

CLEANING THE SCANNER TOUCHSCREEN

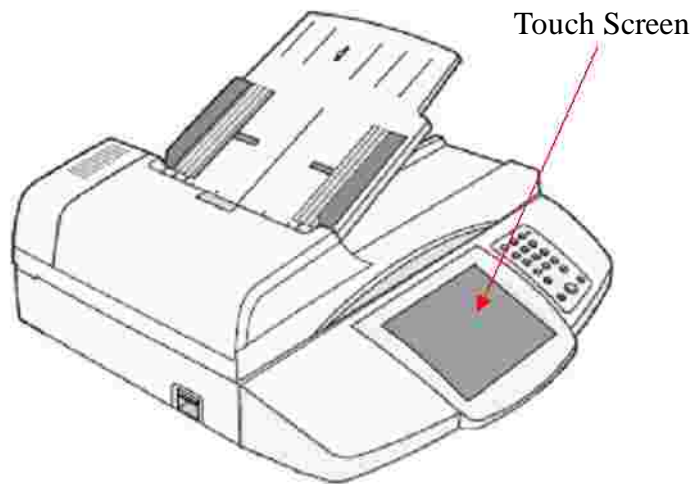
The scanner touch screen can be cleaned using a cloth dampened with either plain water or Isopropyl alcohol.

Warning! DO NOT use glass cleaner as the touch screen has an anti-glare coating that glass cleaners may damage. In addition, do not spray the touch screen directly. Spraying liquid onto the touch screen can damage the MFP.

To sterilize the touchpad, Isopropyl alcohol should be used.

To clean the touch screen:

1. Dampen a clean, lint-free cotton cloth with either water or Isopropyl alcohol.
2. Wipe the touch screen (shown in figure 1 below) GENTLY.



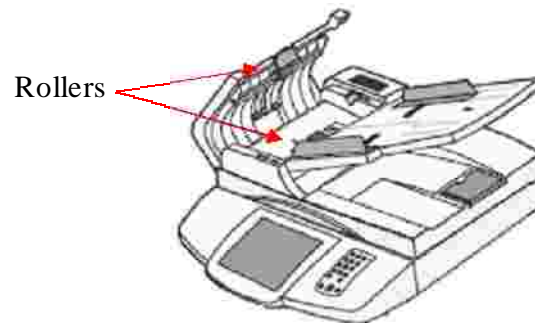
CLEANING THE AUTOMATIC DOCUMENT FEEDER (ADF)

The scanner parts can become contaminated with ink, toner particles, or paper coatings. Clean the scanner feed rollers if documents do not feed smoothly or easily, or if several pages feed at one time.

1. Open the ADF document cover.



2. Dampen a clean, lint-free cloth or cotton swab with isopropyl alcohol (95%).
3. Wipe the feed roller by moving the cloth or swab from side to side.



4. Rotate the roller forward with your finger, and repeat step 3 until the entire roller is cleaned.
5. Close the document cover.

CLEANING THE PLATEN (ADF GLASS)

The scanner Automatic Document Feeder (ADF) utilizes a small piece of glass under the document cover for imaging called a platen. This small area of glass can become contaminated with ink, toner particles, or paper coatings, and must be cleaned when undesirable results are received.

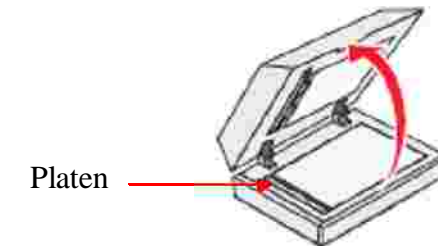
Possible Symptoms:

- Copies or scans have black lines that run the length of the page that are NOT on the original.
- The 'Grade Test' confirmation page returns the following error for all or a large percentage of scanned tests:

UNABLE TO READ PDF 417 BARCODE
(the large barcode on the right-side of the bubblesheet)

How To Clean:

1. Open the document cover.
2. Locate the platen (below). Small area of glass on the far left side of the scanner that is separated from the book glass by a small strip of plastic.



3. Dampen a clean, lint-free cloth or cotton swab with isopropyl alcohol (95%).
4. Wipe the platen by moving the cloth or swab from side to side.
5. Close the document cover.

LEXMARK MFP INSTRUCTIONS FOR GRADING

1. Place a single set of tests to be graded into the Automatic Document Feeder (ADF) FACE UP and TOP FIRST.
2. Press the 'Grade Test' icon on the home screen of the MFP touch screen.

Grade Test



3. Press 'Next' at the message screen displaying paper loading instructions.
4. Await the confirmation page of current scan set before scanning the next set of tests.

LEXMARK CONFIRMATION PAGE REFERENCE

After each set of tests are scanned a confirmation page displaying the success / failure of each bubblesheet is printed. The meaning of each failure comment with recommended actions are below.

UNABLE TO READ PDF417 BARCODE

- Confirm there are no pencil / pen markings in the large, scrambled barcode on the bottom right of the bubblesheet
- Clean the platen by following directions in the section entitled *CLEANING THE PLATEN (ADF GLASS)*

UNABLE TO READ BOTH BARCODES

- Confirm there are no pencil / pen markings in either of the barcodes on the bubblesheet
- Re-scan the bubblesheet referenced in the status section of the confirmation page
- Confirm the bubblesheet was inserted into the scanner ADF face-up, top first
- Re-scan the bubblesheet

BUBBLES – NOT FILLED

- Confirm that the test was taken by the student
- Confirm that bubbles have been completely filled with a number 2 pencil
- Confirm the bubblesheet was inserted into the scanner ADF face-up, top first
- Re-scan the bubblesheet

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Quick Reference Guide