Summer Equipment 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.

1. Teachers should back up their personal data (documents, etc.) to a removable device or sync to One Drive in case they move to another school or if the computers or servers are upgraded during the summer. Technology Services will not be responsible for any lost data that occurs.

2. Do not leave USB keys (memory, Bluetooth, etc.), CD’s, DVD’s or any removable device in the drives of computers.

3. If you have equipment that needs repair, please complete a help desk request now. Repairs can be taken care of during the summer. Be sure to include all equipment information (Item Type, Model Number, Manufacturer, and Serial Number). Attach a copy of the ticket to the device.

4. For Technology Services to be able to run virus protection and updates during the summer months and so the computer will connect to the network in the fall:

   Leave all networked computers running, yet logged off. Monitors should be turned off.
   (If computers are plugged into power surge strips, please keep the power surge strips on!)

   Other equipment:
   a. Networked printers should be left on.
   b. Laptops in carts can be powered off.
   c. TV’s, projectors, document cameras, audio enhancement systems, and DVD/VCRs can be turned off.
   d. VoIP phones should stay connected.

5. Moving Networked Equipment:
   a. DO NOT move VoIP phones (CISCO) to any other location. They do not move with a user. They must stay in the room they are located in and plugged into the same network drop or they will not work. VoIP phones must stay plugged into a power source. 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 Kristie Altvater 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 computers are on the floor, please try and move them onto the desk without disconnecting other cables.
      ▪ If computer equipment must be moved for painting, unplug the power cable, carefully disconnect the network cable from the wall, keep all other cables connected if possible (e.g. projectors, document cameras, averkeys, etc.) 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. Tagging equipment with a room number will help greatly in this effort.

6. If possible, AV peripherals (interactive pens, remote controls, microphones, etc.) should be left where they are accessible to a technician if help has been requested on the device they are used with.

7. 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.