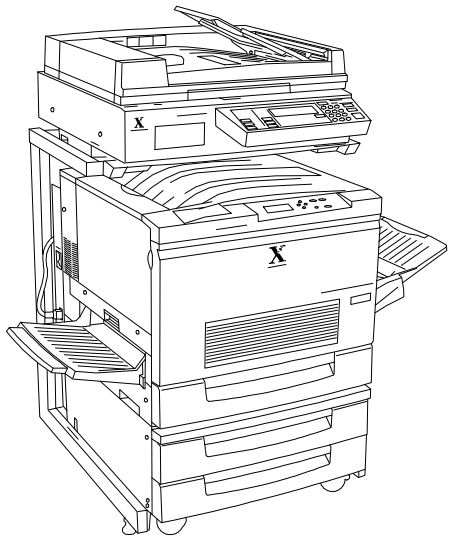
Getting to Know Your Product
DocuColor 4 Copier/Printer

QuickStart Practice Guide



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Xerox Corporation
Xerox Customer Education Services
Xerox Square XRX2-18B
100 Clinton Ave. South
Rochester, New York 14644

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Introduction

Congratulations on the purchase of your new Xerox DocuColor 4 Copier/Printer. To help you become familiar with the DocuColor 4 Copier/Printer, this Quick Start guide has been prepared for your use.

The Carrier delivery agent conducts a Product Orientation session when the product is delivered. The *Product Orientation Guide* is used by the carrier to introduce you to the basic elements of the product. You can use this guide to review the orientation information if you wish.

What to expect

QuickStart Practice Guide

This ***QuickStart Practice Guide*** section contains a series of self-guided activities designed to increase your product knowledge. It can be conducted at your own leisure and at your own pace.

This Guide is yours to keep so that you can review the information or provide this same orientation to your colleagues, if you wish.

Additional training

If after completing the Quick Start, you feel you need additional training, please contact your sales agent, who will be happy to assist you.

Evaluation

After you have finished using this guide, please take a moment to fill out the survey sheet.

Activity summary

This document contains self-paced activities that will help you get acquainted with your new DocuColor 4 Copier/Printer. It includes the following tasks:

- Loading paper
- Clearing jams
- Replacing dry ink (toner)
- Replacing drum cartridge
- Making copies
- Caring for your copier/printer

When you complete these activities, you are encouraged to consult the *DocuColor 4 Copier/Printer User Guide* for additional information.

Activity 1: Loading paper

You will need a ream of paper for this activity.

Loading paper in the paper trays

Demonstrate the steps as you describe them.

You may have three paper trays. To load paper in a paper tray:

1. Face the DocuColor 4 Copier/Printer so that you are directly in front of the paper tray.
2. See Figure 1. Open the tray by pulling it straight out.
3. Press down on the metal plate until it latches.
4. Take the paper out of the wrapper.

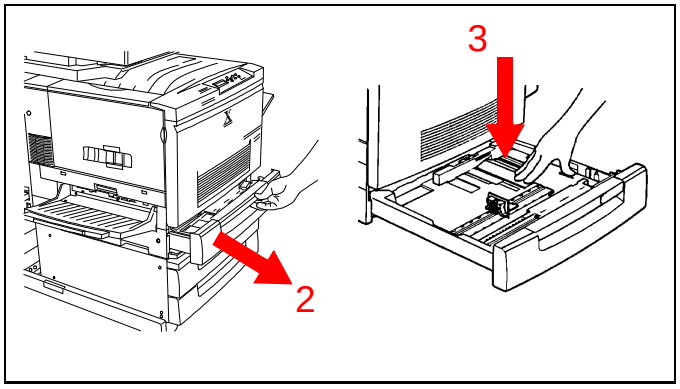

Figure 1

5. See Figure 2. Move the paper guides toward the outer edges of the paper drawer.
6. Place the stack of paper in the drawer with the corners under the fluke at the front right side. Add paper up to the Max line. Straighten the paper stack so the edges are even.

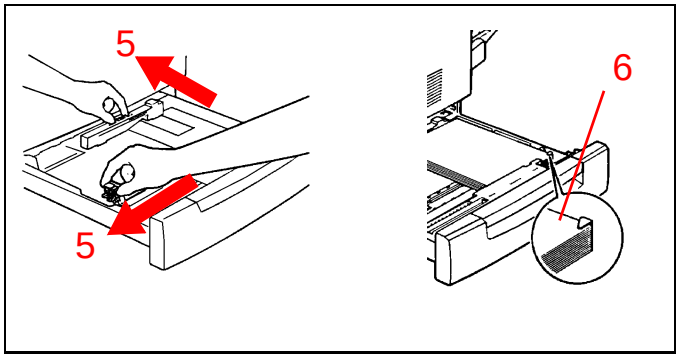

Figure 2

7. See Figure 3. Set the rear paper guide to the length of the paper.
8. Set the side paper guide to the width of the paper.

Note: *Align the "▼" mark on the side paper guide with the appropriate paper size mark on the tray. If the side guide is out of position, automatic paper size detection will not work.*

9. Close the tray by pushing it completely into the copier/printer.

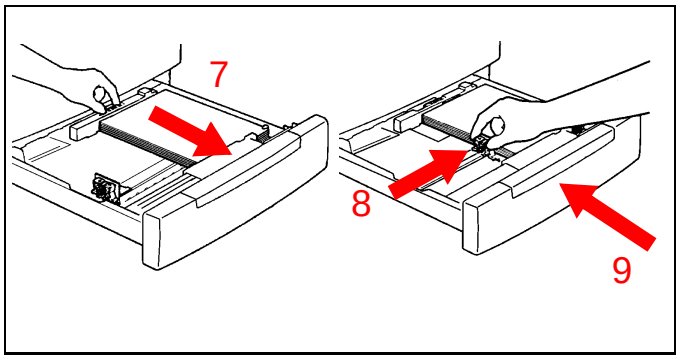

Figure 3

Loading paper in the bypass tray

Demonstrate *how to open the bypass tray and load paper.*

1. See Figure 4. Open the bypass tray by swinging the door down.
2. Ensure the guide at the front of the tray is flipped up unless 13 x 19 in. (330 x 483 mm) paper is being used.

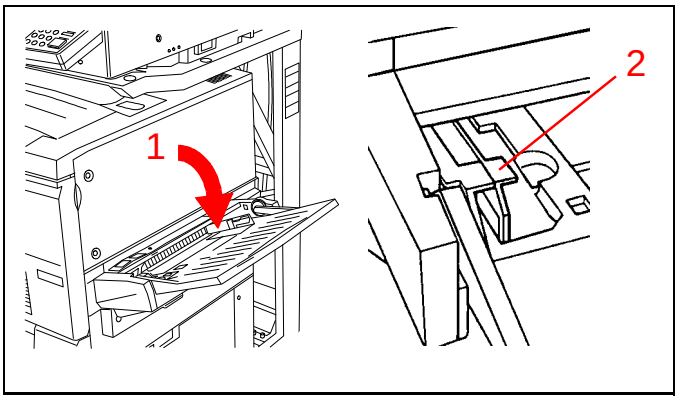

Figure 4

3. See Figure 5. Set the paper guide to the width of the paper being loaded.
4. Load a stack of paper long edge feed and slide the paper into the copier/printer until it stops.

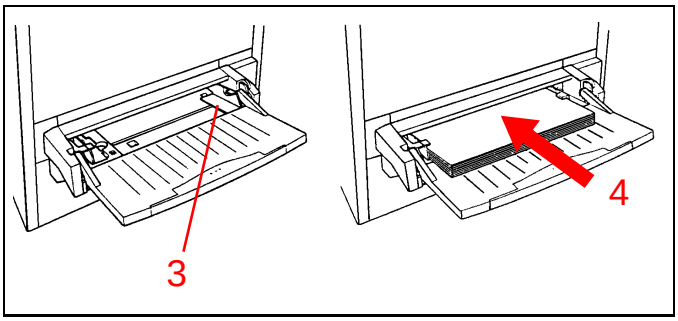

Figure 5

Activity 2: Clearing a jam

Clearing a jam in the Automatic Document Feeder (ADF)

Note: *The ADF is optional and may not be present on your DocuColor 4 Copier/Printer.*

A jam in the ADF is indicated by a message on the display.

