

## Texas Center for the Physically Impaired

# PC Configuration Tasks

Our goal is to produce completed machines that can be used by the visually impaired to assist them with accessing the Internet, Word Processing, and Spreadsheets. They will be able to hear any written text by passing the cursor with *Window Eyes* software over screen text.

### The hardware required for this is:

Pentium 166 or better	3.5" Floppy Disk Drive
64 Meg of Memory	Color Monitor
At least 1 GB Hard Drive	Keyboard and Mouse
CD-ROM Drive	Cables: 2 Power Cords
Sound Card for spoken prompts and audio CD playback	Phone Line
56K Modem for Internet access	Speakers

## Overview

- 1 Before you start, enter/revise your ID (**initials and current computer number**) on the "**My Number Log**" sheet in the **red file folder**. Then, write that number on masking tape and place it on each piece of equipment as you acquire it. (see **First ...** and **Second ...** on page 3)
- 2 Collect all the components above, but assemble only:
  - a. Processor
  - c. Keyboard
  - c. Monitor
  - d. Mouse
- 3 Boot from a Diagnostic floppy and write down:
  - a. Processor Speed
  - c. Hard Disk Size
  - b. RAM Memory Size
- 4 If the processor is NOT a Pentium 166 or better (and cannot be upgraded to at least 133), we cannot use this machine:
  - a. Remove all components, labeling each on masking tape
    - i. Memory — size and type
    - ii. Hard Drive — size and type
    - iii. Floppy
    - iv. CD Rom — Vendor
    - v. Modem — Vendor and speed
    - vi. Sound Card — Vendor
  - b. Put components with the other spare parts
- 5 If the memory is NOT 64MB, add/swap memory to reach that level
- 6 If the hard disk drive is NOT at least 1GB, replace it with one that is
- 7 If there is an Ethernet card, remove it
- 8 Test CD Rom in DOS using Win98 Boot Disk
- 9 Remove Unneeded Partitions (*page 5*).
- 10 Temporarily:
  - a. add a second hard disk (Ghost Master) to the system

- b. Copy it to the native hard disk (*see Copy Base Load Software, page 7*)
- 11 Remove the Ghost Master drive (and floppy diskette) and boot normally. Reconnect or install CD-ROM. Ignore/cancel any requests for inserting a Win98 CD, on first boot.
- 12 Insert the Win98 CD, Reboot and let Plug-and-Play resolve all drivers from the Win98 CD or from Cabinets (CABS) Directory
  - a. Select: **Windows Logon as the Primary Network Logon**
  - b. Delete any file in the \Windows folder with the extension. **.pwl**
- 13 Add Sound Card (*page 10*)
- 14 Install the Modem (*page 11*)

The modem driver must be: **HSP 56 MicroModem**  
— **not** HSP MicroModem 56.

If the wrong modem driver is listed, delete it and reinstall the software.

- 15 Test the Modem and Juno software (*page 12*)
- 16 Delete any Test Accounts (*page 12*).
- 17 Verify Settings in Dial Up Networking (*page 13*)
  - a. Only these three icons should be there:
    - Make New Connection**
    - Juno Web**
    - Juno Web Backup**
- 18 Verify Network Configurations (*page 14*)
- 19 Test the Printer Port and print a label describing the final configuration of your computer (*page 16*)
- 20 Prepare the computer to be shipped (*page 18*)
  - a. Remove all CDs or floppy disks
  - b. Clean all equipment
  - c. Be sure all items are marked with your ID and Shipping Number
  - d. Place everything on the shipping table
- 21 Pack the equipment (*page 19*)

# Step-by-Step PC Configuration

- If you have any questions, ask the question! It is easier than starting over to rebuild the machine
- Shut down the computer when adding any hardware!

## Before starting work on your computer ...

### First ...

Enter/revise your initials and *current computer number* on the "My Number Log" sheet in the **red file folder**.

The *current computer number* will identify how many computers you have rebuilt, e.g., your first computer might be DKB-1 (*your initials and your first computer*); the second computer you rebuild would be DKB-2, and so on.

