

## Brief

# Retire PC devices the right way with HP



## HP Deployment Services: Decommission Services

Let us help you dispose of hardware devices and packaging securely, efficiently, and in an environmentally responsible manner.



## Let HP handle your device disposal needs

When it's time to retire old hardware, you want to be sure the job gets done right. Instead of burdening your staff, let HP take charge of your retired devices, from hard drive removal or destruction to the recycling of assets and packaging materials.

HP Decommission Services are an essential element of comprehensive Deployment Services that cover the distribution, delivery, installation, and decommissioning of PC assets. With help from HP, you can reduce the amount of time your IT teams spend on hardware rollout and refresh projects, so they can focus on helping the business innovate. With a proven partner like HP taking care of the heavy lifting for your IT implementation—including the necessary task of decommissioning retired hardware assets—you can reduce costs, save time and improve ROI.

HP provides the following Decommission Services for HP or non-HP products:

- HP Deinstallation Service
- HP Sanitisation Service Hard Disk Drive Destruction
- HP Sanitisation Service Hard Disk Drive Removal
- HP Recycling Service

## Start with a clean slate

When you are deploying new hardware, it's always important to know that deinstallation and removal of your old PC assets has been taken care of professionally and correctly. HP Deinstallation Service affords you the peace of mind you need to start fresh with new equipment. You designate which hardware assets—including PCs, monitors, docking stations, keyboards and/or mice—you want removed and HP takes care of the rest,

removing assets from end-user locations (cubicle, office, lab or elsewhere) and placing them in your selected on-premises location, such as a vacant office, loading dock, floor or building corner.

HP or its service partner will pack and stack your old hardware and provide a deinstallation register in Microsoft® Excel® format that includes the product description, serial number, and, if present, the asset tag number.



## Secure your intellectual property

You can never be too diligent when it comes to safeguarding your organisation's business data. HP Sanitisation Service provides the sanitising of sensitive data on your decommissioned PCs in a safe, controlled environment. Depending on your needs, HP either destroys the HDDs or alternatively, you can choose to keep the HDDs and dispose of them using your own methods. However, HP cannot destroy HDDs for organisations that are subject to the Health Insurance Portability and Accountability Act (HIPAA).

When you opt for the complementary HP Recycling Service, we'll take care of the recycling of the remaining PC components.

## Go easy on the environment

You can rest easier knowing you're doing right by the environment when you choose HP Recycling Service, which is the ideal companion to HP Sanitisation Service. We handle the details of recycling your retired hardware assets safely and securely, providing you with appropriate documentation for your records. Recycling includes the disposal and/or physical destruction of the retired, removed assets. HP will not be able to return units once they have been picked up or delivered.

The choice is yours whether to have HP deinstall and move the assets to be recycled to a centralised location or to handle deinstallation yourself. Of course, you greatly ease the burden on your team by having HP handle deinstallation, sanitisation and recycling.

If you choose to deinstall the equipment, you must ensure that:

- The equipment collected is only IT hardware and no other products or materials.
- The IT hardware collected matches the IT hardware description contained in your order. You will be responsible for any costs incurred if incorrect equipment is released to HP or its service provider.

## Partner with HP for comprehensive hardware decommissioning

HP can help you take charge of all the steps in the asset retirement process, from hard drive removal or destruction to the recycling of hardware and packaging materials.

All you need to do is provide an adequate space and facilities near cubicles, offices, labs or other locations for HP or partner personnel to move, store and/or sanitise the decommissioned products. While we take care of that job, your team can remain focused on helping the business meet its strategic objectives.

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