

# Specific Setup Information Windows 2000

## I. Create a Dial Up Connection with The Network Connection Wizard

Turn computer and modem (if external) on.

After Windows 2000 has started up and you see the desktop with icons, look for the “Connect to the Internet” icon shown below. Double-click it. Then go to figure 2.



If you don't see this icon, then click on the Start button, choose “Settings” then “Network and Dial-up Connections” then “Make a New Connection” (Figure 1).

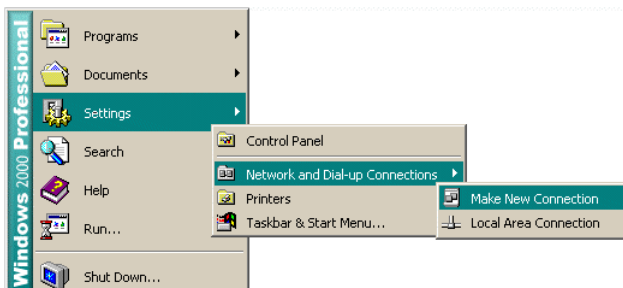


Figure 1. Start Menu Path

You'll see the “Network Connection Wizard.”



Figure 2. Network Connection Wizard.

Click on the “Next” button.

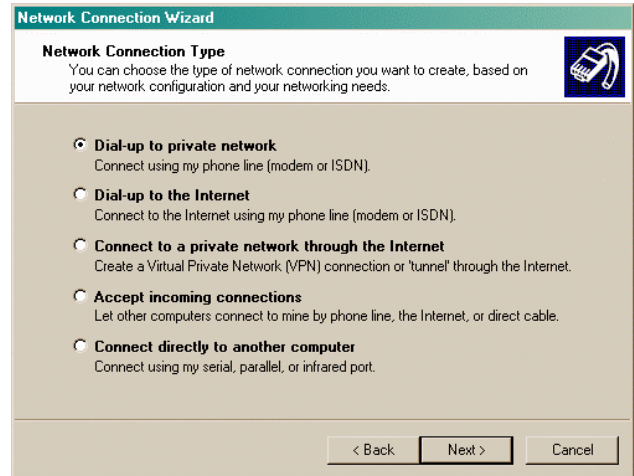


Figure 3. Network Connection Type

In the “Network Connection Type” window, make sure the “Dial-up to private network” option is selected. Click on “Next.”

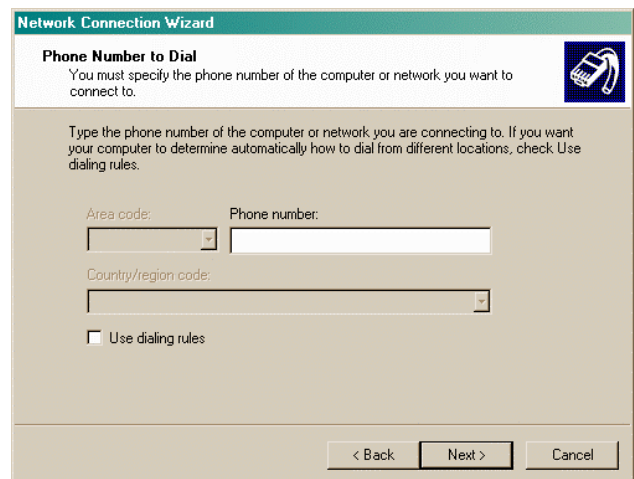


Figure 4. The Phone Number to Dial window.

In the “Phone Number to Dial” window, enter the phone number of the library's modem pool listed on the *General Setup Information* handout. Leave the “Use dialing rules” box unchecked.

Click on the “Next” button.

You will see the window in Figure 5.

