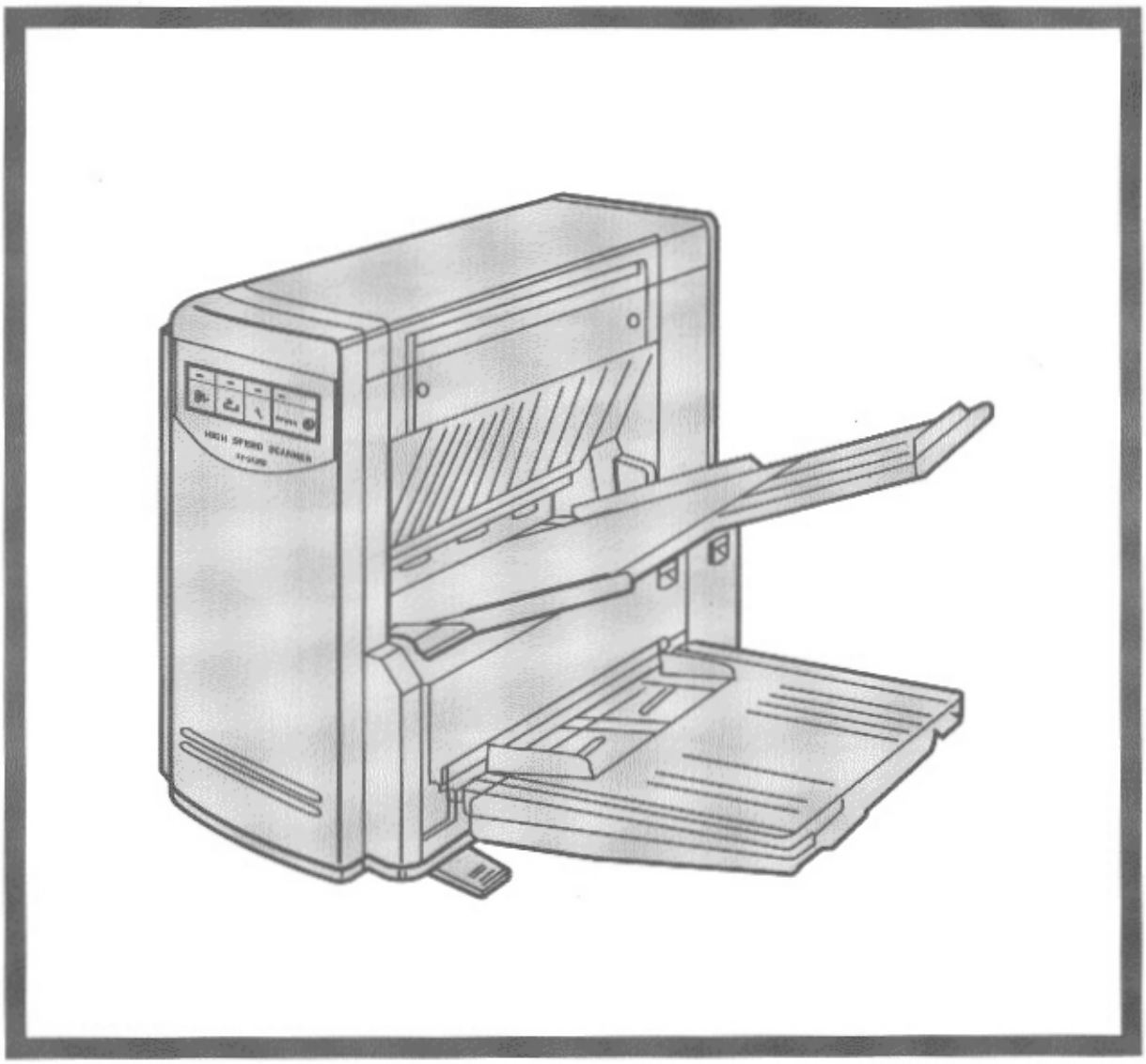
Panasonic

Operation Manual

High Speed Scanner

Model No. **KV-SS25D**



Before using this unit, please read these instructions completely.

Thank you for purchasing a Panasonic "High Speed Scanner".

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The information given in this Operation Manual is subject to change without notice.
This Operation Manual is printed on recycled paper.

Notice

Federal Communications Commission Requirements

(For United States only)

Note : This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

FCC Warning : To assure continued FCC compliance, the user must use only the provided power supply cord and shielded interface cable. Also, any unauthorized changes or modifications to this equipment would void the user's authority to operate this device.

English

WARNING:
TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

THE SOCKET-OUTLET MUST BE NEAR THIS EQUIPMENT AND MUST BE EASILY ACCESSIBLE.

Français

Avertissement:
Pour éviter tout risque d'incendie ou de choc électrique, ne pas soumettre cet appareil à la pluie ou à l'humidité.

"La prise secteur devra se trouver à proximité de l'appareil et être facilement accessible."

For roller cleaning paper

Before using the roller cleaning paper, please read these instructions completely.
Keep these instructions for future reference.

English

WARNING

- Do not drink or inhale the roller cleaning paper fluid.
- The roller cleaning paper may be harmful to sensitive skin, so please use protective gloves.
- Do not use the roller cleaning paper near a heater or open flame.
- Do not store the roller cleaning paper in direct sunlight or in a place over 40 °C (104 °F).
- Only use the roller cleaning paper to clean the rollers and scanning area.
- If you need more information about the roller cleaning paper, please refer to the Material Safety Data Sheet (MSDS).

KEEP AWAY FROM FIRE.

Français

Avertissement

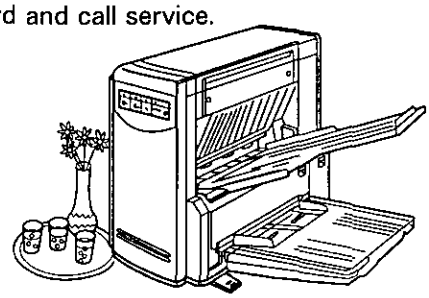
- Ne pas boire ni respirer le liquide du papier de nettoyage de rouleaux fourni.
- Le papier de nettoyage de rouleaux pouvant être néfaste pour les peaux sensibles, utiliser des gants de protection.
- Ne pas utiliser le papier de nettoyage de rouleaux à proximité d'un feu ou d'une flamme vive.
- Ne pas ranger le papier de nettoyage de rouleaux en plein soleil ni à une température dépassant 40 °C (104 °F).
- Utiliser le papier de nettoyage de rouleaux exclusivement pour le nettoyage des rouleaux et de la surface de balayage.
- Pour tout renseignement complémentaire sur le papier de nettoyage de rouleaux, voir la feuille de données sur la sécurité du matériel.

