

Comprehensive Cleaning Policy and Procedures

Panasonic KV-S3065C Document Scanner



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Cleaning Policy & Procedures for Panasonic KV-S3065C Document Scanner

Overview

Use only those cleaning products specified by DMS Operations.

- **Regular Fantastik®** All-Purpose Cleaner (Ketera-Staples Item #DRA943368-32oz. or DRA943369-GAL.)
- **Lint-Free Cleaning Cloth** (Ketera e-Purchasing—Hosted catalog Item #119-932)
- **Transport Cleaning Sheets** (Ketera—Hosted catalog Item #121-166)
- **Compressed Air Duster** (Ketera—Staples Punchout catalog, various)
- **Q-Tip Cotton Swabs** (Purchase from your local department store)



Regular Fantastik



Lint-Free Cloths



Transport Cleaning
Sheets



Compressed Air Duster



Cotton Swabs

Other cleaning products or cleaning solutions “similar” to the products specified by DMS Operations are NOT approved for use and could damage the scanner.

HELPFUL ROLLER “PRE-CLEANING TIPS”

- Use the **Transport Cleaning Sheets** (item# 121-166) face up, and face down, periodically between the cleanings with **Fantastik**. This can help reduce the build-up of dirt on the rollers.
- Apply **Fantastik** sparingly to the lint-free cloth.
(DO NOT spray onto the rollers, or inside the scanner)
Apply the moistened cloth to the roller/s. Allow to set for a couple minutes for easier removal of dirt build-up.

Wipe the rollers with the **Lint-Free Cleaning Cloth** until the entire roller surface is clean (no dirt showing on the cloth). You may need to use several cloths for this process.

When the rollers no longer transfer dirt to the cloth, and they appear smooth, take a new **Lint-Free Cleaning Cloth** and wipe the rollers dry to remove excess **Fantastik**. (This is important to reduce build-up and saturation of **Fantastik**).

CLEANING SENSORS

Most sensors can be cleaned with a dry Q-Tip **cotton swab** and/or the **Compressed Air Duster**. Other sensors are located in the exit path and must be cleaned with compressed air as shown in the photos to follow.

Recommended cleaning materials for the sensors are:

- **Cotton Swabs**
- **Compressed Air Duster**

The sensors can be dry-swabbed with the cotton swab and/or blown with the air duster. Short blasts of air at various angles from about an inch away should dislodge and clear dust or dirt from the sensors.

CLEANING INTERNAL SURFACES

Internal surfaces will get smudged and dirty from having just cleaned the rollers.

Do not use any cleaning solutions on the internal surfaces of the scanner.

Use only a dry **Lint-Free Cleaning Cloth**, carefully and gently wiping dust/dirt out and off of the internal surfaces, (e.g., Image sensor covers) and all other surfaces.

ROLLER CLEANING PHOTOS

Cleaning White Transport Idler Rollers

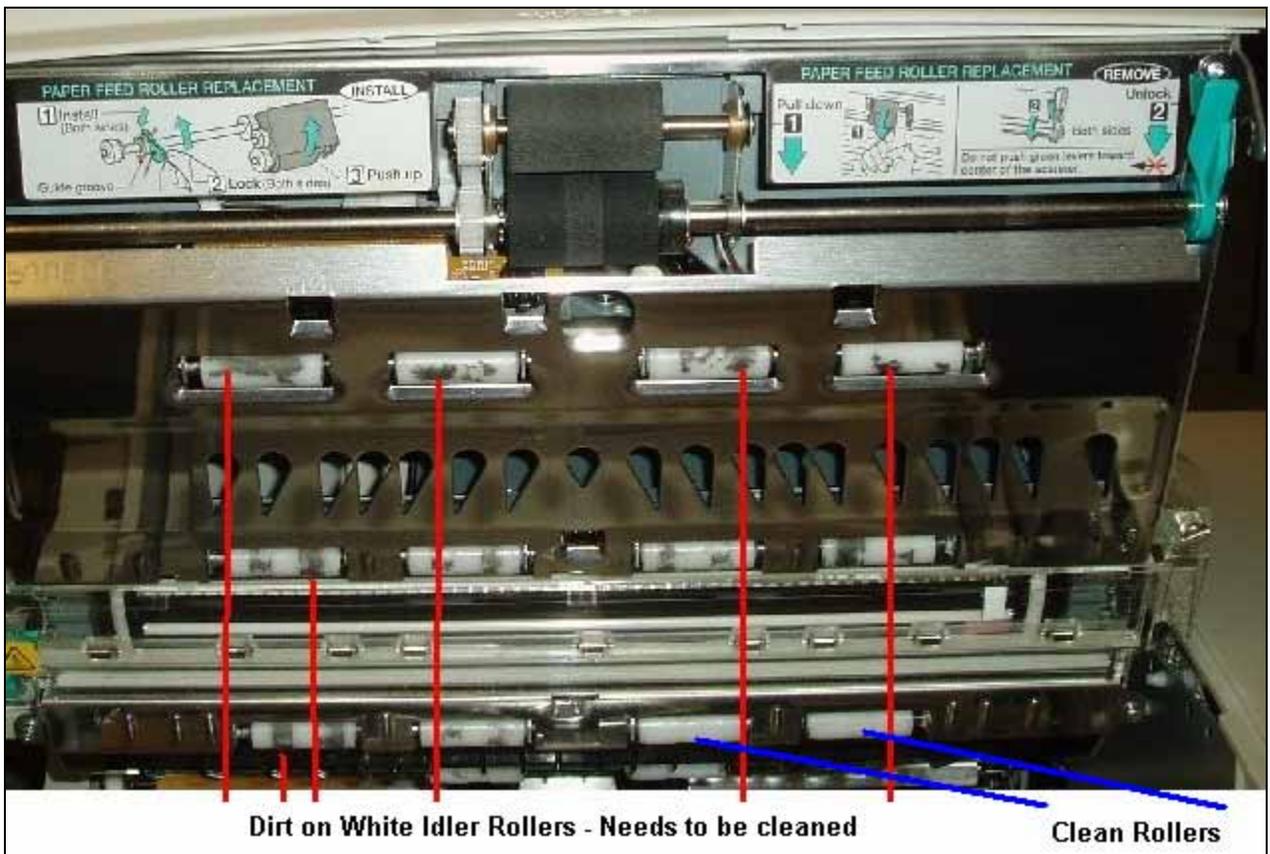


Figure 1

There are 18 white Idler Rollers on the inside of the scanner to be cleaned. Dirt build-up can be easily detected by its black appearance. Clean all white rollers completely until all black build-up is removed.

Do not spray Fantastik into the scanner or onto the rollers.

Spray Fantastik onto a dry lint-free cleaning cloth and then clean the dirty rollers with the cloth.

Use ONLY cleaning products recommended by DMS Operations.
Current recommended products for cleaning rollers are:

- Regular **Fantastik** All-Purpose Spray Cleaner.
- Dry Lint-Free Cleaning Cloths (Item # 119-932).

