

Xerox 4590 Enterprise Printing Systems  
Xerox 4110 Enterprise Printing Systems

# User Guide



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The following software configuration was used to create this guide: Controller + PS ROM 1.2026 / IOT ROM: 17.14.0

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# 1. Product overview

## Related information sources

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This section describes the guides provided with this machine.

- **Getting Started Guide:** This guide gives basic information for print jobs, clearing paper jams, daily care, and safety information.
- **System Administration Guide:** System Administrators use this guide to set up the machine defaults/settings and the network environment.
- **DocuSP Customer Documentation Set:** The DocuSP customer documentation in the DocuSP Media Kit provides information related to the use and installation of the DocuSP Controller.

## Customer documentation updates

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You can get the latest customer documentation and information for your product by going to [www.xerox.com](http://www.xerox.com) and doing one of the following:

- Enter your product number (e.g., 4110, 4595) in the Search field and select **Search**.
- Select the **Support & Drivers** link and then use the search options to locate your specific printer.

Be sure to periodically check [www.xerox.com](http://www.xerox.com) for the latest information for your product.

## Introducing the 4110 EPS/4590 EPS

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The Xerox 4110 Enterprise Printing System and the 4590 Enterprise Printing System are black and white, digital network printing systems driven by the DocuSP Controller. They are intended for large offices and small-to-medium size reproduction departments or print shops. The 4110 EPS configuration prints jobs up to 110 pages per minute (8.5 x 11 inches/A4) while the 4590 EPS configuration prints up to 90 pages per minute.

The Xerox 4110 EPS/4590 EPS can feed a variety of paper types and weights. Both heavy weight and light weight paper media can run reliably. It also includes efficient production features such as Load While Run and Auto Tray Switching for continuous print operation.

### Base configuration

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The standard or base configuration of the Xerox 4110 EPS/4590 EPS system consists of a:

- Standalone FreeFlow DocuSP Controller for accepting and processing documents for print
- Print engine with a User Interface (UI)
- 4 input trays, an inserter tray and a Bypass tray for a total capacity of 4,225 sheets at 20 lb. (75 gsm)
- D2 Staple Finisher module with stapling and hole punching capability, a post-process inserter and decurling unit

### Options

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The Xerox 4110 EPS/4590 EPS printing system is available with the following optional equipment:

- Booklet Maker finisher
- Folder module for creating Z and C folds
- Either one of the following High Capacity Feeders:
  - Standard 2-drawer High Capacity Feeder with a paper capacity of 2,000 sheets per tray
  - Oversized 1-drawer High Capacity Feeder with a paper capacity of 2,000 sheets that feeds up to 13 x 19 in. (330 mm x 483 mm) stock



## Job submission and workflow

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Jobs are sent to the Xerox 4110 EPS/4590 EPS network printer by way of the DocuSP Controller, which is the interface between the printer and the client workstation. The DocuSP Controller accepts, processes and manages the print-ready jobs for printing.

Jobs can be submitted over the network and received by the DocuSP Controller in any of the following ways:

- Jobs submitted from an application on a PC client workstation using print drivers within the application that convert the job to a print-ready file and submit it for printing
- Web submission of print-ready files (PDF or PS) using a web browser or the Xerox FreeFlow Print Manager
- Importing jobs on a CD or USB drive at the DocuSP Controller

The jobs submitted are either printed immediately or sent to a queue on the DocuSP Controller where they are held for job setup and printed at a later time.



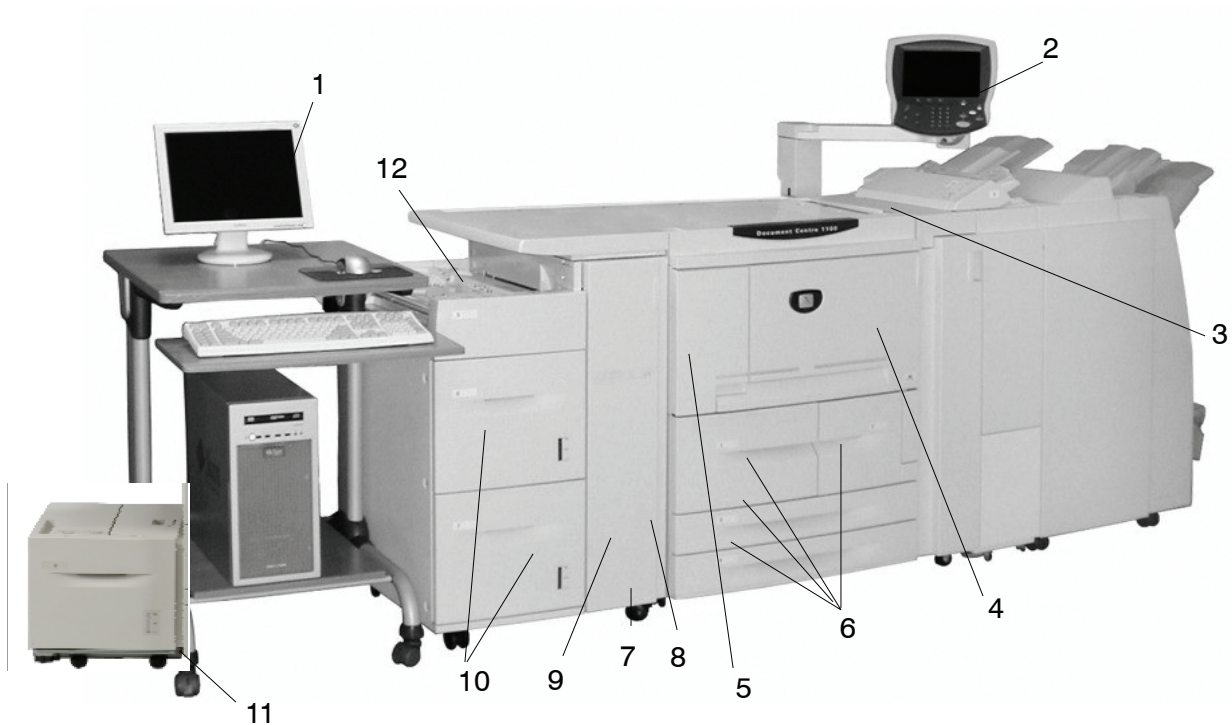
**NOTE:** For more information on setting up a job for printing, defining job properties, and managing jobs on the DocuSP Controller, refer to the DocuSP Online Help or customer documentation.

## Machine components

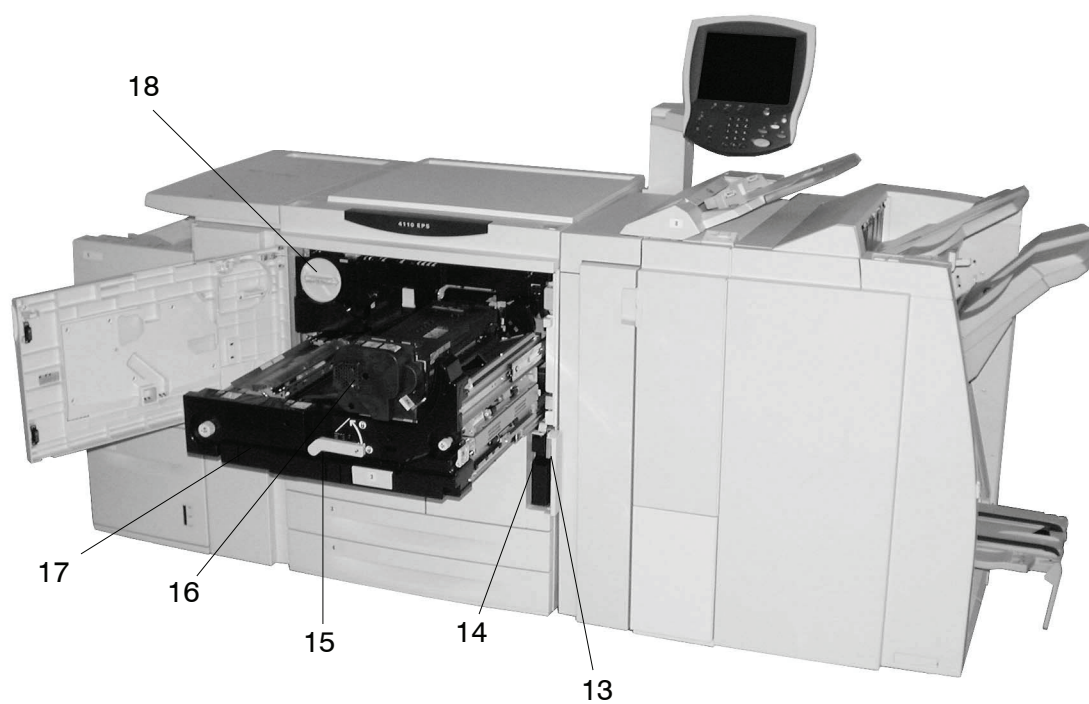
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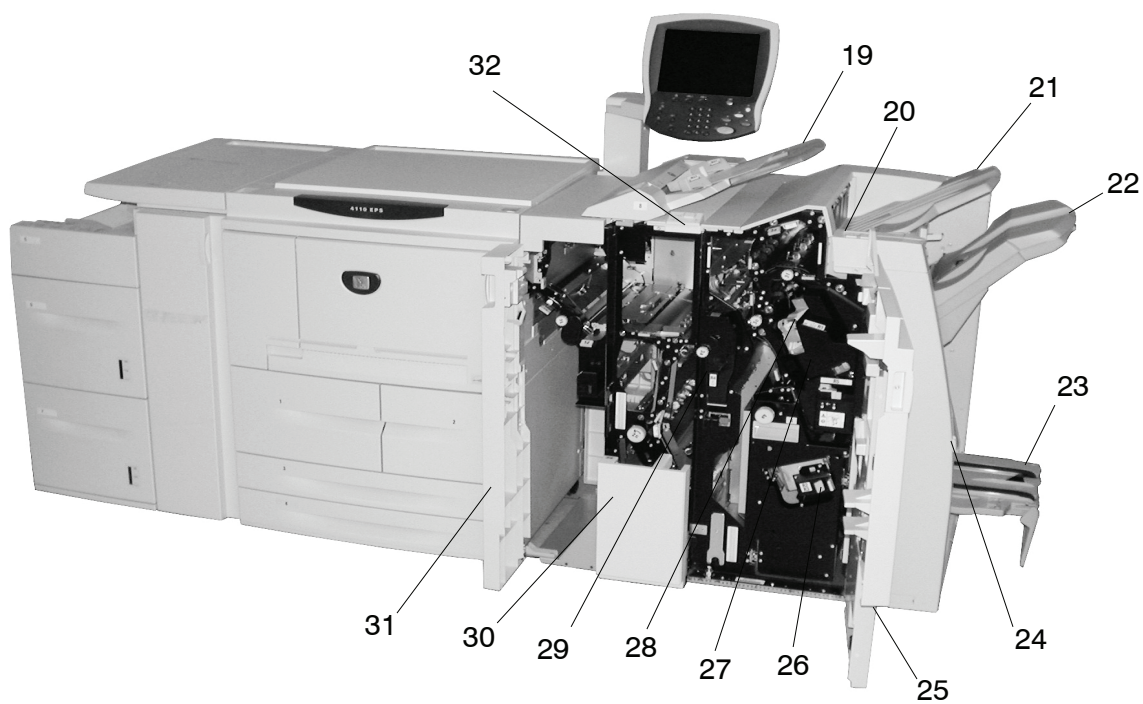
**WARNING:** To prevent personal injury, do not touch any labeled area that indicates High Temperature.



No.	Component	Function
1	DocuSP Controller	The DocuSP Print Services software that provides a graphical user interface (GUI) to the printer for setting up and printing jobs, setting up the printer, controlling system-level preferences, and managing fonts, security, accounting, and many other activities.
2	User Interface	The User Interface (UI) is attached to the machine and consists of the Control Panel and the Touch Screen. Refer to “User Interface (UI)” in this chapter.
3	Power switch	Switches on/off the machine power.
4	Front cover	Open this cover to clear paper jams and to replace the waste toner bottles.
5	Left cover	Open this cover to replace the toner cartridge.
6	Tray 1, 2, 3, 4	Contains the media used for print output.
7	Locking casters	Locks the wheels of the machine. Lock these casters after moving the machine to its installation site.
8	Bottom left cover	Open this cover to remove paper jams.
9	Front cover for the optional Trays 6, 7	Open this cover to access the bottom left cover. This cover and Trays 6 and 7 are part of the optional High Capacity Feeder (HCF).
10	HCF (Trays 6, 7)	Optional High Capacity Feeder contains 2,000 sheets per tray for print output.
11	OHCF (Tray 6)	Alternative to the 2-drawer HCF, the optional Oversized High Capacity Feeder feeds oversized stock up to 13 x 19 in/SRA3 paper.
12	Tray 5 (Bypass)	Load nonstandard paper (heavy stock or other special media) that cannot be loaded in trays 1-4. It can be folded away when not in use and extended to support longer length stock.



No.	Component	Function
13	Waste toner container cover	Open this cover when removing the waste toner bottle.
14	Waste toner container	Collects used toner.
15	Lever	Use in order to pull out the transfer module.
16	Fuser	Fuses the printed image on the paper. <b>WARNING:</b> The fuser is extremely hot and will cause injury if jam clearing instructions are not followed.
17	Transfer module	Copies the image from the drum to the paper. Open this to remove paper jams.
18	Toner cartridge	Provides toner for laying down the image on the paper.



No.	Component	Function
19	Post-process inserter (Tray 8)	Loads and inserts offset and color documents, preprinted tabs, covers, or transparency separators.
20	Decurl button	For lighter weight paper especially, press this button to decurl the output.
21	Output tray	Prints are delivered here when specific output features are selected, such as Automatic sorting, Collated, Uncollated or Normal.
22	Finisher tray	Receives prints when you select Stapled, Punched and Z-folded.
23	Booklet output tray	Receives prints when you select Bi-Fold or Bi-Fold + Stapling.
24	Booklet output tray button	Press this button to deliver and retrieve booklets from the output area.
25	Right cover	Open to clear paper jams, replace staples, clear jammed staples or remove the scraps from the puncher.
26	Staple cartridges for booklet	There are two staple cartridges for booklets. Remove this cartridge to replace staples and clear staple jams.
27	Staple cartridge	Contains staples. Remove this cartridge to replace staples and clear staple jams.
28	Staple waste container	Collects the staple wire cuttings from the 4 staple cartridges. Open to remove and replace the waste container.
29	Punch scrap container	Collects the scraps from the puncher. Open to remove the scraps.
30	Tri-Fold output tray (optional)	Receives prints when you select Tri-Fold In or Tri-Fold Out.
31	Left cover	Open this cover to access the machine and to clear paper jams.
32	Tri-Fold output tray button	Press this button to open the Tri-Fold output tray.



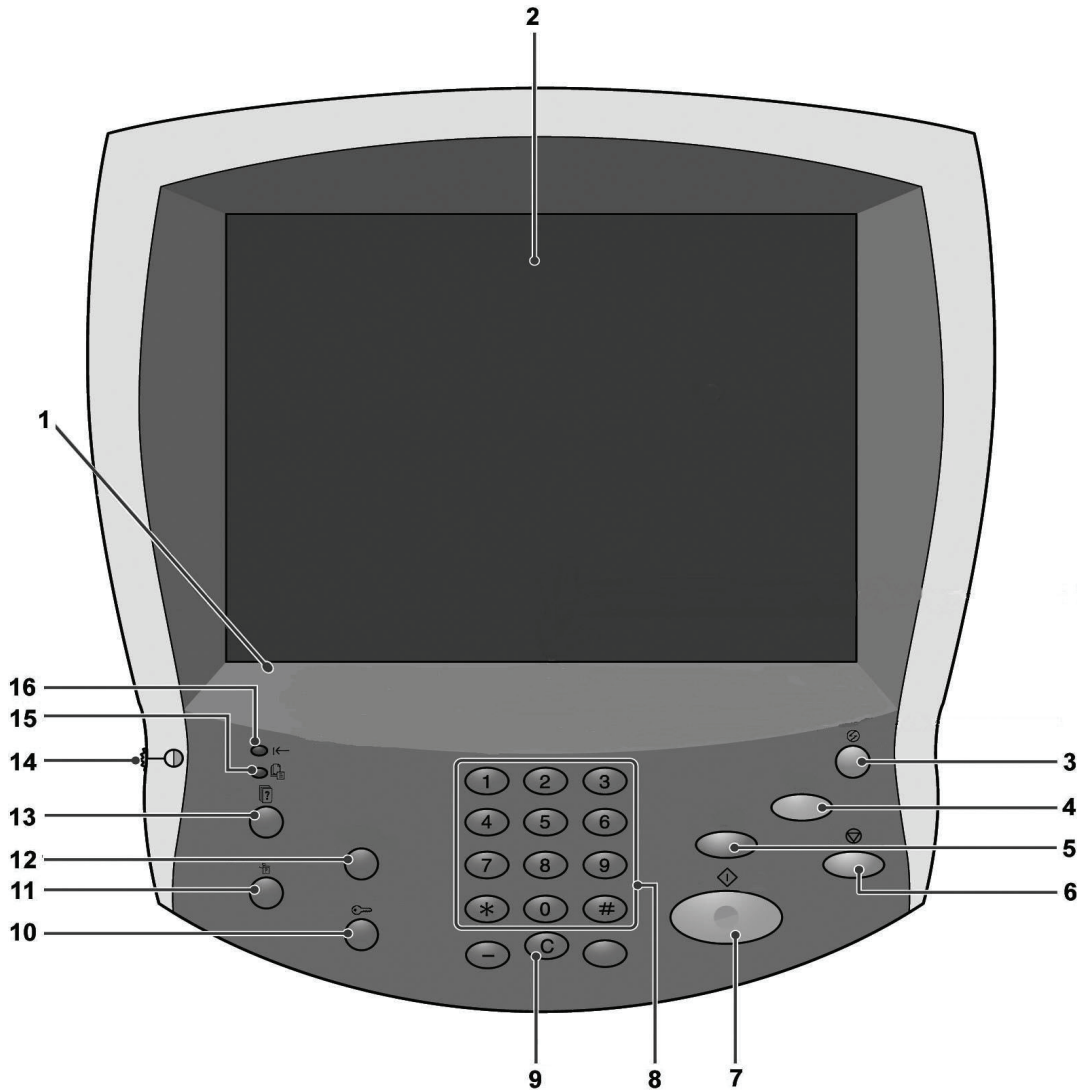
**NOTE:** Throughout this guide, *Finisher D2* and *Booklet Finisher* may be referred to simply as *the finisher*.

## User Interface (UI)















The User Interface (UI) consists of the Control Panel and Touch Screen. The following describes the names and functions of components and indicators on the Control Panel.



**KEY POINT:** The screens shown on the User Interface are a representation only of the type of screens that *may* be seen on the system. They may or may not reflect the screens displayed on your particular system. Also the functions and features shown on the UI screens may not be functional for this product.





No.	Component	Function
1	Control panel	Allows keypad selection of features.
2	Touch Screen	Allows selections to be made simply by touching a button on the screen.
3	 Power Saver	Lights when the machine is in the Power Saver mode. To cancel the Power Saver mode, press this button.
4	 Clear All	Not applicable to this product.
5	 Interrupt	Not applicable to this product.
6	 Stop	Press this button to stop the current print job or communications.
7	 Start	Press this button to start the printing process.
8	 Numeric keypad	Press these buttons to enter the passwords and other numerical values.
9	 Clear	Press this button if you have entered the wrong numerical value or if instructed by the UI.
10	 Log In/Out	This button is used by the System Administrator to log into the System Administration mode.
11	 Machine Status	Press this button to check the machine status, meters, and the state of consumables and print reports.
12	 Review	Not applicable to this product.
13	 Job Status	Press this button to confirm or cancel currently running or completed jobs.
14	 Brightness dial	Adjusts the brightness of the touch screen.
15	 Job in Memory indicator	Not applicable to this product.
16	 Online indicator	This indicator lights when data is transmitting from this machine or is receiving data from a client.

## Power on/off

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**WARNING:** Never touch a labeled area indicating High Temperature. Contact can lead to burns.

Switch on the power before operating the machine. After the power is on, the machine will take about 5 minutes to warm up before you can start printing. Turn the machine off at the end of the day or when it is not in use for a long period of time. Also, the Power Saver feature on the machine will automatically activate when print data has not been received for a specified time thereby reducing power consumption.



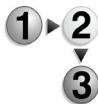
**NOTE:** For information about the power saving feature, refer to “Power Saver Mode” in this chapter.



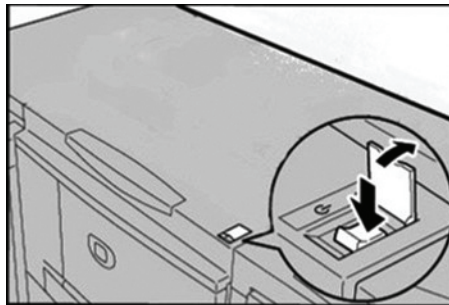
**NOTE:** For information about when and how to power down and restart the entire printing system (both the DocuSP Controller and the machine), refer to the System Administration Guide.

### Power on

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1. Open the power switch cover and press the power switch to the (I) position to turn the power on.

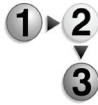


**NOTE:** The “**Please wait...**” message indicates that the machine is warming up. The machine cannot be used while it is warming up.

## Power off




**CAUTION:** Switching off the power of the machine may cause loss of data being processed.



1. Before turning the power off, make sure that all print jobs have completely finished. Also, make sure that the **Online** indicator is not lit.



**KEY POINT:** Never turn the power off while data is being received or when jobs are being printed.

2. Open the power switch cover at the front of the machine and press the power switch to the  Off position.



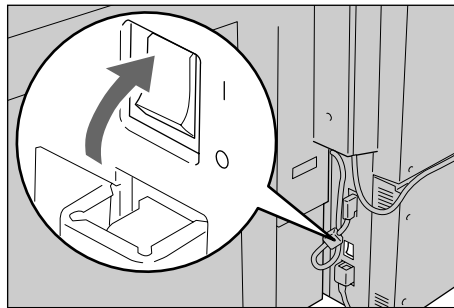
**KEY POINT:** Power off processing is performed internally on the machine for a while after the power switch is turned off. Therefore, do not unplug the power cord from the power outlet immediately after turning the power switch off.



**NOTE:** If you turn the power back on after turning it off, first make sure that the display on the UI has gone out.

## About the circuit breaker

The machine is provided with a circuit breaker. The circuit breaker is normally set to the On (I) position as shown in the figure below.



In the event of a current leakage, the breaker will automatically cut off the power circuit to prevent any leakage or fire from occurring.

If the breaker is set to the Off (O) position, contact your Customer Support Center as there might be some unusual conditions.

## Power Saver Mode

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The machine is installed with a Power Saver feature that will automatically shut off the electricity to the machine if no print data is received for a certain duration. Even though the Control Panel display will be off, the Power Saver button will be lit indicating that the machine is in Power Saver Mode.

### Enter the Power Saver Mode

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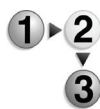
The Power Saver feature has two modes: a Low Power mode and Sleep mode. The machine enters the Low Power mode after the preset time has elapsed if the machine is left unused for a fixed period of time. The machine then enters the Sleep mode if a further preset time elapses.

For example, if the system administrator sets the Low Power Mode for 30 minutes and the Sleep Mode for 60 minutes, the machine enters Low Power Mode after 30 minutes of inactivity. If the machine continues to remain inactive for an additional 30 minutes, it then enters Sleep Mode.

### Exit the Power Saver Mode

---

The Power Saver Mode exits automatically whenever print data is received by the printer.



1. Press the **Power Saver** button on the Control Panel.



Power Saver  
button



**NOTE:** The period of time indicated for the Power Saver Mode to begin is set by the System Administrator. See the System Administrator Guide for adjusting the settings for Low Power mode and Sleep mode.

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## 2. Paper and other media

### Paper types supported

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This section describes the kinds of paper available for this device.

To ensure correct printing and make full and effective use of the performance of the machine, it is recommended that you use only the paper types approved by Xerox. Printing with paper that is a different type or size from the paper selected by the printer driver, or printing from an unsupported paper tray, can result in paper jams, reduced print quality, malfunctions, and other problems.

If you want to use paper not recommended by Xerox, contact the Customer Support Center.



**KEY POINT:** The printed image may fade due to moisture such as water, rain or vapor. For more information, contact the Customer Support Center.

### Normal paper (printable paper)

---

When using supplier paper (known as printable paper) for printing, make sure that it complies with the following specifications. It is recommended, however, that you use the standard paper types listed in the following table to achieve clear print results.

### Custom (nonstandard) size paper

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Custom or nonstandard-sized paper is any paper for which there is no paper guide setting within the minimum and maximum sizes for the trays. Custom size paper can be loaded into all trays except Tray1 and Tray 2.

Paper Tray	Capacity (sheet)	Paper Size	Weight	Paper Type
Tray1	1,100	8.5" x 11/ A4	16 lb. Bond (60 gsm) to 80 lb. Cover (216 gsm)	<ul style="list-style-type: none"><li>• Plain</li><li>• Recycled</li><li>• Lightweight (52-63 gsm)</li><li>• Heavyweight 1 (106-216 gsm)</li><li>• Side 2 Paper (preprinted)</li><li>• Hole Punched</li></ul>
Tray 2	1,600			

## 2. Paper and other media

Tray 3	550 each	Variable from: 5.5" x 7.2" (140 x 182 mm) to 13.0" x 19.2" (330 x 488 mm)	16 lb. Bond (60 gsm) to 80 lb. Cover (216 gsm)	<ul style="list-style-type: none"> <li>• Plain</li> <li>• Recycled</li> <li>• Lightweight (52-63 gsm)</li> <li>• Heavyweight 1 (106-216 gsm)</li> <li>• Side 2 Paper (preprinted)</li> <li>• Hole Punched</li> <li>• Tab Stock 1 (106-216 gsm)</li> </ul>
Tray 4				
Tray 5 (Bypass Tray)	250	Variable from: 4" x 6"/Postcard to 12.5" x 18"/SRA3 Max: 13" x 19.2" (330 x 488 mm)	16 lb. Bond (60 gsm) to 140 lb. Index (253 gsm)	<ul style="list-style-type: none"> <li>• Plain</li> <li>• Recycled</li> <li>• Transparency</li> <li>• Lightweight (52-63 gsm)</li> <li>• Heavyweight 1 (106-216 gsm)</li> <li>• Heavyweight 2 (217-253 gsm)</li> <li>• Labels</li> <li>• Side 2 Paper (preprinted)</li> <li>• Hole Punched</li> <li>• Tab Stock 1 (106-216 gsm)</li> <li>• Tab Stock 2 (217-253 gsm)</li> </ul>
Optional Tray 6 and Tray 7 (High Capacity Feeder)	2,000 each	<ul style="list-style-type: none"> <li>• 8.5" x 11"/ A4</li> <li>• 6.9" x 9.9"/B5</li> <li>• 7.25" x 10.5" (executive)</li> </ul>	16 lb. Bond (60 gsm) to 80 lb. Cover (216 gsm)	<ul style="list-style-type: none"> <li>• Plain</li> <li>• Recycled</li> <li>• Lightweight (52-63 gsm)</li> <li>• Heavyweight 1 (106-216 gsm)</li> <li>• Side 2 Paper (preprinted)</li> <li>• Hole Punched</li> </ul>
<b>OR</b>  Optional Tray 6 (Oversized High Capacity Feeder)	2000	8.5" x 11"/A4 to 13" x 19"/SRA3 +	18 lb. Bond (64 gsm) to 110 lb. Cover (300 gsm)	<ul style="list-style-type: none"> <li>• Plain</li> <li>• Recycled</li> <li>• Heavyweight</li> <li>• Coated</li> <li>• Transparency</li> <li>• Labels</li> <li>• Hole Punched</li> <li>• Lightweight</li> <li>• Tab Stock</li> <li>• Custom</li> <li>• Coated</li> </ul>
Tray 8 (Post- process inserters)	175	8.5" x 11"/ A4 to 11" x 17"/A3	16 lb. Bond (60 gsm) to 90 lb. Cover (220 gsm)	<i>Preprinted Stock on:</i> <ul style="list-style-type: none"> <li>• Plain</li> <li>• Recycled</li> <li>• Lightweight (52-63 gsm)</li> <li>• Heavyweight 1 (106-216 gsm)</li> <li>• Hole Punched</li> </ul>



**NOTE:** GSM is a measure of the substance of paper expressed in grams per square meter.



**NOTE:** Ream weight is the weight of a 788 x 1,091 mm ream consisting of 1,000 sheets.

## Storing and handling paper

---

Consider the following when storing paper:

- Store paper inside a cabinet or other dry place. Paper that has absorbed moisture can cause paper jams and image quality defects.
- After opening a package of paper, wrap up the remaining paper to store it. It is recommended that you include moisture prevention packets.
- Paper should be stored flat, to prevent bends or warping.

Consider the following when handling paper and setting paper into the tray:

- Align the stack of paper neatly before setting it in the tray.
- Do not use paper that is folded, creased, or heavily warped.
- Do not use waved or curled paper.
- Do not load paper of mixed size together into the tray.
- Transparency paper and label paper can cause paper jams, and multiple sheets can be fed to the printer at once. Be sure to carefully fan these types of paper.
- When continuously outputting onto transparencies, transparency sheets sometimes will stick to each other. Remove transparencies from the output tray every 20 or so sheets, and fan them to cool them down.

## Paper tray features

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This section provides an overview of the paper tray features and functionality on the 4590 EPS/4110 EPS printer.

### Automatic paper size detection feature

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When you load standard-sized paper in trays 3, 4, 6 and 7, the size is automatically detected by the machine.



**NOTE:** *Trays 1 and 2 are preset for paper size 8.5 x 11 inches. The machine detects only that size in trays 1 and 2.*

The paper type attribute is not automatically detected and must be set. Normally, plain paper is set as the default for each of the trays. Change the paper type settings if you load other paper types. Up to five paper types can be named and set as user-defined paper.



*For details about changing the paper type, refer to “Paper Tray Attributes” in the System Administration Guide.*

### Automatic paper tray selection feature

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The machine automatically selects the paper tray containing the correct size paper without the user needing to select a specific paper tray.

The Automatic Tray Selection feature is active if **Auto Size Detect** is selected for **Paper Size**. Set the **Paper Type Priority** order for automatic tray selection from the Paper Tray Settings screen. If the machine senses that there are two or more corresponding trays (the **Paper Type Priority** setting is exactly the same), paper selection is determined by the **Paper Tray Priority** order set at the Paper Tray Settings screen. During automatic tray selection, trays whose **Paper Type Priority** setting is set to **Off** are not targeted in automatic tray selection.



**NOTE:** *Tray 5 (Bypass) cannot be selected when the automatic tray selection feature is active.*



*For information about setting **Paper Type**, **Paper Type Priority**, **Paper Tray Priority**, and setting the paper substitute feature, refer to “Paper Tray Settings” in the System Administration Guide. The same settings can also be made from CentreWare Internet Services. See your System Administrator for help.*



## Automatic tray switching feature

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When the paper tray currently being used is empty, the machine automatically switches to another tray containing paper of the same size, weight, type and feeding orientation (SEF or LEF) as the tray currently being used.

This feature is enabled from the Administration Mode in the Paper Tray Settings screen.



*See your System Administrator. Details about the paper tray settings are found in the System Administration Guide.*

## Load While Run

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For continuous and uninterrupted printing, this feature allows toner to be replaced and paper stock to be loaded in the trays while the printer is still printing.

## Paper tray programming

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**NOTE:** For information on programming paper tray attributes on the DocuSP Controller, refer to the DocuSP online Help.

Once you load the paper in the printer paper trays, you may need to update the paper tray attribute settings to match the tray contents. The Paper Color attribute for all trays must be set at the Printer Manager on the DocuSP Controller. Settings for the Paper Type, Paper Weight and Paper Size are programmed at either the machine user interface or the DocuSP Controller depending on the tray.

The paper tray attribute settings for trays 1-4 and 6-7 are programmed on the machine user interface and the settings are automatically uploaded to the Printer Manager on the DocuSP Controller.

The paper tray attribute settings for Tray 5 (Bypass), however, are programmed at the DocuSP Controller. Since Tray 5 does not have stock size guides, do not program Tray 5 settings at the machine user interface. The DocuSP Controller will download the settings from the Printer Manager to the printer and set the tray attributes for Tray 5.

Set or change all Tray 8 paper tray attributes at the DocuSP Controller.

## Load paper

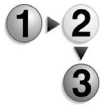
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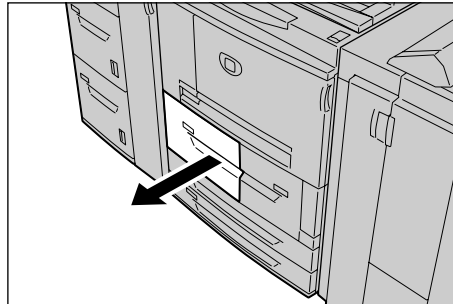
**NOTE:** When the machine runs out of paper during printing, a message is displayed on the Printer UI. Add paper according to the displayed instructions. Printing automatically resumes when paper is added.

### Load paper in trays 1 and 2

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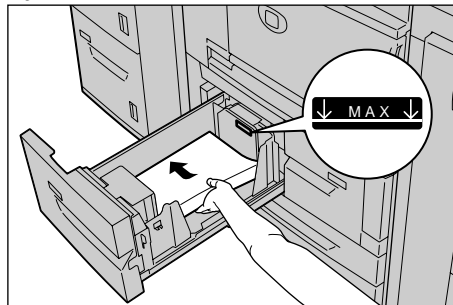


1. Pull out the tray towards you until it stops.



**WARNING:** When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

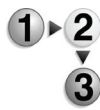
2. Load and align the edge of the paper against the left edge of the tray with the side to be copied or printed on facing up.



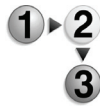
**KEY POINT:** Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble.

3. If you changed the paper type and/or weight, enter this in the Paper Tray Attributes window on the machine user interface. Select [OK] to save the information and close the window.
4. Push the tray in gently until it comes to a stop.

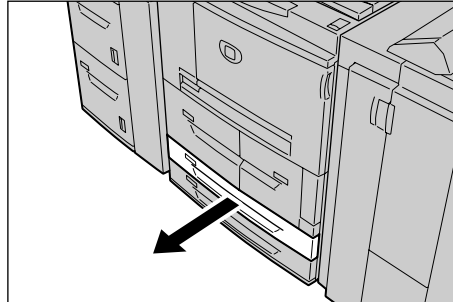
## Load paper in trays 3 and 4



For information about changing the paper attributes (size, weight, etc.) and orientation, refer to “Change the size of paper trays” in this chapter.

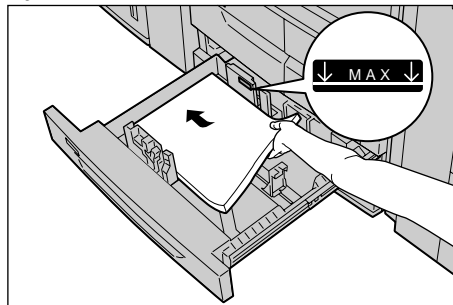


1. Pull out the tray towards you until it stops.



**WARNING:** When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

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



**KEY POINT:** Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble.

Do not put paper or anything in the empty space on the right side of trays 3 or 4. Doing so might cause paper jams or machine trouble.

