

KYOCERA Cleaning Office Supplies

Introduction

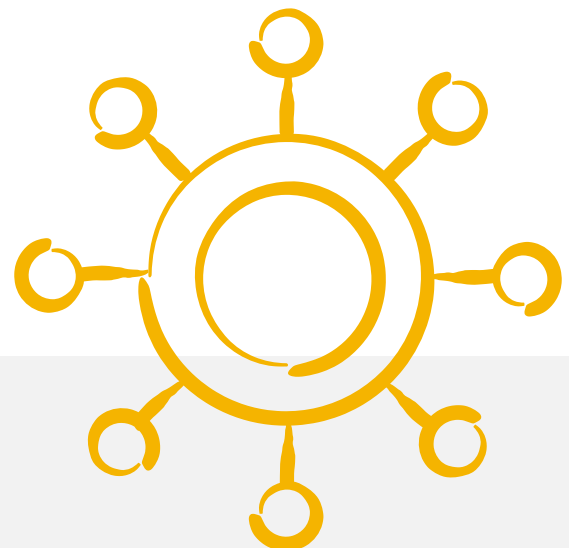
Considering the extent and rapid spread of the coronavirus (COVID-19) across the world, Kyocera wishes to reaffirm its commitment to ensuring the safety of employees, customers and partners.

The virus continues to pose a huge threat globally and we are taking the necessary steps to provide customers with the information they need so they can keep the surfaces of their devices clean in their respective workplaces. This will be one of the fundamental ways of slowing the spread of this disease; maintaining a clean, healthy work environment is very important.

Kyocera has developed the following recommendations to help businesses properly clean and disinfect the surfaces of shared devices, including Kyocera multifunction devices, printers, monitors, laptops and any other surfaces which employee come into contact with on a daily basis.

In order to ensure properly clean surfaces, the Centers for Disease Control (CDC) recommends cleaning, followed by disinfecting as best practice for the prevention of coronavirus in a work environment where multiple users share devices.

Keeping these devices clean is a basic necessity but it is not, however, the sole solution. Please also remember to practice social distancing during this critical time.



Cleaning Guide

- + Wear disposable gloves made of latex (or nitrile gloves if latex-sensitive) when cleaning and disinfecting surfaces.
- + The CDC advises the use of an alcohol solution that consists of 70% isopropyl alcohol and 30% water when cleaning.
- + Before proceeding, turn off machine and disconnect AC power. You should also disconnect any external devices.
- + Wipe external surfaces using a microfiber cleaning cloth or disinfectant towels.
- + Do not apply liquids directly on devices.
- + It is important to pay close attention to frequent touch areas such as smart panels, lids, trays and keyboards.
- + When cleaning a display screen or touchscreen panel, wipe in one direction.
- + After disinfecting, copier/scanner glass should be cleaned again using an office glass cleaner.
- + After cleaning, gloves should be discarded, and hands washed immediately for 20 seconds with soap and warm water.
- + Ensure surfaces have completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before being powered on.

Conclusion

These guidelines are basic principles of good hygiene and, given the current situation, should be re-emphasized and given even greater importance. Apart from ensuring clean surfaces, device users should also practice good personal hygiene, including frequent hand washing for at least 20 seconds with soap and warm water, and maintain social distancing.

For customers who are concerned about touching the machine, Kyocera offers applications such **MobilePrint** and **MyPanel** which help minimize the need to use device panels. Both Apps are available in the Apple App store and Google Play Store free of charge.

Maintaining optimal hygiene is a team effort; clean device surfaces alone will not halt the spread of the virus. Each and every employee has a responsibility to maintain a healthy workspace for the collective good.

Following these guidelines means you will be playing your part in flattening the curve.

Precautions

The following are precautions to take into account when cleaning and disinfecting Kyocera office equipment:

- + When cleaning regularly, do not use an alcohol/water mixture that is stronger than 70% alcohol.
- + Do not spray any liquids directly onto the product.
- + Never use abrasives or chemicals such as bleach, ammonia, peroxide or other cleaning agents — this can cause physical damage to equipment.
- + Do not use regular paper towels or tissues to clean equipment.
- + Never mix household bleach with ammonia or any other cleanser.
- + Avoid contact with skin and eyes when cleaning with alcohol.
- + Only clean the exterior touch surfaces when cleaning and disinfecting equipment.
- + Check to ensure the cleaning product is not past its expiration date.
- + Ensure there is adequate ventilation in the cleaning area.
- + Do not touch your face with your gloves.