ITServices Domain PC Configuration Instructions – Windows7/Office 2010

PRE-CONFIGURATON FOR REPLACEMENT MACHINES ONLY

1. Remote in with user or Logon to the user's machine, requesting that the user change their password to Calrecycle1 so that you can configure the replacement machine. See the **Domain System Configuration Checklist** at the end of this document.

2. **Launch Outlook and note all shared mailboxes** listed in the left panel of Outlook.

3. *To migrate local data start the USMT process go to S:\CIWMB-INFOTECH\HelpCenter\!!!W7-SetupFiles\USMT\01-migrate –*

   a. Right-click the **Migrate-UserData.bat b**atch file and "Run as administrator"

   b. Wait a few minutes at the DOS window while the system is scanned

   c. When the DVD drive opens, the copy process will begin – DO NOT SHUT DOWN DOS WINDOW AT THIS TIME

   d. *At this point, USMT process starts and will take about 1 minute for each GB or 1,000 MB. If transfer is large, decide whether to wait or move on and get another system started.*

   e. Once USMT is finished – You will see a DOS screen stating: **Success… Scan State Return Code: 0**

   f. click **Close**.

4. Navigate to **P:\USMT** to verify **USMT.MIG** is there. **STOP IF FILE IS NOT THERE! Contact Brenda or Lynelle**

5. **Rename the machine on the domain.**

   a. Select the **Start Menu**

   b. Right click on **Computer** and select **Properties**.

   c. Click on **Change Settings**

   d. Click on **Change…**

   e. Select the **Workgroup** radio button and type WORKGROUP in field below, Click **OK**.

   f. When prompted for credentials use Addcomputer, Ciwmb2010. Restart system when prompted.

   g. Login as local administrator, example W7-LBELARDI\Calrecycle, pw jan11

   h. Go through steps b. through d.

   i. In the Computer Name field enter W7-USERIDOLD, example W7-LBELARDIOLD

   j. Select the **Domain** radio button and type ITSERVICES.NETWORK in field below, Click OK.

   k. Open **Windows Explorer** and browse to **C:\Windows\OEM\supportApps,** double-click **joinDomain-ITS.bat**. Machine will restart.

   l. Log in as user or shut down machine.

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BEGIN CONFIGURATION ON NEW MACHINE

1. Use pre-configured machine from Hardware Configuration Room. Once Windows7 Starts, you will be prompted for a User Name and Machine Name
   a. Enter Temporary Username: **abc (this will not occur on newest images)**
   b. Enter Computer Name using our Standard naming Convention: **W7-USERID** (all UPPERCASE!, First initial, last name up to eight characters)
2. You will then be prompted to set a password for this account - **Do NOT set a password, or hint**
   a. *Click **Next …... Windows is finalizing your settings...***
3. The computer will autologon as IMBAdmin, and Windows will install updates in the background. You may be asked to reboot … But **DO NOT REBOOT** if prompted

JOIN THE DOMAIN

4. Open **Windows Explorer** and browse to **C:\Windows\OEM\supportApps**
   a. double-click **joinDomain-ITS.bat**
      Shutting down due to a Domain Membership Change by CalRecycle … Shutting Down ...
5. The System will REBOOT

LOGIN AS USER

6. You will see the ***Authorize Use Warning***
   b. Select **OK**
7. **Click "Switch User"**
8. Select **Other User**
9. Login as User, using standard login name:
   - Name: **first name.last name@calrecycle.ca.gov and temporary password**
10. The Lync Application should pop-up at this point.   Enter the standard Login Name for the user and Sign into Lync

ACTIVATE WINDOWS

11. Hold down the **Windows KEY** + the **Pause/Break KEY** to open the system information window
12. If not already activated, at Windows Activation section, Click the link **'x days until automatic activation. Activate Windows Now'**
13. Close all Windows

> Windows activation
> 🔑 3 days until automatic activation. Activate Windows now
> Product ID: 55041-007-1385783-86992 Change product key

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COPY LOCAL USER DATA FOR REPLACEMENT MACHINES ONLY

14. *Double click on "Restore USMT data" from* S:\CIWMB-INFOTECH\HelpCenter\!!!W7-SetupFiles\USMT
15. *Wait a few minutes at the DOS window while the system is scanned and the transfer to complete -- remember that it takes about 1 GB/minute for process to run – When it completes, you will see a DOS Screen stating "Press Any Key to Continue…"   click* **Close**
    a. **If an error occurs** during restore of data STOP THERE! Contact Brenda or Lynelle
16. **Restart Computer**
17. After restart, login as User **first name.lastname@calrecycle.ca.gov** and password: **Lync2012**
18. **Confirm that Lync Automatically Signs In…** If not, enter USER Name and select the **"Automatically Sign In"** checkbox
19. **Check that USMT process** appears to have recovered User info:
    a. Confirm **shortcuts** on desktop, favorites, etc.

