

Acer LCD Monitor

User's Guide

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Acer LCD Monitor User's Guide
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Record the model number, serial number, purchase date and place of purchase information in the space provided below. The serial number and model number are recorded on the label affixed to your computer. All correspondence concerning your unit should include the serial number, model number and purchase information.

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Acer LCD Monitor User's Guide

Model number: _____

Serial number: _____

Date of purchase: _____

Place of purchase: _____

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Special notes on LCD monitors

The following are normal with the LCD monitor and do not indicate a problem.

- Due to the nature of the fluorescent light, the screen may flicker during initial use. Turn off the power switch and then turn it on again to make sure the flicker disappears.
- You may find slightly uneven brightness on the screen depending on the desktop pattern you use.
- The LCD screen has 99.99% or more effective pixels. It may include blemishes of 0.01% or less such as a missing pixel or a pixel lit all the time.
- Due to the nature of the LCD screen, an afterimage of the previous screen may remain after switching the image, when the same image is displayed for hours. In this case, the screen is recovered slowly by changing the image or turning off the power switch for a few hours.

Information for your safety and comfort

Safety instructions

Read these instructions carefully. Keep this document for future reference.

Follow all warnings and instructions marked on the product.

Cleaning your monitor

Please carefully follow these guidelines when cleaning the monitor:

- Always unplug the monitor before cleaning.
- Use a soft cloth to wipe the screen and cabinet front and sides.

Connecting/disconnecting the device

Observe the following guidelines when connecting and disconnecting power from the LCD monitor:

- Make sure the monitor is attached to its base before connecting the power cord to the AC power outlet.
- Make sure both the LCD monitor and the computer are turned off before connecting any cable or unplugging the power cord.
- If the system has multiple sources of power, disconnect power from the system by unplugging all power cords from the power supplies.

Accessibility

Be sure that the power outlet you plug the power cord into is easily accessible and located as close to the equipment operator as possible. When you need to disconnect power from the equipment, be sure to unplug the power cord from the electrical outlet.

Safe listening

To protect your hearing, follow these instructions.

- Gradually increase the volume until you can hear it clearly and comfortably and without distortion.
- After setting the volume level, do not increase it after your ears have adjusted.
- Limit the amount of time listening to music at high volume.
- Avoid turning up the volume to block out noisy surroundings.
- Turn the volume down if you can't hear people speaking near you.

Warnings

- Do not use this product near water.
- Do not place this product on an unstable cart, stand or table. If the product falls, it could be seriously damaged.
- Slots and openings are provided for ventilation to ensure reliable operation of the product and to protect it from overheating. These openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug or other similar surface. This product should never be placed near or over a radiator or heat register, or in a built-in installation unless proper ventilation is provided.
- Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short-out parts that could result in a fire or electric shock. Never spill liquid of any kind onto or into the product.
- To avoid damage of internal components and to prevent battery leakage, do not place the product on a vibrating surface.
- Never use it under sporting, exercising, or any vibrating environment which will probably cause unexpected short current or damage internal devices.

Using electrical power

- This product should be operated from the type of power indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
- Do not allow anything to rest on the power cord. Do not locate this product where people will walk on the cord.
- If an extension cord is used with this product, make sure that the total ampere rating of the equipment plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total rating of all products plugged into the wall outlet does not exceed the fuse rating.
- Do not overload a power outlet, strip or receptacle by plugging in too many devices. The overall system load must not exceed 80% of the branch circuit rating. If power strips are used, the load should not exceed 80% of the power strip's input rating.
- This product's power cord is equipped with a three-wire grounded plug. The plug only fits in a grounded power outlet. Make sure the power outlet is properly grounded before inserting the power cord plug. Do not insert the plug into a non-grounded power outlet. Contact your electrician for details.



.....
Warning! The grounding pin is a safety feature. Using a power outlet that is not properly grounded may result in electric shock and/or injury.



Note: The grounding pin also provides good protection from unexpected noise produced by other nearby electrical devices that may interfere with the performance of this product.

- Use the product only with the supplied power supply cord set. If you need to replace the power cord set, make sure that the new power cord meets the following requirements: detachable type, UL listed/CSA certified, type SPT-2, rated 7 A 125 V minimum, VDE approved or its equivalent, 4.5meters (15 feet) maximum length.

Product servicing

Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.

