# FSM IT Computer Deployment Checklist

<table>
<thead>
<tr>
<th>Customer:</th>
<th>Ticket:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Serial number:</td>
</tr>
<tr>
<td>Setup appointment (date/time):</td>
<td></td>
</tr>
</tbody>
</table>

## 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/transfered
- 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: |