

## **ANNEXURE-C**

### **STEPS TO FIND OUT THE CONGFIGURATION OF A COMPUTER**

Normally, the information sought as per the Annexure-B can be picked up from the invoice of the computer hardware/ software. However, if the system has undergone up-gradation or if the invoice is not readily traceable, the following steps may be performed to extract the information.

How to find out the information regarding the following components?

1. CPU
2. RAM
3. OPERATING SYSTEM
4. HDD

A. For the first three items, click the button/icons in the following manner:

**START→CONTROL PANNEL→SYSTEM→RIGHT CLICK →OPEN** (or DOUBLE CLICK as an option to the last two steps). You will see the requisite information on your screen.

B. For finding the information regarding HDD (hard disk drive), please follow the below steps.

**START→MYCOMPUTER→SELECT THE HDD →RIGHTCLICK→PROPERTIES.**

*(if there are more than one HDDs than one, please follow the above procedure for each HDD)*