### Second ...

Write that identification number (e.g., *DKB-1*), onto pieces of masking tape and tape them to your CPU cover, monitor, and keyboard.

If you install a modem, tape one onto the modem box. Before the computer is shipped, every piece of hardware must be marked.

## Base Configuration

When you start with a new computer, you have to know the *base configuration* to figure out what to add to the machine.

- 1 Turn on the computer and get into the BIOS configuration as it starts booting (*watch the lower part of the screen for the keys to press*)

With Dell, it is usually necessary to disconnect Drive C: to force it into setup option F2)

- 2 Be sure **A:** is turned on in BIOS
  - a. If the computer will not boot
    - i. Insert a "troubleshooter" floppy (**DOS Utils --or- Diagnostics**)
    - ii. Reboot
    - iii. At the Main Menu, choose: **System Information Menu | System Information**
- 3 Check BIOS to see if it shows the correct size hard drive. Use IDE auto detection.
- 4 On scratch paper, for future use, make a note of:
  - a. **Processor and Speed:**
  - b. **Installed Memory:**
  - c. **Cards:**
- 5 Press **PgDn** and note the: **Hard Disk Size**

- 6 Remove troubleshooter floppy disk | Turn computer off, then on again
- 7 Turn computer ON, and get into the BIOS configuration as it starts booting
- 8 At **Configuration Setup Utility**, select: **Start Options**
- 9 At *Keyboard Numlock State*, set it to: **Off | F7 | Esc | Save Changes**
- 10 Set OS2, change from non-OS2 so it can read memory above 64MB.

## Memory

- On the middle work table is a box with bags of memory
  - Each bag is labeled to describe the size of memory chips it contains
  - A flat box also contains memory chips, for which the size is unknown.
- 
- 11 The amount of memory must be **64 MB**. If it is not (*refer to step 4b, page 3*), add enough memory to reach 64 MB.

## CD-ROM

- CD-ROMs are located under the table along the back wall.
  - Sound Cards and Modems will be added later (*see Sound Card, page 10 and Modem, page 11*)
- 
- 12 Test CD Rom on DOS using the Win 98 Boot Disk.

## Network Cards

- A Spare Parts box is located on the floor by the table against the back wall.
  - The network plug at the back is similar to a telephone plug
- 
- 13 Remove any Ethernet cards, Software Adapters and Protocols and put them in the Spare Parts box.

## Remove Unneeded Partitions

- 14 Insert the floppy disk for either: **fdisk** or **DOS**
- 15 Reboot ... if it stops at A:, type: **fdisk** | **Enter**
- 16 If you get a screen that starts with *"Your computer has a disk larger than 512 MB"* and ends with *"Do you wish to enable large disk support (Y/N).....?"*, press **Y**, then **Enter**.
- 17 At the FDISK Options screen:
  - a. Choose option **4: Display Partition Information** | **Enter**. This will list the hard disk's current partitions.
  - b. If the computer is **NOT** a Compaq, **AND** there is only one partition, **AND** it's a Primary DOS Partition, you do not need to do anything. In that case, press **ESC** to exit FDISK, remove the floppy, and jump to step **17I**, below.
  - c. If the computer **IS** a Compaq, **AND** there are exactly two partitions, **AND** the first partition is a non-DOS partition, **AND** the second partition is a Primary DOS Partition, you do not need to do anything. In that case, jump to **17I**, below.
  - d. If neither **b** nor **c** are true, you must do some disk repartitioning. Write down all the Partitions and their corresponding Types that FDISK is showing you. You will need this information when you delete partitions.

If any partitions are of Type "EXT DOS", you should also see a message "The Extended DOS Partition contains Logical DOS Drives. Do you want to display the logical drive information (Y/N) .....?" [I think you can ignore that question, unless you're curious.]

When you have finished recording the Partitions and Types, press **ESC** to return to the previous menu (FDISK Options).

You will be deleting partitions from the highest numbered to the lowest numbered.

