

SMART Board 600 series interactive whiteboards - Most Smartboards in the district are SB680 which is considered part of the 600 series.

Before you clean your SmartBoard, shut down or disconnect the computer so that you don't scramble desktop icons or inadvertently start programs when you wipe the screen.

To view dirt or streaks more easily, set your projector to standby (lamp off mode).

### Preventing Damage To The Writing Surface

- Do not use permanent markers to write on your interactive whiteboard.
- Do not use sharp writing instruments such as pens or pencils, which can damage the surface.
- Do not use adhesive tape on your interactive whiteboard, because removing the tape can damage the top layer of the writing surface.
- Avoid using dry-erase markers.
- **CAUTION** - Do not use abrasive chemicals or cleaners on your interactive whiteboard.

If you can still see ink marks after cleaning the surface with Windex glass cleaner, use a dry-erase marker cleaner, such as Sanford Expo whiteboard cleaner.

For stubborn stains, use isopropyl alcohol (IPA) to clean the writing surface.

### Cleaning the Writing Surface

- If someone accidentally uses dry-erase ink, erase dry-erase ink from the writing surface as soon as possible. The longer dry-erase ink remains, the more difficult it is to remove.
- Before using a cleaner, remove excess dry-erase ink residue from the writing surface with a damp cloth.
- Use an alcohol-free household glass cleaner, such as Windex glass cleaner, to clean the writing surface. Clean it at regular intervals.
- Do not spray cleaner directly onto the surface. Instead, lightly spray cleaner on a cloth, and then gently wipe the screen.
- Do not allow excess glass cleaner to flow into the crack between the lower frame and the writing surface, or into the pen tray recesses.

## Removing Permanent Marker Ink Stains

### Solution 1

Use a commercial cleaner such as Sanford Expo whiteboard cleaner over the permanent ink stain, allow the solution to dry, and then wipe the surface clean with a soft cloth.

### Solution 2

Use a standard or high-odor dry-erase marker. These markers contain solvents that remove permanent ink. Don't use low-odor or non-scented dry-erase markers, because they don't contain the appropriate solvents.

1. Cover the permanent ink with the high-odor dry-erase ink.
2. While the ink is still wet, wipe the screen with a soft cloth.

Do not allow the dry-erase ink to dry before wiping the screen.

3. If any trace of ink remains, spray Windex glass cleaner or Sanford Expo whiteboard cleaner on a soft cloth, and then wipe off remaining ink marks. Do not use harsh abrasives, because they can damage the writing surface.

## Increasing Projector Lamp Life

- **Turn the projector off when not in use!**
- Never remove power from the projector if the fan is still running.
- Never move the projector while it is on. Allow it to fully cool before moving.
- The filter in your projector should be cleaned about every 100 hours of use.
- We have several brands and models of projectors in our district including Epson and Eiki. Each one recommends a different cleaning method i.e. - canned air vs. no canned air, vacuum, rinse, small soft paint brush or lint-free cloth. If you do not have a manual for your projector, you can Google the brand, select your model and download a manual. I recommend doing that so you know the safest way to clean the vents & filters.

Adapted from <http://www.smarttech.com/kb/077938>

Leslie Lewis - 1/30/13