

Computer Setup Options: New Hire Windows Setup



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New Hire Windows Setup

Follow the instructions below to complete the New Hire setup process.

Computer Setup Options: New Hire Windows Setup

Step 1

Windows Installation

Step 2

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Step 3

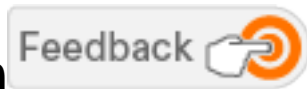
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Step 1: Windows Installation





- **Do not power on your new computer until prompted.**



- The following are required for a successful Windows installation:
 - **Network connectivity** - keep your computer connected to the Cisco network via a *direct, physical and hard-wired connection* with an Ethernet cable (provided with your new computer) throughout the entire process. WiFi is *not* sufficient.
 - **Power connectivity** - keep your computer connected to the power by plugging it directly into the power source throughout the entire process. *Do not* use a docking station or port replicator.
 - **New Hire Temporary Password** - if you are a new hire with a temporary password you will need to reset your password before continuing. As a temporary measure, please borrow a colleague's computer connected to the Cisco network, go to pwreset.cisco.com and follow the instructions to reset your password. **DISREGARD-This has been completed for you. The password emailed to you should work to log in to your laptop.**
-

- **PDF instructions** - [view and print Step 1: Windows Installation as a PDF to follow offline.](#)

1. Connect your computer to the Cisco network using an Ethernet cable (provided with your new computer), via an active network port. If you have an X1 Carbon, use the supplied Ethernet dongle. An active connection is indicated by flash LED lights on the computer's Ethernet port.



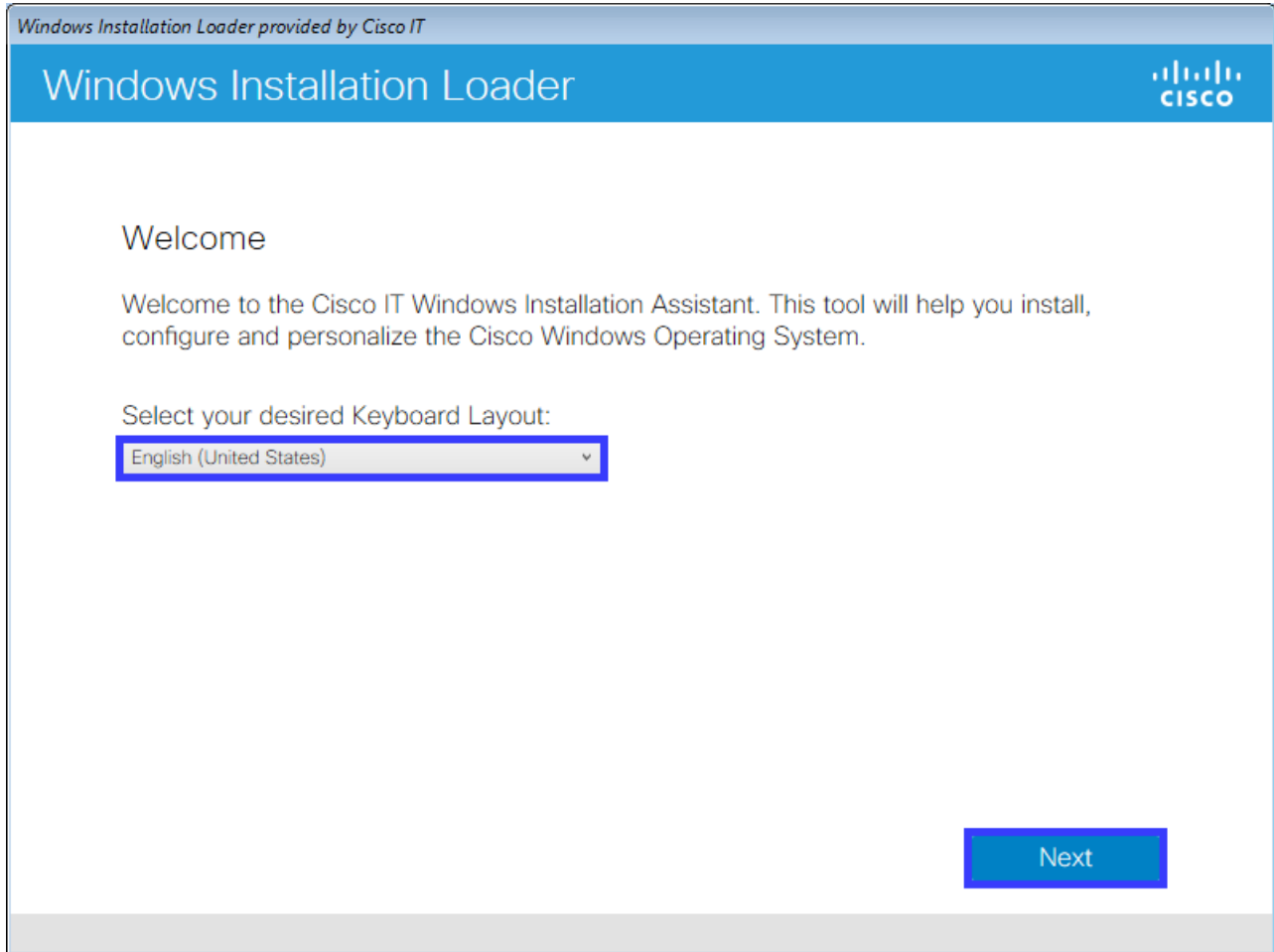
2. Connect your computer to the power via the supplied power adapter. Do not use a docking station or port replicator.

