Proper Laptop Handling Procedures

- Create space for the laptop on your desk.

- Sign out for a specific computer according to the teacher's instructions.

- Unplug the laptop power cord and pull laptop out of the slot.

- Carry the computer with both hands. ALWAYS!

- Carefully walk to your desk avoiding all congested areas of the classroom.

- Wait for teacher's instructions before turning on the computer.

- Do not touch the screen. This will save lots of cleaning time and prevent damage to the LCD panel.

- After the laptop has booted to windows, make sure the green button beside the power button is on to access the internet. If it is no lit, push it to turn it on.

- After use, **TURN OFF** the computer properly by using "Shut Down." Wait for the screen to turn black before closing the lid.

- Carry laptop with both hands safely back to the cart.

- Match the number on the laptop with the number below the slot.

- Carefully slide the laptop into the slot and plug in the power cord (one student at a time).

- Make sure all laptops are sitting properly in the slots with all power cords plugged in.