

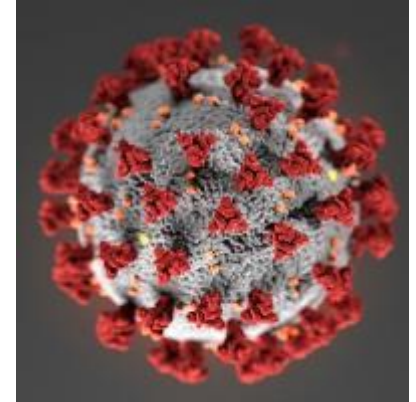
# MFP/SOP Cleaning Best Practices

March 2020

**RICOH**  
imagine. change.



- 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?

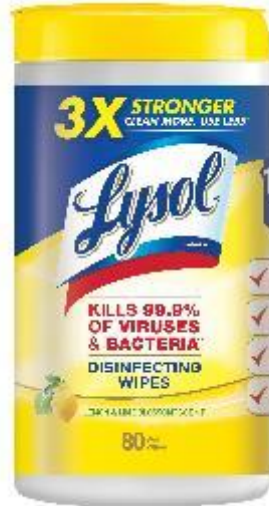
- Avoid anything that contains:
  - **Bleach**
  - **Ammonia**
  - **Other harsh cleaning solvents**



- 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

