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**University Center of
International Programmes
of Studies (UCIPS)**

Remote Labs Manual

Dept of Digital Governance
University Center of International Programmes of Studies
International Hellenic University

Remote Labs provides access to the IHU computer labs in a similar way to Remote Desktop applications but through your web browser. No other program is required to use [Remote Labs](#) except from a modern web browser. Any operating system is supported (Windows, Linux, Mac).

1. Login & Usage

To Login to the service, you need to visit <https://rlabs.ihu.edu.gr> and **login** with your **RLABS account credentials** (username, password). The Rlabs account is different than the uregister account, but the username is the same. If you want to reset your Rlabs account password, please visit: https://support.ihu.edu.gr/reset_password/.



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Remote Labs

Remote Labs provides access to the IHU Laboratory computers in a similar way to Remote Desktop applications but from within your web browser. No other program is required to use it except from a modern web browser. Any operating system is supported (Windows, Linux, Mac).

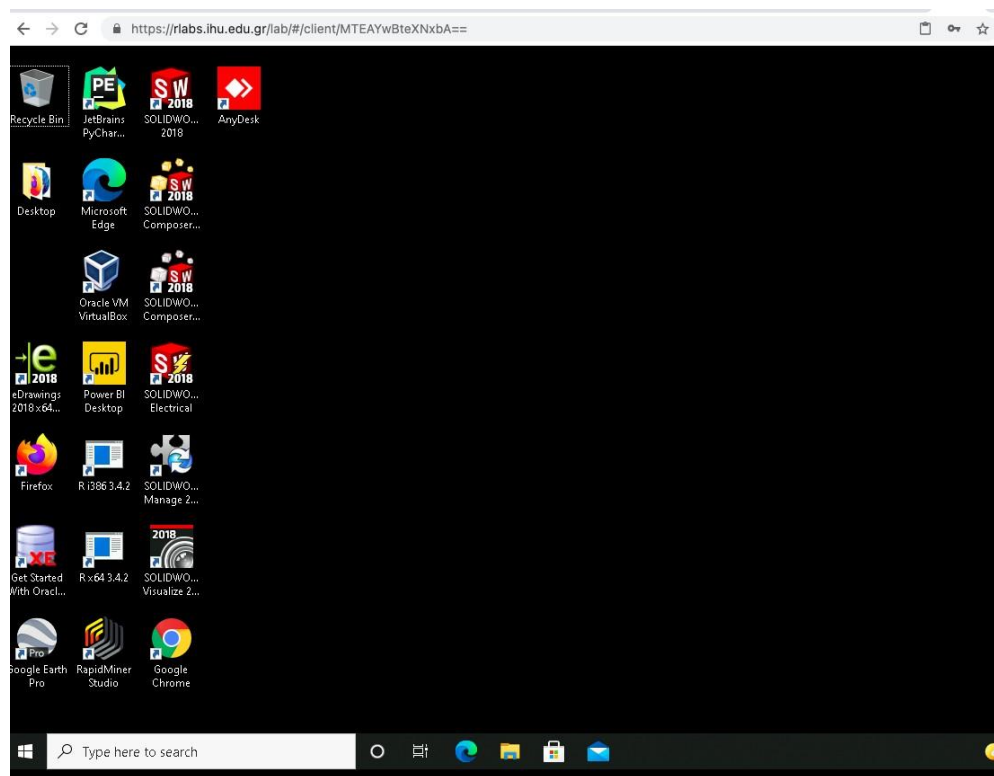
Login

To Login you need to use your **IHU VPN account credentials**. The VPN account is different than the uregister account, but the username is the same. If you don't know it, please visit:

