

# Your Insurance

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# Thank you!

Thank you for ordering a device with Freedom Tech.

While the products we offer are manufactured and supplied by only the most reputable companies, there may come a time when the device fails from an internal fault.

A device also might suffer a case of accidental damage, or is stolen.

For these eventualities we offer insurance products for your peace of mind.

This document will inform you of the details of cover, and direct you to the best place to get help.

## Before you start

Have the following pieces of information to hand:

- The make, model and serial number of the product
- The nature of the fault
- Access to the product to allow diagnosis of the fault
- The name of the person the product belongs to
- The name of the organisation through which the product was ordered (if applicable)

# Identifying the problem

Nature of the problem	Product has stopped working due to a fault	Product has suffered accidental damage	Product has been stolen
Type of claim	Warranty claim	Accidental damage claim	Theft claim
What to do	Follow the warranty claims process	Process an insurance claim with Freedom Tech	

# **Manufacturer's Warranty Claims Process**

If your product is still in its first 12 months of use, then check the table below for contact details to make a warranty claim under the manufacturer's standard warranty.

Manufacturer	Phone	Web	
Acer	0371 760 1000	www.acer.com/ac/en/GB/content/service-contact	
Apple	0800 107 6285	getsupport.apple.com	
Asus	01442 265 548	www.asus.com/uk/support	
Bose	0333 300 0112	www.bose.co.uk/en_gb/support.html	
Canon	0207 660 0186	www.canon.co.uk/support	
Dell	0800 028 2660	www.dell.com/support/home/uk	
DJI	0207 660 3037	www.dji.com/support	
Fitbit	0208 865 3243	contact.fitbit.com/UK	
Garmin	0808 238 0000	support.garmin.com/en-GB	
Gigabyte	Online only	uk.gigabyte.com/Support	
GoPro	0203 608 1836	gopro.com/help	
Griffin Cases	0800 098 8200	support.griffintechnology.com	
Hewlett Packard	0207 660 0596	support.hp.com/gb-en/contact-hp	
Lenovo	0333 777 3991	support.lenovo.com/gb/en/home	
LG	0344 847 5454	www.lg.com/uk/support	
Microsoft	0344 800 2400	support.microsoft.com/en-gb	
MSI Computers	0203 608 5252	register.msi.com	
Panasonic	0344 844 3899	www.panasonic.com/uk/support	
Samsung	0330 726 7864	www.samsung.com/uk/support/warranty	
Sonos	0800 026 1526	www.sonos.com/en-gb/support	
Sony	Online only	www.sony.co.uk/support/en	
Stone Computers	08448 802 366	www.stonegroup.co.uk/contact/raise-support-ticket	
TomTom	02079 490 134	uk.support.tomtom.com/app/contact	
Toshiba	Online only	www.toshiba.co.uk/support	
Withings	Online only	www.withings.com/uk/en/support	

Please contact the manufacturer directly and follow their claims process.

## Insurance Claims Process

If you have an insurance policy with us, your product is insured for accidental damage and theft.

Some examples of accidental damage include:

- Dropped equipment
- Fell whilst carrying equipment
- Fire damage to equipment
- Heat damage to equipment
- Item fell on equipment
- Item shut inside equipment
- Knocked off furniture

- Knocked out of hands
- Liquid spillage
- Pet damage
- Power surge to equipment
- Sat on equipment
- Smoke damage to equipment
- Stood on equipment

The insurance policy also covers theft.

#### Theft includes:

- Equipment stolen from your home
- Equipment stolen from your car if the item in not on display and is within a locked compartment, with the doors closed and locked and any security systems activated.

### Theft does not include:

- Equipment left unattended (out of sight or arms length reach)
- Lost and misplaced equipment

The insurance policy does not cover internal faults, please refer to the warranty process.

If your product has suffered an instance of accidental damage or has been stolen, and you have an insurance policy with us, please contact Freedom Tech and one of our representatives will be able to assist you in making a claim:





0203 857 5675 cs@freedomtech.co.uk

The accidental damage and theft insurance policy is included at the end of this document.

# Insurance Terms & Conditions

#### PROTECH GADGET POLICY OF INSURANCE

#### DEFINITIONS

#### INTRODUCTION

This insurance is arranged by Summit Insurance Services Limited with UK General Insurance Ltd on behalf of Great Lakes Reinsurance (UK) SE, Registered in England No.SE000083. Registered Office: Plantation Place, 30 Fenchurch Street, London EC2MA21.

