

# Tips on Caring for Your Notebook Computer

## General

- Keep the computer as clean as possible: avoid transporting or using it in dirty or dusty environments.
- Use the carrying bag when transporting it. Avoid getting dirt and dust in the floppy disk drive.
- Keep the keyboard clean and avoid spilling liquids on it. Clean the keyboard with a small computer vacuum to remove dust buildup.
- Make sure you turn off the computer before unplugging it. When you disconnect cords, pull them by the plugs and not by the cords themselves.
- Use a high quality surge protector when your computer is powered by the AC adapter. Unplug the computer when it is not in use.
- To prevent theft, NEVER leave the computer in your car within view. If you place it on a seat or floorboard, you are inviting a thief to break a window and steal the notebook. If you must stow it in a parked car, lock it in the trunk!

## Cleaning the Case

- Always turn off the computer and disconnect the AC adapter before cleaning the case. Use a soft, lint-free cloth to clean it.
- You can use a mild detergent, but never spray anything directly onto the computer. Spray the cloth and then wipe the computer with it. Allow 30 minutes drying time. NEVER use cleaning solvents such as thinner, benzene or isopropyl alcohol-based products.

## Caring for the LCD Display

- LCD screens are delicate and need careful handling! Keep the LCD screen closed when the computer is not in use.
- Do not put your fingers or sharp objects (such as pens) directly on the surface. Never spray cleaner directly onto the display.
- Do not press on or store any object on the cover when it is closed. It could cause the LCD to break.
- The LCD display panel is covered with glass. If it gets dirty, wipe the surface gently with a clean, soft tissue or lint free cloth. You can use a commercially available monitor screen cleaner. Do not use ammonia-based cleaners.
- Always spray the cleaner onto the cloth, not directly onto the display.

## Caring for the Touch Pad

- Use your finger on the touch pad, not a pen or other sharp object.
- Be sure that your hands are clean and dry to prevent oil and dirt build-up.
- Finger movement should be soft and light. The touch pad is not pressure-sensitive and requires very little force.

## Safety Precautions

- If your notebook needs servicing, contact the LTU help desk. Do not attempt to repair a problem yourself or take the computer elsewhere for service. Unauthorized service voids your warranty.
- Shut off the notebook immediately and take it to the help desk for servicing if you have the following problems:
  - When the power cord or plug is damaged or frayed
  - If liquid has been spilled on the computer
  - If it has been dropped or the cabinet has been damaged
  - Never push any objects of any kind into cabinet openings. They may touch dangerous voltage points or short parts that could result in fire or electrical shock.
  - Turn off the notebook before installing or removing a peripheral device such as a printer or keyboard.
  - Turn off the notebook and disconnect the AC adapter before cleaning.
  - Do not expose the notebook to direct sunlight.
  - Keep the notebook away from any magnetic devices or TVs.
  - Do not use your computer on an unstable working surface to prevent its falling or being knocked over and damaged.