

# CHROMEBOOKS AT HOME

1. Keep food & drinks away from device
  - a. Find a spot to use the device away from eating areas and not during meal times.
2. Use a soft, dry cloth to clean the device
  - a. Do not use glass cleaners.
3. Keep heavy items off device
  - a. Piling books or other heavy objects on top causes extra pressure and may cause damage.
4. Keep device on a flat surface off the floor
  - a. To keep device from falling and avoid people stepping or tripping on it.
5. Hold device on the bottom
  - a. Holding it by the lid puts extra pressure on the screen and may cause damage.  
Use two hands.
6. Have a set charging area
  - a. If possible, near your backpack to help you remember to charge it each night and pack it each morning.
7. Close your device when not in use
  - a. This puts it in sleep mode and saves energy.
8. Power off your device at least once a week
  - a. Leave it off for a while to give it a break.
9. Restart
  - a. Try this first if you are having any issues.
10. Check backpack each morning
  - a. Make sure you have your device and charger and there are no open food or drink containers.