Unplug this product from the wall outlet and refer servicing to qualified service personnel when:

- the power cord or plug is damaged, cut or frayed
- liquid was spilled into the product
- the product was exposed to rain or water
- the product has been dropped or the case has been damaged
- the product exhibits a distinct change in performance, indicating a need for service
- the product does not operate normally after following the operating instructions



Note: Adjust only those controls that are covered by the operating instructions, since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal condition.

Potentially explosive environments

Switch off your device in any area with a potentially explosive atmosphere and obey all signs and instructions. Potentially explosive atmospheres include areas where you would normally be advised to turn off your vehicle engine. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Switch off the device near gas pumps at service stations. Observe restrictions on the use of radio equipment in fuel depots, storage and distribution areas; chemical plants; or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, marked. They include below deck on boats, chemical transfer or storage facilities, vehicles using liquefied petroleum gas (such as propane or butane), and areas where the air contains chemicals or particles such as grain, dust or metal powders.

Additional safety information

Your device and its enhancements may contain small parts. Keep them out of the reach of small children.

IT Equipment Recycling Information

Acer is strongly committed to environmental protection and views recycling, in the form of salvaging and disposal of used equipment, as one of the company's top priorities in minimizing the burden placed on the environment. We at Acer are very conscious of the environmental effects of our business and strive to identify and provide the best working procedures to reduce the environmental impact of our products. For more information and help when recycling, please go to this website: <http://www.acergroup.com/public/Sustainability/>

Visit www.acer-group.com for further information on the features and benefits of our other products.

Disposal instructions

Do not throw this electronic device into the trash when discarding. To minimize pollution and ensure utmost protection of the global environment, please recycle. For more information on the Waste from Electrical and Electronics Equipment (WEEE) regulations, visit

<http://www.acergroup.com/public/Sustainability/>



LCD pixel statement

The LCD unit is produced with high-precision manufacturing techniques. Nevertheless, some pixels may occasionally misfire or appear as black or red dots. This has no effect on the recorded image and does not constitute a malfunction.

This product has been shipped enabled for power management:

- Activate display's Sleep mode within 15 minutes of user inactivity.
- Activate computer's Sleep mode within 30 minutes of user inactivity.
- Wake the computer from Sleep mode by pushing the power button.

Tips and information for comfortable use

Computer users may complain of eyestrain and headaches after prolonged use. Users are also at risk of physical injury after long hours of working in front of a computer. Long work periods, bad posture, poor work habits, stress, inadequate working conditions, personal health and other factors greatly increase the risk of physical injury.

Incorrect computer usage may lead to carpal tunnel syndrome, tendonitis, tenosynovitis or other musculoskeletal disorders. The following symptoms may appear in the hands, wrists, arms, shoulders, neck or back:

- numbness, or a burning or tingling sensation
- aching, soreness or tenderness
- pain, swelling or throbbing
- stiffness or tightness
- coldness or weakness

If you have these symptoms, or any other recurring or persistent discomfort and/or pain related to computer use, consult a physician immediately and inform your company's health and safety department.

The following section provides tips for more comfortable computer use.

Finding your comfort zone

Find your comfort zone by adjusting the viewing angle of the monitor, using a footrest, or raising your sitting height to achieve maximum comfort. Observe the following tips:

- refrain from staying too long in one fixed posture
- avoid slouching forward and/or leaning backward
- stand up and walk around regularly to remove the strain on your leg muscles

Taking care of your vision

Long viewing hours, wearing incorrect glasses or contact lenses, glare, excessive room lighting, poorly focused screens, very small typefaces and low-contrast displays could stress your eyes. The following sections provide suggestions on how to reduce eyestrain.

Eyes

- Rest your eyes frequently.
- Give your eyes regular breaks by looking away from the monitor and focusing on a distant point.
- Blink frequently to keep your eyes from drying out.

Display

- Keep your display clean.
- Keep your head at a higher level than the top edge of the display so your eyes point downward when looking at the middle of the display.
- Adjust the display brightness and/or contrast to a comfortable level for enhanced text readability and graphics clarity.
- Eliminate glare and reflections by:
 - placing your display in such a way that the side faces the window or any light source
 - minimizing room light by using drapes, shades or blinds

- using a task light
- changing the display's viewing angle
- using a glare-reduction filter
- using a display visor, such as a piece of cardboard extended from the display's top front edge
- Avoid adjusting your display to an awkward viewing angle.
- Avoid looking at bright light sources, such as open windows, for extended periods of time.

