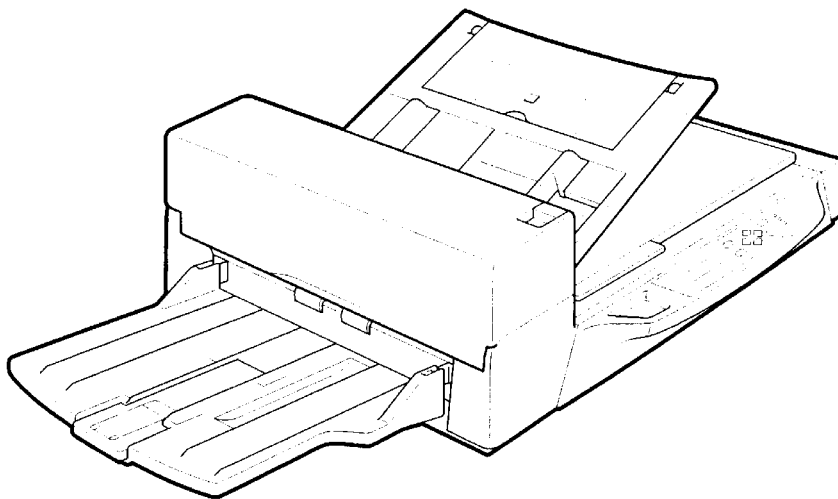
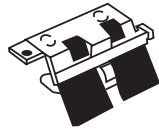


**M4097D, fi-4640S & fi-4750C  
CONSUMABLE REPLACEMENT AND CLEANING INSTRUCTIONS**

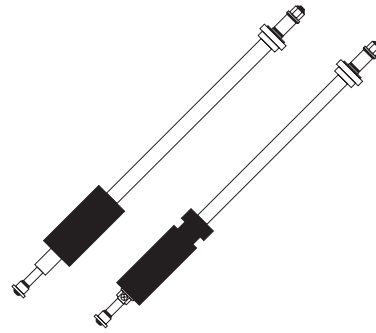


### KIT CONTENTS

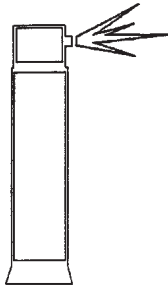
Pad Assembly Qty 4



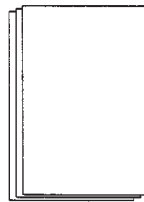
Pick Rollers 2 kits



F1 Cleaner  
Isopropyl Alcohol Qty 1



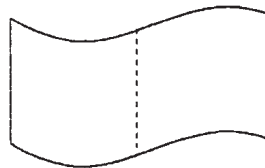
Cleaning Paper  
Qty 1 10/pack



Q-Tips Qty 1  
100/pack



Lint Free  
Cleaning Cloths Qty 2 20/pack



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Note: Kit contents may vary.

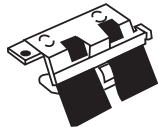
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**SCANNER CONSUMABLES LIST**

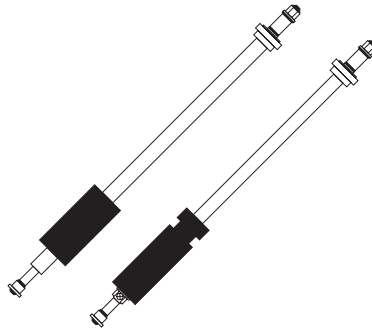
Description	Qty	Life	Fujitsu P/N
Pad Assembly	1	100,000	PA03951-0151
Pick Rollers <sup>1</sup>	2	200,000	PA03951-0153

1 - This single part number includes both Pick Rollers and 2 Thumb Screws.

Pad Assembly



Pick Rollers



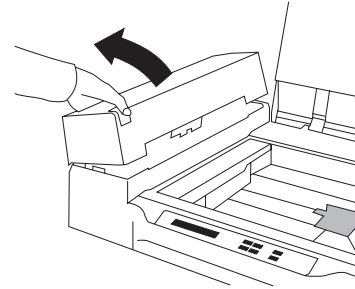
**Note:**

NCR or Carbonless paper has chemical composition which damages the Pad the Pick Roller. Cleaning of these items will be needed more frequently to avoid feed problems. Also their life will be reduced if this paper is scanned.