3. Turn on your computer. This first boot may take up to 5 minutes before the Windows Installation Loader dialog is displayed.



- If the Windows Boot Assistant dialog ([see image](#)) is displayed instead of the Windows Installation Loader dialog (see below), [refer to the legacy installation instructions](#).
- Return to [Step 2 PC Setup Assistant](#) on page 18 after following the legacy installation instructions.

4. Within the Windows Installation Loader, select your Keyboard Layout and press Next.



5. In the next dialog, enter your CEC username and password then press Next.




- **If you are a new hire with a temporary password** you will need to reset your password before continuing. As a temporary measure, please borrow a colleague's computer connected to the Cisco network, go to pwreset.cisco.com and follow the instructions to reset your password.

DISREGARD THE ABOVE. THIS HAS ALREADY BEEN COMPLETED FOR YOU

Windows Installation Loader provided by Cisco IT

Windows Installation Loader



Cisco Authentication

Enter your Cisco username and password.

Username (CEC ID):

Password:

Note: For this step, even if you are running the assistant to help someone else set up their PC, you can enter your own username and password.

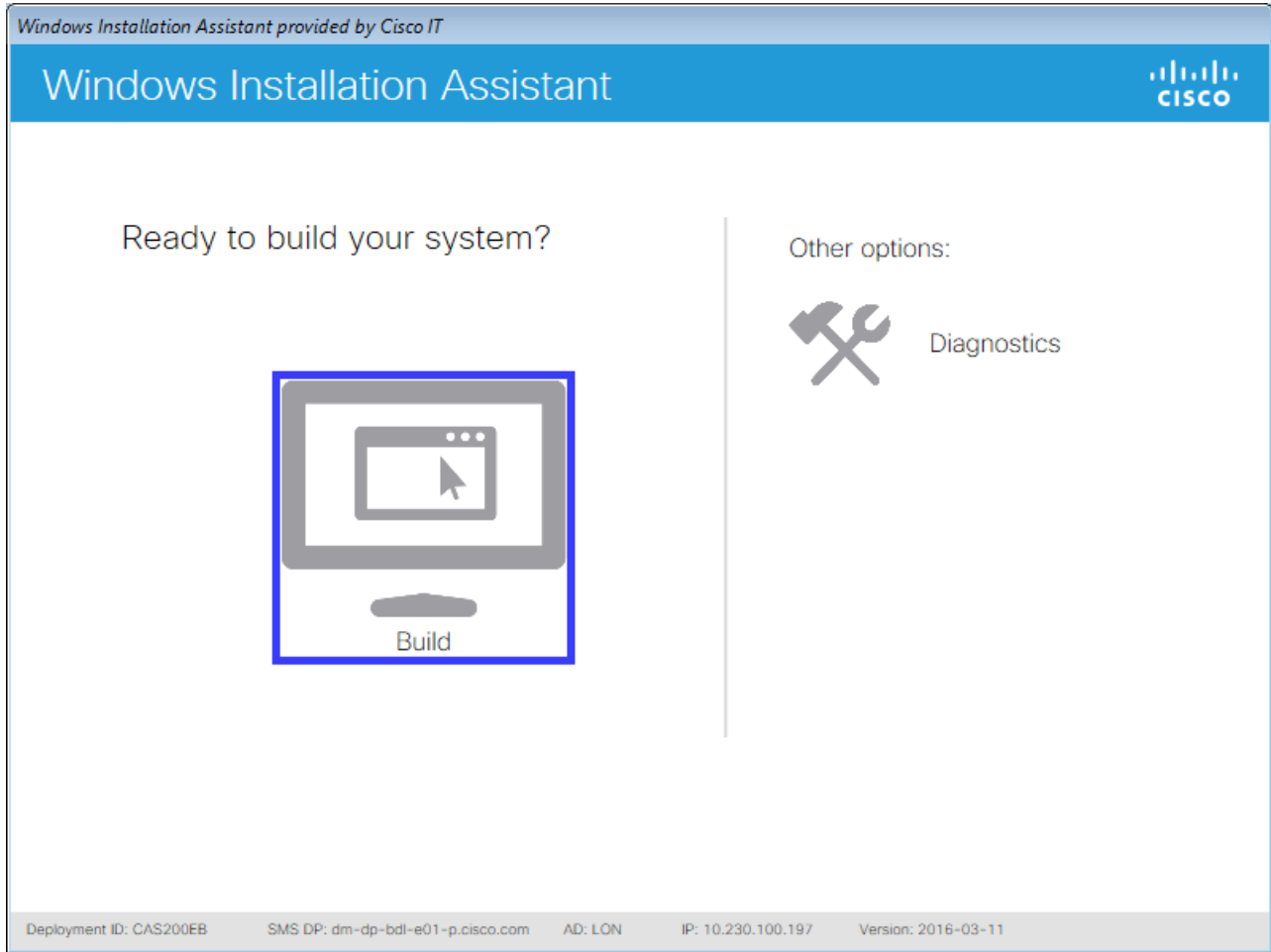
The authentication will attempt to configure AuthProxy and 802.1x, it will then attempt to download the assistant.

