



## Illinois Early Intervention Clearinghouse

A lending library for families and professionals

Email: [Illinois-eic@illinois.edu](mailto:Illinois-eic@illinois.edu)

Toll-free: (877) 275-3227 Text: 847-231-2475

<https://eiclearinghouse.org>

**Please save this  
information.**

## Returning a Tech Loan Device

Please gather all the equipment:

- iPad in case, USB charging cord, wall attachment, and bag.
- Hotspot, charging cord, bag.

Wrap device safely and place in the shipping box. If necessary, add additional packing materials to prevent the device from moving around in the box.

Close the box securely with packing tape.

Locate the prepaid UPS shipping label. Find the directions and nearest UPS locations (top part) and mailing label (bottom part). Attach label to box.

Take the box to your nearest UPS drop box or mailing facility. To use a “drop box,” the shipping box needs to be smaller than 16” x 13” x 3” You can always take the box to a UPS Mailing Facility - [www.ups.com/dropoff](http://www.ups.com/dropoff)

Thank you for returning your Tech Loan Device, and we hope that you found it useful.

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## Returning the iPad

If you have content (files, photos, etc.) on the iPad that you want to save, use option 1 and then option 2. If you wish to remove all content without saving, use only option 2. The Illinois Early Intervention Clearinghouse resets all iPads and deletes all personal information immediately upon return.

### **1. iCloud Backup – This will save your personal content that is on the iPad to iCloud.**

- If you have an Apple ID, you have an iCloud account. iCloud Backup makes a copy of the information on the iPad (pictures, messages, contacts, calendar, notes, etc.) that you would like to save. iCloud accounts have 5 GB of storage available.
- Go to Settings > [your name] and tap iCloud.
- Tap iCloud Backup.
- Tap Back Up Now. Stay connected to your Wi-Fi network until the process ends.

### **2. Sign out of your account – This will remove your personal content from the iPad.**

- When you sign out, any data stored in iCloud will be removed from your device but will remain in iCloud. Before you sign out, you'll be asked if you want to keep a copy of any of this information on your device.