Name: _____ Date: _____

Client Computer Setup Checklist

Room No.   _____

Computer Serial No.   _____

Monitor Serial No.   _____

Keyboard   _____

Mouse   _____

Printer   _____

Scanner   _____

Surge protection   _____

- ☐ Assemble computer per manufacturer's specification
- ☐ Add a Windows XP compatible NIC
- ☐ Set BIOS to boot from NIC and PXE. Set company BIOS password
- ☐ Load Windows Professional Operating System from RIS server
- ☐ Load drivers
- ☐ Setup company local Administrator password
- ☐ Setup network connection
- ☐ Connect to domain controller and test client account
- ☐ Load Windows Updates
- ☐ Load antivirus software
- ☐ Load Microsoft Office
- ☐ Load Adobe Acrobat Reader and test
- ☐ Load Adobe Flash Player and test
- ☐ Setup printer and print test page
- ☐ Setup Scanner and test
- ☐ Conduct user orientation