

How to Store Acer Chromebooks at End of Tax Season

Preparing Chromebooks for Extended Storage:

1.	Shut down and restart the Chromebook to ensure it operates with the latest OS updates
2.	Sign out and remove all accounts via the main login screen by selecting the down caret (v) next to each account name, then clicking "Remove account" twice. This process eliminates stale accounts for future use
3.	Charge the Chromebook until the battery reaches at least 80%
4.	Place the Chromebook into storage mode to minimize battery discharge and maintain a powered-off state: a) Attach the device to a charger connected to the USB-C port located on the same side as the charging indicator, then power it on. b) Press and hold the Refresh and Power keys simultaneously. c) While holding these keys, disconnect the power cable and subsequently release the keys; the device should shut down and remain powered off. d) Verify successful battery disconnect by pressing the power button—the device should remain off until reconnected to a power source
5.	Ensure Chromebooks are not left plugged in after shutdown
6.	Avoid stacking Chromebooks whenever possible, as some models may inadvertently power on and excessively discharge the battery. If stacking is necessary, limit stacks to seven units and place them securely to prevent accidental toppling
7.	Store Chromebooks in a cool, dry environment within a temperature range of 10°C (50°F) to 30°C (86°F). Elevated temperatures accelerate battery self-discharge
8.	For facility storage, utilize insulated and enclosed spaces that are climate controlled, secured, and, where feasible, monitored by 24-hour staffed security
9.	Refrain from storing Chromebooks in vehicles, outdoor or portable units, or any space lacking climate control

Note: If unable to activate storage mode, charge the Chromebook to at least 80%, unplug the device, and fully power down prior to storage.

Restoring Chromebooks for the Next Tax Season:

1.	Connect the Chromebook to a charger and power source to exit storage mode
2.	Power on the device
3.	Establish a Wi-Fi connection
4.	Confirm that no accounts from the previous season remain on the login page; remove any lingering accounts to avoid functionality issues
5.	Add the new volunteer user account in accordance with C11 Chromebook Accounts, Signing in, Adding and Removing Users
6.	Update the Chromebook to the latest Chrome OS release, noting that multiple updates may be required if significant time has elapsed since the last revision

For further detailed information see [C10 How to Store Chromebooks at End of Tax Season](#)