fi-6670(A) & fi-6770(A) Consumable Replacement and Cleaning Instructions

CONSUMABLES LIST

Description	Life	Fujitsu P/N
Brake Roller	250,000	PA03576-K010
Pick Rollers	250,000	PA03338-K011

Brake Roller

Pick Rollers

Note:
NCR or Carbonless paper has chemical composition which damages the Brake Roller and Pick Rollers. Cleaning of these items will be needed more frequently to avoid feed problems if scanning a large quantity of this type of paper. Also the consumable life will be reduced if this paper is scanned.

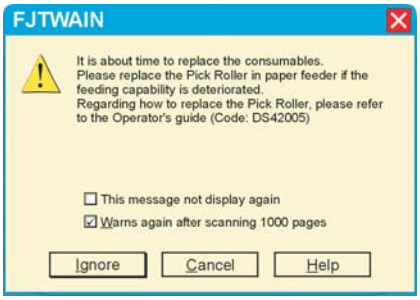
Replacing the Brake Roller

A worn out or improperly installed Brake Roller will cause multiple feeds or paper jams. The Brake Roller has an approximate life of 250,000 pages. If NCR or carbonless paper is scanned the life span of the Brake Roller may be decreased by as much as 50%.

Note:
It is very strongly recommended to replace the Brake Roller and Pick Roller at the same time. This will insure the longest possible life for each consumable item.

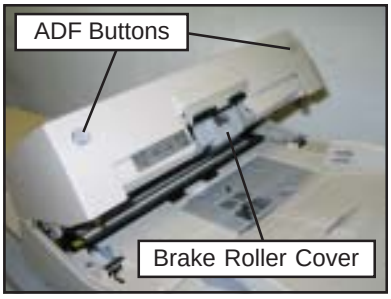
If the Brake Roller and Pick Roller have been cleaned (refer to the cleaning section of this document) they should be replaced if the scanner continues to multi-feed or jam paper at a high rate.

- When the consumables have fed 250,000 pages the message to the right is displayed on the computer screen.



- Remove any documents remaining in the ADF Paper Chute.

- Press the ADF Buttons to release the lock and open the ADF.

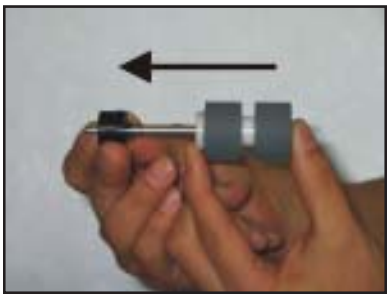


- Open the Brake Roller Cover.

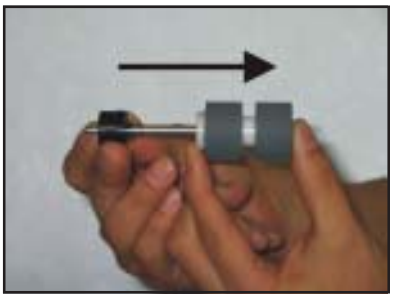
REPLACING THE BRAKE ROLLER (CONT.)

- Lift the Brake Roller out of the scanner.

- Pull the shaft out of the Brake Roller.

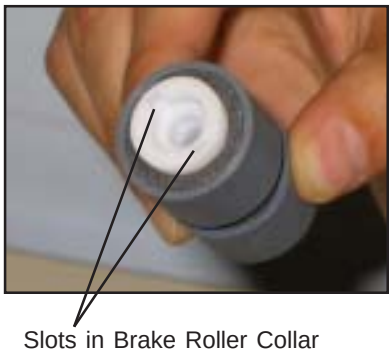


- Install the shaft into the new Brake Roller.



Note:
When installing the shaft into the new Brake Roller, make sure to align the tabs in the roller shaft with the slots on the collar of the Brake Roller. Refer to the photos below.

Tabs in Brake Roller Shaft



Slots in Brake Roller Collar

REPLACING THE BRAKE ROLLER (CONT.)

- Place the new Brake Roller into the Brake Roller Cover, making sure to align the flat area of the Brake Roller shaft in the guide groove of the Brake Roller Cover.

Note:
It is important to make sure that the shaft is at the bottom of the guide groove of the Brake Roller Cover.

- Close the Brake Roller Cover, making sure it snaps into place.
- Close the ADF.
- Refer to “Resetting The Consumables Counters” later in this document to reset the Brake Roller Counter.

