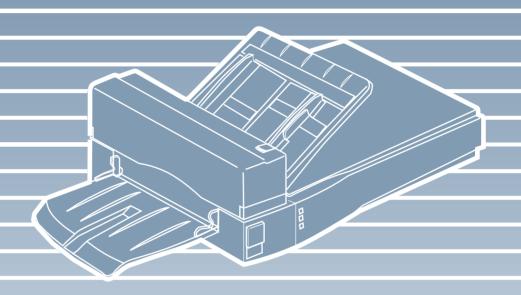
C150-E071-01EN

M3093DE/DG Image Scanner Cleaning and Maintenance







Edition	Date published	Revised contents	
01	September,1996	First edition	
Specification No. C150-E071-01EN			

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

This digital apparatus does not exceed the Class A limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.

Le pésent appareil numérique n'ément pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescridtes dans le Réglesment sur le brouillage radioélectrique dicté par le ministere des Communications du Canada.

MaschinenlärmInformationsverordnung 3. GSGV, 18.01.1991:Der arbeisplatzbezogene Schalldruckpegel beträgt 70dB(A)oder weniger gemäß ISO 7779.

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IMPORTANT NOTE TO USERS

READ CAREFULLY ALL OF THIS MANUAL BEFORE USING THIS PRODUCT. IF NOT USED CORRECTLY, UNEXPECTED DAMAGES MAY BE CAUSED TO THE USERS OR THE BYSTANDERS

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Preface

This manual explains how to clean and maintain the M3093DE/DG image scanner.

The M3093DE/DG is highly functional image scanner developed for volume filing, using charge-coupled device (CCD) image sensors. This scanner features duplex scanning and high quality image, processing with an automatic document feeder (ADF).

Refer to Operator's Guide for basic information about the M3093DE/DG.

Conventions

Special information, such as warnings, cautions are indicated as follows:

WARNING

WARNING indicates that personal injury may result if you do not follow a procedure correctly.

CAUTION

CAUTION indicates that damage to the scanner may result if you do not follow a procedure correctly.

The following symbols are used in this manual.



Used for general WARNING and CAUTION.



Be careful not to pinch your fingers or hands.



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CHAPTER 1 DESCRIPTION

CHAPTER 2 OPERATING INSTRUCTION

CHAPTER 3 CLEANING

CHAPTER 4 REPLACEMENT OF PARTS

CHAPTER 5 TROUBLESHOOTING





DESCRIPTION

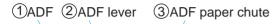
This chapter describes units, assemblies, indicators and LED functions.

Units

Assemblies

Indicators

Units

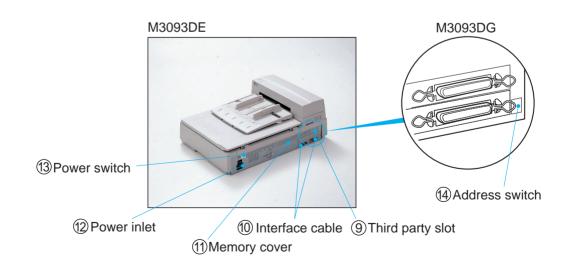




6 Document cover 7 Document holding pad

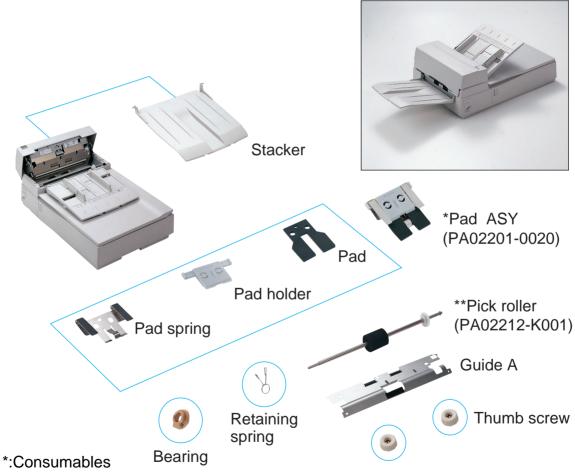


8 Document bed



No.	Function
1	Automatically feeds documents to the reading position.
2	Opens/closes ADF to remove the jammed documents.
3	Holds the documents to be fed by ADF.
4)	Indicate the status of the scanner.
5	Stacks the read documents.
6	Covers a document to be read.
7	Presses a document to the document bed.
8	A document to be read is placed. Also called Flatbed. (FB)
9	Third party slot (M3093DE)
10	Connected to the host system with interface cables.
11)	Open here when installing or replacing Memory option.
12	Connect the power cable from an AC power outlet here.
13	Power switch.
14)	Used for setting SCSI-ID. (M3093DG)

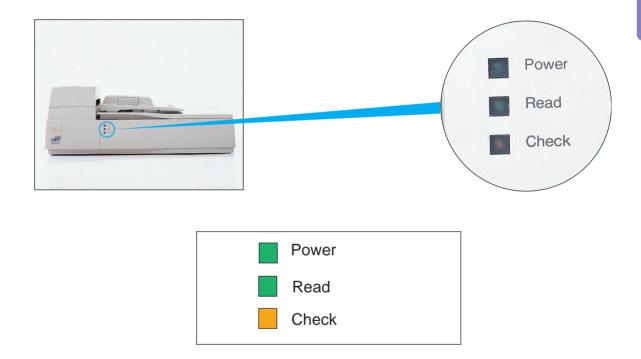
Assemblies



**:Consumables

These parts may not be provided in some countries because they are not compliant with safety regulations. Before ordering the pick roller, contact your sales agent or Fujitsu service representative.

