

RICOH

Ricoh Document Scanners

ScanSnap iX1400/iX1600

Consumable Replacement and Cleaning Guide

For Fujitsu and Ricoh Scanners



CG00002-303701 Revision B




iX1400/iX1600 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.
 Cleaning Wipe	PA03950-0419	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 ultrasonic 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. 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 Inside of the Scanner **iX1600**

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.

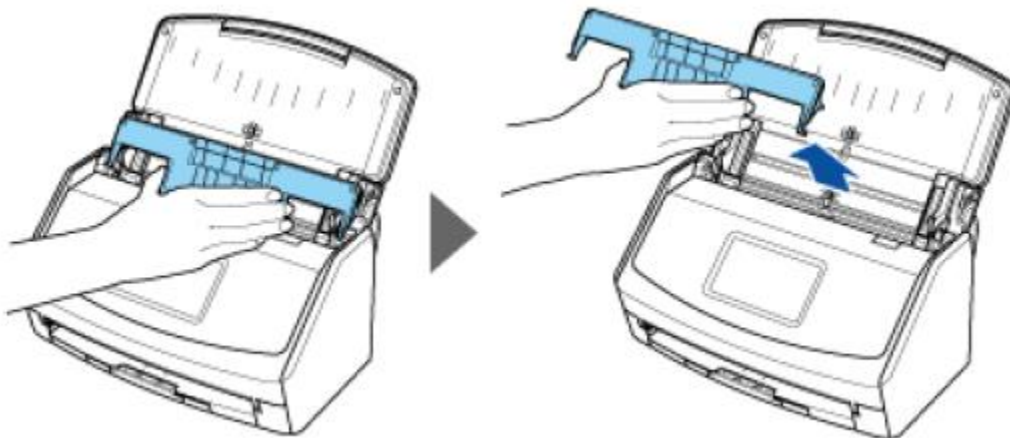
Notice

- 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.
- 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 a moderate quantity.
Wipe off the cleaner completely to leave no residue on the cleaned parts.

Cleaning Procedure

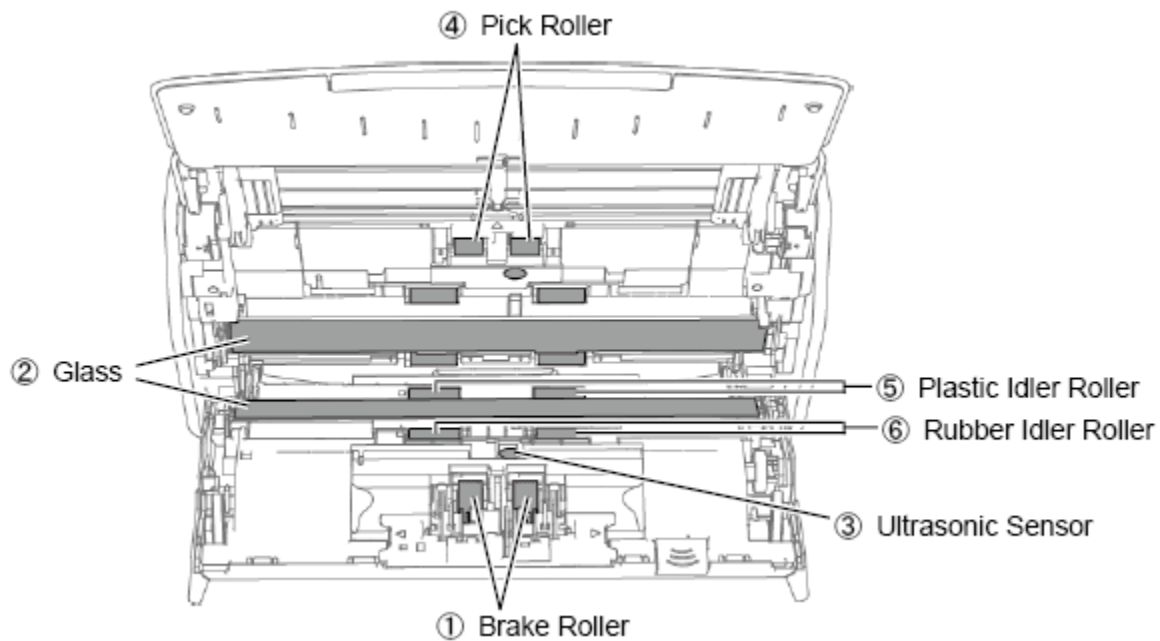
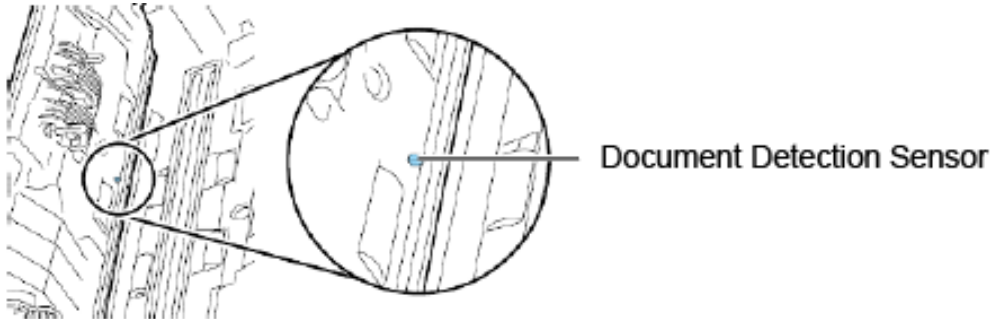
- (1) Unplug the power cable from the ScanSnap.
- (2) Remove any documents from the ADF paper chuter (cover).
- (3) Remove the Receipt Guide from the scanner when it is attached.

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.

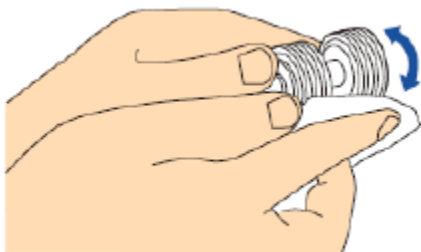
(5) Clean the following parts with a cloth moistened with Cleaner F1, or a cleaning wipe.



1. 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.




2. 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.
 3. 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.
 4. 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.
 5. Plastic idler roller (x2)
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.
 6. Rubber idler roller (x2)
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.
- (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) Tap  in the home screen on the touch panel of the ScanSnap to display the [Settings] screen.

(8) Tap  to display the [Maintenance] screen.

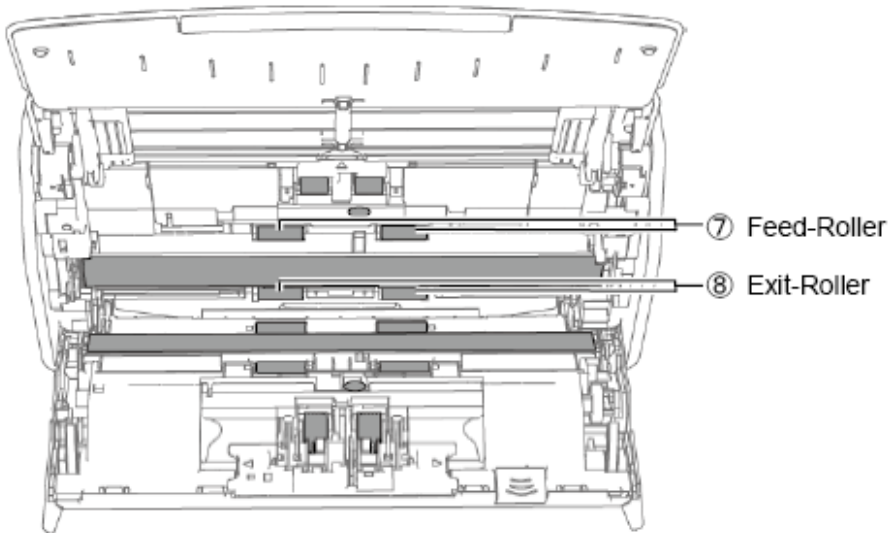
(9) Tap [Roller cleaning] to display the [Roller cleaning] window.

