Windows Faculty/Staff Cascade Checklist

User/Machine Name:	Start Date and Time:	Temporary Domain Psswd:

Old Machine

- [ ] Back Up to Cspace (after restart)
- [ ] Pull HD, label and store
- [ ] Put Away Old Machine
- [ ] Hardware Database and Greg
- [ ] Non-Faculty Contact David Maas

New Machine

- [ ] Verify SSD and HD size
- [ ] GReg (wired and wireless B/4 imaging)
- [ ] Update Hardware Database and GAC Tag
- [ ] Label
- [ ] Image
- [ ] Bios/UEFI Settings

User Configuration

Existing Employee

- [ ] Run Winadmin
- [ ] Migrate User
- [ ] Log in as User
- [ ] Verify Data/Account Info
- [ ] Set Up and Run Backup (CrashPlan)
- [ ] Printers as User (Not Admin)
- [ ] Enable Bitlocker
- [ ] Specialized Software
- [ ] Personalize/Print Tutorial Letter

New Employee

- [ ] Verify Employee - Run Winadmin
- [ ] Add New User
- [ ] Log in as User
- [ ] Verify Account Info
- [ ] Set Up and Run Backup (CrashPlan)
- [ ] Printers as User (Not Admin)
- [ ] Enable Bitlocker
- [ ] Specialized Software
- [ ] Personalize/Print Tutorial Letter

Delivery

Desktop

- [ ] Monitor Check
- [ ] Networking Check
- [ ] Leave Tutorial Letter
- [ ] Update Ticket in Fusion

Laptop

- [ ] Networking Check (wireless too)
- [ ] Monitor
- [ ] Case/Sleeve
- [ ] USB Hub
- [ ] CD/DVD Drive
- [ ] Monitor Cables (T460s use mini-display/HDMI)
- [ ] Leave Tutorial Letter
- [ ] Update Ticket in Fusion

- [ ] Extra Power
- [ ] Keyboard/Mouse

Tutorial

- [ ] Password Sync
- [ ] Explain CrashPlan
- [ ] Verify Data and Printers
- [ ] Answer Questions
- [ ] Retrieve Old Power Adapters
- [ ] Explain Encryption
- [ ] Check Email/Web Bookmarks
- [ ] Explain Data Storage Policy
- [ ] Retrieve old external HD
- [ ] Retrieve old monitor cables

Ready for Delivery Check: _____

UEFI vs Bios by Model

Both UEFI (Unified Extensible Firmware Interface) and Bios (Basic Input/Output System) are ways to interface between the hardware on a computer and the operating system. Our newer machines have the ability to use UEFI – which will deliver improved boot times – some by default – others it needs to be enabled on.

Important Safety Tip:
For UEFI machines you will need to enable it before imaging – and after imaging, because a bios update is applied after the machine is imaged. T440 and newer are using UEFI by default – and no adjustments are necessary.

Model by Model

Q270 Q170	UEFI Net Boot **F12**	**DEL** key at boot up to enter Bios (Q170 - **F7** for Advanced Menu) On the Advanced Tab Trusted Computing Security Device Support - **Enable** On the Boot Tab CSM Launch CSM - **Disabled** Secure Boot OS Type - **Windows UEFI Mode**
Q87	UEFI Net Boot **F8**	F2 or Del for BIOS - F7 for Advanced Mode On Boot Tab CSM Launch CSM - **Disable** Network Stack Driver Support - **Enable** Secure Boot OS Type - **Windows UEFI** On Advanced Tab Network Stack Configuration Network Stack - **Enable** (Ipv4 and Ipv6 PXE Enabled) Trusted Computing Security Device Support - **Enable** - **reboot** - go back into Bios and set TPM State. TPM State - **Enabled**
T470/T460	UEFI Net Boot **F12**	**Enter** to enter Bios/boot up Select **F1** for Set Up On the Security Tab Device Guard - **Enable**
T450/T440	UEFI Net Boot **F12**	**Enter** to enter Bios/boot up Select **F1** for Set Up On the Security Tab **Secure** Boot - Secure Boot - **Enabled** Virtualization - Intel Virtualization Technology - **Enable**
T430	UEFI Net Boot **F12**	**Enter** to enter Bios/boot up Select **F1** for Set Up On the **Security** Tab Secure Boot - Secure Boot - **Enabled** Security Chip - Security Chip – **Active** and Intel TXT Feature - **Enabled** Virtualization - Intel Virtualization Technology - **Enable**