**However:** for Compaq PCs ONLY, do NOT delete the first partition, which should be a non-DOS partition. It is a diagnostic partition that Compaqs need.

- e. Choose option **3: Delete partition or Logical DOS Drive**

**Note** that you cannot delete an Extended DOS Partition until you have first deleted ALL of the Logical DOS Drives that it contains.

From your list of Partitions and Types from **d**, find the Type of the partition you wish to delete (remember, go from highest to lowest number). Choose the corresponding "Delete" option. For example, if the Type is "PRI DOS", choose option 1, "Delete Primary DOS Partition."

- f. Enter the partition number.
  - i. When it prompts *"Enter Volume Label,"* type in the exact same Volume Label shown on the screen for the partition you wish to delete.

- ii. When it prompts "*Are you sure?*", review your entries one last time to confirm that you are deleting the partition you want to delete.
- iii. If everything looks OK, enter **Y** to perform the partition deletion.
- g. Repeat steps **d-f** for all remaining partitions, from highest numbered to lowest numbered.
- h. When you have deleted all partitions (*or for Compaqs, all but the first non-DOS partition*), choose: **Option 1, Create DOS partition or Logical DOS Drive.**
- i. Choose: **Option 1, Create Primary DOS Partition.**
- j. "*Do you wish to use the maximum available size for a Primary DOS Partition and make the partition active (Y/N) .....*?" Enter: **Y** (**N** for Compaq)

If the partition is **2GB** and you are working with a bigger drive, such as **3-4GB**, this is a BIOS function. Continue to create partitions (EXT DOS) until the drive capacity is reached.

**DO NOT FORGET TO FORMAT THE EXT PARTITION.**

- k. When it is finished creating the partition, it will display "*You MUST restart your system for your changes to take effect.*" **Do not restart the system;** Press **ESC** to exit FDISK, remove the floppy disk from the drive,
  - l. Turn off the power. You do not need to format your new partition - Ghost will do it for you. Proceed to "*Copy Base Load Software — Ghost Master*", page 7.
- 18 If any unneeded partition(s) remain, it may be necessary to use Partition Magic to remove it.
- a. Locate the Partition Magic disk
  - b. [Need steps to use Partition Magic]
- 19 When only the new partition remains, continue with the next section.
- 20 If Ghost bombs, try formatting the hard drive: **format c: /u/c**
- a. /u — unconditional
  - b. /c — redetect bad sectors
  - c. If tries to recover allocation units before 3% — the drive is bad — otherwise, repeat **format c:/u/c** two more times (three times total), if bad sectors increase, then have cascading failure.

## Copy Base Load Software — Ghost Master

- Ghost makes an exact copy of one hard drive to another
- Ghost Master hard drives and Ghost Floppy Disks are available at each work area
- Ghost Master must be set as either the Master or Slave hard drive
- **If this is the first or second time you have done this, please ask for help.**
- Copying the wrong way between the computer's hard drive and the *Ghost Master* drive will destroy the software on the *Ghost Master*.

- 21 Determine whether the *Ghost Master* must be set as the Master or Slave
- a. At varied places on the *Ghost Master* is a jumper where the setting is made.
  - b. Check the jumpers on the hard drive PC board
  - c. Locate the six prongs, one will have a cover
  - d. The Master prong will be located near the power plug on the drive, or coded from a table on the drive label
    - i. On some of the drives: **DS=Master, MA=Master  
SP=Slave, SL=Slave  
CS=Cable Select**
    - ii. On SCSI drives, it will have an ID different from Drive 0 (*zero*)
    - iii. On some computers, the Ghost Master **must be the second drive on the same cable** in order to work.

Ghost recommends that two IDE cables be used; however, some computers require Master, Slave on the same IDE string.

- 22 Make the setting for Master or Slave by moving the cover on the Ghost Master to the correct setting (*step 21d*)
- 23 Connect the *Ghost Master* to the computer as a second hard drive
- 24 Insert the *Ghost Floppy Disk* into the computer and turn the computer on.