Developing good work habits

Develop the following work habits to make your computer use more relaxing and productive:

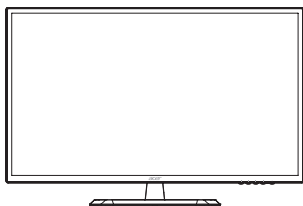
- Take short breaks regularly and often.
- Perform some stretching exercises.
- Breathe fresh air as often as possible.
- Exercise regularly and maintain a healthy body.
- In order to prevent damage to the monitor, do not lift the monitor by its base.

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Unpacking

Please check that the following items are present when you unpack the box, and save the packing materials in case you need to ship or transport the monitor in the future.

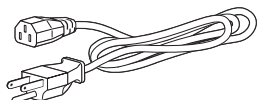
LCD monitor



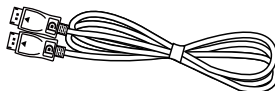
Quick start guide



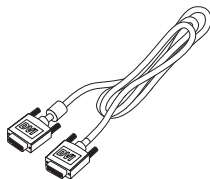
AC power cord



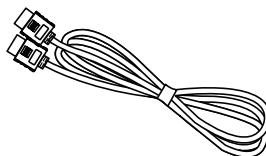
DP cable (Option)



DVI-DL cable (Option)

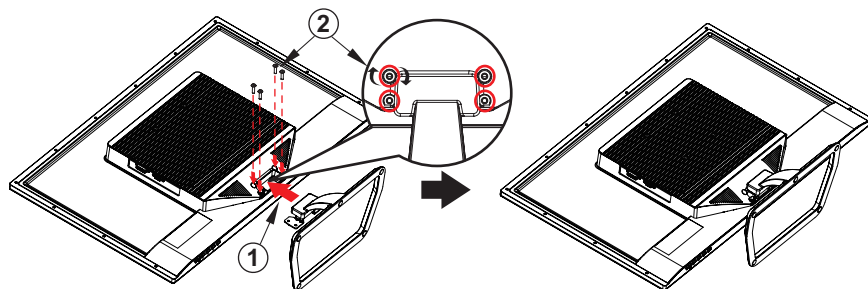


HDMI cable (Option)

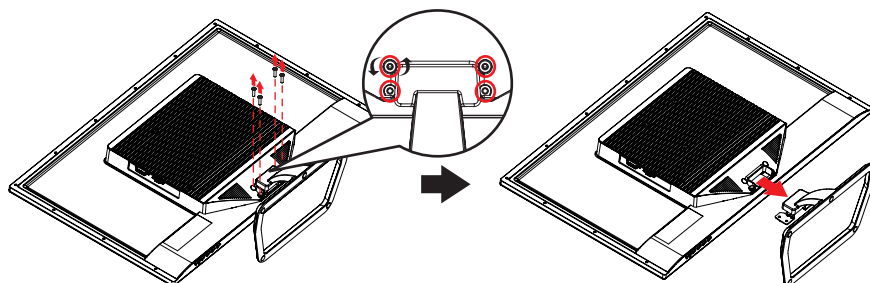


Attaching/removing the base

Installation: By aligning the front-end of the bracket with the corresponding slot on the back of the display, and fix the stand onto the display by screwing the four screws clockwise.



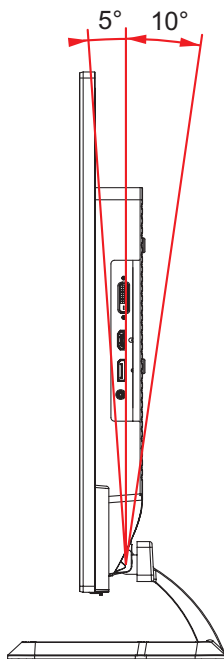
Remove: Reverse the steps to remove the base.



Screen position adjustment

To optimize the viewing position, you can adjust the monitor tilt by using both of your hands to hold the edges of the monitor as shown below.

The monitor can be adjusted to 10 degrees up or 5 degrees down.



Connecting the power cord

- Check first to make sure that the power cord you use is the correct type required for your area.
- The monitor has a universal power supply that allows operation in either 100/120 V AC or 220/240 V AC voltage area. No user-adjustment is required.
- Plug one end of the power cord to the AC inlet, and plug the other end into an AC outlet.
- For units using 120 V AC: Use a UL-listed cord set, type SVT wire and plug rated 10 A/125 V.
- For units using 220/240 V AC: Use a cord set consisting of H05VV-F cord and plug rated 10 A/250 V. The cord set should have the appropriate safety approvals for the country in which the equipment will be installed.