[Next](#)



- **Password Failure Error:** if you are seeing password failure errors when using a non-standard keyboard layout, [follow these instructions](#) to bypass this error.

6. After a short wait, the Windows Installation Assistant dialog will appear. Press the large Build icon.



7. Verify your Cisco CEC username and press Next.

Windows Installation Assistant provided by Cisco IT

Windows Installation Assistant

Device Registration

Your computer will be personalized and registered under your username with Asset Management and Device Management. It will remain registered to you until it is returned.

Enter your Cisco Username:

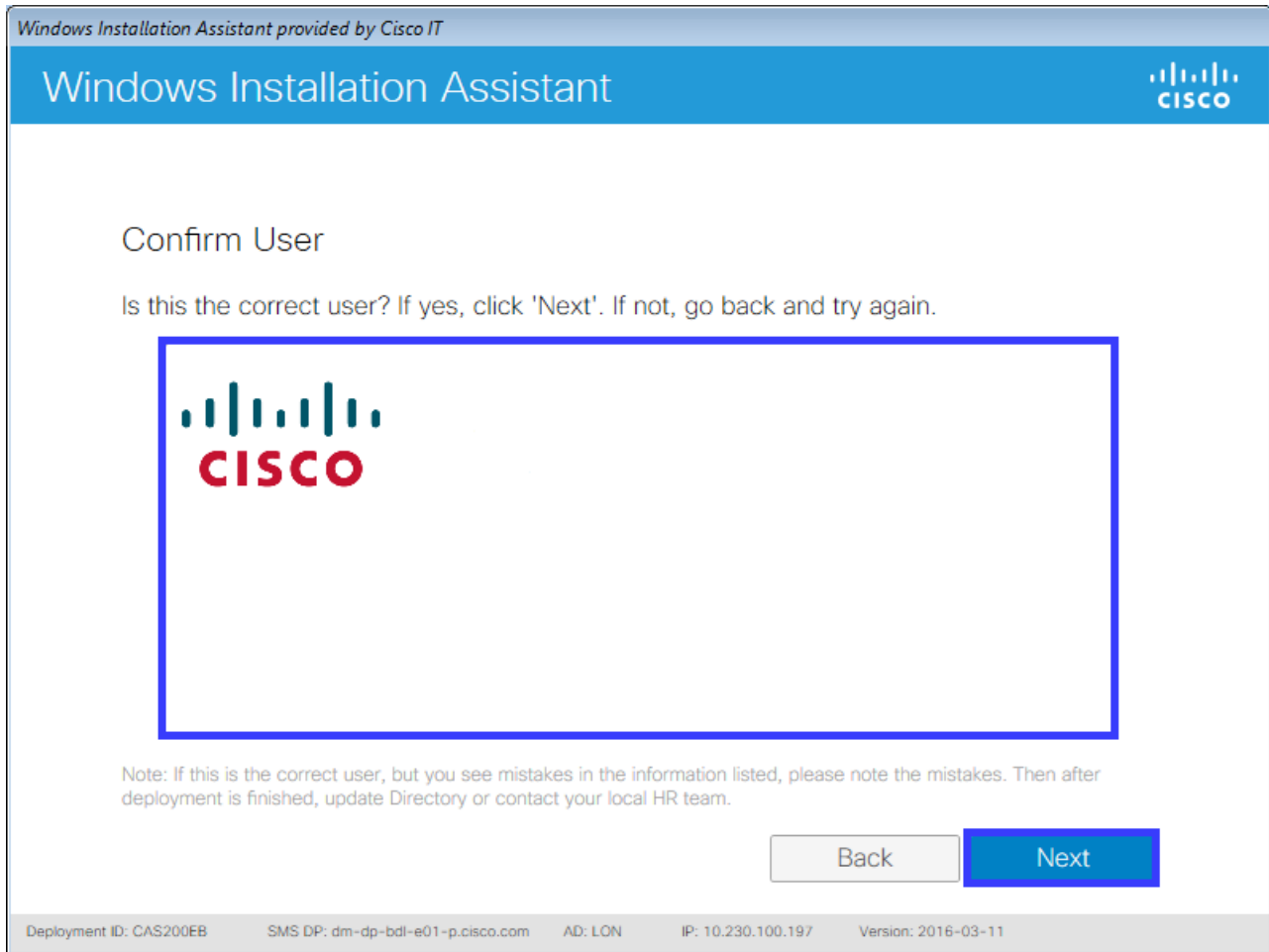
Hint 1: Only enter your username (e.g. jodoe), not your email address.
Hint 2: Do not enter a domain name, username verification is against cisco.com.
Hint 3: If you are a new hire and do not know your username, ask your manager or on-boarding buddy.

