Windows 2012 R2 Installation

Customer: Grant Investrade Ltd

Document History:

Document Title:	SOP for Grant Investrade Ltd
Process Name:	Windows 2012 R2 Installation
Document Owner:	Insight Business Machines Pvt. Ltd.
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Date	20th June 2016

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1. Introduction

Insight Business Machines Pvt. Ltd. has been in the field of Computing Technology since 1992. What Insight envisages: The right mix of Products, services, People, infrastructure, Resources and Technical expertise. The prime push for INSIGHT has been towards diversifying itself into many arenas of Digital Information Technology. Today customers are turning to INSIGHT for flexible and operable solutions. Be it Systems Integration, Infrastructure Consolidation, Networking or Application Development we providing efficient, cost effective & cutting-edge technology has been the driving initiative at INSIGHT since last more the one decade. Our expertise in the Information Technology and the industry domain has been acknowledged by the business community at large. A testimony of this is our distinguished client portfolios that are leaders in their vertical and an achievement that Insight is proud of. Our vision is Instigate Values by Service Integration and Solutions.

Solutions we provide: Compliance, Convergence, and Manageability & Lifecycle Management.

2. Introduction for SOP

A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization / team. The development and use of SOPs are an integral part of a successful quality system as it provides individuals with the information to perform a required job properly, and facilitates consistency in the quality and integrity of an end-result.

The use of Standard Operating Procedures by teams will provide several Benefits. First, the intent will be communicated to all individuals in the team. Second, SOPs provide subordinate employees with the desired end state and allow them to use their discretion if decisions need to be made. SOPs provide leaders the framework to conduct business safely by allowing them to focus on critical decisions instead of routine ones thus enhancing their decision making ability in stressful situations. Finally, SOPs provide a mechanism to identify needed changes, implement appropriate policy, enhance training, describe desired performance, and evaluate operational performance. The result is improved operational efficiency, greater accountability, and customer (user) satisfaction.

3. Objective

The primary objective of this document is to serve as a set of written instructions for remotely managing the infrastructure of Grant Investrade Ltd, it provides the standard Process Framework and detailed procedures in carrying out the services effectively and efficiently.

4. Scope

The scope of this document is to follow the step by step process for the VMware deployment at Grant Investrade Ltd. On daily basis it will help the support team for managing the infrastructure, and analyse any possible security threat or anomalies that can be fatal for business.

5. Audience

The intended audience for this document is Help Desk, System Engineer / System Administrator, Team Leader and IT End Users at Grant Investrade Ltd (Mumbai)
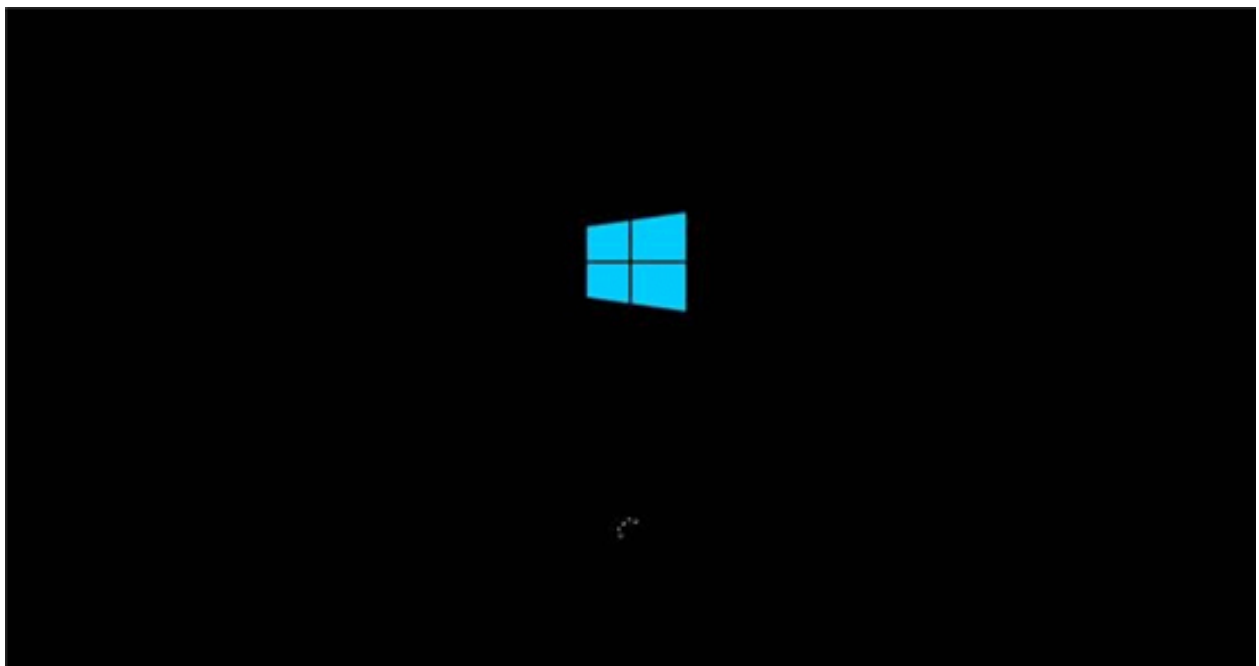
6. Installation of Windows 2012 R2

Step-1:- Insert the Windows Server 2012 R2 DVD, and once you get the following message press Enter to boot from the setup

Step-2:- Wait for a while till the setup loads all necessary files (Depending on your machine, it will take couple of minutes)
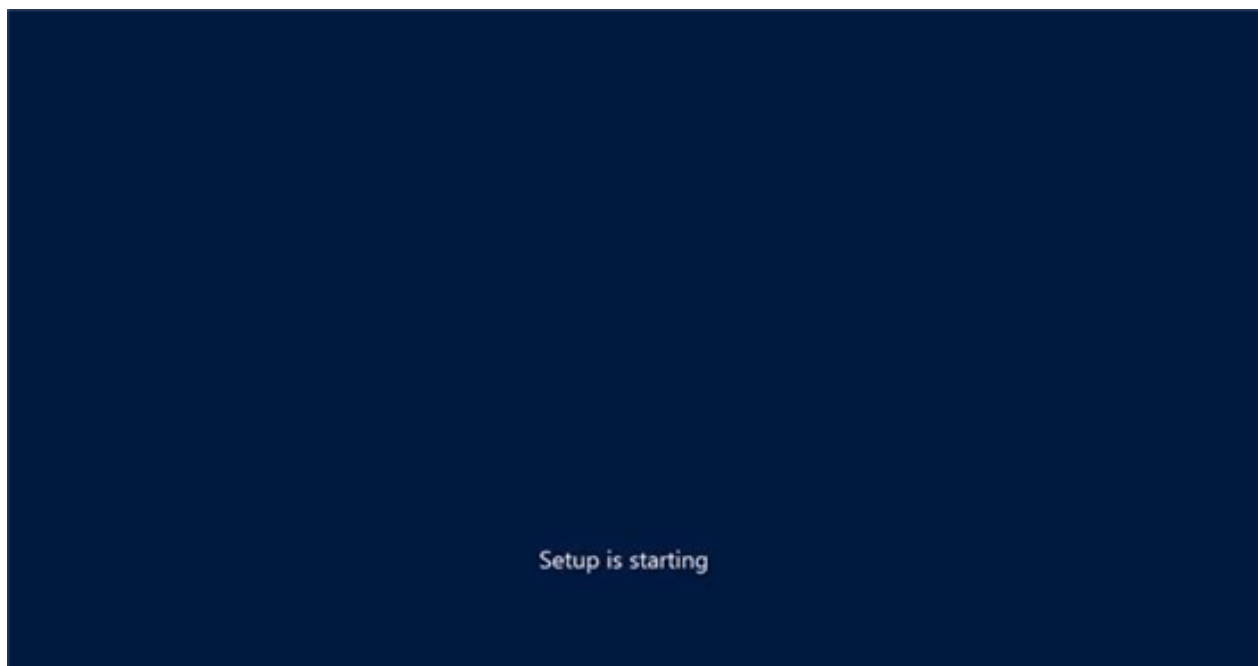
Step-3:- Once the setup files are loaded, the setup will start with the following screen. You can change these to meet your needs (the default values should be fine for now)
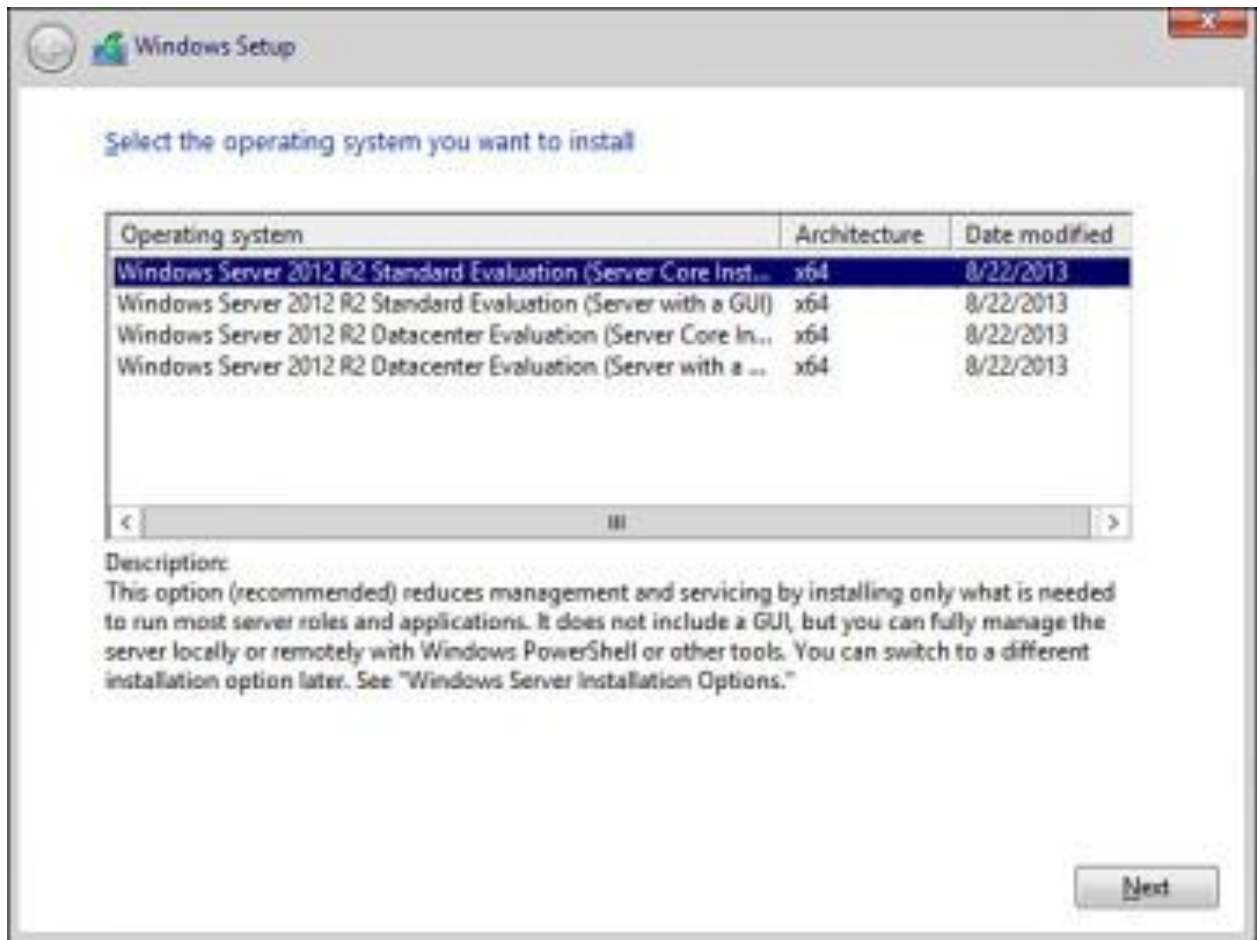
Step-4:- Once you click Next, you can start the installation, click "Install now"

Step-5:- You will see the following screen, wait until it finishes loading

Step-6:- In the following setup screen, you will see four options. Select Windows Server 2012 Standard Evaluation (Server With GUI).