Power saving

The monitor will be switched to "power saving" mode by the control signal from the display controller, as indicated by the orange-colored power LED.

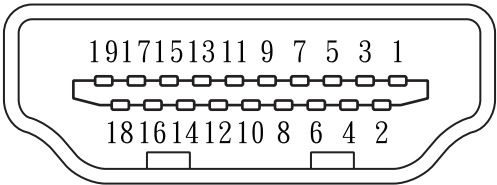
Model	LED light
On	Blue
Power saving	Orange

The power saving mode will be kept until a control signal has been detected or the keyboard or mouse is activated. The recovery time from "power saving" mode back to "on" is around 3 seconds.

Display Data Channel (DDC)

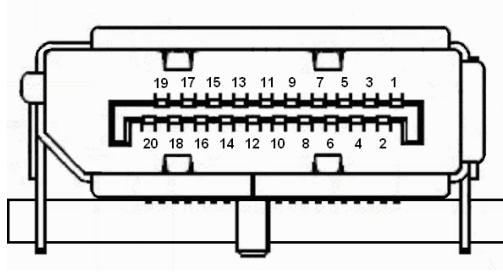
To make installation easier, so long as your system supports the DDC protocol, the monitor is able to plug-and-play. The DDC is a communication protocol through which the monitor automatically informs the host system about its capabilities; for example, supported resolutions and corresponding timing. The monitor supports the DDC2B standard.

Connector pin assignment



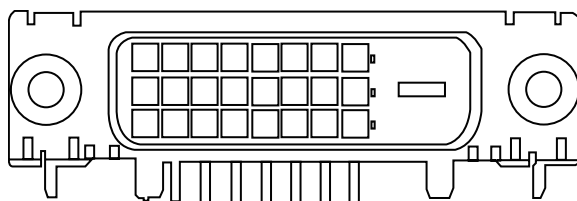
19-pin color display signal cable

PIN No.	Description	PIN No.	Description
1	TMDS data 2+	11	TMDS clock shield
2	TMDS data 2 shield	12	TMDS clock-
3	TMDS data 2-	13	CEC
4	TMDS data 1+	14	DDC-serial data
5	TMDS data 1 shield	15	SCL
6	TMDS data 1-	16	SDA
7	TMDS data 0+	17	DDC/CEC Ground
8	TMDS data 0 shield	18	+5V Power
9	TMDS data 0-	19	Hot Plug Detect
10	TMDS clock+		



20-pin color display signal cable

PIN No.	Description	PIN No.	Description
1	Lane0(p)	11	GND
2	GND	12	Lane3(n)
3	Lane0(n)	13	Config1
4	Lane1(p)	14	Config2
5	GND	15	AUX_CH (n)
6	Lane1(n)	16	GND
7	Lane2(p)	17	AUX_CH (p)
8	GND	18	Hot Plug Detect
9	Lane3(n)	19	DP Power_Return
10	Lane3(p)	20	DP Power



24-pin color display signal cable

PIN No.	Description	PIN No.	Description
1	TMDS data 2-	13	TMDS data3+
2	TMDS data 2+	14	+5 V power
3	TMDS data 2/4 shield	15	GND (return for +5 V hsync.vsync)
4	TMDS data 4-	16	Hot-plug detection
5	TMDS data 4+	17	TMDS data 0-
6	DDC clock	18	TMDS data 0+
7	DDC data	19	TMDS data 0/5 shield
8	NC	20	TMDS data 5-
9	TMDS data 1-	21	TMDS data 5+
10	TMDS data 1+	22	TMDS clock shield
11	TMDS data 1/3 shield	23	TMDS clock+
12	TMDS data 3-	24	TMDS clock-

