

**ScanSnap S1500, S1500M & N1800
CONSUMABLE REPLACEMENT AND CLEANING INSTRUCTIONS**

fi-6110



ScanSnap S1500



ScanSnap S1500M



ScanSnap N1800



CONSUMABLES LIST

Description	Life	Fujitsu P/N
Pick Roller	100,000	PA03586-0001
Pad Assembly	50,000	PA03586-0002



Pad Assembly

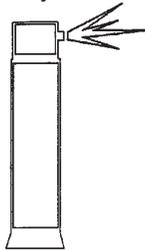


Pick Roller

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.

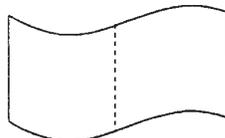
F1 Cleaner
Isopropyl Alcohol
Qty 1



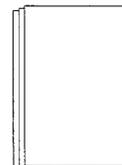
Cotton
Swabs
Qty 1 100 Pack



Lint Free
Cleaning Cloths
Qty 2 20 packs



Cleaning Paper
Qty 1 10 pack

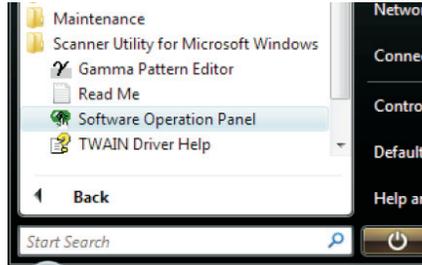


CHECKING CONSUMABLE LIFE - fi-6110

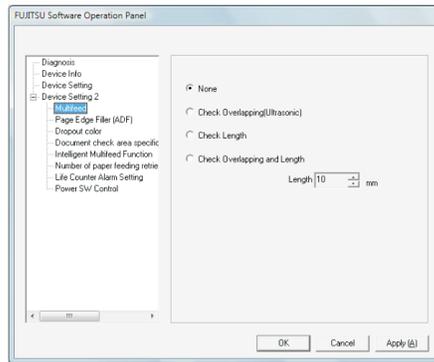
Follow the procedures below to check how many sheets have been scanned since the consumables have been replaced.

- Make sure the scanner is on.

- Open the Software Operation Panel by selecting the [Start] Menu → [All Programs] → [Scanner Utility for Microsoft Windows] → [Software Operation Panel].

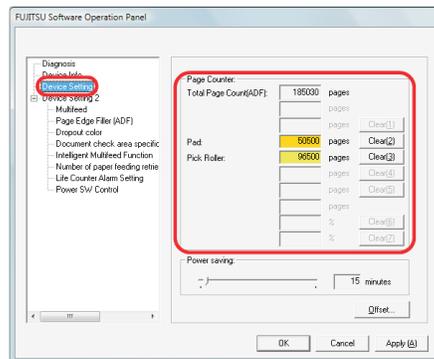


- The FUJITSU Software Operation Panel dialogue opens.



- From the left panel, click on Device Setting.

- The life of each consumable is displayed.

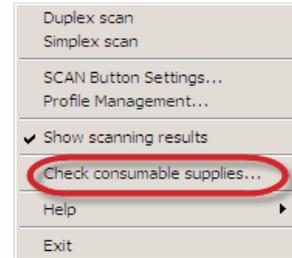


CHECKING CONSUMABLE LIFE - S1500 & S1500M

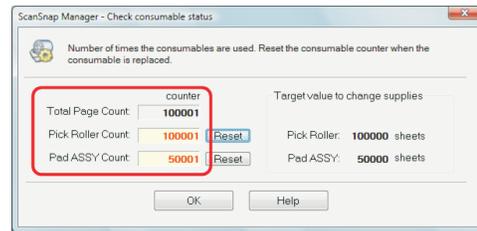
Follow the procedures below to check how many sheets have been scanned since the consumables have been replaced.

WINDOWS

- Select Check consumable supplies from the Right-Click Menu.

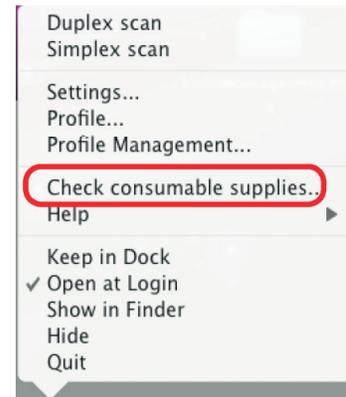


- Check how many sheets have been scanned by the current consumables. The consumables that have more pages than the rated life should be replaced.

