
Consumable Replacement and Cleaning Guide







IX2500 Daily Care and Consumable Replacement Guide

This section describes how to clean the scanner.



- Do not use aerosol spray or spray that contains alcohol. Paper dust blown up by strong air from the spray may enter inside the scanner which may cause the scanner to fail or malfunction.
Also note that sparks generated by static electricity may cause a fire.
- The inside of the ADF becomes very hot when the scanner is being used. Before you start cleaning the inside of the ADF, make sure to turn off the power, unplug the power cable and wait for at least 15 minutes for the inside of the ADF to cool down.

Cleaning Materials

Name	Part No.	Notes
 Cleaner F1	PA03950-0352	100 ml Liquid cleaner to use for removing dirt and stains
 Cleaning Paper	CA99501-0012	10 sheets Used to clean the inside of the scanner with ease. Spray it with Cleaner F1 and scan it with the scanner in the same way as a document.
 Cotton swab	CG90000-120601	Used to clean a tiny part such as the ultrasonic sensor.
 Dry cloth	CG90000-120001	Used to wipe off dirt and stains. Moisten it with Cleaner F1 for cleaning.
SCANAID KIT iX2500 Cleaning Supplies & Consumables	CG01000-310327	ScanAid is a factory-authorized consumable kit with instructions and cleaning supplies.

ATTENTION

To use the cleaning materials safely and correctly, read the precautions on each product thoroughly.

For more information about the cleaning materials, contact the distributor/dealer where you purchased this product. Or make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with this product.

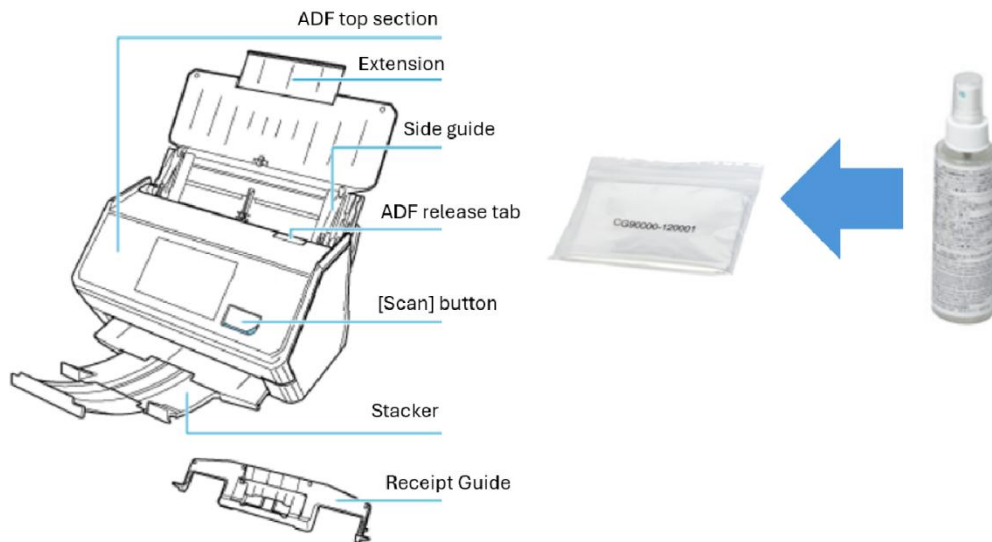
Cleaning the Outside of the ScanSnap

Clean the outside of the ScanSnap, the ADF paper chute (cover), the ADF top section, and the stacker regularly.

Disconnect the cables from the ScanSnap and then clean the outside of the ScanSnap with a dry cloth, or a cloth moistened with Cleaner F1.

ATTENTION

- The bottom part of the ScanSnap may become hot when the ScanSnap is being used, but this does not affect ScanSnap operation or cause any physical harm. Be careful not to drop the ScanSnap when carrying it.
- Never use paint thinner or any other organic solvents. The shape or color may be changed.
- When cleaning the ScanSnap, please prevent liquids from entering the ScanSnap.
- It may take a long time for Cleaner F1 to dry if an excessive amount is used. Moisten the cloth with moderate quantity.
- Wipe off the cleaner completely to leave no residue on the cleaned parts.



Touch panel

To avoid the surface of the touch panel becoming dirty, clean it regularly by gently wiping dirt and dust off with a soft, dry cloth.

Do not rub or tap the surface with hard objects as doing so may damage the surface

ATTENTION

Do not wipe the touch panel with a damp cloth.

Dust on the surface may become stuck between the touch panel and the ScanSnap, causing the touch panel to malfunction.

Cleaning the Inside of the ScanSnap

- Clean the inside of the ScanSnap regularly.

Scanning repeatedly accumulates dust and paper dust inside the ScanSnap, and this may result in an error during a scan. As a guideline, the inside of the ScanSnap should be cleaned every 1,000 sheets scanned.

Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.



- Before cleaning the ScanSnap, you must turn off the ScanSnap and unplug the power cable from the AC outlet. Not doing so may cause fire or electrical shock.
- Do not place internal parts such as the brake roller and the pick roller within reach of small children. Doing so may cause injury.
- The glass inside becomes very hot while the ScanSnap is being used. Before you clean the inside of the ScanSnap, you must unplug the power cable from the AC outlet and leave the ScanSnap for 15 minutes or more.



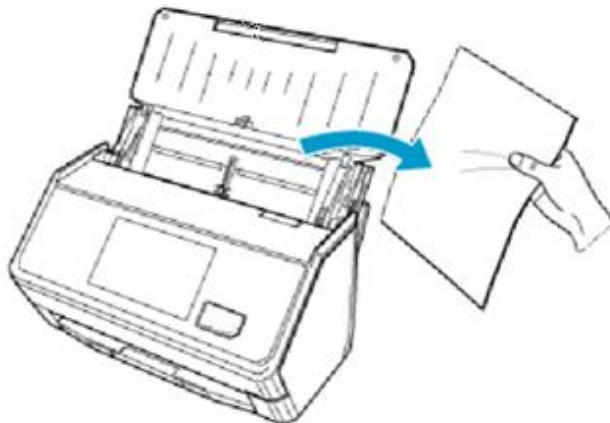
- Do not use aerosol spray or spray that contains alcohol. Paper dust and other dust blown up by strong air from the spray may enter the inside of the scanner which may cause scanner failure or malfunction. Also note that sparks generated by static electricity may cause a fire.

ATTENTION

- The bottom part of the ScanSnap may become hot when the ScanSnap is being used, but this does not affect ScanSnap operation or cause any physical harm. Be careful not to drop the ScanSnap when carrying it.
- Do not use water or mild detergent to clean the inside of the ScanSnap.
- It may take a long time for Cleaner F1 to dry if an excessive amount is used. Moisten the cloth with moderate quantity.
- Wipe off the cleaner completely to leave no residue on the cleaned parts.

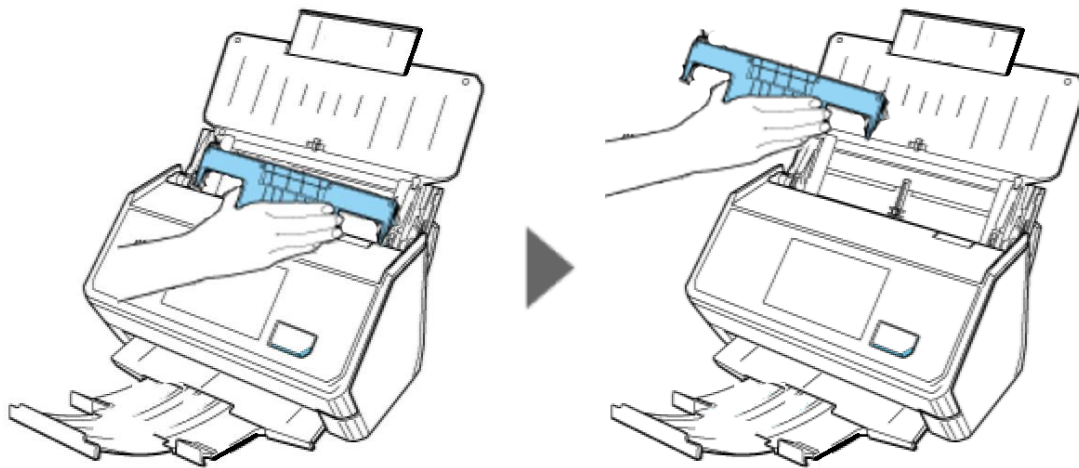
Cleaning Procedure

- (1) Unplug the power cable from the ScanSnap.
- (2) Remove any documents from the ADF paper chute (cover).



