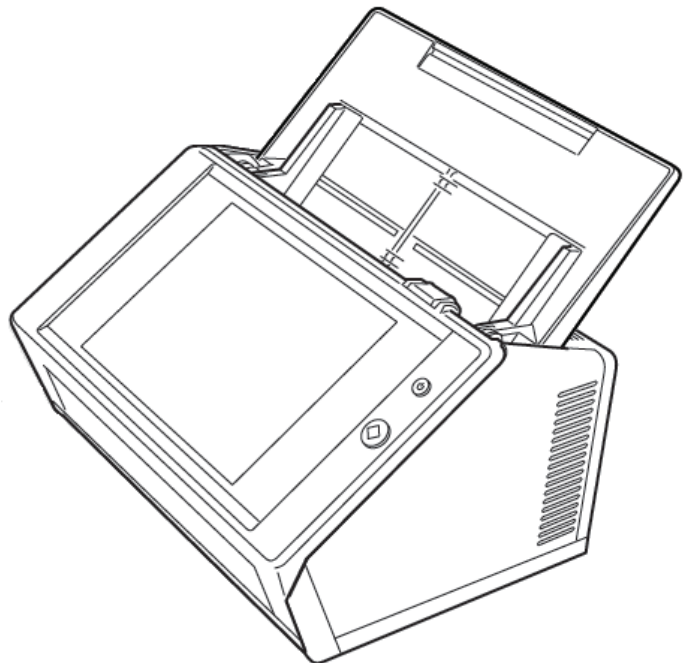


FUJITSU Image Scanner N7100E

Consumable Replacement and Cleaning Guide






Daily Care

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

Cleaning Supplies	Part No.	Remarks
Cleaner F1 	PA03950-0352	1 bottle (100 ml) Used to lightly moisten the cloths before wiping parts clean. When a large amount of the cleaner is used, it may take some time until it is dry. Use an appropriate amount to moisten the cloths. Also, wipe off Cleaner F1 well from the part with a dry cloth.
Cleaning Paper 	CA99501-0012	1 pack (10 sheets) Used with Cleaner F1.
Cleaning Wipe 	PA03950-0419	1 pack (24 sheets) Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths.
Soft, dry cloth	Any commercially available lint-free product	

ATTENTION

In order 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. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Location and Frequency

Part to Clean	Cleaning Frequency
Brake roller	Clean after every 1,000 sheets are scanned.
Feed roller	
Eject roller	
Pick roller	
Idler roller	
Glass	
Ultrasonic sensor	

ATTENTION

Cleaning cycles may vary depending on the condition of the documents. Also, cleaning must be performed more frequently when the following types of documents are scanned:

- Smooth-faced documents such as coated paper
- Documents with printed text/graphics that almost cover the entire surface
- Chemically-treated documents such as carbonless paper
- Documents containing a large amount of calcium carbonate
- Documents written in lead pencil
- Documents on which the toner is not sufficiently fused

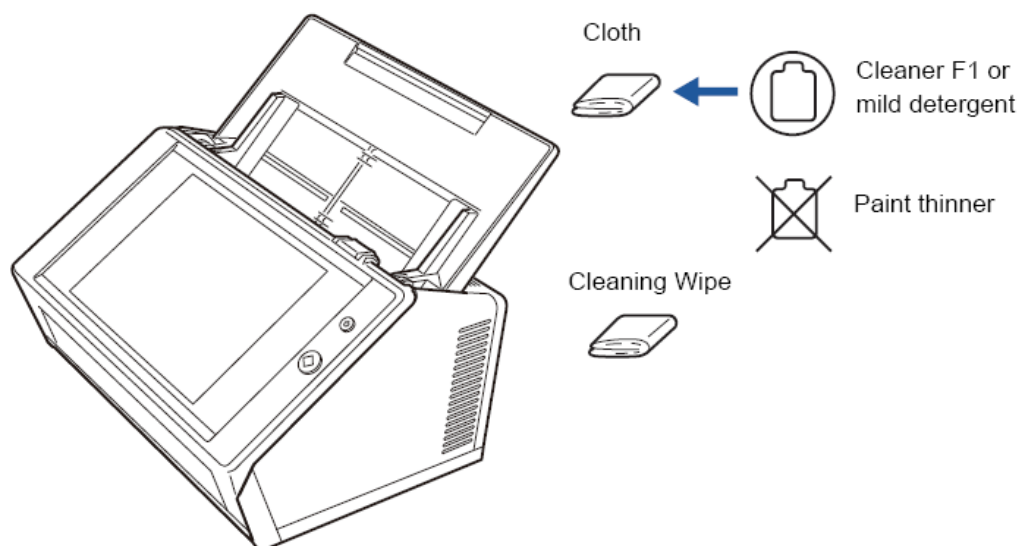
Cleaning the Exterior of the Scanner

■ Cleaning the Scanner Body

The scanner exterior (other than the touch panel), the ADF paper chute, and the stacker must be cleaned using a dry cloth or a cloth slightly moistened with Cleaner F1 or a mild detergent. Cleaning Wipes can also be used.

