

## **How to clean your computer:**

### **Keyboard:**

- (1) Turn off your computer and all peripherals (external devices such as printer, modems, and etc.).
- (2) Disconnect your computer and peripherals from their power sources. Doing so reduces the potential for personal injury of shock.
- (3) Use a vacuum cleaner to remove any dust from the slots and holes between the keys on the keyboard. Also, a can of compressed air from a local office supply store can be used to blow out dust and debris from the keyboard.

### **Mouse:**

- (1) Turn off your computer and all peripherals (external devices such as printer, modems, and etc.).
- (2) Disconnect your computer and peripherals from their power sources. Doing so reduces the potential for personal injury of shock.
- (3) Wipe down the outside of the mouse with a slightly damp cloth. Next, unscrew the ring from the bottom of the mouse and remove the ball. Dust off the ball with a soft cloth and look inside the cavity of the mouse. There will be dust clinging to the rollers that move the ball and you can just scrape the dust out with a Q-Tip and replace the ball and ring.

### **Monitor:**

- (1) Turn off your computer and all peripherals (external devices such as printer, modems, and etc.).
- (2) Disconnect your computer and peripherals from their power sources. Doing so reduces the potential for personal injury of shock.
- (3) Remember a couple of precautions when cleaning monitors. Normally, there is a special coating on monitor screens that will permanently streak if you use an ammonia-based cleaning product to bathe the screen. If you wipe the screen while it is on and warm, you can generate static electricity that is harmful to your system. The best way to clean your monitor's screen is to dry-dust with a lint-free cloth.

## **Floppy Drives:**

- (1) Purchase a drive-cleaning kit from a local office supply store. Follow the kit's instructions. If the kit does not contain instructions, insert one of the pretreated diskettes into a diskette drive and turn on the system. Use "My Computer" to access the drive you are cleaning and let the diskette spin for 20 or 30 seconds. Remove the diskette from the drive. Repeat this procedure for each diskette drive in the computer.

\*Special cloths and cleaning solutions are also available for cleaning CD-ROMs.

## **Printer:**

- (1) Turn the power switch Off.
- (2) Unplug the power cord
- (3) Wait until the print head is cool

***Cleaning the inside of the Printer:*** Every few months, use a soft brush and a vacuum to remove dust, ribbon lint, and pieces of paper. Remove the ribbon cartridge to prevent the ribbon from going into the vacuum. Vacuum any dust from around the print head and in the printer cavity.

***Cleaning the Cover:*** Clean the outside of the printer with a damp cloth and mild soap. Do not use any spray-type or chemical cleaners anywhere on your printer. Do not put any liquids or spray near the air vents. For stubborn ink stains on the cover, use a commercial mechanic's hand cleaner.

## **Additional Cleaning Tips:**

The following guidelines will help deter contamination of the computer equipment:

- (1) Do not permit smoking anywhere near the system.
- (2) Do not permit food or drink near the system.
- (3) Use dust covers when the system is not in use.
- (4) Keep all diskettes in a closed diskette box when not in use.
- (5) Close windows and outside doors to keep out air-borne particles.