

Moving with your Computer

This chapter gives you tips and hints on things to consider when moving around or traveling with your computer. We have arranged these according to the following situations:

- ❑ *Moving Around* when you are just moving within short distances, for example, from your office desk to a meeting room.
- ❑ *Taking the Computer Home* when you are moving from your office to your home or vice versa.
- ❑ *Traveling with the Computer* when you are moving within a larger distance, for instance, from your office building to a client's office building or traveling locally.
- ❑ *Traveling Internationally with the Computer* when you are moving from country to country.

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4.1 Disconnecting from the Desktop

Follow these steps to disconnect your computer from external accessories.

- 1.** Save your work in progress.
- 2.** Shut down the operating system.
- 3.** Turn off the computer.
- 4.** Disconnect the cord from the AC adapter.
- 5.** Disconnect the keyboard, pointing device, printer, external monitor, and other external devices.
- 6.** Disconnect the Kensington lock if you are using one to secure the computer.

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4.2 Moving Around

4.2.1 Preparing the Computer

Before moving the computer, close and latch the display cover to place it in standby mode. You can now safely take the computer anywhere you go within the building.

To bring the computer out of standby mode, open the display.

4.2.2 What To Bring to Short Meetings

A fully charged battery runs the computer for 2-3 hours under most circumstances. If your meeting is shorter than that, you probably do not need to bring anything with you other than the computer.

4.2.3 What To Bring to Long Meetings

If your meeting will last longer than 3 hours or if your battery is not fully charged, you may want to bring the AC adapter with you to plug in your computer in the meeting room.

If the meeting room does not have an electrical outlet, reduce the drain on the battery by putting the computer in standby mode. Close the display cover whenever you are not actively using the computer.

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4.3 Taking the Computer Home

4.3.1 Preparing the Computer

Follow these steps to prepare the computer for the trip home.

1. Remove all media from the drives. Failure to remove the media can damage the drive head.
2. Pack the computer in a protective case or a carry bag that can prevent the computer from sliding around and cushion it if it should fall.



Caution: Avoid packing items next to the top cover of the computer. Pressure against the top cover can damage the screen

4.3.2 What To Bring with You

Unless you already have some items at home, bring the following items with you.

- ☐ AC adapter and power cord
- ☐ The printed user's manual

4.3.3 Special Considerations

Follow these guidelines to protect your computer while traveling to and from work.

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- ❑ Minimize the effect of temperature changes by keeping the computer with you.
- ❑ If you need to stop for an extended period of time and cannot bring the computer with you, leave the computer in the trunk of the car to avoid exposing the computer to excessive heat.
- ❑ Changes in temperature and humidity can cause condensation. Allow the computer to return to room temperature, and inspect the screen for condensation before turning on the computer. If the temperature change is greater than 18°F (10°C), allow the computer to come to room temperature slowly. If possible, leave the computer for 30 minutes in an environment with a temperature between outside and room temperature.

4.3.4 Setting Up a Home Office

If you frequently work on your computer at home, it may be worthwhile purchasing a second AC adapter for use at home. With a second AC adapter, you can avoid transporting the extra weight to and from home.

If you use your computer at home for significant periods of time, you might also want to add an external keyboard, monitor, or mouse.

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4.4 Traveling with the Computer

4.4.1 Preparing the Computer

Prepare the computer as if you were taking it home. Be sure the battery in the computer is charged. Airport security often requires you to turn on your computer when bringing it into the gate area.

4.4.2 What To Bring with You

Bring the following items with you.

- ☐ AC adapter
- ☐ External floppy drive and cable (for CD-ROM models)
- ☐ Spare, fully-charged battery packs
- ☐ Additional printer driver files if you plan to use another printer

4.4.3 Special Considerations

In addition to the guidelines for taking the computer home, follow these guidelines to protect your computer while traveling.

- ☐ Always take the computer as carry-on luggage.

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- ☐ Have the computer inspected by hand. Do not put the computer through a security X-ray machine or a metal detector.
- ☐ Avoid exposing floppy disks to hand-held metal detectors.

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4.5 Traveling Internationally with the Computer

4.5.1 Preparing the Computer

Prepare the computer as you would normally prepare it for traveling.

4.5.2 What To Bring with You

Bring the following items with you.

- ☐ AC adapter
- ☐ Power cords that are appropriate to the country to which you are traveling
- ☐ External floppy drive and cable (for CD-ROM models)
- ☐ Spare, fully-charged battery packs
- ☐ Additional printer driver files if you plan to use another printer
- ☐ Proof of purchase, in case you need to show it to Customs officials
- ☐ International Travelers Warranty passport

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4.5.3 Special Considerations

Follow the same special considerations as when traveling with the computer. In addition, these tips are useful when traveling internationally.

- ❑ When traveling in another country, check that the local AC voltage and the AC adapter power cord specifications are compatible. If not, purchase a power cord that is compatible with the local AC voltage. Do not use converter kits sold for appliances to power the computer.
- ❑ If you are using a PC Card modem, check if the PC card modem and connector used with your computer is compatible with the telecom system of the country you are traveling in.