FUJI Xerox

DocuCentre-VI C2264

Quick Reference for English-Speaking Users

All product/brand names are trademarks or registered trademarks of the respective holders.

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

As the copying machine contains a feature designed to prevent forging of certain documents, there may be rare instances where copies or scanned images do not achieve the desired results.

Fuji Xerox is not responsible for any breakdown of machines due to infection of computer virus or computer hacking.

The data saved in the hard disk of the machine may be lost if there is any problem in the hard disk. Fuji Xerox is not responsible for any direct and indirect damages arising from or caused by such data loss.

Important

1. This manual is copyrighted with all rights reserved. Under the copyright laws, this manual may not be copied or modified in whole or part, without the written consent of the publisher.
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 contains descriptions about how to use this document, as well as cautions on using the product safely and legally.

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Preface

Thank you for choosing the DocuCentre-VI C2264.

The contents of this manual provide all the necessary operating procedures, maintenance information and precautions for new users. Please read this manual carefully before using to obtain excellent performance of your machine.

After reading, do keep this manual handy for quick reference should you encounter difficulties with the machine.

Since the machine is equipped with anti-counterfeit features, in some rare cases, certain kinds of documents may be unable to copy.

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 post-consumer waste material such as papers, consumables like cartridges and parts from copiers and printers of our customers.

Using This Guide

This section describes the organization of this guide.

This guide was produced for users who operate the DocuCentre-VI C2264 on a regular basis. When reading this guide, refer to the chapter most relevant to the operation you are performing.

Prerequisite Knowledge

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

This guide consists of the following chapters.

- **Chapter 1 Before Using the Machine**

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

- **Chapter 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.

- **Chapter 3 Basic Operation**

  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.

- **Chapter 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.

- **Chapter 5 Maintenance**

  Explains how to replace consumables.

- **Chapter 6 Troubleshooting**

  Explains how to troubleshoot machine problems.

Conventions

This section describes the conventions used throughout this guide. In this guide, you will find that some terms are used interchangeably:

- Paper is synonymous with media.
- Document is synonymous with original.
- DocuCentre-VI C2264 is synonymous with "the machine".

Orientation

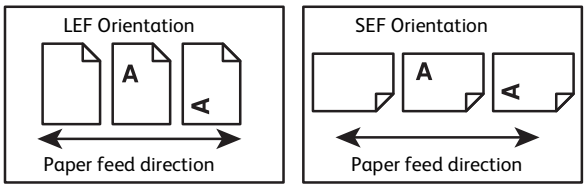
Orientation is used to mean the direction of images on the page. When the image is upright, the paper (or other media) can be either long edge feed or short edge feed.

■ Long Edge Feed (LEF)

When loading documents long edge feed into the document feeder, load with one of the long edges facing into the document feeder. The short edges appear at the top and bottom of the paper, facing the front and back of the document feeder. When loading paper long edge feed into a paper tray, place the paper with one of the long edges on the left-hand side and one of the short edges toward the front of the tray.

■ Short Edge Feed (SEF)

When loading documents short edge feed into the document feeder, load with one of the short edges facing into the document feeder. The long edges appear on the top and bottom of the paper, facing the front and back of the document feeder. When loading paper short edge feed into a paper tray, place the paper with one of the short edges on the left-hand side and one of the long edges toward the front of the tray.



Text in [Square Brackets]

Indicate that these are the names of the screens, tabs, buttons, features and option categories on the screen. They are also used when referring to file and folder names on a computer.

For example:

- Select [Original Type] on the [Image Quality] screen.
- Select [Save].

Text in <Angle Brackets>

Indicate that these are the names of the hard buttons, numeric or symbol buttons, lights on the control panel or symbols on the power switch label.

For example:

- Press the <Machine Status> button to display the [Machine Status] screen.
- Press the <C (Clear)> button on the control panel to clear the suspended job.

Thin Typeface

The thin typeface is used to indicate references to other sections and chapters.

For example:

For information on cleaning the document glass, refer to "Maintenance" (P.100).

Important

Important is statement that provide important information.

For example:

Important • Do not switch off the main power immediately after switching on the main power.

Note

Note is statement that provide additional information.

For example:

Note • This feature is not available for some models.

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.

⚠DANGER	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.
⚠WARNING	Used for items that if not followed strictly, can lead to severe or fatal injuries.
⚠CAUTION	Used for items that if not followed strictly, can cause injuries to user or damages to machine.

△ : A symbol for items to pay attention to when handling machine. Follow instructions carefully to use machine safely.

⃠ : A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts.

● : A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.

Electrical Safety

⚠WARNING

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/yellow 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.

Always switch off and unplug the machine when it is not used over an extended period of time. It may cause deterioration of insulations and eventually electric shock or a fire accident.

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.

⚠CAUTION

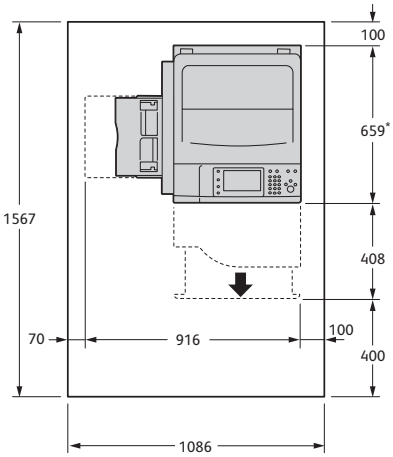
Never locate this product in the following places:
- Near radiators or any other heat sources
- Near volatile flammable materials such as curtains
- In the hot, humid, dusty or poorly ventilated environment
- In the place receiving direct sunlight
- Near cookers or humidifiers

Keep away the packing materials of machine from small children. The thin film may cling to nose and mouth and prevent breathing.

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

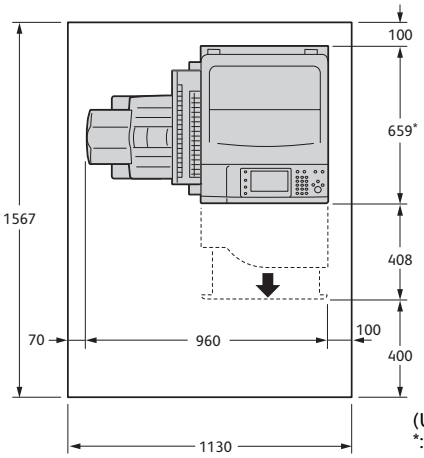
Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product. Poor ventilation may cause overheat and a fire accident.
Keep the minimum clearance as follows for ventilation and an access to the power plug.
Unplug the product if an abnormal condition is noted.

- With the document cover



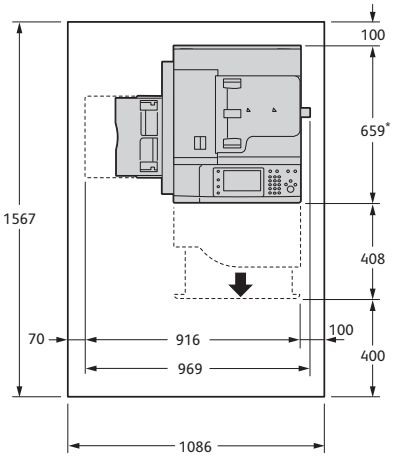
(Unit: mm)
*: The company batch size (3 mm) is not included in the measurements.

- With the document cover and the side tray (optional)



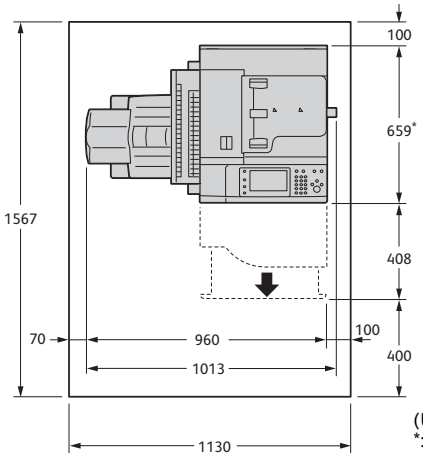
(Unit: mm)
*: The company batch size (3 mm) is not included in the measurements.

- With the duplex automatic document feeder



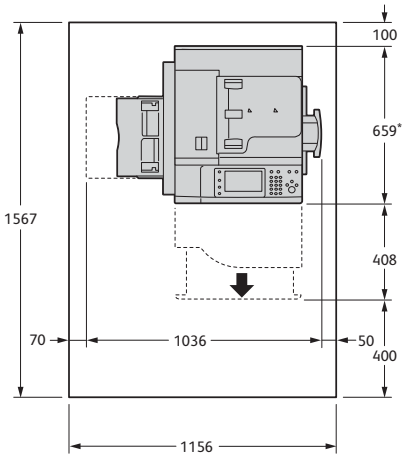
(Unit: mm)
*: The company batch size (3 mm) is not included in the measurements.

- With the duplex automatic document feeder and the side tray (optional)



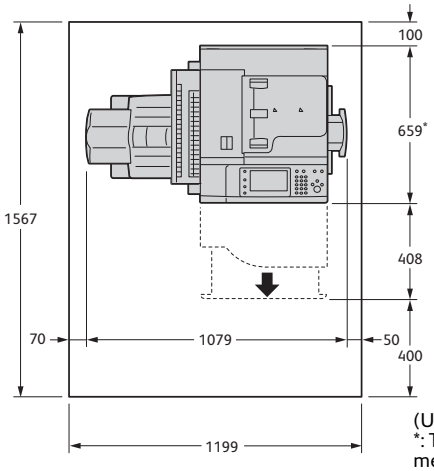
(Unit: mm)
*: The company batch size (3 mm) is not included in the measurements.

- With the Finisher-A1 (optional)



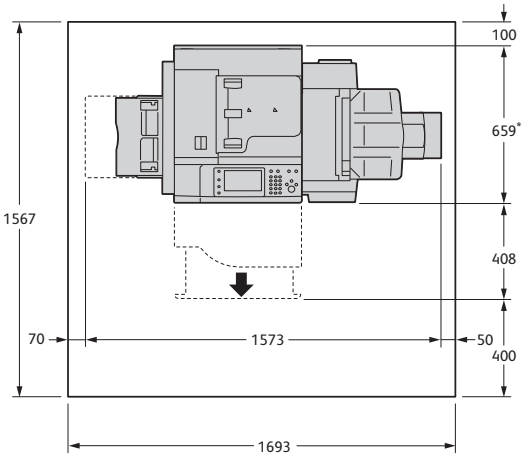
(Unit: mm)
*: The company batch size (3 mm) is not included in the measurements.

- With the Finisher-A1 (optional) and the side tray (optional)



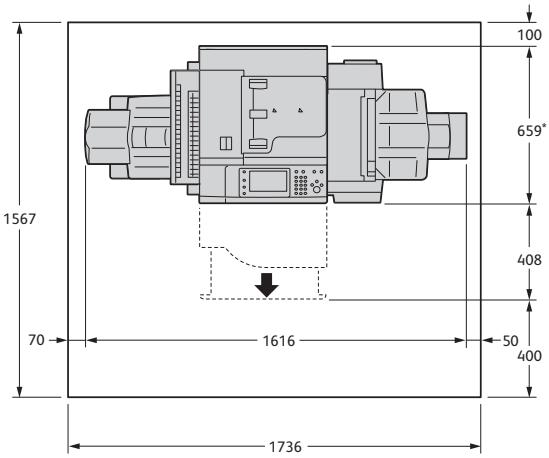
(Unit: mm)
*: The company batch size (3 mm) is not included in the measurements.

- With the Finisher-B1 (optional)



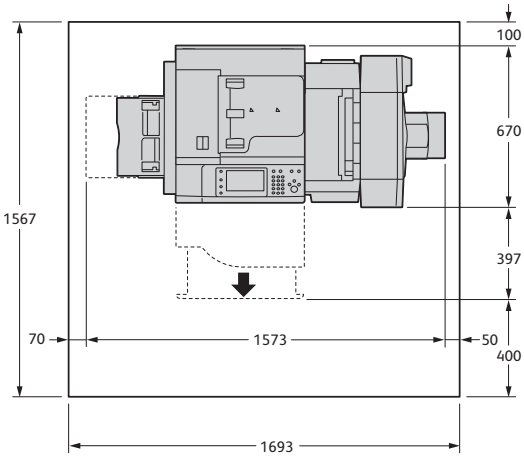
(Unit: mm)
*: The company batch size (3 mm) is not included in the measurements.

- With the Finisher-B1 (optional) and the side tray (optional)



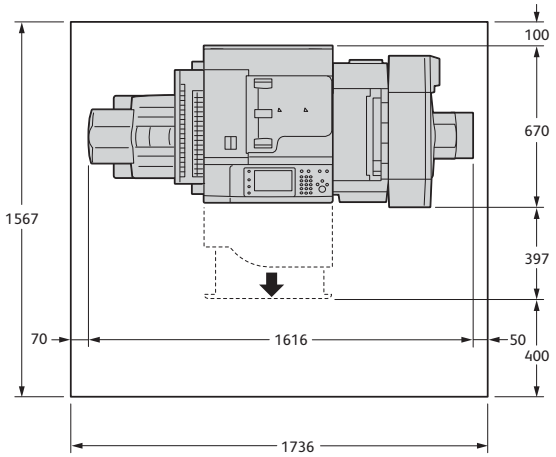
(Unit: mm)
*: The company batch size (3 mm) is not included in the measurements.

- With the Booklet Maker Unit for Finisher-B1 (optional)

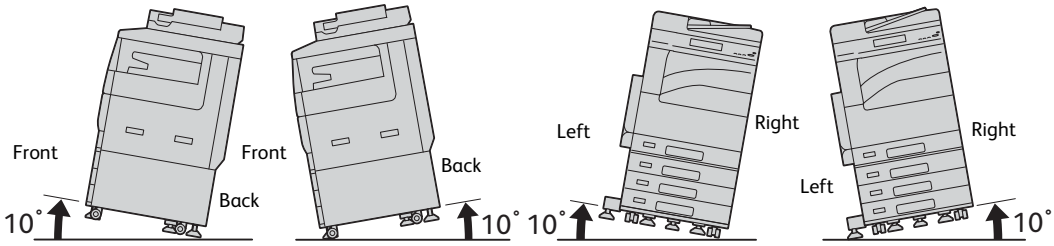


(Unit: mm)

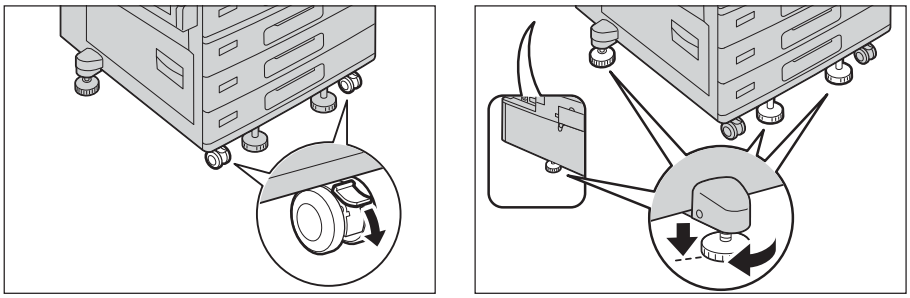
- With the Booklet Maker Unit for Finisher-B1 (optional) and the side tray (optional)



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.

Do not pull out two or more paper trays at a time. If somebody accidentally pushes the product with multiple trays open, it may incline and fall over. This may cause injuries. When you need to open paper trays, do it one after the other.

If you need to pull out a tray to remove paper jam, contact Fuji Xerox Customer Support Center. Do not pull out a tray, otherwise it may cause injuries.

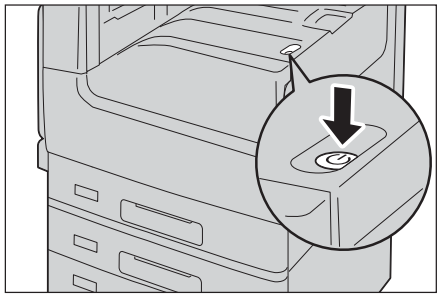
When you play the media (e.g., CD-ROM, DVD) supplied with the product, always use said media-enabled device. Otherwise, large sound may damage its speakers or your ears.

⚠CAUTION

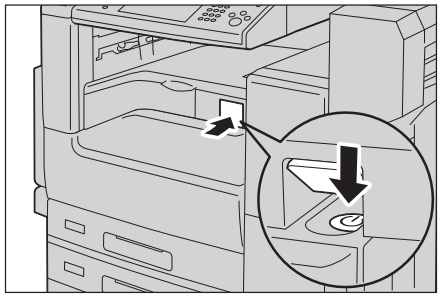
Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate the product and cause injuries or electric shock.

A ground fault interrupter is embedded in this product. If current leakage occurs, the ground fault interrupter automatically cuts off power circuit to prevent electric shock and a fire accident. The ground fault interrupter is normally ON. Check once a month if the ground fault interrupter works properly in accordance with the following procedures:

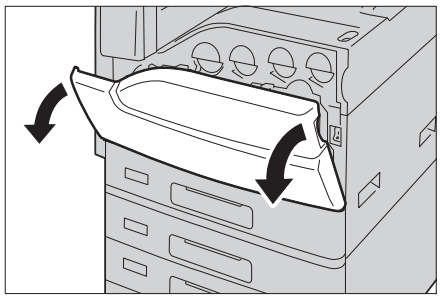
1. Switch the power off.



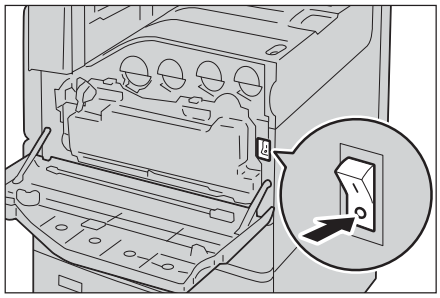
- When the Finisher B-1 (optional) is installed



2. Make sure that the touch screen is blank and the <Power Saver> button does not light up.
3. Open the front cover.

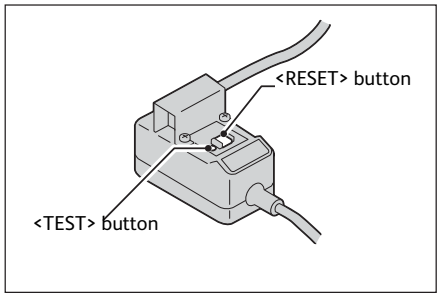


4. Press the main power switch to the [◯] position to switch the main power off.



5. Press the <TEST> button on the power plug to turn off the ground fault interrupter. Check if the power lamp turns off. If the lamp turns off, it means that the ground fault interrupter circuit works properly.

6. Press the <RESET> button to exit the test mode.



If the circuit does not work properly, contact Fuji Xerox Customer Support Center.

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.

Never touch the paper output area of the finisher during operation. It may cause injuries.

Be careful in removing jammed staples.

Be careful not to get injured by waste staples when detaching a staple dust box.

Waste staples may come out with output paper. Be careful not to get injured by the staples.

Never touch safety interlocks. When a front cover is open, safety interlocks become activated to stop the machinery. Do not apply pressure on safety interlocks with a coin or screwdriver. Otherwise, the machinery may become activated and cause injuries.

Do not staple punched holes of paper. Sharp points of a staple may cause injuries.

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

To move this product to another location, 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.

When you use earphones, adjust the volume. Loud sound may cause hearing loss.

Consumable

⚠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.

Never throw a waste toner bottle into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.
If you have a used waste toner bottle no longer needed, contact Fuji Xerox Customer Support Center for its take-back.