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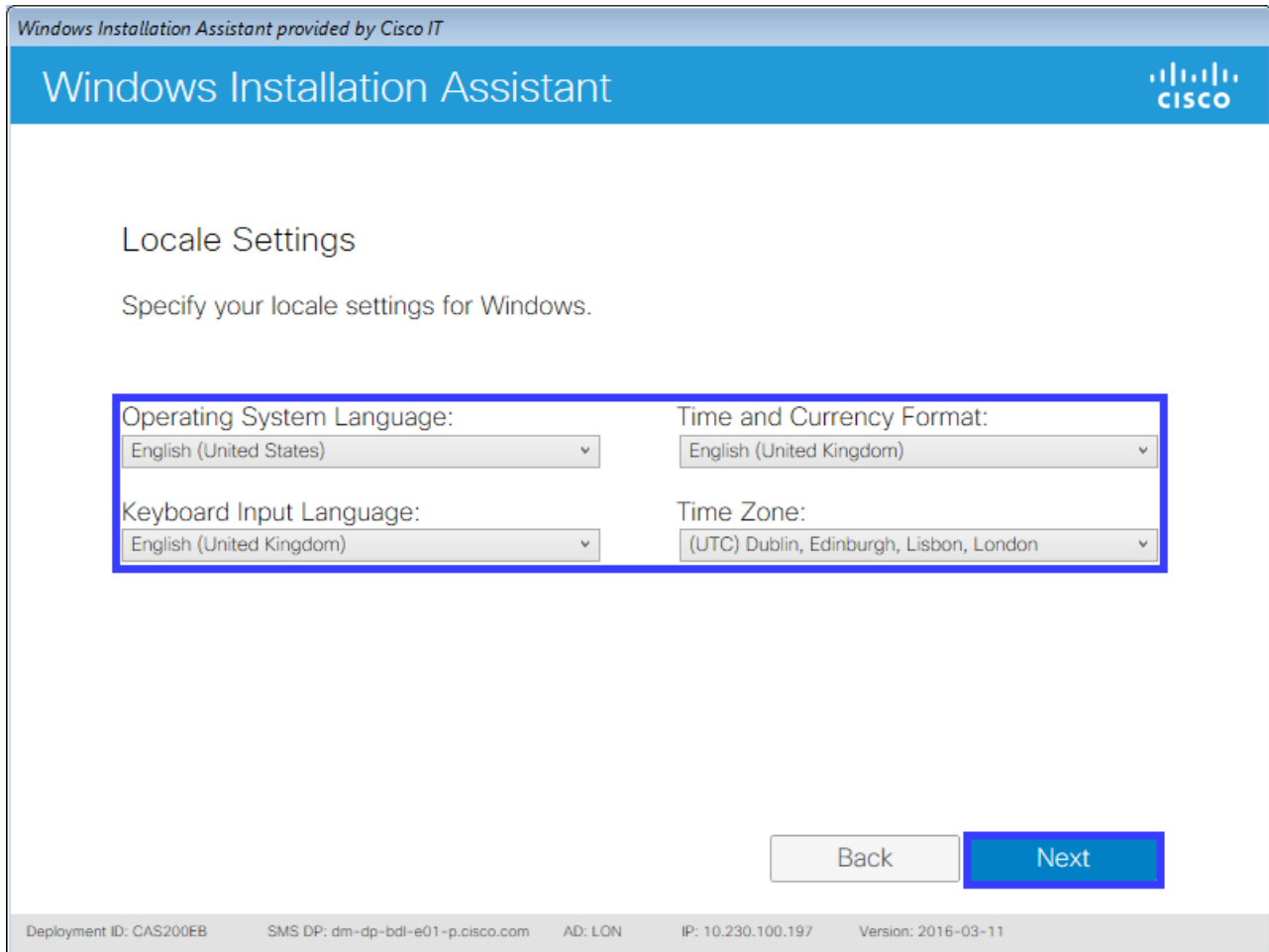
Deployment ID: CAS200EB SMS DP: dm-dp-bdl-e01-p.cisco.com AD: LON IP: 10.230.100.197 Version: 2016-03-11

