

**Computer Information**

**Description/Details**

**Notes**

Computer make		
Computer model		

**Login Information**

System username		
System password		

**Printer Information**

Printer make		
Printer model		

**Scanner Information**

Scanner make		
Scanner model		

**Other Hardware Information**

Make		
Model		

**Other Hardware Information**

Make		
Model		

**ISP Information**

Provider	Shaw   Telus   Other:	
Username		
Password		
Account number		
PIN		

**Modem Information**

Router make		
Router model		
Username		
Password		
WLAN SSID		
WLAN password		

**Email Information<sup>1</sup>**

E-mail client <sup>2</sup>		
e-mail address		
Incoming mail server address		
Outgoing mail server address		
Account name		
Password		

**Internet Access Information<sup>3</sup>**

	Description	Notes
Primary Browser Vendor and Version	IE   FireFox   Chrome   Other:	
Home Page		
Secondary Browser Vendor and Version	IE   FireFox   Chrome   Other:	
Home Page		

**Operating System Information**

	Disk   Pre-installed	
Version	Windows XP   7   8   10	
PID		
Recovery media <sup>4</sup>	Yes   No	

**Application Information<sup>5</sup>**

Office Suite Vendor and Version		SN:
Accounting Vendor and Version		SN:
PDF Viewer Vendor and Version		SN:
Antivirus Vendor and Version		SN:
Other Vendor and Version		SN:
Other Vendor and Version		SN:
Other Vendor and Version		SN:
Other Vendor and Version		SN:
Other Vendor and Version		SN:
Other Vendor and Version		SN:
Other Vendor and Version		SN:
Other Vendor and Version		SN:

**Notes**

<sup>1</sup> It is not at all *uncommon* for Internet Service Providers to *not provide* the email address and password used to create the primary account email. If this information is unknown, you should then contact your ISP to obtain this information.

<sup>2</sup> An e-mail client refers to an actual software application such as Outlook Express, Outlook, Windows Live Mail or Mozilla Thunderbird. An e-mail client is not the same as Internet-based email such as Hotmail or Gmail. An e-mail client is also not the same as Web-mail.

<sup>3</sup> Some Web sites may require account information in order to access that particular Web site. Please make note of this account information. Also, if you use Web-based emails – such as Hotmail and Gmail, you then should record the username and password required to access that account.

<sup>4</sup> Recovery media is often made available to purchasers of system provided by vendors such as Dell, IBM, HP and others. Please see the accompanying documentation for further information.

<sup>5</sup> Some software vendors may require a user account to be created. Please make note of the username and password that were used in creating the account. Also, the [SN] may also refer to a "license number", "license key", or a "product identifier" – or PID. Without this number, the software becomes completely unusable and, as a result, the software may need to be repurchased. Finally, without proper documentation, older software may be made obsolete as a result.