UK General Insurance Limited are authorised and regulated by the Financial Conduct Authority. Great Lakes Reinsurance (UK) SE is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. This can be checked on the Financial Services Register at www.fca.org.uk/firms/systems-reporting/register or by calling them on 800 111 6768.

The following words shall have the meanings given below wherever they appear in bold:

#### ACCESSORIES

Any item that **You** may attach or connect to **Your Electronic Equipment** (for example a phone charger).

#### ACCIDENTAL DAMAGE

The unintentional and unforeseen breakage or destruction of **Your Electronic Equipment**, with visible evidence of an external force being applied and which results in the **Electronic Equipment** being unusable.

#### **BREAKDOWN**

The failure of any electrical or mechanical component in **Your Electronic Equipment** due to a sudden and unforeseen fault, which causes **Your Electronic Equipment** to stop working in the way the manufacturer intended and which requires repair or replacement before the **Electronic Equipment** can be used again.

#### COMMENCEMENT DATE

The date Your cover begins with Us, as detailed in Your policy schedule.

#### COSMETIC DAMAGE

Any damage which is non-structural, including but not limited to scratches, dents and marks, which does not affect the usage of the **Electronic Equipment**.

#### **ELECTRONIC EQUIPMENT**

The item or items purchased and owned by You, as new and in full working order, from a UK VAT registered company and for which You hold Proof of Purchase, and that is insured by Us as detailed in Your policy schedule.

#### END DATE

The date that all cover under **Your** policy will cease unless **You** advise **Us** that **You** wish to renew **Your** 

insurance with Us.

#### EXCESS

The amount **You** will be required to pay towards each claim **You** make under this policy and which will be detailed on **Your** policy schedule.

#### IMMEDIATE FAMILY

Your husband, wife, civil partner, partner, children or parents, who permanently live in Your home

#### LOSS

Where the **Electronic Equipment** has been accidentally left by **You** in a location and **You** are permanently deprived of its use. Not applicable to laptop computers. **PERIOD OF INSURANCE** 

The period of time between the **Commencement Date** and the **End Date** which is shown on **Your** policy schedule and that the policy will be in force for.

#### PROOF OF PURCHASE

An original receipt and any other documentation required to prove where You purchased Your Electronic Equipment from and that it is owned by You or Your

Immediate Family - including the date of purchase, make, model, serial and IMEI number of Your Electronic Equipment, where applicable.

#### REASONABLE PRECAUTIONS

All measures that would be deemed appropriate to expect a person to take in the circumstances to prevent Loss, Accidental Damage or Theft of Electronic Equipment. This would include but not limited to not using Your Electronic Equipment near water or having it on Your person whilst playing a contact sport.

#### REPLACEMENT ITEM

An identical item of **Electronic Equipment** of the same age and condition or if not available, one of comparable specification or the equivalent value taking into account the age and condition of the original item of **Electronic Equipment**.

Any act including but not limited to the use, or threat, of violence or force by any person or organisation involving, causing or threatening harm or putting the public or any section of the public in fear if it is likely that the purpose is of a political, religious, ideological (of an intellectual or rational nature) or similar nature.

#### THEET

The unauthorised dishonest appropriation or attempted appropriation of the Electronic Equipment specified on Your Insurance Schedule, by another person with the intention of permanently depriving You of it.

#### UNATTENDED

You must not leave your property unattended if it is in a place where it is accessible to the general public. 'Unattended' means not visible to you and not within your arms' length reach. We will not pay any claims for property left unattended in publicly accessible places. You must act as though you are not insured.

#### UNAUTHORISED CALLS, TEXTS OR DATA USE

Any calls, texts or data use made from **Your Electronic Equipment** after the time that it was lost or stolen, to the time that it was blacklisted by **Your** airtime provider.

#### WE, US, OUR, INSURER

UK General Insurance Ltd on behalf of Great Lakes Reinsurance (UK) SE.

#### YOU, YOUR

The insured person, who owns the specified **Electronic Equipment** as stated on **Your** policy schedule.

#### WHAT IS COVERED

In return for Your premium payment We will insure Your Electronic Equipment for the Period of Insurance as stated on Your policy schedule, subject to the terms and conditions in this document and any variations and amendments which have been confirmed in writing by Us. Please read Your policy carefully to ensure You understand the cover We are providing You and that You comply with Our terms and conditions.