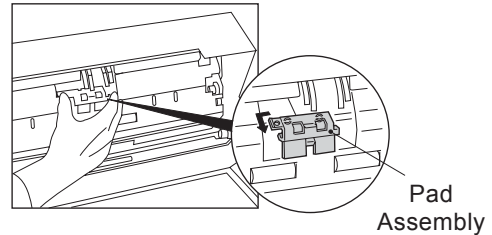
## REPLACING THE PAD ASSEMBLY

Multiple feeds can be caused by a worn out Pad Assembly. The life span of the Pad Assembly is about 100,000 sheets or 1 year if maintained properly. If NCR or carbonless paper is used the life span may be decreased by half.

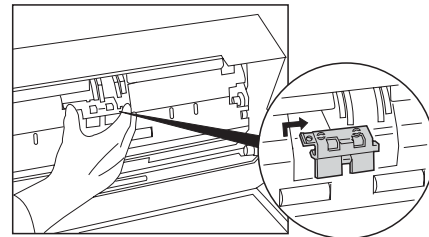
- Pull the ADF Lever to open the ADF.



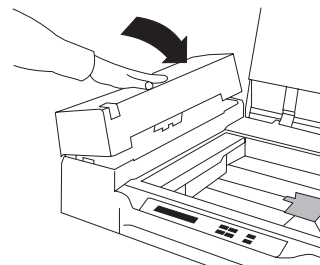
- Hold the Pad Assembly as shown to the right and slide it to the left and pull it toward you. Then remove without hooking the Pick Springs.



- Attach the Pad Assy. to the ADF in the reverse sequence.

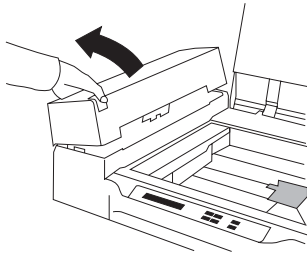


- Close the ADF.

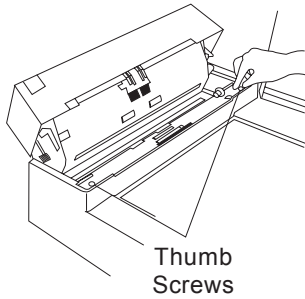


## REPLACING THE PICK ROLLERS

Misfeeds can be caused by worn Pick Rollers. If the scanner intermittently has trouble picking the paper out of the Paper Chute, the LCD will display the "Please Clean Pick-Rollers" message. The life span of the Pick Rollers is about 200,000 sheets or 1 year if maintained properly. If NCR or carbonless paper is used the life span may be decreased by half.

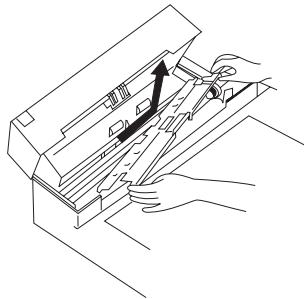


- Pull the ADF Lever to open the ADF.



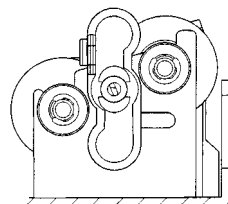
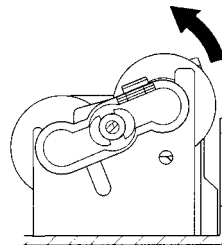
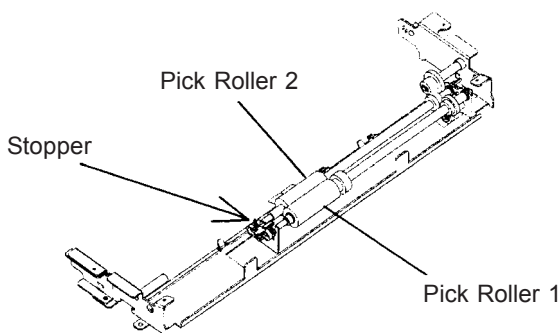
Thumb  
Screws

- Remove the 2 Thumb Screws that hold the Guide A Assy in place.



