

**CLEANING AND CONSUMABLE
REPLACEMENT INSTRUCTIONS**

**INSTRUCTION MANUAL FOR
Fujitsu SP3091DC**



Fujitsu SP3092DC





TABLE OF CONTENTS

I. SP3091DC/SP3092DC Parts Replacement

Parts and Consumable Replacement Cycles	
Step One: Replacing the Pad Assembly	3
Step Two: Replacing the Pick Roller	5

II. SP3091DC/SP3092DC Cleaning Instructions

Step One: Cleaning the Surface of the Scanner and the Document Support	7
Step Two: Cleaning the Automatic Document Feeder	8
* For the SP3091DC & SP3092DC.	
Step Three: Cleaning the Flatbed	10
* For the SP3092DC only	

* Photos within this manual reflect the SP3091DC, however all instructions & consumable items for the SP3091DC are the same as the SP3092DC.

For inquiries during any of these procedures, contact the Versitec Customer Support Center at 1-800-224-3475.



I. SP3091DC/SP3092DC Parts Replacement

WARNING

Fire or electrical shock may occur when replacing any of the equipment's consumables. Disconnect the AC adapter power plug from the outlet.

Parts and Consumable Replacement Cycles

Consumable Item	Replacement Cycle (standard)
Pad Assembly	Every 12,000 sheets or annually
Pick Roller Unit	Every 50,000 sheets or annually

The replacement cycle is estimated for letter-size, high quality paper 20lb (65kg/ream, 75g/m), and differs depending on the type of paper used.

KEY POINT

Toward the end of the replacement cycle, the driver software outputs a replacement message.

Step One: Replacing the Pad Assembly

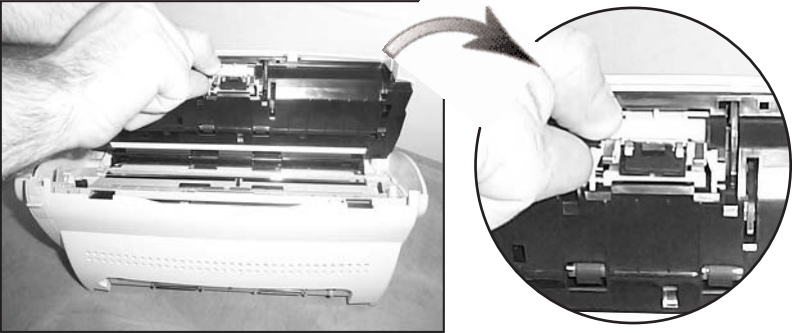
Replace the pad assembly according to the following procedure:

- 1 Remove any documents from the document support.
- 2 Open the automatic document feeder by pulling it toward you while raising the cover open lever.

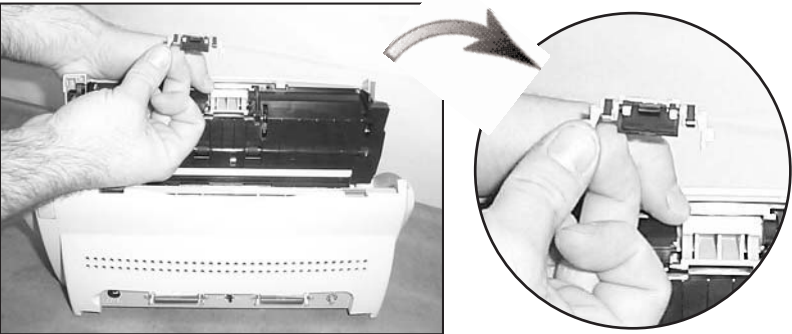


3 Remove the pad assembly.

Push down the pick arm using one hand and squeeze both ends of the pad using the other hand.



4 When mounting a new pad assembly, push the pick arm downward with one hand while mounting the pad assembly with the other hand.



WARNING

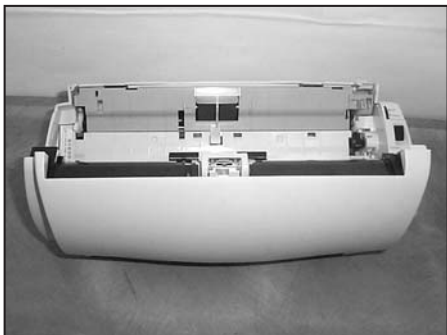
Verify that the pad assembly is mounted completely.
If the pad assembly is not mounted correctly,
a document feeding error such as a paper jam
may occur.



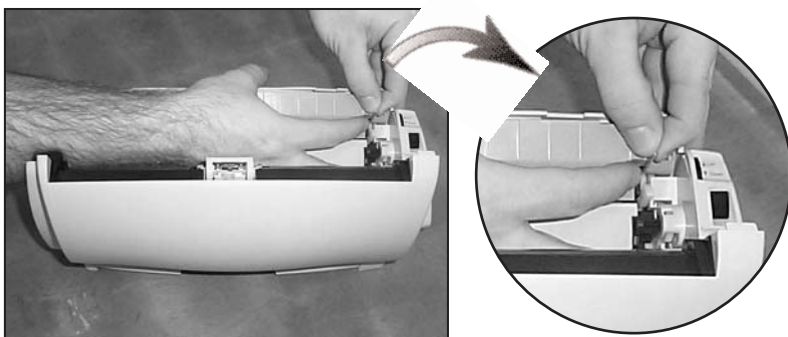
Step Two: Replacing the Pick Roller

Replace the pick roller according to the following procedure:

- 1 Remove any documents from the document support.



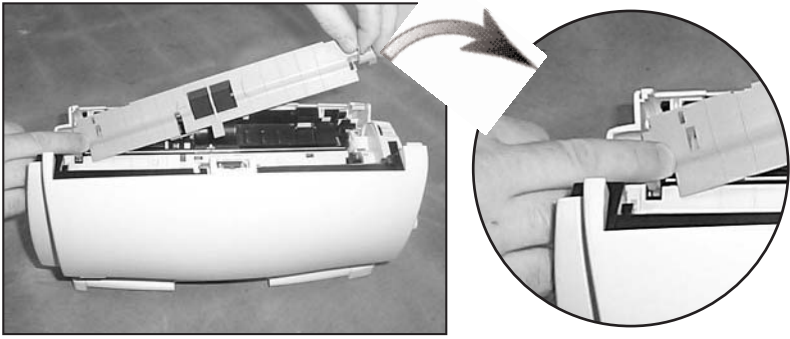
- 2 Open the automatic document feeder by pulling it toward you while raising the cover-opening lever.



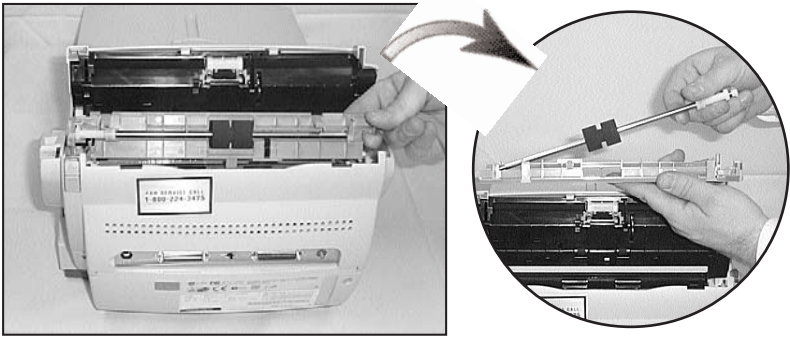
- 3 Remove the pick roller.

Press paw 1 of the pick roller cover inward, hold the knob, and raise while turning it in the direction of the arrow on the pick roller. Next press paw 2 inward and turn it in the direction of the arrow to remove the pick roller cover.





- 4 Remove the pick roller from the pick roller cover by removing the end with the plastic cover first.