NE PAS APPROCHER DU FEU.

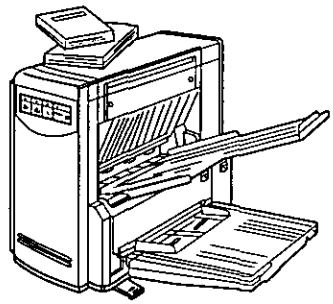
Precautions

The following precautions are recommended to extend the life of the unit.

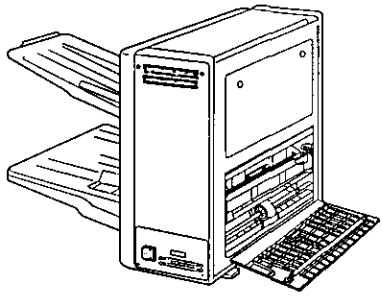
Do not place any liquids near the unit.
— Accidental spillage of a liquid into the unit may cause severe damage. If this occurs, unplug the power cord and call service.



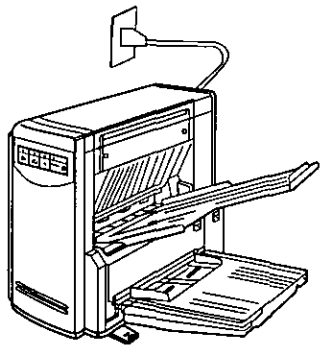
Do not place books, paper, or other items on the unit.



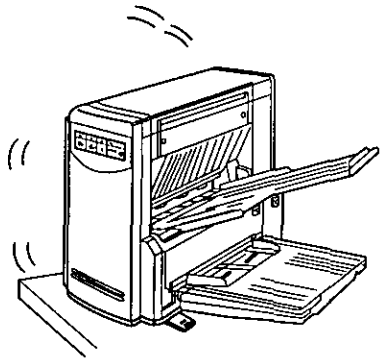
Do not operate the unit with covers open.



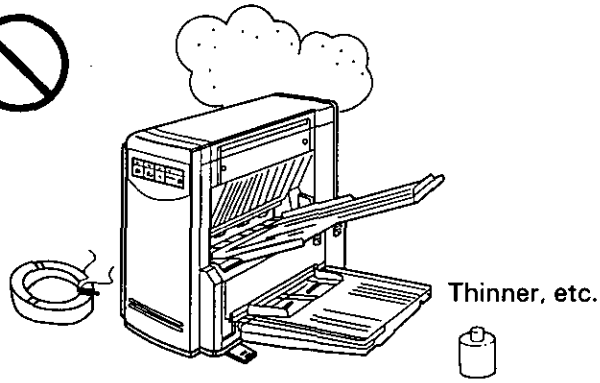
Do not continue to plug the power cord if the unit is not used for an extended period.



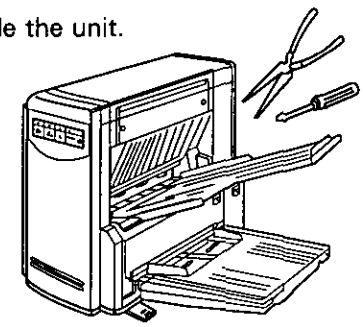
Do not place the unit on an uneven or unstable surface.



Do not place the unit in an area where there is a lot of smoke, dust, chemical fumes or vibration.



Do not disassemble the unit.

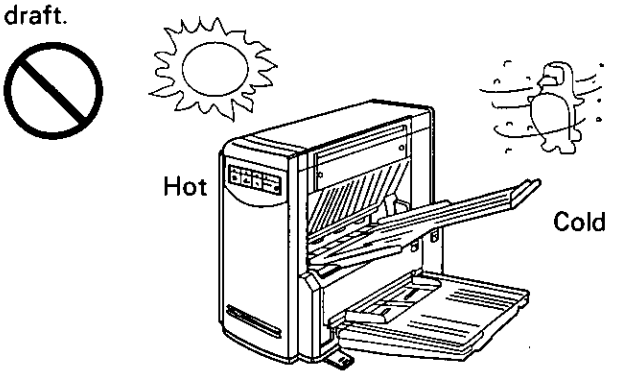


- Special care should be taken to protect the unit if it is used in a less than optimum environment such as a machine shop or a dusty or sandy area.

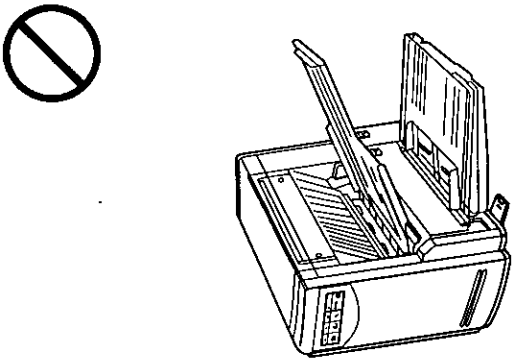
Operating Environment

Do not subject the unit the following conditions.

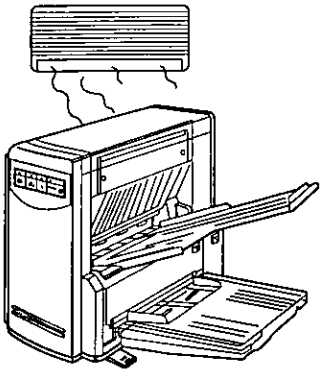
Do not place the unit in direct sunlight or in a cold draft.