Cleaning Black Transport Rollers

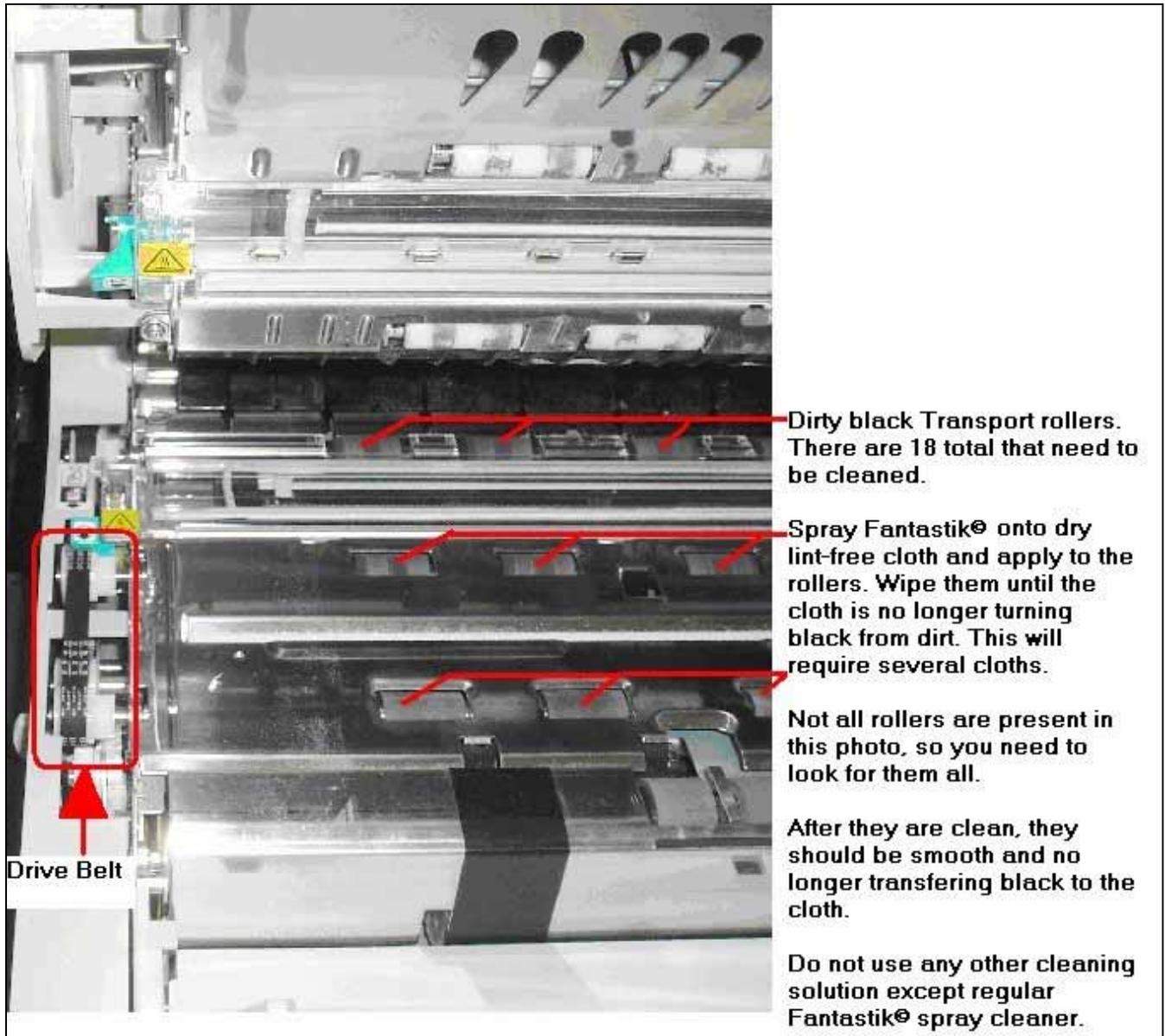


Figure 2

Clean the roller surface by using the drive belt to turn the rollers. Do this until the entire roller surface is clean. When the white lint-free cloths are no longer removing black dirt from the roller, and the roller appears smooth, it is clean.

Cleaning Feed Roller and Retard Roller

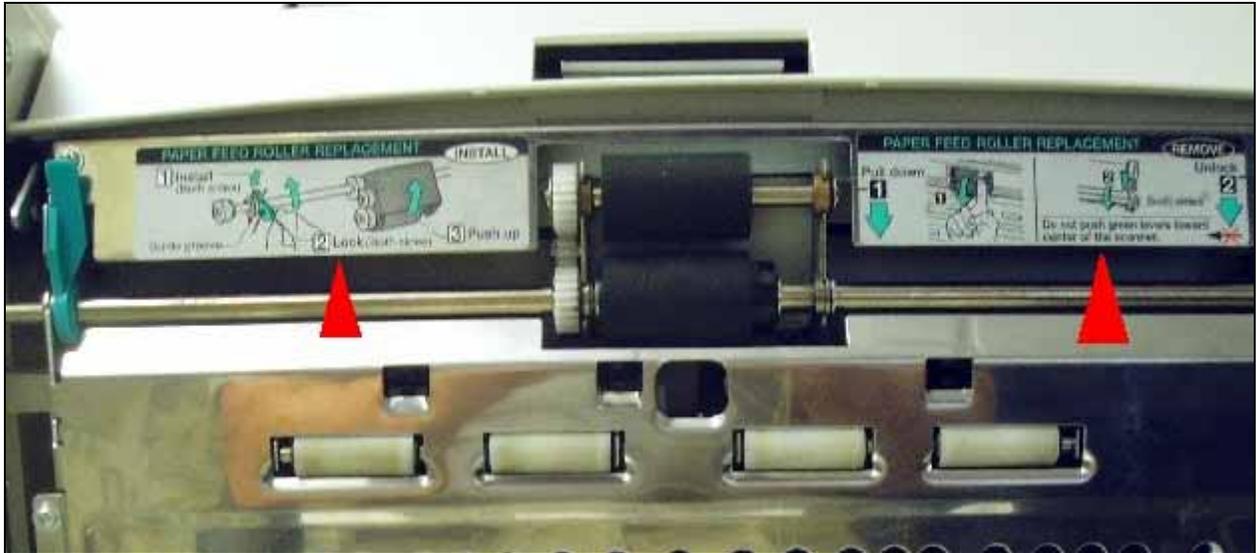


Figure 3

The Feed Roller assembly can be removed for cleaning. Follow instructions printed immediately above the roller to remove and install (Fig. 3). Removal for cleaning is optional; however, it is easier this way.