https://support.ihu.edu.gr/reset_password/

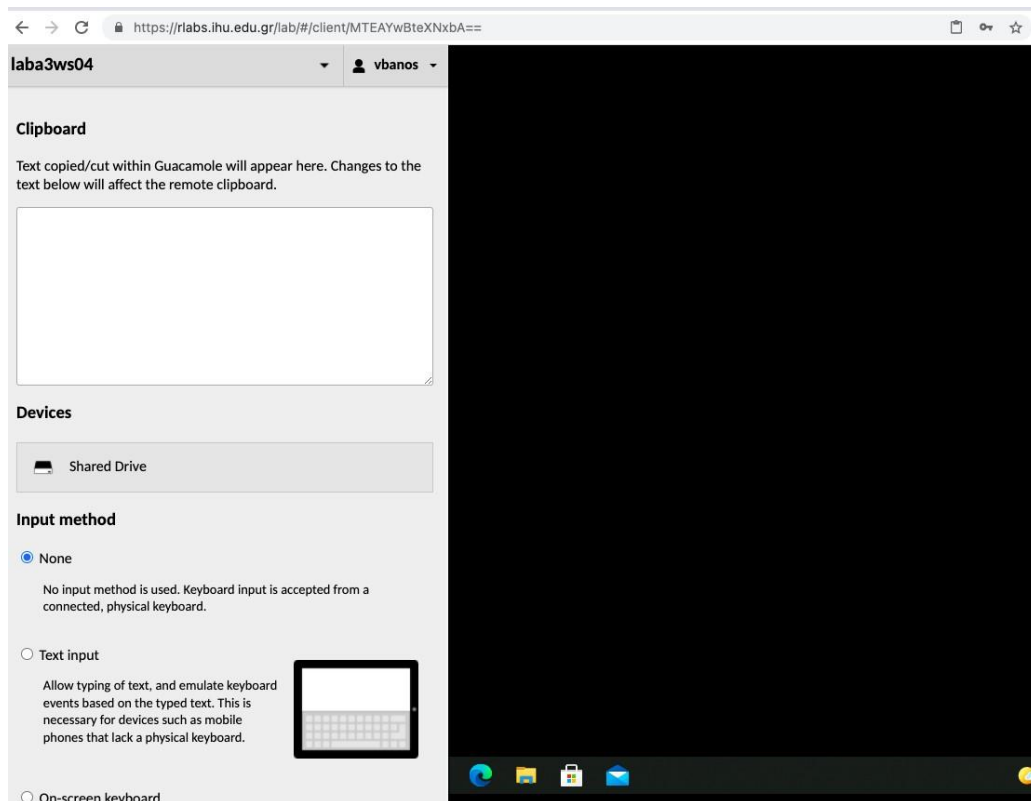
[Help](#)

After you login, you should be seeing the Desktop of a lab computer in your web browser. At this point, you can use your lab computer. You can interact with this display just as you would with your normal desktop.



2. Application menu

To access the application menu, please press **Ctrl + Alt + Shift** (Windows/Linux) or **Ctrl + Command + Shift** (Mac). Use the same keys to close the menu.



The application menu provides options for:

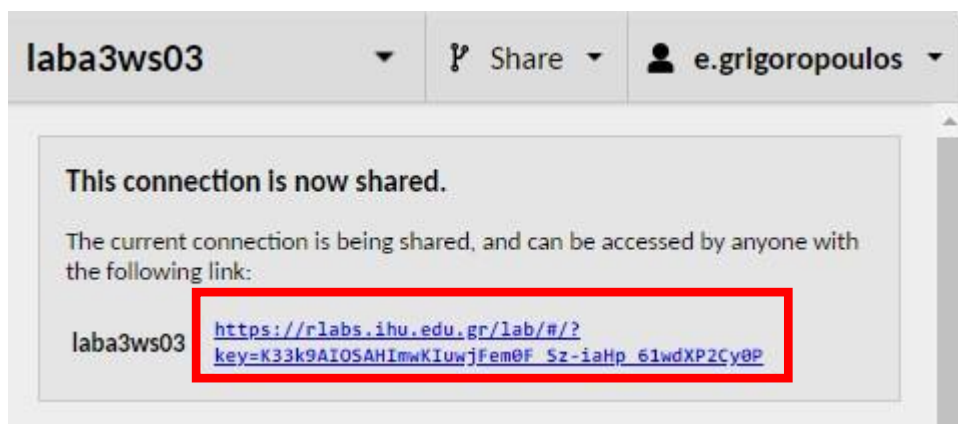
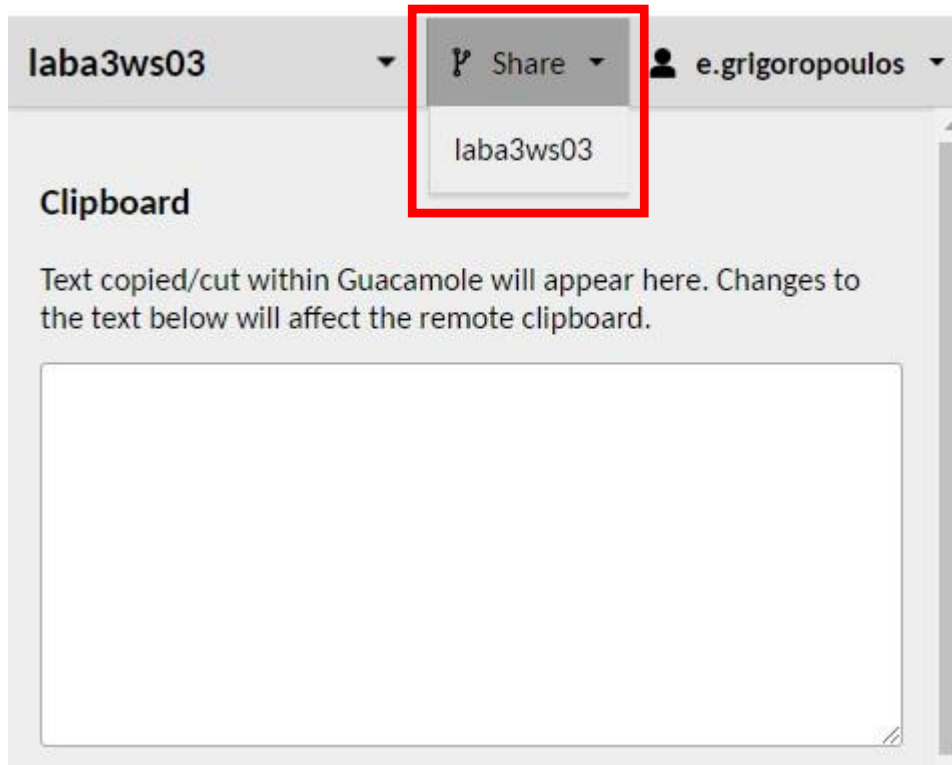
- Navigating back to the home screen,
- Sharing the current connection,
- Reading from (and writing to) the clipboard of the remote desktop,
- Uploading and downloading files,
- Selecting alternative methods of typing or controlling the mouse, particularly for use on mobile or touchscreen devices,
- Zooming in and out of the remote display,
- Disconnecting from the current connection entirely.