Step-7:- After you click Next from previous screen, Read the License terms, tick the "I accept the license terms" and click Next

Step-8:- Now It will ask you for the drive (or partition) you want to install Windows on.

NOTE: This will remove the content of the partition.
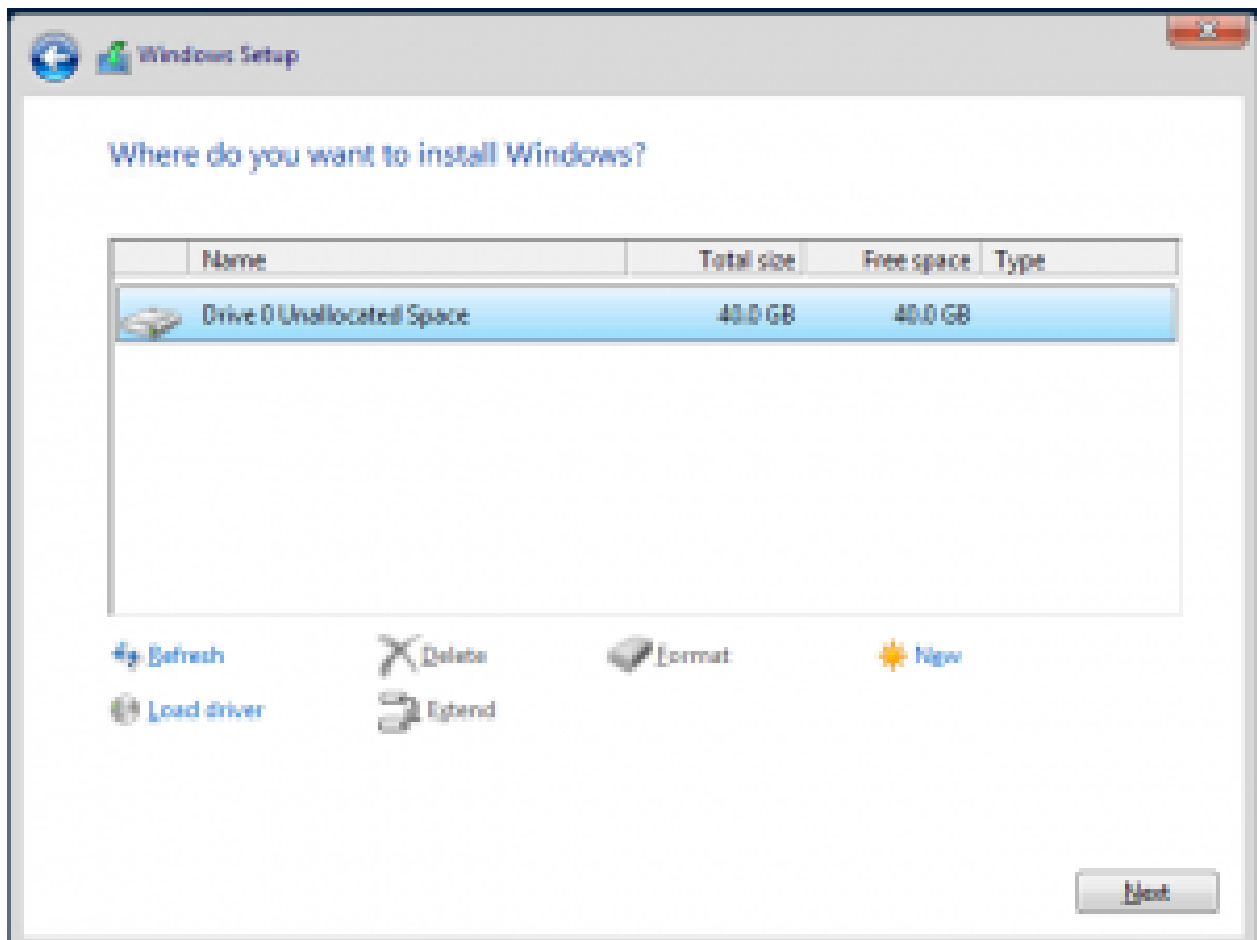
Step-9:- Now once we picked our partition, clicking on next from previous screen will start the setup. This process might take a while.
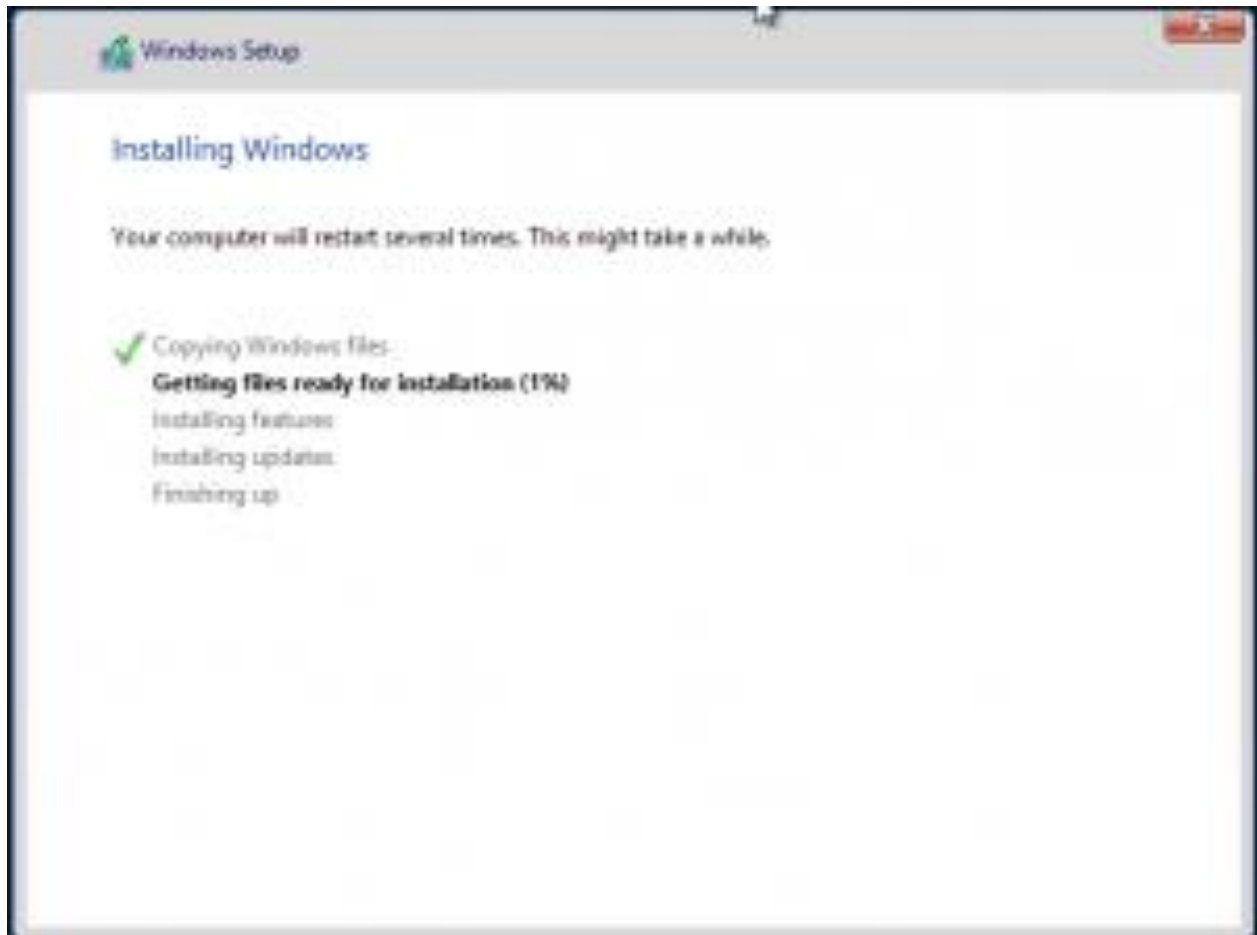
Step-10:- Once the setup is done, it will restart and start your Windows Server 2012 R2 for the first time. It will ask you then to set up a password for the Administrator user.
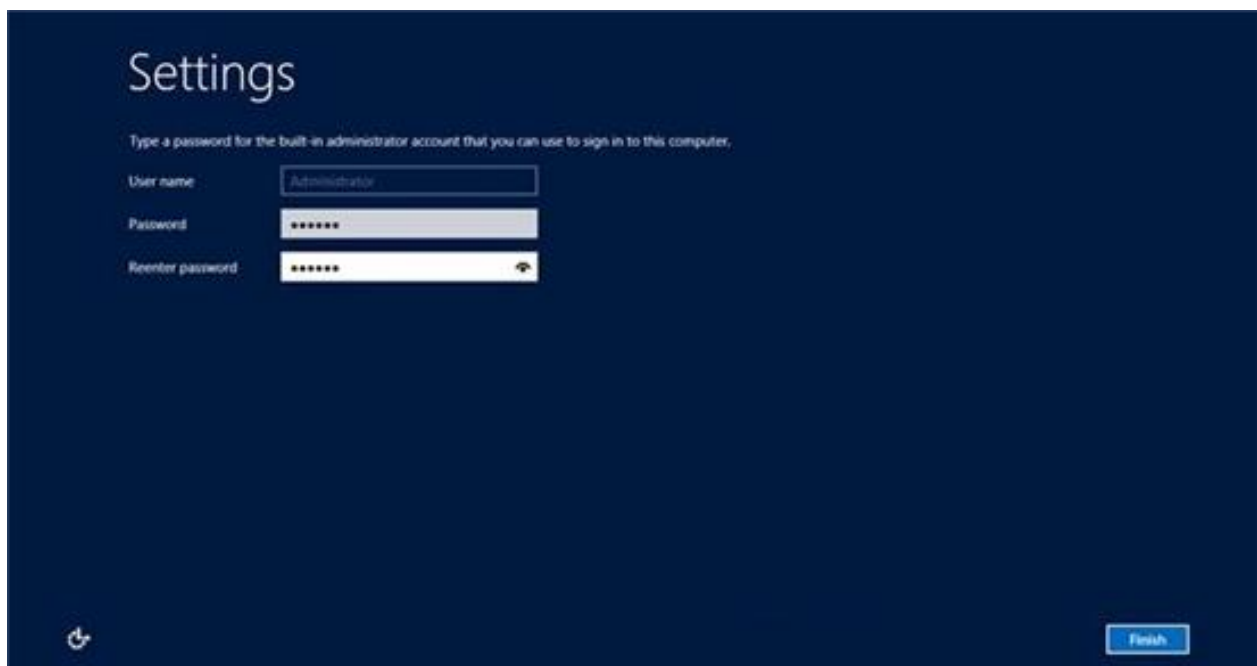
Step-11:- The setup will finalize your settings, might take a couple of minutes.