Indicators



LED functions

LED	Function		
■ Power	Lights to indicate the power is on.		
Read	Lights to indicate scanning is in progress.		
☐ Check	Lights if a device error occurs that may result in a service call. Blinks if a document is jammed in the ADF. Turns off when the jammed documents are removed from the ADF and ADF is closed. Blinks at four seconds intervals if the ADF cleaning is necessary.		





OPERATING INSTRUCTION

This chapter describes how to load document on the ADF and flatbed, how to load document larger than the document board and how to read a page from a thick book.

Loading Document on the ADF

Loading Document on the Flatbed

Loading Document Larger than the Document Board

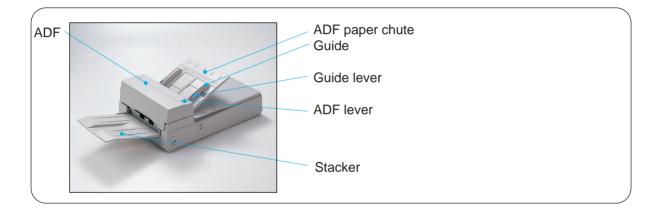
Reading a Page from a Thick Book

Loading Document on the ADF



CAUTION

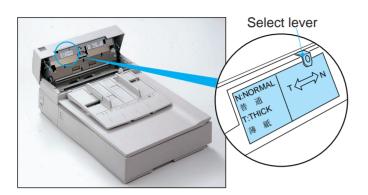
Be sure to change the position of the carrier fixing bracket according to "INSTALLATION AND CONNEC-TION" in OPERATOR'S GUIDE before operation. This may prevent the scanner from being damaged.





Lift up the ADF lever to open the ADF.





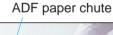
Set the paper select lever as follows.

Paper	Mode	
Plain paper	NORMAL	
Heavy paper	THICK	

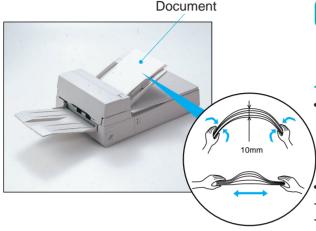


Be sure to reset the paper select lever to "NORMAL" when you load the paper other than the heavy paper.

- Close the ADF.
- Pull up the ADF paper chute until it clicks.







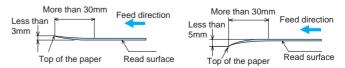
Fan the sheets before setting the document on the ADF paper chute.



 Remove paper clips and staples. Flatten the staple holes.



- Read the following documents using the flatbed.
- Paper with a clip or staple.
- Paper that has ink which is not dry.
- Paper thickness is not constant, such as an envelope.
- Paper that has large rumples or curl.
- Paper that has folds or tears.
- Tracing paper.
- Coating paper.
- Carbon paper.
- Paper that is smaller than A6 size or larger than A4 width
- Items other than paper, such as clothes, metal sheet, or OHP film.
- Photographic paper.
- Paper that has perforations on its side.
- Paper that has a shape other than square.
- Paper that is very thin.
- Set the paper so that the top of it is curled as shown below.

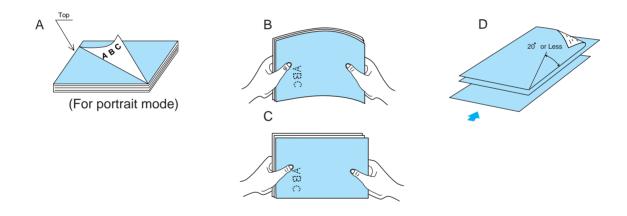


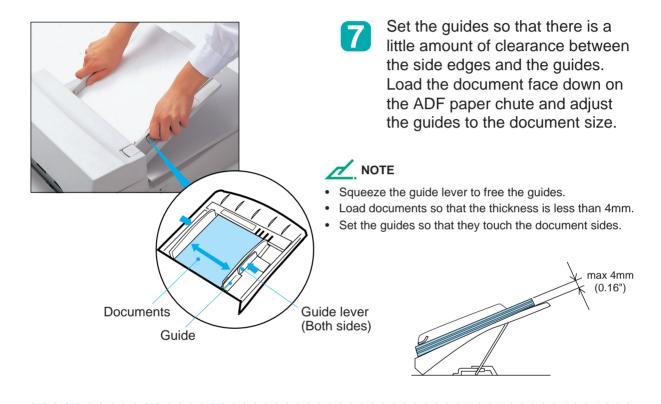
· Do not mix different width documents.



Angle the document edges as follows:

- Place the documents face down with the top to the left as shown in A. The long side is the top for landscape mode and the short side is the top for portrait mode.
- Lift the documents holding the both ends with both hands.
- Hold the documents tightly with your left hand and bend the documents as shown in B.
- Grip tightly with your right hand, loosen the grip of your left hand, and straighten the documents as shown in C.
- Repeat these operations until the top is angled 20° or less as shown in D.





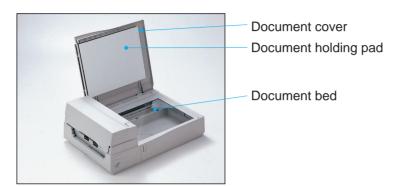
After the read command is issued from the host system, scanned documents are stacked in the stacker for removal.





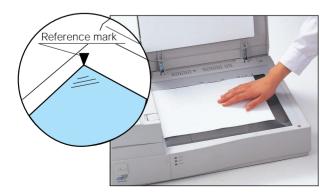
Do not look directly at the light source during read operation.

Loading Document on the Flatbed



Open the document cover.