⚠CAUTION

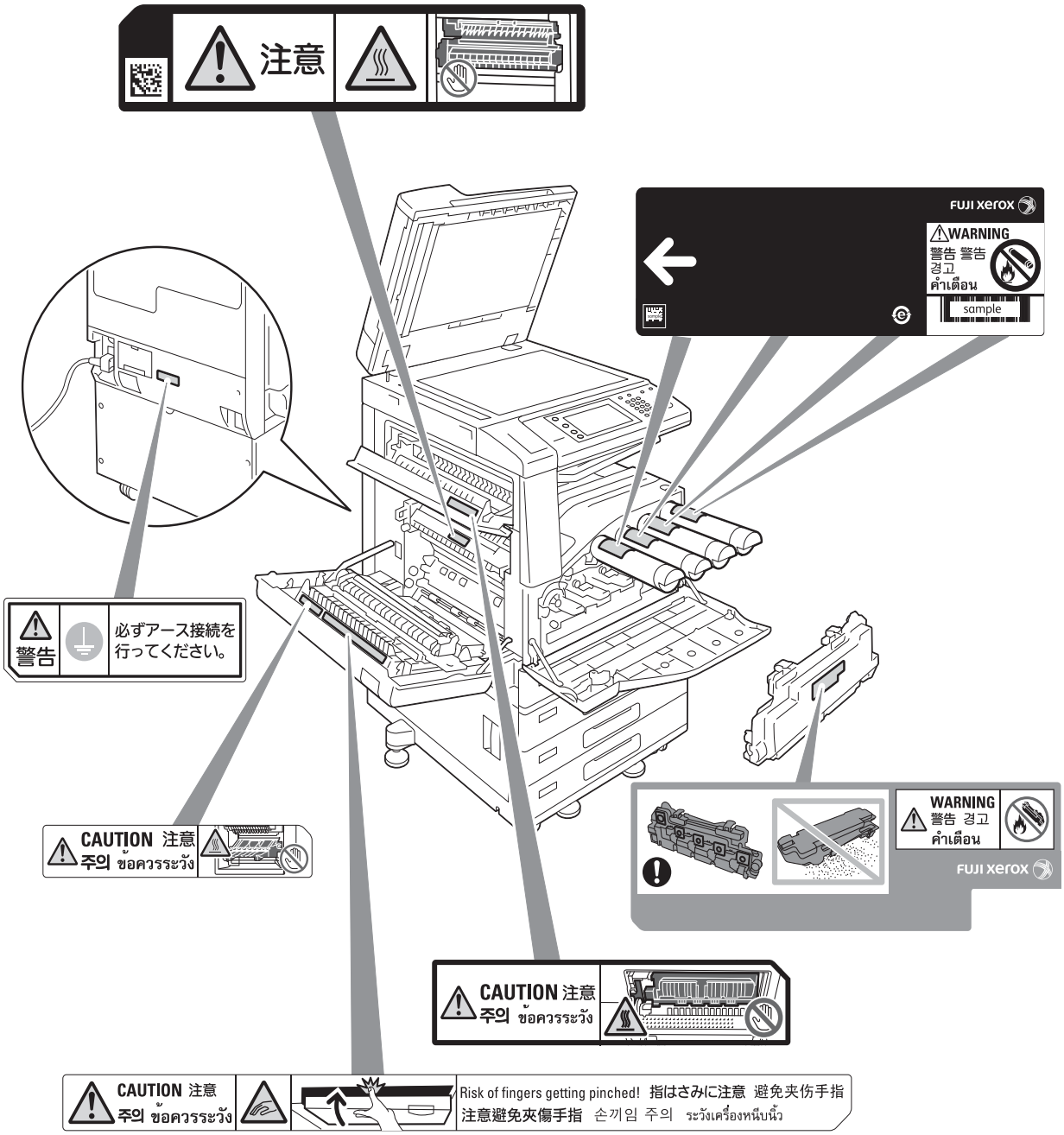
Keep drum cartridges and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

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 plenty of water and consult a physician immediately.

Location of Warning and Caution Labels

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.



Regulation

⚠WARNING

This product shall not be installed nor used in the specific locations such as aircraft and hospitals where its use is prohibited. This product may cause malfunction of electronic devices or medical electric devices.
For the use of this product in medical care facilities, follow their instructions.
The use of this product in the prohibited locations such as aircraft may be subject to penalty.

In medical care facilities, keep the following instructions:
- Do not bring this product in operating rooms, Intensive Care Unit (ICU) nor Coronary Care Unit (CCU).
- Do not use this product anywhere, even in a lobby, medical electrical equipment is located.
- For other locations, follow the instructions by medical care facilities.

Keep the distance more than 12 cm between this product and cardiac pacemakers or defibrillators.
Otherwise, radio interference may occur and cause malfunction of cardiac pacemakers and defibrillators.

Consult medical electrical equipment manufacturers for the use of this product in proximity to medical electrical equipment other than cardiac pacemakers and defibrillators.
Radio interference may occur and cause malfunction of the medical electrical equipment.

Radio Interference

⚠CAUTION

If this product does cause harmful interference to radio or television reception, which can be determined by turning this product off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
- Reorient or relocate the radio or television set.
- Increase the separation between this product and the receiver.
- Connect this product into an outlet on a circuit different from that to which the receiver is connected.
- Reorient or relocate the receiving antenna. Consult the dealer or an experienced radio/TV technician for help when the receiving antenna is located outside.
- Change the antenna cable to a coaxial cable.

Harmonics Current Emissions

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

Environment

- 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.. The toner type DocuCentre-VI C2264 that is recommended for this product have been used for the test.
- 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.
- For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridges or drum cartridges to make recycle parts, recycle materials or energy recovery.
- Proper disposal is required for toner cartridges or drum cartridges no longer needed. Do not open toner cartridges or drum cartridges. Return them to Fuji Xerox Customer Support Center.

Safety Data Sheet (SDS) - an index for characteristics and handling of the specific chemical substances defined

As a manufacturer and/or dealer of the chemical substances specified by the Industrial Safety and Health Law and/or the Law Concerning Reporting, etc. of Releases to the Environment of Specific Chemical Substances and Promoting Improvements in Their Management (PRTR Law), Fuji Xerox offers the information of characteristics and handling of the specific chemical substances contained in our products and consumables as the SDS attached.

Fuji Xerox offers SDS in our website.

安全データシート

整理番号 : RT063GN12　　作成日 : 2018/3/30

1. 化学品及び会社情報

化学品の名称 : DocuCentre-VI C2264 トナー
供給者の会社名称 : 富士ゼロックス株式会社
住所 : 〒107-0052 東京都港区赤坂 9-7-3
担当部門 : [担当部門] カストマーサティスファクション品質本部 環境商品安全部
[電話番号] 046-237-1686 [FAX 番号] 046-238-5796

2. 危険有害性の要約

GHS分類 : 本製品は、GHS 分類基準上、危険有害性のある混合物には分類されない。

3. 組成及び成分情報

化学物質・混合物の区別 : 混合物
成分および含有量 :

化学名	含有量(重量%)				官報公示整理番号 化審法/安衛法	CAS Registry No.
	ブラックトナー	シアントナー	マゼンタトナー	イエロートナー		
ポリエステル樹脂	60 - 80	60 - 80	60 - 80	60 - 80	非開示	非開示
酸化鉄(フェライトとして)	10 - 20	10 - 20	10 - 20	10 - 20	1-357	1309-37-1
酸化マンガン(フェライトとして)	3.7	3.7	3.7	3.7	1-475	1344-43-0
カーボンブラック	<10	<10	<10	<10	非該当	1333-86-4
青色顔料	<10	<10	-	-	5-3299	147-14-8
赤色顔料	-	-	<10	-	非開示	非開示
黄色顔料	-	-	-	<10	非開示	非開示
パラフィンワックス	<10	<10	<10	<10	8-430	8002-74-2
無定形シリカ	<10	<10	<10	<10	1-548	7631-86-9
二酸化チタン	<1	<1	<1	<1	1-558	13463-67-7

処方成分として、鉛、水銀、カドミウム、六価クロム、ポリ臭化ビフェニル類(PBB 類)、ポリ臭化ジフェニルエーテル類(PBDE 類)、フタル酸ビス 2-エチルヘキシル (DEHP)、ブチルベンジルフタレート(BBP)、ジブチルフタレート(DBP)、およびジイソブチルフタレート(DIBP)を含有しない

4. 応急措置

吸入した場合 : 新鮮な空気のところへ移す。多量の水でよくうがいをする。
皮膚に付着した場合 : 石鹸を使って水でよく洗い流す。
目に入った場合 : 15 分以上多量の水で洗い流した後、医師の診察を受ける。
飲み込んだ場合 : 水でよく口の中をすすぎ、多量の水を飲ませる。医師の診察を受ける。

5. 火災時の措置

消火剤 : 噴霧水、泡、粉末消火薬剤。ただし、機械内で燃焼した際には、電気製品における火災と同様の方法で消火する。
使ってはならない消化剤 : 情報なし

6. 漏出時の措置

人体に対する注意事項、保護具及び緊急時措置	:	吸入はできるかぎり避ける。大量にこぼした場合は、必ず当社係員にご連絡ください。
環境に対する注意事項	:	下水道や河川への漏出を防ぐ。
封じ込め及び浄化の方法及び機材	:	周囲に火種がないことを確認する。少量の場合はほうきで掃き取るか、または石けん水を湿らした布等で拭き取る。大量にこぼした場合は、必ず弊社のテレフォンセンター、または販売店にご連絡ください。 こぼれたトナーは電気掃除機で吸い取らないこと。(掃除機を用いると微粒子のトナーが掃除機内部に充満し、電気接点の火花などにより、発火または爆発するおそれがある)

7. 取扱い及び保管上の注意

取扱い

技術的対策	:	当社指定機器で通常取り扱う場合は必要なし。
局所排気・全体換気	:	当社指定機器で通常取り扱う場合は必要なし。
注意事項	:	火中に絶対に投じない。カートリッジをこわしたり、分解したりしない。
安全取り扱い注意事項	:	火中に絶対に投じない。カートリッジをこわしたり、分解したりしない。

保管

技術的対策	:	必要なし
適切な保管条件	:	直射日光を避け、乾燥した換気のよいところに、低温で保管する。子供の手の届くところに保管しない。
安全な容器包装材料	:	当社の容器包装材料を使用すること。

8. ばく露防止及び保護措置

設備対策	:	当社指定機器で通常取り扱う場合は必要なし。		
管理濃度	:	設定されていない。		
許容濃度	:	日本産業衛生学会(2017年版)	第3種粉塵	8 mg/㎥ (総粉塵) 2 mg/㎥ (吸入性粉塵)
		ACGIH(2017年版)	粒子状物質	10 mg/㎥ (総粉塵) 3 mg/㎥ (吸入性粉塵)
保護具	:	当社指定機器で通常取り扱う場合は必要なし。		

9. 物理的及び化学的性質

外観	:	粉体
色	:	ブラックトナー:黒色、シアントナー:青色、マゼンタトナー:赤色、イエロートナー:黄色
臭い	:	微かなプラスティック臭
pH	:	適用外
融点/凝固点	:	データなし
沸点、初留点と沸騰範囲		適用外
引火点	:	適用外
自然発火温度	:	発火性なし
燃焼又は爆発範囲の上限/下限	:	データなし
蒸気圧	:	適用外
蒸気密度	:	適用外
比重	:	データなし
溶解性	:	不溶(水)
オクタノール/水分配係数	:	適用外
分解温度	:	データなし

粘度 : 適用外

10. 安定性及び反応性

安定性/反応性 : 安定
危険有害反応可能性 : 可能性なし
避けるべき条件 : 特になし
混触危険物質 : 特になし
危険有害な分解生成物 : 情報なし

11. 有害性情報

以下のデータは、本製品の試験結果、もしくは類似物の試験結果からの予測である。
急性毒性 (50%致死量)

経口→LD50(ラット) : >2000 mg/kg (実質上無毒)
経皮→LD50 : データなし

皮膚刺激性(ラビット) : 刺激性なし
皮膚腐食性 : 腐食性なし
眼に対する重篤な損傷又は刺激性(ラビット) : 刺激性なし(印字成分)
呼吸器感作性又は皮膚感作性(マウス) : 皮膚感作性なし
生殖細胞変異原性 : AMES 試験 陰性
発がん性 : カーボンブラックは、国際がん研究機関(IARC)によって"グループ 2B(ヒトに対して発癌性があるかもしれない)"に分類される。しかし、カーボンブラックを含有するトナーに対するラットの長期吸入暴露試験では、「発癌の証拠なし」の結論を得ている。

二酸化チタンは国際がん研究機関(IARC)の発がん性分類で、グループ 2B に分類される。動物実験では、ラットのみ肺腫瘍が認められた。これは、ラットの肺クリアランスメカニズムの過負荷(オーバーロード現象)によるもので、本製品の通常使用時にはあり得ないと推察される。呼吸器の疾病と二酸化チタンの作業暴露との関係は、これまでの疫学調査で認められなかった。

なお、カーボンブラックおよび二酸化チタン以外の構成成分は発がん物質(文献 1)に該当しない。

生殖毒性 生殖毒性及び発生毒性物質(文献 2)を含有せず。
特定標的臓器毒性(単回曝露) データなし
特定標的臓器毒性(反復曝露) ラットを用いた2 年間にわたるトナー吸入暴露試験において、毎日、中用量(4 mg/m3)もしくは高用量(16 mg/m3)の暴露環境にさらされていた群で、肺に軽度の線維症が観察されたが、低用量(1 mg/m3)の群については、肺に特別な変化は認められなかった。当社商品の通常の使用に伴って排出されるトナー量は、1 日当たり1mg/m3 を大幅に下回っており、製品を日常的に使用する限りでは人体への影響はないと判断している。
吸引性呼吸器有害性 対象外
その他 データなし

12. 環境影響情報

以下のデータは、本製品の試験結果、もしくは類似物の試験結果からの予測である。
生態毒性
急性毒性 魚類 96 時間 LL50(ヒメダカ) : > 500mg/L(実質上無毒)
ミジンコ類 48 時間 EL50(オオミジンコ) : > 100mg/L(実質上無毒)
藻類 72 時間 ErL50(ムレミカヅキモ) : > 100mg/L(実質上無毒)
残留性/分解性 データなし
生体蓄積性 データなし

土壌中の移動性	データなし
他の有害影響	データなし

13. 廃棄上の注意

適切な処理が必要なので、必ず弊社のカストマーコンタクトセンター、または販売店に渡すこと。

14. 輸送上の注意

国際規制

海上規制情報	:	非危険物
国連番号	:	非該当
海洋汚染物質	:	適用されない
MARPOL 73/78 附属書 II 及び IBC コードによるばら積み輸送される液体物質	:	適用されない
IBC コード	:	適用されない

国内規制

海上規制情報	:	非危険物
航空規制情報	:	非危険物
その他の情報	:	規制されていない

15. 適用法令

化学物質排出把握管理促進法	:	第1種指定化学物質（法第2条第2項、施行令第1条別表第1） マンガン及びその化合物（政令番号：412）マンガンとして(2.9%)
労働安全衛生法	:	名称等を通知すべき危険物及び有害物（法第 57 条の 2、施行令第 18 条の 2 別表第 9） 酸化鉄（政令番号：192）、マンガン及びその無機化合物（政令番号：550）、固形パラフィン（政令番号：170）、銅及びその化合物（政令番号：379）、カーボンブラック（政令番号：130）、酸化チタン（IV）（政令番号：191）
化学物質の審査及び製造等の規制に関する法律	:	非該当
毒物及び劇物取締法	:	非該当
消防法	:	指定可燃物（ただし、合成樹脂類：3000kg 以上）
船舶安全法	:	非該当
航空法	:	非該当

16. その他の情報

本製品安全データシートは現時点で入手できた情報に基づいて作成しておりますが、構成成分やデータ・評価内容を保証するものではありません。危険・有害性の評価は必ずしも充分ではないので、取扱いには十分ご注意ください。また、内容 を当社の許可なく一方的に改定・使用され、何らかの事故が発生した場合は、当社はその責任を負いかねますのでご了承ください。

CAS Registry Number（R） is a Registered Trademark of the American Chemical Society.

引用文献

（文献 1） : ・IARC Monographs on the Evaluation Carcinogenic Risks to Humans（WHO.IARC:国際癌研究機関）
・National Toxicology Program（NTP） Report on Carcinogens（NTP:米国・国家毒性プログラム）
・TLVs and BEIs（ACGIH:米国・政府産業衛生専門家会議）
・物質及び混合物の分類・表示・包装、及び指令 67/548/EEC と 1999/45/EC を改正・廃止、また規則（EC）No1907/2006 を改正することに関する規則（EC）No1272/2008（CLP 規則）
・日本産業衛生学雑誌（日本産業衛生学会）
（文献 2） ・物質及び混合物の分類・表示・包装、及び指令 67/548/EEC と 1999/45/EC を改正・廃止、また規則（EC）No1907/2006 を改正することに関する規則（EC）No1272/2008（CLP 規則）

Illegal Copies and Printouts

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. See "Legal Requirements in Japan" below for the requirements in Japan.

- 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.

2 Product Overview

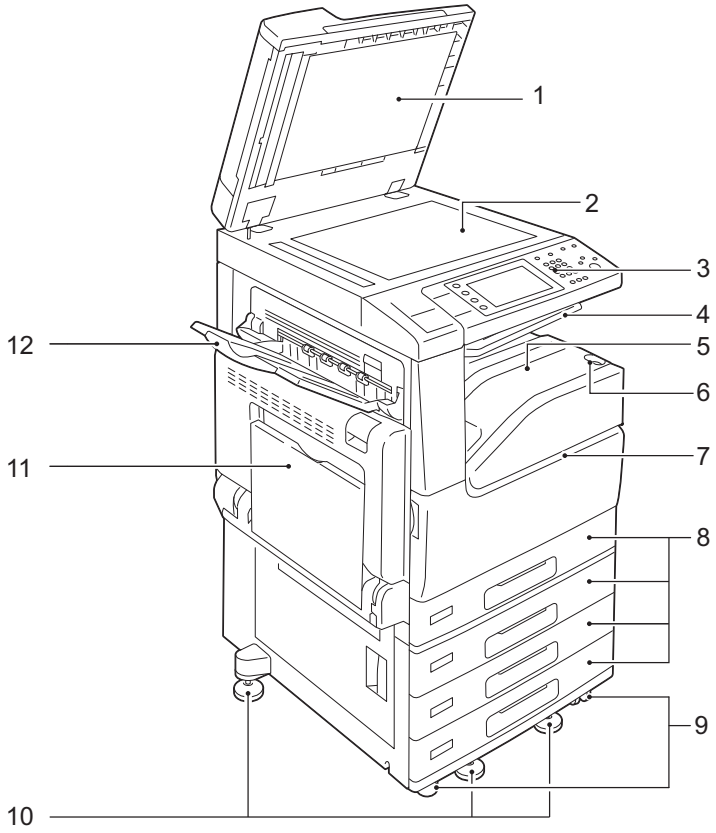
This chapter describes basic operation about the machine, such as the names of each component, switching on and off of the machine, and the operation of the touch screen and power saver settings.

- Machine Components..... 34
- Control Panel..... 42
- Power Source..... 45
- Power Saver Modes..... 49
- Adjusting Screen Brightness..... 52

Machine Components

The following describes machine components and their functions.

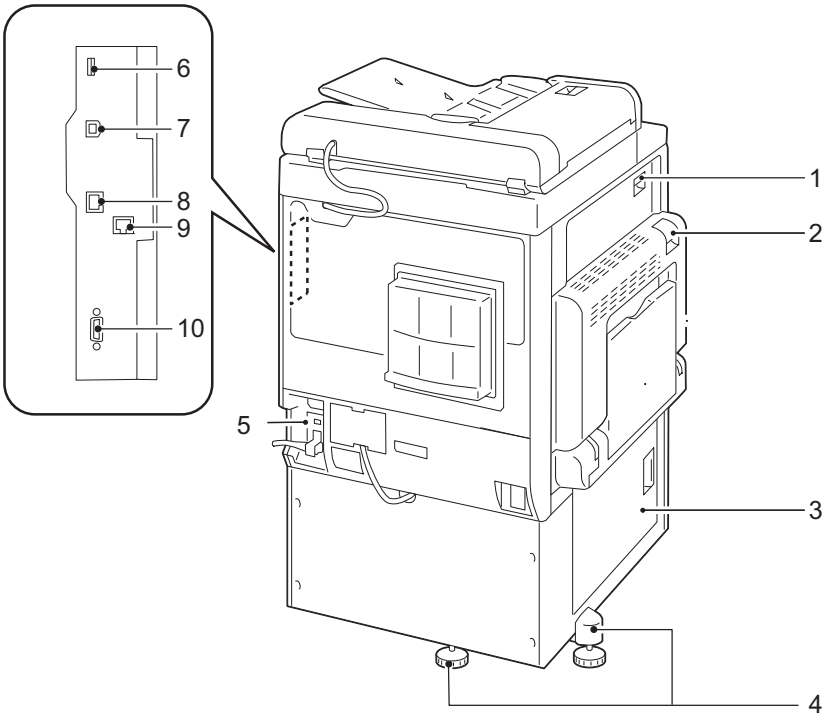
■ **Main unit**



No.	Component	Function
1	Document cover	Holds a document in place.
2	Document glass	Load a document here.
3	Control panel	Consists of operation buttons, LED indicators, and a touch screen. Refer to "Control Panel" (P.42).
4	Exit 2 Tray	Outputs are delivered here by separating the center tray into two levels. **Note** • When the Exit 2 Tray is installed, select [Installed] in [Extra Center Tray] in the System Administration mode.
5	Lower center tray (Output tray)	Copies and prints are delivered here, facing down.
6	Power switch	Switches the power of the machine on and off. Refer to "Power Source" (P.45).
7	Front cover	Open this cover to replace the consumables.
8	Tray 1, 2, 3, 4	Load paper here. **Note** • Trays 2, 3, and 4 are optional for some models.

No.	Component	Function
9	Locking casters	Used to move the machine. Lock these casters after moving the machine to its installation site.
10	Adjusting foot	Prevents the machine from toppling over. Move the machine to its installation site and then rotate this adjuster in clockwise direction until it touches a floor.
11	Tray 5 (Bypass)	Used for loading non-standard paper, such as thick-stock paper and other special media, that cannot be loaded in Trays 1 to 4.
12	Side Tray (optional)	Copies and prints are delivered here, facing up.

