



Workstation Setup - Microsoft

After the hardware has been assembled the following is to be done.

If any other changes (other than the changes listed below, or those made for security reasons) are made to the system they are to be undone. When doing updates **NEVER** click the box that says to “always trust certificates from this vendor”.

√	Description	Tech
1.	Install operating system (O/S) – do typical install unless noted	
	1.1. computer name	
	1.2. company name	
	1.3. user/admin name	
	1.4. password	
	1.5. DHCP/IP	
	1.6. special services needed	
2.	Install mother board drivers and INF files	
3.	install SPI background and SPI sub-directory, from floppy	
	3.1. setup SPI background with black background	
	3.2. copy cab files to c:\spi\i386	
	3.3. run the registry update for the cab file path	
4.	install drivers for other devices	
	3.1. video – set to 1024x768	
	3.2. network	
	3.3. modem	
	3.4. keyboard/mouse	
	3.5. DVD/CD-R/W	
	3.6. printer	
	3.7. sound card	
	3.8. other	
5.	updates from Microsoft, critical and others	
6.	any other updates for other devices	
7.	Install Mozilla, and Open Office	
8.	Run De-fragmentation	
9.	Undo any changes, except those needed for security or noted else where on this sheet	
10.	check the sales order against what is actually there, note on sales order	
11.	check all cables and connections, make sure that it is neat, and extra cables are tied up	
12.	check/install serial number sticker on back	
	12.1. check/install square SPI logo label on front of computer	
13.	finish putting case together, do one final cold boot	
14.	make sure all driver CD's and manuals, along with all power or other cords are in the mother board box/bag.	
15.	put all equipment back in its boxes, and seal with tape	
16.	check all boxes to make sure that any labels from our suppliers have been taken off,	
17.	Initial bottom of book work (sales order, build sheet)	
18.	turn in book work to Steve	