



Toshiba MR-3031 Service Manual

Reversing automatic document feeder

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SERVICE MANUAL

TO

REVERSING AUTOMATIC DOCUMENT
FEEDER

MR-3031

Model: MR-3031

Publish Date: March 2016
File No. SME150025B0
R150921R4802-TTEC
Ver02 F-_2018-06

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Summary of Contents for Toshiba MR-3031

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[Page 3](#) General Precautions for Installation/Servicing/Maintenance for the equipment The installation and service shall be done by a qualified service technician. 1. When installing the equipment to the MFP, be sure to follow the instructions described in the "Unpacking/Set-Up Procedure for the equipment" booklet which comes with each unit of the equipment.

[Page 4](#) 19.Check the procedures and perform as described in the Service Manual. 20.Make

sure you do not lose your balance. 21.Avoid exposure to your skin and wear protective gloves as needed. 22.Do not leave plastic bags where children can get at them. This may cause an accident such as suffocation if a child puts his/her head into a bag.

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[Page 9](#) Read motor (M2) Original exit/reverse motor (M3) Fan motor (M4) Original pickup solenoid (SOL1) Jam access cover opening/closing switch (SW1) RADF control PC board (RADF) © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 GENERAL DESCRIPTION 2 - 1...

[Page 10](#) Original exit tray Intermediate transfer roller FLP1 Exit gate Pre-reading roller Pickup roller Post-reading roller Feed roller Reverse registration roller Separation roller Exit/reverse roller MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved GENERAL DESCRIPTION 2 - 2...

[Page 11](#) Electric Parts Layout RADF SOL1 Fig. 2-3 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 GENERAL DESCRIPTION 2 - 3...

[Page 12](#) Drives up and down the original pickup roller. 4. PC board Symbol Name Function RADF RADF control PC board Controls the RADF. (RADF board) LED board Controls the lighting of LED. MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved GENERAL DESCRIPTION 2 - 4...

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[Page 14](#) RADF Equipment DF-ACK DF-REQ Fig. 2-5 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved GENERAL DESCRIPTION 2 - 6...

[Page 15](#) The original exit/reverse motor also rotates reversely when the originals are being reversed and transported, compared to its rotational direction when they are being exited. The read motor always rotates in a constant direction. © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DESCRIPTION OF OPERATIONS...

[Page 16](#) OFF and the pickup roller is raised. The original pickup solenoid is the one can operate both suction and recovery. MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DESCRIPTION OF OPERATIONS 3 - 2...

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[Page 23](#) Open the RADF and remove the 2 screws [1] and 1 screw [2]. Fig. 4-1 Close the RADF. Open the jam access cover and remove 2 screws. Fig. 4-2 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 1...

[Page 24](#) Disconnect 1 connector [4] from the LED board. Take off the front cover. Fig. 4-4 [B] Rear cover Open the jam access cover and remove 4 screws. Fig. 4-5 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 2...

[Page 25](#) Remove 1 clip and then the dial and pin. Dial Clip Fig. 4-7 Remove 1 screw and the hinge pin. Hinge pin Fig. 4-8 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 3...

[Page 26](#) Take off the jam access cover by sliding it. Jam access cover Fig. 4-9 [D] Left cover Remove 2 screws and take off the left cover. Left cover Fig. 4-10 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 4...

[Page 27](#) Remove 2 screws. Lift up the feeder upper guide [1] by sliding it to the right. Notes: Do not pull the harness too strong. Fig. 4-11 Disconnect 1 connector from the RADF control PC board. Fig. 4-12 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 5...

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[Page 29](#) When installing, be sure to lock the shaft by pushing the release lever [2] to the end. Fig. 4-15 Take off the paper feeder unit [3]. Fig. 4-16 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 7...

[Page 30](#) Move the roller holder [1] to the direction indicated by the arrow and then turn it by 90 degrees counterclockwise. Fig. 4-17 Remove the pickup roller [2] or the feed roller [3] from each shaft respectively. Fig. 4-18 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 8...

[Page 31](#) Take off the paper feeder unit. (□ P. 4-7 "[A] Paper feeder unit") Remove 2 screws and take off the stay. Stay Fig. 4-21 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 9...

