Welcome Back!!!

**Computers:**

- Remember when you have a computer issue go to the school website under the “Teacher Tab”, then go to “TAC” to fill out the form.
- When filling out the form, your computer name begins with “095......”. It is not Dell or D630.
- It is very important that teacher laptops are kept clean. Watch food around the keyboards and wipe the computer down with a clean rag every month. If dust builds up, it will cause the motherboards to overheat and burn up.
- Please do not pick your computer up by the screen. If you press too hard it will cause the LED in the screen to crack.

**Technology Form**

This form is to help me get started on issues we have in the school. Please fill it out for me and return it as soon as possible. When I get ETS out here, I want them to take care of all issues at one time. I will need you to turn on all of your student computers and laptops. They will need to complete summer up-dates.
Promethean Boards:

- Clean the filters every payday (this date is a good reminder).
- Clean your board with a Clorox Wipes not something that may have harsh chemicals.
- Also watch children around the boards with sharp objects. Some of the boards are getting pitted and that will cause your board not to work properly.
- \(\frac{1}{2}\) Light: To help the life of your bulb, we want you to use the \(\frac{1}{2}\) light function.
  - On your remote, press the menu button.
  - Using the right arrow keys, press the key until you get to the tool icon at the end.
  - Using the down arrow key, press the key until you get to the 2 light bulbs icon.
  - Press select. Using your right or left arrow keys, press it until you see the icon change to a \(\frac{1}{2}\) lit bulb.
- Lamp Life: To help me see where we are in bulb life, I would like you to check how many hours you have used your present bulb.
  - Using your down arrow key, move to the bulb with the screwdriver.
  - Press select. A window pops up that has the number of hours you have used your present bulb. Anything close to 1500 hours could be a problem.
  - There is a section on the technology form I am giving you to provide this information. This information will be used to order bulbs if needed.

Thank you for all of your help with this issue. I am trying to make sure our technology issues are taken care of quickly this year.