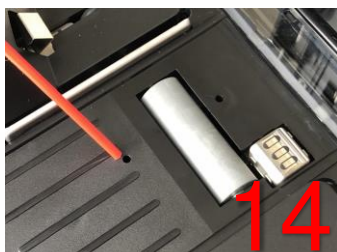# How to Clean
150 ID Scanner

Regularly scheduled cleaning of your scanner is recommended to ensure that the device feeds documents smoothly and delivers good quality images. Clean the scanner once a month or every 10,000 scans.

1: Use an alcohol prep swab for cleaning.

2: Make sure the unit is powered off.

3, 4: Hold bottom of scanner and lift the top.

5, 6: Clean all contact image sensors first (both top and bottom).

7: Clean the magstripe reader head.

8: Use a ballpoint pen tip and turn DIP switch #3 ON (Flip it DOWN). This puts the unit in cleaning mode.

9: Turn power switch to ON position.

10, 11: The feed rollers should be spinning back and forward. Hold the alcohol swab firmly against the roller to clean. Be careful not to let swab be drawn under the rollers.

12: Push DIP switch #3 OFF (Flip it UP).

13, 14, 15: Using compressed air, blow air into the document sensor holes to remove any dust or dirt buildup.

Leave the unit open for a minute for the moisture to dry, close the lid, and then power it on. The 150 ID scanner is now ready to use.