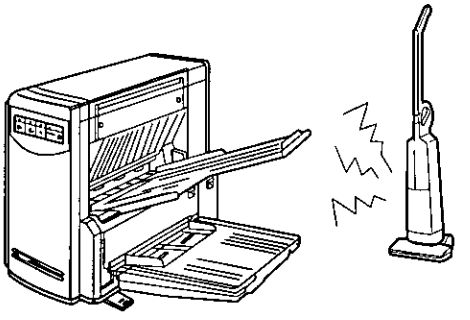
Do not use the unit in a vertical position.



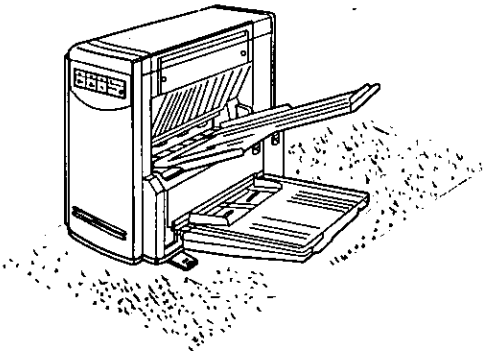
Do not place the unit near a heating appliance or an air conditioning vent. Do not place the unit in a room with extremely high or low humidity.



Do not place the unit near other appliances.

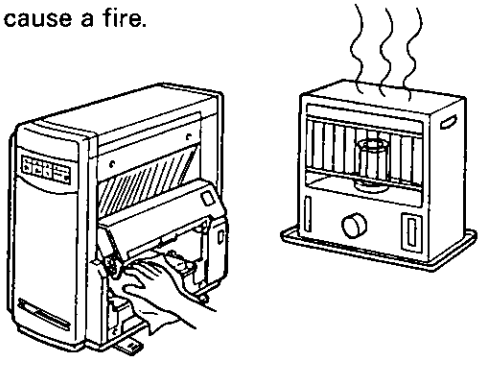


Do not place the unit on a carpet. (Static electricity can cause the unit to malfunction)



Do not drink or inhale the included roller cleaning paper fluid.
The roller cleaning paper may be harmful to sensitive skin, so please use protective gloves.
Do not use the roller cleaning paper near a heater or open flame.

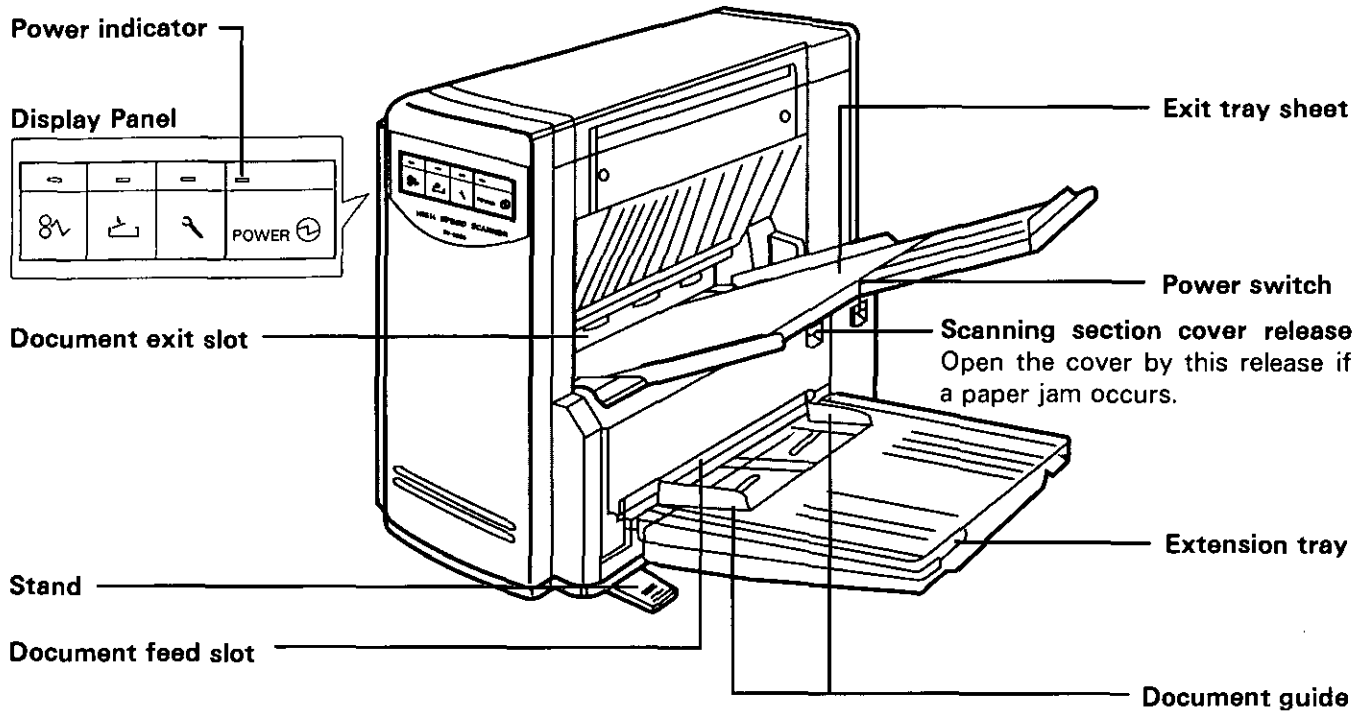
- This may cause a fire.