- 5 When mounting a new pick roller, insert it so that the pick roller paw slides into the pick roller hole of the equipment.

Push paw 1, paw 2, and the center of the pick roller with your hands to completely insert the roller.

WARNING

Verify that the pick roller is mounted completely.
If the pick roller is not mounted correctly,
a document feeding error such as a
paper jam may occur.



II. SP3091DC/SP3092DC Cleaning Instructions

WARNING

Fire or electrical shock may occur when cleaning the equipment. Disconnect the AC adapter power plug from the outlet.

Step One:

Cleaning the Surface of the Scanner and the Document Support

- Use a dry cloth or a cloth moistened with a small amount of neutral detergent for the case.

KEY POINT

Never use an organic solvent such as thinner.

- Do not allow moisture to get inside the device during cleaning.



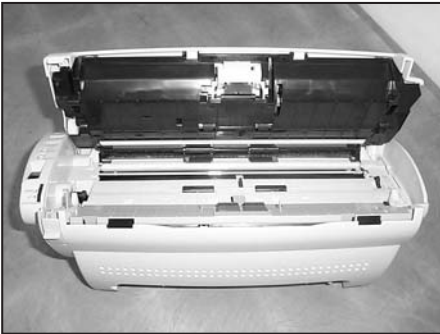
Step Two: Cleaning the Automatic Document Feeder

* For the SP309IDC & SP3092DC

Clean the automatic document feeder every time it has scanned about 1,000 pages. However, this standard differs for the type of document to be scanned. If the toner is not properly fixed (toner does not stick to paper), you may need to clean every few pages.

Clean the automatic document feeder according to the following procedure:

- 1 Open the automatic document feeder by pulling it toward you while raising the cover open lever.



- 2 Clean the following components as instructed:

Pad Assembly: Clean this component downward. In this case, be careful not to catch the cloth in the pick arm or spring. Clean gently with a dry cloth or a cloth moistened with isopropyl alcohol.

Automatic document feed glass surface: Clean this component gently with a dry cloth or a cloth moistened with isopropyl alcohol.



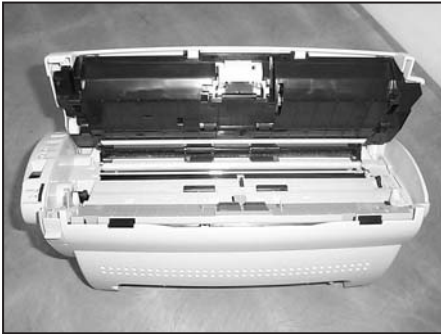
Pick Roller: Gently clean this component, taking care not to damage the roller surface. If foreign matter attaches to the component, the document feed performance is affected; therefore, thoroughly clean it. Clean gently with a dry cloth or a cloth moistened with isopropyl alcohol.

Feed Roller: Gently clean this component, taking care not to damage the roller surface. If foreign matter attaches to the component, the document feed performance is affected; therefore, thoroughly clean it with a dry cloth.

Plastic Roller: Gently clean this component, taking care not to damage the roller surface. If foreign matter attaches to the component, the document feed performance is affected; therefore, thoroughly clean it with a dry cloth.

Eject Roller: Gently clean this component, taking care not to damage the roller surface. If foreign matter attaches to the component, the document feed performance is affected; therefore, thoroughly clean it with a dry cloth.

Paper guide surface (white part): Clean this component gently with a dry cloth.



- 3 Restore the automatic document feeder into position.

CAUTION

After restoring the automatic document feeder into position, make sure that it is closed completely.

If the automatic document feeder is not properly closed, a paper jam or scanning error may occur.



Step Three: Cleaning the Flatbed

* For the SP3092DC only



- 1 Open the flatbed cover.
- 2 Take a soft dry cloth or a cloth moistened with isopropyl alcohol and gently clean the glass of the flatbed.
- 3 Gently clean around the glass of the flatbed with a soft dry cloth to get rid of all other excess dirt or dust.
- 4 Close the flatbed cover.