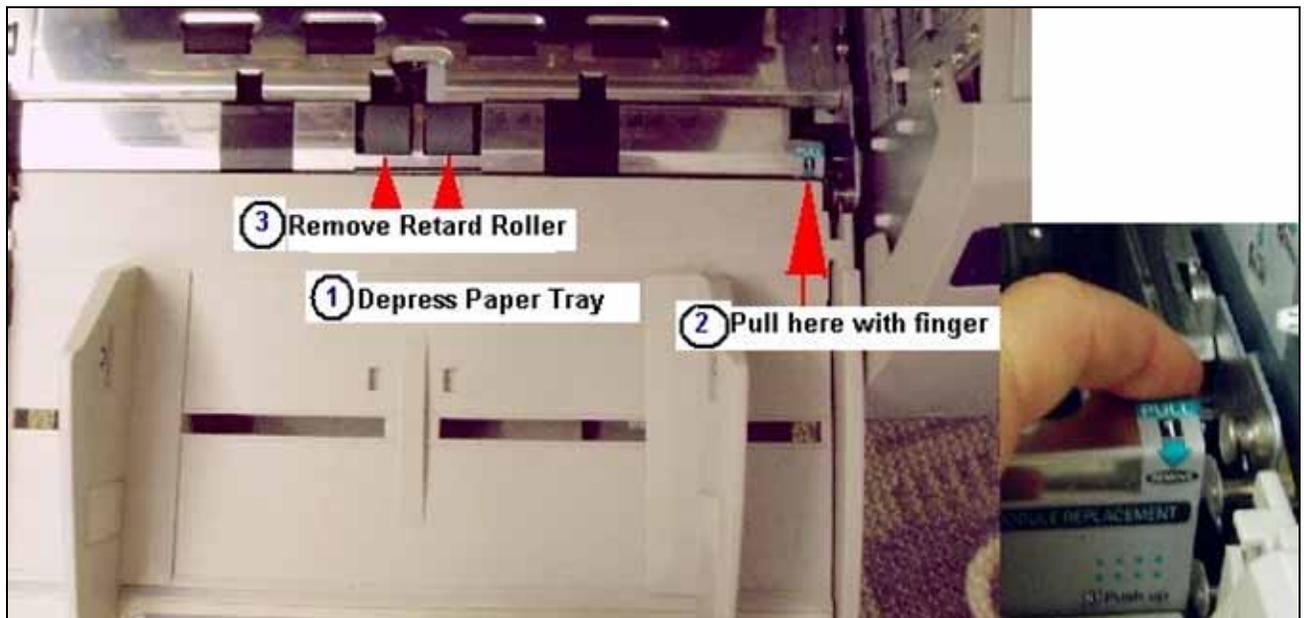


Figure 4

The Retard Roller can be cleaned by: 1) depressing the paper tray, and 2) pulling the chrome plate back to access the roller, or by removing the roller. Removal procedure is by the numbers in Fig. 4 above. If the Retard Roller is cleaned without removal, wipe it from RIGHT to LEFT so the roller does not become unlocked from the shaft pins.

In Figures 5 and 6 to follow,
note how the shaft pins must lock into the notches for the Retard Roller to be properly installed. If the Retard Roller is not locked into position on its shaft, double-feeding of documents can occur.

WRONG installation of Retard Roller - Shaft Locking Pins and Notches

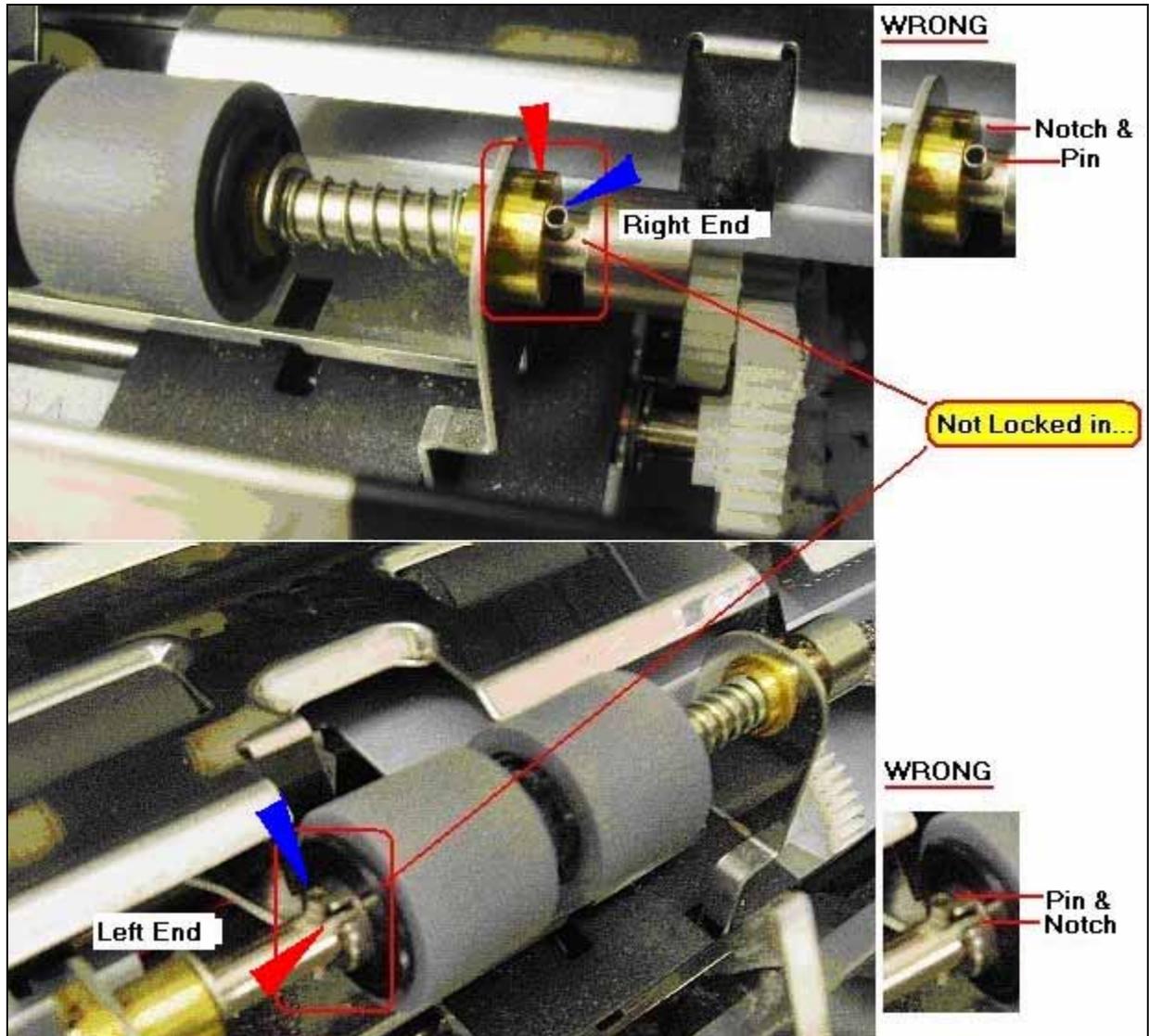


Figure 5

If the Retard Roller is removed for cleaning and reinstalled, it must be locked into position on its shaft. Check the locking pins on the roller shaft, and the locking slots on the left end of the roller and on the right end of the shaft.

This photo shows the Retard Roller installed with pins **NOT** locked into position. (**WRONG**).
The scanner will double-feed documents if the roller is installed like this.

