

## **Windows XP - Ethernet Setup Guide**

Basic setup information for your Internet connection

These instructions only apply to a PC or Notebook running Windows XP.

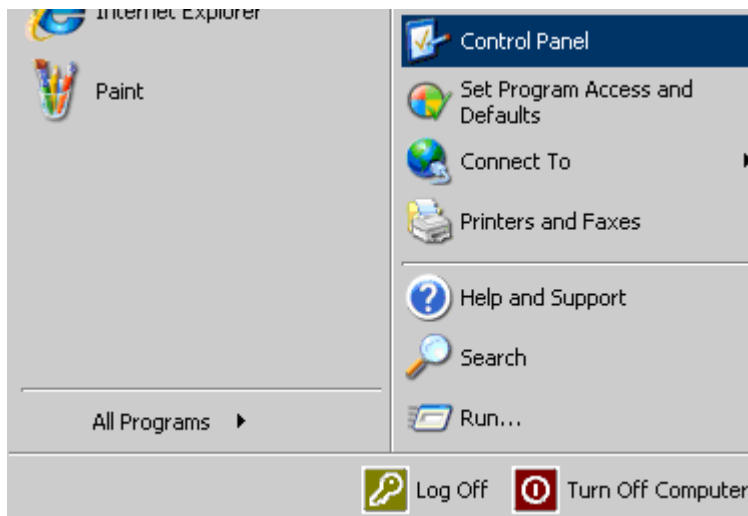
These instructions should also work equally as well for **Mozilla Firefox** OR **Microsoft Internet Explorer** versions 6 and above.

### 1) Set up your Physical Connection

- Be sure that your computer is connected to the network port in the wall. This port looks like a large phone jack. The connecting cable is commonly referred to as a **network, Ethernet, or patch cable**, and needs to be connected securely (so that it “clicks”).
- Most NICs (Network Interface Cards) have “link lights” that announce that they have connectivity. Check for these lights next to the jack on your computer.

### 2) Set up your Local Area Connection for DHCP

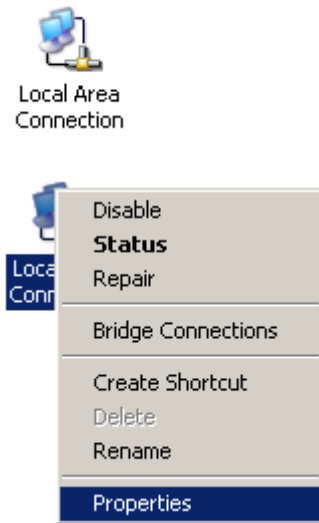
Click on your **Start** button and choose **Control Panel**:



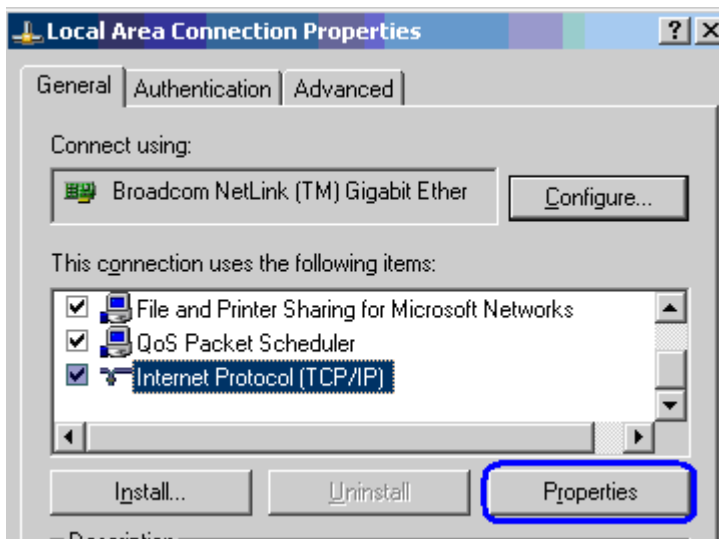
- Double- click on the **Network Connections** control panel



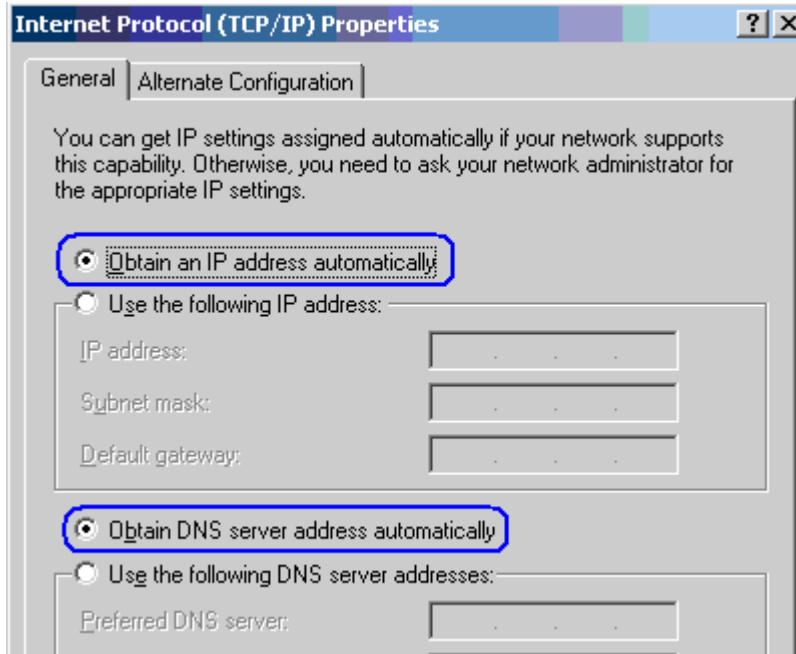
- You may see several connections under LAN or High-Speed Internet, but **Right-click** on the one that says **Local Area Connection**, and choose **Properties**.



- In the Local Area Connection Properties window, highlight **Internet Protocol (TCP/IP)** by clicking on it. Ensure that it remains check-marked. Next, click the **Properties** button



You are going to need to use what is called **DHCP**:



1. Select **Obtain an IP address automatically**
2. Select **Obtain DNS server address automatically**
3. Click **OK** as needed to complete the setup process and close all windows.

To test your setup, open an Internet browser and type the following address into the address bar: <http://www.time.gov> and select the correct time zone.

#### **Contacting OFM Computer Systems, Inc. for support:**

Phone: **434-422-9301** (this is a local call for Charlottesville Residents)

Email: [woodard@charlottesvilleisp.com](mailto:woodard@charlottesvilleisp.com)

Twitter: <http://twitter.com/ofmwoodard> (Network Status updated here)

Web: <http://charlottesvilleisp.com/woodard> (Self Help Documents)

Live response is available Monday through Friday from 9AM until 5PM. If you are contacting them outside those hours you will reach a dedicated voice-mail system. On-site support will be provided if remote support service is not feasible.

If you call during standard business hours and leave a message, you should receive a telephone response within 4 business hours or less. The standard business hours are Monday through Friday, 9 a.m. to 5 p.m. (except for Holidays observed by OFM). Calls received after 5PM will be returned by 11AM the next business day. Calls received on the weekend will be returned by 11AM the following business day.