(10) Holding down the [Run] button to rotate the Feed-Roller and the Exit-Roller.

Reference

Release the [Run] button to stop the Feed-Roller and the Exit-Roller.

(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 residue on the rollers will affect the feeding performance.

(12) Close the ADF top section.

Cleaning the Inside of the Scanner

iX1400

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.

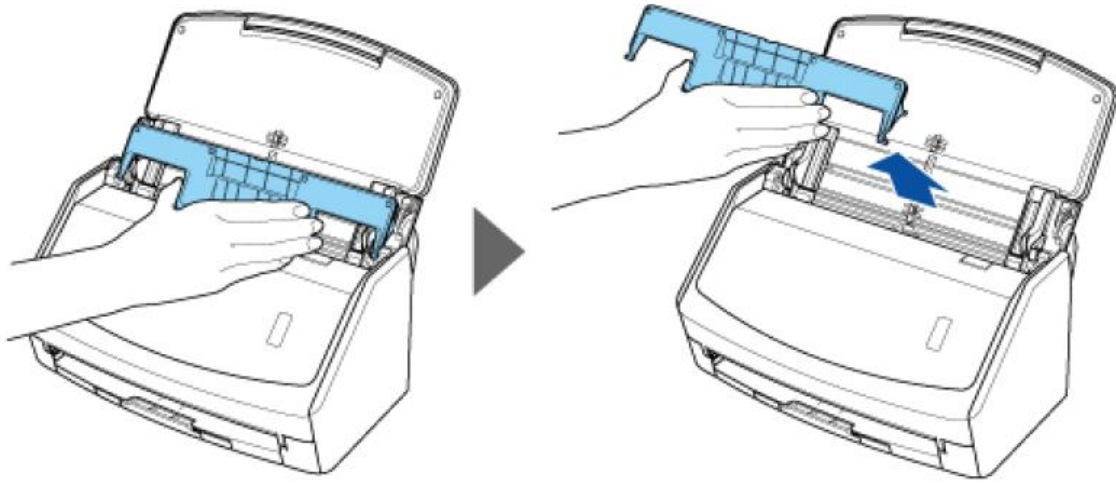
Notice

- 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.
- 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 a moderate quantity.
Wipe off the cleaner completely to leave no residue on the cleaned parts.

Cleaning Procedure

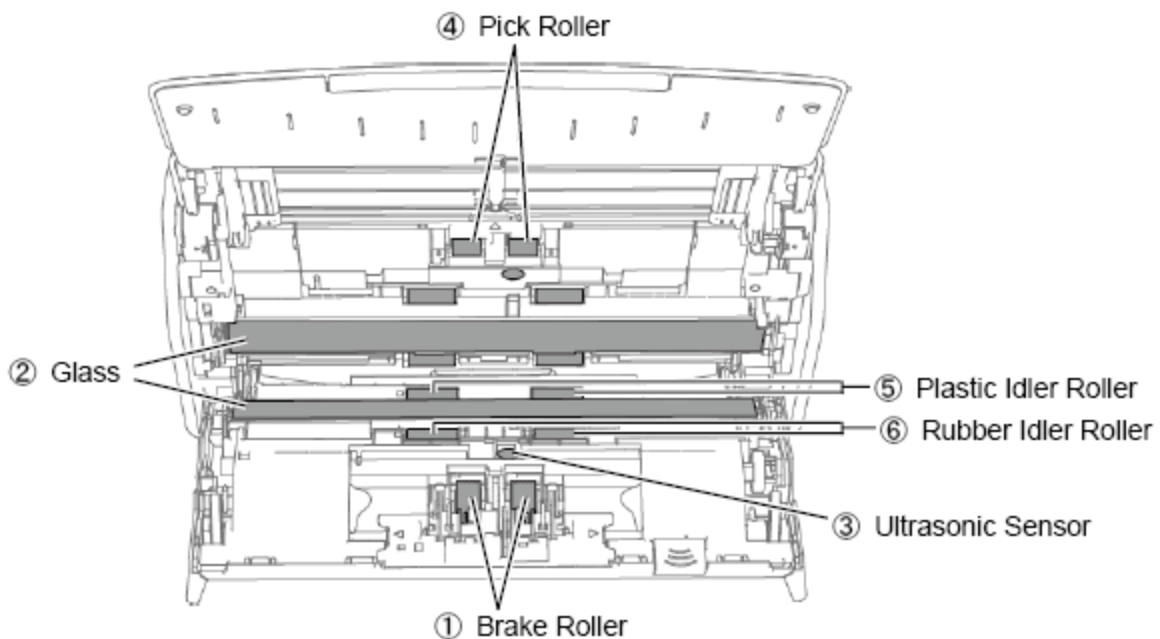
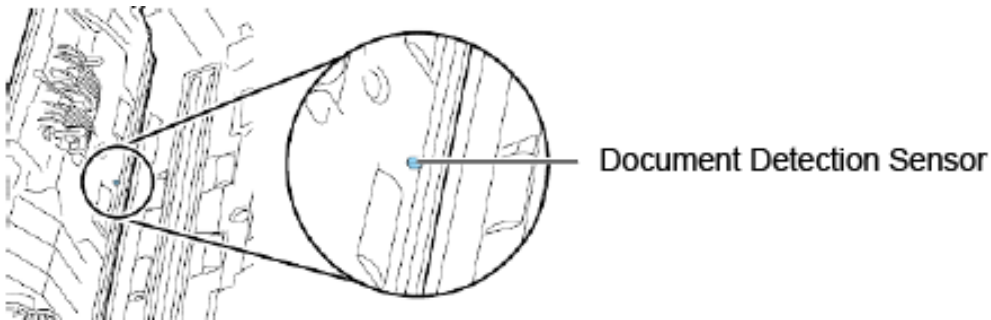
- (1) Unplug the power cable from the ScanSnap.
- (2) Remove any documents from the ADF paper chuter (cover).
- (3) Remove the Receipt Guide from the scanner when it is attached.

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



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

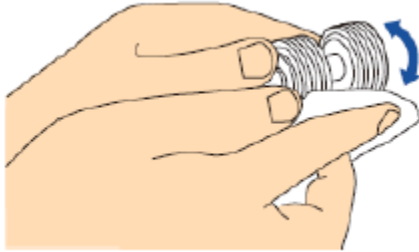
(8) Clean the following parts with a cloth moistened with Cleaner F1, or a cleaning wipe.



9. 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.



10. 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.

11. 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.

12. 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.

13. Plastic idler roller (x2)

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.

