AMSI™

N4B
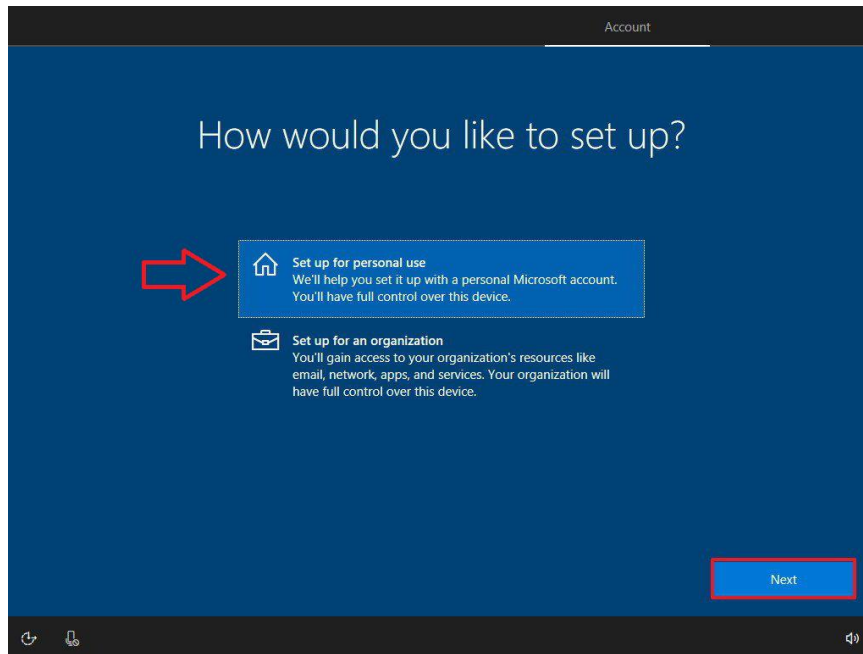# Notebook
User's Guide

2020

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First Steps

When you first run your notebook, follow the steps below:

Create your Personal account

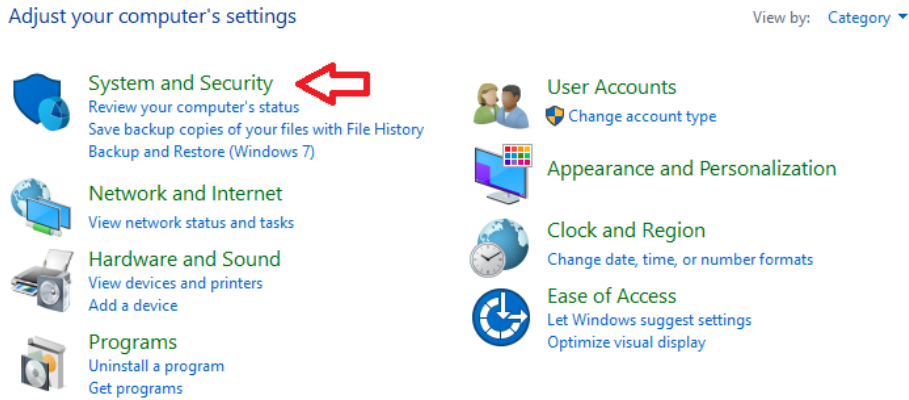*Note:* This will create your **"Personal profile"** account.

1. On the "Who's going to use this PC" screen, type in your username in the "Name" field
   *Username: Create a username (**Not your school portal's username**)*
2. On the "Password" screen, type in your password
   *Password: Create a password **(Not your school portal's password)**
3. On the "Confirm password" screen, re-enter the created password above
4. On the "Security Questions" screen, follow the steps to fill in your answers
5. Go through the rest of the steps to finalize your set up to reach the Windows Desktop

