

# MFP/SOP Cleaning Best Practices

March 2020

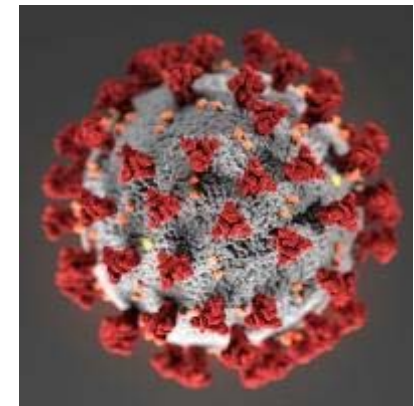
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Ricoh Dealer Service Support Group

# Recent Concerns

- 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?

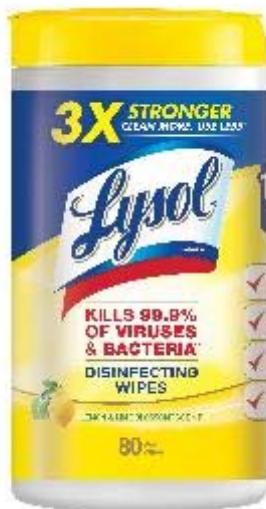
- Avoid anything that contains:
  - **Bleach**
  - **Ammonia**
  - **Other harsh cleaning solvents**



- 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

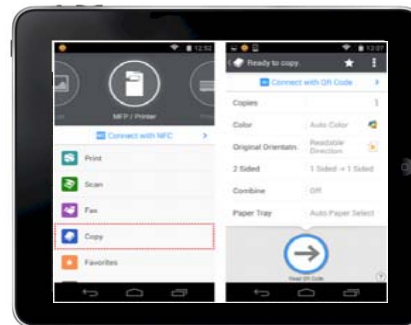


# RICOH Smart Device Connector

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- “Too bad there wasn’t a way to operate the panel from my smart phone or tablet”

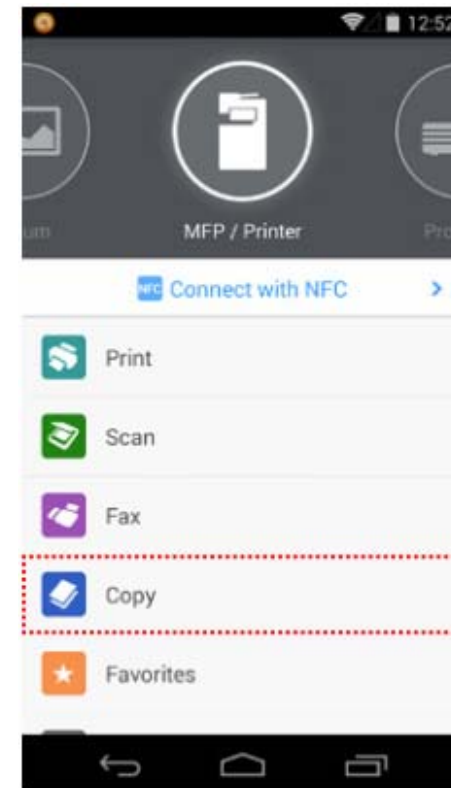
There  
is!!



# RICOH Smart Device Connector

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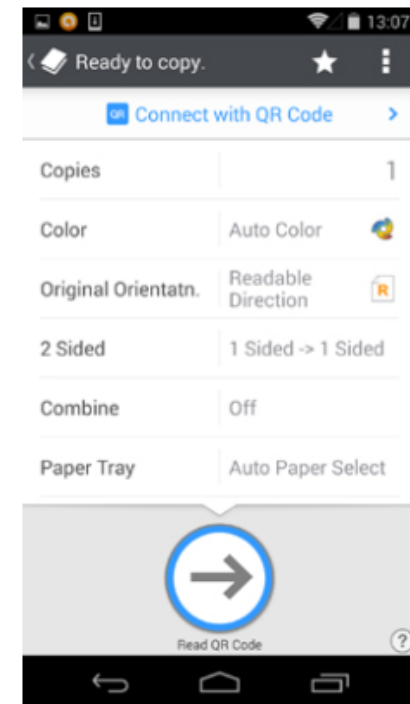
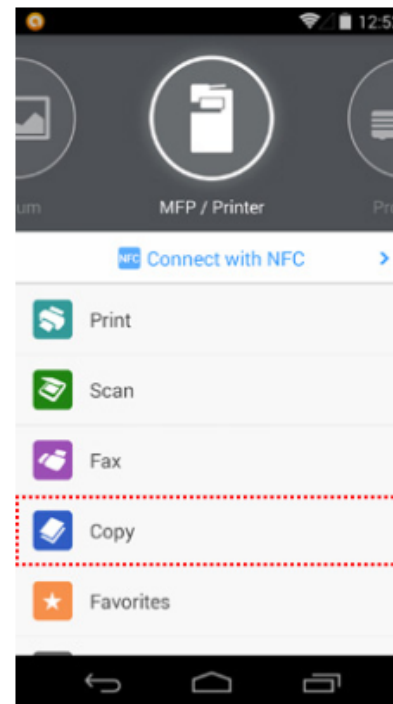
- Allows you to operate the machine using a smart device
  - Copy
  - Print
  - Scan
  - Fax



# RICOH Smart Device Connector

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- Copy settings can be specified
  - Number of copies
  - B&W or Color
  - Simplex or Duplex
- Frequently used settings can be saved as favorites





# RICOH Smart Device Connector

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- For more information

- <https://www.ricoh.com/software/connector>



- Available for free on Google Play and the App Store

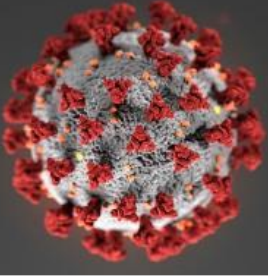


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Thank you.



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In light of the recent concerns with the COVID-19 Corona Virus, please adhere to these best practices for cleaning MFP screens and operation panels.

For general information regarding COVID-19, visit the [CDC website](https://www.cdc.gov).

## WHAT TO AVOID

Anything that contains:

- Bleach
- Ammonia
- Other harsh cleaning solvents



These products may cause the screen to become clouded, requiring replacement.

## WHAT TO USE

Most types of disinfecting wipes or sprays:



Lightly moisten a cloth and gently wipe down the screen and panels with a lint-free microfiber cloth. Avoid paper towels, as they may scratch.

**Using a spray bottle?** DO NOT spray directly on the device's surfaces or components. Getting liquid inside the device could damage internal components.

## RICOH Smart Device Connector

Allows you to operate the machine using a smart device

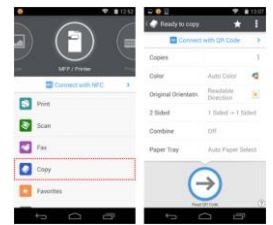
Copy · Print · Scan · Fax

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