CORRECT installation of Retard Roller - Locking Pins and Notches

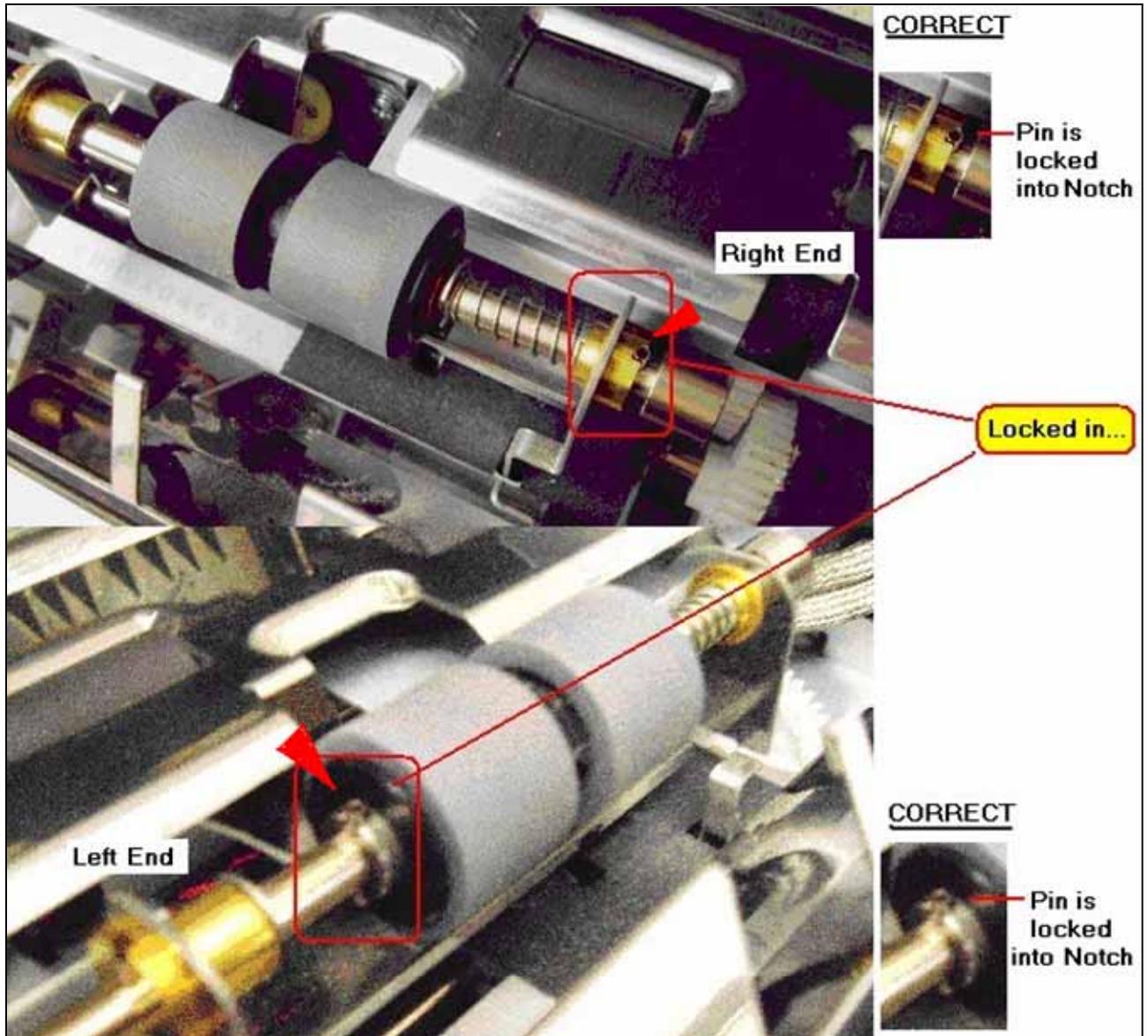


Figure 6

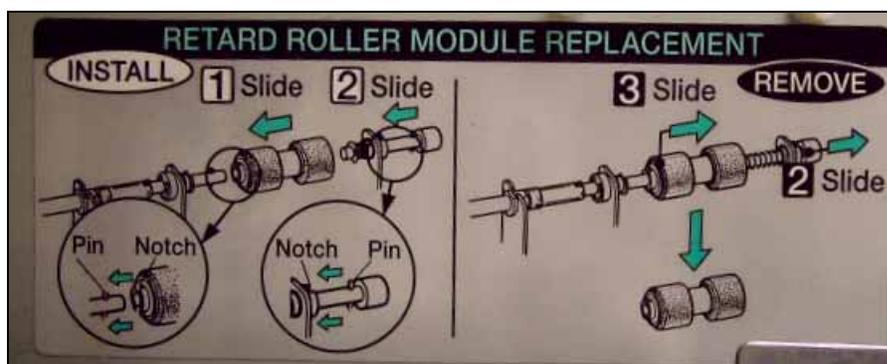


Figure 7-Instruction Label on the Inside of the Scanner

The photo above shows the Retard Roller installed **CORRECTLY**, with the pins locked into position on the left end of the roller and on the right end of the shaft.

Cleaning White Exit Rollers

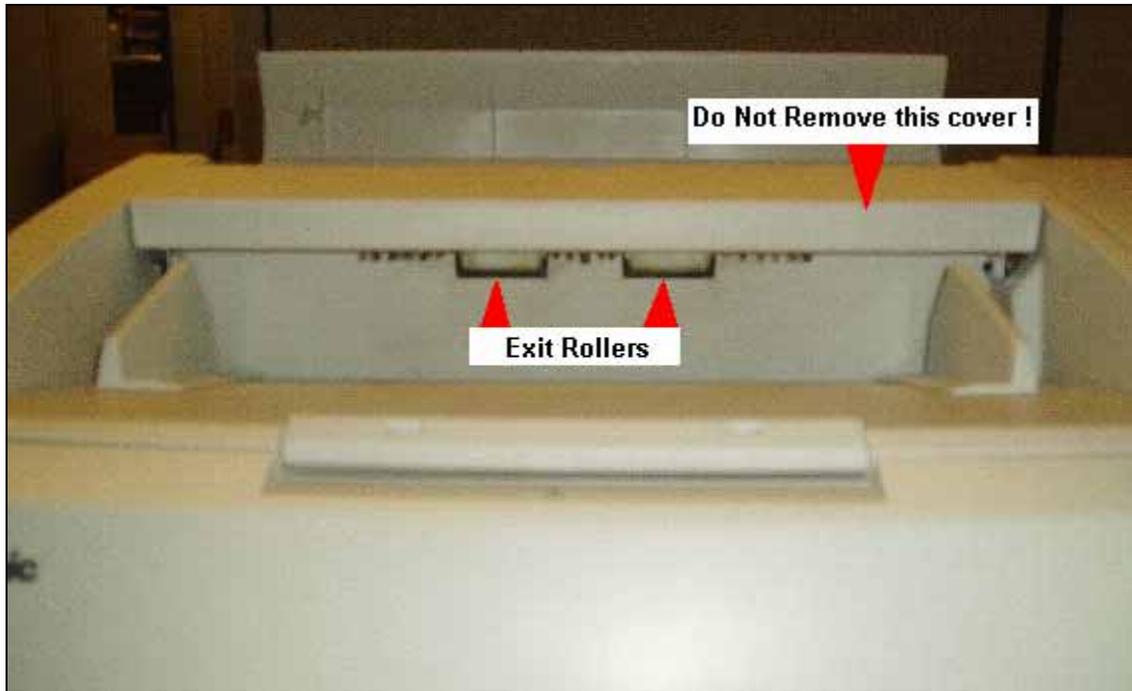


Figure 8

These two rollers are located on the top of the scanner where the documents exit. They are not “free-turning” rollers, and must be turned by using the drive belt inside the scanner, which also drives the black transport rollers. **The plastic that covers them does NOT come off**, so you will need to reach under it to clean both of these rollers. If you attempt to remove or lift the cover, it will break off and the scanner will have to be repaired. Do not apply excessive pressure on these rollers when cleaning. They can pop out of their mounting brackets, which would also result in a service call.

