Installing Windows XP

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Contents

Chapter 1

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1.1 Introduction

Suffield Academy has standardized on Windows XP Professional edition for use with all Windows-based workstations on the campus network.

This document describes how to install and configure Windows XP Professional with Service Pack 2 (the latest version, as of this writing). Later sections of the document also discuss installing the standard set of software used at Suffield Academy.

This document assumes a general familiarity with Windows concepts (such as the running installers, and using the Start Menu and System Tray). However, it assumes no system administration knowledge, so even first-time installers should have no trouble following the instructions.

1.2 Installation

1.2.1 Before You Start

These instructions assume installation onto a PC that has nothing of value on it. **Following these instructions will erase everything that is currently installed on the PC.** Do not perform the installation until you are sure everything of value has been backed up on the machine.

To complete the installation, you must have a keyboard, mouse, monitor, and network connection. The network should be connected during the entire installation.

You'll need to be a domain administrator to correctly join the machine to the network. If you do not have these priviledges, you will be able to install Windows, but you cannot join the machine to the network properly. Complete the installation and contact the Network Administrator for further assistance.

1.2.2   BIOS Settings

To install Windows XP, we must boot the PC off of the built-in CD-ROM drive. You should first try booting the machine with the installation CD in the drive. If the PC fails to boot off of the CD, you may need to modify the BIOS settings.

The BIOS settings can only be accessed immediately after the computer has been turned on. Usually, the computer prints a message telling you how to enter the BIOS setup utility. Often, this is done by pressing a special key: `F1`, `F2`, `F12`, and `delete` are common keys for this feature.
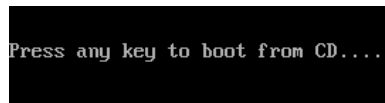
Once inside the BIOS setup, check for a setting related to **boot order**. Ensure that the computer is set to boot off CD-ROM first, and then off the internal hard drive.

Save your settings and follow the instructions below for booting the machine off of CD.

1.2.3   Booting

Put the Windows XP Professional CD into the CD-ROM drive and start up the computer.

The computer will print `Press any key to boot from CD` on the screen:

We want to do this, so strike a key on the keyboard as soon as you see this message (it will give up after a short time, so don't wait too long).

The screen will turn blue, and the Windows XP installer will start up. It takes a minute or so to load all of its files and bring up the main installer. You'll see a screen that says `Welcome to Setup` at the top.

```
Windows XP Professional Setup

  Welcome to Setup.

  This portion of the Setup program prepares Microsoft(R)
  Windows(R) XP to run on your computer.

      •  To set up Windows XP now, press ENTER.

      •  To repair a Windows XP installation using
         Recovery Console, press R.

      •  To quit Setup without installing Windows XP, press F3.

  ENTER=Continue   R=Repair   F3=Quit
```
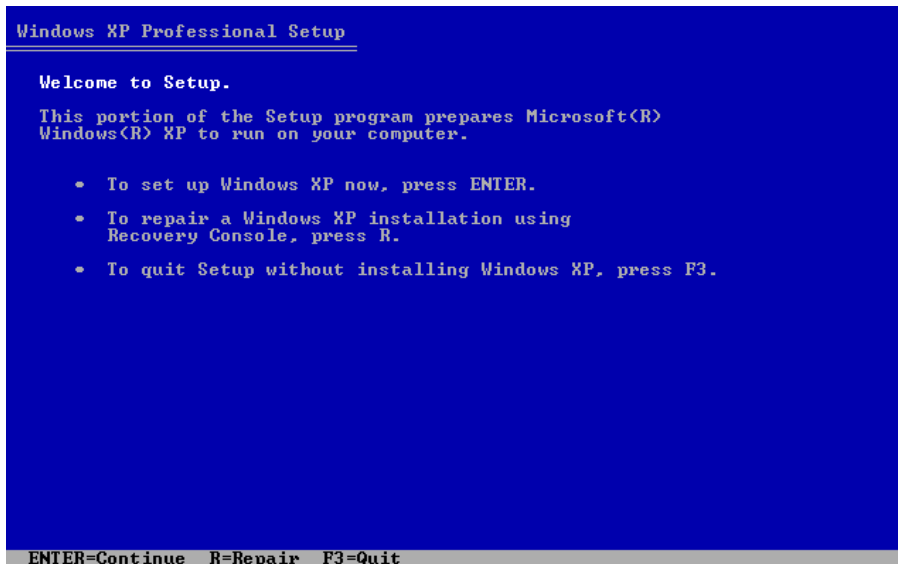
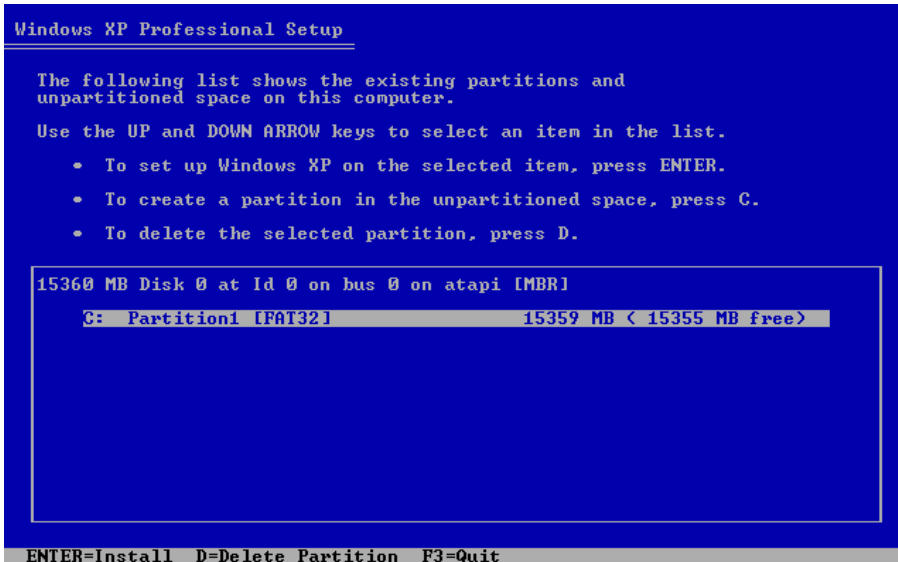Hit `enter` to continue to the next screen.

You'll be presented with a License Agreement. Sign your life away and press `F8`.

1.2.4   Partitioning

The setup program searches your hard drive for exising data. Because we've backed everything up on this computer (you **did** back everything up, right?), we're just going to erase the drive and start from scratch.
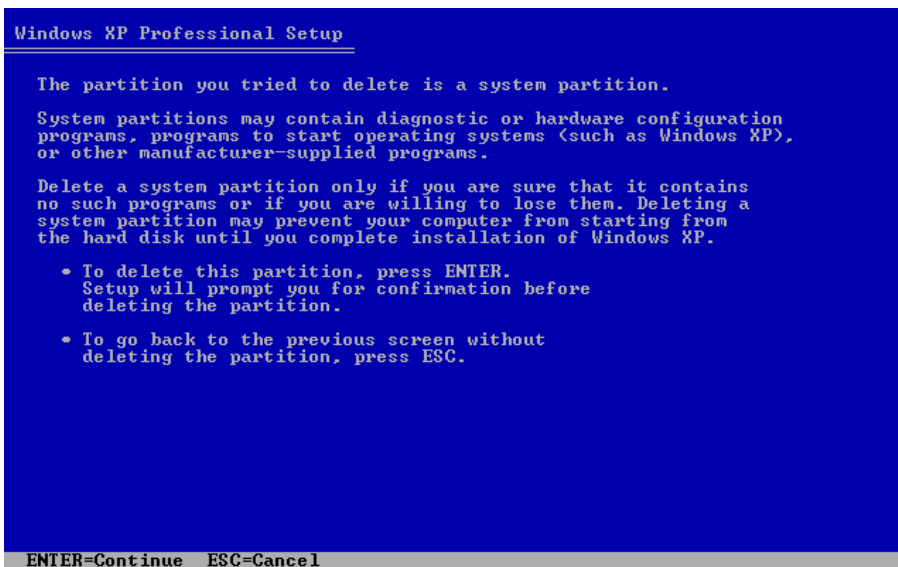
You'll see a listing of partitions on your computer. If all you see is the line `Unpartitioned space`, with no drive letters (such as `C:`), you may skip to the next step.

