How to download and use Geocentrix Remote

1. Visit the Geocentrix website (www.geocentrix.co.uk) and navigate to the page 'Preparing for online courses' (on the main menu, click 'Training' and then, on the right-hand menu under support, click 'Preparing for online courses'). Or type the following URL into your browser's address box:
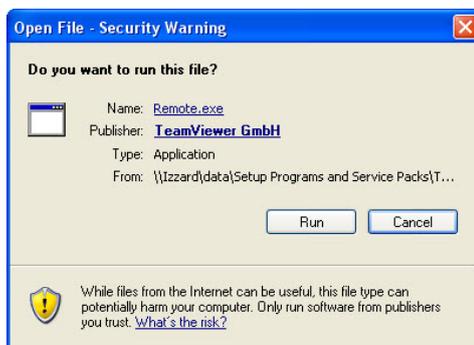
    www.geocentrix.co.uk/training/preparing_for_online_courses.html

2. Click on the link to download the program Geocentrix Remote and the following window will pop up:

    Click **"Save File"** to save Remote.exe executable to a temporary folder on your computer. This program will allow us to establish a connection with your desktop. You should not need Administrator rights to run this program, since nothing is installed on your computer.

3. Run the program Remote that you have just downloaded and you will get a security warning window asking if you want to run this file: Remote.exe.

    Click "**Run**" and this will open a screen similar to the picture shown here, which tells you your computer's ID and the one-time password for a connection with Geocentrix.

4. Just before each online session you will need to re-run the program and contact Geocentrix (email to support@geocentrix.co.uk or call +44 1737 373963) to give us the ID and Password given on this screen.

    Note that while your ID remains the same, the password changes each time you run Geocentrix Remote, so this grants us one-time access to your computer.

5. When Geocentrix Support starts the remote desktop session, the following window will appear in the bottom-right of your screen. (Geocentrix Remote uses a third party program called 'Teamviewer' to provide its functionality. Hence 'Teamviewer.com' appears in the caption bar.)

6. The Functions menu provides options to use Voice over IP, Video, and Chat. However, we will not be using these functions since there capabilities are limited for sessions across many computers. Instead, Skype will be used for discussion during the session and so there is no need to activate these functions. You can terminate the session at any time by clicking on the red X shown underneath the main caption.

7. Whilst the remote desktop session is underway the course presentation will appear on your screen.

If you have any queries regarding these instructions (or suggestions for their improvement), please contact support@geocentrix.co.uk.

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