Officejet Enterprise Color X585 MFP

PREVENTIVE MAINTENANCE CLEANING CHECKLIST

Company Name: _____ **Date:** _____
Product Number: _____**Printer Serial Number:** _____

Description:
> The MFP health can be optimized by performing the following simple preventive maintenance (PM) steps.

Required tools:
> **Vacuum**
> **Lint Free Cloth**
> **Bottle of Water**

ADF (3 Minutes) – reduces ADF related paper jams and improves copy quality
- ☐ **Clean ADF Paper Path rollers using a dry lint-free cloth.**
- ☐ **Clean the Duplex path rubber roller located underneath the ADF input tray.**
- ☐ **Vacuum any noticeable Paper dust from the ADF Paper Path.**

Scanner (2 Minute) – Improves copy quality
- ☐ **Clean the Flatbed glass using a water-dampened lint-free cloth.**
- ☐ **Clean the Scanner glass portion that is used for ADF copies using a water-dampened lint-free cloth.**
- ☐ **Clean the ADF White Foam using a water-dampened lint-free cloth.**
- ☐ **Clean the ADF White strip using a water-dampened lint-free cloth.**

Printer (6 Minutes total) – Improves print quality and reduces paper jams
- ☐ **Turn the Printer OFF.**
- ☐ **Inspect the condition of paper in the trays. Look for bent or wrinkled sheets. Give Feedback to users on how to load media in the input trays if damaged paper was found.**
- ☐ **Remove all media from Trays.**
- ☐ **Remove the Input tray 2, optional tray 3 if present and Duplexer/Ink collection Unit.**
- ☐ **Vacuum tray 2 and optional tray 3 and put them aside for now.**
- ☐ **Vacuum the inside of the printer where these parts get installed and the entire Paper Path to remove paper dust.**
- ☐ **Clean the Tray 2 Pickup roller and optional tray 3 pickup roller with water and lint free cloth.**
- ☐ **Clean ALL the paper path rollers using a water-dampened lint-free cloth.**
- ☐ **Re-install the Input tray 2, optional tray 3 and Duplex/Ink collection Unit.**

Finishing process (6 Minutes) – Check for print quality and paper feeding
- ☐ **Turn the MFP back ON.**
  - ○ **Clean the exterior of the MPF using a water-dampened lint-free cloth while the MFP is powering up.**
- ☐ **Run the "Advance Cleaning" pad page, to remove paper debris from print bar shims (this procedure requires an Advance Cleaning Pad kit):** *Device Maintenance>Calibration/Cleaning>Advance Cleaning***.**
- ☐ **Print a "Print Quality Report" to verify good Print Quality:** *Administration>Troubleshooting>Print Quality Pages>Print Quality Report.*
- ☐ **Print a "Supplies Status Page" and make sure that ink cartridges, Document Feeder kit and Ink Collection Unit are not close or over life which could cause issues:** *Manage Supplies>Supplies Status>Print***.**
- ☐ **Copy the just printed sample pages from the ADF (2 to 2 duplex) to verify functionality.**
- ☐ **Run a "Paper Path Test":** *Administration>Troubleshooting>Diagnostic Tests>Paper Path Test***. Validate the following:**
  - ○ **Source = All trays**
  - ○ **Destination = Standard bin**
  - ○ **Scan Path**