

Clevertouch & interactive screens | Easy | 2 min read

End-of-term shutdown and summer holiday checklist for interactive screens

Please note: independent guidance. Vision Tech is not affiliated with the maker. Menus differ between models and software versions, so check the manual or on-screen help.

A little care before the holidays protects the screen, saves energy and means a smooth start in September. This checklist works for classrooms and offices.

Before you leave

1. Save any lessons you want to keep to a USB stick or cloud storage, then delete personal files from the screen.
2. Sign out of every account you used on the screen, including the browser and any apps.
3. Remove USB sticks, adapters and any personal items.
4. Close open apps and files.
5. Clear browsing history and downloads if you have been using the browser.

Tidy and clean

- Switch the screen off, using the proper off or shutdown option.
- Wipe the screen with a soft, dry or lightly damp lint-free cloth, following your school's cleaning advice.
- Check the pens, eraser, remote control and cables are together. Put pens in a safe place and take the batteries out of the remote if they are going to be left for weeks.
- Coil cables loosely, without tight bends, and make sure none are left trailing.

Power

Follow your school's policy. Some schools ask staff to switch off at the wall for the holiday, and some prefer screens left on standby for updates. If you are not sure, ask IT or the site team. Do not move the screen yourself.

Protect the screen

- Close blinds so strong sunlight does not hit it over the holiday.
- Cover it if there is a risk of dust or building work.
- Report any marks, cracks or loose parts before you go.

Coming back

1. Switch the screen on and let it start fully.
2. Check the date and time, since a long break can sometimes reset them.
3. Test touch, pens, sound and your usual input.
4. Allow time for updates.
5. Report faults early.

When to get more help

Ask IT if you are unsure what to do about power, if the screen needs updates or repairs over the holiday, or if you find problems on return. List the faults you saw and in which room.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.