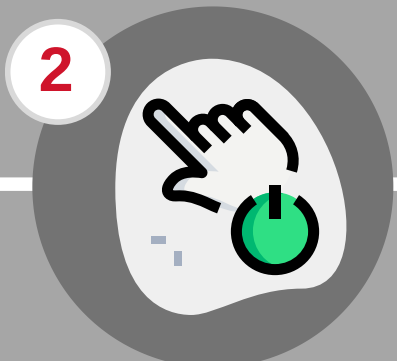


Cleaning your Ricoh MFP/SOP

With concerns over the spread of coronavirus (COVID-19), cleaning and disinfecting all surfaces is imperative. Please adhere to these best practices for cleaning MFP screens and operation panels.

For more information on cleaning and disinfecting, consult the [Centers for Disease Control and Prevention \(CDC\)](#). They should be your main resource for updates.



2

Turn off the machine, by pushing the main power switch



1

It is recommended to wear gloves when cleaning and disinfecting surfaces



3

Only use a non-static, lint free cloth. Dampen cloth with a disinfectant that is more than 70% isopropyl alcohol.



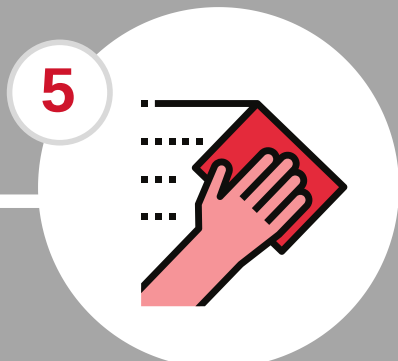
4

DO NOT use bleach or ammonia and DO NOT spray liquid directly onto surface, both can damage internal components



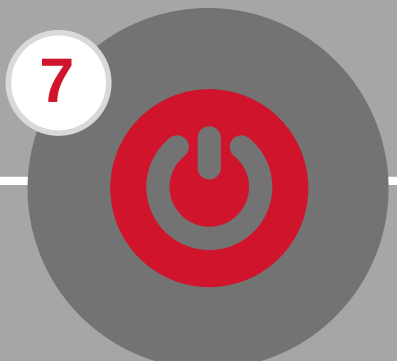
6

Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed



5

Gently clean the outer covers and touch points by wiping the surface with moistened cloth



7

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

