

ChemE First Year Grad Students Laptop Setup

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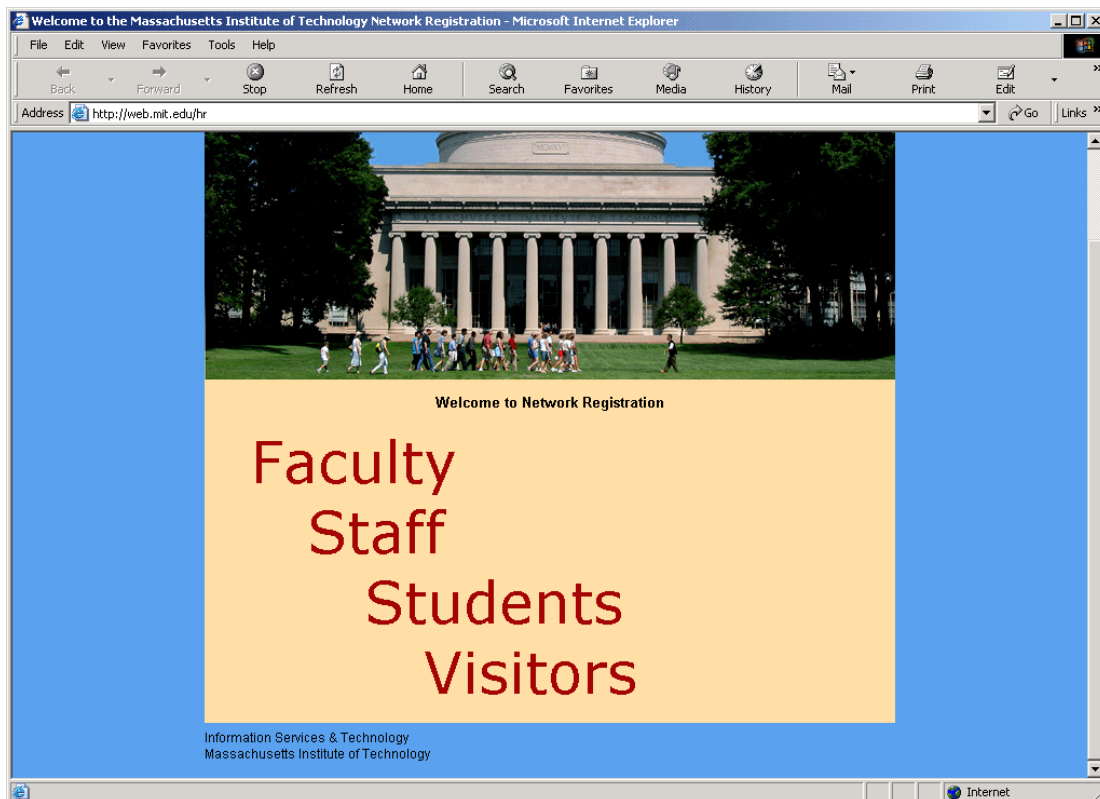
Step 12 Helpful Web Sites

Register for Wireless:

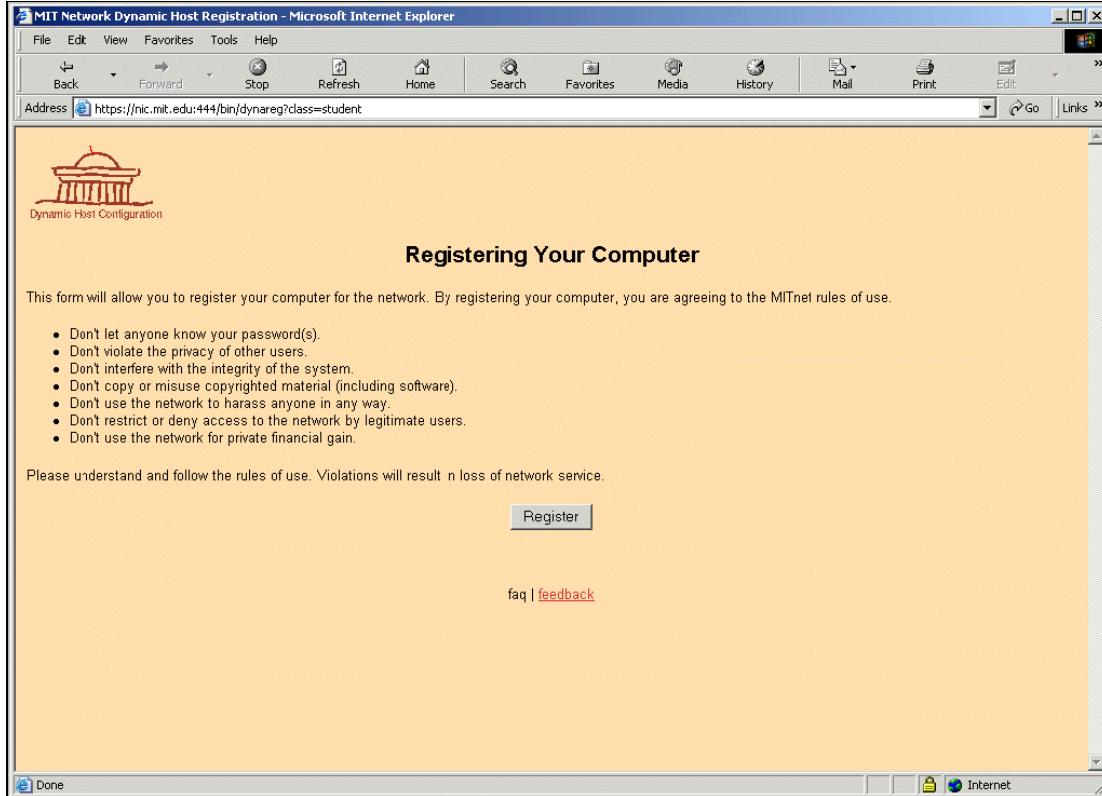
1. Start up your computer: **Wireless DHCP Service:** Turn on your device. (For laptops, make sure the wireless card is enabled.)

Please Note: You will need to do the same steps for **Wired DHCP Service:** First Connect your laptop to an ethernet drop and turn it on, then follow the same steps listed below.

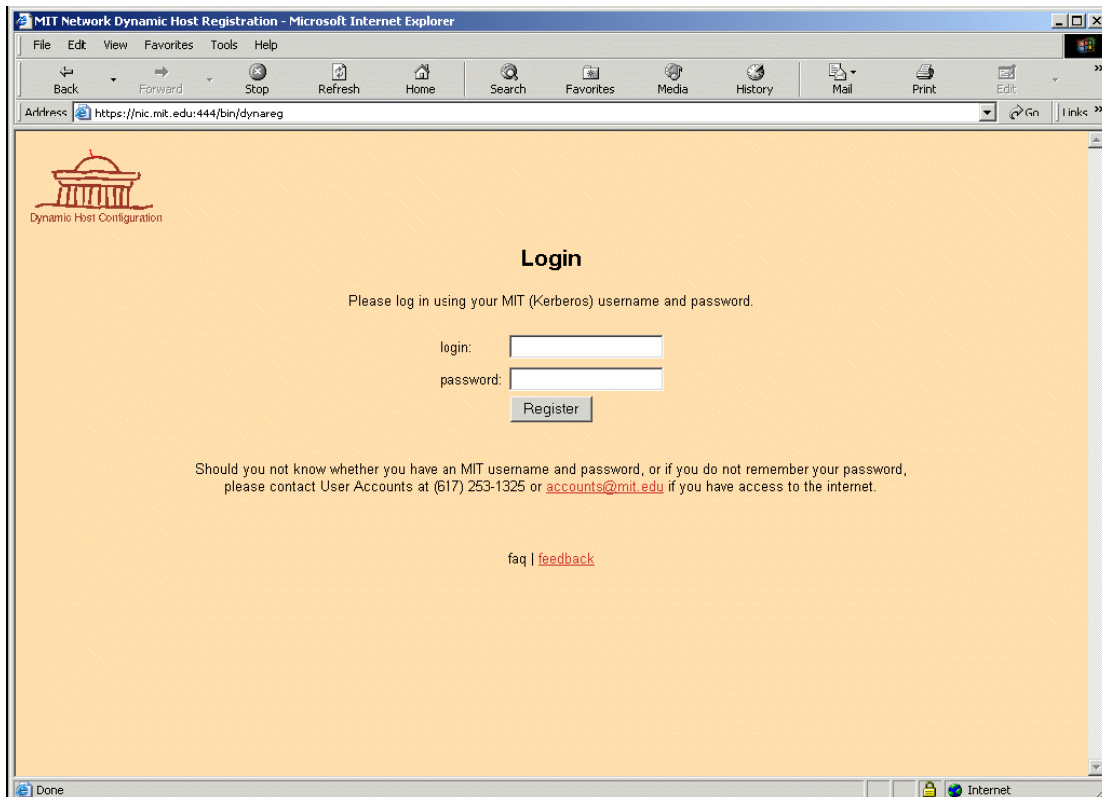
2. Start up your web browser. *Result:* The Welcome page displays:



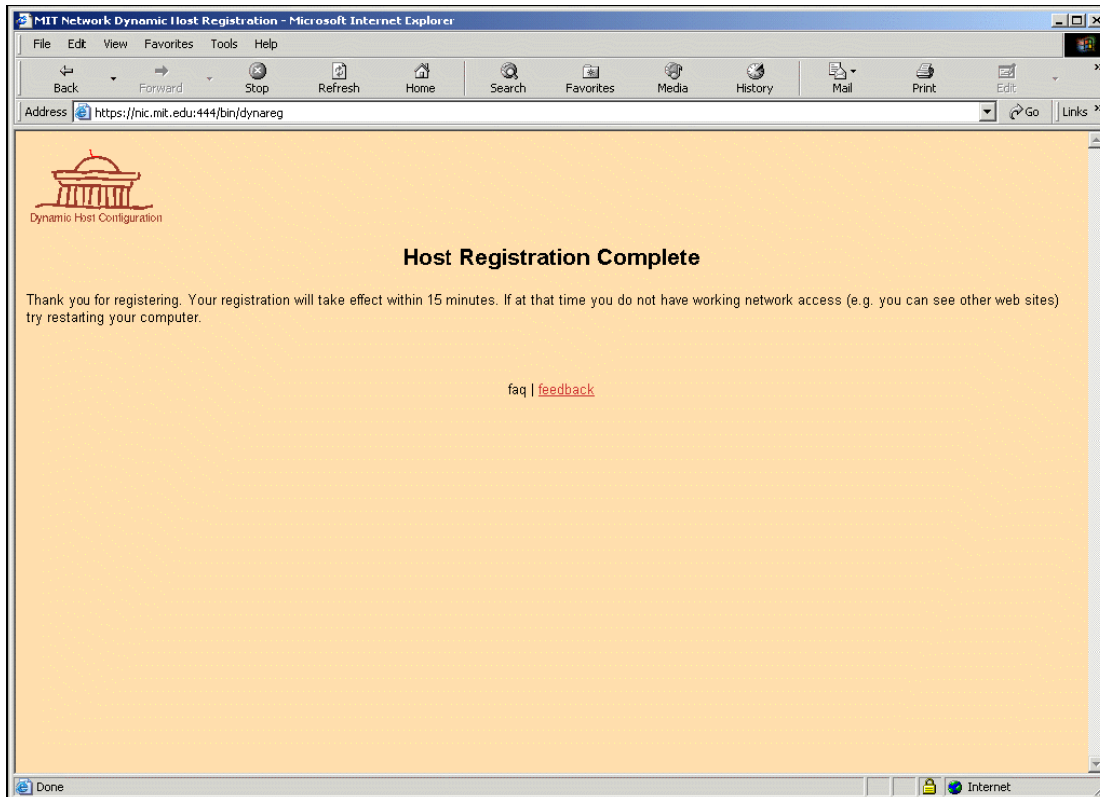
3. Click on your status type. *Result:* The following page displays:



4. Read the instructions, then click **Register**. *Result:* The following page displays:



5. Fill in the requested information, then click **Register**. *Result:* The Registration successfully completed page displays.



It will take approximately 15 minutes for the process to complete. Make sure you clear out your browser cache before attempting to connect via DHCP.

Internet Explorer 7: **Tools>Internet Options>General**. For **Browsing History** click **Delete**, then for **Temporary Internet Files**, click **Delete Files**

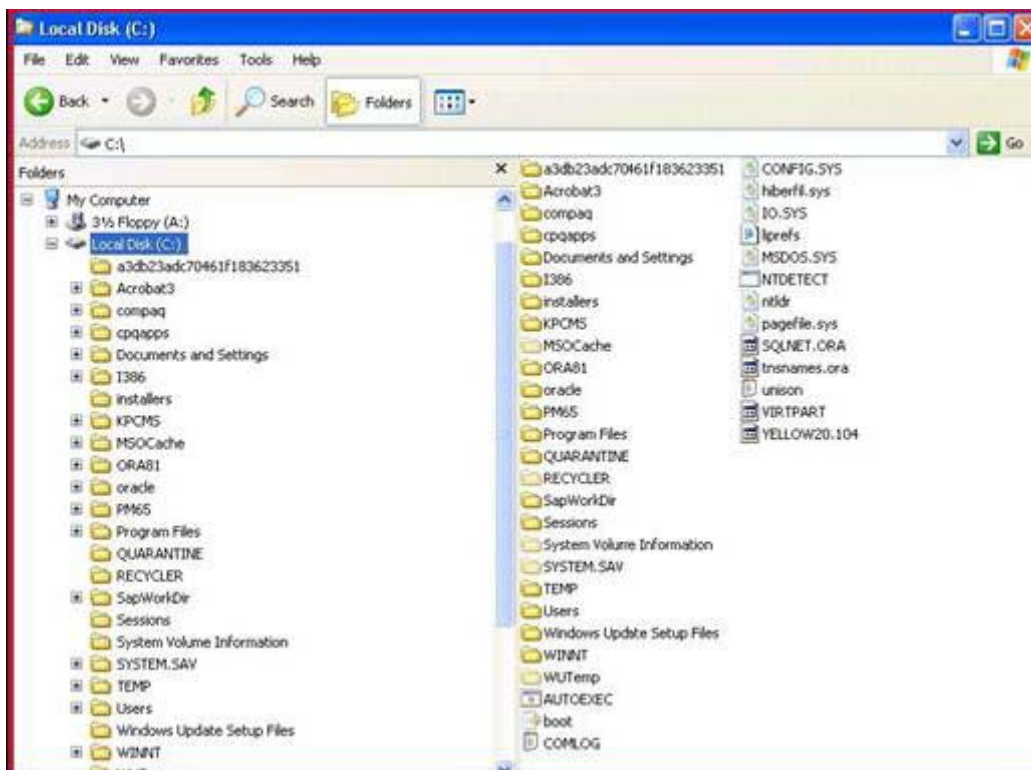
Please test your connection by visiting both an internal web site, e.g., **web.mit.edu** and an external site, e.g., **www.boston.com**.

Internet Explorer 7.0 MIT Certificate VBScript Error Fix

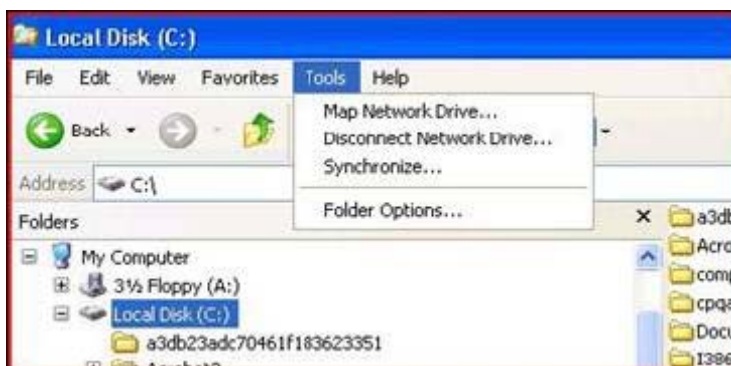
1. Open windows Explorer; Right click on Start and choose Explore:



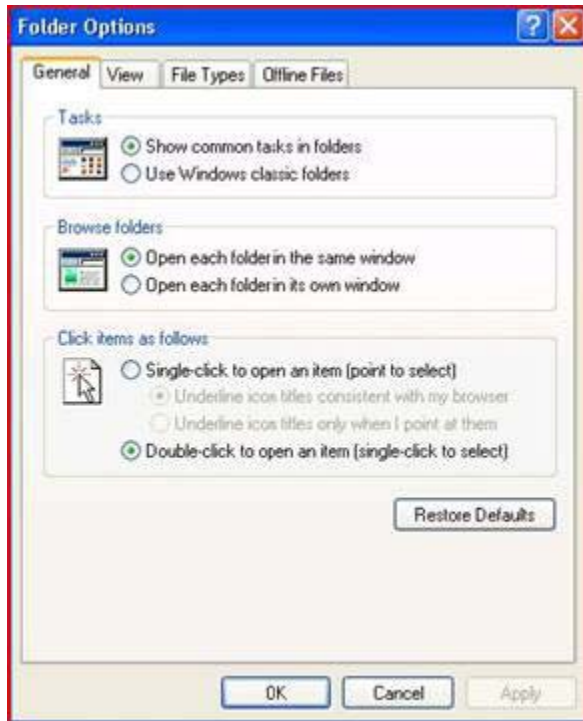
Result: Windows Explorer opens



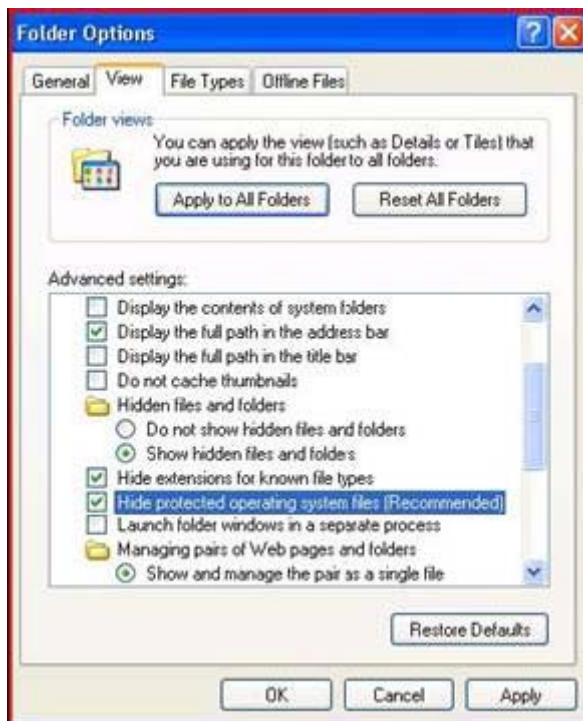
2. Click on Tools and choose Folder Options from the drop down menu:



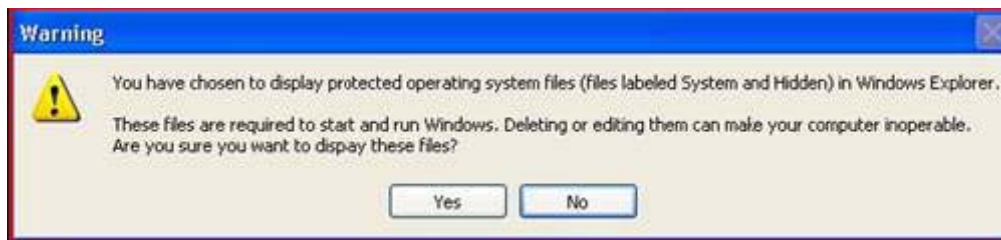
Result: The Folder Options window opens



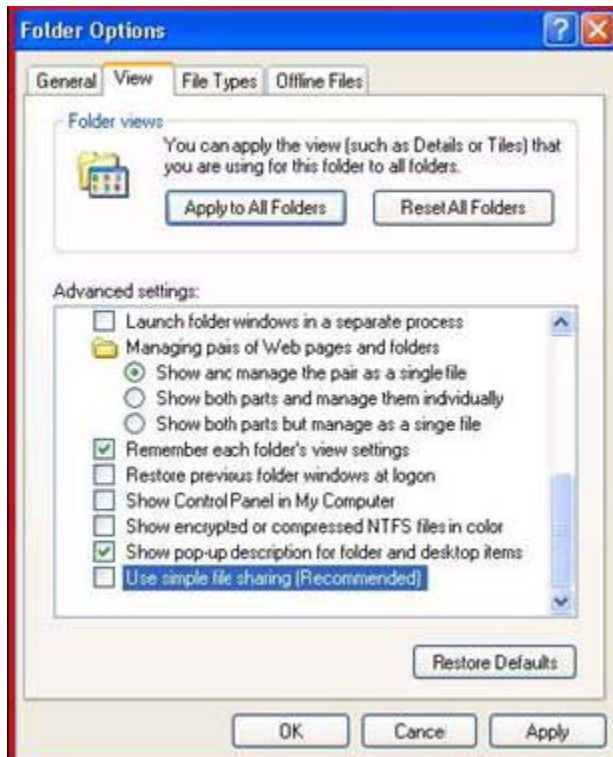
3. Go to the View tab and in the Advanced Settings section check the radio button for “show hidden files and folders”
4. In the same section uncheck the box for “hide protected operating system files (recommended)”



