

# Review Best Practices

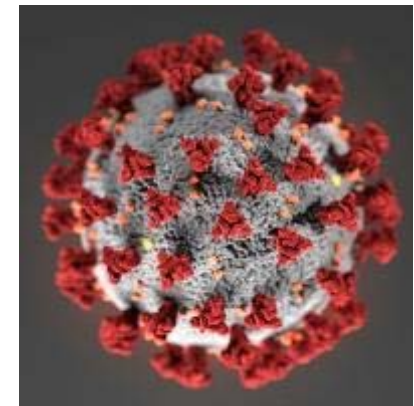
March 2020



Ricoh Dealer Service Support Group

# Recent Concerns

- In light of the recent concerns with the COVID19 Corona Virus, everyone wants to know how best to clean their MFP screens and operation panels.



- For generally information regarding the Coronavirus (COVID-19) visit the CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

- Here are some recommendations

# What Should I Avoid?

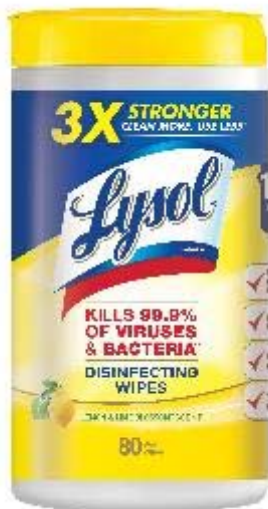
- Avoid anything that contains:
  - Bleach
  - Ammonia
  - Other harsh cleaning solvents



- The touch screen could eventually become clouded and require replacement

# What Can I Use?

- Most types of anti-bacterial wipes or sprays



## ■ Using a Spray Bottle?

- Lightly moisten a cloth and gently wipe down the screen and panels
  - A lint-free microfiber cloth is recommended
  - Avoid paper towels as they may scratch
- DO NOT spray directly on the device's surfaces or components, as getting liquid inside the device could damage the internal components



# Smart Device Connector



- “Too bad there wasn’t a way to operate the panel from my smart phone or tablet”

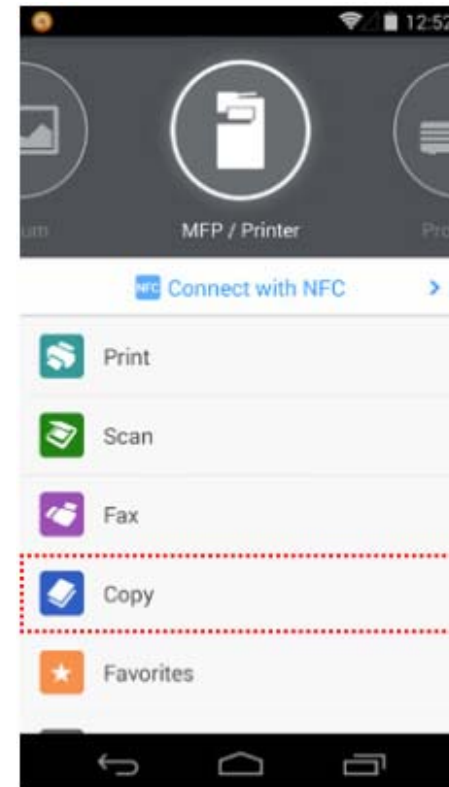
There is!!



# Smart Device Connector



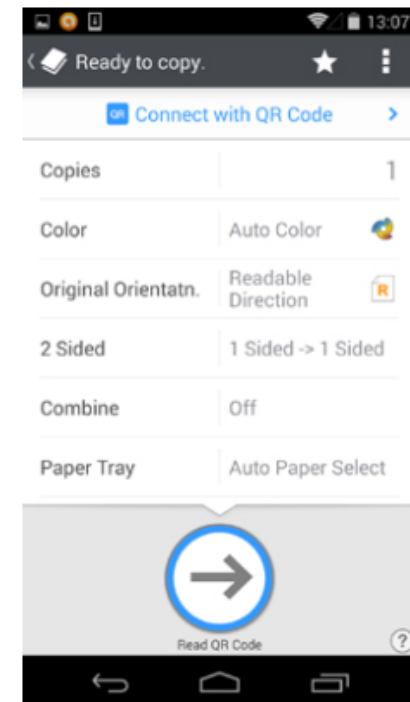
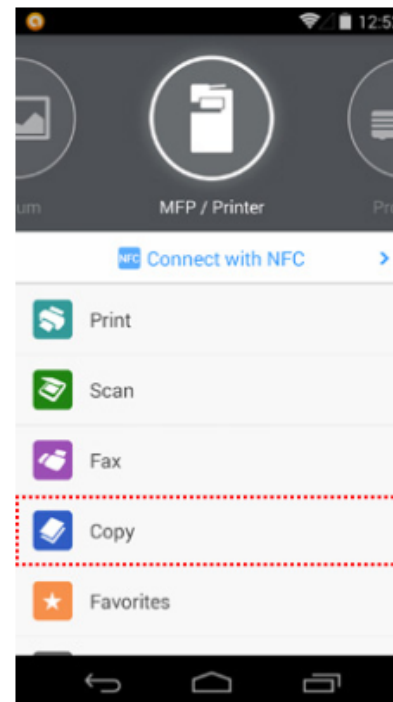
- Allows you to operate the machine using a smart device
  - Copy
  - Print
  - Scan
  - Fax



# Smart Device Connector



- Copy settings can be specified
  - Number of copies
  - B&W or Color
  - Simplex or Duplex
- Frequently used settings can be saved as favorites





# Smart Device Connector

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- To learn more about Smart Device Connector and to see if your Multi-Function Printer is compatible talk with your Service Technician or contact Century at:
- <https://www.centuryks.com/contact>



Thank you.



**RICOH**  
imagine. change.