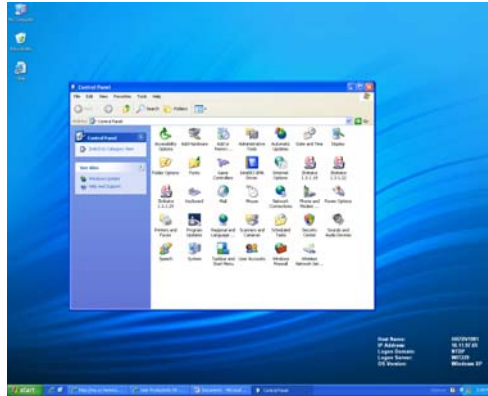


Setting up Computers for STEP Training

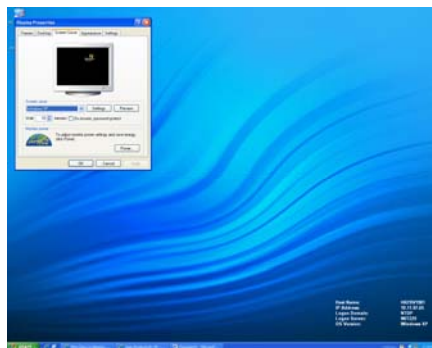
1. Check for JInitiator 29

START>CONTROL PANEL



2. Check Screen Saver Setting

Right-Click Desktop>Choose Properties>Choose Tab Screensaver>Un-Check Resume Box>OK

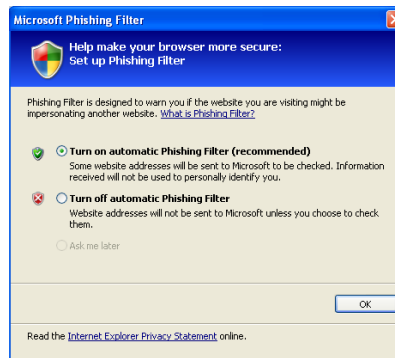


3. Check Desktop For My Henrico Shortcut

4. RECOMMENDATION:

Move Any Un-needed Shortcuts and Any Miscellaneous files on the Desktop except My Computer and Recycle Bin to a New folder called "Removed from Desktop" and Cut and Paste into My Documents

5. **Double-Click Internet Explorer**
 - Choose Turn-on Automatic Phishing Filter (first login only)
 - Choose HELP>About> to confirm IE is Version 7



6. **Check Favorites for the Shortcut to MyHenrico**
7. **Check Tools>Pop-Up Blocker>Turn-Off Pop-Up Blocker**
8. **Check a UPK lesson** from the MyHenrico website – Internet 7.0 requires an Active X (Windows Media Player 6.4 Slim), we did not see this required in Internet 6.0
9. **MyHenrico should already be set as a Trusted site** for the Internet and the intranet. However, if you are prompted to set this Choose Grant Always.
10. **Check .tsv file association.**

START>Control Panel>Folder Options>File Types. These are listed in Alpha Order.
11. **Clear Oracle Jar Cache**

Right Click>Choose Explorer>Local>Documents and Settings>trh01>Oracle Jar Cache. Select all items in this folder and Delete.

12. Empty Internet Explorer Cache

Open Internet Explorer, Choose Tools>Internet Options>Click on Advanced Tab>Check the box "Empty Temporary Internet Files when Browser is Closed">Click OK



13. Empty Recycle Bin on the Desktop

14. Check Printer:

START>Printers and Faxes>Highlight Printer>Right Click Properties>Print Test Page