

How to build an IT Services Windows 7 PC: A step by step guide for Departmental Computing Officers

This document will guide you through migrating an existing Windows XP PC or a new computer to the IT Services Windows 7 build.

There are a few pre-migration tasks that IT Services need to perform before you can build a Windows 7 computer, so it is important that you contact us to discuss your department's Windows 7 rollout plans.

1. Arranging the upgrade

Email the IT Support Office (itsupport@york.ac.uk) and let us know which PCs you wish to upgrade to Windows 7. Please send the following information:

- Potential **dates** you want to do the builds
- A list of **PC names**
- A list of any **printers** you need to add
- The **username(s)** of the people who will be carrying out the build e.g. DCO and/or assistants

IT Services will then do the following:

- Amend the LanDB entry to reflect the new settings for Windows 7 computers e.g. new domain name so the computer will talk to the new build servers.
- Remove the computer object from the old CSRV domain. This will happen up to two weeks after the LanDB has been updated. This gives you leeway of a few days to upgrade the machine, as it can continue to work on Windows XP during this time.
- Upgrade any printer drivers for the specified network printers.

2. Pre upgrade checks

Please ensure that any business critical applications have been tested prior to the upgrade

You should also check that any network software that the user normally uses is available on Windows 7. Not all applications on Windows XP have been moved across. To see the list of software available on Windows 7 (and also see what has been removed), go to <http://www.york.ac.uk/it-services/it/windows7/> and click the 'Available software' tab.

As with all new OS installations, the hard drive of the computer will be wiped clean of all existing data. Please carry out the following:

- Back up any personal data externally before starting the build process.

- Back up any data on any partitioned drive as this will be removed as part of the Windows 7 installation.
- Ensure you have copies of the setup files for any locally installed software (ie software not available on the network). Check that the versions you have support Windows 7.
- Make a note of the path and log in details of any networked drives that the user accesses.
- Check you have the usernames and passwords for any additional email accounts currently added in Outlook.
- Check you know the passwords for any password protected Outlook data files. This password may differ from the user's IT account password.
- Check for any email archives held on the C: drive. Outlook archives are usually in:
C:\Documents and Settings\username\Local Settings\Application Data\Microsoft\Outlook\archive.pst.

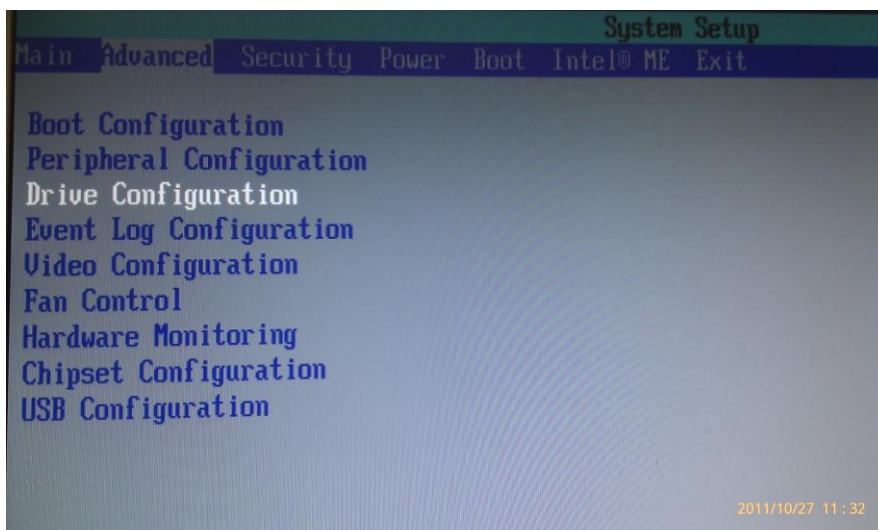
You do not need to worry about the following, as they will be still be available after the upgrade:

- Files on central filestore (eg userfs, rentedfs, projectfs)
- Files saved to the supported Windows XP desktop
- Internet Explorer favourites

