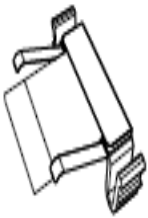



# SP1425 CONSUMABLE REPLACEMENT AND CLEANING INSTRUCTIONS



# Consumables and Replacement Cycles

Name	Part No.	Suggested Replacement Cycle
PAD UNIT 	PA03753-0001	30,000 sheets or one year
PICK ROLLER UNIT 	PA03753-0002	200,000 sheets or one year

Consumables need to be replaced periodically. It is recommended that you keep a stock of new consumables for replacement before it reaches the end of its life. The scanner records the number of sheets scanned after replacing the consumables, which allows you to check the status of the consumables.

Note that the suggested replacement cycles are references for using A4 (80 g/m<sup>2</sup> (20 lb) wood-free or wood-containing paper, as these cycles vary depending on the type of documents scanned and how often the scanner is used and cleaned.

**HINT**  
Only use the specified consumables.

To purchase the consumables, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

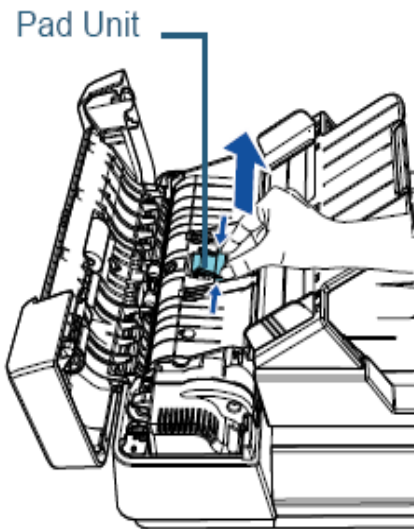
# Replacing the Pad Unit

Replace the Pad Unit in the following procedure.

1. Turn off the scanner and wait for at least 15 minutes.
2. Unplug the power cable
3. Remove all documents from the ADF paper chute (feeder)
4. Open the ADF cover

**CAUTION** When the ADF cover is open, it might close accidentally. Be careful not to get your fingers caught.

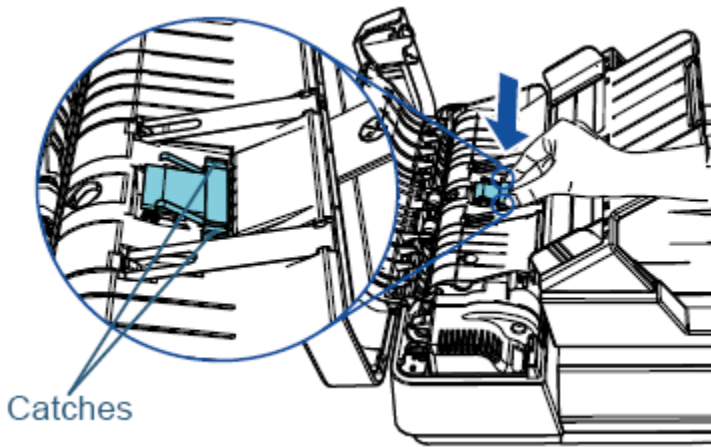
5. Remove the Pad Unit Squeeze both ends of the pad unit and pull it out in the direction of the arrow.



**CAUTION**

To avoid injuries, be careful not to get your fingers caught on the metal part that has been exposed after the pad unit was removed or the pick spring (metal part).

6. Attach a new Pad Unit. Place the pad unit in its original position and push the right and left catches into slots.



	<p><b>CAUTION</b></p> <p>To avoid injuries, be careful not to get your fingers caught on the metal part that has been exposed after the pad unit was removed or the pick spring (metal part).</p>
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**ATTENTION**

Check that the pad unit is attached properly. Otherwise, it may cause feeding errors such as paper jams.

7. Close the ADF cover


	<p><b>CAUTION</b></p> <p>Be careful not to have your fingers caught when the ADF cover closes.</p>
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8. Plug in the power cable and turn on the scanner
9. Reset the sheet counter in the Software Operation Panel.

