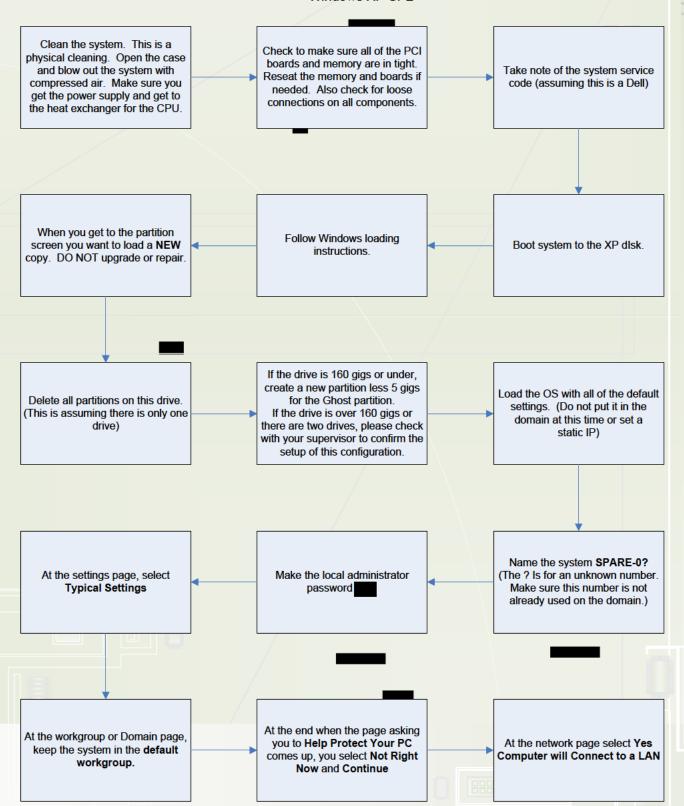
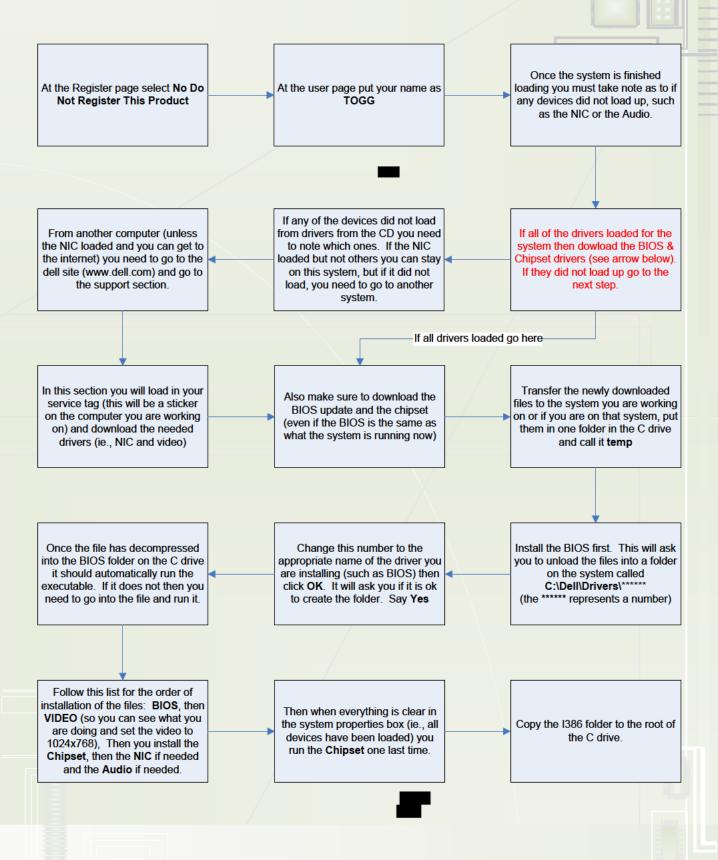


# PROCEDURE FOR LOADING A PC-

This is for loading late model Dell computers with one hard drive running Windows XP SP2









At this point the system should be up and running with no errors and all devices loaded. If not, you need to fix them before moving on.

Copy Service Pack 2 into the Temp folder you put on the C drive, then install the service pack. This SP is on the support system and the path is \\blocker\support\tools\service packs\windows XP

Run this path in the run command line. The log on is user name Roberts\George and the

password is

Go to the windows components section of Add and Remove Programs. In here make sure the MSN Explorer is unchecked. In the Networking Services selection, make sure the Internet Gateway Device Discovery and Control Client is unchecked. Then uncheck Outlook Express and Windows Messenger

You will then need to run the updates again to get the security updates for the player. Install these and confirm you do not need any more updates.

The only Non High Priority update that needs to be installed is Media Player 10.0. Once it is installed, run the program and accept all of the default settings.

After the reboot, open IE and go to custom updates and run all of them. You might have to load various programs to ensure the software is real. Then run and install all of the High Priority Updates. You will have to do this a couple of times in order to get all of the updates installed. Make sure you get 0 High Priority Updates Needed before you stop.

This will leave you with a system ready to install programs on.

Install Diskeeper latest version. This is located in the support folder under tools. You will see Diskeeper after install. Run the latest update in the same folder. The setup.exe is in the Professional Edition folder under the Diskeeper folder. During install DO NOT register the product. After install of the program install the update. This is

in the LATEST folder.

Open the program and run it. You will have to allow it to check for updates and it will see you have the latest version. Run the defrag a few times to make sure the drive is defragged. Set the Set it and Forget it to run every two hours during after hours.

