Laptop Refurbishment Guide 1st October 2023

For best results, first read this document carefully and in full - it should take around 4 minutes.

The process is simple - 'install, clean, stickers, log' - and should take about 10 minutes per laptop.

'I feel a bit nervous because I fear I will not have the tech skills to do this' - I understand. This is my first laptop refurbishment party too. No specialist skills or pre-existing knowledge is required. If you follow the instructions and trust yourself, you will succeed here.

Our goal is to have 150 laptops installed, cleaned, stickered and logged by the close of play today, at which point we will celebrate.

Feel free to take photographs - with people's consent - and share them with friends, family and those who we know on the internet. Screen Share UK is building a mass engagement framework. Or, in other words, it's good if people know and join us.

Thank you for coming, for taking this seriously and for being my friends. I have shared joy with and have needed you this year. I am so grateful to have you in my life.

How to Refurbish a laptop

Get the stuff you need

- Select a laptop from the boxes in the 'To Do' station.
- Grab a charger, purple Screen Share sticker and small rectangular white sticker from the 'Stickers' station.
- Collect a USB from the refurbishment table and take a seat in arms reach of power (a plug socket).

Install Windows 10 on the device

- Plug in the laptop to a power source. The batteries are likely to be low so installing the operating system require power.
- Insert the USB into one of the ports.
- Press the power button on the side of the laptop once and only once. Give the laptop time to warm up.

- The computer should run an automatic Windows 10 install. First you will see messages from HP, perhaps a loading wheel. Let it run.
- You will see a purple screen and some flickering, probably a restart. Let it flow
- You know Windows is installed when you see the Screen Share UK login screen. Log in to check the password is right and let it welcome you.

I'm having trouble installing W10.

- If you see a white screen with blue writing or a black screen with typewriter font, or any message which indicates that the install has been unsuccessful, turn off the device by holding down the power button. Remove the USB and try again. You can try to swap USB's if there are ones knocking around.
- If a laptop is stuck at a certain stage, such that there has been no activity for 5 minutes+, reset the process by turning the thing off and on again!

- If you're encountering install problems, don't worry. Sometimes things don't gel. Attempt to install the software at least three times. If the install is not successful, write 'BOOT TROUBLE' on the small rectangular white sticker and stick it on the front of the laptop. Try another laptop and don't define yourself by your failures - most things are outside of our control.

Once you have installed Windows, you need to clean and log the laptop

Clean me

Only when you see a Windows login screen (it should say Screen Share UK), take the laptop to the 'Cleaning' station. Use the Betron kit to clean the device. Spray the juice onto the bigger cloth, using the microfibre cloth and brush where necessary. Do not spray liquid directly onto the laptop - this is called 'Water Damage'. If you do this, take responsibility for it by putting a small rectangular white sticker on the front of the laptop which says 'Water Damage' and think about what you have done.

If there are stickers or adhesive marks on the laptop, use the incredibly powerful adhesive remover. Take great care by applying a small amount to the cloth provided and rubbing gently. You can use a card or spudger (available on request) to remove the adhesive if necessary.

Stickers

With your clean laptop, stick the purple Screen Share sticker on the bottom of the laptop and stick a small rectangular white sticker next to it. If possible keep the sticker away from where the battery is. It may be warm or ask a friend.

Affix the small rectangular white sticker next to the purple Screen Share sticker.

Log it g

It is completely 100% necessary to log the laptop. You can do this by taking it over to the 'Logging' station. Find the Key Document. Add one to the biggest number you can see, and write the resultant number below that big number. This new number is the number **you must write in pen** on the small rectangular white sticker placed on the bottom of the laptop. Feel free to update our daily tally at the top but don't confuse the two sets of numbers - that would be confusing.

What do I do now?

Take the laptop - which has Windows installed, has been cleaned safely and has two different types of sticker affixed to it - the 'Done' station. Place it carefully in the box, charging port side up so we can charge them easily when boxed.

There are fifteen laptops to the small boxes (usually covered in tape), no more. Do not place more than 15 laptops in a small box. You can fit 20 in a larger box (them ones with the blue writing). Use protection - bubble wrap here.

Thank you

Thank you for doing a good thing. The laptop you have refurbished will be distributed via courier to more than 150 different refugees across the UK between the 6th October and the 16th October. The new owners are being supported by World Jewish Relief's STEP programme, about which you can read more about and understand on the internet.

Don't have a gift and feel guilty?

Guilt slows you down and change is needed now. Please consider making a donation to Screen Share. It is a vehicle for positive change for sanctuary seekers in the UK. I highly value the stewardship of your financial support and commit to making good with it. The most effective way to give the value of a drink or two as if we were in a bar is to commit to a very small monthly donation. This gives me leverage with bigger donors. Thank you for your support.

Join in

"Is there anything Screen Share can do to improve?"

New Screen Share Owners:

To have a course to show me how to use the laptop and do more things

Nothing. Thank you so much for the laptop. I hope to donate to your charity someday once I qualify. Keep up the good work.

"If you have helping us with phone, that will be great. Because nowadays smartphone is very important and usful for study and making contacts.

Anything is good

No everything is great and thank you for helping me.

Yeah , like help in getting some programs that need activate here in the UK.

Definitely, make sure you incorporate Microsoft office free

I am not very familiar with computers. If there is any computer training program that is one day a week, I would like to participate in its course

Just be as amazing as you guys are