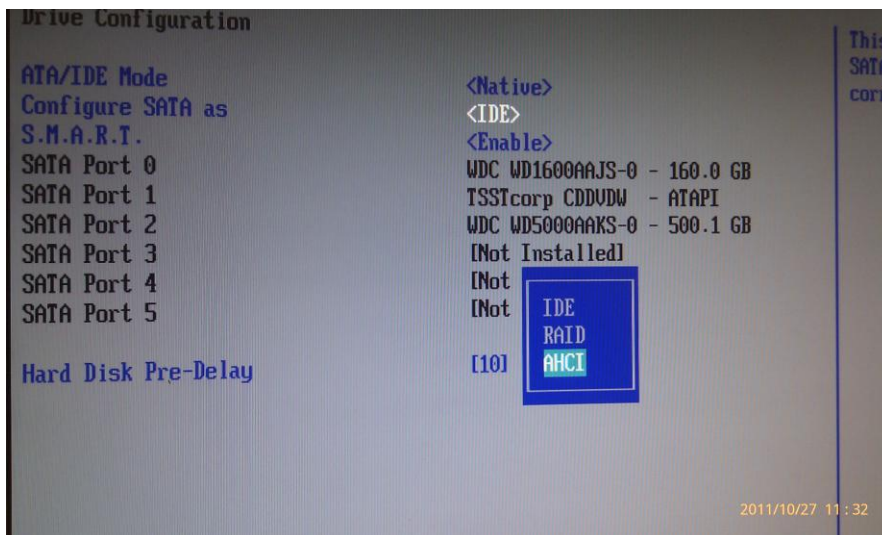
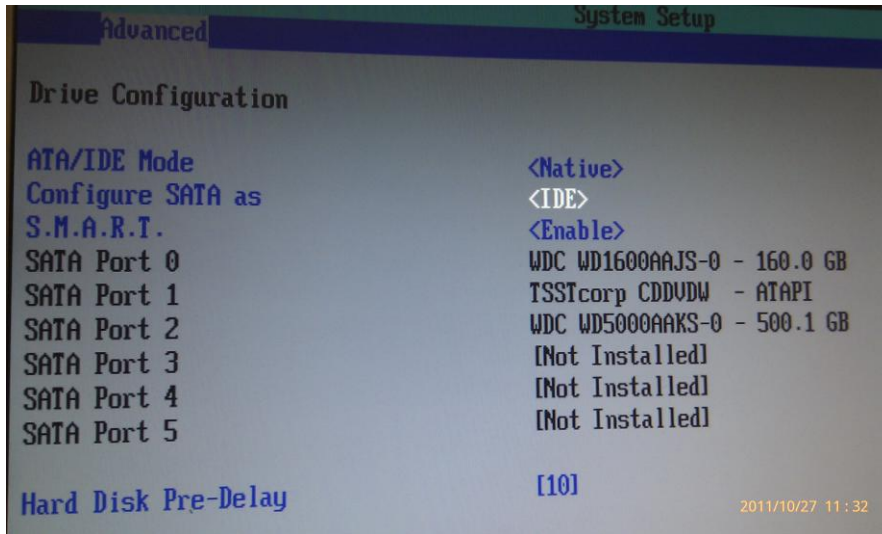
3. The build process

Before beginning the upgrade, you will need to change the BIOS settings:

1. **Press F2** to enter the BIOS screen and access the **Drive Configuration**. This may be different from different computer manufacturers or motherboard types.

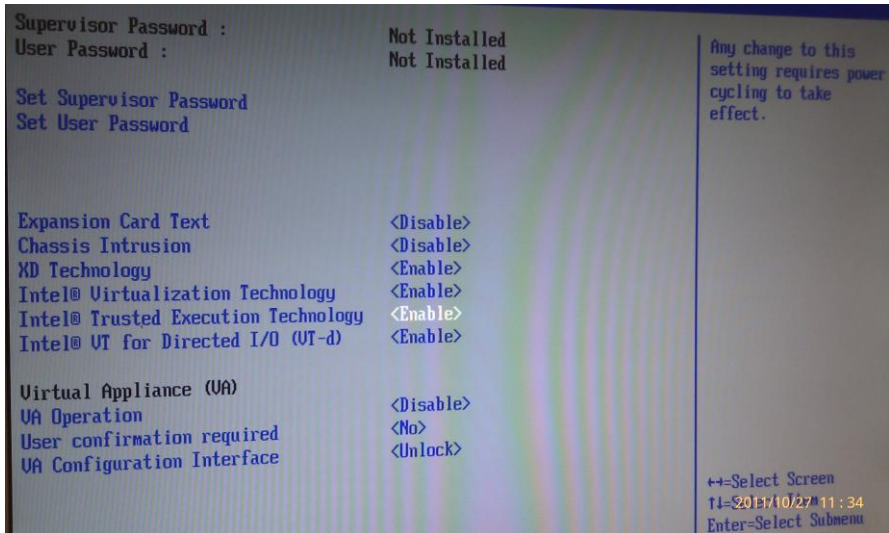


2. Change the setting **Configure SATA as** from IDE to **AHCI**. This is an optional step but it allows the use newer features available on SATA drives, which may speed up read and writes. If you skip this step and need to change the setting after Windows 7 has been installed, you'll need to follow this guide: <http://support.microsoft.com/kb/922976>



