

## Setting Up a New Computer Out of the Box

Setting up a new computer involves the following steps:

- 1) Intro Screens
- 2) Desktop
- 3) Setup the Network Connection
- 4) Setup Netscape and Email
- 5) Startup Disk and Optimize Windows
- 6) Set up the Printer Connection
- 7) Must Keep Stuff

### 1) Intro Screens

Go through all the screens that come up on the monitor when you first turn it on, including the internet connection.

A) Skip the Registration stuff since we don't need it or select "Register later".

B) It's okay if it sets up the Internet Explorer- you will set up Netscape later- and it's okay if you get connected at this point. (Note: be sure to select the LAN option and not the dialup.)

### 2) Desktop

Get rid of the unnecessary icons like "Online Services", anything with MSN, etc. and set up the Folder options if they want it (most people are use to the Windows 95 layout and can get lost pretty quick with the newer "web" look).

A) Icons

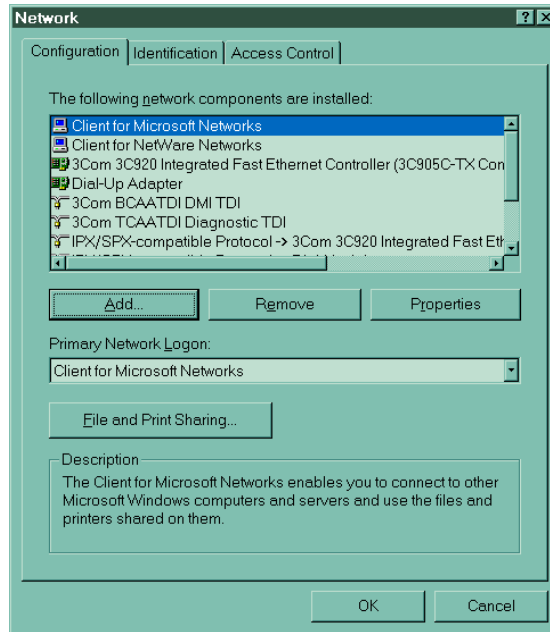
Select the icon, right click to open the **Alt-menu** and select **Delete**.

B) Folder options

The Folder options are located in the **Start Button ->Settings ->Folder Options** and select the "Classic Style".

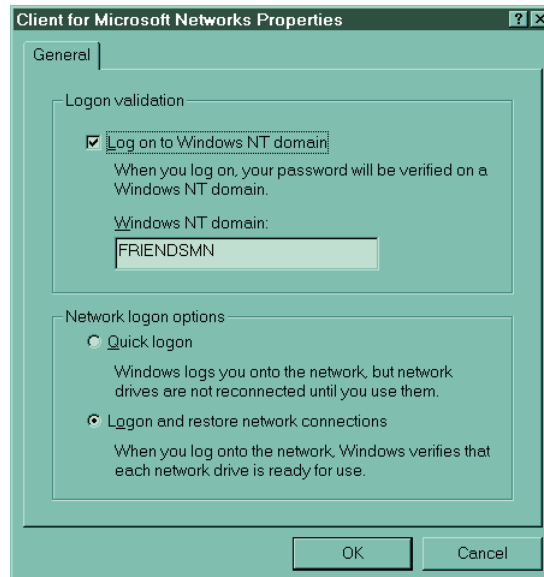
### 3) Setup the Network Connection

The network utility is located in the **Control Panel (Start Button ->Settings ->Control Panel)**. Double click on the **Network** icon and the Network window appears:



