



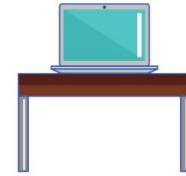
# Important Laptop Information



Turn off, close the cover, and zip up the device when transporting.



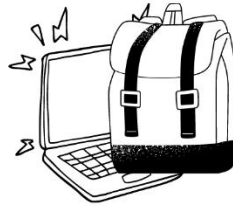
Make sure your hands are clean before using the device.



Put the device on a flat table surface and make sure charger is safely out the way.



Carry the device with 2 hands and lift it by the base not the screen.



Keep heavy objects away from device. Never stack items like books or backpacks on top of it.



Clean with a soft microfiber cloth. Never use a liquid cleaner.



The device will automatically connect to the Matrix network at school after all initial setups are done at home.



Please read the CCSD user agreement in ParentVue. This device is for educational purposes only and should not be shared.



All CCSD devices are tagged and labeled with tracking devices. If a label starts to peel off, please put clear tape over the label.



## Login Information

firstname.lastname@students.cobbk12.org  
PW: Computer password at school

**Do not share your login information with anyone!**



Always save your work in Office365 OneDrive and not on the device.



Use the icons on your desktop to open O365 and CTLs. You can also use the links under Login on the CCSD website.

If you have problems or questions about your device, please visit the Barber website or see Mrs. Grimes in the media center.