

RICOH

Ricoh Document Scanners

ScanSnap iX1300

Consumable Replacement and Cleaning Guide For Fujitsu and Ricoh Scanners





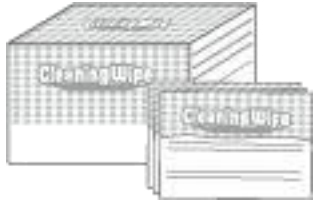
Daily Care

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

Name	Part No.	Notes
Cleaner F1 	PA03950-0352	100 ml Liquid cleaner to use for removing dirt and stains
Cleaning Sheet 	CA99501-0012	1 pack (10 sheets) Used with Cleaner F1
Cleaning Wipe 	PA03950-0419	1 box (24 packets) Pre-moistened with Cleaner F1. It can be used instead of moistening a cloth with Cleaner F1.
Cotton swab	Commercially Available	Used to clean a tiny part such as the document sensor.
Dry cloth		Used to wipe off dirt and stains. Moisten it with Cleaner F1 for cleaning.

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

Cleaning Location		Frequency
Inside of the scanner (ADF)	Pad unit	Every 1,000 sheets
	Pick roller	
	Glass	
	Document sensor	
	Feed roller	
	Eject roller	
Outside of the scanner	Scanner	Clean when dust and dirt are noticeable.

The inside of the scanner (ADF) needs to be cleaned regularly for every certain number of sheets scanned. The scanner records the number of sheets scanned so that you can check the number of sheets scanned after you cleaned it last.

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:

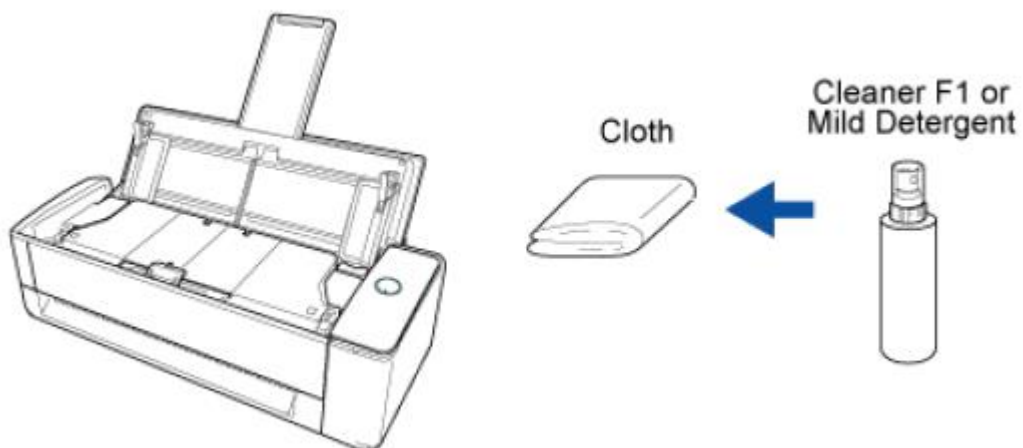
- Smooth-faced documents such as coated paper
- Documents with printed text/graphics that almost cover the entire surface
- Chemically-treated documents such as carbonless paper
- Documents containing a large amount of calcium carbonate
- Documents written in lead pencil
- Documents on which the toner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

Cleaning the Outside of the Scanner

Clean the outside of the ScanSnap, the ADF paper chute (cover), and the ADF top section 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/mild detergent.

▪ **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.
- To avoid deformation and discoloration, never use paint thinner or any other organic solvents.
- Be careful not to let any moisture or water inside the scanner during cleaning.
- It may take a long time to dry if an excessive amount of Cleaner F1/mild detergent is used. Use only a small amount. Wipe off the cleaner completely to leave no residue on the cleaned parts.
- When cleaning the ScanSnap, prevent liquids from entering the ScanSnap.



Cleaning the Inside of the Scanner (ADF)

The inside of the ADF can be cleaned with a piece of cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

As the scanner continues to feed the documents, paper dust will accumulate inside the ADF and it may cause scanning errors. Cleaning should be performed approximately 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.



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.

▪ **ATTENTION**

- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use only a small amount. Wipe off the cleaner completely to leave no residue on the cleaned parts.
- 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.

1. Turn off the scanner, unplug the power cable and wait for at least 15 minutes.
2. Remove any documents from the ADF paper chute (cover).
3. Clean the eject rollers in four places that are located outside the ADF top section .



4. Gently wipe the dirt and dust off the rollers as you rotate them manually with a cloth moistened with Cleaner F1.

Be careful not to damage the surface of the rollers.

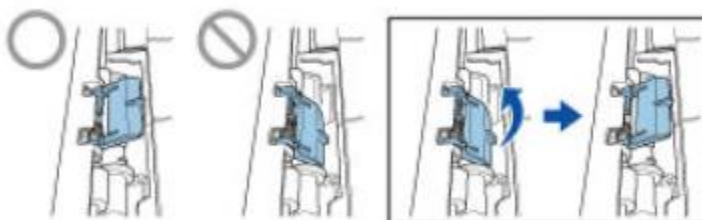
Make sure that they are cleaned properly because residue on the rollers will affect the feeding performance.

