

Employee time clock and biometric reader **cleaning** guide

During this challenging time, we wanted to provide helpful information for our NCR Payroll & HR clients regarding time clocks and biometric readers. These both require human interaction—like any “public” object, they’ll be touched by many users throughout the workday. To keep surfaces clean and hygienic, we recommend keeping hand cleaning/sanitizing dispensers close to your clocks and readers.

We don’t recommend cleaning the time clock or its readers currently, since it’s impractical to efficiently do so every time someone uses them. Instead, we recommend instructing users to wash their hands after using it each time. You can find additional information on hand-washing at [CDC.gov](https://www.cdc.gov) and [WHO.int](https://www.who.int).

Use the following steps below to periodically clean your time clocks. Turn off the clock and then wipe it down with a fine cloth, cotton balls or cotton swabs. **On the NXG Series, do not clean the bio reader with any cleaning agent.**

Do not use anything that is chlorine-based, such as bleach, non-chlorine bleach or chlorine-based bathroom or mildew cleaners or any solvents, such as acetone, MEK, TCE, paint thinner or turpentine to clean time clocks.

*Consult the Centers for Disease Control and Prevention (CDC) for disinfecting and cleaning processes. The CDC or the World Health Organization (WHO) are a good source of information. See the [CDC’s Environmental Cleaning and Disinfection Recommendations](#).

Keeping your hardware sanitized is critical to consumer health always. Especially now.

70% Isopropyl Alcohol



Proper, frequent cleaning should not impact the life or performance of the equipment

Cleaning **DO**'s



DO use a microfiber cleaning cloth or cloth towel



DO spray the cleaner onto a cleaning cloth or cloth towel and then wipe the surface to be cleaned



DO clean with a cloth or towel that is damp but not soaked



DO consult trained service personnel for cleaning of the interior of electronic equipment

Cleaning **DONT**'S



DO NOT spray cleaners directly onto equipment



DO NOT use abrasive cleaners (powders) or abrasive cleaning materials (scrub brush, scouring pad, etc.)



DO NOT soak the electronic equipment with cleaning liquid