

Computer Care

Water	Simple Computers and water don't mix. It will destroy the computer and the floppy disks. This does not mean you can't drink around the computer just be smart and careful. CD's are safer they can get wet but not a good idea. If you need to clean one use a soft cloth that is a little bit wet (damp)and wipe very easy. If you get water on the keyboard it will die.
House cleaning	Try to keep dust and dirt to a very little.. most parts are sealed but the computer does not like dirt. Here are some things that can be done to keep your computer clean.

Monitor Cleaning

Read the whole section before you do anything. Monitor cleaning is best done on a Friday after you finish working to let the equipment dry completely during the weekend.

Materials needed

- A piece of lint-free cloth. You could also use VERY SOFT paper towels to avoid scratching the monitor.
- A little bit of water. If the monitor has oil or grease on it, a couple drops of Windex will be needed.

Caution

- Do not use industrial strength cleaners or petroleum based solvents, they will damage the anti-glare coating of the monitor and turn the case yellow.

Step 1. Cleaning the monitor

NOTE: If you are cleaning a LCD monitor (usually found on laptops and flat screen monitors), be extra careful not to put much pressure when wiping. The LCD monitors feel soft to the touch and the surface is plastic. In the regular CRT monitors, the screen is glass.

- First, TURN OFF THE COMPUTER and DISCONNECT THE POWER CORD from the monitor.
- To clean the dust on the monitor, moisten the cloth with a little bit of water. Make sure that it is NOT SOAKED. Then, wipe the screen clean.
- To clean finger prints or other grease from the monitor, moisten the cloth with a little bit of water and apply ONE spray of window cleaner to the cloth. NEVER APPLY THE CLEANER DIRECTLY to the monitor. Then, wipe the screen clean.



- Wait until the monitor is completely dry before connecting the power cord back and turning on the monitor.

Step 2. Cleaning the casing

- First, **TURN OFF THE COMPUTER** and **DISCONNECT THE POWER CORD** from the monitor.
- To clean the dust on the casing, moisten the cloth with a little bit of water. Make sure that it is **NOT SOAKED**. Then, clean the case.
- To clean oil or other grease from the case, moisten the cloth with a little bit of water and apply **ONE** spray of window cleaner to the cloth. **NEVER APPLY THE CLEANER DIRECTLY** to the case. Then, wipe the case clean.

* Wait until the monitor is completely dry before connecting the power cord back and turning on the monitor.

Keyboard Cleaning

Read the whole section before you do anything. Keyboard cleaning is best done on a Friday after you finish working to let the equipment dry completely during the weekend.

Materials needed

- A piece of lint-free cloth. You could also use strong paper towels to avoid leaving pieces of paper under the keys.
- A couple of drops of Windex will be needed.

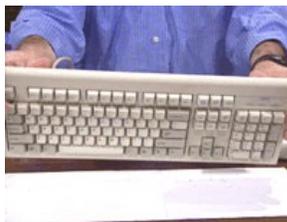
Caution

- Do not use industrial strength cleaners or petroleum based solvents, they will damage the keyboard.

Cleaning the keyboard

- First, **TURN OFF THE COMPUTER**
- Turn the keyboard face down, grab it with both hands and shake the keyboard gently to remove the debris from under the keys.

* Moisten the cloth with a little bit of water and apply **ONE** spray of window cleaner to the cloth. **NEVER APPLY THE CLEANER DIRECTLY** to the keyboard. Then, wipe the keyboard clean.



* Wait until the keyboard is completely dry before connecting the power cord back and turning on the monitor.

Mouse Cleaning

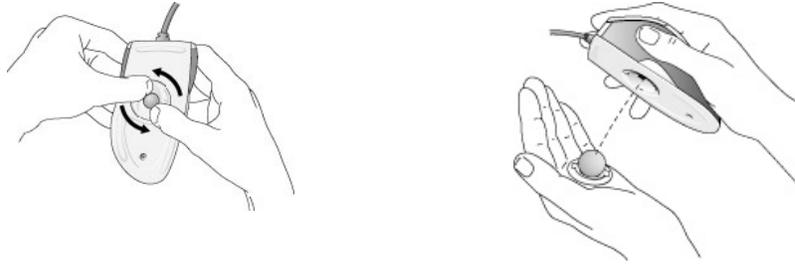
This applies only to the mechanical mouse. Read the whole section before doing anything. Mouse cleaning is best done on a Friday after you finish working to let the equipment dry completely during the weekend.

Materials needed

- A piece of lint-free cloth. You could also use paper towels.
- A couple of drops of Windex will be needed.

Cleaning the mouse

- First, **TURN OFF THE COMPUTER.**
- Turn the mouse upside down. Gently turn the ring counter-clock until it unlocks. Now, you are ready to remove the ball. Put your hand around the ring and turn it; the ring and ball will fall in your hand.



Where the ball was, you will see three rollers. Use your finger nail to clean the built up dirt and lint on the rollers.



- Turn the mouse and shake it gently for the dirt to fall out of the mouse.
- Close your eyes and blow inside the hole to remove remaining dust. Make sure to close your eyes or the dust will go into your eyes.
- Wipe any lint off the ball.
- Put the ball and ring back. Gently turn the ring clockwise until it locks.
- To clean the outside of the mouse, moisten a cloth with a little bit of water and apply ONE spray of window cleaner to the cloth. **NEVER APPLY THE CLEANER DIRECTLY** to the mouse. Then, wipe the mouse clean.
- Wait until the mouse is completely dry before turning on the computer.