Notice:

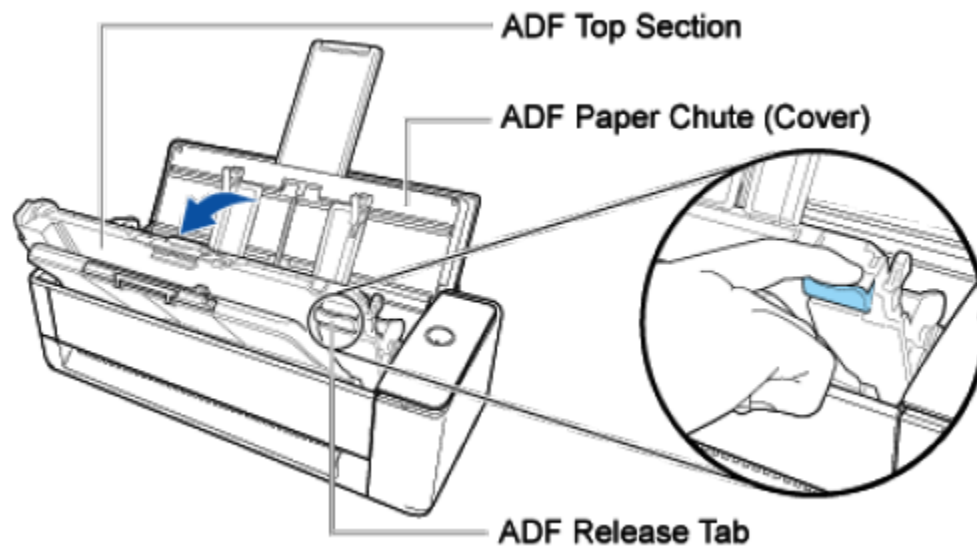
Make sure that the document support tab is open.

Otherwise, a paper jam may occur.

If the document support tab is closed, pull it up with your fingers.



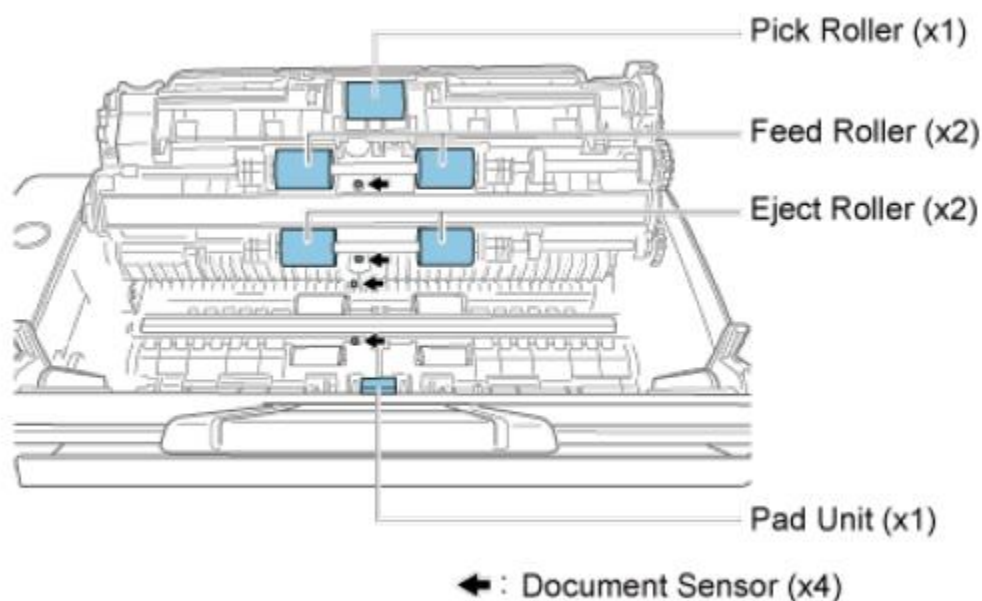
5. Pull the ADF release tab towards you to open the ADF top section .



6. Gently wipe the dirt and dust off the glass sections with a cloth moistened with Cleaner F1.



7. Also, clean the following locations with a cloth moistened with Cleaner F1



- Pick roller (x1)/feed roller (x 2)/eject roller (x 2)
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 residue on the rollers will affect the feeding performance.
- Pad unit (x1)
Wipe the rubber surface of the pad downward to remove any dirt and dust.
Be careful not to accidentally get your hand or a cloth on the pick spring (metal part).
- Document sensor (x 4)
Gently wipe the dirt and dust off the surface of the document sensors. If it is difficult to clean the document sensors, use cotton swabs.

