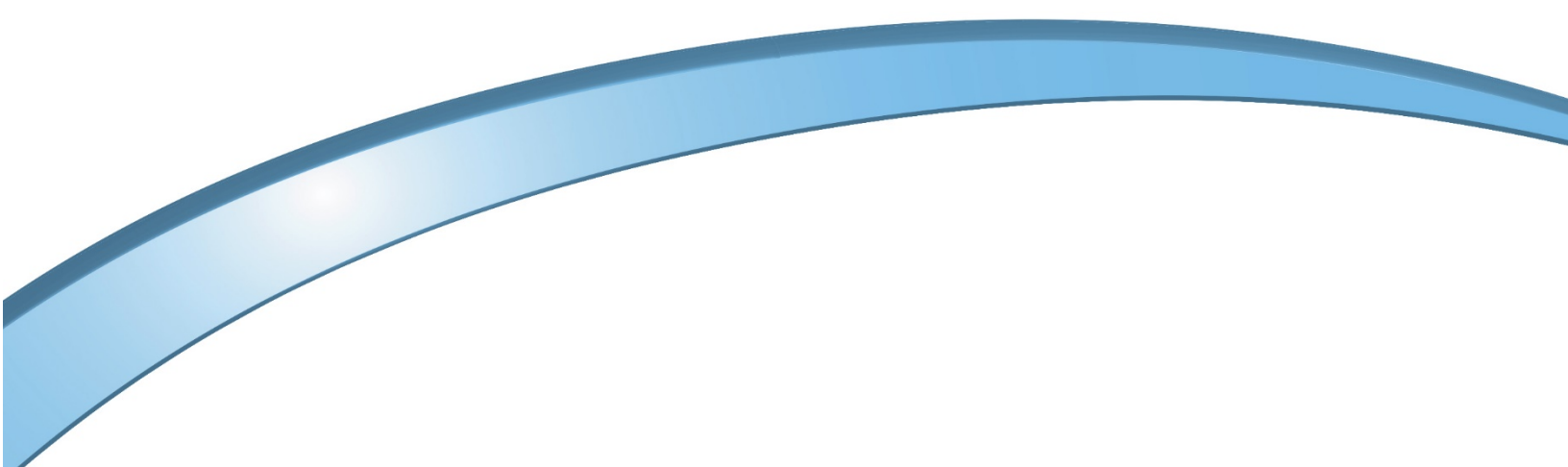
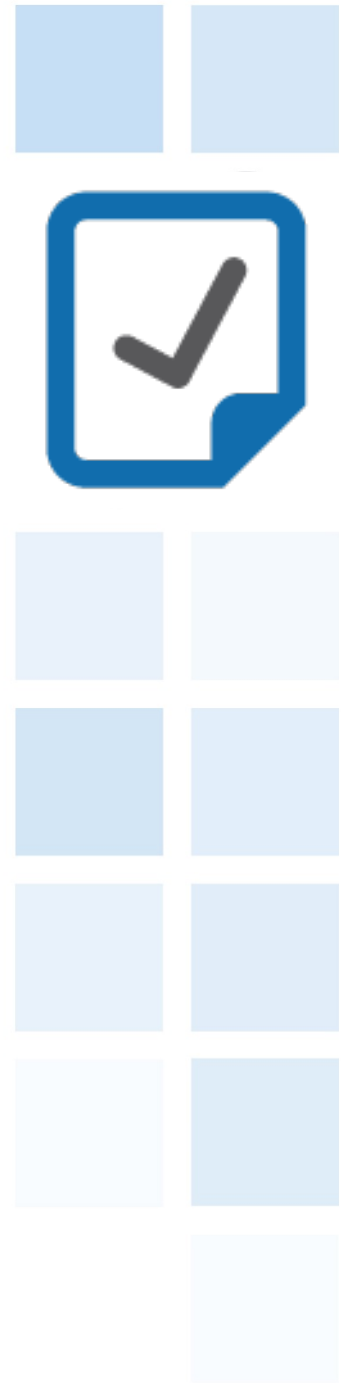




System Documentation

OnePoint Human Capital Management

How To Clean Time Clocks & Biometric Scanners



CLEANING TIME CLOCKS

General guidelines to keep any time clocks clean and functional

The following general information applies to all OnePoint time clock and biometric scanner models:

- The time clock surfaces, touch screen, display, and keypad areas should be cleaned periodically with a glass cleaner applied to a soft, lint-free cloth.
- Biometric scanners should be cleaned periodically with diluted dishwashing liquid applied to a soft, lint-free cloth.
- The badge swipe channel on time clocks with integrated bar code badge readers should be cleaned periodically by folding a paper towel sprayed lightly with glass cleaner over a badge and swiping the badge several times.
- Hand sanitizer gel and/or alcohol-based cleaning wipes may be applied to employee hands prior to and/or after using the time clock or biometric scanner, provided hands are dry prior to touching the time clock or scanner.

CDC guidelines on hygiene for all employees in the workplace are available at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

IMPORTANT Please adhere to the following guidelines to avoid damaging your time clocks and biometric scanners.

- **Do not apply sanitizing gels or wipes directly to the time clock or scanners**, as they may cause damage and potentially render the time clock and scanner unusable.
- **Do not use alcohol-based cleaning products or solvents such as benzene or acetone to clean any time clocks or biometric scanners** as they may cause damage and potentially render the time clock and scanner unusable.
- **Cleaning solutions/liquids should never be sprayed/applied directly on time clock surfaces, touch screens, or biometric scanners.** They should be applied first to a soft, lint-free cloth.
- **Do not use steel wool or any other abrasives**, use a soft, lint-free cloth.

Cleaning OneTouch 9000 and 9100 Time Clocks and Biometric Scanners

Use glass cleaner and a soft, lint-free cloth to clean the OneTouch.

Note: Do not spray the cleaner directly on or inside the unit. Spray the cleaner on the cloth.

Cleaning the case

1. Spray glass cleaner on a soft, lint-free cloth
2. Wipe the top, bottom, and sides of the case.

Do not spray the cleaner directly on or inside the case or directly on the finger scan plate (if that option is installed), speaker, or microphone.

Do not use steel wool or any other abrasives, or solvents such as alcohol, benzene, or acetone, as they can damage the unit.

Cleaning the touchscreen surface

1. Spray glass cleaner on a soft, lint-free cloth
2. Press the Menu key on the front of the device (bottom left), and tap “Clean Touchscreen”. The system disables the touchscreen for 30 seconds, so that you can clean its surface without inadvertently performing a transaction. The system counts down the number of seconds that the touchscreen remains disabled.
3. Wipe the screen.
4. After you finish cleaning the touchscreen, wait until the remaining time elapses, or press the Home key on the front of the device (bottom right) to exit

Cleaning the badge reader

1. Fold a paper towel over an inactive badge.
2. Spray the towel gently with a glass cleaner.
3. Swipe the badge several times in the badge reader.

Cleaning the Touch ID or Touch ID Plus Biometric reader

1. Dampen a soft cloth with water or diluted dish-washing liquid
2. Wipe the sensor with the dampened cloth
3. Let the sensor dry before resuming use.

Do not use disinfectant wipes, alcohol, or abrasive cleaners on the sensor.
Do not spray liquid directly on the finger scan plate.

Clean Your Hands:

Isopropyl alcohol based gel sanitizer may be applied to hands prior to touching the sensor of the Touch ID pad without damaging the sensor, as long as the finger is dry prior to touching the sensor.