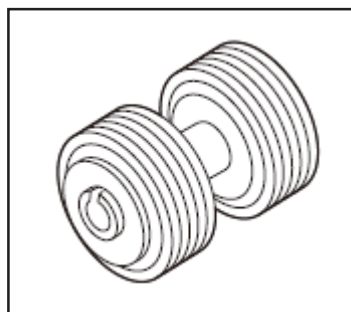


SCANSNAP iX500 CONSUMABLE REPLACEMENT
AND CLEANING INSTRUCTIONS

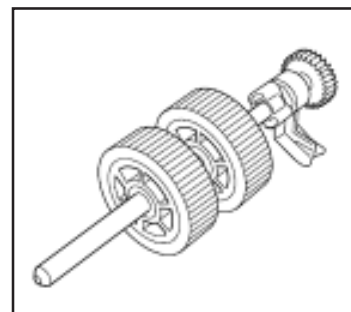


CONSUMABLES LIST

| Description | Qty | Life | Fujitsu P/N |
|--------------|-----|---------|--------------|
| Brake Roller | 1 | 200,000 | PA03656-0001 |
| Pick Roller | 1 | | |



Brake Roller



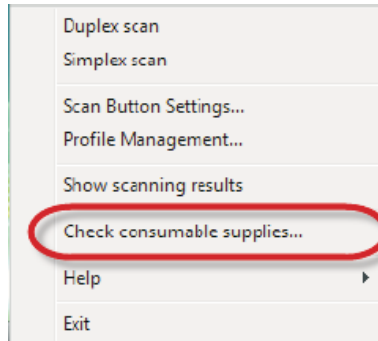
Pick Roller

Note: The Brake Roller and Pick Roller are included when ordering part number PA03656-0001

CHECKING THE LIFE OF THE CONSUMABLES

If your ScanSnap begins to jam or multifeed, your consumables may need to be replaced. Follow the directions below to access the Consumable life counters.

- Right click on the ScanSnap Manager ICON on the Task Bar.
- Select Check consumable supplies..... from the Right Click Menu.

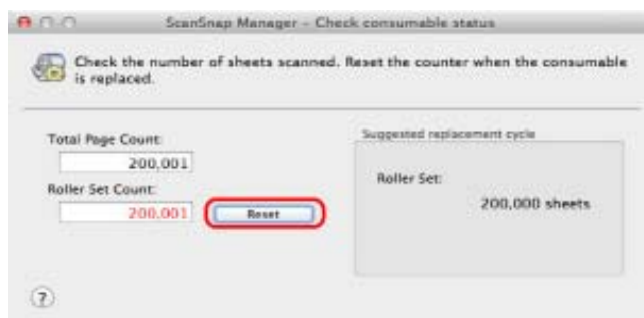


- Check consumable status window to see how many pages have been run since changing the Pick Roller and Pad Assy.



RESETTING THE CONSUMABLE COUNTER

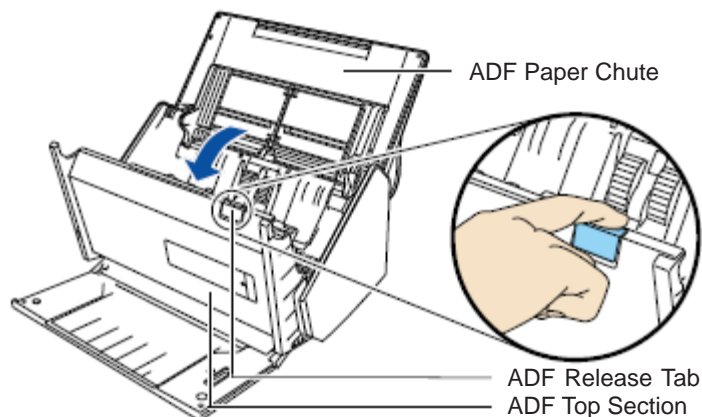
After replacing consumables make sure you access Check consumable supplies..... and click the Reset Button for the consumable replaced.



REPLACING THE ROLLER SET

Defective or improperly installed Roller Sets can cause paper jams, misspicks, skew, or double fed documents. To replace the Pad Assembly perform the following steps.

- Unplug the power cable from the ScanSnap.
- Pull the ADF Release tab to open the ADF of the scanner.