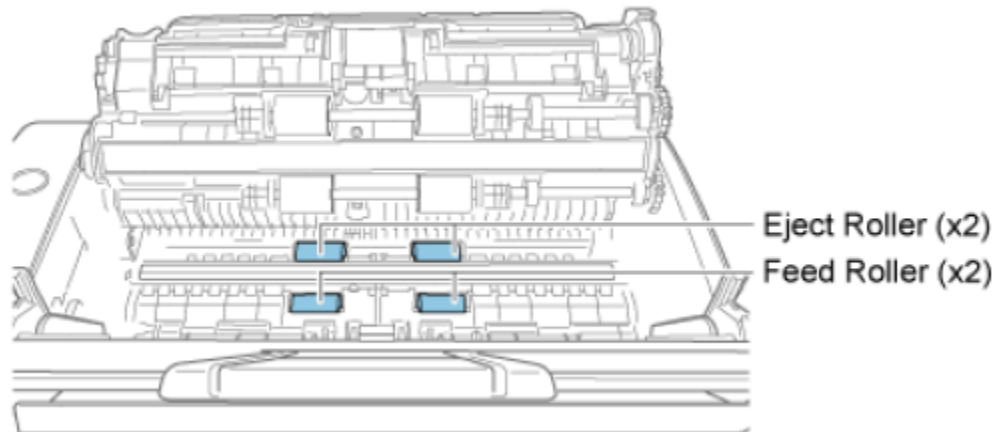
8. Clean the feed rollers and the eject rollers (that are located on the scanner side) with the ScanSnap turned on.

1. Plug in the power cable, then press the [Scan] button for 3 seconds with the ADF top section open.

Notice:

Plug in the power cable only when cleaning the feed rollers and eject rollers.

2. Clean the following locations with a cloth moistened with Cleaner F1.



- Feed roller (x 2)/eject roller (x 2)

Press the [Scan] button to rotate the rollers.

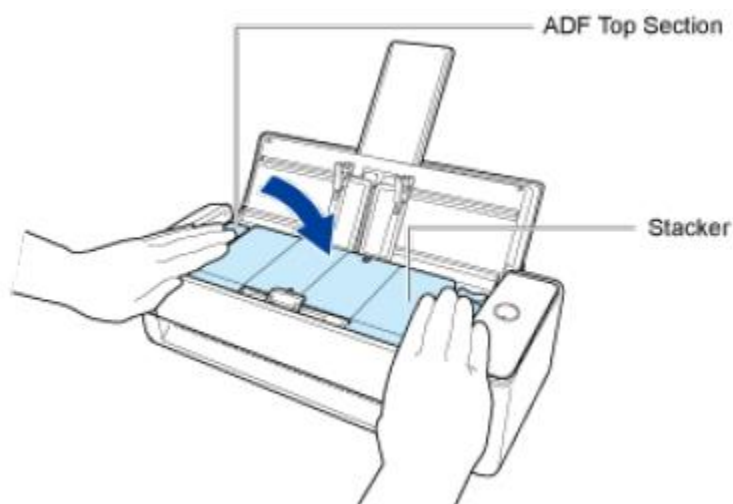
Gently wipe the dirt and dust off while taking care not to damage the surface of each roller.

Make sure that they are cleaned properly because residue on the rollers will affect the feeding performance.

* Pressing the [Scan] button seven times will rotate the feed rollers and the eject rollers one revolution.

9. Close the ADF top section.

Close the ADF top section together with the stacker until it locks into position, indicated by a clicking sound.



Notice:

Make sure that the ADF top section is completely closed. Otherwise, paper jams or other feeding errors, or image faults may occur.

Cleaning the Carrier Sheet/Photo Carrier Sheet/Booklet Carrier Sheet

The Carrier Sheet/Photo Carrier Sheet/Booklet Carrier Sheet should be cleaned with either a piece of dry cloth, a cloth moistened with Cleaner F1/mild detergent, or a sheet of Cleaning Wipe.

Gently wipe dirt and dust off the surface and the inside of the Carrier Sheet/Photo Carrier Sheet/Booklet Carrier Sheet.

As you keep using the Carrier Sheet/Photo Carrier Sheet/Booklet Carrier Sheet, dirt and dust will accumulate on the surface and the inside.

Clean it regularly because it may result in scanning errors.

■ ATTENTION

- Make sure that the Carrier Sheet/Photo Carrier Sheet/Booklet Carrier Sheet is not creased.
- To avoid deformation and discoloration, never use paint thinner or any other organic solvents.
- Do not use force to rub against the Carrier Sheet/Photo Carrier Sheet/Booklet Carrier Sheet because doing so may cause damage or deformation.
- After cleaning the inside of the Carrier Sheet/Photo Carrier Sheet/Booklet Carrier Sheet with a cloth moistened with Cleaner F1/mild detergent or a sheet of Cleaning Wipe, do not close the Carrier Sheet/Photo Carrier Sheet/Booklet Carrier Sheet until it is completely dry.
- The Carrier Sheet and Photo Carrier Sheet should be replaced approximately every 500 scans.

The Booklet Carrier Sheet should be replaced approximately every 2,500 scans.

For information on purchasing the Carrier Sheets/Photo Carrier Sheets/Booklet Carrier Sheets, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.



Consumable Replacement

Replacing the Consumables

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

This device has consumables that need to be replaced in a certain period of time. It is recommended that the user replace the consumables periodically.

