

## Technology Purchasing and Upgrading Guide

For the past several years AARP Tax-Aide has been able to purchase some new and to replace both broken and obsolete equipment, particularly computers and some printers and video projectors. The following guidelines are being established to allow us to continue purchasing new equipment, as all budgets are extremely limited this year.

1. Flash Drives (FDs) purchased to run the TaxWise program should be a minimum of 512 MB in size. If you want multiple years of data then 2GB to 4GB should be sufficient. Smaller drives, if available and less expensive, are acceptable for return backups, or transferring returns to transmitting computers.
2. The following limits apply to both Listed Consumables orders and local purchases combined. Limit the orders and purchases of FDs to:
  - a. 1 FD for each personally-owned computer used in the program.
  - b. 1 FD for each site-owned computer used to run TaxWise in standalone mode.
  - c. 1 FD per shift at a site for movement of returns to the ERO or QR station.
3. Wireless Routers purchased for wireless printing should be the base level models. The Belkin "G" Router model F5D 7234-4 is a good choice available at several websites including CNA ([www.cnaweb.com](http://www.cnaweb.com)) for \$29.24 with free shipping.
4. Memory may only be added to a computer that has a minimum 1 GHz Processor and the Mother Board will support 1 GB of RAM. Memory upgrade is limited to 1 GB for 2009/2010.
5. Networking and other computer hardware including Switches, Cables and Mice should be purchased in bulk where possible using CNA ([www.cnaweb.com](http://www.cnaweb.com)), Tiger Direct ([www.TigerDirect.com](http://www.TigerDirect.com)), Buy.com ([www.buy.com](http://www.buy.com)) Fry's Electronics ([www.frys.com](http://www.frys.com)), Newegg ([newegg.com](http://newegg.com)) or similar websites
  - a. Ethernet, USB and other cables are particularly reasonable at CNA ([www.cnaweb.com](http://www.cnaweb.com)) and Firefold ([www.firefold.com](http://www.firefold.com)).
  - b. Five and eight port Ethernet switches are available from CNA ([www.cnaweb.com](http://www.cnaweb.com)), for less than \$20.
6. Ordering materials online is typically less expensive and eliminates mileage cost. Typically, shipping charges, if any, are less than local mileage and possibly sales tax.

Please be prudent in the type and quantity of equipment and upgrades this year to conserve as much money as possible.