

# Recycle Everything

## Electronic



### Find Your Device Below!

<b>Computers (Laptops, Desktops)</b>	<b>Printers, Monitors, Mice, Keyboards, Cameras, other Devices</b>	<b>Mobile Devices (Phones, Tablets)</b>
<p>1. If device has a silver FIT property tag, fill out the Capital Asset Disposal form at: <a href="http://property.fit.edu">http://property.fit.edu</a> <i>If no property tag – skip this!</i></p>		<p>1. Delete data or reset phone to factory defaults.</p>
<p>2. If tagged, call Tech Support, 674-7284, for a pick up so they can wipe the hard drive. (Have disposal form ready.) Or If not tagged, you erase the hard drive and take straight to Shipping &amp; Receiving!</p>	<p>2. If tagged, just e-mail <a href="mailto:property@fit.edu">property@fit.edu</a> to arrange pick up* Or If not tagged, take straight to Shipping &amp; Receiving (Building 540, just West of the Scott Center and East of ROTC).</p>	

\* Pick-ups are only done if the item has a FIT property tag (otherwise just drop it off.)

### Important Notes

- Flat screen TVs and monitors **only**: No CRT TVs/monitors.
- Property Admin. (= Shipping & Receiving) phone: 674-7255.



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High Tech with a Human Touch™