8. Review and confirm your directory details.

- If they are your details press **Next**.
- If they are your details but there are mistakes, note them and press **Next**. After the installation is finish update your directory entry or contact your local HR team.
- If they are not your details press **Back** and re-enter your username.




9. Set the locale settings for your preference and press Next.



10. Finally, confirm the details listed and if they are correct press **Deploy**. If they are incorrect, press **Back** to make amendments as necessary.

Windows Installation Assistant provided by Cisco IT

Windows Installation Assistant



Final Confirmation

Please confirm the details are correct, then click 'Deploy' to deploy your Windows OS.

Username (CEC ID):	
Operating System:	Windows
Operating System Language:	English (United States)
Keyboard Input Layout:	English (United Kingdom)
Time and Currency Format:	English (United Kingdom)
Time Zone:	(UTC) Dublin, Edinburgh, Lisbon, London

i Time Required: OS Deployment can take 60 minutes (or more) to complete.

Keep the PC plugged in and connected to the network until deployment is done.

When prompted, login with your CEC username and password. The PC Setup Assistant will load automatically and guide you through the final setup steps.

Deployment ID: CAS200EB SMS DP: dm-dp-bdl-e01-p.cisco.com AD: LON IP: 10.230.100.197 Version: 2016-03-11



- The Cisco IT Windows operating system will now be installed, rebooting the computer several times during the installation.
- This will take approximately 45 - 60 minutes in a Cisco office.
- Once the installation is complete, you will receive an email notification and the computer will prompt you for login. This will require your CEC username and password. Ensure you remain connected to the Cisco network via a direct, physical and hard-wired connection with an Ethernet cable for the initial login. WiFi is not sufficient.