1. See Figure 6. Open the ADF left cover by lifting it to the left.
2. Remove the jammed document and all torn pieces of paper from the document feeder.
3. Slide the Document Guide away from the stack of documents and remove the documents from the document tray.

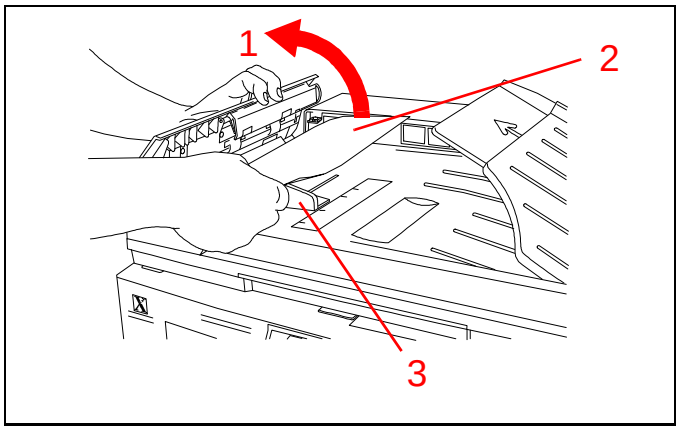

Figure 6

4. Raise the ADF and remove any paper from the document glass. Close the ADF.
5. Check the originals for damage. (Any damaged originals should be placed on the document glass for copying.)
6. Rearrange the stack of originals and place them in the document feeder input tray. Readjust the Document Guide.
7. Press the **Start** button to continue making copies.

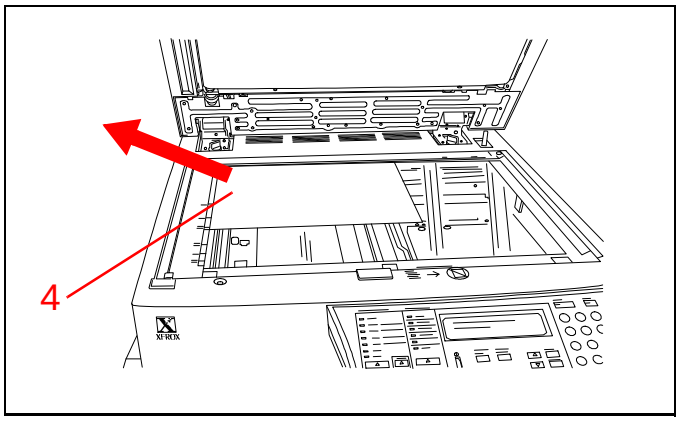

Figure 7

Clearing a jam in a paper tray

Clear a jam in a paper tray by:

1. See Figure 8. Slowly pull the paper tray out until it stops.
2. Remove the jammed or creased paper. Be sure to remove all pieces of torn paper.
3. Remove the remaining stack of paper from the tray.

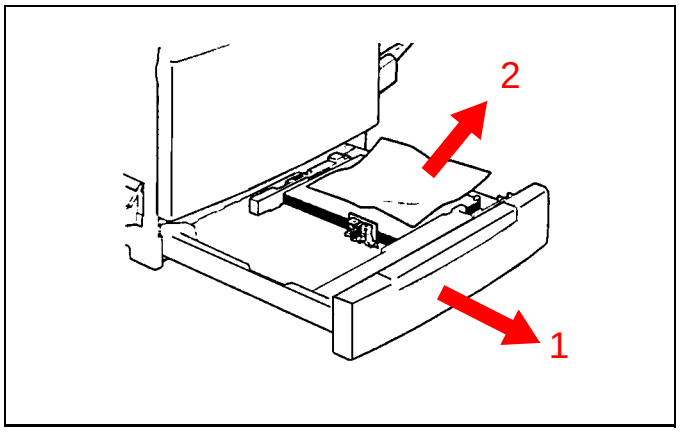

Figure 8

4. See Figure 9. Press down on the metal plate until it latches.

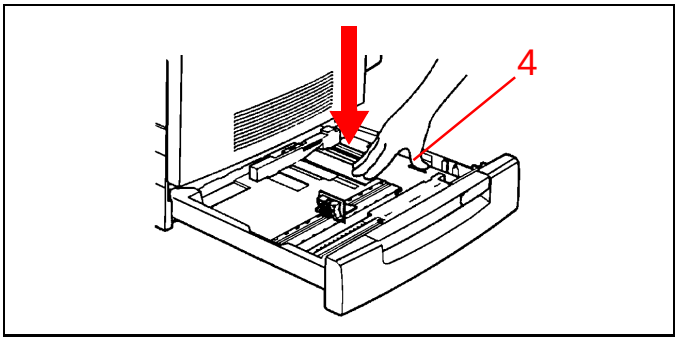

Figure 9

5. See Figure 10. Reload the paper in the tray, being sure the paper is under the fluke at the front right side.
6. Slowly push the paper tray back into the copier/ printer as far as it will go.

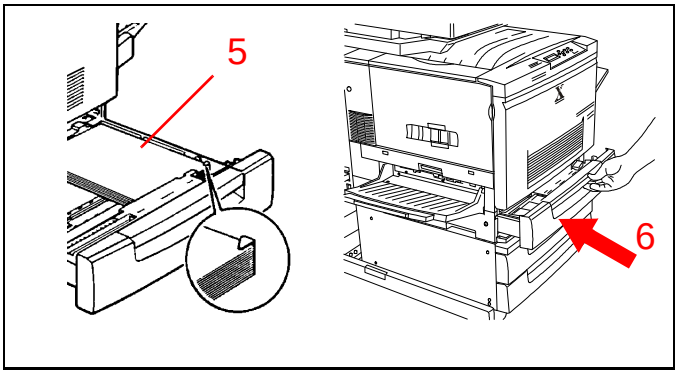

Figure 10

Clearing a jam in the bypass tray

Show *how to clear a jam in the bypass tray:*

1. See Figure 11. Pull the jammed paper out of the tray. Be sure no torn pieces of paper are left inside.

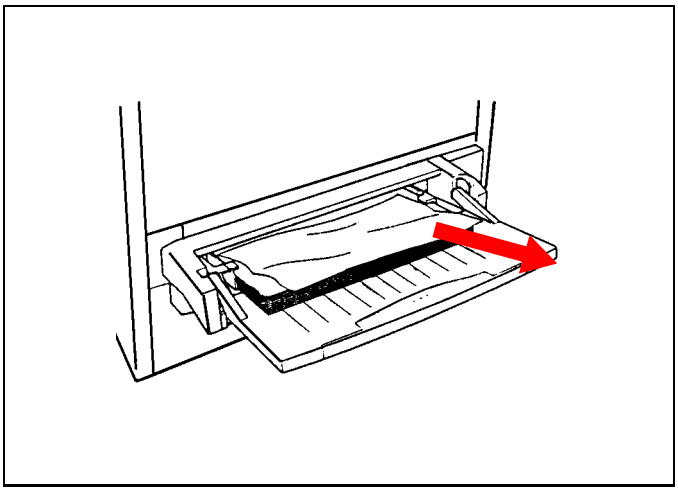

Figure 11

Clearing a jam in the right side

Show *how to open the lower right unit and remove the jammed paper.*

1. See Figure 12. Remove all paper from the bypass tray.
2. Pull out the lower right unit as far as it will go.

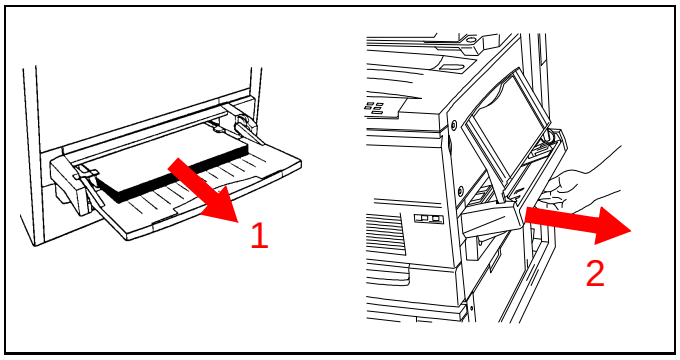

Figure 12

3. See Figure 13. Lift up on the green handle to open the cover.
4. Turn the green knob to move the jammed paper.
5. Pull the paper out. Be sure no pieces of torn paper are left inside.
6. Lower the cover.

