

# Laptop Build Checklist

<b>Device Pre-Setup:</b>	
Has the data been backed up?	<input type="checkbox"/>
Export existing bookmarks if needed for backup.	<input type="checkbox"/>
Was the Windows Reset window launched successfully?	<input type="checkbox"/>
Did clicking the <b>Reset</b> button succeed?	<input type="checkbox"/>
If the reset failed due to a hash key error, did you email the hash key as instructed in the error message?	<input type="checkbox"/>
<b>Device Preparation and Setup:</b>	
Confirm device region (e.g., <b>United Kingdom</b> ).	<input type="checkbox"/>
Verify keyboard layout and add secondary layouts if needed.	<input type="checkbox"/>
Connect to <b>CG GUEST</b> Wi-Fi.	<input type="checkbox"/>
Sign in with Calor credentials.	<input type="checkbox"/>
Allow MFA (Multi-Factor Authentication) approval and wait for the login process to complete.	<input type="checkbox"/>
Estimated Time for <b>Preparation:</b> 2–5 minutes	<input type="checkbox"/>
Estimated Time for <b>Setup:</b> 10–30 minutes - If device setup took more than 30 min notify IT	<input type="checkbox"/>
Sign in again with Calor credentials, if prompted.	<input type="checkbox"/>
Complete account setup steps.	<input type="checkbox"/>
<b>Configuration and Management:</b>	
Sign in to Company Portal (Calor GB)	<input type="checkbox"/>
in Company Portal install Corporate wifi	<input type="checkbox"/>
in Company Portal > click settings > Sync > Restart laptop after 5 min	<input type="checkbox"/>
Login to zscaler	<input type="checkbox"/>
Check if the Black background applied? If not restart laptop	<input type="checkbox"/>
Import bookmarks from Chrome or Edge as needed.	<input type="checkbox"/>
Verify that <b>Uniflow</b> is installed.	<input type="checkbox"/>
<b>Post-Setup:</b>	
Confirm successful installation of all apps.	<input type="checkbox"/>
Verify network connectivity.	<input type="checkbox"/>
Re-import bookmarks, if exported.	<input type="checkbox"/>
Notify relevant teams or supervisors of completion.	<input type="checkbox"/>

<b>TroubleShoot / Fixes</b>		
Visio/Project failed to install	---	Closed all office apps then try again
Zscaler & Uniflow not installed	----	Syc device from Company portal > Restart device in 5 minute > leave running 10 to 15 and it will download it self
Teams - chats temporarily unavailable	---	Sign out from teams, End Teams in Task manager, Sync laptop in Company portal, Launch teams