



COMPUTER SYSTEM SERVICING NC II (CSS NC II)

COC 2 – COC 4 MANUAL

PREPARED BY:

CRT Technical Support Group

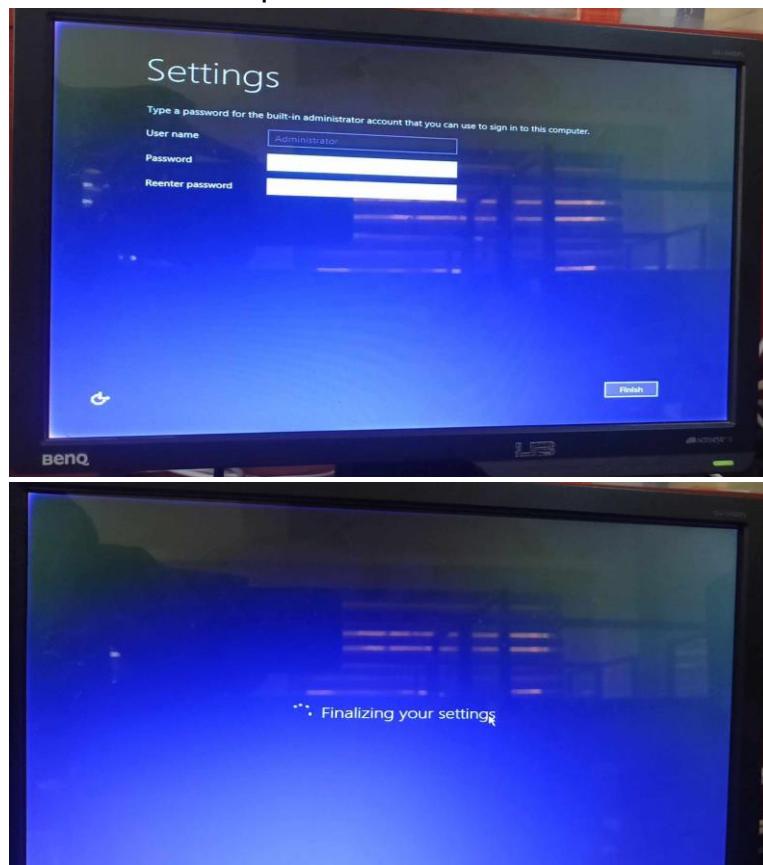
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SETTING UP THE WINDOWS SERVER 2012 R2

1. After you perform the format and installation of Windows Server 2012 R2, you must enter your password. You can use the password: **123.css**
Then you wait to finish the setup.



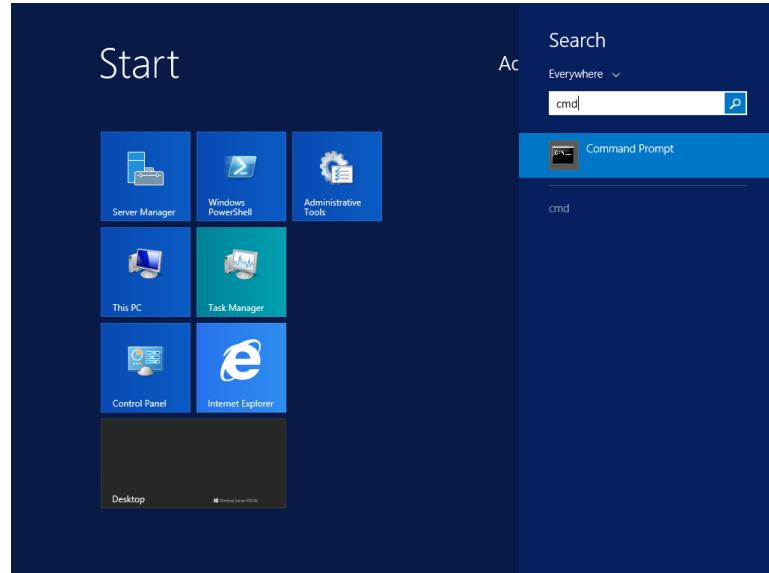
2. You will be directed in the desktop of the Window Server 2012 R2 you will wait for the server manager to open.

COC 2 - Set-up Computer Networks

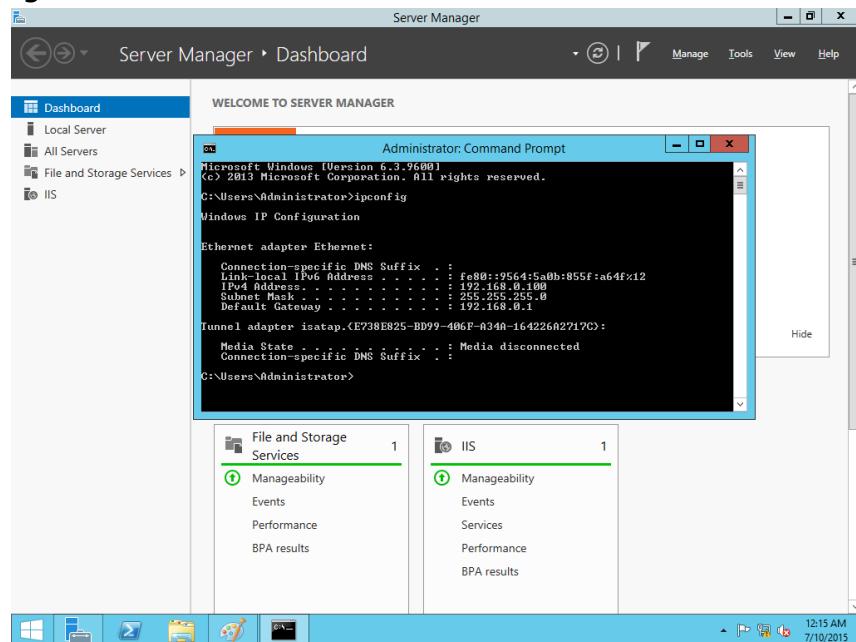
1. First you must reset your router, press the reset button for ten (10) seconds then release it. Then you will wait for it to boot.

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- Once it is reset you will press the start button or the window button on your keyboard then type **cmd** to call out the Command Prompt then click it to open.

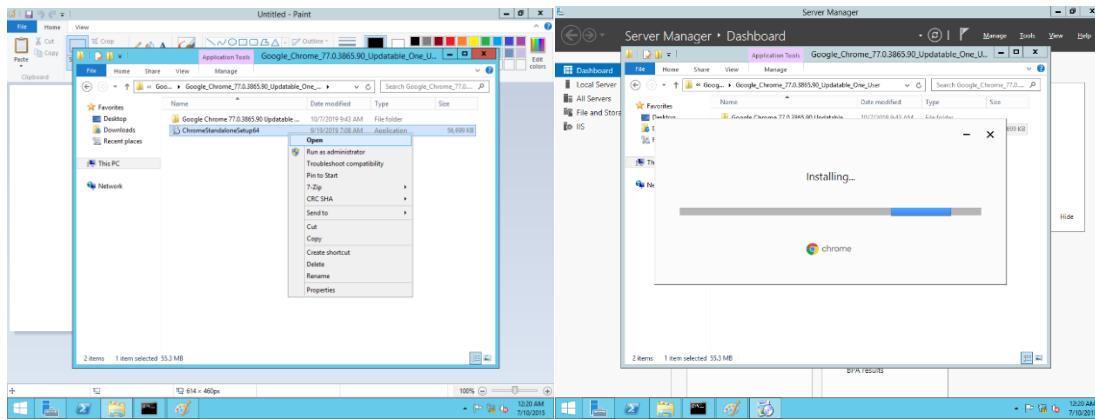


- Then on the command prompt you will type **ipconfig** for you able to know its IP Address configuration.

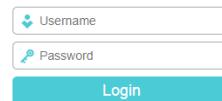


- Once you have known its default gateway you must first install the Google Chrome internet browser in order to access properly the user interface of the router. Wait for it to install

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- Once it was successfully installed it will automatically open, then you will type on its address bar the IP Address or the Default Gateway of the router then press enter. In this example it is **192.168.0.1**



- Then you will enter the router credentials which in this router it username and password is **admin**.
- Once you have entered in the router interface you will click or look for the wireless panel. Where you can update the SSID of the router and its security password.
- Type your desired SSID of the router then click save. Then click the wireless security then type your desired WiFi password.

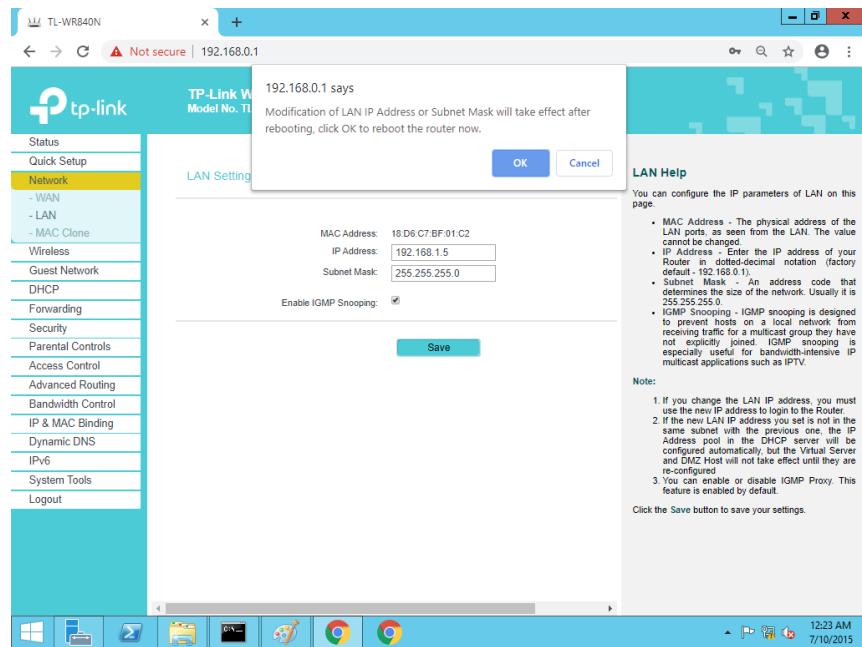
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The top screenshot shows the 'Wireless Settings' page. The 'Wireless Network Name' is set to 'CRTRouter'. The 'Mode' is '11bg mixed', 'Channel' is 'Auto', and 'Channel Width' is 'Auto'. The 'Save' button is visible. To the right is a 'Wireless Settings Help' section with tips for signal placement and a note about performance degradation if guidelines are not followed.

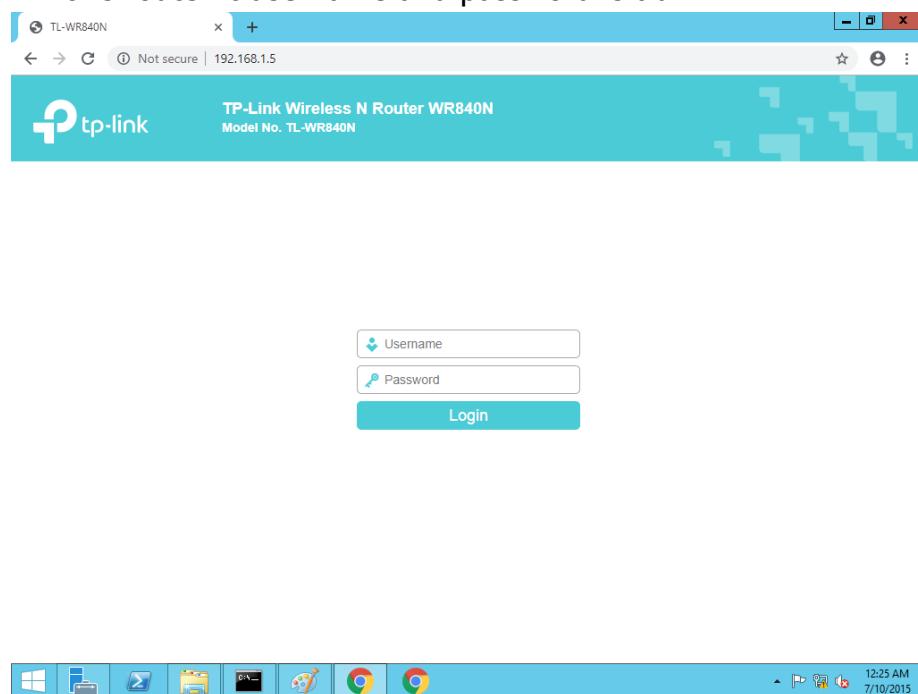
The bottom screenshot shows the 'Wireless Security' page. The 'Authentication Type' is 'WPA2-PSK' and 'Encryption' is 'AES'. The 'Wireless Password' is '12345678'. Under 'WPA/WPA2 - Enterprise', 'Authentication Type' is 'Auto', 'Encryption' is 'Auto', and 'RADIUS Server IP' and 'RADIUS Server Port' are specified. Under 'WEP', 'Authentication Type' is 'Open System' and 'WEP Key Format' is 'Hexadecimal'. The 'Selected Key' is 'WEP Key'. The 'Save' button is visible. To the right is a 'Wireless Security Help' section detailing security options like WPA2-PSK, WPA2-Enterprise, and WEP, along with notes on group key update periods and encryption types.

9. Then you will click or look for the LAN panel where you will setup your router default gateway. Your attendance number will be place on the 3rd layer of the IP Address = Example: 192.168.**1**.5 or 192.168.**2**.5
The 4th Layer of the IP Address any number but not be 123 = Example:
192.168.1.5
10. Once you have setup or typed the proper IP Address click save and click OK to reboot the router. Wait for it to reboot.

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11. Once it is successfully rebooted you will notice in the address bar the updated IP Address you have made. Now enter the router credentials which in this router it username and password is **admin**.

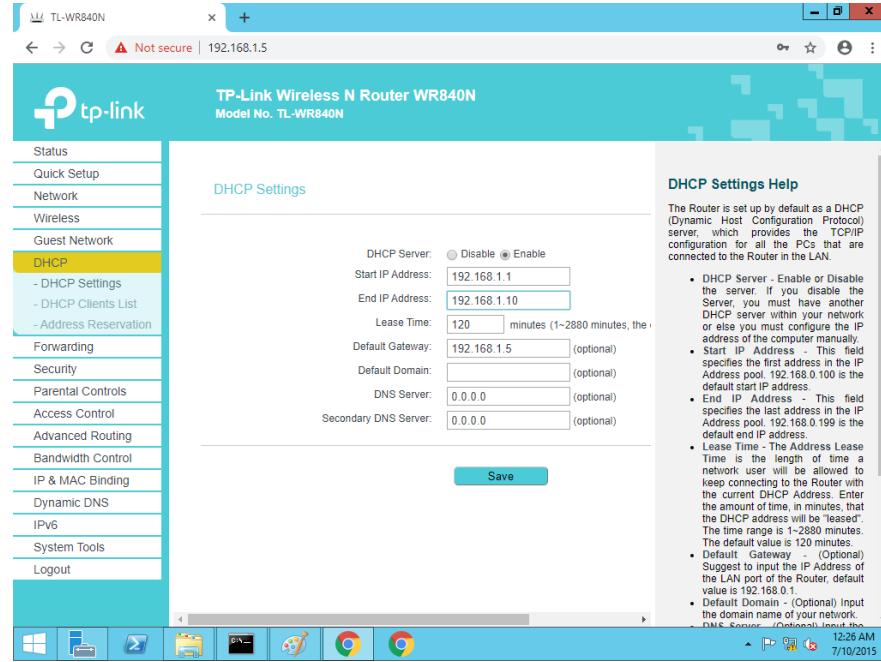


12. Now click or go to the DHCP panel, to setup the router IP Address range.

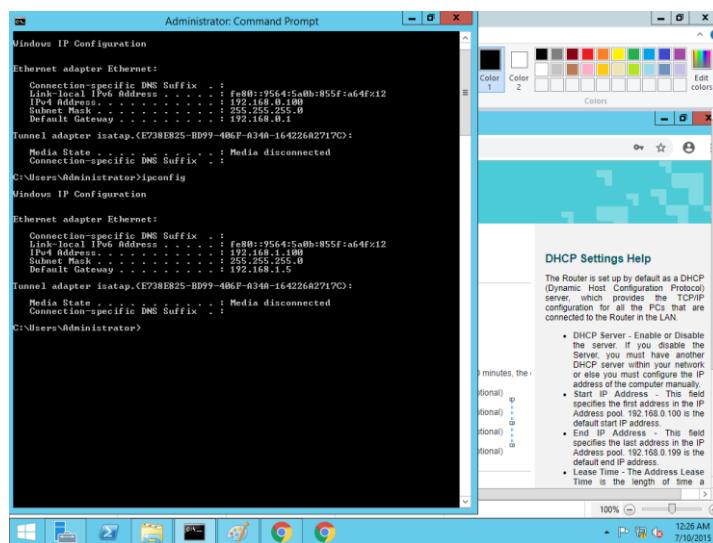
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This where you use in the 4th layer of IP Address the number 123 → Start will be at 1 and the end will be 3 or beyond = Example: Start: 192.168.1.1 End: 192.168.1.3 or Start: 192.168.1.1 End: 192.168.1.10

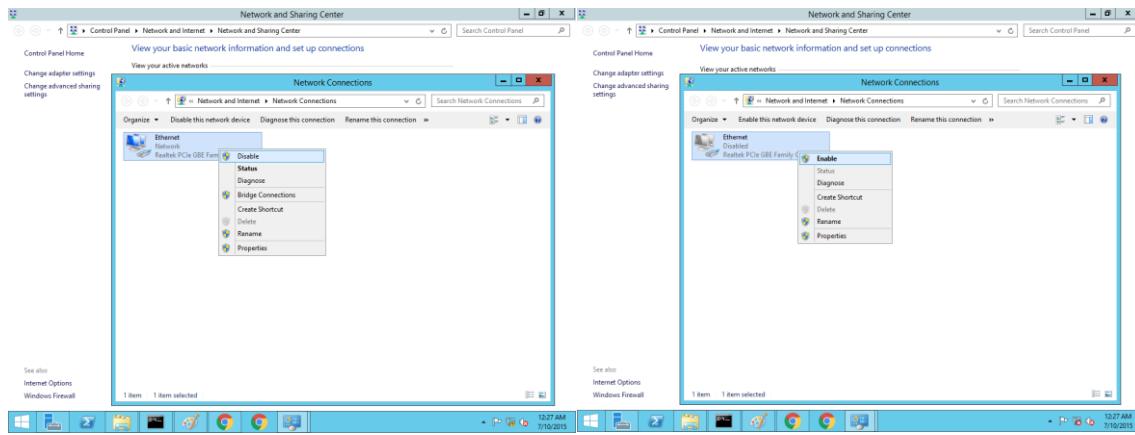
Click save to save the IP Address range setup.



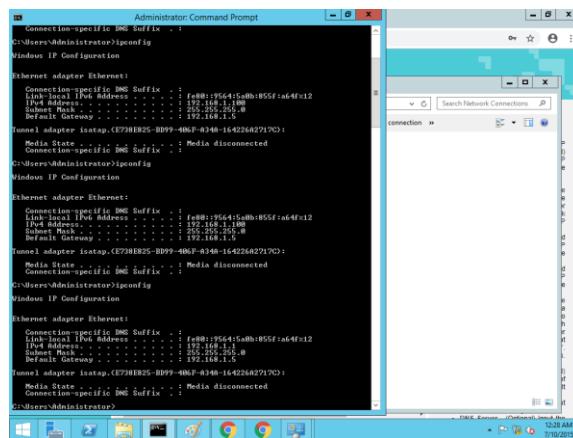
13. Now open CMD then type **ipconfig** then see if the setup in IP Address range function. If not you must perform the refresh of LAN Connection. You can do this by going to the change adapter options then you must disable and enable the LAN Connection driver.



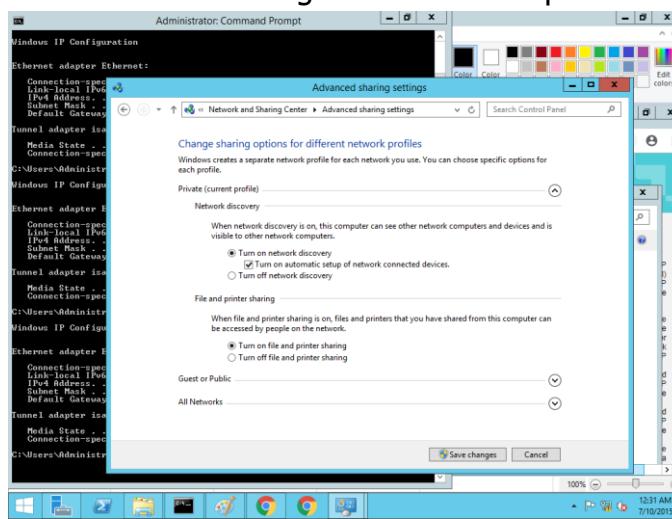
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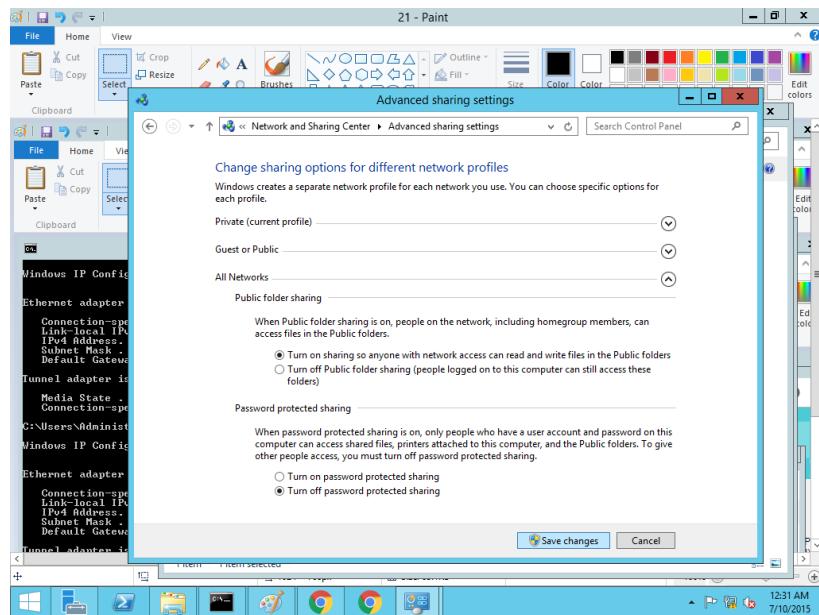
14. Then try to type in CMD **ipconfig** to test out if the DHCP setup was function.



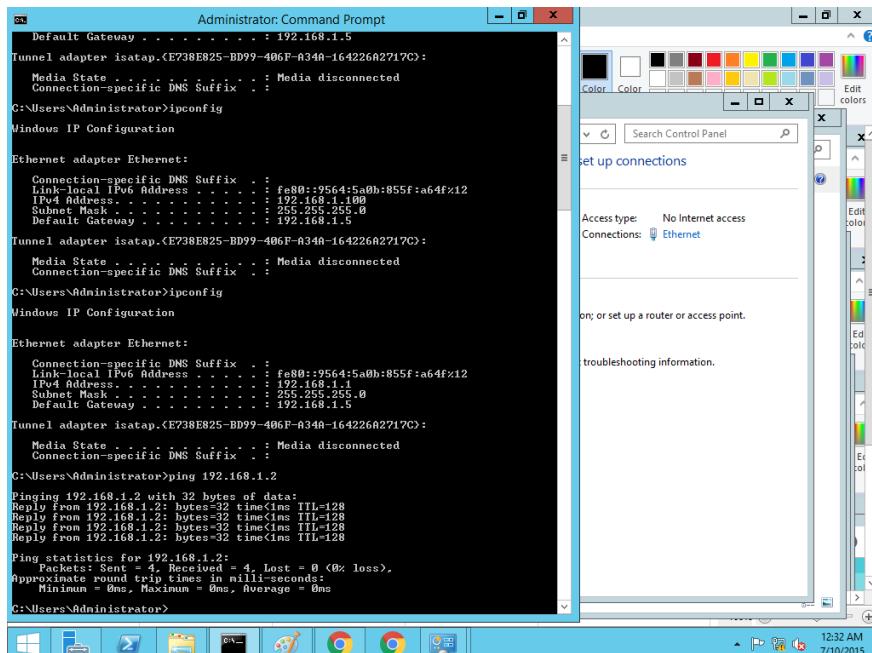
15. Once it is functioning you must now share all your credentials to the network. To do this you must go to Changed advanced sharing settings then you must allow all the sharing and the off the password.



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16. Then you must perform the ping test. To do this go to CMD then type **ping** then the IP Address of the computer you want to check it connectivity. Example the IP Address of the client desktop: **ping 192.168.1.2**



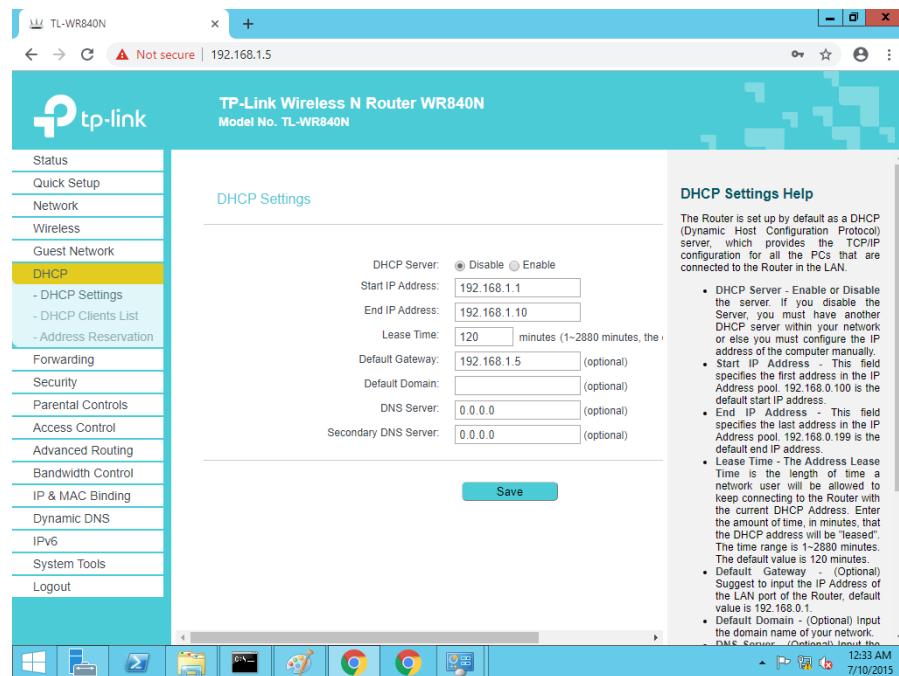
17. Then once it have a response or reply you can now call out the assessor and then let him/her check the ping test.

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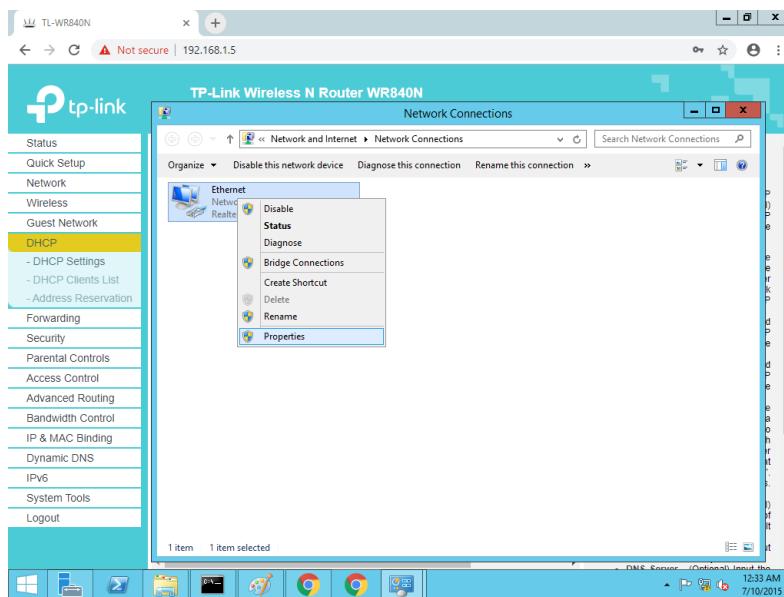
COC 3 - Set-up Computer Servers

A. Static Server Desktop

- Now you must disable the DHCP of the router. Go to the interface of the router then click the disable radio button then click save.