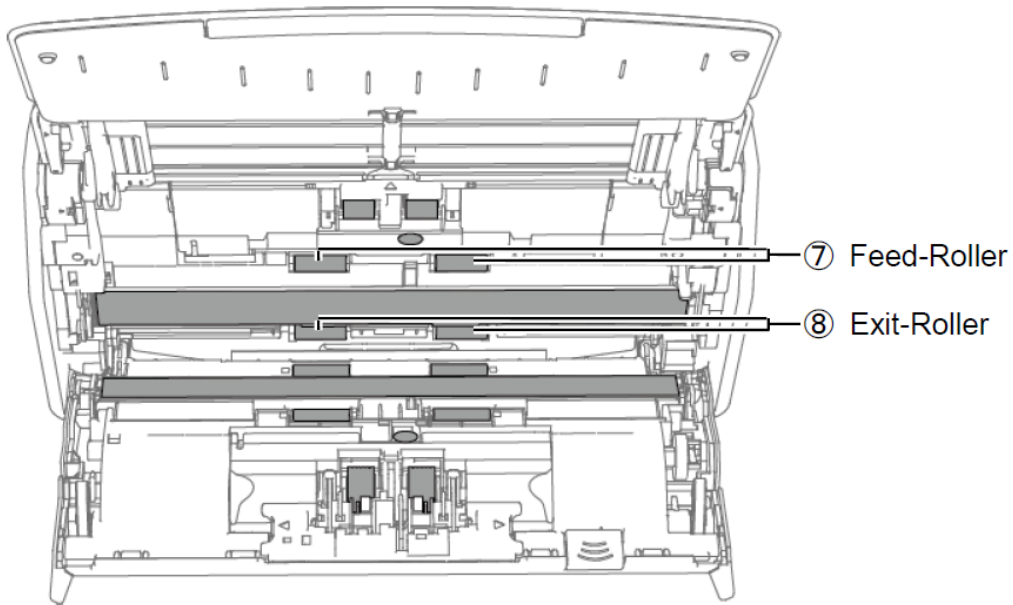
14. Rubber idler roller (x2)

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.

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

Reference: Plug in the power cable only when cleaning the Feed-Roller and the Exit-Roller.

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



7 - Feed-Roller (x2)

8 - Exit-Roller (x2)

Press the [Scan] button to rotate the rollers.

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 residue on the rollers will affect the feeding performance.

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

- (11) Close the ADF top section.

Cleaning the Outside of the Scanner

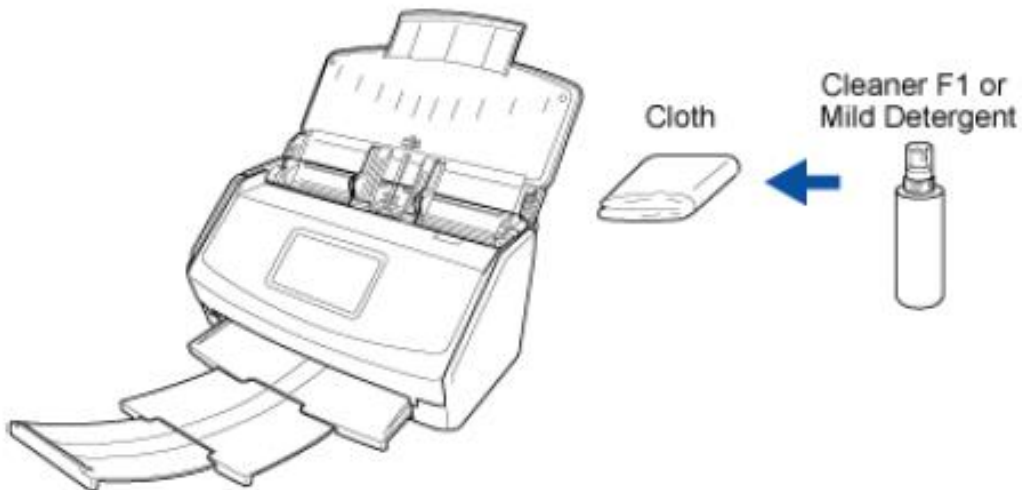
- Scanner

The scanner including the ADF paper chute (feeder) and the stacker should be cleaned with either a piece of dry cloth, a cloth moistened with Cleaner F1/mild detergent, or a sheet of Cleaning Wipe.

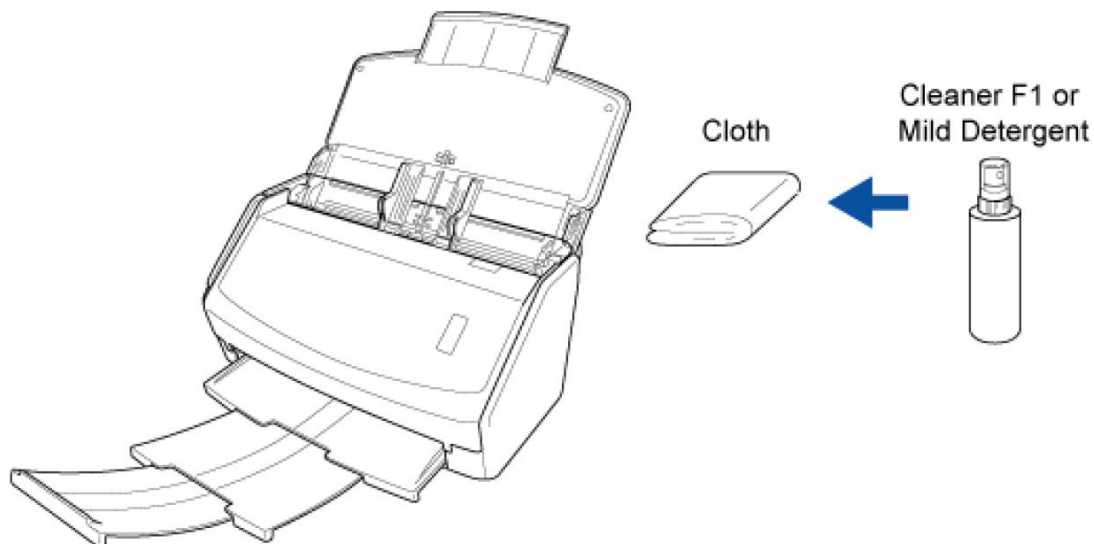
ATTENTION

- 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.

iX1600



iX1400



- Touch screen

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

Clean the touch screen with care. Do not rub or tap the surface with hard objects as doing so may damage the surface.

ATTENTION

Do not wipe the touch screen with a damp cloth.

Dust on the surface may become stuck between the touch screen and the scanner, causing the touch screen to malfunction.

Replacing the Consumables


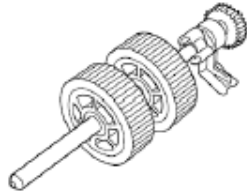
This section explains how to replace the consumables for the scanner.



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



No.	Part Name	Part No.	Suggested Replacement Cycle (*1)
1	Roller Set • Brake roller  • Pick roller 	PA03656-0001	Every 200,000 sheets scanned or Every one year of use

*1: 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.

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.

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

Checking the consumable usage for iX1600

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

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.

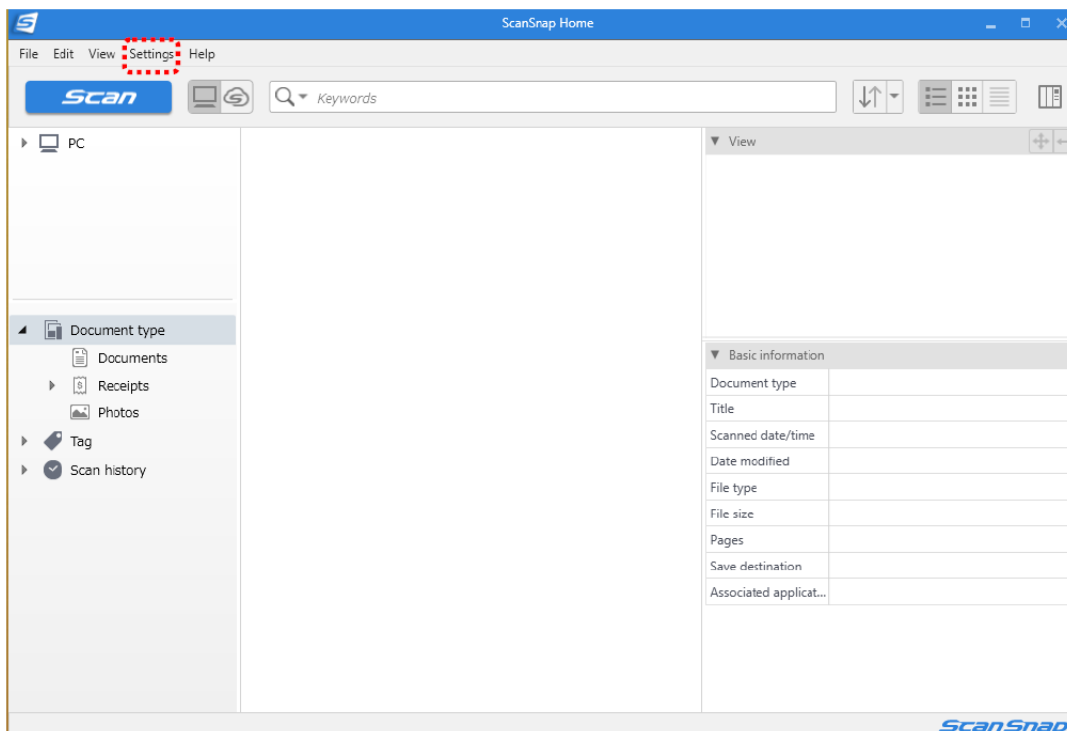
HINT

Only use the specified consumables.