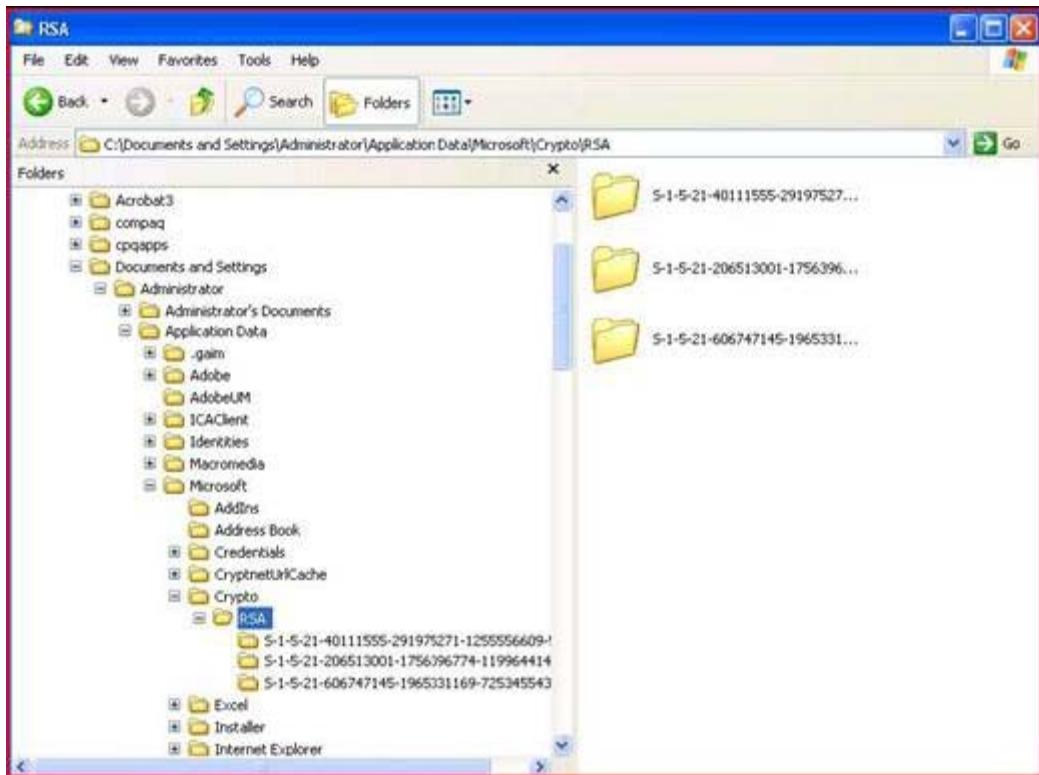
5. Answer 'Yes' when you receive the Warning message:



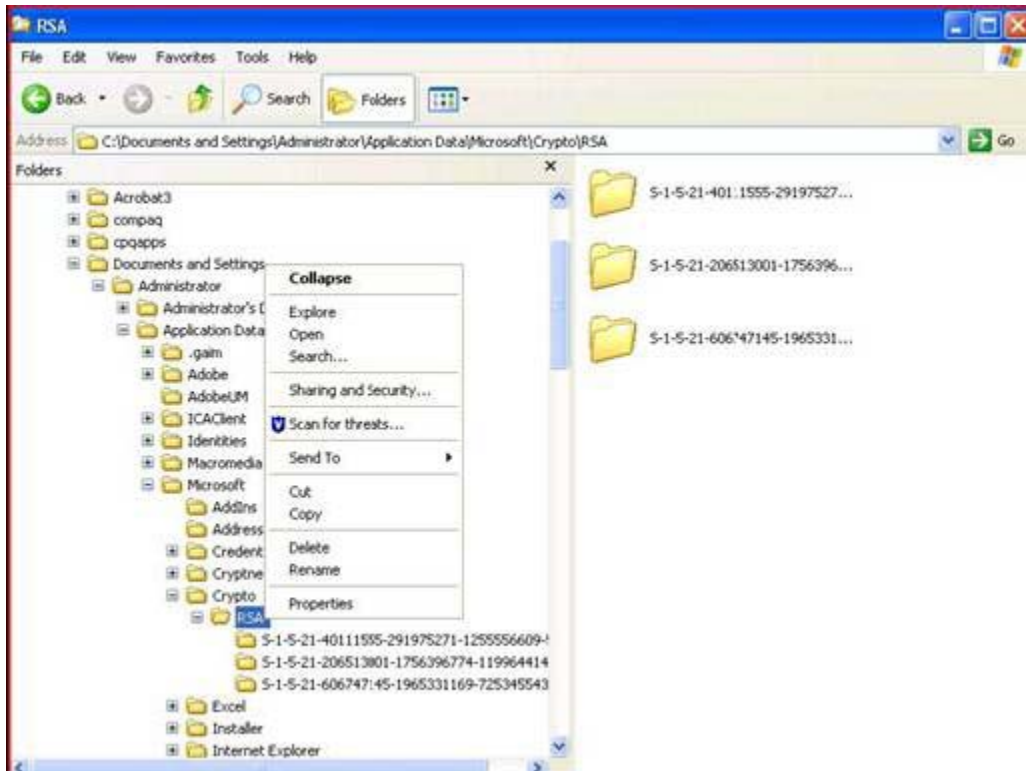
6. Scroll all the way down to the bottom of Advanced Settings section and uncheck the box for "Use Simple File Sharing(Recommended)".



7. Click Apply to save the changes and OK to close the Folder Options window.
8. In the main Windows Explorer expand the folder list and browse to the folder C:\Documents and Settings**username**\Application Data\Microsoft\Crypto\RSA (**where username needs to be replaced with the actual Windows username**)



9. Right click on the RSA folder and choose 'sharing and security' from the drop down menu



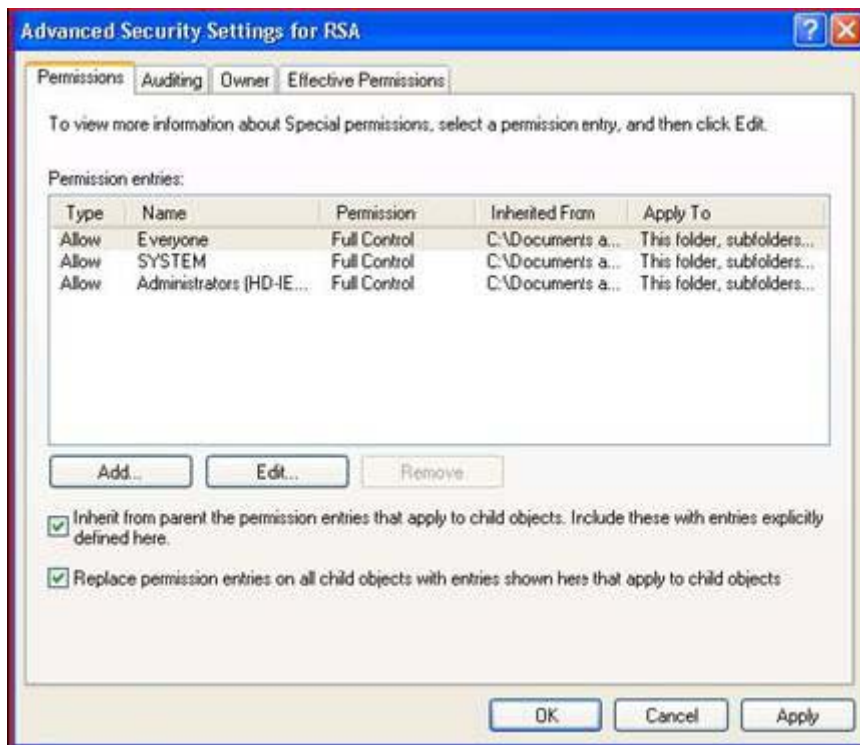
Result: The properties window will open.



10. Go to the security tab and click on 'Advanced'.



Result: the Advanced Security settings window opens:



11. Check the box "Replace permission entries on all objects with entries shown here that apply to child objects".
12. Click Apply to save the changes and OK to close the Advanced Security Settings window
13. Close all Windows Explorer windows and go back to Internet Explorer to obtain a personal certificate.

Internet Explorer 7 for Windows XP: Obtaining MIT Certificates

Overview

In order to use secure web services at MIT, you will need to obtain two types of MIT web certificates:

- MIT Certificate Authority (MIT CA)
- MIT Personal Certificate

This page provides instructions for installing both types of certificates in IE7 on Windows XP.

Note: If you are upgrading from IE6, your existing MIT certificates will be carried over into IE7.

Get the MIT CA (MIT Certificate Authority)

The MIT Certifying Authority (CA) certificate is used to confirm that the Web servers you are connecting to are valid MIT servers. Complete the following steps to obtain your CA certificate for Microsoft Internet Explorer:

1. In IE7 go to [Certificates at MIT](#).
Result: The Certificates at MIT page appears.
2. Click **Get MIT CA (Certificate Authority)**.
Result: The File Download dialog appears.



