

Healthy Advice Networks

NetKey De-Installation Checklist

Complete checklist and fax to 513-842-3574 or 513-842-3558

Work orders will not be approved nor will cross charges be paid without this completed document.

Location Name

Location ID

SRO

Date

- IBM NetVista M41/M42/M42-2 or ThinkCentre S50/S51CPU
- Parallel Dongle – Attached to Com Port on CPU (Not applicable on all systems)
- LCD / Plasma screen monitor(s)
- Monitor Wall Mount(s)
- InternetOffice UPS / Surge Protector
- Call Processor Box
- Multi Tech 56K Modem (External, used on M41 & M42 only)
- Back Panel – Concealment Case
- Galvanized Bracket – Concealment Case
- Front Panel / Cover – Concealment Case
- All Phone / Power Cables
- Brochure Rack / Pamphlets
- Panduit / Additional Mounting Brackets
- All hardware is properly boxed up (or neatly stacked if no boxes are available)
- Site contact is aware that “Healthy Advice” will call to coordinate hardware recovery

Description	Make	Model	Serial Number
CPU			
Monitor			
2nd Monitor (If applicable)			
IBM Diagnostic Test Results (If applicable)			

YOU MUST INCLUDE SYSTEM SERIAL NUMBERS WITH THIS CHECKLIST!

Engineer Name	Contracting Company Name
Office Contact Signature	Office Phone Number

Hardware Recovery Directions:

Please indicate the circumstance related to this de-installation by checking the appropriate box.

If boxes have been shipped to the site:

- Carefully place all of the equipment into the appropriate boxes and properly place a shipping label (provided) on each box.
- Arrange with site contact the safe storage of the boxes until picked up by transportation agent.
- Inform site contact that someone from Healthy Advice Network will contact them to arrange for the equipment to be picked up.

If no boxes are available at the site:

- Arrange with the site contact for safe, unobtrusive location to store the equipment while awaiting pickup.
- Carefully place all of the equipment the designated area.
- Inform the site contact that someone from Healthy Advice Network will contact them to arrange for the equipment to be picked up.

If the site contact insists upon immediate removal of the equipment:

- Contact the Healthy Advice Support Desk for approval.
- Ask to speak with a hardware recovery coordinator to arrange for boxes and/or equipment transportation.
- Take the hardware with you and store in a secure location until returned to Healthy Advice.

If you have any questions please call the Tech Support Line @ 1-866-665-0634.

Fax completed checklist to 1-513-842-3574.

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***Please leave the following page with your on-site contact**

If you have any questions regarding this equipment or the *Healthy Advice Network* please contact:

Healthy Advice Networks
8230 Montgomery Rd. Suite 300
Cincinnati, Ohio 45236
Office : 1-888-217-9337
Fax : 1-800-238-0348

For hardware recovery please call: 513-842-3507 or 513-842-3581