

PC Upgrade - Clone HDD to SSD

Setting up

1. Software Location: Any utility meant for cloning disks will work. I prefer Acronis bootable media,
2. Procure a hard disk drive dock
3. Add a new 500GB or larger SSD to the order from stock, plus any other devices (such as a 2.5" tray) that you may need to physically install the SSD into the PC
4. Verify the partition style of the source disk, whether it is MBR or GPT. The SSD must match it before cloning. There are two ways to verify this:
 1. Disk Management in Windows. Right-click the disk (not the partition), Select Properties. Select the Volumes tab in the Properties window.
 2. Boot the Customer PC into the AOMEI bootable media. It will tell you the partition style.
5. Use the dock connected to either the Customer PC or your tech PC to initialize the SSD to match the boot type of the source disk.
 1. In Disk Management, uninitialized disks should pop up a window asking to be initialized. Match the partition style of the source disk.
6. Run error checking utilities on the source disk to check it for errors before attempting the clone process as it will fail if there are bad sectors.
 1. `chkdsk /f /r` - Schedule for next reboot on source computer
 2. `SFC /Scannow`
 3. `dism /online /cleanup-image /restorehealth`

Clone Process

1. While the Customer PC is shutdown, connect the SSD to the dock and connect the dock to the Customer PC
2. Connect the AOMEI bootable media to the Customer PC and boot into the AOMEI media
3. Select "Clone"
4. Select "Disk Clone"
5. Select the Source Disk
 1. (3) Disks should be showing: The bootable media, the original spinning disk, and the SSD. Check your connections or turn on the dock if any of these do not show.
 2. Select the Source disk from the PC. It should be formatted with a partition that is labeled "WINDOWS"
6. Select your Destination Disk
 1. SSD should be the only other disk besides the bootable media

2. A warning should show stating that all data on the destination disk will be destroyed.
Select "OK"
7. Check the box at the bottom that says "SSD Alignment"
8. Select "Start Clone"

Cleanup

1. When the clone process finishes, shutdown the Customer PC.
 2. Remove the SSD from the dock and disconnect the dock from the PC.
 3. Open the case of the Customer PC and remove the Source Disk.
 1. Take this opportunity to dust the inside of the case, videocard, and CPU fans
 2. Apply a Zebra Decommission Label to the Source Disk. Treat this like a PC Decommission, especially if this is a HIPAA customer, you must follow the set procedures in decommissioning this drive.
 4. Install the SSD along with any trays or converters necessary to secure the SSD into the case. Close and seal the case of the Customer PC.
 5. Verify that the system can boot to Windows without issue.
 1. Run SFC and chkdsk utilities again if system boots into Windows but shows errors.
 2. Rerun the clone process and verify that you matched the partition style during clone if system does not boot.
 6. Shutdown the Customer PC and clean the outer casing/keyboard/screen with disinfecting wipes, allow to air dry.
 1. Replace any stickers and labels that are old or worn.
 7. Install any missing updates or patches for this Customer PC.
 8. Return the PC to the customer via shipping or on-site visit.
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Revision #1

Created 20 June 2024 07:42:53 by ColtM

Updated 7 August 2024 23:24:39 by ColtM