Otherwise, for each partition listed, you must highlight it and delete it. Use the arrow keys to highlight a drive letter (**e.g.**, `C:`, `D:`, and so on):

```
Windows XP Professional Setup

  The following list shows the existing partitions and
  unpartitioned space on this computer.

  Use the UP and DOWN ARROW keys to select an item in the list.

     •  To set up Windows XP on the selected item, press ENTER.

     •  To create a partition in the unpartitioned space, press C.

     •  To delete the selected partition, press D.

  ┌─────────────────────────────────────────────────────────────┐
  │ 15360 MB Disk 0 at Id 0 on bus 0 on atapi [MBR]               │
  │                                                               │
  │    C:  Partition1 [FAT32]              15359 MB ( 15355 MB free)│
  │                                                               │
  │                                                               │
  └─────────────────────────────────────────────────────────────┘

  ENTER=Install   D=Delete Partition   F3=Quit
```

Once you've highlighted a partition, press the D key.

The installer reminds you that there is already data on this parition.

```
Windows XP Professional Setup

  The partition you tried to delete is a system partition.

  System partitions may contain diagnostic or hardware configuration
  programs, programs to start operating systems (such as Windows XP),
  or other manufacturer-supplied programs.

  Delete a system partition only if you are sure that it contains
  no such programs or if you are willing to lose them. Deleting a
  system partition may prevent your computer from starting from
  the hard disk until you complete installation of Windows XP.

    • To delete this partition, press ENTER.
      Setup will prompt you for confirmation before
      deleting the partition.

    • To go back to the previous screen without
      deleting the partition, press ESC.

  ENTER=Continue   ESC=Cancel
```

Press enter to confirm.

The installer then asks you to confirm that you really want to delete this partition.

```
Windows XP Professional Setup

   You asked Setup to delete the partition

      C:  Partition1 [FAT32]                    15359 MB ( 15355 MB free)

   on 15360 MB Disk 0 at Id 0 on bus 0 on atapi [MBR].


         •  To delete this partition, press L.
            CAUTION: All data on this partition will be lost.

         •  To return to the previous screen without
            deleting the partition, press ESC.













   L=Delete   ESC=Cancel
```
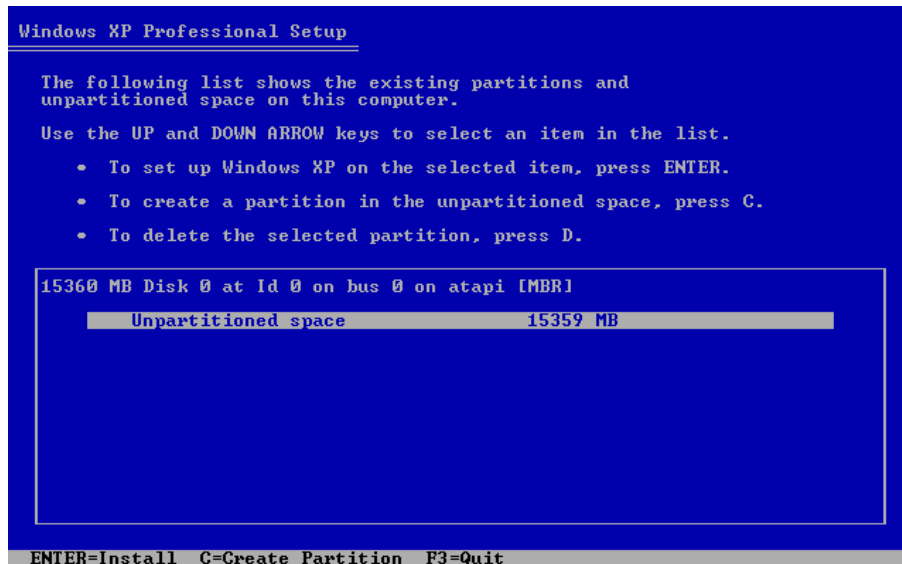
Press L to confirm. **All data on this partition will be erased after this step, so make sure you've backed up all important files.**

Repeat this procedure until there are no partitions remaining (the menu should only show a line that says `Unpartitioned space`.

1.2.5   Initializing the Disk

You should now have a screen that has one choice: the `Unpartitioned space` line on the partition menu:

```
Windows XP Professional Setup

   The following list shows the existing partitions and
   unpartitioned space on this computer.

   Use the UP and DOWN ARROW keys to select an item in the list.

      •  To set up Windows XP on the selected item, press ENTER.

      •  To create a partition in the unpartitioned space, press C.

      •  To delete the selected partition, press D.

   15360 MB Disk 0 at Id 0 on bus 0 on atapi [MBR]

         Unpartitioned space                15359 MB




 ENTER=Install   C=Create Partition   F3=Quit
```

Hit the **enter** key to use this entire drive for Windows XP.

The installer will ask you how you want to format the drive. You should the `NTFS` filesystem. If the computer is brand new, you may use the "Quick" version of the format. For older computers, or if you're unsure, you should use the regular formatting to ensure that the drive has no errors:

```
Windows XP Professional Setup

   A new partition for Windows XP has been created on

   15360 MB Disk 0 at Id 0 on bus 0 on atapi [MBR].

   This partition must now be formatted.

   From the list below, select a file system for the new partition.
   Use the UP and DOWN ARROW keys to select the file system you want,
   and then press ENTER.

   If you want to select a different partition for Windows XP,
   press ESC.

      Format the partition using the NTFS file system (Quick)
      Format the partition using the FAT file system (Quick)
      Format the partition using the NTFS file system
      Format the partition using the FAT file system




 ENTER=Continue   ESC=Cancel
```

Select your choice and hit **enter**.

The computer will now format the drive in your computer. Depending on the

size of the drive, the speed of your computer, and whether you opted for the
"quick" format, this can take several minutes.


```
Windows XP Professional Setup

              Please wait while Setup formats the partition
       C:   Partition1 [New (Raw)]               15351 MB ( 15351 MB free)
              on 15360 MB Disk 0 at Id 0 on bus 0 on atapi [MBR].




          Setup is formatting...
                                      50%
```
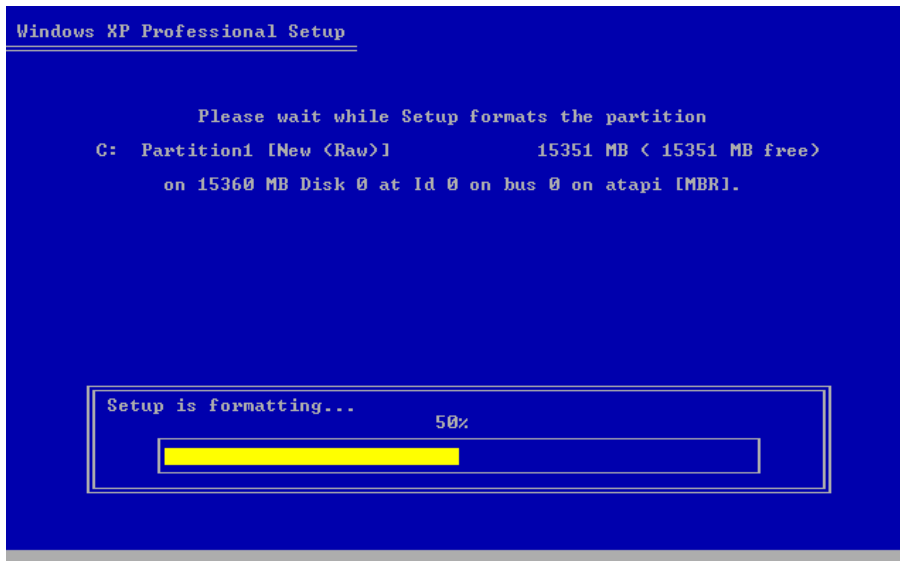
1.2.6   Waiting for Installation