REPLACING THE PICK ROLLERS

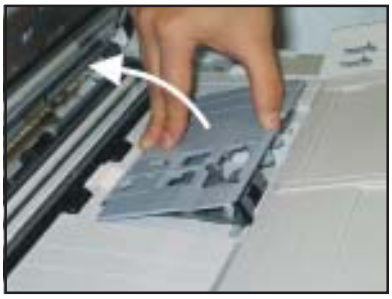
Worn out, defective, or improperly installed Pick Rollers will cause mis-feeds and paper jams. The Pick Rollers have an approximate life of 250,000 pages. If NCR or carbonless paper is scanned, the life span of the Pick Rollers will be decreased by as much as 50%.

Note:
It is very strongly recommended to replace the Brake Roller and Pick Roller at the same time. This will insure the longest possible life for each consumable item.

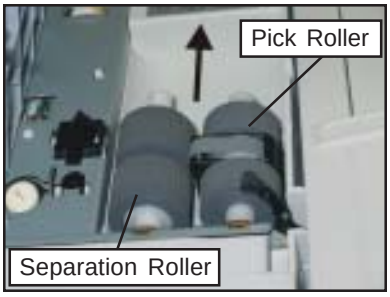
If the Brake Roller and Pick Roller have been cleaned (refer to the cleaning section of this document) they should be replaced if the scanner continues to multi-feed or jam paper at a high rate.

- Remove any documents remaining in the ADF Paper Chute.
- Press the ADF Buttons to release the lock and open the ADF.

- Slide open the Sheet Guides on the Paper Chute, making sure that they do not obstruct the Pick Roller Cover.
- Open the Pick Roller Cover.



- Slide the two Pick Rollers in the direction of the arrow and lift them out of the scanner.



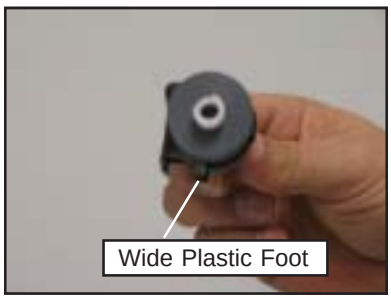
Note:
The Pick Rollers are made up of two rollers. The roller with the treads going across the roller is the Separation Roller. The roller with the belt in the center is the Pick Roller.

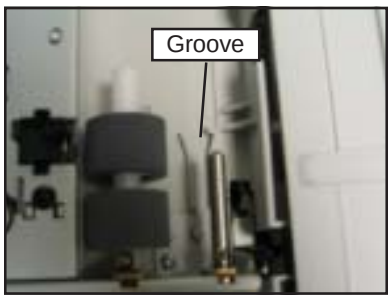
REPLACING THE PICK ROLLERS (CONT.)

- Install the new Separation Roller onto the shaft. Make sure to align the slot in the roller collar with the screw in the shaft.

- Install the new Pick Roller onto the shaft.

Note:
Make sure that the belt is facing up and the wide plastic foot slides into the groove in the bottom of the roller compartment.



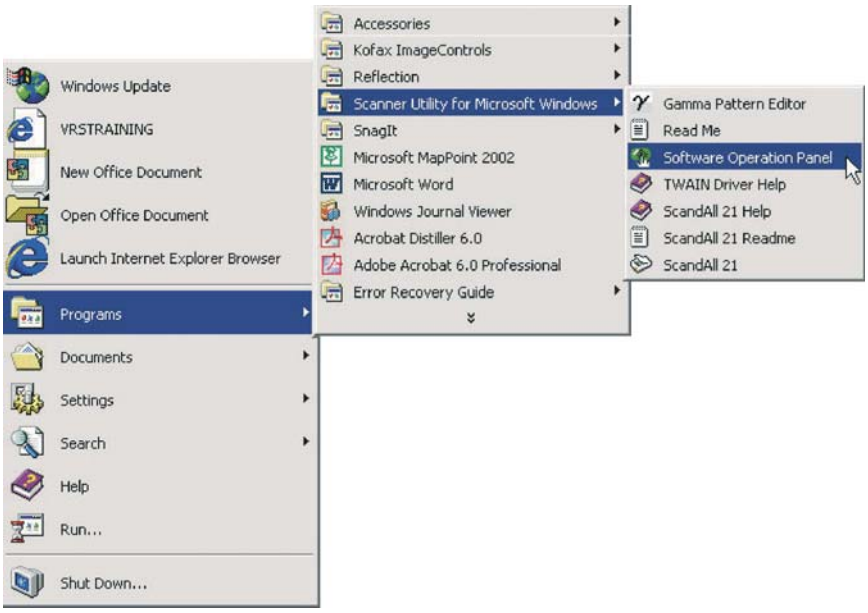


- Make sure to align the slot in the roller collar with the screw in the shaft.
- Close the Pick Roller Cover.
- Close the ADF.
- Refer to “Resetting The Consumables Counters” later in this document to reset the Pick Roller Counter.

