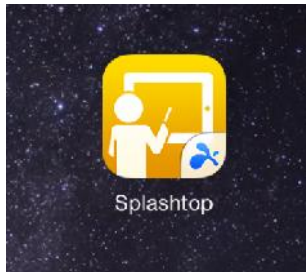


On Your iPad

To connect to your desktop as a host with the iPad, you must first open the Splashtop application on the iPad.

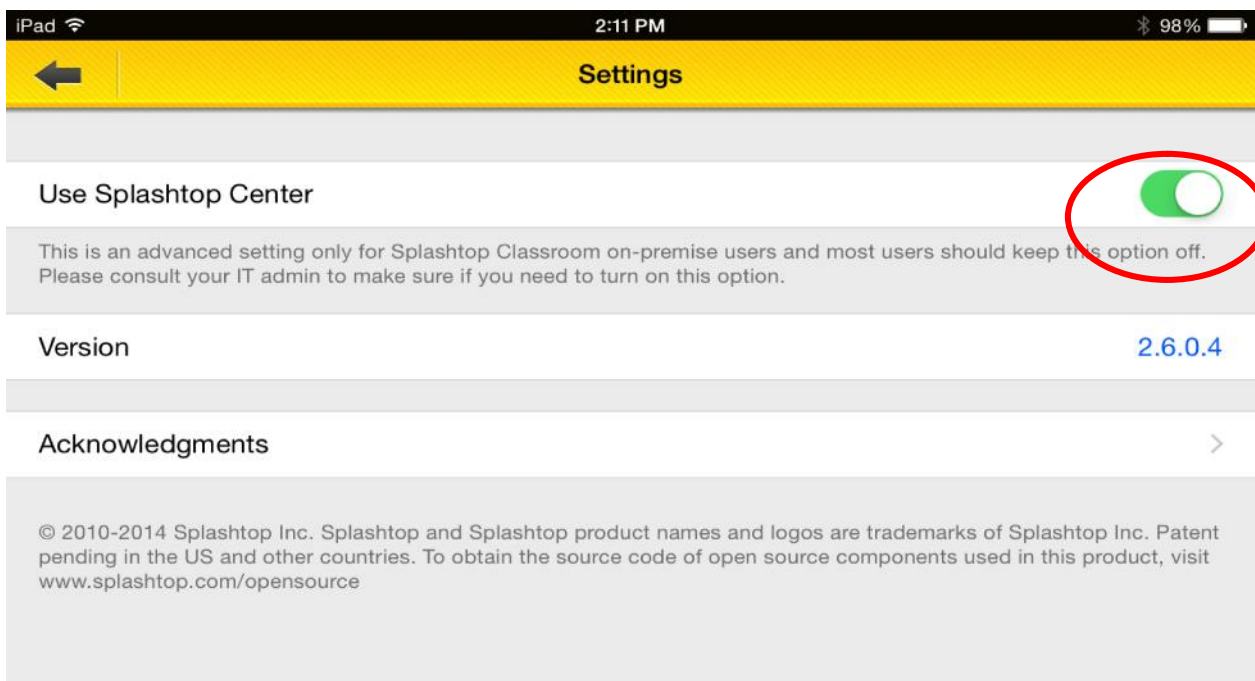
Tap on the Splash Top icon



When SplashTop opens, tap on the settings (gear icon) in the upper right hand side




Make sure Use Splashtop Center is on – green means on. If it is off you will need to turn it on to use the Spashtop Application.




