

HARDWARE CHECKLIST

(separate list for each system)

Location:

Phone number:

Computer:

- speed
- drives.

Fax:

- internal phone number
- external phone number.

Modem:

- internal
- external.

Printer:

- type
- reconfigure word processor if different printer than main office
- alternate location for printers.

LANs

- components
- setup
- minimum requirements.

Photocopier:

- closest location
- rental company.

Phone numbers:

- voice
- fax
- e-mail
- voicemail
- communications center

- MIS data recovery center.

- Cellular phone number.

Last backup of software:

Last test of hardware and software:

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