

TS 210(E) & TS 220(E) - How to Clean your Scanner

Cleaning your Scanner's Rollers, Magnetic Head and Camera Faceplates

Approximately every 3,000 to 5,000 documents it will be necessary for you to clean the scanner rollers. Cleaning the scanner's rollers, magnetic head, camera faceplate, and paper guides will improve feeding, MICR read rates, and image quality.

Periodically you need to manually scrub the rollers with a cleaning swab. This is needed to remove any build up on the rollers that can occur over time with just using the normal cleaning procedure.

Helpful Hints

1. Do not use stickers to cover up previously sprayed numbers on documents. The backing from the stickers can rub off onto the rollers and cause documents to jam.
2. Do not use White Out on scanned documents, the White Out can rub off the documents onto the scanner camera faceplate and distort the images.
3. Watch for loose debris falling into the scanner such as staples and rubber bands.

Scanner Cleaning Supplies (Call 847-446-2285)

One can of compressed air - (Acquire air locally)

Cleaning Kit – Consisting of one box of 25 cleaning cards & 6 cleaning swabs – (#130007-03)

Cleaning Cards – Box of 25 cleaning cards only – (#IS0028)

Cleaning Steps

Step	Action
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| 1 | Optional Step - Use compressed air to clean the document hopper as illustrated by the arrows, as needed if you get a lot of paper dust. |
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| 2 | You may need to remove the center or outer covers to check for other debris that may have found itself into the scanner. The center & left side covers pull up to remove. See the section below for removing the rear right cover. |
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NOTE: The Scanlite program, which is available from the Digital Check web site, makes an excellent utility to run while going through the cleaning procedures when using the cleaning cards and the swabs.

The scan cycles are easy to start and reset and the 'Eject' function makes it easy to scrub off the four main drive rollers with the center cover removed.

The program can be downloaded from:
[http://www.digitalcheck.com/l2 ss_downloads.html](http://www.digitalcheck.com/l2_ss_downloads.html)

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Cleaning Card steps

Step Action

3 Insert a new TellerScan card in the document hopper



4 Open an imaging application that can scan several items. You will want to cancel the transaction after running several scan cycles.

This can be the typical application used to run the scanner or one of the Digital Check demo programs available from the Digital Check web site.

Important:

Run a scan cycle and hold onto the card, but allow it to move into the path so that the second set of rollers is scrubbing on the cleaning card.

Flip the card over and run the same procedure again. This ensures that the main entry drive roller and the double feed rollers are being properly cleaned.

Note:

(Getting the rollers to scrub on the cleaning cards is the most important part of the cleaning procedure. Rollers with a severe build up of ink and dirt on the rollers will require use of the swabs or cards to be used to manually scrub all four of the main drive rollers).

Cleaning Card Steps, Continued

Step Action

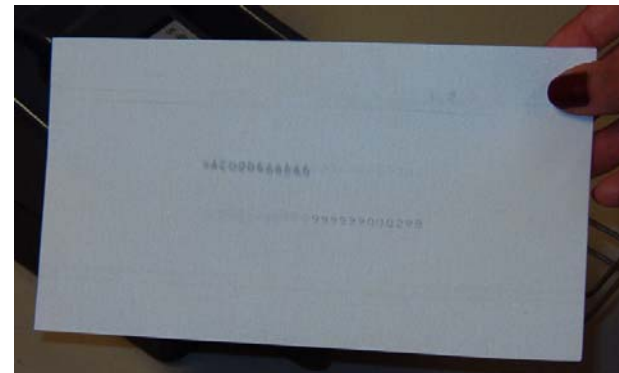
5 Flip the card top to bottom and scan the card again, this time letting it move through the scanner into the exit pocket.



6 Turn the card around and repeat the same process of scanning the card several times on the reverse side.

Result: The TellerScan cleaning card should have been run through the scanner three to four times, periodically flipping the card or swapping it end for end.

7 After completing the cleaning process, cancel the transaction and discard the used TellerScan card.



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Cleaning Scan Head Steps

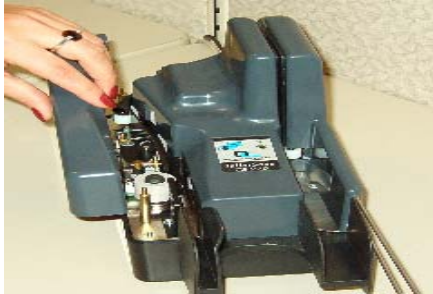
Note: This is only performed when document images are unclear, distorted or have a dark line laterally through every image.

Step	Action
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| 1 | Pull out the wire document guide. |
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| 2 | Remove the left side cover. |
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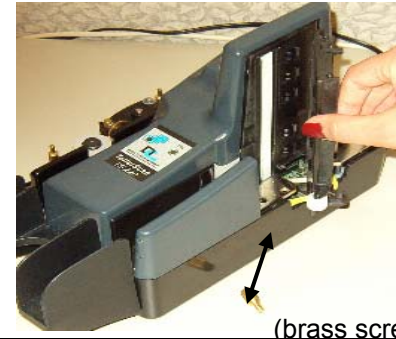
- | | |
|---|------------------------------|
| 3 | Remove the right side cover. |
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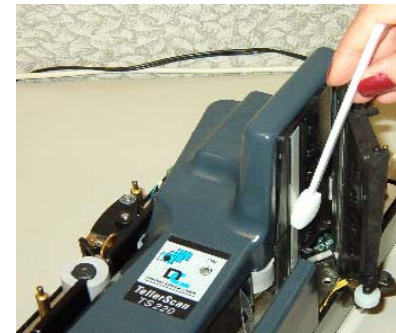
Cleaning Scan Head Steps, Continued

Step	Action
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| 4 | Unscrew the brass screw and gently open the scanner camera faceplates. |
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| 5 | Use the cleaning swab or a clean cloth to wipe the camera faceplate (the two white strips and both sides of the camera faceplate section of the scanner). |
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| 6 | Reassemble the scanner components by replacing the brass screw, right and left cover, and the wire document guide. |
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Note: The swabs or the cleaning cards should be used to manually scrub off some of the main drive rollers which may have accumulated an abnormal amount of dirt and dust from the documents. The swabs are typically used every three to four normal clean cycles.