3. In the File Download window, click **Open**.
Result: The Certificate dialog appears with an "X" over the Certificate Information icon indicating that the certificate has not yet been installed.



Note: If the above Certificate screen does not appear, see [Importing the CA Certificate into Internet Explorer](http://itinfo.mit.edu/article.php?id=6725) <http://itinfo.mit.edu/article.php?id=6725> and follow the instructions provided.

4. Click **Install Certificate**.
Result: The Certificate Import Wizard dialog appears.



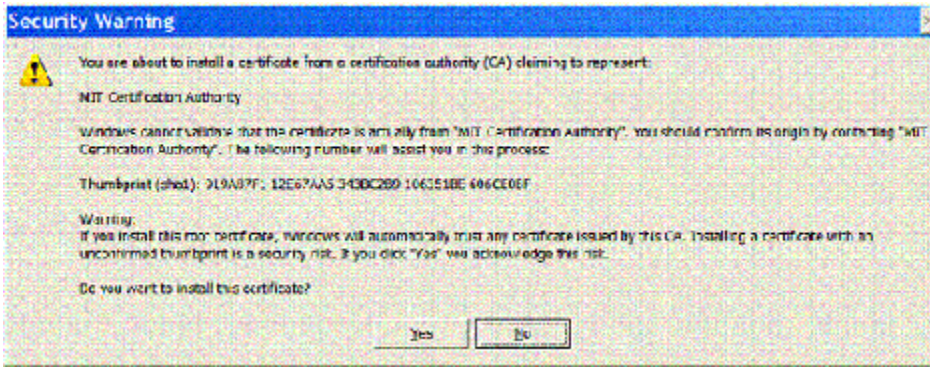
5. Click **Next**.
Result: The second dialog of the Certificate Import Wizard appears.



6. Leave the default setting to "Automatically select the certificate store based on the type of certificate" and click **Next**.
Result: The third and final dialog of the Certificate Import Wizard appears.



7. Click **Finish**.
Result: The Root Certificate Store dialog appears and asks the question: Do you want to ADD the following certificate to the Root Store?



8. Click **Yes**.
Result: A dialog appears indicating the Certificate Import was successful.

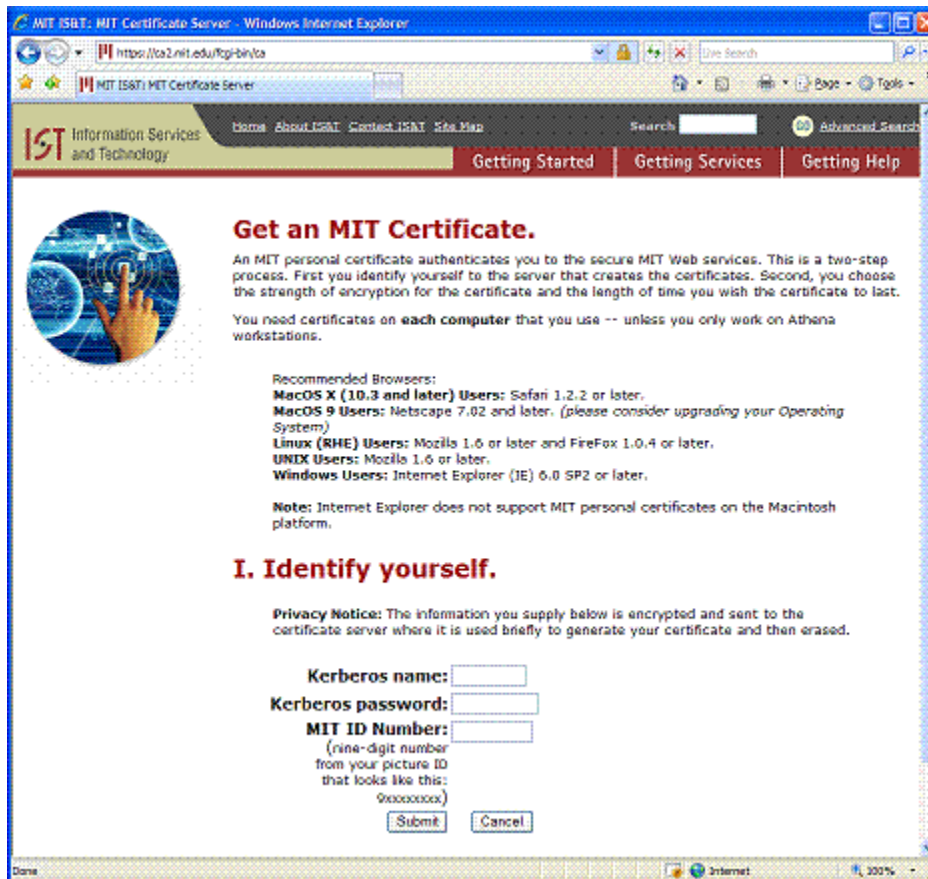


9. Click **OK** and then click **OK** again to close the certificate dialog.
Result: The MIT CA certificate has been installed.

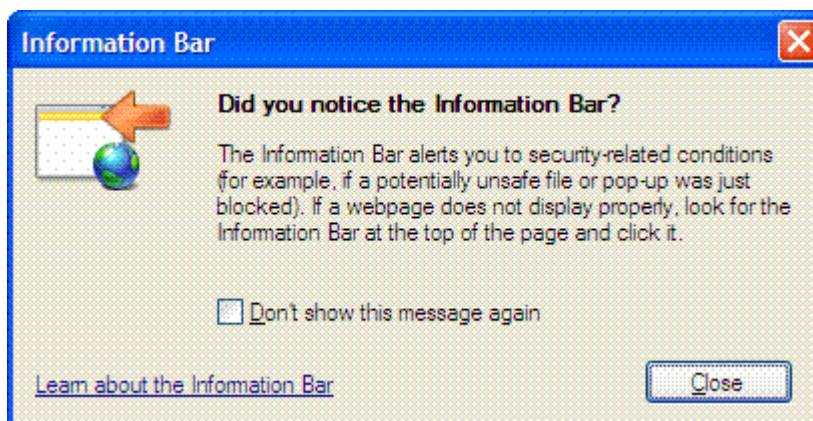
Get the MIT Personal Certificate

The first time you try to get a **new** MIT personal certificate in IE7, you will encounter a security-related action, Certificate Enrollment Control, which did not occur in previous versions of IE. This action is related to authenticating web-browser add-ons, and is part of the Windows ActiveX Control environment. ActiveX enables communication and interaction between software and media components which are to be integrated into a web page.

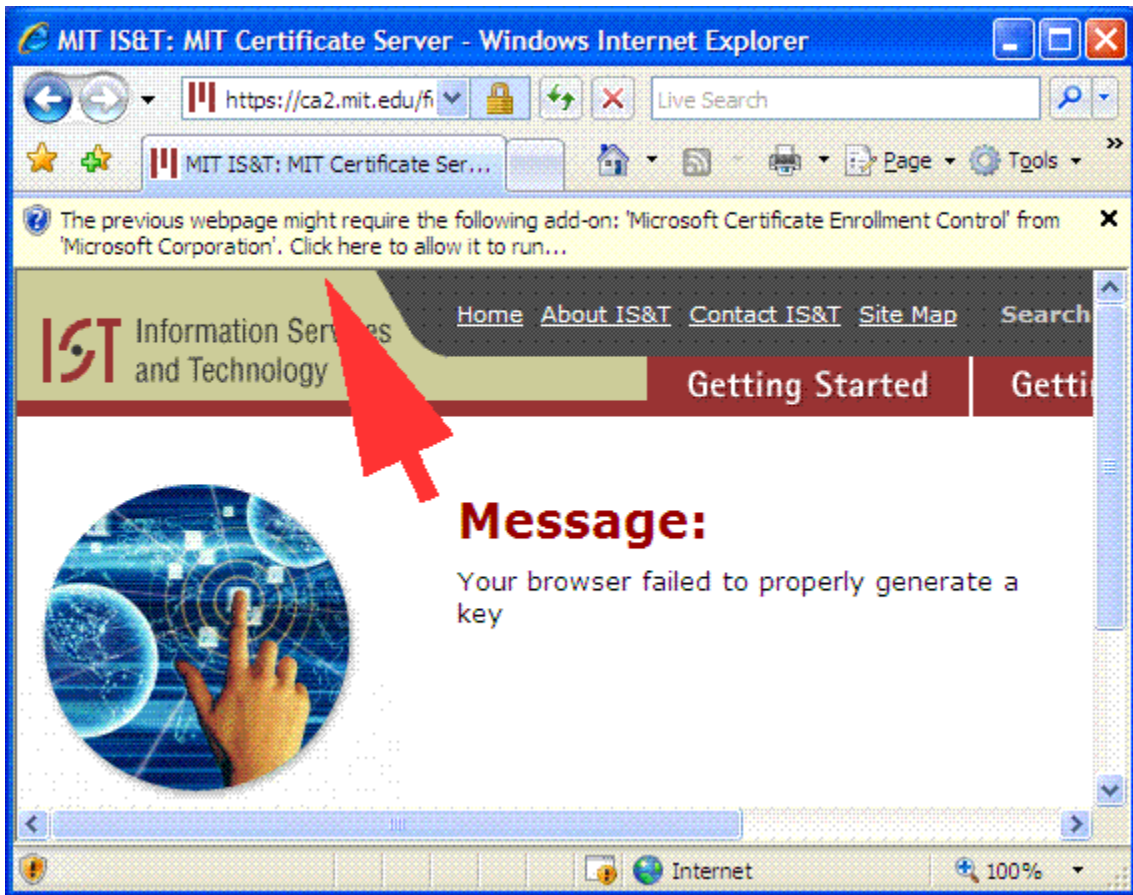
1. To begin the process of getting a new certificate, go to [Certificates at MIT](#).
Result: The Certificates at MIT page is displayed.
2. Click **Get MIT Personal Certificate**.
Result: The following page is displayed.



