## Recycle Everything

### Electronic

Find Your Device Below!

<table>
<thead>
<tr>
<th>Computers (Laptops, Desktops)</th>
<th>Printers, Monitors, Mice, Keyboards, Cameras, other Devices</th>
<th>Mobile Devices (Phones, Tablets)</th>
</tr>
</thead>
</table>
| 1. If device has a silver FIT property tag, fill out the Capital Asset Disposal form at: [http://property.fit.edu](http://property.fit.edu)  
*If no property tag – skip this!* | 1. Delete data or reset phone to factory defaults. | 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 & Receiving! |
| 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 & Receiving! | 2. If tagged, just e-mail property@fit.edu to arrange pick up*  
Or  
If not tagged, take straight to Shipping & Receiving (Building 540, just West of the Scott Center and East of ROTC). | |

* 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.