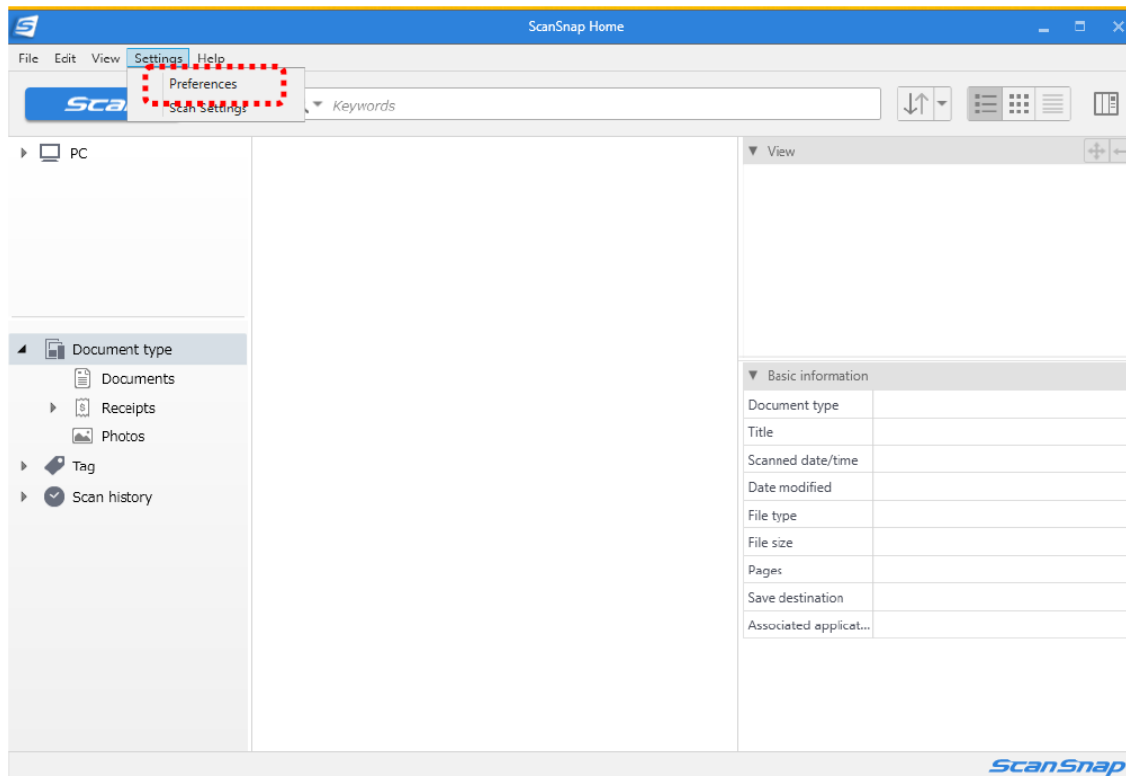
For information on purchasing the consumables, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with this product.

Checking the consumable usage for iX1400

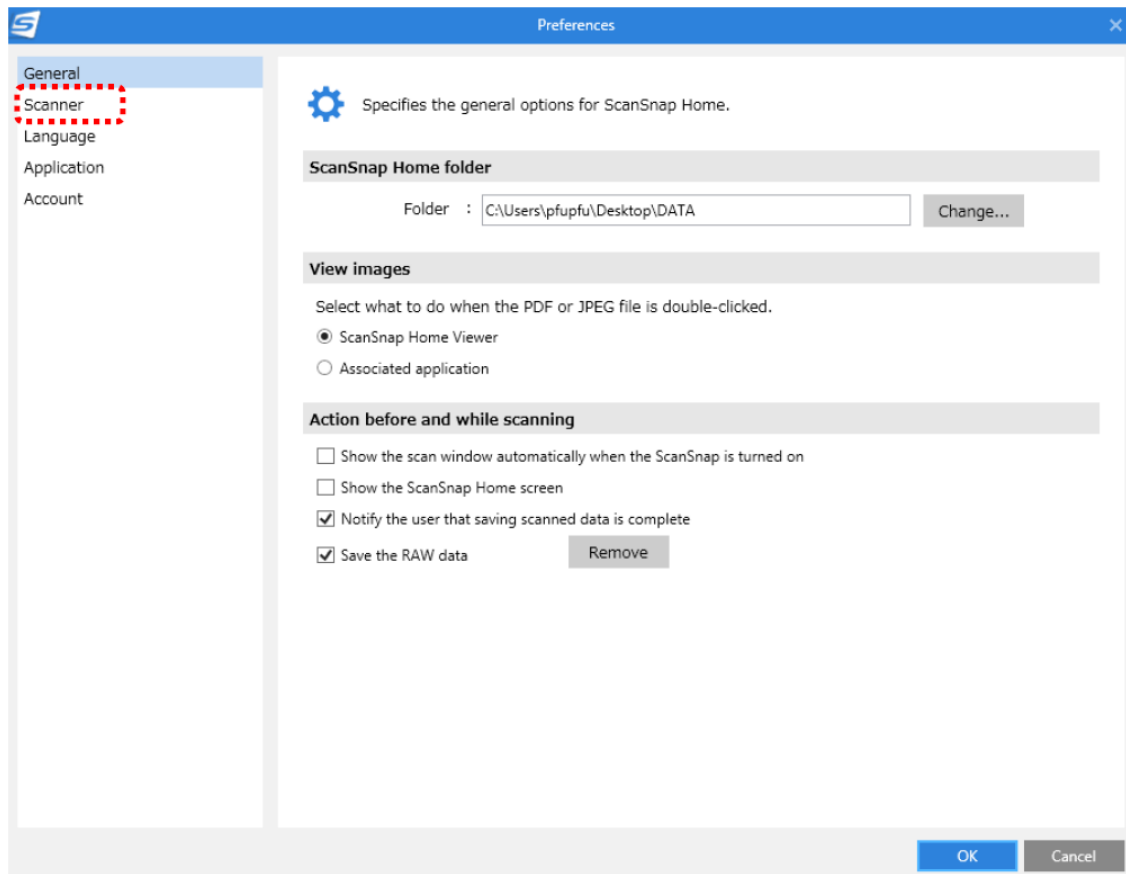
- (1) Connect the customer's computer to the ScanSnap and start ScanSnap Home.
- (2) Click [Settings].