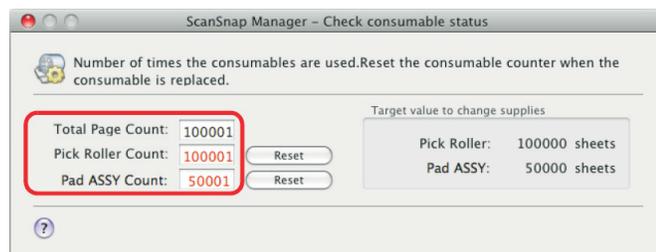


MAC

- Select Check consumable supplies from the ScanSnap Manager menu



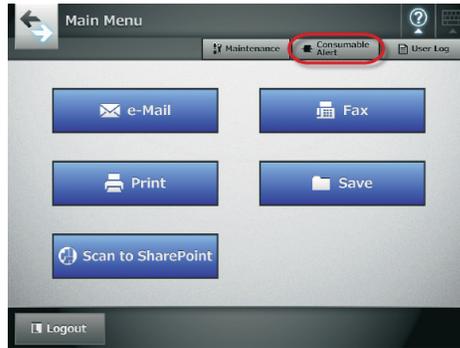
- Check how many sheets have been scanned by the current consumables.



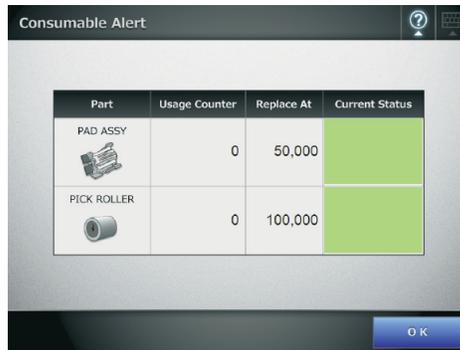
CHECKING CONSUMABLE LIFE - N1800

Follow the procedures below to check how many sheets have been scanned since the consumables have been replaced.

- From the Main Menu window, press the Consumable Alert button.



- Check how many sheets have been scanned by the current consumables. The consumables that have more pages than the rated life should be replaced.

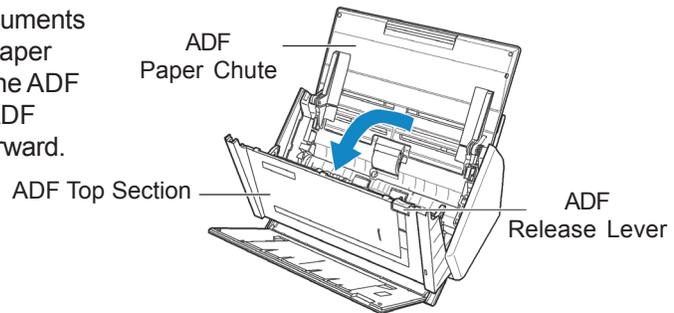


- Press the OK button to exit the screen.

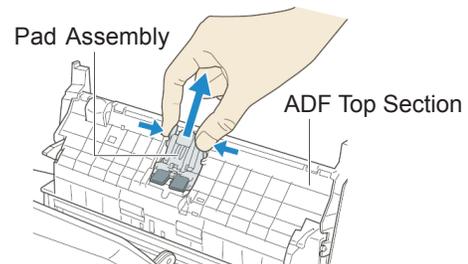
REPLACING THE PAD ASSEMBLY

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

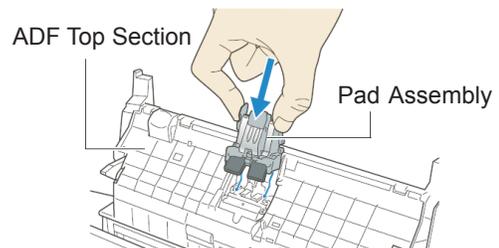
- Remove all documents from the ADF Paper Chute. Open the ADF by pulling the ADF release lever forward.