# Replacing the Pick Roller Unit

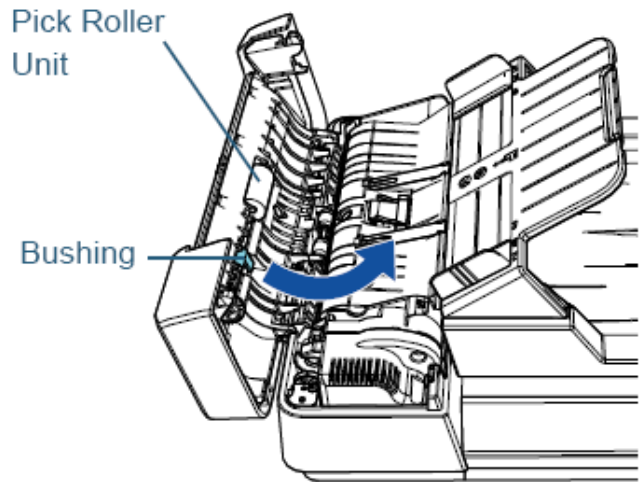
Replace the Pick Roller Unit in the following procedure.

1. Turn off the scanner and wait for at least 15 minutes.
2. Unplug the power cable.
3. Remove all documents from the ADF paper chute (feeder)
4. Open the ADF cover

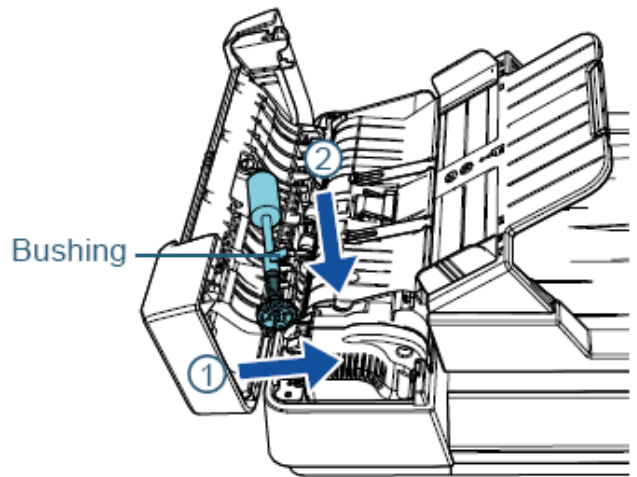
 **CAUTION** When the ADF cover is open, it might close accidentally. Be careful not to get your fingers caught.

5. Remove the Pick Roller Unit.

a. Rotate the bushing until it clicks in the direction of the arrow.

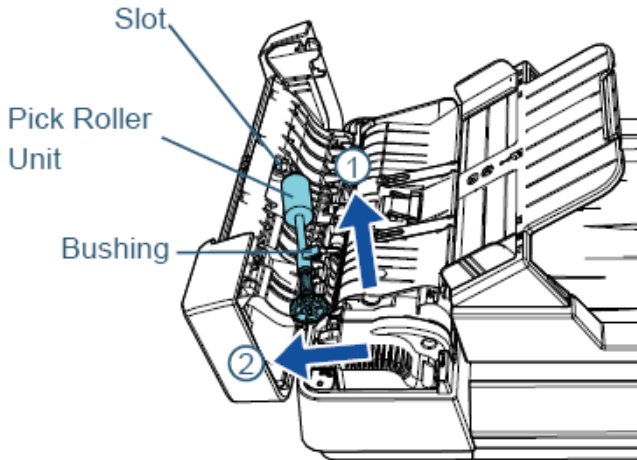


b. Move it to the right while holding the bushing, and remove it towards you.

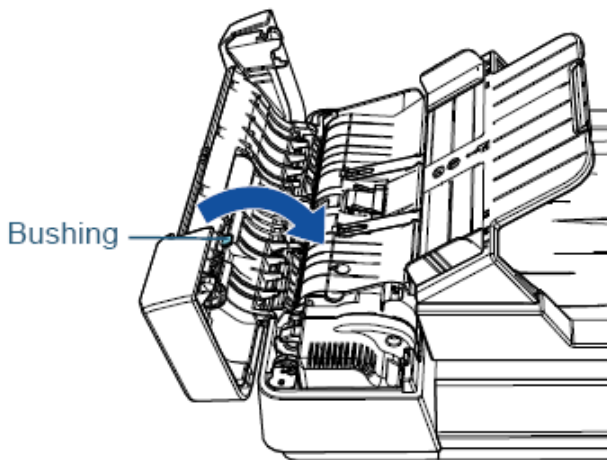


6. Attach a new pick roller unit.

a. Insert the end of the shaft into the slot while holding the bushing, and insert the other end to the left.



b. Rotate the bushing until it clicks in the direction of the arrow.



