



NOTE: *If it is difficult to remove dirt, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.*

2. Wipe off any excess water from the exterior with a soft cloth.

Cleaning the Document Cover and Document Glass

Cleaning the document cover and glass on a regular basis is important to providing the best image quality possible on your printed or copy output. If the document cover and document glass are dirty, spots may appear on copies and the machine may not properly detect document sizes. This is why it is important to regularly clean the document cover and glass.



NOTE: *Occasionally the machine may display a message stating that "The Scanner may be dirty. See User Guide or label instructions on the Document Feeder to wipe the scanning glass." If you get this message, perform the cleaning procedure for the document cover and document glass.*

When performing the cleaning procedure, it is recommended that you clean all the components of the document cover and glass at the same time. These components consist of the document cover, the document (platen) glass, and the second-side scanning lens assembly.



To clean all three of these components, use the following procedure.



CAUTION: Do not use benzene, paint thinner, or other organic solvents as they may damage the paint or coating on the plastic parts.

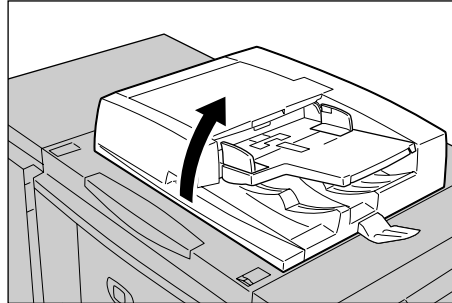
CAUTION: Do not use an excessive amount of water to clean the machine as this may cause the machine to malfunction or may damage documents during the copy process.

Cleaning the document cover

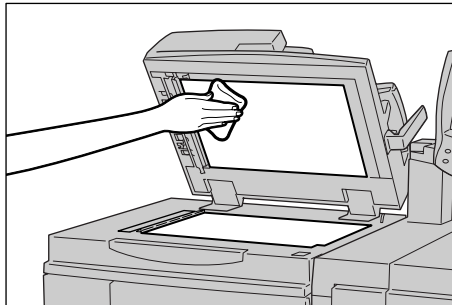


NOTE: The document cover is the flat, white surface on the underside of the DADF. The document cover holds the document in place on the document glass.

1. Lift the DADF.



2. Wipe the document cover with a soft cloth moistened with water to remove any dirt and then wipe it with a soft, dry cloth.



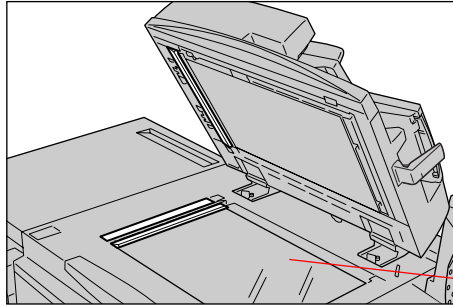
NOTE: If it is difficult to remove dirt, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

Cleaning the document (platen) glass



NOTE: The document (or platen) glass consists of two parts: the document glass itself and the glass strip. The document glass is the glass on which you place your document in order to copy it. The glass strip is the strip of glass located to the left the document glass. The glass strip is approximately one-inch wide.

3. Wipe the document glass with a soft cloth moistened with water to remove any dirt and then wipe it with a soft, dry cloth.



Document Glass



NOTE: If it is difficult to remove dirt, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



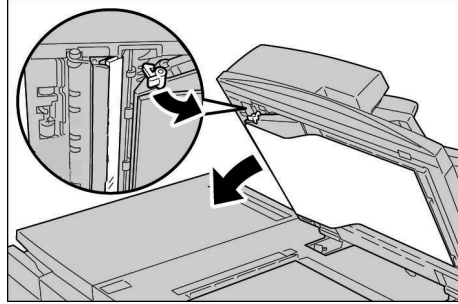
CAUTION: Do not press heavily on the document glass as this will result in damage to the glass surface.

Cleaning the second-side scanning lens assembly



NOTE: The second-side scanning lens assembly is located along the left side of the document cover. The assembly consists of the mirrored-glass strip, a metal strip, a white-plastic strip, and rollers. All parts of the assembly must be cleaned to ensure the best image quality when making copies.

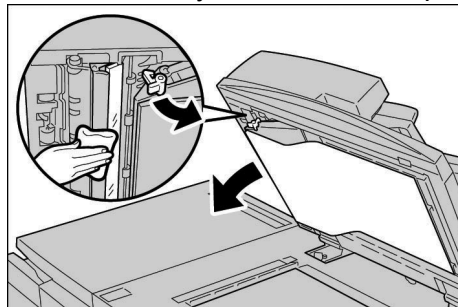
4. With the DADF open, pull the lever that is located at the top of the document cover; refer to the figure below.



Part of the document cover pulls away from the assembly which allows better access to the second-side scanning lens assembly.



5. Wipe the mirrored glass, metal strip, both sides of the white-plastic strip, and the rollers with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

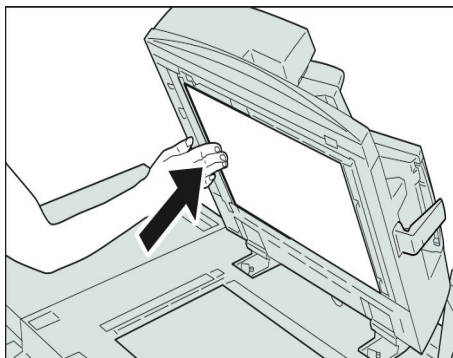


CAUTION: Do not press heavily on the mirrored glass as this will result in damage to the film around the glass surface.



NOTE: If it is difficult to remove dirt, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

- Once the second-side scanning assembly is clean, return the document cover to its original position and ensure that the lever is locked in place.



If you touch the document cover with your bare hands, wipe it clean before closing the DADF.

- Gently close the DADF.

Cleaning the Document Feeder Rollers

If the machine is equipped with a document feeder and the document feeder rollers are dirty, dirt may appear on copies and the machine may not properly detect document sizes.

To ensure that clean copies are made, clean this area about once a month.

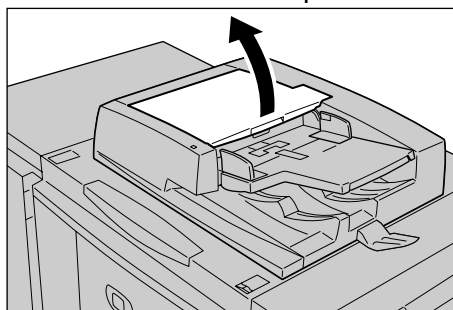


KEY POINT: Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.

Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying or printing.

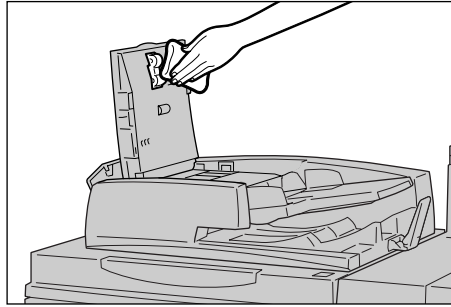


- Lift the latch of the DADF top cover until it is completely open.



NOTE: When you fully open the cover, it enters a fixed position. Open the cover gently.

2. While turning the rollers, gently clean them with a soft cloth moistened with water.



KEY POINT: Use a cloth that has been thoroughly wrung to prevent drops of water falling into the machine. Drops of water on internal components may cause a malfunction.



NOTE: *If it is difficult to remove dirt, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.*

3. Close the top cover of the document feeder until you hear it click into place.
4. Close the left cover of the document feeder until you hear it click into place.