

# Technology Tip – Computer Care & Maintenance

## No Liquids

- Computers + Liquid = Bad Combination \* Simple math that can lead to a big problem. The quickest way to damage your computer is by leaving an open container of liquid nearby. We have all seen or been part of the accidental drink that has spilled on a keyboard. Uh Oh! Keep all drinks away from computers. If this accident should happen, immediately unplug your computer, remove the laptop battery, and turn the keyboard or laptop over and let it dry.

## Accidental Fall

- Ever heard the sound of a laptop falling off a desk? Not good! Make sure that all of your computer equipment is placed securely and is stable; also make sure to double check your power cords. They are a dangerous tripping hazard and should be kept out of traffic areas.

## Cleaning Keyboards and Monitor Screens

- Avoid eating around your computer. Food particles can get stuck in the keyboard and can create problems. When the computer is off and unplugged or the battery removed, you can use a slightly damp (not wet - see above) paper towel or cloth to wipe the keyboard down. Lint free screen cleaners are a great tool to clean dusty monitor screens.

*If you have any questions about these tips or anything else in regards to your computer equipment, please contact the Technology helpdesk at ext. 2000.*