

## OS Setup for BOSS, Tally, and Ballot Now System

Before installing NT confirm the hardware for the system. Contact the entity' IT group that the system is for and confirm the PC name and the correct name for the organization so that it does not conflict with another name on their network and follows their network naming guidelines.

1. With the power cord unplugged, install all needed extra hardware like SCSI cards, parallel port cards, Elan card readers or whatever is needed in the system. Ballot Now gets a SCSI; Tally gets a second Parallel Port Card. Ballot Now, BOSS, and Tally all get an Elan card reader.
2. Install NT CD into system and boot to system BIOS and configure the boot sequence to boot to CD second.
3. Exit and save changes from BIOS and continue to boot to CD.
4. The NT install will begin. Follow prompts until you get to the portion of configuring the partitions.
5. Delete all the partitions and create one 4GB partition, which is the maximum size allowed by NT.
6. Select the Partition created and install NT to that partition and then you will be prompted to format the partition. Format the partition using NTFS only.
7. After the format has completed then continue with the install following the prompt and select the defaults. Then you will be required to reboot. REMOVE THE CD BEFORE REBOOTING.
8. The system will complete booting and request the CD. Insert the CD and wait 5 seconds and then click on OK.
9. The install will begin again and you will then be prompted to select what kind of installation to perform. Select the radio button to do a Custom install.
10. Next prompt is to enter the your name and organization. Here enter the entity's name for both options. The maximum is 15 characters.
11. Then enter the Product ID, it is either located on a sticker on the system or on the Window NT manual that came with the CD.
12. Enter the Computer Name. This is going to be a combination of the entity's name along with the application such as BOSS.
13. Enter the Administrator password. The password used will be "elections" with no quotes.
14. Continue on with the installation and do not create an emergency recover disk at this time.
15. Select the components you will install. Uncheck the Accessibilities Options, double click on the Accessories and uncheck everything except the Calculator, Paint, and WordPad. Under Communications uncheck everything except HyperTerminal. Under Multimedia uncheck everything but Media Player, Sound Recorder, and Volume Control.
16. Then you will be prompted to setup the system to connect to a network. Select the option to NOT to connect the system to a network at this time.

17. Configure the clock and accept the video settings. DO NOT try to configure the video at this time.
18. The install will continue and the request that you reboot. Eject the CD and reboot.
19. Install Service Pack 6a with 128-bit encryption. Reboot.
20. Boot into the system BIOS and change the boot sequence to its original configuration then save and exit and reboot to OS. Hard drive first and CD-ROM second, floppy third which is disabled.
21. Configure the extra hard drive space through Disk Administrator as one large partition. Format the partition NTFS. Once the format is done, configure the drive letters so that C: and D: are the hard drive and the CD-ROM is drive E:
22. Under system properties Startup/Shutdown set the show list time for 5 sec and do the same under Hardware Profiles for wait for user selection. Set it for 5 sec as well.
23. Copy the I386 folder from the NT CD and paste it to somewhere on the second partition.
24. Load the video drivers as instructed by the manufacture then reboot.
25. Configure the video settings for 1024x768 and 16bit color.
26. Load the sound drivers as instructed by the manufacture then reboot.
27. Load the nic drivers as instructed by the manufacture and configure the network for a workgroup and to connect with a DHCP server. You will be prompted to reboot but DO NOT REBOOT until the service pack has been reinstalled.
28. Load drivers for the SCSI card next if this machine has a SCSI card and if not then it should have a second parallel port card and will need the drivers for it installed at this point. Reboot once completed.
29. Load the drivers for the Elan card reader, do not reboot when finished. Then install the MCE demo software and then reboot.
30. During boot install a PCMCIA card into the reader.
31. Once in the OS go to Devices and set the PcCCoCIs device to boot. Then remove the PCMCIA card.
32. Install the needed printer drivers with the printers connected to the correct ports. Install the scanner drivers if needed at this point. Reboot after installing each device.
33. Install the BOSS & Tally software or Ballot Now whichever the system will be used for. Reboot. If the system will be used for Ballot Now, install the corresponding software before installing Ballot Now. Reboot after installing each piece of software.
34. If the system is running Ballot Now, configure the ODBC at this point.
35. Install any extra software such as Adobe or Office at this point.
36. Run Rdisk to make the emergency repair disk.
37. The last step is only for the Tally system. Create a user with a membership only to the users group and set permissions to all the appropriate folders, and use regedit32 to setup the restrictions needed when logged in as the user.