

Upkeep and precautions of devices and hardware of the

SAMPADA Project

UPS

- Do not turn off UPS while leaving the office
- Connect only CPU and Monitor to UPS
- Do not connect other devices to the UPS like Printer, scanner etc.
- Do not open cabinet cover and battery cover
- Do not engage local agency for the repairing of the UPS

Desktops and Monitor

- Do not power on Desktop and monitor without UPS (do not plug the Desktops on direct or RAW power)
- Do not open cabinet cover
- Do not engage local agency for the repairing of Desktops and Monitor
- Turn off Monitor while leaving the office
- Do not turn off Desktop directly through power button
- Shutdown system through operating system
- Do not install any Softwares or plug any external pen drives
- Do not uninstall antivirus or other installed programs
- Do not upgrade Softwares (java & Internet Explorer etc.)
- Do not format system locally by any (SWAN, UST or other) of the resource

E-Pen

- Do not over tight pen cap and battery cap else it will crack and pen will not work
- Keep device in safe place
- Change battery (button cells) if pen does not work or is not detected
- Do not try to repair device locally
- Device should be handled with care and it should be insured that they are not dropped

Biometric

- Keep device in safe place

- Clean the glass surface regularly with soft cloth
- Do not try to repair device locally
- Device should be handled with care and it should be insured that they are not dropped

Camera

- Keep device in safe place
- Clean device lens regularly with soft cloth
- Do not try to repair device locally
- Device should be handled with care and it should be insured that they are not dropped

Printer

- Use compatible original cartridge only
- Do not install unbranded cartridge
- Do not remove cartridge forcefully
- Do not try to repair device locally
- Do not Clean paper jam force fully

Scanner

- Do not try to repair device locally
- Clean device glass regularly through soft cloth
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