ATTENTION

- Do not use paint thinner or other organic solvents. The shape or color may be changed.
- Make sure that water does not get inside the scanner when cleaning.
- When a large amount of Cleaner F1 or a mild detergent is used, it may take some time until it is dry. Use a small amount to moisten the cloths. Also, wipe off Cleaner F1 well from the part with a dry cloth.



■ Cleaning the Touch Panel

To prevent the touch panel screen from becoming dirty, it should be regularly cleaned with a soft, dry cloth.

Take care when cleaning the touch panel. It can be easily damaged, and should never be scratched or banged with hard objects.

ATTENTION

Do not wipe the touch panel with a damp cloth.

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

Cleaning Inside the Scanner

Clean the interior of the scanner with a cloth slightly moistened with Cleaner F1 or the Cleaning Wipe.

Scanning repeatedly may cause dust and paper dust to accumulate inside the scanner resulting in a scanning error.

As a guideline, the inside of the scanner should be cleaned every 1,000 sheets scanned. However, this criteria varies according to the type of documents scanned. For example, it may be necessary to clean the scanner more frequently when documents with insufficiently fused toner are scanned.



The glass scanner windows inside the ADF can become hot when the scanner is used.

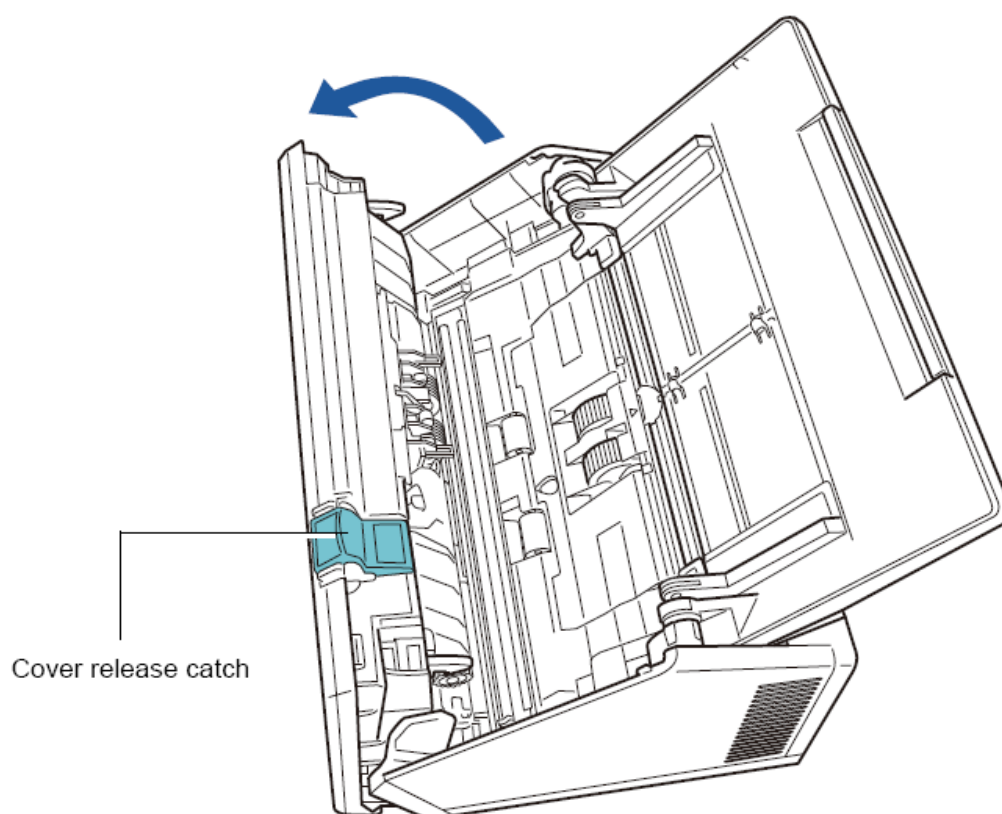
Turn off the scanner, unplug the power cable, and wait for at least 15 minutes before cleaning.

ATTENTION

- Do not use water or mild detergent to clean the inside of the scanner.
- When a large amount of the cleaner is used, it may take some time until it is dry. Use a small amount to moisten the cloths. Also, wipe off Cleaner F1 well from the part with a dry cloth.

1. Turn off the scanner power and wait for at least 15 minutes.
2. Unplug the power cable from the AC outlet.

3. Pull the cover release catch toward you and open the LCD cover.



Be careful that the LCD cover does not shut on your fingers.

4. Clean the following parts with a soft cloth slightly moistened with Cleaner F1 or with the Cleaning Wipe.

Ultrasonic sensor (x2)
(Also on the ADF paper chute)

Brake roller (x2)

Idler roller (x4)

Glass (x2)
(Also on the ADF paper chute)

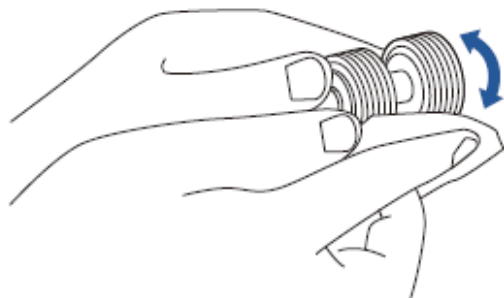
Eject roller (x2)

Feed roller (x2)

Pick roller (x2)

- 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. Take care not to damage the soft rubber.

