

Cleaning Tips for Library Computer Workstations and Printers

The environment Library Computer Workstations and Printers work in is unfortunately full of dust. Adding to this, they are great static generators and attract a large quantity of dust to their surfaces. When used regularly, the following tips will promote a cleaner environment for Library Computer Workstations and Printers:

- Turn all equipment **OFF** prior to cleaning.
- **Weekly**
 1. **Dust Exterior Surfaces of all Library Computer Workstations and Printers** to keep dust from accumulating. This will also reduce the amount of dust, which can accumulate on the inside of the equipment. Use a *feather duster* or a *clean, **dry** rag*.
- **Monthly**
 1. **Clean the Mouse/TrackBall with Cleaning/Anti-Static Wipes** to remove dirt (I.E. fingerprints).
 2. **Clean the CRT Monitor screen with Cleaning/Anti-Static Wipes** to remove dirt (I.E. fingerprints) and prevent dust build-up on the screen.

Do NOT clean the Flat Panel Monitors with anything – Call the InfoSys Service Desk (46753) to request cleaning for Flat Panel Monitors.
 3. **Clean the Keyboard with Cleaning/Anti-Static Wipes** to remove dirt (I.E. fingerprints).

Clean the Keyboard with Compressed Air and a Vacuum. Using a vacuum alone is a suitable substitute, but is limited in its ability to clean under the keys.
 4. **Clean the **NON-Laser** Printer with Compressed Air and a Duster**, after removing the printer paper. Using a *feather duster* or a *clean, **dry** rag* alone is a suitable substitute, but is limited in its ability to clean inside and under the platen (roller).

Do NOT clean Laser Printers with anything – Call the InfoSys Service Desk (46753) to request cleaning for Laser Printers.

Using both compressed air and the vacuum/duster for items 3. and 4. greatly enhances the cleaning process. A vacuum can be borrowed from the InfoSys Service Desk, if desired.

- **After Toner Cartridge is changed**

1. **Clean the Laser Printer with Kensington Laser Printer Cleaning Sheets (cleaning paper).**

1. Boot your workstation up and type a few characters on the screen.
2. Load a **Kensington Laser Printer Cleaning** sheet into the manual feed tray or on top of the paper stack.
3. Engage **PRINT** in your workstation to move the cleaning paper through.
4. Repeat steps 2-3 times using the same sheet for effective cleaning of dust, dirt and toner deposits.
5. Discard sheet after use.

The current Office Depot catalogue (pages 881-884) provides options for the above mentioned computer cleaning supplies (I.E. Kensington Cleaning/Anti Static Wipes and Kensington Laser Printer Cleaning Sheets), as well as Dust Covers (page 881). Dust Covers will also help prevent a build-up of dust.

- **End of the Semester**

1. **Clean CD discs that have been used alot with a soft cotton cloth.**

Wipe from the CENTER of the disc OUT towards the edge ONLY. Never use a circular motion.

OR

Clean CD discs that have been used alot with a CD disc cleaning kit.

Follow the kit's directions carefully.

DO NOT use the **CD, Disk or Tape Drive** cleaning kits or **CD Lens** cleaner (available on the market, I.E. Office Depot). The material used in these kits is abrasive and may cause excessive wear on the read/write head of the drives.

*NOTE: CD, Disk and Tape **Drive** Cleaning, as well as other related cleaning of the **insides** of Workstations, Monitors, Keyboards, Mice, TrackBalls, or Printers will be performed by InfoSys personnel on a regular schedule.*