

CLEANING YOUR KYOCERA/HP MFD (MULTI-FUNCTION DEVICE)

Remember to please clean or sanitise your hands before and after using the Kyocera or HP MFDs

1. WHAT'S THE BEST WAY TO CLEAN PRINTERS/MFDS (MULTI-FUNCTION DEVICES)?

Before you start cleaning and disinfecting your equipment, please make sure to:

- ▶ Turn off and unplug all devices (place into sleep/standby first)
- ▶ Wear disposable latex (or appropriate alternative material gloves)
- ▶ Never attempt to clean your printer, copier or scanner with flammable solvents, as you can damage the components and be at risk of fire or electrical shock
- ▶ Do not attempt to clean the device internally, please contact IT Services or XMA Ltd (the number and email will be on the silver sticker on the front of the MFD) for any maintenance or service-related issues



Use the QR code to remind yourself of our community responsibilities

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2. WHICH PARTS OF YOUR PRINTER/MFD CAN YOU CLEAN?

Think about all the surfaces on your office equipment that you and your staff or students regularly touch.

Areas to clean include:

- ▶ On/off power buttons
- ▶ Document feeders
- ▶ Output trays
- ▶ Manual staple functions
- ▶ Touch screens
- ▶ Drawer/paper tray handles
- ▶ Scanner and copier screens (the glass and glass slits) and the lids

3. HOW DO I CLEAN MY PRINTER/MFD AND OFFICE EQUIPMENT?

- ▶ Use a scratch-resistant microfibre or similar cloth
- ▶ Apply the isopropanol alcohol (otherwise known as IPA) onto the cloth and wring out any excess moisture. Sanitising and disinfectant surface wipes or 70% alcohol based wipes can also be used
- ▶ Do not spray disinfectant directly onto the device
- ▶ Pay particular attention to the commonly-used areas mentioned above in section 2
- ▶ Watch for moisture dripping into keyboards and USB ports as water can cause electrical shorts
- ▶ Clean the glass, glass slit and scanning surface with a glass cleaner
- ▶ Air dry all surfaces before turning devices back on
- ▶ Throw away any gloves after each cleaning
- ▶ Wash your hands with soap and water or appropriate hand sanitiser

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CLEANING AND HYGIENE GUIDANCE

Please remember to wash or sanitise your hands before and after using any AV hardware or electronic devices

TIPS ON CLEANING ELECTRONIC EQUIPMENT:

- ▶ Use a lint-free cloth, such as a screen/wet wipe or a cloth made from microfibre
- ▶ Avoid excessive wiping and do not submerge items in cleanser to avoid damage
- ▶ Unplug all external power sources and cables (not applicable to in room on campus AV hardware)
- ▶ Do not use aerosol sprays (you can spray into the microfibre cloth though), bleach or abrasive chemical cleaners
- ▶ Ensure moisture does not get into any openings to avoid damage to sensitive electronics
- ▶ Never spray cleaner directly on an item, please use a microfibre cloth
- ▶ When using a wet wipe containing 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item(s) and work surface. This includes the LCD/LED display, touchscreen, keyboard, mouse, lapel mic, visualiser and the exterior surface of the item(s). If you have concerns about the cleaning product being used, please refer to the manufacturer's recommendations and any warning labels.
- ▶ When using a wet wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.
- ▶ Do not use fabric or leather materials on items, as this can scratch or damage to the item, please use a microfibre cloth

WHAT CLEANING MATERIALS WOULD WE RECOMMEND?

Think about all the surfaces on your office equipment that you and your staff or students regularly touch.

Please use:

- ▶ a wet wipe containing 70% alcohol
- or:
- ▶ a microfibre cloth
- and:
- ▶ an IPA based Antibacterial Surface Cleaner



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