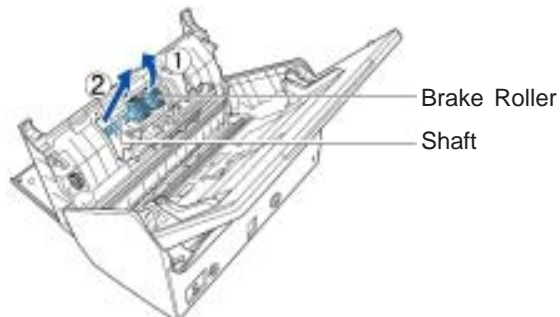


REPLACING THE BRAKE ROLLER

- Open the Cover by holding both ends and pulling in the direction of the arrow.

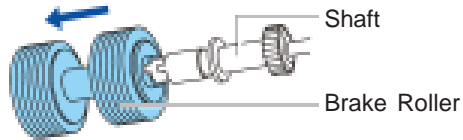


- Remove the Brake Roller shaft by lifting the right side of the roller, then pulling out the shaft from the slot on the left.

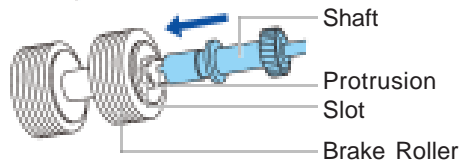


REPLACING THE ROLLER SET (CONT.)

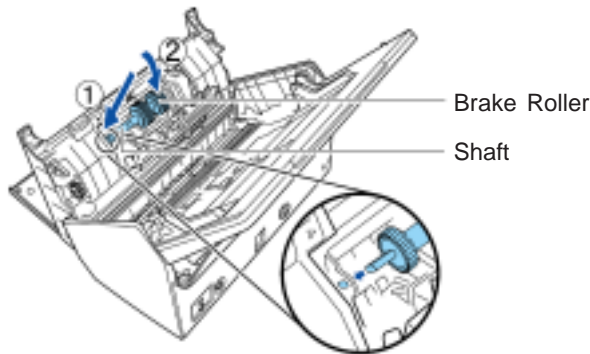
- Remove the Brake Roller from it's shaft.



- Attach the new Brake Roller on to the shaft by inserting the protrusion on the shaft into the slot on the roller.

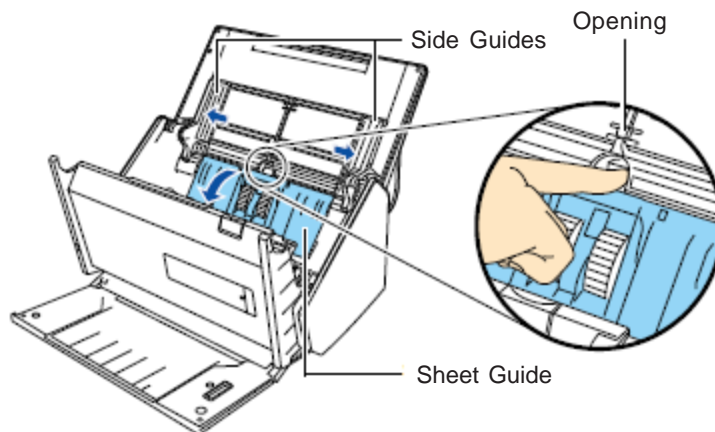


- Install the Brake Roller in the scanner by fitting the left end of the shaft into the slot in the scanner, then dropping the right side into place.



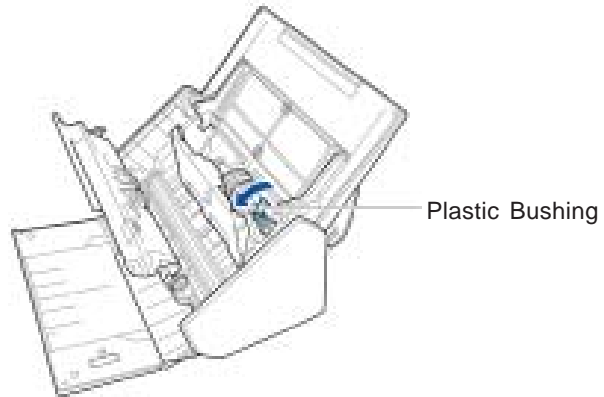
REPLACING THE PICK ROLLER

- Open the Sheet Guide by sliding the Side Guides all the way toward the outer edges of the scanner and pulling out at the opening.