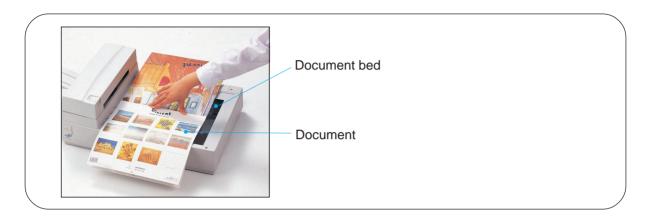


- Place the document facedown and align the top left of it with the reference mark.
- Close the document cover slowly.
- Issue the read command from the host system.

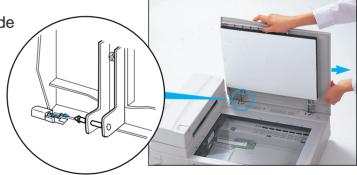


Do not look directly at the light source during read operation.

Loading Document Larger than the Document Board



Open the document cover approx. 80 degrees and slide the cover in the direction of the arrow to remove it.





- Place the document face-down on the document bed.
 Issue the read command from the host system.
- After the read operation, remove the document, re-attach the document cover and close the document cover.



Do not look directly at the light source during read operation.

Reading a Page from a Thick Book



Thick book



1

Open the document cover.

- Place the book face-down on the document bed.
- Issue the read command from the host system.

 Keep the cover open for reading.



Do not move the book during read operation.







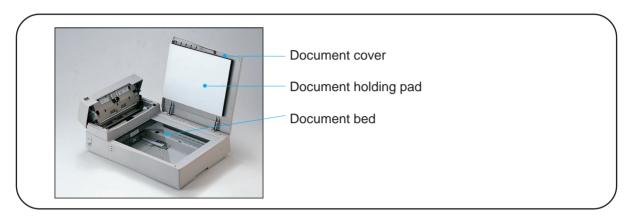
This chapter describes the cleaning supplies and area, and how to clean the ADF and flatbed.

Cleaning Supplies and Cleaning Area

Cleaning the ADF

Cleaning the Flatbed

Cleaning Supplies and Cleaning Area



Supplies

Supplies		Type No.	Frequencies (*1)	Remarks
Cleaning paper		Contact your	Every 5,000 sheets	
		dealer or		
Cleaner F2		distributer	Plastic rollers (*2)	1 bottle
				Apply Cleaner F2
	\bigcup			to cotton swab.
Cleaner F1 or			• PAD ASY	1 bottle.
Isopropyl alcohol			Every 5,000 sheets	Apply Cleaner F1
			Pick roller/Feed rollers/	to cloth.
			Glass/Sheet guide	
			Every 5,000 sheets	
Cotton swab				
Dry cloth				

^{*1} When the CHECK indicator starts blinking at 4-second intervals, clean the scanner regardless of the frequencies.

*2 Clean the plastic rollers when they are soiled with dirt. Do not clean the rubber rollers with cleaner F2.



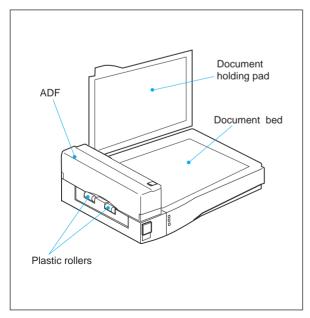
NOTE

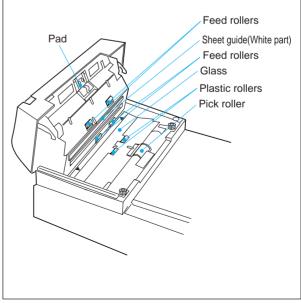
When the following paper is used, it may be necessary to clean more frequently.

- Paper with smooth surface such as coated paper.
- Paper with almost all printed area.
- Paper with special coating such as carbon-less paper.

Cleaning area

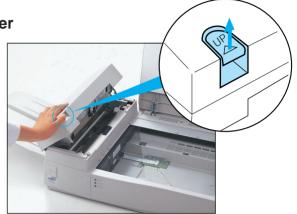
Area	Name	Cleaning paper with Cleaner F1	Dry cloth with Cleaner F1	Cotton swab with Cleaner F1 or F2
	Document holding pad		0	
Flatbed	Document bed		0	
	Pad	0	0	
	Glass/Sheet guide	0	0	
ADF	Pick roller	0	0	
	Plastic rollers	0	0	0
	Feed rollers	0	0	

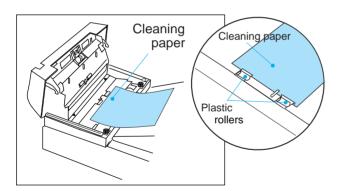




Cleaning the ADF

- Cleaning the ADF with cleaning paper
- Lift up the ADF lever to open the ADF.
- Apply cleaner F1 to a new cleaning paper.





Place the cleaning paper on the ADF so that the short side edge touches the plastic roller.

- Close the ADF and turn the power on to start the cleaning.
- Turn the power off.
- Repeat steps 1 through 5.



Cleaning the ADF with Dry cloth with Cleaner F1

- Lift up the ADF lever to open the ADF.
- Use a dry cloth or a cloth moistened with Cleaner F1 to softly remove dirt and dust as follows.

Pad



Pad -

Wipe the pad in the downward direction (indicated by the arrow). Be careful not to hook the pick spring when wiping.

Glass -

Wipe the glass lightly.

NOTE

If the glass is dirty, the image may include vertical stripes.





Pick roller

Pick roller

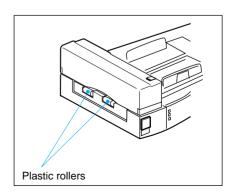
Wipe the roller.
Be careful not to damage the surface of the roller and the mylar strip above the Pick roller.

Feed rollers and Plastic rollers

Wipe the rollers. Be careful not to damage the surface of the rollers.



