Computer Refurbishing Checklist

Computer/CCP #: _____   **Station** _____

ALL ITEMS ARE TO BE DONE IN ORDER. DO NOT SKIP STEPS!!!!

Task	Volunteer Initials	Final Check	Pass	Fail
• Cleaned case/Inside and Out/remove ALL stickers (Leave Dell Bar code Label, if not sure ASK!!!!)				
• Use Air Compressor to blow out inside case and all ports on the outside of the case including under the Dell Door.				
• Check RAM and Hard Drive to confirm it has correct Ram 512MB for XP and 1GB for Win 7 are minimum, BUT CHECK FIRST) and correct Hard Drive size (40 GB for distribution, Others see Supervisor)				
• Is there a Battery Voltage Low error message? • ____ Yes (Replace Battery) ____ No				
• Checked BIOS (Set correct Boot Order and Time) Boot Order is (CD, Floppy, Hard Drive, NIC) If BIOS asks for password, it is safety				
• Make Sure BIOS has NIC (Network Interface Card) turned on and set to PXE Boot				
• Press F12 to get to Boot Menu • Select Integrated NIC				
• Watch for message and press F12 to continue booting from Windows WDS Server				
• When asked for user name and password enter User Name and password is on wall				
• Select image that matches your machine, if not sure. ASK !!!!				
• Complete OOBE startup (Out of the Box Experience)				

Task	Volunteer Initials	Final Check	Pass	Fail
• Enter Administrator password from wall IT IS TO BE IN ALL CAPITAL LETTERS (XP ONLY)				
• Activated Windows/Validate Windows (XP Only) • Do Not register Windows (XP Only)				
• Check Device Manager for uninstalled Devices				
• Install any Missing Drivers				
• Arrange Desktop Icons according to picture in Tool Kit				
• Check for and install any Microsoft Updates (No Hardware Updates) • Check for and install Spybot Updates				
• Register and update Antivirus (Avast for XP, Microsoft Security Essentials for Win 7) Update Spybot and Immunize system				
• Perform CD ROM sound test • Check Modem (If Present)				
• Run Belarc and Enter it into TRC Interface				
• Add Computer Description to Belarc Data Put Todays Date in Box, Select your name from Drown Down list				
• Change Status from Rework to Distribution				
• Check all drives for any discs and remove them				
• Activate Windows 7 (Obtain 25 digit key from Tech Manager or Senior Tech)				
• Remove Check list, place computer in Final Check Area , place check list in completed box				

Print Volunteer Name:_____Date:_____

- • If Item Does not Apply use N/A instead of your initals
- • Windows 7 gets IE 9 and updates