#### BASIS OF COVER

A) Accidental Damage (This section only applies if shown on Your policy schedule)

We will pay the costs of repairing Your Electronic Equipment as a result of Accidental Damage. If We are unable to economically repair Your Electronic Equipment then, at Our discretion, a Replacement Item will be provided by Us.

In addition to claims excluded under the "What is Not Covered" section, **We** will not pay for **Accidental Damage** caused by:

- 1. deliberate damage or neglect of the Electronic Equipment;
- failure on Your part to follow the manufacturer's instructions;
- 3. inspection, maintenance, routine servicing or cleaning.

#### B) Theft (This section only applies if shown on Your policy schedule)

We will replace Your Electronic Equipment with a Replacement Item if it is stolen. Where only part or parts of Your Electronic Equipment have been stolen, We will only replace that part or parts.

In addition to claims excluded under the "What is Not Covered" section, **We** will not pay for **Theft**:

 where the Theft has occurred from any motor vehicle where You or someone acting on Your behalf is not in the vehicle, unless the Electronic Equipment has been concealed in a locked boot, locked glove compartment or other locked internal compartment and all the vehicle's windows and doors were closed and locked and all security systems had been activated;

- 2. from any premises, building, land or vehicle unless force, resulting in damage to the building, premises or vehicle was used to gain entry or exit;
- 3. where the Electronic Equipment has been removed from Your control or the control of a member of Your Immediate Family unless it was concealed either on or about Your person or on or about the person of a member of Your Immediate Family and has not been left Unattended and force and or violence has been used or threatened against You or that person;
- 4. where the **Electronic Equipment** has been left **Unattended** when it is away from **Your** home:
- 5. where Reasonable Precautions have not been taken.

#### C) Loss (This section only applies if shown on Your policy schedule)

If You lose Your Electronic Equipment, We will replace it with a Replacement Item

In addition to claims excluded under the "What is Not Covered" section, **We** will not pay for **Loss**:

- 1. where the **Electronic Equipment** has been left **Unattended** when it is away from **Your** home:
- 2. where Reasonable Precautions have not been taken;
- 3. where the Electronic Equipment is a laptop computer;

#### D) Breakdown (This section only applies if shown on Your policy schedule)

If a Breakdown of Your Electronic Equipment occurs outside of the manufacturer's guarantee or warranty period We will pay the repair costs. If We are unable to economically repair Your Electronic Equipment then, at Our discretion, a Replacement Item will be provided by Us.

We will not pay for any **Breakdown** claims excluded under the "What is Not Covered" section.

#### E) Unauthorised Calls, Texts or Data Use

Where Your item of Electronic Equipment is a device where You are charged for Unauthorised Calls, Texts or Data Use and it is lost or stolen, We will refund the cost of any calls, texts or data used after the time it was lost or stolen to the time it was blacklisted by Your airtime provider. This is subject to You providing an itemised bill. The maximum We will pay for any one occurrence is £1000.

In addition to claims excluded under the "What is Not Covered" section, We will not pay for any Unauthorised Calls, Texts or Data Use where the Loss or Theft has not been reported to Your airtime provider within 24 hours of the Loss or Theft occurring.

#### REPLACEMENT CONDITION

This policy is for replacement only and is not a replacement as new policy. If **Your Electronic Equipment** cannot be replaced with an identical item of **Electronic Equipment** of the same age and condition, **We** will replace it with one of comparable specification or the equivalent value taking into account the age and condition of the original item of **Electronic Equipment**. Cover is limited to one replacement per year per item, up to the amount specified in **Your** policy schedule.

#### WHAT IS NOT COVERED

- 1. Repairs or any other costs for:
- a. cleaning, inspection, routine servicing or maintenance;
- b. loss or damage arising from a manufacturer's defect or recall of the **Electronic Equipment**:
- c. replacement of or adjustment to fittings, control knobs or buttons, batteries or aerials;
- d. any repairs carried out without prior authorisation from  $\boldsymbol{\mathsf{Us}};$
- e. wear and tear to the **Electronic Equipment** and/or gradual deterioration of performance;

#### f. Cosmetic Damage.

- 2. Any claim if the serial number, IMEI (international mobile equipment identity) or sim card has been tampered with in any way;
- 3. Any claim made, or any event causing the need for a claim to be made, that occurs within the first 14 days of the Commencement Date of the policy, or within 14 days of the change or addition of Electronic Equipment to Your policy for any

