

Maintenance Checklist

- Use the following checklist to help keep your computer running smoothly.

General Maintenance	When to do it	How to do it
Clean monitor screen	Daily or as needed	Use an approved cleaning solution to clean grease and fingerprints from screen. Use static free dust cloth to dust. ⚠DANGER do not let wet get into monitor⚠
Clean Keyboard	Daily or as needed	Use duster to wipe off keyboard. Use damp cloth to wipe off key tops. <i>Do not use alcohol or cleaning solutions that will remove lettering from key tops or short out keyboard</i> ⚠DANGER do not let wet get into keyboard⚠
Clean dirt from between keys on keyboard	As needed	Turn keyboard upside down and shake
Clean Mouse	When the mouse pointer starts to become erratic	Remove trackball from mouse. Wash trackball in soap and water. Use file or small knife to remove dirt buildup from mouse rollers.
Scanner	Weekly or as needed	Use an approved cleaning solution to remove dust and fingerprints from scanner glass.
Digital Camera Lens	When needed	Use a lens cleaning cloth. Do not use tissue, paper towel.

System Maintenance		
Defrag Hard drive	Monthly	Typically, this is done through Programs, Accessories, System Tools, and Disk Defragmenter. A better way to do periodic maintenance on your system is to install Scheduled Tasks for common maintenance tasks.
<p>Windows 95/98/ME</p> <ul style="list-style-type: none"> • Click Start • Click Run and type defrag in the run box • Click ok • Within the defrag window select the drive that you wish to be checked and click ok 	<p>Windows 2000/XP</p> <ul style="list-style-type: none"> • Double click My Computer • Highlight a local hard disk drive by clicking on it once • Right click the highlighted local drive • Click properties • Click the tools tab and click the defragment now button. 	<p>Windows 2002 (XP) (alternate method)</p> <ul style="list-style-type: none"> • Click Start • Click All Programs • Select Disk Defragmenter from the System Tools in the Accessories folder <p>You can also schedule Defrag to run automatically.</p>
Scandisk	Monthly	A better way to do periodic maintenance on your system is to install Scheduled Tasks for common maintenance tasks.
<p>Windows 95/98/ME</p> <ul style="list-style-type: none"> • Click the Start button • Point to Programs, point to Accessories, point to System Tools • Click ScanDisk • Click the drive you want to scan, and choose either the Standard or Thorough test • Click Start 	<p>Windows 2000/2002 (XP)</p> <ul style="list-style-type: none"> • Double click <i>My Computer</i> • Highlight a local hard disk drive by clicking on it once • Right click the highlighted local drive • Click properties • Click the tools tab • Click check now to check the drive for errors 	<p>Windows NT</p> <ul style="list-style-type: none"> • Not shipped with Microsoft Scandisk • However various third-party companies offer utilities that can scan-disk and check your hard disk drive
Clean temporary (temp, Internet cache files wastebasket)	Monthly	A better way to do periodic maintenance on your system is to install Scheduled Tasks for common maintenance tasks.
Backup data	Depends on the data you can afford to loose	Depends on hardware available and the operating system