To turn these rollers, open the scanner enough to reach the drive belt for the black transport rollers on the left side. Clean the visible area of the roller, then using the drive belt turn the rollers slightly to continue cleaning. Do this until the entire roller surface is clean.

CLEANING SENSORS

There are 11 sensors to be cleaned each time. See your quick reference card for the obvious ones. Other sensors are located in the exit path and can be cleaned with compressed air.

Only cleaning products recommended by DMS Operations should be used to clean sensors. Current recommended cleaning products for sensors are:

- Cotton Swabs (purchase at local store).
- Compressed Air Duster (Ketera—Staples Punchout catalog, various)

The sensors can be dry-swabbed with the Q-tip and/or blown with the air duster. Short blasts of air at various angles from about an inch away should dislodge and clear dust or dirt from the sensors.

DO NOT USE LIQUID OF ANY KIND ON SENSORS.

When using cotton swabs, gently place the tip of the swab on the sensor and twirl it to clean the surface of the sensor. Follow up by using a Compressed Air Duster. When using the duster, keep the end of the tube about one inch away from the sensor and blow short bursts of air at various angles, or back and forth, to clear dust from around the recesses of the sensor.

SENSOR CLEANING PHOTOS

Skew Sensors / Waiting Sensor / Starting Sensor / Upper Double Feed Detector

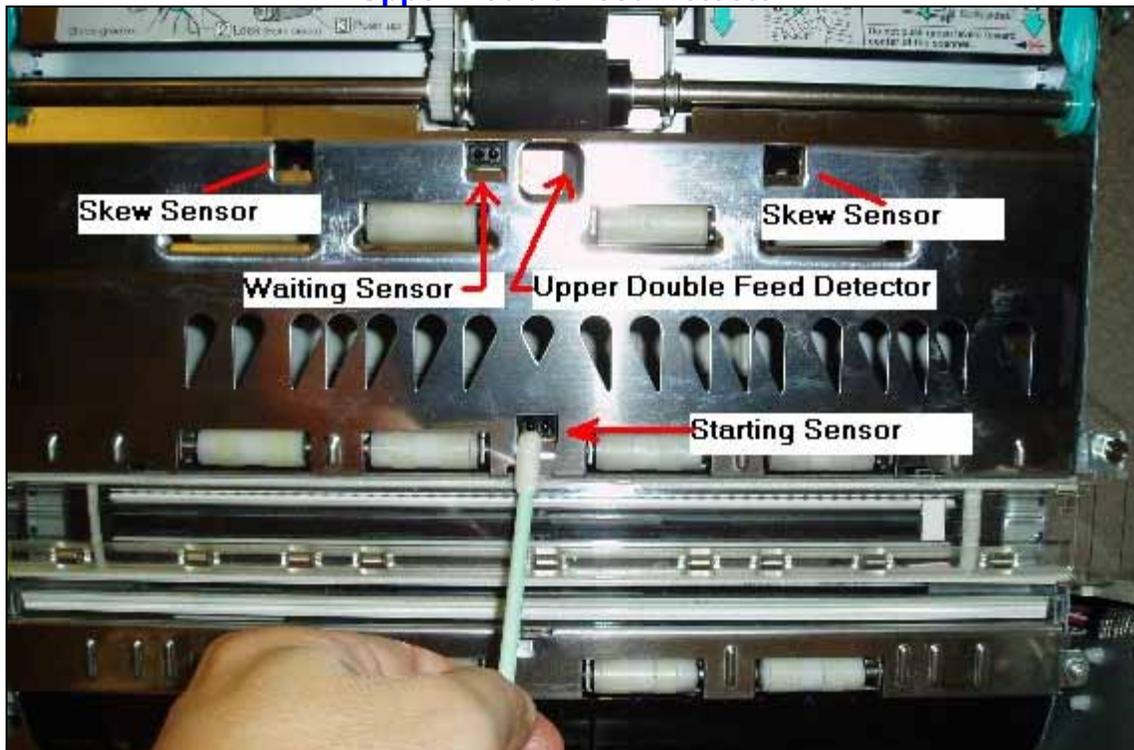


Figure 9

The Skew sensors appear flat, unlike the other sensors, which have two “eyeballs” (emitter and receptor). The flat appearance is actually due to a clear cover over the Skew sensors. The Upper Double Feed Detector is recessed and at an angle.

Paper Jam Sensor

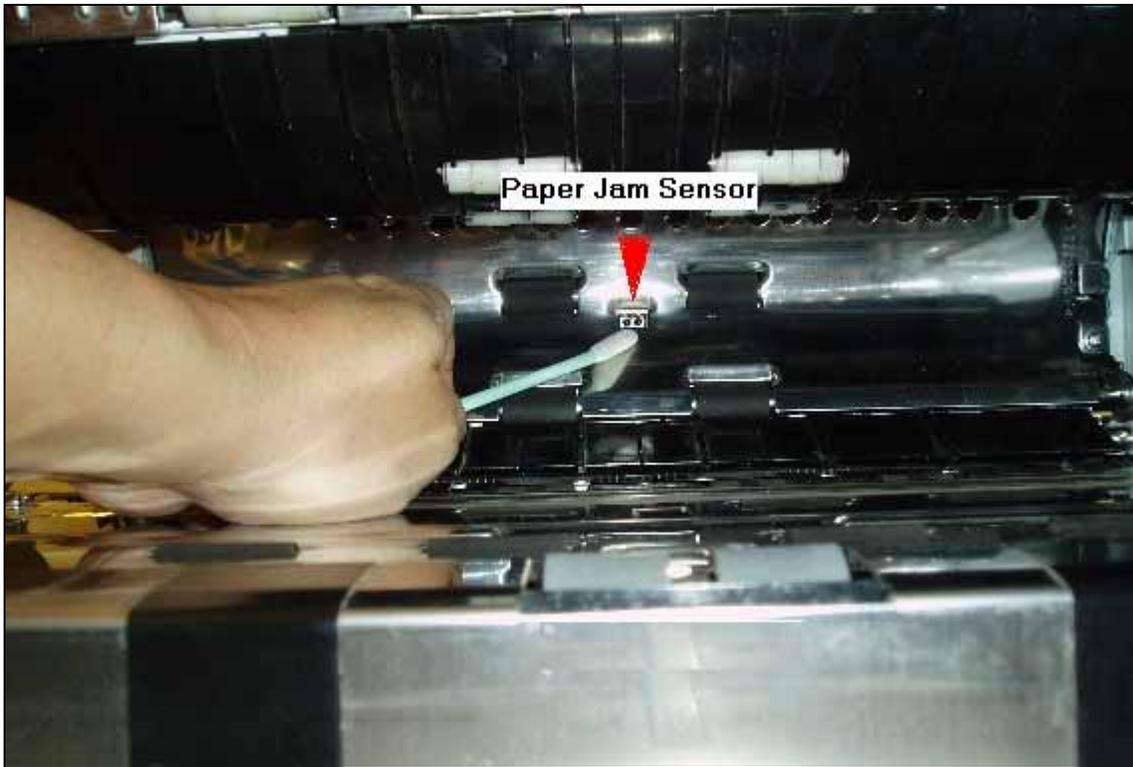


Figure 10

The Paper Jam Sensor is located all the way to the rear of the scanner, in the center of the chrome conveyor assembly plate. If you have the scanner door open all the way you can see the Paper Jam Sensor in the back, between two black Transport Rollers.

