

Department Computer Setup and Configuration

- 1. Identification
 - a. Computer name (room number and user or lab name): _____.
 - b. Service Tag: _____
 - c. Run ipconfig /all and record Mac address _____.
- 2. Add user: _____ . Add password: _____ (password can be changed)
- 3. Disable Administrator account or assign password _____ .
- 4. Add nimda user and password. (Uncheck "password never expires" for security)
- 5. Run Windows updates.
- 6. Symantec Antivirus Installer (Symantec EndPoint)
 - a. Make sure virus definitions are up to date.
 - b. Configure Symantec to find updates automatically.
 - c. Configure Symantec to Enable file system real time protection.
- 8. Install Novell client.

Click on the Advanced tab on the login menu box and set the tree to Linden, the context to cal, and the server to PEN.

Click on the Windows tab on the login menu box and set the Windows username to the same as the Novell username of the primary person who is using the computer. This step is postponed until after a Windows user is created, nimda is the default user at this point.
- 11. Install Groupwise Client; version _____.
- 12. Install:
 - Firefox
 - Adobe Reader
- 13. Install MS Office (Version _____)
 - Run all from hard disk (Options and Custom)
 - Run the Office updates
- 14. Install other software:
 - _____.
 - _____.
 - _____.
 - _____.
 - _____.
 - _____.
- 15. Install printers (see <http://printing.pen.wisc.edu/ipp>):
 - Install iPrint client
 - Gutenberg
 - Herrling_color
 - _____.
- 16. Run virus scan on drive C.
- 17. Create a restore point in system restore.
- 18. Right-click on C: Choose Properties and run Disk Cleanup to remove Temp files, etc.
- 19. **Setup completed on _____ by _____.**
- 20 **Return completed form to Stuart Baker – rm 476 Russell Labs**