- Please note, not all of the options listed will necessarily be available – it will depend on the motherboard.

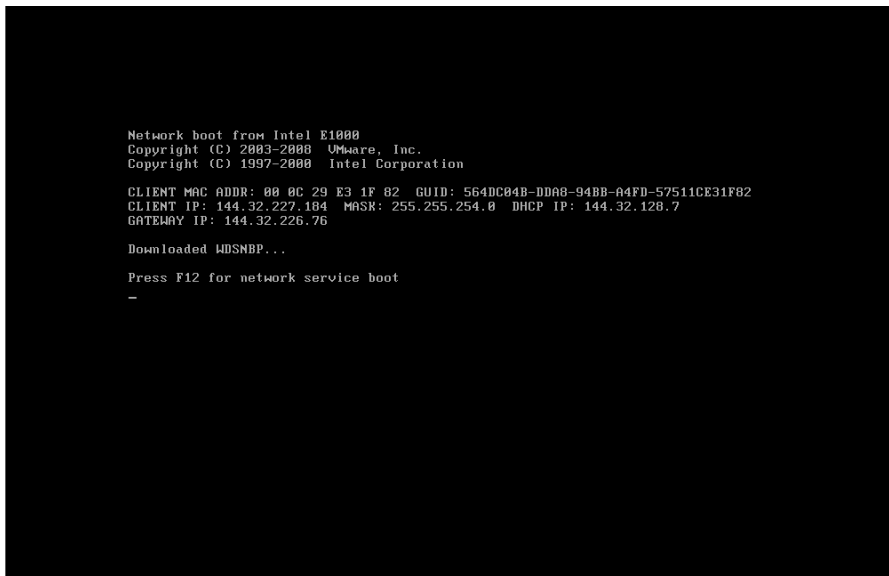
Enable the Intel Virtualisation Technology and Intel Trusted Execution Technology settings in the Security menu.



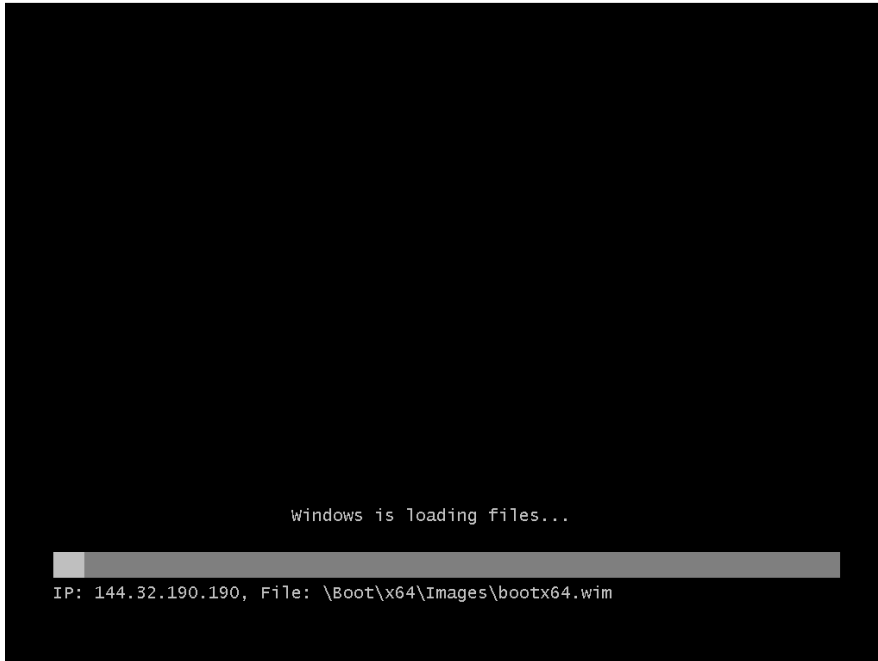
4. **Save** and exit the BIOS screen.