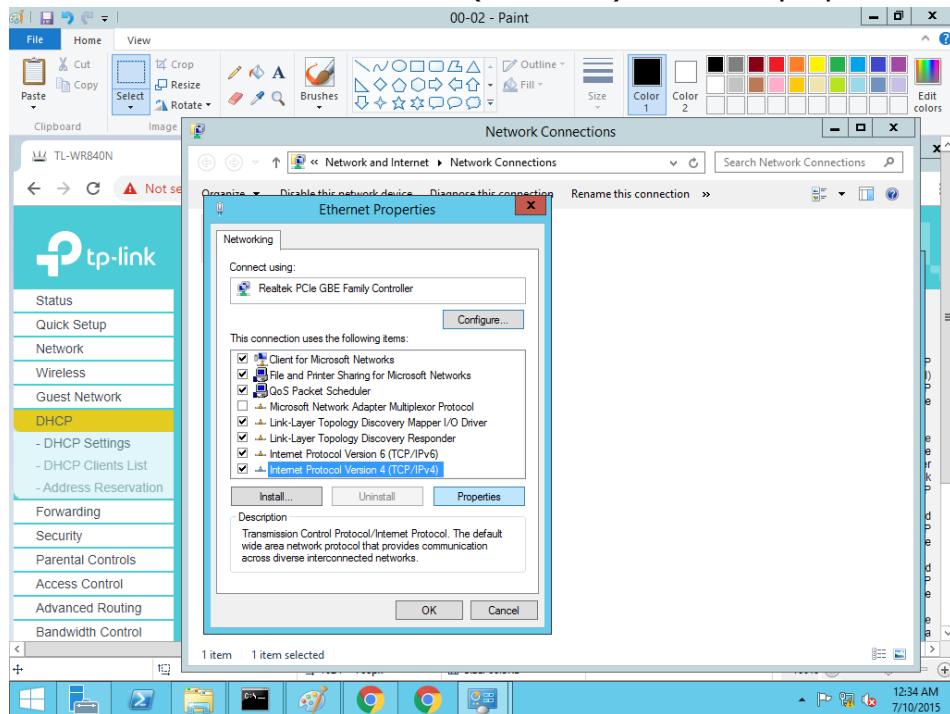


- Then go the LAN Connection of the server then right click then click properties.

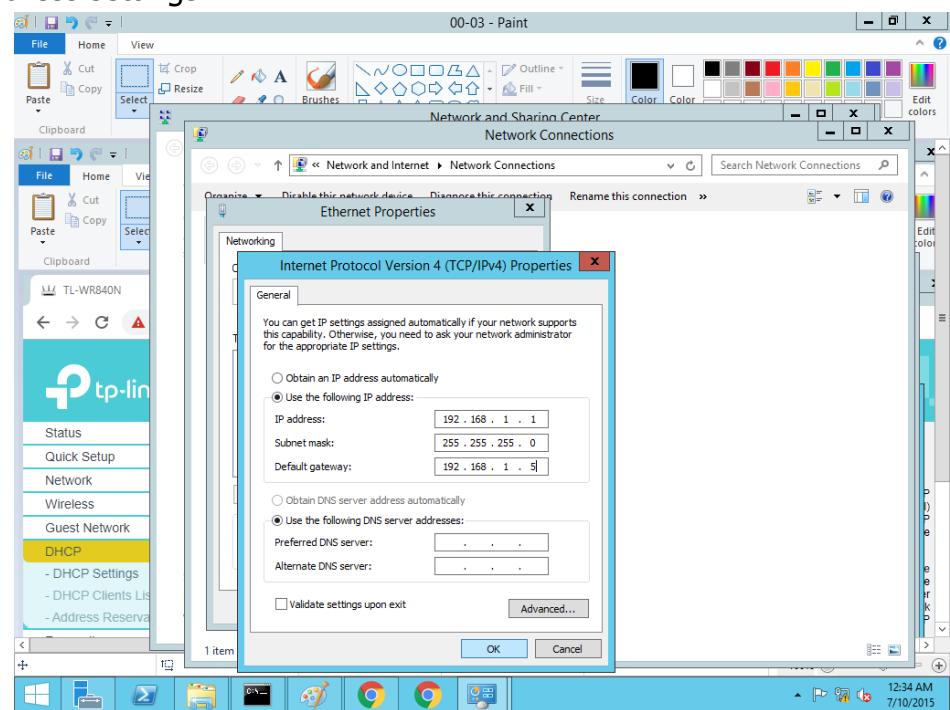


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3. Then click Internet Protocol Version 4 (TCP/IPv4) then click properties.

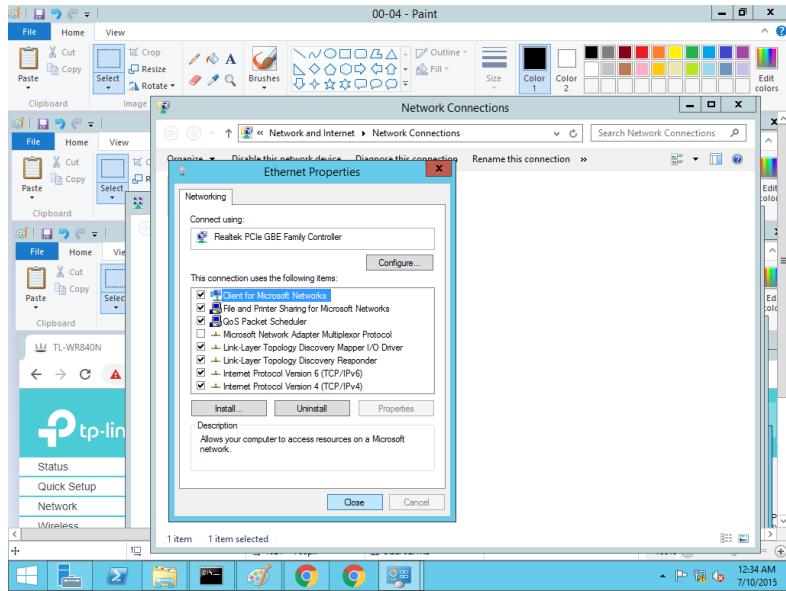


4. Then click Use the following IP Address then enter the IP Address and Default Gateway that you see in your ipconfig in your CMD. Then click OK to save the IP Address settings.



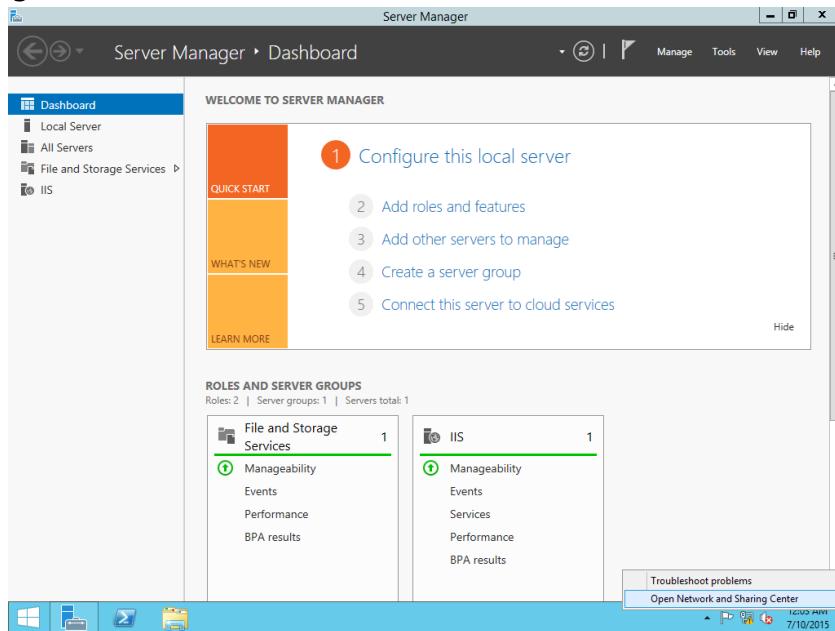
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5. Then click close to exit the Ethernet Properties.

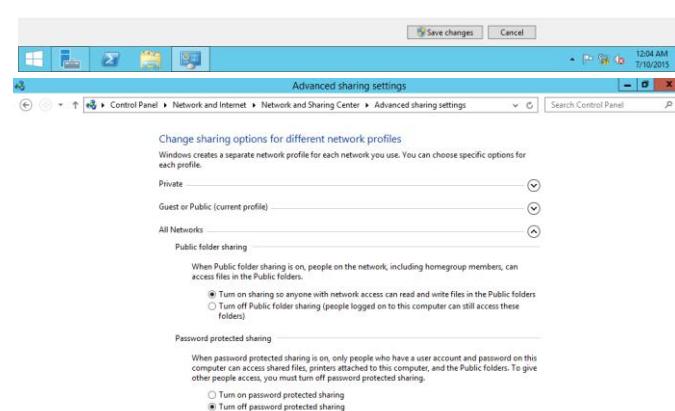
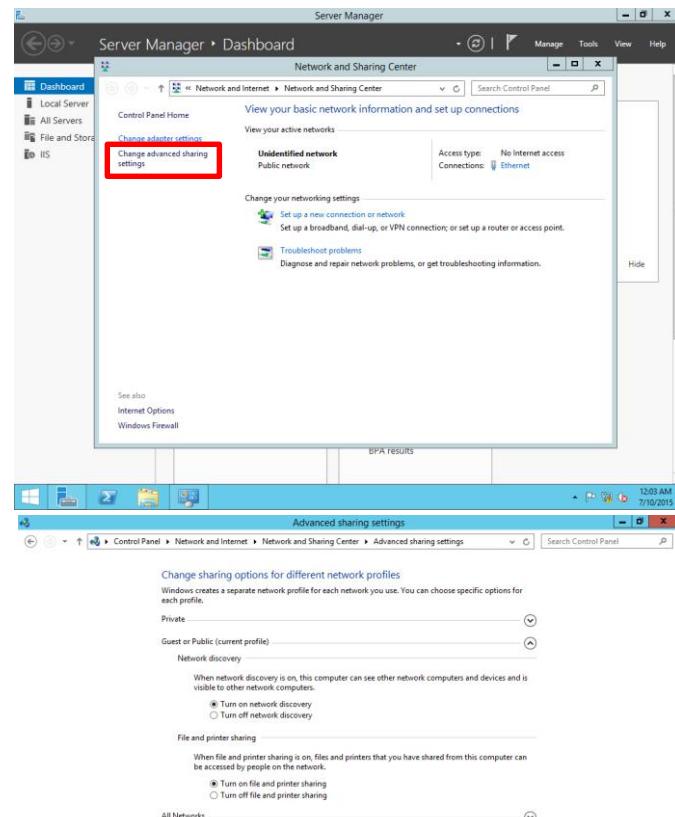


B. Adding Roles

1. Open your Network and Sharing Center the select Change Advanced Sharing Setting. Then you must allow all the sharing then off the password then click save changes.

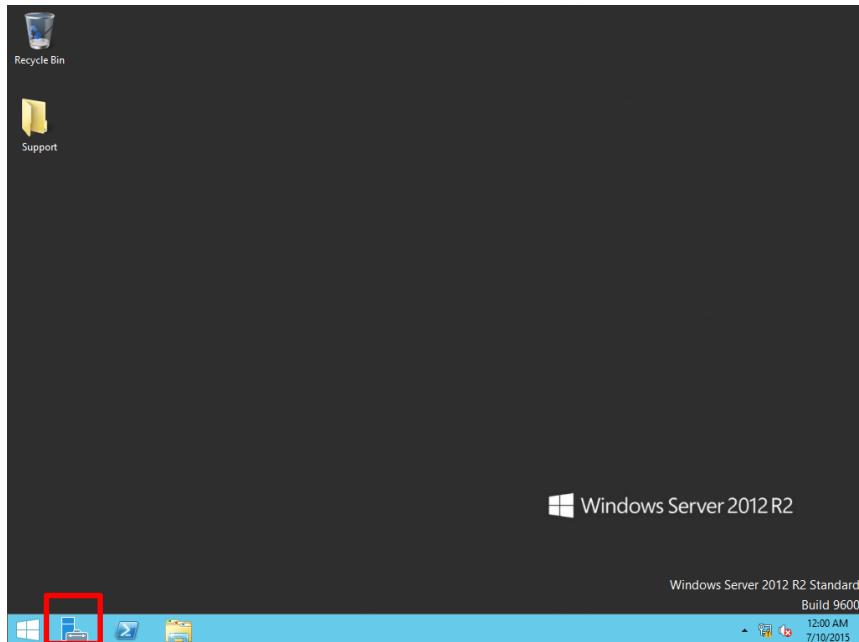


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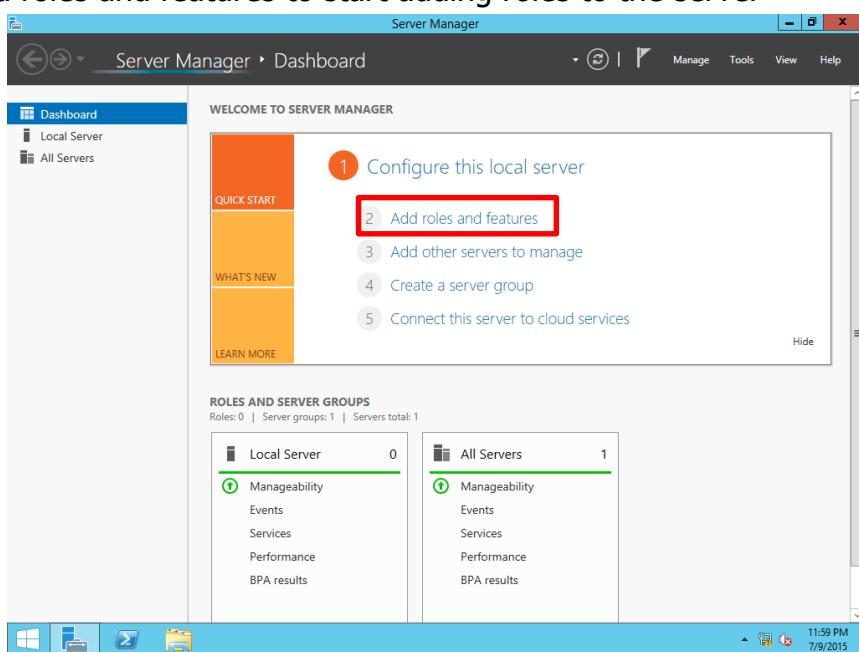


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2. Click the Server Manager Icon the lower right portion of the desktop or beside the window icon.

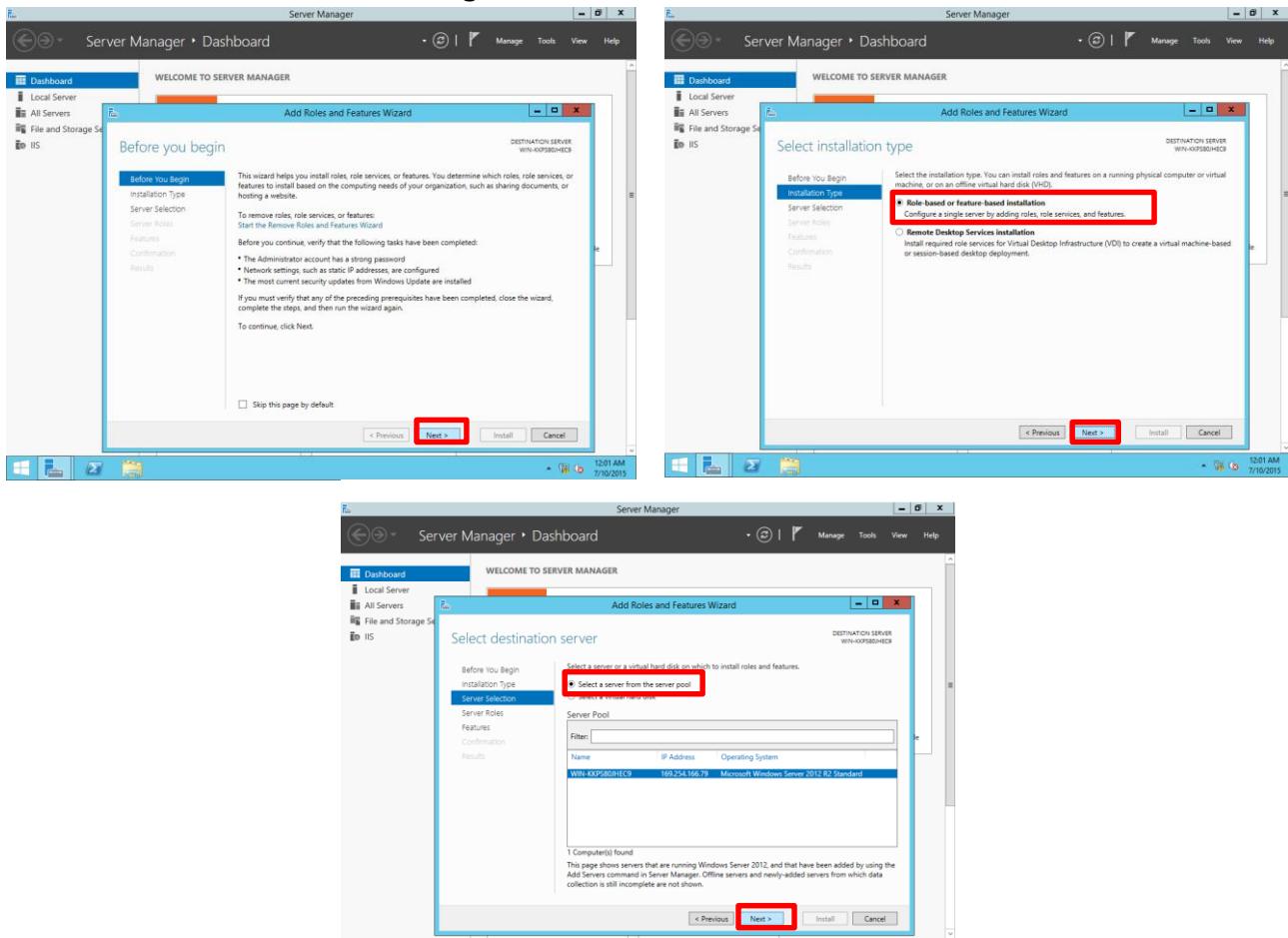


3. Click Add roles and features to start adding roles to the server



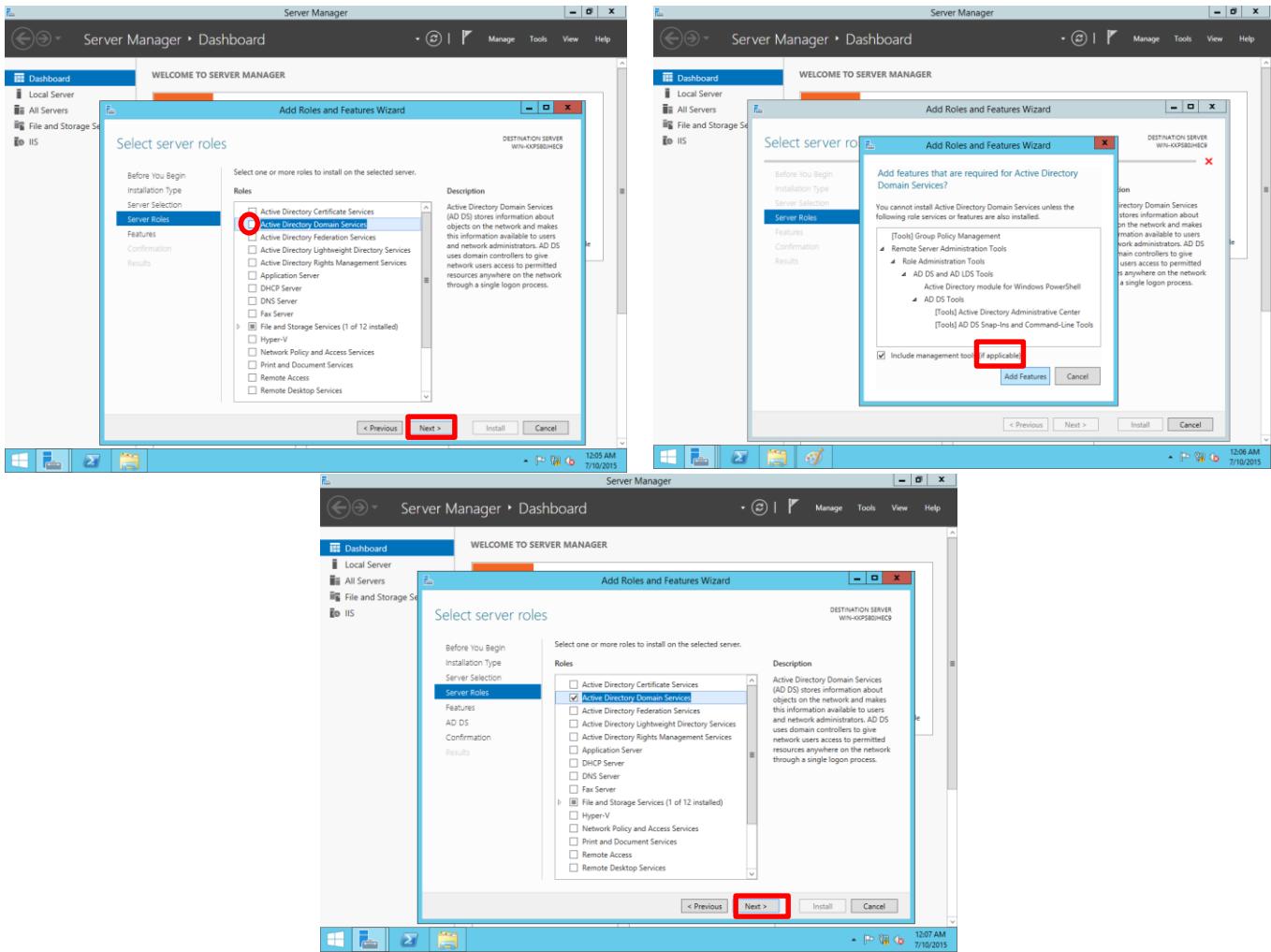
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4. Then Before you begin click next then on installation type leave the roles based or feature-based installation selected then click next then in server selection leave the settings be and click next.



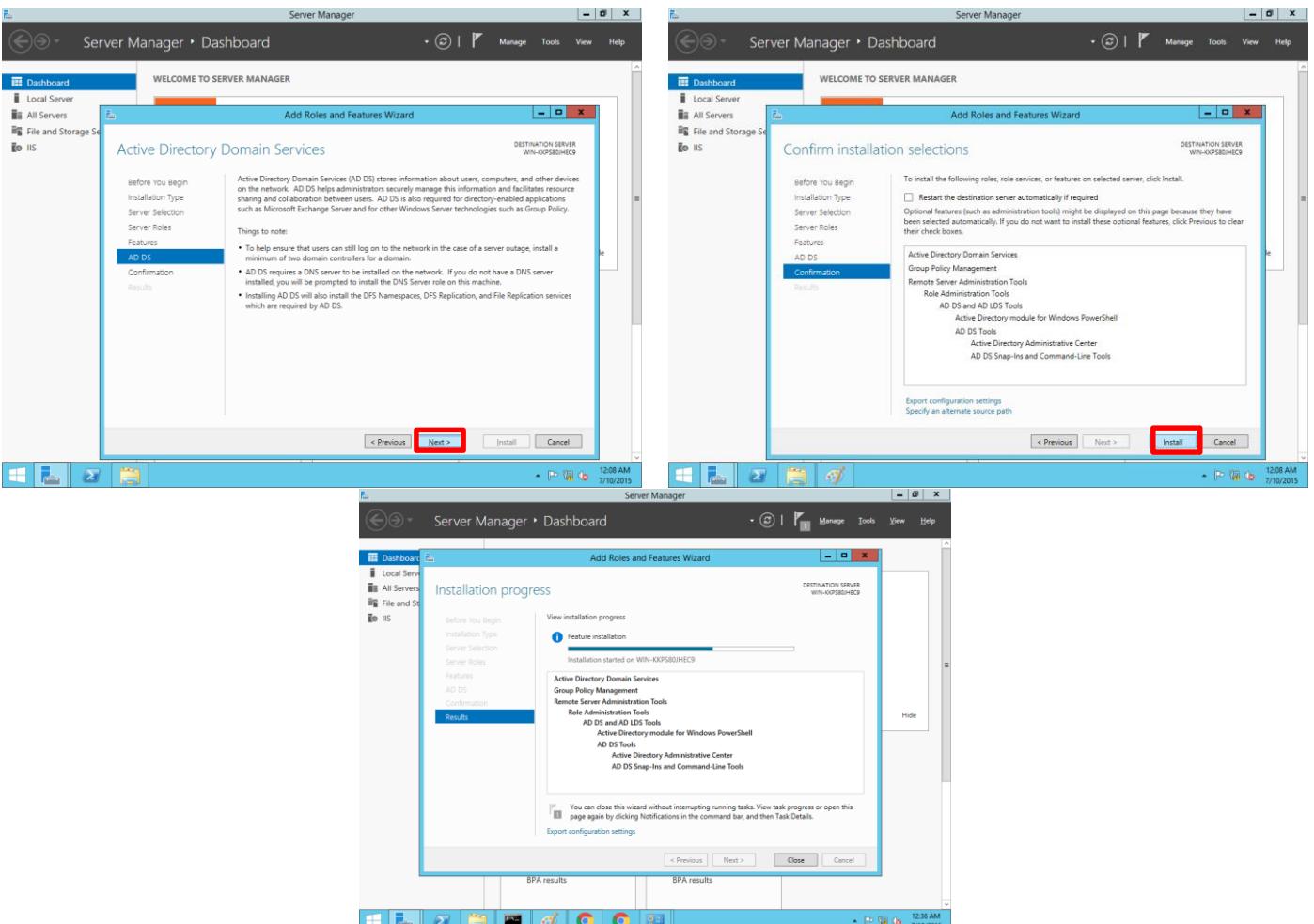
5. On Server Roles check the checkbox of Active Directory Domain Services then click Add Features then click next

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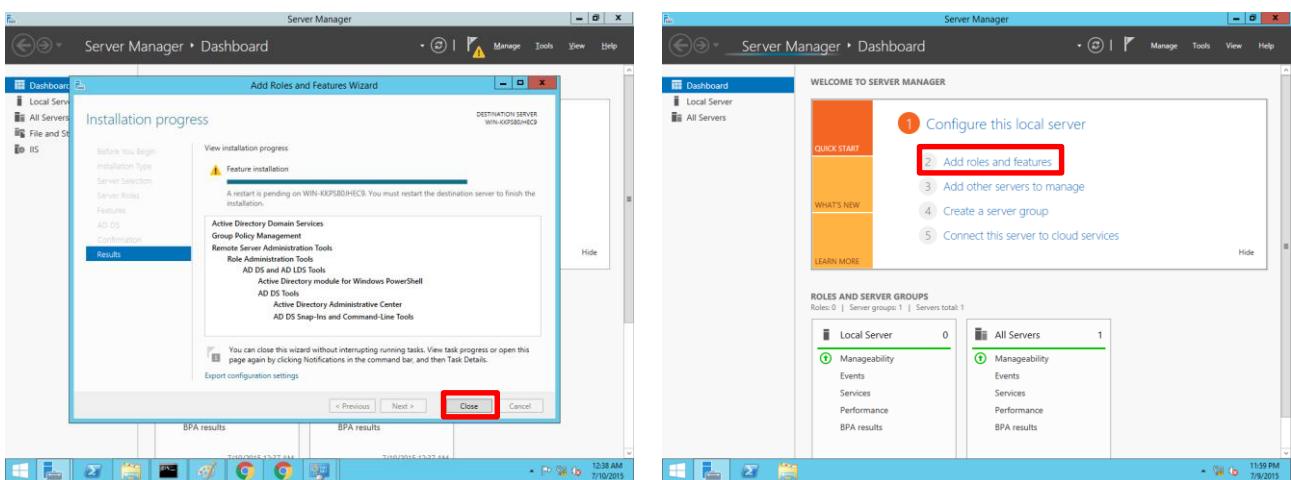


6. On AD DS just click next then on confirmation click install then wait it to complete the installation.

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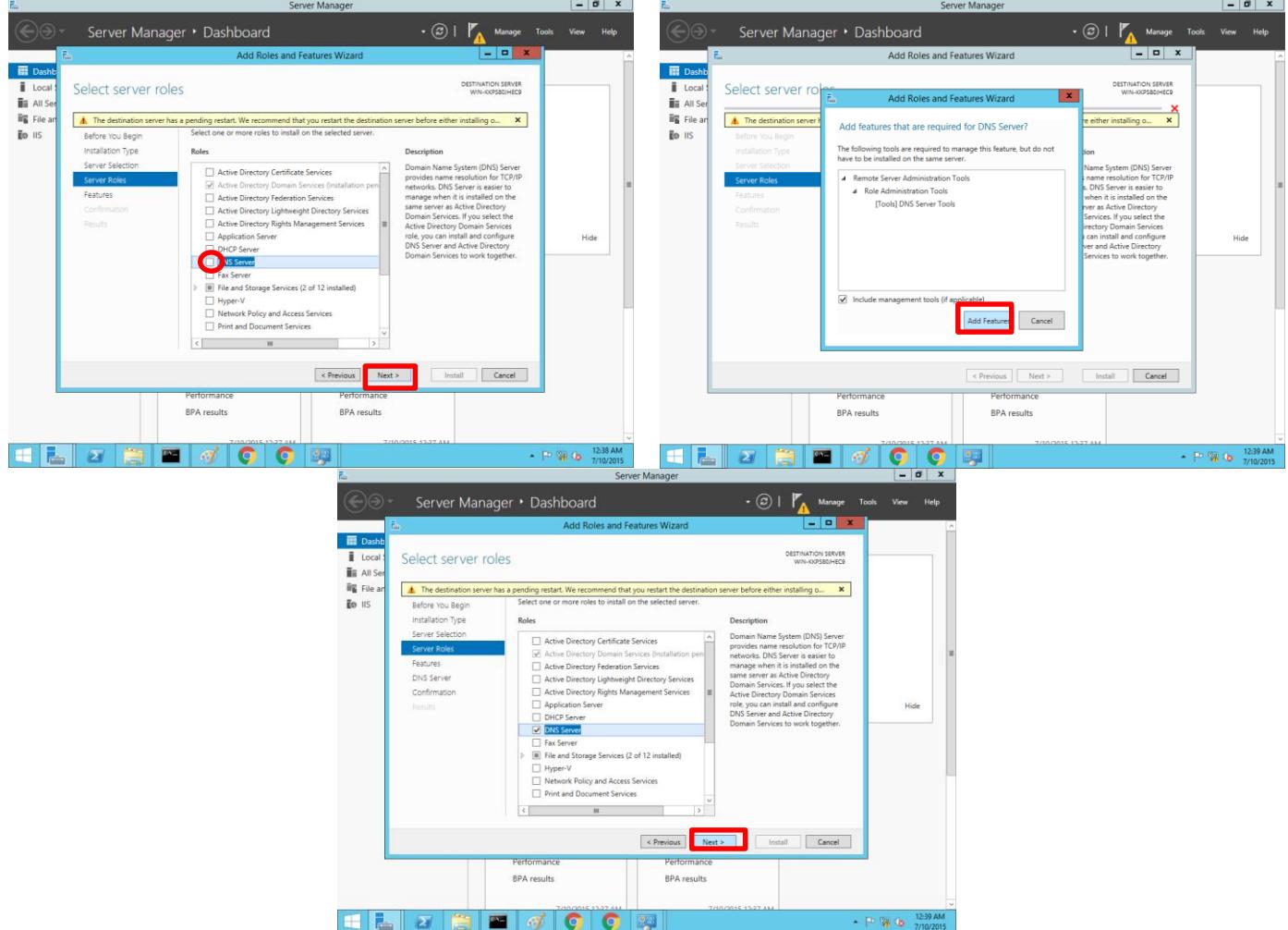


7. After the installation is complete click close then click the Add roles and features again in Dashboard of server manager.