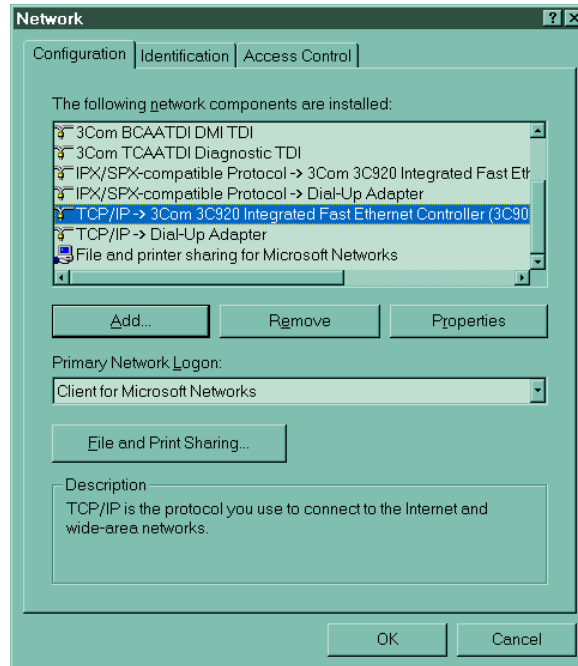
#### A) Configuration tab

1. Select **Client for Microsoft Networks** and click on the **Properties** button. The Properties window appears.



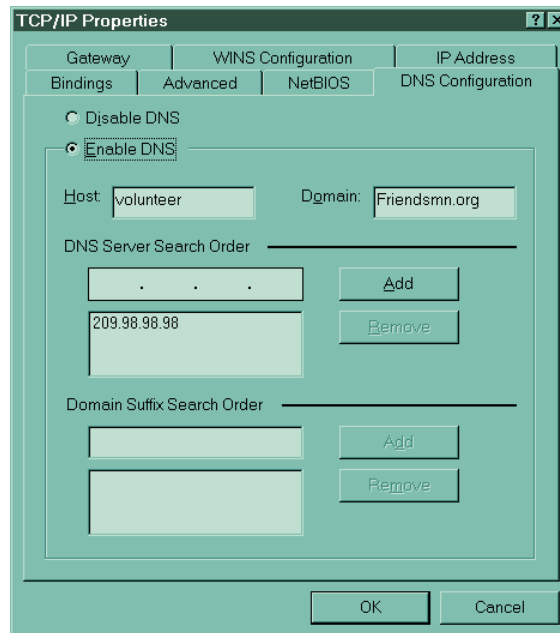
- “Logon to Windows NT domain” should be checked
- “Windows NT domain” is “FRIENDSMN”
- “Network logon options” click on “Logon and restore network connections.”

2. Select **TCP/IP** -> **3Com 3C920 Integrated Fast Ethernet Controller** and click the **Properties** button.



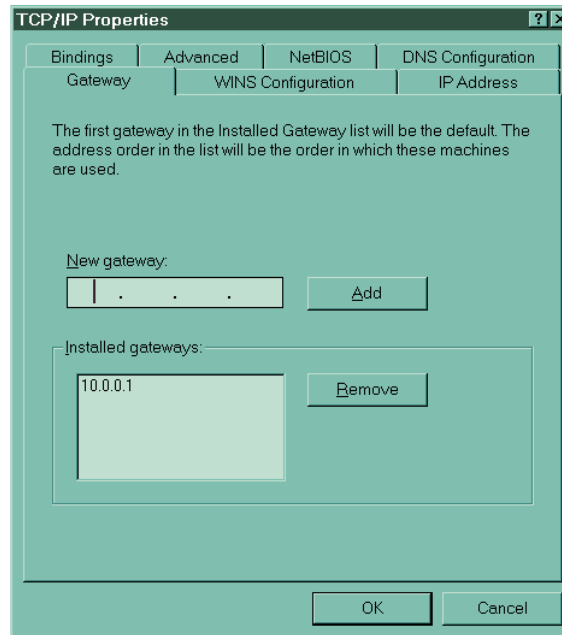
The TCP/IP Properties window appears.

#### DNS Configuration tab:



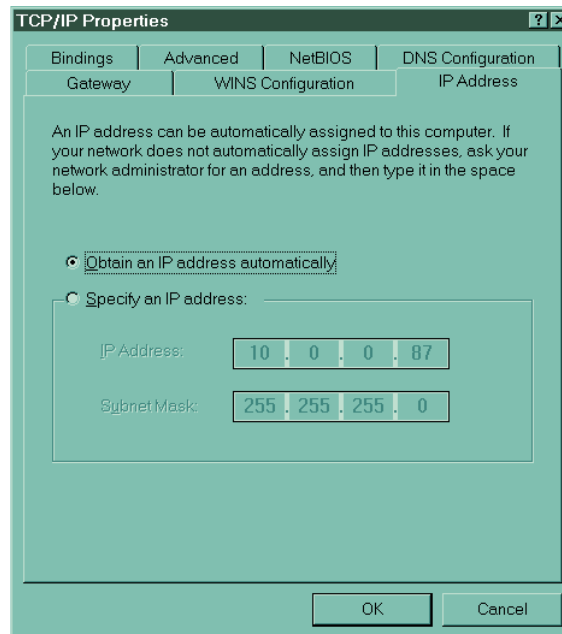
- Click on “Enable DNS”.
- “Host:” is the name of the computer (I highly recommend keeping it generic like “Finance” or “Sponsorship”).
- “Domain:” is “Friendsmn.org”
- “DNS Server Search Order” is 209.98.98.98. If the numbers are not in there, go ahead and enter them and then click the Add button.