To rebuild the PC:

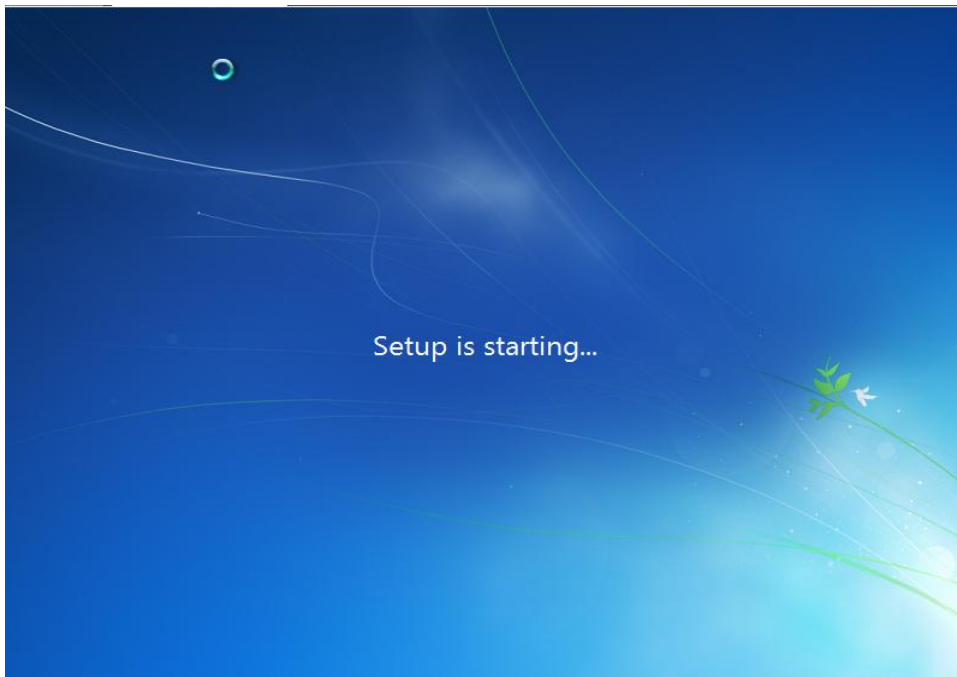
1. Use the F12 function as you would with a Windows XP computer



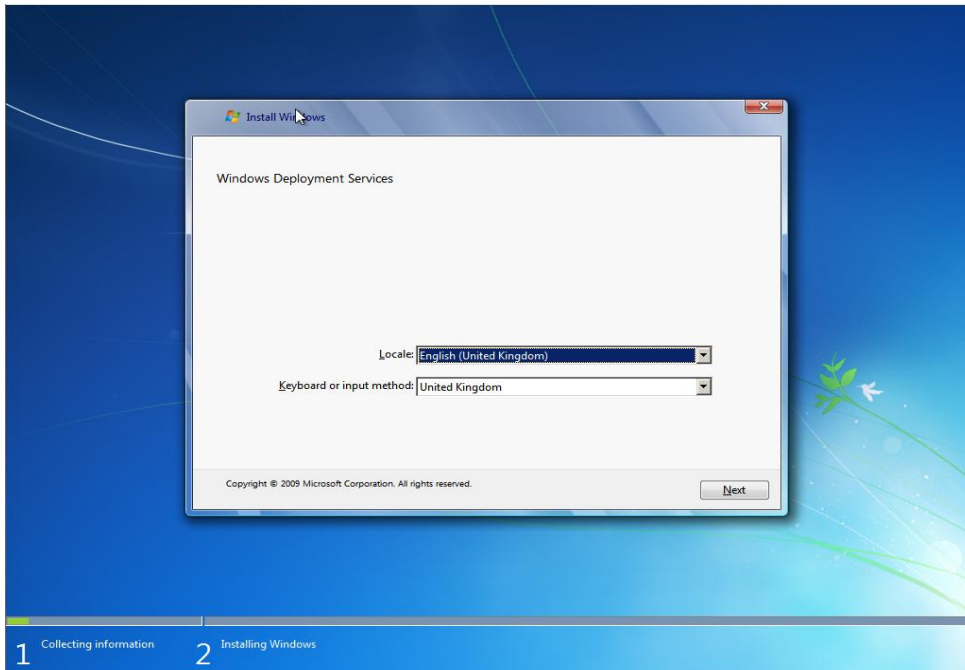
2. You will be presented with the following screen. If you get the blue RIS screen contact IT Services to check the pre build settings have been completed.



