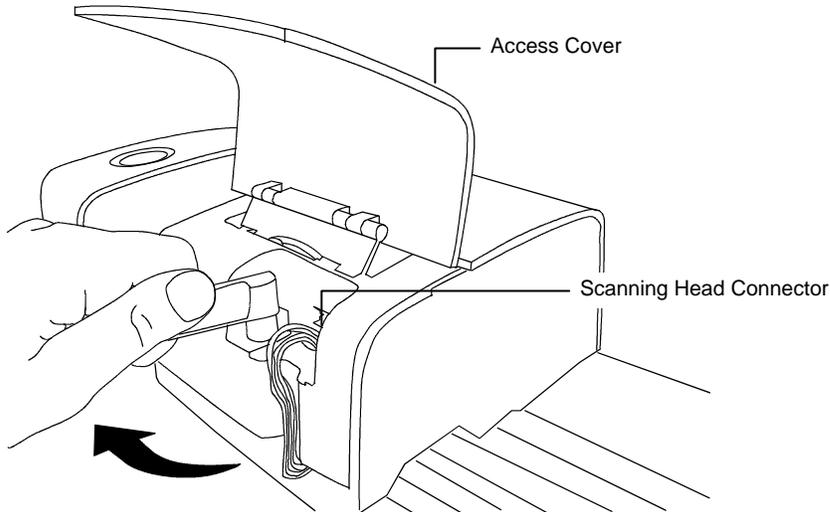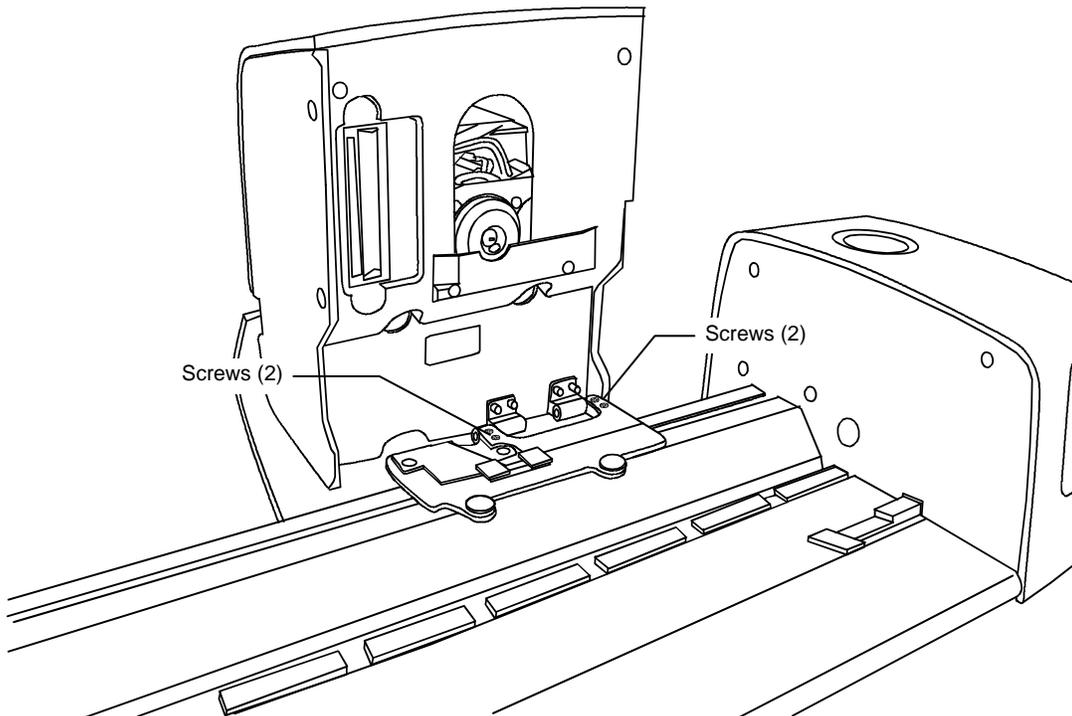# Scanning Head Replacement Instruction

