**Timeclock Cleaning Guide**

Cleaning the Timeclock’s Exterior

* Use a moistened cleansing cloth to wipe down the exterior of the device.
* Dried residue has the potential to interfere with the electrical and mechanical connections; so, avoid gross application of cleaning products and DO NOT spray cleaning solutions directly onto the device.

Cleaning the Timeclock’s LCD screen

* Turn off the device. If the screen is dark, it will be easier to see the areas that are dirty or oily.
* Use a clean, dry, microfiber cloth and very gently wipe the screen.
* If the microfiber cloth does not completely remove a spot, dampen the microfiber cloth with a commercially available LCD screen cleaning fluid or with rubbing alcohol.
* Never spray the clock directly.

General Guidelines

* DO NOT use paper towels, toilet paper, or clothing to wipe the screen. Such materials would result is scratches on the display.
* Avoid using products that contain ammonia (Windex), Ethyl alcohol, toluene, and acetone. Such materials could break down the chemicals on the LCD screen resulting in discolor.
* NEVER spray solutions on to the screen; the liquid could penetrate to the internal of the device and damage it.

Cleaning a Swipe Terminal

* Swipe a cleaning card pre-moistened with rubbing alcohol through the reader several times.
* DO NOT spray cleaning solution directly into the swipe terminal.

Cleaning the Biometric Fingerprint Scanner

* Using a cotton swab dampened with rubbing alcohol, start at the back of your reader and work forward.
* For timeclocks with scanner covers, use a microfiber cloth dampened with rubbing alcohol.