REMINDER for: ________________________________

You are scheduled to receive your new computer on:

☐ A.M. Slot (between 9 a.m. and noon)
☐ P.M. Slot (between 1 p.m. and 4 p.m.)

(Date)

THE DAY BEFORE YOUR SCHEDULED DAY (by 4:00 p.m)

For Windows computers, BCCR will use an overnight process to copy your data to your new computer. The process starts at 4:00 p.m.

If your Windows computer is not on and logged in, the process will fail and the deployment of your new computer will need to be rescheduled.

If you use Windows, at 4:00 p.m., please stop using your computer. You MUST

☐ Make sure your computer is connected to the BC wired network.
☐ Close any open applications.
☐ Empty your Recycle Bin.
☐ DO NOT SHUTDOWN OR LOGOFF!
   We recommend you lock your computer:
   1. Click Start button
   2. Click Lock Icon or select Lock from the ShutdowMenu

ON YOUR SCHEDULED DAY

You MUST be available at the above date and time to complete the BCCR process.

Windows Users: if your data migration was successful, when you login to your computer, your web Browser will open and display a message indicating the process is complete.
• You can use your computer before the technicians arrive, but you MUST keep track of any documents you create or change and save this work to another location (USB drive, bc.edu/myfiles, etc.)
• Mac data migration occurs deskside.

Thank you in advance for your cooperation.

If you have any questions, please call the Help Center at 2-HELP (617-552-4357).