

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
- Setup BIOS and set company BIOS password
- Load Windows Professional Operating System
- 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