

SCANMARK 2250 Scantron Scanner Maintenance

Standard Operating Procedures (SOP)

The forms carry paper dust, which build up over time, so it is important to perform regular maintenance on the scanner. Clean both the paper path and the lens of the readheads every two months:

Materials:

- Compressed air or soft-bristled brush
- Water or alcohol
- Cotton swabs or lint-free towel

Lift the top readhead assembly (Refers to Figure 5-2):

1. Lift the front cover (A).
2. Firmly push the retaining bracket (B) tabs away from the retaining tab (C).

WARNING: avoid side-to-side motion when lifting or reseating the readhead.

3. Grasp the retaining tab and lift the readhead assembly (D) toward you.
4. Gently lift the readhead assembly to its resting position.
5. Clean the paper path using a soft-bristled brush or compressed air. Gently remove the dust from the length of the paper path.
6. Clean the readhead lenses using a moistened towel or cotton swab. Wipe the lens (C and D, Figure 5-3) on both of the readheads.

Note: You must reseat the readhead assembly properly before scanning the forms.

7. Reseat the readhead assembly (Refers to Figure 5-2):
 - Remove all objects from the paper path.
 - Hold the retaining tab (C) at the top of the readhead assembly (D) and move the readhead assembly back towards its original position.
 - Align the slot (E) in the retaining tab with the alignment post (F).
 - Firmly press the retaining tab down until the retaining bracket tabs (B) snap over the edges of the retaining tab.

Caution: Seat the readhead assembly securely on the alignment post. If the readhead is not close enough to the form, the OMR may not be able to read some marks on the forms.

8. Close the front cover.
9. Record the date of maintenance.

SCANMARK 2250 Scantron Scanner Maintenance

Standard Operating Procedures (SOP)

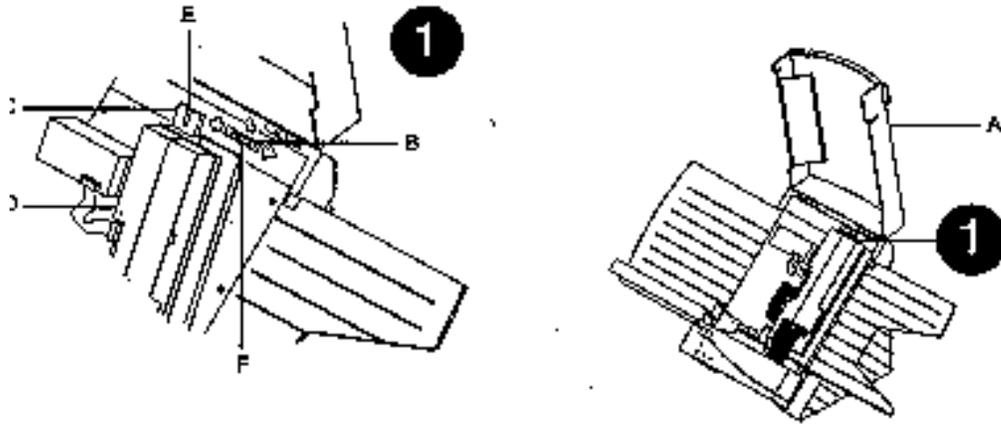


Figure 1 Lifting and Reseating the SCANMARK 2250 Readhead Assembly

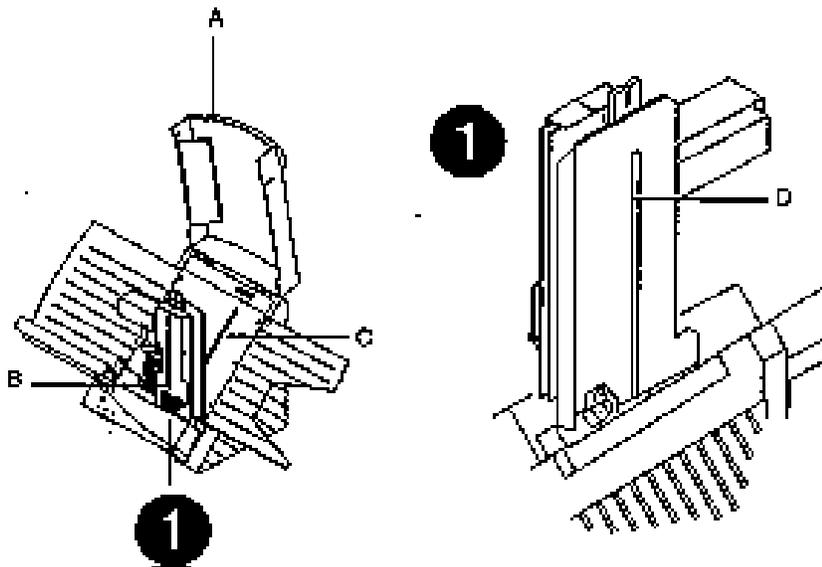
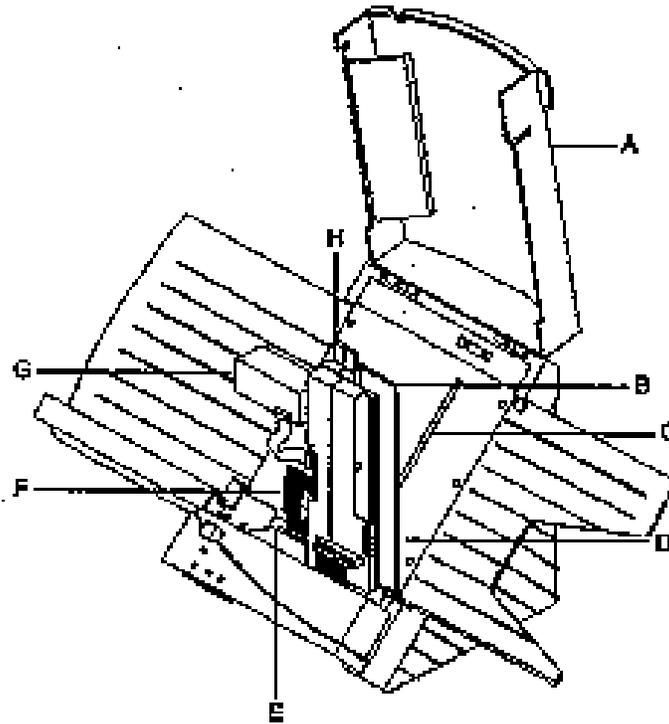


Figure 2 Cleaning a Readhead Lens

SCANMARK 2250 Scantron Scanner Maintenance

Standard Operating Procedures (SOP)



- | | |
|---------------------|----------------------------|
| A Front Cover | E Feed Belt |
| B Readhead Assembly | F Ink-Jet Printer (option) |
| C Readhead (bottom) | G Bar Code Feeder (option) |
| D Paper Path | H Readhead (top) |

Figure 3 SCANMARK 2250 Internal Components (for reference)