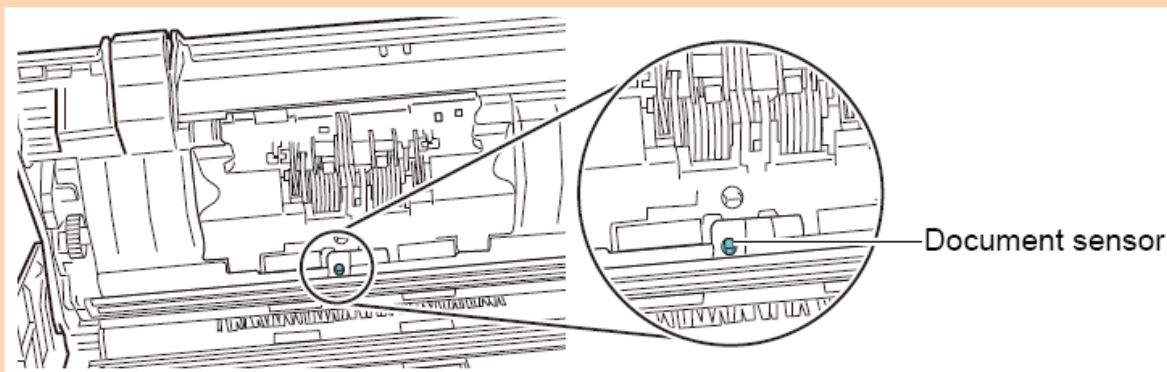


- Ultrasonic sensor (×2)

Clean lightly with a soft cloth to wipe their surfaces clean. If you have trouble wiping them with the cloth, use a cotton swab.

ATTENTION

Be careful when cleaning not to catch the cloth or the Cleaning Wipe in the document detection sensor.



- Idler roller (×4)

Gently rotate the idler rollers by hand as you wipe them clean. Take care not to damage the soft rubber. The idler rollers should be cleaned carefully and thoroughly, as dirty idler rollers can adversely affect the paper pickup performance.

- Glass (×2)

Clean lightly with a soft cloth to wipe their surfaces clean.

HINT

If the glass is dirty, a vertical line may appear on the scanned image.

- Pick roller (×2)

Gently wipe the dirt and dust off from along the slots on the surface of the roller as you rotate it manually. Take care not to damage the soft rubber. The pick roller should be cleaned carefully and thoroughly, as a dirty pick roller can adversely affect the paper pickup performance.

- Feed roller (×2) and eject roller (×2)

When cleaning, turn on the power and let the feed rollers and eject rollers rotate.


- 1 Connect the power cable, and turn on the scanner.

ATTENTION

The scanner needs to be on only when cleaning the feed rollers and eject rollers.

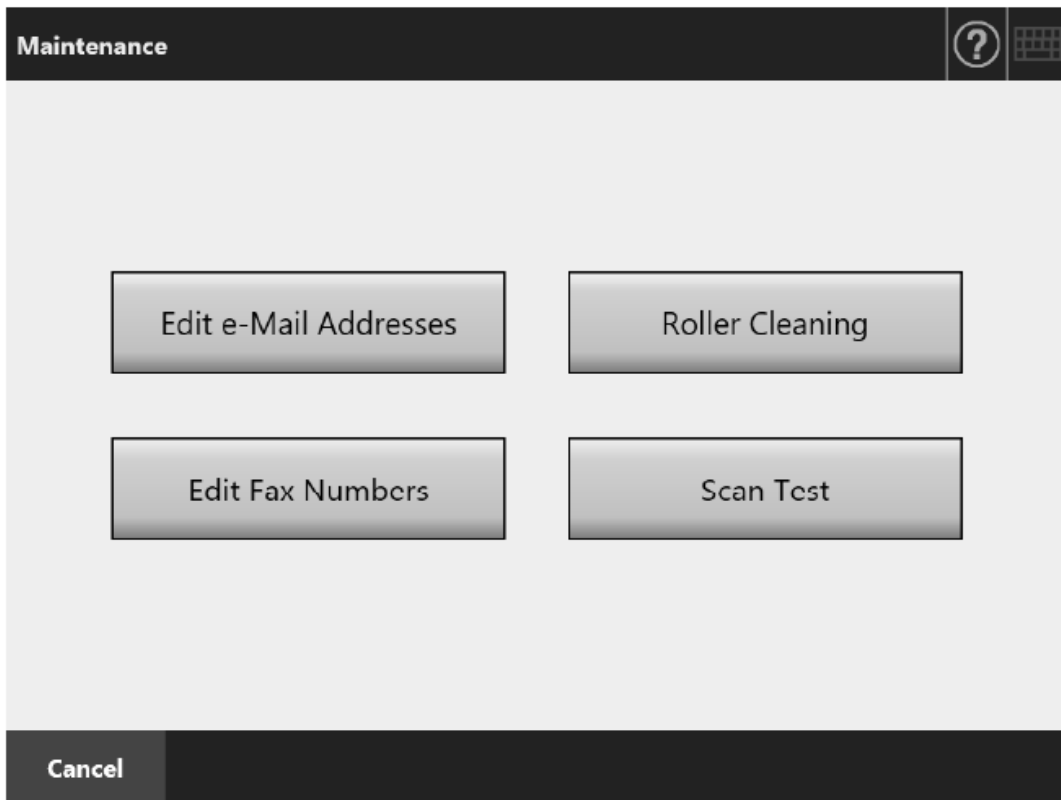
- 2 On the [Main Menu] or [Job Menu] window, press the [Maintenance] button.

