

# 8 Caring for Your Notebook



**Y**our Notebook PC is a fully IBM compatible portable personal computer with the latest features in mobile computing and multimedia technology. Lightweight and compact, your Notebook PC runs on a whole wide range of general business, personal productivity, and professional applications, it is ideal for use in the office, at home, and on the road.

Your Notebook PC also allows you for several levels of customization and expansion that are previously available only on desktop PCs.

## 8.1 Important Safety Instructions

Portable computers take the most beating from end users. This section gives you detailed information about how to maintain a safe working environment while using the notebook computer. You can maintain its condition and performance by following these guidelines. Please read it carefully to ensure maximum safety.

- Before cleaning the notebook computer, make sure it is disconnected from any external power supplies (i.e. AC adapter, car adapter and so on).
- When cleaning, do not use liquid or sprayed detergent for cleaning. Instead, use moisture sheet or a cloth for cleaning.
- The socket-outlet shall be installed near the notebook computer and shall be easily accessible.
- Please keep the notebook computer from humidity.
- Lay the notebook computer on a reliable surface when installing. A drop or fall may cause injury.
- The openings on the enclosure are for air convection hence the notebook computer can be protected from overheating. **DO NOT COVER THE OPENINGS.**
- Be careful of using power supply. The notebook computer has specific power requirements.
- Use only a power adapter approved for use with this notebook computer.
- The power adapter may have a 2-prong plug. This is an important safety feature. A compatible outlet is required. If it is not available, find a qualified electrician to install one.

- While unplugging the power cord, disconnect it by the plug head, not by its wire.
- Make sure the socket and any extension cords you may use can support the total current load of all the connected devices.
- Though your AC adapter is suitable for universal international voltage, it still requires a stable and continual power supply. Make sure the voltage of the power source when connect the notebook computer to the power outlet. If your are unsure of your local power specifications, consult your dealer or local power company.
- Place the power cord in such a way that people can not step on it. Do not place anything over the power cord.
- All cautions and warnings on the notebook computer should be noted.
- If the notebook computer is not in use for a long time, disconnect it from mains to avoid possible damage by transient over-voltage.
- Never pour any liquid into openings as this may cause fire or electrical shock.
- Never open the notebook computer. For safety reason, the notebook computer should only be opened by qualified service personnel.
- If one of the following situations arises, have the notebook computer checked by service personnel:
  - ➔ The power cord or plug is damaged.
  - ➔ Liquid has penetrated into the notebook computer.
  - ➔ The notebook computer has been exposed to moisture.
  - ➔ The notebook computer has not worked well or you can not get it work according to user's manual.
  - ➔ The notebook computer has dropped and damaged.

- The notebook computer has obvious sign of breakage.
- Do not leave this notebook computer in an environment unconditioned. Storage temperature above 60°C (140°F) may damage the notebook computer.
- An approved power cord has to be used for the notebook computer's power supply. For a rated current up to 6A and an equipment weight more than 3 kg, a power cord not lighter than H05VV-F, 2G, 0.75mm<sup>2</sup>, has to be used.
- To avoid any damage happened to the internal device, you should first disconnect the AC adapter and remove the battery pack from the notebook when replacing any internal device.

The sound pressure level at the operators position according to IEC 60704-1 is equal or less than 70dB(A).

## 8.2 Cleaning Your Computer

When it is necessary to clean the plastic case and keyboard, use a soft, lint-free cloth, slightly dampened with a mild detergent solution or use the contents of any commercially available computer cleaning kit.

Never use alcohol, petroleum-based solvents, or harsh detergents to clean the notebook. Also never spray any liquids directly on the computer case, keyboard, or screen. If the liquid-crystal display (LCD) screen has become smeared or dusty, clean the screen by first applying a mild glass cleaner to a soft, clean, lint-free cloth, and gently wipe the glass. Never apply liquids directly on the screen surface. Moreover, do not use paper towels to clean the display screen. Paper can scratch the display screen matte.

## 8.3 Maintaining the LCD Quality

When it comes to screen problems, heat plays a big part. After a good working session, the typical routine is to shut the machine and close the cover. But the display surface - no matter what type it is - and the components inside the computer radiates heat; when you close the cover, you trap the heat against the screen. Leave the computer's cover open for about ten minutes while the heat disperses. Make this a habit.

You should also enable the power management of your computer to turn off the LCD power and display when the system is in inactivity for some time. Adding screen savers is also acceptable.

Follow the safety guidelines mentioned earlier and how to clean your computer.

## 8.4 Maintaining Your Hard Disk

Losing your data has the same consequences as a system break down. Users must make it a habit of doing hard disk maintenance every week or so. Here is some maintenance you could do:

- Always back up your data files from your hard disk.
- Install a virus detecting program to monitor virus that could tamper your files.
- Use SCANDISK once in a while to correct any errors found in the directory and File Allocation Table (FAT). This will also free up space from any unused sectors.
- Never move or raise the computer while the hard disk is being accessed, most especially don't jar the hard disk as this may cause a hard disk crash.

- Use hard disk maintenance programs like DEFRAG or Norton Utilities SPEEDISK. These reorganize your hard disk by eliminating fragmentation and improving your hard disk access time.
- Install a system password in your computer so others won't be able to use the hard disk.

## 8.5 Battery Care Guidelines

The battery pack furnished with the computer requires reasonable care and handling to ensure efficient operation and maximum life. There is a risk of fire and chemical burn if the battery pack is handled improperly.

To ensure that the battery pack endures normal life cycle, always observe the following precautions when handling the battery pack:

- Handle batteries carefully. Do not try to disassemble, crush, puncture, open, drop, mutilate, short external contacts, disposed of in water or fire, or expose it to temperatures higher than 60 C.
- Recharge batteries only as described in this manual and only in ventilated areas. Never use an external charger other than the one supplied with your computer.
- Do not leave batteries in hot locations for more than a day or two.
- Do not leave your battery in your computer for longer than a week without plugging in the power adapter.
- Do not leave battery in storage for more than 6 months without recharging it.
- Dispose dead battery properly to protect the environment. The batteries contain hazardous chemicals and should not be thrown out with household or office trash.

- Discharge completely the battery before recharging to improve battery performance.

## 8.6 When You Travel

For safety and convenience when traveling, please follow these instructions:

- Back up all needed files on your hard disk before traveling.
- Recharge your battery overnight to ensure full battery power before you leave.
- Don't forget to bring along the AC adapter and extra battery pack.
- Try to bring backup software as well.
- Check the voltage rating and the outlet type of your destination. If the power cord of the adapter is different, then you need to purchase a suitable one. Consult your dealer.
- Carry your computer in its carrying case or in a briefcase. Never check-in the computer as a luggage.
- Remember to apply those power saving features and techniques to save battery power.

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