#### Electronic Equipment added or amended during the Period of Insurance;

- 4. Any claim where the Electronic Equipment has not been used in the first 14 days after the Commencement Date or within 14 days of the change or addition of Electronic Equipment to Your policy for any Electronic Equipment added or amended during the Period of Insurance;
- Any repair or replacement if a SIM card registered to You was not in the insured mobile phone or Electronic Equipment at the time of the Accidental Damage, Theft, Breakdown, or liquid damage;
- 6. Any loss of a SIM card;
- Any expense incurred arising from not being able to use the Electronic Equipment, or any costs other than the repair or replacement costs of the Electronic Equipment;
- 8. Accidental Damage, Theft, Loss, Breakdown or liquid damage to Accessories of any kind.
- Any Breakdown arising from the failure of any electrical or computer equipment, software, micro-controller, microchip, Accessories or associated equipment to correctly recognise and process any calendar date or time;
- 10. Reconnection costs or subscription fees of any kind;
- 11. Costs arising from the replacement of any personalised ring tones, graphics, downloaded material or software;
- 12. Items purchased from an on-line auction site;
- 13. Any costs for loss or damage to information or data or software contained in or stored on the Electronic Equipment whether arising as a result of a claim paid by this insurance or otherwise;
- 14. Any other costs that arise directly or indirectly from the event which led to **Your** claim unless specifically stated in this policy;
- 15. Liability of whatsoever nature arising from ownership or use of the **Electronic Equipment**, including any illness or injury resulting from it;
- 16. Value Added Tax (VAT) where **You** are registered with HM Revenue & Customs for VAT;
- 17. Claims arising from damage or destruction directly occasioned by pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds:
- 18. Faults known to You before the Commencement Date of Your Policy;
- 19. Deliberate or malicious damage or neglect of the Electronic Equipment.
- 20. War: Any direct or indirect consequence of war, civil war, invasion, acts of foreign enemies (whether war be declared or not), rebellion, revolution, insurrection, military or usurped power, or confiscation, nationalisation, requisition, destruction of or damage to property by or under the order of any government, local or public authority.
- 21. Terrorism: Any direct or indirect consequence of terrorism as defined by the Terrorism Act 2000 and any amending or substituting legislation. We will, however, cover any loss or damage (but not related cost or expense, caused by any act of terrorism provided that such act did not happen directly or indirectly because of biological, chemical, radioactive or nuclear pollution or contamination or explosion.
- 22. Radiation: Any direct or indirect consequence of:

Irradiation, or contamination by nuclear material; or

The radioactive, toxic, explosive or other hazardous or contaminating properties of any radioactive matter: or

Any device or weapon which employs atomic or nuclear fission or fusion or other comparable reaction or radioactive force or matter.

23. Electronic Data: Any consequence, howsoever caused, including but not limited to Computer Virus in Electronic Data being lost, destroyed, distorted, altered, or otherwise corrupted. For the purposes of this Policy, Electronic Data shall mean facts, concepts and information stored to form useable for communications, interpretations, or processing by electronic or electromechanical data processing or other electronically controlled hardware, software and other coded instructions for the processing and manipulation of data, or the direction and manipulation of such hardware. For the purposes of this Policy, Computer Virus shall mean a set of corrupting, harmful, or otherwise unauthorised instructions or code, whether these have been introduced maliciously or otherwise, and multiply themselves through a computer system or network of whatsoever nature.

