

Laptop setup – Windows 10 x64 - Faculty and Staff (Edited on 11.20.17)

Note: Items highlighted in green are automated via GPO

- If old computer:
 - Find machine in **AD** and change **Description** to match new owner
 - Find machine in **LogMeIn** and change owner information
- Apply PC name label (Example: AA-ENRL09221525)
- Apply QR code label (QR Code can only be generated after machine is picked up in Spiceworks)
- Turn on Laptop and configure BIOS
 - Security > Set BIOS password: IT*****
 - Enable boot from USB
 - Disable Secure Boot
- Smart Deploy
 - Boot to SD USB (using F12 or whatever the Brand/Model requires to allow for selecting boot device)
 - Select: **Deploy an Image > Next**
 - Select Image
 - W7 Desktop Faculty/Staff
 - W10 Desktop Faculty/Staff
 - W7 Laptop Faculty/Staff
 - W10 Laptop Faculty/Staff
 - **Next**
 - Select **Recreate Drives (recommended) > Next > Next > Next > Next > Next**
 - **Network Identification**
 - **Computer Name** – Name the computer
 - If computer is being re-purposed, keep the original 8 digit code as part of the computer name
 - Domain: life.local
 - Organizational Unit
 - **Faculty/Staff Desktops:**
OU=SDFacultyStaff**Desktops**,OU=SmartDeploy,OU=Managed
Computers,DC=life,DC=local
 - **Faculty/Staff Laptops:**
OU=SDFacultyStaff**Laptops**,OU=SmartDeploy,OU=Managed
Computers,DC=life,DC=local
 - **Next > Next > Next > Finish**
 - Image deployment will begin. Computer will power off after imaging has completed.
 - Remove USB thumb drive > Power on
 - Enter BIOS
 - Disable boot from:
 - USB
 - CD/DVD/CD-ROM/Etc/
 - Set Internal HDD to 1st boot device
 - Enable WOL
 - Enable WOL if device is plugged in to power source and Ethernet cable is connected
 - Disable USB boot support
 - Enable Secure Boot (if computer is set up to be in UEFI boot mode)
 - Save settings and exit BIOS

- On first boot after SD, machine will run through Sysprep. Machine will reboot and start installing devices.

Using RSAT, Locate the end user in **Active Directory Users and Computers** and move them to `Life.local\Managed Computers\SmartDeploy\SDFacultyStaffLaptops` *This is a temporary move

Be sure to look for the user name by using the search function in AD. This will ensure that the user is put in the correct OU.

Logged in as IT

- Login as `<local machine>\IT`
- Add the following folders:
 - `C:\IT_Tools`
 - `C:\IT_Tools\Cleaner_Registry_Backups`
- Install MS Office 2013 Pro w/ SP1 from `\\file02\it\Software\Microsoft\MS Office\Office 2013 Pro Plus 32bit with SP1\SW DVD5 Office Professional Plus 2013w SP1 W32 English MLF X19-35821`
 - Name: IT
 - Initials: IT
 - Organization: Life University
 - Customize > Run all from my computer
- Activate MS Office (Key should be provided by Jorge Cabanas)
- Install CCleaner:
 - `\\File02\IT\Software\CCleaner`
 - Uncheck "Install the free Google Toolbar along with Cleaner".
 - Customize menu
 - **Add Start Menu Shortcuts** - checked
 - **Enable Intelligent Cookie Scan** – checked
- Meraki (Auto installed via GPO)
- Faronics DeepFreeze – SEED (Auto installed via GPO). With a seed installed, you can push the Faronics Cloud Agent via the Cloud Console.
- CryptoPrevent (Auto installed via GPO)
- LogMeIn (Auto installed via GPO)
- Remove OEM\3rd party local accounts from local Administrators group
 - **Start** > right-click **Computer** and select **Manage. Computer Management\Local Users and Groups\Groups**.
 - Right-click **Administrators** (from the right column) and select **Properties**
 - Select the any OEM/3rd party local admin accounts (for example: this example had an account called "User") > **Remove** > **Apply** > **OK**
 - Add life\Administrator (Administrator.life.local)
- Non-Default Software – Check with Department
- Install Deep Freeze seed (Auto installed via GPO)
- Delete the local machine user named "User".
- Check Windows activation. If machine prompts for a license key, check with Jorge Cabanas
- **Control Panel > Folder Options > View (tab) > Advanced Settings:**

