1: switch off power point at the wall before connecting or disconnecting a mains electricity cable.

2: do not open case of your computer or any other device.

**3**: never use force when connecting or disconnecting a cable or component.

4: make sure all cables are disconnected before attemping to move a device for example a {printer}.

5: do not lift heavy equipment on your own.

6: if in doubt, stop and ask for help.

<u>By Omar alzagha</u>