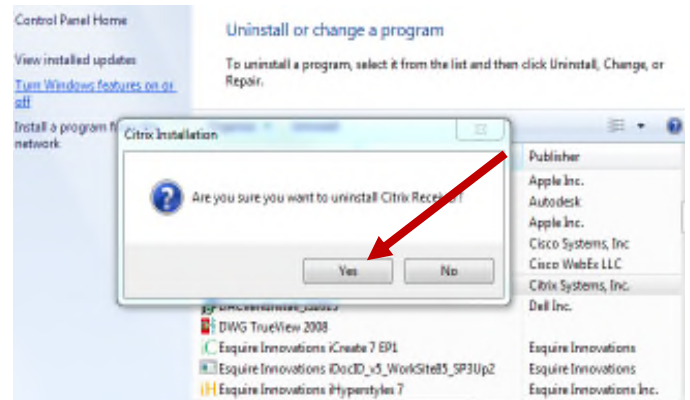
Right click **Citrix Receiver**



Click **Uninstall**



Click **Yes** to Uninstall

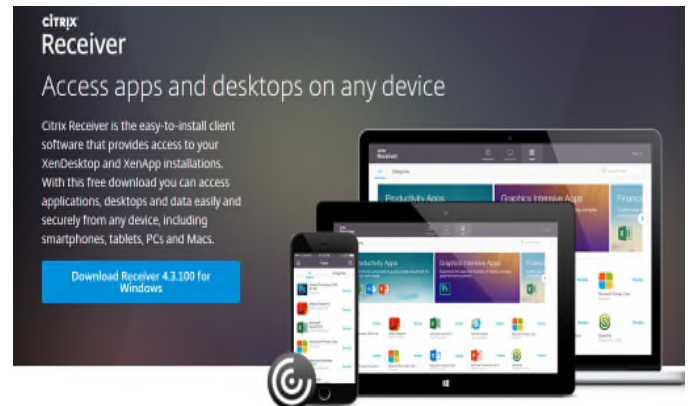


INSTALLING THE CITRIX RECEIVER

Update Citrix receiving on home computer, for Windows operating system, go to:

<http://www.citrix.com/go/receiver.html>

Click **Download Receiver**

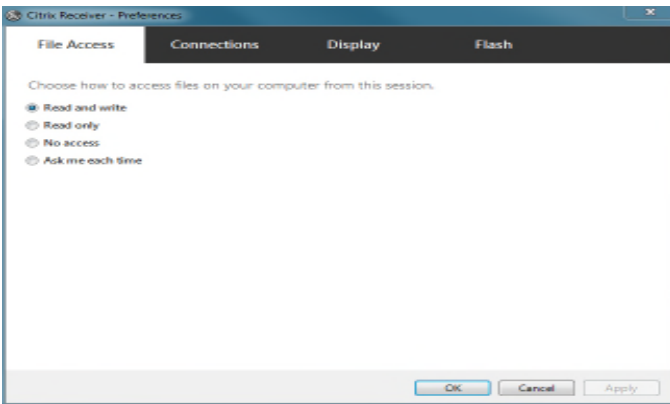


Citrix App for iPad & iPhones

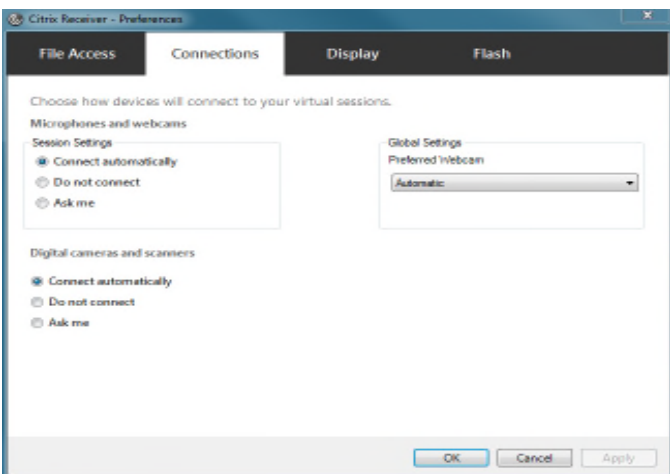
PLEASE REFER TO APPENDIX A

The receiver from the Citrix website will work on the iPad but to have a better Citrix experience, download the app from the iTunes app store.