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Step 2

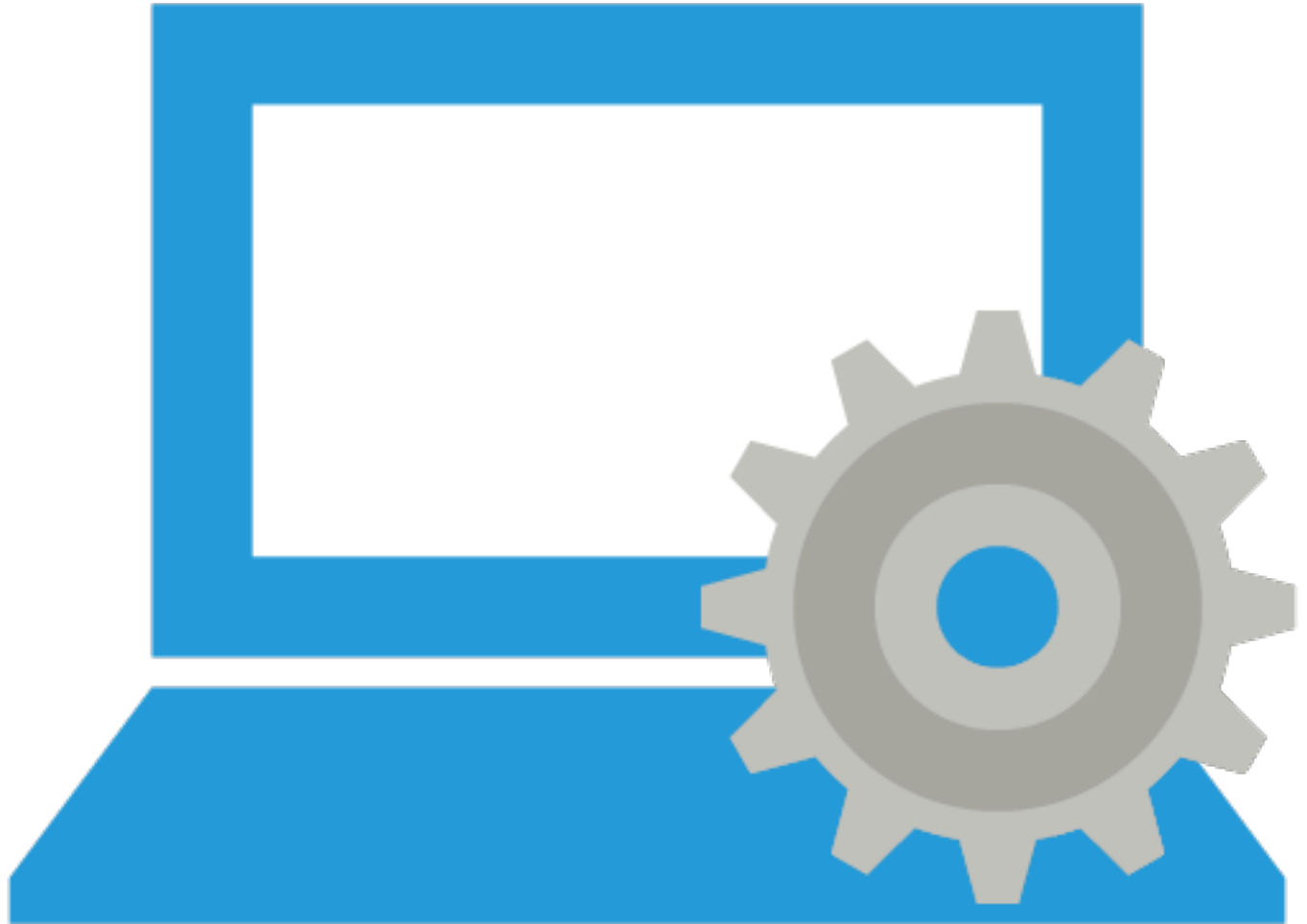
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Step 2: PC Setup Assistant



