



Re-Imaging Computers

Updated May 23, 2012



April, 2012

Moore County Schools IT

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This summer the IT Department will be reimaging Teacher and Student computers with older versions of Windows XP. The new image will include Service Pack 3. A Service Pack (SP) is a collection of updates, fixes, and patches that are required to run the newest versions of software. Computers with the new image will run faster, logon quicker, and have the newest version of Flash, Java, and in the case of Teacher computers, Office 2007.

During the imaging process all information on the computer will be deleted, including special software, and anything saved on the Desktop and Internet Favorites. Your personal data in My Documents, Share Drives, and the Sandbox will not be changed because it is saved to Network Storage. For more information visit:
www.ncmcs.org/XPSP3

Windows 7 computers will not be affected by the Re-Imaging Project, only Windows XP computers.

Before imaging a Teacher computer we need you to do two things:

1. Run the “**Image Preparation Tool**” found in the Teachers Folder. This will save everything on your desktop, your Internet Favorites, and your Archived Email (if configured) to your personal Sand Box
2. Complete the form below and tape it to the computer(s), not the monitor, before leaving for the summer

To tell which version your Teacher computer is running: Right Click on My Computer, go to Properties then the General tab.



Desktop Manager (LANDesk)

Network printers and software like SMART Notebook can be installed from Desktop Manager after the computer is reimaged without any assistance from IT.



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Special Software

Your Computer Name: _____ Version: XP SP1 or XP SP2 (circle one)
I have run the "Prepare For Imaging" utility from the Teachers Folder: Yes or No (circle one)

Special Software on Your Teacher Computer You Want Re-Installed:
Check all that apply

<input type="checkbox"/>	TI Smartview	Other Special Software:
<input type="checkbox"/>	iTunes	
<input type="checkbox"/>	Office Communicator	
<input type="checkbox"/>	Logitech WebCam	
<input type="checkbox"/>	Flip Cam	
<input type="checkbox"/>	Skype	
<input type="checkbox"/>	Microsoft Publisher	
<input type="checkbox"/>	BoardMaker	
<input type="checkbox"/>	AutoCad	
<input type="checkbox"/>	Vision	

Vision Client Computer Names: _____

Special Software

Your Computer Name: _____ Version: XP SP1 or XP SP2 (circle one)
I have run the "Prepare For Imaging" utility from the Teachers Folder: Yes or No (circle one)

Special Software on Your Teacher Computer You Want Re-Installed:
Check all that apply

<input type="checkbox"/>	TI Smartview	Other Special Software:
<input type="checkbox"/>	iTunes	
<input type="checkbox"/>	Office Communicator	
<input type="checkbox"/>	Logitech WebCam	
<input type="checkbox"/>	Flip Cam	
<input type="checkbox"/>	Skype	
<input type="checkbox"/>	Microsoft Publisher	
<input type="checkbox"/>	BoardMaker	
<input type="checkbox"/>	AutoCad	
<input type="checkbox"/>	Vision	

Vision Client Computer Names: _____