

Updated System Build Sheet (Basic Build) – Completed form sent to Howard

Instructor/Staff/Room Number:

Date:

Location:

Inventory Tag Number:

System Model/Make:

Operating System:

Printer Type:

1. Files, bookmarks, email backed up
2. Passwords and Special Software (with install serial key) noted and Located
3. Drivers Installed and Checked
4. Windows Updates
5. IP set to static, DNS set to local, then global IP address:
6. Anti-Virus (newest compatible)
7. Adobe Flash
8. Adobe Reader
9. JAVA
10. Office
11. Office 2010 compatibility package
12. Email configured (Thunderbird, Outlook Express teacher preference)
13. Email Transferred
14. Firefox Installed
15. Bookmarks Transferred
16. Powerschool Bookmarked and set as homepage if instructor prefers
17. Files Transferred
18. Backup server configured
19. Printer Installed
20. Additional hardware configured special software installed (scanner IEP etc.)
21. Wireless configured (if laptop)
22. Wires, keyboard, mouse organized, system cleaned – dusted – vacuumed