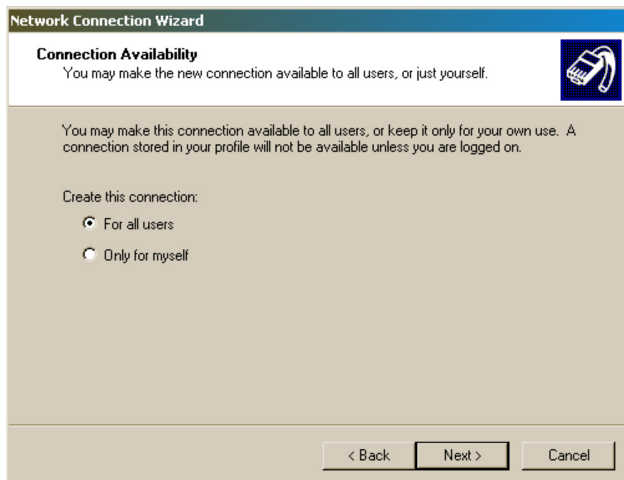


Figure 5. Connection Availability window

Verify that “For all users” is selected. Click “Next.”



Figure 6. Completing the Network Connection Wizard

Type a name for the connection, such as **Library** in the text box. Check the box “Add a shortcut to my desktop.”

Click on the “Finish” button.

You will see the screen in Figure 7. The name of the screen will match the name you gave the connection, i.e. “Library.”

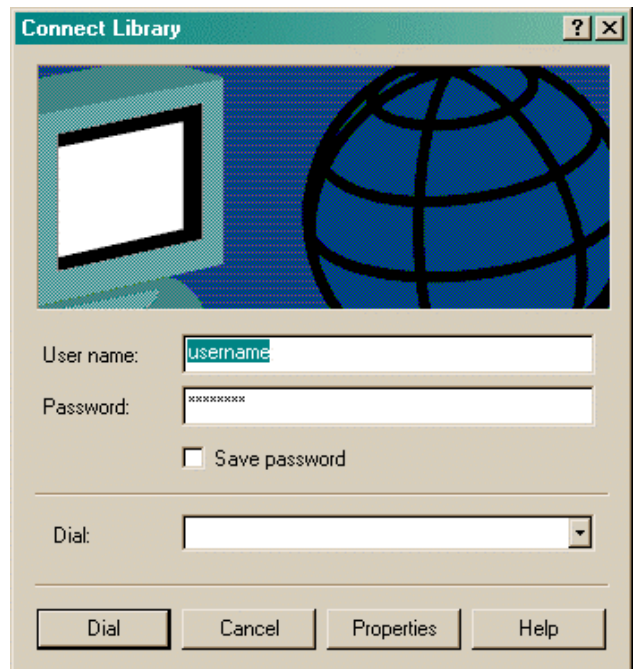


Figure 7. Connect Library window

In the “Connect” window, type in the 8-character user name and password listed on the *General Setup Information* handout. Be certain to enter upper and lower case letters as indicated. It is also important to distinguish zero’s and O’s and one’s, upper case I’s and lower L’s. Click “Properties.”

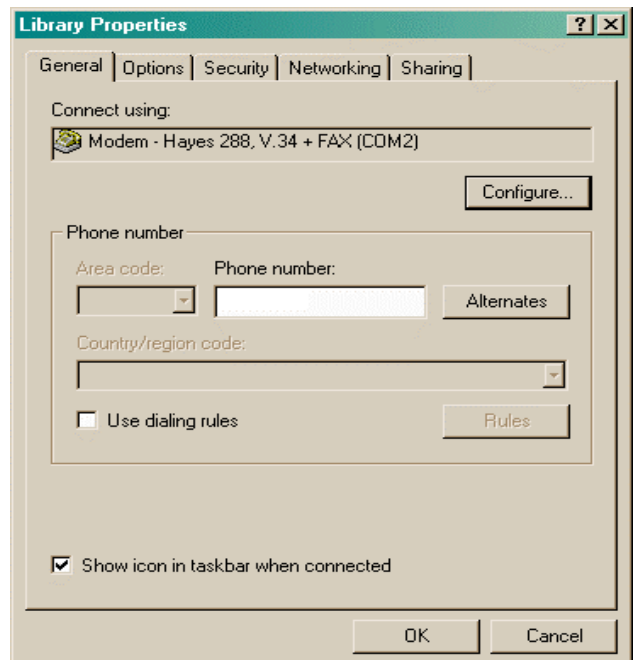


Figure 8. Library Properties Window – General Tab

In the “Library” window, click on the “General” tab. (Figure 8).

