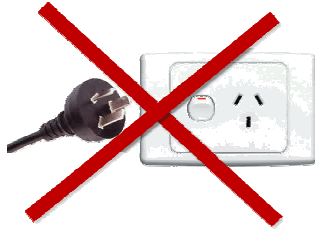# Dos & Don'ts

DO NOT unplug or forcibly switch the terminal off while it is functioning.

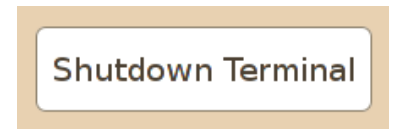**DO NOT** switch the terminal off using the physical power button.

DO NOT use harsh cleaning agents, detergent or abrasive cloths to clean the ViViPOS.
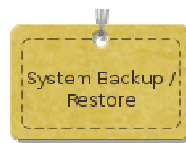
DO NOT use pens, pencils or other hard objects when using the ViViPOS touch screen.

DO turn off the terminal using the screen command icons 'Shutdown Terminal'

Shutdown Terminal

Shutdown Terminal

DO backup your settings and transactional data regularly

Data Import / Export

System Backup / Restore

Backup

DO protect your terminal and printers from power failures and power surges by using a Uninterruptable Power Supply

DO us a damp soft cloth to remove finger marks from the ViViPOS screen and wipe clean the terminal