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   [ ] Extra Power
- [ ] Case/Sleeve   [ ] Keyboard/Mouse
- [ ] USB Hub
- [ ] CD/DVD Drive
- [ ] Monitor Cables (T460s use mini-display/HDMI)
- [ ] Leave Tutorial Letter
- [ ] Update Ticket in Fusion

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	**DEL** key for Bios Set Up -(**CSM**)**Compatibility Support Module** – Disable -**Secure Boot – Secure boot configuration** – Windows UEFI mode **F8** for boot selection
Q87	UEFI	F2 for UEFI Set Up **Advanced Mode (F7)** **Advanced Menu** - Enable **Network Stacking** **Boot Menu** **-Network Stack Driver Support** –Enable -(**CSM**)**Compatibility Support Module** – Disable Exit and Save Changes
Q77	UEFI	F2 to boot to Set Up **Boot Menu** – UEFI Boot Enabled **Secure Boot** – Secure boot configuration – enable Exit and Save Changes
Q67 P55	Legacy Bios	We are not going to be using UEFI. During the image process – read the alert and select **Cancel**.

T460 T450 T440	UEFI	Default – no changes needed.
T430	UEFI	Press and hold **Enter** to enter Bios at boot up Select **F1** for Set up **Security Tab** – **Secure boot** enabled Save and exit
T420	Legacy Bios	During the image process – read the alert and select **Cancel**.