7. Close the ADF cover.



Be careful not to have your fingers caught when the ADF cover closes.

8. Plug in the power cable and turn on the scanner.

9. Reset the sheet counter in the Software Operation Panel.

**ATTENTION**

Check that the pick roller unit is attached properly. Otherwise, it may cause feeding errors such as paper jams.

## Software Operation Panel

The Software Operation Panel is installed together with the PaperStream IP driver.

This application allows you to configure various settings such as the operation of the scanner and management of the consumables.

### ATTENTION

- Do not start up the Software Operation Panel during scanning.
- If you change the settings for the Software Operation Panel while the setup window for the scanner driver is displayed, the changed settings may not be applied to the scanned image.
- Do not use the operator panel while the Software Operation Panel is running.
- If you connect multiple scanners, the second scanner as well as subsequent scanners will not be recognized. Connect only one scanner at a time.

1. Confirm that the scanner is connected to the computer, then turn on the scanner.
2. Display the [Software Operation Panel] Window

*\*Windows Vista/Windows 7/Windows Server 2008*

Click [Start] menu → [All Programs] → [SP Series] → [Software Operation Panel].

*\*Windows Server 2012/Windows 8*

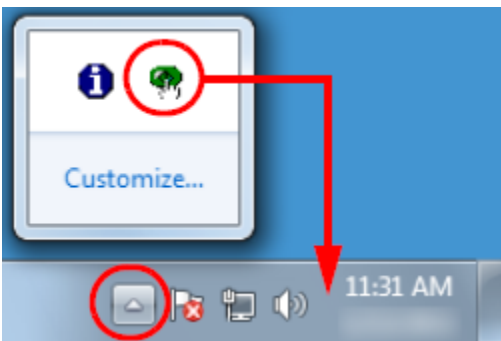
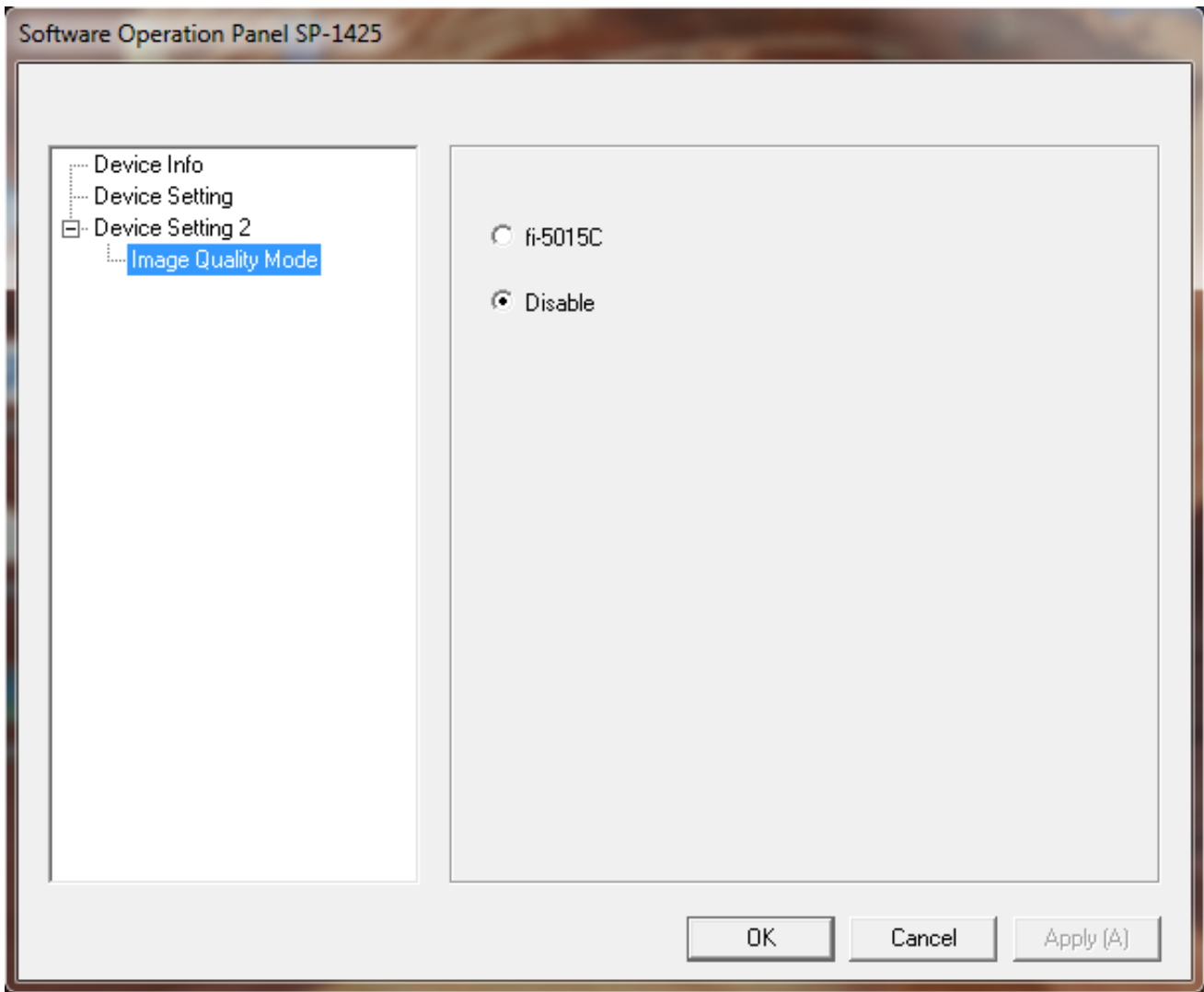
Right-click the Start screen, and select [Software Operation Panel] under [SP Series]


