

Guidelines to the users : Please follow the below mentioned tips for longer and smooth running of your computer & related accessories.

Do's : Servers / Workstation and Desktop Computer Systems

- Follow this sequence while switching **"ON"**
Monitor >> Printer >> System Unit (CPU)
- Follow the reverse sequence while switching **"OFF"**
- Use clean Dust Covers on Systems, Monitor and Keyboard when not in use.
- Wipe your PC using a damp (not wet) dirt-free cloth. Try to keep the room neat & clean.
- Always switch **"OFF"** the PC while cleaning or maintenance
- Be sure to leave ventilation slots unobstructed because they allow the heat to escape.
- If you choose to leave the monitor **"ON"** all the time, remember to turn down the brightness of the monitor when you are not using it.
- Clean the monitor screen in a regular basis with a clean cloth.
- Press the keys of the keyboard firmly, but gently, it is not a Typewriter !.
- Keep the power conditioning equipment at a reasonable distance from your PC to avoid problems like **"Display Shaking"**.
- Make sure all power switches (AC) outlets are in good condition and do not spark.
- AC outlets should have proper earth connections.(Better to have independent connection). Neutral to earth voltage should be less than **4 Volt** and phase should be in right side.
- Use mouse pads for longer and un-interrupted working of mouse.
- In case of power failures, please shutdown your computer systems to avoid any loss of data.
- Update Anti-virus software periodically from the net and scan floppy, CD/ DVD Drives RAM & other Files. Delete or fix the virus prone files, if any.

Don'ts : Servers / Workstation and Desktop Computer Systems

- Don't leave your monitor **ON** for long periods, the image in the screen may get burnt and the screen may be permanently damaged.
- Don't spray glass cleaner directly onto the screen. It could run down inside the case and damage the printed circuits and cause permanent loss to your monitor / display.
- Do not bang on the keyboard & mouse etc.
- Do not spill any liquid on the keyboard & on mouse.
- Keyboard can be ruined by spilled cold drink, tea, coffee or anything that leaves a sticky residues.
- Do not let any stapler pins, paper clips or any other particles inside the keyboard.
- The site for placing the PC should be such that it should not be exposed to direct sunlight or rain.
- Don't block any Fan Outlet or Vents.
- Do not expose the system to Magnetic Substances.
- Do not plug or unplug any connector in the system while the system is **powered ON**. Shutdown the system before adding up any devices.
- Do not switch "**OFF when system**" is running some applications.
- Never shut down the pc manually, follow the shut down procedure always otherwise some files of your systems may get corrupted :
go to start → Shut Down→press enter
- Never try to open monitor, mouse, Keyboard, CPU or any other hardware connected to your computer.
- Never connect any peripheral e.g. printer, scanner etc. to the Computer systems in powered "ON" condition. Always shut down the PC, plug-in the device and restart the PC again.
- Do not use any detergent or soap etc. for cleaning the computer and its parts.

DO's : Laptops / Notebook System

- Keep your laptop in the clean surface
- Insert the DC in connector in to your Laptop gently
- Please make sure your Laptop should not fall down from height at any circumstance
- Wipe your Laptop using a dirt-free black colour antistatic cloth, but gently.
- Make sure all AC outlets are in good condition and do not spark
- Calibrate your Laptop battery twice in a month.
- Press the keys in the keyboard firmly, but gently
- Insert the USB Devices, Lan, Modem cables and memory cards into it's respective ports carefully and gently
- While opening and closing the Laptop move it gently, otherwise it may cause the hinges broken
- Update Anti-virus periodically from the net and scan floppy, CD /DVD drives and CPU files and delete or adjust the virus prone files, if any.

Don'ts: Laptops / Notebook System

- Do not use the another's make adapter with your Laptop.
- Do not touch the LCD panel while cleaning and Don't use the soap or liquid for cleaning.
- Do not spill any liquid on your keyboard
- Do not let any stapler pins, paper clips or any other particles inside your keyboard.
- Prevent possible overheating of Laptop processor.
Do not block the openings provided for ventalisation.
- Never shut down the Laptop manually, always follow go to start → Shut Down→press enter for proper shutdown.
- Don't place on un-even or un-stable work surfaces
- specially while using CD/DVD.
- Don't bang your Laptop / Notebook shut and never pickup or hold your Notebook / Laptop by the display.
- Do not leave the AC Adapter "ON" once the battery is fully charged.

On-Line and Off-Line UPS Systems

DO's :

- Do follow the operating procedure as specified
 - Do switch **“OFF”** the system before pack-up, in the specified sequence only.
 - Do switch **“OFF”** the load in a systematic manner when Battery Low/DC low indication comes on/ blinks.
 - If any fume appears, switch off the load, UPS system and main supply systematically and call UPS Service Engineer.
 - Do keep the UPS installation site clean, cool and free from dust and moisture.
 - For any malfunctioning of the UPS system, please observe the Alarm and Indication in the front panel of the system and inform UPS Service Engineer accordingly.
 - Ensure that the periodical maintenance of the UPS system and Batteries are carried out by the Service engineer.
 - In case any Battery found defective, do replace the battery with same or equivalent type of battery.
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- **Keep power supply always “ON” to UPS even on holidays so that batteries are charged continuously, otherwise batteries will go into deep discharge mode (not revivable) if power supply remains “OFF” to UPS systems.**

Don'ts :

- Do not open the UPS Systems. There are no user serviceable spare parts inside the UPS systems.
- Do not switch **“ON”** the system in case the unit trips due to short circuit or due to any other reason without investigating and rectifying the root cause of the problem.
- Do not switch **“OFF”** the mains MCB and do not cut **“OFF”** the mains supply to UPS. It will affect the charging of batteries.
- Do not touch any of the internal components of the UPS systems to avoid high voltage shock hazards.

Do not “Switch-Off” the power supply to UPS even on holidays so that batteries are charged continuously, otherwise batteries will go into deep discharge mode (not revivable) if power supply remains “OFF” to UPS systems, especially in case of long holidays in colleges and schools.

Do's and Don'ts for Hewlett Packard Imaging and Printing Products & support guidelines

❖ **Print within the Duty Cycle:** All printing products of HP come with prescribed duty cycle which is the recommended prints that should be printed in a month on that particular printer. It is strongly recommended to print within this prescribed limit as this is fixed keeping in mind the specifications of the printer. Printing above this limit may cause extensive wear and tear to the printer and this leads to frequent breakdown including permanent damage. Maintenance Kit is required to replace after completion of each duty cycle. Special care be taken in this account by the user(s).

- ❖ **Use Original Supplies:** Use only recommended original hp tonner and tonner-cartridges.
- ❖ Paper pins and other metallic material should not travel along with paper into printer, special care should be taken.
- ❖ Use always good quality of paper.
- ❖ Don't pull paper forcibly & move it out gently if it gets stuck, in such case of non-resolve, pl. call HP service engineer for guidance.
- ❖ Keep away to printer from direct sun light, moistures & dusts.
- ❖ Cover the printer when printer is not in use.