

Title: Equipment, Cleaning of
Authority: Records Management Program
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Introduction

To ensure high quality image scanning, the scanner must be cleaned at a minimum of once a week. Refer to the attached documentation from the equipment manual.

Cleaning the Exterior

Wipe the scanner with a soft cloth slightly moistened with water.

CAUTION: To prevent damage to the scanner surface, never clean the scanner with any kind of solvent like thinner, alcohol, or acetone.

Cleaning the Scanning Glasses and Rollers

1. Turn off the scanner.
2. Close the document tray extensions.
3. Raise the top of the document feeder until it locks in the open position.
4. Using canned air, spray the inside of the scanner to remove paper dust particles.
5. Clean the scanning glasses (guides) with a clean, lint-free cloth slightly moistened with alcohol.

CAUTION: Never spray water or cleaning agents directly on the scanning glasses or directly into the scanner. The spray could penetrate below the glasses and contaminate the internal light source and lenses.

6. Wipe the rollers with a clean, lint-free cloth slightly moistened with water turning the rollers in a clock-wise direction.

CAUTION: Never use alcohol on the rollers. Alcohol will dry to rollers.

7. Dry the rollers with a clean, lint-free cloth turning the rollers in a clock-wise direction.