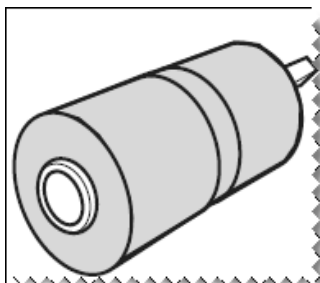# S1300/S300 SERIES CONSUMABLE REPLACEMENT AND CLEANING INSTRUCTIONS
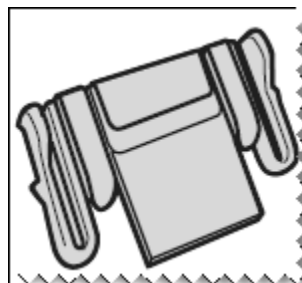
FUjiTSU

Kit Contents

Pick Roller
Qty 0

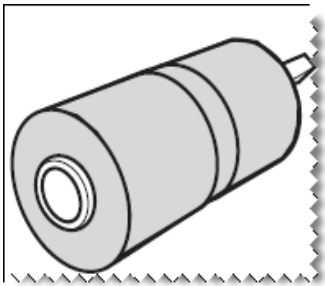Pad Assembly
Qty 3

Cleaning Cloths
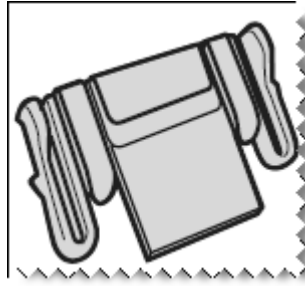Qty 1 - 24/pack

CONSUMABLES LIST

Description	Qty	Life	Fujitsu P/N
Pick Roller	1	100,000	PA03541-0001
Pad Assembly	1	10,000	PA03541-0002

Pick Roller

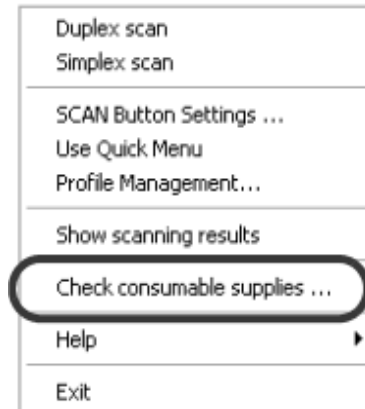Pad Assembly

Note:
Replacement Cycles are estimated guidelines established by testing with A4/Letter sized woodfree and wood based 17 lb paper. NCR or Carbonless paper has chemical composition which damages the Pad, and the Pick Roller. Cleaning of the consumables will be required more frequently to avoid feed problems. Consumable life will be reduced if NCR or Carbonless paper is scanned.
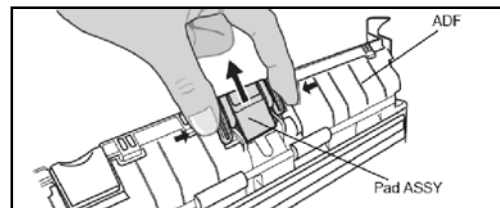
REPLACING THE PAD ASSEMBLY

A defective or improperly installed Pad Assembly can cause misspicks, skew, or double fed documents. To replace the Pad Assembly perform the following steps.

- Remove all documents from the ADF Paper Chute. Open the Scanner. Right click on the ScanSnap Manager ICON

  S on the Task Bar.

- Check consumable supplies.....

- Check consumable status window to see how many pages have been run since changing the Pad ASSY. See Consumables list on page 2 of this document for replacement life counts.

- Remove the Pad Assembly by pressing two knobs on the top of the pad assembly and sliding it up to remove it. Use the Reset Button for the Pad ASSY Count after changing the Pad.