Compaqs will announce drives found ... F1 to some configurations.  
If the BIOS only finds one drive, Ghost cannot run.

- a. It should load automatically
  - b. If it stops at A:, type: **ghost** | then, **Enter**
  - c. May require BIOS settings change to find Ghost drive
- 25 Ghost will be displayed on the screen.

**If this is the first or second time you have done this, please ask for help.**

**Copying the wrong way between the computer's hard drive and the Ghost Master drive will destroy the software on the Ghost Master.**

26 From the Ghost menu, select: **Local | Partition | To Partition**

- a. *Select local source drive ...* to choose the **Ghost Master drive**, usually drive 2

Look at drive size to assure choice of the **Source** and **Destination** drives.

- b. *Select source partition ...* **NOT** the **Diagnostic** partition — use the FAT32 partition
- c. *Select local destination drive ...* to choose the internal hard drive
- d. *Select destination partition — only one partition*

**Exception:** If the computer is a Compaq, there will be two partitions, one being named: **Diagnostics**, which should be left alone.

- e. At *Proceed with partition copy?*, type: **Y** ... **Do not press Enter**, because it defaults to No.

27 The message "*Clone Completed Successfully*" will appear when **Ghost** has finished the copy (*after several minutes*):

- a. Ignore any prompts and **turn off** the computer ... yes, just turn it off
- b. Remove the **Ghost floppy disk**
- c. Remove the **Ghost Master** hard drive ... and reconnect any cables which you may have had to disconnect from the internal hard drive (*step 23, page 7*).
- d. If you used the CD-ROM cable for the **Ghost Master**, then reattach the CD ROM
- e. Put Win98 in CD-ROM

On the **first boot**, **cancel** all calls to Win98 disk, as IDE has not been initiated by Windows. **Do not let it restart**, go to the Desktop screen before reboot.

Ghost shouldn't take more than 30 minutes. If it does, check with a mentor to use Drive Image instead.

## Configuration Settings

- The Windows 98 CD should be with other CDs/disks on the middle worktable

28 Turn the computer on:

- a. It will boot from its internal hard drive
- b. Windows 98 will automatically begin installing all of the hardware in the computer
- c. You may be prompted to insert the Windows 98 CD
  - i. If a logon screen appears, log on as: .. (that's two periods) with NO password
  - ii. This must be done on the very first logon, otherwise the logon screen will continue to reappear
  - iii. If it becomes necessary to eliminate the logon screen because you forgot to log on the first time as ".." or if it just didn't work
    - 1) **Start | Settings | Control Panel | Network**
    - 2) On the **Configuration** tab,
      - a) Select: **Windows Logon as the Primary Network Logon**
      - b) Close the dialog box
    - 3) **Delete** any file in the \Windows folder with the extension: **.pwl**
    - 4) **Reboot**
  - iv. The password prompt will appear one last time: **Press Enter (don't press Escape)** ... and you'll never see it again.

## Sound Card

- Sound Cards are located around the table by the wall ... ask for help, if needed
  - Each work area should have a set of Speakers to share
  - Each brand of sound card is different
  - If you don't have an audio CD, borrow one from someone
- 


29 Install a Sound Card ... if the system doesn't have one.

- a. If you can't find the sound card, check Device Manager
- b. Test the sound card with the "Window Eyes" software (*use the speakers*)



30 Test the CD-ROM drive with an audio CD.

- a. It should play through the headset or speakers
- b. If it does not:
  - i. Be sure the cable from the sound card to the CD-ROM to the speakers/headset is not loose
  - ii. Check the driver software

## Modem

- Modems are located around the table by the wall.
- Before installing the modem, remove any software drivers previously installed (*step 31b, below*)
- The CD ROM drive must be working to install the software that goes with the modem
- When testing the Modem and Juno software (*step 32, page 12*), there is only one phone line, so you may have to wait until it is available
- Juno has an advertisement banner with a close button  in the upper left-hand corner ... it will also disconnect you from Juno
- **Alt+F4** will close the ad, but it will also close Juno ... so be judicious in its use.


