



How to Clean Your Time Clocks

CLEANING THE TERMINAL EXTERIOR



Dampen a cleaning cloth with a hard-surface cleaner and wipe the terminal exterior.



Since dried cleaning product residue could become a problem for the electrical and mechanical connections, avoid excess application of cleaning product and do not spray cleaning product directly on the terminal.

These instructions do not apply to the interior of the terminal.

CLEANING THE TERMINAL SCREEN

TCP hardware terminals are equipped with LCD screens. Some are equipped with touch screen membranes on the LCD screen. All screens are susceptible to damage if improperly cared for.

Never spray the clock directly.



1

Turn off the device. If the screen is dark, it will be easier to see the areas that are dirty or oily.

2

Use a clean, dry, microfiber cloth and gently wipe the screen. If the microfiber cloth does not completely remove the dirt or oil, do not press harder in an attempt to scrub it off.

3

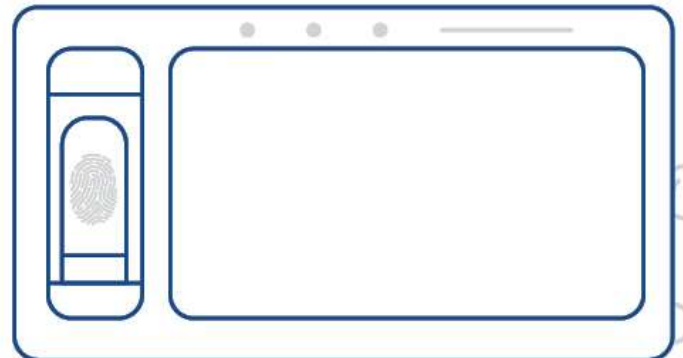
If necessary, dampen the microfiber cloth with LCD screen cleaning fluid or with 70% or greater isopropyl alcohol (rubbing alcohol).

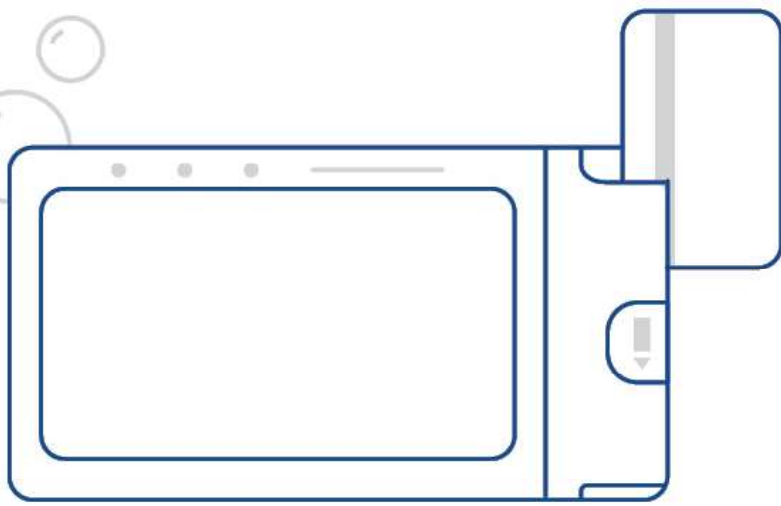
CLEANING THE BIOMETRIC READER

Inspect and clean the terminal regularly to maintain optimum performance.

Starting from the rear corners, work your way forward cleaning the plate, side mirror, reflector, and the window above the plate using a clean cloth dampened with ordinary non-abrasive window cleaner.

Do not spray cleaning fluid directly into or on your terminal.



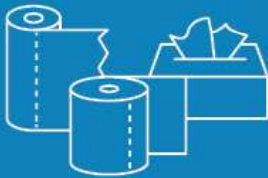


CLEANING THE BADGE READER

Swipe a cleaning card pre-moistened with rubbing alcohol through the reader several times.

GENERAL GUIDELINES

Avoid cleaning products that contain ammonia (Windex®), ethyl alcohol (drinking alcohol), toluene (paint solvents), as well as acetone or ethyl acetate. These chemicals can react with the materials the display screen is made of or coated with, which could permanently discolor the screen or cause other kinds of damage.



Avoid using paper towels, toilet paper, tissue paper or clothing to wipe the screen. These materials can scratch the display screen.



Never spray liquid directly on any screen. The liquid could penetrate to the interior of the terminal and cause damage.



Looking for more info on your device? Let's talk.

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