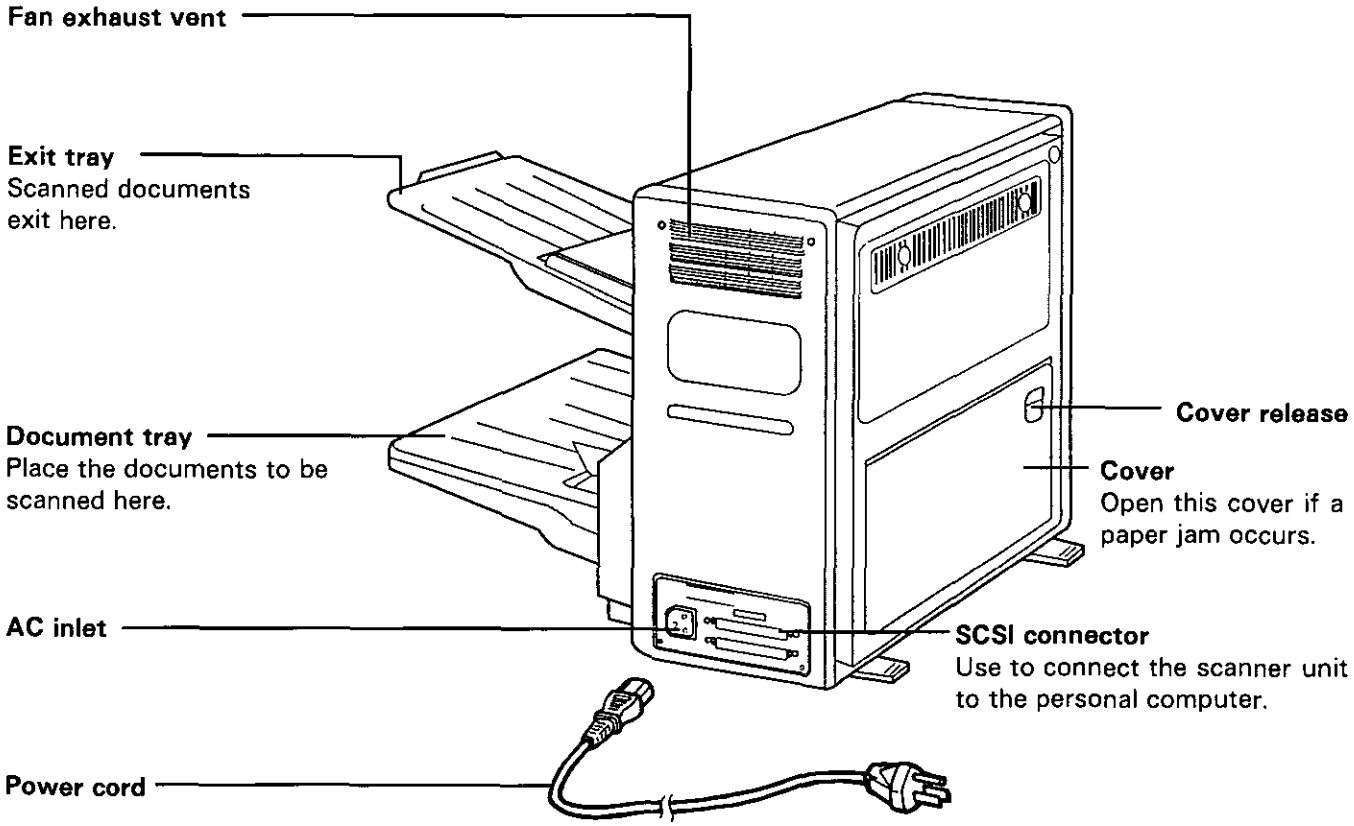


● Power Source

- Use a voltage level which does not vary more than ±10% from the voltage level marked on the nameplate (located on the rear of the scanner).
- Do not use an extension cord.
- This scanner should be connected to a grounded outlet.
- Do not use a line conditioner, transient suppressor or surge protector.

Component Identification

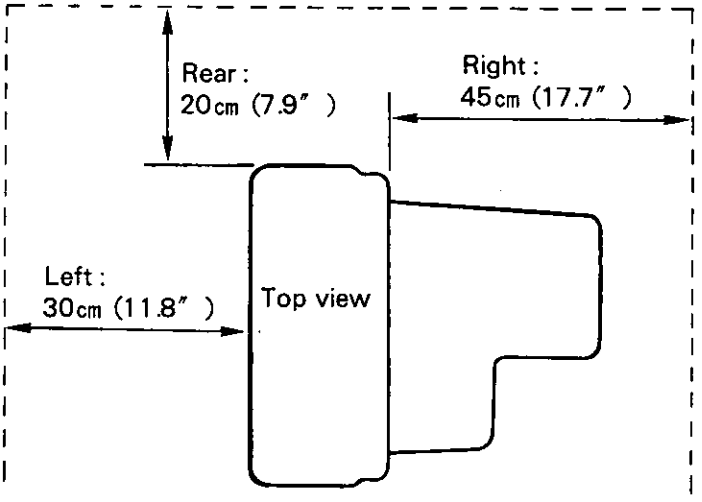




Minimum Space and Installing the Stand

■Minimum space

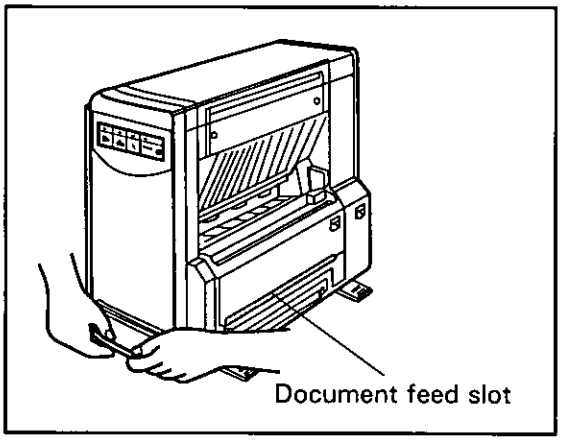
Be sure to maintain the recommended space requirements for proper ventilation.



