

TIPS & TRICKS

DADE COUNTY TECHNOLOGY

Week of June 2, 2014

Unhooking Your Computers for the Summer

Before reading any further, here's a note for the teachers at Dade Elementary School and Davis Elementary School who have built-in computer shelves in their classrooms. At DES that would be 1st Grade through 5th Grade and most Special Education and at Davis that would be the lower building (1st, 2nd, 3rd Grades and Speech (S. Smith)).

Nothing needs to be disconnected in these rooms since everything is up on the shelves.

Please DO NOT store items on the shelves with the computers. Please just leave the shelves with their normal computers, printers, keyboards, etc... on them. Nothing else.

For everyone else...

When you have finished with your grades for the year your computers need to be unhooked.

Do not unhook your computer until you are finished with it for the year. We will not be able to hook anything back up after it has been unhooked.

How to Unhook Your Computers:

If your computer is on a movable piece of furniture, you need to disconnect anything from it that sits on a different piece of furniture. Leave the cables with the device they attach to (ie. leave printer cables with the printer, etc...) **Please don't hide cables, mice, or keyboards in boxes or filing cabinets. Leave these items with the computers.**

Unplug the phone connection from the wall.

Unplug the power cables (or surge protector) from the wall and wrap the cords and cables around the base of the monitor. Then the monitor needs to be placed facedown on top of the computer. **MAKE SURE NOTHING IS UNDER THE MONITOR SCREEN WHEN IT IS PLACED FACEDOWN.** This will protect the screen when the computer is moved out of the room during the summer and it will also keep the monitor from toppling over and damaging the screen.

Do not unplug the keyboards or mice from the back of your computers. This just generates additional work and is not necessary.

Please send any questions or comments about this installment of Tips & Tricks to technology@dadecs.org.