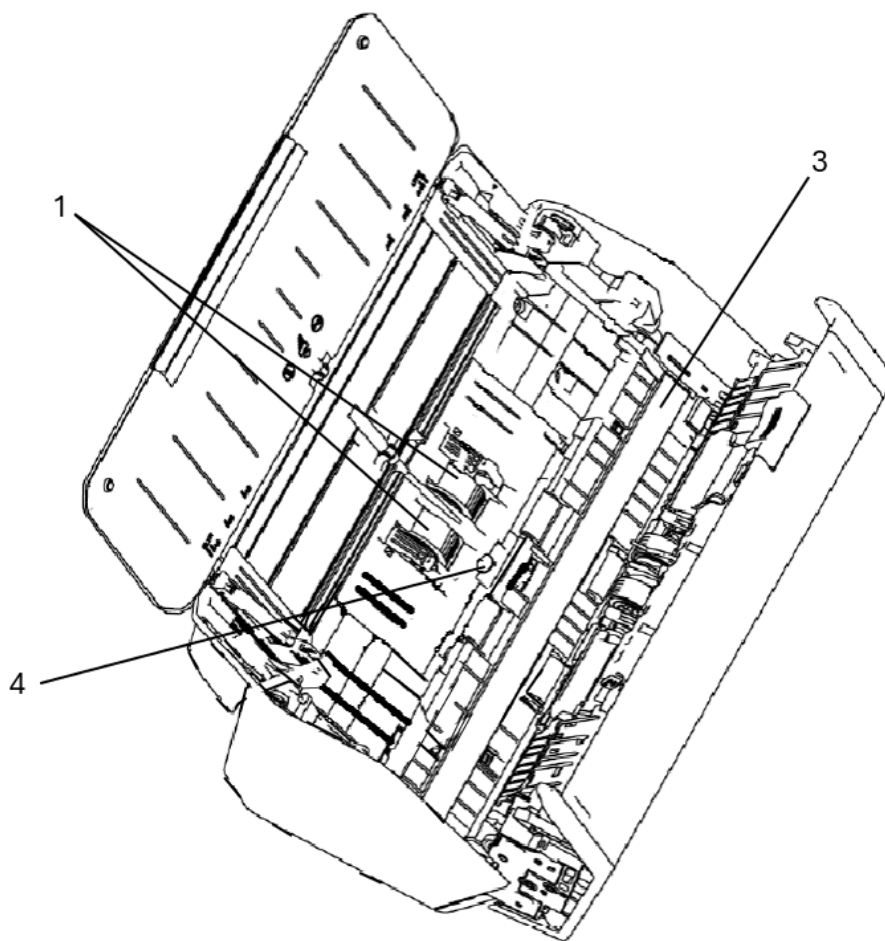
- (3) Remove the Receipt Guide from the scanner when it is attached.

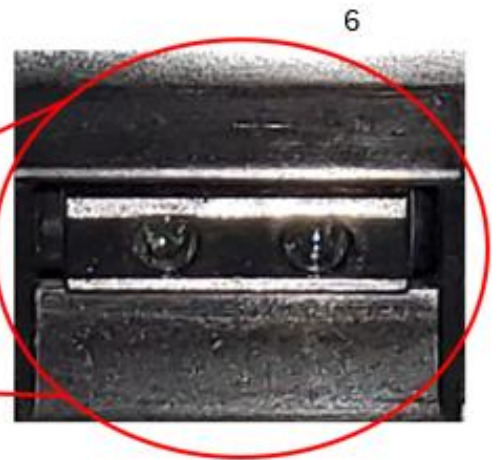