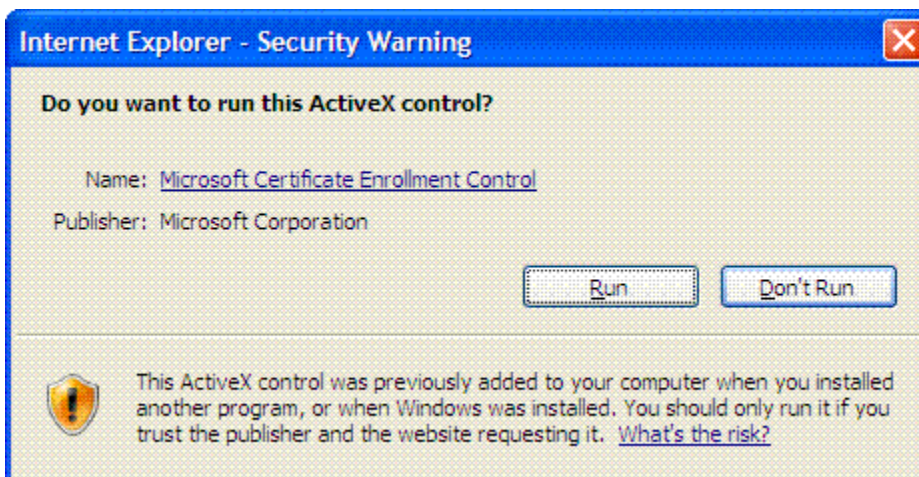
3. Enter your MIT identification information and click **Submit**.
Result: The page Generate a Private Key is displayed.
4. Click **Next**.
Result: The following Information Bar dialog box and web page page are displayed.
5. In the dialog box click **Close**.



Attention! On the web page, direct your attention to the information bar near the top (indicated here by the large arrow). In previous versions of IE the Certificate Enrollment Control has not appeared when getting certificates; it is part of the Windows ActiveX Control environment.



6. To continue the process of getting a certificate, click in the information bar.
Result: A small pop-up menu will appear.
7. In the pop-up menu click **Run ActiveX Control**.
Result: The following security warning appears.

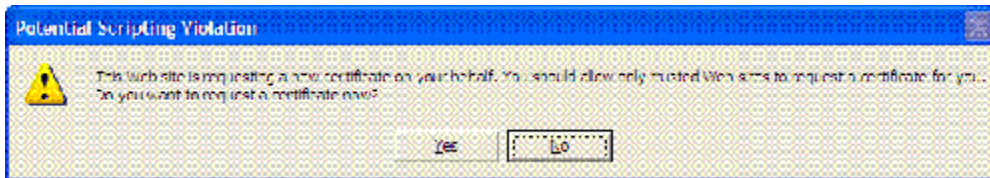


8. Click **Run**.
Result: You will be returned to the page Get an MIT Certificate.

Note: Because ActiveX Control was run for this instance of getting a personal certificate,

in the future, the Certificate Enrollment Control warning should not appear when you get a new personal certificate with this particular IE7 browser.

9. **Re-enter** your information and click **Submit**.
Result: The page Generate a Private Key should be displayed.
10. Click **Next**.
Result: The following warning is displayed.



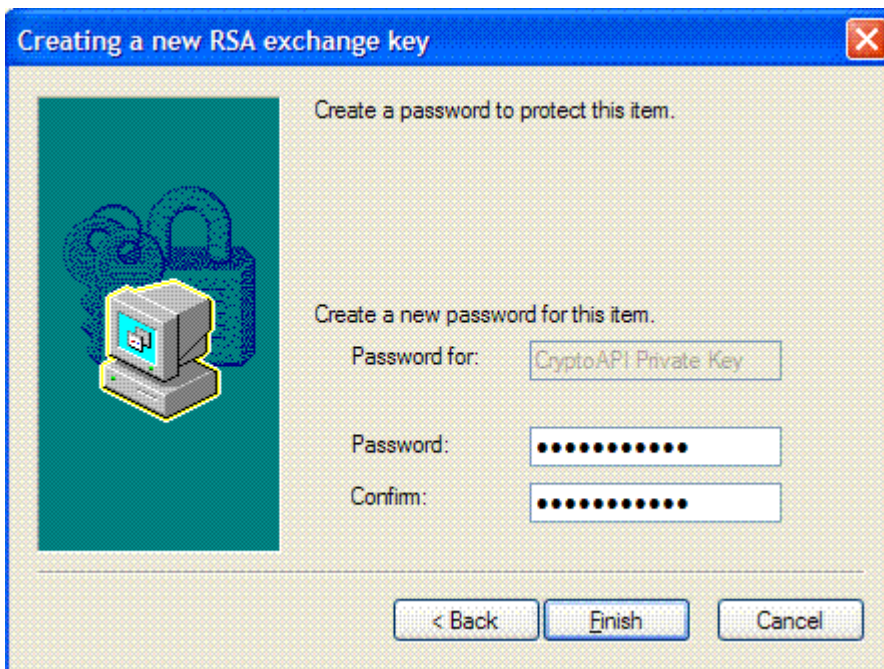
11. Click **Yes**.
Result: The dialog box for creating an exchange key (or browser password) is displayed.



12. IS&T recommends changing the default security level from Medium to High. Click **Set Security Level**.
Result: The dialog box for security level is displayed.



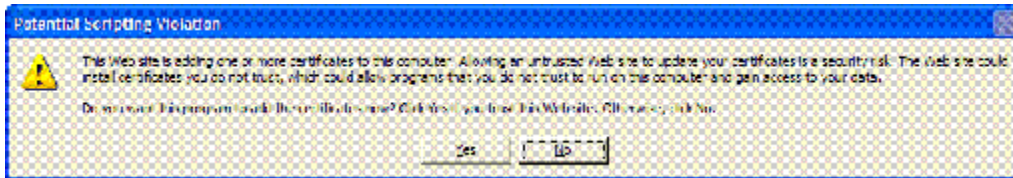
13. Click the radio button for **High**, then click **Next**.
Result: The dialog box to create a browser password is displayed.



14. Enter and confirm your password, then click **Finish**.
Result: You will be returned to the initial exchange key box.

Note: Do not make this the same as your Kerberos password. This password is for your MIT certificates on this particular IE7 browser. When you go to a secure web page requiring your MIT certificate, you will be prompted to enter this password.

15. In the exchange key box, click **OK**.
Result: The following warning is displayed.



16. Click **Yes**.
Result: The MIT page confirming installation of your new personal certificate should be displayed.

Internet Explorer 7 on Windows Vista: Obtaining MIT Certificates

Overview

In order to use secure web services at MIT with IE7 on Windows Vista, three types of MIT web certificates are needed:

- MIT Certification Authority (MIT CA), which confirms that the Web servers to which you are connecting are valid MIT servers
- MIT Client Certificate, needed in IE7 on Vista to generate the personal certificate
- MIT Personal Certificate, which authenticates you to MIT's secure servers

First-Time Installation of Certificates

If you are installing certificates for the first time in IE7 on a Windows Vista system, either as administrator or on an individual user account, you must run the [Certificate Installer Tool for Windows Vista](#) before getting the personal certificate.

Users of win.mit.edu

Users of win.mit.edu are not required to perform any additional steps over the current IE6 requirements to obtain certificates for IE7. This applies to both Windows XP and Vista.

Note: The MIT Client Certificate is necessary only with IE7 on Vista; it does not apply to IE on Windows XP or Firefox, or to other browsers (such as Firefox).

Get the MIT Personal Certificate

The MIT personal certificate authenticates the user to MIT's secure servers.

Note: A separate certificate password is not necessary for IE7 on Vista; the certificate is protected by your Window user account password.

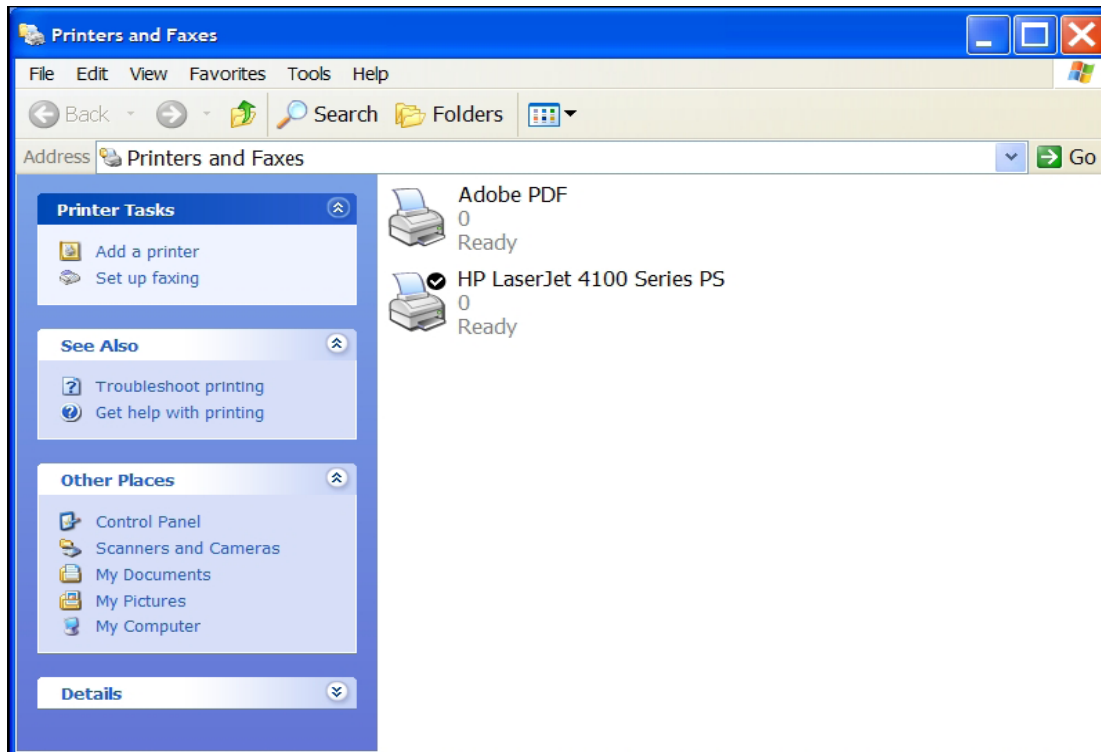
1. In IE7 go to [Certificates at MIT](#) and click on **Get MIT Personal Certificate**.
2. On the page Get an MIT Certificate, under **I identify myself**, enter your Kerberos username and password, and your MIT identification number. Click **Submit**.
3. The Web Access Confirmation window appears, asking if you want to request the certificate; click **Yes**.
4. The Web Access Confirmation window appears again, asking if you want to add the certificate; click **Yes**.
5. On the page Generate a Private Key, leave the Key Size at the highest grade for your browser. The Certificate Lifetime gives the default number of days until this personal certificate expires. Click **Next** to accept the defaults.

