
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 Unpack CPU, connect required accessories (keyboard, mouse, monitor, network connectivity), power up, and configure the PRIMARY administrative password.
- 5.2 Connect to network (defaults to active ethernet and DHCP) by running the “Connect to Internet” program through the icon on the desktop.
- 5.3 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.
- 5.4 Install Microsoft Office 2003 using the CD 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.
- 5.5 With the Microsoft Office 2003 CD in the drive, run all Office SP (SP is the latest) and program function updates from the Microsoft Windows Update/Office Internet site. Do not proceed until every update is completed.
- 5.6 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:
 - 5.6.1 District Office Software
 - 5.6.1.1 Reflection 2+
 - 5.6.1.2 Timbuktu Pro
 - 5.6.1.3 FileMaker Pro
 - 5.6.1.4 Microsoft Office
 - 5.6.1.5 Sophos Anti-Virus
- 5.7 Run all program and virus updates. Do not proceed until every update is completed

WINTEL CONFIGURATION (TEC-W001)

WENATCHEE SCHOOL DISTRICT

- 5.8 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.
- 5.9 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.
- 5.10 Shut down and coordinate with new user for delivery. Ensure new user has backed up all documents to server.
- 5.11 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

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

WINTEL CONFIGURATION (TEC-W001)
WENATCHEE SCHOOL DISTRICT
