Xerox DocuColor 4

Setup Guide

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THE DOCUMENT COMPANY
XEROX

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Changes are periodically made to this document. Technical updates will be included in subsequent editions.

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Preface

Thank you for purchasing the **DocuColor 4**.

This guide is intended for anyone who is responsible for integrating the DocuColor 4 LP/CP into a business environment that includes networked personal computers. After the DocuColor 4 LP/CP and client workstations are set up, as described in the User Guide and the Setup Guide, individual users can print to the DocuColor 4 LP/CP as a high-performance color PostScript printer. Additionally, the DocuColor 4 CP can be used as a copier.

August, 1999

Caution on Copying

Copying certain documents may be illegal in your country.
Penalties of fines or imprisonment may be imposed on those found guilty of this. The following are exampes of tiems that may be illegal to copy in your country.

- Currency
- Banknotes and cheques
- 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 in not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact legal counsel.

In this guide, safety instructions are described with the symbol ⚠. Always read them before performing the required procedure and follow them.

This equipment is certified as a Class 1 laser product under IEC825 (1984). This means that the machine does not emit hazardous laser radiation. Since radiation emitted inside the machine is completely confined within the protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

This product is in the Class A category based on the standard of Voluntary Control Council for Interference from Information Technology Equipment (VCCI)*. In a domestic environment this product may cause radio interference. In this case the user may be required to take adequate measures.
*This regulation applies only to Japan.

As a member of the International Energy Star Program, Xerox confirms this product satisfies the requirements for International Energy Star Program standards.

Certifications

Certifications . . . in Europe

The CE marking that is applied to this product symbolizes Xerox Europe Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:
January 1, 1995: - Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.
January 1, 1996: - Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.
A full declaration, defining the relevant Directives and references standards, can be obtained from your Xerox Europe representative.

WARNING

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Changes or modifications to this equipment not specifically approved by Xerox Europe may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive (89/336/EEC).

WARNING

In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

Radio Frequency

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

Changes or modifications to this equipment, not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

Energy Star Compliance

Energy Star

Xerox Corporation designed this product to comply with the guidelines of the ENERGY STAR program of the Environmental Protection agency. As an ENERGY STAR Partner, Xerox has determined that this copier model meets the ENERGY STAR guidelines for energy efficiency.

Environmental Choice

Terra Choice Environmental Services, Inc., of Canada has verified that this Xerox product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

Auto power- off Feature

To save the pwoer consumption, this product has a auto power-off feature which enables th product to automatically enter the power-off mode if the product remains idle for 15 minutes (default setting).

For detailed information, see "About Configuration".

Electrical Safety

Use the power cord supplied with your Xerox printer/copier.

Do not use a ground adaptor plug to connect the printer/copier to a power source receptacle that lacks a ground connection terminal.

Plug the power cable directly into a properly grounded electrical outlet. Do not use an extension cord. If you do not know whether an outlet is grounded, ask an electrician to check the outlet.

WARNING: You may get a severe electrical shock if you do not connect the grounding conductors properly.

- Do not place the printer/copier where people may step on the power cable. Do not place objects on the power cable.
- Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings. These openings are provided to prevent overheating of the printer/copier.

WARNING: Do not push objects into slots and openings on the copier. Making a contact with the voltage point or shorting out a part could result in fire or electrical shock.

If you notice unusual noises or odors, switch off the printer/copier power immediately. Disconnect the power cable from the electrical outlet. Call an authorized Xerox service representative to correct the problem.

If any of the following conditions occur, switch off the printer/copier power immediately, disconnect the power cable, and call an authorized Xerox service representative.

- The power cable is damaged or frayed.
- Liquid is spilled into the printer/copier.
- The printer/copier is exposed to water.
- Any part of the printer/copier is damaged.

Disconnect Device

DocuColor 4 LP (Printer only)

The power cord is the disconnect device for this printer. The power cord is attached to the printer as a plug-in device at the back of the printer. In the event it is necessary to remove all electrical power from the printer, disconnect the power cord from the power receptacle at the back of the printer.

DocuColor 4 CP

The power cord is the disconnect device for this printer/copier. The power cord is attached to the scanner as a plug-in device that services both the printer and scanner. In the event it is necessary to remove all electrical power from the printer/copier, disconnect the power to the scanner.

Laser Safety

CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This equipment complies with safety standards. With specific regard to laser safety, the equipment complies with performance standards for laser products set by government agencies as a Class 1 laser product. It does not emit hazardous light; the beam is totally enclosed during all modes of customer operation and maintenance.

When performing various operator functions, you may see laser warning labels. These labels are for the service mode and are placed on or near panels or shields that require a tool for removal. These panels are not permanently removed.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer/copier.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance and could create a dangerous condition.
- Use the supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children.
- Do not remove the covers or guards that are fastened with screws. There are no parts that you can maintain or service behind these covers.
- Do not perform any maintenance procedures unless you have been trained to do them by a Xerox representative or a procedure is specifically described in one of the printer/copier manuals.

Operational Safety

Your Xerox printer/copier and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines will help ensure the continued safe operation of your printer/copier.

- Use the materials and supplies specifically designed for your printer/copier. The use of unsuitable materials may result in poor performance and possibly a hazardous situation.
- Follow all warnings and instructions marked on, or supplied with, the printer/copier.
- Place the printer/copier in a room that provides adequate space for ventilation and servicing.
- Place the copier printer/copier on a level, solid surface (not on a thick pile carpet).
- Do not place the printer/copier near a heat source.
- Do not place the printer/copier in direct sunlight.
- Do not place the printer/copier in line with the cold air flow from an air conditioning system.
- Do not put containers of coffee or other liquids on the printer/copier.
- Do not block or cover the slots and openings on the printer/copier. Without adequate ventilation, the printer/copier may overheat.
- Do not attempt to override electrical or mechanical interlock devices. Be careful when working in areas identified with this warning symbol. These areas may be very hot and could cause personal injury.

If you need any additional safety information concerning the printer/copier or materials, contact your authorized Xerox dealer.

Ozone Safety

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedures will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication *Ozone* (part number 600E74140) by calling 1-800-828-6571 in the United States and Canada.

Types of Manuals

The following types of manuals are used in relation to the DocuColor 4 LP/CP. Please refer to the following list in order to choose the appropriate manual for your purpose.

Setup Guide (this manual)

This manual contains procedures from unpacking the DocuColor 4 LP/CP to confirming simple operations, trouble shooting, and routine care of the printer/copier.

Administrator Guide

This manual explains basic configuration and administration of the DocuColor 4 LP/CP for the supported platforms and network environments. It also includes guidelines for setting up Windows NT®, and NetWare servers to provide PCL and PostScript™ printing services to clients.

User Guide

This manual describes how to install software to enable users to print to the DocuColor 4 LP/CP. Specifically, it describes installation of PCL and PostScript™ printer/copier drivers, printer/copier description files, and other user software provided on the DocuColor 4 LP/CP User Software CD. It also explains how to connect each user to the network, and how to set printing options and print to the DocuColor 4 LP/CP from Windows® and Mac OS computers.

In the following cases, please refer to the associated manual.

● **Cannot copy/scan/print.** ● **An error message is displayed.**	Setup Guide
● **To add another computer that is to use the printer/copier.** ● **To print with color adjustments.**	User Guide
● **To change the network environment.** ● **To view the settings list or a list of fonts installed.**	Administrator Guide

About this Manual

Manual Structure

This manual consists of the following parts:

Safety Notes

This section presents precautions for safe use and maintenance of the printer/copier in good condition. All users should read these to avoid serious injury and accidents.

Chapter 1 Installation

This chapter describes selecting an appropriate installation location, items supplied in the packaging, and the procedures required to set up the printer/copier for first-time operation or relocation.

Chapter 2 Routine Care

This chapter describes necessary care and maintenance procedures, such as paper loading, cleaning and other procedures required for normal operation.

Chapter 3 In Case of Trouble

This chapter provides solutions of problems that might occur when using the printer/copier. If a problem occurs, the information here should help you determine whether the printer/copier is the cause of the problem, and how it can be fixed.

Chapter 4 Paper Jams

This chapter describes the procedures for clearing paper jams.

Chapter 5 Expendables

This chapter describes the expendables required by the printer/copier, including handling precautions and replacement procedures.

Appendix

Optional accessories and specifications of the printer/copier are explained here.

Screens Displayed

Actual screens may not be identical to those shown in this manual.

Conventions

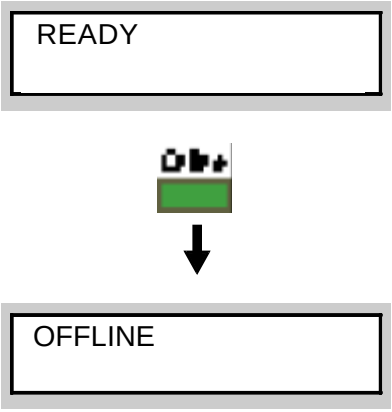
Certain conventions are used to convey special meanings in this manual, as follows:

indicates a particularly important item.

indicates a supplied item.

indicates a referenced item.

Bold is used to show menus or menu items as they are displayed on the control panel of the printer/copier.



This is how messages are displayed on the printer control panel screen.

This shows how you can toggle between the online and offline messages by pushing the **Online** key.

Features

The printer/copier provides the following high-grade features to satisfy a wide variety of printing requirements.

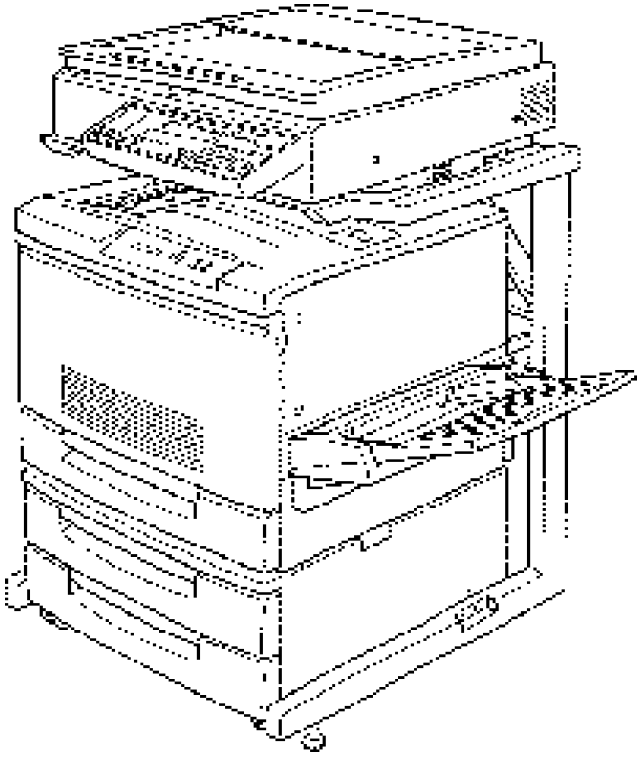
The true 600 dpi (dots/25.4 mm) laser engine prints and copies full-color high-resolution images.

High-speed black-and-white output at 16 pages per minute, and full-color output at 4 pages per minute (A4-size pages).

The DocuColor 4 will print on sizes from envelopes; A5; B5-A3; Letter; Legal; Ledger; 12"×18" size, up to A3 oversize (330 mm wide × 457 mm long).

With the standard hard disk unit installed (on the DocuColor 4 LP the hard disk is an option), you can download additional fonts for the printer. The printer supports spool functions, queue printing and collating.(Printed output is in order according to page number i.e. 1,2,3...1,2,3... etc.)

On the LP, you can install an optional 3 tray module, and increase the efficiency of printing. With an optional module or modules installed, you can set a maximum of 1,150 sheets. The CP comes with a 2 tray module for a maximum of 750 sheets.



Safety Notes

Read this section carefully to ensure that you operate your machine safely.

This section describes the graphic symbols used throughout the guide.

WARNING is used to alert operators to an operating procedure, practice or condition that, if not strictly observed may result in severe injury or loss of life.

CAUTION is used to alert operators to an operating procedure, practice, or condition that if not strictly observed, might result in safety hazards to personnel or damage to equipment.

This symbol is used to alert operators to a specific operating procedure that requires close attention. Read and follow instructions carefully.

This symbol is used to alert operators to a specific operating procedure that must not be performed. Read and follow instructions carefully.

This symbol is used to alert operators to a specific operating procedure that should be emphasised for operating safety. Read instructions carefully before performing the required procedure.

Installations and relocation

⚠Caution

Do not place the machine in a hot, humid, dusty, or poorly ventilated environment. Prolonged exposure to these adverse conditions can cause a fire or shock hazard.

Do not place the machine near heaters or volatile, flammable, or combustible materials such as curtains that may catch fire.

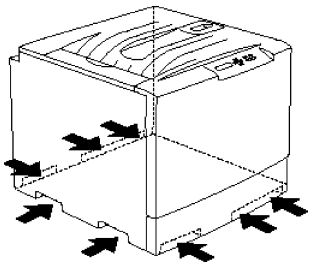
When using a printer/copier cable, use our recommended standard cable to prevent malfunction of the printer/copier.

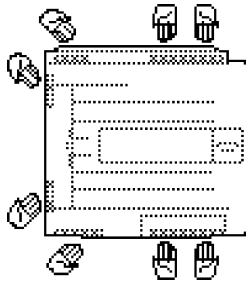
Place the machine on a level and sturdy surface that can withstand the machine weight. If tilted, the machine may fall over and cause injuries.

The entire machine including print engine weighs 153 lbs/69.5 kg. When carrying the equipment, play it safe. Get help. When lifting the machine face the front panel and firmly grip the recessed areas provided on both sides and the bottom left of the machine. Never try to lift the machine by gripping any other areas. Lifting the machine by gripping any other areas can cause the machine to fall, resulting in injuries.

LOOK

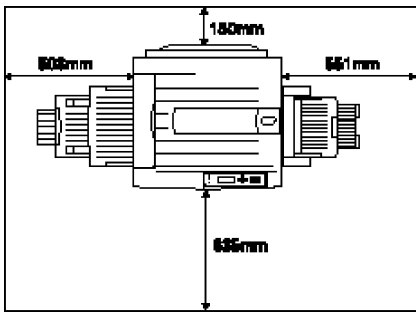
When you have to move the printer/copier, please seek professional service.





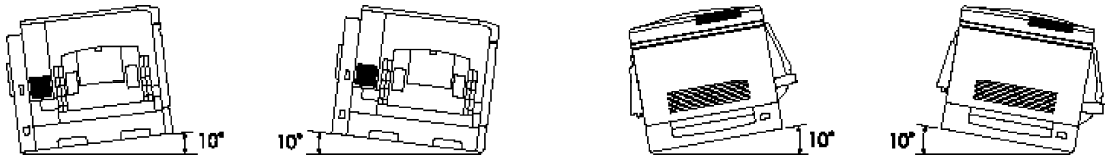
When lifting the machine, get a firm footing and bend your knees to avoid possible injuries to your back.

The machine has ventilation holes on the rear panel and side panel. Ensure that the machine is installed with a minimum clearance of 150mm from the rear vent to the wall. A poorly ventilated machine can cause excessive internal heat and a fire. The accompanying diagram shows the minimum clearances required for normal operation, consumables replacement, and maintenance to ensure your machine operates at peak performance.



When moving the machine, be sure to unplug the power cord from the outlet. If the machine is moved with the power cord connected, it can cause damage to the cord which could result in a fire or shock hazard.

When moving the machine, do not tilt it more than indicated below. If tilted excessively, the machine may fall over and cause injuries.



Other Precautions

The machine is capable of operating normally within the following recommended environmental limits.

Temperature range 41 - 86.9°F

Humidity range 15 - 85% (no condensation)

Humidity should be 48% or below at 86.9°F, and temperature should be 82.4°F or below at 85% humidity.

Note

Sudden temperature fluctuations can affect copy quality. Rapid heating of a cold room can cause condensation inside the machine, directly interfering with image transfer.

Do not expose the machine to direct sunlight. Exposure to direct sunlight can adversely affect the machine's performance.

Do not allow the machine to tilt more than 5mm front to back and more than 10 mm left to right. If tilted excessively, consumables may spill and cause machine damage.

Before moving the machine, remove the DocuColor Copy / Print Cartridge and Dry Ink Waste Container, and do not re-use, as these could cause damage from spilled Dry Ink.

⚠Caution

A power specification is listed below. The specifications that apply to your machine depend on your machine configuration. Connect the power plug only to a properly rated power outlet. Otherwise, it can cause a fire or shock hazard. If in doubt, contact the Xerox Customer Support Centre.

- Rated voltage: 110 - 120 or 220 - 240V
  Rated frequency: 50/60Hz

Never use multi-plug adaptors to plug multiple power plugs in the same outlet. Be sure to operate the machine on a sole-use receptacle. Multiple connectors can cause the outlet to overheat and cause a fire.

Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can draw a non-negligible amount of current that can generate heat and eventually cause a fire over an extended period of time.

Always use the power cord provided with your machine. When an extension power cord is required, always use a properly rated cord.

- Contact the Xerox Customer Support Centre.
  If you use a cord with an unspecified current rating, the machine or plug may emit smoke or become hot to the touch externally.

Do not attempt to rework, pull, bend, chafe, or otherwise damage the power cord. Do not place a heavy object on the cord. A damaged cord can cause a fire or shock hazard.

Never touch a power cord with wet hands. Danger of electric shock exists.

Stop operation immediately if your machine produces smoke, excessive heat, unusual noise, or smell, or if water is spilt into the machine. These conditions can result in a fire. Immediately switch off and unplug the machine, and contact the Xerox Customer Support Centre.

To prevent a fire or shock hazard, follow the instruction below based on your machine configuration. If in doubt, contact the Xerox Customer Support Centre.

If the power cord is broken or insulated wires are exposed, ask the Xerox Customer Support Centre for a replacement. Using a damaged cord can cause a fire or shock hazard.

⚠Caution

Do not unplug or replug the machine when it is on. Unplugging a live connector can deform the plug and cause a fire.

When unplugging the machine, grasp the plug instead of the cord. Forcibly pulling on the cord can damage it and cause a fire or shock hazard.

Be sure to switch off and unplug the machine before accessing the interior of the machine for cleaning, maintenance, or fault clearance. Access to a live machine's interior can cause a shock hazard.

When the machine is not used over an extended period of time, switch it off and unplug it. If an unused machine is left connected to a power source for a long period, degraded insulation can cause a shock, leak current or fire hazard. Once a month, unplug the machine and check the power cord for the following.

- The power cord is plugged in firmly into a receptacle.
- The Plug is not excessively heated, rusted, or bent.
- The plug and receptacle are free of dust.
- The cord is not cracked or frayed.

If you notice any unusual conditions, contact our Xerox Customer Support Centre.

Switch off the machine before connecting the interface cable. Connecting the cable with a live machine can cause a shock hazard.

Other Precautions

When installed at a certain location, the machine may cause interference with radio and television reception. If you notice flickering or distorted images or noises on your audio-visual units, your machine may be causing radio interference. Switch it off, and if the interference disappears, the machine is the cause of radio interference. Perform the following procedure until the interference is corrected.

- Move the machine and the TV and/or radio away from each other.
- Reposition or reorientate the machine and TV and/or radio.
- Unplug the machine, TV and/or radio, and replug them into outlets that operate on different circuits.
- Reorientate the TV and/or radio antennas and cables until the interference stops. For an outdoor antenna, ask your local electrician for support.
- Use coaxial cable antennas.

Operating precautions

⚠Warning

Do not place any liquid container such as a vase or coffee cup on the machine. Spilt water can cause a fire or shock hazard.

Do not place any metal part such as staples or clips on the machine. If metal and flammable parts migrate into the machine, they can short internal components, and cause a fire or shock hazard.

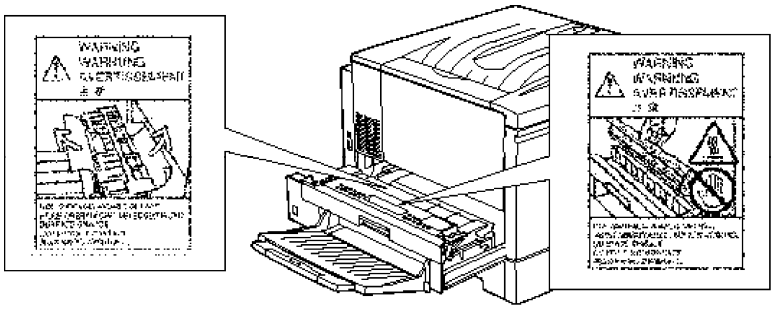
If debris (metal or liquid) migrates into the machine, switch off and unplug the machine. Contact the Xerox Customer Support Centre. Operating a debris-contaminated machine can cause a fire or shock hazard.

Never open or remove machine covers that are secured with screws unless specifically instructed in the Setup Guide.
A high voltage component can cause a shock hazard.

Do not try to alter the machine configuration, or modify any parts. An unauthorized modification can cause smoke or fire.

⚠Caution

Never touch a labelled area found on or near the fuser. You can get burnt. If a sheet of paper is wrapped around the oil roll cartridge, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact the Xerox Customer Support Centre.



Do not place any heavy object on the machine. An off-balance machine can fall over or the heavy object can fall, causing injuries.

Do not use a highly flammable spray or solvent near the machine. It can cause a fire.

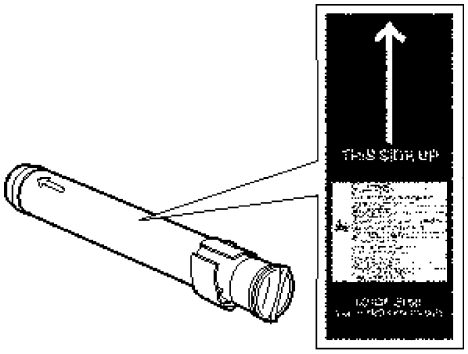
When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause a fire. If a sheet of paper is wrapped around the oil roll cartridge, or when clearing a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Doing so can cause injuries or burns. Switch off the machine immediately, and contact the Xerox Customer Support Centre.

Other Precautions

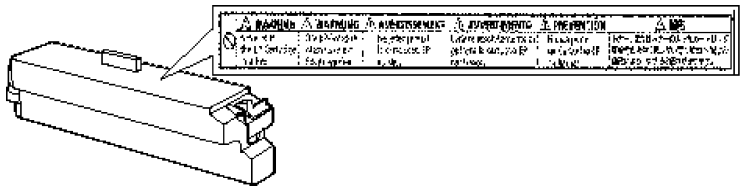
Refer to this manual for the procedures to clear paper jams and to resolve other troubles that might occur.

⚠Caution

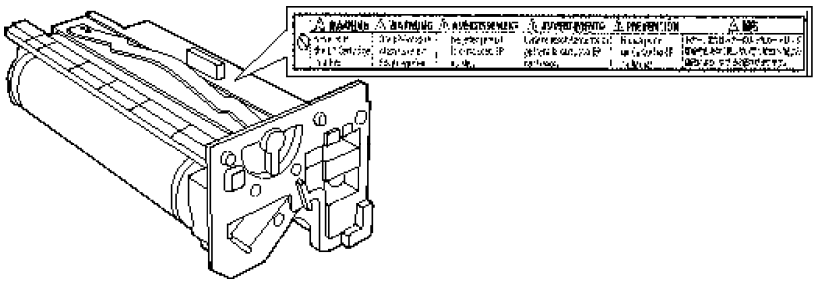
Never throw a Dry Ink Cartridge into an open flame. It can cause an explosion and you can get burnt.



Never throw a Dry Ink Waste Container into an open flame. It can cause an explosion and you can get burnt.



Never throw a DocuColor Copy / Print Cartridge into an open flame. It can cause an explosion and you can get burnt.



Other Precautions

Do not open expendables until ready to use. Store them where they will not be exposed to the following hazardous conditions:

- High temperature or humidity
- Near a heater or flame
- Exposure to direct sunlight
- Dust

When using consumables, read and observe operating instructions and safeguards given on the package and container.

Administer emergency first aid as follows:

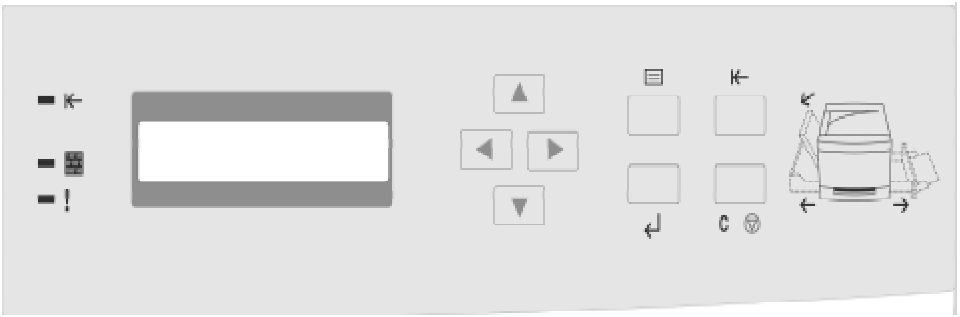
- If Dry Ink gets into your eyes, rinse them well with plenty of clear water. Consult a doctor, if necessary.
- If Dry Ink adheres to your skin, wash it with soap and water then rinse it well.
- If you inhale Dry Ink, exit the area immediately and gargle with plenty of water.
- If you swallow Dry Ink, induce vomiting and consult a doctor immediately.

Do not re-use a Dry Ink Waste Container that has been removed when full. Damage could result from leaking Dry Ink.

When using a DocuColor Copy / Print Cartridge or Dry Ink Waste Container that has been removed temporarily, do not tilt or shake it. Damage could result from leaking Dry Ink.

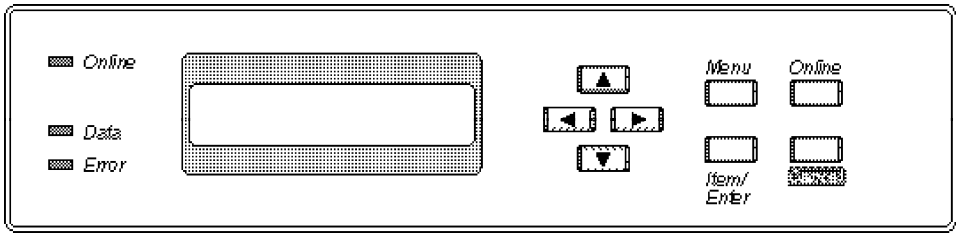
Wordless Printer Control Panel

This section describes the wordless control panel.



Worded Printer Control Panel

The printer worded control panel described throughout the documentation is displayed here.



Activity Lights

The activity lights indicate the status of the printer/copier. They are described in the table below. The table shows the light displayed on the worded control panel as well as the one found on the wordless control panel.

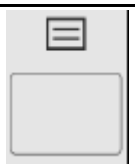
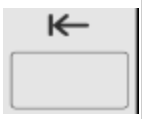
Wordless Control Panel Light	Worded Control Panel Light	Indicates:
	Online	Online LED - On when the printer is online (ready to accept and process new jobs), and off when the printer is offline or the power is off.
	Data	Data LED - Blinking when receiving, processing or printing data and off in Power Save mode, when the printer is offline, or the power is off.
	Error	Message LED - On when the printer requires a service call. Blinking when the printer requires operator intervention (e.g., load paper).

Display Window

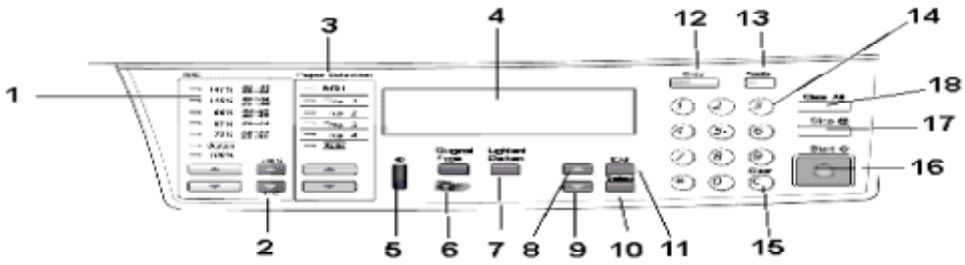
The LCD window on the control panel displays status messages.

Buttons

The buttons and their functions are described here.

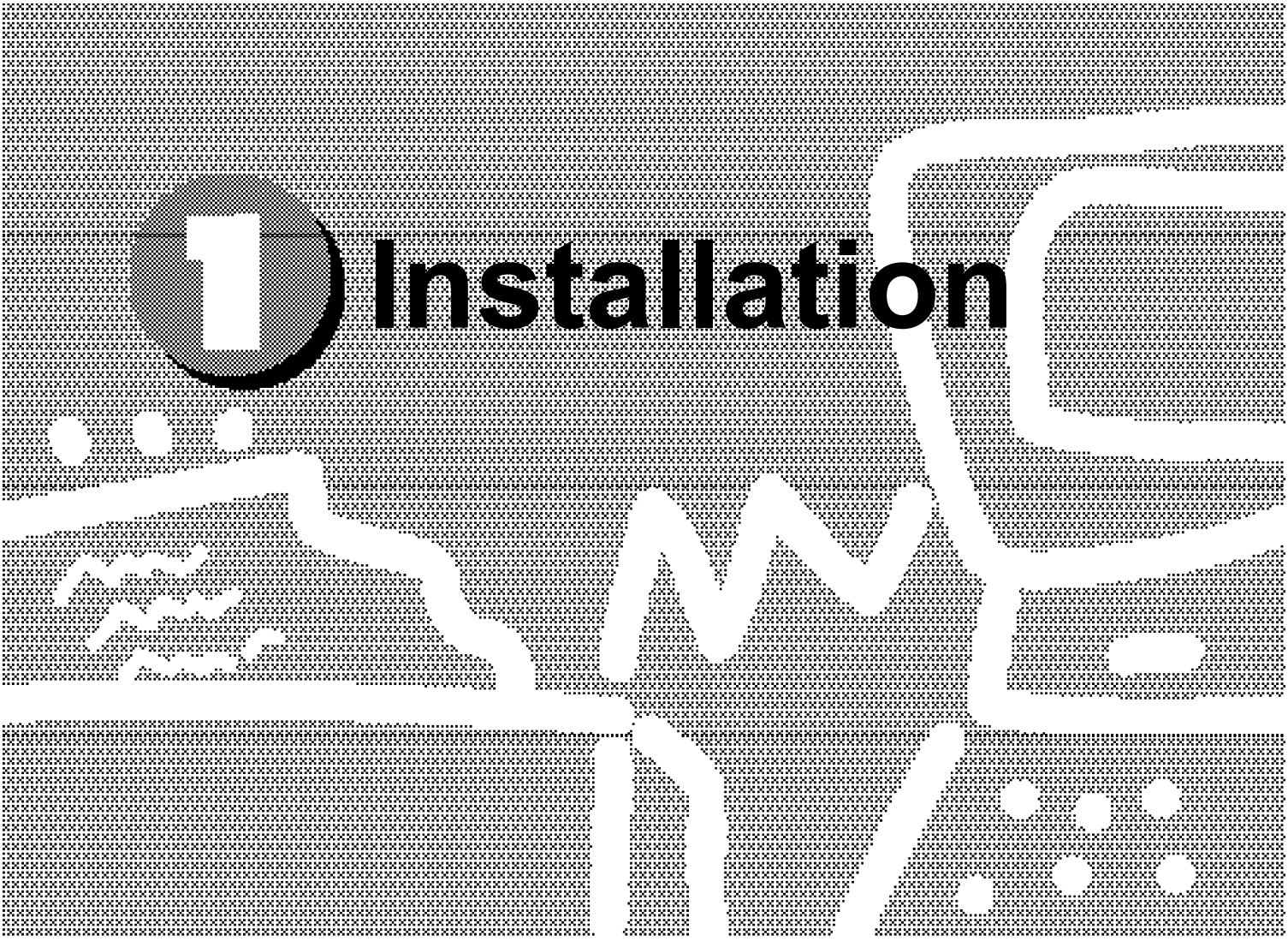
Wordless Control Panel Button	Worded Control Panel Button	Indicates:
		Down arrow - In a fixed-length list, takes you to the next item in the list. When entering numbers or text, decrements to the next number or character. Hold down the button to decrement rapidly.
		Up arrow - In a fixed-length list, takes you to the previous item in the list. When entering numbers or text, increment to the previous number or character. Hold down the button to increment rapidly.
		Right arrow - When entering numbers or text, advances the cursor.
		Left arrow - When entering numbers or text, backspaces and deletes
		Menu button - From Ready or Power Saver mode, enters the setup menus. In Setup menu, advances from one menu to the next. From a setup menu option, returns to the previous setup menu.
		Item/Enter button - Accepts an option and advances to the next choice. When the printer is in Ready mode, pressing takes the printer offline.
		Cancel button - In Setup menus, exits menus entirely, returning to Ready. While printing, Cancel stops printing or processing the current job.
		Online button - From Ready or Power Saver mode, enters Online (Menu) mode. From Online (Menu) mode, pressing returns to offline.

Copier control panel



Name	Description
(1) [Reduce/Enlarge] buttons	Use the buttons to select a zoom ratio from the list, or use [Auto] for automatic selection. The selected zoom ratio indicator lights.
(2) [Zoom] buttons	Use the buttons to adjust the zoom ratio between 50% and 200% with 1% increments. The selected zoom ratio appears on the display.
(3) [Paper Supply] buttons	Use the buttons to select a paper tray. The selected paper tray indicator lights and its size appears on the display.
(4) Display	The display indicates the state of various settings as well as the machine.
(5) Contrast	Use it to adjust the contrast of the display.
(6) [Original Type] button	Use this button to select an image quality of the document. When you press this button, the color mode selection screen appears on the display.
(7) [Lighten/Darken] button	Use this button to adjust the copy density. When you press this button, the copy density selection screen appears on the display.
(8) (previous) button	Use this button to select the previous item in relation to the current item.
(9) (next) button	Use this button to select the next item in relation to the current item.

Name	Description
(10) [Select] button	Use this button to set (confirm) selection of a function.
(11) [Exit] button	Use this button to cancel the selected function. Also, inthe configuration screen where there are multiple levels of selections, pressing this button moves one level up the hierarchy.
(12) [Copy] button	Use this button to switch to the copy mode.
(13) [Tools] button	Use this button to confirm or change functions/settings of the machine. When you press this button, the configuration screen appears on the display.
(14) Numeric buttons	Use these buttons to enter number of copies or a pass code. Also, use them when you need to enter a number at a function setting.
(15) “C”button	Use this button to return the entered number to 1. Also, when you are entering a pass code, pressing this button deletes the last character.
(16) [Start] button	Use this button to start copying.
(17) [Stop] button	Use this button to stop the copy operation under way.
(18) [Clear All] button	Use this button to reset the machine and return all settings to their default values (that is, when the power is turned on).



1 Installation

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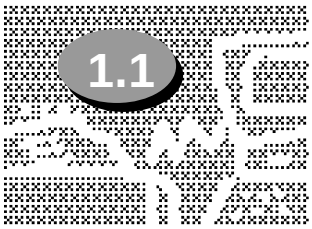


1.1 Installation Location

For safe and convenient printer/copier operation, consider the following when determining the installation location.

1.1.1 Installation Environment

Install the printer/copier in a location meeting the following conditions:

- On a level, stable surface.
- In a well-ventilated location.
- Ambient temperature range 5 to 32°C/41-89.6°F, Relative humidity 15 to 85% (non-condensating).
  If the ambient temperature is 89.6°F, relative humidity should be maintained below 48%. If the relative humidity is 85%, the ambient temperature should maintained below 82.4°F.

