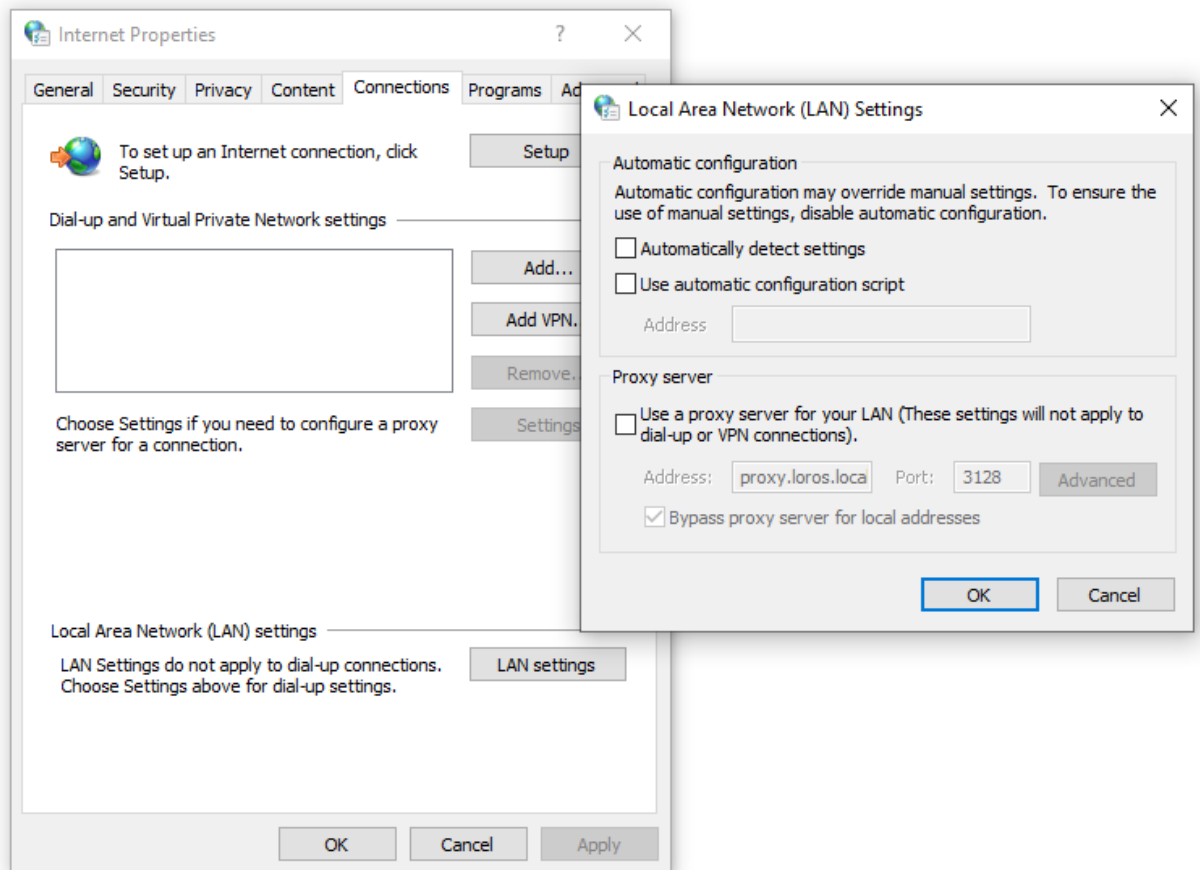


LOROS Proxy Server Settings When Using a Laptop

The following instructions detail how to remove the proxy server setting when using your laptop *when away from the hospice network*; without disabling this setting, your laptop will be unable to browse to websites located on the internet.

Windows 10:-

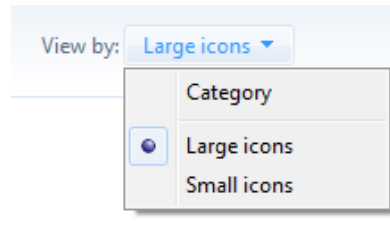
- 1 Click on the “flag” (usually bottom left of screen on Taskbar)
- 2 Start typing Control Panel, and click on the app
- 3 On the window that appears, to the right side, select default view of “View By Category” to make things simple – not “Small Icons” or “Large Icons”.
- 4 Click on the green “Network and Internet” heading.
- 5 Click on the green “Internet Options” heading.
- 6 Click on the 5th tab “Connections”
- 7 Towards the lower part of that tab area, see “Local Area Network (LAN) settings”, click on the “LAN Settings” button.
- 8 Towards the bottom of that new window, see the “Proxy Server”, un-tick the “Use a proxy server for your LAN...”. The area beneath will grey out too.



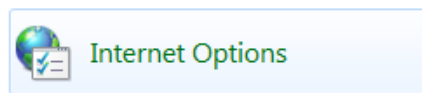
- 9 Click “OK” to everything to close.

