



# Cleaning your RICOH Multifunction 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, consult the Centers for Disease Control and Prevention (CDC).



It is recommended to wear gloves when cleaning and disinfecting surfaces.



Turn off the machine by pushing the main power switch.



DO NOT use any cleaners that use bleach, ammonia, or harsh cleaning solvents. DO NOT spray directly onto MFP's surface (this damages internal components).



Only use non-static, lint-free microfiber cloth - not paper towels. Dampen with a disinfectant that is more than 70% isopropyl alcohol.



Gently clean the outer covers and touch points by wiping with a moistened cloth. Do not clean the inside of the device with cleaners.<sup>1</sup>



Gloves should be discarded after each cleaning. Wash hands immediately after gloves are disposed of.



Ensure all surfaces have completely air-dried before turning the device on after cleaning. No moisture should be visible. Power device on.

According to the CDC, antibacterial wipes and cleaners need to sit on the surface, damp, for 3-5 minutes to kill germs.<sup>2</sup>

<sup>1</sup> Contact us at [MyRicoH.com](https://myricoh.com) if your device needs service and/or internal cleaning.

<sup>2</sup> <https://www.cdc.gov/flu/school/cleaning.htm>