DEPLOYMENT METHODOLOGY FOR PUTTING ANY BRANCH ON WRITER NETWORK

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1. **Scope**

To define baseline for deployment of any branch on Writer network. Guidelines in this document shall be applicable to all the centers across Writer Corporation.

2. **Objectives**

- Standardization of process across Writer Corporation.
- To enhance the computers for better security.
- Corporate security policy compliance.
- Prevents unauthorized access to data.

3. **Deployment Methodology**

a. **Network Rack:** All the network equipment i.e router, switch, /Server etc. should be mounted in the Network Rack in a lock and key environment.

b. **Structure Cabling:** Proper cabling should be done in a structured manner from floor to network rack terminated on a patch panel with the help of vendor.

c. **Router Installation:** Data Center team will help the onsite engineer/Vendor to configure router.

d. **Switch Installation:** Onsite engineer/Vendor will connect the switch to patch panel.

e. **LAN IP segment:** Data Center team will provide LAN IP segment to the onsite engineer/Vendor.

f. **Desktop/Laptop installation**: Follow the standard desktop/laptop installation process

Desktop_Laptop
installation process.do

a. If Desktop/laptop are existing at branch not on Writer network, to bring them to on Writer network follow the below steps-

i. McAfee antivirus and all patches including DLP Agent, HIPS, New Frame Package need to be updated through internet on desktop or laptop.

ii. Host file to be updated with following host entry-

IP Address: 103.1.113.210   Host name: mrlavsrv

   iii. Desktop/Laptop need to be scanned in safe mode before installing to Writer LAN.

   iv. After doing the above three steps (from I to iii) follow Desktop/Laptop Installation process.

g. Take signoff from user as per the Desktop/Laptop installation process.

h. Onsite engineer/Vendor will Send IT equipment inventory to IT Helpdesk in following format; mail to:ithelpdesk@writercorporation.com

IT Inventory.xls