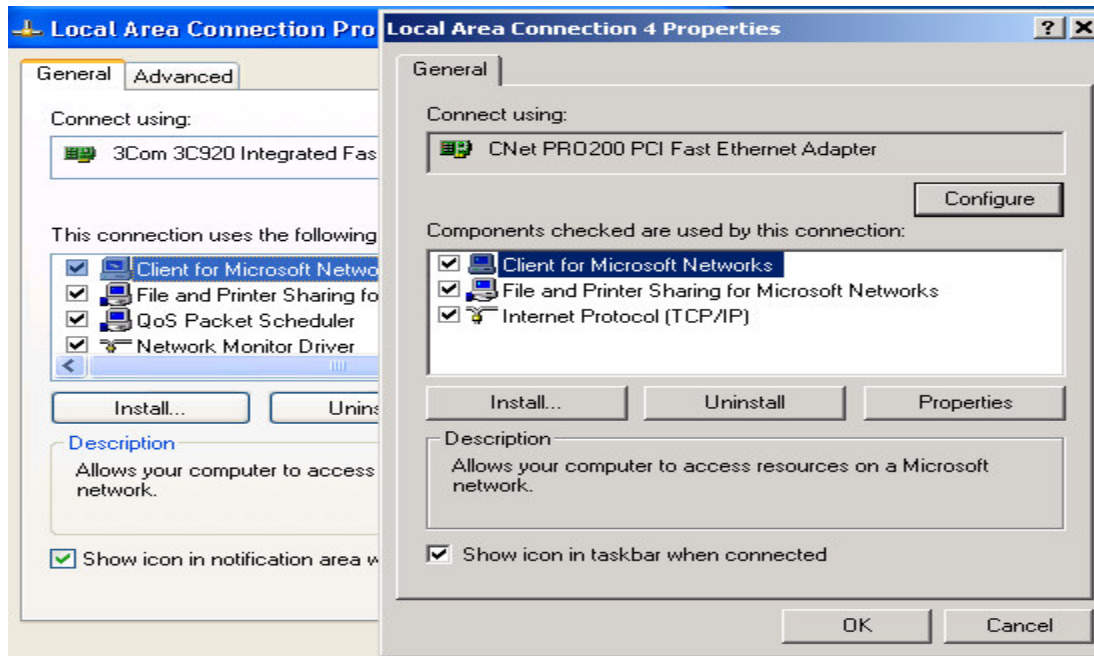


BASIC NETWORKING GUIDE



Windows XP ^^ and...

Windows 2000 shown ^^

SECTION ONE – HARDWARE AND NETWORK PROTOCOLS

This guide assumes you have a PC with Ethernet adaptor connected to your network via cabling attached to a hub or router, a fairly conventional setup. First off you'll need to check your network card and verify the proper settings and protocols are present. To do this, go to Control Panel and Dbl-Click on the Network Connection icon. Locate your Ethernet or LAN device, Right Click on it and select Properties. Ignore any wireless or Dialup or AOL icons – this guide is for hard wired networks only. The above image shows the typical everyday LAN setup for Windows 2K/XP.

Verify you have these 3 Components (aka “Protocols”) installed:

- 1- Client for Microsoft Networks
- 2- File and printer Sharing (etc.) Only required if this PC will share its own files and printers – DISable/clear checkbox if this feature is NOT needed; doing so will improve overall PC security and protect local files. An Optional protocol!
- 3- Internet Protocol (TCP/IP) This is the ESSENTIAL windows networking file! You do not need QoS packet Scheduler, IPX/SPX or ANY other driver for Windows. QoS is a Quality of Service Monitor Driver, IPX/SPX is for Novell.

Confirm you have these 3 standard default protocols (add if necessary).