- Lift the Guide A Assy out of the ADF.

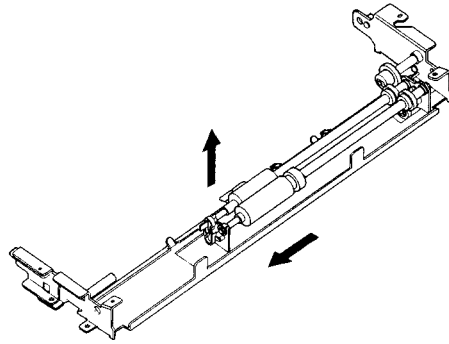
- Turn the Stopper counter clockwise to unlock the Pick Rollers.



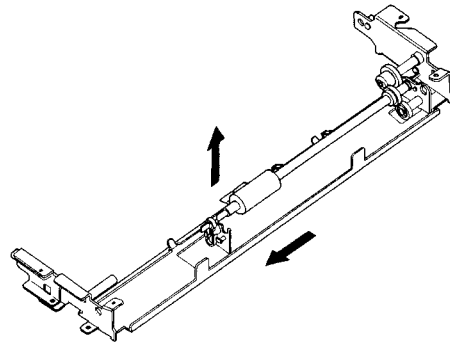
Position for Removal

**REPLACING THE PICK ROLLERS (CONT.)**

- Remove Pick Roller 1 by sliding it toward the left (front of the scanner) and lifting it out of the scanner.



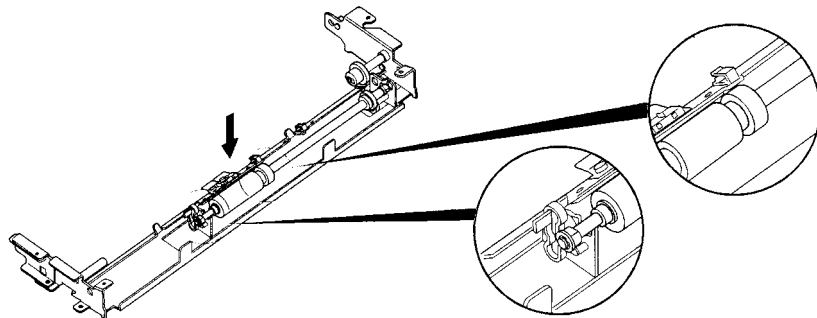
- Remove Pick Roller 2 by sliding it toward the left (front of the scanner) and lifting it out of the scanner.



- To install the new Pick Roller 1, place the left side of the roller shaft (side closest to the roller) into the opening of the mounting bracket.

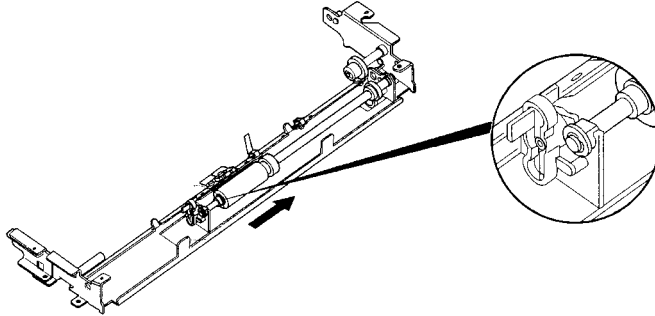
**Note:**

Pick Roller 1 has a groove in the rubber roller.



**REPLACING THE PICK ROLLERS (CONT.)**

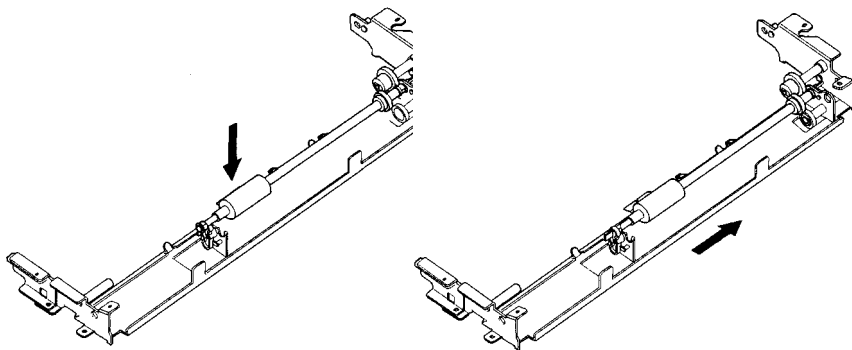
- Slide the roller toward the right (back of the scanner), aligning both bushings in the openings of the mounting brackets.



