



Oregon Computer Solutions
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New Computer Checklist

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Files to be transferred

Yes No

Documents: What type and where?

Accounting: What type and where?

Spreadsheets: Which and where?

Pictures: Odd places?

Email: What program? Where?

Email addresses: What program?

Contacts: What program?

Password File: Where? Name.

Music: Where? What and Videos

Bookmarks Saved somewhere?

Mountable image created?

Additional Programs to Install: for example Email, browser, Office, stamps, graphics

Printer(s)

Model Number:

Printer Connection:(usb? network?)

How is your monitor(s) connected? (DVI, HDMI, VGA, Display Port) and what cables do you have?

What or where is your antivirus license?

How do you backup?

Other Licenses logins or notes