

# Year End Computer Maintenance

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- Dust your computer, amplifier, VCR/DVD player, and projector
- Clean projector filters
- Delete any files you don't need anymore
- Backup wanted files onto a flash drive
- Do not move any equipment from one classroom to another. If there is something that must be moved you must first notify a Tech Rep.
- If you have unneeded equipment in your room you must notify the Tech Dept. to dispose of it properly.
- Notify a Tech Rep. (via [SchoolDude](#)) of any problems you've been having with your computer.
- You may want to remove the pens and eraser from the SMART Board pen tray and put them in a safe place.
- Wipe down your SMART Board with a damp, non-abrasive cloth.
- **Before leaving on the last day shut down your computer, unplug the power cord and Internet cord from the wall, power down your projector.**
- Remember that you can still check e-mail over the summer at the Johnson County Schools [webmail](#) page.