

COVID-19 MARKET DISINFECTING INSTRUCTIONS FOR OPERATORS

With COVID-19 continuing to spread throughout the world, Parlevel Systems would like to advise you on best practices for keeping your Micro Markets sanitized and healthy.

Micro market touchscreens and fingerprint readers in particular are frequently touched and can be a place for bacteria and germs to gather and be passed from person to person, so it's important to keep them clean. Keep in mind that these components are also highly sensitive equipment, so it's a necessity to clean them the correct way to ensure your devices continue functioning properly.

To keep your accounts happy and healthy, we recommend you provide hand sanitizer for your customers to use before and after touching the kiosk.

We highly recommend enabling and encouraging the use of the koin app at your micro market locations. koin is a mobile app available for both Apple and Android devices that will let your customers purchase from your market without physically touching the kiosk. We will provide you instructions on how to enable and use this feature for your markets and send you a koin User Guide that you can print and hang near the market or distribute as needed.

Together, we can take the proper steps to keep your micro market clean and your customers healthy and satisfied.

DISINFECTING/CLEANING THE FINGERPRINT READER:

» **Please use:** Ethanol or Isopropanol in concentrations of less than 50%, or Hydrogen Peroxide (H₂O₂) in 3% solution in water.

DO NOT use: Bleach, Isopropyl Alcohol with a concentration of greater than 50%, or Ethyl Alcohol/Ethanol with a concentration of greater than 50%.



INSTRUCTIONS FOR CLEANING

1. Apply the liquid to a soft lint-free material, like the Parlevel cloth included in your original micro market packaging, and gently dab the fingerprint reader window.
2. DO NOT pour any liquid directly on the reader window.
3. DO NOT submerge the scanner in liquid.
4. DO NOT rub the window with an abrasive material, including paper.

DISINFECTING/CLEANING THE ELO TOUCHSCREEN:

» (These products are considered safe to use with ELO touchscreen products, and are both CDC- and EPA-approved)

Please use: Isopropyl Alcohol with a concentration of less than 70%, or Clorox/Lysol/Purell Disinfecting or Germicidal Wipes or similar.



Important steps before cleaning your ELO product

1. Disconnect the power cable.
2. Select only non-abrasive cleaning cloths, like the Parlevel cloth included in your original micro market packaging, to avoid scratching touchscreens.
3. Do not get liquids inside the unit. If liquids get inside the unit, reach out to Parlevel support to determine whether it is safe to power the unit back on.
4. Avoid highly concentrated (70%+) alcohol, bleach or ammonia solutions, as these may cause discoloration.

Cleaning/disinfecting procedure

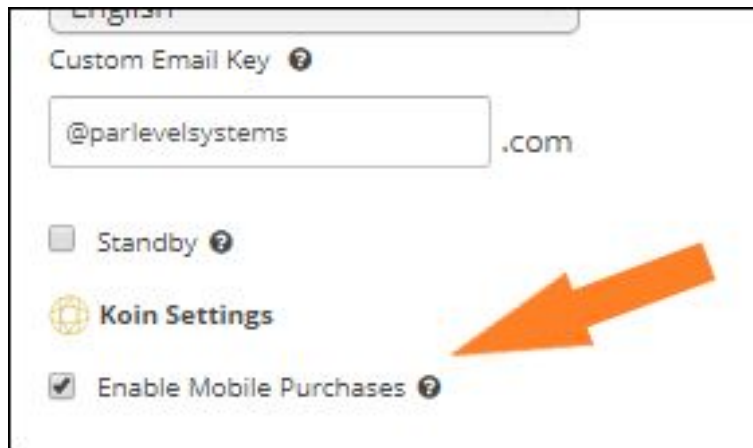
1. Dampen a clean, non-abrasive cloth with a small amount of a mild soap-and-water solution. Ensure excess moisture is squeezed from the cloth.
2. Clean the surfaces and allow them to dry.
3. Dampen a new clean, non-abrasive cloth with a small amount of disinfectant. Ensure excess moisture is squeezed from the cloth, or use recommended pre-dampened wipes.
4. Disinfect the surfaces and allow them to dry.

ENABLING AND USING KOIN

» If you have never used koin before, you will first need to enroll by going to **Company Settings** > **Market** tab, and clicking **Enroll**. You can fill out the following forms, and verify with a Parlevel team member that it has been received so that the koin feature is enabled for your markets.

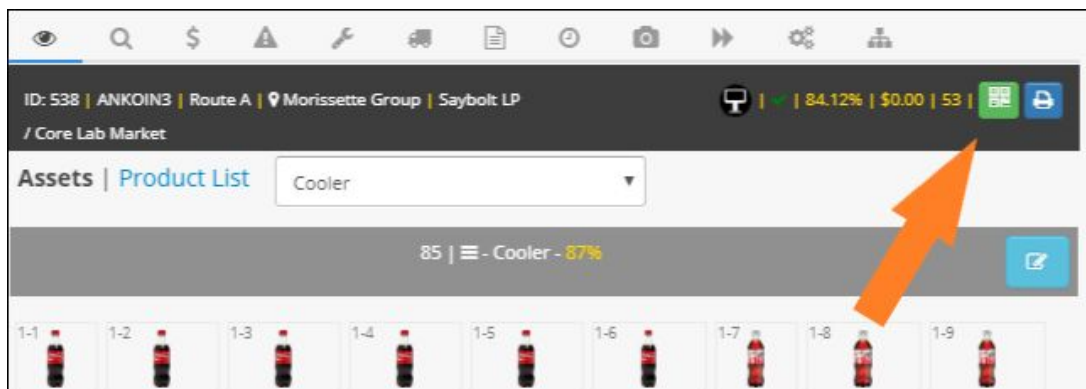
Billing Info	Financial	Route Planning	Prekitting	Quickbooks	OCS	Driver	Market	System
Koin Settings				Market Settings				
Merchant Account Registration		Enroll		Currency Format		EN USA - \$1,000.00		
Wallet Reload Values		\$10.00 \$15.00 \$20.00 \$25.00						

» If you have already enrolled in koin, you can enable it easily by going to **Markets > All Markets**. Select the  on the far right to edit the market, and then go to the **Settings** tab. In the left column at the bottom, you will see a checkbox allowing you to Enable Mobile Purchases.



Check the box and make sure you click **Save Changes**.

» In order to use koin, users will need to download the koin app and scan the kiosk's QR code. From the **All Markets** page, you can find the code by clicking the kiosk name to bring up the pop-up modal, and then clicking the green icon at the top right, seen here.



» This will allow you to print the QR code. Alternatively, this code can be found on the kiosk screen in the bottom right corner from the main page.

