

Source: TSG-T2 Chairman
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Introduction

This document describes how to set up your computer for connection to the network. You will have brought a LAN card which is installed for your system and an RJ-45 patch cable. You will need to sit near to where one of the hubs is. Places near the hubs have been reserved for delegates who wish to connect to the network. The following sections outline how to set up Windows for connection to the network. If you have another type of operating system then you may still be able to connect to the network but we will not be able to help with the configuration. If you have problems connecting then Kevin Holley will try to assist if he is available.

A few basic rules:

1. The Inbox is for new documents which should be added by disk or directly over the network. The meeting secretary or designated support person will move all documents from the Inbox to the appropriate directory from time to time.
2. The Server directory contains all the documents which have been catalogued by the secretary of the meeting or designated support person.
3. Please do not open documents directly from the server. Instead, copy them to your own hard disk before opening them.
4. The meeting PC will have several things running including Microsoft Netmeeting components. Please do not close these down on the meeting PC -if you need to move them out of the way then minimise the windows.

If during the meeting you have a window come up on your screen saying that you have an IP address conflict, then click on Start, Run, and enter WINIPCFG. Select your ethernet adaptor and click on RENEW. This will get you a new IP address from the DHCP server.

The following sections describe what to do for the different Windows operating systems.

Windows NT

Windows NT is a secure system and there is a risk that changes to the workgroup or domain settings cannot be undone. It is therefore not recommended to change any settings other than the following (indeed some companies do not allow their people to make changes on NT systems):

Right-click on Network Neighbourhood and select PROPERTIES. Find the binding of TCP/IP to your ethernet adaptor, select it and then click on PROPERTIES. Check that the IP address tab is set to 'obtain an IP address automatically'. If it is not set to this then write down the setting of both your IP address and your Subnet mask. Then change the setting to 'obtain an IP address automatically'. You will need to change this back at the end of the meeting when you go home. If you cannot change this setting then you may be unable to use the network.

To connect to the network run Windows Explorer and select 'MAP NETWORK DRIVE'. Pick a drive letter (e.g. S:) and set the path to:

\\3gppserver\server

If you want to use the Inbox then select MAP NETWORK DRIVE again, pick another drive letter and set the path to:

\\3gppserver\inbox

If you wish to use Microsoft Netmeeting then you will need to call to the server IP address which is 150.150.150.150. Switch off your microphone and speaker so the local network does not waste bandwidth by carrying audio around.

If you want to use the printer then click on Start -> Settings -> Printers and then Add Printer. Select Network printer and then enter the following:

\\3gppserver\printer

When you get to the screen which says 'you can type a name for this printer,' set the name of the printer to 'meeting printer' (or something easily recognisable) so you can find it when you want to print.

Windows 95/98

Follow the procedure above for Windows NT. In addition, you can set your machine so that you can browse the network by changing the Workgroup to 3gpp (right-click on network neighbourhood, select properties then the identification tab). You do not need to change your computer name but insert some text which explains who you are under the 'Computer Description' setting.

There is a copy of Microsoft Netmeeting v2.11 in the server directory which you can install on your machine if you want.