Connect your notebook to the WIFI

1. Click on the "Wi-Fi" icon from the bottom right icon in the Notification area
2. Choose the "AMB-STUDENT"
3. Log in using your school portal's username and password
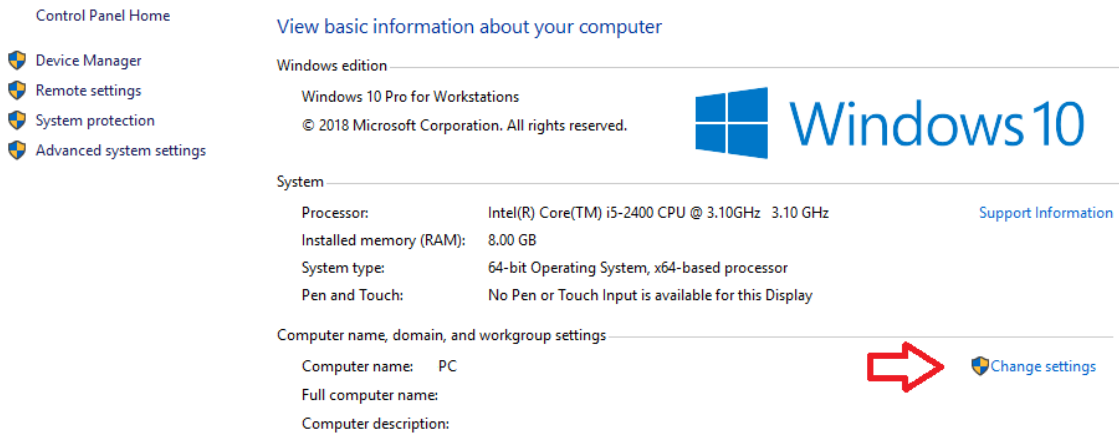
N4B Domain

1. Click on the Windows start menu icon form the bottom left corner and type "Control Panel" in the Search bar
2. Choose "System and Security"

Adjust your computer's settings
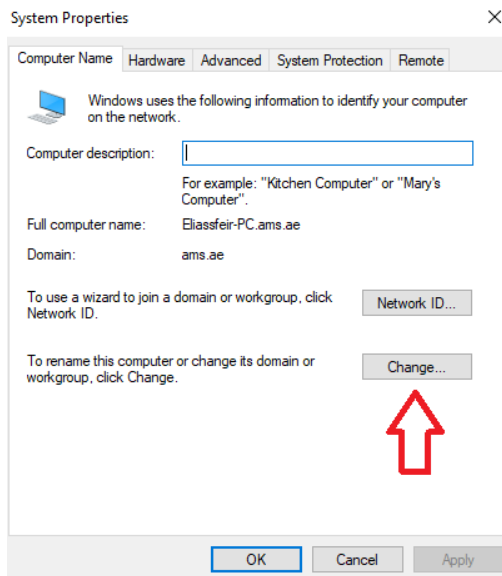
View by:　Category ▼

System and Security
Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)

Network and Internet
View network status and tasks

Hardware and Sound
View devices and printers
Add a device

Programs
Uninstall a program
Get programs

User Accounts
Change account type

Appearance and Personalization

Clock and Region
Change date, time, or number formats

Ease of Access
Let Windows suggest settings
Optimize visual display

3.　Choose "System"

Control Panel Home

• **System and Security**
Network and Internet
Hardware and Sound
Programs
User Accounts
Appearance and Personalization
Clock and Region
Ease of Access

Security and Maintenance
Review your computer's status and resolve issues　|　Change User Account Control settings　|
Troubleshoot common computer problems

Windows Defender Firewall
Check firewall status　|　Allow an app through Windows Firewall

System
View amount of RAM and processor speed　|　Allow remote access　|　Launch remote assistance　|
See the name of this computer

Power Options
Change what the power buttons do　|　Change when the computer sleeps

File History
Save backup copies of your files with File History　|　Restore your files with File History

Backup and Restore (Windows 7)
Backup and Restore (Windows 7)　|　Restore files from backup