3. Sharing the current connection

It may be necessary to share your current session with your Course Instructor, in order to get support. To do this:

1. Access the Application Menu (Shift + Ctrl + Alt on Windows/Linux or Shift + Ctrl + Control on Mac).
2. Click on your username

3. Click on **Share**.
4. Click on the name of the Lab computer (e.g. laba3ws03)
5. Then right click to the appearing link, copy it and share it with your Course Instructor, **either by email or through the Zoom chat**.
6. When the Course Instructor opens this link, they will be able to see your computer lab screen.



4.

Copying/pasting text

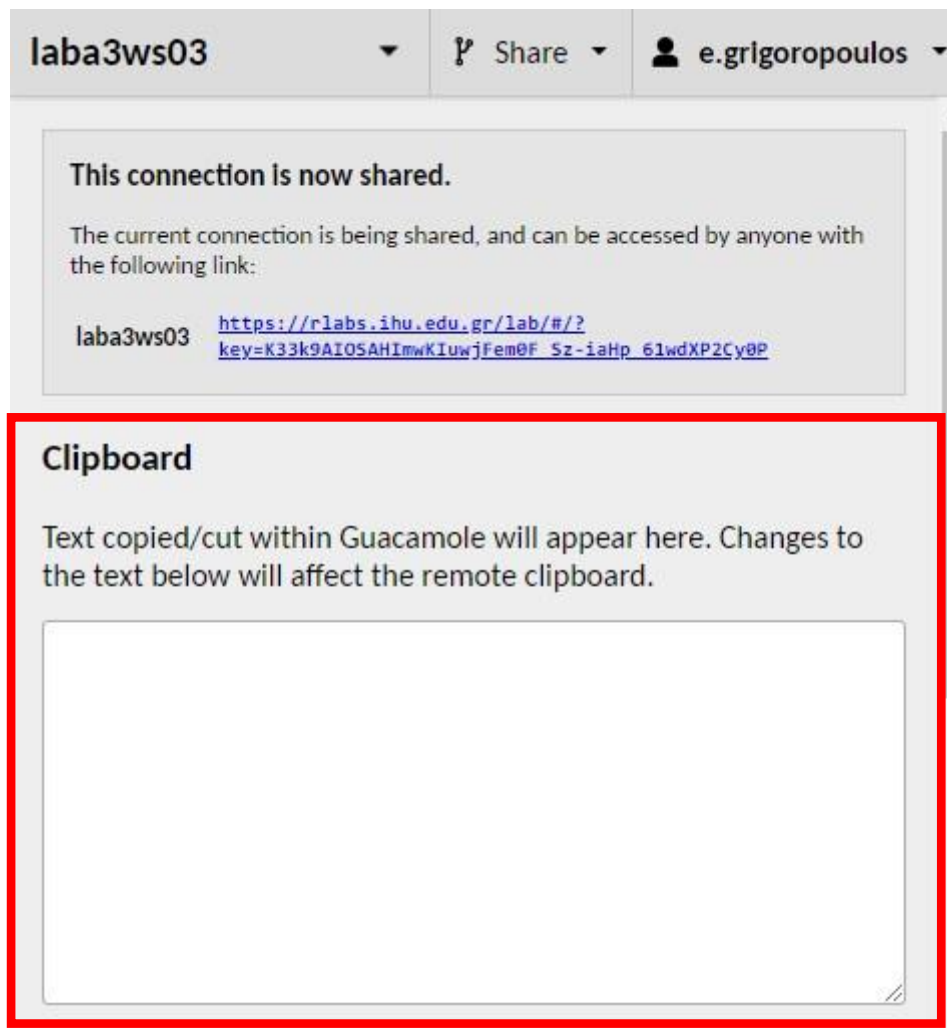
Access the Application Menu (Shift + Ctrl + Alt on Windows/Linux or Shift + Ctrl + Control on Mac).