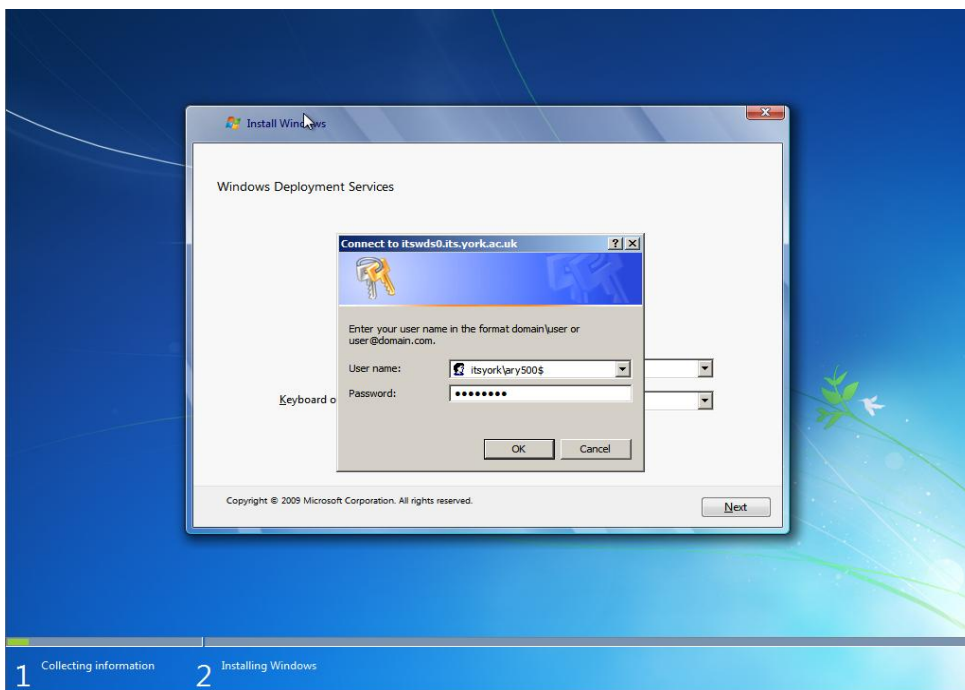
3. Once this has completed the Windows 7 setup will commence.



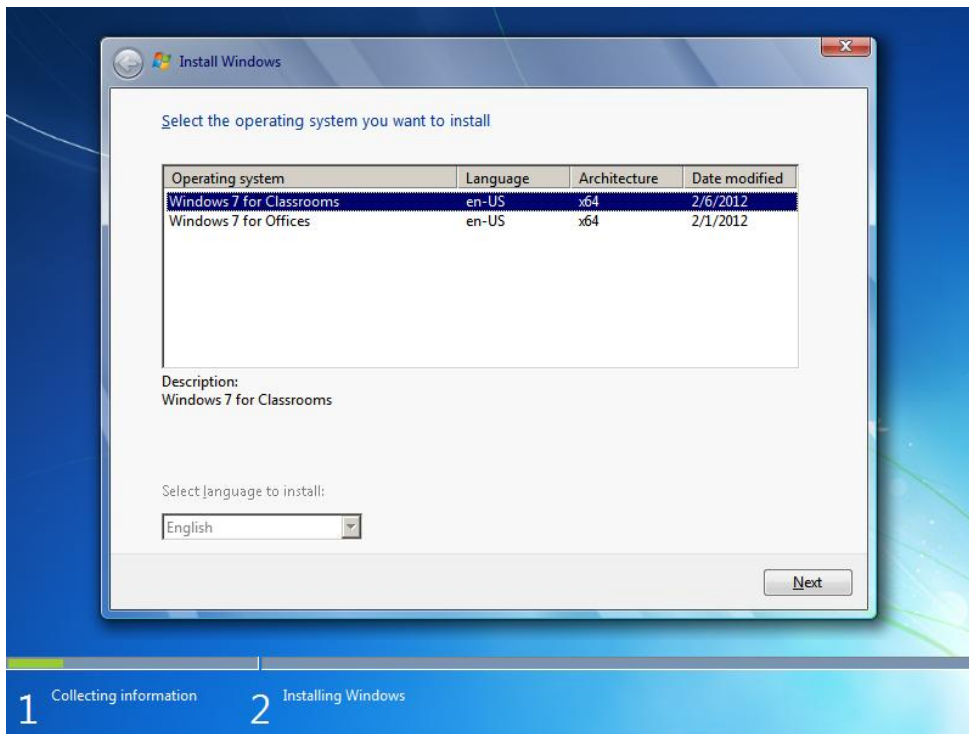
4. Change the **Locale** to **English (United Kingdom)**



