

RAPIDS Version 6 Self-Help Relocation Guide

Self-help relocations may be allowed at the discretion of the DEERS/RAPIDS Operations Division (D/R OPS DIV) of the Defense Manpower Data Center (DMDC) for U.S. and Caribbean sites, the DEERS/RAPIDS Support Center-Europe (DRSC-E) for European sites, and DMDC Support Office-Asia Pacific (DSO-A) for Asia Pacific sites. Self-help relocations are routinely allowed for moving a RAPIDS Workstation, but not RAPIDS Servers since they impact multiple RAPIDS Workstations (local and remote). Any relocation of the Server requires 120 days notification to the D/R OPS DIV and site-provided funding for travel, labor, and parts needed for DEERS/RAPIDS support personnel to complete the relocation. Explicit approval must first be granted by the D/R OPS DIV, DRSC-E, or DSO-A and the proper paperwork must be submitted, before a self-help RAPIDS Workstation relocation is attempted by the RAPIDS user.

The RAPIDS Workstation uses the Windows NT Workstation operating system and allows authorized users to run the RAPIDS version 6 application program to access the DEERS database and to produce the DD Forms 1172, teslin Uniformed Services ID cards, and polyvinyl chloride (PVC) Common Access Cards (CACs), both with chip and chipless.

The new location should have two grounded power outlets available within six feet to plug in the two surge suppressors that provide protection and power for the RAPIDS Workstation system components. It should also be a clean, dust-free environment 65°F to 80°F with 20% to 60% non-condensing humidity. Before the relocation date, the user must establish a new communications circuit exactly like the current one, in the new location for each RAPIDS workstation being relocated. For remote Workstations this will be either a dial-up telephone line or base-provided Ethernet LAN drop. The exception would be if the workstation is within 300 feet of its RAPIDS server and will remain connected to the Ethernet switch at the Server; although the twisted-pair Category 5 cable to the Ethernet Switch may need to be re-routed to the new location. After being relocated, the RAPIDS Workstation will not be able to run RAPIDS until the communications circuit at the new location is operational.

NOTE:

Ensure that your local base communications personnel have installed the new communications circuit and verified that it is operational. Two dedicated power outlets must also be available at the new location before performing the relocation of the RAPIDS workstation. If possible this circuit should be a dedicated 20 Amp circuit or equivalent.

If permission is granted by the D/R OPS DIV, DRSC-E, or DSO-A to perform a self-help relocation of the RAPIDS Workstation, the following procedures should be followed for each RAPIDS Workstation being relocated.

Move/Transport the RAPIDS Workstation System

If the new location is within the same room, then you can hand-carry each hardware component one piece at a time from the old location to the new location. If the new location is in the same building, you probably want to use a wheeled cart to move the large hardware components from the old location to the new location. The smaller items can be hand-carried or placed in a box to be hand-carried or moved on the wheeled cart.

If the new location is in another building or the system must be boxed and transported to the new location, you must remove all cables that can be removed from the hardware components in order to fit them in the shipping boxes properly and to keep from breaking any wires inside of the cables. Be sure to place the cables in the box with the hardware component they were connected to, so they can be easily found and reconnected after the transport. The packed boxes should be transported (if going across base) or shipped (if going to another base) to the new location by a certified and reliable mover or shipper to ensure that the items are not damaged during transport/shipping.

NOTE:

You may want to label the cables that must be disconnected for future reference when reassembling the system at the new location.

RAPIDS Version 6 Workstation Configuration

The RAPIDS Workstation system consists of a Central Processing Unit (CPU), color monitor, keyboard, mouse, two surge suppressors, laser printer, PVC card printer, digital camera with metal stand, fingerprint scanner, two smart card reader/encoders, PIN pad, bar code scanner/decoder, USB port device, and laminator. For communications to the RAPIDS Server, remote Workstations will have either a dial-up modem and telephone line or a connection to a base Ethernet LAN drop. Local Workstations within 300 feet of their Server will have a twisted-pair Category 5 cable to the Server's Ethernet switch. The RAPIDS Workstation system configuration is depicted in Figures 1 (Dell), 2 (Gateway E4600SE), and 3 (Gateway E3600), below.