Step-12:- Once the setup is done, you can log in for the first time to your Windows Server, as the screen says, press Ctrl+Alt+Delete to log in, and use the password you set in the setup process
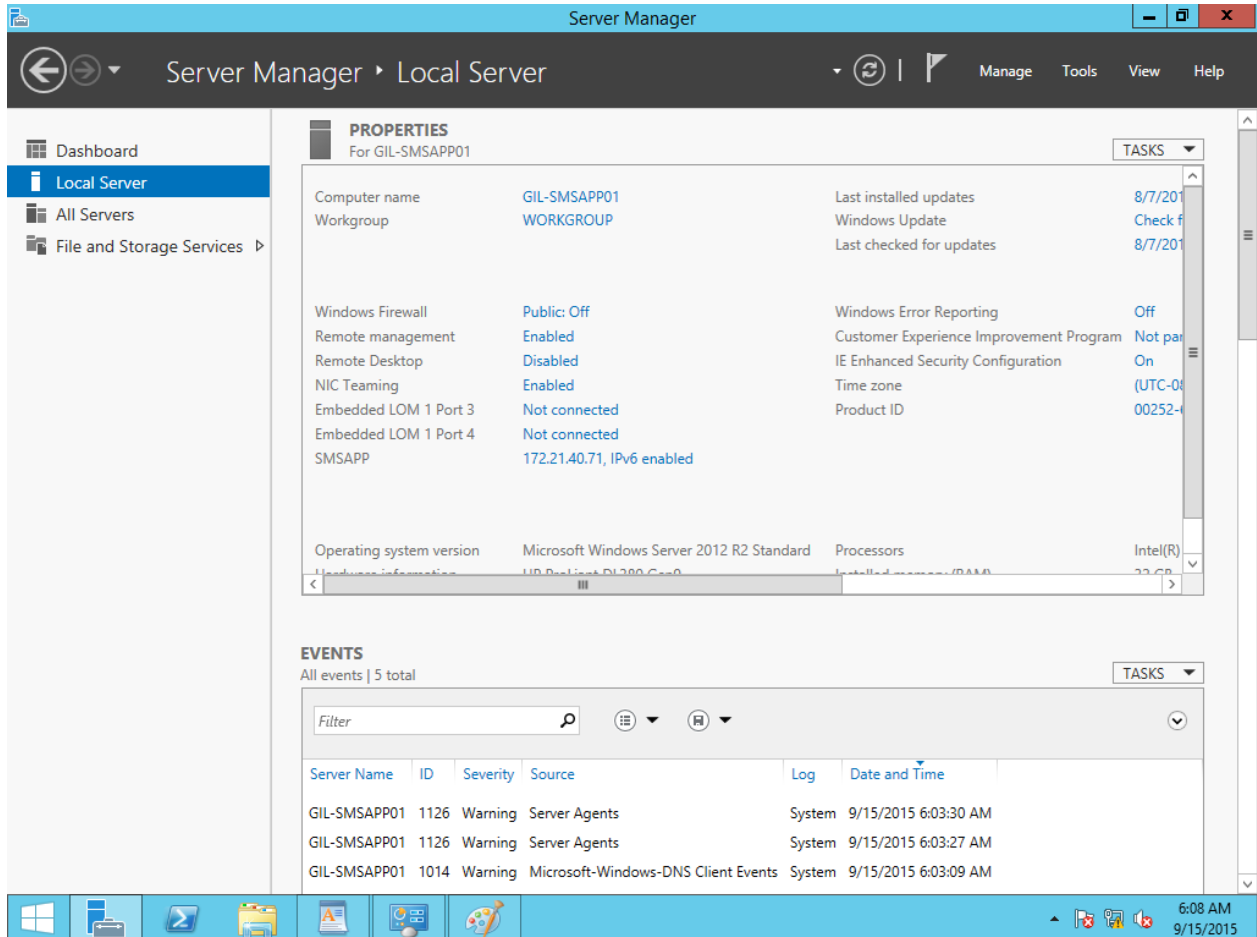
Step-13:- Once you Log in, Windows Server 2012 R2 will Congratulations! You have now Windows server 2012 R2 Installed with Standard.

Go to Server Manager, In Server Manager, click on local server on left panel and then click on NIC teaming.

Step-14:- In NIC Teaming wizard. Inside TEAMS, click on Tasks->New Team.

Step-15:- Enter the name for new team & select the Ethernet ports to add to team and click OK.

Step-16:- For Network configuration go to control panel->Network & Sharing Center-> Change adapter settings. Here you can see adapters & created teams. Rightclick on adapter or team and click on properties.
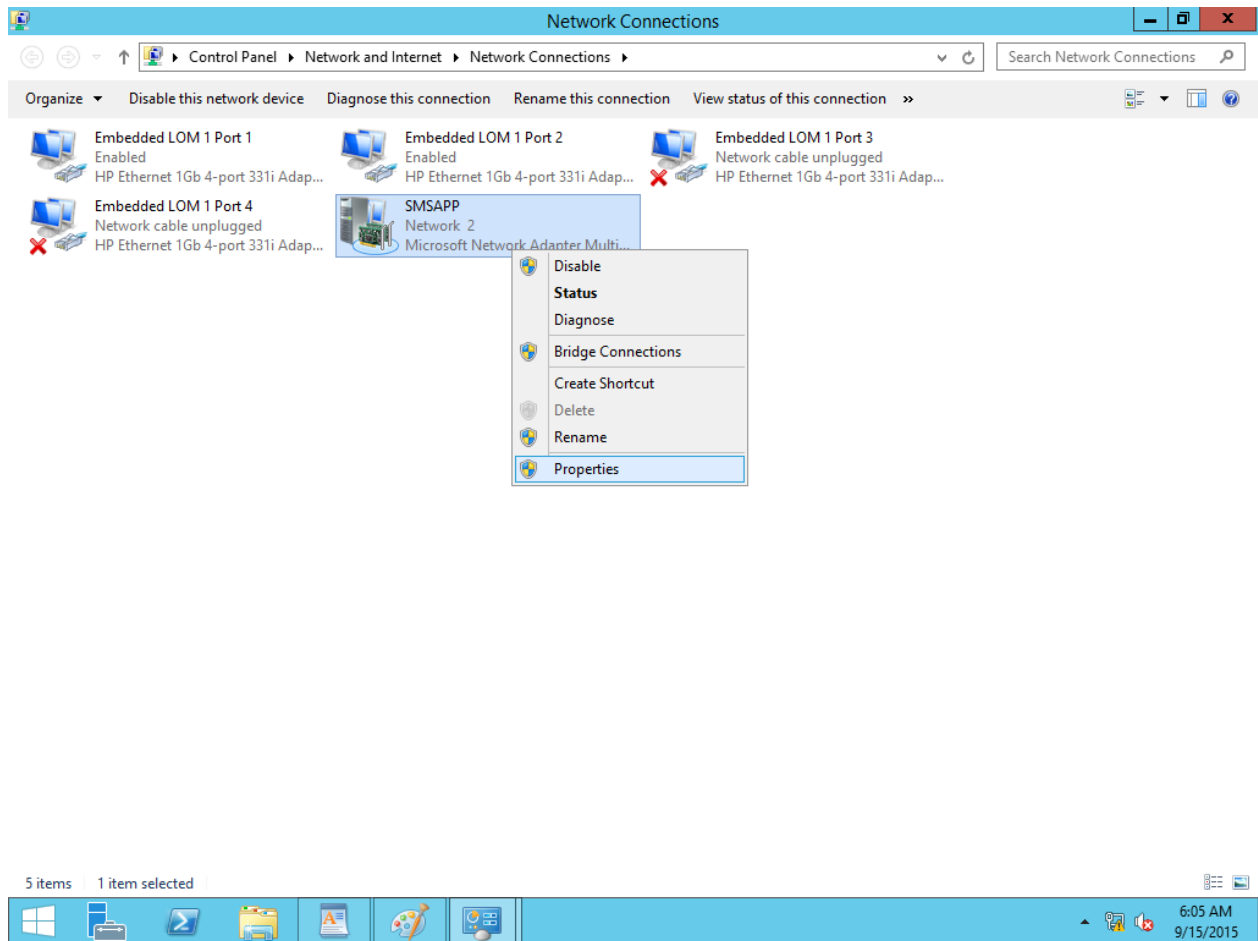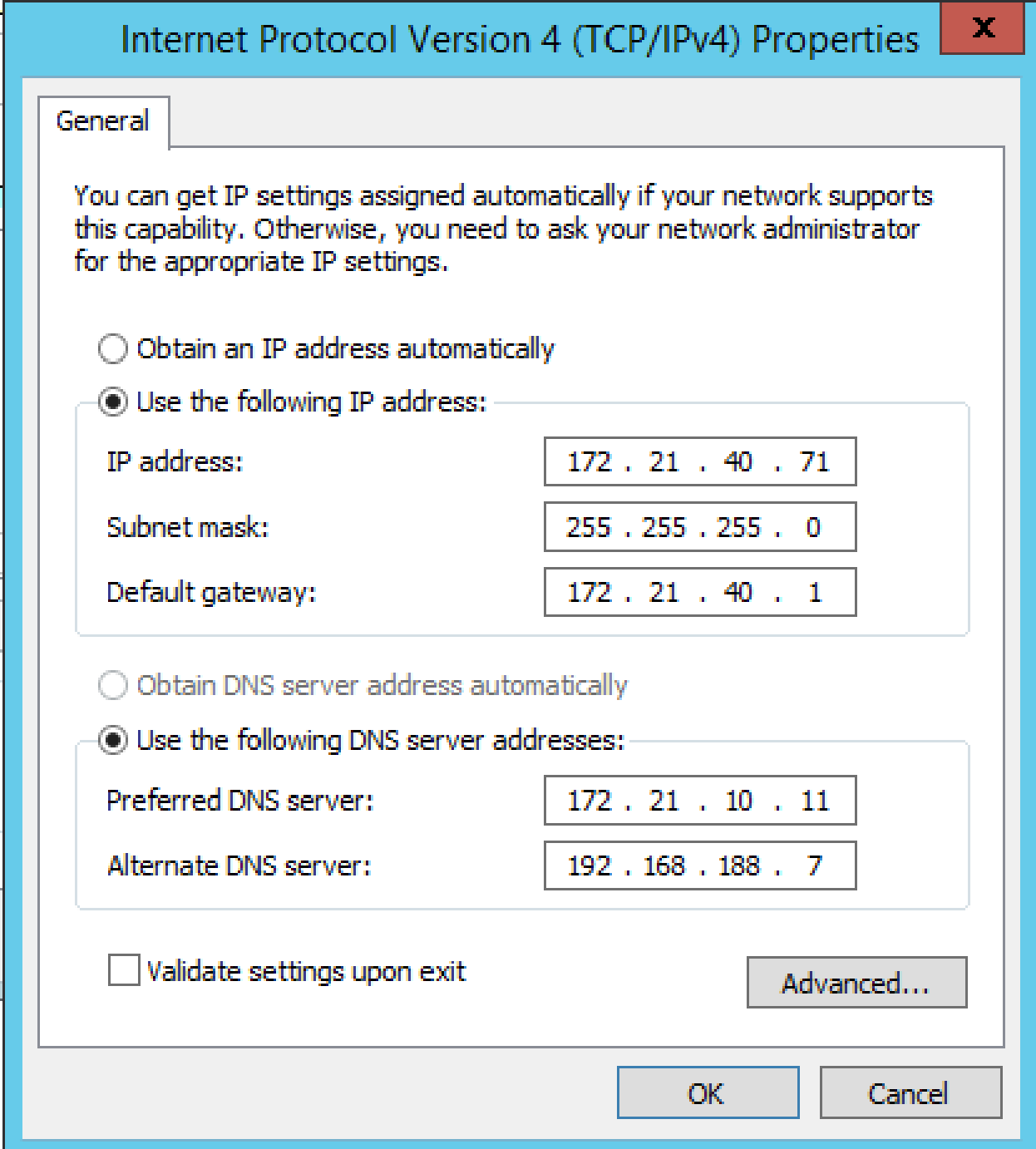
Step-17:- Select IPv4 and click on properties.
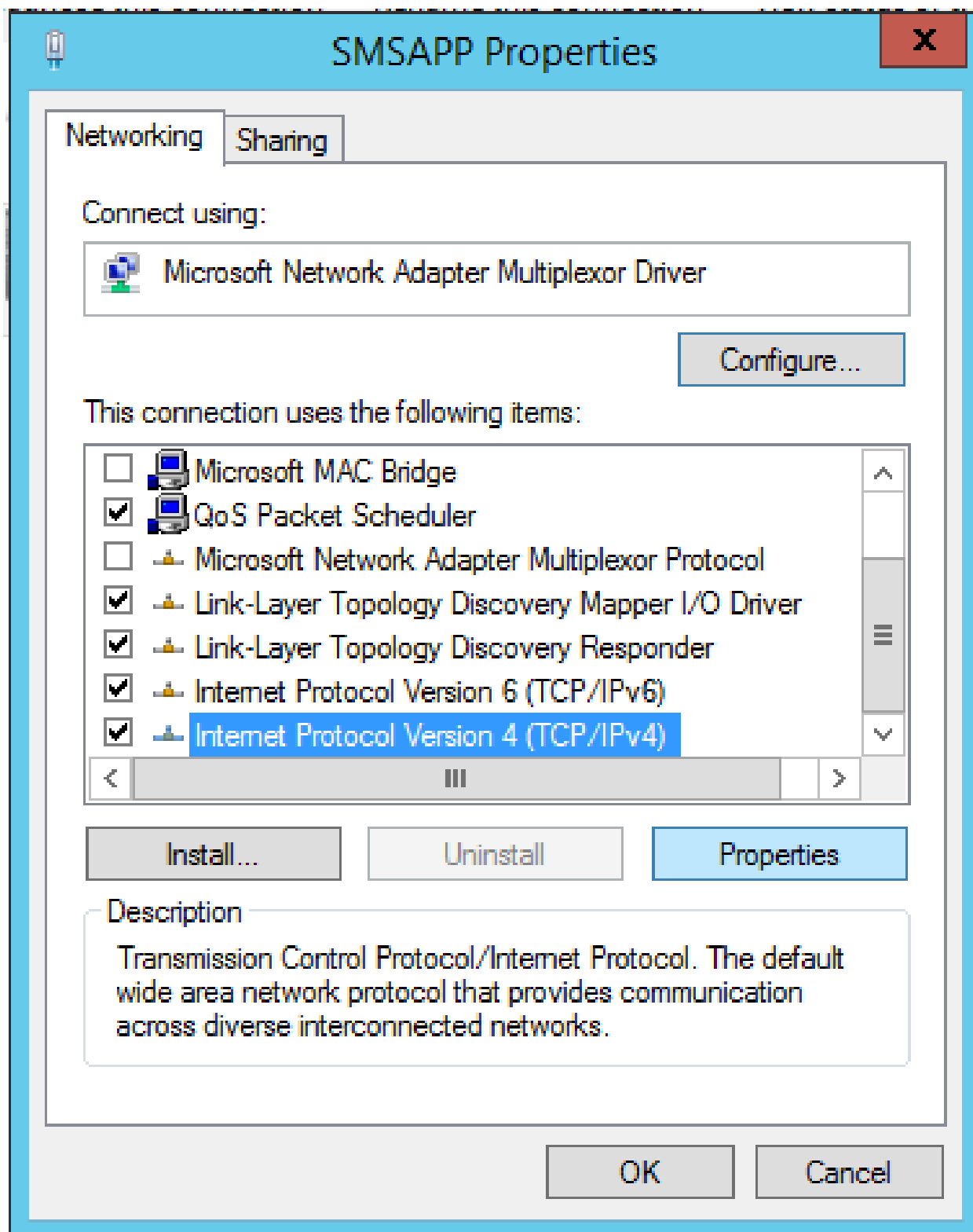
Step-18:- If want to use static IP settings, then select "Use following IP address" & enter details and click OK.