Windows 7:-

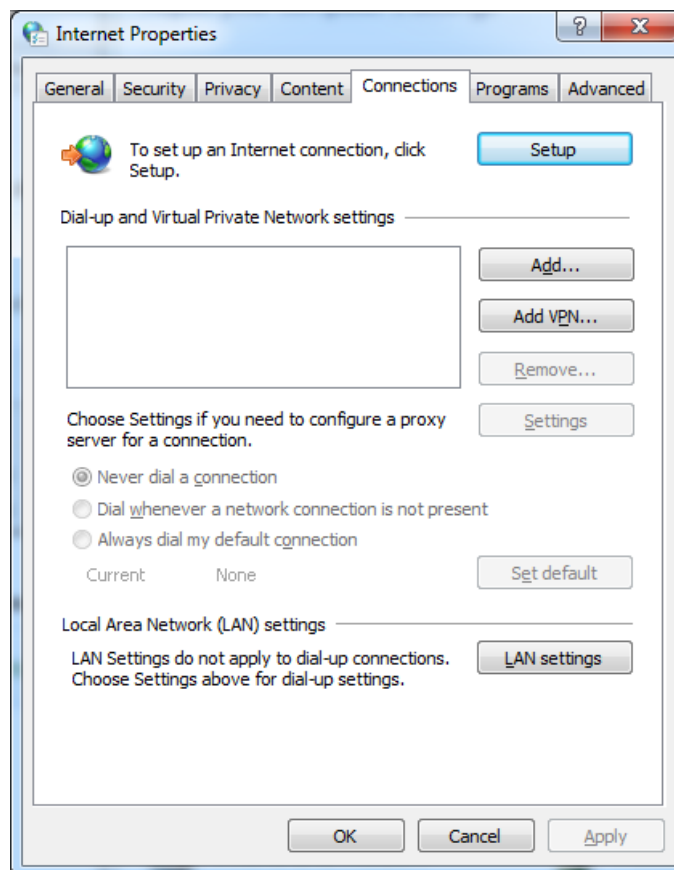
- Click Start > Control Panel
- Select the **View by:** option to either Large icons or Small icons;



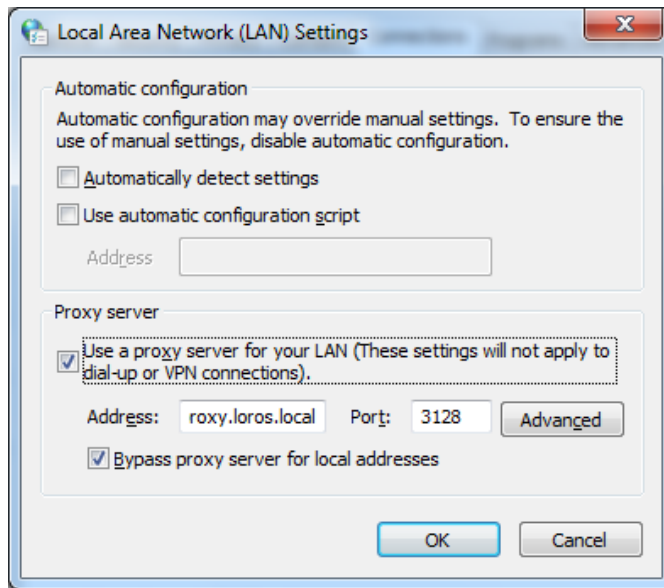
- Locate the **Internet Options** and double-click the icon;



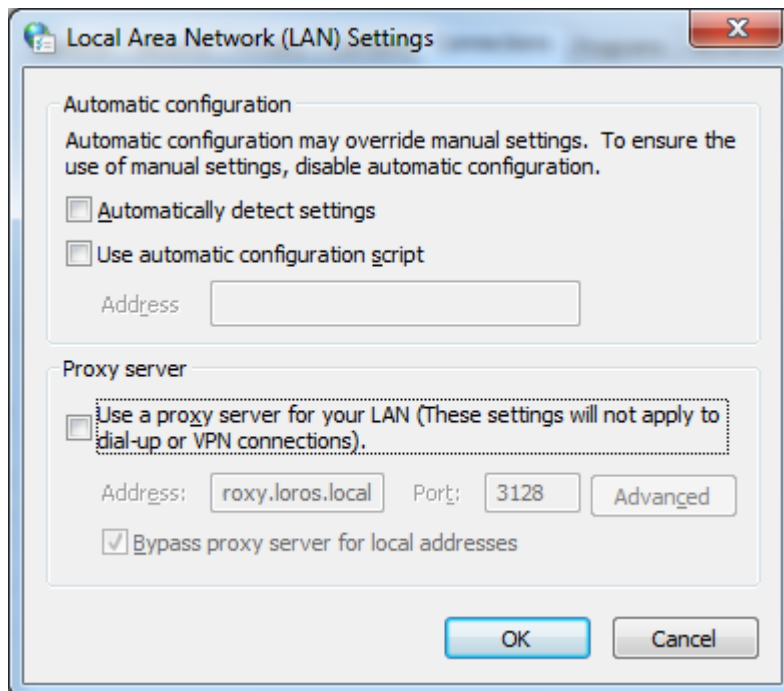
- Select the **Connections** tab and then select the **LAN settings** button;



- Uncheck the option **Use a proxy server for your LAN...**



- The dialogue box should now look as below;



- Click **OK** and **OK**.

The proxy server should be automatically re-enabled when your laptop is next connected to the network at the hospice.

Please note: the Internet Options dialogue box can also be accessed by opening Internet Explorer, navigating to the **Tools** option (the sprocket icon below) and selecting the **Internet Options** menu item.

