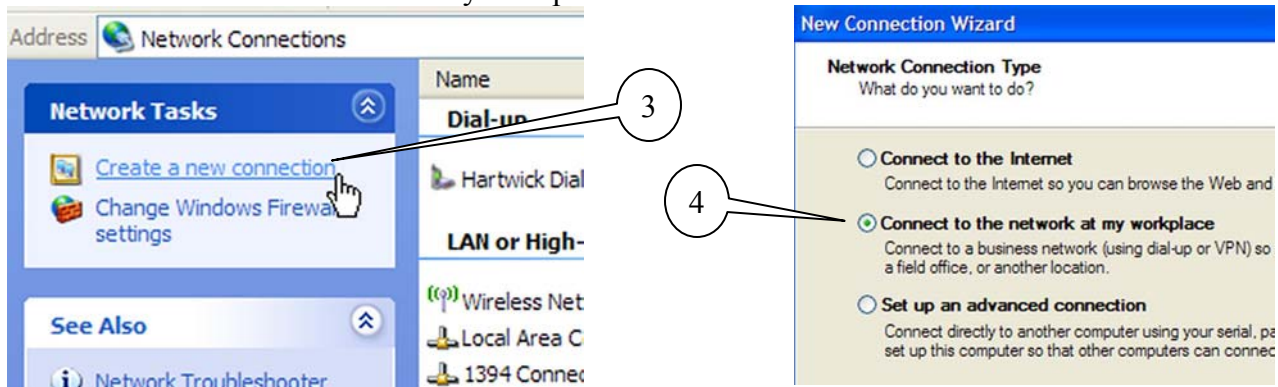
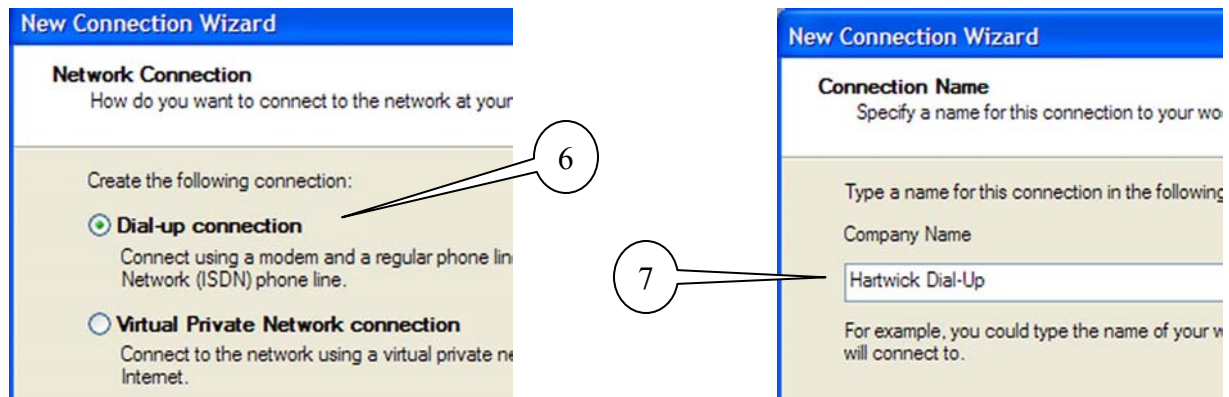


Setting Up Your Windows XP Computer to Dial Up Hartwick

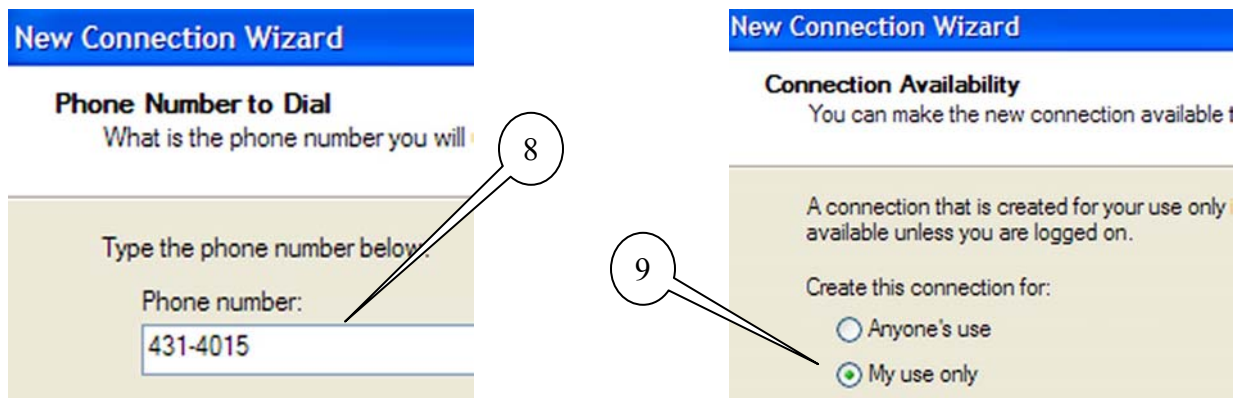
1. From the start menu, select Start, Control Panel
2. Double click the 'network connections' icon
3. Click 'Create a New Connection'
4. Click Next
5. Select 'Connect to the network at my workplace...'