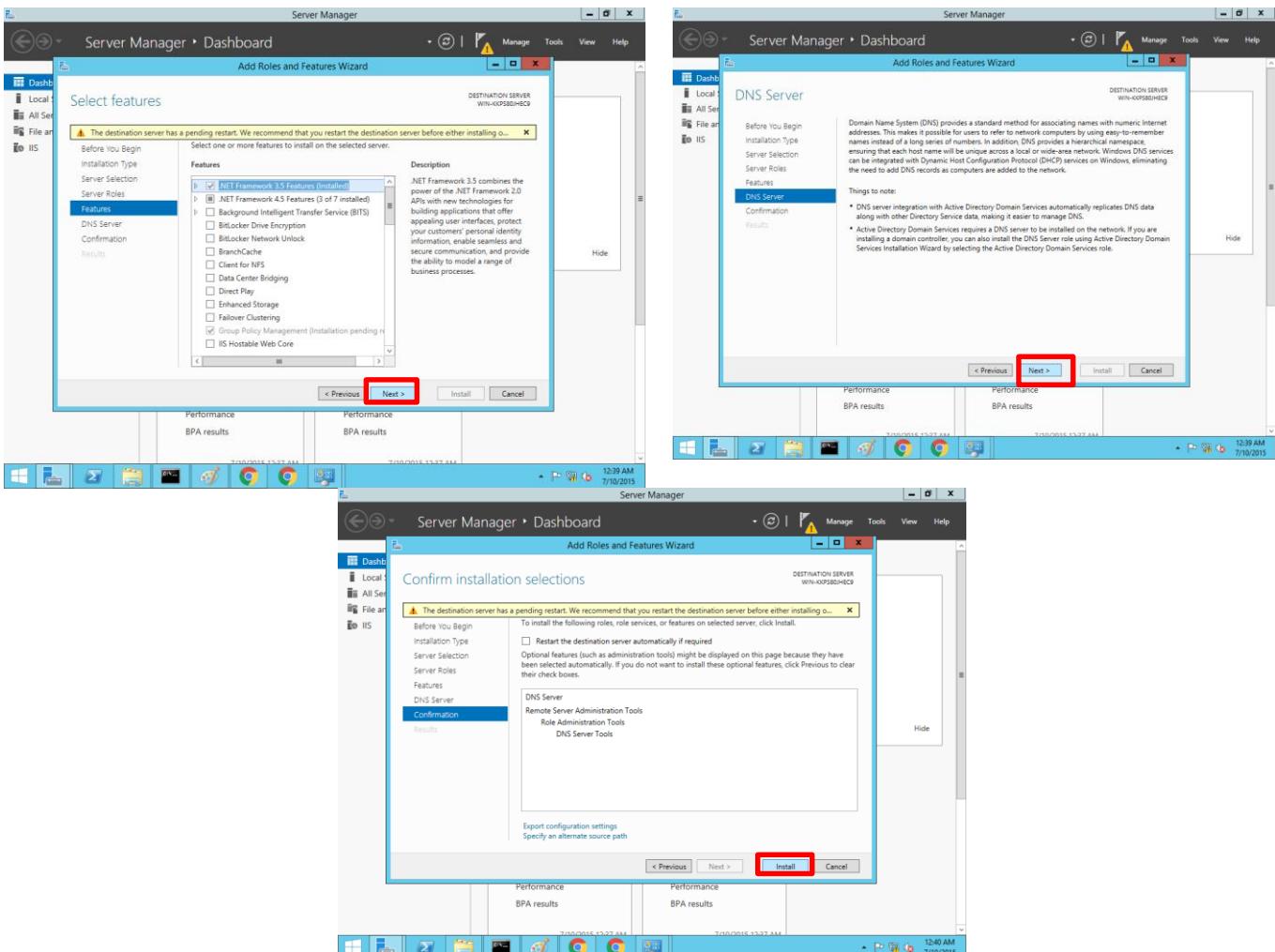
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8. On Before you begin click next then on installation type leave the roles based or feature-based installation selected then click next then in server selection leave the settings be and click next.
9. On Server Roles click the checkbox of DNS Server then click Add Features then click next.

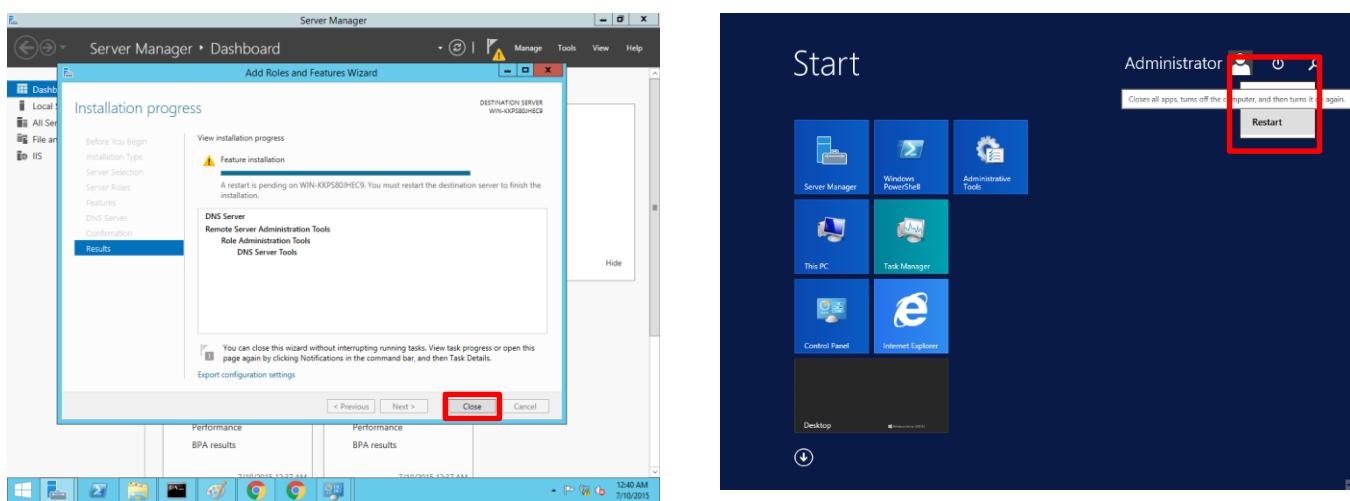


10. On features just click next then on DNS Server click next and on confirmation click install.

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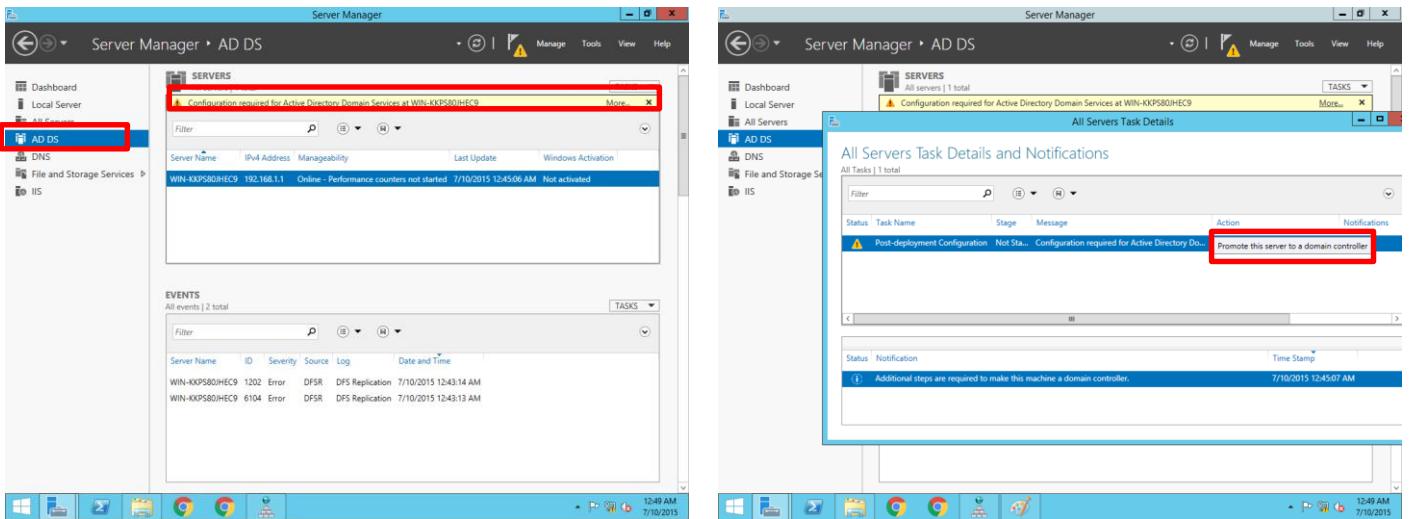
11. Once it is completed you click close then you must restart your server.



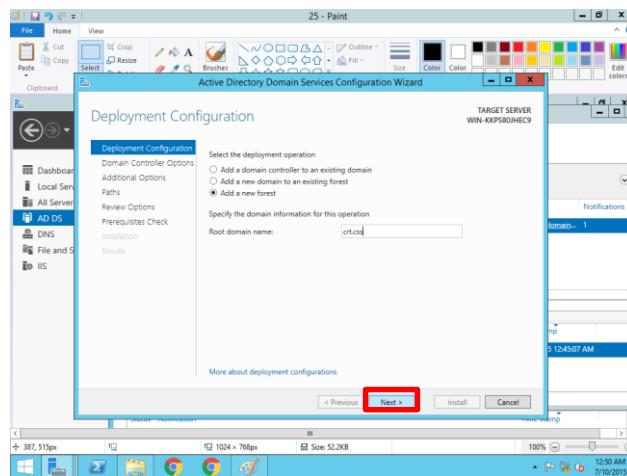
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12. After the restart and you login wait for the server manager panel to open.

Then you the right panel you will see AD DS click it, then on the configuration required... click More then click Promote this server...

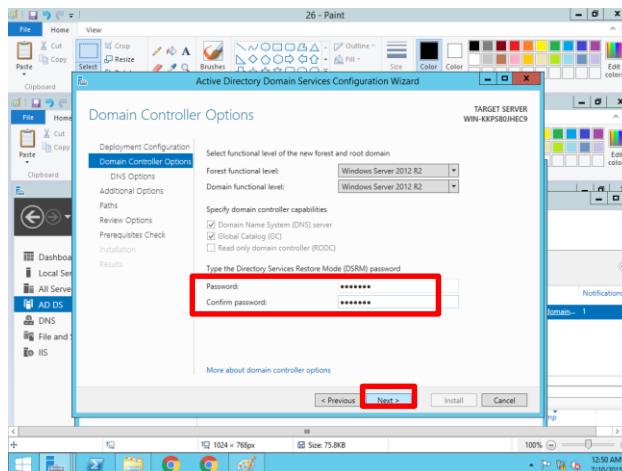


13. On Active Directory Domain Services Configuration Wizard select **Add a new forest** then on Root Domain name textbox type your desire domain name, example in here is **crt.css** then click next.

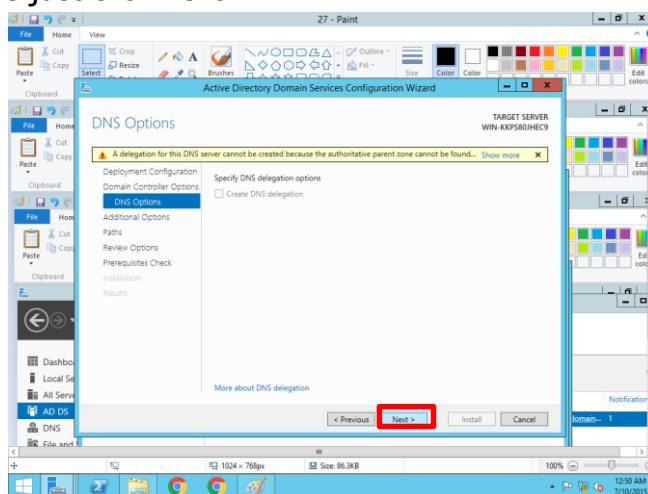


-On Domain Controller Options input your server password which in this example it is **123.css** then click next.

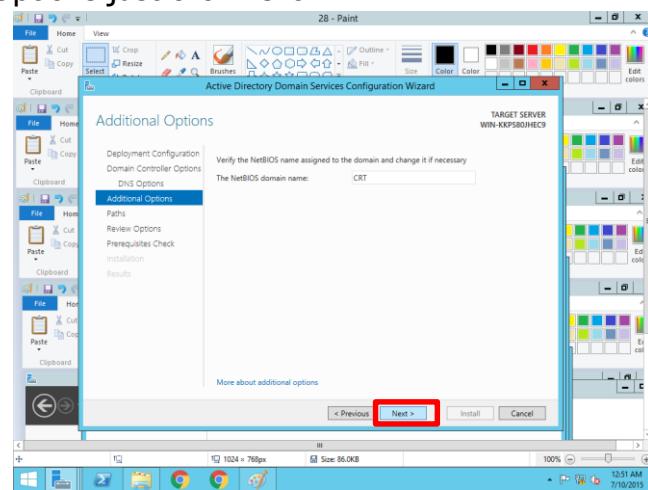
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-On DNS Options just click next.

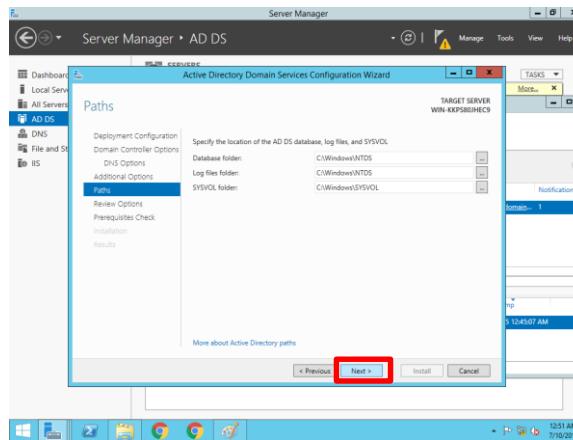


-On Additional Options just click next.

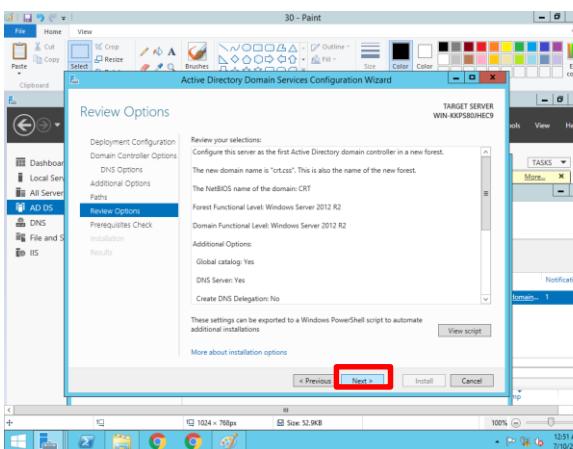


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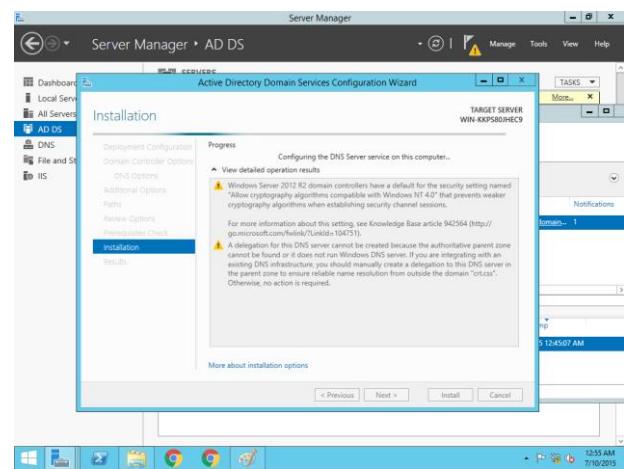
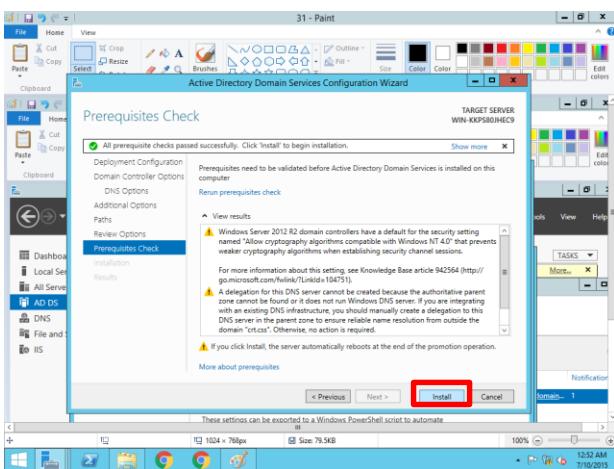
-On Paths Click Next.



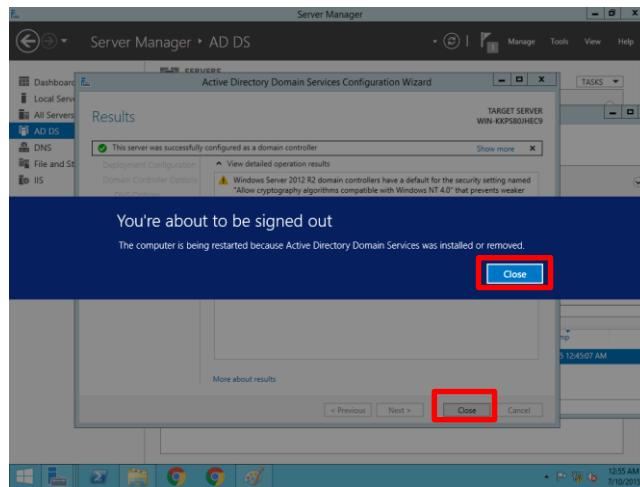
-On Review Options click Next.



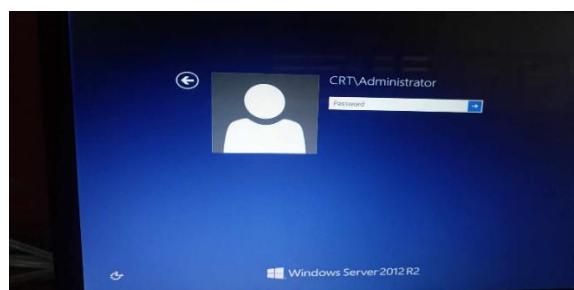
-On Prerequisites Check click Install. Then you must wait for the installation to be completed. Once you it complete just click all the close button and let the server restart.



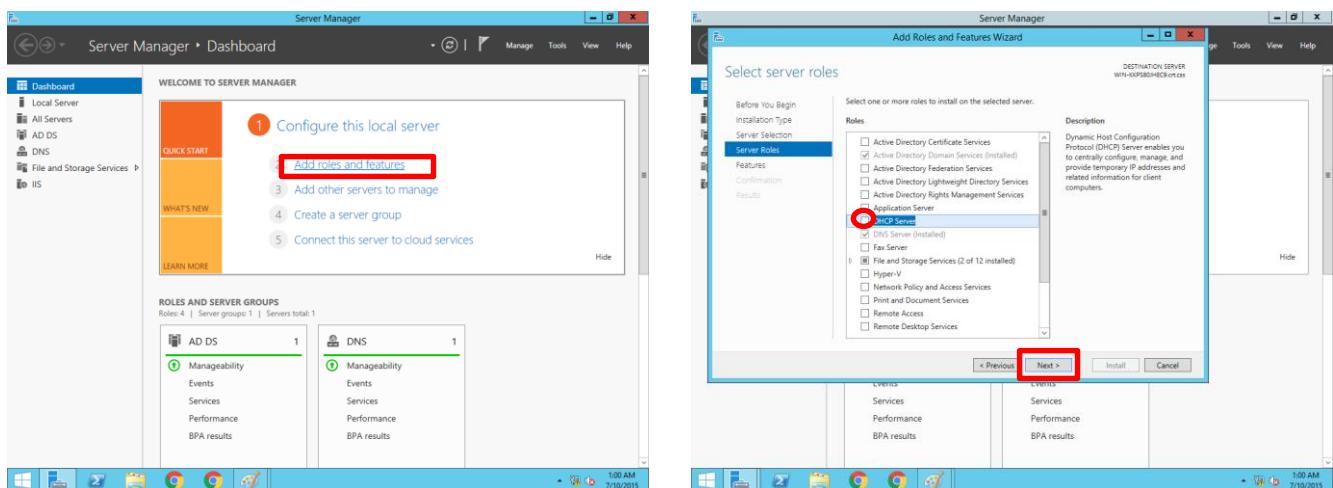
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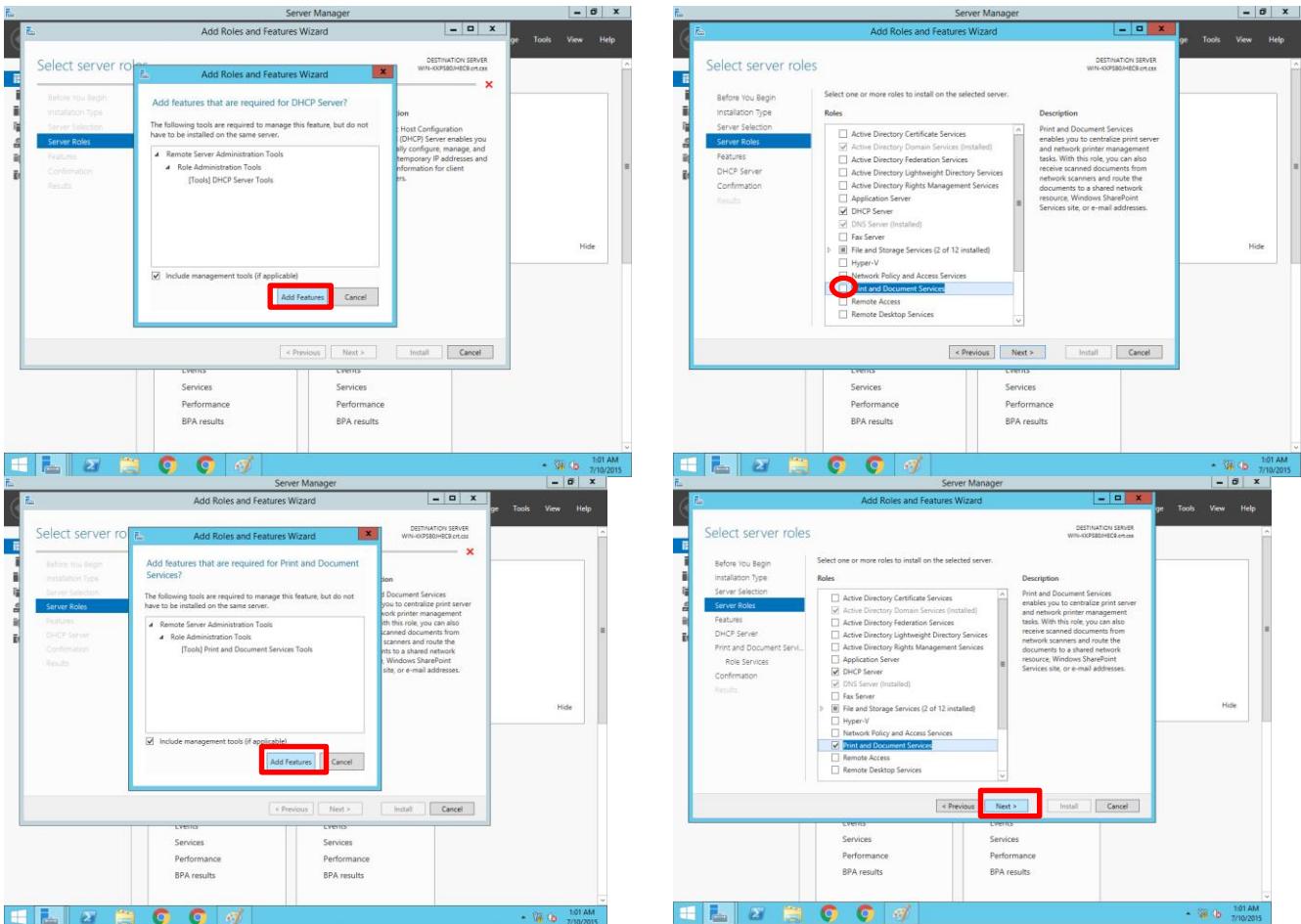
14. You will now see that the name of domain you create will now appear in the login form of the server.



