

CLEANING OVERVIEW (SEE THE EXPANDED STEPS ON PAGE 2 BELOW FOR STEP BY STEP/DETAILED INSTRUCTIONS)

STEP ONE: WIPE THE SURFACE

Power off the device for protection. If you can, remove the battery for added safety but in most cases, this is not necessary.

Note: Remember to never clean electronics with a water based cleaner or apply cleaner directly to the electronic to prevent damage. Having too much liquid, especially a liquid like water that does not evaporate quickly can damage the device if it seeps onto electrical components.

STEP TWO: APPLY DAMPENED CLOTH

Gently wipe down the device with a dampened microfiber cloth or similar type material that will not leave lint behind or scratch surfaces.

Note: Only use electronic cleaner or an all-purpose cleaner that does not contain bleach or chemicals that may damage the surfaces. **Only apply to the cloth never directly onto the electronics.** The cloth should be damp, but never dripping/wet when squeezed.

FINAL STEPS

- Use a dry section of the microfiber cloth to clean off your device. To dry the surface to touch
- Wait a minute to a few minutes to be sure that the tablet, smartphone, laptop, or electronic is completely dry. If you removed the battery, replace it and turn your device back on. Operate it as you usually do.

CLEANING PRODUCT TIPS

- Never use household cleaners to clean tablets, smartphones, or electronic devices, as they may strip the coating that is on some screens or interfere negatively with certain plastics.
- Always apply the cleaning solution to a rag/cloth before cleaning never to the electronic itself.
- Ensure devices are powered off prior to cleaning and allow any cleaning solutions time to evaporate/dry before powering back on.

Expanded Steps for Cleaning

To thoroughly clean the outside of your device, it is important to ensure you are only using cleaning products appropriate for delicate hardware.

How to clean your laptop display or computer monitor

1. First, you will want to get a microfiber towel and computer-safe cleaning product.
2. Prepare your microfiber cloth with an appropriate cleaning solution. *Remember to avoid applying the cleaning solution directly to your screen or device. Apply the solution to the rag/cloth to dampen, but never clean with a wet or dripping cloth.*
3. **Spray a small amount** of cleaning product **onto the cloth**.
4. Starting from the center of your monitor, gently wipe the display in circular movements.
5. Continue wiping the screen until the entire surface has been wiped.

How to clean your laptop keyboard or physical keyboard

1. **Power down** your laptop and unplug it from all power sources for extra an extra layer of protection.
2. Turn your laptop upside-down and carefully tap it to remove any dust or other debris. You may want to consider putting a paper towel underneath it to catch anything that falls out to facilitate faster cleanup.
3. Wipe down the keys with a slightly damp microfiber cloth. **Make sure it is not too wet** because you don't want liquid to drip into the internals of your PC.
4. You may want to follow up the last step by wiping down the keys with a sanitizing wipe or an additional clean cloth to kill any germs left behind.

Note: Be careful not to damage the keys on the keyboard by applying too much pressure while cleaning the keys.