




HP Compaq 8200 Elite



First Time Login—PLEASE READ THIS

The first time you log into your computer you will see an error message. This is to be expected, as indicated in the steps below.

1. Turn on your computer and allow it to boot. The Novell login screen will appear.
2. Enter your Denison **username** and **Novell password**, and click the **right arrow** to log in. 
3. You will see a message saying, “Novell login succeeded,” followed by an error message stating, “The local computer username or password is not valid.” Click **OK**. Another login screen will appear with your username already entered in the username field.
4. In the password field, enter **changeme**. Click the checkbox next to **Change your Windows password to match your Novell password after a successful login**. Then click the **right arrow** to log in.

What You'll Find on Your New Computer

- ♦ All of Denison's standard software has been installed:

Windows 7	Internet Explorer	Novell client and utilities
Microsoft Office 2010	Firefox	McAfee Anti-Virus Software
Thunderbird email	Windows MovieMaker	WinSSH
Oracle Calendar	QuickTime	jEdit
Adobe Reader	iTunes	

NOTE: If you had additional, non-standard software installed on your old computer that you would like on your new computer, you will need the software media and license key to install it. (Please verify that it is compatible with Windows 7.)

- ♦ Thunderbird has been configured to access your email account.
- ♦ Documents, data files, and Desktop shortcuts from your old computer have been placed in the **Restored Files** folder on your Desktop.
- ♦ Helpful additional information about your new PC is located in a file on your Desktop titled **Your New PC**.

- ◆ If you find any files or folders missing from the **Restored Files** folder, you can restore them using the **My Old PC** icon on the Desktop. This icon is a full backup of your old computer. To restore files from **My Old PC**:
 1. Double-click the **My Old PC** icon on your Desktop.
 2. On the left side of the window, browse to the file or folder that you want to transfer. To browse, double-click the **drive** and then single-click on the **folders**. The folders and files will display on the right side of the window.
 3. Select the file or folder you wish to transfer. Then, from the **File** menu, choose **Extract**.
 4. Browse to the location where you want to place the file or folder then click **OK**.

NOTE: Once you are satisfied that you have recovered everything necessary from **My Old PC**, you can delete the backup to free up space. Please see the **My New PC** PDF, located on your computer's Desktop for complete details on deleting this backup.

Windows 7 and Microsoft Office 2010—Getting Started

If you are new to Windows 7 or Microsoft Office 2010, there are a number of resources available to help you quickly become comfortable, including:

- ◆ Training Workshops—Visit www.denison.edu/its/training for a list of training workshops scheduled for the summer.
 - ◆ Documentation and Video Tutorials—Visit www.denison.edu/its/documentation and click the **Software** tab. Click the appropriate link for resources on a given application.
 - ◆ Contact the Help Desk—The Help Desk can answer questions over the phone or schedule a visit for individual training.
 - ◆ Online Tutorials—Visit <http://www.atomiclearning.com/highed> to access online tutorials for various software programs
- NOTE: You must be connected to the Denison network to use these resources.

Additional Information and Assistance

For additional information or assistance, please contact the ITS Help Desk.

Fellows 100A

Phone: 740-587-6395

Email: helpdesk@denison.edu

Summer Hours: 8:30am-12pm and 1-4:30pm