

## **PREVENTIVE MAINTENANCE PROCEDURES**

### DOCUMENT SCANNERS (excluding wide format)

- Clean feed and synchronizing rollers. Determine if replacement is necessary.
- Clean all optics (glass guides, CCD covers, glass platen, etc.). Check for scratches, repair any that affect scan quality.
- Check firmware version, update if necessary.
- Follow maintenance/cleaning/calibration section of manual.
- Test feeding – Auto feed approximately 20 blank sheets. If there are any double feeds, adjust feeder. If feeder is at or near end of adjustment range, take appropriate steps to repair feed system (replace worn rollers, etc.).
- Force a double feed to confirm that the double feed detection is working (be sure the scanner has that ability and that it is activated).
- Test image quality using AIIM Scanner Test Chart #2
- Scan using 300 DPI with no image cleanup, no border removal, no deskew
  1. Scan at both portrait and landscape
  2. Results of both should be:
    - 4 pt text is very legible but not great quality.
    - 8 pt text is very sharp, high quality.
    - All text is solid without thinning or broken lines.
    - All numbers (0 – 6) are visible in all four corners and at halfway points on all sides.
    - Black square is completely black and free from white specks.
    - All white space is completely white and free from black specks.
    - Vertical and horizontal straight lines are straight and unbroken, not jagged.
- Check all machine functions.
- Clean cover panels.
- Obtain customers approval of work performed