This checklist is used to facillitate and record the testing of used computers for key functionality.

Database ID: 1020 Manufacturer: Dell-Inc. Date: September 16, 2021
Model: OptiPlex 3020 Serial#: 70TKH02 Version: 3.11.1 beta

70TKH02

Grade	**R2 Designation**
A	Tested for Full Functions, R2/Ready for Reuse
B	**Tested for Key Functions, R2/Ready for Resale**
C	Evaluated and Non-Functioning, R2/Ready for Repair
D	Non-Repairable Damages, send for recycle

Key Component	**Technical Specifications**	**Other description**
Hard Drive		
HDD Info		
RAM	4G	
LCD Screen	1920x1080	
Battery		
CPU	Core i5-4570	3.60GHz
Wi-Fi	No	

***Missing or removed components after testing must be disclosed to the buyer prior to sale**

Key Function	Pass	Fail	N/A	Remarks
Does the lid open, close, and latch properly?	Pass			
Does the laptop pass power on self tests (POST) without error messages or beep codes?	Pass			
Does the included battery output the correct voltage and hold a charge for at least 45 minutes?				
Does the AC Adapter if included, charge the battery?	Pass			
Do all the keys on the keyboard function, or has it been removed?	Pass			
Is the BIOS cleared of any passwords or other security?				
Has all user data been wiped?	Pass			

Additional Information:
Cosmetic Grade: **B**

Scan QR code before shipping this unit for sale