



**Policy Name: Equipment Setup Procedure**

**Department: Systems Technology**

**Policy Number: 901.8.1a**

**Prepared By: Justin Zinn**

**Today's Date: 3/14/2024**

**Effective Date: 3/14/2024**

**Approval: \_\_\_\_\_**

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**COMMON WINDOWS O/S INSTALL ISSUES:**

**Windows 10/11:**

*When setting up or reformatting the Windows O/S, you may be unable to see/select a drive and receive the following ERROR:*

"Windows cannot be installed to this disk. The selected disk has an MBR partition table. On EFI systems, Windows can only be installed to GPT disks."

Solution:

1. Hold Shift + F10 to open command prompt:  
diskpart  
list disk  
select disk <disk number> (ie. select disk 1)  
clean  
convert gpt  
exit

**Windows 11:**

*When formatting a new Windows 11 device, you may find that you're unable to continue the setup without connecting to internet. This can be bypassed using the following:*

Solution:

1. You can press **SHIFT + F10** to open the CMD Prompt
2. Enter **OOBE\BYPASSNRO** (This bypasses the network requirement for the O/S setup so new O/S doesn't force a MS login. ie. Local netcom user can be created)



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**LAPTOP SETUP & CONFIGURATION:**

**Setup Windows O/S:**

*Windows O/S must be setup with a local Windows user to allow Netcom department access to the device for setup and future troubleshooting.*

- Connect to WiFi: Select **I don't have internet**
- Next screen, select **Continue with limited setup**
- Create a local user

Who is Using PC:	<b>netcom</b>
Password:	<b>systems@300</b>
Hint:	<b>sys @ 300</b>

**Set Security Questions:**

- What was the name of your first pet? **Rover**
- What city were you born in? **Mt Arlington**
- What was the name of your school? **IT**
- Enable Cortana: **No**
- Settings (Uncheck)
  - Location
  - Diagnostics
  - Ads
  - Speech
  - \* *When in doubt uncheck*
- Profile Information, skip
  - Click Next
- Support (Uncheck)
  - Uncheck Both, Click Next



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**Configure Netcom Windows Profile:**

*Once Windows O/S is formatted, you'll need to login as the local Netcom user to setup the Netcom user*

Connect to STORIS' Wi-Fi network:

<b>SAPI</b>	Check PW
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**Change Power Options:**

- In Windows Search, search for **Power & Sleep Settings**
- Under both Screen and Sleep, set the When plugged in option to **Never**

**Change Lid Options:**

- In Windows Search, search for **Change what closing the lid does**
- Under the Plugged-In column, set When I close the lid to **Do nothing**

**Install Windows Updates:**

- In Windows Search, search for Updates then select **Check for Updates**
- Install all Windows updates then reboot and repeat until there's none left
- After rebooting for the final updates, open Command Prompt as Administrator and run the following: **sfc /scannow**

**Driver/BIOS Updates:**

- Install Dell Command | Update from either the NET-APPS USB or DELL website
- Run Dell Command | Update and install all drivers and BIOS updates, then reboot the PC, if necessary.

**Uninstall Office & McAfee:**

*Some new laptops may come with multiple O365 language versions installed, along with McAfee. Uninstall all versions EXCEPT for Microsoft **365 Apps for Business -en-us***

- Click the Windows start menu (Not control panel)
  - Right-click and uninstall **Office, OneNote for Windows, Skype**
  - Right-click and uninstall **McAfee Security/Web** (If applicable)



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**PC Application Installs & Configuration:**

*Unless noticed otherwise, you can go ahead and install all applications in the .core folder, located on the NET-APPS USB.*

**Microsoft 365 apps for Business:**

- Run **office.exe** from the NET-APPS USB
- OR
- Login to <https://www.office.com/> with the user's Windows credentials and install the **Office 365 Apps for Business** (Must be done after laptop is on the STORIS.com domain)

**SOPHOS Antivirus:**

- Run the SOPHOS install from the NET-APPS USB under the following:  
**.core > SOPHOS > Laptops > SophoSetup.exe**
- Run the application and accept defaults

**Storis Client Interface (SCI):**

- Copy the **SCI 9.14.106** folder from Storis Applications folder to the Desktop
- Open the SCI folder and manually install **Adobe, Dot Net 2.0, postnetmsi**
- After they are installed, run **setup.exe** from the SCI9.14.106 folder
- Once installed, right-click the SCI Icon
  - Choose Properties
  - Edit the end of the Target: from **ENV** to **GUI**
  - Click OK
  - Open the SCI application
  - Click the Lightning Bolt
  - Click Line under Server Name: local host
    - Type **Vette**, Tab, Click OK
  - Choose Vette from the drop-down list

