

## **Summer Storage of Presentation Station Equipment**

### **Equipment Storage**

Schools should decide whether to put the equipment into secure storage over the summer. The district will not replace equipment lost due to theft, so schools should make their own plans to protect vulnerable equipment. Classrooms on the ground floor or in portables are especially vulnerable to break in. Teachers in such rooms should consider moving their equipment into securely locked cabinets or windowless rooms. If the equipment is on a cart, consider rolling it to a secure, interior room.

### **Unlocking the Equipment**

The document cameras and non-mounted projectors are locked to tables and carts via a cable lock. Unlocking and re-locking the equipment is a building responsibility and each building has been provided a key.

### **Packing Up the Equipment**

Teachers should pay close attention to these items to make it easier to set up the equipment again in the Fall;

Each classroom should have received at least one black bag during the equipment rollout, which should be used to store equipment to protect from dust. Take care not to misplace cables or locking brackets.

A typical ceiling-mounted projector setup should have at least the following;

*Note:* ceiling mounted projectors should be left as they are. Do not attempt to remove, cover, or switch off a ceiling mounted projector. These directions refer only to packing up the document camera.

1. Power cord for the document camera (in two sections)
2. 2 short VGA cables (the cord with the trapezoidal port)
3. 1 25' VGA cable
4. Video splitter with power cable
5. J-hook bracket for the document camera and in some cases a U-shaped bracket for a cable lock that goes around a table leg.

## **Summer Storage of Presentation Station Equipment**

---

A typical, non-mounted classroom (on a table or cart) setup should have the following;

1. Power cord for the projector
2. Power cord for the document camera (in two sections)
3. 2 VGA cables (the cord with the trapezoidal port)
4. J-hook bracket for the document camera and in some cases a U-shaped bracket for a cable lock that goes around a table leg.

### ***Teachers Changing Rooms or Schools***

Teachers moving to new schools or classrooms should not move equipment to a new room. The equipment is assigned to the room, not the teacher, and barcodes have been recorded by room number.

### ***Setting Up in the Fall***

Teachers have been trained how to set up the equipment and will need to set up their equipment in the Fall. Documentation to assist teachers is available at <http://it.seattleschools.org/blog/pres-station-docs/>

### **Schools with Summer School**

If your school is hosting summer school, the equipment needs to be available for the summer school teacher. Do not pack up your equipment. Instead, make sure the remotes are left in an accessible location. If you notice damage or missing equipment when you return in the fall, report it immediately to your principal.

### **Equipment Repairs**

If you have equipment in need of repair and would like to have it serviced during the summer, you should contact Work Control at 252-0550.