Note

If the printer/copier is located in a cold room that is rapidly heated, or if the printer/copier is moved from a cold place to a warm humid place, condensation may occur within the printer/copier, degrading print quality. If this occurs, allow the printer/copier to adapt to the environment for about one hour before use.

Connect the Printer/Copier to its own outlet.

If at all possible, the power outlet for the printer/copier should be exclusively dedicated to it. If the printer/copier is connected to the same circuit used by other high-current machines, such as another copier or air conditioner, or to an electrically noisy machine, low voltage or noise may cause computing errors resulting in data loss and improper performance.

⚠Warning

Connect the power plug to an outlet with the same rated voltage as the printer/copier (115-240V), and fused for at least 15 Amperes for 115V and 8 Amperes for 220-240V. No other devices should be connected to this outlet, as overheating could cause fire or electric shock.

Avoid installing the printer/copier in the following locations:

- Where it is exposed to direct sunlight.
- Near an air condition or heater.
- Where wind could blow upon it.
- Where it might be subject to vibration.
- In a dusty place.

- Near open flame.
- Near water.
- Near a magnetic field.
- Where abrupt changes in temperature or humidity occur.

When used with a water vaporizer

If mains water or well water is used with a water vaporizer, impurities in the water are released into the air, where they can accumulate inside the printer/copier and cause degraded printer/copier output. If using a water vaporizer in the room with the printer/copier, use only purified water.

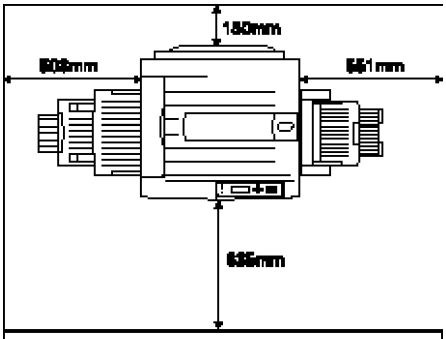
1.1.2 Installation Space Requirements

The space illustrated below should be provided.

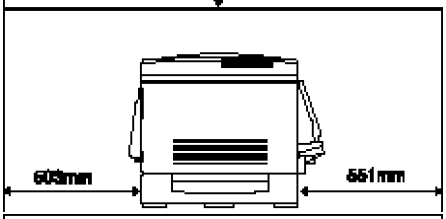
Caution

The printer/copier has ventilation grilles on the side and back, which must remain unobstructed for safe operation. The printer/copier should be located at least 150 mm (6 inches) from the wall. Obstructing the grilles could present a fire hazard. Also, to allow proper operation of the printer/copier, including replacement of expendables and routine checks, the illustrated clearances should be provided.

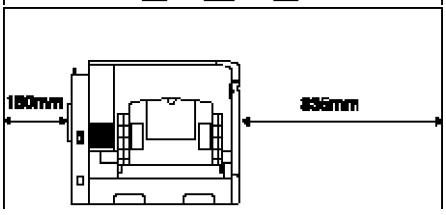
Top View



Front View



Side View



1.2 Supplied Items

The standard printer/copier package consists of the following items. Confirm that you have received everything before starting installation.

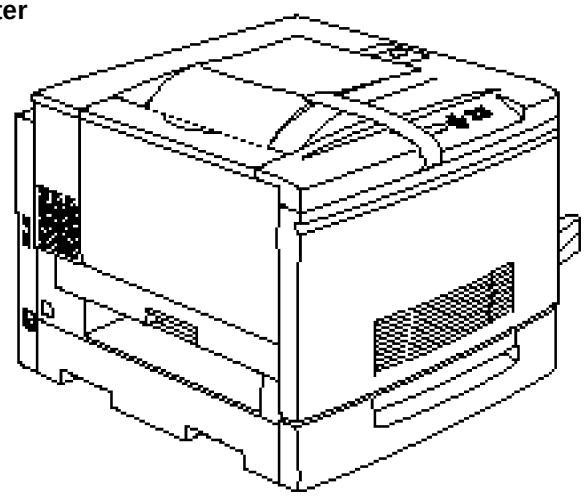
Note

- *Retain the packing materials if you expect to have to transport the printer/copier for a long distance in the future.*
- *Aside from items supplied in the printer/copier package, it will be necessary to purchase an interface cable and paper. For details regarding the type of interface cable to suit your installation requirements, please refer to "A.3 Interface Specifications".*

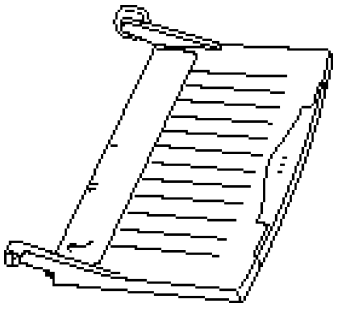
See

For information regarding optional accessories for the printer/copier, please refer to "A.1 Introduction to Options,"and the installation literature supplied with options.

• Printer

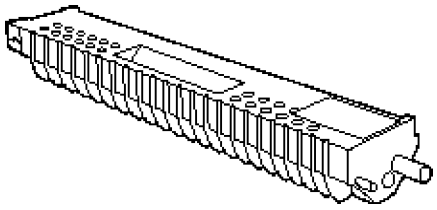


• Multi Purpose Tray (Manual Tray)

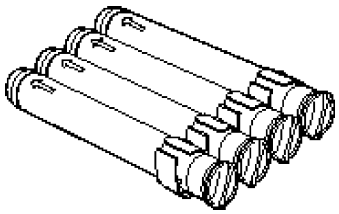


• Faceup Tray

- **Oil Roll Cartridge**

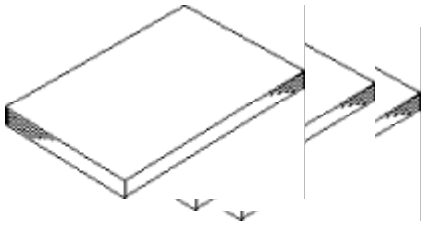


- **Dry Ink Cartridges**
  (black, yellow, magenta and cyan)

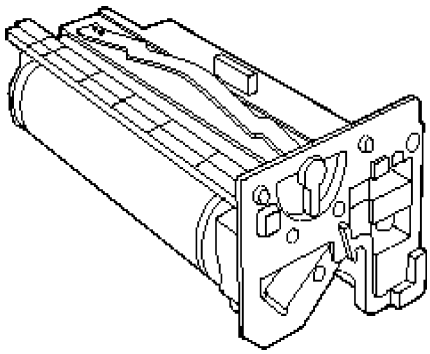


- **Software CD-ROM**

- **Setup Guide**
- **Administrator Guide**
- **User Guide**



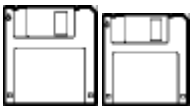
- **Copy / Print Cartridge**



Scanner (copier only)

Scanner package content

Scanner



1394 interface cable (70 cm)

Grounded power cord
(used to connect the printer and the scanner)

Other
Scanner stand (for scanner only)
2 Tray module (standard with copier only)

1.3 Moving the Printer

Follow these precautions when moving the printer/copier to the place of installation.

LOOK

If you need to move the printer/copier, please seek professional service.

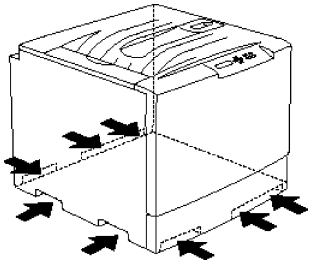
Always use at least four people to carry the printer/copier.

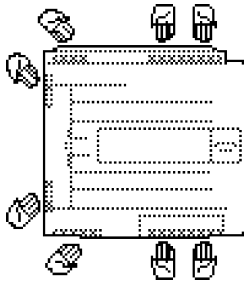
Caution

The printer weighs 69.5 kg/153 lbs. without any expendables or options installed, so at least four people should be used to carry it. When lifting the printer/copier, face toward it and grip the recessed areas provided on the front, back and left side. Never try to lift the printer/copier by gripping any other areas, as it could fall and cause injuries.

Caution

Those lifting the printer/copier should secure a firm footing and bend their knees to avoid possible back injuries.



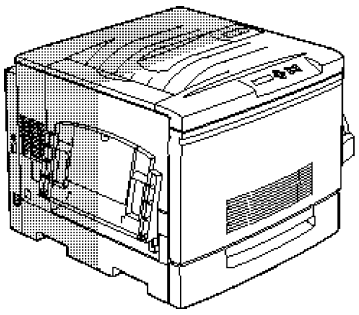


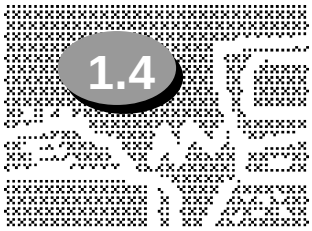
Keep the printer/copier level when carrying

When moving the printer/copier, do not tilt it more than 10° from horizontal, which could cause damage to the machine from spilling of expendables.

About the printer/copier weight

When preparing to lift the printer/copier, note that the back side (the shaded side) is heavier than the front.





Printer Installation Procedure

1.4 Printer Installation Procedure

1. Install the Multi Purpose Tray (Manual Tray).
2. Install the Face-Up Tray.
3. Remove the protective tape from the Dry Ink Cartridge.
4. Install the Dry Ink Cartridges.
5. Remove the spacers from the Manual Feed Unit.
6. Install the Oil Roll Cartridge.
7. Load paper.
8. Connect the Power Cord.
9. Turn the power ON.
10. Run a test print.
11. Turn the power OFF.

LOOK

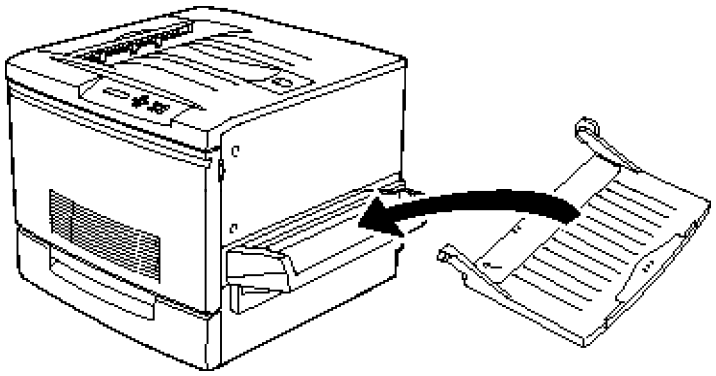
Spacers are installed in various locations for protection against shock and vibration during shipment. Referring to the following procedure, be sure to remove all of the spacers.

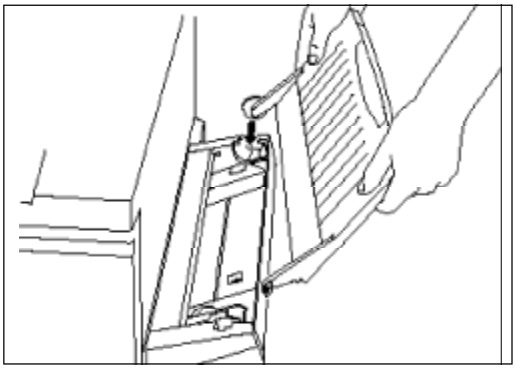
LOOK

If you have purchased the optional cabinet for the printer, install the printer onto the cabinet first. For details regarding installation of the cabinet, refer to the literature supplied with the cabinet.

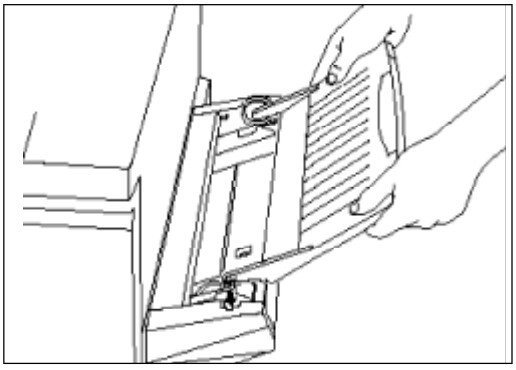
1.4.1 Installing the Multi Purpose Tray (Manual Tray)

Install the Multi Bypass Feeder according to the following procedure.





1. Holding the Multi Purpose Tray with both hands, fit the coupling arm on the right into the corresponding slot on the printer/ copier.

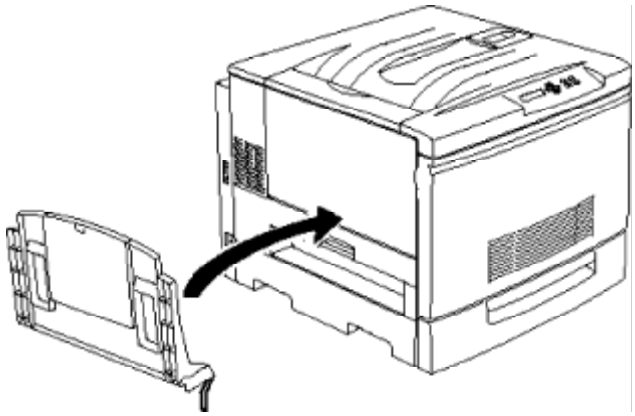


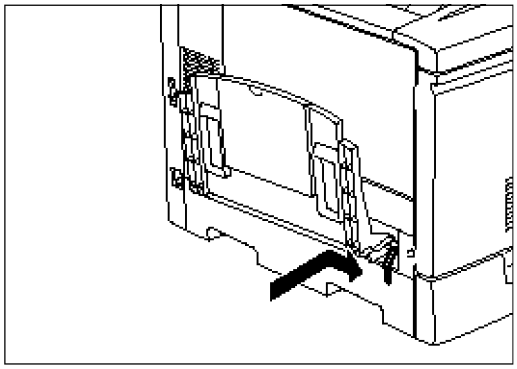
2. Fit the Multi Purpose Tray's left coupling arm into the corresponding slot on the printer/copier and press downward on the left coupling arm.

1

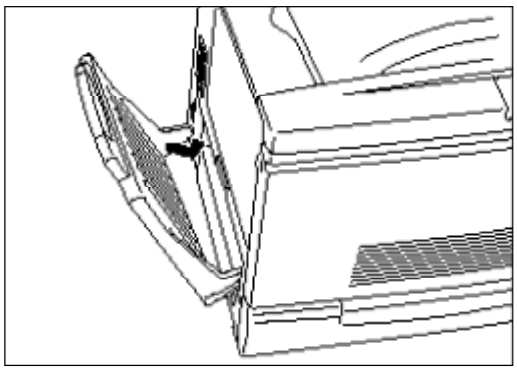
1.4.2 Installing the Face-Up Tray

Install the Face-Up Tray according to the following procedure.



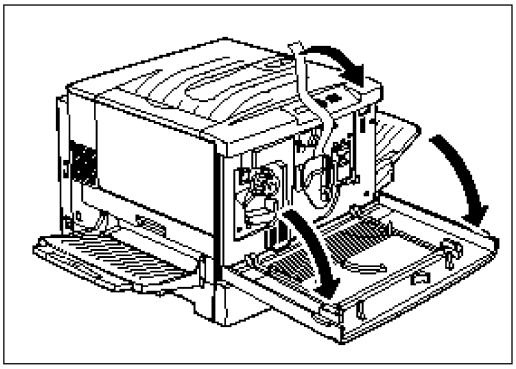


1. Fold the Face-Up Tray upward, then fit the tray's right coupling arm into the corresponding hole in the printer/copier. When doing this, make sure that the metal spring leaf extends downward from the tray and does not enter the hold.



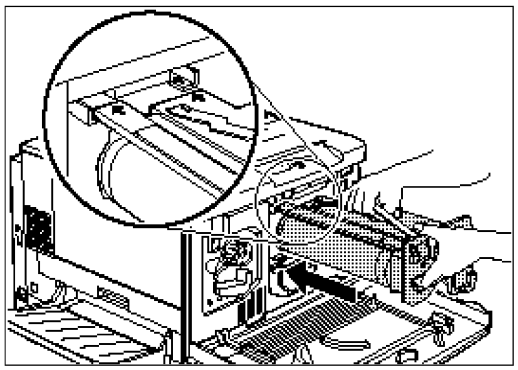
2. Fit the Face-Up Tray's left coupling arm into the corresponding hold in the printer/copier.

1.4.3 Installing the DocuColor Copy / Print Cartridge



1. Open the front cover.

2. Remove the new DocuColor Copy / Print Cartridge from its package.



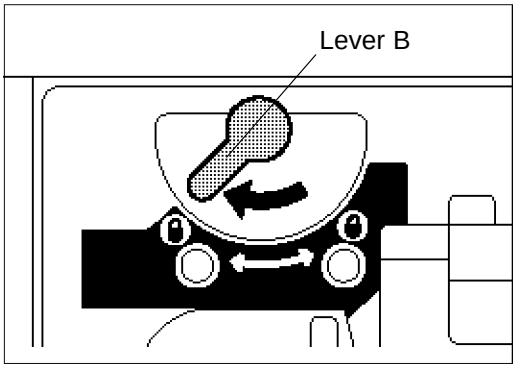
3. While keeping the DocuColor Copy / Print Cartridge level, remove the protective tape.

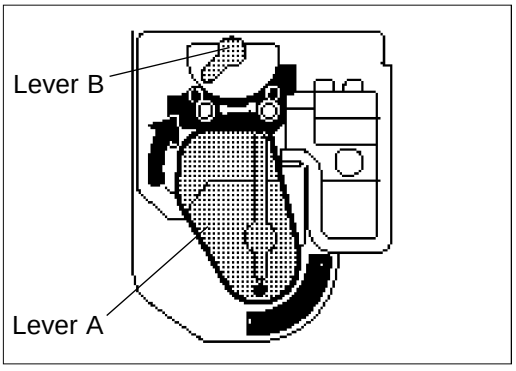
LOOK

Never touch the surface (the blue part) of the drum, or hit or rub the drum surface: if scratched or contaminated with oil from your hand, printing will be degraded.

LOOK

To maintain good print quality, peel the protective tape off with the DocuColor Copy / Print Cartridge in a horizontal position.





4. Holding the DocuColor Copy / Print Cartridge by its handle, align the guide with the printer/copier rail, and push it all the way into the printer/copier.

LOOK

If the guide on the DocuColor Copy / Print Cartridge is not aligned with the rail, the cartridge may be damaged.

LOOK

Be careful to prevent the cartridge surface (the blue part) from touching other parts.

5. Turn lever "B" in the direction of the arrow in the diagram to the Set position ( ).

LOOK

Unless the DocuColor Copy / Print Cartridge is inserted all the way, the lever cannot be turned.

6. Turn yellow lever "A" in the direction of the arrow in the diagram to set the "●" mark on the cartridge to the Remove position ( ).

Now go on to install the Dry Ink Cartridges.

1.4.4 Installing the Dry Ink Cartridges

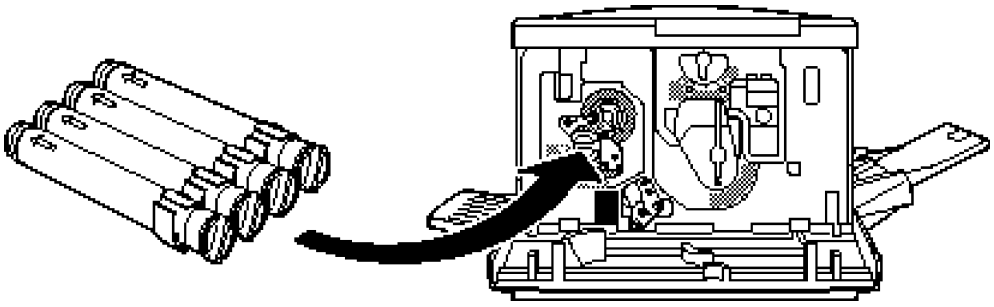
Install the Dry Ink Cartridges as follows.

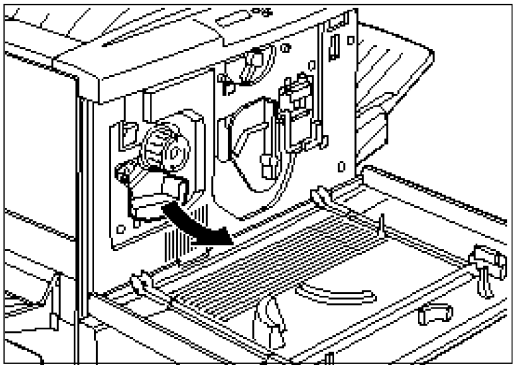
LOOK

The Dry Ink Cartridge is non-toxic. However, if you spill any Dry Ink on your hands or clothes, please wash it off promptly.

See...

For details on handling of Dry Ink Cartridges, refer to "5.2 The Dry Ink Cartridges"

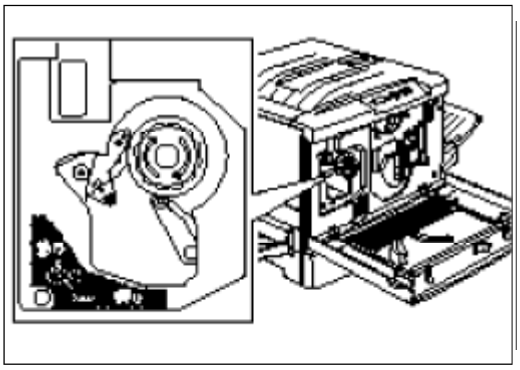




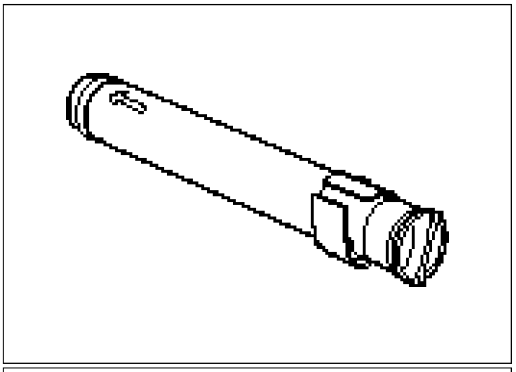
1. Pull out and remove the anti-rotation spacer at the location indicated in the diagram.

Note

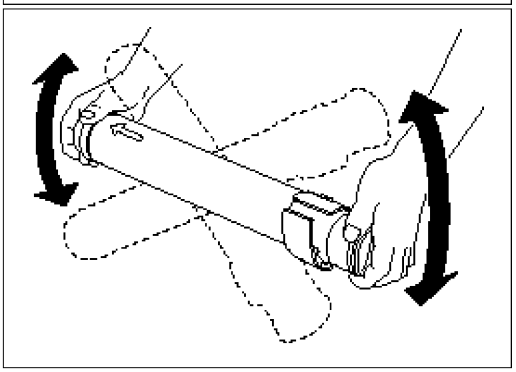
Save the spacers if you expect to have to move the printer/copier over a long distance in the future.



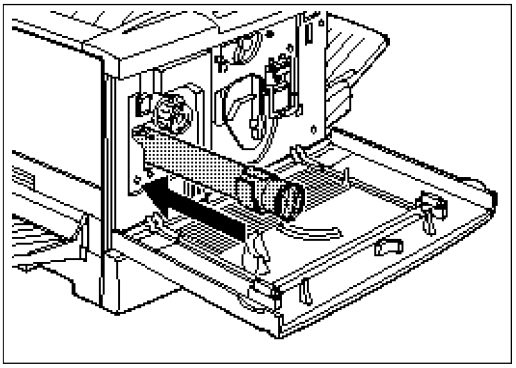
2. Remove the spacer at the location indicated in the diagram.



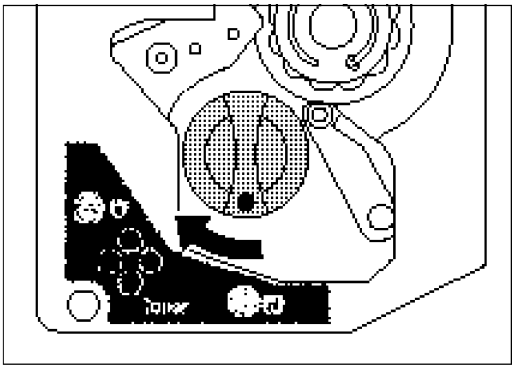
3. Remove the new Dry Ink Cartridge from the package whose color matches the color at which you are installing the Dry Ink Cartridge.



4. Shake the cartridge 7 or 8 times as shown in the diagram to evenly distribute the Dry Ink inside.



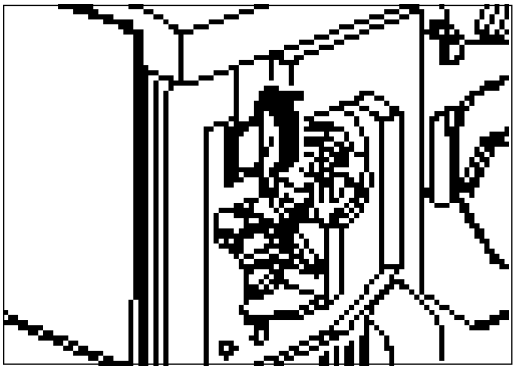
5. Holding the Dry Ink Cartridge so the arrow is at the top, insert the cartridge as far as it will go.



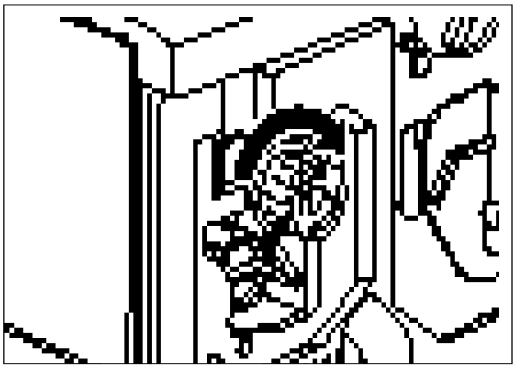
6. Turn the Dry Ink Cartridge in the direction of the arrow in the diagram until the "●" mark on the cartridge is aligned with "Set" (🔒) on the printer/copier.

LOOK

Be sure to turn the cartridge all the way to the "●" mark. Otherwise, Dry Ink spillage may result.



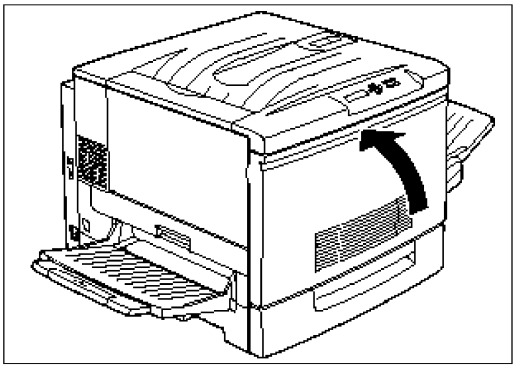
7 Press the anti-rotation switch upward to unlock the knob.



8 Turn the knob in the direction of the arrow in the diagram to move the cartridge into position. Turn the knob as far as it will go.

LOOK

The knob will not turn unless the Dry Ink Cartridge is set properly. If the knob will not turn, recheck for proper Dry Ink Cartridge installation.

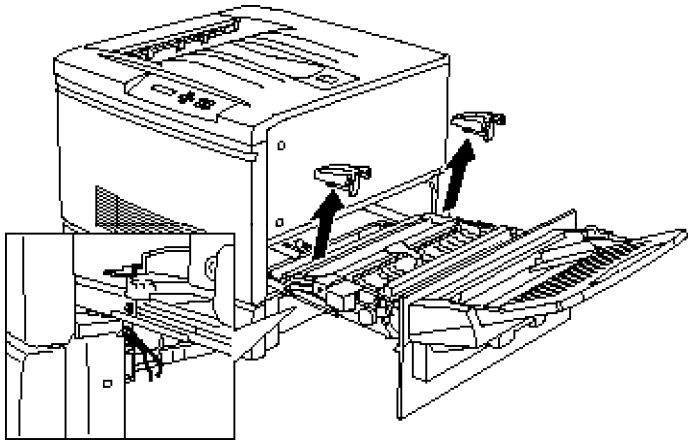


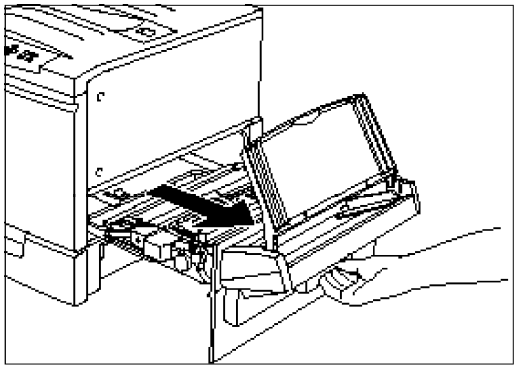
9 Repeating steps 2 to 8, install the remaining three Dry Ink Cartridges. For the last Dry Ink Cartridge, skip steps 7 and 8.

10 Close the front cover.

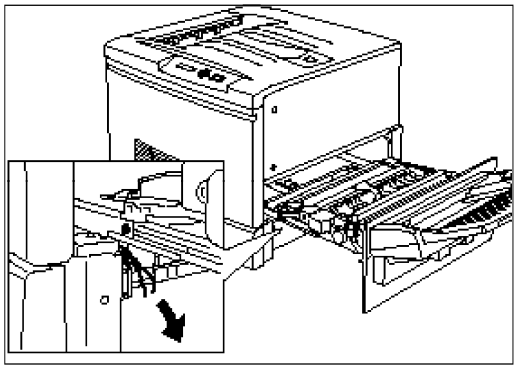
1.4.5 Removing the Spacers from the Manual Feed Unit

Remove the spacers and shipping tie wrap from the Manual Feed Unit in the following way.





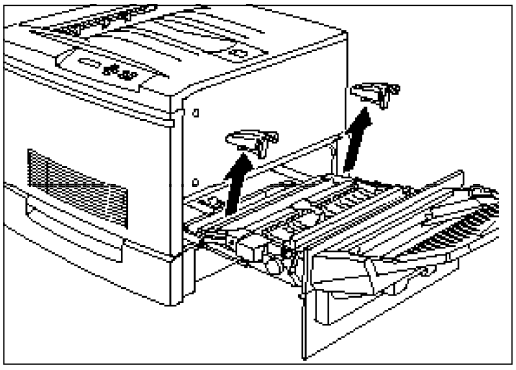
1. Slowly pull the Manual Feed Unit outward as far as it will go.



2. Untwist the shipping tie-wrap at the position indicated in the diagram and remove it.

LOOK

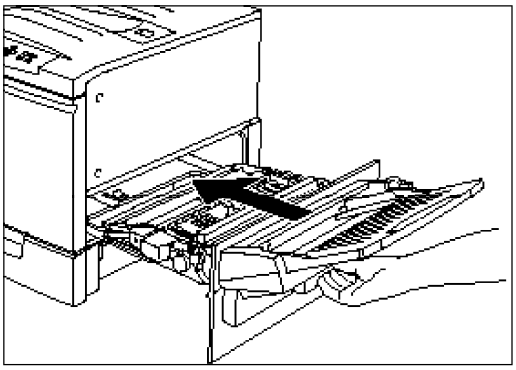
If the tie wrap is not removed from the Manual Feed Unit completely, a paper jam or abnormal noise may result.



3. Remove the spacers at the locations indicated in the diagram.

Note

In case you have to move the printer/copier in the future, keep the spacers in a safe place.



4. Press the Manual Feed Unit firmly into the printer/copier.

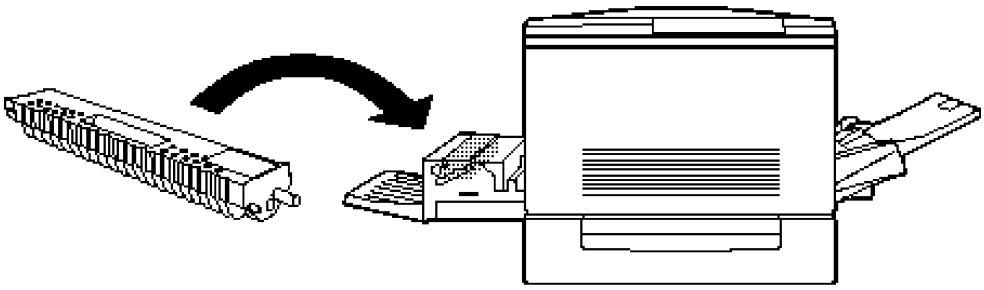
1

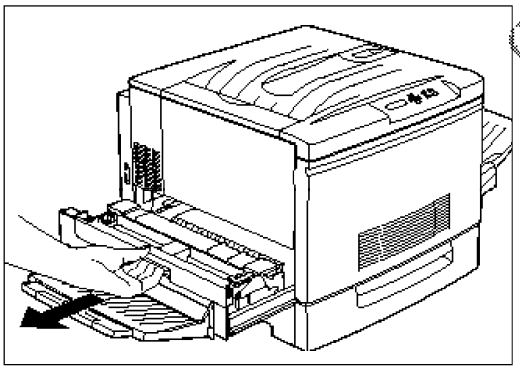
1.4.6 Installing the Oil Roll Cartridge

Install the Oil Roll Cartridge by the following procedure.

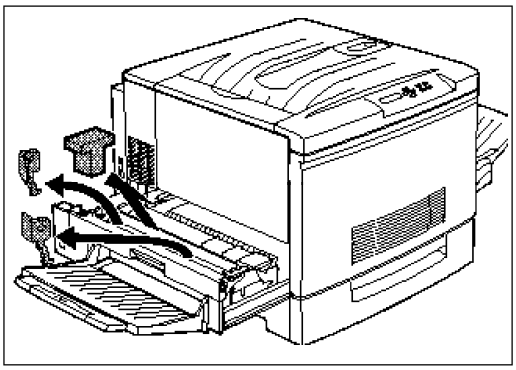
See...

Refer to "5.4 The Oil Roll Cartridge" for more details about this unit.





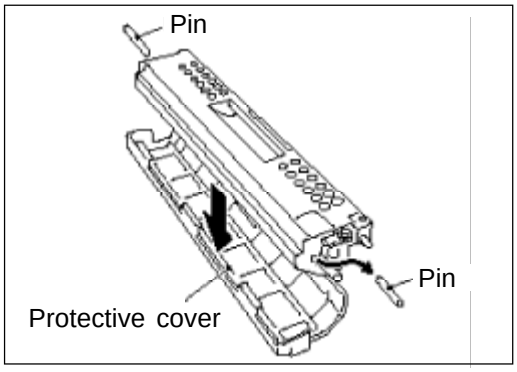
1 Slide the Bottom Left Unit out as far as it goes.



2 Remove the spacers located as shown in the figure.

Note

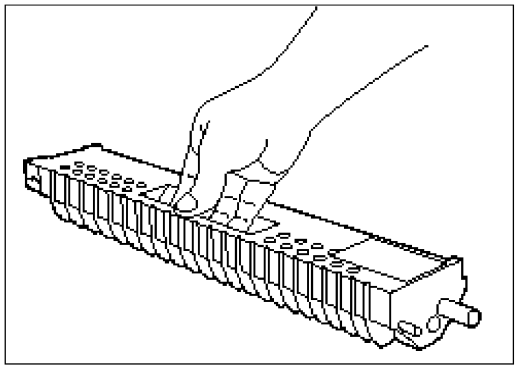
In case you have to move the printer/copier in the future, keep the securing piece in a safe place.



