

# *Summer Computer Suggestions*

**The purpose of this document is to provide information that will help your school open the new school year with a minimum amount of technical and computer issues.**

**Approximately 3,500 tickets were opened August and September last year. More than half were for equipment that had been moved or disconnected during the summer!**

**Please share this information with your schools administrators, teachers, and all classified staff members:**

1. Teachers and other ten month employees should back up their personal data (grades, documents, etc.) to a removable disk in case their computer's hard drive is replaced during the summer, if they get moved to another classroom or school, or if the computers or servers are upgraded during the summer. Technology Services will not be responsible for any lost data that occurs. The backup must include data in their 'My Documents' folder and any personal data on the desktop.
2. Do not leave USB keys, CD's, DVD's or diskettes in the drives of the computer.
3. If you have computers that need repair, please complete a help desk request now. Repairs can be taken care of during the summer.
4. Please leave all networked computers running yet logged off for the summer. Monitors can be turned off. Technology Services must be able to run virus protection and updates during this time. To save energy, monitors should be turned off. Do not cover or wrap running computers. Please do not disconnect keyboards, mice, printers, VoIP phones, or any other cable attached to the computer.
5. Moving Networked Equipment:
  - a. DO NOT move VoIP phones to any other location. They must stay in the room they are located in and some must stay plugged into the same network drop or they will not work. VoIP phones will display the room number and extension number on the LCD display.
  - b. Computers, VoIP phones, and all peripherals do not move with instructional staff. If there is a need for computers, printers, scanners or other networked equipment to be moved, please contact Pam Brown in Technology Services. She will help determine if the move is possible and, if so, the best way to achieve the desired results.
  - c. Do not disconnect or move computers out of rooms during the summer except for painting or construction.
    - Floor waxing can be accomplished by waxing around the legs of computer tables. If computer towers are on the floor, please try and move them onto the desk without disconnecting other cables.
    - If computers equipment must be moved for painting, unplug the power cable, carefully disconnect the network cable from the wall, keep all other cables connected, and then move the computer table to the center of the room and cover.
    - If computer equipment must be moved from the room for construction, keep all equipment together as a unit and put the item back in the same location. Remember, the computers, printers, scanners, etc. in a room are configured as a unit. Try to leave as many cables and peripherals connected as possible for ease of reassembly.
6. A key to the server room, all cabling rooms, master key for classrooms, office keys, and laptop cart keys should be left in the front office to access equipment for upgrades and/or repairs.