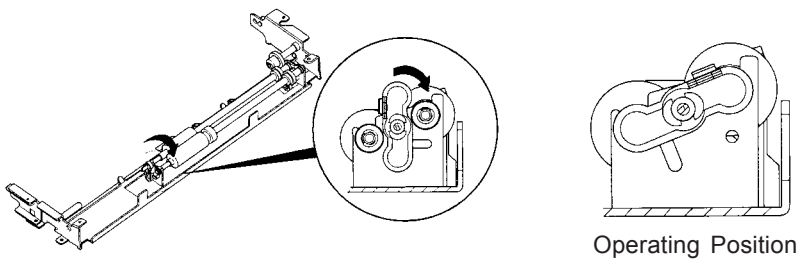
**Note:**

Make sure that the bushings are securely mounted in the mounting brackets.

- Follow the same procedure to install the new Pick Roller 2.

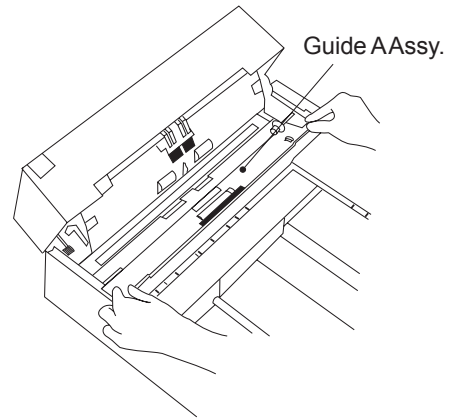


- Turn the Stopper clockwise to secure the Pick Rollers.

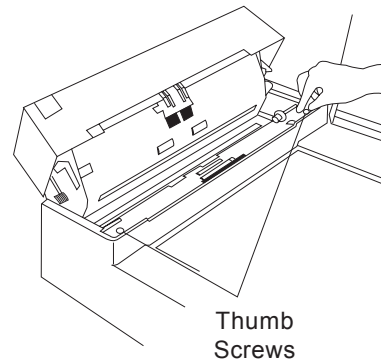


### REPLACING THE PICK ROLLERS (CONT.)

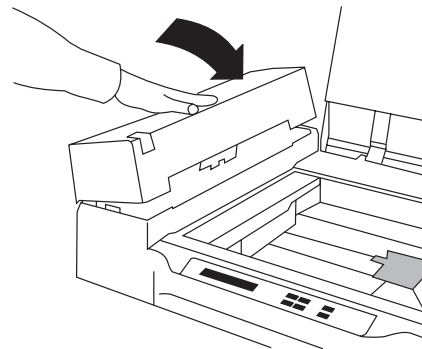
- Align the Guide A Assy. in the ADF making sure the outside tips are placed in the openings in the sidewalls of the ADF.



- Replace and tighten the Thumb Screws.



- Close the ADF.

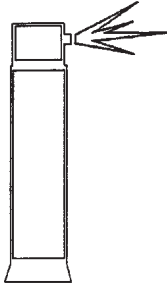


**CLEANING LOCATIONS AND FREQUENCIES**

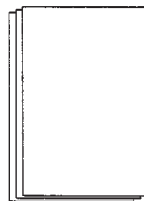
Location	Tools	Frequency
Flatbed Area	Cloth with F1 Cleaner	Whenever Dirty
Pad	Cloth with F1 Cleaner	Every 5,000 Pages
Pick Rollers	Cloth with F1 Cleaner	Every 5,000 Pages
Feed Rollers	Cloth with F1 Cleaner	Every 5,000 Pages
Plastic Rollers	Cotton Swab with F1	Every 5,000 Pages
ADF Glass	Cloth with F1 Cleaner	Every 5,000 Pages
Sheet Guide	Cloth with F1 Cleaner	Every 5,000 Pages
Pick Arm Rollers	Cotton Swab with F1	Every 5,000 Pages

