

Preventative Maintenance or “Spring Cleaning” for your Microfilm Scanner.....

As the weather begins to turn warmer and spring flowers start to bloom, many people focus on cleaning up their homes, their yards and their workspaces. But what about your Microfilm and Microfiche Scanners and your production environment? Let’s face it....film can be really dirty! Years of dust, oils, grime and even mold can transfer into your scanning equipment during the conversion process. Preventative Maintenance and ensuring a clean production environment are key to keeping your equipment running at optimum operating speed and efficiency. This blog focuses on some of the key regular maintenance and cleaning tasks for Microfilm and Microfiche Scanners. For nextScan scanners, always refer to your nextScan user’s manual or contact nextScan should you have any questions on proper maintenance techniques.

Alignment: Verify that film is tracking properly, check all screws and lubricate axis as necessary.

Image quality: Ensure that glass is cleaned properly and has no smudges, dust or scratches also check and carefully clean lenses if needed.

Diffuser: Clean as directed in NextScan user’s manual.

Rollers: Clean all rollers as needed using a lint free cloth dampened with water or non-alcohol/nonabrasive solution. Allow rollers to completely dry before replacing.

Film Path: Check Supply/Take-up Arm Spring Tension, Test unload and rewind functions. Check parts for wear and ensure there are no loose screws.

RSD/Scanner/PC: Check PC fan, Check and remove any internal dust build-up. Verify no cable connections are kinked or stressed. Ensure that there are no 3rd party programs running while operating the scanner.

Storage: Ensure that your operators are initiating proper backup procedures and that temp folders are cleared regularly.

Environment: Ensure that the scanning equipment is stored on a sturdy table or desk and is in a temperate environment with controlled lighting that is as dirt and dust free as possible. An area that is protected from heavy walk by traffic that may bump and jostle equipment is also very important.