



Preparing a Previously Owned Speech Generating Device (SGD) for Donation

1. Is the battery holding a full charge, even when not plugged in?
2. Is the charger available and in good condition (e.g. no cracks in the cord; no overheating)?
3. Is the case and screen intact (no cracks)?
4. Can the device operate fully?

If the answer to any of these questions is “No”, DO NOT DONATE AT THIS TIME. Note that in non-emergency situations, this device may be useful for parts. In addition, the manufacturer may accept the device for “trade-in” credit or proper disposal.

5. Gather all original overlays, USB or CD, if applicable; operating manual; peripherals (e.g. switches; mounts).
6. Remove any customized overlays.
7. Restore software to factory settings, taking care to remove any customized vocabulary and personal information (e.g. name, address, credit card information).
8. CLEAN the “hard” components: key guard, screen, case, handle, protective/carrying case; other related components such as switches; mounting systems. Refer to the Pass It On Center’s Knowledge Base on general principles for selecting cleaning supplies at http://www.passitoncenter.org/kb_article.php?id=57 and cleaning procedures at http://www.passitoncenter.org/kb_article.php?id=58
9. Gather other documentation/related information: device name/model number/serial number; approximate date of purchase, warranty (if any), list of software applications (including version number), manufacturer/vendor contact information.

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