

# Caring For Your Notebook

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## Caring For Your Notebook



*Never spray cleaning products directly onto your notebook's case or display. Only use products designed for cleaning computer displays.*

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## Cleaning Your Notebook and Keyboards

Shut your notebook down, turn it off and disconnect it from the electrical electrical outlet and any external devices, such as a printer.

1. Remove batteries.
2. Using the brush attachment of your vacuum cleaner, gently remove dust dust from your notebook's openings and keyboard.
3. Using a slightly moistened soft, lint-free cloth, wipe your notebook and

keyboard. **Use only water or a recommended computer cleaner.**

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## Cleaning the Display

1. Shut your notebook down, turn it off and disconnect it from the electrical outlet and any external devices, such as a printer.
2. Remove batteries.
3. Using a slightly moistened soft, lint-free cloth, wipe your notebook's display. **Use only water or a recommended computer cleaner.**

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## Cleaning the Touch Pad

1. Shut your notebook down, turn it off and disconnect from the electrical outlet and any external devices, such as a printer.
2. Remove batteries.
3. Using a slightly moistened soft, lint-free cloth, carefully wipe the touch pad, being careful not to allow any moisture into the gaps. **Use only water or a recommended computer cleaner.**

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## Cleaning the Diskette Drive

Use only commercial cleaning kits to clean your diskette drive.

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## Cleaning the CD/DVD Drive



*Never touch the lens. Use only compressed air to clean the lens.*

If you experience problems playing CDs or DVDs, including skipping, clean the unlabelled side of the disc with a soft, lint-free cloth or using a commercial product.

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## Precautions

- Don't spill liquids on the keyboard. If liquid is spilt on the keyboard, turn your notebook off immediately. Leave off overnight to let it completely dry out before using it again.
- Don't turn off your notebook if a drive light indicates a drive is active. Turning off your notebook while it is reading from or writing to a disk may damage the disk, the drive, or both.
- Keep your notebook and disks away from objects that generate strong magnetic fields, such as stereo speakers. Information on disks is stored magnetically. Placing a magnet too close to a disk can erase important files.
- Scan all new files for viruses. This precaution is especially important for files you receive via email, disk or download from the Internet. You will need a special program to scan for viruses. For further information, talk to your computer dealer.

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## Identifying Your Notebook

Attach a name tag or business card to your notebook, or use a permanent marker or stencil to write a unique identifying mark (such as your driver's license number) on the case.

Write down your service tag sequence and store it in a safe place away from the notebook or carrying case. Use the service tag sequence if you need to report a loss or theft to law enforcement officials.

Create a file on the Desktop called **if found**. Place information such as your name, address, and telephone number in this file.

Contact your credit card company, and ask if it offers coded identification tags.

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## Packing Your Notebook

Remove any external devices attached to the computer and store them in a safe place. Remove any cables attached to installed PC Cards, and remove any extended PC Cards.

Fully charge the main battery and any spare batteries you plan to carry with you.

Turn off the computer or put the computer into hibernate mode.

Disconnect the AC adapter.

Remove any extraneous items, such as paper clips, pens, and paper, from the keyboard and then close the display.

Pack your notebook and accessories in their carrycase.

Avoid packing the computer with items such as shaving cream, colognes, perfumes, or food.

Protect the computer, the batteries, and the hard drive from hazards such as extreme temperatures and dirt, dust, liquids, or overexposure to sunlight.

Pack the computer so that it does not slide around in the trunk of your car or in an overhead storage compartment.



*When traveling by air, never check your notebook as baggage.*

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## Setting a Password

To provide extra protection for your data and documents, it is advisable to set a password.

As your notebook is booting (starting up), press **F2** to take you to the **BIOS Setup Utility**. Use the right arrow key to highlight **Security**.

Use the down arrow key to select: **Set Supervisor Password...** **[Enter]**. Press **Enter**.

Type your password, press **Enter** and re-type to confirm. Press **Enter**. Your changes will be saved. Press **Enter** to continue.

To enable password protection, use the down key to select **Password Required to Boot**. Press **Enter**. To turn on password protection, use the down key to select **Enabled**; to turn password protection off, select **Disabled**. Press **Enter**.

Use the right arrow key to select **Exit**. Your notebook will now boot as normal.

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## Travel Tips

- If you are traveling internationally, carry proof of ownership-or of your

right to use the computer if it is company-owned-to speed your passage through customs. Investigate the customs regulations of the countries you plan to visit and consider acquiring an international carnet carnet (also known as a merchandise passport) from your government.

- Ensure that you know which electrical outlets are used in the countries you will visit, and have appropriate power adapters.
- Check with your credit card company for information about the kinds of emergency travel assistance it offers to users of portable computers.
- When traveling by air, ensure that you have a charged battery available available in case you are asked to turn on the computer.
- Before you use the computer on an airplane, verify that such usage is permitted. Some airlines forbid the use of electronic devices during the flight. All airlines forbid the use of electronic devices during takeoff and landing.



*Never walk your notebook through a metal detector. Send it through an X-ray machine, or have it manually inspected.*

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## **If Your Notebook Is Lost or Stolen**

Call a law enforcement agency to report your notebook lost or stolen. Include the service tag sequence in your description of the notebook. Ask that a case number be assigned and write down the number, along with the name, address, and telephone number of the law enforcement agency. If possible, obtain the name of the investigating officer.

If the notebook belongs to a company, notify the security office of the firm.

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