## TITLE: Laboratory Hardware and Software Maintenance

## PRINCIPLE:

Regular maintenance should be performed on all hardware to ensure optimal performance and to minimize downtime.

**PERSONNEL:**

###### All Laboratory Staff

## STEPWISE PROCEDURE:

Cleaning Monitors, Keyboards, and Cases of Computers or Printers

Any major cleaning is performed by Informations Services. Minor cleaning of dust and smudges may be done by laboratory personnel

*Monitor Screen*

Clean with a wet and dry monitor cleaning pads specifically made for the type of monitor.

*Keyboards*

1. When cleaning the keys or the keyboard cover, unplug the keyboard first (or logout of the computer and turn it off).
2. To remove dust and debris from under the keys, turn the keyboard upside down over a garbage can and gently shake the debris out. When available, follow with quick short blasts of compressed air at the base of the keys to remove the debris.

*Inside Printers*

1. Open the cover of the printer and spray the inside with compressed air to blow out the paper dust.

*Cases*

Wipe the case with a dampened cloth, not a paper towel. Do not use an excessive amount of water.

Computer Rebooting

Reboot the computer at least once a week to keep the cache memory from becoming too full and affecting performance. If a computer begins to slow down, reboot the computer.

Hand Held Devices

The hand held devices (MC75) used for Soft applications need to be rebooted on a weekly basis to assure optimal performance.

1. Press and Hold the **Power** button, **1**, and **9**.
2. Release and it will reboot the MC75.

***If you encounter any hardware related issues, please contact the IS Help Desk at x1234.***