- Select **Show hidden files, folders and drives**
- **Uncheck: Hide extensions for known file types**
- **Uncheck: Hide protected operating system files > Yes > Apply > OK**
- Change desktop background to orange (so that we can easily determine if we are logged in to an Admin profile)
- **Computer Description:** <end user name - Laptop>
- **Computer Management > Groups > Users** – Remove Domain Users and add end user.
- Map [\\File02\IT](#) to I: (using Life\XP credentials – make sure to check **Remember my credentials**)
 - Add [\\File02\IT\Software](#) to Explorer Quick Access.
- Log out
- Faronics Cloud Web Console (make sure you are in the DFADMIN section) – Find and select machine
 - Tags:
 - User Name
 - Laptops
 - Do not install DF
 - Group – Select the appropriate Group.
 - Run Maintenance Period - (17 min)
 - Verify the following notification window on the laptop:
 - The computer will restart in 1 minutes for maintenance. Please save all your work and logoff.
 - Allow Faronics to run Maintenance Mode on the PC
- Configure LogMeIn client on local machine
 - Right-click the LogMeIn icon in the taskbar notification area and select **LogMeIn Control Panel**
 - **Options:** Uncheck **Display the Getting Started screen when LogMeIn is started**
 - Select **Options > Preferences**
 - **General (tab) > Appearance.** Check the **Disable LogMeIn notification messages** checkbox
 - **Advanced (tab) > Error Reporting.** Select the **Never send an error report** radio button
 - Select **OK.** Close the **LogMeIn Control Panel** window.

Logged in as End User

- Login as end user
- Run **CMD** (as Administrator) and enter: **gpupdate /force** (**Note:** make sure that there is a confirmation to either log off or reboot. This will indicate that the end user is in the correct OU)
- Make sure you are on a Life faculty/staff network
 - Wireless – **IT Wireless** or **Live University IT Test**
 - Plugged in to Ethernet
- VPN – (Most of the VPN setup and config is configured via GPO. The only setting that must be manually entered is the **Pre-shared key for Authentication**).
 - VPN - Setup
 - **Start > Control Panel** – (change **View by** to **Small icons**) > **Network and Sharing Center > Change Adapter Settings**
 - Right-click the **Life VPN** connection and select **Properties.**
 - Go to the **Security** tab and select **Advanced Settings.**
 - Select the **Use preshared key for authentication** radio button.

- Enter **B@byEagle16!** For the Key and select **OK > OK**.
- VPN – Testing
 - Make sure you are on a non-Life wireless network (use a smartphone hotspot – that is not connected to any Life wireless SSIDs)
 - Select the network status indicator in the task bar, then **Life VPN**.
 - Select **Connect**
 - In the **Connect Life VPN** window that appears, enter the following:
 - **User name:** <end user’s profile name – Ex. **Life\john.doe**>
 - **Password:** End user’s Life password (this is the same as their email password)
 - Select the **Save this user name and password for the following users** checkbox and the **Me only** radio button.
 - Test the VPN by opening **Windows Explorer** and navigating to **\\File02\IT**.
 - Select **Connect**
- **Run OCS_fix_for_Lync_clients.reg (Auto installed via GPO)**
- Log Out
- Using RSAT, Locate the **end user** in **Active Directory Users and Computers** and move them to Life.local\Managed Users\<group that they belong to>
- - Using RSAT, Locate the **computer** in **Active Directory Users and Computers** (Life.local\Managed Computers\SmartDeploy\SDFacultyStaffLaptops) and move it to Managed Computers\<OU end user’s computer belongs in>.
- Log in as end user
- **Group Policy**
 - **Start > Type “cmd” > Enter.**
 - Type **“gpupdate /force” > Enter**
 - Type **“y” > Enter**
 - (If prompted, log back in as end user)
- Outlook
 - Start **Outlook**
 - **Next > Next.** Ensure that end user domain name is populated in the **E-mail Address:** field and select **Next > Finish**
 - **First things first.** (pop-up). Select **“Use Recommended settings” > Accept**
 - **File > Office Account > Office Theme: Dark Gray > back arrow (upper left)**
- **Skype for Business 2015 (also named OCS, Office Communicator and Lync) – Configured by GPO**
 - **Skype**
 - Start > Skype for Business 2016
 - Change end user name from first.last@life.local to first.last@life.edu
 - Advanced Connection Settings > Manual Configuration
 - Internal Server Name: sipdir.online.lync.com:443
 - External server name: sipdir.online.lync.com:443
 - **Ignore Welcome – Skype for Business 2015** pop-up
 - In the **“Skype for Business is attempting to connect to:”** pop-up, check: **“Always trust this server, do not show me this again”** and select **Connect > Restart now**
- **Taskbar > Properties > Taskbar buttons: Combine when taskbar is full (Auto installed via GPO)**
- **Control Panel > View by: Small icons**
- **Mouse - Snap-to (Auto installed via GPO)**