Internet Protocol Version 4 (TCP/IPv4) Properties   X

General

You can get IP settings assigned automatically if your network supports this capability. Otherwise, you need to ask your network administrator for the appropriate IP settings.

○ Obtain an IP address automatically

● Use the following IP address:

IP address:	172 . 21 . 40 . 71
Subnet mask:	255 . 255 . 255 . 0
Default gateway:	172 . 21 . 40 . 1

○ Obtain DNS server address automatically

● Use the following DNS server addresses:

Preferred DNS server:	172 . 21 . 10 . 11
Alternate DNS server:	192 . 168 . 188 . 7

☐ Validate settings upon exit

Advanced...
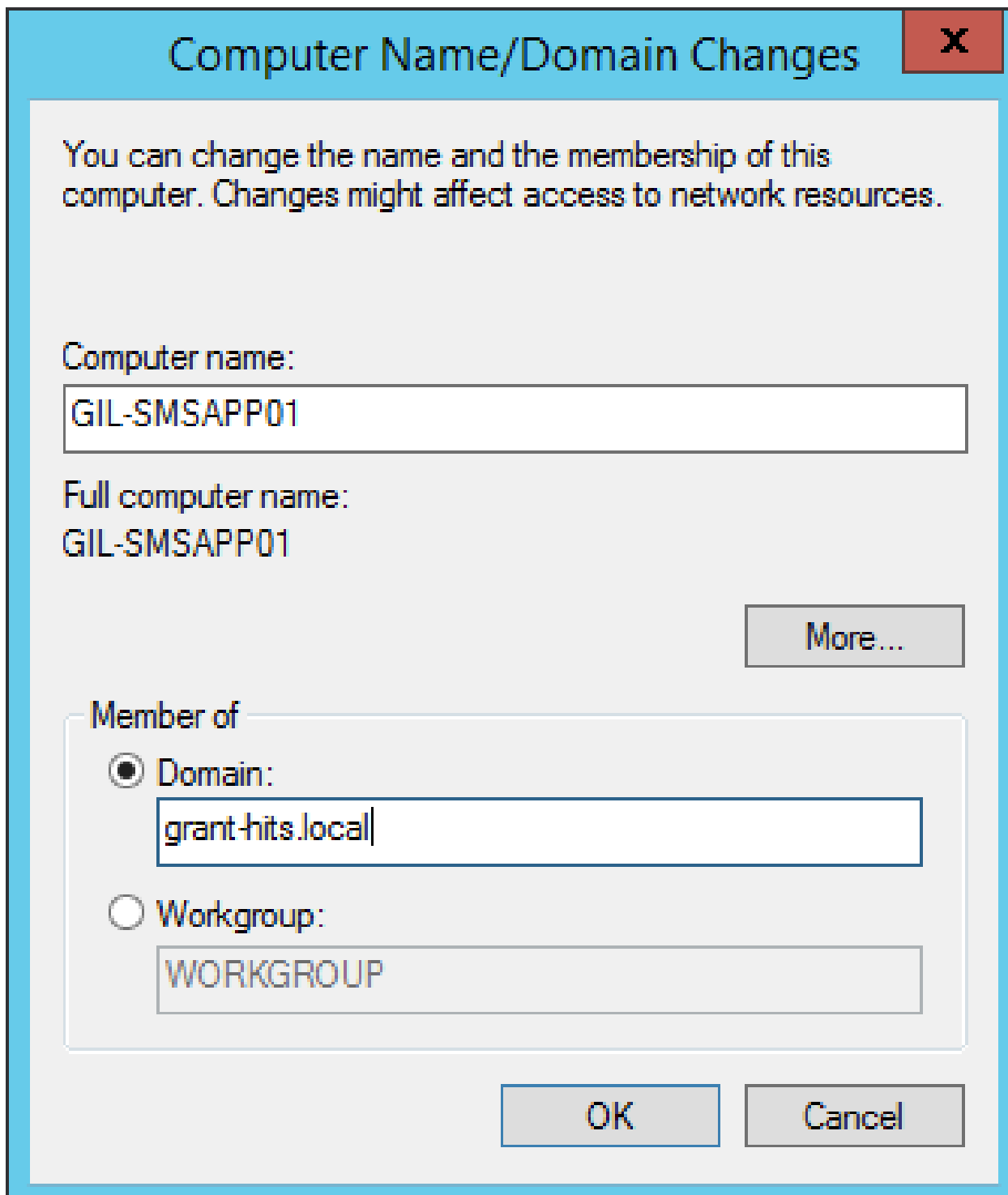
OK   Cancel

Step-19:- To change Hostname of server and to add server to the domain, go to control panel->system->change settings and click on change.

System Properties dialog:

System Properties   X

Tabs: Computer Name | Hardware | Advanced | Remote

Windows uses the following information to identify your computer on the network.

Computer description:

For example: "IIS Production Server" or "Accounting Server".

Full computer name: GIL-SMSAPP01

Workgroup: WORKGROUP

To rename this computer or change its domain or workgroup, click Change.   [Change...]

[OK]   [Cancel]   [Apply]

Step-20:- Enter Computer name & Domain name and then click OK.

Note:- Changing Computer name or Domain name requires restart.