RESETTING THE CONSUMABLE COUNTERS

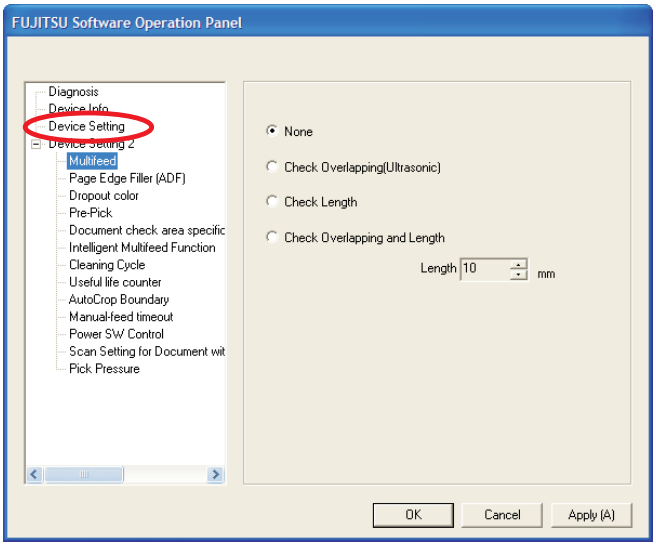
After the Brake Roller and the Pick Rollers have been replaced it is important to reset the scanner consumable counters. These counters will keep track of how many pages have been scanned since the last time the consumables were replaced. ***Resetting these counters will insure that the Brake Roller and the Pick Rollers are replaced before paper feed problems occur.***

- Confirm that the scanner and the PC are connected, and the scanner is powered on.
- Select **[PROGRAMS]** - **[SCANNER UTILITY FOR MICROSOFT WINDOWS]** - **[SOFTWARE OPERATION PANEL]** from the **[START]** Menu.



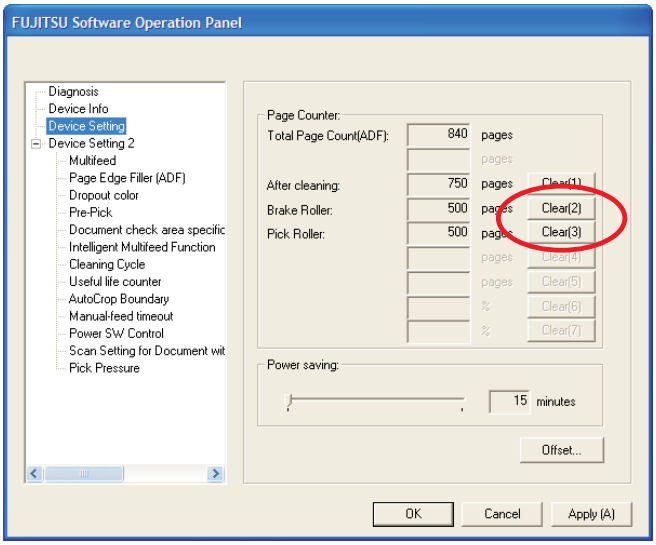
- The screen below is displayed upon entering the Software Operation Panel.

- Press the **DEVICE SETTING** option in the left pane.

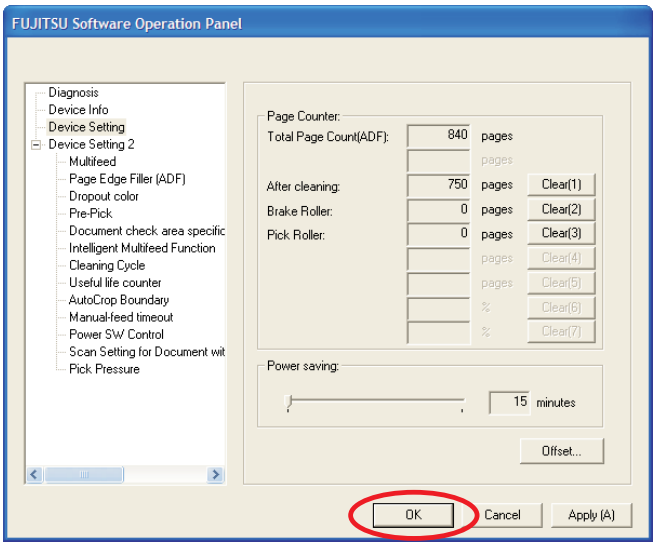


RESETTING THE CONSUMABLE COUNTERS (CONT.)