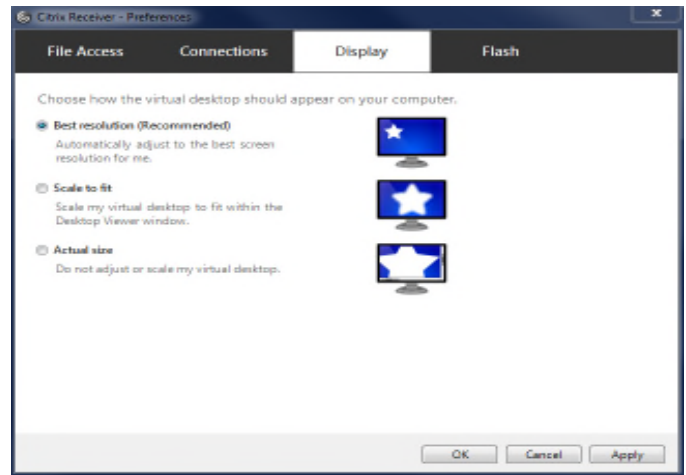
<https://itunes.apple.com/us/app/citrixreceiver/id36350192-1?mt=8>



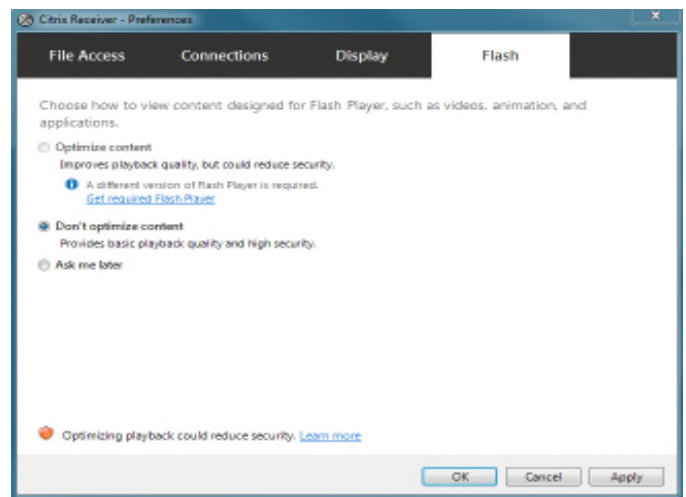
In the **Connections** option, select **Connect Automatically** or **Do Not Connect** when connecting to Microphones, Webcams, Digital cameras and Scanners then click **Apply**



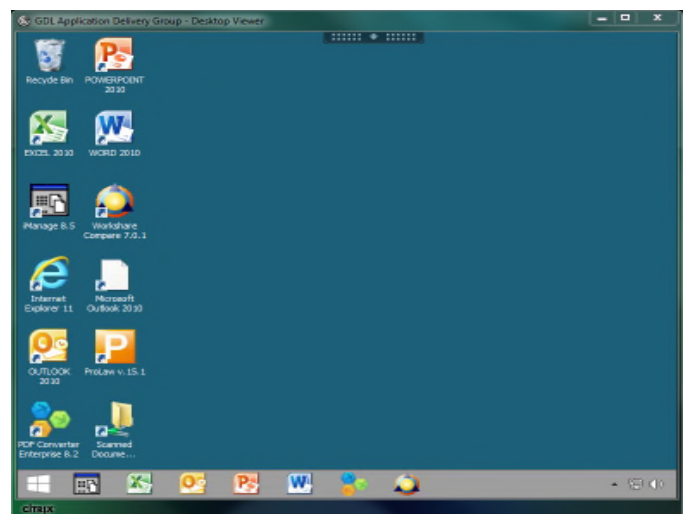
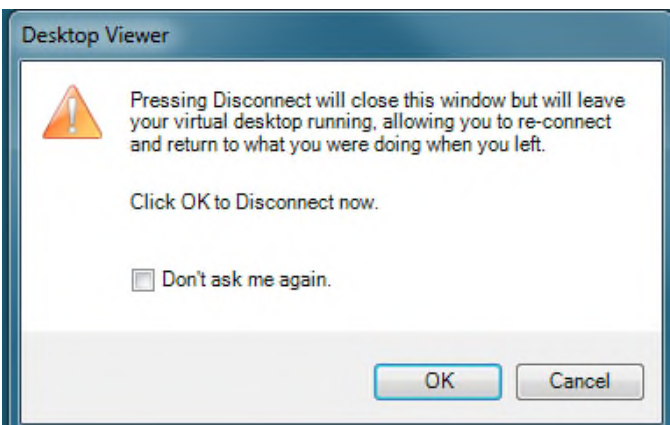
In the **Display** open, select **Best Resolution (RECOMMENDED)** then click **Apply**