3. If you changed the paper type, weight or size, enter this in the Paper Tray Attributes window on the machine user interface. Select [OK] to save the information and close the window.
4. Push the tray in gently until it comes to a stop.

## Load paper in Tray 5 (Bypass)

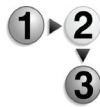
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When printing with paper that does not match the sizes or types in trays 1 to 4 and the optional trays 6 or 7, use Tray 5 (Bypass).

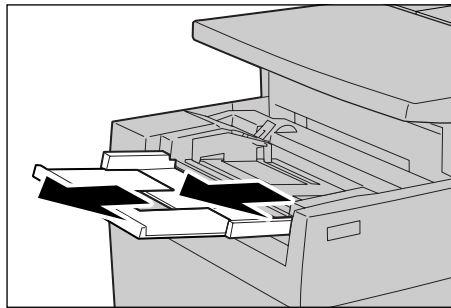
Specify the type of paper to load in the Printer Manager at the DocuSP Controller. To make detailed instructions during printing, specify the instructions using either the Print dialog in the application or from the Printer Manager.



**NOTE:** When adding paper to Tray 5 (Bypass), remove any paper remaining in the tray, add it to the stack of paper to be added, then load all of the paper into the tray at once.

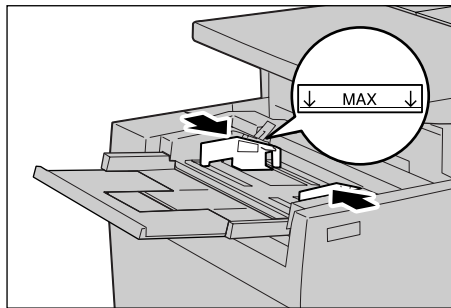


1. Open Tray 5 (Bypass) as necessary.

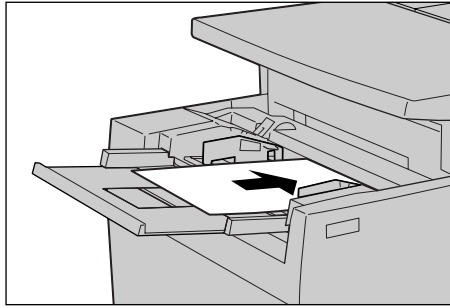


**NOTE:** If necessary, extend the extension flap. The extension flap can be extended in two stages. When pulling out the extension flap, do it gently.

2. Hold the center of the paper guides and slide them to the desired paper size.



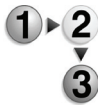
3. Load paper with the side to be printed on facing up, and insert the paper lightly along the paper guide on the front side of the machine until it comes to a stop.



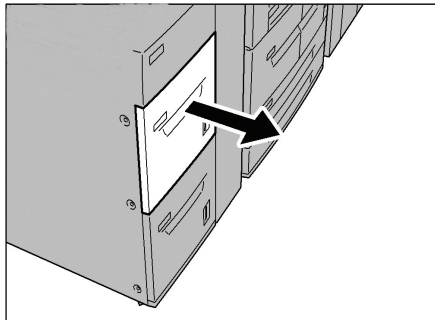
**KEY POINT:** Do not load mixed size paper into the tray.  
Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble.

4. When loading a non-standard paper size from Tray 5 (Bypass), move the paper guides to accommodate the paper.
5. Select printing.

### Load paper in the optional High Capacity Feeder (Trays 6 and 7)

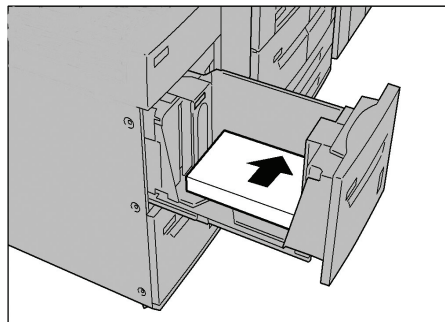


1. Pull out the tray towards you until it stops.



**WARNING:** When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2. Load and align the edge of the paper against the right edge of the tray with the side to be printed on facing up.

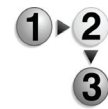


**NOTE:** Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble.

3. Push the tray in gently until it comes to a stop.

### **Load paper in the optional Oversized High Capacity Feeder (Tray 6)**

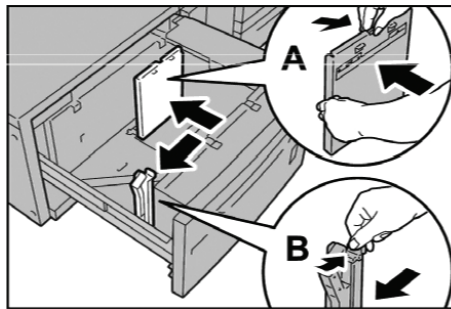
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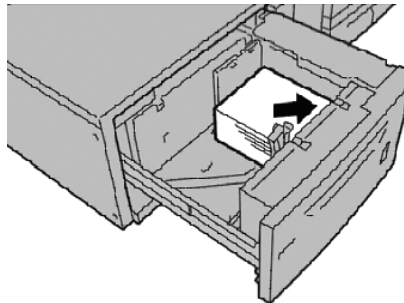
1. Pull out the tray towards you until it stops.

**WARNING:** When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2. Squeeze the handle on the paper guide (A) and slide the guide to the desired paper size. Squeeze the handle on the paper guide (B) and slide the guide to the desired paper size.



3. Fan the sheets before loading them into the tray. With the side to be printed on facing up, load and align the paper stack in the lower right corner of the tray as shown below.



**NOTE:** Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine malfunctions. When loading drilled stock, place the paper with its drilled side to the right. When loading tab stock, place the tabs to the left.

4. Slide both paper guides to just touch the edges of the paper stack.

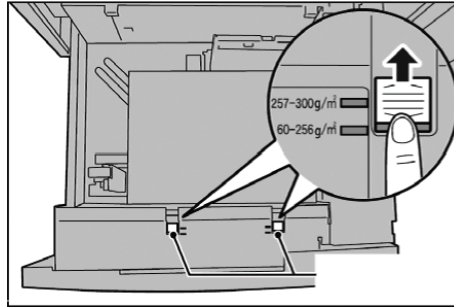


**NOTE:** Position the paper guides correctly to match the paper size. If the position of the paper guide is not correct, the paper may not be fed properly and paper jams may occur.



**CAUTION:** For paper heavier than 256 gsm, slide both Paper Weight Switches to the heavier weight position (257 - 300 gsm). Failure to do so may result in paper jams.

5. Move both Paper Weight Switches to their appropriate positions.



6. Push the tray in gently until it comes to a stop.



**NOTE:** When the loaded tray is closed, the tray position is automatically adjusted in the front/back direction based on the paper size.

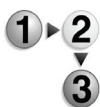
### Load paper in the optional Tray 8 (post-process inserter)

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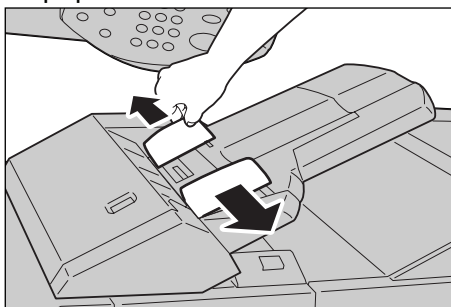
The Post-Process Inserter is meant for loading paper (blank, copied paper, and so forth) to be used as separators and covers. Media loaded here will not be used to make copies.



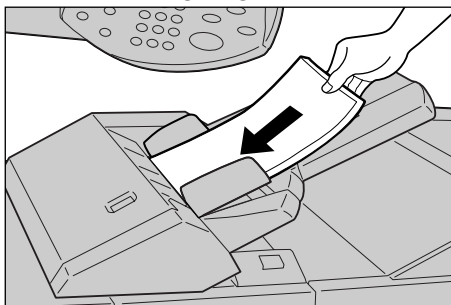
**NOTE:** When adding paper to the Post-Process Inserter, remove any paper remaining in the tray, add it to the stack of paper to be added, then load all of the paper into the Post-Process Inserter at once.



1. Hold the center of the paper guides and slide them to the desired paper size.



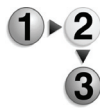
2. Load the paper, aligning to the front side of the tray.



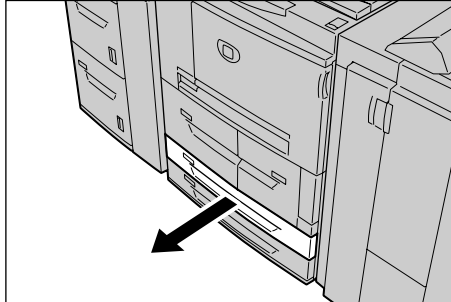


## Load tab paper

### Load tab paper in trays 3 and 4

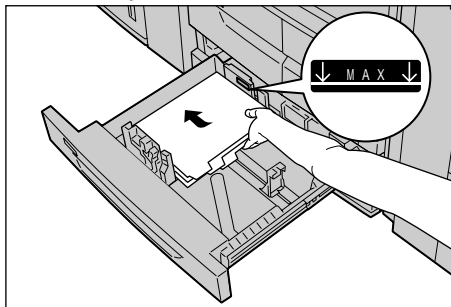


1. Pull out the tray towards you until it stops.

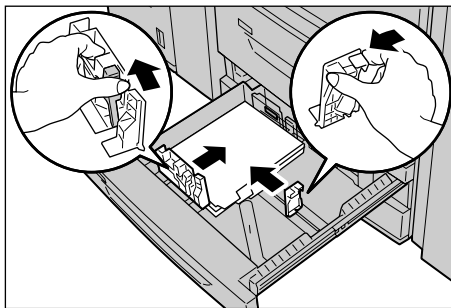


**WARNING:** When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2. Load and align the edge of the tab paper against the right edge of the tray with the side to be printed on facing down.



3. Move the two paper guide levers while holding their grips so that they lightly contact the edges of the paper.



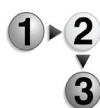
Ensure that the levers are positioned correctly.



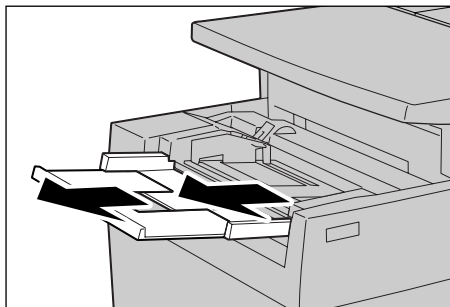
**NOTE:** Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble.

### Load tab paper in Tray 5 (Bypass)

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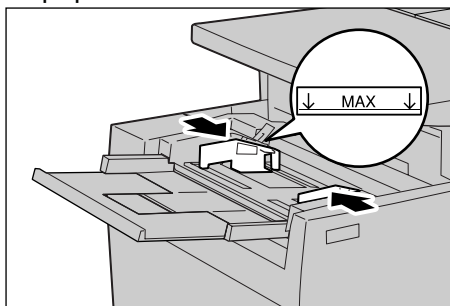


1. Open Tray 5 (Bypass).

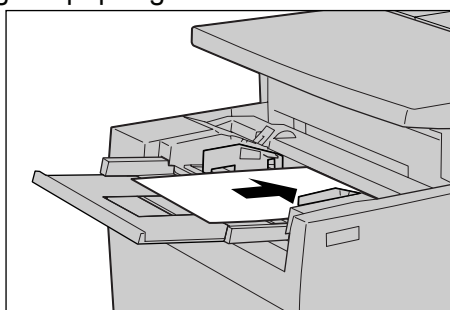


**NOTE:** If necessary, extend the extension flap. The extension flap can be extended in two stages. When pulling out the extension flap, do it gently.

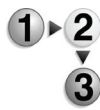
2. Hold the center of the paper guides and slide them to the desired paper size.



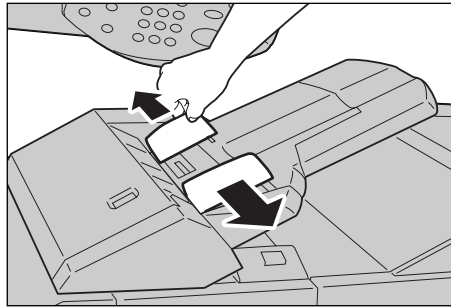
3. Place the paper with the side to be printed facing up and the bottom side to be fed first. Insert the paper slowly to the end along the paper guide.



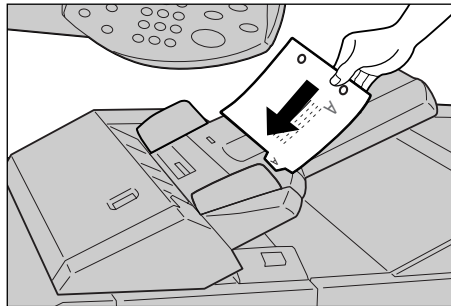
### Load tab paper in Tray 8 (Post-process inserter)



1. Hold the center of the paper guides and slide them to the desired paper size.



2. If the paper is already printed on, load the paper with the printed side facing up and with the tab side to be fed first.



## Change the size of paper trays

---



**NOTE:** If you need to change the paper size for trays 1 and 2, contact the Customer Support Center.

*Paper tray attributes are configurable and should match the attributes of the paper to be loaded to maintain high print quality.*

*Normally, plain paper is set. When changing the setting to a different paper quality, change the paper quality settings to match the type of paper to be loaded to maintain high print quality.*

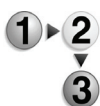
*For more information about paper quality, refer to “Paper Tray Attributes” in the System Administration Guide.*

*When setting a non-standard paper size, you must register the paper size. For information about registering paper sizes, refer to “Paper Size Settings” in the System Administration Guide.*

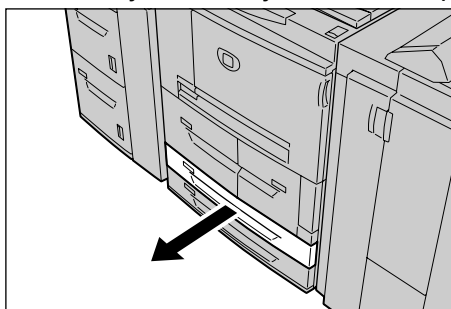
For a description of how to print to non-standard size paper, refer to the online help for the print driver.

## Change the size in Trays 3 and 4

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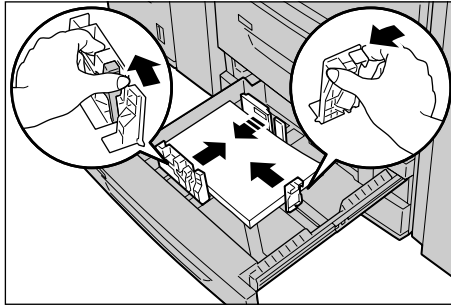
1. Pull out the tray towards you until it stops.



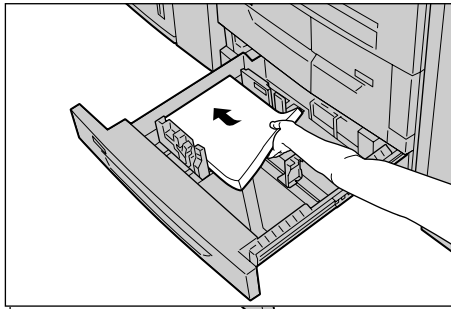
**WARNING:** When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2. Remove any paper in the tray.

3. While pressing the paper guide lever (2 paper guides), adjust the paper guide to match the size of your paper.



4. Check that the paper guides fit correctly in the slots and release the paper guide lever.
5. Load and align the edge of the paper against the left side of the tray.



**NOTE:** Make sure that the paper guides are adjusted to the paper being used.

6. Gently push the tray in until it comes to a stop.

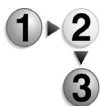
**NOTE:** Affix the paper size label to the front of the tray to indicate the paper size currently in the tray.

## Change the size in the optional Trays 6 and 7 (HCF)

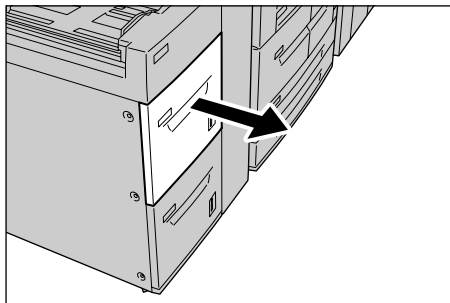
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**NOTE:** When changing the paper size to non-standard size loaded in trays 6 and 7, contact your Customer Support Center. If doing so, it never returns to the original setting.

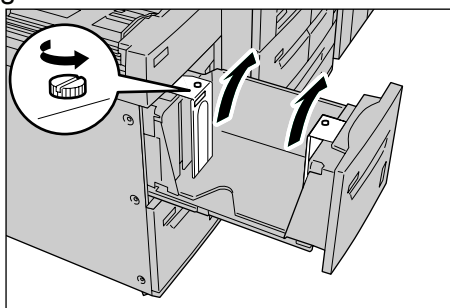


1. Pull out the tray towards you until it stops.

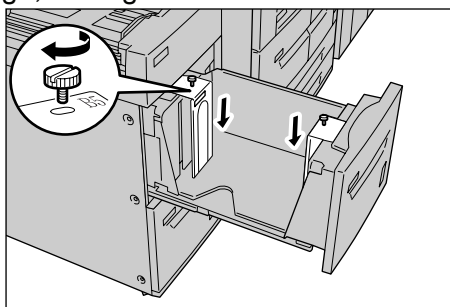


**WARNING:** When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

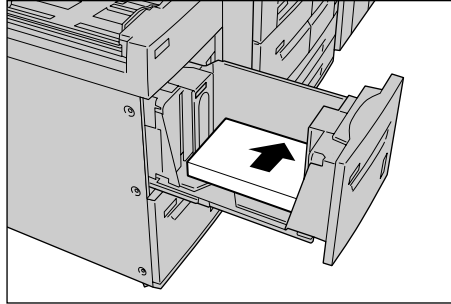
2. Remove any paper loaded on the tray.
3. Loosen the screw on the right to remove your side and the other side guide.



4. Attach the guides according to the hole of the paper size to change, and tighten the screws.



5. Load and align the edge of the paper against the right edge of the tray with the side to be printed on facing up.



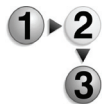
**KEY POINT:** Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble.

6. Push the tray in gently until it comes to a stop.



**NOTE:** Affix the paper size label to the front of the paper tray.

### Change the paper size in the optional OHCF (Tray 6)

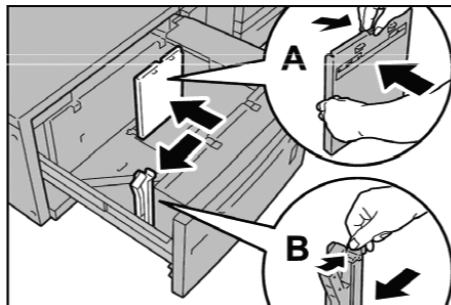


1. Pull out the tray towards you until it stops.

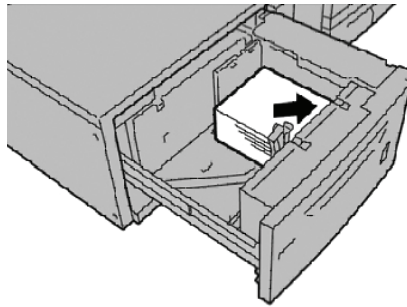


**WARNING:** When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2. Remove any paper loaded on the tray.
3. Squeeze the handle on the paper guide (A) and slide the guide to the desired paper size. Squeeze the handle on the paper guide (B) and slide the guide to the desired paper size.



4. Load and align the paper stack in the lower right corner of the tray as shown below.



**NOTE:** Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine malfunctions.

5. Slide both paper guides to just touch the edges of the paper stack.

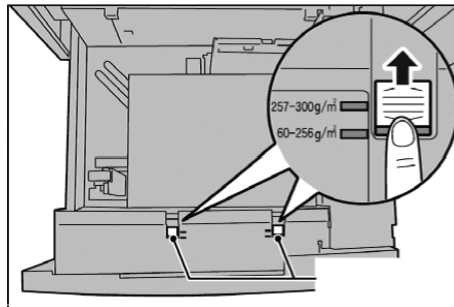


**NOTE:** Position the paper guides correctly to match the paper size. If the position of the paper guide is not correct, the paper may not be fed properly and paper jams may occur.



**CAUTION:** For paper heavier than 256 gsm, slide both Paper Weight Switches to the heavier weight position (257 - 300 gsm). Failure to do so may result in paper jams.

6. Move both Paper Weight Switches to their appropriate positions.



7. Push the tray in gently until it comes to a stop.



**NOTE:** When the loaded tray is closed, the tray position is automatically adjusted in the front/back direction based on the paper size.



## Change/verify the Paper Tray Attribute settings



**NOTE:** For information on programming paper tray attributes on the DocuSP Controller, refer to the DocuSP online Help.

If paper in a tray has changed, the paper tray attribute settings associated with that tray may need to be modified. The following describes how to change the paper type settings to match the paper type currently loaded in the paper trays.



**KEY POINT:** It is very important to identify the actual Paper Type settings for any media loaded into the paper trays.



**NOTE:** This procedure requires a System Administrator password. Contact your System Administrator for assistance with this procedure.



**NOTE:** For information about how to set names to custom paper (up to five), refer to “Custom Paper Name” in the System Administration Guide or contact your System Administrator.

### Map the paper type and weight



**KEY POINT:** The tray programming options available on the Printer do not consistently correspond with the tray programming options on the DocuSP. When selecting the paper type or weight on both the printer UI and the DocuSP UI, refer to the name mapping table below. This table shows which Paper Types & Weights on the Printer UI correspond to which Paper Types and Weights on the DocuSP UI.

#### Paper Type names and weight

Printer Paper Types & Weights	DocuSP Paper Types	DocuSP Paper weight (g/m <sup>2</sup> )	Paper can be used in which trays:
Plain (64-105 g/m <sup>2</sup> )	Plain	75	All (Trays 1, 2, 3, 4, 5, 6, 7, and 8)
Recycled (64-105 g/m <sup>2</sup> )	Recycled	75	All
Lightweight (52-63 g/m <sup>2</sup> )	Plain	60	All
Heavyweight 1 (106-216 g/m <sup>2</sup> )	Plain	150	All
Heavyweight 2 (217-253 g/m <sup>2</sup> )	Plain	250 (or 150 if 250 is not available)	Trays 5 and 8
Plain (Side 2)	Plain	75	All
Hole Punched	Plain Drilled	75	All
Transparency	Transparency	75	Tray 5
Tab Stock 1 (106-216 g/m <sup>2</sup> )	Full-Cut Tab	150	Trays 3, 4, 5, and 8

### Paper Type names and weight

Printer Paper Types & Weights	DocuSP Paper Types	DocuSP Paper weight (g/m <sup>2</sup> )	Paper can be used in which trays:
Tab Stock 2 (217-253 g/m <sup>2</sup> )	Full-Cut Tab	250 (or 150 if 250 is not available)	Tray 5
Labels 1 (106-216 g/m <sup>2</sup> )	Labels	150	Tray 5
Labels 2 (217-253 g/m <sup>2</sup> )	Labels	250 (or 150 if 250 is not available)	Tray 5
Custom 1 (64-105 g/m <sup>2</sup> )	Plain or Custom	75	All
Custom 2 (64-105 g/m <sup>2</sup> )	Plain or Custom	75	All
Custom 3 (64-105 g/m <sup>2</sup> )	Plain or Custom	75	All
Custom 4 (64-105 g/m <sup>2</sup> )	Plain or Custom	75	All
Custom 5 (64-105 g/m <sup>2</sup> )	Plain or Custom	75	All
Not applicable (N/A)	Pre-Cut Tab	150	N/A
Any (program on the printer according to type, weight, size)	Pre-Printed	Any (varies depending on specific Pre-Printed stock used)	All (suggested use in Tray 5 or 8)
N/A	Ordered Stock	N/A	N/A
Any (program on the printer according to type, weight, size)	Custom	Any	Depends on size, weight, and type



**NOTE:** This table does not represent a complete and comprehensive list of all paper types/weights.

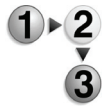
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## Program/verify the tray settings from the All Services screen

---

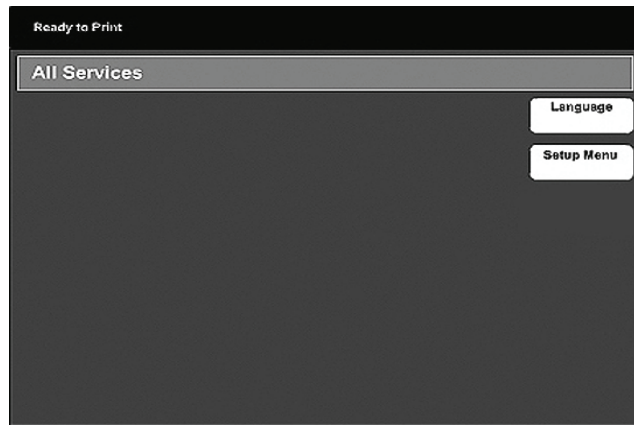


**NOTE:** The UI screens shown may or may not reflect your system configuration. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens shown here are a representation of the type of screens that may be seen on your particular system

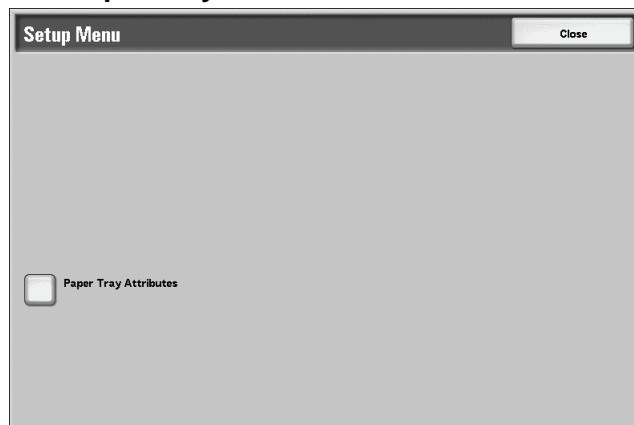


You can manually confirm and/or change the paper settings (such as weight, size, type, etc.) from the **All Services/Setup Menu** on the printer UI.

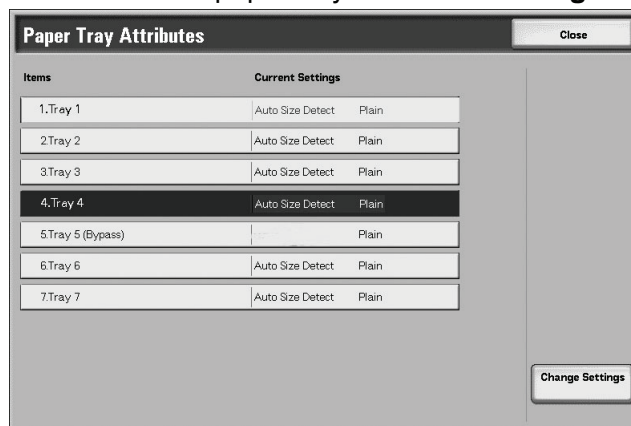
1. From the Printer UI **All Services** screen, select **Setup Menu**.



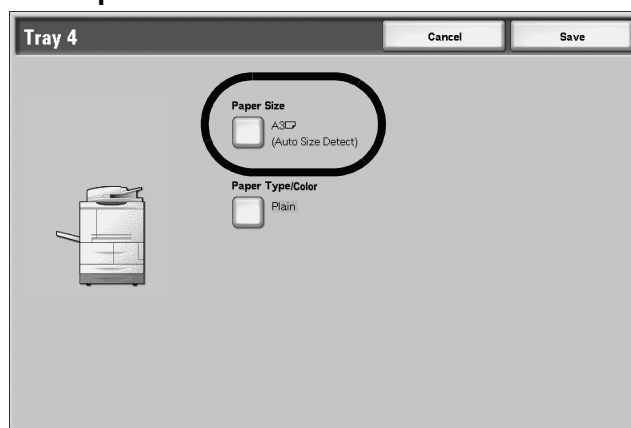
2. Select **Paper Tray Attributes**.



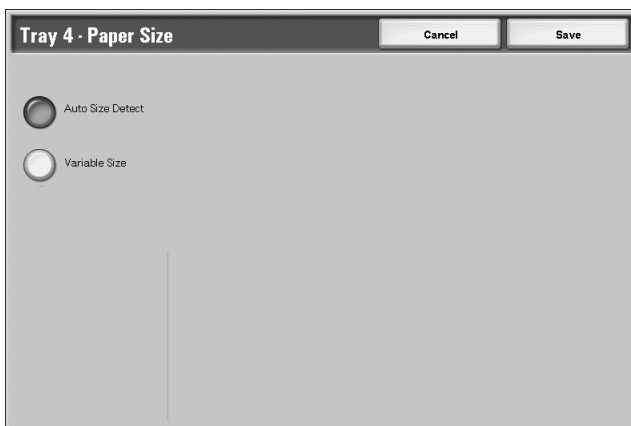
3. Select the desired paper tray and select **Change Settings**.



4. Select **Paper Size**.

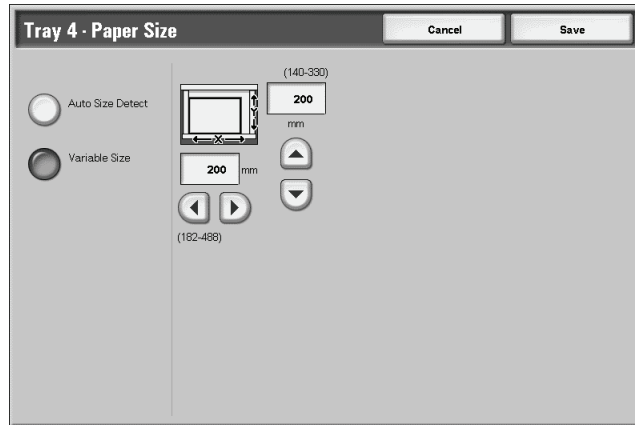



5. Select either **Auto Size Detect** or **Variable**.



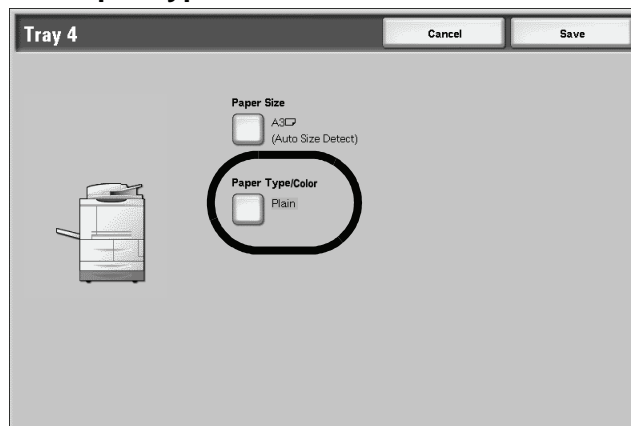
- If you select Auto Size Detect, select save to save and close the window.

- If you select Variable, the screen displays:

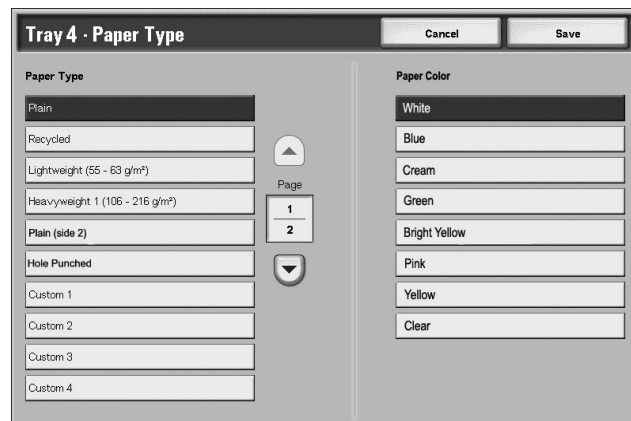


- Select the width and height of the paper by selecting the  buttons.
- Select **Save**.

**6. Select Paper Type/Color.**

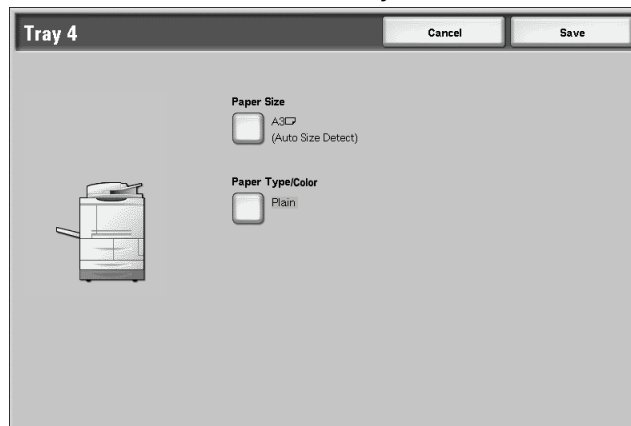


- Select the desired Paper Type and if applicable, the Paper Color, and then select **Save**.



**NOTE:** If the optional OHCF (Tray 6) is installed, an additional Paper Type option, **Coated Stock**, is available for selection.

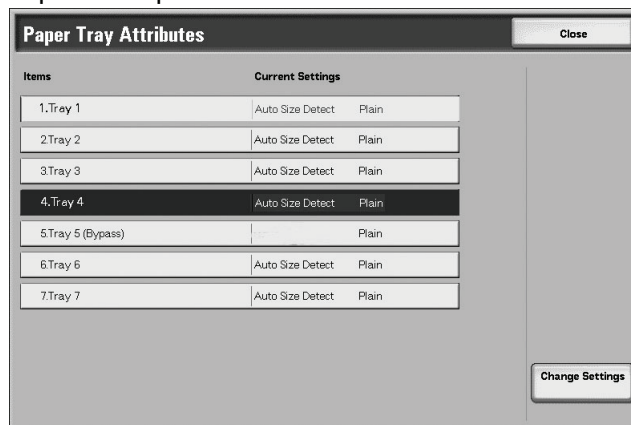
8. Select **Save** to return to the Tray screen.



9. Select **Save** to return to the Paper Tray Attributes screen.

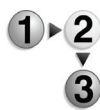
10. Choose one of the following:

- a. If you want to change the attributes for another tray, repeat Step 2. - Step 8.

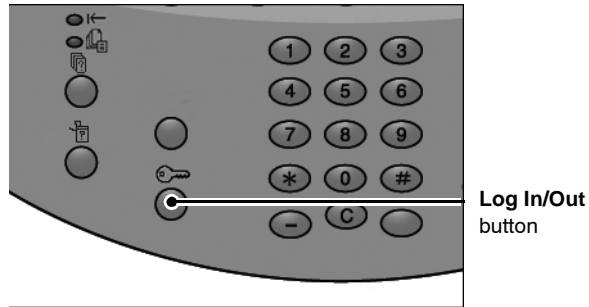


- b. If you finished, repeatedly select **Close** until you return to the All Services screen.

