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## Regular Maintenance

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Clean the scanner on a regular basis as described below to maintain peak scanning quality.

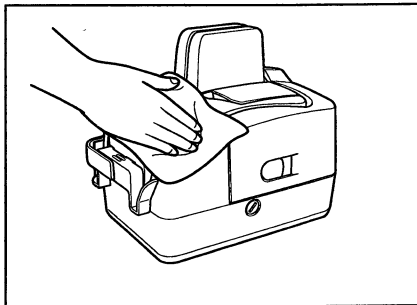
### **⚠ CAUTION**

- **When cleaning the scanner, turn OFF the power switch and disconnect the power cord from the power outlet.**
- **Do not use excessive force when removing or attaching the rollers. Doing so may damage them.**
- **Never use paint thinner, alcohol, or other organic solvents to clean the scanner. Such solvents can damage or discolor the exterior of the scanner. They also create a risk of fire or electrical shock.**

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### Cleaning the Scanner

To clean the exterior of the scanner, dampen a cloth with water or a mild detergent, wring the cloth out thoroughly, and then wipe the dirt away. Then use a dry, soft cloth to wipe away any remaining moisture.



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### Cleaning the Inside of the Scanner

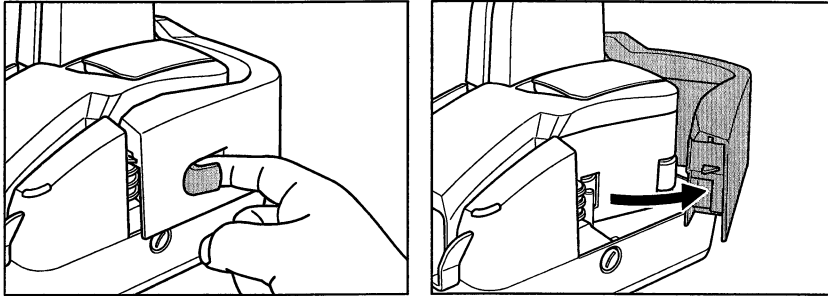
Dust or paper particles inside the scanner can cause lines in scanned images. Use compressed air for regular cleaning of dust and paper particles from inside the scanner. After finishing a large scanning job, you should turn OFF the scanner and then clean off any paper particles that are remaining.

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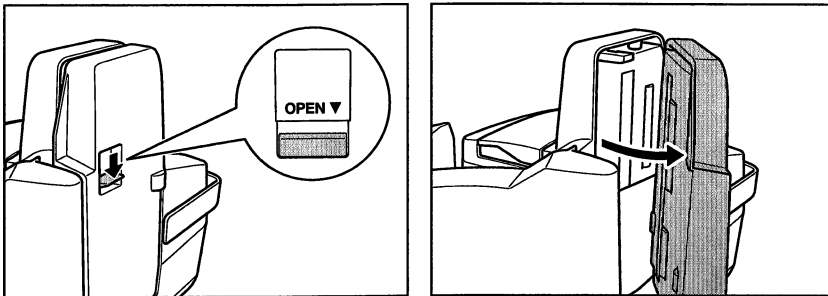
## Cleaning the Sensor Glass and the Rollers

If the scanned images have extraneous marks, or if the scanned documents become dirty after scanning, then the sensor glass or rollers inside the scanner may be dirty. Clean them periodically.

- 1 Hook your finger around the open lever and open the maintenance cover.

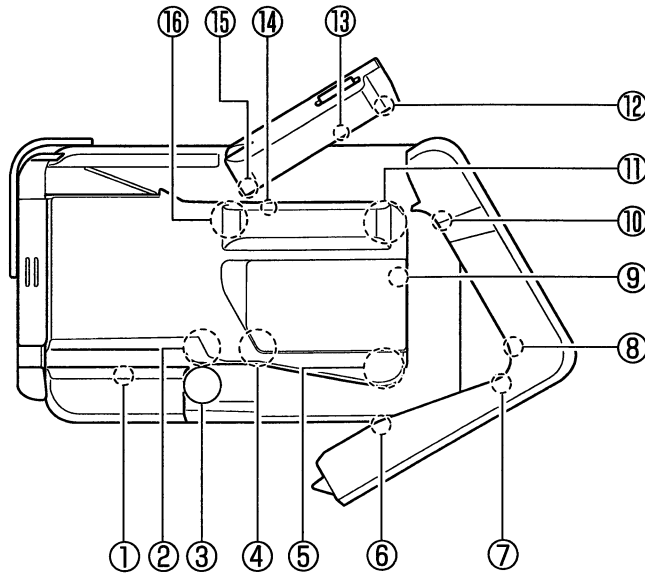


- 2 While lowering the open lever, open the reading unit.



