#1 Prevent Overheating – *Take note of where your vents are and avoid blocking them.*

- Don't use your laptop on a blanket or pillow blocking the airflow (if you must, use a cooling pad).
- Don't ever leave your laptop sitting in the hot sun.
- Don't cover your laptop with fabric if it's in sleep mode.
- Keep the lid open for a while after the laptop runs hot.
- Keep it clean – Dust is one of your laptop's biggest enemies!
  Also, as a rule you shouldn't eat or drink over your laptop.

#2 Battery Care – *Treating your laptop's battery with care is crucial to extending battery life.*

- Saving Cycles will save your battery. All batteries are built to handle a certain amount of charge cycles. (One Cycle equals one full discharge down to 0% and back to 100%.) Save on cycles by keeping it from 50% -80% and then back to 100%. The fewer times you drain your battery, the longer it will last.
- If you are going to store your laptop for an extended period without using it, let it discharge to 50% before putting it away.
- Don't leave it plugged in all of the time.
- **See #1 –** *If the battery gets too hot, it will decrease its lifespan.*

#3 Electrical Safety – *Don't disregard electrical safety!*

- Don't yank the laptop cable out of the wall by pulling on the cord. This can ruin your cable. Always pull the charger out of the wall by holding the plug (this goes for all cables.)
- Don't wrap your cable too tightly. This can cause it to kink.

 # 4 Treat your Ports with Care – *They are pretty fragile and they break easily!*

- Don't force cables into ports if they are not sliding in properly.
- Don't leave a flash drive in your laptop's port if you are not using it.
- Keep your ports clean by using compressed air. (You can also invest in rubber port plugs to help keep dust and dirt out.)
- Invest in a dock or hub if you are constantly connecting/disconnecting cables from your laptop.

BONUS TIP!

- Invest in a laptop case and screen protector to reduce the chance of your laptop getting marked and scratched.

Give us a call if you would like to discuss how we can help in protecting your business against security threats or if you have any questions on how to make technology work for your business.