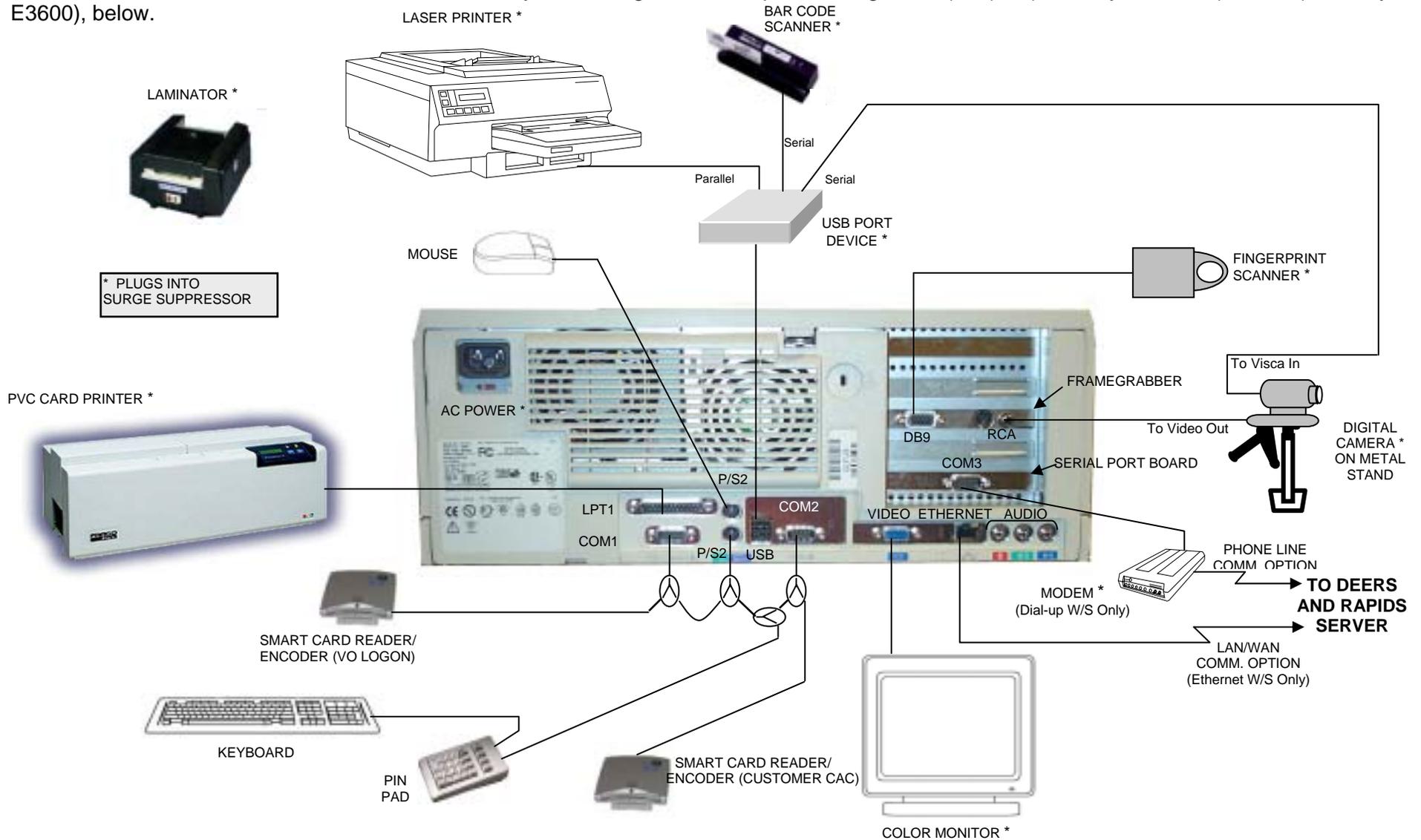


Figure 1: RAPIDS Workstation Configuration With Dell CPU

RAPIDS Version 6 Workstation Configuration

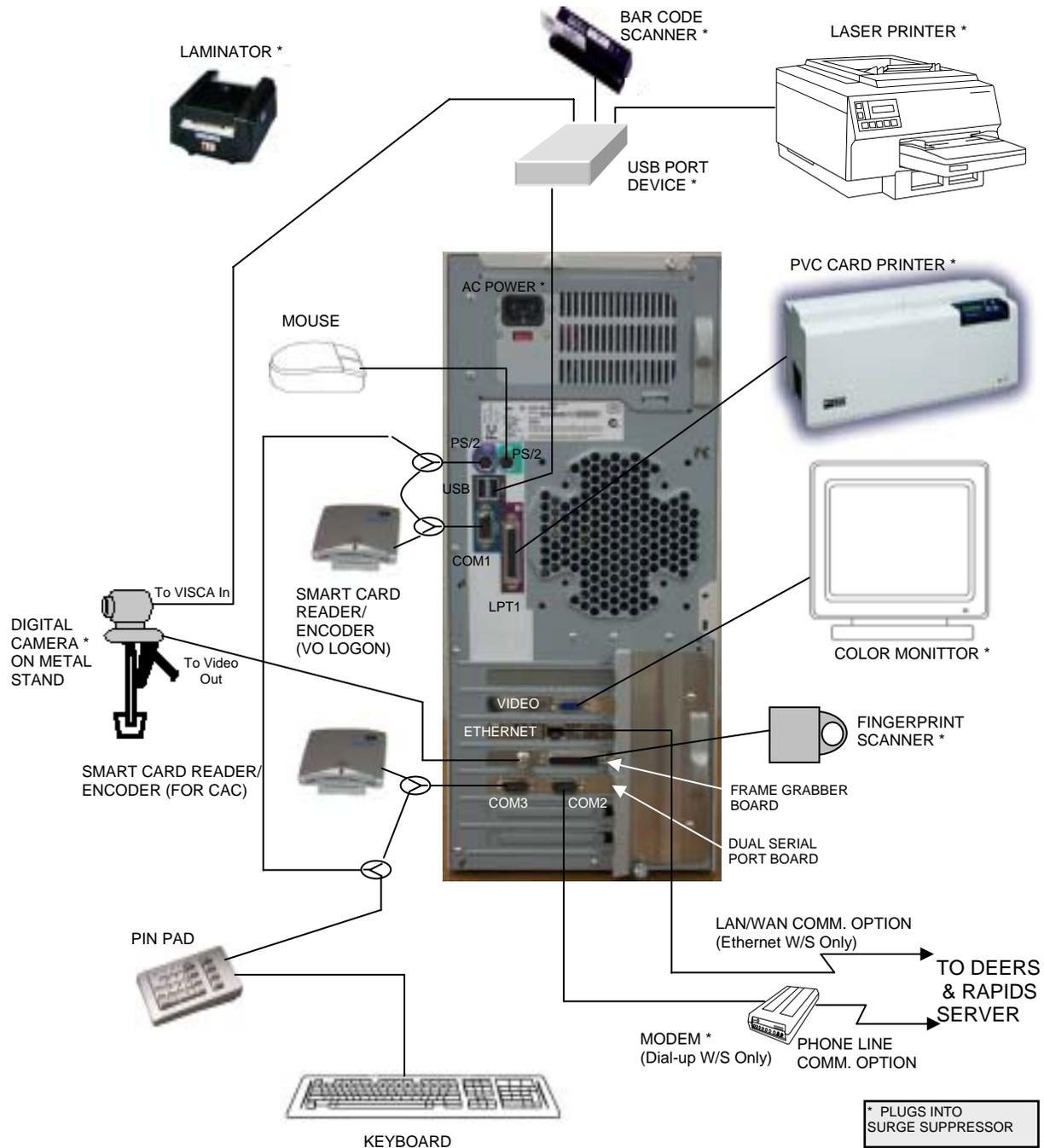


Figure 2: RAPIDS Workstation Configuration With Gateway E4600SE CPU

RAPIDS Version 6 Workstation Configuration

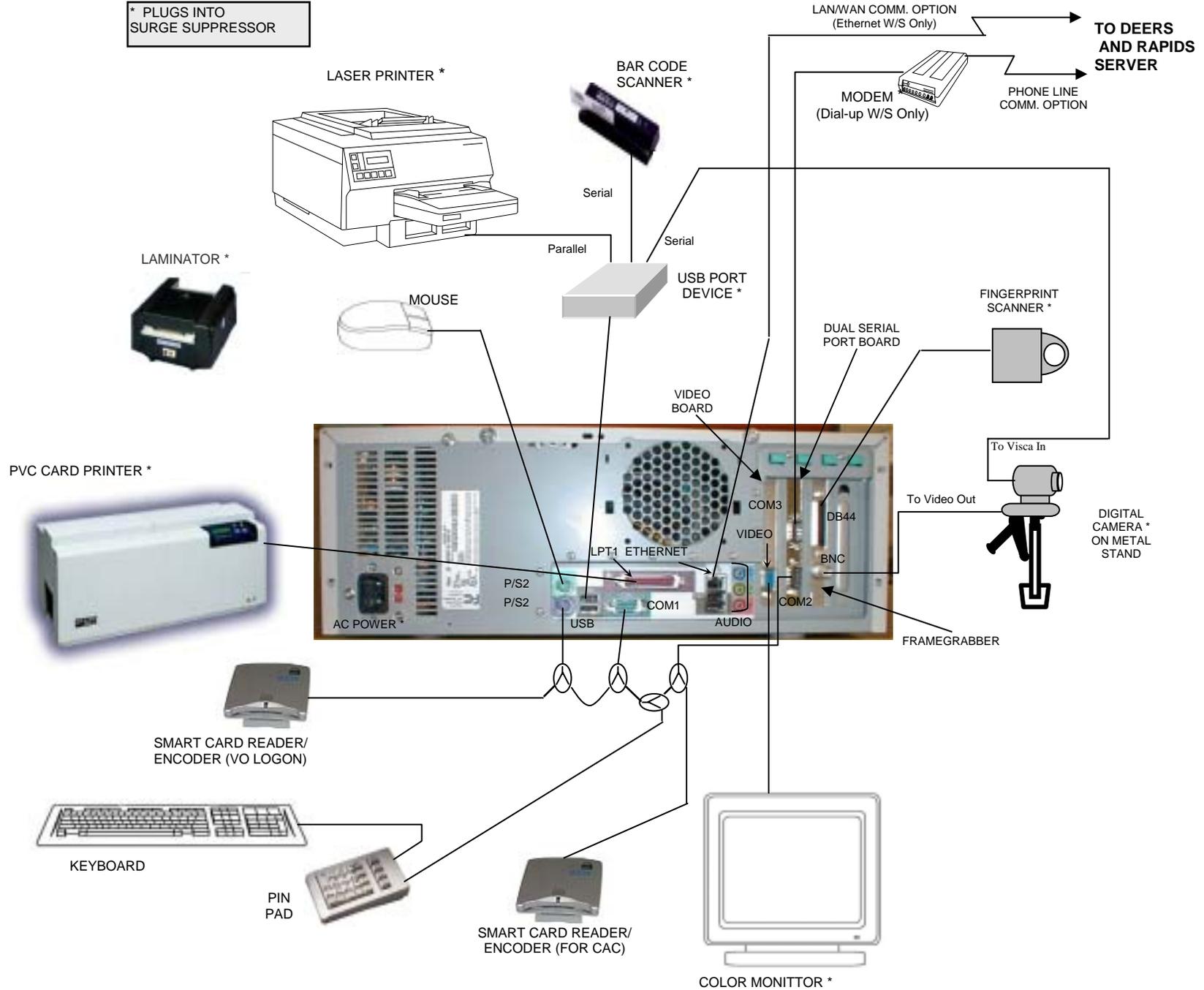


Figure 3: RAPIDS Workstation Configuration With Gateway E3600 CPU

RAPIDS Version 6 Workstation Disassembly Instructions

Step 1 - Exit RAPIDS and Shut Down Windows NT Operating System on RAPIDS Workstation

WARNING!

DO NOT attempt to reset, power off, or unplug the RAPIDS Workstation CPU without performing the system shutdown procedures described below.

NOTE:

Be sure to eject and remove any floppy disks from the floppy disk drive and any CD-ROMs from the CD-ROM drive before you power off the RAPIDS Workstation. If needed, see Figures 8, 9, 10, and 11, on pages 7-8, to see where the floppy disk and CD-ROM eject buttons are located on your model of RAPIDS Workstation.

If your RAPIDS Workstation has already been properly shut down, skip to Step 2.

If you are not currently logged in at the RAPIDS Workstation, you must press the **Ctrl+Alt+Delete** keys, simultaneously. From the dialog box that appears, click on the **Shutdown** button. From the next dialog box that appears, select "**Shutdown**" from the list and click on the **OK** button. The Workstation's Windows NT operating system will shut down properly. The screen message, "**It is Now Safe to Turn Off Your Computer**", lets you know that it is safe to turn off your computer. Remove your CAC (smart card) from the VO Logon smart card reader/encoder, if inserted.

If you are already logged in and the RAPIDS application is running, exit RAPIDS by selecting "**File**" from the menu bar and "**Exit**" from the drop down list. The communications connection with your RAPIDS Server is automatically terminated when you exit the RAPIDS application. From the Windows Taskbar click on the "**Start**" button and select "**Shut Down**" from the list. Select the button next to "**Shut down the computer?**" and click on the "**Yes**" button, as shown in Figure 4, below.

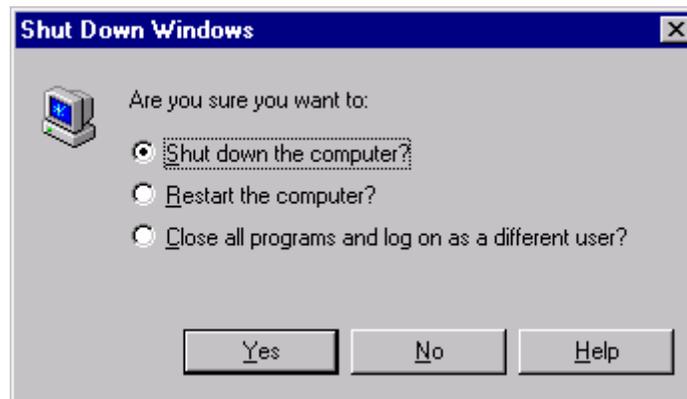


Figure 4: Windows NT Workstation Shut Down Dialog Box

The Workstation's Windows NT operating system will shut down properly. The screen message, "**It is Now Safe to Turn Off Your Computer**", lets you know that it is safe to turn off your computer. Remove your CAC (smart card) from the VO Logon smart card reader/encoder.

NOTE:

Contact the DRAC, DRSC-E or DSO-A, as appropriate, if there are questions about shutting down the RAPIDS Workstation.

Step 2 - Power Off RAPIDS Workstation and both Surge Suppressors

First, power off the entire Workstation system, by pressing the **Power Switch** on both surge suppressors to the **Off** or **0** position, if not already done. RAPIDS Workstations are fielded with several different models of surge suppressor. For sites utilizing 110V/60Hz power, RAPIDS Workstations use two 8-outlet Belkin Surge Master II Premier surge suppressors (shown in Figure 5,

RAPIDS Version 6 Workstation Disassembly Instructions

below). For sites utilizing 220V/50Hz power, the RAPIDS Workstations have two of the following Surge Suppressors: 4-outlet Tripp Lite Isobar EURO-4 (shown in Figure 6, below), 5-outlet Timonta (not shown), or 5-outlet APC E20 Surge Arrest 230V (shown in Figure 7, below) surge suppressor.

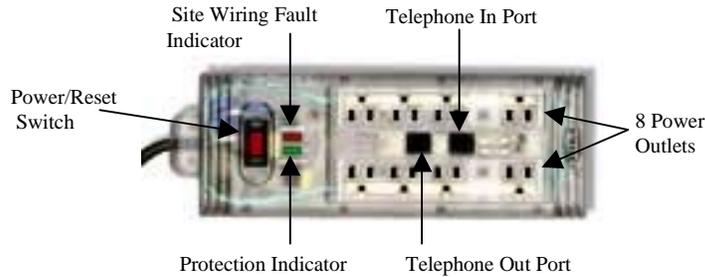


Figure 5: Belkin 8-Outlet Surge Suppressor for 110V/60Hz Workstations

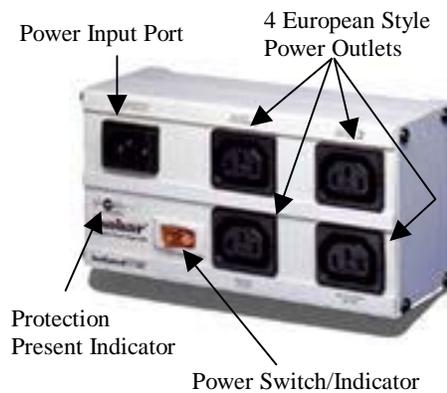


Figure 6: ISOBAR 4-Outlet Surge Suppressor for 220V/50Hz Workstations



Figure 7: APC 5-Outlet Surge Suppressor for 220V/50Hz Workstations

Next, power off the RAPIDS Workstation, by pressing in on the **Power Button** on the front of the CPU, twice for Dell models and once for Gateway model. Find your Workstation model on the sticker located on the front of the Workstation CPU. Figures 8, 9, 10, and 11 on the next two pages, show where the **Power Button** is located on each model of RAPIDS Workstation CPU. Finally, unplug the RAPIDS Workstation CPU's **Power Plug** from the surge suppressor.

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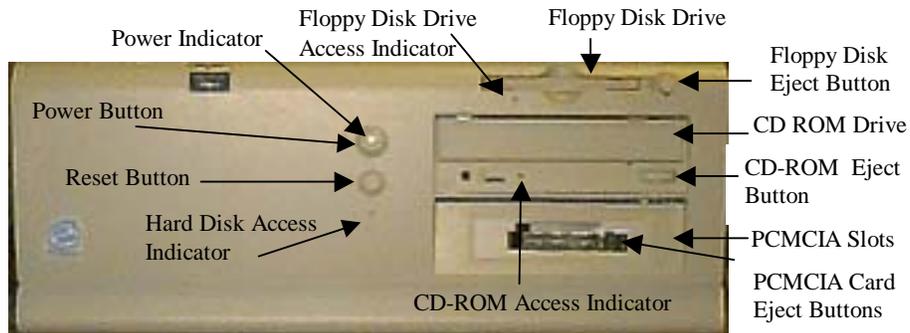


Figure 8: Dell OptiPlex GX1 Workstation CPU

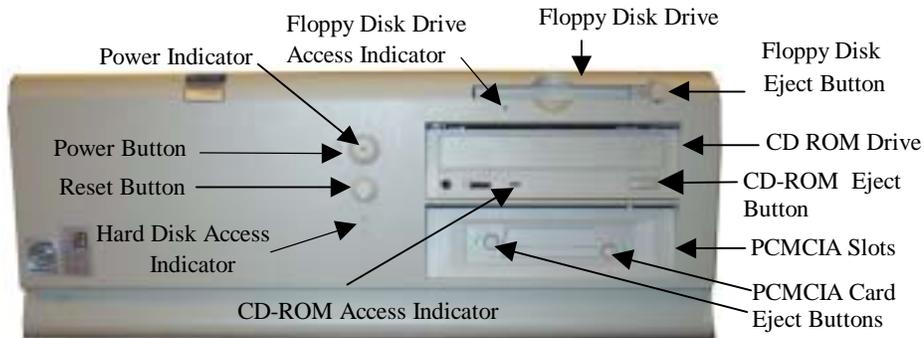


Figure 9: Dell OptiPlex GX110 and GX200 Workstation CPU

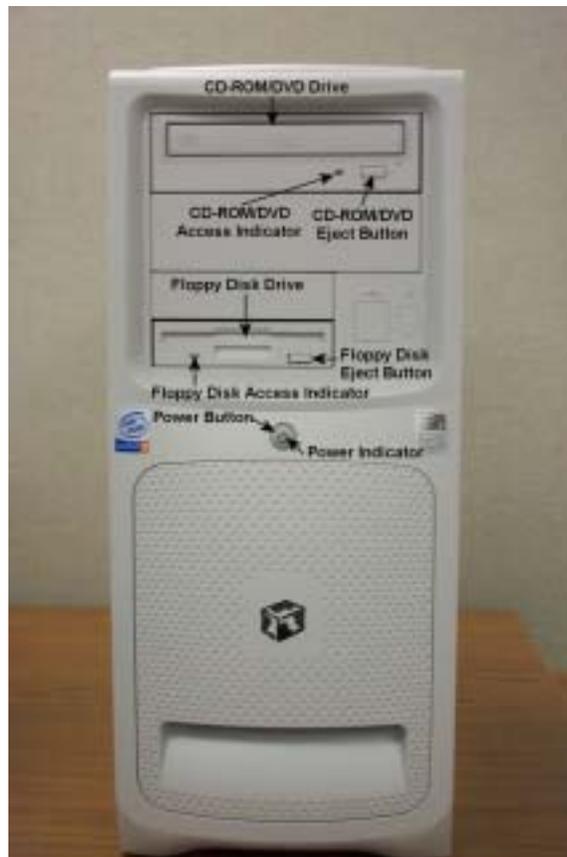


Figure 10: Gateway E4600SE Workstation CPU

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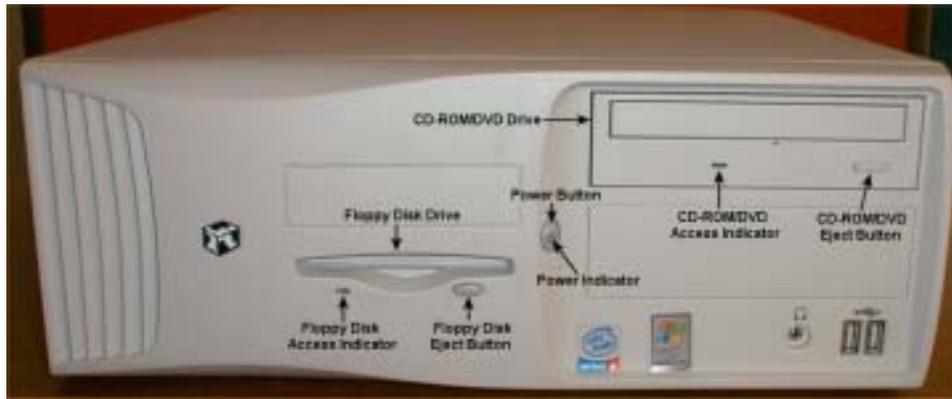


Figure 11: Gateway E3600 Workstation CPU

Step 3 - Unplug all Surge Suppressors

Unplug the **Power Plugs** for all surge suppressors from the power outlets they are plugged into.