## Gateway tab:



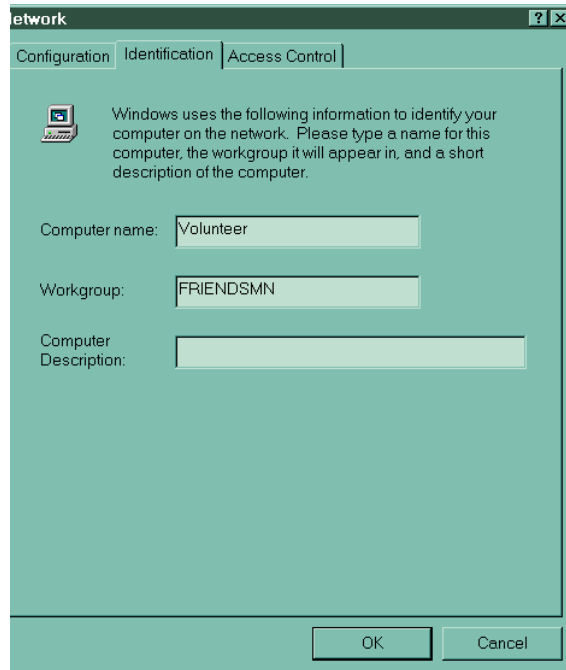
- “Installed gateways:” is 10.0.0.1. If the numbers are not in there, go ahead and enter them and then click the Add button.

## IP Address tab:



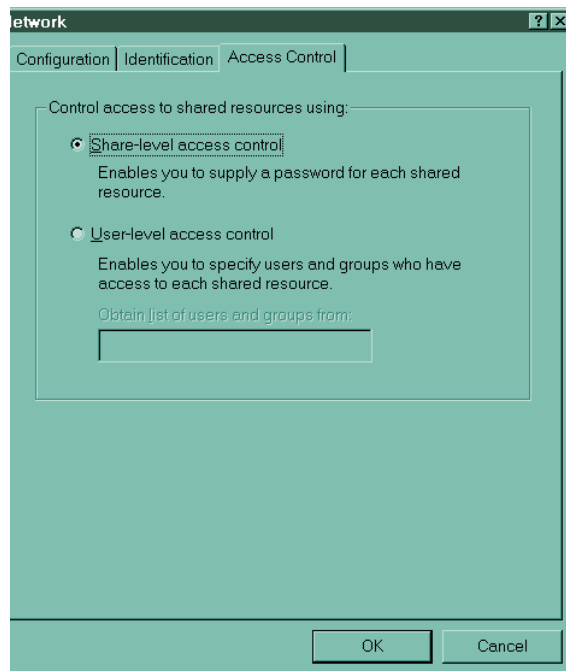
- Click on “Obtain an IP address automatically.”

## B) Identification tab



- “Computer name:” keep it generic.
- “Workgroup:” is FRIENDSMN

### C) Access Control tab



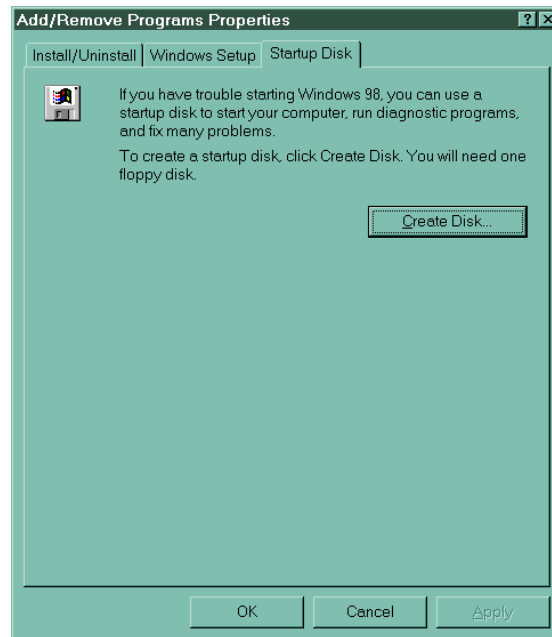
- Click on “Share-level”

### 4) Netscape and Email

See the Email Settings doc.

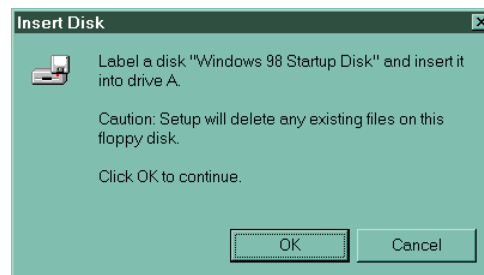
## 5) Startup Disk and Optimize Windows

Create the Startup disk and clean up the extraneous Windows utilities to free up resources. The Startup disk utility is located in the **Control Panel (Start Button ->Settings ->Control Panel)**. Double click on the **Add/Remove Programs** and the Add/Remove Programs window appears.



