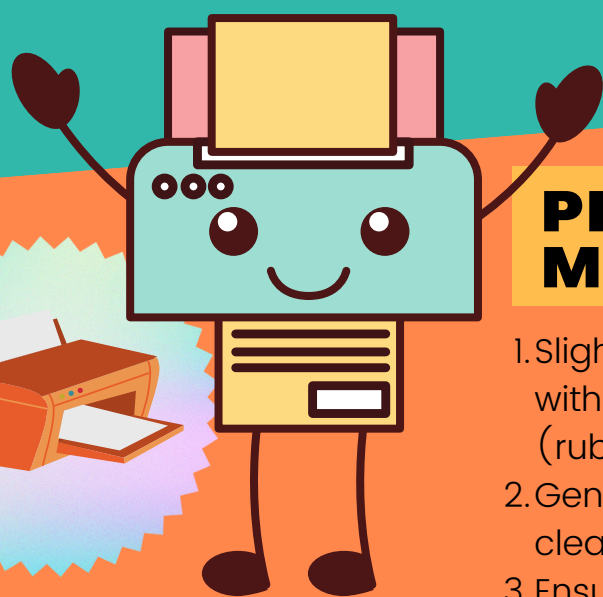# HOW TO KEEP YOUR ELECTRONICS CLEAN

Here are some tips on how to keep your office and home electronics clean.

PRINTERS & MULITFUNCTION DEVICES

1. Slightly moisten a clean, soft, lint free, cotton cloth with a mixture of 70% isopropyl alcohol and 30% water (rubbing alcohol).
2. Gently wipe moistened cloth on surfaces to be cleaned. **Never spray liquids directly onto a device.**
3. Ensure surfaces have air-dried before using the device again.

SCREENS

1. Slightly moisten a microfiber cloth with distilled water or a mixture of distilled water and rubbing alcohol (1:1). Eyeglass cleaner also works. If the screen has an anti-reflective coating, use distilled water only.
2. Gently wipe moistened cloth on surfaces to be cleaned. **Never spray liquids directly onto a device.**
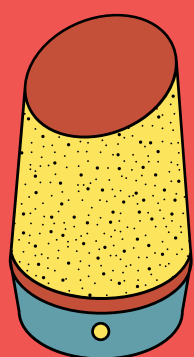
KEYBOARDS

1. Tip over to gently shake crumbs from keyboard.
2. Blow out any remaining debris with canned air. Cleaning gels and USB mini vacuums can also be helpful.
3. Finish up by wiping over keys with a distilled water and rubbing alcohol solution. Cotton swabs can be used to clean the small areas. **Never spray liquids directly onto a device.**

MOUSE, REMOTES, & CONTROLLERS

1. Unplug or remove batteries before cleaning.
2. Brush on and between buttons with a small brush or toothbrush used for cleaning.
3. Lightly spray electronics cleaner or rubbing alcohol/distilled water mixture on a cloth and gently wipe the item from top to bottom.
4. Use a slightly damp cotton swab between the buttons or hard to reach small areas.

SPEAKERS & SIMILAR DEVICES

1. Wipe the device with a dry cloth to remove dust.
2. Never spray speakers with liquids.
3. If buildup or fingerprints won't easily come off, use a lightly dampened cloth.
4. If dust remains in speaker or device mesh, blow with canned air or a blowdryer on the cool setting.