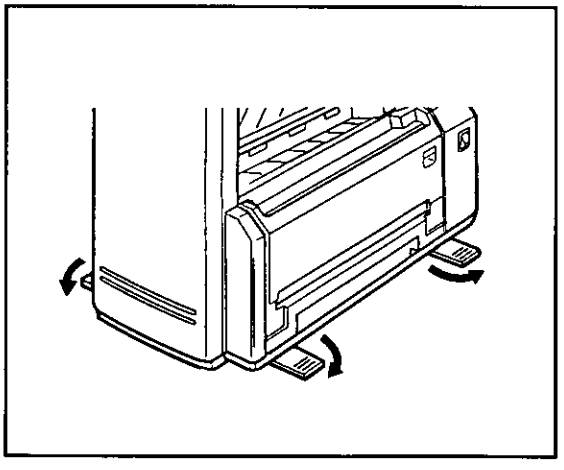
■Installing the stand

1 Lift the unit.

- **Do not hold the unit by the document feed slot.**

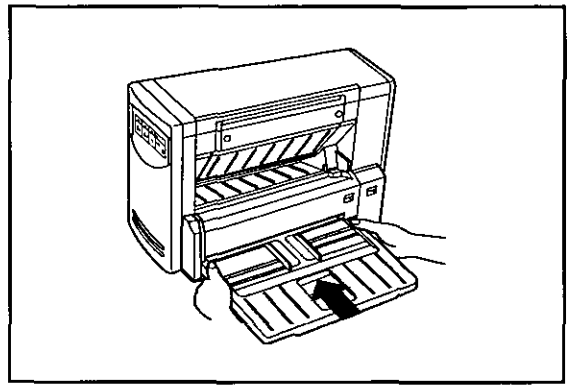


2 Turn the four feet until they appear as in the illustration.



Installing the Document Tray and the Exit Tray

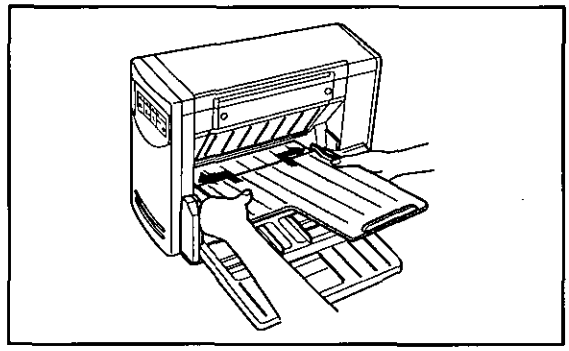
1 Align both sides of the tray with the document feed slot, then firmly insert the tray into the slot using both hands until a "click" is heard.



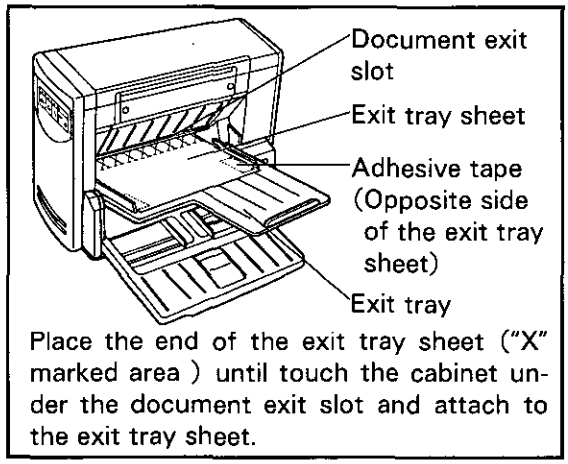
Caution :
Before installing the document tray, be sure to perform the following procedure.

① Connect the power cord.
② Turn the power switch on and initialize the unit for approximately 15 seconds.

2 Insert both ends of the exit tray into the holes at the sides of the document exit slot.



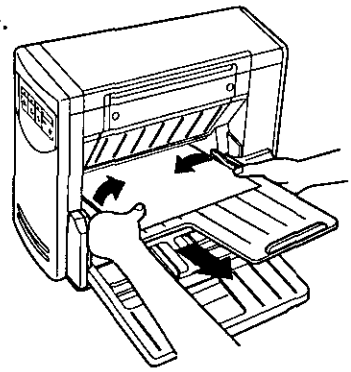
3 Remove the protective cover from the adhesive strip on the exit tray sheet.
Place the exit tray sheet into the rear of the document exit area and attach to the exit tray.



Place the end of the exit tray sheet ("X" marked area) until touch the cabinet under the document exit slot and attach to the exit tray sheet.

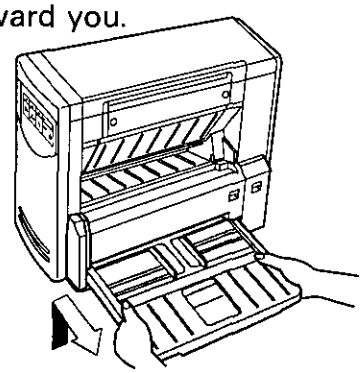
Removing the exit tray

Slightly bend the exit tray while pulling it toward you, as shown in the figure.



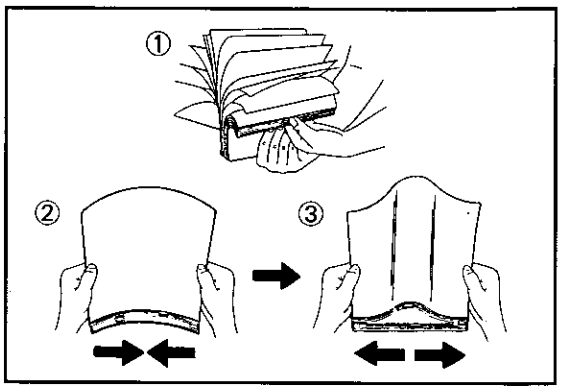
Removing the document tray

Grasp the document tray as shown in the figure, then lift slightly and pull it toward you.



Loading a Document

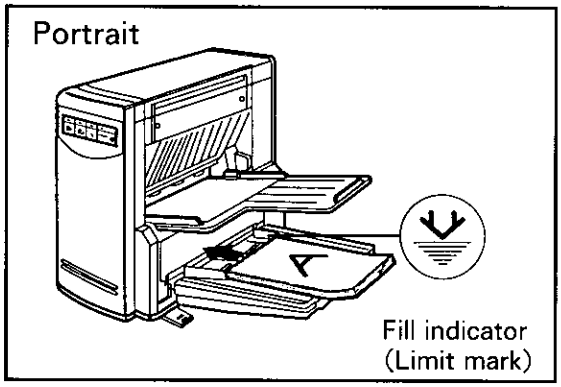
1 Documents that have been stapled together or have been sitting together (as in a file folder) for some time will need to be separated.
Fan the stack of document to separate all edges.
Hold both ends of the document and bend the documents as shown in the illustration to separate the centers.
Hold the documents firmly and pull them apart as shown in the illustration to straighten.
Repeat these steps as necessary.