Once the drive is initiallized, the installer will automatically begin copying files
from the CD onto your computer. Again, depending on the speed of your com-
puter and CD-ROM drive, this can take several minutes.
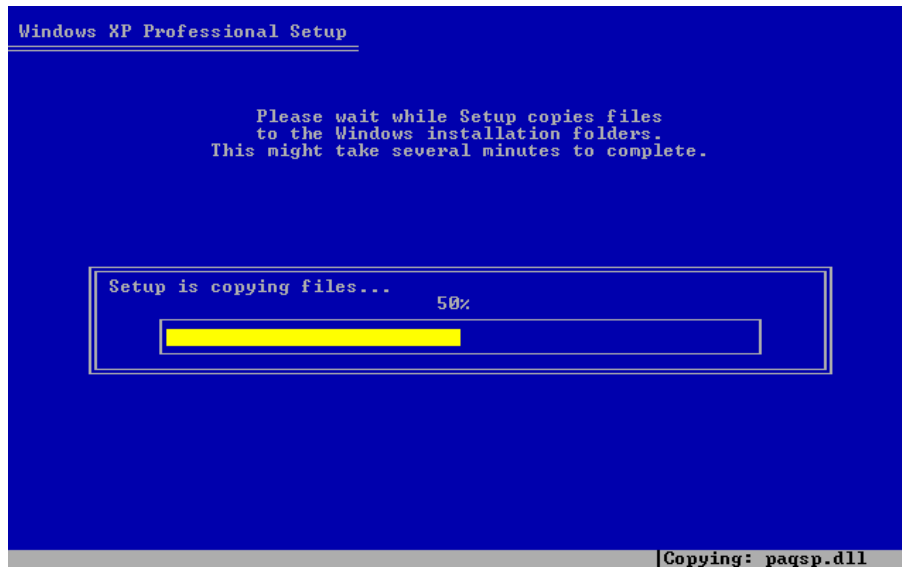
When the files have copied successfully, the computer will automatically restart.
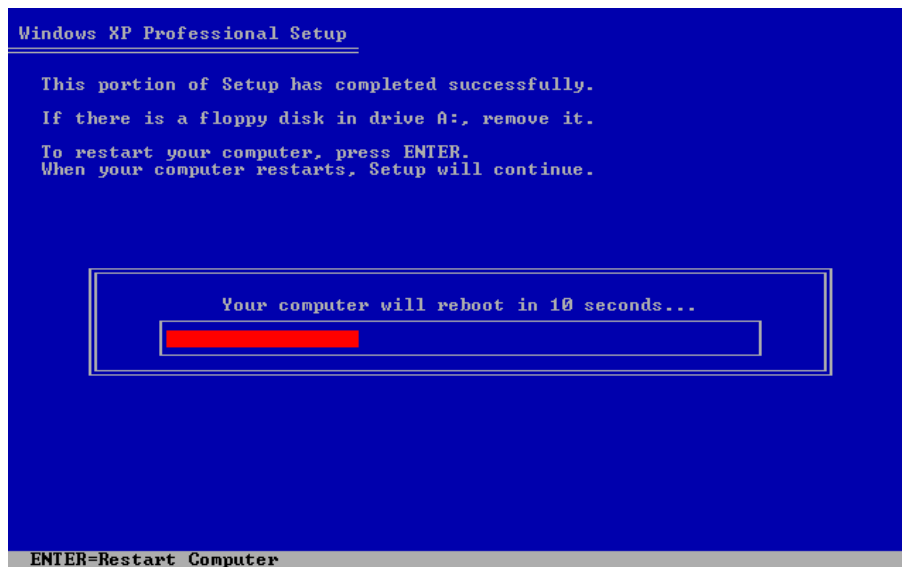
You should leave the installation CD in the CD-ROM drive, however, you should take care **not** to boot off of the CD (do not press a key when the computer prompts you); let the computer start up off the hard drive.

The computer will start up Windows XP, and will start the second phase of installation. For the most part, you can simply sit back and let the installation complete on its own. We describe below the parts that require action by you.

12

1.2.7 Regional and Language Options
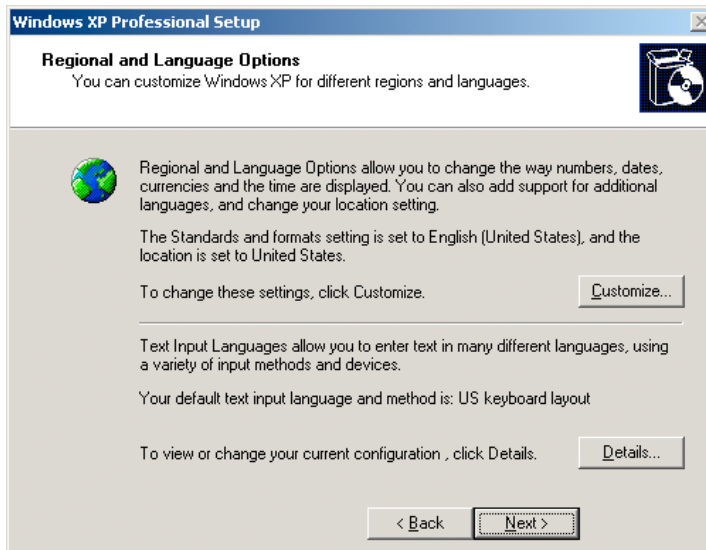
No customization is required, hit **Next**.

1.2.8 Personalize Your Software
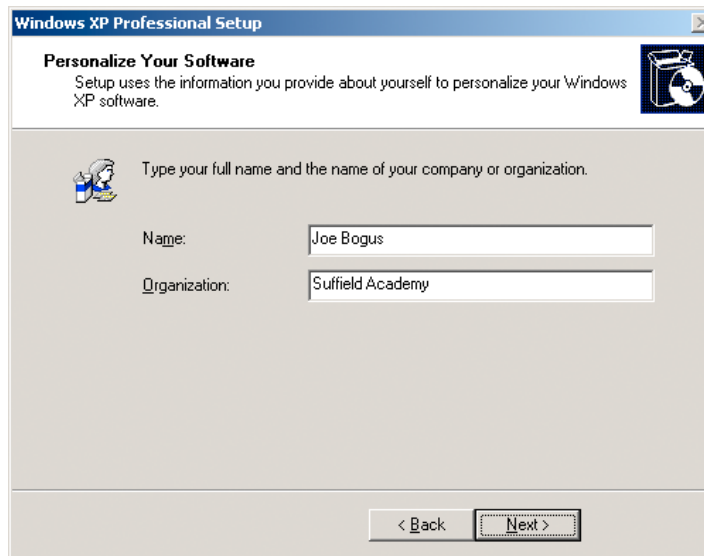
Fill in the name of the person who will be using this computer. If it is a public machine that will be shared by several people, use `Suffield Academy` as the name.

You should enter `Suffield Academy` as the organization.