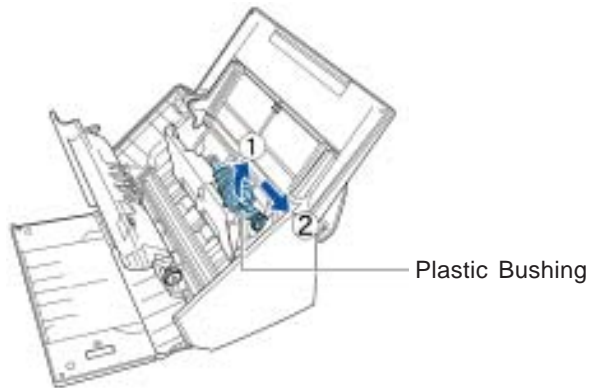


REPLACING THE ROLLER SET (CONT.)

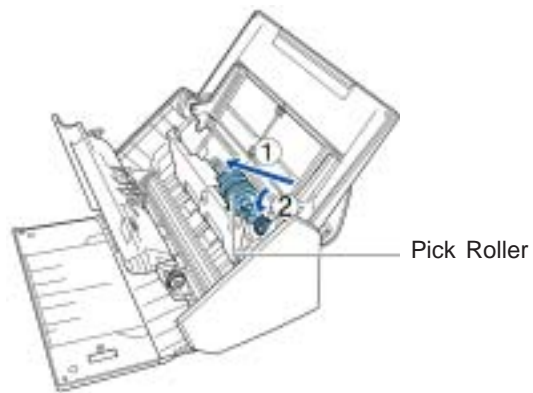
- Rotate the plastic bushing toward the bottom of the scanner.



- Remove the Pick Roller by lift the right side of the shaft, moving it towards the right, and then pulling it out.

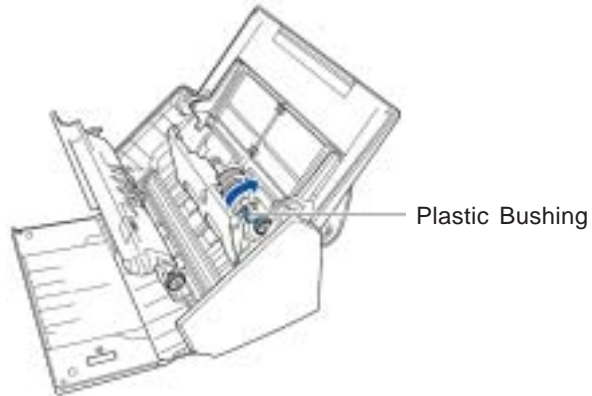


- Install the new Pick Roller by inserting the left end of the shaft into the slot, and lower the opposite end into the



REPLACING THE ROLLER SET (CONT.)

- Rotate the plastic bushing toward the upper part of the scanner.



- Close the Sheet Guide and the ADF Cover.
- Connect the power cable and open the ADF to turn the scanner on.
- Reset the Consumable Counter.

CLEANING LOCATIONS AND FREQUENCIES

| Location | Tools | Frequency |
|----------------------|----------------|------------------|
| Pick Roller and Pad | Cleaning Wipes | Every 200 Sheets |
| | Cleaning Wipes | Every 200 Sheets |
| Plastic Feed Rollers | Cleaning Wipes | Every 200 Sheets |
| Sheet Guides | Cleaning Wipes | Every 200 Sheets |
| Eject Rollers | Cleaning Wipes | Every 200 Sheets |
| Feed Rollers | Cleaning Wipes | Every 200 Sheets |
| Glass Surfaces | Cleaning Wipes | Every 200 Sheets |
| White Sheets | Cleaning Wipes | Every 200 Sheets |

Note:

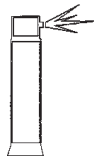
The scanner will need to be cleaned every day (or possibly more than once a day) if the following paper is scanned.

- Paper with special coating such as carbonless paper.
- Paper with large amount of printing. (Heavy toner or ink)
- Documents with toner that is not fused properly.

- Do not use water or neutral detergent to clean the inside of the scanner.
- Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, resulting in malfunctions.
- When cleaning the scanner parts using the cleaning wipes, wipe off the excess cleaner completely with a soft lint-free cloth to eliminate residue on the surface of the cleaned parts.