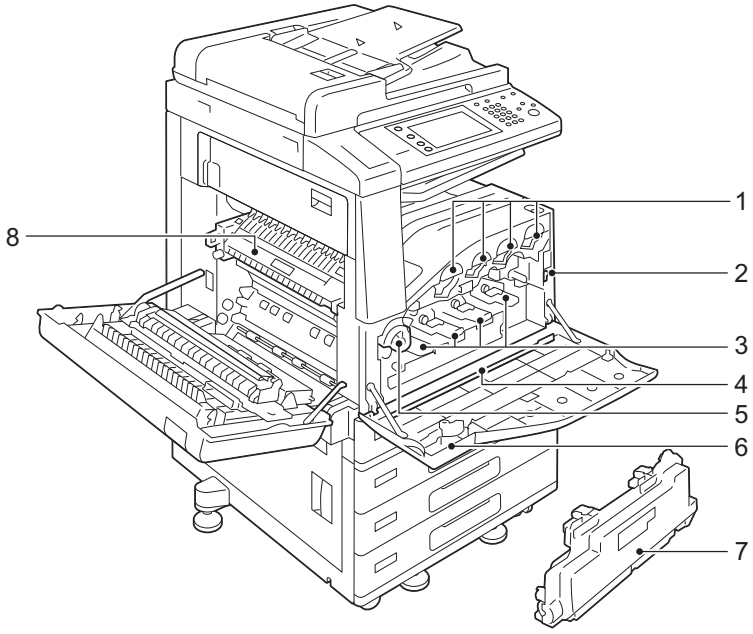
■ Left side and rear views of the machine



No.	Component	Function
1	Top left cover C	Open this cover to clear paper jams.
2	Top left cover A	Open this cover by pressing the release lever to clear paper jams.
3	Bottom left cover B	Open this cover to clear paper jams.
4	Adjusting foot	Prevents the machine from toppling over. Move the machine to its installation site and then rotate this adjuster in clockwise direction until it touches a floor.
5	RESET button	Automatically switches the machine off when a current leakage is detected.
6	USB 2.0 interface connector	Connects the USB cable of a device such as a card reader. **Important** • This connector can be used only for optional components or associated products provided by Fuji Xerox.
7	USB 2.0 interface connector	Connects a USB memory cable for printing.
8	10BASE-T/100BASE-TX connector	Connects to a network cable.

No.	Component	Function
9	Secondary Ethernet connector (optional)	Connects to a network cable. Can be used as Gigabit Ethernet interface connector.
10	EP interface	Used for using the EP (Electronic Partnership) system. **Note** • The EP system restores the current status of the remote machine.

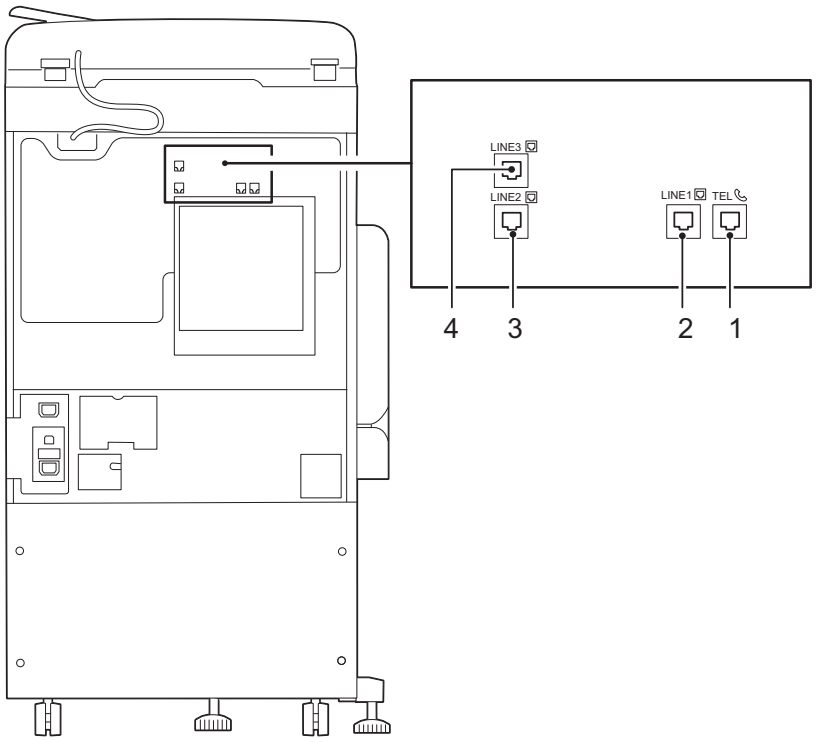
■ Inside



No.	Component	Function
1	Toner cartridges	Contains Black (K), Cyan (C), Magenta (M), and Yellow (Y) toner (image forming powder).
2	Main power switch	Switches the main power on/off of the machine. Always follow the instructions by the system administrator. **Important** • Always switch the power off before switching the main power off. Refer to "Power Source" (P.45).
3	Drum cartridges (R1 (Black), R2 (Cyan), R3 (Magenta), R4 (Yellow))	Contains photoconductors and development units. Drum cartridges are arranged in order R1 (Black), R2 (Cyan), R3 (Magenta), R4 (Yellow) from the left as you face the machine. **Note** • The drum cartridge is always marked with R1, R2, R3, or R4. Make sure to align the drum cartridge R1, R2, R3, or R4 with the corresponding slot. Otherwise, the drum cartridge cannot be inserted into the machine.
4	Cleaning bar	Used for cleaning the exposure unit when density unevenness or stripes appear on copied or printed outputs due to dirt in the exposure unit.
5	Drum cartridge cover	Open this cover when replacing a drum cartridge or cleaning the interior of the machine.
6	Drum cartridge release lever	Unlock this lever when replacing a drum cartridge.

No.	Component	Function
7	Waste toner container (R5)	Collects waste toner.
8	Fusing unit (R8)	Fuses toner on paper. Do not touch this unit as it is extremely hot.

■ Telephone line connectors

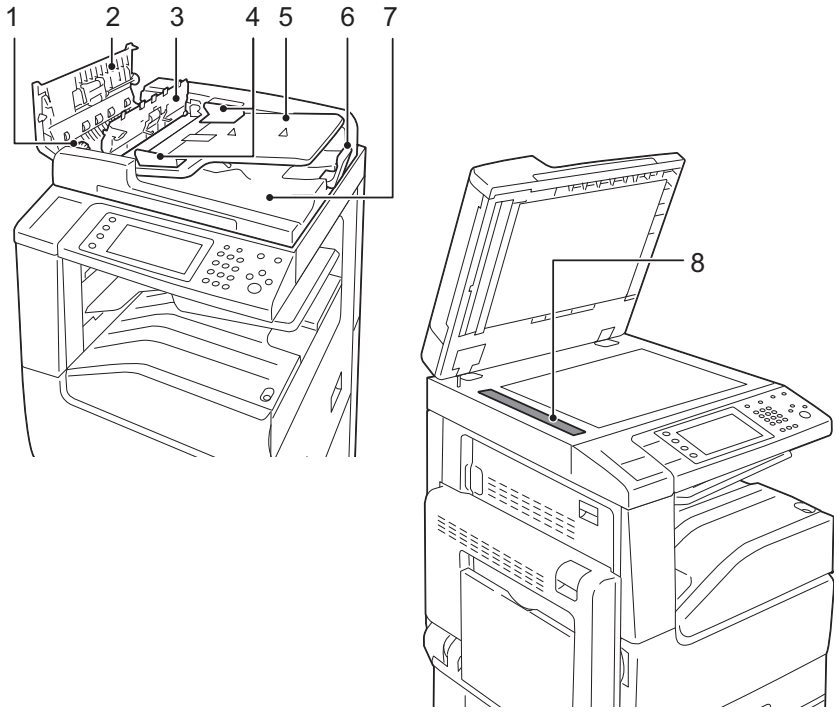


No.	Name marked on the cover of the machine	Name displayed on the touch screen	Function
1	TEL	-	Enables you to connect the machine to a telephone device.
2	LINE 1	Line 1	Use this connector to connect to a telephone line.
3	LINE 2	Line 2	Use this connector to connect to a telephone line.
4	LINE 3	Line 3	Use this connector to connect to a telephone line.

Note

- The Fax feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.
- LINE 2 (Line 2) and LINE 3 (Line 3) are optional.
- When you talk into the external telephone receiver connected to TEL, only the line connected to LINE 1 is available. (LINE 2 and LINE 3 are not available.)

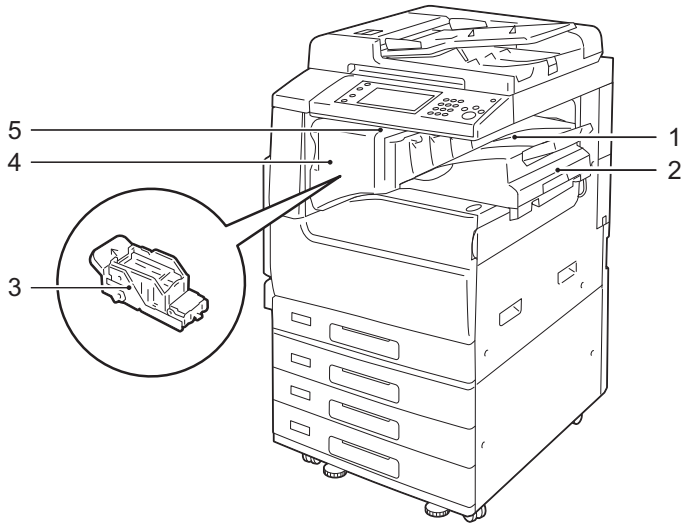
■ Duplex automatic document feeder



No.	Component	Function
1	Lever	Turn this lever to clear paper jams.
2	Left cover	Open this cover to clear paper jams.
3	Inner cover	Open this cover to clear paper jams.
4	Document guides	Use these guides to align the edges of documents.
5	Document feeder tray	Load documents here.
6	Document stopper	Prevents outputs from falling off.
7	Document output tray	Scanned documents are delivered here.
8	Document glass	Scans a loaded document.

Note • In this guide, the duplex automatic document feeder is referred to as the “document feeder” or "DADF".

■ Finisher-A1 (optional)

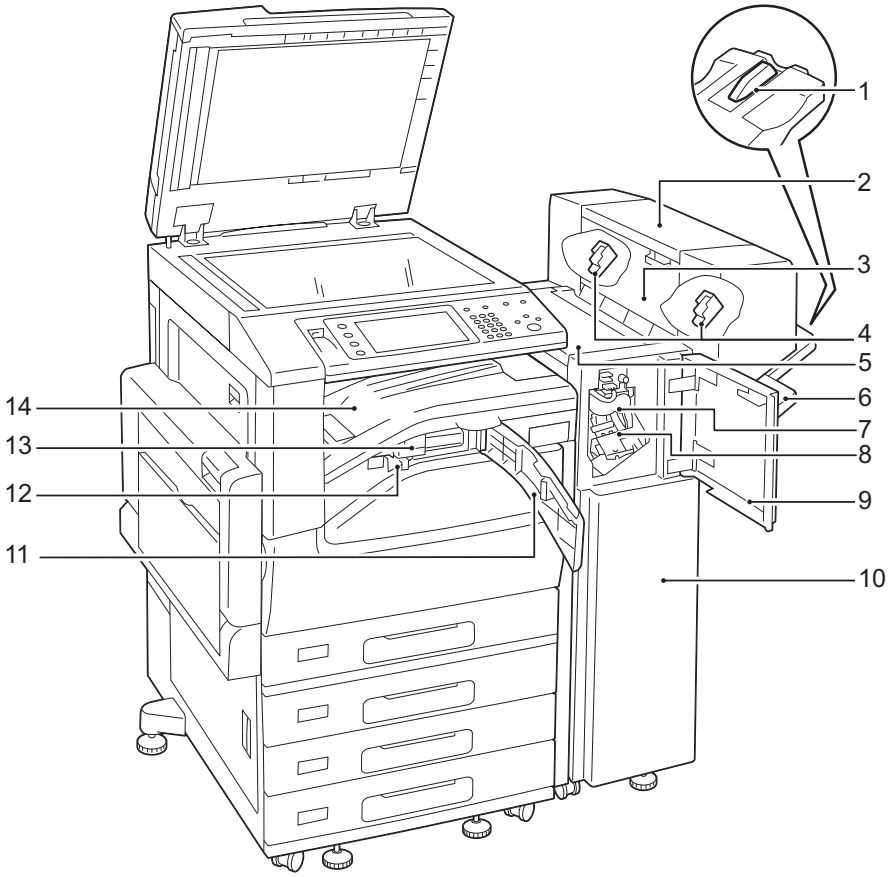


No.	Component	Function
1	Center tray	Copies or prints are delivered here.
2	Finisher-A1 (optional)	Staples copies or prints.
3	Staple cartridge	Contains staples. Remove this cartridge when replacing or adding staples, or clearing staple jams.
4	Front cover	Open this cover when replacing staples or clearing staple jams.
5	Top cover	Open this cover to clear paper jams.

Note

- The Finisher-A1 is optional. In this guide, the Finisher-A1 and Finisher-B1 are referred to as the "finisher".

■ Finisher-B1 (optional)



No.	Component	Function
1	Tray attachment	Install this attachment when delivering A4□ or B5□ paper to the finisher tray without stapling.
2	Booklet unit (optional)	Staples creased outputs.
3	Booklet unit side cover	Open this cover when replacing the booklet staple cartridge.
4	Booklet staple cartridge	Contains staples. Remove this cartridge when replacing or adding staples, or clearing staple jams.
5	Top cover	Open this cover to clear paper jams.
6	Finisher tray	Stapled or creased outputs are delivered here.
7	Creaser unit	Creases outputs in half.
8	Staple cartridge	Contains staples.
9	Front cover	Open this cover when clearing paper jams or replacing staples.
10	Finisher-B1 (optional)	Staples copies or prints.
11	Center tray	Copies or prints are delivered here.
12	Hole-punch waste container	Collects scraps from the puncher.
13	US 2/3 Hole Punch Kit (US standard) (optional) 2/4 Hole Punch Kit (optional)	Hole-punches outputs. **Note** • The distance between the two holes made with the US 2/3 Hole Punch Kit (US standard) is 70 mm, which is different from the 80 mm distance made with the 2/4 Hole Punch Kit.

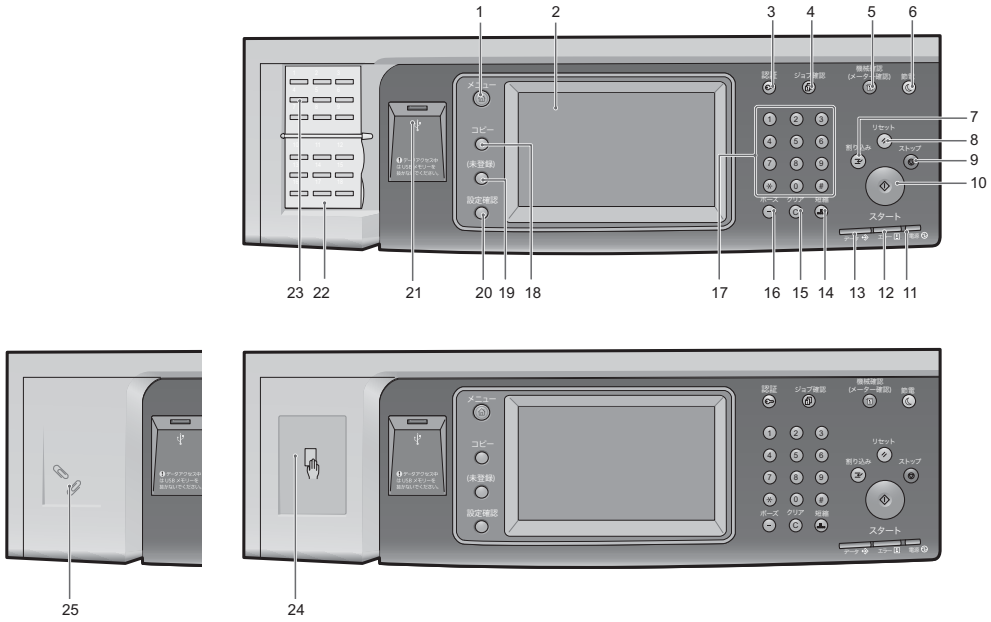
No.	Component	Function
14	Center tray (Top cover of the finisher transport)	Copies and prints are delivered here when they are unable to be delivered to the output tray or the finisher tray. Pull the cover upward when clearing paper jams. **Note** • Remove outputs delivered to the center tray constantly.

Note

- The Finisher-B1 is optional. In this guide, the Finisher-A1 and Finisher-B1 are referred to as the "finisher".
- The power cord connected to the Finisher-B1 is a connecting cord dedicated to the machine. Do not connect this cord to any other devices than the machine.

Control Panel

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



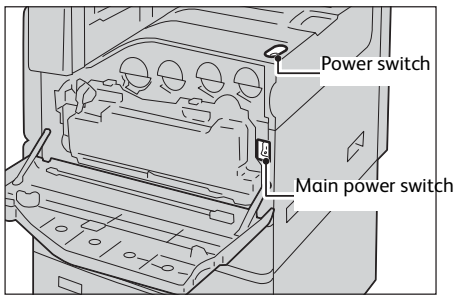
No.	Component	Function
1	<Services Home> button	Press this button to display the Services Home screen.
2	Touch screen	Displays messages required for operation, and buttons for various features. You can directly touch the touch screen to instruct operations and set features.
3	<Log In/Out> button	Lights 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.
4	<Job Status> button	Press this button to check or cancel the current job, to check or print stored jobs, or to check completed jobs.
5	<Machine Status> button	Press this button to check the machine status and meters, to check the status of the consumables, and to print reports.
6	<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.
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	<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.
9	<Stop> button	Press this button to stop the current copy job or communications.
10	<Start> button	Press this button to start scanning a document.
11	<Main Power> indicator	Lights up when the main power is switched on. **Important** • If the main power is not switched on, the machine will not be powered on even when the power is switched on.
12	<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. **Note** • If the <Error> indicator blinks, contact our Customer Support Center.
13	<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.
14	<Speed Dial> button	Press this button to specify a recipient with an address number when sending a fax or e-mail.
15	<C (Clear)> button	Press this button to cancel a numerical value you have entered with the numeric keypad.
16	<Dial Pause> button	Press this button to insert a pause into a destination number.
17	Numeric keypad	Use the numeric buttons on the keypad to enter the number of copies, passcodes, and other numerical values.
18	<Custom Button 1> (Copy)	"Copy" is assigned to this button by default. Press this button to display the [Copy] screen.
19	<Custom Button 2> (Fax)	"Fax" is assigned to this button by default. Press this button to display the [Fax] screen. **Note** • The Fax Kit (optional) must be installed to use this button for Fax service.
20	<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.
21	USB memory slot	Insert a USB 2.0 memory device directly here. **Note** • A memory card reader cable or a USB memory device cable cannot be directly connected to the machine. Use the USB Hub (optional) to connect a memory card reader or a USB memory device cable. • This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

No.	Component	Function
22	One touch panels (Only available for machines with the Fax service)	Contains the one touch buttons. Turn over the panels to display buttons 1 - 54. There are two ways in which address numbers and stored programs are assigned to the one touch buttons. Select either of the following: • [Type 1] The buttons 1 to 52 are used for address numbers and they correspond to the registered address numbers 0001 to 0052, while the buttons 53 and 54 are used for stored programs and they correspond to the registered stored programs 1 and 2. • [Type 2] The buttons 1 to 45 are used for address numbers and they correspond to the registered address numbers 0001 to 0045, while the buttons 46 to 54 are used for stored programs and they correspond to the registered stored programs 1 to 9. **Note** • By default, [Type 1] is selected. • This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.
23	One touch buttons (Only available for machines with the Fax service)	Allows you to specify a recipient by simply pressing one button. You can use the buttons for the Fax, Internet Fax, Scan (E-mail), and Scan to PC jobs. Turn over the panels to display buttons 1 - 70, M01, and M02. There are two ways in which address numbers and stored programs are assigned to the one touch buttons. Select either of the following: • [Type 1] The buttons 1 to 52 are used for address numbers and they correspond to the registered address numbers 0001 to 0052, while the buttons 53 and 54 are used for stored programs and they correspond to the registered stored programs 1 and 2. • [Type 2] The buttons 1 to 45 are used for address numbers and they correspond to the registered address numbers 0001 to 0045, while the buttons 46 to 54 are used for stored programs and they correspond to the registered stored programs 1 to 9. **Note** • By default, [Type 1] is selected. • This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.
24	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. **Note** • An optional component is required to use this feature. For more information, contact our Customer Support Center. • 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.49).
25	Paper clip tray	Used for placing paper clips and staples.

Power Source

The machine is provided with the power switch and the main power switch.



■ 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

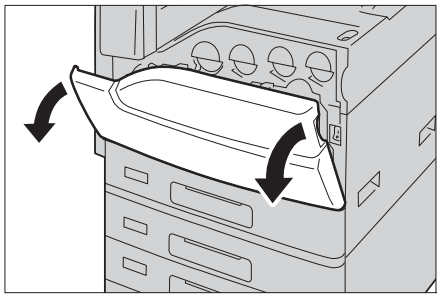
Press the main power switch to the [◯] position. The <Main Power> indicator goes out on the right side of the control panel, and the machine powers off. Do not switch the main power off except when you connect a cable to the machine or clean the machine. Switching off the main power may erase the data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

Switching the Main Power On

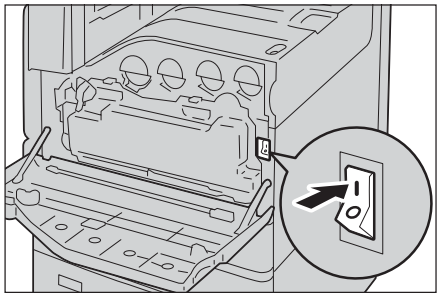
The following describes how to switch the main power on.

Note • 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. Make sure that the power cord is plugged in correctly.
2. Open the front cover.



3. Press the main power switch to the [|] position to switch the main power on.



The <Main Power> indicator lights up on the control panel.

4 Close the front cover.

Switching the Power On

The following describes how to switch the power on.

To warm up and to be ready to copy or print after switching the power on, the machine takes approximately 32 seconds. This may take more time depending on your machine configuration.

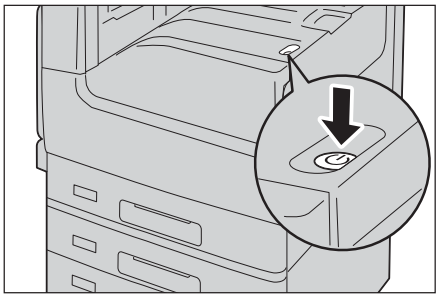
Switch the power off at the end of the day or when not using the machine for an extended period of time.

Also use the Power Saver feature to save power consumption while the machine is not in use.

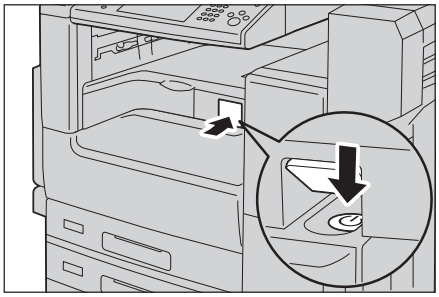
For information on the Power Saver feature, refer to "Power Saver Modes" (P.49).

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 faxes, do not switch the power off.

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

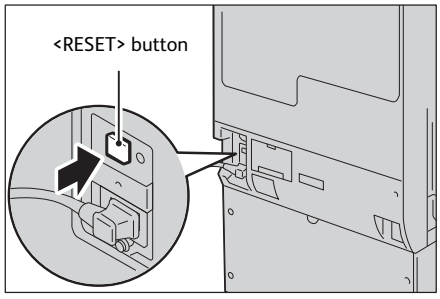


- When the Finisher-B1 (optional) is installed.



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.
  - The <RESET> button is in the depressed position.



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.

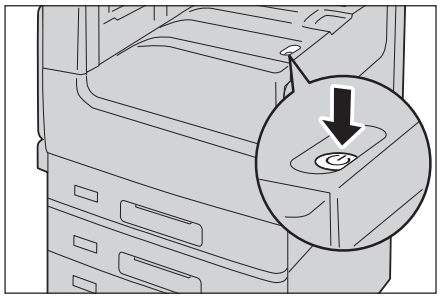
1 Before switching the power off, make sure that the machine has completed all copy or print jobs. Then, make sure that the <Data> indicator does not blink.

Important • Do not switch the power off in the following situations. If the power is switched off, the processing data 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

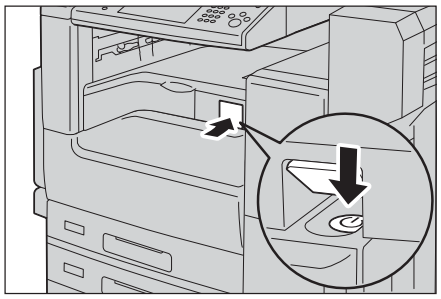
• When switching the power off, wait 5 seconds after outputs have been delivered.

2 Press the push-button power switch to switch the power off.

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.



• When the Finisher-B1 (optional) is installed.



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.

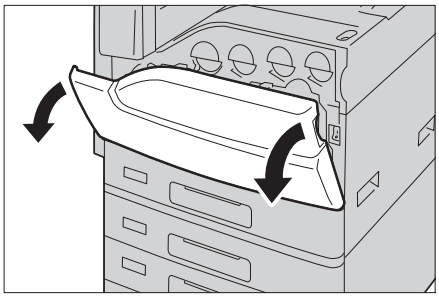
Note • When powering the machine on after it has been switched off, wait 10 seconds after the touch screen has gone dark.

Switching the Main Power Off

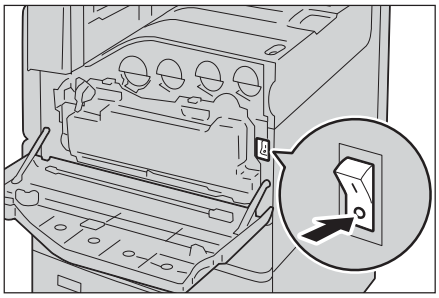
The following describes how to switch the main power off.

Important
- Do not switch the main power off while the touch screen displays a screen or the <Power Saver> button blinks. Switching off the main power 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 does not light up.
3. Open the front cover.



4. Press the main power switch to the [◯] position to switch the main power off.



The <Main Power> indicator goes out on the control panel.

5. Close the front cover.

Power Saver Modes

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.

When the machine displays an error such as paper jams and, it does not enter the Power Saver mode.

Note
- When the machine enters the Power Saver mode while a user is authenticated, the machine exits the authentication mode.
- During operation of the Warmer mode, the machine does not enter the Sleep 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.

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
- Setting a document in the document feeder
- Opening the document cover

Note
- When the machine enters the Sleep mode, it takes longer time to exit the Power Saver mode than when the machine enters the Low Power mode.

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

- Touch the IC Card Reader (optional) with a card.

Note
- The Sleep mode cannot be deactivated by the operations. When the above devices are 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 during connecting the IC Card Reader (optional), it may take longer time to exit the Power Saver mode.

Changing the Interval for Entering Power Saver Mode

You can set the time to elapse until the machine enters the Low Power mode and the Sleep mode from 1 to 240 minutes in 1 minute increments.

Note
- If the preset time period is the same for the Low Power mode and the Sleep mode, the machine directly enters the Sleep mode without entering the Low Power mode first.
- When the machine operates normal printing, Sample Set print, or printing received fax documents while the control panel remains lit off and the machine is in the Power Saver mode, only the output device exits the Power Server mode. In this case, the machine enters the Sleep mode 15 seconds later without following this setting by factory default.

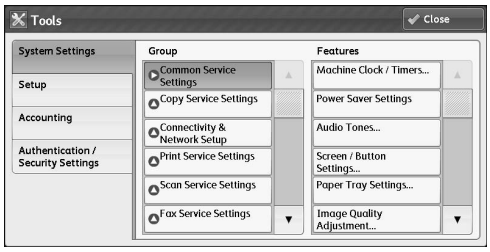
1 Press the <Log In/Out> button.

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].

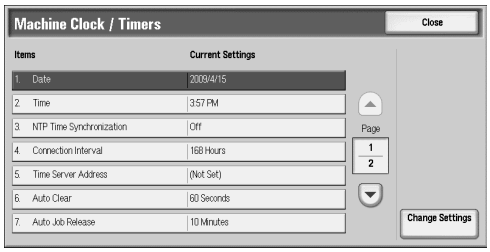
3 Select [Tools] on the Services Home screen.

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

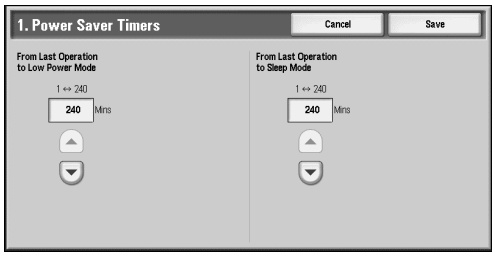
4 Select [System Settings] > [Common Service Settings] > [Power Saver Settings].



5 Select [Power Saver Timers], and then select [Change Settings].



6 Using[▲]and[▼], set the time to elapse until entering the Power Saver mode, in 1 minute increments.



■ From Last Operation to Low Power Mode

Set the time to elapse from the last operation until the machine enters the Low Power mode.

Note • The default value for [From Last Operation to Low Power Mode] is [1] minutes.You cannot disable the Low Power mode.

■ From Last Operation to Sleep Mode

Set the time to elapse from the last operation until the machine enters the Sleep mode.

Note • The default value for [From Last Operation to Sleep Mode] is [1] minutes. To make the machine enter the Low Power mode set a longer period of time for [From Last Operation to Sleep Mode] than for [From Last Operation to Low Power Mode].

7 Select [Save].

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

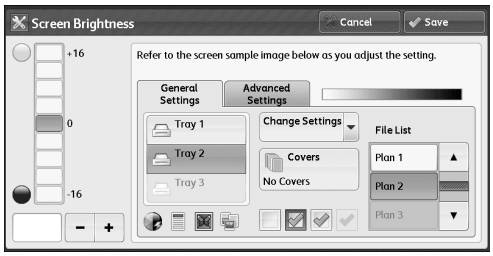
9 Select [Close].

Adjusting 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 Operation

This chapter describes basic operation about the machine.

- Copying Procedure 54
- Fax/Internet Fax Procedure 62
- Print Procedure 67
- Scanning Procedure 68
- Other Scanning Features 75
- Creating Folders 77
- Changing the Default Settings 78

Copying Procedure

This section describes the basic copy procedure. Before making copies on the machine, confirm what is to be copied and the number of copies required. Follow the steps below.

Step 1 Loading Documents 54
Step 2 Selecting Features 56
Step 3 Entering a Quantity 57
Step 4 Starting the Copy Job 58
Stopping the Copy Job 60

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

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 125 x 85 mm (Standard size: A5, A5) to 297 x 432 mm (Standard size: A3, 11 x 17").

The document feeder automatically detects standard size documents. For non-standard size documents, enter the size on the [Original Size] screen.

Note • The document feeder is optional for some models. For more information, contact our Customer Support Center.

The document feeder accepts the following number of sheets.

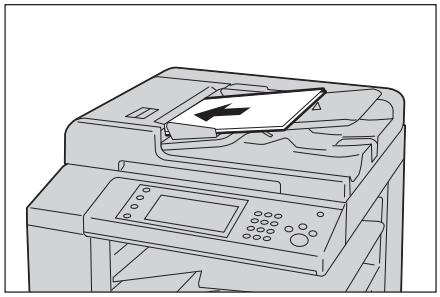
Document Type (Weight)	Number of Sheets
Lightweight paper (38 - 49 gsm)	110 sheets
Plain paper (50 - 80 gsm)	110 sheets
Heavyweight paper (81 - 128 gsm)	75 sheets

Important • To avoid paper jams, use the document glass for folded or wrinkled documents, cut-and-pasted documents, curled paper, or back carbon paper.

Note • When Duplex Automatic Document Feeder is installed, the lightweight paper of 38 - 49 gsm cannot be scanned 2 sided.

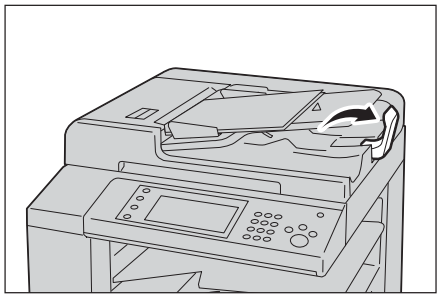
1 Remove any paper clips and staples before loading a document.

2 Load the document face up (when the document is 2-sided, load the front side up) in the center of the document feeder.



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

4 Raise the document stopper.



Document Glass

The document glass supports a single sheet, a book, or other similar documents with sizes from 15 x 15 mm to 297 x 432 mm (Standard size: A3, 11 x 17").

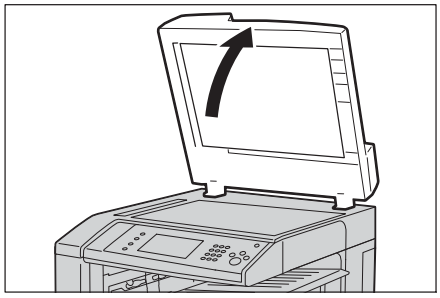
Important • Always close the document cover after using the document glass.

The document glass automatically detects standard size documents. For non-standard size documents, enter the size on the [Original Size] screen.

Note • The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode.

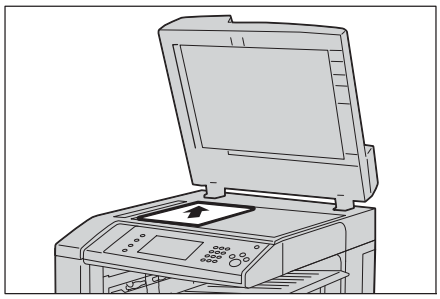
⚠ CAUTION
Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

1 Open the document cover.



Note • Make sure that the touch screen is active, and then load a document. Otherwise, the machine may not properly detect the document size.

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



3 Close the document cover.

Note
- When a standard size document is loaded on the document glass, the size of the document is displayed in the message field.

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.

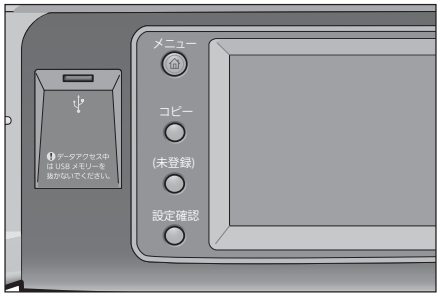
■ Copy

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.

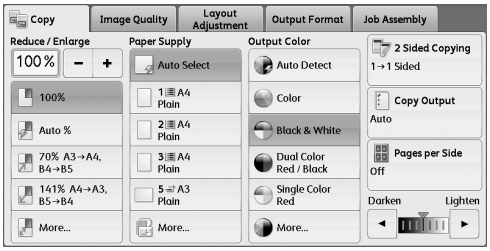
1 Press the <Services Home> button.



2 Select [Copy].

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

4 Select each tab, and configure features as necessary.



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.

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

Step 4 Starting the Copy Job

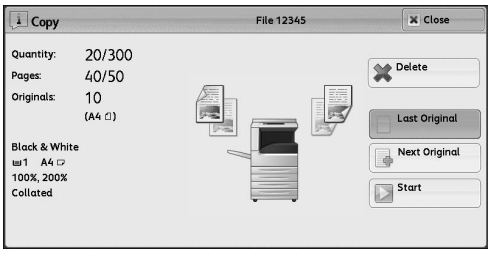
1 Press the <Start> button.

Note
- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.
- 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.

■ If you have more documents

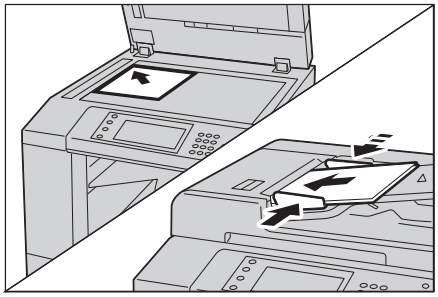
If you have more documents to copy, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

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].

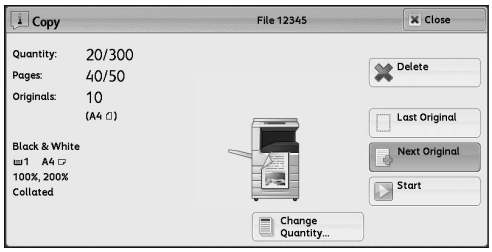
3 Load the next document.



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].

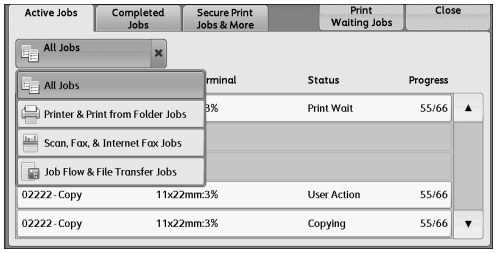


Step 5 Confirming the Copy Job in Job Status

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.

2 Confirm the job status.

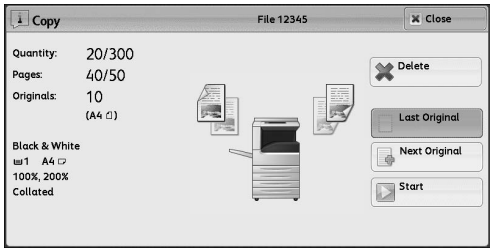


Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- The list can be scrolled by drag or flick operation.

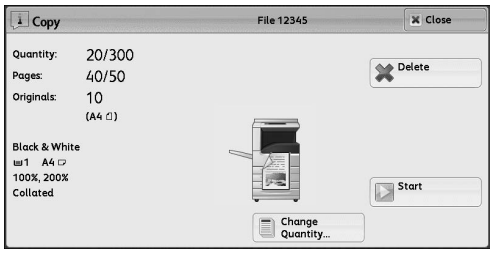
Stopping the Copy Job

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.



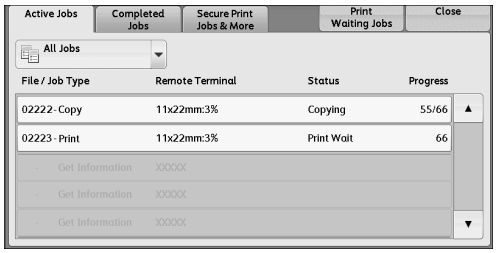
2 Select [Delete].



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

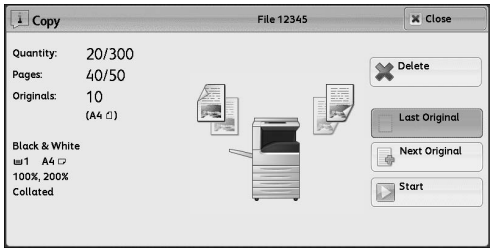
1 Press the <Job Status> button.

2 Select the job to cancel.

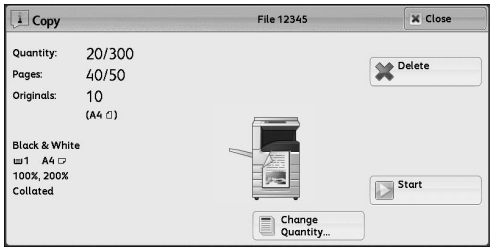


Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed.

3 Select [Delete].



4 Select [Delete].



Fax/Internet Fax Procedure

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

Step 1 Loading Documents 62
Step 2 Selecting Features 62
Step 3 Specifying the Destination 64
Step 4 Starting the Fax/Internet Fax Job 64
Step 5 Confirming the Fax/Internet Fax Job in the Job Status 65
Stopping the Fax/Internet Fax Job 66

Note

- If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number or for more information, contact the System Administrator.
- In order to use Direct Fax from your computer, a fax driver must be installed on the computer. For instructions on how to obtain a fax driver, contact your Fuji Xerox Customer Support Center. For information on using Direct Fax from PC clients, refer to Fax Driver Help.
- Some of the features described in this section are optional and may not apply to your machine configuration.

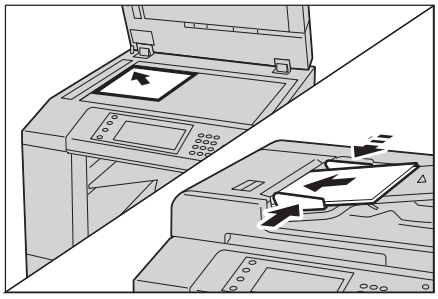
Step 1 Loading Documents

The following sizes on the left are converted into the respective sizes on the right.

Original Document Size	Document Size Detected by the Document Feeder
8-inch width document	B5 width document
10-inch width document	B4 width document

For information on supported document sizes and types, refer to "Step 1 Loading Documents" (P.54).

1 Load documents face up into the document feeder or face down on the document glass.



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

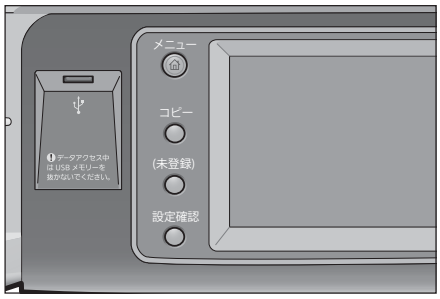
Allows you to make detailed settings to send faxes.

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

You can select the Fax or Internet Fax service, 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.

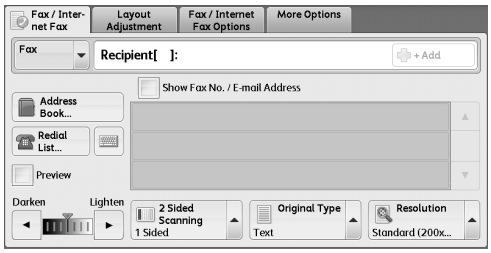
1 Press the <Services Home> button.



2 Select [Fax/Internet Fax].

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

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

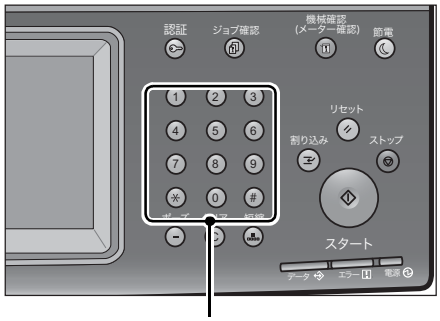


Step 3 Specifying the Destination

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
- (For Internet Fax) 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.

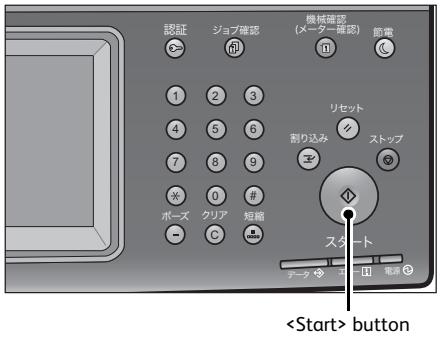
You can send a document to multiple destinations in a single operation.

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.

Step 4 Starting the Fax/Internet 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.

■ 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.