Note:
After replacement of any consumable reset the counter for that consumable by following the instructions in your Operator's Guide. These instructions can be found under the "Replacing Consumables" section of the Operator's Guide.
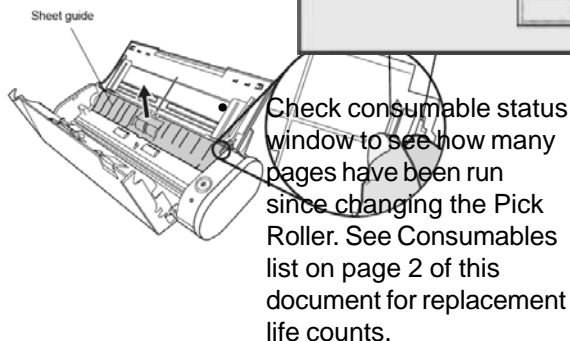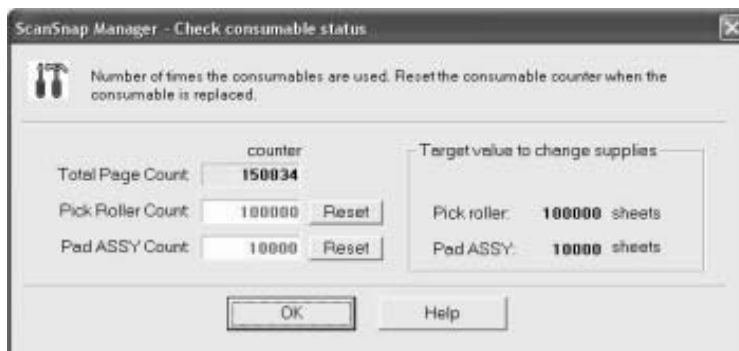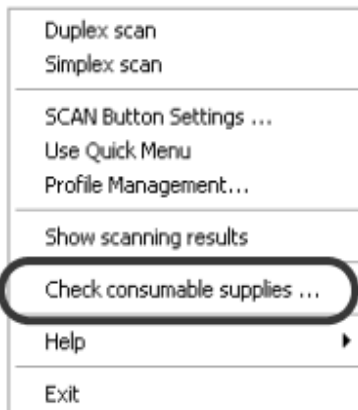
REPLACING THE PICK ROLLER

The Pick Roller should only be replaced at 100,000 pages run. It is not supplied in the Kit and can be ordered using the part number shown on page 3 of this booklet.

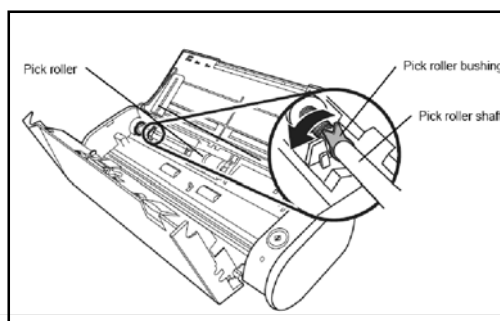- Remove all documents from the ADF Paper Chute. Right click on the ScanSnap Manager ICON

  on the Task Bar.

- Check consumable supplies.....

Duplex scan
Simplex scan

SCAN Button Settings …
Use Quick Menu
Profile Management…

Show scanning results

Check consumable supplies …

Help   ▶

Exit

ScanSnap Manager - Check consumable status

Number of times the consumables are used. Reset the consumable counter when the consumable is replaced.

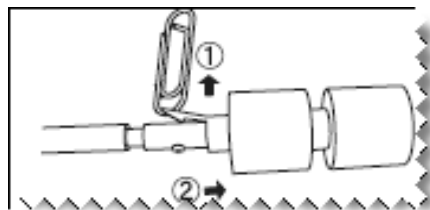|	counter		Target value to change supplies	
Total Page Count	150034			
Pick Roller Count	100000	Reset	Pick roller:	100000 sheets
Pad ASSY Count	10000	Reset	Pad ASSY:	10000 sheets

OK   Help

- Check consumable status window to see how many pages have been run since changing the Pick Roller. See Consumables list on page 2 of this document for replacement life counts.

