

Installation Guide - New Computer

CUSTOMER DOCUMENT
REVISED 17 AUG 2020

OVERVIEW:

This guide will help you unbox and get your new computer ready for the “Remote Configuration” process to begin. During this process we will be creating the “Local Administrator” account. There are two basic type of accounts we can create: one using a Microsoft Account (not recommended), the other called an “offline” account. During this setup we will create an “offline” user account.

Recommended: We recommend using an offline account for this initial setup.

Microsoft Accounts are great for keep your many devices connected and synced. You can use one account login to access all your related devices. If you want to use a Microsoft Account for the initial setup, we recommend that you create and new one for the business and not use your personal account if you have one.

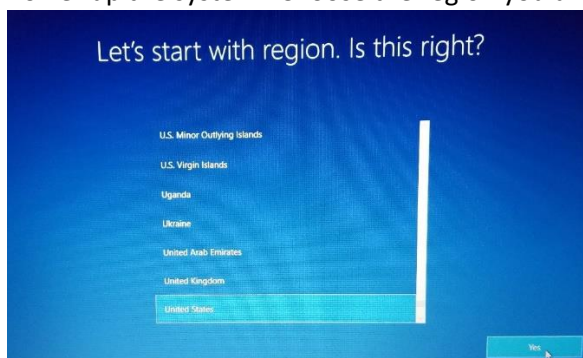
If you have any reservations about doing this – please let us know and we will make arrangement for someone to walk you through it.

SETUP:

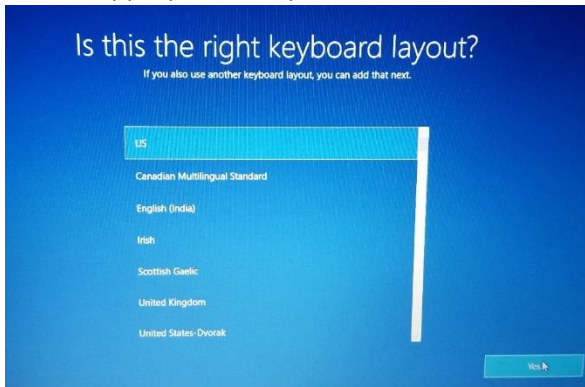
Before we start you will need to have your Local Area Network (LAN) set up and working, if you are using multiple workstations and you will also need internet connectivity for either LAN or Standalone setups.

There are 17 screens to go through, but this process takes surprisingly little time to do. Knowing the correct answers is half the battle.

- Once the computer is unboxed attach the power cord, monitor, and Ethernet cables.
- Power up the system. Choose the region you are in – **United States**



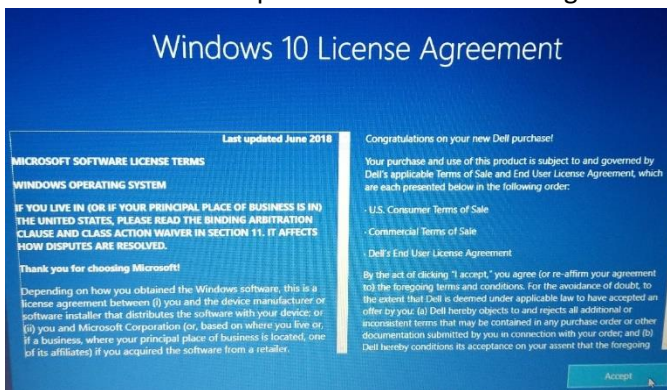
- Choose the keyboard layout – **US** if you are setting this up for use in a different country, choose what is appropriate for your location.