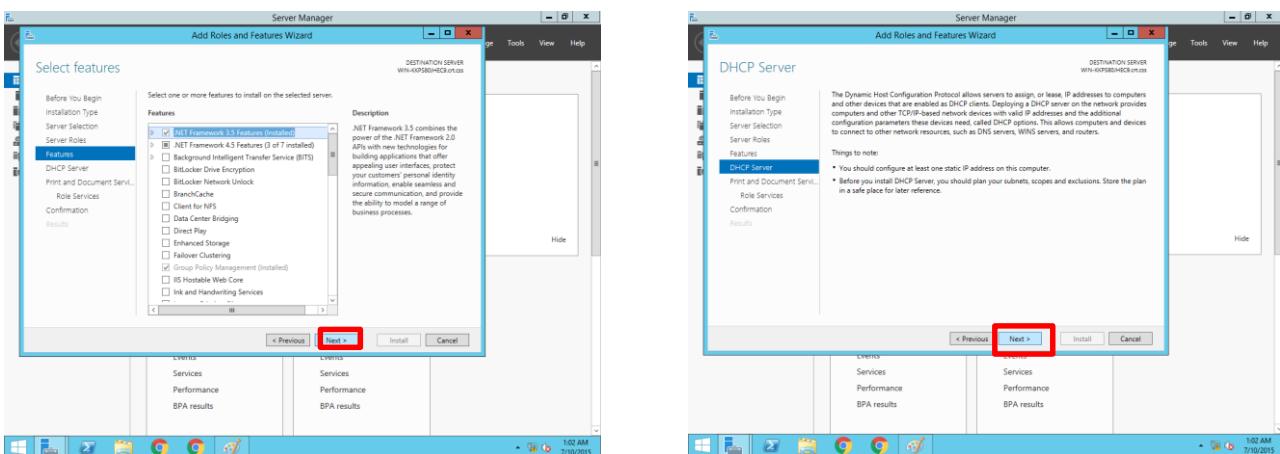
15. After you login wait for the server manager again to open. Once it open you will click the Add roles and features. Then click the checkbox of the DHCP then click add features. Then click the checkbox of the Print and Documents Services then click add features then click next.



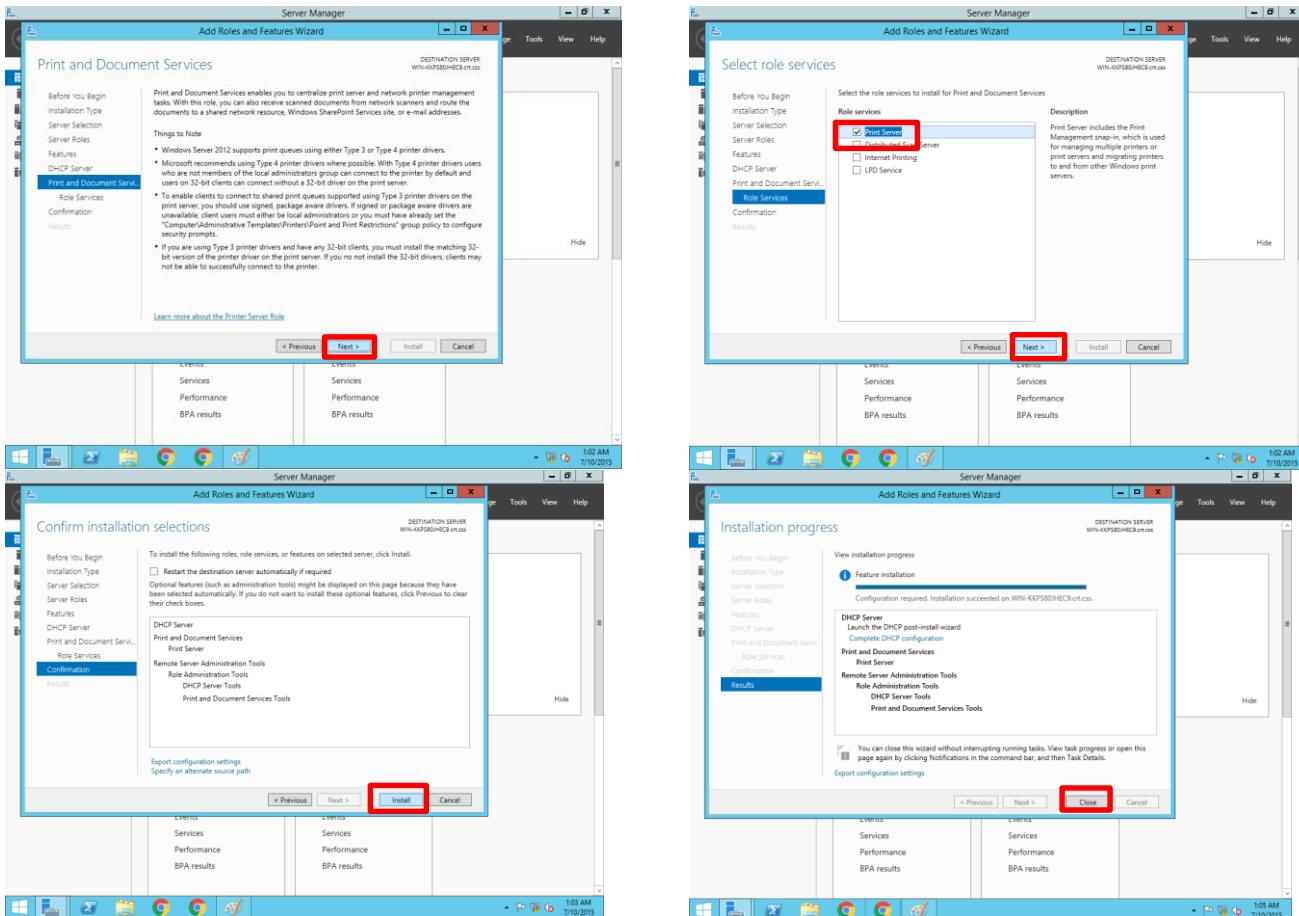
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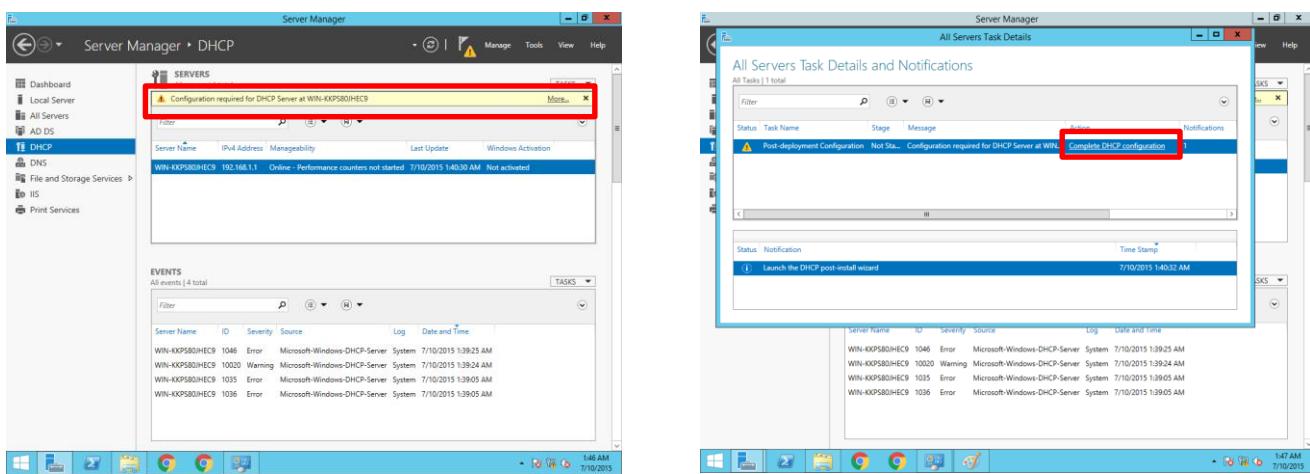
16. On features click Next on DHCP Server click Next on Print and Document Services click Next on Role Services just check Print Server then click Next on Confirmation click Install after the installation is complete click close.



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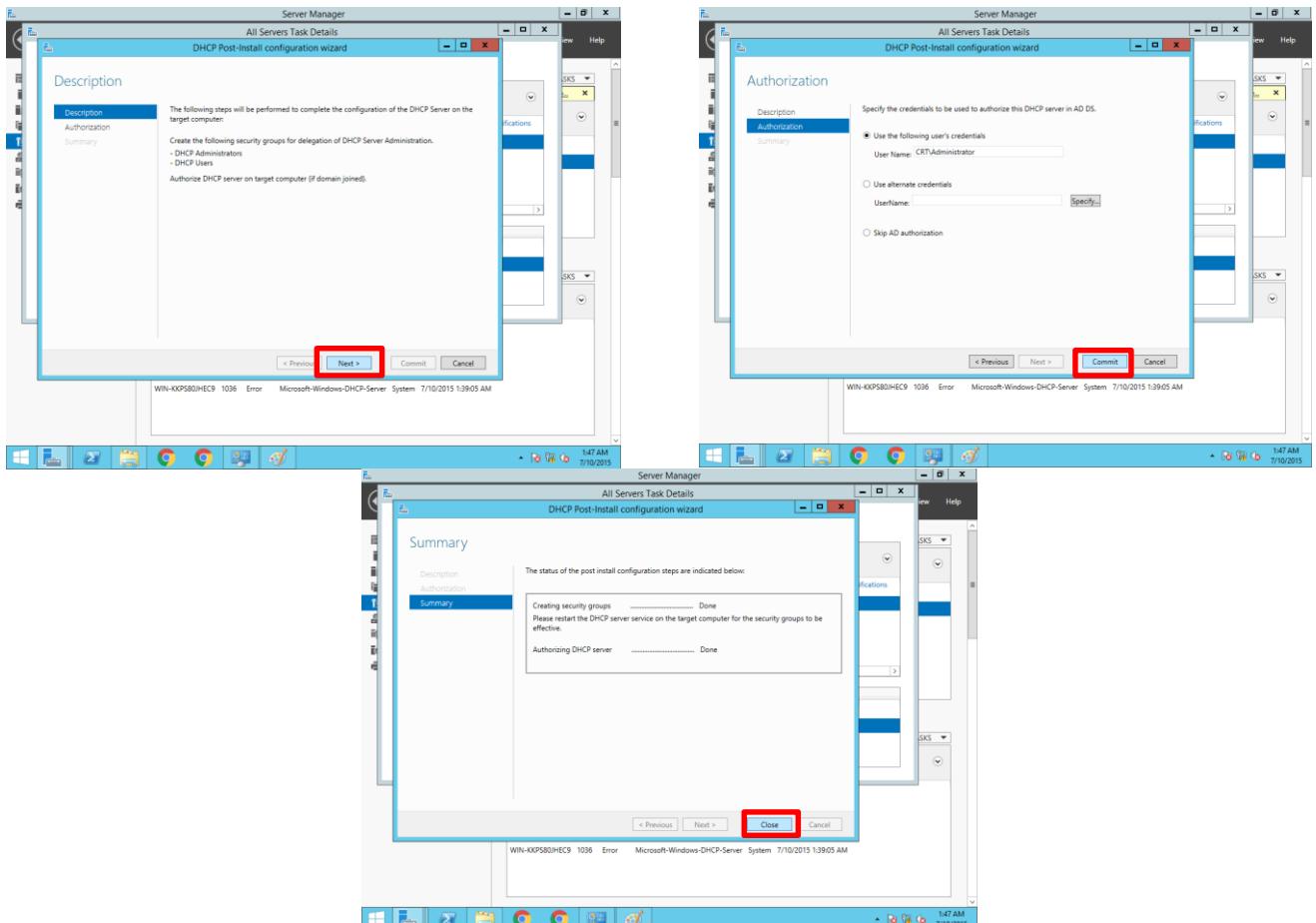


17. On the right side of panel of server manager you see the DHCP click it, on the upper part you can see yellow highlighted click the word More.. then click Complete DHCP Configuration.

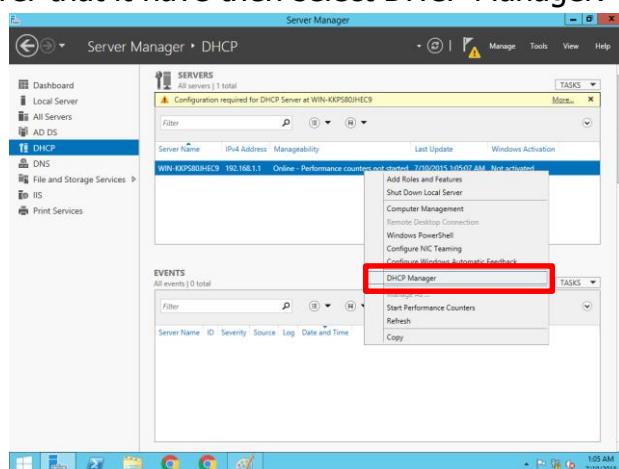


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18. On DHCP Post-Installation Wizard Description click Next and on Authorization click Commit then on Summary click Close.

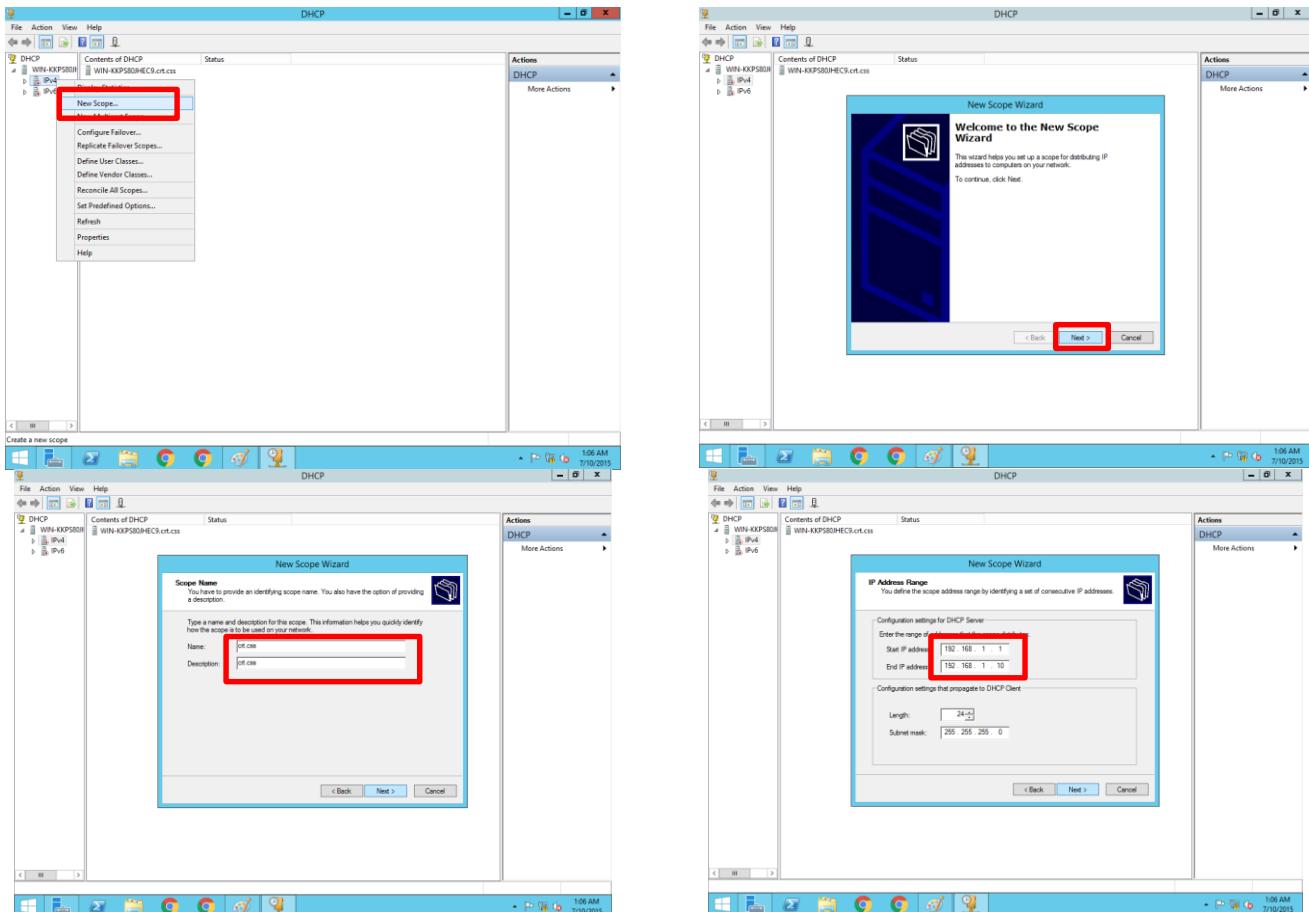


19. On the right side of panel of server manager you see the DHCP click it, right click the one server that it have then select DHCP Manager.



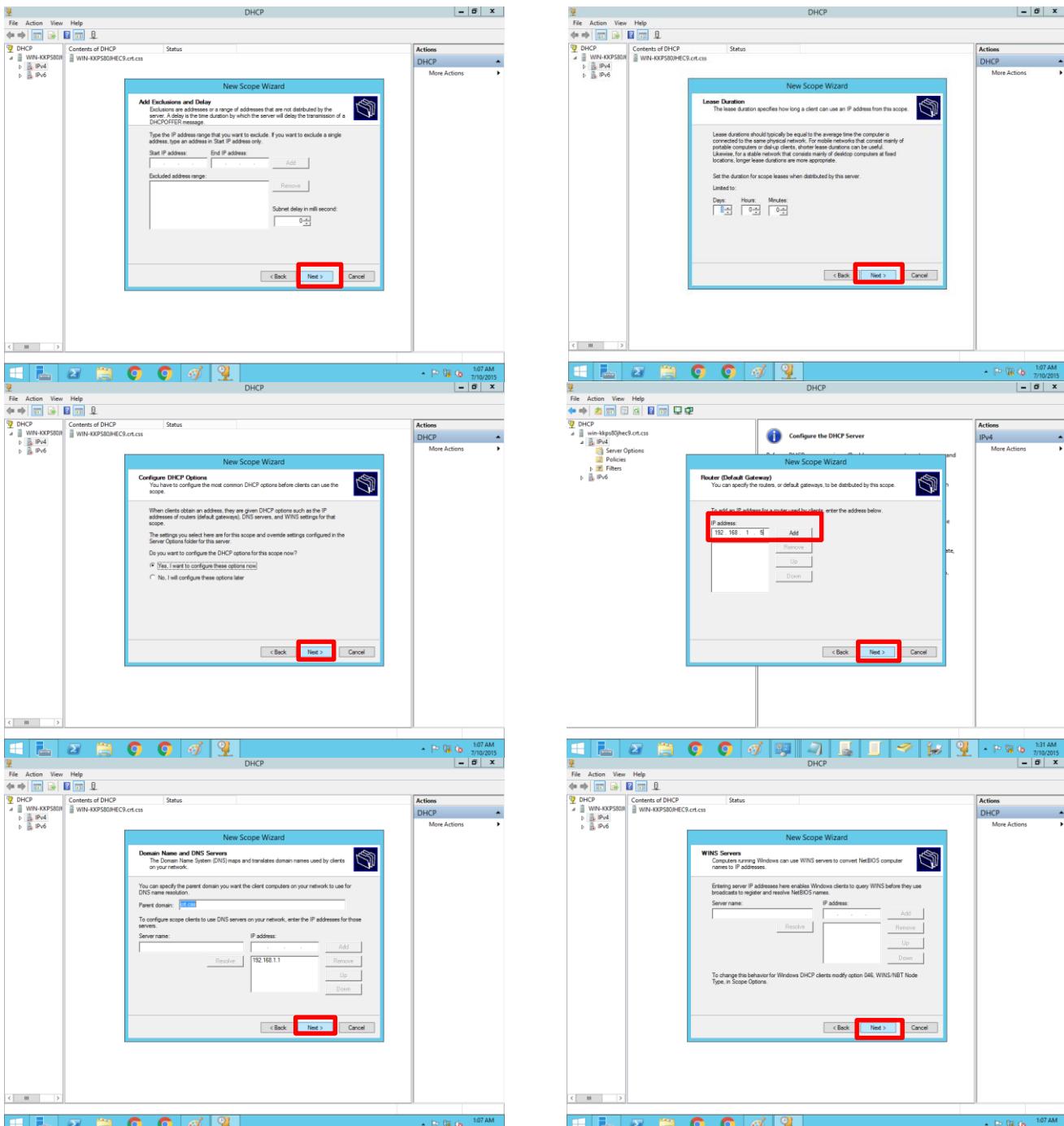
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20. Expand the server name then on IPv4 right click then select New Scope then on New Scope Wizard click Next, then input the Name and Description of your domain then click next then on IP Address range this where you use in the 4th layer of IP Address the number 123 → Start will be at 1 and the end will be 3 or beyond = Example: Start: 192.168.1.1 End: 192.168.1.3 or Start: 192.168.1.1 End: 192.168.1.10 then click next.



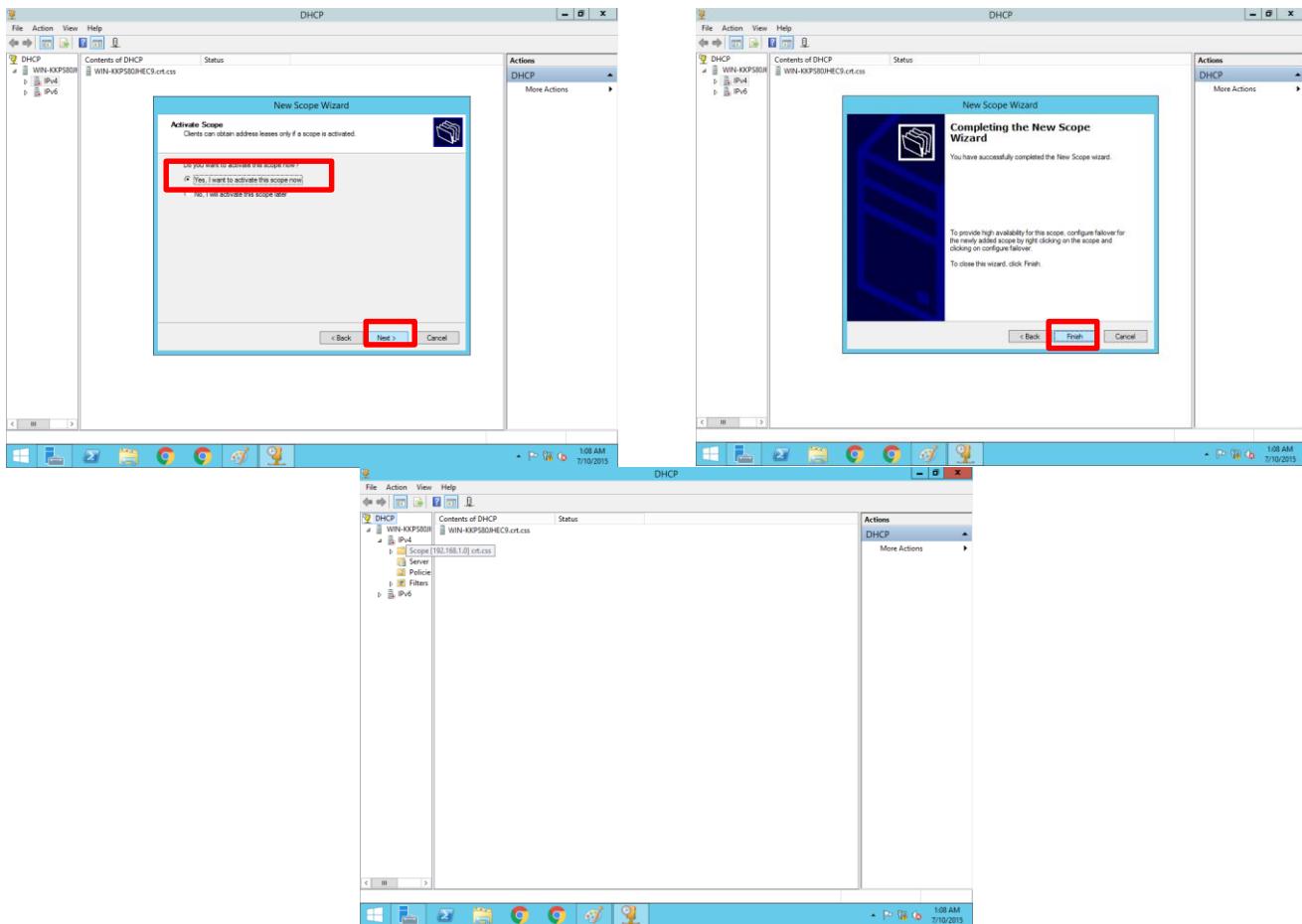
21. On Add Exclusion and Delay just click next and in the Lease Duration just click Next, then on Configure DHCP Options select Yes then click next. On Router (Default Gateway) input the IP Address or Default Gateway of the router in this example it is: **192.168.1.5** then click Add then click Next. Then Domain name and DNS Server click Next then on WINS Servers click Next

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22. On Activate scope select Yes then click next then click finish.

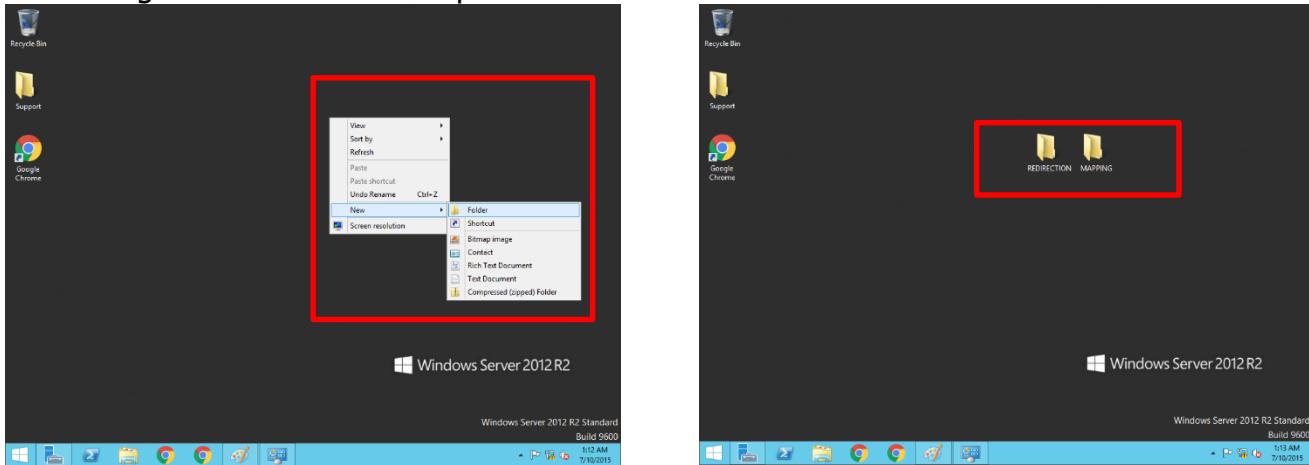
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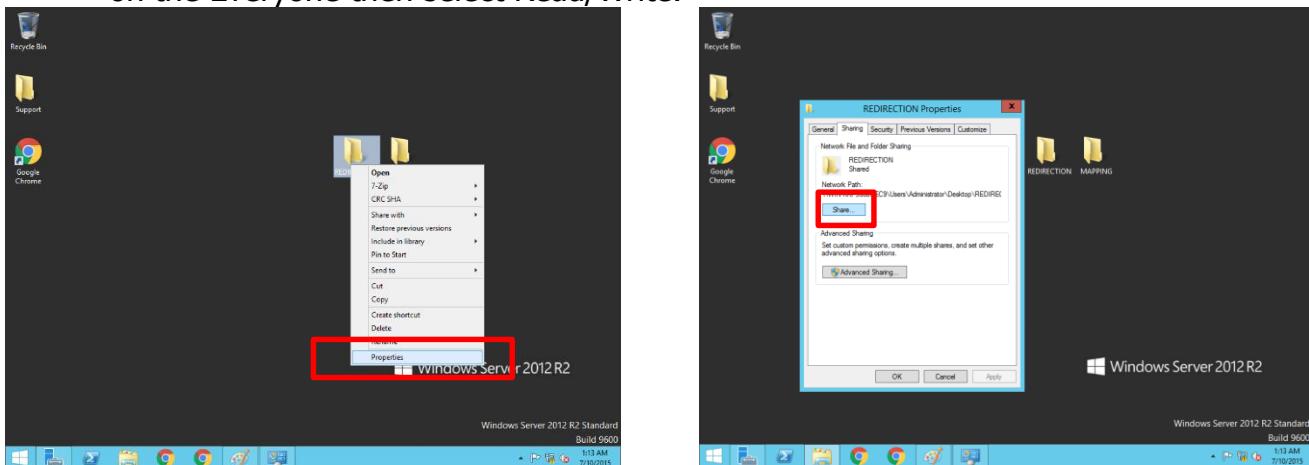
<p>COLLEGE OF RESEARCH & TECHNOLOGY CABANATUAN - 1988</p>	<p>CSS NC II MANUAL COC 2 – COC 4</p>	<p>Date Developed: July 2023</p>	<p>Issued by: CRT</p>	<p>Page 30 of 57</p>
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Mapping and Redirection Setup

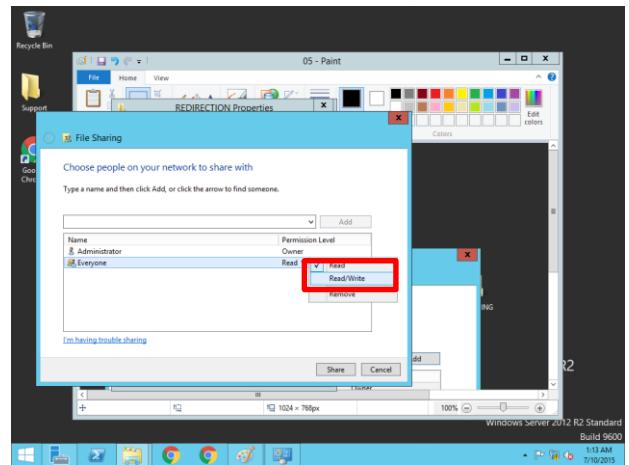
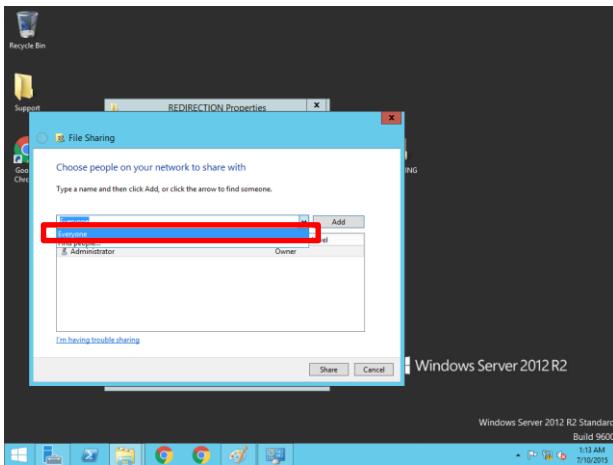
1. On the server desktop create two folder naming REDIRECTION AND MAPPING.
Right click on the desktop then new then click folder.



