

## INTRODUCTION

With the current situation regarding the Coronavirus (Covid-19) outbreak, it is important to take precautionary measures focused on sanitization. Where contact with multi-user systems is unavoidable, always wash hands thoroughly after use with antibacterial soap, handwash, gel or wipes. Ensure that wipes are disposed of accordingly and avoid contact of your face with your hands during operation.

This guide will assist you with the necessary requirements for cleaning your Traka systems to help reduce the spread of any viruses, and ensure that they continue to function correctly.

**⚠ Do not use the Key Cabinet/Locker with wet hands as this may damage sensitive electronic equipment such as the biometric fingerprint reader and the Touch screen.**

## KEY CABINETS/LOCKERS

- Use a soft lint-free or microfiber cloth
- The cloth may be lightly dampened with a mild cleaner and water or Ethanol
- Never use acidic or alkaline cleaners
- Use of incorrect cleaners may result in damage to the surface
- Be sure the cloth is only lightly dampened and not wet
- Never apply cleaner directly to any surface
- Wipe surfaces gently. If there is a directional surface texture, wipe in the same direction as the texture.
- Soak up any spilled or excess cleaner with an absorbant cloth immediately

**⚠ Ensure that users wash their hands thoroughly after use.**

## TRAKA TOUCH SCREEN

The Traka Touch screen, by design, is a sensitive electronic device and therefore, extra care should be taken when cleaning.

- Never apply cleaning solution to the Touch screen directly
- Use a soft lint-free or microfiber cloth
- The cloth may be lightly dampened with a mild cleaner or Ethanol
- Never use acidic or alkaline cleaners
- Use of incorrect cleaners may result in damage to the Touch screen
- Lightly dampen the cloth and then apply the cloth to the screen
- Be sure the cloth is only lightly dampened and not wet
- Do not allow excess liquid to seep into the edges of the Touch screen
- If cleaner is spilled onto the screen, soak it up immediately with an absorbant cloth

**⚠ Ensure that users wash their hands thoroughly after use.**

## KEYPADS

Traka Touch keypads are sensitive electronic devices. As they are not sealed, moisture can easily bypass the keys to the internal electronics and therefore, extra care should be taken when cleaning.

- Use a soft lint-free or microfiber cloth
- The cloth may be lightly dampened with a mild cleaner or Ethanol
- Never use acidic or alkaline cleaners
- Use of incorrect cleaners may result in damage to the Touch screen
- Be sure the cloth is only lightly dampened and not wet. Never apply cleaner directly to any surface.
- Wipe surfaces gently. If there is a directional surface texture, wipe in the same direction as the texture
- Soak up any spilled or excess cleaner with an absorbant cloth immediately

**⚠ Ensure that users wash their hands thoroughly after use.**

## BIOMETRIC READERS

Biometric Readers are very sensitive, and liquid-based cleaners or damp cloths must never be used to clean the reader.

- The use of a dry lint-free or microfiber cloth is recommended to clean the acquisition surface
- The use of acid liquids, alcohol or abrasive materials are strictly prohibited
- Ensure that all dust and residue is removed with gentle movements, so as not to scratch the acquisition surface

 **Ensure that users wash their hands thoroughly after use.**

## IFOBS

 **Generally, iFobs and attached keys will be handled by many users. Whilst this is unavoidable, it is strongly advised that all users wash their hands thoroughly after use.**

## ITEMS/ASSETS

 **Generally, Items/Assets will be handled by many users. Whilst this is unavoidable, it is advised to consult any manufacturer/supplier guidelines for cleaning instructions and that all users wash their hands thoroughly after use.**

## WARRANTY STATEMENT

**Failure to comply with these cleaning instructions that results in damage to the Key Cabinet/Locker may invalidate the product warranty and any resolution of issues may be chargeable.**

## DISCLAIMER

**Traka cannot make a determination of the effectiveness of a given disinfectant product in fighting pathogens, such as COVID-19. Please refer to your local public health authority's guidance on how to stay safe from potential infection.**