At the top of the menu, there is a text area labeled "clipboard" along with some basic instructions:

Text copied/cut within Guacamole will appear here. Changes to the text below will affect the remote clipboard.

The text area operates as an interface between the remote clipboard and the local clipboard. Text from the local clipboard can be pasted into the text area, causing that text to be sent to the clipboard of the remote desktop. Similarly, if you copy or cut text within the remote desktop, you will see that text within the text area, and can manually copy it into the local clipboard if desired.

5.



Downloading / Uploading Files

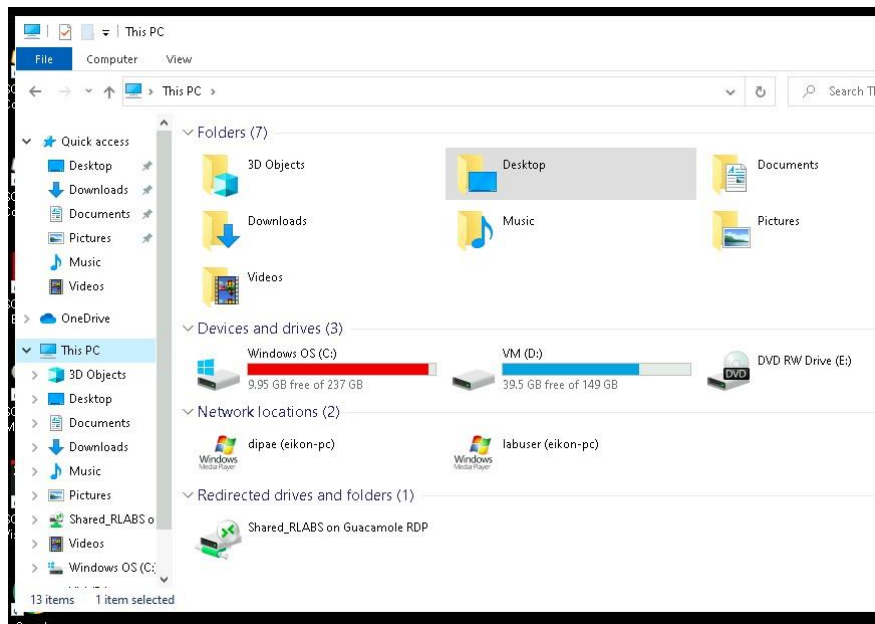
You can transfer files between your local computer and the lab computer.

Files can be transferred to the remote computer by dragging and dropping the files into your browser window, or through using the file browser located in the app menu.

