



Keep your clock
**Super
clean**
with these tips and cleaning steps

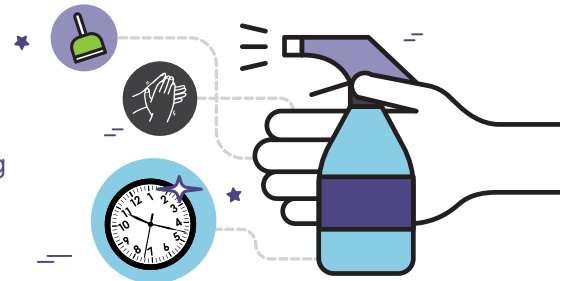


PROTECT YOUR EMPLOYEES AND YOUR CLOCKS

Whether you have a biometric clock, like the GT400 and IT 3100 Fingerprint or non-biometric timeclock, like the pin entry and badge reader timeclock, it's important to keep them clean to protect your employees. Take a look at these easy-to-follow guidelines to keep everyone protected.

TYPES OF CLEANERS TO CLEAN YOUR CLOCK

To clean your employee time clock, we recommend you use Simple Green all-purpose cleaner diluted with water for day-to-day. For deeper cleaning during cold and flu season, use Simple Green clean finish disinfectant cleaner.

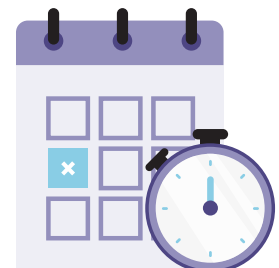


CLEANERS NOT TO USE ON YOUR CLOCK

It is important that you do not use products with bleach, alcohol, acetat, methanol, and/or ethanol on your time clock. These products will result in damage to the clock and will affect its ability to function properly.

HOW OFTEN DO YOU NEED TO CLEAN

We recommend cleaning your clock daily depending on how many people use your clock(s). If you have a large work force, you may want to clean multiple times a day.



(815) 484-2100 HumanCapitalManagement@icico.com



EMPLOYEE HAND CLEANING SUGGESTIONS

We suggest employees wash and dry their hands before punching. We do NOT recommend hand sanitizer because of its ingredients. Employees can use non-alcohol based hand cleaners/sanitizers. Doing so will avoid potential damage to your clock. Do not use formulas with Benzalkonium Chloride (BAC) and Parachlorometaxlenol).



IT-3100 WITH FINGER READER



GT-400

SOME CLOCKS BIOMETRICS CAN BE TEMPORARILY TURNED OFF

GT 400 hand punches and IT 3100 finger readers can both have their biometric capabilities temporarily turned off. Please contact the service division at Information Controls to request this.

Once we have disabled your clock from biometric use, employees will then use their number to clock in and out of the units as usual.

More information on clocks can be found in our customer library at <https://help.iciaod.com>.