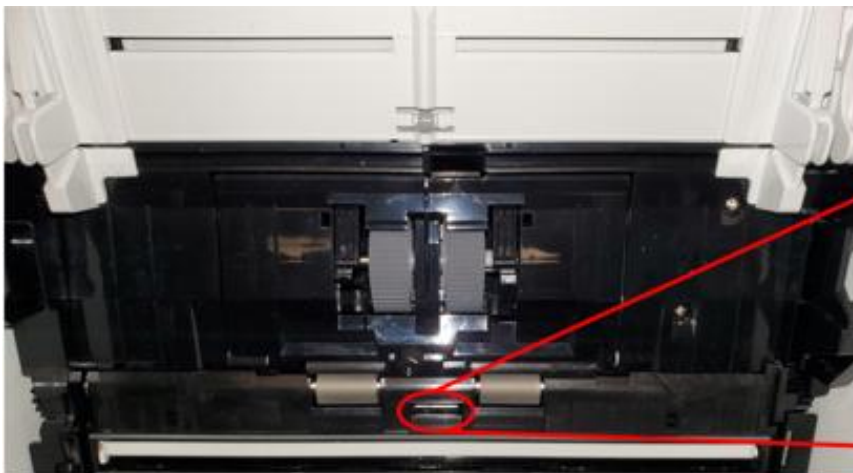
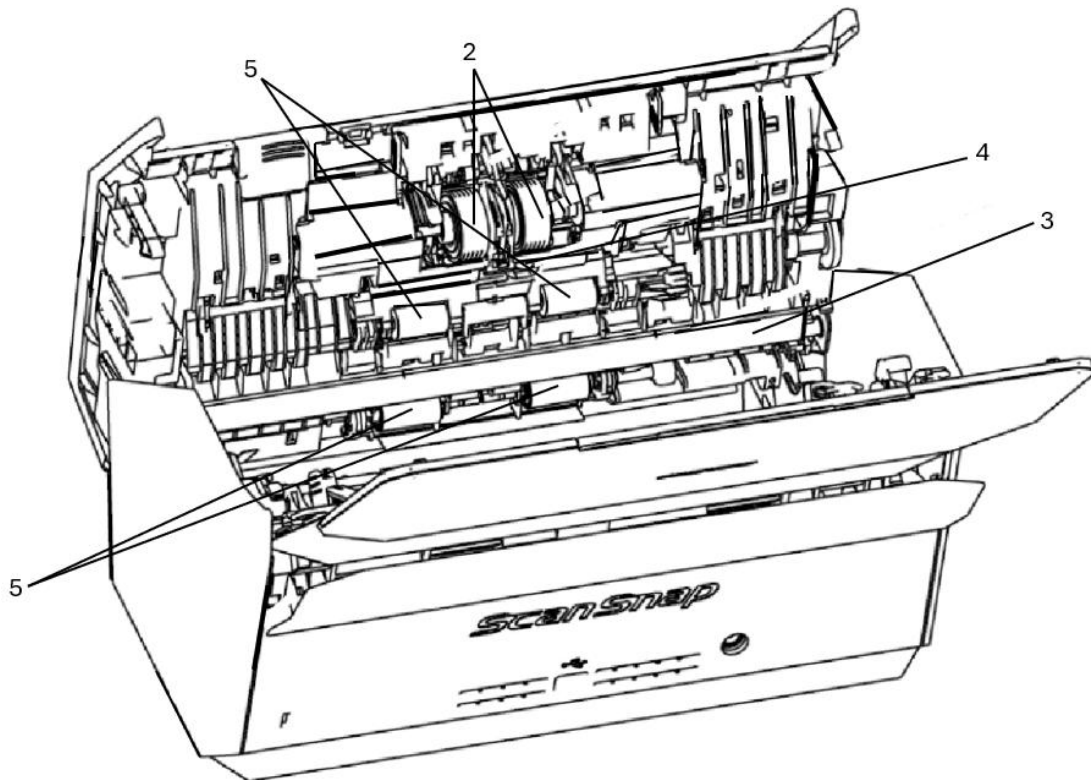
To remove the Receipt Guide, hold it with one hand and lift it up towards you.



