

Setup Instructions for the BTOP Computers with Faronics - Deep Freeze

Updated 8/9/2011

Read important information below

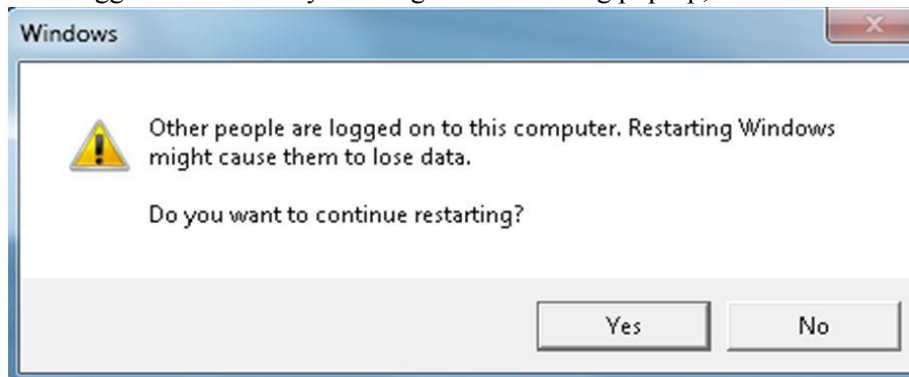
Administrative user names and passwords are included in this packet on page 6 along with Microsoft Office and Faronics – Deep Freeze license keys which you will need to complete these setup instructions.

The computer auto-logs in as “patron” with no password needed. To login to the administrative account (“staff”), start logged in to the patron account. Select the orb, and then go to the right past shutdown, and select “switch user” or “logoff”. Click on “staff” and enter the staff password.

All computers (desktops or laptops) have the same name. For instructions on how to change the computer’s names, see the page entitled “Additional Instructions and Tips”.

Some older printers or other hardware may not work with the new equipment we are furnishing.

If you restart while logged in as “staff” you will get the following pop-up, select “Yes”.

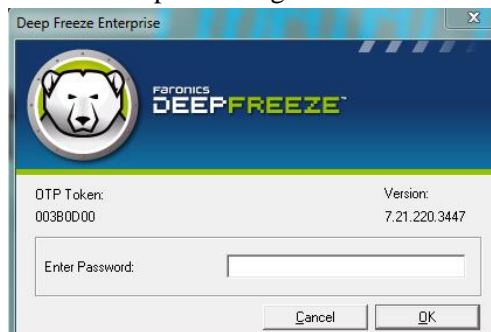


About Faronics - Deep Freeze- this software application allows system administrators to protect their workstation and optionally a computer server by restoring a workstation back to its original configuration each time the computer restarts.

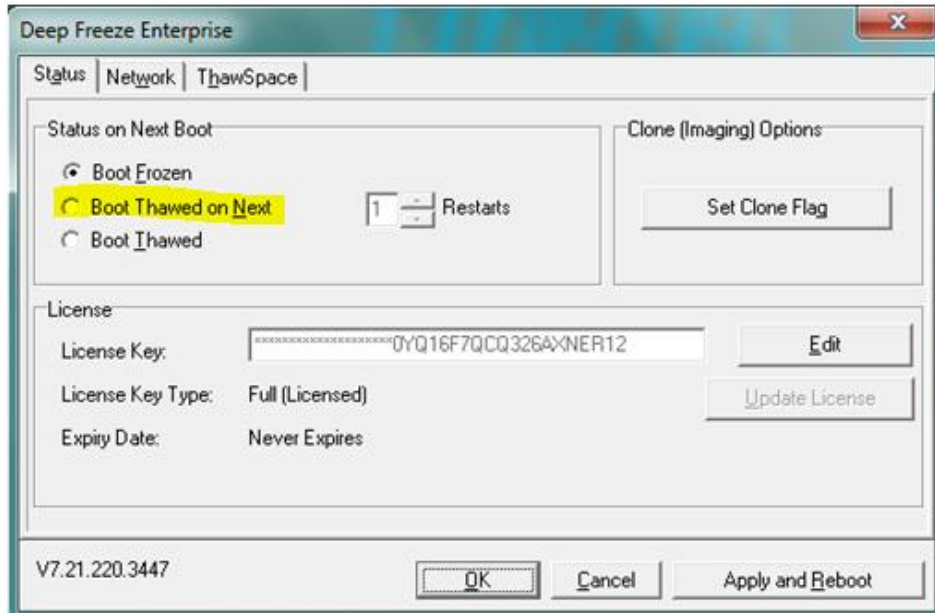
Now you’re ready to setup your workstation