Standard timing table

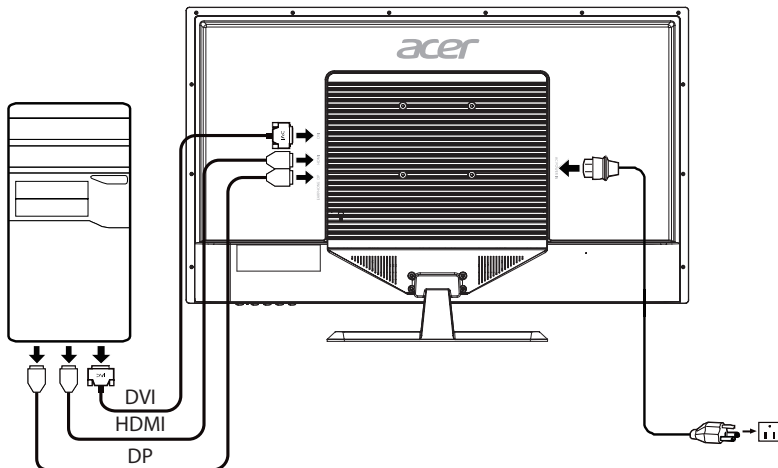
Mode		Resolution		
1	VGA	640×480	60	Hz
2	MAC	640×480	66.66	Hz
3	SVGA	800×600	56	Hz
4	SVGA	800×600	60	Hz
5	XGA	1024×768	60	Hz
6	XGA	1024×768	70	Hz
7	SXGA	1280×1024	60	Hz
8	VESA	1280×720	60	Hz
9	WXGA	1280×800	60	Hz
10	WXGA+	1280×1024	60	Hz
11	WXGA+	1280×1024	75	Hz
12	WXGA+	1400×900	60	Hz
13	UXGA	1600×1200	60	Hz
14	WSXGA+	1680×1050	60	Hz
15	UXGA	1920×1080	60	Hz
16	WUXGA	1900×1200	60	Hz, RB
17	UXGA	2048×1152	60	Hz, RB
18	WQHD	2560×1440	60	Hz
19	WQHD	2560×1440	60	Hz, RB

Installation

To install the monitor on your host system, please follow the steps below:

Steps

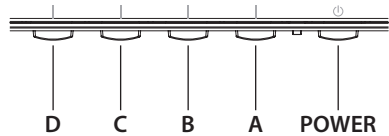
1. Connect the video cable
 - a. Make sure both the monitor and computer are switched off.
 - b. Connect the digital cable (only for dual-input models).
 - (1) Make sure both the monitor and computer are switched off.
 - (2) Connect one end of the 24-pin DVI cable to the back of the monitor and the other end to the computer's port.
 - c. Connect the HDMI Cable (Only HDMI-Input Model)
 - (1) Make sure both the monitor and computer are switched off.
 - (2) Connect one end of the 19-pin HDMI cable to the back of the monitor and the other end to the computer's port.
 - d. Connect the digital cable (only for DP models).
 - (1) Make sure both the monitor and computer are switched off.
 - (2) Connect one end of the 20-pin DP cable to the back of the monitor and the other end to the computer's port.
2. Connect the power cord
Connect the power cord to the monitor, then to a properly grounded AC outlet.
3. Turn on the monitor and computer
Turn on the monitor first, then the computer. This sequence is very important.
4. If the monitor does not function properly, please refer to the troubleshooting section to diagnose the problem.



USER CONTROLS

Power Switch / Power LED:

To turn the monitor ON or OFF.
Lights up to indicate the power is turned ON.



Using the Shortcut Menu



Press the function button to open the shortcut menu. The shortcut menu lets you quickly select the most commonly accessed settings.

empowering

Press the Empowering Key to open the Acer eColor Management OSD and access the scenario modes.

PIP Picture in picture hotkey

Press this button to activate the picture-in-picture function.

MENU OSD functions

Press this button to activate the OSD menu.

Volume Up / Down

Press to adjust volume (Only Earphone Mode).

INPUT Input Key

Use Input key to select from different video sources that may be connected to your monitor.

(a) DP input (b) HDMI input (b) DVI-DL input

As you cycle through the sources you will see the following messages on right top side of screen to indicate currently selected input source. It may take 1 or 2 seconds for the image to appear.

DP or HDMI or DVI -DL

If either HDMI or DVI-DL input is selected, but the HDMI and DVI-DL cables are not connected, a floating dialog box indicates:

"No Cable Connect" or "No Signal"

How to adjust a setting

Acer eColor Management



Operation instructions






Acer eColor Management

Step 1: Press “” Key to open the Acer eColor Management OSD and access the scenario modes

Step 2: Press “◀” or “▶” to select the mode

Step 3: Press “Adjust/Exit” Key to confirm the mode and exit the eColor menu.

