

MFP/SOP Cleaning Best Practices

March 2020

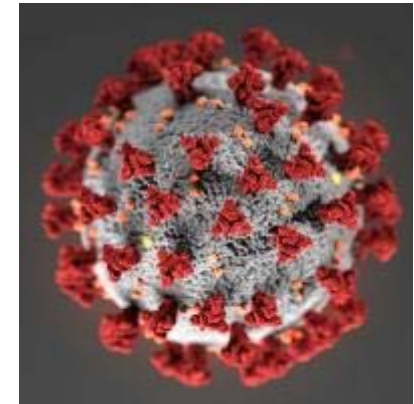
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Ricoh Dealer Service Support Group

Recent Concerns

- In light of the recent concerns with the COVID19 Corona Virus, everyone wants to know how best to clean their MFP screens and operation panels.



- For generally information regarding the Coronavirus (COVID-19) visit the CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

- Here are some recommendations

What Should I Avoid?

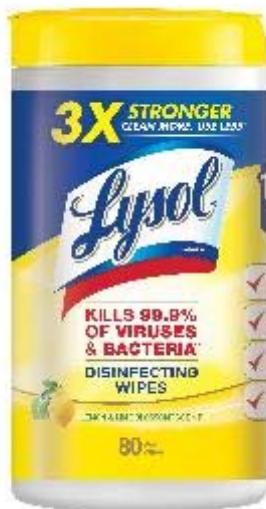
- Avoid anything that contains:
 - Bleach
 - Ammonia
 - Other harsh cleaning solvents



- The touch screen could eventually become clouded and require replacement

What Can I Use?

- Most types of anti-bacterial wipes or sprays



■ Using a Spray Bottle?

- Lightly moisten a cloth and gently wipe down the screen and panels
 - A lint-free microfiber cloth is recommended
 - Avoid paper towels as they may scratch
- DO NOT spray directly on the device's surfaces or components, as getting liquid inside the device could damage the internal components



Be sure to clean ADF handles, paper tray handles, and any other parts frequently touched during normal operations.

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Thank you.

