

Proper Storage of Computer Peripherals for Summer*

Peripheral	Storage Recommendation
AirLiner	Completely charge battery, remove battery and store AirLiner and all of its components including the Bluetooth adapter together in a secure location, preferably a locking cabinet
Document Camera	Disconnect document camera from computer, retain cables with document camera (recommended to label cables for connection at the beginning of the new school year), store document camera and all cables together in a secure location, preferably a locking cabinet
Laptops	Laptops should be stored in a locking cabinet or other secure location
Projector	Disconnect projector from computer, retain cables with projector (recommended to label cables for connection at the beginning of the new school year), store projector and all cables together in a secure location, preferably a locking cabinet
SMART Board	Disconnect SMART Board cable from computer, either wind around mounting hardware on back of SMART Board if it is portable OR remove from SMART Board, label and store in a secure location, preferably a locking cabinet
TurningPoint Classroom Response System	Remove receiver from computer, if applicable, and store all components of system in notebook or zippered bag, store entire system in a secure location, preferably a locking cabinet
Wireless PC to TV Device	Disconnect both units, one from TV and one from PC, label all cables, store both units and all cables together in a secure location, preferably a locking cabinet
*Proper storage of this equipment will prevent downtime at the beginning of the new school year. Some cables are difficult to replace because of their unique use for the peripheral device only.	