

بسم الله الرحمن الرحيم

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College Of Sciences in Alzulfi



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية العلوم بالزلفي

Computer Laboratory Safety Rules and Recommendations For all students, faculty and staff for using the Computer Lab.

- **Keep quiet**
- **Put your personal stuffs in the right place on the table**
- **Look away of the screen Periodically, staring at the screen for long time causes eyes fatigue**
- **Tell the lab supervisor if the screen settings cause eyes fatigue, to modify screen color, brightness, font size**
- **Avoid printing on keyboard for long time because it could make your hand get pain**
- **Be aware that you are setting in appropriate pose to relax your back**
- **Be aware that you know where the emergency exit and where the fire distinguishers**

To Protect the PC and keep it in good performance:

- **Do not put drinks beside the computers**
- **Turn off the computer using Start then shut down command**
- **Use voltage ss to protect the computers from electricity fluctuations**
- **Turn off the electricity of the lab when it is not in use**
- **High temperature causes damage for computer, so be aware of moderate temperature in the lab**
- **Keep the serial numbers in a safe place**
- **Keep always a copy of the important data**
- **Turn off the computers when they are not in use**