**CLEANING KIT**

F1 Cleaner  
Isopropyl Alcohol



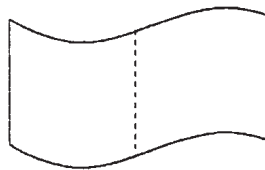
Cleaning Paper



Q-Tips

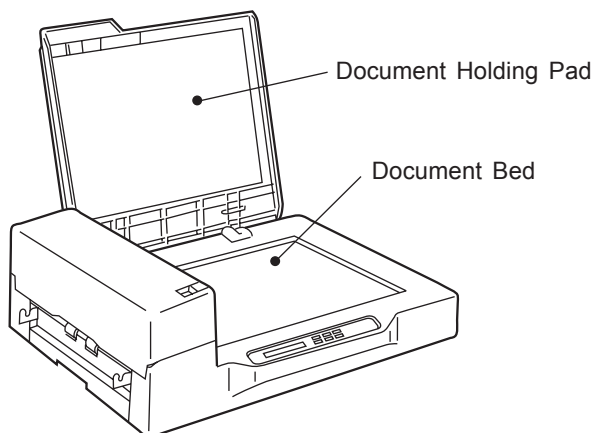


Lint Free  
Cleaning Cloths

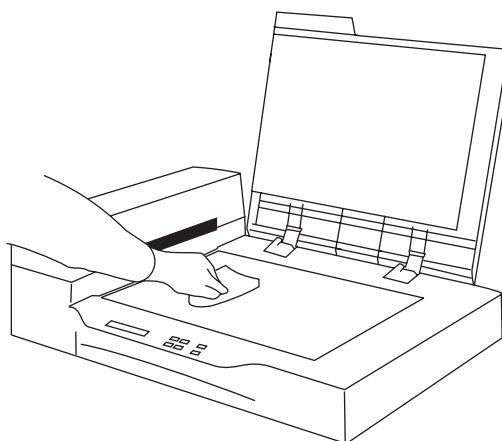


## CLEANING THE FLATBED

A dirty Document Bed or Holding Pad can cause repetitive spots, marks or unclear areas when scanning from the Flatbed.



- Open the Document Cover.
- Apply F1 Cleaner or isopropyl alcohol to a clean cloth.
- Wipe the Document Holding Pad and Document Bed.
- Allow to dry.



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**Note:**

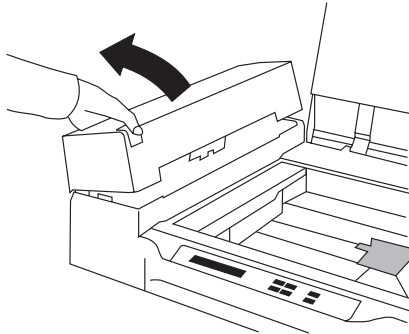
Window or glass cleaner can be used instead of F1 Cleaner or isopropyl alcohol.

Be sure to prevent liquid from seeping through the opening between the document bed and the plastic cover.

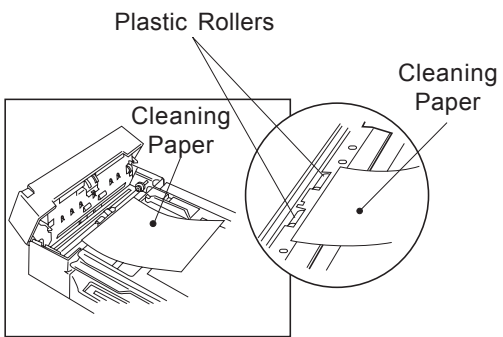
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**CLEANING THE ADF WITH THE CLEANING PAPER**