Feed rollers Plastic rollers



Sheet guide (white part)



Sheet guide (white part)

Wipe the sheet guide.

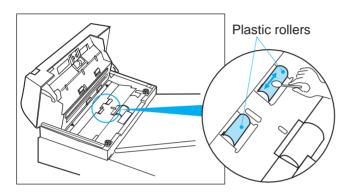


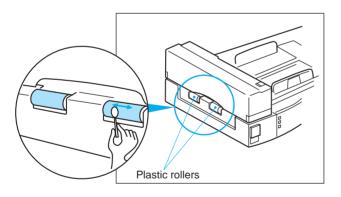
If the sheet guide is dirty, the front image may include vertical stripes.

Close the ADF to lock the ADF lever.



Cleaning the Plastic rollers with Cleaner F2

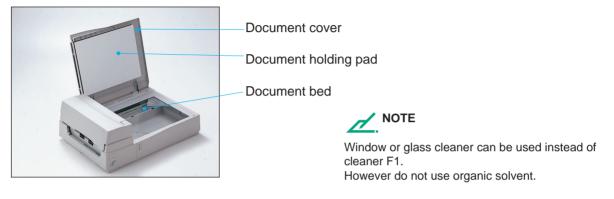




- Lift up the ADF lever to open the ADF.
- Moisten a cotton swab with Cleaner F2.
- Wipe the Plastic roller surfaces.
- Wipe the Plastic roller surface with clean and dry cloth. Allow to dry.

Cleaning the Flatbed

Cleaning the Flatbed with Dry cloth with Cleaner F1



- Open the Document cover.
- Apply Cleaner F1 to a clean cloth.
- Wipe the document holding pad and document bed.
- Allow to dry.





Be sure to prevent liquid from seeping through the opening between the document bed and the plastic cover.



REPLACEMENT OF PARTS

This chapter describes how to replace the pad ASY, pad and pick roller.

Pad ASY or Pad

Pick Roller

Pad ASY or Pad



ADF lever

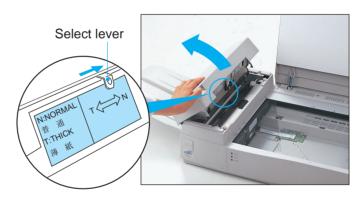
Pad ASY (PA02201-0020)

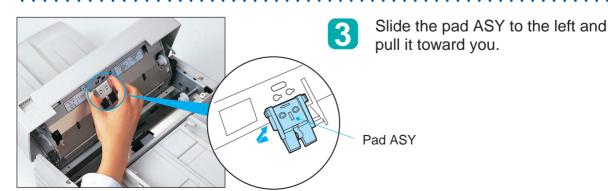


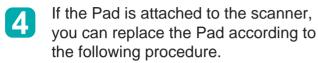
The life span of the pad ASY is about 100,000 sheets or one year.

The life span may be decreased by half when carbon-less sheets are used.

- Lift up the ADF lever to open the ADF.
- Slide the paper select lever to "N".



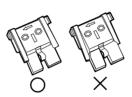


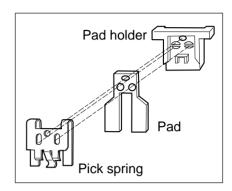


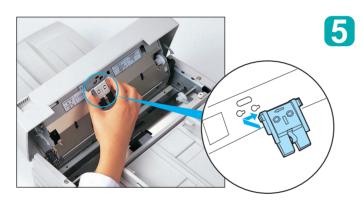
- a)Remove the pick spring.
- b)Remove the pad from the pad holder.
- c)Attach a new pad to the pad holder and fix it with the pick spring.



- Turn the pad upside down so that the pad holder pin fits with the pad hole.
- Do not alter the shape of the pick spring.
- Attach the pick spring so that both ends of the pick spring are located on the pad.







Attach the pad ASY to the ADF until it clicks in the reverse sequence of step 3.



Fit the pad ASY pin with the larger hole then slide to the right.





Normally, set the select lever to "N". Return the select lever if necessary.



Pick Roller



Pick roller (PA02212-K001)



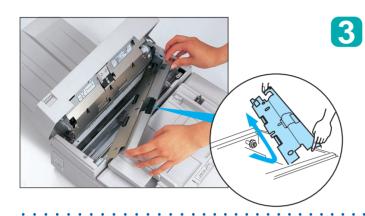
The life span of the pick roller is about 200,000 sheets or one year.

The life span may be decreased by half when carbon-less sheets are used.

- Lift up the ADF lever to open the ADF.
- Remove the two thumb screws.

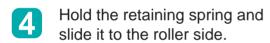


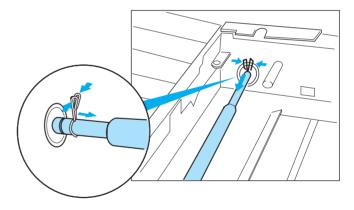




Lift up the Guide A with both of your hands and disengage the tip from the right hole.

Then lift the right side of the cover and remove it.





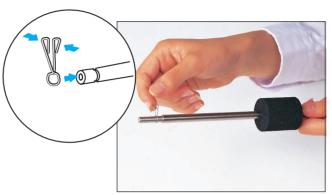


- Slide the pick roller to the retaining spring side until the axis of the opposite side is disengaged.

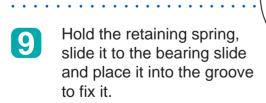
 Lift and remove it.
- Remove the retaining spring.

Attach the retaining spring to a new roller.

Do not put the spring in the groove yet. Slide the spring next to the larger diameter portion of the shaft.