Consumable Replacement Cycles

Part Name	Part No.	Suggested Replacement Cycle
PAD UNIT 	PA03805-0022	30,000 sheets or one year
PICK ROLLER 	PA03805-0021	100,000 sheets or one year

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

■ HINT

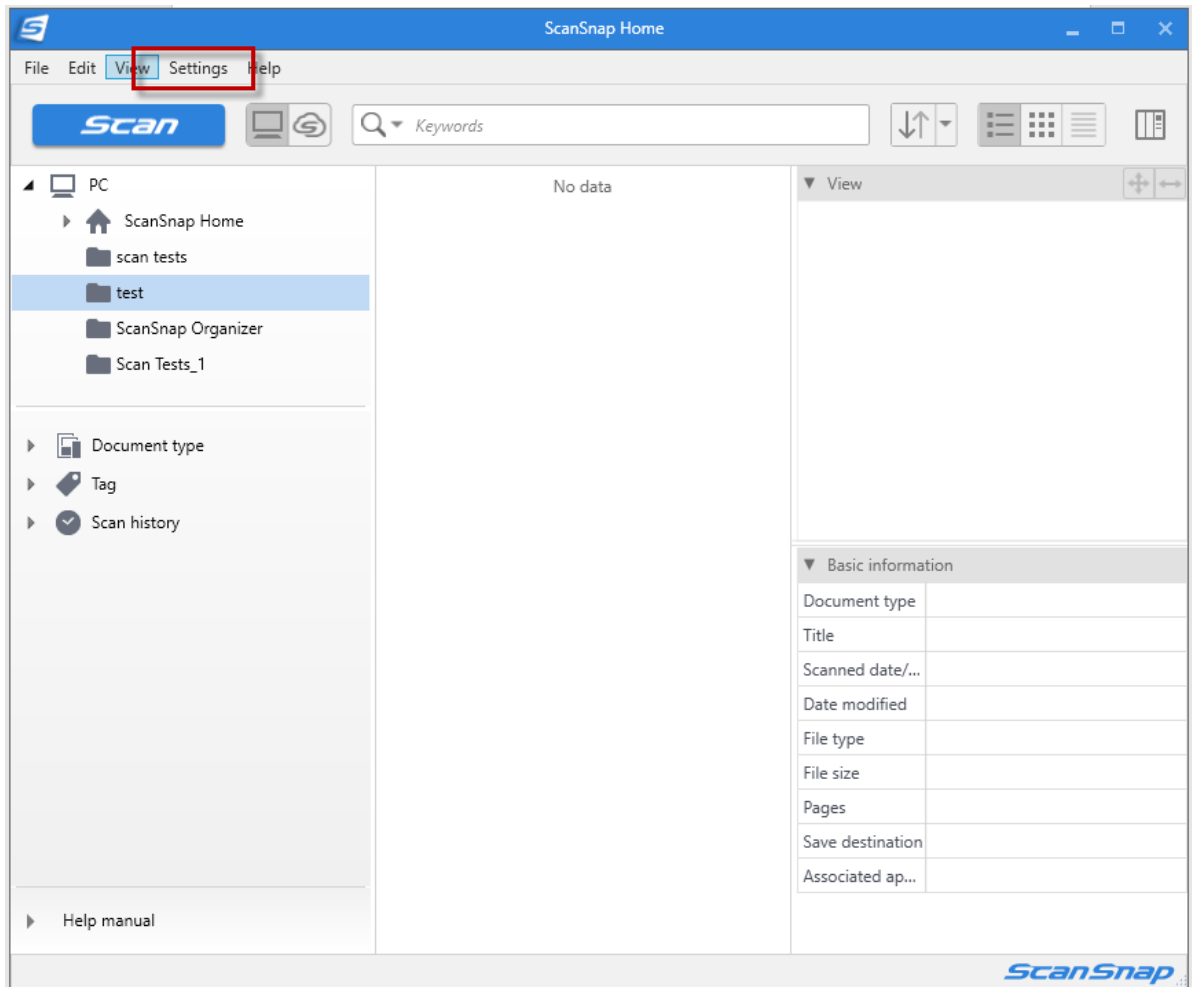
Only use the specified consumables.

For information on purchasing the consumables, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

