

Setting up a “Windows 7”-desktop in the domain IPS

- Press Ctrl-Alt-Delete and log in with your username (normally your last name) and the password provided by Roman Köpfli or Peter von Ballmoos.

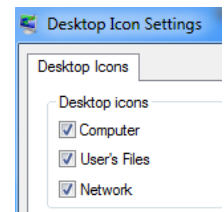
1. Change password

- Once logged on, change your password by pressing Ctrl+Alt+Del and selecting 'Change a password'. We strongly suggest to change the provided password immediately to a “good” password (not too short [>6 chars], no repeated characters, no words that can be found in dictionaries, with figures [..473..], special characters [!*@], capital CHARACTERS...). **Do not write it down, but keep it in your mind.**

2. Desktop icons (optional)

- Go to Control Panel\Appearance and Personalization\Personalization\Change desktop icons: Mark Computer, User’s Files and Network according to your needs.

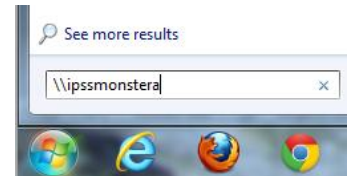
(Systemsteuerung\Darstellung und Anpassung\Anpassung\Desktopsymbole ändern: Bei Arbeitsplatz, Eigene Dateien und Netzwerk einen Haken setzen)



3. Printer installation (optional)



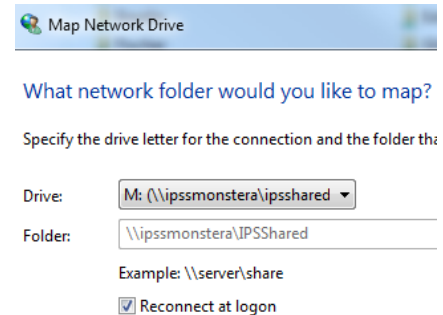
Click the 'Start Orb', enter \\ipssmonstera (which is the name of the server) in the search field and press “Return”. This will open an explorer window with shared folders and printers on the server



- Check installed printers on your PC. If a printer, you like to use, is missing, simply double click the printer icon in the ipssmonstera explorer window and confirm the following questions to install printers. If you install the infotec copier/colour laser printer, please refer to the separate instructions under http://www.botany.unibe.ch/reprint/infotec_user_guide.pdf

4. Network drives

- In the same window you opened before, look for the folder IPSShared. **Right**-click it and 'Map Network Drive' to drive “M:\”, check the box with 'Reconnect at logon' (*Verbindung beim Start wiederherstellen*).
- Repeat this with the folder on the server with your name and connect it to drive “N:\”. The files in this folder are backed up every night and can be restored upon request. Avoid saving any private files into this folder. **Create a folder called “Documents”** for later use in step 5.
- Repeat the mapping procedure with the folder named with the short description of your section (e.g. PlantEco, Deve, Palaeo). Connect this folder to drive “O:\”.



5. Set the default location of your files on the server



Click the 'Start Orb', and click on your user profile/user name in the upper right hand column. This will open the root of your user folder. Right click on 'My Documents' and choose 'Properties'. You will find a tab called 'Location', Click the 'Move' button and select your server directory: N:\Documents as created in step 4.

- After you have selected the remote folder you will be asked if you would like to move your existing documents into this new location. The answer is completely up to you.

6. You are ready to work

- Do not forget to either log out or lock (Windows + L) or shut down the PC when you leave.