Slide the end of the new pick roller with the retaining spring into the bearing, then into the hole closer to the front of the scanner. Next, slide the opposite end of the pick roller into the bearing next to the gears.





10

Attach the Guide A in the reverse sequence of step 3 and align the screw hole.







Thumb screws

- Tighten the thumb screws.
- Close the ADF unit.





TROUBLESHOOTING

This chapter describes the paper JAM, initial checks and test mode for maintenance.

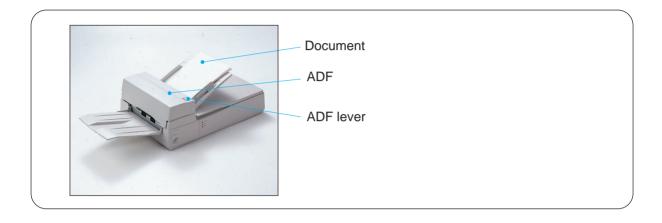
Paper JAM

Initial Checks

Test Mode for Maintenance

Problem Checklist

Paper JAM



- Remove the documents from the ADF paper chute.
- Lift the ADF lever to open the ADF.
- Remove the jammed document.
- // NOTE

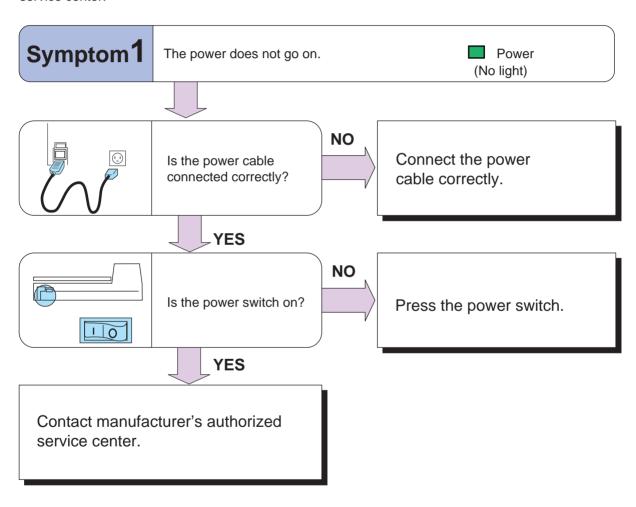
Inspect the paper and paper path. Make sure no staples, paper clips or other materials caused the jam. All types of staples and paper clips should be removed from all documents before scanning.

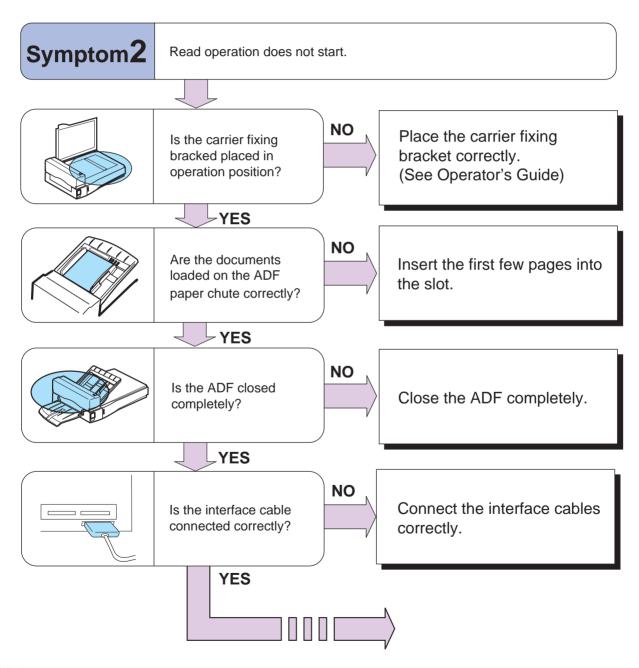
Close the ADF until the ADF lever locks.