BitLocker Drive Encryption
Manage BitLocker

4.　Under the "Computer name, domain and workgroup settings" section, click on "Change settings"

Control Panel Home
Device Manager
Remote settings
System protection
Advanced system settings

View basic information about your computer

Windows edition
Windows 10 Pro for Workstations
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Windows 10

System
Processor:　　　　　　　Intel(R) Core(TM) i5-2400 CPU @ 3.10GHz　3.10 GHz
Installed memory (RAM):　8.00 GB
System type:　　　　　　64-bit Operating System, x64-based processor
Pen and Touch:　　　　　No Pen or Touch Input is available for this Display

Support Information

Computer name, domain, and workgroup settings
Computer name:　　PC
Full computer name:
Computer description:

Change settings

5.　The "System Properties" window will open
　　a.　Under "Computer name" tab
　　b.　After the sentence "To rename this computer or change its domain or workgroup, click change"
　　c.　Click "Change"

6. The "Computer Name/Domain changes" window will open
    a. Under "Computer Name"
    b. Write your information using the following format: "firstname-familyname-PC"
    c. Under "Member of" section, select "Domain"
    d. Type in:
        i.   For Al Mawakeb – Al Barsha, type in "n4b.ams"
        ii. For Al Mawakeb – Al Garhoud, type in "n4b.ae"
        iii. For Al Mawakeb – Al Khawaneej, type in "amk.ae"
        iv. For ISAS, type in "isas.dxb"
    e. Click "OK"
7. The system will ask you for credentials, type in the following:
    a. Username: n4b
    b. Password: n4b
    c. Click "OK"
8. A confirmation window will show with the message "Welcome to the [Domain Name] domain."
9. Click "OK"
10. The system will ask you to restart the laptop for the changes to be applied, click "Restart Now"
11. To log in to your **"School Profile"**, on the profiles login screen:
    a. Select Other User
    b. Type in your school portal's username and password

Other Languages (This is optional)

1. To add another writing language to your profile, do the following:
   a. Click on the Windows start menu icon from the bottom left corner and type in "Language settings" in the search bar
   b. Select "Language" from the left pane, and click "Add a preferred language" from the right pane
   c. Click on the preferred language you want, and it will start downloading
2. It will be added in the language bar located in the notification area

Your Notebook Profiles

You will have two profiles configured on your notebook:

- **School Profile**: (To be used in school premises)
  - When you are in the school, you have to login with your **School profile** to connect to the school's network.
  - You cannot change any setting on the notebook.
- **Personal profile**: (To be used outside school premises)
  - When you are outside the school, you can login with your **Personal profile**.
  - You can change the settings on the notebook, install software/applications that are not restricted as per the school policies.

Microsoft Office 365

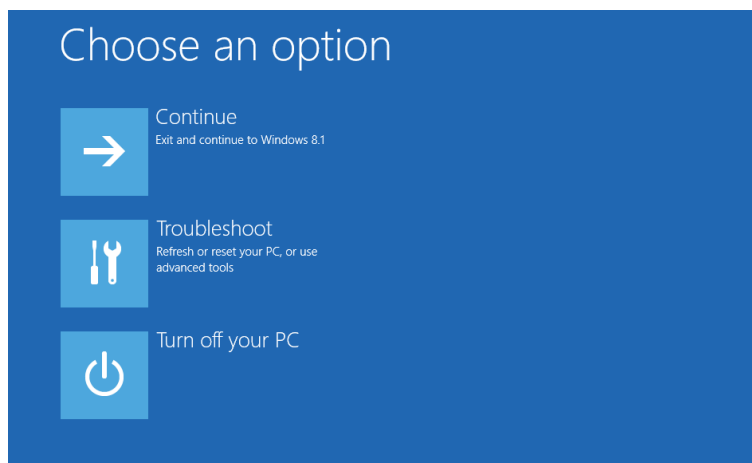To activate your Office 365 license, you have to do the following:

