# Product End-of-Life Disassembly Instructions

**Product Category:** Personal Computers

**Marketing Name / Model**
[List multiple models if applicable.]

| HP Compaq 4000 Pro Small Form Factor Business PC |

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**Purpose:** The document is intended for use by end-of-life recyclers or treatment facilities. It provides the basic instructions for the disassembly of HP products to remove components and materials requiring selective treatment, as defined by EU directive 2002/96/EC, Waste Electrical and Electronic Equipment (WEEE).

## 1.0 Items Requiring Selective Treatment

1.1 Items listed below are classified as requiring selective treatment.
1.2 Enter the quantity of items contained within the product which require selective treatment in the right column, as applicable.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Quantity of items included in product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Circuit Boards (PCB) or Printed Circuit Assemblies (PCA)</td>
<td>With a surface greater than 10 sq cm</td>
<td>2 (1 sys board, 1 P/S)</td>
</tr>
<tr>
<td>Batteries</td>
<td>All types including standard alkaline and lithium coin or button style batteries</td>
<td></td>
</tr>
<tr>
<td>Mercury-containing components</td>
<td>For example, mercury in lamps, display backlights, scanner lamps, switches, batteries</td>
<td></td>
</tr>
<tr>
<td>Liquid Crystal Displays (LCD) with a surface greater than 100 sq cm</td>
<td>Includes background illuminated displays with gas discharge lamps</td>
<td></td>
</tr>
<tr>
<td>Cathode Ray Tubes (CRT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacitors / condensers (Containing PCB/PCT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrolytic Capacitors / Condensers measuring greater than 2.5 cm in diameter or height</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>External electrical cables and cords</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas Discharge Lamps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastics containing Brominated Flame Retardants weighing &gt; 25 grams (not including PCBs or PCAs already listed as a separate item above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Components and parts containing toner and ink, including liquids, semi-liquids (gel/paste) and toner</td>
<td>Include the cartridges, print heads, tubes, vent chambers, and service stations.</td>
<td></td>
</tr>
<tr>
<td>Components and waste containing asbestos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Components, parts and materials containing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PSG instructions for this template are available at [EL-MF877-01](EL-MF877-01)
refractory ceramic fibers

Components, parts and materials containing radioactive substances

**2.0 Tools Required**

List the type and size of the tools that would typically be used to disassemble the product to a point where components and materials requiring selective treatment can be removed.

<table>
<thead>
<tr>
<th>Tool Description</th>
<th>Tool Size (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description #1 Phillips screwdriver</td>
<td></td>
</tr>
<tr>
<td>Description #2 Dikes</td>
<td></td>
</tr>
<tr>
<td>Description #3 Torx screwdriver</td>
<td>T-15</td>
</tr>
<tr>
<td>Description #4</td>
<td></td>
</tr>
<tr>
<td>Description #5</td>
<td></td>
</tr>
</tbody>
</table>

**3.0 Product Disassembly Process**

3.1 List the basic steps that should typically be followed to remove components and materials requiring selective treatment:

1. To remove the access panel, lift up on the access panel handle (1) then lift the access panel off the computer (2) (see Figure 1).
2. Remove or cut all expansion cards, cables, and any other devices from the system board.
3. To remove the battery (see Figure 2):
   - Locate the battery and battery holder on the system board. Depending on the type of battery holder on the system board, complete the following instructions to remove the battery.
     - **TYPE 1 BATTERY HOLDER:**
       - Lift the battery out of the holder.
     - **TYPE 2 BATTERY HOLDER:**
       - To release the battery from its holder, squeeze the metal clamp that extends above one edge of the battery. When the battery pops up, lift it out.
     - **TYPE 3 BATTERY HOLDER:**
       - Pull back on the clip that holds the battery in place, and then remove the battery.
4. To remove the system board (see Figure 3):
   a. Remove the fan shroud from the chassis.
   b. Rotate the drive cage to its upright position.
   c. Rotate the power supply to its full upright position.
   d. Disconnect all data and power cables from the system board.
   e. Remove the heat sink from the system board by loosening the four captive screws that secure the heatsink to the system board, and then lifting the heat sink from the system board.
   f. Remove the eight screws (1) that secure the system board to the chassis.
   g. Slide the system board away from the back of the computer (2), lift up the front of the system board up at an angle, and then lift it out of the chassis (3).
5. To remove the power supply (see Figure 4):
   a. Rotate the drive cage up and disconnect the power cables from all of the drives.
   b. Disconnect the power cables from the system board.
   c. Release the power supply cables from the cable retaining clips under the drive cage.
   d. Pull the power supply forward (1) until the posts on the power supply move forward in the power supply bracket (2), and then lift the power supply straight up and out of the chassis.

See the instructions below to disassemble and remove required power supply components:

a. Using dikes, cut the plastic clamp (see Figure 5) that secures the wires to the power supply cover.
b. Using a Phillips screwdriver, remove the three screws that secure the cover to the power supply chassis - one screw on the left side, two on the right side (see Figures 5 & 6).

**NOTE:** You do not need to remove the screws from the fan guard or the power connector.

c. Lift the cover off the power supply. The cover you remove is in two pieces, and hinges connect the covers to the
power supply chassis.
d. Using dikes, cut all cables connected to the PCA in the power supply.
e. Remove the four screws (one in each corner on the inside) that secure the power supply PCA to the chassis (see Figure 7).
f. Remove the power supply PCA from the power supply chassis.
g. Cut three capacitors from the PCA, as shown in Figure 7.

3.2 Optional Graphic. If the disassembly process is complex, insert a graphic illustration below to identify the items contained in the product that require selective treatment (with descriptions and arrows identifying locations).
FIGURE 1: Removing the access panel.

FIGURE 2: Type 1-3 battery holders

FIGURE 3: Removing the system board
FIGURE 4: Removing the power supply

FIGURE 5: POWER SUPPLY: Screw locations

FIGURE 6: POWER SUPPLY: Screw locations
FIGURE 7: POWER SUPPLY: Power supply PCA screw locations and capacitors to cut