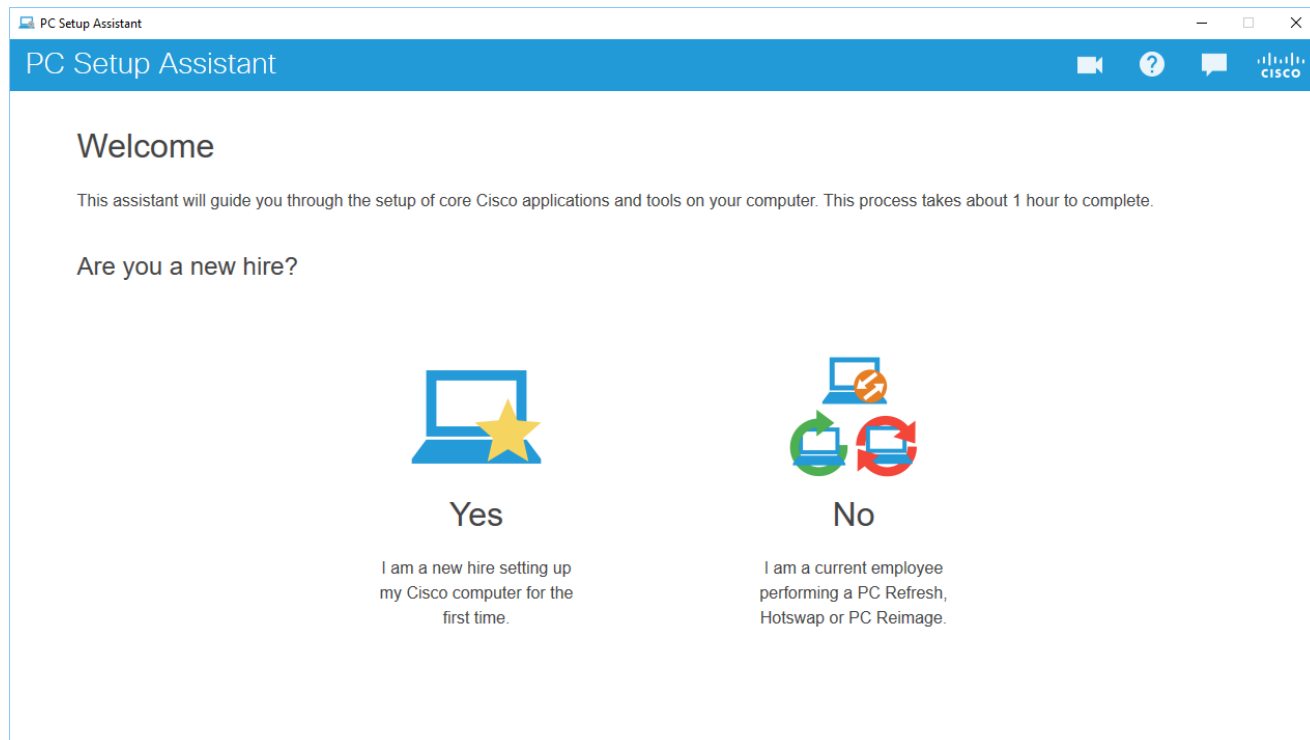


- The following are a required to use the PC Setup Assistant:
- **Network connectivity** - keep your computer connected to the Cisco network; CVO, VPN and WiFi are sufficient.
- **Power connectivity** - keep your computer connected to the power by plugging it directly into the power source. A docking station or port replicator may be used.

Computer Setup Options: New Hire Windows Setup

1. The PC Setup Assistant will open automatically on the first login. It can also be started via the icon on the desktop or by going to [Start > All Programs > Cisco > PC Setup Assistant](#). If the assistant is not available on your computer, [download the latest version from Box](#).

2. Select your PC setup type in the assistant and follow the instructions to complete the configuration and installation of core Cisco applications and tools such as backup, Jabber and VPN.



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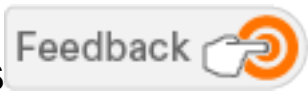
Useful Bookmarks

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Step 3: Useful Bookmarks





Box

Box is a secure cloud file storage service that allows easy file access and sharing from any of your devices.

- [Request an account](#)
- [Box Edit](#)
- [Box Sync](#)
- [Box Jive group](#)



Cisco Internal Sites

- [Cisco Employee Connection \(CEC\)](#)
- [Cisco TV](#)
- [Directory](#)
- [iProcurement](#)
- [Mailer](#)
- [OnRamp](#)
- [Smart Spaces](#)



Cisco Spark

Cisco Spark is a simple and secure place to collaborate with anyone, anywhere. It's a virtual conference room created just for all your team.



eStore

eStore is the place to find all of the IT services, software and applications that you need to stay connected and work productively at Cisco.



Outlook Web Access

When connected to the Cisco network, Outlook Web App allows you to access your Cisco mailbox through any web browser on any device.



Password Management

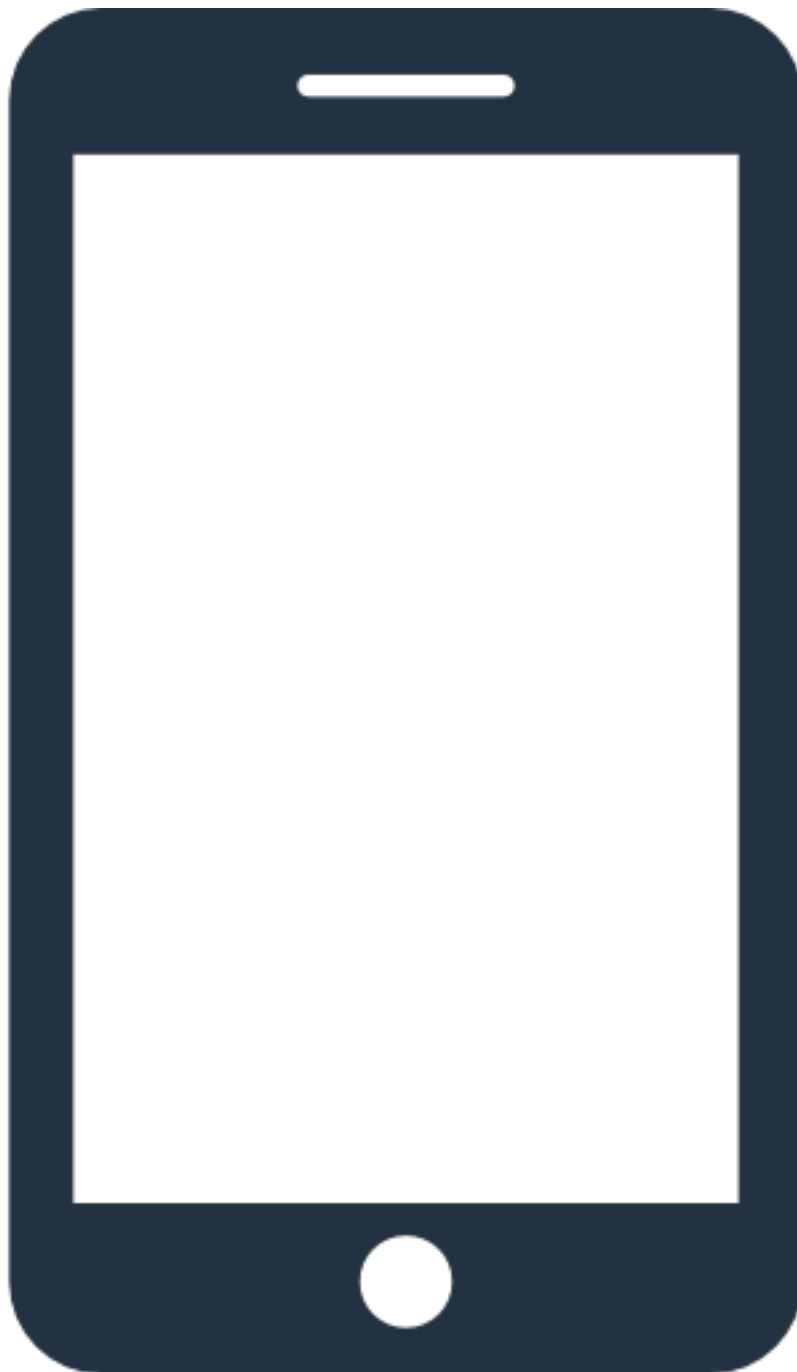
Manage your Cisco CEC password.