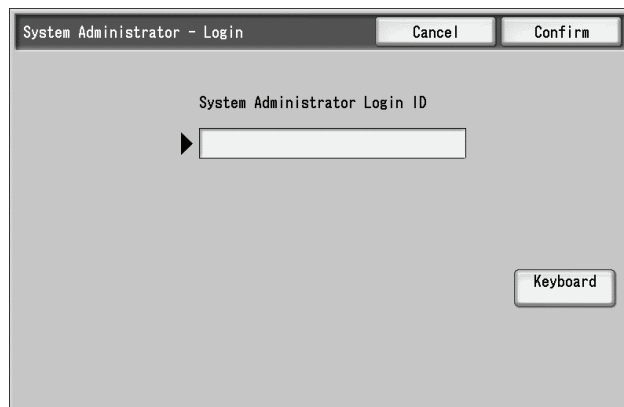
## Program/change the DEFAULT tray settings (System Administration)



1. Press the **Log In/Out** button.



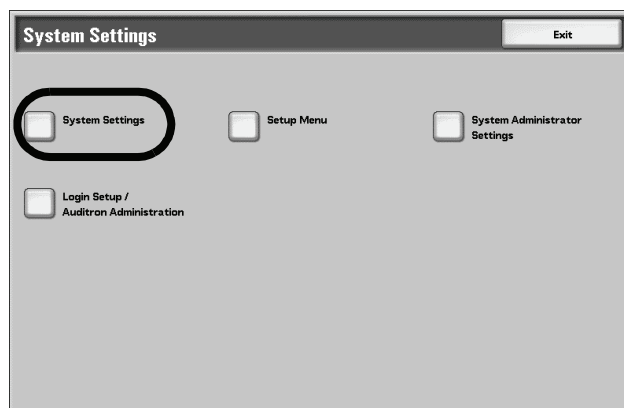
2. Enter the System Administrator Login ID (password) with the numeric keypad, and select **Confirm**.



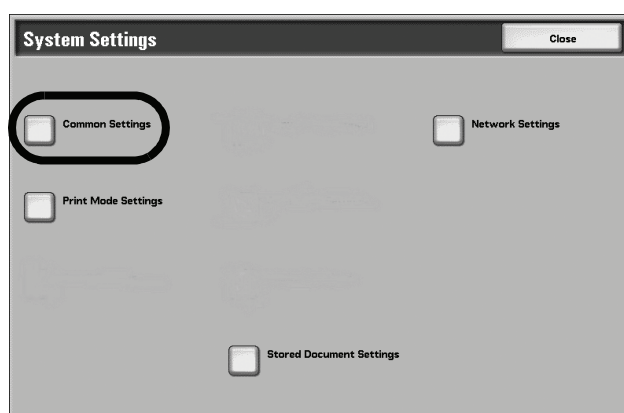
3. Select **System Settings**.



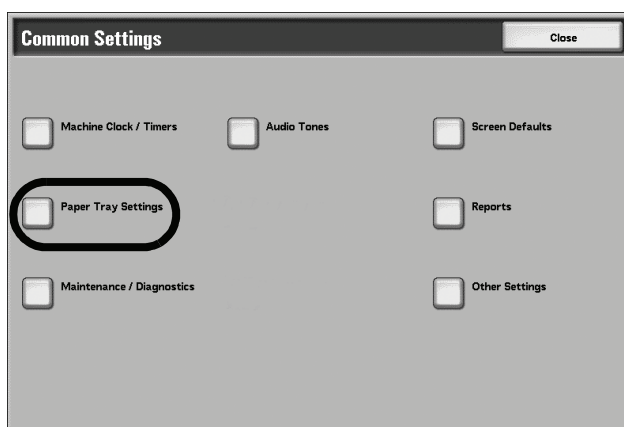
**4. Select System Settings.**



**5. Select Common Settings.**

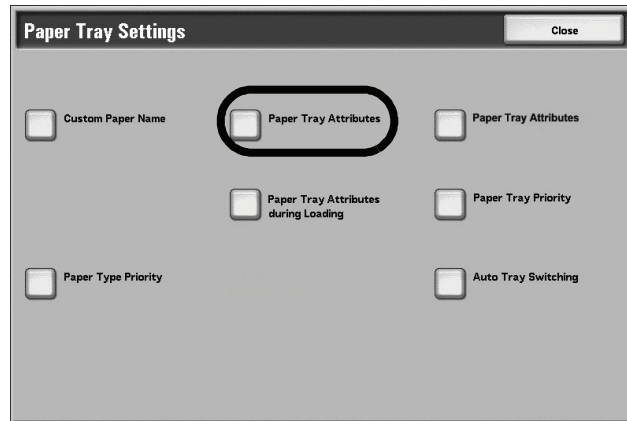


**6. Select Paper Tray Settings.**

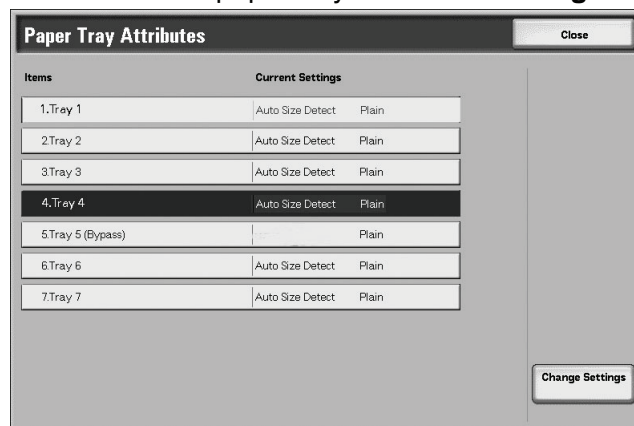




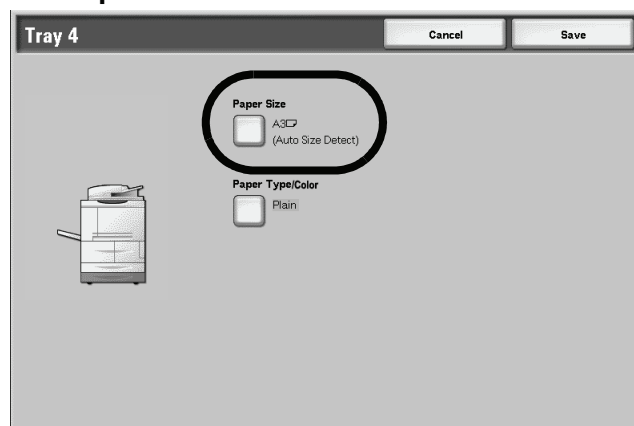
## 7. Select Paper Tray Attributes.



## 8. Select the desired paper tray and select **Change Settings**.



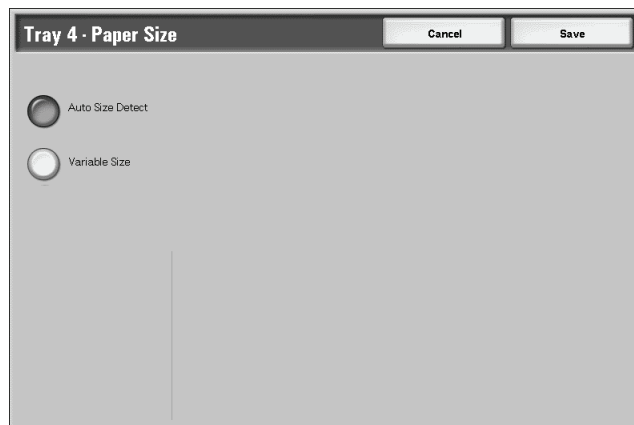
## 9. Select Paper Size.



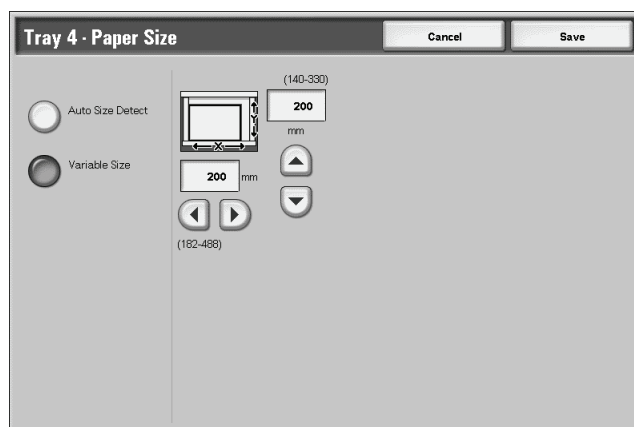
**NOTE:** The Paper Size option is **not** available for Trays 1 and 2. The default paper size for Trays 1 and 2 is 8.5 x 11/A4.


**NOTE:** If you are programming Trays 1 and 2, proceed to Step 11.

**10.** Select either **Auto Size Detect** or **Variable**.

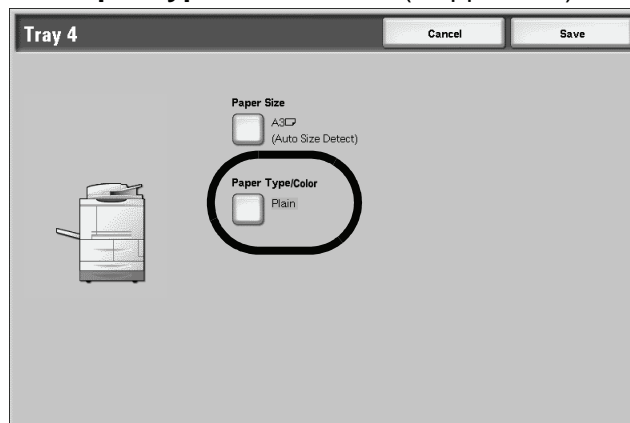


- If you select Auto Size Detect, select save to save and close the window.
- If you select Variable, the screen displays:



- a. Select the width and height of the paper by selecting the  buttons.
- b. Select **Save**.

**11.** Select **Paper Type** and/or **Color** (if applicable).





**NOTE:** The Paper Color option is available only if it is Enabled from System Settings. Refer to the System Administration Guide, Chapter 5, the section entitled “Customize the paper color screen.”

12. Select the desired for the paper type and/or paper color (if applicable), and then select **Save**.



**NOTE:** If the optional OHCF (Tray 6) is installed, an additional Paper Type option, **Coated Stock**, is available for selection.

13. Review the Paper Type screen and ensure that the **Current Settings** for the **Items** you changed reflect the newly entered values, and select **Close**.
14. Select **Close/Exit** repeatedly to exit the System Administration mode.

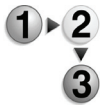
## Manually confirm/change the tray settings on the DocuSP



**KEY POINT:** You can quickly and easily check the status of the printer trays from the DocuSP by selecting **Printer Status** from the **Printer** pull-down menu. The settings for the individual trays cannot be changed from here. In order to change the settings, perform the procedure provided in this section.



**NOTE:** The UI screens shown may or may not reflect your system configuration. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens shown here are a representation of the type of screens that may be seen on your particular system

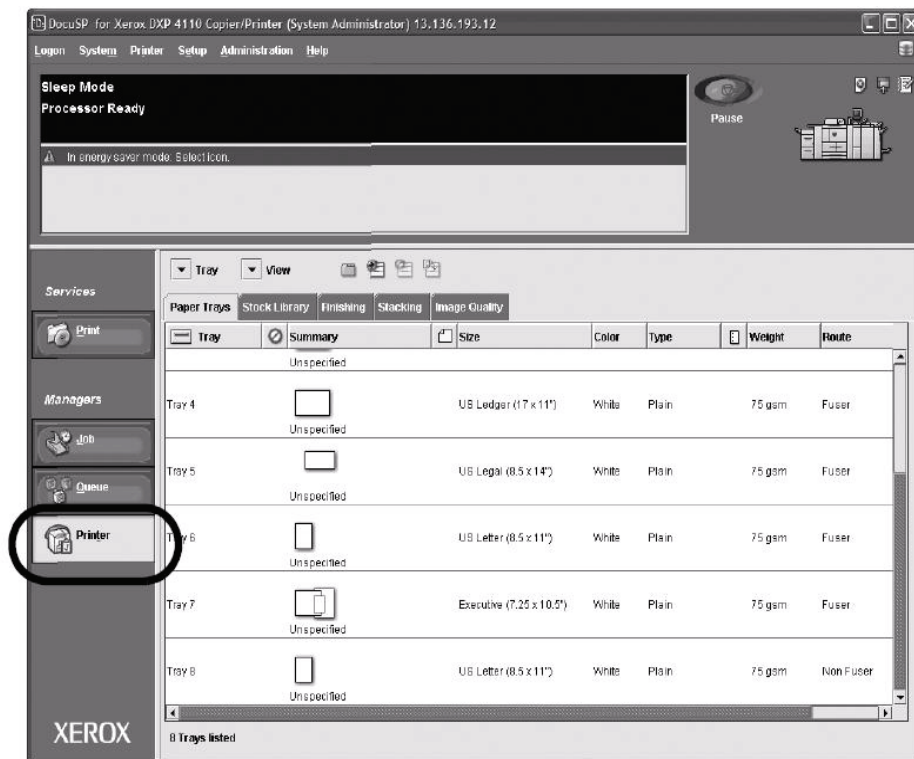


You can manually confirm and/or change the paper tray settings on the DocuSP UI by performing the following steps.

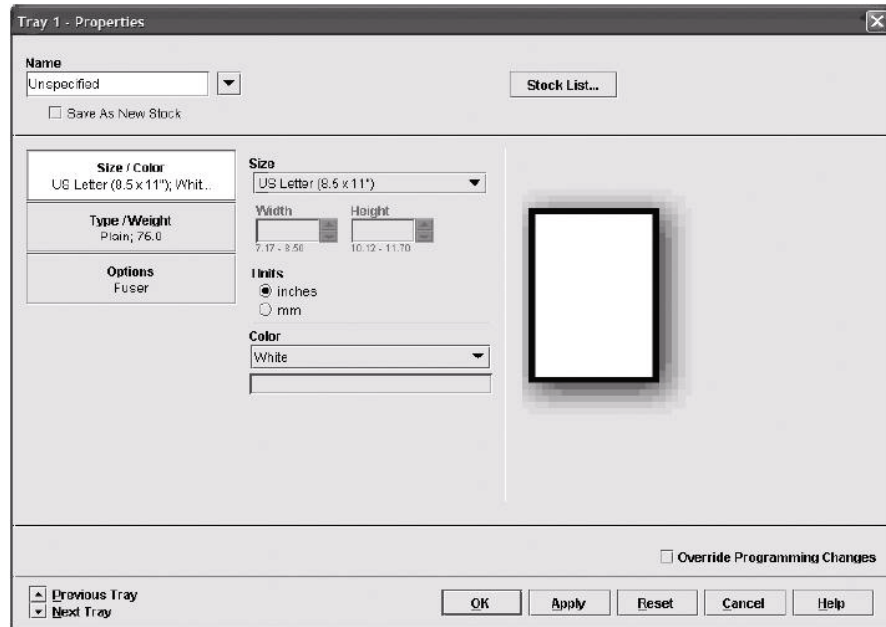


**KEY POINT:** You must be logged on as the System Administrator in order to make changes to the paper tray settings.

1. From the DocuSP UI, select the **Logon** pull-down menu and select **Logon...**
2. From the Logon screen, select **System Administrator** from the **User Name** pull-down menu.
3. Enter the correct **Password** and select **OK**.
4. From **Services**, select **Printer**.



5. Check the paper tray settings for the desired tray(s).
  - Ensure that the settings reflect any changes made to the tray (such as size, type, weight, etc.).
  - If the settings shown on the DocuSP are correct, you finished.
  - If the settings shown on the DocuSP are different from the actual tray contents, continue to the next step.
6. Double click on the desired tray to open the **Properties** window.



7. Make the desired changes to the settings (size, type, weight, etc.).  
Ensure that the changes made here reflect the Printer UI settings and the contents of the paper tray.
8. Select **Apply** to save the changes.
9. Select **OK** to close the Properties window.



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## 3. Job Status

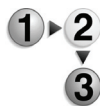


**KEY POINT:** Since jobs are managed, printed and deleted through the DocuSP Controller, it is recommended that you check the status of the print jobs at the controller.

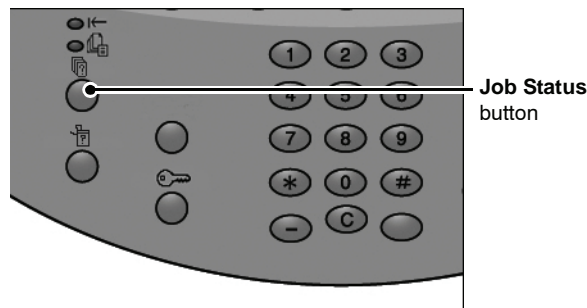
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### Job status overview

The Job Status feature lets you check executing, pending, and completed jobs. You can also cancel printing or print pending jobs.



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



In the **Job Status** screen, the following tabs are present:

#### ■ Current and pending jobs

You can check lists of executing and pending jobs, and display more details about the jobs. You can also cancel an executing or pending job.

For more information, refer to “Checking current/pending jobs” in this chapter.

#### ■ Completed jobs

You can display the status of completed jobs. You can also display more details about the completed jobs.

For more information, refer to “Checking completed jobs” in this chapter.

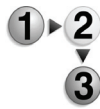
#### ■ Print waiting jobs

You can print pending print jobs and select the order that they will print.

For more information, refer to “Printing waiting print jobs” in this chapter.

## Checking current/pending jobs

This section describes how to check current or pending jobs. In the Job Status screen, you can cancel jobs, or execute jobs in the order you set.



1. Press the **Job Status** button.
2. Select the **Current and Pending Jobs** tab.

Current and Pending Jobs		Completed Jobs	Stored Documents	Print Waiting Jobs	Close
Document No. - Job Type	Status	Remote Terminal / Contents		Display Time	
- - Save As	In Progress	Local Disk 001		99/444	
- - Print	In Progress	Local Disk 001		99/444	
12345 - Batch Print	Processing data	Doc Name			
- - Mailbox Print	In Progress	Mailbox 005		2/10	
- - Link to Application	In Progress	/saitama/kitamoto/			
12345 - Digital Camera	Printing	toyoda.pdf		3456/4567	
02222 - Digital Camera	Printing	Index Print		3456/4567	
03333 - Document Print	Printing	Yokohama Walker.pdf		3456/4567	
22223 - Document Print	Printing	Index Print		3456/4567	
01234 - Save / Copy	→ Auto Start	This is File Name2			

3. Check the executing/pending job.



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

### ■ Display Time

The estimated job completion time is displayed. The time is displayed either in the form of Cumulative Time Required or Time Required.



**NOTE:** The estimated job completion time is not displayed during data processing.



**NOTE:** The information displayed can be changed under Common Settings...Other Settings in Admin mode. For more information about the Display Time values, refer to "Estimated Job Time" in the System Administration Guide or contact your System Administrator for help.

4. To cancel or preferentially execute a job, first select the job.
5. Select **Cancel** to cancel the current pending job.
6. Select **Promote Job** to promote a job to run after the currently executing job.

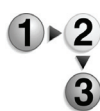
An  icon appears on the **Status** of a job set to **Promote Job**.



## Checking completed jobs

This section describes how to check completed jobs.

You can check whether a job has completed successfully as well as display more details about a selected job.



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

2. Select the **Completed Jobs** tab.

Current and Pending Jobs		Completed Jobs	Stored Documents	Close	
Document No.	Job Type	Status	Remote Terminal / Contents	Result	
-	- Save As	Completed - Error			
-	- Print	Completed			
02534	- Mailbox Print	Completed	Mailbox 005	111/555	
-	- Mailbox Print	Completed	Mailbox 010		
-	- Link to Application	Completed - Error	129249.148.141		
-	- Digital Camera	Completed	toyoda.pdf	9999/9999	
-	- Digital Camera	Completed - Error	Index Print	9999/9999	
-	- Document Print	Cancelled	Yokohama Walker.pdf	9999/9999	
-	- Document Print	Completed - Error	Index Print	9999/9999	
65535	- Save / Copy	Completed	Local Disk 001		



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

3. To check the details of a job, select the job.

Print Job		Close
Original Size	: A3C7	
Status	: Completed	Job Ended : 10/27/2005 10:48 AM
Quantity	: 999/999	
Pages	: 22/333	
Paper	: 2	
		Print the Job Report

4. After checking the job, select **Close**.

## When jobs are not completed correctly

If a job is not completed correctly, print the **Job History Report** to view the error.

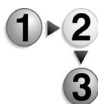
For information about the error code, refer to “Error Code” in the Problem Solving chapter of this guide.

## Printing waiting jobs

You can print pending print jobs.



**NOTE:** If there are no pending print jobs, then you cannot select **Print Waiting Jobs**.



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

2. Select the **Print Waiting Jobs** tab.

Current and Pending Jobs		Completed Jobs	Stored Documents	Print Waiting Jobs	Close
Document No. - Job Type	Status	Remote Terminal / Contents		Display Time	
- - Save As	In Progress	Local Disk 001		99/444	
- - Print	In Progress	Local Disk 001		99/444	
12345 - Batch Print	Processing data	Doc Name			
- - Mailbox Print	In Progress	Mailbox 005		2/10	
- - Link to Application	In Progress	/saitama/kitamoto/			
12345 - Digital Camera	Printing	toyoda.pdf		3456/4567	
02222 - Digital Camera	Printing	Index Print		3456/4567	
03333 - Document Print	Printing	Yokohama Walker.pdf		3456/4567	
22223 - Document Print	Printing	Index Print		3456/4567	
01234 - Save / Copy	→ Auto Start	This is File Name2			

3. Locate and select the job to print.



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

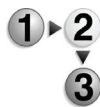
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## 4. Machine status

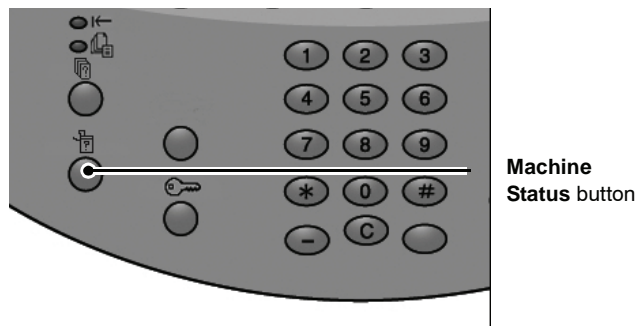
### Machine status overview

---

You can check the machine status and number of printed pages on the screen. You can also print a report/list, as well as check the job history and settings/recorded values.



1. Press the **Machine Status** button.



2. Review the **Machine Status** screen; the following tabs appear:

#### ■ Machine Status

You can check the machine configuration, paper tray status, and the optional overwrite hard disk status. You can also set the printer mode.

For more information, refer to the “Machine status” section of this chapter.

#### ■ Billing Meter/Print Report

You can check the number of pages printed for each meter. You can also print a report/list, the job history and settings/recorded values.

#### ■ Consumables

You can check the status of consumables.

For more information, refer to the “Consumables” section of this chapter.

#### ■ Faults

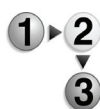
You can print the faults that have occurred on the machine.

For more information, refer to the “Faults” section of this chapter.

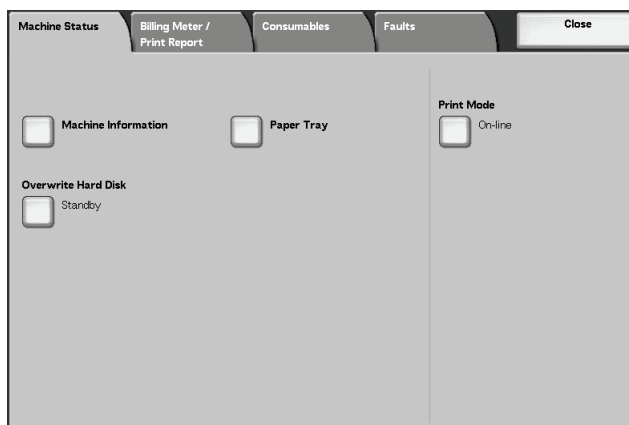
## Machine status

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From the **Machine Status** screen, you can check the configuration of the machine, the paper tray status, and set the print mode.



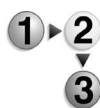
1. Press the **Machine Status** tab.
2. Make a selection from the **Machine Status** screen.



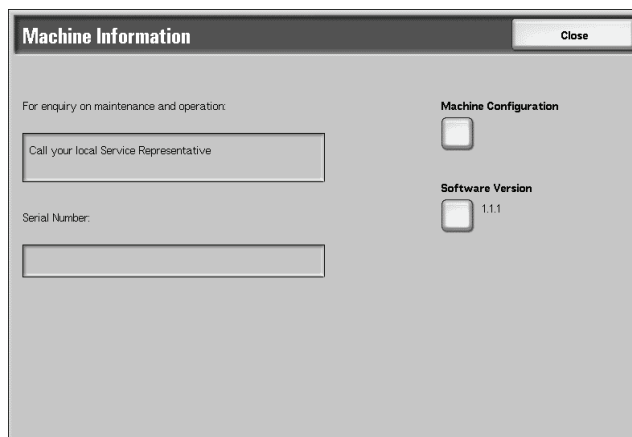
## Machine information

---

If you select **Machine Information**, you can check the serial number, machine configuration, and software version.



1. From the **Machine Status** screen, select **Machine Information**.



2. Review the screen for the following information:

■ **For enquiry on maintenance and operation**

This indicates how to make maintenance and operating inquiries.

■ **Serial Number**

This displays the machine serial number.

### ■ Machine Configuration

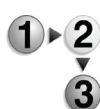
This displays the **Machine Configuration** screen, which identifies the devices associated with the machine such as feeders, print drivers and finishing equipment.

### ■ Software Version

This displays the **Software Version** screen that identifies the version of all software applications loaded on the machine.

## Machine configuration screen

You can check the configuration of the machine.



1. From the **Machine Status** screen, select **Machine Information** and then **Machine Configuration**.

Machine Configuration		Close
Items	Status	
1. Configuration Code		
2. Paper Tray	4 Tray Configuration	
3. High Capacity Feeder	2 Trays	
4. Separators/Covers Tray	Available	
5. Output Device	Finisher D	
6. Folder	Available	
7. Booklet Maker	Available	
8. Waste Toner Container	Standard	
9. Hard Disk	Available	
10. Page Memory Size	64 MB	



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

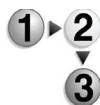
2. From the **Machine Configuration** screen, you can check the following items:

- Configuration Code
- Paper Tray
- High capacity feeder
- Separators/Covers Tray
- Output Device
- Folder
- Booklet Maker
- Waste Toner Container
- Hard Disk
- Page Memory Size
- System Memory Size
- PostScript
- PCL
- HP-GL/2

## Software version screen

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You can check the software version of the IOT and finisher, for example.



1. From the **Machine Status** screen, select **Machine Information** and then **Software Version**.

The screenshot shows a window titled 'Software Version' with a 'Close' button in the top right corner. Inside the window is a table with two columns: 'Items' and 'Status'. The table contains five rows of data.

Items	Status
1. Controller +EM ROM	1.1.1
2. IOT ROM	255.255.255
3. HCF ROM	20.20.20
4. Finisher D ROM	100.100.100
5. Controller ROM	200.200.200



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

2. From the **Software Version** screen, you can check the following items:

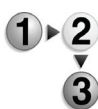
- Controller + PS ROM
- IOT ROM
- HCF ROM
- Finisher ROM

## Paper tray

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If you select **Paper Tray** from the **Machine Status** screen, you can check the following paper tray configuration information:

- Tray status
- Amount of paper remaining
- Paper size
- Paper type



1. From the **Machine Status** screen, select **Paper Tray**.

Paper Tray <span>Close</span>				
Items	Status	Filled	Paper Size	Paper Type
Tray 1	Ready	100%	A4	Plain
Tray 2	Ready	75%	A3	Plain
Tray 3	Ready	50%	A4	Plain
Tray 4	Ready	25%	A3	Recycled
Tray 5	-	-	Auto Size Detect	Plain
Tray 6	Ready	100%	A4	Plain
Tray 7	Ready	100%	A4	Plain

2. When finished examining the tray configurations, select **Close**.

### Overwriting the hard disk (optional)

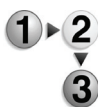
You can check whether the hard disk is being overwritten. When “Standby” appears, the overwriting operation has finished.



**NOTE:** An optional package is necessary for this selection. For more information, contact the Customer Support Center.



**KEY POINT:** Overwrite Hard Disk only appears when Overwrite Hard Disk is set in the System Settings. For more information, refer to “Overwrite Hard Disk” in the System Administration Guide.



1. From the **Machine Status** screen, select **Overwrite Hard Disk**.

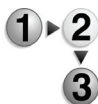
Overwrite Hard Disk <span>Close</span>
<p><b>Status: Standby</b></p> <p>This feature prevents the document image and registered data recorded on the hard disk from being illegally retrieved. Such data including saved document images that are temporarily kept by the system is deleted from the hard disk by overwriting with meaningless data. Deleted data is irrecoverable.</p> <p>The number of overwrites is set by the System Administrator. The “Standby” status indicates the completion of the overwriting process.</p>

2. When finished examining the status, select **Close**.

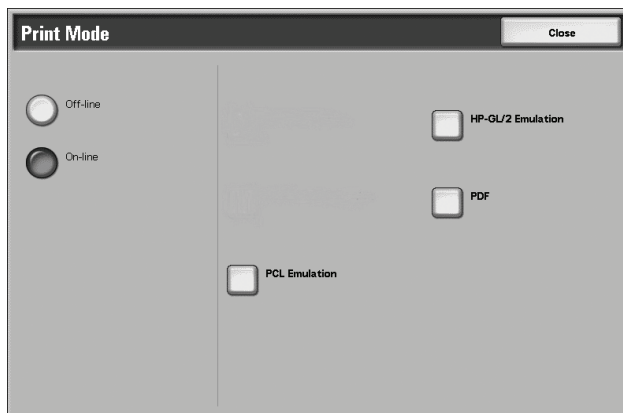
## Print mode

You can set the printer mode.

**NOTE:** The items that appear depend on the options that are installed.



1. From the **Machine Status** screen, select **Print Mode**.



2. Make a selection:

### ■ Off-line

The printer cannot accept data. Any data being sent is terminated, and not printed.

### ■ On-line

The printer can accept data and is ready for printing jobs.

3. Select the printer language for the printer mode such as HP-GL/2 Emulation.



4. Select the item to be set.

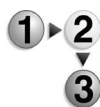
**NOTE:** These item selections are discussed further on the following pages.

5. Otherwise, select **Close** repeatedly to return to the main default screen.

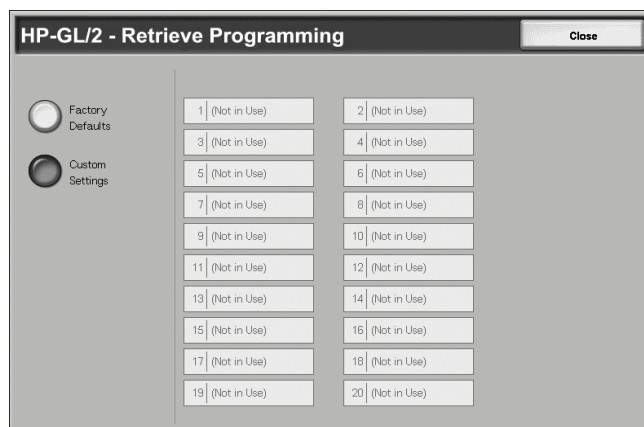


## Retrieve programming

You can recall and use a printer mode saved in memory.



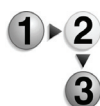
1. From the specified printer language screen, select **Retrieve Programming**.



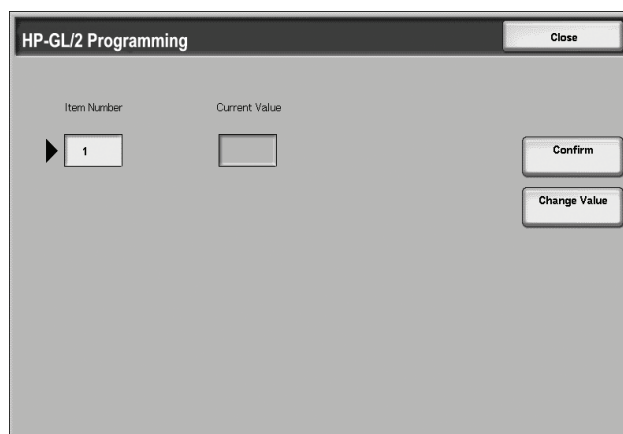
2. Select **Factory Defaults** to use the software default settings or select **Custom Settings** to select the custom settings memory number to use.
3. Select **Close** to apply the stored programming. Select Close repeatedly to return to the System Settings screen.

## Programming

You can check or set the value for a printer mode item number.



1. From the specified printer language screen, select **Programming**.



2. Enter the **Item Number** for the feature to be set, using the numeric keypad.

### ■ Item Number

Enter the item number for the feature you want to set.

### ■ Current Value

When you enter an **Item Number**, this shows the currently set value.

3. Select **Confirm**.

4. Select **Change Value**.

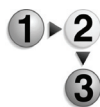
5. Using the numeric keypad, enter the value to which you want to change the setting in **New Value**.

6. Select **Save**.

7. Select **Close** to leave this screen.

## Store/delete programming

You can save up to 5 printer modes in memory for HP-GL/2 emulation.



1. From the specified printer language screen, select **Store/Delete Programming**.

2. Select either **Store Current Selections** or **Delete** to identify the task you want to perform.

### ■ Store Current Selections

This stores the current selections. If you select a number in which information is already stored, this data is overwritten. Overwritten data cannot be restored.

### ■ Delete

When you select **Delete** and the number to be deleted, the information stored in this number is erased.

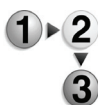
**KEY POINT:** Deleted data cannot be restored.



3. Select the memory number you want to store or delete.
4. Select Close to apply the selection and return to the Print Mode screen.

## Default programming

You can start the printer with a printer mode stored in memory.

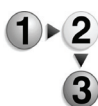


1. From the specified printer language screen, select **Default Programming**.

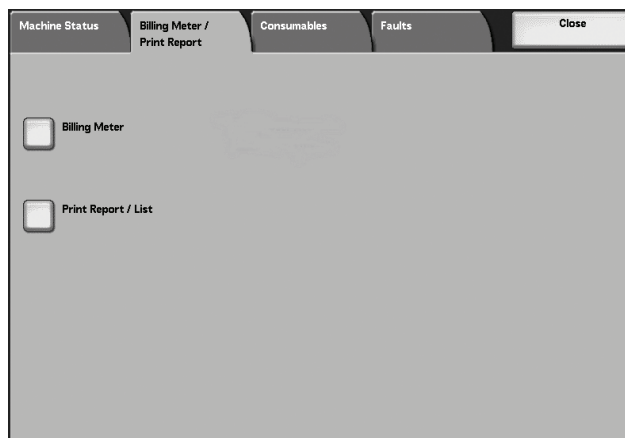
2. Select either **Factory Defaults** to use the software default settings or **Custom Settings** to display and select the memory number to be used.
3. Select **Save** to apply the setting.

## Billing meter/print report

From the **Billing Meter/Print Report** tab on the Machine Status screen, you can check the number of pages printed for each meter or for each user. You can also print a report/list and check the job history and settings/recorded values.



1. Press the **Machine Status** button.
2. From the **Machine Status** screen, select the **Billing Meter/Print Report** tab.

