



Newland

SCANNING MADE SIMPLE

Cleaning & Disinfecting Guide.

How to disinfect your Newland devices.



Newland's HR42 Halibut BT cordless handheld scanner.

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Newland devices tend to regularly change hands, even within the same shifts. For this reason, it is highly recommended that routine cleaning and disinfecting protocols are put in place. The following recommendations are to best protect the front-line workers using any of the devices in our portfolio, no matter the industry.

General Cleaning

Approved Cleaning ingredients.

Newland recommends using an approved pre-moistened disinfecting wipe or a cleaning solution applied to a clean cloth. The active ingredients in your cleaner of choice must consist of one or some combination of the following:

- Isopropyl Alcohol (70% or above)
- Bleach/sodium hypochlorite (8.25% solution)*
- Hydrogen Peroxide
- Ammonium Chloride
- Mild dish soap

* When using sodium hypochlorite (bleach) based products, carefully follow the manufacturer's recommended instructions, amongst which the use of gloves and the removal of residue afterwards with a damp alcohol cloth or cotton swab.

Newland recommends avoiding exposure of this chemical to metal surfaces, to prevent oxidization. If the disinfectant does come in contact with a metal surface, it should be immediately removed with an alcohol-dampened cloth or cotton swab.

Harmful Ingredients.

Ingredients known to damage the plastics on the device include but are not limited to: acetone; ketones; ethers; aromatic and chlorinated hydrocarbons; aqueous or alcoholic alkaline solutions; ethanola-mine; toluene; trichloroethylene; benzene; carbolic acid and TB-lysoform.

Recommended cleaning materials

- Alcohol wipes
- A soft clean / sterile cloth to which to apply the cleaning liquid
- Cleaning ingredients of choice
- Cotton-tipped applicators
- Can of compressed air
- Lens tissue

General cleaning instructions.

Avoid applying liquid directly onto the device. Instead, dampen a soft clean or sterile cloth or use premoistened wipes. Gently wipe the unit and be careful not to let liquid pool around the display window or other crevices. Allow the unit to air dry before use.

Cleaning frequency.

The frequency at which to clean Newland devices is at the customer's discretion. It should be based on the environment and operation the device is used in. The device may be cleaned as frequently as required. Regular cleaning is recommended to avoid build up of dirt that makes the device more difficult to clean later on.

For optimum image capture, it is recommended to clean the camera window periodically.

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Mobile Computers

The following instructions are recommended for cleaning Newland non-healthcare grade mobile computers and micro kiosks. Detailed guidelines on how to disinfect healthcare grade models are provided in their individual documents.

How should I clean my device?

Always follow your organization's hygiene protocols and the instructions of the manufacturer of the disinfectant of your choice.

1. Turn off the mobile computer
2. For thorough cleaning, Newland recommends to first remove all accessory attachments from the mobile device and clean them separately.
3. Use a disinfectant wipe OR a soft clean / sterile cloth with your liquid solution applied to it. Wring out excess liquid.
4. Wipe all surfaces of the mobile computer (and its accessories). Avoid any excess liquid pooling on the device. When using bleach, avoid connectors and all metal surface.
5. Wipe off the scanner window, camera lens, and flash area with lens tissue.
6. Dry the device with a dry sterile cloth.
7. Use a cotton-tipped applicator to clean any crevices, such as around the buttons.
8. Allow the device to fully air dry before turning on the power or placing it in a charger.

Scanners

The following instructions are recommended for cleaning Newland non-healthcare grade scanners, including stationary scanners, presentation scanners and handheld scanners. Detailed guidelines on how to disinfect healthcare grade models are provided in their individual documents.

How should I clean my device?

Always follow your organization's hygiene protocols and the instructions of the manufacturer of the disinfectant of your choice.

1. Unplug and turn off the scanner.
2. Use a disinfectant wipe OR a soft clean / sterile cloth with your liquid solution applied to it. Wring out excess liquid.
3. Wipe all surfaces of the scanner (and its accessories) except the scanner window. Avoid any excess liquid pooling near the scanner window, trigger or cables.
4. Clean the scanner window with a lint-free cloth or lens tissue. Dampen the cloth with water or a mild soapy water solution. If soap is used, rinse with a clean lens tissue dampened with water only.
5. Dry the device with a dry sterile cloth.
6. Use a cotton-tipped applicator to clean any crevices.
7. Allow the device to fully air dry before turning on the power or placing it in a cradle.

Additional Periodic Deep Cleaning Maintenance

Scanner Window

Regularly wipe the scanner window with lens tissue or other material suitable for cleaning optical materials such as eye glasses to ensure a consistent and optimal scanning performance.

Charging Contacts

1. Dip the cotton portion of a cotton-tipped applicator in isopropyl alcohol.
2. Gently rub the applicator back and forth across the connector contacts
3. Use a dry cotton-tipped applicator to rub across the connector contacts
4. Ensure no further residue remains and let air dry

Newland is not accountable for any damages resulting from wrongful cleaning or handling of devices.

For more information, get in touch with your local Newland representative or visit [Newland-id.com](https://www.newland-id.com).