

[Your Company Letterhead]

[Date]

[Technician's Name]

[Technician's Job Title]

[Technician's Department]

[Technician's Contact Information]

Subject: PXE Imaging Process for Workstations

Dear [Technician's Name],

As part of our ongoing efforts to streamline the imaging process for our workstations, we are implementing PXE (Preboot Execution Environment) imaging. This method will enhance our operational efficiency and ensure consistent software deployment across our systems.

### ### Overview of PXE Imaging Process

1. **\*\*Preparation\*\***: Confirm that the workstation is connected to the network and set to boot from the network in the BIOS settings.

2. **\*\*Bootting\*\***: Restart the workstation and follow the prompts to initiate PXE boot.

3. **\*\*Imaging\*\***: Select the appropriate image from the PXE menu that corresponds with the workstation's specifications.

4. **\*\*Completion\*\***: Once the imaging process is complete, restart the system and verify successful deployment by checking installed applications and settings.

### ### Important Notes

- Ensure all data is backed up prior to initiating the PXE imaging process.

- Report any issues encountered during the imaging to the IT support team immediately.

- Follow the scheduled imaging timeline to ensure minimal disruption to workflow.

Should you have any questions or require further assistance, please do not hesitate to reach out.

Best Regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Your Contact Information]

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[Optional: Attach any relevant documents or guides on PXE imaging]