*\*Windows 2012R2/Windows 8.1*

Click [ ] on the lower left side of the start screen and select [Software Operation Panel] under [SP Series]

*\*Windows 10*

Click [Start] menu → [All Apps] → [SP Series] → [Software Operation Panel].



The Software Operation Panel icon is displayed in the menu that appears when you click  in the notification area.

To have the Software Operation Panel always displayed in the notification area, drag the icon and drop it in onto the notification area. The notification area is located at the far right of the taskbar.

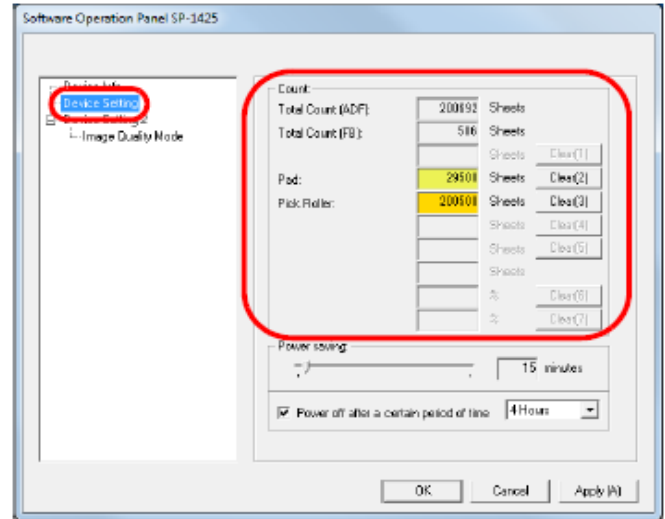


# Checking and resetting sheet counters

## Checking the sheet counters

The status of each consumable can be viewed to determine when to replace the consumables.

When a consumable needs to be replaced soon, the background color of the counter turns light yellow or yellow when the sheet count for each consumable reaches the following.



Item	Background Color of the Counter	
	Light Yellow	Yellow
Pad	28,500 to 29,999 sheets	30,000 sheets or more
Pick Roller	190,000 to 199,999 sheets	200,000 sheets or more

