Office of Work@Home Support

Before you bring in your computer, please check for the following items that might reside on your machine in your C: drive. The C: drive will be erased in order to complete the upgrade. **All files and personal information stored there that you want to retain must be moved before the upgrade has begun.**

This will assist the technician and save valuable time when performing your upgrade. If you cannot move the items, please tell the technician that you need to have this done. Please have items organized so that the tech can do this quickly. Thank you.

**Are there any unique programs on your machine? Do you have the original installation CD/disc?**

1. 1. _______________________________________________________
2. 2. _______________________________________________________
3. 3. _______________________________________________________

**Files saved on the C: drive that you will need.**

Place them in a folder that can be moved to your personal drive folder.

**Names of folders that need to be moved:**

1. 1. _______________________________________________________
2. 2. _______________________________________________________
3. 3. _______________________________________________________

**List local hardware. (Scanners, Printers, PDA’s, Digital Cameras, Gaming Joysticks etc)**

1. 1. _______________________________________________________
2. 2. _______________________________________________________
3. 3. _______________________________________________________
4. 4. _______________________________________________________

**Amount of RAM**

____________________________________

**Size of Hard Drive**

____________________________________

**Current Operating System**

____________________________________

**Current Version of Office**

____________________________________

**Outlook**: personal address book, contacts, or POP mail.

Yes _____ No ______

**Do you use the AS 400?**

Yes _____ No ______

**Favorite settings for the Internet**

Web addresses

Yes _____ No ______

**Do you need assistance with mapping a shared drive?**

Yes _____ No ______

**Signature & Department** ________________________________ Date. ____________________