

SBS IT PC/Laptop Build Instructions

Virtual PC

If the PC you are building is a virtual PC, you will need to complete the following steps:

1. Install VMware tools
2. Amend the screen size

Software

Ensure that any unnecessary software, including OS utilities, services and applications have, been removed or disabled.

Where there is an option with software to automatically update such as adobe acrobat or google chrome, then select this option upon install.

The following software will be installed on a Physical PC, a Virtual PC or Laptop:

1. Office 2013/16 standard version
2. Sophos Anti-Virus
3. Citrix Receiver Client
4. Adobe Reader
5. Java
6. Chrome Browser
7. Adobe Shockwave

The following software will be installed on a Physical PC or Laptop:

1. Screen Connect (Remote Control software for support)

The following software will be installed on a Laptop only:

1. SafeEnd (Encryption tool)
2. ArchiveOne Laptop Client

Windows Configuration

Browsers

On all browsers (Internet Explorer, Edge or Chrome) set the home page to <https://www.google.co.uk>

Proxy settings will be controlled and set by Group Policy so you will not need to make any changes on installation to these settings.

User Accounts

Ensure that the local administrator account password has been changed and complies with the Network Password Policy.

Ensure any unnecessary or default user accounts have been deleted or disabled.

Windows Updates

Ensure ALL updates are applied, including updates for other Microsoft products.

Computer

Ensure that the Computer Name and description field is filled in and the PC is configured to allow Remote Access.

Network

For the network adaptor settings, ensure that Client for Microsoft Networks, File and Printer Sharing for Microsoft Networks Link Layer topology discovery mapper I/O driver and Link layer topology discovery responder and Internet protocol version 4 are all selected. Deselect any other options.

Click on Internet Protocol Version 4 and enter the networking details if the PC/Laptop is to have static networking settings.

Join a Domain

Ensure a suitably qualified person then adds the device onto the domain.

Ensure that this person moves the PC into the relevant Active Directory Users and Computers Organisational Unit.

Include this PC in the Veeam backups if it is a virtual machine.