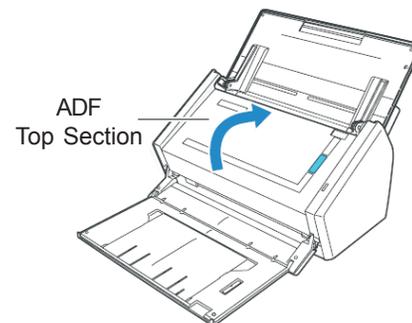
- Remove the Pad Assembly by pinching both ends and pulling up in the direction of the arrow.



- Attach the new Pad Assembly by pressing the two knobs on the top of the pad assembly and sliding it down in the slots to lock it in place.



- Close the ADF top section. Make sure the ADF snaps in to place when you close it.

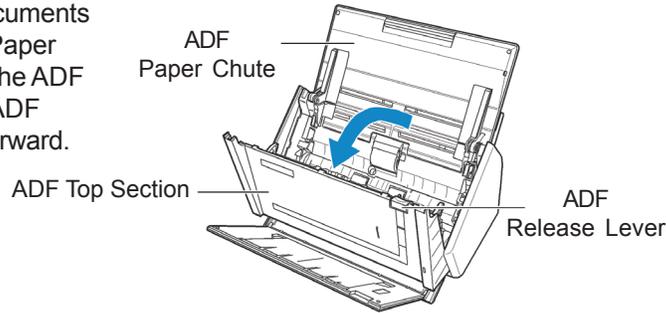


Note:

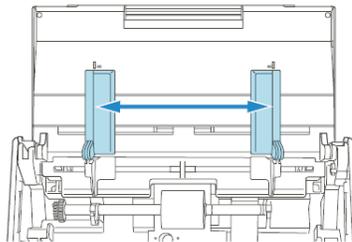
After replacement of any consumable reset the counter for that consumable by following the instructions in the **RESETTING CONSUMABLE COUNTERS** section later in this document.

REPLACING THE PICK ROLLER

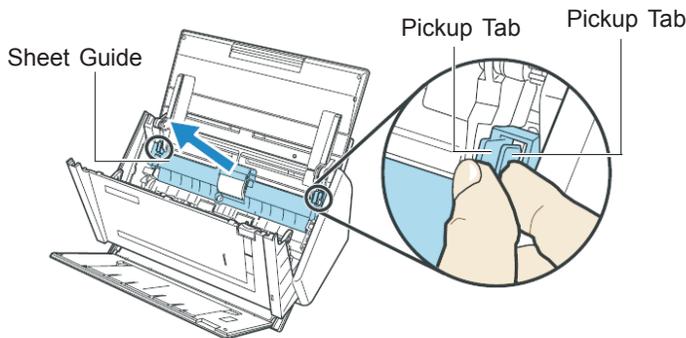
- Remove all documents from the ADF Paper Chute. Open the ADF by pulling the ADF release lever forward.



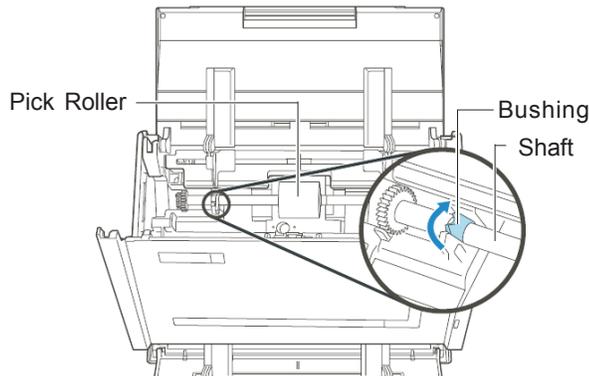
- Adjust the Paper Guides to A5 size.



- Hold the Pickup Tabs on the Sheet Guide between your thumb and the index finger and lift up to remove the Sheet Guide.