(4) Pull the ADF release tab to open the ADF top section.

(5) Clean the following parts with a cloth moistened with Cleaner F1, or a cleaning wipe.





1. Pick roller (x1)

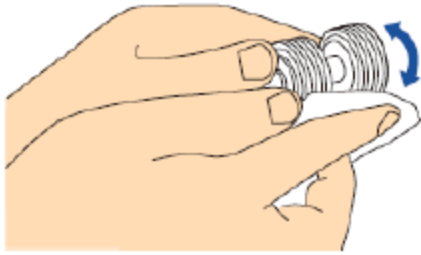
Remove the pick roller from the scanner to clean.

Gently wipe off the dirt and dust along the grooves on the roller surface. Residue on the roller may affect the feeding performance. Be careful not to damage the surface of the roller.

2. Brake roller (x2)

Remove the brake rollers from the scanner to clean.

Gently wipe the dirt and dust off from along the slots on the surface of the brake rollers. Be careful not to damage the surface of the rollers.




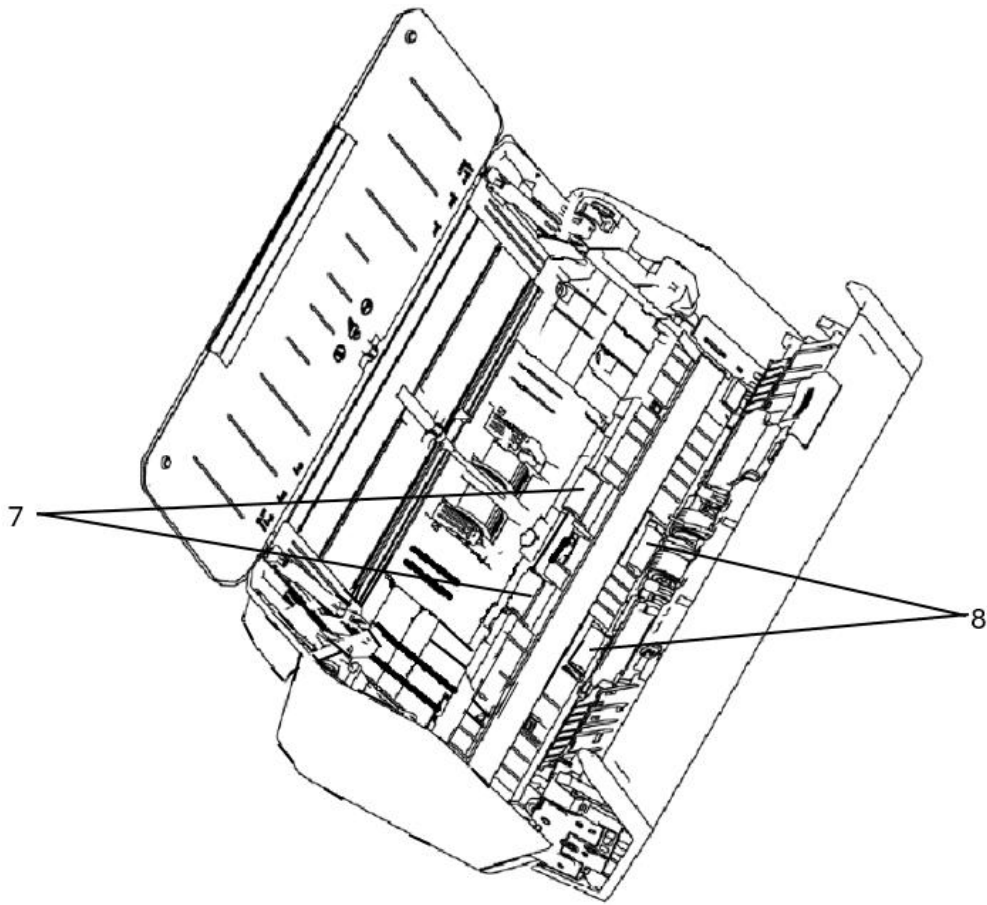
3. Glass (x2)
Gently wipe the dirt and dust off the surface of the glass sections. Make sure that it is cleaned properly because dirty glass can cause vertical lines to appear in the scanned image.
4. Ultrasonic sensor (x2)
Gently wipe the dirt and dust off the surface of the ultrasonic sensors.
If you have trouble wiping the ultrasonic sensors with the cloth, use a cotton swab.
5. Pinch roller (x4)
Gently wipe the dirt and dust off the rollers as you rotate them manually. Be careful not to damage the surface of the rollers. Make sure that they are cleaned properly because the residue on the rollers will affect the feeding performance.
6. Top sensor
Gently wipe the dirt and dust off the surface of the Top sensor.
If you have trouble wiping the Top sensor with the cloth, use a cotton swab.

(6) Connect the power cable of the ScanSnap to the AC outlet.

Reference

Connect the power cable only when cleaning the Feed-Roller and the Exit-Roller.

- (7) Press  in the home screen on the touch panel of the ScanSnap to display the [Settings] screen.
- (8) Press [Maintenance] to display the [Maintenance] screen.
- (9) Press [Roller cleaning] to display the [Roller cleaning] window.
- (10) Keep pressing the [Run] button to rotate the Feed-Roller and the Exit-Roller.
When you let go of the [Run] button, the Feed-Roller and the Exit-Roller will stop rotating.
- (11) Clean the following parts with a cloth moistened with Cleaner F1, or a cleaning wipe.



7. Feed-Roller (x2)

8. Exit-Roller (x2)

Gently wipe the dirt and dust off while taking care not to damage the surface of the rollers. Make sure that they are cleaned properly because the residue on the rollers will affect the feeding performance.

(12) Close the ADF top section.

Replacing the Consumables



This section explains how to replace the consumables for the scanner.



The inside of the ADF becomes very hot when the scanner is being used.

Before you replace the consumables, make sure to turn off the power, unplug the power cable and wait for at least 15 minutes for the inside of the ADF to cool down.

Consumables and Replacement Cycles


Product Name	Part No./Suggested Replacement Cycle
<p>Roller Set</p> <ul style="list-style-type: none">• Brake Roller  <ul style="list-style-type: none">• Pick Roller 	<p>Part number: PA03860-0001 Suggested replacement cycle: 200,000 sheets</p>

Note that the suggested replacement cycles are guidelines for using A4 (80 g/m² [20 lb.]) wood-free paper, as these cycles vary depending on the type of documents scanned and how often the scanner is used and cleaned.

Consumables need to be replaced periodically. It is recommended that you keep a stock of new consumables and replace them before it reaches the end of the consumable life. Also, the scanner records the number of sheets scanned for each consumable (brake roller and pick roller), which allows you to determine when to replace the consumables.

Checking Consumable Status Procedure

Before replacing the consumables, check the status of each consumable in the following procedure.

- (1) Press  in the home screen on the touch panel of the ScanSnap to display the [Settings] screen.
- (2) Press [Maintenance] to display the [Maintenance] screen.
- (3) Press [Check consumable status] to display the [Check consumable status] window.
- (4) Check the value for [Current Count / Replacement Cycle].

For information on purchasing the consumables, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with this product.

