



Scanner Maintenance Made Easy



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DOCUMENT SCANNER CLEANING KIT USER GUIDE

Document scanners must be periodically cleaned, and consumable items replaced, in order to maintain good performance and prolonged operational life. Failure to carry out this simple, but effective, process often leads to errors such as:

- Black Dots
- Image Streaking
- Paper pick-up problems
- Image Blurring
- Paper jams
- Paper skew

Whether or not you already use the Paralogic cleaning or consumable kit to currently maintain your scanners you'll find some useful tips in our downloadable 'Cleaning Guide'

COMPONENT CLEANING PLAN

Component	Cleaning Interval	Fault
Glass / Sheet Guide	Once per week or as required	Black dots Marks on image Blurred image
Document Glass	Once per week or as required	Streaks on image
Pick Arm, Rollers	Once per week or as required	Paper jam Paper pick problems
Paper Transport Path	Once per week or as required	Paper jams
Document Holding Pad	Once per Month or as required	Streaks on image
Outer Casing	Once per month	

CLEANING THE SCANNER

For all manufacturers of scanner it is recommended that the cleaning procedure be completed in the following sequence for optimum performance.

HEALTH & SAFETY

It is advisable to wear vinyl gloves enclosed as prolonged contact of cleaning fluids may cause some skin irritation. The table below is a typical maintenance schedule for a scanning application.

WARNING ! - Please ensure that the scanner is switched off before cleaning.

COMPONENT CLEANING

1. Paper Transport Path and Sensors - Blower Brush, Vacuum Cleaner

The paper transport path and entry and exit sensors may accumulate dust particles, toner and small pieces of paper that cause paper misalignment and miss detection.

1. Open the ADF (Automatic Document Feeder) by pushing the button
2. Use the Blower brush or Vacuum Cleaner to remove any dust from paper path or sensors away from the scanner.

2. Feed Rollers (Plastic) - Roller Cleaner, Safewipe, Cotton Swab

The plastic rollers may become dirty and cause the paper to feed erratically and skew during scanning.

1. Spray the Roller Cleaner on the Lint free cloth or Cotton Swab
2. Wipe the rollers in a horizontal motion to remove any toner deposits.
3. Wipe the ejection rollers on the back of the ADF

4. Pick & Feed Rollers (Rubber) - Roller Cleaner, Safewipe, Cotton Swab

The rubber rollers may become dirty and cause the paper to feed erratically and skew during scanning.

1. Spray the Roller Cleaner on the Lint free cloth or Cotton Swab
2. Wipe the rollers in a horizontal motion to remove any toner deposits.

5. Glass / Sheet Guide - Glass Cleaner, Safewipe

The Glass and Sheet Guide (White part) within the scanner may become dirty and cause blurring, marks and streaks on scanned image.

1. Spray the Glass Cleaner on the Lint free cloth
2. Clean the surface of the glass and sheet guide.
3. After cleaning ensure that all particles of dust and smears have been removed.
4. Repeat as necessary
5. Close the ADF

6. Document Glass - Glass Cleaner, Safewipe

The Document glass may become dirty and cause blurring, marks and streaks on scanned image.

1. Spray the Glass Cleaner on the Lint free cloth
2. Clean the surface of the glass.
3. After cleaning ensure that all particles of dust and smears have been removed.
4. Repeat as necessary

7. Document Holding Pad - Cleaning Foam, Safewipe

The Document holding pad may become dirty and cause marks and streaks on scanned image.

1. Spray the Cleaning Foam on the Lint free cloth
2. Clean the surface of the Document Holding Pad.
3. After cleaning ensure that all particles of marks and smears have been removed.
4. Repeat as necessary

8. Paper Transport Path -Paper Path Cleaning sheet

The paper transport path accumulates dust particles and toner deposits will require regular cleaning.

1. Remove all documents from the paper and exit trays
2. Remove the outer covering of the paper path cleaning sheet
3. Insert paper path cleaning sheet (adhesive side up) in the paper tray
4. Through the application software request a scan
5. Remove paper path cleaning sheet from exit tray
6. Repeat two more times from step 4
7. Insert paper path cleaning sheet (adhesive side down)
8. Through the application software request a scan
9. Remove paper path cleaning sheet from exit tray
10. Repeat two more times from step 8
11. Discard the cleaning sheet

9. Outer Casing (Plastics) – Cleaning Foam, Safecloth

The outer casing may become dirty with paper dust and toner deposits.

1. Spray the Cleaning Foam on the outer casing
2. Wipe with the large safecloth.

The Paralogic scanner cleaning kit contains all of the materials needed to clean and maintain your Document Scanners.

To maintain optimum performance and reliability from your scanner, it is recommended that the automatic document feeder, transport paper path and glass components be periodically cleaned by using the Paralogic scanner cleaning kit.

CLEANING KIT CONTENTS



- ROLLER CLEANER - 200ml
- GLASS CLEANER - 200ml
- CLEANING FOAM - 200ml
- SAFEWIPES x 200
- SAFECLOTH x 12
- BLOWBRUSH x1
- COTTON SWABS x 100
- VINYL GLOVES x 100
- PAPER PATH CLEANING SHEET x 50

Description

ROLLER CLEANER - Cleaning Fluid for Brake Roller, Chute Roller, Pick Arm, Pick & Feed Rollers

GLASS CLEANER - Glass Surfaces & Sheet Guide

CLEANING FOAM - Document Holding Pad and Outer Casing (Plastics)

HEALTH & SAFETY: It is advisable to wear vinyl gloves enclosed as prolonged contact of cleaning fluids may cause some skin irritation. The table below is a typical maintenance schedule for a scanning application.

Your maintenance schedule may vary depending on the type of documents being scanned and the local environment.

WARNING ! - Please ensure that the scanner is switched off before cleaning.

PARALOGIC CONSUMABLES & KITS

The Paralogic Scanner Cleaning Kit contains all the materials needed to clean and maintain your scanner together with full instructions and a recommended frequency table for the cleaning and replacement of individual components. Paralogic can also supply consumables and Consumable Kits for the major Manufacturers of Document Scanners. Manufacturers include Fujitsu, Kodak, Bell & Howell, Panasonic and Canon

All Consumable Kits are assembled by Paralogic Ltd

Replacement Items

- Roller Cleaner - 200ml
- Glass Cleaner - 200ml
- SAFC (Antistatic Foam Cleaner) - 200ml
- Safewipes - Lint Free Cloth 10cm x 10cm x 200
- Safecloth - Lint Free Cloth 23cm x 23cm x 12
- Cotton Swabs x 100
- Vinyl Gloves x 100
- Paper Path Cleaning Sheet x 50
- Blowbrush x 1
- Vacuum Cleaner x 1
- Vacuum Cleaner Attachment x 1



Replacement Cleaning Items from Paralogic Ltd

Health & Safety Data Sheets are available on request.

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