HINT

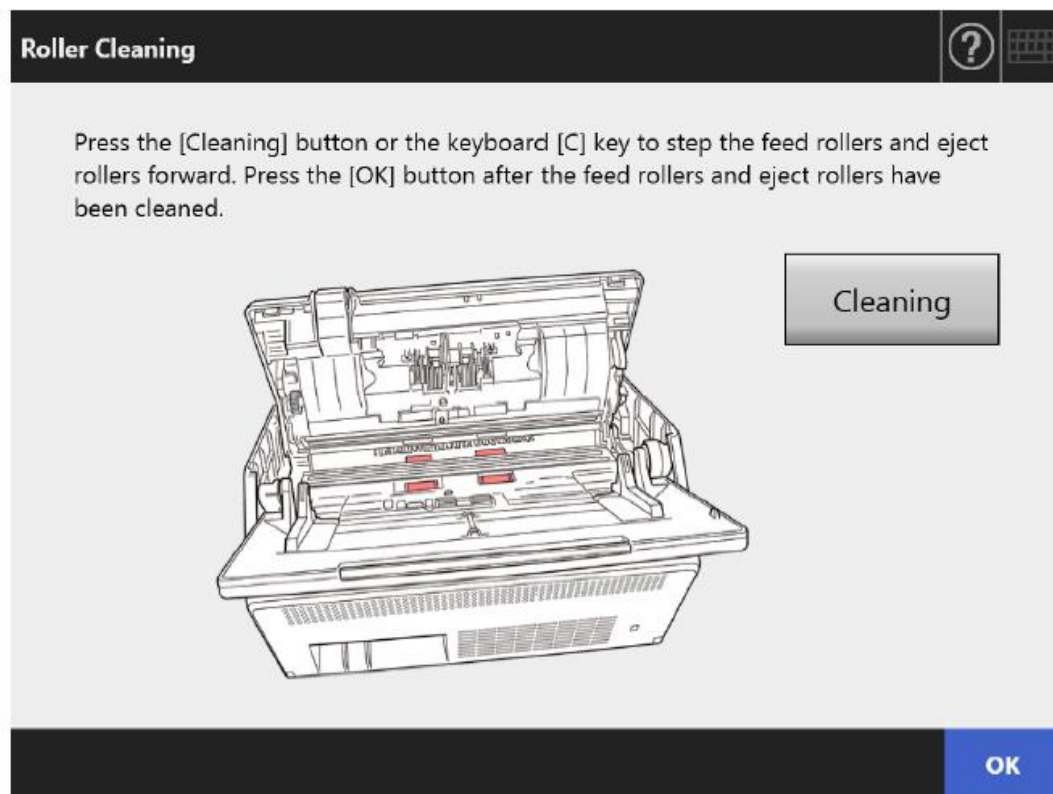
The [Maintenance] button on the [Job Menu] window can be shown by pressing .

⇒ The [Maintenance] window appears.

- 3 Press the [Roller Cleaning] button.



⇒ The [Roller Cleaning] window appears.



- 4 Open the LCD cover.
- 5 Lightly press a soft cloth slightly moistened with Cleaner F1 or the Cleaning Wipe against the surface of the rollers.

- 6 Press the [Cleaning] button on the [Roller Cleaning] window.
When the button is pressed, the feed rollers and eject rollers rotate slightly. Pressing the button continuously rotates the feed rollers and eject rollers for a fixed amount every few seconds.
Gently clean the rollers as you rotate them. Take care not to damage the soft rubber.
Stop pressing the button to stop the rollers rotating.
The pick rollers should be cleaned carefully and thoroughly, as black residue on the rollers can adversely affect the paper pickup performance.

HINT

- Pressing the [Cleaning] button seven times rotates the feed rollers and eject rollers approximately one complete revolution.
- When Help is shown, close it before pressing the [Cleaning] button.

- 7 When you have finished cleaning the rollers, press the [OK] button, and close the [Roller Cleaning] window.

ATTENTION

When cleaning the feed rollers or eject rollers, be careful not to touch the rollers with your fingers while they are rotating.

5. Close the LCD cover.

⇒ You should hear a click.

ATTENTION

- Be careful that the LCD cover does not shut on your fingers.
- Confirm that the LCD cover is completely closed. If the cover is not completely closed, document jams and feeding errors may occur.
- When closing the LCD cover, do not slam it shut by pushing the touch panel as this may damage it.

Cleaning a Carrier Sheet

Use a soft dry cloth, a cloth slightly moistened with Cleaner F1 or a mild detergent, or the Cleaning Wipe to clean a Carrier Sheet.

Lightly wipe off the dirt and dust from the surface and interior of a Carrier Sheet.

As the Carrier Sheet is repeatedly used, dirt and dust may collect on the surface of or inside the Carrier Sheet.

To prevent scanning malfunction, the carrier sheet should be regularly cleaned.