*In this window, you can check the following items:*

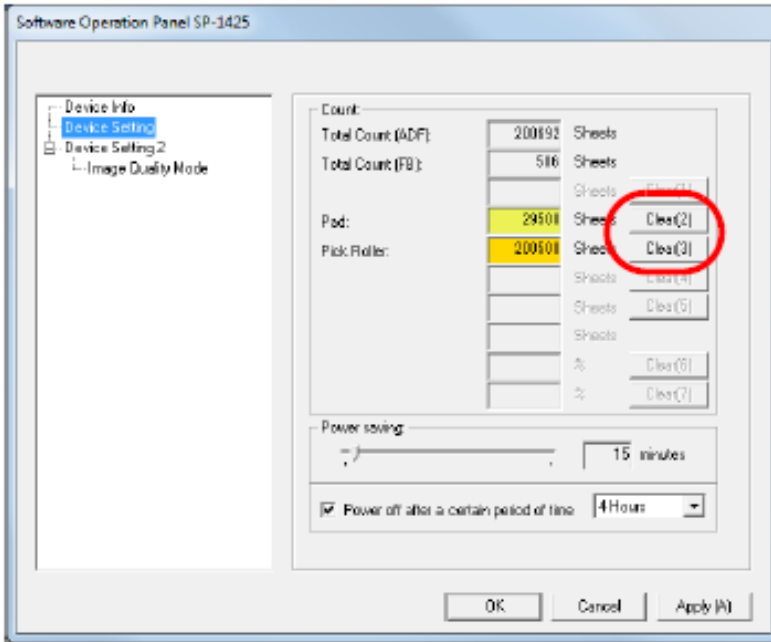
1. Start up the Software Operation Panel.
2. From the listing on the left, select [Device Setting]

Item	Description
Total Count (ADF)	Approximate total number of sheets scanned through the ADF
Total Count (FD)	Approximate total number of sheets scanned with the flatbed
Pad	Number of sheets scanned after the pad unit is replaced The number of sheets is counted in increments of 500.
Pick Roller	Number of sheets scanned after the pick roller unit is replaced The number of sheets is counted in increments of 500.

### Resetting the sheet counters

When you have replaced a consumable part, reset the counter by using the following procedure:

1. Click the [clear] button for the replaced consumable.



⇒ The counter is reset to 0.

2. Click the [OK] button



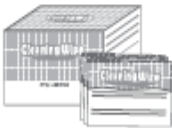
⇒ A confirmation message appears.

3. Click the [OK] button

⇒ The settings are saved.

# Cleaning Materials and Locations that Require Cleaning

## Cleaning Materials

Name	Part No.	Notes
Cleaner F1 	PA03950-0352	100 ml Moisten a cloth or Cleaning Paper with this liquid to wipe the scanner clean. It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.
Cleaning Paper 	CA99501-0012	10 sheets Use this non-woven sheet with Cleaner F1.
Cleaning Wipe 	PA03950-0419	24 packets Pre-moistened with Cleaner F1. It can be used instead of moistening a cloth with Cleaner F1.
Cotton swab	Commercially available	
Dry cloth		

### Attention

In order to use the cleaning materials safely and correctly, read the precautions on each product thoroughly.

For more information about the cleaning materials, contact your FUJITSU scanner dealer or an authorized Fujitsu scanner service provider.

## Location and Frequency

Location		Frequency
ADF	Pad unit	Every 3,000 sheets
	Pick roller unit	
	Glass	
	Ultrasonic sensor	
	Feed roller	
	Eject roller	
	Plastic idler roller	
	Rubber idler roller	
Flatbed	Document pad	
	Document bed	

### Attention

Cleaning cycles may vary depending on the condition of the documents. Also, cleaning must be performed more frequently when the following types of documents are scanned:

- Smooth – faced documents such as coated paper
- Documents with printed text/graphics that almost cover the entire surface
- Documents containing a large amount of calcium carbonate
- Documents written in lead pencil
- Documents on which the toner is not sufficiently fused

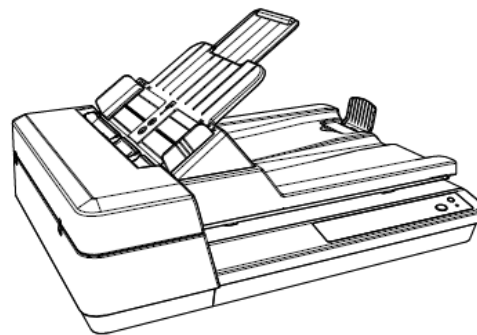
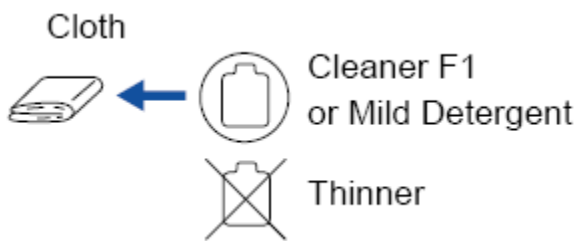
## Cleaning the Outside

The outside of the scanner, including the paper chute (feeder) and the stacker, should be cleaned with either a piece of dry cloth, a cloth moistened with Cleaner F1/mild detergent, or a sheet of Cleaning Wipe.

