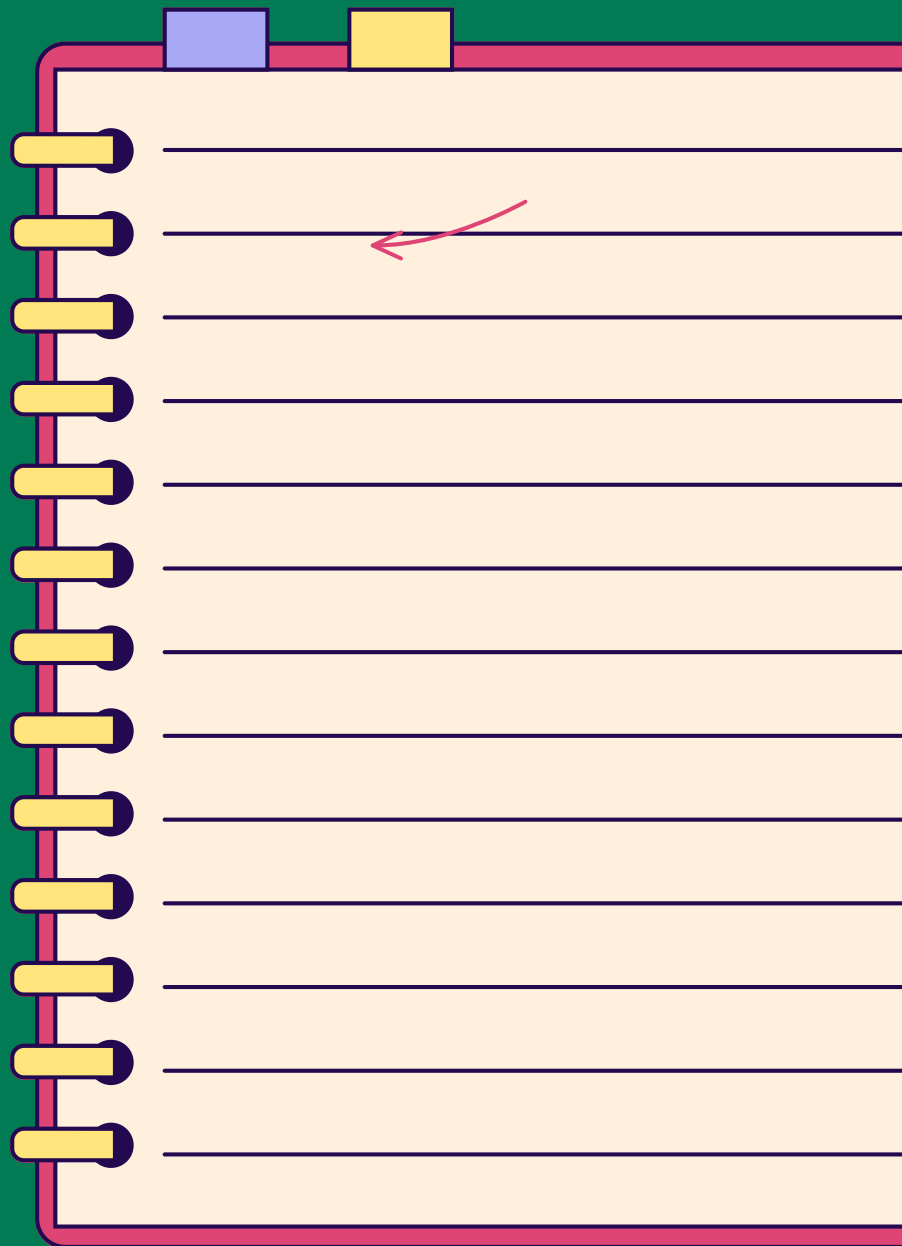


MODULE 1 - CHOOSING YOUR DEVICE
AND PROTECTING IT

CHAPTER 4

MAKE YOUR DEVICES LAST:
GOOD PRACTICES



INTRODUCTION

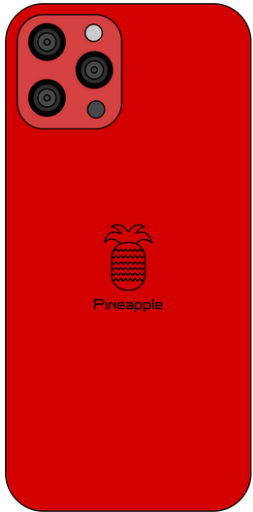
Whether it's to save money or reduce electronic waste, it's crucial to properly maintain your devices.

In the following slides, we will give you some best practices to make your devices last as long as possible.

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EXTEND THE LIFESPAN OF YOUR PHONE

GOOD HANDLING PRACTICES



PROTECTION !

- Use cases and screen protectors: Physically protecting your devices is the first step. Cases absorb shock and screen protectors prevent scratches.
- Tip: Opt for sturdy cases for smartphones and sleeves for laptops.
- For more details, review chapter 2 of this module!