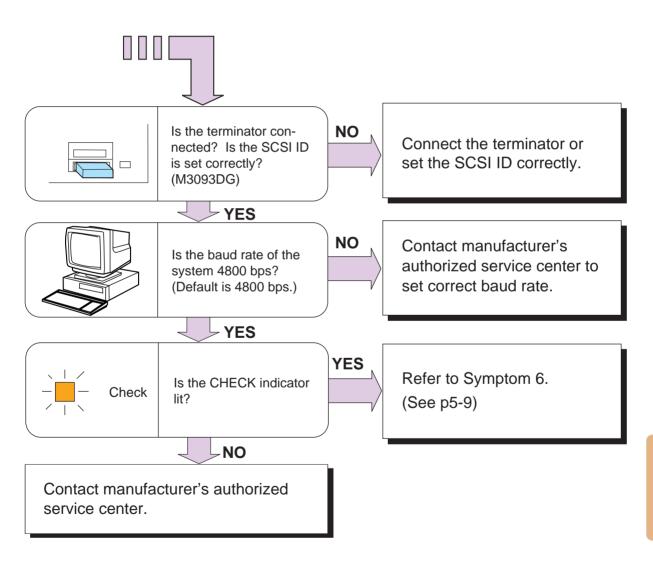


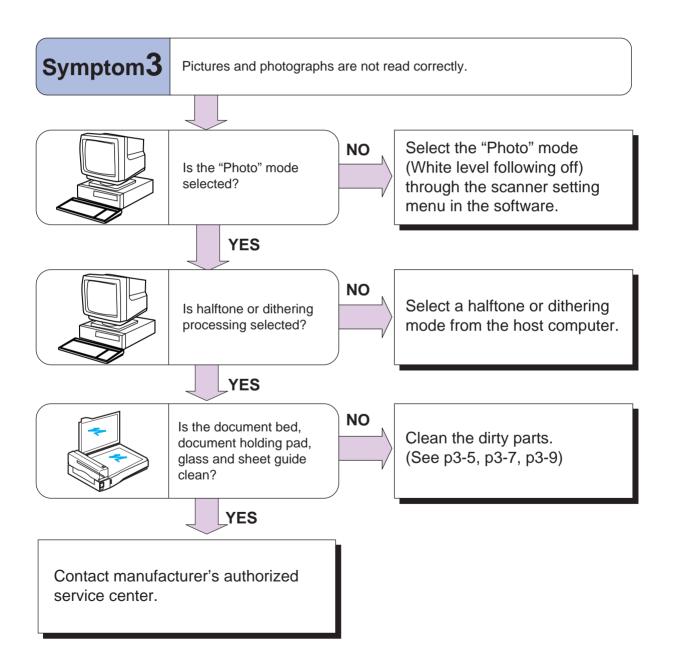
Initial Checks

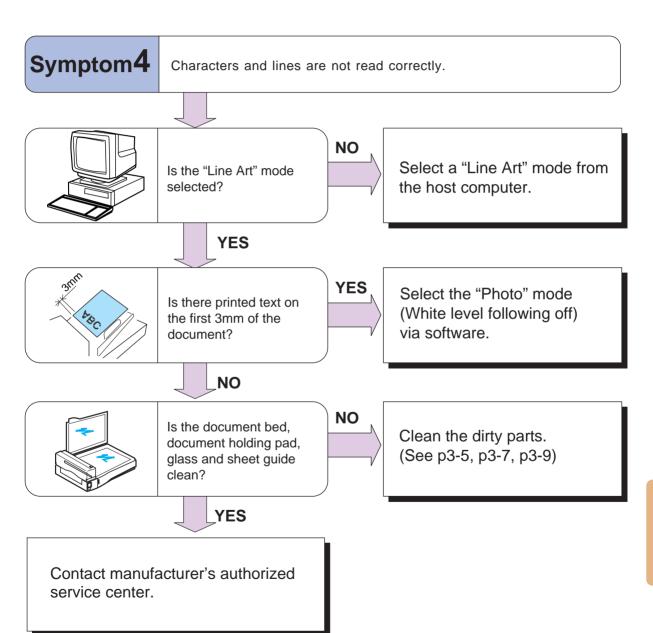
If a problem occurs, check the following items before contacting manufacturer's authorized service center.