Once this setting is changed you will no longer need to enable it. The iPad will hold this setting. Select the back arrow to go back to the home page of the Splashtop app

Select the option "Host a Session"



Join a Session

Enter session information

| | | |
|---------------------|-------------------------|---|
| Session Code | Enter your session code |  |
| Name | Optional | |

[Join](#)

[Host a session >](#)

In the Splashtop Center box enter the following server name or ip address:

Server Name: GCS-Splashtop

IP address: 10.131.50.120

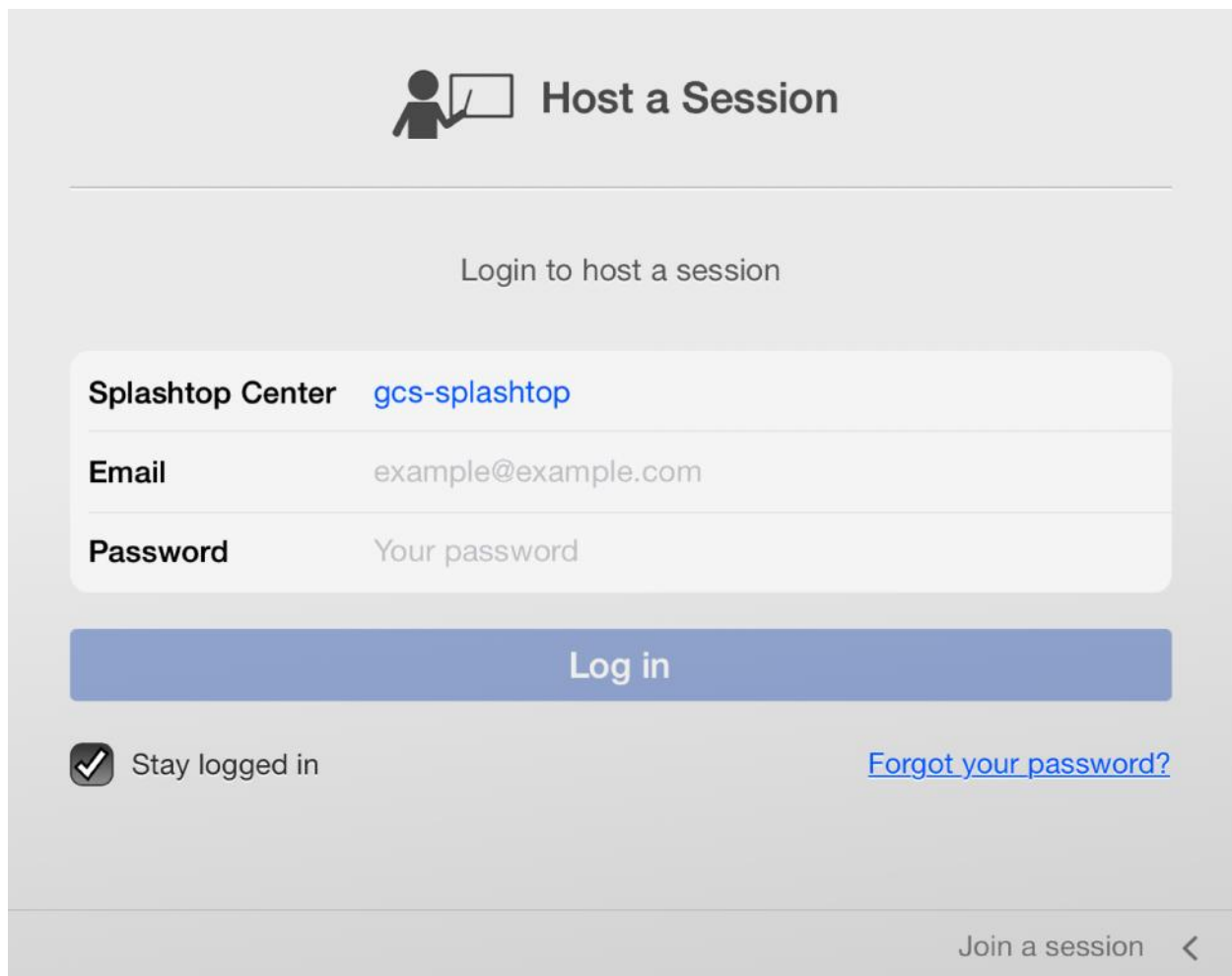
Using either of the above will have the same result, however it is much easier to remember by name rather than IP address