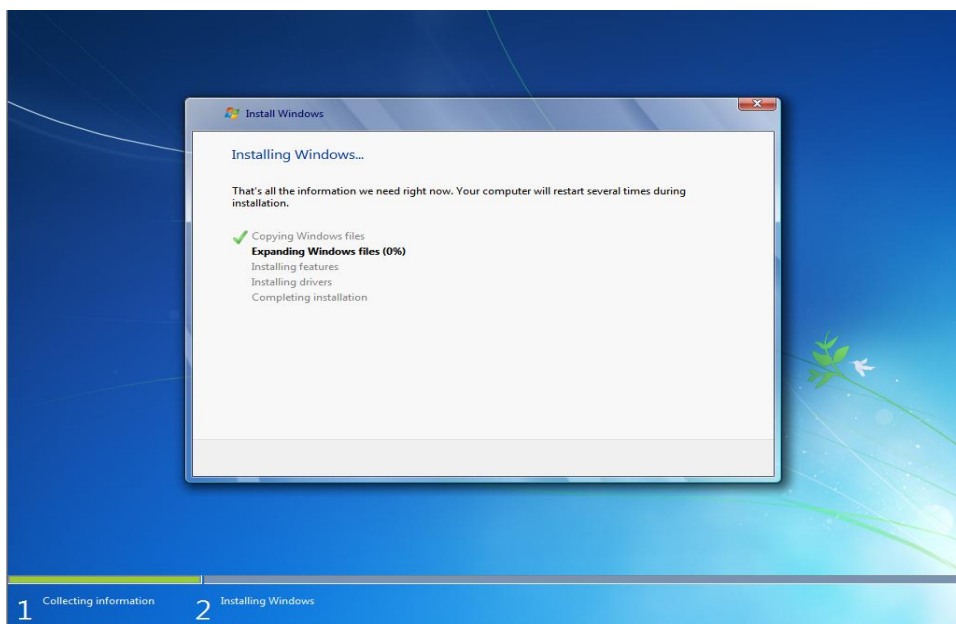
5. Enter your ITSYORK user name, eg itsyork\lfd200\$
IT Services will provide you with a different username and password for this process.



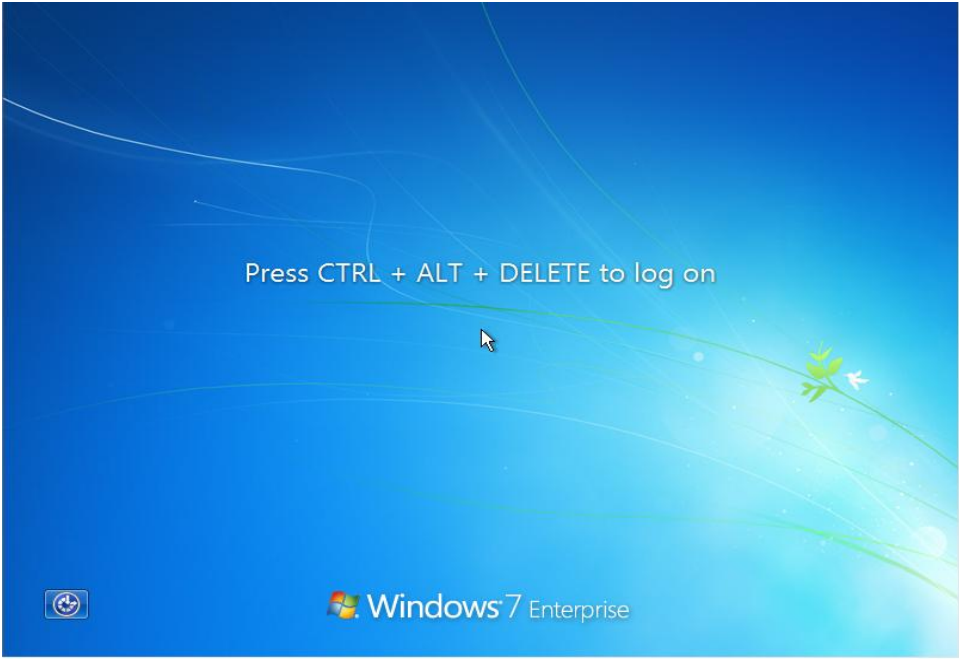
6. Select the **Windows 7 for Office** operating system