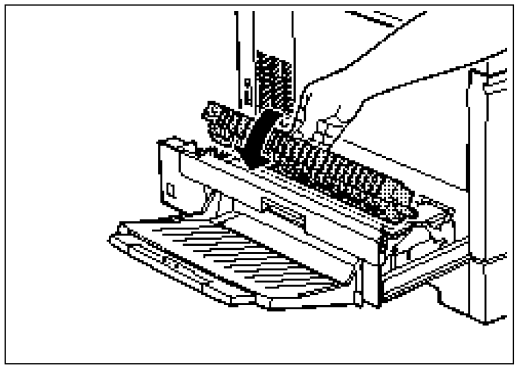
3. Remove the Oil Roll Cartridge from its package, and remove the protective cover and pin.

LOOK

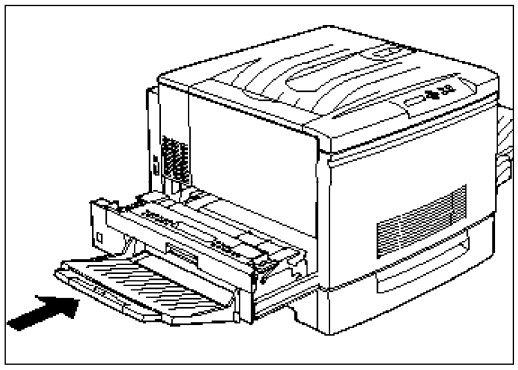
Oil on the white roller of the Oil Roll Cartridge will come off on the skin if touched directly.



4. Hold the Oil Roll Cartridge as shown in the diagram.



5. Push it into place until it clicks.



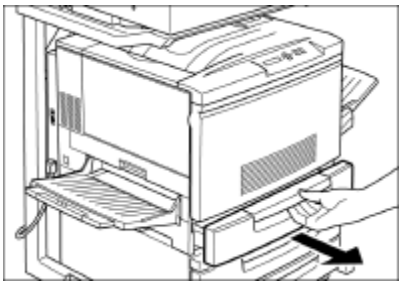
6. Slide the Bottom Left Unit firmly back into the printer/copier.

1.4.7 Removing the Paper Tray

A universal feed tray, or a A3 over size feed tray can be installed into the paper feed on the printer.
This section explains how to install and remove the trays.

Remove the paper tray by following the procedure below.

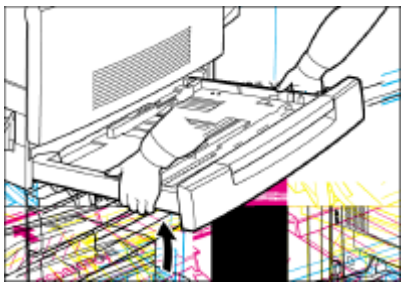
(1) Pull the paper tray outward as far as it will go.



Note

(2) Grasp the paper tray with both hands and pull outward while lifting up at the front.

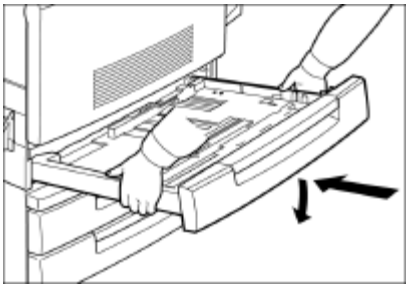
After removing the tray, place it on a flat, level surface.



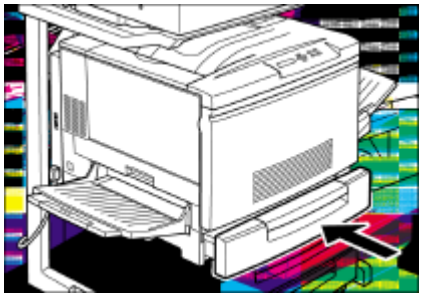
1.4.8 Installing the Paper Tray

Install the paper tray by following the procedure below.

(1) Holding the paper tray with both hands, set it into the grooves in the paper tray holder inside the printer.



(2) press the paper tray all the way into the printer.



1

1.4.9 Loading Paper in the Tray

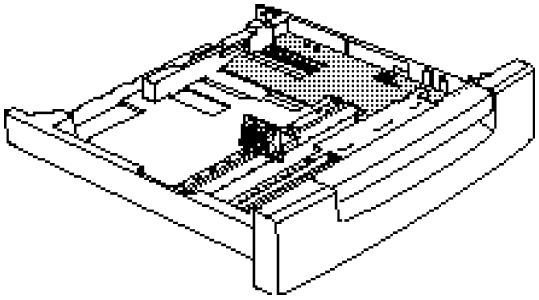
Load the paper in the tray by the following procedure.

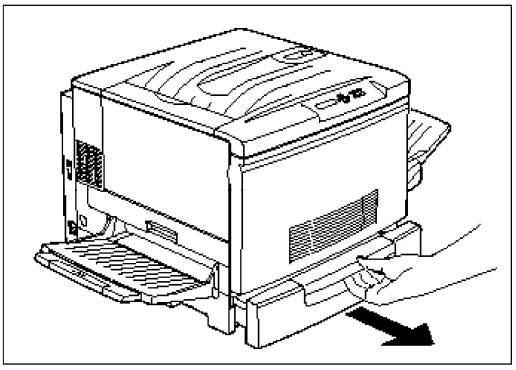
LOOK

Do not attempt to print on paper that has already been printed on one side as it could cause a paper jam.

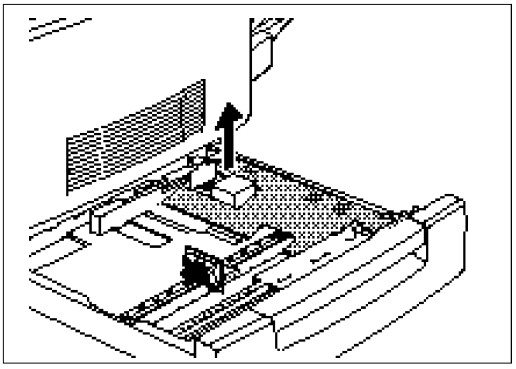
See...

Refer to "2.2 About the Paper" for details on the types of paper that are suitable for printing. Also refer to "2.3 Loading Paper" for more details about setting paper in the Multi Bypass Feeder.





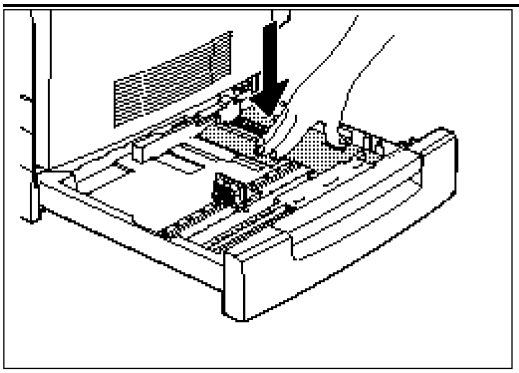
1. Pull the paper tray towards the front as far as it will go.



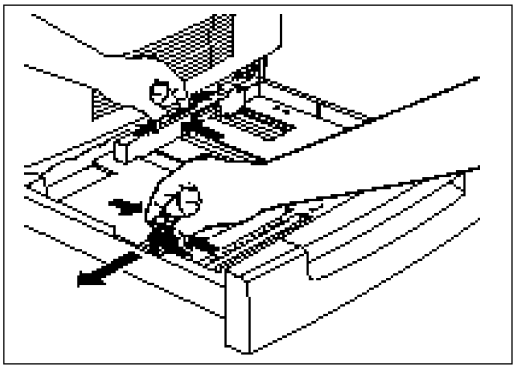
2. Remove the spacer in the paper tray.

Note

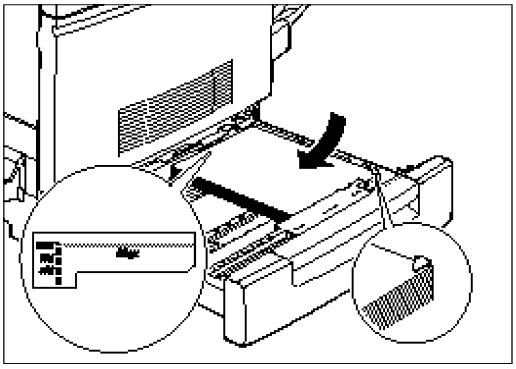
In case you have to move the printer/copier in the future, keep the spacer in a safe place.



3. Press the metal plate in the paper tray to compress the spring until it latches down.



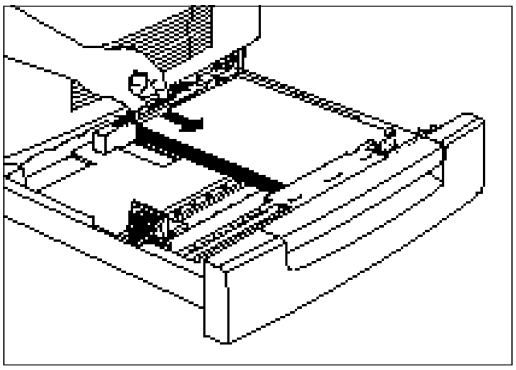
4. Move the vertical and horizontal paper guide clips toward the outer edges. Be particularly sure to move the vertical paper guide clip all the way to the left.



5. Align the four corners of the paper stack, and insert the stack under the fluke at the front right side, with the side you want to print facing down.

LOOK

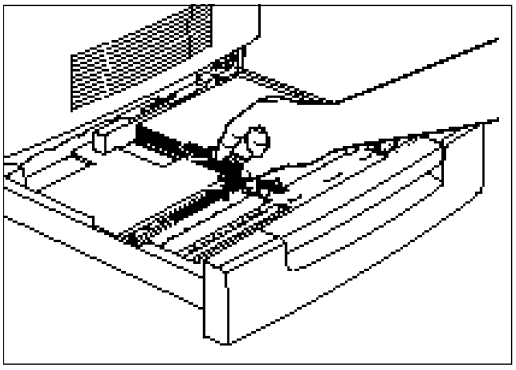
Do not use paper that is folded, creased or heavily curled (curled paper). Do not load more sheets than the maximum specified. Make sure the top sheet is under the fluke.



6. Set the horizontal paper guide clip to the width of the paper.

LOOK

If the guide clip is pressed to tightly against the paper, it may cause a paper jam.



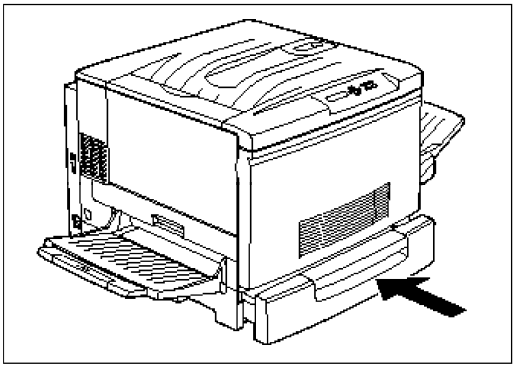
7. After aligning the edges of the sheets, Align the "▲" mark on the horizontal guide clip with the appropriate paper size mark.

LOOK

Check that the vertical paper guide clip stopper is inserted into the proper hole in the scale.

LOOK

Automatic paper size detection cannot be assured if the vertical guide clip is even slightly out of position. If this occurs, slide the vertical guide clip momentarily to the left edge, then reposition it according to the scale.



8. Push the paper tray firmly into the end of the printer/copier.

1.4.10 Connecting the Printer Power Cord

Connect the power cord and turn on power by the following procedure.

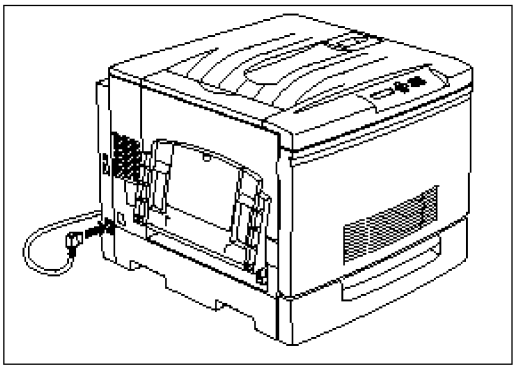
⚠Warning

Connect the power plug to an outlet with the same rated voltage as the printer/copier (110-240V), and fused for at least 8 Amperes for 110-240V. No other devices should be connected to this outlet, as overheating could cause fire or electric shock. The printer draws 6A at 240V.

⚠Warning

The grounding terminal on the power cable should be connected to a good earth ground to prevent electric shock and fire.

Connect the power plug to an outlet with the same rated voltage as the printer/copier (115-240V), and fused for at least 15 Amperes for 115V and 8 Amperes for 220-240V. No other devices should be connected to this outlet, as overheating could cause fire or electric shock.

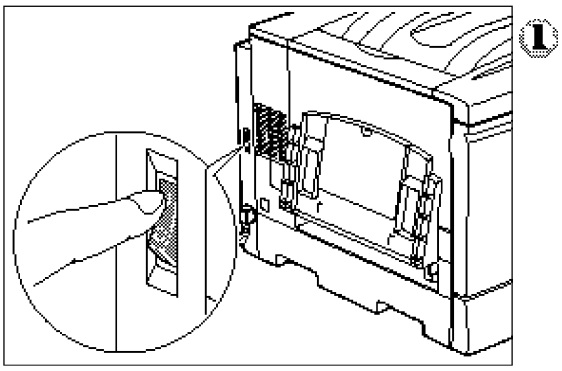


1. First plug the power cord into the connector on the left side of the printer/copier, then plug the other end of the cord into the power outlet.

Item/Enter.

The Print Page menu items follow the Print Page message.

1.4.11 Turning the Printer Power ON



On the left side of the printer/copier, press the [**I**] side of the power switch to turn it on.

READY

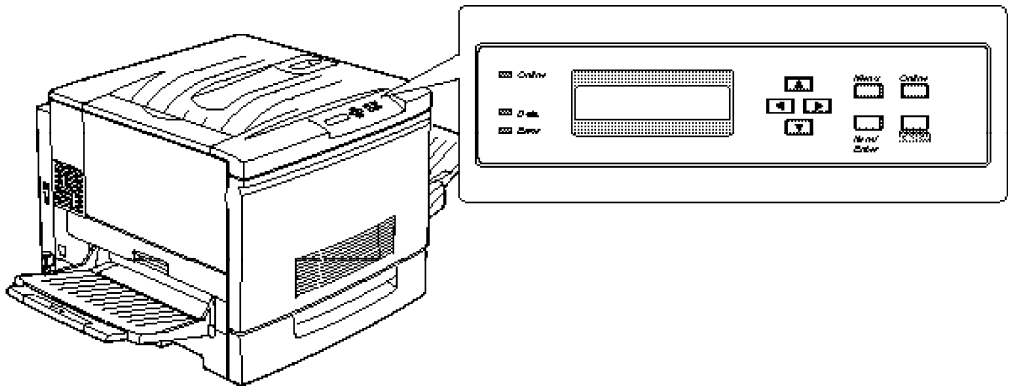
The Online LED will illuminate, and the READY message will be displayed on the control panel.

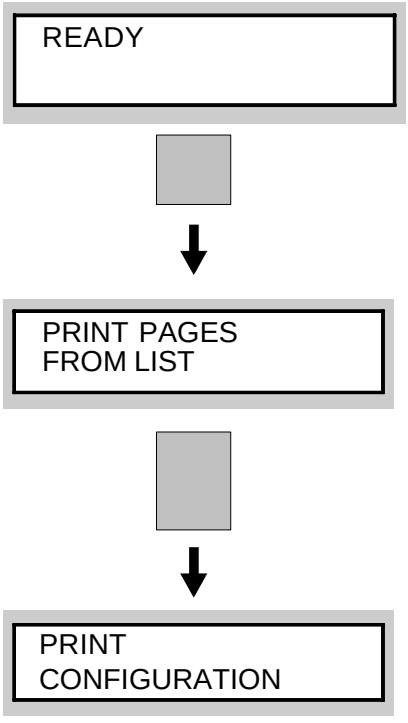
1.4.12 Test Printing

When you have turned the power on, print a test page to confirm that the printer/copier is functioning normally. The test print is performed from the control panel on the printer/copier.

See...

Refer to the Administrator Guide for details regarding the control panel.





1. Confirm that the READY message is displayed on the control panel.

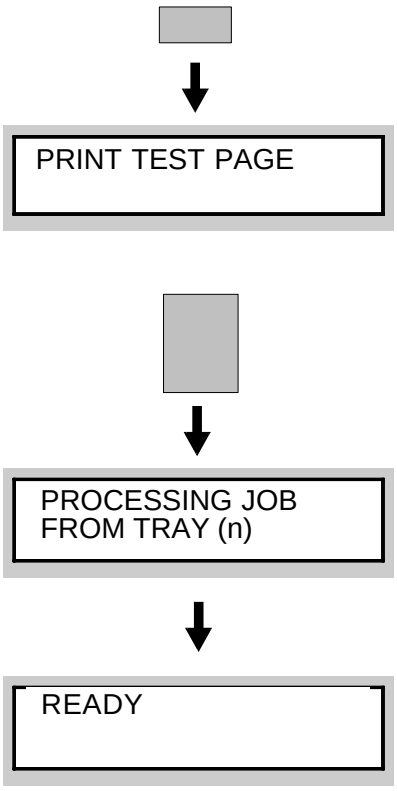
2. Press the **Menu** button twice to display the menu items.

   Note

   - *In case you have to move the printer/copier in the future, keep the securing piece in a safe place.*
   - *To return to the message READY from the menu screen, press* **Cancel**.

3. Check that the PRINT PAGES FROM LIST message is displayed, and press **Item/Enter**.

   The Print Page menu items follow the Print Page message.



4. Press ▼ until the message PRINT TEST PAGE is displayed.

5. Press **Item/Enter** to complete the settings for the test print.

   The test print will begin.

1.4.13 Turning the Printer Power OFF

The power is turned OFF in the following way.

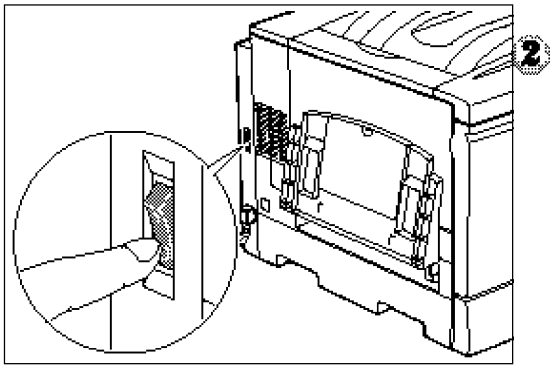
READY

1. Confirm that the message READY is displayed.

Note

In the following cases, do not turn the power OFF.

- *The printer is receiving data.*
- *The printer is printing.*
- *An error has occurred.*
- *Printer is powered by scanner.*



2. Press the **O** mark on the left side of the printer to turn the power OFF.

LOOK

*When the message **READY** is displayed, wait at least 5 seconds before turning the power OFF.*

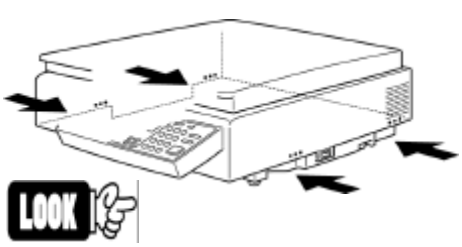
1.4.14 Copier Installation Procedure

1. Follow printer installation procedures steps 1-7.
2. Install printer onto two tray module. See instructions from 2 Tray Module Guide packed with the two tray module.
3. Installing scanner on scanner stand.
4 Connection the power cables and 1394 interface cables.
5. Turning copier/printer power on.
6. Turning copier/printer power off.
7. Test of copy function.

Installing Scanner on Scanner Stand

This section explains how to remove the scanner from the shipping box and install it.

Always have two persons or more to carry the scanner. This scanner weighs 25.2 kg/55.56 lbs. When lifting the scanner, have the persons facing each other from the right and left sides of the printer (assuming the part with the control panel is the front) Grasp the parts shown in the illustration. Never try to lift the scanner while holding any other parts. Otherwise there is a severe risk of injury if the scanner is dropped. When lifting the scanner, correct posture is important to prevent hip injuries.

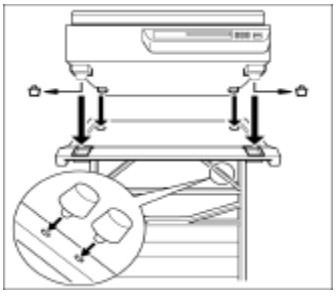


This procedure should have been carried out for you by the delivery personnel when you purchased the scanner. Therefore, you can skip to the "1.1.4 Connecting the cables" section.

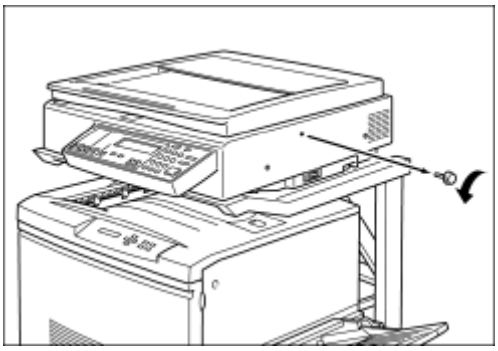
(1) Remove the scanner from the shipping box and install it.
The scanner is to be placed on the scanner stand, remove the black rubber pegs on the front feet. Lower the scanner onto the scanner stand so that the scanner's front feet go into the square recessed areas on the stand, and the back feet go into the round recessed areas on the stand.

Note

Save the removed rubber pegs by inserting them into the storage openings on the rear side of the stand. The rubber pegs are required when you need to transport the scanner over a long distance or if you need to install the scanner at a location different from the scanner stand.



(2) Remove the securing screw on the right side of the scanner. Save the removed screw by inserting it into the storage opening on the rear side of the scanner.



Failure to remove the securing screw prior to powering on the scanner will result in damage to the scanner.

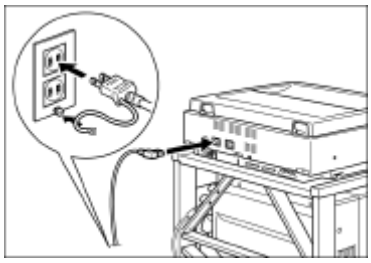
Connecting the cables

This section explains how to connect the power cords as well as the 1394 interface cable to their respective connectors on the rear side of the scanner.

For connecting the scanner to an AC outlet
Connect the power plug to an outlet with the same rated voltage as the printer/copier (115-240V), and fused for at least 15 Amperes for 115V and 8 Amperes for 220-240V. No other devices should be connected to this outlet, as overheating could cause fire or electric shock. Also, do not use multi-plug adapter or this may cause a fire hazard or electric shock.

For the 1394 interface cable
Before connecting the interface cables, be sure to turn off the power; otherwise an electric shock may occur.
The 1394 interface cable which comes with the scanner has a length of 70 cm

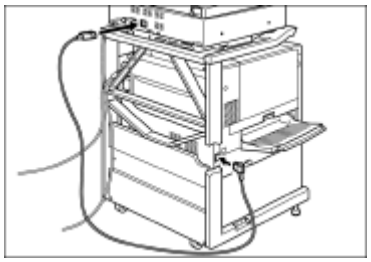
(1) Plug one end of the power cord into the power connector on the rear side of the scanner, and the other end into an AC outlet.
If the AC outlet comes with an earth terminal, connect the earth wire to the earth terminal.



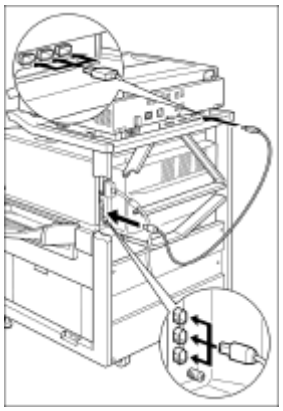
(2) Use the power cord bundled with the scanner. Plug one end of the cable into the power connector on the left side of the printer, and the other end into the power connector on the rear side of the scanner.

Note

As the printer is connected to the scanner via the grounded power cord, you can use the power switch of the scanner to turn on or off both the scanner and the printer.

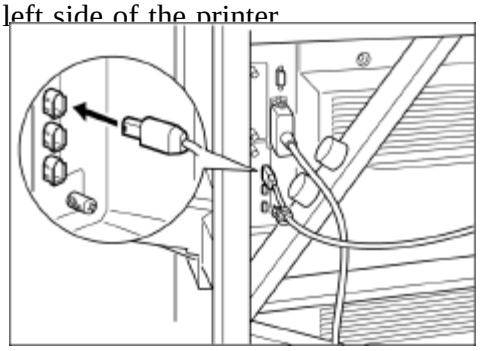


(3) Insert one end of the 1394 interface cable into the connector on the rear side of the scanner.

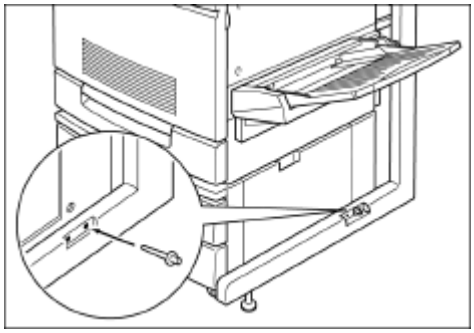


(4) If the scanner is placed on a scanner stand, use the clamp to secure the 1394 interface cable to
the stand.
Also, if you have been working at a location different from the installation location, be sure to move the stand and the scanner to the installation location.

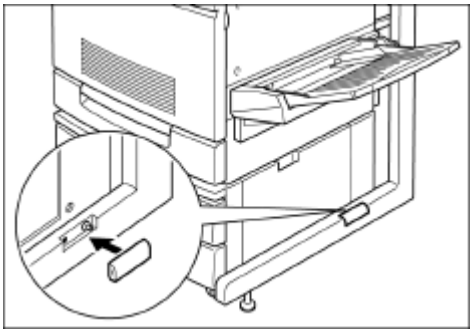
(5) Insert the other end of the 1394 interface cable into the connector on the left side of the printer.



(6) Insert the pins from the two recessed areas so that the printer is secured and does not move.



(7) Attach the foot cover to the recessed areas of the stand.



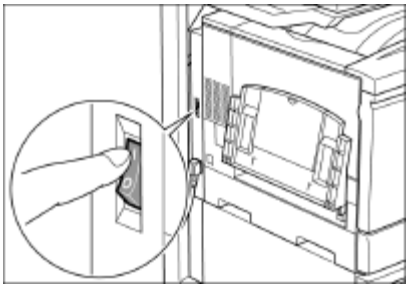
1

Turning the copier/printer power ON

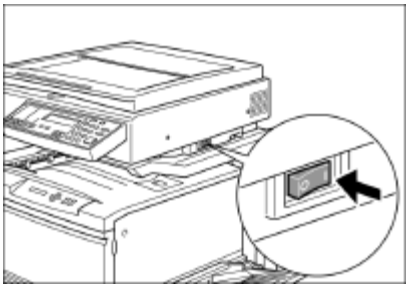
Before using the scanner, you need to turn on the power of the printer as well as the scanner. This section explains how to turn the power on/off.

Turning the power on

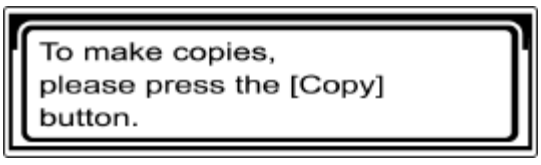
(1) Locate the power switch on the left side of the printer. Press the I end to turn on the power.



(2) Locate the power switch on the right side of the scanner. Press the I end to turn on the power.

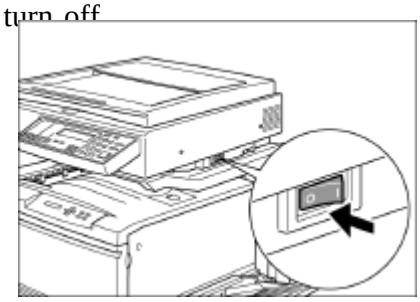


When the power is turned on, the display of the control panel shows the following message. This state is called the standby mode. For copying, you need to switch to the copy mode. For detailed information, see the “7.1 Basic operation workflow” section as well as the “7.2 Switching to the copy mode (when pass code is input)” section of the User Guide.



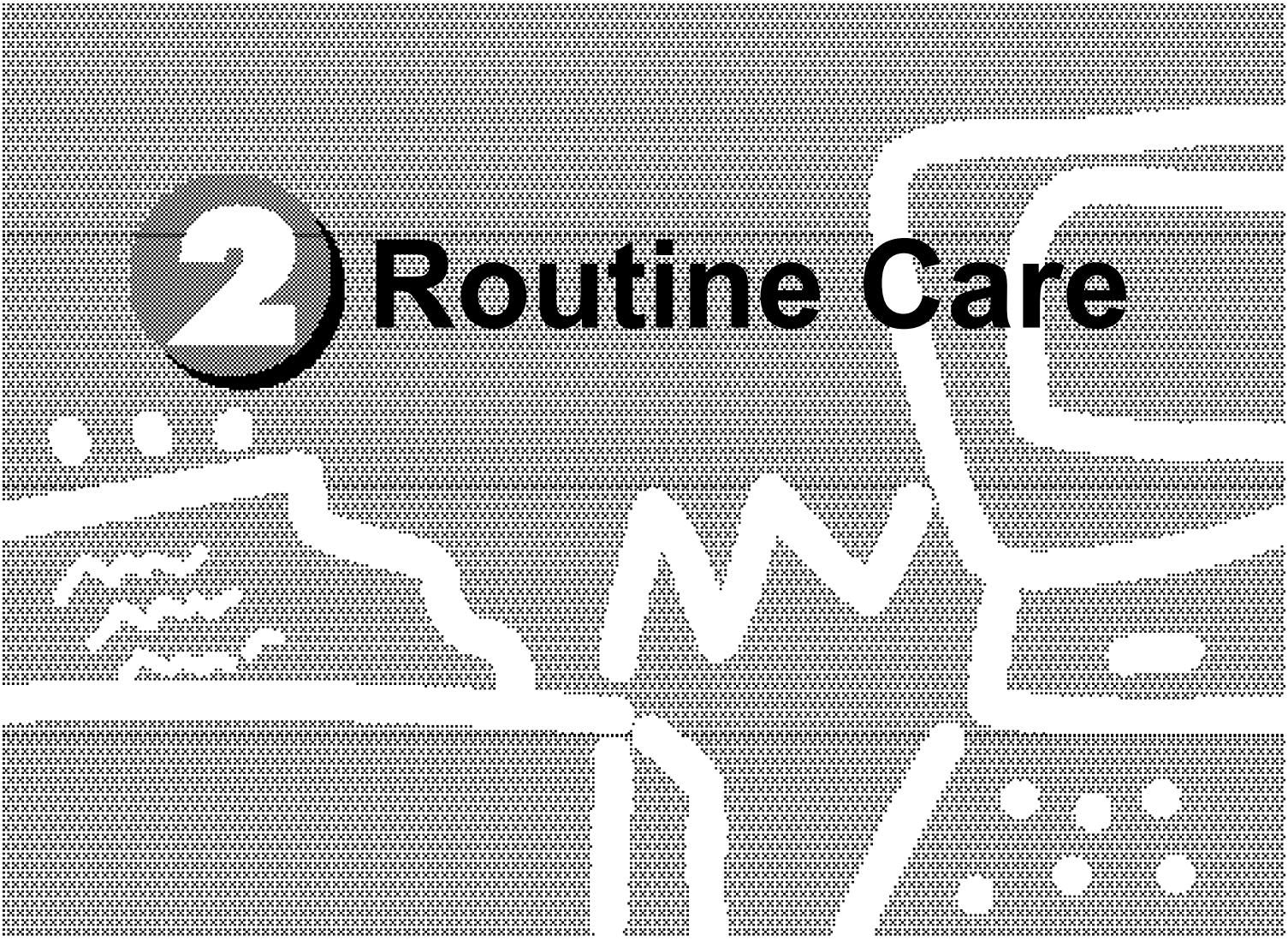
Turning the copier/printer power off

(1) Make sure both the scanner and the printer are not in operation. Locate the power switch on the right side of the scanner. Press the O end to turn off the power.
If the power cord of the printer is connected to the scanner, as described in the “1.1.4 Connecting cables” section, the printer will also automatically turn off.



Test Copying

When you have turned the power on, copy an original from the scanner to confirm that the copier is functioning normally.



2 Routine Care

2.1 Parts and Functions 40
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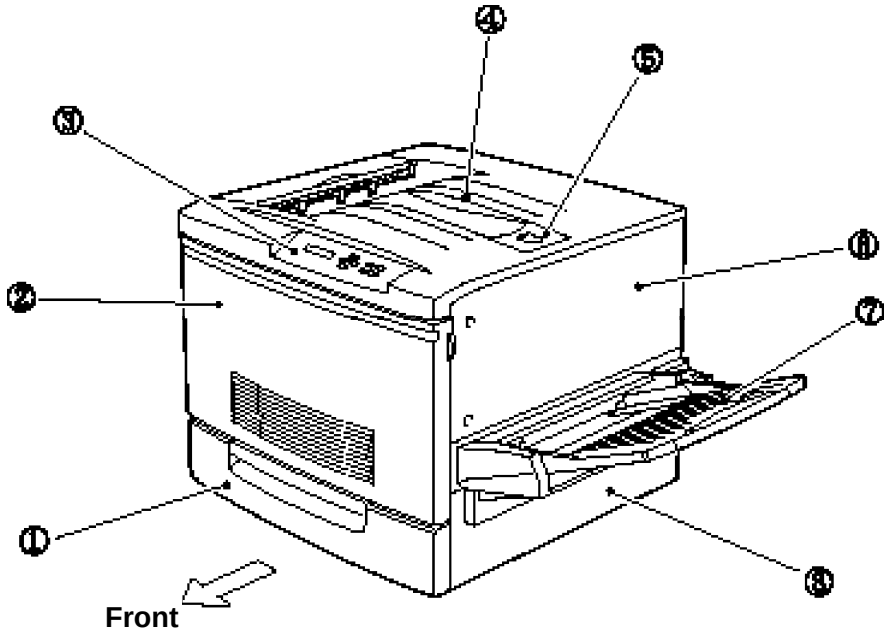
2.6 Storing the Printer/copier 61
2.7 Transporting the Printer 62
2.8 Transporting the Copier 69

2.1 Parts and Functions

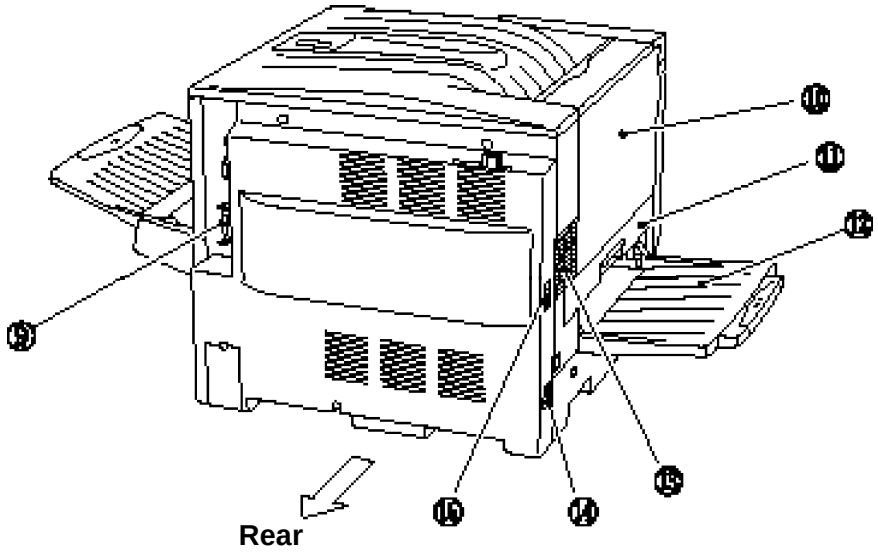
The parts of the printer and their functions are as follows.