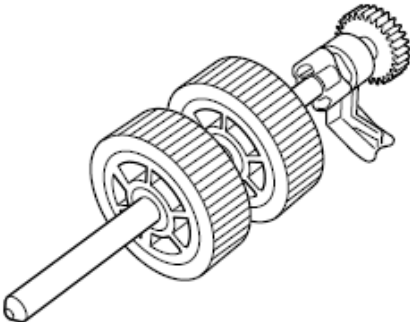
ATTENTION

- Be careful not to leave any crease on the Carrier Sheet.
- Do not use paint thinner or other organic solvents. The shape or color may be changed.
- Do not rub too hard, as the Carrier Sheet may become scratched or deformed.
- After cleaning the interior of the Carrier Sheet, wait until it has completely dried before closing it.
- As a guideline, it is recommended to replace the Carrier Sheet every 500 scans.

Replacing Parts

Part Numbers and Replacement Cycle

The following table specifies the replacement part numbers and the standard replacement cycles.

Part Name	Part No.	Replacement Cycle
<p>Roller Set</p> <ul style="list-style-type: none">● Brake Roller  <ul style="list-style-type: none">● Pick Roller 	PA03706-0001	After every 200,000 sheets scanned or once a year

These replacement cycles are rough guidelines for when using 80 g/m² (20 lb) A4/Letter woodfree or wood containing paper. They may vary according to the type of documents scanned, scanner usage, and cleaning frequency.

ATTENTION

- When the consumable alert status is orange or red, contact your scanner administrator to replace the necessary part.
- Use only the PFU parts specified. Do not use consumable parts made by other manufacturers.

Checking the Consumable Alert Status

1. On the [Main Menu] or [Job Menu] window, press the [Consumable Alert] button.

HINT

The [Consumables Alert] button on the [Job Menu] window can be shown by pressing







⇒ The [Consumable Alert] window appears.

2. Check which part needs to be replaced and press the [OK] button.

Parts whose [Usage Counter] value is bigger than the [Replace at] value should be replaced.

The value of [Usage Counter] is the exact number of scanned sheets.

Consumable Alert			
 			
Part	Usage Counter	Replace At	Current Status
 Brake roller	0	200,000	
 Pick roller	0	200,000	
			OK

3. Replace the part.

Replacing the Roller Set

The Roller Set is made up of the brake roller and the pick roller.
The procedure for replacing each roller is as follows.

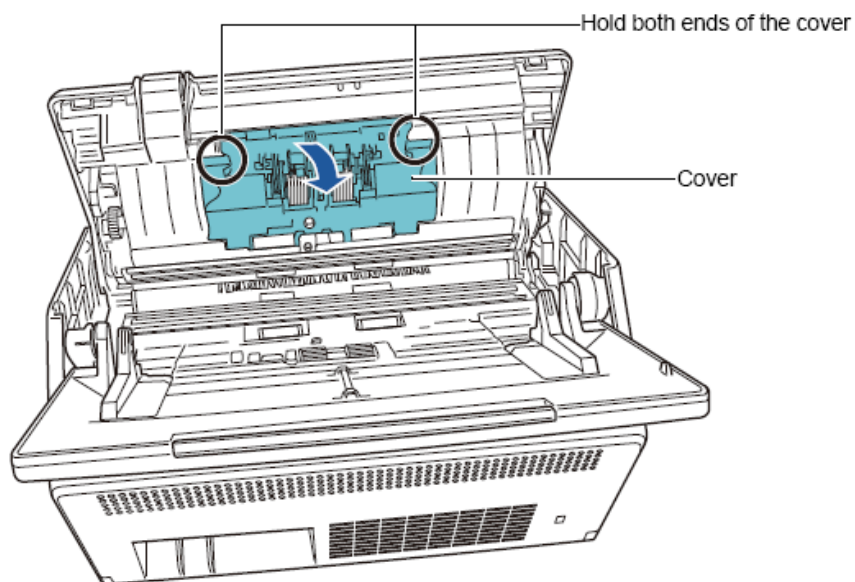
1. **Turn off the scanner power and wait for at least 15 minutes.**
2. **Unplug the power cable from the AC outlet.**
3. **Remove any documents from the ADF paper chute.**
4. **Pull the cover release catch toward you, place your hands at both sides of the LCD cover, and open the LCD cover.**



Be careful that the LCD cover does not shut on your fingers.

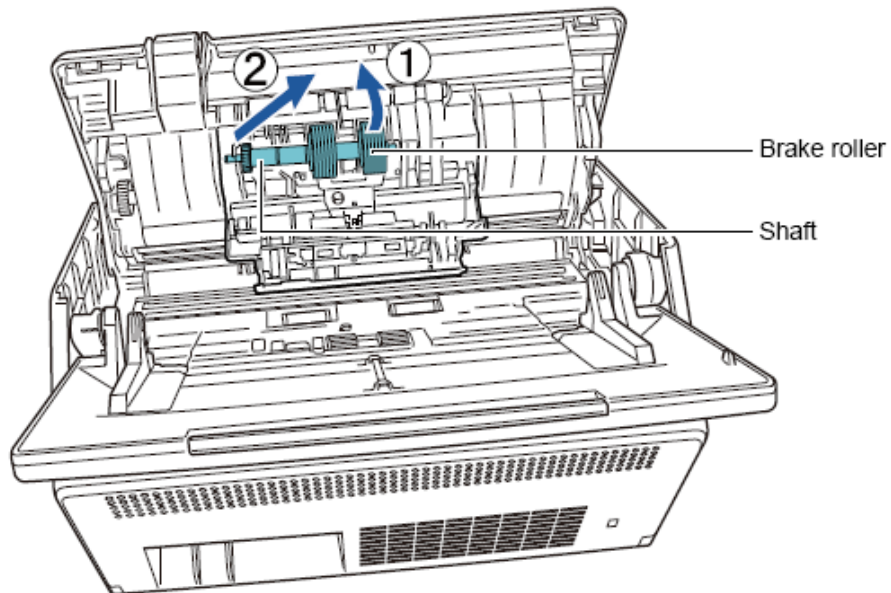
5. Replace the brake roller.

