

From:	Report	01
	Bank	
	Branch	
	Subject	Computer Do's & Don'ts
	Date	

Sr. No.	Observations	Reply
A	On computer System	
	Whether you-----	
1	Keep your computer system in a cool, dry and dust-free environment?	
2	Ensure that the power switches in a system unit, monitor and printer are in the OFF position before switching on the mains?	
3	Switch off the monitor, system unit and the printer, before switching off the mains?	
4	Clean the computer work area everyday; cover your system at the end of the day.	
5	Keep your system away from room walls to ensure proper airflow around the computer?	
6	Park the hard disk and then shift it, when the unit needs to be transferred from one side to another?	
7	Handle the floppy drive lever gently?	
8	Ensure that there is no diskette in the floppy drive before switching off the system unit?	
9	Clean the keyboard regularly?	
10	You use vacuum cleaner to clean keyboards to extract the dust collected in between the keys?	
11	Use mouse pad?	
12	You make sure to place the mouse on a clean surface in case you do not have mouse pad?	
B	Printer	
	Whether you-----	
1	Choose a flat, sturdy surface with enough room for the paper to flow freely in and out of the printer? (If you use continuous fan-fold paper, you will need space behind the printer (or underneath with its bottom-feeding) for a stack of paper)	
2	Position the printer so that its connections namely, power cord and computer cable will not interfere with the paper flow?	
3	Position the feed paper stack and the printed output such that one does not interfere with the flow of the other?	
4	Position the feed paper stack such that the paper advances straight up? (If the stack is slightly away or off-centre, it causes the paper to mis-feed)	
5	Use the paper thickness lever (if your printer has one) appropriately?	
6	Use the paper thickness recommended in the printer manual?	
7	Turn the power off, unplug the power cord and disconnect the	

	printer cable when performing any kind of cleaning operation?	
8	Clean the insides of the printer? (To clean the printer, remove the printer cover and the ribbon cartridge. To clean the inside of the printer, use a soft brush to whisk lint and dust away from the print head area. The outside of the printer case can be cleaned when needed with a damp rag and alcohol. A vacuum cleaner is very useful for sucking out the paper particles from the inside of the printer.	
9	Use the printer cover? (It is a dust protection cover, noise buffer and paper cutter, all in one)	
10	Turn off the power and slide the print head to the left edge before removing the old cartridge> (This will prevent the printer head cable from getting damaged)	
C	Whether you----	
1	Eat or drink near the computer?	
2	Smoke inside the computer room? (Smoke is injurious to computer health also)	
3	Allow direct sunlight to fall on your computer? (It is necessary to avoid warping of magnetic media)	
4	Run any electric equipment like a vacuum cleaner in the vicinity of the computer when it is on?	
5	Switch on the system with a data floppy in the drive?	
6	Insert or remove the diskette when the drive select indicator is glowing?	
7	Switch off the system when the hard disks drive, i.e. when the indicator is glowing?	
8	Strike the keys as hard as those of a manual typewriter? (Keyboard keys soft touch)	
9	Rest your hands on the keyboard?	
10	Keep anything on the keyboard?	
11	Use the keys after switching off the system?	
12	Stretch the cable at the keyboard end? (This may lead to snapping of the wires inside the cable)	
13	Turn the paper feed knob when the printer is printing.	
14	Turn the platen knob in the reverse direction?	
15	Move the print head manually when the printer is on?	
16	Pull the mouse cable?	
17	Expose the mouse to excessive moisture?	
18	Subject the mouse to impact? (Do not let it fall and do not place the keyboard on it.)	