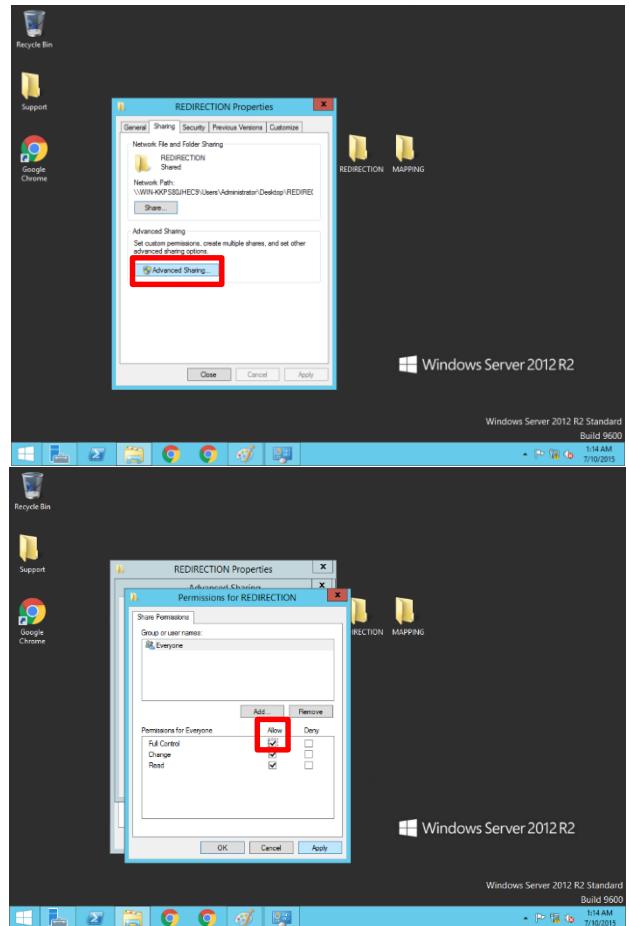
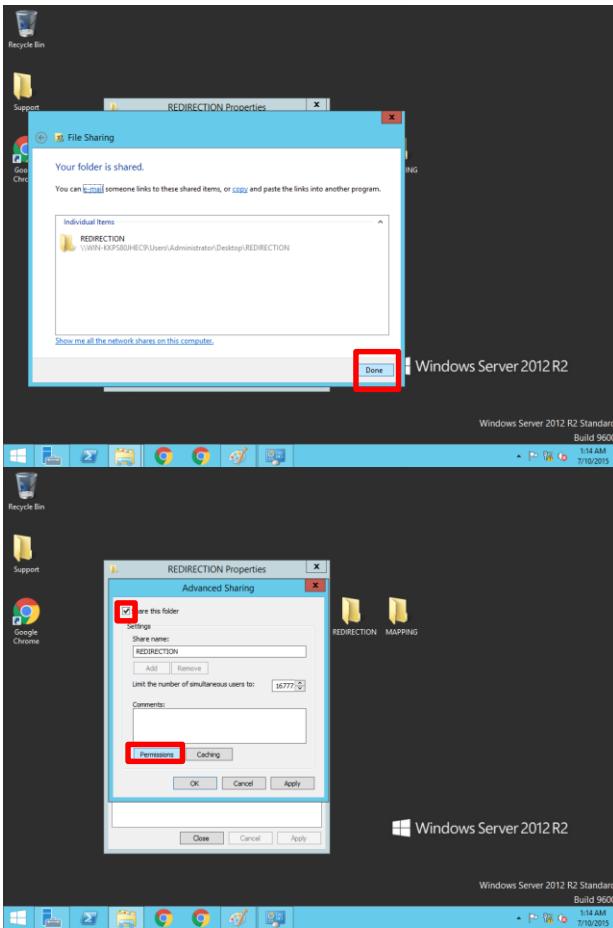
2. On the folder for examp REDIRECTION right click on it then click Properties.
Then click Share. Then click the dropdown arrow select Everyone then click Read
on the Everyone then select Read/Write.



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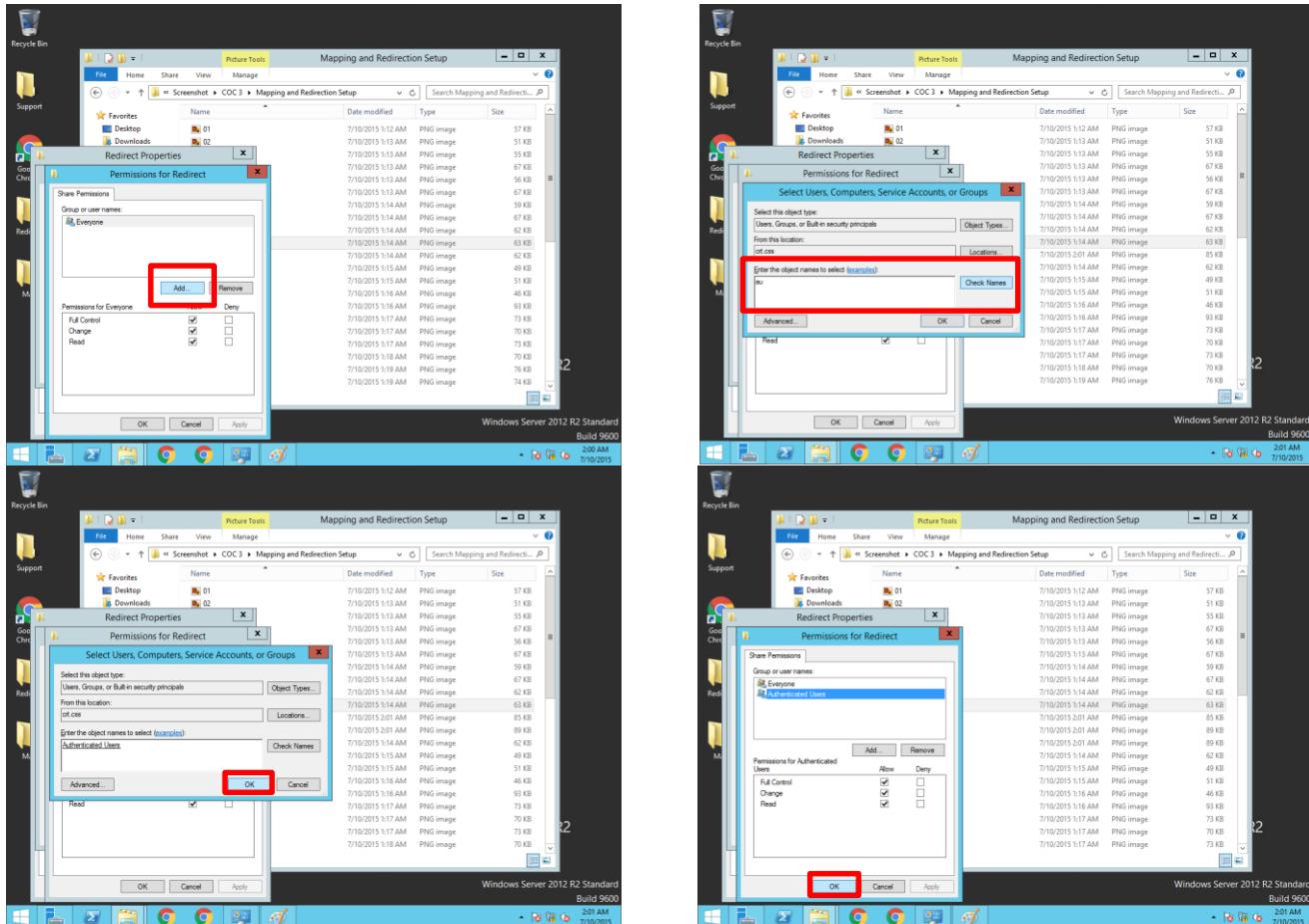


3. Click Done, then click the Advanced Sharing, check the checkbox of Share this folder then click Permissions, on the Allow column click and check the Full Control.



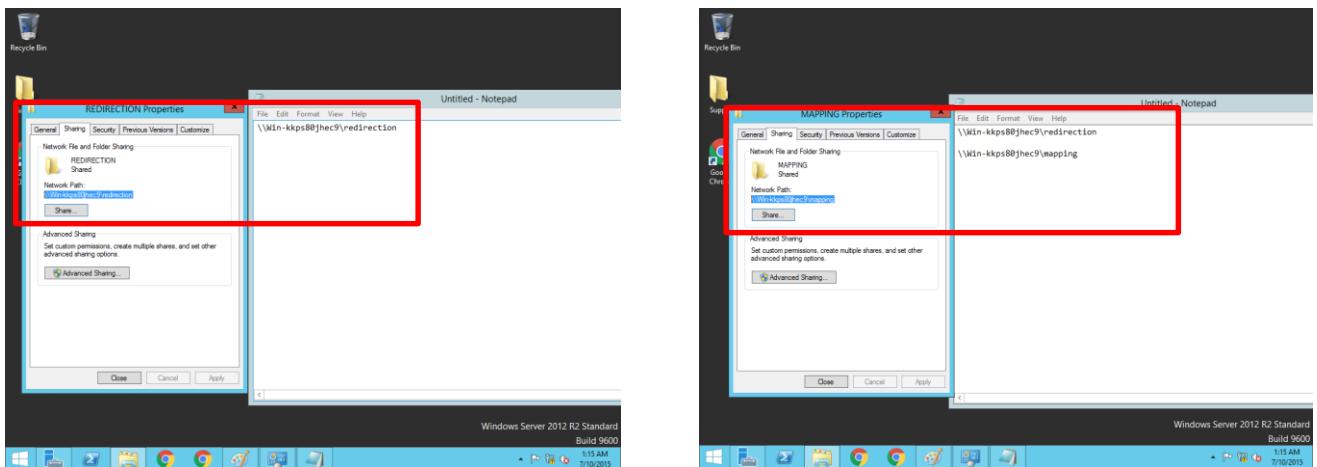
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4. Click Add, then on Enter the object names to select type AU then click Check Names you will the AU will be Authenticated Users you will click OK then Click OK.

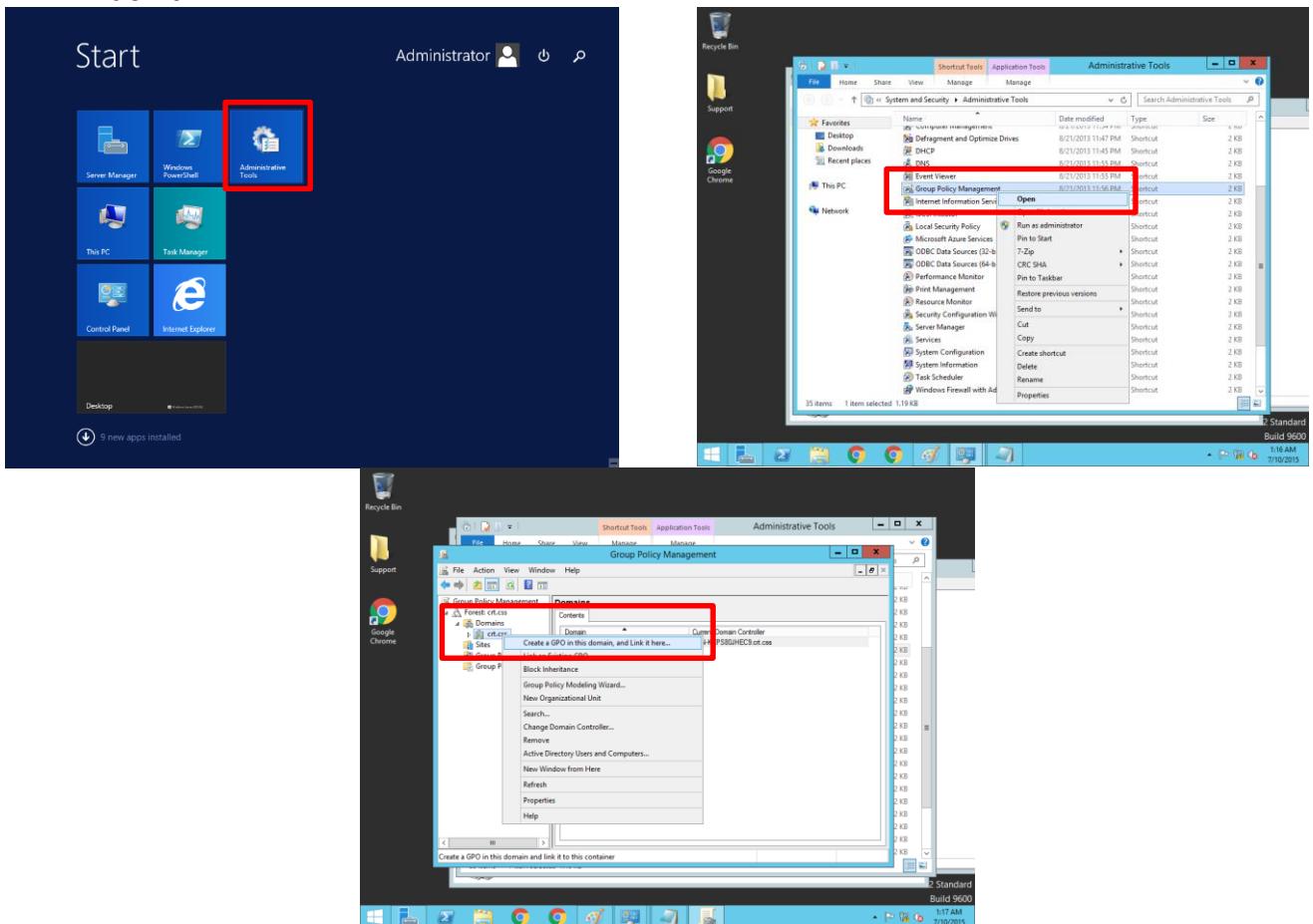


5. Copy the Network Path of the shared folder to notepad. Then do the same procedure for the other folder. In this example do it on MAPPING folder.

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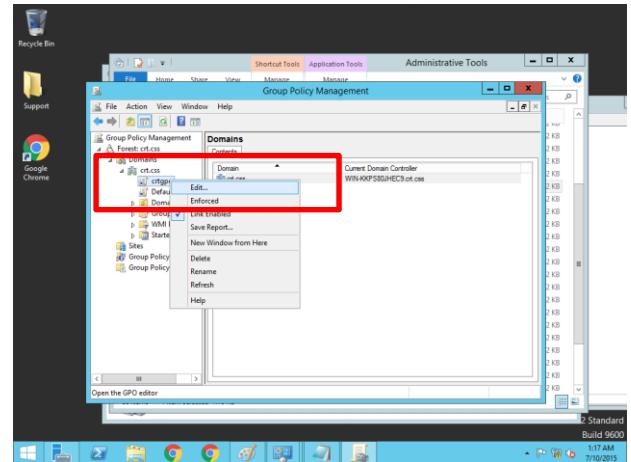
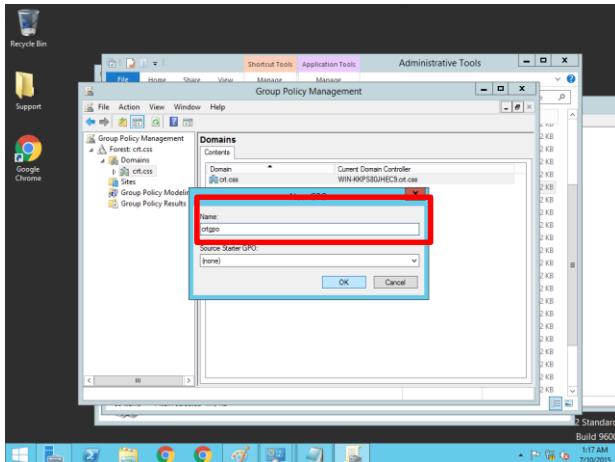


6. Click start button or the window key on the keyboard, click Administrative Tools, look for Group Policy Management then open it, expand Forest, expand Domains, right click on the domain you have created then select Create a GPO in this domain.

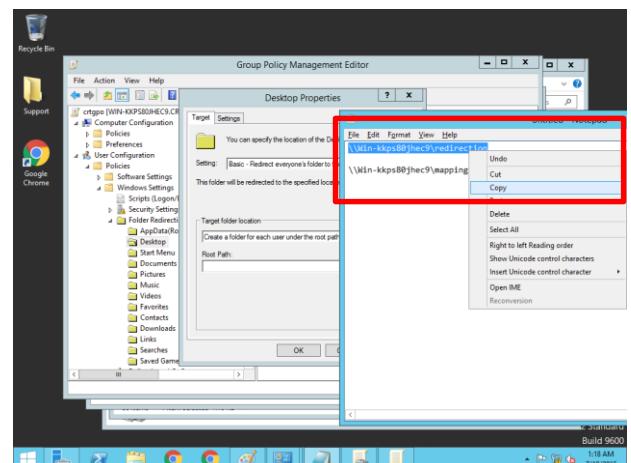
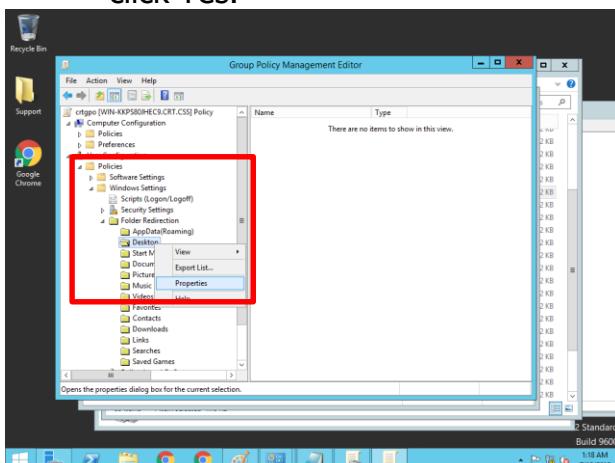


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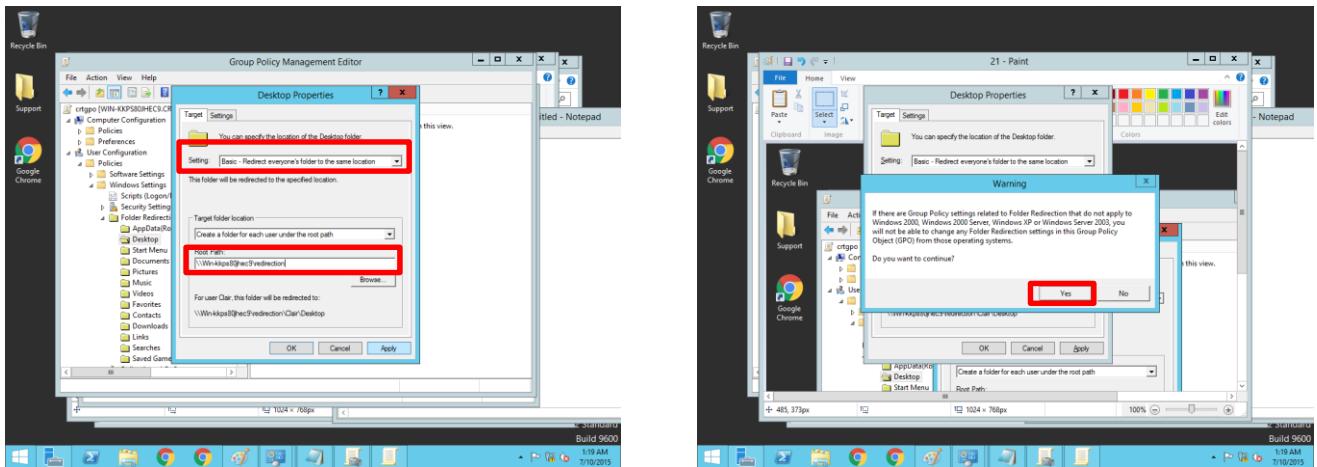
7. Type the desire name with gpo at the end, example crtgpo then click OK expand the domain you created then look for the gpo you created then right click on it then click edit.



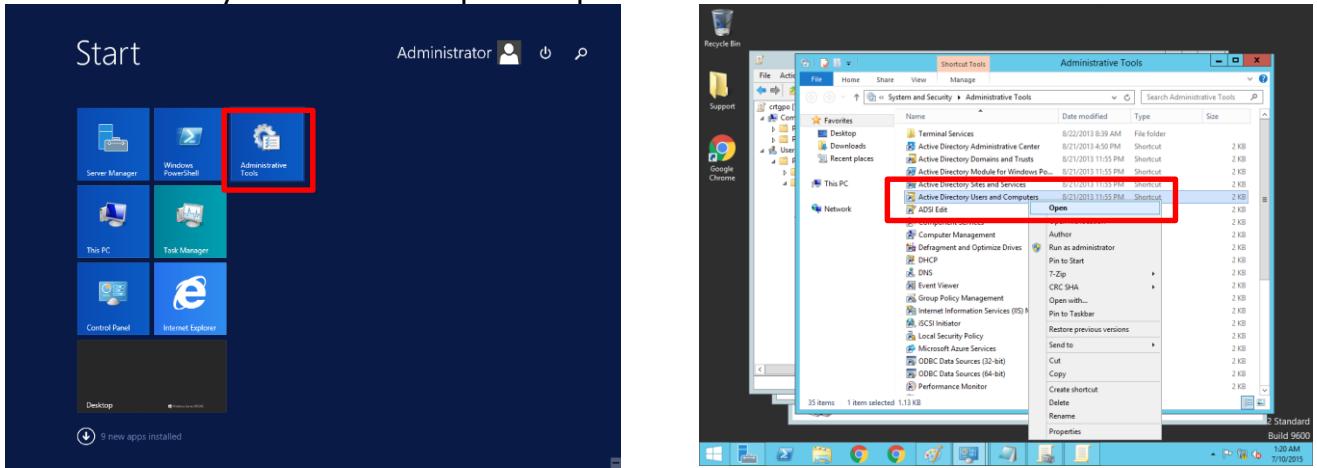
8. On User Configuration expand Policies, then expand Windows Settings, then expand Folder Redirection then on Desktop right click then click Properties.
 -Copy the REDIRECTION folder Network Path that you copied on notepad.
 -Select Basic on the Setting then paste the Network Path on the Root Path then click Yes.



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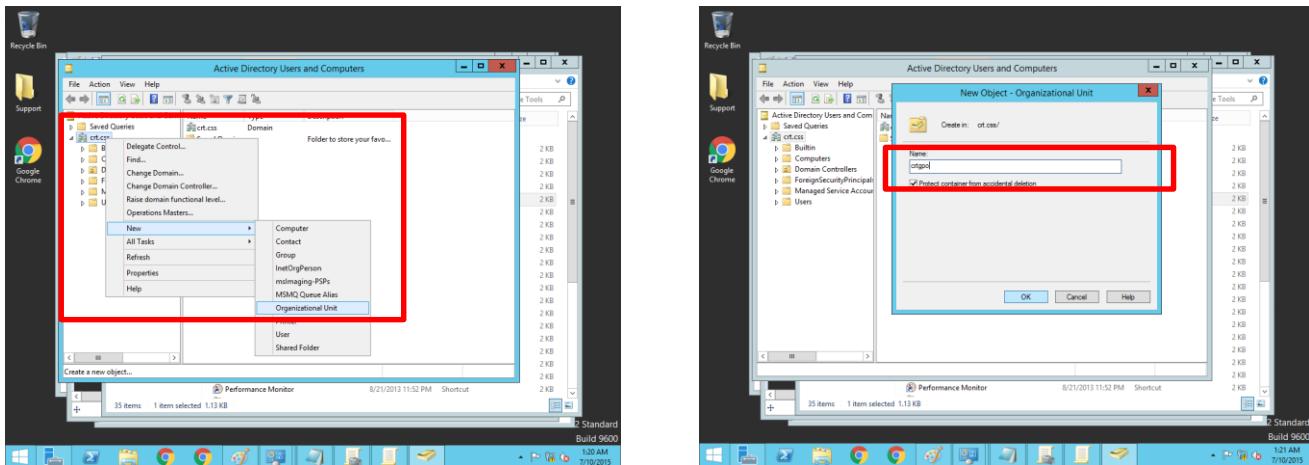


9. Then for Mapping Click Start then click Administrative Tools, then look for Active Directory Users and Computers open it.

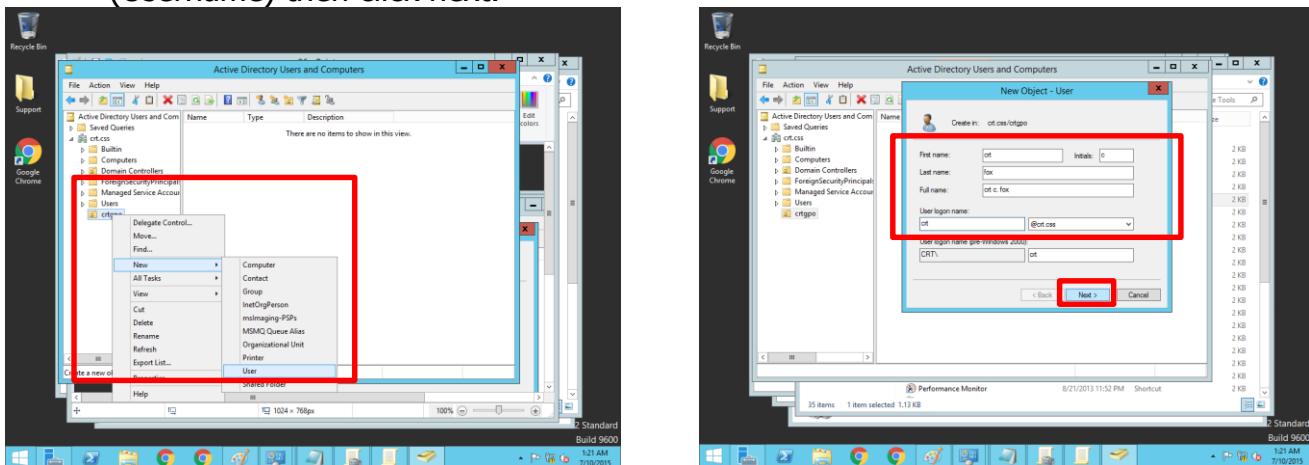


10. Expand the domain you created then right click select new then click Organizational Unit, then type your Organizational Unit name you want to create, example crtgo then click OK.

