

How to Properly Clean a UniFocus Touch Screen Time Clock

As touch screen terminals, kiosks, and tablets become increasingly frequent in the way hotels, retail stores, restaurants and other clients do business, and with COVID-19's arrival in the United States, touch screens need to be frequently and thoroughly sanitized to reduce the risk of spreading infection.

Required Supplies

- Lint-free or microfiber cloth
- Cleaning solution: mix of 80% alcohol and 20% water or products for cleaning LCD/LED screens, such as 3M Anti-Static Electronic Equipment Cleaner



Step-by-Step Cleaning Process

To properly clean your touch screen:

1. Power off the system and disconnect it from the outlet.

Powering off the system and unplugging it from the wall is crucial. Drain any residual static electricity from the PC by touching a metal part of the case, not any of the components inside. Any residual static electricity has the potential to give you a shock or do permanent damage to the machine.

2. Moisten a soft, lint-free or microfiber cloth with the cleaning solution.

NEVER spray the glass cleaner directly onto the display. The liquid will seep into the corners and in between the thin layers. This will cause black spots to appear on the touch screen. Never use ammonia-based glass cleaners, such as Windex, on your touch screen. The ammonia will destroy the screen membrane and cause permanent discoloration. In more severe cases, it will result in touch screens not working appropriately.

3. Wipe the display surface in a circular motion to remove any dirt or residue from the touch glass.

Apply only slight, gentle pressure as you wipe the touch screen. The circular motion will ensure that any streaking is reduced as much as possible.

4. Use a dry, clean, microfiber cloth to gently dry the screen.

Never dry with paper towels, facial tissues, or abrasive cloth. These items can cause tiny scratches in the touch screen. Always use a dry, clean, microfiber cloth to gently dry the screen.

Instead, use a soft brush to remove any small objects from between the glass and the bezel. You may also use canned air for electronics.

5. Reconnect the power to the system and turn it on

Once complete and you're certain that the surface of the touch screen is completely dry, reconnect the power and turn the touch device back on.

Cleaning Frequency

During crises, such as the COVID pandemic, it's critical to sanitize your touch screen devices as often as possible. For devices like rugged tablets that are handled by staff members each shift, consider cleaning them at the end of each shift. For fixed-terminals or self-service kiosk, consider cleaning at least once a day.