[Page 32](#) Remove the cable clamp [1] from the frame. Release the harness [2] from the harness clamp [3]. Fig. 4-23 Disconnect the joint connect [4]. Release the harness [5] from the harness clamp [6]. Fig. 4-24 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 10...

[Page 33](#) 1 pulley, 2 E-ring and 1 bushing from the rear side of the shaft, and then take off the registration roller. Bushing Registration roller E-ring Bushing Pulley Bushing E-ring Fig. 4-26 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND

[Page 34](#) Remove 1 clip and 1 bushing from the front side of the exit/reverse roller shaft. Leaf spring Clip Bushing Fig. 4-28 Take off the jam access guide. Jam access guide Fig. 4-29 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 12...

[Page 35](#) Take off the left cover. (□ P. 4-4 "[D] Left cover") Remove 1 screw and take off the hinge pin. Hinge pin Fig. 4-32 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 13...

[Page 36](#) Remove 1 bushing from the front side of the intermediate transport roller shaft. Take off the intermediate transport roller. Screw Bushing Bushing Pulley Intermediate transport roller Bushing Fig. 4-34 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 14...

[Page 37](#) Remove 1 clip and 1 bushing from the front side of the pre-reading roller shaft. Take off the pre-reading roller. Pre-reading roller Bushing Clip Fig. 4-36 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 15...

[Page 38](#) Bushing E-ring Fig. 4-38 Remove 1 clip and 1 bushing from the front side of the post-reading roller shaft. Bushing Clip Fig. 4-39 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 16...

[Page 39](#) Remove 2 screws. Open the post-reading lower guide and take off the post-reading upper guide. Post-reading upper guide Fig. 4-41 Take off the post-reading roller. Post-reading roller Fig. 4-42 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 17...

[Page 40](#) Remove 1 clip and 1 bushing from the front side of the reverse registration roller shaft. Bushing Clip Fig. 4-44 Open the RADF. Take off the reverse registration roller. Reverse registration roller Fig. 4-45 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 18...

[Page 41](#) Disconnect 1 connector, and then remove 1 spring. (Spring: Outside diameter of coil - $\varnothing 10.2$ mm, active coils - 12.5) Connector Spring Fig. 4-47 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 19...

[Page 42](#) (3). Then fully tighten these screws. Read motor Fig. 4-48 Remove 2 screws, and then take off the read motor. Read motor Bracket Fig. 4-49 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 20...

[Page 43](#) When the unit is being assembled, temporarily tighten the screws removed at step (4), and then attach the spring removed at step (3). Then fully tighten these screws. Read motor Fig. 4-51 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 21...

[Page 44](#) Remove 3 screws and then take off the bracket. Bracket Fig. 4-53 Take off 1 timing belt and 4 bushings. Timing belt Bushing Bushing Fig. 4-54 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 22...

[Page 45](#) Disconnect 1 connector, and then remove 1 spring. Notes: Spring color and form Color: Black, Outside diameter of coil: $\varnothing 8$ mm, acceptable turns of coil: 12.5 Connector Spring Fig. 4-56 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 23...

[Page 46](#) (C) Tighten the 2 screws [2] of the sub bracket. Fig. 4-58 Remove 2 screws and then take off the original feed motor. Original feed motor Bracket Fig. 4-59 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 24...

[Page 47](#) When the unit is being assembled, temporarily tighten the screws removed at step (3) and then attach the spring removed at step (2). Then fully tighten these screws. Original feed motor Fig. 4-61 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031

[Page 48](#) (B) Temporarily tighten the screws removed in step (3) and then attach the spring [1] removed in step (2). Then fully tighten these screws. (C) Tighten the 2 screws [2] of the sub bracket. Fig. 4-64 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 26...

[Page 49](#) Take off the original feed motor drive section. (□ P. 4-25 "[E] Original feed motor drive section") Disconnect 1 connector from the RADF control PC board. Fig. 4-67 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 27...

[Page 50](#) Remove 2 screws, and then take off the original exit/reverse motor by sliding it from the bracket. Original exit/reverse motor Bracket Fig. 4-70 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 28...