Step-21:- To add new role or feature to the server, Go to Server Manager & click on "Add roles and features".
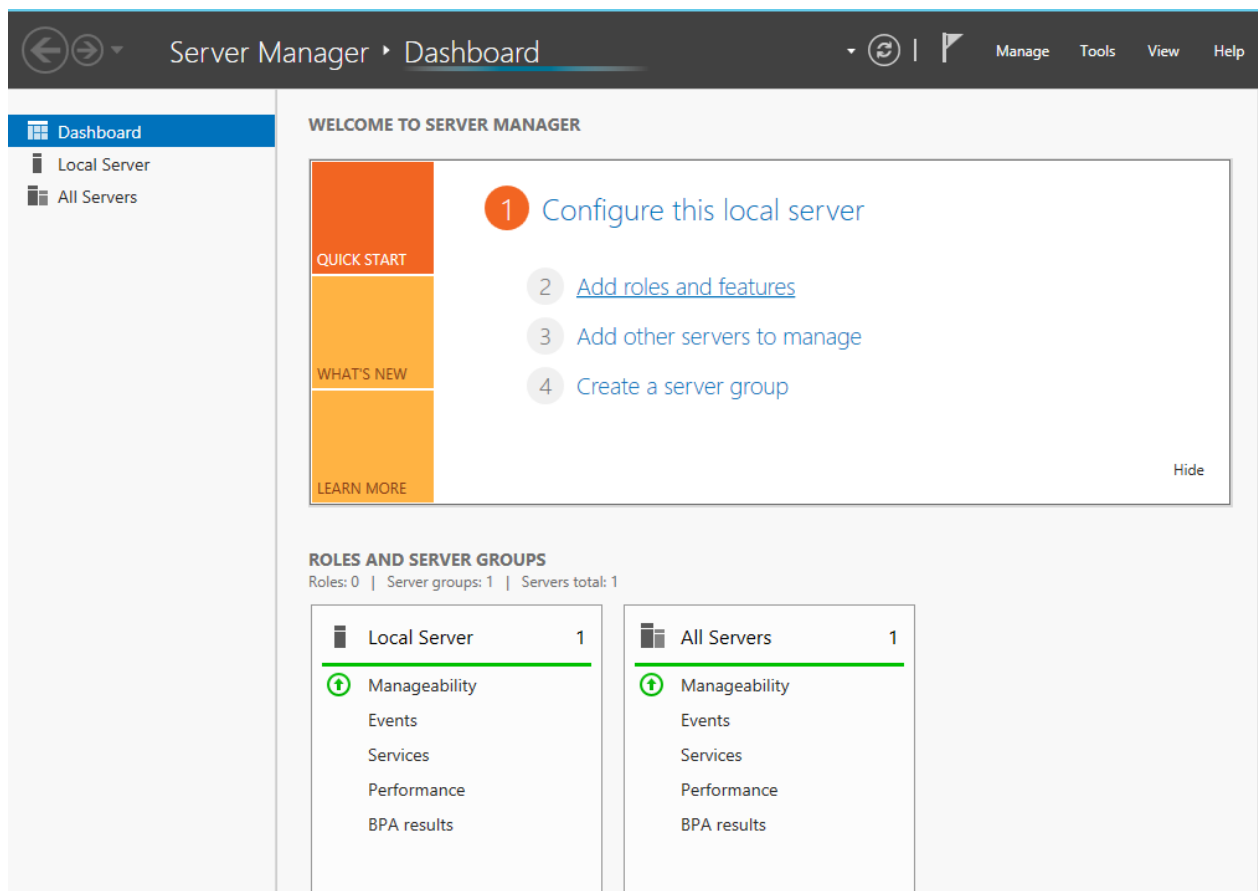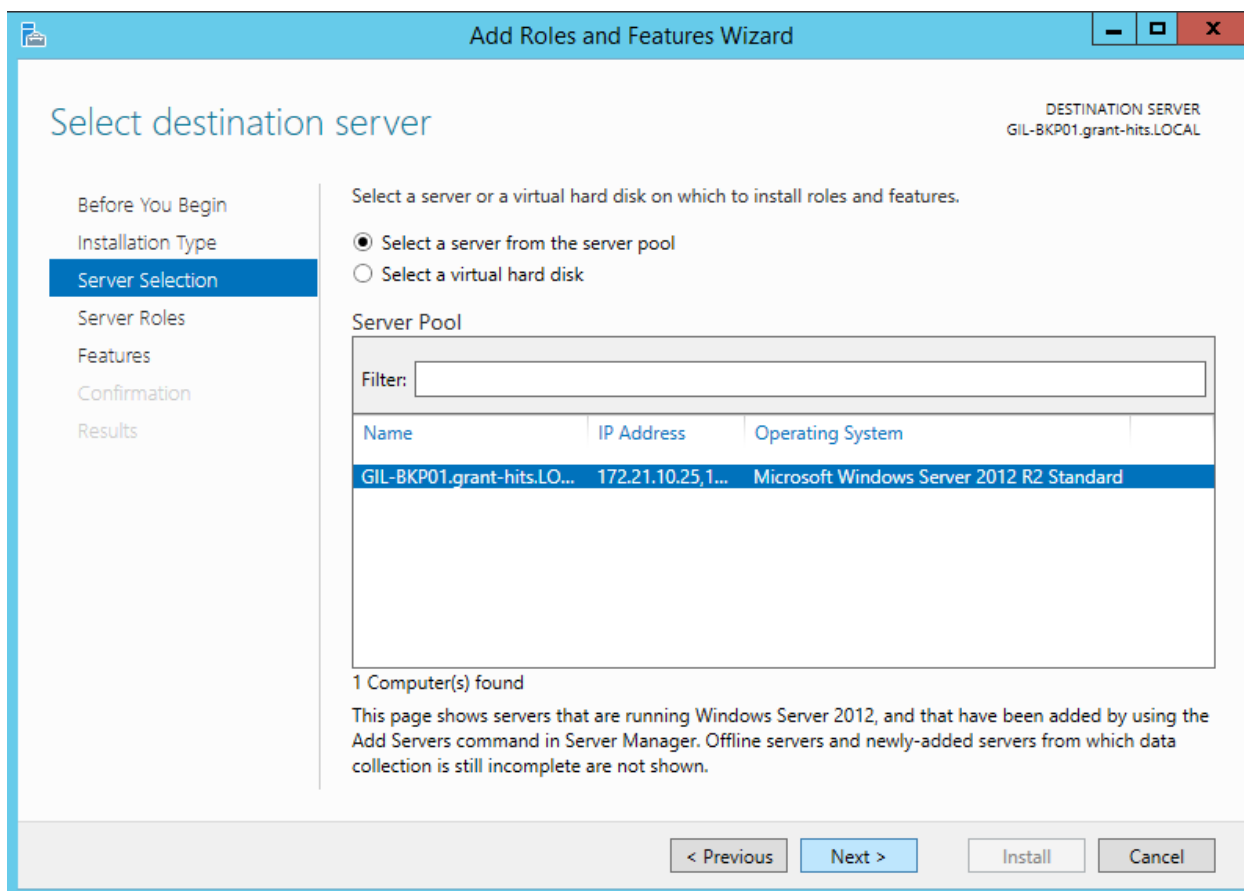
Step-22:- Add new roles and features wizard opens, click Next to continue.
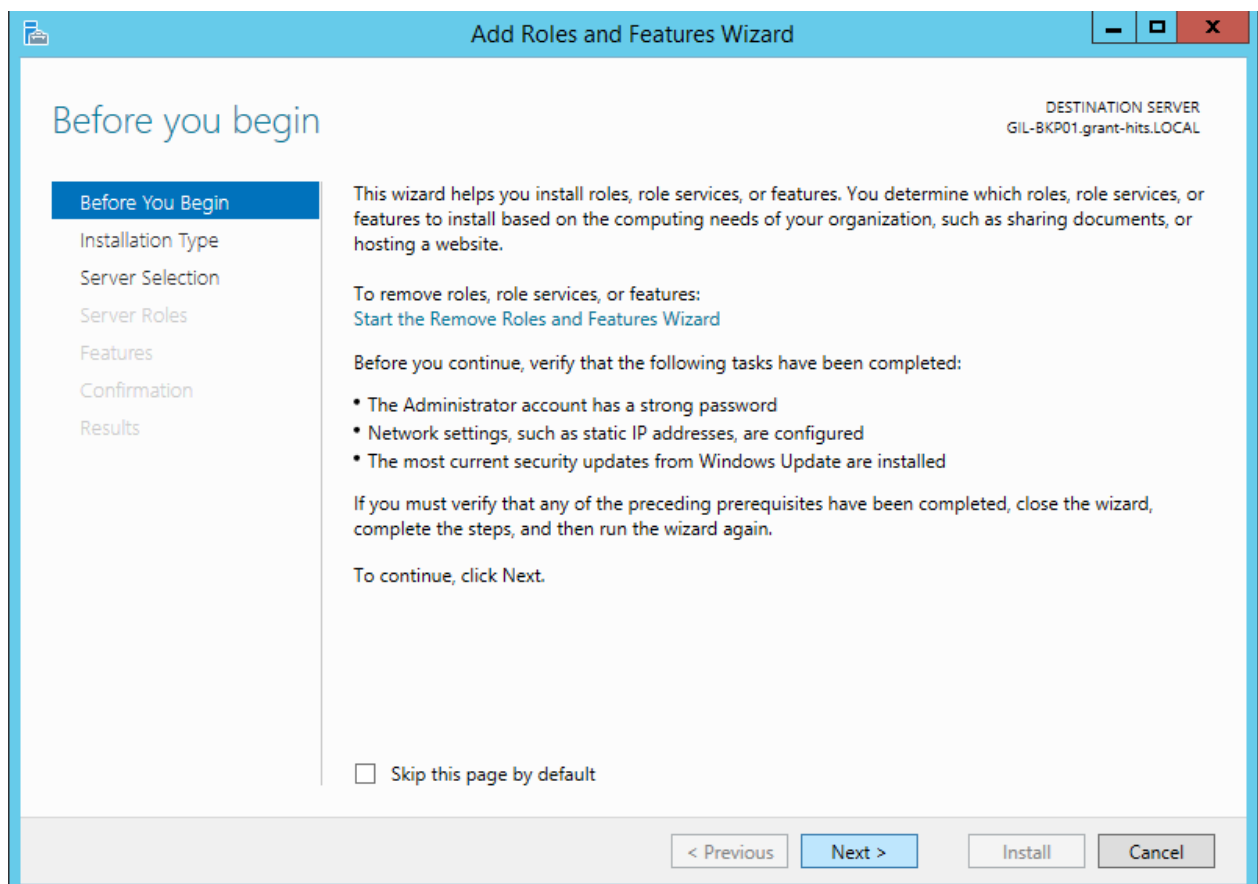
Step-23:- Select Role-based or feature-based installation" and click next.
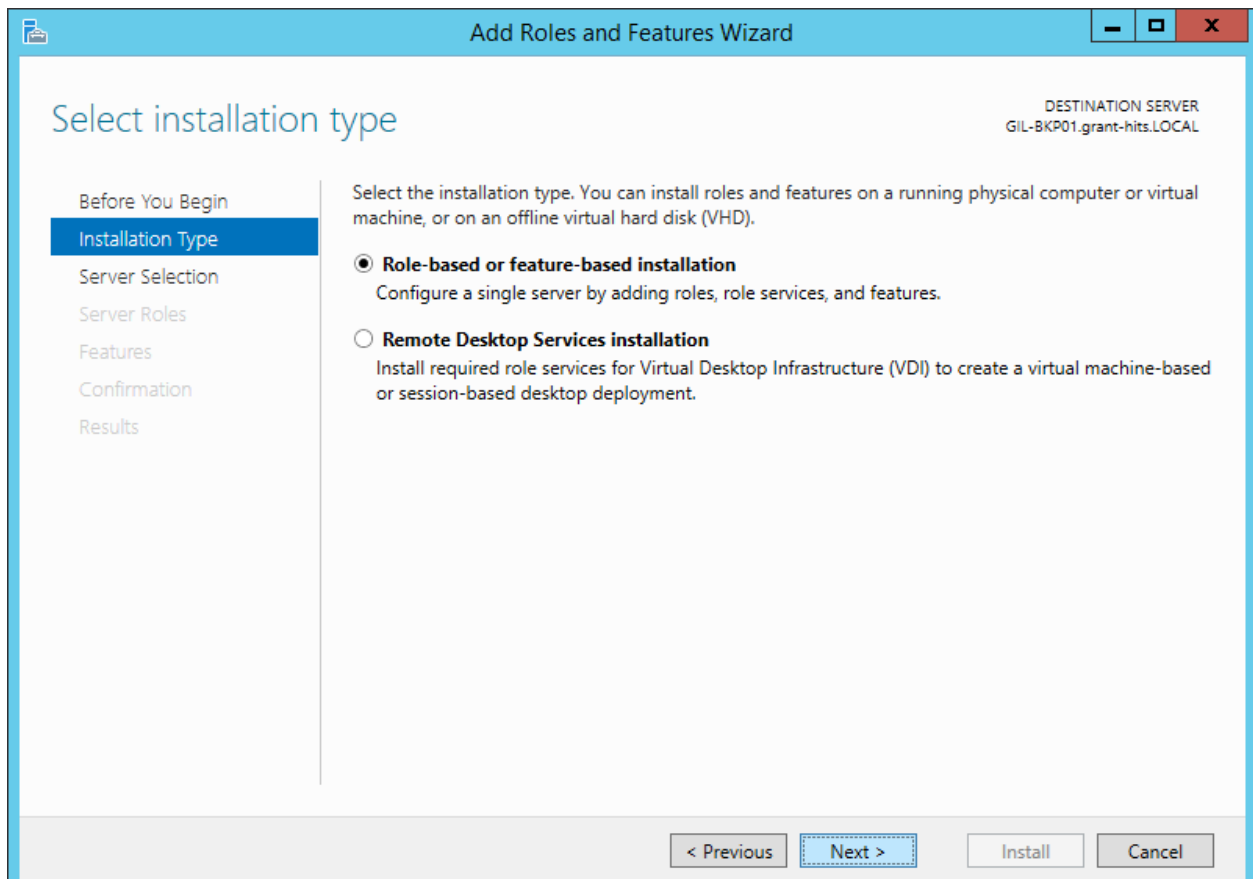
Step-24:- Select server on which to install role and feature and click next.