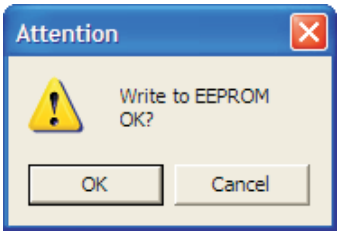
- The Device Setting Screen below is displayed.
- Press the **CLEAR** button next to the consumable that has been replaced.



- Once the **CLEAR** buttons are pressed, press the **OK** button to clear the counters.



- Press the **OK** button when asked to "Write to EEPROM OK?" This will reset the counter and exit the Software Operation Panel.



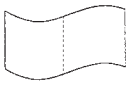
CLEANING LOCATIONS AND FREQUENCIES

Location	Tools	Frequency
Pick Rollers & Brake Roller	Cleaning Sheets	Every 10,000 Sheets
Pick Arm	Cloth & Isopropyl Alcohol	Every 20,000 Sheets
Urethane Feed Rollers & Plastic Feed Rollers	Cloth and F1 Cleaner	Every 20,000 Sheets
Transport Path	Cloth & Isopropyl Alcohol	Every 20,000 Sheets
ADF Glass Surfaces	Cloth & Isopropyl Alcohol	Every 20,000 Sheets
Flatbed Glass Document Holding Pad	Cloth & Isopropyl Alcohol	Every 20,000 Sheets Scanned Through FB

Note:
More frequent cleaning is necessary when the following types of documents are scanned:

- Paper with special chemical materials such as carbonless paper.
- Paper with large amount of printing. (Heavy toner or ink)
- Paper with pen ink or pencil lead.
- Documents with toner that is not fused properly.
- Paper with a smooth surface such as coated paper.

CLEANING MATERIAL

Cleaning Item	Part Number	
F1 Cleaner	CG90000-143401	
Cleaning Cloths	CG90000-120001	
Cleaning Wipes	PA03950-0419	
Cotton Swabs	CG90000-120601	
Cleaning Paper	CA99501-0012	

Cleaning the Paper Path with the Cleaning Paper

The Cleaning Paper is designed to remove only loose paper dust and ink from the rollers. Use them approximately every **10,000** sheets scanned. **Using the cleaning paper does not take the place of the more complete cleanings described later in this section**

- Turn off the scanner.

- Make sure the Sheet Guides on the Paper Chute are opened to their widest position.

- Press the ADF Buttons to release the lock and open the ADF.

- Take a Cleaning Paper and spray F1 cleaner or isopropyl alcohol on both sides.

- Place the Cleaning Paper into the ADF against either of the Sheet Guides.

CLEANING THE PAPER PATH WITH THE CLEANING PAPER (CONT.)

- Close the ADF and turn the scanner on. The Cleaning Paper will be automatically fed through the ADF.

- Repeat the above steps, aligning the Cleaning Paper against the opposite Sheet Guide.

- Turn the Cleaning Paper over (and rotate) and repeat the steps above a number of times.

Cleaning the ADF

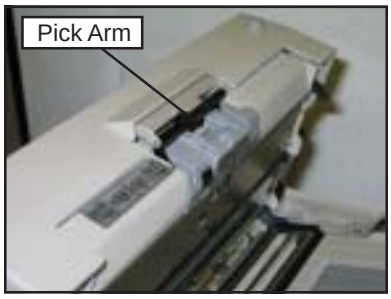
It is very important to clean the scanner feed components on a regular basis to avoid paper feeding problems. These items should be cleaned at least every 20,000 sheets. Daily cleaning may be required if carbonless paper or paper with large amounts of toner and ink are fed.

- Press the ADF Buttons to release the lock and open the ADF.

Cleaning the Pick Arm

A dirty Pick Arm can cause mis-feeds, paper jams, and also damage or mark the paper.