- From the Taskbar, run **Windows Media Player > Recommended settings > Finish**. Close Windows Media Player and unpin from the Taskbar.
- Action Center (Icon disabled via GPO)
- Redirect Desktop, Documents and Favorites (Automated via GPO)
- **Printers** – *Note: Printers will not be auto-added until the computer has been placed into its permanent production OU and gpupdate /force has been run.* Should be controlled via Group Policy. Go to **Start > Device and Printers** and check to see if the FollowMe and Departmental printers have been added. If they have, set the Departmental printer as default. If the printers have not been added, do the following:
 - **Start > \\Print04**. Double-click on a printer to add it
 - **Start > Devices and Printers**. Right-click the printer just added and **Set as Default printer**
 - **Start > \\EFI01**. Install the following:
 - **Faculty&Staff-FollowMe-BW**
 - **Faculty&Staff-FollowMe-Color**
 - Verify default printer
- Map network shares. (Check with Jorge to see what shares should be mapped).

Note: If you cannot map a user to a share, check with a Life Administrator to ensure that the user in question has been assigned to the correct Security/Permission level(s) in Active Directory.

- **Drives mapped automatically via GPO:**
 - [\\Media-In\NSD](#)
 - [\\Media-In\EMU](#)
 - [\\Media-In\Registrar's](#)
 - [\\Media-In\Quarterly](#)
- To map a network share, do the following:
 - **Windows Explorer > Computer > Map Network Drive**
 - In the **Drive** drop-down menu, select a drive letter
 - In the **Folder** field, enter the network path for the share to be mapped
 - Select **Finish**
- In this case they are:
 - [\\Media-In\NSD](#)
 - [\\Media-In\EMU](#)
- Internet Explorer (IE)
 - When opening IE for the first time, the browser usually prompts the user to choose which add-ons to enable.
 - **Choose add-ons** (pop-up at bottom of IE window). Enable the following:
 - Java™ Plug-in SSV Helper
 - Lync Browser Helper
 - Select **Done**
 - **Open IE**. In the blank space to the right of the tab(s), right-click > **Show Favorites Bar**
 - (Auto installed via GPO)
 - Copy shortcuts located in [\\File02\IT\Client_Installs\IE_Default_Bookmarks](#) over to [\\UserFiles01\Profiles\user_name\Favorites](#). The included bookmarks are:
 - [Academic Calendar](#)
 - [Blackboard](#)

- Datatel
 - Faculty email
 - Life Directory
 - IT Help Desk
 - Life University
 - Web Advisor
- Delete:
 - Web Slice Gallery
- **Tools** (top right "gear" icon) > **Internet Options**
 - **General** (tab)
 - Home Page: <https://www.google.com>
 - **Apply**
 - **Privacy** (tab)
 - **Pop-up blocker.** (Ensure Pop-up Blocker is enabled)
 - **Settings > Address of website to allow: "datatel.life.edu" > Add > Close**
 - **Settings > Address of website to allow: "recruiteradmin.life.edu" > Add > Close**
 - **Programs** (tab)
 - **Manage add-ons**
 - **Toolbars and Extensions**
 - **Send to OneNote > Disable**
 - **Search Providers > Find more search providers > Select Google > Add to Internet Explorer > check Make this my default search provider > Add**
 - **Accelerators: Remove all**
 - **Close**
 - **Tools** (top right "gear" icon) > **Compatibility View settings. "life.edu:" > Add > Close**
 - **Close Internet Explorer**
- **Chrome**
 - **Start Chrome > No thanks** (bottom left) > **Import bookmarks now...** (top center) > **From: Microsoft Internet Explorer > Import > Done**
 - **Settings > Search > Manage search engines...** Delete all search engines with the exception of **Google (Default)**. Select **Done**.
 - **Close Chrome**
- **Adobe Reader DC**
 - **Start and accept license terms**
- **Start Menu** – Pin the following:
 - **Chrome**
 - **Word 2013**
 - **PowerPoint 2013**
 - **Excel 2013**
 - **Outlook 2013**
 - **Sticky Notes**
 - **Snipping Tool**
 - **Skype for Business 2016**
- **Taskbar** – Pin the following:
 - **Outlook 2013**
- **Run Word 2013 > Next > Next > Next > All Done!**. Close **Word 2013**
- Run **CCleaner**

