

# **CDROM/CD/DVD**

**Below is the printed  
side of the CDROM**



**Below is the optical  
side of the CDROM**



- The best way to care for a CDROM/CD/DVD is to treat the optical surface as if it were gold. The optical surface of the CDROM/CD/DVD is the shiny side with no writing.
- When you remove a CDROM/CD/DVD from the machine, always return it its proper case. If the case cannot be located, set it with the optical side facing up.
- If dust gets on the surface, the best thing to do is blow it off lightly.
- If finger prints get on the optical surface, wipe them off with a soft, dry, lint free cloth starting at the center of the CDROM/CD/DVD and working straight out .
- An over the counter CDROM/CD/DVD cleaner (available in most stores) also works well to clean CDROM/CD/DVDs.
- Keep CDROMs/CDs/DVDs away from food and water.
- If CDROMs/CDs/DVDs get extremely hot or cold, allow them to reach room temperature before use.

For additional help please call Robert Anderson at 712-274-5295 or email [andersonr@morningside.edu](mailto:andersonr@morningside.edu).