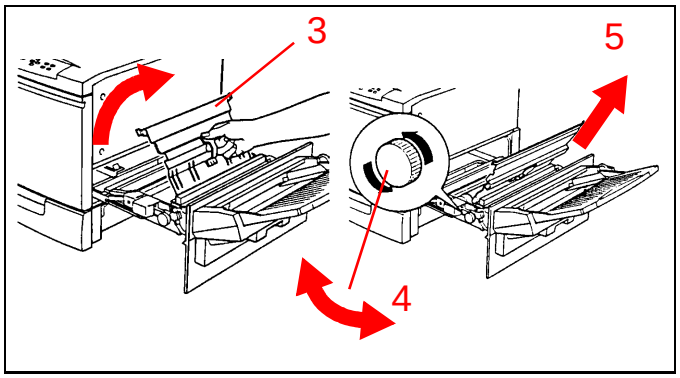

Figure 13

7. See Figure 14. Push the lower right unit back into the copier/printer.
8. Reload paper into the bypass tray.

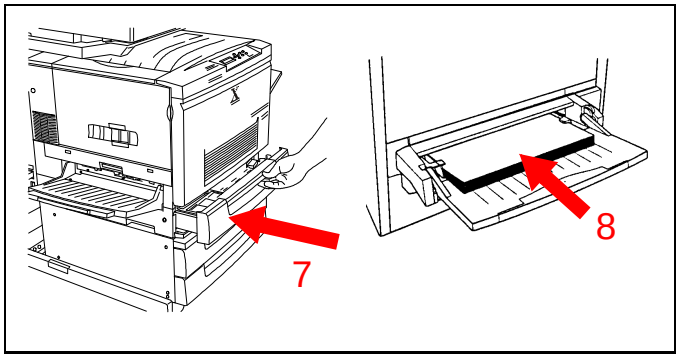

Figure 14

Clearing a jam in the fuser

WARNING: The fuser surface is very hot. Do not touch the fuser or you may be burned.

***Show** how to clear a paper jam in the fuser.*

1. See Figure 15. Pull out the lower left side unit as far as it will go.
2. Remove the jammed paper. Be sure no torn pieces of paper are left inside.

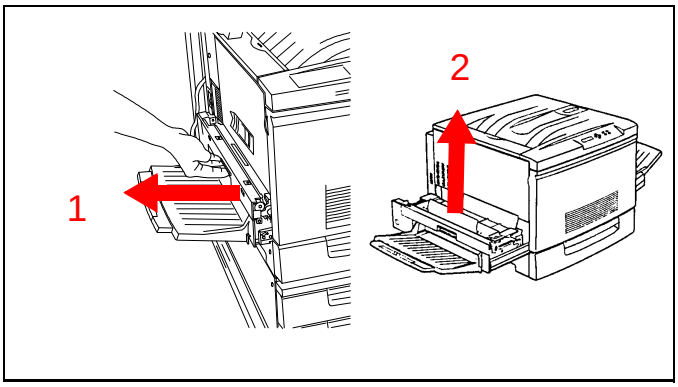

Figure 15

Do not touch the white roller on the oil roll cartridge. The oil will stick to your skin.

3. Place two pieces of paper on a flat surface to set the oil roll cartridge on when you remove it.
4. See Figure 16. Remove the oil roll cartridge and set it aside.
5. Removed the jammed paper in the direction of the arrow. Be sure no torn pieces of paper are left inside the fuser area.

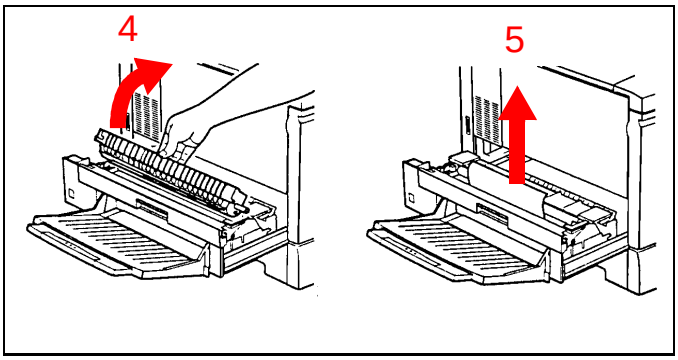

Figure 16

6. See Figure 17. Reinsert the oil roll cartridge.
7. Push the lower left unit firmly back into the copier/ printer.

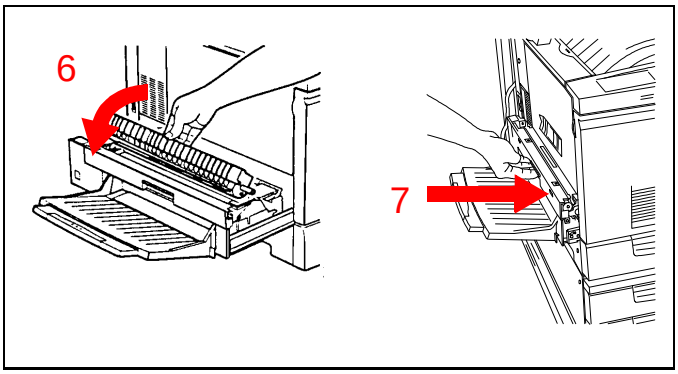

Figure 17

Clearing a jam in the left side

Demonstrate *how to open the top left cover and remove a paper jam.*

1. See Figure 18. Open the top left cover by pulling the top to the left.
2. Remove the jammed paper. Be sure no torn pieces of paper remain inside the copier/printer.

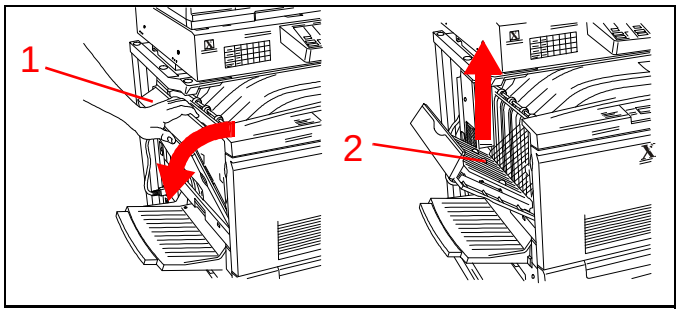

Figure 18

3. See Figure 19. Close the top left cover.

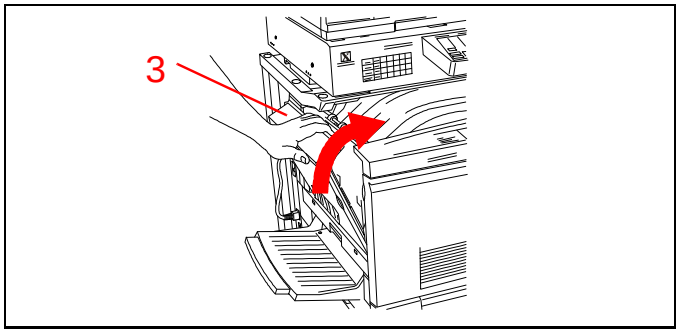

Figure 19

Clearing a jam in the two tray module

Show *how to clear a jam in the two tray module.*

1. See Figure 20. Open the right cover of the two tray module.
2. Remove the jammed paper. Be sure no pieces of torn paper remain inside the copier/printer.

