

HOW TO PREPARE YOUR IT EQUIPMENT FOR DISPOSAL

To ensure data security and proper device tracking, follow these guidelines:

Step 1:

Follow your company procedures for taking equipment offline. Best practices include capturing asset tags, updating IT Asset inventory and moving equipment to a secure location.

Step 2:

In a secure location, **remove the hard drive and caddy**, record serial number if required, place the drive in security bin or cart, and **return hard drive caddy** back to unit.

Step 3:

Ensure unit is as complete as possible including power supplies and cords, RAM, batteries, drive caddies, monitor stands, and any other detachable parts.

Step 4:

Package equipment for shipping.
(See www.SeamServices.com/Pack for help)

Data destruction and electronics recycling provided by:



If you have questions call us at 605-274-7326