LS150 MAINTENANCE PROCEDURES

DOCUMENT CONTROL

EDITIONS

Edition	Date	Level	Note
01	06/08	1.0	First Issuing
02	11/08	2.0	Cleaning update

EMISSION AND APPROVAL	*Date*	*Signature*
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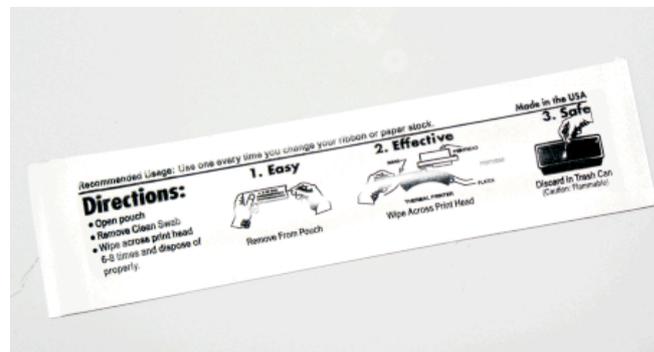
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UNDER CARE OF THE FIELD ENGINEER

Being the operation schedule strictly related to the daily workload of the unit, the maintenance frequency can be different from the one suggested below.
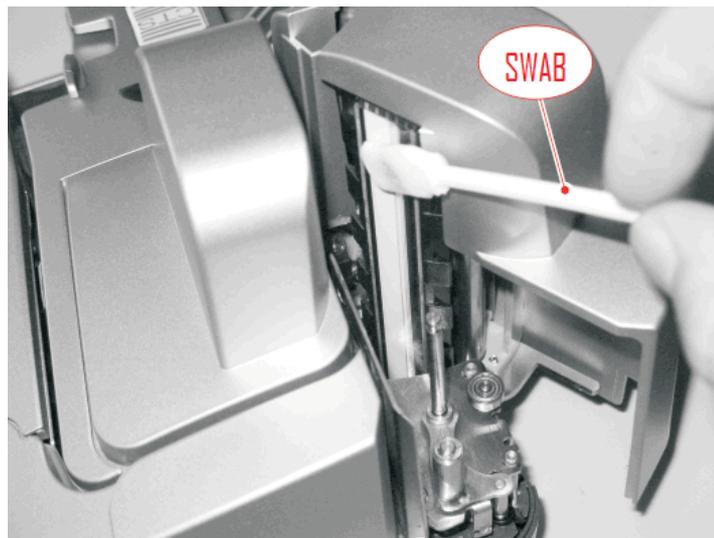
- Periodic verification. It is necessary to check the rubber rollers and the transport belt. In case of dirt , proceed cleaning the rollers using the cleaning kit supplied by CTS **between 100.000 and 150.000 documents processed**. The presence of dirt or deformations, could generate skid of the check with skewed images as consequence.

  CTS Cleaning procedure suggested between 100.000 and 150.000 documents processed.

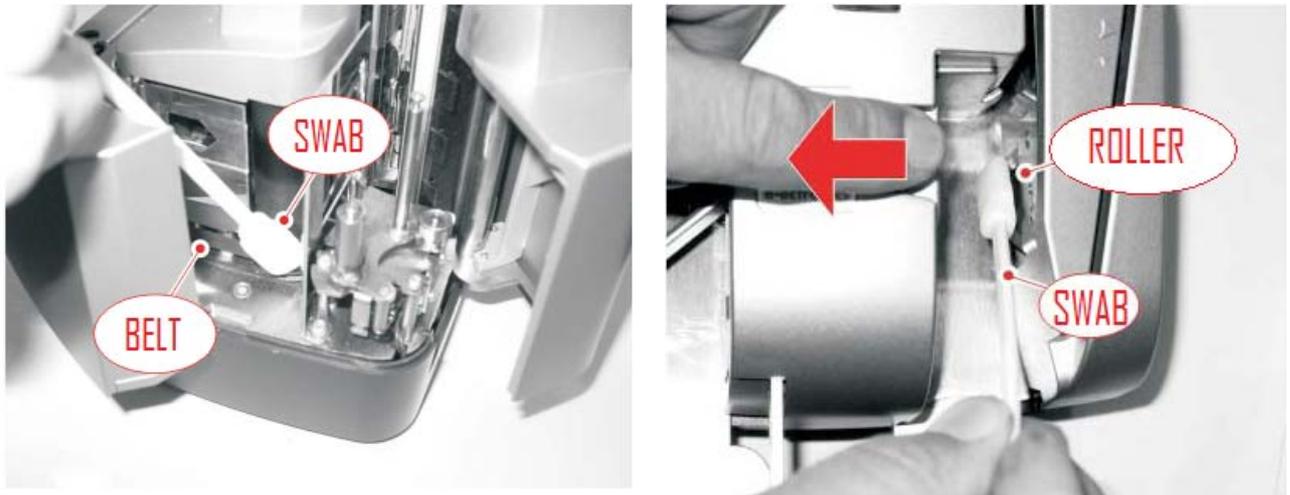 Using the cleaning swab available inside each box of LS150 (just the first swab):

  Clean the cameras:

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Clean the feeding rollers and the transport belt:

Using CTS Demo SW it is possible to run the belt and the feeder rollers for 15 seconds doing: Options -> Belt Cleaning. In case it is also possible to run the belt and the rollers with the finger.

