

HERTECH SOLUTIONS

NEW COMPUTER SETUP CHECKLIST

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START YOUR NEW COMPUTER THE RIGHT WAY

A new computer is an investment in your business. Proper setup helps improve security, performance, productivity, and reliability from day one.

Business Name: _____

Employee/User Name: _____

Computer Make/Model: _____

Setup Date: _____

INITIAL SETUP

- ☐ Unbox and inspect device for damage
- ☐ Connect power adapter and charge device
- ☐ Complete Windows/Mac initial setup
- ☐ Create user account
- ☐ Set computer name
- ☐ Connect to Wi-Fi or network



Why This Matters: Starting with the correct settings helps ensure your computer is ready for business use and future support.

SYSTEM UPDATES

- ☐ Install operating system updates
- ☐ Update drivers and firmware
- ☐ Verify automatic updates are enabled
- ☐ Restart device after updates
- ☐ Check for manufacturer updates



Why This Matters: Updates improve security, fix bugs, and keep your computer running smoothly.

SECURITY SETUP

- ☐ Create a strong password
- ☐ Enable Multi-Factor Authentication (MFA)
- ☐ Install antivirus protection
- ☐ Enable firewall protection
- ☐ Configure screen lock settings
- ☐ Set up device encryption



Why This Matters: Security should be established before storing business information on any new device.

SOFTWARE INSTALLATION

- ☐ Install Microsoft 365 or Google Workspace
- ☐ Install business-specific software
- ☐ Install web browsers
- ☐ Install PDF software
- ☐ Install remote support software
- ☐ Remove unnecessary pre-installed programs

 **Why This Matters:** Removing unnecessary software improves performance and reduces security risks.

EMAIL & CLOUD ACCESS

- ☐ Set up business email account
- ☐ Verify email sending and receiving
- ☐ Connect cloud storage accounts
- ☐ Sync business files
- ☐ Verify access to shared folders

 **Why This Matters:** Cloud access ensures files are backed up and available wherever work happens.

PRINTER & DEVICE CONNECTIONS

- ☐ Connect printer(s)
- ☐ Test print functionality

- ☐ Connect scanner(s)
- ☐ Connect webcam and microphone
- ☐ Connect additional monitors
- ☐ Connect docking station if applicable

 **Why This Matters:** Testing peripherals now prevents workflow interruptions later.

BACKUP CONFIGURATION

- ☐ Enable cloud backup
- ☐ Configure automatic backups
- ☐ Verify backup location
- ☐ Test file recovery process
- ☐ Document backup procedures

 **Why This Matters:** Backups protect your business from hardware failure, accidental deletion, and cyber threats.

BUSINESS READINESS CHECK

- ☐ Internet connection tested
- ☐ Email tested
- ☐ Printer tested
- ☐ Software tested
- ☐ Security protections verified

- ☐ Backup verified
- ☐ User trained on basic operation

 **Why This Matters:** Before putting the computer into daily use, ensure all critical systems are functioning properly.

SETUP SCORE

Count the completed items:

0–15: Setup Incomplete

16–30: Basic Setup Complete

31–40: Business Ready

41–45: Fully Optimized & Secure

NOTES & FOLLOW-UP ITEMS

NEED HELP SETTING UP YOUR NEW COMPUTER?

HerTech Solutions provides professional computer setup, software installation, security configuration, data migration, and ongoing IT support for businesses and individuals.

Reliable Tech Support. Powered by Her.

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