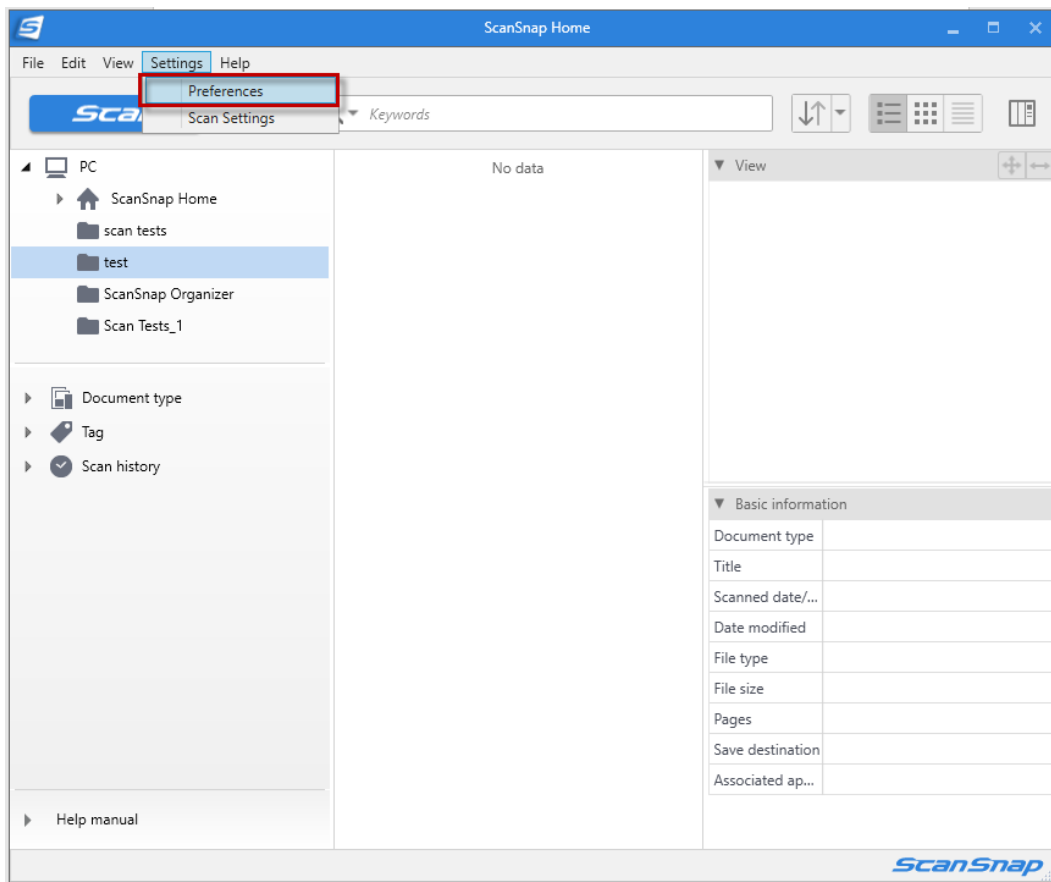
Checking/Resetting the Number of Consumable Usage

Check the status of a consumable and replace the consumable if the page count of the consumable has reached the number of sheets for the suggested replacement cycle.

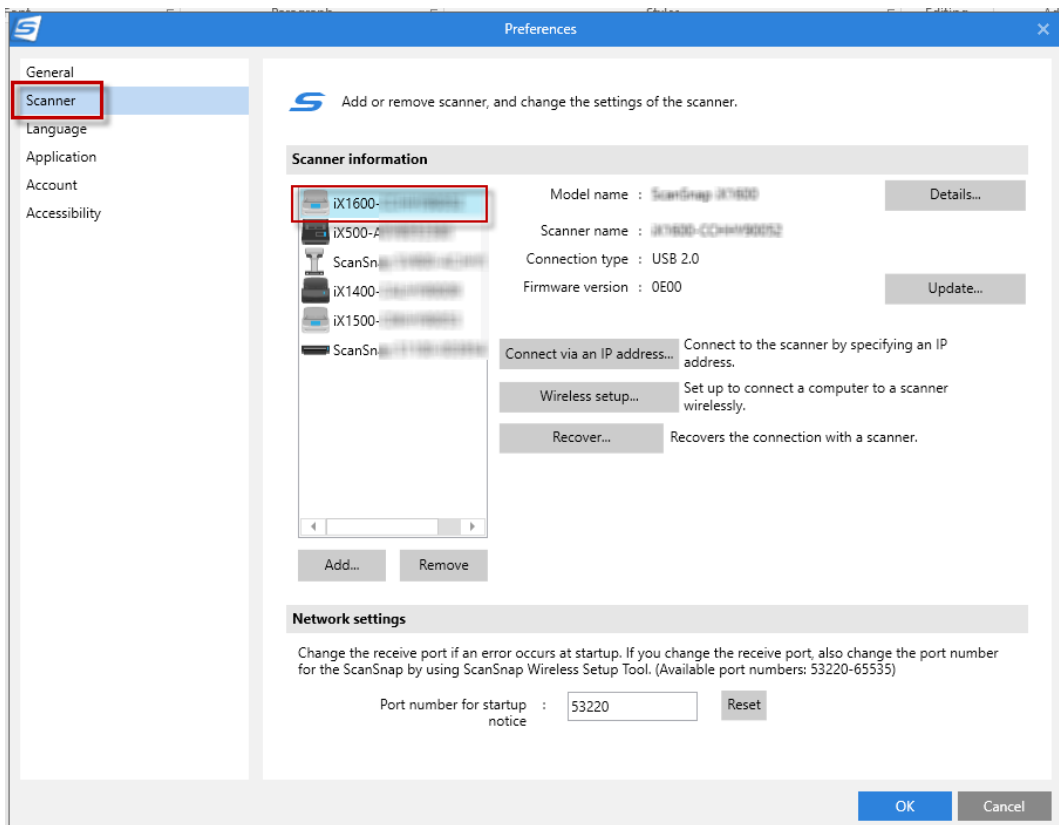
1. Connect the customer's computer to the ScanSnap and start ScanSnap Home.
2. Click [Settings].