### A) Startup Disk tab

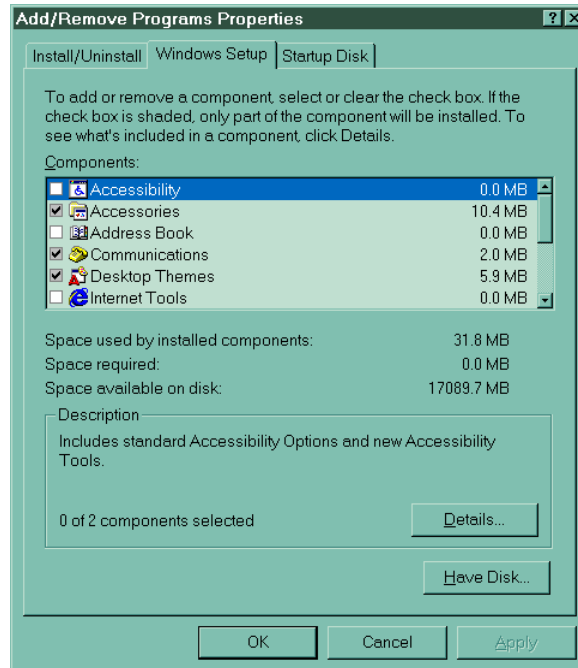
Click on the **Create Disk** button and follow the directions here.



- Keep this disk with the New Computer Must Keep stuff.

### B) Windows Setup tab

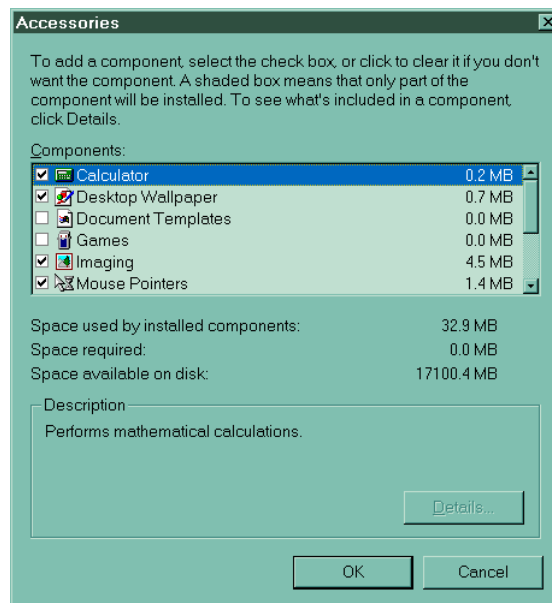
This is a good start for optimizing the computer's resources. If you want to optimize more, see the Optimize doc.



1. You don't need the following utilities and can uncheck them:

- Accessibility
- Address Book
- Internet Tools
- Multilanguage Support
- Online Services
- Outlook Express
- Web TV for Windows

2. Select "**Accessories**" and click on the **Details** button.

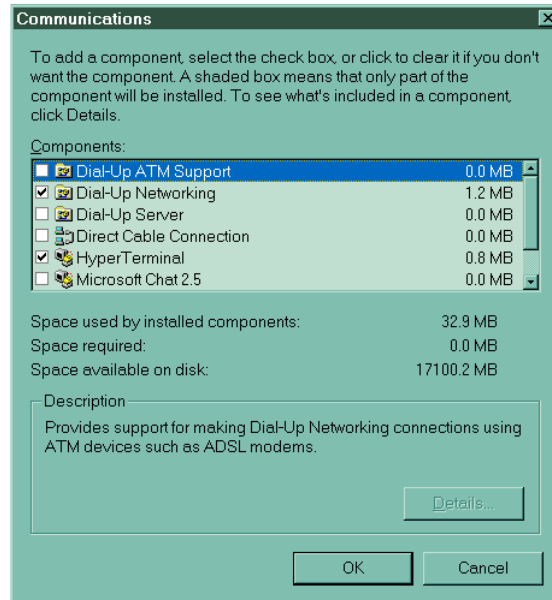


You really don't need the following:

- Document Templates
- Games
- Paint
- Quick View

(Note: even if you do not remove anything here, be sure to uncheck "Windows Scripting Host").