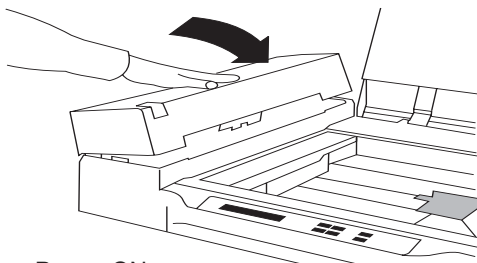
The cleaning paper is designed to remove only loose paper dust and ink from the rollers. Use them approximately every **5,000** pages scanned. They are to be used in between the thorough cleanings of the scanner. **Using the cleaning paper does not take the place of the more complete cleanings described later in this section**



- Pull the ADF Lever to open the ADF.
- Apply F1 Cleaner or isopropyl alcohol to both sides of a new sheet of Cleaning Paper.



- Place the Cleaning Paper on the ADF so that the edge of the sheet touches the Plastic Rollers.



Power ON

- Close the ADF and turn the scanner ON. The Cleaning Paper will be fed through the scanner.
- Turn the scanner OFF.
- Flip the Cleaning Paper over and repeat the steps above.

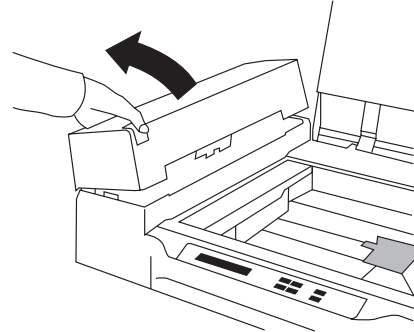
**Note:**

The cleaning paper is used to remove loose paper particles and toner. They are not a substitute for doing a thorough cleaning to the ADF.

## CLEANING THE ADF

### CLEANING THE ADF TRANSPORT PATH

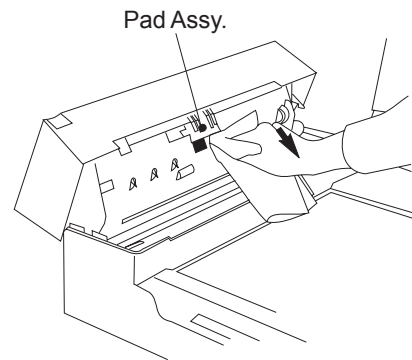
- Pull the ADF Lever to open the ADF.
- Use a dry cloth or a cloth moistened with F1 Cleaner or isopropyl alcohol and clean the ADF transport path to remove toner and paper dust.



### CLEANING THE PAD ASSEMBLY

A dirty Pad Assembly can cause multiple feeds and Misfeeds.

- Wipe the Pad Assy. with a cloth and F1 Cleaner or isopropyl alcohol in a downward direction (indicated by the arrow).




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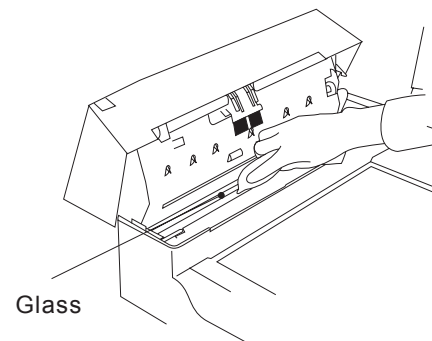
**Note:**  
Be careful not to hook the Pick Springs when wiping.

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### CLEANING THE ADF GLASS

A dirty ADF Glass can cause vertical streaks on the front side scanned image.

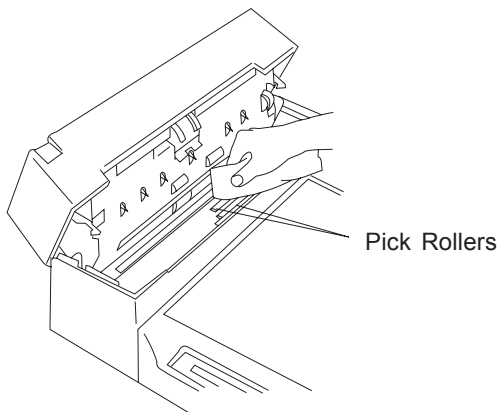
- Wipe the Glass lightly with a dry cloth or a cloth with F1 Cleaner or isopropyl alcohol.