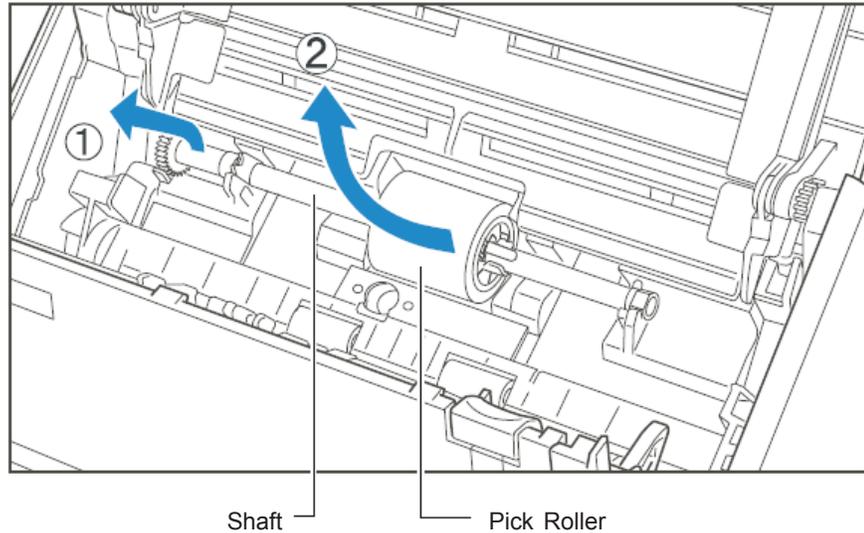


- Rotate the Pick Roller Bushing on the end of Pick Roller Shaft in the direction of the arrow.

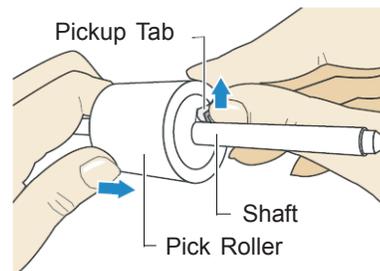


REPLACING THE PICK ROLLER (CONT.)

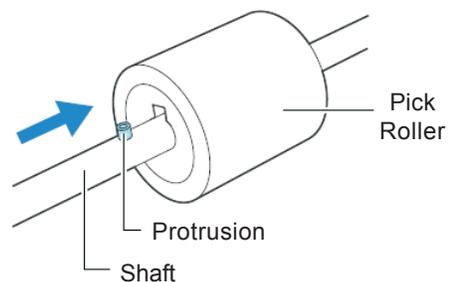
- Lift the Pick Roller shaft up and slide the pick roller on it's shaft to the left to remove the shaft and roller. If you notice paper dust or toner powder in the area where the pick roller and shaft are located please wipe it out with a cloth dampened with F1 cleaner.



- Lift up slightly on the Tab shown and slide the Pick Roller off of the shaft in the direction of the arrow while the assembly is out of the scanner.



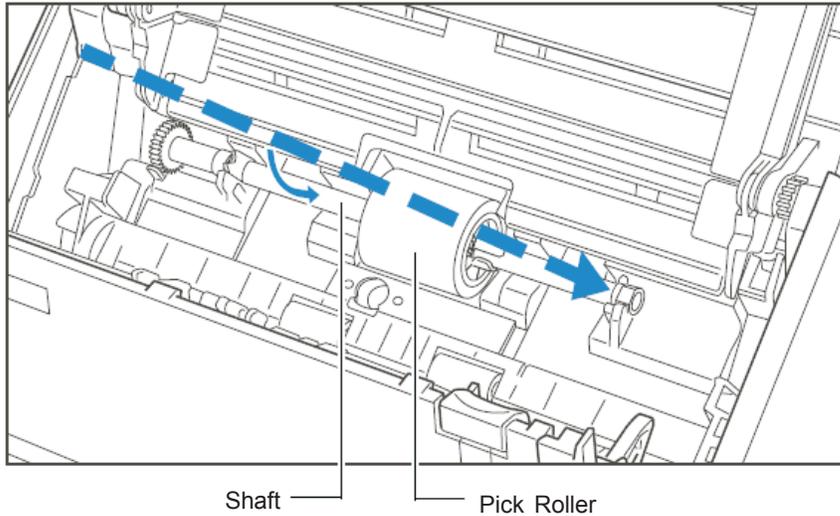
- Attach the new Pick Roller on to the shaft by aligning the protrusion on the shaft with the slot in the new Pick Roller.



