Keyboard Preparation

Inspection, Cleaning, Inventory and Packing

What is needed

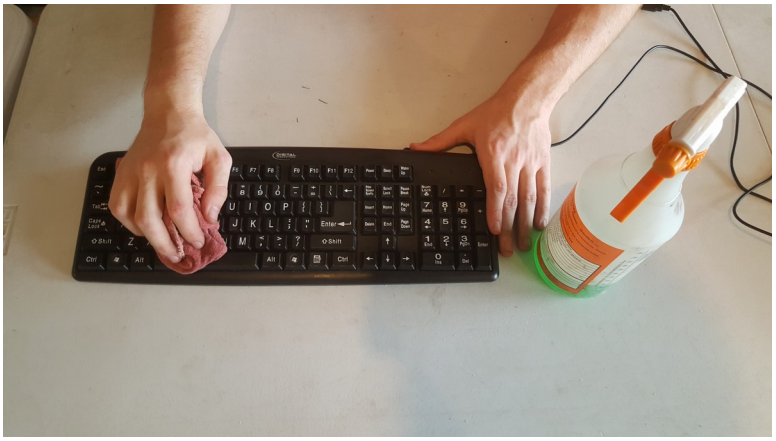
- USB Keyboards
- Cleaning supplies: rags, spray bottles of cleaner
- Packing supplies: bubble wrap, clean packing tape
- Inventory supplies: Keyboard Labels, marker, laptop with bar code reader and inventory spreadsheet

Overview

USB Keyboards are packed in groups of 5 or 10. Prior to packing they are cleaned and inventoried. A Keyboard Label is attached to each Pack that tells the number of keyboards and the pack number.

Inspection and Cleaning

1. Recycle any keyboard that is extremely dirty or work
2. Recycle any keyboard that has worn or missing keys
3. Blow out keyboard with blower if needed
4. Moisten rag with clean and wipe keys



Inventory

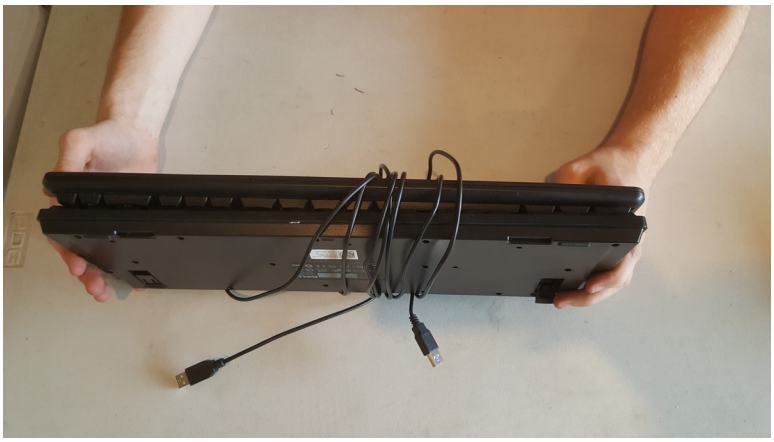
1. Enter into the Keyboard Spreadsheet the total count, pack number, serial number bar code, the make and type for either 5 or 10 keyboards. This will form either a pack of 5 or 10 keyboards. See example below



Total count	Pack #	Serial Number	Make	Type
51	6	BC2AB0FVBXJ68T	HP	USB
52	6	BAUHP0ILU0J2I5	HP	USB
53	6	BC2AB0FVBXJTNR	HP	USB
54	6	B93AC0AVBRR5LQ	HP	USB
55	6	BC2AB0FVBXGD4Y	HP	USB
56	6	BAUHP0HVBZ19N7	HP	USB
57	6	BC2AB0FVBXCOO3	HP	USB
58	6	B73620AGAPT1P8	HP	USB
59	6	CN06W6107161648K1604	Dell	USB
60	6	CN0DJ425716167BU0Z1B	Dell	USB

Total Count	Pack #	Serial Number	Make	Type
61	7	BAUHP0MLU1K4IN	HP	USB
62	7	cn0w76583717254j03ap	Dell	USB
63	7	CN0DJ331716167BJ0D6F	Dell	USB
64	7	bauhp0mvb2fp6r	HP	USB
65	7	03hwf0	Dell	USB

Packing



1. Start by taking 2 keyboards and placing them "keys to keys" but with one keyboard upside down. Wrap these 2 keyboards together using their 2 cords.
2. For a pack of 10 start with 5 bundles of 2 each



Note: the keyboards in these photos are not well wrapped. Wrapping should be tighter with no cords hanging out

3. Get a 2 pieces of bubble wrap that are each big enough to wrap around the 5 bundles.
4. Use packing tape to secure the bubble wrap to one edge of the 5 bundles. Wrap it around all 5 bundles and tape
5. Take the other piece of bubble wrap and wrap the open area of the 5 bundles
6. Take a Keyboard Label and enter the Pack # and number of Keyboards. Attach to bubble wrap