### 31 Install the modem

- a. If the computer already has a modem, then skip to step 32, page 12  test it.
- b. Remove all software drivers previously installed:
  - i. **Start | Settings | Control Panel | Modem**
  - ii. Select a driver | **Remove**
  - iii. From Control Panel: **Add/Remove Programs | Select the driver program | Add/Remove...** 
- c. To install a modem:
  - i. Turn off the computer
  - ii. Insert the modem card
  - iii. Turn on the computer
  - iv. The computer will detect new hardware and install the modem
- d. Installing Modem driver software:

The modem driver must be: **HSP 56 MicroModem**  
— **not** HSP MicroModem 56.

If the wrong modem driver is listed, delete it and reinstall the software.

- i. **Control Panel | System | Device Manager** tab
- ii. Open **Modem** | highlight the installed modem | **Properties**
- iii. Go to **Driver** tab | **Update Driver...** | **Next**
- iv. Click: **Display a list of all the drivers...** | **Next**
- v. Click: **Have Disk...**
- vi. Browse to: **CD-ROM | 56k pctel | pci | win9x**
- vii. Highlight: **Mdmchipv.inf** | **OK**
- viii. **OK | Next**

- e. On masking tape, write your ID (see **First ...** on page 3) and place it on the modem box.
  - f. Restart the computer to ensure the modem is recognized:
    - i. **Control Panel | Modems | Diagnostic** tab
    - ii. The modem should be assigned to a **COM** port
    - iii. Highlight the modem and click: **More Info...** to test the modem function
  - g. If the modem is not recognized: **Delete** it and **Reinstall** (step 31d, page 11)
- 32 Test the Modem and Juno software (Juno was loaded as part of the Ghost Master copy) ... you need to be able to log in and surf the Internet briefly
- a. Connect at the back of the computer the telephone cord to:
    - i. Line, or Wall
    - ii. Do **NOT** use:  **ie**
  - b. On the Desktop, click the **Juno** icon
    - i. Log in using:
      - Name: **TCPItest**
      - Password: **ntpcug**
    - ii. If **jaustin** account appears: **Cancel**
    - iii. Maximize the screen, then **Ctrl+Click** the  Close button
    - iv. If prompted to *Create new mail?*: **No**
    - v. Click: **World Wide Web**
    - vi. When it starts to dial, click: **Cancel**
  - c. Change Advanced Dialing Properties
    - i. From Menu Bar, select: **Connection | Access Number Setup and Selection | Advanced Dialing Setup**
    - ii. At the lower right corner of the screen: **Next**
    - iii. At Update Numbers: **Next**
      - 1) For E-mail ...
        - a) Select 2 or 3 local numbers for the type of modem (v90, v92, e.g.) | **Next**
      - 2) For Web access ...
        - a) At *Access Member Setup & Selection*: Select 2 or 3 local numbers for the type of modem (v90, v92, e.g.)
        - b) Click: **Finish**
  - d. Return to Juno desktop
    - i. Click: **Connect** ... to ensure that it dials and connects
    - ii. Visit a Web site of your choice ... to ensure the Internet is working
  - e. Once the connection is tested, delete any test accounts:

- i. **Exit Juno**
- ii. **Open Juno**
  - 1) At the Welcome screen, check: **Delete Account**  
... **Be sure it is "Just this Computer."**
  - 2) Click the e-mail address dropdown box | select an account | **OK** | **Yes** | **OK**
  - 3) Repeat for each account listed ... there should be no accounts remaining
- iii. **Exit Juno**
- iv. **Open Juno**
  - 1) If you are prompted to set up a new account, **Cancel** | **Close** ... you are finished
  - 2) If you are not prompted to set up a new account, there are still accounts listed; repeat step ii above, page 13, to delete all accounts.

f. Verify settings in Dial Up Networking:

- i. In Windows Explorer, select: **My Computer** | **Dial Up Networking**
- ii. Only these three icons should be there:
  - Make New Connection**
  - Juno Web**
  - Juno Web Backup**

