

## LAPTOP DO'S AND DON'TS

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### YOUR LAPTOP

Your laptop is a well built electronic device, but it is still an electronic device and it will break if treated like a book (or worse). The common theme to all of the Do's and Don'ts below is to treat the laptop like the expensive electronic device that it is, and above all, to use common sense!

### DO HANDLE YOUR LAPTOP WITH CARE AND COMMON SENSE

- **Do** always transport your laptop in its carrying case.
- **Don't** drop the bag containing your laptop. Set it down carefully.
- **Don't** leave Laptop unattended.
- **Don't** loan it to anyone or allow children access to it.
- **Do** use your Laptop on a stable surface that does not expose it to high risk of falling. We have seen many laptops with cracked screens caused by falling off a bed or similar surface.

### DON'T PLACE YOUR LAPTOP ON A SOFT SURFACE SUCH AS A DUVET OR BLANKET

Your laptop generates heat. It dissipates this heat by circulating air through cooling vents; **if these vents are blocked your laptop will overheat** and could be damaged. The most common way this happens is when using the laptop on a soft surface such as on top of a blanket or pillow or even sitting on your lap your clothes block the vents and air intakes. To avoid blocking vents and air intakes, you should always rest a running laptop on a hard surface.

### DO AVOID SPILLS AND TAKE APPROPRIATE ACTION IF A SPILL OCCURS

First and foremost, use common sense when drinking around your laptop! In the event of a spill, **turn your laptop off immediately by pressing and holding the power button**, disconnect the power cord, and if you know how, remove your laptop battery. Also, please **be honest** with us when bringing a laptop in for repair after a spill. Telling us about a spill will help us more quickly diagnose your computer and in some cases will prevent further damage because if we know liquid was spilled on your laptop we will first attempt to clean the laptop before turning it on.

### DO BE CAREFUL WHEN INSERTING THE POWER SUPPLY INTO YOUR LAPTOP

One of the more common problems we encounter with the laptops is that the power connector breaks. This is an expensive repair and can be avoided simply by being careful when plugging and unplugging the power supply. It is especially important never to remove the power connector by pulling on the cord; always grasp the plug itself when removing it from the laptop.

Never leave the power lead plugged in when storing/transporting in laptop case as it may snap the power connector and damage the port.

### DON'T DROP THE POWER BRICK

While your power "brick" may seem very solid, it is not made out of dried clay! Please treat it with the same care you should treat your laptop. Specifically, don't drop it on a hard surface. Also, power bricks produce a lot of heat and will overheat if covered (e.g. by a blanket) while connected to your laptop.

## DO ALWAYS CHECK TO MAKE SURE ALL THE LIGHTS ARE OUT BEFORE PUTTING YOUR LAPTOP AWAY IN ITS BAG

Please make sure your laptop has either completely shut down, or is in standby mode before placing it in a bag. **One of the enemies of a laptop computer is heat** and a laptop computer that is placed in a bag when it is still on will quickly overheat which could damage the laptop.

## BATTERY DO'S AND DON'TS

Don't keep the charger attached with the battery all the time, especially when it is not required. It's because **it is likely to shorten the life** of the laptop battery.

- Do keep the charger plugged to the battery until it doesn't say battery full or 100% charged. It helps you in fully charging the battery and you can enjoy many hours of working on your laptop.
- Don't discharge the laptop battery fully. When it indicates only 15% then shut the system and plug-in the laptop battery charger. As per a report, those who don't follow this rule needs to change the battery twice in a year.
- Do charge the battery of your laptop whenever you get the time. Like this, you will be able to prevent accidental power failure and it will surely add to the life of your laptop's battery.

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## ESSENTIAL INFORMATION

- **The ELATT Home Equipment Scheme is a Loan and we will expect you to return your laptop two weeks prior to your course completion date.**
- **We will withhold any certifications you have completed until you return your laptop.**
- **Please ensure you save all your work to an external device as the laptop will be wiped of all data in ready for the next student.**