### Attention

To avoid deformation and discoloration, never use paint thinner or any other organic solvents. Be careful not to let moisture or water inside the scanner during cleaning.

It may take a long time to dry if an excessive amount of Cleaner F1/mild detergent is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.



Cleaning Wipe



## Cleaning the Inside

### Cleaning the ADF (with Cleaning Paper)

The ADF can be cleaned with a sheet of Cleaning Paper moistened with Cleaner F1.

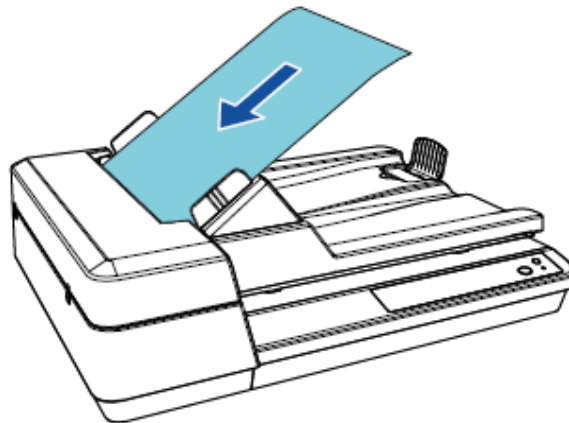
As the scanner continues to feed the documents, paper dust will accumulate inside the ADF and may cause scanning errors.

Cleaning should be performed approximately every 3,000 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.

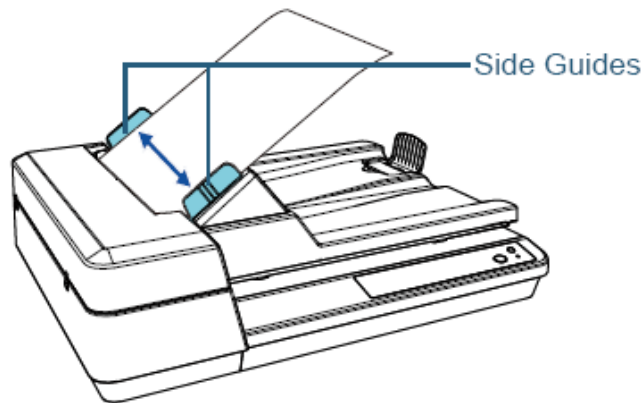
#### Attention

- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity.

1. Turn on the scanner
2. Spray the Cleaning Paper with Cleaner F1.
3. Lift up the stopper
4. Load the Cleaning Paper in the ADF paper chute (feeder).



5. Adjust the side guides to the width of the Cleaning Paper. Do not leave space between the side guides and the Cleaning Paper. Otherwise, the Cleaning Paper may be fed skewed.



6. Start an application available for scanning and scan the Cleaning Paper.

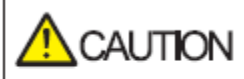
⇒ The Cleaning Paper is fed and ejected onto the stacker.

### Cleaning the ADF (with cloth)

The ADF can be cleaned with a piece of cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

As the scanner continues to feed the documents, paper dust will accumulate inside the ADF and it may cause scanning errors.

Cleaning should be performed approximately every 3,000 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.

**CAUTION**

The inside of the ADF becomes very hot when the scanner is being used. Before you start cleaning the inside, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the inside of the ADF to cool down.

### Attention

- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity.

