



# Paradigm Imaging Group

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## Fitting Scanning Tape to the Paper Guide Assembly

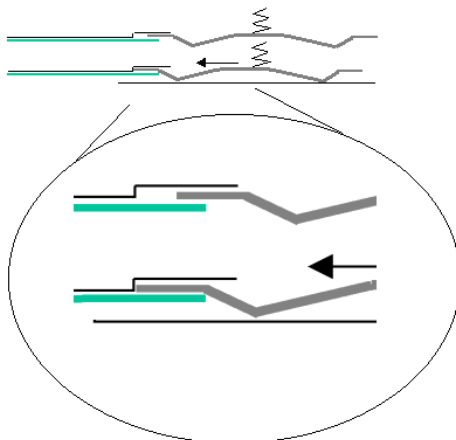
Properly positioned scanning tape is necessary to have documents feed properly through the scanner. Scanning tape is most often damaged when scanning rigid or mounted materials. Always make sure that the rigid material is supported and held level to the scanner. Allowing the material to “hang” and feed at an angle can damage the scanning tape. Follow these instructions to install the scanning tape.

1. Remove paper guide assembly (PGA).
2. Lay PGA upside-down on to work area/bench that is flat.
3. Remove existing tape. Clean the surface to remove any dirt or oils. Be sure to remove any tape residue.
4. Cut two strips of Scanning tape to length of the paper hold down, allowing 1cm gap at either end (i.e., cut the tape 2cm shorter than PGA surface). Also, cut a small (approx 1/8”) radius off the corners of the clear portion of the tape that will be positioned against the white paper holddown. This will reduce the chance of originals snagging on the edge.

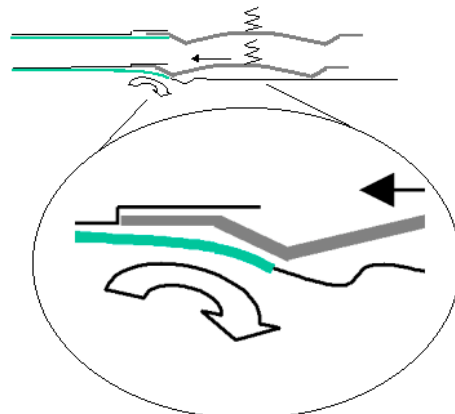


5. Positioning the tape is very important. Refer to the drawings below to see how the tape should be positioned.

Correct tape positioning. No deflection of the paper hold-down and the paper path is not obstructed



Badly positioned tape. Paper collides as tape is forced up the paper hold-down



6. Position the tape on the PGA. It is helpful to use pieces scotch tape to temporarily hold the scanning tape in position.

7. Only when satisfied that tape is correctly positioned peel back a small amount of backing from the tape and stick down the end with adhesive exposed. Once pressed down you will not be able to remove and reposition the tape.

8. Peel back small amount of backing at a time and make sure that the tape stays level across the PGA, as well as making sure that during this process the tape does NOT have ripples in it.

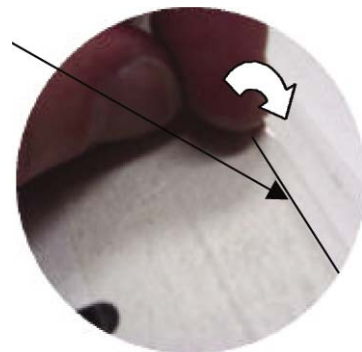


9. When the backing is completely removed, make sure the tape is stuck by rubbing over the tape with a cloth. There should be NO bubbles under the tape at all. The scanning tape should be positioned as in the diagram above all the way across the PGA.

10. Using a shape knife, trim the tape away from the cut outs for the paper sensors making sure that the cut is smooth without any rough points.



11. Using finger or fingernail, run along the metal edge of PGA so that the plastic tape is bent slightly downward into the gap where the paper hold down goes.



12. Repeat on other tape, if necessary.