External RECIN Log In Instructions

Introduction
VMware Horizon Client is connection management software that allows external users to access RECIN. The VMware Horizon Client must be downloaded prior to accessing RECIN.

Access and Log In to RECIN
1. Double-click **VMware Horizon** desktop shortcut.
2. Upon initial login, add server to client:
   a. Double-click **Add Server**.
   b. In **VMware Horizon Client** window, type **access.marshfieldclinic.org**.
   c. Click **Connect**.

**Note**: After initial login, user double-clicks **access.marshfieldclinic.org**.

3. In **User name**, type user name.
4. In **Password**, type password.
5. From **Domain** drop down, select **SRD**.
6. Click **Login**.
7. Double-click **RECN**.

![RECN application window](image)

**Log Off**

1. Close **RECN** application.
2. Click **Start**.
3. Click **Log Off**.
4. After log off is complete, close **VMware Horizon Client** window.

**Multiple Display Setting**

For workstations that utilize multiple monitors, change this setting to have VMware Horizon display on one monitor.

1. Right-click on **RECN**.
2. Select **Display**.
3. Select **Fullscreen**

![Multiple display setting](image)

**HelpLine Staff**

Help is available through HelpLine, 715-389-3456 or extension 9-3456.