Step 4 - Power Off, Unplug, and Disconnect Digital Camera from RAPIDS Workstation and USB Port Device

Power off the digital camera by pressing the **Power On/Off Switch**, located on the back panel of the digital camera (shown in Figure 12, below) to the **Off** position. Then unplug the digital camera's **Power Plug** from the surge suppressor.

NOTE:

You may want to label the cables that must be disconnected for future reference when re-installing at the new location.

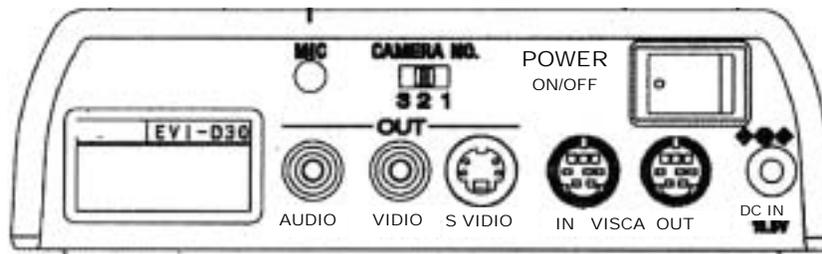


Figure 12: Back of Digital Camera

To disconnect the **Serial Pan-and-Tilt Control** cable from **Serial Output Port 1** on the back of the USB port device (see Figure 32, on page 22) use a small flat-tipped screwdriver to loosen the two screws on each side of the connector, by turning them counter-clockwise.

CAUTION!

If the cable does not pull off easily, you have not completely unscrewed the two screws that secure the cable.

There are two versions of Matrox framegrabber boards installed in RAPIDS Workstations to interface with the digital camera, the Meteor PPB and the Meteor II. Figure 1, on page 2, shows the Meteor PPB framegrabber board installed in the Workstation CPU with an **RCA** port. Figures 2 and 3, on pages 3 and 4, show the Meteor II framegrabber board, which has a **BNC** port instead. For the Meteor PPB board, disconnect the **Video Output** cable from the **RCA** port on the back of the RAPIDS Workstation, by gently pulling straight out while holding the cables by their connectors as close to the attached end as possible. For the Meteor II board, disconnect the **Video Output** cable from the **BNC** port on the back of the RAPIDS Workstation, by gently pulling straight out while

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twisting the connector counter-clockwise about a half-turn and keep the **BNC-to-RCA** adapter connected to the **Video Output** cable.

If the digital camera will not be boxed and shipped to its new location, do not disconnect the three cables from the digital camera.

If the RAPIDS Workstation system will be boxed and shipped to its new location, then you must remove the three cables from the back of the digital camera before packing it. The **Video Output**, **Serial Pan-and-Tilt Control** and **Power** cables can all be removed from the digital camera by gently pulling straight out while holding the cables by their connectors as close to the attached end as possible.

Step 5 - If Packing Equipment in Box, Remove Digital Camera from Metal Stand

If the digital camera will not be boxed and shipped to its new location, keep it attached to the metal stand.

If the RAPIDS Workstation system will be boxed and shipped to its new location, then you must remove the digital camera from its metal stand.

To remove the digital camera from the metal stand refer to Figure 13, below, and locate the **Camera Mounting Spin-up Screw**, which secures the digital camera to the metal stand. While holding the digital camera still by its base (lower half), turn the **Camera Mounting Spin-up Screw** counter-clockwise until the digital camera can be lifted off of the metal stand.

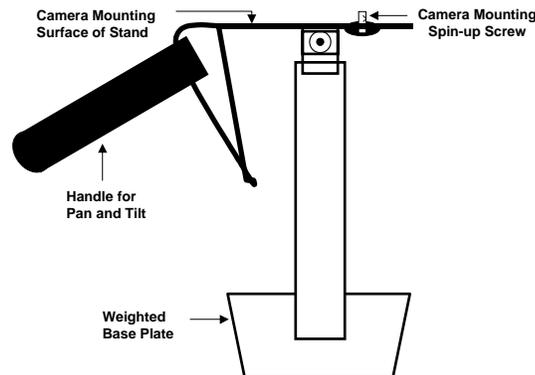


Figure 13: Metal Stand for Digital Camera

Step 6 - Power Off, Unplug, and Disconnect the Fingerprint Scanner from RAPIDS Workstation

There are two models of fingerprint scanner: Identicator DFR-90 (Figure 14 on the next page) and Crossmatch Verifier 300 (Figure 16 on page 11). If your model is the Identicator DFR-90, power off the fingerprint scanner by switching the **Power Switch**, located on the back of the fingerprint scanner to the **Off** position, as shown in Figure 15, on the next page. For all models, unplug the fingerprint scanner's **Power Plug** from the surge suppressor.

NOTE:

You may want to label the cables that must be disconnected for future reference when re-installing at the new location.

To disconnect the fingerprint scanner from the RAPIDS Workstation locate the cable from the fingerprint scanner to the framegrabber board at the back of the Workstation CPU (see Figure 1 for

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Dell models on page 2, Figure 2 for Gateway E4600SE model on page 3, of Figure 3 for Gateway E3600 model on page 4). There are two models of framegrabber board: the Matrox Meteor PPB (see Figure 1 on page 2) and the Matrox Meteor II (see Figures 2 and 3 on pages 3 and 4), each having a different size connector and cable configuration for the fingerprint scanner, as shown in Figures 14 and 16, on the next two pages. For the Meteor PPB framegrabber board, disconnect the fingerprint scanner's **Video** cable from the **DB9** port using a small flat-tipped screwdriver to loosen the two screws on each side of the connector, by turning them counter-clockwise. For the Meteor II framegrabber board, disconnect the fingerprint scanner's **Video** cable from the **DB44** port by turning the two round thumb-screw posts, that secure the cable, counter-clockwise to loosen. Then remove the **Video** cable from the framegrabber board by gently pulling straight out while holding the cable by its connector as close to the attached end as possible. This will keep from breaking any wires inside the cables.

CAUTION!

If cable does not pull off easily, you have not completely unscrewed the two screws/screw posts that secure it.

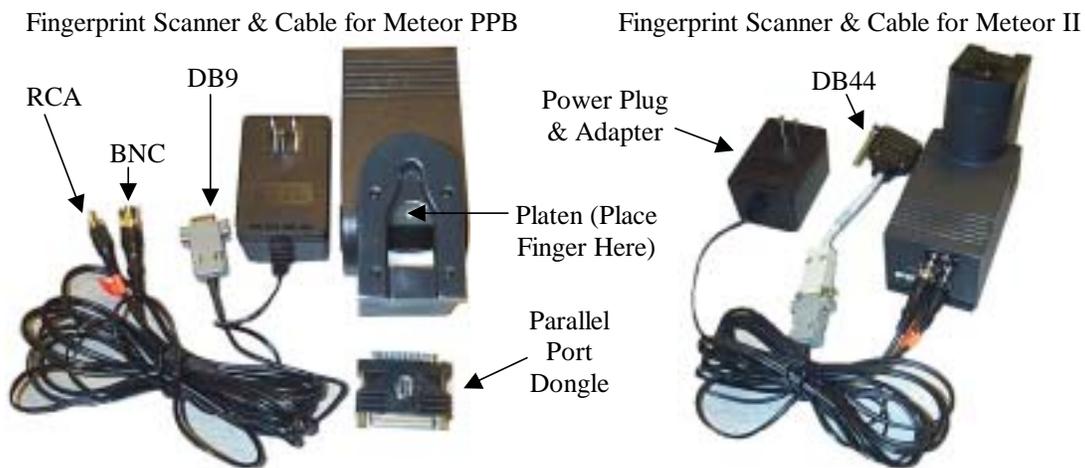


Figure 14: Identicator DFR-90 Fingerprint Scanner, Dongle, & Cables

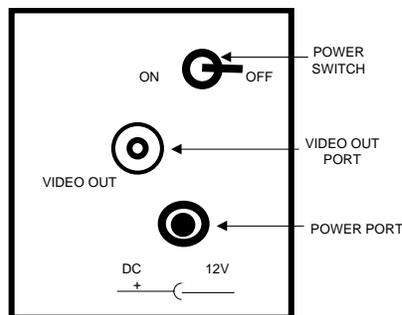
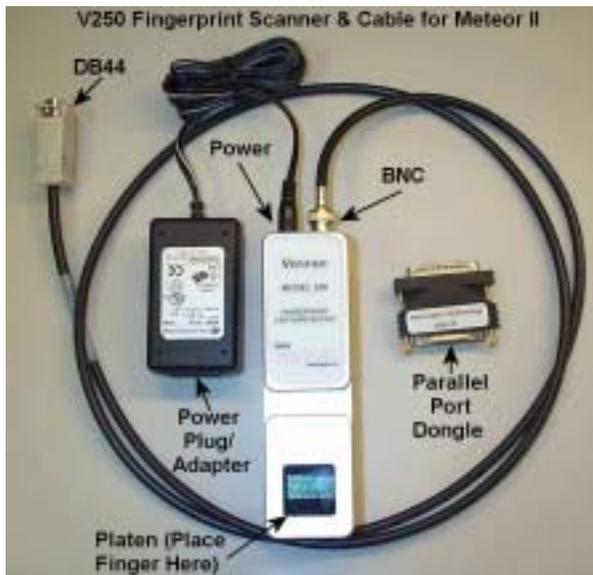


Figure 15: Back View of Identicator DFR-90 Fingerprint Scanner

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V300 Fingerprint Scanner
Capturing Fingerprint



Figure 16: Crossmatch Verifier 300 With Dongle & Cables and Capturing a Fingerprint

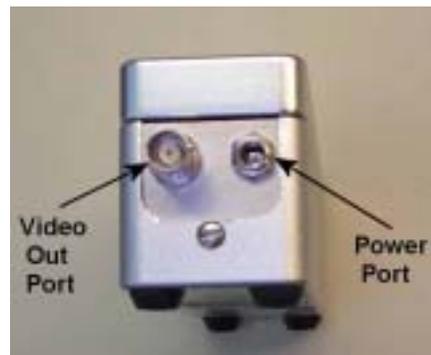


Figure 17: Back View of Crossmatch Verifier 300 Fingerprint Scanner

If the fingerprint scanner will not be boxed and shipped to its new location, do not disconnect the two cables from the back of the fingerprint scanner.

If the RAPIDS Workstation system will be boxed and shipped to its new location, then you must remove the two cables from the back of the fingerprint scanner before packing it. The **Power** cable connector can be disconnected from the **Power** port on the back of the fingerprint scanner (shown in Figure 15 on the previous page for Identicator model and Figure 17 above for Crossmatch model) by gently pulling straight out while holding the cables by their connectors as close to the attached end as possible. The **Video** cable connector can be disconnected from the **Video Out** port on the back of the fingerprint scanner (shown in Figure 15, on the previous page for Identicator model and Figure 17 for Crossmatch model, above) by gently pulling straight out while twisting the connector counter-clockwise about a half-turn.

The **Parallel Port Dongle** (shown in Figures 14 and 16, on the previous page) is connected between the **LPT1** port on the back of the Workstation CPU and the PVC card printer's **Parallel Data** cable. It should be left connected to the PVC card printer's **Parallel Data** cable.

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Step 7 - Power Off, Unplug, and Disconnect Laser Printer from USB Port Device. If Packing Equipment in Box, Remove Toner Cartridge, then Place in Plastic Bag.

Power off the Laser Printer using the **Power Switch** located on the Laser Printer as shown in Figures 18 through 22, on the next two pages, based on your make and model. The Laser Printer make and model is shown on the front of the Laser Printer. The **Power Button** for the HP 6Pxi is not shown in the figure, but is located on the right side panel (shown open in Figure 18, on the next page). To power the HP 6Pxi printer off, depress the **Power Button** and it should pop out to become flush with the side of the Laser Printer when it is in the **Off** position. For the other Laser Printers, just press the **Power Switch** to the **Off** or ⏻ position. Unplug the laser printer's **Power Plug** from the surge suppressor.

