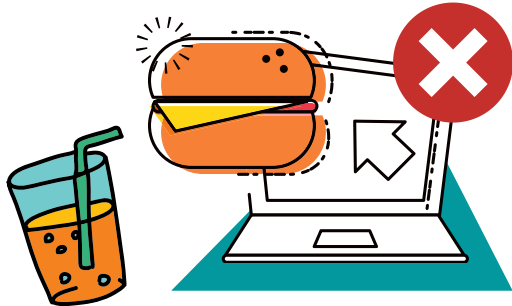


LAPTOP CARE GUIDE



1 Liquid & Food

- Keep liquids away from your laptop. Spilled liquids may and can damage the internal components or even cause electrical injury or permanently destroy its parts.
- Keep food away from your laptop. Do NOT eat over your laptop. The crumbs can go down between the keys in the keyboard and provide an invitation to small bugs. The crumbs can also irritate the circuitry. Worse, it makes the laptop look dirty if there are crumbs and food stains on it.

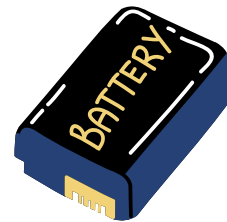
2 Carrying Laptops

- Laptops should always be kept in its protective case when they are being carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case to protect it from possible overheating and battery drain.
- Use your laptop bag when carrying your laptop. Many damages happen due to laptops being dropped or bumped. A bag greatly reduces the risk of damages.
- Do NOT leave your laptop in a car. The insides of cars experience large temperature swings that can damage a laptop. It is also an open invitation for a smash and grab thief.



3 Batteries

- As the battery life reduces each time you charge it, consider keeping your laptop plugged to a power cable until you absolutely have to use the battery.
- For extended use, place the computer on a hard flat surface to avoid overheating.
- Plug in your power adapter then open and power up your laptop.
- Be sure to unplug your laptop if there is a lightning storm.



4 Operating Conditions

- Operate your laptop on a clean, safe and stable environment. Do NOT place your laptop on the floor where it can be stepped on or kicked.
- Keep your computer centered on your desk.
- Use and store your laptop in a well-ventilated area to avoid overheating.



5 Keeping the Laptop Clean

- Always have clean and dry hands when using your laptop to reduce wear and tear on the coating of the laptop caused by contact with sweat and small particles.
- Take a few minutes to clean your computer of dust, grime and residue. It will make a huge difference in your laptop's lifespan. Focus on the Keyboard, Vents and Screen.

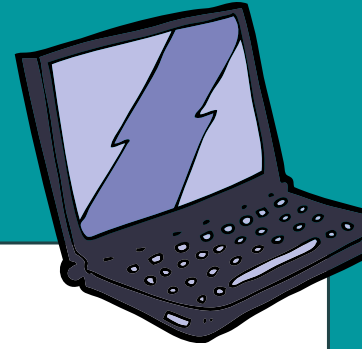


6 External Peripherals

- Plug in accessory devices into their proper slots. Jamming accessories into the wrong port can damage the sockets, making it impossible to use them again.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.



LAPTOP CARE GUIDE



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Handling

- Do NOT place heavy materials, such as books, on top of your laptop and keyboard. This can push the LCD screen into the keyboard, and will eventually damage it.
- Hold and lift the computer by its base, NOT by its LCD display (the screen). If you lift it by the screen, you can damage the display or the hinges. The display is also easily scratched or damaged by direct pressure.
- Protect the screen (LCD) and body of your laptop. When you close your laptop, make sure there are NO small items, such as a pencil or small ear-phones, on the keyboard. These can damage the display screen. Hold the middle section to close. Closing the lid using only one side causes pressure on that hinge and over time, can cause it to bend and snap. Do NOT press or touch the display screen.
- Do NOT expose your laptop to rapid temperature fluctuations. When bringing your laptop indoors from a cold environment, don't turn it on immediately. Instead, let it warm to room temperature first. This will avoid any potential for damage to the disk drive from condensation forming inside the machine.
- Do NOT use your laptop on the bed. Repeated use of the laptop on the bed will cause the fans to suck up the dust and debris, ultimately blocking the fan. Refrain from this by using the laptop somewhere else than the bed.
- Do NOT place your laptop on a pillow or other soft material when it's on, because this may block the airflow vents on the bottom of the laptop and cause the computer to overheat.

8

Screen Care

- The laptop screen can be damaged if subjected to rough handling. It is particularly sensitive to damage from excessive pressure on the screen.
- Do NOT poke the screen.
- Do NOT use abrasive materials or chemicals to clean laptop screens. Clean the screen with a soft, dry cloth or anti-static cloth.



Care Tips

- Be careful with your power adaptor. Keep it in a separate area from your laptop. If you carry your power adaptor in your laptop case, be careful when you lay your laptop case down. Be sure it is on the top to keep the screen from cracking.
- Do NOT pick at your laptop keys or remove them for any reason.
- Shut down your laptop when not in use. This will allow your computer's hardware to rest and reset.
- Laptops must remain free of any writing, drawing, stickers, decals or labels.
- Laptop Serial Number sticker and any other stickers must not be covered or defaced.
- Attempting to disassemble the laptop on your own will void the warranty and may cause damage to the internal components.

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Managing Your Files & Saving Your Work

- It is the student's responsibility to ensure that their work is not lost due to mechanical failure or accidental deletion.
- Students should also backup all of their work at least once each week using removable file storage such as memory sticks or an external Hard Drive / SSD. Any hard drive (the laptop's most sensitive part) can crash— through no fault of the user — at any time and without warning. Back up, back up, back up work that is important.

10

Cord

- Do NOT pull on the power cord. Tugging your power cord from the power socket rather than putting your hand directly on the plug in the socket and pulling can break off the plug or damage the power socket. Also, if you have the power point near your feet, avoid constantly bumping into the plug, you can loosen it and eventually break it. Do NOT expose to strong magnetic or electrical fields.
- Do NOT roll your chair over the computer cord. Stick the cord onto your desk with tape or a special computer cord tie which can be easily undone. Always try to keep most of the cord away from the floor or your legs; to avoid damage to your laptop or to yourself.

11

Wrap Your Laptop Power Adaptor Cord Correctly

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- Leave some slack at each end where the cord enters the power block.
- Do NOT wrap the power cord tightly around the power adaptor as this can cause the wires to split or snap where it enters the adaptor.
- Do NOT allow the power adaptor to hang from the computer (as picture beside) as this can cause the DC jack on the computer to break.
- Do NOT put any pressure on the power adaptor connector or the computer or both.