1.2.9   Product Activation Key
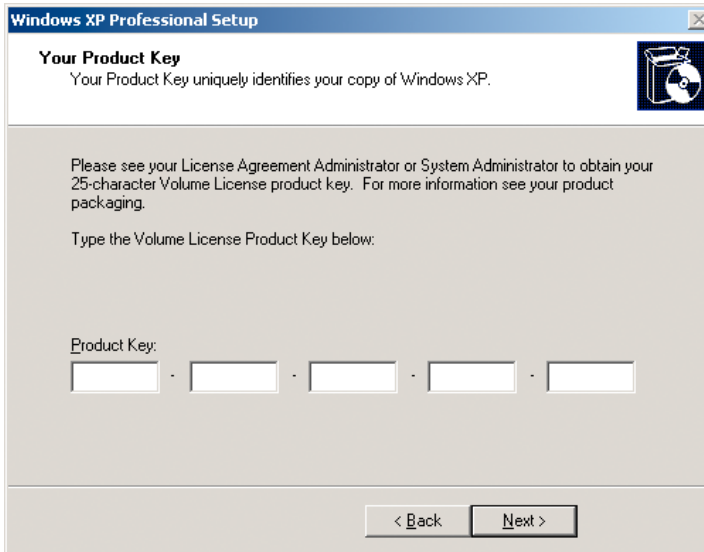
Here you must enter the 25-character product key for Windows. The key can be found in the software database, or on the installation media.

1.2.10   Computer Name and Administrator Password

For the computer name, you should enter a DNS hostname that describes this

machine. For machines used by a single person, we use the <**username**>-**desktop** format (*e.g.*, **jbogus-desktop**). For shared machines, use a name that describes the machine (*e.g.*, **bookstore** or **art-lab-1**).

Do **not** use spaces, underscores, or other punctuation in the name. Only use numbers, leters, and dashes for the name.

The installer may force you to shorten the name of the machine. That's fine; just make note of the new shortened name.

For the Administrator password, use one of the standard system passwords for the department or lab where the computer is being installed. Consult with the Network Administrator if you do not know which password to use.

1.2.11   Date and Time Settings
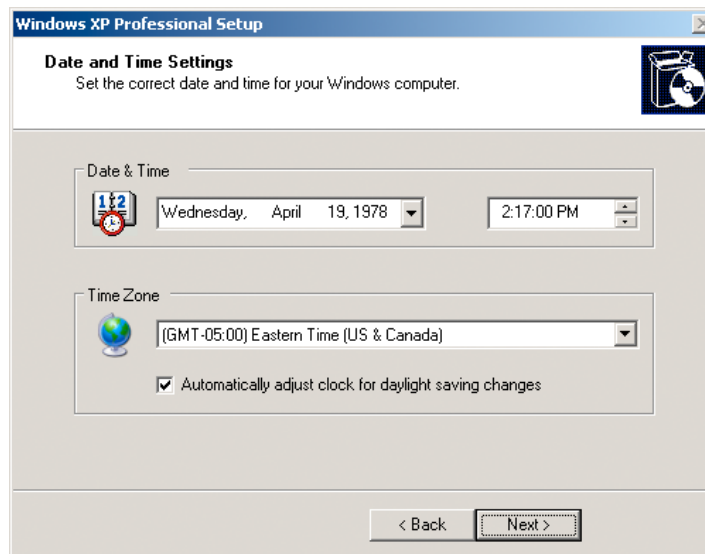
Set the proper date and time. Use (**GMT-05:00**) **Eastern Time (US & Canada)** as the Time Zone. The **Automatically adjust clock for daylight saving changes** checkbox should be *selected*.

1.2.12   Networking Settings

Ensure that the computer has a network cable plugged into it, so it is ready to connect to the network.
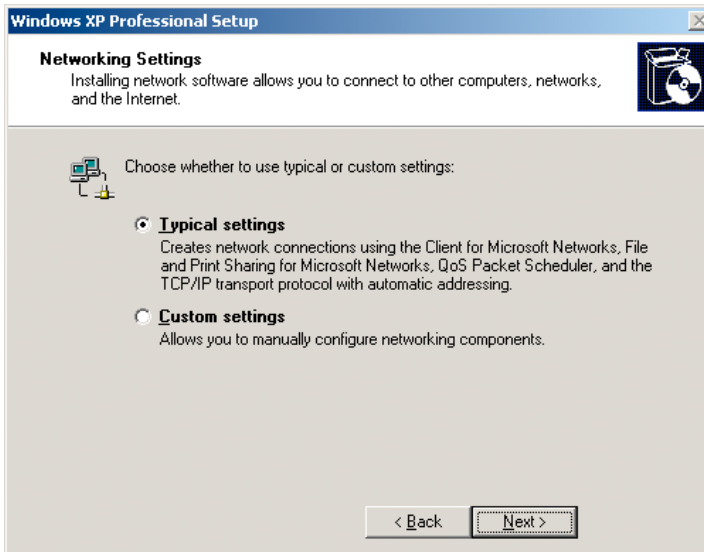
Leave the **Typical Settings** radio button *selected* and click the **Next** button to proceed.

1.2.13   Workgroup or Computer Domain
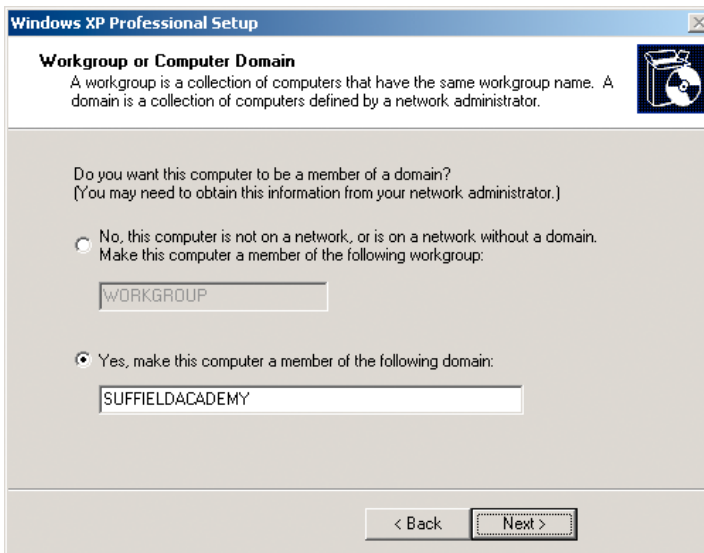
On this screen, *select* the radio button titled **Yes, make this computer a member of the following domain**. In the text area below the label, enter SUFFIELDACADEMY. Click on the **Next** button.

A dialog box will appear asking for the username and password of a domain administrator.

Enter your network username and password.

If you do not have domain privileges, you will be told that you cannot join the computer to the domain:
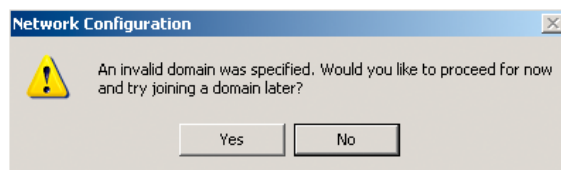
Click **No** and try to add the computer to the domain again. Make sure that the computer is properly networked, and that the username and password have been typed correctly. Finally, make sure the username provided has Domain Admin rights. If you're not sure, contact the Network Administrator before proceeding.

1.2.14   Finishing Initialization

After the Workgroup Settings are complete, the computer will continue to initialize Windows, which may take 20 minutes to an hour. After the process is complete, the machine will automatically reboot. Once again, do **not** boot off the installation CD; let the computer start up off of the hard drive.

1.2.15   Network Identification Wizard

When the computer starts up again, a screen will appear that says **Network Identification Wizard**:

Click **Next** on the main screen.

A screen will appear asking you if you wish to add a user to this computer:
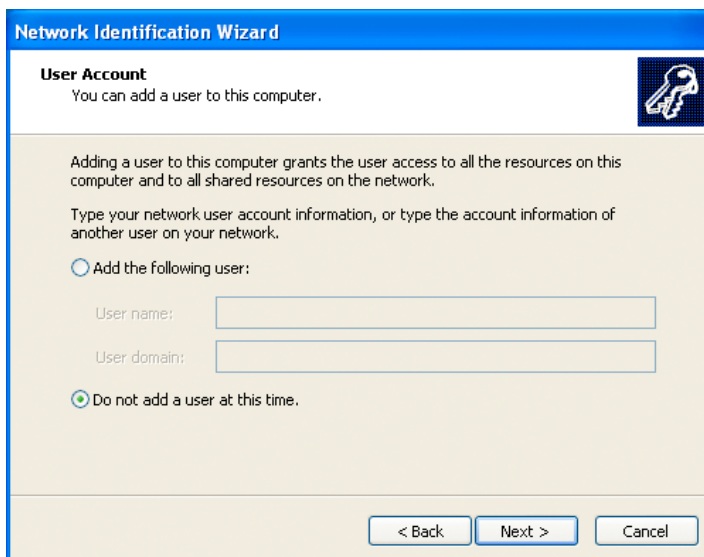
Find the radio button labeled **Do not add a user at this time** and *select* it.
Click the **Next** button to continue.