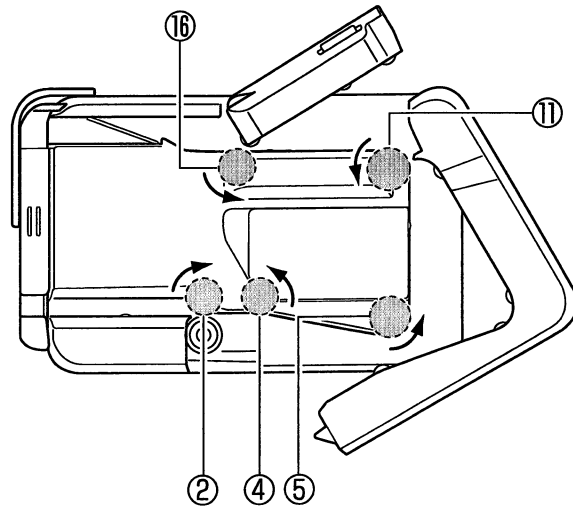
- 3** Dampen a cloth with water, wring the cloth out thoroughly, and then wipe the dirt off of the rollers while rotating them.

There are 18 rollers located in the positions illustrated below. (Rollers 13 and 14 comprise two rollers each, an upper roller and a lower roller.)



**Note**

- Move roller 5 in the direction of the arrow to rotate rollers 2, 4, 5, 11, and 16.  
When cleaning rollers 2, 4, 5, 11, and 16, wipe them while rotating roller 5.

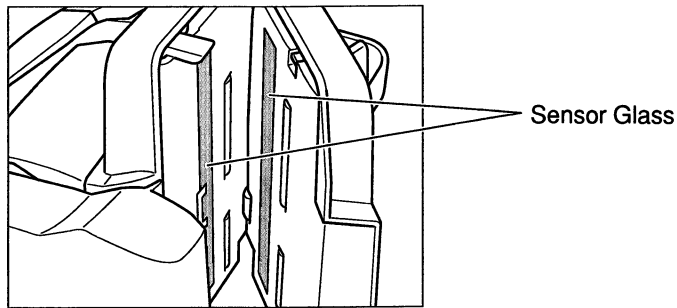


- Use a cotton swab to wipe the dirt off of the rollers that are difficult to reach, such as rollers 1, 2, 10, 14, 15, and 16.
- Do not force the rollers if they will not turn. In this case, wipe dirt only off of the exposed area.



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- 4** Use a commercially available cotton swab to gently wipe dirt off of the sensor glass.

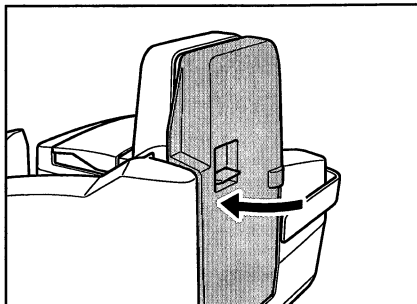
There are two sensor glass areas, one on each side. Use a cotton swab to wipe dirt from the entire surface of each.



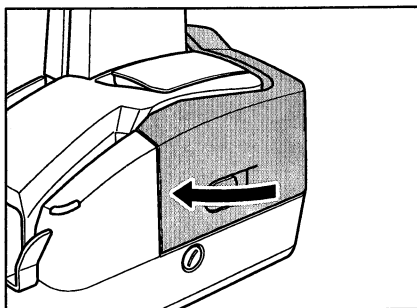
**⚠ IMPORTANT**

Scratches on the sensor glass may cause marks on the images and could cause feeding errors. If there are scratches on the sensor glass, contact your local authorized Canon dealer or service representative.

- 5** Gently close the reading unit until it clicks into place.



- 6** Gently close the maintenance cover until it clicks into place.

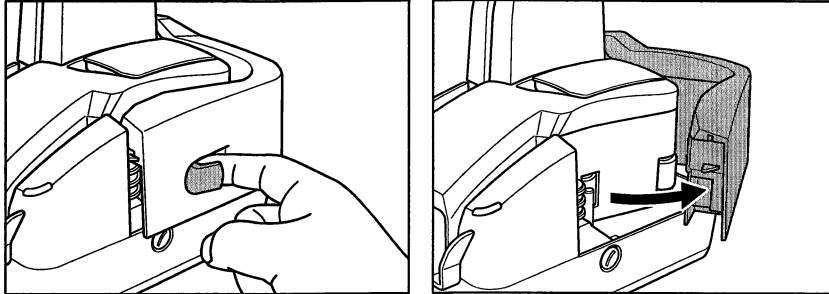


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## Cleaning the Magnetic Heads

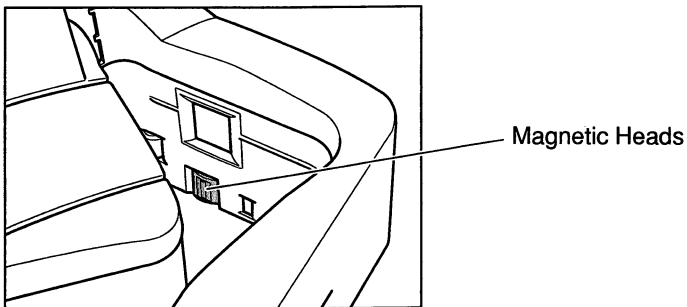
If the magnetic heads are dirty, MICR characters cannot be scanned correctly. Periodically clean the magnetic heads with a commercially available audio head cleaner.

- 1** Hook your finger around the open lever and open the maintenance cover.



- 2** Clean the magnetic heads with a commercially available audio head cleaner.

The magnetic heads are on the maintenance cover in the location illustrated below.



- 3** Gently close the maintenance cover until it clicks into place.

