

+ Best practices to prevent accidental damage



DO NOT...

- Eat or drink near your laptop
- Bump, drop, lean or place heavy books on your laptop
- Place heavy items, like backpacks, near your laptop
- Use your laptop on an unstable surface
- Leave your laptop on hallway floor
- Overstuff your laptop carry case
- Pull or jerk wires attached to your laptop



DO...

- Shut down your laptop at least once per day
- Always use the “sleep” command Fn+F4, when not in use
- Close your laptop’s cover carefully making sure no objects are on the keyboard.
- Wait for the standby indicator light before moving your laptop
- Use a padded sleeve or case when transporting
- Store your laptop safely on a shelf in your locker