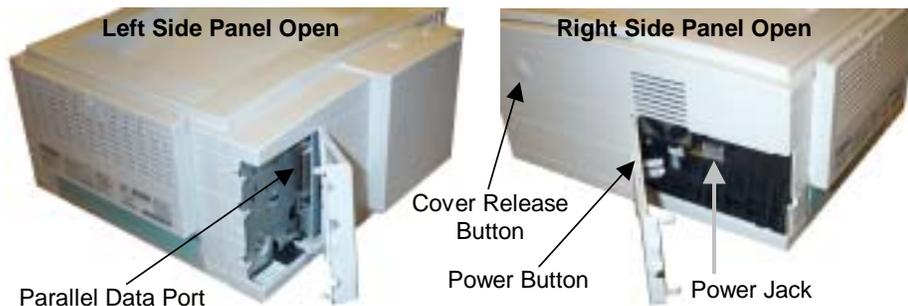


Figure 18: HP LaserJet 6Pxi Laser Printer's Cable Connections

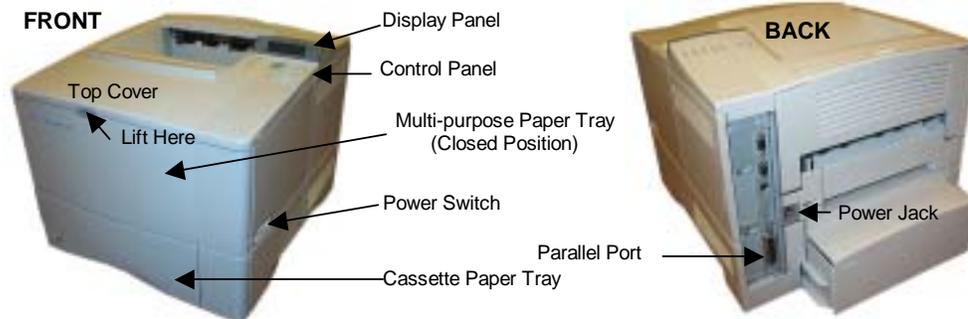


Figure 19: HP LaserJet 4000/4050/4100 Laser Printer's Cable Connections

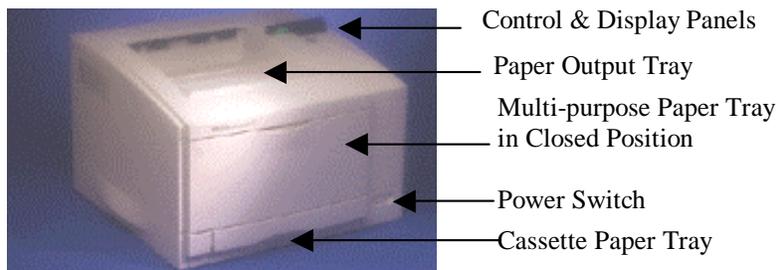


Figure 20: HP LaserJet 5 Printer (Shown Without Duplex Unit)

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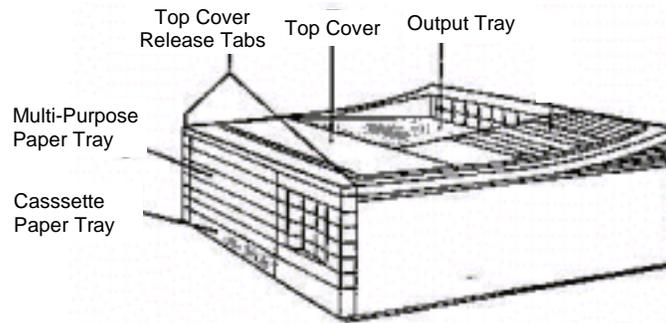


Figure 21: HP LaserJet 4/4 Plus Printer (Shown Without Duplex Unit)

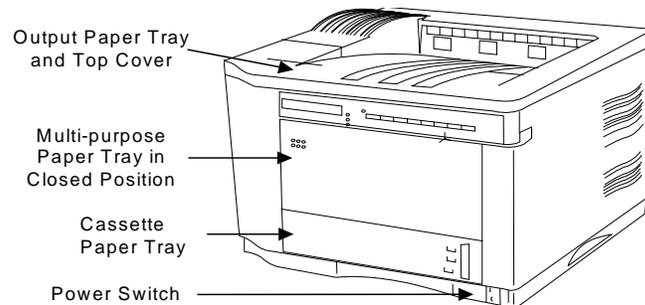


Figure 22: Brother HL-960/1260 Laser Printer (Shown Without Duplex Unit)

NOTE:

You may want to label the cables that must be disconnected for future reference when re-installing at the new location.

Disconnect the **Parallel Data** cable from **Parallel Port** on the back of the USB port device (see Figure 32, on page 22) by turning the two round thumb-screw posts, that secure the cable, counter-clockwise to loosen. Then remove the **Parallel Data** cable by gently pulling straight out while holding the cable by its connector as close to the attached end as possible. This will keep from breaking any wires inside the cable.

CAUTION!

If cable does not pull off easily, you have not completely unscrewed the two screw posts that secure it.

If the laser printer will not be boxed and shipped to its new location, do not disconnect the cables from the laser printer.

If the RAPIDS Workstation system will be boxed and shipped to its new location, then you must remove the cables and toner cartridge from the laser printer.

To remove the **Parallel Data** cable from the HP 6Pxi laser printer, you need to first open the **Left Side Panel** at the back of the printer, by grasping the back edge and pulling it out to the side (see Figure 18 on the previous page). For all printers, the **Parallel Data** cable can be removed from the back of the printer by pulling up on the two metal clips on each end of the connector to release them and then gently pulling straight out while holding the cable by its connector as close to the attached end as possible. To remove the **Power** cord from the HP 6Pxi laser printer, you need to open the **Right Side Panel** at the back of the printer, by grasping the back edge and pulling it out to the side (see Figure 18 on the previous page). For all printers, the **Power** cord can all be removed by gently pulling straight out while holding the cord by its connector as close to the attached end as possible.

To remove the **Toner Cartridge** from the HP 6Pxi laser printer, you need to first press the **Cover Release Button** to open the **Top Cover** (see Figure 18 on the previous page). To remove the **Toner Cartridge** from the HP 4 laser printer, you need to first press the **Cover Release Tabs** on

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each side of the **Top Cover** to open it (see Figure 21, on the previous page). For the other laser printers just pull up on the **Top Cover** to open it (see Figures 19 and 20, on the previous page and Figure 22, above). Remove the **Toner Cartridge** from the printer and place it in plastic bag that can be sealed shut. Close the laser printer's **Top Cover**.

WARNINGS!

Avoid reaching too far into the printer. The adjacent fusing area might be hot!
To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.
If toner gets on your clothing, wipe off with a dry cloth and wash clothing in cold water.
Hot water sets toner into fabric!

All RAPIDS High-Volume sites will also have a **Duplex Unit** attached to their laser printer, as shown in Figure 23, on the next page. The **Duplex Unit** is not secured to the laser printer and must be removed before attempting to move/transport the laser printer. Refer to instructions provided in the manual that came with the **Duplex Unit**.

WARNING!

Sites with duplex (2-sided) laser printers **must** remove the **Duplex Unit** from the laser printer before moving it to prevent damage from dropping or having the two separate during the move. These two parts are not secured together at all and can weigh as much as 60 pounds together.

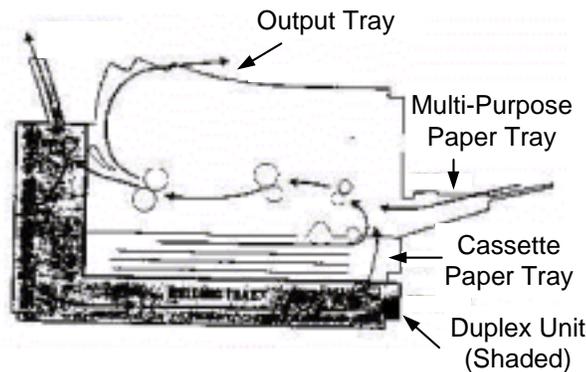


Figure 23: HP LaserJet 4 Plus Printer With Duplex Unit

Step 8 - Power Off, Unplug, and Disconnect PVC Card Printer from RAPIDS Workstation. If Shipping Equipment, Remove Printer Ribbon, Cardstock, and Laminate Rolls, then Place in Plastic Bags.

The PVC card printer is shown from the front and back in Figure 24, below. Power off the PVC card printer by pressing the **On/Cancel** button located on the front panel area of PVC card printer. Unplug the laser printer's **Power Plug** from the surge suppressor.

NOTE:

You may want to label the cables that must be disconnected for future reference when re-installing at the new location.

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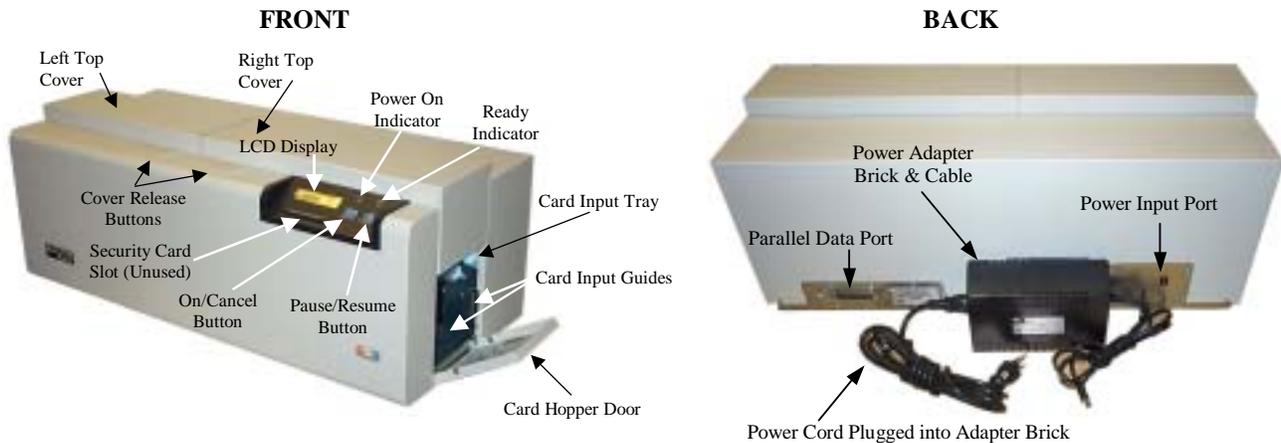


Figure 24: Front and Back of Fargo Pro L PVC Card Printer

Disconnect the **Parallel Data** cable from **LPT1 Port** on the back of the RAPIDS Workstation CPU (see Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 model) by turning the two round thumb-screw posts, that secure the cable, counter-clockwise to loosen. Then remove the **Parallel Data** cable by gently pulling straight out while holding the cable by its connector as close to the attached end as possible. This will keep from breaking any wires inside the cable.

CAUTION!

If cable does not pull off easily, you have not completely unscrewed the two screw posts that secure it.

If the PVC card printer will not be boxed and shipped to its new location, do not disconnect the cables or remove the color ribbon, laminate rolls, and cardstock from the PVC card printer.

If the RAPIDS Workstation system will be boxed and shipped to its new location, then you must remove the cables, color ribbon, laminate rolls, and cardstock from the PVC card printer.

The **Power** cord with the adapter brick can all be removed by gently pulling straight out while holding the cord by its connector as close to the attached end as possible. The **Parallel Data** cable can be removed from the back of the PVC card printer by pulling up on the two metal clips on each end of the connector to release them and then gently pulling straight out while holding the cable by its connector as close to the attached end as possible.

CAUTION!

The **Parallel Port Dongle** (shown in Figures 14 and 16 on pages 10 and 11), used by the fingerprint scanner, is also attached to the LPT1 port between the Workstation CPU and the PVC card printer's Parallel Data cable. The **Parallel Port Dongle** should be pulled off with and kept attached to the PVC card printer's Parallel Data cable.

DO NOT lose the **Parallel Port Dongle**, because the fingerprint scanner will not work without it!

To remove the **Color Ribbon** and **Laminate Rolls** from the PVC card printer, you need to first press the two **Cover Release Buttons** and pull up on the two **Top Covers** (see Figure 24, on the previous page) to open them. To remove the printer ribbon and laminate rolls, follow the instructions and figures in Section 4 of the Fargo Pro/Pro-L Card Printer User's Manual that came with your printer. Place the **Color Ribbon** and **Laminate Rolls** in a plastic bag that can be sealed shut. Close the PVC card printer's **Top Covers**.

WARNING!

The printer's lamination roller can reach temperatures exceeding 350 °F. Use extreme caution when installing printer ribbon and/or laminate roll. Never touch the lamination shield or lamination roller unless the printer's power has been turned off for at least 20-30 minutes!

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To remove the cardstock from the PVC card printer, open the **Card Hopper Door** located on the right-hand side of the printer's exterior by grasping the top of the door and pulling down. Allow the door to swing completely open. Remove the stack of cards from the **Card Input Tray**.

CAUTION!

DO NOT touch the area of the card where you intend to print, hold the stack of cards only by their edges. Oil or dirt from your hands impairs print quality.

Step 9 - Unplug and Disconnect Bar Code Scanner/Decoder from USB Port Device

The Welch Allyn and Metrologic bar code scanners/decoders are shown in Figures 25 and 26, respectively, on the next page. Several models of Symbol laser and toaster scanners/decoders (not shown) are disconnected similar to these two models. Unplug the bar code scanner/decoder's **Power Plug** from the surge suppressor. Disconnect the **Data** cable from **Serial Output Port 2** on the back of the USB port device (see Figure 32, on page 22) by using a small flat-tipped screwdriver to loosen the two screws on each side of the connector, by turning them counter-clockwise. Then remove the **Data** cable by gently pulling straight out while holding the cable by its connector as close to the attached end as possible. This will keep from breaking any wires inside the cables.

CAUTION!

If the cable does not pull off easily, you have not completely unscrewed the two screws that secure the cable.



Figure 25: Welch Allyn Bar Code Slot Scanner/Decoder



Figure 26: Metrologic Bar Code Scanner/Decoder

RAPIDS Version 6 Workstation Disassembly Instructions

If the RAPIDS Workstation system will be boxed and shipped to its new location, then you must remove the cables that are removable from the bar code scanner/decoder.

NOTE:

You cannot disconnect the combination **Power/Data Cable** from the Welch Allyn or Symbol 6000 bar code scanners/decoders.

For the Welch Allyn bar code scanner/decoder, disconnect the **AC Power** cord and brick from the bar code scanner/decoder's special cable, as shown in Figure 25, above. For the Metrologic bar code scanner/decoder, insert a paperclip or tip of a pen into the **Pin-hole for Cable Release**, as shown in Figure 26, above, to release the cable, then disconnect the combination **Data/Power** cable from the bar code scanner/decoder. For the Symbol 6000 laser bar code scanners/decoders, disconnect the **Data** and **Power** cables from the decoder unit. For the Symbol 6000 gun-style bar code scanner/decoder only, disconnect the special **Data/Power** cable from between the scanner and decoder units. For the Symbol 620 toaster and Symbol 6808 hands-free laser scanner/decoder, disconnect the **Data** and **Power** cables from the scanner/decoder.