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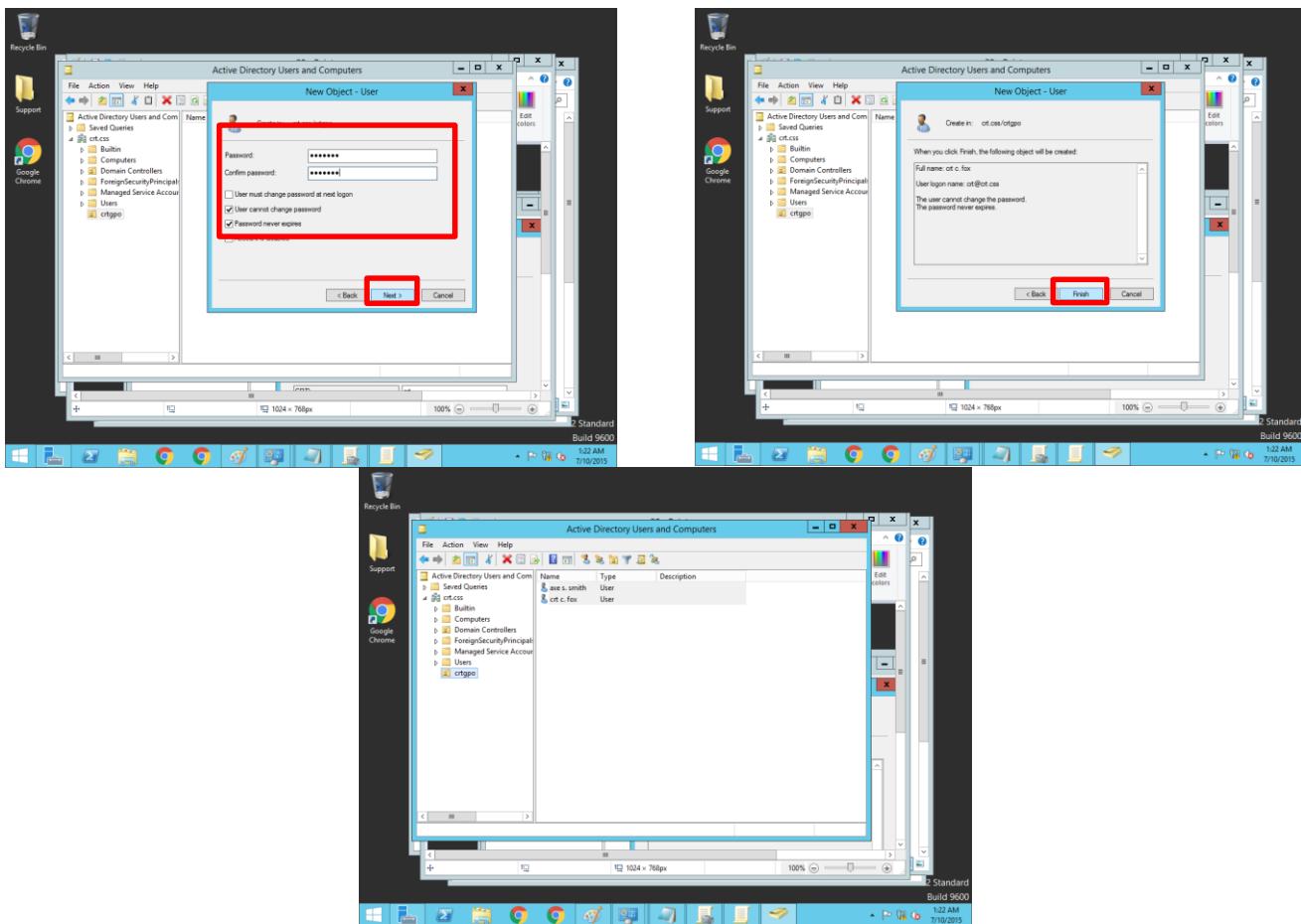


11. Right click the Organizational Unit you created then select New then click User.
 -Fill up the form of the user Firstname, Initials, Lastname and User logon name (Username) then click next.



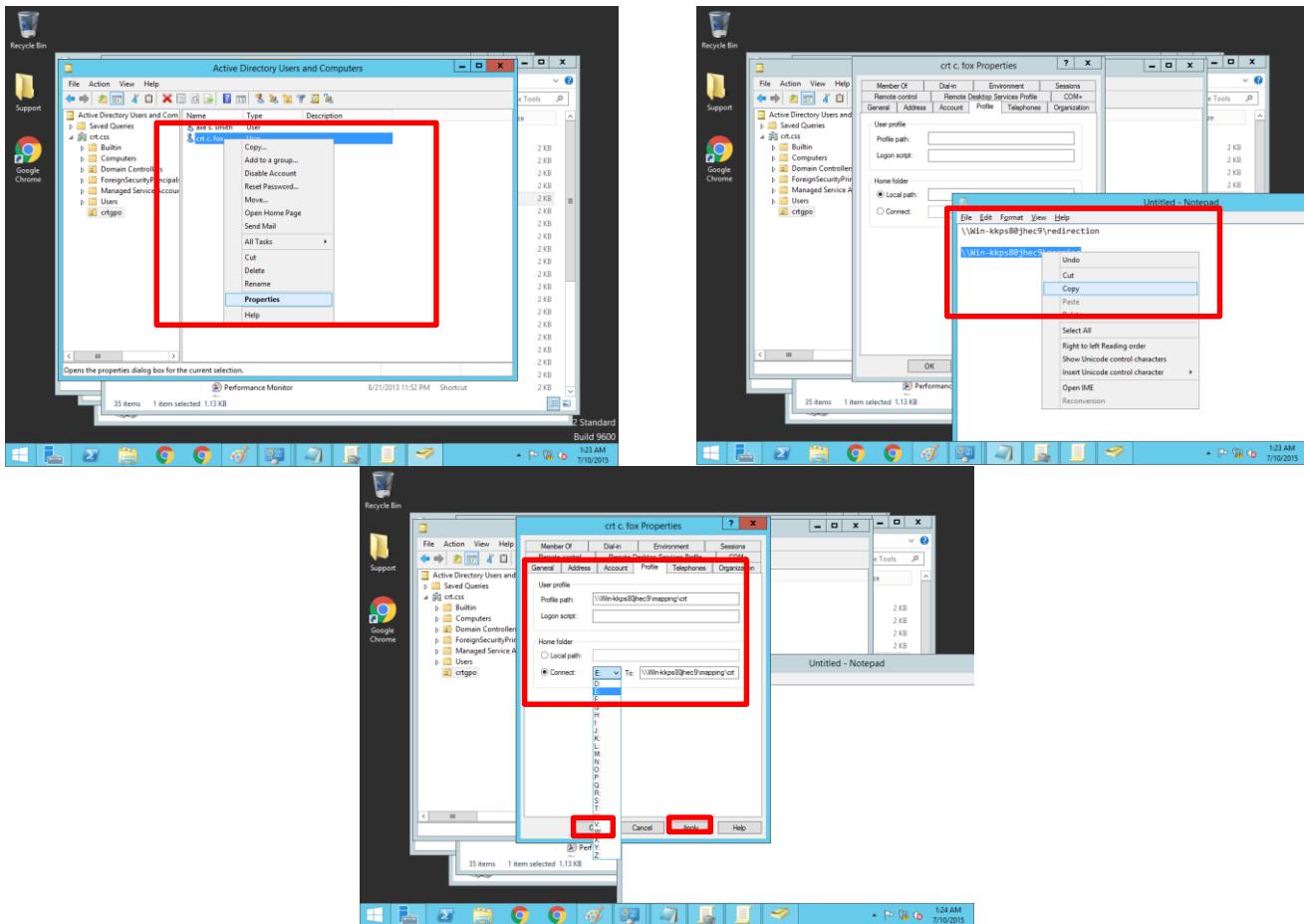
12. Uncheck Users must change password at next logon, then check User cannot change password and Password never expires then enter the server password example 123.css then click Next then click Finish. Repeat the procedure to add another user.

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13. On one user right click then click Properties, then click Profile then copy the Network Path for Mapping, then paste it on Profile Path with the /name of the user then also paste it on Home Folder Connect with the /name of the user and select the assign letter for the user then click Apply then OK. Do the same procedure to the other user.

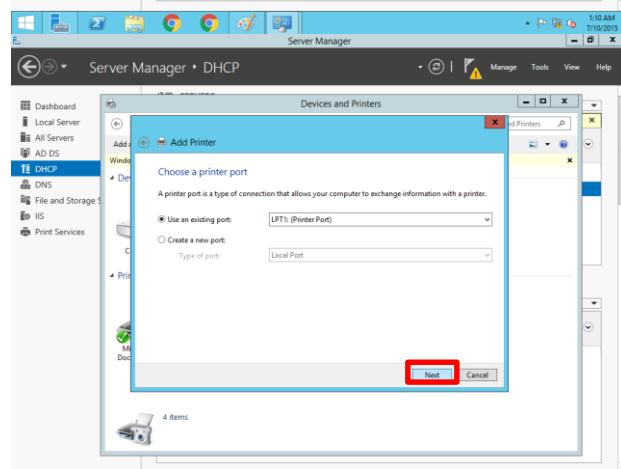
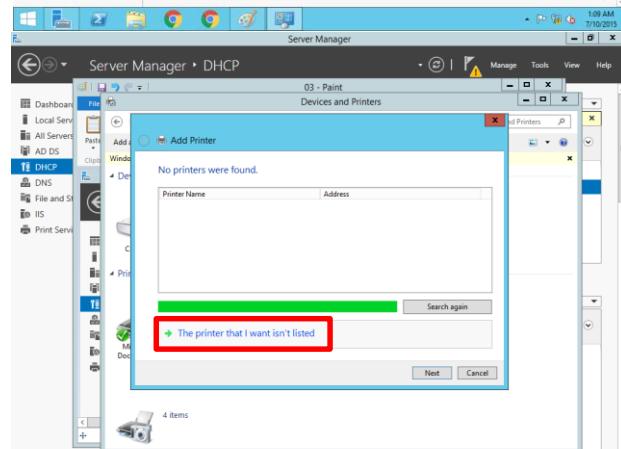
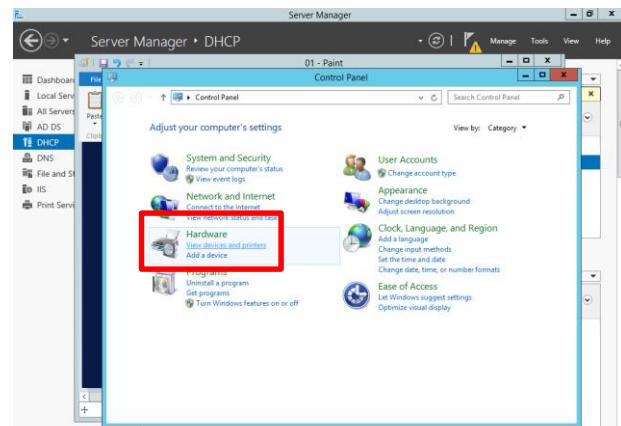
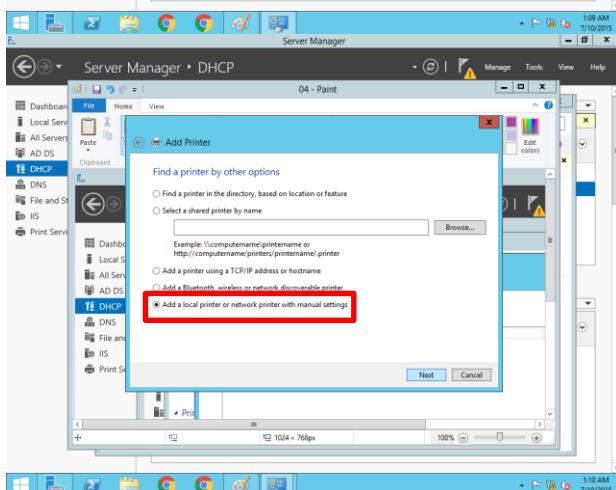
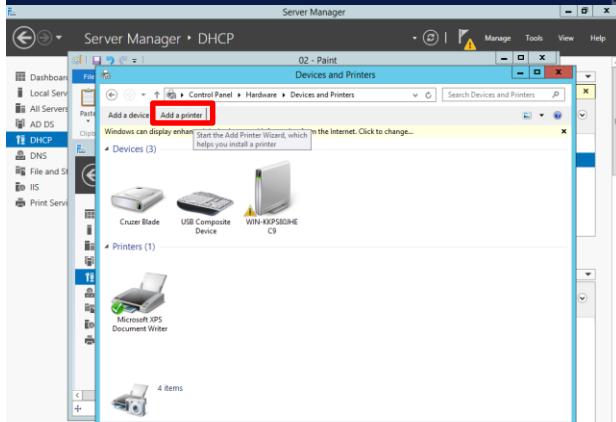
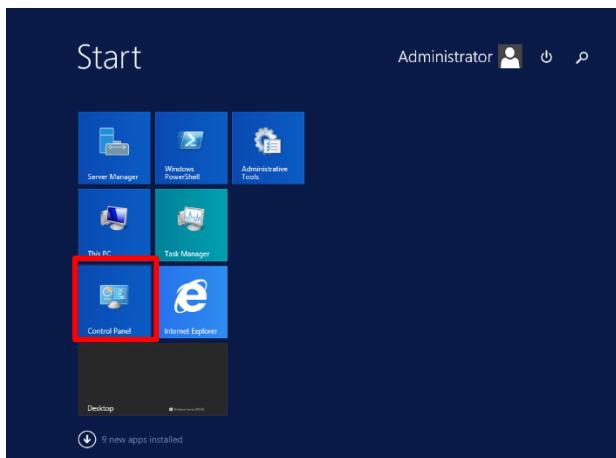
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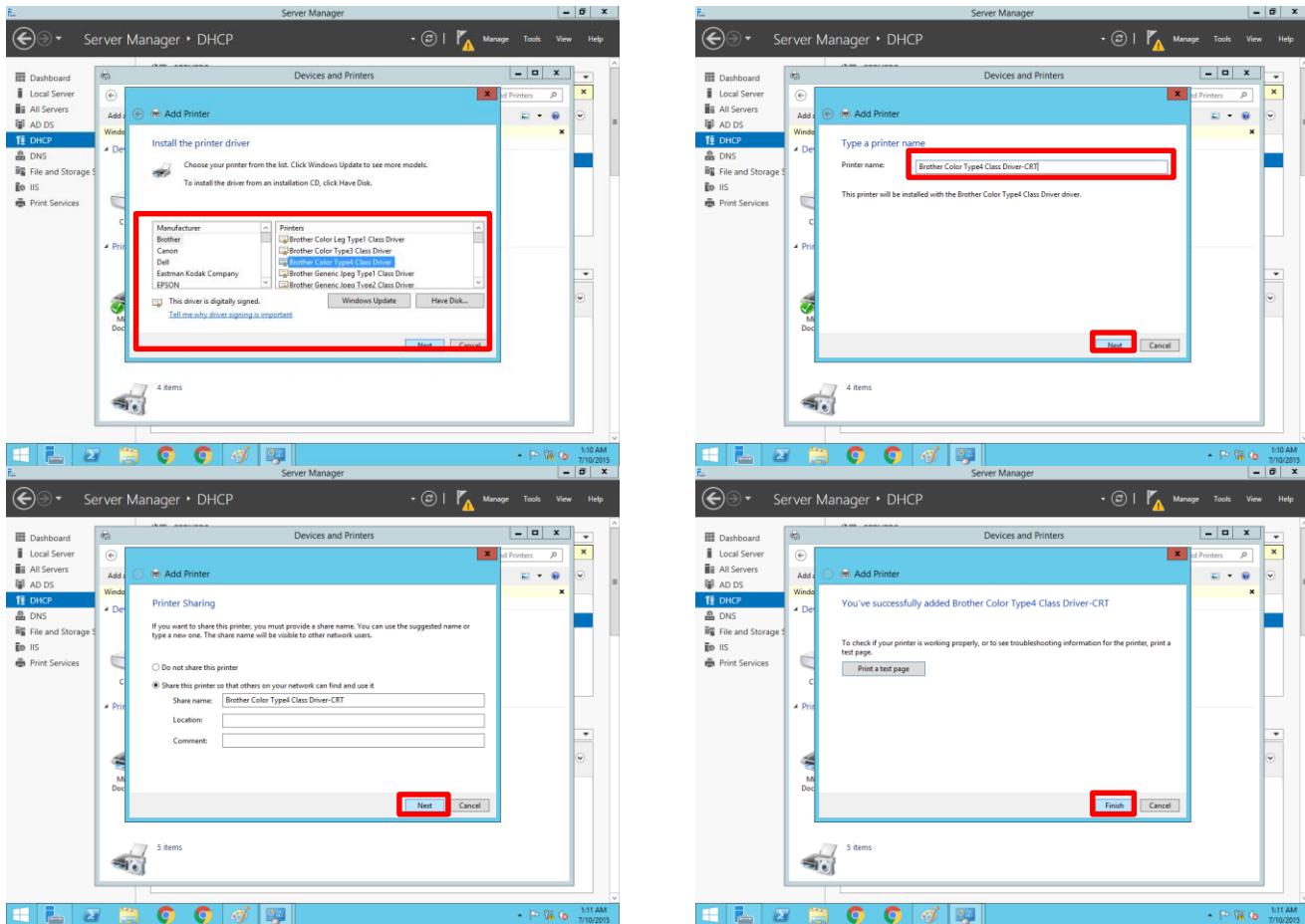
Printer Deployment Setup

1. Setup first the printer click start then click Control Panel, then on Hardware click View devices and printers,
-then click Add a printer
-then click The Printer that I want isn't listed
-select Add a local printer or network printer with manual settings then click next
-click next, then select a printer brand and printer then click next
-add your name at the end of the printer name then click next then click again next then click finish.

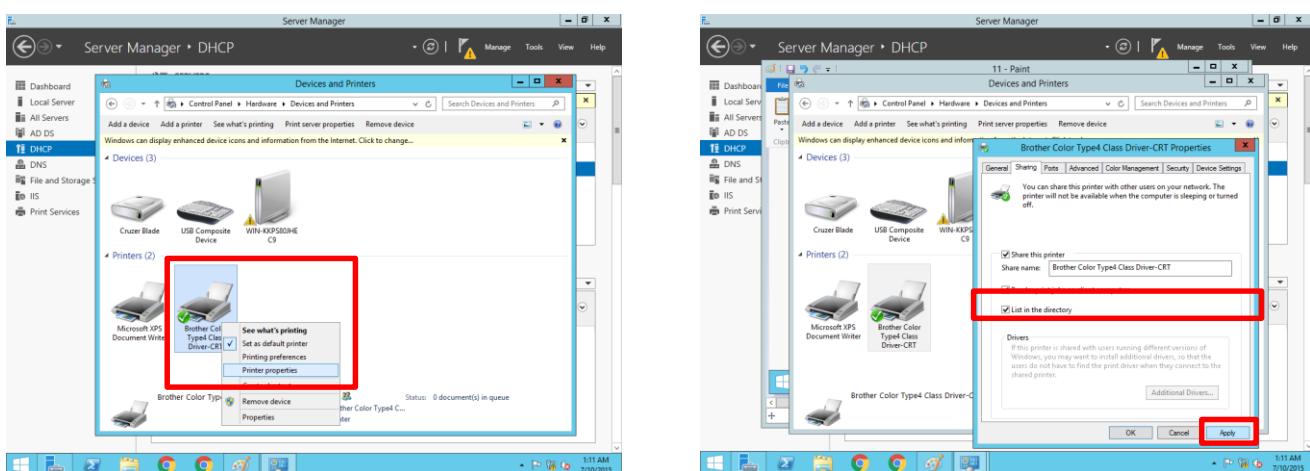
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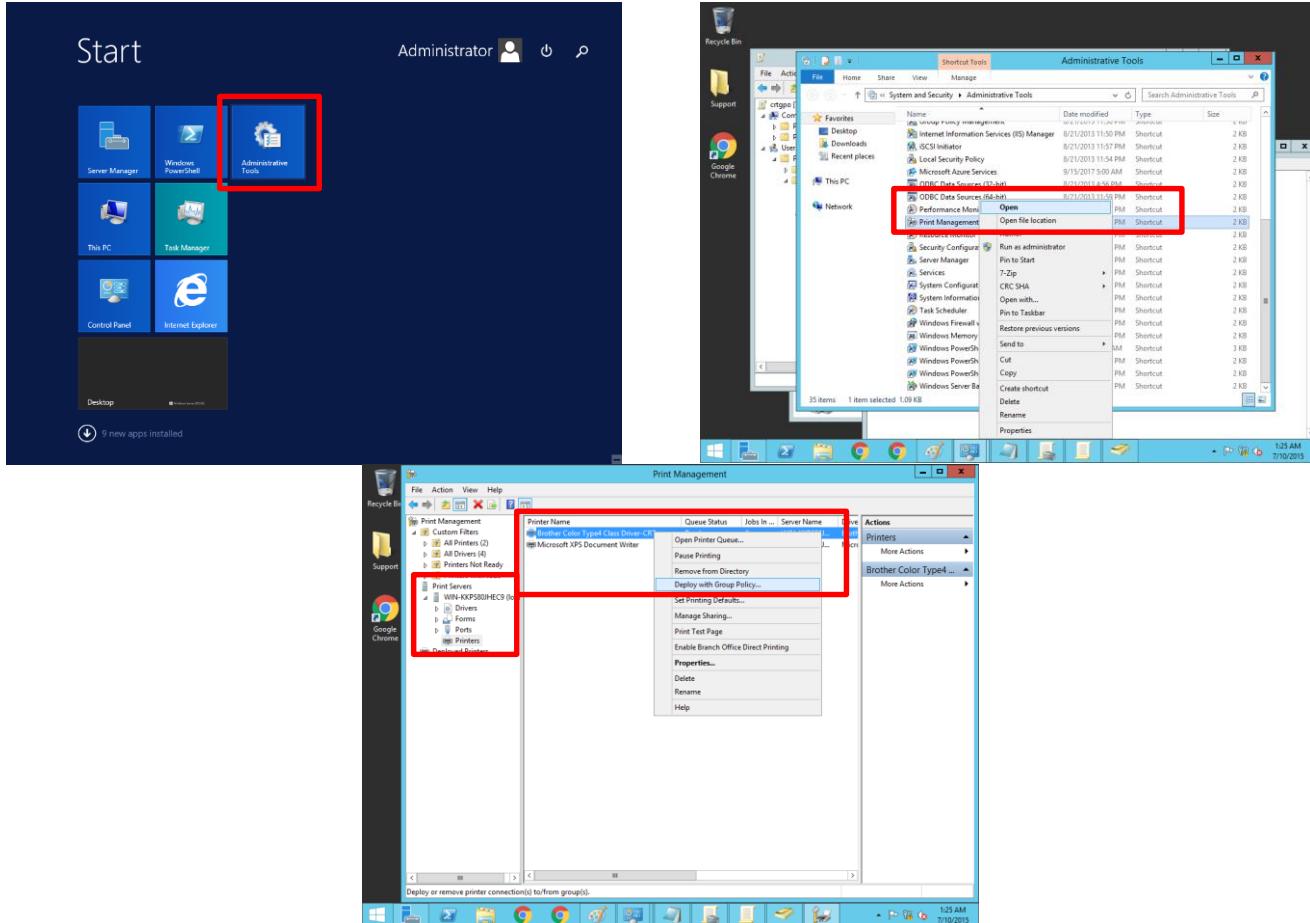


2. Right click the printer you have created then click Printer Properties then on sharing panel check the List in the directory then click Apply and OK.



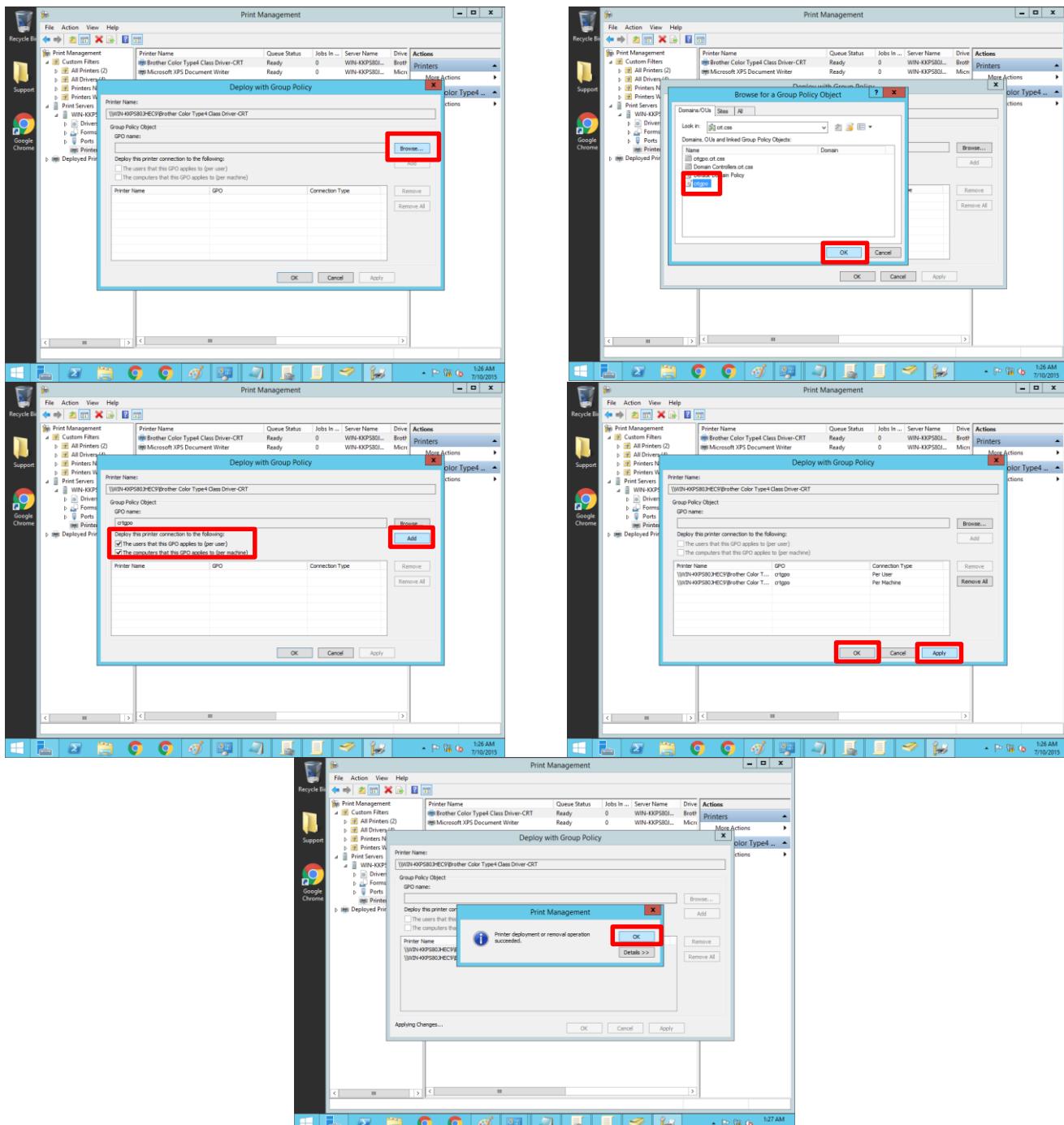
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3. Click the start button then click Administrative Tools, then look for Print Management open it, expand Print Servers, expand WIN- click Printers right click on the printer you have created then click Deploy with Group Policy.



