



Tips for Using Your IBM ThinkPad Comfortably and Safely *Information Brief*

By using common sense and by following these handling tips, you will get the most use and enjoyment out of your ThinkPad computer for a long time to come.

Handling Your ThinkPad Computer

Laptop computers are precision machines that require a bit of careful handling. Though the IBM ThinkPad computer is designed and tested to be a durable notebook computer that functions reliably in normal work environments, you need to use some common sense in handling it.

ThinkPad Don'ts:

- Do not subject your computer to physical punishment, such as dropping or bumping.
- Do not place heavy objects on your computer.
- Do not spill or allow liquids into your computer.
- Do not use your computer in or near water (to avoid the danger of electrical shock).
- Do not pack your computer in a tightly packed suitcase or bag. The compression might cause internal damage.
- Do not disassemble your computer. Only an authorized IBM ThinkPad repairperson should disassemble and repair your computer.
- Do not scratch, twist, hit, or push the surface of your computer display.
- Do not place any objects between the display and keyboard or under the keyboard.
- Do not pick up or hold your computer by the display. When picking up your open computer, hold it by the bottom (keyboard) half.
- Do not modify or tape the latches to keep the display open or closed.
- Do not turn your computer over while the AC Adapter is plugged in. This could break the adapter plug.
- Do not use or store your computer where the temperature is below 5° C or above 35° C (41° F and 95° F).
- Do not place your computer closer than 13 cm (5 in.) from any electrical appliance that generates a strong magnetic field, such as a motor, magnet, TV, refrigerator, or large audio speakers.
- Do not hard-mount your computer in a vehicle or anywhere that it is subject to strong vibration. See the section on ruggedized mobile computers for information on a more appropriate model for demanding applications.
- Do not crush, drop, or physically punish the external or removable hard disk, diskette, or CD-ROM drive when it is outside of your computer.

- Do not press on the middle part of the diskette drive.
- Do not insert a diskette at an angle. Not inserting the diskette straight into the drive can damage the drive.
- Do not place more than one label on a diskette. Multiple or loose labels can detach or tear and then lodge in the drive.
- Do not touch the lens on the CD-ROM tray. You should hold the compact disc by the edges and not touch its surface.
- Do not connect a PBX (private branch exchange) or other digital telephone extension line. **Your computer can use only a public-switched telephone network (PSTN).** Use of a phone line other than PSTN can damage your modem. If you are not sure which kind of phone line you are using, contact your telephone company. Many hotels or office buildings use digital telephone extension lines, so check before connecting the telephone cable in such places.
- Do not leave the base of your computer in contact with your lap or any part of your body for an extended period when the computer is functioning or when the battery is charging. Your computer dissipates some heat during normal operation. This heat is a function of the level of system activity and battery charge level.

ThinkPad Do's:

- Replace the plastic bezel faces (if supplied) when you exchange drives in your computer.
- Store your external and removable hard disk, diskette, and CD-ROM drives in the appropriate container or packaging when not in use.
- When installing your hard disk, diskette, or CD-ROM drive, apply pressure only where indicated on the device.
- When installing the CD-ROM or diskette drive into the UltraBay, make sure the AC Adapter is disconnected from your computer.
- Choose a quality carrying case that will provide excellent protection for your computing investment.
- Treat your computer like a precision piece of electronic machinery.
- Register your ThinkPad products with IBM. This can help authorities return your computer to you if it is lost or stolen. Registering your computer also enables IBM to notify you about possible upgrades.
- Retain and store packing materials safely out of reach of children to prevent the risk of suffocation from plastic bags.
- Check the IBM Web pages at www.us.pc.ibm.com periodically to get current information about your computer.

Cleaning Your Computer

You should occasionally clean your computer as follows:

- Use a soft cloth moistened with nonalkaline detergent to wipe the exterior of the computer.
- Don't spray cleaner directly on the display or keyboard.
- Gently wipe the LCD with a dry, soft cloth.

Carrying Your Computer

When carrying your computer, follow these instructions to prevent possible damage to your computer and data:

1. Remove any media from the CD-ROM drive or diskette drive.
2. Turn off all attached devices.
3. Turn off the computer and close the LCD.
4. Unplug all external cables and cords connected to your computer.
5. Make sure all computer doors and covers are closed.
6. Use a quality carrying case that provides adequate cushion and protection.

Extending Your Battery Life

The amount of battery power consumed by your computer depends on such conditions as the usage frequency, the operating temperature, and the period in storage (if unused). The following tips can help you to extend the life of your battery:

- If your battery is brand new and you are charging it for the first time, it might not become fully charged due to the characteristics of the chemicals in the cell. To maximize performance, ensure that all chemicals in the battery are fully activated by cycling the battery (fully charge, then fully discharge) three times. This procedure is also recommended if you stored the battery for a few months.
- Do not charge the battery pack until all of its power is used. Recharging a battery pack that is not completely discharged can shorten battery life.
- Once you start charging the battery pack, do not use it until it is fully charged.
- Whenever possible, use the ThinkPad battery power-saving modes:
 - **standby:** The LCD and the hard disk drive are turned off.
 - **suspend:** All tasks are stopped and stored in memory to save power.
 - **hibernation:** All tasks are stopped. The memory data and the current status of the computer are stored in the hard disk drive; then the power is turned off.
- Decrease the LCD brightness.
- Use Advanced Power Management (APM). Each operating system comes with its own APM.
- Stop the power supply to a serial device if it is not in use.
- Remove the battery pack and keep it in a cool place if you will not be using the computer for a long period.

Ruggedized Mobile Computers

Some professionals work in environments that may require special ruggedized features to protect their computers from extreme temperature, humidity, and physical punishment. Construction, public service, distribution, service repair, and utilities are some of the environmentally demanding professions that may require rugged mobile computers that can withstand stresses. For these applications, IBM offers such computers (not Thinkpad Systems), especially designed for mobile professionals who need a system for managing and communicating information from the field.

For more information on these computers, consult your IBM Business Partner or visit our website at www.networking.ibm.com/wireless.

For More Information

For information via the World Wide Web	www.us.pc.ibm.com/thinkpad www.networking.ibm.com/wireless
For product and dealer location information	1 800 426-2968
To access the IBM PC Company Bulletin Board	1 919 517-0001
For product information sent directly to your fax machine	1 800 IBM-3395 (1 800 426-3395)
IBM PC Product Guide Directory (to specific product sections)	Select FaxDoc #12745
IBM ThinkPad Information Directory	Select FaxDoc #11078

Notice: This brief should be used as a reference tool only, since technology levels and releases may vary and numerous hardware or software combinations are possible. IBM makes no representation or guarantee regarding the information contained herein. INTERNATIONAL BUSINESS MACHINES CORPORATION PROVIDES THIS BRIEF "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Some states or countries do not allow disclaimer or express or implied warranties in certain transactions; therefore, this statement may not apply to you.

IBM will continue to enhance products and services as new technologies emerge. IBM, therefore, reserves the right to alter specifications and other product information without prior notice. References in this publication to IBM products and services do not imply that IBM intends to make them available in all countries in which IBM operates. Check with your IBM representative for specific models. IBM and ThinkPad are trademarks or registered trademarks of International Business Machines Corporation. All other products are trademarks or registered trademarks of their respective companies.

This document was produced in the United States. IBM might not offer the products, services, or features discussed in this document in other countries, and the information is subject to change without notice. Consult your local IBM Representative for information on the products, services, and features available in your area.

International Business Machines Corporation 1997. All rights reserved.