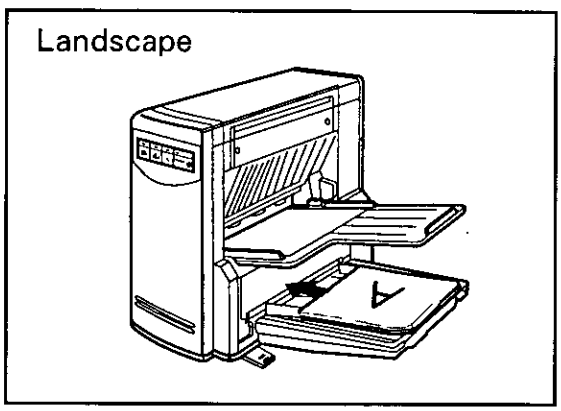


2 Carefully align the documents.

3 Place the documents on the document tray with the side to be scanned facing up, then push them in the direction of the arrow until they stop.

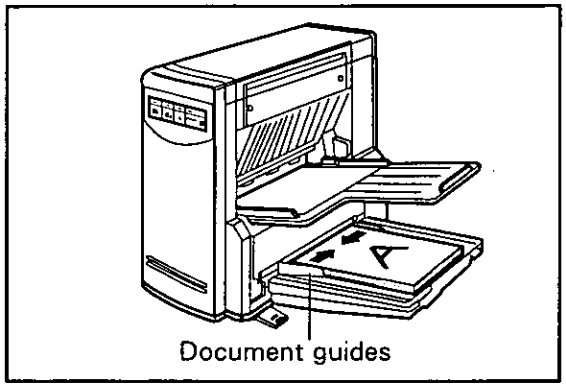
- **Be sure to place the documents on the document tray in the lengthwise direction (see figure at right).**
  The amount of documents should not exceed the limit mark on the document guide. This may cause a paper jam or skew.



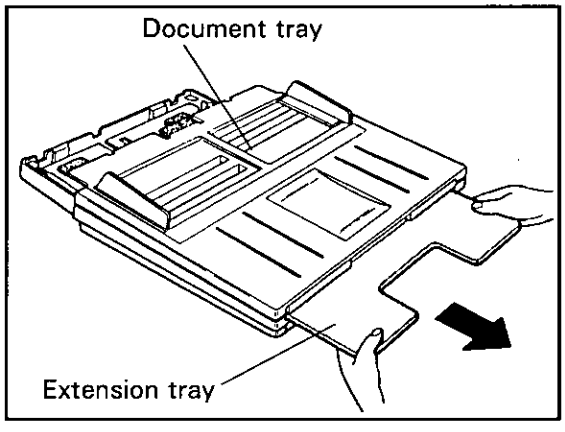


4 Adjust the document guides to the document size.

- **Make sure to properly align the documents to the document guides.**



5 When using legal paper, pull out the extension tray from the document tray as shown in the illustration.



Caution :

- For thin or thick paper, scan the document using single paper feed. Also, remove the document from the exit tray after it is scanned.
- The scanner will accept 13 to 27 lb paper for continuous scanning and 11 to 34 lb paper for a single scan.
- You can load up to 80 sheets of 20 lb paper (limit mark of the document guide). Never allow the amount of documents in the tray to exceed the fill indicator. Reduce the number of documents in the tray if they are thick, creased, or curled.
- Be sure to remove the document from the exit tray after it is scanned.
- Especially when reading an important document, in case of a paper jam or damage to the document, make a copy and use it to scan into the unit.

Types of Documents to Avoid :

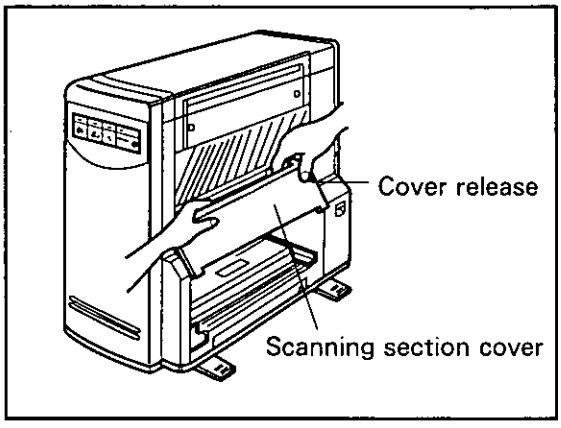
- OHP sheets, other plastic film, cloth, or metallic sheets.
- Paper with irregularities such as tabs, staples, paste etc.
- Documents with wet ink.
- Thick or irregular documents such as envelopes, paste, ups, etc.
- Coated documents, photos.
- Copying paper such as carbons or carbonless paper. (Chemically treated carbonless forms)
  Note: Scanning chemically treated paper will result in premature wear of paper feed roller.
- Damaged or wrinkled documents.
- Unusually shaped documents.
- Tracing paper.

Clearing Paper Jams

Torn documents, thin documents or documents that are creased at the leading edge may cause paper jamming. If a paper jam occurs (the lamp "⚠" to indicate "Paper jam" will light on the Display Panel), remove the jammed sheet according to the following procedure.

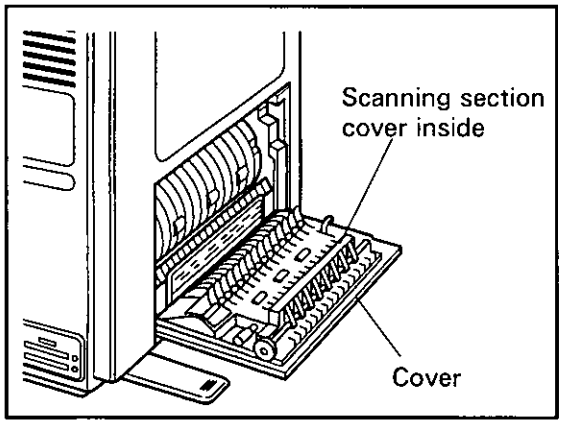
● Removing paper jams from the scanner

Remove the exit tray, document tray and open the scanning section cover by inserting your finger into the cover release and gently pulling up the tab while pushing down the cover slightly.



● If the paper cannot be removed by pulling it forward

Open the cover and then open the scanning section cover inside by pulling the tab toward the front.