1. Open the cover of the brake roller.
Hold both ends of the cover of the brake roller, and open it in the direction of the arrow.

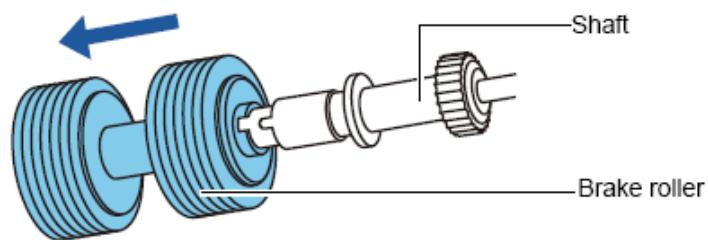


2. Remove the shaft.

Lift the right side of the roller first, then pull out the shaft from the slot on the left.

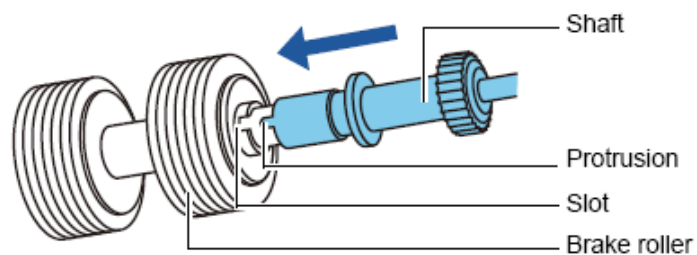


3. Remove the brake roller from its shaft.

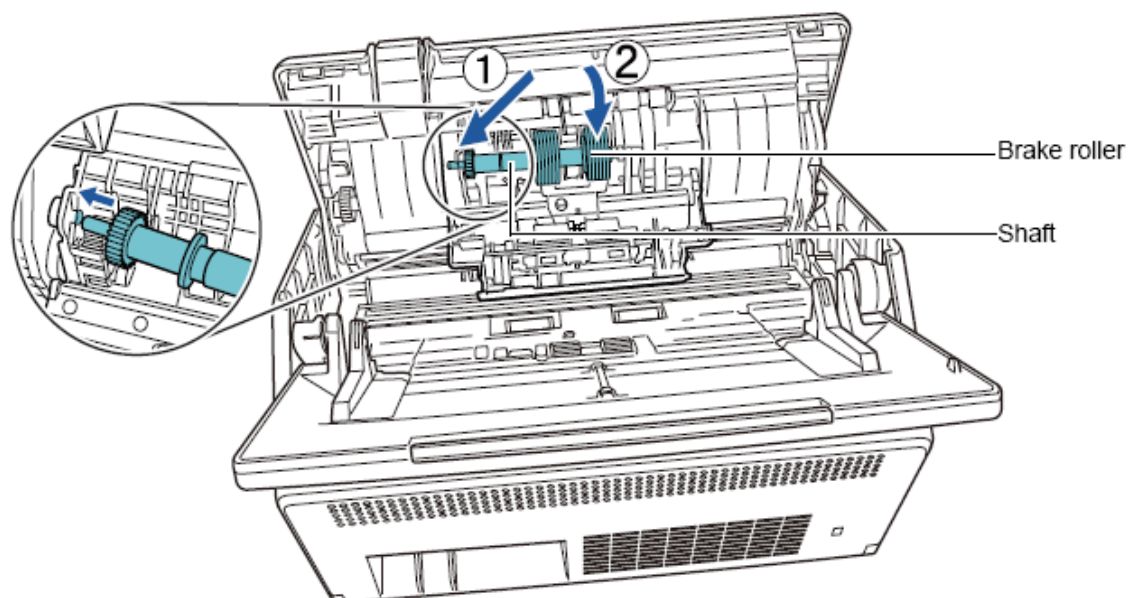


4. Attach a new brake roller on the shaft.

Insert the protrusion on the shaft into the slot.



5. Install the brake roller with the shaft on the scanner.
Fit the left end of the shaft in the slot, then install the rest of the shaft in place.



