

Dirt on ID cards, hand oils and lotions used by customers and operators may be responsible for accumulations on the scanner that could cause spillage. Clean regularly every week or once in 200-400 scans. Operating conditions will determine whether more frequent or less frequent cleanings are necessary.



1



2



3

1,2: Use an alcohol prep swab (available at drug stores – alcohol only variety, non thick preferred).

3,4: Hold bottom of scanner down and lift top.



4



5

5: Clean all contact image sensors first (both top and bottom).

6: Clean the magstripe reader head.



6

7: Make sure unit is powered off.

8: Using a ball point pen tip or finger nail, push dip switch #3 down. This puts the unit in cleaning mode.



7



8

9: Turn power switch to on position. Note that the indicator lights may be off in units with 2 top image sensors.



9

10: The feed rollers are now spinning backwards and forwards. Hold the swab firmly against them to clean both of them. This is the most important area to clean well. Be careful not to let the swab be drawn under the rollers.



10



11

11: Clean both of the top rollers.

12, 13: Now clean all the remaining surfaces, including the edge guides.



12



13



14

14: With the power turned off, using a ball pint pen tip, push the dip switch #3 back to the up position.



15

15: Leave the unit open for a minute for the moisture to dry and then close it. Turn the power on and now the unit is ready to use!