Step 10 - Disconnect both Smart Card Readers/Encoders from RAPIDS Workstation

The smart card reader/encoder is shown in Figure 27, on the next page.

NOTE:

Since a lot of pieces are tied together with the smart card readers/encoders, you'll want to label the cables that must be disconnected for future reference when re-installing at the new location.

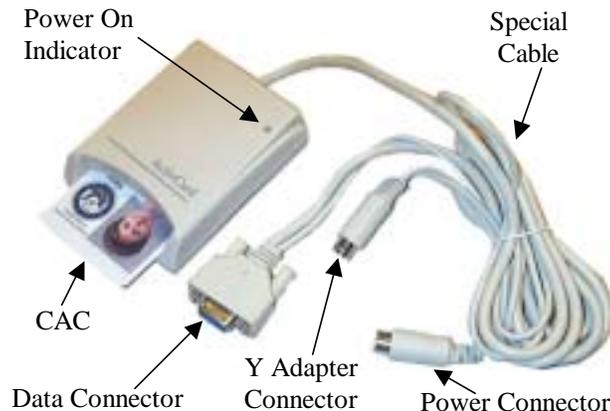


Figure 27: ActivCard Smart Card Reader/Encoder and Special Cable

Disconnect the **Data** connector end of the special cables (see Figure 27, above) from each smart card reader/encoder from the **COM1** and **COM2** ports at the back of the RAPIDS Workstation CPU (see Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 CPU model), by turning the two round thumb-screw posts, that secure the cable, counter-clockwise to loosen. Then remove these two cables and the **Power** connector (see Figure 27, above) that is connected to the bottom **PS/2** port at the back of the RAPIDS Workstation CPU (see Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 CPU model), by gently pulling straight out while holding the cables by their connectors as close to the attached end as possible. This will keep from breaking any wires inside the cable.

CAUTION!

If cable does not pull off easily, you have not completely unscrewed the two screw posts that secure it.

RAPIDS Version 6 Workstation Disassembly Instructions

If the RAPIDS Workstation system will not be boxed and shipped to its new location, do not disconnect the smart card readers/encoders from each other or disconnect the PIN pad and keyboard.

If the RAPIDS Workstation system will be boxed and shipped to its new location, then you must disconnect the smart card readers/encoders from each other and disconnect the PIN pad and keyboard. Disconnect the two smart card readers/encoders' special cables from each other. For the second smart card reader/encoder (labeled "Customer Smart Card Reader/Writer"), disconnect the PIN pad and keyboard from the special cable.

Step 11 - If packing equipment in box, disconnect Keyboard from PIN Pad and PIN Pad from Smart Card Reader/Encoder Cable

If the RAPIDS Workstation system will not be boxed and shipped to its new location, do not disconnect the PIN pad and keyboard from the smart card readers/encoders.

If the RAPIDS Workstation system will be boxed and shipped to its new location, then you must disconnect the PIN pad (see Figure 28, on the next page) and keyboard from the smart card readers/encoders. From the second smart card reader/encoder (labeled "Customer Smart Card Reader/Writer"), disconnect the PIN pad and keyboard from the special cable. Then disconnect the keyboard from the back of the Pin pad.

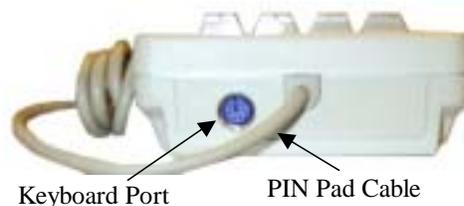


Figure 28: Back of Cherry PIN Pad Keypad

Step 12 - Power Off and Unplug Laminator

Power off the laminator by pressing the **Power Switch**, located on the front of the laminator, to the **Off** position, as shown in Figure 29, below. This rocker switch has three positions; the **Off** position is the center position for the **Power Switch**. Then unplug the laminator's **Power Plug** from the surge suppressor. You cannot disconnect the **Power Cable** from the laminator.

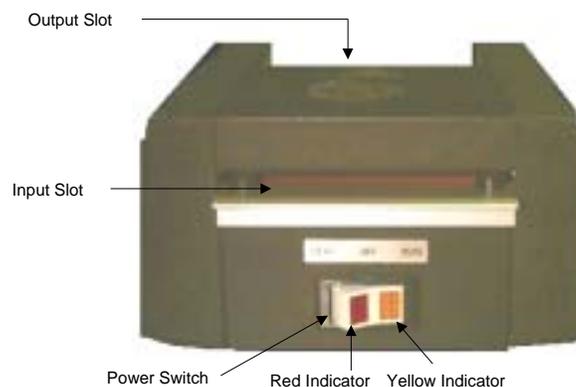


Figure 29: Laminator Front and Top View

RAPIDS Version 6 Workstation Disassembly Instructions

Step 13 - Disconnect Mouse from RAPIDS Workstation

To disconnect the mouse from the RAPIDS Workstation, refer to see Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 CPU model. Locate where the cable from the mouse is connected at the back of the Workstation CPU. Disconnect the **Mouse Cable** from the top **PS/2 Port**, by gently pulling straight out while holding the cable by the connector as close to the attached end as possible. This will keep from breaking any wires inside the cables. You cannot disconnect the cable from the mouse.

Step 14 - Power Off, Unplug, and Disconnect the Color Monitor from the RAPIDS Workstation

Power off the color monitor by pressing the **Power Switch**, located on the front of the color monitor in the lower right hand corner, as shown in Figure 30, below. All models of color monitor are similar to the Samsung model shown and have a push button switch, except the Desktop Displays color monitor has a toggle switch for the **Power Switch**. Unplug the color monitor's **Power Plug** from the surge suppressor.

To disconnect the color monitor from the RAPIDS Workstation, refer to see Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 CPU model. Locate where the cable from the color monitor attaches at the back of the Workstation CPU. Disconnect the **Video Cable** from the **Video Port** at the back of the Workstation CPU, by turning the two round thumb-screw posts, that secure the cable, counter-clockwise to loosen. To remove the cable, gently pulling straight out while holding the cable by its connector as close to the attached end as possible. This will keep from breaking any wires inside the cable.

CAUTION!

If the cable does not pull off easily, you have not completely unscrewed the two screw posts that secure the it.

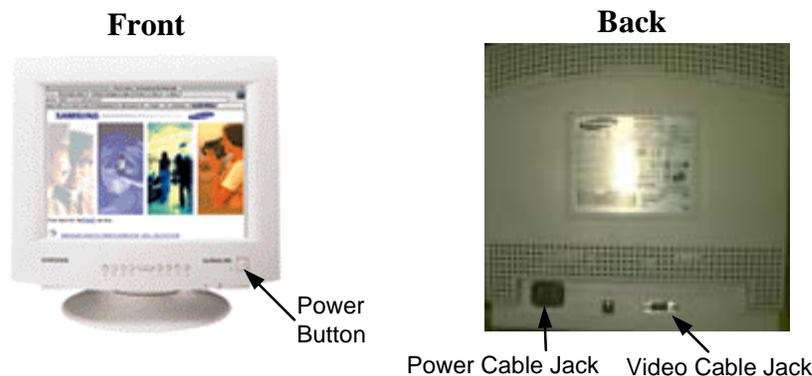


Figure 30: Samsung Color Monitor Front and Back Views

If the color monitor will not be boxed and shipped to its new location, do not disconnect the cables from the color monitor.

NOTE:

You may want to label the cables that must be disconnected for future reference when re-installing at the new location.

If the RAPIDS Workstation system will be boxed and shipped to its new location, then you must remove the cables that can be removed from the color monitor. For all color monitors, the **Power**

RAPIDS Version 6 Workstation Disassembly Instructions

Cable can be removed by gently pulling straight out while holding the cable by its connector as close to the attached end as possible. For the Samsung monitors only, remove the **Video Cable**.

NOTE:

The **Video Cable** cannot be removed from the Liberty Desktop Display, Dell, or Samtron color monitors.

For the Samsung color monitors, the **Video Cable** can be removed by turning the two round thumb-screw posts, that secure the cable, counter-clockwise to loosen and gently pulling straight out while holding the cable by its connector as close to the attached end as possible.

Step 15 - If Dial-up Remote Site, Power Off, Unplug, and Disconnect Modem from RAPIDS Workstation and Telephone Jack

If you use an Ethernet LAN connection or a cable to the Ethernet switch (workstation is within 300 feet of RAPIDS Server) to communicate with your RAPIDS Server then skip to Step 16, below.

If you use a dial-up line and modem to communicate with your RAPIDS Server, then you will have an optional US Robotics modem, shown in Figure 31, below.

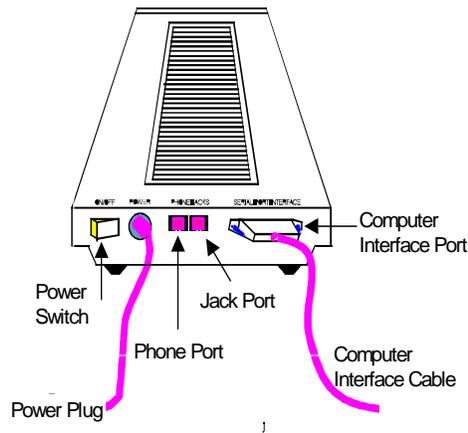


Figure 31: Rear Panel View of Optional RAPIDS Modem

Power off the modem by pressing the **Power Switch**, located on the back of the modem, as shown in Figure 31, above, to the **Off** position. Then unplug the modem's **Power Plug** from the surge suppressor.

NOTE:

You may want to label the cables that must be disconnected for future reference when re-installing at the new location.

Disconnect the **Telephone Cable** from the wall outlet, by gently squeezing in on the tab located on one side of the connector while pulling gently straight out on the connector. To disconnect the modem from the RAPIDS Workstation, refer to see Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 CPU model, to locate the cable from the modem to the Workstation's CPU and where it is connected to the **Serial Port Board** at the back of the Workstation CPU. Disconnect the **Serial Cable** from the **COM3 Port** by using a small flat-tipped screwdriver to loosen the two screws on each side of the connector and by turning them counter-clockwise. Then remove the **Serial Cable** by gently pulling straight out while holding the cable by its connector as close to the attached end as possible. This will keep from breaking any wires inside the cable.

RAPIDS Version 6 Workstation Disassembly Instructions

CAUTION!

If the cable does not pull off easily, you have not completely unscrewed the two screws that secure the cable.

If the modem will not be boxed and shipped to its new location, do not disconnect the cables from the back of the modem.

If the RAPIDS Workstation system will be boxed and shipped to its new location, then you must remove the cables from the modem. The **Serial Cable** can be removed by using a small flat-tipped screwdriver to loosen the two screws on each side of the connector, by turning them counter-clockwise. Then remove the **Serial Cable** by gently pulling straight out while holding the cable by its connector as close to the attached end as possible. The **Power Cable** can all be removed by gently pulling straight out while holding the cable by its connector as close to the attached end as possible.

If your **Telephone Cable** goes through the surge suppressor for protection, then one **Telephone Cable** will go from the wall outlet to the surge suppressor's **Telephone In Port**. A second **Telephone Cable** will run from the surge suppressor's **Telephone Out Port** to the modem. If this is the case then disconnect both of these cables from the surge suppressor and wall outlet by gently squeezing in on the tabs located on one side of the connectors while pulling gently straight out on the connectors. Do not disconnect the cable from the modem, unless the RAPIDS Workstation system will be boxed and shipped to its new location.

If the RAPIDS Workstation system will be boxed and shipped to its new location, then remove the **Telephone Cable** from the modem by gently squeezing in on the tab located on one side of the connector while pulling gently straight out on the connector.

Skip to Step 17, below.

Step 16 - Disconnect RAPIDS Workstation from Base Ethernet Jack or Ethernet Switch

If you do not use a base Ethernet LAN connection or a cable and Ethernet switch (workstation is within 300 feet of RAPIDS Server) to communicate with your RAPIDS Server, then skip to Step 17, below.

If you use a base Ethernet LAN connection or a cable and Ethernet switch (workstation is within 300 feet of RAPIDS Server) to communicate with your RAPIDS Server, then you will have a **LAN Cable** from the base LAN wall jack to the RAPIDS Workstation CPU. Disconnect the **LAN Cable** from the wall jack, by gently squeezing in on the tab located on one side of the connector while gently pulling straight out on the connector. This will keep from breaking any wires inside the cable. Do not disconnect the **LAN Cable** from the RAPIDS Workstation CPU, unless the RAPIDS Workstation system will be boxed to be shipped/transported to its new location.

If the RAPIDS Workstation system will be boxed and shipped to its new location, then remove the **LAN Cable** from the **Ethernet Port** on the back of the RAPIDS Workstation CPU (see Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 CPU model) by gently squeezing in on the tab located on one side of the connector while pulling gently straight out on the connector.

You must ensure that your base communication personnel have established a new base Ethernet LAN drop of the same type at the new location before the move date.

If you use a cable and the Ethernet switch to communicate with your RAPIDS Server, then you will have a **LAN Cable** from the Ethernet switch to the RAPIDS Workstation CPU. Do not disconnect the **LAN Cable** from the RAPIDS Ethernet switch, if possible. Disconnect the **LAN Cable** from the **Ethernet Port** on the back of the RAPIDS Workstation CPU (see Figure 1 on page 2 for Dell CPU

RAPIDS Version 6 Workstation Disassembly Instructions

models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 CPU model) by gently squeezing in on the tab located on one side of the connector while gently pulling straight out on the connector. This will keep from breaking any wires inside the cable. You must ensure that your base communication personnel move the workstation end of the **LAN Cable** to the new location or install a new **LAN Cable** if needed (i.e., the current one is not long enough). If a new cable will be installed, trace the current **LAN Cable** from your Workstation to the Ethernet switch and note the port number on the Ethernet switch that your cable is attached to. After your RAPIDS Workstation is at its new location, you must make sure that the **LAN Cable** is plugged into that same port on the Ethernet switch.

