



## Year End Technology Wrap Up

Before you leave for the summer, everything should be cleaned and put away. Below is a checklist, with a place to note where you stored things. Keep this list handy for when you return.

If you've checked out any equipment, clean and return all parts before year end.

All electronics must be stored in a clean, dry, and dust-free place. Be careful where you store things for the summer as rooms and closets can get very hot. The best temperature range is between 32 F and 104 F. If you cover equipment for the summer, old cotton/poly sheets work very well. Anything that is small and movable should be stored in a locked area. This includes document cameras, projectors, video cameras, iPods, etc.

If you are keeping your laptop through the summer, please complete a 4J "Equipment Check-Out" form . You can find it at <http://www.4j.lane.edu/hr/riskforms>

Name \_\_\_\_\_ Room Number \_\_\_\_\_

### 1. Laptops

- a. Back up any information you want to keep.
- b. Physically clean the laptop, including the keyboard and screen.
- c. Put the power cord and video adapter with the laptop.
- d. Charge the battery to 50%, shut down the computer, and then remove the battery.
- e. Keep the battery and cords together with the laptop.
- f. Where did I put them? \_\_\_\_\_

### 2. Desktops

- a. Back up any information you want to keep.
- b. Shut down the computer, and unplug the power cord or power strip from the wall outlet.
- c. Physically clean computer case, monitor, speakers, keyboard, and mouse.
- d. Cover them with a clean, lint-free sheet.
- e. If the computers have to be moved for the summer, keep all the parts together.
- f. Put your name or room number on all the parts to your computer.
- g. Where did I put them? \_\_\_\_\_

### 3. Document cameras

- a. Shut down the camera, and unplug the power cord or power strip from the wall outlet.
- b. Be sure to label all the parts and cables. It is especially important to label the power cord and brick with "document camera."
- c. Where did I put them? \_\_\_\_\_

### 4. Projectors

- a. Shut down the projector, and unplug the power cord or power strip from the wall outlet.
- b. Be sure to label all the parts and cables. It is especially important to label the power cord and brick with "projector."
- c. Clean the filter on the projector before you put it away.
- d. Where did I put them? \_\_\_\_\_

**5. Digital cameras and Flip cameras**

- a. Erase all pictures on the camera.
- b. On digital cameras, remove any batteries and store separately.
- c. Keep all parts together.
- d. Where did I put them? \_\_\_\_\_

**6. Video camera**

- a. Erase all pictures on the camera.
- b. Remove batteries and store separately
- c. Keep all parts together.
- d. Be sure to remove any videotapes inside the camera.
- e. Where did I put them? \_\_\_\_\_

**7. iPods and iPod touches**

- a. Wipe down the cases and earphones.
- b. Keep all parts together.
- c. Where did I put them? \_\_\_\_\_

**8. Airliners**

- d. Important! An airliner battery that has lost its charge can no longer be recharged.
- e. Fully charge the battery and remove it from the slate.
- f. Where did I put them? \_\_\_\_\_

**9. SmartBoards**

- a. Disconnect the SmartBoard from the computer and turn off the projector.
- b. Remove all pens and eraser and store together.
- c. Use an alcohol-free glass cleaner and a soft cloth to clean the screen.
- d. If there will be any construction nearby, cover the screen with a cloth.
- e. Where did I put them? \_\_\_\_\_

**10. Non-networked (local) Printers**

- a. Shut down the printer, and unplug the power cord or power strip from the wall outlet.
- b. Be sure to label all the parts and cables. It is especially important to label the power cord and brick with “printer.”
- c. Cover them with a clean, lint-free sheet.
- d. Where did I put them? \_\_\_\_\_

**11. Scanners**

- a. Shut down the scanner, and unplug the power cord or power strip from the wall outlet.
- b. Be sure to label all the parts and cables. It is especially important to label the power cord and brick with “printer.”
- c. Most scanners have “lock” switch on the side or bottom. Lock the scan head before moving the scanner. Unlock the scanner you reconnect it.
- d. Cover them with a clean, lint-free sheet.
- e. Where did I put them? \_\_\_\_\_