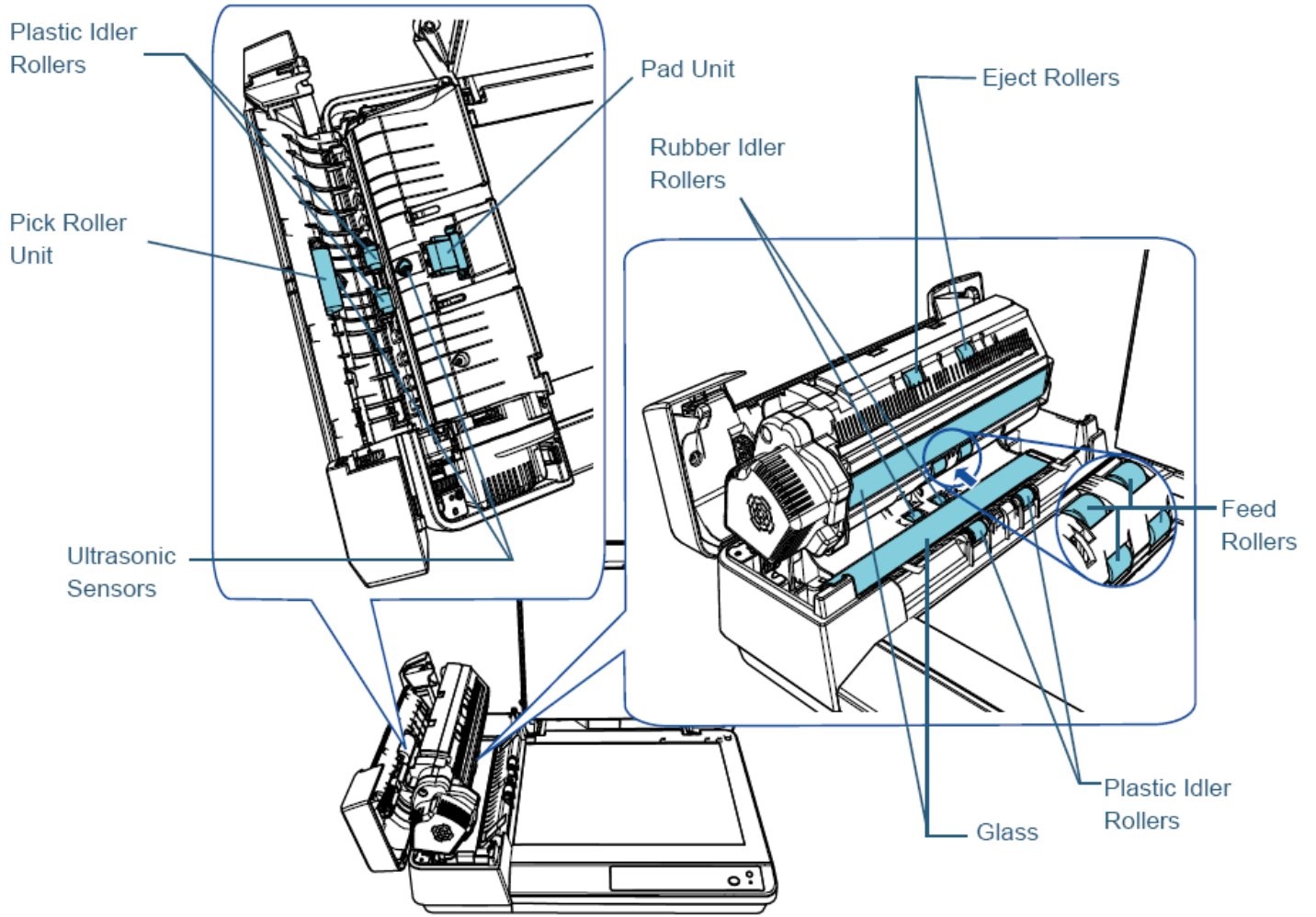
1. Turn off the scanner and wait for at least 15 minutes.
2. Unplug the power cable.
3. Open the ADF.

**CAUTION**

When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.



4. Clean the following locations with a cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe.



### Pad Unit (X1)

Gently wipe the dust off the surface of the rubber pad.

	<p>To avoid injuries, be careful not to get your fingers caught on the pick spring (metal part).</p>
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### Ultrasonic Sensor (X 2)

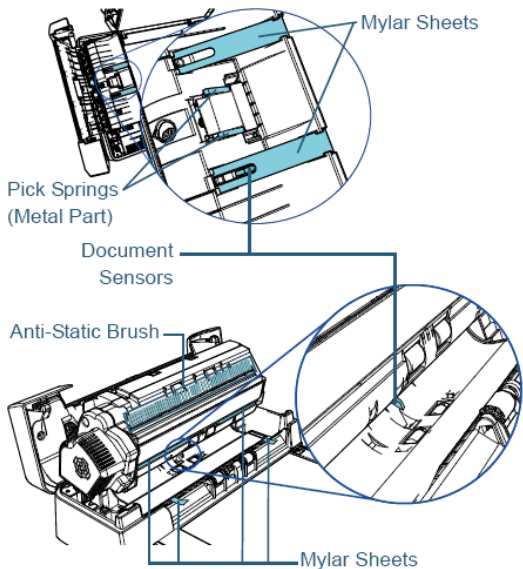
Gently wipe the dirt and dust off the surface of the ultrasonic sensors. If it is difficult to clean, use a cotton swab.