Step-25:- Select the (Web Server)IIS role to install and click next.

Step-26:- Required features for Web Server(IIS) wizard opens, click Add Features.
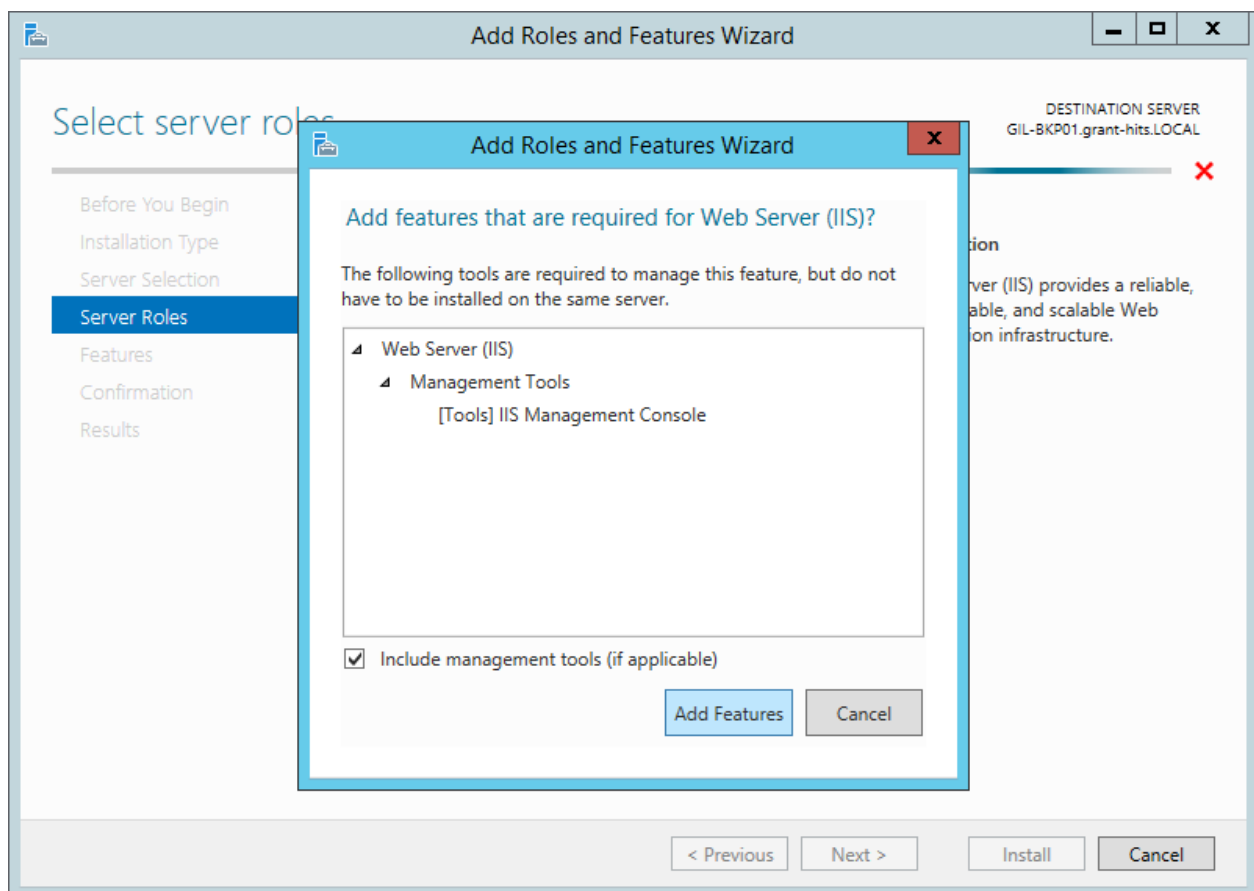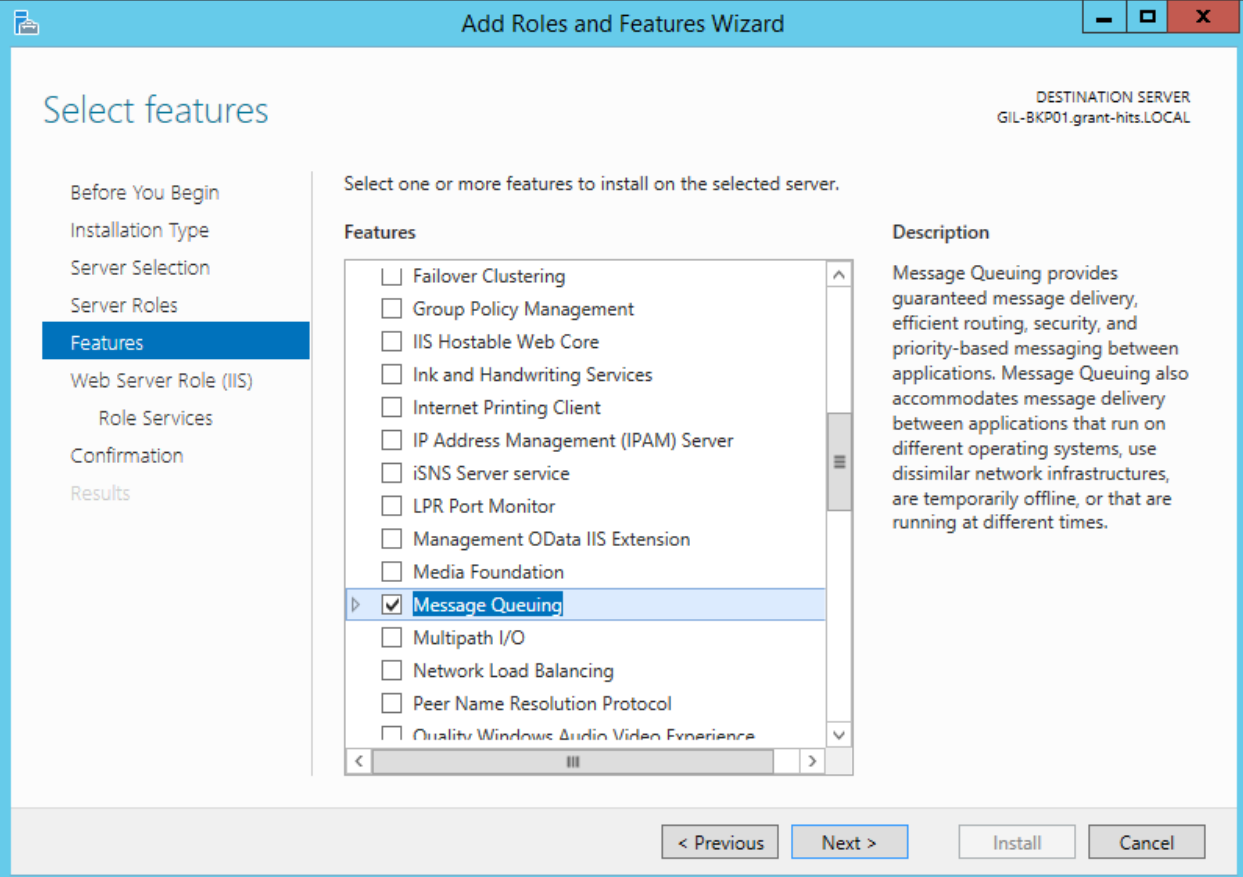
Step-27:- Select .Net Framework 4.5 Features.
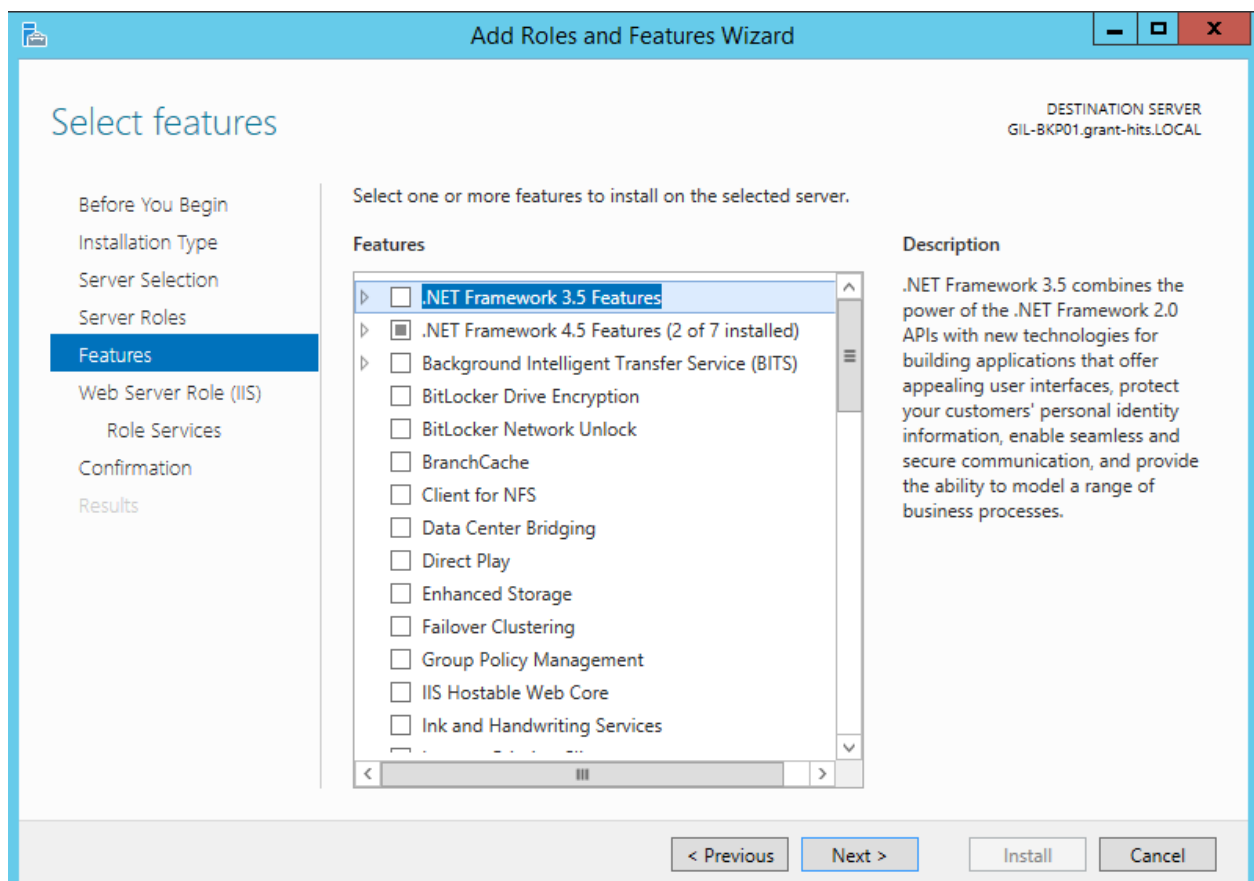
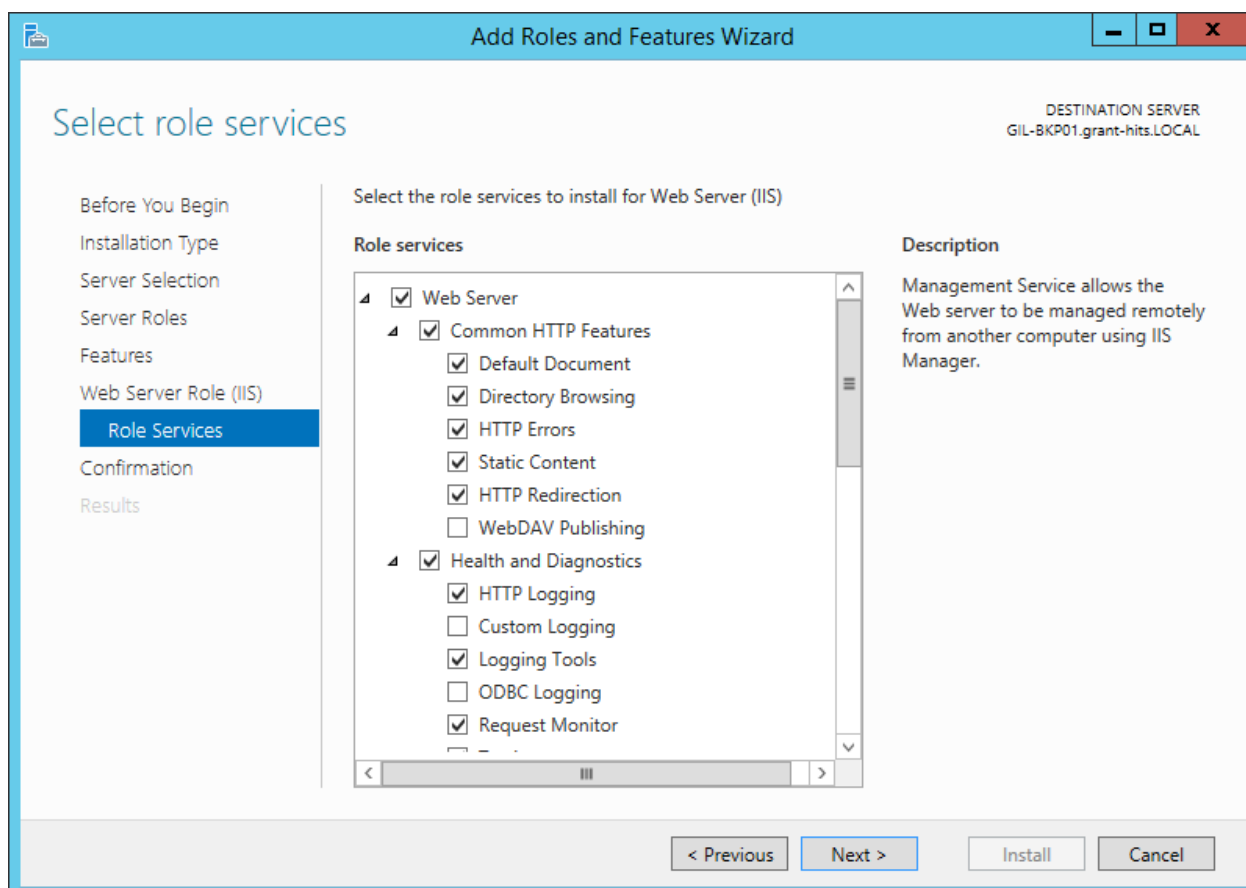**Step-28:-** Select Message Queuing feature to install and click Next.