Features and Benefits

Main Menu icon	Sub Menu icon	Sub Menu item	Description
	N/A	User mode	User defined. Settings can be fine-tuned to suit any situation
	N/A	ECO mode	Adjusts the settings to reduce power consumption.
	N/A	Standard mode	Default Setting. Reflects native display capability
	N/A	Grahpic mode	Enhances colors and emphasize fine detail. Pictures and photographs appear in vibrant colors with sharp detail.
	N/A	Movie mode	Displays scenes in clearest detail. Presents great visuals, even in unsuitably-lit environments.

Adjusting the OSD settings




Note: The following content is for general reference only. Actual product specifications may vary.

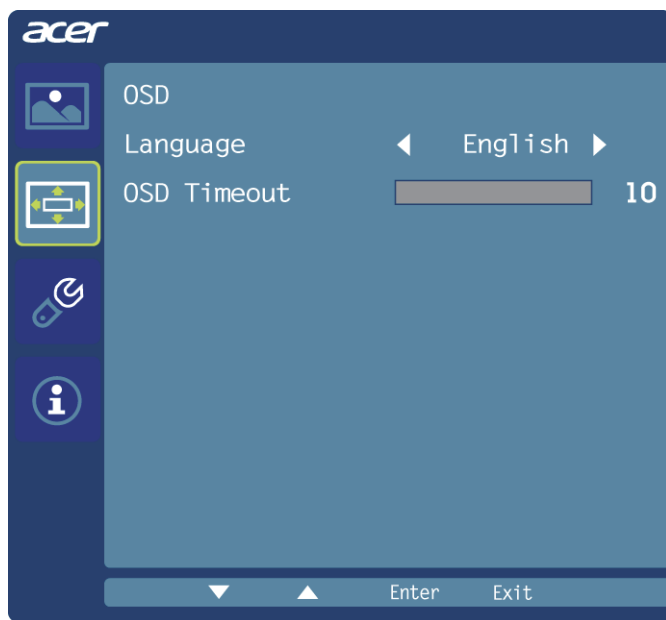
The OSD can be used for adjusting the settings of your LCD Monitor. Press the MENU key to open the OSD. You can use the OSD to adjust the picture quality, OSD setting and general settings. For advanced settings, please refer to following page:


Adjusting the picture quality



- 1 Press the MENU key to bring up the OSD.
- 2 Using the ▲ / ▼ keys, select  Picture from the OSD. Then navigate to the picture element you wish to adjust.
- 3 Use the ◀ / ▶ keys to adjust the sliding scales.
- 4 The Picture menu can be used to adjust the current BlueLight, Brightness, Contrast, Colour Temp, SRGB mode, Gamma, Super Sharpness, 6-axis Hue, 6-axis Saturation and other image-related qualities.


Adjusting the OSD setting



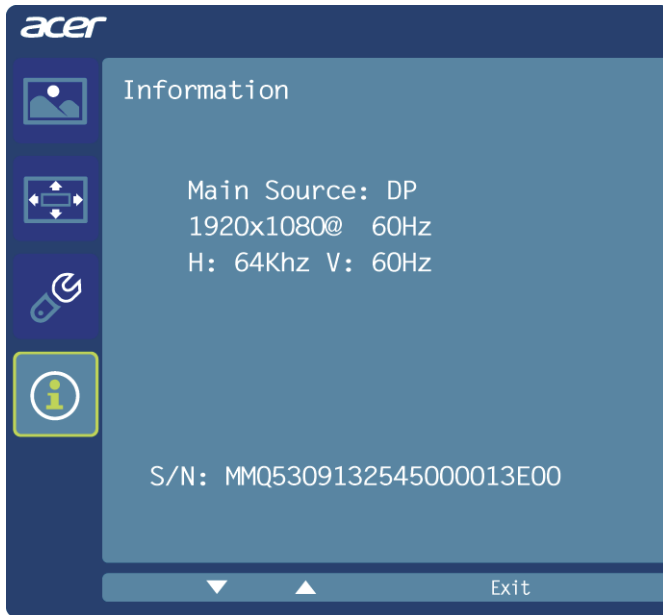
- 1 Press the MENU key to bring up the OSD.
- 2 Using the directional keys, select  OSD from the on screen display. Then navigate to the feature you wish to adjust.


