

Research FMP
 System & Equipment Management
 January 2002

All Corporate Guidelines will be followed regarding the exit process for FMP employees. In addition, the following local guidelines will be applied to Research employees.

Used Equipment Purchases:

| Description | Cost | Notes |
|--|---|---|
| Cell Phone | Handset is free; the phone number must be changed | Service will be discontinued on 3/1/02 so that accounts can be reconciled prior to off-payroll date. |
| PDA | Free | All AT&T Proprietary data must be removed. |
| Home Computer 1.3 ghz or less greater than 1.3 ghz | Nominal fee (\$25-\$75) Director Decision | All AT&T Proprietary data must be removed. An OS and MS Office can remain on the PC. All other AT&T licensed software (Exceed, Norton, etc.) must be removed. |
| Monitor | Free-\$25 | Price depends on age/type of monitor. |
| Printer | Free-\$25 | Price depends on age/type of monitor |
| Cable Modem | Free | |
| Yorkies/Moats | Return to SNR | System access will be disabled on 3/15/02 |
| Miscellaneous Equipment | TBD | Supplier will provide "fair market value" |

If an employee chooses to buy/retain equipment, s/he must submit a form to the Purchasing Team describing the equipment (manufacturer, model number, configuration), including serial numbers, not later than 3/1/02. This allows enough time to process the request before the off-payroll date.

Lab Equipment:

Managers will identify all systems being shutdown as a result of the project ending. Once identified, SNR will work with the owner to close:

- software contracts
- hardware contracts
- physical equipment
- system access
- connectivity (T1, ISDN, etc.)

System Access Information:

For any employee leaving the payroll, identify the following:

- mailing lists owned by person
- project logins
- lab systems
- commitments to outside organizations
- home access (ISDN, T1, home telephone line, etc)

Credit Cards:

Charges to Corporate credit cards (Procard, AMEX, Calling Card) are not allowed unless authorized in advance by a director. All employees leaving the payroll should process their vouchers by 3/1/02. Cancellation of recurring charges must be completed by 3/1/02 to allow for vouchering.

Miscellaneous:

1. Personal web pages will stay up until 3/22/02.
2. Email will notify the sender that the recipient is no longer with AT&T but can be reached at a forwarding address for 6 months if a forwarding address is provided by 3/15/02.
3. Shared folder access: only to home directory after 1/22/02.
4. Computer Room Access: not allowed after 1/22/02.
5. Property Removal Passes: not allowed after 1/22/02.
6. Copies of home directory will be made by SNR if requested. Employee will be charged for the disk/tape used for storage.