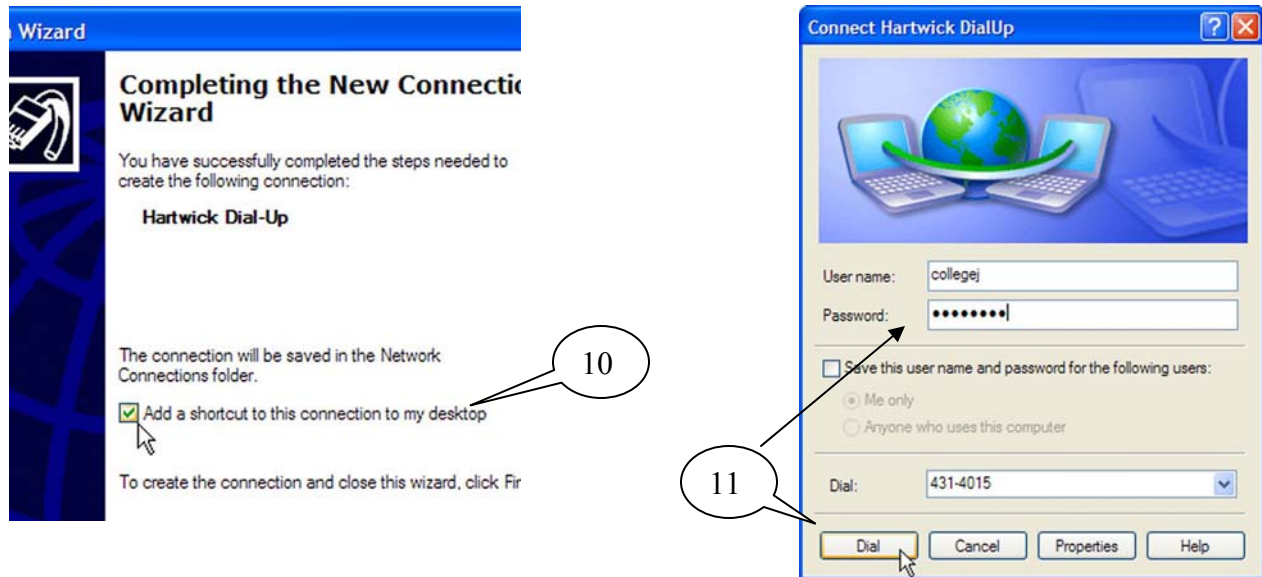
6. Select Dial-up connection for the type of connection and click next
7. Enter 'Hartwick Dial-Up' or other identifiable name when prompted for the name of the connection and click next



8. Enter the phone number to dial (431-4015). If you must dial a 1 or an area code from your location to the 431 exchange, then you can enter those, but be aware that you will incur phone charges when you do. Click next.
9. Select whether you wish this dial-up option to be for your use only, or for anyone who uses the computer and click next.



10. Check the box to add a shortcut for your new dial up icon to your computer desktop and click finish
11. To use your new dial-up, be sure an analog phone line is connected from the phone jack to the computer's modem port. Double click the dial-up icon. Enter your username and network password and click dial.



Troubleshooting:

If you are unable to connect using your dial-up, please check the following. They may seem obvious but are commonly the source of trouble.

- Be sure you are using a good phone jack. If you plug a phone in the jack, do you get a dial-tone?
- Be sure the other end of the cable is plugged into the computer's modem port (not Ethernet port)
- Be sure you have entered your Hartwick username and password correctly. The network password is the same one you use to log on in the office or to check webmail. The password is case sensitive.
- If weather is bad and/or you live in a rural area, old phone lines can contribute to finicky connections.

Still having trouble? Call the Technology Services Center at 431-4357.