Front View



Name	Description
❶Paper Tray	Paper for normal printing is placed here.
❷Front Cover	Open this front cover to replace Dry Ink and DocuColor Copy / Print cartridges.
❸Printer Control Panel	Includes buttons to control operation, and the liquid crystal display.
❹Face-Down Tray	Printed sheets are output here, printed side down.
❺Paper Stopper	Raise this stopper to prevent paper from falling when it is ejected from the printer/copier.
❻Top Right Cover	Remove this cover to install options such as additional memory.
❼Multi Purpose Tray (Manual Tray)	Place paper in this tray one sheet at a time when printing with manual sheet feeding, such as for postcards and envelopes.
❾Manual Feed Unit	Behind this cover is the Sheet Loading Unit. Open it to remove jammed paper.

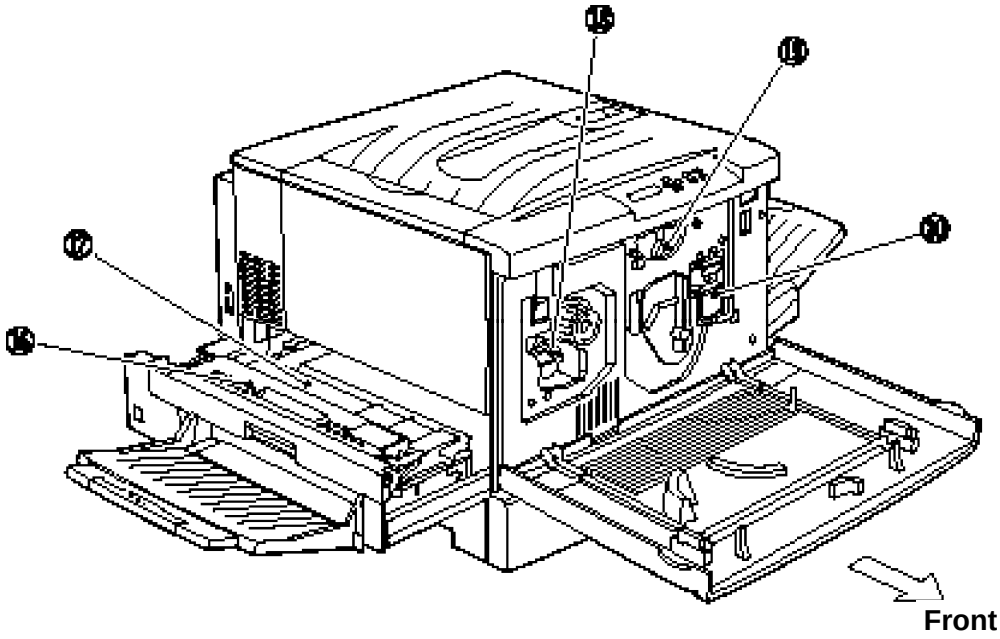
Rear View



Name	Description
Interface Connector	The printer/copier/copier cable from the computer connects here.
Top Left Cover	Open this Left Side Cover to remove jammed paper.
Bottom Left Unit	Slide-out unit on the left side of the printer/copier/copier. Open this to remove jammed paper and to replace the Oil Roll Cartridge.
Face-Up Tray	Printed sheets can be output here with the printed side up.
Exhaust Grille	Air is exhausted here to prevent heat build-up in the printer/copier/copier. Make sure this grille is never covered when printing.
Power Cord Connector	The power cord connects here.
Power Switch	Turns the printer on and off. Push the **I** side to turn the printer on, and the **O** side to turn it off. The copier is turned on via the scanner power switch.

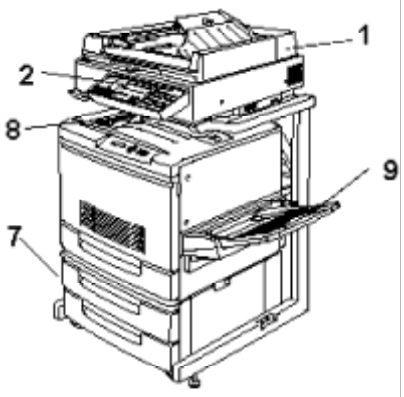
2

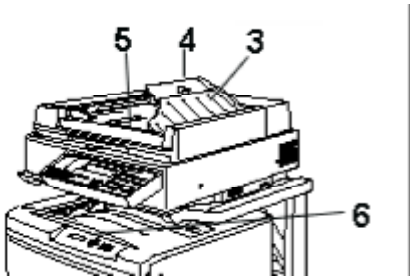
Internal View



Name	Description
16 Oil Roll Cartridge	This unit applies the proper amount of fuser oil.
17 Fuser Unit	This unit applies heat to fix the Dry Ink to the paper. As it gets hot while printing, be careful not to touch it.
18 Dry Ink Cartridge	
19 DocuColor Copy/Print Cartridge	This cartridge includes the light-sensitive drum,drum cleaner and Dry Ink Waste Container. This page image is created initially as an electric charge on the drum.
20 Dry Ink Waste Container	Collect used Dry Ink. This cartridge is attached to the DocuColor Copy / Print cartridge, but can be replaced by itself.

*** Front view



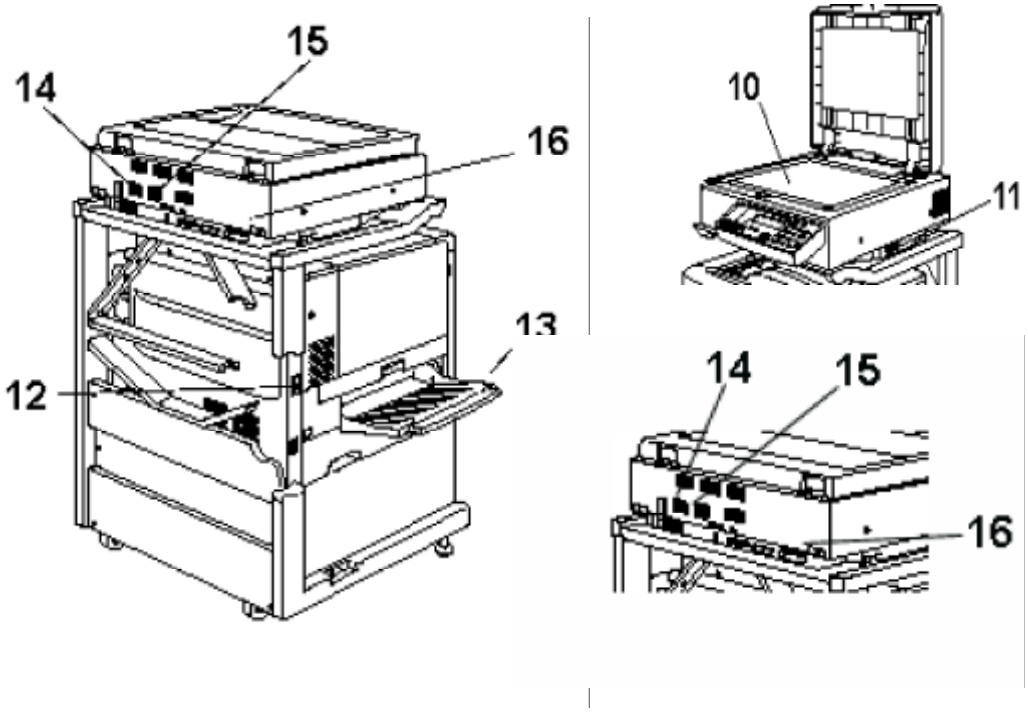


A When the two-layer tray module is installed and the scanner is placed on the scanner stand
B When the optional automatic document feeder is use (3, 4, 5)

Name	Description
(1) Document cover	Use it to hold the document in place.
(2) Copier Control panel	It contains a display and buttons necessary for copy operations. For detailed information, see the “1.4 About the control panel” section.
(3) Automatic document feeder *1	It enables you to load multiple document pages for automatic feeding of pages, one by one. It also functions as the document cover when a document is set onto the document glass.
(4) Document feeder tray *1	Use it to set a document.
(5) Document receiver *1	The document scanned from the document feeder tray is delivered into the document receiver.
(6) Operation panel	It contains a display and buttons necessary for the printer operations.
(7) Paper tray module *2	It enables you to load paper.
(8) Face-down tray	Printed pages in the copy operation are delivered into the face-down tray with the printed side facing down.

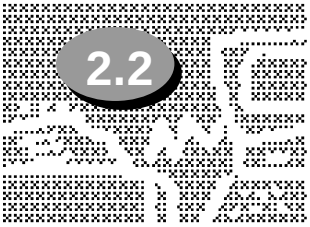
2

View when the document cover is open (Rear view of copier)



(9) Manual tray	Load paper into this tray when copying to post-cards or transparency sheets
(10) Document glass	Set document pages here, one page at a time.
(11) Power switch (scanner)	Use the switches to turn the power on/off. Pressing the I end turns on the power, and pressing the O end turns off the power.
(12) Power switch (printer)	
(13) Face-up tray	Printed pages in the copy operation are delivered into the tray face-up.
(14) Power cord connector	Insert the power cord of the scanner into this connector.
(15) Power cord connector	Insert the power cord of the printer into this connector.
(16) 1394 interface connector	Insert the 1394 interface cable into this connector.

*1 Option
*2 Trays 2 to 4 are options - 3 trays, one base in copier.



2.2 About the Paper

If an unsuitable type of paper is used, paper jams and degraded print quality will result. We suggest using the types of paper described here to obtain the best performance from the printer/copier.

Note

For additional general information, refer to the Color Materials Usage Guide.

2.2.1 Suitable Paper

Plain Paper (general-purpose)

Plain paper used with the printer/copier should meet the following standards. However, for optimum results, we recommend specific standard types of plain paper below.

Feed Method	Paper Weight Range
Multi Purpose Tray (Manual Tray)	60 to 220 g/m^2
250 Sheet Universal Tray	64 to 105 g/m^2

Recommended Xerox Paper

Note

For additional specific information regarding materials that have been tested and approved for use in the DocuColor 4, refer to the Recommended Materials List for the DocuColor 4. This list is available from the main Xerox web site (www.xerox.com) and will be updated periodically. Contact your Xerox representative for additional details.

Special Paper

The following types of paper can also be used for printing/copying. We refer to these as “special paper” types.

- Transparency We recommend Xerox brand transparency for color as following: Color Xpressions 3R5765 and ColoTech 3R93179
- Label sheets (uncut) We recommend Xerox label sheets
- Envelopes
- Thick paper (Up to 220 g/m2 density)

Additional data and information will be found in DocuColor 4 color material usage guide available on the Xerox web site (www.xerox.com).

Paper Trays and Paper Types/Sizes

Various paper types and their corresponding paper trays are as follows.

Feeding Method	Paper type/number of sheets		Size
Multi Purpose Tray (Manual Tray)	Plain Paper Postcards Envelopes Label Sheets Transparency sheet Thick Paper	Up to 150 sheets or 16-mm stack	Envelope(COM10 portrait, Monarch portrait, DL portrait) A5 (210 × 148 mm) portrait B5 (250 × 176 mm) portrait A4 (257 × 182 mm) portrait B4 (353 × 250 mm) landscape A3 (420 × 297 mm) landscape SRA3 (320mm × 450mm) Letter (8.5" × 11") portrait Legal 14" landscape 11" × 17" 12" × 18" landscape Custom size (width:90 mm to 330.2 mm length:139.7 mm to 457.2 mm) Print results are not assured if paper length exceeds value indicated above.

Feeding Method	Paper type/number of sheets		Size
250-Sheet Paper Universal Tray	Plain Paper Colored Paper	Up to 250 sheets or 28-mm stack	B5 (257 × 182 mm) portrait A4 (297 × 210 mm) portrait B4 (364 × 257 mm) landscape A3 (420 × 297 mm) landscape Letter (279.4 × 215.9 mm) portrait Legal 14" (355.6 × 215.9 mm) 11" × 17" landscape 12" × 18" (457.2 × 304.8 mm) landscape
A3 Oversize Paper Tray (Tray 1)	Plain Paper	Up to 250 sheets or 28-mm stack	A3 oversize (width : 304.8 × 330.2 mm length : 420 × 457.2 mm) 12" × 18"
Tray module	Plain Paper	Up to 250 (× 3) sheets or 28-mm (× 3) stack	B5 (257 × 182 mm) portrait A4 (297 × 210 mm) portrait B4 (364 × 257 mm) landscape A3 (420 × 297 mm) landscape Letter (279.4 × 215.9 mm) portrait / landscape Legal 14" (355.6 × 215.9 mm) landscape 11" × 17" landscape 12" × 18" (457.2 × 304.8 mm) landscape

LOOK

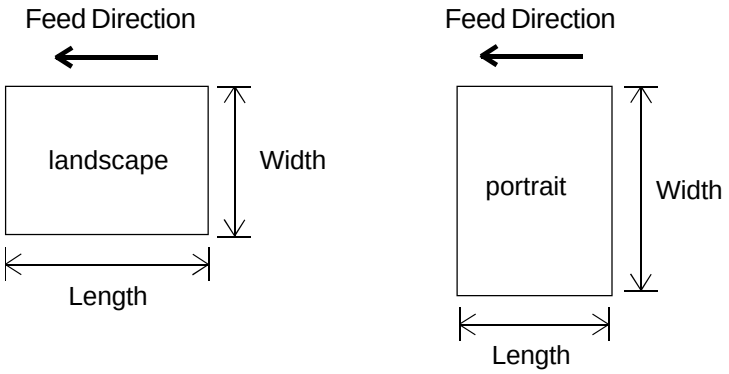
Tape must not be present on the adhesive part of an envelope.
Envelopes that have already been sealed may be used except when the adhesive has become sticky due to conditions such as high temperature and humidity.

LOOK

When printing on pre-printed postcards, even the slightest bend may cause the paper to jam, so special care must be used to ensure flatness when placing postcards in the feeder tray. Printing on multi-colored postcards is not recommended.

Note

"Width," "Length" and landscape/portrait orientations mentioned in the table are related as follows:



2.2.2 Unsuitable Paper

Paper with any of the following properties may cause paper jams, and so should not be used:

- too thick or too thin paper
- previously printed paper
- folded, creased or torn paper
- damp or wet paper
- curled paper
- sheets adhered with static electricity
- layered or adhesive paper
- treated-surface colored paper
- pre-printed paper with ink that is affected at 155°C
- heat-sensitive paper
- carbon paper
- carbonless paper
- paper with staples, clips, ribbon or tape attached
- rough-surface paper, such as textured or fiber form paper
- If acidic paper is used, characters may fade; in which case change to a neutral paper
- rough envelopes, or envelopes with clips

- self-adhering envelopes
- label sheets on which all of the backing is not covered by the labels

2.2.3 Storing Paper

If paper is stored improperly, it could cause paper jams, degraded print quality, and even damage to the printer/copier/copier. Paper should be stored in the following conditions:

- Temperature 10 to 30°C, 50 to 86°F
- Relative Humidity 30 to 65%
- The storage location should be kept dry.
- After opening a package, keep the remaining sheets in the wrapping paper, and store in a cabinet or other dry place.
- Paper should be stored on a flat surface, not upright or leaning against anything.
- Avoid storing in a way that could cause creases, folding or curling.
- Do not store paper in direct sunlight.

2.3 Loading Paper

Load paper in the auto and manual feeding trays as described in this section.

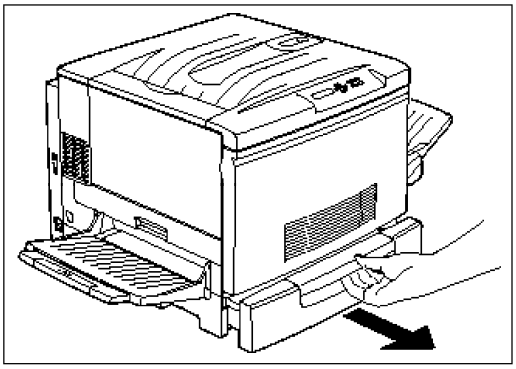
- Loading paper in a Paper Tray
- Loading paper in the Multi Purpose Tray (Manual Tray)
- Loading Transparency sheet in the Multi Purpose Tray (Manual Tray)
- Loading postcards in the Multi Purpose Tray (Manual Tray)
- Loading envelopes in the Multi Purpose Tray (Manual Tray)

See...
Refer to "2.2 About the Paper" for suitable paper types.

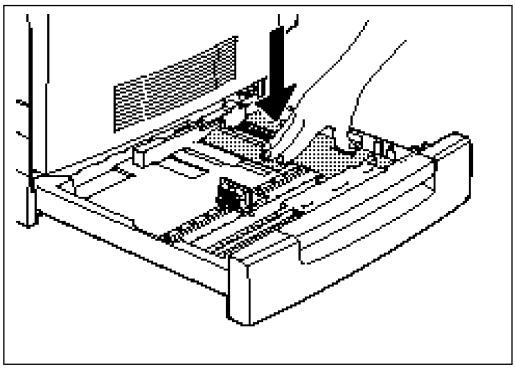
2.3.1 Loading Paper in a Paper Tray

Use the following procedure to set paper in the tray.

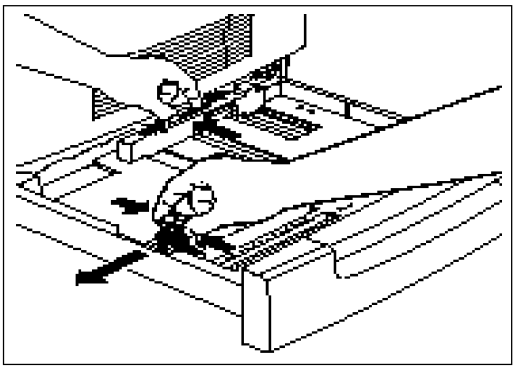
LOOK
Do not load paper into the tray that as been printed on one side. This can cause paper jams.



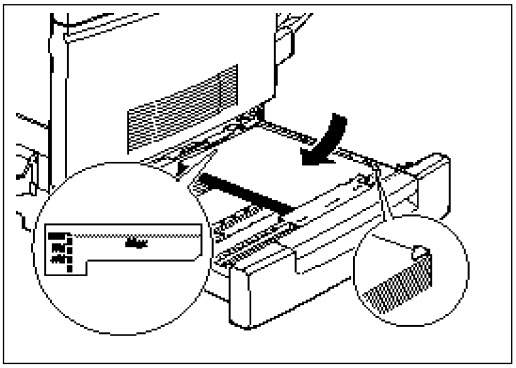
1. Slide the paper tray out as far as it will go.



2. Press the metal plate in the paper tray to compress the spring until it locks down.



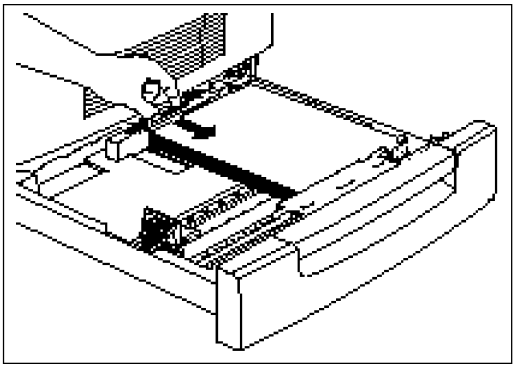
3. Move the vertical and horizontal paper guide clips toward the outer edges. Be particularly sure to move the vertical paper guide clip all the way to the left.



4. Align the four corners of the paper stack, and insert the stack under the fluke at the front right side, with the printing side down.

LOOK

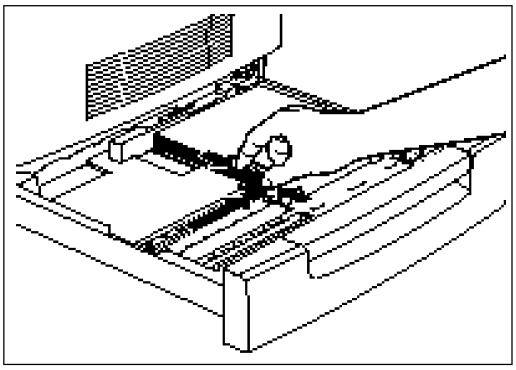
Do not use paper that is folded, creased or heavily curled (curled paper). Do not load more sheets than the maximum specified. Make sure the top sheet is under the fluke.



5. Set the horizontal paper guide clip to the width of the paper.

LOOK

If the guide clip is pressed too tightly against the paper, it may cause a paper jam.



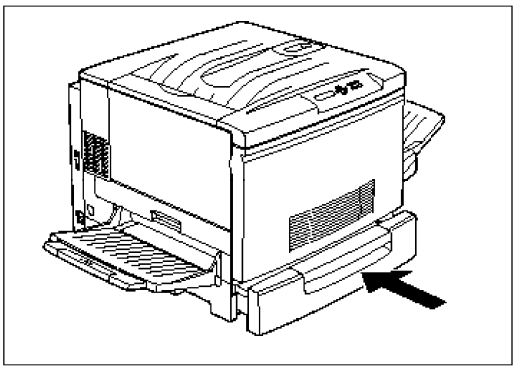
6. After aligning the edges of the sheets, Align the "▼"mark on the horizontal guide clip with the appropriate paper size mark.

LOOK

Check that the vertical guide clip stopper is inserted into the proper hole in the scale.

LOOK

Automatic paper size detection cannot be assured if the vertical guide clip is even slightly out of position. If this occurs, slide the vertical guide clip momentarily to the left edge, then reposition it according to the scale.



7. Push the paper tray firmly into the end of the printer/copier.

2.3.2 Loading Paper in the Multi Sheet Inserter (MSI)

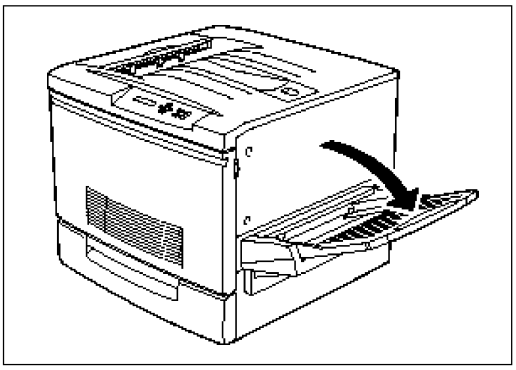
The procedure for loading paper in the Manual Tray is as follows.

LOOK

To avoid paper jams, do not set different sizes of paper in the tray at the same time, and do not add paper to the tray before it empties.

LOOK

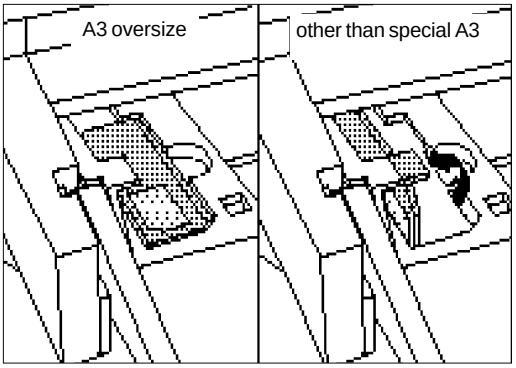
Do not load paper into the tray that has been printed on one side. This can cause paper jams.



1. Open the Tray Extender, if it is retracted.

LOOK

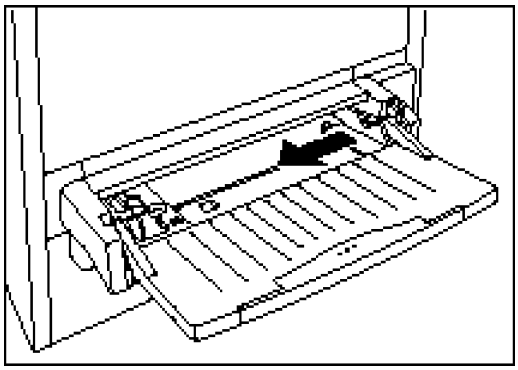
To avoid damage, do not apply excessive force or place any object heavier than paper on the Manual Tray.



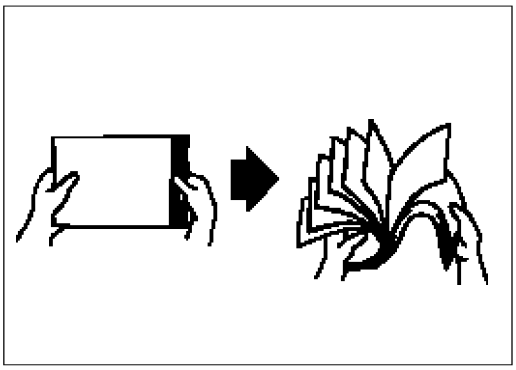
2. Lift up the guide in the A3 oversize tray if you are to use a size other than A3 oversize. This guide should only be folded down when using the A3 oversize size.

LOOK

If you attempt to print with the guide folded down (except A3 oversize), the print will not be straight on the page.



3. Set the paper guides to the proper positions for the paper being loaded, according to the guide scales.



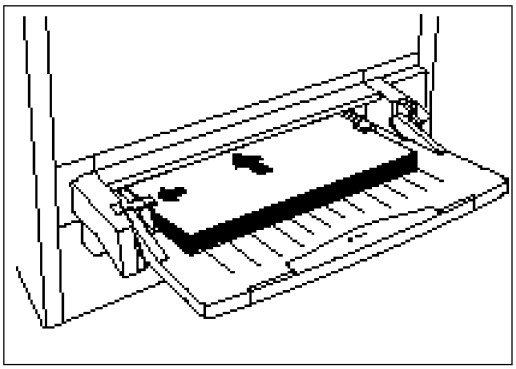
4. When using special paper such as Transparency sheet, labels and envelopes, Massage the paper stack to allow air to enter between the sheets.

Note

Putting air between the sheets helps prevent several sheets feeding together, and resulting paper jams.

LOOK

Load plain paper without first manipulating it.



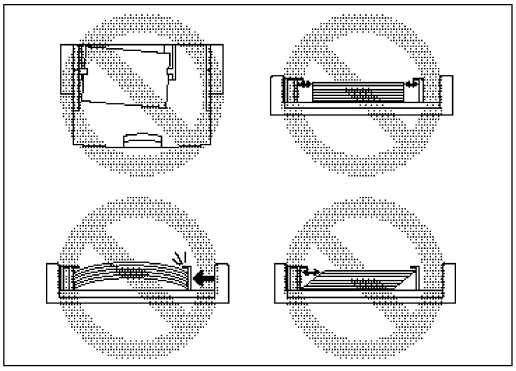
5. Align the four corners of the sheets in the stack, then insert the stack, printing side up, into the feeding slot until it gently touches.

LOOK

Do not use paper that is folded, creased or heavily curled (curled paper). Do not load more sheets than the maximum specified. Make sure the top sheet is under the fluke.

LOOK

When printing on larger paper sizes, such as A3-size paper, pull out the Tray Extender. Otherwise, paper may fall out of the tray, or may not be fed properly.



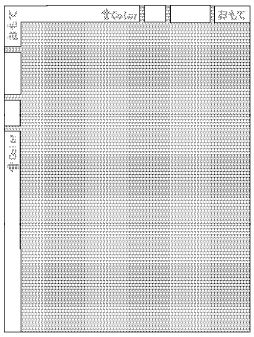
6. When loading the paper, be careful to avoid any space between the paper guides and the stack, and avoid warping the paper with excessive pressure.
Also, make sure the stack is straight.

LOOK

If the paper is loaded improperly, the printing position will be shifted, causing incorrect printing.

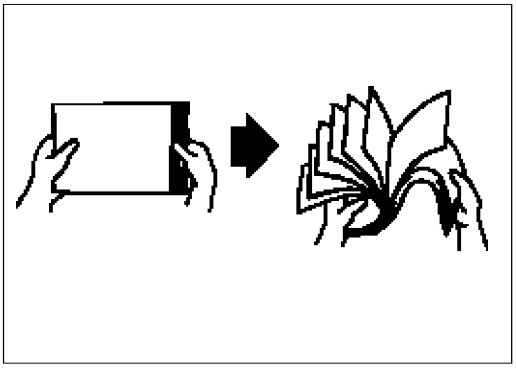
2.3.3 Loading Transparency Sheet in the Multi Purpose Tray (Manual Tray)

Transparency sheets can be fed from the Manual Tray.
Full-color Transparency sheet has a front side only. Pay careful attention to the loading direction, as paper jam can result from feeding the sheets upside-down.



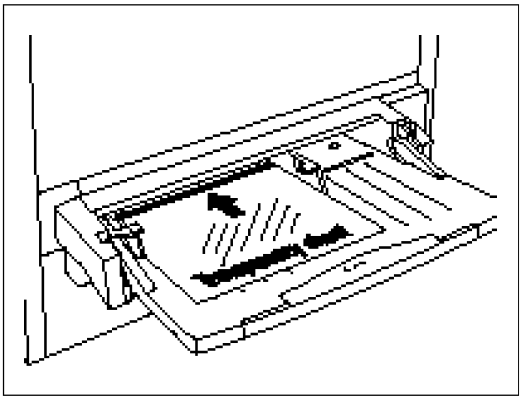
LOOK

If Transparency sheet are allowed to accumulate in the output tray, resulting static electricity may cause a paper jam. Therefore, Transparency sheet should be removed from the output tray as soon as each one prints.



1. Massage a small stack of Transparency sheet for printing.

2. Insert one sheet in the Manual Tray until it lightly touches the feeding slot. If a full-color sheet, set the front (printing) side facing up. If using a removable stripe transparency, the removable stripe must be face down. In either case, the edge with the white stripe should enter the machine first.



LOOK

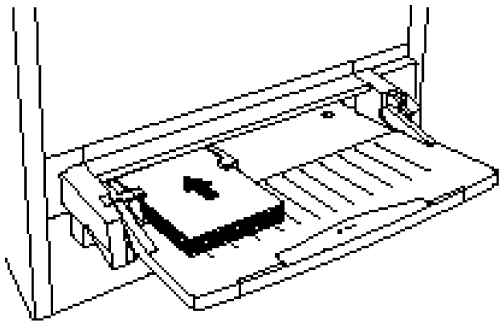
If full-color Transparency sheet is set backwards or upside down, it may jam in the printer/copier.

2.3.4 Loading Small Paper such as Postcards in the Multi Sheet Inserter(MSI)

The MSI supports paper sizes from 3.5 inches (90mm) x 5.5 inches (139.7mm) to 13 inches (330.2mm) x 19 inches (482.6mm), with paper weights from 16lb (60gsm) to 100lb (220gsm). Load small paper as shown, adjusting paper guides as described in section 2.3.2.

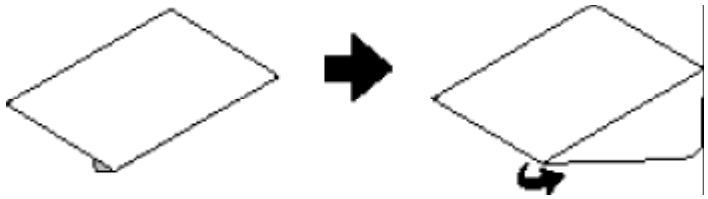
LOOK

When printing on the back of a pre-printed postcard, if the postcard is bent even slightly, it may jam in the printer/copier.



2.3.5 Loading Envelopes in the Multi Sheet Inserter (MSI)

Envelopes such as COM10 portrait, Monarch portrait and DL portrait must be fed from the Manual Tray. Open the flap, and set as shown in the diagram.



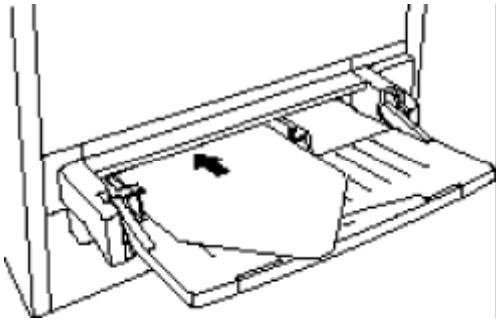
LOOK

Tape must not be present on the adhesive part of an envelope.

Envelopes that have already been sealed may be used except when the adhesive has become sticky due to conditions such as high temperature and humidity.

LOOK

An envelope should be loaded with the flap away from the machine.



2.4 Canceling Printing

This section explains how to cancel printing on the printer/copier.

LOOK

The following procedure should be performed AFTER the print job has been canceled on the computer instructing the printer.

Cancel

1. When the printer is busy, press **Cancel**.

The message CANCELING JOB will be displayed.

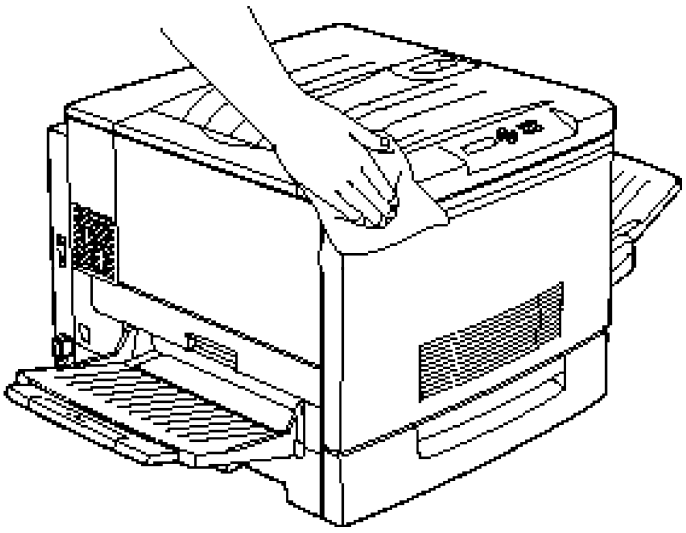
When the printer has finished dealing with the cancellation, the message READY will reappear.

2.5 Cleaning

External stains should be removed with a soft moistened cloth, followed by drying with a soft dry cloth. If stubborn stains remain, wipe with a soft cloth moistened with a thin solution of synthetic detergent. The printer/copier should be cleaned about once a month to maintain it in top condition and at optimum performance.

⚠Caution

Always turn off the power switch and disconnect the power cord from the outlet when cleaning the printer/copier, to avoid electric shock.



LOOK

Do not spray cleaning liquid directly on the printer/copier, as the spray could enter the printer/copier and cause a malfunction. Also, never use any cleaning liquid other than synthetic detergent.

LOOK

Never attempt to lubricate the printer/copier with oil. The printer/copier does not require any lubrication for normal maintenance.

Note

The inside of the printer/copier does not require any cleaning for normal maintenance, so the covers should not be opened.

Cleaning the Scanner

To enable you to obtain good quality copies, be sure to clean the scanner regularly, approximately once a month.

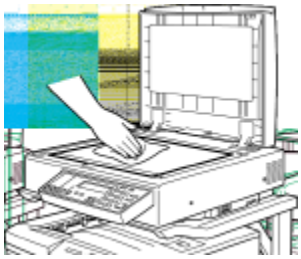
Before cleaning the scanner, be sure to turn off its power switch and disconnect its power cord from the AC outlet. Cleaning the scanner with its power switch still turned on will result in electric shock.

