

## **Pitney Bowes Small Business Cleaning Kit with Duster (Item # CK0-2)**

Help keep your mailing systems, printers, fax machines and copiers operating at peak efficiency by performing a general cleaning to remove dust & grime build up caused by normal usage. For best results use this kit every time you change your ink or toner.

### **IMPORTANT:**

- ALWAYS turn off your equipment and disconnect from electrical outlet before cleaning.
- ALWAYS consult the equipment owner's guide for each piece of office equipment before performing operator maintenance.
- NEVER spray any cleaning solution directly onto or directly into any area of the machine as damage to the machine may result.
- ALLOW at least 10 minutes after using Duster on the machine before reconnecting plugs, cables and resuming operation.
- USE only Pitney Bowes approved supplies, in particular aerosol dusters. Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster label.

### **Contents:**

- |   |                               |
|---|-------------------------------|
| (1) 6 oz Bottle PB Office Equipment Cleaner | (1) Pair of Disposable Gloves |
| (6) Swabs                                   | (1) 10 oz Duster (Canned Air) |
| (6) Dry, Lint-Free Blue Wipes               | (6) Wet, InKleens™ Towlettes  |

### **Product Information:**

*Pitney Bowes Office Equipment Cleaner* is designed to clean exterior machine surfaces, rubber belts and rollers, countertops, and areas around the machine. It removes toner, ink, grease and many other substances.

Common Uses include:

- All machine covers.
- Rubber feed roller, paper feed rollers and cassette friction pads.
- Toner or ink on covers and the area around the machine.
- Toner or ink on catch trays, stackers, tables and machine peripheral covers.
- Display areas

*Pitney Bowes Duster* is designed to dust exterior machine surfaces, sensors, countertops, keyboards and areas surrounding the machine. It removes dust, lint, crumbs and many other light substances.

Common Uses include:

- Keyboards
- Mail path
- Paper path sensors

**Note:**

- "Sensor" and other accessible maintenance locations will be detailed in the equipment owner's guide for your equipment.

**INSTRUCTIONS:**

Spray a moderate amount of Office Equipment Cleaner onto a Blue Wipe. Wipe the area to be cleaned using circular or brushing motions. Flip the cloth and wipe the area again to absorb any remaining solution.

Use a swab with Office Equipment Cleaner to clean in crevices and around keys on keypad.

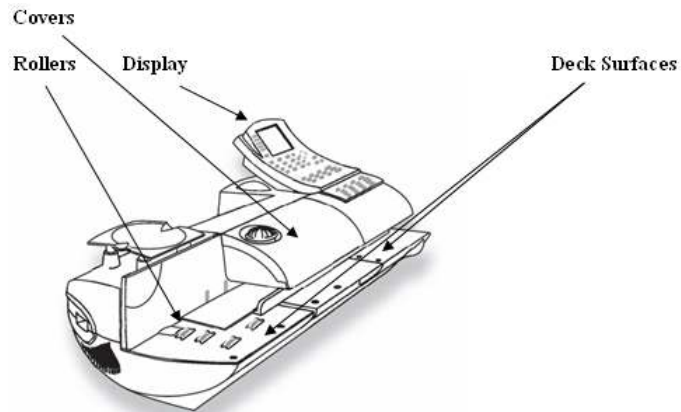
Spray the Duster in short bursts directly into the area from which you want to remove paper dust and lint. Use the extension tube to reach in tight areas.

Use alcohol wipes to clean ink marks, dirt and grime from computers, printers, keyboards and other office equipment and to clean any metal surfaces.

Use the individually wrapped InKleens™ to remove ink, toner and dirt from your hands.

Representative of the DM4/5xx Auto-feed Series components to be cleaned.

