

# How To Clean ARC 8-Bay, 24-Bay, and 48-Bay Kiosks

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## Before you begin:

- **PLEASE DO NOT** clean any cables or circuit boards inside of kiosk housing by removing panels. This will be handled by a technician.
- **PLEASE DO NOT** use glass cleaning liquids or wipes while cleaning the touch screen\*.

\*See approved list of cleaning materials below.

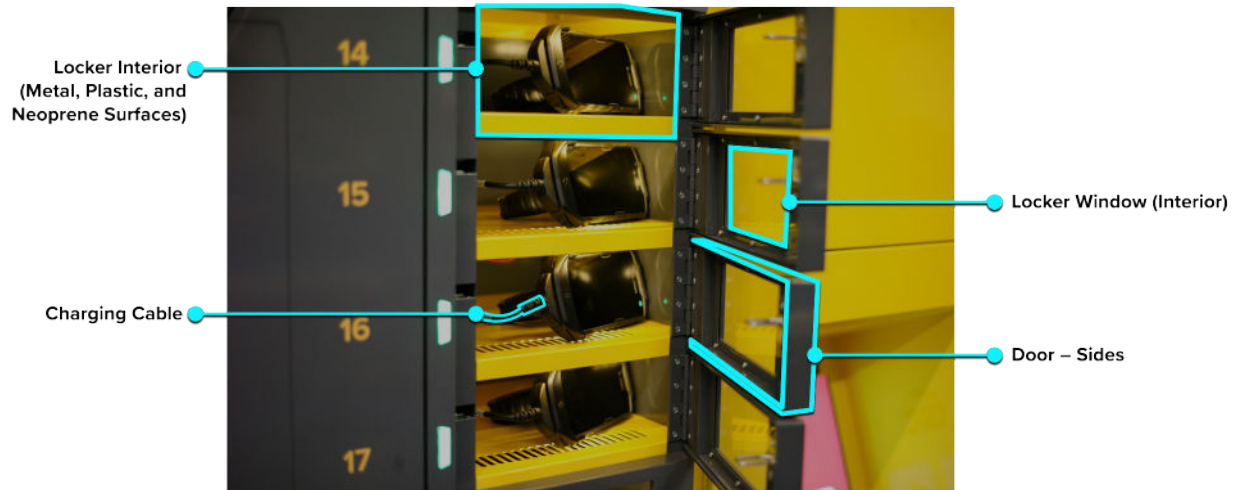
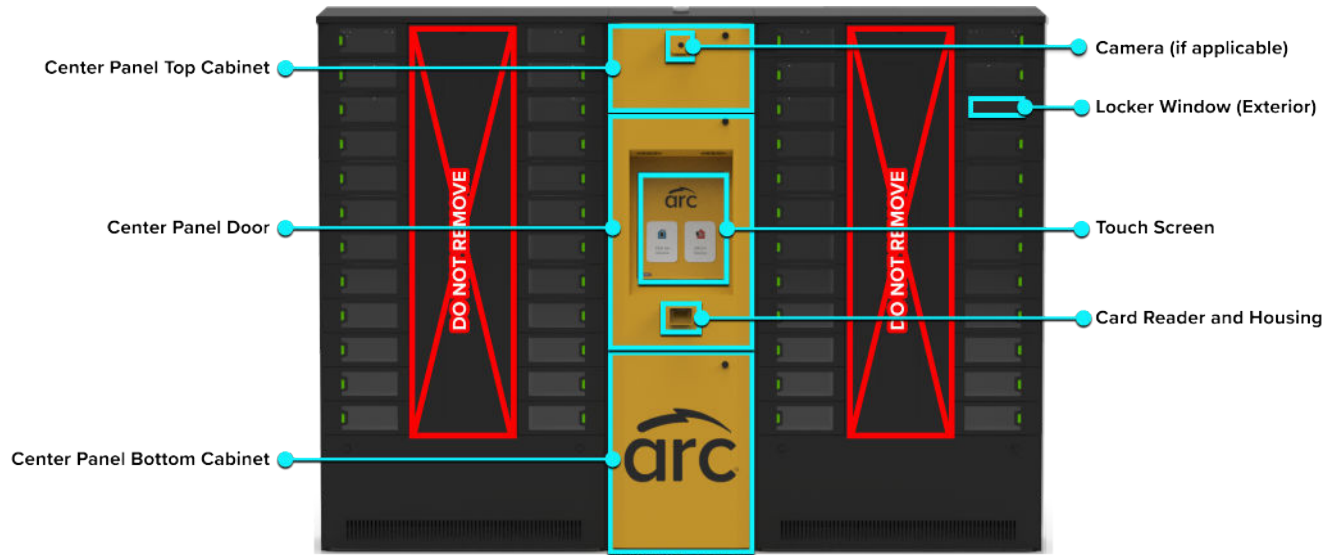
## Cleaning materials:

1. Approved for cleaning everything on kiosk exterior **except touch screen**: [Multi Surface Wipes](#)
2. Approved for cleaning everything on kiosk exterior **except touch screen**: [Antibacterial Spray](#)
3. Approved for cleaning touch screen: [LCD/Tech Wipes](#)
4. Approved for cleaning everything on kiosk exterior **including touch screen**: [Multi-Surface Cleaner with Vinegar](#)
5. Approved reusable towels: [Microfiber Towels](#)
6. All paper towels are approved for cleaning any exterior part of the kiosk.

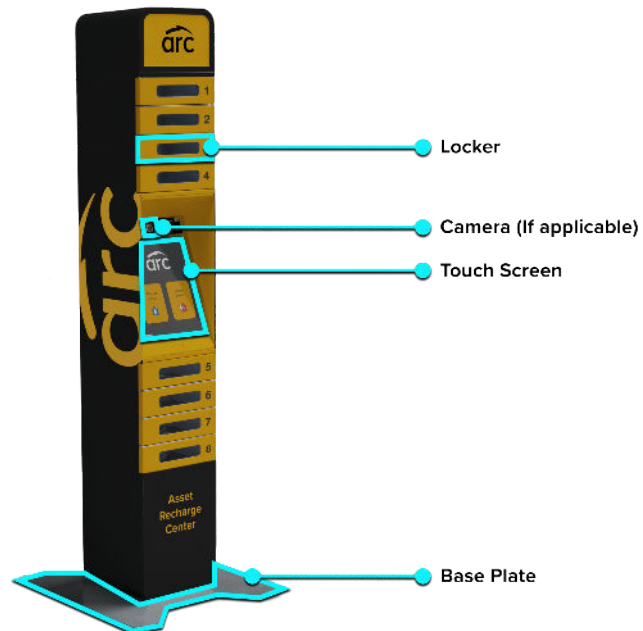
## Areas to clean:

- **Exterior:**
  - Sides
  - Front
  - Top
  - Exterior of each locker window
  - Touch screen
  - Base plate (8-Bay only)
  - Camera window (if applicable)
  - Card reader and metal housing (if applicable)
- **Lockers:**
  - Top and side of doors
  - Metal, plastic, and neoprene surfaces in each locker
  - Inside of each locker window
  - Charging cables

## 48-Bay Example:



## 8-Bay Example:



## Procedure:

### **EXTERNAL CLEANING (Use only approved cleaning products listed above)**

1. Begin at the top of the kiosk with your cleaning cloth and wipe away any dust.
2. From the top to the bottom, wipe the kiosk locker doors one by one, taking care to remove all fingerprints from the acrylic windows.
3. Wipe down the center panel door.
4. On the center Base Unit, wipe down both the top cabinet door and bottom cabinet door.
5. For the touchscreen, use only the **APPROVED** cleaning supplies. If using spray, **DO NOT** spray directly onto the touchscreen.
6. Spray onto your cloth or paper towel and wipe the screen from top to bottom.
7. Using a dry cloth, wipe away any remaining cleaner from the touch screen.

### **INSIDE LOCKER CLEANING (Use only approved cleaning products listed above)**

1. If cleaning empty lockers, log in to the tools menu.
2. Select Locker Management.
3. Tap open next to an empty locker.
4. Once the locker pops open, spray cleaner onto your towel and wipe the entire inside of the locker.
5. Wipe the inside of the locker door to clean any fingerprints off of the acrylic window.
6. Close the locker door.