6. Close the cover of the brake roller.

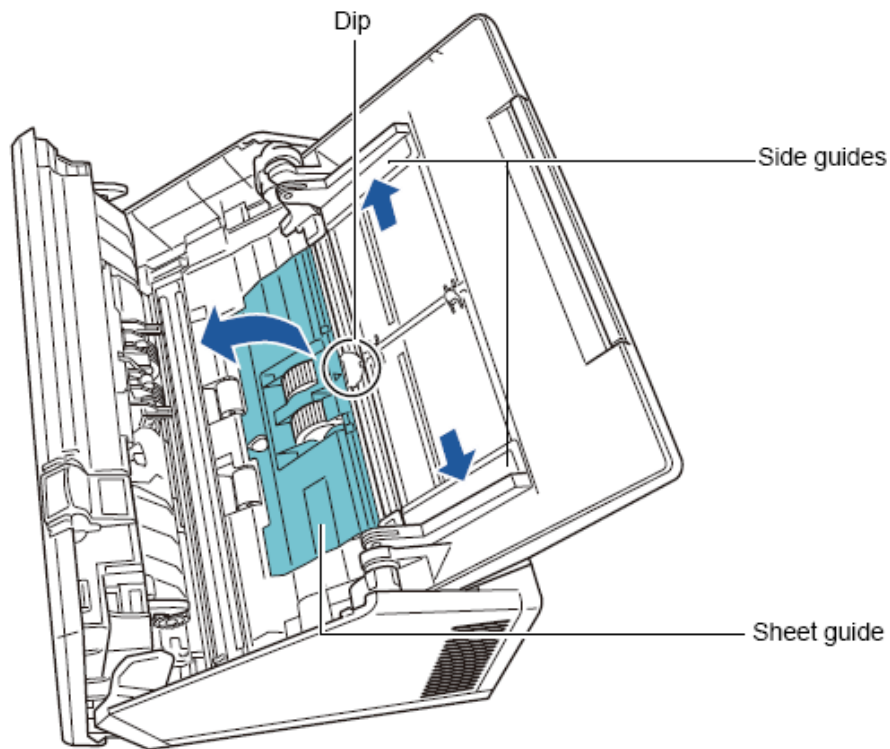
ATTENTION

Make sure that the shaft is attached properly. If it is not correctly attached, document jams and other feeding errors may occur.

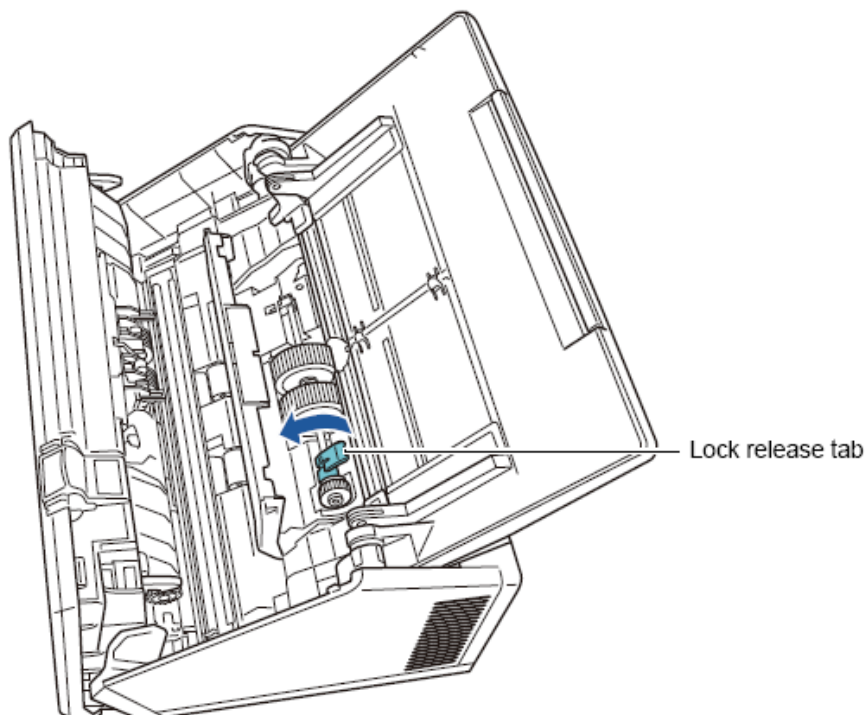
6. Replace the pick roller.

1. Open the sheet guide.

Slide the side guides all the way, and pull the sheet guide open from the dip.

