# Caring For Your College-Issued Technology

Columbus State expects all employees to properly care for their college-issued devices to promote longevity and ensure appropriate use of our financial resources.

Please review these important reminders about how to properly care for your laptop and other technology.

CARE

- Avoid accidental spills. Do not have food or place beverages near your laptop.
- Keep it dry. Protect it from rain, snow, and any liquid.
- Use care when moving your laptop. Accidental damage is not covered under warranty.
- Utilize stable work surfaces. Avoid unstable work surfaces where the laptop could easily fall.
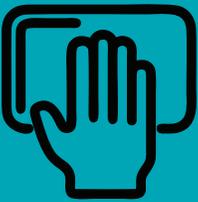
CLEANING

- Clean your laptop often. Gently wipe the screen and keyboard with a clean and soft microfiber cloth.
- Dust and vacuum the surrounding spaces regularly to prevent dust or debris build-up in the air vents.

COOL

- Keep your laptop away from extreme temperatures or direct sunlight.
- Use your laptop on a desk or another well-ventilated surface. Placing it on a soft surface like a blanket, sofa, or bed can block the cooling ports underneath causing it to overheat.

COMMUTING

- Avoid theft! Do not leave the laptop unattended in full view - such as on a car seat (even in a locked car).
- All laptops should be put to sleep or turned off, then gently closed before transport.
- Place equipment in a laptop bag or carrying case and do not stack other items on top of the laptop.
- If traveling, do not place your laptop in checked luggage. (This is against FAA Regulations due to the included lithium-ion battery.)

CUSTOMIZING

- Do not personalize College-issued technology by decorating it or adding stickers.
- Do not remove the Columbus State identification tags.

CONTACT IT *(EXT. 5050)*

- Immediately if your technology is missing or damaged.
- If you need assistance setting up or using your technology.
- If you have questions or need technical support.

IT SUPPORT CENTER:

614-287-5050
helpdesk@cscc.edu
cscc.edu/ithelp

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All users of College-issued technology are expected to comply with all College policies and procedures. Refer to Policy 15-01, Responsible Acquisition and Use of Computing Resources and corresponding procedures for additional information on the responsible use of technology.