

Preliminary

SafetyDefinition: *Safety*

CRE&T has a safety manager/risk assessment manager. The safety manager is empowered to make decisions about whether conditions are safe. The safety manager **MUST** be obeyed. The safety manager has the authority, conferred by Council and sanctioned by the Board of Directors, to ask a volunteer or customer to leave the premises. One does not argue with the safety manager's decision. If a volunteer disagrees with a decision made by the safety manager, then they should refer the problem to Council and let Council deal with it. In the meantime, a volunteer must abide by the safety manager's decision. In the absence of the Safety Manager the Store Manager assumes all duties and authorities of the Safety Manager.

Work AreasDefinition: *Work Area*

Many areas at CRE&T are designated as a *Work Area*. To begin a project of any sort, it must be started in the appropriate work area. A *work area* generally will refer to a table-top surface, or station. It does NOT usually refer to the area underneath, above, or beside the surface. These are often other areas and NOT work areas. Space is at a premium here. Failure to respect space constraints and work area boundaries at CRE&T may lead to conflicts between volunteers, coordinators, and customers.

Work areas should be CLEAN and organized. When a volunteer starts to use it, the volunteer should not have to clean it up first. Work areas should end the day at least as clean and organized as they were at the start of the day. This is important. A work area is NOT a place for temporary storage of a project. A work area is NOT a place for temporary storage of tools. A work area is not a place for storage of anything at all.

If a volunteer begins a project at a work area, the volunteer must also allow enough time to cleanup before they leave. If there is not time to complete the project and cleanup the area, then the project should not be started. Failure to leave the work area clean may result in a loss of privileges.

The FUNCTIONS performed at the work areas that are available at CRE&T will change from day to day and from week to week.

In order to use a work area, a volunteer should first check in with an area Manager. Volunteers are INVITED to use an area. An invitation is only good for the day it is issued. Invitations are not permanent. Without an invitation to use an area, the area should not be used. This rule is to ensure that areas that are scheduled for use are available at their scheduled times.

Aisles, Hallways, Stairways, Ramp

Definition: Aisles and Hallways

Many areas at CRE&T are designated as aisles or hallways. Some are designated by black and yellow striped tape. Sometimes they are stairways. These areas are NEVER an area for storage, or for TEMPORARY storage. There is NEVER a good reason to place monitors, computers, tools, or anything else in the aisles or stairways. This is a SAFETY issue. Anyone that places items in these areas is performing an unsafe action. CRE&T volunteers must consider the safety of other volunteers at CRE&T. Be especially careful to keep the areas clear at the top and at the base of stairways. Be extra careful when opening or closing doors at the top or bottom of stairs, and be sure that they are clear before you close them.

Do not place items in the hallway. Do not place items on ramps or stairways, and do not block an entrance to a doorway. These halls and doorways are used by many volunteers and by many customers at CRE&T. Show respect for others, and do not block their path.

Triage is Not Build

Definition: *Triage*

Triage comprises four main functions:

- 1) *Receiving*. Triage volunteers will help bring incoming equipment into the receiving area. Triage will sort and organize incoming items into appropriate areas. Triage will detach, sort, and tie cords, power supplies, keyboards, and mice. Triage will place computers, monitors, printers, speakers, and miscellaneous items into appropriate hold areas.
- 2) *Triage*. Triage will sort computers into three main categories.
 - A) Computers that CAN be made to meet build team specifications.
 - B) Computers that CANNOT be made to meet build team specifications.
 - C) Computers that must be opened and visually inspected in order to sort them.
- 3) *Testing*. Triage will test monitors, printers, scanners, power supplies, ATAPI hard disks, UPS units, and monitors.
- 4) *Wiping*. Triage will load and unload hard disks submitted to them by build team for wiping to prepare them for Build.

What Triage Does NOT Do

Triage team does NOT 'flesh out' a computer to make it ready for build. Triage does NOT add parts to a computer to enable it to boot. Triage does NOT test RAM, CPUs, motherboards, external drives, SCSI devices, LCD monitors, laptops, or servers. Triage does NOT install operating systems. Triage does not recover data in systems. Triage does not do technical support. Triage does not make arrangements to buy, sell, or trade equipment. Triage does not set prices on equipment. Triage does not collect the monies owed by customers.

Parking Lot Deals

Items brought onto the CRE&T premises are donated to CRE&T. Triage volunteers may not make private deals with customers to intercept, barter, sell, or trade equipment that customers would otherwise donate to CRE&T.

Failure to Follow The Rules

If you notice that a volunteer is not following these rules, this should be reported to the Triage Manager or Store Manager.