7. The installation of Windows 7 will take about 20 - 30 minutes to complete.



8. The machine will reboot. When the Ctrl + Alt + Del screen appears, the installation is complete.



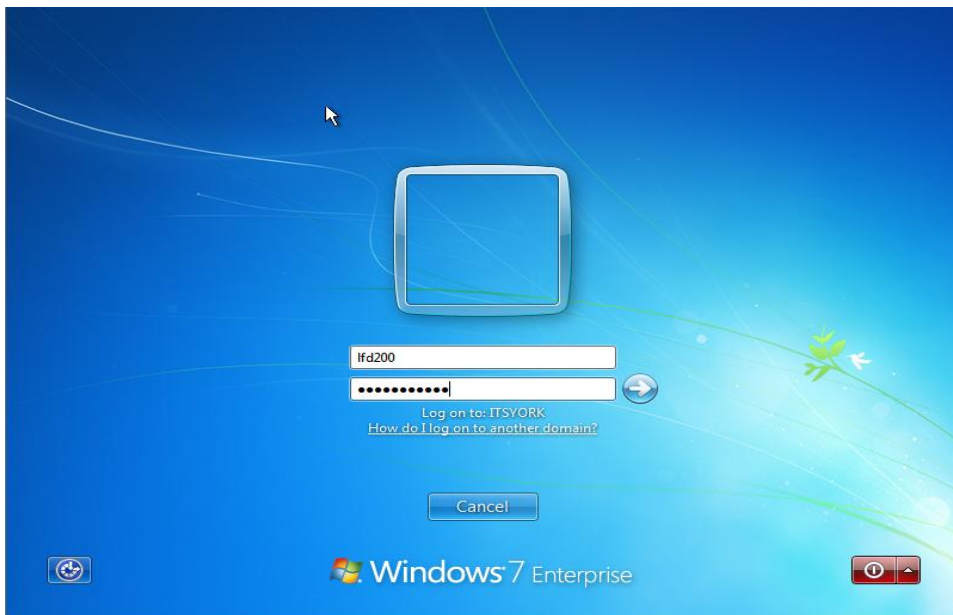
4. Post upgrade configuration and information

We are using Microsoft SCCM to deploy applications. This is an updated version of Microsoft SMS, which is used to deploy applications to Windows XP computers.

The Windows 7 builds include all the basic applications you need to get started straightaway (eg web browser, Flash).

It can take up to 60 minutes for the PC to connect with SCCM and receive adverts for the remaining applications plus any updates to the programs which have already installed. The machine will automatically prompt you to update these applications.

When a user first logs in to a Windows 7 computer a new ITSYORK user profile will be generated.



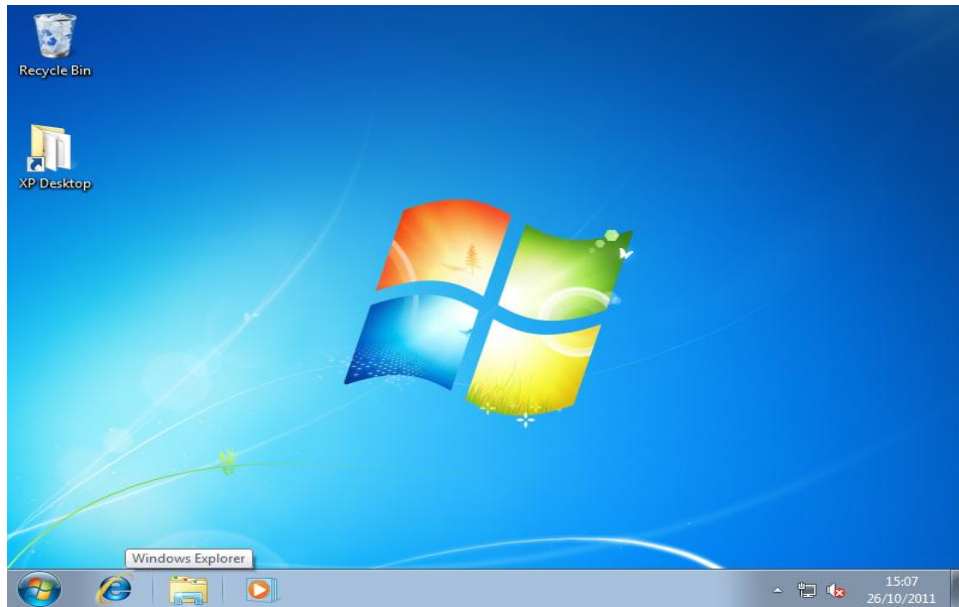
This is completely distinct from their CSRVADYORK profile. No settings will have been carried over.