#### POLICY CONDITIONS AND LIMITATIONS

- 1. Cover is limited to 3 claims during any single **Period of Insurance** of which one may be a claim that results in the item being replaced.
- 2. If there is a dispute, it will only be dealt with in the courts of England or of the country within the United Kingdom in which **Your** main residence is situated.
- 3. This insurance only covers Electronic Equipment bought new with a valid invoice/receipt and used in the UK, the Isle of Man and the Channel Islands. Cover includes the use of the Electronic Equipment anywhere in the world up to a maximum of 90 days in total, in any single 12 month period. Any repairs or replacements must be carried out in the UK by repairers or retailers approved by Us.
- 4. The Electronic Equipment must be less than 18 months old at the Commencement Date of the insurance (or up to 36 months of age only if a renewal of a previous Protech Gadget policy), with valid Proof of Purchase. All items must have been purchased as new from a UK VAT registered company and must be in full working order at the Commencement Date of this policy.
- 5. You must provide Us with any receipts, Proof of Purchase or documents to support Your claim that are reasonable for Us to request. All Proof of Purchase must include the make, model and serial number of the Electronic Equipment and must be in Your name or that of a member of Your Immediate Family. If We do not receive the documents We have requested from You or if any documents submitted by You are not acceptable to Us, it may delay Your claim or We may decline to pay Your claim.
- 6. We may decide to change the terms and conditions of Your policy and or Your premium. We will give You 30 days written notice of any change We intend to make. Only changes formally made by Us and advised to You in writing are accepted as terms under this policy; no other parties have any jurisdiction to change or agree any different terms. In the event of any claim You are responsible for the payment of any outstanding premium for that policy Period of Insurance.
- 7. We may cancel Your policy at any time by giving You 14 days notice in writing. If We cancel Your policy and You have not made any claim and if You have paid the annual premium You will be entitled to a pro rata refund. This means that a refund will be given for every complete month of the policy remaining from the date 30 days after You receive Our written notice of cancellation. If You are paying Your annual premium by monthly instalments, We will not collect any further instalments after You receive Our written notice of cancellation.
- 8. You must take all Reasonable Precautions to prevent any Loss or damage to Your Electronic Equipment.
- In respect of policies paid by monthly instalments, if the direct debit premium payment is cancelled or unsuccessful at any given point, no benefits under this policy shall be due whatsoever.

- 10. We will process Your claim under the terms and conditions of this insurance based on the first reason notified to Us for the claim. Please note that it may be necessary for Us to contact Your Airtime Provider in order to validate Your claim.
- 11. This cover is limited to one replacement per insured item per **Period of Insurance**.
- 12. Cover for **Your Electronic Equipment** applies to **You** as the person who purchased the policy and **Your Immediate Family**.
- 13. The benefits of this policy cannot be transferred to someone else or to any other **Electronic Equipment**.

#### HOW TO CLAIM

#### You must:

- Notify Summit Insurance Services Limited on 01788 563111 or claims@compucover.co.uk quoting Protech Gadget as soon as possible after any incident likely to result in a claim under this insurance.
- Report the Theft or Loss of Your mobile phone within 12 hours of discovery of the Loss or the occurrence of the Theft, to Your airtime provider and instruct them to blacklist Your handset.
- Report the Theft or Loss of Your Electronic Equipment to the police within 24 hours of discovery and obtain a crime reference number in relation to the Theft of the item, and a lost property number in relation to the Loss of the item.
- 4. If We replace Your Electronic Equipment the ownership of the damaged or lost item is transferred to Us once You have received the Replacement Item We have supplied. If the Electronic Equipment You have claimed for is returned or found You must notify Us and send it to Us if We ask You to.
- 5. Before Your claim can be settled, You must pay the Excess.

UK General Insurance Ltd are an insurers agent and in the matters of a claim act on behalf of the **Insurer**.

#### CANCELLATION

We hope You are happy with the cover this policy provides. However, if after reading this policy this insurance does not meet with Your requirements, please return it to Summit Insurance Services Limited, Suite 2 Bloxam Court, Corporation Street Rugby, CV21 2DU within 14 days from the day of purchase or the day on which You receive Your policy documentation, whichever is the later. On the condition that no claims have been made or are pending, We will then refund Your premium in full.

Thereafter, You may cancel the insurance cover at any time by informing the Administrator, you will be entitled to a pro-rata refund on any months of unearned Premium.

The Insurer shall not be bound to accept renewal of any Insurance and may at any time cancel any insurance document by giving 14 days' notice in writing where there is a valid reason for doing so. A cancellation letter will be sent to **You** at **Your** last known address. Valid reasons may include but are not limited to:

a) Fraud

- b) Non-payment of premium
- c) Threatening and abusive behaviour

d) Non-compliance with policy terms & conditions.

Provided the premium has been paid in full you will be entitled to a proportionate rebate of premium in respect of the unexpired period showing on the insurance.

#### HOW TO MAKE A COMPLAINT

We realise that things can go wrong and there may be occasions when You feel that We have not provided the service You expected. When this happens We want to hear about it so We can try to put things right. If You have cause for complaint it is important You know We are committed to providing You with an exceptional level of service and customer care.

