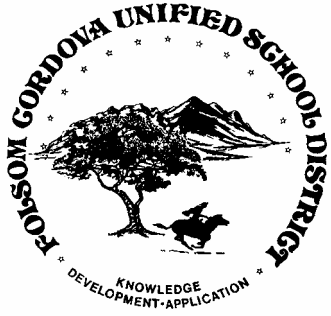


Technician: LC, GC, DK, FR, RT



Folsom Cordova Unified School District

Educational Technology & Information Systems

(916) 355-1111 x164

Fax: (916) 355-1198

New Computer Deployment Form

This form enables us to quickly plan and implement the installation of your new computer. Please fill it out to the best of your ability. Make a copy of each form (side 1 only) and attach to each computer being replaced. Send the original forms to the ETIS Department. Be certain to note the work order request number.

School: _____ Work Order Request # _____

Room & Location in Room: _____

Old Computer (*fill out as much information as possible*)

Brand (circle one): Dell HIQ ZoomMax GLI MultiWave SPIRIT Other: _____

District Asset Tag #: _____ Service Tag (if a Dell PC): _____

Monitor Brand: ViewSonic Dell Other: _____ Size: 14" 15" 17"

New Computer

Brand: Dell Model: _____ Service Tag: _____

Where is the old computer going? _____

Is this computer used by (circle one): **Students** **Staff** **Both**

If staff (or both), what is/are their name(s): _____

What application do you use for eMail (circle one): **GroupWise** **Outlook**

Are there eMail or files on this PC that need to be saved? **Yes** **No**

Note: If you circle "No," nothing (software applications, eMail, documents, etc.) will be transferred from the old PC to the new PC.

What applications are on this computer and need to be installed on the new computer: (do not include the Microsoft Office suite, Internet Explorer, Acrobat Reader). All other applications must be listed if they're desired on the new PC: _____

Please note: The technicians do not have a library of software at their immediate disposal. It is helpful if you have the original install CDs available along with any necessary licensing information.

Please be aware that some older versions of software are not compatible with Windows 2000 or WindowsXP and cannot be installed on your new computers unless you purchase a WindowsXP-compatible version. This list is a sampling and is not inclusive of all non-compatible software:

- Carmen Sandiego
- KidPix Deluxe
- Math Blaster
- Millie's Math House
- Reader Rabbit
- World Book (CD tower versions)
- Yukon Trail
- Oregon Trail

Don't forget to copy this form (side 1 only) and tape to the computer being replaced. Send the original to the ETIS Department. Call 916.355.1111 x164 if you have any questions.

<u>ETIS Use Only</u>		<input type="checkbox"/> Completed
		<input type="checkbox"/> LC, <input type="checkbox"/> GC, <input type="checkbox"/> DK, <input type="checkbox"/> FR, <input type="checkbox"/> RT
Date:	_____	
Service Tag:	_____	
Installation:	<input type="checkbox"/> BIOS – Enable WoL	<input type="checkbox"/> Login as administrator
	<input type="checkbox"/> Rename PC	<input type="checkbox"/> Run profile switcheroo, if applicable
	<input type="checkbox"/> Install Printers	<input type="checkbox"/> Configure Client32
	<input type="checkbox"/> Install Zfd Agent (≤ GX270)	<input type="checkbox"/> Install McAfee 8.0i
	<input type="checkbox"/> Login as end-user	<input type="checkbox"/> Transfer documents, .pst, etc.
	<input type="checkbox"/> Verify eMail configuration	
Notes:	NetWare_____	eMail_____

Follow-up:	_____	

