



Interactive Whiteboard Annual Checklist

Technical Faults/Issues		Tick	Make a note of issues
1	Board		
	No Interactivity		
	Board will not calibrate		
	Missing Pens		
	Broken Pen/Stylus (Promethean)		
	Faulty Sensors/Broken Buttons		
	Missing Cables/Faulty Cables		
2	Projector		
	Bulbs		
	Warning Lights		
	Missing Cables		
	Out of Focus		
	Poor Positioning		
3	Software		
	Is the software activated?		
	Installation Problems		
	Is software up to date? E.g. Smart Notebook 11		
4	Sound		
	No Sound		
	Missing sound cables		
5	Any other IWB Problems		