#### Complaints regarding claims:

In writing to

Summit Insurance Services Limited

Suite 2 Bloxam Court, Corporation Street

Rughy CV21 2DU

Tel: 01788 563100

Email: complaints@compucover.co.uk

In all correspondence please state that **Your** insurance is provided by UK General Insurance Limited and quote scheme reference Protech Gadget

If **Your** complaint about **Your** claim cannot be resolved by the end of the next working day, Summit Insurance Services Limited will pass it to:

**Customer Relations Department** 

UK General Insurance Limited

Cast House

Old Mill Business Park Gibraltar Island Road Leeds

IS10 1RI

Tel: 0345 218 2685

Email: customerrelations@ukgeneral.co.uk

#### Complaints regarding the sale of the policy:

If **You** wish to lodge a complaint against any aspect of Protech Gadget's service in the sale of **Your** policy please contact **Us** as follows:-

In writing to:

Summit Insurance Services Limited

Suite 2 Bloxam Court

Corporation Street Rugby

CV21 2DU

Tel: 01788 563100

Email: admin@compcuover.co.uk

We will acknowledge receipt of **Your** complaint within one working day and do our best to resolve the problem within 4 weeks. Please quote our policy reference in any communication to enable us to deal with matters as quickly as possible. If we cannot we will let **You** know when an answer may be expected. We expect the majority of complaints will be quickly and satisfactorily resolved at this stage.

If it is not possible to reach an agreement, **You** have the right to make an appeal to the Financial Ombudsman Service. This also applies if **You** are insured in a business capacity and have an annual turnover of less than 2 million euros and fewer than ten staff. **You** may contact the Financial Ombudsman Service at:

The Financial Ombudsman Service

Exchange Tower

Harbour Exchange Square

London

E14 9SR

The above complaints procedure is in addition to **Your** statutory rights as a consumer. For further information about **Your** 

statutory rights contact **Your** local authority Trading Standards Service or Citizens Advice Bureau.

#### COMPENSATION SCHEME

Great Lakes Insurance Limited is covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme, if they cannot meet their obligations. This depends on the type of business and the insurance of the claim. Most insurance contracts are covered for 90% of the

circumstances of the claim. Most insurance contracts are covered for 90% of the claim with no upper limit. **You** can get more information about compensation scheme arrangements from the FSCS or visit www.fscs.org.uk.

#### IMPORTANT NOTICE TO CUSTOMERS

If You or anyone acting on Your behalf makes a false or fraudulent claim or supports a claim by way of false or fraudulent document(s), device or statement, then this policy shall be void and You will forfeit all rights under the policy. In these circumstances, We reserve the right to retain the premium You have paid and to recover any sums We have paid by way of benefit under the policy. We may also pass Your details to the police. The terms and conditions of this insurance policy do not affect Your statutory rights relating to faulty or misdescribed goods. For further information about Your statutory rights, please contact Your local authority Trading Standards Department or the Citizens Advice.

Bureau.

#### CONSUMER INSURANCE ACT

You are required by the provisions of the Consumer Insurance (Disclosure and Representations) Act to take care to:

- a) Supply accurate and complete answers to all the questions **We** or the administrator may ask as part of **Your** application for cover under the policy;
- b) To make sure that all information supplied as part of **Your** application for cover is true and correct:
- c) Tell us of any changes to the answers You have given as soon as possible.

Failure to provide answers in-line with the requirement of the Act may mean that **Your** policy is invalid and that it does not operate in the event of a claim.

# Taking care of your device...

## Always

- Carry your device in a suitable protective case
- Plug accessories into their proper slots at the correct angle
- ✓ Store your device in its bag/case somewhere it will not get knocked or crushed and out of public view when not in use
- Make sure you are sitting down at a stable surface when using your device

- Keep the screen clean to avoid abrasion from debris
- ✓ Avoid taking your device into bathrooms or areas with temperatures below o°c or above 32°c
- Allow the battery to run down completely from 100% to 0% once per month to extend battery life

## Never

- Place items such as food and drink in the same bag/case as your device
- Leave items such as pens etc on the screen and then close the case
- Leave cables where they may become caught and tug on the device
- Swing the bag/case with your device inside
- Leave your device unattended

- Place your device under other items
- Place your device on uneven or unstable surfaces
- Hold and lift your device by its lid or the lid of a protective case
- Use your device while moving around e.g. going up/down stairs or while walking
- Insert any foreign objects into your device or force cables into ports