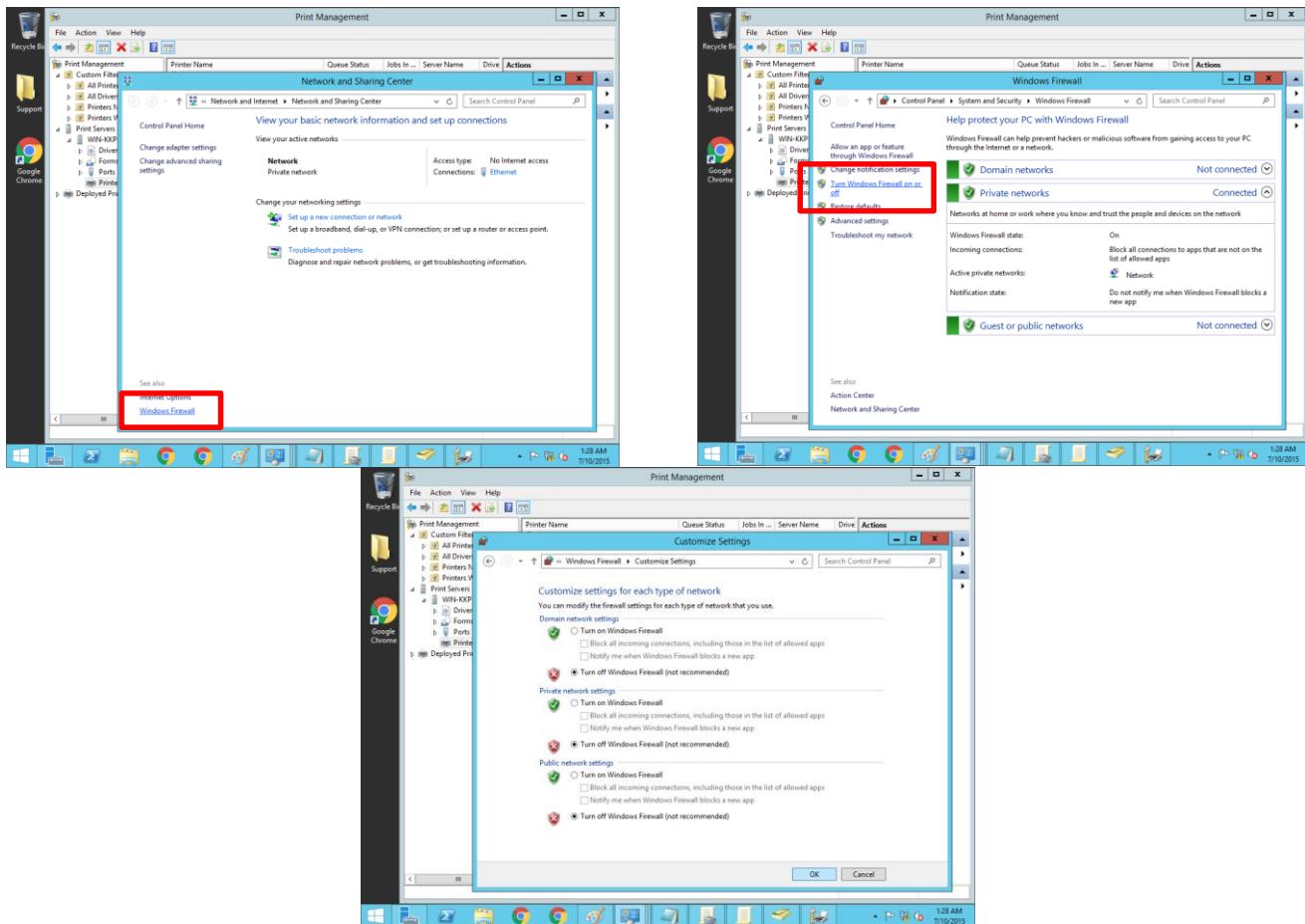
4. Click Browse, then select the gpo you have created example crtgpo then click OK, check The users that this GPO applied to (per user) and The computers that this GPO applied to (per machine) then click Add then click Apply and OK. Then click OK

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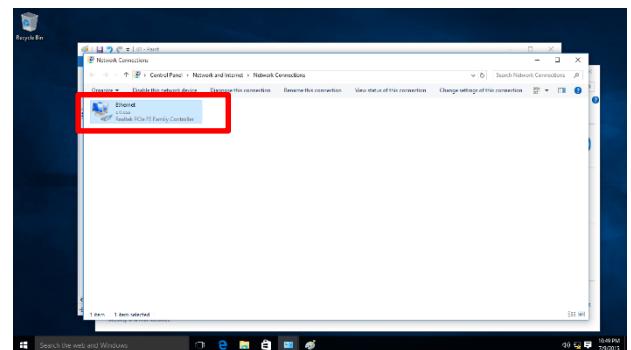
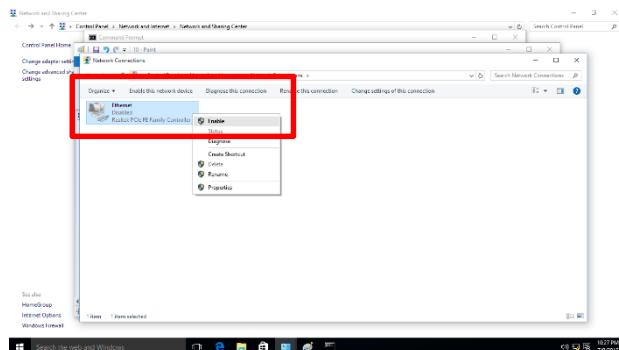
5. Before going to setup on the client, off the server firewall, go to Network and Sharing Center then click Windows Firewall, then click Turn Windows Firewall on or off, select all the turn off then click OK.



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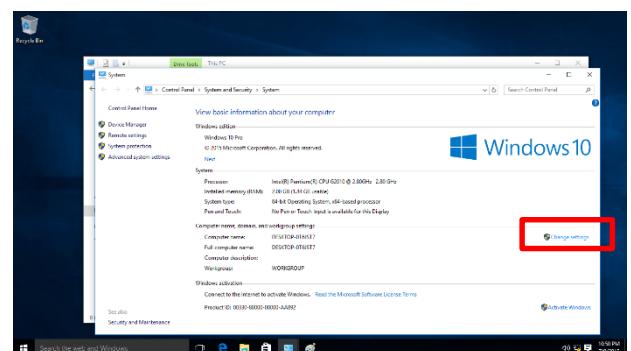
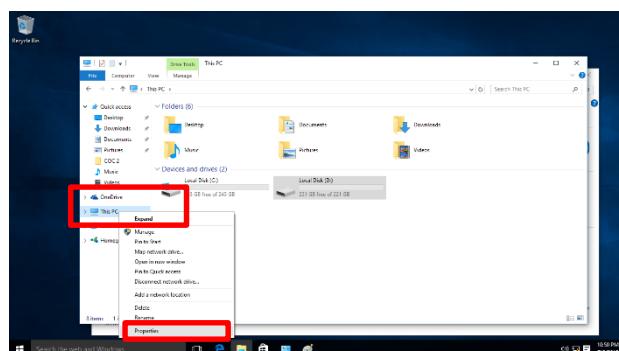
Client Side Welcoming the Domain

1. Go to the Network Connections where you can see the Ethernet then right click it the click enable wait for it to boot then you can see the name of your domain below the word Ethernet.

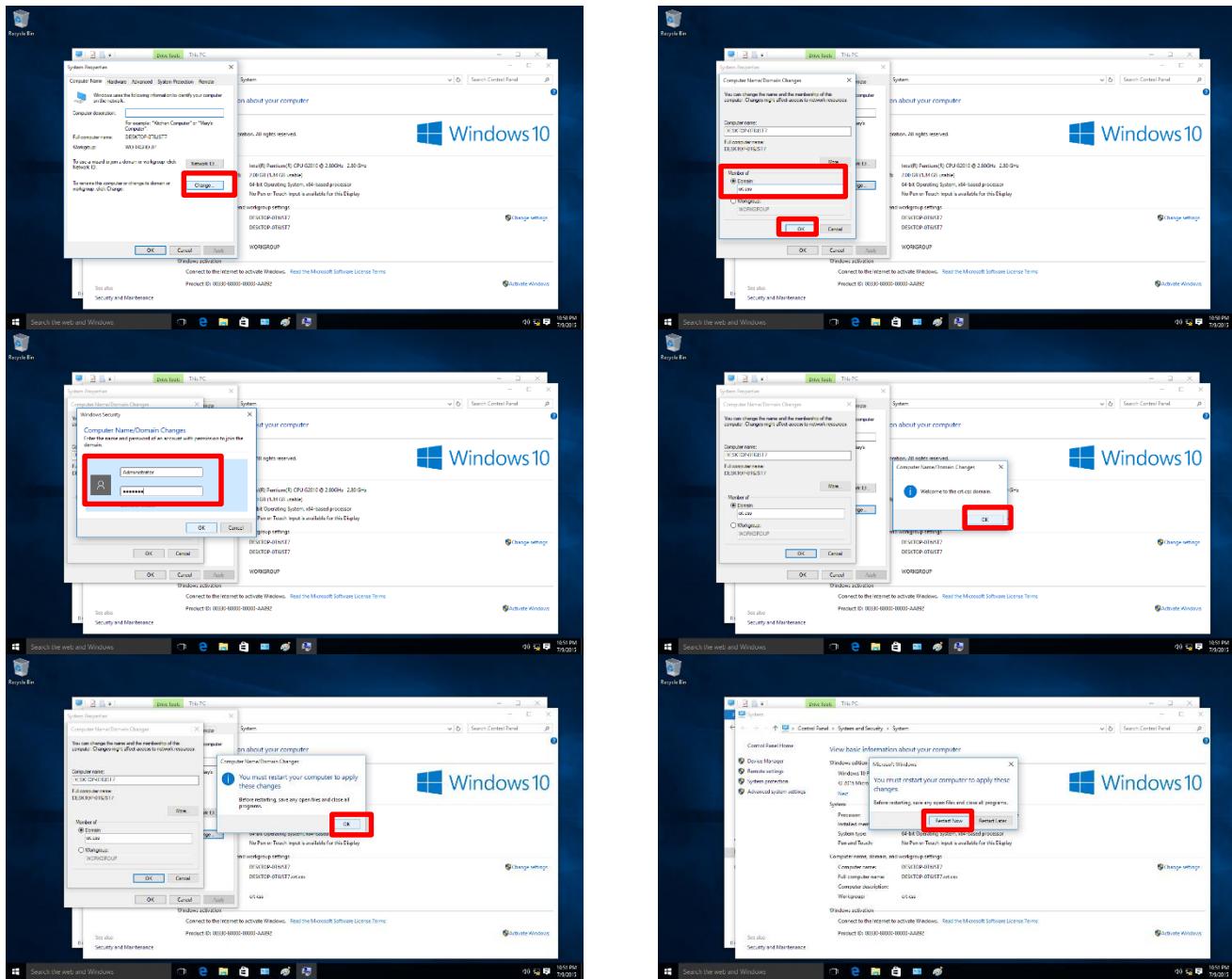


2. Go the This PC then right click it, then click Properties.

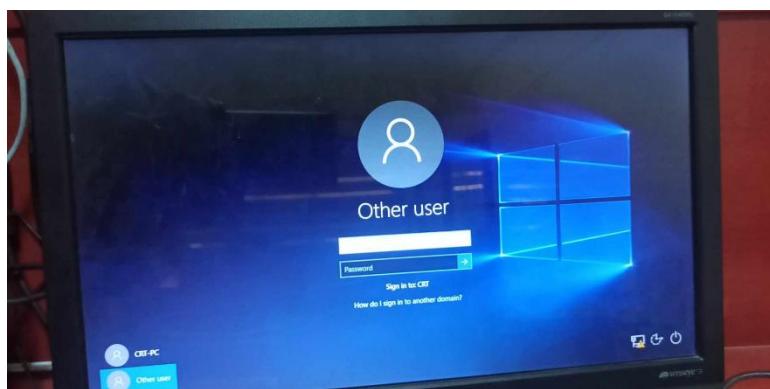
- on Computer Name, domain and workgroup settings click Change Settings
- click change
- select Domain then type the name of your domain then click OK
- on window Security your Username is Administrator then the password is the server password, example 123.css then click OK
- once it have a popup screen Welcome to your domain click OK then click Ok then click Restart Now.



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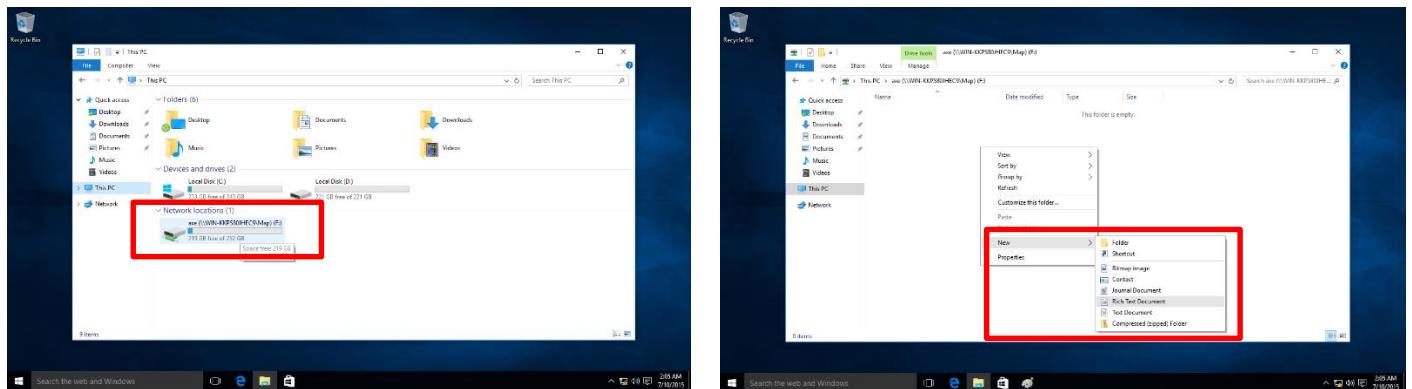


3. Once you restart you now select Other User then enter the credentials of the user you have created on your server. Wait for it to setup your Client Desktop.

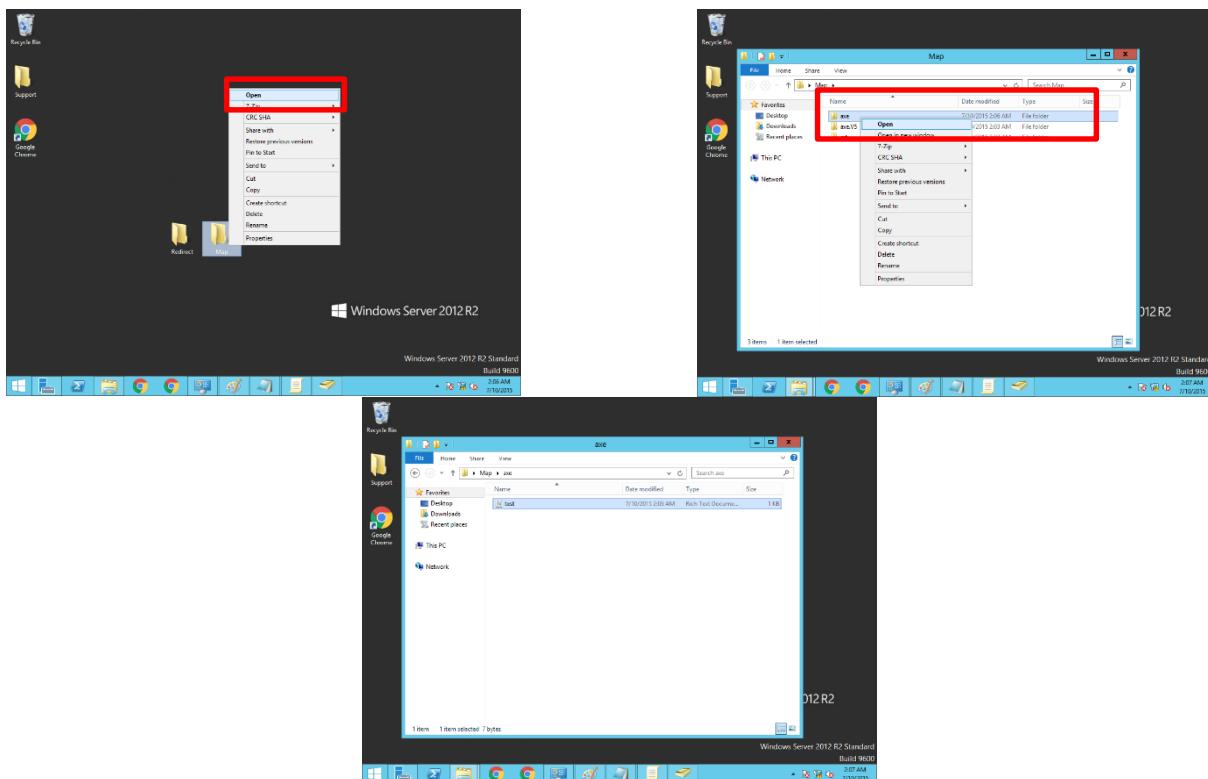


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4. Once you have login open This PC and check if the mapping have been deploy, you can very if it's deployed if you have a network location. Open it and then create a file there or copy a file.

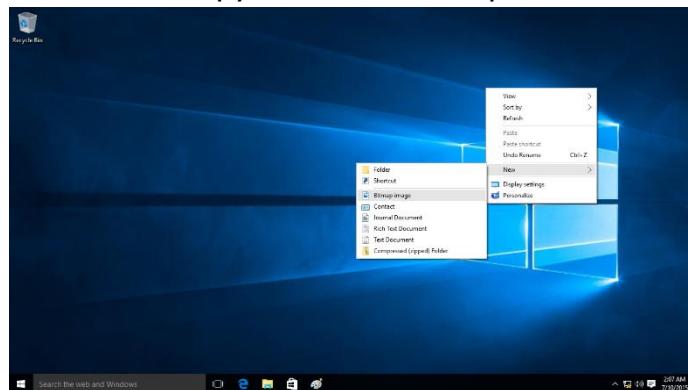


5. On the Server side check if you a file created in the Mapping Folder, open the Mapping folder, then open the folder of the user you have login on the client and see if a file was created.

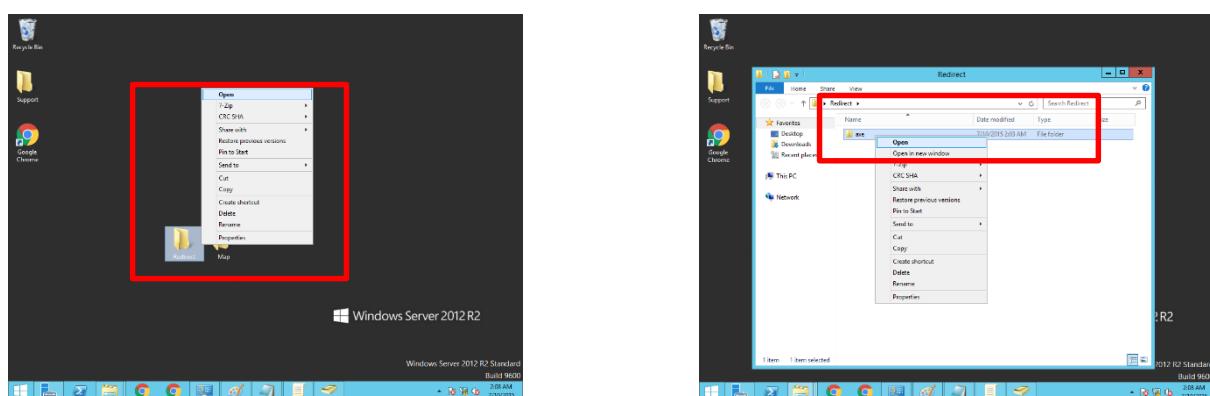


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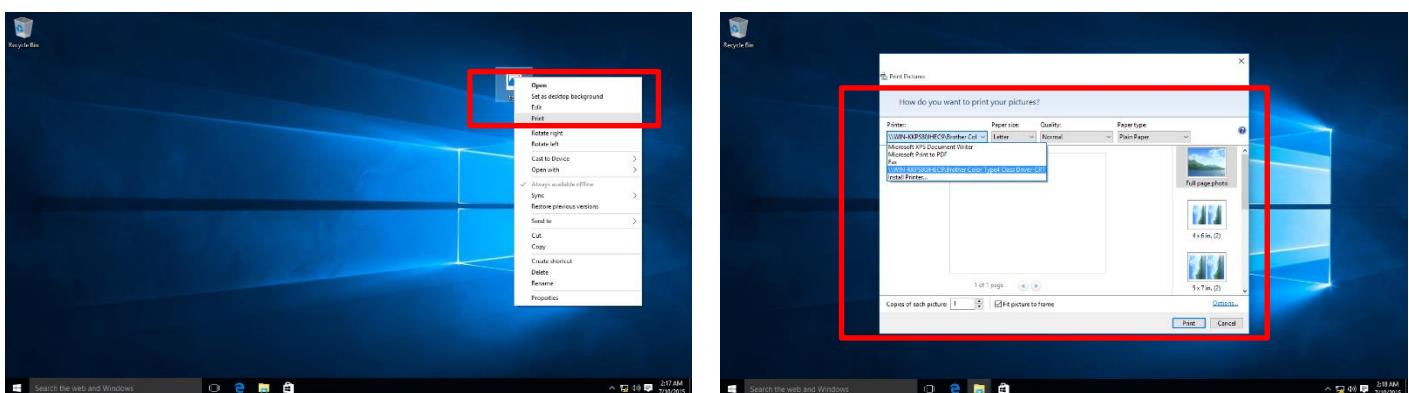
6. On client side create file or copy a file on desktop.



7. Then on client side check the Redirection file if a file was created on the clients folder you have login

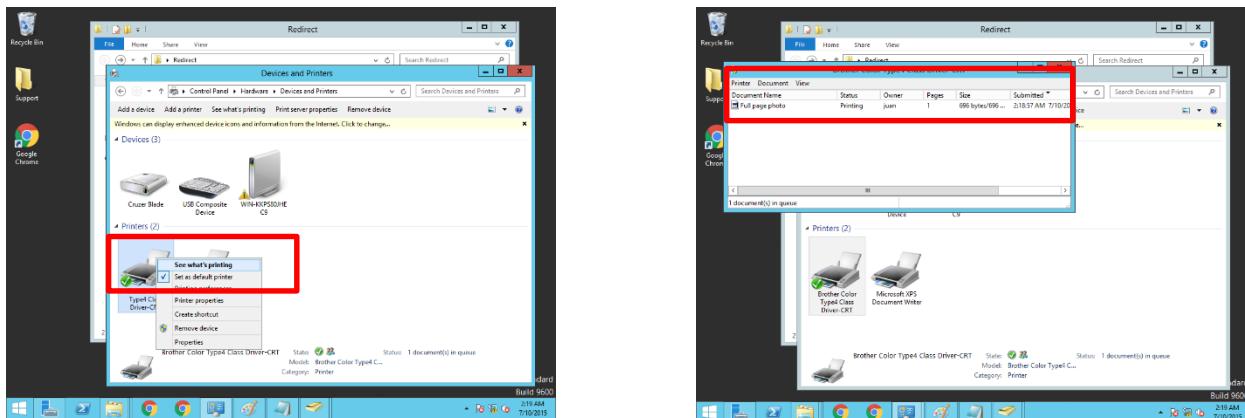


8. On client side test print a file or picture by right click the file the click print



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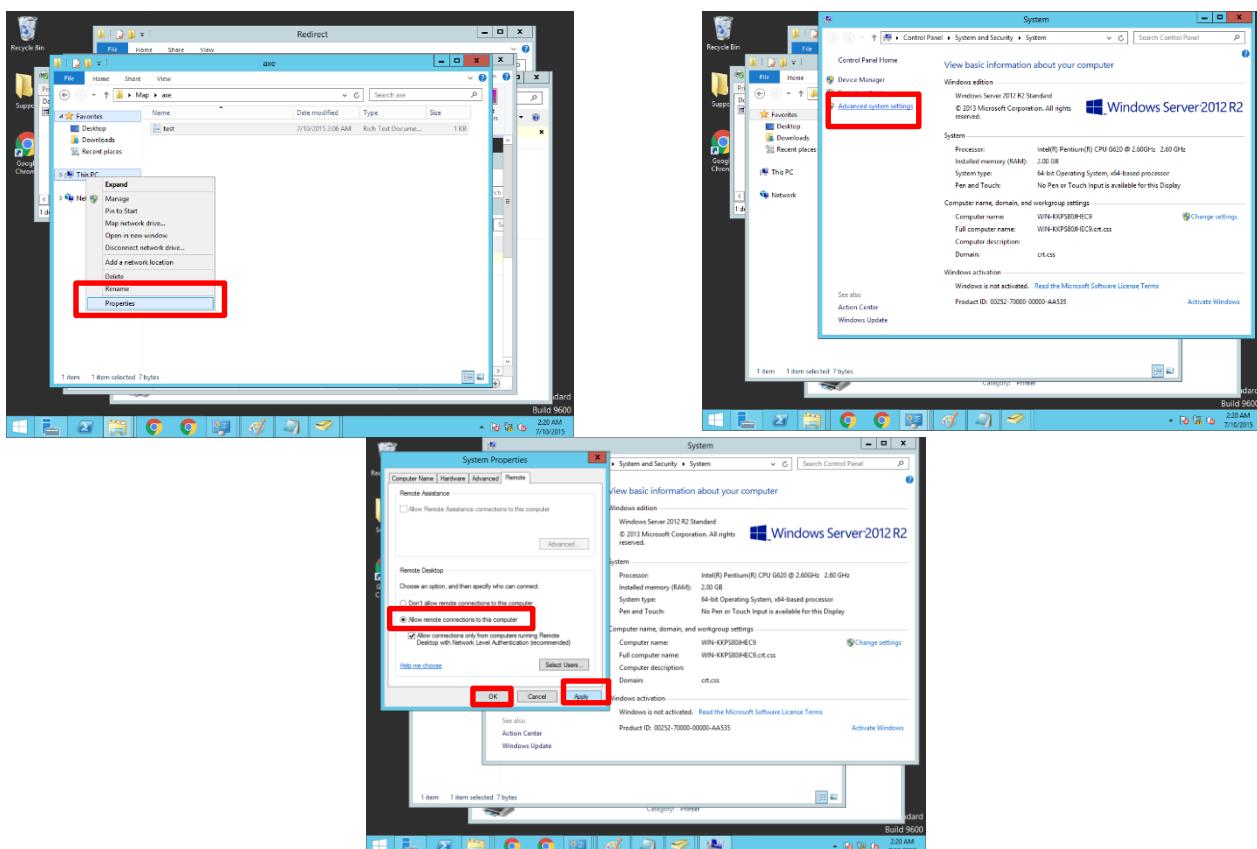
9. On server side see if a print was performed, go to control panel or on the devices and printer right the printer you have deployed the click See what's printing.



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Remote Server

1. On server side open This PC then right click it then click Properties, then click Advanced system settings, then select Allow remote connections to this computer then click Apply and OK.

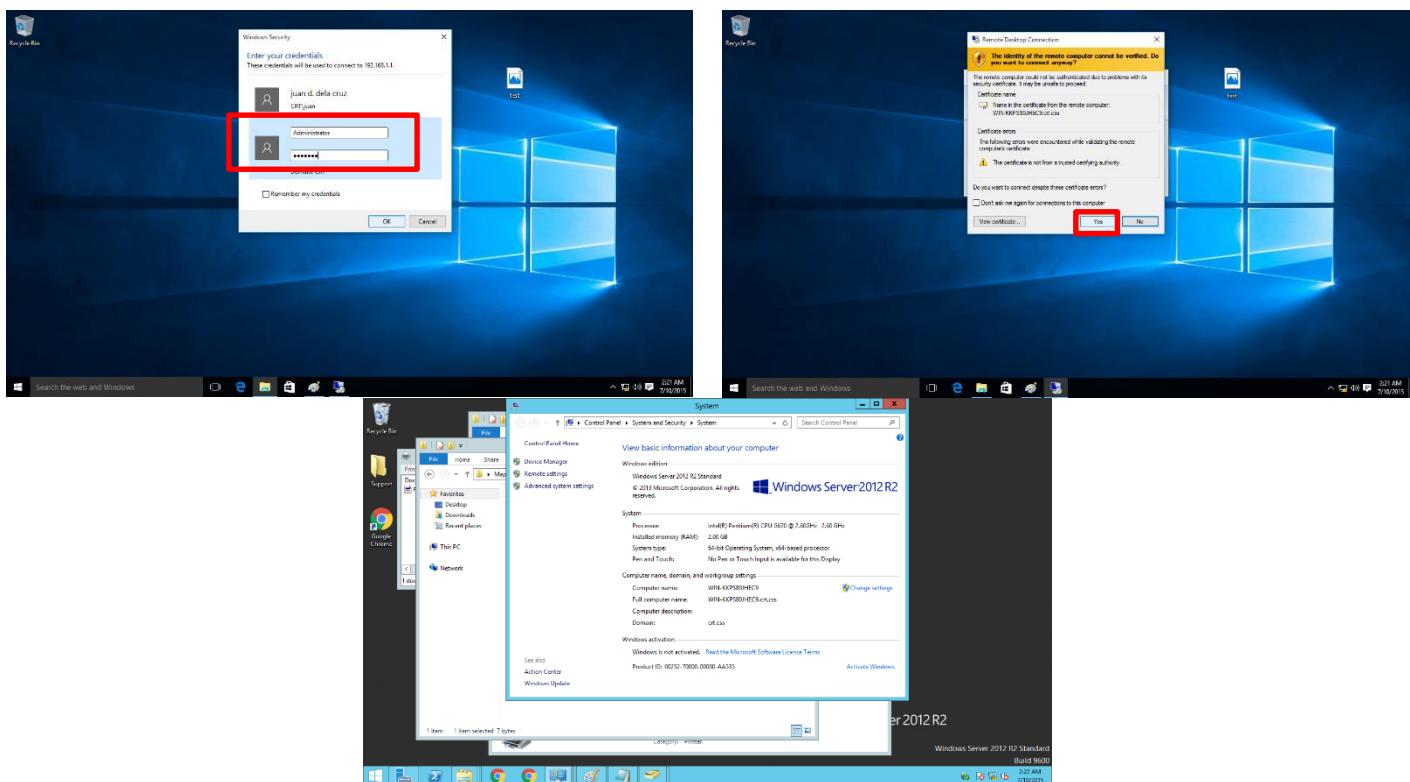


2. On client side click start then type or search Remote Desktop Connection, then type the IP Address of the Server then click connect.

