

Xerox® Versant® 3100 Press

Quick Reference for Routine Maintenance

Dry Ink Cartridges

To replace the Dry Ink Cartridges:

1. You can replace Toner Cartridges while the machine is printing. Open the Toner Cover, located just above the print engine front door. There is a finger hold at the top-center of the panel.
2. Lay paper on the floor before removing the cartridge to catch any excess toner that falls.
3. Remove Toner Cartridge by placing fingers under the end of the cartridge and pulling straight out. While pulling out, hold the bottom of the cartridge with your other hand to give it support.
4. Recycle the old Toner Cartridge or dispose as office waste. Remove the new Toner Cartridge from its packaging.
5. With one hand on either side of the cartridge, vigorously shake and rotate the new cartridge up and down and left and right for 30 seconds to redistribute the toner.
6. Install the Toner Cartridge by aligning it straight out from the press and pushing in until it stops.
7. Close the Toner Cover.



Dry Ink Waste Bottle

To replace a Dry Ink Waste Bottle:

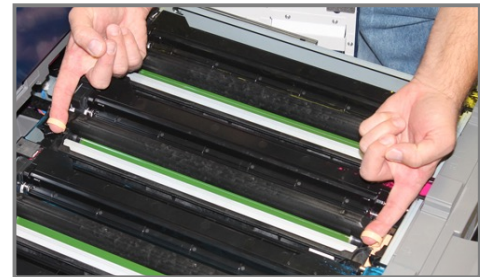
1. While the press is not printing, open the smaller center front door and locate the waste bottle at the bottom-right of the machine near the door hinge.
2. Grasp the handle of the bottle, with the orange strip, and pull the bottle halfway out of the machine.
3. Support the underside of the bottle with your other hand as you continue pulling it out from the machine.
4. Place the full waste bottle into the plastic bag provided with the bottle.
5. Hold the center part on the top of a new bottle and insert it until it comes to a stop.
6. Close the front door of the press.



Drum Cartridges

To replace a Drum Cartridge:

1. While the press is not printing, open the left and center front doors.
2. Turn the Drum Drawer Handle clockwise until it stops.
3. Raise the Release Handle to the right of the Drum Drawer Handle.
4. Open the bag containing a new drum cartridge.
CAUTION: Do not touch or scratch the surface of the drum when you take it out from the bag. Also, do not expose drum cartridges to sunlight or strong indoor light for more than 2 minutes.
5. Unwrap the covering of the new drum cartridge and place the covering under the cartridge.
6. Pull open the Drum Drawer by pulling straight out on the Release Handle until the drawer stops.
7. Remove the old drum cartridge by holding the finger rings at both ends of the cartridge and gently lifting up.
8. Using the finger rings, place the new cartridge into the press with the side marked "front" facing the front.
9. Immediately close the Drum Drawer to protect the drums from light.
10. Close the Release Handle and turn the Drum Drawer Handle counter-clockwise to its closed position.
11. Close the front press doors.
12. Insert the used Drum Cartridge into an empty container for recycling.



Air Filter



To replace the Air Filter:

1. Power down the press by pressing the power switch next to the Control Panel.
2. At the rear of the machine, locate the filter cover. It is opposite the Toner Cover, at the lower-back of the press.
3. Use the nut driver to remove the screw on the right side of the cover by turning the screw counterclockwise.
4. Take off the Air Filter cover.
5. Grasp the handle of the filter box and pull it straight out.
6. Remove the old Air Filter from the box.

7. Place the new Air Filter into the box and push the box back in until it stops.
The box should be flush with the machine panel.
8. Insert the left two tabs of the cover into the left side of the box area and place the cover back on.
Push the entire cover flush with the machine panel.
9. Insert the nut driver with the screw attached into the cover hole and turn clockwise to tighten.

Replacing the OHCF Feed Rolls

For this procedure, please refer to Chapter 9 Maintenance, in the Xerox® Versant™ 3100 Press User Guide. The User Guide contains the pictures you need to complete this replacement procedure.

Replacing the Fuser Belt Assembly

This procedure must be performed by a Xerox® Customer Service Engineer or by a specially trained Technical Key Operator. Instructions are detailed in the Versant™ 3100 Press Customer Diagnostic Tool.

Resetting Maintenance Counters

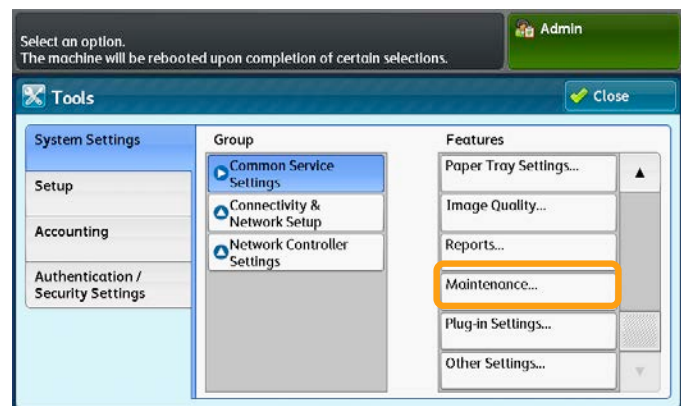
After replacing the Fuser Belt Assembly, Air Filter or Oversize High Capacity Feeder (OHCF) Rolls an Administrator must reset the counters that track the life of these components. This is done at the Control Panel Touch Screen. You do not need to reset counters for Toner Cartridges, Drum Cartridges, or the Waste Toner Bottle, because the counters for these consumables are reset automatically.

To reset counters:

1. Log on to the Control Panel as Administrator.
2. Press the **Tools** button on the Control Panel, and touch **Tools** on the Touch Screen.
3. Touch the **down arrow** on the bottom-right of the window.
4. Touch **Maintenance**.
5. Touch the **down arrow** two times to go to the third page of options.
6. Touch **Technical Key Operator**.
7. Locate and select the item that you replaced:

- **Suction Filter** = Air Filter
- **MSI** = OHCF ByPass Roils
- **HCF** = OHCF Feeder Rolls
- **Belt Mod 1** = Fuser Belt Assembly with jumper #1 used
- **Belt Mod 2** = Fuser Belt Assembly with jumper #2 used
- **Belt Mod 3** = Fuser Belt Assembly with jumper #3 used

8. Touch **Reset Current Value**.
9. Touch **Reset** to the message that asks if you are sure you want to reset the counter.
10. Close the Tools window.



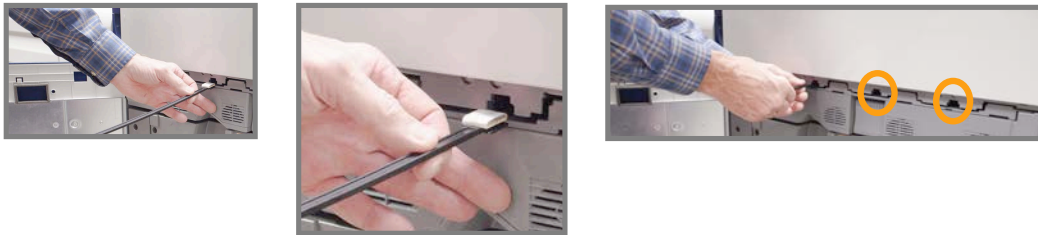
Cleaning the ROS Windows

If you notice white or light streaks on prints, you should try to resolve this IQ problem by cleaning the ROS windows. The ROS is a Raster Output Scanner, an important xerographic component. There is a tool designed for this cleaning that is stored inside the front door of the print engine. Follow this procedure to clean the ROS:

1. Open the front door of the press, and locate the ROS Cleaning Tool on the inside of the door. It is a long wand with a small felt tip at the end.



2. Remove the wand from the door.
3. Insert the tool, with the felt-tip first, gently into one of the four small holes at the top of the opening, as shown in the photo. The **felt tip should be facing up**.



4. Gently push the tool all the way in, and then pull it out half way. Repeat this motion 2 or 3 times.
5. Remove the tool, insert it into the next hole, and repeat the procedure. Continue until you have completed the procedure for all four holes.
6. Replace the wand behind the storage clips on the inside of the front door.

You will notice that the felt tip becomes dirty with use. After several cleanings, **when you notice that the felt is becoming dark, replace the tip with the extra tips provided with your press.** It is important to not use a dirty felt tip, because this will cause further IQ problems.