Verify that your modem is listed in the “Connect using:” box. If there is no modem listed in the window, contact your computer or modem vendor for installation support.

Check “dialing rules” only if you much an area code to dial your library, list under the “area code” box will appear. Select the appropriate area code.

Make sure there’s a checkmark in the box to the left of “Show icon in taskbar when connected.” Click on the “Options” tab.

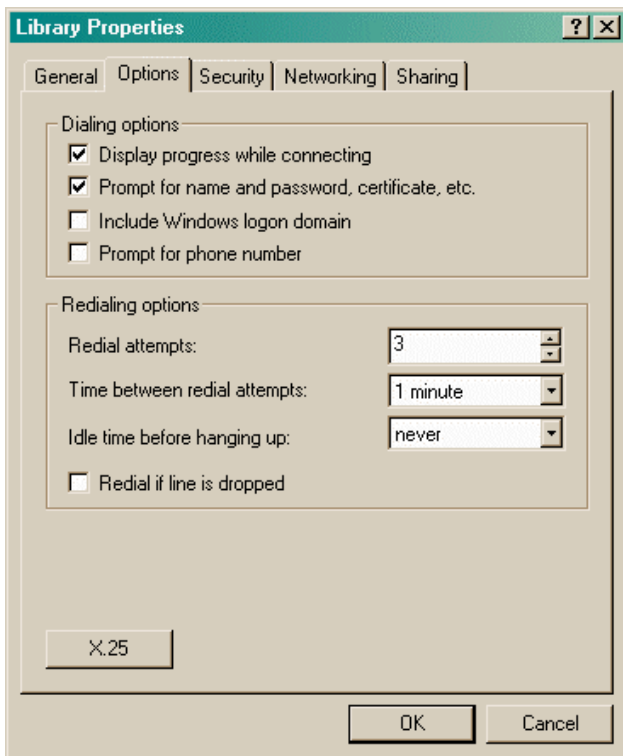


Figure 9. Library Properties Window - Options tab.

In the “Options” tab, make sure the “Display progress” box is checked. Make sure the “Prompt for phone number” box is unchecked. Your modem will redial if you get a busy signal; therefore, you may wish to adjust the redial settings as well.

Click on the Security tab. You will see a window like that shown in Figure 10.

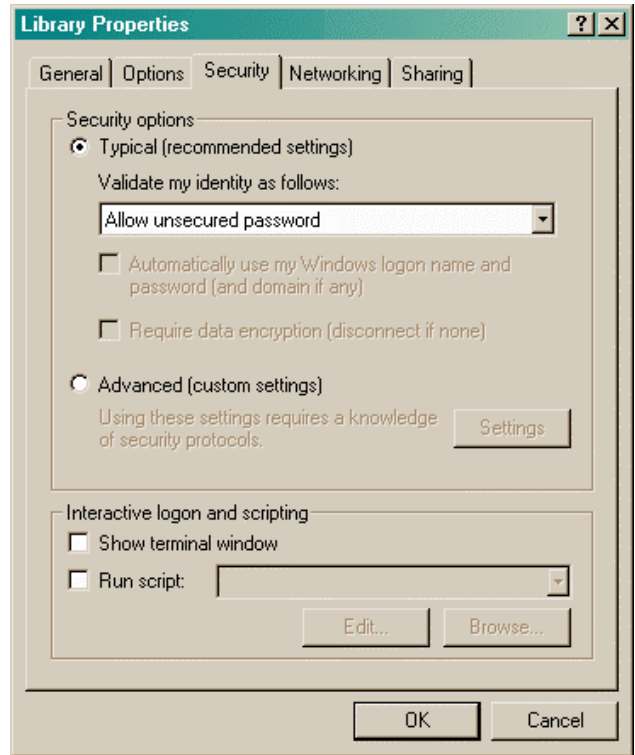


Figure 10. Library Properties -- Security tab.

