

TECHNOLOGY DEVICE PRECAUTIONS AND GUIDELINES

- Never have food or drinks around the device.
- Devices should be completely shut down (powered off) when not in use.
 - Never leave the device charging unattended.
- Use your device on a hard, flat surface. Allow plenty of space around the device for ventilation and heat to escape the device.
 - Never use the device on your lap.
 - Never use or leave the device unattended on a bed, carpet, around blankets, or anything with fabric.
- Do not expose your device to extreme temperatures or direct sunlight for extended periods of time.
- Do not insert things, especially metal objects, into the openings and ports on part of the device.
- Do not attempt to repair or disassemble any technology devices.
 - Devices should be taken to a certified repair facility.

CHARGING ADAPTER PRECAUTIONS AND GUIDELINES

- Place the charging adapter on a hard, flat surface while charging.
 - Never place on the bed, carpet, blankets, or anything with fabric.
- Never unplug the charging adapter by pulling on the cord.
 - Plug and unplug the charging adapter by lining the charger straight with the charging port.
- Be careful to keep the charging cable out of the way from foot traffic to prevent someone from tripping.
- Be careful not to jerk, pull, or twist your device when cables are attached.

CLEANING PRECAUTIONS AND GUIDELINES

- Wipe all surfaces lightly with a clean, soft cloth.
- DO NOT use water or any cleaning solution on the device

[Please see the Times News Article regarding a teachable moment on Technology Safety HERE.](#)