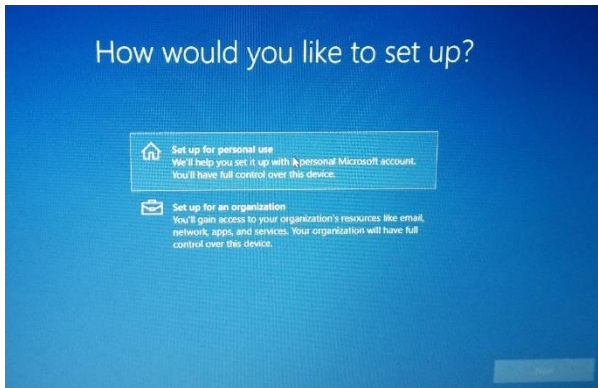
- In most cases you will not need a second keyboard layout - choose **Skip**



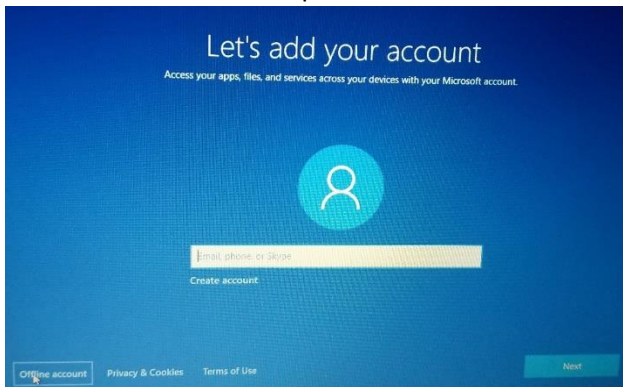
- You will need to accept the Windows License Agreement to proceed. Choose **Accept**.



- Choose the “Set up for personal use” and choose Next



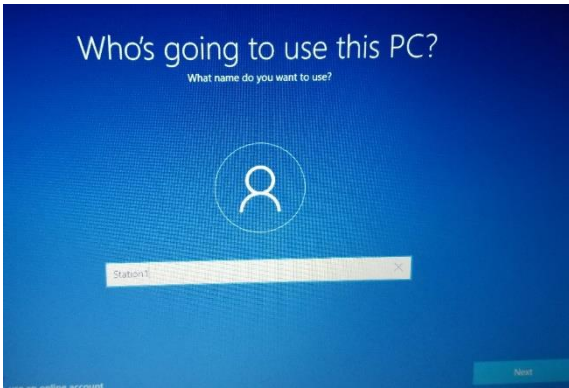
- This is where we are adding the “Local Administrator” account. Choose the option in the lower left of the screen is the option “Offline Account”.



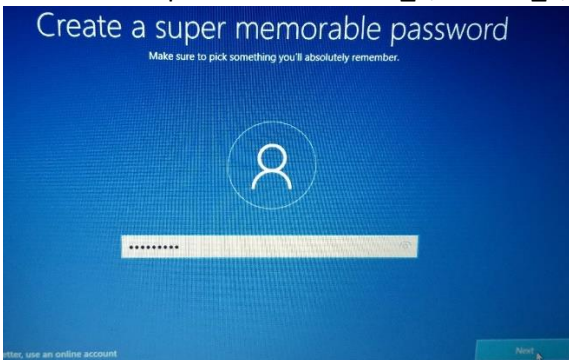
- Choose **Limited Experience** in lower left of screen



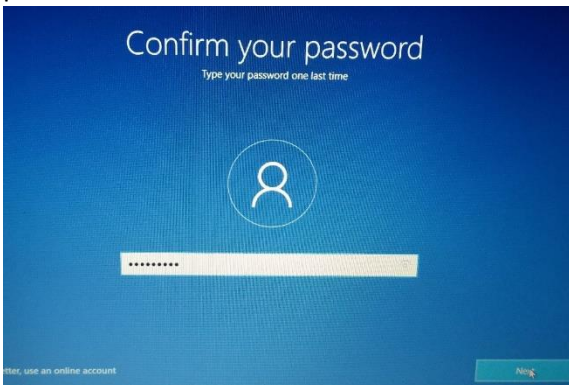
- Our standard naming convention is **Station1**, **Station2**, etc. Station1 would be the computer where Anthology will be installed in a classic system – this is also referred to as the “server”.