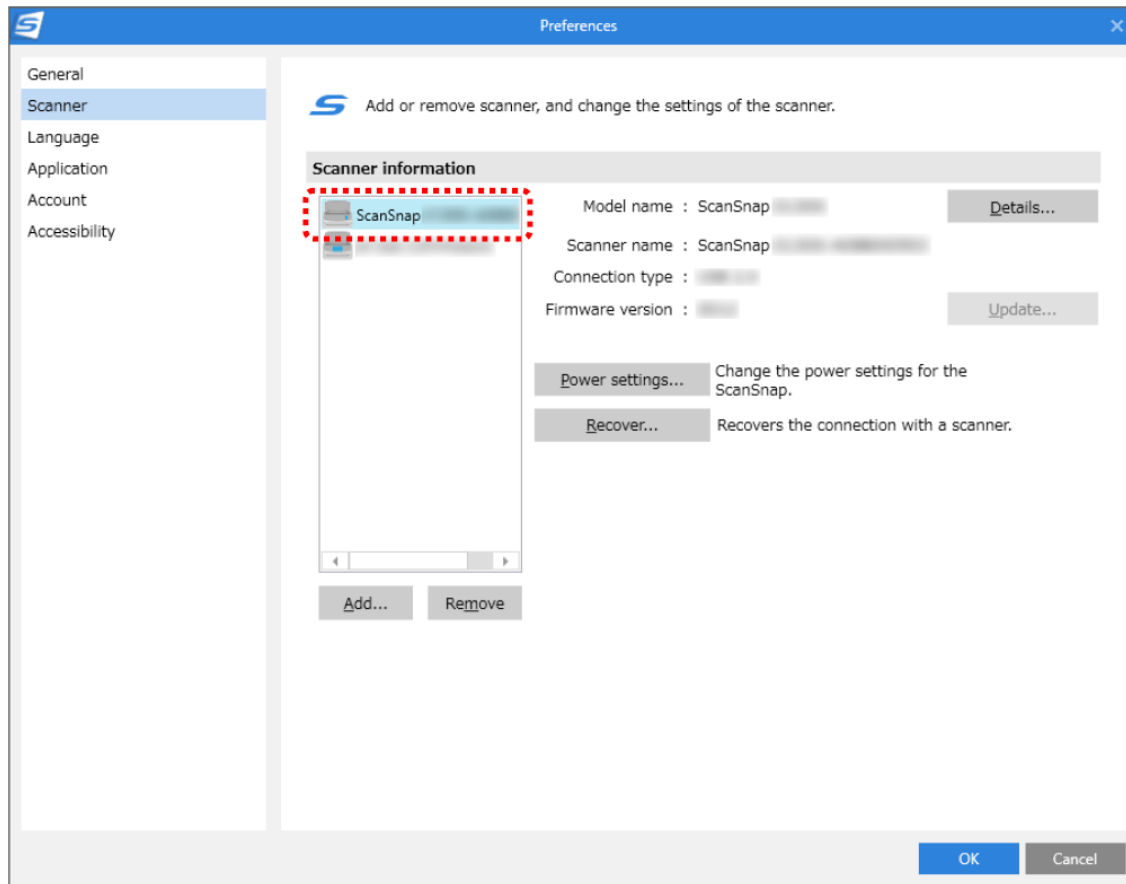
(3) Click [Preferences]



(4) Click [Scanner]



(5) Select the connected scanner



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

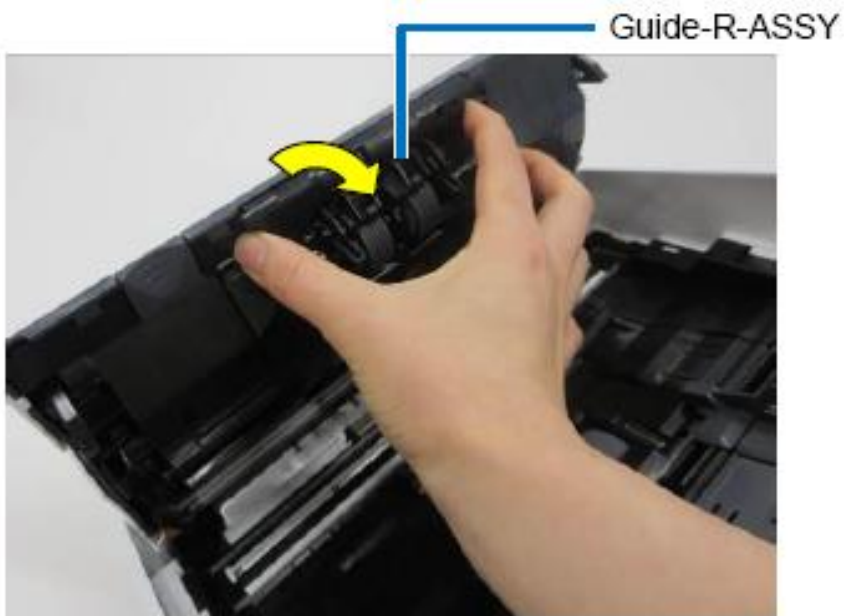
(7) Check the value for [Roller set count].

Replacing the Brake Roller

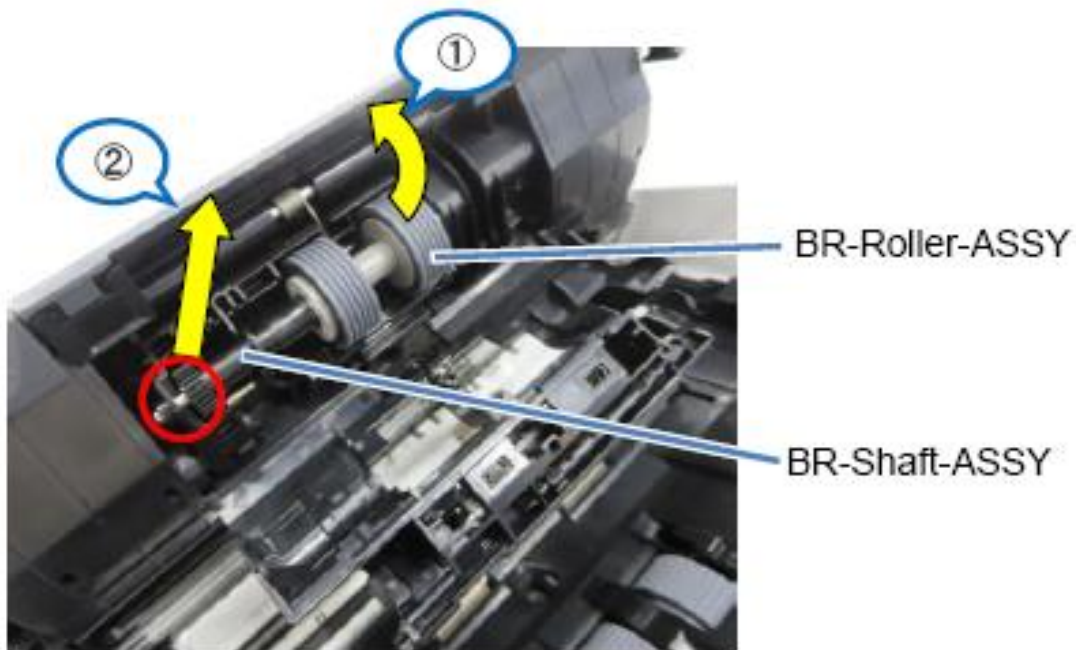
Replace the brake roller in following procedure.

(1) Open the ADF top section.

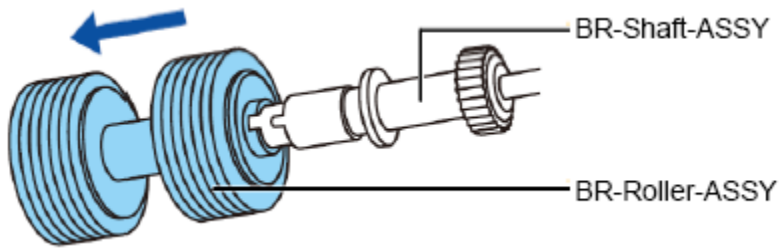
(2) By holding the both ends of the Guide-R-ASSY (brake roller cover), open it in the direction of the arrow.



