Removing and Attaching the Pickup Roller

When cleaning or replacing the pickup roller, feed rollers or retard roller, use the appropriate procedure to remove and replace the rollers.

⚠ CAUTION
- **Turn ON the power to the scanner to remove or attach the pickup roller. Be careful when working on the scanner when the power is ON.**
- **Do not use excessive force when removing or attaching the rollers. Doing so may damage them.**
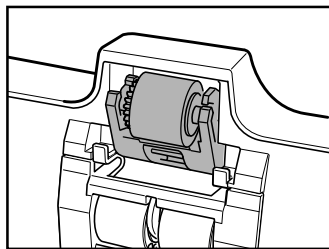
Removing the Pickup Roller

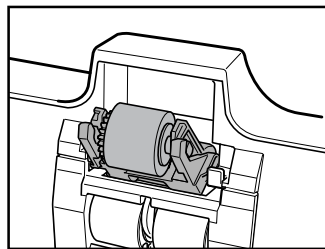***1.*** Turn ON the power.

📖 Note
Because the pickup roller locks when the power is OFF, it will not fall forward when the upper unit is opened.

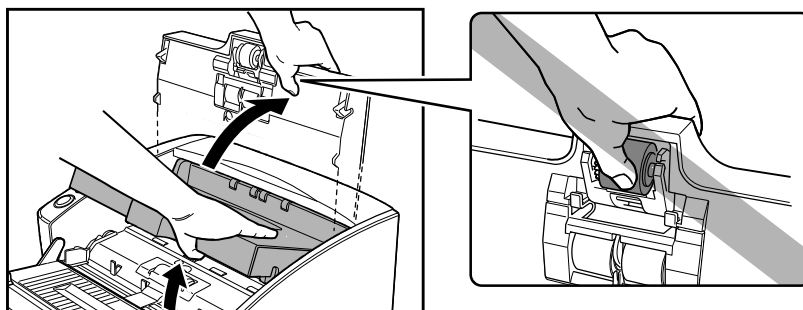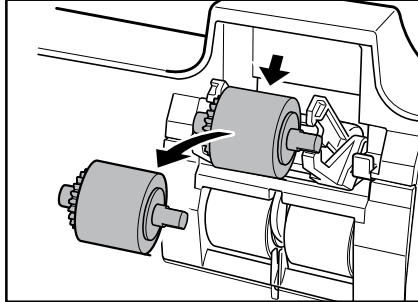When the power is OFF   When the power is ON

2. Hold the upper unit as shown in the diagram, and open it slowly until it stops.
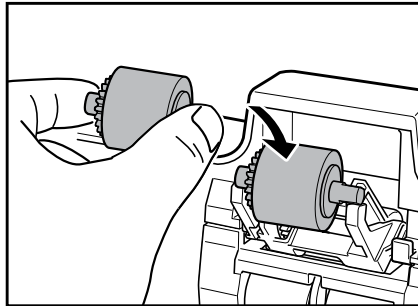

⚠ CAUTION
The pickup roller is located in the middle of the upper unit. Do not hold the protrusion on the upper unit when you open it. Doing so may deform the pickup roller or cause a feeding error.

3. Push up on the pickup roller to open the hook, and then remove the pickup roller.
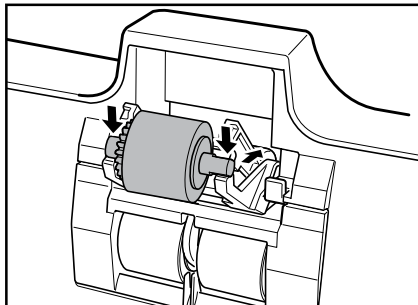

Attaching the Pickup Roller

1. Hold the new pickup roller (or the one you removed) by both sides of its shaft, and place it on the hooks.
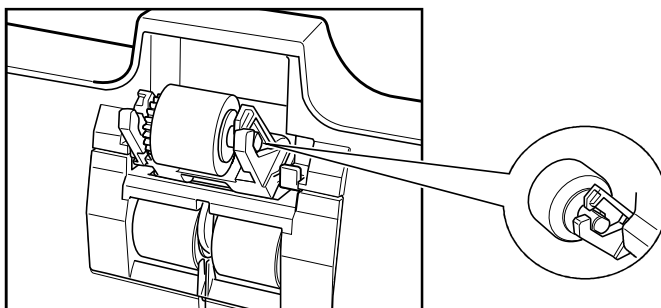

IMPORTANT

Take note of the orientation of the pickup roller. Putting it in backward and forcing it may damage the scanner.
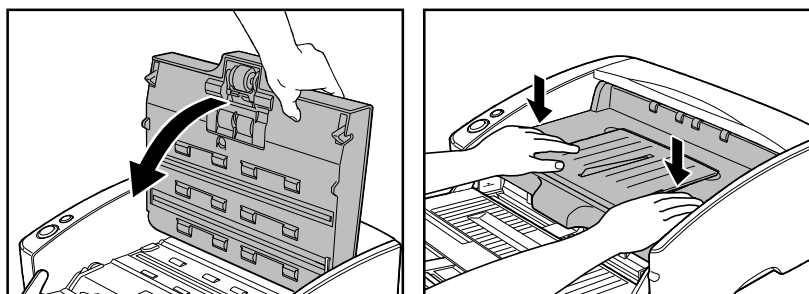
2. Place the shaft of the pickup roller on the hooks, and then press it into place.

