

BEST PRACTICES – TIPS FOR CLEANING AND ADJUSTING THE BX7200 SCANNER

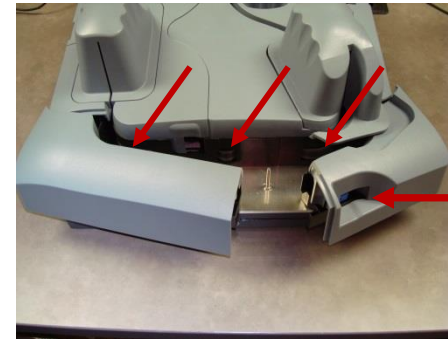
1. Clean the scanner with a cleaning card a minimum of twice a week. This takes about 2 minutes

- Get a cleaning card, a can of compressed air, a small swab and start ScanLite2, which is on your PC.
- To start – click on ScanLite2 and press the 'Clean' button. The scanner's motors will start
- Step1 – **Hold the cleaning card** in the feeder to allow the rollers to scrub on the card for 4-5 seconds.
- Slide the card back and forth from the line on the cover (**Red** arrows) to an inch past the line.

Repeat this process 3 more times using the clean corners on the card.

- Step2 – Next feed the card like a check & let the card run through 5 to 6 times, flipping it each time.
- Step3 – With the motors still running, swing open the side doors and hold the card against the two corner rollers and the one middle roller for just a few seconds.

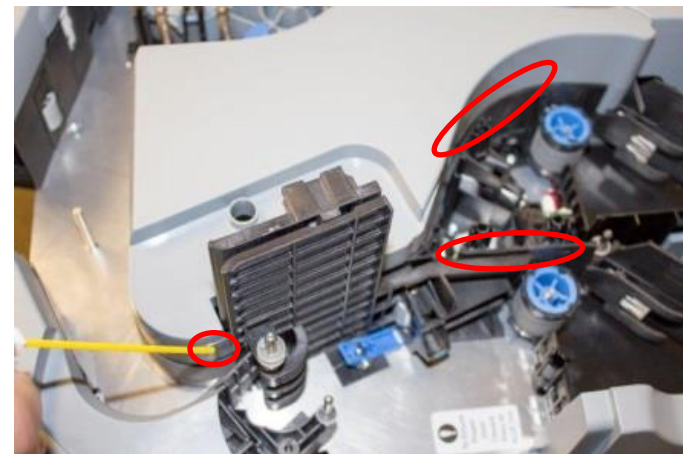
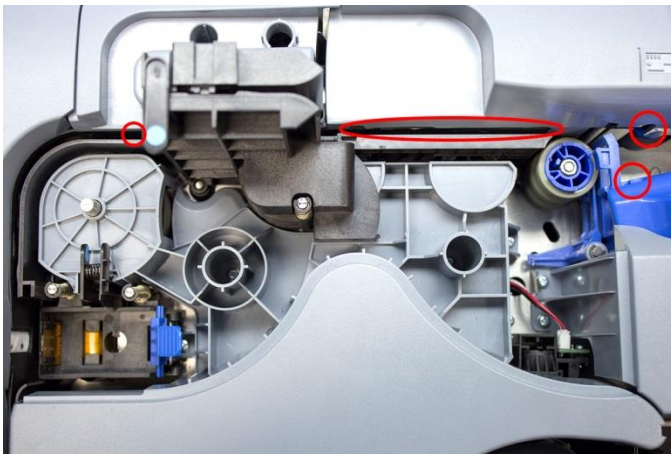
- Turn off the motors by clicking the 'Clean' button in ScanLite2



Pull Blue Latch To Open

2. Use compressed air to blow out the path – Do this at each cleaning cycle

Remove the three top covers by lifting up. Blow toward the entry pocket, down the walls, and into the feed sensors, circled in **RED**. Then blow out the path going toward the exit and down both walls just before the exit, circled in **RED**.



