

Computers...

GEE WHIZ, WHAT'S WITH THIS KEYBOARD LATELY?

ALL THE KEYS KEEP STICKING.

THAT'S BECAUSE THE KEYBOARD COULD USE SOME CLEANING, SO IN THE MEANTIME HERE ARE...



...THE KEYS TO CLEAN KEYBOARDS!

TRY SOMETHING YOU HAVEN'T DONE LATELY.

WHOA! NOW THAT'S A DUST BUNNY!

PICK UP YOUR COMPUTER'S KEYBOARD.

TAKE A CLOSE LOOK AT THE UNDERSIDE.



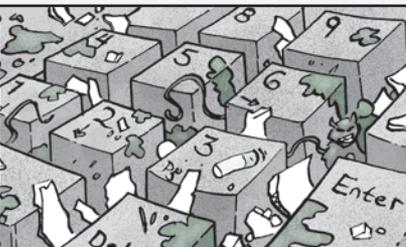
NOW EXAMINE THE TOP OF THE KEYBOARD, THE KEYS AND THE SMALL SPACES BETWEEN AND BELOW THEM.

WHAT DO YOU SEE?

YEEAAGHHH!



IF YOU'RE LIKE MOST COMPUTER USERS, YOU'RE SEEING A PLASTIC LANDSCAPE LITTERED WITH TINY DEBRIS, EVERYTHING FROM DUST, SAND AND HAIR TO CRACKER CRUMBS, SESAME SEEDS AND ASSORTED BITS OF CHOCOLATE!

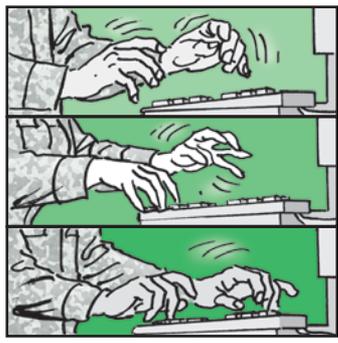


OVER TIME, THIS DEBRIS BUILDS UP; IT CAN CLOG YOUR KEYBOARD AND CAUSE THE KEYS TO STICK.

AND THAT'S NOT THE ONLY PROBLEM WITH KEYBOARDS.

IF SEVERAL PEOPLE SHARE THE SAME KEYBOARD, IT CAN BECOME A BREEDING GROUND FOR GERMS AND VIRAL INFECTIONS.

REGULAR CLEANING AND DISINFECTING CAN PUT YOUR KEYBOARD BACK IN WORKING ORDER AND HALT THE SPREAD OF GERMS.



FOLLOW THE CLEANING INSTRUCTIONS IN THE USER'S MANUAL; THAT'S THE BEST APPROACH.

OR YOU CAN LOOK FOR TIPS ON THE MANUFACTURER'S WEBSITE.

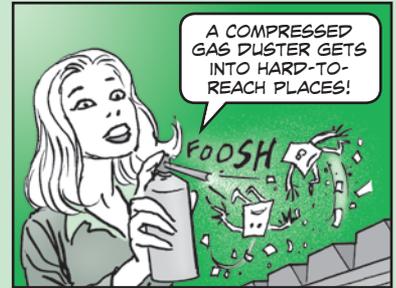
IF NEITHER A USER'S MANUAL NOR A WEBSITE IS AVAILABLE, FOLLOW THESE GUIDELINES...



Basic Cleaning Materials

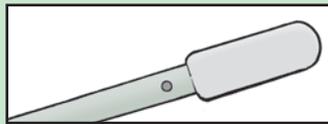
You'll need these basic cleaning materials:

- vacuum cleaner, NSN 7910-01-423-9525. NSN 7045-01-417-3206* brings a package of five replacement vacuum bags.
- tweezers
- clean, soft, lint-free cloth. A scrap from a cotton T-shirt works best.
- disinfectant wipes, NSN 6840-01-411-9963*. The wipes come pre-moistened and 60 to a dispenser.
- can of compressed gas duster to blow away debris from hard-to-reach nooks and crannies. NSN 7930-01-398-2473 brings a box of six 10-oz cans.