3. Make sure that the shaft of the pickup roller is correctly inserted.

4. Close the upper unit slowly. Be sure that the upper unit is completely closed by pushing on both edges with both hands until you hear a click.

📴 IMPORTANT

Do not force the upper unit to close. Doing so may damage the scanner.

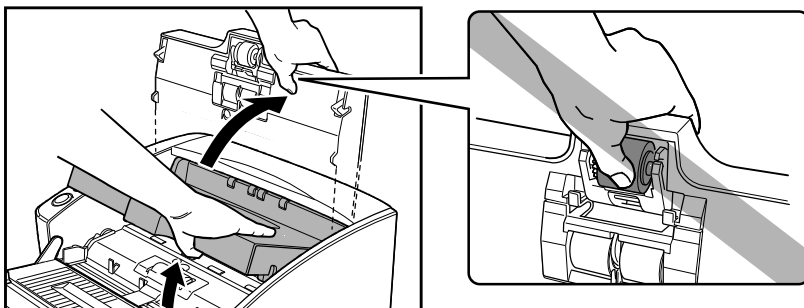## Removing and Attaching the Feed Roller

Follow the procedure below to remove and attach the feed roller unit for cleaning or replacement.

⚠ CAUTION

Do not use excessive force when removing or attaching the rollers. Doing so may damage them.
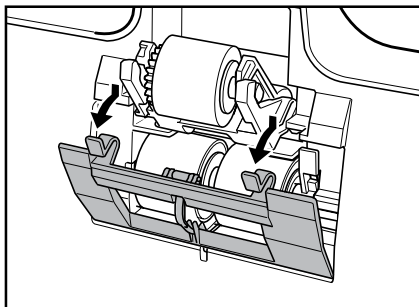
Removing the Feed Roller

1. Hold the upper unit as shown in the diagram, and open it slowly until it stops.
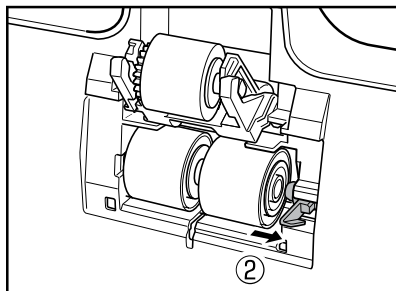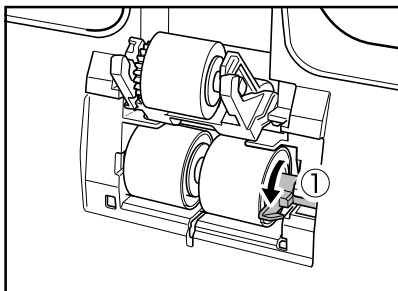

⚠ **CAUTION**

The pickup roller is located in the middle of the upper unit. Do not hold the protrusion on the upper unit when you lift it up. Doing so may deform the pickup roller or cause a feeding error.
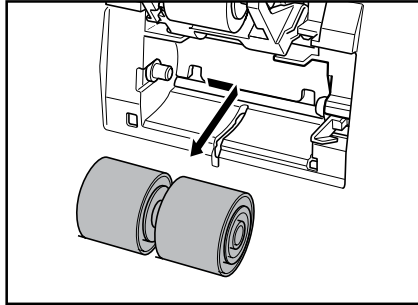
2. Remove the roller cover.

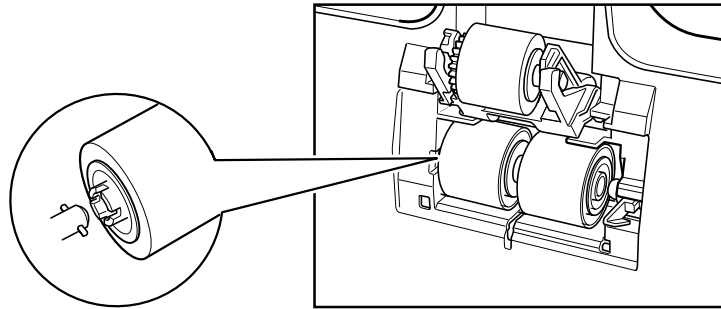**3.** Move the roller lock lever down and forward (①), and then slide it to the right (②).

