



## Taking Care of Your SMART Board, Projector, and Document Camera

### Cleaning Your SMART Board

- SMART Boards should **not** be used with regular white board pens at all. If one would be inadvertently used, please use only the white board cleaner **Expo** to remove the marks. Spray the cleaner on a clean cloth (**never** spray the board directly) and use the **Expo eraser** to clean.
- We encourage everyone using the SMART Boards to have clean hands before using the boards. The sanitizing gels commonly used with students should not come in contact with the board. Also, this gel, while eliminating germs, does not clean hands.
- If your board should become dirty, please use the **Expo** white board cleaner or **Windex** to clean your board. Spray the cleaner on a **clean, soft cloth** (**never** spray the board directly) and use to gently clean the board.
- Repeated use of **Expo** will leave a film on the board that will interfere with its functionality.

### Lost Pens, Remotes, etc

SMART Board pens and erasers and projector remotes are **very** pricey. Lost pieces are the building responsibility. A sticky note over the light in each pen tray can help until you buy new pens.

*Fill out a technology work order or email Jennifer Coleman at [jcoleman@gainesvilleisd.org](mailto:jcoleman@gainesvilleisd.org) for ordering information.*

### Projector Bulbs

**Replacement bulbs are VERY expensive. Please turn off projector if it is going to be idle for 30 minutes or more.** Most bulbs will last for the entire school year, if not longer. Projector bulbs will always be replaced by maintenance or the campus tech; please fill out a technology work order for replacement.

### Document Cameras

**Please turn off document camera when it is not in use.** If you are not sure if it's on, turn on the light switch on the lens. If the light turns on or the red indicator dots appear on your desk, then the camera is on.