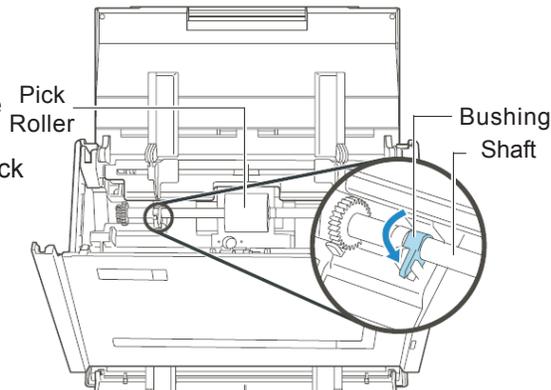
- Make sure the Pick Roller locks in to place on the shaft.

REPLACING THE PICK ROLLER (CONT.)

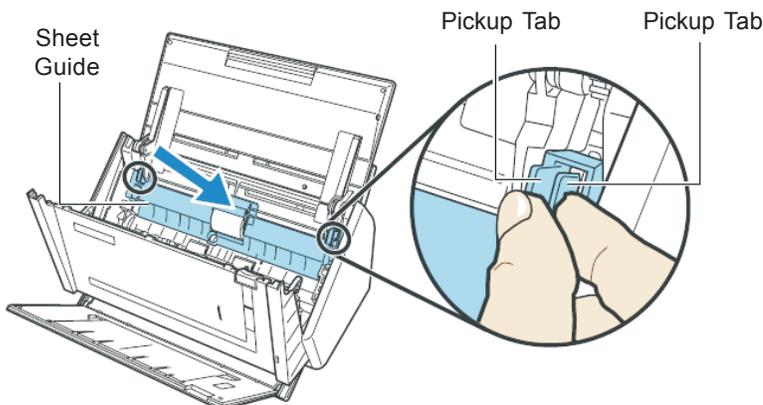
- Insert the right end of the Pick Roller Shaft in to the bushing on the right and set the shaft in to the slot on the left while lowering in to place.



- Secure the bushing on the left by rotating it in the direction of the arrow to lock the Pick Roller shaft in place.

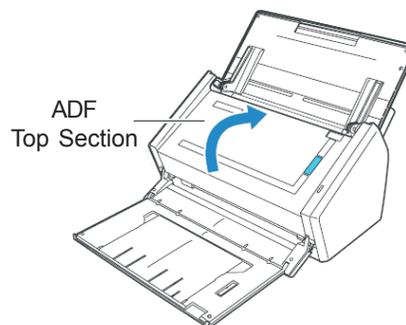


- Hold the Pickup Tabs on the Sheet Guide between your thumb and index finger and attach the it to the scanner. Make sure the Sheet Guide snaps in to place when you install it.



REPLACING THE PICK ROLLER (CONT.)

- Close the ADF top section. Make sure the ADF snaps in to place when you close it.



Note:

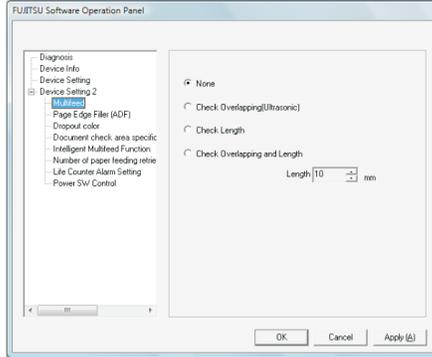
After replacement of any consumable reset the counter for that consumable by following the instructions in the **RESETTING CONSUMABLE COUNTERS** section later in this document.

RESETTING CONSUMABLES COUNTER

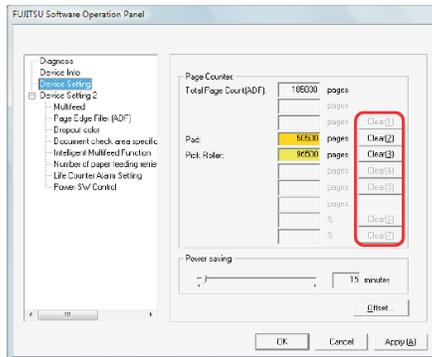
To accurately keep track of the life of the installed consumables it is very important to reset the consumable counter of the part replaced.

fi-6110

- Open the Software Operation Panel by selecting the [Start] Menu → [All Programs] → [Scanner Utility for Microsoft Windows] → [Software Operation Panel].



- From the left panel, click on Device Setting.