A number of settings will need to be reinstated.

5. The desktop

Items saved to the desktop will not transfer from Windows XP to Windows 7. Instead there will be a shortcut on the Windows 7 desktop called 'XP Desktop' containing the user's old desktop items. These can be copied to the new desktop.

In Windows 7, all desktop icons are saved in a folder called 'Desktop' that resides on the H drive. As a result, saving large files on the Desktop will no longer result in the user exceeding their profile storage space.



The desktop wallpaper cannot be migrated across.

6. Applications

All the applications which have not been installed by default can be installed from Run Advertised Programs as they were for Windows XP. This can be found in **Start | Control Panel | Get Programs** (in the Programs section).



Internet Explorer

- On first login every user will be given the option to migrate their Windows XP Internet Explorer favourites. During this process, the user may get a message saying that the folder or files already exist. They need to select the 'Copy and Replace' option if this occurs.
- If the pop up doesn't appear, you can run the program from:
T:\Misc\Windows7\CopyFavorites.vbs
- No other user settings can be migrated across.

MS Office

- Everything should work as normal, unless the user hasn't used the default locations
- There are issues with Outlook – see below

Outlook

- For Google Mail users who use the Outlook Sync function. This tool will need to be reinstalled and a new sync set up.
www.york.ac.uk/it-services/it/google/mail/otherclients
Google Sync will only work on one machine for each user – please ensure that they don't try to set up Outlook on more than one machine.

Other applications and services

- **App-V** works in a slightly different way in Windows 7. The App-V client is installed automatically and individual applications provided by App-V can be installed via the usual way of going to Get Programs in the Control Panel.
- **Firefox:** All user settings will migrate across automatically.

- **Other applications:** Extensive testing other applications has not yet been completed, but there are not currently any known problems.
- **Local administrator rights:** Users who previously had administrator access on their machine will automatically get admin rights once it is upgraded.
DCOs may need to update the power users webpage to add their \$ account under “ALL office machines for department” or “ALL classroom machines for department”.
- **Remote Desktop:** Windows 7 computers are automatically configured to accept remote desktop connections. If the user is an administrator on the machine then they will automatically be able to use remote desktop. Alternatively an account can be added to the Remote Desktop Users group which will allow them remote access without full admin rights.

7. Filestores

- The user’s personal filestore (M:/H: drive) will be mapped automatically.
- All other filestores (rentedfs, projectfs, streamingfs) will need to be re added. The process for doing this is very similar in all cases to that in XP. Instructions can be found at www.york.ac.uk/it-services/it/filestore
- The Offline Files function has been disabled for our Windows 7 deployment so there will be no synchronisation issues

8. Printers

- All printers will need to be re-added.
- The York Print Plus system should work without any additional configuration.
www.york.ac.uk/yorkprintplus
- For non York Print Plus printers, go to **Start | Run** and enter [\\w2kpr0](http://w2kpr0). This will bring up a window with all the printers currently available on the print server. Double click the printer you wish to use.
- If you receive an ‘Access is denied’ message it is likely that your printer is set to allow access to XP users only. Contact the IT Support Office if you receive this message.
- If you receive a ‘No drive found’ message it is because the driver for the printer has not been updated to a Windows 7 64bit driver. Contact the IT Support Office if you receive this message.

Please refer the user to www.york.ac.uk/it-services/it/windows7, where they will find information including a getting started guide and a list of available software.

IT Services

Updated 13 August 2012