Setting Up a New Workstation

Part 1: Office Roleplay Dialogue

Scenario: An IT Technician, Daniel, is setting up a new upgraded workstation for an employee, Sarah, and configuring her computer.

Sarah: Hi Daniel, I heard I'm getting a new workstation today. Will it take long to set up?

Daniel: Hi Sarah! No, it shouldn't take too long. I've already prepared the system using **imaging**, so all the necessary software and settings are pre-installed.

Sarah: That's great! What exactly is imaging?

Daniel: It's a process where we create a standard copy of a configured system and then apply it to multiple computers. This way, each workstation has the same settings, applications, and security configurations.

Sarah: That makes sense. I noticed my computer has a sticker from the manufacturer. Does that mean it's an **OEM (Original Equipment Manufacturer)** model?

Daniel: Yes, exactly! That means it came pre-installed with certain software and drivers from the manufacturer. We usually customize these systems by adding company-specific programs and security settings.

Sarah: Speaking of software, will my external monitor and printer work with this new setup?

Daniel: They should, but I'll check if the right **drivers** are installed. Drivers are software that allow hardware devices to communicate properly with the computer. If something isn't working, we might need to update or reinstall a driver.

Sarah: Got it. And what about the startup settings? My old computer always took a long time to boot up.

Daniel: That could be related to the **BIOS (Basic Input/Output System)** settings. The BIOS controls hardware initialization during startup. I'll check to see if there are any updates or settings that need to be optimized.

Sarah: Sounds good! One last thing—I use a **docking station** at my desk. Will it work with the new computer?

Daniel: Yes, I've tested it. A docking station expands your laptop's connectivity options, so you can easily connect multiple monitors, a keyboard, and other peripherals. Just plug your laptop into the dock, and everything should work automatically.

Sarah: That's a relief! Thanks for setting everything up, Daniel.

Daniel: No problem! If you have any issues, just let me know.

Part 2: Comprehension Questions

1. What is the purpose of imaging?
(A) To clean viruses from a computer
(B) To create a standard copy of a configured system for multiple computers

(C) To take pictures of a workstation

(D) To test internet speed

2. What does OEM stand for?

(A) Official Equipment Maintenance

(B) Online Equipment Manual

(C) Original Equipment Manufacturer

(D) Operating External Machine

3. What do drivers do?

(A) Help hardware communicate with the computer

(B) Make the computer run faster

(C) Store company passwords

(D) Manage employee schedules

4. What is a docking station used for?

(A) Charging only

(B) Expanding a laptop's connectivity options

(C) Speeding up internet connections

(D) Resetting the BIOS

Part 3: Key Vocabulary Definitions in Japanese

1. **Imaging (イメージング)** – あらかじめ設定されたシステムのコピーを作成し、複数のコンピュータに適用するプロセス。

2. **OEM (Original Equipment Manufacturer) (オリジナル装置製造者)** – メーカーが提供する、あらかじめソフトウェアやドライバーがインストールされたコンピュータやデバイス。

3. **Driver (**ドライバー**)** – コンピュータがハードウェア（プリンター、モニターなど）と正しく通信するためのソフトウェア。

4. **BIOS (Basic Input/Output System) (**基本入出力システム**)** – コンピュータの起動時にハードウェアを管理し、オペレーティングシステムをロードするシステム。

5. **Docking Station (**ドッキングステーション**)** – ノートパソコンを接続し、モニターやキーボードなどの複数の周辺機器を使用できるようにする装置。

Part 4: Answers

1. What is the purpose of imaging?
✅ (B) To create a standard copy of a configured system for multiple computers

2. What does OEM stand for?
✅ (C) Original Equipment Manufacturer

3. What do drivers do?
✅ (A) Help hardware communicate with the computer

4. What is a docking station used for?
✅ (B) Expanding a laptop's connectivity options