

CARE AND MAINTENANCE OF DESKTOPS



NOTE: Before starting, make sure the machine is turned off

KEYBOARD

- Tip the keyboard over, then blow away any loose objects out of the keyboard. The best way to do this is with the small can of compressed air available at office supply stores or Wal-Mart.
- To clean the keyboard of stray marks, rubbing alcohol works very well because it does not leave a residue. Always test it in a spot on the bottom of the keyboard first in case it reacts poorly with the plastic. Lightly dampen a soft lint free cloth and rub off any marks.
- If the keys feel stuck, apply alcohol from a damp Q-tip under the key, then work the key up and down. After the key feels better, blow any excess alcohol away or allow it to air dry.

OUTER PLASTIC

- To clean the outer plastic on the machine, rubbing alcohol works very well because it does not leave a residue. Endust for Electronics works well too, but is more expensive and generally not handy around the house/office.
- Always test cleaner in a spot on the bottom of the machine first in case it reacts poorly with the plastic. Lightly dampen a soft lint free cloth and rub off any marks.

SCREEN

- The most effective way to clean the monitor is with a non-residue cleaner. The best way is to lightly mist Windex on a lint free rag, then lightly clean the monitor. Several light applications of Windex are better to use than one heavy application. Endust for Electronics works well, too.
- To clean the plastic, treat it like the plastic on the keyboard or the outer plastic on the machine.
- It may look funny to put a magnet next to the screen and have it make rainbow colors, but this is not funny. This is very bad for the screen and costly to repair. Magnetic devices include stereo speakers and some multimedia peripherals.

For additional help please call Robert Anderson at 712-274-5295 or email andersonr@morningside.edu.

FOOD AND DRINK

- It is easy to say no to food and drink, but not practical. The best thing to do is keep liquids free from the machine. An example of this is not to put a dewing drink on top of the tower or near any of the machines components such as the mouse.
- When eating something that crumbs, keep the crumbs away from the keyboard, the computer, and the mouse. Always remember, the mouse pad is not a placemat.