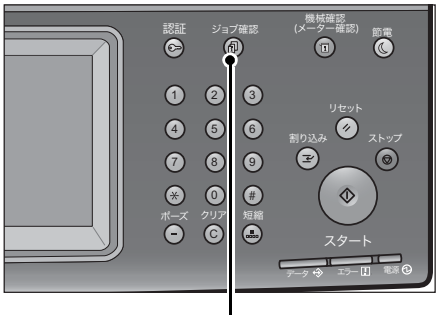
3 Load the next document.Press the <Start> button.If you have more documents, repeat steps 3 and 4.

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

Step 5 Confirming the Fax/Internet Fax Job in the Job Status

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

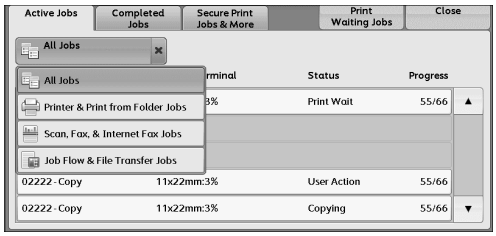
1 Press the <Job Status> button.



<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/Internet 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.

2 If required, press the <Job Status> button on the control panel to display the [Job Status] screen. To exit the [Job Status] screen, press the <Services Home> button.

3 Press the <C (Clear)> or <Clear All> button on the control panel to delete the suspended fax/Internet Fax job still being scanned. To resume the job, select [Start] on the touch screen or the <Start> button on the control panel.

Note • Once the transmission starts, you can stop the job only by selecting [Stop] on the touch screen. You cannot resume the canceled job after the transmission starts.

Print Procedure

This section describes the basic print 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 your Fuji Xerox Customer Support Center.

The printing procedure depends on the application software you use. For more information, refer to the documentation provided with the application.

1. Select [Print] from the [File] menu on the application.
2. Confirm the printer name to be used and click [Preferences] if necessary.
3. Set the properties if necessary.

   Note • You can change the print feature in [Job Type].
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.

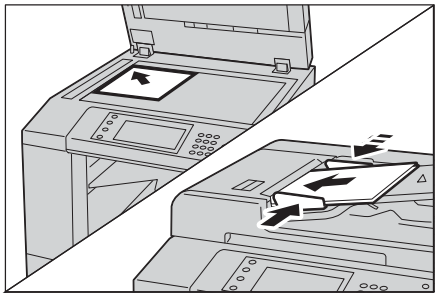
Step 1 Loading the Documents....68
Step 2 Selecting the Features....68
Step 3 Starting the Scan Job....70
Step 4 Confirming the Scan Job in the Job Status....71
Step 5 Saving the Scanned Data....72
Stopping the Scan Job....73

Note
- To use the scan features, you need to set the machine for use on a network. For more information, contact the System Administrator for assistance.
- Some of the features described in this section are optional and may not apply to your machine configuration.

Step 1 Loading the Documents

For information on supported document sizes and types, refer to "Step 1 Loading Documents" (P.54).

1 Load documents face up with the top edge entering the document feeder first, or face down on the document glass.



For more information on how to load the documents, refer to "Step 1 Loading Documents" (P.54).

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.77).

■Scan to PC

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

■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.

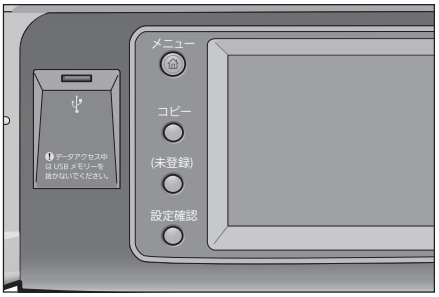
■Store to WSD

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.

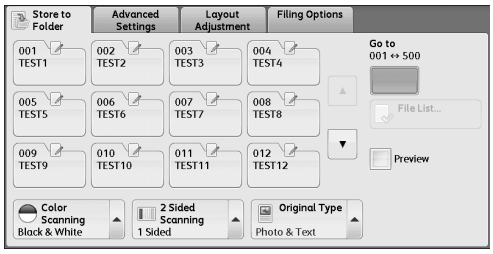
1 Press the <Services Home> button.



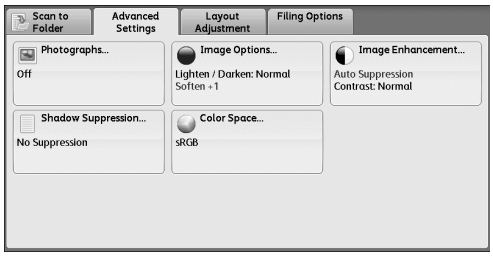
2 Select [Store to Folder].

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

4 Specify a folder to save the data in.



5 Select each tab, and configure features as necessary.



Step 3 Starting the Scan Job

The following describes how to start a scan job.

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. 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 100 pages can be stored.

Note
- When an optional component is installed in the machine, up to 999 paged can be stored.
- 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.

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

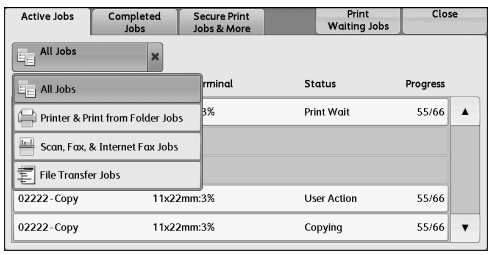
Step 4 Confirming the Scan Job in the Job Status

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

1 Press the <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.

The following describes how to use Stored File Manager 3 to import files from a machine's folder.

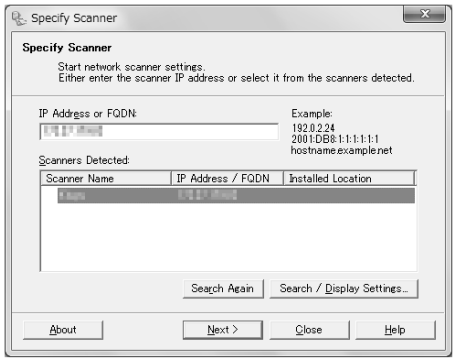
Stored File Manager 3 is software to import files from a machine's folder to a computer without using any client-side application.

To use Stored File Manager 3, your computer must have Network Scanner Utility 3 installed.

1 Click [Start] and select [Programs] > [Fuji Xerox] > [Network Scanner Utility 3] > [Stored File Manager 3].

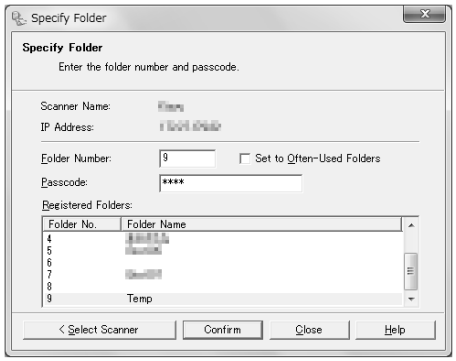
Note • If you used another directory for installation, specify the directory instead.

2 From the displayed list, click the scanner name of the machine, and click [Next].



Note • If no scanners are shown in the list, click [Search Again]. The application searches for scanners.
• To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings].
• Only when the machine is connected to the network, the scanner name is automatically listed. To view the machine connected to another network, click [Search/Display Settings] and register the IP address and scanner name.

3 In the [Folder Number] field, enter the number of the folder (001 - 200) that contains the file to be imported. In the [Passcode] field, enter a passcode (up to 20 digits).



Note • You can also select a folder number from [Registered Folders].
• Clicking [Select Scanner] returns to step 2, where you can reselect a scanner.

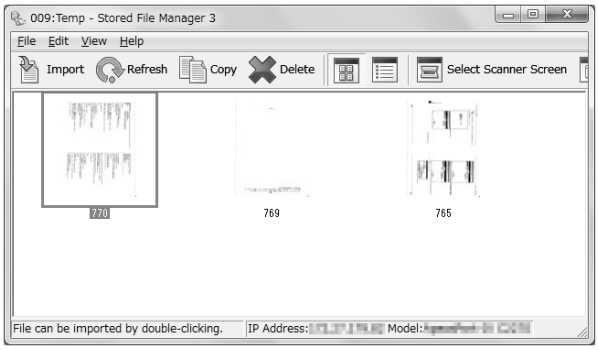
4 Click [Confirm].

5 Select a file to be imported from the list. To import a file, there are two ways as follows:

■ **Importing a file by clicking [Import]**

Click [Import].

The file is extracted and stored in the specified save location.



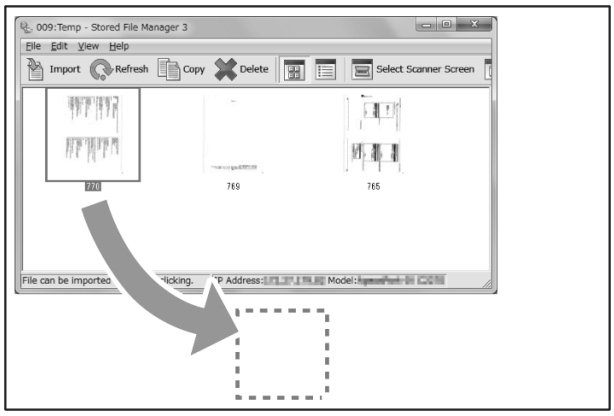
Note

- You can select multiple files.
- When [File Saving Options] is set to [Set Destination for Each File] under the import settings, a dialog box for specifying a save destination is displayed. When the dialog box appears, specify a save destination, and click [OK]. .

■ **Importing a file by drag and drop operation**

Drag and drop the file to the save location such as the desktop.

The dropped file is stored in the folder.



Note

- The file can be imported by copy and paste operation. The file to be pasted remains in the folder.
- To delete the file in the folder, click [Delete] on the toolbar.

6 The file is imported to the specified directory.

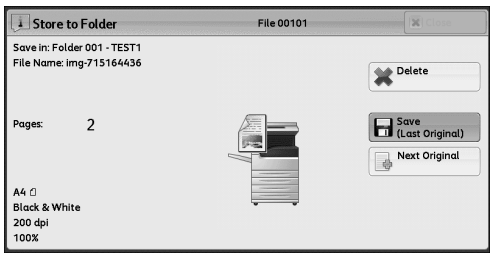
Note

- When [File Saving Options] is set to [Save in Fixed Destination] under the import settings, a file is saved in the specified directory.

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.



2 Select [Delete].

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

1 Press the <Job Status> button.

2 Select the job to cancel.

3 Select [Delete].

4 Select [Delete].

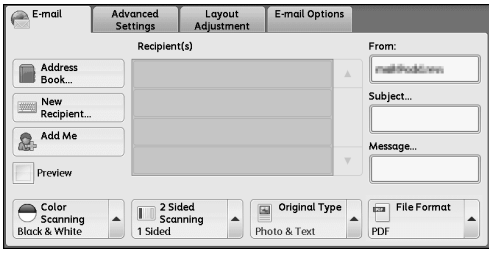
Important • If you cancel the job, the scanned data stored in the folder will also be deleted.

Other Scanning Features

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].

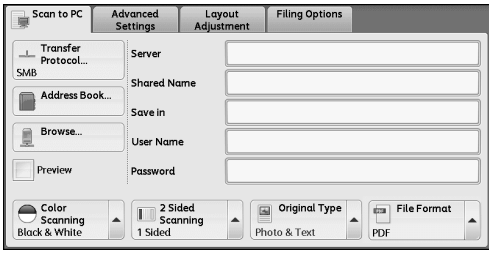
Shared Name – Enter a name assigned for the shared folder. If you select a server from the address book, the preset name is displayed. To change the name, select [Keyboard] and use the displayed keyboard. Not required for FTP servers.

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.

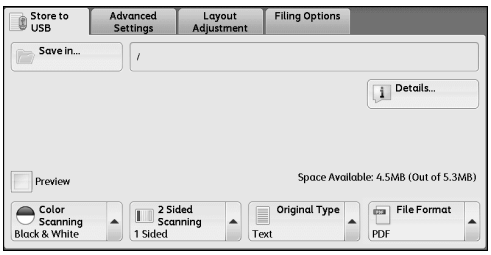
1. Press the <Services Home> button on the control panel.
2. Select [Scan to PC] on the touch screen.
3. Perform the necessary operations.



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 [Services Home] 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 3.

3 Select a feature on the [Store to USB] screen.

4 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.

- Scan 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.

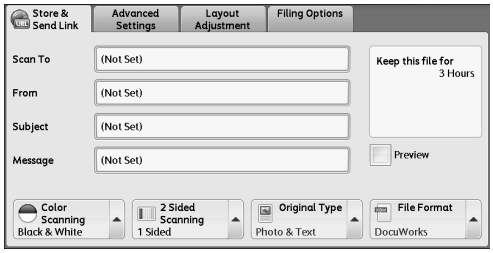
- Message

  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

You can scan a document loaded on the machine and save the scanned data from a computer. Using the control panel on the machine, you can also save the scanned data to a computer on the network.

- Start Scan Job From

  Select from where to start a scan job.

  - Computer
    Starts a scan job by sending a request from a network computer.
  - This Device
    Starts a scan job with the scan command from the machine, and save the scanned data to a network computer.

- List of Computers

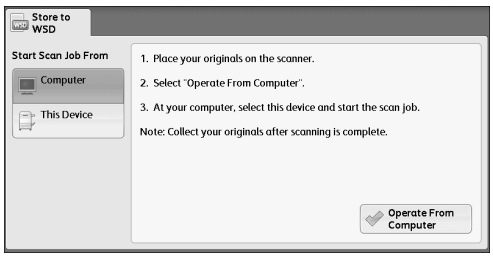
  Lists network computers and their scanning methods. Select one from this list as a destination.

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.

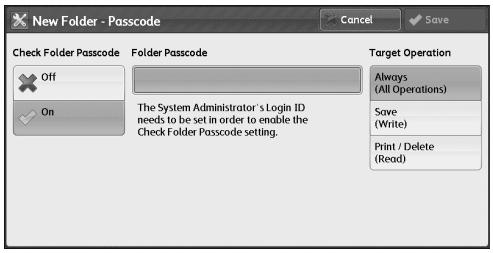
4 Select [Setup].

1 Select [Create Folder].

2 Select the folder to create.

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

3 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.

4 Select items and set the required settings.

5 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.

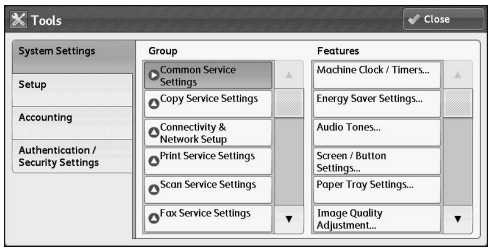
2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

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

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 desired option.
Customize the settings by performing operations as necessary. For some options, select [Change Settings] to change the settings or to enter characters through the screen keyboard.



4 Paper and Other Media

This chapter gives information about loading paper and other types of media into the machine, and about basic instructions for using the machine.

> ⚠ **WARNING**
> **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.**

- Usable Paper 80
- Loading Paper 82

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

Tray	gsm / Ream Weight	No. of sheets (Fuji Xerox P paper)
Tray 1 to 4	Basis Weight: 60 to 256 gsm Ream Weight: 51.6 - 220.1 kg	560 sheets
Tray 5 (Bypass tray)	Basis Weight: 60 to 216 gsm Ream Weight: 51.6 - 185.7 kg	5 mm or less/ 50 sheets

Note
- Basis weight is the weight of 1 m^2 of a paper sheet.
- Ream weight is the weight of 1,000 sheets of duodecimo size (788 x 1,091 mm) paper.

Supported Paper Types

Standard Paper

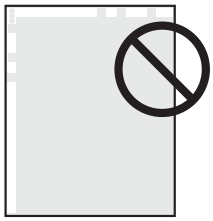
If using commercially available paper (called general paper), make sure that it meets the specifications. To achieve the best copy or print quality, we recommend you to use the following standard paper.

Paper Name	Paper Weight	Paper Type*1	Image Quality*2	Paper Characteristics and Usage Notes
P paper	64 gsm	Plain	Plain A	Heavyweight paper for office use such as internal documents.
G70	67 gsm	Recycled	Plain C	Recycled paper for copying and printing containing 70 % recycled pulp.
C^{2r} paper	70 gsm	Recycled	Plain C	Recycled paper containing 70 % recycled pulp; suitable for both monochrome and color documents.
V-Paper	67 gsm	Plain	Plain C	Paper containing recycled pulp with the whiteness of bond paper.

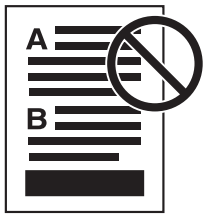
*1: After loading paper into a tray, specify the type of the paper for the tray.

*2: If you specify an image quality for a paper type, the machine prints at the specified image quality when you use the paper.

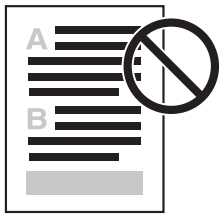
Unusable Paper



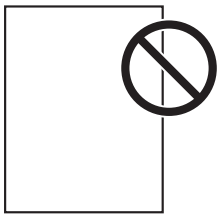
- Color transparency sheets (bordered with a white frame)



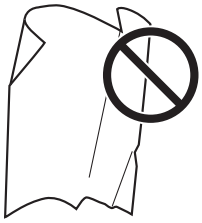
- Paper with one face already printed using another printer



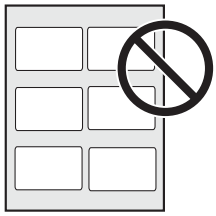
- Already printed face using this printer



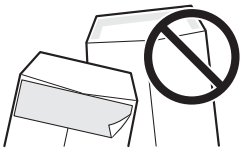
- Inkjet paper
- Tracing paper



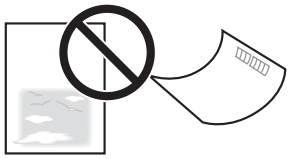
- Folded, creased or curled paper



- 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

The following describes how to load paper in Trays 1 to 4 and Tray 5 (bypass).

Loading Paper in Trays 1 to 4

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

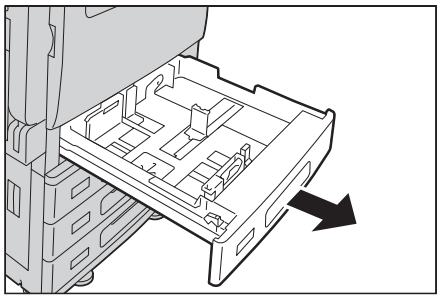
When the machine runs out of paper during copying or printing, a message appears on the touch screen. Add paper according to the message instructions. Copying or printing automatically resumes when paper is added.

Important • Do not place any objects other than paper in the trays.

Note • Trays 2 to 4are optional for some models.

• Carefully fan paper before loading it in a tray. Otherwise, the paper may stick together, resulting in paper jams.

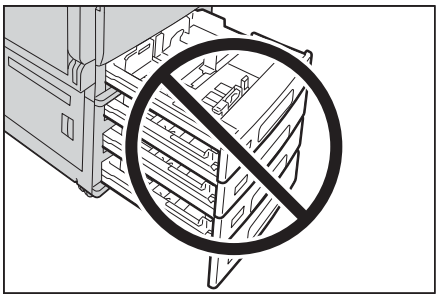
1 Pull out the tray until it stops.



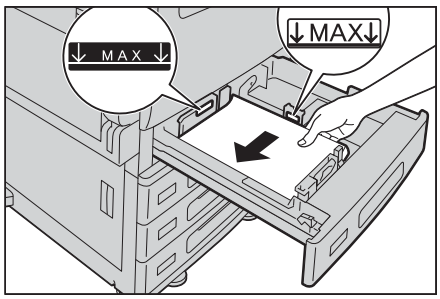
Important • While the machine is processing a job, do not pull out the tray that is being used for a job.

• 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 in the tray, and then load that paper on top of the newly loaded paper.

• Do not pull out all the trays together. Otherwise, the machine gets inclined and turns over, which may cause injuries.



2 Load and align the edge of the paper against the left edge of the tray, with the side to be copied or printed on facing up.



Important • Do not load paper above the maximum fill line ("MAX" in the right figure). It may cause paper jams or machine malfunction.

• Do not place any paper or objects in the empty space on the right side of Trays 1 to 4. It may cause paper jams or machine malfunction.

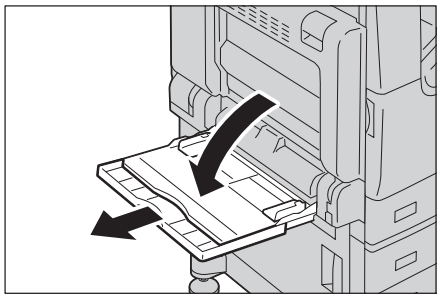
3 Push the tray in gently until it stops.

Important • When inserting the tray, push it gently. Forcibly pushing in the tray may cause machine malfunction.

Loading Paper in Tray 5 (Bypass)

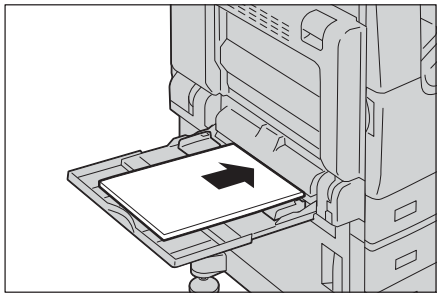
When printing or copying on a size or type of paper that cannot be set in Trays 1 to 4, use Tray 5. The following describes the procedures to load paper in Tray 5. For printings, specify the instructions using the [Paper/Output] tab in the print driver. Also specify the type of paper to be loaded.

1 Open the Tray 5 (Bypass).



Note • If necessary, pull out the extension tray. The extension tray can be extended in two stages. Pull out the extension tray gently.

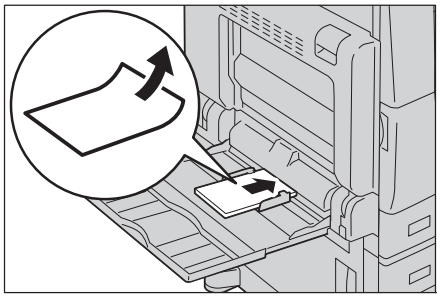
2 Load paper with the side to be copied or printed on facing down, inserting the paper until its edge lightly touches against the paper feed entrance.



Important • Do not load mixed paper types into the tray.

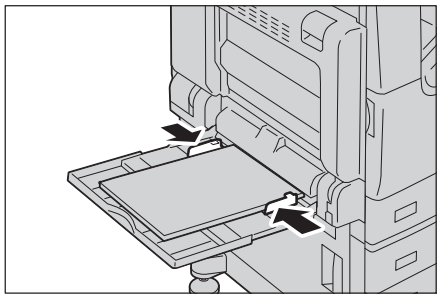
• Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.

• When making copies or prints on thick-stock paper and the paper will not feed into the machine, apply a curl to the paper as shown in the figure below. Note, however, that excessively bending or folding the paper may cause paper jams.



• Depending on the type of the heavyweight paper, paper may not be fed to the machine or image quality may deteriorate.

3 Adjust the paper guides to align the edges of the paper loaded.



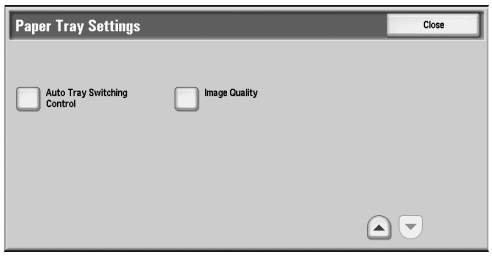
Changing Paper Settings

The following describes how to change the paper size on Trays 1 to 4 and 6, and how to set image quality processing by individual paper type.

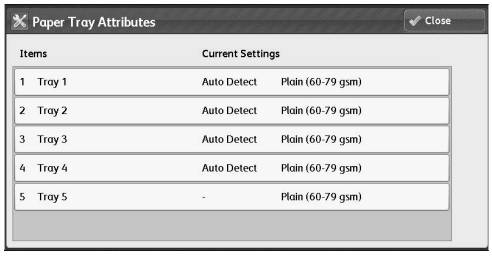
Image quality best suited to the paper type can be obtained by setting the desired image processing to particular paper types.

1 Select [System Settings] > [Common Service Settings] > [Paper Tray Settings].

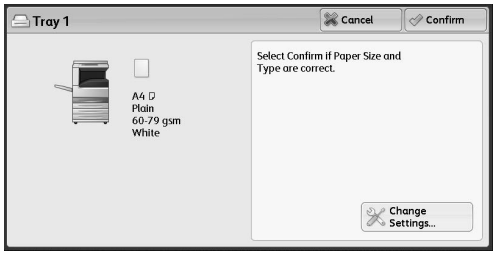
2 Select [Paper Tray Attributes].



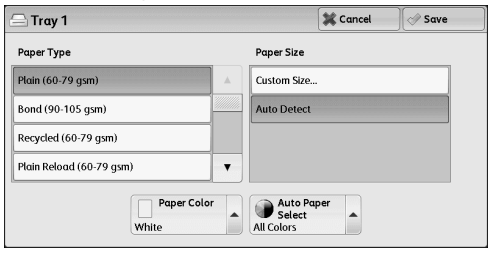
3 Select a paper tray for changing the paper type setting under [Items].



4 Select [Change Settings].



5 Set [Paper Type], [Paper Size], [Paper Color], and [Auto Paper Select] respectively.

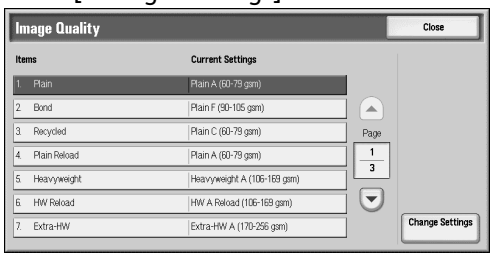


6 Select [Cancel], [Save], [Confirm], or [Close] repeatedly until the [Paper Tray Settings] screen is displayed.

7 Select [Image Quality].

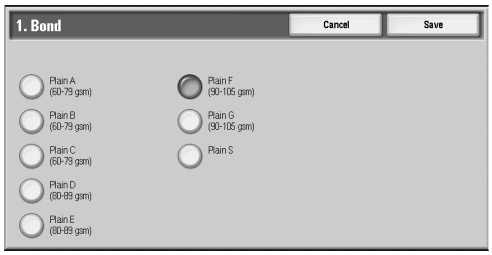
Note • Select[▲]to display the previous screen or[▼]to display the next screen.

8 Select the paper type for changing the image quality settings under [Items], and then select [Change Settings].



Note • Select[▲]to display the previous screen or[▼]to display the next screen.

9 Select the image quality, and then select [Save].



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

11 Select [Close].

5 Maintenance

This chapter describes how to replace consumables.

- Replacing the Toner Cartridge 89
- Replacing the Staple Cartridge 91
- Emptying the Punch Waste Container 96
- Executing Calibration 98

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.**
- **Never throw a waste toner bottle into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used waste toner bottle no longer needed, contact Fuji Xerox Customer Support Center for its take-back.**

⚠CAUTION

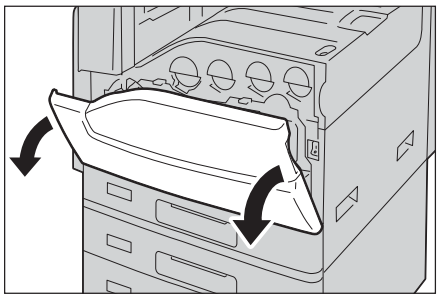
- **Keep drum cartridges and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.**
- **When replacing drum cartridges and toner cartridges, be careful not to spill the toner. In case 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 the Toner Cartridge

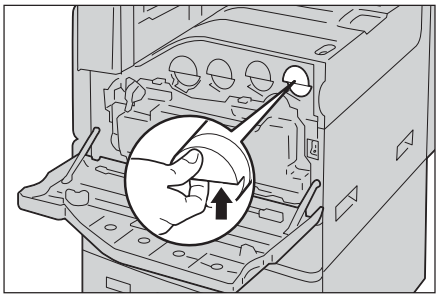
The toner cartridge is a customer replaceable unit. The touch screen will display a message that it is time to replace the cartridge.

Important
- When you replace a toner cartridge, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
- The use of toner cartridges not recommended by Fuji Xerox may degrade image quality and performance. Use only toner cartridges recommended by Fuji Xerox.
- When the remaining amount of toner is low, the machine may stop printing and display a message. If this occurs, replace the toner cartridge to resume copying or printing.
- Replace toner cartridge while the machine is on.
- Copy or print density may decrease slightly after the message "Please order XXX" appears on the touch screen.
- When the machine is in the Power Saver mode, exit the Power Saver mode by pressing the <Power Saver> button and the <Machine Status> button on the control panel before you replace the waste toner container.
- When replacing the toner cartridge, press the <Machine Status> button and check the current status for the toner cartridge even when the control panel is lit.
- If a partially used toner cartridge is used, a message appears and the number of pages that you can copy or print displayed on the screen may differ considerably.

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

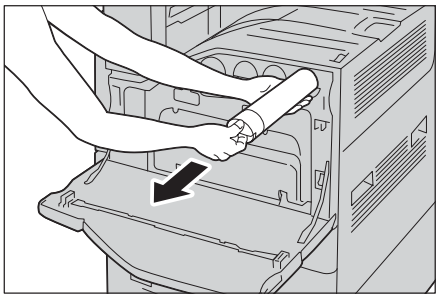


2 Put your hand under the dent of the toner cartridge indicated in the message, and slightly lift up the cartridge.



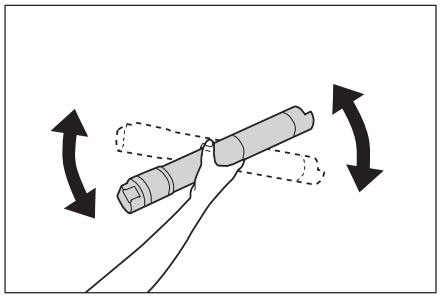
Note
- "Y", "M", "C", or "K" indicates Yellow, Magenta, Cyan, and Black, respectively.

3 Pull out the toner cartridge slowly, and slide it out.

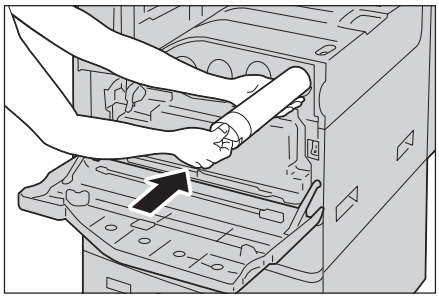


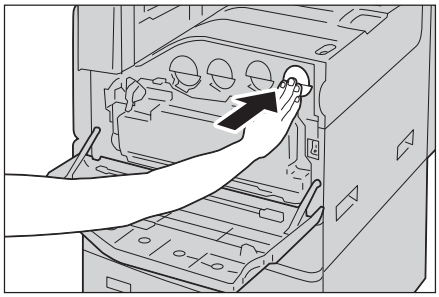
Important • Slide out the toner cartridge gently. Otherwise, toner may spill from the cartridge.
• If you have a used toner cartridge no longer needed, contact our Customer Support Center for its disposal.

4 Take the new toner cartridge of the same color out of the box, and shake the cartridge up and down and left and right for ten times.



5 Hold the cartridge with the arrow facing up, and push the cartridge in slowly until it stops.





6 Close the front cover.

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

Replacing the Staple Cartridge

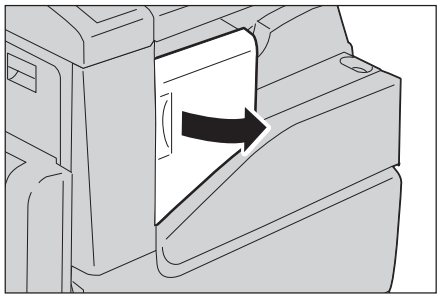
Replacing Staple Cartridge (for Finisher-A1)

When the optional Finisher-A1 is installed and the staple cartridge needs to be replaced, a message appears on the touch screen. When this message appears, load a new staple case into the staple cartridge.

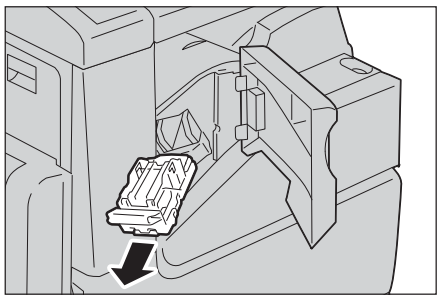
Important
- The use of staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use only staple cartridges recommended by Fuji Xerox.
- When the machine is in the Power Saver mode, exit the Power Saver mode by pressing the <Power Saver> button and the <Machine Status> button on the control panel before you replace the staple cartridge.
- When replacing the staple cartridge, press the <Machine Status> button and check the current status for the staple cartridge even when the control panel is lit.

Note
- To order a staple cartridge, contact our Customer Support Center.

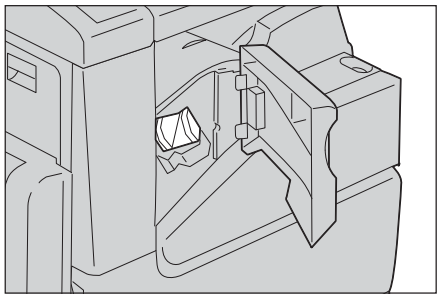
1 Make sure that the machine is not operating, and open the finisher front door.



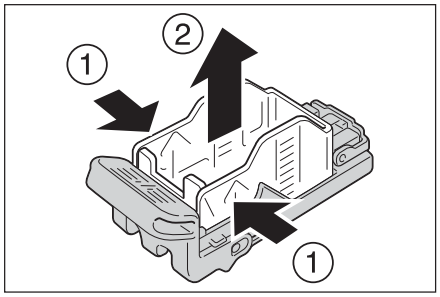
2 Take the staple cartridge out of the finisher.



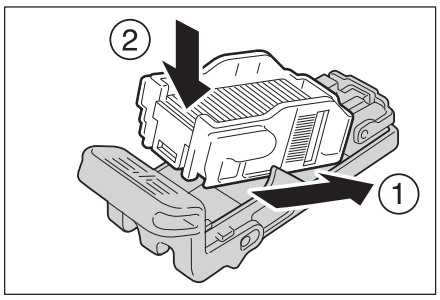
3 After you take out the staple cartridge, check inside of the finisher for any remaining staples.



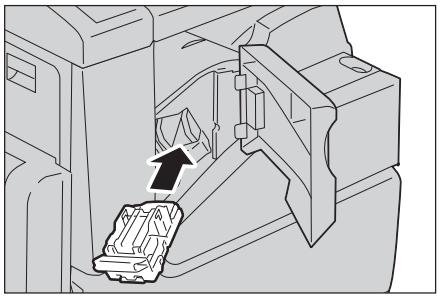
4 Pinch both sides of the empty staple case with your fingers (1), and remove the staple case from the cartridge (2).



5 Insert the front side of the new staple case into the staple cartridge (1), and then push the rear side into the cartridge (2).



6 Push the staple cartridge into the finisher until it clicks into place.



7 Close the finisher front cover.

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

Replacing Staple Cartridge (for Finisher-B1)

When the optional Finisher-B1 is installed and the staple cartridge needs to be replaced, a message appears on the touch screen. When this message appears, load a new staple case into the staple cartridge.

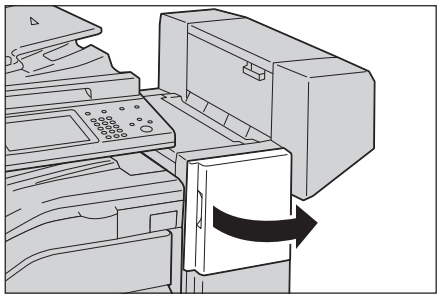
Important • The use of staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use only staple cartridges recommended by Fuji Xerox.

• When the machine is in Power Saver mode, exit Power Saver mode by pressing the <Power Server> button and the <Machine Status> button on the control panel before you replace the staple cartridge.

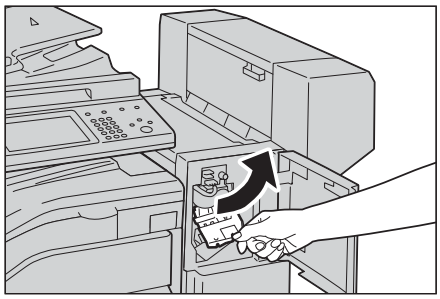
• When replacing the staple cartridge, press the <Machine Status> button and check the current status for the staple cartridge even when the control panel is lit.

Note • To order a staple cartridge, contact our Customer Support Center.

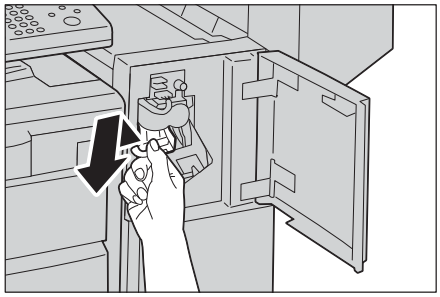
1 Make sure that the machine is not operating, and open the finisher front cover.



2 Grasp the handle and pull out the staple cartridge holder to the right, towards you.

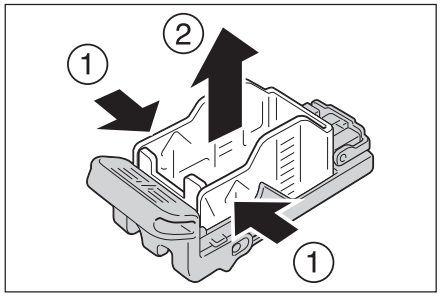


3 Take the staple cartridge out of the finisher.

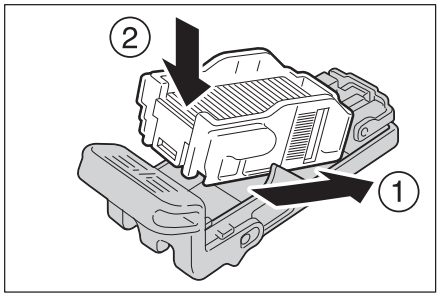


Note • The staple cartridge is firmly inserted. A slight force is required to pull the cartridge out of the finisher.

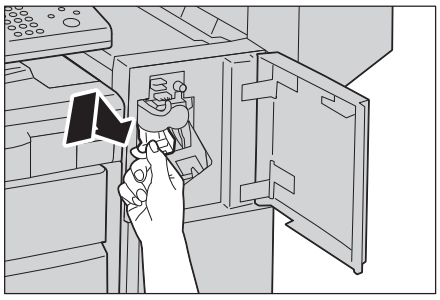
4 Pinch both sides of the empty staple case with your fingers (1), and remove the staple case from the cartridge (2).



5 Insert the front side of the new staple case into the staple cartridge (1), and then push the rear side into the cartridge (2).



6 Push the staple cartridge into the finisher until it clicks into place.



7 Close the finisher front cover.

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

Replacing Booklet Staple Cartridge (for Booklet Maker Unit for Finisher-B1)

When the optional Booklet Maker Unit for Finisher-B1 is installed and the staple cartridge needs to be replaced, a message appears on the touch screen. When this message appears, load a new staple case into the staple cartridge.

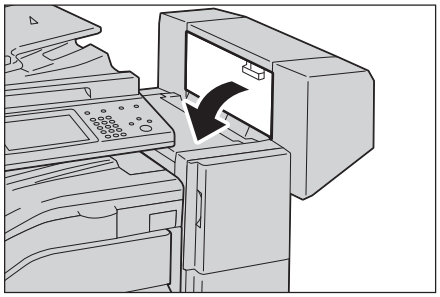
Important • The use of staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use only staple cartridges recommended by Fuji Xerox.

• When the machine is in the Power Saver mode, exit the Power Saver mode by pressing the <Power Saver> button and the <Machine Status> button on the control panel before you replace the waste toner container.

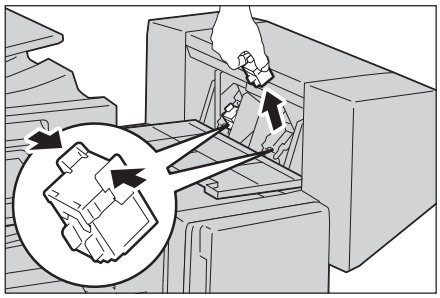
• When replacing the staple cartridge, press the <Machine Status> button and check the current status for the staple cartridge even when the control panel is lit.

Note • To order a staple cartridge, contact our Customer Support Center.

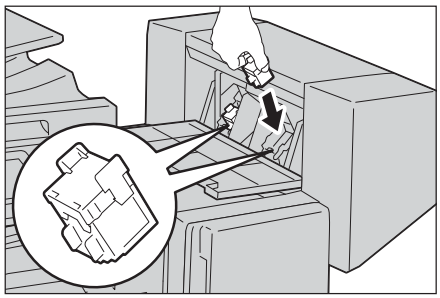
1 Make sure that the machine is not operating, and open the finisher side cover.



2 Hold the tabs on both sides of the staple cartridge and pull the cartridge out of the finisher.



3 Hold the tabs on both sides of a new staple cartridge, and insert it into the original position until it clicks.



4 Repeat steps 2 and 3 to replace the other staple cartridge.

5 Close the finisher side cover.

Note • If the cover is not completely closed, a message will appear and the machine remains paused.

Emptying the Punch Waste Container

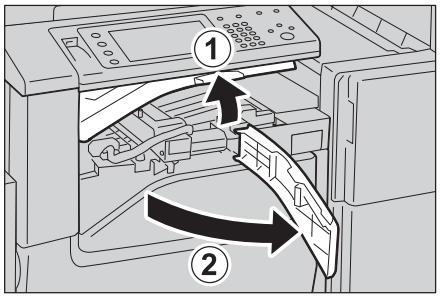
Emptying the Hole Punch Waste Container (for Finisher-B1)

When the optional Finisher-B1 is installed and the hole punch waste container becomes full, a message appears on the touch screen. When the message appears, empty the hole punch waste container as instructed.

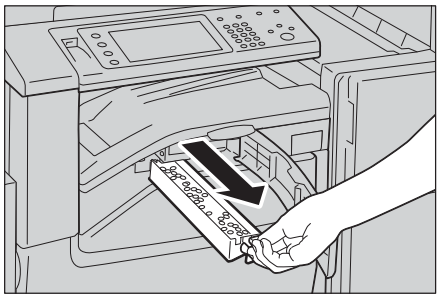
Make sure to discard all paper chads when emptying the hole punch waste container. Not doing so will cause the container to fill up before the message telling you to empty the container appears again, and this can cause machine malfunction.

Important
- Empty the hole punch waste container when the machine is on. If you empty the container while the machine is off, the machine does not recognize that the container has been emptied.
- When the machine is in the Power Saver mode, exit the Power Saver mode by pressing the <Power Saver> button and the <Machine Status> button on the control panel before you replace the waste toner container.
- When replacing the punch waste container, press the <Machine Status> button and check the current status for the hole punch waste container even when the control panel is lit.