Cleaning the document cover

If the document cover becomes dirty, the scanning quality will deteriorate and the document size may not be detected correctly. Therefore, clean the document glass regularly, using a soft cloth slightly moistened with water, followed by drying with a soft dry cloth.

Cleaning the document glass

If the document glass becomes dirty, the scanning quality will deteriorate. Therefore, clean the document glass regularly, using a soft cloth slightly moistened with water, followed by drying with a soft dry cloth.



Cleaning the automatic document feeder

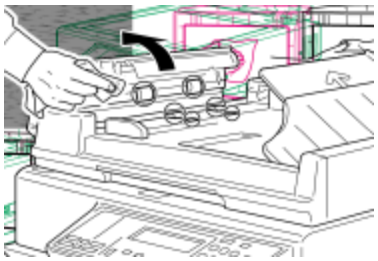
If the roller or belt or the automatic document feeder becomes dirty, this will result in paper jam or lower scanning quality. Therefore, clean the document feeder regularly, using a soft cloth slightly moistened with water, followed by drying with a soft dry cloth.

* Cleaning the belt

Platen belt

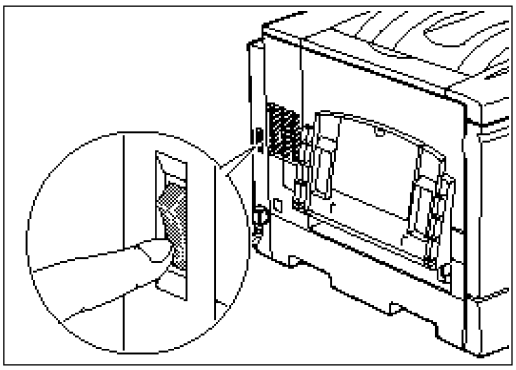
* Cleaning the roller

Retard rollers
Feed rollers

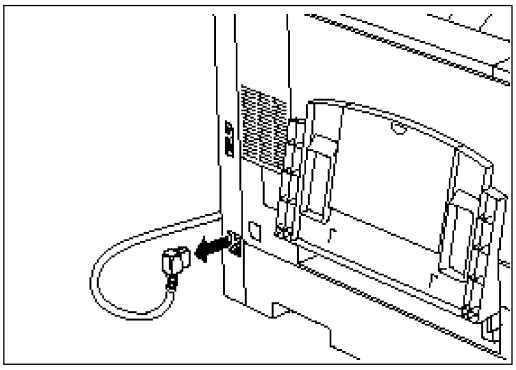


2.6 Storing the Printer/Copier

Perform the following procedure before storing the printer/copier for a long period.



1. Press the [**O**] side of the power switch on the left side of the printer/copier to turn it off. Press the [**O**] side of the power switch on the right side of the scanner to turn it off.



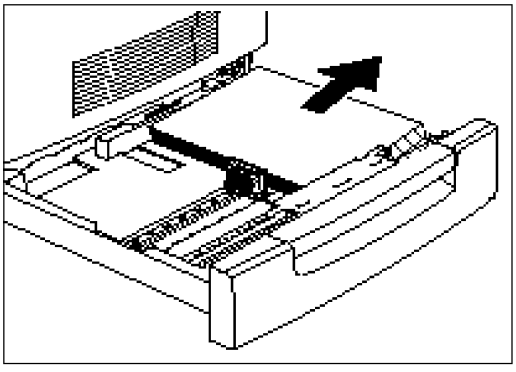
2. Remove the power cord and any other connected cables.

⚠Warning

Never touch the power plug with wet hands, as you could receive an electric shock.

⚠Caution

Always grasp the body of the power plug when disconnecting the cord. Pulling on the cord may damage it, resulting in a fire or electric shock hazard.



3. Remove all paper from the paper trays, and store the paper in a dry place, free from dust.

2.7 Transporting the Printer

The following procedure is to be used when transporting the printer/copier over long distances, such as by truck, where it might be subject to intense vibration.

LOOK

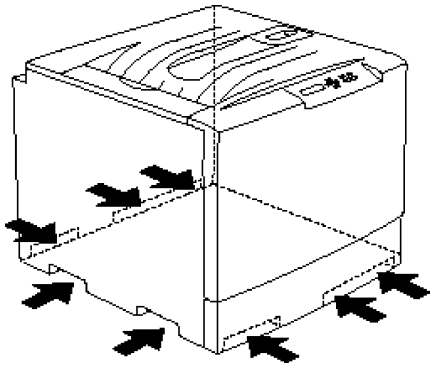
If you need to move the printer/copier, please seek professional help.

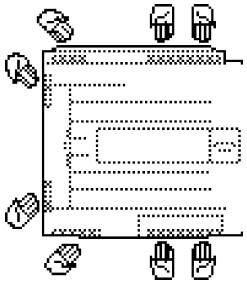
⚠Caution

The printer weighs 69.5 kg./153 lbs. without expendables or options installed, so at least four people should be used to carry it. When lifting the printer/copier, face toward it and grip the recessed areas provided on the front, back and left side. Never try to lift the printer by gripping any other areas, as it could fall and cause injuries.

⚠Caution

Those lifting the printer/copier should secure a firm footing and bend their knees to avoid possible back injuries.



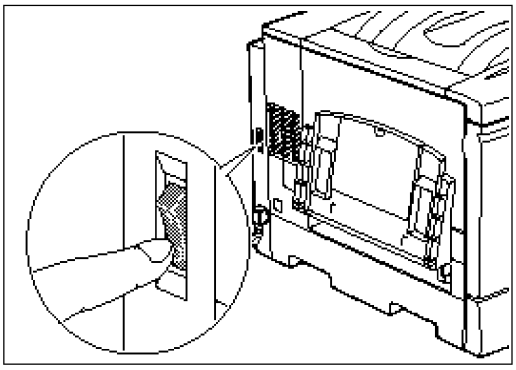


LOOK

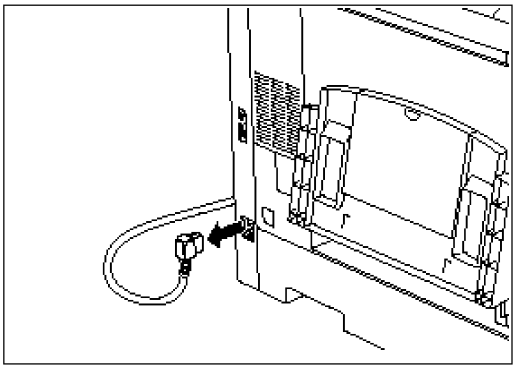
When moving the printer/copier, do not reinstall Dry Ink Cartridges that have been removed. Dry Ink can spill inside the printer/copier, resulting in malfunction.

LOOK

If the printer/copier is installed with the optional cabinet, remove the printer/copier from the cabinet before transporting it. If the cabinet is not secured to the printer/copier correctly, it may fall possibly causing injury. The procedure for removing the cabinet is the reverse of the installation procedure. For details, refer to the installation guide for the cabinet .



1. Press the [**O**] side of the power switch on the left side of the printer to turn it off.



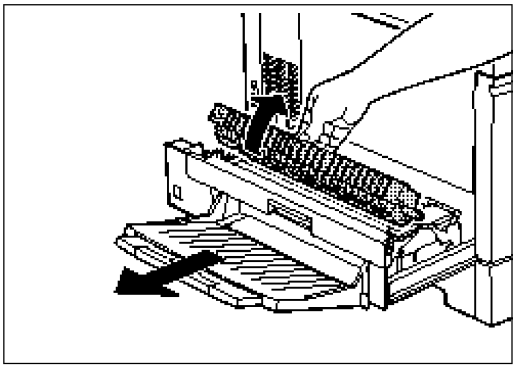
2. Disconnect the Power Cord, interface cable, and all other cables.

⚠Warning

To avoid possible electrocution hazard, never touch the power plug with wet hands.

⚠Caution

When unplugging the power cable from the outlet, be sure to grip the cord by the plug. Pulling on the cable itself may result in damage, resulting in a potential fire or electrocution hazard.



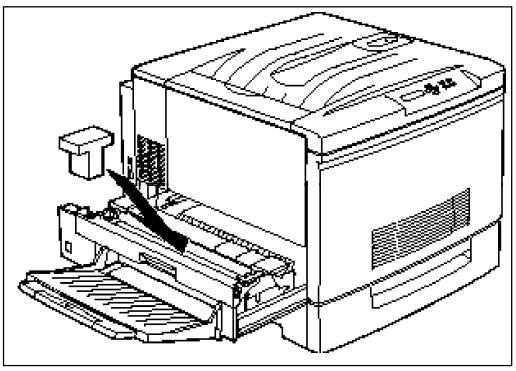
3. Pull out the bottom left unit and remove the Oil Roll Cartridge.

LOOK

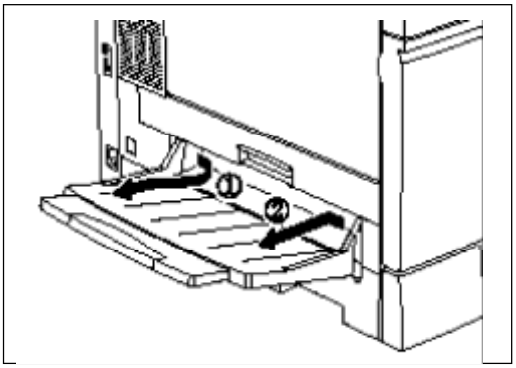
After removing the oil roll unit, wrap it in cloth or paper to prevent it from getting dirty.

See

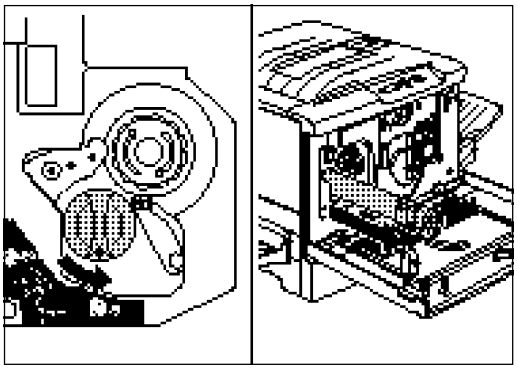
For details on the Oil Roll Cartridge, refer to "5.4 The Oil Roll Cartridge"



4. Set the spacer into the location of the diagram and fasten it with tape. Then push the bottom left unit securely back into the printer/copier.



5. Remove the Face-Up Tray.



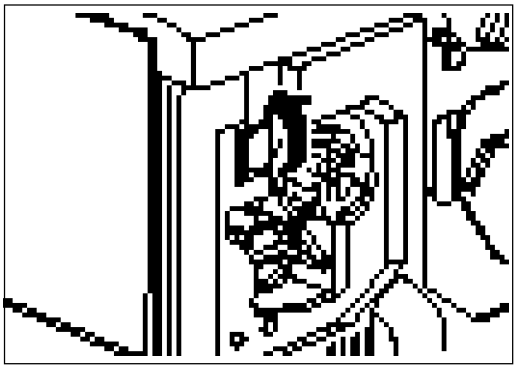
6. Open the front cover, turn the Dry Ink Cartridge in the removal window to the "Release" direction, and pull it out.

LOOK

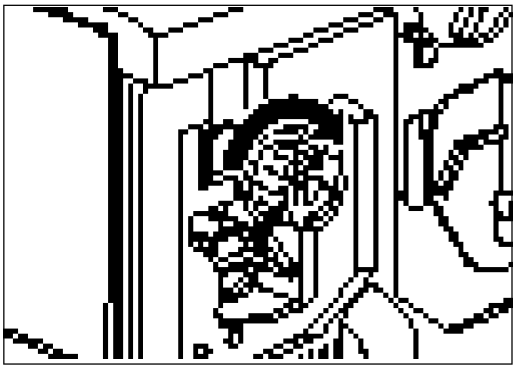
If the printer/copier is transported with Dry Ink Cartridges installed, the inside of the printer/copier may be damaged.

See...

Refer to "5.2 The Dry Ink Cartridges"



7. Pull up the anti-rotation switch to release the knob lock.

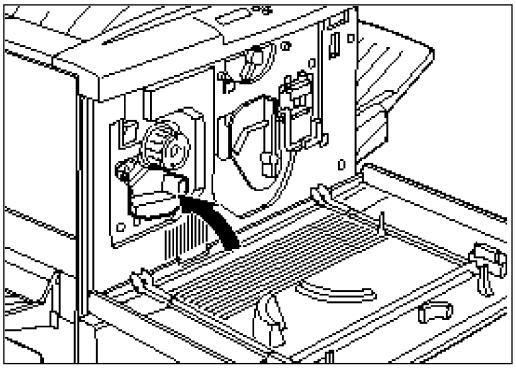


8. Turn the knob clockwise as far as it will go to move the next Dry Ink Cartridge to the cartridge window, then remove the cartridge from the printer/copier.

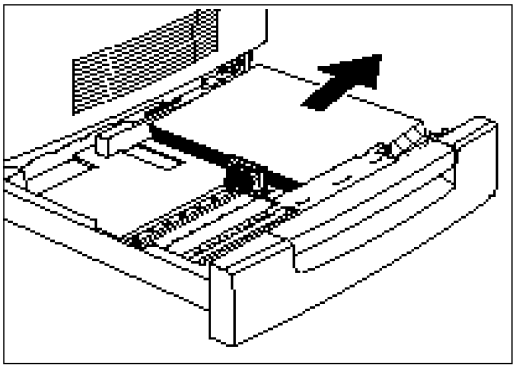
LOOK

Once a Dry Ink Cartridge has been removed from the printer/copier, do not reinstall it. Reuse will result in print defects and Dry Ink smears.

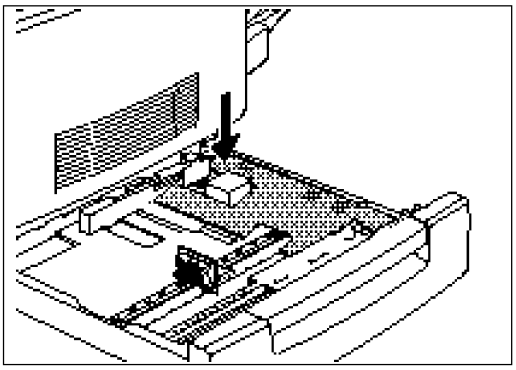
9. Repeat steps 7 and 8 to remove all four Dry Ink Cartridges.



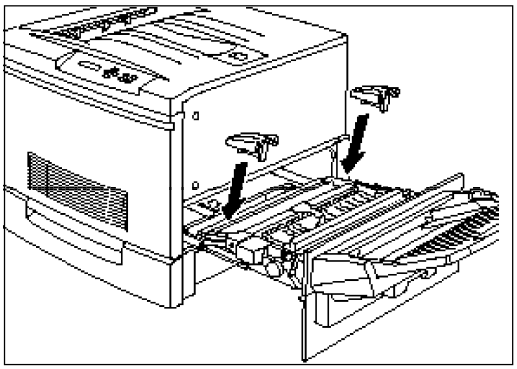
10. Set the anti-rotation spacer into the Dry Ink Cartridge window and close the front cover.



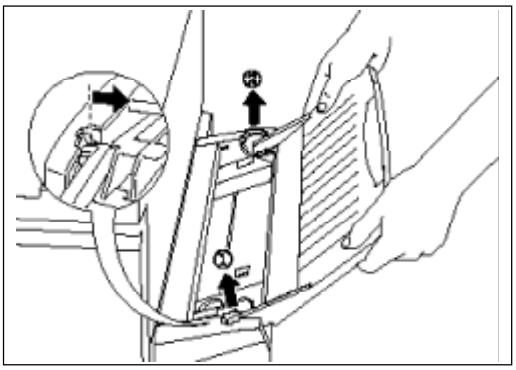
11. Remove paper from the paper tray and store it in a dry, dust-free location.



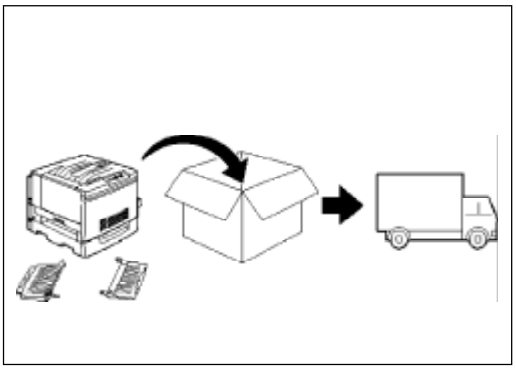
12 Set a spacer into the location of the diagram, then push the paper tray securely into the printer/copier.



13 Pull the Multi Purpose Tray Unit out as far as it will go and set spacers into the locations of the diagram. Then push the Multi Bypass Feeder Unit securely back into the printer/copier.



14 Press the end of the Multi Purpose Tray's left connector arm inward using a screwdriver, etc., then move the arm away from the printer/copier. Next, disconnect the right connector arm and remove the tray entirely from the printer/copier.



15 Pack the printer/copier carefully so it will not be damaged, then proceed with transport.

2.8 Transporting the Copier

Transporting the copier

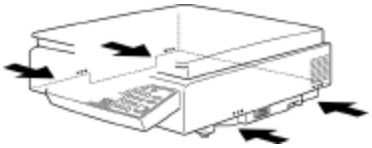
This section explains how to prepare the scanner for long distance transportation that may bring impact to the scanner.
Before transporting the scanner, be sure to use the configuration screen to park the scanner module to prepare for scanner transportation.

⚠Caution

Always have two persons or more to carry the scanner. This scanner weighs 25.2 kg (53 lbs.). When lifting the scanner, have the persons facing each other from the right and left sides of the printer (assuming the part with the control panel is the front) Grasp the parts shown in the illustration. Never try to lift the scanner while holding any other parts. Otherwise there is a severe risk of injury if the scanner is dropped.

⚠Caution

When lifting the scanner, correct posture is important to prevent hip injuries.



LOOK

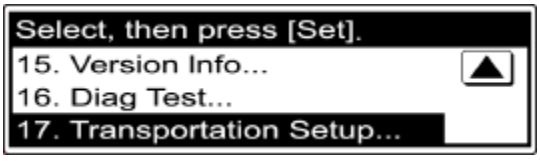
For detailed information on how to transport the printer, refer to the Setup Guide.

Use the following procedure to prepare the scanner for transportation.

(1) Display the configuration screen.

For detailed information on how to display or close the configuration screen, see the “5.1 Displaying or closing the configuration screen” section of the Administrator Guide.

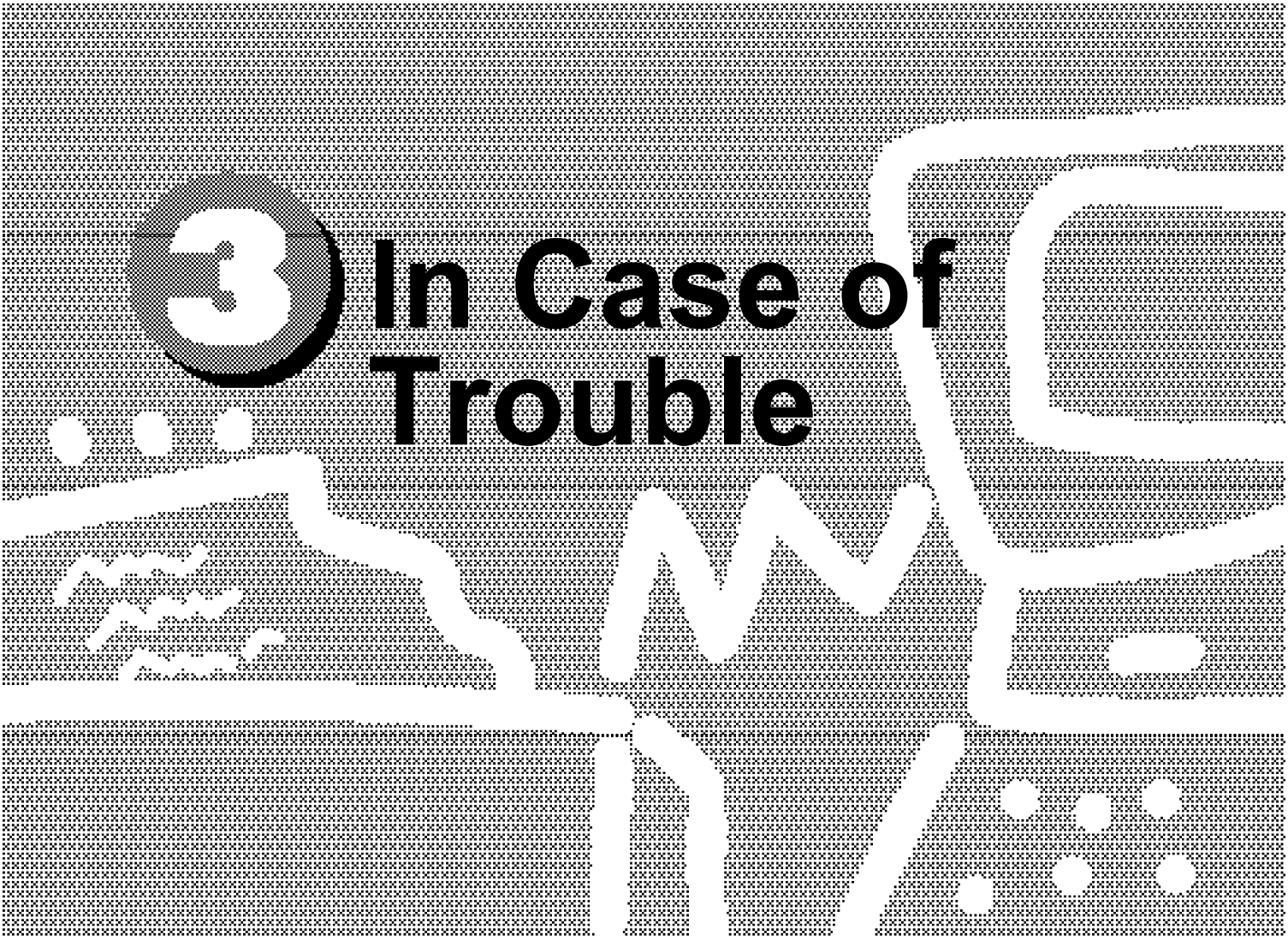
(2) Press the button to select [17. Transportation Setup…].



(3) Press the [Select] button.

(4) Proceed with power off sequence and transport the printer instructions.

2



3 In Case of Trouble

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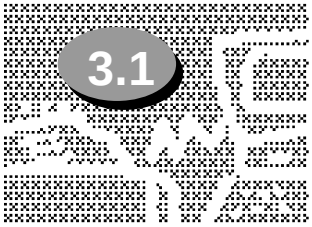


3.1 Troubleshooting

If a problem occurs with the printer/copier, determine the cause and remedy according to the category of the problem, as follows:

- Power problems
- Copy/print quality problems
- Paper transport problems
- Abnormal functions
- Other problems

If the symptom is not included in one of the above categories, or if the problem cannot be resolved by the prescribed procedure, turn the printer/copier off, unplug the power cord, and contact your supplier for assistance.

⚠Warning

Do not try to modify the printer/copier in any way, as damage could result, causing smoke or fire.

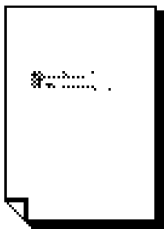
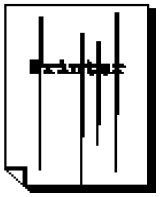
⚠Caution

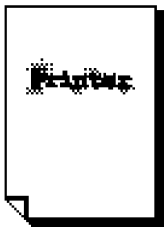
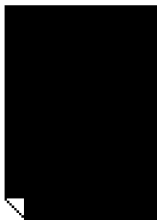
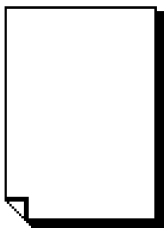
Before cleaning or performing any other maintenance or troubleshooting, be sure to turn the printer/copier off and disconnect the power cord from the outlet, to prevent electric shock.

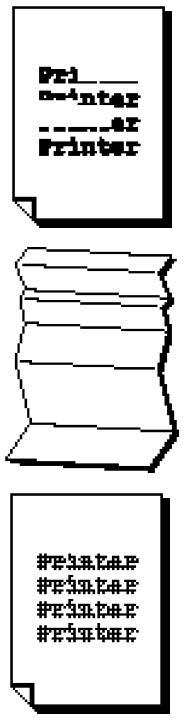
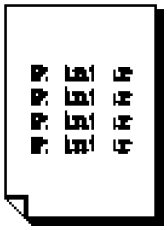
3.1.1 Power Problems

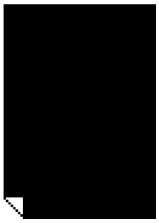
Description	Possible Cause	Action
No power	Power switch not turned on (switch not set to **I**).	Check the power switch.
	Power cord not properly plugged into the outlet.	Turn the power switch off, and plug in the power cord firmly.
	AC mains voltage is incorrect.	Verify that your AC mains voltage matches the printer/copier requirement.
Power is frequently interrupted	Defective printer/copier	Turn the printer/copier off, disconnect the power cord from the outlet, and contact your supplier.

3.1.2 Copy/Print Quality Problems

Description	Possible Cause	Action
Faded copy/print 	Print media is outside of the recommended specifications. Copier setting incorrect.	Replace the print media with a recommended type. Adjust copy lighter/ darker setting. See... *"2.2 About the Paper"*
	Print media is moist.	Replace the print media. Media selection is incorrect See... *"2.2 About the Paper"*
	The DocuColor Copy / Print cartridge is old or damaged.	Replace the DocuColor Copy / Print Cartridge. See... *"5.3 The DocuColor Copy / Print Cartridge"*
	Dry Ink in a Dry Ink Cartridge is low.	Replace the Dry Ink Cartridge. See... *"5.2 The Dry Ink Cartridges"*
Stray black dots White dots (dropouts)	Print media is outside of the recommended specifications.	Replace the print media with a recommended type. Use correct copy mode. See... *"2.2 About the Paper"*
	The DocuColor Copy / Print Cartridge is old or damaged or platen is dirty.	Clean platen glass. Replace the DocuColor Copy / Print Cartridge. See... *"5.3 The DocuColor Copy / Print Cartridge"*
Vertical black streaks 	The DocuColor Copy / Print Cartridge is old or damaged or platen is dirty.	Replace the DocuColor Copy / Print Cartridge. See... *"5.3 The DocuColor Copy / Print Cartridge"* Clean the platen glass.
Repeating defects	Dirt in the paper path.	Clean platen glass. Print several blank sheets. See... *"5.3 The DocuColor Copy / Print Cartridge"*
	The DocuColor Copy / Print Cartridge is old or damaged or platen is dirty.	Replace the DocuColor Copy / Print Cartridge. See... *"5.3 The DocuColor Copy / Print Cartridge"*

Description	Possible Cause	Action
Dry Ink smears when rubbed 	Print media is moist.	Replace the print media. *"2.2 About the Paper"*
	Print media is outside of the recommended specifications.	Replace the print media with a recommended type. *"2.2 About the Paper"*
Black pages 	The DocuColor Copy / Print Cartridge is old or damaged.	Replace the DocuColor Copy / Print Cartridge. *"5.3 The DocuColor Copy / Print Cartridge"*
	The high-voltage power supply may be defective. The scanner function may be defective.	Contact your supplier.
Blank pages 	Two or more sheets may be feeding at once.	Remove the paper stack, massage it, and replace.
	The DocuColor Copy / Print Cartridge is old or damaged.	Replace the DocuColor Copy / Print Cartridge. *"5.3 The DocuColor Copy / Print Cartridge"*
	Dry Ink in a Dry Ink Cartridge is low.	Replace the Dry Ink Cartridge. *"5.2 The Dry Ink Cartridges"*
	The high-voltage power supply may be defective.	Contact your supplier.

Description	Possible Cause	Action
Partial blanks, creased paper, plotted printing 	Print media is moist.	Replace the print media. *"2.2 About the Paper"*
	Print media is outside of the recommended specifications.	Replace the print media with a recommended type. *"2.2 About the Paper"*
Vertical blanks 	The DocuColor Copy / Print Cartridge is not installed correctly.	Reinstall the DocuColor Copy / Print Cartridge. *"5.3 The DocuColor Copy / Print Cartridge"*
	The DocuColor Copy / Print Cartridge is old or damaged.	Replace the DocuColor Copy / Print Cartridge. *"5.3 The DocuColor Copy / Print Cartridge"*

Description	Possible Cause	Action
Print too dark a background 	Copy lighten/darken	Adjust lighten/darken.
	Copy media/image contrast too low	Adjust the contrast manually.
	Print cartridge old or damaged.	Replace the cartridge. *"5.3 The DocuColor Copy / Print Cartridge"*
Print image slanted	The paper tray guide clips are not set to the correct positions.	Set the vertical and horizontal guide clips to their correct positions. *"2.3 Loading Paper"*
	Print media is outside of the recommended specifications.	*Replace the print media with a recommended type.* *"About the Paper"*
	ADH throughput is outside recommended specifications.	*Manually place on scanner platen.*

3.1.3 Document and Paper Transport Problems

Description	Possible Cause	Action
No paper feed Paper jam Several sheets feed at once Paper slants when fed.	The media is not loaded correctly.	Set the media correctly in the paper tray. See... *"2.3 Loading Paper"*
	Print media is outside of the recommended specifications.	Replace the print media with a recommended type. See... *"2.2 About the Paper"*
	Print media is moist.	Replace the print media. See... *"2.2 About the Paper"*
	Paper is jammed.	Clear the paper jam. It might be caused by tape or adhesive stuck to the rollers. Examine the inside of the printer/copier carefully, and remove any foreign objects. See... *"4 Paper Jams"*

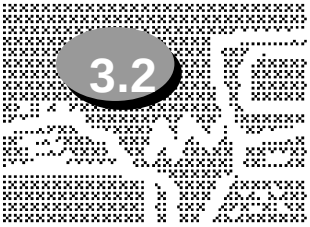
3.1.4 Abnormal Functions

Description	Possible Cause	Action
The printer/copier has been instructed to print, but the busy LED is neither on nor blinking.	The interface cable has come unplugged.	Turn the power switch to OFF, and check the connection of the interface cable.
	The network is unavailable for use.	Check the status of the network on the control panel of the printer/copier. See... *The Administrator Guide .*
	The environment set on the computer instructing printing is incompatible.	Confirm that the printer/copier driver software is installed into the computer. See... *The User Guide.*

Description	Possible Cause	Action
Cannot print.	The online LED is not illuminated.	Press the **Online** button to switch the printer/copier to online. *The Administrator Guide.*
	There is an error message on the display.	Rectify the error according to the message displayed. *"3.2 Error Messages"*
The busy LED is blinking or on, but no printed paper is being output.	There is data remaining in the printer/copier.	Cancel printing. *"2.4 Canceling Printing"*
Switching between copy and print modes requires multiple key actuations or excessive delay.	System requires 3 second period to switch between operational modes.	*"The User Guide"*

3.1.5 Other Problems

Description	Possible Cause	Action
Unusual sound	The printer/copier is not on a flat surface.	Move the printer/copier to a flat surface. *"Safety Notes"*
	A paper tray is not fully inserted.	Push the paper tray all the way in.
	A foreign object is in the printer/copier.	Turn the power off and remove the foreign object. If it cannot be removed in one piece, contact your supplier.



3.2 Printer Error Messages

When an Error occurs, the error LED illuminates and the alarm sounds.
If an error occurs refer to the following list, find the corresponding error message and take the appropriate action.

Note

If the number of characters in the error message is above the capacity for the control panel screen, the error message will be displayed in separate parts, with the screen changing about every three seconds.

Error Message	Possible Cause/Action
MANUALLY FEED LETTER (or whatever size specified)	Cause: There is transparency jammed in the printer. Action: Pull out the manual feed unit and remove the transparency. (No OHP orientation sensing)
CLOSE BOTTOM LEFT UNIT	Cause: The bottom left cover is open. Action: Shut the lower left cover firmly.
CLOSE FRONT COVER	Cause: The front cover is open. Action. Shut the front cover formly.
CLOSE MANUAL TRAY	Cause: The manual feed unit is open. Action: Shut the manual feed unit firmly.
CLOSE RIGHT TRAY COVER	Cause: The right cover of the tray module is open. Action: Shut the right cover of the tray module firmly.
CLOSE TOP LEFT COVER	Cause: The top left cover is open. Action: shut the upper left cover firmly.
DISK DEVICE FAILURE	Cause: an error has occurred while processing data. Action: Reprint or turn the power OFF and then on again.
DISK FILE OPERATION FAILED	Cause: An error has occurred while processing data. Action: Reprint.

Error Message	Possible Cause/Action
DISK IS FULL	Cause: There is not enough memory for the printing job. Action: Install additional memory.
DOCUCOLOR COPY / PRINT CARTRIDGE ID ERROR	Cause: The DocuColor Copy / Print Cartridge is defective. Action: Replace the DocuColor Copy / Print Cartridge.
DOCUCOLOR COPY / PRINT CARTRIDGE WRITE ERROR	Cause: The DocuColor Copy / Print Cartridge is defective. Action: Replace the DocuColor Copy / Print Cartridge.
EXPIRED DOCUCOLOR COPY / PRINT CARTRIDGE	Cause: The DocuColor Copy / Print Cartridge is nearing time for replacement. Action: Get a new DocuColor Copy / Print Cartridge ready. You may continue to print.
EXPIRED OIL ROLL CARTRIDGE	Cause: The oil roll cartridge is nearing time for replacement. Action: Get a new oil roll cartridge ready. You can still continue to print.
FACE-DOWN TRAY FULL	Cause: The face-down tray is full. Action: Remove paper from the face-down tray.
FLASH DEVICE FAILURE	Cause: An error has occurred wile processing data. Action: Turn the power OFF and then ON.
FLASH FILE OPERATION FAILED	Cause: An error has occurred while processing data. Action: Reprint or turn the power OFF and then ON again.
FULL WASTE DRY INK CARTRIDGE	Cause: The Dry Ink Waste Container is nearing time for replacement. Action: Get a new Dry Ink Waste Container. You can still continue to print.

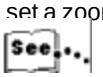
Error Message	Possible Cause/Action
INSTALL BLACK DRY INK CARTRIDGE	Cause: The black Dry Ink Cartridge is not inserted correctly. Action: Set the cartridge into the printer firmly.
INSTALL CYAN DRY INK CARTRIDGE	Cause: The cyan Dry Ink Cartridge is not inserted correctly. Action: Set the cartridge into the printer firmly.
INSTALL YELLOW DRY INK CARTRIDGE	Cause: The yellow Dry Ink Cartridge is not inserted correctly. Action: Set the cartridge into the printer firmly.
INSTALL MAGENTA DRY INK CARTRIDGE	Cause: The magenta Dry Ink Cartridge is not inserted correctly. Action: Set the cartridge into the printer firmly.
INSTALL DOCUCOLOR COPY /PRINT CARTRIDGE	Cause: The DocuColor Copy / Print Cartridge is not inserted correctly. Action: Turn the power off, and set the DocuColor Copy / Print Cartridge firmly into the printer.
INSTALL OIL ROLL CARTRIDGE	Cause: The Oil Roll Cartridge is not inserted correctly. Action: Set the cartridge into the printer firmly.
INSTALL DRY INK WASTE CONTAINER	Cause: The Dry Ink Waste Container is not inserted correctly. Action: Set the Dry Ink Waste Container into the printer firmly.
PAGE TOO COMPLEX	Cause: An error has occurred while processing data. Action: Reprint or turn the power OFF and then ON again.
PAPER JAM OPEN TOP LEFT COVER	Cause: There is paper jammed in the printer. Action: Open the left upper cover, and remove the paper. Remove any other paper from jammed areas according to the message displayed.

