

Computer System Build-up CHECKLIST



CONFIGURATION No : _____

CONFIDENTIAL - for CASA internal use only.

Task Description	Chk
Pick goods from stock (per configuration schedule) and deal with any shortages	
Record Serial Numbers (if not already on the item create using "CFG #" etc.)	
Prepare "ANTISTATIC" work space ready for unpacking and assembly of system	
Un-pack and inspect all items	
Install DRAM	
Set all DIP Switches and JUMPERS on System Board	
Record DIP/JUMPERS settings in the Manual with a pencil tick	
Offer System Board up into the case and check mounting/fixing hole locations	
Fix brass studs (using locking compound) into the appropriate holes in case	
Glue fibre washers under PCB (where studs are located)	
Fit KEY-HOLE Standoffs into appropriate holes in PCB	
Connect POWER SUPPLY Leads to PCB (black to middle)	
Mount System Board into case (fit fibre washers under all screw heads)	
Connect Speaker, LEDs (white is negative), Switches & other internal Cables	
Install Graphics Card (checking & recording default switch & jumper settings)	
Check/Set PSU Mains input voltage selector to 230/240V	
Connect External Cables (ensure PSU switch is off) to Mains, Keyboard, Video Display Monitor	
Power / Boot the system and test Screen, RAM, System BIOS, Screen BIOS	
Record System BIOS and Video BIOS Brand & Serial Number	
Run "SET-UP" and enter new parameters/configuration if appropriate	
Set "Disk-Select" Jumpers and terminating resistors on HDD/FDD	
Install FDD & HDD into case (using the supplied fixing hardware) and connect PSU Cables	
Fit Grounding Cable (from Chassis to HDD) if supplied	
Align Drives to flush with front escutcheon of system case	
Fit HDD/FDD Data & Address Cables and tighten HDD/FDD fixing screws	
Install any other expansion cards (set and record jumper & sw settings as appropriate)	
BOOT System, change "SET-UP" as appropriate and run 2nd Tests	
Undertake Low-Level FORMAT (except IDE or preformatted HDDs) and partition as appropriate	
RE-BOOT system and run 3rd Tests	
Check KEY-LOCK, RE-SET Switch, TURBO Switch, Turbo LED, HDD LED, Power LED	
Install DOS & other specified SOFTWARE and a standard CONFIG.SYS & AUTOEXEC.BAT	
Test I/O ports (use wrap plug for RS-232)	
Re-BOOT system and run final DIAGNOSTICS and BENCH-MARK tests	
Apply electrical tape to any un-used or exposed connectors	
Apply cable ties to internal wires & cables to ensure tidy appearance and clear ventilation path	
Check and tighten all internal screws	
Fit (but don't secure) outer case	
Insert Keys, Manuals and CONFIG Sheet into plastic bag	
SOAK test for 1/2/4/6/8/12/24 hours	
Park HDD if not auto-park	
Power Down (turn off the system power)	
Disconnect all external leads	
Remove outer case and fix "OK" Quality Control Sticker to rear internal of case	
Re-fit outer case and secure with the appropriate screws	
Fill in Configuration Label with appropriate details and Fix CASA Logo and Configuration Label	
Insert Transit cards into floppy disk drives	
Fix Power/Volts/Watts/Amps label if one (of approved type) is not visible on rear of the case	
Insert all appropriate "DISKS" (device drivers + software) into the plastic pouch with manuals	
Pack or re-pack all configured items into the original (or appropriate) cartons	
Clearly mark the "CONFIGURATION Ref #" on all cartons	
Prepare Invoice/Cash Sale or Delivery Note	
Advise or deliver to customer	

Sale Reference # :- _____

Prepared By :- _____

Approved/Check :- _____

Date :- _____