Click the **Finish** button to complete the wizard.

1.2.16   Logging In

At this point, you should see the Windows XP login screen, which says **Press Ctrl-Alt-Delete to begin**:
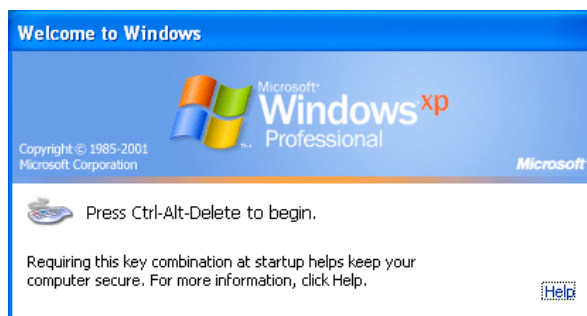
You are now ready to log in and begin to set up the computer. Press `Control`, `Alt`, and `Delete` together to bring up the login screen.

Click the **Options** button to show full login options. Users will need the options later when they log in as a networked user.
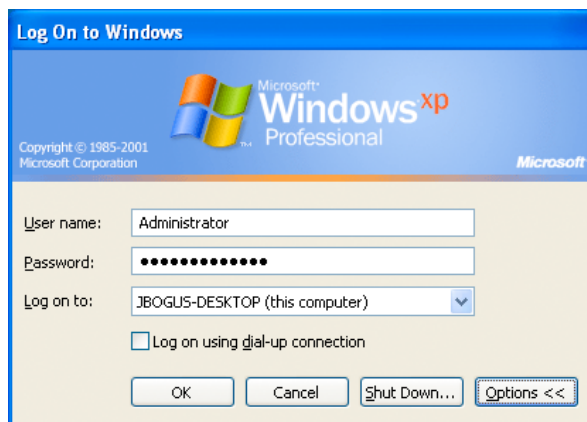
You should log in as `Administrator` with the password you set during the installation procedure.

The computer will log in the Administrator user, and bring up the standard Windows XP desktop. You're now ready to begin setting the computer up.

1.3 Setting Up the OS

At this point, your installation of Windows XP is complete. You should be logged into the machine as a local Administrator. Windows takes you through several final customization steps, and we perform a few tweaks to the settings so the computer is ready to use.

1.3.1 Eject the Installation CD

We're done with the installation CD, so you may eject it from the computer.

1.3.2 Display Settings

Automatic Settings

Windows may pop up an alert telling you that your display settings are set to a very low level:
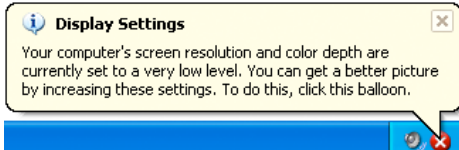
Dismiss the alert; we'll change the settings in the next step.

If you do not get the alert, just move on to the next step.

Adjusting the Settings

Right-click on the desktop, and select **Properties** from the menu that appears.
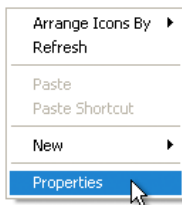
The **Display Properties** window should appear.
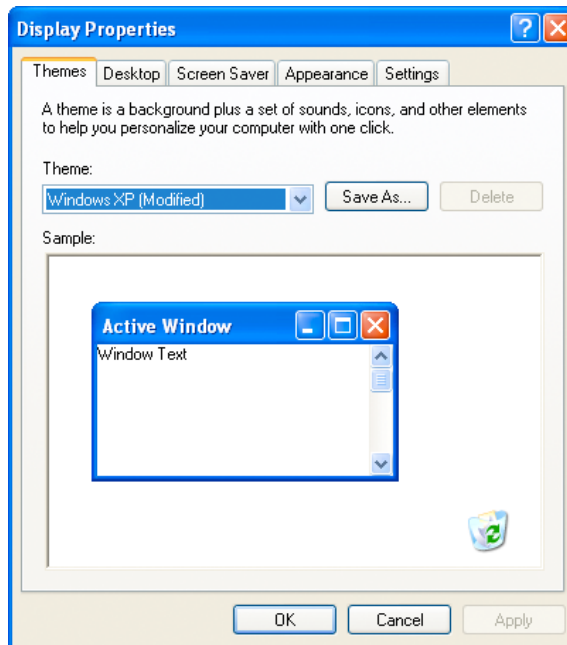
Select the **Settings** tab.
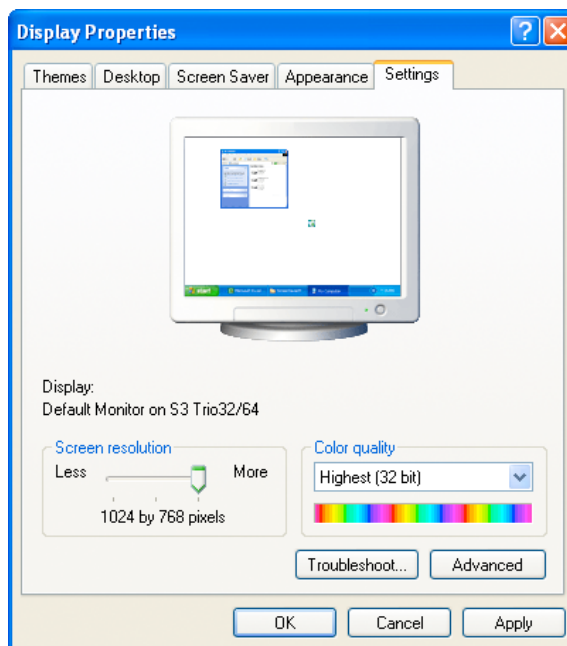
Use the slider at the bottom of the window to increase the screen resolution. You should select 1024 by 768 pixels. The user may choose a larger resolution

at a later time, if they wish. Under the **Color quality** menu, select **Highest (32 bit)**.

Click the **Apply** button. Confirm that the new settings work on the monitor. Click the **OK** button.
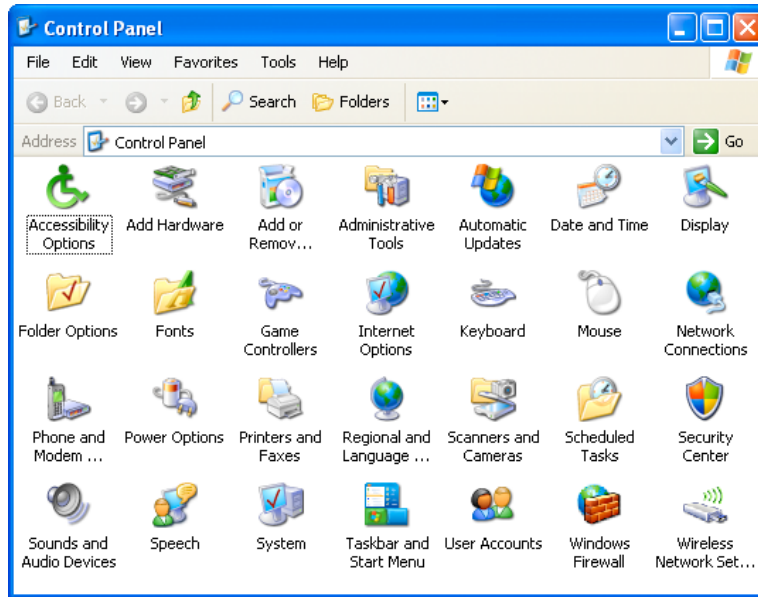
1.3.3   Control Panel Settings

Go to the **Start Menu** and select **Control Panels**.

