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| Duncan Johnson Professional Services |  |

# New Computer Setup Checklist

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| Client INFORMATION | |
| Name: | **Click or tap here to enter text.** |
| Address: | **Click or tap here to enter text.** |
| Telephone number: | **Click or tap here to enter text.** |
| Email address: | **Click or tap here to enter text.** |
| Date of build: | **December 14, 2017** |

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| Software install CHECKLIST | | | |
|  | Install, configure, and update Windows | | License key:  **xxxxx-xxxxx-xxxxx-xxxxx** |
|  | Install standard applications  (Firefox; Chrome; LibreOffice; Foxit Reader; VLC; Spotify; KeePass; 7-Zip; ImgBurn; Teamviewer; MalwareBytes) | |  |
|  | Install optional applications | |  |
|  |  | Microsoft Office (remove LibreOffice) |  |
|  |  | iTunes |  |
|  |  | MediaMonkey |  |
|  |  | Audacity |  |
|  |  | Skype |  |
|  |  | Thunderbird |  |
|  |  | Dropbox |  |
|  |  | Google Drive |  |
|  |  | Evernote |  |
|  |  | Macrium Reflect |  |
|  |  | Backblaze (if requested) |  |
|  |  | Other: Click or tap here to enter text. |  |
|  | Install and configure requested peripherals | |  |
|  |  | Printer |  |
|  |  | Webcam |  |
|  |  | Other: Click or tap here to enter text. |  |
|  | Configure backup | |  |
|  |  | Create recovery media with Macrium Reflect | Use to restore system to original state in event of major hardware failure; **does not include backup of user documents and files** |
|  |  | Configure regular backups of boot drive using Macrium Reflect | Use to restore boot drive, operating system, and programs in the event of corrupted boot drive; **does not include backup of user documents and files** |
|  |  | Configure Backblaze off-site backup (optional) | Optional, automatic off-site backup of user documents and files |
| Other tasks (as requested): | | | |
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