If the Wait While the List is Created message is not going away, hit the Ctrl+Alt+Delete buttons and this should get you to the log in screen.

At log in make sure to click the Options button and get the full view of drop downs. Select the new domain (you might have to wait a bit for the system to see the domain). Then put in the user name of and the password is

At this point you are ready to put the system into the domain. Go to the properties of My Computer and then to Computer Name and then to Change. Select domain and put in (if this does not work put in Viennapat.com). and put in The user name is Roberts\ George and the password is jackk. Click OK and then OK again and then Restart the system. If you run into any problems, ask your supervisor.



Go to Control Panel and change the view to Classic Look. Then go to the firewall and turn it off. Then go to Services and disable the firewall. (To get to services, go to My Computer and RIGHT click and go to Manage. In this menu you will see Services and Applications. Drill down to Services.)

The service is Windows Firewall/ Internet Connection. Make sure you stop the service and double click on it and select disable in the drop down box. Click the configure button next to the NIC and this will take you to a new screen. The last tab says Power Management. Select that tab and make sure the Allow this Computer to Turn Off This Device to Save Power is NOT CHECKED. Click OK. This will close the screen.

#### **Installing Office 2003**

Go to S:\New Install\Microsoft\
Admin Install\Office-2003
This is an Admin full install with the licenses already loaded.
Click on setup.exe
Change the name to USER and the Organization to Run the Custom Install

Now you are ready to install the workstation software for this client.

Go back to the Local Area Connection and go to the properties of that connection. Make sure both check boxes at the bottom are checked; Show Icon and Notify me. Then click OK. Close the Network Connections box.

Choose Advanced Applications at the bottom of the page. At the top of the layout click and choose Run All From My Computer. Choose Next and install in the default location. After install, move to next package.

#### **Installing Visio 2003**

Go to S:\New Install\Microsoft\
Admin Install\Visio-2003
Run the install same as Office
2003

#### Installing Updates and Service Packs

Go to S:\Tools\Servicepacks\
Office\_2003 and copy the SP2 to a TEMP folder on the C drive.
Run the update. Open Word and go to HELP and then to Microsoft Office Online. Go to Check for Office Updates. On the right side of the page it says office downloads.



Install all Office and Visio
updates and reboot after they are
all installed. Make sure you get
ALL of the Office updates.
Sometimes MS tries to take you to
their normal update site and that is
not the same. Look for GET JUST
OFFICE UPDATES.

#### Installing Diskeeper

Go to S:\Tools\Diskeeper\V9.0\ Diskeeper\ProfessionalEdition Run install

Go to S:\Tools\diskeeper\V9.0\
Latest

Install the patch
Do not register this product at any point
Start program
Uncheck startup box
Let the system run the latest version check

Go to **Set it and Forget It**Select to **run every night**Select **OK**Run a defrag on the system at this time (this could take a while)

#### **Installing Winzip**

Go to S:\New Install\WINZIP\Full
Run setup
Install all defaults
Choose classic style

Open **Adobe** and download updates.

Go to **HELP** and check for updates.

This will take a while. There are three total taking you to version 7.0.8. You are going to reboot after each update.

#### Installing Adobe

Go to S:\New Install\Adobe\
Adobe 7.0 Std\Adobe Acrobat
7.0 Standard

Run the setup exe Change user to USER and put in the license. This is located in a Lic folder in the folder back just one.

Do a **custom install** Install all poss ble selections

#### Installing CPI

Go to CPI on the W drive and in there go to install\_pat11 folder Run the isscript.msi first.
Run the setup.exe after the above has installed. This install will take some time. Stay with the defaults and do not check the administrator shortcuts. Again this install can take up to 15 minutes to install so be patient.

Go to the install\_tmk11 file next and run the setup.exe. You do not need to run the isscript.msi again. This will take a bit of time also so be patient. After both are installed, double click on one of them on the desktop. You should get a prompt for a user name and password. Use as the user and as the password.

You will get some sort of warning.
Either a security warning or a view
warning. Click OK or open
depending on the error. The
application might shut down and if
so just restart it.
Once you get to the CPI main
screen you need to go to the tools
selection (this is at the top of the
page and is the tools for access
not CPI) then go to Macro and
then to Security.



Set the Macro security to LOW. Click OK or Yes to the warnings and then restart the program to make sure it opens without any problems. Make sure both Patent and Trademark open with no problem. Then take a copy of the shortcuts in the CPI folder on the C drive and copy it to the desktop of ALL USERS under the **Document and Settings** 

#### Installing PC Law

Go to the W drive and then to the folder called In the root of the folder there is a bat file called netsetup.bat Run this bat file and follow the defaults for install. Run the program once it is installed. as the username and

as the password.

On first open you will see a reminder and connections settings. Put this to NEVER and click OK. You will then get a login to PC Law. Click cancel and you will get a could not initialize warning.

Click OK

### **Install Antivirus (Symantec**

Corp)

Go to S:\New Install\ NAV\_Corporate Run the setup Install Symantec AntiVirus Install Antivirus Client Run default setup and make sure Exchange is checked Select the managed setup Browse for the manage server Select Zeus Finish Install

## Installing Internetiff (TIFF

Viewer)

This should be done on all workstations Go to S:\Tools\TIFF viewer\ Internetiff Run the Install

Go to options (at top of program) then to connection settings. Go to the Outlook tab and **UNCHECK** all boxes. Click OK.

Close program and then reopen and login to make sure no more errors come up.

Run the Defrag again. This will complete the setup for the base system.