33 Internet Properties:

- i. Never **dial a connection**
- ii. **Tools** | **Internet Options** | **Connection**

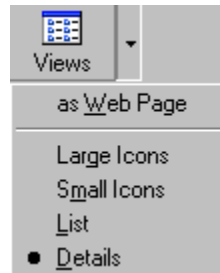
## System Checklist

- 34 Verify that you have all the hardware (compare against the list at the beginning of this document)
- 35 Specific software that should be installed includes:
  - a. **Zoom Power** (icon on desktop — **do NOT click it**, there is a 30-day trial we don't want to use up while system is being shipped)
  - b. **Window Eyes 4.2** should have been speaking to you as you reboot the system
  - c. **Internet Explorer 6**
  - d. **Acrobat 5** or later
  - e. **602 Office**
  - f. **Juno ...** for Internet access
- 36 Adjust Monitor Image
  - a. It should be centered, and
  - b. Fill 99% of the screen
  - c. Right-click the Desktop | **Properties** | **Settings**
    - i. Screen Area Settings: **800x600** (*standard VGA*)
    - ii. Colors: **256** (*higher settings use more resources*)
- 37 Verify Network Configuration
  - a. At **Start** | **Settings** | **Control Panel** | **Network**:
    - i. At **Configuration** tab, only three items should be listed; remove any others
      - 1) MS Family Logon (*if Client for Microsoft Networks is listed, it can remain*)
        - a) To add MS Family Logon:
          - i) Click: **Add...**
          - ii) At Select Network Component Type: **Client** | **Add**
          - iii) At Select Network Client: **Microsoft**
          - iv) At Network Client: **Microsoft Family Logon**
          - v) **OK**
        - 2) Dial-up Adapter
        - 3) TCP/IP
      - ii. At **Configuration** tab, *Primary Network Logon*: **Windows Logon**
      - iii. At **Identification** tab, change:
        - 1) *Computer Name*: **TCPI<sup>nnn</sup> ...** (*the Shipping Number*) | **OK** | **No ...** to restart
    - b. At **My Computer**, the hard drive name should be: **(C:)** ... with no text after it
      - a) To change the name:
        - i) Right-click on the icon | **Rename**

ii) Type: **C:** | **Enter**

iv. From Explorer (*right-click Start / Explore*), set the following options:

1) **Views | Details ... Show as Web Page** should be turned off



v. **View | Folder Options**

1) **General**     **Classic style**

2)

- a) **Mark:**     Display the full path in title bar
- b) **Mark:**     Do not show hidden or system files
- c) **Unmark:**  Hide file extensions for known file types
- d) **Unmark:**  Remember each folder's view settings
- e) **Mark:**     Show pop-up description for folders and desktop items
- f) **Mark:**     Show file attributes in Detail view ... so all information can be heard via Window Eyes  
*If this option is not available, skip it.*

vi. Click:  | **Yes | OK**

## Printer

This process accomplishes two things ... gets the printout for shipping, and tests the printer port:

- The printer is an HP LaserJet Series II and is located on the center worktable with a long cable that will reach to all work areas
- Add paper to the printer, if necessary. Each sheet of paper can be used three times ... by closely trimming each label that is printed
- Clear the printer of any impending print jobs and recheck connections
- Use the wide, clear tape for taping the printed label to the top of the computer
- The **Shipping List** and **Shipping List floppy disk** should be located in a folder on the center worktable
- The document you select on the Shipping List floppy disk will be opened as a template
- When you save the information for your computer, you will **Save As** to save it as a separate document ... *twice* ... once to the hard drive in the \my documents\602 documents folder, and second to the **Shipping List floppy disk**

38 Test the Printer Port by connecting the printer (*via the long cable*) then printing a label describing the final configuration of your computer

- a. Locate the Shipping List floppy disk
- b. Locate the *paper copy* of the Shipping List
  - i. If this is the first computer you have finished, add your name and initials (*to be your ID*) to My Number Log located in the **red folder** on the worktable
  - ii. If you did not do this at the beginning ... on the paper copy of the Shipping List, write your Shipping ID (*see **First ...**, page 3*)

This becomes the Shipping Number that is assigned to every part that is being shipped.