Note: You may set the certificate lifetime to a lower number, especially if you are getting a personal certificate on a computer which you will be using only a short amount of time. Setting the lifetime to zero (0) means the certificate expires after three hours.

6. A new page is displayed with confirmation that the certificate is installed.

Printing at MIT –

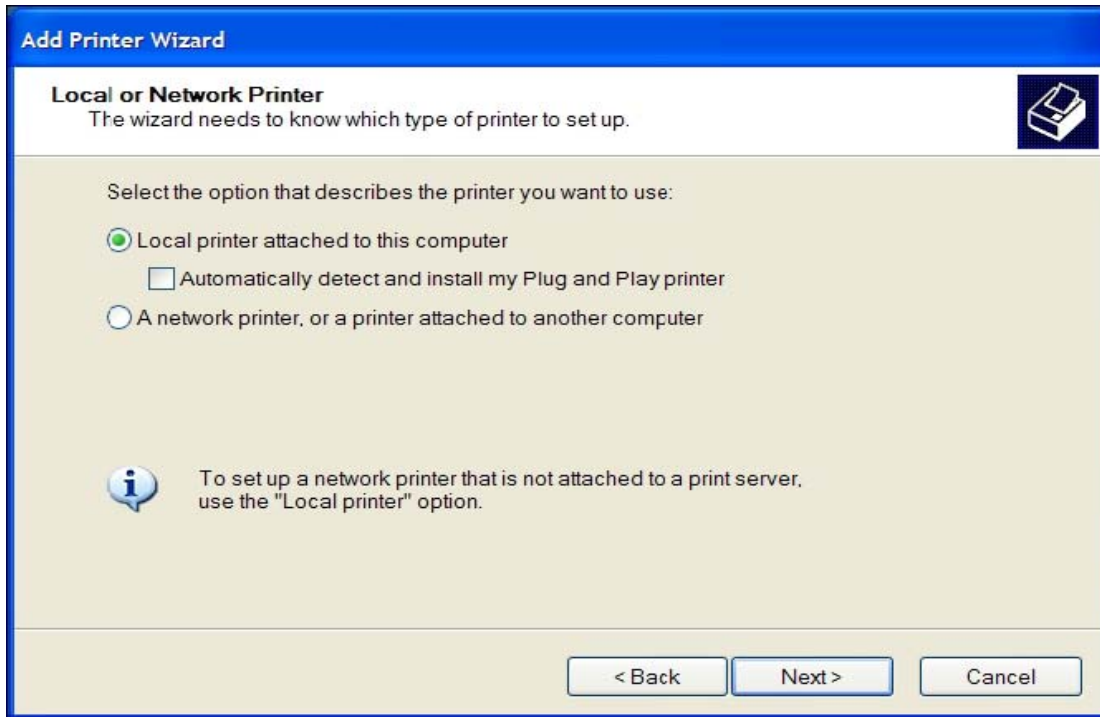
Go to **Start>Printers and Faxes** and the following screen will appear:



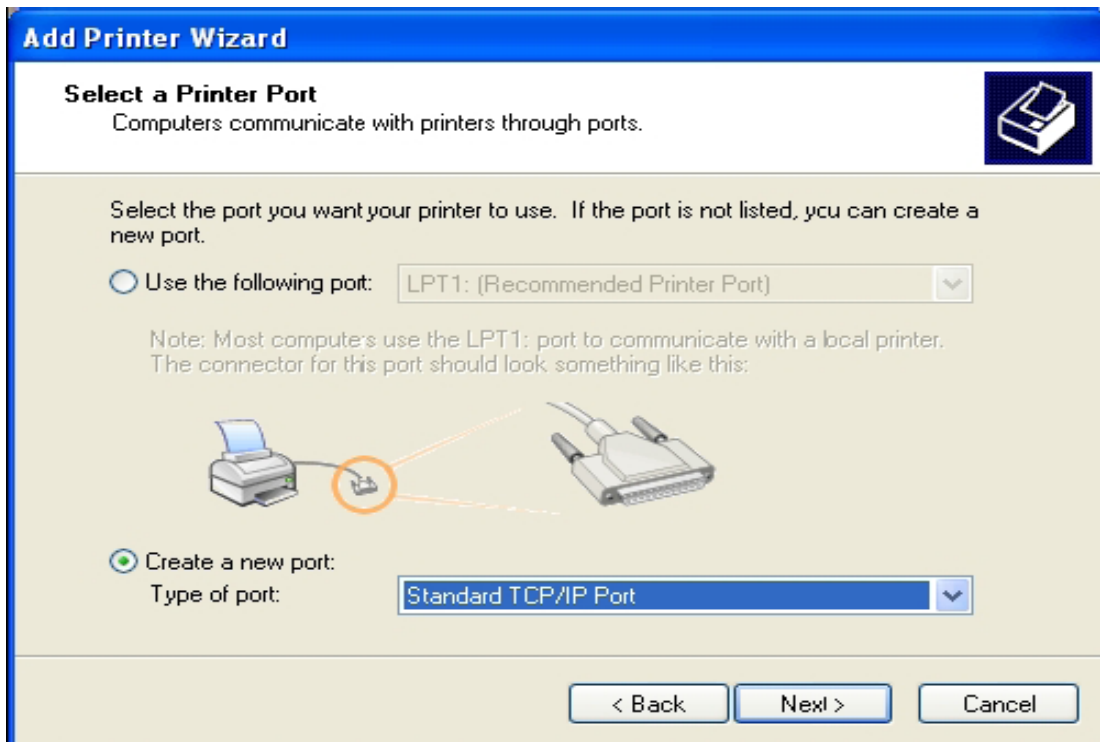
Click on add printer and the following screen will appear:



Click on next and the following screen will appear:
Select local printer attached to this computer and remove check from automatically detect and install my plug and play printer, see below.



Then, click on next and the following screen will appear:
Click on Create a new port. Type of port = Standard TCP/IP Port.



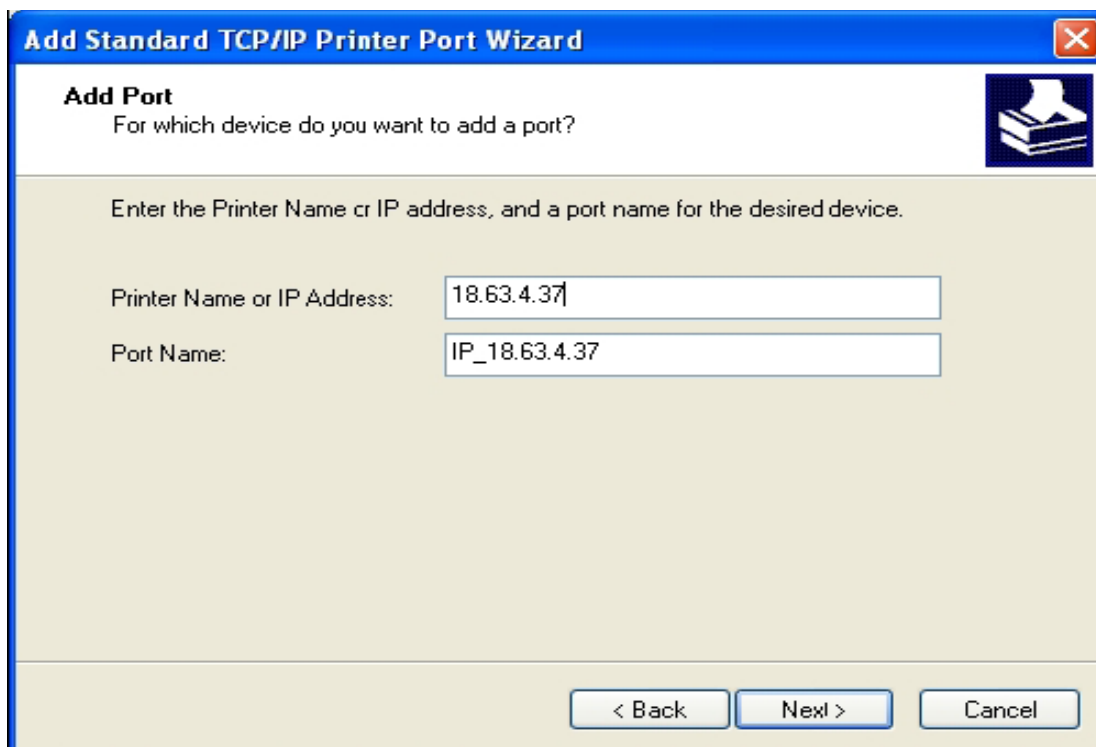
Click on next and the following screen will appear:



Click on next and the following screen will appear:

