
WINTEL CONFIGURATION (TEC-W001)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This work instruction outlines the procedure for configuring Windows-based computers in the Wenatchee School District

The online version of this work instruction is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Operational Technology

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Operational Technology

4.0 DEFINITIONS:

- 4.1 CPU – Central Processing Unit

5.0 PROCEDURE:

5.1 Hardware Installation

- 5.1.1 Unpack CPU, connect required accessories (keyboard, mouse, monitor, network connectivity), power up, and configure the PRIMARY administrative password.
- 5.1.2 Connect to network (defaults to active ethernet and DHCP) by running the “Connect to Internet” program through the icon on the desktop.
- 5.1.3 Under the “Start” menu, select Windows Update and allow program to run, accepting all security prompts, and install all updates from the “Critical, Recommended, and Drivers” choices.

5.2 Virtual Image Installation

- 5.2.1 Install Image Operating System version with all updates.

5.3 Productivity Application Software

- 5.3.1 Install Microsoft Office 2010/2013 Pro using media and customizing the install to “Run All from Computer.” WSD/WSD is the name and company to use in the information fields; serial number is on the back of the Microsoft Office 2003 CD case.
- 5.3.2 Depending on department needs and license requirements, install additional district-supported software (located on server). This will include the most recent versions of the following:
 - 5.3.2.1 Citrix Client
 - 5.3.2.2 Timbuktu Pro
 - 5.3.2.3 FileMaker Pro
 - 5.3.2.4 Alternate Web Browsers
 - 5.3.2.5 Sophos Anti-Virus

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- 5.4 Run all program and virus updates. Do not proceed until every update is completed
- 5.5 Configure the IP manually to the user assigned IP if a replacement, or configure a new manual IP and place the information in the IP database.
- 5.6 Ensure Administrator password is set to Technology default (not listed for security), create new administrative user, Technician, with the Technology default password, and create user account for new user.
- 5.7 Shut down and coordinate with new user for delivery. Ensure new user has backed up all documents to server.
- 5.8 After delivery, connect to requested printer and server.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
18-Nov-04	A	Original Release
26-Jan-07	B	Changed 5.3: omitted directions if updated problems occur; Revised 5.6.1.5 to reflect current anti-virus; 5.9 revision to reflect changes when setting up new accounts; 5.10 deleted reference to QuickMail Pro.
25-Sept-07	C	2.1 Responsibility Change, 3.1 Authority Change, Office version update 5.4 and 5.5
7-OCT-13	D	Updated and revised section 5.0

**** End of Work Instruction ****