CLEANING MATERIALS

F1 Cleaner



Cotton Swabs



Lint Free Cleaning Cloths



Cleaning Paper



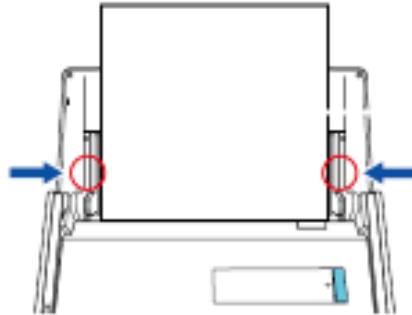
Cleaning Wipes



CLEANING THE ROLLERS WITH THE CLEANING PAPER

The cleaning papers are designed to remove only loose paper dust and ink from the rollers. Use the cleaning paper approximately every **1,000** sheets scanned. They are to be used in between the thorough cleanings of the scanner. **Using the cleaning paper does not take the place of the more complete cleanings described later in this section**

- Set the Hopper Guides to the widest width possible.



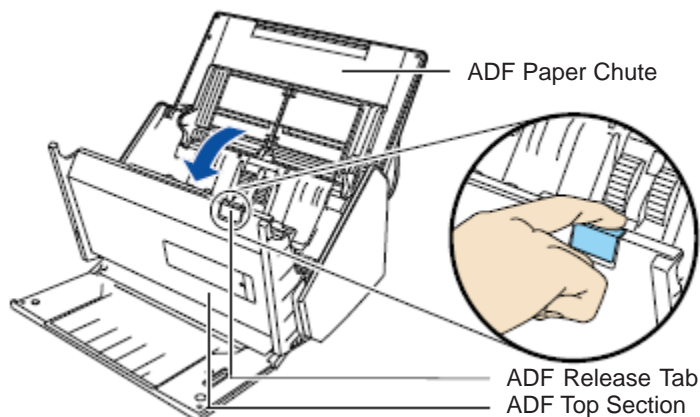
- Spray a Cleaning Paper with F1 Cleaner and place it against the right edge of the Hopper Guide. Press the Scan Button. **Do Not Save the image.** This operation is used only to pass the cleaning paper through the paper feed path.
- Check the path to see if it needs further cleaning. If so, repeat feeding the Cleaning Paper through the scanner.

Use Caution when applying F1 to the cleaning paper. Do not use excessive amounts as this cleaner will take time to evaporate from the paper path of the scanner. Be sure to open the ADF and wipe up any excess F1 cleaner with a dry lint free cloth after running the cleaning paper lightly sprayed with F1.

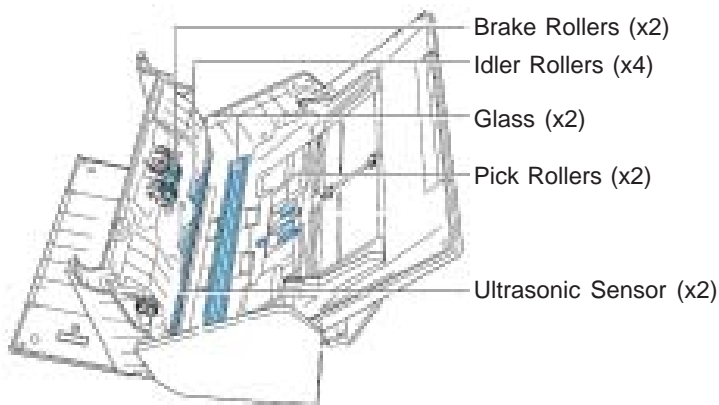
- Check the path to see if it needs further cleaning. If so, refer to "Cleaning the Inside of the Scanner".

CLEANING INSIDE THE SCANNER

- Unplug the power cable from the ScanSnap.
- Pull the ADF Release tab to open the ADF of the scanner.



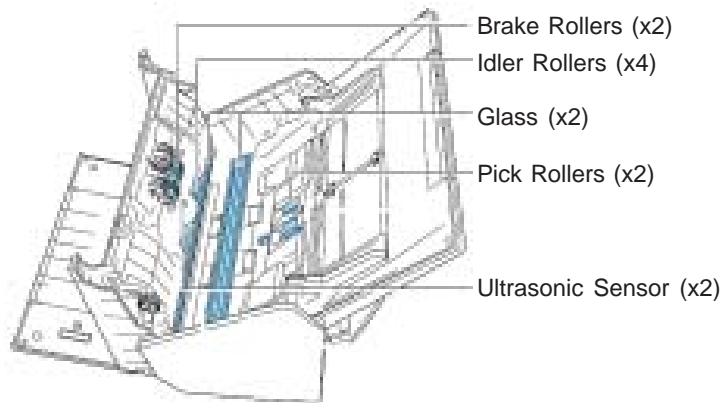
- Clean the places shown in the drawing below using a Cleaning Wipe and drying with a lint free cloth. You can also clean with the lint free cloths moistened with Cleaner F1.