CAUTION!

The length of the LAN cable from the Ethernet switch to your RAPIDS Workstation **CAN NOT** be longer than 300 feet. If the new location is farther than this, you cannot do a self-help relocation because you will need a different communication solution to connect to the RAPIDS Server.

You must ensure that your base communication personnel have rerouted the Ethernet LAN cable from your current location to the new location before the move date.

Step 17 - Unplug and disconnect USB Port Device from RAPIDS Workstation

The Inside Out Edgeport/421 USB port device provides an additional four USB ports, two serial ports, and one parallel port for connecting peripherals to the RAPIDS Workstation, as shown in Figure 32, below. Unplug the USB port device's **Power Plug** from the surge suppressor.

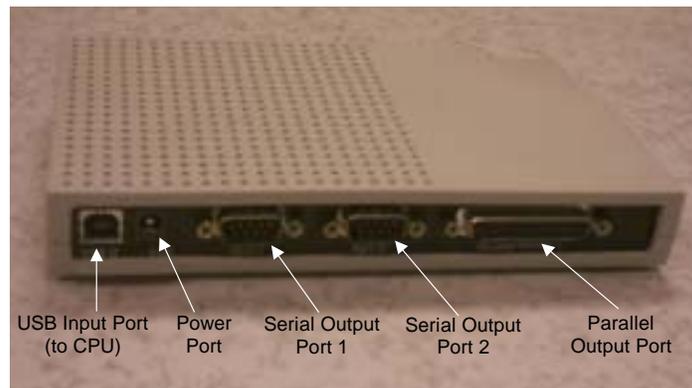


Figure 32: Inside Out Edgeport/421 USB Port Device Rear Panel

If the digital camera, bar code scanner/decoder and laser printer's cables are still connected to the back of the USB port device, then refer to Steps 4, 7, and 9, above to remove these cables.

To disconnect the USB port device from the RAPIDS Workstation, refer to see Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 CPU model, to locate where the cable from the USB port device attaches at the back of the Workstation CPU. Disconnect the **USB Cable** from the **USB Port** at the back of the Workstation CPU, by gently pulling straight out while holding the cable by its connector as close to the attached end as possible. This will keep from breaking any wires inside the cable.

If the USB port device will not be boxed and shipped to its new location, do not disconnect the power and USB cables from the back of the USB port device.

NOTE:

You may want to label the cables that must be disconnected for future reference when re-installing at the new location.

RAPIDS Version 6 Workstation Disassembly Instructions

If the RAPIDS Workstation system will be boxed and shipped to its new location, then you must remove the cables from the USB port device. Disconnect the **USB Cable** from the **USB Input Port**, located on the back of the USB port device by gently pulling straight out while holding the cable by its connector as close to the attached end as possible. Disconnect the **Power Cable** from the **Power Port**, located on the rear panel of the USB port device by gently pulling straight out while holding the cable by its connector as close to the attached end as possible.

RAPIDS Version 6 Workstation Moving/Transporting Instructions

Step 1 - Prepare the RAPIDS Workstation System Components for the Move/Transport

In preparation of moving the RAPIDS Workstation system, loosely coil up all cables that are connected to the various hardware components so that they do not drag on the ground or tangle during transport. If available, use twist ties or cable ties to secure the coils.

Step 2 - Move/Transport the RAPIDS Workstation System

If the new location is within the same room, then you can hand-carry each hardware component one piece at a time from the old location to the new location.

CAUTION!

It may take two people to move the RAPIDS Workstation CPU, Laser Printer, PVC Card Printer, and Color Monitor. If these components feel heavy to you then ask a second person to help carry these to the new location or use a wheeled cart.

If the new location is in the same building, you probably want to use a wheeled cart to move the large hardware components from the old location to the new location. The smaller items can be hand-carried or placed in a box to be hand-carried or moved on the wheeled cart.

CAUTION!

Be careful that the components are secured and balanced on the cart so that they do not fall off during transport to the new location.

If the new location is in another building or the system must be boxed and transported to the new location, you must remove all cables that can be removed from the hardware components in order to fit them in the shipping boxes properly and to keep from breaking any wires inside of the cables. If this was not done already, then refer to their figures/steps above for their location and how to remove them. Be sure to place the cables in the box with the hardware component they were connected to; so they can be easily found and reconnected after the transport.

NOTE:

You may want to label the cables that must be disconnected for future reference when re-installing at the new location.

WARNING!

If multiple items will be shipped in one box, be sure that the heavier items are placed at the bottom of the box and only lighter items are placed on top of another item with sufficient padding between them.

DO NOT forget to remove the Digital Camera from its metal stand before packing it for transport.

The packed boxes should be transported (if going across base) or shipped (if going to another base) to the new location by a certified and reliable mover or shipper to ensure that the items are not damaged during transport/shipping.

RAPIDS Version 6 Workstation Re-assembly Instructions

Step 1 - Set up the RAPIDS Workstation at the New Location

Now that you have all of the RAPIDS Workstation system components at the new location you can begin to re-assemble the system. If the RAPIDS Workstation was transported in boxes, then you will need to carefully unpack each box. Place each RAPIDS Workstation system component where you want it to be in your new work area. If the color monitor will be placed on top of the Workstation CPU, you should wait to set up the color monitor last, until after you have reconnected everything else to make it easier to access the back of the Workstation CPU. To connect all of the cables to the RAPIDS Workstation CPU, you may need to face the CPU sideways until all cables have been reconnected. Refer to Figure 1 on page 2 and Figures 8 and 9 on page 7 for Dell CPU models. Refer to Figure 2 on page 3 and Figure 10 on page 7 for Gateway E4600SE model. Refer to Figure 3 on page 4 and Figure 11 on page 8 for Gateway E3600 model. Locate where each cable needs to be reconnected to the back of the RAPIDS Workstation CPU.

HINT:

When connecting equipment back up the easy way to decide where to plug in a cable is to match the shape and look of connector on the end of the cable to the port/jack that it plugs into.

Step 2 - Plug in all Surge Suppressors

The surge suppressors should be plugged into the nearest power outlets to the RAPIDS Workstation location. All RAPIDS Workstations should have at least two surge suppressors. It is recommended that the RAPIDS Workstation have a dedicated 20 Amp circuit or equivalent that is not shared with any other electrical devices, such as other computers, printers, microwave ovens, refrigerators, and copier machines. Place the surge suppressors as close to the RAPIDS Workstation system as possible, preferably under a desk so that it is out of the way and will not be accidentally turned off while the RAPIDS Workstation system is operating.

WARNING!

Be sure that the cable from the surge suppressor to the wall outlet is not in a location or across a traffic path where it could possibly trip someone or be pulled out of the wall outlet while the RAPIDS system is operating.

To verify that you have reliable power at the outlet, press the **Power Switch** on the surge suppressor to the **On** position and make sure that the **Power Indicator** is illuminated green and that the **Site Wiring Fault Indicator** is not illuminated. If this is not the case, then power off and unplug the surge suppressor; then contact a certified electrician to resolve the problem. See Figures 5 through 7 on page 6, to locate the **Power Switch**, **Power Indicator**, and **Site Wiring Fault Indicator** on your model of surge suppressors.

WARNING!

If the power outlet is not functioning properly, **DO NOT** attempt to power on or use the RAPIDS Workstation system until the problem has been resolved and verified to be operating properly by a certified electrician.

Before continuing with the system re-assembly, press the **Power Switch** on the surge suppressor to the **Off** position.

Step 3 - Plug in and reconnect USB Port Device to RAPIDS Workstation

To connect the USB port device to the RAPIDS Workstation, refer to Figure 32 on page 22, to locate where the cable plugs into the USB port device. Refer to see Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 CPU model to located where the cable plugs into the back of the Workstation CPU. Connect the **USB Interface** cable between the top **USB** port (located on the back of the Workstation CPU) and the **USB Input** port (located on the rear panel of the USB port device), by aligning the cable's

RAPIDS Version 6 Workstation Re-assembly Instructions

connectors with the ports and gently pushing straight in while holding the cable by its connector as close to the end being attached as possible.

The USB port device's **Power Adapter/Cord** should be connected to the **Power Input** jack, located on the rear panel of the USB port device and plugged into one of the Workstation's surge suppressors, so that it is turned **On** and **Off** at the surge suppressor.

Step 4 - If Removed From Stand, Remount Digital Camera on Metal Stand

If the digital camera was removed from its metal stand for transport/shipping to the new location, then you need to reattach the digital camera to the stand. If not, then skip to Step 5, below.

Place the digital camera on top of the metal stand with the threaded hole on the bottom of the digital camera aligned with the **Camera Mounting Spin-up Screw** on the top surface of the metal stand, as shown in Figure 13 on page 9. Holding the camera by its base (bottom half), align the front of the digital camera on the mounting surface of the stand so that it is facing in the opposite direction of the stand's handle for pan and tilt. Turn the **Camera Mounting Spin-up Screw** clockwise until it is tight enough, so that the camera does not move on the stand.

Step 5 - Plug in and Reconnect Digital Camera to RAPIDS Workstation (Video Out) and USB Port Device (Visca In), and Power On

Connect the **Serial Pan-and-tilt Control** cable to the back of the digital camera by aligning the pins on the round end with the pattern of holes on the round **VISCA In** (Video System Control Architecture Input) port and gently pushing the connector straight in while holding the cable by its connector as close to the end being attached as possible (see Figure 12 on page 8). Connect the other end of this cable with the rectangular connector into **Serial Output Port 1** on the back of the USB port device (see Figure 32, on page 22) by aligning the pins on the port with the pattern of holes on the cable's connector (rectangular), then gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. Use a small flat-tipped screwdriver to tighten the two screws on each side of the connector, by turning them clockwise until the connector is secured to the rear panel of the USB port device.

There are two versions of Matrox framegrabber boards installed in RAPIDS Workstations to interface with the digital camera, the Matrox Meteor PPB and the Matrox Meteor II. Figure 1 on page 2 shows the Meteor PPB framegrabber board with a **RCA** port, installed in the Dell Workstation CPU. Figures 2 and 3 on pages 3 and 4 show the Meteor II with a **BNC** port instead, installed in the two Gateway Workstation CPU models. The camera's **Video Output** cable has two **RCA** (round black and round yellow) jacks on each end. At the back of the camera base assembly, plug the black connector on one end of the cable into the **AUDIO OUT** port and plug the yellow connector on the same end into the **VIDEO OUT** port, as shown in Figure 12 on page 8. For the Meteor PPB board, the black connector on the other end of the **Video Output** cable plugs into the **RCA** port of the framegrabber board at the back of the Workstation CPU (see Figure 1 on page 2), by gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. For the Meteor II board, the black connector on the other end connects to a **BNC-to-RCA Adapter** to be able to plug into the **BNC** port of the framegrabber board at the back of the Workstation CPU (see Figures 2 and 3 on pages 3 and 4). If you did not leave the **BNC-to-RCA Adapter** connected to the **Video Output** cable, then plug them together at the two **RCA** (round) connectors. Connect the **BNC** end of **BNC-to-RCA Adapter** to the Meteor II board by aligning the pin on the side of the round **BNC** port on the framegrabber board with the slit on the cable's connector and gently pushing the connector while turning it clockwise about a half-turn. It should snap into position when it's turned all the way. The yellow connector on the other end of the **Video Output Cable** does not connect to anything.

RAPIDS Version 6 Workstation Re-assembly Instructions

CAUTION!

Be careful not to bend any of the pins on the connectors when plugging them in. If the cable does not go on easily then you probably have it upside down and need to turn it over.

Connect the end of the **Power** cable with the small round connector into the round **DC IN** jack at the back of the digital camera by gently pushing it straight in (see Figure 12 on page 8). Plug the digital camera's **Power** plug into an outlet on one of the surge suppressors, which should be tuned off. Power on the digital camera by pressing the **Power On/Off Switch**, located on the back, to the **On** position.

Step 6 - Plug in and Reconnect Fingerprint Scanner to RAPIDS Workstation, and Power On

If the cables were disconnected from the fingerprint scanner for transport/shipping to the new location, then you need to reconnect them. For the Identicator model, refer to Figures 14 and 15 on page 10 or for the Crossmatch model refer to Figures 16 and 17 on page 11. Included with the fingerprint scanner and framegrabber board it connects to is a custom **Power/Data** cable, which combines the data and power cables into a single sleeve. Connect the **BNC** connector (round twist on) of this **Power/Data** cable to the **Video Out** port at the back of the fingerprint scanner, by aligning the pin on the side of the port on the fingerprint scanner with the slit on the cable's connector and gently pushing the connector while turning it clockwise about a half-turn (see Figure 15 on page 10 for the Identicator model or Figure 17 on page 11 for the Crossmatch models). It should snap into position when it's turned all the way.