HINT

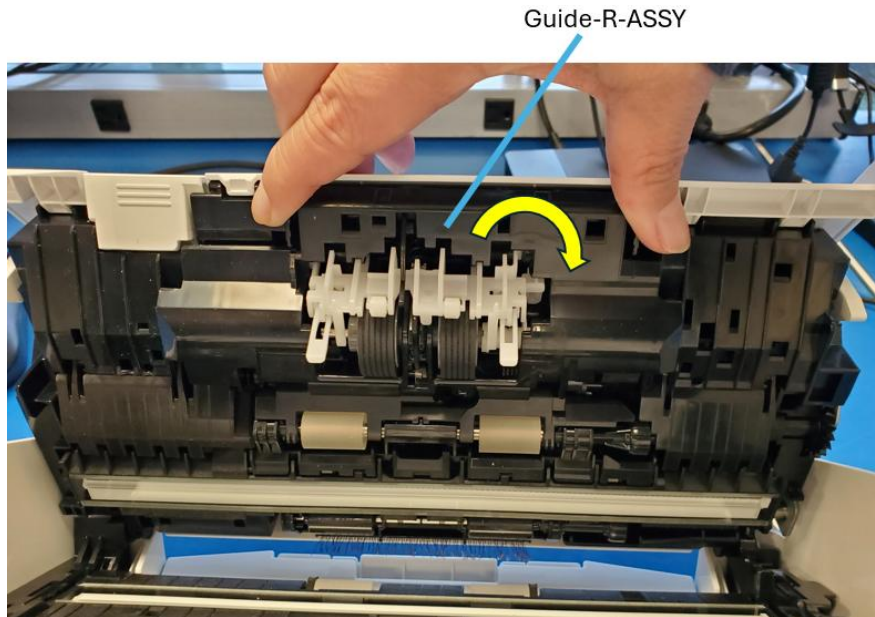
Only use the specified consumables.

Replacing the Brake Roller

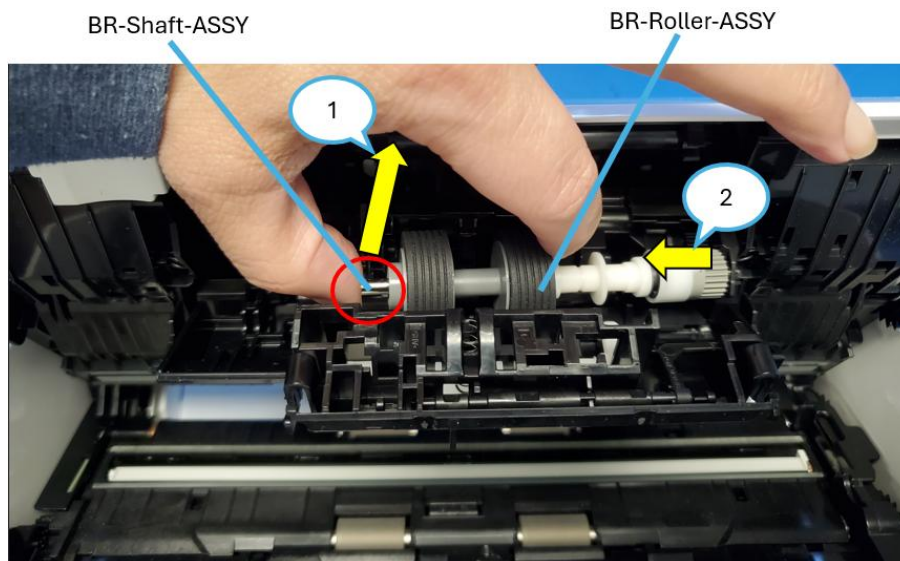
Replace the brake roller in the following procedure.

(1) Open the ADF top section.

(2) By holding both ends of the Guide-R-ASSY (brake roller cover), open it in the direction of the arrow.



(3) Lift the BR-Shaft-ASSY on the left side, remove the left-side shaft (①), and pull out the right-side shaft from the slot (②).

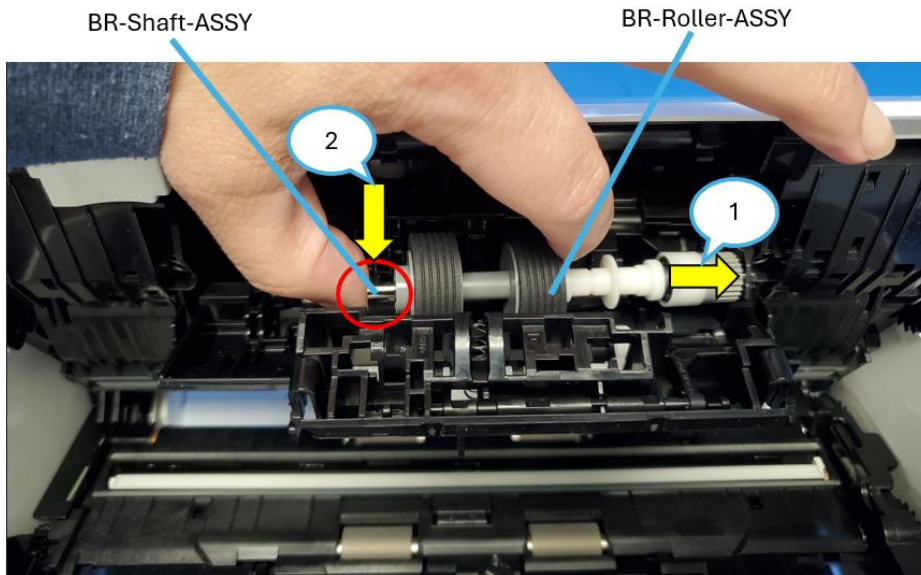


Installation

(1) Fit the right end of the BR-Shaft-ASSY in the slot (①), then install the rest of the shaft in place (②).

