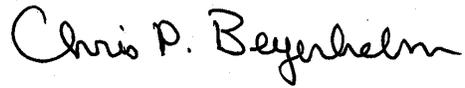


**For:** State and County Offices

**Instructions for Powering Down and Disconnecting AS400**

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**Approved by:** Associate Administrator for Operations and Management



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**1 AS400 Power Down and Disconnect**

**A Background**

FSA is finalizing a contract to begin the process of disposal and destruction of all AS400 machines in the State and County Offices. This process is set to begin in the coming months, but in the meantime, actions are needed by each office. The contractor requires that all AS400's be powered down and disconnected before the contractor's arrival for disposal and destruction. The AS400 may consist of four parts that are connected to the back of the AS400 machine (tower). Each office must disconnect each of these parts and tape them to the AS400 or place them with excess monitors and printers. These parts may be:

- power cord
- ethernet cable
- four port adaptor( for console and printers)
- communication cable.

**B Purpose**

This notice provides instructions for powering down and disconnecting the AS400 machines before disposal and destruction.

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<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2017	State Office; State Offices relay to County Offices

**Notice IRM-474**

**1 AS400 Power Down and Disconnect (Continued)**

**C Contact**

If there are questions about this notice, State Offices shall contact the appropriate offices according to this table.

<b>Issues</b>	<b>Contact</b>
Notice Related Questions	<p><b>Jean Knight</b> by either of the following:</p> <ul style="list-style-type: none"> <li>• e-mail at <a href="mailto:Jean.Knight@wdc.usda.gov">Jean.Knight@wdc.usda.gov</a></li> <li>• telephone at 202-720-0067.</li> </ul>
Technical Issues	<p><b>Jayne Fern</b> by either of the following:</p> <ul style="list-style-type: none"> <li>• e-mail at <a href="mailto:Jayne.Fern@kcc.usda.gov">Jayne.Fern@kcc.usda.gov</a></li> <li>• telephone at 816-926-6641.</li> </ul>

**D State and County Office Action**

<b>Step</b>	<b>Action</b>												
1	Check to see if the green power light on the bottom front panel of the tower is displayed												
2	If the green power light is off, continue with Step 4.												
3	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><b>Step</b></th> <th style="text-align: center;"><b>Action</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>PRESS the up arrow until “02” is displayed and PRESS blue “Enter” button.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>PRESS the up arrow until “BM” is displayed and PRESS blue “Enter” button.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>PRESS the down arrow once until “01” is displayed and PRESS the “Enter” button.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>The display should now show “01 BM”. PRESS the white power button at the bottom and “0?” will be displayed on top. PRESS the white power button again and the AS400 system will shut down.</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Continue with Step 4.</td> </tr> </tbody> </table>	<b>Step</b>	<b>Action</b>	1	PRESS the up arrow until “02” is displayed and PRESS blue “Enter” button.	2	PRESS the up arrow until “BM” is displayed and PRESS blue “Enter” button.	3	PRESS the down arrow once until “01” is displayed and PRESS the “Enter” button.	4	The display should now show “01 BM”. PRESS the white power button at the bottom and “0?” will be displayed on top. PRESS the white power button again and the AS400 system will shut down.	5	Continue with Step 4.
<b>Step</b>	<b>Action</b>												
1	PRESS the up arrow until “02” is displayed and PRESS blue “Enter” button.												
2	PRESS the up arrow until “BM” is displayed and PRESS blue “Enter” button.												
3	PRESS the down arrow once until “01” is displayed and PRESS the “Enter” button.												
4	The display should now show “01 BM”. PRESS the white power button at the bottom and “0?” will be displayed on top. PRESS the white power button again and the AS400 system will shut down.												
5	Continue with Step 4.												
4	The Function/Data display at the top is illuminated and may have “01 BN”, “01 BM” or other data. Disconnect the power cord and any additional cables from the back of the AS400 machines. The display will then go off												
5	Trace the power cord and any additional cables that you disconnected from the AS400 machines and disconnect them from their source.												
6	Bundle cords from the AS400 machines and tape them to the AS/400 or place them with excess monitors and printers.												