Be sure to follow the steps in order below to avoid complications

1. Turn workstation on
2. Connect to the Internet (if your wireless access requires a password, you will have to enter it the first couple of times until Deep Freeze makes it a part of your new image), close browser. We recommend that you connect to the internet with an Ethernet cable during set-up rather than wireless to ensure that you don’t lose your internet connection during this process.
3. Go into Deep Freeze to unprotect the computer using CTRL-ALT-SHIFT-F6 and the staff admin password:



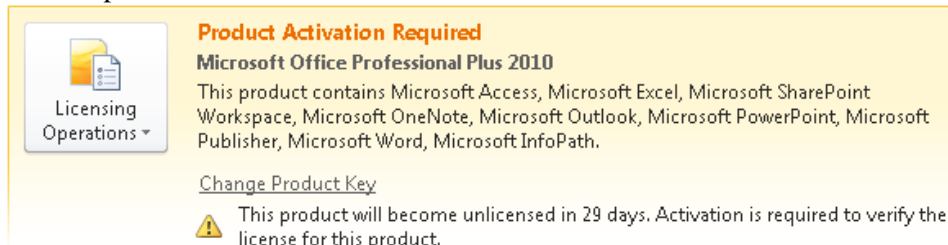
4. “Unthaw” your image by selecting “**Boot Thawed on Next**”– if your image comes unthawed that is fine just continue below, if it was frozen, restart the computer.



5. Bring up Microsoft Word. Go through the licensing screens selecting the option for internet using the “staff” admin password. Click on “close” on the next screen.

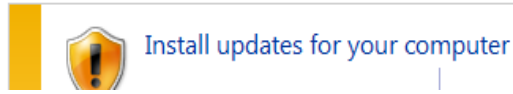


6. To type your Microsoft Office license key in, click “**File**”, click “**Help**”, and click on the “**Change Product Key**” link (shown below). Your Product Key was sent to you via email and in your packet via US Mail. After completion close Microsoft Word.



7. Complete updates on the following to bring your workstation to current maintenance level:
- MS Security Essentials, run update & do a Quick Scan
 - Windows Updates: Keep checking for updates and restarting your computer until “**Windows Update**” indicates that there are no new updates (see snippets below). You may need to shut down your PC & restart it depending on what kinds of updates were issued by MS.

Windows Update



- After the last restart from above, do a chkdsk (instructions below*).
- Adobe Reader/Flash/Air/shockwave <http://www.adobe.com/downloads/> icons on the right hand column
- Java <http://java.com/en/download/index.jsp>

8. Put laptop back into Deep Freeze frozen mode, CTRL-ALT-SHIFT-F6. If you chose “**Boot Thawed on Next**” then Deep Freeze should be selected to “**Boot Frozen**” already, click OK. Restart the workstation.

9. Ready for Patrons!

A Note about Upkeep and Maintenance

Monthly task after Patch Tuesday which is the 2nd Tuesday of each month:

(Patch Tuesday the second Tuesday of each month, on which Microsoft releases security patches)

Libraries either need to do updates themselves (as noted below) or leave computers running overnight so auto updates kick in for Security Essentials and Windows Updates - the others have to be done manually

- MS Security Essentials, Update and a Quick Scan
- Windows Updates
- Adobe Reader/Flash/Air/shockwave <http://www.adobe.com/downloads/> icons on the right hand column
- Java <http://java.com/en/download/index.jsp>

*Chkdsk

- #1 Go to Start “**orb**”, right click on the computer (right hand column), manage (see image #1 appendix A)
- #2 Fill in “staff” password
- #3 Click on disk management
- #4 Right click on the OS (C:) drive on the right hand side, properties (see image #2 appendix A)
- #5 Click the Tools tab
- #6 Click on Check now, (see image #3 appendix A)
- #7 Select both options
- #8 Then start schedule disk check, (see image #4 appendix A)
- #9 Click “**OK**” on the following screens
- #10 Restart the computer, this process will take about 10-20 minutes

APPENDIX A

