Purpose:

Wireless Initial Setup sets the parameters and options associated with wireless networking for a single account on your laptop (your login account). The setup enables you to make wireless connections to the Middlesex Community College (MCC) computer network. If you plan to use multiple laptops or several accounts on the same laptop, you would need to set up these parameters for each account on every laptop.

For your convenience, the login procedure has been included in this document after the initial setup procedure.

Prerequisites:

- Laptop with Windows XP (with up-to-date patches for Windows XP)
- Wireless card or onboard wireless - supporting 802.11a, 802.11b, or 802.11g standard

Note: Wireless cards that are inserted into the laptop require installation of driver software on the laptop before using the card. If this is the first time you are using your wireless card, be sure the driver software has been installed before proceeding. Driver software is shipped on a CD with the card or instructions are provided for downloading it from the company’s website.

Overview:

The wireless infrastructure of the college supports multiple methods or tiers of access. A member of the MCC community can choose from Hot Spot access (Internet only), General access (Internet and general MCC services and applications access), and Administrative access (for MCC faculty and staff members). Each access method implements an increasingly powerful form of authentication and authorization.

Hot Spot wireless access is for the Middlesex Community College (MCC) student, instructor, staff member, or other member of the MCC community whose only requirement for a session is unsecured access to the Internet from their laptop.

Hot Spot is the simplest and least secure type of wireless access, to be used when your only session requirements are general browsing capability of the Internet. If your wireless session requires secure access to other MCC network services or applications then use either the General or Administrative access. Administrative access is for MCC faculty and staff members only.

To obtain Hot Spot access you login to a single generic account, which is used by everyone. Your wireless data transmissions are not encrypted.
Outline of Procedures in this Document:

These procedures instruct you on how to setup and manage wireless networking on your laptop through Microsoft Windows software. Windows is a common feature of all MCC supported laptops and is the most efficient way for MCC to provide assistance and support. You may see wireless management software from the manufacturer on your laptop, but since the software varies between manufacturers it is not the recommended method to use.

I. Wireless Initial Setup Procedure
   A. Navigating to the Wireless Network Connection Properties
   B. Setting the Wireless Network Connection Properties
   C. Connecting to a Wireless Access Point

II. Wireless Login Procedure

III. Wireless Logout Procedure

IV. Network Icon Not Present Procedure

Preparation:

1. Disconnect any networking cables from laptop.
2. Startup the laptop and login.
3. Insert your wireless card (if you do not have onboard wireless).
Wireless Initial Setup Procedure:

Starting Point: Your Windows XP desktop window is displayed.

A. Navigating to the Wireless Network Connection Properties

1. Determine if there is a network icon (two monitors) present in the system tray portion of the bottom taskbar on your desktop window.

   **Hint:** Click the **on the system tray to see any hidden icons. Re-click to re-hide.

   ![Network Icon circled]

   *Figure 1 - Network Icon circled*

   If there are two network icons present, you can use either one. The Wireless Connection icon and the Local Area Connections icon share some of the same options. Is there a network icon in the system tray?

   YES ➔ Continue to next step.

   NO ➔ Continue to Network Icon Not Present Procedure near the end of this document.

2. Right-click a Network icon in the system tray of your desktop window.

3. Select the *Open Network Connections* option from the dropdown menu.

   The *Network Connections* window displays.
4. Right click the *Wireless Network Connection [number]* entry.

   **Note:** The *[number]* referred to above also appears in some of the window titles. It is simply a counter as to how many times the wireless card has been reinstalled. This counter does not appear unless the card has been reinstalled at least once.

   A dropdown menu displays.

5. Is the first item on the dropdown menu *Enable*?

   **YES** ➔ Click it.

   **NO** ➔ Continue to step 7.

   A small message box displays with the message “Enabling” and then “Enabled” before automatically closing.

   **Note:** For laptops users who have not used wireless before or for those that have previously turned wireless access off, this step ensures that wireless access is turned on or enabled before proceeding.

6. Right click the *Wireless Network Connection [number]* entry again.

   The first item on the dropdown menu is *Disable*. A dropdown menu displays.

7. Click the *Properties* option on the dropdown menu.

   The *Wireless Network Connection [number] Properties* window displays.
B. Setting Wireless Network Connection Properties

1. Click the General tab if the General tab was not the default tab displayed.
2. Near the bottom, ensure the checkbox Show icon in notification area when connected has a checkmark.

   **Note:** Having a checkmark in this checkbox causes the Wireless Network icon to appear in the system tray of the desktop window and allows you to avoid having to use the Network Icon Not Present Procedure to set up wireless access.
3. All other selections should remain unchanged.
4. Click the Wireless Networks tab.
This tab shows lists of the currently available networks and your currently preferred networks. **MCC_HOTSPOT** is the identifier for Hot Spot access to the college’s network. Other wireless networks not associated with the college may appear in the Available networks list if you are in close proximity to them.