[Page 51](#) When installing the original pickup solenoid, be sure to align the edge of the original pickup solenoid with the mark-off line on the frame. Mark-off line Fig. 4-73 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 29...

[Page 52](#) If washers (3 pcs) and a pinion come off, assemble them in the order as shown in the illustration. Washer (Black: t= 0.25) Washer (Gold) Washer (Black: t= 0.13) Pinion Fig. 4-76 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 30...

[Page 53](#) Remove 2 screws and take off the holder. Holder Fig. 4-78 Release 2 latches and take off the original tray sensor. Original tray sensor Fig. 4-79 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 31...

[Page 54](#) [D] Original empty sensor (S3) Open the jam access cover. Remove 1 screw and take off the metal plate cover. Metal plate cover Fig. 4-82 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 32...

[Page 55](#) (□ P. 4-9 "[D] Feeder lower guide") Disconnect 1 connector. Release 2 latches and take off the original length detection sensor[1]. Fig. 4-85 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 33...

[Page 56](#) Take off the actuator. Disconnect 1 connector. Release 2 latches and take off the original width detection sensor-1. Original width detection sensor-1 Actuator Fig. 4-87 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 34...

[Page 57](#) (□ P. 4-13 "[G] Pre-reading guide") Release 2 latches and take off the read sensor from the pre-reading upper guide. Read sensor Fig. 4-89 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 35...

[Page 58](#) Fig. 4-91 Open the RADF. Remove 2 screws, and then take off 2 holders and platen guide. Holder Platen guide Holder Fig. 4-92 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 36...

[Page 59](#) When connecting the terminal, make sure that the color of the harness is correct. Jam access cover opening/closing switch Bracket White Black Fig. 4-95 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 37...

[Page 60](#) (□ P. 4-1 "[A] Front cover") Disconnect 1 connector [1]. Remove 1 screw and take off the LED board (LED) [2]. Fig. 4-98 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved DISASSEMBLY AND ASSEMBLY 4 - 38...

[Page 61](#) Fig. 4-100 [B] Front resist roller sheet Open the jam access cover. Peel off 3 registration roller front sheets [1]. Fig. 4-101 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 DISASSEMBLY AND ASSEMBLY 4 - 39...

[Page 62](#) Attach them securely and check that they do not lift up or become unstuck. [1] [1] 0.2mm to 0.8mm 0.2mm to 0.8mm 0.2mm to 0.8mm Fig. 4-102 MR-3031 © 2016 - 2018

[Page 63](#) Open the RADF and install 2 positioning pins (the positioning pins are installed to the back side of the hinge which is on the left side of the RADF). Fig.5-1 Remove the platen sheet. Fig.5-2 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 ADJUSTMENT 5 - 1...

[Page 64](#) If the pins cannot be fitted into the holes, perform the adjustment according to the following procedure. Remove the right-hand hinge screw at the rear side. Fig.5-4 Remove the bracket on the left-hand hinge. Fig.5-5 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved ADJUSTMENT 5 - 2...

[Page 65](#) Position the pins with the holes on the RADF by moving it so that the pins fit into the holes when the RADF is closed. Fig.5-8 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 ADJUSTMENT 5 - 3...

[Page 66](#) Turn it clockwise: It moves toward the rear side. Turn it counterclockwise: It moves toward the front side. Fig.5-10 Install the right-hand hinge screw at the rear side. Fig.5-11 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved ADJUSTMENT 5 - 4...

[Page 67](#) (11) Place the platen sheet on the original glass and align it to the top left corner. Close the RADF gently and open it to check if the platen sheet is attached properly. Fig.5-14 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 ADJUSTMENT...

[Page 68](#) "B" from the left hand side of the equipment. If the value is not within the tolerance, perform the adjustment according to the following procedure. [Tolerance of the gap] Rear side: 0 - 0.5 mm Front side: 0 mm Fig.5-15 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved ADJUSTMENT 5 - 6...

[Page 69](#) Adjust the gap on the front side by means of the screw on the hinge on the exit side of the RADF. Turn it clockwise Lowered Turn it counterclockwise Heightened Fig.5-17 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 ADJUSTMENT 5 - 7...