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

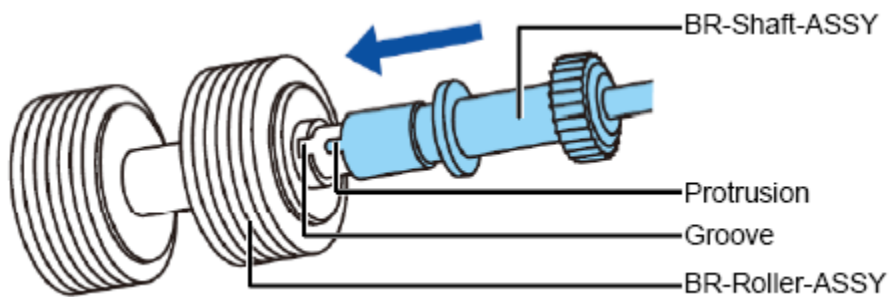


(4) Remove the BR-Roller-ASSY from the BR-Shaft-ASSY.



Installation

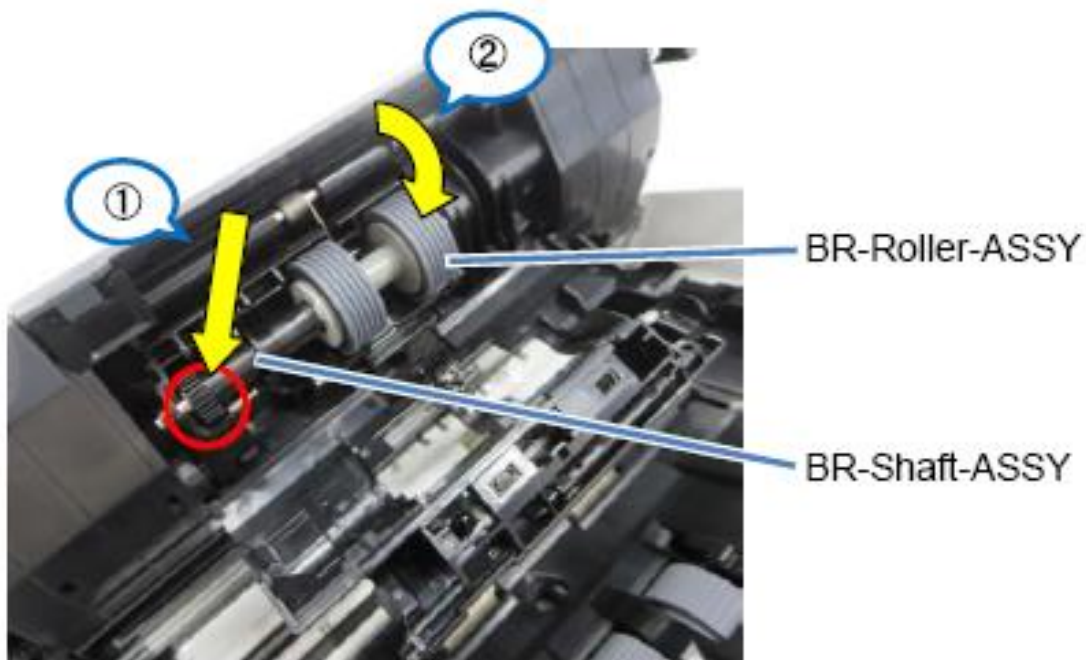
(1) Insert the protrusion on the BR-Shaft-ASSY into the groove of the BR-Roller-ASSY.



(2) Fit the left 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) 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

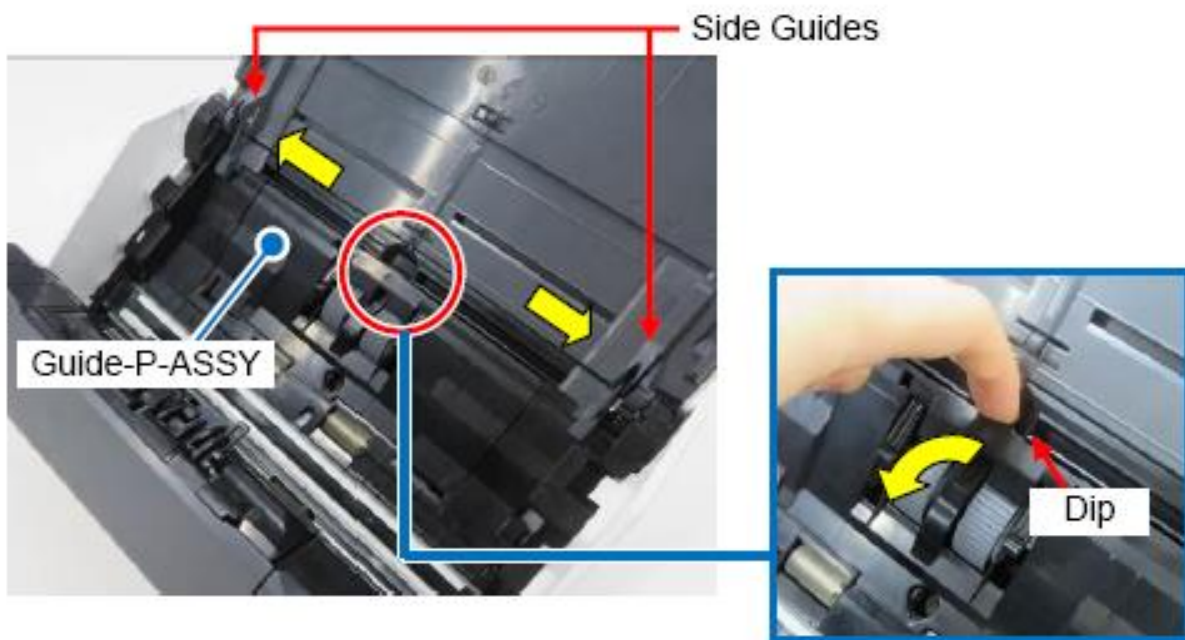
(1) Open the ADF top section.

(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

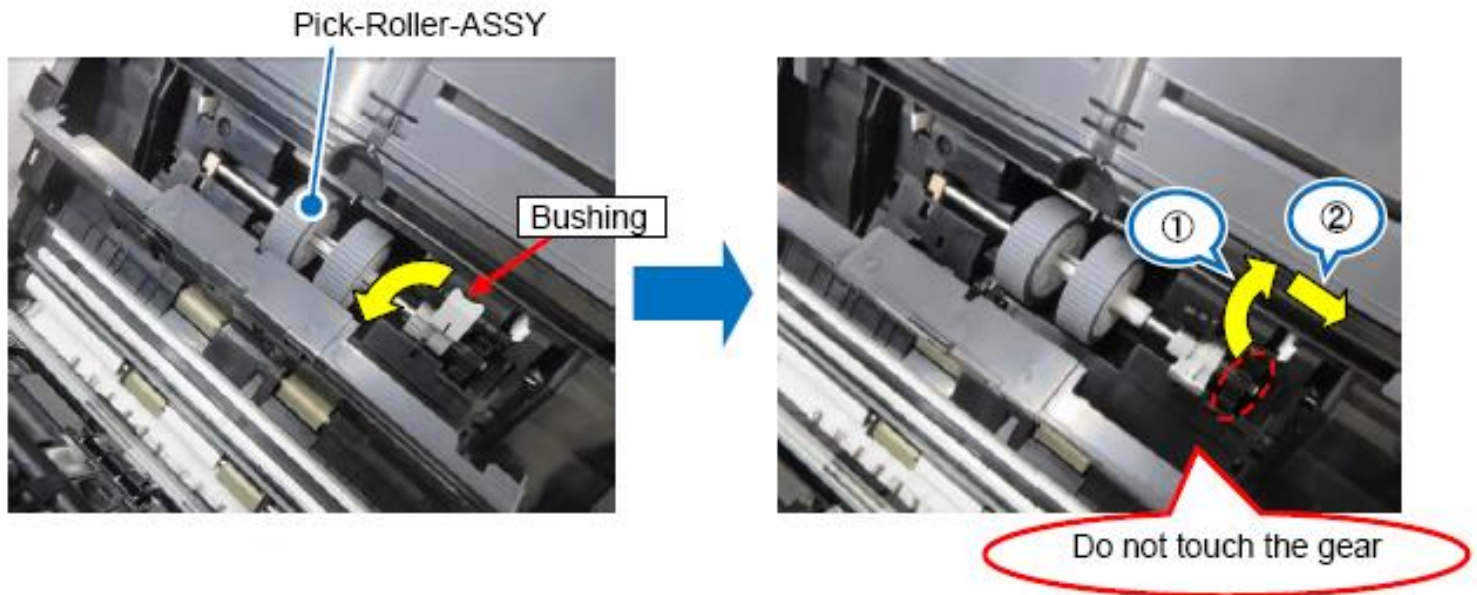


(3) Rotate the bushing on the Pick-Roller-ASSY in the direction of the arrow (see the lower left figure).

