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Caring for your Laptop

There are several ways that you can maximise the reliability of your tablet computer.

Packing away and what goes in your tablet bag

- Do not wrap the cord too tightly around the power adapter or the cord may become damaged.
- Please be careful not to store anything except your computer in your tablet bag's main compartment. The extra pressure could result in damage to your tablet
- It is recommended that you insert your tablet into the case by laying the bag horizontal. Vertical insertion into the bag is not recommended because there is a tendency to 'drop' the tablet unprotected into the bag
- Always keep the power button side of the laptop at the top of the bag to avoid it accidentally turning on when inside the bag. With proper care, damage to your machine can be avoided.

Handling your tablet

- Avoid moving your tablet when it is switched on. Before switching on place your tablet on a stable surface
- Use the supplied bag to move your tablet computer between locations including travelling to and from school
- The base of some tablets can become quite warm. Avoid placing a tablet on your lap in contact with your skin
- Be careful when putting the tablet in bags, cars and other locations to ensure that other items are not stored on top of the tablet and that items will not roll onto the tablet bag
- Tablets should be switched off before placing in the bag. Wait until all lights are off and the computer completely shut down before moving
- Don't sit or lean on the tablet even in the protective bag
- Do not place other objects on top of the tablet even in the protective bag. (Including placing books and other items on top)
- Place on a flat level surface where the tablet can't be easily knocked to the floor
- If model laptop has a kickstand for balance or support, ensure it is fully extended when placed on a surface

Operating Conditions

- Avoid exposing your tablet to:
 - Direct sunlight or sources of heat such as desk lamps
 - Dust, dirt, rain, liquids or moisture
 - Heavy shock or vibration
- Avoid consumption of food or drinks near the laptop computer
- Ensure that there is adequate ventilation around the tablet and that none of the vents are blocked

LCD screen

LCD screens are delicate - they don't like being poked, prodded, pushed or slammed. Never pick up your tablet by its screen, don't slam the screen closed and always be gentle when putting your tablet down. Avoid placing items such as pens above/on your keyboard that might be left there when the screen is closed.

To clean your LCD screen:

- Switch off your computer
- Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying heavy pressure to screen
- Do not use household cleaning products on the LCD screen. (See above for LCD cleaning instructions) Do not use household cleaning products on the LCD screen
- DO NOT remove screen protectors from your screen (if applicable to your model laptop)

AC adapter

- Connect your adapter only to your tablet computer
- Keep your cord away from heavy traffic areas. Be careful to ensure that people cannot trip on the cable.
- Do not step on your power cord or place objects on top of it
- When unplugging the power cord, pull on the plug itself, rather than the cord
- Do not wrap your cord tightly around the adapter box

Keyboard

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt
- If any keys are missing or damaged, then take the laptop to Computer Services for repair immediately. Continued operation with a damaged key can do further damage to the keyboard and may result in more extensive repairs being required
- Keep liquids and drinks away from the keyboard. If liquid is accidentally spilt on the keyboard then drain immediately, power down the laptop and seek advice from the Computer Services department before using again

Cases

- Do not apply stickers, sticky tape, blutak or apply any other materials to the tablet or bag
- How to clean a tablet case:
 - Take a non-abrasive cloth. (Do not use abrasive cloths)
 - Use a regular glass cleaner or alcohol based cleaner to moisten the cloth. (Do not use high strength cleaners)
 - Gently rub your laptop casing with the moistened cloth to remove any dirt marks