PC service

PC service includes the following scope of work:

- **Stationary PCs**:
  - Hardware check, if necessary BIOS/UEFI update
  - Installation of the operating system and operating system updates
  - Configuration of the operating system
    - Assignment of a unique computer name (host name)
    - Data protection settings as compliant with DSGVO as possible
  - Integration into the PC network system
    - Automatic drive connection
    - Software distribution menu
    - Installation of the virus scanner from the software distribution menu
- **Mobile PCs**:
  - Hardware check, if necessary BIOS/UEFI update
  - Installation of the operating system and operating system updates
  - Configuration of the operating system
    - Assignment of a unique computer name (host name)
    - Integration into the workstation group HS-WOE
    - Data protection settings that are as DSGVO-compliant as possible
  - Installation of a virus scanner and updating of virus scanner signatures
  - Installation of standard software
    - Microsoft Office
    - Adobe Acrobat Reader DC
  - Configuration of Microsoft Outlook (on collection)
  - Configuration of the wireless network connection (at the time of collection)

Please be sure to note:

- Stationary PCs should be handed in without cables.
- Mobile PCs must be handed in with the corresponding power supply unit.
- Application and user data (documents, tables, graphics, etc.) must be copied to an external data carrier by the user before the PC is handed in, as a complete reinstallation will be carried out. **The HRZ is not liable for data loss!

The HRZ cannot install any other software products that may be required.

For the installation of specialised applications, you should contact the respective employees working in the area. You may also be able to obtain information from the IT Officer in the department.

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