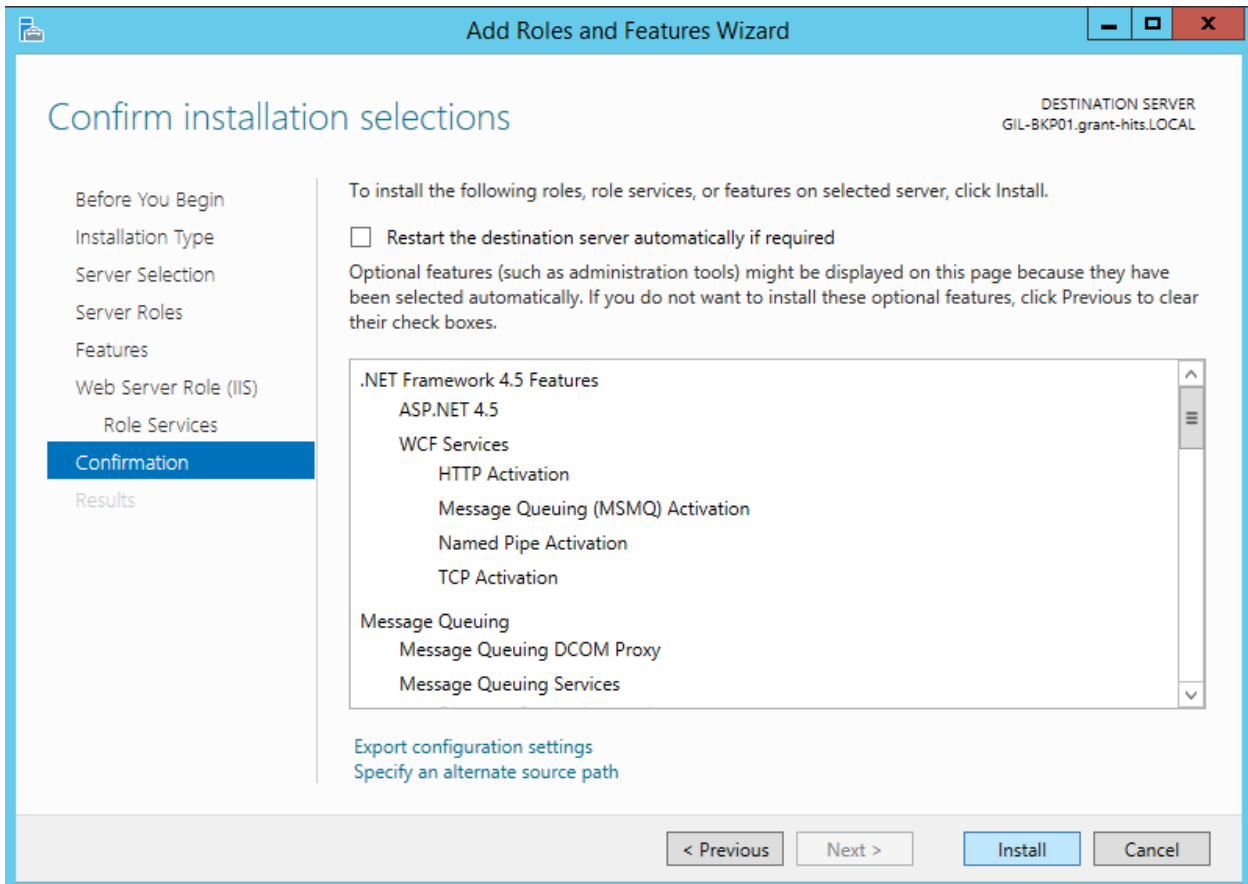**Step-29:-** Add required feature for HTTP support wizard opens, click Add Features.
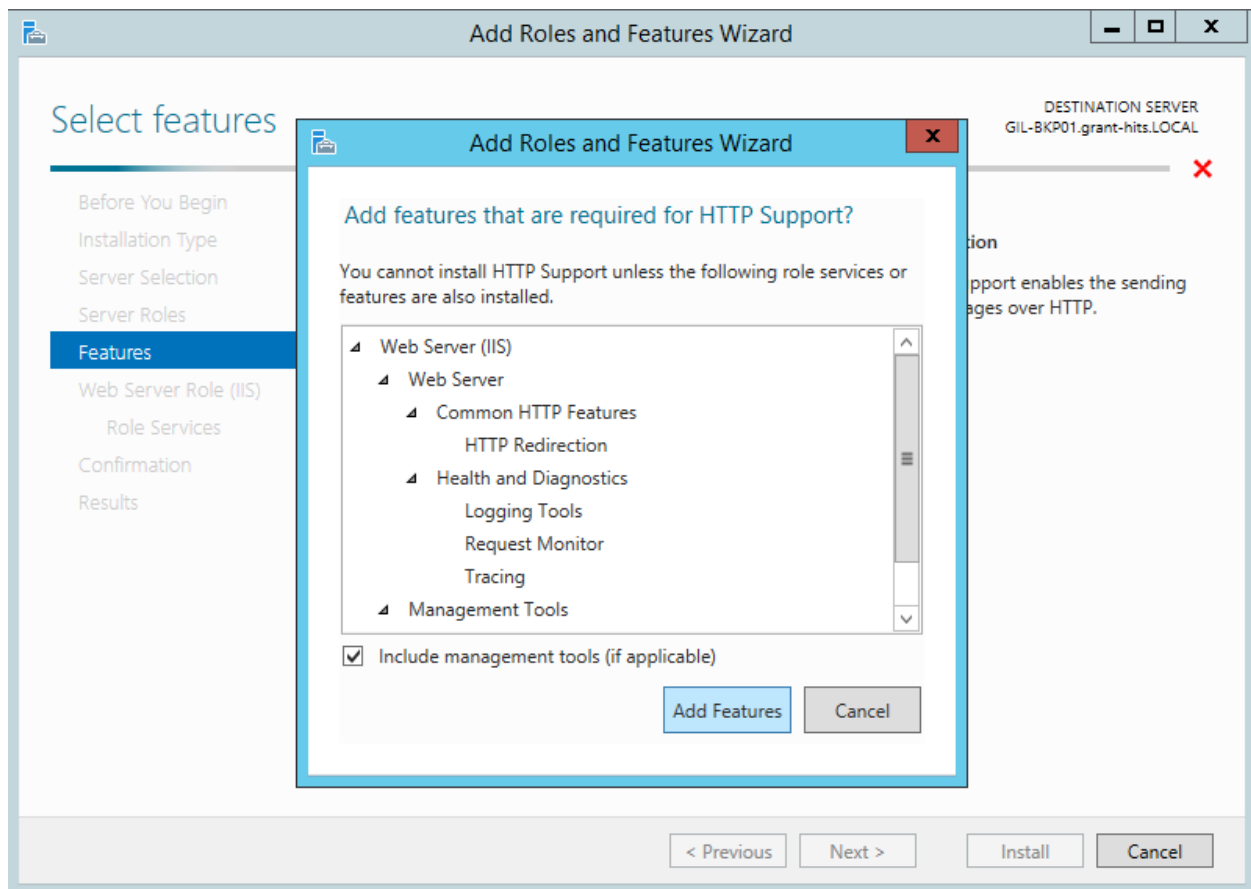
Step-30:- Information about Web Server will be displayed, click Next.
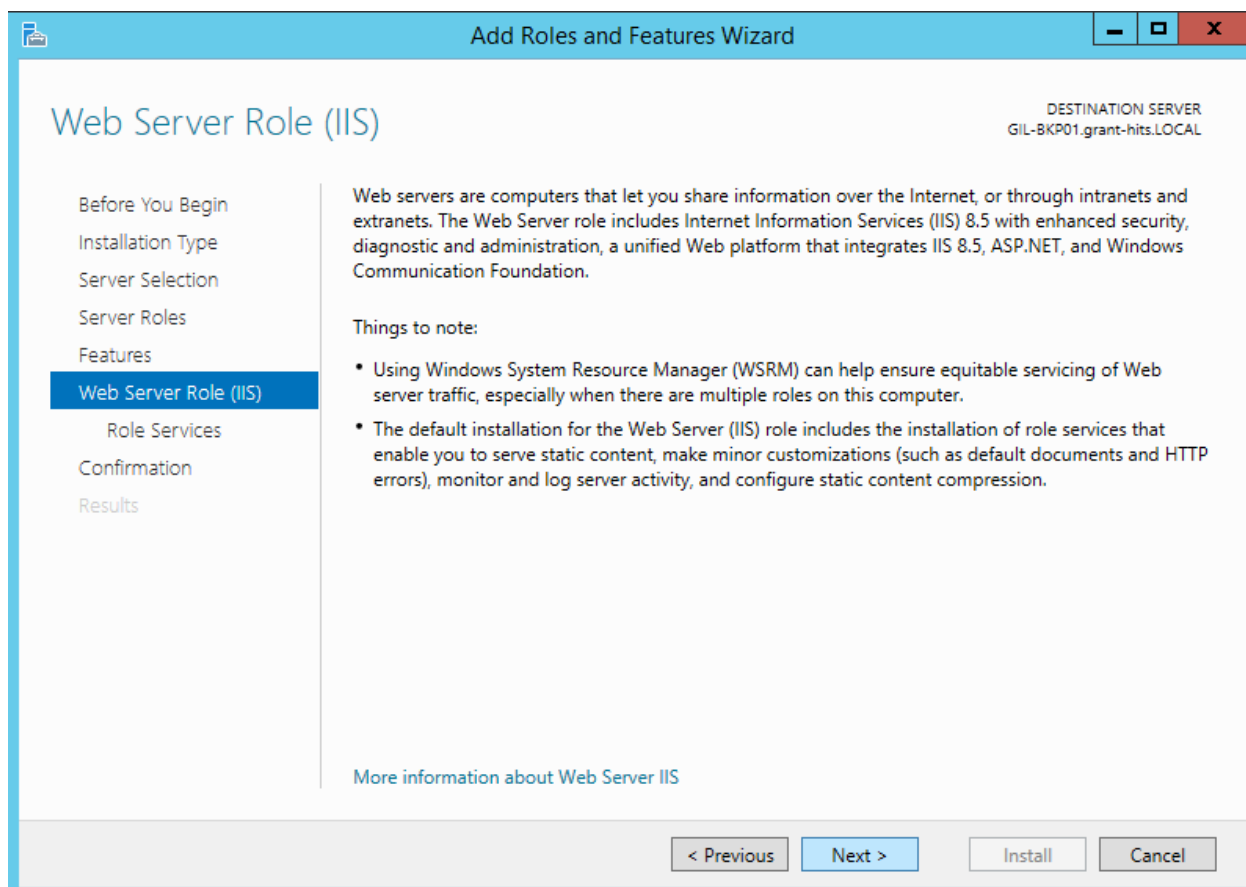
Step-31:- Select role services to be installed and click Next.
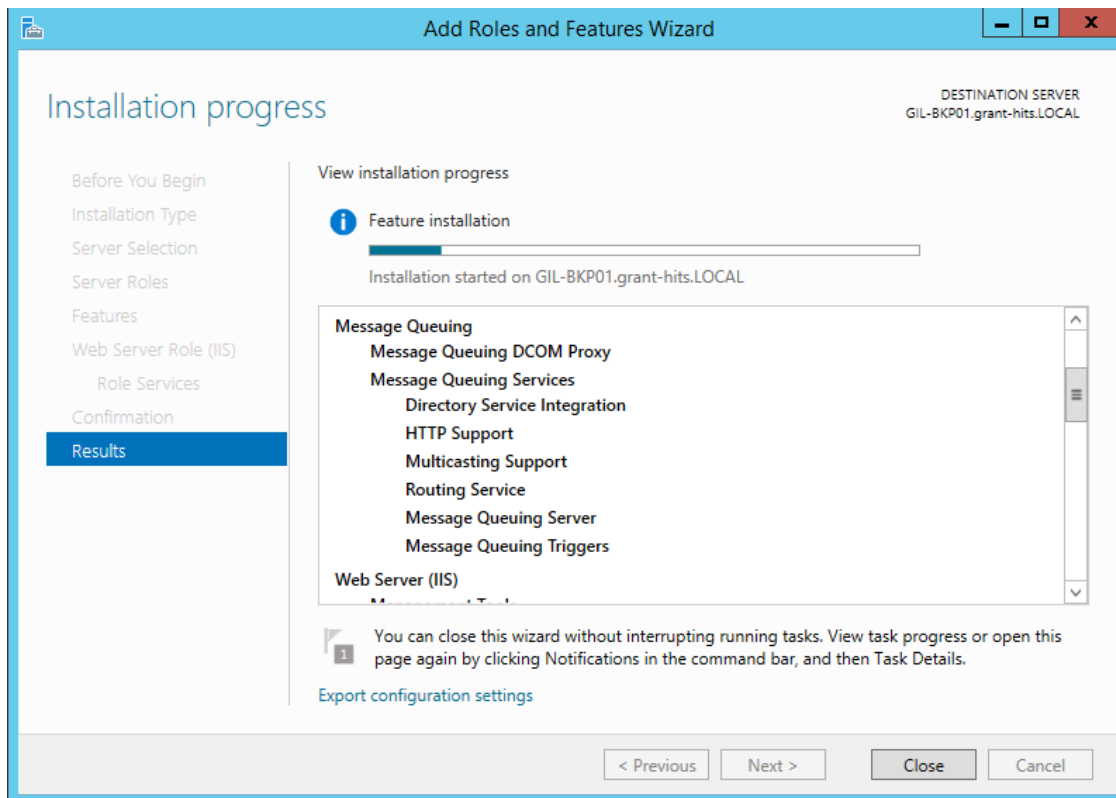
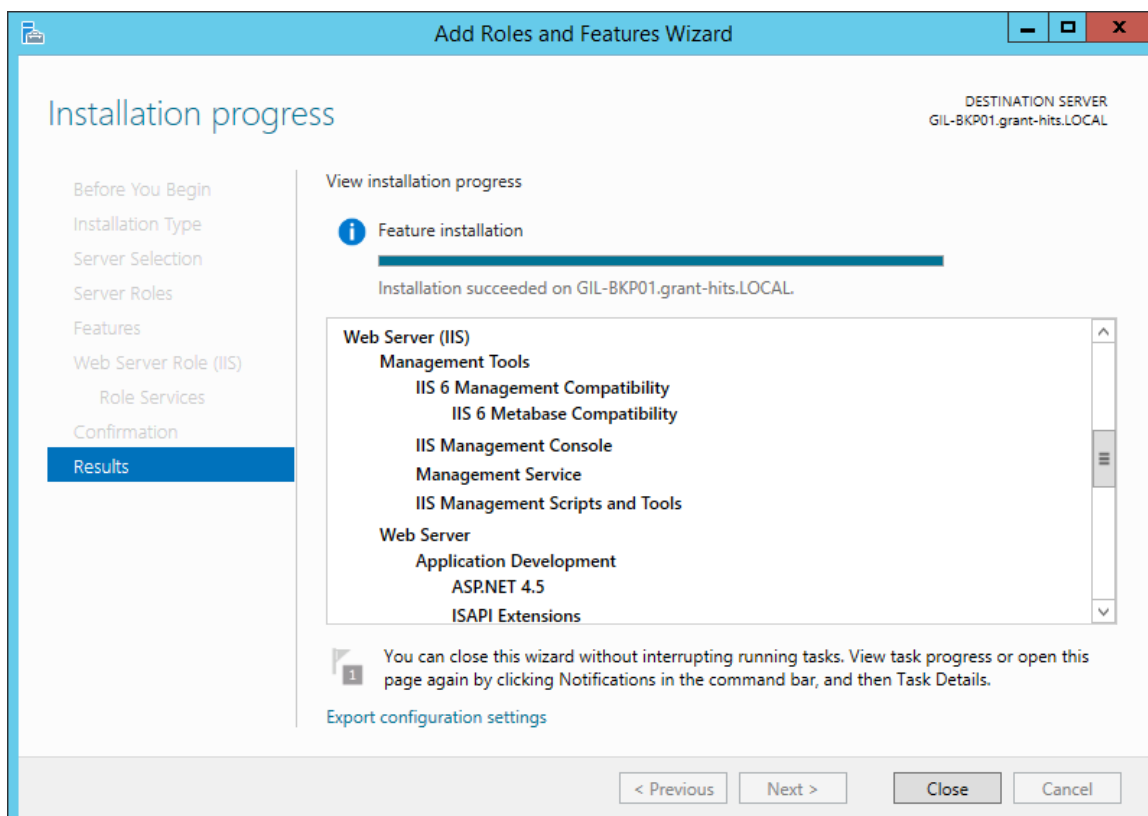**Step-32:-** Confirm installation selections and click Install.

Step-33:- You can see installation progress in following screen.

Step-34:- Installation is successfully completed, you can now close wizard.

7. Document Acceptance;

The parties, in signing this acceptance, have agreed the above mentioned deliverables & scope of work. This signoff is required prior to any Services being carried out onsite.

Insight and Customer have caused this SOW to be signed and delivered by their duly authorized representatives.

Grant Investrade Ltd.		Insight Business Machines Pvt Ltd	
Name	**Seal & Signature**	**Name**	**Seal & Signature**
Vinyak S		Darshan C	
Vijay K		Kamlesh S	

8. Annexure;
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