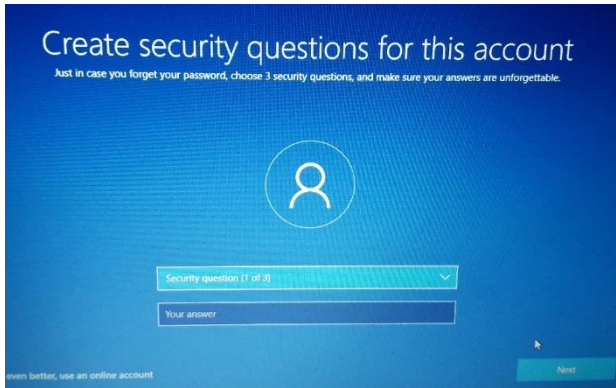
- Our standard password is **Station_1, Station_2**, etc.



- Next you need to confirm the password. Reenter the password you entered on the last screen, if they are not the same you will be able to move on and will be prompted to reenter the password.



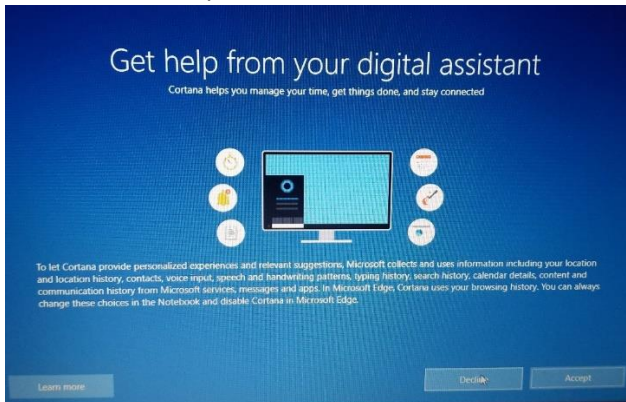
- Next you will need to create 3 security questions and answers. They should be answers that make sense to you. It is always as good idea to have these written down and kept in a safe place should they ever be needed.



- Our standard response is **NO**.



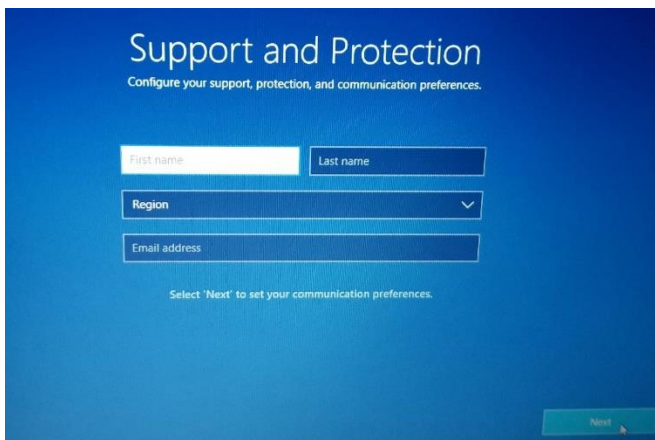
- Our standard response is **Decline**.



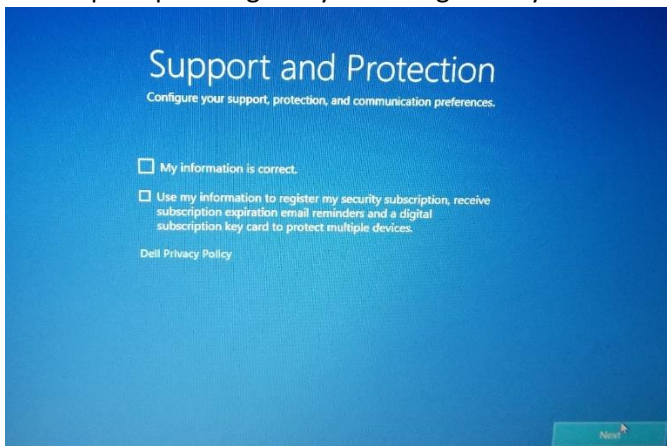
- Our standard response is to choose “no” on all. Then choose next.



