



# **Maintenance, Shipping and Travel**

## **Compaq Notebook Series**

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**April 2002**

This guide explains how to maintain your notebook, provides steps for routine care, and includes guidelines to prepare the notebook for shipping or traveling.

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# Maintenance, Shipping and Travel

## Maintaining Your Software

Compaq recommends that you install all software updates as they become available. However, if your system is connected to a network, you may need to confer with your Information Services department before updating system ROM.

For details on maintaining or restoring your software and instructions on downloading updates, refer to the *Software Guide* on this CD.

## Installing a Retail Version of an Operating System

The Windows operating system included in the Restore CD is enhanced by Compaq. The enhancements provide added functionality for power management, security, the use of drives and PC Cards.



**CAUTION:** Replacing a Compaq enhanced operating system with a retail version will result in the loss of enhancements added by Compaq. In some cases, it may result in system lockups and loss of unsaved information. In other cases, complete USB support will become unavailable.

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## **Virus Protection**

If you use the notebook for email or to access the World Wide Web, you risk infecting the system with a computer virus. You can protect the notebook from infection by installing antivirus software.

Several products available on the market will detect the virus, destroy it, and repair any damage it causes. Contact your authorized Compaq retailer for details.

## **Backup Utilities**

To protect the information on your notebook and retrieve lost or damaged files, you should back up your files regularly to diskettes or other backup media.

To do a partial backup of selected files or folders, use backup devices such as diskettes. To do a complete hard drive backup, use tape drives or other high-capacity backup devices. Contact your authorized Compaq retailer for details.

## Maintaining Your Hardware

Your notebook is designed as a durable product. To maintain its performance and promote longevity, follow these guidelines:

- Carry and store your notebook in a portable carrying case.



**CAUTION:** To prevent possible damage to the display, do not place anything on top of the notebook even when it is in the carrying case.

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- Keep Zip disks, diskettes and modular disk drives away from magnetic fields, which can erase your data.
- Keep liquids and excessive moisture away from your notebook and keyboard to prevent costly repairs.



**WARNING:** To reduce the risk of electric shock or damage to internal components, do not allow liquids to drip into the notebook keyboard.

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- Avoid exposing your notebook to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Use your notebook only on a solid, flat surface. Make sure that vents, which cool internal components, are unobstructed.



**CAUTION:** To prevent overheating, do not obstruct the vents. Do not allow a hard surface, such as an adjoining optional printer, or a soft surface, such as fabric or carpet, to block the airflow.

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- If the notebook will not be used for a week or more, shut it down.
- If the notebook will be disconnected from external power for more than 2 weeks:
  - Shut down the notebook.
  - Remove all battery packs and store them in a cool, dry place.

For detailed shut down procedures, refer to the *Hardware Guide* on this CD.

## Monitoring Notebook Temperature

Your notebook is designed to run demanding applications that require PC Cards, CD-ROM drives, and large amounts of RAM, while maintaining full processor performance. As a result of increased power consumption, it is normal for the computer to feel warm or hot when being used for extended periods.

The notebook complies with international safety standards for temperatures of user-accessible surfaces. For more information about operating temperatures, refer to the *Hardware Guide* on this CD.

## Cleaning Your Notebook



**WARNING:** Always disconnect the power from your notebook and disconnect peripherals before attempting to clean your notebook or any of its components.

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**CAUTION:** Do not spray liquids on your notebook, display, or keyboard. Liquids and household solvents can permanently damage your notebook's finish and interior components.

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## Cleaning the Keyboard

Clean the keyboard regularly to prevent keys from sticking and to remove dust, lint, and particles that can become trapped beneath the keys. Ideally, use a can of compressed air with a straw extension to blow air in and around the keys.



### ***Cleaning the Keyboard***



**CAUTION:** Do not use liquids of any kind on the keyboard, because they may permanently damage your keyboard. Do not use a regular vacuum cleaner to clean the keyboard, because you may deposit normal household debris on the surfaces, rather than remove it.

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## Cleaning the Display

To remove smudges and lint, frequently clean your display with a soft, damp, lint-free cloth. If the screen requires additional cleaning, use an antistatic screen cleaner or pre-moistened antistatic wipes.



**CAUTION:** Never spray water, cleaning fluids, or chemicals on the screen. This can permanently damage your notebook.

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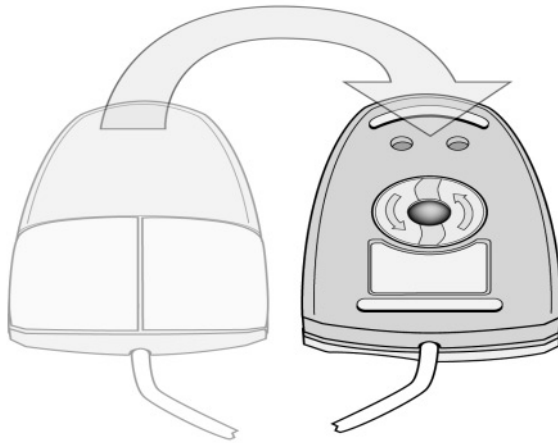
## Cleaning the TouchPad

Grease and dirt on the TouchPad can cause your cursor to jump around on the display screen. To avoid this, wash hands frequently when using the notebook and clean the TouchPad with a damp cloth.

