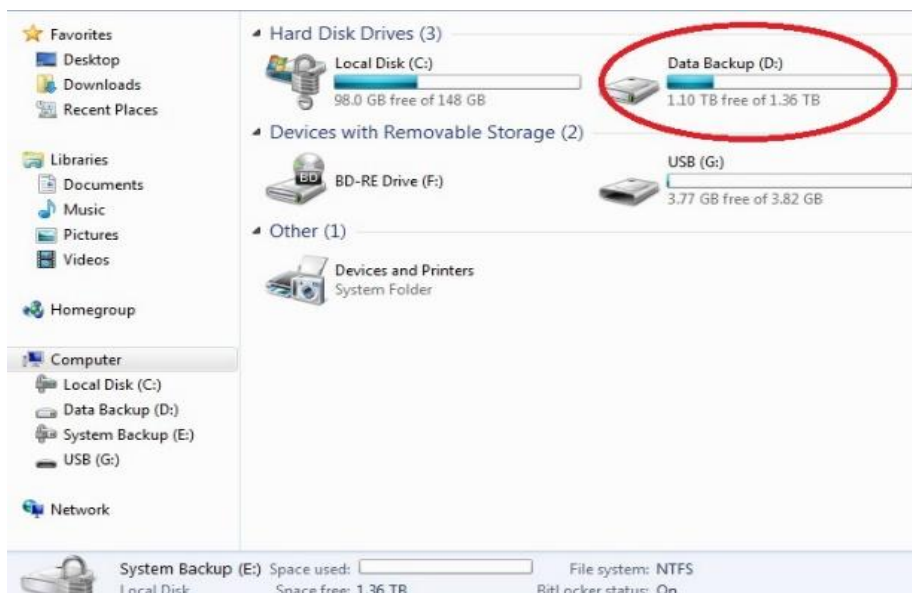


BPIT Do's & Don'ts

DO'S:

1. Always backup your files to your D: \Backup drive routinely. This is the only storage space that provides your own backup.
 - ✓ It helps with IT back up and transfer your files faster
 - ✓ Easy to locate the during file recovery
2. Create folder name (your name) on Drive D:\Backup



DON'TS:

1. Don't carry the laptop around with the lid open. The hinges are susceptible to damage.



2. Don't use the laptop as a carry-all. We see people all the time loading the keyboard with paperwork, peripherals and pens and then shutting the lid on top of it and carrying it to a meeting. This will likely damage the keyboard and most probably will scratch the LED.



3. Don't bring the laptop outside in the sun. some surface it will melt. Same goes for leaving it in car under the sun.



4. Don't poke the LED screen with a pen or finger. What will happen though is it will damage the LED, and the display will end up looking like a rainbow.



5. Don't let your laptop overheat. If it gets warm--almost hot—let it cool down outside your case. Shut it down and let it cool. Do not put it in the case or on something soft—like your bed or couch or carpet if it is hot. Let it cool on a hard surface like a desk or table.



6. Don't stack stuff on top of a closed laptop. It's not made to support books and paperwork. Just touch the back of the LED screen and press on it and see how easily it bends. If the back of the monitor doesn't get damaged, you can get a keyboard imprint into the screen.



7. Don't put your laptop in your sports or duffel bag. The laptop should be put in its protective sleeve and carried separately. Heavy objects, such as books, hard materials can damage the laptop, especially the LED screen. The screen is the most delicate part of the laptop.