- Run **Cleaner**. Check **“Do not show me this message again”** checkbox > **OK**
- Run **Registry > Scan for Issues > Fix selected issues...** > Select **“Yes”** for **“Do you want to backup changes to the registry?”**. Browse to **T:\Folders\Cleaner_Registry_Backups** and select **Save**
- **Fix All Selected Issues > Close**
- Re-run **Scan for Issues** until no registry issues appear in the scan results
- Close CCleaner
- Using RSAT, In **Group Policy Management**, add PC to security filtering for the **Faculty_Staff_Laptops** Group Policy Object
- Using RSAT, In **Group Policy Management**, add end user to security filtering for the **Faculty_Staff_Laptops** Group Policy Object
- Confirm that Faronics AV is updated and that machine is in protected status
 - **Start > All Programs > Faronics > Anti-Virus Enterprise > Faronics Anti-Virus Enterprise:** Window should say **“Protected”** on left hand side
 - Close **Faronics Anti-Virus** window
- Shut down computer
- Turn on Laptop and configure BIOS
 - Security > Set BIOS password: IT*****
 - Disable boot from USB (or any device other than HDD and Network)
 - Disable boot from CD-ROM
 - Num Lock – on
 - After power loss – Previous state
 - WOL – Enable if on AC and plugged in to Ethernet
 - Enable Secure Boot (if possible)

Post configuration

- LogMeIn console
 - **Computers**
 - Find device (Usually located in the **[Default Group]**)
 - **Computer Description:** Add **“(Jane Smith Dell E6540)”** at the end of the computer name
 - **Group:** Move to the correct group
 - Enter **PC, AIO or Laptop** in the **PC, AIO or Laptop** field.
 - Enter QR Code in the **QR Code** field.
 - Users (remote access to device) - Not necessary for a laptop
- **Active Directory – PC\Laptop\Device**
 - **Find PC in Active Directory and do the following:**
 - **Move device to the correct OU**
- **Active Directory – End-user account**
 - **Move user to correct OU**
 - Right-click end-user and select **Reset Password...**
 - Enter the same password used in configuring user on PC/laptop
 - Select **User must change password at next logon** checkbox
 - Select **Unlock the user’s account** checkbox
 - Select **OK > OK** to close user Properties window
- Deep Freeze console
 - Locate machine name in console and move to User Defined Groups**Do not install DF**

Note: Windows laptops have the Deep Freeze SEED installed. All PCs should have the fully operational Deep Freeze program installed and running in Frozen mode when they are placed into production.

- Deep Freeze Cloud console
 - Computers > Search field. Enter name of Laptop
 - Move Device to the correct Group. (In this case: **Annex A Enrollment**)
 - Move device to correct Policy. (In this case: **08 – AV and SW update only**)
- Spiceworks
 - Purchase price:
 - Purchase date:
 - Building:
 - Asset tag:
 - Department:
- Meraki
 - Find computer in **System Manager > Clients**
 - Edit details
 - Tags – Laptop
 - Owner > Add a new owner
 - Email
 - Owner name or Add new
 - Domain user name: life\john.doe

From <[https://lifeu-my.sharepoint.com/personal/pfrancis_life_edu/Documents/Computer_Setup_and_Provisioning/New%20laptop%20setup%20\(Windows%207%20x64%20Pro\)%2011.17.17.docx](https://lifeu-my.sharepoint.com/personal/pfrancis_life_edu/Documents/Computer_Setup_and_Provisioning/New%20laptop%20setup%20(Windows%207%20x64%20Pro)%2011.17.17.docx)>

Note: In the event the user has a sip (more than one for the user in Skype, make to use the correct end user name.