Adjusting the setting



- 1 Press the MENU key to bring up the OSD.
- 2 Using the ▲ / ▼ keys, select  Setting from the OSD. Then navigate to the feature you wish to adjust.
- 3 The Setting menu can be used to adjust the screen Wide Mode and other important settings.
- 4 Select PIP to adjust picture-in-picture settings. The PIP signal source needs to be selected manually.
- 5 When using PIP/PBP, "Wide Mode", "6-axis Hue", "6-axis Saturate", "ACM", "Gamma", "sRGB", and "Super Sharpness" will be enabled for the main source display.
- 6 "Wide Mode" is not supported when using PBP function.
- 7 DP Format selection, the default output of DP signal setting is DP 1.1.
User can follow the setting message to confirm selection of DP 1.1 or DP 1.2.

Product information



- 1 Press the MENU key to bring up the OSD.
- 2 Using the ▲ / ▼ keys, select  Information from the OSD. Then the basic information of LCD monitor will show up for current input.

Troubleshooting

Before sending your LCD monitor for servicing, please check the troubleshooting list below to see if you can self-diagnose the problem

DVI-DL/HDMI/DP mode

Problem	LED status	Remedy
No picture visible	Blue	Using the OSD, adjust brightness and contrast to maximum or reset to their default settings.
	Off	Check the power switch.
		Check if the power cord is properly connected to the monitor.
	Orange	Check if the video signal cable is properly connected at the back of monitor.
Unstable picture		Check if the computer system is switched on and in power saving/standby mode.
		Check if the specification of graphics adapter and monitor is in compliance which may be causing the input signal frequency mismatch.
Abnormal picture	Image is missing, off-center, too large or too small on the screen.	Check the display setting on your system. In case of a missing image, please select another resolution or vertical refresh rate.
		Wait for a few seconds after adjusting the size of the image before changing or disconnecting the signal cable or switching off the monitor.

ThunderIT for the REMC SAVE Contract

ThunderIT offers products and services for REMC SAVE contract customers at a discounted price in accordance to the REMC price list.

Overview for the REMC SAVE contract

REMC SAVE provides large volume contracts for a variety of educational resources, including furniture, school and office supplies, software and digital services, and technology.

The program saves time and money by providing bids compliant with the Michigan Revised School Code that also provides local school districts with the authority to purchase using REMC contracts. The legislation that established REMCs (Michigan Compiled Laws Act 451 Section 380.671), and State Board of Education Rules, enables REMCs to bid on behalf of local school districts and also provide local school districts with the authority to purchase using REMC contracts. All items and vendors are awarded through a sealed bid process by the REMC SAVE Bid Project and approved by the REMC Association.

REMC SAVE is provided as a project of the REMC Association of Michigan for all Michigan schools. REMC SAVE provides large-volume contracts for a variety of educational resources. By using REMC SAVE contracts, Michigan schools have saved more than \$1 billion since 1990. Every dollar saved through REMC SAVE today is one more dollar to invest in instruction tomorrow.

ThunderIT services the following REMC districts; REMC 1, REMC 2N, REMC 2C, REMC 2S, REMC 3, REMC 4, REMC 5, REMC 6, REMC 7, REMC 8, REMC 9, REMC 10, REMC 11, REMC 12W, REMC 12E, REMC 13, REMC 14W, REMC 14E, REMC 15, REMC 16, REMC 17, REMC 18S, REMC 18N, REMC 19W, REMC 19E, REMC 20, REMC 21, REMC 22

ThunderIT services the following REMC customers; AKIVA HEBREW DAY SCHOOL, BIRNEY MIDDLE SCHOOL, BUSSEY CTR-EARLY CHILDHOOD DEV, DEVRY UNIVERSITY - SOUTHFIELD – CENTRAL, HAMILTON ACADEMY CENTRAL OFFICE, LEONHARD ELEMENTARY SCHOOL, MCINTYRE ELEMENTARY SCHOOL, OAKLAND INTERNATIONAL ACADEMY

Other REMC contract holders include: Inacomp Technical Services Group, Sentinel Technologies, Software Services Group, Insight Direct USA, Information Systems Intelligence, Netech, Secant Technologies, CDW Logistics Inc (CDWG)

ThunderIT offers a variety of Solutions & Services to meet your every need

Digital Workplace

Transform your digital workplace and empower employees to drive your business forward. We deliver flexible, tailored, end-to-end solutions to keep your workforce engaged and productive. With an innovative approach centered around exceptional user experiences.

Smart Spaces

We provide smart workspace solutions to help you deliver consistent network performance and give guests, employees and students an uninterrupted experience.

