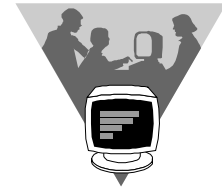




University of Edinburgh



Library Systems Department

Cleaning a PC for Disposal

Document Status	<i>Awaiting Testing</i>
Document Type	<i>Systems Training</i>
Document Filename	<i>train0010.doc</i>
Document Version	<i>1.0</i>
Latest Revision Date	<i>21th April 1999</i>
Author	<i>Keith Matheson</i>
Tested by	

1.1 Amendment History

Version	Date	Description	Initials
1.0	17/5/99	Current and Initial Version (awaiting testing)	KM

1.2 Filename Path

Document can be found at the following path:

\\lib-srv4\apps\systems\training\train0010.doc

2 Introduction

This document aims to advise system personnel and secondments on how do clean hard drives, with exception to:

- Essential System Files
- Windows 3.1
- Dos

-
- Dos 6.22 Disks
 - Windows 3.1 Disks

4 Instructions - Installing DOS

-
- Insert Disk 1 of the Dos 6.22 Disks
 - Switch on the Computer (or reboot)
 - When the computer boots up, you will automatically go into the Dos Setup.
 - Press F3 to Exit
 - Press F3 again to confirm
 - You will return to DOS and see the prompt **A:\>**
 - Type *format c: /q* <ENTER>
 - You will now see the following:
**WARNING: ALL DATA ON NON-REMOVABLE DISK
DRIVE C: WILL BE LOST!
Proceed with Format (Y/N)?**
 - Press *Y* <ENTER> and the drive will begin formatting.
 - After format, enter a the volume label, type *cdrive* <ENTER>
 - Once this is finished, do the same for drive d: (if there is a drive D present).
 - You are now ready to install DOS.
 - Make sure the DOS disk 1 is in the drive and reboot the PC.
 - Once again, you will see the initial blue setup screen, press <ENTER> to continue setup.
 - You will now be asked for the Date/Time, Country and Keyboard Layout.
 - Using the arrow keys, make the details as follows:
Date/Time: Current
Country: United Kingdom
Keyboard Layout: United Kingdom
 - Once the are set, highlight **The settings are correct** and press <ENTER>.
 - Press <ENTER> to accept the default installation directory **C:\DOS**.
 - Installation now begins and a percentage progress display appears.
 - Insert DOS disks 2 and 3 as you are prompted.
 - On completion, remove disk and press <ENTER> twice. Install Complete.

5 Instructions - Installing Windows

-
- Your machine will have now returned to the **C:\>** prompt.
 - Insert Disk 1 of the Microsoft Windows Disks.
 - Type **a:** <ENTER> to access the floppy disk.
 - At the **A:\>** prompt, type **setup** <ENTER>
 - You will see the initial Windows Setup Screen, press <ENTER> to continue.
 - Press <ENTER> again to carry out an express setup.
 - You will now see a percentage progress indicator.
 - Insert disks 2 and 3 as prompted.
 - After you insert disk 3, you will be asked for user details, type the following:
Name: **Not Known**
Company: **Private Use**
 - Click **Continue** to proceed and **Continue** again to verify.
 - You will now see another progress indicator (insert disks 4 and 5 as prompted).
 - You will be asked to install a printer, highlight **No Printer Attached** and click **Install**.
 - You will now get a Setup Applications screen, click **ok**.
 - When asked about tutorials, click **Skip Tutorial**.
 - Remove the floppy disk and click **Reboot**.
 - Windows is now installed. Check the mouse is working.

6 **Instructions - Check Hardware**

Whilst Systems are under no obligation to check the hardware since we're giving the PCs away, it would be to our advantage to carry out a few basic checks.

- Select the following to be supplied with machine:
 - Mouse
 - Keyboard
 - PC
 - Monitor
 - Mouse Mat
-

■ Power Cable x 2

- All that is required is a check to verify if these are in working order.

7 Instructions - Form

- Contact the recipient of the machine in advance and arrange pick up time.
- All machine are to be dispatched as soon as possible.
- Systems do not do deliveries.
- Get recipient to read and sign **Handover Document**, this is available at:
n:\disposal\handover.doc

***** LAST PAGE *****
