TIME EQUIPMENT

TIME CLOCK CLEANING

Protect Your Employees and Your Clock

Whether you have a biometric hand scanner, fingerprint reader, badge reader, PIN entry reader or just logging in on a computer, it is important to keep them clean to protect your employees. Below are some easy-to-follow guidelines with which to follow.

Cleaners to Use

✅ Simple Green All-Purpose Cleaner for everyday use

✅ Simple Green Clean Finish Disinfectant Cleaner to sanitize

✅ Isopropyl Alcohol 99%

Cleaners Not to Use

❌ ACETONE

❌ ACETATE

❌ METHANOL

❌ ETHANOL

❌ BLEACH

Proper way to clean clock

NEVER SPRAY CLEANER DIRECTLY ON TO THE SURFACE OF THE CLOCK.

When using any cleaner, always spray the cleaner on to a clean, dry cloth. If sprayed directly, the chemical can get into the electronics of the clock and disable it.

For small areas, use a cotton swab.

Remember to always use gloves when cleaning the clock to protect yourself and employees.

Computers

1. Turn off the computer, unplug the power cord and remove the battery if cleaning a wireless or portable keyboard.
2. Using light, gentle strokes, wipe the keyboard first with a disinfecting wipe. (If a wipe is too wet, squeeze out excess liquid before using it. Don't allow the liquid from the wipe to remain on the area too long.) Wipe again with a damp, soft, lint-free cloth, such as microfiber.
3. Dry with another soft, lint-free cloth.

Employee Hand Cleaning Suggestions

Employees should wash their hands before punching. We do NOT recommend hand sanitizer because of the ingredients. Employees can use non-alcohol based hand cleaners/sanitizers. Doing so will avoid damage to your clock. Do not use formulas with Benzalkonium Chloride (BAC) and Parachlorometaxylenol).

ID PUNCH 7 with finger reader

GT-400 Biometric Hand Scanner

Some Clocks Biometrics can be temporarily turned off

The platen, keypad and chassis of the HandPunch GT-400 are all integrated with an antimicrobial agent to ensure protection through the punching process.

Please contact us to request the biometics turned off. Once completed, employees use their employee/badge number to clock in and out.

Note: The biometrics on HP 1000, 2000, 3000 and 4000 clocks cannot be turned off.

More information clocks can be found on our website at timeequipment.com.

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