### Glass (X 2)

Gently wipe the dirt and dust off the surface of the glass sections.

### Pick Roller Unit (X 1)/Plastic Idler Roller (X 4)/Feed Roller (X 4)/Eject Roller (X 2)/Rubber Idler Roller (X 2)

Gently wipe off any dirt or dust as you rotate the roller manually, taking care not to damage the roller surface. In particular, if black foreign matter gets on the rollers, make sure that they are cleaned properly.



### Attention

- Vertical streaks may appear on the scanned image when the glass sections are dirty.
- When cleaning, be careful not to damage the following parts with your hands, a cloth, or a Cleaning Wipe.
  - Pick spring (metal part)
  - Mylar sheet
  - Document sensor
  - Anti-static brush

5. Close the ADF.



Be careful not to get your fingers caught when closing the ADF.

**Attention**

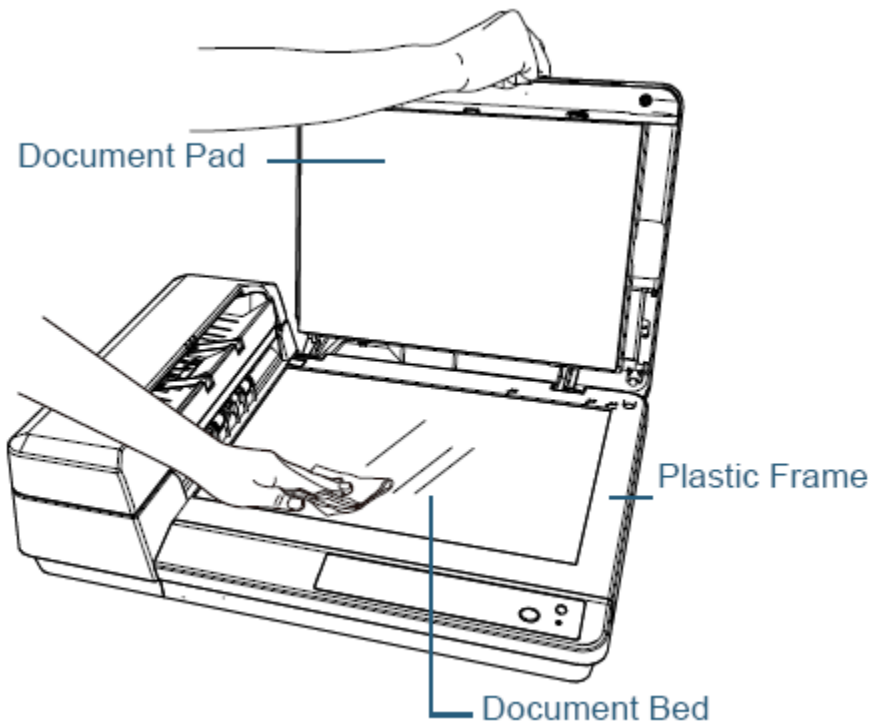
Confirm that the ADF is closed properly. Otherwise, the document may not be fed into the ADF.

6. Plug in the power cable, and turn on the scanner.

## Cleaning the Flatbed

The Flatbed can be cleaned with a piece of cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

1. Open the document cover.
2. Clean the document pad and the document bed with a cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.



### Attention

Be careful not to let the cleaner in between the document bed and the plastic frame.

3. Wait for the cleaned parts to dry.
4. Close the document cover.



Fujitsu Computer Products of America, Inc.

<http://us.fujitsu.com/fcpa>

1250 East Arques Avenue Sunnyvale, CA 94085-4701

(800) 626-4686 (408) 746-7000

[info@fcpa.fujitsu.com](mailto:info@fcpa.fujitsu.com)

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