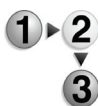


## Billing meter

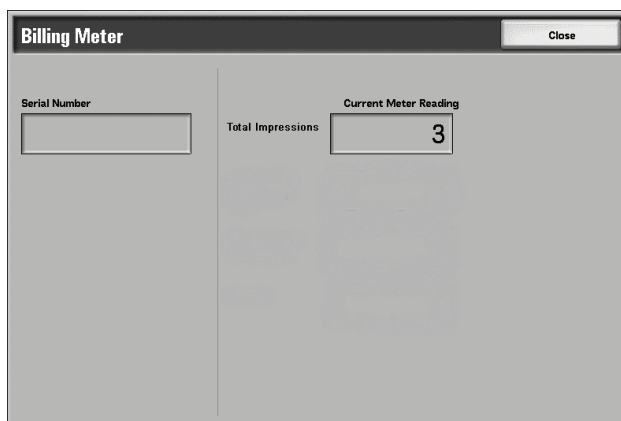
You can confirm the total number of printed pages by individual billing meters on the display of the Control Panel.



**NOTE:** For duplex printing, any blank pages inserted automatically by the application are counted for metering purposes. However, paper run through the post process inserter will not increment the billing meter.



1. From the **Billing Meter/Print Report** tab, select **Billing Meter**.



2. Note the current meter count.

#### ■ Serial Number

Displays the **Serial Number** of the machine.

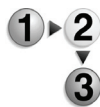
#### ■ Total Impressions

This shows the number of pages printed.

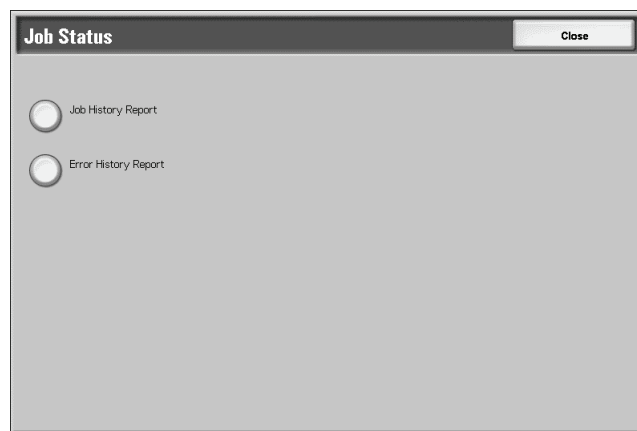
3. Select **Close** to leave this screen.

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## Job status



1. From the **Print Report/List** screen, select **Job Status**.



2. Select the report or list to be output.

#### ■ Job History Report

You can print the job results. The data for the last 50 jobs is printed.

You can also automatically print a **Job History Report** when 50 jobs are exceeded. If automatic print is set, all job results are printed.

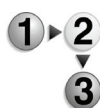
For the settings, refer to “Reports” in the System Administration Guide.

#### ■ Error History Report

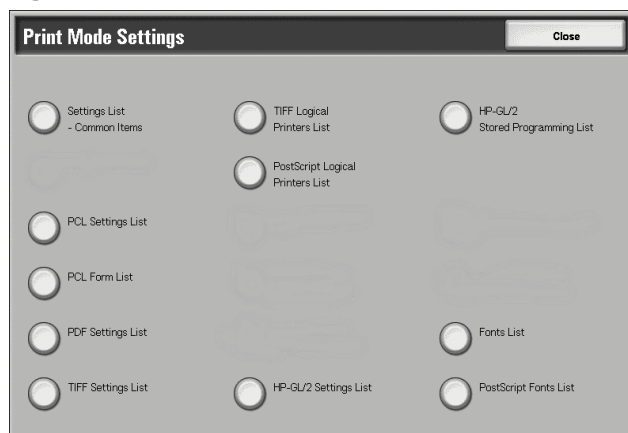
Information about the most recent 50 errors occurring on the machine is printed.

3. Press the **Start** button.

## Print mode settings



1. From the **Print Report/List** screen, select **Print Mode Settings**.



2. Select the report or list to be printed.



**NOTE:** The items displayed depend on the options that are installed.

### ■ Settings List - Common Items

You can check the hardware configuration of the machine, network information, and the print feature setting status.

### ■ Fonts List

This prints a list of the fonts that can be used in the machine.

### ■ PostScript Fonts List

This prints a list of PostScript fonts that can be used in the machine.

3. Press the **Start** button.

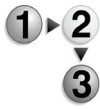
## Consumables

You can check the status of printer consumables used on the machine from the Consumables screen. The status of consumables is identified as “Ready,” “Replace Soon,” or “Replace Now.” For toner, the amount is measured from 0 to 100%.

The following describes the procedure for checking the status of consumables.



**NOTE:** For information about how to replace consumables, refer to “Replacing Consumables” in the Maintenance chapter of this guide.



1. Press the **Machine Status** button on the Control Panel.
2. From the Machine Status screen, select the **Consumables** tab.

Machine Status	Billing Meter / Print Report	Consumables	Faults	Close
Consumables		Status		
1.	Toner Cartridge	100% Full		
2.	Drum Cartridge	Ready		
3.	Waste Toner Container	Ready		
4.	Cleaning Cartridge	Ready		
5.	Staple Cartridge R1	Ready		
6.	Booklet Staple Cartridge R2	Ready		
7.	Booklet Staple Cartridge R3	Ready		
8.	Hole Punch Container R4	Ready		



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.



**KEY POINT:** If using a partly consumed toner cartridge (for example, a toner cartridge removed from another Xerox machine), the indicated status may not match the actual amount of consumable remaining. When replacing toner cartridges, it is recommended that you use new supplies.

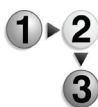
### Faults

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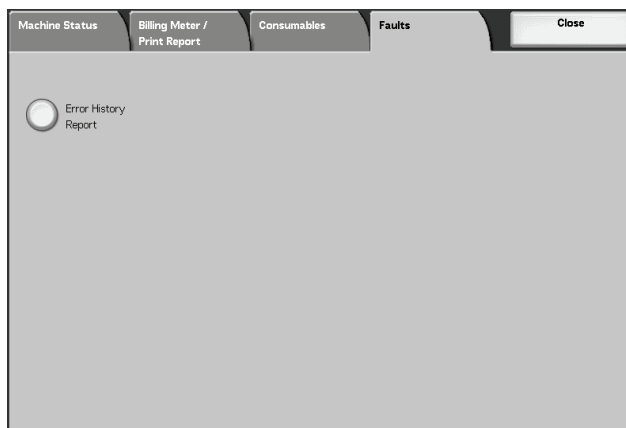
This section describes how to check the information given with respect to a fault in the machine.

The Error History Report shows the last 50 errors that occurred on the machine. The items displayed include the date and time, error code, and error category.

This section describes how to print the error history.



1. Press the **Machine Status** button from the Control Panel.
2. From the Machine Status screen, select the **Faults** tab.
3. Select **Error History Report**.



4. Press the **Start** button.



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## 5. Maintenance

### Replacing consumables

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The machine includes the following consumables and periodical replacement parts. It is recommended that you use the following consumables since they have been made according to standards that match the specifications of the machine.



**CAUTION:** Use only consumables recommended by Xerox for the machine. The use of consumables not recommended by Xerox may impair quality and performance.

Type of consumable/ Periodical replacement part	Product code	Quantity/Box
Toner Cartridge	6R01237	1 item/1 box
Waste Toner Container	8R13036	1 unit/1 box
<b>Staple Cartridge (R1) for D2 Finisher</b>		
Staple cartridge includes Staple Waste Container (R5)	8R13041	1 unit/1 box
<b>Booklet Staples</b>		
Booklet Staple Refill* <sup>4</sup>	8R12925	5,000 x 4 sets



**NOTE:** It is recommended that you have a spare toner cartridge available at all times.

**NOTE:** The D2 Finisher is easily identified by its staple waste container.

### Handling consumables

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Consider the following when handling and storing consumables:

- Do not store boxes for consumables upright.
- Do not unpack consumables until they are to be used.
- Avoid storing consumables in the following locations:
  - Hot and humid location
  - Location close to a fire
  - Location exposed to direct sunlight
  - Dusty location
- Before using consumables, carefully read the instructions and

precautions on the packaging.

- Have spare consumables ready.
- Check the product code of the consumables and contact the Customer Support Center to place your orders.
- The use of toner cartridges, waste toner containers, or staple cartridges not recommended by Xerox may impair quality and performance. Use only those consumables recommended by Xerox for the machine.

### Confirming status of consumables

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The status of consumables can be confirmed from the **Consumables** tab on the Machine Status screen.

The status of consumables is indicated by “Ready” “Order New” and “Replace Now”. The remaining amount of toner is indicated and measured from 0 to 100%.



**NOTE:** For more information about confirming consumables, refer to “Consumables” in the Machine Status chapter of this guide.

### Replacing toner cartridges

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Always replace toner cartridges while the machine is powered on.

A message appears on the Control Panel screen indicating when it is time to replace a toner cartridge. If only a small amount of toner remains in a toner cartridge, the machine may stop during printing and display a message.

If you continue printing without replacing the toner cartridge, another message displays and the machine stops after printing approximately 5,000 pages.

Replacing the toner is possible even when the machine is operating. Messages appear on the screen in accordance with the remaining amount of toner. Solve the problem in accordance with the message on the Control Panel screen.



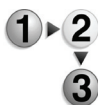
**NOTE:** The number of pages stated in these messages is based on using 8.5 x 11 in./A4 (□) paper. The number of pages that you can print is only an estimate and varies depending on conditions such as the content, paper size, paper type, and the computer environment.



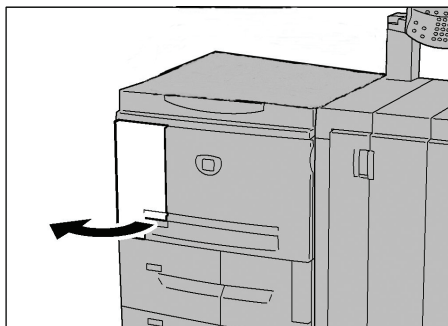
**CAUTION:** Using toner cartridges not recommended by Xerox may impair quality and performance. Use only toner cartridges recommended by Xerox for the machine. If a partially used toner cartridge is used, the number of pages that you can print after the “Please order a new xxx” message appears may differ considerably.



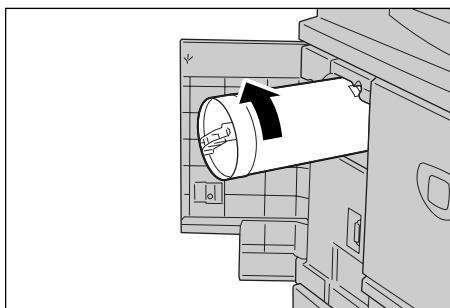
**CAUTION:** When replacing toner cartridges, toner may spill and dirty the floor. It is recommended that you first lay paper on the floor before accessing the cartridge.



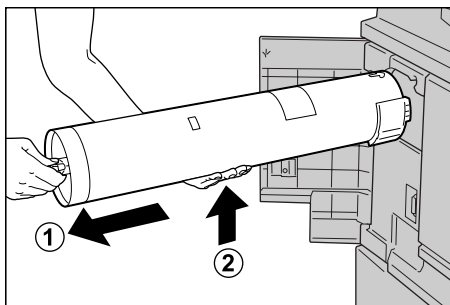
1. Open the left cover of the machine.



2. Turn the toner cartridge to the left until it aligns with the unlock sign.



3. Pull out the toner cartridge slowly and then lift to remove it.

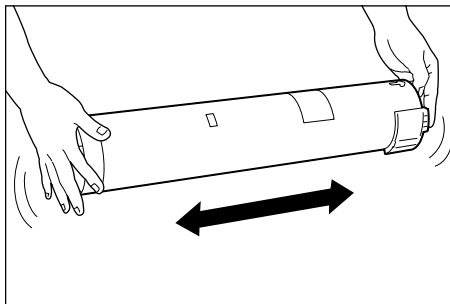


**KEY POINT:** Used toner cartridges require special processing during disposal. Return used toner cartridges to our Customer Support Center for disposal.

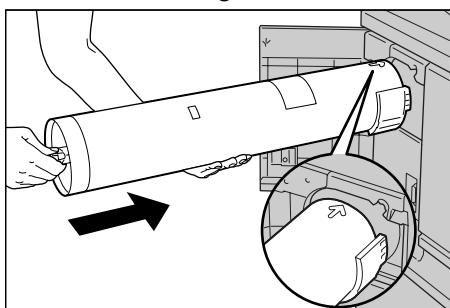


**WARNING:** Never throw a toner cartridge into an open flame since the toner remaining in the cartridge can cause an explosion.

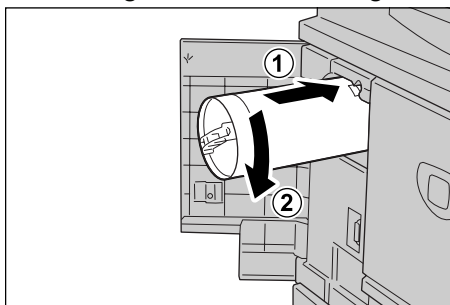
- 4.** Remove the new cartridge from the box and shake the toner cartridge to the left and right **before** removing it from the bag.



- 5.** Hold the toner cartridge with the arrow (↑) mark facing up.



- 6.** Push the toner cartridge slowly to the end and turn it to the right until it aligns with the lock sign.



- 7.** Close the left cover of the machine.

## Replacing the waste toner container

Always replace the waste toner container while the machine is powered on.

A message appears on the Control Panel screen indicating when the waste toner container is full. If you continue printing without replacing the waste toner container, another message appears and the machine stops after printing approximately 18,000 pages.



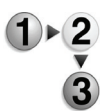
**NOTE:** The number of pages stated in these messages is based on using 8.5 x 11 in./A4 (□) paper. The number of pages that you can print is only an estimate and varies depending on conditions such as the content, paper size, paper type, and the computer environment.



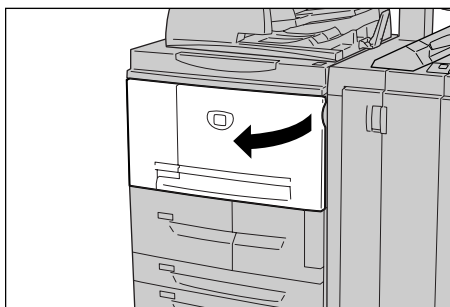
**CAUTION:** Using waste toner containers not recommended by Xerox may impair quality and performance. Use only waste toner containers recommended by Xerox for the machine.



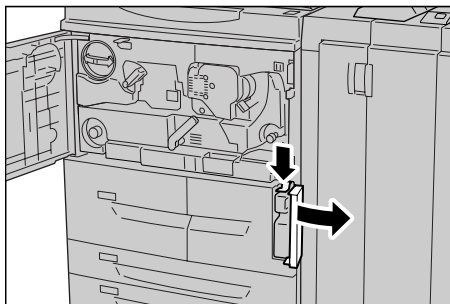
**CAUTION:** When replacing the waste toner container, toner may spill and dirty the floor. It is recommended that you first lay paper on the floor before accessing the container.



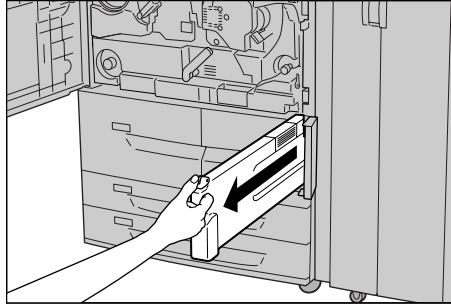
1. Make sure that the machine has stopped before opening the front cover.



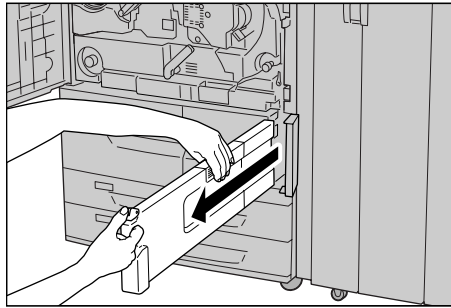
2. Open the waste toner container cover and push the lever.



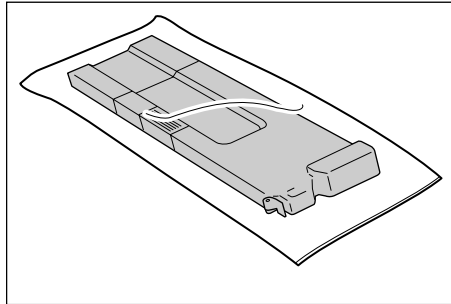
3. Grip the handle of the waste toner bottle and pull it out about half way.



4. Hold the center part on the top of the bottle (as shown in the illustration), and then use both hands to remove the bottle.



5. Hold the used waste toner container firmly with both hands and put it into the provided plastic bag.



Close the bag with the provided ring. If the bag is left open, toner may leak out during disposal.

6. Place the used container into the special bag and close it with the provided ring. If the bag is left open, toner may leak out during disposal.

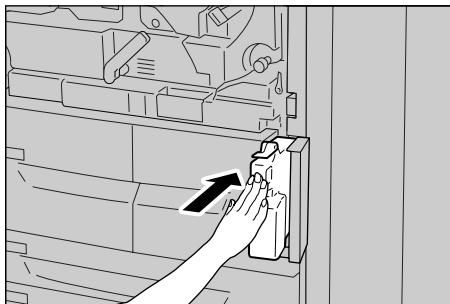


**KEY POINT:** Used waste toner containers require special processing during disposal. Return used waste toner containers to our Customer Support Center for disposal.



**WARNING:** Never throw a waste toner container into an open flame since the toner remaining in the container can cause an explosion.

7. Hold the center part on the top of the bottle and insert it as far as possible.



**NOTE:** When inserting the waste toner container, do not grip the container handle.

8. Close the waste toner container cover.

9. Close the front cover.



**NOTE:** A message will be displayed and the machine will not operate if the front cover is even slightly open.

## Replacing the staple cartridge

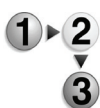
A message appears on the Control Panel screen when it is time to replace the staple cartridge.



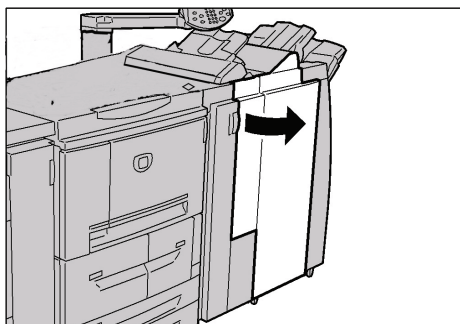
**CAUTION:** Using staple cartridges not recommended by Xerox may impair quality and performance. Use only staple cartridges recommended by Xerox for the machine.



**NOTE:** To order a staple cartridge, contact the Customer Support Center.



1. Make sure that the machine has stopped, and then open the right cover on the finisher.

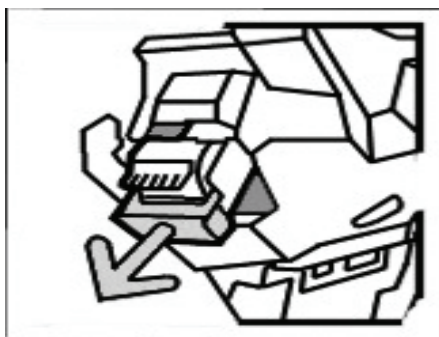


**NOTE:** The removal and replacement procedures of the staple cartridge are also illustrated on the inside of the finisher cover door.

2. Locate the R1 area within the machine and grasp the R1 handle.



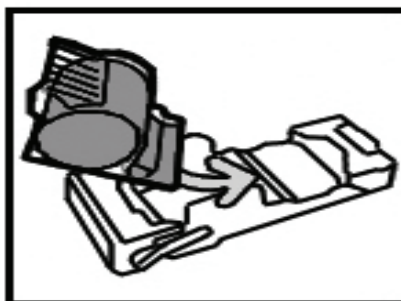
3. Pull the staple cartridge straight out from the machine.



4. Remove the staple cartridge from the staple case by rotating the staple cartridge up and out of the staple case.



5. Insert a new staple cartridge into the staple case and snap into place.





6. Push the removed cartridge back into the original position until a click sound is heard.



7. Close the right cover on the finisher.



**NOTE:** A message will be displayed and the machine will not operate if the right cover is even slightly open.

## Replacing the staple cartridge for booklets

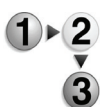
When a booklet finisher (optional) is installed and it is time to replace the staple cartridge for booklets, a message appears on the Control Panel screen.



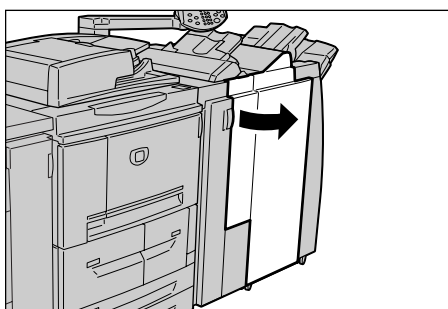
**CAUTION:** Using staple cartridges not recommended by Xerox may impair quality and performance. Use only staple cartridges recommended by Xerox for the machine.



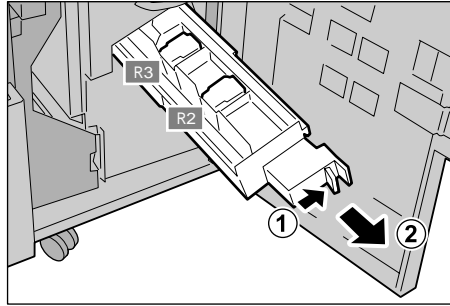
**NOTE:** To order a staple cartridge, contact the Customer Support Center.



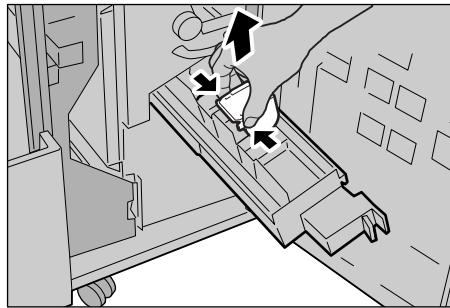
1. Make sure that the machine has stopped and then open the right cover on the finisher.



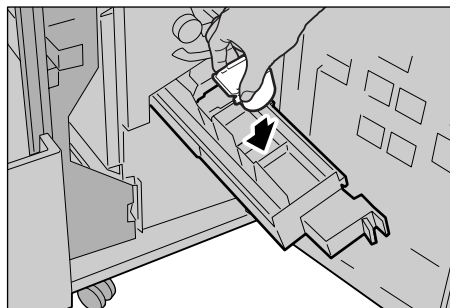
2. Pressing the lever to the right, pull out the booklet staple cartridge.



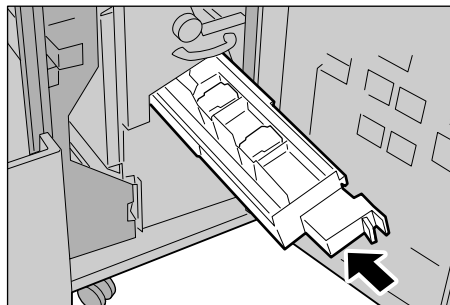
3. Hold the tabs of the booklet staple cartridge and then lift to remove it.



4. Holding the tabs of a new booklet staple cartridge, return the cartridge to the original position and gently push it until it clicks.



5. Return the unit to its original position.



6. Close the right cover of the finisher.



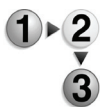
**NOTE:** A message will be displayed and the machine will not operate if the right cover is even slightly open.

## Replacing the staple waste container

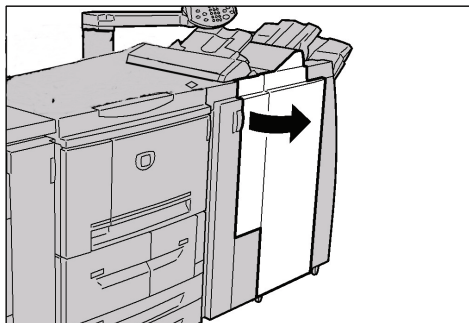
The staple waste container collects the unused staple cuttings from the staple cartridge. A message will display on the Control Panel screen indicating that the container is full and it is time to replace it.



**NOTE:** The following replacement procedures are also illustrated on the inside of the finisher cover door.



1. Make sure that the machine has stopped, and then open the right cover on the finisher.



2. Pinch the R5 lever to unlock it and pull out the staple waste container.



3. Safely discard the used staple waste container.

4. Align the bottom of the new staple waste container onto the support shelf..



5. Push the container into the machine until you hear a click noise. After a short delay, the new staple waste container will lock automatically.



6. Close the right cover of the finisher.



**NOTE:** A message will be displayed and the machine will not operate if the right cover is even slightly open.

### Emptying the punch scrap container

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The Control Panel screen will display a message indicating when it is time to empty the punch scrap container. Once you discard the scraps according to the message, the machine resets the punch counter to 0.

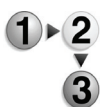


**NOTE:** If you pull the container out to check the level and place the container back into the machine without emptying it, the punch counter is still reset to 0 and the actual punch count no longer reflects the correct amount of scraps in the container.

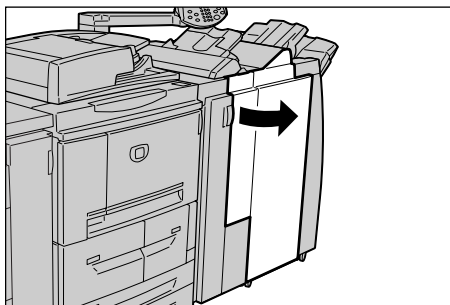
To ensure that the container does not overflow and result in jams in the Finisher, it is recommended that you regularly check and empty the punch scrap container, such as every time you open the Finisher door.



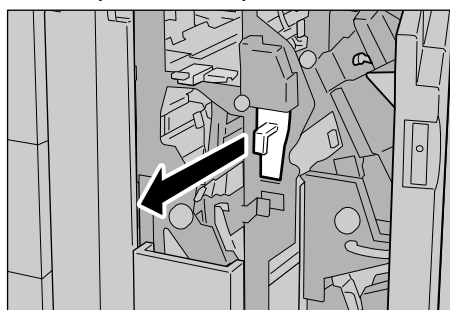
**NOTE:** Remove the container while the machine is powered on. If you switch the power off when emptying the scrap container, the machine will not be able to detect that the scraps have been disposed. Ensure that all scraps are discarded.



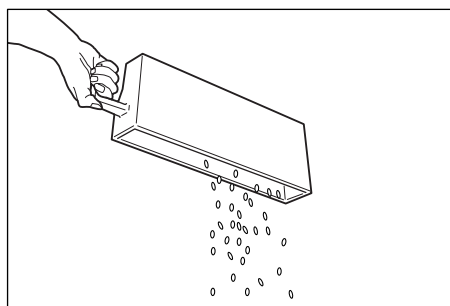
1. Make sure that the machine has stopped, and then open the right cover on the finisher.



2. Pull out the punch scrap container.



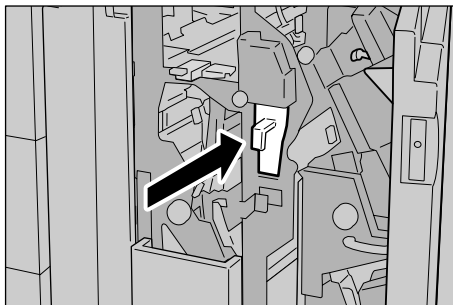
3. Discard all the punch scraps in an appropriate container.



4. Insert the empty punch scrap container as far as possible.



**CAUTION:** Pulling out the container and pushing it back into place resets the punch counter setting to 0. Make sure to completely empty the container so the counter number accurately matches the state of the container.



**5.** Close the right cover of the light finisher.



**NOTE:** A message will be displayed and the machine will not operate if the right cover is even slightly open.

## Cleaning the machine

The following procedure describes how to clean the components of the machine.



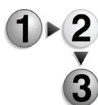
**WARNING:** Before you start to clean the machine, be sure to switch off and unplug the machine. Cleaning the machine without switching off the power may cause an electric shock.



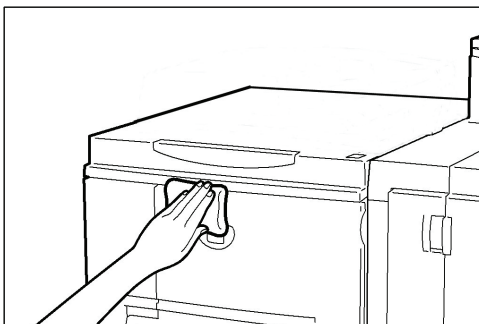
**CAUTION:** Do not use benzene, paint thinner, other volatile liquids, or spray insect repellent on the machine as doing so may discolor, deform, or crack covers.



**CAUTION:** Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents.



**1.** Wipe the exterior with a soft cloth moistened with water.



**NOTE:** If it is difficult to remove dirt, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

**2.** Wipe off any excess water from the exterior with a soft cloth.

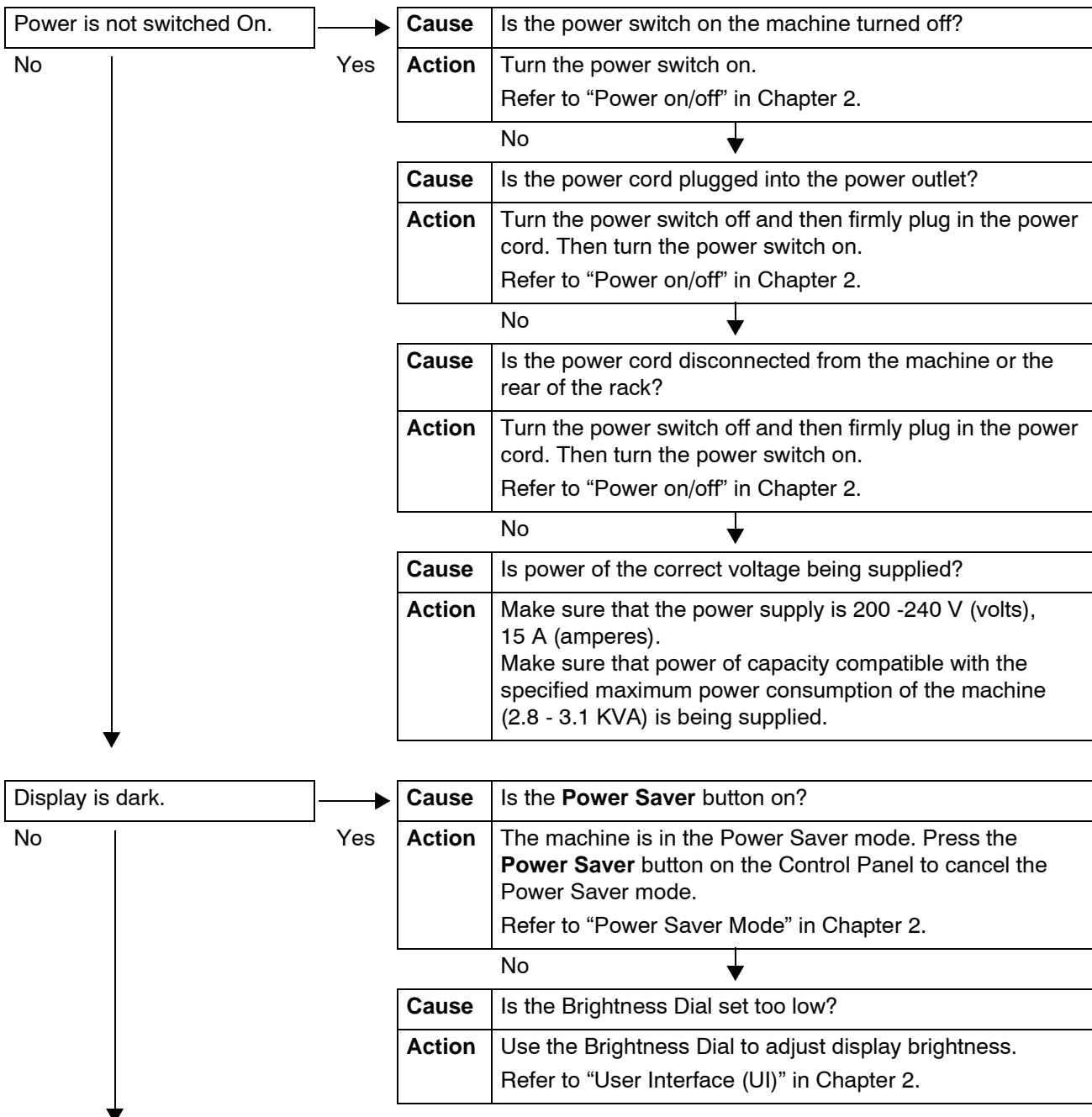
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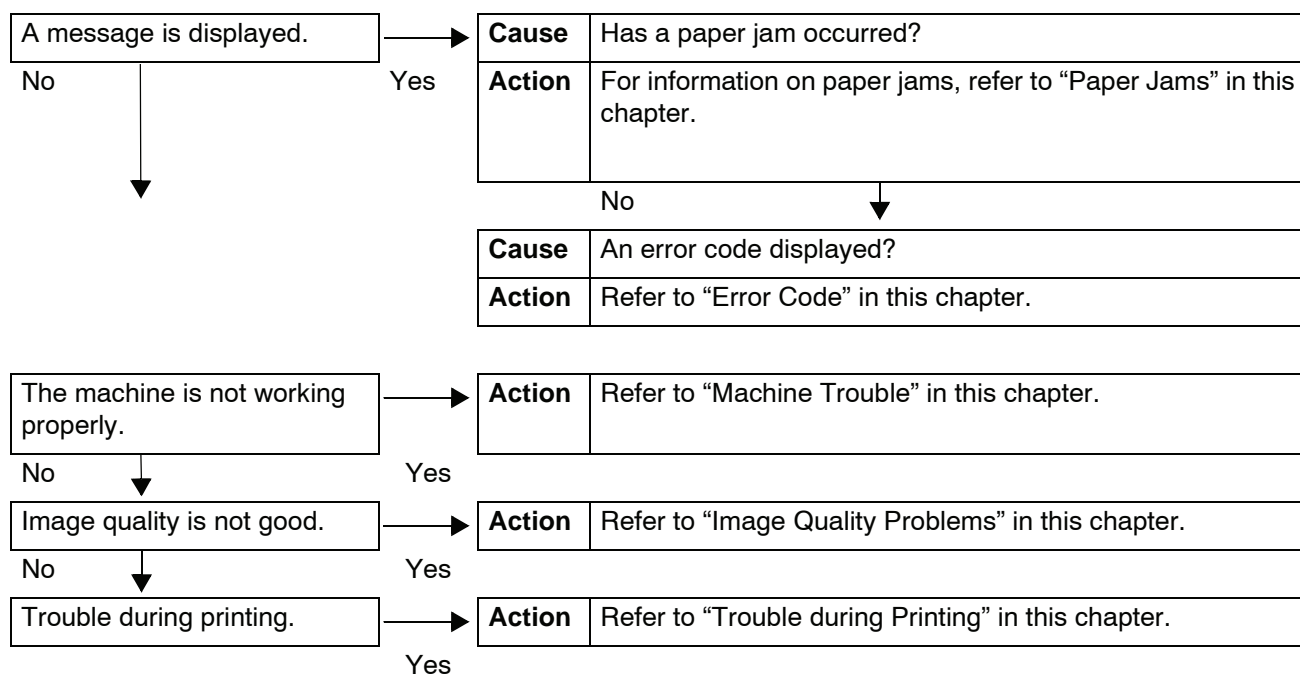
## 6. Problem Solving

### Troubleshooting

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Use the following information for troubleshooting procedures to solve the problems.







