

**COPIER OPERATIONS TIP OF THE MONTH**  
**April 2025**

**TeamWorks Copier Repair Service**  
**The Cleaning and Disinfecting Process**

Dear Partners,

To best clean and disinfect your machine:

1. Turn off the device, and make sure that the screen is turned off. Turning off the screen allows you to immediately see any fingerprints or soiled areas that you will need to focus on.
2. Do not spray any cleaning agent directly on the machine. Instead, spray the cleaning agent on a lint-free cloth/rag, then use that to wipe surfaces. Avoid anything that contains bleach, ammonia, or other harsh cleaning solvents. Most antibacterial wipes are acceptable for cleaning your machine. However, do not use one that is too wet, as it could drip inside the machine.
3. Use a disinfectant wipe to clean the mainframe of the device (however, please don't use the disinfectant wipe to clean the touch screen).
4. Use an alcohol wipe that is not too wet to clean the touch screen.
5. Use only glass cleaner on the plate glass surface and wipe with a lint-free cloth.
6. Dispose of cloths/rags after one use.

In general, when cleaning electronics, never use a soaked disinfectant wipe to clean the device. Squeeze out the wipe to remove the excess liquid first.

*Thank you!* As always, **please contact me with any questions.** I am only a phone call away and you can also contact me on Outlook ([Stevlarlon G Green@mcpsmd.org](mailto:Stevlarlon.G.Green@mcpsmd.org)).

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