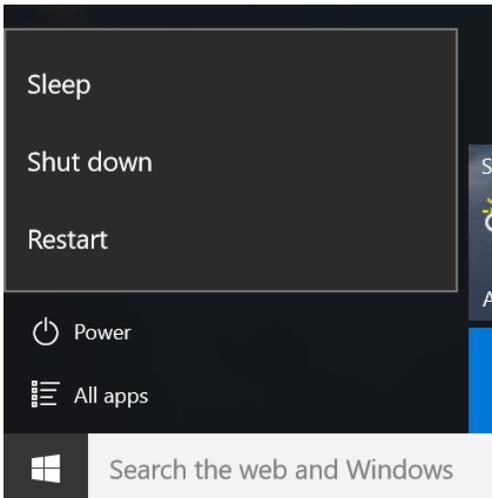


## SURFACE POWER CHECK LIST

1. Create a charging station in your home – keep your power brick in the same place and you won't lose it. Use the charger you were given, if you do not use the brick with the electrical plug you may get less than 100% charge.
2. When you are not using your device, do a Shut Down and plug it into the charger. Shutting it down is an important step – don't skip it. Double Check the light on the connector to be sure it is on – that means it is charging!

NOTES: Always use this method for shutting down your device. Click on the Windows key, click on Power, and choose shut down! The power button on top is what you use to turn it on. The Power Button is set to put your device to sleep, not shut it down.



**Never close the lid on your device until the screen is totally black! A little patience will pay off – closing the lid or shutting down the device during updates can make your device unusable!**

3. If you use the device in the morning at home before school, be sure to shut it down before travelling to school.
4. Use the Function keys on your keyboard to adjust screen brightness – F5 will make it less bright, F6 will make it brighter. Most students find 50% brightness to be just right and can help your battery last all day. Click a few times on the F3 key too – it turns off the backlight on the keyboard.
5. Turn on Battery Saver -  
Select the Battery Icon  in the lower right hand corner of the taskbar.  
Click on Battery Saver – it will turn blue
6. Remove devices you aren't using such as a mouse or USB. Many USB devices use power just by being connected.
7. Shut down your device at the end of every period. (Remember, wait until the screen is totally black before closing the lid.)

If you honestly follow all of these tips and your device does not last until the end of the day, see the Troubleshooting Checklist. You will want to refer to Running Updates.