

Proper System Handling

→ Handling the Computer:

NEVER:

- turn the computer **off** or **off & on!!**
 - if the computer is going to sit idle for more than 5 hours, turn it off.
 - if the computer locks up, there is almost always a way to restart without turning it off.
 - task manager to end a stalled operation or a soft reboot.
 - dangerous power surges, even if you have a surge protector.
- undo or re-tighten any wires or cables while the computer is on.
 - dangerous power surges, even if you have a surge protector.
- play with any adjustment knobs!!
 - equipment can be knocked out of calibration which can be costly to repair. In some cases, especially high end equipment, they can not be repaired.

→ Handling of Disks:

NEVER:

- bend or fold disk!!
- get wet!!
- expose to dust or any other type of dirt!!
- get near magnets.
- touch exposed areas of the disk!!
- expose to extreme temperatures {hot or cold}!!
- open and close {play with} the protective cover.

→ Handling Printers:

NEVER: {applies mainly to network printers on the SJC network}

- open any of the paper trays or re-adjust the paper position.
- undo paper jams while the printer is turned on.
- load additional paper into the paper trays.
- turn printer off and on.

→ Storage:

- Know your storage location, or you may lose your document.
 - Hard Drive and/or external hard drive
 - Floppy Drive(s)
 - Network Subdirectories
 - Zip or Jaz Drives
 - USB RAM Drives

→ Computer Area:

- Keep all wires untangled.
- NO food or drink.
- Do NOT change any of the monitor setting from the manual buttons on the monitor.
- Do NOT remove the roller ball from the mouse and keep the surface for the mouse clear of dirt.