How to check if your scanner needs to be cleaned:

Paper holder area

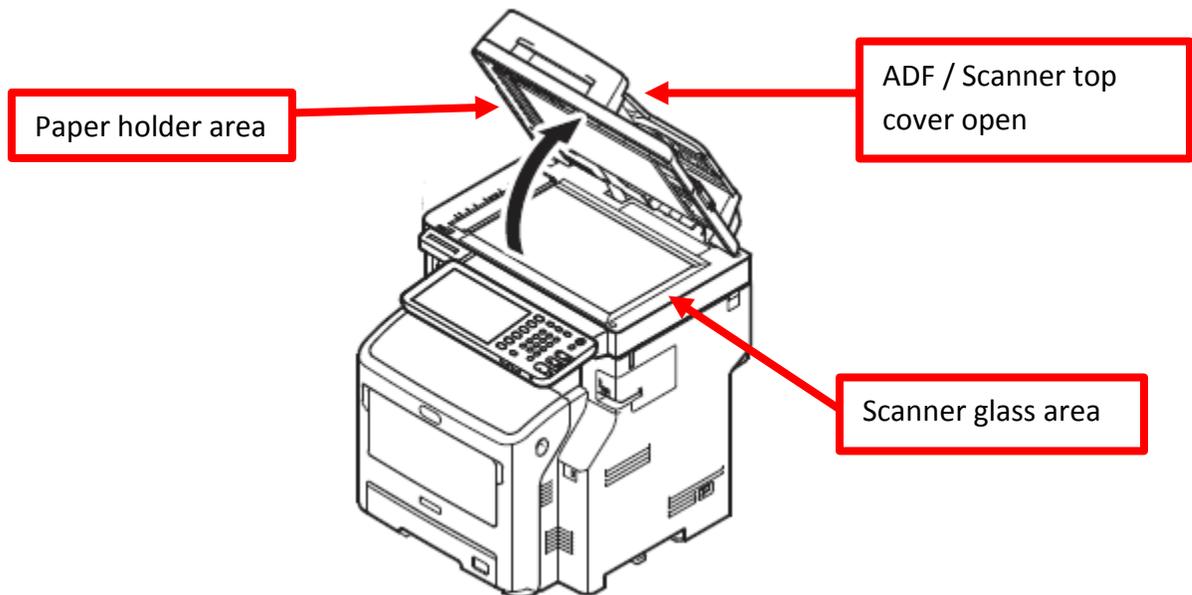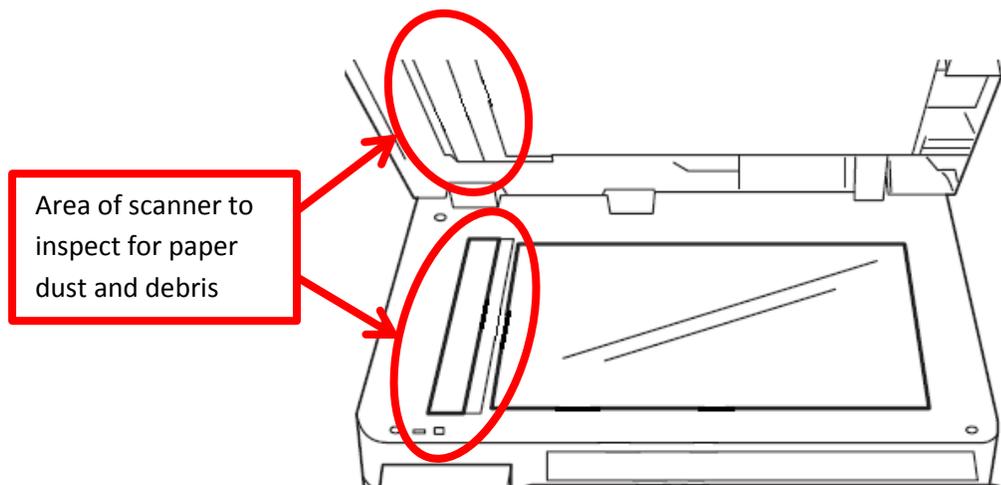ADF / Scanner top cover open
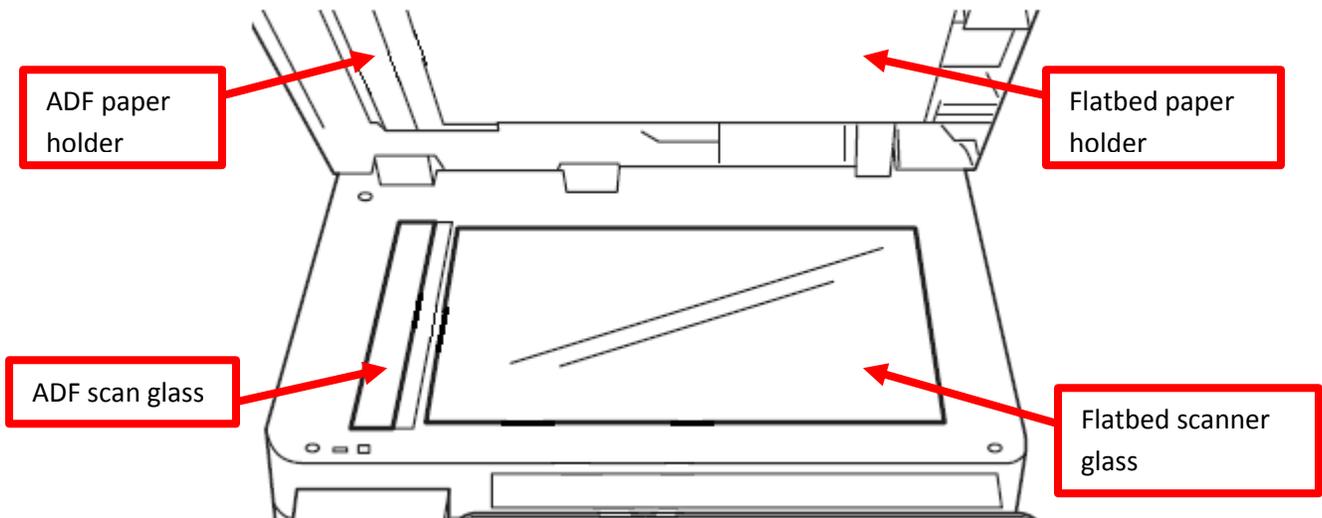
Scanner glass area

