



SOP – Install new Mac

1 When the computer has arrived

- 1.1 Connect the new Mac computer to AC and network. Start the computer.
- 1.2 Use English as main language.
- 1.3 Select Sweden as region.
- 1.4 Select Swedish - Pro as keyboard.
- 1.5 Skip WiFi setup by clicking "Continue" twice.
- 1.6 Skip information transfer (unless you have a fresh Time Machine backup).
- 1.7 Agree to Terms and Conditions.
- 1.8 Type full name of user and use AKKA-id as Account name. Default local password is three first letters in first and last name. Click "Continue".

2 Register computer

- 2.1 Go to menu "Apple / About This Mac". Click "More Info...". Mark the last 11 chars in serial number and copy it (CMD+C). Click "System Report...". Go to menu "File / Save..." and save the report. Email the report to helpdesk@bmc.uu.se (use an USB-memory to transfer the report if no network is available on the Mac at the moment).
- 2.2 Start FM-reg, open FBV file. Open up a second window and create a new record for the new computer. Check if the user exists in FM-reg. If not, create a new user on the right "Avdelning/Org enhet". Create a new computer and be careful to enter "Org enhet", "Tillverkare", "Modell" and "Ethernetadress" since those fields will determine the "Lista" field.
- 2.3 Create a DHCP-reservation for the MAC-address on DNS1 using an free IP-address. Record the IP in FM-reg.
- 2.4 Print labels for the computer, Ethernet-adapter and AC-adapter(s) and mark the equipment using the two last octets in the reserved IP-address.
- 2.5 If the user should use iService for Time Machine backups you need to create an account on iService. Allow user to: log in. Give the username and password to this special account to the user.

3 Configure computer

- 3.1 Go to menu "Apple / Software Update...". Install all updates without logging in using an Apple-ID. Turn on automatic updates. Click "Download & Restart" to finish updates if asked.
- 3.2 After computer reboots, skip signing in with an Apple-ID.
- 3.3 Repeat step 3.1 – 3.2 until no more updates are available.
- 3.4 Go to menu "Apple / System Preferences...".
- 3.5 Click "Trackpad". Set "Tap to click" and "Three finger drag". Remove "Look up". Click "Show All".



- 3.6 Click "Users & Groups". Unlock to make changes. Click "+" and add a user "Admin" with Administrator rights. "Account name: admin". Click "Create User". Click "Show All".
- 3.7 Click "Sharing". Set "Computer Name: FBV-{last 11 chars in serial number}" (paste it with CMD+V). Click on "Remote Management", click "Allow access for: Only these users", click "+", select user "Admin", click "Select". Check all checkboxes in the dialog "Admin can access this computer to" and then click "OK". Check "On" for Service "Remote Management". Click "Show All".
- 3.8 Click "Network". Check that correct IP-address is used. Click "Advanced" for Ethernet and click "WINS"-tab. Enter "NetBIOS Name: FBV-{last 11 chars in serial number}" (paste it with CMD+V), click "OK", click "Apply". Click "Turn Wi-Fi Off". Click "Show All".
- 3.9 Click "Date & Time". Change "Set date and time automatically: ntp.uu.se". Click "Show All".

4 Install applications

- 4.1 Connect to "smb://user.uu.se" in Finder.
- 4.2 Install Office 2011. Register program on "Uppsala universitet" and the user name. Install all updates automatically. Check that all updates are installed and install them if necessary.
- 4.3 Install Retrospect. Configure Retrospect server. Take backup of client to check everything is working as expected.

5 Migrate user data

- 5.1 Use "Migration Assistant" to copy user data if the user has an old Mac.