



Configure Classroom Environment Presetup

Instructor Led Training
Classroom Configuration

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***** All of the setup configurations detailed below must be implemented before proceeding with training; classroom exercises are dependent on this setup. ******

This document should be reviewed by the instructor and the IT person in charge of configuring the classroom at least 48 hours before the start of class.

Physical Classroom Setup Requirements

1. Digital projector and screen for instructor.
2. One computer (PC or laptop) for each student in the class (recommended).
3. Access to an Ethernet network for each computer; additional spare nodes are requested.
4. At least one MFP in the classroom for students to print to; required to demonstrate Secure document release and Pull printing.
5. One PageCounter terminal per MFP.

Classroom Network Setup Requirements

NOTE: It is the responsibility of the IT person to ensure that the requested information is sent to the instructor at least 24 hours before the class begins.

1. Each MFP and PageCounter terminal must be able to be plugged into the network. Depending on the network switch used, this might require a separate Ethernet jack.
2. A unique static TCP/IP address for each MFP and PageCounter terminal.
3. Each computer requires two TCP/IP static addresses (one for host machine and one for the virtual machine).
4. Please provided the following written documentation:

TCP/IP addressees for the classroom: : ____ . ____ . ____ . ____

TCP/IP address range: ____ . ____ . ____ . ____ To: ____ . ____ . ____ . ____

Subnet Mask: 255. ____ . ____ . ____ DNS: ____ . ____ . ____ . ____

Local Administrative type account on each student computer: _____
(Please Print)

Password for the above administrative account: _____
(Please Print)

Please email the above information to the instructor and leave a copy in the classroom. If you have any questions please email training@equitrac.com.

Student Computer Requirements

NOTE: If a student elects to use their personal computer for training, the computer must conform to one of the following configurations in order to be able to properly install the Equitrac software in the classroom and complete the classroom exercises.

Configuration 1 - Host computer using virtual hosting software (recommended):

1. Microsoft Windows XP or Windows 2000 PRO with the latest service packs and hot fixes applied.
2. A minimum of 1 GB of RAM.
3. A minimum of 15 GB of free hard disk space.
4. Computer connection to an Ethernet network (preferably not wireless).
5. Access to the internet.
6. CD drive.
7. A local administrative account that students can use to install software.
8. The following firewall ports need to be open: 80, 1234, 1433, 2910, 2938, 2939, 2941.
9. Latest release of a virtual hosting software with the latest service releases installed.

Configuration 2 – No virtual hosting software:

1. Microsoft Windows Server 2003 with the latest service packs and hot fixes applied.
2. A minimum of 512 Mb of RAM.
3. A minimum of 5 GB of free hard disk space.
4. Microsoft .NET 2.0 or higher.
5. Computer connection to an Ethernet network (preferably not wireless).
6. Access to the internet.
7. Microsoft Internet Explorer 6.0 or higher and apply the latest hot fixes and service packs.
8. CD ROM drive.
9. A local administrative account that students can use to install software.
10. The following firewall ports need to be open: 80, 1234, 1433, 2910, 2938, 2939, 2941.

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Base Microsoft Windows Server 2003 Setup Requirements

NOTE: The following configuration is required for either a physical or virtual server configuration.

1. Microsoft Windows Server 2003 (Standard or Enterprise edition), licensed and activated with Microsoft.
2. Apply the latest hot fixes and service packs for Microsoft Windows Server 2003.
3. TCP/IP configured as a DHCP client (to be change at beginning of class).
4. A minimum 512 MB of RAM for the virtual image.
5. Page File is configured as the default.
6. The computer is assigned to a workgroup named **EQTraining**.
7. A copy of the **i386** install folder on the Microsoft Windows Server 2003 install CD is copied to the root of the hard drive (c:\i386).
8. Install Microsoft .NET 2.0 or higher.
9. Install Microsoft Internet Explorer 6.0 or higher and apply the latest hot fixes and service packs.
10. The following firewall ports need to be open: 80, 1234, 1433, 2910, 2938, 2939, 2941.
11. Install Adobe Reader.
12. Ensure that no active virus scanning is done on the Equitrac directory and the SQL database.
13. Disable screen saver (for the duration of the class).
14. Configure the display resolution setting to a minimum of **1024 by 768** with **32bit color**.
15. Disable the Windows Automatic Download and Updates feature (for the duration of the class).
16. Disable the Remote Desktop & Remote Assistance feature (for the duration of the class).
17. Ensure all applicable device drivers are installed.