## CLEANING THE ADF (CONT.)

### CLEANING THE PICK ROLLERS

Dirty Pick Rollers can cause Misfeeds. If the scanner intermitantly has trouble picking the paper out of the Paper Chute, the LCD will display the "Please Clean Pick-Rollers" message.



- Wipe the Pick Rollers with a cloth and F1 Cleaner or isoproply alcohol in a horizontal motion.

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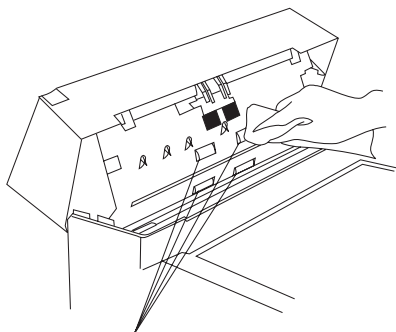
**Note:**

Be careful not to damage the surface of the sponge rollers and the mylar strip above the Pick Rollers

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### CLEANING THE URETHANE FEED & EXIT ROLLERS

Dirty Feed and Exit Rollers can cause paper jams, paper slippage, and skewing.

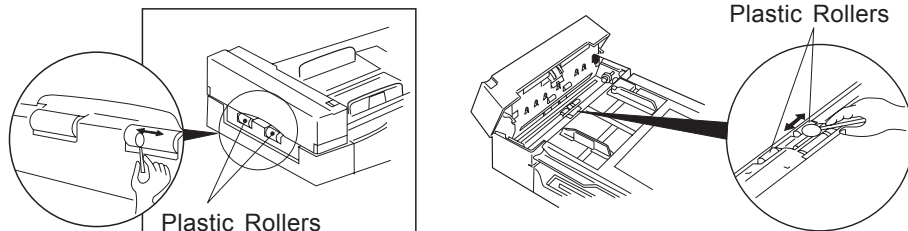


- Use a cloth or a cloth moistened with F1 Cleaner or isopropyl alcohol and wipe the Feed and Exit Rollers in a horizontal direction.

## CLEANING THE ADF (CONT.)

### CLEANING THE PLASTIC IDLER ROLLERS

Dirty Plastic Idler Rollers can cause paper jams, paper slippage, and skewing.

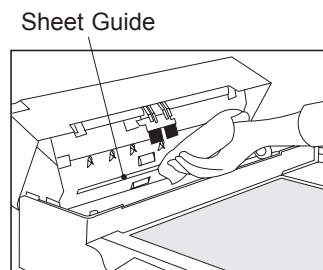


- Use a cotton swab moistened with F1 Cleaner or isopropyl alcohol and wipe the Feed and Exit Rollers in a horizontal direction.

### CLEANING THE SHEET GUIDE (WHITE AREA)

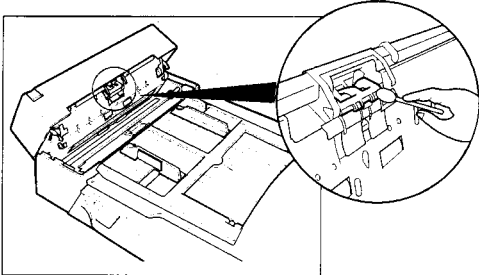
A dirty Sheet Guide can cause vertical streaks on the front side scanned image.

- Wipe the Sheet Guide with a dry cloth. If dried ink is on the Sheet Guide remove with F1 Cleaner.

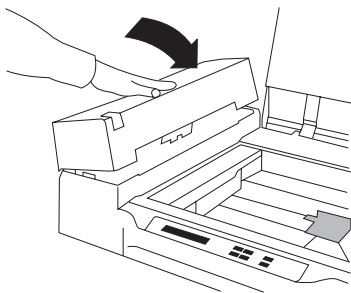


**CLEANING THE ADF (CONT.)**

**CLEANING THE PICK ARM ROLLERS**



- Moisten a cotton swab or cloth with F1 Cleaner, isopropyl alcohol.
- Wipe the small plastic rollers on the tip of the Pick Arm.



- Close the ADF.