APPLY ALL WINDOWS UPDATES

20. At **Start Menu**, type "**update**"
    b. Select "**Windows Updates"**
    c. Select "**Check for Updates**" from the left menu
    d. Install all pending updates
    e. **Reboot** if necessary
    f. **Repeat as many times as needed to get all updates installed** – Will take some time – may want to start on another system and then come back to this step on this system.
21. *If QuickTime Update pops up*, install the update for QuickTime **ONLY**
22. *Reboot Machine*
23. **Restart Computer**
24. After restart, login as User **first name.lastname@calrecycle.ca.gov** and password.
25. **Open Windows Explorer** and **verify that J:, P: and S: drives** are listed. If not, reboot system. If still missing, contact Brenda Valdez at 869-7027
26. Confirm that **network printers** are installed (Windows orb, Devices and Printers, etc.) and that they are pointing to DR3PRINT. **If not, run the add printer tool and re-add the printers.   Once added remove the old IWMPSERV printers.**

CONFIRM GRAPHICS DRIVERS

27. At Start Menu, type "**Device Manager**"
28. Expand "**Display Adapters**" if it's not already expanded
29. **Perform the following tasks ONLY if the specific adapter has a little yellow triangle w/ exclamation**
    g. Right click on the display adapter and select **Uninstall**
    h. Select the "**Delete the driver software for this device**" checkbox

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i. Reboot
j. After Reboot, go back to "Device Manager"
k. Expand "Display Adapters" if its not already expanded
l. Right click and select "Update Device Drivers..."
m. Select "Search automatically for updated driver software"
n. Reboot

30. **Right-click on the Desktop,** select "**Screen Resolution**" and verify it is set to "...**recommended**"

CONFIRM SOUND IS WORKING CORRECTLY

31. Right-click speaker icon on the far right on the Task Bar and select **Sounds**
32. Select "**Afternoon**" from Sound Schemes - If a "Save previous scheme" window pops up, select **NO** -- and then select **Apply**
33. Select "Windows Default" from Sound Schemes - If a "Save previous scheme" window pops up, select **NO** -- and then and select **Apply**
34. Left-click speaker icon on the Task Bar and move the slider to verify that you can hear System sounds working.

CONFIGURE AND TEST LYNC

35. Launch Lync, close training prompt.
36. Go to Tools, Options, Personal, Check the boxes to "Automatically start Lync when I log on to Windows" and "Show Lync in forground when it starts".
37. Test the Lync account be calling your own phone number.

CHECK OUTLOOK AND UPDATE USER ID IN OFFICE

38. Launch **Outlook**
39. Go to File>Options
    o. Under Personalize your copy of **Microsoft Office** enter **USERID (FirstInitial + LastName)**
    p. **Enter USER INITIALS**
40. Go to File>Account Settings>Account Settings>**Address Book tab**
    b. Go to **LDAP ,** select **Expanded Address Search Services,** and **Remove**
    c. Click New, select Internet Directory Service (LDAP), click Next, enter the Server Name as **epaldap.epanet.ca.gov**, click on More Settings, click OK to the warning about restarting Outlook,
    d. Enter Display Name as **Expanded Address Search Service**, click OK, Next, Finish, Close
41. Add any **shared mailboxes** listed on Checklist. Click on the File>Account Settings>Account Settings>Double click Name>More Settings>Advanced Tab>Add>enter Mailbox Name>OK>OK>OK>Next>Finish>Close
42. **Close** Outlook
43. **Launch Word.**
44. Select **File, Options, General,** change User Name and Initials from IMBAdmin to the users full first and last name and first and last initials.

INSTALL SPECIAL SOFTWARE AS REQUIRED

45. Special software that can be installed via S:\CIWMB-INFOTECH\Software2 such as VanWrite, Attachmate, SnagIt and Dymo printer drivers. Acrobat Pro and Visio are elevated to Paras in NSS for SCCM installation.

CLEAN UP DESKTOP SHORTCUTS & RELATED TASKS & MISC.

46. If desktop "**Gadgets**" need reorganizing, click-and-drag to right side of desktop
47. Shut down machine
48. <mark>Update Barscan Inventory on system locations**!**</mark>
49. Include Lync brochure with new employee installation.

CONFIRM NETWORK CONNECTIVITY AT WORKSATION

50. Install machine at workstation and start up as user.
51. Confirm that connection to Compass and Lync occur.
52. Install drivers of printers nearest system. Preferably one black and white printer as default and one color.
53. Shut down machine

Domain System Configuration Checklist

☐ Notify customer that password needs to be changed temporarily for configuration process to Calrecycle1 and they can change back after 24 hours (for replacements and reimages only)

☐ Migrate local data on original system (for replacements and reimages only)

☐ Rename original system to W7-OLD(user initials). This requires removing system from domain to work group, rename, then add back to domain. (for replacements only)

☐ Note special software on original system that will need reinstall and notify NSS (bvaldez) computer name via help ticket once on domain. Confirm installation of special software and/or notify customer of status (for replacements and reimages only)

☐ Note what printers are used (for replacements and reimages only)

☐ Note what shared mailboxes are on original system and add them to new system Outlook folder list. (for replacements and reimages only)

☐ Assign new machine to client in inventory via Barscan scanner

☐ Add shared mailboxes requested on work order

☐ Add printer drivers, for new installs printers are clearly named near cubicle

☐ Set screen resolution to recommended settings

☐ Check sound

☐ Restore local data on replacement or reimaged machine (for replacements and reimages only)

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- ☐ Notify NSS Harrison Kim and Parastou Zarrin of renamed old system and new system name and specify domain for both old and new named system via help ticket for replacements only
- ☐ Install replacement machine at work station and boot up to confirm network connection.