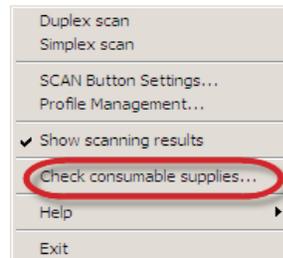
- Click the Clear button for the consumable that was replaced.

- Click the OK button.



S1500 - WINDOWS

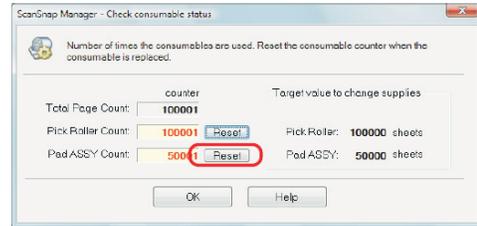
- Select Check consumable supplies from the Right-Click Menu.



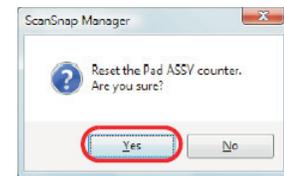
RESETTING CONSUMABLES COUNTER (CONT.)

S1500 - WINDOWS (CONT.)

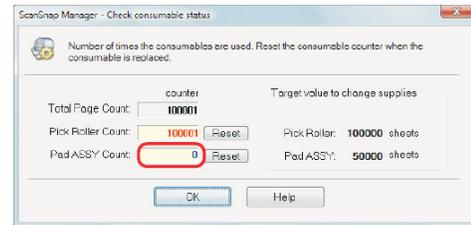
- Click the Reset button for the consumable that was replaced.



- The Confirmation Message is displayed. Click the Yes button to reset the counter.

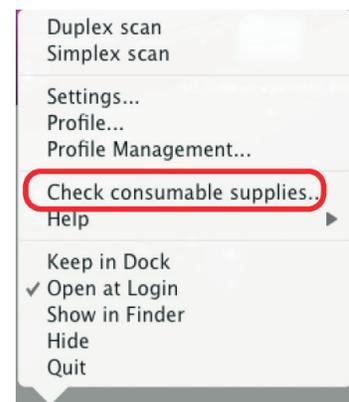


- The consumable counter is reset.

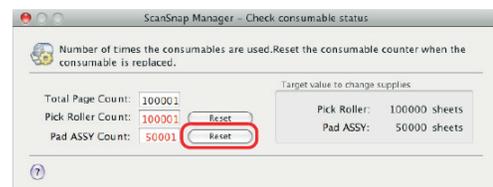


S1500M - MAC

- Select Check consumable supplies from the ScanSnap Manager menu

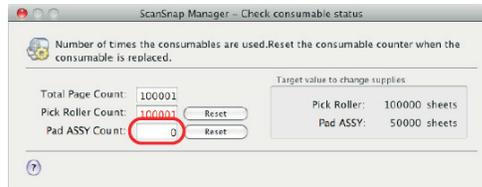
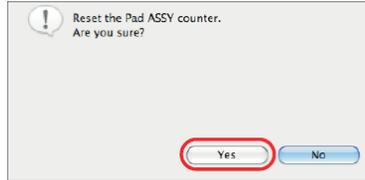


- Click the Reset button for the consumable that was replaced.



RESETTING CONSUMABLES COUNTER (CONT.)

- The Confirmation Message is displayed. Click the Yes button to reset the counter.



N1800

Contact your system administrator to reset the consumable counters.

CLEANING LOCATIONS AND FREQUENCIES

Location	Tools	Frequency
Pick Roller and Pad	Cleaning Paper	Every 5 Sheets
	Cloth & Isopropyl Alcohol	Every 1,000 Sheets
Plastic Feed Rollers	Cloth & F1 Cleaner	Every 1,000 Sheets
Sheet Guides	Cloth & F1 Cleaner	Every 1,000 Sheets
Eject Rollers	Cloth & F1 Cleaner	Every 1,000 Sheets
Feed Rollers	Cloth & F1 Cleaner	Every 1,000 Sheets
Glass Surfaces (2 Sides)	Cloth & F1 Cleaner	Every 1,000 Sheets

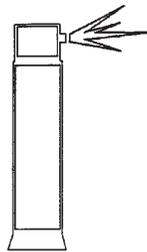
Note:

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.

