**TAYANA LAPTOP HANDLING GUIDELINES**

**How to Take Care of Your Laptop and Ensure Its Longevity**

Taking care of your laptop is essential to ensure its longevity and optimal performance. Here are some tips to help you maintain your laptop:

**1. General Maintenance**

* **Regular Cleaning:** Clean the screen, keyboard, and vents regularly with appropriate cleaning materials.
* **Avoid Eating/Drinking:** Keep food and drinks away to prevent spills and crumbs from damaging the laptop.

**2. Battery Care**

* **Charge Cycles:** Avoid keeping the laptop plugged in all the time. Let the battery discharge and recharge periodically.

**3. Software Maintenance**

* **Updates:** Keep the operating system, drivers, and software up to date to ensure security and performance.

**4. Hardware Care**

* **Gentle Usage:** Avoid pressing the keys too hard and be gentle with ports and connectors.
* **Safe Shutdown:** Always shut down the laptop properly instead of forcing a shutdown.

**5. Physical Handling**

* **Carry with Care:** Avoid holding the laptop by the screen; use both hands to support the base.

By following these tips, you can help ensure that your laptop remains in good condition and continues to perform well.