ATTENTION

Confirm that the brake roller is installed properly. Otherwise, paper jams or other feeding errors may occur.



- (3) Close the Guide-R-ASSY.
- (4) Close the ADF top section.



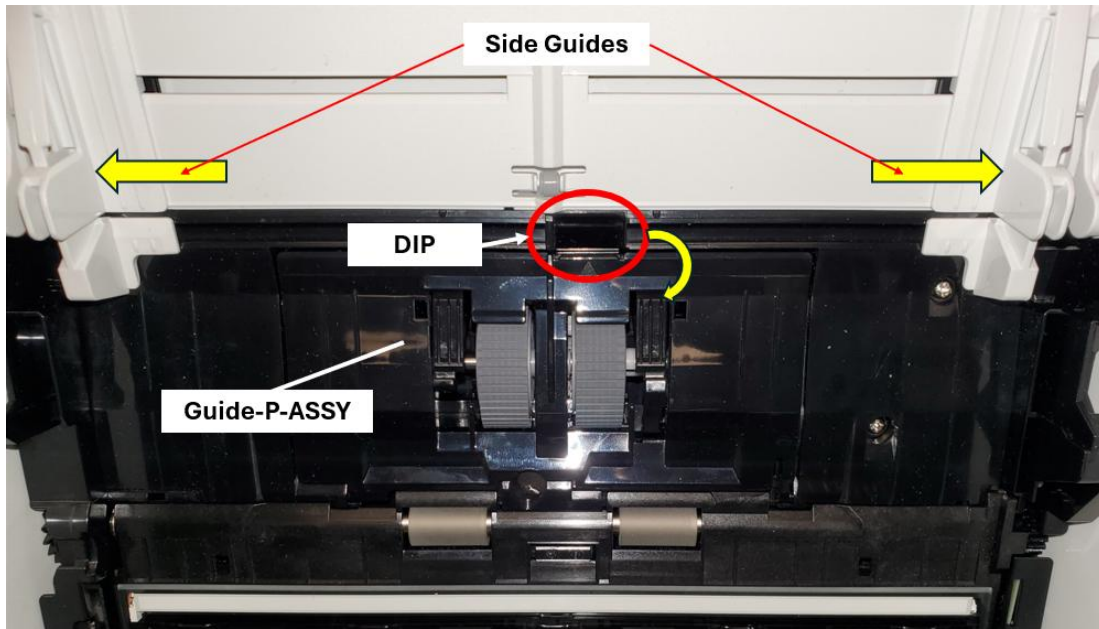
Be careful not to get your fingers caught when closing the ADF.

Replacing the Pick Roller

- (1) Open the ADF top section.
- (2) Open the Guide-P-ASSY (sheet guide).
 - 1. Slide the side guides all the way.
 - 2. Pull the Guide-P-ASSY (sheet guide) open from the dip.



