

Installing V-Station Image Version 2.x from CD

IMPORTANT: Installing a new image will replace the current contents of the V-Station hard drive – all data on the V-Station will be lost. If any user data was saved on the V-Station please backup before upgrading to the new image.

The V-Station image includes software licensed only for use on V-Stations (ComStation 2000) and software licensed by Cleveland Municipal School District (Microsoft Office). Please ensure all legal requirements are met before installing this software.

The entire procedure should take approximately 30 minutes to complete. Before beginning, ensure you have the DID number and Click To Meet ID for the V-Station you are imaging. You will also need the fieldeng account password.

Image Installation

1. Insert “cd floppy” disk into drive. Allow the system to boot; it will say ‘Starting Windows 98’, that is only used to start the imaging process. Windows 2000 is installed.
2. On ‘About Symantec Ghost’ splash screen hit OK. Please note that Ghost does not support the mouse, so you will have to use Tab and arrow keys to move around menus.
3. On the next screen, hit the right arrow from Local to bring up the next sub menu. From that sub menu, choose Disk and hit the right arrow, and from the final sub menu, choose from image and hit Enter.
4. Insert CD-Rom “V-Station Image 1/3” into drive.
5. Hit tab until the box next to ‘Look in’ shows the CD-Rom Drive. You should then see “VSTATION.GHO” show up under the Name column, it should be automatically selected.
6. Hit Enter to use this image.
7. On the next screen ‘select local destination drive by clicking on the drive number’ just hit enter to select the only drive displayed (Drive 1).
8. On the next screen ‘destination drive details’ tab over to OK and hit enter to confirm an overwrite of the destination drive.
9. On the next screen ‘Proceed with Disk Load’ tab over to YES and hit enter to start the imaging process.
10. The imaging will begin, and you will be prompted after some time to ‘Insert next media and press enter to continue’. At this time eject Disk 1 and insert Disk 2 and hit OK. You will be prompted again after some time, and at that time, eject Disk 2 and insert Disk 3.
11. When the imaging is complete, you will get a window that says ‘Clone Complete’. Click OK to ‘Reset Computer’ after removing the floppy disk and CD-ROM from drive.

Image Configuration

1. Once the computer restarts, it will automatically go into Windows 2000. Allow the computer to load.
2. Windows 2000 Setup will start. After that has loaded you will be sent to 'Windows 2000 Setup Wizard'. Click Next to Continue.
3. Click 'I accept this agreement' and then click 'Next' on the License Agreement screen.
4. Click 'Next' on the Regional Settings screen.
5. Type in your location under name and 'CMSD' under organization and then click Next on the Personalize your Software screen.
6. Type in the following product key on the Your Product Key Screen: V8XV3-W2C6K-YWHX2-P2CWW-QXVV6 (it is also on the floppy disk).
7. On the next screen, type in VID followed by your V-Station's DID number for Computer Name. For example: VID5551000. Under Administrator password, type in the password l3tm3ln twice. (all lowercase), and then click Next. For clarification the password is l as in larry, 3 as in the number 3, t as in tom, m as in mary, 3 as in the number 3, 1 as in the number 1, and n as in nancy.
8. Correct the time and date settings as required on the next screen and then click Next.
9. Windows will then automatically install networking components. On the next screen, choose 'Typical Settings' and click Next.
10. On the next screen, choose 'Yes, make this computer a member of the following domain'. In the Workgroup or Computer Domain field type in MASTERDOM1. Please note that ALL V-Stations belong in the domain MASTERDOM1, not in local school domains.
11. You will then be prompted to enter the username and password of a user that is authorized to join the machine the domain – use the account fieldeng and the appropriate password and click OK.
12. The last step can take a long time to complete, during which the machine may look like it is hung. Just be patient. It has taken up to and over five minutes to complete.
13. Once it does complete, you will get the message that you have Completed the Windows 2000 Setup wizard. Click on Finish and the machine will reboot once more.
14. Windows 2000 will start again, again allow the computer to load. This time it will start up to the 'Network Identification Wizard'. This information has already been loaded in the image, so click 'Cancel' to abort this step.
15. You will then be provided the standard Windows 2000 login screen. Login as user vstation password vstation domain MASTERDOM1.
16. The V-Station (ComStation 2000) software will automatically start, along with Internet Explorer shortly thereafter. The ComStation software will start Microsoft NetMeeting. Select NetMeeting and go to the Tools Menu and choose Options. Change First Name and Last Name to match the location (First Name: Woodland Data Center Last Name: Conference Room) and click OK. Hit No on the prompt to login to a directory server.
17. Switch to the ComStation 2000 software and close it by hitting the X button in the corner.
18. In Internet Explorer, you will be provided a login screen for Click To Meet. On this screen, type in the V-Station Click To Meet ID and password (passwords are normally blank) and hit Login. After this one time setup, users should no longer be prompted for their Click To Meet ID and password as it is stored on the machine.

19. **Note:** If Click To Meet does not load this may be due to a known issue in the proxy. Add `ctm.cmsdnet.net` to the Proxy Exception list (Tools->Internet Options->Connections->Lan Settings->Advanced). PM35510 was opened on this issue.
20. After you login to Click To Meet, you will get a Note to re-start your video client; ignore that note and close Internet Explorer.
21. From the Start Menu, go to Programs->ComStation 2000->Network Setup.
22. Change the Name field to VID followed by your V-Station's DID number (exactly like the hostname). For example, VID5551000
23. Change the Phone Number field to your DID number. For example 5551000
24. Hit OK.
25. Restart the ComStation software and flip to the NetMeeting application. Choose Tools->Options and change the First Name to the school name and Last Name to VStation. Do not login to a directory server.
26. Logoff out of Windows 2000 (there is no need to restart). After Windows 2000 has saved your settings (may take a few minutes), you will be back to the login screen.
27. Your V-Station is now configured and ready to go. You may log right back in as `vstation/vstation` to validate and test the system..

V-Station Validation

1. After the image has been installed, please test to ensure that the system is fully functional. This should include at the very least attempting to use video conferencing, video broadcast, video on demand, along with verifying Internet Explorer is functional and able to access sites inside and outside the district.
 - a. Video Conferencing: Call Woodland Video Team or Technology Support Call Center. Ensure **BOTH SIDES** can both **SEE** and **HEAR** each other – we have had several V-Stations where video works, but not audio. If the other side is unable to hear you, ensure that your V-Station Codec Card is connected to the Line-In Jack, **NOT** the microphone jack. (On the back of the PC)
 - b. Video Broadcast: From the Video Homepage, click on the IP TV Guide and view the Channel 103 – Demo video. Ensure you get both video and audio.
 - c. Video on Demand: From the Video Homepage, click on the test video link listed under Video on Demand. Ensure you get both video and audio.
2. Please review and record
 - a. The serial number and CMSD asset number of the PC
 - b. The serial number and CMSD asset number of the projector
 - c. The serial number and CMSD asset number of the camera
 - d. The Windows 2000 serial number of the PC (label affixed to top front)
 - e. The V-Station Click to Meet ID and V-Station DID Number.
 - f. The location of the PC, and number if this location has multiple V-Stations.
3. Attach a sticker or post-it note to the top of the PC noting 'V-Station Image 2 Installed On XX/XX/XX DATE by YY Tech'.
4. Clean-up cables if necessary, loop Ethernet cable through holes to allow back door to close if it's not already set up this way.
5. Install camera security loop and cable tie down as necessary. Follow Instructional Addendum.