Lenovo Home Setup

Saturday, July 21, 2018   1:30 PM

1. Accounts (Optional)
   a. Windows 10 likes to force you into using your email account as the login ID. Then they will try to meddle by pushing stuff to your PC. Since nothing good typically comes from Microsoft, I like to create my own user ID which is not linked to any email accounts. Another advantage of using my own ID, such as `nick`, is that I don't need to supply and ID and password when I want to access files from our shared network drive - `mybookliveduo`. You may choose to create your own ID or follow Microsoft's approach of using your email account. Luckily, there are many ways to create your own User ID which is not linked to your email. Following steps describe many possible combinations.

   b. Use Control Panel to create account without the email address.
      i. From Control Panel (type: "Control" to access) search "Create an Account"
      ii. Choose "Add a new user in PC settings"
      iii. Choose "Add someone else to this PC"
      iv. Choose "I don't have this person's sign-in information"
      v. Choose "Add a user without a Microsoft account"

   c. Change account with `compmgmt.msc`
      i. Execute

Command	`compmgmt.msc`

      ii. Expand "Local Users and Groups" and set desired properties

   d. Change accounts with `netplwiz` command
      i. Execute

Command	`netplwiz`

         1) Choose "Properties"
         2) Select "Group Membership", "Other"
         3) Select "Power Users"

   e. Use command line (type "cmd")

Add	`net localgroup Administrators "account-name" /add`
Delete	`net localgroup Administrators "account-name" /delete`

   f. Enable Administrator and Guest accounts
      i. Run `cmd.exe` with as administrator

To activate the inactive administrator account	`net user administrator /active:yes`
To enable the guest account	`net user guest /active:yes`
Set administrator password	`net user administrator *`
Disable administrator account	`net user administrator /active:no`

2. Networking
   a. In Windows Explorer (`Windows+E`) try to expand the Network folder and you will get a message that Network Discovery is turned off.
   b. Note the yellow bar at the type which will say "Network discovery and file sharing are turned off. ... Click to change..."
      i. Click it and select "Turn on network discovery and file sharing"
      ii. Select the "No" option to choose the private network.
      iii. Now, you should see "MyBookLiveDuo" as one of the Devices
         1) Type in the address bar:

Type	[\\mybookliveduo](\\mybookliveduo)

         2) You may be required to log in. For Ellie and Bryan your code is your birth year

UID	PWD
Admin	`nick code`

Nick	nick code
Kathy	nick code
Bryan	guner code
Ellie	guner code

3. Install Chrome
   a. Microsoft Browsers, including Edge, are total shit, use it once to download and install Chrome and never use it again.

4. Anti-Virus
   a. Windows 10 comes with Windows Defender so another AV program is not strictly required.
   b. However, it is advised to periodically run malware tools
      i. Note file location:

File	\\MYBOOKLIVEDUO\Software\Nick\AntiVirus\ScanTools.txt

whose contents are repeated here:

Norton Power Erase	https://us.norton.com/support/tools/npe.html
AdwCleaner	https://www.malwarebytes.com/adwcleaner

5. Remove Microsoft Office that comes with Windows 10
   a. Microsoft, being a shitty company that it is, bundles some of their Office products with Windows 10. However, these are inferior versions and many of the applications, including Word, expire after a few days since they want you to buy them. It is best to remove their shit right away.
      i. Type "Settings" in the search bar and from Settings choose "Apps"
      ii. Scroll down and uninstall following:

Microsoft Office Desktop Apps
Microsoft OneDrive
My Office
OneNote

6. Install Microsoft Office
   a. Note that we have a limited number of installations. Install this once. If you ever need to install this again, talk to me first

Directory	\\MYBOOKLIVEDUO\Software\Nick\MSDN\MSOffice2016-UPenn\One
Run	Setup.X86.en-us_O365ProPlusRetail_0c97d444-110a-4d65-a347-e2433b47f7a7_TX_PR_b_64_.exe

   i. Start any one of the Office Applications to Active, for example, start "Word"
   ii. You will be asked to setup an account. Here is the account info you will need to provide:

Email	eligu@upenn.edu
PWD:	nick code

      1) You may be asked to supply your number for to receive a verification code and to setup PIN
      2) I already setup PIN as:

PIN	old code

   b. Access OneNote files (for Nick and Kathy only)
      i. From your browser, go to:

URL	onedrive.com

      ii. Sign in with:

UID	nick.guner@gmail.com
PWD	nick code

      iii. Click on the "Documents" folder
      iv. Click on "Personal"
      v. From the menu bar select "Open in OneNote"
      vi. Notes for Nick
         1) Some of the Notebooks are not saved in OneDrive. Open following notebooks from:

Dir	\\MYBOOKLIVEDUO\Files\OneNote

2) Notebooks

Nick KB
Kathy KB
BNYMellon
...

7. Install Printer Drivers
    a. Brother Printer HL2270DW
        i. Execute driver app from following directory

Dir	\\MYBOOKLIVEDUO\Software\Nick\Drivers\Printers\HL2270DW\Windows10-64\64\DPInst.exe

        ii. From Control Panel, search for "Devices and Printers" and make sure "Brother HL-2270DW series printer" appeas in the Printers section.
        iii. Right click and choose to set it as default printer
        iv. Click and from "Printer Properties" choose to "Print Test Page" to make sure that it works.

    b. HP Photosmart 7520
        i. Execute driver app from following directory

Dir	\\MYBOOKLIVEDUO\Software\Nick\Drivers\Printers\HP-PS-7520\Windows10\PS7520_1315-1.exe

        ii. Choose button to Customize Software Selection and uncheck every single item
        iii. When prompted, choose "Wireless"
        iv. Select "HP Photosmart 7520 series" printer from the box and click "Next"

    c. Configure HP Photosmart 7520 for scanning:
        i. After install has finished
            1) Right click on HPScan.exe from directory

Dir	C:\Program Files (x86)\HP\HP Photosmart 7520 series\bin

            and select "Pin to taskbar"
            2) Open HPScan progam (it takes some time to come up)
            3) For "Output Type" choose "Grayscale"
            4) Click on "Advanced Settings..."
                a) From File tab, choose PDF (.pdf) for the File Type and uncheck "Create a separate file for each scanned page"
                b) From Destination tab choose "Downloads" folder, as in "C:\users\nick\Downloads" but with your user ID.