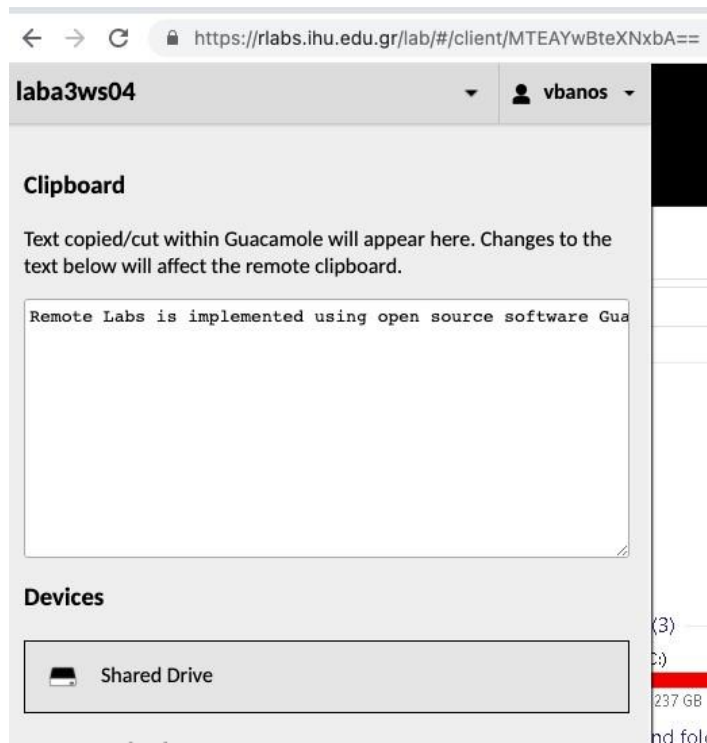
To download files from the lab computer in your own computer:

1. In the lab computer, save your files in My Computer -> "Shared_RLabs" drive.

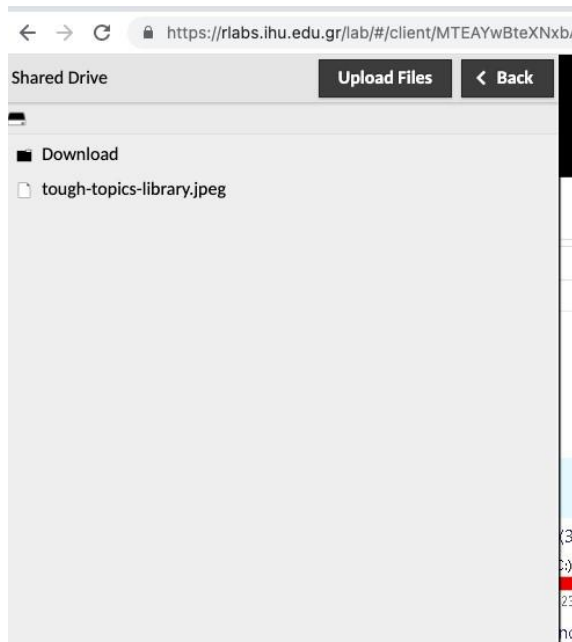
6.



2. Access the application menu (Shift + Ctrl + Alt on Windows/Linux or Shift + Ctrl + Control on Mac) and click on “Devices -> **Shared Drive**”



3. You see the contents of the “Shared Drive” and you can download the file in your computer by clicking on it.

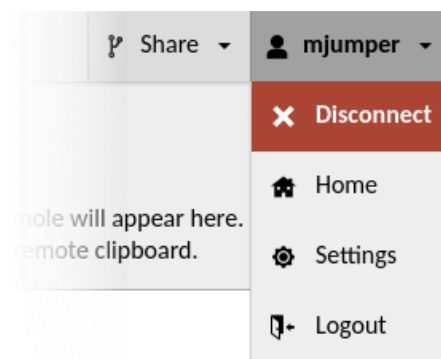


To upload files from your computer to the lab computer:

1. Access the application menu (Shift + Ctrl + Alt on Windows/Linux or Shift + Ctrl + Control on Mac) and click on “Devices -> **Shared Drive**”.
2. Click on the “Upload” button and select the files you want to upload to the lab computer.
3. Close the application menu (Shift + Ctrl + Alt on Windows/Linux or Shift + Ctrl + Control on Mac).
4. In the lab computer, the files you have uploaded are located at My Computer -> “Shared R Labs” drive.

6. Disconnecting

Access the Application menu by pressing Ctrl + Alt + Shift (Windows/Linux) or Ctrl + Command + Shift (Mac), click on your username and then click “Disconnect”.



7. Detailed Remote Labs User Guide

Remote Labs is implemented using open source software Guacamole. Its detailed User Guide is available at:

<http://guacamole.apache.org/doc/gug/using-guacamole.html>