In the Email box enter **your** Gaylord Community Schools email address:


<username>@gaylord.k12.mi.us

In the Password box enter **your network logon password**:

Press the <Login> button



The screenshot shows a web interface for hosting a session. At the top, there is a header with a person icon pointing to a screen and the text "Host a Session". Below this is a horizontal line, followed by the text "Login to host a session". The main form area contains three input fields: "Splashtop Center" with the value "gcs-splashtop", "Email" with the value "example@example.com", and "Password" with the placeholder text "Your password". Below these fields is a large blue button labeled "Log in". Underneath the button is a checkbox labeled "Stay logged in" which is checked, and a blue link labeled "Forgot your password?". At the bottom right of the form, there is a link labeled "Join a session" with a left-pointing arrow.

 **Host a Session**

Login to host a session

Splashtop Center

Email

Password

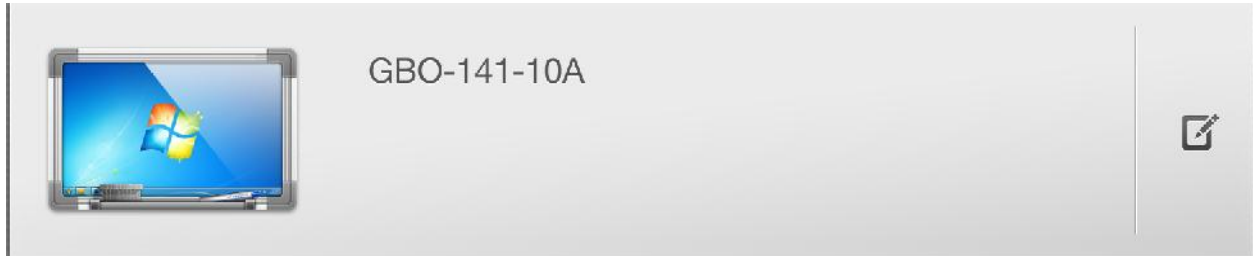
Log in

Stay logged in [Forgot your password?](#)

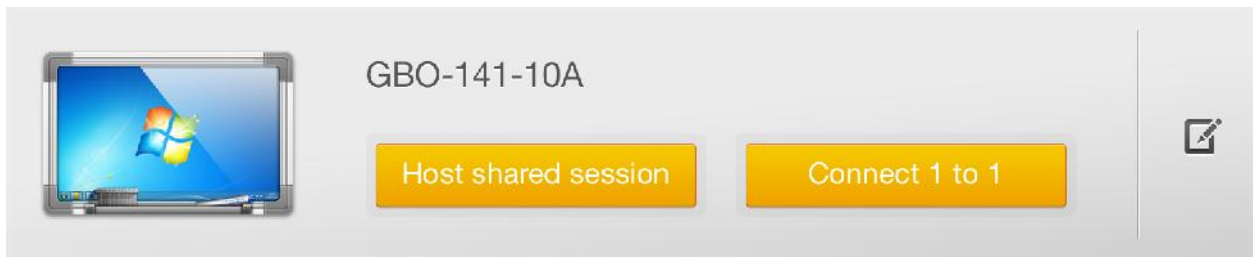
Join a session <

When you enter in your credentials, select “Log in”

Your screen will show you your computer name, then select your computer (Note that your computer name will be different than shown)



When you select your computer, you will be given two options



Selecting “Host a shared session” will bring up the QR code that students can take a picture of or enter the 4 digit pin to connect to your computer. You will automatically be added to the session as the host. This is what you want to use if you wish to share your computer screen in a session with your students.

Selecting “Connect 1 to 1” will connect your iPad to the desktop as the only user, as if you were using remote desktop. This session is private and nobody else can enter and only you can see your PC