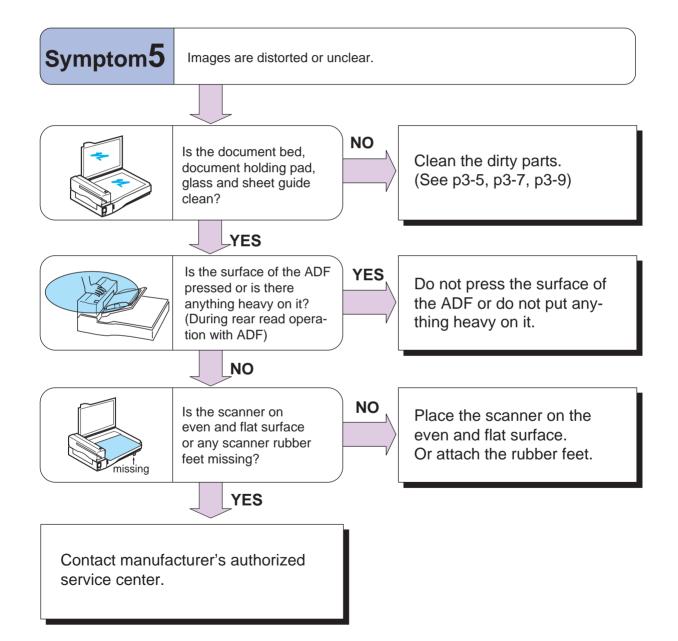


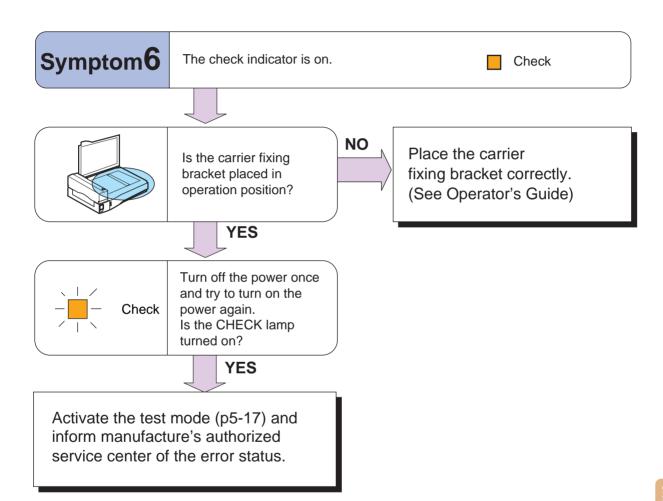


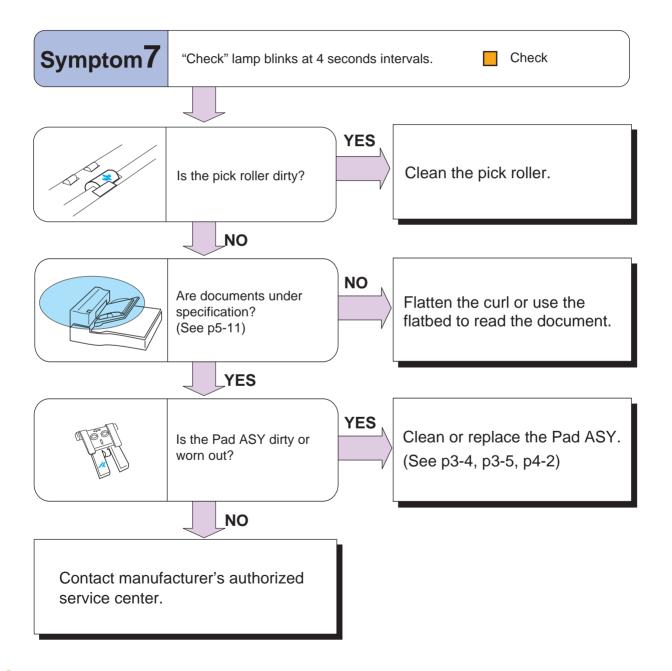








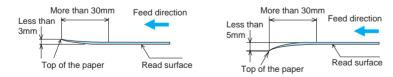




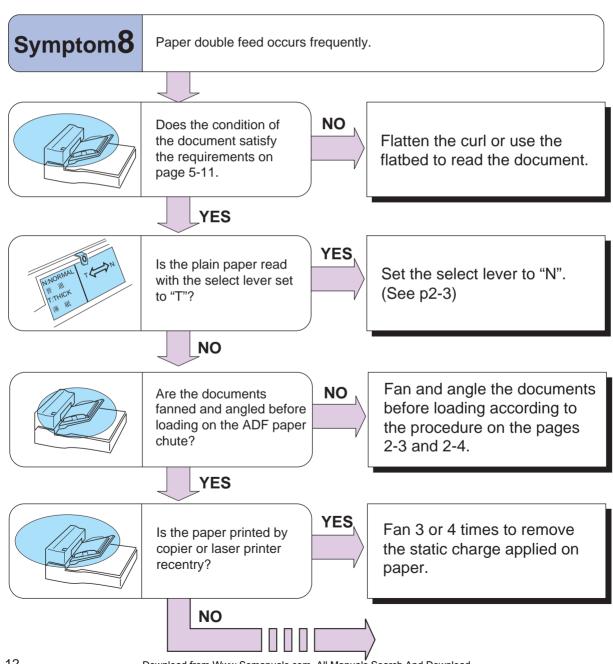
NOTES

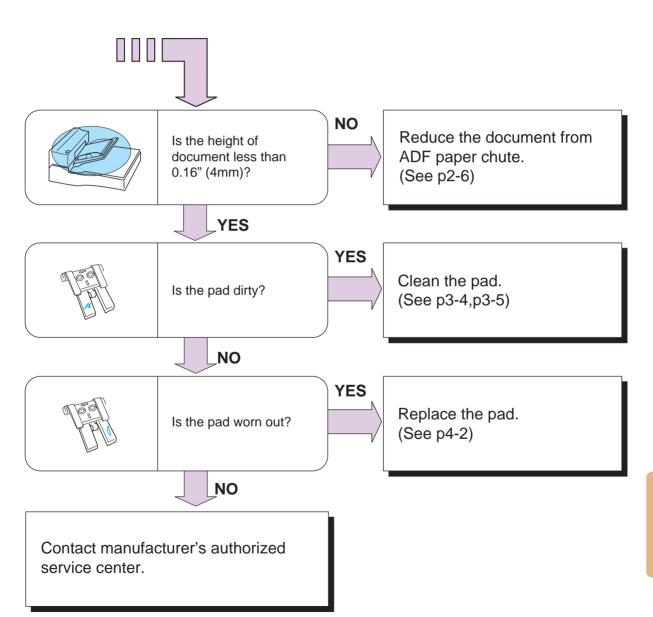


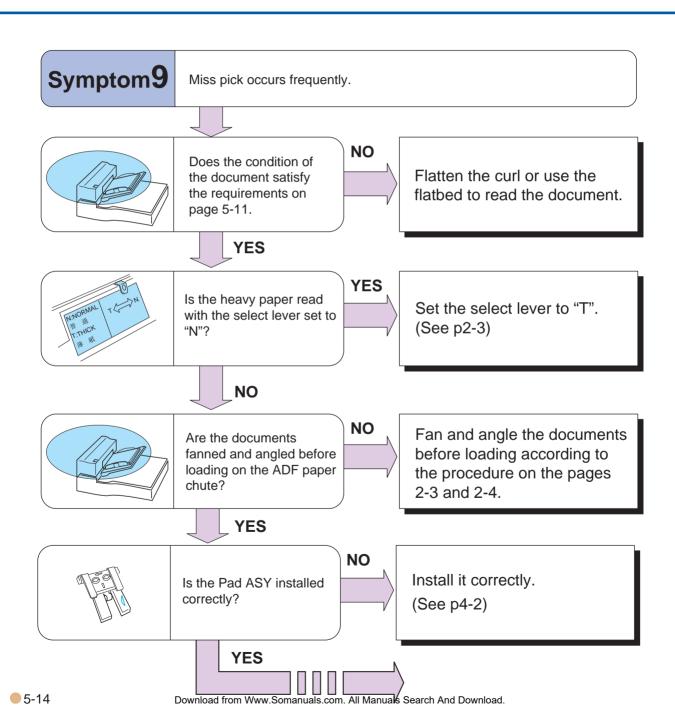
- Remove paper clips and staples. Flatten the staple holes.
 - 0
- Read the following documents using the flatbed.
- Paper with a clip or staple.
- Paper that has ink which is not dry.
- Paper thickness is not constant, such as an envelope.
- Paper that has large rumples or curl.
- Paper that has folds or tears.
- Tracing paper.
- Coating paper.
- Carbon paper.
- Paper that is smaller than A6 size or larger than A4 width.
- Items other than paper, such as clothes, metal sheet, or OHP film.
- Photographic paper.
- Paper that has perforations on its side.
- Paper that has a shape other than square.
- Paper that is very thin.
- Set the paper so that the top of it is curled as shown below.