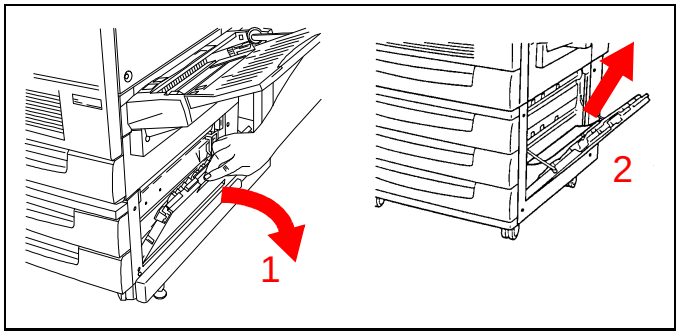

Figure 20

3. See Figure 21. Close the right cover of the 2-tray module.

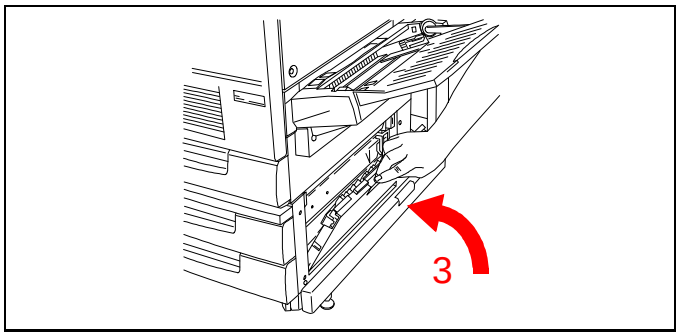

Figure 21

Activity 3: Replacing consumables

Replacing the toner cartridges

Note: *During the demonstration, do not remove the toner cartridge fully from the copier/printer. Toner may spill if the cartridge if fully removed.*

Demonstrate *how to replace a toner cartridge.*

1. See Figure 22. Open the front cover of the copier/printer.

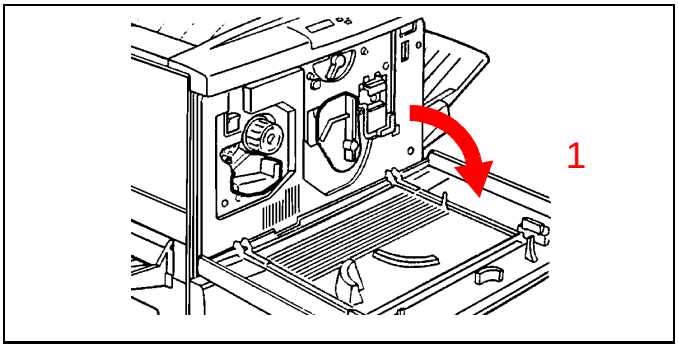

Figure 22

2. See Figure 23. If the cartridge to be replaced is not at the cartridge window, push the anti-rotation switch up to release the lock.
3. Turn the knob clockwise to rotate the toner cartridge turret until the desired color cartridge appears in the cartridge window.

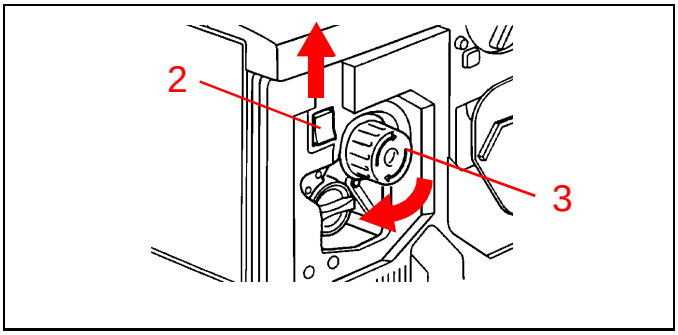

Figure 23

4. See Figure 24. Turn the cartridge handle counterclockwise to align the "●" mark on the cartridge with the unlocked symbol (🔓) on the copier/printer.

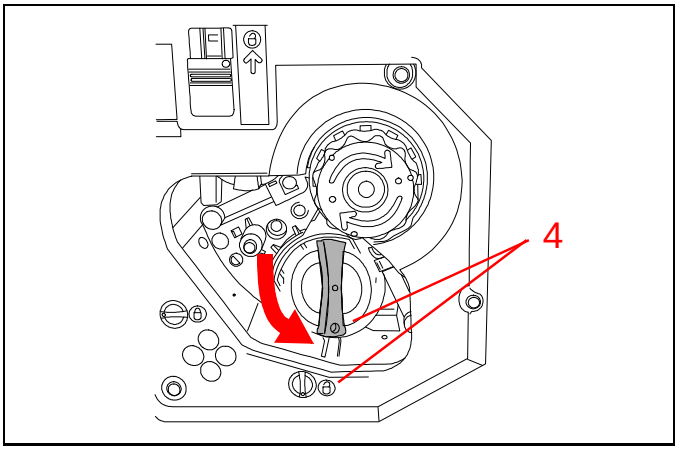

Figure 24

5. See Figure 25. Pull the toner cartridge out of the copier/printer.

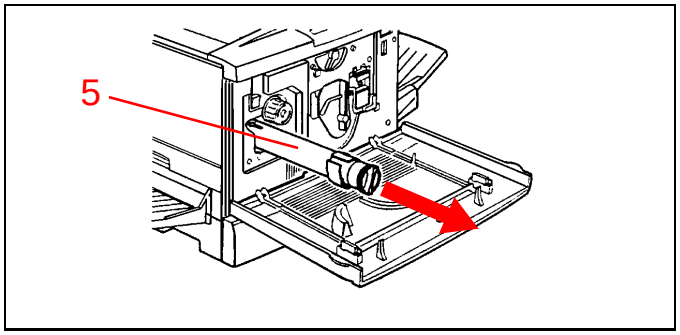

Figure 25

6. See Figure 26. Remove the new toner cartridge from the package and shake several times.
7. With the arrow on the cartridge pointing up, insert the cartridge into the copier/printer as far as it will go.

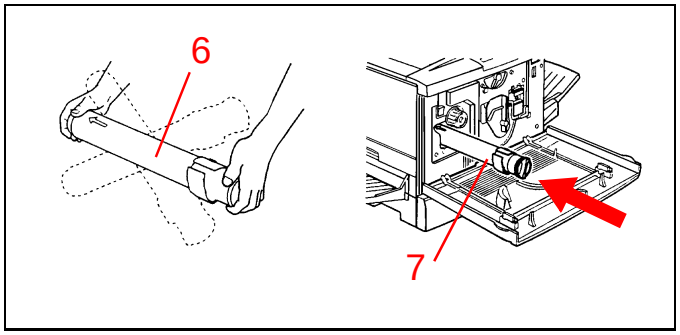

Figure 26

8. See Figure 27. Turn the handle on the cartridge clockwise until the "●" mark on the cartridge aligns with the locked symbol (🔒) on the copier/printer.

