Setup Instructions for the BTOP Computers with Centurion Guard - SmartShield
**Updated 12/23/11**

Administrative user names and passwords are included in this packet on page 6 along with Microsoft Office and Centurion Guard – SmartShield license keys which you will need to complete these setup instructions.

The computer auto-logins as "patron" with no password needed. To login to the administrative account ("staff"), start logged in to the patron account. Select the orb, [orb icon] then go to the right past shutdown, and select "**switch user**" or "**logoff**". Click on "**staff**" and [Windows orb icon] enter the staff password.

All computers (desktops or laptops) have the same name. For instructions on how to change the computer's names, see the page entitled "Additional Instructions and Tips".

Some older printers or other hardware may not work with the new equipment we are furnishing.

If you restart while logged in as "staff" you will get the following pop-up, select "**Yes**".
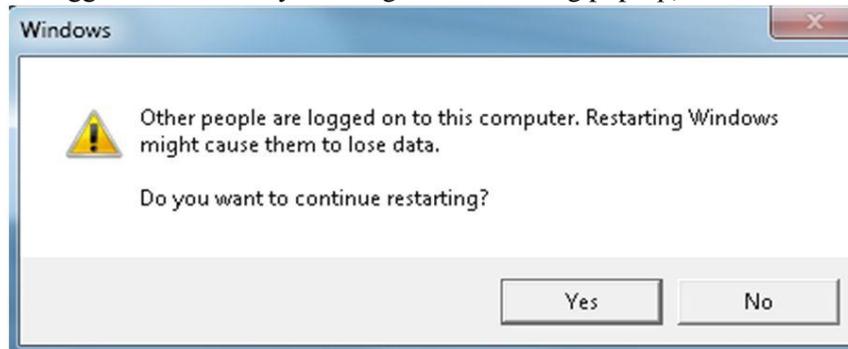
About Centurion Guard - SmartShield – this software application enables library staff to easily maintain their libraries workstation integrity. With SmartShield protection enabled, all changes made to a machine are removed upon system restart making unwanted system changes impossible. SmartShield simplifies computer administrators' lives by reducing downtime, streamlining management and providing complete protection from Malware and malicious users—all in a single, easy to use product.

<div align="center">

Now you're ready to setup your workstation
Be sure to follow the steps **in order** below to avoid complications

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1. Turn workstation on, then restart the PC **2** times, we suggest this because of the nature of how these computers are imaged.

2. Connect to the Internet (if your wireless access requires a password, you will have to enter it the first couple of times until SmartShield makes it a part of your new image), close browser. We recommend that you connect to the internet with an Ethernet cable during set-up rather than wireless to ensure that you don't lose your internet connection during this process.

3. Open SmartShield to enter the license key and Unprotect the computer. Note: If you cannot get SmartShield to come up, switch to the "staff" user and try there, then come back into the "patron" user to continue.

    Press CTRL-ALT-F10 (press it two or three times, it is slow to respond, that is normal)
    Unprotect using the SmartShield password (same as staff admin). If the button says Protected that is fine, continue to step 5. If the button says Unprotected (see image below), click on the Unprotect button, you will be prompted to the SmartShield password (same as staff admin) and restart the computer (the button indicates the computer state you want to go to).


4. After the computer restarts go back into SmartShield, press CTRL-ALT-F10 (twice).

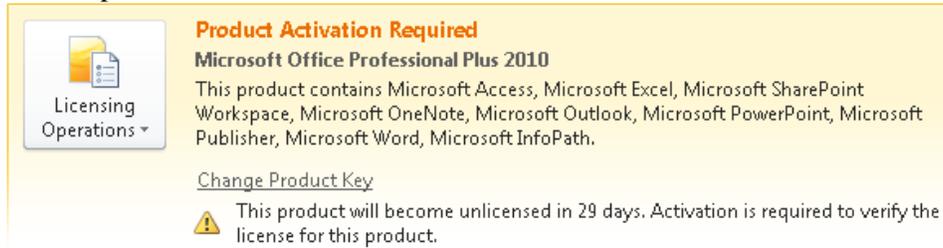5. Find the "**stop sign**" icon in the taskbar tray and right-click on it.
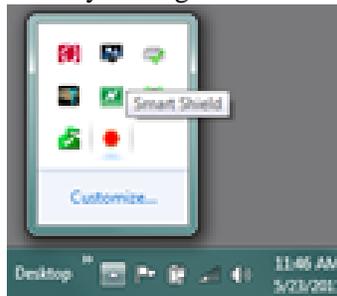
Click on "**About Smart Shield**". A SmartShield window will pop up with two options, "**Licensing**" OR "**OK**". Click on "**Licensing**". Enter your license key. Click "**Register**", click "**Close**", then click "**OK**"

