

MFP/SOP Cleaning Best Practices

March 2020

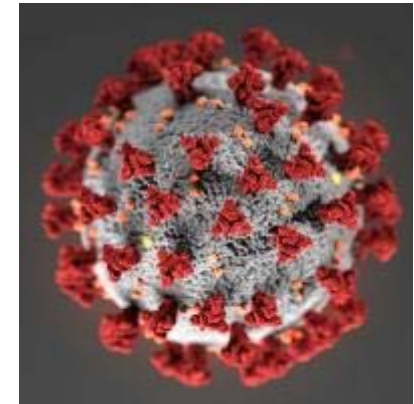
RICOH
imagine. change.



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?

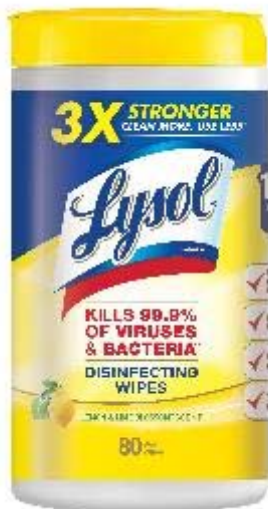
- Avoid anything that contains:
 - **Bleach**
 - **Ammonia**
 - **Other harsh cleaning solvents**



- 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



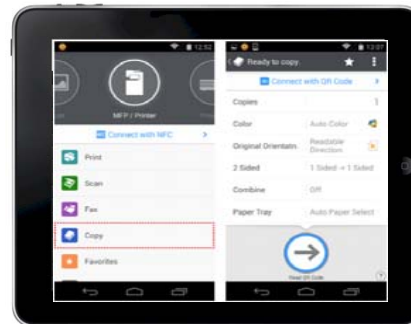
RICOH Smart Device Connector

RICOH
imagine. change.

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



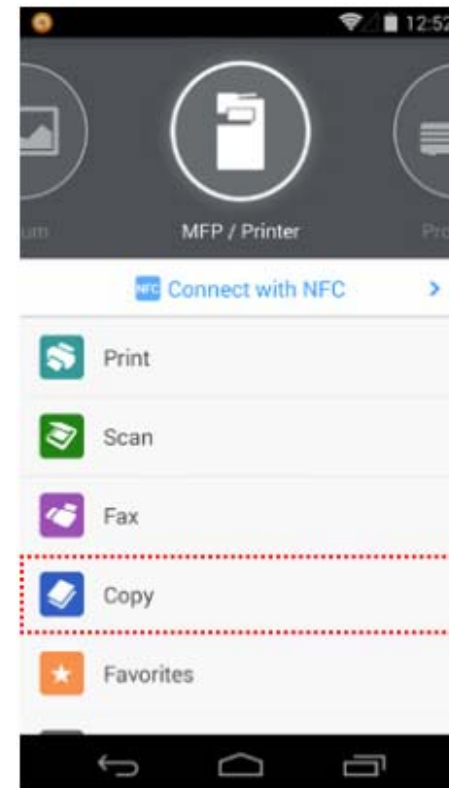
**There
is!!**



RICOH Smart Device Connector

RICOH
imagine. change.

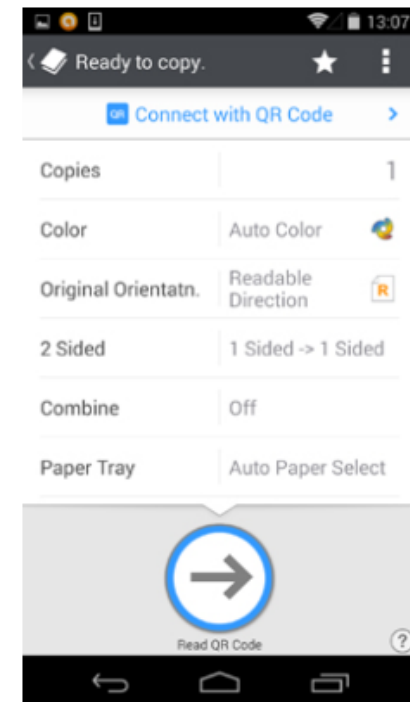
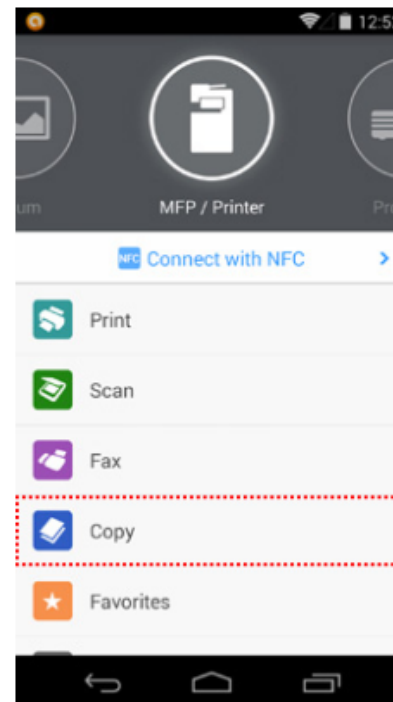
- Allows you to operate the machine using a smart device
 - Copy
 - Print
 - Scan
 - Fax



RICOH Smart Device Connector

RICOH
imagine. change.

- 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

RICOH
imagine. change.

- For more information

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



- Available for free on Google Play and the App Store

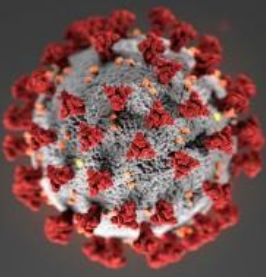


RICOH
imagine. change.

Thank you.



RICOH
imagine. change.



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

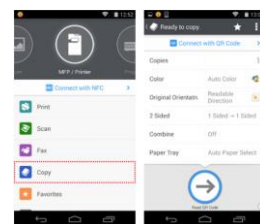
Copy · Print · Scan · Fax

Copy settings can be specified

Number of copies · B&W or Color · Simplex or Duplex

Frequently used settings can be saved as favorites.

Visit <https://www.ricoh.com/software/connector> for more information.



I wish I could operate the panel from my smart phone or tablet...

You can!

Available for free on Google Play and the App Store

