

# Cleaning Guidance: Keeping your Equipment Germ-Free



Cleaning your printing system is essential to maintaining a healthy workforce. The CDC recommends an alcohol solution consisting of 70% isopropyl alcohol and 30% water. This disinfectant may also be marketed as rubbing alcohol, and is sold in most stores.

Please follow the steps below to use the CDC-recommended alcohol solution to clean high-touch, external surfaces on equipment:

1. Wear disposable gloves made of latex (or nitrile gloves if you are latex-sensitive) when cleaning and disinfecting surfaces.
2. Turn off the device and disconnect AC power (for printers, devices should be unplugged from the outlet). Never clean a product while it is powered on or plugged in.
3. Lightly moisten a lint-free microfiber cloth with the cleaning solution. The cloth should be moist, but not dripping wet.
  - DO NOT use fibrous materials, such as paper towels or toilet paper.
  - DO NOT spray any liquids directly onto the product.
4. Gently wipe the moistened cloth on the surfaces to be cleaned.
5. When cleaning the touchscreen or display screen, carefully wipe in one direction, moving from the top of the display to the bottom.
6. Ensure surfaces have completely air-dried before turning the device. No moisture should be visible on the surfaces of the product before it is powered on.
7. After disinfecting, copier/scanner glass should be cleaned again using an office glass cleaner sprayed onto a clean rag to remove streaking. Streaking on the copier/scanner glass from the CDC recommended cleaning solution could cause copy quality defects.
8. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed.

### Additional tips

- Most types of anti-bacterial wipes or sprays can be used. Wipes containing bleach and hydrogen peroxide should not be used.
- **AVOID** anything that contains bleach, ammonia, or other harsh cleaning solvents.
- It is recommended to clean surfaces (touchscreen, paper trays, etc.) 3-5 times per day.
- Do not allow any moisture to drip into areas like keyboards, display panels or USB ports, as moisture entering the inside of an electronic product can cause extensive damage to the product.

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