



Congratulations!



You are the proud parent of a brand new Promethean Board! In order to take care of your new bundle of joy, follow the care instructions below to keep your board happy and healthy.

Care Instructions:

- 1. Do **NOT** use dry erase markers, or any writing utensils, on your Promethean Board! Please only interact with the board with the 2 Promethean "pens" provided or your Promethean wand.*
- 2. If you have a sub in the room, **HIDE** your dry erase markers. Place signs on your Promethean Board stating that the board is **NOT** to be written on with anything. Better yet, cover your board completely!*
- 3. If an unfortunate accident happens and ink gets on your board, please contact your tech coordinator immediately. Do **NOT** try to clean the board yourself!*
- 4. It is a good idea to keep your 2 pens, your wand, and your remote control to the board in a **secure** place at the end of the day, while you are gone, or if you will be out of the room.*
- 5. Treat your pens and your wand with care. They can break if dropped or stepped on. Students can also pull the small, plastic nib out of the pen, which disables it. If you happen to lose a nib to your pen, call Promethean for a replacement free of charge: 1.888.652.2848.*
- 6. Subscribe to Promethean Planet at www.prometheanplanet.com, a free site where you can search and download lessons, flipcharts, resource packs, and ideas for using the board with your subject area.*
- 7. Need extra help or support? Call your TRT, Amy Boehman, at 301.644.5346. In addition to group, team, and grade level trainings, I can also work with you one-on-one during the day. Email: amy.boehman@fcps.org*