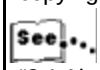
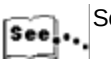
Error Message	Possible Cause/Action
PAPER JAM PULL OUT MANUAL TRAY	Cause: There is paper jammed in the printer. Action: Pull out the manual feed unit and remove the paper. Remove any other paper from jammed areas according to the message displayed.
PAPER JAM PULL OUT BOTTOM LEFT UNIT	Cause: There is paper jammed in the printer. Action: Pull out the bottom left unit, and remove the paper. Remove any other paper from jammed areas accoring to the message displayed.
READY SERVICE CALL	Cause: An error has occurred. Please contact your dealer or customer service center. You can still continue to print.
REMOVE PAPER FROM MANUAL FEED	Cause: There is paper jammed in the multi-purpose tray. Action: Remove the paper jammed in the multi-purpose tray.
REMOVE PAPER FROM TRAY N	Cause: There is paper jammed in tray N. Action: Remove the paper jammed in tray N.
REPLACE DOCUCOLOR COPY PRINT CARTRIDGE	Cause: The DocuColor Copy / Print Cartridge needs replacing. Action:Replace the DocuColor Copy / Print Cartridge.
REPLACE OIL ROLL CARTRIDGE	Cause: The Oil Roll Cartridge needs replacing. Action:Replace the Oil Roll Cartridge.
REPLACE DRY INK WASTE CONTAINER	Cause: The Dry Ink Waste Container needs replacing. Action:Replace the Dry Ink Waste Container.
BLACK DRY INK LOW	Cause: The black Dry Ink Cartrige is nearing time for replacement. Action: Get a new Dry Ink Cartridge ready. You can still continue to print.

Error Message	Possible Cause/Action
DRY INK LOW CYAN	Cause:The cyan dry ink cartridge is nearing time for replacement. Action:Get a new cyan dry ink cartridge ready. You can still continue printing.
DRY INK LOW MAGENTA	Cause:The magenta dry ink cartridge is nearing time for replacement. Action:Get a new magenta dry ink cartridge ready. You can still continue printing.
DRY INK LOW YELLOW	Cause:The yellow dry ink cartridge is nearing time for replacement. Action:Get a new yellow dry ink cartridge ready. You can still continue printing.
DRY INK OUT REPLACE BLACK	Cause:The black dry ink cartridge needs replacing. Action:Replace the black dry ink cartridge.
DRY INK OUT REPLACE CYAN	Cause:The cyan dry ink cartridge needs replacing Action:Replace the cyan dry ink cartridge.
DRY INK OUT REPLACE MAGENTA	Cause:The magenta dry ink cartridge needs replacing. Action:Replace the magenta dry ink cartridge.
DRY INK OUT REPLACE YELLOW	Cause:The yellow dry ink cartridge needs replacing. Action:Replace the yellow dry ink cartridge.
UX_XX CYCLE POWER	Cause:The printer does not operate or does not seem to operate. Action:Turn the power OFF and then ON again.

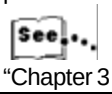
Error Message	Possible Cause/Action
%(TRAY) SIZE MISMATCH RESUBMIT FLUSHED JOB	Cause: An incorrect paper size for the print job is set in the tray N. Action: Reset the correct paper in the tray N and reprint.

3.3 Copier Control Panel Error Messages

Error message	Possible Cause/Action
XXXX Error Please turn OFF/On the power and try again	Cause: An error occurs at XXXX of the scanner. Action: Turn off the power at the scanner, and then turn it back on again. If the same error message persists, contact your local dealer or the customer center for assistance.
Check cover. Lower right side of document feeder.	Cause: The document feeder has been raised. Action: Return the document feeder to its original position.
Cover Check Cose left cover of document feeder	Cause: The left cover of the document feeder is open. Action: Close the document feeder.
Cover Check Close document feeder	Cause: The document feeder is open. Action: Close the document feeder.
Cannot detect original size. Select specific reduce/enlarge%	Cause: Size of the paper loaded cannot be detected automatically. Action: Select a zoom ratio from pre-set zoom ratios, or set a zoom ratio between 50% and 200%.  "9.2 Selecting or Setting Zoom Ratio" of the User Guide.
Document Jam Open left cover of document feeder. Remove original.	Cause: A document jam occurs at the upper part of the document feeder. Action: Follow the instructions and remove the jammed document. "Paper Jams"

Error message	Possible Cause/Action
Document Jam. Open document feeder to remove the original from the document glass.	Cause: A document jam occurs at the lower part of the feeder. Action: Follow the instructions and remove the jammed document. "4.1 Paper jams"
Cannot detect original size. Select specific reduce/enlarge %.	Cause: The document is set in the wrong direction. Action: Make sure the document is placed sideways. "Chapter 8 Positioning Originals" in the User Guide.
Document Size is Wrong. Open Left Cover of ADF to remove the document	Cause: Different size documents exist in the documents loaded in the automatic document feeder. Action: Open the left cover of the document feeder, remove all the documents, and then separate them into documents of equal size. Finally, load them separately for copying.  "8.1 About Originals" in the User Guide.
Verify paper orientation.	Cause: Size of the document set cannot be detected automatically. Therefore the zoom ratio cannot be set to [Auto%]. Action: Select a zoom ratio from the pre-set zoom ratios, or set a zoom ratio between 50% and 200% "9.2 Using zoom (selecting or setting zoom ratio)" in the
Cannot select Auto Paper Selection.	User Guide Cause: Size of the document set cannot be detected automatically.  Select an appropriate paper tray.
Cannot select Auto Paper and Auto R/E at the same time. Please press [Cancel]. Auto Paper and Autoe R/E cannot be used at the same time. Press the exit button.	"9.1 Selecting a paper tray (selecting paper)" in the User Guide. Cause: In the configuration screen, the automatic paper selection and automatic zoom ratio selection cannot be used at the same time. . Action: Press the [Cancel] button and cancel the setting

Error message	Possible Cause/Action
Scanner is disabled Please check the Printer state, then turn OFF/ON Scanner Power.	Cause: An error occurs at the scanner. Action: Turn off the power of the scanner, and then turn it back on again. If the same error message persists, contact your local dealer or the customer center for assistance.
Communication Error. Please press [Copy] button to enter print mode.	Cause: Communication fault Action: Press copy button to enter print mode, then press copy button again to get back into copy mode.
Please load paper in Manual Sheet Inserter.	Cause: No paper is loaded into the manual tray. Action: Load paper into the manual tray. "2.3 Loading paper"
Toner Cartridge Replacement Please replace XXXX Toner Cartridge.	Cause: It's time to replace the cartridge indicated in the message. Action: Replace the cartridge indicated in the message. "Chapter 5 Expendables" in the Setup Guide.
Please load XX paper in tray.	Cause: Paper of the required size is not loaded. Action: Load paper of the required size. "2.3 Loading paper"
Output Tray is full. Toner Cartridge Replacement	Cause: The printed output has filled up the delivery tray. Action: Remove all printed output from the delivery tray.
R/E exceeds the acceptable range (50%-200%) Select a correct raito. or set a zoom ratio between 50% and 200% Guide.	Cause: IF the zoom ratio is set at [Auto%], its zoom ratio has exceeded the range allowed. Action: Select a zoom ratio from the pre-set zoom ratios, "9.2 Using zoom (selecting or setting zoom ratio)" in the User

Error message	Possible Cause/Action
Copying of this original may be prohibited. Please check the original.	Cause: You are trying to copy some material prohibited from copying. Action: Check the original. "Cautions on copying"
Printer Error Please see Control Panel of Printer.	Cause: An error occurs at the printer. Action: Follow the instruction in the message of the printer panel and remove the error. "Chapter 5 Troubleshooting" in the Setup Guide,
Printer Error Please turn OFF/ON Printer. Press the [Copy] button. You can use the scanner.	Cause: An error occurs at the printer. Action: Turn off the power of the printer, and then turn it back on again. If the same error message persists, contact your local dealer or the customer center for assistance. "Chapter 3 Troubleshooting" in the Setup Guide,
Please follow the instructions on Printer CP and close the Cover.	Cause: The printer cover is open. Action: Follow the instruction in the message of the operation panel and close the cover.  "Chapter 3 Troubleshooting" in the Setup Guide,
XXXXXX Cartridge is running out Please press [C] button.	Cause: It's time to replace the XXXXXX cartridge as indicated in the message. Action: Prepare a new XXXXXX cartridge.
Please load paper in Paper Tray N.	Cause: No paper is loaded in paper tray N. Action: Load paper into paper tray N. "2.3 Loading paper"
Paper Tray is not properly set. Please push Tray in as far as it will go.	Cause: Tray N is not correctly inserted into the printer. Action: Insert tray N all the way into the printer, firmly. "1.4.8 Installing Paper Trays"

3.4 Other Problems

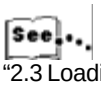
The following tables list other problems you may come across. If you cannot find the problem in the tables, or the problem cannot be solved even after you have tried the suggestion, contact your local dealer or the customer center for assistance.

See...

Copy quality may sometimes be caused by the printer. Therefore also refer to “Chapter 3 Trouble-shooting” in the Setup Guide,

Description	Possible Cause	Action
If [Copy ready] does not appear.	Is the power cord disconnected?	Turn off the power, and then firmly plug the power cord into the power connector.
	Is the power switch turned on?	Make sure the power switch is turned on.
Dirty copy output	Is the document glass or the automatic document feeder dirty?	Clean the document glass or the automatic document feeder. See... “2.5 Cleaning”
	Is the document highly transparent?	When using highly transparent document, any dirt on the document cover will also be copied. Therefore, place a sheet of white paper on top of the document before you make a copy.
	Is color paper, rough paper, or blue print used?	Adjust the copy density. See... “9.4 Adjusting the copy density” in the User Guide.
The copy output is too dark.	Is the copy density too dark?	Adjust the copy density. See... “9.4 Adjusting the copy density” in the User Guide.
The copy output is too dark.	Is the document density too light?	Adjust the copy density. See... “9.4 Adjusting the copy density" in the User Guide.

Description	Possible Cause	Action
Part of the document does not appear in the copy output.	Does the paper contain moisture.	If the paper contains moisture, some part of the document may not appear in the copy output or some part is not clear.
Feeding from MSI cut-off copy	Check paper size selected.	Try to use paper from a paper package that has not been opened. See "2.3 Loading paper"
	Is some paper loaded into the paper tray wrinked or bent?	Remove the problem paper and try to use paper from a paper package that has not been opened. "2.3 Loading paper"
The copy output becomes distorted.	Is the original correctly positioned?	Position the original but, when copied, the image becomes distorted. "8.2 Positioning originals" in the User Guide.
	Is the document guide in the automatic document feeder correctly aligned?	Load paper into the automatic document feeder correctly and gently touch the paper stack with the document guide. "8.2 Positioning originals" in the User Guide.
	Are suitable documents loaded into the auto-matic document feeder?	Make sure to load suitable documents into the document feeder. "8.1 About originals" in the User Guide.
	Is paper correctly set in the paper tray?	Set paper correctly in the paper tray. "2.3 Loading paper"
	Is the paper tray firmly inserted into the printer?	Make sure the paper tray is firmly inserted into the printer. "1.4.8 Replacing paper trays"
The copy output is not the desired size.	Is the document glass or the automatic document feeder dirty?	Is the document glass or the automatic document feeder dirty? "2.5 Cleaning"
	Is the document highly transparent?	When using highly transparent document, any dirt on the document cover will also be copied. Therefore, place a sheet of white paper on top of the document before you make a copy.

Description	Possible Cause	Action
The copy output is not the desired size?	Is the document not correctly aligned?	Make sure the document is correctly aligned, or make sure the document guide is correctly set. "2.3 Loading paper"
	Is non-standard size document set?	Select the appropriate paper tray and zoom ratio, and then perform the copy operation. "9.1 Selecting a paper tray (selecting paper)" in the User Guide. "9.2 Using zoom (selecting or setting zoom ratio)"in the User Guide.
Paper jam occurs,or paper becomes	Is paper correctly set in the paper tray?	Set paper correctly in the paper tray. "2.3 Loading paper"
	Is the paper tray firmly inserted into the printer?	Make sure the paper tray is firmly inserted into the printer. "1.4.8 Installing paper trays"
	Is some paper loaded into the paper tray wrinkled or bent?	Remove the problem paper and try to use paper form a paper package that has not been opened. "2.3 Loading paper"
	Is the paper curled?	Turn the paper upside down and load it into the paper tray, or replace it with paper form a paper package that has not been opened.  "2.3 Loading paper"
	Is paper still jammed inside the machine, or paper debris or foreign object left inside the machine	Open the machine or remove the paper tray. Remove any paper debris or foreign object found inside the machine. "Chapter 4 Clearing Paper Jams" in the Setup Guide.
	Does the paper contain Mositure?	Replace it with paper from a paper package that has not been opened. "2.3 Loading paper"

Description	Possible Cause	Action
Paper Jams continued	Things to check Is paper outside the paper specification loaded into the tray?	Solution Is paper outside the paper specification loaded into the tray? Replace it with paper meeting the paper specification. "2.2 About the paper" "2.3 Loading paper"
	Have you just made a lot of copies?	After you have made a lot of copies, the temperature of the fuser unit drops and as a result the computer stops temporarily. As soon as the temperature of the fuser unit rises the computer will run again. Therefore, just wait for a moment.

3.5 Error LED

If the error led illuminates, refer to the following for appropriate action.

Refer to the Administrator Guide for details about the error LED.

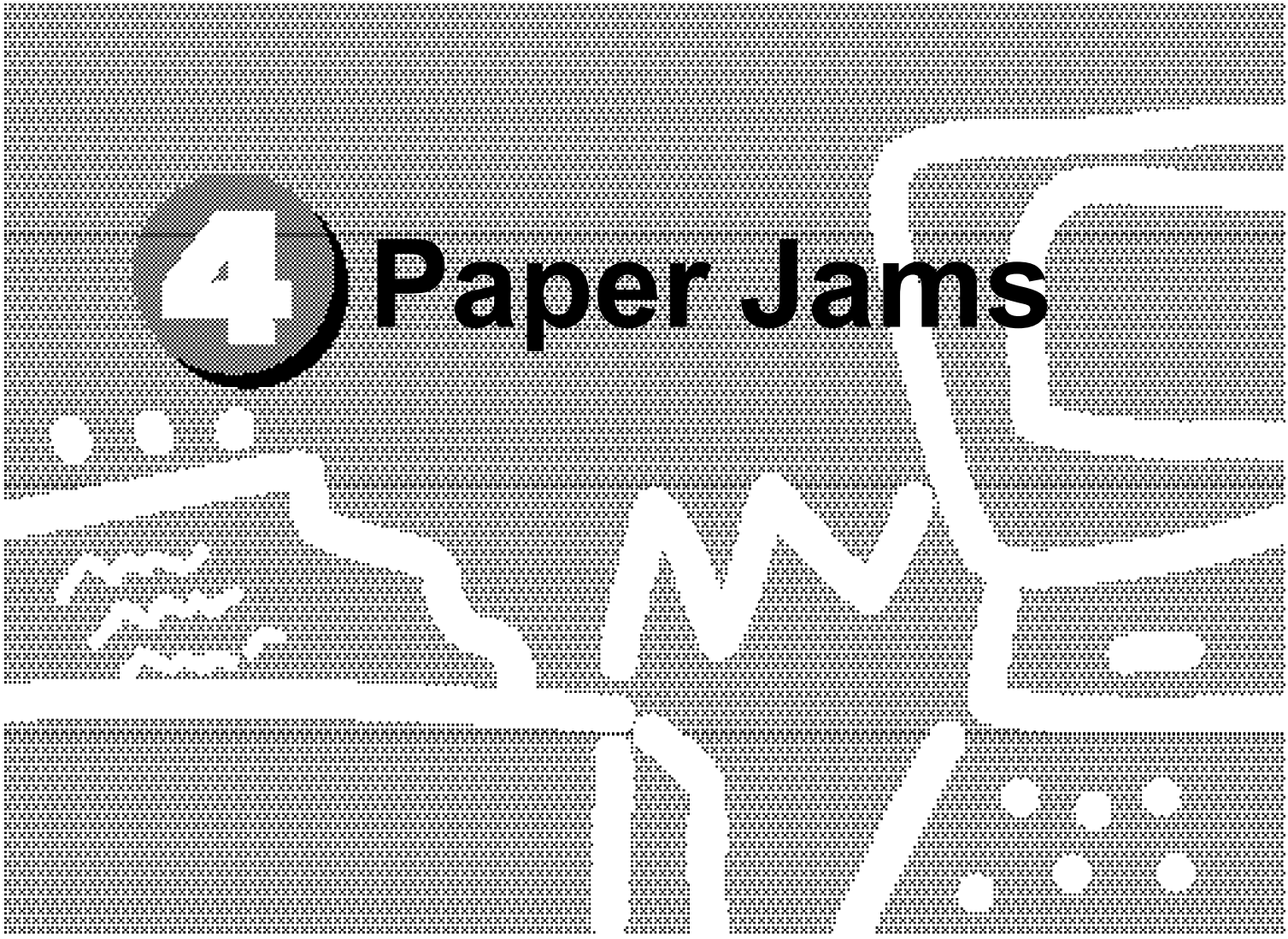
3.3.1 When the Error LED is Illuminated

If the error light is illuminated, an error has occurred that cannot be rectified by the user. In this case, write down the error code and display message, and contact your supplier or customer service center.

3.3.2 When the Error LED is Flashing

If the error light is flashing, an error has occurred which can be rectified by the user. Take the appropriate action according to the message displayed. see "*3.2 Printer Error Messages*".

3

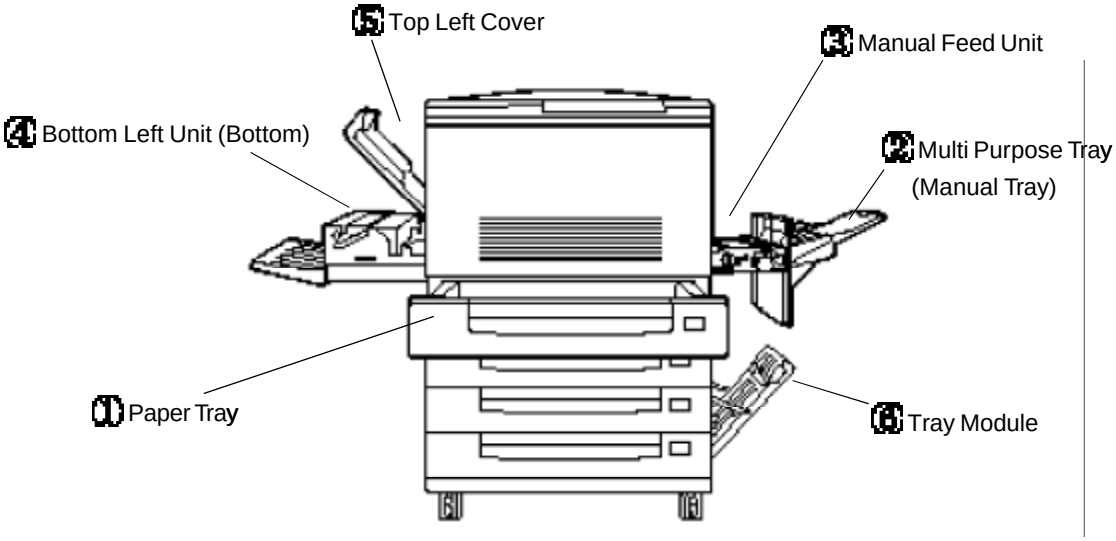


4 Paper Jams

4.1 Clearing Paper Jams.....96

4.1 Clearing Paper Jams

If paper jams in the printer/copier, clear the jammed paper by the following steps.

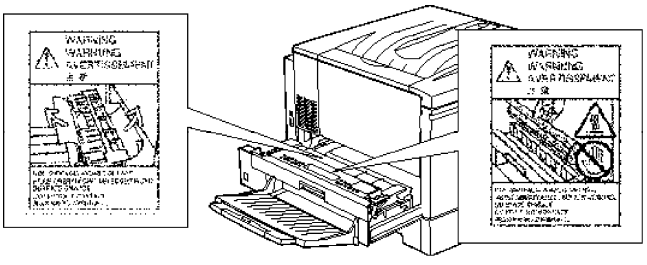


Caution

When clearing a paper jam, make sure that no bits of paper remain in the printer/copier, as they could become a fire hazard. If paper cannot be removed or if it is tightly wound around the heater or a roller, do not try to remove it by force, as it may cause an injury. Contact your supplier for assistance.

Caution

Never touch an area where a "CAUTION! HOT!" label is affixed (the fuser area), as you could get burned.



LOOK

If smoke is emitted when a paper jam occurs, do not open the cover: turn off the power, unplug the printer/copier from the outlet, and contact your supplier for assistance.

LOOK

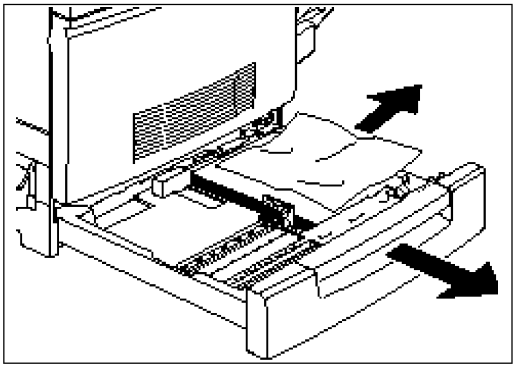
Remove jammed paper slowly and carefully to avoid tearing the paper.

See...

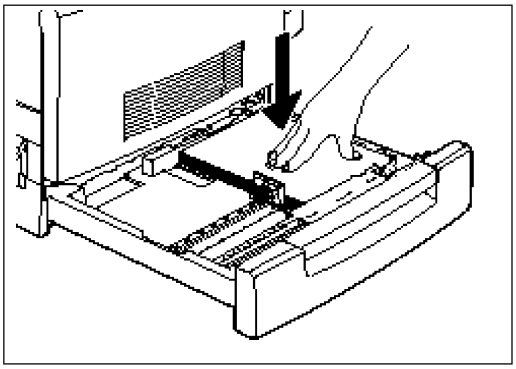
As paper jams can be caused by the type and placement of the paper, refer to "2.2 About the Paper" for more information.

4.1.1 Jam in a Paper Tray

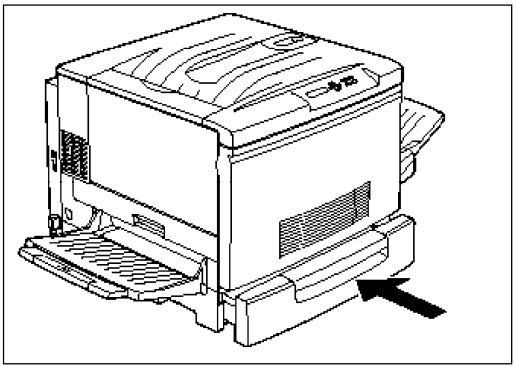
Clear the paper jam by the following steps.



1. Slowly pull the paper tray out until it stops, and remove the jammed or creased paper. If the paper is torn, make sure no pieces are left inside.



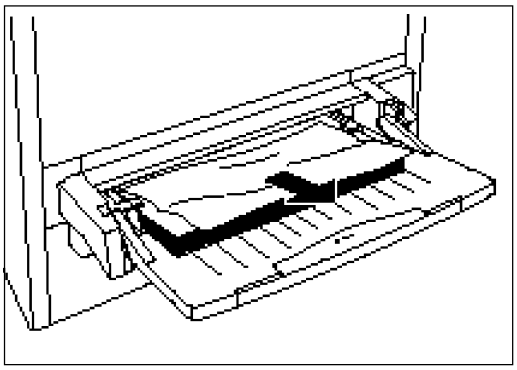
2. Press down on the metal plate at the bottom of the paper tray with your hand until it latches.



3. Slowly push the paper tray back in as far as it will go.

4.1.2 Jam in the Multi Purpose Tray

Clear the paper jam by the following steps.



1. Remove the jammed paper from the Manual Tray.

   If the paper is torn, make sure no pieces are left inside.

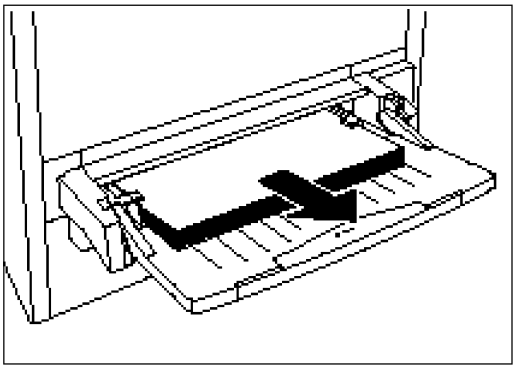
2. There is a possibility that there will still be paper jammed in the printer/copier. If this is the case, follow the procedure on the next page "4.1.3 Jam in the Manual Feed Unit."

4.1.3 Jam in the Manual Feed Unit

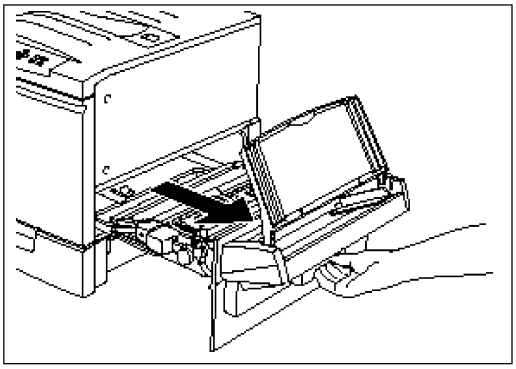
Clear the paper jam by the following steps.

LOOK

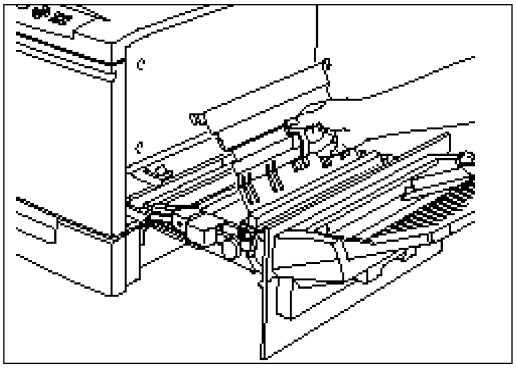
A paper jam occurs here if Transparency sheet is loaded upside down. When using Transparency sheet, check the paper direction after clearing the jammed paper.



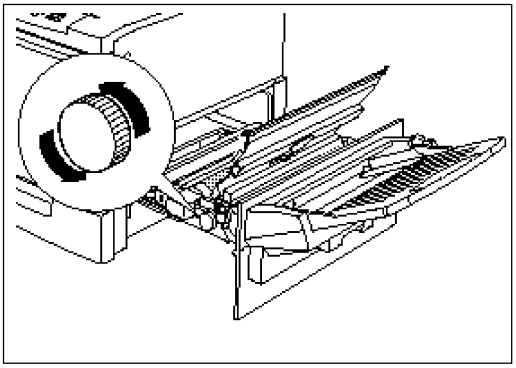
1. If paper is loaded in the Manual Tray, remove the paper.



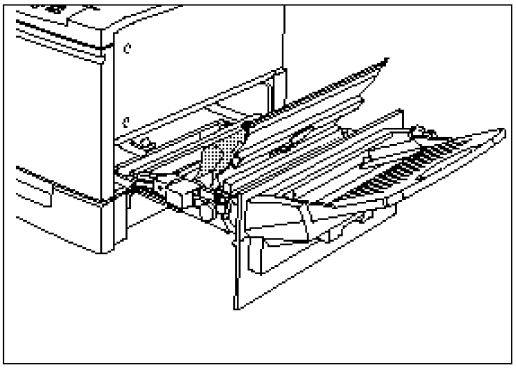
2. Pull out the Manual Feed Unit as far as it will go.



3. Open the cover by pulling up on the green handle.

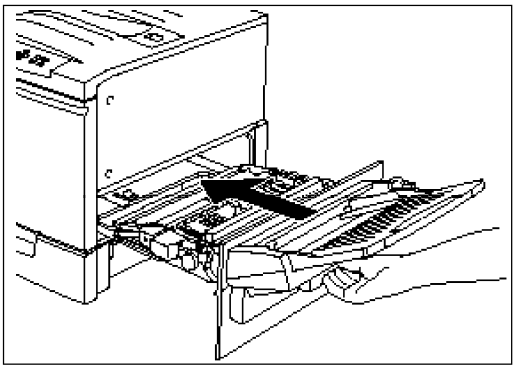


4 Turn the green knob as shown in the diagram, to move the jammed paper.

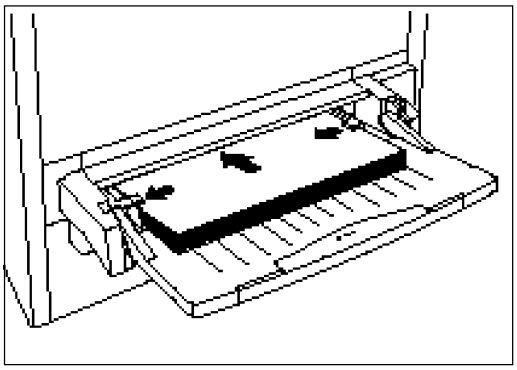


5 Pull the paper out.

If the paper is torn, make sure no pieces are left inside.



6 Push the Manual Feed Unit back into the printer/copier.



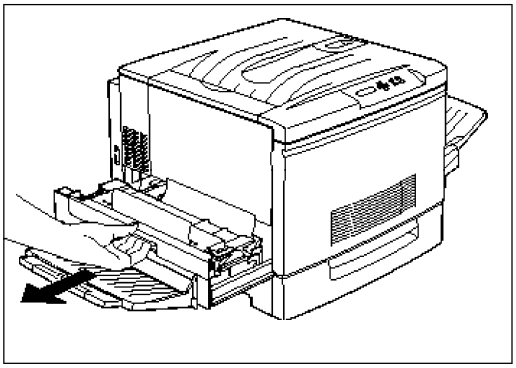
7 Load the paper.

LOOK

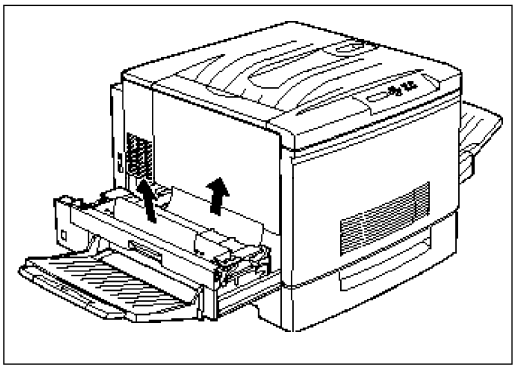
When using Transparency sheet, confirm that it is loaded in the proper direction.

4.1.4 Jam at the Bottom Left Unit

Clear the paper jam by the following steps.

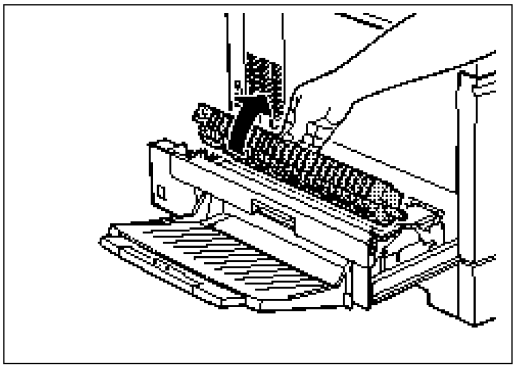


1. Pull out the Bottom Left Unit as far as it will go.



2. Remove the jammed paper.

   If the paper is torn, make sure no pieces are left inside.



3. Remove the Oil Roll Cartridge

LOOK

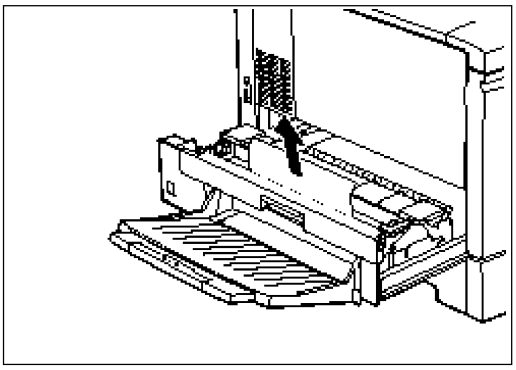
Avoid touching the fuser directly. It gets very hot, and you could get burned.

LOOK

Avoid touching the white roller in the Oil Roll Cartridge, as the oil on the roller will stick to your skin.
The Oil Roll Cartridge should be placed on un-needed paper spread out on a flat surface.

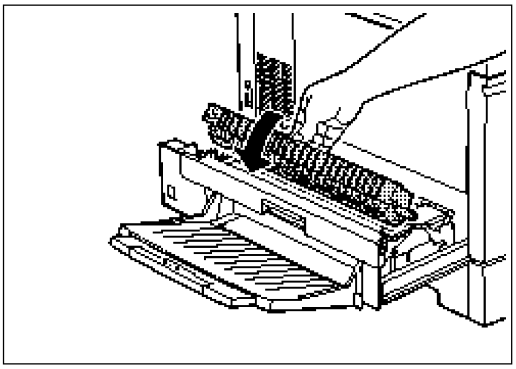
See...

Refer to "5.4 The Oil Roll Cartridge" for more details.

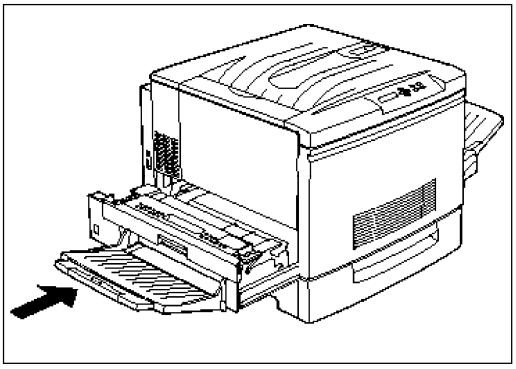


4 Remove the jammed paper in the direction of the arrow.

If the paper is torn, make sure no pieces are left inside.



5 Return the Oil Roll Cartridge to the printer/ copier.

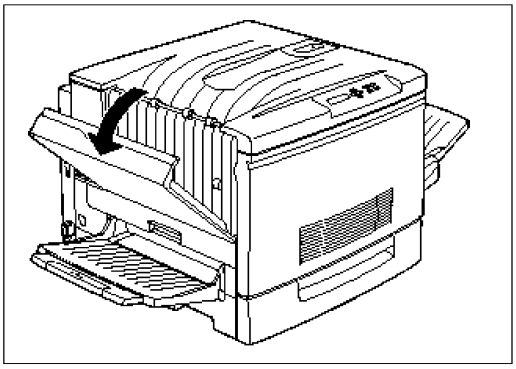


6 Push the Bottom Left Unit firmly back into the printer/copier.

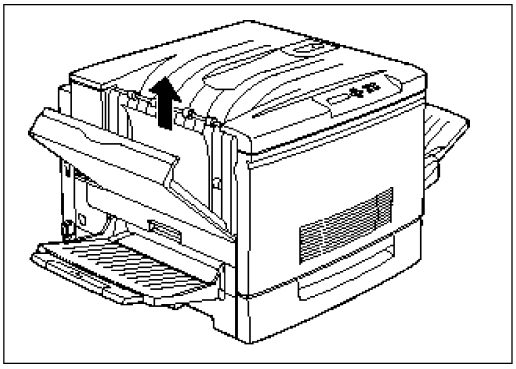
7 If you cannot locate the paper, follow the next procedure.

