## Glossary of Inventory Terms & Instructions on Retrieving the Information

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>This is what YOU call the computer (Library 1, Public PC 4, etc)</td>
</tr>
<tr>
<td><strong>Number and Description:</strong></td>
<td>If you assign a number to the PC and more detailed description (Patron Room, Children’s PC)</td>
</tr>
<tr>
<td><strong>Make and Model</strong></td>
<td>Normally this information will be on the computer itself. On laptops it is usually on the bottom (Toshiba Satellite 405e; HP Pavilion S15. For Dell computers there is a Service Tag number you should note as well.)</td>
</tr>
<tr>
<td><strong>Purchase Date, etc</strong></td>
<td>Purchase Date, Purchase Order Number</td>
</tr>
<tr>
<td><strong>Warranty Expiration Date</strong></td>
<td>This information is usually on the purchase invoice. If not, you can get this information from the manufacturer by giving them your serial number (also found on the computer).</td>
</tr>
</tbody>
</table>

**Contact Numbers:**

- **DELL MAIN PHONE NUMBER:** (888) 560-8324
- **HP and COMPAQ MAIN NUMBER:** (800) 474-6836
- **ACER TECHNICAL SUPPORT:** (800) 816-2237
- **TOSHIBA MAIN PHONE NUMBER:** (800) 457-7777
- **LENOVO THINKPAD & THINKCENTRE SUPPORT PHONE:** (800) 426-7378

**Tech Support Info** Any information you use to support the computer. May even be a name of the person that installed it for you.

* **OS** Operating System (Windows XP Sp1, Windows 7, OS 10.0)
* **RAM** Random Access Memory, Computer Memory
* **CPU Type** Laptop? Tower? Desktop?
* **CPU Speed** Normally, measured in GHz.
* **Hard Drive** Hard Drive is, in essence, the computer and how much can fit on it.
* **Video Card** At the time of purchase, ask if the computer comes with its own video card.
* **Sound Card** At the time of purchase, ask if the computer comes with its own sound card.

*The items marked can be determined by following the instructions below:*
How to Get Windows XP & Windows 7 System Information

To start Microsoft System Information, use either of the following methods:

Click Start, point to Programs, point to Accessories, point to System Tools, and then click System Information.

Click Start, click Run, type msinfo32.exe in the Open box, and then click OK.

The information that is displayed in System Information is divided into the following five categories:

- Hardware Resources
- Components
- Software Environment
- Applications
- Internet Explorer

Monitor
The monitor make, model and serial number. Also note if it plugs in using USB.

BIOS Version
The BIOS is the firmware software that comes installed on your PC by default and that detects and controls the built-in hardware, such as the hard drive, video card, floppy drive, etc.

To get your BIOS version:

Click on Start, choose Run and type in winmsd. This will bring up the Windows System information dialog box.

In the System Summary section, you should see an item called BIOS Version/Date. Now you know the current version of your BIOS.