## 8 Steps to Better Battery Management

### Compliments of



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### THE IMPORTANCE OF PROPER BATTERY CARE

Depleted batteries are a hidden, but common cause of product failure at customer sites. Often, what appears to be a malfunctioning product may just be poor performance caused by a weak or worn battery.

Without first checking the battery's condition, products are frequently sent in for unneeded repair. This can cause:

- ✓ Lost productivity.
- ✓ Decreased satisfaction.
- ✓ Duplicate repair rates with concurrent higher repair costs.

Batteries are a consumable item, and their age and condition will impact the operation of the products they power. To help increase your satisfaction and improve product performance, *Motorola Enterprise Mobility Services* recommends that you implement this simple battery management process throughout your organization.

Motorola Enterprise Mobility Services has identified best practices for managing and maintaining optimal battery usage. When implemented, this effective plan will help improve your productivity and satisfaction.



--Motorola brochure, "Battery Management and Maintenance".

### **BATTERY MAINTENANCE**

## 1. Locate the battery's date of manufacture.

This date may be available as:



- a 3-digit code on the face of battery, where the first digit represents the year of manufacture and the next two digits represent the week of manufacture
- a seven character code on the face of battery in the format ddmmmyy, where the first two characters represent the day, the next three characters represent the month (e.g. JUL) and the last two characters represent the year
  - an ID string that embeds the date code, where the 6th character is the

year (Q=2007, R=2008, S=2009) and the 7<sup>th</sup> character represents the month (1=January, 2=February...A=October)



## 2. Discontinue using outdated batteries.



Older batteries may not hold a charge as well as newer ones. Using an outdated battery can also lead to erratic operation, a shorter lifespan and impaired product performance. Discontinue usage when the battery is,

- more than two years old (see Photo);
- utilized for 18 months in a typical application; and
- used for 12 months in a 2-3 shift industrial or warehouse application.

# 3. Remove and do not use all non-Motorola or non-Symbol approved batteries.



Motorola Enterprise Mobility batteries ("Motorola batteries") are designed to work with all features of your device and hence will maximize its performance.

### 4. Change the battery when prompted.



(the indicator light reads "low", you get an audible alert, or a pop up indicates a low battery). If you use the device until the battery has completely drained, it may lock up and appear to be "dead." Many times, locked units can be reset without being sent out for repair. If this occurs, let the unit charge overnight. If the unit is still locked, the unit may require a cold boot.

## 5. Maintain 2-3 spare batteries per unit.



Keeping extra batteries on hand allows you to fully charge the others off shift. This helps increase reliability and minimize downtime. Following are recommendations for the minimum number of batteries you should have available:

Retail: 1- to 2-shift use = 2+ batteries

Industrial/Warehouse: 24x7 use = 3+ batteries

## 6. Assign a specific charging terminal to each user.



Locating charging stations throughout the floor is a common practice. However, as their batteries become discharged, users pick up a battery from any station – though it may have only been placed there 15 minutes prior. Having a single person in charge of a central location helps reduce device failure and confusion.

#### 7. Tie the batteries to the unit.



The following process helps ensure that each battery is associated with a specific device and a battery charger:

- Label each device with its own unique number.
- Ensure each battery charger and adaptor slot, if applicable, has its own unique label.
- Upon receipt of new Motorola batteries, mark each one with the date received.
- Next, assign each battery to a specific device and label each battery accordingly.
- Finally, assign each battery to a specific adapter, if applicable, in a specific charger, and appropriately label each battery.

### 8. Keep your battery contact surfaces clean.



Dirty contact points are a main source of charging problems. Regular cleaning is required for optimal performance. To clear dirt and residue, gently clean the contacts with a soft cloth. Pure alcohol may be used to remove grease and other contaminants.

For more information, contact us:

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