

## How to Set Up and Secure a New Dell Windows 7 Computer

It is essential that these steps are followed in order. If the unit is currently using MLS, be sure you have a current backup of that unit's MLS before you begin. Be sure to record the MLS telephone number (if they use modem dial-up) from the old computer if available. The number is available in MLS under system options | system.

### 1. Download the Local Unit Security Software and Additional Local Unit Software

- Using a computer with internet access, go to <http://mls.lds.org/>.

Enter the following unit ID and password:

Unit ID: < [REDACTED] >  
Password: [REDACTED]

- Select the option Click here to download the current version of MLS.  
Save it to a removable storage device.
- Click the link for **Local Unit Security Suite**
- Select the option **Click here to download Computer Management Software.**  
Save the file to the removable storage device.
- Select the option **Click here to download Anti-Virus and Anti-Malware Software Installer.**  
Save the file to the removable storage device.
- Click “Back” on your browser to return to the Member and Leader Services Main page and click on the link for **Additional Local Unit Software** to download and save the additional software to the removable storage device.

### 2. Windows 7 Setup

To set up your new computer, proceed with the Windows 7 setup:

On the first screen, set up your country and region information:

- Set Country or Region (e.g. United States)
- Set Time and Currency (e.g. English (United States))
- Set Keyboard layout (e.g. US)
- Click **Next**.

On the second screen, set up your computer information:

- For the user name, enter **Clerk**.
- For the Computer Name, enter **LU-XXXXXX**, where XXXXX is your unit number without the leading zeros.
- Click **Next**.

On the third screen, set your password:

- For the Password, enter [REDACTED]. (same as in step 3 for XP setup)
- Re-enter the Password in the second field.
- For the Password hint, (which is required) enter: “Password supplied in setup instructions”.
- Click **Next**.

### 3. Complete Setup

Follow the rest of the steps to complete the setup. Use the following steps to set up your computer:

- On the Help Protect Your Computer screen, select **Ask me later** for Automatic Updates.
- On the calendar screen, select your local time zone (e.g. (UTC -07:00) Mountain Time (US & Canada)). Then set the date and time in the calendar and clock to the current local date and time.
- If your computer is already connected to the internet, on the Network screen, select **Public**. If your computer is not connected to the internet, skip this screen.

At this point, the start up screen should appear with the text “Preparing your desktop”. Once the desktop appears, do the following:

Create the administrator account. (This account was hidden in Windows XP)

- Click on the **Start** menu (the circle with a windows icon in the lower left of your screen):
- Click **Control Panel**
- Under **User Accounts and Family Safety** click on **Add or remove user accounts**
- Near the bottom left of the new screen that appears, click **Create a new account**
- A new screen will appear. For the user name, enter **Admin**.
- Set the account type to **Administrator**.
- Click **Create Account**.
- Click on the icon for the **Admin** account and select **Create a Password**.
- For the Password, enter [REDACTED]. (Same as in step 2 of XP setup)
- Re-enter the Password in the second field.
- For the Password hint, enter: “Password supplied in setup instructions”.
- Click **Create Password**.
- Close the screen by clicking on the red X in the top right corner.

### 4. Install the Local Unit Security Software (used to be #7)

- Insert the removable storage device containing the security software.
- Go to **My Computer** and select the appropriate removable storage device.
- Double click on **Local Unit Anti-Virus and Anti-Malware Software Installer.exe** (Sophos) and follow the instructions on the screen.
  - (a) This takes several minutes to complete, even though it appears to be doing nothing. Be patient. When it is complete, it will display a message.
- Once Sophos installation is complete, double click on **Local Unit Computer Management Software Installer.exe** and follow the instructions on the screen.
  - (a) Note: This is a “silent installer” but the installation is fast.

### 5. Prepare computer to transmit successfully

If you are using a dial-up connection through a modem, check for and Remove Digital: Line Detect

- Go to the **Start** menu and click on **Startup**.
- See if there is a program called **Digital Line Detect**.
- If so, go to the Control Panel and click on **Add or Remove Programs**.
  - (a) Find **Digital Line Detect** in the list and select **Change/Remove**.

- (b) On the Install Shield Wizard, click the radio button for **Remove** and click **Next**.
- (c) Click **OK** to confirm the uninstall process.
- (d) If a popup for Read Only File Detected appears, click **Yes**.
- (e) Close the Add or Remove Programs window and the Control Panel.
- If you do not have broadband internet, install the usb modem following the instructions contained on the installation CD (included with new Windows 7 computers)

## 6. Install MLS

- Insert the removable storage device containing the MLS software.
- Go to **My Computer** and select the appropriate removable storage device.
- Double click on the **MLS** installer.

## 7. Set Up MLS and Transmit

- Open MLS but do not log in.
- Minimize the MLS window.
  - (a) There is a Windows Security Alert screen stating that Windows is blocking Java. Click **Unblock**.
  - (b) Restore the MLS window.
  - (c) Enter the setup information for the unit (the Dialer Number is available in MLS System Options System tab on the old computer for units already using MLS).
  - (d) If the computer is for a new unit, you need only to enter the unit information and then transmit (Send/Receive Changes).
  - (e) If the computer is for a unit already using MLS, you must enter the setup information for the unit and then on the single panel screen click **Restore from a File**.
  - (f) Restore the unit's backup.
  - (g) Transmit (Send/Receive Changes).

*Note: If you receive a security failure when using Send/Receive Changes, contact Local Unit Support during business hours to request a security reset.*

## 8. Verify MLS Transmission

- Open MLS and transmit (Send/Receive Changes).

## 9. Additional Software

- Install the additional software applications you downloaded in step 1.

**Notes:** Windows 7 no longer hides the administrator account. All account files are private. Ctrl+Alt+Del at login can be enabled if you desire but is not necessary. The order the accounts are created does not matter. You could create the Admin account first and then add the Clerk account.