When the control panel window appears, click the icon on the left-hand side that says **Switch to Classic View**.
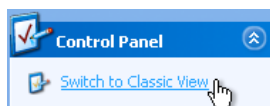
You should now see a full listing of control panels to work with.

For each of the following subsections, open the control panel with the given name and follow the directions provided.

Automatic Updates
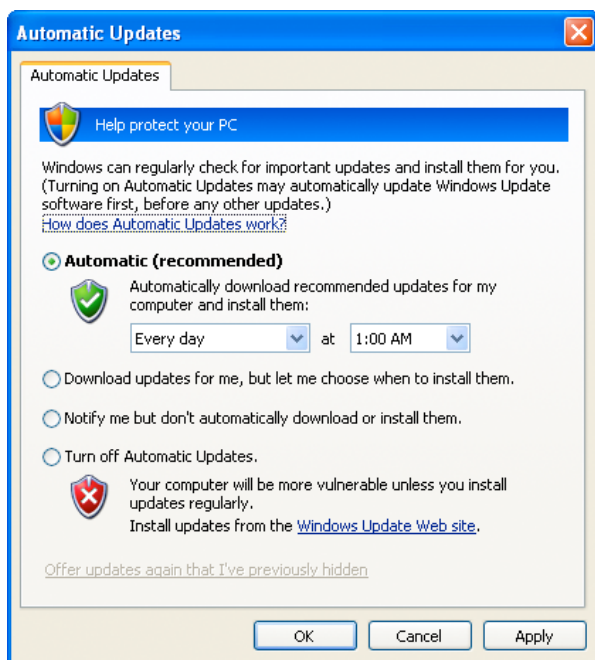
Find the radio button labeled **Automatic (recommended)** and ensure it is *selected.*

Set the computer to download and install updates `Every day` at `1:00 AM`.
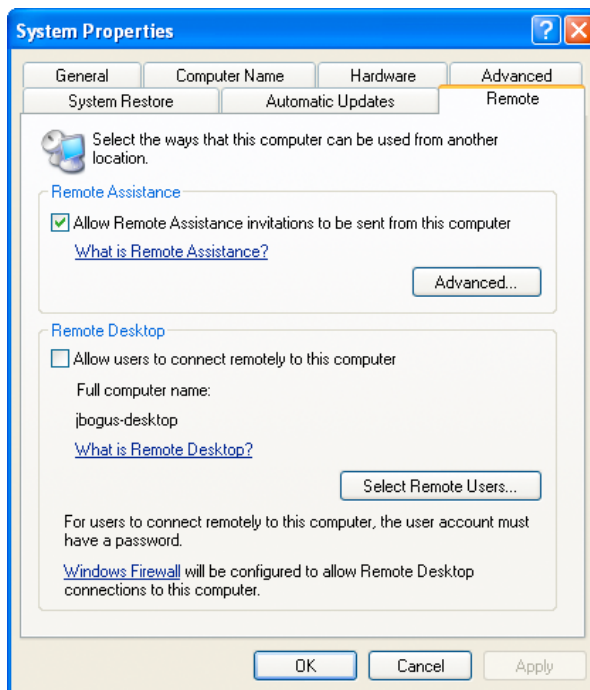
Click **OK** to close the control panel.

Power Options
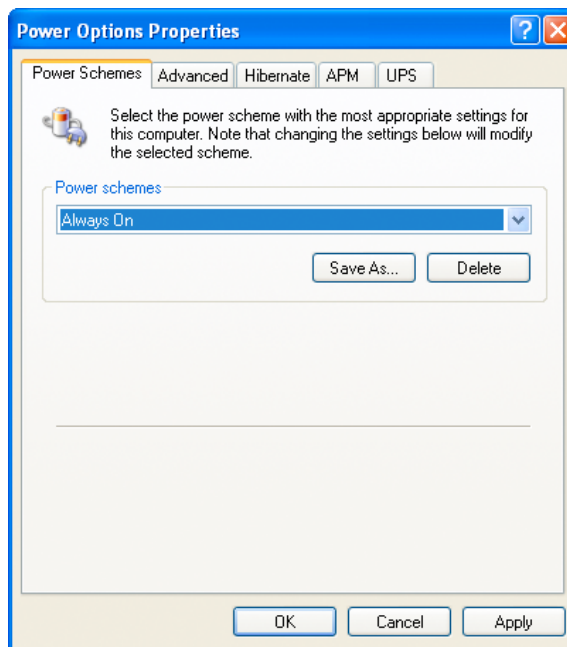
From the **Power schemes** menu, select `Always On`.
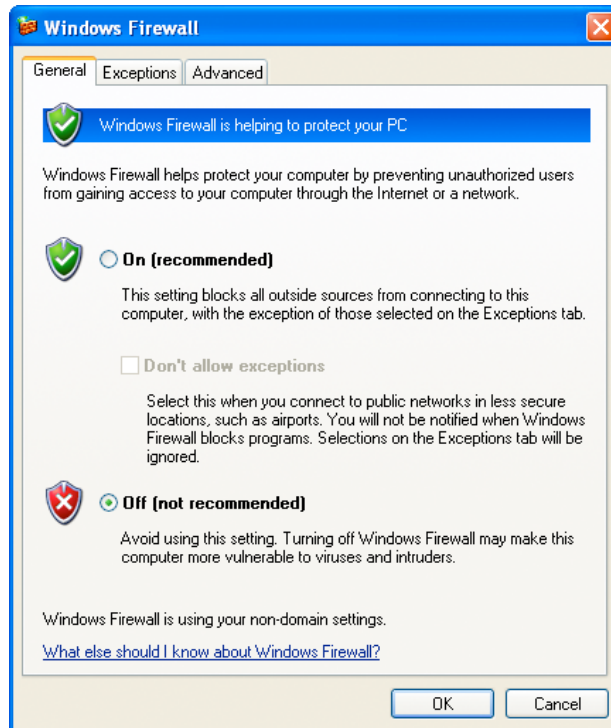
Click **OK** to close the control panel.

System

Select the **Remote** tab. Ensure that the **Remote Assistance** box is *selected*, and that the **Remote Desktop** box is *unselected*.

Click `OK` to close the control panel.

Windows Firewall

The built-in Windows XP firewall is intended for users on a direct connection to the Internet (like you might find at home). It interferes with software we use on our network, and so it must be disabled.
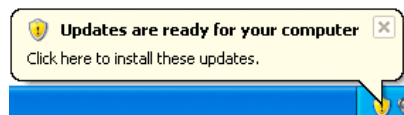
Select the radio button labeled **Off (not recommended)**.

Click **OK** to close the control panel.

When you have completed all of the sections above, close the **Control Panels** window.

1.3.4   Install Pending Updates

At this point, you may see a small yellow shield icon in the system tray:

Click it to display the **Automatic Updates** window. Install any pending sys-

tem updates.

While the updates are installing, you may continue to work with the machine. Move on to the next section and install the standard software on the machine.

When you are prompted to restart the computer, complete the task you are working on, and restart.

1.4   Installing Standard Applications

Once Windows XP is correctly installed and configured, you must install the standard suite of applications in use at Suffield Academy.

Most installations are simple and straightforward, so we do not provide detailed step-by-step instructions here. Any configuration that requires selecting non-default options will be explained in the sections below.

