

PREVENTIVE MAINTENANCE PROCEDURES

MICROFILM SCANNERS (With or without attached printer)

- For roll film, clean feed rollers and film transport path – replace rollers if necessary.
Test by loading a variety of film types. Assure film travels smoothly at all speeds.
- For microfiche, assure fiche carrier travels smoothly extending throughout the entire fiche area.
- Clean all optics (glass guides, lenses, mirrors, 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 manufacturer's manual.
- Test image quality using 300 DPI
 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
- Inspect and clean developer unit. Check starter and toner levels.
- Inspect and clean fusing rollers, thermistor and separator fingers.
- Clean and Inspect coronas and grid. Replace wires as necessary.
- Inspect and clean Paper feed clutches and synchronizing roller clutch.
- Clean feed and synchronizing rollers.
- Test all machine functions.
- Clean cover panels.
- Obtain customers approval of work performed