

# Laptop Safety Tips

Safely using your laptop will help ensure that your laptop works properly and you don't get hurt. Improper use or not being aware of safety issues can cause your laptop irreparable damage. These safety tips should be added to your weekly laptop maintenance routine and will help you stay productive and safe no matter where you are working.

## 1. Shut It Down

Unlike a desktop computer a laptop computer needs to be shut down when not in use. Shutting down when not in use prevents the laptop from overheating and it also needs the rest.

## 2. Adjusting Power Settings

Adjusting your power options will help your laptop from heating up when not in use even if for short periods of time. You can set your hard drive and display to turn off after a set time period.

## 3. Before You Pack It Up

Make sure that you before you put your laptop into a padded carrying bag that it is shut down. A notebook that has been left on can melt. When enclosed in a notebook bag there is no air circulation and the results can be worse than melting. Don't find out the hard way and just be sure to turn off your laptop.

## 4. Vent Maintenance

Part of your weekly routine should be to inspect and clean the air vents in your laptop. Forced air dusters can be used to keep the air vents clean and free from debris. It's important to know that you should never push anything into the air vents.

## 5. Checking the Fan

Overheating problems can be caused by the laptop fan not working properly.

## 6. Avoid Lap Burn

Using a laptop desk or cooler will prevent you from being burned when using your laptop. A good laptop desk will have large enough vents for allowing air circulation between you and the laptop. Some laptop desks have additional fans which use power from the laptop itself to stay cool.

## 7. Soft Spots

It's a wise idea not to use any soft material as a buffer between you and your laptop. Always operate your laptop on a hard surface, preferably one that allows ventilation. Soft materials can block the airflow vents and cause it to overheat.

## 8. Unplug Accessories

Whenever your laptop will not be in use, even for short periods of time remember to unplug any accessories. Not only do they use power but they could cause the laptop to overheat. It's especially important to unplug any accessories before packing your laptop in its carrying case. While you may believe it will make it quicker to use, it could damage your laptop, the accessory and/or your laptop bag.

## 9. Storage in Vehicles

Do not leave your laptop in any vehicles. Both cold and heat can cause issues and theft becomes an issue.

## 10. Laptop Updates

Make sure your laptop is plugged (wired or wireless) into the network at least once a week so that virus protection can be updated.