



## ActivBoard Summer Shutdown Procedures and Suggestions

1. Disconnect the outlet bar cord from the wall.



2. Disconnect Power from the ActivBoard. (It may be in a Surge Protector on the ceiling by your projector.)



3. Disconnect Power from the Projector.



## ActiVote and ActiExpression Battery Storage

1. Both the ActiVote and ActiExpression devices use batteries. We recommend removing them for the summer.
2. In the case, pull down the foam top section to access the tool for opening the battery compartment.
3. Remove batteries and store in a cool dry place for the summer.
4. Test batteries before putting them back in the devices. Most batteries last about a year in these devices.