- Periodic verification (six-monthly). Check the tension of the transport / movement belt in order to avoid unpleasant reading errors (the speed variation must be anytime within the specification). Usually CTS supplies tools to our assistance partners during the CTS training course to perform this kind of operation easily. Even if including in the standard "Operator Maintenance", clean the scanner surface using the CTS cleaning procedure.

- In case of insertion of improper documents (i.e. checks with staples or clips), proceed immediately to verify that the parts involved in the reading (MICR head or CIS cameras) and the transport (rollers, belt) are not scratched or out of setting. In case of problems proceed re-adjusting or replacing the involved parts.

In addition it is mandatory to keep in stock some essential spare parts like :

    ⇒ Electronic boards (Main board and, if present, E13B and/or Inkjet board)

    ⇒ CIS cameras

    ⇒ Sensors

    ⇒ Springs

    ⇒ Transport rollers

Note: CTS suggest to remove the ink jet cartridge when the unit has to be packaged and shipped in order to avoid unpleasant discharge of ink inside the unit.

Swab code for orders (10 pieces): R47-016217 .

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OPERATOR INSPECTIONS AND PREVENTIVE CLEANING

- **PERIODICAL CLEANING PROCEDURES**

  ⇒ Periodically check and clean the paper path and transport rollers. The frequency is strictly connected to the unit usage, as well as the care has been taken to avoid foreign objects inside of the unit. Under normal circumstances, CTS recommends this activity to be performed every **two weeks**.

  ⇒ Open the back and scanner group to inspect the paper path for foreign objects (paper clips, staples) and paper dust.

  ⇒ Using an aerosol spray designed to clean electronic equipment (low pressure dried air), blow all the paper path in order to remove paper dust eventually present.

  ⇒ In case of some deposits of dirt or dust on the transport rollers (that can affect the correct grip), **clean using CTS cleaning kit** (or at least with a sheet of paper soaked with a detergent neutral for plastics). Turn the rollers to be cleaned with your fingers, exercising just a light pressure on them or using the dedicated CTS SW .

- **BEGINNING OF DAY PROCEDURES**

  - Verify the correct connection (USB) between the LS100 and the host and the power connection.

  - Power on the unit and verify that it correctly performs the initialization cycle (the transport motor runs for about 2 - 3 sec; the green LED lights up; and an acoustic beep is emitted).

  - Properly line up each check to allow the proper feeding.

- **END OF DAY PROCEDURES**

  - Ensure the paper path is empty.

  - Turn Off the unit.

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- **WARNINGS:**

1. Never lift up or insert any cable's connectors when the main switch is in turned On.

2. Periodically proceed cleaning the ink jet nozzles (with fiberglass cloth) if the unit is not used regularly every day.

3. If the unit is not utilized for a long period, remove the ink jet cartridge.

- **TROUBLESHOOTING**

CONDITION	REMEDY
The unit doesn't turn on	Check the proper plug of the DC cable.
	Check the main switch: it's to be notice the "click" of the switch body when turning On/Off.
No USB connection between Peripheral and PC	Check that the scanner is switched ON.
	Turn Off the unit and verify the complete insertion of the USB cable and then turn On the unit.
	If you connect the USB cable to a PCI-USB board check the correct installation/insertion of the PCI board.
	If you have connected the device to a USB HUB test the unit without the HUB.
	If the PC has a multiple USB ports, connect the LS150 to another port.
	Replace the cable itself.
Check no feeding or multi-feeding occurs	Verify the correct alignment (horizontal and vertical) of the checks in the feeder.
	Verify that the checks are inserted with their legal edge aligned.
	When the checks are correctly inserted and aligned, make sure not to keep them with your hand when the device starts to feed them.
	Verify that along the path there are not debris of paper or foreign things to be removed.
	Verify that the checks thickness and weight are within the paper handled specifications.
Jammed check in the path	Verify along the path there are not debris of paper or foreign things to be removed. (staples, clips…).
	In case of removal of jammed document, pay attention to proceed with care, avoiding to damage the check itself or to affect the proper setting of some transport items (i.e.: belt, MICR head…). In case of need remove the central cover to clear the path.

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Scanned image with horizontal lines   Clean the camera if it is stained.

Scanned image is skewed   Verify the document into the feeder is not skewed.

Images are not scanned   Check that the drivers and the application have been correctly installed.
Check the entire PC system works correctly.
Check that there is enough space on the hard drive.

Slow scan speed   Check that the USB cable is 2.0 and high speed.
Check that the USB port on the computer is USB 2.0.
If you are connecting the device to a USB HUB check that the USB hub is 2.0.

Scanned images are not correct   Check the software application setup .For example if the image is too dark check the brightness /contrast set in the application.

Driver or Application do not work properly.   Reboot the system and in case re-install the driver and application.

Ink-jet not working   Check the correct cartridge insertion as explained in the user guide.
Check that the application setup enables the endorsement feature.
Check that the cartridge is not empty.

MICR line not recognized correctly   Make sure you inserted the check in the correct direction.

Check that the characters on the check are not scratched or missing.

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