

# CLEANING SUPPLIES FOR OFFICE GUYS



YOU NEED THE RIGHT TOOLS TO CLEAN EQUIPMENT AROUND YOUR OFFICE.

SOME MANUFACTURERS RECOMMEND SPECIFIC BRAND-NAME CLEANING PRODUCTS FOR THEIR CPUs, MONITORS, KEYBOARDS, FAXES, COPIERS, SCANNERS AND PRINTERS.

FOLLOW THE ADVICE IN THE USER'S MANUALS.

IF THE MANUFACTURER DOESN'T SUGGEST BRAND NAMES, SELECT YOUR CLEANING TOOLS AND PRODUCTS FROM THE FOLLOWING...

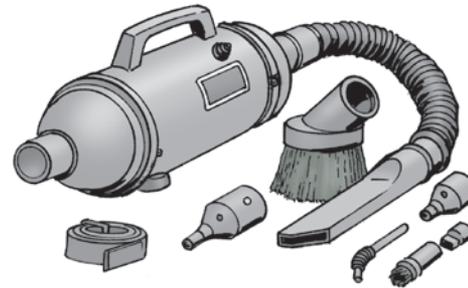
THE FIRST TWO ARE COMMON HOUSEHOLD ITEMS; THE REST COME WITH NSNs.



A soft, lint-free cloth—such as a T-shirt—is handy for cleaning the outside cases as well as the insides of gear, like your printer's toner compartment. Cloth works better than paper towels, which can leave behind paper fibers.



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. 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**.

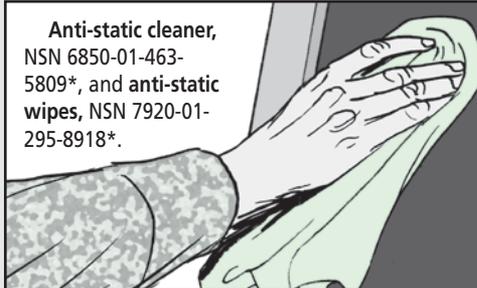


Do not use this vacuum to clean the **insides** of your electronics. It could generate too much static electricity, which can damage internal components and circuit boards. If you need to clean inside your electronics, use **compressed gas duster**, NSN 7930-01-398-2473. The NSN brings a box of six 10-oz cans. Use the **gas duster** to blow away dust, food, spilled toner and bits of paper from hard-to-reach nooks and crannies.

Use a **paint brush** to whisk away dust and toner from tight crevices. 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.



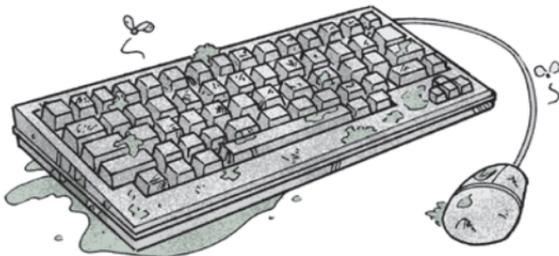
**Anti-static cleaner**, NSN 6850-01-463-5809\*, and **anti-static wipes**, NSN 7920-01-295-8918\*.



These are good for cleaning your monitor's screen and the **outside cases** of electronic equipment. The cleaner comes in a 1-qt trigger spray plastic bottle. The wipes come pre-moistened and 24 to a box.

Over time, dirt and dust can soil the laser lens of your CD-ROM drive, causing mistracking, signal skips and data read errors. Clean the lens with a **CD-ROM drive lens cleaner**, NSN 7045-01-450-4369\*.

For sprucing up your keyboard and mouse, get the **keyboard/mouse cleaning kit**, NSN 7930-01-406-2203\*. 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.

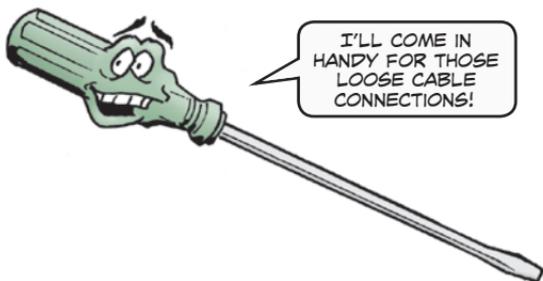


Clean the rollers of your laser printer with **cleaning paper**, NSN 7045-01-412-1482\*. The paper removes toner residue, dust and debris from the paper path and rollers. Just run one through the printer as if it were a regular sheet of paper. It also cleans plain paper faxes and copiers. The NSN brings a package of 12 sheets.

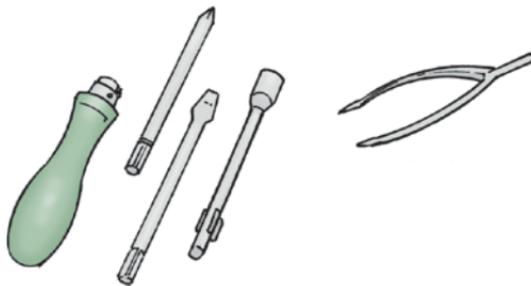


Clean printers, faxes and copiers with cleaning paper

Sometimes cable connections come loose when you're cleaning office electronics. So it's a good idea to have a small, **flat-tipped screwdriver**, NSN 5130-00-236-2140, in your desk drawer. If any connections do come loose, you can tighten them.



You might also consider ordering a **personal computer tool kit**, NSN 5180-01-378-4517\*. The kit includes a screwdriver with removable Phillips, slotted and nutdriver blades. It also comes with anti-static tools such as chip tweezers, inserter and extractor.



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