



Ball State University: Installing Windows 7 Ultimate

These instructions are designed to help students or employees, who meet the “Work from Home” agreement, upgrade their current copy of Windows XP or Windows Vista to Windows 7 Ultimate.

Through the Ball State Microsoft Campus Agreement, students or employees that meet the “Work from Home” agreement may purchase a copy of the Windows 7 Ultimate upgrade at the Ball State Computer Store for \$14. Both the 32-bit and 64-bit versions are available.

Employees that would like their work computer upgraded to Windows 7 should contact the HelpDesk to make arrangements for their computer to be upgraded to Windows 7 Enterprise.

There are a few steps to consider before going through the upgrade process.

1. Visit the www.bsu.edu/helpdesk and review the information about upgrading to Windows 7 and make sure that your computer meets the minimum requirements to run Windows 7.
2. Be sure to back-up all data that is necessary before upgrading your machine to Windows 7.
3. If the computer is a laptop computer, be sure to plug the power-supply into the computer. Windows 7 will recognize that the computer is not on external power and will not progress forward during the install if it is not.
4. Do not boot the computer into **SAFE-MODE** to upgrade. It will only work when booted normally (**NORMAL MODE**).
5. Make sure the computer that Windows 7 is being installed to has the necessary drivers to run Windows 7. Check the manufacturer’s website for more information.
6. Students that would like assistance with the upgrade can make an appointment with TechTime (www.bsu.edu/techttime) for help upgrading. Please purchase the software from the Computer Store and bring it with you to your appointment.

Upgrade Process for Windows XP

1. Back up all your files.
2. Turn on the computer so that it can boot into Windows.
3. Insert Windows 7Ultimate DVD into the CD/DVD drive and wait for a Windows 7 prompt screen to launch.
4. Select Install Now.
5. Setup will begin to copy temporary files.
6. Download updates if the computer is connected to the Internet; if it is not connected then choose do not download updates.
7. Read through the End-User License Agreement and check the accept box. Click the next button.
8. Select Custom Install.
9. Select/Highlight the C: drive.
10. Click the Next button.
11. Click OK and wait while Windows 7 Installs. Depending on the specifications of the computer, it may take an extended period of time.
12. After the update is complete: Choose the country/region, time/currency, and the keyboard layout and click next.
13. Type a username and a computer name. Click next.

14. Type a password if necessary, and click next.
15. Type in the product key located the back of the black CD sleeve. It should be a yellow label with a key that looks like **xxxxx-xxxxx-xxxxx-xxxxx-xxxxx**. Click next.
16. Click the preferred update setting (ask me later does not mean the computer will not receive updates, it means that the computer will update after the process is complete)
17. Adjust the Time Zone, the date, and set the correct time. Click next.
18. Choose a wireless network, if possible and click next.
- 18b. Choose the location if wireless network is chosen.
19. Windows 7 will finalize its setup.
20. Windows 7 may need drivers installed. Check the Device Manager located within the control panel of the computer. If there are any ?'s by any of the devices, then you must access the computer's manufacturer's website for information and driver support for any missing drivers.

Upgrade Process for Windows Vista:

1. Backup all your files.
2. Turn on the computer so that it can boot into Windows.
3. Once the operating system loads, insert the Windows 7 DVD into the disc drive.
4. Click Run setup.exe
5. Vista will prompt the user account control window. Click continue.
6. A Windows 7 window will appear. Click Install Now.
7. Setup will begin to copy temporary files.
8. If the computer is connected to the internet, **click go online to get the latest updates for installation**. If the computer is not connected to the internet, choose **do not get the latest updates for installation**.
9. Read through the Windows 7 End User License Agreement. Check the Accept box and click the next button.
10. Click the **Upgrade** choice.
11. Windows 7 will check the compatibility of the computer. Upgrading to Windows 7 will disable Windows Vista Ultimate Extras.
12. Click the Next button.
13. Windows will restart. It is possible that the computer will restart more than once.
14. Windows will prompt the user to enter the product key found on the back of the black CD-Case. It looks like **xxxxx-xxxxx-xxxxx-xxxxx-xxxxx**. Click Next
15. Windows will ask to use Windows Update. Choose Ask Me Later.
16. Set the Time Zone and date correctly. Click Next.
17. The next window will ask to join a wireless network. If none are available, click skip. Otherwise choose the closest access point to the computer and click next.
18. Windows will prepare the desktop. Consult Windows Update and the manufacturer's website for Windows 7 Driver updates.