

## Exercise # 7 Setting User Restrictions

In this exercise you will restrict and lock the Public Account profile.

### A. Set User Restrictions

1. Open **Shared Computer Toolkit, Getting Started**.
2. Click on **Step 5** and then click **Open User Restrictions**.
3. Click on **Select a Profile** and choose **Public** from the drop-down.
4. Set **Home Page** to your library's URL (ex: <http://www.sfpl.org> ).
5. **Optional (if you want to keep your users from certain drives):**
  - a. Click on the **Select Drives to Restrict** button
  - b. From the **Listed** column move the drive letters you want to restrict to the **Restricted** column (by clicking on the right arrow).
  - c. Click **OK**.
6. Make sure there is a check in the **Lock this profile** checkbox.

### B. Set Recommended Restrictions

1. Put a check in the box by **Recommended Restriction for Shared Accounts**. (This will check all boxes under it.)
2. Click the plus (+) sign to the left of **Start Menu Restrictions** to expand that list.
3. Uncheck **Remove Shut Down Button** (the last box in the Start Menu Restrictions list), so that any user will be able to turn off the computer.
4. Click the plus (+) sign to the left of **General Windows XP Restrictions** to expand list.
5. Uncheck **Prevent access to some Windows Explorer features** (fourth on list), so that the IE icon will stay on your desktop).

### C. Optional Restrictions – Expand the sections and put checks in the boxes as described here:

1. **Additional Start Menu Restrictions:** None
2. **Additional General Windows XP Restrictions:** check the box by “Remove Shared Documents from My Computer.”
3. **Additional Internet Explorer Restrictions:** check the box by “Prevent printing from Internet Explorer.”
4. **Additional Software Restrictions:** check the box by “Prevent Windows Messenger and MSN Messenger from running.”

### D. To Complete

1. Click **Apply**.
2. Click **OK**.

### E. Test the “Public” Profile to Confirm Your Changes and Restrictions

1. Log out of **Admin** and go back into **Public**.
2. Check to see that your Internet Explorer icon is on the desktop.
3. Open Internet Explorer, and try to print a page (you should *not* be able to).

**Very Important Note:** *Every* time you make changes, you *must* unlock the profile, uncheck all the boxes, then recheck the boxes you want, and then lock again.