In the **Flash** options, click **Don't Optimize content** (Provides basic playback quality and high security) then click **Apply**



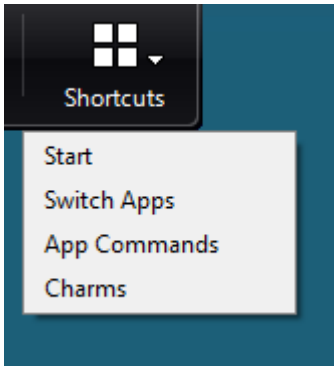
Clicking the **Window** option will take you to your Desktop Viewer



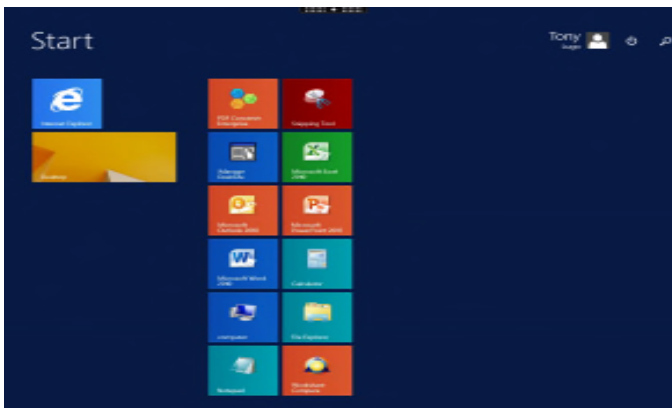
Clicking **Disconnect** give you the option to disconnect

NOTE: Pressing Disconnect will close this window, but will leave your virtual desktop running, allowing you to re-connect and return to what you were doing when you left

Clicking the Shortcuts Drop down option will give you the following options. **Start, Switch APPS, App Commands** and **Charms**

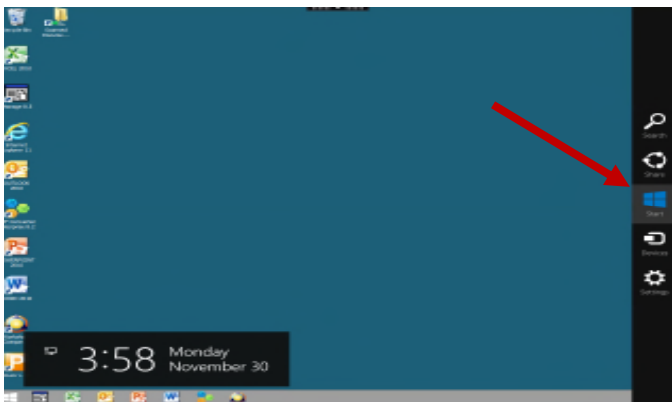


Clicking **Start** in the shortcuts menu will take you to the start screen. **App Commands** works from this menu

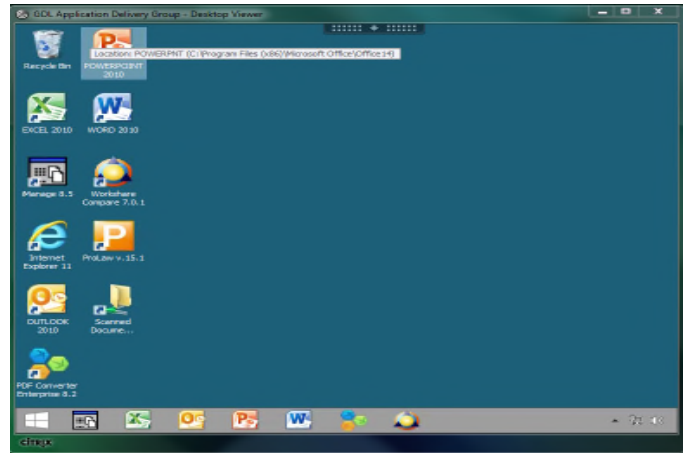


Switch APPS: Switch between running APPS. From the toolbar, tap Switch, or use the two-finger tap. Alternatively, from your home screen, tap Connections

