

ATAMI Standard Operating Procedure

## ATAMI Teamviewer Procedures

Last saved by Randy Greb on 1/16/2021 12:37 PM

Revision	Date	Description/Change	Curator
0	7/7/2020	New document	Randy Greb
1	12/21/20	Change/Add	Nick Wannemacher
2	1/16/2021	Updated to standard SOP format, edited added a few notes.	Randy Greb

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## Scope:

Procedures for connection to and using Teamviewer for ATAMI connected computers. It is only given on an as needed basis to approved users.

ATAMI now (2020) has a '3 Channel' Corporate license. **To** use it, Nick Wannemacher will register your name and email address with TeamViewer and send you a unique password, along with the required ATAMI Tool's Partner ID and Password for each tool you have authorization to access.

## Safety:

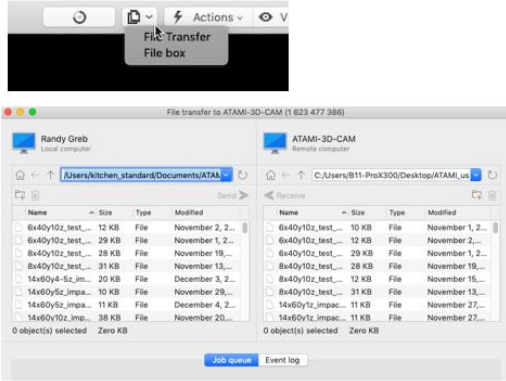
N/A

## Procedures:

### Setting Up Teamviewer:

Step	Action	Notes
1	Contact <a href="#">Nick Wannemacher</a> ( <a href="mailto:nick.wannenmacher@oregonstate.edu">nick.wannenmacher@oregonstate.edu</a> ) to get registered with your OSU email for ATAMI licensed Teamviewer Access.	Nick will send you a unique password.
2	Download and install the <a href="#">free version of TeamViewer here</a> for your own computer.	You don't need to share your own computer (Allow Remote Control) to use the remote system control feature with the ATAMI tools. It's recommended that you do <b>not</b> allow remote access.
3	Once you receive your password from Nick, Open TeamViewer and click on the "Extras" pull-down menu and click "Activate". Input your email address username@emailaddress and the password sent by Nick.	If using your own computer, check the box for "Keep me signed in".
4	For the first use, TeamViewer will do a two-factor authentication by sending you an email. Verify by clicking the web-link in the sent mail.	These emails can take as long as 10 minutes to show-up.
5	Contact <a href="#">Nick Wannemacher</a> or <a href="#">Randy Greb</a> to get the Partner ID's and Passwords for the ATAMI computer you will need access to.	

## Using Teamviewer:

Step	Action	Notes
1	To connect to one of the ATAMI computers, enter the Partner ID for the computer and press “connect”.	Use the Partner ID’s and associated passwords you received from Nick or Randy.
2	Enter the password for the computer of interest in the pop-up box and press “Log On” to connect.	<p>If you see and “Unable to Connect” pop-up box, this means the ATAMI computer has lost it’s wifi or Ethernet connection, and you’ll have to get in to reconnect it.</p> <p>Either your partner isn’t connected to the internet or your partner’s TeamViewer isn’t running yet. Please tell your partner to check his/her internet connection or to start TeamViewer.</p>
3	Once you are connected to the remote computer, you can access applications, windows file explorer and transfer files.	<p>If you are using the Teamviewer application on a Windows computer, pressing the windows key will open the start menu on the remote computer.</p> <p>On a MAC computer, pressing the command button will open the start menu.</p>
4	<p>You can copy and paste files in and out of the remote computer.</p> <p>You can also use the File Transfer utility to move large files or folders with multiple files. It’s quite efficient at file transfer.</p>	 <p>The screenshot shows the File Transfer utility interface. On the left, the local computer's file explorer shows a directory with several files named '6x40y10z_test...' and '14x60y1z_impac...'. On the right, the remote computer's file explorer shows a similar directory structure. A 'Job queue' at the bottom indicates that 0 objects are selected and 0 KB are being transferred.</p>
5	Always be courteous and respectful to your ATAMI teammates in using the remote computers.	<p>The ATAMI 3D CAM computer is in the Room Reservation System. If more than one user tries to access one of the computers/tools at the same time, the person who reserved it on the Reservation System has first rights.</p> <p>Always close applications and files when done.</p> <p>Don’t clutter the desktop with random files. Use your ATAMI user folder for all personal files.</p>