INTRODUCTION

This guide will walk you through the initial setup to configure TEEAL to run in one of the following three scenarios:

1. **NETWORK**: TEEAL machine connected to a local network your local network
2. **STANDALONE network**: TEEAL machine connected to a standalone computer that is also connected to a network (requires that the standalone computer has wifi)
3. **STANDALONE offline**: TEEAL machine connected to a standalone computer that has no network connection (without internet access)

Before proceeding

If setting up the TEEAL machine to be connected to a local network or connected to a computer with a network connection (scenarios 1 or 2 above), you will need the following information relevant to your local network:

- static IP address for the TEEAL machine
- subnet mask
- gateway (IP address of your router)

If you don't know the settings to use here, please contact someone at your institution who is familiar with the network that the TEEAL machine will join.

Any questions? Contact the TEEAL team at teeal@cornell.edu.
PARTS:

- Computer with ethernet port (1)
- TEEAL machine (1) *(included)*
- Power supply and cord (1) *(included)*
- Ethernet cable (1) *(included)*
Step 1 — Unpack the TEEAL shipment and ensure you have received all components

- TEEAL machine
- power supply and cord
- ethernet cable

Step 2 — Power up the TEEAL machine

- Connect the round end from the power supply to the back of the TEEAL machine
- Plug the power cord into a receptacle
- You may require an adapter for the US 3-prong plug

- Press the power button on the front of the TEEAL machine. The button emits a blue light when the machine is on.
**Step 3 — Connect the TEEAL machine to your computer**

- Plug one end of the supplied red ethernet cable into the ethernet port on the back of the TEEAL machine.

- The TEEAL machine **has two ethernet ports**. When looking at the back of the machine, the **port on the right is the one that should be used**. The second port on the left is shipped with a black cover to prevent using it by mistake.

- Plug the other end of the red ethernet cable into the ethernet port on your computer.

**Step 4 — Ensure your computer is not connected to any network**

- If your computer has a wireless card (wifi), **turn the antenna off**.

- The only ethernet cable connected to your computer should be the red cable running to the TEEAL machine.

- The goal is for your computer to receive an IP address in the reserved 169.254.X.X **link-local** space.
The details for this step are Windows specific, but Windows is not a requirement and the same can be accomplished in OS X and Linux. Contact the TEEAL team if you require assistance.

Click the Start menu and type 'cmd' in the search box

Select the cmd program from the search results to open the command prompt

In the command prompt window type `ipconfig | find "IPv4"`

If you have an IP address that starts with 169.254, skip ahead to Step 7 - Access the TEEAL application. Otherwise, proceed to the next step to properly configure your computer's IP address.
Step 6 — Configure your computer’s IP address

- Again, the details for this step are Windows specific but Windows is not a requirement for TEEAL. If using another operating system just ensure that (1) your ethernet connection does not have a static IP address defined and (2) your wifi is turned off.

- Click **Start** and type ‘network connections’ in the search box

- Select **View network connections** under Control Panel in the search results

- Right click on the **Local Area Connection** and select **Properties**

- In the Networking tab, select **Internet Protocol Version 4 (TCP/IPv4)** and click the **Properties** button

- In the General tab, ensure **Obtain an IP address automatically** is selected and click the **OK** button in two consecutive windows to save your setting
Step 7 — Access the TEEAL application

- Open a browser on your computer and enter 169.254.1.10 in the address bar.
- You should be greeted with a sign in screen for TEEAL.
- If you are setting up TEEAL under scenario 3 (STANDALONE offline), where the TEEAL machine is connected to a standalone computer that has no network connection and no internet connection, you’re done!
- Otherwise, if setting up TEEAL under scenario 1 (NETWORK) or scenario 2 (STANDALONE network), proceed to Step 8.
If you are setting up TEEAL under scenario 3 (STANDALONE offline), you have gone too far. **Step 7** is your final step.

Don't attempt to sign in or sign up just yet, we want to use the Admin sign in first to configure the TEEAL application.

Click the Admin link at the bottom left side of the page.

Sign in to the system using **admin@teeal.org** for the email address and **essential-ag** for the password.
Step 9 — Configure the TEEAL machine for your local network

- In the upper right corner of the page, click on the admin@teeal.org email address and select **Configure network**

- Fill out the form using the appropriate settings for your local network. All fields are required.

- If you don’t know the settings to use here, please contact someone at your institution who is familiar with the network that the TEEAL machine will join.

- Be sure to add your institution name before clicking the **Update** button
Step 10 — Confirm the new network settings

- You have 15 seconds to either cancel or confirm the changes. After that the system will assume the new settings are okay and proceed with applying the changes.

- TEEAL will indicate that the network update is in progress and will display a success message once it has completed. The machine will then shut down.

- Wait for the blue light to turn off before unplugging the power cord from the machine!

- Be sure to write down the new IP address you entered: _____________________
  You will need to use this to access TEEAL in the future!

- If setting up TEEAL under Scenario 1 (NETWORK), proceed to Step 11, otherwise you are setting up TEEAL under Scenario 2 (STANDALONE online) and should skip ahead to Step 12.
Step 11 — Connect the TEEAL machine to your local network

- Unplug the red ethernet cable from the TEEAL machine
- If you need to move the TEEAL machine to a different location in order to connect it to your local network, you should do so now before powering it on again.
- Connect the TEEAL machine to your local network using an ethernet cable and port supplied by your institution.
- Press the power button on the front of the TEEAL machine to turn it back on.
- Go to any computer on the same local network that the TEEAL machine was just added to, open a browser and enter the IP Address you wrote down from Step 10.
Step 12 — Re-connect your standalone computer to your network

- If you are setting up TEEAL under scenario 1 (NETWORK), you have gone too far. Step 11 is your final step.

- Leave the TEEAL machine connected your computer via ethernet cable.

- Turn on the wireless antenna on your computer and reconnect to your wifi network.

- Press the power button on the front of the TEEAL machine to turn it back on.

- Open a browser on your computer and enter the IP Address you wrote down from Step 10.