There are two versions of framegrabber boards, the Matrox Meteor PPB and the Matrox Meteor II, each having a different size connector and cable configuration for the fingerprint scanner, as shown in Figure 14 on page 10 for the Identicator model or Figure 16 on page 11 for the Crossmatch model. For the Meteor PPB board, connect the **Power/Data** cable end with the **DB9** connector (rectangular) by aligning the pins on the connector with the pattern of holes on the **DB9 Video** port of the framegrabber at the back of the Workstation CPU (see Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 CPU model) and gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. For the Meteor II board, connect the **Power/Data** cable end with the **DB44** connector (rectangular) by aligning the pins on the connector with the pattern of holes on the **DB44 Video** port on the framegrabber at back of the Workstation CPU and gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. Use a small flat-tipped screwdriver to tighten the two screws on each side of the connector, by turning them clockwise until the connector is secured to the back of the Workstation CPU.

CAUTION!

Be careful not to bend any of the pins on the connectors when plugging them in. If the cable does not go on easily then you probably have it upside down and need to turn it over.

The power portion of the cable has an **RCA** connector (round) on one end and has a power plug with an adapter block on the other end (see Figure 14 on page 10 for the Identicator model or Figure 16 on page 11 for the Crossmatch model). If it was disconnected from the fingerprint scanner, connect the **RCA** connector (round) of the **Power/Data** cable to the **Power** port at the back of the fingerprint scanner by gently pushing the small round connector straight in (see Figure 15 on page 10). Plug the cable's **Power** plug into an outlet on one of the surge suppressors, which should be tuned off. For the Identicator model, power on the fingerprint scanner by switching the **Power Switch**, located on the back, to the **On** position (see Figure 15 on page 10).

RAPIDS Version 6 Workstation Re-assembly Instructions

Step 7 - Plug in and Reconnect Laser Printer to USB Port Device, Install Toner Cartridge, and Power On

All RAPIDS High-Volume sites have a duplex (2-sided) laser printer (see Figure 23 on page 14), since you removed the **Duplex Unit** to move the printer, you'll need to re-attach it, before connecting up the cables to the laser printer. Refer to instructions provided in the manual that came with the **Duplex Unit**.

Connect the **Parallel Data** cable to **Parallel Port** (rectangular) on the back of the USB port device by aligning the pins on the connector with the pattern of holes on the **Parallel Port** on the USB port device (see Figure 32 on page 22) and gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. Turn the two round thumb-screw posts, that secure the cable, clockwise to tighten until the connector is secured to the rear panel of the USB port device.

If the cables were disconnected from the laser printer for transport/shipping to the new location, then you need to reconnect them. To connect the **Parallel Data** cable to the HP 6Pxi laser printer, you need to first open the **Left Side Panel** at the back of the printer, by grasping the back edge and pulling it out to the side (see Figure 18 on page 12). For all laser printers, connect the **Parallel Data Cable** to the back of the laser printer by aligning the rectangular connector (end with the two metal clips) with the **Parallel Data Port** (see Figures 18 through 22, on pages 12 and 13, based on your model) on the back of the laser printer and gently push it in. Press down on the two metal clips until they click into position to secure the connector. To connect the **Power** cord to the HP 6Pxi laser printer, you need to open the **Right Side Panel** at the back of the printer, by grasping the back edge and pulling it out to the side (see Figure 18 on page 12). Connect the **Power** cord to the **Power** port at the back of the laser printer by gently pushing the rectangular connector straight in (see Figures 18 through 22, on pages 12 and 13, based on your model). Once both cables are connected to the HP 6Pxi laser printer, you should close the two side panels until they snap closed.

CAUTION:

Be careful not to bend any of the pins on the connectors when plugging them in. If the cable does not go on easily then you probably have it upside down and need to turn it over.

If the toner cartridge was removed from the laser printer for transport/shipping to the new location, then you need to reinstall it. To install the **Toner Cartridge** in the HP 6Pxi laser printer, you need to first press the **Cover Release Button** to open the **Top Cover** (see Figure 18 on page 12). To install the **Toner Cartridge** in the HP 4 laser printer, you need to first press the **Cover Release Tabs** on each side of the **Top Cover** to open it (see Figure 21 on page 13). For the other laser printers just pull up on the **Top Cover** to open it (see Figures 19, 20, and 22 on pages 12 and 13). Remove the **Toner Cartridge** from plastic bag and install it in the printer. Close the laser printer's **Top Cover**.

WARNINGS!

To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.
If toner gets on your clothing, wipe off with a dry cloth and wash clothing in cold water.
Hot water sets toner into fabric!

Plug the laser printer's **Power** plug into an outlet on one of the surge suppressors, which should be tuned off. Power on the laser printer by switching the **Power Switch**, located on the front (HP 5, HP 4/4Plus and Brother HL-960/1260) or side (HP 6P), to the **On** or **1** position or by pressing in on the **Power Switch**.

RAPIDS Version 6 Workstation Re-assembly Instructions

Step 8 - Plug in and Reconnect PVC Card Printer and Fingerprint Scanner Dongle to RAPIDS Workstation. Install Printer Ribbon, Cardstock, and Laminate Rolls, then Power On.

Connect the **Parallel Data** cable to **LPT1 Port** on the back of the RAPIDS Workstation CPU by aligning the pins on the connector with the pattern of holes on the **Parallel Port** on the Workstation CPU (see Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 on page 4 for Gateway E3600 CPU model) and gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. Turn the two round thumb-screw posts, that secure the cable, clockwise to tighten until the connector is secured to the back of the RAPIDS Workstation CPU.

CAUTION!

The **Parallel Port Dongle** (shown in Figure 14 and 16 on pages 10 and 11), used by the fingerprint scanner, is also attached to the LPT1 port between the Workstation CPU and the PVC card printer's Parallel Data cable. The **Parallel Port Dongle** should be attached to the PVC card printer's Parallel Data cable.

DO NOT lose the **Parallel Port Dongle**, because the fingerprint scanner will not work without it!

If the cables were disconnected from the PVC card printer for transport/shipping to the new location, then you need to reconnect them. Connect the **Parallel Data Cable** to the back of the PVC card printer by aligning the rectangular connector (end with the two metal clips) with the **Parallel Data Port** on the back of the PVC card printer and gently push it in. Press down on the two metal clips until they click into position to secure the connector. Connect the **Power** cord with the adapter brick to the **Power** port at the back of the PVC card printer by gently pushing the rectangular connector straight in (see Figure 24 on page 15).

If the color ribbon, laminate rolls and cardstock were removed from the PVC card printer for transport/shipping to the new location, then you need to reinstall these. To install the **Color Ribbon** and **Laminate Rolls**, you need to first press the two **Cover Release Buttons** and pull up on the two **Top Covers** (see Figure 24 on page 15) to open them. Remove the **Color Ribbon** and **Laminate Rolls** from plastic bag and install them in the printer by following the instructions and figures in Section 4 of the Fargo Pro/Pro-L Card Printer User's Manual that came with your printer. Close the PVC card printer's **Top Covers**. You will also have to recalibrate the Fargo Pro L printer according to the instructions in Section 13.3 PVC Card Printer Maintenance of the RAPIDS Version 6 Hardware Guide or see Section 6 of the Fargo Pro/Pro-L Card Printer User's Manual.

WARNING!

The printer's lamination roller can reach temperatures exceeding 350 °F. Use extreme caution when installing printer ribbon and/or laminate roll. Never touch the lamination shield or lamination roller unless the printer's power has been turned off for at least 20-30 minutes!

To install the cardstock into the PVC card printer, open the **Card Hopper Door** located on the right-hand side of the printer's exterior by grasping the top of the door and pulling down. Allow the door to swing completely open. Insert the stack of cards into the **Card Input Tray**.

CAUTION!

DO NOT touch the area of the card where you intend to print, hold the stack of cards only by their edges. Oil or dirt from your hands impairs print quality.

Plug in the PVC card printer's **Power Plug** into an outlet on one of the surge suppressors. Power on the PVC card printer by pressing the **On/Cancel** button located on the front panel area of PVC card printer.

RAPIDS Version 6 Workstation Re-assembly Instructions

Step 9 - Plug in and Reconnect Bar Code Scanner/Decoder to USB Port Device

The Welch Allyn and Metrologic bar code scanners/decoders are shown in Figures 25 and 26, on page 16. The various Symbol laser and toaster scanners/decoders (not shown) are connected similarly to these two models. Connect the **Data** cable to **Serial Output Port 2** (rectangular) on the back of the USB port device (see Figure 32, on page 22) by aligning the pins on the port with the pattern of holes on the cable's connector (rectangular), then gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. Use a small flat-tipped screwdriver to tighten the two screws on each side of the connector, by turning them clockwise until the connector is secured to the rear panel of the USB port device.

CAUTION!

Be careful not to bend any of the pins on the connectors when plugging them in. If the cable does not go on easily then you probably have it upside down and need to turn it over.

If the cables were disconnected from the bar code scanner/decoder for transport/shipping to the new location, then you need to reconnect them.

For the Welch Allyn bar code scanner/decoder, connect the **AC Power** cord and brick to the bar code scanner/decoder's special cable, as shown in Figure 25 on page 16. However, the special cable is permanently attached to the bar code scanner/decoder. For the Metrologic bar code scanner/decoder, connect the combination **Data/Power** cable to the bottom of the bar code scanner/decoder's handle, as shown in Figure 26 on page 16. For the Symbol 6000 laser bar code scanners/decoders (hands-free and gun-style), connect the **Data** cable to the **Data Port** and **Power** cable to the **Power Port** on the decoder unit, as shown in Figure 33, below. For the Symbol 6000 gun-style bar code scanner/decoder only, connect the special **Data/Power** cable between the scanner and decoder units. For the Symbol 620 toaster and Symbol 6808 hands-free laser scanners/decoders, connect the **Data** to the **Data Port** (square) and **Power** cable to the **Power Port** (round) of the scanner/decoder.

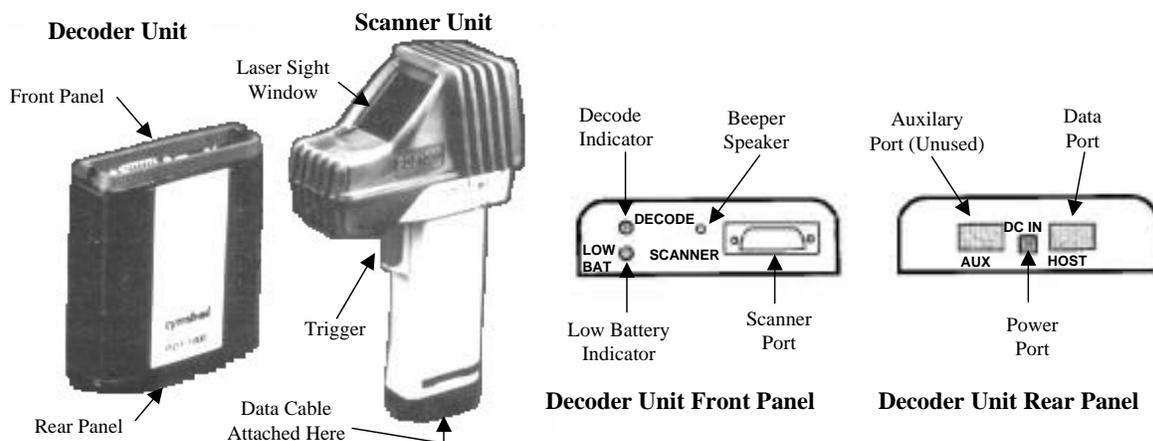


Figure 33: Symbol 6000 Gun-Style Laser Bar Code Scanner and Decoder

Plug the bar code scanner/decoder's **Power Plug** into an outlet on one of the surge suppressors, which should be turned off. The bar code scanner/decoder does not have a **Power Switch** to be turned on.

RAPIDS Version 6 Workstation Re-assembly Instructions

Step 10 - Reconnect Both Smart Card Reader/Encoders to RAPIDS Workstation

To connect the two smart card reader/encoders to the RAPIDS Workstation CPU, refer to Figure 27 on page 17 and based on your CPU model: Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 or page 4 for the Gateway E3600 CPU model.

For the first smart card reader/encoder (labeled “VO Smart Card Reader/Writer”), connect the end of the special cable with the **9-pin DB** (rectangular) connector to the **COM1** port on the back of the Workstation CPU by aligning the pins on the port with the pattern of holes on the cable's connector (rectangular), then gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. Tighten the two thumb-screws on each side of the connector, by turning them clockwise until the connector is secured to the back of the Workstation CPU. Then, connect the **DIN** (round) **Y adapter** connector to the bottom **PS/2** port on the back of the Workstation CPU by aligning the pins on the cable's connector (round) with the pattern of holes on the port, then gently pushing straight in while holding the cable by its connector as close to the end being attached as possible.

For the second smart card reader/encoder (labeled “Customer Smart Card Reader/Writer”), connect the end of the special cable with the **9-pin DB** (rectangular) connector to the **COM2** port on the back of the Workstation CPU by aligning the pins on the port with the pattern of holes on the cable's connector (rectangular), then gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. Tighten the two thumb-screws on each side of the connector, by turning them clockwise until the connector is secured to the back of the Workstation CPU.

If the RAPIDS Workstation system was boxed and shipped to its new location, then you must reconnect the smart card readers/encoders to each other and connect the PIN pad and keyboard. Connect the **DIN** (round) **Y adapter** connector of the second smart card reader/encoder (labeled “Customer Smart Card Reader/Writer”) into the **Power** connector on the very end of the special cable of the first smart card reader/encoder (labeled “VO Smart Card Reader/Writer”) by aligning the pins on the cable's two connectors (round), then gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. Refer to Step 11, below to connect the PIN pad and keyboard.

The smart card readers/encoders do not have a **Power Switch** to be turned on.

