

The Care And Cleaning Of Your Manatee County Schools iBook

The iBook is fun to use, but it is not a toy! The iBooks belong to Manatee County Schools. They are on loan to you to use as a tool for learning. Remember that it is a computer and must be handled with care. As the primary user of this iBook, it is your responsibility to maintain its condition throughout the year. Here are some tips to help ensure that you are properly caring for your iBook.

1. **Do not remove any ID labels** or place any stickers or marking on the laptops. The computers should look as they did when you received them.
2. Never leave your iBook unattended.
3. Protect the computer from the weather:
 - never leave your iBook in your car in extreme temperatures. (heat or cold). If your iBook has been in a cold place, let it warm up to room temperature before turning it on.
 - never leave your iBook outside.
- 4. Do not store or use the computer in a dusty or dirty work area. Dust can cause contamination of the unit that can result in malfunction or damage.
- 5. Use the iBook on a flat stable surface if it falls it may break!
- 6. Take care not to drop your laptop. It is fragile as glass. Please handle with care.
- 7. Do not not place anything heavy on the laptop, like a text book.□The screen is made of liquid crystal (LCD).□It doesn't take much to crack the screen.□
- 8. Be patient. Sometimes computers require time to do their job.
- 9. Never pick your iBook up by it's display. (monitor)
- 10. Do not touch the screen with your fingers, or with a sharp or pointed object (like your pencil).□There is oil on your fingers that can ruin the screen, and a

pencil can leave marks on or poke a hole in the screen.

- 11. Never move your computer when you can hear the hard disk spinning.
- 12. Always keep food and drinks away from your iBook. Crumbs or liquid could destroy the laptop.
- 13. Avoid using the laptop near a strong magnetic field. For example, magnets, motors, TV's, refrigerators, and large audio speakers may cause harm to the laptop screen, hard drive, ram etc.
- 14. Never block the vents on the left side, and back of the iBook.
- 15. Do not insert things into openings (ports) of the iBook that do not belong.
- 16. Never force a connector into a port. If you are having problems connecting an external device, ask for help.
- 17. When you put your computer to sleep, wait for the screen to turn blank before moving your iBook.
- 18. Close the computer carefully - from the center of the screen - do not slam it shut!
- 19. Be careful when closing the laptop. Make sure that there is nothing between the screen and the keyboard. (like pens or pencils). Doing so might cause the screen to be cracked. .
- 20. If/when you take the iBook home for assignments, be sure it is recharged for the next school day. (Don't forget to bring your power cord back with the iBook).
- 21. For your health, when using the computer, it should be kept at least 18 inches from your eyes and the screen should be at a lower level than your eyes.
- 22. Try not to plug your laptop directly into a outlet. Use a power bar with power-surge protection. If there is a power surge and you are not plugged

into a power strip you might run into the risk of damaging the laptop.□

23. Use only the battery that came with your iBook.
24. Use only the Apple Portable Power Adapter that came with your laptop. Other adapters will damage your iBook.
25. When the charging cable needs to be connected, be sure to line it up correctly when inserting and insert gently. Do not force the cable into the opening.
26. When removing the charging cable, grasp the cable by the silver plastic end, not the wire. Pull gently to disconnect. Do not jerk the cable out.
27. If the battery is not charging, do not wiggle the power cord. Try removing it and fully reinserting it.
28. Be careful not to jerk the iBook around when cables are attached.
- 29.. Take care of the accessories. Each computer is provided a protective case, power block, modem cables, and manuals. Students are responsible for them.

Cleaning and Storing Your iBook

It is your responsibility to keep your iBook in good condition. Keeping your iBook in good condition involves making sure it is stored properly and kept clean. Here are some guidelines to follow when cleaning and storing your iBook.

For more information on the care and maintenance of your iBook, refer to <http://www.apple.com>

Storage

1. Store your iBook in a cool, dry, and secure place.
2. Fully charge your **iBook** battery before storing it.
3. Always store your iBook inside your laptop case.
4. Never store your iBook in damp, or dusty areas (like under your bed)

Cleaning

Translucent Plastic Case

When cleaning the translucent plastics on Apple products you should use a soft, lint-free cloth with mild non-abrasive soap or detergent. Any surface dirt should be removed with the bare hand. Dry the plastic with a soft, lint-free cloth.

1. **DO NOT** use window sprays or cleaning products containing ammonia, alcohol, or abrasive ingredients.
2. **DO NOT** use rough towels or cloths to dry the plastic.
3. Never apply stickers, or products with adhesive glue to any part of your iBook. The residue from the glue can damage the surface.
4. Never use sprays, solvents, or adhesives to clean your iBook.
5. Never use any substance containing alcohol to clean your iBook.

LCD Screen

To keep the screen clean, do not touch it with your fingers. You may use a mild glass cleaner that contains **no alcohol or ammonia** to clean the display. Most office supply stores sell cleaning kits specifically designed for this purpose. While there are many commercial products available that will work without damaging the

plastics, Apple has tested a product called Klear Screen made by Meridrew Enterprises (<http://www.klearscreen.com>) and found it does not cause any harm to the plastics.

If you must clean the LCD screen, follow the following steps:

1. Turn off the laptop.
2. Dampen a clean, soft, lint-free cloth or paper with the cleaner. Always spray the cleaner directly onto the cloth; never spray cleaner directly onto the display.
3. Wipe the screen.

Keyboard

1. Make sure you wash your hands often while using your computer. If you don't wash your hands you will notice dirt forming at the tops of your keys, this dirt can be easily washed off carefully with small amounts warm water on a cloth.
2. Take care not to spill any liquid on the keyboard. If you do, follow these steps :
 1. turn off your computer immediately.
 2. If you spill liquid that is thin and clear, turn the iBook upside down to let the liquid drain out, and let it dry for 24 hours at room temperature.
 3. If you spill liquid that is greasy, sweet, or sticky, turn off the iBook and take it for help.
- 3 Use a can of air to blow all the stuff that gets caught down between the keys. Blow your keyboard every two weeks if you use your computer a lot.
4. Make a routine of cleaning and using your keyboard properly. If you do this, you shouldn't encounter many problems.

Touch Pad

1. Use your finger instead of a pen or other sharp object.
2. Be careful that your hands are clean and dry when using the Touch Pad to prevent oil and dirt build-up, which can impair the Touch Pad operation.
3. Use one finger only. Touching more than one point on the pad at a time can cause

your cursor to do funny things.

4. Finger movement on the Touch Pad should be soft and light. The Touch Pad is not pressure-sensitive and requires very little force.

REPORTING PROBLEMS

Mishandling of your iBook could result in your losing it!

1. Report any problems your iBook experiences as soon as they occur. Do not try to fix them yourself.
2. If you lose your iBook, or if it is stolen or vandalized, report it immediately.
3. If you lose any of the equipment issued with your iBook, report it immediately.