Secure Network Solutions

Our security solutions help protect your network and critical data from cybersecurity threats

Safe Environments

We believe that employee, student, and customer safety is paramount in any environment. That's why our solutions provide a cloud based platform to help you intuitively manage and monitor physical locations to ensure a safe experience for everyone.

Next Generation WiFi

Power new and improved user experiences with our managed wifi solutions, offering faster speeds for enhanced application experience and more capacity for high density indoor and outdoor environments.

Remote Work Solutions

With our remote work solutions, working away from the office is no big deal. Give employees a secure, optimized connection to your entire network from anywhere.

Hybrid Workforce

We provide a seamless hybrid workforce solution that embraces change and operational scale. Give your employees and customers unrivaled experiences with a cloud platform that unifies best-in-class technologies.

Free Network Evaluation & Demo

ThunderIT offers a FREE Network Evaluation and/or product Demo to help ensure you are well informed and confident when choosing the right Cisco Meraki solution for your needs. During our call we'll architect a custom built Cisco Meraki solution for your business or environment.

Migration & Deployment

ThunderIT offers Migration and Deployment Services for your Cisco Meraki solution. Our experienced team of IT Professionals can configure, deploy and support your products to meet your needs. Our custom solutions ensure maximum efficiency and provide a clear path for your business going forward.

Managed Security

ThunderIT offers the best and most cost-effective solution to lower your risk in a heightened threat environment. Our team of certified Cisco engineers are ready to ensure that your network is secure, and your firewall is optimally configured to defend your business.

Mobile device management (MDM) Services

Our Mobile Device Management (MDM) solution unifies management of thousands of endpoint devices in a secure cloud platform, driving your organization's mobility initiatives, while maintaining an environment of agility and security.

Support & Monitoring

ThunderIT offers network support and monitoring services that are designed to fit the needs of every customer.

FAQs for the REMC SAVE Contract

Q: Does REMC SAVE meet the legal requirement for competitive bidding? A: The legislation that established REMCs (Michigan Compiled Laws Act 451 Section 380.671), and State Board of Education Rules, enables REMCs to bid on behalf of local school districts and also provide local school districts with the authority to purchase using REMC contracts. All items are competitively bid by REMC SAVE and awarded by the REMC Association.

Q: Who can Use REMC SAVE contracts? A: The following agencies are eligible to purchase using REMC SAVE contracts: PreK-12 Public, Charter (PSA) and Non-Public Schools, Community Colleges, Universities and Colleges, Public Libraries, Museums, State, County, and Local Government Agencies, Educational Non-profit Organizations and Health Care Facilities. Personal purchases at awarded bid pricing are at the discretion of the vendors.

Q: What is REMC SAVE? A: REMC SAVE is a free service of the REMC Association for all Michigan schools. There are 3 staff of REMC SAVE, and they conduct all of the bids and maintain vendor contracts. You can ask your local REMC Center questions. Find your local REMC Center by scrolling down the REMC SAVE home screen to view the map for your region or look up by zip code.

Q: How do I provide feedback? A: Your local REMC SAVE contact will always listen to any feedback you wish to provide. If you have feedback about the product, scroll down the home screen at remcsave.org and click 'View All Vendors' and you can complete a vendor evaluation form.

Q: What if my company wishes to become an awarded vendor? A: Go to vendorcenter.remcbids.org and create an account by clicking Login or Register in the upper right corner. Follow the directions! The only requirement is that you need five Michigan K12 school references. Customers can send their vendor recommendations to their local REMC contact or email remcsave@remc.org

Q: How are the vendors and products selected? A: Products and Vendors are awarded through a competitive bid process. REMC SAVE staff analyzes all bids and make recommendations to the REMC SAVE Advisory Committee for award. Once the REMC SAVE Advisory Committee votes on the award recommendations, they are then voted on by the REMC Association Board of Directors for final award.

Q: Where do I send my order or contact an awarded vendor? To contact vendors, navigate to the vendor listing by scrolling down the home screen and click 'view all vendors,' or navigate to <https://www.remcsave.org/vendors>. Click on the vendor name to find their contact information.

Q: What do I need to include on my purchase order? Please make sure your purchase order is itemized and includes the REMC item number, the model number/name, the reseller product number (if available), the quantity of each item to be purchased, and the unit price. A quote may be attached, but the purchase order should still be itemized. Sometimes the item numbers for the warranties, accessories, and upgrades are located on the spec sheet, linked from the awarded item page – be sure to include on the Purchase Order.