When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

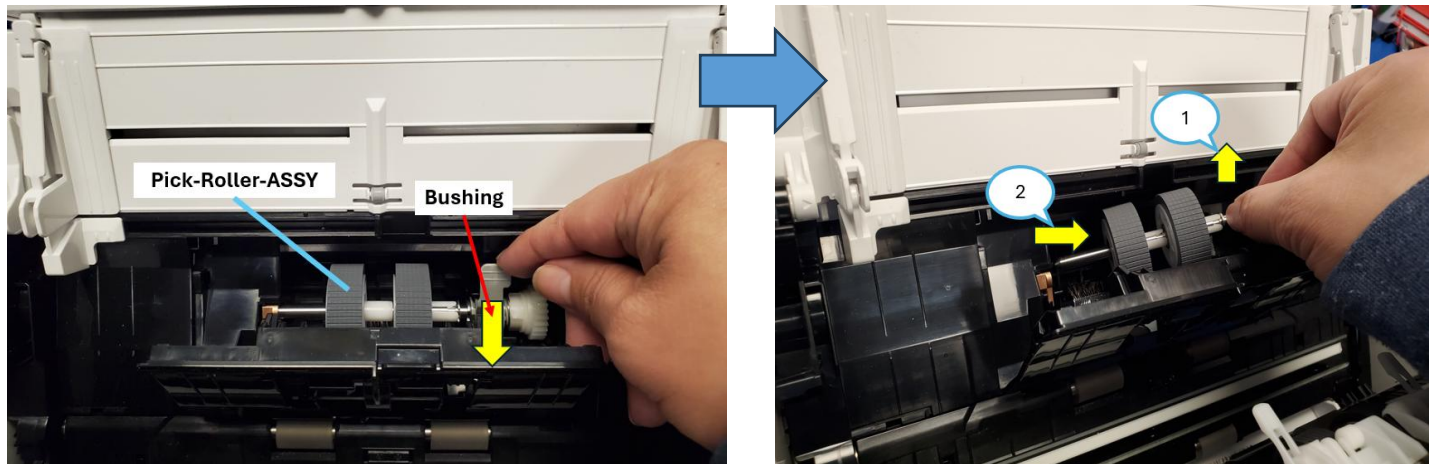


(3) Rotate the bushing on the Pick-Roller-ASSY in the direction of the arrow (see the lower left figure).

(4) Gently lift the right side of the bushing (about 5 mm) (①), move it towards the right, and then pull it out. (②)

Notice

Be careful not to touch the gear near the bushing as it contains grease.



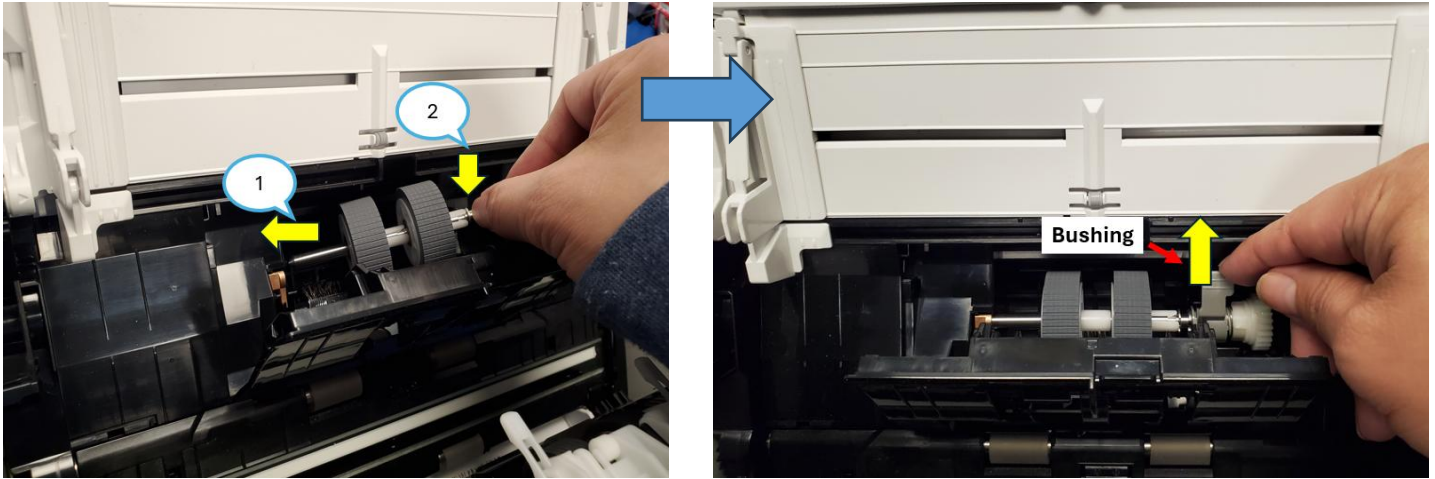
Installation

(1) Insert the left end of the shaft into the slot (①) and lower the other end gradually (②).

(2) Rotate the bushing on the Pick-Roller-ASSY in the direction of the arrow (see the lower right figure).

ATTENTION

Confirm that the pick rollers are installed properly. Otherwise, paper jams or other feeding errors may occur.



(3) Close the Guide-P-ASSY (sheet guide).

ATTENTION

Confirm that the pick rollers are attached properly. Otherwise, paper jams or other feeding errors may occur.

Make sure you insert the pick rollers until they lock in place.

Notice

Make sure that both ends of the Guide-P-ASSY (sheet guide) are locked firmly.


(4) Close the ADF top section.



Be careful not to get your fingers caught when closing the ADF.

Resetting the Number of Consumable Usage

After replacing the consumables, reset the number of consumable usages in the following procedure.

- (1) Press  in the home screen on the touch panel of the ScanSnap to display the [Settings] screen.
- (2) Press [Maintenance] to display the [Maintenance] screen.
- (3) Press [Check consumable status] to display the [Check consumable status] window.
- (4) Press [Reset].
- (5) When the message appears, Press [OK].

The value for [Current Count / Replacement Cycle] becomes [0].