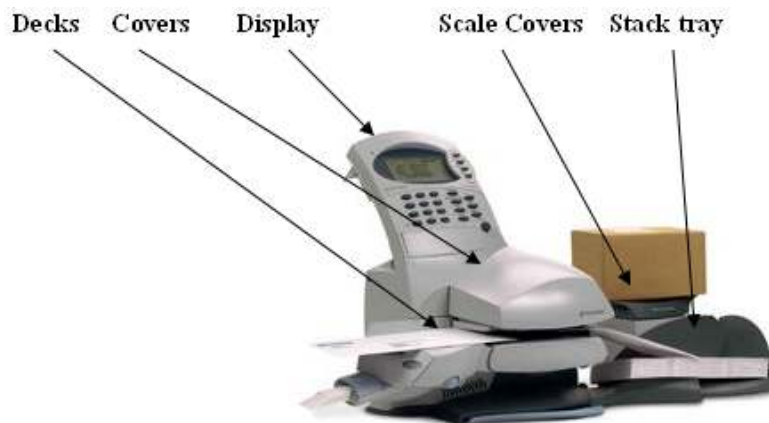
Note: *Your machine may not look exactly like this but the cleaning areas will be the same.*



**CAUTION:** Do not pour or spray cleaner directly on the display screen or machine. Spray on the cloth and wipe the screen with the dampened cloth.

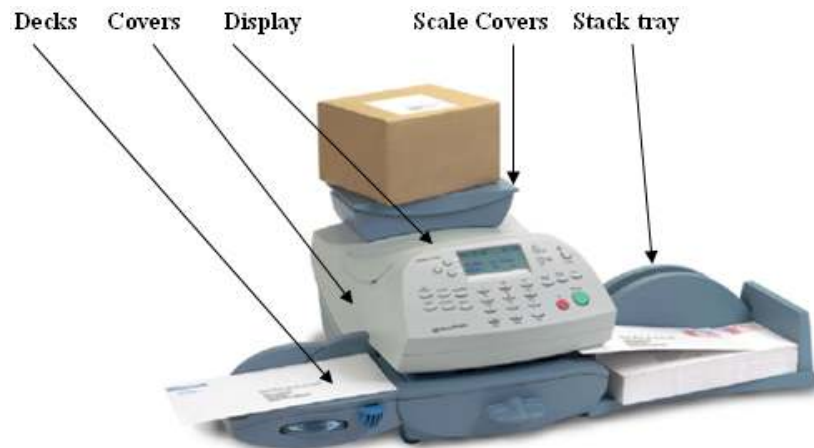
Representative of the DM2/3xx Series components to be cleaned.

Note: *Your machine may not look exactly like this but the cleaning areas will be the same.*

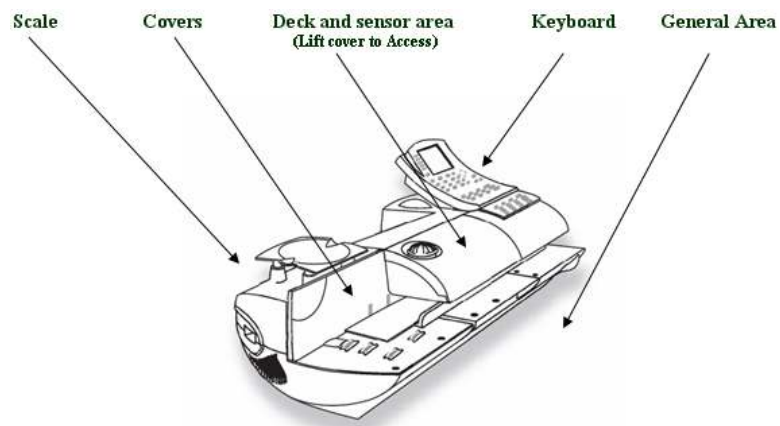


Representative of the DM1xx Series components to be cleaned.

*Note: Your machine may not look exactly like this but the cleaning areas will be the same.*



Use the Duster to clean these areas of paper dust and lint!



*Note: Sensor locations will be detailed in your Pitney Bowes Product Information Guide.*