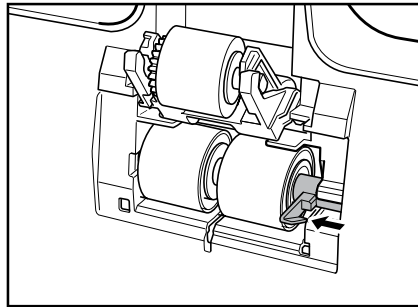**4.** Shift the feed roller to the right to remove it.
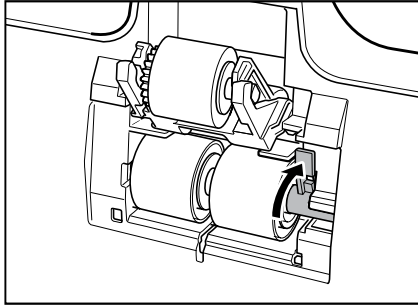

Attaching the Feed Roller

1. Position the feed roller so the notch in the roller is facing the scanner's shaft.
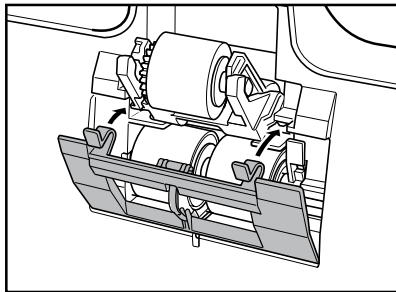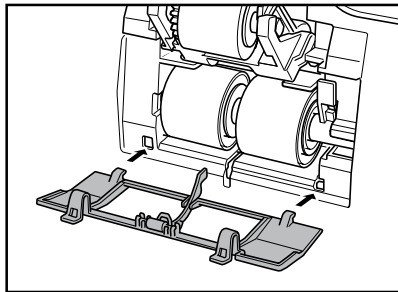

2. Slide the roller lock lever to the left, and insert it into the feed roller hole.
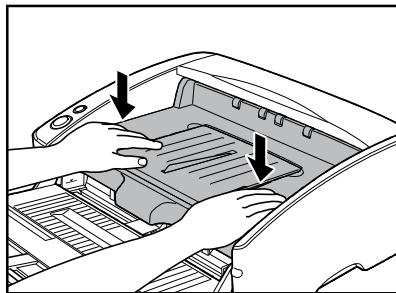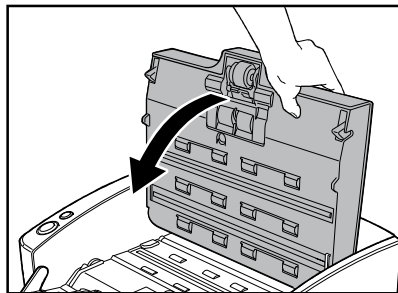
3. Lift up the roller lock lever and lock the feed roller.

4. Attach the roller cover.

5. Close the upper unit slowly. Be sure that the upper unit is completely closed by pushing on both edges with both hands until you hear a click.

📁 **IMPORTANT**

Do not force the upper unit to close. Doing so may damage the scanner.

Removing and Attaching the Retard Roller

Follow the procedure below to remove and attach the retard roller for cleaning or replacement.
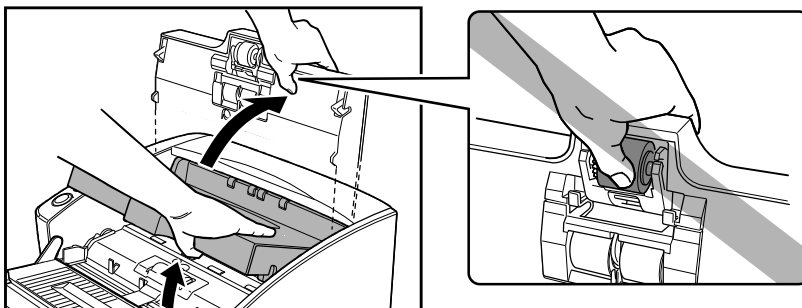
⚠ **CAUTION**
Do not use excessive force when removing or attaching the rollers. Doing so may damage them.
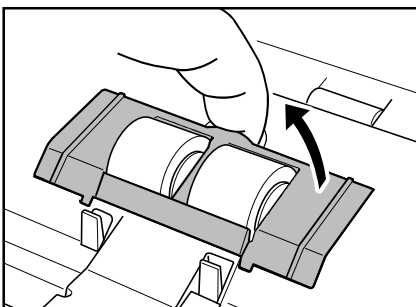
Removing the Retard Roller