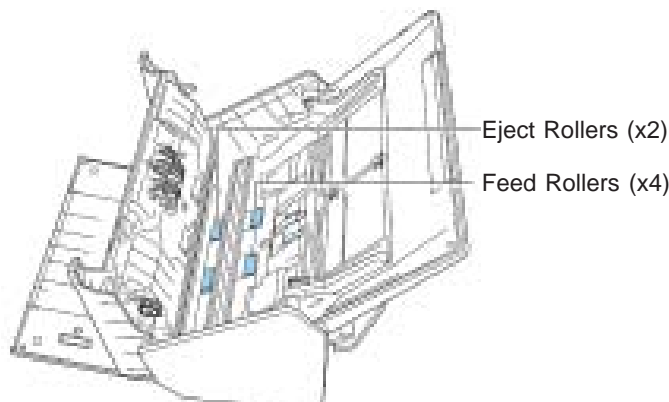
- Remove the Brake Roller from the scanner. Gently wipe in the direction of the grooves of the roller surfaces to remove dust and toner. ***Dirty Brake Rollers will affect the separating and feeding of the paper.***



CLEANING INSIDE THE SCANNER (CONT.)



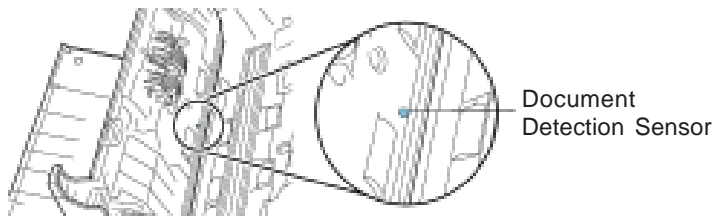
- Clean the Idler Rollers with a Cleaning Wipe or a lint free cloth moistened with F1 Cleaner by gently wiping to remove the dust and toner while rotating them with your fingers. **Dirty Idler Rollers will affect the feeding of the scanner.**
- Clean the Glass surface lightly with a soft cloth. **Dirty Glass can cause vertical streaks to appear on the scanned images.**
- Clean the Pick Rollers by gently wiping in the direction of the grooves of the roller surfaces to remove dust and toner. **Dirty Pick Rollers will affect the feeding of the paper.**
- Clean the Ultrasonic Sensors with a Cleaning Wipe or a lint free cloth moistened with F1 Cleaner. If you can't reach the sensors with the lint free cloths use a cotton swab. **Dirty Ultrasonic Sensors can cause the scanner to detect multi-feeds incorrectly.**



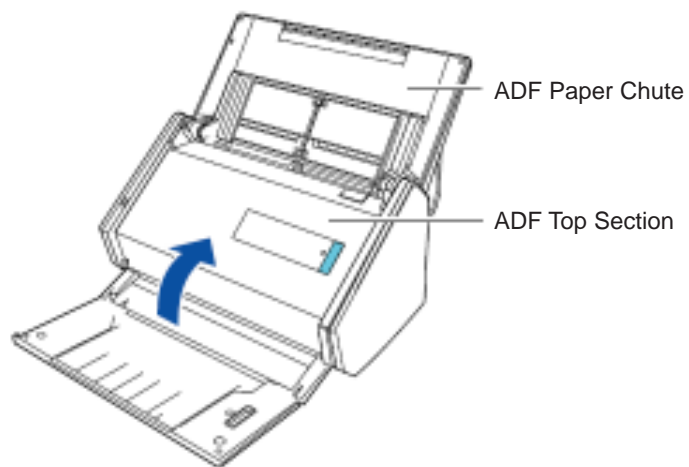
- To clean the Eject and Feed Rollers power on the scanner. Once it initializes, open the ADF cover. Locate the Feed Rollers and Eject rollers on the lower section of the ADF. Hold a lint-free cloth moistened with F1 Cleaner against each of the Feed Rollers/Eject Rollers and press the "Scan" button and hold it for 3 seconds. This will rotate the rollers a small amount each time you press the button.

CLEANING INSIDE THE SCANNER (CONT.)

- When cleaning the inside of the scanner make sure not to catch the cloth on the Document Detection Sensor.



- Close the ADF Top Section. It clicks when it locks in place.





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