

When you have removed all traces of dust/dirt from the rollers and the ball is nice and clean, simply put the ball back in and replace the cover turning clockwise to lock it in place.

Plug the mouse back into your machine and turn the machine on, now your mouse should be as good as new.

Cleaning Optical Mice and Trackballs

This is simple. Get a Q tip or Kleenex and soak in some alcohol (no cleaner here) and mop out the Laser light cover and receiver on the other side of the hole. Also clean the glide pads of the mouse.

On Trackballs remove the Ball from the device and clean with alcohol or Cleaner. Look for the 3 pins on which the ball is gliding , usually well covered with fuzz and grease so that they are invisible and clean them with alcohol or cleaner.

Clean the little window in the ball receptacle and clean that also.

If these procedures do not fix your mouse or trackball then the problem is either in the software drivers in your computer or the mouse is broken.

Plug in another very standard mouse e.g. Microsoft or Logitech , restart the computer if it works the problem is in the mouse, chuck it and get another. If you still have a problem its in the computer and is beyond this flier. Give us a call and we can diagnose it usually with robo geek or bring it in.

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A Quick Guide To Keyboard and Mouse Maintenance

Rev 1.01

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Maintaining your keyboard

Light cleaning

Turn the Keyboard upside down and gently tap on desktop. That will get much of the stuff out from between the keys.

If Keyboard grimy, go to the next step.

Heavy Cleaning

Before we begin, let's talk about the tools that you will be using for this job. All of these are pretty common in drug stores.

- **Q-tips**
- **Rubbing Alcohol or all purpose cleaner**
- **Can of Compressed Air (Computer Store/Electronics stores etc.)**

To begin, make sure that your keyboard is unhooked from the computer, since we all know liquids and electricity don't mix. Start by holding up your keyboard away from you and begin spraying in between the keys with the compressed air. You may already notice tiny bits of matter falling out and that's good, this means its getting closer to clean. Now you want to start removing the keys that are giving you the most trouble, sticking, stiff, what have you.

By placing the Q-tip under the key and prying it up, it should pop off. Beware, sometimes they fly off with tremendous force, so do not stand directly over the keyboard. It is sometimes best to cup your other hand over the key being pried off, as to prevent losing the key.

Once the key is off, you should be able to see what the problem is, whether it is a buildup within the key itself, or on the exposed key levers. Take another Q-tip and soak up a little alcohol and begin to clean the inside of the key and the tiny little exposed lever. If the matter is too hard to get out, try soaking the key

in a cup of alcohol for about 15 minutes and then running it under warm water, then spray it with the compressed air.

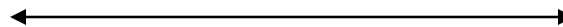
Once the key and the lever are clean, just align the key with the lever and press it firmly down, you will hear a snapping sound, almost like something broke. This might be perceived as bad at first, but that is the sound you are looking for.

Continue to do this with any trouble keys or any other key for that matter, it couldn't hurt to give your keyboard a tune-up.

After individual keys are OK clean the surface of the board with all purpose cleaner in a Kleenex or similarly soft rag. If its really bad in areas leave the cleaner on for a while and repeat the second time should do it.

This handy little tip should not just be used when you are in deep keyboard trouble. Consider performing this task at least four times a year. Most people don't realize this, but you shed about 35,000 dead skin cells a minute. When you think about it, that's a lot of dead skin that gets trapped in your keyboard only to clog it up. Eating at the computer also contributes to clogging your keyboard, you should try to keep this to a minimum, or cover your keyboard while you are eating to prevent crumbs from infiltrating those hard to reach places. If you're really hungry clean the Board more often.

**AND MOST OF ALL IF IN
TROUBLE CALL US AT
805-988-9540**



Mouse and Trackball maintenance

Roller Mouse Maintenance

Firstly unplug your mouse from the PC and get to hand a soft tissue and suitable cleaning fluid (window cleaner is fine).

Notice the removable cover on the bottom of the mouse.



Turn the mouse cover anti-clockwise to release the ball, remove the cover and take the ball out.

Use the soft tissue to clean the mouse ball, be sure to remove all dust/hair/debris.



Next, notice the 3 rollers within the mouse casing, these are what we need to clean.

You can improvise on how to clean the rollers, using your fingernail gets good results or a piece of plastic (no knives etc. too sharp and hard), if the mouse hasn't been cleaned before then you will see lots of dust on the rollers, whichever way you choose to clean them make sure you remove all traces of dust/debris as the smallest piece can cause the mouse to behave erratically.