

## **How To Clean Kronos InTouch 9000 and 9100 Time Clocks and Biometric Scanners**

### **ENVIRONMENT**

- Kronos InTouch 9000 and 9100 Time Clocks
- Kronos Touch ID and Touch ID Plus Biometric Scanners

### **ANSWER**

Use glass cleaner and a soft, lint-free cloth to clean the InTouch.

Note: Do not spray the cleaner directly on or inside the unit. Spray the cleaner on the cloth.

#### **Cleaning the case**

1. Spray glass cleaner on a soft, lint-free cloth
2. Wipe the top, bottom, and sides of the case.

Do not spray the cleaner directly on or inside the case or directly on the finger scan plate (if that option is installed), speaker, or microphone.

Do not use steel wool or any other abrasives, or solvents such as alcohol, benzene, or acetone, as they can damage the unit.

#### **Cleaning the touchscreen surface**

1. Spray glass cleaner on a soft, lint-free cloth
2. Press the Menu key on the front of the device (bottom left), and tap Clean Touchscreen. The system disables the touchscreen for 30 seconds, so that you can clean its surface without inadvertently performing a transaction. The system counts down the number of seconds that the touchscreen remains disabled.
3. Wipe the screen.
4. After you finish cleaning the touchscreen, wait until the remaining time elapses, or press the Home key on the front of the device (bottom right) to exit

#### **Cleaning the badge reader**

1. Fold a paper towel over an inactive badge.
2. Spray the towel gently with a glass cleaner.
3. Swipe the badge several times in the badge reader.

#### **Cleaning the Touch ID or Touch ID Plus Biometric reader**

1. Dampen a soft cloth with water or diluted dish-washing liquid
2. Wipe the sensor with the dampened cloth
3. Let the sensor dry before resuming use.

Do not use disinfectant wipes, alcohol, or abrasive cleaners on the sensor.

Do not spray liquid directly on the finger scan plate.

#### **Clean Your Hands:**

Isopropyl alcohol based gel sanitizer may be applied to hands prior to touching the sensor of the Touch ID pad without damaging the sensor, as long as the finger is dry prior to touching the sensor.