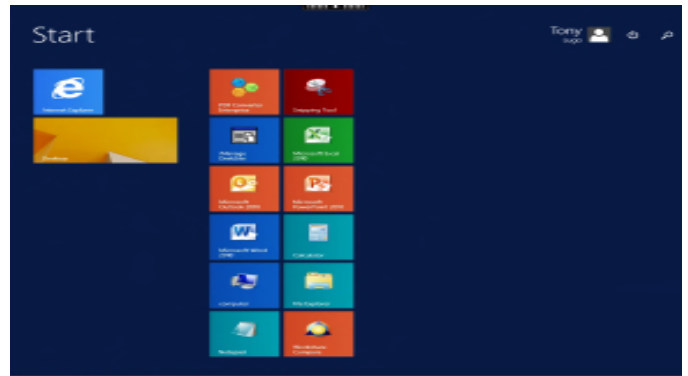
Clicking Charms will take you to the following screen where you have the option to **Search, Share, Choose Devices**, view or change your **Settings**



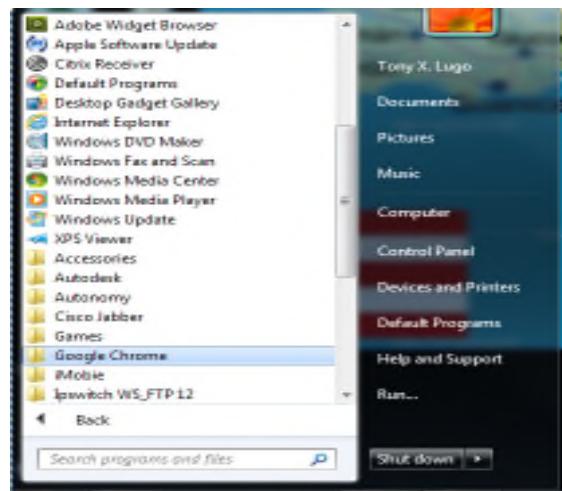
In your **Desktop Viewer**, you can access the standard desktop applications.



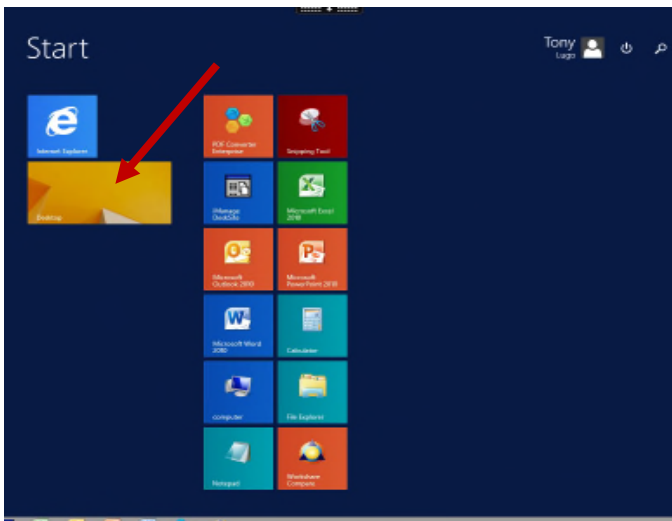
Clicking the **Start Menu** will take you to the following screen. As you can see, the start menu is different from the old Windows 7 start menu.



