

MULTI-FUNCTION PRINTER (MFP) CLEANING GUIDE

MFPs are designed for use in the most demanding office environments.

Since MFPs are often shared by a multitude of users and touching the user interface and other parts of the device are common in normal use, below are guidelines for cleaning the exterior surfaces of MFPs:

1. Use a soft cloth and alcohol for disinfection (ethanol).
2. Be sure to turn the power off before cleaning in order to avoid malfunction.
3. Do not directly spray alcohol on the MFP. Dampen a soft cloth and then gently wipe the MFP.
4. Areas recommended for cleaning:
 - Control panel (LCD, buttons, keys, etc.)
 - Platen cover or covers in the Document Feeder
 - Side guides in the Document Feeder
 - Jam access cover
 - Side guides in the bypass tray

RECOMMENDED CLEANING SOLUTION:



Ethanol

FREQUENCY:



Clean as often as needed without affecting the longevity or quality of the equipment

ADDITIONAL RECOMMENDATION:



pCAP-compatible stylus is an alternative option to touch

*For additional information on disinfecting and cleaning processes, please consult the Centers for Disease Control and Prevention (CDC). The CDC or the World Health Organization (WHO) should be your reference point for the medical and biological expertise. Please refer to the [CDC's Environmental Cleaning and Disinfection Recommendations](#)

TOP DO'S



Be sure to turn the power off before cleaning in order to avoid malfunction



Use a microfiber cleaning cloth or soft towels



Spray the cleaner onto the cleaning cloth/towel and then wipe the surface to be cleaned



Clean with a cloth/towel that is damp but not soaked/dripping wet



Consult trained service personnel for cleaning of the interior of electronic equipment

TOP DON'TS



Do not spray cleaners directly onto equipment



Do not use abrasive cleaners (powders) or abrasive cleaning materials (scrub brush, scouring pad, etc.)



Do not soak the electronic equipment with cleaning liquid



Never attempt to clean the following portions with alcohol: original glass, scanning area (surface of the long rectangular glass)