## Machine trouble

If you think some trouble is occurring on the machine, check the machine status again.



**WARNING:** Precision components and high-voltage power supplies are used on the machine. Never open or remove machine covers that are screwed shut unless specifically instructed in the User Guide. A high-voltage component can cause electric shocks. When opening the panels and covers that are screwed shut to install or detach optional accessories, be sure to follow instructions in the respective User Guide. Do not try to alter the machine configuration or modify any parts. Doing so might cause machine malfunction or fire.

Symptoms	Check	Remedy
Power is not switched On.	Is the power switch on the machine turned off?	Turn the power switch on. Refer to "Power on/off" in Chapter 2.
	Is the power cord plugged into the power outlet?	Turn the power switch off and then firmly plug in the power cord. Then turn the power switch on. Refer to "Power on/off" in Chapter 2.
	Is the power cord disconnected from the machine or the rear of the rack?	
	Is power of the correct voltage being supplied?	Make sure that the power supply is 200 -240 V (volts), 15 A (amperes). Make sure that power of capacity compatible with the specified maximum power consumption of the machine (2.8 - 3.1 KVA) is being supplied.
Display is dark.	Is the <b>Power Saver</b> button on?	The machine is in the Power Saver mode. Press the <b>Power Saver</b> button on the Control Panel to cancel the Power Saver mode. Refer to "Power Saver Mode" in Chapter 2.
	Is the brightness dial set too low?	Use the brightness dial to adjust display brightness. Refer to "User Interface (UI)" in Chapter 2.
Unable to print.	Is a message displayed on the Control Panel's display?	Follow the instructions displayed to solve the problem.
	Is the printer mode <b>Off-line</b> ?	Press the <b>Machine Status</b> button and confirm the <b>Print Mode</b> on the <b>Machine Status</b> screen. If <b>Print Mode</b> is <b>Off-Line</b> , select <b>On-Line</b> in the <b>Print Mode</b> screen.
	Is the power cord disconnected from the machine or the rear of the rack?	Turn the power switch off and then firmly plug in the power cord. Then turn the power switch on. Refer to "Power on/off" in Chapter 2.

Symptoms	Check	Remedy
<b>Online</b> indicator does not light even though you instructed it to print.	Is the interface cable disconnected?	Turn the power switch off, unplug the power cord from the power outlet, and check the interface cable connection.  For information about network connectivity, refer to the System Administration Guide.
	Is the environment correctly set on the personal computer?	Check the DocuSP print driver and other environment settings on the personal computer.
Printing is not performed even though printing was instructed on Tray 5 (Bypass).	Is paper of the size specified for printing loaded on the tray?	Follow the instructions displayed to load paper of correct size and instruct it to print again. Refer to "Loading paper in Tray 5" in Chapter 3.
Unsatisfactory print quality.	A probable cause is an image defect.	Remedy the trouble referring to <b>Image Quality Trouble</b> described later. Refer to "Image Quality Problems" in this chapter.
Text is not printed correctly (text is corrupted).	Non-standard fonts are used for printing.	Check the application or print driver settings.
<b>Online</b> indicator lights and copies are not delivered with Online still lit.	Data remaining in machine memory.	Cancel printing or purge remaining data. Refer to "Checking current/pending jobs" in Chapter 4.
Cannot insert or remove trays.	Did you open a cover or turn power off during printing?	Turn the power off without unnecessarily inserting or removing a paper tray. Wait several seconds and then turn the power switch on. Make sure that the machine is online (ready to receive data) and then insert or remove the paper tray.

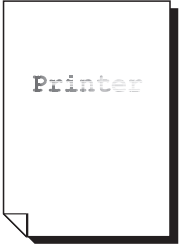

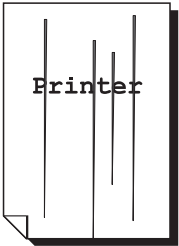
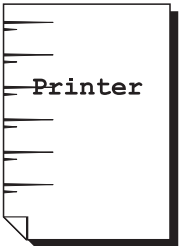
Symptoms	Check	Remedy
Paper is often jammed or wrinkled.	Is paper loaded properly in the paper tray?	Load paper correctly. Refer to "Loading paper in trays 1 and 2" in chapter 3.
	Is the paper tray set properly?	Firmly push in the paper tray as far as possible to set it properly. Refer to "Loading paper in trays 1 and 2" in chapter 3.
	Is the paper damp?	Replace with paper from a new ream. Refer to "Loading paper" in Chapter 3.
	Is the paper curled?	Either turn the paper so that the curl is facing down in the paper tray, or replace with paper from a new ream. Refer to "Loading paper" in Chapter 3.
	Are the paper and paper tray settings correct?	Make sure the paper and paper tray match the configured paper size. Refer to "Paper Tray Settings" in the System Administration Guide.
	Are there any torn pieces of paper still remaining inside the machine or is there a foreign object in the machine?	Open the door of the machine or slide out the paper tray to remove the torn paper or the foreign object. Refer to "Paper Jams" in this chapter or "Loading paper" in Chapter 3.
	Is out-of-spec paper loaded in the tray?	Replace with paper that meets machine specifications. Refer to "Loading paper" in Chapter 3.
	Is paper loaded in the paper tray past its maximum fill line?	Load paper in the paper tray so that it does not exceed the maximum fill line. Refer to "Loading paper in trays 1 and 2" in chapter 3.
	Is the paper guide set correctly?	Load the paper correctly, and apply the paper guides lightly. Refer to "Loading paper" in Chapter 3 or "Changing the size of paper trays" in Chapter 3.
An error message is displayed after paper is loaded in paper Tray 5 (Bypass) and the <b>Start</b> button is pressed.	Check the position of the paper guides at the front side of paper Tray 5 (Bypass).	Set the paper guides to the correct positions. Refer to "Loading paper in Tray 5" in Chapter 3.
Stapler faults	—	Refer to "Stapler faults" in this chapter.

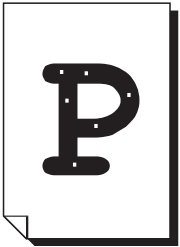


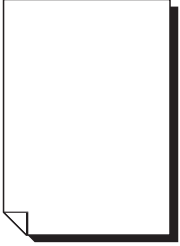
## Image quality problems



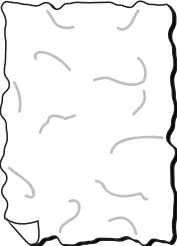

When image quality of the printed result is poor, choose the closest symptom in the following table and perform the required remedy.

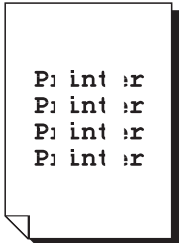

If image quality is not improved by performing the relevant remedy, contact the Customer Support Center.

Symptoms	Check	Remedy
The print shifts slightly.	Is the paper shifting or is the leading edge of the paper not loaded flush with the tray corners?	Align the edges of the paper and load the paper again so that is flush against the paper tray corners. Refer to "Loading paper" in Chapter 3.
Images on the print are skewed.	Is paper loaded properly in the tray?	Load paper correctly. Refer to "Loading paper in trays 1 and 2" in chapter 3.
	Is the paper guide for paper tray 5 (manual feed) set so that the tray touches the paper?	Load paper correctly. Refer to "Loading paper in Tray 5" in Chapter 3.
	Is the paper tray set properly?	Firmly push in the tray as far as possible to set it properly. Refer to "Loading paper in trays 1 and 2" in chapter 3.
Part of the image is missing on the print.	Is the paper damp?	If the paper is damp, either some parts of the copy are not shown or the copy is smudged and unclear. Replace with paper from a new ream. Refer to "Loading paper" in Chapter 3.
	Is the loaded paper folded or wrinkled?	Remove the defective paper and replace with paper from a new ream. Refer to "Loading paper" in Chapter 3.

Symptoms	Check	Remedy
Printing is faint (smudged, unclear). 	Is the paper damp?	Replace with paper from a new ream. Refer to “Loading paper” in Chapter 3.
	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
Black dots are printed. 	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
Black lines are printed. 	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
Dirt appears at equal intervals. 	Dirt on the paper feed path.	Print a few pages.
	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.

Symptoms	Check	Remedy
White dots appear in black filled areas. 	The paper in use is unsuitable.	Load suitable paper. Refer to "Loading paper" in Chapter 3.
	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
Printed toner smudges when rubbed with your finger. Toner is not fused to the paper. The paper is dirtied with toner. 	Is the paper damp?	Replace with paper from a new ream. Refer to "Loading paper" in Chapter 3.
	The paper in use is unsuitable.	Load suitable paper. Refer to "Loading paper" in Chapter 3.
The entire paper area is printed black. 	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
	A probable cause is a high-voltage power supply malfunction.	Contact the Customer Support Center.
Nothing is printed. 	Two or more sheets of paper are being fed simultaneously (double-feed).	Fan the paper well and reset. Refer to "Loading paper" in Chapter 3.
	A probable cause is a high-voltage power supply malfunction.	Contact the Customer Support Center.

Symptoms	Check	Remedy
White areas or stripes appear.  	Is the paper damp?	Replace with paper from a new ream. Refer to "Loading paper" in Chapter 3.
	The paper in use is unsuitable.	Load suitable paper. Refer to "Loading paper" in Chapter 3.
The entire page is printed faint.  	When the print was made using Tray 5 (Bypass), the size and type of the actually loaded paper differed from the setting on the print driver.	Either load paper of the correct size and type into Tray 5 (Bypass), or fan the paper thoroughly before loading it again. Refer to "Loading paper in Tray 5" in Chapter 3.
	Two or more sheets may be feeding at once.	Fan the paper well and reset. Refer to "Loading paper" in Chapter 3.
Paper becomes wrinkled. Text is blurred.   	The paper in use is unsuitable.	Replace with paper from a new ream. Refer to "Loading paper" in Chapter 3.
	Paper is being added while it is being fed.	
	Is the paper damp?	

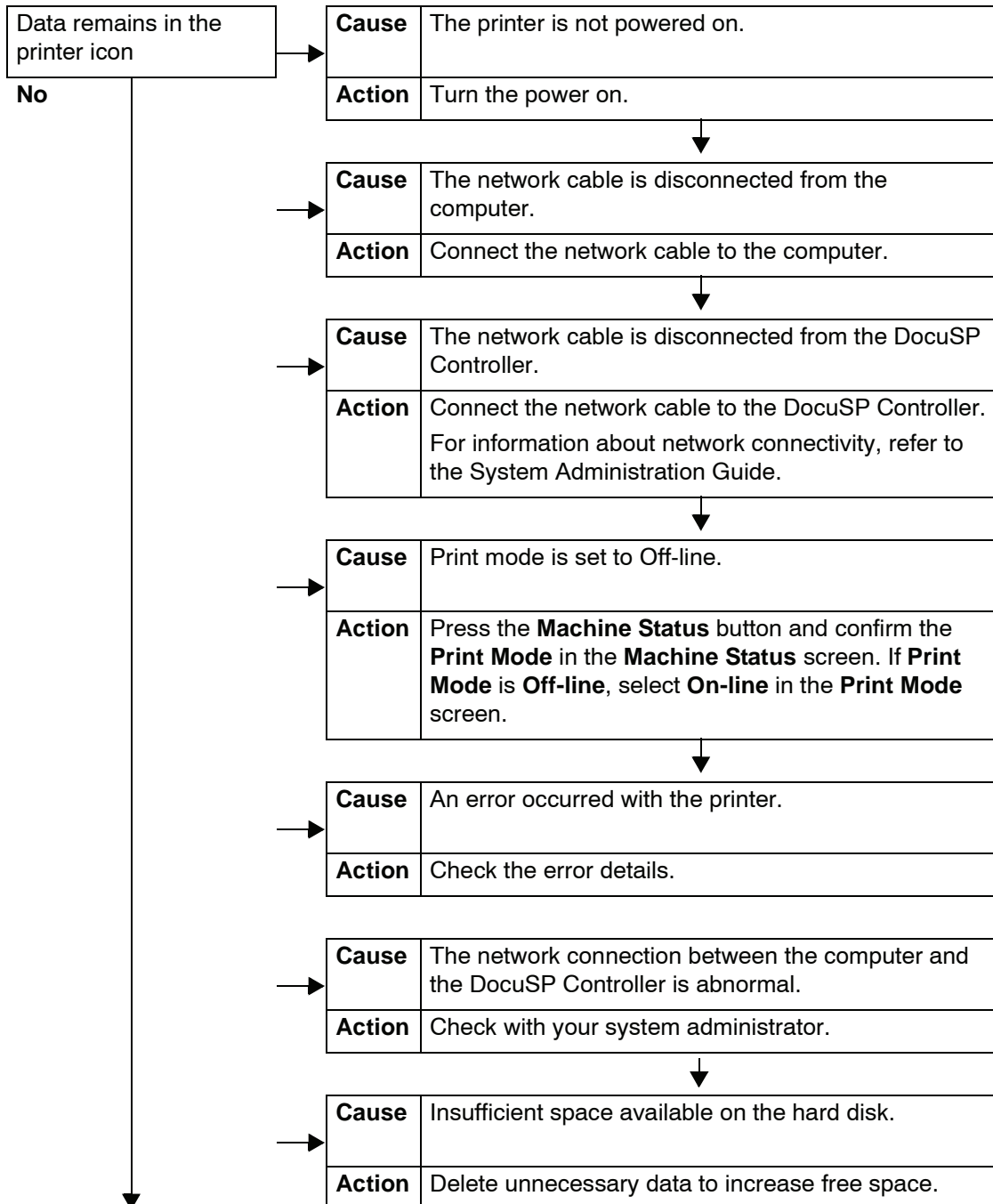
Symptoms	Check	Remedy
<p>Outline characters on a colored background longwise.</p> 	<p>The drum cartridge is depleted or damaged.</p>	<p>Contact the Customer Support Center.</p>
<p>Text or images are printed at an angle.</p> 	<p>The paper guide in the paper tray is not set at the correct position.</p>	<p>Set the horizontal and vertical paper guides to the correct positions. Refer to “Loading paper in trays 1 and 2” in chapter 3.</p>

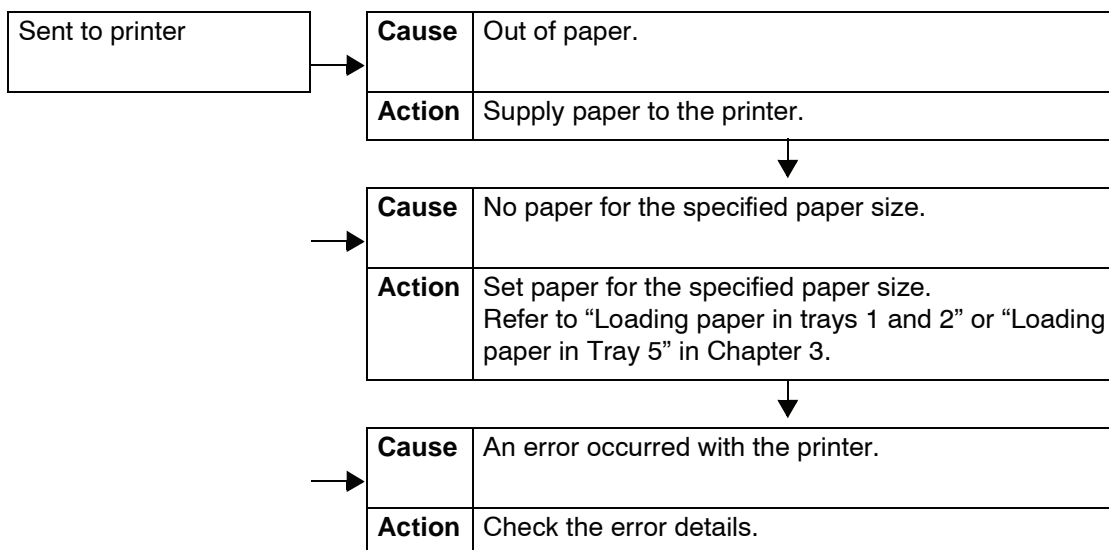


## Trouble during printing

### Unable to print

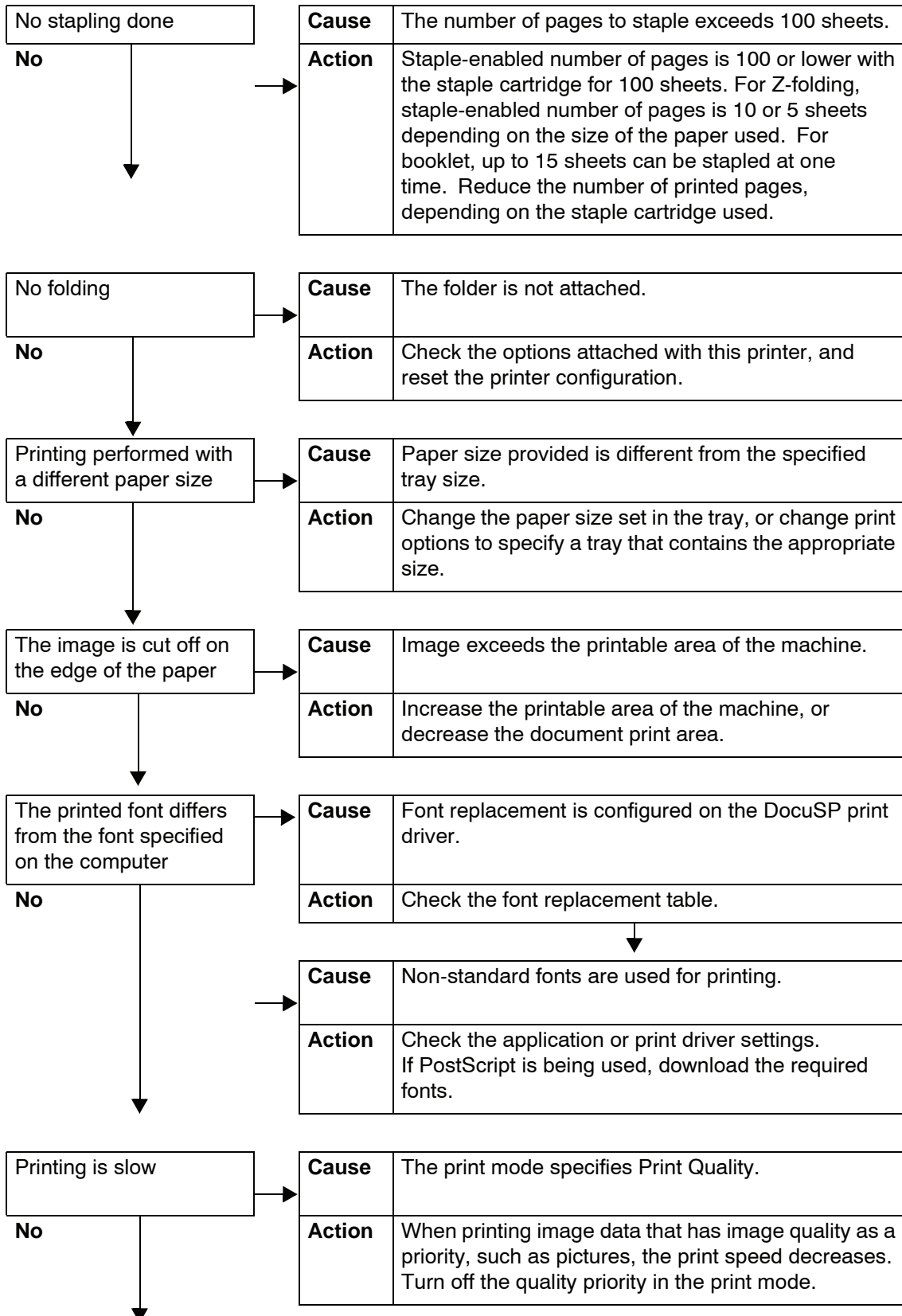
This section describes solutions when unable to print.

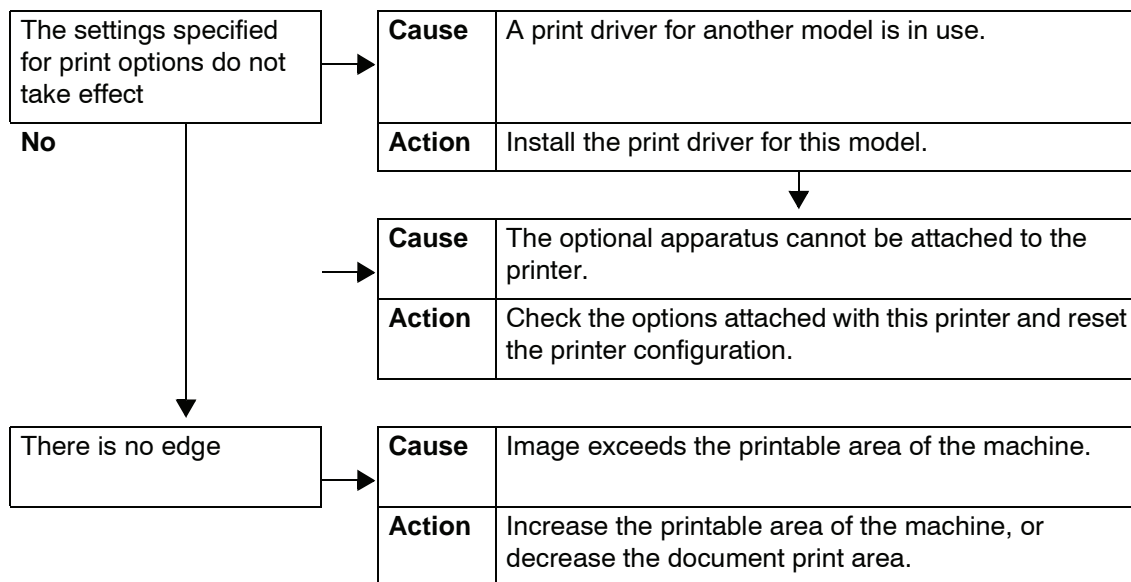




## The printed result is not what was expected

This section describes solutions for situations in which the print result is different from that expected.





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## Error code

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If an error caused the printing to end abnormally or a malfunction occurred in the printer, then an error message code (\*\*\*\_\*\*\*) is displayed.

If an error code not described in the following tables is displayed, or the problem persists even after you have tried the following solutions, contact the Customer Support Center.

Refer to the following table for error codes and information on how to rectify the problem.



**KEY POINT:** If an error code is displayed, all print data of the printer as well as print data stored in the built-in memory of the machine is discarded.

Errors are divided into the following **Categories**:

- **P:** Print
- **O:** Others Problems

### Other Errors

Error Code	Category	Cause and Remedy	
	Print/Other		
003-761	P	<b>Cause</b> The paper size of the tray selected for auto tray is different from the paper size of the tray selected for Auto Repeat. <b>Remedy</b> Change the paper size for the tray, or change the <b>Paper Type Priority</b> settings.	
012-211 012-212 012-213 012-214 012-215 012-216 012-217 012-218 012-219 012-221 012-223 012-225 012-226 012-227 012-228 012-229 012-230 012-235 012-236 012-237 012-238 012-239 012-240 012-241 012-243 012-246 012-247	O	<b>Cause</b> Finisher malfunctioned. <b>Remedy</b> Power-cycle the machine. If the finisher error is not corrected by performing the relevant remedy, contact the Customer Support Center.	
012-248 012-250 012-251 012-252 012-253 012-254 012-255 012-260 012-264 012-265 012-282 012-283 012-284 012-285 012-291	O		

Error Code	Category	Cause and Remedy	
	Print/Other		
012-400	O	<b>Cause</b>	Staple Waste Container Near Full.
		<b>Remedy</b>	Follow the procedures to remove and replace the staple waste container in the finisher.
012-949	O	<b>Cause</b>	Finisher Punch Scrap Container is not attached.
		<b>Remedy</b>	Check that the punch scrape container is installed in the finisher and inserted correctly.
016-210 016-211 016-212 016-213 016-214 016-215	O	<b>Cause</b>	An error occurred in the software settings.
		<b>Remedy</b>	Power-cycle the printer. Contact the Customer Support Center.
016-701	P	<b>Cause</b>	PCL print data could not be processed as there was insufficient memory.
		<b>Remedy</b>	Reduce resolution, cancel 2 Sided printing or N up, and try to print again.
			Refer to the online help for the print driver.
016-702	P	<b>Cause</b>	PCL print data could not be processed as there was insufficient print page buffer.
		<b>Remedy</b>	Take one of the following actions: <ul style="list-style-type: none"> <li>• Set Print Mode to Speed Priority.</li> <li>• Use Ensure Print.</li> <li>• Increase the size of the print page buffer.</li> <li>• Add on memory.</li> </ul>
			For information about print modes and print guarantees, refer to the online help for the print driver.
016-708	O	<b>Cause</b>	Annotation is not possible due to insufficient hard disk space.
		<b>Remedy</b>	Remove unnecessary data from the hard disk to increase free disk space.
016-709	P	<b>Cause</b>	An error occurred during PCL processing.
		<b>Remedy</b>	Retry printing.
016-721	P, O	<b>Cause</b>	An error occurred during print processing. Probable cause is: Printing was instructed by <b>Automatic Tray Selection</b> when <b>Paper Type Priority</b> is set to <b>Automatic Tray switching Off</b> for all paper in the <b>Common Settings</b> .
		<b>Remedy</b>	When printing by Automatic Tray Selection, set one of the paper types to a setting other than <b>Automatic Tray switching Off</b> in <b>Paper Type Priority</b> .
			Refer to "Paper Type Priority" in the System Administration Guide.
016-722	P	<b>Cause</b>	Unsupported staple position is specified.
		<b>Remedy</b>	Confirm the position, and specify the print data again.
016-723	P	<b>Cause</b>	Unsupported punch position is specified.
		<b>Remedy</b>	Confirm the position, and specify the print data again.

Error Code	Category	Cause and Remedy	
	Print/Other		
016-732	P	<b>Cause</b>	Unable to use registered form specified by Emulation with host.
		<b>Remedy</b>	Resend the form data.
016-738	P	<b>Cause</b>	Booklet Creation is not applied to the specified paper.
		<b>Remedy</b>	Specify the printable paper size for booklet creation.
016-739	P	<b>Cause</b>	The specified document and paper size are an unauthorized combination.
		<b>Remedy</b>	Specify the combination of the printable document and paper size for booklet creation.
016-740	P	<b>Cause</b>	Booklet Creation is not applied to the specified paper tray.
		<b>Remedy</b>	Specify the printable paper tray for booklet creation.
016-746	P	<b>Cause</b>	An unsupported feature is included in received PDF.
		<b>Remedy</b>	Print using printer driver.
016-748	P, O	<b>Cause</b>	Printing is not possible due to insufficient hard disk space.
		<b>Remedy</b>	Reduce the number of pages of print data, for example, by dividing up the print data.
016-749	P	<b>Cause</b>	A PjL command syntax error occurred.
		<b>Remedy</b>	Either confirm the print settings, or correct the PjL command.
016-755	P	<b>Cause</b>	Attempted to process PDF file which was specified to printing prohibited.
		<b>Remedy</b>	Cancel the printing prohibited specification using Adobe Reader and try to print again.
016-761	P	<b>Cause</b>	An error occurred during image processing.
		<b>Remedy</b>	Set the <b>Print Mode</b> to <b>Speed Priority</b> and start printing again. If this does not remedy the error, print in the Ensure Print mode.
016-762	P	<b>Cause</b>	A print language not installed on the machine was specified.
		<b>Remedy</b>	In <b>Specify Print Mode</b> under <b>Port Settings</b> , specify a print language.
016-774	O	<b>Cause</b>	Compression conversion is not possible due to insufficient hard disk space.
		<b>Remedy</b>	Remove unnecessary data from the hard disk to increase free disk space.
016-775	O	<b>Cause</b>	Image conversion is not possible due to insufficient hard disk space.
		<b>Remedy</b>	Remove unnecessary data from the hard disk to increase free disk space.
016-776	O	<b>Cause</b>	An error occurred during image conversion processing.
		<b>Remedy</b>	A portion of the data might have finished image conversion processing. Check the data.



Error Code	Category	Cause and Remedy	
	Print/Other		
016-777	O	<b>Cause</b> <b>Remedy</b>	A hard disk error occurred during image processing. The hard disk might be defective. When replacing a hard disk, contact the Customer Support Center.
016-792	O	<b>Cause</b> <b>Remedy</b>	Specified job history could not be acquired when printing <b>Job Counter Report</b> . Specified job history does not exist.
016-793	O	<b>Cause</b> <b>Remedy</b>	The hard disk has run out of free space. Either remove unnecessary data from the hard disk to increase free disk space or initialize the hard disk.
016-799	P	<b>Cause</b> <b>Remedy</b>	An illegal print parameter is included. Confirm the print data and option and specify the print data again.
024--746	P	<b>Cause</b> <b>Remedy</b>	A feature (one of paper size, tray, output tray, or 2 sided printing) that is incompatible with the specified paper quality has been specified. Check the print data.
024-747	P	<b>Cause</b> <b>Remedy</b>	An illegal print parameter combination was set. For example, a non-standard size was specified and Tray Selection was set to Auto. Check the print data. In the above case, select Tray 5 (Bypass).
024-931	O	<b>Cause</b> <b>Remedy</b>	The Staple Waste Container is full or near full. Remove the Staple Waste Container and reinstall a new one.
024-932	O	<b>Cause</b> <b>Remedy</b>	The Staple Waste Container is not attached. Check that the Staple Waste Container is installed in the finisher and inserted correctly.
024-956	O	<b>Cause</b> <b>Remedy</b>	Tray 7 (inserter) is empty/out of paper. Add paper to Tray 7.
024-957	O	<b>Cause</b> <b>Remedy</b>	Inserter trays are empty/out of paper. Add paper to the paper trays of the inserter.
024-974	O	<b>Cause</b> <b>Remedy</b>	Designated paper size and the size of paper in the tray differs when feeding paper from the inserter. Reset the paper or cancel the job.
024-976	O	<b>Cause</b> <b>Remedy</b>	Finisher staple status is NG. Check staples and reset correctly.
024-977	O	<b>Cause</b> <b>Remedy</b>	Finisher staple feeding is not ready. Check staples and reset correctly.
024-978	O	<b>Cause</b> <b>Remedy</b>	Booklet Finisher staple operation is not ready. Check staples and reset correctly.
024-979	O	<b>Cause</b> <b>Remedy</b>	The staple cartridge is empty. Check staples. Follow procedures to remove and replace staple cartridge.
024-980	O	<b>Cause</b> <b>Remedy</b>	The finisher stacker tray is full. Remove all paper from the stacker tray.

Error Code	Category	Cause and Remedy	
	Print/Other		
024-981	O	<b>Cause</b> <b>Remedy</b>	The finisher top tray is full. Remove all paper from the finisher top tray.
024-982	O	<b>Cause</b> <b>Remedy</b>	The finisher stacker tray lower safety warning is on. Remove all paper from the stacker tray and remove any other obstructions.
024-983	O	<b>Cause</b> <b>Remedy</b>	The finisher booklet tray is full. Remove all paper from the booklet tray.
024-984	O	<b>Cause</b> <b>Remedy</b>	The booklet stapler low staple F signal is on. Remove all paper from the booklet tray.
024-985	O	<b>Cause</b> <b>Remedy</b>	The booklet stapler low staple R signal is on. Remove all paper from the booklet tray.
024-987	O	<b>Cause</b> <b>Remedy</b>	The envelope folder tray is full. Remove all paper from the tray. Set the output tray for three fold.
024-988	O	<b>Cause</b> <b>Remedy</b>	The envelope folder tray is not detected. Check that the folder tray is correctly attached and set.
024-989	O	<b>Cause</b> <b>Remedy</b>	The booklet stapler low staple R signal is on. Check the staple cartridge and reset correctly.
027-770	O	<b>Cause</b>  <b>Remedy</b>	PDL (Printer Description Language) error detected by the DocuSP Controller while processing a network print job.  Cancel and resend the print job. If problem continues, reboot both the DocuSP Controller and the printer and resend job. If the problem persists, call the Customer Support Centre for further help/instructions.
027-771	O	<b>Cause</b> <b>Remedy</b>	Disk full error message on the DocuSP Controller. Cancel job. Delete unwanted files from the DocuSP Controller. Resend the network print job.
065-210	O	<b>Cause</b> <b>Remedy</b>	An error occurred with the machine. Contact the Customer Support Center.
071-210	O	<b>Cause</b> <b>Remedy</b>	Paper Tray 1 malfunctioned. Contact the Customer Support Center. Trays other than Paper Tray 1 can be used.
072-210	O	<b>Cause</b> <b>Remedy</b>	Paper Tray 2 malfunctioned. Contact the Customer Support Center. Trays other than Paper Tray 2 can be used.
073-210	O	<b>Cause</b> <b>Remedy</b>	Paper Tray 3 malfunctioned. Contact the Customer Support Center. Trays other than Paper Tray 3 can be used.
074-210	O	<b>Cause</b> <b>Remedy</b>	Paper Tray 4 malfunctioned. Contact the Customer Support Center. Trays other than Paper Tray 4 can be used.

Error Code	Category	Cause and Remedy	
	Print/Other		
075-210 075-211	O	<b>Cause</b> <b>Remedy</b>	Paper Tray 5 (bypass) malfunctioned. Power-cycle the machine. If the tray error is not fixed by performing the relevant remedy, contact the Customer Support Center.
078-210 078-211	O	<b>Cause</b> <b>Remedy</b>	High Capacity Feeder Tray (paper trays 6 to 7) malfunctioned. Check the paper setting of paper trays 6 and 7 and power-cycle the machine. If the trays errors are not fixed by performing the relevant remedy, contact the Customer Support Center. Trays other than 6 and 7 may be used in the interim.
078-213 078-214 078-282 078-283	O	<b>Cause</b> <b>Remedy</b>	Paper Tray 5 (Bypass) malfunctioned. Power-cycle the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.
078-260 078-261 078-262 078-263 078-264 078-265 078-266 078-267 078-268 078-269 078-270 078-271 078-272 078-273 078-274 078-275 078-276 078-277 078-278 078-279 078-280	O	<b>Cause</b> <b>Remedy</b>	Paper Tray 6 malfunctioned. Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.
078-281	O		Check the paper loaded in Tray 5 and then power off/on the printer.
078-282	O		Power off/on the printer.
091-311	O	<b>Cause</b> <b>Remedy</b>	ERU (Engineer Replaceable Unit for the Drum Cartridge) causing CC (charge corotron) cleaner fail faults. Call for Service.
112-700	O	<b>Cause</b> <b>Remedy</b>	Punch Scrape Container is full or near full. Remove and empty the scrape container and reinstall.
116-701	P	<b>Cause</b> <b>Remedy</b>	2 sided print could not be made. Print each side separately.
116-702	P	<b>Cause</b> <b>Remedy</b>	Printing was performed using a substitute font. Check the print data.