You should be logged in under the local Administrator account before following these instructions.
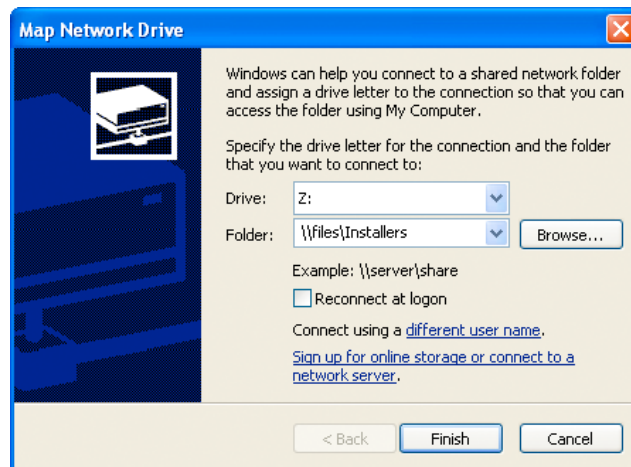
1.4.1   Connecting to the Fileserver

All of the applications are located on our central file server. Because some installers reside in protected directories, you will need to provide a name and password when you access the fileserver.

1. Begin by clicking on the **Start Menu** and selecting **My Computer**.
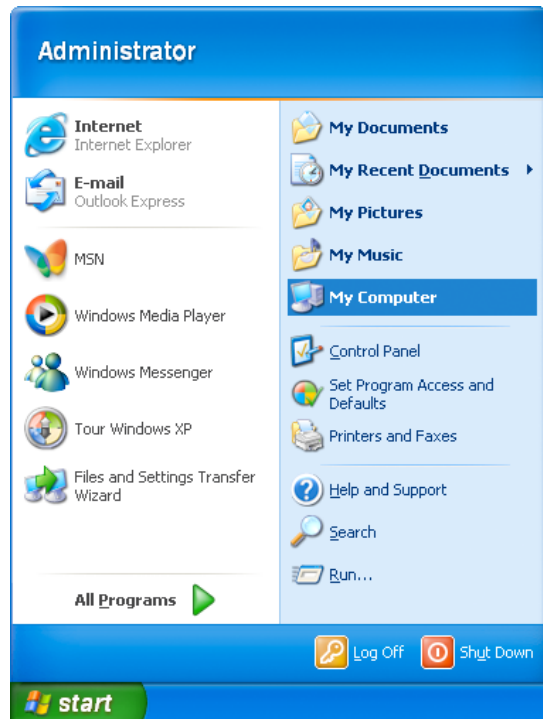
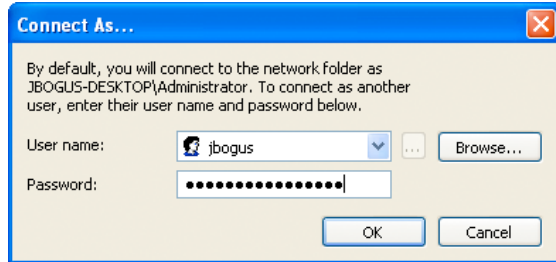2. In the **Tools** menu, select **Map Network Drive...**.

3. For the **Drive** setting, use any free letter (`Z` is usually a good choice).

4. For the **Folder** setting, enter: `\\files\Installers`.

5. Ensure that the **Reconnect at logon** box is *unselected*.

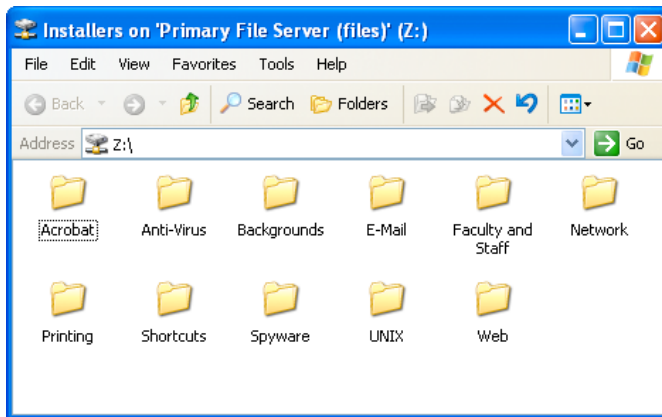6. Click on the **Connect using a different user name** link.

7. In the window that appears, enter your network username and password.

Click **OK** when you've entered them.

8. Click the **Finish** button to set up the connection to the fileserver.

Your drive should mount, and you should see a new window containing the contents of the fileserver's **Installers** folder:

The sections below work with the contents of this folder.

1.4.2   First Class

Open the **E-Mail** folder on the fileserver.

Open `FC8031US` installer program. Follow the default prompts to install the application. Be sure to install the application for **Anyone who uses this computer (all users)** when asked.

You should not need to install the `home.fc` file for network users; it should already be included in their account.

Default Mail Program

We must register FirstClass as the default mail reading application on the computer.

When the installation is complete, FirstClass will launch, and an icon will appear in the system tray.
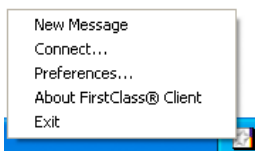
Right-click on this icon and choose **Preferences**.

In the window that appears, ensure that the box labeled `Register FirstClass as default mail client` is *selected*.

Click **OK** to dismiss the window.

Log in to FirstClass to ensure it works properly. Quit once you have verified that it connects.
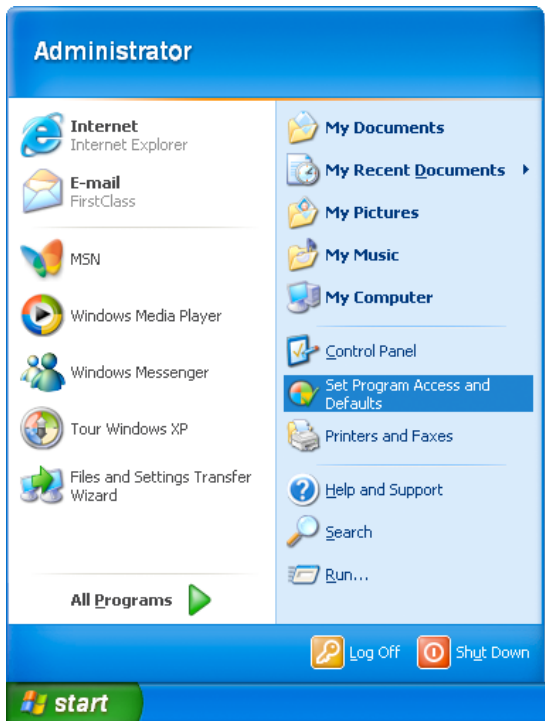
1.4.3   Mozilla Firefox

Open the **Web** folder on the fileserver.

Run the `Firefox Setup` installer in this folder. Follow the default prompts to install this application. You do not need to launch Firefox when the installation is complete.
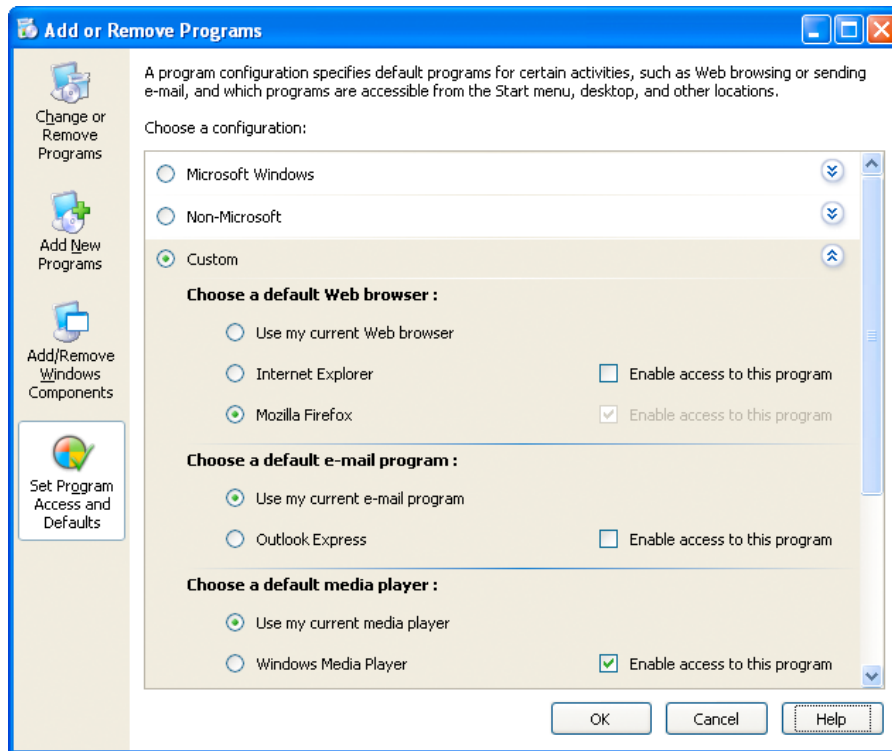
Default Web Browswer

We do not allow the use of Internet Explorer on our workstations. Therefore, Firefox must be set as the default browser so Windows uses it for viewing web pages.