John Compton

Avenue 18 Computer

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BASIC NETWORKING GUIDE PAGE 2

Now you are ready to verify the correct TCP/IP settings. Almost all small networks use the fully Automatic IP Mode – In TCP/IP properties, set to

[x] Obtain an IP Address Automatically

Note that **some** networks utilize fixed IP addresses and may require a specific gateway and DNS address etc. This type of advanced network is beyond the scope of this document and generally is found in larger SERVER based PC networks or in settings where outside (remote) access is necessary.

SECTION TWO – MATCHING WORKGROUP NAMES AND USERS

1- NETWORK WORKGROUP NAME

For proper SHARING you must use identical sets of usernames & passwords.

- a- **For XP** Click on the Computer NAME tab and verify that the **WORKGROUP** name is the SAME for all your networked PCs ; To CHANGE, click on the CHANGE Button as set/update the name as required to match your other PCs workgroup name. The default is workgroup, but you can use another shared name if you prefer.
- b- **For Win2000** click on Network **Identification** Tab and verify that the **WORKGROUP** name is the SAME for all your networked PCs. If needed, change your workgroup name by clicking on the Properties button. Ignore the Domain section, this is for Advanced Servers only.

TIP: KEEP A LIST OF USER NAMES AND PASSWORDS

A **PC name** is unique and required. User names and passwords can be spread all around your network. User names and passwords (if used) must match those found on the SERVER. XP based systems run better and more secure if everyone uses a password. See Control Panel, Users as needed to adjust Users & passwords. >> **Restart your PC after any changes to Networking or user names etc.**

3-After rebooting the **FIRST THING** to check is if you have **web** access. Be sure to **wait for your Anti-Virus software** to load before opening the Microsoft Internet Explorer. **DO NOT use AOL** to test connectivity as it works poorly when first establishing web access. WEB access confirms your network card, cabling and router are working OK.

You are now ready to connect to LOCAL NETWORK RESOURCES, if present and needed. This process is called *MAPPING*.

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BASIC NETWORKING GUIDE PAGE 3

Connecting to Shared Drives using Drive MAPPING:

- 1- **Rt-Click on the My Computer ICON and Choose MAP**
- 2- **Click on Browse to locate your Server Resource. Click on +/- to expand the object and view the resources nested there.**
- 3- **Locate your SERVER Name, it will appear nested in your current WORKGROUP (part of Windows networks).**
- 4- **Highlight the desired shared drive resource and choose OK.**
- 5- **At the original screen where you click on the Browse button, set/update the Drive Letter to the desired Drive letter (M or N or S for example) that is consistent with what other computers are using (excludes the Server itself as Servers do not require mapping for the LOCAL drive resources).**
- 6- **With the Drive letter assigned and resource located, click OK**
- 7- **A new window will appear showing the contents of the shared resource (files and folders etc.) thus confirming successful connection to the shared resource. TIP: Can map under another user name/password if needed.**
- 8- **For NETWORK Printing – use the Add Printer Wizard, Network option.**

BASIC SERVER CONNECTIVITY TROUBLESHOOTING

>> Most connection failures (other than hardware/cables) are caused by:

- 1- Norton or other Software based FIREWALL product that, by default isolates the workstation from all outside connections including your Network. These firewalls can be altered to provide a SAFE or TRUSTED ZONE, allowing network access.
- 2- Windows Firewall, if set to NO EXCEPTIONS ALLOWED, will BLOCK simple networking as well. Best to turn OFF if you are using Norton or other Firewall product, or set to Allow Exceptions if no Norton or other Firewall product.
- 3- Password/Access Denied Errors are caused when a user: Example “JANE” tries to access a network resource but there is no “JANE” user listed on the server user list. In that case make sure the SERVER USER LIST contains the exact same user names and password that the Workstation is using. A good workaround may be to map to the resource using another user name and password - as per the MAP option discussed above.

TIP: Windows networks can sometimes be a bit Glitchy, and several restarts of Server and Workstation and even your Router may be necessary before all users will receive proper access to the Network Resources. This is normal. Another mapping technique is to Open My Network Places, then Rt-Click and Explore.

→ Then Rt Click and MAP once you have found the desired resource

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