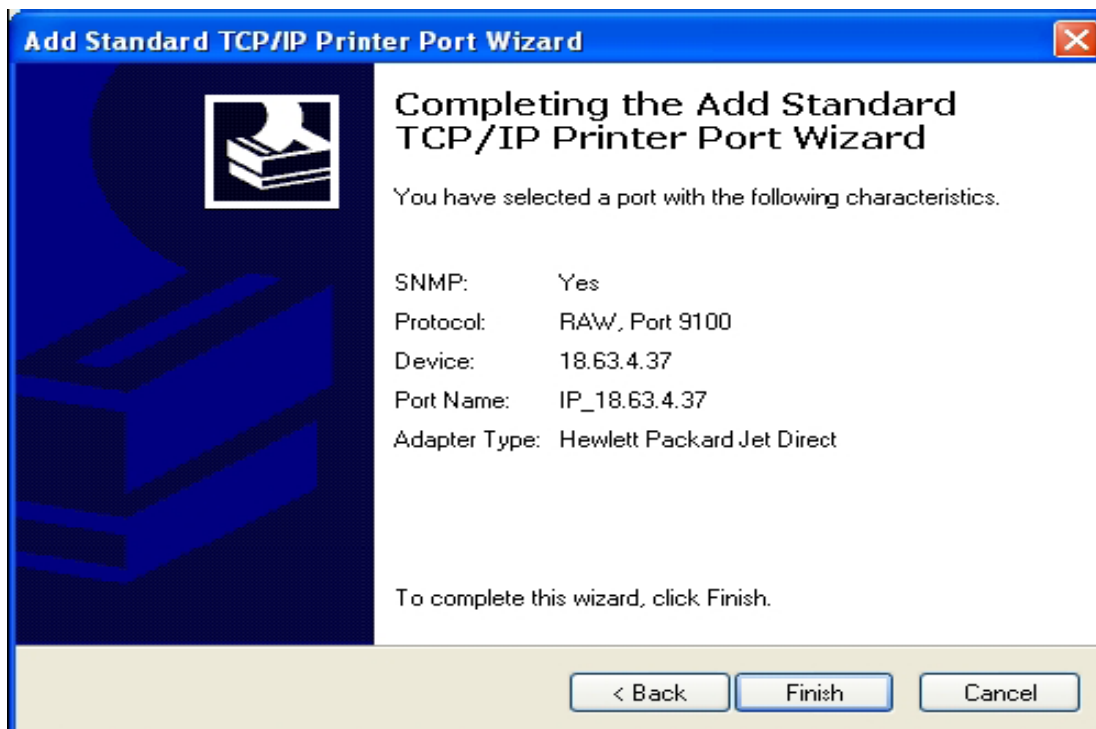
From the table below, please select the correct IP Address for your location and type it in the Printer Name or IP Address box as shown below:

ROOM NUMBER	PRINTER NAME	PRINTER IP ADDRESS	Printer Model
66-240	PAZ	18.63.4.37	HP Laserjet 4100N
66-244	BORGES1	18.63.4.36	HP Laserjet 4100N
66-252	SAAVEDRA	18.63.4.38	HP Laserjet 4100DTN
66-253	M66253-HP	18.63.4.238	HP Laserjet 4200DTN
66-253	M66253-HP2	18.63.2.104	HP Laserjet 4100DTN



Click next and the following screen will appear:

Click finish and the following screen will appear:

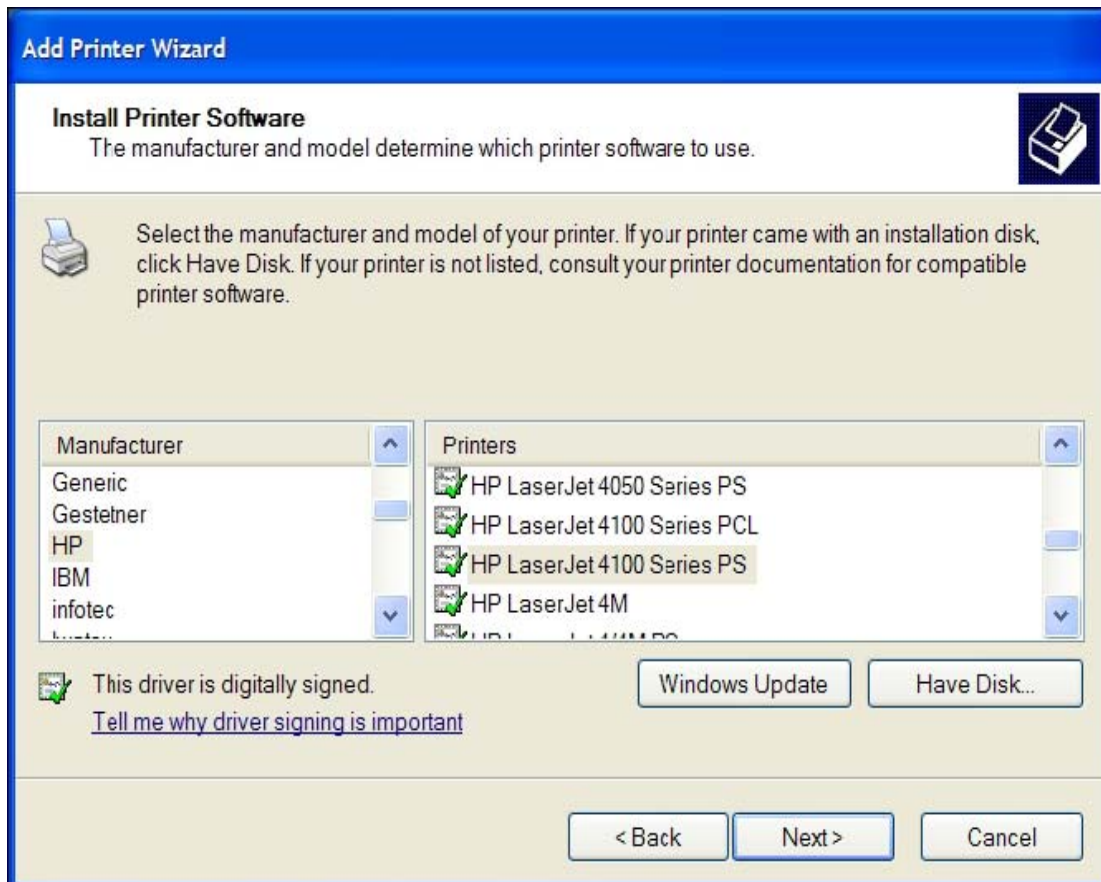


Please refer to the table above for the correct Printer Model.
Manufacturer = HP, Please select the Postscript Printer Driver (PS) ONLY

Printers = HP LaserJet 4100 Series PS for Rooms 240, 244 & 252, Printers PAZ, BORGES1 and SAAVEDRA.

Printers = HP Laserjet 4200 Series PS for Room 253, Printer M66253-HP.

Go to http://web.mit.edu/cheme/resources/cheme_comp.html to download the postscript printer driver for M66253-HP.



Click on next and the following screen will appear:

Type in the name of your printer.

Please refer to the table above for printer names.

Do you want to use this printer as the default printer, choose yes if it is the primary printer. If the printer is used for backup purposes choose no.

Add Printer Wizard

Name Your Printer
You must assign a name to this printer.

Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.

Printer name:

Do you want to use this printer as the default printer?

Yes
 No

< Back Next > Cancel

Click on next and the following screen will appear:
Do you want to print a test page? Choose YES to make sure it is working correctly.

Add Printer Wizard

Print Test Page
To confirm that the printer is installed properly, you can print a test page.

Do you want to print a test page?

Yes
 No

< Back Next > Cancel

Click on next and the following screen will appear:
If the test page printed, click OK. If the test page did not print ok, then delete the printer and run thru setup again.

PAZ

A test page is now being sent to the printer. Depending on the speed of your printer, it may take a minute or two before the page is printed.

The test page briefly demonstrates the printer's ability to print graphics and text, and it provides technical information about the printer driver.

If the test page printed, click OK.

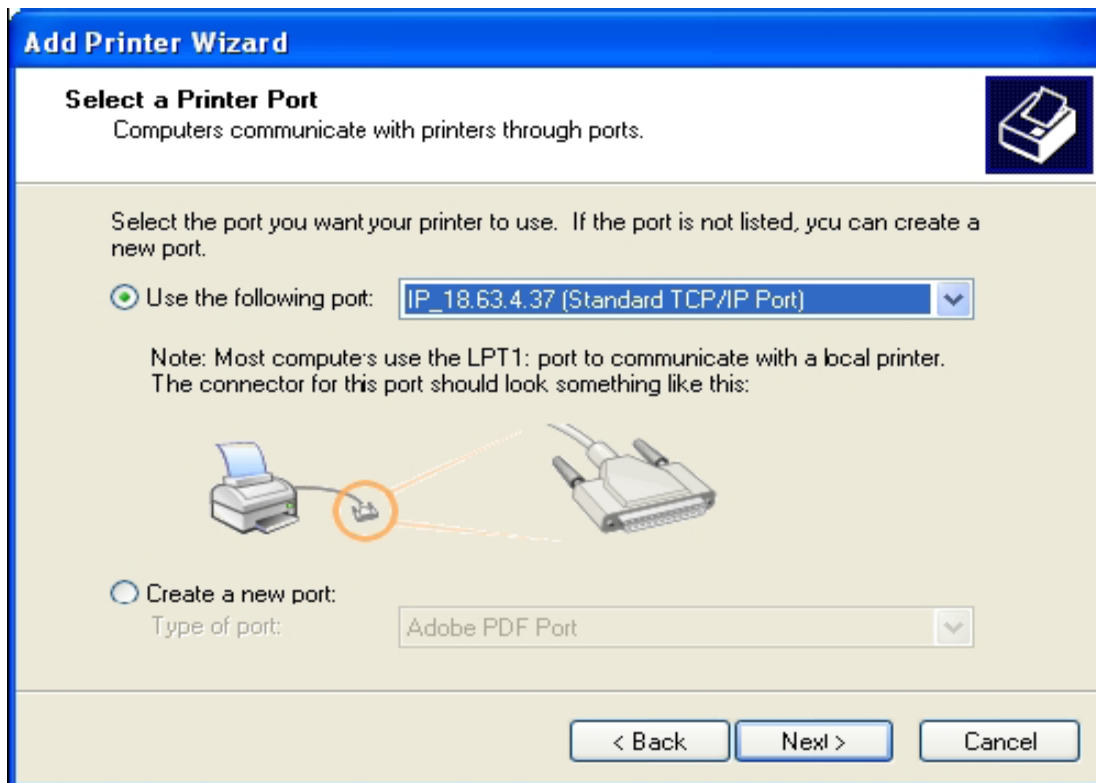
If the test page did not print, click Troubleshoot.

OK

Troubleshoot..

