

# Vision neXt™

## REFERENCE CARD

### Preparing Documents for Processing

Proper document preparation prevents time consuming errors during and after scanning. These errors include piggybacks, skewed documents, jams, CAR/LAR failures and MICR rejects.

1. Remove all rubber bands, staples and paper clips from the documents.
2. Ensure all documents are facing the same direction and that any dog-ear corners are straightened out.
3. Pick up the document deck in your hands, making sure the shortest document fits within the length of the longest one (i.e. does not protrude).
4. Check bottom and leading edges once more to ensure documents are aligned.



### LED Status Lights

Status LED	Description
Off	Device is offline
Blue Solid	Device is online and the feeder is empty
Blue Blinking	Device is online and documents are in the feeding area
Green Solid	Device is ready to process and the feeder is empty
Green Blinking	Device is processing documents
Red Blinking	Document jam or error occurred

### Feeding Documents

1. Before feeding, make sure you pull out the feeder and exit pocket extension as far as the longest documents to be processed require.
2. You may feed documents one at a time or in batches by inserting documents into the feeder area from above.
3. Insert documents right side up with the MICR line aligned with the right side of the scanner and visible to you.
4. To ensure proper feeding, do not overfill the feeder.
5. Processed documents are sent to the exit pocket. For best results, remove the documents when the application notifies the pocket is full, or when you notice the pocket is nearly full. Jams may occur when the pocket is too full.



# Vision neXt™

## Clearing Jams and Errors

When a jam or error occurs, the paper path must be cleared.

1. First remove the documents from the exit pocket and then free the track by selecting the EJECT function in your application.
2. If the document(s) stopped in the track are not successfully cleared to the exit pocket:
  - a. Open the hinged scanner cover(s) in the area of the stop.
  - b. Extract the document(s) by slowly pulling it outwards horizontally.
3. Close the cover(s) and then restart scanning in your application.



## Cleaning and Maintenance

Panini recommends cleaning the Vision neXt weekly or on an as-needed basis depending on quantity and condition of the documents processed.

1. Run a Panini Cleaning Card through the scanner multiple times, rotating or flipping the card after each pass.
2. Open the scanner covers and use a can of compressed air to clear the scanner track of any dust or debris.
3. If needed, wipe the glass on the contact image sensors with a Panini Cleaning Swab or a lint-free cloth dampened with distilled water.
4. If endorsements are poor or fuzzy, clean the ink jet nozzles with a Panini Ink Cleaning Wipe or a lint-free cloth moistened with distilled water.



To make the cleaning process more convenient, cleaning kits may be purchased. The Vision X Cleaning Kit (also usable for Vision neXt) contains 25 Cleaning Cards, 25 pre-moistened Ink Cleaning Wipes and 6 image sensor Cleaning Swabs.