Cleaning the Unit

Outside of the Unit :

- at least once a month

1 Turn the power OFF.

2 Clean the cover with a soft cloth.

3 Remove dirt and dust from the fan exhaust vent with a brush.

Inside of the Scanner :

- Please clean the unit once a month, when 50,000 sheets or more are fed into the unit, or at the earliest opportunity.
- When you experience paper jamming or multiple sheet feeding problems, follow steps 1 through 4 for cleaning the rollers and paper sensors.
- When black vertical lines appear on the scanned image, please follow steps 1 and 5 for cleaning the reading element.

1 Turn the power OFF.

2 When a jam or misfeed occurs, clean the rollers (parts ① to ⑦) with a clean cloth as shown in the figure on the right.

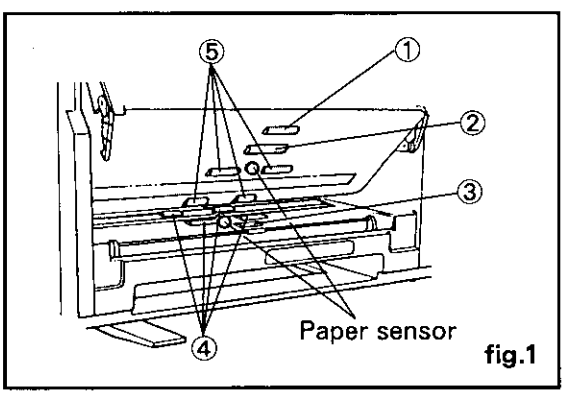


fig.1

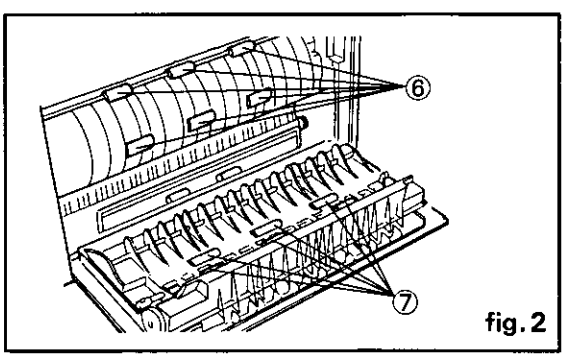


fig.2

3 When the parts are especially dirty, use the included "Roller Cleaning Paper", wipe clean all of the dirty parts while rotating the roller in the direction of the arrows shown in the figure.

- **When feeding of multiple sheets occurs often clean the rollers (parts ①, ② and ③) with the included roller cleaning paper.**

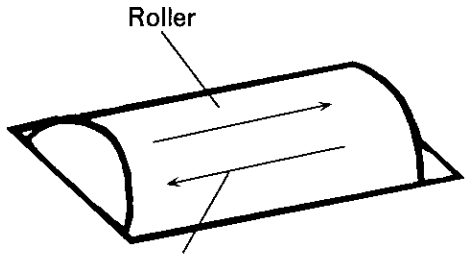


fig. 3

4 Clean the paper sensors shown in fig. 1, using a dry, clean cloth.

5 When the scanned image has vertical black lines, wipe the glass and white reference plate clean using a dry, clean cloth as shown in the figure on the right.

- **When especially dirty, use the included roller cleaning paper to wipe clean.**

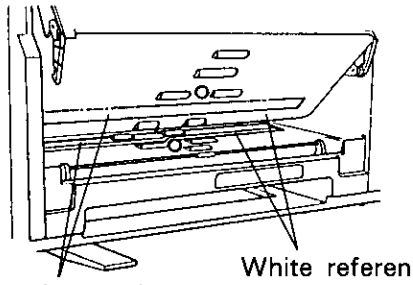


fig. 4

Note for the roller cleaning paper;

Open the bag by the dotted line and take the roller cleaning paper out. (See fig. 5.)

- **If the opened bag is left for a period of time, the alcohol will vaporize. Please use the roller cleaning paper immediately after opening the bag.**

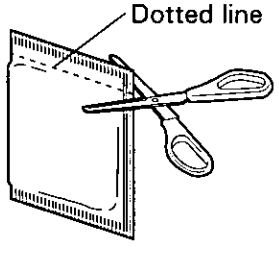


fig. 5

※The roller cleaning paper (Model No. KV-SS03) is available at the dealer where you purchased your scanner.

Repacking Instructions

It is highly recommended that you keep the original carton and ALL packing materials. Should you need to transport or ship your scanner, please follow these instructions.

Please Note :

- Please use the original carton and all of the original packing materials. If you do not have the original packing material, these are available from Panasonic. Please refer to your servicing dealer, or call 1-800-833-9626.
- Improper repacking of the scanner may result in a service charge to repair the unit.
- The scanner should be handled in the upright (vertical) position.

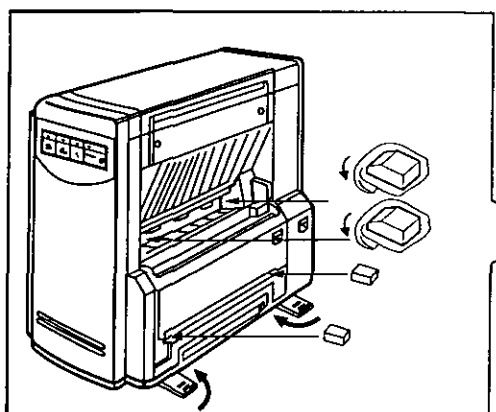
Material Required :