General

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Name-Brand Computers

Definition: *name-brand computer*

Computers manufactured by Compaq, Dell, Gateway, Hewlett-Packard, IBM, Micron, Sony, Toshiba, and others shall be called *name-brand computers*. A name brand computer will often have the manufacturer's name or computer series name molded into the case. Frequently, there are stickers or asset tags attached to the cases which indicate the manufacturer name and/or model number

The motherboard/case/power supply, modem-riser, sides, bezel(s), faceplate(s), rails, and attached peripherals of a *name-brand computer* shall, for our purposes, be considered to be a single unit. In general, those parts cannot be used on a dissimilar brand or model.

Items which likely MAY be salvaged from a *name-brand computer* are:

AGP cards -- any AGP video card

PCI cards -- PCI video, PCI sound, PCI network (NIC), PCI modem.

Most Drives -- floppy, Zip, Jaz, hard disk, CDROM, DVDROM, CD-R, CD-RW, DVD-RW,

CPU – (see below)

System Memory – (see below)

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New computers which arrive at CRE&T must go through the triage process.
Only computers which are successfully triaged will be used in the build program.
We have a Triage CD which we use to assist with this.

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 an appropriate sticker on the bezel of the unit and mark or write what the problem was, e.g., 'No Power.'
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 an appropriate sticker on the bezel of the unit and mark or 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 CDROM/CDRW(s.) Check the appropriate boxes that apply on the paper you just printed out.
29. Again use the PgDn key to Page 31 = PCI Devices. Make note of any modems listed here... their brand and type. Check or enter the appropriate modem information on the paper that you just printed out.
 30. 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.
 31. 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.
 32. IF the computer does not meet the CPU requirements for build, send it to disassembly.
 33. 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.**

Visual Inspection:

Build candidates:

- If the computer is SLOT 1 and the chipset is LX, it is NOT a candidate for build.
- If the computer is SLOT 1 and the chipset is BX it may be a candidate for build IF it has an AGP slot and at least 4 PCI slots.
- If the computer is a Pentium III it may be a candidate for build.
- If the computer includes on-board Network port, it may be a candidate for build.
- If the computer is an Athlon or P4, it IS suitable for build.
- Important! In no case should a system with an ATHLON motherboard, a socket 370 motherboard with an AGP slot and at least 4 PCI slots, or a P4 motherboard go to disassembly without the appropriate tech ticket.
- Check for bad capacitors, broken pieces etc.

Salvage these items for Build team.

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Slot 1 motherboards with BX chipset that support 700 Mhz, AGP slot, and at least 4 PCI slots.
XEON motherboards that are ATX, BTX or WTX form factor.
ATX, BTX, or WTX motherboards with embedded SCSI or PCI Express slots
CD/sound cable: Always
80 pin IDE cable: Always
Rounded cables: Always
AGP video adapters: Always
PCI adapters: Always
Floppy drives: Only if immaculately clean and new looking.
LS/120 drives: Always
ZIP drives: Only if immaculately clean and new looking.
JAZ drives: Always
Syquest drives: Never
Hard disk drives larger than 7.5G: Always
CDROM drives 50X or faster: Always
CD-R/CD-RW: Always
DVD: Always
DVD-RW/DVD+RW: Always
SDRAM: Always
DDR RAM: Always
RDRAM: Always
CPU: Athlon, PIII, PIV: ALWAYS
Slotkets: Always
BRASS Standoffs, other standoffs of various kinds, except those for AT boards: Always
WAKE-on-LAN cables: Always
Case Fans: If respectable
ATX Backplates (I/O shields): Always
4-pin Molex power splitters/adapters: always
ATX Power Extenders: Always
USB Extenders: Always
5.25" to 3.5" drive bay adapter (mount floppy or zip drive etc. in a 5.25" bay)

Power Supplies

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ATX power supplies of 300W or better
Any ATXE power supply (more than standard ATX 20-pin power plug)
Any ATX power supply which has an additional 4-pin or 8-pin power plug
Any ATX power supply which has Serial ATA (SATA) power connectors

Keep these scanners, recycle the others

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Keep HP scanners that connect via USB.

Keep HP scanners that can handle LEGAL size paper.

Keep scanners that have document feeders, HP Scanners model 3400 or higher.

Keep ANY scanner that can handle documents LARGER than LEGAL size.

Recycle these items:

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Motherboards: up to and including socket 8.

SLOT-1 motherboards with LX chipset or AT-only power connectors

Motherboards that do not support at least 700 Mhz CPU

Non-ATX, BTX, or WTX motherboards

AT motherboards

ATX motherboards without AGP or PCI Express, or with fewer than 4 PCI slots

ISA cards

Video cards with missing, damaged, or dysfunctional fans.

PCI network cards that have BNC connectors

PCI modems that do not have a Lucent or Agere chipset or brand on the card

PCI video cards with less than 4M onboard RAM.