(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.



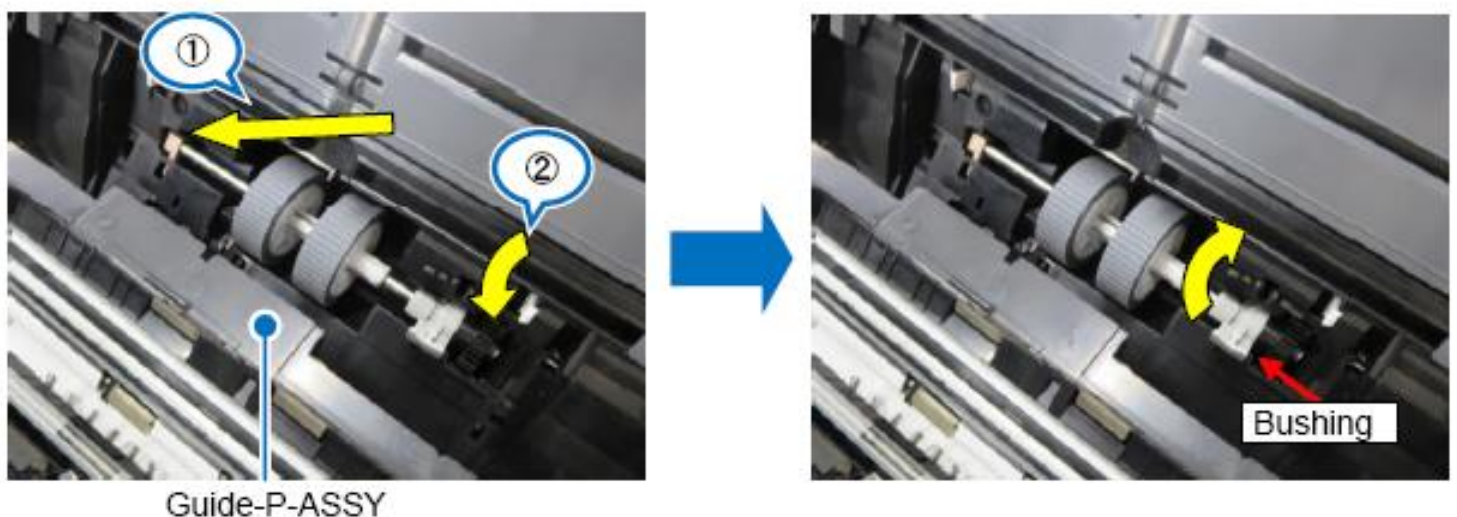
Installation

(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 for iX1600

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

(1) Tap  in the home screen on the touch panel of the ScanSnap to display the [Settings] screen.

(2) Tap  to display the [Maintenance] screen.

(3) Tap [Check consumable status] to display the [Check consumable status] window.

(4) Tap [Reset].

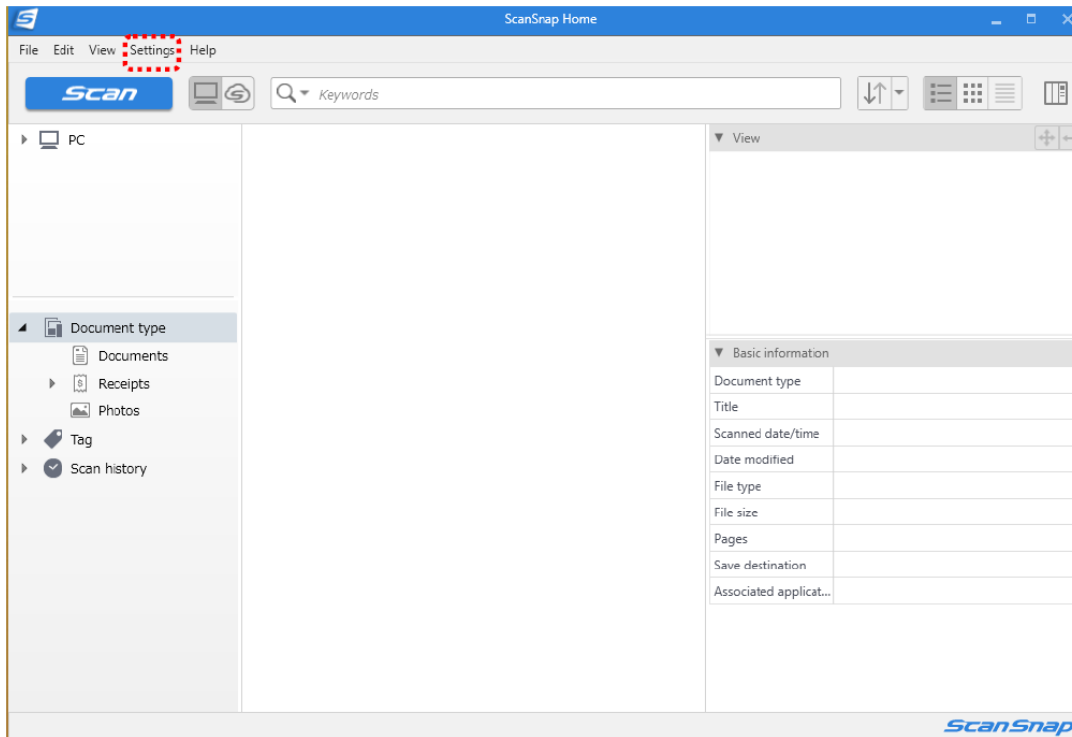
(5) When the message appears, tap [OK].

