

## New PC Checklist

Using Autobuild		Task:
Yes	No	
		<b>Old System (if replacement system)</b>
		Back up HD of computer being replace - \\tech.sas.rutgers.edu\data
		<b>Sys Admin Tasks:</b>
		Get Building, room number and port number
		Get Mac address and IP address of computer to be replaced
		Enter Mac address into DHCP (replace old mac address if replacement)
		<b>New Computer</b>
		Install/reinstall Operation System
		(if using Autobuild certain tasks are automatically done)
		Create Tech account
		Set password for DeptAdmin Account
		Connect computer to network
		Setup network and local printers
		Make sure computer is joined to RAD
		<b>Install updates</b>
		Run updates
		Update antivirus definition files
		<b>Install Applications</b>
		Adobe Reader
		Browsers
		VLC
		Itunes
		Other licensed software owned or ordered by Department
		<b>Deploy</b>
		Reconnect any eripheral devices (printers, scanners, wireless mice, etc)
		Add Computer to Sign Off Database
		Download any data from \\tech.sas.rutgers.edu\data

<b>User:</b>
<b>Department:</b>
<b>Manufacturer:</b>
<b>Model:</b>
<b>Serial Number:</b>
<b>Mac Address:</b>
<b>Building:</b>

<b>Room Number:</b>
<b>Port Number:</b>

