

Basic Care and maintenance of Computers

1. Air vents.

- a. We have had many computers come in due to dust or air vent blockage. Please if you see computers that have air vents blocked by tape, sticky notes, or posters remove them.
- b. Air vents for intake are found on the front of the computers. On older computers the grey vents look like this.

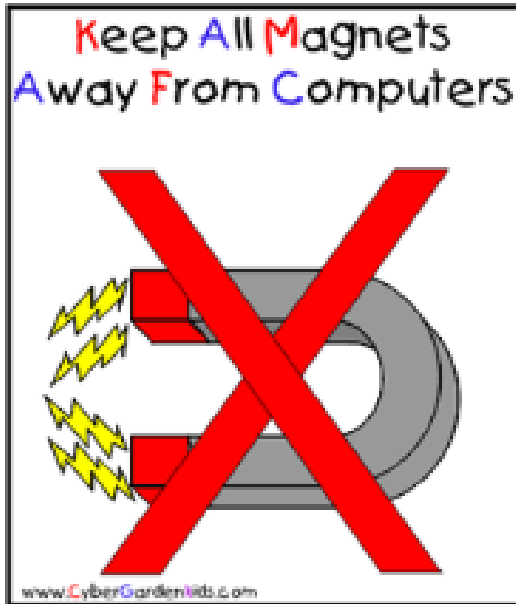


- c. Air vents for intake on newer computers look like this.



- d. These vents should be free of any blockage so the computer can cool properly

- e. Also the back fan should be free of obstruction, and away from the wall for airflow.
- 2. We are still finding computers with magnets on the side. Magnets delete any data on a hard drive of a computer. Flat magnets with company information, decorative magnets, and photo magnets will all wipe a computer hard drive completely (and permanently with no chance of recovery). Please remind everyone at your school the danger of magnets.



- 3. The wires coming out of the back of your computer are what make it work. If any of these wires are broken in any way the computer will no longer function. Please remind teachers not to push computers against a wall. Forcing a computer against a cinder block wall will damage the wires, and the computer itself.
- 4. If you have a new computer you can extend the life of that computer by shutting it down daily. Keeping a computer running sucks in dust, and adds hours to the power supply. Let's keep our new computers working as long as we can with regular shutdowns.