

PC-Services

The PC service within the service group [PC technology](#) of the [Hochschulrechenzentrum \(HRZ\)](#) is responsible for the setup of operational, office stationary and mobile PCs for participation in all other IT services offered by the HRZ at Jade University of Applied Sciences (JADE-HS).

Terms of Use

The PC service can be used by all [university members](#) with the exception of students who are in an active employment relationship with JADE-HS.

Furthermore, all of the following conditions must be met:

- The PC must be in official use and procured through the HRZ with a positive opinion. This applies to all devices in the [device recommendation](#) for official procurement.
- The PC must be officially supported by the manufacturer for the operating system Microsoft Windows 10 - 64bit (driver support).

If these terms of use do not apply you may not be able to take full advantage of the PC service. PC Technology can provide advice in this case. If you perform the operating system installation yourself, these submenu items will help you:

- [PC-Installation](#): Instructions for the installation of operating systems on PC clients.
- [Virtual Machines](#): Hints for operating virtual machines on PC clients

Scope of work

The PC service includes the following scope of work:

- **Stationary PCs:**
 - Hardware check, BIOS/UEFI update if necessary.
 - 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 as compliant with DSGVO 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 dropped off without cables.
- Mobile PCs must absolutely be handed in with the associated power supply unit.
- Application and user data (documents, spreadsheets, graphics, etc.) must be copied to an external data carrier by **the user before** handing in the PC, as a complete reinstallation will be performed. ****The HRZ is not liable for data loss!**

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

For the installation of specialized applications, you should contact the respective employees working in the area. You may also be able to obtain information from the [Representatives for IT](#) in the department.

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