Check that the settings match Figure 10.

Click on the “Networking” tab.

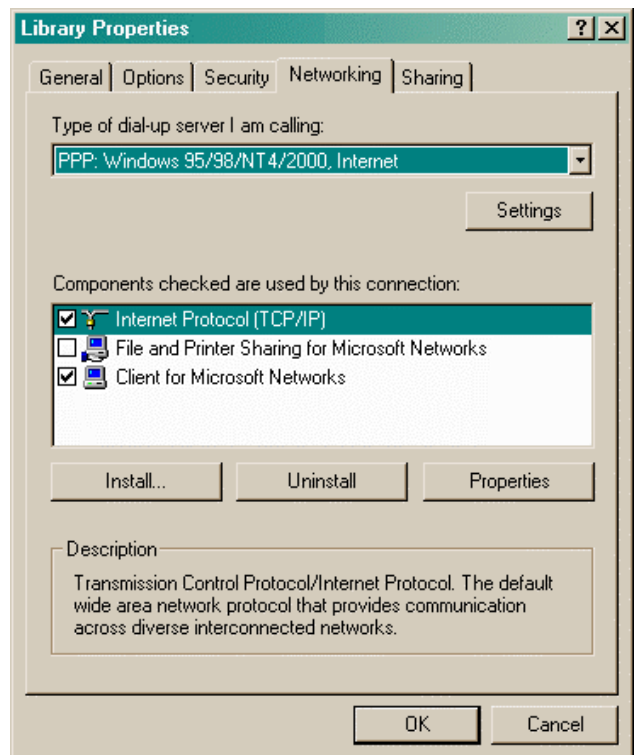


Figure 11. Library Properties window -- Network tab.

Verify that “PPP:Windows 95/98/NT4, Internet” is checked in the “Type of dial-up server I am calling” box.

Make sure there are checkmarks to the left of the “Internet Protocol [TCP/IP]” and “Client for Microsoft Networks” boxes.

Click on the “Internet Protocol [TCP/IP]” box, so that it is highlighted as in Figure 11.

Click on the “Properties” button.

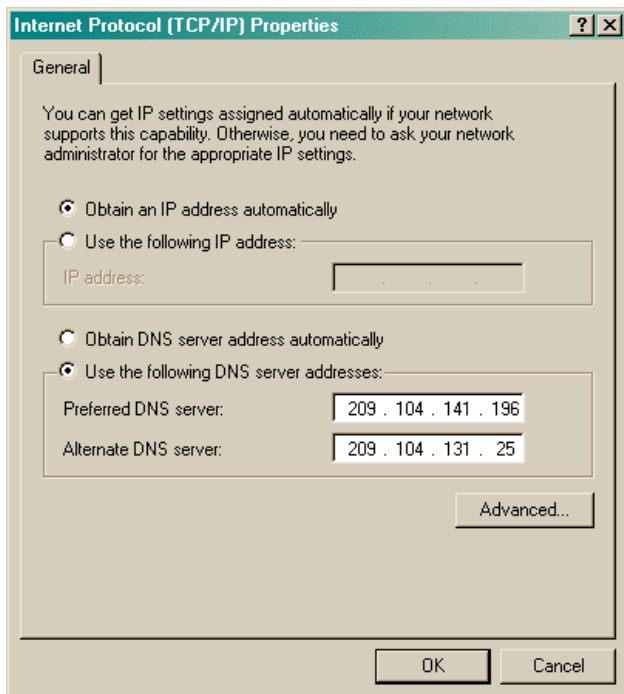


Figure 12. Internet Protocol TCP/IP Properties.

