

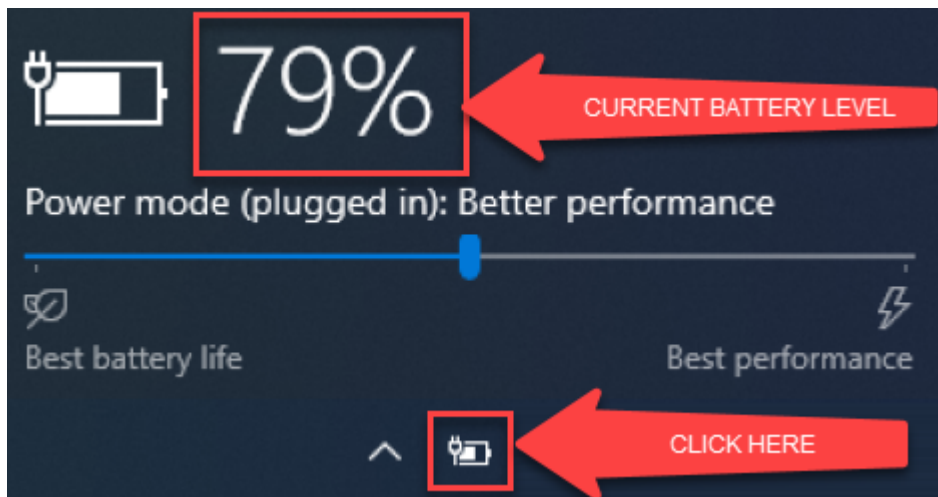
How to Check that Your Laptop is Charging Properly

****Please note that as a safety precaution and to prolong the life of the battery, your CCPS laptop battery will only charge to 80%. ****

1. Using your CCPS issued charge, connect your laptop to a power source.
2. The battery icon in the right-side of the taskbar will indicate that the laptop is plugged in and charging.



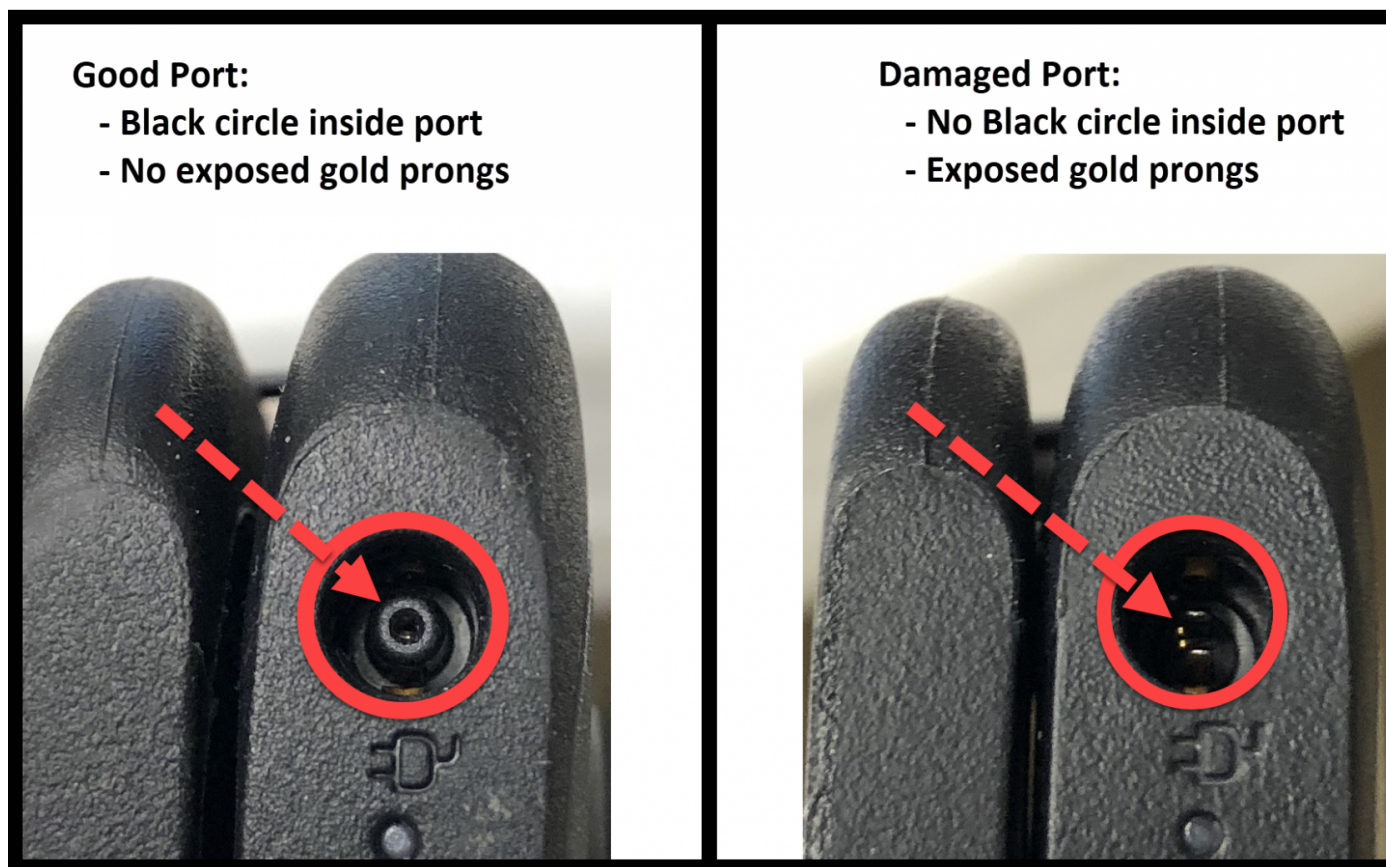
3. Let your laptop charge and check that it charges to 79% - 80%. Click on the battery icon to display the current battery level.



4. As your laptop is charging, also check that the battery icon continuously indicates that the laptop is plugged in (refer to step 2).

If you are able to complete steps 1-4 successfully, then your laptop is most likely charging correctly. If your battery does not reach 79% - 80% (step 3) or the battery icon flashes between being plugged in and not (step 4), then proceed to step 5.

5. Check that your CCPS issues laptop charger is securely connected to both the laptop and the wall outlet. Always push or pull in a straight line when inserting or removing the charger.
6. Check the charging port on the laptop.
7. If your charging port is damaged or there are other issues with the laptop charging and you have tried the steps listed above, please contact the Help Desk.



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