1. Hold the upper unit as shown in the diagram, and open it slowly until it stops.
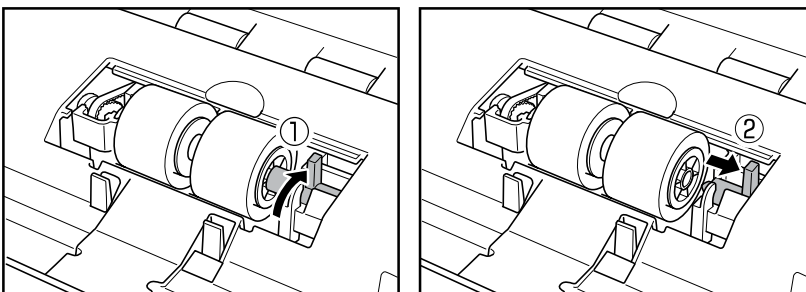

⚠️ **CAUTION**
The pickup roller is located in the middle of the upper unit. Do not hold the protrusion on the upper unit when you open it. Doing so may deform the pickup roller or cause a feed error.
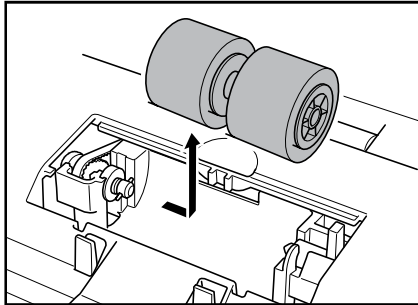
2. Remove the roller cover.

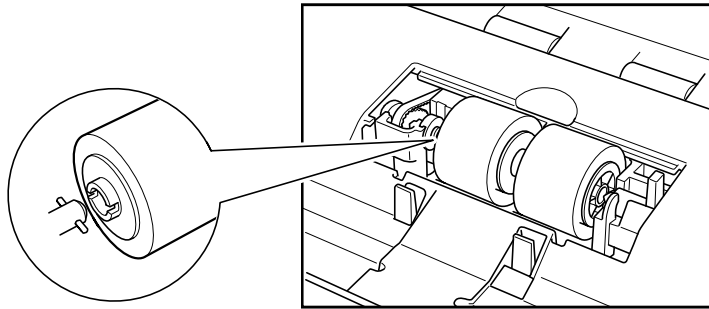**3.** Move the roller lock lever upward (①), and then slide it to the right (②).

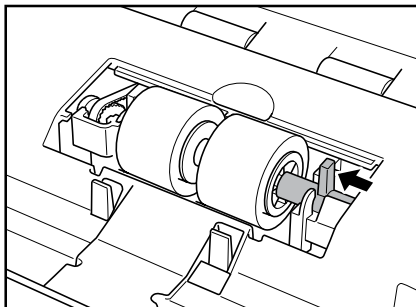**4.** Shift the retard roller to the right to remove it.
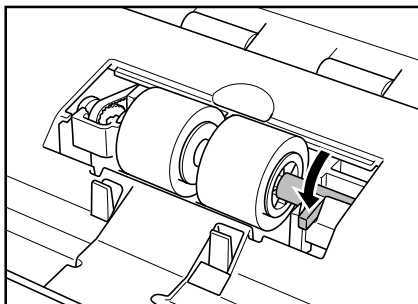

Attaching the Retard Roller

1. Position the retard roller so the notch in the roller is facing the scanner's shaft.
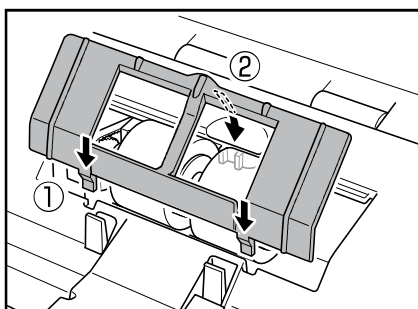

2. Slide the roller lock lever to the left, and insert it into the retard roller hole.
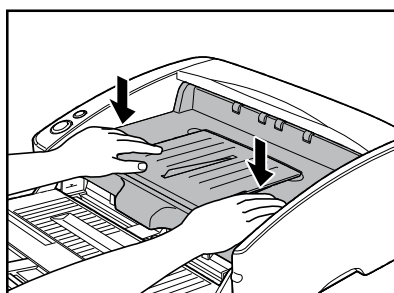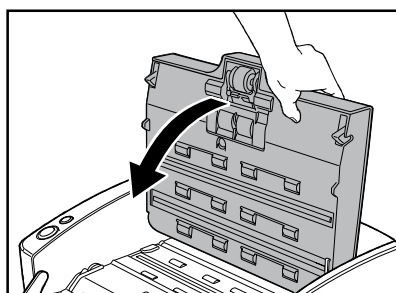
3. Push the roller lock lever towards the back of the scanner to lock the retard roller in place.

4. Attach the roller cover in order of ① → ②.

5. Close the upper unit slowly. Be sure that the upper unit is completely closed by pushing on both edges with both hands until you hear a click.

IMPORTANT
Do not force the upper unit to close. Doing so may damage the scanner.