

## **H22NL, H22N ATM Cleaning Procedures**

H22NL and H22N ATMs need very little attention after installation on your site.

### **1. The Requirements to Maintain your ATM**

#### **1.1. Daily Maintenance**

Check if there are sufficient supplies in your ATM.

You have to replenish the print paper, ribbon cassette and notes on an as-required basis. The frequency of these operations depends on the ATM use.

#### **1.2. Weekly Maintenance**

- Clean the fascia and exterior panels
- Clean the head of the card reader

#### **1.3. Monthly Maintenance**

- Clean the interior of the ATM

### **2. Cleaning Kit**

The cleaning kit contains recommended materials for servicing and cleaning your ATM, the materials are shown as follows:

- General surface cleaner
- Lint-free cloth
- Card reader cleaning card

### **3. Weekly Maintenance**

#### **3.1. Weekly Maintenance Procedures**

- Clean the fascia and exterior panels
- Clean the head of the card reader

#### **3.2. How to Clean the Fascia and Exterior Panels**

In the course of use, the fascia and exterior panels of the ATM would unavoidably become smudgy, it is recommended that the fascia and exterior panels be cleaned on a weekly basis.

Cleaning articles: lint-free cloth, general surface cleaner or a dilute detergent solution.

Procedures for cleaning:

- Using a damp lint-free cloth to clean the surface of the fascia and exterior panels.
- Using a dry lint-free cloth to wipe up the surface of the fascia and exterior panels.
- Paint, grease or dirt can be removed by a light application of cotton wadding dampened with ethyl alcohol.

**Note:** To preserve the appearance of your ATM, a non-abrasive car wax may be applied to the grey areas of the fascia.

When cleaning the exterior surface:

- Do not use an abrasive, acid, alkaline or chlorinated cleaner.
- Do not scrape the surface with the scouring pads, razor blades or similar implements.
- Do not use any of the following cleaning articles:
  - Benzene
  - Petrol
  - Acetone
  - Carbon tetrachloride
  - Paint stripper of any kind

Keypads vandalized by paint should not be cleaned, the keypad should be replaced.

### 3.3.How to Clean the Head of the Card Reader

To clean the head of the card reader you will require a cleaning card.

- Firstly, apply a little cleaner on the cleaning card, in normal mode, when the monitor displays: Please insert your card, proceed as follows:
- Insert the cleaning card.
- Wait for the card to come out.
- Repeat the procedures 10 times.

If you see the prompt: "Sorry, invalid card", neglect it.

## 4. Monthly Maintenance

### 4.1.Monthly Maintenance Procedures

- Clean the interior of the ATM

### 4.2.Clean the Interior of the ATM

In the course of use, the interior of the ATM would unavoidably become smudgy, it is recommended that the interior be cleaned on a monthly basis.

Cleaning articles: lint-free cloth, general surface cleaner or a dilute detergent solution.

Procedures for cleaning:

- Using a dry lint-free cloth to wipe up the surface of the interior.
- Using a lint-free cloth dampened with cleaner to clean the paint or grease on the spray-powder areas of the interior.
- Using a lint-free cloth dampened with alcohol to clean the paint or grease on the plating parts of the interior.

**Note:**

- Do not use abrasive, acid, alkaline or chlorinated cleaner.
- Be careful not to drop the water on the circuit board of the modules

## **5. Printer Media Storage**

To get the best results from your printer, store spare paper supplies in a cool, dry, dust-free place. Leave the articles in their original packing material until required for use.