- Open any Microsoft Office product (Microsoft Word or Microsoft PowerPoint)
- Click on the file menu, then Account
- Click on "Sign In" under the Sing in to Office section
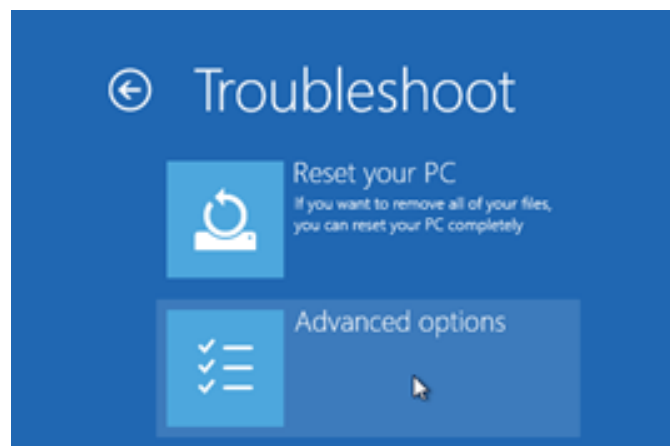- Enter your school email address and school email password

Restore

To perform the system recovery, follow the below steps:
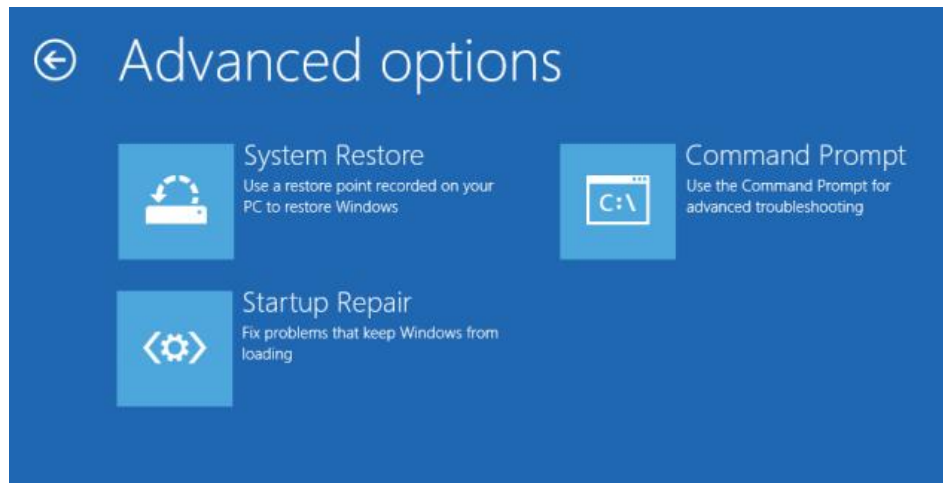
First Method:

1. Click on the Windows start menu icon from the bottom left corner, and select the Power icon
   ⏻

2. Press and hold down the shift key on your keyboard and then click the **Restart** button.

3. Hold down the shift key until you come across a **Please Wait** message.

4. A menu as shown below will appear on your screen in a short while.

5. Click on the option **Troubleshoot**. This will take you to the **Troubleshoot Menu.**

6. Click on the **Advanced Options** in **Troubleshoot Menu**.

7. In the **Advanced Options Menu,** select **Command Prompt**.

8. A Command prompt window will appear.
9. Type in the following password next to the stating sentence "Please enter the admin password"

   "imagere.cmd"

Second Method:

1. Turn off the computer
2. Disconnect all connected devices and cables such as Personal Media Drives, USB drives, printers …
3. When the laptop is booting press on "**F11**"
4. Select local drive
5. Click on the **Troubleshoot Menu**
6. In the Troubleshoot Options Menu, select **Advanced Options**
7. In the Advanced Options Menu, Select **command prompt**
8. A Command prompt window will appear.
9. Type in the following password next to the stating sentence "Please enter the admin password"

   "imagere.cmd"