## Cleaning an External Mouse

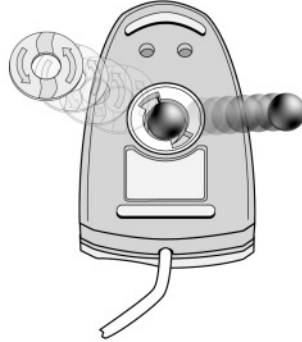
Keeping an external mouse clean can substantially improve its performance and prevent loss of mouse pointer control. To clean an external mouse, complete the following steps:

1. Turn the mouse over and rotate the circular plate about 1/4-inch counter-clockwise until it pops loose. Most mice have an arrow to indicate the direction to turn the plate.



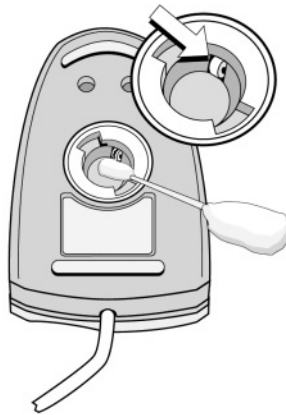
***Turning the mouse over***

2. Remove the ball from your mouse and clean it with an antistatic wipe or a lint-free cotton cloth.



**Removing the ball from the mouse**

3. Spray the inside of the mouse with compressed air or clean it with a non-cotton swab to remove loose debris and dust.



**Cleaning the mouse**

4. Replace the ball and the bottom plate.

## Caring for Drives

Drives are fragile notebook components that must be handled with care. The following cautions apply to all drives at all times.



**CAUTION:** To prevent loss of work, damage to the notebook or a drive:

- Electrostatic discharge can damage electronic components. To prevent electrostatic damage to the notebook or a drive, follow these 2 precautions: 1) Discharge yourself from static electricity before handling a drive by touching a grounded metal object and, 2) Avoid touching the connectors on a drive. For more information about preventing electrostatic damage, refer on this CD to *Regulatory and Safety Notices*.
  - Excessive force can damage drive connectors. When you insert a drive, use only enough pressure to seat the drive.
  - Handle a drive carefully. Do not drop it.
  - Avoid exposing a hard drive to devices with magnetic fields. Products with magnetic fields include video and audio tape erasure products, monitors, and speakers. Security devices with magnetic fields include airport walk-through devices and security wands. Airport security devices that check carry-on luggage via a conveyor belt typically use x-rays instead of magnetism, which will not damage a hard drive.
  - Do not spray a drive with cleaning fluids.
  - Avoid exposing a drive to liquids or temperature extremes.
  - If you mail a drive, ship it in packaging that protects it from shock, vibration, temperature, and humidity, label the package, "fragile."
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## Preparing the Notebook for Shipping or Travel

1. Back up your work.
2. Remove all CD-ROMs, DVD-ROMs, diskettes, disks, or PC Cards.
3. Shut down the notebook.
4. If the notebook will be disconnected from an external power source for more than 2 weeks, shut down the notebook, remove all battery packs, and store them in a cool, dry place.
5. Turn off, then disconnect, all external devices.
6. If you are shipping the notebook, place it in the original packing box or similar protective packaging and label the package as “fragile.”

## Traveling with the Notebook

- Take along a backup of your work. Do not pack the backup with the notebook.
- Carry the notebook with you. Do not check it with your luggage.
- Do not expose the notebook or diskettes to a magnetic security detector.
  - The security device that examines carry-on items placed on a conveyer belt uses x-rays and is safe for the notebook and diskettes.
  - The walk-through security device and the handheld security wands are magnetic and may damage the notebook or diskettes.
- If you plan to use the notebook during a flight, check with the airline in advance. In-flight notebook use is at the discretion of the airline.

- If you expect to encounter climatic extremes, review the Operating Environment guidelines in the *Hardware Guide* on this CD.
- If you are traveling internationally:
  - Consult with a Compaq authorized dealer, reseller, or service provider about power cord and adapter requirements for each location in which you plan to use the notebook. (Voltage, frequency, and plug configurations vary.) To contact a Compaq authorized dealer, reseller, or service provider near you, refer to the *Worldwide Telephone Numbers* booklet included with the notebook.



**WARNING:** To reduce the risk of electric shock, fire, or damage to the equipment, do not attempt to power the notebook with a voltage converter kit sold for appliances.

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- If you plan to use an internal modem, review the instructions for using it internationally in the *Modem and Networking* guide.
- Check the computer-related customs regulations for each country on your itinerary.

## Free Manuals Download Website

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