

## COMPUTER MAINTENANCE

Computer maintenance is the practice of keeping computers in a good state of repair. Computer maintenance can be broken down into 2 main areas.

1. Hardware maintenance
2. Software maintenance

Physical means to clean the various external components such as the system unit, monitor, printer, scanner, mouse, keyboard etc. More also the internal component of the system unit.

Software maintenance is the regular virus scanning, spyware/malware scanning, defragging and backing up critical data.

Maintaining your computer properly can help prevent major problems and should be incorporated as part of semi-regular schedule.

**Basic mild solution** - warm water and detergent mixed into a mild solution. Useful for monitors. It helps to remove some fingerprints on your CRT monitors and LCD monitors. It is also useful for keyboards, mouse and even printers thus preventing them to become sticky.

**Strong solution:** - vinegar and warm water: useful for removing inks stains from ink jet printers, fingerprints and sticky stuffs that seems to end up on keyboards and mouse.

Soak a soft cloth in a bucket of the clean solution and squeeze out the solution. Gently rub on the area to be cleaned such as the keyboard, mouse, printers and scanner. Always dust the table where your monitors and laptops are placed. More also clean the speakers and check your cable connections.

### General cleaning of the computers

1. Check/read the manual of your computer before it is open for use.
2. Dust, dirt, food, liquids should be far from the computer.

3. Ensure that you unplug cables from the power source after you shutdown the computer.
4. Avoid smashing the monitor, keyboard, mouse even printers on the floor.
5. From time to time clean your computer case
6. Spray cleaning solutions such as ammonia cleaner or glass cleaner
7. Make sure where the computer is being used is ventilated or air-conditioned.
8. Moisten a cotton cloth with rubbing alcohol, and use it to clean the top and bottom of the mouse.

### **SCANNERS**

Dust and wipe down the exterior of the scanner. Clean glass with a mild solution detailed above. Do not use newspaper or any other paper to clean the glass. Remember one scratch in the glass will affect everything you want to scan.

### **KEYBOARD**

Clean the edges of the button keys before you power the system with a dry cloth or with a small paint brush. Avoid letting water or liquids to touch the keys.

**MOUSE** Ball mice need the axles cleaned. Optical mouse just need to be wiped down with a damp cloth. Wireless mice need to have their battery compartments checked to see if the batteries are leaking.

### **CD/DVD DRIVES**

There is not much we can do apart from a quick wipe with a damp cloth on the external surfaces. Apart from that use a proprietary cleaning tool, use brush to wipe the rim to clean the laser lens.

## **HARD DISK MAINTENANCE**

Disk storage, such as your hard drive, fills up with unwanted files over time. Disk cleanup may be performed as regular maintenance to remove these.

Files may become fragmented and so slow the performance of the computer. Disk defragmentation may be performed to combine these fragments and so improve performance.

### **Internal components of the computer**

Turn off the computer at the wall and remove the power cable before starting your maintenance or troubleshooting.

Use flat paintbrush to remove your collection of dust bunnies. Use small artists brush to clean the fan grills. Do not use a damp cloth anywhere on or near the motherboard. Make sure the area under the motherboard is not hoarding dust bunnies.

### **Battery charging and replacement**

1. How to charge your laptop battery you must charge your laptop battery to keep it operational. You must charge your laptop battery to a wall socket. You can recharge your battery whether the battery is fully drained or not.

NOTE: once your battery power life gets to 100%, please unplug the battery power cable from the laptop and switch off the power from the wall socket.

Today's laptops battery are made with lithium, which has many advantages. They are the lightest of all metals and they are not nearly harmful on the environment as batteries of the past.

THE END!