Hopper Home Detector

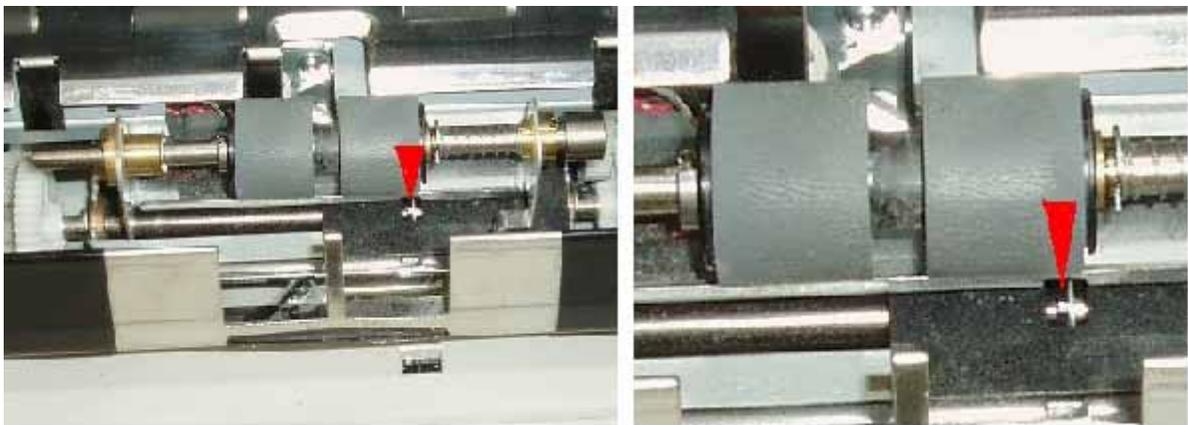


Figure 11

The Hopper Home Detector is located under the black sheet, below the Retard roller. To clean, blow the Compressed Air downward into the notched section of the black sheet.

Paper Tray Sensor and Lower Double Feed Detector

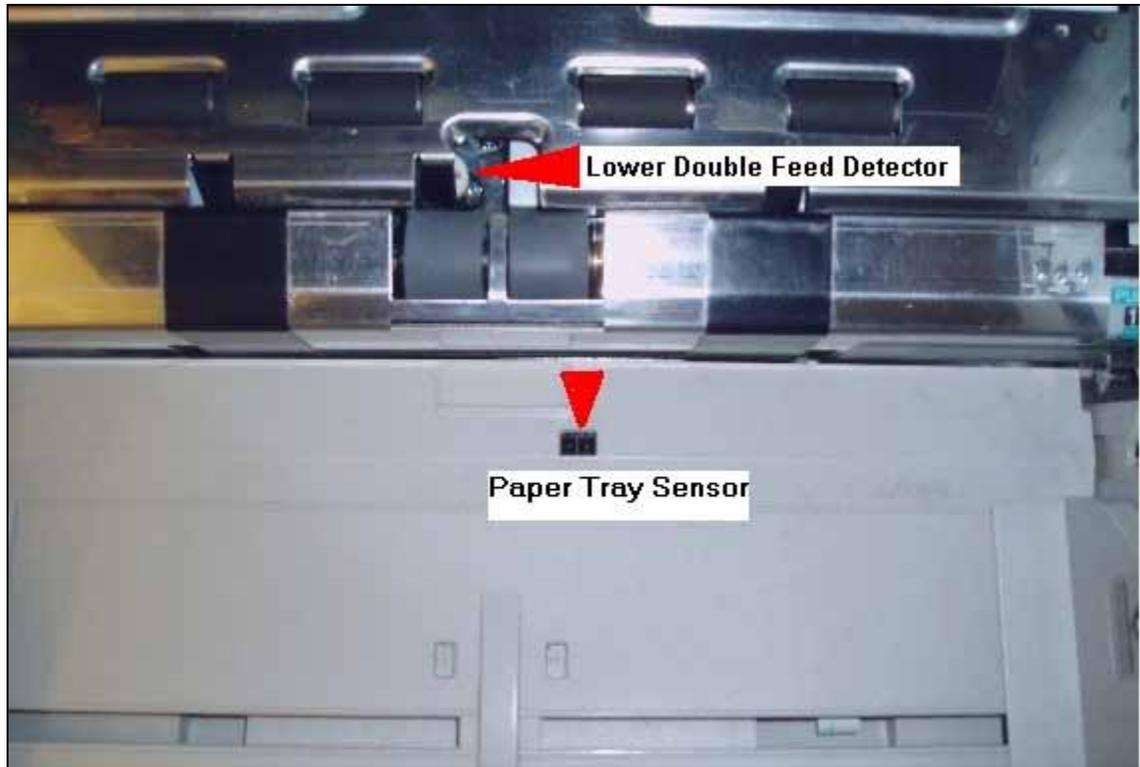


Figure 12

The Paper Tray Sensor is at the back of the hopper (where documents are loaded), just prior to the Retard Roller. The Lower Double Feed Detector is at an angle.

Exit Sensors – Under Turnaround Assembly



Figure 13

To clean Exit Sensors, move the Turnaround Lever to the **DOWN** position. This lever is located on the left-hand side of the scanner body. Note that the Turnaround Plate inside the scanner moves up when the Turnaround Lever is positioned down.



Figure 14

To clear dust from the sensors, blow with the Compressed Air Duster under the Turnaround Plate from one side to the other. This will clear dust out the rear exit of the scanner.

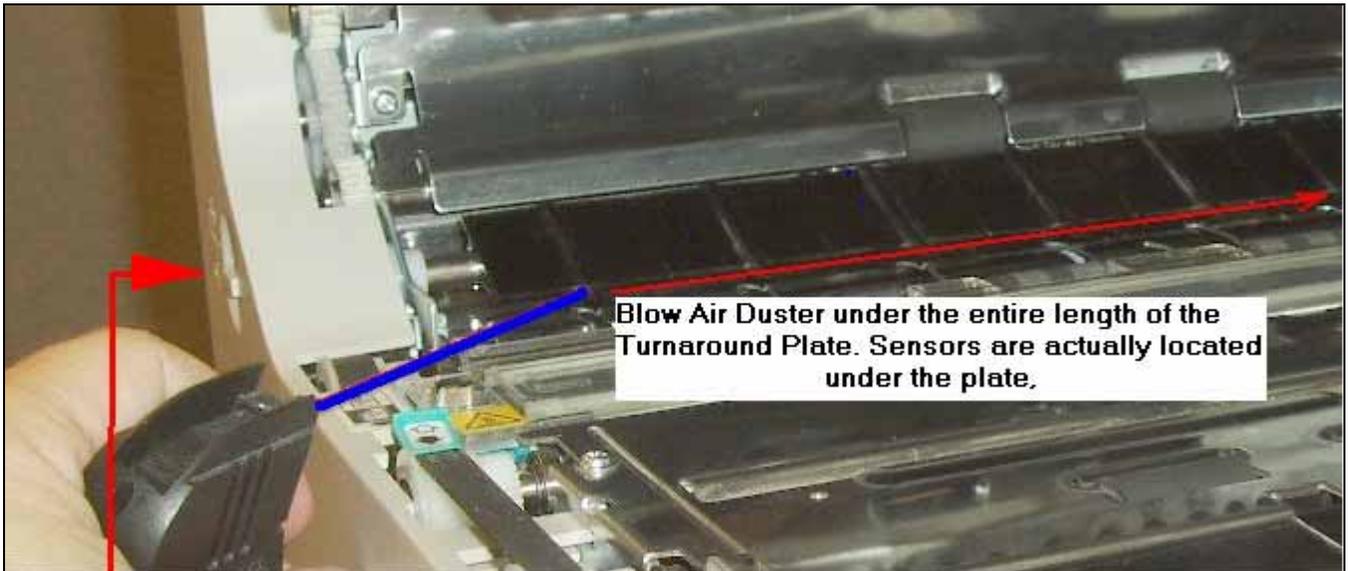


Figure 15

When the Exit sensors have been blown clean, reposition the Turnaround Lever in the **UP** position so documents will exit to the top of the scanner.

