



Hardware Cleaning Guide

The Covid-19 virus is presenting unique challenges to our customers. We want to help minimize any risk to your staff and your customers associated with GLORY products.

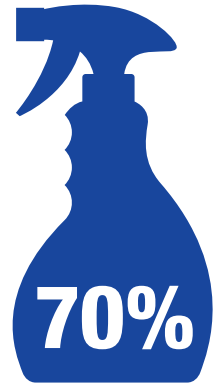
Increased hygiene vigilance has become the norm in the current operating environment. With this in mind we have prepared this guidance on how to keep your devices clean but the most important change remains increased frequency of hand washing.

CLEANING AGENTS

Plastic surfaces, including note/coin and card inlets and outlets, **should only be cleaned with a neutral detergent**, such as a dishwashing soap, and water, first applied to a microfibre or other soft cloth.

Touchscreens, screens, and metal surfaces which are most touched by customers and staff, **can be cleaned by disinfecting with 70% alcohol wipes.**

Acids and alkaline cleaners, bleach and ethyl alcohol should **never** be used to clean Glory products.



DO



Apply cleaning agents to a **microfibre cloth** then wipe the surfaces of the unit.



Dispose of cloths after use.



Wash your hands after cleaning Glory products.

DON'T




Spray aerosol cleaners directly onto the surfaces or into Glory products.



Spray any cleaning agents directly onto the surfaces or into Glory products.

REMEMBER



It's not just our devices that need to be cleaned but other surrounding contact surfaces.

HINTS AND TIPS

- Apply best judgment around cleaning frequency based on usage.
- As a minimum we recommend cleaning the surface of Glory products each morning on arrival, at mid-day as well as between shifts.
- Staff should sanitize or wash their hands when possible while on shift.
- If you are cleaning the inside of devices, rollers, belts or pathways, use a dry cotton cloth without a cleaner.