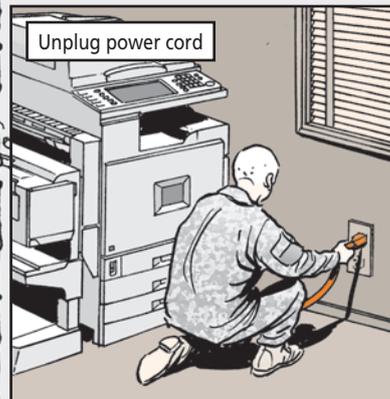


WHEN IT COMES TO CLEANING OFFICE ELECTRONICS - CPUs, MONITORS, KEYBOARDS, FAXES, COPIERS, SCANNERS AND PRINTERS...

...FOLLOWING SOME GENERAL RULES CAN MAKE YOUR WORK EASIER AND SAFER.

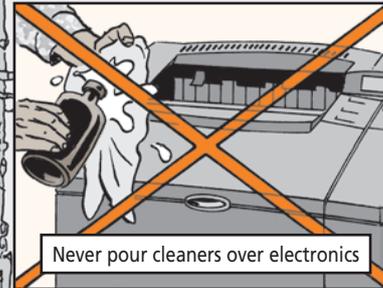
SO, HERE'S THE LAW, CARVED IN STONE...

1. Turn off the power and unplug power cords to equipment before cleaning.

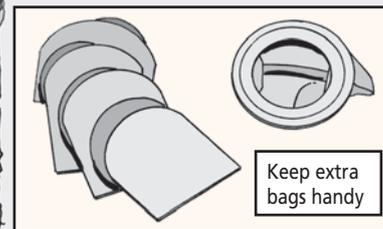
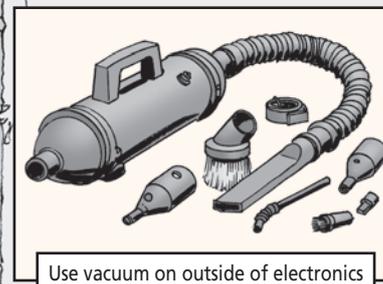


2. Follow the care and cleaning guidelines in the user's manual.
3. Choose wisely when selecting cleaning solvents for your gear. Some solvents can damage the plastic case. Use the cleaner recommended by the manufacturer. Or use mild soap and water or isopropyl alcohol, NSN 6505-00-655-8366.
4. Never pour cleaners, soapy water or alcohol directly onto the gear. Same goes for spray cleaners. Liquid could drip inside and damage internal components. Instead, apply cleaners to a lint-free cloth. Wring out any excess moisture. The cloth should be little more than damp.

5. Never pour cleaning solutions onto cloths while holding them over a keyboard, CPU, or other electronics. They're not waterproof. If liquid gets inside, it can ruin them.



6. Use a vacuum cleaner, NSN 7910-01-423-9525, to clean dust, lint and hair from the **outside cases** of electronic equipment. Use it to clean keyboards, too. It also picks up toner spills from around laser printers and copiers. NSN 7045-01-417-3206* brings a package of five replacement vacuum bags.



7. **Do not** use the vacuum mentioned above to clean the **insides** of your electronics. It could generate too much static electricity that can damage internal components and circuit boards. If you need to clean inside your electronics, use a compressed gas duster. Use it to clean keyboards, too. NSN 7930-01-398-2473 brings a box of six 10-oz cans of duster.

8. Take care not to accidentally change settings or adjust knobs or controls on your electronics. Make sure you don't disconnect any cables (except for power cords). Check cable connections to make sure they're firmly connected. If they're loose, tighten them with a small screwdriver.
9. Internal components need a steady flow of cool air or they'll overheat. Keep vents and air holes clean. Use a cloth to wipe away dirt, sand, lint and dust bunnies. Or you can run the vacuum over the vents and air holes.

10. In the desert, fine sand regularly builds up on and in your electronics, causing them to overheat. They'll need a thorough cleaning once a week. Use dust covers when your gear is idle. But **never** put a cover on equipment when it's running. You'll block the cooling airflow and cause overheating.



*This NSN is not on the AMDF. Order on DD Form 1348-6 and put "NSN not on AMDF" in the REMARKS block.