

# Care and Cleaning of Common Computer Devices

## Mouse and Trackball (non-optical versions only)

Mice and trackball devices accumulate oil and dirt during use. This causes them to react strangely or not at all. Cleaning is a relatively painless and simple process. Depending on usage, you may need to do this often.

**The first step is to turn off your computer.** There is no need to unplug the mouse or trackball from the computer, but the *computer must not be turned on.*

### Mouse Disassembly

Turn the mouse upside down. You should see a circular ring or panel around the ball. You will need to remove this ring. Rotate or slide the ring/panel in the direction the arrow points. Once this has been done, the ball can be removed from the assembly.

### Trackball Disassembly

Turn the trackball upside down. You will probably see rubber feet. There will be screws under these stick-on-feet. Remove them. If your trackball does not have these feet – look for the screws that detach the top and bottom of the assembly. Remove the screws. The top should come off the assembly.

### Cleaning

Take a look inside the mouse or trackball. You should see two or three rollers. These rollers make the pointer move. If there is a third roller, it is to hold the ball against the other two. You will probably see some dust or dirt on the rollers. This debris causes the ball-to-roller contact to become impaired.

There are any number of things you can use to clean the rollers and guides. First, try using a Q-tip dipped in a little rubbing alcohol to clean off dust from each roller and guide. If the debris is caked on and won't come off with the Q-tip, try using a small screwdriver or a toothpick. Don't scrape so hard that the roller becomes damaged. A small brush is handy to clean out the ball cavity. You may see that the rollers use a thin wire as an axis. Be sure to position the rollers (on their axis) so that they make full contact with the ball. You can also clean the mouse ball by rinsing it with clear water. Make sure it is thoroughly dry before reassembling the equipment!

***Reverse the steps you used to disassemble the mouse or trackball. You should now have a smooth moving rodent.***

## Keyboard

Keyboard maintenance consists mainly of not spilling anything on it or dropping paperclips and staples in it. You may buy a plastic dust cover to protect your keyboard. To clean the keyboard, shutdown the computer first. Hold your keyboard upside down and gently shake it to get rid of accumulated dust. If some of the keys are dirty, use a Q-tip dipped in a little rubbing alcohol to clean around the individual keys. **DO NOT REMOVE THE KEYS INDIVIDUALLY.** You may harm the keys when taking them off or putting them back on.

## CD-ROM Drive

Office Depot has a couple of CD drive cleaning kits that you can order. One of them is a Kensington CD-Drive cleaner that costs less than \$6.