Error Code	Category	Cause and Remedy	
	Print/Other		
116-703	P	<b>Cause</b> <b>Remedy</b>	An error occurred during PostScript processing. Either confirm the print data or click Spool Settings on the <b>Details</b> tab in the print driver to set bi-directional communications to off.
116-710	P	<b>Cause</b> <b>Remedy</b>	A probable cause is that the correct document size could not be judged as the receive data exceeded the HP-GL/2 spool size. Increase the size assigned to HP-GL/2 auto-layout memory.
116-713	O	<b>Cause</b> <b>Remedy</b>	Job was divided and printed due to insufficient disk space. Remove unnecessary data from the hard disk to increase free disk space.
116-714	P	<b>Cause</b> <b>Remedy</b>	An HP-GL/2 command error occurred. Check the print data.
116-720	P	<b>Cause</b> <b>Remedy</b>	An error occurred during printing as there was insufficient memory. Stop unnecessary ports and remove unnecessary data from the hard disk to increase free disk space.
116-740	P	<b>Cause</b> <b>Remedy</b>	Numerical value operation error occurred as a value exceeding the value limit of the printer was used in the print data. Check the print data.
116-747	P	<b>Cause</b> <b>Remedy</b>	There are too many paper margin values for the HP-GL/2 effective coordinate area. Reduce the paper margin values, and instruct it to print again.
116-748	P	<b>Cause</b> <b>Remedy</b>	There is no plot data in the HP-GL/2 print data. Check the print data.
116-749	P	<b>Cause</b> <b>Remedy</b>	Job cancelled because the specified font was unavailable. Install the font or set up a font replacement on the print driver side.
116-771 116-772 116-773 116-774 116-775 116-776 116-777 116-778 116-790	P	<b>Cause</b> <b>Remedy</b>	There was a problem with parameters in the JBIG data. They were automatically edited. If any problem occurs in job result, try to process the job again.
123-400	P	<b>Cause</b> <b>Remedy</b>	A malfunction occurred in the machine. Power-cycle the machine. If the machine error is not fixed by performing the relevant remedy, contact the Customer Support Center.

Error Code	Category	Cause and Remedy	
	Print/Other		
127-210	P, O	<b>Cause</b>	Communication error between the printer and the DocuSP Controller. Error detected by the printer.
		<b>Remedy</b>	Remove and reinsert the cable connection between the printer and the DocuSP Controller. Power off and on both the printer and the DocuSP Controller. If the problem persists, call the Customer Support Center.
127-211	P, O	<b>Cause</b>	Detected a communication error between the printer and the DocuSP Controller.
		<b>Remedy</b>	Remove and reinsert the cable connection between the printer and the DocuSP Controller. Power off and on both the printer and the DocuSP Controller. If the problem persists, call the Customer Support Center.
127-212	P, O	<b>Cause</b>	Detected an internal print check error by the DocuSP Controller.
		<b>Remedy</b>	Remove and reinsert the command/video cable between the DocuSP Controller and the printer. Power off and on both the printer and the DocuSP Controller. If the problem persists, call the Customer Support Center.
127-213	P, O	<b>Cause</b>	Detected a mismatch with the software version of the DocuSP Controller.
		<b>Remedy</b>	Contact the Customer Support Center for information and/or instructions to remedy the problem.
127-220	P, O	<b>Cause</b>	Detected a communication error of the video system by the DocuSP Controller.
		<b>Remedy</b>	Remove and reinsert the cable connection between the printer and the DocuSP Controller. Power off and on both the printer and the DocuSP Controller. If the problem persists, call the Customer Support Center.
127-221	P, O	<b>Cause</b>	Detected a communication error by the DocuSP Controller.
		<b>Remedy</b>	Remove and reinsert the cable connection between the printer and the DocuSP Controller. Power off and on both the printer and the DocuSP Controller. If the problem persists, call the Customer Support Center.
127-311	P, O	<b>Cause</b>	Detected a fatal error by the DocuSP Controller.
		<b>Remedy</b>	Power on/off both the DocuSP Controller and the printer. If the problem persists, contact the Customer Support Center.
A malfunction occurred. Power-cycle the machine. (xxx-yyy)	P, O	<b>Cause</b>	An error occurred.
		<b>Remedy</b>	Turn off the power, wait until the Control Panel display goes dark and then turn on power again. If the message persists, record the displayed contents for (xxx-yyy). Switch off the machine immediately, wait for the Control Panel display to go dark and contact the Customer Support Center.
Completed with an error. (xxx-yyy)	P, O	<b>Cause</b>	An error occurred and the job completed.
		<b>Remedy</b>	Retry operation after waiting for a period.

Error Code	Category	Cause and Remedy	
	Print/Other		
A fault has occurred. The machine has rebooted. Select <b>Close</b> . When in doubt, report the malfunction to our Call Center. (xxx-yyy)	P, O	<b>Cause</b>	An auto-recoverable internal error occurred and the machine restarted automatically.
		<b>Remedy</b>	Select the <b>Close</b> button. The machine is operating normally now. If the error persists, call contact the Customer Support Center.

## Paper jams

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When paper jams inside the machine, the machine stops and an alarm sounds. A message also displays on the Control Panel screen. Follow the instructions displayed and remove the jammed paper.



**NOTE:** Paper jams can be remedied with the machine still powered on. If the power is turned off, all information stored to the machine's memory will be erased.

Gently remove the paper taking care not to tear it. If paper is torn while it is being removed from the machine, remove all torn pieces making sure that none remain inside the machine.



**CAUTION:** Do not touch components inside the machine. This can cause print defects.

If a paper jam message is displayed again after you have remedied the paper jam, paper is probably jammed at another location. Remedy this by following the message on the screen.



**KEY POINT:** If a piece of jammed paper remains inside the machine, the paper jam message will not disappear from the display.

When you have finished remedying a paper jam and the jam occurred during printing, select either **Cancel** or **Start** from the touch screen or press the **Start** button on the Control Panel. Printing is resumed from the state before the paper jam occurred.

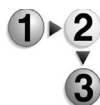


**WARNING:** When removing jammed paper, make sure that no bits and pieces of jammed paper are left in the machine. A piece of paper remaining in the machine can cause fire. If a piece of paper is stuck in a hidden area or paper is wrapped around the fuser unit or rollers, do not remove it forcefully. You can get injured or burnt. Switch off the machine immediately and contact the Customer Support Center.

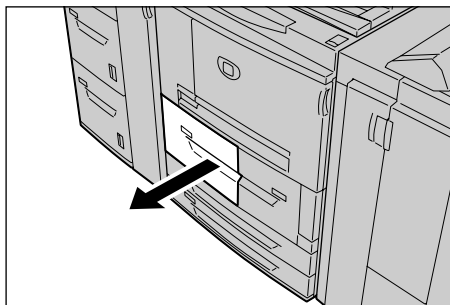
## Paper jams in trays 1 to 4

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The following describes how to remedy paper jams that occur in trays 1 to 4.

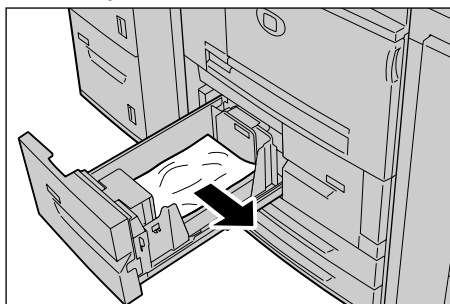


1. Pull out the tray where the paper jam occurred.



**KEY POINT:** Paper is sometimes torn and remains inside the machine if you draw out a tray without checking the paper jam position. This may cause machine malfunction. Check where the paper jam occurred before remedying the problem.

2. Remove the jammed paper.



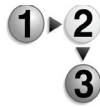
**KEY POINT:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Push the tray in gently until it comes to a stop.

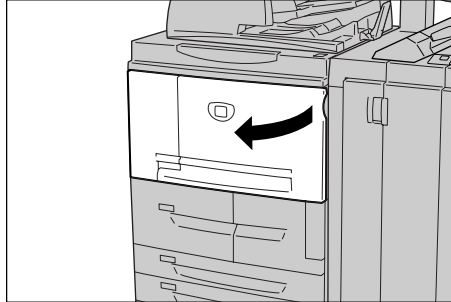


## Paper jams in transport unit 4

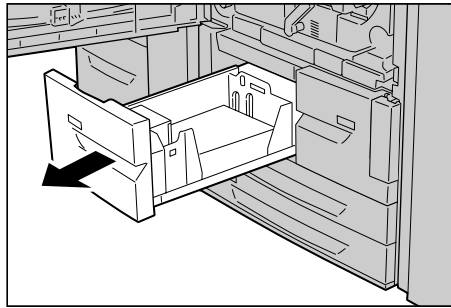
The following describes how to remedy paper jams that occur on the Transport Unit 4.



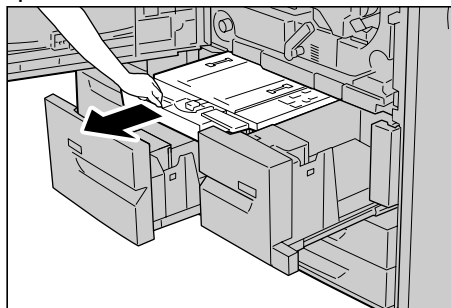
1. Make sure that the machine has stopped before opening the front cover.



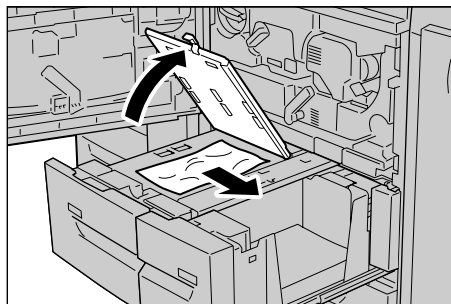
2. Pull out tray 1.



3. Pull out Transport Unit 4. Tray 2 will come out as you pull out Transport Unit 4.



4. Lift up the lever 4a and then remove the jammed paper.





**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

5. Return lever 4a to the original position.
6. Push tray 2 in gently until it comes to a stop.



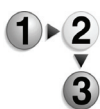
**NOTE:** When tray 2 is pushed, Transport Unit 4 will be inserted in simultaneously.

7. Push tray 1 in gently until it comes to a stop.
8. Close the front cover.
9. A message will be displayed and the machine will not operate if the front cover is even slightly open.

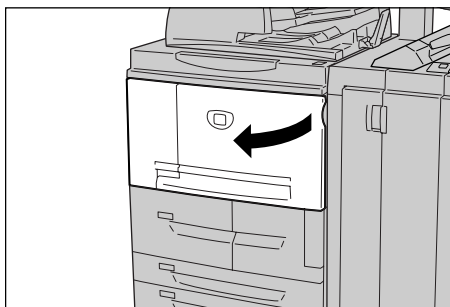
### Paper jams in duplex module 3

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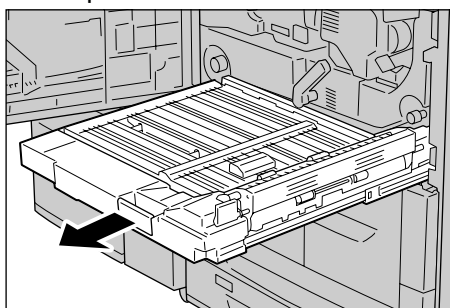
The following describes how to remedy paper jams that occur on the Duplex Module 3.



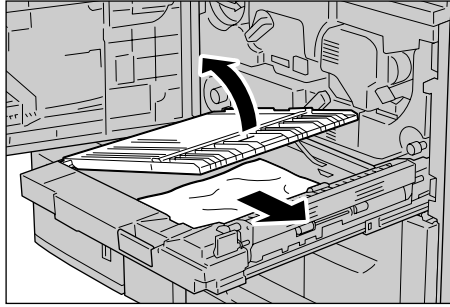
1. Make sure that the machine has stopped before opening the front cover.



2. Pull out Duplex Module 3.

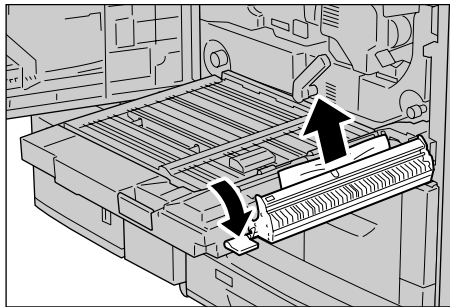


3. Move the release lever 3a to remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

4. Move lever 3b to the right and then remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

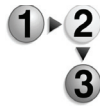
5. Push the duplex module in gently until it comes to a stop.
6. Return all levers to their starting positions.
7. Close the front cover.

**NOTE:** A message will be displayed and the machine will not operate if the front cover is even slightly open.

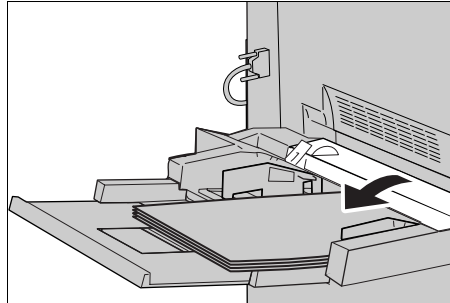
## Paper jams in tray 5 (Bypass)

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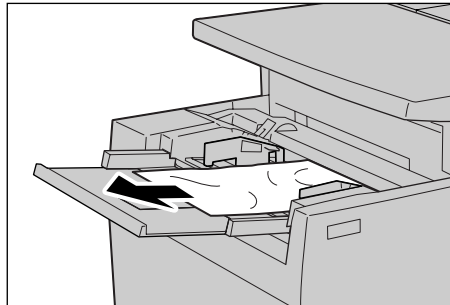
The following describes how to remedy paper jams that occur in Tray 5 (Bypass).



1. When optional high capacity feeder tray is not installed, open the top cover of paper Tray 5 (Bypass).



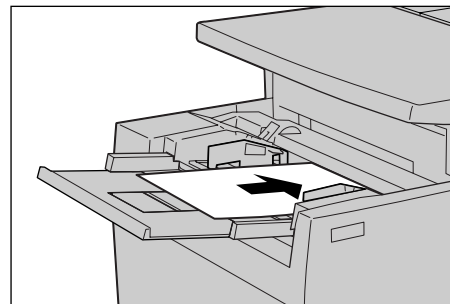
2. Remove the jammed paper and all paper loaded in paper Tray 5 (Bypass).



**KEY POINT:** When two or more sheets of paper are loaded, remove all of the sheets from the tray.

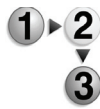
**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Fan the paper you removed making sure that all four corners are neatly aligned.
4. Insert the paper into the tray with the printing side facing up until its leading edge lightly comes up against the paper feed entrance.

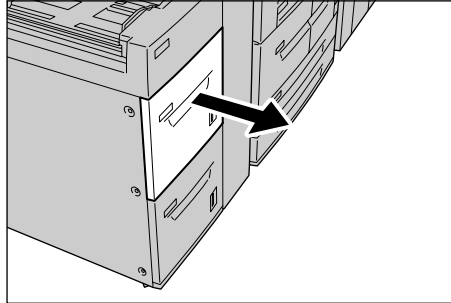


## Paper jams in Trays 6 and 7 (HCF)

The following describes how to remedy paper jams that occur in trays 6 and 7 of the optional High Capacity Feeder.

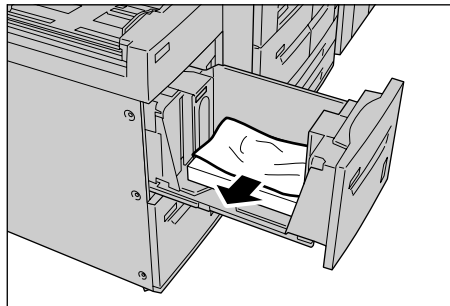


1. Pull out the tray where the paper jam occurred.



**KEY POINT:** Paper is sometimes torn and remains inside the machine if you draw out a tray without checking the paper jam position. This may cause machine malfunction. Check where the paper jam occurred before remedying the problem.

2. Remove the jammed paper.



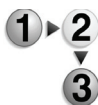
**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Push the tray in gently until it comes to a stop.

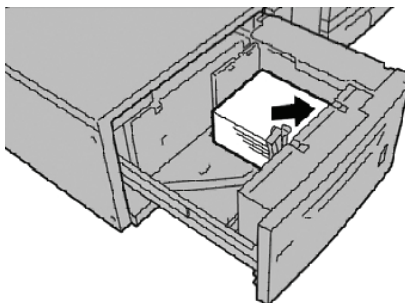
## Paper jams in Tray 6 (Oversized High Capacity Feeder)

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The following describes how to remedy paper jams that occur in Tray 6 of the optional Oversized High Capacity Feeder.



1. Pull out the tray where the paper jam occurred.



**KEY POINT:** Paper is sometimes torn and remains inside the machine if you draw out a tray without checking the paper jam position. This may cause machine malfunction. Check where the paper jam occurred before remedying the problem.

2. Remove the jammed paper.

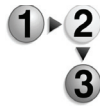


**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

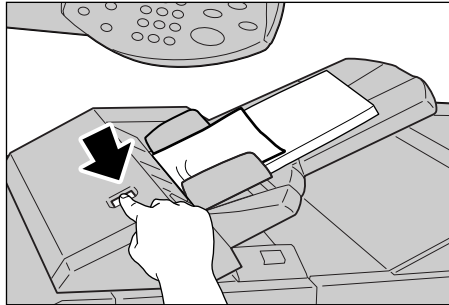
3. Push the tray in gently until it comes to a stop.

## Paper jams in Tray 8 (Post-process inserter)

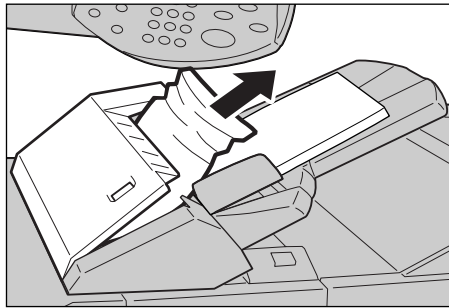
The following describes how to remedy paper jams that occur in the inserter.



1. Press the **Cover** button.



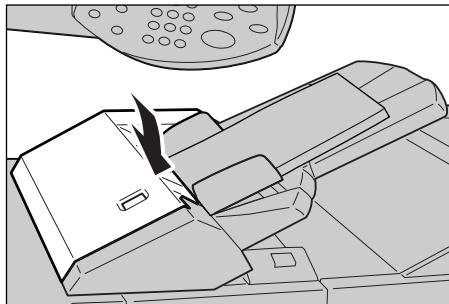
2. Open the cover 1e and then remove the jammed paper and all paper loaded in the Post-Process Inserter.



**KEY POINT:** When two or more sheets of paper are loaded, remove all of the sheets from the tray.

**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Fan the paper you removed, making sure that all four corners are neatly aligned, and then load them again.
4. Push the cover 1e until you hear it click into place.



**NOTE:** A message will be displayed and the machine will not operate if the cover is even slightly open.

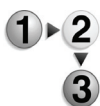
## Paper jams in lower left cover

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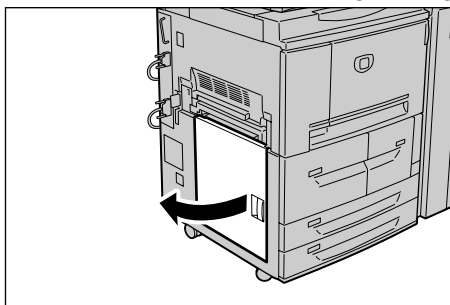
The following describes how to remedy paper jams that occur at the left cover of the body.



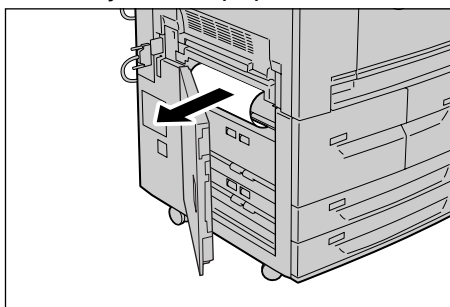
**NOTE:** If the system includes a High Capacity Feeder, open the front cover of Trays 6 and 7 to access this area.



1. Open the lower left cover while gripping the release lever.



2. Remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Close the lower left cover.

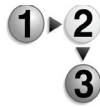


**NOTE:** A message will be displayed and the machine will not operate if the lower left cover is even slightly open.

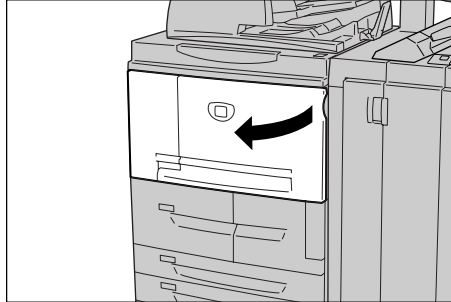


## Paper jams inside the body

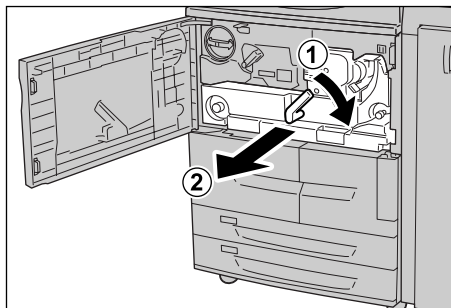
The following describes how to remedy paper jams that occur at the transfer module of the body.



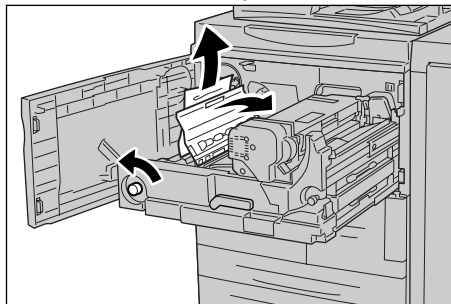
1. Make sure that the machine has stopped before opening the front cover.



2. Turn the green lever at the center of the transfer module to the right until it is in the horizontal position and then pull the transfer module out to the end.



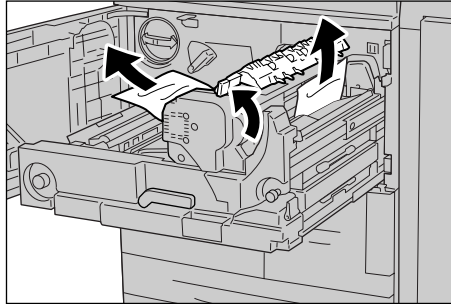
3. Lift up the lever 2b to remove the jammed paper. Turn the knob 2b to remove the jammed paper as necessary.



**WARNING:** Never touch a labeled area (found on the fuser unit or nearby) indicating “High Temperature” and “Caution.” Contact can lead to burns.

- 4.** If the jam occurs at the top of the transfer module or inside the fuser unit, remove the jammed paper by pulling it out towards the left.

If the jammed paper cannot be removed, lift up the lever 2c and then remove the jammed paper.

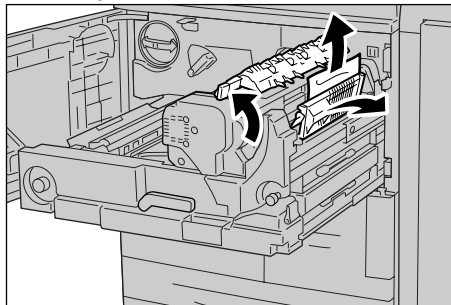


**CAUTION:** Never touch the six protrusions which are visible when you lift up lever 2c.

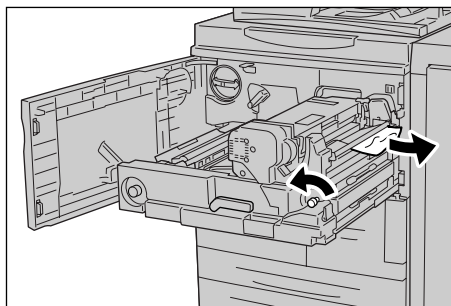


**WARNING:** Never touch a labeled area (found on the fuser unit or nearby) indicating “High Temperature” and “Caution.” Contact can lead to burns.

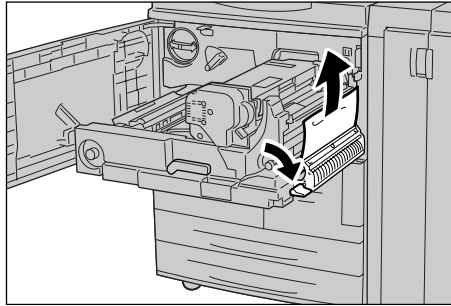
- 5.** Lift up the lever 2c as necessary, shift the lever 2d, and then remove the jammed paper.



- 6.** Turn the knob 2f as necessary and then remove the jammed paper.

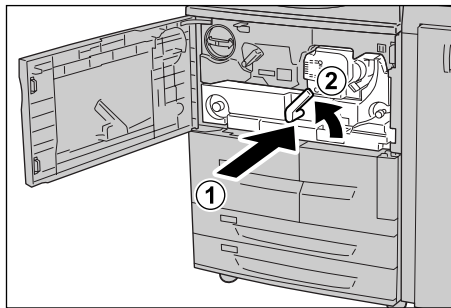


7. Shift the lever 3b on the right of the fuser unit as necessary and then remove the jammed paper.



**KEY POINT:** If the jammed paper remains inside and it is difficult to remove, pull out the duplex module after returning the transfer module to the original position. Then try again.

8. Insert the transfer module completely and turn the green lever 2 to the left.



**NOTE:** If the lever cannot be turn, pull the transfer module to the middle and insert it again.

9. Close the front cover.



**NOTE:** A message will be displayed and the machine will not operate if the front cover is even slightly open.

## Paper jams inside finisher left cover

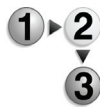
This section describes how to remedy paper jams that occur at the following locations:

- Paper jams at lever 1a and knob 1c
- Paper jams at lever 1d
- Paper jams at lever 1b

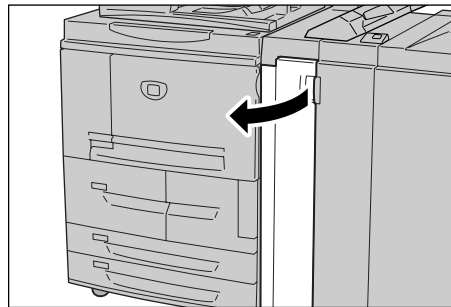


**NOTE:** Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

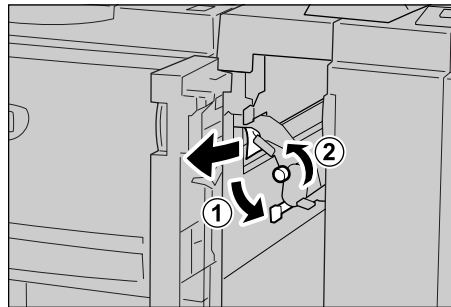
### Paper jams at lever 1a and knob 1c



1. Make sure that the machine has stopped and then open the left cover on the finisher.

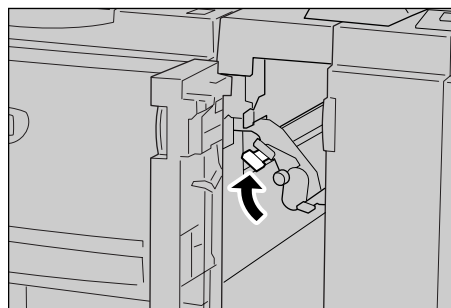


2. Move lever 1a downwards and turn knob 1c left. Remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Return lever 1a to the original position.

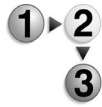


#### 4. Close the finisher left cover.

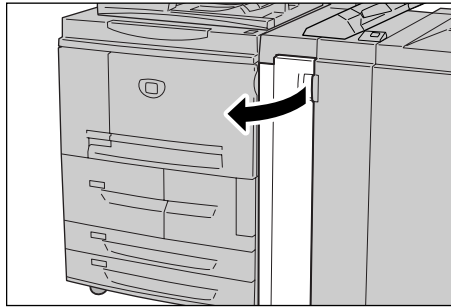


**NOTE:** A message will be displayed and the machine will not operate if the Staple Finisher's left cover is even slightly open.

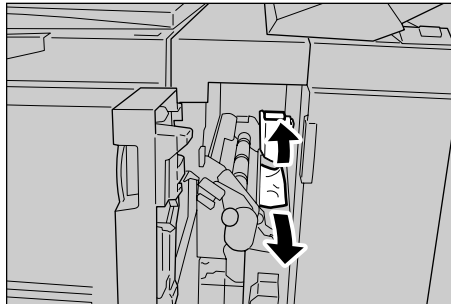
#### Paper jams at lever 1d



1. Make sure that the machine has stopped and then open the left cover on the finisher.

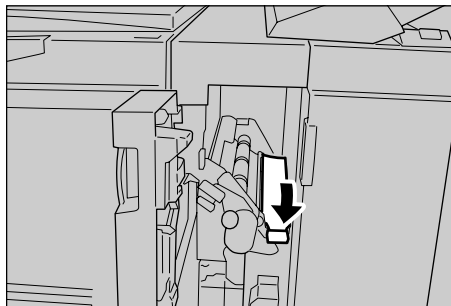


2. Move lever 1d upwards and remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Return lever 1d to the original position.



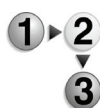
4. Close the Finisher left cover.



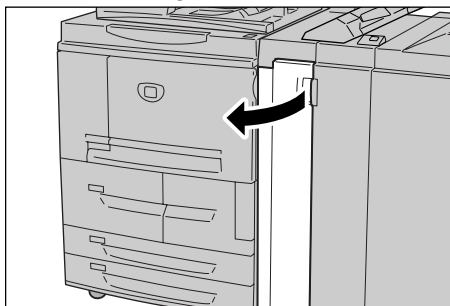
**NOTE:** A message will be displayed and the machine will not operate if the Staple Finisher's left cover is even slightly open.

### Paper jams at lever 1b

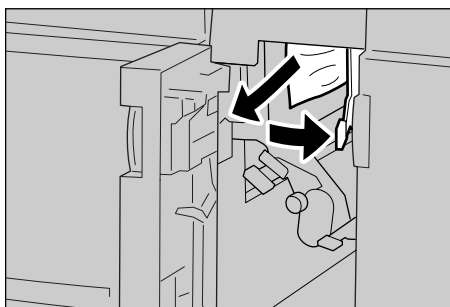
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1. Make sure that the machine has stopped and then open the left cover on the light finisher.

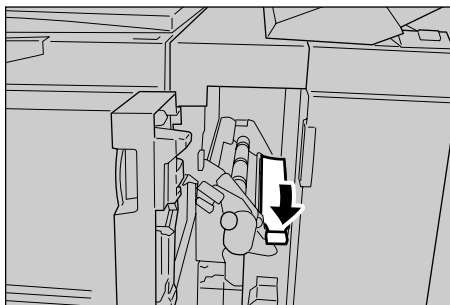


2. Move lever 1b to the right and remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Return lever 1b to the original position.



4. Close the Finisher left cover.



**NOTE:** A message will be displayed and the machine will not operate if the staple finisher's left cover is even slightly open.

## Paper jams inside finisher right cover

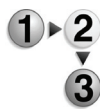
This section describes how to remedy paper jams that occur at the following locations:

- Paper jams at lever 3b and 3d
- Paper jams at lever 3e and knob 3c
- Paper jams at lever 3g and knob 3f
- Paper jams at lever 4b and knob 3a

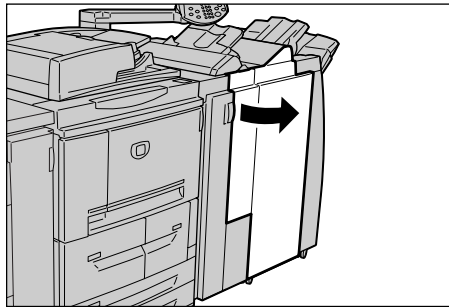


**NOTE:** Remedies differ according to the paper jam location. Follow the instructions displayed and remove the jammed paper.

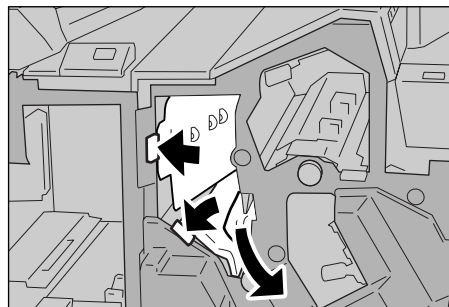
### Paper jams at lever 3b and 3d



1. Make sure that the machine has stopped and then open the right cover on the light finisher.

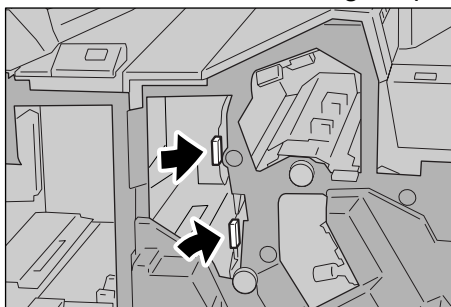


2. Move levers 3b and 3d to the left, and remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Return levers 3b and 3d the original position.



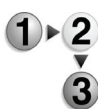
4. Close the finisher right cover.



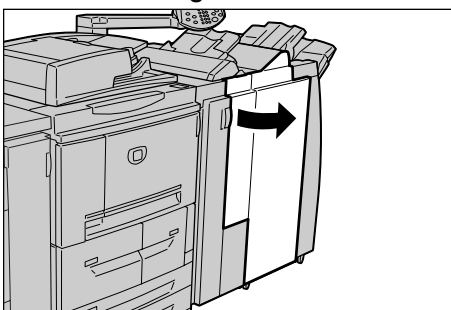
**NOTE:** A message will be displayed and the machine will not operate if the staple finisher's right cover is even slightly open.

### Paper jams at lever 3e and knob 3c

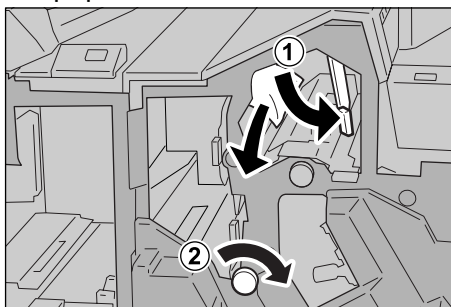
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1. Make sure that the machine has stopped and then open the right cover on the light finisher.



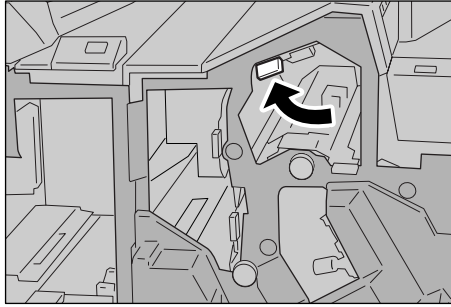
2. Move lever 3e, turn knob 3c to the right, and remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.



3. Return lever 3e to the original position.

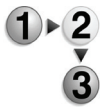


4. Close the finisher right cover.

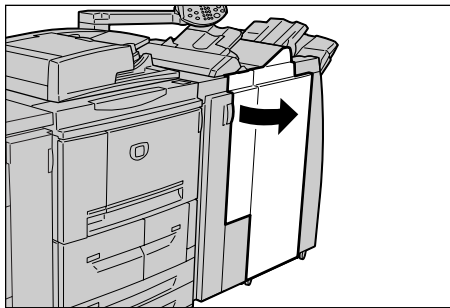


**NOTE:** A message will be displayed and the machine will not operate if the right cover is even slightly open.

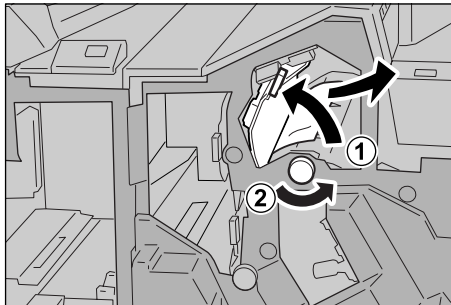
### Paper jams at lever 3g and knob 3f



1. Make sure that the machine has stopped and then open the right cover on the light finisher.

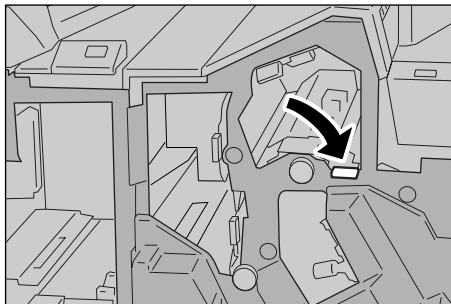


2. Move lever 3g upward and to the left, turn knob 3f to the left, and remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Return lever 3g to the original position.



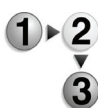
4. Close the right cover.



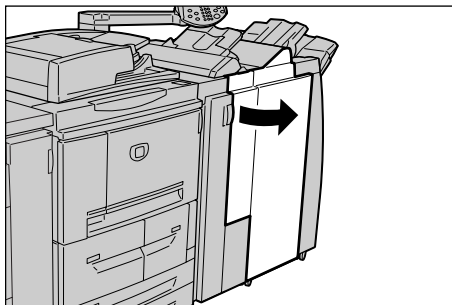
**NOTE:** A message will be displayed and the machine will not operate if the right cover is even slightly open.

### Paper jams at lever 4b and knob 3a

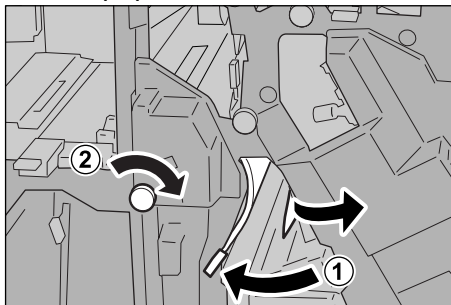
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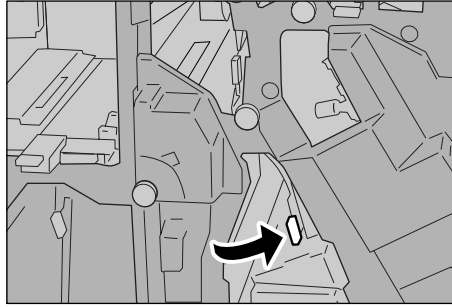
1. Make sure that the machine has stopped and then open the right cover on the light finisher.



2. Move lever 4b to the left, turn knob 3a to the right, and remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

**3.** Return lever 4b to the original position.**4.** Close the finisher right cover.

**NOTE:** A message will be displayed and the machine will not operate if the finisher right cover is even slightly open.

## Paper jams at Z folding unit

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The following explains how to remove jammed paper from inside the Z folding unit when this optional unit is installed in a finisher D (optional) or a booklet maker finisher (optional).

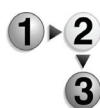
This section describes how to remedy paper jams that occur at the following locations:

- Paper jams at lever 2a and knob 3a
- Paper jams at lever 2b and knob 2c
- Paper jams at knob 2c, levers 2e/2f and tri-fold output tray 2d
- Paper jams at tri-fold output tray 2d and lever 2g
- Paper jams at unit 4 and knob 4a

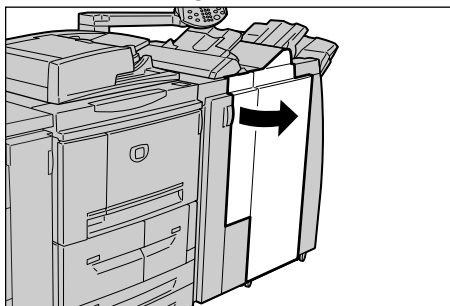


**NOTE:** Remedies differ according to the paper jam location. Follow the instructions displayed and remove the jammed paper.

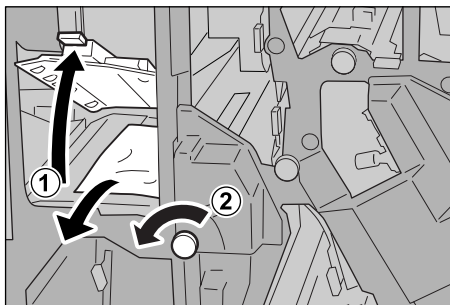
## Paper jams at lever 2a and knob 3a



1. Make sure that the machine has stopped and then open the right cover on the light finisher.

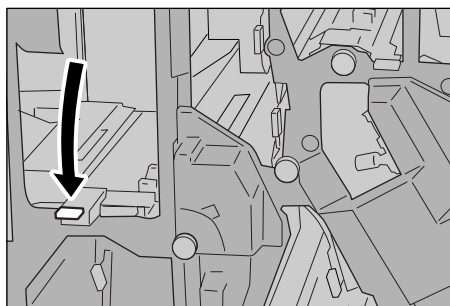


2. Move lever 2a up and turn knob 3a to the left. Remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Return lever 2a to the original position.

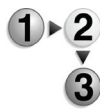


4. Close the finisher right cover.

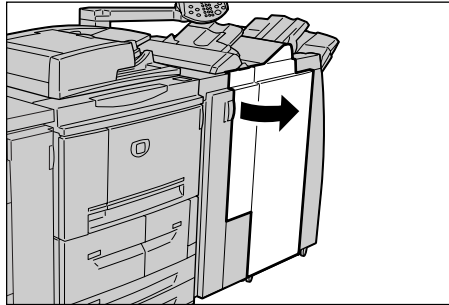


**NOTE:** A message will be displayed and the machine will not operate if the staple finisher's right cover is even slightly open.

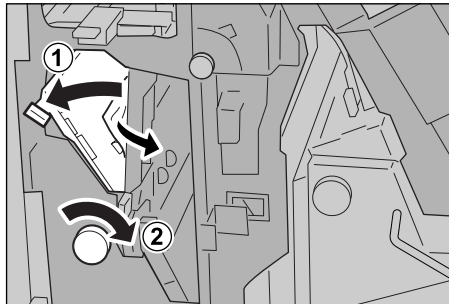
## Paper jams at lever 2b and knob 2c



1. Make sure that the machine has stopped and then open the right cover on the light finisher.

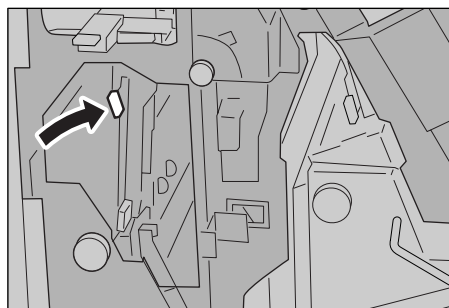


2. Move lever 2b, turn knob 2c to the right, and remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Return lever 2b to the original position.



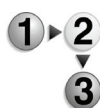
4. Close the finisher right cover.



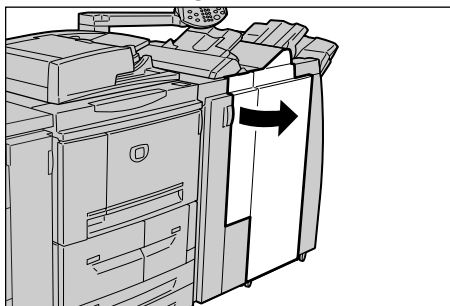
**NOTE:** A message will be displayed and the machine will not operate if the finisher right cover is even slightly open.

### Paper jams at knob 2c, levers 2e/2f and tri-fold output tray 2d

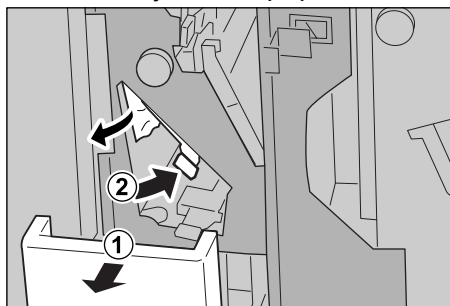
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1. Make sure that the machine has stopped and then open the right cover on the light finisher.

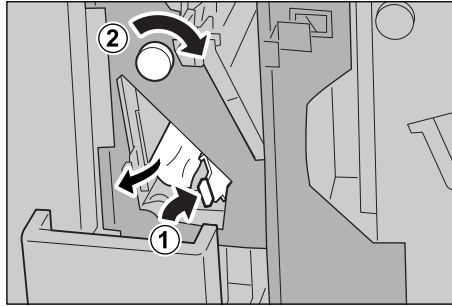


2. Pull out the tri-fold output tray 2d, swing lever 2e to the right, and remove the jammed paper.



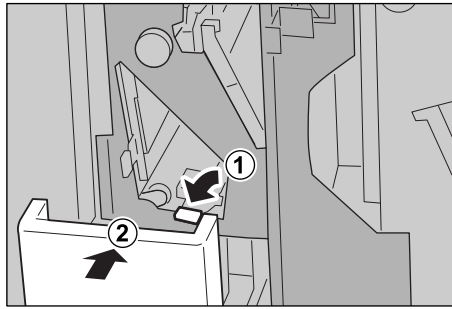
**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. If you cannot remove the paper in Step 2, turn knob 2c to the right, then remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

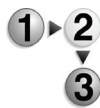
4. Swing back the opened lever (2f or 2e), and push back the tri-fold output tray 2d.



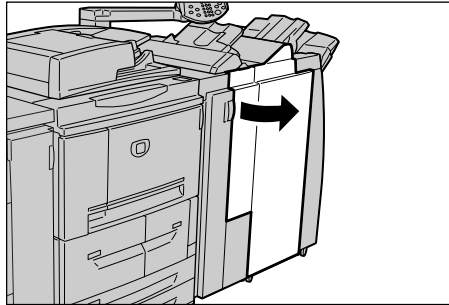
5. Close the finisher right cover.

**NOTE:** A message will be displayed and the machine will not operate if the finisher right cover is even slightly open.

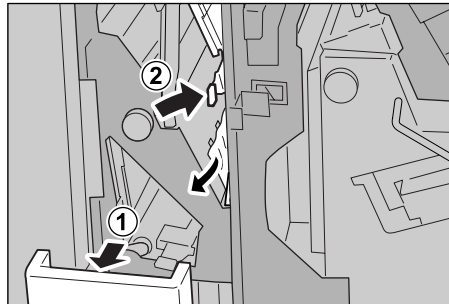
### Paper jams at tri-fold output tray 2d and lever 2g



1. Make sure that the machine has stopped and then open the right cover on the light finisher.

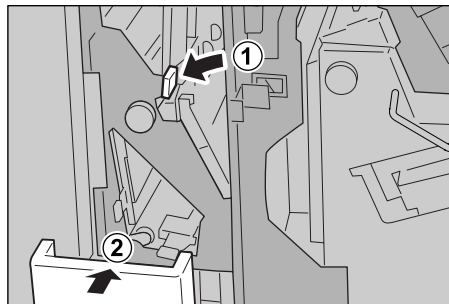


2. Pull out the tri-fold output tray 2d, swing lever 2g to the right, and remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Return lever 2g to the original position and push back the tri-fold output tray 2d.



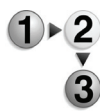
4. Close the finisher right cover.



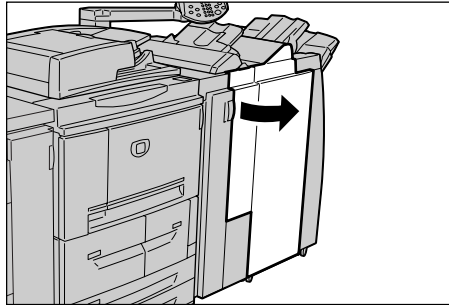
**NOTE:** A message will be displayed and the machine will not operate if the staple finisher's right cover is even slightly open.



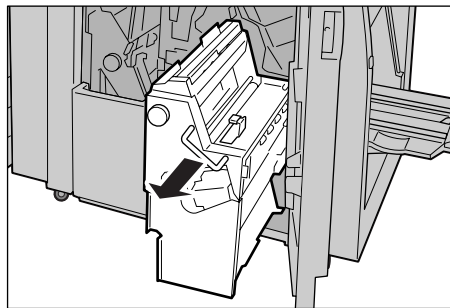
## Paper jams at unit 4 and knob 4a



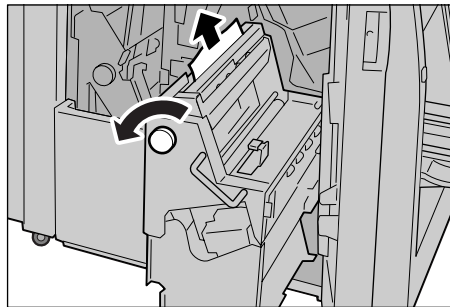
1. Make sure that the machine has stopped and then open the right cover on the light finisher.



2. Pull out unit 4.

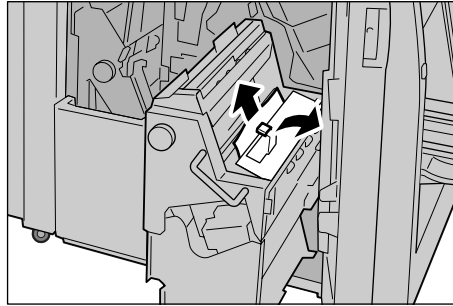


3. Turn knob 4a to the left to remove all the jammed paper from the left side of the unit 4.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

4. If the paper cannot be removed, pull up on the green lever on the right top cover unit 4 and remove all the jammed paper.



5. Return unit 4 to the original position.
6. Close the finisher right cover.



**NOTE:** A message will be displayed and the machine will not operate if the finisher right cover is even slightly open.

## Paper jams at output area of finisher

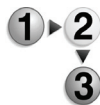
This section describes how to remedy paper jams that occur at the following locations:

- Paper jams at output tray
- Paper jams at finisher tray
- Paper jams at booklet output tray

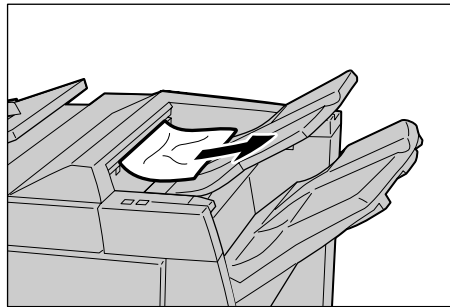


**NOTE:** Remedies differ according to the paper jam location. Follow the instructions displayed and remove the jammed paper.

### Paper jams at output tray



1. Remove jammed paper from the output tray.



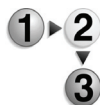
**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

2. Open and close the right cover of the finisher.

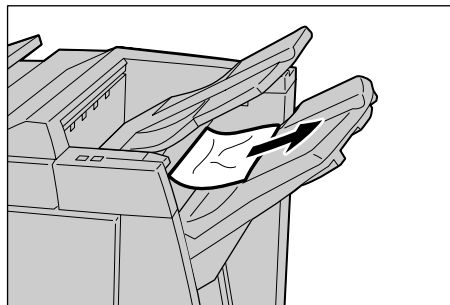


**NOTE:** A message will be displayed and the machine will not operate if the Finisher right cover is even slightly open.

### Paper jams at finisher tray



1. Remove jammed paper from the finisher tray.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

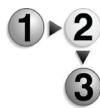
2. Open and close the right cover of the finisher.



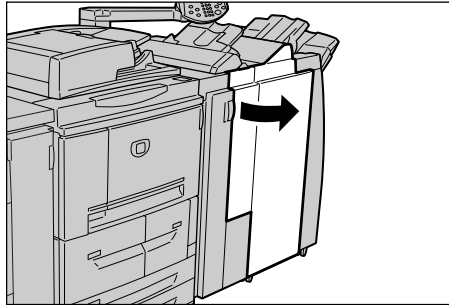
**NOTE:** A message will be displayed and the machine will not operate if the finisher right cover is even slightly open.

### Paper jams at booklet output tray

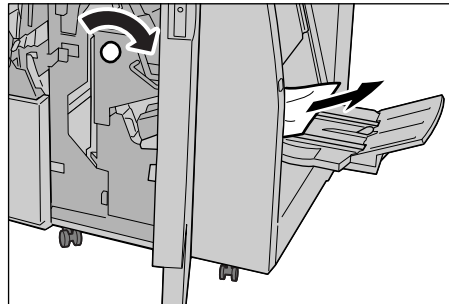
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1. Make sure that the machine has stopped and then open the right cover on the light finisher.



2. Turn knob 4a to the right to remove the jammed paper at the booklet output tray.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Close the Finisher right cover.



**NOTE:** A message will be displayed and the machine will not operate if the Finisher right cover is even slightly open.

## Paper Jams at the optional High Capacity Feeder Unit

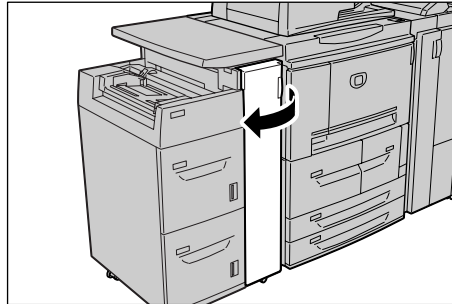
This section describes how to remedy paper jams that occur at the following locations:

- Paper jams in Lower Left Cover
- Paper jams at lever 1a and Knob1c
- Paper jams at lever 1b
- Paper jams at lever 1d

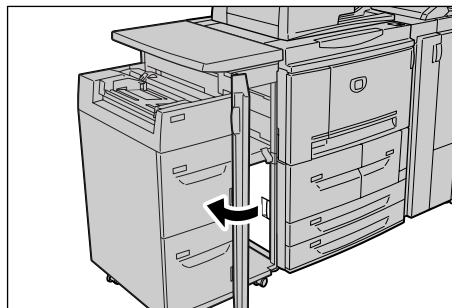
**NOTE:** Remedies differ depending on where paper jam occurs. Follow the instructions displayed and remove the jammed paper.

### Paper jams in Lower Left Cover

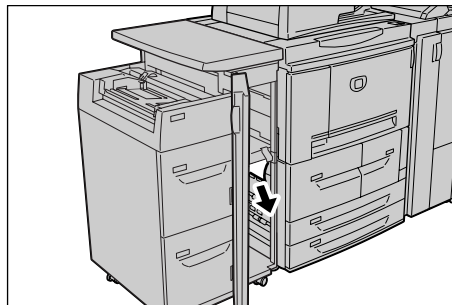
1. Open the front cover of the optional high capacity feeder unit.



2. Open the lower left cover while gripping the release lever.



3. Remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.



4. Close the lower left cover.
5. Close the front cover of the high capacity feeder unit.

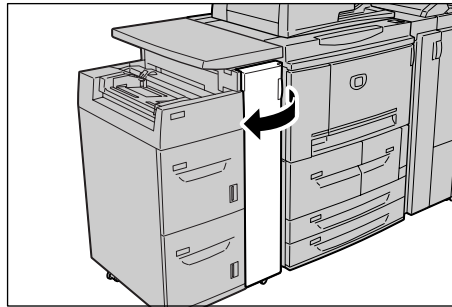


**NOTE:** A message will be displayed and the machine will not operate if the High Capacity Feeder Unit front cover is even slightly open.

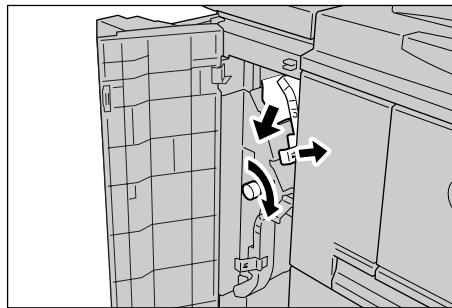
### **Paper jams at lever 1a and Knob 1c**

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1. Open the front cover of the high capacity feeder unit.

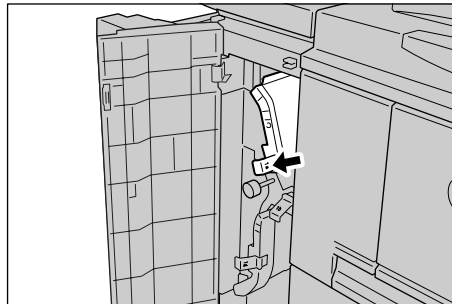


2. Move lever 1a to the right and turn knob 1c to the right. Remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Return lever 1a to the original position.



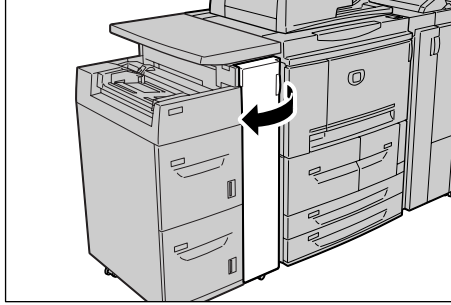
4. Close the front cover of the high capacity feeder unit.



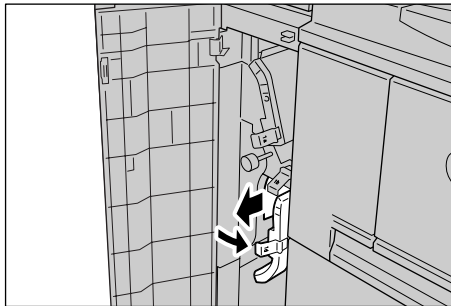
**NOTE:** A message will be displayed and the machine will not operate if the High Capacity Tray Unit Feeder Unit front cover is even slightly open.

## Paper jams at lever 1b

1. Open the front cover of the high capacity feeder unit.

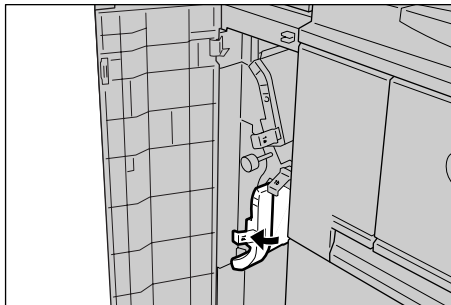


2. Move lever 1b to the right and turn knob 1c to the right.  
Remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Return lever 1b to the original position.



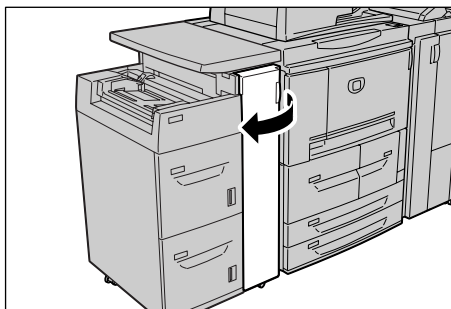
4. Close the front cover of the high capacity feeder unit.

**NOTE:** A message will be displayed and the machine will not operate if the High Capacity Feeder Unit front cover is even slightly open.

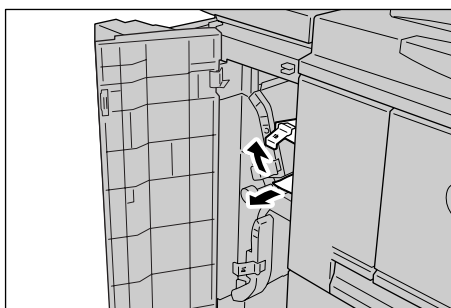
## Paper jams at lever 1d

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1. Open the front cover of the high capacity feeder unit.

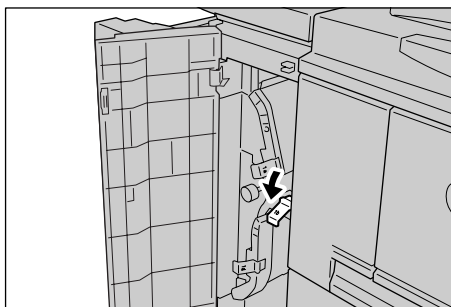


2. Move lever 1d upwards and remove the jammed paper.



**NOTE:** If paper is torn, check for any torn pieces of paper inside the machine.

3. Return lever 1d to the original position.



4. Close the front cover of the High Capacity Feeder tray unit.

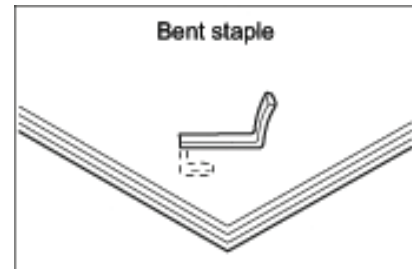
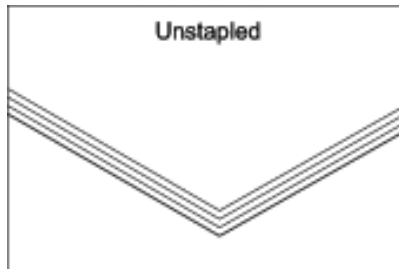


**NOTE:** A message will be displayed and the machine will not operate if the High Capacity Feeder Tray Unit front cover is even slightly open.

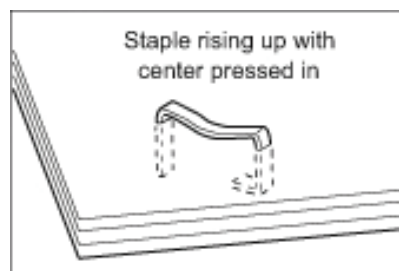
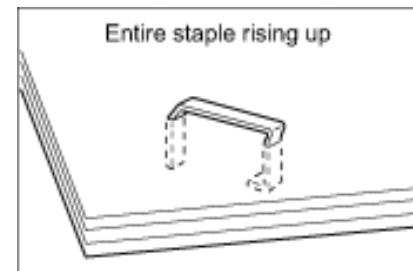
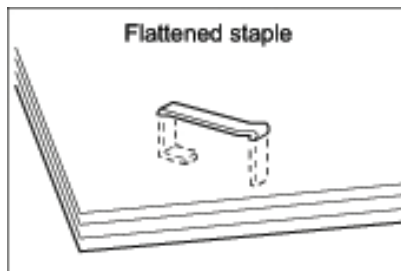
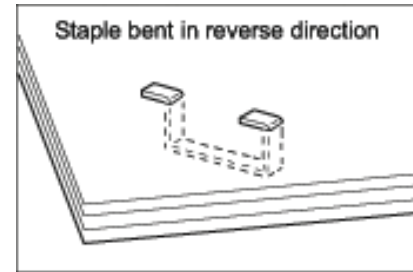
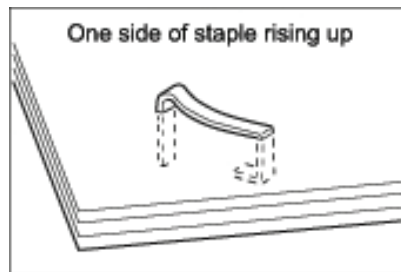


## Stapler faults

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



If staples are stapled on the documents in the manner shown in the illustrations, contact the Customer Support Center.

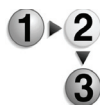


**KEY POINT:** Remove the bent staple when opening the staple cartridge cover. If you do not remove the bent staple, a staple jam may occur as a result. Use the staple cartridge cover only when removing the bent staple.

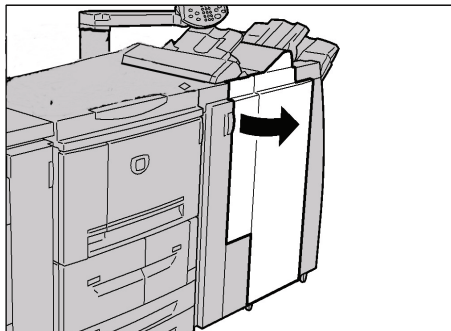
## Staple jams in the staple cartridge

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The following describes the remedy for staple jams in the staple cartridge.



1. Make sure that the machine has stopped and then open the front cover on the finisher.



2. Locate and grasp the R1 handle of the staple cartridge.



3. Pull the staple cartridge straight out.



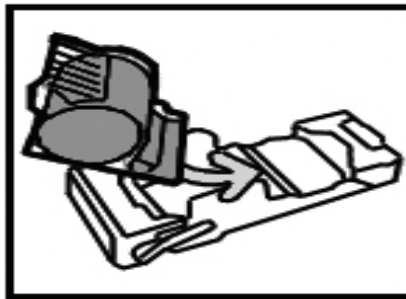
**NOTE:** After removing the staple cartridge, check the inside of the finisher for any remaining staples.

4. Open the staple cartridge as shown in the illustration and remove the jammed staple.



**WARNING:** Be careful when removing jammed staples to avoid hurting your fingers.

5. Snap the staple cartridge back into the staple case.
6. Push the removed cartridge back to the original position.



7. Push it straight inward until click sound is heard.



8. Close the finisher right cover.



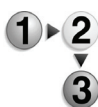
**NOTE:** A message will be displayed and the machine will not operate if the right cover is even slightly open.

If the staples cannot be removed after carrying out the above procedures, contact the Customer Support Center.

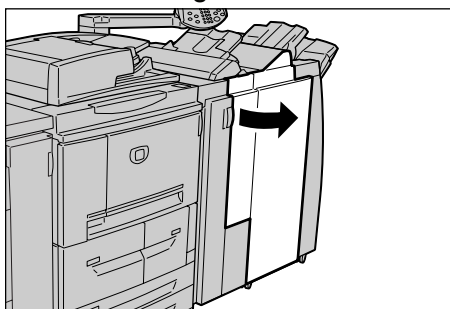
### **Staple jams at staple cartridge for booklets**

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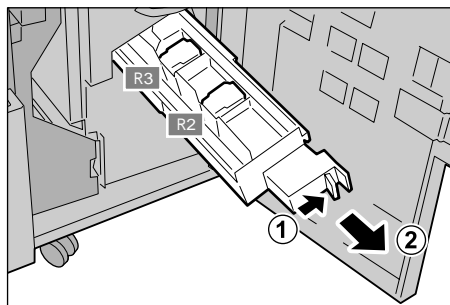
The following describes the remedy for staple jams in the staple cartridge for booklets.



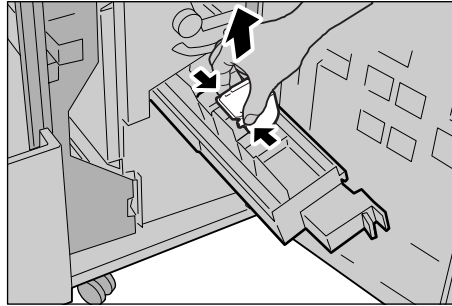
1. Make sure that the machine has stopped and then open the front cover on the light finisher.



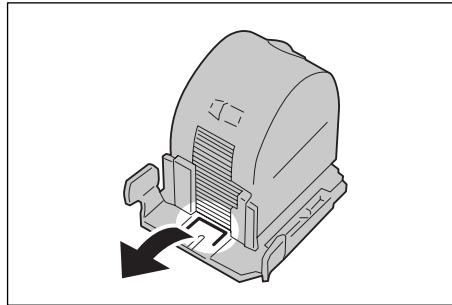
2. Pressing the lever to the right, pull out the cartridge.



3. Hold the tabs of the booklet staple cartridge and then lift to remove it.

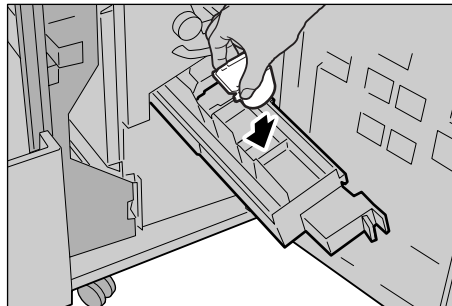


4. Remove the jammed staples as shown in the illustration.



**WARNING:** Be careful when removing jammed staples to avoid hurting your fingers.

5. Holding the tabs of the booklet staple cartridge, return the cartridge to the original position and gently push it until it clicks.



6. Return the unit to its original position.

7. Close the finisher right cover.



**NOTE:** A message will be displayed and the machine will not operate if the right cover is even slightly open.

If the staples cannot be removed after carrying out the above procedures, contact the Customer Support Center.

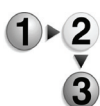
## Solving curled output

Use the De-curl button on the machine to correct curling of the output. The De-curl button functions when in operation as well as when the machine is powered on but idle.

To change the curling correction mode while the machine is in operation, press the De-curl button and the change is applied immediately.



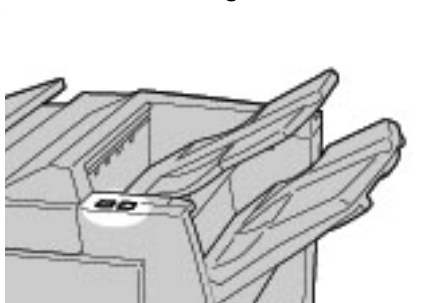
**NOTE:** Pressing the Reset button on the Control Panel cannot change the curling correction mode.



1. Check how the output copy is curled.

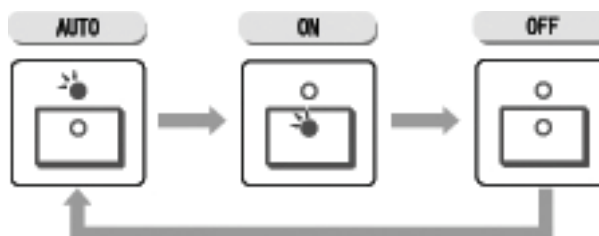


2. Check the De-curl lights.



- When turning on the power of this machine, the de-curl mode is set to Auto.
- When you cancel the Power Saver Mode, the de-curl mode will be set to Auto.

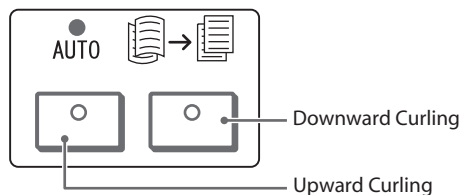
3. Press De-curl.



**NOTE:** Pressing the De-curl button toggles the mode between Auto, ON, and OFF. For more information, refer to “Mode and function of De-curl button” in this chapter.

## Mode and function of De-curl button

The following describes the mode and function of the De-curl button.



De-curl button		Functions
Indicator	Mode	
	Auto	<p>Performs curling correction automatically. The curling correction is automatically performed according to the paper size or output orientation. It is recommend that this feature be used in Auto mode.</p> <p>The Auto mode is entered in the following cases:</p> <ul style="list-style-type: none"> <li>• After turning on the power of this machine</li> <li>• After canceling the power saver mode</li> </ul>
	Upward Curling ON	The upward curling can be corrected for all paper.
	Downward Curling ON	The downward curling can be corrected for all paper.
	OFF	Press this button when the output has no curling.





## 7. Specifications

### Print engine specifications



**NOTE:** This section lists the specifications of the system components. In the interest of product development, product specifications and external appearance are subject to change without prior notice.