- Clean the Pick Arm with a dry, lint free cloth or a cloth moistened with F1 Cleaner or isopropyl alcohol.



Cleaning the Brake Roller

A dirty Brake Roller can cause multi-feeds and paper jams.

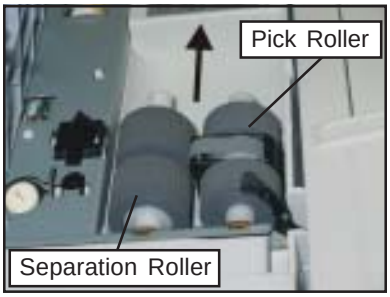
- Open the Brake Roller Cover, and remove the Brake Roller.
- Clean the Brake Roller by wiping across the surface of the rollers with a lint free cloth moistened with F1 Cleaner or isopropyl alcohol.
- Reinstall the Brake Roller.

CLEANING THE ADF (CONT.)

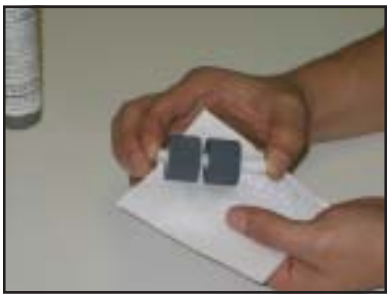
CLEANING THE PICK ROLLERS

Dirty Pick Rollers can cause mis-picks, paper jams, and multi-feeds.

- Open the Pick Roller Cover and remove the Separation Roller and the Pick Roller.



- Clean the Separation Roller by wiping across the surfaces of the rollers with a lint free cloth moistened with F1 Cleaner or isopropyl alcohol.



- Clean the Pick Roller by wiping across the surfaces of each Pick Roller with a lint free cloth moistened with F1 Cleaner or isopropyl alcohol.

- Also, make sure to clean the belt in the center of the Pick Roller with a lint free cloth moistened with F1 Cleaner or isopropyl alcohol.

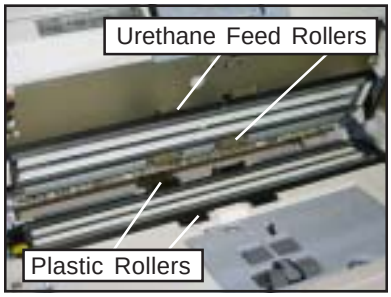
- Reinstall the Pick Rollers.

CLEANING THE ADF (CONT.)

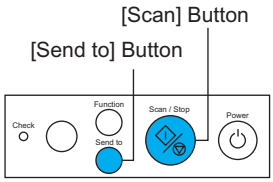
CLEANING THE ADF ROLLERS

Dirty ADF Rollers will cause frequent jams.

- Clean the two sets of Urethane Rollers with a lint free cloth moistened with F1 Cleaner or isopropyl alcohol. Both of these sets of rollers are located on the top section of the ADF.



Note:
To properly clean the complete surfaces of the rollers hold down the **[SENT TO]** and **SCAN** Buttons on the Operator Panel simultaneously. The rollers will rotate to a new position.



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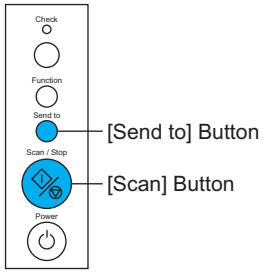

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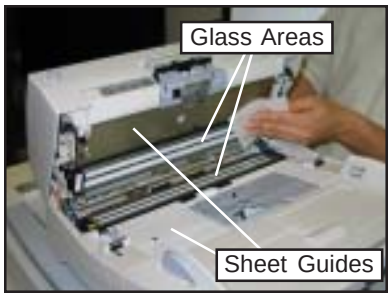
- Clean the two sets of Plastic Rollers with a lint free cloth moistened with F1 Cleaner or isopropyl alcohol. Both of these sets of rollers are located on the bottom section of the ADF.

CLEANING THE TRANSPORT PATH

Dirty Sheet Guides can cause paper jams, and also damage or mark the paper. Dirty Glass Areas can cause image quality problems such as vertical streaking, or faded image.

- Wipe the two glass areas (upper and lower), and the two sheet guides with a lint free cloth moistened with F1 Cleaner or isopropyl alcohol.



CLEANING THE FLATBED (fi-6770)

It is important to keep the Flatbed area clean. A dirty Flatbed Glass can cause spots or unclear images. If there are marks on the Document Holding Pad, these marks can appear on the image when scanning thin sheets of paper.