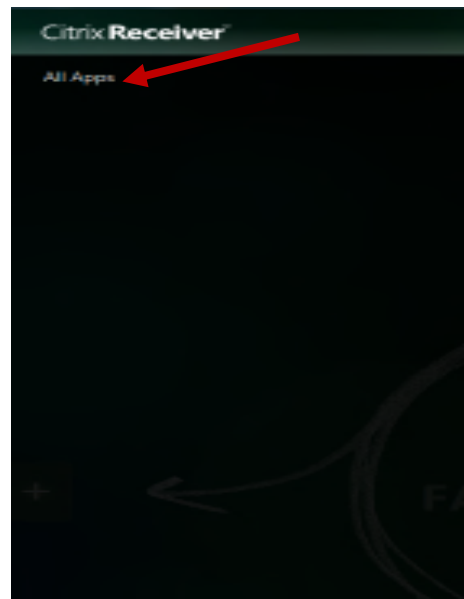
Old Windows 7 Start Menu



Clicking **Desktop** will return you to your normal desktop view



Click **All APPS**



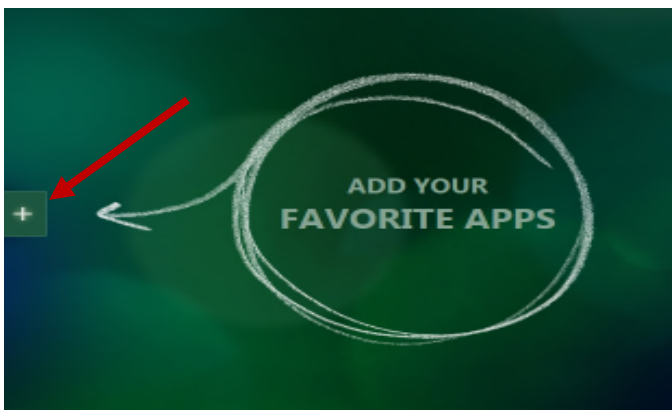
ACCESSING YOUR APPS

If you have an iPad, iPhone or Touch Screen computer, you have the ability to use the APPS MENU.

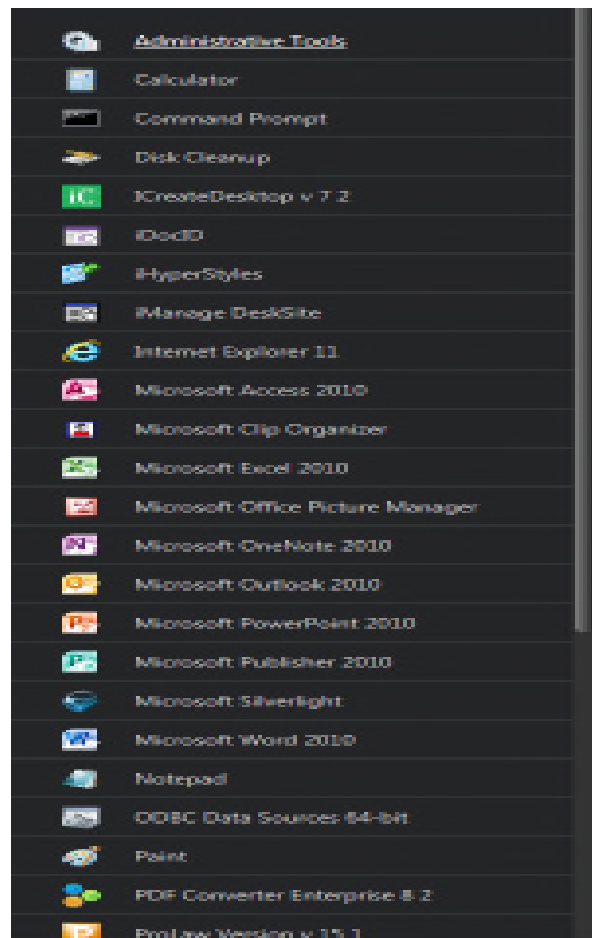
To ACCESS the APPS MENU, click **APPS**



THE STANDARD APPS ARE ON THE APPS DESKTOP, Click + to view list of APPS that you want to add to your **APPS Desktop**



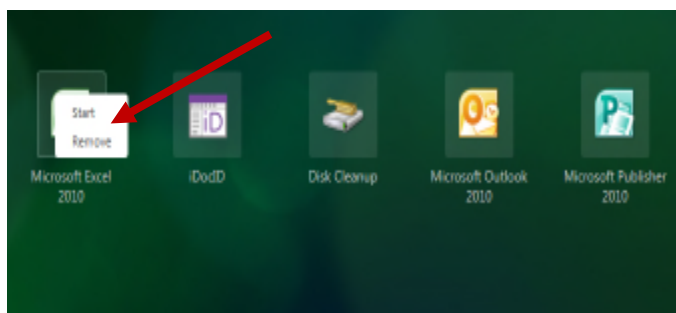
The lists of APPS will appear. From here you can pick and choose which APPS you want on your **APPS Desktop View**



Once you click on the app(s) you want, it will appear on your **APPS Desktop View** as soon below. Now you can have your favorite APPS on the APPS Desktop View for easy access.



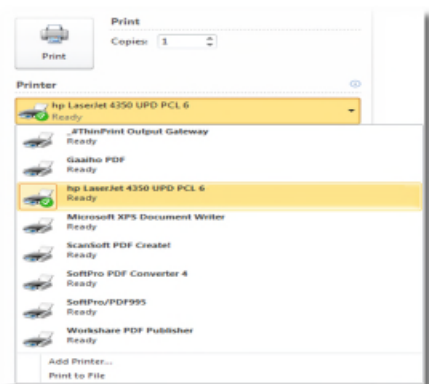
You can also remove your APPS from you APPS Desktop View. Just **Right Click** on the app, then click **Remove**. The app is removed from the desktop view, but can be added back again by clicking the + sign to the left of the desktop.