- [Password Management Tool](#)
- [Password Synchronization Tool](#)



Printers

Find and install the printers nearest to you using the CEPS web tool.



Smartphones and Tablets

Setup Cisco email, calendar, contacts and intranet via AnyConnect on your mobile device.

- [Apple Setup](#)
- [Android Setup](#)
- [Smartphones and Tablets Jive group](#)



Support

- [Employee Experience Information Query\(EEIQ\)](#)
- [Global Business Services Employee Experience \(GBSEE\)](#)
- [Service Request Management \(SRM\)](#)



Web Browser Bookmarks

Transfer your web browser's bookmarks between computers.

- [Internet Explorer](#)
- [Firefox](#)
- [Chrome](#)

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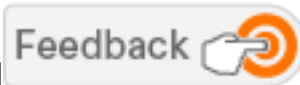
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Missing Anything



Step 4: Missing Anything



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Password Synchronization

The password synchronization tool synchronizes your CEC password across all of Cisco's core systems.

- Visit the [Password Synchronization Tool](#) and enter your CEC username and password to synchronize.
- For further password management options, visit the [Password Management Tool](#).

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CrashPlan

CrashPlan is the new desktop backup solution for Windows and Mac at Cisco which is replacing the existing HP Connected Backup disaster recovery solution.

- [CrashPlan Overview](#)
- [Restore from CrashPlan](#)
- Join the [CrashPlan](#) group for further support and documentation.

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Printer Setup

The Manage Printers application displays the nearest printers, based on your current location and installs those you select.

- Visit the [CEPS Print Device Manager](#) web app to install printers.

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WebEx Productivity Tools

WebEx Productivity Tools allow you to start, schedule and join WebEx meetings from Microsoft Office applications, Cisco Jabber and WebEx One-Click.

- [Follow the instructions](#) to download, install and configure WebEx Productivity Tools.
- Join the [IT WebEx Conferencing Services](#) group for further support and documentation.

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Cisco Jabber

Cisco Jabber combines instant messaging, voice, video, desktop sharing and conferencing with full Telepresence and other video conferencing devices.

- [Follow the instructions](#) to download, install and configure Cisco Jabber.

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Voice Essentials

- [What are voice essentials?](#)
- [Manage your voice essential accounts](#)
- [Unified Communications user console](#)
- [Voicemail](#)
- [Configure extension mobility](#)

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MobilePass

MobilePass authenticates your logon credentials for remote VPN access to the Cisco network.

- [Download MobilePass for your chosen device type](#) i.e. Windows computer, Mac computer, iOS mobile device or Android mobile device.
- [Manage your MobilePass account.](#)
- Join the [Home and Remote Access](#) group for further support and documentation.

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AnyConnect VPN

AnyConnect VPN provides a remote connection to the Cisco network when used in conjunction with an authentication application such as SoftToken, MobilePass or DES card.

- [Follow the instructions](#) to download, install and establish the initial connection with AnyConnect VPN.
- Join the [Home and Remote Access](#) group for further support and documentation.

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Data Migration Assistant

Data Migration Assistant migrates business data and personalization settings between your old to your new computers via an Ethernet cable.

- [Follow the instructions](#) to complete the migration.

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find an answer? [Start a discussion](#)

Can't