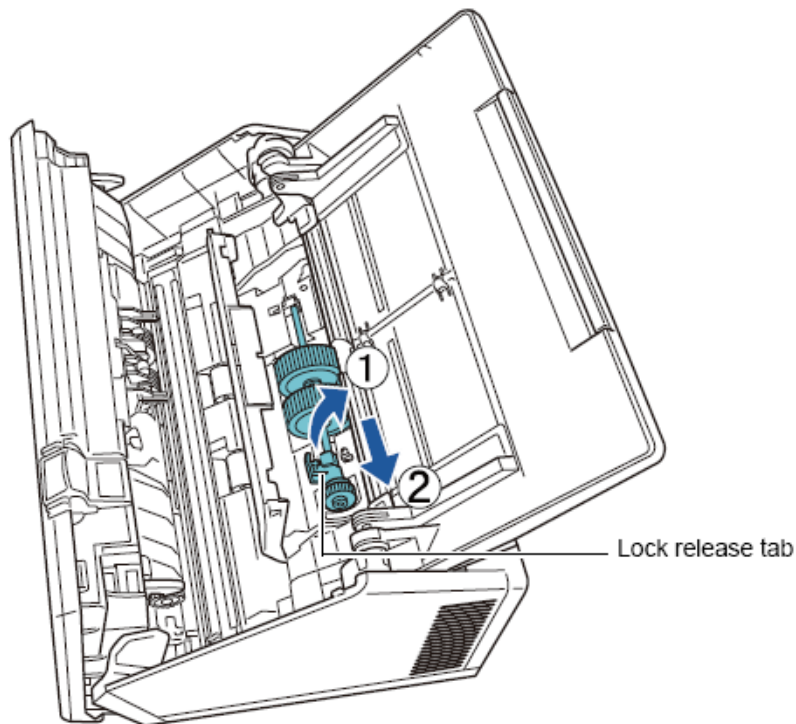


2. Rotate the lock release tab on the shaft in the direction of the arrow.



3. Remove the pick roller.

Slightly lift the Lock release tab of the shaft (by approximately 5 mm), slide the shaft to the direction of the arrow below, and lift it up all the way.

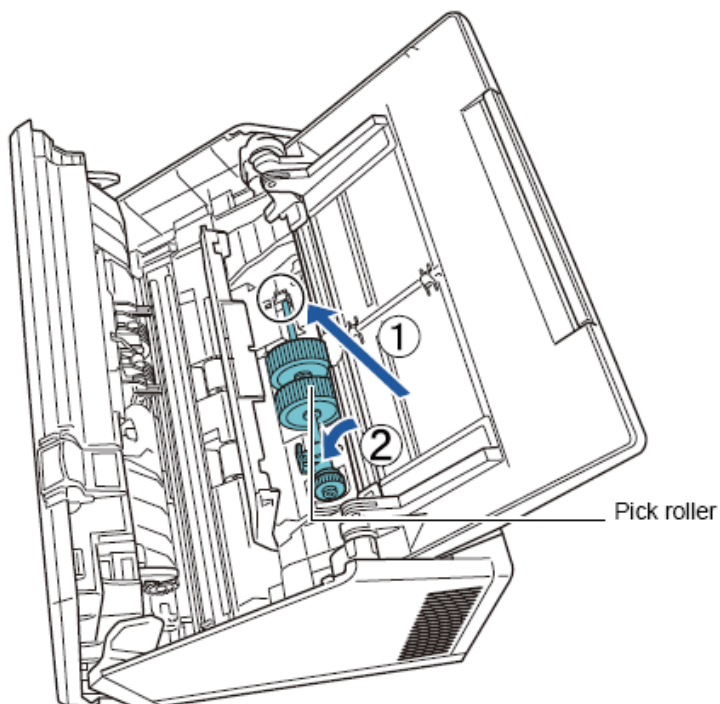


ATTENTION

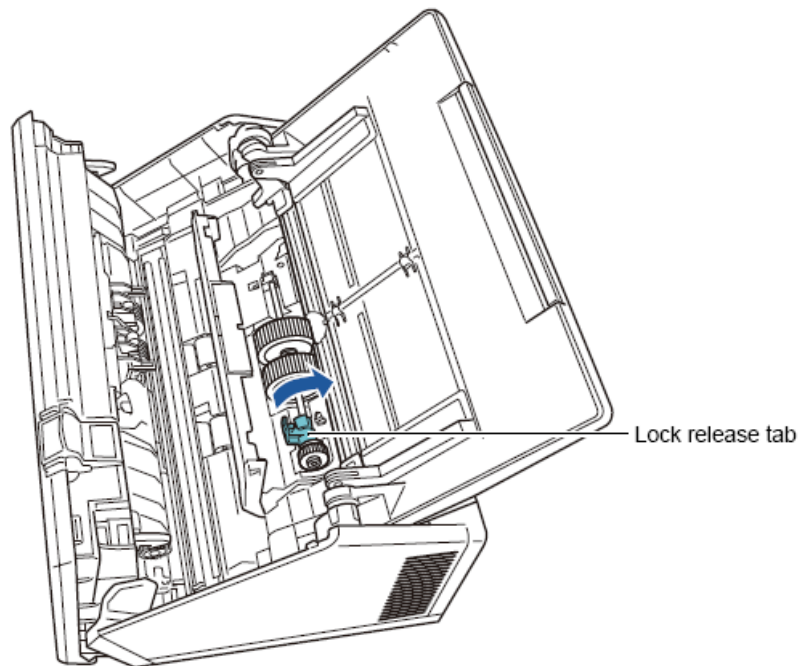
Be careful not to touch the gear near the lock release tab on the shaft as it contains grease.

4. Install a new pick roller on the scanner.

Insert the left end of the shaft into the slot of the scanner, and lower the other end gradually.



5. Rotate the lock release tab on the shaft in the direction of the arrow.



ATTENTION

Make sure that the pick roller is installed properly. Otherwise, paper jams or other feeding errors may occur.

6. Close the sheet guide.

Make sure that both ends of the sheet guide are locked firmly.

7. **Close the LCD cover.**

⇒ You should hear a click.



Be careful that the LCD cover does not shut on your fingers.

8. **Connect the power cable, and turn on the scanner.**

9. **Reset the Roller Set usage counter.**

The usage counter is reset by an administrator.



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