

## Caring for Your Laptop

### Carrying the computer (laptop)

1. Turn off all attached devices.
2. Turn off the computer and close the LCD.
3. Unplug all external cables and cords connected to the computer.
4. Make sure all covers on the computer are closed.
5. Do not leave papers or objects in the laptop.

### Some common sense Don'ts

1. Do not subject your laptop to any physical shock.
2. Do not place any liquids or foods onto your laptop.
3. Do not place anything heavy onto your laptop.
4. Keep the laptop at least 5 inches away from any electrical appliance that generates a strong magnetic field such as a motor, magnet, TV, refrigerator, or large audio speakers.
5. Use your computer when temperatures are between 5°C to 35°C (41°F to 95°F), between 10°C to 35°C (50°F to 95°F) when operating with diskettes.
6. Do not disassemble any part of the laptop.
7. Do not scratch, twist, hit or push any part of the LCD panel or surface.
8. Remove the battery pack and keep it in a cool place if you are not using the laptop for an extended period of time.
9. Do not leave your laptop out in the weather exposed to too much heat or cold, the LCD may crack.

### Battery Care

1. Rechargeable batteries develop a memory.
2. Always try to let the battery run down to the end before charging.
3. Understand that you should always save your work early in your project. Before your battery runs down.
4. Depending on the program(s) you are using, battery consumption differs. In an ideal condition the battery should last up to four (4) hours. As with most batteries, this is not usually the case. The average time is around 3 hours. As the laptop gets older the time becomes less as well.
5. To recharge the battery simply plug in the AC adapter.
6. If you notice your battery running out too quickly, let it drain down and recharge it two times immediately in a row. This may clear out the memory. ( Batteries are one of the parts that break down the fastest.)

**Remember:** It is your responsibility to care for the laptop. It will last for a long time if you take care of it.