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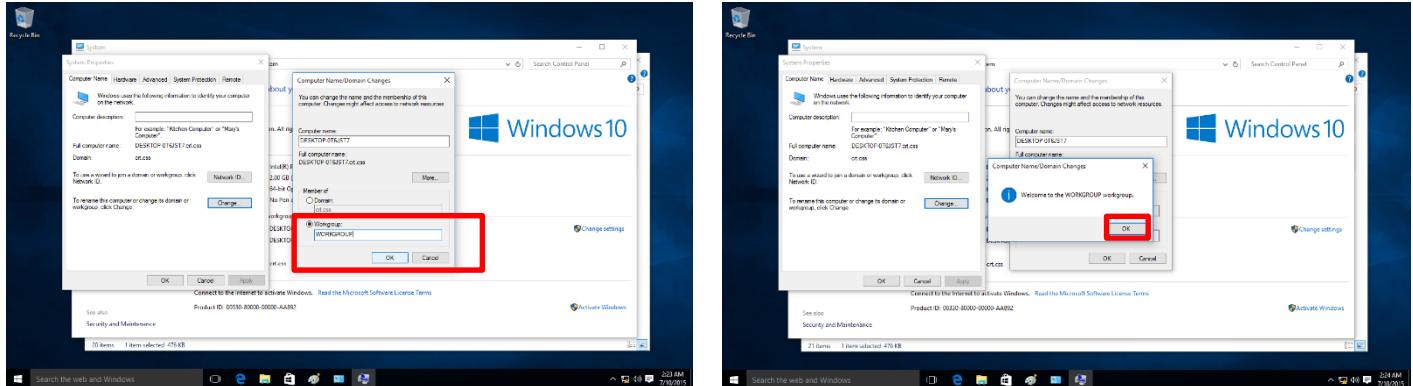


3. On window security your username is Administrator and the password is the server password, example 123.css then click OK, then click Yes and wait for it to remote the server.



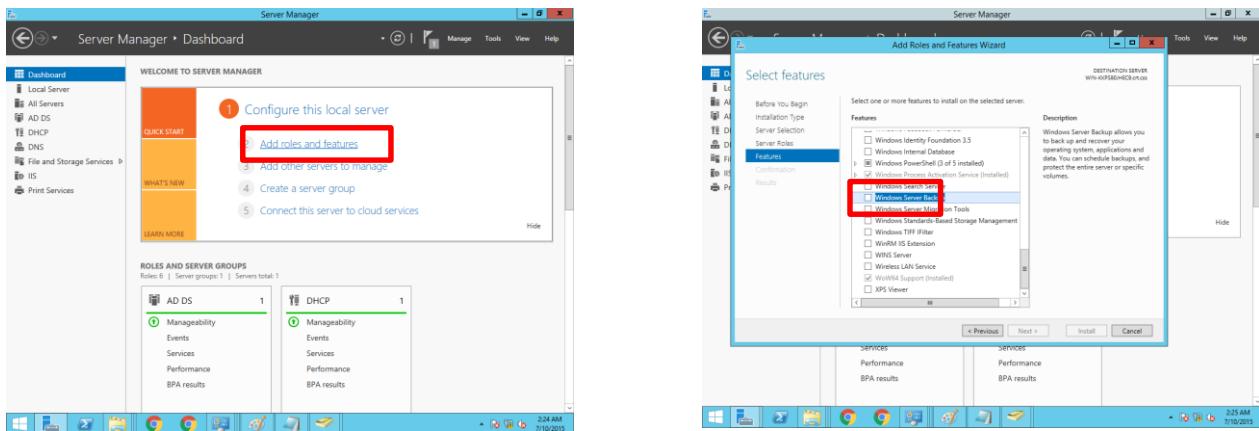
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4. Now exit the remote desktop connection, then turn it from domain to workgroup with the workgroup name WORKGROUP.

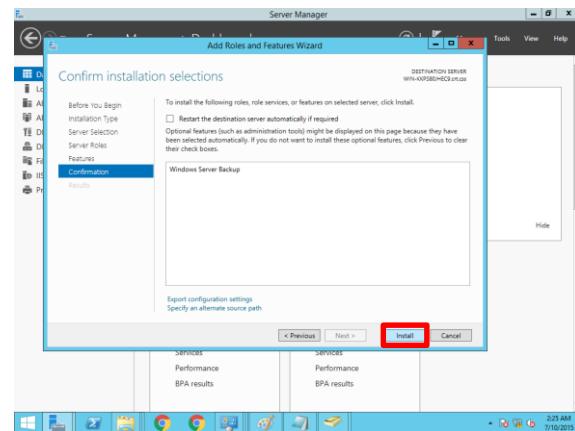
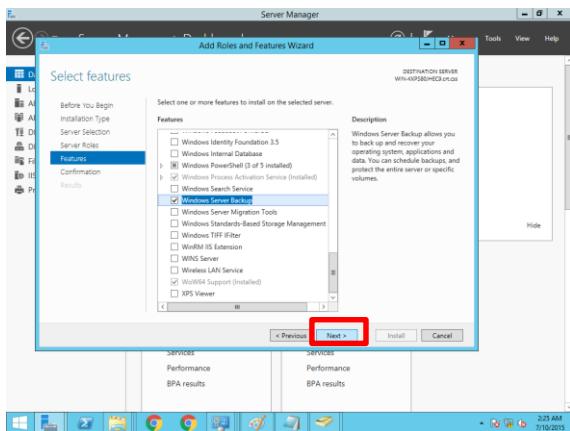


COC 4 - Maintain and Repair Computer Systems and Networks

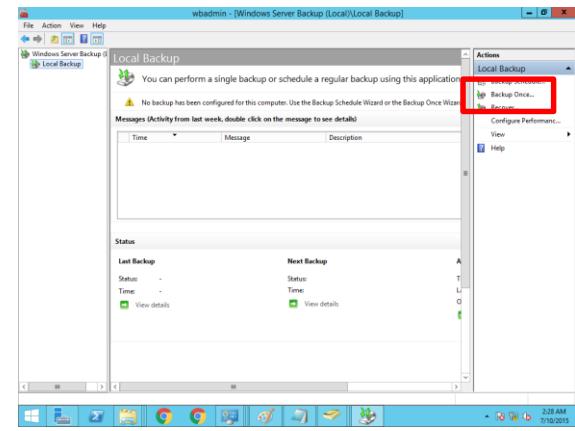
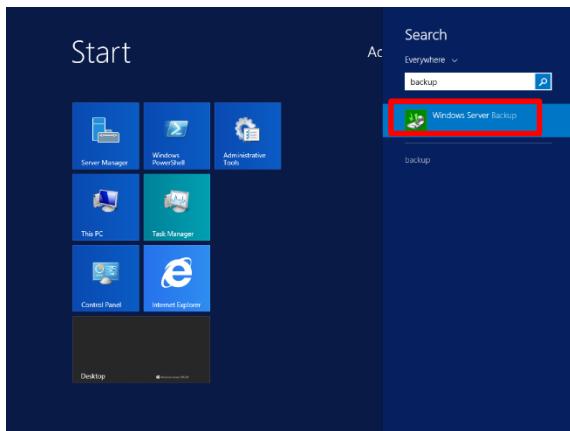
1. On server manager dashboard click Add roles and features, then click next until you get into Features then click the checkbox of the Windows Server Backup then click Next then click Install then click Close.



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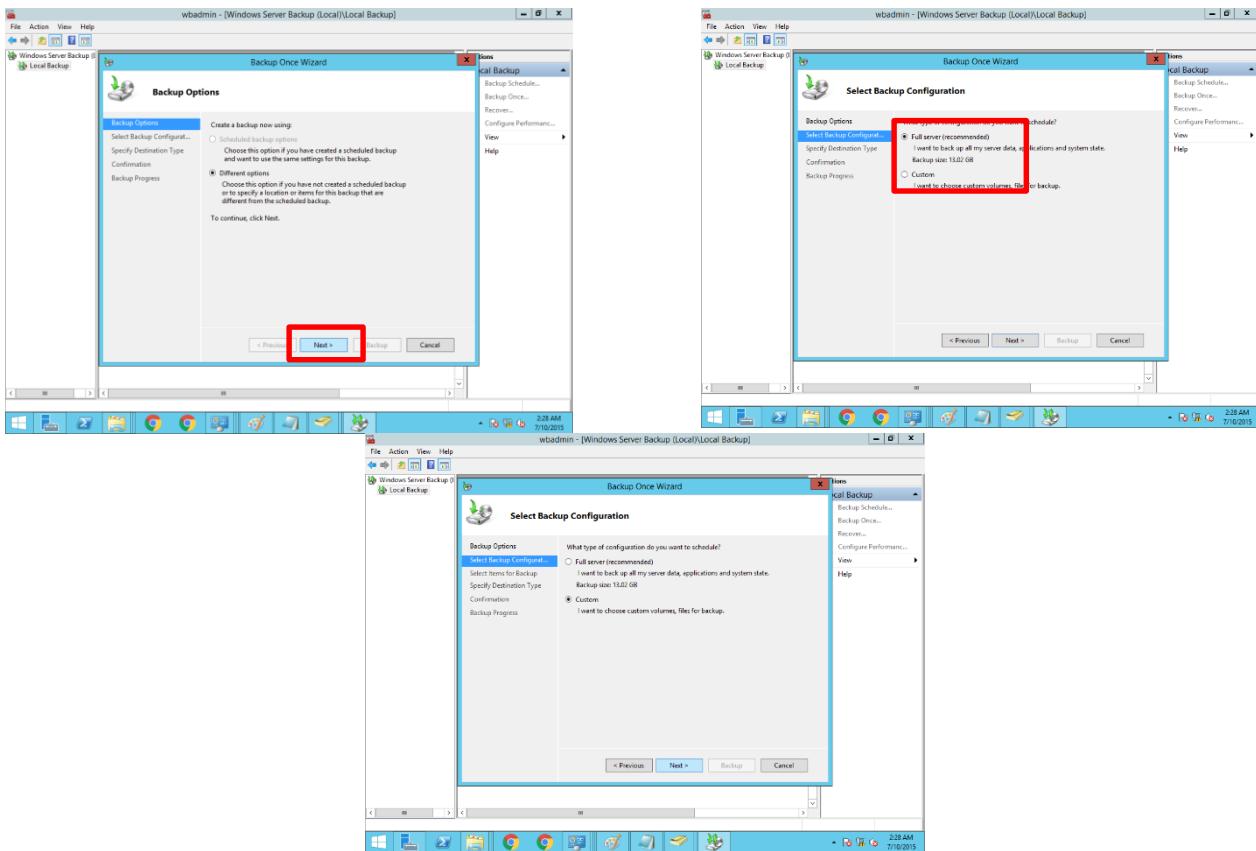


- Click start button then type or search Windows Server Backup, then in Local Backup Click Backup Once.

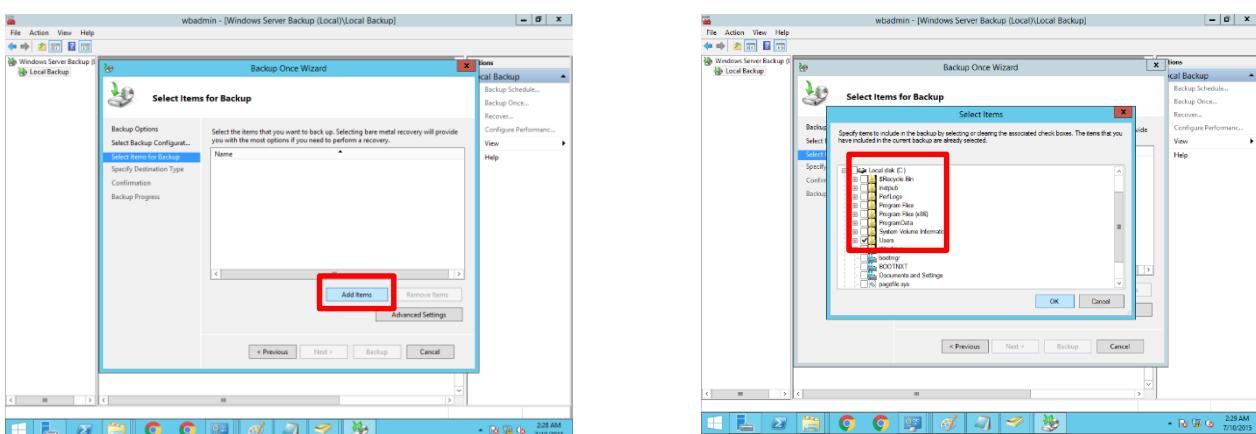


- On Backup Options select Different options then click next, on Select Backup Configuration you can choose Full Server or Custom in Full Server backup you will backup all the settings and files of the server but in custom you can only select specific files or folders to backup, in this example we will choose custom, select custom then click next.

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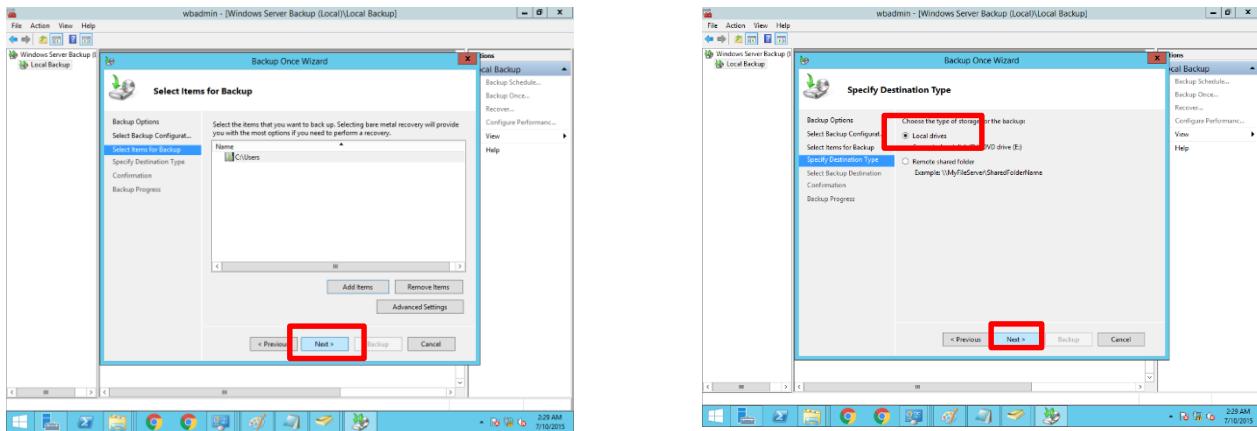


4. On Select Items for backup click Add items, then expand Local Disk (C:) then check the Users folder then click OK, then click Next.

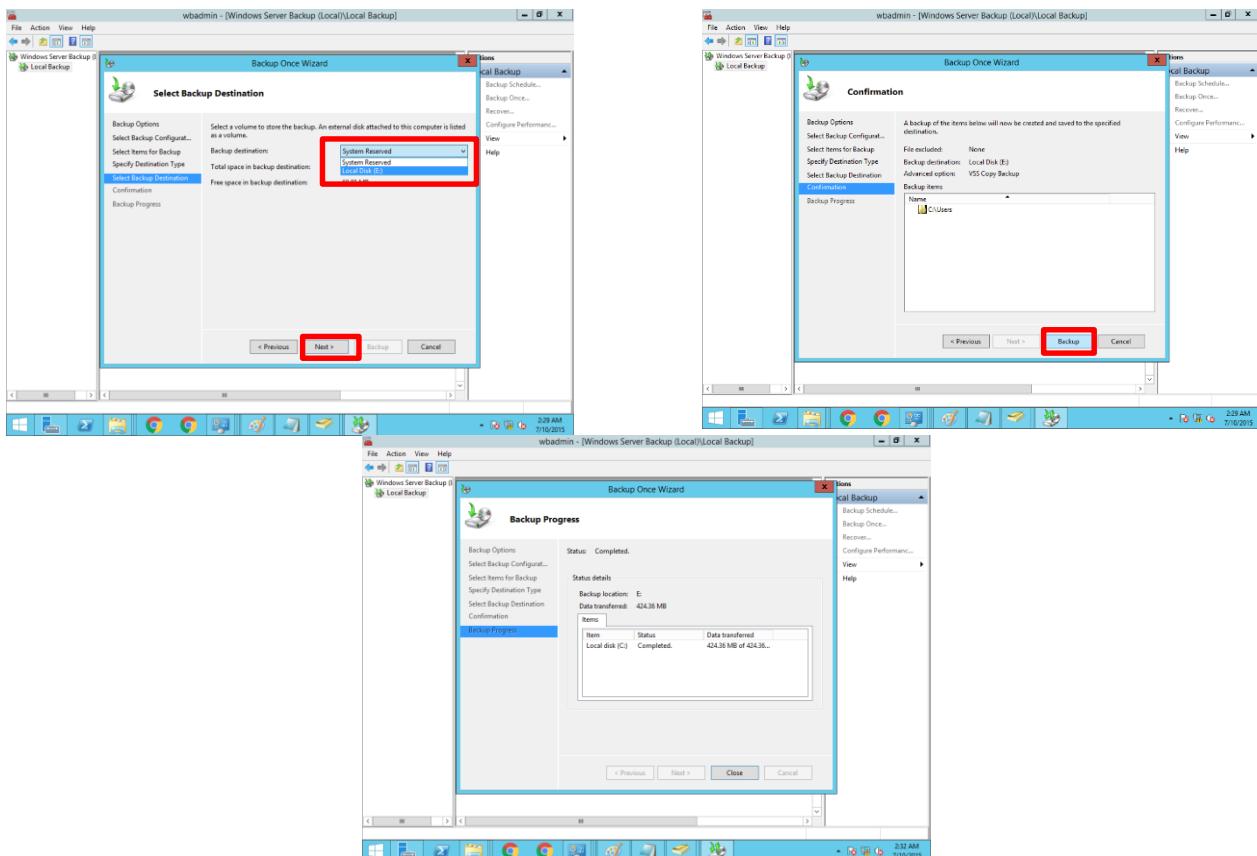


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5. On Specify Destination Type select Local Drives then click next

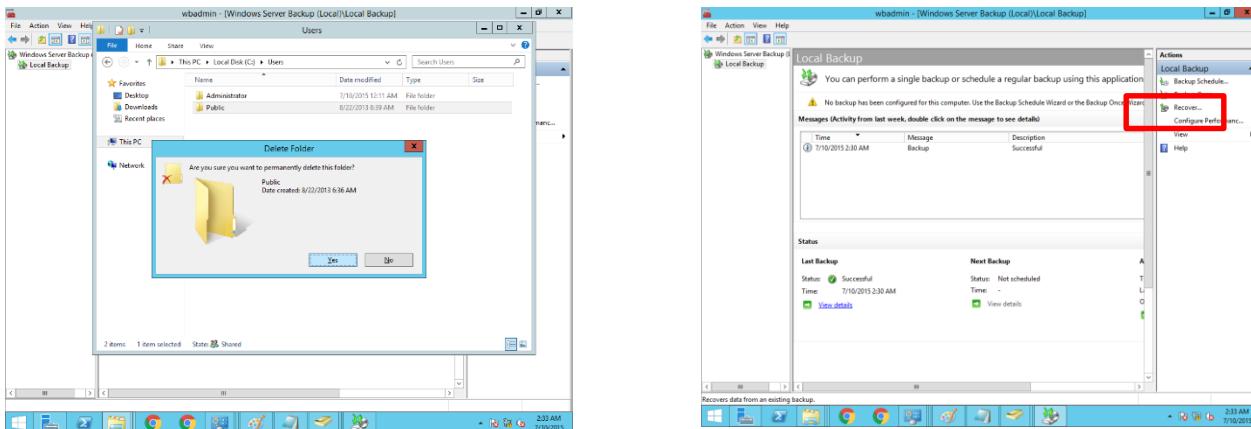


6. On Select Backup Destination click the dropdown menu in Backup Destination then select the other drive of the hard disk then click next. Then on confirmation click Backup wait for it to finish the backup.

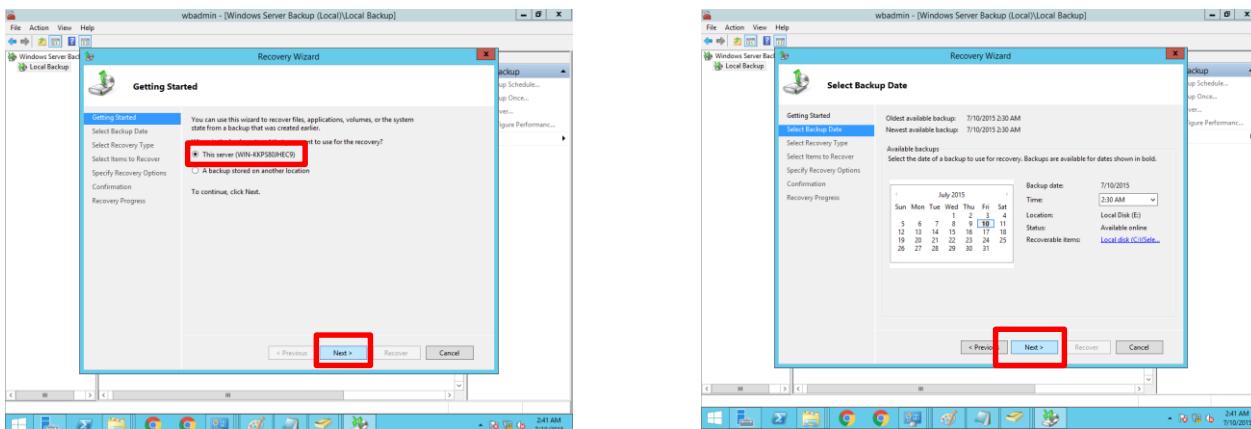


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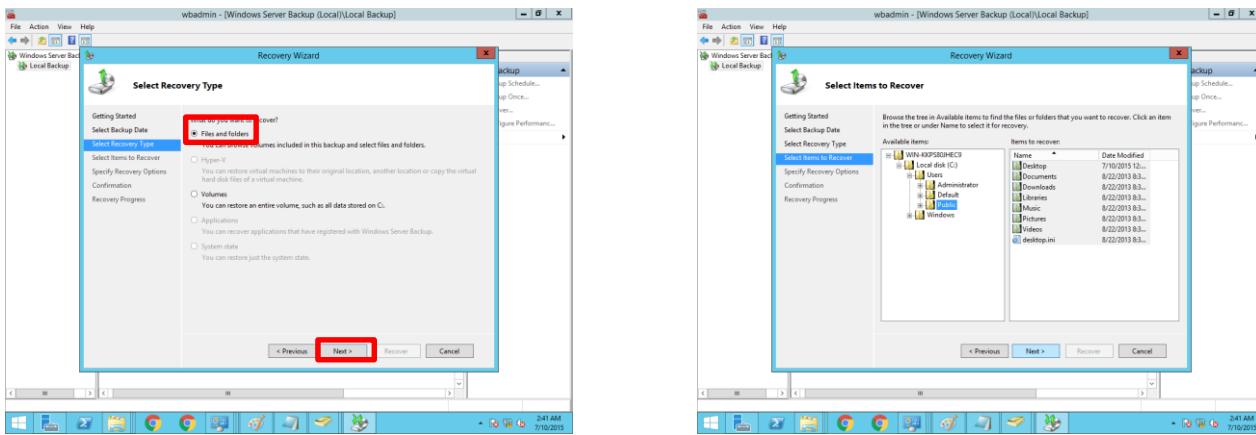
7. Perform the deletion of the Public folder on the user or delete the user folder. Then on Window Server Backup click Recover.



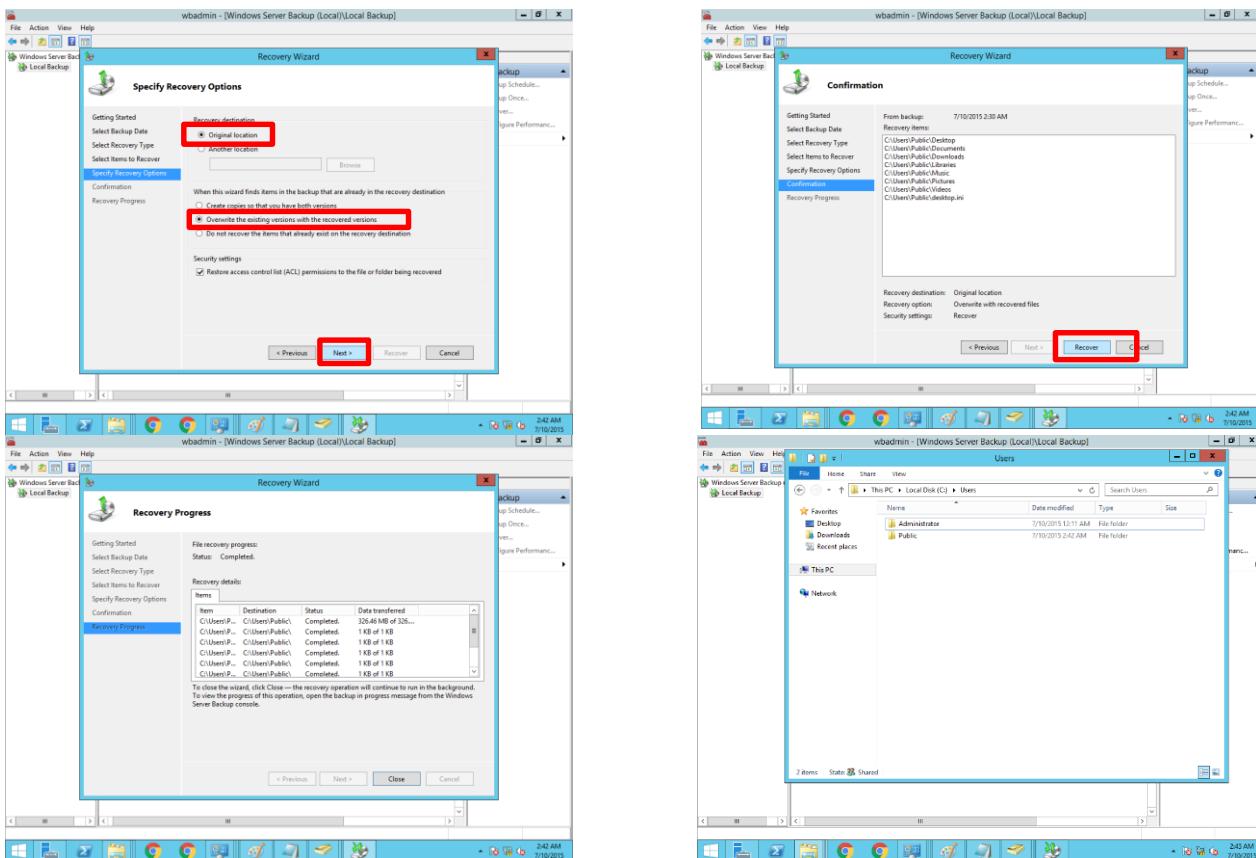
8. On Getting Started select This Server then click next, on Select Backup Date just click Next, then on Select Recovery Type select Files and Folders then click Next, then on Select Items to Recover expand WIN- then expand Local Disk (C:), expand Users then click Public (which you have deleted) then click Next.



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9. On Specify Recovery Options select Original location and Overwrite the existing versions with the recovered versions then click Next, on confirmation click Recover, then wait for it to recover the files then check if you have successfully recover the files.



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