

# Micro Base Station Configuration Checklist

#	System Service Tag Number			
1	Base station hardware documented, shipping labels removed	_____	_____	_____
2	Label ethernet ports: "Internet" is on unit, "Wireless" is external	_____	_____	_____
3	Set BIOS to power on at 4 AM every day, AC Recovery to Power On	_____	_____	_____
4	System identification configured	_____	_____	_____
5	Change Windows 10 privacy settings (all off)	_____	_____	_____
6	Show hidden icons in the taskbar, Verify the RAID Mirror is good	_____	_____	_____
7	Unpin apps in start menu	_____	_____	_____
8	<i>System and Security</i>			
A	Set User Account Control to Never Notify	_____	_____	_____
B	Set workgroup to IDRIVE	_____	_____	_____
C	Set Power Plan to Never Sleep	_____	_____	_____
9	<i>Network and Internet</i>			
A	Rename active NIC "Internet Connection"	_____	_____	_____
B	Rename inactive NIC "Idrive Wireless Connection"	_____	_____	_____
C	Set IP Address to 192.168.0.10	_____	_____	_____
D	Set Network Mask to 255.255.0.0	_____	_____	_____
10	<i>USB files</i>			
A	Copy idrive.cert file to desktop	_____	_____	_____
B	Copy winbox.exe app to C:\	_____	_____	_____
C	Copy pdf manuals to the desktop	_____	_____	_____
D	Set Idrive logo as wallpaper, screensaver, and account picture	_____	_____	_____

E	Install Viewpro/AV Player, delete Viewpro shortcut			
F	Install SQL 2012			
11	Set home page to <a href="http://www.idriveglobal.com">www.idriveglobal.com</a>			
12 A	Install Teamviewer v11, record ID & PW			
B	Activate the TV license (09-31204-781712-351017)			
C	Set security to administrators only			
13 A	Install VLC Media Player			
B	Setup Windows Media Player			
14	Install Adobe Acrobat Reader DC			
15	Install Dell Updates			
16	Install Windows Updates			
<i>Specific to Customer:</i>				
17	Set customer's time zone			
18	Update location in AC, mark as Download Point			
19	Add client to partner list in TV, add DP after the name			
20 A	Install Idrive Control Center			
B	Change maps setting to Bing Maps in Control Center			
C	Delete ADMIN user from personnel, set auto-delete to 60 days			
21	Allow Teamviewer and Control Center through Windows Firewall			
22 A	Create a shipping form			
B	Email packing list to finance			
23	Transfer ownership to customer			