3. Adjusting the Double Feed Tension -

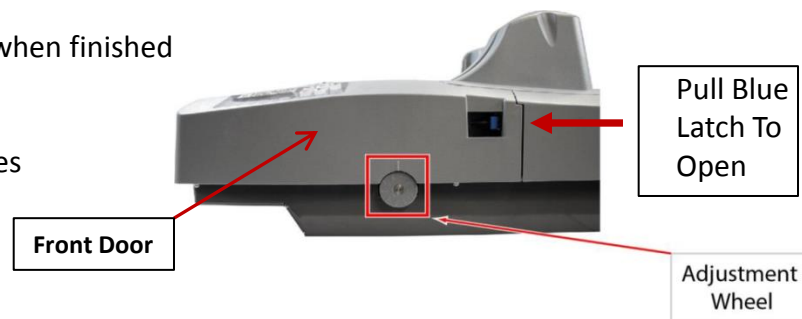
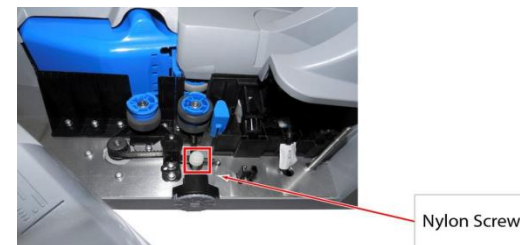
If you experience double feeds after running volumes of items – here's what to do

- First.. Clean the rollers. Many times, this can solve the problem. Dirt and ink can make the rollers 'slick' causing the double feeds.
- After running the scanner, if double feeds persist...then turn the feeder adjustment wheel 1 'click' clockwise (tighter) to adjust the feeder tension, then run more work.

Steps:

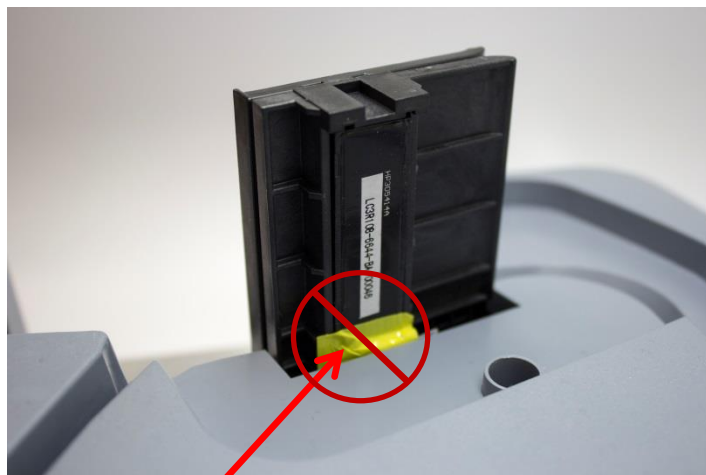
1. Open the **front door**. Loosen the white **Nylon screw** and leave it loose when finished
2. Close the front door. Turn the wheel **'One' click clockwise** to tighten.
3. Run several batches to see if it has improved.
4. It might require one more click clockwise to make it tighter if it continues to give double feeds

Caution: Too tight of an adjustment can cause MICR errors, curling documents and items not feeding out of the pocket.

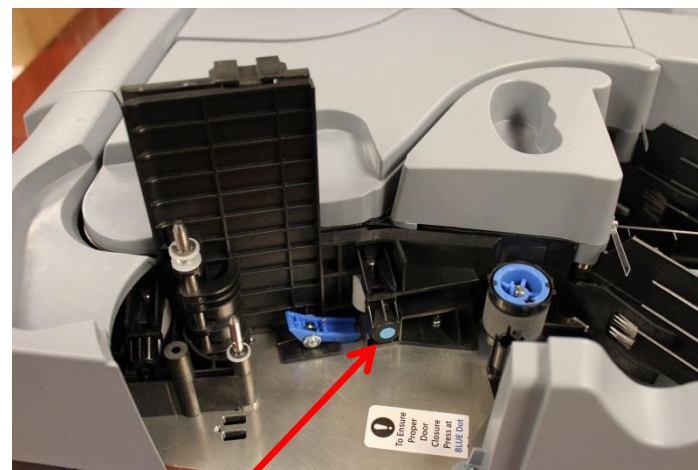


4. Operator Tips

1. Do not remove the rear CIS cable or the tape covering it.
2. When closing the rear camera door be sure to push on the blue dot until the latch clicks into place to insure proper closure.
3. Check the path using a flashlight to look for any debris.



Tape covering rear CIS cable – DO NOT TOUCH!



Press Blue Dot