

## HP TRADE IN PROGRAM – UPDATE YOUR EQUIPMENT!

HP is now offering a Trade In Program for used computer equipment. If you are looking to update your current equipment, why not take advantage of this opportunity? HP will not only trade in their equipment, but their competitors' equipment as well!

The following is a list of items that can be traded in (Please note that this does change from time to time):

- √ Desktop PCs
- √ Notebooks
- √ PC servers
- √ Monitors
- √ Printers
- √ Plotters
- √ Copiers
- √ Digital cameras
- √ Servers
- √ Workstations
- √ Tablet PCs
- √ Storage products
- √ Networking
- √ Projectors
- √ PDAs

### How the Program Works:

We will need some basic information from you, including product type, manufacturer, model, condition and your zip code. We will then get a quote from HP for a Standard Trade In of 50 units or less, or a Custom Quote. Custom Quotes are generated if any of these apply:

- **You have a large quantity of trade-ins (generally over 50), or**
- **You have trade-in product at multiple locations, or**
- **You are trading product as you roll out new product over time, or**
- **You have special reporting requirements**

Once your quote is generated, we will purchase your brand new HP equipment. Using the pre-paid shipping labels from HP, your trade in items will be shipped to HP. Once your trade-in product has been received and the condition matches what was quoted, you will receive a redemption check for the quoted value of your trade-ins. You can either have the check sent directly to AaSys to apply towards your next purchase or it can be sent directly to your location! It's that simple! For more information, be sure to contact your Account Manager.



## **LESSONS LEARNED FROM HURRICANE KATRINA: Preparing Your Institution for a Catastrophic Event**

### ***Part III***

For the past two months, we have featured a piece on some important disaster recovery lessons learned following the aftermath of Hurricane Katrina. This month, we bring you Part III of the series.

- **Lesson Learned – The location of any backup site can be critical to successful recovery efforts.**
  - Institutions with back-up sites reported that they found them most useful when they were located sufficiently far away so as not to be affected by the same infrastructure and other risk elements as the primary operations center.
  - You may want to reassess your back up site's location and the probability that it may be affected by the same risks that threaten your primary locations.
  - You may want to provide your primary regulator the names, alternate telephone numbers, and addresses of personnel to contact if evacuation and/or disaster recovery plans have been activated.
  - You will want to ensure that your back-up facility has adequate capacity to process transactions in a timely manner.
  - You may want to check with your local power company to determine how it supplies electricity to your primary operations center and your back-up site(s). If the same source supplies electricity to both sites, you may want to consider an alternate location or explore the feasibility of installing an independent power supply at one of the facilities.
  - You also may want to consider appropriate locations for operating a generator and for storing fuel.
- **Lesson Learned – Processing transactions may be extremely difficult.**

Most institutions had multiple types of back-up and timely back up of data, which assisted in recovery of applications and business resumption. In some cases, however, manual processing was required. While this may be a short-term solution, connectivity with the data processing facility is critical in order to restore and sustain routine financial services. If telecommunications cannot be recovered, transaction items must be physically transported to other processing sites.
- **Lesson Learned – Be prepared to operate in a “cash only” environment.**
  - In anticipation of hurricanes or other disasters with advance warning, you may want to develop plans for ordering larger shipments of cash prior to the expected onset for those customers who may need unexpectedly large amounts of cash to pay for critical goods and services.
  - You may want to keep vault cash in clear, waterproof bags to minimize the possibility of contamination from standing water.



***Be sure to look out for Part IV in the July 2008 issue!***

## Federal Reserve Restructuring for 2008

- ***Are you one of the remaining banks still sending paper cash letters to the Federal Reserve Jacksonville Branch and have not yet begun your conversion to Image Cash Letters?***
- ***Has your Federal Reserve Representative been trying to contact you regarding Check 21 services?***

If you answered **YES** to both of these questions, then you may not be aware that the Jacksonville Check Processing Center is slated to be shut down at the end of 2008. This restructuring shift will force you to send your paper cash letters to the Atlanta Center for processing, increasing both travel time and costs, as well as potentially delaying funds availability. Immediate cost increases are now being incurred with the Additional Fuel Surcharge Fees for your paper cash letters which began May 1<sup>st</sup>.

If you have been delaying your conversion to Image Cash Letters, now is the time to get started. The Fed's resources are in great demand because of this change as banks are lining up to convert before the end of the year.

Whether you process your checks in-house or have your check processing outsourced, we can help smooth the bumpy road of conversion.

For additional information regarding Federal Reserve Bank Restructuring:  
[http://www.frbservices.org/communications/2008\\_check\\_changes.html](http://www.frbservices.org/communications/2008_check_changes.html)

Please contact your Account Manager for more information.



### **REMINDER:**

***AaSys will be closed on Friday, July 4<sup>th</sup>, in observance of Independence Day.***



*Are there topics that you would like to have covered in future newsletters? We are always looking for topics of interest. We welcome all suggestions! To submit a topic, subscribe, or unsubscribe to our distribution list, please email Shama Renée-McIntosh at [smcintosh@aasygroup.com](mailto:smcintosh@aasygroup.com).*