**Wintegrate:**

- Choose Autorun Application
- Select Local Install
- Click Next
- Accept, Click Next



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- Typical, Click Next
- Allow, Yes

Username	<b>netcom</b>
Organization	<b>STORIS</b>
Serial #	<b>12402964</b>
Key	<b>3JE047TB3KFT50</b>

- Finish installation with defaults

InHouse VPN - FortiClient:

- Install FortiClient VPN from either the NET-APPS USB or FortiClient website
- Once installed, click the Settings cog wheel in the top-right corner
- At the Settings screen, click the padlock in the top-right corner to unlock admin settings
- Once unlocked, under System, select **Restore** and Browse... for the STORIS config file and select it
- When prompted for a password, enter: **!storis!**

Client VPNs – Install all listed, below:

- **Barracuda (Network Access Client)**
- **Global Protect**
- **Global VPN**
- **SonicWall NetExtender**
- **Shrew Soft (Choose 'Standard Edition' during install)**
- **Sophos Connect**

Client VPN - Cisco AnyConnect:

- Open the VPN – AnyConnect folder in the NET-APPS USB
- Run the AnyConnect Windows Installer using default settings
- Once installed, open File Explorer and to show hidden files folders
- Navigate to:  
    ...\\ProgramData\\Cisco\\Cisco Anyconnect Secure Mobility Client\\Profile\\
- Paste the storisprofile.xml
- Confirm VPNs appear in the VPN client drop-down list



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**Install User-Specific Applications:**

*Some users require applications not included in the .core folder, which can be found in the .requested folder on the NET-APPS USB drive. Always confirm requests that aren't found in the .requested folder with either Systems or the Employee's manager.*

**Add Laptop to the STORIS Domain:**

*Laptops will need to be added to the STORIS Domain to allow the user to login with their Microsoft AD account and continue to user-specific installs.*

**Configure Laptop to STORIS.com domain:**

- In Windows Search, search for **Advanced System Settings**
- Go to **Computer Name** tab
- Select **Change...**
- In **Computer Name**, enter the PC name using the *user-LAP* format
- In **Member of**, select **domain** and enter **STORIS.com**
  - Ask Systems to enter network credentials
- Reboot laptop

**Enable Remote Desktop Protocol:**

- Window Search, search for **Remote Desktop Settings**
- Enable Remote Desktop
- Select **Advanced Settings** and Uncheck Allow Connections only from computers running remote desktop w/ Network Level Auth

**Add User to local Administrators group:**

- Right-click the **Windows Start Menu > Computer Management**
- Open Local Users & Groups
  - Double Click Groups
  - Double Click Administrators
  - Click Add
  - Enter the user's initial and select Check
  - Click OK then sign into as the Windows user upon reboot
  - Set Windows user picture as the default STORIS profile picture from USB.  
**STORIS Logos > Profile Pictures > STORIS LOGO**



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**Finish Setting up Employee Windows Profile:**

*After the laptop is on the STORIS.com domain, login to Windows as the user whose laptop is being set up, to complete the following.*

**Configure Outlook Profile:**

- Windows Search, Type Outlook and select it
  - Enter the user's Email Address and login
  - Once logged in, run the Exclaimer Signature Update program and login with the users Windows credentials to set their signature.
- Windows search, Type Default Apps and select it
- Change the default email to Outlook

**SCiX:**

- <\\storiscommsvr\sci10deployment\public\scix>
  - Double Click Setup
  - Click Install
  - Click Accept and Close

**EIS (If requested):**

- From Install Drive
- STORIS Programs
- EIS
- Double Click Setup
- Next
- Install
- Etc

**FGII (If requested):**

- From Install Drive
- Finance
- Setup Application

**STRIDE (If requested):**



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○ <\\storisnet\inetpub\storisnet\stride\release>

- Double Click Setup
- Click Install
- Close when complete

**Connect Laptop to Printers:**

*Employees typically don't need access to all printers, so it's best to add the ones closet to the side of the office they're on (ie. Development side or Support side)*

- Open File Explorer and in the address bar, enter <\\gmserver>
- Double-click on the printer you want installed and you should then be prompted to install the driver as well.

**Production Side:**

- Double Click IR330i
- Click Install Diver
- Click Yes
- Close

**Mailroom:**

- Double Click IR6575
- Click Install Diver
- Click Yes
- Close

**Admin:**

- Double Click ADMIN\_P4015
- Click Install Driver
- Click Yes
- Close