6. Bring up Microsoft Word. Go through the licensing screens selecting the option for internet using the "staff" admin password. Click "**C**lose" on the next screen.
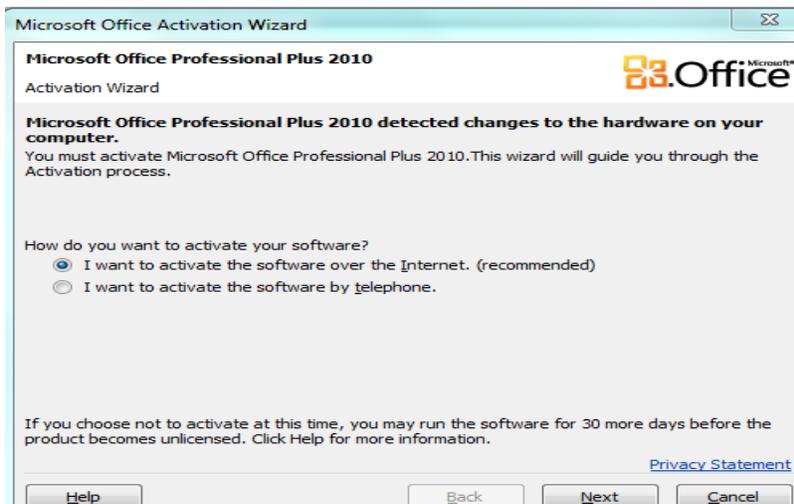
7. To type your Microsoft Office license key in, click "**File**", click "**Help**", and click on the "**Change Product Key**" link (shown below). Your Product Key was sent to you via email and in your packet via US Mail. After completion close Microsoft Word.

Product Activation Required
Microsoft Office Professional Plus 2010
This product contains Microsoft Access, Microsoft Excel, Microsoft SharePoint Workspace, Microsoft OneNote, Microsoft Outlook, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Microsoft InfoPath.

Licensing Operations ▾

Change Product Key
⚠ This product will become unlicensed in 29 days. Activation is required to verify the license for this product.

8. Complete updates on the following to bring your workstation to current maintenance level:
- MS Security Essentials, run update & do a Quick Scan
- Windows Updates: Keep checking for updates and restarting your computer until "**Windows Update**" indicates that there are no new updates (see snippets below). You may need to shut down your PC & restart it depending on what kids of updates were issued by MS.

Windows Update

Install updates for your computer

All Programs

Search programs and files   🔍   ⏻ Shut down ▸
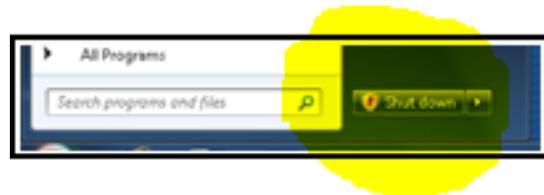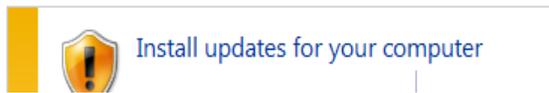
- After the last restart from above, do a chkdsk (instructions below*).
- Adobe Reader/Flash/Air/shockwave http://www.adobe.com/downloads/ icons on the right hand column
- Java http://java.com/en/download/index.jsp

9. Restart your computer **2** times before putting it back into SmartShield protect mode. Then protect by:
    CTRL-ALT-F10 (**2** times)
    Protect using the SmartShield password (same as staff admin)
    Restart the Workstation

10. Ready for Patrons!

A Note about Upkeep and Maintenance

Monthly task after Patch Tuesday which is the 2nd Tuesday of each month:
(Patch Tuesday the second Tuesday of each month, on which Microsoft releases security patches)

Libraries either need to do updates themselves (as noted below) or leave computers running overnight so auto updates kick in for Security Essentials and Windows Updates - the others have to be done manually
- MS Security Essentials, Update and a Quick Scan
- Windows Updates
- Adobe Reader/Flash/Air/shockwave http://www.adobe.com/downloads/ icons on the right hand column
- Java http://java.com/en/download/index.jsp

*Chkdsk

#1 Go to Start "**orb**", right click on the computer (right hand column), manage (see image #1 appendix A)

#2 Fill in "staff" password

#3 Click on disk management

#4 Right click on the OS (C:) drive on the right hand side, properties (see image #2 appendix A)

#5 Click the Tools tab

#6 Click on Check now, (see image #3 appendix A)

#7 Select both options

#8 Then start schedule disk check, (see image #4 appendix A)

#9 Click "**OK**" on the following screens

#10 Restart the computer, this process will take about 10-20 minutes

APPENDIX A