- c. Insert the **Shipping List floppy disk** and double-click **A:** in Explorer to open it
  - i. Scroll to and Open the last/highest numbered document ... it *should* be the number prior to *your* Shipping Number (*see 38b.ii, above*)
  - ii. Edit the information to describe your computer's configuration:
    - 1) **Shipping Number and ID** (*the number on the paper copy and the disk ... also, the number you placed on your monitor, computer, and keyboard*)
    - 2) **Processor** (Computer Brand)
    - 3) **Memory**
    - 4) **Disk Drive Size and Free Space**
      - a) In **Explorer** or **My Computer**: right-click the **C: Drive | Properties**
      - b) **Capacity** ... is the disk drive size (*e.g., 6.34 GB*)

- c) **Free Space** ..., is the free space (*e.g., 5.88 GB*)
- iii. *Save As* this document twice, editing the name to reflect your Shipping Number:
  - 1) Save it to the hard drive
    - a) **File | Save As**
    - b) Save in: **\my documents\602 documents**
    - c) File name: **TCPI $nnn$**  ... where *nnn* is your Shipping Number for this computer (*step 38b.ii*)
    - d) Delete any old TCPI files that do not include your **Shipping Number** ... *there should be only one TCPI $nnn$  document file*
  - 2) Save it to the Shipping List floppy disk
    - a) **File | Save As**
    - b) Save in: **A:**
    - c) File name: **TCPI $nnn$**
- d. Locate the Printer cable and connect it to your computer
- e. Place paper in the printer
- f. Change the font size to 12 pt:
  - i. **Ctrl+A** ... to select all the text
  - ii. On the Toolbar, change the size to **12**
- g. Print this page
- h. Trim around it to include only the data
- i. Tape it to the top of the CPU, using the clear tape

## Prepare to Ship

- 39 Be sure there are no CDs or floppy disks in the computer
- 40 Clean all equipment
  - a. Use Windex and cloth to clean the Monitor, PC, Keyboard and Mouse from dirt
  - b. Remove all labels and sticky residue with GooGone ... be careful not to get cleaner inside the equipment
- 41 Mark all items with your ID and Shipping Number
  - a. Use masking tape to write **your ID** (see *First ...*, page 3) and the **Shipping Number** (step 3838b.ii, page 16) on pieces of masking tape and place on the:
    - i. Monitor
    - ii. PC
    - iii. Keyboard
    - iv. Mouse
    - v. Speakers
    - vi. Modem box with modem software

Mark the modem software with the label:

**Modem Software — Do NOT Install.  
For backup only in case modem  
needs to be reinstalled.**
  - vii. Two power cords
- b. Place Mouse inside the modem box, along with the modem software ... if it fits
- c. Place everything on the shipping table
- d. Be sure the system is complete (review the *System Checklist*, page 14)

## Pack the Equipment

- 42 Verify that there is a matched:
  - a. CPU
  - b. Monitor
  - c. Keyboard
  - d. Mouse
  - e. Speakers
  - f. Two Power Cords
  - g. Modem Box with CD-Rom and Phone Cord
- 43 Pack these PCs carefully ... we don't know how well it will be handled while shipped via USPS or UPS
  - a. Tape the bottom of a CPU box and a monitor box
  - b. Wrap **CPU** with **two** layers of bubble wrap. Tape it. Turn at right angles, wrap with **two** layers and tape again
  - c. Wrap **Monitor** with **two** layers bubble wrap. Tape it. Turn at right angles, wrap with **two** layers and tape again.
  - d. Insert each unit in the respective box and fill **completely** with peanuts.
  - e. Tape boxes shut. Keep the units together.
  - f. Apply shipping, return, and *free matter for the blind* labels. Make sure address includes the **Shipping Number** you received earlier to track the system (*see 38b.ii, page 16*)
  - g. Move boxes to shipping area

Congratulations!  
You have made someone's life  
better.