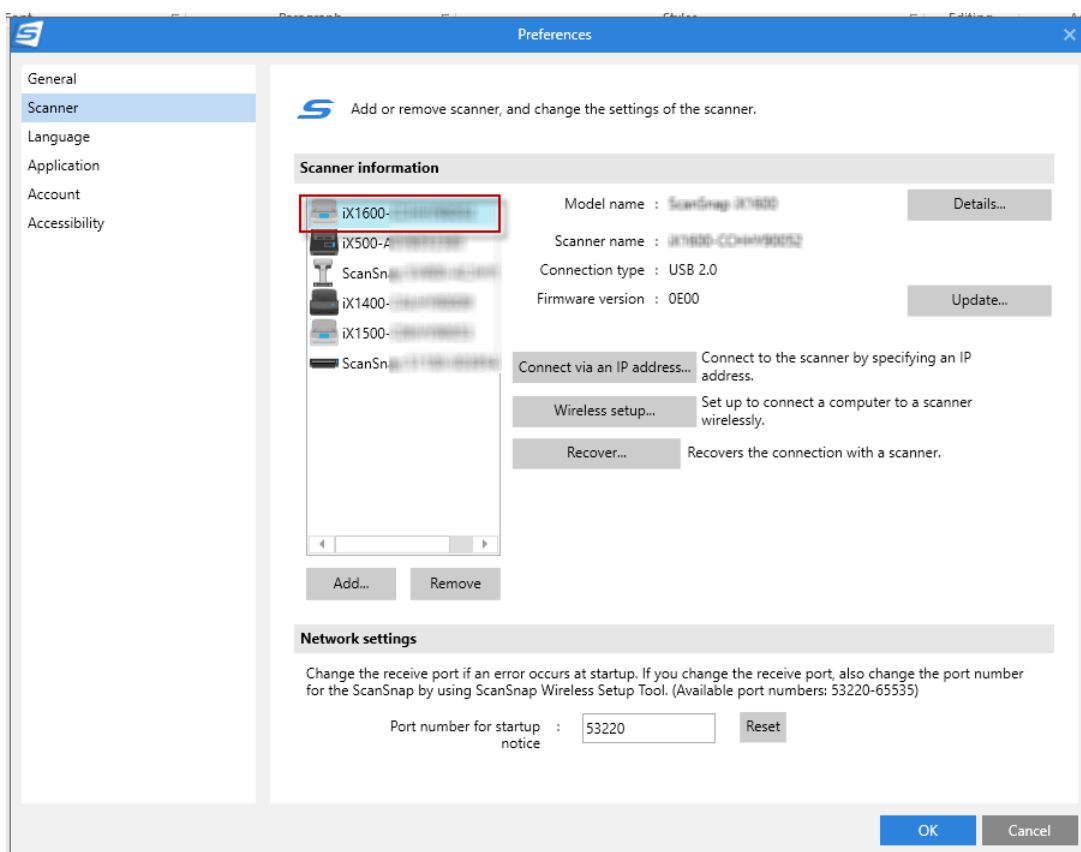
3. Click [Preferences]:



4. Click [Scanner]:



5. Select a desired scanner:



6. Click [Details] (for Windows) or [Check consumable status] (for Mac OS).

To check the number of consumable usage

Check the value for [Pad count] or [Pick roller count].

To reset the number of consumable usage

(1) Click [Reset] for [Pad count] or [Pick roller count].

(2) When a confirmation window appears, click the [Yes] button.

The value for [Pad count] or [Pick roller count] becomes [0].

Replacing the Pad Unit

Replace the pad unit in following procedure.

Warning:

Before replacing the consumable, you must turn off the ScanSnap and unplug the power cable from the AC outlet. Not doing so may cause fire or electrical shock.

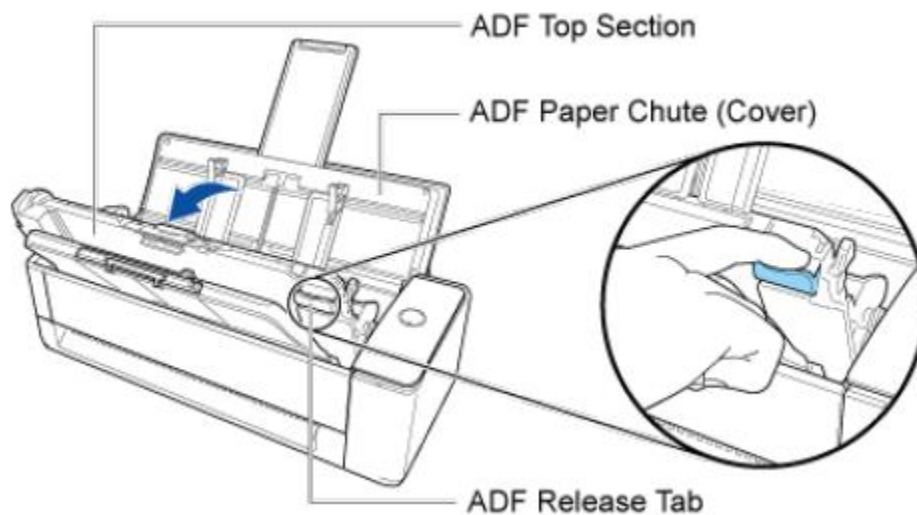
Do not place internal parts such as the pad unit and the pick roller within reach of small children. Doing so may cause injury.

Notice:

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.