- Open the Document Cover by pressing the Open/Close Lever and lifting.

- Clean the Flatbed Glass with a lint free cloth moistened with F1 Cleaner or isopropyl alcohol. Make sure not to leave any streaks on the glass.

- Clean the Document Holding Pad with a lint free cloth moistened with F1 Cleaner or isopropyl alcohol.

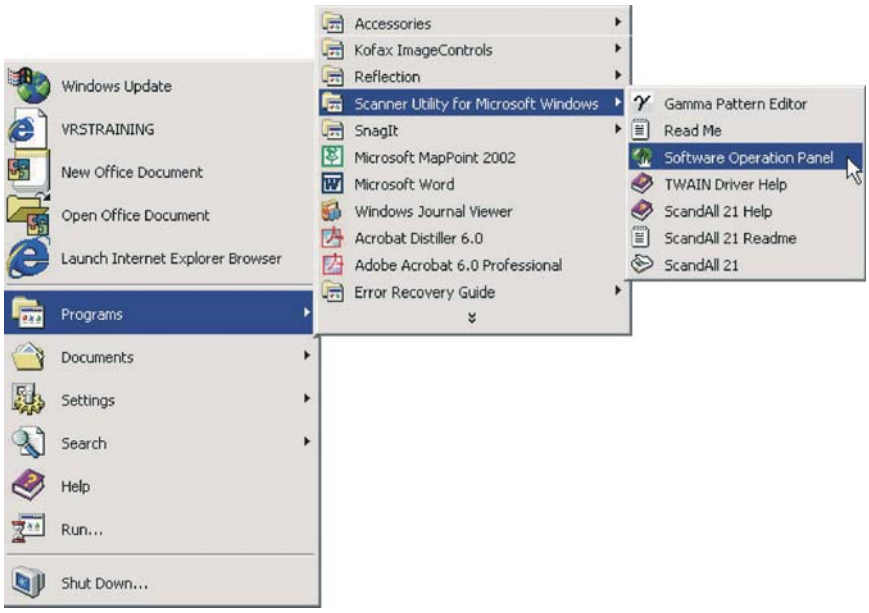
- Close the Document Cover.

Cleaning Notification

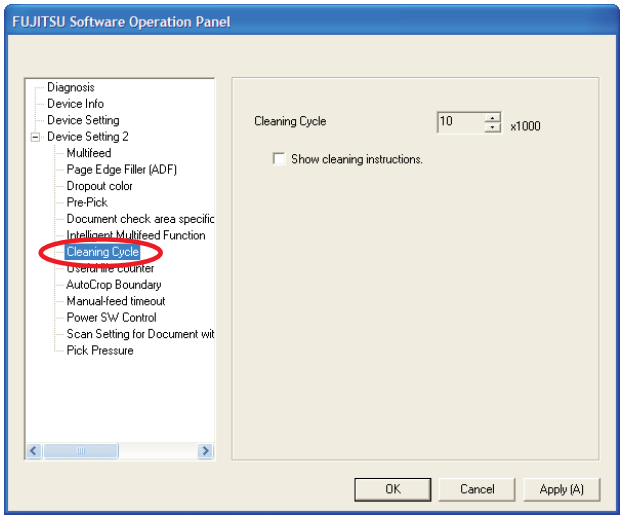
The fi-6670 and fi-6770 scanners can be configured to display a cleaning notification on the computer screen. This notification can be configured to display at user selected intervals. This will alert the user to clean the scanner.

Configuring Cleaning Notification

- Confirm that the scanner and the PC are connected, and the scanner is powered on.
- Select **[Programs]** - **[Scanner Utility for Microsoft Windows]** - **[Software Operation Panel]** from the **[Start]** Menu.

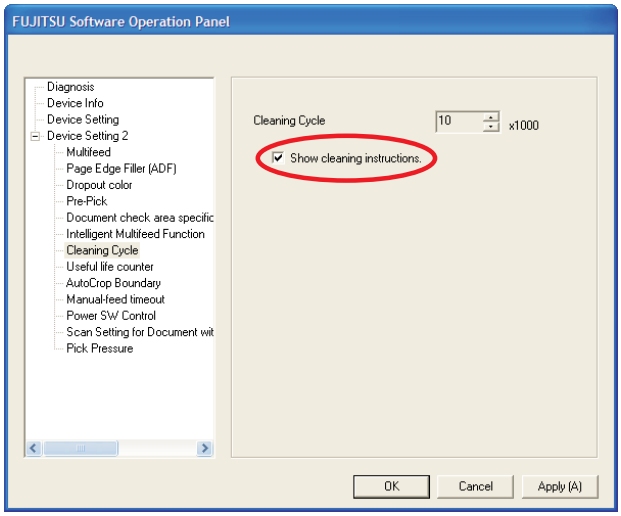


- The screen below is displayed upon entering the Software Operation Panel.
- Press the **Cleaning Cycle** option in the left pane.