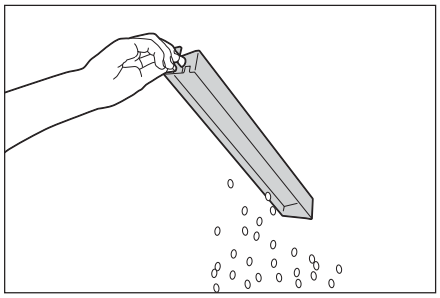
1 Make sure that the machine is not operating, lift the top transport cover, and then open the front transport cover of the finisher.



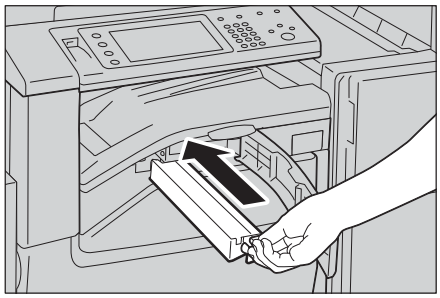
2 Pull out the hole punch waste container.



3 Empty the container.



4 Insert the emptied hole punch waste container into the finisher until it stops.



5 Close the front transport cover, and then close the top transport cover of the finisher.

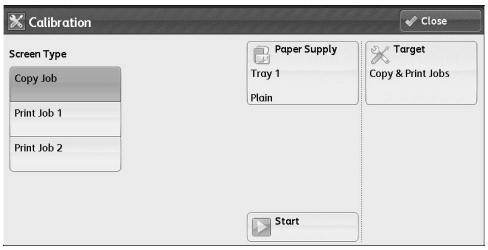
Note • If the cover is not completely closed, a message will appear and the machine remains paused.

Executing Calibration

The machine can automatically calibrate colors using the calibration chart when the reproducibility of density or color in copies and prints deteriorates. The machine can adjust the gradation for each screen type set in the machine in advance.

1 Select [Calibration] on the Services Home screen.

2 Set [Screen Type], [Paper Supply], and [Target].

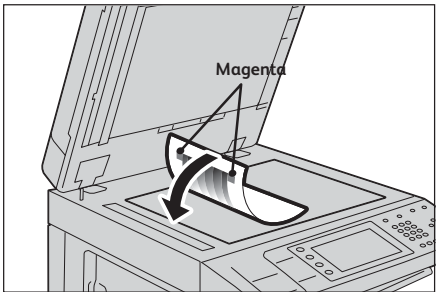


Note • For Target, select from [Copy & Print Jobs], [Copy Jobs Only], [Print Jobs Only], and [None]. When [Copy & Print] is not selected for [Target], calibration is not valid for the mode not listed in [Target].

3 Select [Start].

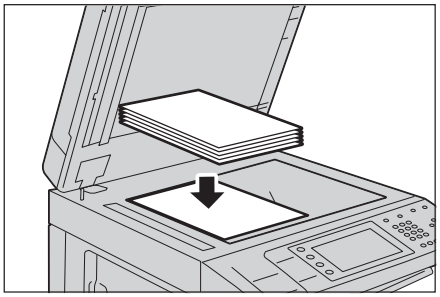
Note • The message "Outputting the Calibration Chart... - Copy Job" appears and the document for calibration (Calibration Chart) is printed.

4 Align the magenta patch (squares printed at the top and bottom of the Calibration Chart) of the printed Calibration Chart against the left side of the document glass, and load the chart facing down on the document glass.



Note • Place the Calibration Chart on the document glass.

5 Place at least five sheets of white paper on the Calibration Chart to cover the Chart and close the document cover.



6 Select [Start].

The message “Calibration in progress. - Copy Job” appears and the machine automatically calibrates the colors. It takes about 10 seconds to complete calibration.

A screen showing the result appears.

7 Select [Confirm].

8 To continue calibration for other screen types, repeat steps 3 to 8.

9 Select [Close] repeatedly until the Services Home screen is displayed.

Note • When you configure settings under [System Settings] or [Setup] and then press the <Services Home> button, the screen directly goes back to the Services Home screen.

10 Copy or print to confirm the image quality.

Note • During auto calibration, the machine cannot receive print jobs and faxes.

6 Troubleshooting

The machine has built-in information to identify and manage error messages and problems. It also contains troubleshooting steps to help resolve problems.

Refer to the information contained in this chapter to resolve any troubleshooting issues.

- Fault Clearance Procedure 102
- Paper Jams 103
- Document Jams 114
- Image Quality Trouble 116
- Stapler Faults 121

Fault Clearance Procedure

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.45).
- If the problem persists, or a message indicates that you should call for service, contact your Fuji Xerox Customer Support Center.

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.

⚠WARNING

If you need to pull out a tray to remove paper jam, contact Fuji Xerox Customer Support Center. Do not pull out a tray, otherwise it may cause injuries.

⚠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 Top Left Cover A 104
Paper Jams in Bottom Left Cover B (2 Tray Model) 105
Paper Jams in Bottom Left Cover B (4 Tray Model) 106
Paper Jams in Top Left Cover C 107
Paper Jams in Trays 1 to 4 109
Paper Jams in Tray 5 (Bypass Tray) 109
Paper Jams in Duplex Module 111
Paper Jams in Finisher-A1 111
Paper Jams in Finisher-B1 112

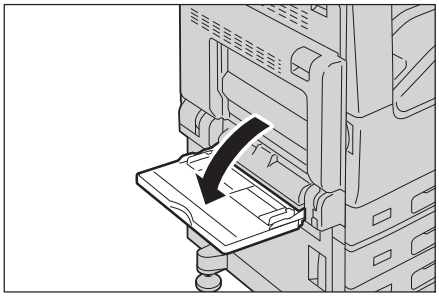
Important
- When a paper jam occurred, if you pull out a paper tray without checking the paper jam location, the jammed paper may be torn and the pieces may remain inside the machine. This may cause machine malfunctions; therefore, always check where the paper jam occurred first.
- If any piece of jammed 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.

Paper Jams in Top Left Cover A

The following describes how to clear paper jams occurring in the top left cover.

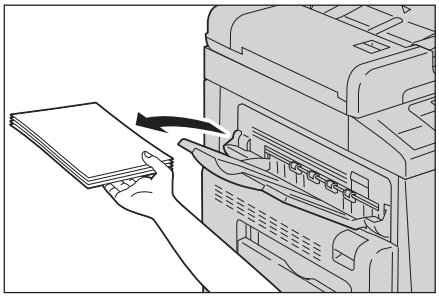
Important • Do not touch the black film like the transfer belt inside the top left cover when you remove the jammed paper because images might be shifted on the transfer belt. If you touch the belt, the image quality might be deteriorated or the belt may be damaged and need replacement.

1 Open Tray 5.

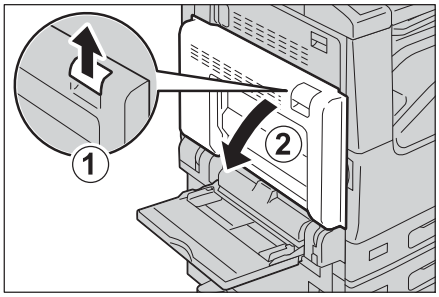


■ **When the Side Tray (optional) is installed**

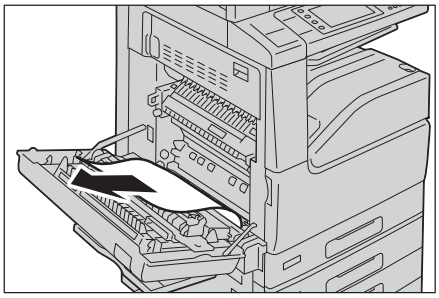
Remove paper from the Side Tray.



2 While lifting up the release lever of the cover A (1), open the cover (2).

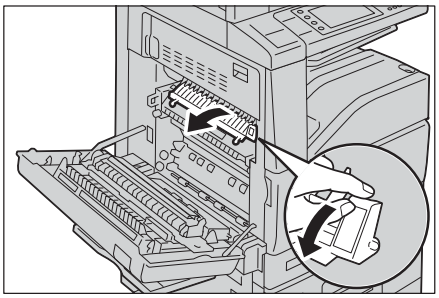


3 If paper is jammed outside the fusing unit, remove the jammed paper, and then proceed to step 6. If paper is jammed inside the fusing unit, proceed to step 4.



4 Pull down the lever A1 in the arrow direction, and then open the fusing unit cover.

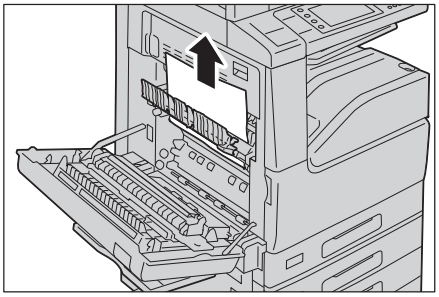
Important • The fusing unit is extremely hot. Do not touch the fusing unit as it may result in burn injury.



5 Remove the jammed paper in the arrow direction.

Important • The fusing unit is extremely hot. Do not touch the fusing unit as it may result in burn injury.

Note • If the paper is torn, make sure no piece of paper remains inside the machine.



6 Return the lever A1 to its original position to close the fusing unit cover.

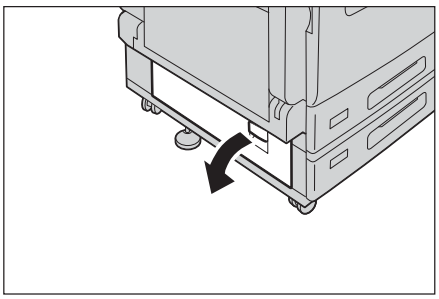
7 Close the cover A firmly.

8 Close Tray 5.

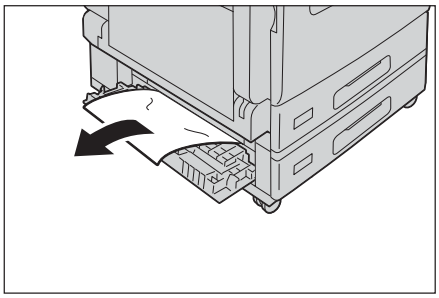
Paper Jams in Bottom Left Cover B (2 Tray Model)

The following describes how to clear paper jams occurring in the bottom left cover.

1 Gently open the bottom left cover B while pulling the release lever.



2 Remove the jammed paper.



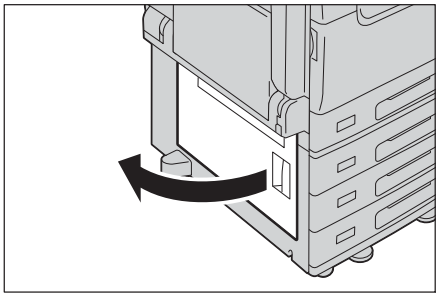
Note
- Paper may be jammed in the hidden area on the upper position. Check inside thoroughly.
- If the paper is torn, make sure no piece of paper remains inside the machine.

3 Close the bottom left cover B gently.

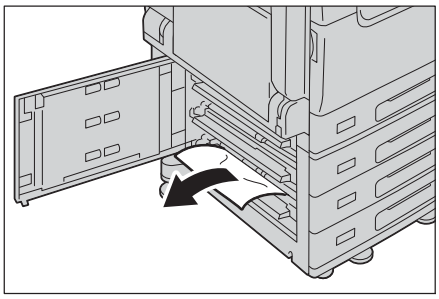
Paper Jams in Bottom Left Cover B (4 Tray Model)

The following describes how to clear paper jams occurring in the bottom left cover.

1 Gently open the bottom left cover B while pulling the release lever.



2 Remove the jammed paper.



Note
- Paper may be jammed in the hidden area on the upper position. Check inside thoroughly.
- If the paper is torn, make sure no piece of paper remains inside the machine.

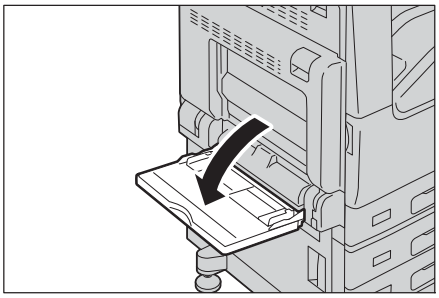
3 Close the bottom left cover gently.

Paper Jams in Top Left Cover C

The following describes how to clear paper jams occurring in the top left cover.

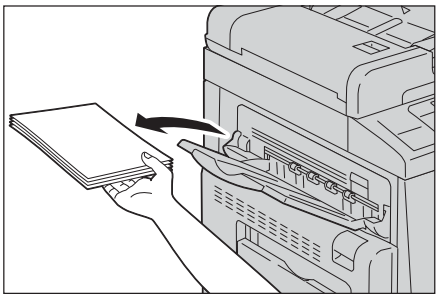
Important • Do not touch the black film like Transfer Belt inside the top left cover when you remove the jammed paper because images might be shifted on the Transfer Belt. If you touch the belt, the image quality might be deteriorated or the belt may be damaged and need replacement.

1 Open Tray 5.

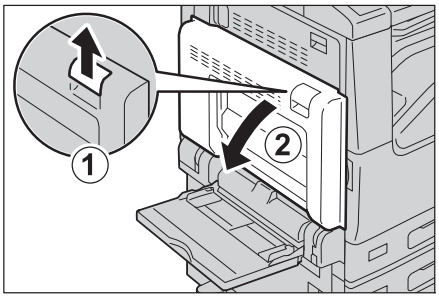


■ **When the Side Tray (optional) is installed**

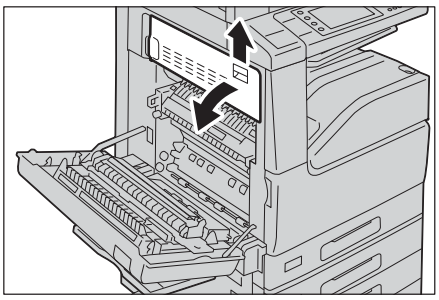
Remove paper from the Side Tray.



2 While lifting up the release lever of the cover A (1), open the cover (2).

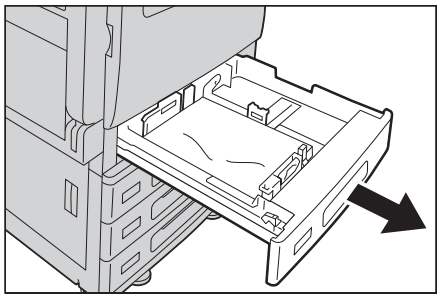


3 While lifting up the lever, open top left cover C.



Important • The fusing unit is extremely hot. Do not touch the fusing unit as it may result in burn injury.

4 Remove the jammed paper.



Note • If the paper is torn, make sure no piece of paper remains inside the machine.

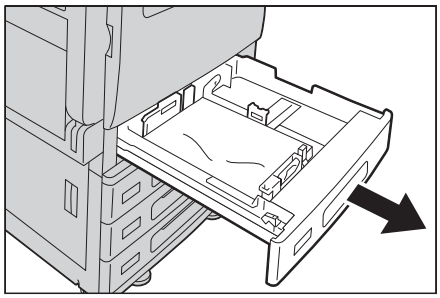
5 Close the top left cover C.

6 Push the center of the top left cover A and close the cover gently, and then close Tray 5.

Paper Jams in Trays 1 to 4

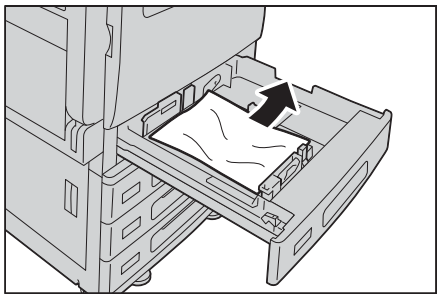
The following describes how to clear paper jams occurring in Trays 1 to 4.

1 Pull out the tray where the paper jam occurred.



Important • 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.

2 Remove the jammed paper.

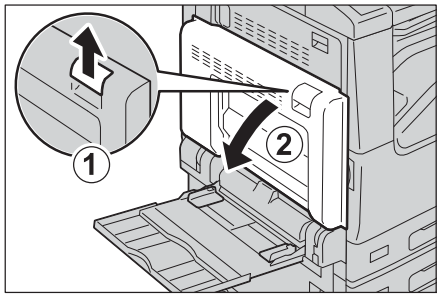


3 Push the tray in gently until it stops.

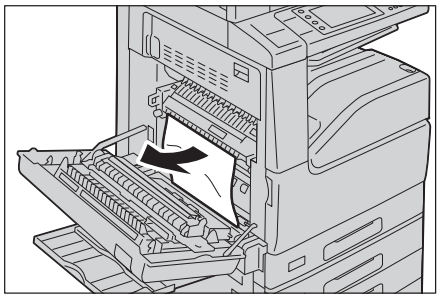
Paper Jams in Tray 5 (Bypass Tray)

The following describes how to clear paper jams occurring in Tray 5.

1 While lifting up the release lever of the top left cover (1), open the cover gently (2).



2 Remove the jammed paper.

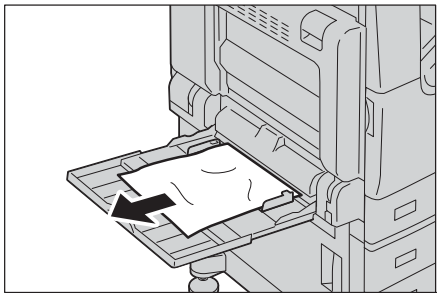


Important • The fusing unit is extremely hot. Do not touch the fusing unit as it may result in burn injury.

Note • If the paper is torn, make sure no piece of paper remains inside the machine.

3 Close the top left cover gently by pressing on the center of the cover.

4 Check the back of Tray 5 (around the paper feed entrance) and remove the jammed paper.

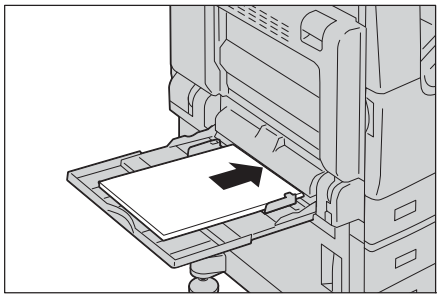


Important • When two or more sheets of paper are loaded, remove all of the sheets from the tray.

Note • If the paper is torn, make sure no piece of paper remains inside the machine.

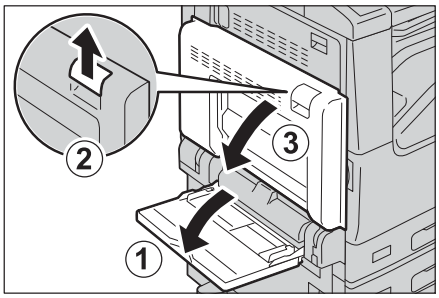
5 When two or more sheets of paper were loaded, neatly align all four corners of the paper.

6 Insert the paper into the tray with the printing side facing down until its edge lightly touches against the paper feed entrance.

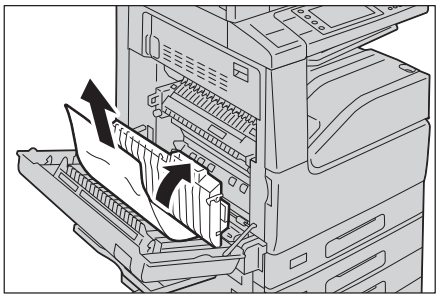


Paper Jams in Duplex Module

1 Open Tray 5 (1), and then while lifting up the lever of the cover A (2), gently open the cover A (3).



2 Lift up the lever A2, and remove the jammed paper.



Note • If the paper is torn, make sure no piece of paper remains inside the machine.

3 Close the cover A, and then close Tray 5.

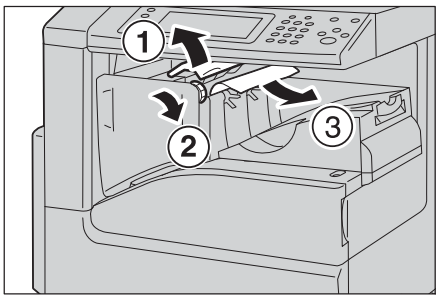
Paper Jams in Finisher-A1

The following describes how to clear paper jams occurring in the Finisher-A1 (optional).

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

Paper Jams under the Finisher Top Cover

1 Open the finisher top cover (1), turn the knob (2), and then remove the jammed paper (3).



Note • If the paper is torn, make sure no piece of paper remains inside the machine.

2 Close the finisher top cover.

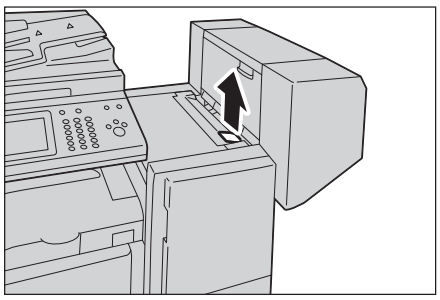
Paper Jams in Finisher-B1

The following describes how to clear paper jams occurring in the Finisher-B1 (optional).