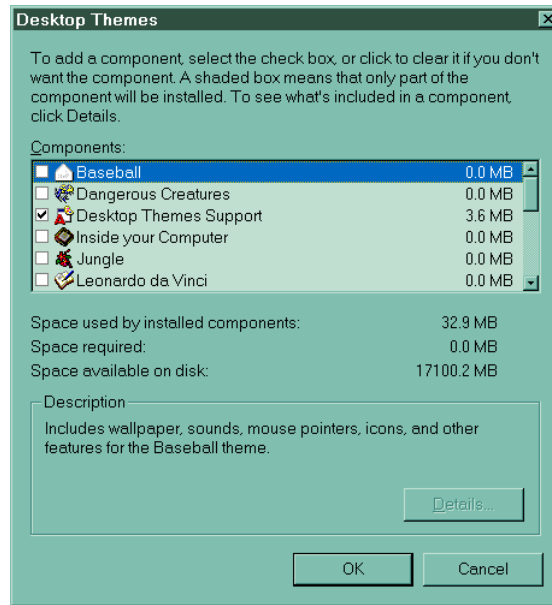
3. Select "**Communications**" and click on the **Details** button.



You don't need the following:

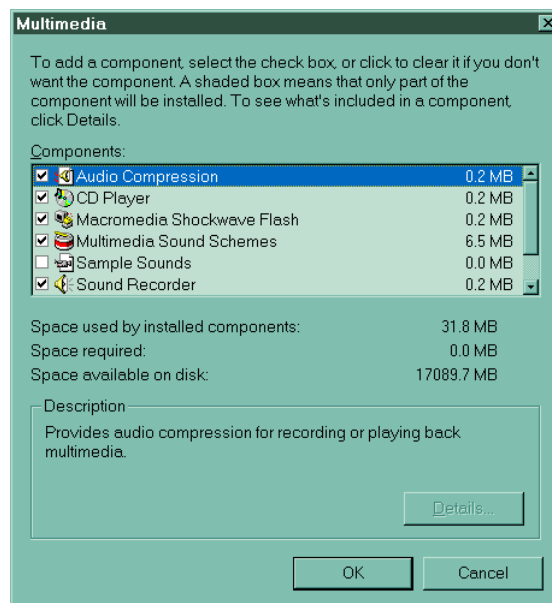
- Dial-Up ATM Support
- Dial\_Up Server
- Direct Cable Connection
- Microsoft Chat
- Phone Dialer
- Virtual Private Networking

4. Select "**Desktop Themes**" and click on the **Details** button.



- Ask the person if they really need all of these themes and uncheck the ones they don't want.

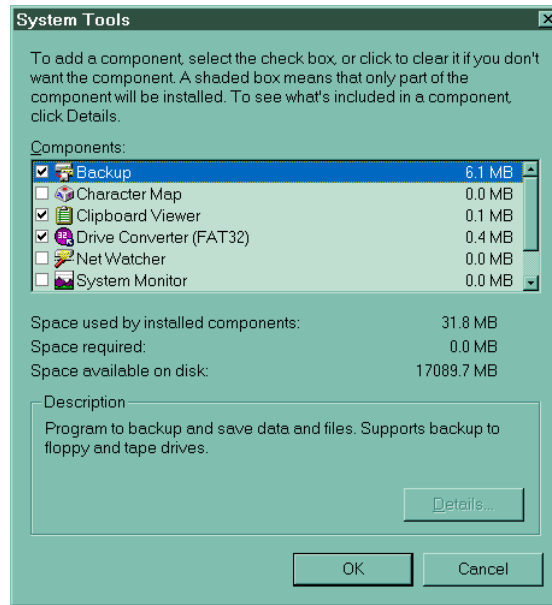
5. Select “**Multimedia**” and click on the **Details** button.



You don't need the following:

- Multimedia Sound Schemes
- Sample Sounds

6. Select “**System Tools**” and click on the **Details** button.



You don't need the following:

- Character Map
- Netwatcher
- System Monitor
- System Resource Meter
- WinPopup

## 6) Setup the Printer Connection

See the Printer Settings doc.

## 7) Must Keep Stuff

There are usually a lot of booklets and disks that come in the computer box, but only a few of them are critical to keep- critical as in DON'T LOOSE THEM. Set aside the following to keep along with the Windows Startup disk:

- Rescue disk or master disk for the computer
- Copyright packet with the Microsoft hologram on it
- Any manuals regarding how the computer and the monitor works
- Any of the warranty info

The rest, like fun extra programs, promotions for online services, etc, can be disposed of.

That's it! You should be good to go...