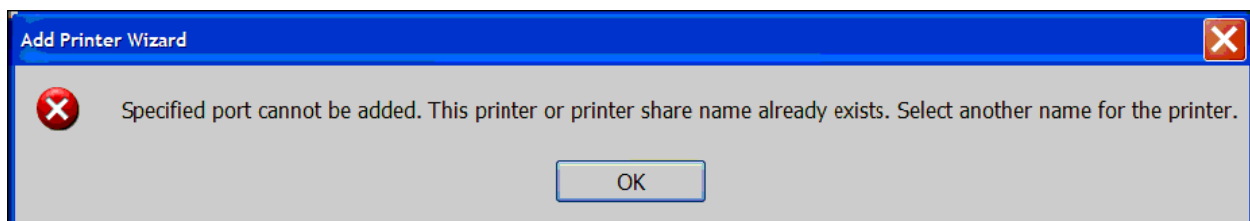
If you have already Installed a Printer Port –

If you have already Installed a Printer Port you cannot do this a second time. If you need to reinstall the printer or it did not install correctly you must select “Use the following Port”, see below:



Scroll down until you find the correct port you already installed and click on next. Continue installing the printer, please refer to “Printing at MIT”.

If you try to add a port that already exists the following error message will appear, see below:



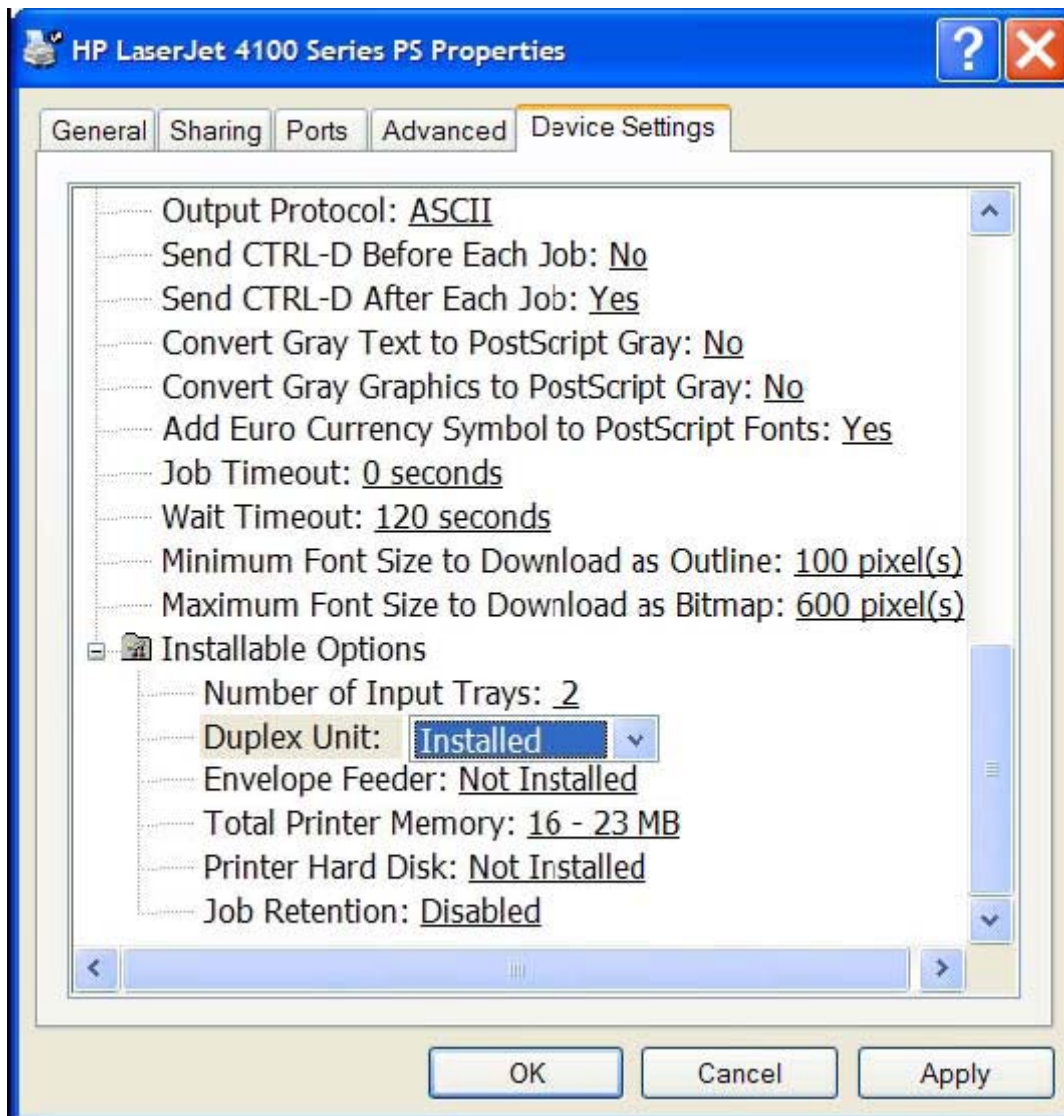
Duplex Printing – M66253-HP and SAAVEDRA Printers ONLY!

Currently the only 3 printers that have a Duplex Unit, see table below:

Duplex Printer Locations	Duplex Printer Name
66-253	M66253-HP
66-253	M66253-HP2
66-252	SAAVEDRA

1. Open Printers and Faxes.
2. Right-click the printer you want to set options for, and then click **Properties**.
3. On the **Device Settings** tab, double-click or scroll down until you see **Installable Options** and look for **Duplex Unit (for 2-Sided Printing)** and change the setting from **not installed** to **installed**.

See below for screen shot:



Microsoft Office 2007 Enterprise:

Q: I don't want to remember each time to save my files in the 97-2003 format. How can I set up Office 2007 so that all the new files will be saved automatically in the 97-2003 format?

A: This is not a global setting so you have to do these steps for the three Office applications: Word, PowerPoint, and Excel.

1. In the upper left corner, click on the Office icon.
2. Do one of the following:
 - In Word, click **Word Options**.
 - In Excel, click **Excel Options**.
 - In PowerPoint, click **PowerPoint Options**.
3. From the left side on the window, click **Save**.
4. Locate the option **Save files in this format:**, and do one of the following:
 - In Word, click **Word 97-2003 Document (*.doc)**.
 - In Excel, click **Excel 97-2003 Document (*.xls)**.
 - In PowerPoint, click **PowerPoint Presentation 97-2003 Document (*.ppt)**.
5. Click **OK**.

Each document saved from this point will automatically be saved in the 97-2003 format. Once you save this option for all Office applications, Office will start saving the files you create in what is called "Compatibility Mode."

PLEASE NOTE:

The Microsoft Office 2007 Tool will not work with Microsoft Office 2007 Enterprise the only way to save files in the 97-2003 format is to do the steps listed above.

There is no converter for MAC Users so you will have to change the format to 97-2003 every time you send a file to a MAC User, unless you change the default file format.

Also note that not everyone is on Microsoft Office 2007 at this time and there is an Office 2003 Add-In (Office 2007 Compatibility Pack) so that 2003 users can view Office 2007 Files.

Applications that need to be installed and setup by you:

Matlab:

matlab.mit.edu or <http://web.mit.edu/ist/products/vsls/> and select Matlab and look under **License Eligibility**, then **Students**, then **Student Matlab Experiment Page**, this can be found at the bottom of the page.

Maple 10:

Maple 10 has been installed on your laptop, but you will need to Activate it, please refer to the email pasted below:

Greetings,

Thank-you for visiting Information Services and Technology's (IS&T) download site for Maple.

MIT faculty, staff and students are entitled to install this software on MIT owned computer(s) and one personally owned machine to be used for educational purposes. The right to use this license ends when you leave MIT. Upon leaving MIT for any reason, including graduation, you are required to cease use and delete it from personally owned computers.

Your right to use the software shall be governed by the most current license terms. Updates will be posted at:

<https://web.mit.edu/ist/products/vsls/speceng/maple.html>

Maple 10 Licensing

To activate your product, you will need the purchase code

KS95B55MFJRNX2YF

To obtain a single user license, you must complete the activation process after installing Maple 10. The activation process automatically obtains and installs your license file. On Windows and Linux, you can activate during the installation process.

If you do not activate during the installation process, follow the steps below:

1. Ensure that you can connect to the internet. Activation requires an internet connection.
2. Start Standard Worksheet Maple 10.
3. When prompted to activate, click Activate.
4. You will be prompted to enter your purchase code. If you are activating through a proxy server, ensure that you enter this information before clicking Next.
5. You will be prompted to enter additional information. When finished, click Next.

A Maple 10 license file (license.dat) will be saved in the license folder of your Maple 10 installation.

If you experience difficulties with activation, further instructions are available at:

<http://www.maplesoft.com/support/install/Maple10.aspx>

Cordially,

Information Services and Technology

Helpful Websites to get & keep your laptop running correctly:

- **Microsoft Windows Updates:**

<http://www.update.microsoft.com/microsoftupdate/v6/default.aspx?ln=en-us> or **Start>All Programs>Windows Update**

- **Microsoft Office 2007 Enterprise Updates:**

<http://office.microsoft.com/en-us/downloads/default.aspx> and on the left hand side click on Office Update and follow the prompts.

- **Updating VirusScan Enterprise 8.5.0i:**

AutoUpdate is scheduled to run by default at 4AM, 11AM, 3PM, and 8PM, if it misses one of these times it will run the next time the laptop is turned on.

Scan All Fixed Disks is scheduled to run by default at 5AM, if it misses this time it will run the next time the laptop is turned on.

I would not change these settings as these are for the protection of your data.

- **Adobe Acrobat Professional 8.0:**

Open **Adobe Acrobat** and click on the **help** menu, then click on **Check for Updates...**

Helpful Websites at MIT:

Information Services and Technology for the MIT Community:

<http://web.mit.edu/ist/>

Athena User Accounts:

<http://web.mit.edu/accounts/>

Network/Connectivity at MIT:

<http://web.mit.edu/ist/topics/security/>

Certificates at MIT:

<http://web.mit.edu/is/topics/certificates/>

Email at MIT:

<http://web.mit.edu/ist/topics/email/index.html>

MIT Software Download Site:

<http://web.mit.edu/software/>

Backup at MIT:

<http://web.mit.edu/ist/topics/backup/index.html>