- Original Scanner Carton & Packing Materials
- Shipping Tape and Scissors

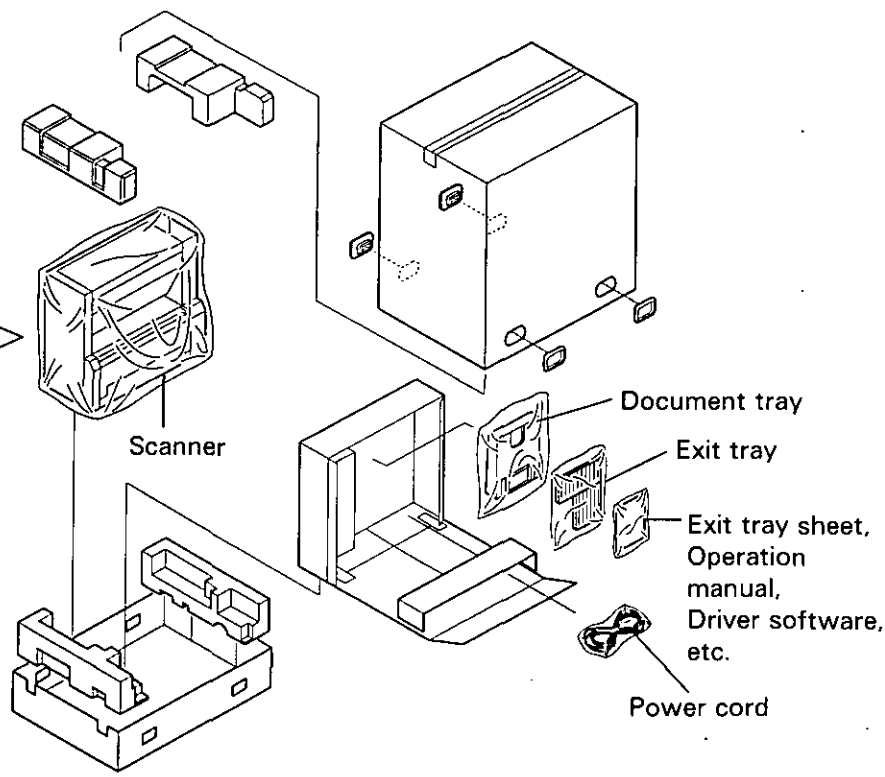
1 Disconnect your scanner from the electrical outlet and the SCSI interface cable.

2 Close the scanner stands into their shipping positions.

3 Packing the scanner.



Note : Failure to use these packing shims can result in severe damage to your scanner.



Specifications

Item \ Model No.			KV-SS25D
Scanner	Scanning face		Duplex scanning
	Scanning method		Front side: CCD image sensor Reverse side: Contact-type image sensor
	Readout speed		Simplex scanning: Approx. 20 sheets/min. (Letter, fed lengthwise, 200 dpi) Duplex scanning: Approx. 20 sheets/min. (Letter, fed lengthwise, 200 dpi)
	Resolution		Main scanning direction: 150, 200, 240, 300dpi Sub-scanning direction: 150, 200, 240, 300dpi (As same as main scanning direction)
	Tonal gradation		Binary mode, grayscale mode, 64-step gradation (dither) mode, 64-step gradation (error diffusion) mode
	Image control		Image emphasis, Automatic threshold, Automatic separation, Monochrome reversing, Automatic back control
	Paper	Size	55×91mm (2.2×3.6 in) to Legal [216×356mm (8.5×14 in.)]
		Thickness	Single paper feed: 0.05 to 0.2mm (2.0 to 7.9 mils) Continuous paper feed: 0.06 to 0.15 mm (2.4 to 5.9 mils) Note: 1 mil=1/1000 in.
		Weight	Single paper feed: 40 to 127 g/m² (11 to 34 lbs.) Continuous paper feed: 50 to 100 g/m² (13 to 27 lbs.)
Unit	External dimensions (Width×Depth×Height)		568×450×390mm (22.4×17.7×15.4 in.)
	Mass (Weight)		14kg [14kgf (31 lbs.)]
	Power requirement		AC120V, 60Hz
	Power consumption	Maximum, (scanning)	1.3A
		Minimum, (standby)	0.5A
Operating Environment	Operating temperature and humidity		15°C to 30°C (59°F to 86°F), 30% to 80%RH
Storage Environment	Storage temperature and humidity		0°C to 35°C (32°F to 95°F), 10% to 80%RH
Accessories	Document tray, Exit tray, Exit tray sheet, Power cord, Operation manual and Installation manual, Driver software (3.5" FD), Roller cleaning paper		

"Weight in pounds" represents the weight of 500 [17×22 inches (432×559mm)] sheets.

Troubleshooting

If a problem occurs while the unit is being used, first check the following items. If the unit still malfunctions, switch it OFF, and call service.

Symptom		Possible Cause	Remedy
Power indicator does not light when the power switch is turned ON.		The power plug has come out.	Insert the power plug firmly.
		The fuse has blown.	Pull out the power plug, then call service.
		Foreign matter is lodged in the fan, preventing it from rotating.	
Scanning takes a long time to start, or does not take place at all.		The fluorescent lamp in the scanner has reached the end of its life.	Call service.
		The ambient temperature is less than 15°C (59°F).	Use the unit in a room where the ambient temperature is between 15°C and 30°C (59°F and 86°F).
Documents are not fed while scanning.	—	Documents are not loaded correctly.	Align the front edges of the document, place them firmly against the document feed slot, then start scanning.
		Various covers are open.	Close the covers firmly.
		There is a paper jam.	Remove the jammed paper (see page 12).
	—	The rollers are dirty.	Wipe the rollers (see page 13).
Multiple sheet feeding problem occurs.		The rollers are dirty.	Wipe the rollers (see pages 13 and 14).
Document stops during a scan.		The document is creased or torn, or has a length of more than legal or less than 91×55mm (3.6×2.2in).	Make a copy of the document on paper of the specified size [between 91×55mm (3.6×2.2in.) and Legal] and scan the copy.
Document stops or is not fed smoothly during a scan.		The rollers are dirty.	Wipe the rollers (see page 13).
The scanned document is blank.		The document to be scanned was loaded face down (upside down).	Load the document correctly.
The scanned document is completely blank.		The fluorescent lamp in the scanner has reached the end of its life.	Call service.
Scanned document is skewed.		The document guides were not touching the edges of the document, or the documents was skewed when loaded.	Set the document guides or the document correctly.
Vertical lines appear on the scanned document.		The white reference plate, scanning section glass or the rubber rollers are dirty.	Wipe the dirty part with a clean cloth (refer to page 13).
The computer cannot connect to the scanner.		The unit of the same SCSI ID number is connected to the computer.	Change the SCSI ID number.
		When the scanner is connected to the SCSI terminal, the terminator is not connected.	Turn the SCSI terminator switch ON, or connect the registrator to the SCSI connector.
		When the scanner is not connected to the SCSI terminal, the SCSI terminator switch is turned ON.	Turn the SCSI terminator switch OFF.
		The computer cannot recognize to the scanner.	Turn the power of the computer OFF. Turn the power of the scanner ON, then turn the power of the computer ON again.

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