You can also use a paint brush to whisk away debris. Get a brush about 1/2-in wide, with the softest bristles you can find. Your local paint store or art supply shop will have one. Pull out any loose bristles before you use the brush.

- lint-free foam swabs, NSN 4920-01-243-0571. Don't use cotton swabs; they leave fibers behind.
- isopropyl alcohol, NSN 6505-00-655-8366



Foam swabs don't leave fibers behind

You can also get a keyboard/mouse cleaning kit, NSN 7930-01-406-2203*, for sprucing up your keyboard. The kit comes with a 1-oz pump-spray bottle of cleaner, a 2 1/2-oz can of compressed gas duster and eight cleaning swabs.

*These NSNs are not on the AMDF. Order them on DD Form 1348-6 and put "NSN not on AMDF" in the REMARKS block.



Cleaning Keys

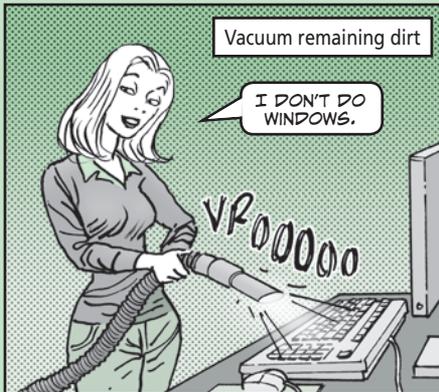
Here's the right way to clean your keyboard:

1. Log off the computer and shut down the power.
2. Unplug the keyboard from the computer.
3. Spread a sheet of newspaper on a desk or the floor. Firmly holding the keyboard, turn it upside down and shake it over the paper to dislodge the debris. Tapping its bottom or pressing the keys may help.
4. Turn the keyboard so that the keys are right side up. Tilt it at an angle. Spray compressed gas duster to loosen and remove dirt from between and under the keys.

If you don't have a can of compressed gas duster, use the paint brush to sweep away debris. You may even need to use the tweezers to pick out stubborn particles. These last two steps should get rid of most of the junk clogging your keyboard.

5. Vacuum any remaining dirt. Just make sure the keyboard doesn't have loose, "pop off" keys that the vacuum could suck up.
6. Clean both sides of the board with the disinfectant wipes. Make sure to rub the tops and sides of keys. If you don't have disinfectant wipes, use a cotton cloth dampened with isopropyl alcohol. Pour the alcohol on the cloth, not the keyboard. Wring out any excess moisture. Foam swabs dampened with alcohol also do a good job of cleaning the sides of keys.

You clean a laptop keyboard the same way. Just remember to lean the laptop on its side before using the compressed gas duster or a paint brush to clear away debris.



Have You Seen My Keys?

If you're highly ambitious, you can remove the keys to give your keyboard a really thorough cleaning.

Most standard desktop keyboards are of the membrane type. They allow you to remove the keys. But most laptops are made differently. The keys aren't supposed to come off. So don't try. You'll just damage the keys and posts.

Here's the right way to remove the keys:

1. Read the user's manual to find out if you can safely remove the keys.
2. Before removing keys, use a copy machine or a camera to record the layout of the keyboard. Later on, you'll be able to return each key to the right location.



3. Remove keys safely by using a keycap puller. That's a tool with two loops of wire on a handle. The loops grip the key so you can lift it straight up. Prying the keys out with a stick or screwdriver might cause damage.

You can order a keycap puller, part number 0606-0069, at the GSA Advantage website: https://www.gsaadvantage.gov/advantage/main/start_page.do

Or you can get one at your local computer supply store.

4. Remove all keys if you want. But the larger keys—such as the space bar, shift, caps lock, tab, backspace and enter—can be difficult to put back.
5. Once you've pulled the keys, clean the keyboard, posts and keys using the materials and methods described earlier.
6. Use the keyboard layout you made to return each key to its post. Press firmly but gently until it snaps into place.



Item	NSN
Vacuum cleaner	7910-01-423-9525
Vacuum bags	7045-01-417-3206*
Disinfectant wipes	6840-01-411-9963*
Compressed gas duster	7930-01-398-2473
Foam swabs	4920-01-243-0571
Isopropyl alcohol	6505-00-655-8366
Keyboard/mouse cleaning kit	7930-01-406-2203*

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