

Power Protection

Surge Protectors play an important role in protecting your PC from power fluctuations. Regularly check your unit's warning indicator, if it has one. Surge protectors may power your PC even after being compromised by a voltage spike (making your system susceptible to a second spike). If your power protector doesn't have a warning indicator and your area suffers frequent power outages, replace it with one that has such an indicator and is UL 1449 certified and a Joules rating of greater than 2000.



Mouse Maintenance

Mice that have a roller-ball mechanism require periodic maintenance. To perform this:

- Unplug your mouse from the PC.
- Turn the mouse ball cover counter-clockwise to remove the cover.
- Take the ball out.
- Use the soft tissue to clean the mouse ball, be sure to remove all dust/hair/debris.
- Inside the mouse are rollers, using a pair of tweezers remove all traces of dust/debris from the rollers
- When you have removed all traces of dust/dirt from the rollers and the ball is clean, simply put the ball back in and replace the cover turning clockwise to lock it in place.
- Plug the mouse back into your PC.

Display Maintenance

The two most popular types of desktop computer display at VU are Tube-type (CRT) monitors and Flat-panel (LCD) displays. Each type has specific cleaning practices.

CRT - The glass monitor screen can be cleaned with ordinary household glass cleaner. Be sure to remove power from the monitor and spray the cleaner onto a lint free-cloth so the fluid doesn't leak into the electrical components inside the monitor. Vacuum off any dust that has settled on top of the monitor, and make sure no books or papers have been placed on the air vents. Obstructed monitor vents can cause the monitor to overheat or even catch on fire.



LCD - Unlike a CRT computer monitor, the LCD / flat-panel display is not made of glass, therefore requires special cleaning procedures. When cleaning the LCD screen it is important to remember to not spray any liquids onto the LCD directly; do not use a paper towel as it may cause the LCD to become scratched.

To clean the LCD screen we recommend that you use a soft cotton cloth; if a dry cloth does not completely clean the screen, you can apply rubbing alcohol to the cloth and wipe the screen with the damp cloth.



Keyboard Maintenance

Computer keyboards can quickly become very dirty. The procedure for cleaning your keyboard is listed below.

- Shut off your PC
- Unplug your keyboard from the PC
- Turn your keyboard upside down and shake to remove any debris.
- Use a can of compressed air to blow any debris from under and in between the keys.
- Use a cotton swab with a few drops of rubbing alcohol to clean the sides of the keys.
- Using a soft lint-free cloth dampened lightly with rubbing alcohol clean the tops of the keys and surface of the keyboard.
- Dry all surfaces with a dry lint-free cloth.
- Replace the keyboard's plug into the appropriate socket.
- Restart your computer