

LILYDALE HIGH SCHOOL

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NOTEBOOK PROGRAM

To parents/guardians and students, we offer the following notebook advice:

Packing away your device

- Store your device bottom down
- Don't wrap the cord too tightly around the power adaptor because this might damage the cord

Handling your device

- Try to avoid moving your device around when it is on. Before switching on, gently place your device on a stable surface and the switch on
- You still need to be careful with your device while it is in the bag. Always place protective cover gently down
- Be careful when putting the device in the car that no other items are on top of it and nothing will roll onto the device
- Devices should be switched off before being put into the protective cover

Operating Conditions

- Don't place objects on top of your device and never carry it around while it is turned on
- Avoid exposing your device to direct sunlight or sources of heat such as desk lamps
- Avoid exposing your device to dust, dirt, rain, liquids or moisture
- Avoid exposing your device to heavy shock or vibration

LCD screen

- LCD screens are delicate – they don't like being poked, prodded, pushed or slammed
- Never pick up your device by its screen
- Don't slam the screen closed
- Be gentle when putting your device down

To clean your LCD screen

- Switch off your device
- Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen

AC adaptor

- Connect your adaptor only to your device
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas
- When unplugging the power cord, pull on the plug itself rather than the cord
- Do not wrap your cord tightly around the adapter box
- Be aware of the power savings that come from running your device effectively from battery after being fully charged. This can amount to a significant amount per year.

Keyboard

- Gently brush your keyboard with a soft bristled paint brush or similar to remove dirt
- If any key tops are missing or keys are in a damaged state, take your device to technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard

Case cleaning

- Use a non-abrasive cloth
- Spray cleaner on to the cloth to moisten, but do not spray the device directly. Rub gently.