- Remove the Pick Roller by pinching the Pick-Up Tab on the sheet guide and lifting up to remove the sheet guide.

- Rotate the Pick Roller bushing, remove the shaft with the pick roller by moving it towards the left side. Use the Reset button in the Consumable status window to set the Pick Roller Count to 0 after changing.

Sheet guide

Pick roller   Pick roller bushing
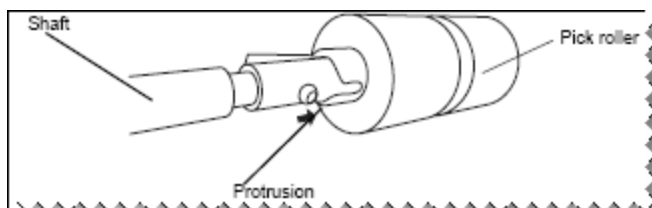   Pick roller shaft

Replacing the Pick Roller (cont.)

- Use a paper clip to pull up the pick roller tab and slide the pick roller off of the shaft.

- Attach the new Pick Roller by sliding it on to the shaft. Rotate the Pick Roller to align the screw protrusion on the shaft with the slot on the Pick Roller. Be sure the Pick Roller tab clicks and the Pick Roller is locked in place on the shaft before reinstalling the shaft.

- Reinstall the Pick Roller Shaft with the new Pick Roller installed in reverse order used to remove the Pick Roller Shaft.

Cleaning Locations and Frequencies

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.**

▪ **It may take a long time for the cleaner to vaporizes if a large amount of residue is left afer cleaning parts.**

▪ **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.**
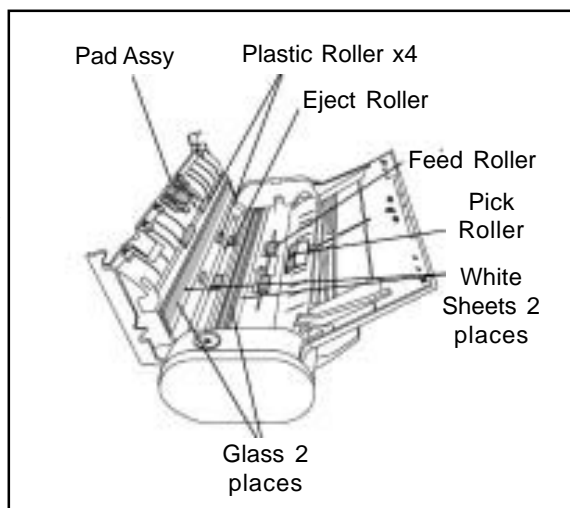
Cleaning Materials

Cleaning Wipes

CLEANING INSIDE THE SCANNER WITH CLEANING WIPES

- Open the Cover on the ADF by pulling the Cover Open Lever in the direction shown.

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- Clean the places shown in the drawing to the right using a Cleaning Wipe and drying with a lint free cloth. Be sure to power off the scanner before cleaning with Cleaning Wipe or alcohol on lint free cloths.

Pad Assy   Plastic Roller x4
Eject Roller
Feed Roller
Pick Roller
White Sheets 2 places
Glass 2 places

⇨   Clean the Pad Assy by wiping in a downward motion with a Cleaning wipe being careful not to catch the Cleaning wipe on any metal springs.

⇨   Gently clean the 2 white sheets and 2 glass covers using a cleaning wipe.

⇨   Clean the Pick Roller, plastic rollers, feed rollers and eject rollers using a cleaning wipe. Clean well as dirt or dust on these rollers will cause pick, or feed problems during scanning. Be careful not to scratch the surface of any rollers in the scanner as this may affect the scanners operation when feeding paper to be scanned.

With the ADF open, hold the Scan Button to advance the Feed and Eject Rollers. This allows access to the entire roller surface for cleaning.

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