

TIPS TO AVOID DANMAGING YOUR DEVICE

To help prevent damage to your device and to avoid the downtime that may be experienced during the repair process we recommend that adopt the following strategies to safeguard your device. These tips are aimed at:

- **Always** using, handling and storing your device in a way that minimises the possibility of damage
- **Never** exposing your device to unnecessary risks that are likely to cause damage

	✓ ALWAYS	× NEVER
Whilst In Use	• Always place your device on a stable desk or table whilst being used • Always ensure that accessories and peripherals are plugged into their proper slots • Always use care when inserting or removing cords, usb sticks & other peripherals without applying excessive pressure • Always use the device according to the manufactures specifications	• Never place a stylus, pen, headphones or other items on your keyboard as this will damage the screen if you accidentally close the lid with these items still there • Never eat or drink near your laptop • Never pull or tug at a cord or plug to remove it as this will damage the cord and/or the socket • Never use a laptop on a bed as this may restrict the devices airflow and may cause overheating. There is also a greater likelihood of the device being accidentally knocked off the bed or sat on.
When Handling or Moving	• Always open and close the lid of your laptop from the top middle part of the lid – opening and closing from the corner of the lid can causes damage to the hinges • Always hold your laptop from the base, not by the screen when picking it up or holding it. • Always place your device in its protective bag cover when it is being moved or stored	• Never pick up your laptop by the screen • Never place direct pressure on the screen as this may cause it to crack • Never carry your laptop between locations unless it is in its protective bag.
Whilst Not In Use	• Always keep the lid of your laptop closed when it is not in use	• Never place your device on the floor where it can easiliy be stepped on or tripped over • Never place books or other items on top of your device as this may crack the screen • Never leave your device in a car as there is a greater risk of it being stolen or damaged due to overheating on a hot day.

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Whilst Charging	• Always use the manufacturer recommended cord to charge your device • Always place the device on a desk or table when it is being charged • Always ensure that the charging cord is out of the way and does not create a tripping hazard	• Never place your device on the floor whilst charging • Never charge the device whilst in its protective bag or case as may cause the device to overheat
When Placing in Protective Bag & Lockers	• Always remove USB Sticks and other peripherals connected to your device before placing it in its protective bag • Always place your device in its protective bag before it is placed into storage • Always ensure the zip to the protective bag is securely closed once the device is placed inside • Always ensure that all other items you are holding are placed on the ground beside you so your hands are free to correctly handle the device • Always place the protective bag into the locker in an upright position to reduce the liklood of other heavy items being placed on top of the bag	• Never place an excessive amount of items in the storage bag with your device • Never place other items on top of your device (even when it is in its protective bag) when it is in a locker or other storage unit