

Internal Year 2000 Compliance Program Update

Very Important Message - Please Read Carefully

To re-iterate an earlier communication, **December 4th** is cast as the final date for all Year 2000 compliance remedial work on Lynx Technology PCs to be completed. This applies equally to desktop computers and laptop computers. The remedial work comprises updates to the Windows operating system and applications such as Office, Outlook, Internet Explorer, etc. All necessary hardware corrective fixes have been already been applied. Please note that there will be no changes to the applications that you use apart from receiving updates / later versions.

All PCs in the Belper, Little Eaton and Esher offices will be tackled on Saturday 4th; other Lynx Technology offices and customer site offices where Lynx Technology PCs are installed will be tackled in the run-up to Saturday 4th. Desktops and laptops will require slightly different approaches as far as organising the work to be completed. The instructions that you are to follow are documented separately below. "Smaller" Lynx Technology offices and customer site offices will be tackled on an individual basis by local site contacts prior to the 4th December.

The following information only applies to users whose principal office is Belper, Little Eaton or Esher.

General: Desktop / Laptop

- If you are not going to be in your office on Friday 3rd, please make suitable arrangements for your laptop to be deposited.
- You are advised to change your password as your return to work on Monday.
- You will notice that your PC will have a green label affixed in a prominent position to indicate that it is Year 2000 compliant. This will make it easier to spot any PCs that may have slipped through the net. If you are aware of any PCs that do not have the sticker, please contact David Wozny by email immediately.

Desktops - Friday PM

- Backup by Friday PM latest any local data residing on your PC to your server(s) as a precautionary measure.
- Fill-in, print out and place password submission form in an envelope.
- Label the front of the envelope with your name and computer asset number.
- Sellotape the envelope to your computer monitor.

Laptops - Friday PM

- Backup by Friday PM latest any local data residing on your PC to your server(s) as a precautionary measure.
- Fill-in, print out and place password submission form in an envelope.
- Label the front of the envelope with your name and computer asset number.
- Place the envelope inside the laptop, put your laptop in your carry case (with any associated cables), attach a packing label / sticker to the handle of your carry case with your name and computer asset number on and hand in at reception. The receptionist will record that you have deposited your laptop and store it safely. It can be collected Monday morning. Note: i) Arrangements for depositing of laptops at the Esher office should be made directly with Atilay; ii) Little Eaton staff should deposit their laptops with Lynn Penny in her office.
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Responsibility for ensuring that your PC is available for issue of necessary Y2K updates is your responsibility. Please make every effort to make the whole process as slick as possible.

Office / Site Contact List

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|-----------------|-----------------------|
| David Wozny | Belper & Little Eaton |
| Atilay Karagoz | Esher |
| Chris Higgins | Croydon & The South |
| Colin Saunders | Sheffield |
| Dave Brown | Newcastle & The North |
| George Buchanan | Livingstone |