PRINTING FROM CITRIX

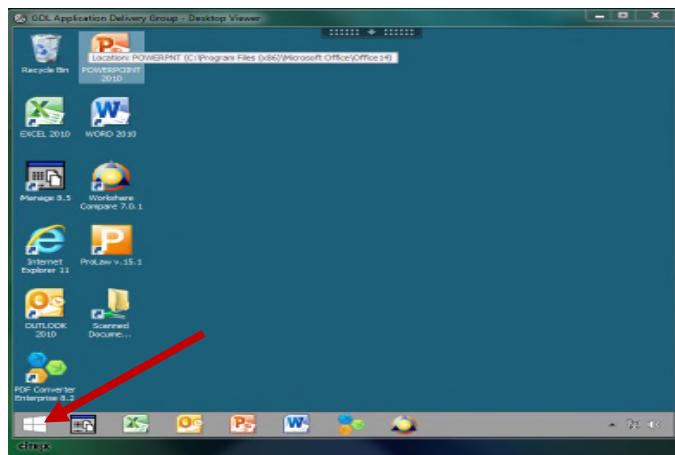
RECOGNIZING PRINTERS

When you log in to a Citrix session your local printers (the printer's in your or other remote location) automatically becomes available. You will be able to see them from the print menu of any application such as Word or Excel



