

### FSM IT Computer Deployment Checklist

Customer:	Ticket:
Department:	Serial number:
Setup appointment (date/time):	

Preparation – Before Setup	
	Files saved on hard disk – Folder location(s)
	Server mappings – P: (personal), S: (FSM department shared), R: (FSM Research files), other
	Printers – Local (USB) and network
	Web browser bookmarks – Chrome, Firefox, Safari, Internet Explorer
	Applications – List licensed apps besides Office, Endnote, Adobe Acrobat
	Email and calendar accounts – List other accounts or calendars, email archive files
	CrashPlan – List backed up folders

Computer Setup – Technician	
	Drivers installed and configured
	FSM standard software (Office, SEP, Acrobat) installed and activated
	Email, Calendar, Lync clients configured
	Data transferred
	CrashPlan configured
	Encryption – BitLocker PIN reset, FileVault users enabled
	Northwestern wireless configured
	Cisco AnyConnect configured
	Other peripherals connected
	Other licensed applications installed/transferred
	Remote Desktop configured including power settings

Configuration Check – Customer and Technician	
	Restart to test encryption password
	Server connections mapped
	Email, calendars, Lync tested
	Web browser bookmarks imported
	Printer tested
	Wireless tested
	VPN tested
	NM clinical applications tested
	Remote access tested
	Other software checked
	Other peripherals checked
	Old computer instructions

Notes:

Signatures	
Customer:	Technician: