

ApeosPort-V 4020

Quick Reference for English-Speaking Users

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In this manual, safety instructions are preceded by the symbol . Always read and follow the instructions before performing the required procedures.

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2. Parts of this manual are subject to change without prior notice.
3. We welcome any comments on ambiguities, errors, omissions, or missing pages.
4. Never attempt any procedure on the machine that is not specifically described in this manual. Unauthorized operation can cause faults or accidents. Fuji Xerox is not liable for any problems resulting from unauthorized operation of the equipment.
5. This product has been designed and manufactured for use in Japan only, and may not operate normally in other country due to different electrical specifications or other environmental conditions. Each country has its own safety regulations for radio waves, materials, and other elements. If this product or its consumables are brought into another country, it may violate local regulations and the carrier may be penalized.

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# 1 Before Using the Machine

This chapter describes how to use this guide, as well as safety notes and legal notice you should read before using the machine.

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## Preface

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Thank you for selecting the ApeosPort-V 4020 (hereafter referred to as "the machine").

This guide describes how to operate the machine and the precautions you should follow during operation. To get the most out of the machine and to use it effectively, be sure to read this guide before use.

This guide is written for users who are new to the machine and provides information on copying, printing, faxing, and scanning operations, as well as troubleshooting, daily maintenance, and precautions users should take when operating the machine.

Please read this guide thoroughly to get the most out of the features available. After reading this guide, keep it handy for future reference when you need explanations on particular features of the machine or when you encounter difficulties with the machine during use.

Fuji Xerox Co., Ltd.

Fuji Xerox shares the global concern about environmental conservation and has integrated that concern in its business activities from research and development to disposal. We have implemented a number of programs to lessen the burden on the environment through totally eliminating ozone-depleting chlorofluorocarbons from our manufacturing facilities. We are committed to leadership in the conservation of resources by reusing and recycling postconsumer waste material such as papers, consumables like cartridges and parts from copiers and printers of our customers.

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## Using This Guide

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This section describes the organization of this guide.

This guide was produced for users who operate the ApeosPort-V 4020 on a regular basis. When reading this guide, refer to the chapter most relevant to the operation you are performing.

## Prerequisite Knowledge

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This guide assumes that the user has basic knowledge of the operating system of the personal computer in use, networking environments, and how to operate a personal computer itself.

For details on the operating system in use, basic knowledge of networking environments, and how to operate a personal computer, refer to the documentation provided with the operating system, network system, and the personal computer, respectively.

## Organization

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This guide consists of the following chapters:

■ **1 Before Using the Machine**

Explains how to use this guide, safety information, and legal notices.

■ **2 Product Overview**

Describes basic information such as identifying the major components, how to switch the machine on and off, how to use the touch screen, and how to set the power saver feature.

■ **3 Basic Operations**

Contains information about loading paper and other types of media into the machine, using the copy/print/scan/fax features, and changing the default settings.

■ **4 Paper and Other Media**

Describes the types of paper that can be used on the machine, precautions when handling paper, and how to load paper in trays.

■ **5 Maintenance**

Explains how to replace consumables.

■ **6 Troubleshooting**

Explains how to troubleshoot machine problems.

## Conventions

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- The screen shots and illustrations used in this guide vary depending on the machine configuration and optional components installed. Some of the items in the screen shots may not be displayed or available depending on your machine configuration.
- The procedures in this guide may vary depending on the driver and utility software being used due to the upgrades.
- In this guide, "Computer" refers to a personal computer or workstation.
- The *Italic* typeface is used to indicate references to other sections and chapters.

For example:

For information on cleaning the document glass, refer to "*Maintenance chapter*" (P.295).

- The following terms are used in this guide:

**Important** : Important information that you should read.

**Note** : Additional information on operations or features.

- The following symbols are used in this guide:

" "

- A cross-reference included in this guide.

- Names of features, touch screen messages and input text.

[ ]

- Folders, files, applications, button or menu names displayed on the touch screen.

- Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names.

< > button : Hardware buttons on the control panel.

< > key : Keys on the keyboard of the computer.

- Orientation of documents or paper is described in this guide as follows:

 , Long Edge Feed (LEF): Loading the document or paper in portrait orientation when you view the machine from the front of the machine.

 , Short Edge Feed (SEF): Loading document or paper in landscape orientation when you view the machine from the front of the machine.

# Safety Notes

Before using this product, read "Safety Notes" carefully for safety use.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.

**⚠ WARNING**  
 Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact Fuji Xerox Customer Support Center for more information.

Follow all warning instructions marked on this product. The warning marks stand for the followings:

<b>⚠ DANGER</b>	Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.
<b>⚠ WARNING</b>	Used for items that if not followed strictly, can lead to severe or fatal injuries.
<b>⚠ CAUTION</b>	Used for items that if not followed strictly, can cause injuries to user or damages to machine.
<p><b>⚠:</b> A symbol for items to pay attention to when handling machine. Follow instructions carefully to use machine safely.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Caution</div> <div style="text-align: center;"> Flammable</div> <div style="text-align: center;"> Explodable</div> <div style="text-align: center;"> Electric shock</div> <div style="text-align: center;"> Heated surface</div> <div style="text-align: center;"> Moving object</div> <div style="text-align: center;"> Pinched fingers</div> </div>	
<p><b>⊘:</b> A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Prohibited</div> <div style="text-align: center;"> No fire</div> <div style="text-align: center;"> Do not touch</div> <div style="text-align: center;"> Do not use in bathroom</div> <div style="text-align: center;"> Do not tear down</div> <div style="text-align: center;"> Keep away from wet</div> <div style="text-align: center;"> Never touch with wet hand</div> </div>	
<p><b>●:</b> A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Instructions</div> <div style="text-align: center;"> Unplug</div> <div style="text-align: center;"> Ground/Earth</div> </div>	

## Electrical Safety

### WARNING

This product shall be operated by the power source as indicated on the product's data plate. Consult your local power company to check if your power source meets the requirements.



To prevent electric shock and a fire accident due to electric leakage, always connect the ground wire first to either of the followings. The ground wire is green and comes out with the power cord from the rear panel of the product.

- Ground terminal on a wall outlet
- Copper blade nailed deeper than 850 mm into the earth.
- Ground terminal which had Type D grounding construction

Be sure to connect the ground wire first before plugging in. Conversely, unplug first when disconnecting the ground wire.

Check a wall outlet and its grounding for the product. If no grounding is available, contact Fuji Xerox Customer Support Center.

Never connect the ground wire to the followings:

- Gas supply tube (which may cause an ignition or explosion.)
- Grounding for telephone line or a lightning arrester. (If a lightning strikes, large current may go through.)
- Water supply tube or faucet. (If any plastic is used in a tube or faucet, it does not work as a grounding.)

Insufficient ground connection may cause an electric shock.



To prevent electric shock and a fire accident due to electric leakage, provide Type D or better grounding construction to this product.



Plug the power cord directly into a grounded electrical outlet. To prevent overheat and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult Fuji Xerox Customer Support Center to check if an outlet is grounded.



Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.



Never touch the power cord with wet hands. It may cause electric shock.



Do not put an object on the power cord.



Always keep the plug connection free of dust. The dusty and damp environment may bring about minute electric current in a connector. It may generate heat and eventually cause a fire accident.



To avoid the risk of electric shock and a fire accident, only use the power cord supplied with this product or the ones designated by Fuji Xerox.

The power cord is exclusive use for this product. Do not use it for any other product.

Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or a fire accident.

If the power cord is damaged or insulated wires are exposed, contact Fuji Xerox Customer Support Center for its replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and a fire accident.

## ⚠ CAUTION



When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.



Do not unplug or re-plug this product with the switch on. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire accident.



Hold the plug not the cord when unplugging this product, or it may damage the cord and cause electric shock or a fire accident.



Switch off and unplug the product when it (i.e., fax function) is not used over weekends or long holidays. Please note that it cannot receive fax message during switch-off.



Once a month, switch off this product and check if

- the power cord is plugged firmly into an electrical outlet;
- the plug is not excessively heated, rusted or bent;
- the plug and electrical outlet are free of dust; and
- the power cord is not cracked or worn down.

Once you notice any unusual condition, switch off and unplug this product first and contact Fuji Xerox Customer Support Center.

## Machine Installation

### ⚠ WARNING



Do not locate this product where people might step on or trip over the power cord. Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.



Never locate this product in the following places:

- Near radiators or any other heat sources
- Near volatile flammable materials such as curtains
- In the hot, humid, dusty or poorly ventilated environment
- In the place receiving direct sunlight
- Near cookers or humidifiers

**⚠ CAUTION**



**This product weighs 26 Kg. When moving it, always carry it by a team of two or more persons to avoid mishandling or injury.**



**When lifting this product, face the front panel and firmly grip the handholds provided on both sides of the product. Never lift it by gripping any other areas. It will prevent you from dropping the product and getting back ache or injuries.**

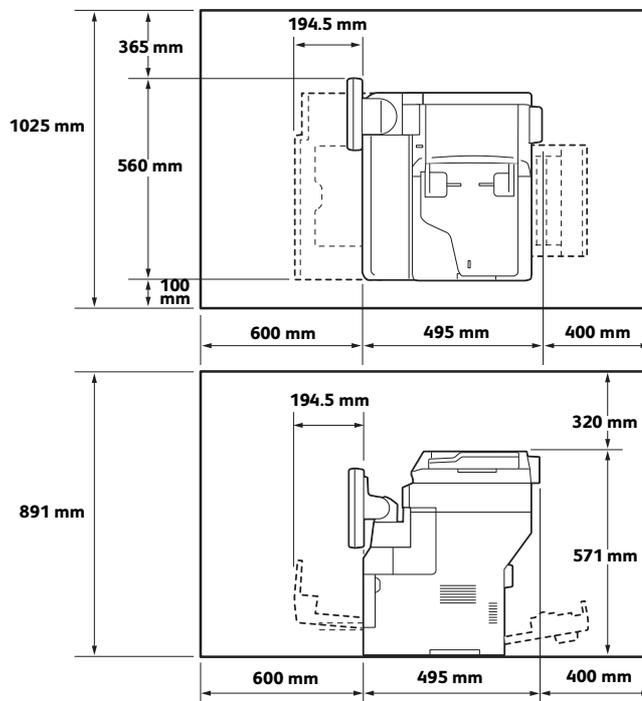


**Locate this product on a level and sturdy surface that can withstand a weight of 42 Kg. Otherwise, if tilted, the product may fall over and cause injuries.**



**Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product. Poor ventilation may cause overheat and a fire accident.**

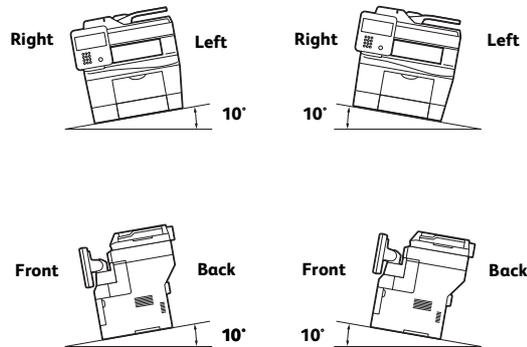
**Keep the minimum clearance as follows for ventilation and an access to the power plug. Unplug the product if an abnormal condition is noted.**



Unit: mm



**Do not incline the product at more than 10 degree angle. Otherwise, it may fall over and cause injuries.**



**Always lock the wheels of this product after installation. Otherwise, it may fall over or slide and cause injuries.**



**To bundle wires and cables, always use the cable ties and spiral tubes that Fuji Xerox supplies. Otherwise, it may cause some defects.**

**Others**



**To keep this product in a good performance and condition, always use it in the following environment:**

- Temperature: 10 - 32°C
- Humidity: 15 - 85%

**When the product is left in a chilly room and the room is rapidly warmed up by heater, dew condensation may form inside the product and cause a partial deletion on printing.**

## Operational Safety

### WARNING



The operator's product maintenance procedures are described in the customer documentation supplied with this product. Do not carry out any other maintenance procedures not described in the documentation.



This product features safety design not to allow operators access to hazard areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove. To prevent electric shock and injuries, never remove those covers and protectors.



To avoid the risk of electric shock and a fire accident, switch off and unplug the product promptly in the following conditions, then contact Fuji Xerox Customer Support Center.

- The product emits smoke or its surface is unusually hot.
- The product emits unusual noise or odor.
- The power cord is cracked or worn down.
- A circuit breaker, fuse or any other safety device becomes activated.
- Any liquid is spilled into the product.
- The product is soaked in water.
- Any part of the product is damaged.



Do not insert any object into slots or openings of this product.

Do not put any of the followings on the product:

- Liquid container such as flower vases or coffee cups
- Metal parts such as staples or clips
- Heavy objects

If liquid is spilled over or metal parts are slipped into the product, it may cause electric shock or a fire accident.



Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.



When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.



When you play the media (e.g., CD-ROM, DVD) supplied with the product, always use said media-enabled device. Otherwise, large sound may damage its speakers or your ears.



#### Laser Safety

**CAUTION:** Any operations or adjustments not stated in the operation manual may cause hazardous light exposure and eventually burn injuries or loss of eyesight.

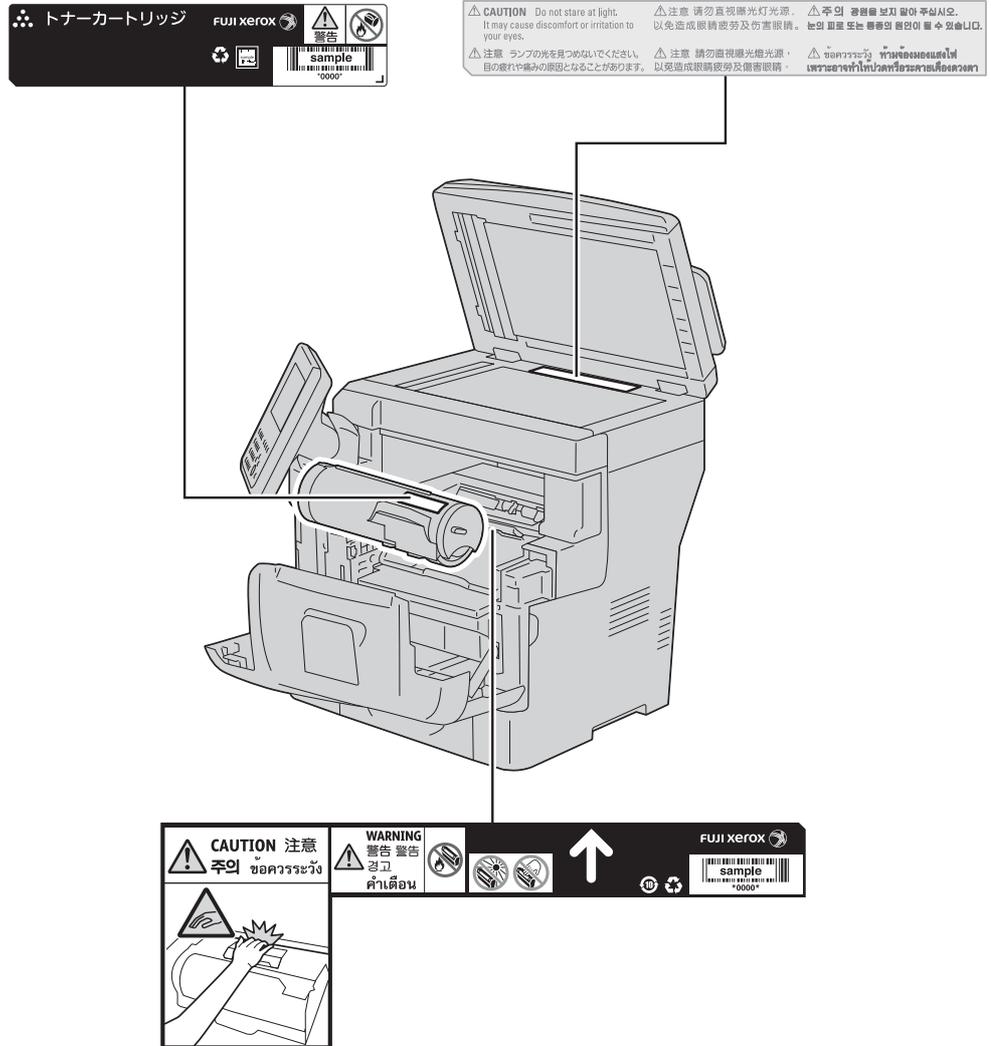
This product has been tested and found to comply with the Class 1 Laser Equipment requirements defined by the international standard IEC60825 and has no light exposure hazard. The product has no hazardous light emission as it features light protection components and covers to shut in all light beam during operation and maintenance.

**⚠ CAUTION**



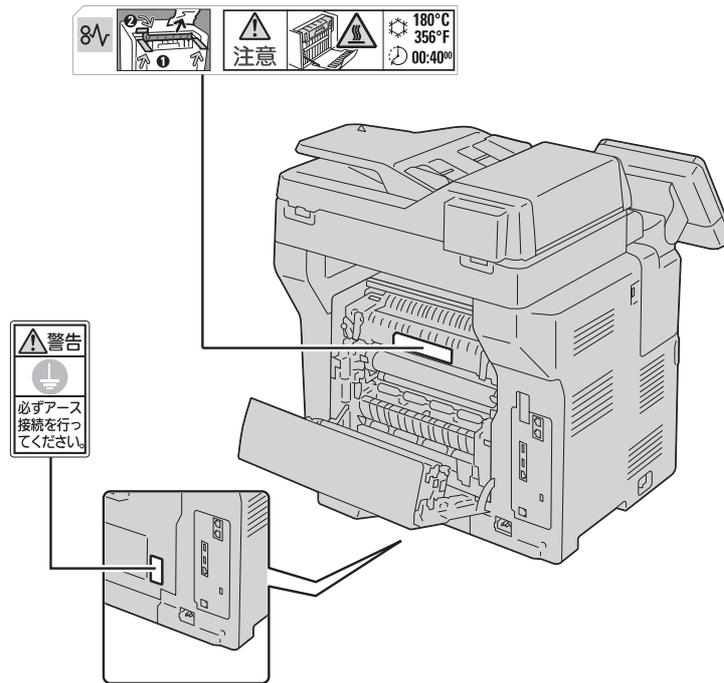
**Always follow all warning instructions marked on or supplied with this product.**

**To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.**



Before Using the Machine

1



-  **Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate the product and cause injuries or electric shock.**
-  **Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact Fuji Xerox Customer Support Center.**
-  **Ventilate well during extended operation or mass copying. It may affect the office air environment due to odor such as ozone in a poorly ventilated room.**
-  **Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.**

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## Consumable

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### WARNING

-  **Store all consumables in accordance with the instructions given on its package or container.**
-  **Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact Fuji Xerox Customer Support Center**
-  **Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.**  
**If you have a used toner cartridge no longer needed, contact Fuji Xerox Customer Support Center for its take-back.**

### CAUTION

-  **Keep drum cartridges (or drum if not a cartridge type) and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.**
-  **When replacing drum cartridges (or drum if not a cartridge type) and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.**
-  **If toner spills onto your skin or clothing, wash it off with soap and water.**  
**If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.**  
**If you inhale toner particles, move to a fresh air location and rinse your mouth with water.**  
**If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.**
-  **Fusing Unit Safety**  
**When removing the Fusing Unit, always switch off first and wait for 40 minutes until it cools off.**

## Regulation

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### Radio Frequency Emissions (Class B)

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#### CAUTION



This is a Class B product based on the standard of the VCCI Council. If this is used near a radio or television receiver in a domestic environment, it may cause radio interference. Install and use the equipment according to the instruction manual.

### Harmonics Current Emissions

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This product has been tested and found to comply with JIS C 61000-3-2: Limits for Harmonics Current Emission.

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## Environment

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- **Fuji Xerox will store the spare parts necessary to maintain the function of this product for 7 years after the production termination of this product.**
- **Emissions of dust, ozone, benzene, total volatile organic compounds(TVOC) and styrene from this product have been tested and found to comply with the Eco Mark criteria on chemical emission for Imaging Equipment Such As Copiers, Printers, etc. According to the test procedures defined by Blue Angel RAL UZ-171: 2012 Appendix S-M, using the toner type ApeosPort-V 4020 that is recommended for this product.**
- **For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridges and drum cartridges to make recycle parts, recycle materials or energy recovery.**
- **Proper disposal is required for toner cartridges and drum cartridges no longer needed. Do not open toner cartridges and drum cartridges. Return them to Fuji Xerox Customer Support Center.**

## Illegal Copies and Printouts

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Copying or printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country.

- Currency
- Banknotes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

### Legal Requirements in Japan

- 1** Counterfeiting currencies and securities for the purpose of uttering shall be strictly prohibited in Japan.
  - In the case of the following items, not only counterfeiting but also reproducing any items with a similar appearance shall be punishable.
  - Currencies, foreign currencies, national bonds, local bonds, postal money order, postage stamps, revenue stamps, etc.
  - In the case of the following items, counterfeiting shall be punishable.
  - Share certificates, corporate bonds, bank notes and checks, consignment sheets, warehouse certificates, vouchers, gift certificates, train tickets, commuter tickets, tokens, discount coupons, public lottery tickets, betting tickets, etc.
- 2** Forgery of documents and counterfeiting of seals for the purpose of uttering shall be severely punished in Japan. The following cases shall be punishable:
  - Forgery of official documents, such as certificates.
  - Forgery of private documents relating to rights and duties, such as agreements.
  - Forgery of private documents relating to the certification of a fact, such as letter of recommendation, resume and letter of greeting.
  - Counterfeiting of official seals
  - Counterfeiting of private seals
- 3** Exploiting copyrighted works, including but not limited to books, newspapers, magazines, brochures, paintings, plans, photography, images, movies, music and computer programs shall NOT be permissible without obtaining the consent of the copyright owner. In the following cases, the copyright owners may exercise their right of demanding cessation and/or may claim compensation for damages. Also, the following cases may be punishable.
  - 1) Reproduction**

To make a copy of copyrighted works which have been fixed on paper by means of copying machines; to make sound or visual recording from copyrighted works which have been fixed in magnetic tapes; to input copyrighted works by means of reading device and

make use of the electronic data thereof (i.e. record the data on PC or other mediums, output the data by printer); and to download copyrighted works, etc.

2) Modification

To distort, mutilate or modify copyrighted works which have been fixed in paper or fixed as electronic information, etc.

3) Transmission

To publicly transmit copyrighted works, including those that have been fixed as electronic information, by means of telecommunication networks such as Internet, facsimile and email; and to upload copyrighted works to interactive transmission communications server already connected with telecommunication networks for use by the public, etc.

HOWEVER, THE FOLLOWING SHALL BE PERMISSIBLE UNDER THE COPYRIGHT LAW OF JAPAN. In the following cases, it is NOT necessary for a user to obtain the consent of the copyright owner:

- Reproduction of copyrighted works for the purpose of the user's personal use, family use or other similar uses within a limited domain.
- The duplicate in the library aiming at offer to public use, such as a national library, a private library, a school attached institution, a public museum, various public data centers, and a research organization aimed at obtaining public benefit, etc.
- Making quotations from copyrighted works, provided that their making is compatible with fair practice and their extent does not exceed that justified by purposes such as news reporting, criticism or research.
- Reproduction of informatory, investigatory or statistical data and reports which have been prepared by the State or local governments for the press or other periodicals, provided that the reproduction thereof is not expressly prohibited.
- Publishing to a school textbook. However, the compensation to the copyright owner is required.
- The duplicate in a school and other educational facilities. However, in the light of a kind, a use, number of copies, and a mode, it restricts within limits which do not injure the copyright owner's profits unfairly.
- The duplicate as a test question. However, the compensation to the copyright owner is required.

Notice: This list is NOT inclusive and no liability is assumed for its completeness or accuracy. In case of doubt, please contact your legal counsel.

Before Using the Machine



# 2 Product Overview

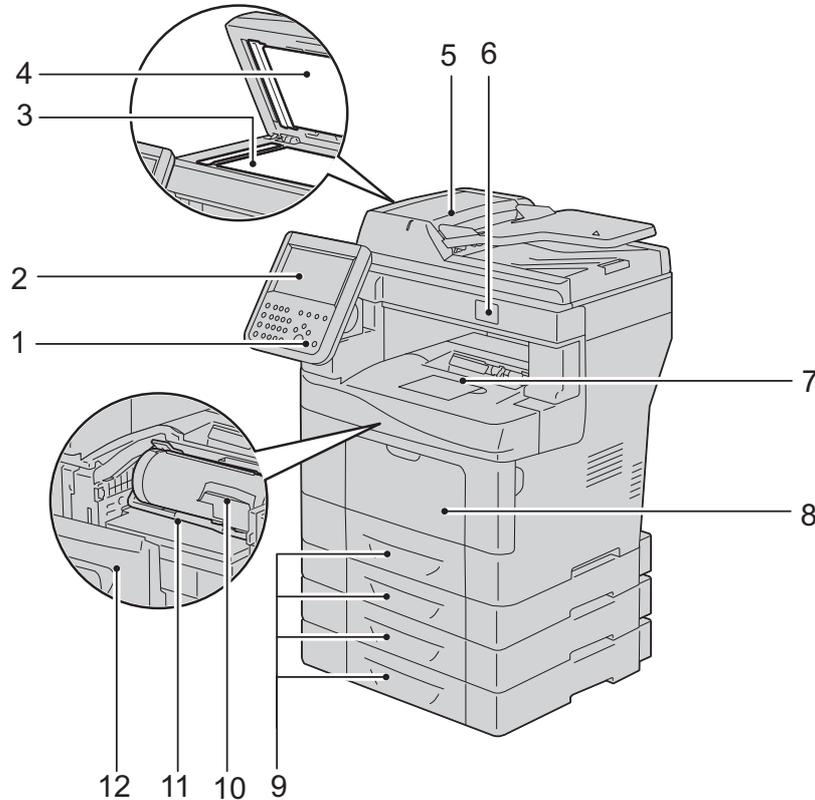
This chapter describes basic operation about the machine, such as the names of each component, switching on and off of the machine, and the operation of the touch screen and power saving settings.

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## Machine Components

The following describes machine components and their functions.

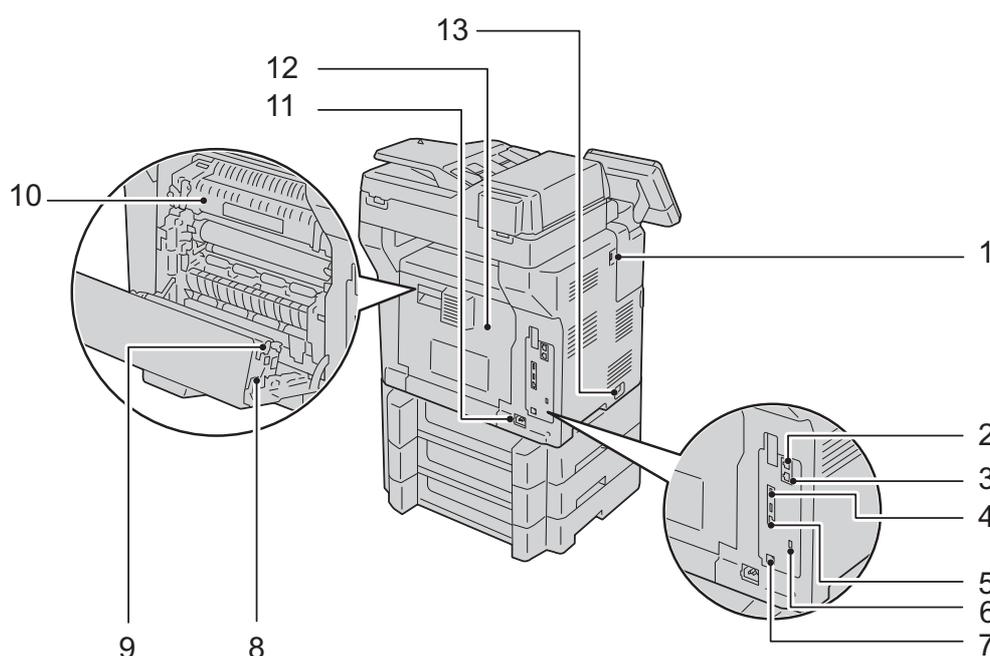
### ■ Front view of the machine



No.	Component	Function
1	Push-button power switch	Switches the power of the machine on and off. Refer to "Power Source" (P.30).
2	Control panel	Consists of operation buttons, LED indicators, and the touch screen. Refer to "Control Panel" (P.27).
3	Document glass	Load a document here.
4	Document cover	Holds a document in place.
5	Duplex Automatic Document Feeder	Load documents here. Refer to "Duplex Automatic Document Feeder" (P.26).
6	IC Card Reader (optional)	Used to authenticate a user using a smart card. When you touch the smart card to the IC Card Reader, the machine reads the user information registered on the smart card and authenticates the user. <b>Note</b> <ul style="list-style-type: none"> <li>• An optional component is required to use this feature. For more information, contact our Customer Support Center.</li> <li>• When the machine is in the Power Saver mode, touching the smart card to the IC Card Reader deactivates the Power Saver mode. However, this operation does not deactivate the Sleep mode. For more information, refer to "Exiting the Power Saver Mode" (P.34).</li> </ul>
7	Output tray	Copies and prints are delivered here.

No.	Component	Function
8	Tray 5 (bypass tray)	Used for loading non-standard paper, such as thick-stock paper and other special media, that cannot be loaded in Trays 1 to 4.
9	Tray 1 to 4	Load paper here. <b>Note</b> • Trays 2 to 4 are optional.
10	Toner cartridge	Contains toner.
11	Drum cartridge	Contains a photoconductor.
12	Front cover	Open this cover to replace consumable and clean the machine.

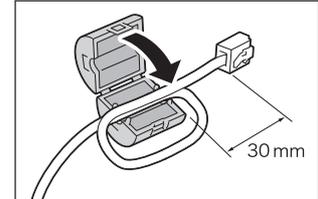
### ■ Left side and rear views of the machine



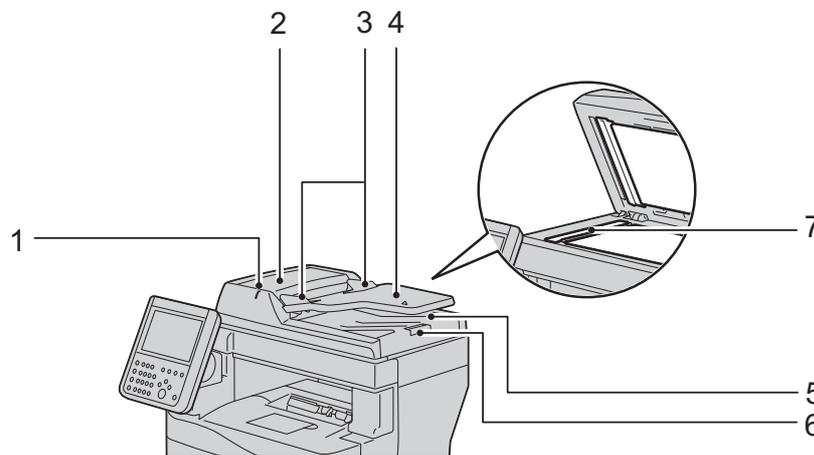
No.	Component	Function
1	USB 2.0 interface connector	Connects to a USB memory device.
2	PHONE connector	Enables you to connect the machine to a telephone device.* Do not connect any device (fax system) other than a telephone.
3	LINE connector	Use this connector to connect to a telephone line.* <b>Note</b> • ISDN is not supported.
4	USB 2.0 interface connector	Connects to the 3Gnet-BOX (optional).
5	10BASE-T/100BASE-TX connector	Connects to a network cable. To use this as a Gigabit Ethernet interface connector (100BASE-T), install the Gigabit Ethernet Kit (optional).
6	Security slot	The Kensington lock (optional) can be attached to the machine.
7	USB 2.0 interface connector	Connects a USB memory cable for printing.
8	Duplex module	Automatically prints or copies on both sides of paper.
9	Second BTR	Transfers toner to paper.
10	Fusing unit	Fuses toner to paper. <b>Important</b> • Do not touch this unit as it is extremely hot.
11	Power connector	Connects to the power cord.

No.	Component	Function
12	Rear cover	Open this cover to clear paper jams, replace consumable, and clean the machine.
13	Main power switch	Switches the main power on/off of the machine. Always follow the instructions by the system administrator. <b>Important</b> • Always switch the power off before switching the main power off. Refer to "Power Source" (P.30).

\* : Attach the ferrite core to the cable connected to the connector.



■ Duplex Automatic Document Feeder

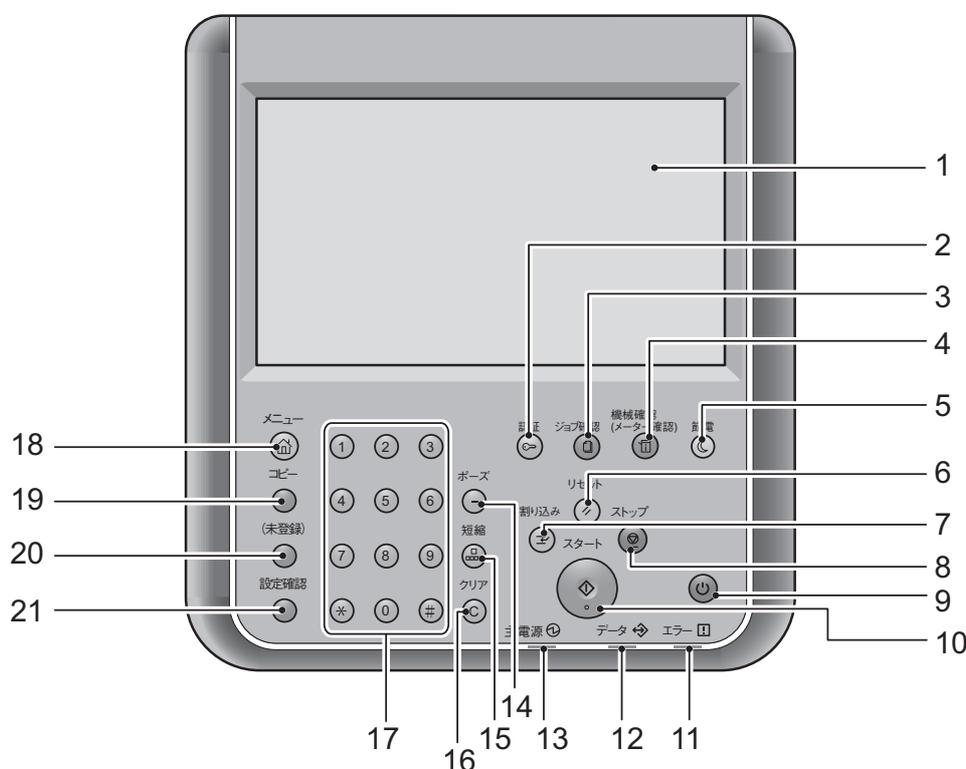


No.	Component	Function
1	Confirmation indicator	Lights up when a document is loaded correctly.
2	Left cover	Open this cover to clear paper jams.
3	Document guides	Use these guides to align the edges of documents.
4	Document feeder tray	Load documents here.
5	Document output tray	Scanned documents are delivered here.
6	Document stopper	Prevents outputs from falling off.
7	Constant velocity transport glass	Scans a loaded document.

**Note** • In this guide, the duplex automatic document feeder is referred to as the "document feeder".

## Control Panel

The following describes the names and functions of components on the control panel.



No.	Component	Function
1	Touch screen	Displays messages required for operation, and buttons for various features. You can directly touch the touch screen to instruct operations and set features.
2	<Log In/Out> button	Lights up when a user is authenticated in the System Administration mode, the Authentication mode, or the Accounting mode. Displays the User ID entry screen for entering the System Administration mode, the Authentication mode, or the Accounting mode. Press this button to exit these modes.
3	<Job Status> button	Press this button to check or cancel the current job, to check or print stored jobs, or to check completed jobs.
4	<Machine Status> button	Press this button to check the machine status and meters, to check the status of consumables, and to print reports.
5	<Power Saver> button	When the machine is not used for a while, it enters the Power Saver mode to reduce power consumption. When the Power Saver mode is active, the <Power Saver> button lights up. Press this button to enter or exit the Power Saver mode.
6	<Clear All> button	Returns the settings you made to the default values. The machine returns to the same state as when it is powered on.
7	<Interrupt> button	Press this button to suspend a copy or print job in progress to have the machine process another job. During the Interrupt mode, the <Interrupt> button lights up. Pressing the <Interrupt> button again exits the Interrupt mode and resumes the suspended job.

No.	Component	Function
8	<Stop> button	Press this button to pause the current job or communications.
9	Push-button power switch	Switches the power of the machine on and off. <b>Note</b> <ul style="list-style-type: none"> <li>• If the main power is not switched on, the machine will not be powered on even when the power is switched on. For more information, refer to "Power Source" (P.30).</li> </ul>
10	<Start> button	Press this button to start scanning a document.
11	<Error> indicator	Blinks if a system error occurs. This indicator lights up when a problem other than a system error occurs with the machine, including paper jams and running out of paper or toner. If the <Error> indicator blinks, contact our Customer Support Center.
12	<Data> indicator	Blinks when the machine is sending or receiving data to or from a client. This indicator lights up when data is stored in the machine's memory, when received faxes are waiting to be printed, or when faxes are stored in a folder.
13	<Main Power> indicator	Lights up when the main power is switched on. <b>Note</b> <ul style="list-style-type: none"> <li>• If the main power is not switched on, the machine will not be powered on even when the power is switched on.</li> </ul>
14	<Dial Pause> button	Press this button to insert a pause into a destination number.
15	<Speed Dial> button	Press this button to specify a recipient with an address number when sending a fax or e-mail.
16	<C (Clear)> button	Press this button to cancel a numerical value you have entered with the numeric keypad.
17	Numeric keypad	Use the numeric buttons on the keypad to enter the number of copies, passcodes, and other numerical values.
18	<Services Home> button	Press this button to display the Services Home screen.
19	<Custom Button 1> (Copy)	"Copy" is assigned to this button by default. Press this button to display the [Copy] screen.
20	<Custom Button 2> (Fax)	"Fax" is assigned to this button by default. Press this button to display the [Fax] screen.
21	<Custom Button 3> (Review)	"Review" is assigned to this button by default. On the [Review] screen, you can check a list of the status of Copy, Fax, and Scan services whose settings have been changed from the defaults. You can also check the details of fax and e-mail recipients.

---

## Screens and Buttons Displayed

---

You can register or change the services and buttons displayed on the touch screen. You can customize the following screens:

- Note**
- The following settings may have been changed by the system administrator. Use the machine according to the changes that have been made.

### Setting the Initial Screen

You can set the screen displayed after switching the power on or exiting the Power Saver mode.

### Setting the Screen Displayed after Auto Clear

You can select [Last Selection Screen] or Services Home for the screen to be displayed after Auto Clear.

### Assigning Services to the Custom Buttons

You can assign services to the custom buttons on the control panel: Custom 1 to Custom 3.

By assigning frequently-used services to the custom buttons, you can switch to the services without returning to the Services Home screen.

- Note**
- By default, "Copy" is assigned to the <Custom Button 1>, "Fax" is assigned to the <Custom Button 2>, and "Review" is assigned to the <Custom Button 3>.

### Customizing the Services Home Screen

You can customize the layout of services and buttons on the Services Home screen that is displayed when you press the <Services Home> button on the control panel.

## Power Source

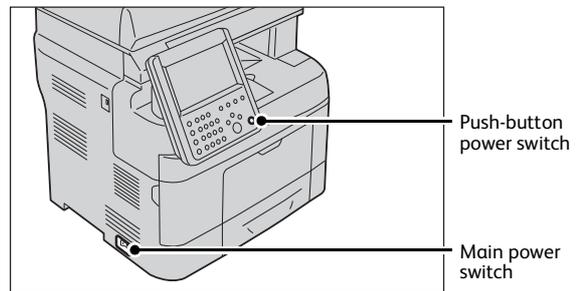
The machine is provided with the push-button power switch and the main power switch.

### ■ Push-button power switch

To use the machine, press the push-button power switch to switch its power on. You can start operations after the machine warms up.

### ■ Main power switch

Press the main power switch to the [O] position. The <Main Power> indicator goes out on the right side of the control panel, and the machine powers off. Do not switch the main power off except when you connect a cable to the machine or clean the machine. Switching off the main power may erase the data in the memory when using the Fax service.

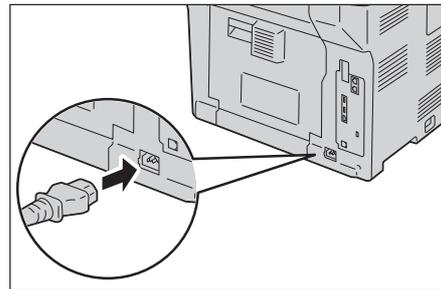


## Switching the Main Power On

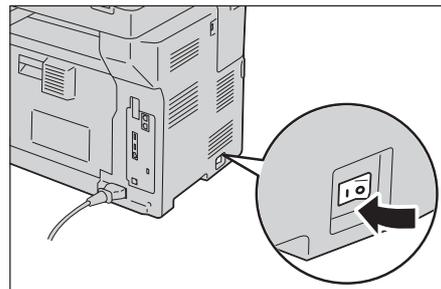
The following describes how to switch the main power on.

**Important** • Do not switch off the main power immediately after switching on the main power. This may damage the hard disk and the memory or cause a machine malfunction.

- 1 Connect the power code to the machine.



- 2 Press the main power switch to the [I] position to switch the main power on.  
The <Main Power> indicator lights up on the control panel.



## Switching the Power On

The following describes how to switch the power on.

The machine takes approximately 18 seconds to warm up and to be ready to copy or print after switching the power on. This may take more time depending on the configuration of your machine.

Switch the power off at the end of the day or when not using the machine for an extended period of time.

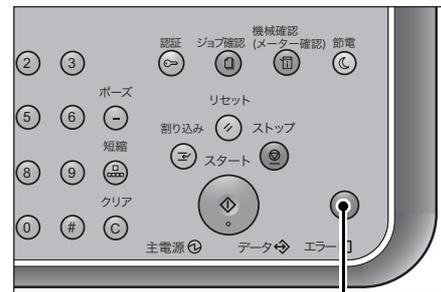
You can also use the Power Saver feature to save power consumption while the machine is not in use.

For information on the Power Saver feature, refer to "Power Saver Mode" (P.33).

**Important** • If the power is switched off, all the services of the machine will stop. When using the machine throughout the day for jobs such as receiving fax, do not switch the power off.

## 1 Press the push-button power switch to switch the power on.

- Note**
- The "Please wait..." message indicates that the machine is warming up. The machine is not available during warming up.
  - If the machine does not power on, check the following:
    - The power cord is plugged in.
    - The main power is switched on.



Push-button power switch button

## Switching the Power Off

The following describes how to switch the power off.

**Important** • If the power is switched off, all the services of the machine will stop. When using the machine throughout the day for jobs such as receiving fax, do not switch the power off.

- Note**
- You can set the machine to be switched off automatically at the same time every day.

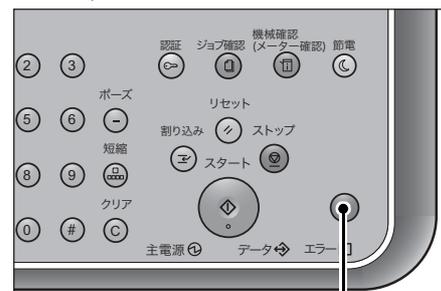
## 1 Before switching the power off, make sure that the machine has completed all copy or print jobs. Then, make sure that the <Data> indicator is not blinking.

- Important**
- Do not switch the power off in the following situations. If the power is switched off, the data being processed may be erased.
    - While data is being received
    - While a job is being printed
    - While a job is being copied
    - While a job is being scanned
  - When switching the power off, wait 5 seconds after outputs have been delivered.

## 2 Press the push-button power switch.

- Important**
- Power off processing is performed internally on the machine for a while after the power is switched off. Therefore, do not switch the main power off immediately after switching the power off.

- Note**
- When powering the machine on after it has been switched off, wait 15 seconds after the touch screen has gone dark.



Push-button power switch button

## Switching the Main Power Off

The following describes how to switch the main power off.

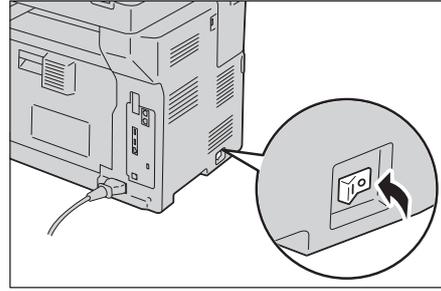
**Important** • Do not switch the main power off when a screen is displayed on the touch screen or while the <Power Saver> button is blinking. Switching off the main power under such circumstances may damage the hard disk and the memory or cause a machine malfunction.

- Switch the main power off first when unplugging the power cord. Unplugging the power cord with the main power on may damage the hard disk and the memory or cause a machine malfunction.

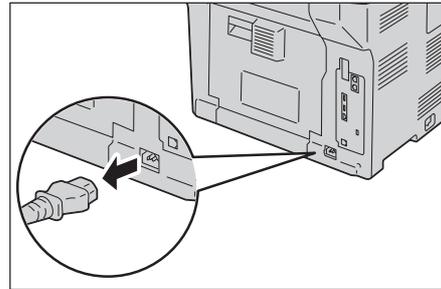
## 1 Make sure that the power is switched off.

## 2 Make sure that the touch screen is blank and the <Power Saver> button is not lit.

- 3** Press the main power switch to the [O] position to switch the main power off.  
The <Main Power> indicator goes out on the control panel.



- 4** Disconnect the power cord from the machine.



---

## Power Saver Mode

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The machine is equipped with the Power Saver mode that saves electricity by reducing power consumption.

The Power Saver feature has two modes: Low Power mode and Sleep mode.

### ■ Low Power Mode

In this mode, the power to the control panel is lowered to save power.

### ■ Sleep Mode

In this mode, the power supply to devices such as hard disk drive is suspended and the power is lowered more than in the Low Power mode.

---

## Entering the Power Saver Mode

---

When the machine enters the Power Saver mode, the touch screen is lit off and the <Power Saver> button on the control panel is lit on.

The machine enters the Power Saver mode by the following instances:

- Pressing the <Power Saver> button
- The machine is not operated, data is not received, or a job is not processed until the machine enters the Power Saver mode.

- Note**
- When the machine displays an error such as paper jams, it does not enter the Power Saver mode.
  - When the machine enters the Power Saver mode while a user is authenticated, the machine exits the authentication mode.
  - When the <Power Saver> button is pressed, the machine enters the Power Saver mode after 5 seconds.
  - When you press the <Power Saver> button soon after the touch screen is lit off and when the machine does not enter the Power Saver mode completely, it may take time to exit the mode. Wait a few seconds until the machine is ready to exit the Power Saver mode and push the <Power Saver> button again.
  - The machine will not enter the Power Saver mode when [Skip Blank Pages] is enabled.

## Exiting the Power Saver Mode

---

The machine exits the Power Saver mode by the following instances:

- Pressing the <Power Saver> button on the control panel
- Receiving jobs such as print and fax
- Selecting [Apply] in CentreWare Internet Services

**Note** • When the machine is in the Sleep mode, it takes longer time to exit the Power Saver mode than when the machine is in the Low Power mode.

When the following device is connected to the machine and a user performs the following operation, the Low Power mode can be deactivated without pressing the <Power Saver> button.

- Touching the IC Card Reader (optional) with a card

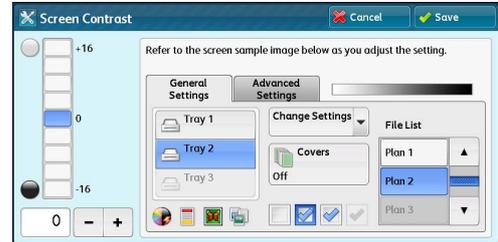
**Note** • The Sleep mode cannot be deactivated by the operation. When the above device is connected to the machine, you can make the machine exit the Power Saver mode without pressing the <Power Saver> button by setting longer time to elapse until the machine enters the Sleep mode.

- When the machine enters the Sleep mode with the IC Card Reader (optional) connected, it may take longer time to exit the Power Saver mode.

## Screen Brightness

You can adjust the screen brightness of the screen on the Services Home screen.

- 1 Select [Screen Brightness] on the Services Home screen.
- 2 Press [+] or [-] to adjust the screen brightness.



- 3 Select [Save].



# 3 Basic Operations

This chapter describes the basic operation and features for the Copy service.

- Copying Procedure ..... 38
- Fax Procedure ..... 45
- Printing Procedure ..... 50
- Scanning Procedure ..... 51
- Other Scan Services ..... 57
- Creating Folders ..... 59
- Changing the Default Settings ..... 60

# Copying Procedure

This section describes the basic copy procedures. The following shows the reference section for each procedure.

Step 1 Loading Documents .....38  
 Step 2 Selecting Features .....40  
 Step 3 Entering a Quantity .....41  
 Step 4 Starting the Copy Job .....41  
 Step 5 Confirming the Copy Job in Job Status.....42  
 Stopping the Copy Job.....43

## Step 1 Loading Documents

The following two methods are available to load documents:

■ **Document Feeder**

- Single sheet
- Multiple sheets

■ **Document Glass**

- Single sheet
- Bound documents, such as books

**Note** • The maximum number of pages that the machine can scan is 999 pages per job. If the number of pages scanned by the machine exceeds the maximum, follow the instructions of the message displayed on the screen to print the already-scanned data or cancel the job.

### Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 5.5 x 5.5" (Standard size: A6) to 8.5 x 14" (Legal size).

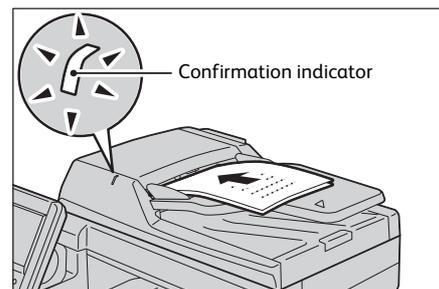
The document feeder accepts the following number of sheets.

Document Type (Weight)	Number of Sheets
Plain paper (50 - 80 gsm)	60 sheets

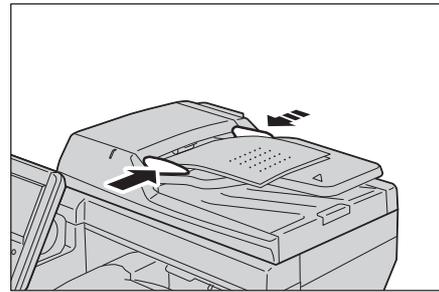
**Important** • To avoid paper jams, use the document glass for folded or wrinkled documents, cut-and-pasted documents, curled paper, or back carbon paper.  
 • The paper whose weight is less than 60 gsm cannot be scanned 2 sided.

- 1 Remove any paper clips and staples before loading a document.
- 2 Load the document face up (when the document is 2-sided, load the front side up) in the center of the document feeder.

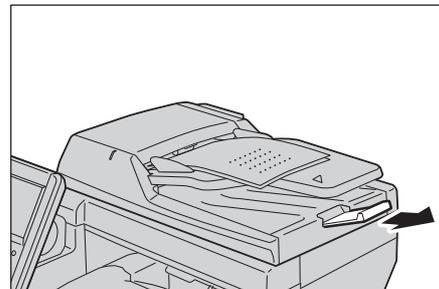
**Note** • The Confirmation indicator lights up when the document is loaded correctly. If the indicator does not light, load the document again.



- Adjust the document guides to match the size of the document loaded.



- Pull out the document stopper.



### Document Glass

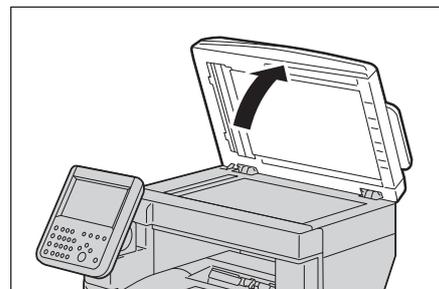
The document glass supports a single sheet, a book, or other similar documents with 8.5 x 14" (Legal Size).

**Important** • Always close the document cover after using the document glass.

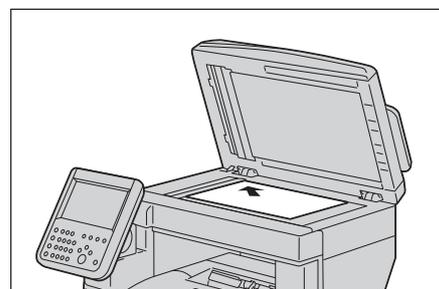
**⚠ CAUTION**

**Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.**

- Open the document cover.



- Load the document face down, and align it against the top left corner of the document glass.



- Close the document cover.

## Step 2 Selecting Features

The following two services are available to copy documents.

### ■ Simple Copy

Allows you to only select basic features to copy documents.

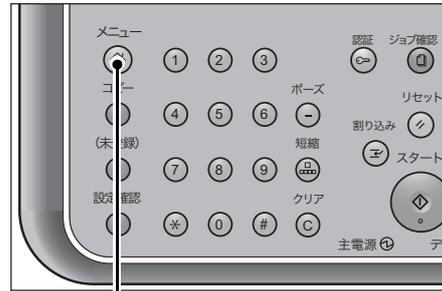
### ■ Copy

Allows you to make detailed settings to copy documents.

The following describes how to select features on the [Copy] screen.

- Note**
- The features displayed on the screen depend on the configuration of your machine.
  - When the Authentication or Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

1 Press the <Services Home> button.

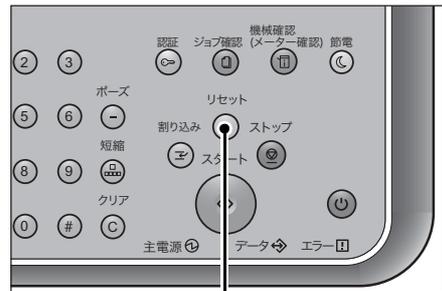


<Services Home> button

2 Select [Copy].



3 If the previous settings still remain, press the <Clear All> button.



<Clear All> button

4 Select each tab, and configure features as necessary.

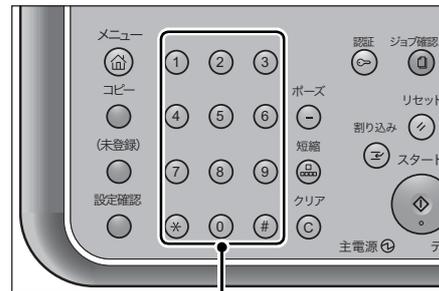
- Important**
- This machine cannot detect the original size automatically. When the original size is not set, an error message may be displayed. In this case, Set the original size by using the "Original Size" feature.



## Step 3 Entering a Quantity

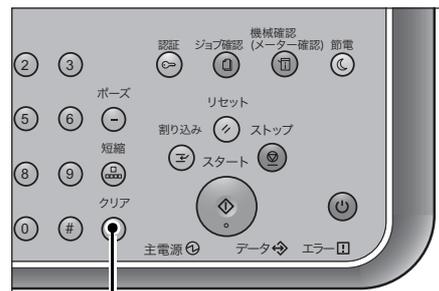
You can enter up to 999 sets.

- 1 Enter the number of copies using the numeric keypad. The number of copies entered appears on the upper right of the touch screen.



Numeric keypad

- 2 If you have entered an incorrect value, press the <C (Clear)> button and then enter the correct value.



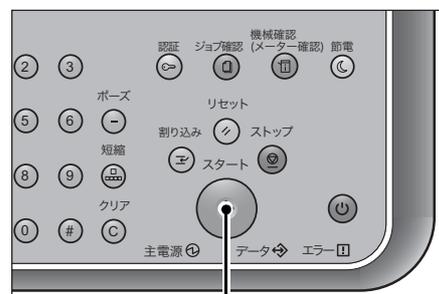
<C (Clear)> button

## Step 4 Starting the Copy Job

- 1 Press the <Start> button.

**Important** • If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.

**Note** • If a problem occurs, an error message appears on the touch screen. Follow the instructions of the message to solve the problem.  
• You can set the next job during copying.



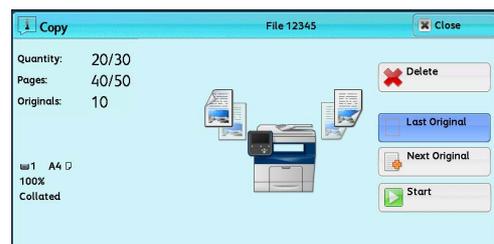
<Start> button

### ■ If you have more documents

If you have more documents to copy, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

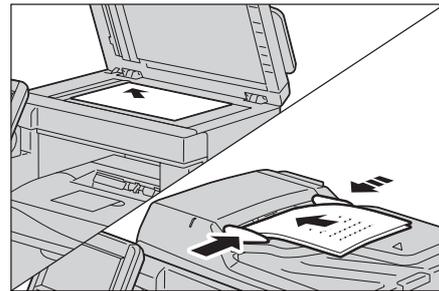
- 2 Select [Next Original] while scanning is in progress.

**Note** • When using the document feeder, load the next document after the machine has finished scanning the first document.  
• When [Next Original] is displayed on the screen shown on the right and no operation is performed for a certain period of time, the machine automatically assumes that there are no more documents.



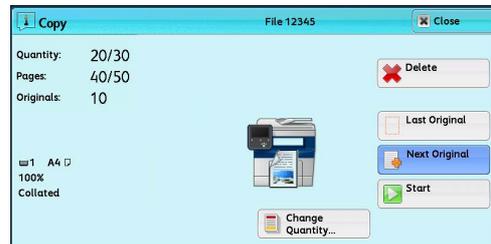
- You can change the number of copies by selecting [Change Quantity] that is displayed after selecting [Delete].

**3** Load the next document.



**4** Press the <Start> button.  
If you have more documents, repeat steps 3 and 4.

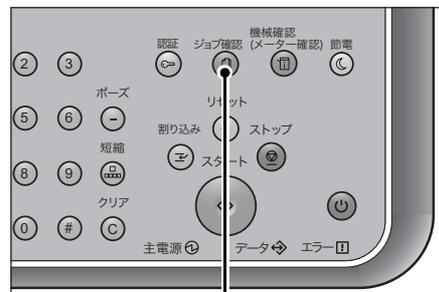
**5** When all documents have been scanned, select [Last Original].



### Step 5 Confirming the Copy Job in Job Status

If copies are not output after you start the copy job, the job may be in pending status. Use the following procedure to confirm the job status.

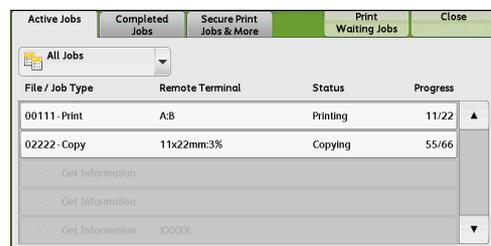
**1** Press the <Job Status> button.



<Job Status> button

**2** Confirm the job status.

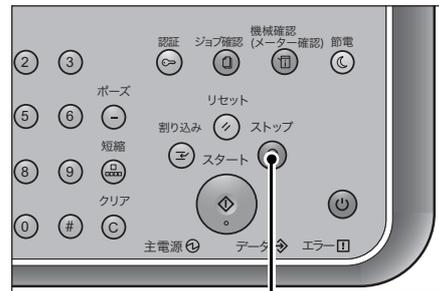
- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
  - Scroll the list by drag or flick operation to switch the screen to be displayed.



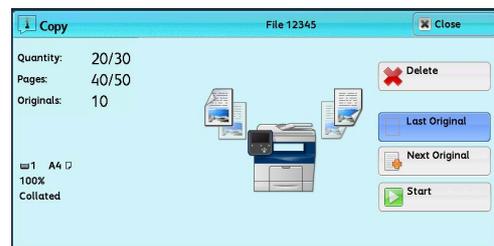
## Stopping the Copy Job

To cancel a copy job in progress, use the following procedure.

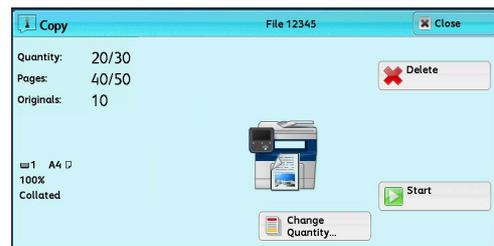
- 1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.



<Stop> button

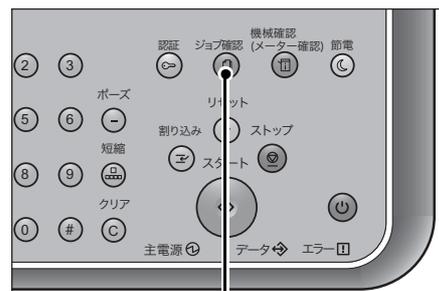


- 2 Select [Delete].



### ■ If [Delete] does not appear on the screen:

- 1 Press the <Job Status> button.



<Job Status> button

- 2 Select the job to cancel.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
  - Scroll the list by drag or flick operation to switch the screen to be displayed.

Active Jobs	Completed Jobs	Secure Print Jobs & More	Print Waiting Jobs	Close
All Jobs				
File / Job Type	Remote Terminal	Status	Progress	
02222 - Copy	11x22mm:3%	Copying	55/66	▲
02223 - Print	11x22mm:3%	Print Wait	66	
Get Information	XXXXXX			
Get Information	XXXXXX			
Get Information	XXXXXX			▼

3 Select [Delete].



4 Select [Delete].



# Fax Procedure

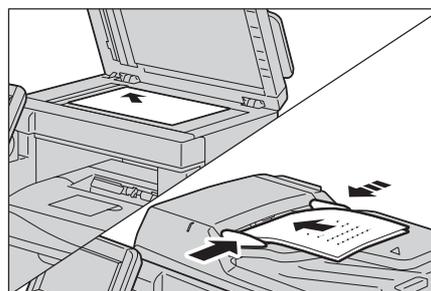
This section describes the basic fax procedures. The following shows the reference section for each procedure.

Step 1 Loading Documents.....	45
Step 2 Selecting Features.....	45
Step 3 Specifying Destinations.....	46
Step 4 Starting the Fax Job.....	47
Step 5 Confirming the Fax Job in Job Status.....	48
Stopping the Fax Job.....	48

## Step 1 Loading Documents

- 1 Load the document face up (when the document is 2-sided, load the front side up) in the center of the document feeder, or load the document face down and align it against the top left corner of the document glass..

For more information on how to load the document, refer to "Step 1 Loading Documents" (P.38).



## Step 2 Selecting Features

The following two services are available to send faxes.

### ■ Simple Fax

Allows you to only select basic features to send faxes.

### ■ Fax/Internet Fax

Allows you to make detailed settings to send faxes.

The following procedure uses [Fax/Internet Fax] to describe how to select features.

You can select the Fax or Internet Fax service service on the Services Home screen.

- Note**
- The features to be displayed on the screen depend on your machine configuration.
  - When the Authentication or Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

- 1 Press the <Services Home> button.

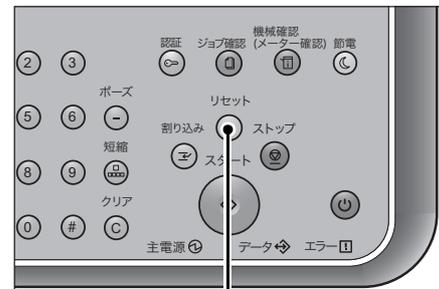


<Services Home> button

- 2 Select [Fax/Internet Fax].



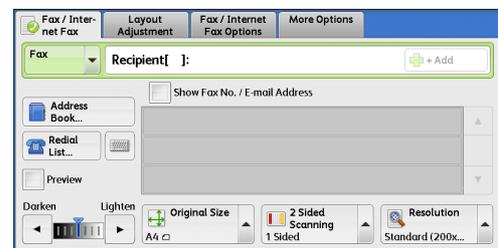
- 3 If the previous settings still remain, press the <Clear All> button.



<Clear All> button

- 4 Select each tab, and select a feature as necessary.

**Important** • This machine cannot detect the original size automatically. Set the original size by using the "Original Size" feature.



### Step 3 Specifying Destinations

The following explains how to specify a destination. The machine allows the following dialing methods (fax numbers or e-mail addresses).

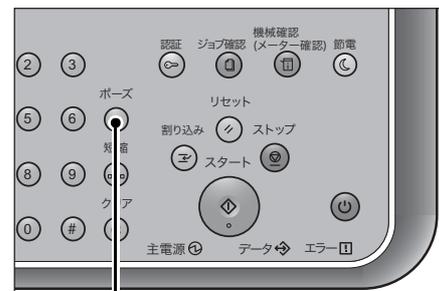
- Using the numeric keypad on the control panel
- Using the <Speed Dial> button on the control panel
- Using the one touch buttons on the control panel
- Using the screen keyboard on the touch screen

- 1 Enter the destination using any method from the above.

**Note** • Before sending a document, check your entries to make sure you specified correct destinations.

You can send a document to multiple destinations in a single operation.

If you need to insert a pause in a fax number, for example when using a calling card, press the <Dial Pause> button. When you dial manually, <Dial Pause> is not required. You can simply wait for a voice prompt and proceed accordingly.



<Dial Pause> button

## Step 4 Starting the Fax Job

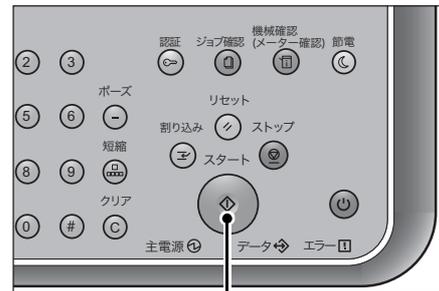
The following describes how to start a fax job.

### 1 Press the <Start> button.

**Important** • If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.

**Note**

- Depending on the settings, the screen to re-enter the recipient may be displayed after pressing the <Start> button. In this case, re-enter the recipient.
- If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.



<Start> button

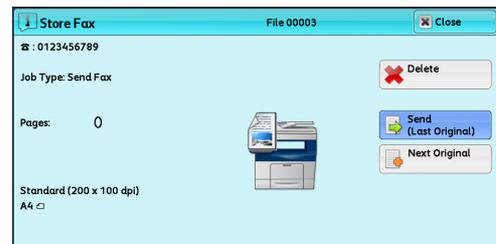
### ■ If you have more documents

If you have more documents to fax, select [Next Original] on the touch screen while the current document is being scanned. This allows you to send the documents as one set of data.

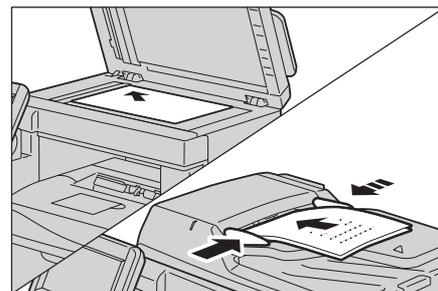
### 2 While documents are being scanned, select [Next Original].

**Note**

- When using the document feeder, load the next document after the machine has finished scanning the first document.
- You can change the scan settings of the next document by selecting [Resolution], [Original Size] and [Lighten/Darken] that are displayed after selecting [Next Original].
- When this screen or the preview screen is displayed and the time of [Auto Clear] lapsed without any operation, you can set whether or not to continue the job.



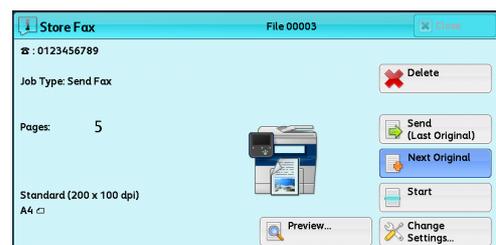
### 3 Load the next document.



### 4 Press the <Start> button.

If you have more documents, repeat steps 3 and 4.

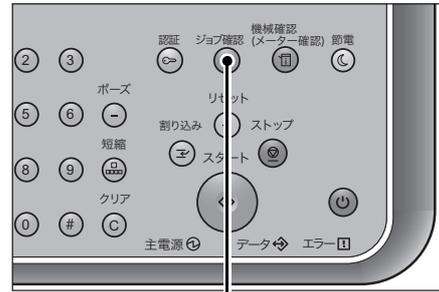
### 5 When all documents have been scanned, select [Send (Last Original)].



## Step 5 Confirming the Fax Job in Job Status

The following describes how to confirm the status of a fax job.

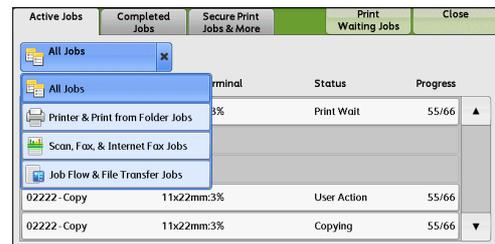
- 1 Press the <Job Status> button.



<Job Status> button

- 2 Confirm the job status.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
  - Scroll the list by drag or flick operation to switch the screen to be displayed.
  - From the drop-down menu, you can select [Scan, Fax, & Internet Fax Jobs] and display the desired job.



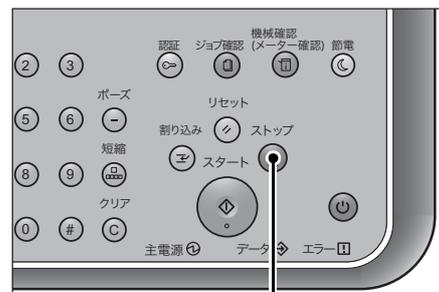
### ■ If undelivered faxes exist

You can confirm undelivered faxes on the [Job Status] screen or in an Activity Report.

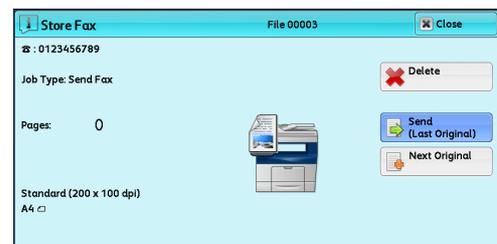
## Stopping the Fax Job

To cancel scanning a fax document, use the following procedure.

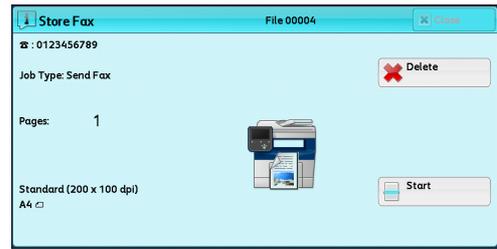
- 1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.



<Stop> button

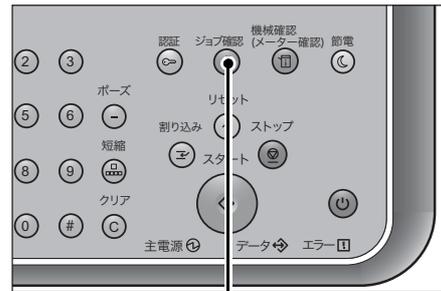


2 Select [Delete].



■ If [Delete] does not appear on the screen:

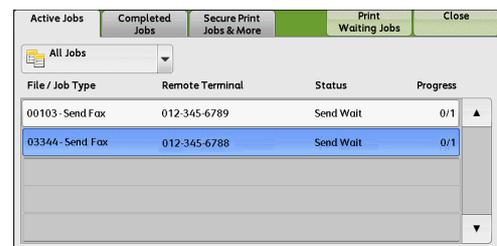
1 Press the <Job Status> button.



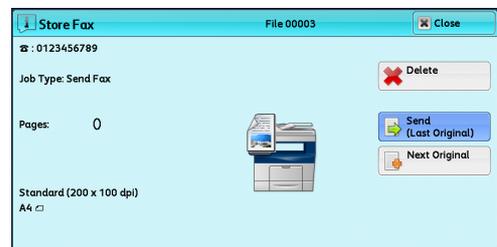
<Job Status> button

2 Select the job to cancel.

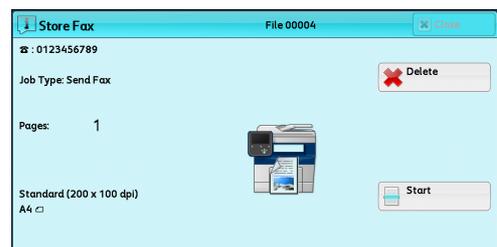
- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
  - Scroll the list by drag or flick operation to switch the screen to be displayed.



3 Select [Delete].



4 Select [Delete].



## Printing Procedure

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This section describes the basic printing procedure.

**Note** • In order to print from your computer, a print driver must be installed on the computer. For instructions on how to obtain a print driver, contact our Customer Support Center.

Printing procedure vary depending on the application software you are using. For more information, refer to the documentation provided with each application.

- 1** Select [Print] from the [File] menu in the application software you are using.
- 2** Make sure that the correct printer is selected, and then click [Properties] if necessary.
- 3** Make settings for each print option as required.
- 4** Click [OK].
- 5** Click [OK] in the [Print] dialog box.

## Scanning Procedure

This section describes the basic scanning procedure. The following shows the reference section for each procedure.

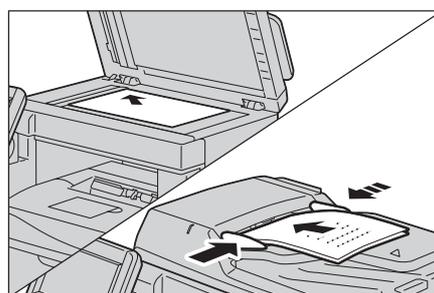
Step 1 Loading Documents.....	51
Step 2 Selecting the Features.....	51
Step 3 Starting the Scan Job .....	53
Step 4 Confirming the Scan Job in Job Status .....	54
Step 5 Saving the Scanned Data.....	55
Stopping the Scan Job .....	55

### Step 1 Loading Documents

- 1 Load the document face up (when the document is 2-sided, place the front side up) in the center of the document feeder, or load the document face down and align it against the top left corner of the document glass..

For more information on how to load the document, refer to "Step 1 Loading Documents" (P.38).

**Important** • Precautions for scanning from a computer  
When you are away from the machine to operate a computer with the documents left on the machine, other user may operate the machine and there is a risk of document loss and information leakage. Use a computer which is as close to the machine as possible. When the scan process is complete, check that you have all pages of the documents.



### Step 2 Selecting the Features

On the Services Home screen, you can select the following Scan services: [E-mail], [Store to Folder], [Scan to PC], [Store to USB], [Store & Send Link], and [Store to WSD]. You can select features for each service.

- Note**
- WSD stands for Web Services on Devices.
  - The features to be displayed on the screen depend on the configuration of your machine.
  - When the Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

#### ■ E-mail

Scans a document and sends the scanned data as an e-mail attachment after converting the data to TIFF, JPEG, PDF, DocuWorks, or XML Paper Specification (XPS).

#### ■ Store to Folder

Scans a document and saves the scanned data in a folder on the machine.

You need to create a folder in advance. For information on how to create a folder, refer to "Creating Folders" (P.59).

#### ■ Scan to PC

Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.

When Scan to My Folder is enabled and the Remote Access feature is available, the scanned data can be transferred to a different destination according to an authenticated user.

### ■ Store to USB

Scans a document and saves the scanned data to a USB memory device.

### ■ Store & Send Link

Scans a document and temporarily saves the scanned data on the machine. The user is notified by e-mail of the URL to the location where the scanned data is stored. Then, the user can access the URL to retrieve the scanned data.

### ■ Store to WSD

You can scan documents on the machine and save the scanned data to your computer. You can also save the scanned data to another computer on the network.

**Note** • WSD stands for Web Services on Devices.

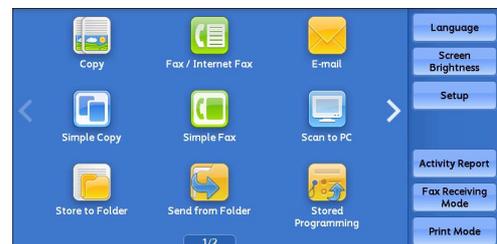
The following describes how to store scanned data into a folder as an example.

- 1 Press the <Services Home> button.

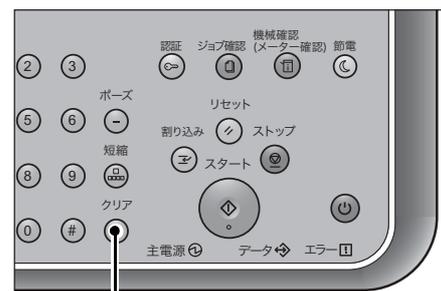


<Services Home> button

- 2 Select [Store to Folder].



- 3 If the previous settings still remain, press the <Clear All> button.



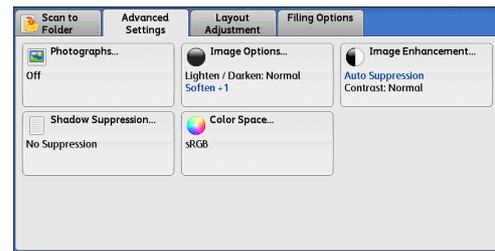
<Clear All> button

- 4 Specify a folder to save the data in.



## 5 Select each tab, and configure features as necessary.

**Important** • This machine cannot detect the original size automatically. Set the original size by using the "Original Size" feature.



When you use another Scan service, [Store to Folder] is replaced with [E-mail], [Scan to PC], [Store to USB], [Store & Send Link], or [Store to WSD].

**Note** • WSD stands for Web Services on Devices.

## Step 3 Starting the Scan Job

The following describes how to start a scan job.

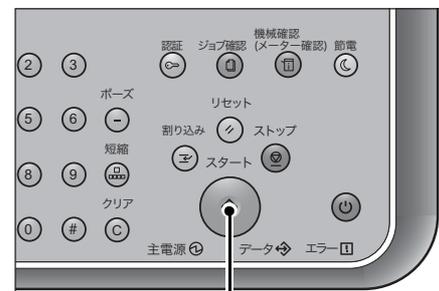
### 1 Press the <Start> button.

**Important** • If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.

- If a copy protection code is detected, the machine will not scan the document.

**Note** • If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.

- You can set the next job during scanning.



### ■ If you have more documents

If you have more documents to scan, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

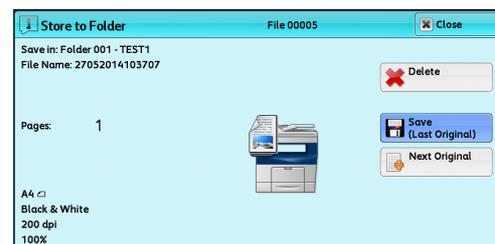
Up to 999 pages can be stored.

**Note** • If the number of pages scanned by the machine exceeds the maximum, the machine stops scanning. Follow the message displayed on the screen, and either abort the operation or save the already-scanned data as a single set of data.

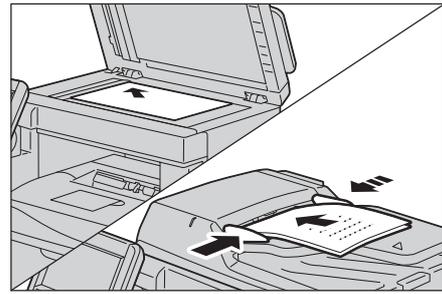
### 2 While documents are being scanned, select [Next Original].

**Note** • When using the document feeder, load the next document after the machine has finished scanning the first document.

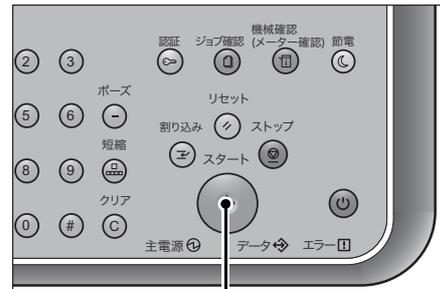
- When [Next Original] is displayed on the screen shown on the right and no operation is performed for a certain period of time, the machine automatically assumes that there are no more documents.
- You can change the scan settings of the next document by selecting [Change Settings] that is displayed after selecting [Next Original].



3 Load the next document.

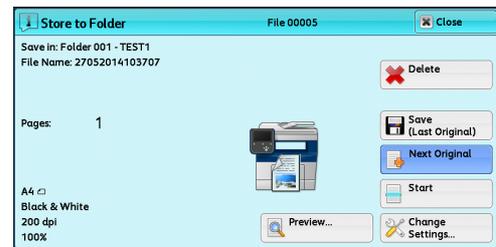


4 Press the <Start> button.  
If you have more documents, repeat steps 3 and 4.



<Start> button

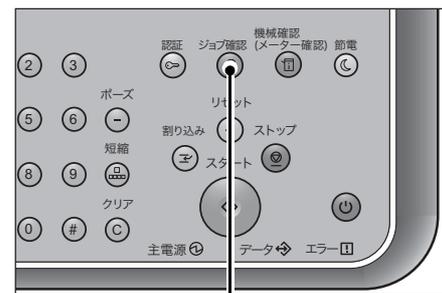
5 When all documents have been scanned, select [Save (Last Original)].



### Step 4 Confirming the Scan Job in Job Status

The following describes how to confirm the status of a scan job.

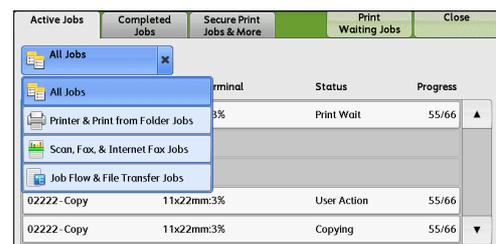
1 Press the <Job Status> button.



<Job Status> button

2 Confirm the job status.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
  - Scroll the list by drag or flick operation to switch the screen to be displayed.
  - From the drop-down menu, you can select [Scan, Fax, & Internet Fax Jobs] and display the desired job.



## Step 5 Saving the Scanned Data

When you used the Store to Folder service, you can use the following methods to import the file stored in a folder of the machine to your computer:

### ■ Import using an application

Use Network Scanner Driver.

### ■ Import using Stored File Manager 3

Use Stored File Manager 3 (Fuji Xerox application software).

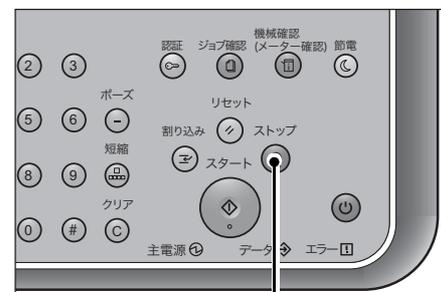
### ■ Import using CentreWare Internet Services

Use CentreWare Internet Services.

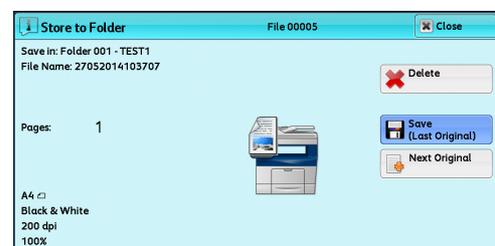
## Stopping the Scan Job

To cancel scanning a document, use the following procedure.

- 1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.



<Stop> button

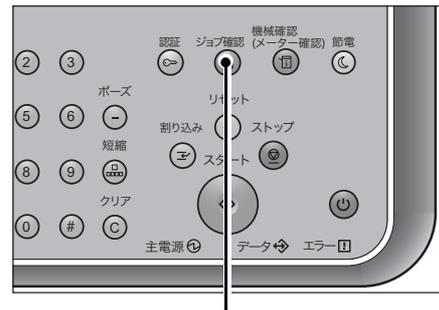


- 2 Select [Delete].



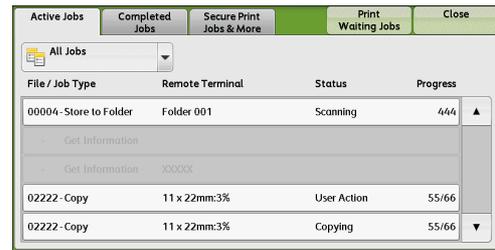
■ If [Delete] does not appear on the screen:

1 Press the <Job Status> button.

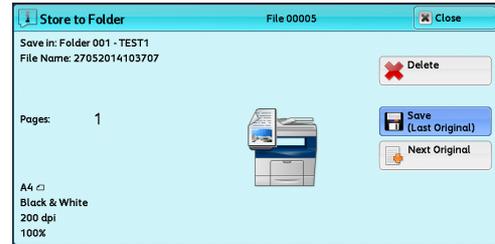


<Job Status> button

2 Select the job to cancel.

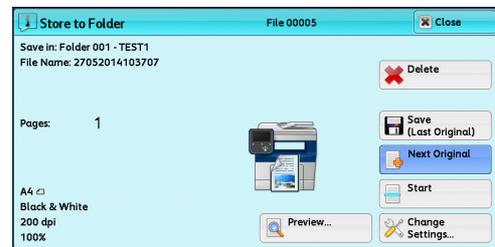


3 Select [Delete].



4 Select [Delete].

**Note** • If you cancel the job, the scanned data stored in the folder will also be deleted.

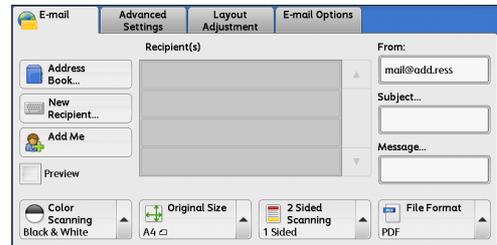


## Other Scan Services

### E-mail

This section describes how to scan documents to send them as e-mail attachments. You can specify destination addresses by using the screen keyboard to enter the addresses, or by selecting from the address book.

- 1 Press the <Services Home> button on the control panel.
- 2 Select [E-mail] on the touch screen.
- 3 Perform the necessary operations.

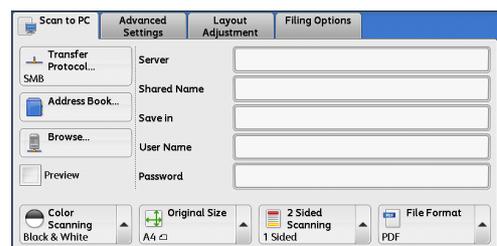


### Scan to PC

This section describes how to send scanned documents to specified destinations using FTP or SMB protocols.

- Server  
Specify the address of the destination server. Select a server from the address book after selecting [Address Book] or enter a server's address after selecting [Keyboard].
- Shared Name  
Enter a name assigned for the shared folder. If you select a server from the address book, the preset name is displayed. To change the name, select [Keyboard] and use the displayed keyboard. Not required for FTP servers.
- Save in  
Specify the location (or path) of the directory for saving files. If you select a server from the address book, the preset location is displayed. To change the location, select [Keyboard] and use the displayed keyboard.
- User Name  
Enter a log-in name if required by the destination server. If you select a server from the address book, the preset name is displayed. To change the name, select [Keyboard] and use the displayed keyboard.
- Password  
Enter a password if required by the destination server. If you select a server from the address book, the preset password is displayed. To change the password, select [Keyboard] and use the displayed keyboard.

- 1 Press the <Services Home> button on the control panel.
- 2 Select [Scan to PC] on the touch screen.
- 3 Perform the necessary operations.



## Store to USB

This section describes how to save scanned documents in a USB memory device.

- 1 Insert the USB memory device into the USB memory slot on the control panel.
- 2 Select [Store to USB] on the touch screen.

**Note**

- If [Store to USB] is not displayed on the screen, press the <Services Home> button to display the [Services Home] screen, and select [Store to USB].

- If the [Store to USB] screen is already displayed, move to step 4.

- 3 Perform the necessary operations.



## Store & Send Link

This section describes how to send the URL of scanned files to the E-mail address of the authenticated user.

- Send To  
Automatically sets the registered e-mail address of the authenticated user.
- From  
Automatically sets the registered e-mail address of the authenticated user.
- Subject  
Enter the subject of an e-mail.
- Message  
Enter the body of an e-mail.

- 1 Press the <Services Home> button on the control panel.
- 2 Select [Store & Send Link] on the touch screen.
- 3 Perform the necessary operations.



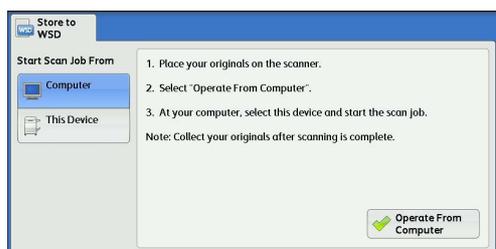
## Store to WSD

This section describes how to scan documents set on the machine and save the scanned data by operating from a computer.

**Note**

- WSD stands for Web Services on Devices.

- 1 Press the <Services Home> button on the control panel.
- 2 Select [Store to WSD] on the touch screen.
- 3 Perform the necessary operations.



# Creating Folders

Use this feature to create folders for saving confidential incoming fax documents or scanned documents. Fax documents in folders can be printed out at a convenient time and scanned documents in folders can be imported to computers.

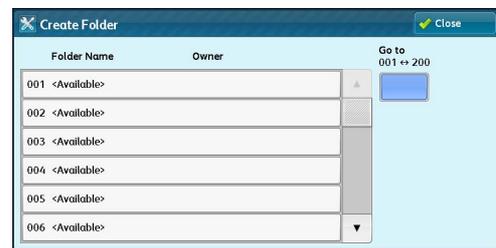
1 Select [Setup].



2 Select [Create Folder].

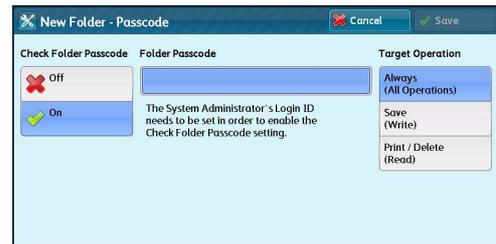
3 Select the folder to create.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
  - Entering a 3-digit folder number with the numeric keypad displays the specified folder at the top of the column.



4 When you create a folder, the [New Folder - Passcode] screen appears. Select items, and then select [Save].

- Note**
- When you select a folder already created, the [Folder XXX - Create/Delete] screen appears.



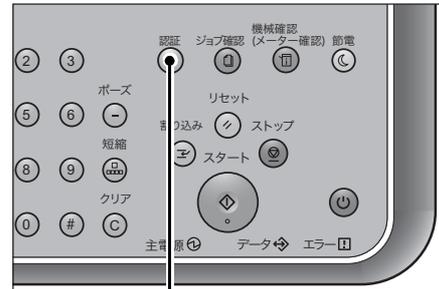
5 Select items and set the required settings.

6 When you finish required settings, select [Save].

## Changing the Default Settings

This section describes the basic system settings procedure.

- 1 Press the <Log In/Out> button or the login information field on the touch screen.



<Log In/Out> button

- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and then select [Enter].

- Note**
- The default user ID is "11111".
  - The default passcode is "x-admin".
  - The screen may differ depending on the settings of the machine.
  - The <Log In/Out> button is lit when the machine enters the System Administration mode.

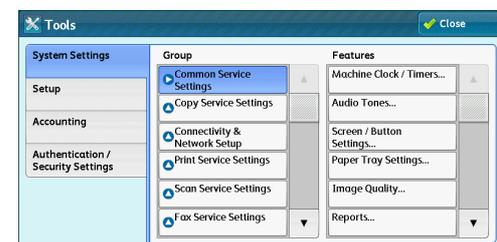


- 3 Select [Tools] on the Services Home screen.

- Note**
- When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.



- 4 Select a tab to set.



# 4 Paper and Other Media

This chapter describes the paper that can be used with the machine, precautions when handling paper, and how to load paper in trays.

- Usable Paper .....62
- Loading Paper .....65
- Changing the Paper Settings.....72

## Usable Paper

The following sections define the paper types supported for each paper tray.

Using inappropriate paper can lead to deterioration in print quality or paper jams, malfunctions, or damage to the machine. Only use media types recommended by Fuji Xerox on the machine to obtain optimal performance.

When you use unauthorized paper, please consult with your Fuji Xerox Customer Support Center or your authorized local dealer beforehand.

### Weights of Usable Paper

**Note** • Trays 2 to 4 are optional.

Tray	gsm / Ream Weight	No. of sheets (Fuji Xerox P paper)
Trays 1 and 4	60 - 216 gsm Ream Weight: 51.6 - 185.7 kg	550 sheets x 4
Tray 5 (bypass tray)	60 - 216 gsm Ream Weight: 51.6 - 185.7 kg	Up to 16.5 mm 150 sheets

**Important** • Printing on paper that differs from the paper type and size selected in the print driver, or printing from a tray that does not support the loaded paper may result in a paper jam. To ensure correct printing, select the correct paper size, paper type, and paper tray.

**Note**

- Basis weight is the weight of 1 m<sup>2</sup> of a paper sheet.
- Ream weight is the weight of 1,000 sheets of duodecimo size (788 x 1,091 mm) paper.
- When copying on non-standard size paper from Tray 5, you must enter the paper size. Furthermore, if you frequently copy on non-standard size paper, you can preset the size on the machine. That size then appears under [Standard Sizes] on the [Tray 5] screen.
- Most ideal image quality with the paper can be obtained by setting the image quality for each type of paper.

## Supported Paper Types

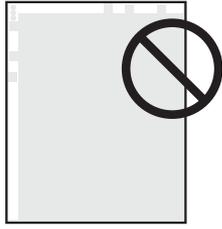
### Standard Paper

If using commercially available paper (called general paper), make sure that it meets the specifications. To achieve the best copy or print quality, we recommend you to use the following standard paper.

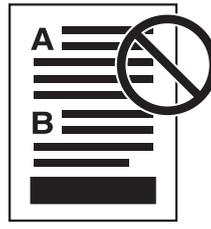
Paper Name	Paper Weights	Paper Type <sup>*1</sup>	Paper Characteristics and Usage Notes
P paper	64 gsm	Plain	Heavyweight paper for office use such as internal documents.

\*1 :After loading paper into a tray, specify the type of the paper for the tray.[

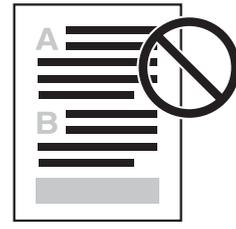
## Unusable Paper



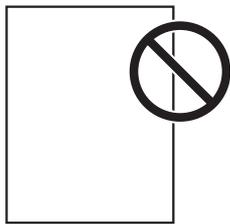
- Color transparency sheets (bordered with a white frame)



- Paper with one face already printed using another printer



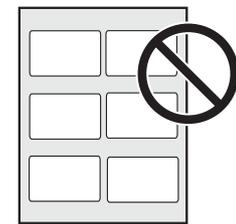
- Already printed face using this printer



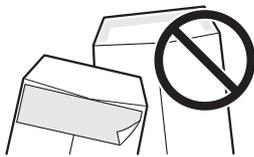
- Inkjet paper
- Tracing paper



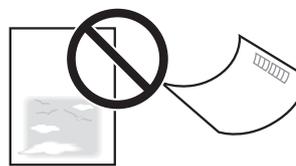
- Folded, creased or curled paper



- Label sheets whose face sheet surface does not cover the entire backing sheet



- Envelopes with sticky adhesive



- Multi-color printed postcard
- Inkjet postcard
- Curled postcard

## Loading Paper

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This section describes how to load paper.

### ■ Types of paper loaded in trays

The machine automatically detects the size and orientation of loaded paper in a tray, but not a paper type. Normally, each tray is set to plain paper. When loading paper other than plain paper, you must change the paper type setting. You can name paper types and can set up to five paper types as user-defined paper.

For information on changing the paper type settings, refer to "Changing the Paper Settings" (P.72).

### ■ Automatic Tray Selection

If you set paper source on the [Paper/Output] tab to [Paper Tray] in the PCL print driver's screen when printing, the machine automatically selects the paper tray according to the size and orientation of the document to be printed. This is called the Automatic Tray Selection.

If the machine detects two or more corresponding trays for the automatic tray selection, the machine selects the tray with the highest priority specified in [Paper Type Priority] among the trays set under [Paper Type Settings]. Trays whose [Paper Type Priority] setting is set to [Auto Paper Off] are ignored in automatic tray selection. Also, if the [Paper Type Priority] settings are identical, the tray priority is determined by [Paper Tray Priority].

- Note**
- Tray 5 cannot be selected in automatic tray selection.
  - When the paper runs out during copying or printing, select a tray containing the same sized paper and orientation, and the machine continues copying or printing (Auto Tray Switching feature). The machine cannot switch to a tray containing a paper type for which [Paper Type Priority] is set to [Auto Paper Off].

### ■ Adding paper

When the machine runs out of paper during copying or printing, a message appears on the touch screen. Add paper according to the message instructions. Copying or printing automatically resumes when paper is added.

**Important** • Do not add paper while the machine is in the Power Saver mode. Add paper after exiting the Power Saver mode by pressing the <Power Saver> button, and then press the <Machine Status> button.

- Note**
- Carefully fan the paper before loading it in a tray. Otherwise, the paper may stick together, resulting in paper jams, or multiple sheets being fed to the machine simultaneously.

## Loading Paper in Trays 1 to 4

---

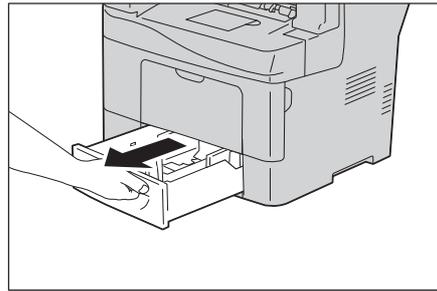
The following describes the procedures to load paper in Trays 1 to 4.

When the machine runs out of paper during copying or printing, a message appears on the touch screen. Add paper according to the message instructions. Copying or printing automatically resumes when paper is added.

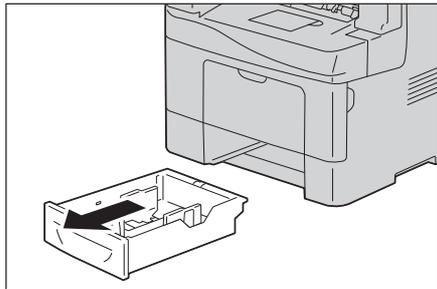
- Note**
- Trays 2 to 4 are optional.
  - Carefully fan the paper before loading it in a tray. Otherwise, the paper may stick together, resulting in paper jams.

**1** Pull out the tray halfway until it stops.

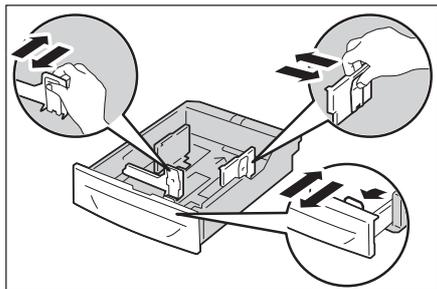
- Important**
- While the machine is processing a job, do not pull out the tray that is being used for the job.
  - To prevent paper jams or erroneous detection of loaded paper in a tray by the machine, do not add paper on top of any remaining paper in the tray. Remove any remaining paper from the tray, and then load that paper on top of the newly loaded paper.



**2** Hold the tray with both hands, and remove it from the machine.



**3** Adjust the paper guides.



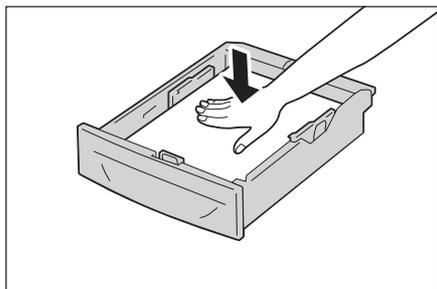
- Note**
- When loading Legal size or user-specified paper, slide the extendable part of the tray while pinching the lever.

**4** Before loading the paper, flex the sheets and fan them. Straighten the edges of the stack on a level surface.

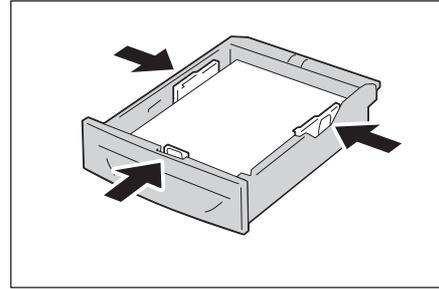
**5** Load the paper into the tray with the recommended print side facing up.

- Note**
- Do not exceed the maximum fill line in the tray. Overfilling the tray may cause paper jams.
  - When loading letterhead or hole punched paper, load paper from the top edge and with the recommended print side facing up.

**6** Make sure that the paper is set properly by pressing down the paper from top.

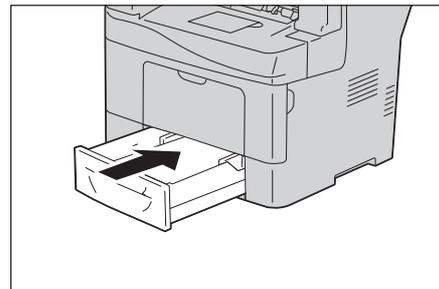


- 7** Align the width guides and length guide against the edges of the paper.



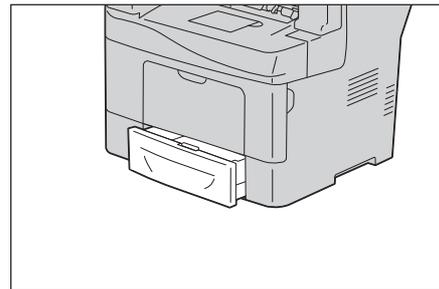
- 8** After confirming that the guides are securely adjusted, insert the tray into the machine.

- Note**
- The type of paper in Trays 1 to 4 is normally set to plain paper. When changing to a different paper type, change the paper quality settings to match the type of paper to be loaded so that you can maintain high quality printing. For more information on paper type settings, refer to "Changing the Paper Settings" (P.72).



- Non-standard size paper can be loaded in Tray 5 (bypass tray) . When loading non-standard size paper, you must register the paper size.

- Important**
- When inserting the tray, push it gently. Forcibly pushing the tray in may cause machine malfunction
  - If the front side of the tray is extended, the tray protrudes when it is inserted into the machine.

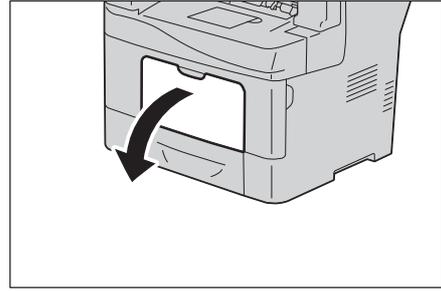


## Loading Paper in Tray 5 (Bypass Tray)

When printing or copying on a size or type of paper that cannot be set in Trays 1 to 4, use Tray 5 (bypass tray). The following describes the procedures to load paper in Tray 5. To use Tray 5 when printing, select Tray 5 and specify the paper type on the [Tray/Output] tab of the print driver. Also specify the type of paper to be loaded.

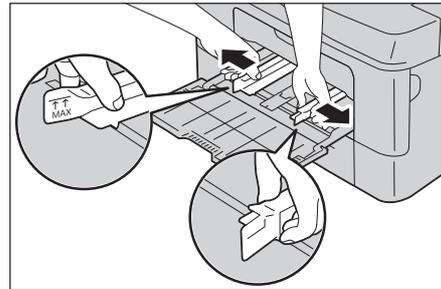
- Important**
- To prevent paper jams and erroneous detection of paper loaded in the tray by the machine, do not take out paper of a package until the tray runs out of paper.
- Note**
- Carefully fan paper before loading it in a tray. Otherwise, the paper may stick together, resulting in paper jams, or multiple sheets being fed to the machine simultaneously.

- 1 Gently pull open the bypass tray cover.



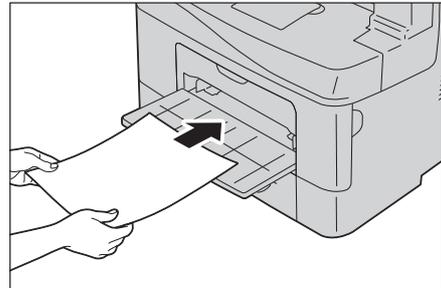
- 2 Slide the width guides to the edge of the tray. The width guides should be fully extended.

**Note** • Do not hold the front end but the middle part of each guide.



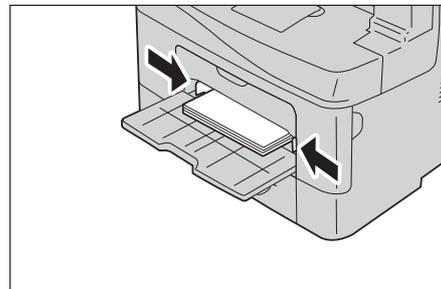
- 3 Insert all media into the bypass tray from the top edge and with the recommended printing surface facing upward.

**Note** • Do not forcibly push the paper into the bypass tray.



- 4 Slide both width guides until they rest lightly against the edge of the paper stack.

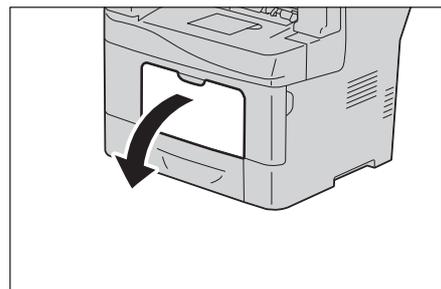
**Note** • The type of paper in Tray 5 (bypass tray) is normally set to plain paper. When changing to a different paper type, change the paper quality settings to match the type of paper to be loaded so that you can maintain high quality printing.  
For more information on paper type settings, refer to "Changing the Paper Settings" (P.72).



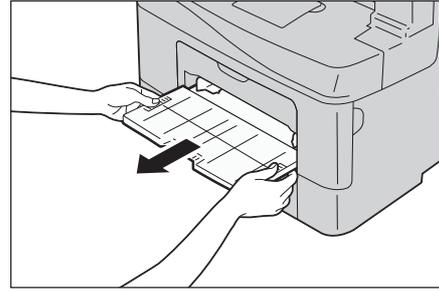
### Loading Small Paper in Tray 5 (Bypass Tray)

When loading small paper such as monarch envelope or the user-specified paper whose feed direction length is 191.6 mm or less in Tray 5 (bypass tray), remove Tray 5 (bypass tray) from the machine.

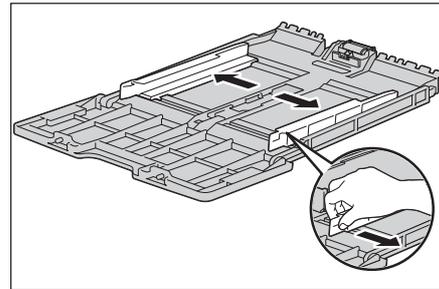
- 1 Gently pull open the bypass tray cover.



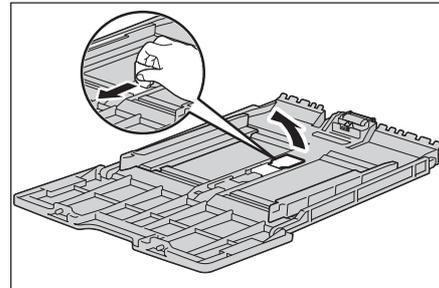
- 2** Grasp both sides of the bypass tray, and then pull it out of the machine.



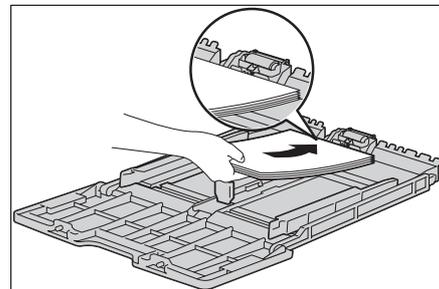
- 3** Slide the width guides to the edge of the tray. The width guides should be fully extended.



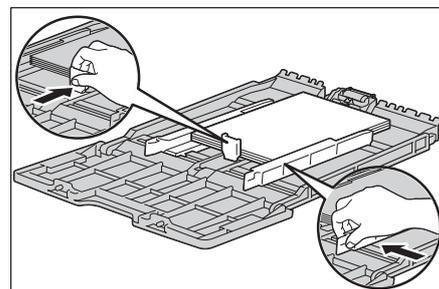
- 4** Pull up the length guide and slide it toward the bypass tray cover until it stops.



- 5** Load the paper into the bypass tray from the top edge and with the recommended printing surface facing upward.

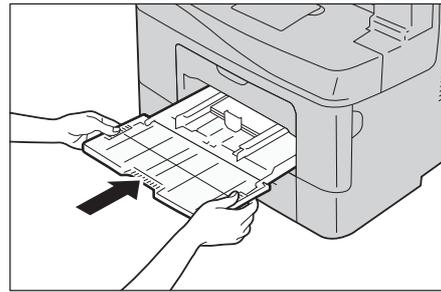


- 6** Slide the paper guides until they rest lightly against the edges of the paper.



**7** Insert the bypass tray into the machine.

- Note**
- The type of paper in Tray 5 (bypass tray) is normally set to plain paper. When changing to a different paper type, change the paper quality settings to match the type of paper to be loaded so that you can maintain high quality printing.  
For more information on paper type settings, refer to "Changing the Paper Settings" (P.72).

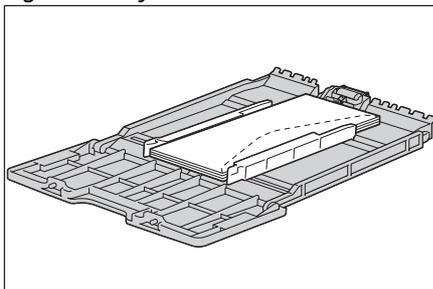
**Loading Envelope in the Bypass Tray**

Use the following guidelines to load envelopes of each size in the bypass tray:

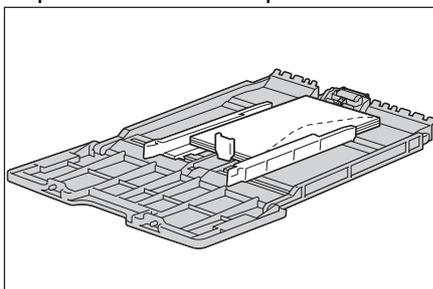
- Important**
- Never use envelopes with windows, coated linings, or self-stick adhesive. Use of such envelopes may lead to paper jams or damage to the machine.
- Note**
- When five envelopes are set on the bypass tray, a misfeed may occur. If this happens, reduce the number of envelopes.
  - Envelopes may bulge once they are removed from the packaging. To avoid possible paper jams, flatten the envelopes as shown below before loading them in the bypass tray.

**■ Com 10/DL**

Load envelopes in portrait (short edge feed) orientation with the flaps closed and the printing surface facing upward. Make sure that the flap side of the envelopes faces to the right when you view from the front of the machine.

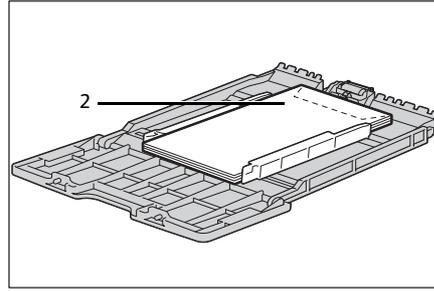
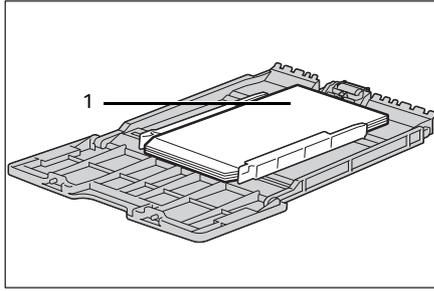
**■ Monarch**

You need to pull up and slide the length guide. Load envelopes in portrait (short edge feed) orientation with the flaps closed and the printing surface facing upward. Make sure that the flap side of the envelopes faces to the right when you view from the front of the machine.

**■ C5**

Load envelopes in portrait (short edge feed) orientation with the printing surface facing upward. You can print on the C5 envelopes either with the flap open or closed. To print on the envelopes with the flap open, load them in the bypass tray so as to be fed into the machine from the bottom of the envelopes as shown in the illustration indicated by "1". To print with the flap closed, on the other hand, load them to be fed from their flap side as shown in the illustration indicated by "2".

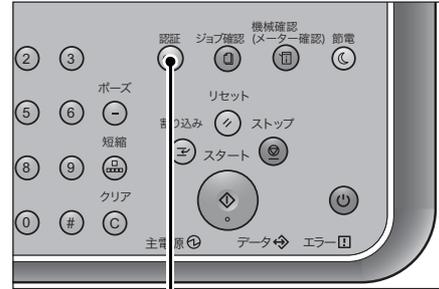
Printing on the envelopes with the flap open may cause the printed envelopes to be jumbled up on the output tray. To avoid this, load the envelopes with the flap closed.



## Changing the Paper Settings

This section describes how to change the paper type for Trays by the individual paper type. After loading paper in a tray, specify the type of paper loaded.

- 1 Press the <Log In/Out> button.



<Log In/Out> button

- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

- Note**
- The default user ID is "11111".
  - The default passcode is "x-admin".

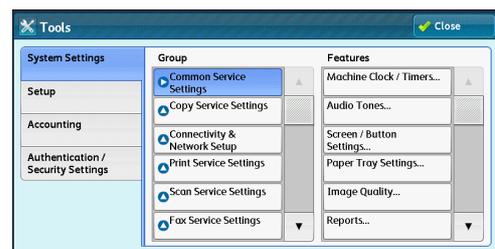


- 3 Select [Tools] on the Services Home screen.

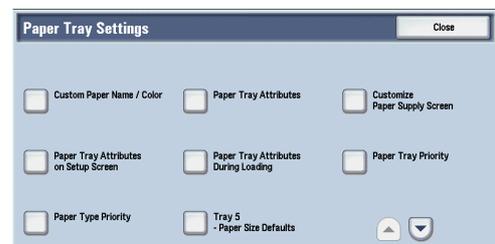
- Note**
- When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.



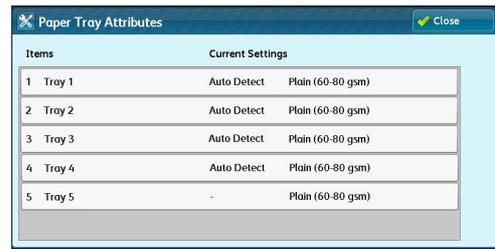
- 4 Select [System Settings] > [Common Service Settings] > [Paper Tray Settings].



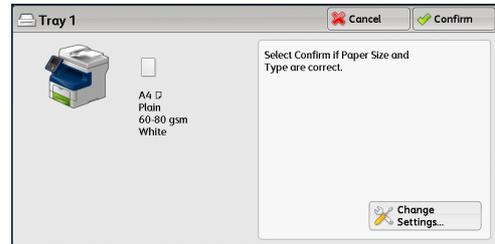
- 5 Select [Paper Tray Attributes].



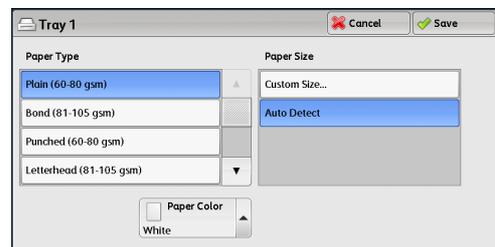
- 6 Select a paper tray for changing the paper type setting under [Items].



- 7 Select [Change Settings].



- 8 Select [Paper Type], [Paper Size], and [Paper Color] respectively.



- 9 Select [Close] repeatedly until the [Tools] screen is displayed.

- 10 Select [Close].



# 5 Maintenance

This chapter describes how to replace consumables.

- Replacing Toner Cartridges .....77
- Replacing Drum Cartridges  
(for Customers Having a Spot Maintenance Contract) .....79

There will be times when the machine will require maintenance tasks to be carried out. Information contained in this chapter will assist with these tasks.

- Note**
- The use of consumables and periodical replacement parts not recommended by Fuji Xerox may impair quality and performance. Use only consumables and periodical replacement parts recommended by Fuji Xerox for the machine.

**⚠ WARNING**

- **Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact Fuji Xerox Customer Support Center.**
- **Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact Fuji Xerox Customer Support Center for its take-back.**

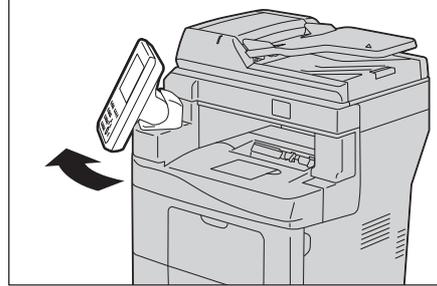
**⚠ CAUTION**

- **Keep drum cartridges and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.**
- **When replacing drum cartridges and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.**
- **If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink water and consult a physician immediately.**

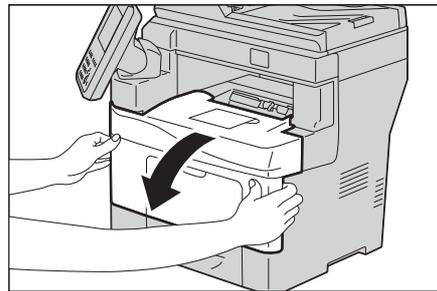
## Replacing Toner Cartridges

The following messages are displayed on the touch screen depending on the amount of toner remaining. Replace the toner cartridge according to the message.

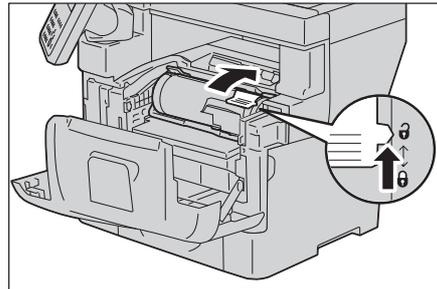
- 1 Turn the control panel to the left.



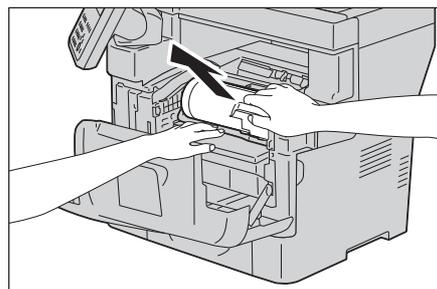
- 2 Make sure that the machine is not operating, and open the front cover.



- 3 Grasp the toner cartridge lock lever, and then pull it up to unlock the cartridge.



- 4 Hold the drum cartridge with your left hand, and grasp the handle on the toner cartridge with your right hand. Then, pull out the toner cartridge without tilting it.



**⚠ WARNING**

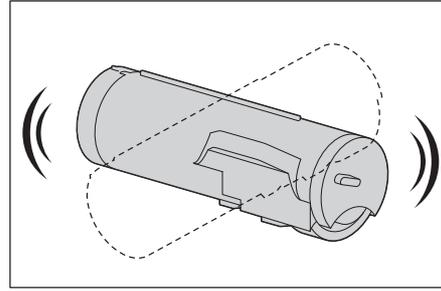
**Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.**

**If you have a used toner cartridge no longer needed, contact Fuji Xerox Customer Support Center for its take-back.**

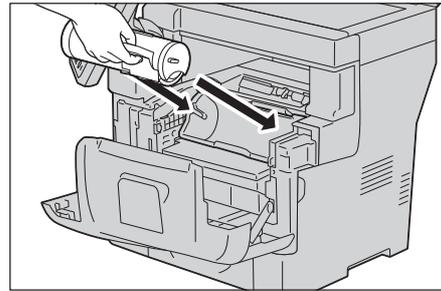
**Important** • Slide out the toner cartridge gently. Otherwise, toner may spill from the cartridge.

- If you have a used toner cartridge which is no longer needed, contact our Customer Support Center for its disposal.

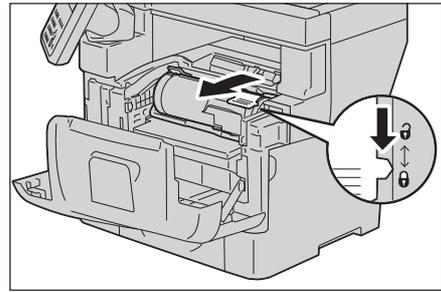
- 5** Unpack the new toner cartridge and shake it five or six times to distribute the toner evenly.



- 6** Make sure that the two tabs on the toner cartridge align with the grooves on the machine, and then insert the toner cartridge into the machine until it clicks into place.



- 7** Grasp the toner cartridge lock lever, and then push it down until it stops.



- 8** Close the front cover.

**Note** • If the front cover is not closed completely, a message appears and the machine will remain paused.

- 9** Move the control panel back in place.

## Replacing Drum Cartridges (for Customers Having a Spot Maintenance Contract)

The machine displays messages when you need to order new drum cartridges and when you need to replace the drum cartridges.

Follow the instructions below and replace the drum cartridges.

If you continue to copy or print without replacing the drum cartridges after a message asking for a replacement is displayed on the touch screen, the machine will stop after copying or printing about 8,500 pages.

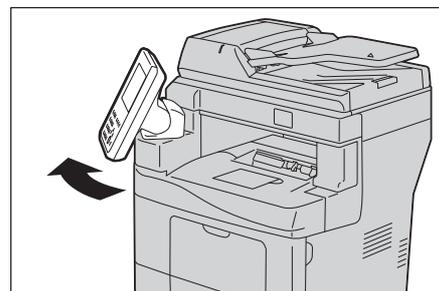
### **⚠ CAUTION**

- **When replacing drum cartridges and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.**
- **If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.**
- **Keep drum cartridges and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.**

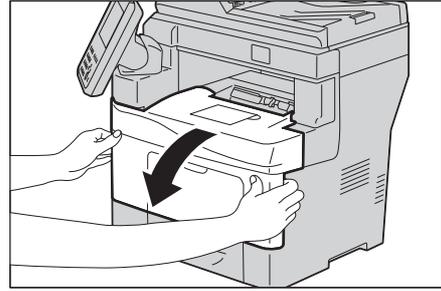
**Important** • The use of drum cartridges not recommended by Fuji Xerox may degrade image quality and performance. Use only drum cartridges recommended by Fuji Xerox.

- Note**
- Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.
  - The remaining page yield is applicable when A4 paper (  ) is used. The value is an estimate and varies depending on the conditions such as the paper size, the paper orientation, the number of pages continuously print, and the machine operating environment.
  - When the machine is in the Power Saver mode, press the <Machine Status> button on the control panel to exit the Power Saver mode before replacing toner cartridges.
  - Images output from the machine may get dirty after the message "Please order a Drum Cartridge" appears on the touch screen.

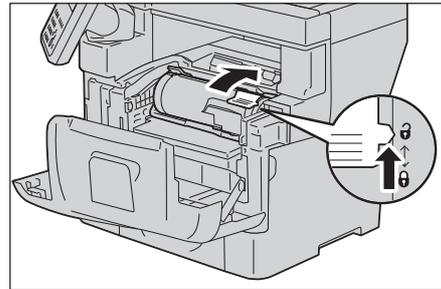
- 1 Turn the control panel to the left.



- 2 Make sure that the machine is not operating, and open the front cover.

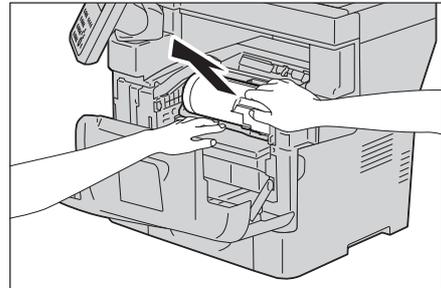


- 3 Grasp the toner cartridge lock lever, and then pull it up to unlock the cartridge.

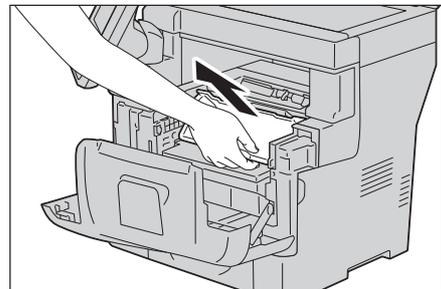


- 4 Hold the drum cartridge with your left hand, and grasp the handle on the toner cartridge with your right hand. Then, pull out the toner cartridge without tilting it.

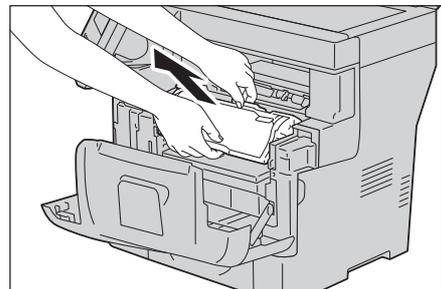
- Important**
- Do not shake the toner cartridge as it may cause toner spills.
  - Keep the removed toner cartridge on a level surface.



- 5 Grasp the handle on the front of the drum cartridge, and then pull out the cartridge halfway with one hand.

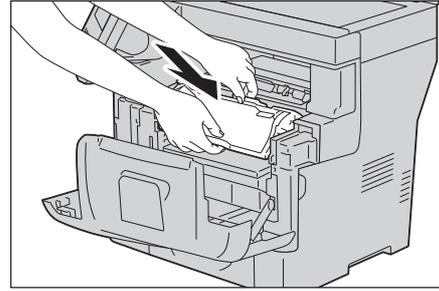


- 6 Grasp the handle on the top of the drum cartridge with the other hand, and then completely pull it out of the machine.

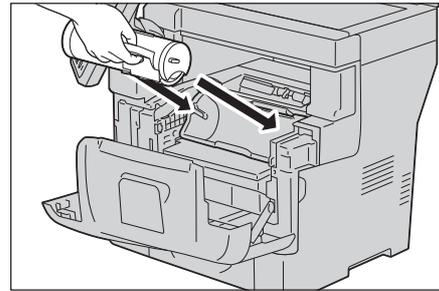


- 7 Unpack a new drum cartridge.
- 8 Remove the protective cover from the cartridge.

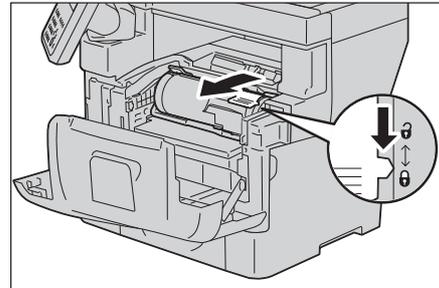
- 9** Insert the new drum cartridge into the cartridge slot, and then push it all the way in until it stops.



- 10** Make sure that the two tabs on the toner cartridge align with the grooves on the machine, and then insert the toner cartridge into the machine until it clicks into place.



- 11** Grasp the toner cartridge lock lever, and then push it down until it stops.



- 12** Close the front cover.

- 13** Move the control panel back in place.



# 6 Troubleshooting

This chapter describes solutions to various problems you may have with the machine.

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- Paper Jams ..... 85
- Document Jams..... 95
- Image Quality Trouble..... 96

## Fault Clearance Procedure

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If a fault or problem occurs, there are several ways in which you can identify the type of fault. Once a fault or problem is identified, establish the probable cause, and then apply the appropriate solution.

- If a fault occurs, first refer to the screen messages and animated graphics and clear the fault in the order specified.
- If the problem is not solved by following the screen messages and graphics, contact the System Administrator for assistance.
- Alternatively, contact the System Administrator for assistance.
- In some cases, it may be necessary to switch the machine off and then on.

Refer to "Power Source" (P.30).

**Note** • Failure to leave at least 3 seconds between a power off and a power on can result in damage to the additional hard disk of the machine

- If the problem persists, or a message indicates that you should call for service, contact our Customer Support Center.

**Note** • If fax jobs are queued in the machine not equipped with the hard disk and a loss of power occurs, the machine will print a Power Off Report when the machine is switched on. This will show a list of the fax jobs lost.

## Paper Jams

When a paper jam occurred, the machine stops and an alarm beeps. A message is also displayed on the touch screen. Follow the instructions displayed to remove the jammed paper.

Gently remove the paper to avoid it to be torn. If the paper is torn, remove all the torn pieces, making sure that none remain inside the machine.

If a paper jam message appears again after you have cleared the paper jam, another paper jam may be occurred in some other parts of the machine. Clear this by following the message.

When the paper jam is cleared, printing is automatically resumed from the point when the paper jam occurred.

If you were during copying, press the <Start> button to resume the copying from the point when the paper jam occurred.

### CAUTION

**Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact Fuji Xerox Customer Support Center.**

This section describes how to clear a paper jam occurring in the following locations.

The following shows the reference section for the procedures to clear a paper jam in each location.

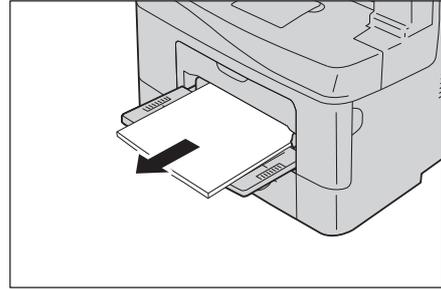
Paper Jams in Tray 1 and Tray 5 (Bypass) .....	86
Paper Jams in Trays 2 to 4 (Optional) .....	87
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- Important**
- When a paper jam occurred, if you pull out a paper tray without checking the paper jam location, the jammed paper may be torn and the pieces may remain inside the machine. This may cause machine malfunctions; therefore, always check where the paper jam occurred first.
  - If any piece of jammed paper remains inside the machine, the paper jam message will not disappear from the touch screen.
  - Clear the paper jams while the machine is powered on. If you turn off the machine, all data stored on the memory of the machine will be erased.
  - Do not touch components inside the machine. This may cause print defects.
  - Do not attempt to clear any jams using tools or instruments. This may permanently damage the machine.

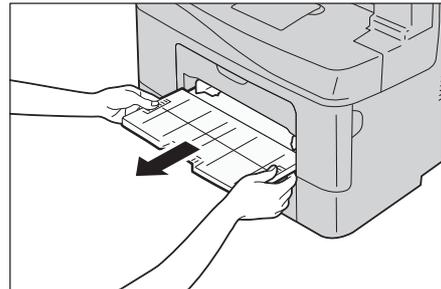
## Paper Jams in Tray 1 and Tray 5 (Bypass)

The following describes how to clear paper jams occurring in the Tray 1 or Tray 5 (bypass).

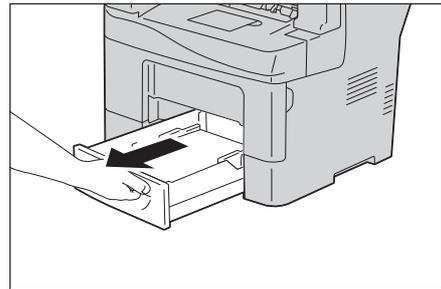
- 1 Open the Tray 5 (bypass) and remove the remaining paper on the tray.



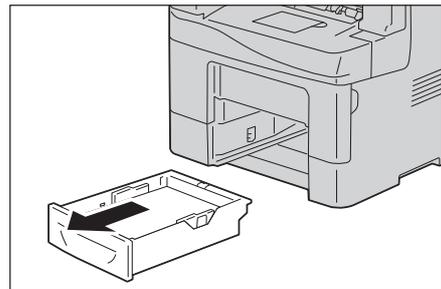
- 2 Grasp both sides of the Tray 5 (bypass), and then pull the tray from the machine.



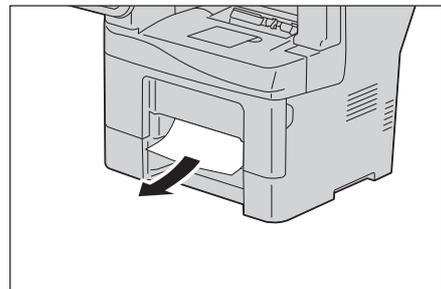
- 3 Pull out the Tray 1 halfway from the machine until it stops.



- 4 Hold the Tray 1 with both hands, and remove it from the machine.

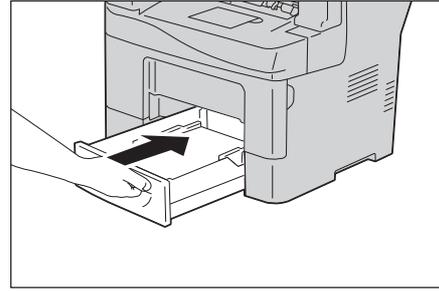


- 5 Remove the jammed paper.

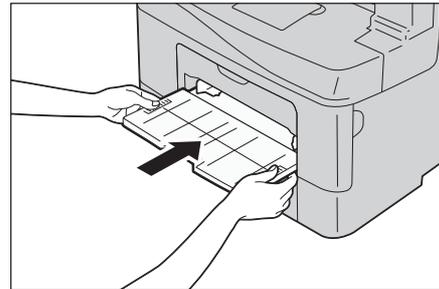


- 6** Insert the Tray 1 into the machine, and push until it stops.

**Important** • Do not use excessive force on the tray. Doing so could damage the tray or the inside of the machine.



- 7** Insert the Tray 5 (bypass) into the machine, push until it stops, and close it.

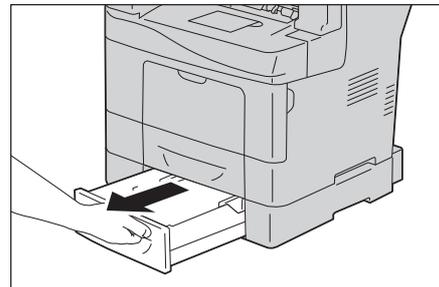


### Paper Jams in Trays 2 to 4 (Optional)

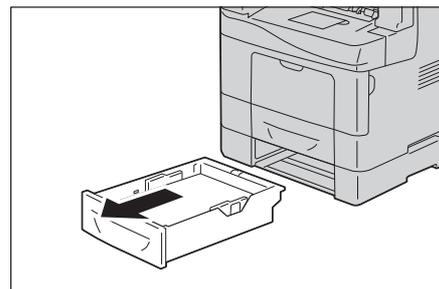
The following describes how to clear paper jams occurring in the Trays 2 to 4.

The procedure for clearing paper jams in Tray 2 is shown below as an example:

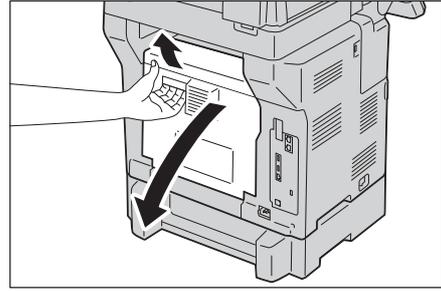
- 1** Pull out the Tray 2 halfway from the machine until it stops.



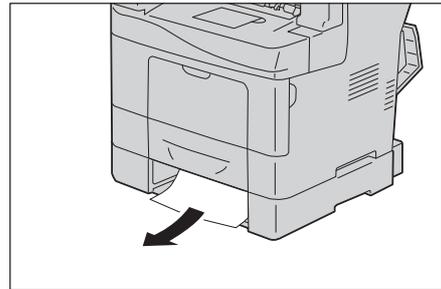
- 2** Hold the Tray 2 with both hands, and remove it from the machine.



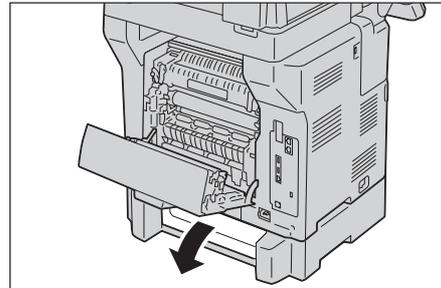
**3** Open the rear cover.



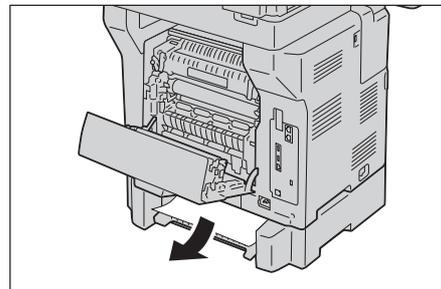
**4** Remove the jammed paper.



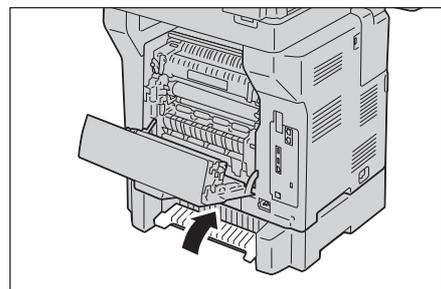
**5** Open the rear cover of the Tray 2.



**6** Remove the jammed paper.

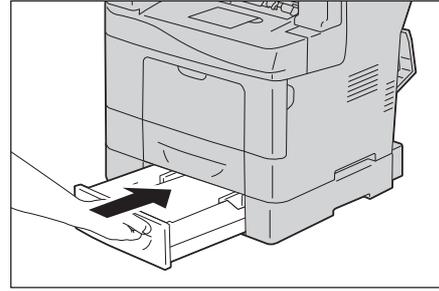


**7** Close the rear cover of the Tray 2.



- 8** Insert the Tray 2 into the machine, and push until it stops.

**Important** • Do not use excessive force on the tray. Doing so could damage the tray or the inside of the machine.



- 9** Close the rear cover.

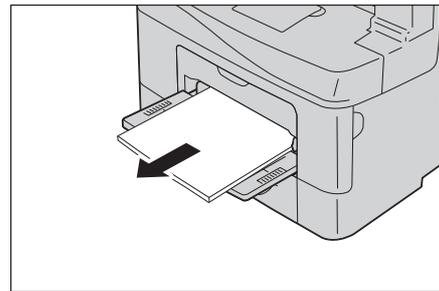
## Paper Jams in Fusing Unit

The following describes how to clear paper jams occurring in the fusing unit.

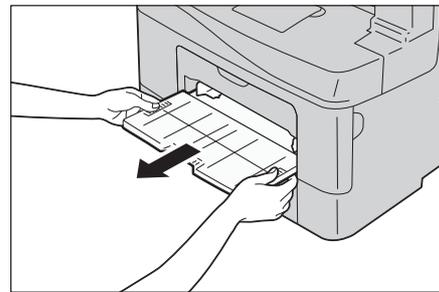
**Important** • Ensure nothing touches or scratches the surface (black-colored film) of the belt unit. Scratches, dirt, or oil from your hands on the film of the belt unit may reduce print quality.

- Protect the drums of the drum cartridges against bright light. If the rear cover remains open for more than 3 minutes, print quality may deteriorate.

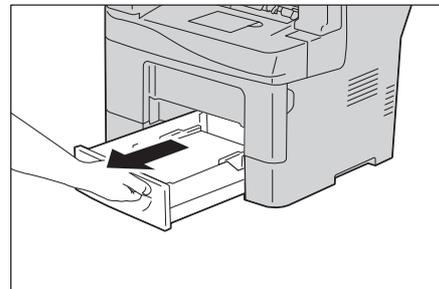
- 1** Open the Tray 5 (bypass) and remove the remaining paper on the tray.



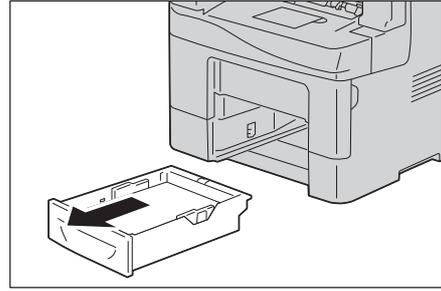
- 2** Grasp both sides of the Tray 5 (bypass), and then pull the tray from the machine.



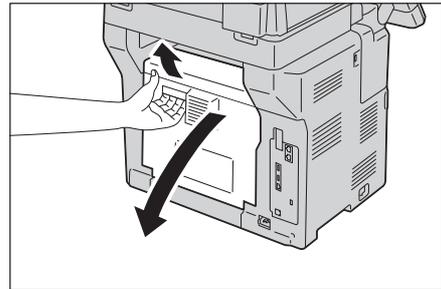
- 3** Pull out the Tray 1 halfway from the machine until it stops.



- 4 Hold the Tray 1 with both hands, and remove it from the machine.

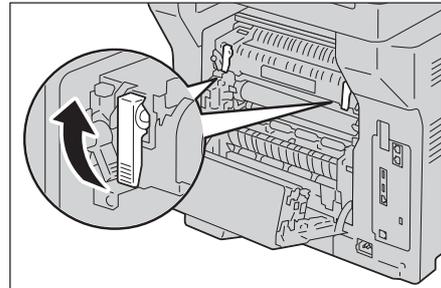


- 5 Open the rear cover.

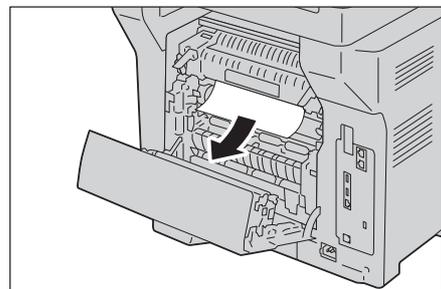


- 6 Lift the levers on both sides of the fusing unit.

**Important** • The fusing unit is hot. Do not touch it, doing so may cause burns.

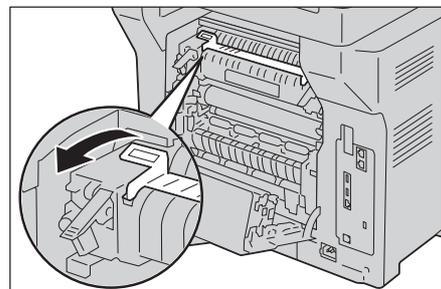


- 7 Remove the jammed paper.

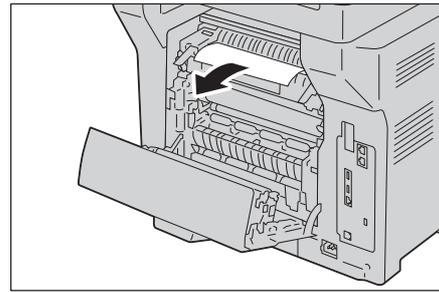


If the paper is caught in the unit:

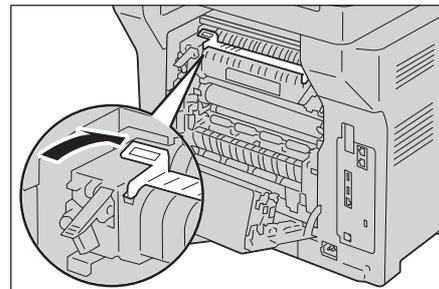
- 1) Hold and lower the tab to open the unit.



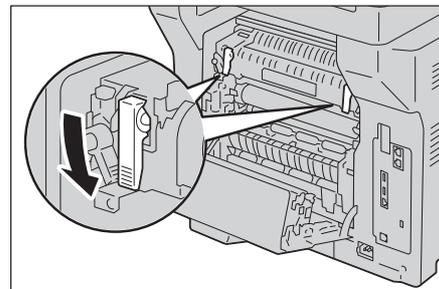
2) Remove the jammed paper.



3) Replace the tab.



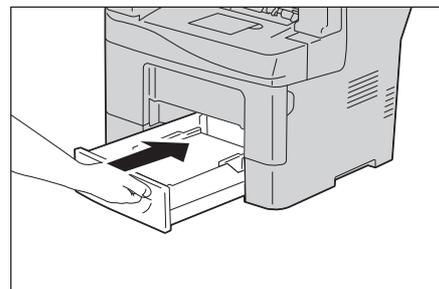
8 Press down the levers on both sides of the fusing unit.



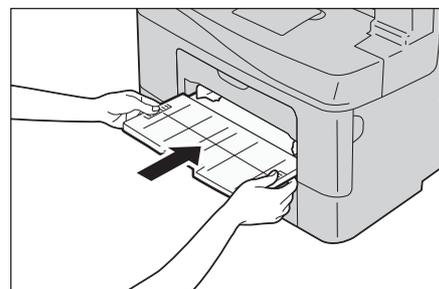
9 Close the rear cover.

10 Insert the Tray 1 into the machine, and push until it stops.

**Important** • Do not use excessive force on the tray. Doing so could damage the tray or the inside of the machine.



11 Insert the Tray 5 (bypass) into the machine, push until it stops, and close it.

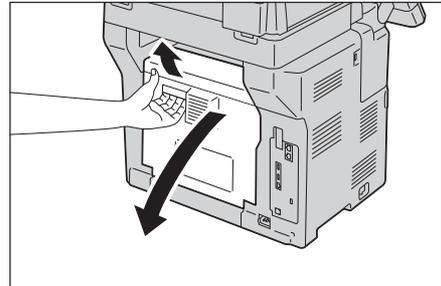


## Paper Jams in Duplex Module

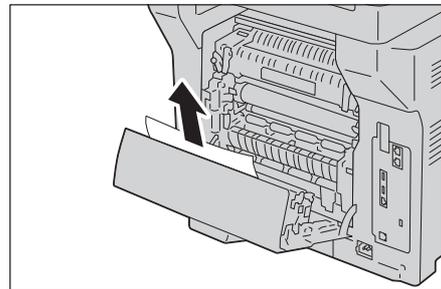
The following describes how to clear paper jams occurring in the duplex module.

- Important**
- Be sure to protect the surface (black-colored film) of the transfer unit against any physical contacts. Scratches, dirt, or oil from your hands on the film of the transfer unit may degrade print quality.
  - Protect the drum of the drum cartridge against bright light. If the rear door is kept open for more than 3 minutes, print quality may deteriorate.

- 1 Open the rear cover.



- 2 Remove the jammed paper.



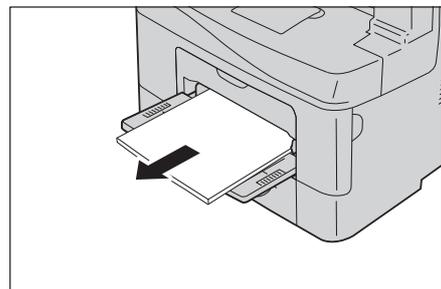
- 3 Close the rear cover.

## Paper Jams in Regi Roll

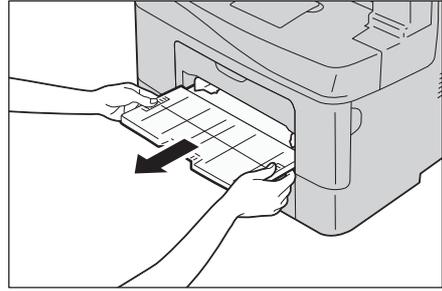
The following describes how to clear paper jams occurring in the regi roll.

- Important**
- Be sure to protect the surface (black-colored film) of the transfer unit against any physical contacts. Scratches, dirt, or oil from your hands on the film of the transfer unit may degrade print quality.
  - Protect the drum of the drum cartridge against bright light. If the rear door is kept open for more than 3 minutes, print quality may deteriorate.

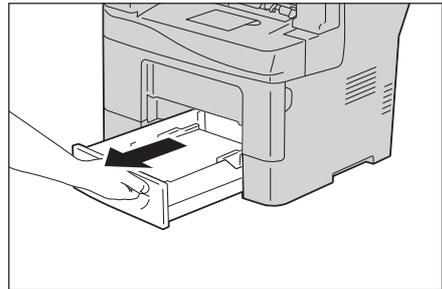
- 1 Open the Tray 5 (bypass) and remove the remaining paper on the tray.



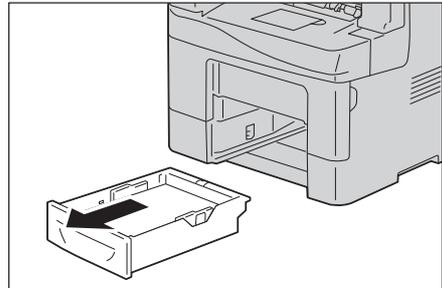
- 2** Grasp both sides of the Tray 5 (bypass), and then pull the tray from the machine.



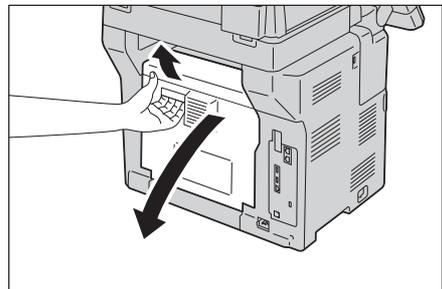
- 3** Pull out the Tray 1 halfway from the machine until it stops.



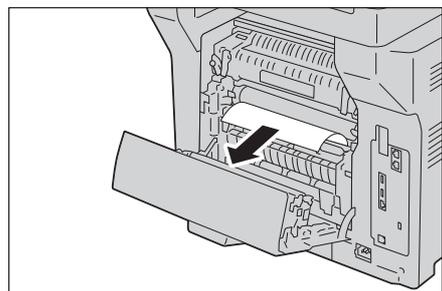
- 4** Hold the Tray 1 with both hands, and remove it from the machine.



- 5** Open the rear cover.



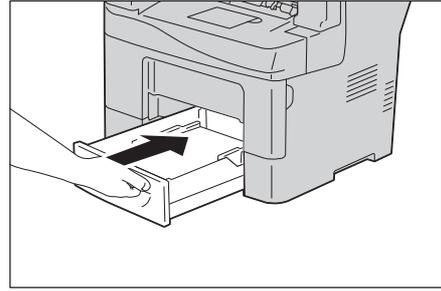
- 6** Remove the jammed paper.



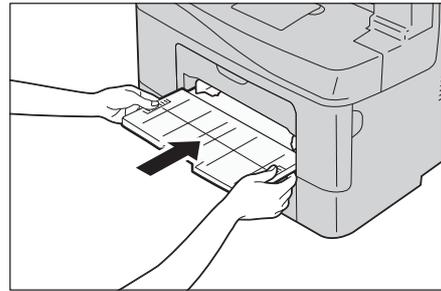
- 7** Close the rear cover.

- 8** Insert the Tray 1 into the machine, and push until it stops.

**Important** • Do not use excessive force on the tray. Doing so could damage the tray or the inside of the machine.



- 9** Insert the Tray 5 (bypass) into the machine, push until it stops, and close it.



## Document Jams

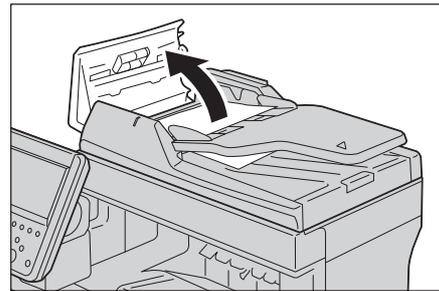
When a document jam occurred in the document feeder, the machine stops and a message is displayed on the touch screen. Follow the instructions displayed to clear the document jam and then load the document in the document feeder again.

**Note** • To prevent document jams, use the document glass for thick, thin, or mixed documents.

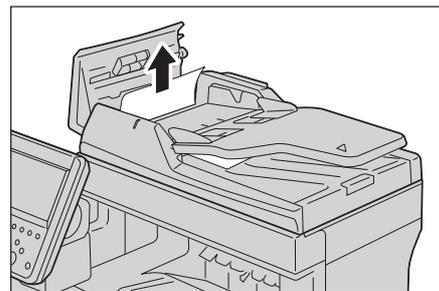
### Duplex Automatic Document Feeder

- 1 Open the document feeder left cover until it stops.

**Note** • When you fully open the cover, it enters a fixed position. Open the cover gently.



- 2 If the document is not caught in the entry of the document feeder, pull out the document.



- 3 Close the left cover of the document feeder until it clicks into place, and confirm that there is no space between the near or far side of the cover and the document feeder.
- 4 If you cannot find the document, lift the document feeder gently, and remove the document if it is there, and then close the document feeder.
- 5 Make sure that the document is not torn, wrinkled or folded, and then load the document again following the instructions displayed on the touch screen.

**Note** • After removing the jammed document, reload the entire document including the pages already scanned. The machine will automatically skip the scanned pages and start scanning unscanned pages.

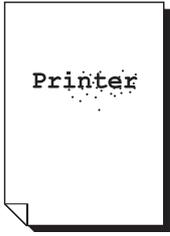
• Torn, wrinkled or folded documents may cause document jams and damage. To scan such documents, directly place the document on the document glass to make copies.

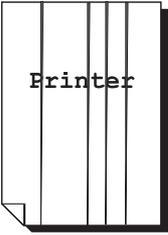
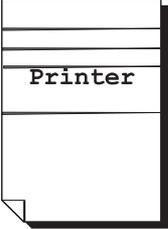
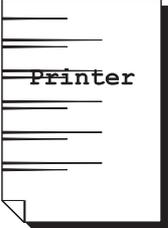
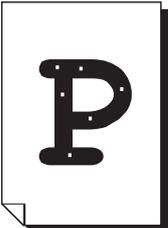
## Image Quality Trouble

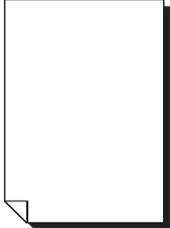
If the image quality of printed documents is poor, identify the symptom in the following table to perform the remedy.

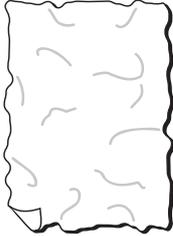
If image quality does not improve even after performing the remedy, contact our Customer Support Center.

Symptom	Cause	Remedy
The copy is dirty.	Is the document glass or the document cover dirty?	Clean the document glass and the document cover.
	Is the document a transparent type such as a transparency film?	If the document is transparent, dirt on the document cover will be copied. Place a white sheet of paper on top of the document when copying.
	Is the document colored, rough, or a blueprint?	Adjust the copy density or image quality.
	Is the document glossy printing paper?	Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied, soiling the image. Place a transparency film under the document when copying.
The copy has black lines.	Is the constant velocity transport glass on the document feeder dirty?	Clean the constant velocity transport glass.
The copy is too dark.	Is the copy density set to [Darken]?	Adjust the copy density.
The copy is too light.	Is the document faint?	
	Is the copy density set to [Lighten]?	
The copy is slightly misaligned.	Are the paper edges aligned and the leading edge adjusted to the tray corners?	Align the paper edges, adjust them to the tray's top corners, and reload the paper. Refer to "Loading Paper" (P.65).
The copy is misaligned or skewed.	Is the document loaded correctly?	Load the document correctly.
	Is the paper loaded correctly in the tray?	Load the paper correctly. Refer to "Loading Paper" (P.65).
	Are the paper guides of Tray 5 correctly aligned to the paper?	Load the paper correctly and align the document guides to the document edges. Refer to "Loading Paper in Tray 5 (Bypass Tray)" (P.67).
	Are the document guides on the document feeder set in the correct positions?	Load the document correctly, and align the document guides to the document edges.
	Is the paper tray inserted correctly?	Firmly push in the tray until it stops to insert it properly. Refer to "Loading Paper" (P.65).

Symptom	Cause	Remedy
Part of the image is missing on the copy.	Is the paper damp?	If the paper is damp, the copy image may be partially missing or unclear. Replace the paper with new one. Refer to "Loading Paper" (P.65).
	Is folded or wrinkled paper included in the tray?	Remove the unsuitable paper or replace all of the paper with new one. Refer to "Loading Paper" (P.65).
	Is the document pasted or folded?	The pasted or folded section may not be laying flat on the document glass. Place a stack of white sheets on top of the document to flatten the document against the document glass.
The copy has a stripe pattern.	Is the enlargement ratio too large?	Vertical stripes may be printed on the copies depending on the ratio. Adjust the ratio to eliminate the stripes.
Printing is faint. (smudged, unclear) 	The paper is damp.	Replace the paper with new one. Refer to "Loading Paper" (P.65).
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing Drum Cartridges (for Customers Having a Spot Maintenance Contract)" (P.79).
	There is no toner left in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing Toner Cartridges" (P.77).
Black dots are printed. 	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing Drum Cartridges (for Customers Having a Spot Maintenance Contract)" (P.79).

Symptom	Cause	Remedy
Black lines are printed.  	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing Drum Cartridges (for Customers Having a Spot Maintenance Contract)" (P.79).
	The constant velocity transport glass on the document feeder is dirty.	Clean the constant velocity transport glass.
Dirt appears at equal intervals.  ↓ Paper feed direction	The paper path is dirty.	Print a few pages to remove the dirt.
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing Drum Cartridges (for Customers Having a Spot Maintenance Contract)" (P.79).
White dots appear in black filled areas. 	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.65).
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing Drum Cartridges (for Customers Having a Spot Maintenance Contract)" (P.79).

Symptom	Cause	Remedy
Printed toner smudges when rubbed with your finger. Toner is not fused. The paper is soiled with toner. 	The paper is damp.	Replace the paper with new one. Refer to "Loading Paper" (P.65).
	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.65).
The entire paper area is printed black. 	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing Drum Cartridges (for Customers Having a Spot Maintenance Contract)" (P.79).
	High-voltage power supply may have malfunctioned.	Contact our Customer Support Center.
Nothing is printed. 	Two or more sheets of paper are being fed simultaneously (double-feed).	Fan the paper well and load it again. If the problem persists, clean the feed rollers of the paper tray. Refer to "Loading Paper" (P.65).
	No toner remains in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing Toner Cartridges" (P.77).
	Power supply or high-voltage power supply may have malfunctioned.	Contact our Customer Support Center.
White areas or white stripes appear. 	The paper is damp.	Replace the paper with new one. Refer to "Loading Paper" (P.65).
	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.65).

Symptom	Cause	Remedy
The entire output is faint. 	When Tray 5 is used, the size and type of the loaded paper are different from the settings on the print driver.	Load paper of the correct type and size into Tray 5. Refer to "Loading Paper in Tray 5 (Bypass Tray)" (P.67).
	Two or more sheets may be fed simultaneously.	Fan the paper well and load it again. If the problem persists, clean the feed rollers of the paper tray. Refer to "Loading Paper" (P.65).
Paper becomes wrinkled. 	The paper is unsuitable.	Replace the paper with new one. Refer to "Loading Paper" (P.65).
	Paper has been added to the paper loaded.	
	The paper is damp.	
Text is blurred. 	The paper is unsuitable.	Replace the paper with new one. Refer to "Loading Paper" (P.65).
	Paper has been added to the paper loaded.	
	The paper is damp.	
White patches appear vertically.  ↓ Paper feed direction	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing Drum Cartridges (for Customers Having a Spot Maintenance Contract)" (P.79).
	No toner remains in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing Toner Cartridges" (P.77).
Text or images are printed at an angle. 	The paper guides in the paper tray are not set in the correct positions.	Adjust the horizontal and vertical paper guides to the correct positions. Refer to "Loading Paper" (P.65).



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## Maintenance, Operation, and Services

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For details on maintenance, operation, and services (coverage, period, charge, etc), please contact Fuji Xerox Customer Support Center.