8. Useful Software to Install (Ask Nick for help if you decide that you need this)
    a. Adobe Acrobat 11 Pro allows you do to all kinds of magic with PDF files
        i. Disable Internet without Disabling the Network
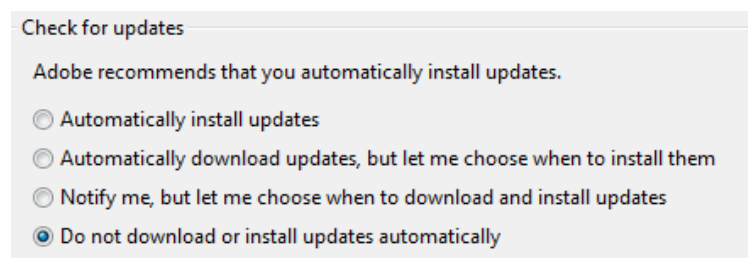
        ii. Refer to directions in

File	\\MYBOOKLIVEDUO\Software\Nick\Utilities\AdobeAcrobat11Pro\InstallNotes.txt

            1) Examine snapshots before running install in:

Dir	\\MYBOOKLIVEDUO\Software\Nick\Utilities\AdobeAcrobat11Pro\Activation pictures

        iii. Disable automatic updates
            1) From Edit menu choose "Preferences"
            2) From Categories choose "Updater"
            3) Select:

            Check for updates

            Adobe recommends that you automatically install updates.

            ○ Automatically install updates
            ○ Automatically download updates, but let me choose when to install them
            ○ Notify me, but let me choose when to download and install updates
            ● Do not download or install updates automatically

        iv. Re-enable the internet

    b. Install Notepad++

Download URL	https://notepad-plus-plus.org/download/v7.5.7.html
Choose	Notepad++ Installer 64-bit x64

    c. Install 7-Zip 18.05 (2018-04-30) for Windows:

Download URL	https://www.7-zip.org/download.html
Choose	7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)

    d. Install Beyond Compare

Download URL	https://www.scootersoftware.com/download.php

9. Windows Settings
    a. Your time zone may not be set correctly after setup.
        i. From Settings, choose "Time and Language" and select Eastern Time.

    b. Disable Internet without Disabling the Network (needed for Installation of Acrobat Pro)
        i. From command prompt, execute:

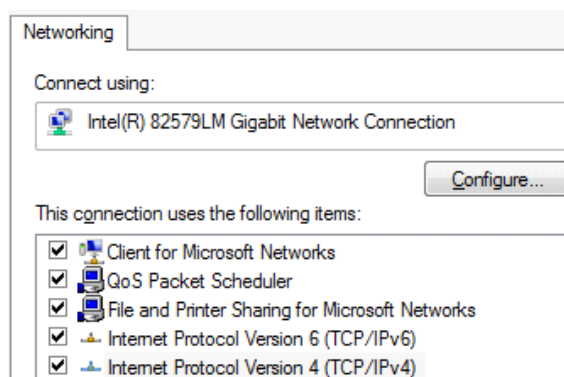| Command	ipconfig

and record your IP Address

IPv4 Address	192.168.1.3

        ii. Execute

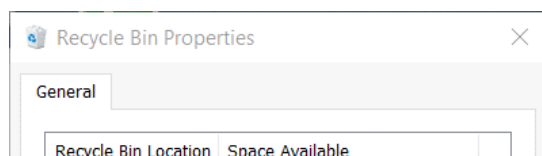| Command	ncpa.cpl

to bring up Network Connections

        iii. Right-click and choose Properties
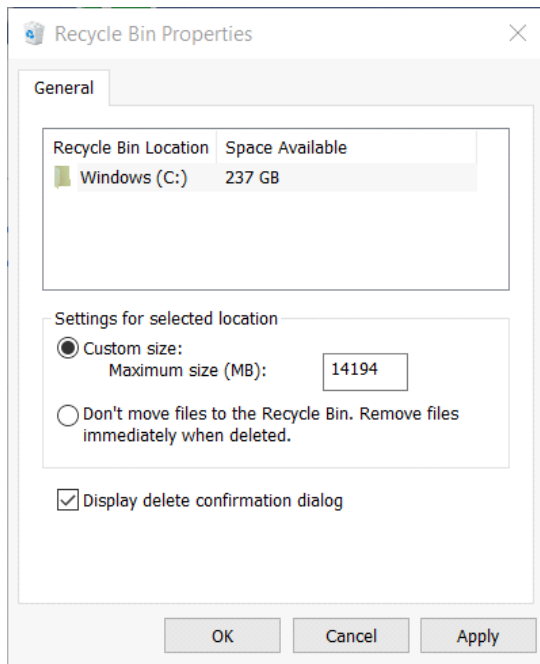   iv. Select "Internet Protocol Version" and click Properties

        v. Setup static IP address for you PC

10. Display file delete confirmation box
    a. Recycle Bin Properties

11. Fix fuzzy display on the second monitor
    a. Change the size of text, apps, and other items from 100% to 125% in Display Settings

Scale and layout

Change the size of text, apps, and other items

125% (Recommended) ⌄