PASS office instructions for imaging the loaner laptops

**Laptop models:**

* Dell Inspiron 1525 –Windows VISTA
* Dell Inspiron 1545 – Windows 7 Home Premium

**Software used for imaging** – Ghost 11

**Tools used:** USB key with boot image created by ITS, Network cable

**Network ports used:** 01D0509 01D0703 01D0704

**Overview:**

The images for the PASS Office loaner laptops are kept on a server, which are accessed by booting the laptop from the ITS-programmed USB key.

**Process:**

1. With laptop turned off, insert the USB key into one of the USB ports on the laptop.
2. Connect the network cable to the network port. The other end of the network cable must be connected to the pre-determined network jack. Only the pre-determined wall-jacks will allow you to access the server.
3. Turn laptop on
4. When the Dell logo is displayed, and the F12 message is in top-right of screen, press F12. This will bring the boot menu to the screen.
   1. If you do not press the F12 key in a timely manner, the laptop will boot off the HD and you will have to restart the laptop and return to step 3.
5. Using the arrow keys on keyboard, select ‘USB Storage Device’. Press Enter. This starts the boot process, using the boot information on the USB key.
6. Wait until the black window appears (with white border). This is the Windows IP Configuration window. Presently , there are 9 options at this menu.
7. Select option 5 ‘ Run Ghost and stay in winpe after imaging’
8. The next prompt will be “Enter the username for 158.137.1.187’.
   1. Type Plymouth\ pmmay (enter)
   2. Enter password (enter)
9. The next screen should be the Ghost screen. Select ‘OK’
10. Select ‘Local’ | ‘Disk ‘ | ‘from image’.
11. In the ‘Look In’ box, change the network drive from ‘X’ to ‘Z’
12. Click once on the PASS folder.
13. Select the appropriate model laptop folder. Click ‘OK’.
14. Click once on the image
15. Select ‘OK’
16. Select ‘OK’
17. Select ‘Yes’.
18. The image process will now start.
19. When the image is complete, a small box will open with a red exclamation point next to the working ‘Clone Completed Successfully’.
20. Select ‘Continue’, ‘Quit’, ‘yes’.
21. Select ‘9’
22. Type ‘Exit’ | the laptop will restart you are all done!!