

Taking Care of your Device

ALWAYS

- Carry your device in a suitable protective case or bag
- Plug accessories into their proper slots at the correct angle
- Store your device somewhere it will not get knocked or crushed and out of public view when not in use
- Make sure you are sitting down at a stable surface when using your device
- Keep the screen clean
- Avoid taking your device into bathrooms or extreme temperatures (below 0°C or above 32°C)
- Allow the battery to run down completely from 100% - 0% once per month, to extend battery life

NEVER

- Place drinks or water bottles in the same bag as your device
- Leave items such as pens on a laptop and then close the lid
- Leave cables dangling where they can get caught and your device gets pulled on to the floor
- Swing the bag in which your device is contained; it may hit something and get damaged
- Leave your device unattended
- Place your device under other items as the screen may get damaged
- Place your device on uneven or unstable surfaces
- Use your device whilst on the move e.g. going up/down stairs, walking or moving around
- Insert any foreign objects into your device or force any cables into ports

mobile

computer

tablet

equipment

Taking Care of your Tablet

ALWAYS

- Carry your tablet in a suitable protective case
- Plug accessories into their proper slots at the correct angle
- Store your tablet in its case somewhere it will not get knocked or crushed and out of public view when not in use
- Make sure you are sitting down at a stable surface when using your tablet
- Keep the screen clean
- Avoid taking your tablet into bathrooms or extreme temperatures (below 0°C or above 32°C)
- Allow the battery to run down completely from 100% - 0% once per month, to extend battery life

NEVER

- Place items such as food and drink in the same bag/case as your tablet
- Leave items such as pens etc. on the screen and then close the protective case
- Leave cables dangling where they can get caught and your tablet gets pulled on to the floor
- Swing the case in which your tablet is contained; it may hit something and damage your tablet
- Leave your tablet unattended
- Place your tablet under other items, the screen may get damaged
- Place your tablet on uneven or unstable surfaces
- Hold and lift your tablet by the lid of its protective case
- Use your tablet whilst on the move e.g. going up/down stairs, walking or moving around
- Insert any foreign objects into your tablet or force any cables into ports

