

## Information about Cleaning and Disinfection of your Zeutschel scanner

### Zeutschel scanning systems to which this information applies

- zeta/zeta comfort
- chrome
- Bookcopy
- delta microfilm scanners

### 1. Recommended cleaning aids

- Microfiber cloth for screen and device surfaces
- Mixture of 70% isopropanol and 30% water for all surfaces

**We recommend the wearing of disposable gloves when cleaning and disinfecting surfaces.**

### 2. Recommendation for use

- Switch off device.
- Unplug device from power supply.
- Wet a microfiber cloth with a mixture of 70% isopropanol and 30% water. The cloth should be moist but not dripping wet. If the cloth is wet, you should remove excess moisture before cleaning the product. Please do not use material other than microfiber cloth, since this may cause product damages.
- Wipe the moist cloth carefully over the surfaces to be cleaned.
- When you clean a screen, wipe carefully in one direction and from top to bottom.
- The surfaces must completely dried before you switch on again the device after cleaning. There should be no visible moisture on the surfaces of the product before it is switched on or plugged in.
- After cleaning or disinfecting of a glass surface, you can clean it with special display cleaner in accordance with the instructions for this cleaner. We recommend avoiding glass cleaners which containing ammonia.
- Dispose of your disposable gloves after every cleaning process. Clean your hands immediately after removing the gloves and disposing of the gloves.

### 3. Must be avoided

- Never clean a product when it is switched on or connected to the mains!
- Never spray liquid directly onto the product.
- Do not use non-recommended liquids.
- Do not use aggressive liquids.
- Avoid damaging the device due to improper cleaning!
- Improper cleaning may destroy electronic and electrical components and cause visual damage to scanner components.

For that reason:

- Never clean the scanning system with a jet of water. Do not use any aggressive or abrasive cleaning aids.
- Never use steel wool or other aids for tough stains. Always use a soft cloth (e.g. microfiber cloth) for cleaning.
- Make sure no liquid can get inside the housing while cleaning.

#### 4. The following cleaners may not be used:

- Any chlorine-based cleaners such as bleach
- Peroxides (including hydrogen peroxide)
- Solvents such as acetone, paint thinner, benzol, methylene chloride or toluene
- Ammonia (e.g. Windex)
- Ethanol

**If you have any doubts as to whether your cleaner is suitable, test it on an area that is not directly visible using the method described above. Visible changes in appearance cannot be ruled out but they will not impair the functionality of the product.**

Use of one of the chemicals listed above will lead to permanent damage of some surfaces of the product. Warranty claims expire. If you follow the steps outlined in this document, you can minimize the risk of damage.

Please take the steps recommended to give your users / staff the best possible protection.

**In addition, we recommend placing a hand sanitizer near to the system!**



#### DANGER!

##### Danger to life caused by electric current!

Touching conductive parts causes a direct danger to life. Damage to insulations or individual components can cause danger to life.

Therefore:

- In the event of damage to insulation switch off the power supply immediately and have the defective parts repaired.
- Work on the electric system must be carried out only by skilled electricians.
- De-energize the machine for all work on the electrical system.
- Before maintenance, cleaning or repair work, switch off the power supply and secure it against being switched on again.
- Do not bridge fuses or make them ineffective. When changing fuses make sure you use the correct amperage.
- Keep moisture away from conductive parts. This can cause short circuit.