**GIGA Custom Image PC Setup for HP 8200 Elite –with i5 Processor**

1. Place USB flash drive into computer.
2. When computer hits bios press Esc for boot menu, and select USB device.
3. This will run the Windows 7 install but instead of using the default image, it will use GIGA’s custom image.
4. When PC boots up, you need to create the login giga-install using the administrator password. Once logged in change the computer description and make sure the computer name is correct. Then you will need to add this computer to the DOMAIN-GIGA domain.
5. You will need to activate Windows 7 with the proper product key code, click the Windows start button, right click Computer, and select properties. There will be a link at the bottom of the screen to Change Product Key.
6. Microsoft Office 2010 will need to have the product code changed. First, open control panel and go to add remove programs, select Microsoft Office 2010 Home and Business, and select Change. This will allow you to enter the proper product code. Then, launch a Microsoft Office application such as Excel and when the activation wizard prompt opens select activate.
7. You will then logout and log back in as the domain administrator account and add the user to the local administrators group for their respective PC.
8. Need to verify registry setting to default Number Lock – there are two locations to check:
   * HKey\_Users - .Default – Control Panel – Keyboard (set value of InitialKeybaordIndicators to 2)
   * Hkey\_Current\_User – Control Panel – Keyboard (set value of InitialKeybaordIndicators to 2)
9. The user of the PC will need to be added to the group DLO-Users through administrative tools – Users and Computers. This will set up their PC to be backed up by Symantec Desktop and Laptop software running on GIGA-Mail.
10. Epicor Prophet21 will need to be updated to the current version.
    * Change the profile setting for P21 to use Windows Authentication. (You will need to right click on P21 and select run as administrator to be able to change profile settings)
    * Make sure the custom forms are current – (use a current PC to copy the forms from)
    * Check and make sure the P21 Rules folder exists and is current
11. The following software will need to be installed or setup:
    * The user account will need to be logged into the new PC and install the DLO software located at [\\GIGA-MAIL\DLOAgent\setup.exe](file:///\\GIGA-MAIL\DLOAgent\setup.exe) .
    * Optional - when requested - you will also need to setup Crypto Term for both Acclaim and Netfinity for the user instructions can be found at [S:\Contents of GIGA2 F drive\WaltF&D\Kevin\New WIN 7 64bit PC Setup\Crypto Term setup instructions for Acclaim and Netfinity.docx](file:///S:\Contents%20of%20GIGA2%20F%20drive\WaltF&D\Kevin\New%20WIN%207%2064bit%20%20PC%20Setup\Crypto%20Term%20setup%20instructions%20for%20Acclaim%20and%20Netfinity.docx)
    * Optional – install and setup FaxFinder software for the user.
12. Need to verify no errors in the event log look for Service Control Manager Event ID 7000 errors. May need to run secpol.msc – Security Settings – Local Policies – User Rights Assignment – Profile system performance (make sure Administrators, NT SERVICE\WdiServiceHost are selected , may have to add LOCAL SERVICE as well and reboot to stop errors.
13. Setup printers – Color Xerox – either Sales or Acct depending on employee. Also add the user’s local printer.
14. Optional - Install the Primo PDF software.
15. Outlook setup for user
    * Make sure to enable the GIGA Employees Contact folder as an address book
    * Change the address book settings to show the GIGA Employees folder first and then change the order of sending mail, GIGA Employees, then Contacts
    * Make sure to change the Send and Receive default settings from 30 minutes to 10 minutes. Options – Advanced – Send/ Receive
16. Update adobe reader and adobe flash to the current version.
17. Install and configure the Samsung Magician Software.
    * Set overprovisioning – default 10%
    * OS Optimization – first click the Maximum Performance tab and select Apply All-

The PC will reboot, then launch the Magician Software again and click on the Advanced tab and change the following settings: (settings not listed can be left how the Maximum Performance option set them)

* + 1. Hibernation Mode – Should be deactivated – (the button will show Activate when the mode is deactivated)
    2. Virtual Memory set custom size initial – 800 mb – 2048 mb (click the shortcut button to change the page file size)
    3. Indexing Service /Search – set to activate (button will show Deactivate when the mode is activated)
    4. Power Options – Set to High Performance – Samsung High Performance
    5. System Restore – Use the shortcut button and set to 5%
  + Enable rapid mode