The Obtain an IP address automatically should be selected as shown in Figure 12.

Click on the “Use the following DNS server addresses:” selection. Enter the numbers listed in Figure 12 under Preferred DNS server; and Alternate DNS server. These numbers duplicate those found on your *General Setup Information* handout under the listing “Primary DNS” and “Secondary DNS”.

Click “OK” at the bottom of the “Internet Protocol [TCP/IP] Properties” Window.

You’ll see the “Library Properties” Window.

Click on the “Sharing” tab.

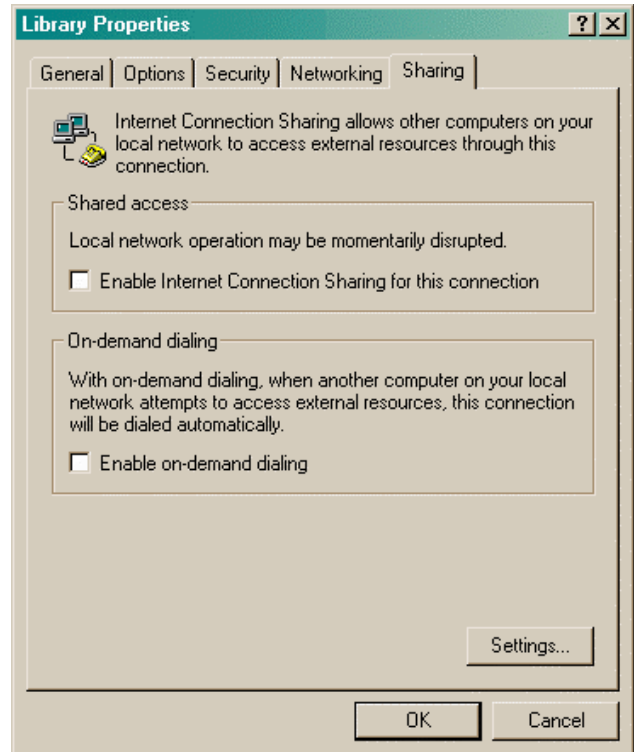


Figure 13. The Library Properties -- Sharing tab.

Leave both boxes unchecked, as in Figure 13.

Click “Ok.”

## 2. Connect to the Internet!

From your desktop, double-click on the “Library” shortcut (or whatever you named your connection).

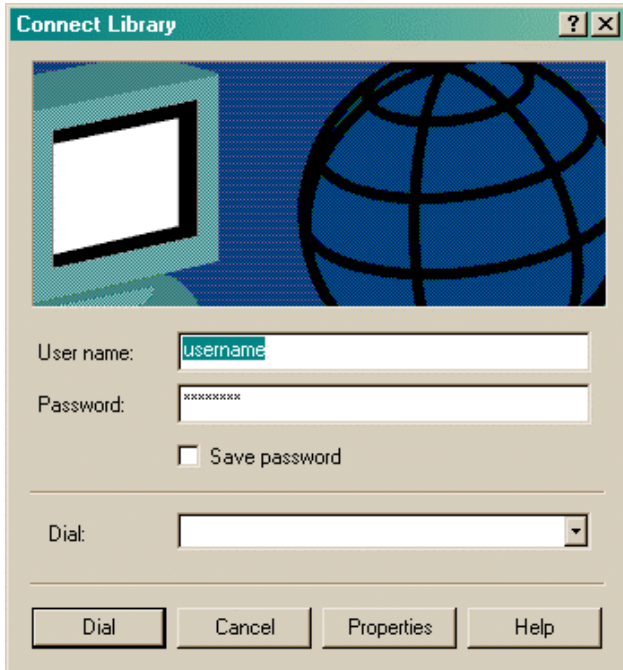


Figure 14. The Connect Library window.

