

New Teacher PC Installation Checklist

1. Plug patch cable in available teacher port with correct color cable
2. Update VLAN sheet
3. Unpack computer in classroom
4. Connect computer to port in classroom with correct dot and Power on pc
5. Turn off System Restore
6. Name the PC and join to domain
7. Turn on Remote Desktop
8. Sophos setup
9. Windows update
10. Install SMS client
11. Install Altiris client
12. Test for programs
13. Install printers
14. Setup outlook
15. Update adobe
16. Update flash and shockwave, java,
17. Chancery on the desktop
18. Notebook software and activate
19. Put computer in correct container
20. Add the teacher group to local admin account
21. Install and configure SAM
22. Configure vga card for smartboard operation
23. Have user logon and check internet, email and printing
24. Put on MOED stickers