

Purpose

The purpose of these instructions is to set forth **HOW** the Triage Room is to be used. These instructions are created to maintain order in the Triage room and should help a triage worker do a proper job.

Preliminary

1. Read this entire document before you begin.
2. Do not start in the Triage room before you have also read and understood the other CRE&T document: CRE&T Triage Specifications 1.xx.
3. The Triage Area is **NOT** for **Disassembly** and it is **NOT** for **Build**.
4. Triage workers should not add or remove **ANY** internal components to a system in this area. Doing so is a misuse of the area, and impedes workflow.
5. Whenever you stack a machine, it should be stacked in such a way that the side that holds the mainboard is closest to the floor.
6. Make sure that there is some fresh dry paper available.
7. Make sure that there are labels available.
8. Only feed one or two sheets at a time into the printer hopper. These printers tend to have paper jams. Paper that is left in these printers tends to absorb moisture and is more likely to jam the longer it is left in the hopper.
9. Check out a Triage Disk from the front desk.

Definitions

ATX Backplate – This is the metal cover that surrounds the ports section of an ATX mainboard and keeps dust from entering the computer. Different mainboards use different backplates.

BIOS Setup Utility – This is a program that resides on a chip in a computer system and is available at the press of a key during the first few seconds after the computer has posted.

Bezel – The main face covering the entire front of a desktop or tower computer. This is usually made of plastic.

COA – The (Microsoft) Certificate of Authenticity (OS license tag.)

FACEPLATE – The plastic piece that covers a 5.25" or 3.5" drive bay.

DUSTPLATE – The metal cover that fills gaps behind mainboard slots.

Instructions

1. Set the machine to be triaged into a work area. Check for missing parts. If there is a missing CD-ROM, or other component that prevents the machine from booting, place the machine into the pile of **machines that require visual inspection**. This is in the **SPECIAL PROJECTS AREA**. Place a red circular sticker on the bezel of the unit and write in the circle what the problem was, e.g., 'No Power,' or 'No Post,' etc.
2. The power switch on the back of the unit (if it has one) should be off.
3. Check that the printer has paper.
4. Turn the printer power switch to OFF and turn the monitor power switch to OFF.
5. Plug in the parallel cable to the printer.
6. Plug in a PS/2 (Not USB) keyboard. Note that this is usually the PS/2 connector that is the furthest from the center of the case.
7. Plug in the video cable. Make certain that there are not two video connectors on the system. If there are, make a note of that, you may need to switch the cable from one video port to the other during this test.
8. Turn the printer power switch to ON and turn the monitor power switch to ON.
9. Plug in the power cord to the computer.
10. If the computer has a power switch on its back, turn it ON now.
11. The system should power on. If it does NOT power on, then disconnect the system and place it into the pile of **machines that require visual inspection**. Place a red circular sticker on the bezel of the unit and write in the circle what the problem was, e.g., 'No Power.'
12. Enter the system BIOS setup utility. The key or key combination you must type to enter the program varies with the machine. Some common ones to try are {Del}, {F1} {F2} {F8} {F10} (Function keys) and {Ctrl}-{Alt}-{Enter}, {Ctrl}-{Alt}-{F1}, {Ctrl}-{Alt}-{F2}
13. This is a good time to check to see that the fan on the power supply is turning. Check this and make a note of it if it is not working.
14. Use the BIOS setup program to set the system to **SETUP DEFAULTS**, **OPTIMIZED DEFAULTS**, or an equivalent.
15. Navigate the menus and make certain that **IDE detection** is set to **AUTO** for all IDE adapters that the BIOS controls.
16. Set the BOOT priority to be **1- Floppy, 2 – CD-ROM, 3 - Hard disk**.
17. Find the INTEGRATED PERIPHERALS or equivalent menu item.
18. Set the **printer port type** to one of the following settings, if the options are present: **AT, NORMAL, Output Only**. Otherwise, just accept the default port type. Use **LPT1 on IRQ7**. The idea behind this is to set up the printer port with the most primitive setting (which will be the most compatible with DOS.)
19. **Legacy USB Devices** should be set to ON or **ENABLED**.

20. Insert the Triage CD into the CD-ROM drive.
21. If there is more than one CD-ROM drive then try them in this order:
A: Slave drive that is attached to the primary IDE port.
B: Master drive on the secondary on an IDE port
C: Slave drive on the secondary IDE port.
22. Exit the BIOS setup utility being sure to **SAVE changes**.
23. If you have entered the correct BIOS settings the system should now boot from the Triage CD-ROM. You should not have to make any responses... the answers will automatically appear.
24. Wait a while and a printout should appear.
25. The print job has completed successfully if the system has a blinking cursor at the AIDA16 prompt: "V:\AIDA16> _"
26. **Remove the Triage CD from the CD-ROM drive.**

WHAT TO DO NEXT

27. If you can read the CD-ROM speed from its faceplate then skip to item 29. Otherwise, do the following:
28. If the printout is successful, then at the DOS prompt, Type AIDA {Enter} (The AIDA program will start) Once AIDA has started, type the {PgDn} key 24 times. (The current page will display in the lower left corner of the screen) On page 25, 26, 27, 28, 29, or 30 (this varies with different systems) it will tell you information about your CDRW(s.) Check the appropriate boxes that apply on the paper you just printed out.
29. If the printout is successful, then fill in the questions at the bottom of the page. Fold the printed paper in half horizontally. Tape the printout to the front bezel of the system in such a way that the **left** side of the printout is nearest to the **bottom** of the front bezel. **Do NOT SKIMP ON TAPE.** Use a generous amount of scotch tape on each of the four corners. It tends to come loose so please make sure it will stay on.
30. IF the computer meets the CPU requirements for build, set it in the **Machines for Build** stack. The system should be stacked with the mainboard side down and the printout should be oriented so that it can be read without turning it upside down.
31. IF the computer does not meet the CPU requirements for build, send it to disassembly.
32. If the printout was **NOT** successful, then reset the computer and check that your BIOS settings for the printer port are correct. If it still does not print then place a red circular sticker on the bezel of the unit and write in the circle what the problem was, e.g., 'No Printout..' Then disconnect the system and place it into the pile of **machines that require visual inspection.** This is in the **SPECIAL PROJECTS AREA.**