MANIPULATION

- Avoid shocks and falls: Be careful where you place your devices. Use stable supports and keep your devices out of reach of children and pets.
- Tip: Use non-slip stands for smartphones and tablets when placing them on smooth surfaces.

PROTECTION AGAINST THE ELEMENTS

- Keep your devices safe from water and moisture: Water is the enemy of electronic components. Use waterproof bags for devices when you are near water.
- Never leave your devices in humid places like the bathroom while showering.

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EXTEND THE LIFESPAN OF YOUR PHONE

WHAT SHOULD I DO IF MY PHONE FALLS INTO WATER?

IMMEDIATE STEPS FOR SMARTPHONES AND TOUCHSCREEN PHONES

- **Remove the phone from the water immediately:**
 - The longer it stays in the water, the more serious the damage can be.
- **Turn it off immediately:**
 - To avoid short circuit, turn off the device as soon as possible.
 - For a touch-tone phone, remove the battery promptly if possible.
- **Remove accessories:**
 - Remove the shell, SIM card, memory card and other accessories.
- **Dry the exterior:**
 - Use a soft, absorbent cloth to dry the exterior of the phone.
 - Do not shake the device to prevent water from penetrating deeper.



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EXTEND THE LIFESPAN OF YOUR PHONE

WHAT SHOULD I DO IF MY PHONE FALLS INTO WATER?

AVOID DIRECT HEAT:

Do not use a hair dryer, oven or radiator.
Excessive heat can damage internal components.



USE THE RICE METHOD

Place the phone in a bag or bowl of uncooked rice for 24-48 hours. The rice will help absorb moisture.



USE SILICA GEL PACKETS:

These packets, often found in shoe boxes, are more effective than rice at absorbing moisture. Place the phone with several packets of silica gel in an airtight bag for 24 to 48 hours.



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EXTEND THE LIFESPAN OF YOUR PHONE

WHAT SHOULD I DO IF MY PHONE FALLS INTO WATER?

SPECIFIC TIPS FOR SMARTPHONES

- Disable all connections:
 - If possible, turn off Wi-Fi, Bluetooth, and mobile data to minimize the risk of short circuiting.
- Do not plug in the phone:
 - Avoid connecting the phone to a charger or computer until it is completely dry.



SPECIFIC TIPS FOR TOUCH-TONE PHONES

- Remove the battery immediately:
 - Unlike many modern smartphones, touchscreen phones often have removable batteries. Removing the battery can prevent electrical damage.



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EXTEND THE LIFESPAN OF YOUR PHONE

WHAT SHOULD I DO IF MY PHONE FALLS INTO WATER?

CHECK AND RESTART

- After 24 to 48 hours:
 - Take the phone out of the rice or silica gel.
 - For a smartphone, reinsert the SIM card and memory card. For a touch-tone phone, reinsert the battery.
- Try turning on the device:
 - If it does not turn on or operates erratically, it is best to consult a professional repairer.

CONSULT A PROFESSIONAL IF NECESSARY

- If the problem persists:
 - If the device does not turn on or exhibits malfunctions (flashing screen, non-functional buttons), take it to a trusted repairer for assessment and potential repairs.



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EXTEND THE LIFESPAN OF YOUR PHONE

MAINTENANCE AND CLEANING



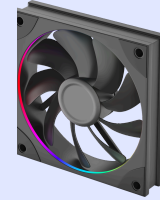
CLEANING YOUR DEVICES

- Clean your devices regularly: Use a soft, dry cloth to clean the screens. For stubborn stains, a slightly damp cloth can be used, but make sure the device is turned off and unplugged.
- Avoid harsh chemicals that can damage screen coatings.



AVOID DUST ACCUMULATION

- Use compressed air to clean ports and keyboards: Dust can build up in ports and keys, which can cause connection issues and stuck keys.
- Do this regularly, especially if you use your devices in dusty environments.



SPECIFIC MAINTENANCE

Clean computer fans: Clogged fans can cause your computer to overheat, reducing its lifespan.

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EXTEND THE LIFESPAN OF YOUR PHONE

BATTERY MANAGEMENT

HOW TO PROTECT YOUR BATTERY

- **Battery optimization**
 - Don't let the battery completely discharge regularly: Lithium-ion batteries used in most modern devices perform best when their charge is maintained between 20% and 80%.
 - Charge your device when the battery reaches around 20% and unplug it when it reaches 80-90%.
- **Avoid overloading**
 - Unplug the device once it is 100% charged: Although modern devices are designed to stop charging when full, maintaining a 100% charge constantly can reduce battery life.
 - Charge your devices during the day rather than overnight to avoid prolonged overcharging
- **Settings and usage**
 - Reduce screen brightness and close unused apps: Bright screens and background apps consume a lot of power.
 - Enable power saving mode on your devices to optimize battery usage.