

# H22ND Drive-Up ATM Cleaning Procedures

H22ND Drive-Up ATM needs 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.