Make sure that the fields for “User name” and “Password” and “Dial” match those on the “General Setup Information” sheet. Be certain to enter upper and lower case letters as indicated. It is also important to distinguish zero’s and O’s and one’s, upper case I’s and lower L’s.

Click on the “Dial” button. You’ll see a window similar to that in Figure 15.

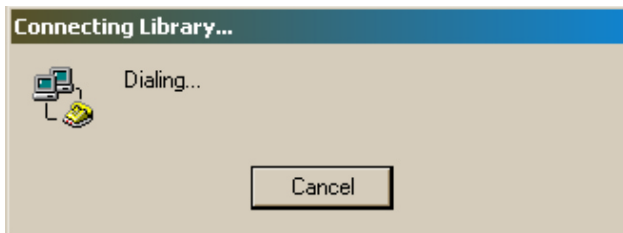


Figure 15. The Connecting Library ... window

If the library’s modem answers, you will see a status icon similar to that in Figure 16.

The monitors in the icon flash when computer sends and receives data.



Figure 16. Connection status icon on the taskbar.

## 3. If you have problems ...

If the modems don’t answer, you may see a message indicating that all of the library’s modems are busy. Your computer will redial.

If there’s a problem with your modem or phone line, you may see a “No dial tone” message.

In this case, you will need to refer to the “If you are unable to connect” section of “General Setup Information Read Me First.”

## 4. After you are connected

You are ready to start your Web browser software by double clicking on the Netscape or Internet Explorer icon on your desktop.

Figure 17. Common browser icons.



The browser will open up to its default home page.

## 4. To Disconnect

To quit, close your browser software, e.g., File then Exit.

Double click on the connection icon shown in the taskbar, near the clock in Figure 17.

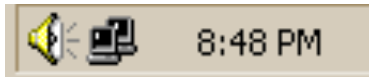


Figure 18: The connection status icon.

You will see a picture similar to Figure 18.

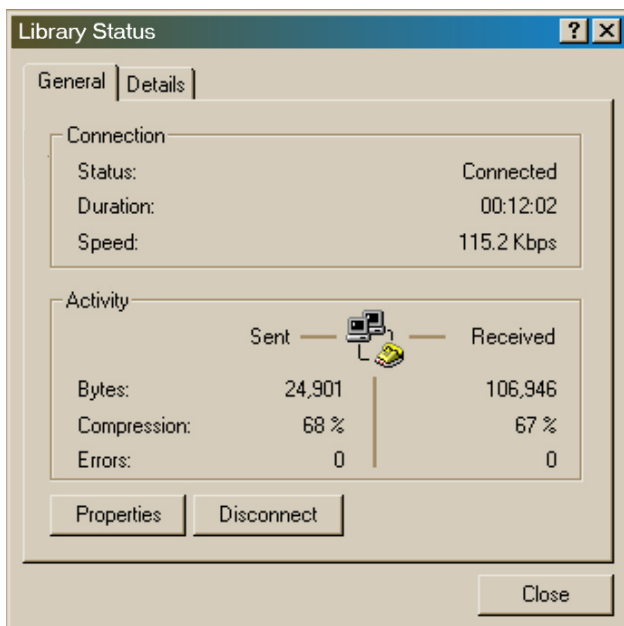


Figure 19. The Status window.

Click on the “Disconnect” button.

## 5. Changing the Start Page

Web Browsers come with a “Start Page” or “Home Page” pre-configured. So you’ll see a Web page (for instance Gateway or AOL, or Microsoft, when you first click on the browser, even when you call the library.

To get to the Library web page, simply type the URL, or web address, in the address bar. In Netscape, this is called the location bar.

If you’d like for your Web Browser to open with the library web page every time, simply go to the following address (all one line),

<http://www.metronet.lib.mi.us/help/OtherHelpTopics/DefaultStartup/>

and follow the instructions for your browser.

Bear in mind that each web browser can have only one start page at a time. If you have more than one Internet Service Provider, and are using the same web browser for them, then pick the one Start Page you’d like most often to use.