1.  Unplug the scanning system from the power adapter, and slide the scanning head at least 5 inches (127 mm) away from the docking station.
2.  Lift the access cover on the back of scanning head to gain access to the locking lever.
3.  Rotate the lever 90° clockwise.
4.  Compress the two locking tabs located on both sides of the scanning head connector. It may be helpful to use a pair of needle-nose pliers to gain access to the locking tabs.
5.  Pull the connector outwards to free it from the scanning head.
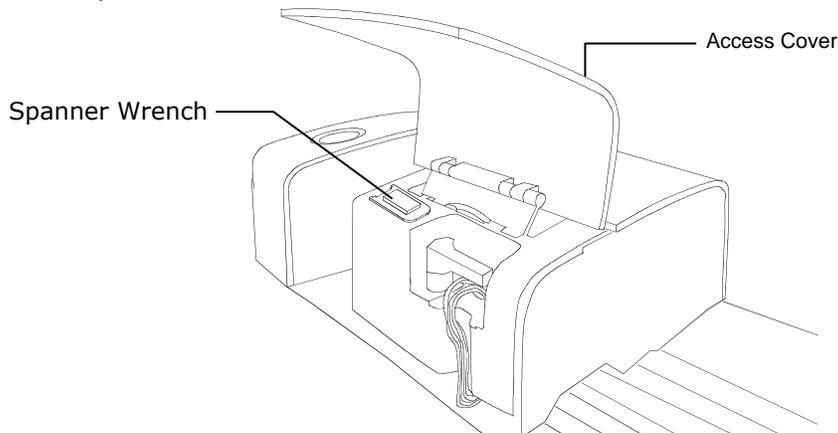
Access Cover

Scanning Head Connector

6.  Lift up under the front edge of the scanning head and tilt it back to expose the bottom.
7.  Holding the old scanning head with one hand, carefully remove the four Phillips-head screws.
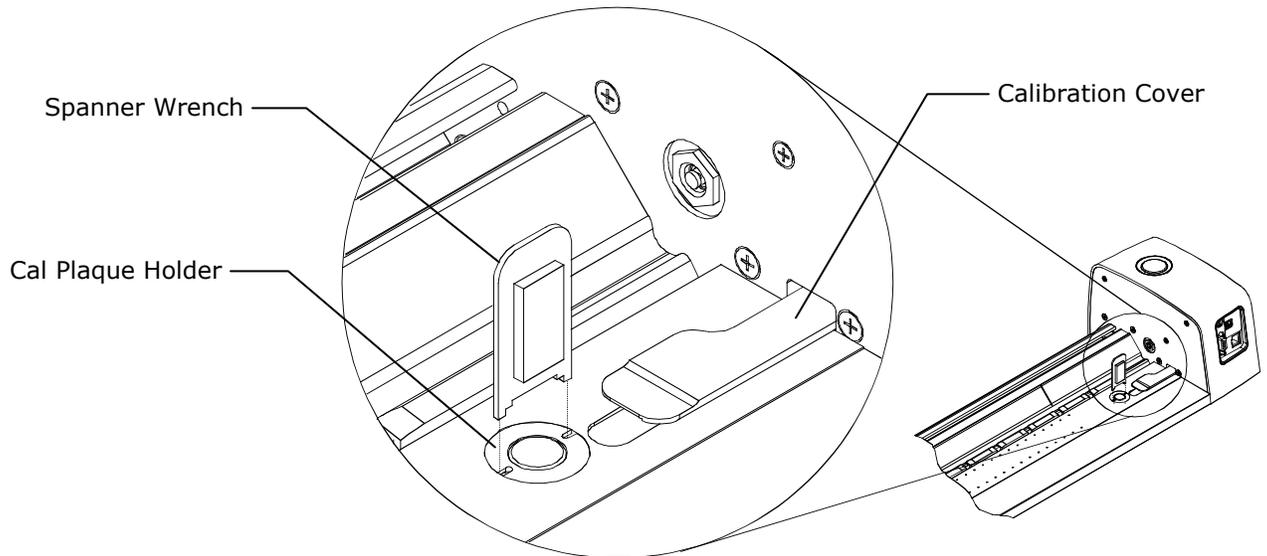
Screws (2)

Screws (2)

8.  Lift the old scanning head free from the trolley.
9.  Position the new scanning head on the trolley and secure with the four new screws provided.

10. Connect the plug from the trolley to the connector below the locking lever. Make sure the locking tab on the connector snap into position.
11. Make sure the locking lever is in the open position and carefully lower the scanning head to the track. Lock the scanning head into position by rotating the lever counter-clockwise.
12. Remove the spanner wrench tool from under the access cover.