4.1.5 Jam at the Top Left Cover

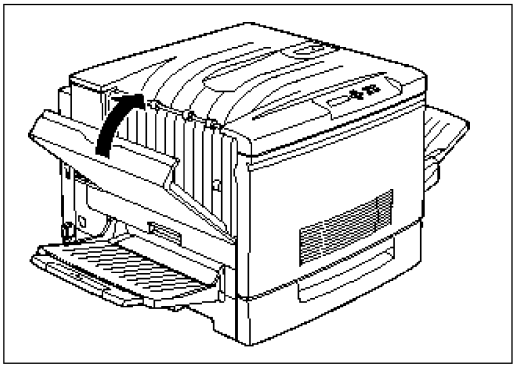
Clear the paper jam by the following steps.



1. Open the Top Left Cover.



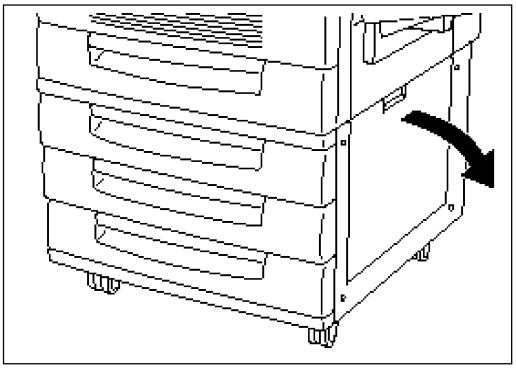
2. Remove the jammed paper.
   If the paper is torn, make sure no pieces are left inside.



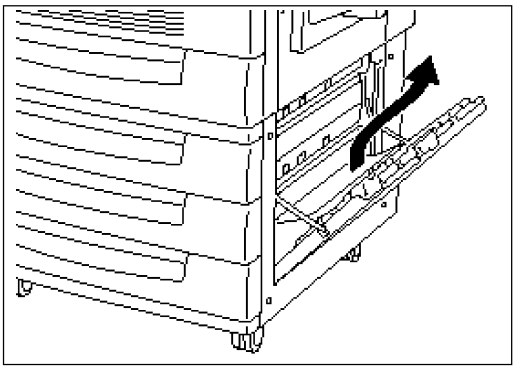
3. Close the Top Left Cover.

4.1.6 Jam in the Tray Module

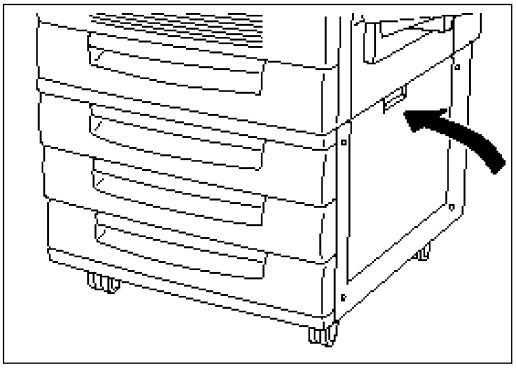
Clear the paper jam by the following steps.



1. Open the right cover of the Tray Module.



2. Remove the jammed paper.
   If the paper is torn, make sure no pieces are left inside.



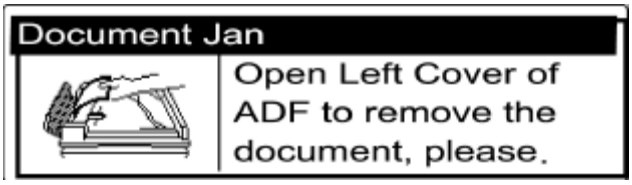
3. Close the right cover of the Tray Module.

4.1.7 Paper jams (when the automatic document feeder is used)

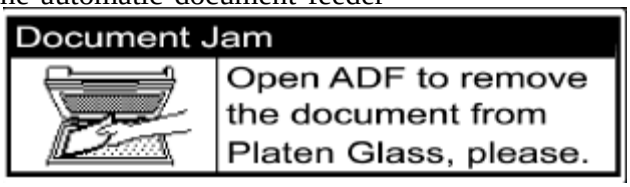
During a copy operation, if document jam occurs at the automatic document feeder, the machine stops. If this happens, follow the instruction in the error message on the display and remove the jammed document and continue the copy operation.

This section explains how to remove the jammed document at the following locations.

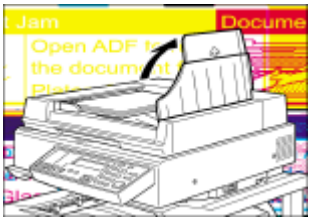
* Error message displayed when the document jam occurs at the upper part of the automatic document feeder



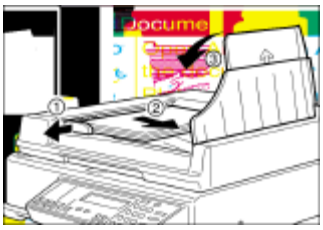
* Error message displayed when the document jam occurs at the lower part of the automatic document feeder



Use the following procedure to remove the jammed document.
(1) Lift up the document receiver.

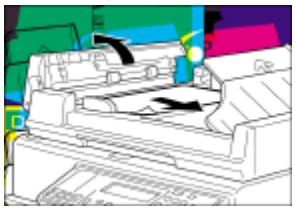


(2) Slide the document guide and remove the documents from the document feeder tray, and then return the document receiver to its original position.



(3) If the error message displayed is about the document jam occurring at the upper part of the automatic document feeder, continue this step and perform step (4).

Open the left cover of the automatic document feeder and remove any jammed document found.



(4) Close the left cover of the automatic document feeder.

(5) Furthermore, if the error message displayed is about the document jam occurring at the lower part of the automatic document feeder, continue this step and perform step (6).

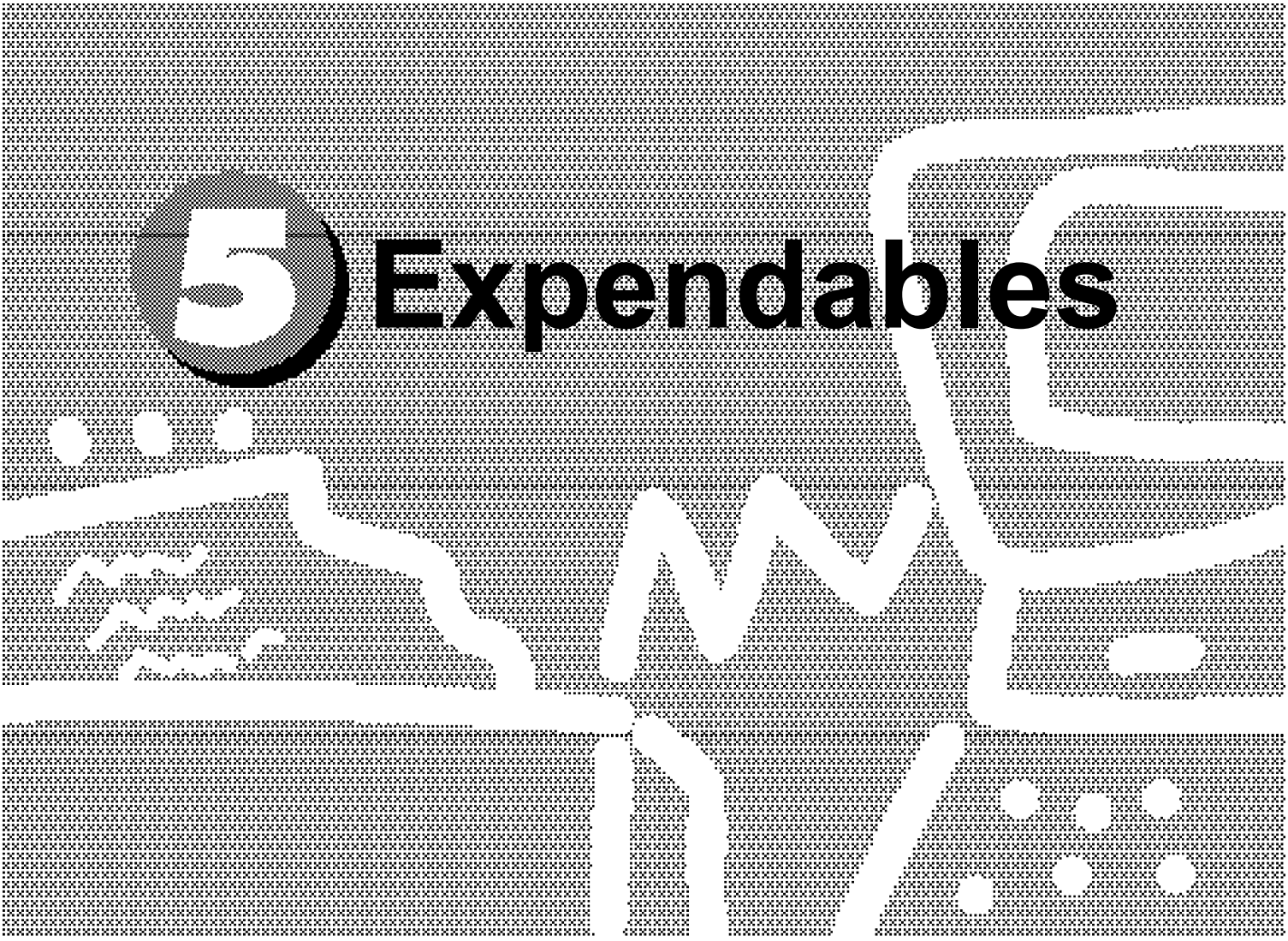
Open the automatic document feeder. Remove any document still on the document glass, or any jammed document found at the automatic document feeder.

(6) Close automatic document feeder.

(7) Re-set the document not yet copied, into the document feeder tray.

(8) When the [Can continue copying.] message appears on the display, press the [Start] button.

4



5 Expendables

5.1 Expendables for the Printer 110

5.2 The Dry Ink Cartridges 112

5.3 The DocuColor Copy / Print Cartridge 116

5.4 The Oil Roll Cartridge 122

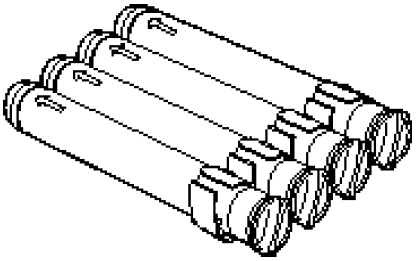
5.1 Expendables for the Printer

Expendables supplied with the printer/copier are as follows. To obtain replacements, contact your printer/copier supplier.

Dry Ink Cartridges

Four Dry Ink Cartridges are used in the printer/copier: black, yellow, magenta and cyan. When the Dry Ink is low, printing in that color will be too light. Exchange the Dry Ink Cartridge when the "DRY INK OUT REPLACE XXXX" message is displayed.

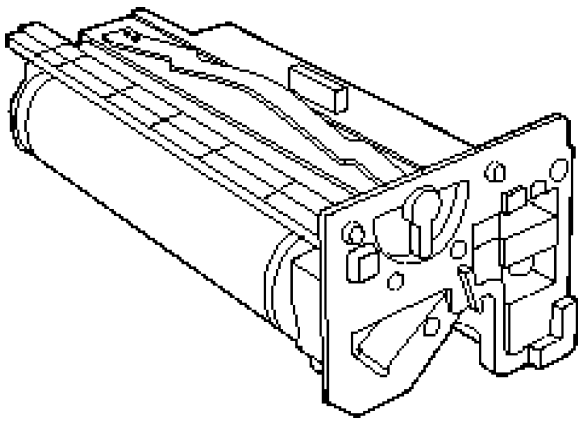
Refer to "5.2 The Dry Ink Cartridges" for more details.



DocuColor Copy / Print Cartridge

The DocuColor Copy / Print Cartridge includes the light-sensitive drum, drum cleaner and Dry Ink Waste Container. The Dry Ink Waste Container can be replaced independently. When the DocuColor Copy / Print Cartridge gets old, print quality worsens and black stains appear on the printout. Excahnge the DocuColor Copy / Print Cartridge when the "REPLACE DocuColor Copy / Print Cartridge" message is displayed.

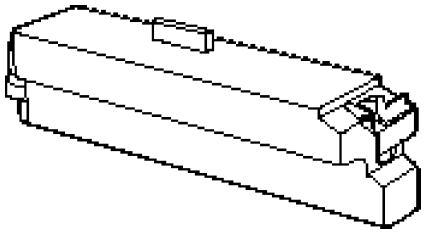
Refer to "5.3 The DocuColor Copy / Print Cartridge" for more details.



Dry Ink Collection Cartridge

As the Dry Ink Waste Container is part of the DocuColor Copy / Print Cartridge Cartridge, it is always replaced when the DocuColor Copy / Print Cartridge is exchanged. The Dry Ink Waste Container can also be exchanged independently, and should be exchanged whenever it becomes full.

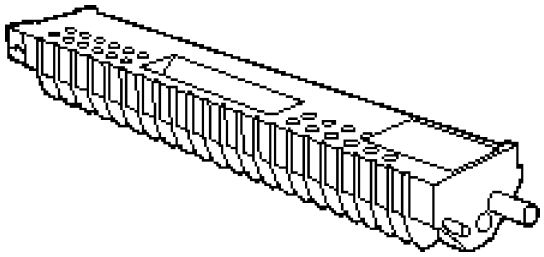
Refer to "5.3.3 About the Dry Ink Waste Container" for more details.

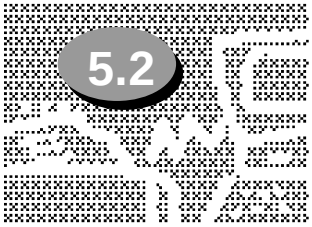


Oil Roll Cartridge

The Oil Roll Cartridge wipes dirt from the fuser, and applies the proper amount of fuser oil. When the Oil Roll Cartridge gets old, print quality is degraded, at which time the Oil Roll Cartridge should be exchanged.

Refer to "5.4 The Oil Roll Cartridge" for more details.





5.2 The Dry Ink Cartridges

This section describes the Dry Ink Cartridges.

5.2.1 Handling Precautions for Dry Ink Cartridges

Four Dry Ink Cartridges are used in the printer/copier: black, yellow, magenta and cyan. At the default print density and with about 5% coverage, A4 size pages each of the Dry Ink cartridges can print are as follows.

- Black: 4500
- Yellow: 6000
- Magenta: 5700
- Cyan: 6000

⚠Warning

Never dispose of a used Dry Ink Cartridge in open flame. The residual Dry Ink powder could explode and cause burns.

Handling Precautions

- Once a Dry Ink Cartridge has been removed from the printer/copier, do not attempt to use it again, as it could disperse loose dirt and degrade print quality.
- Avoid shaking or striking a used Dry Ink Cartridge, which could cause Dry Ink to be scattered.
- After moving a Dry Ink Cartridge from a cold to a warm place, allow at least one hour for the Dry Ink to equalize with the ambient temperature. (not necessary if there is no condensation)
- Although Dry Ink is harmless to humans, it should still be washed off immediately if it comes into contact with hands. If Dry Ink is found on clothing, vacuum or brush lightly.
- Do not use any cartridge other than the specified type.We cannot accept responsibility for damage or degraded print quality resulting from the use of unapproved Dry Ink Cartridges or replacement Dry Ink.

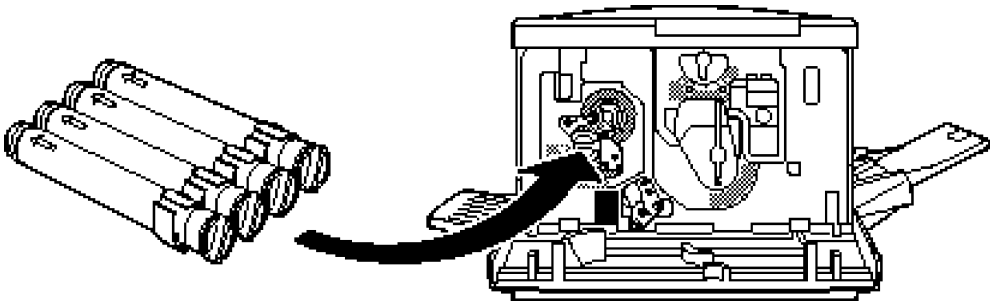
Storage Precautions

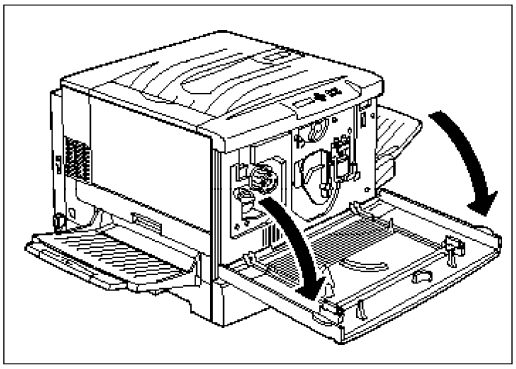
- Store cartridges away from direct sunlight, in the following environment:

  Temperature Range: 0 to 35°C, Humidity Range: 15 to 80% RH (non-condensating)
- Avoid hot and humid locations.
- Avoid storing near magnetic objects such as CRT screens, disk drives, floppy disks, etc.
- Keep out of reach of children.

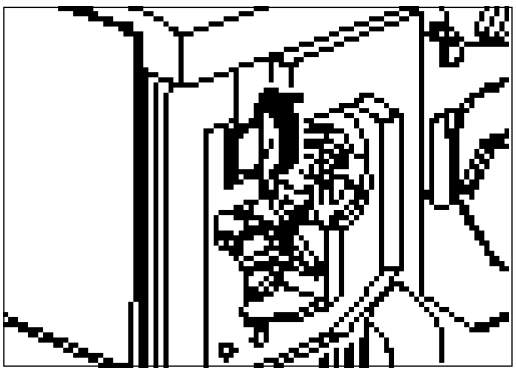
5.2.2 Exchanging Dry Ink Cartridges

The procedure for replacing Dry Ink Cartridges is as follows.

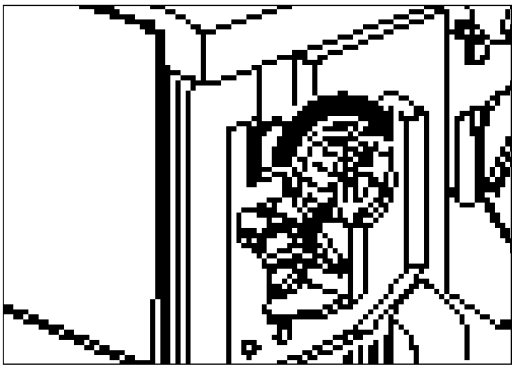




1. Open the front cover.

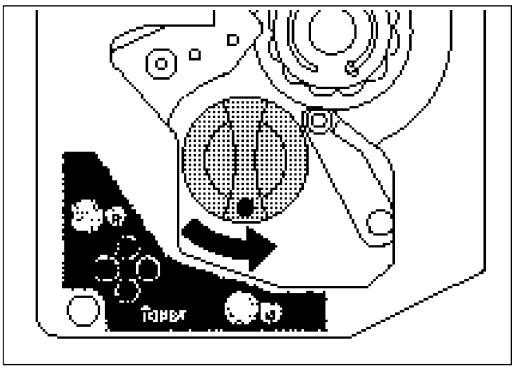


2. If the cartridge to be replaced is not at the cartridge window, push up the anti-rotation switch to release the lock.

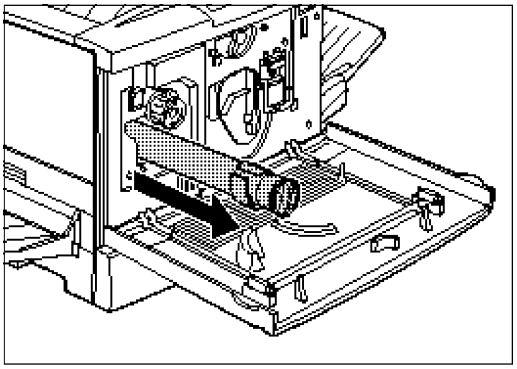


3. Turn the knob in the direction of the arrow in the diagram. Turn the knob until it stops

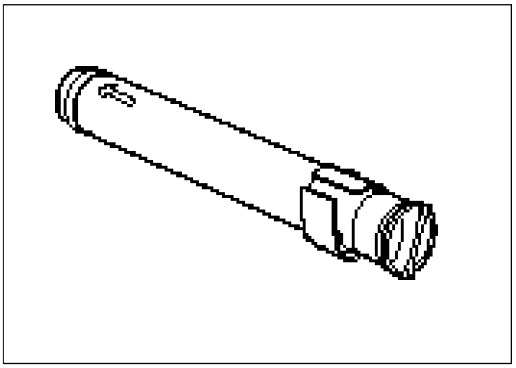
4. Repeat steps 2 and 3 until Dry Ink Cartridge of the color to be removed appears in the cartridge window.



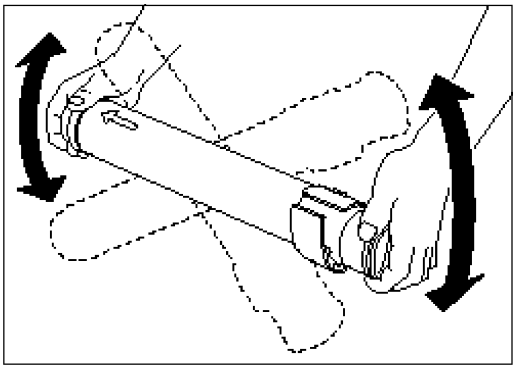
5. When the cartridge to be removed appears at the cartridge window, turn the cartridge in the direction of the arrow in the diagram to align the "●" mark on the cartridge with the Remove position (🔓) on the printer/copier.



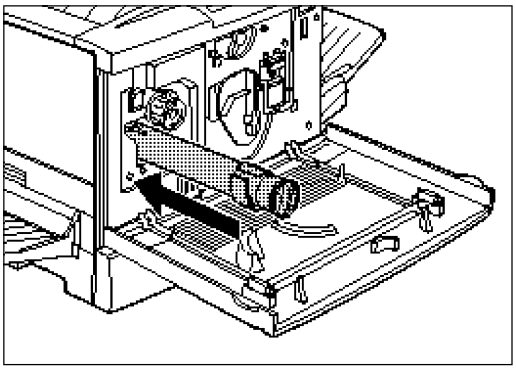
6. Pull the Dry Ink Cartridge out of the printer/copier.



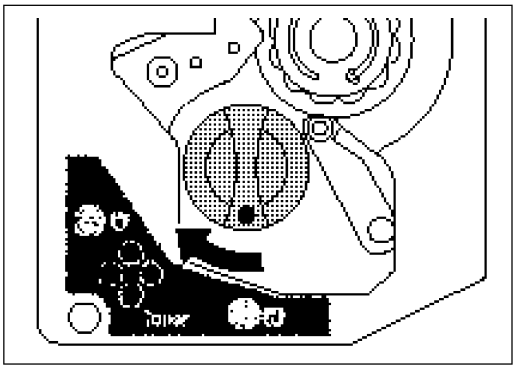
7. Remove the new Dry Ink Cartridge from its package.



8 Shake it 7 or 8 times as shown in the diagram, to distribute the Dry Ink evenly inside.



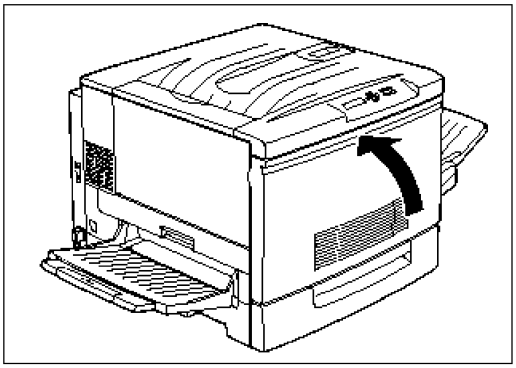
9 With the arrow on the Dry Ink Cartridge pointing up, insert the cartridge as far as it will go.



10 Turn the Dry Ink Cartridge in the direction of the arrow in the diagram to align the "●" mark on the cartridge with the Set position (🔒) on the printer/copier.

LOOK

If you do not rotate the Dry Ink cartridge fully, the Dry Ink may spill out.



11 Close the front cover.

5.3 The DocuColor Copy / Print Cartridge

This section describes the DocuColor Copy / Print Cartridge.

5.3.1 Handling Precautions for the DocuColor Copy / Print Cartridge

The DocuColor Copy / Print Cartridge includes the light-sensitive drum, drum cleaner and Dry Ink Waste Container. The Dry Ink Waste Container can be replaced independently. At the default print density and with about 5% coverage of each color, the DocuColor Copy / Print Cartridge can print about 20,000 A4-size pages with a 1:1 monochrome:color ratio.

Warning

Never dispose of a used DocuColor Copy / Print Cartridge in open flame. Dry Ink powder could explode and cause burns.

See...
For the replacement procedure of the Dry Ink Waste Container, see "5.3.3 About the Dry Ink Waste Container" below.

Handling Precautions

- Never touch the surface (the blue part) of the DocuColor Copy / Print Cartridge, or hit or rub the drum surface: if scratched or contaminated with oil from your hand, printing will be degraded.
- Do not allow direct sunlight to strike the DocuColor Copy / Print Cartridge, or avoid exposure to light from fluorescent lamps as much as possible. Areas of print may be blurred or unprinted.
- Exchanging the DocuColor Copy / Print Cartridge should be performed on a flat surface, to avoid scratching the drum.
- Dry Ink collected by the Dry Ink Waste Container should not be re-used.
- Once a full Dry Ink Waste Container has been removed, it should not be used again, as damage may result from dispersion of Dry Ink inside the printer/copier.
- Do not tilt or shake a DocuColor Copy / Print Cartridge or Dry Ink Waste Container that has been removed temporarily, as damage may result from dispersion of Dry Ink when the cartridge is reinstalled.
- Do not use any cartridge other than the specified type.
- To ensure good print quality, keep the DocuColor Copy / Print Cartridge level when handling.

Storage Precautions

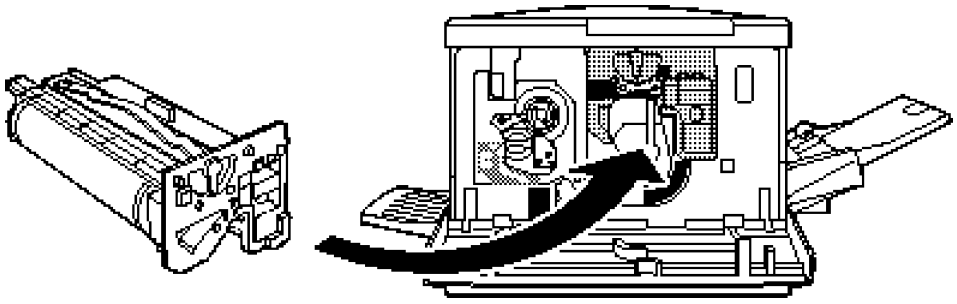
- Do not remove a cartridge from its packing until you are ready to use it. If it has been removed, carefully repack it in the foil wrapping for storage.
- Store cartridges away from direct sunlight, in the following environment: Temperature Range: 0 to 35°C, 50 to 86°F, Humidity Range: 15 to 80% RH (non-condensating)
- Avoid hot and humid locations.
- Avoid storing near magnetic objects such as CRT screens, disk drives, floppy disks, etc.
- Keep out of reach of children.
- Store the DocuColor Copy / Print Cartridge in a level position.

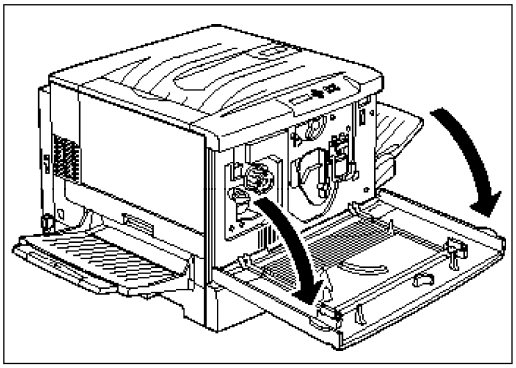
5.3.2 Exchanging the DocuColor Copy / Print Cartridge

The procedure for replacing the DocuColor Copy / Print Cartridge is as follows.

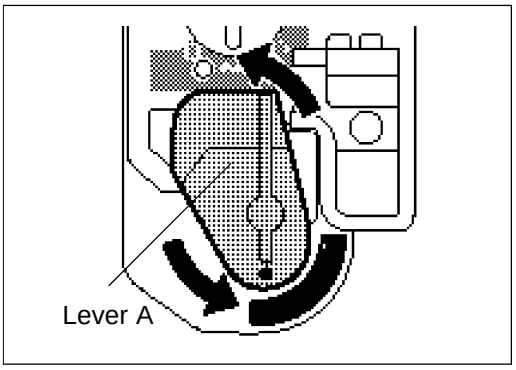
LOOK

Be certain to turn the power to the printer/copier OFF before replacing the DocuColor Copy / Print Cartridge.

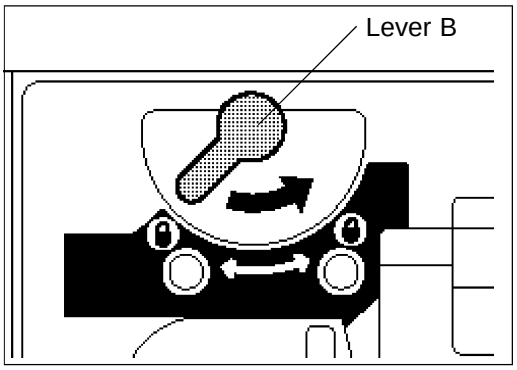




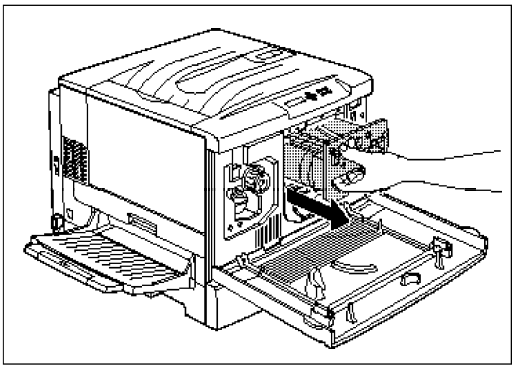
1. Open the front cover.



2 Turn yellow lever "A" in the direction of the arrow in the diagram to set the "●" mark on the cartridge to the Remove position ( ).



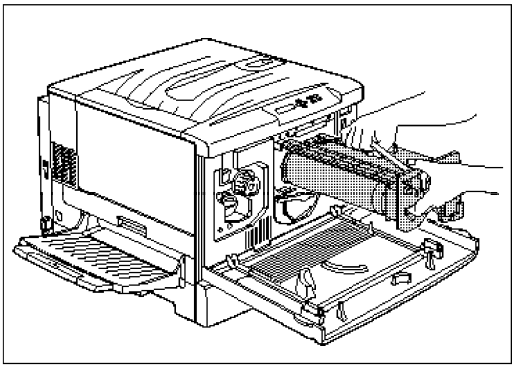
3 Turn yellow lever "B" in the direction of the arrow in the diagram to the Remove position ( ).



4 Place a hand in the yellow hand-hold, and pull the DocuColor Copy / Print Cartridge slowly toward you.

LOOK

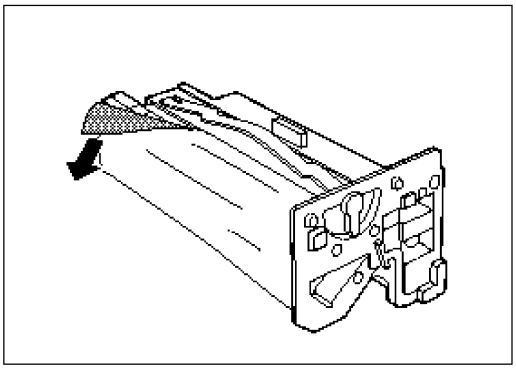
When pulling out the DocuColor Copy / Print Cartridge, be careful to avoid pinching your fingers.



5 Grasp the top handle to remove the DocuColor Copy / Print Cartridge.

LOOK

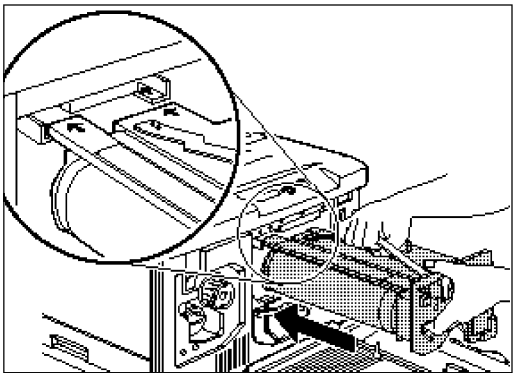
Hold the top handle so as not to drop the DocuColor Copy / Print Cartridge.



6. Remove the new DocuColor Copy / Print Cartridge from its packege, and pull off the protective paper cover.

LOOK

Never touch the surface (the blue part) of the drum, or hit or rub the DocuColor Copy / Print Cartridge surface: if scratched or contaminated with oil from your hand, printing will be degraded.



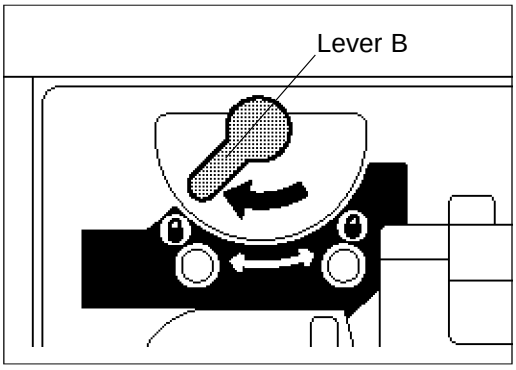
LOOK

Remove the protective sheet with the drum cartridge in a level position.

7. Holding the DocuColor Copy / Print Cartridge by its handle, align the guide with the printer/copier rail, and push it all the way into the printer/copier.

LOOK

If the guide on the DocuColor Copy / Print Cartridge is not aligned with the rail, the cartridge may be damaged.



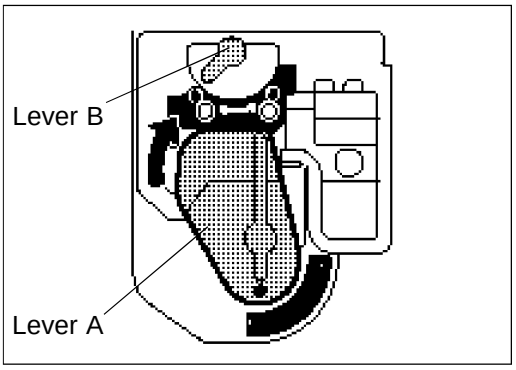
LOOK

Be careful to prevent the cartridge surface(the blue part) from touching other parts.