CLEANING MATERIALS

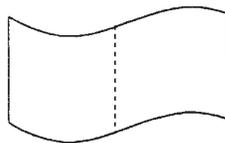
F1 Cleaner



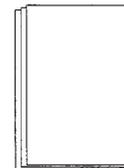
Cotton Swabs



Lint Free Cleaning Cloths



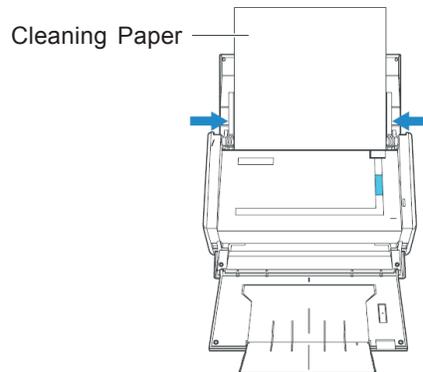
Cleaning Paper



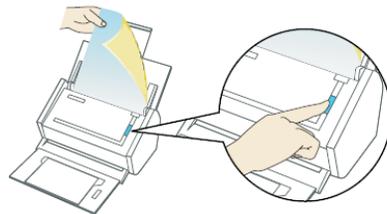
CLEANING THE ROLLERS WITH THE CLEANING PAPER - S1500 & S1500M

The cleaning papers are designed to remove only loose paper dust and ink from the rollers. Use the cleaning paper approximately every **1,000** sheets scanned. They are to be used in between the thorough cleanings of the scanner. **Using the cleaning paper does not take the place of the more complete cleanings described later in this section**

- Adjust the Paper Chute side guides to width of the cleaning paper.



- Spray one of the cleaning paper lightly with F1 Cleaner and place the cleaning paper on the Paper Chute.
- Press the Scan Button. The cleaning paper will feed through the scanner. **Do not save this image.** This operation is used only to pass the cleaning paper through the paper feed path.



- Check the path to see if it needs further cleaning. If you find debris in the paper path re-scan the cleaning paper. If more cleaning is still required refer to the **CLEANING THE ADF WITH LINT-FREE CLOTHS** section in this document.

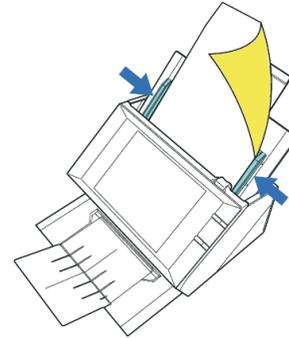
Caution

Use caution when applying the F1 Cleaner to the cleaning paper. Do not use excessive amounts as this cleaner will take time to evaporate from the paper path of the scanner. Be sure to open the ADF and wipe up any excess F1 Cleaner with a dry lint free cloth after feeding the cleaning paper.

CLEANING THE ROLLERS WITH THE CLEANING PAPER - N1800

Follow the procedures below to clean the scanner with the cleaning paper.

- Adjust the Paper Chute side guides to width of the cleaning paper.

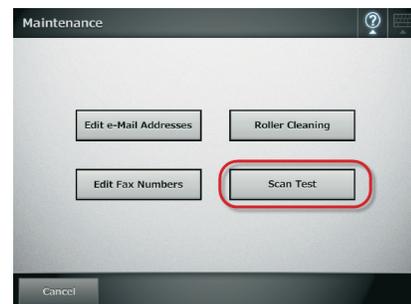


- From the Main Menu window, press the Maintenance button.



- Spray one of the cleaning paper lightly with F1 Cleaner and place the cleaning paper on the Paper Chute.

- Press the Scan Test button to feed the cleaning paper.



- Check the path to see if it needs further cleaning. If you find debris in the paper path re-scan the cleaning paper. If more cleaning is still required refer to the **CLEANING THE ADF WITH LINT-FREE CLOTHS** section in this document.