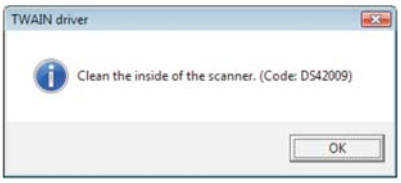
CLEANING NOTIFICATION (CONT.)

- Click on the **SHOW CLEANING INSTRUCTIONS** check box.
- Select the page interval of when the Cleaning Notification is displayed. ***10,000 pages is recommended.***



Note:
More frequent cleaning may be necessary depending on what type of paper is scanned.

- The following screen is displayed, notifying the user that it is time to clean the scanner.



CLEARING THE CLEANING COUNTER

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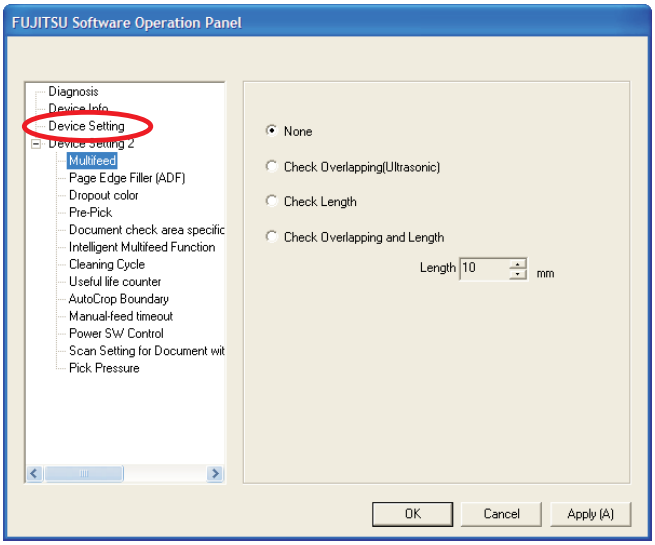
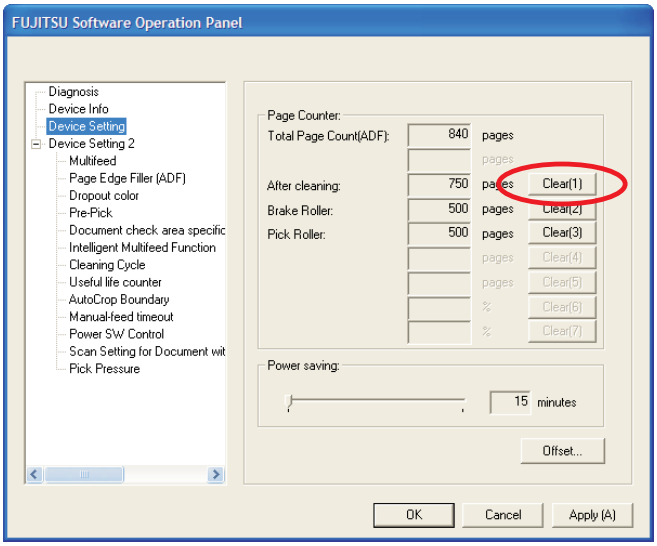
Clearing the Cleaning Counter

After the scanner is cleaned, the Cleaning Counter should be cleared.

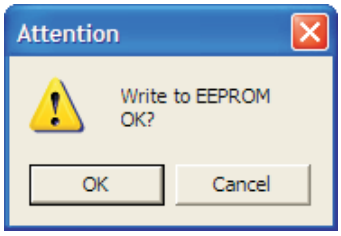
- Open the Software Operation Panel.
- Press the **Device Setting** option in the left pane.



- Press the **Clear** button next to the After cleaning counter.



- Once the **Clear** buttons are pressed, press the **OK** button to clear the counters.
- Press the **OK** button when asked to "Write to EEPROM OK?" This will reset the counter and exit the Software Operation Panel.



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