TERMINAL CLEANING

A Short brief information leaflet on how to clean your terminal to stop the spread of viruses.

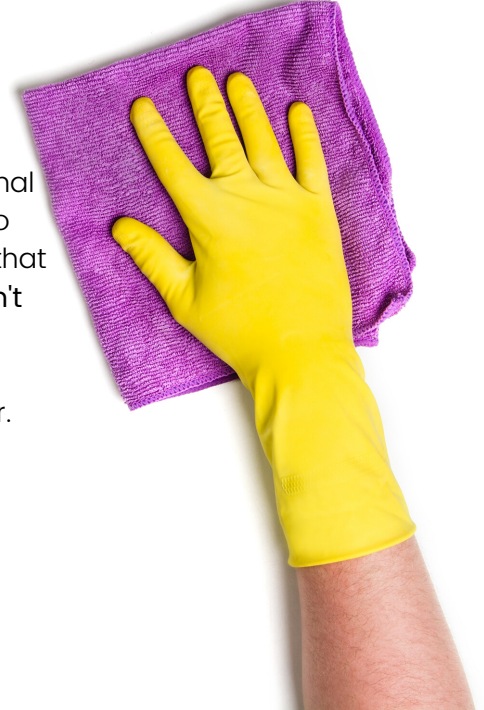**ClockingSystems**

Cleaning Procedure

Wipe down the terminal

We recommend wiping down the terminal regularly with **dettol anti-bacterial wipes.** If you are to use any product to wipe down the terminal please ensure the product is **bleach & alcohol free** to stop damage to your terminal. Please also make sure that if you are to use a product that isn't wipes that you put the product onto the cloth first so that you **don't place too much moisture** on the terminal its self.

If you are using a **face reader** please only wipe the keypad and mirror.

Please do not use any hard brushes on the terminals.

What else can I do to protect my employees?

We recommend placing a hand sanitizer nearby to the terminal to be used immediately after clocking, please do not clock after using sanitizer as you may place alcohol on the terminal which will cause damage. Please instruct all employee's to sanitize their hands after using the hand scanner, or after pressing the OK to wake button on a face reader.

What not to do

an important part is how not to damage your terminal.
Please do not use bleach, alcohol or hard brushes to clean the terminal and ensure you do not use excessive liquid as it will likely cause damage.

Need further information?

If you require further information please log a ticket at
https://ticket.timepg.com

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