

# Cleaning your RICOH Multifunctional Printer (MFP)



With concerns over the spread of coronavirus (COVID-19), Ricoh is providing the below guidelines for cleaning MFP screens and operation panels. For more information on cleaning and disinfecting in relation to COVID-19, please consult WHO and/or CDC websites. See links below.



It is strongly recommended that gloves are worn when cleaning and disinfecting surfaces.

Turn off the machine by pushing the main power switch.



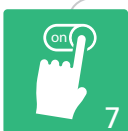
To clean the device, wipe gently, using **ONLY** a soft, non-static, lint-free micro-fiber cloth. Apply cleaning fluid onto the cloth not to the machine. **DO NOT** use paper towels. Use only an alcohol-based cleaning disinfectant containing at least 70% isopropyl alcohol.

The MFP, including the operation panel, is not waterproof. **DO NOT** spray directly onto MFP's surface (this will damage internal components). **DO NOT** use any cleaners that contain bleach, ammonia, harsh cleaning solvents, organic solvents, acids or alkalis. Use only alcohol (minimum 70%) based cleaning fluids.



Gently clean the outer covers and external touch points by wiping with a moistened cloth. Do not clean the inside of the device with any cleaners.

Gloves should be discarded after each cleaning.  
Wash hands immediately after safely disposing of gloves.



After cleaning, ensure all surfaces have completely air-dried before turning the device on again. No moisture should be visible before powering the device on again.