

Hardware

- Setup Audio hard drives not on the same cable or controller as the C: Drive
- Put machine name label on front and back of machine

BIOS

- Disable any power saving
- Setup Power on after Power loss
- Disable on board NIC card (if third party NIC card is to be installed)
- Disable on board video card (if third party video card is to be installed)

Installation

- Format C: drive as NTFS
- Do not install SMTP Functions
- Administrator Password is: mts
- Make it in the MTS Workgroup, not a Domain

Windows Components

- Install Accessories and Utilities, Indexing Service, Script Debugger (No other Components)

Operating System Configuration

Users

- Create MTS User , Password MTS
- Make MTS User member of Administrator group
- Create OpLOG User , Password MTS
- Make OpLOG User member of Administrator group
- Create Logger User Password MTS
- Make Logger User member of Administrator group
- Create Server User Password MTS
- Make Server User member of Administrator group
- Login as Server

Machine Name

- STATIONServer for Server



Windows 2000 Server Setup

- Example: Station WXYZ Server is called WXYZSERVER
 - Machine named correctly
 - Workgroup is MTS

Drives and Folders

- Make Audio drive as O:
- Format O: Drive as NTFS
- Create OMT Software directory on O:
- Copy entire contents of OMT Provided CD to O:\OMT Software

Other

- Ensure Time Zone is correct for client's location
- Disable Power Saving on NIC Card
- Disable Messenger Service (This is not MS Messenger)

Display Properties

Settings

- Desktop: None
- Screen Saver : None

Power Saving:

- Turn Off Monitor: Never
- Turn Off Hard Drive: Never

Hibernate

- Turn Off Enable Hibernation

My Computer

View Menu

- List

Shares (Server only)

- Share Audio drive (O:\) as **Audio**
- Share O:\OMT Software as **Programs**

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Windows 2000 Server Setup

Control Panel

Automatic Updates

- Turn off Automatic Updates

Device Manager

- Ensure no hardware conflicts or uninstalled drivers

Drivers and Programs

- Run Drive Mapping .bat from the OMT provided CD ROM's Support folder
- Install Adobe Acrobat Reader
- Setup Shortcut to <http://omt.webex.com> on desktop (it is included on OMT CD)
- Setup shortcut to <http://register.omt.net> on desktop (it is included on OMT CD)
- Run Windows Update and install all critical updates

Tweak UI

- Install Tweak UI
- Setup auto logon for user
- Reboot machine, ensure that auto logon happens

Install About Time

- Check all options under the Options menu except for Exit after setting time
- Copy About Time shortcut to Startup folder for All Users

Install Diskeeper (if purchased)

- Configure a defrag of the Audio volume (O:) daily to run at 3:00 AM
- Configure a defrag of the C: drive weekly to run at 1:00 AM

Reboot

- Ensure auto logon has happened with correct name
- Ensure that there are no errors in the Event Logs. If so, follow error codes and remedy.

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Windows 2000 Server Setup

IP Addressing

Servers

- 192.168.1.210 – 192.168.1.219
- SubNet: 255.255.255.0

On Air Machines

- 192.168.1.220 – 192.168.1.229
- SubNet: 255.255.255.0

Production Machines

- 192.168.1.230 – 192.168.1.239
- SubNet: 255.255.255.0

Loggers

- 192.168.1.240 – 192.168.1.249
- SubNet: 255.255.255.0

Routers

- 192.168.1.200 – 192.168.1.205
- SubNet: 255.255.255.0

Switches

- 192.168.1.206 – 192.168.1.209
- SubNet: 255.255.255.0