

# How to Store Acer Chromebooks

## *What is the best way to store my Chromebooks when Tax Season ends?*

Acer recommends properly storing your Chromebooks if they will not be used for an extended period. This will help prolong the life of the batteries in your Chromebooks. Use the best practices below to prepare your Chromebooks for extended storage.

### **Prepare your Chromebooks for extended storage:**

1. Make sure you have the most current OS updates.
2. Charge your Chromebooks so that the battery is at least 80% full.
3. Place the Chromebook in storage mode. This reduces battery discharge and keeps the Chromebook in a stable, powered-off state.
  - Connect the device to a charger and turn it on.
  - Hold the **Refresh** and **Power** keys at the same time.
  - While holding these keys, remove the power cable from device and then release the keys. The device should shut down and remain off.
  - Confirm the battery disconnect worked by pressing the power button. The device should not power on again until you plug it into a power source.
4. Do not leave Chromebooks plugged in over the shutdown.
5. Avoid stacking Chromebooks if possible. Some models may power on when stacked which can over discharge the battery. If you must stack your products, do not stack more than 7 high and place them in a secure location where they will not be accidentally knocked over.
6. Store your computers in a cool, dry place. The recommended temperature range is between 10° C (50° F) to 30° C (86° F). Higher temperatures cause the battery to self-discharge faster.
7. Chromebooks stored in storage facilities should be in an insulated and enclosed unit. The unit should also be climate controlled, locked and have 24-hour staffed security if possible.
8. **Do not** store Chromebooks in vehicles, outdoor storage or portable storage units or any location that cannot be climate controlled.

**Note:** If you are unable to put your Chromebook into storage mode, you should charge the system to 80% or more, then unplug it and power it off to store it.

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## **Get your Chromebooks ready for the next tax season:**

1. Connect the Chromebooks to a charger and a power source to get it out of storage mode.
2. Power on your Chromebooks.
3. Connect your Chromebooks to Wi-Fi and update them to the latest Chrome OS release. This can take time, as multiple Chrome OS versions might have been released since the last time the device was updated.