Caution

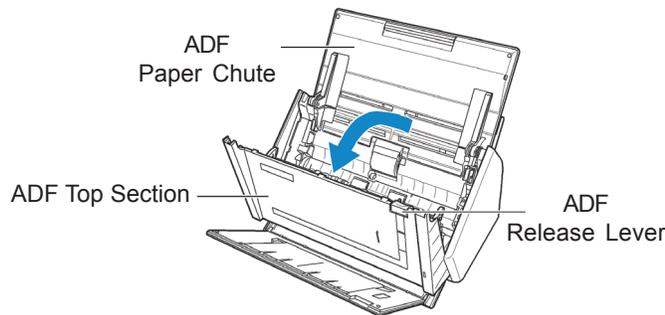
Use caution when applying the F1 Cleaner to the cleaning paper. Do not use excessive amounts as this cleaner will take time to evaporate from the paper path of the scanner. Be sure to open the ADF and wipe up any excess F1 Cleaner with a dry lint free cloth after feeding the cleaning paper.

CLEANING THE ADF WITH LINT-FREE CLOTHS

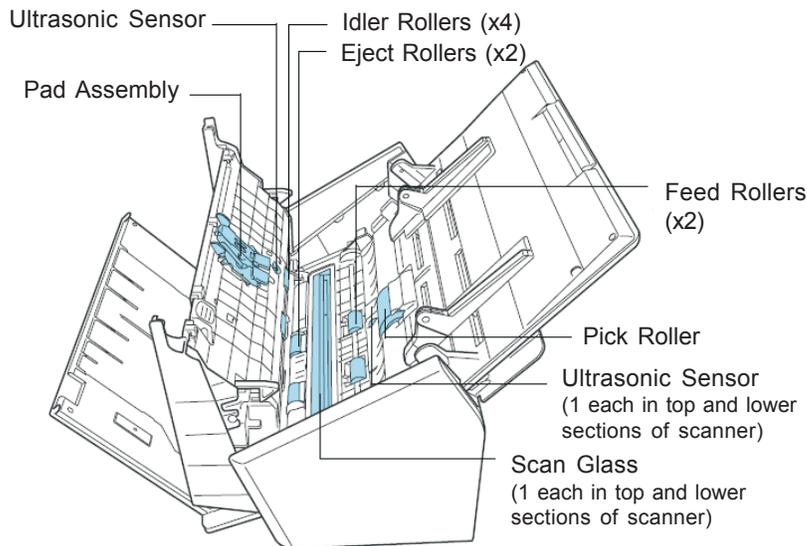
WARNING

The glass surface inside the ScanSnap S1500 and N1800 ADF becomes hot during scanner operation. Before performing this cleaning disconnect the AC adapter from the power outlet and wait at least 15 minutes for the scanner to cool.

- Turn Scanner power off and disconnect the AC power plug.
- Remove all documents from the ADF Paper Chute. Open the ADF by pulling the ADF release lever forward.



- Clean the following locations of the scanner with a cloth moistened with F1 Cleaner



CLEANING THE ADF WITH LINT-FREE CLOTHS (CONT.)**PAD ASSEMBLY**

Wipe the Pad Assembly downwards. When cleaning the Pad, take care to prevent the cloth from catching on the metal parts.

SCAN GLASS (1 each in the top and lower sections of scanner)

Clean lightly with a soft cloth.

WHITE SHEETS (1 each in the top and lower sections of scanner)

White strips along the edges of the scan glass. Clean lightly with a soft cloth.

ULTRASONIC SENSORS (1 each in the top and lower sections of scanner)

Clean lightly with a soft cloth.

PICK ROLLER

Clean lightly with rotating the roller downward with you finger. Be careful not to roughen the surface of the roller. Take particular care in cleaning the rollers since debris left on the roller adversely affects the feed performance.

IDLER ROLLERS (x4 located in the top section of scanner)

Clean lightly while rotating the rollers with your finger. Be careful not to roughen the surface of the rollers. Take particular care in cleaning the rollers since debris left on the roller adversely affects the feed performance.

FEED ROLLERS

Clean lightly while rotating the rollers with your finger. Be careful not to roughen the surface of the rollers. Take particular care in cleaning the rollers since debris left on the roller adversely affects the feed performance.

EJECT ROLLERS

Clean lightly while rotating the rollers with your finger. Be careful not to roughen the surface of the rollers. Take particular care in cleaning the rollers since debris left on the roller adversely affects the feed performance.

Note:

For the ScanSnap S1500 and S1500M - Holding the Scan Button down for 3 seconds while the ADF is open activates the cleaning mode. In this mode, every time the Scan Button is pressed, the Feed and Eject Rollers rotate about 1/6th of a full turn.





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