

Dear All,

It is important to take care of your laptop to keep it in good shape; issue prevention is always better than cure. There are a number of easy things that you can do to keep your laptop in great shape. Many are common sense and some have higher importance to help to ensure that your system meets its lifespan with few issues and will require limited maintenance.

- Keep the computer away from strong magnets or equipment that generates magnetic fields. In extreme situations this can cause data loss.
- Unplug the power cable or turn off the switch when you're leaving for the day.
- Hold and lift the computer by its base, not by its LCD display (the screen) :

If you lift your system by the screen part alone, you could damage the display or the hinges attaching the display to the base. The display is also easily scratched or damaged by direct pressure – avoid placing pressure on it. (Commonly dark splotches on the screen are the result of pressure from fingers or from a thumb.)

- Don't roll your chair over the computer cord :

Always try to keep most of the cord away from your legs; sometimes you can be so engrossed in what you're doing that you move your legs and forget the cord is there.

- Avoid placing heavy materials, such as books, on top of your laptop and keyboard :

This can push the LCD screen into the keyboard and will eventually damage it. Also, the CD-ROM insert will also be put under excess pressure and, eventually, will break.

- Try and keep the laptop on a flat surface :

This prevents damage to the laptop. This step can be hard, particularly if you are going out with your laptop, but if there is a flat surface available to put your laptop on then do so.

- Always "shut down", "suspend", or "hibernate" your laptop before moving it :

This allows the hard drive to "spin down" which prevents potential data loss when moving the laptop.

- Keep liquids away from your laptop :

As tempting as it might be to drink coffee, tea, water or any other liquid near your laptop, accidents can happen all too easily. Spilled liquids may damage the internal components or cause electrical injury to the laptop. This can corrupt data or even permanently destroy parts. The solution is very simple : Keep your drinks away from your computer. Even if you're careful, someone else might bump into your desk or you.

- Keep food away from your laptop :

Don't eat over your laptop. The crumbs can go down between the keys in the keyboard and provide an invitation to small bugs. The crumbs can also cause damage over time. Worse, it makes the laptop look dirty if there are crumbs and food stains on it.

- Protect the LCD display monitor :

When you shut your laptop, make sure there are no small items, such as a pen or small ear-phones, on the keyboard. These can damage the display screen when the lid is shut; the screen will scratch if the item is rough or crack if enough pressure is applied. Close the lid gently and holding it from the middle. Closing the lid using only one side causes extra pressure on that sides hinge, and over time can cause it to bend and snap.

Thanks & Regards,

IT Team,
SPAN Pumps Pvt Ltd.