

Bailys Workstation Default Setup

Each desktop or laptop at Bailys requires a default setup in order to function properly within the workplace. The default setup also provides an environment which most employee's will find familiar. The basic resources for each employee involves: FreeNAS, printers, Micros Applications, and office applications.

- **To setup a desktop for FreeNAS:**
 1. Go to Start / Run
 2. Type in the box: \\freenas.home
 3. Right click on the Bailys folder on the window which later appears.
 4. Click Map Network Drive.
 5. Type in the users credentials.
 6. Place the icon on the Desktop.
- **To setup network printers:**
 1. Download the FULL driver for Brother MFC-8480DN on the Brother website.
 2. Go to Start, and type "print"
 3. Click on Printers and Scanners
 4. Click add a printer or scanner
 5. Click on: "My printer is not listed"
 6. Click on: Search by URL
 7. Type in the box: 192.168.2.5 (The IP address of the printer)
 8. Follow the rest of the setup wizard.
- **To setup the Micros Applications:**
 1. Upgrade Windows 10 to Pro.
 2. Setup and connect to BACKOFFICE VPN.
 3. Run the Mcrs133.exe installer. (If the computer restarts, that is fine).
 4. Start / Micros Client Application Loader
 5. Right Click on StartService / More / Open file location
 6. Right Click on StartService / Run As Administrator (Must be connected to BACKOFFICE).
 7. Wait for the computer to restart.
 8. Repeat steps 4 to 6 until the Micros Applications folder appears in the start menu.
 9. Repeat steps 4 to 6, Micros should not restart this time. Go to step 10.
 10. Start Discovery Mode in Micros in the Database Manager.
 11. Run an application on the clients machine.
- **To setup the Office applications:**
 1. Download the installer for Open Office.
 2. Install Open Office.