**TAYANA LAPTOP HANDLING GUIDELINES**

Careful usage of office laptop like your personal device is essential to ensure its longevity and optimal performance. Here are some tips to help you maintain your laptop for better performances.

**1. General Maintenance**

* **Regular Cleaning:** Clean the screen, keyboard, and vents regularly with appropriate dry soft cloths (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:** Ensure laptop is in sleep mode or completely shut down before shifting or closing the laptop.
* **Power off:** Keep the laptop removed from power cables to protect the unit from power surges while not in use, keep the laptop folded when shout down to avoid accidental physical damage and avoid dust accumulations on keypad.

**5. Physical Handling**

* **Carry with Care:** Avoid holding the laptop with one hand touching the screen, always use both hands to support the laptop base.

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

Issued by : TmT IT department