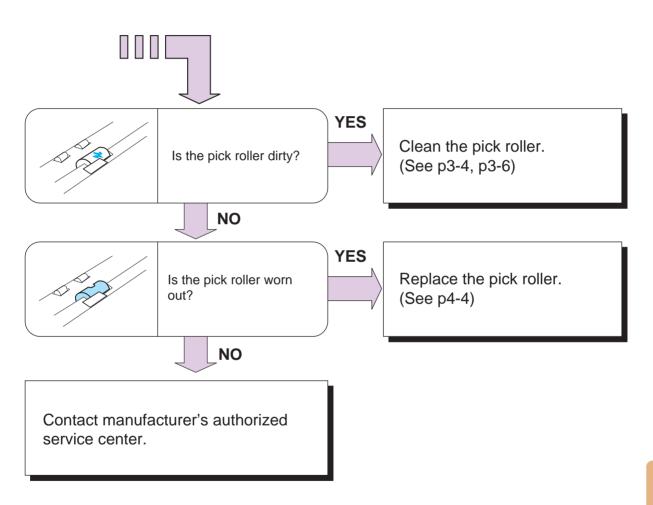


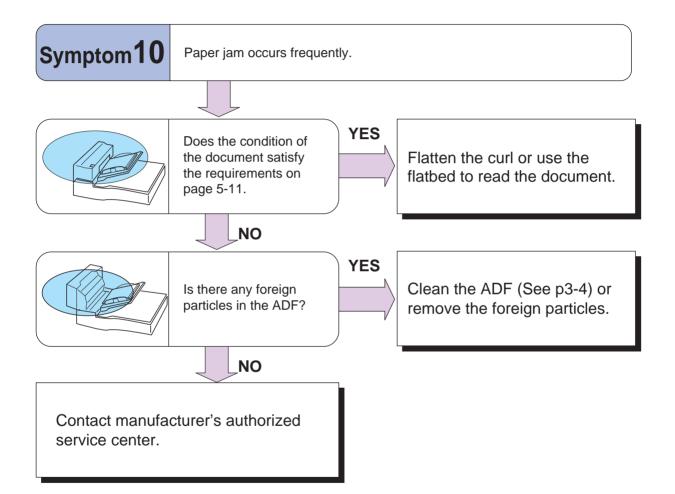
Do not mix different width documents.











Test Mode for Maintenance

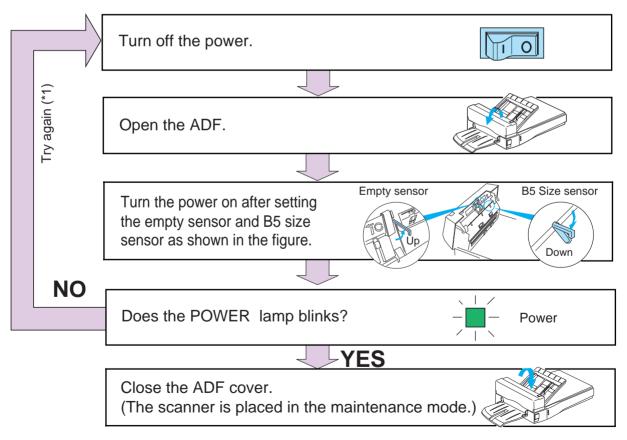
If the CHECK indicator lights up, activate the test mode and inform your sales or support agent or Fujitsu service representative of the error status.



CAUTION

If an operation other than described here is performed, the scanner may malfunction. Activate the test mode and follow the procedure only for the error status.

Activating a test mode



*1 Do not perform any other operation this time. Immediately turn the power off when the POWER lamp does not blink.

Activating the continuous operation test

Open the ADF and close it again. If no document is loaded on the ADF within five seconds after closing the ADF, the image scanner runs in flatbed mode. If documents are loaded on the ADF within five seconds after closing the ADF, the image scanner continuously feeds the document from ADF. Once the image scanner starts reading documents in flatbed mode, it does not feed documents from ADF even if documents are loaded on the ADF.

Ending the test in flatbed mode

To stop the carrier movement in flatbed mode, open the ADF. If the ADF is opened, the POWER lamp starts blinking immediately after the carrier returns to the home position.

Ending the test in ADF mode

If the ADF hopper is empty, feeding documents from the ADF ends. To restart feeding, open the ADF and close it again. Then load documents on the ADF paper chute within five seconds after closing the ADF.

LED status on error

If an error occurs during the test, the LED indicates as shown in the following table.

Errors Status LED indicates	Paper jam	Carrier unit error	Front optical system error	Back optical system error	Motor fuse failure	Lamp fuse failure
Power		*	#	*	*	#
Read				*		
☐ Check	#		#			#

Problem Checklist

Before contacting the manufacture's authorized service center, please fill in the following items.

	zed service center, please fill in the following items.			
General				
Model	(Example) M3093DE			
Part number	(Example) CA02939-4202			
Serial number	(Example) 900002			
Manufactured data	(Example) 1996-07			
Version	The version is printed on the version label			
A ##23456789	located at the left of the rear of the equipment.			
B 0123456789	The version is checked with the double line.			
C 0123456789	This example is for A2 version.			
Date of purchase				
Symptoms				
Persistent problem?				
Serviced before (when and how)?				
Error status at test mode. (See p5-18)				
Transport error				
Type of document.				
What is your daily usage?				
Date of last cleaning.				
Date of the consumable replacement.				
Image error				
Interface controller model				
Software/application name				
Can you send the original and output of sheet by facsimile or by mail?				



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