

Northwestern CUSD2

Procedure for Laptop Care

Follow these simple guidelines to keep your laptop functioning properly.

Battery Life

- Dim the screen.
- Exit unused programs.
- Do not leave your laptop in hot or cold locations.
- **SHUT DOWN** COMPUTER AT THE END OF THE DAY.

Cleaning

- Keep food and water away from your laptop.
- Try not to get any substances on the screen. The screens are fragile and can get scratched or distorted. **DO NOT USE WINDOW CLEANERS OR TOWELS TO CLEAN.**
- If you get marks, smudges, dust, etc. on the screen, wipe carefully with a LCD cleaner or soft, dry cloth.
- If you do spill on the laptop:
 - Clean and dry it ASAP.
 - Do not use it again until it has been inspected by NW staff.
- Do not touch or push on the screen.
- Make sure your hands are clean before using the laptop.

Storage and Care

- Always charge the laptop on a hard, flat surface for proper ventilation.
- Always place the laptop on a flat, level surface. (No laps)
- Always store the laptop in its case when not in use.
- Make sure the cord is not a tripping hazard.
- Do not step on any part of the cord, particularly the plug.
- Do not leave your laptop in unsafe locations.
- Dropping, jostling, or bumping will cause damage to the laptop.
- Always move the laptop in the "lid-closed" position.
- Do not pick the laptop up by the screen.
- Please share you knowledge of laptops with others.

When in doubt, please ask for help!