

# MARCH: Tips of the Month

## How to Clean Your Tech Devices



These days people use their tech around the clock. At work, at home, while they are eating, and many times even in the bathroom. Tech devices are not only magnets for dirt, dust, and fingerprints, but they can also be a petri dish of germs, if not cleaned regularly.

Research shows that uncleaned smartphones can carry more germs than public toilet seats – up to 10 times more bacteria!

Before you panic and start spraying disinfectant on all of your tech devices, check out a few simple tips to safely clean and sanitize your phone, tablet, laptop, desktop computer, and electronic accessories.

**\*IMPORTANT:** Check the manufacturer's manual before you clean your tech devices. Don't spray cleaner or water directly onto them, and disconnect them from power sources or remove the batteries before cleaning.

## How to Clean Your Phone or Tablet

When cleaning your phone or tablet, you must be careful since it probably has a fingerprint-resistant coating that could be damaged with sprays or chemicals. Start with a soft, lint-free cloth - abrasive ones like paper towels and washcloths can cause damage to your phone's screen.



- Usually, a dry cloth will suffice. It's okay to dampen a small portion of the cloth with water or a display-safe cleaner if you're looking for a better clean.
- Remove the case and use a slightly dampened cloth and wipe down the case. Be sure to dry the case thoroughly before placing your phone back into the case.
- Wipe your device gently with a lint-free cloth.
- Use cotton swabs to get into crevices and the edges of the screen and buttons.

## How to Clean Your Laptop

Because your laptop is mobile, it has plenty of opportunities to pick up dust and germs.

- Turn your laptop upside-down and gently shake out the keyboard to get rid of crumbs.
- Use a can of compressed air to blow small particles from the keyboard, inputs, and crevices.
- Unplug the laptop and remove the battery (if that's possible).
- Use a disinfecting wipe to clean the outer surfaces. Be sure to avoid inputs.
- To clean the LCD screen, use a dampened lint-free cloth or a display-safe cleaner to remove dust and smudges. Be sure not to use disinfecting wipes, as it may cause damage.
- For touch screens, use water or eyeglass cleaner applied to a lint-free cloth.
- Wipe down the keyboard with a disinfecting wipe.



## How to Clean Your Desktop PC

- Follow the same procedure you used for your laptop screen. Use a disinfecting wipe to clean the back of the monitor and the bezel around the screen. Wipe down your computer tower and wipe off fingerprints from your screen with a display-safe cleaner or dry lint-free cloth.
- Shake your keyboard out over a trash can and use compressed air to get rid of the debris around and under the keys.
- Wipe down the keys and the rest of the keyboard and use a cotton swab to get the grime out of crevices. Finish by wiping down the keyboard with a disinfecting wipe.
- For your mouse, wipe it down with a dampened cloth and use cotton swabs to get into crevices. Complete the job by wiping down the mouse with a disinfecting wipe.

