



# Instructions for Laptop Users To Get the Best out of the Laptops KIIT Deemed to be University



## Transportation of Laptop

- Should carry your laptop in the original carry case (backpack) that contains a compartment designed to protect laptop, adapter, power cable, active stylus pen and other accessories (after use).
- Don't transport your laptop with your books in a standard backpack or bag, other than the original carry backpack. (This may break the laptop).
- Shut down the laptop properly before keeping inside the carry case. Do always check to make sure all the lights are off, before putting your laptop in the bag.

## No Support for Broken and Stolen Laptops

- Repair of defective laptop (due to physical damage, burnt, mishandling, and liquid spillage) shall not cover under warranty.
- KIIT does not support or provide the insurance for the theft, lost cases as well as physical damage case. User will be solely responsible for theft/lost cases also for physical damage case.
- OEM doesn't support for speaker damaged due to 3rd party media player/sound software (i.e. vlc, etc) under warranty.
- Do not peel/scratch/overwrite any sticker from the Laptop/Adapter/Battery else warranty will be void.
- The wear and tear of the cord and damage of adapter due to high voltage or any physical damage will void the warranty as per OEM policy.
- The laptop is for his or her academic use only and not for sale/resale.

## Battery (Precautions)

- A new laptop comes in a discharged condition and must be fully charged before use (refer to the devices manual for charging instructions). Upon initial use (or after a prolonged storage period) the battery may require three to four charge/discharge cycles before achieving maximum capacity.
- While charging the battery for the first time the device may indicate that charging is complete after just 10 or 15 minutes. This is a normal phenomenon with rechargeable batteries.
- It is important to condition (fully discharge and then fully charge) the battery every two to three weeks. Failure to do so may significantly shorten the battery's life. To discharge, simply run the device under the battery's power until it shuts down or until you get a low battery warning. Then recharge the battery.
- A charged battery will eventually lose its charge if unused. It may therefore be necessary to recharge the battery if not used for long period.
- Actual battery run-time depends upon the power demands made by the laptop like screen brightness, the use of the CPU, the hard drive, and other peripherals results in an additional drain upon the battery, effectively reducing the battery's run-time. The total run-time of the battery is also heavily dependent upon the design of the equipment to ensure maximum performance of the battery, optimize the computer's power management features.
- A short-circuit may cause severe damage to the battery, therefore, avoid doing short-circuit.
- Do not drop, hit or otherwise abuse the battery as this may result in the exposure of the cell contents, which are corrosive.
- OEM rechargeable battery that is not designed to be removed and replaced by the user. OEM warrants that it will provide a replacement battery if the battery manifests a defect in materials or workmanship during the one (as per the student life cycle) year period from the date of purchase of the OEM Hardware Product in which the battery is installed, unless otherwise specified in this OEM Limited Warranty.

## Power Adapter

- Always use OEM provided Power Adapter with your notebook
- Always connect the AC adapter and power cord to a good AC outlet having proper grounding and earth. Be careful when inserting the power supply into your laptop. Do not to remove the power connector by pulling on the cord; always grasp the plug (tip of charger) while removing it from the laptop.

## Touch Screen

- Do not use the touch screen with sticky, dirty, or greasy fingers which scratch and stain the laptop display.
- Touch the screen gently; avoid pressure to the screen for the use which may damage the screen.
- Avoid exposure of screen to the direct sunlight.
- Avoid using pen, pencil or any sharp article over the screen.
- Never pick up Notebook by holding Display Screen. Never push, squeeze or otherwise apply force to display screen or its surrounding areas. Precaution needs to be taken while transporting notebook, so that display screen does not get damaged.
- Don't keep any weight over the notebook.
- Never allow any metallic objects like paper clips etc to fall into the unit. If that should happen immediately turn off notebook and contact nearest service center
- Any screen with Scratch, leakage of liquid or with damages on screen will not be covered under warranty. In such cases user has to repair with original display (supplied by OEM) at their own cost.
- The screen will break from inside due to external impact which may not be seen or felt from outside.