[Page 70](#) [Sort] and [2 -> 2 Duplex] and then press the [START] button. Superimpose the chart on the copy and check the inclination of the copy image. MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved ADJUSTMENT 5 - 8...

[Page 71](#) "+", and if "D", shift it to "-". Fig.5-20 Fig.5-21 Shift the aligning plate in the direction of "+". Shift the aligning plate in the direction of "-". © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 ADJUSTMENT 5 - 9...

[Page 72](#) ", and if "D", shift it to "+". Fig.5-23 Fig.5-24 Shift the aligning plate in the direction of "-". Shift the aligning plate in the direction of "+". MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved ADJUSTMENT 5 - 10...

[Page 73](#) Superimpose the chart on the copy and check the leading edge E of the chart and F of the copy. Fig.5-25 Chart (Original) Fig.5-26 Copy © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 ADJUSTMENT 5 - 11...

[Page 74](#) If the leading edge (F) margin of the copy image is smaller than the (E) margin of the chart, enter a value larger than the current one. Notes: Changing one value shifts the copy image by 0.1 mm. Press the [OK] button. MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved ADJUSTMENT 5 - 12...

[Page 75](#) If the center line of the copy image is shifted to the rear side of the equipment, enter a value smaller than the current one. Notes: Changing one value shifts the copy image by 0.042 mm. Fig.5-28 Press the [ENTER] button. © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 ADJUSTMENT 5 - 13...

[Page 76](#) When the value increases by "1", the reproduction ratio of the secondary scanning direction when using the RADF increases by approx. 0.1%. Press the [OK] button. MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved ADJUSTMENT 5 - 14...

[Page 77](#) Remove 2 screws. Lift up the feeder upper guide [2] by sliding it to the right. Notes: Do not pull the harness too strong. Fig.5-31 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 ADJUSTMENT 5 - 15...

[Page 78](#) The upper limit of the movement of the bracket for the adjustment is 1 scale. If the bracket is moved by 2 scales, deterioration of the pressure spring may occur. Tighten the screw [4]. Fig.5-33 MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved ADJUSTMENT 5 - 16...

[Page 79](#) Place the platen sheet on the original glass and align it to the top left corner. Close the RADF gently and open it to check if the platen sheet is attached properly. Fig.5-35 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 ADJUSTMENT...

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[Page 81](#) Width between slides too wide compared to that of original? ☐ YES ☐ Move the slides so that they contact the edges of the original Check the scanner adjustment © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 TROUBLESHOOTING 6 - 1...

[Page 82](#) 5. Black streaks appear on copied image ADF original glass is dirty? ☐ YES ☐ Clean the glass with a dry/squeezed cloth Check the scanner unit MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved TROUBLESHOOTING 6 - 2...

[Page 83](#) Replace the sensor or harness Original width detection sensor-2 is ON when there is paper? ☐ NO ☐ Replace the sensor or harness Check or replace the RADF board © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 TROUBLESHOOTING 6 - 3...

[Page 84](#) Correct if any. 4. Replace the original exit/reverse sensor 5. Replace the RADF board. 6. Replace the read roller if it is worn out. MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved TROUBLESHOOTING 6 - 4...

[Page 85](#) Correct if any. 4. Replace the RADF jam access cover opening/closing switch. 5. Replace the RADF board. © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 TROUBLESHOOTING 6 - 5...

[Page 86](#) 3. Check if the connector CN75 on the RADF board is disconnected from the RADF jam access cover sensor or the harnesses are open circuited. Correct if any. 4. Replace the RADF jam access cover sensor. 5. Replace the RADF board. MR-3031 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved TROUBLESHOOTING 6 - 6...

[Page 87](#) Make sure properly to remove any dirt adhering to the convex-concave on the roller surface while cleaning it. (See the below figure: e.g. cleaned roller) Fig. 7-2 © 2016 - 2018 TOSHIBA TEC CORPORATION All rights reserved MR-3031 MAINTENANCE AND REWRITING ROM...

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[Page 99](#) The adjustment procedure "5.7 RADF Separation roller pressure force adjustment"
has been added. 5-17 The adjustment procedure "5.8 Platen Sheet" has been added. Ver.00
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