Access Cover

Spanner Wrench

13. Pull the calibration plaque cover towards the docking station to expose the white disk.
14. Carefully align the spanner tool into slots within the cal plaque holder.
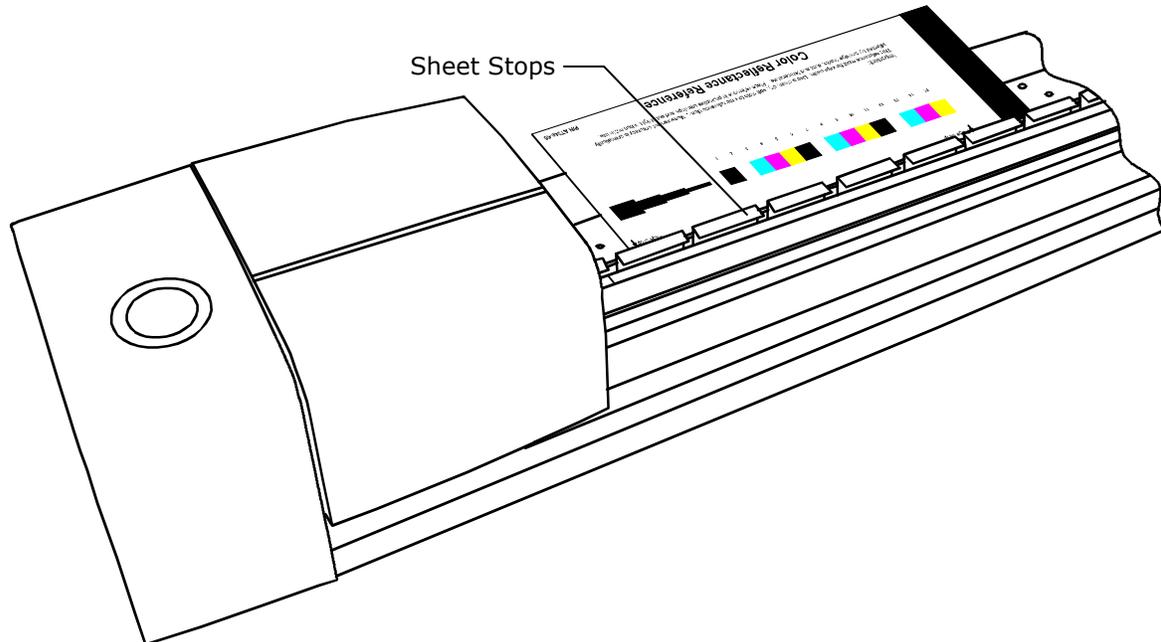
Spanner Wrench

Calibration Cover

Cal Plaque Holder

15. Remove the old cal plaque holder by turning the wrench counter-clockwise.
16. Identify and note the serial number on the bottom of the old cal plaque holder assembly and new cal plaque holder assembly.

**NOTE:** The calibration plaque is highly sensitive to dirt, dust, and fingerprints. The values on this reference are affected by its cleanliness. Please take great care during installation to ensure that it is not damaged or mishandled.

17. Carefully align the new cal plaque holder over the opening in the track and finger-tighten until snug. Ensure that cross-threading does not occur.
18. Carefully align the spanner tool into the slots within cal plaque holder and tighten securely.
19. Place the spanner wrench back in its location under the access cover and close the cover.
20. Plug the power adapter back into the docking station. The scanning head automatically positions itself next to the docking station. Ensure that the head is parallel to the docking station and the switch is activated.

21. Locate the color reflectance reference that was shipped with your system and remove it from the protective envelope. The reference will be used for a paper stop calibration sequence.

22. Position the color reflectance reference on the track, next to the scribe line by the scanning head. Make sure the designated side of the reference is positioned up against the sheet stops.

**NOTE**: Ensure that the "sheet stops" are tight to the track edge by physically pressing the stops to meet the track.



Sheet Stops

23. Start IntelliTrax, and select **ToolCrib** from the **Launcher**.

24. The Enter Password dialog appears. Enter your password and/or click **Submit Password**.

**NOTE**: ToolCrib may start behind the IntelliTrax Launcher. Press ALT+Tab on your keyboard, and select the ToolCrib icon from the popup menu, to bring ToolCrib to the front.

25. A dialog appears prompting you to select an instrument. Select **IntelliTrax** and click **Go**. The dialog **Instrument Connection Parameters** opens. Please enter the **Port Number** and **IP Address** of your instrument. Instead of an IP address, you can also enter the NetBIOS Name, for example ITX012345. The factory default IP of the instrument is 172.16.1.100.

**NOTE**: If you configure your instrument for the dynamic mode, it will not have a fixed address but acquire an IP address from your network's DHCP server.

26. Click **Connect**. ToolCrib establishes a connection to your instrument. Once the connection is established, the main ToolCrib screen appears and the application is ready.

27. Click the **Head Status** tab at the top of the dialog to view the options.

28. Click **Check Status**.

29. You will then be asked if the cal plaque has been changed. Click **Yes**. The scanning head will then perform a paper stop calibration and then measure the white cal plaque.

30. After the sequence is complete, exit out of ToolCrib and place the color reflectance reference back in its protective envelope.