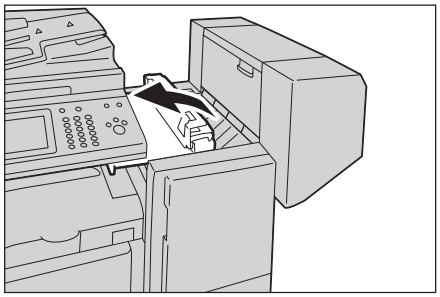
Paper Jams under the Finisher Top Cover....112
Paper Jams in the Center Unit....113

Paper Jams under the Finisher Top Cover

1 While lifting up the release lever of the top left cover (1), open the cover gently (2).



2 Remove the jammed paper.

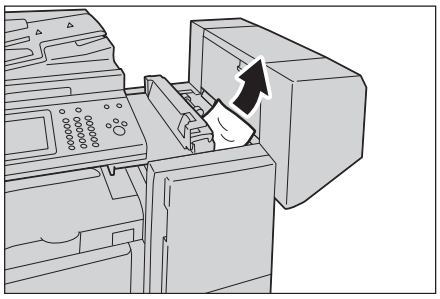


Important • The fusing unit is extremely hot. Do not touch the fusing unit as it may result in burn injury.

Note • If the paper is torn, make sure no piece of paper remains inside the machine.

3 Close the top left cover gently by pressing on the center of the cover.

4 Check the back of Tray 5 (around the paper feed entrance) and remove the jammed paper.



Important • When two or more sheets of paper are loaded, remove all of the sheets from the tray.

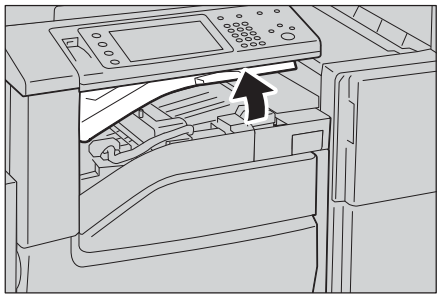
Note • If the paper is torn, make sure no piece of paper remains inside the machine.

5 When two or more sheets of paper were loaded, neatly align all four corners of the paper.

6 Insert the paper into the tray with the printing side facing down until its edge lightly touches against the paper feed entrance.

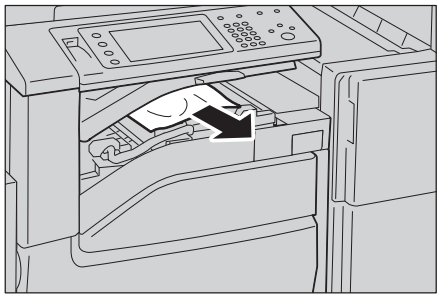
Paper Jams in the Center Unit

1 Lift the top cover and open.



Note • The top cover cannot be detached from the machine.

2 Remove the jammed paper.



Note • If the paper is torn, make sure no piece of paper remains inside the machine.

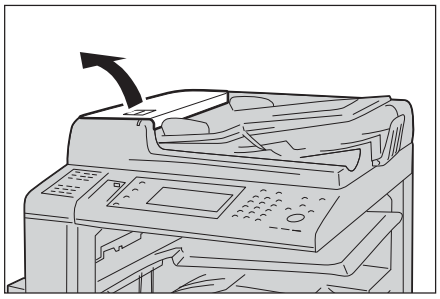
3 Close the finisher top cover.

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.

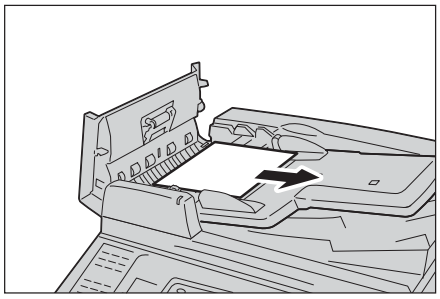
Duplex Automatic Document Feeder B1-C (Optional)

1 Pull up the handle of the top cover of the document feeder, and then open the top cover until it stops.

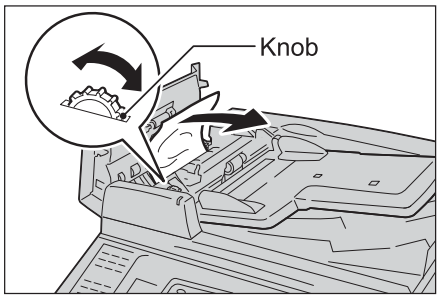


Note • When you fully open the cover, it enters a fixed position. Open the cover gently.

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

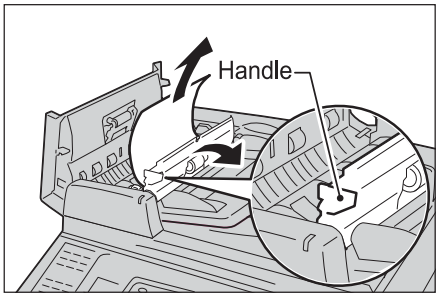


3 If the message on the screen instructs you to turn the knob, turn the knob to eject the document upward.

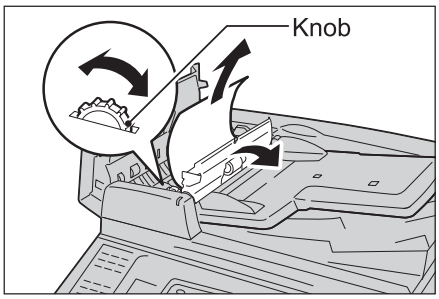


Important • If the document is caught, do not pull it out forcibly. The document could be damaged.

4 If the message on the display instructs you to open the inner cover, lift up the handle, and open the inner cover.



5 Turn the knob to eject the document upward to remove.



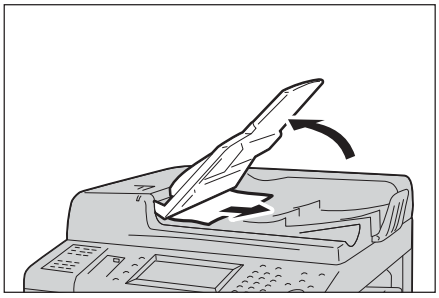
Important • If the document is caught, do not pull it out forcibly. The document could be damaged.

6 Close the inner cover of the document feeder.

7 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.

8 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.

9 If you still cannot find the document in step 8, lift the document feeder tray and remove the document.



10 Return the document feeder tray gently.

11 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.

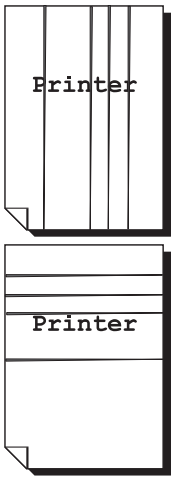
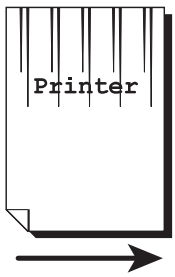
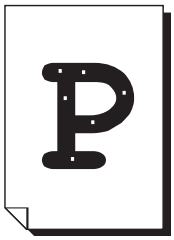
Image Quality Trouble

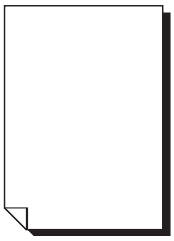
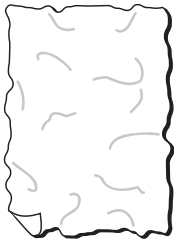
If the image quality of printed documents is poor, identify the symptom in the following table to perform the remedy.

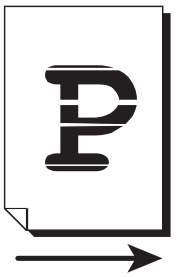
If image quality does not improve even after performing the remedy, contact our Customer Support Center.

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 thedocument 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 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.82).
The copy is misaligned or skewed.	Is the document loaded correctly?	Load the document correctly. Refer to "Step 1 Loading Documents" (P.54).
	Is the paper loaded correctly in the tray?	Load the paper correctly. Refer to "Loading Paper" (P.82).
	Are the paper guides of Tray 5 correctly aligned to the paper?	Refer to "Loading Paper in Tray 5 (Bypass)" (P.83).
	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. Refer to "Step 1 Loading Documents" (P.54).
	Is the paper tray inserted correctly?	Firmly push in the tray until it stops to insert it properly. Refer to "Loading Paper" (P.82).
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 a new one. Refer to "Loading Paper" (P.82).

Symptom	Cause	Remedy
Part of the image is missing on the copy.	Is folded or wrinkled paper included in the tray?	Remove the unsuitable paper or replace all of the paper with a new one. Refer to "Loading Paper" (P.82).
	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.
Color shift of color copies is poor, resulting in unsatisfactory image quality.	Is the color calibration incorrect?	Execute auto calibration. Refer to "Executing Calibration" (P.98).
	Is the machine set where it is exposed to direct sunlight?	If the document glass is exposed to strong light when you turn the machine on or cancel the Power Saver mode, color shift may occur. Close the document cover and turn the machine on, and when the machine becomes ready to copy or print, turn the machine off and then on one more time.
Printing is faint. (smudged, unclear) 	The paper is damp.	Replace the drum cartridge with a new one. Refer to "Loading Paper" (P.82).
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Contact our Customer Support Center.
	There is no toner left in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing the Toner Cartridge" (P.89).
Black dots are printed. 	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Contact our Customer Support Center.

Symptom	Cause	Remedy
Black or colored lines are printed. 	The drum cartridge hasdeteriorated or is damaged.	Replace the drum cartridge with a new one. Contact our Customer Support Center.
Dirt appears at equal intervals. 	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. Contact our Customer Support Center.
White dots appear in black filled areas. 	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.82).
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Contact our Customer Support Center.
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 a new one. Refer to "Loading Paper" (P.82).
	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.82).

Symptom	Cause	Remedy
The entire paper area is printed black. 	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Contact our Customer Support Center.
	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. Refer to "Loading Paper" (P.82).
	Power supply or high-voltage power supply may have malfunctioned.	Contact our Customer Support Center.
White areas or white or colored stripes appear. 	The paper is damp.	Replace the paper with a new one. Refer to "Loading Paper" (P.82).
	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.82).
The entire output is faint. 	Two or more sheets may be fed simultaneously.	Fan the paper well and load it again. Refer to "Loading Paper" (P.82).
Paper becomes wrinkled. 	The paper is unsuitable.	Replace the paper with a new one. Refer to "Loading Paper" (P.82).
	Paper has been added to the paper loaded.	
	The paper is damp.	

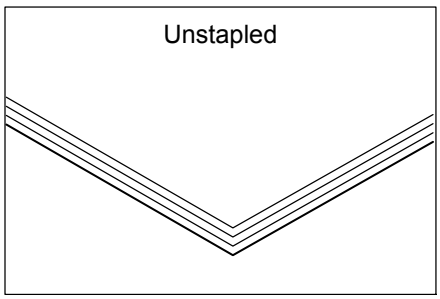
Symptom	Cause	Remedy
Text is blurred. 	The paper is unsuitable.	Replace the paper with a new one. Refer to "Loading Paper" (P.82).
	Paper has been added tothe paper loaded.	
	The paper is damp.	
White or color patches appear vertically. 	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Contact our Customer Support Center. Clean the charge corotron. If the problem still persists, the drum cartridge needs to be replaced. Contact your Fuji Xerox Customer Support Center.
	No toner remains in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing the Toner Cartridge" (P.89).
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.82).

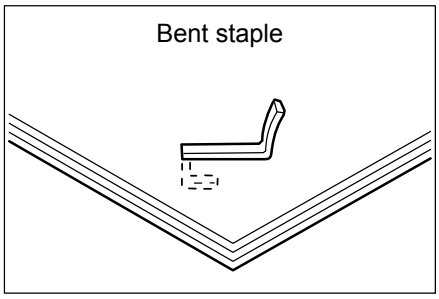
Stapler Faults

This section describes how to clear stapler troubles when the optional finisher is installed.

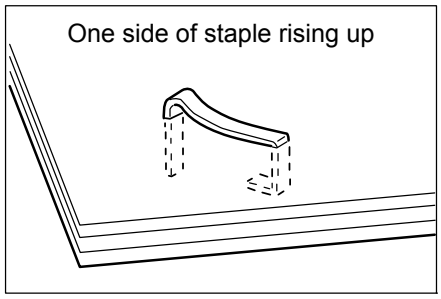
Perform the procedures on the following pages when copies are not stapled or staples are bent. Contact our Customer Support Center if the problem persists after you have tried the following solutions.

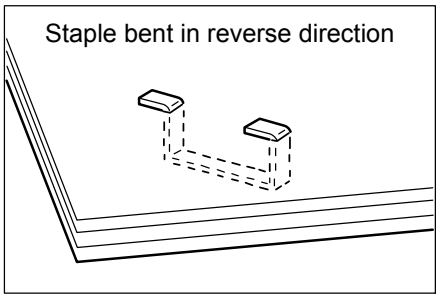
Important • Even if the sheets have been stapled together properly, staples may rise up depending on the way you handle the sheets.

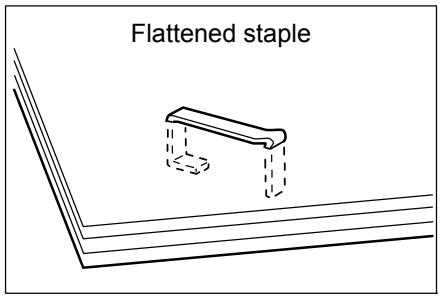


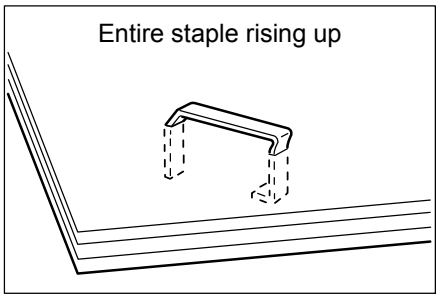


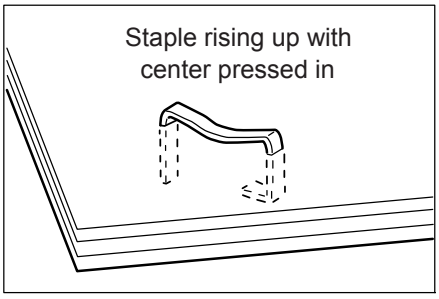
If copies are stapled as shown in the figures below, contact our Customer Support Center.







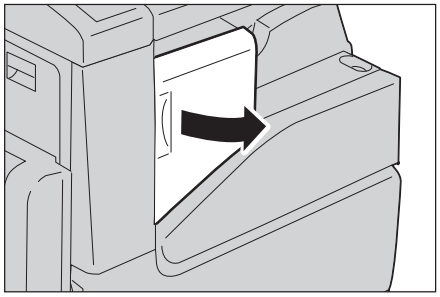




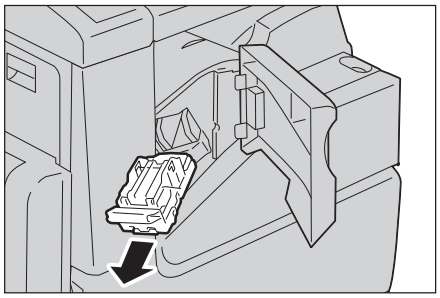
Staple Jams in Staple Cartridge (for Finisher-A1)

This section describes how to clear staple jam occurred in the staple cartridge of the Finisher-A1 (optional).

1 Make sure that the machine is not operating, and open the finisher front cover.

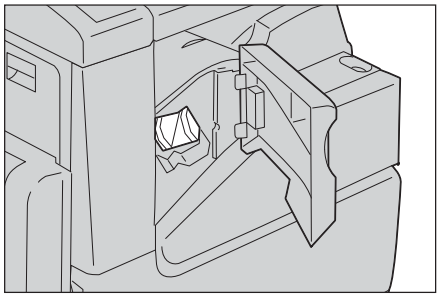


2 Take the staple cartridge out of the machine.

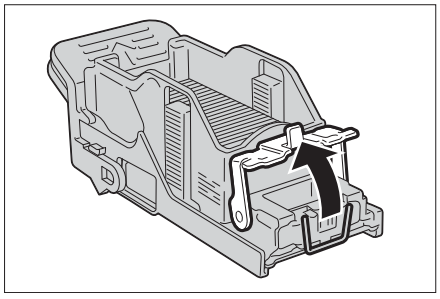


Note • The staple cartridge is firmly inserted. A slight force is required to pull the cartridge out of the finisher.

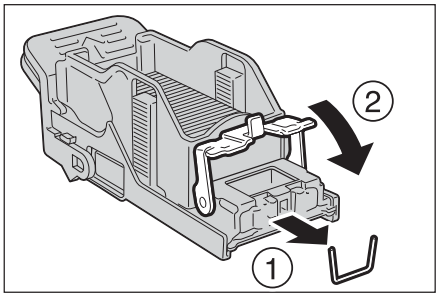
3 After you take out the staple cartridge, check inside of the finisher for any remaining staples.



4 Pull up the metal part of the staple cartridge as shown in the illustration.

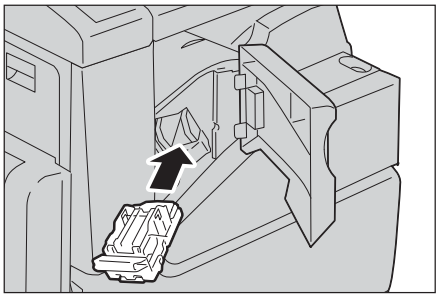


5 Remove the jammed staples (1), and then return the metal part pulled up in step 4 to the original position (2).



⚠CAUTION
Be careful in removing jammed staples.

6 Push the staple cartridge into the machine until it clicks into place.



7 Close the finisher front cover.

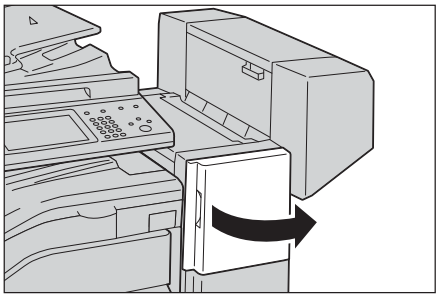
Note • If the finisher front cover is not completely closed, a message will appear and the machine remains paused.

If you cannot remove jammed staples even after you perform the above procedure, contact our Customer Support Center.

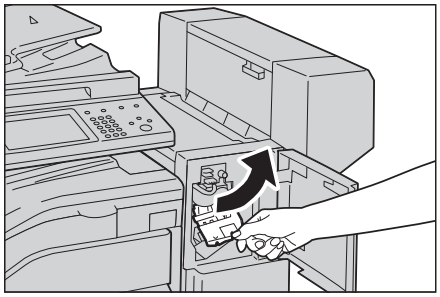
Staple Jams in Staple Cartridge (for Finisher-B1)

This section describes how to clear staple jam occurred in the staple cartridge of the Finisher-B1 (optional).

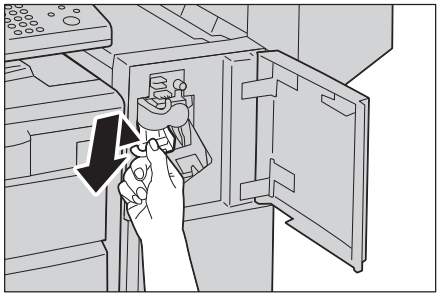
1 Make sure that the machine is not operating, and open the finisher front cover.



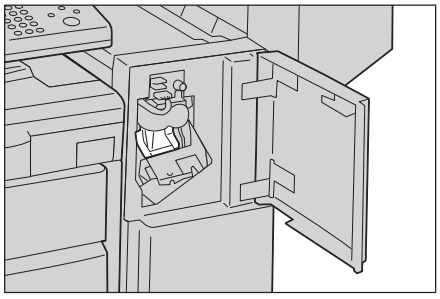
2 Grasp the handle as shown in the illustration to pull out the staple cartridge to the right, towards you.



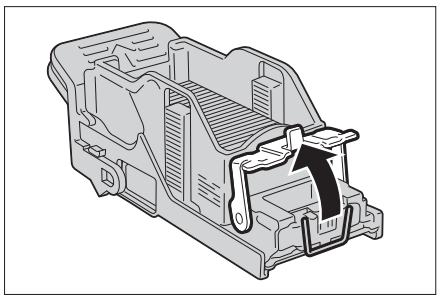
3 Move up the staple cartridge, and then take it out of the machine.



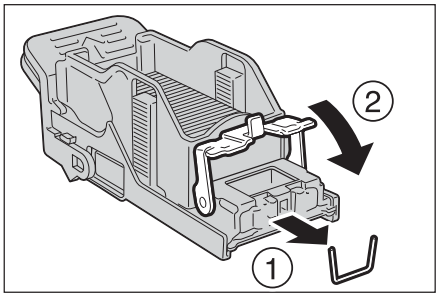
4 After you take out the staple cartridge, check inside of the finisher for any remaining staples.



5 Pull up the metal part of the staple cartridge as shown in the illustration.



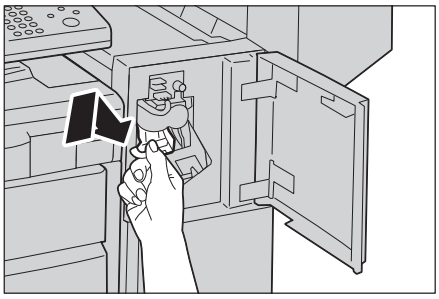
6 Remove the jammed staples (1), and then return the metal part pulled up in step 5 to the original position (2).



⚠ CAUTION

- **Be careful in removing jammed staples.**

7 Push the staple cartridge into the machine until it clicks into place.



8 Close the finisher front cover.

Note • If the finisher front cover is not completely closed, a message will appear and the machine remains paused.

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Maintenance, Operation, and Services

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

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