

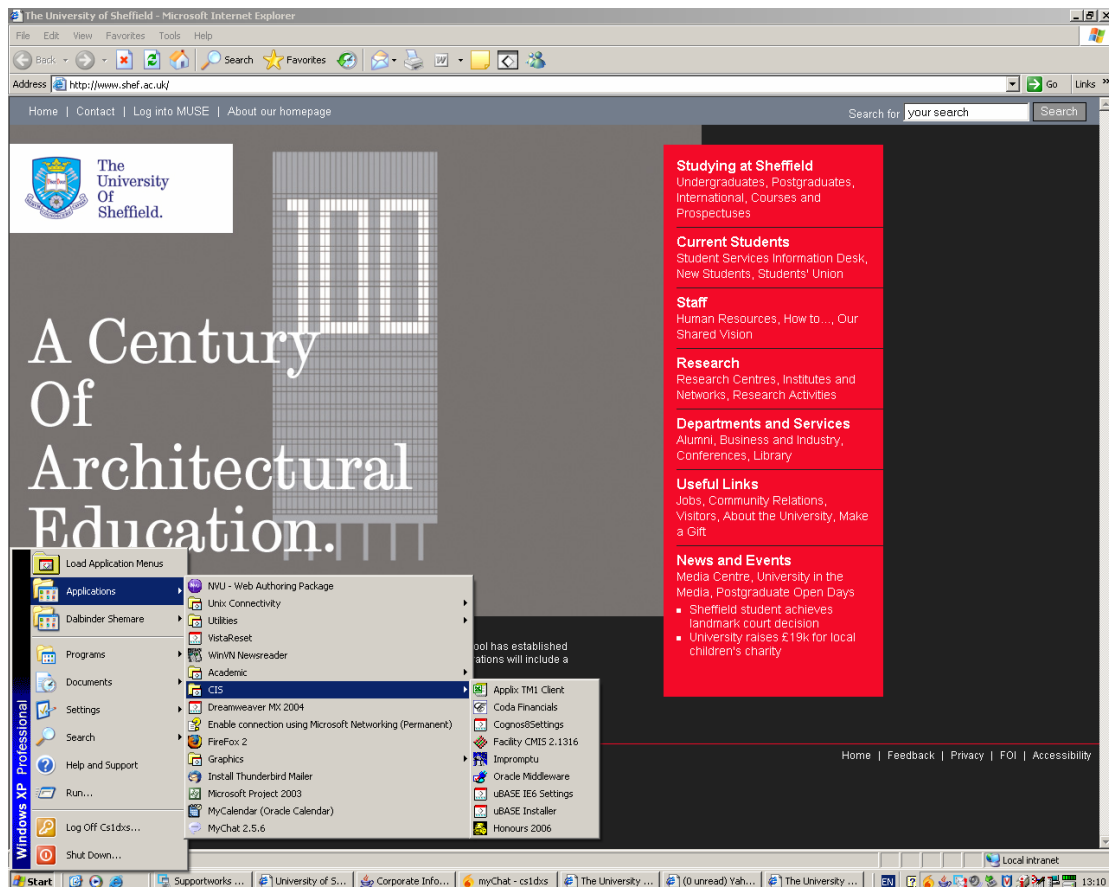
CiCS Managed Desktop

Instructions to follow once your computer has been re-imaged.

If you have any problems logging on or running any applications please contact CiCS Helpdesk on ext: 21111.

When you log on, you will need to do the following:

- Click on **Start** and select **Load Applications Menu**. Once run, **Applications** will appear in the **Start** menu.
- Click on **Start** and select the **Applications** menu.
- Click on **CIS** and run **Oracle Middleware and any other application you use within this menu**.



A window will pop up and you will need to **click** on the **‘Yes’** button to install the applications.

- While in the **Applications** menu you will need to run **Install Thunderbird Mailer and MyCalendar (Oracle Calendar)**
- Click on **Start** select **Programs** and run **Microsoft Word, Access and Excel and any other application you use.**

Additional Information:

Brand new computers

If you have been given a **brand new** computer you will need to register it by doing the following:

- Double click on the **Internet Explorer icon** on your desktop. You will be directed to a registration page.
- Click on the **Continue Registration link**
- Scroll to the bottom of the page and click on the **Register Now link** and **click ok**
- Type in your **username, password, location** and **room No** and then **click on submit**
- You will need to **shut down** your computer and **wait for 20mins** and then **restart it and log on.**

Printers

Printers should already be installed as the imaging process should not delete them from your profile. If you need to install network printers please do the following:

- Go to www.shef.ac.uk/prchooser
- Type your **username** and **password** when prompted
- Select **Administration** from the drop down menu
- Select your **department** from the drop down menu
- Click on the **printer/s** you wish to install

Shortcuts

- Double click **My Computer** and locate the file/folder
- Hold down the **right mouse button** on the file/folder and then drag it onto the desktop. When you release the button, select **Create Shortcut Here** from the menu.

Accessing Windows Explorer

- Right click on the **Start button** and select **Explore**

Screen resolution

If the text looks too small, try the following:

- Right click on the **desktop** and left click on **properties**
- Select the **Settings** tab
- Change the screen resolution to 800 x 600 by moving the sliding bar then **click ok** and **then ok again**.

Macros

Enabling Excel Macros (if you use them)

- Select **Tools** then **options**
- Select the **Security** tab
- Click on **Medium** (security level)

Desktop background

The Desktop background cannot be personalised.