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

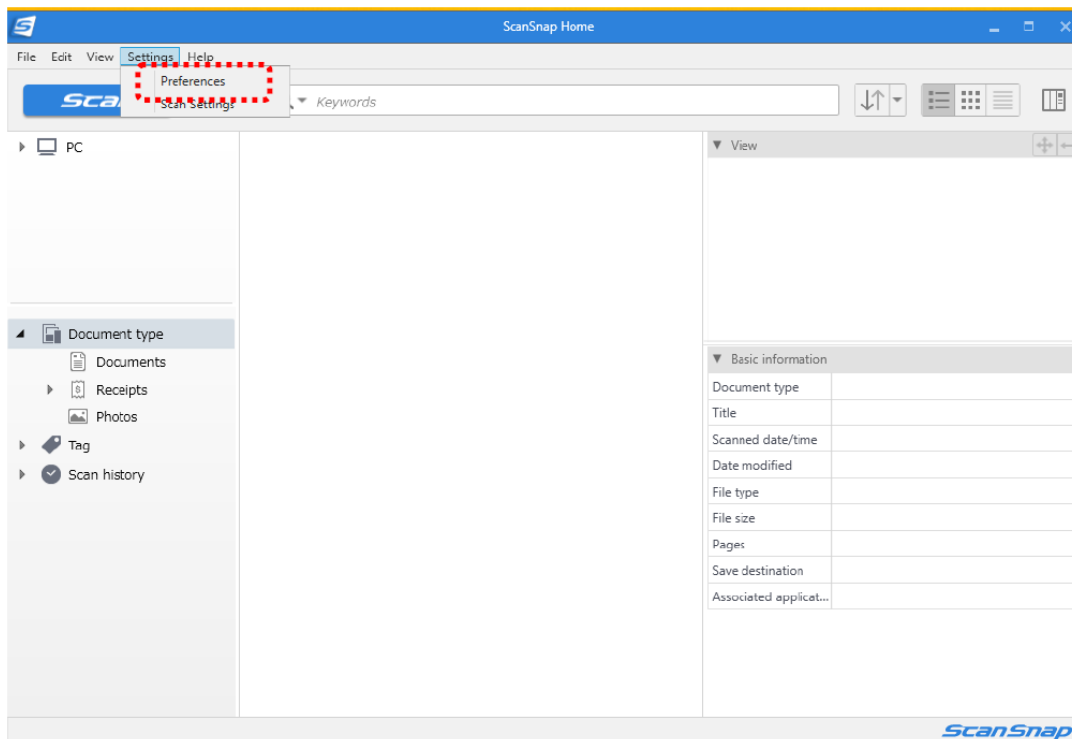
Resetting the Number of Consumable Usage for iX1400

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

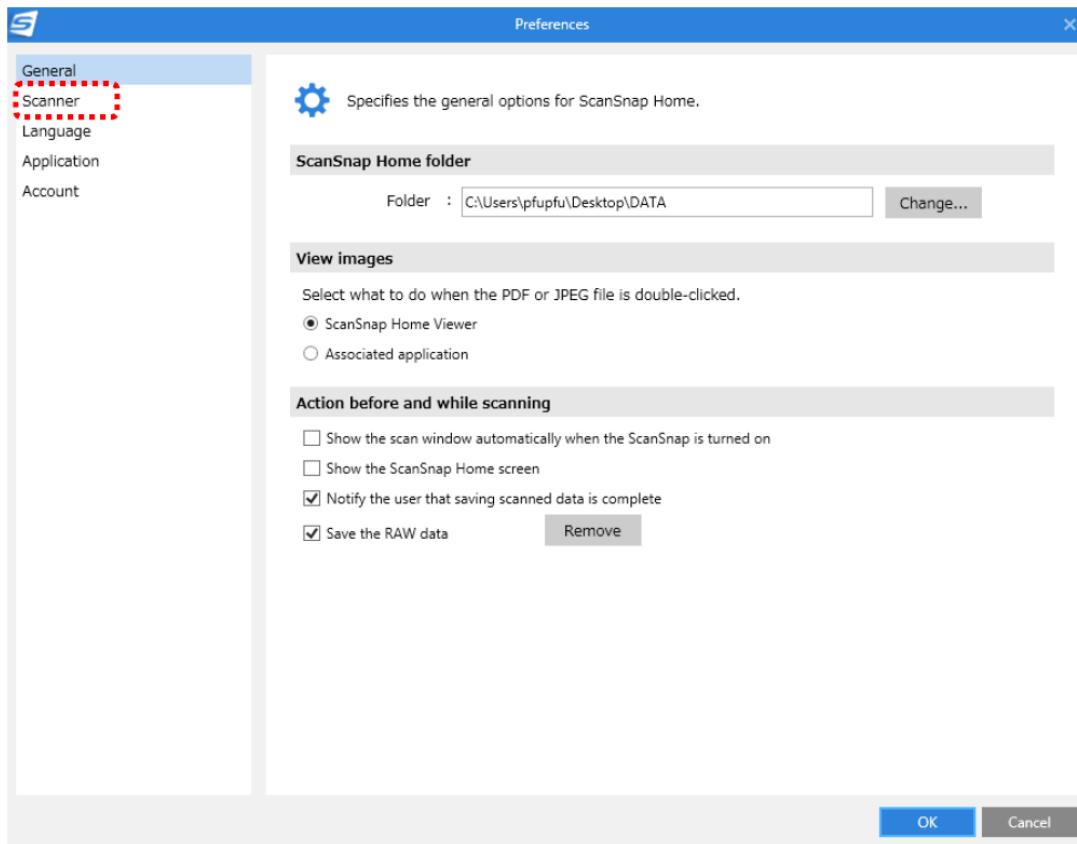
- (1) Connect the customer's computer to the ScanSnap and start ScanSnap Home.
- (2) Click [Settings].



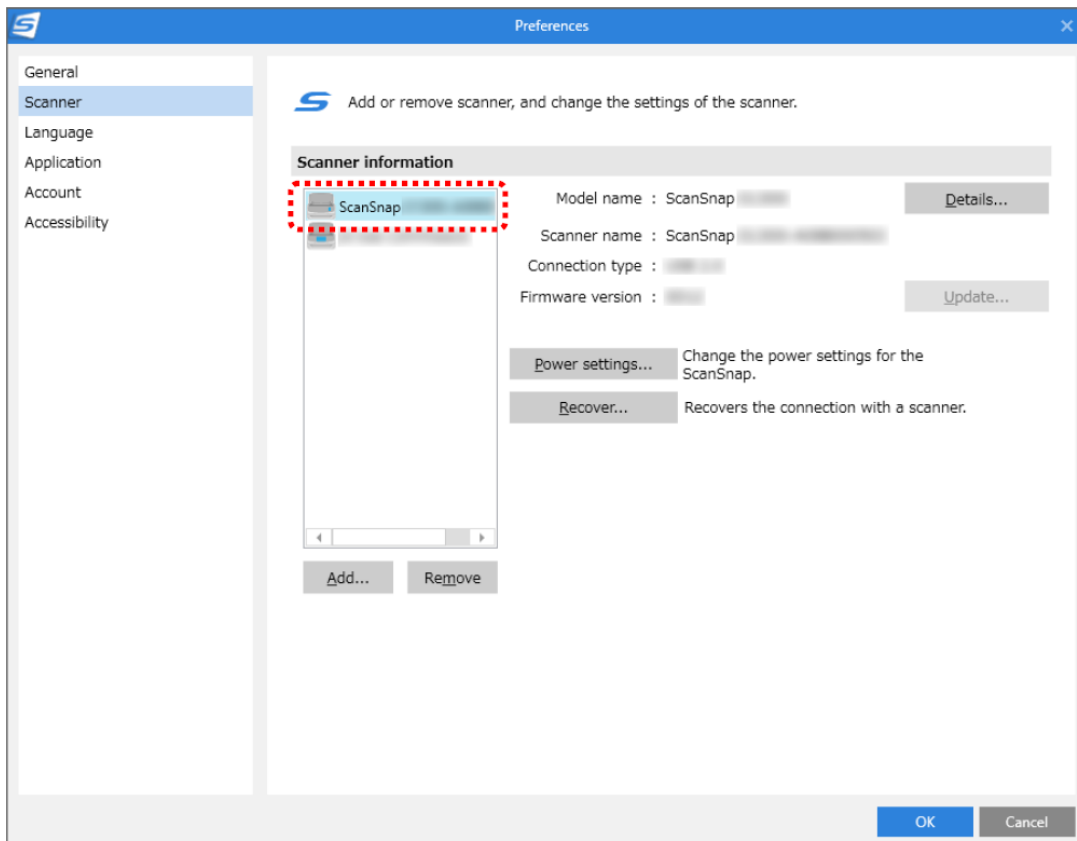
- (3) Click [Preferences].



(4) Click [Scanner].



(5) Select a desired scanner.



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

(7) Click [Reset] for [Roller set count].

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

The value for [Roller set count] becomes [0].