Step 11 - Reconnect Keyboard to PIN Pad and Reconnect PIN Pad to Smart Card Reader/Encoder (labeled “Customer CAC”)

If the RAPIDS Workstation system was boxed and shipped to its new location, then you must reconnect the PIN pad and keyboard to the second smart card reader/encoder (labeled “Customer Smart Card Reader/Writer”). First, connect the keyboard's **DIN** (round) connector to the **Keyboard** port on the back of the PIN pad (see Figure 28 on page 18) by aligning the pins on the round connector with the pattern of holes on the port, then gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. Connect the PIN pad's plugs into the **DIN** (round) **Power** connector on the very end of the special cable of the second smart card reader/encoder (labeled “Customer Smart Card Reader/Writer”). The PIN pad's **DIN** (round) **Power/Data** connector on the end of its cable that is permanently attached, to the **DIN** (round) **Power** connector on the end of the special cable of the second smart card reader/encoder (labeled “VO Smart Card Reader/Writer”) (see Figure 27 on page 17).

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CAUTION!

Be careful not to bend any of the pins on the connectors when plugging them in. If the cable does not go on easily then you probably have it upside down and need to turn it over.

The keyboard does not have a **Power Switch** to be turned on.

Step 12 - Reconnect Mouse to RAPIDS Workstation

To connect the mouse to the RAPIDS Workstation, refer to Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 or page 4 for the Gateway E3600 CPU model. Locate where the cable from the mouse attaches to the back of the Workstation CPU. Connect the **Mouse Cable** to the top **PS/2** round **Mouse Port** by aligning the pins on the round connector with the pattern of holes on the **PS/2** port, then gently pushing straight in while holding the cable by its connector as close to the end being attached as possible.

CAUTION!

Be careful not to bend any of the pins on the connectors when plugging them in. If the cable does not go on easily then you probably have it upside down and need to turn it over.

The mouse does not have a **Power Switch** to be turned on.

Step 13 - Plug in Laminator and Power On

Plug the Laminator's **Power Plug** into an outlet on one of the surge suppressors, which should be tuned off. Leave the **Power Switch**, located on the front of the Laminator, in the **Off** position, as shown in Figure 29 on page 18, until you will be using it to laminate teslin ID cards. This rocker switch has three positions; the **Off** position is the center position for the **Power Switch**.

Step 14 – If dial-up Workstation, plug in and reconnect Modem to RAPIDS Workstation and Telephone Jack, and Power On

If you use a base LAN connection (Ethernet or Token Ring) or a cable to the Ethernet Switch to communicate with your RAPIDS Server then skip to Step 15, below.

If you use a dial-up line to communicate with your RAPIDS Server be sure that your base communications personnel have established a new dial-up telephone line at the new location for your RAPIDS Workstation. The US Robotics modem used to communicate with your RAPIDS Server is shown in Figure 31 on page 20. Connect the **Telephone Cable** to the wall outlet of the new dial-up line, by gently squeezing in on the tab located on one side of the connector while pushing gently straight into the hole in the wall outlet. To connect the modem to the RAPIDS Workstation CPU, refer to Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 or page 4 for the Gateway E3600 CPU model. Locate the serial **COM3 DB-25 Port** on the **Serial Port** board at the back of the Workstation CPU. At the back of the Workstation CPU, connect the **Serial Cable** by aligning the holes on the rectangular end of the cable with the pattern of pins on the serial **COM3 DB-25 Port**, then gently push straight in while holding the cable by its connector as close to the end being attached as possible. Use a small flat-tipped screwdriver to tighten the two screws on each side of the connector, by turning them clockwise until the connector is secured to the back of the Workstation CPU.

CAUTION!

Be careful not to bend any of the pins on the connector when plugging it in. If the cable does not go on easily then you probably have it upside down and need to turn it over.

RAPIDS Version 6 Workstation Re-assembly Instructions

If the cables were disconnected from the modem for transport/shipping to the new location, then you need to reconnect them. Connect the **Power Cable** to the back of the modem by gently pushing the small round connector into the round **Power** port on the modem (see Figure 31 on page 20). Connect the **Computer Interface Cable** to the back of the modem by aligning the holes on the rectangular end of the cable with the pattern of pins on the serial **Computer Interface Port**, then gently push straight in while holding the cable by its connector as close to the end being attached as possible. Use a small flat-tipped screwdriver to tighten the two screws on each side of the connector, by turning them clockwise until the connector is secured to the back of the Workstation CPU.

Connect the **Telephone Cable** to the back of the modem, by gently squeezing in on the tab located on one side of the connector while pushing gently straight into the **Jack Port** on the back of the modem.

If your **Telephone Cable** went through the surge suppressor for protection at the old location, then one **Telephone Cable** will go from the wall outlet to the surge suppressor's **Telephone In Port**. A second **Telephone Cable** will run from the surge suppressor's **Telephone Out Port** to the modem's **Jack Port**). To connect these **Telephone Cables** gently squeeze in on the tab located on one side of the connectors while pushing gently straight into the holes.

Plug the modem's **Power Plug** into an outlet on one of the surge suppressors, which should be turned off. Power on the modem by switching the **Power Switch**, located on the back, to the **On** position (see Figure 31 on page 20).

Skip to Step 16, below.

Step 15 – Reconnect the RAPIDS Workstation to Base Ethernet LAN Jack or Ethernet Switch

If you do not use a base Ethernet LAN connection or a cable to the Ethernet Switch (if within 300 feet of the RAPIDS server) to communicate with your RAPIDS Server, then skip to Step 16, below.

If you use a base Ethernet LAN connection to communicate with your RAPIDS Server, be sure that your base communications personnel have established a LAN drop at the new location for your RAPIDS Workstation. Connect the **LAN Cable** to the base LAN drop (wall outlet), by gently squeezing in on the tab located on one side of the connector while pushing gently straight into the wall outlet.

CAUTION!

Be careful not to bend any of the wires on the connectors when plugging them in. If the cable does not go on easily then you probably have it upside down and need to turn it over.

If the **LAN Cable** was disconnected from the Workstation CPU for transport/shipping to the new location, then you need to reconnect it. Refer to Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 or page 4 for the Gateway E3600 CPU model. Locate the **Ethernet Port** at the back of the RAPIDS Workstation CPU. Connect the **LAN Cable** to the back of the Workstation CPU, by gently squeezing in on the tab located on one side of the connector while pushing gently straight into the **Ethernet Port**.

If you use a cable and the Ethernet switch to communicate with your RAPIDS Server, then be sure that your base communications personnel have moved the Workstation end of the **LAN Cable** to the new location for your RAPIDS Workstation. To connect the **LAN Cable** to the RAPIDS Workstation, refer to Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 or page 4 for the Gateway E3600 CPU model. Locate the **Ethernet Port** at the back of the RAPIDS Workstation CPU. Connect the **LAN Cable** to the back of the Workstation CPU

RAPIDS Version 6 Workstation Re-assembly Instructions

by gently squeezing in on the tab located on one side of the connector while pushing gently straight into the **Ethernet Port**.

If the **LAN Cable** was disconnected from the Ethernet switch, then make sure it gets plugged back into the same port number on the Ethernet switch that it was originally connected to by gently squeezing in on the tab located on one side of the connector while pushing gently straight into the port. If you don't know the correct port number, then check with the DRAC, DRSC-E, or DSO-A, as applicable.

Step 16 - Plug in and Reconnect Color Monitor to the RAPIDS Workstation and Power On

To connect the color monitor to the RAPIDS Workstation CPU, refer to Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 or page 4 for the Gateway E3600 CPU model. Locate the **Video Port** at the back of the Workstation CPU. At the back of the Workstation CPU, connect the **Video** cable to the **Video Port**, by aligning the pins on the rectangular end with the pattern of holes on the **Video Port**, then gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. Turn the two round thumb-screw posts clockwise to tighten until the connector is secured to the back of the Workstation CPU.

If any cables were disconnected from the color monitor for transport/shipping to the new location, then you need to reconnect them. Connect the **Power Cable** (with the power plug on the opposite end) to the back of the color monitor (see Figure 30 on page 19) by gently pushing the rectangular connector straight into the **Power Port** on the back of the color monitor. For the Samsung color monitor, connect the **Video Cable** to the back of the color monitor by aligning the pins on the rectangular end of the cable with the pattern of holes on the **Video Port**, then gently pushing straight in while holding the cable by its connector as close to the end being attached as possible. Turn the two round thumb-screw posts clockwise to tighten until the connector is secured to the back of the color monitor.

CAUTION!

Be careful not to bend any of the pins on the connectors when plugging them in. If the cable does not go on easily then you probably have it upside down and need to turn it over.

Plug the color monitor's **Power Plug** into an outlet on one of the surge suppressors, which should be tuned off. Power on the color monitor by switching the **Power Switch**, located on the front in the lower right hand corner, to the **On** position (see Figure 30 on page 19). For the Desktop Displays color monitor this will be a toggle switch and for the Dell, Samtron, and Samsung color monitors just push the button in.

Step 17 - Plug in the RAPIDS Workstation and Power On

If the **Power Cable** was disconnected from the RAPIDS Workstation CPU for transport/shipping to the new location, then you need to reconnect it. Refer to Figure 1 on page 2 for Dell CPU models, Figure 2 on page 3 for Gateway E4600SE CPU model, or Figure 3 or page 4 for the Gateway E3600 CPU model. Locate the **AC Power Port** at the back of the Workstation CPU. Connect the **Power Cable** (with the power plug on the other end) to the back of the Workstation CPU by gently pushing the rectangular connector straight into the **AC Power Port**.

Plug the Workstation's **Power Plug** into an outlet on one of the surge suppressors, which should be tuned off. Power on the Workstation CPU by pressing in the **Power Button**, located on the front, to the **On** position. The location of the **Power Button** for the various models of Workstation are shown in Figures 8, 9, 10, and 11 on pages 7 and 8.

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Step 18 - Turn on the RAPIDS Workstation System via the Surge Suppressors

WARNING!

If the power outlet is not functioning properly, immediately power off the surge suppressors and **DO NOT** attempt to use the RAPIDS Workstation system until the problem has been resolved and verified to be operating properly by a certified electrician.

All of the Workstation system components should now be connected together and plugged into the surge suppressors at this time. They should also all have their power switches set to the **On** position. The last step to perform is to turn on the RAPIDS Workstation system by pressing the **Power Switches** on the surge suppressors to the **On** position. All of the components of the RAPIDS Workstation system should come on and the RAPIDS Workstation should begin to boot. Make sure that each surge suppressor's **Power Indicator** is illuminated green and that the **Site Wiring Fault Indicator** is not illuminated. If this is not the case, then power off and unplug the surge suppressors; then contact a certified electrician to resolve the problem. See Figures 5 through 7 on page 6 to locate the **Power Switch**, **Power Indicator**, and **Site Wiring Fault Indicator** on the your model of surge suppressors.

Step 19 – If Ethernet Workstation has new IP address, change IP Address in Windows NT (call DRAC, DRSC-E, or DSO-A, as applicable for assistance)

After powering on the RAPIDS Workstation, the Windows NT Operating System will be booted. If your relocation requires a new IP address for the RAPIDS Workstation, then you need to change this in the Windows NT system configuration as shown here. Otherwise, skip to Step 20, below.

- a. Have the new **IP Address**, **Subnet Mask**, and **Default Gateway**, obtained from your local base communications personnel, written down.
- b. Call the DRAC, DRSC-E, or DSO-A and request the single use administrator password and for assistance in changing your IP address and logging on as Administrator.
- c. From the **Windows Desktop**, move the cursor on top of the **Network Neighborhood** icon and click the **Right Mouse** button. Next, select **Properties** from the drop down list. The **Network** dialog box will be displayed.
- d. In the **Network** dialog box, click on the **Protocols** tab to display it's associated options. Then select **TCP/IP Protocol** and click on the **Properties** button. The **Microsoft TCP/IP Properties** dialog box will be displayed.
- e. In the **Microsoft TCP/IP Properties** dialog box, enter the new **IP Address**, **Subnet Mask**, and **Default Gateway**. Click on the **OK** button to close the **Microsoft TCP/IP Properties** dialog box. Click on the **OK** button to close the **Network** dialog box.
- f. Restart the RAPIDS Workstation by clicking on the **Start** button in the task bar of the **Windows Desktop**. Select **Shutdown** for the pop-up list. In the **Shut Down Windows** dialog box, select **Restart the Computer?**, then click on the **Yes** button.
- g. To logon to the RAPIDS Workstation as the VO/SVO/SSM continue to Step 20 item a., below.

RAPIDS Version 6 Workstation Re-assembly Instructions

Step 20 - Logon to RAPIDS Workstation and Start RAPIDS application

After powering on the RAPIDS Workstation, the Windows NT Operating System will be booted. To logon to the RAPIDS Workstation, perform the following steps:

- a. Insert your CAC into the first smart card reader/encoder (labeled "VO Smart Card Reader/Writer").
- b. Logon to the RAPIDS Workstation, by pressing the **Ctrl+Alt+Delete** keys, simultaneously and enter your PIN when requested and place your right index finger on the fingerprint scanner's platen when requested. The RAPIDS application should start automatically.
- c. Select the RAPIDS Server's domain from the pull-down list. If you are a dial-up site, it may be necessary to also check the "**Logon Using Dial-up Networking**" check box. You then use the mouse to click on the **OK** button to connect to your RAPIDS Server. This should start RAPIDS automatically.
- d. If RAPIDS application didn't start, double click on the **RAPIDS** icon to start it.