**Note:** If you also use the General wireless access to the network and have already done the initial setup for that type of access, the MCC_GENERAL identifier will appear on the Preferred networks list.

5. Ensure the checkbox *Use Windows to configure my wireless network settings* has a checkmark.

6. Click the *Advanced button* near the bottom of the tab (not the Advanced tab). An *Advanced* popup window displays.
7. Ensure the radio button *Any available network (access point preferred)* is the only option selected or checked.

8. Click *Close*.

9. Click *OK* to close the *Wireless Network Connection [number] Properties* window.

The changes you have made take effect. A balloon message arises from the Wireless Network icon near the bottom of your desktop window.

**Note:** If you have previously done initial setup for the General wireless access, the balloon message does not appear.

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**C. Connecting to a Wireless Access Point**

1. The first step to take depends on whether a balloon message appeared in the last step of the previous section:

   Did a balloon message appear (similar to figure 6)?

   *YES*  \(\rightarrow\) Click inside the balloon message and continue to step 4.

   (The Wireless Network Connection window displays. See figure 7.)
NO → Continue to next step.

2. Right-click the Wireless Network icon on the system tray of your desktop window.
   A dropdown menu appears.

3. Click the View Available Wireless Networks option.
   The Wireless Network Connection window displays.

![Wireless Network Connection](image)

*Figure 7*

4. Select MCC_HOTSPOT from the Available wireless networks list (If necessary, use the scroll bar to display it).

5. Place a checkmark in the, *Allow me to connect to the selected wireless network, even though it is not secure* checkbox.
   The checkbox text and the warning message ensure you are aware that you are using an unsecured wireless network.

6. Click the *Connect* button.
   These selections and action cause MCC_HOTSPOT to be placed on the Preferred networks list (see figure 4). The Wireless Network Connection window closes. A balloon message similar to the one below arises from the Wireless Network icon in the system tray.
**Figure 8**

**Note:** Signal strength may vary. Excellent, very good, or good all indicate a reliable signal. A fair or poor rating may eventually result in a dropped connection.

7. Close any remaining open windows other than your desktop window.

You have successfully connected to a wireless access point. This completes the Hot Spot wireless setup! You may choose to continue to the Wireless Login Procedure.
**Wireless Login Procedure:**

**Starting Point:** Your Windows XP desktop window is displayed

This login procedure assumes MCC_HOTSPOT is already on the Preferred networks list as a result of performing the Wireless Initial Setup Procedure. If you have removed MCC_HOTSPOT from the Preferred networks list, go back to the *Connecting to a Wireless Access Point* section of the Wireless Initial Setup procedure and redo the steps in that section to put MCC_HOTSPOT back on the list.

To verify you have an established connection to MCC_HOTSPOT, place the cursor over the Wireless Network icon on the system tray. An icon tag appears briefly with the following information if you have a connection:

- Wireless Network Connection (MCC_HOTSPOT)
- Speed: xxx Mbps
- Signal Strength: xxx

(“xxx” indicates variable information)

If you have a connection to MCC_HOTSPOT then you may proceed to login.

1. Open a browser of your choice.
   - Depending on your browser settings, the following security alert may appear.

   ![Security Alert](image)

   *Figure 9*

2. Click *OK*, if it does appear.
   - Another security alert message may also appear.
3. Click Yes to the Security Alert message, if it does appear.

The MCC login network page displays regardless of whether any Security Alert messages appear.
4. Under the Registered Users heading, enter the User Name/Password for a Hot Spot user, guest/guest and press Enter or click Log In.
   Another window may appear asking if you want the application to remember your password.

5. Click No to the Remember Password message, if it does appear.
   A bluesocket message box displays and your designated home page.

6. Minimize the bluesocket message box. Do NOT close it.

You have successfully logged in using a Hot Spot wireless connection!
**Wireless Logout Procedure:**

When you’re finished using the Internet and are ready to logout:

1. Click the bluesocket button on the task bar at the bottom of your desktop window. The bluesocket message box redisplay (you previously minimized it).
2. Click the *Click to Logout* text.

![Figure 12](image)

*Figure 12*

Your connection is terminated.

You have successfully terminated your Hot Spot wireless connection.
Network Icon Not Present Procedure:

If options on your laptop are not set up to display the Wireless Network icon in the system tray of your desktop window, you take the following steps to reach the windows that control your laptop’s wireless settings.

1. At the desktop window: Click Start → My Computer.
   The My Computer window displays.

2. Under the Other Places heading: Click My Network Places.
   The My Network Places window displays.

3. Under the Network Tasks heading: Click View network connections.
   The Network Connections window displays.
Figure 14

This is the same window that opens in step 3 of the Wireless Initial Setup Procedure. Continue at step 4 in the *Navigating to the Wireless Network Connection Properties* section of the *Wireless Initial Setup* procedure.