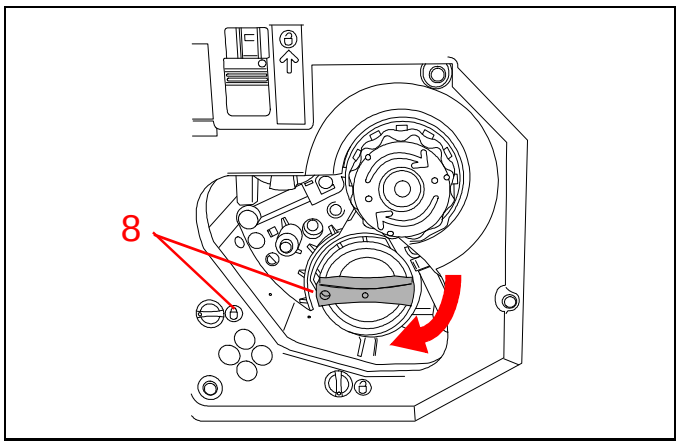

Figure 27

Replacing the drum cartridge

Show *how to remove and replace the drum cartridge.*

1. See Figure 28. Turn the peach colored cover "A" counterclockwise until the "●" mark on the cover aligns with the unlocked symbol (🔓) on the copier/printer.
2. Turn the peach colored lever "B" counterclockwise until the lever aligns with the unlocked symbol (🔓) on the copier/printer.

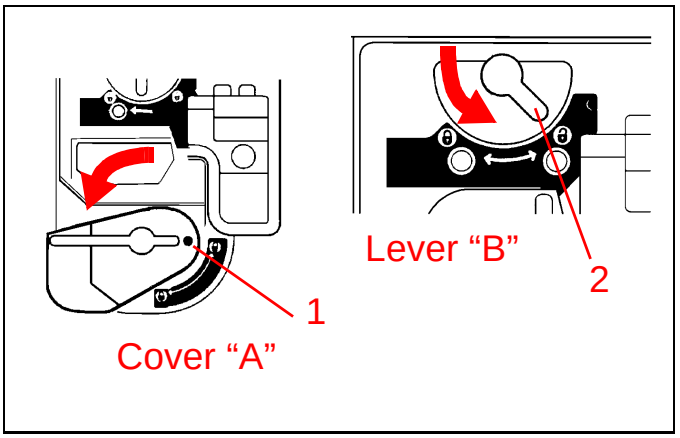

Figure 28

3. See Figure 29. Place a hand in the peach colored hand hold and pull the drum cartridge partly out of the copier/printer.
4. Grasp the top handle and pull the cartridge fully out of the copier/printer.
5. Remove the new drum cartridge from the package and remove the protective paper cover.

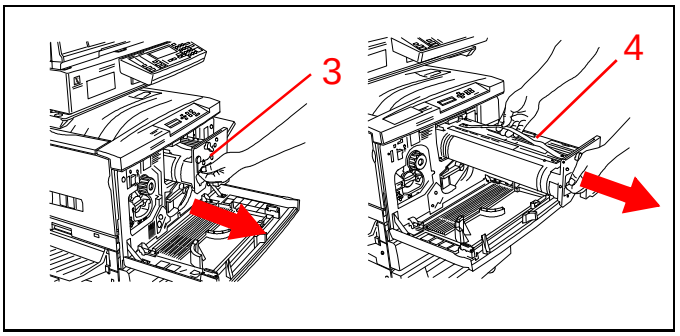

Figure 29

6. See Figure 30. Align the arrows on top of the cartridge with the rails and push the cartridge fully into the copier/printer.

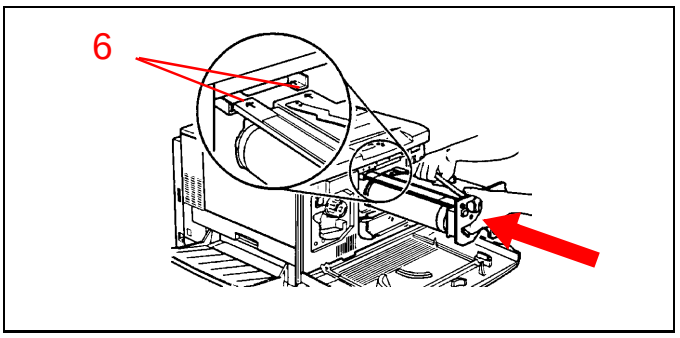

Figure 30

7. See Figure 31. Turn the peach colored lever “B” clockwise until the lever aligns with the locked symbol (🔒) on the copier/printer.
8. Turn the peach colored cover “A” clockwise until the “●” mark on the cover aligns with the locked symbol (🔒) on the copier/printer.

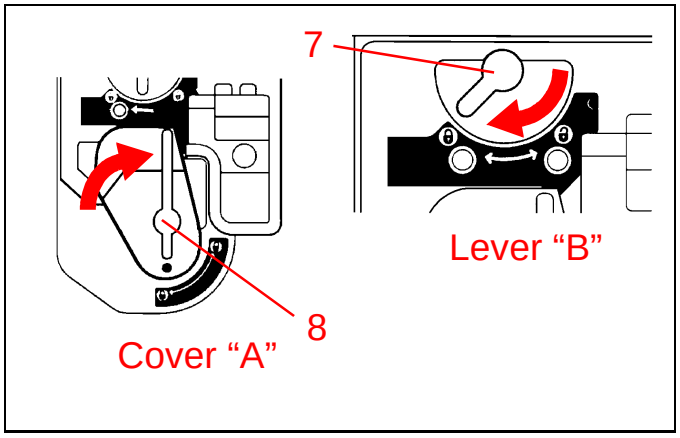

Figure 31

9. See Figure 32. Close the front cover of the copier/printer.

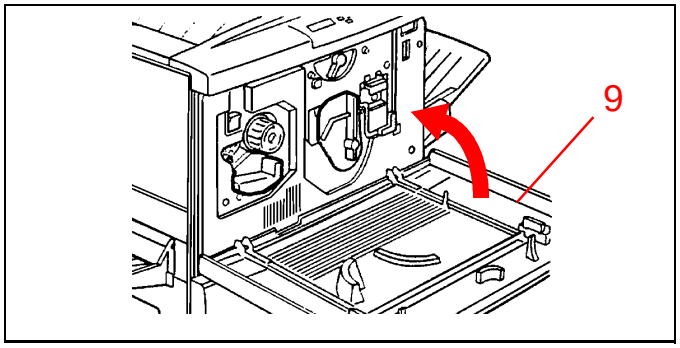

Figure 32

Replacing the fuser oil roll cartridge

Show *how to remove and replace the fuser oil roll cartridge.*

1. See Figure 33. Pull out the lower left side unit as far as it will go.
2. Place two pieces of paper on a flat surface to set the oil roll cartridge on when you remove it.
3. Remove the used fuser oil roll cartridge and set it aside.

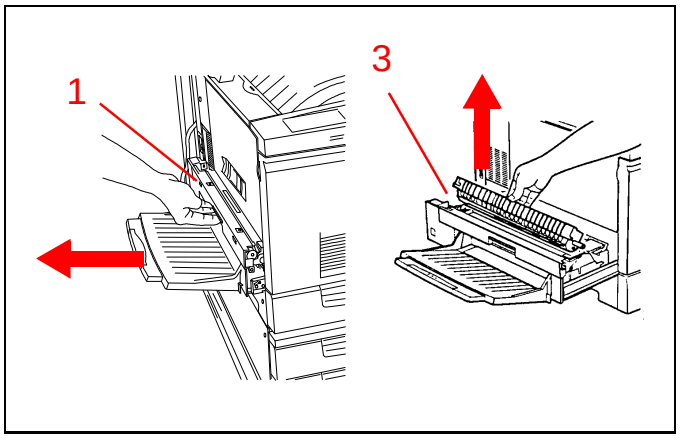

Figure 33

4. See Figure 34. Remove the new fuser oil roll cartridge from the box.
5. Remove the cartridge from the clear plastic bag.

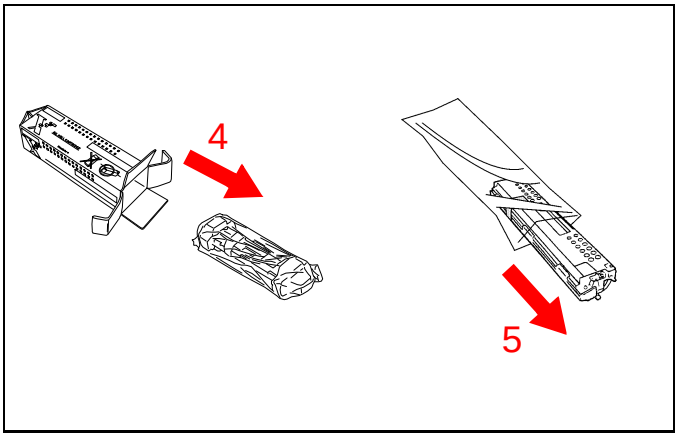

Figure 34

WARNING: Do not touch the white oil roller. The oil will stick to your skin.

6. See Figure 35. Hold the fuser oil roll cartridge by the handle and remove the tape.
7. Pull the tab back and remove the plastic cover from the bottom of the cartridge.

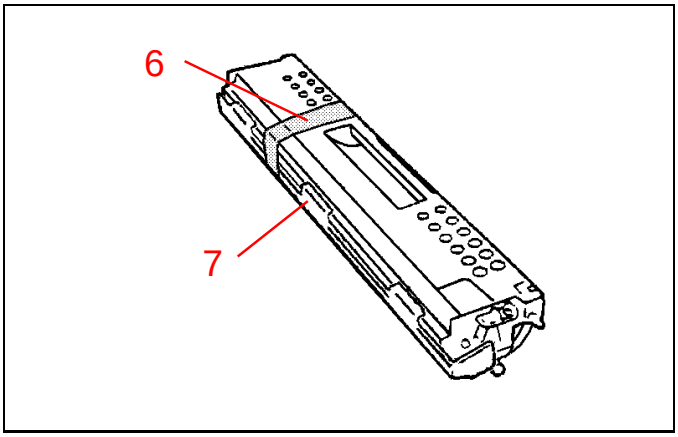

Figure 35

8. See Figure 36. Remove the two retaining pins from the ends of the cartridge.

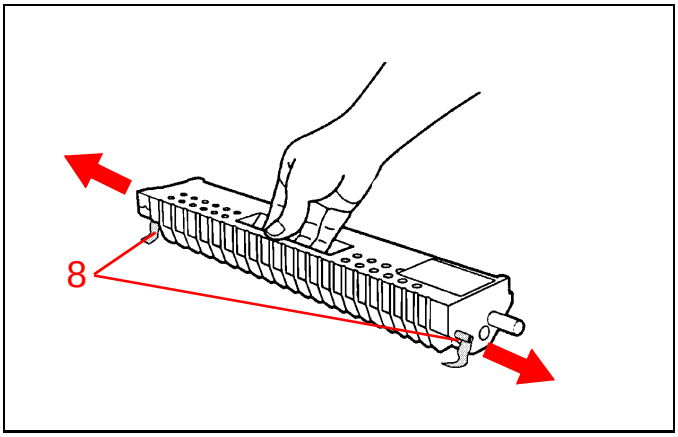

Figure 36

9. See Figure 37. Tilt the cartridge in toward the printer and aline the green label and arrow at the left end of the fuser oil cartridge with the green label on the housing.
10. Slide the cartridge straight down.
11. Rotate the cartridge down until it snaps into place.

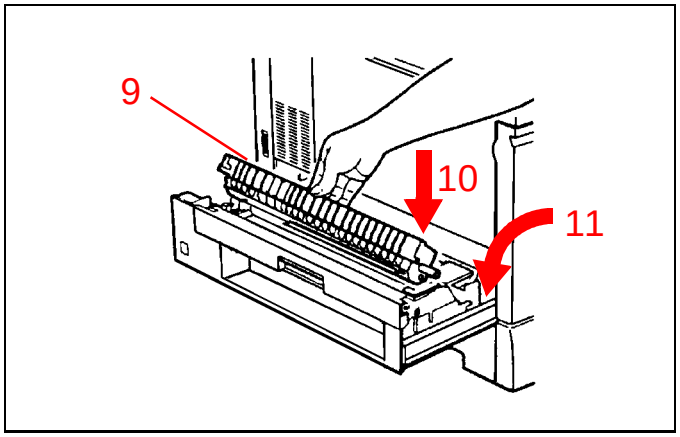

Figure 37

12. See Figure 38. Close the lower left side unit.

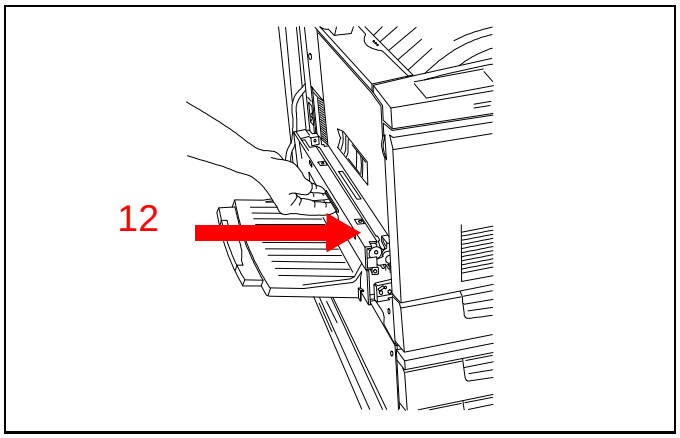

Figure 38

Activity 4: Making copies

The DocuColor 4 Copier/Printer allows you to select the color mode to produce copies that are the best quality.

See Figure 39. When the **Original Type** button is pressed, the color mode display appears.

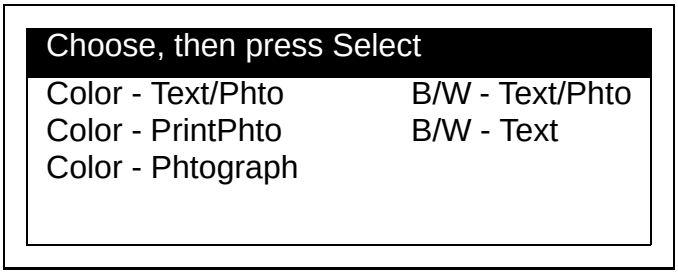

Figure 39

1. **Color - Text/Phto:** This is the default setting and should be used when the original contains both text and photographs in color.
2. **Color - PrintPhto:**- Use this setting when you are copying printed photographs (catalogs, magazines, etc.) in color.
3. **Color - Phtograph:** Use for copying developed photographs or negative films (not printed photos) in color.
4. **B/W - Text/Phto:** This setting is for copying black and white documents containing both text and photographs.
5. **B/W - Text:** When the document being copied only contains black and white text, this mode should be used.

Making colored copies from the document glass

Note: *Use the color test pattern supplied with the DocuColor 4 Copier/Printer.*

To make a single-sided copy from the document glass:

1. See Figure 40. Raise the document glass cover or ADF.
2. Place the 8.5 x 11 in. colored original face down and flush against the left rear corner of the document glass.
3. Lower the document glass cover or ADF.

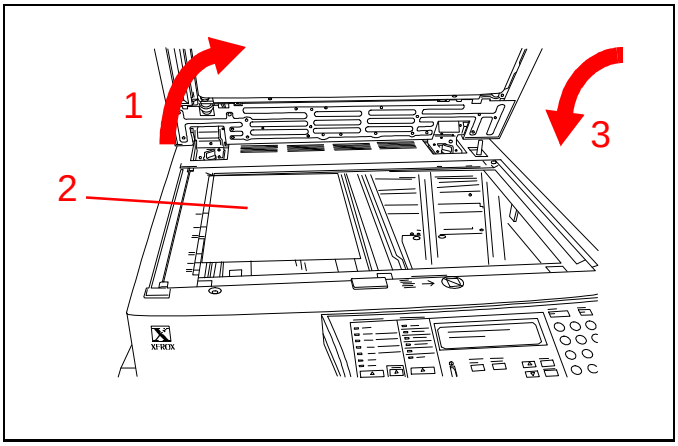

Figure 40

4. See Figure 41. Press the **Copy** button.
5. Under **Paper Supply**, select **Auto**.
6. Under **Reduce/Enlarge**, select **Auto**.
7. Press the **Original Type** button.
8. Press the ▲ or ▼ buttons to highlight **Color - Text/Phto** on the display.
9. Press the **Select** button.
10. Press the **Start** button.
11. Your full color copy will be delivered to the output tray.

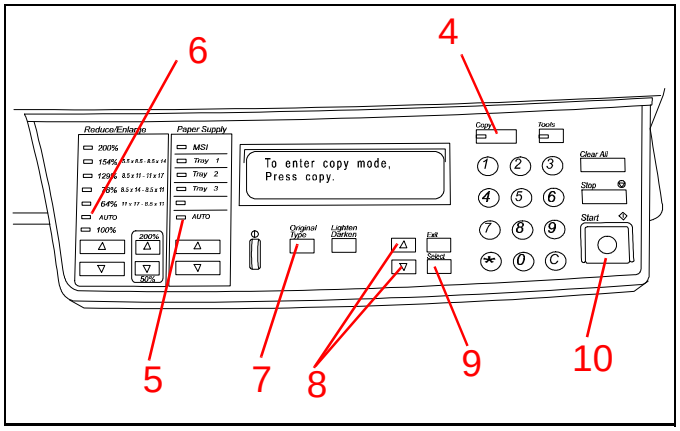

Figure 41

Making black and white copies from the document glass

Note: *Use the cover of the DocuColor 4 Product Orientation Guide or other black and white original.*

To make a black and white copy from the document glass:

1. See Figure 42. Raise the document glass cover or ADF.
2. Place the 8.5 x 11 in. original face down and flush against the upper left corner of the document glass.
3. Lower the document glass cover or ADF.

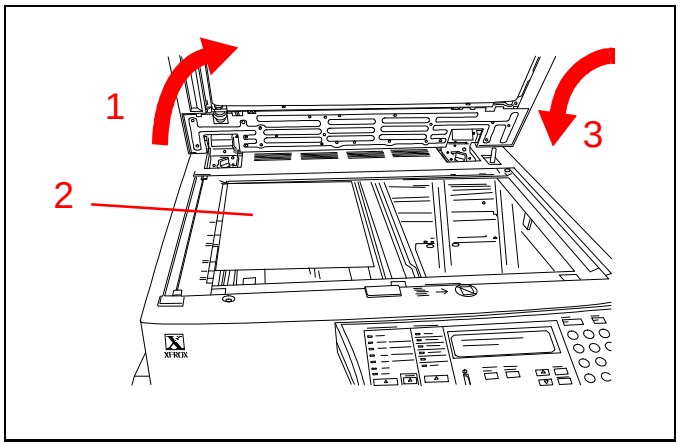

Figure 42

4. See Figure 43. Press the **Copy** button.
5. Under **Paper Supply**, select **Auto**.
6. Under **Reduce/Enlarge**, select **100%**.
7. Press the **Original Type** button.
8. Press the ▲ or ▼ buttons to select **B/W - Text/Phto** in the display.
9. Press the **Select** button.
10. Press the **2** button.
11. Press the **Start** button.
12. Your black and white copies will be delivered to the output tray.

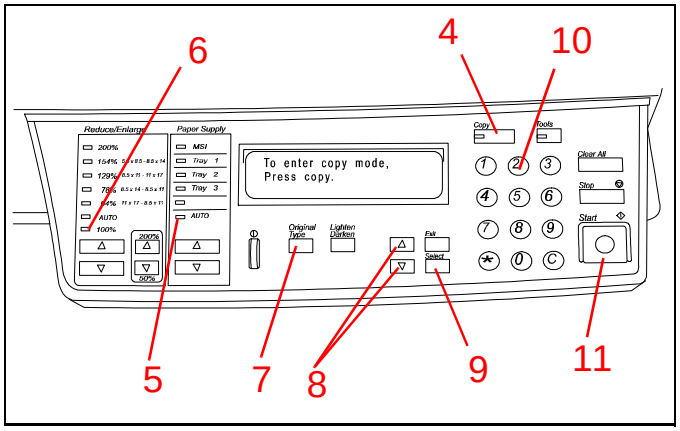

Figure 43

Copying multiple originals

Note: *The ADF is an option and may not be present on your copier/printer.*

To make copies from a stack of originals, use the ADF:

1. Raise the ADF and remove the original from the document glass.
2. See Figure 44. Place the two copies from the previous activity face-up in the document feeder. Orient the originals for long edge feed.
3. Slide the copies forward until the green light on the back cover of the ADF lights.
4. Adjust the edge guide to just touch the end of the paper.

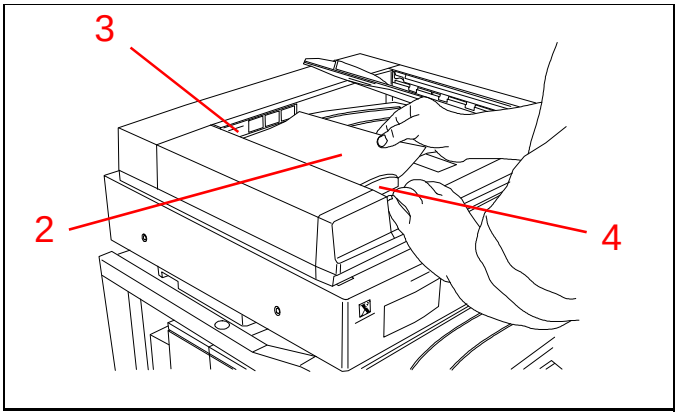

Figure 44

5. See Figure 45. Press the **Copy** button.
6. Under **Paper Supply**, select **Auto**.
7. Under **Reduce/Enlarge**, select **Auto**.
8. Press the **Original Type** button.
9. Press the ▲ or ▼ buttons to highlight **B/W - Text/Phto** on the display.
10. Press the **Select** button.
11. Press the **2** button.
12. Press the **Start** button.
13. Two copies of the pages will be delivered to the output tray.
14. Press the **Clear All** button to restore the original settings.

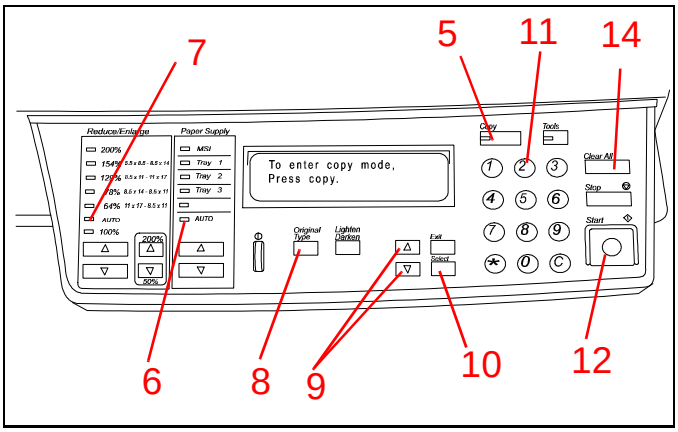

Figure 45

Making reductions and enlargements

1. See Figure 46. Open the ADF or document cover.
2. Place an original face down on the document glass. Orient the original for short edge feed.
3. Close the ADF or document cover.