1. Unplug the power cable from the AC outlet
2. Remove any documents from the ADF paper chute (cover).
3. Pull the ADF release tab towards you to open the ADF top section.



4. Squeeze both ends of the pad unit (the gray parts protruding outwards) and pull it out.

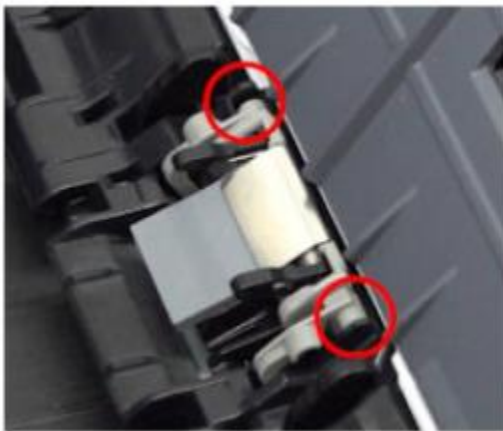


Notice:

Do not hold any parts other than both ends of the pad unit (the gray parts protruding outwards).

5. Attach the new pad unit.

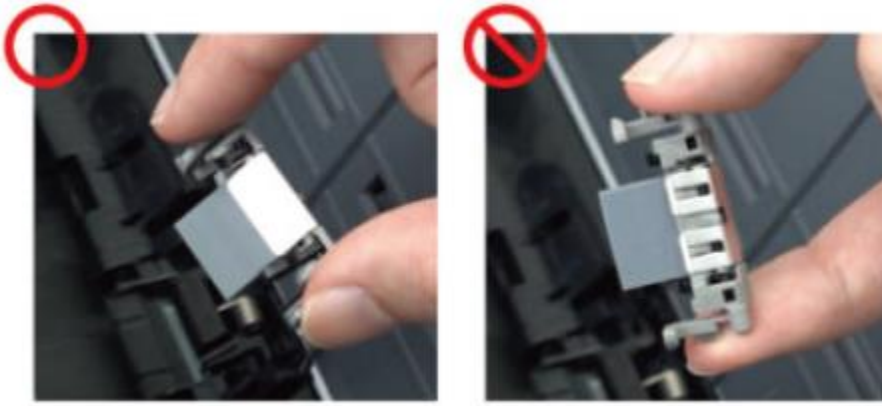
Fit the protrusions of the pad unit in the slots.



Notice:

Attach the pad unit with the front side up.

If the pad unit is attached upside down, paper jams or other feeding errors may occur.



Attach the pad unit firmly.

Otherwise, paper jams or other feeding errors may occur.

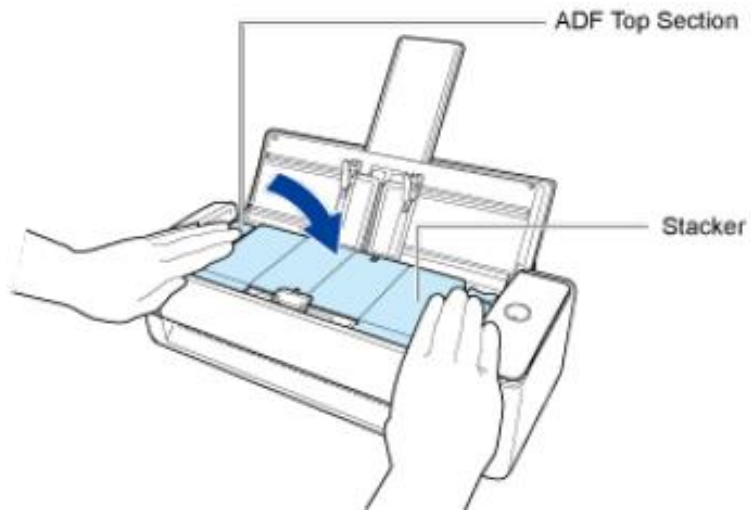
6. Make sure that the arms of the pad unit are not raised.

If the arms of the pad unit are raised, push them down.



7. Close the ADF top section.

Close the ADF top section together with the stacker until it locks in place.



Notice:

Make sure that the ADF top section is completely closed.

Otherwise, paper jams or other feeding errors, or image faults may occur.

8. Connect the power cable to the AC outlet, and turn on the ScanSnap.
9. Reset the pad unit count.

Replacing the Pick Roller

Replace the pick roller in following procedure.

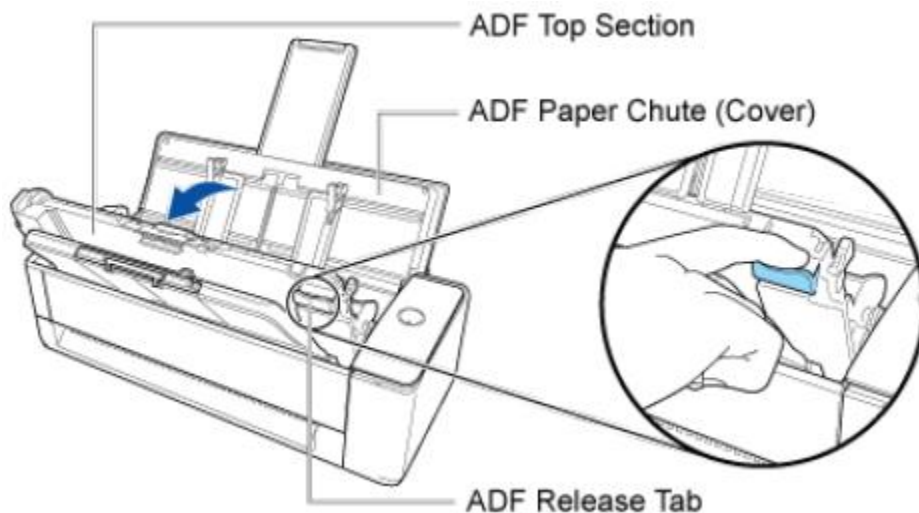
Warning:

- Before replacing the consumable, 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 pad unit and the pick roller within reach of small children. Doing so may cause injury.

Notice:

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.

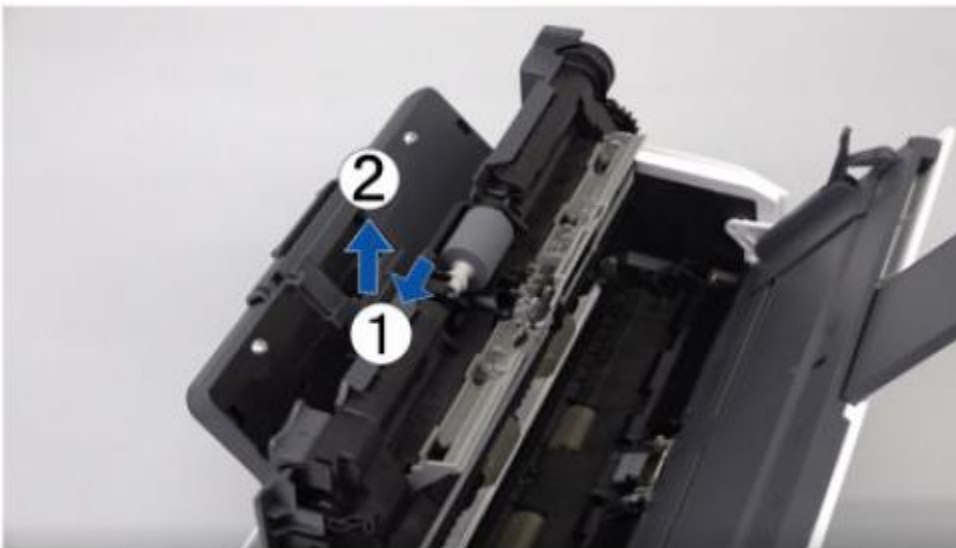
1. Unplug the power cable from the AC outlet.
2. Remove any documents from the ADF paper chute (cover).
3. Pull the ADF release tab towards you to open the ADF top section.



4. Open the sheet guide.



5. Pull out the pick roller from the shaft, and then lift it upward to remove it.



6. Attach a new pick roller.

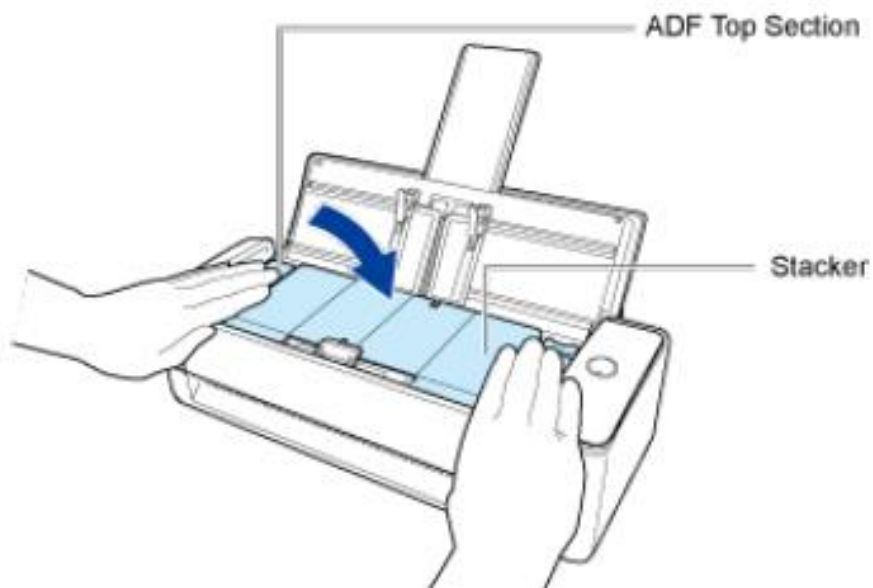
Insert the protrusion of the shaft into the slot of the pick roller.



Notice:

Attach the pick roller firmly. Otherwise, paper jams or other feeding errors may occur.

7. Close the sheet guide.
Make sure that both ends of the sheet guide are locked firmly.
8. Close the ADF top section.
Close the ADF top section together with the stacker until it locks in place.



Notice:

Make sure that the ADF top section is completely closed.

Otherwise, paper jams or other feeding errors, or image faults may occur.

9. Connect the power cable to the AC outlet, and turn on the ScanSnap.
10. Reset the pick roller count.