Go to the **Start Menu** and select **Set Program Access and Defaults**. You may need to look in the **All Programs** section of the menu to find it.

Ensure that the **Custom** radio buton is *selected*. Click on the double-arrow to the right of where it says **Custom** to reveal the program settings.

Under **Choose a default Web browser**, ensure that **Mozilla Firefox** is *selected*. Also, *deselect* the **Enable access to this program** checkbox next to **Internet Explorer**.

Under **Choose a default e-mail program**, ensure that **Use my current e-mail program** is *selected*. Also, *deselect* the **Enable access to this program** checkbox next to **Outlook Express**.

Leave the remainder of the sections alone. Click **OK** to save your changes.

1.4.4   Mozilla Sunbird

Open the **Web** folder on the fileserver.

Run the `Sunbird Setup` installer in this folder. Follow the default prompts to install this application. You do not need to launch Sunbird when the installation is complete.

34

1.4.5 Microsoft Office 2003

Open the **Faculty and Staff** folder on the fileserver, then open the *Office* folder inside of that. Finally, open the **Office Professional 2003** folder (the rest of the folder name is the serial number for the software).

Inside this folder are several subfolders containing both the initial installer and service pack updates to the software.

There should be shortcuts to the various installers in this folder. Simply run the installers in the listed order (*e.g.*, "Step 1", "Step 2", "Step 3").

If ask for an **installation type**, opt for a **Complete Install**. If an **activiation key** is requested, it can be found embedded in the name of the folder that contains the installer program.

1.4.6 FileMaker 6

Open the **Faculty and Staff** folder on the fileserver, then open the **Filemaker** folder inside of that. Finally, open the **FMPro6** folder (the rest of the folder name is the serial number for the software).

Find the program called `Setup` and run it. The activation key for the softare is embedded in the name of the folder that contains the installer program. Follow the default prompts to install the applications. You may safely ignore the registration of the product (choose **Online** and close the browser).

Once Filemaker is installed, the **SMTPit** extension must be installed. Move back to the **Filemaker** folder on the server. Find the file called `SMTPit`, and copy it to the `C:\Program Files\FileMaker\FileMaker Pro 6\System\` directory.

1.4.7 Acrobat Reader 7

Open the **Acrobat** folder on the fileserver.

Run the installer inside the folder. Follow the default prompts to install this application.
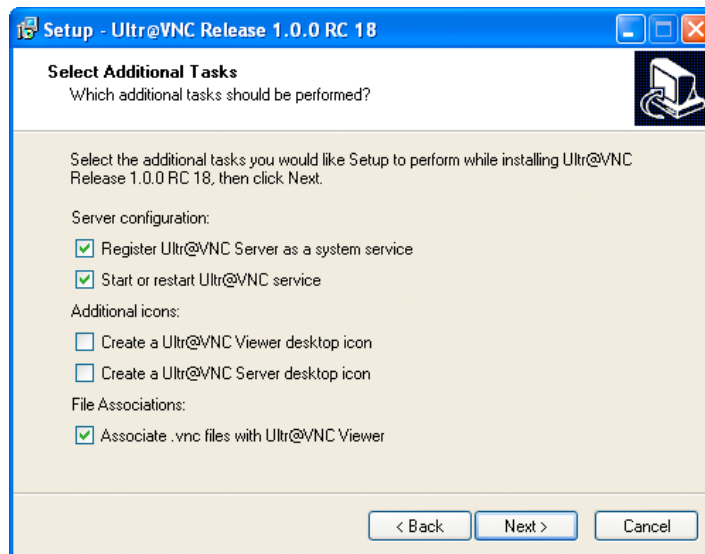
1.4.8 Ultr@VNC Server

Open the **Network** folder on the fileserver.

Find and run the Ultr@VNC installer. Click through the **License Agreement**, **Information**, and **Select Destination Location** pages.

On the **Select Components** page, accept the default component list.

Accept the defaults for the **Select Start Menu Folder** page.

On the **Select Additional Tasks** page, do the following:

select the **Register Ultr@VNC Server as a system service** and **Start or restart Ultr@VNC service** checkboxes. *Deselect* the **Create a Ultr@VNC Viewer desktop icon** and **Create a Ultr@VNC Server desktop icon** checkboxes. Leave the other checkboxes alone.

Complete the installation procedure. The installer opens a web browser to the Ultr@VNC web page, which you may close immediately. Additionally, if you receive an error message about a shell command that can't run, you may simply dismiss it.

Ultr@VNC will alert you that it has been registered as a service and will run automatically at startup:
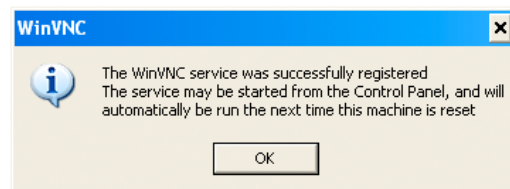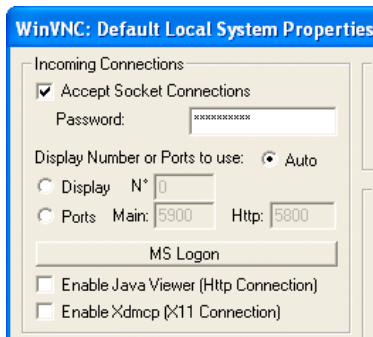

Dismiss this alert.

Ultr@VNC will warn you that there is no default password set:
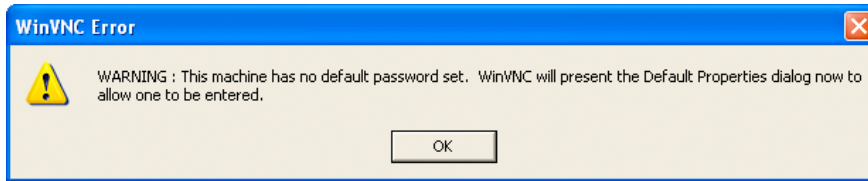
Once dismissed, it will present you with a settings screen:

On this screen, enter a master password in the **Password** box (consult the Network Administrator if you do not know what password to use). Additionally, ensure that the **Enable Java Viewer** and **Enable Xdmcp** boxes are *deselected*. Click **OK** to save your settings.

1.4.9   Sophos Anti-Virus

Open the **Anti-Virus** folder on the fileserver.

FIXME: To be completed with new Sophos Anti-Virus Instructions!

1.4.10   Printing

Open the **Printing** folder on the fileserver.

FIXME: To be completed with new Printing (direct) instructions!

1.4.11   Macromedia Studio 8 (optional)

Macromedia Studio is an optional component; you only need to install it if the user of the machine requires it.

Open the **Web** folder on the fileserver.

Open the **Macromedia Studio 8** folder.

Run the `Install Studio 8` installer, and perform a default install of the application. The serial number for the product is contained in the name of the folder you are in, or you can find it in the software database.