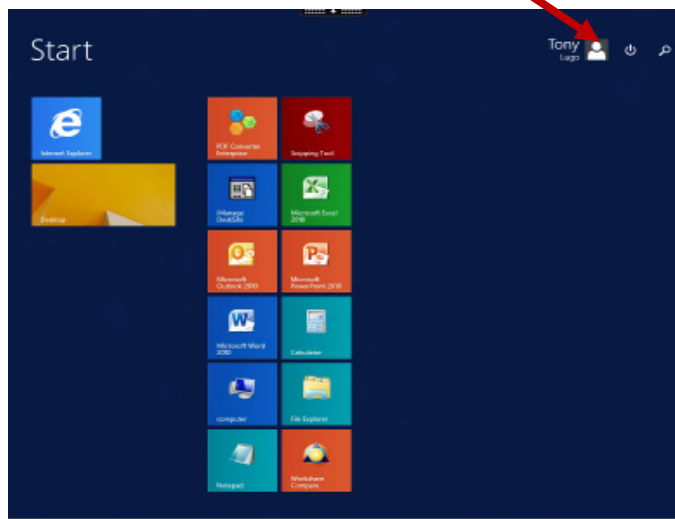
LOG-OFF INSTRUCTIONS

Click on the **Start Menu** from your desktop view

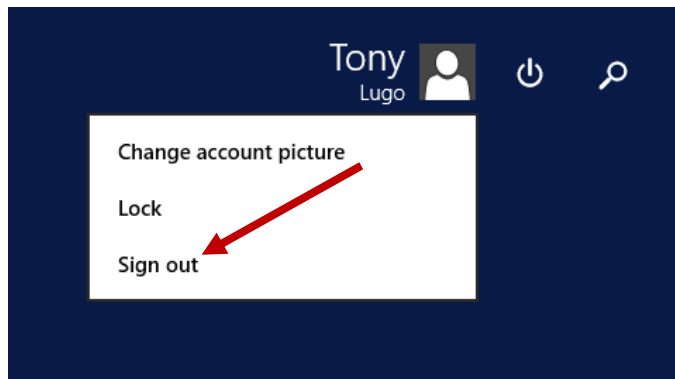


This will take you to the following screen

Click your **Account Name** in the upper right hand corner of your screen



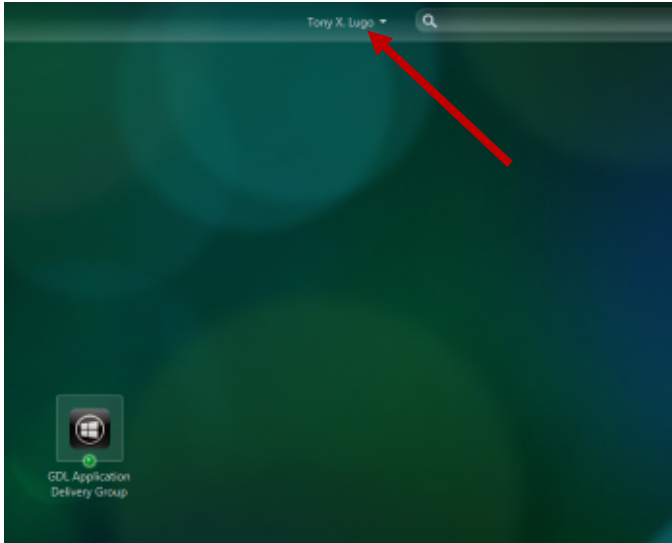
Click **Sign out**



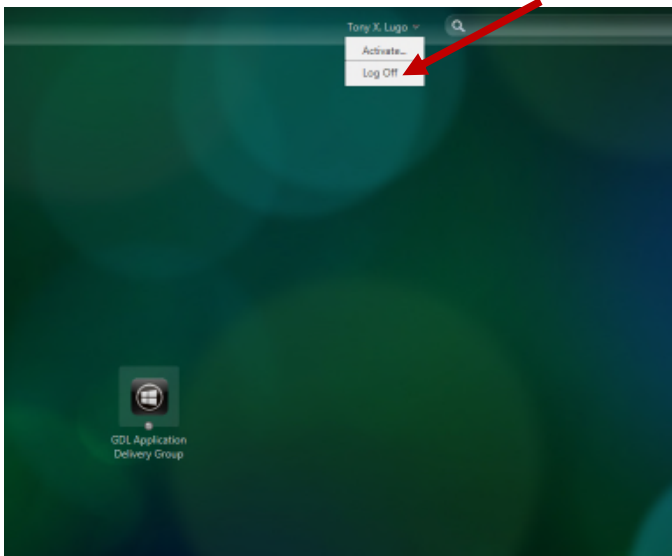
USING MULTIPLE MONITORS

Once that is done, you must also Log off from the **Citrix Receiver Window**

Please also remember to log off Citrix session by clicking Log Off button near the top right side of your browser window under your **Account Name**



Click **Log Off** and close your browser window.



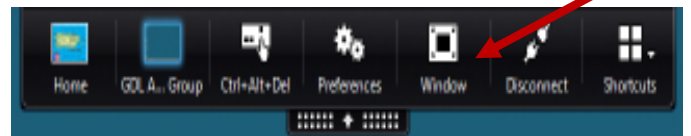
This will help to ensure that there are sufficient connections available for your colleagues. It is also an important business safety, security and privacy consideration when you are working from a public or unsecured PC.

There may be occasions where the connection is lost to the Citrix session from the computer that you are using. If this occurs, return to the www.gdllaw.com/remotearchive page and log back in. Most of the time you will be able to resume the previous session. Any applications or documents that were open will remain open for approximately 30 minutes.

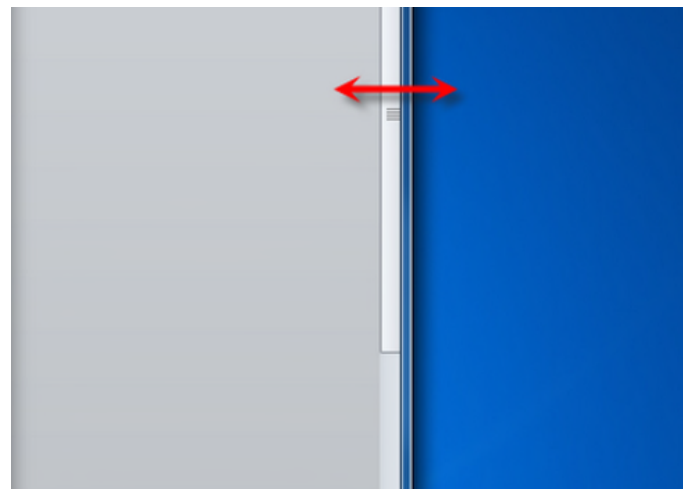
Click on the **CITRIX TOOLBAR** located at the top of the screen.



Select **WINDOWS** button on the tool bar and minimize the desktop.



Once the screen is no longer maximized, click and drag the perimeter of the window to stretch it so it is touching both monitors.



Click the **FULL SCREEN** button on the tool bar and maximize the desktop.

