



How to Charge the Laptop Correctly

Individual laptops at school or home

While charging one laptop at home or at school check **all** these features **every time**:

- **Shut Down** the laptop.
- Check the power cable is fully inserted in laptop.



Not Correct



Correct!

- Check the plug is fully connected in middle area of the power cable.



Not Correct



Correct!

- Check the power cable is plugged securely into electric outlet.



Not Correct



Correct!

As a Group Using the Cart

- **Shut down** all laptops before placing on cart; laptops that are still on will have green lights in the power light indicator. NO lights should be visible before the cart is plugged in.
- Check all of the power cables are securely attached in the laptop and the plug in the middle of the cable.
- Check all the laptops are firmly plugged into the laptop outlets within the carts.
- Check the cart to make sure BOTH electrical cables are plugged into the wall. Each power cable has its own breaker, make sure this is on/set (glowing orange).
- Charging laptops will show an orange light in the charging indicator. If the cart is plugged in **and** the cart section is charging, no visible light in the charging indicator means the laptop is fully charged.
- When removing a laptop from the cart, gently pull out the power cable from the laptop before removing the laptop. Do not just pull the laptop out of its slot or connections in the power cables will unplug and the laptop will not charge next time.