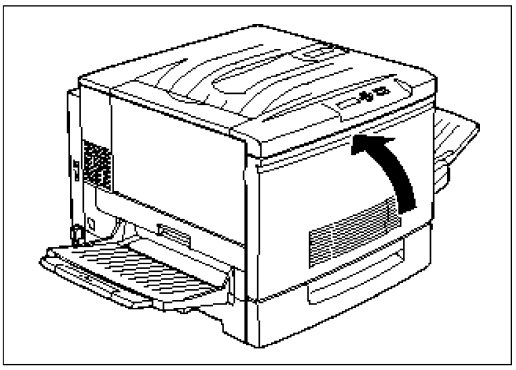
8. Turn lever "B" in the direction of the arrow in the diagram to the Set position ( ).

LOOK

Unless the DocuColor Copy / Print Cartridge is inserted all the way, the lever cannot be turned.



9 Turn lever "A" in the direction of the arrow in the diagram to set the "●" mark on the cartridge to the Set position (🔒).



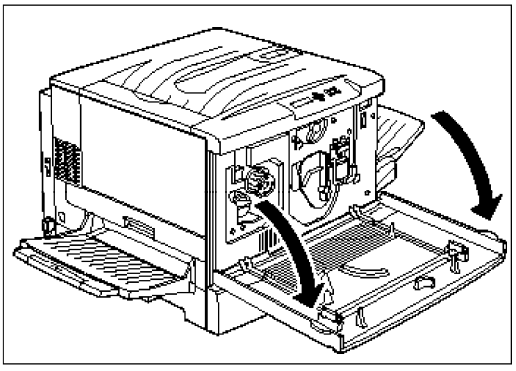
10 Close the front cover.

5.3.3 About the Dry Ink Waste Container

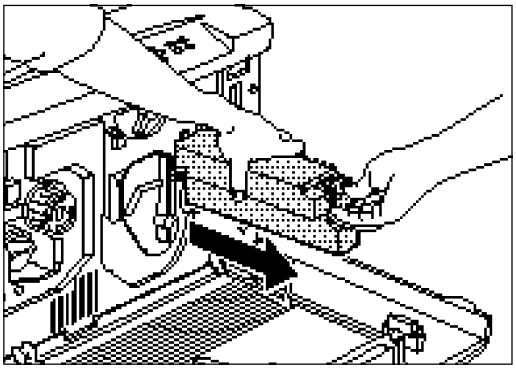
As the Dry Ink Waste Container is part of the DocuColor Copy / Print Cartridge, it is always replaced when the DocuColor Copy / Print Cartridge is exchanged. The Dry Ink Waste Container can also be exchanged independently, and should be exchanged whenever it becomes full. The exchange procedure is described below.

⚠Warning

Never dispose of a used Dry Ink Waste Container in open flame. Dry Ink powder could explode and cause burns.



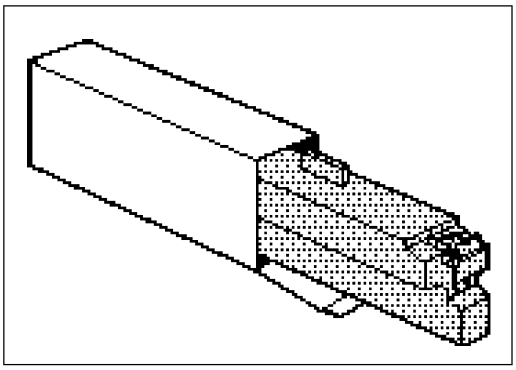
1 Open the front cover.



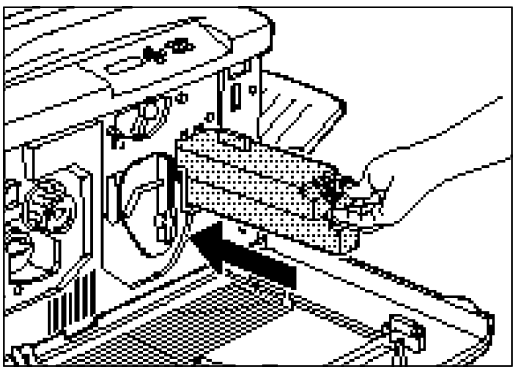
2. Grasp the handle on the Dry Ink Waste Container, and pull it out of the printer/ copier.

LOOK

Pull out after pushing the handle knob downward.



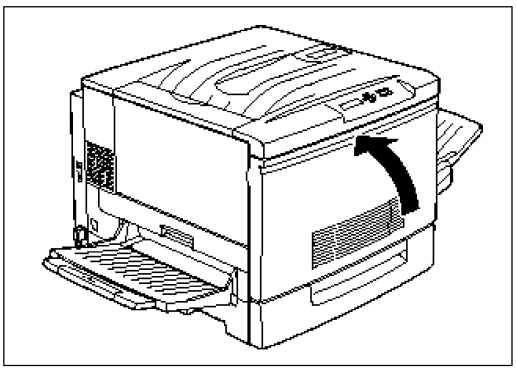
3. Remove the new Dry Ink Waste Container from its package.



4. Push the new Dry Ink Waste Container firmly into the printer/copier until it clicks.

LOOK

Push in without pushing the handle knob.



5. Close the front cover.

5.4 The Oil Roll Cartridge

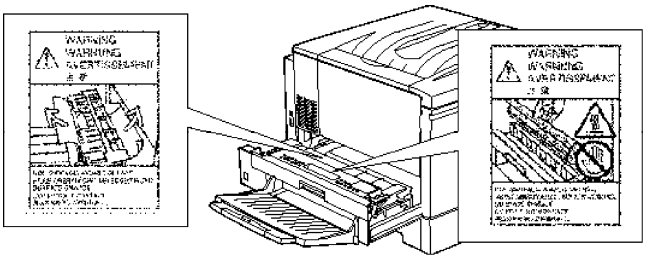
This section describes the Oil Roll Cartridge.

5.4.1 Handling Precautions for the Oil Roll Cartridge

The Oil Roll Cartridge wipes dirt from the fuser, and applies the proper amount of fuser oil. At the default print density and with about 5% coverage, the Oil Roll Cartridge can be used to print about 20,000 A4-size pages. (when printing about 150 pages/day)

⚠Caution

Do not touch the area near the "CAUTION! HOT!" label (around the fuser section), as you could receive a burn.



Handling Precautions

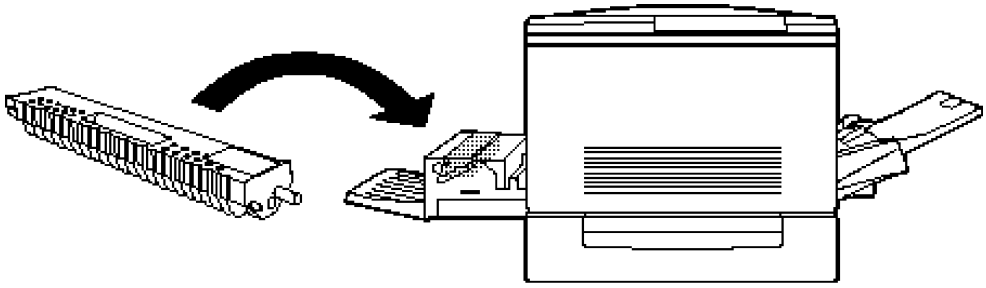
- Oil on the white roller of the Oil Roll Cartridge will come off on the skin if touched directly.
- Oil may leak from the cartridge if it is stood on end. Be sure to place the cartridge a level surface.
- Do not use any Oil Roll Cartridge other than the specified type.

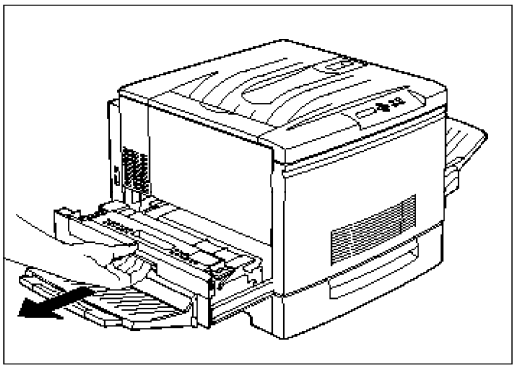
Storage Precautions

- Store Oil Roll Cartridges away from direct sunlight, in the following environment: Temperature Range: 0 to 35°C, Humidity Range: 15 to 80% RH (non-condensing)
- Avoid hot and humid locations.
- The Oil Roll Cartridge should be placed only on a flat surface, and not rest against anything.
- Keep out of reach of children.

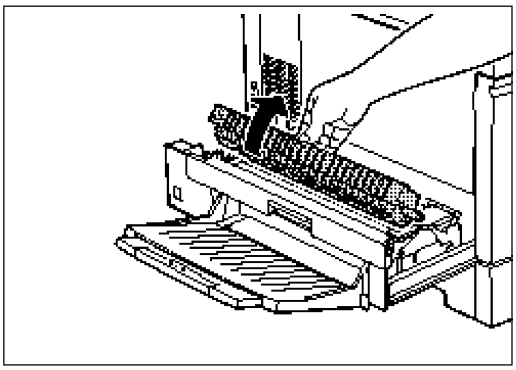
5.4.2 Exchanging the Oil Roll Cartridge

Use the following procedure to replace the Oil Roll Cartridge.





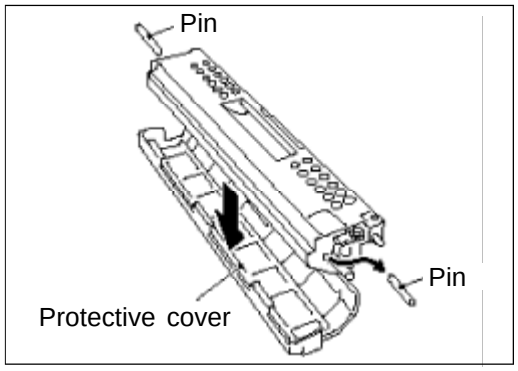
1. Pull out the Bottom Left Unit as far as it will go.



2. Remove the Oil Roll Cartridge from the printer/copier.

LOOK

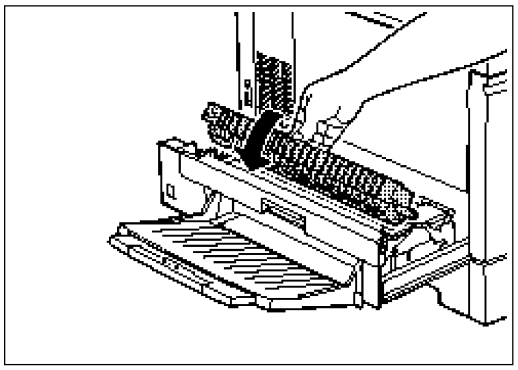
The fuser may be very hot, so to avoid burns, never touch it directly.



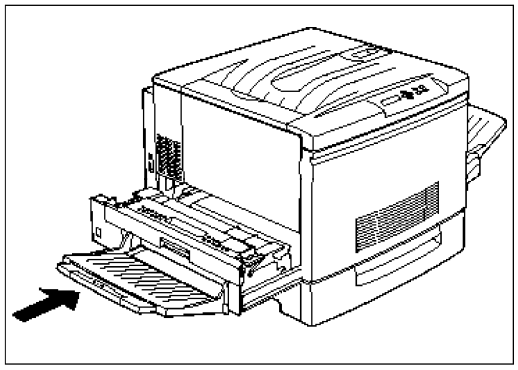
3 Remove the new Oil Roll Cartridge from its packaging, and remove its protective cover and pins.

LOOK

Oil on the white roller of the Oil Roll Cartridge will come off on the skin if touched directly.

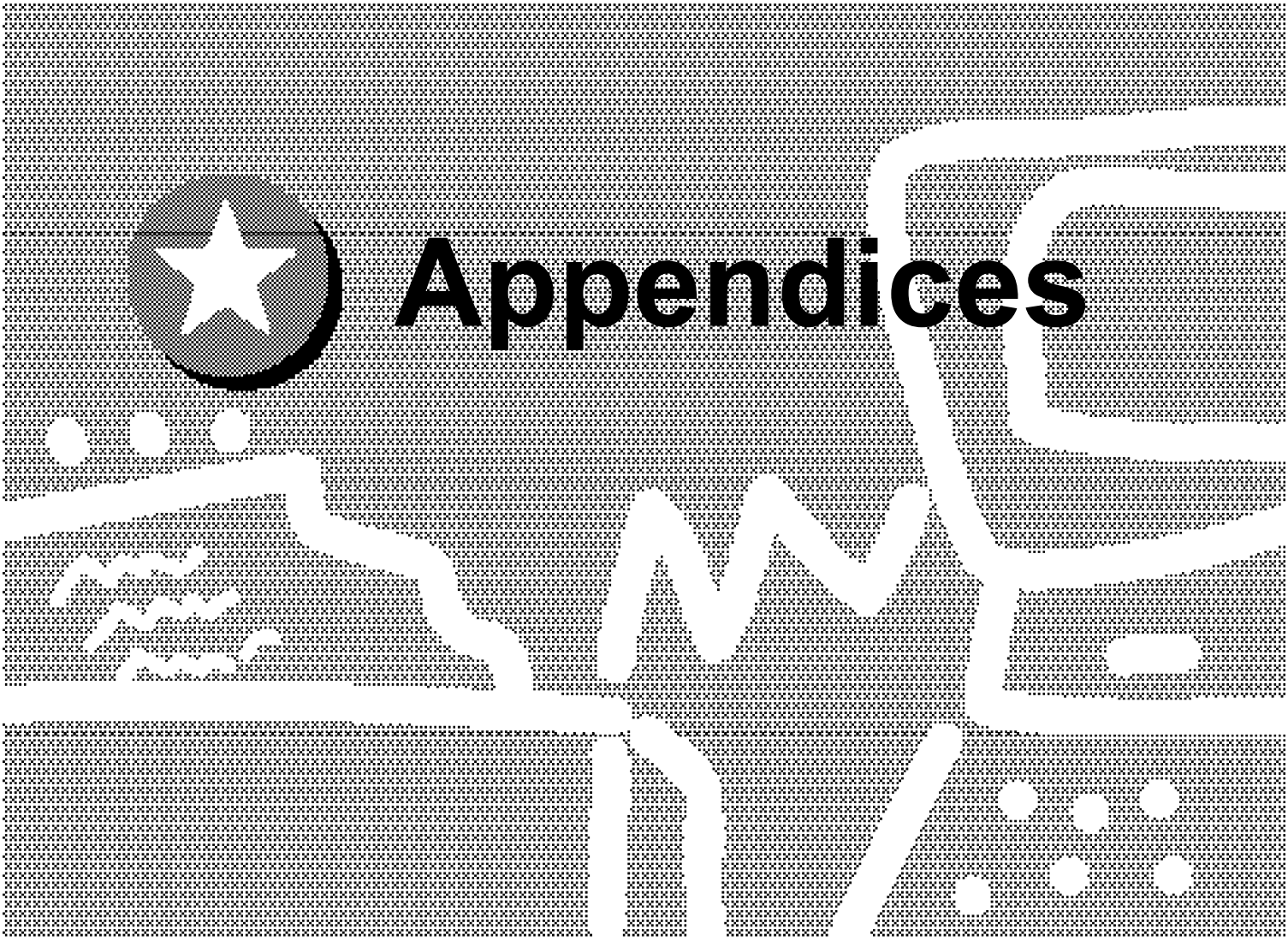


4 Holding the Oil Roll Cartridge as illustrated, push it in.



5 Push the Bottom Left Unit firmly back into the printer/copier as far as it will go.

5



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A.1 Introduction to Options

The following options are available for use with this printer/copier. Contact your supplier to order these options.

LOOK

If Options other than those recommended are used, normal functioning of the printer/copier cannot be guaranteed.

A.1.1 Options

Additional memory (Code KG1,KG2)

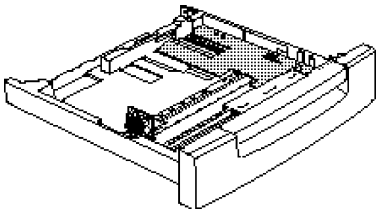
Installs in the printer/copier to increase memory capacity. General specifications are as follows.

Module type: 168 pin SDRAM DIMM
Capacity: 32 Mbyte (KG1), 64Mbyte (KG2)

Refer to the *Administrator Guide* "*B.3 Installing Additional Memory*".

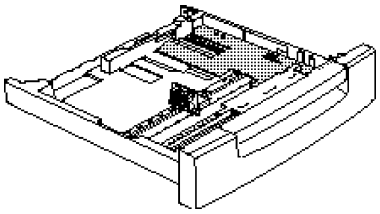
A

Special A3 Oversized Paper Tray (Code KF2)



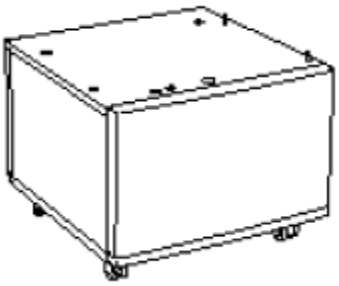
This tray is used by installing it instead of the 250-sheet Universal Paper Tray that is provided with the printer/copier. It has a capacity of up to 250 sheets of A3 oversize Size paper (330 mm W × 457 mm L).
Refer to *"A.4 Installing the Paper Tray"* for installation.

250 Sheet Universal Paper Tray (Code KF3)



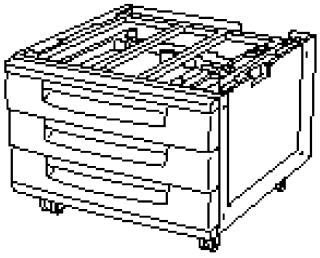
This tray is identical to the 250-sheet Universal Paper tray that is provided with the printer. The tray can also be purchased as a separate option.
Refer to *"A.4 Installing the Paper Tray"* for installation.

Printer Cabinet (Code KF1) LP Only



This is a specially designed cabinet for use with the printer/copier. For details regarding installation, refer to the literature enclosed in the cabinet package.

3 Tray Module (Code KF0) LP Only



This 3 tray module is used to increase the tray stack to three. 250 sheets can be set in the tray, thus allowing for a maximum of 750 sheets. With
this tray installed, the tray numbers 2, 3 and 4 become available. For details regarding installation, refer to the literature enclosed in the tray module package. Note that the CP comes standard with a 2 tray module.

Token Ring Card (Code KF 4)

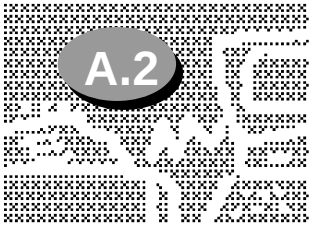
A token ring card is available for the DouColor 4 LP/CP.
See the Administrator Guide for installation instructions.

Parallel Cable CP only (Standard on LP)

Option available from Xerox. Part # 98S4330.
Cable for CP is aa mini-Centronics.

ADF CP only

97S4324
32M 6MM memory upgrade
98S4305 98S4306



A.2 Main Specifications

Type ..... Color Page Printer

Print method ..... Semiconductor Laser Xerography

Speed .....

Sheet type	Size	B/W	Color
Plain paper	A4, Letter A3, Legal	16 ppm 8 ppm	4 ppm 2 ppm
Transparency sheet/thick paper	A4, Letter A3, Legal	2.7 ppm 1.3 ppm	1.8 ppm 0.9 ppm

Warm up time ..... From power-up less than 300 seconds (22 degrees celsius, 55% humidity)

Resolution ..... 600 dots/25.4 mm (600 dpi)

Paper Feed ..... Automatic/Manual

Feed Tray .....

Feed tray type	Sheet size	Amount
Multi Purpose Tray (Manual Tray)	Envelope,A5,B5,A4,B4,A3, Letter, Legal,11"×17", 12"×18" Custom size (width: 90 - 330.2 mm, length:139.7 - 457.2 mm)	150 sheets
250 sheet Universal Tray (tray 1)	B5, A4, Letter, Legal, 11"×17", 12"×18"	250 sheets
A3 oversize Tray (tray 1)	Width: 304.8 - 330.2 mm, Length:420 - 457.2 mm	250 sheets
Tray Module (trays 2 - 4 LP) (trays 2 - 3 CP)	B5, A4, Letter, Legal, 11"×18", 12"×18"	250 sheets/tray

Output Method ..... Face down or Face up

Output Tray .....

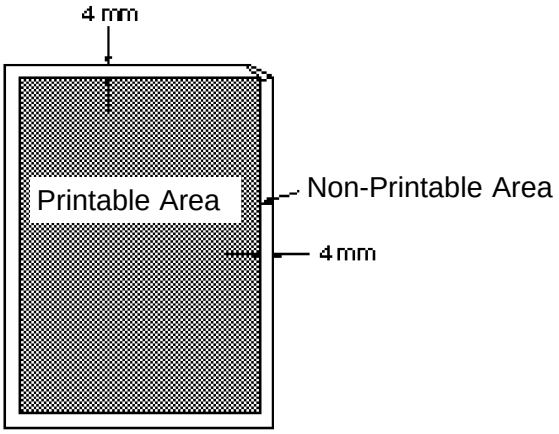
Output tray type	Sheet size	Amount
Face down tray	Size: B5 or larger Density: 105 g/m^2	250 sheets
Face up tray	Can be used for all Sheet sizes.	Up to 150 sheets (A4 or smaller, to Letter size)

Printer Language ..... PCL5 (US English)
Adobe PostScript™ 3 (US English)
Standard Memory ..... RAM : 64Mbyte SDRAM DIMM
Program ROM : 16 Mbyte
Font ROM : 16 Mbyte
Interface ..... IEEE 1284 standard bi-directional Centronics interface
EtherNet network connection 10BASE-5, 10BASE-T, 100BASE-TX
..... NOTE: DocuColor 4 CP uses a mini Centronics cable.
Host equipment ..... IBM PC-AT with a 486SX processor or greater or equivalent DOS/V machine, (November 1993 PC-series or later version)
Macintosh, installed EtherTalk Phase 2
Host OS ..... Windows 95/98
Windows NT 4.0
System 7.5 or later version, Mac OS 8.0.x - 8.1.x
Standard fonts ..... Roman fonts:136(PS), 46(PCL) English
Screen Fonts:Roman Fonts 136(PS) for WIN/MAC
Noise level ..... Power Save:Max 35.0 dB(A)
Running:Max 52.0 dB(A)
Power supply ..... 110-120 or 220-240V±10% (198V - 264V)
50/60Hz±3Hz (47Hz - 63Hz)
Max. power ..... Running:1100W consumption
Power Save : 35W
Environmental ..... Temperature: 5 - 32°C
Conditions ..... Humidity: 15~85%(non-condensing))
Dimensions ..... 728(W)* × 641(D) × 491(H) mm
*With the Multi Bypass Feeder and face up tray retracted.
Weight ..... 69.5 Kg / 153 Lbs.

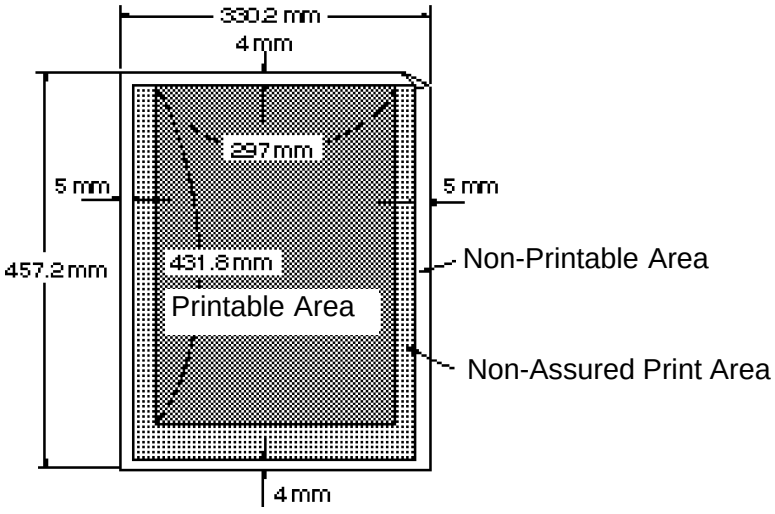
Product Code - P/N	Description	Product Code - P/N	Description
6R968 6R90285 (Europe only)	Black Dry Ink 1 cartridge per item	13R561 12R561 (Europe only)	Print/Copy Cartridge w/Waste Container 1 cartridge per item
6R969 6R90286 (Europe only)	Cyan Dry Ink 1 cartridge per item	8R12568 8R12571 (Europe only)	Dry Ink Waste Container 1 cartridge per item
6R970 6R90287 (Europe only)	Magenta Dry Ink 1 cartridge per item	8R12569 8R12572 (Europe only)	Oil Roll Cartridge 1 cartridge per item
6R971 6R90288 (Europe only)	Yellow Dry Ink 1 cartridge per item	8R12570 8R12573 (Europe only)	High Density Oil Roll Cartridge 1 cartridge per item

Printable Area

When using sheet sizes less than A3



When using A3 oversize size



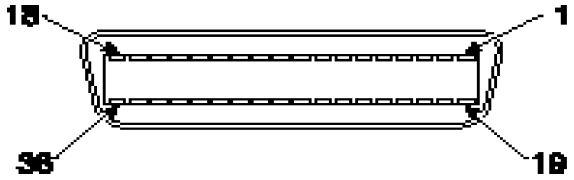
A.3 Interface Specifications

This section describes the parallel interface. (Centronics standard interface/ compliant with IEEE 1284) for the DocuColor 4 LP.

See... The DocuColor 4 CP uses a mini Centronics cable available from Xerox Corporation. Part # 98S4330

Connector Type

The printer is fitted with an IEEE 1284-B type connector. The connector is shown in the following diagram.



36 Pin

Pin Arrangement

The arrangement of the signal pins in the connector are as follows. (bi-directional communications OFF)

Pin No.	Signal Name	I/O	Pin No.	Signal Name	I/O
1	$\overline{\text{DATASTROBE}}$	I	19	RETURN	
2	DATA1	I	20	RETURN	
3	DATA2	I	21	RETURN	
4	DATA3	I	22	RETURN	
5	DATA4	I	23	RETURN	
6	DATA5	I	24	RETURN	
7	DATA6	I	25	RETURN	
8	DATA7	I	26	RETURN	
9	DATA8	I	27	RETURN	
10	$\overline{\text{ACKNOWLEDGE}}$	O	28	RETURN	
11	BUSY	O	29	RETURN	
12	PAPER END	O	30	RETURN	
13	SELECT	O	31	$\overline{\text{INPUTPRIME}}$	I
14	$\overline{\text{AUTO FEED}}$	I	32	$\overline{\text{FAULT}}$	O
15	(RESERVED)		33	(RESERVED)	
16	SIGNAL GND		34	(RESERVED)	
17	FRAME GND		35	(RESERVED)	
18	+5V	O	36	$\overline{\text{SELECT IN}}$	I

Note

- *Regarding I/O, I indicates input to the printer, and O indicates output.*
- *With bi-directional communications ON, the connector complies with the IEEE 1284-B standard.*

A

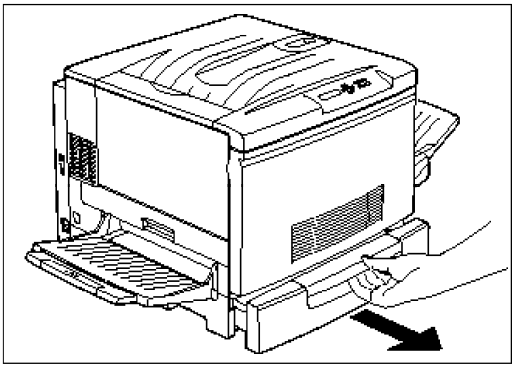
A.4 Installing the Paper Tray

A universal feed tray, or a A3 oversize feed tray can be installed into the paper feed on the printer/copier.
This section explains how to install and remove the trays.

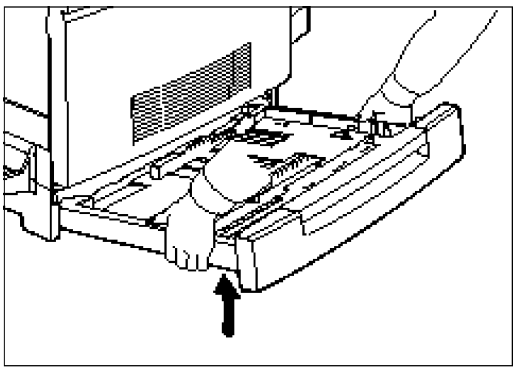
See...
See "A.1 Introduction to Options" for information regarding the optional paper trays.

A.4.1 Removing the Paper Tray

Remove the paper tray by following the procedure below.



1. Pull the paper tray outward as far as it will go.

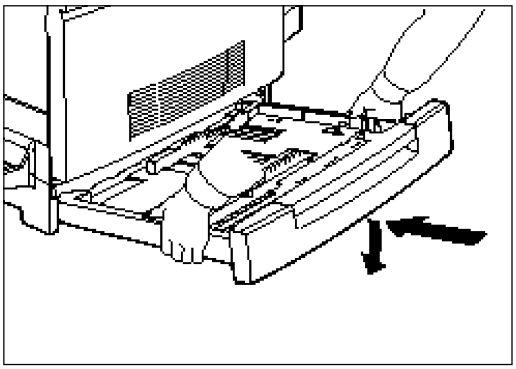


2. Grasp the paper tray with both hands and pull outward while lifting up at the front.

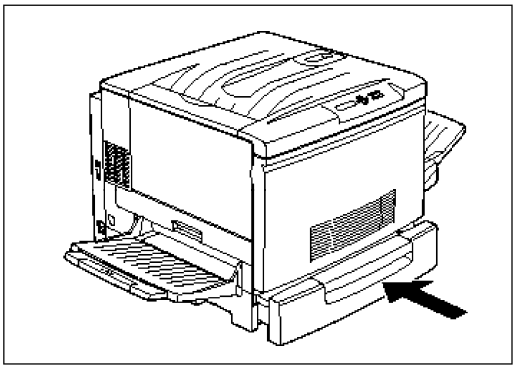
Note
After removing the tray, place it in a flat, level surface.

A.4.2 Installing the Paper Tray

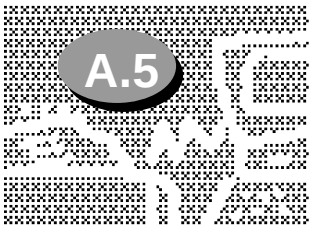
Install the paper tray by following the procedure below.



1. Holding the paper tray with both hands, set it into the grooves in the paper tray holder inside the printer/copier.



2. Press the paper tray all the way into the printer/copier.



A.5 Obtaining Product Information

Product information and software updates are distributed through the following Internet home page.

All communication costs incurred while accessing the Internet home shall be at the customer's expense.

http://www.xerox.com

A

A.6 Changing the Language on the Printer Control Panel

Languages on the printer and copier are independent.

Available Languages

The languages available are: English, French, German, Italian, Spanish and Brazilian Portuguese.

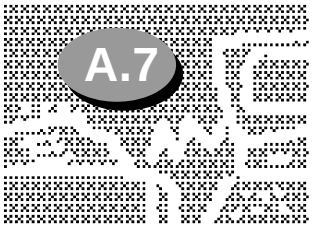
To change from English to another language:

1. Turn the device on and wait for it to run the diagnostics.
2. Once the DocuColor 4 LP/CP is ready it will say "ready" and a test sheet will print if the printer/copier is programmed to run a test sheet.
3. Press the Menu button 11 times until the display reads "Panel Language".
4. Press the item select button and the display will read "Select English".
5. Press the up arrow to select the correct language.
6. Press the Item/Select button and the menu should read in the new language.
7. Press the End Menu button.

To change from another language to English:

1. Turn the device on and wait for it to run the diagnostics.
2. Once the DocuColor 4 LP/CP is ready it will say "ready" and a test sheet will print if the printer/copier is programmed to run a test sheet.
3. Press the Menu button 11 times until the display reads "Panel Language".
4. Press the item select button and the display will read "Select English".
5. Press the up arrow to select English.
6. Press the Item/Select button and the menu should read in English.
7. Press the End Menu button.

To change the language on the copier control panel, please see "5.3 Changing the Configuration" in the Administrator Guide.



A.7 Glossary

Bi-directional communications

When using a personal computer connected with a Centronics interface that supports bi-directional communications, and bi-directional communications is selected, the data transmission speed is increased and hence, the speed of communication.

Centronics

A standard parallel connection between the computer and other equipment.

dpi

Dots Per Inch. The unit used to describe the amount of dots used to print horizontally in one inch, (25.4 mm approx).

Density

The weight of one sheet of paper one square meter in size.

Face Up
Face Down

When Paper is output from a printer/copier or copier with the printed side up, it is known as 'face up.' Likewise, output with the printed side down is called 'face down.'

Font

This is the type face for printing. Fonts are sets of letters and symbols with particular designs.

Interface

The Link that facilitates communications between two different pieces of equipment. The term is used often to describe the link between printer and personal computer, or human and machine and the like. Methods of interfacing, especially electrical usages, are also referred to as simply the 'interface.'

Job

A batch of data that is sent to the printer to be printed. For example, if the computer sends a file to the printer for printing, this is said to be 1 print job.

LED

Light Emitting Diode.

Legal 14"

14×8.5 inch (356×216 mm aprox) sheet size. Used in the United States mainly for contracts and legal documents.

Letter

11×8.5 (279×216 mm aprox) sheet size. Used in the United States for business letters.

Online

When the printer/copier is able to receive data, it is said to be 'online.' If it cannot receive data, it is 'off line.' It is necessary for the printer to be 'online' in order to print. Toggling between online and off line is done from a button on the control panel.

Parallel Interface

This is one type of interface for sending/ receiving data to peripheral machines. Data is transferred simultaneously in bits. A widely used standard parallel interface is 'Centronics.' This transfers data to the printer or other peripheral machines.

Printer Driver

This is the software that converts print data made from an application into a form that the printer can read.

RAM

Random Access Memory. A memory device for storing information, and from which information can be read.

ROM

Read Only Memory. A memory device from which information is read only.

Resolution

This is a term used to describe the level of detail of the print. It is expressed as a measure of the dots printed in one horizontal inch or 'dots per inch' (dpi). The greater the dpi, the higher the resolution, and hence the greater the level of detail that can be printed.

Serial Interface

This is one type of interface for sending/ receiving data to a number of machines. Data is transferred in bit units. A widely used standard serial interface is RS 232. This transfers data to other machines connected to that network.

Standby Mode/Energy save mode

The energy save mode saves electricity by turning of power to the heater in the fuser and the motors in the printer/copier when it is not in use. This state is switched on automatically after a time period elapses from the most recent print job finishing. Note that the energy saver for the printer and scanner are independent.

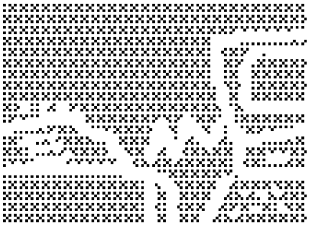
A3 oversize

330×457mm size sheets that can be set in the DocuColor 4 LP/CP. Slightly bigger than a normal A3 sheet.

Weight

The weight of a sheet size 788×1,091 mm.

A



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