1. Periodically open the ADF/Scanner cover and inspect the scanner. If you see paper dust on the glass or on the plastic frame around the glass you should clean that area with a soft lint free cloth. (This should be done monthly under normal usage or weekly if your ADF usage is high.)
2. If you find a loose staple or paper clip carefully remove it from the scanner so you do not scratch the scanner glass.
3. While you have the cover open also check the ADF paper holder and the flatbed paper holder on the underside of the cover. If you see dust on either of these you should clean them with a soft lint free cloth.

Area of scanner to inspect for paper dust and debris

After cleaning away the loose dust check for debris stuck to the glass:

You can confirm this by the following methods for both the ADF scan glass and the flatbed scanner glass.

1. Place a blank piece of paper in the proper position on the flatbed scanner glass. Close the ADF/Scanner cover and make a copy of the blank page. If you see any dark lines or streaks you need to clean the flatbed scanner glass.
2. Open the ADF/Scanner cover and remove the blank paper from the flatbed scanner glass. Close the ADF/Scanner cover and make a copy using a blank piece of paper in the Automatic Document Feeder (ADF). If you see any dark lines or streaks on the copy output you need to clean the ADF scan glass.

ADF paper holder

Flatbed paper holder

ADF scan glass

Flatbed scanner glass

How to clean debris stuck to the glass using cleaning fluids:

1. Use a soft - lint free cloth moistened with clean water to clean the scanner glass and the plastic frame around the glass.
2. You should also clean the ADF paper holder and the flatbed paper holder on the underside of the ADF/Scanner cover.

Notes:

If the soft cloth moistened with water does not remove the debris you may use a lens cleaning solution, a nonabrasive glass cleaner, or a small amount of a neutral detergent.

DO NOT use benzene or paint thinners as they may cause damage.

DO NOT spray water or cleaning solution directly onto the scanner glass. This fluid could seep under the glass and possibly damage the scanning mechanism underneath.

DO NOT use a paper towel, abrasive cleaning cloth, or scrubbing device to clean the scanner parts.