

**SPRINGFIELD COLLEGE**  
**Information Technology Services Department**

**COMPUTER DEPLOYMENT PLAN**

**Department Purchases: Installation of Computers**

When the arrival of new computers is confirmed, installation and removal of old computers will be scheduled with affected individuals.

The ITS Installation Team will provide or arrange for the following services

1. Delivery of new computers
2. Unpack new computer
3. Set up new computers on desks
4. Connect all cables and power on new computer
5. Set up E-mail or network access as required
6. Erase data from old computer
7. Remove old computer

The recipient of a new computer will be responsible for the following activities prior to the installation

1. Attending a computer training session prior to delivery\*
2. Converting files to new formats if required
3. Backing up files from the old system
4. Restoring files from the old system to the new system

\* *Note:* To help users become familiar with their new computer systems and software, a mandatory training session will be provided prior to delivery.