- Leave all fields blank and choose **Next**



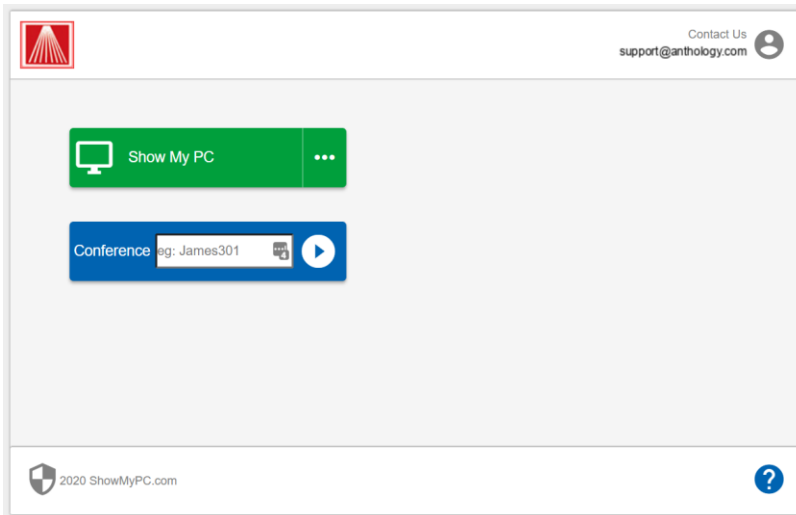
- Our standard response is to **uncheck** both boxes and choose **Next** – from this point the on-screen prompts will guide you through the system setting up your new account.



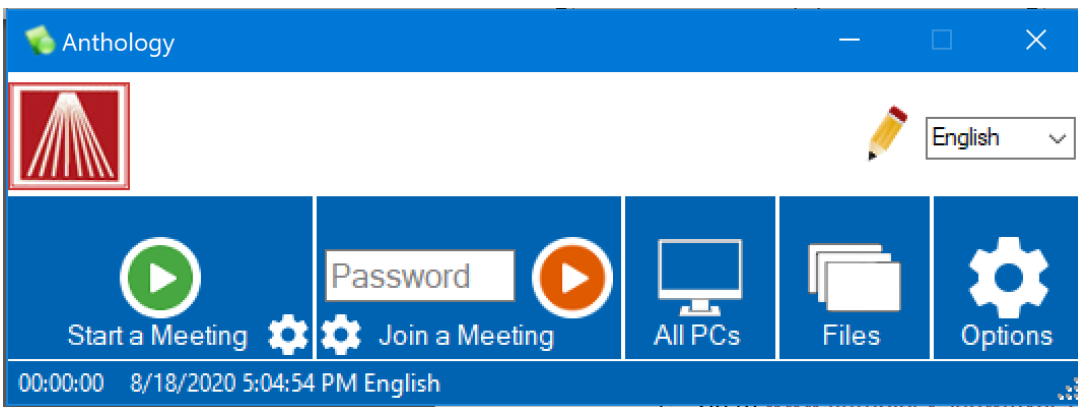
INSTALLING THE REMOTE ACCESS SOFTWARE:

Your Anthology technician will need to gain access to you will need to download Anthology ShowMyPc to your new computers.

1. Go to www.anthology.showmypc.com
2. On the following screen choose the green button



3. Depending on which browser you use, you will be given the option to either Run or Download the program – It makes little difference which you choose as they will both download the app.
 - a. If you download -> you will need to go to your download directory and run the app. This will create a desktop icon for future use.
 - b. If you run the app -> it will install the app to desktop.
4. When you launch the app, you will be prompted to **Start a Meeting**. When you choose this option the system will generate a 4 digit passkey that you will share with your Anthology Technician.



5. The Technician will take control of the computer and complete the system setup.