# Computer System Build-up CHECKLIST

**CASA**

## CONFIGURATION No :

| 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 :-** _____