Final Inspection Checklist

Prior to shipment every computer is given one more final inspection

1. If necessary make sure Triage sheet is held by **2 long pieces of tape**
2. **Clean** the outside of the case. **Remove labels** except for Windows licenses, manufacturers label and processor label
3. Open case. If there is visible dust, bring it outside and **blow it out**
4. Install any missing PCI **slot covers**
5. If the computer has a normal VGA port + an added video card, remove the card. Also see step 10
6. Boot computer. Make sure it is **Spanish Ubuntu Mate 18.04** (check screen "ocean" and sticker on Triage Sheet)
7. Booting should be **normal speed and free of any glitches** like "Date/Time incorrect" or "Hit F1 to boot"
8. Open CD and r**emove any disks** inside
9. If the computer needs a **video adapter, tape it securely** to the back of the computer with clear packing tape
10. If there is a v**ideo card in PCI slot**, place a cover or **masking tape over the VGA connector**
11. **Passes?** Apply the "Passed Final Inspection" **sticker** and place in the correct pile