Top Exit Sensor

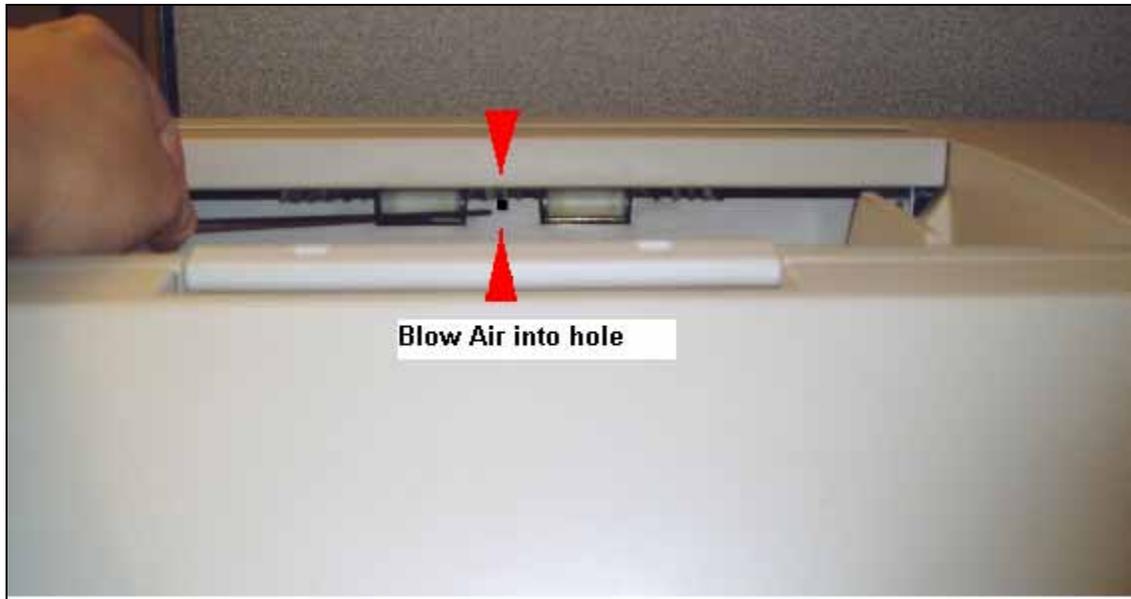


Figure 16

The Top Exit sensor is located under the top cover plate and can be cleared of dust and debris by placing the Compressed Air Duster tube in the small square hole located between the two white Exit rollers. Two or three short blasts of air will clear the sensor.

CLEANING INTERNAL SURFACES

DON'Ts

- **Do not** spray **Fantastik** or any other cleaning solutions into the scanner or onto the internal surfaces of the scanner.
- **Do not** use any cleaning products other than what is recommended by DMS Operations.

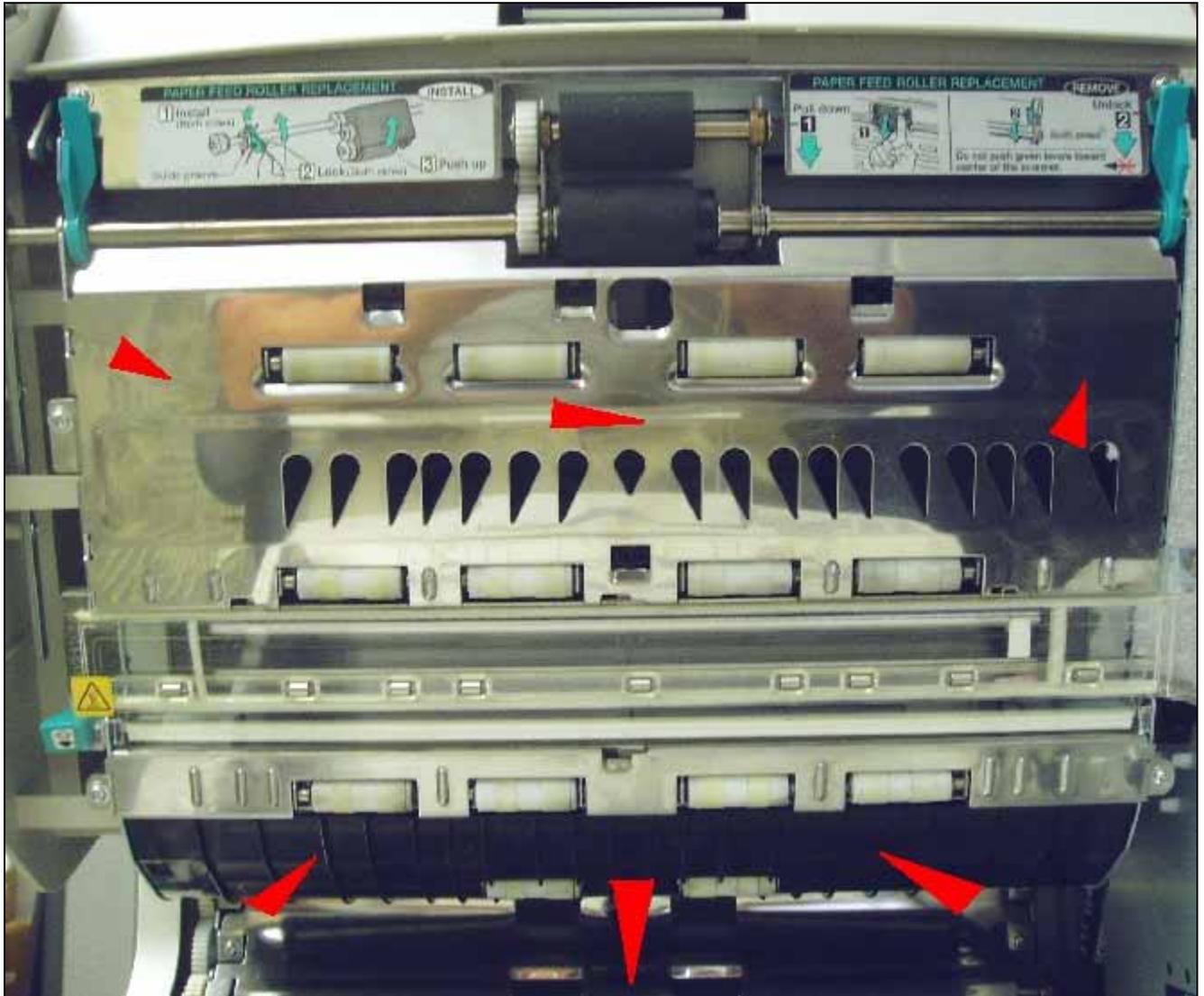


Figure 17

All Internal Surfaces should be cleaned only with a dry Lint-Free Cleaning Cloth.
(Ketera Item #119-932).

