

October 2009

Laptop computers are particularly vulnerable to theft, loss, and damage. Below are some tips that can help prevent damage and theft of your laptop computer.

Security

1. Avoid storing sensitive data on laptops; use your H:\ and O:\ drives to store data files.
2. Purchase a computer cable lock to secure the laptop in offices such as Kensington locks at: <http://us.kensington.com/html/11179.html>.
3. Avoid leaving laptops unattended, even for short periods of time; lock them away in cabinets or drawers.
4. Immediately report thefts of university property to the university police. Stolen laptops are not covered under warranty and your department will be responsible for replacement costs.

Transporting Laptops

1. Purchase and use a laptop carrying case.
2. Before transporting the laptop, turn off or put the Mac into Sleep mode; this preserves battery life and prevents possible damage to the hard drive.
3. Don't leave the laptop in dusty, hot, or cold conditions.
4. Purchase an extra power adapter if you frequently use the laptop at multiple locations; you can leave one at work and use the other elsewhere.

Damaged Laptop

If your laptop is damaged, check to see if it under AppleCare warranty and follow the procedures in: [Mac Hardware Service Guidelines](#)

Laptop Care Guide

Aaron Davis, Apple System Engineer and Higher Education Representative, sent the [Apple Care and Handling Guide](#) below to share with Towson University. The guide was written for the MacBook but most of the information is also applicable to the MacBook Pro laptop models.