Item	4110 EPS	4590 EPS
Output Resolution	<ul style="list-style-type: none"> <li>2400 × 2400 dpi (47.2 × 47.2 dots/mm)</li> <li>Data processing/RIP resolution: 1200 × 1200 dpi (47.2 × 47.2 dots/mm)</li> </ul>	
Gradation	256 gradation	
Warm-up time	3 minutes or less (when the room temperature at 68° F/20° C)	
Sheet size	<ul style="list-style-type: none"> <li>Max: A3/11 × 17 inch, 13 × 19.2 inch (330 × 488 mm)</li> <li>Min: A5/5.75 × 8.25 inch (Postcard for Tray 5 (Bypass))</li> <li>Image loss width: First 0.157 in./4 mm or less, last 0.157 in./4 mm or less, and top/front 0.157 in./4 mm or less.</li> </ul> <p><b>Paper tray 1 - 2</b></p> <ul style="list-style-type: none"> <li>8.5 × 11 in./A4</li> </ul> <p><b>Paper tray 3 - 4</b></p> <ul style="list-style-type: none"> <li>A5, A4, A4, A3, B5, B4</li> <li>5.75 × 8.25", 7 × 10", 8.5 × 11", 8.5 × 11", 8.5 × 13", 8.5 × 14", 10 × 14", 11 × 17", 13 × 19.2", 13 × 18"</li> <li>8K, 16K, tab paper (8.5 × 11"/A4)</li> <li>non-standard size: X direction from 5.5-13"/140-330 mm, Y direction from 7-19"/182-488 mm</li> </ul> <p><b>Tray 5 (Bypass)</b></p> <ul style="list-style-type: none"> <li>A6, A5, A4, A4, A3, B6, B5, B5, B4</li> <li>4.133 × 5.826", 4.921 × 6.929", 5.75 × 8.25", 7 × 10", 8.5 × 11", 8.5 × 11", 8.5 × 13", 8.5 × 14", 10 × 14", 11 × 17", 12 × 18", 13 × 19"</li> <li>8K, 16K, 16K, tab paper (A4, 8.5 × 11")</li> <li>non-standard size: X direction from 5.8-19"/148-488 mm, Y direction from 4-13"/100-330 mm</li> </ul> <p><b>Note:</b> When using trays 3 to 4 and Tray 5 (Bypass) to print non-standard size document on both sides, set X direction from 5.5 × 13"/140 to 330 mm and Y direction from 7 × 19"/182-488 mm.</p>	

Item	4110 EPS	4590 EPS
Paper weight	<ul style="list-style-type: none"> <li>Trays 1-4, 6, 7: 16 lb. bond - 80 lb. cover / 60 - 216 g/m<sup>2</sup></li> <li>Tray 5 (Bypass): 16 lb. bond - 140 lb. index / 60 - 253 g/m<sup>2</sup></li> </ul> <p><b>Important:</b> Use Xerox recommended papers. Otherwise, printing may not be performed correctly depending on the deployment conditions.</p>	
Continuous print speed	<ul style="list-style-type: none"> <li>Continuous 1 sided print/same magnification</li> <li>7 x 10"/B5: 116 prints/min</li> <li>8.5 x 11"/A4: 110 prints/min</li> </ul> <p><b>SEF:</b></p> <ul style="list-style-type: none"> <li>8.5 x 11"/A4: 78 prints/min</li> <li>7 x 10"/B5: 78 prints/min</li> <li>8.5x14"/8.5x13": 69 prints/min</li> <li>10 x 14"/B4: 69 prints/min</li> <li>11 x 17"/A3: 55 prints/min</li> <li>12 x 18": 34 prints/min</li> </ul> <ul style="list-style-type: none"> <li>Continuous double sided print/same magnification</li> <li>7 x 10"/B5: 116 pages/min</li> <li>8.5 x 11"/A4: 110 pages/min</li> </ul> <p><b>SEF:</b></p> <ul style="list-style-type: none"> <li>8.5 x 11"/A4: 70 pages/min</li> <li>7 x 10"/B5: 70 pages/min</li> <li>8.5x14"/8.5x13": 62 prints/min</li> <li>10 x 14"/B4: 62 pages/min</li> <li>11 x 17"/A3: 55 pages/min</li> <li>12 x 18": 34 prints/min</li> </ul>	<ul style="list-style-type: none"> <li>Continuous 1 sided print/same magnification</li> <li>7 x 10"/B5: 95 prints/min</li> <li>8.5 x 11"/A4: 90 prints/min</li> </ul> <p><b>SEF:</b></p> <ul style="list-style-type: none"> <li>8.5 x 11"/A4: 64 prints/min</li> <li>7 x 10"/B5: 64 prints/min</li> <li>8.5x14"/8.5x13": 56 prints/min</li> <li>10 x 14"/B4: 56 prints/min</li> <li>11 x 17"/A3: 50 prints/min</li> <li>12 x 18": 34 prints/min</li> </ul> <ul style="list-style-type: none"> <li>Continuous double sided print/same magnification</li> <li>7 x 10"/B5: 86 pages/min</li> <li>8.5 x 11"/A4: 81 pages/min</li> </ul> <p><b>SEF:</b></p> <ul style="list-style-type: none"> <li>8.5 x 11"/A4: 64 pages/min</li> <li>7 x 10"/B5: 64 pages/min</li> <li>8.5x14"/8.5x13": 56 prints/min</li> <li>10 x 14"/B4: 56 pages/min</li> <li>11 x 17"/A3: 50 pages/min</li> <li>12 x 18": 34 prints/min</li> </ul>
Paper capacity	<ul style="list-style-type: none"> <li>Standard:</li> <li>Tray 1: 1,100 sheets</li> <li>Tray 2: 1,600 sheets</li> <li>Trays 3 and 4: 550 sheets each</li> <li>Tray 5 (Bypass): 250 sheets</li> <li>Tray 8 (Insert): 175 sheets</li> <li>Trays 6 and 7 (High Capacity Feeder): 2,000 sheets each</li> </ul> <p><b>Important:</b> Trays 6 and 7 (HCF) or Tray 6 (OHCF) are <b>optional</b>.</p> <ul style="list-style-type: none"> <li>Maximum paper capacity: 8,225 sheets (including trays 6 and 7/HCF)</li> </ul> <p><b>Important:</b> The maximum paper capacity (8,225) is based on 20 lb./75 g/m<sup>2</sup></p>	
Continuous pages	9999 sheets <p><b>Important:</b> The machine may pause temporarily to perform an image stabilization process.</p>	
Duty Cycle	500 K / 600 K	

Item	4110 EPS	4590 EPS
AMPV	70 - 175 K 80 - 350 K	
Power source	208 - 240V, 15A (dedicated)	
Maximum Power Consumption	<ul style="list-style-type: none"> <li>Maximum Power Consumption: 2.8 - 3.1KVA</li> <li>Low Power Mode: 225W</li> <li>Sleep Mode: 15W</li> </ul> <p><b>Important:</b> Consumption figures for low power mode and sleep mode are based on measurements by the International Energy Star Program</p>	
Page description language	PCL5c, PCL6, PostScript3	
Memory capacity	512 MB (maximum 512 MB)	
DocuSP Interface	Standard: Ethernet (10/100/1000 Base-T)	
DocuSP Supported protocol	Ethernet: TCP/IP (SMB, LPD, Port9100, IPP), NetBEUI (SMB), IPX, SPX (NetWare), Ether Talk (Apple Talk)	
DocuSP Supported OS	<ul style="list-style-type: none"> <li>Microsoft Windows Me,</li> <li>Microsoft Windows 2000,</li> <li>Microsoft Windows XP,</li> <li>Unix,</li> <li>Mac OS 7.5.3 - 9.2.2,</li> <li>Mac OS X 10.2.x/10.3.3</li> </ul>	
Dimensions	<ul style="list-style-type: none"> <li>50.2" (width) × 30.8" (depth) × 57.3" (height)</li> <li>1,275 mm (width) × 781 mm (depth) × 1,455 mm (height)</li> </ul>	
Weight (excluding papers and options)	591 lbs. (268kg) <b>Important:</b> The weight is with a new toner cartridge without any paper loaded.	
Minimum Space Requirements	<p><b>With Staple D2 Finisher</b></p> <ul style="list-style-type: none"> <li>90.3" (width) × 30.8" (depth) - extending Tray 5 (Bypass) completely</li> <li>2,294 mm (width) × 781 mm (width) - extending Tray 5 (Bypass) completely</li> </ul> <p><b>With Booklet D2 Finisher</b></p> <ul style="list-style-type: none"> <li>90.5" (width) × 30.8" (depth) - extending Tray 5 (Bypass) completely</li> <li>2,299 mm (width) × 781 mm (depth) - extending Tray 5 (Bypass) completely</li> </ul>	

### Trays 6 and 7 (2-drawer High Capacity Feeder) - optional

Item	Specification
Sheet size	<ul style="list-style-type: none"> <li>• Max: 8.5 x 11"/A4</li> <li>• Min: 6.9 x 9.9"/B5</li> </ul>
Paper weight	16 lb. - 80 lb. / 64 - 220 g/m <sup>2</sup>
Paper capacity	2000 sheets × 2 stages <b>Important:</b> When using Xerox 20 lb./75 g/m <sup>2</sup> paper.
Dimensions	23.5" (width) × 27.3" (depth) × 39.1" (height) 597 mm (width) × 694 mm (depth) × 992 mm (height)
Weight	159 lbs. (72 kg) <b>Important:</b> The weight does not include any papers.

### Tray 6 (1-drawer Oversized High Capacity Feeder) - optional

Item	Specification
Sheet size	<b>SEF:</b> <ul style="list-style-type: none"> <li>• 8.5 x 11"/A4</li> <li>• 8.5 x 13"</li> <li>• 8.5x14"</li> <li>• 10 x 14"/B4</li> <li>• 11 x 17"/A3</li> <li>• 12 x 18"</li> <li>• 12.6 x 17.7" /SRA3</li> <li>• 12.6 x 19.2"</li> <li>• 13 x 18"</li> <li>• 13 x 19"</li> </ul> <b>LEF:</b> B5, 7.25 x 10.5" (executive), A4, 8.5 x 11", 8.0 x 10 "
	<b>Custom sizes:</b> 210 - 330 mm x 182 x 488 mm
Paper weight	18 lb. to 110 lb. cover / 64 - 300 g/m <sup>2</sup>
Paper capacity	2000 sheets <b>Important:</b> When using up to Xerox 24 lb./90 g/m <sup>2</sup> paper.
Dimensions	39" (width) × 32" (depth) × 37" (height) 988 mm (width) × 785 mm (depth) × 930 mm (height) <b>Important:</b> The weight does not include any papers.
Weight	254 lb. (115 kg)
Power consumption	300 watts maximum

## D2 Finisher/Booklet D2 Finisher

The standard configuration of this product includes the D2 Finisher with an inserter, offset stacking, hole punch, and staple cutter.

The optional Booklet Maker D2 Finisher also comes with an inserter. The Booklet Finisher can include the Folder Module with Z fold on large stock, C and Z tri-fold, and Bi-fold.

Item		Specification
Tray type		<ul style="list-style-type: none"> <li>• Output Tray: Collated/Uncollated</li> <li>• Finisher Tray: Collated/Uncollated (Offset available)</li> <li>• Booklet Tray: Collated/Uncollated</li> </ul>
Output Top tray	Paper sizes/ weight          Capacity (unstapled)	Sizes: <ul style="list-style-type: none"> <li>• Max:</li> <li>• 11 x 17"/A3</li> <li>• 13 x 19" (330 x 488 mm)</li> <li>• Min:</li> <li>• 4.133 x 5.826"/A6</li> </ul> Weight: <ul style="list-style-type: none"> <li>• 13-67lb./52 to 253g/m<sup>2</sup></li> </ul> Non-standard sizes: <ul style="list-style-type: none"> <li>• Y direction: 4-13"/100-330 mm</li> <li>• X direction: 5.8-19"/148-488 mm</li> </ul> 500 sheets  <b>Important:</b> When using Xerox 20 lb./75 g/m <sup>2</sup> paper.

Item	Specification
Finisher stacker tray	<p>Paper sizes/weight</p> <ul style="list-style-type: none"> <li>• Max: 11 x 17"/A3, 12.6 x 19.2" (330 x 488 mm)</li> <li>• Min: 7 x 10"/B5<sup>1</sup></li> </ul> <p>Sizes:</p> <ul style="list-style-type: none"> <li>• A4 (SEF), A4□, A3 (SEF), SRA3<sup>2</sup> (SEF), B5<sup>2</sup> (SEF), B5□, B4</li> <li>• 8.5 x 11" (SEF), 8.5 x 11'□, 8.5 x 13" (SEF), 8.5 x 14" (SEF), 11 x 17" (SEF), 12 x 18"<sup>2</sup> (SEF), 12.6 x 19.2"<sup>2</sup> (SEF), 13 x 18"<sup>2</sup> (SEF), 13 x 19"<sup>2</sup> (SEF)</li> <li>• 8K, 16K<sup>2</sup>, 16K□, tab paper (8.5 x 11 in./A4□)</li> </ul> <p>Non-standard size:</p> <ul style="list-style-type: none"> <li>• Y direction 7-13"/182-330 mm</li> <li>• X direction 13-19"/182-488 mm<sup>3</sup></li> </ul> <p>*<sup>1</sup> 13-57 lb./52 to 216g/m<sup>2</sup>  *<sup>2</sup> Offset unavailable  *<sup>3</sup> Offset unavailable: Y direction is 8 in./203 mm or less; 11.7 in./297 mm or more.  Uncollated unavailable: X or Y direction is 13"/182 mm or less.</p>
Capacity	<p><b>D2 Finisher</b></p> <ul style="list-style-type: none"> <li>• 3,000 sheets, 200 sets*</li> <li>• 7 x 10"/B5□, 8.5 x 11"/A4□, 16K□</li> <li>• 1,500 sheets, 100 sets*</li> <li>• 8.5 x 11"/A4, 11 x 17"/A3, SRA3, 7 x 10"/B5, 10 x 14"/B4, 8.5 x 13", 8.5 x 14", 12 x 18", 12.6 x 19.2", 13 x 18", 13 x 19"</li> <li>• 8K, 16K, tab paper (8.5 x 11"/A4□)</li> </ul> <p><b>Booklet D2 Finisher (optional)</b></p> <ul style="list-style-type: none"> <li>• 2,000 sheets, 200 sets*</li> <li>• 8.5 x 11"/A4□, 7 x 10"/B5□, 16K□</li> <li>• 1,500 sheets, 100 sets*</li> <li>• 8.5 x 11"/A4, 11 x 17"/A3, SRA3, 7 x 10"/B5, 10 x 14"/B4, 8.5 x 13", 8.5 x 14", 12 x 18", 12.6 x 19.2", 13 x 18", 13 x 19"</li> <li>• 8K, 16K, special A4, special A4□, special A3</li> </ul> <p><b>Important:</b> When using Xerox 20 lb./75 g/m<sup>2</sup> paper.</p>

\* When specifying staple

Item	Specification
Staple cut	Sizes suitable for stapling <ul style="list-style-type: none"> <li>8.5 x 11"/A4 (SEF), 8.5 x 11"/A4□, 11 x 17"/A3, 7 x 10"/B5□, 10 x 14"/B4, 8.5 x 13", 8.5 x 14"</li> <li>8K, 16K□</li> <li>Non-standard size:</li> <li>Y direction: 8-11.7"/203-297 mm</li> <li>X direction: 13-17"/182-432 mm</li> </ul>
	Maximum staple pages <ul style="list-style-type: none"> <li>2 to 100 sheets</li> <li>Flex size staple</li> <li>200 sets maximum stacked</li> </ul> <p><b>Important:</b> Becomes 65 sheets only for paper larger than A4 or 8.5 X 11" size.</p> <p>Applicable when using Xerox 20 lb./75 g/m<sup>2</sup> paper.</p>
	Staple position <p>1 place (front/inner at an angle), 2 places (parallel)</p> <p><b>Important:</b> Angled stapling is possible only for 8.5 x 11 in./A4□ and 11 x 17 in./A3 sheets. Stapling other than 8.5 x 11 in./A4 and 11 x 17 in./A3 sheets is parallel to the paper edge.</p>
	Paper weight <p>13-43 lb./52 to 162g/m<sup>2</sup></p>
Punching	Size suitable for punching <p><b>USA/Canada:</b></p> <ul style="list-style-type: none"> <li>2 holes:</li> <li>8.5 x 11"/A4 (SEF), 8.5 x 11"/A4□, 11 x 17"/A3 (SEF), 7 x 10"/B5□, 10 x 14"/B4, 8.5 x 13", 8.5 x 14", 11 x 17"</li> <li>8K, 16K□, tab paper (8.5 x 11"/A4□)</li> <li>3 holes:</li> <li>8.5 x 11"/A4□, 11 x 17"/A3</li> <li>8K, 16K□, tab paper (8.5 x 11"/A4□)</li> </ul> <p><b>Europe:</b></p> <ul style="list-style-type: none"> <li>2 holes:</li> <li>8.5 x 11"/A4 (SEF), 8.5 x 11"/A4□, 11 x 17"/A3 (SEF), 7 x 10"/B5□, 10 x 14"/B4, 8.5 x 13", 8.5 x 14", 11 x 17"</li> <li>8K, 16K□, tab paper (8.5 x 11"/A4□)</li> <li>4 holes:</li> <li>8.5 x 11"/A4□, 11 x 17"/A3</li> <li>8K, 16K□, tab paper (8.5 x 11"/A4□)</li> </ul>
	Paper weight <p>13-53 lb./52-200g/m<sup>2</sup></p>

Item		Specification
Booklet Tray	Paper size	<ul style="list-style-type: none"> <li>8.5 x 11"/A4, 11 x 17"/A3, SRA3, 10 x 14"/B4, 8.5 x 13", 8.5 x 14", 12 x 18", 13 x 18", 8K</li> <li>Non-standard sizes:</li> <li>Y direction: 8.26-13"/210-330 mm</li> <li>X direction: 11-18"/279-457 mm (Y is shorter than X)</li> </ul>
	Capacity	20 sets
	Maximum staple pages	<ul style="list-style-type: none"> <li>Booklet: 15 sheets</li> <li>Folding: 5 sheets</li> </ul> <p><b>Important:</b> Becomes 14 sheets when adding covers.</p> <p><b>Note:</b> The maximum staple-enabled number of paper can be changed by means of a customer engineer setting.</p>
	Staple position	Two-stapled (double)
	Paper weight	16-24 lb./60-90g/m <sup>2</sup> ; 16-28 lb./60-105g/m <sup>2</sup> (When using Bi-Fold feature) <p><b>Important:</b> A maximum of 58 lb./220 g/m<sup>2</sup> for covers</p>
Tray 8 (Post-process inserter)	Paper size	<ul style="list-style-type: none"> <li>8.5 x 11"/A4 (SEF), 8.5 x 11"/A4□, 11 x 17"/A3 (SEF), 7 x 10"/B5 (SEF), 7 x 10"/B5□, 10 x 14"/B4 (SEF), 8.5 x 13"</li> <li>8K, 16K, 16K□, tab paper (8.5 x 11"/A4□)</li> </ul> <p><b>Important:</b> You cannot print on the paper loaded in Tray 8.</p>
	Paper capacity	175 sheets <p><b>Important:</b> When using Xerox 20 lb./75 g/m<sup>2</sup> paper.</p>
	Paper weight	16 lb. bond - 90 lb. cover / 60 - 220g/m <sup>2</sup>
Dimensions/Weight		<p><b>D2 Finisher</b></p> <ul style="list-style-type: none"> <li>41.1" (width) x 28.5" (depth) x 45.9" (height), 231.5 lbs.</li> <li>1,045 mm (width) x 725 mm (depth) x 1,165 mm (height), 105kg</li> </ul> <p><b>Booklet D2 Finisher</b></p> <ul style="list-style-type: none"> <li>41.3" (width) x 28.5" (depth) x 45.9" (height), 286.6 lbs.</li> <li>1,050 mm (width) x 725 mm (depth) x 1,165 mm (height), 130kg</li> </ul> <p><b>Note:</b> This weight includes staple cartridge and booklet staple cartridge (with booklet finisher).</p>



Item	Specification
Dimensions occupied	<p><b>With body + D2 Finisher</b></p> <ul style="list-style-type: none"> <li>90.3" (width) × 30.7" (depth)</li> <li>2,294 mm (width) × 781 mm (depth) (with Tray 5 (Bypass) completely extended)</li> </ul> <p><b>With body + Booklet D2 Finisher</b></p> <ul style="list-style-type: none"> <li>51.1" (width) × 44.9" (depth) - with Tray 5 (Bypass) completely extended</li> <li>2,299 mm (width) × 1,140 mm (depth) - with Tray 5 (Bypass) completely extended</li> </ul>



**NOTE:** The booklet output tray is used for the booklet finisher.

### Folder module (Z and C fold) - optional

Item	Specification
Engineering Z-Fold (on large stock)	<p>Z paper size 11 x 17"/A3, 10 x 14"/B4, 8K</p> <p>Loading capacity Max: 80 sheets (A3/11 x 17," Xerox 20 lb./75 g/m<sup>2</sup> paper Z folding) <b>Important:</b> 20 sheets for 8K and 10 x 14"/B4</p> <p>Paper type 16-24 lb./60 to 90g/m<sup>2</sup></p> <p>Output tray Finisher tray</p>
Z and C Tri-Fold (In/Out)	<p>Paper size A4/8.5 x 11"</p> <p>Number of sheets to be folded 1 sheet</p> <p>Loading capacity 40 sheets <b>Important:</b> When using Xerox 20 lb./75 g/m<sup>2</sup> paper.</p> <p>Paper type 16-24 lb./60 to 90g/m<sup>2</sup></p> <p>Output tray Tri-fold output tray</p>
Dimensions	<p>7.9" (width) × 28.5" (depth) × 43.9" (height) 200 mm (width) × 725 mm (depth) × 1,115 mm (height)</p>
Weight	88.2 lbs (40 kg)

### Printable area

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The section describes the printable area available.

#### Standard printing area

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The standard area that can be printed leaves a margin of 0.16 inches (0.161 in./4.1 mm) on all four edges of the paper (for SRA3, 12.6 in./320 mm wide, a margin of 0.45 in./11.5 mm left and right).



**NOTE:** *The actual printing area may vary depending on the printer (plotter) control language.*

#### Extended printing area

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If you choose to extend the printing area in a print, the maximum area for the print is 12.01 × 18.90 inches (305 × 480mm). The printing area changes depending on paper size used.



**NOTE:** *To extend the print area, change the PCL print driver or the Print Area setting on the touch screen.*

## List of options

The following are the principal options available. To purchase any options, contact the Customer Support Center.

Product name	Description
High Capacity Feeder (HCF)	Provides additional paper capacity in trays 6 and 7. A wing table to put documents on comes with this product.
Oversized High Capacity Feeder (OHCF)	1 tray feeding device (Tray 6) that accommodates large stock sizes including 8.5 x 11 in /A4 up to 13 x 19 in. If installed, this unit replaces any existing HCF.
Booklet Maker Finisher	Includes the inserter and provides saddle stitch and bifolding when creating booklets.
Folder Module	Enables you to run jobs with Z fold on large stock and Z or C trifold on letter stock. <b>Note:</b> It is available when the booklet finisher is installed.
Bypass Tray Chute	Available if the HCF is not present.
Data Security Kit	This kit increases the security of data written to the hard disk by ensuring data is completely removed from the system hard drive.
Foreign Interface Device	Allows you to track jobs for accounting purposes with a third party device attached to the system. Not available in US or Canada.
Mobility Plate Kit	Allows you to move the machine on uneven floors or heavy carpet using foot plates.



**NOTE:** The products are liable to change. For the latest information, contact the Customer Support Center.

### Cautions and limitations

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This section describes notes and restrictions on the use of the machine.

#### When the print results differ from the settings

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Insufficient memory for the print page buffer may cause the effects listed below to occur, giving results not expected from the settings. In this case, more memory is recommended.

- Single-sided printing when duplex was specified
- Jobs are canceled (if a page cannot be rendered in the print page buffer, the job, including that page, is canceled)

#### Installing and moving the machine

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- When moving the machine from its location, contact the Customer Support Center.
- When moving the machine, do not subject the unit to shocks.
- When closing the document cover, be careful not to trap your fingers.
- Do not place things close to the ventilation opening of the extractor fan of the machine.

#### Meter counts for duplex printing

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For duplex printing, depending on the application being used and the way in which the number of pages is specified, blank pages may be inserted automatically. In this case, the blank page inserted by the application is counted for metering purposes.

#### Network confidentiality

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Network confidentiality cannot be guaranteed.

#### Character code

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The following shows the character codes that can be printed by the machine. The character codes other than below may not be printed.

- English: CP1252
- Traditional Chinese: Big5 (CNS 11643-1, CNS 11643-2)
- Simplified Chinese: GB2312

## Simple procedures

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This section lists those procedures that are the subject of frequently asked questions, particularly in relation to the system settings.

Press the buttons in the sequence indicated by arrows.



Note: Many of these settings require the System Administrator to perform the procedure.

### Common function settings

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#### Changing the UserID for the System Administrator

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Log In/Out → UserID input → System Settings → System Administrator Settings → System Administrator Login ID

For details, refer to "System Administrator Login ID" in the System Administration Guide.

#### Changing the time for Switching to Power Saving Mode

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Log In/Out → UserID input → System Settings → System Settings → Common Settings → Machine Clock/Timers → Auto Power Saver

For details, refer to "Auto Power Saver" in the System Administration Guide.

#### Changing the Machine Volume

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Log In/Out → UserID input → System Settings → System Settings → Common Settings → Audio Tones → Select sound level desired.

For details, refer to "Audio Tones" in the System Administration Guide.

#### Checking the System Settings (IP Address for example.)

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Machine Status → Billing Meter/Print Report → Print Report/List → Print Mode Settings → Settings List - Common Items → **Start**

For details, refer to "Settings List - Common Items" in the System Administration Guide.

#### Printing a Report/List to Check Machine Information

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From the Machine Status screen: Machine Status → Billing Meter/Print Report → Print Report/List → Select a report

For details, refer to "Print report list" in this guide.

### **Setting a Report/List to Automatically Print (or Not)**

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Log In/Out → UserID input → System Settings →  
System Settings → Common Settings → Reports →  
Select report

For details, refer to "Reports" in the System Administration Guide.

### **Checking That a Job Has Completed**

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From the Job Status screen: Job status → Completed Jobs

For details, refer to "Checking Completed Jobs" in the System Administration Guide.

### **Viewing the Language Setting on the System**

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All Services screen → Language

For details, refer to the System Administration Guide.

### **Viewing the Setup and Print Settings on the System**

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All Services screen → Setup Menu or Print Mode

For details, refer to the System Administration Guide.

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## 8. Safety and Notices

### Safety notices

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This Xerox product and the recommended supplies are designed and tested to meet strict safety requirements. These include safety agency approval and compliance to established environmental standards. Please read the following instructions carefully before operating the product, and refer to them as needed to ensure the continued safe operation of your product.



**KEY POINT:** The safety testing and performance of this product have been verified using Xerox materials only.



**WARNING:** Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized local dealer for more information.

### Electrical safety

---

This product shall be operated from the type of electrical supply indicated on the product data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

- Use only the power cord supplied with this equipment.
- This equipment is to be used on a branch circuit that has larger capacity than rated ampere and voltage of the machine. See data plate on the rear panel for the rated ampere and voltage of this equipment. If the machine needs to be moved to a different location, contact a Xerox Service Representative or your authorized local representative or service support organization.
- Plug the power cord directly into a correctly grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not use a ground adapter plug to connect this equipment to an electrical outlet that lacks a ground connection terminal.



**WARNING:** You may incur a severe electrical shock if the outlet is not grounded correctly.



**WARNING:** This product must be connected to a protective earth circuit.

- Do not place the machine where people may step or trip on the power cord. Do not place objects on the power cord.
- Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings. These openings prevent overheating of the machine.



**WARNING:** Never push objects of any kind into slots or openings on this equipment. Making a contact with a voltage point or shorting out a part may result in fire or electrical shock.

If any of the following conditions occur, immediately switch off the power to the machine and disconnect the power cord from the electrical outlet. Call an authorized Xerox service representative to correct the problem.

- The machine emits unusual noises or odors.
- The power cord is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device is tripped.
- Liquid is spilled into the machine.
- The machine is exposed to water.
- Any part of the machine is damaged.

### Disconnect device

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The power cable is the disconnect device for this equipment and is attached to the back of the machine as a plug-in device. To remove all electrical power from the machine, disconnect the power cable from the electrical outlet.



**WARNING:** This product must be connected to a protective earth circuit.



## Laser safety

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### North America

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This product complies with safety standards and is certified as a Class 1 Laser product under the Center for Devices and Radiological Health (CDRH) of the United States Food and Drug Administration (FDA) implemented regulations for laser products. This product complies with FDA 21 CFR 1940.10 and 1040.11 except for deviations pursuant to Laser Notice No. 50, dated July 26, 2001. These regulations apply to laser products marketed in the United States. The label on the machine indicates compliance with CDRH regulations and must be attached to laser products marketed in the United States. This product does not emit hazardous laser radiation.



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

Since radiation emitted inside this product is completely confined within the protective housing and external covers, the laser beam cannot escape from the machine during any phase of the user operation.

This product contains laser warning labels. These labels are intended for use by the Xerox Service Representative and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas in these covers.

## Europe and other markets

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This product complies with IEC60825, Laser Safety Products.

The equipment complies with laser product performance standards set by governmental, national, and international agencies as a Class 1 Laser Product. It does not emit hazardous radiation as the beam is totally enclosed during all phases of customer operation and maintenance.



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

This product contains laser warning labels. These labels are intended for use by the Xerox Service Representative and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas inside these covers.

If you need additional safety information concerning the product or Xerox supplied materials, you may call the following number:

+44 (0) 1707 353434

## Safety standards

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### North America

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This Xerox product is safety certified by Underwriters Laboratories Incorporated to Standards UL60950-1 (first edition), and CSA International CAN/CSA C22.2 No. 60950-1-03 (First Edition).

### Europe and other markets

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This Xerox product is safety certified by Underwriters Laboratories Incorporated to publication IEC60950-1 (2001) First Edition.

## Maintenance safety

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- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your product.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance of the product and could create a dangerous condition.
- Use the supplies and cleaning materials only as directed in this manual. Keep all materials out of the reach of children.
- Do not remove the covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Do not perform any maintenance procedures unless you have been trained to do them by a Xerox representative, or unless a procedure is specifically described in one of the manuals included with your product.

## Operational safety

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Your Xerox equipment 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 product:

- Use the materials and supplies specifically designed for your product. The use of unsuitable materials may result in poor performance of the machine and possibly a hazardous situation.
- Follow all warnings and instructions that are marked on or supplied with the machine.
- Place the machine in a room that provides adequate space for ventilation and servicing.
- Place the machine on a level, solid surface (not on a thick pile carpet) that has adequate strength to support the weight of the machine.
- Do not attempt to move the machine. A leveling device that was lowered when your machine was installed may damage the carpet or floor.
- Do not set up the machine near a heat source.
- Do not set up the machine in direct sunlight.
- Do not set up the machine in line with the cold air flow from an air conditioning system.
- Do not place containers of coffee or other liquid on the machine.
- Do not block or cover the slots and openings on the machine.
- Do not attempt to override any electrical or mechanical interlock devices.



**WARNING:** Be careful when working in areas identified with this warning symbol. These areas may be very hot and should not be touched.

If you need any additional safety information concerning the machine or materials, contact your Xerox representative.

## Ozone safety

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This product produces ozone during normal operation. The ozone is heavier than air, and the quantity is dependent on print volume. Providing the correct environmental parameters, as specified in the Xerox installation procedures, ensures that concentration levels meet safe limits.

If you need additional information about ozone, request the Xerox publication, *OZONE* by calling 1-800-828-6571 in the USA. For a French language version, call 1-800-828-6571 in the USA, then press 2.

## Notices

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### Radio frequency emissions

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#### FCC in the USA

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This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the Federal Communications Commission (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/her 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.



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

### **In Canada (ICES-003)**

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This Class “A” digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe “A” est conforme à la norme NMB-003 du Canada.

### **Regulatory information for RFID (EU)**

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This product generates 13.56 MHz using an Inductive Loop System as a Radio Frequency IDentification system device (RFID). This system is certified in compliance with European Council Directive 99/5/EC and applicable local laws or regulations as applicable.

### **Regulatory information for RFID (US)**

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This product generates 13.56 MHz using an Inductive Loop System as a Radio Frequency Identification system device (RFID). This device meets the FCC Part 15C Unlicensed Modular Transmitter Approval requirements set forth in Public Notice DSA00-1407.

## **Safety extra low voltage approval**

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This Xerox product is in compliance with various governmental agencies and national safety regulations. All system ports meet the Safety Extra Low Voltage (SELV) circuits for connection to customer-owned devices and networks. Additions of customer-owned or third-party accessories that are attached to the product must meet or exceed the requirements previously listed. All modules that require external connection must be installed per the installation procedure.

## Certifications in Europe



The CE marking that is applied to this product symbolizes Xerox 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.

**March 9, 1999** Council Directive 99/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration, defining the relevant directives and referenced standards, can be obtained from your Xerox Limited representative or by contacting:

Environment, Health and Safety

Xerox

Bessemer Road

Welwyn Garden City

Herts

AL7 1BU

England

Tel Number +44 (0) 1707 353434



**WARNING:** This product is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please contact your local Xerox Limited representative for a list of approved accessories.



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



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



**WARNING:** Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC.

## It's illegal...

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### In the USA

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Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

**1. Obligations or Securities of the United States Government, such as:**

- |                                |                              |
|--------------------------------|------------------------------|
| • Certificates of Indebtedness | • National Bank Currency     |
| • Coupons from Bonds           | • Federal Reserve Bank Notes |
| • Silver Certificates          | • Gold Certificates          |
| • United States Bonds          | • Treasury Notes             |
| • Federal Reserve Notes        | • Fractional Notes           |
| • Certificates of Deposit      | • Paper Money                |

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.



Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

- 2.** Adjusted Compensation Certificates for Veterans of the World Wars.
- 3.** Obligations or Securities of any Foreign Government, Bank, or Corporation.
- 4.** Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
- 5.** Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
- 6.** Passports. (Foreign Passports may be photographed.)
- 7.** Immigration Papers.
- 8.** Draft Registration Cards.
- 9.** Selective Service Induction Papers that bear any of the following Registrant’s information:
  - Earnings or Income•Dependency Status
  - Court Record•Previous military service
  - Physical or mental condition
  - Exception: United States military discharge certificates may be photographed.
- 10.** Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states: Automobile Licenses, Drivers’ Licenses, and Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

## In Canada

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Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

- 1.** Current bank notes or current paper money.
- 2.** Obligations or securities of a government or bank.
- 3.** Exchequer bill paper or revenue paper.
- 4.** The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
- 5.** Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
- 6.** Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
- 7.** Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
- 8.** Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
- 9.** Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

**In other countries**

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Copying/printing certain documents may be illegal in your country. Penalties of a fine or imprisonment may be imposed on those found guilty of making such reproductions, which include:

- Currency notes
- Bank notes and cheques
- Band and government bonds and securities
- Passports and identification cards
- Copyright materials or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

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

## Environmental notices for the USA

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As an ENERGY STAR® partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments, and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Low Power Mode from the last copy/print output, set at 15 minutes. The time to switch to power save (auto off/sleep) mode is set at 60 minutes from the last copy/print output. A more detailed description of the Power Saver Mode, together with instructions on changing the default time to suit your work pattern, can be found in the System Administration Guide, Power Saver section.

## Product recycling and disposal

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If you are managing the disposal of your Xerox product, please note that the product may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of lead and perchlorate is fully consistent with global regulations applicable at the time that the product was placed on the market.

### North America

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Xerox operates a worldwide equipment take-back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment](http://www.xerox.com/environment).

For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: [www.eiae.org](http://www.eiae.org).

### Perchlorate Material

This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate).

If your product is not part of the Xerox program and you are managing its disposal, please follow the instructions provided in the above paragraph.

### European union

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Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation end-of-life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, contact your local dealer or Xerox representative for end-of-life take-back information.

### Other countries

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Please contact your local waste authorities and request disposal guidance.



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