Create Local User Accounts

1. On the server machine, right-click the **My Computer** icon and then click **Explore**.
2. Double-click the **Equitrac Training CD**.
3. Double-click the **Bat** folder in the left pane.
4. In the right pane, double click the **LocalUsers.bat** file; a Command Prompt window opens and the script runs. 24 local Windows user accounts are automatically created.

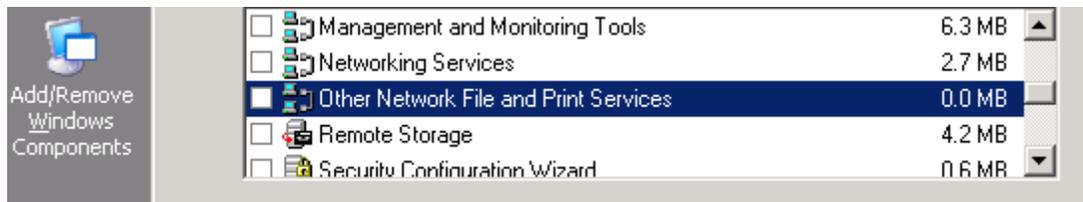
Add the Open Command Window Here Option to the Shortcut Menu

1. On the server machine, right-click the **My Computer** icon and then click **Explore**.
2. Double-click the **Equitrac Training CD**.
3. Double-click the **Bat** folder in the left pane.
4. In the right pane, double-click the **CmdHerePowertoySetup.exe** file. (This is a third-party utility from [Microsoft PowerToys for Windows XP](#).)
5. At the confirmation prompt to add information to the registry, click the  button.
6. At the confirmation prompt that the information was successfully entered in the registry, click the  button.
7. Right-click the **Bat** folder in the left pane; the **Open Command Window Here** option appears on the menu.

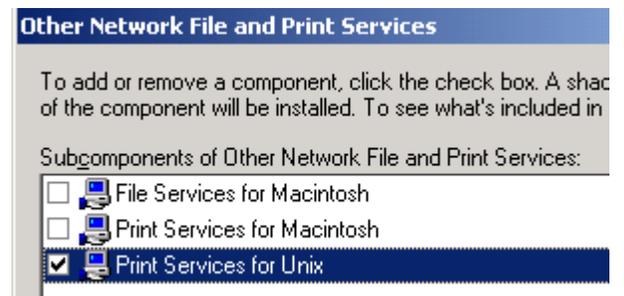
Install File and Print Services for UNIX

NOTE: The purpose of this exercise is to create virtual test printers for the classroom using an LPR service. This process is not necessary if you have **at least** two physical printers in the classroom.

1. Click the  button and then click **Control Panel>Add Remove Programs**.
2. Click **Add/Remove Windows Components** in the left column.
3. In the Windows Components dialog box, scroll to **Other Network File and Print Services**.
4. Click the text of the option to highlight it; do NOT click the check box of the option.



5. Click the  Button.
6. Select the **Print Services for Unix** option.
7. Click the  button; the check box beside the option is now selected and grey.
8. Click the  button.

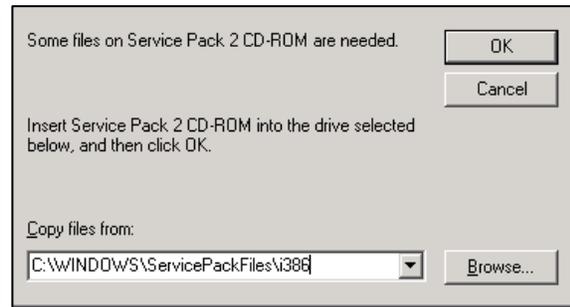


NOTE: The order in which the prompts appear to insert CDs for additional files might vary. Be sure to verify the name the CD requested before entering the applicable path.

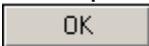
9. At the prompt to insert the **Service Pack 2 CD-ROM**, click the  button.

10. In the Files Needed dialog box, click the  button or type the following path:

C:\WINDOWS\ServicePackFiles\i386



11. Click the  button.

12. At the prompt to insert the **Windows Server 2003, Enterprise Edition CD-ROM**, click the  button.

13. On the Files Needed dialog box, click the  button or type the following path:

C:\i386



14. Click the  button.

15. Click the  button.

16. Click the  button to close the Add/Remove Programs dialog box. It is not necessary to restart the machine.