State of Nevada Enterprise IT

COMPUTER IMAGING REQUEST

We need the following form filled out and emailed back to the helpdesk. This is an important step in the imaging process to make sure all the proper software and settings are on the computer when the computer is deployed to the user. This ensures a fast and easy process for both the user and desktop support.

Computer Imaging Form

1 User Name:	John Smith	2 Phone#:	702-555-1234	3 Agency/Loc:	EITS/215 E. Bonanza Rd.

Existing PC Details | ### New PC Details

	Existing PC		New PC
4 Blue State ID#	230123	4 Blue State ID#	360000
5 Model Number	Optiplex 7010	5 Model Number	Optiplex 5060
6 Service Tag	4C3B2A1	6 Service Tag	1A2B3C4
7 IP Address	10.10.10.1	7 IP Address	10.10.10.1
8 Property Disposition	Yes ● No ○		On Domain ● Standalone ○

1.) Name of the user this computer is for
2.) Phone number where the user can be reached if needed
3.) Users agency and location
4.) Blue state tag on the computer, looks like this **PROPERTY STATE OF NEVADA** 000000
5.) Model number is generally located on the front of the computer
6.) Dell Service Tag is generally on the top of the computer if it's a desktop, or the bottom if it's a laptop, it looks like this Service Tag: 1A2B3C4 Express Service Code: 12345678901 Mfg. Date: 20170430

7.) IP address of your computer, you can find it by hovering your mouse over this icon in the bottom right of your screen. If you don't have that icon, you can use the following method.
   a. Press ⊞ + R on your keyboard
   b. Type **cmd**, Then press enter
   c. A black window should popup, type **ipconfig**, press enter
   d. Look for the line that has IPV4 Address on it, should look like 10.x.x.x

8.) Property Disposition, do you want Desktop Support group to Wipe Hard drive before excessing machine. (Hard Drive Certificate will be provided) per state policy S4.03.01

1.) Select the Operating System version from the drop down.
2.) Select the office version and edition you have license for, from the drop down menu, EG Office 2013 Pro
3.) List the programs that are need for the user to do their job. Also make sure you have license for all the software you are requesting.

Software to be Installed

Operating System [1]	Windows 10	(License is based on what came with the computer)
Microsoft Office Suite [2]	2013 · Professional Plus ·	(Must have license for version being requested)
Other Software Needed: [3]		

Adobe Reader, IFS Advantage, Spillman, JLink (LDI - PNP1121C1), Publisher 2013

a. The best way to find what the user will need on the new computer is to ask the user what they currently use to do their job.
b. If they are unsure you can look through their programs and features, which can be found in the control panel.

Printers / Scanners to Connect

Make and Model Number [1]	Connection: Local or Network? [2]	If Network: IP Address? [3]
Ricoh C3004	Network ·	10.31.1.20
HP LaserJet 400	Local ·	
	·	
	·	

1.) Make and Model number can often be found right on the front of the printer
2.) If it is connected directly to your computer, it is a local printer. If it is a network printer, it is usually hooked up with an Ethernet cable and shared with multiple users. Select Network or Local from the drop down.
3.) If the printer is a network printer, we will need the IP address for it. This can be on a label on the front of the printer, if not it can also be located on the LCD display of the printer.

The Division Coordinator's signature certifies that the division has purchased sufficient licenses to install the indicated software on this PC.

*** Division Coordinator's Signature ***

1

Date

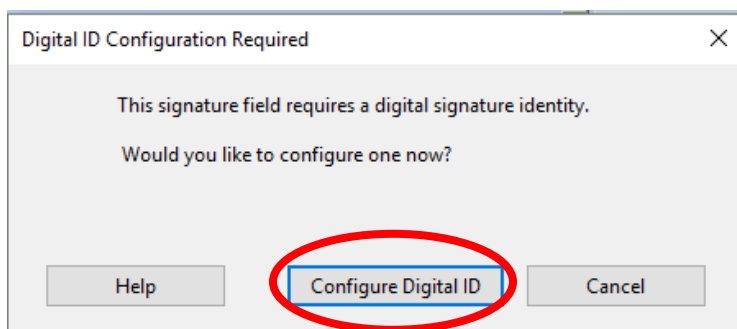1.) Sign and date the form confirming everything is correct, using the digital signature. Instructions can be found on page 3.

DIGITAL SIGNATURE SET UP

When setting up your digital signature for the first time you will click in the signature line of the computer imaging form.

The Division Coordinator's signature certifies that the division has purchased sufficient licenses to install the indicated software on this PC.

*** Division Coordinator's Signature ***

Date

You will receive the following prompt. Select the Configure Digital ID.

Digital ID Configuration Required   ✕

This signature field requires a digital signature identity.

Would you like to configure one now?

Help   Configure Digital ID   Cancel

Select create a new Digital ID. Then press continue.

Select Save to File.

Fill out the Digital ID information form as follows.

1. Your full name
2. Your Department
3. Organization name
4. Your email address

Then select continue. Will bring up the password screen. Create a Password for your digital signature.

Leave the Digital ID save location as default then select save.

The next screen will show your Digital ID. Make sure your ID is selected and select continue.

Next input your password you set before you saved your Digital ID and Select the Sign button.

You will be brought to a save as window to save your signed document. Select the Desktop as the save location. Then Select Save
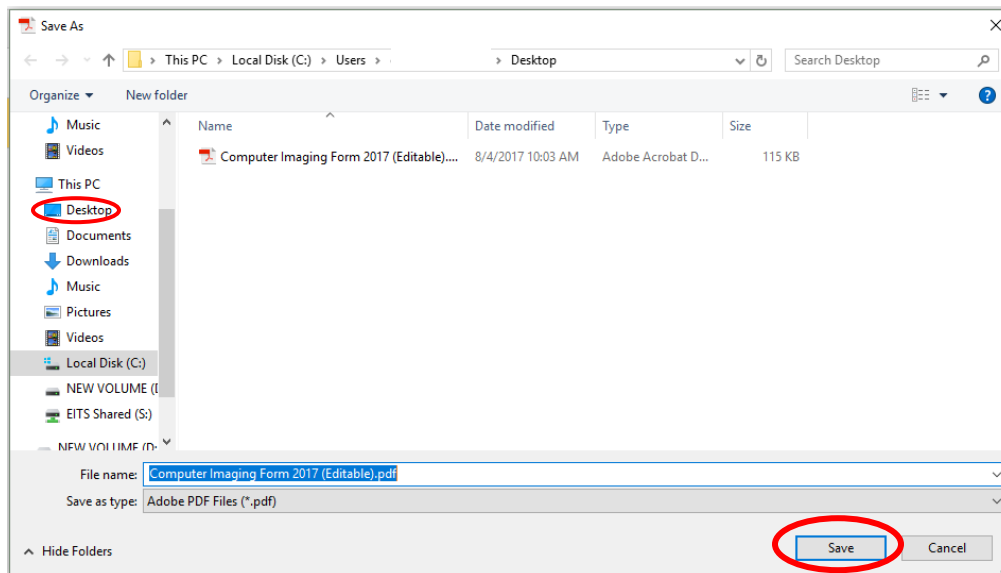
Your saved signed document will open and your signature will look like this.

The Division Coordinator's signature certifies that the division has purchased sufficient licenses to install the indicated software on this PC.

John Doe   Digitally signed by John Doe
Date: 2017.08.04 10:54:49 -07'00'

*** Division Coordinator's Signature ***

08/04/17

Date