



RECOMMENDED STEPS FOR CLEANING YOUR PRINT EQUIPMENT

The office copier is a frequent stop for employees and is often overlooked when it comes to sanitization. We'd like to share some tips to most efficiently clean the various areas of your copier or printer.



- ✔ Wear latex gloves while disinfecting.
- ✔ Power down your device.
- ✔ Wet a lint-free cloth with rubbing alcohol (70% isopropyl alcohol, 30% water) or use anti-bacterial wipes without harmful chemicals listed below.
- ✔ Wipe down the frequently touched areas.
- ✔ Allow the device to dry completely before powering back on.
- ✔ After disinfecting, the copier glass should be cleaned using an office glass cleaner sprayed onto a cloth to remove any streaks.

- ✘ Avoid spraying anything directly on your device or using powdered cleaner as both will damage your device.
- ✘ Many household chemicals can damage your device and even require replacement. Do not use any cleaners that contain bleach, ammonia, acetone, peroxides (including hydrogen peroxide), methylene chloride, ethyl alcohol, or any petroleum-based materials.



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