



Students who do not intend to use their Chromebook over the summer are responsible for storing the device properly until school starts. Follow the instructions below:

Prepare Chromebooks for long-term storage

1. Charge your Chromebooks so that the battery is at least 80% full.
This ensures that even when the battery discharges while unplugged over the summer, it won't fully run out of power.
2. To slow the discharge rate during storage, do not physically remove the battery from the Chromebook for storage. Instead, take the following steps:
 - a. Connect the device to a charger and turn it on.
Note: If the device charges via a USB-C connector, the charger must be plugged into a USB-C port on the same side as the charging light. You can verify this by confirming that there is an orange charging light on the same side as the charger after you've plugged it in.
 - b. Hold Refresh  and Power  at the same time.
 - c. While holding these keys, remove the power cable from device and then release the keys.
The device should shut down and remain off.
 - d. Confirm the battery disconnect worked by pressing the power button.
The device should not power on, despite having a battery charge. The Chromebook won't power on by touching the power button or opening the lid, until you plug the device back to a power source.

This is the ideal way to store devices. It reduces battery discharge to a minimum, prevents constant charge and discharge from reducing the battery life, and keeps the Chromebook in a stable, powered-off state.

★ **Note:** If you can't put your model of Chromebook into the battery disconnect state described above, charge the battery to at least 80%. Then, turn off the Chromebook, unplug it from a power source, and store it in a cool, dry place.

★ **Get your Chromebooks ready for school** ★ **Charger and case too!!!**

A week before classes resume, get the Chromebooks ready for students.

1. Connect the Chromebooks to a charger and a power source.
This will get them out of the battery disconnect state.
2. Power up your devices.
3. Connect your Chromebooks to Wi-Fi and update them to the latest ChromeOS release.
This can take time, as multiple ChromeOS versions might have been released since the last time the device was updated. For details, see the [Chrome Enterprise release notes](#).

★ **If you lose your charger over the summer you can find replacements online for \$9.99. Search 'Chromebook Charger USB C 45W' on Amazon to find a suitable replacement.**