After all rollers and sensors have been cleaned, use a dry Lint-Free Cleaning Cloth to carefully wipe the surface areas around the rollers. Wipe the chrome surfaces and the black plastic surfaces.

Cleaning Image Sensor Covers

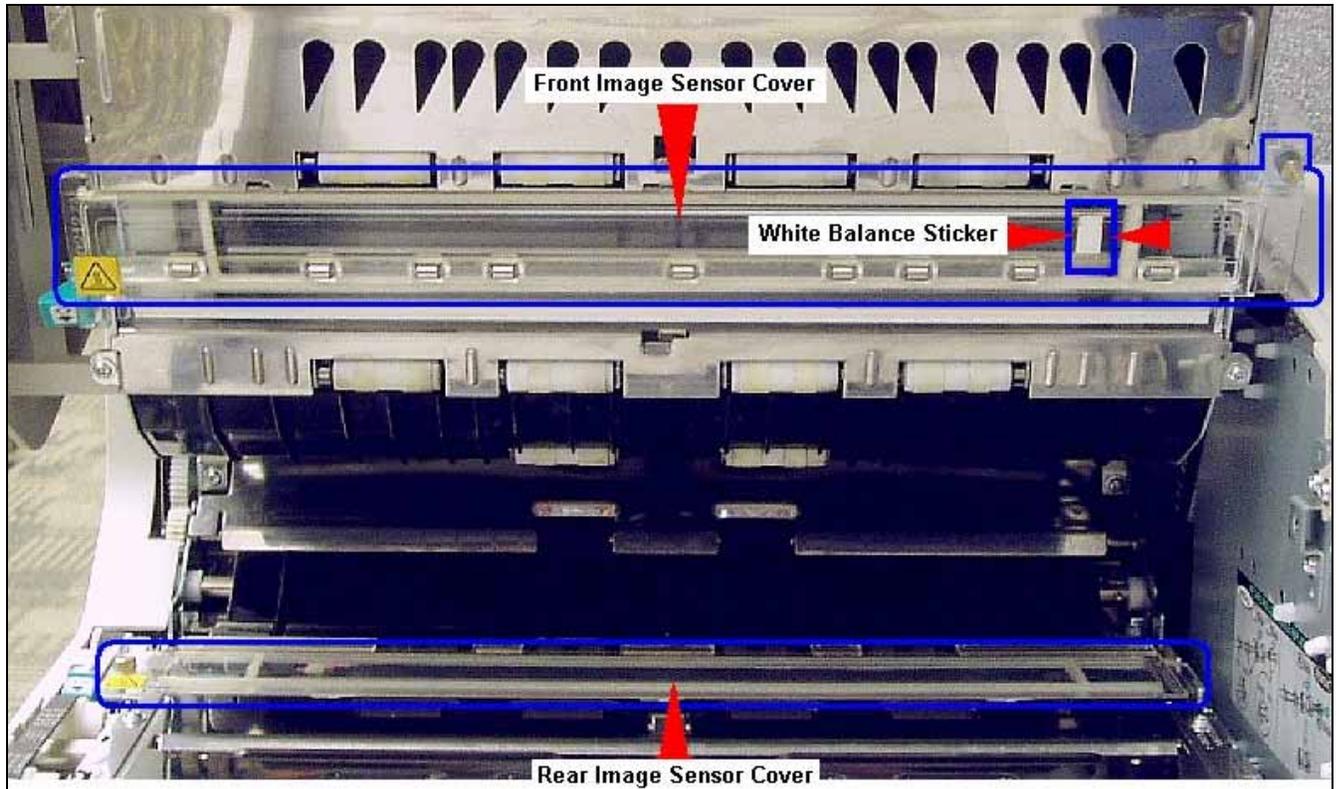


Figure 18

Carefully dry-wipe the clear plastic front and rear Image Sensor Covers.

The front Image Sensor Cover is located on the upper surface between two banks of white rollers.

Take care not to disturb the **White Balance Sticker**.

When cleaning the White Balance Sticker, GENTLY wipe it **vertically** with a dry lint-free cleaning cloth. Do not wipe it from right to left or you could loosen it or transfer dirt under it.

The rear Image Sensor Cover is located on the lower surface between two banks of black rollers.

Carefully wipe this with a dry lint-free cleaning cloth.

Verify Position of Background Levers

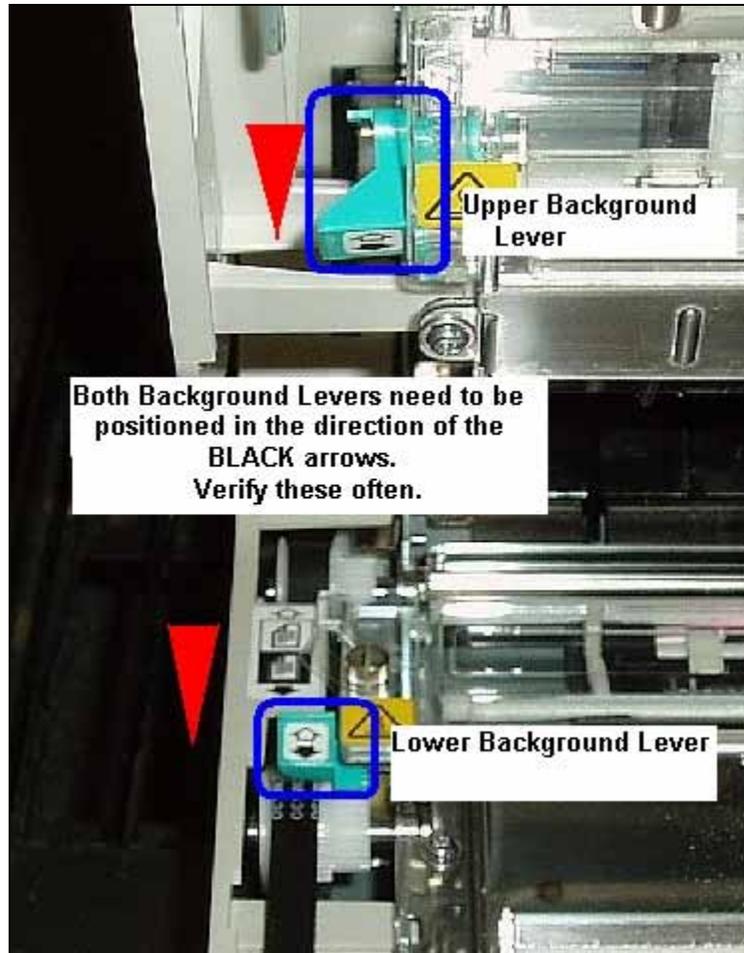


Figure 19

After all rollers, sensors and internal surfaces have been cleaned, verify that the Background Levers are **correctly** positioned in the direction of the black arrows.

These levers can get bumped, or moved into the **wrong** (white) position while cleaning.

Finally, run a Transport Cleaning Sheet through the scanner to pick up and remove loosened dirt or debris that might still reside in the transport area after thorough cleaning.

- Transport Cleaning Sheets (Ketera item #121-166)

This can be done two or three times per day to remove loose dirt and debris from inside the scanner.