Prior to setting up your laptop it is important to record the following numbers from your computer. These numbers will allow you to get the required service for your laptop in a timely manner.

Your laptop comes preinstalled with Microsoft Windows 7 and Office 2010. If your machine is reimaged your wireless connection will also need to be reconfigured.

loginname@mybce.edu student email has been set up for students to use. This will be an alternative to school network folders as they can be accessed from anywhere from the Internet.

Procedure to enable your computer for first use:

1. Turn on the machine. This will launch the Microsoft Windows Out of the Box Environment. This initial set up takes a while to run, approximately 15 to 20 minutes.
2. You will be presented with a Windows Welcome screen. Leave the default country as Australia, Time and Currency as English (Australian) and keyboard layout to US respectively. Click next.
3. In the Type a username box, type TEST.
4. In the Type a Computer name box, please type the SERVICE TAG # of your machine. Click next.
5. The next screen asks for a password, do not enter any passwords. Click next.
6. Read the License Agreements and click I Accept the license terms, then click next.
7. Click Use Recommended Settings.
8. Adjust your Time Zone to Brisbane and set the current date and time. Click next.
9. When prompted to join a wireless network, select the olc-wlan wireless and type in the serial key of PRECISION. Click next.
10. When asked what type of network you are joining please select WORK NETWORK.
11. Windows will now finalize your settings and will log you in as the TEST account.
12. Once logged in you now need to connect to the college domain.
13. Click on Start and then right click on Computer.
15. A new menu will appear, on the right hand side click on Change Settings.
17. Select the Domain option box and type in sann.bne.catholic.edu.au
18. A username and password box will appear, use your own school username and password.
19. Your computer will take a few minutes to connect and then you will need to close all windows and restart the machine.
20. When the machine restarts you will now be able to log into the machine using your login name and password.

Please turn over to complete the initial setup
Procedure to enable administrator rights on your laptop:

1. First ensure that you are connected via wireless to the college network.
2. Select Start.
3. Right click on Computer.
4. A sub menu will appear, select Manage.
5. If you are asked for a login and password, use login of service tag\test and password of nothing.
   Eg. Username: 62BHYN1\test, password: (blank)
6. A new menu box will appear, double click on Local Users and Groups.
7. Double click on Groups.
8. Double click on Administrators.
10. In the box type in your login name, then click Check Names.
11. The computer should then find your name, once it has click Ok.
12. You will now need to log off of the machine and then log back into the machine for this change to be effected.
13. You will now be able to add and delete software onto your laptop.

Procedure to enable antivirus software:

1. Ensure that you are connected to the college network via the wireless connection.
2. If you have Sophos already installed on your laptop you will first need to uninstall it using Control Panel, Uninstall a Program. Uninstall each component of Sophos.
3. Go to P: drive.
4. Select the folder Forefront Client Security.
5. Double click on the file FCS. This will install the antivirus software onto your computer, it will take several minutes. Answer Yes to any questions that come up.
6. The antivirus software will then need to update itself with the latest definitions before you will be able to use it. This should happen automatically through the Action Center (the flag).
7. If you check in the hidden icons folder on your desktop you should have an icon with a green tick in it.
8. You now have antivirus protection on your laptop and you will be able to check your hard drive and any external devices using this program.

Procedure to use the internet on your home network:

1. Ensure that you have connected to your home internet provider.
2. Open the Internet.
3. On the right hand side click on Tools.
4. A sub menu will appear, at the bottom of the menu select Internet Options.
5. A new menu will appear, click on the Connections tab.
6. At the bottom of the menu select LAN Settings.
7. Untick the box next to Use a proxy for your LAN.
8. Click Ok.
9. Refresh the internet page and your Internet page should work.
10. You will need to repeat this process when you are at the college, except you will need to turn on the box next to Use a proxy for your LAN otherwise your internet will not work.