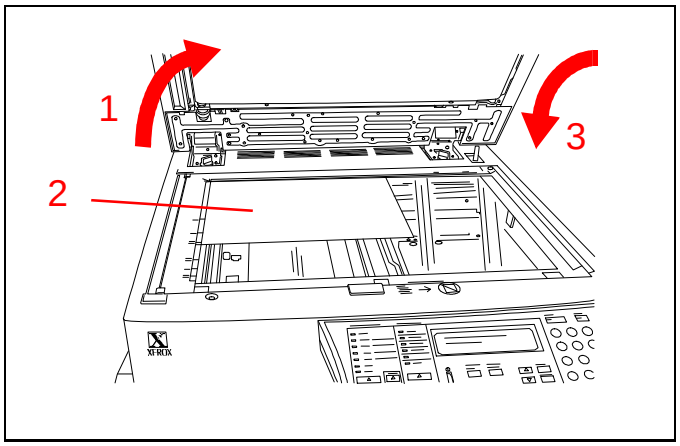

Figure 46

4. See Figure 47. Press the **Copy** button.
5. Under **Paper Supply**, select **Auto**.
6. Under **Reduce/Enlarge**, press the ▲ or ▼ buttons to select one of the standard enlargement or reduction ratios, between 64% and 200%.
7. Press the **Original Type** button.
8. Press the ▲ or ▼ buttons to highlight the desired color mode on the display.
9. Press the **Select** button.
10. Press the **Start** button.
11. A copy will be produced that is reduced or enlarged from the size of the original.
12. Press the **Clear All** button to restore the original settings.

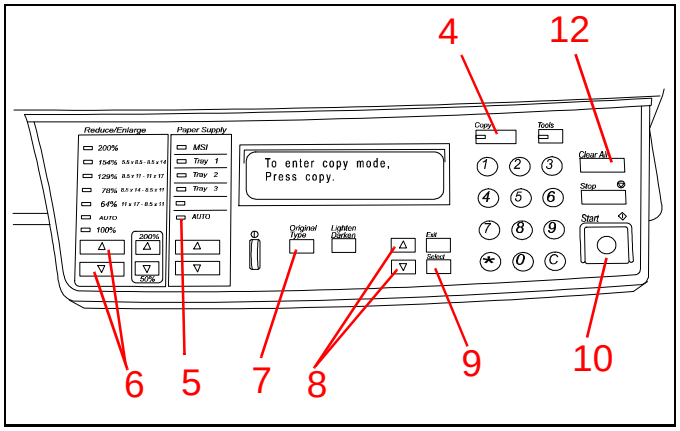

Figure 47

Troubleshooting: when something goes wrong

The DocuColor 4 Copier/Printer is designed to detect problems and display the corrective action on the LCD screen. Follow the instructions on the screen to solve the problem.

Refer to "Activity 2: Clearing a jam" on page 4 for detailed information on clearing paper jams.

If you need further instructions, refer to the Trouble Shooting section of the *DocuColor 4 Copier/Printer Set-Up Guide.*

Caring for your DocuColor 4 Copier/Printer

To produce the highest quality copies, your DocuColor 4 Copier/Printer should be kept clean. Perform the following simple steps at the start of each day.

1. See Figure 48. Clean the document glass with a clean lint-free cloth dampened with a small amount of Xerox Lens and Mirror Cleaner or a non-abrasive glass cleaner such as Windex or Glass Plus.

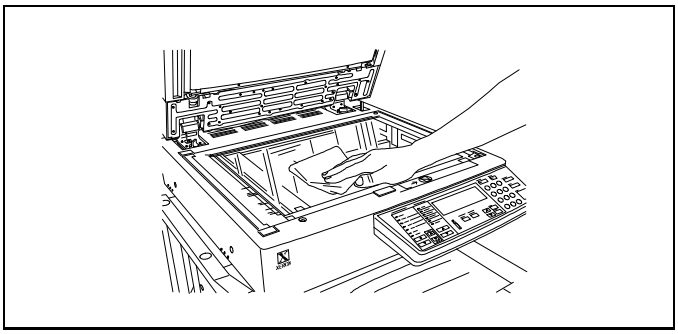

Figure 48

2. See Figure 49. Wipe the underside of the document glass cover with a clean lint-free cloth dampened with Xerox Film Remover.

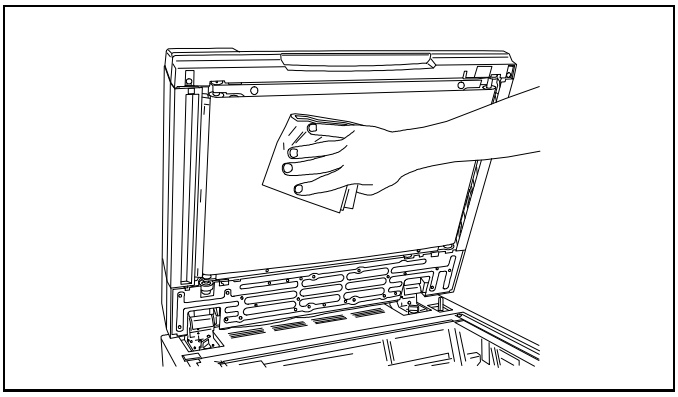

Figure 49

Resources

For more information, refer to the following publications:

DocuColor 4 LP/CP User Guide

DocuColor 4 LP/CP System Administration Guide

DocuColor 4 LP/CP Set-Up Guide

Frequently asked questions

How long is the warm-up period?

The DocuColor 4 Copier/Printer takes about 8 minutes after the power is switched on before it is ready to make copies.

How fast is the copier in full color mode?

About 4 full color copies per minute, depending on the paper size and feeding orientation of the paper.

How fast is the copier in black and white mode?

Approximately 16 copies per minute using 8-1/2 x 11 in. or A3 paper being fed long edge first.

How do I select color copying mode?

You don't have to make any special selections for color copying. The copier defaults to full color setting. This means it will copy all colors present in the original, or automatically switch to black and white mode if the original does not contain colors.

What happens when I run out of one color dry ink (toner)?

The copier/printer gives you a warning message on the LCD screen to order more dry ink when a particular color dry ink is running low. When the ink supply is exhausted, the copier/printer will not make copies in that color until the dry ink cartridge is replaced.

What happens if I accidentally put the wrong color dry ink cartridge into the copier/ printer?

You can't. Each dry ink cartridge is keyed so it will only insert into the proper color housing.

Customer Evaluation Questionnaire

Xerox Product:

Carrier Name: _____ Date: _____

Company Name: _____ Participant Name: (optional): _____

To what extent do you agree with the following statements? (Check the appropriate box.) Make additional copies, as needed. Please write in ink, if available. You may write comments on this evaluation if you wish. Please return at your earliest convenience.

SD = 1, Strongly disagree	**N** = 3, Neither way	**A** = 4, Agree	
D = 2, Disagree		**SA** = 5, Strongly agree	

A. The Carrier	SD 1	D 2	N 3	A 4	SA 5
1. Was prepared for the product orientation and organized.	☐	☐	☐	☐	☐
2. Displayed professional conduct.	☐	☐	☐	☐	☐
3. Communicated the material in a clear and concise way.	☐	☐	☐	☐	☐
4. Addressed my expectations.	☐	☐	☐	☐	☐
5. Conducted an orientation that was easy to follow.	☐	☐	☐	☐	☐
6. Overall, was effective.	☐	☐	☐	☐	☐

B. The Quick Start Guide	SD 1	D 2	N 3	A 4	SA 5
7. The practice exercises were well organized in a meaningful sequence.	☐	☐	☐	☐	☐
8. Information was accurate.	☐	☐	☐	☐	☐
9. The illustrations were clear and understandable.	☐	☐	☐	☐	☐
10. Overall, met my needs.	☐	☐	☐	☐	☐
11. Amount of information	☐	☐	☐	☐	☐
12. Level of difficulty	☐	☐	☐	☐	☐

Additional comments:

☐ Check here if we may contact you to follow up on your comments. Please include your area code and telephone number.

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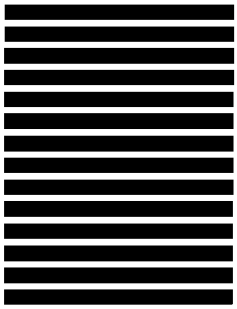

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