## **General Handling**

- Do not use the laptop on your lap or let its warm surfaces make direct contact with your skin. If you want to use it on your lap, rest it on a hard, flat surface.
- Do not use the notebook on soft surfaces, such as bed comforters, cushions and pillows, clothing, or carpet which can block the airflow through the vents, which can cause heat to build up within the laptop's enclosure.
- Always unplug the power cord during lightning storms, in order to protect the unit from possible damage as a result of power surge.
- Always follow the battery conditioning procedure while starting to use the new battery. Battery conditioning means charging and discharging the notebook battery fully three times initially.
- Backup your data regularly in order to prevent the data loss.
- Never allow any liquid to spill into any part of a notebook, and never expose laptop to rain or water.
- Do not place notebook near heat source and never expose notebook to direct sunlight.
- Avoid jerking or hard shocks to notebook.
- Avoid using notebook in dusty area, since dust particles can affect reliability of the notebook.
- Do not fiddle with the administrator utilities like BIOS settings, BIOS password, registry key alteration, HDD locking etc. This will lead to unrecoverable errors may leads to data loss and the warranty will be void.
- Touch the touchpad gently. Display screen, Battery, Keyboard, Touchpad, Trackpoint, Optical Drives, Hard disk drive and ports are sensitive parts. Take extreme care while using laptop.
- External damage or breakage to Digital Pen/Stylus Pen given with the laptop will not be covered under warranty.

## **Software (licensing)**

- Use licensed operating system, software, and other utilities as provided by KIIT ICT Cell only. Otherwise your laptop will be considered as out of warranty and shall not be allowed in KIIT Network.
- Always keep your Operating System updated with latest patches and periodically maintain it by removing unnecessary files, programs, temporary files, cookies and recycle-bin. Be conscious of any of software which in turn will demand a lot CPU utilization. They will slow down your laptop and you will be frustrated.
- Use WSUS client for regularly for patch updates from our intranet: URL: <http://downloads.kiitonline.org>
- Always use Licensed Antivirus only provided by KIIT.
- While operating in a network environment or while accessing internet remember to scan the downloaded files for virus checking and cleaning. Browse authorized and good internet sites only. Keep windows firewall on.
- Take periodic backup of your important data and files, ICT Cell will not be responsible for any data loss.
- Do not load/ run unlicensed/ beta version/ demo version of software, programs, games and utilities. You may be forced to reinstall operating system.
- KIIT is not responsible for any unlicensed software found in your laptop. Student is solely liable for any action by law of land for the use of unlicensed software.

## **Network Guideline**

- All Students are requested to log in to the KIIT network with their respective User ID and Password only. If user have password issue, please contact [helpdesk@kiit.ac.in](mailto:helpdesk@kiit.ac.in) from KIIT official mail or submit roll number as well as mobile number to hostel warden and password will be send through SMS.
- Users should consult with Help Desk/ technical personnel of ICT Cell for KIIT laptop related issue. If user have any laptop issue, please contact [laptop.service@kiit.ac.in](mailto:laptop.service@kiit.ac.in)
- In order to use the KIIT wi-fi facilities, students are allowed to register only one device (provided laptop by KIIT) to access the network. The same authentication can be used in lab Desktop when Student laptop is not in use.
- Mobile devices (like smart phone, Tab) are not allowed in KIIT Network.
- Any kind of Cybercrime (hacking, spoofing, DOS attack, use of pirated software, phishing, access of banned/restricted sites, etc. is not allowed in KIIT network.
- Circulation of hate Emails, offensive, derogatory remarks, lurid comments and use of the network apart from academic purposes is not allowed.
- Users are advised take all security measures while assessing any form of chatting sites and social networking sites for their own protection in future.
- Violation of this policy may result in disciplinary actions debarring from network to any legal actions by competitive authorities as per the rules, regulations of Institution and law of the nation.

## **Service and Precautions**

- Consult with Help Desk/technical personnel of ICT Cell if you opt to upgrade any hardware & software.
- Note down the vital information of your laptop like Type, Model Number, Serial Number, Ethernet MAC address and Wireless MAC address etc. Also make sure not to tamper them. All tampered cases will not be covered under warranty.
- Unauthorized hardware repair/changes of will void the warranty by OEM policy.

## **Open Source Software**

- Should learn to use open source operating system (Linux, Ubuntu) and software (open office, Mozilla Firefox, etc.)  
**Contact:** LAPTOP HELP-DESK, ICT CELL, KOSI Campus (6), Kalinga Institute of Industrial Technology(KIIT)Deemed to be University  
**Email:**[laptop.service@kiit.ac.in](mailto:laptop.service@kiit.ac.in), [helpdesk@kiit.ac.in](mailto:helpdesk@kiit.ac.in)

**NOTE:** - This document supersedes any other documents related to Laptops published anywhere on KIIT's other earlier supplied or published document.