

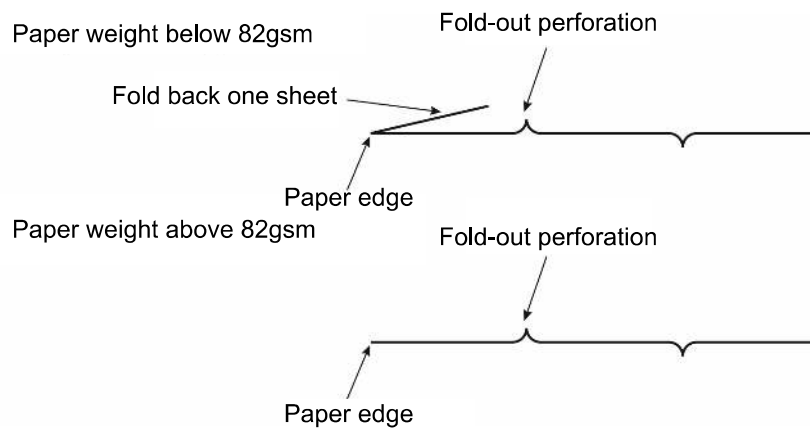
- Press the right-side guide against the right side of the paper box.
  - Turn the knob to secure the right-side guide.
4. For paper coming from a pre-processing device, feed the paper to the hopper.

## Paper autoloading

Autoloading moves the paper from the hopper and positions it ready for printing.

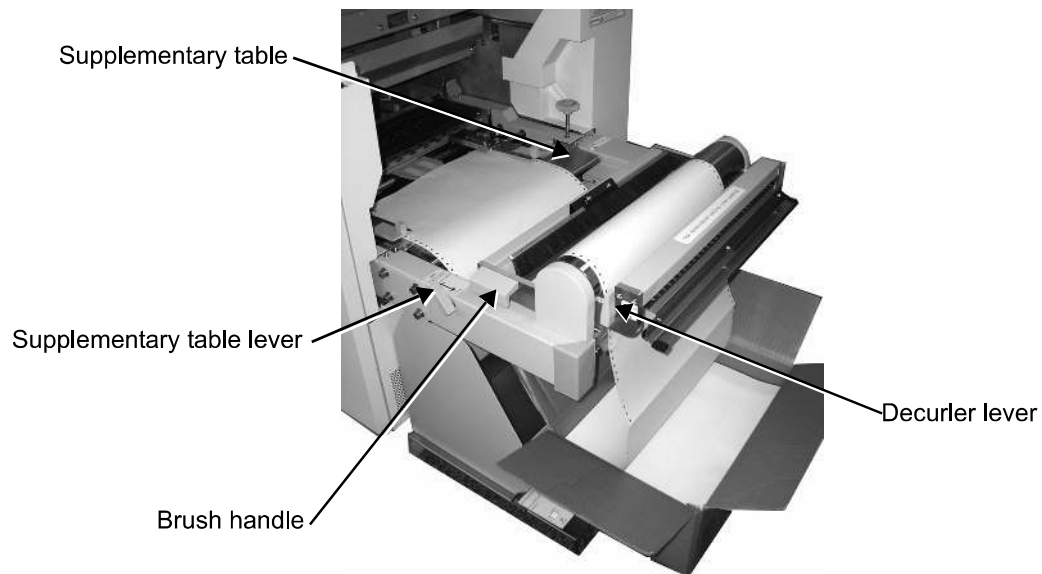
### To autoload the paper:

1. Prepare the leading edge of the paper as shown in the following diagram.

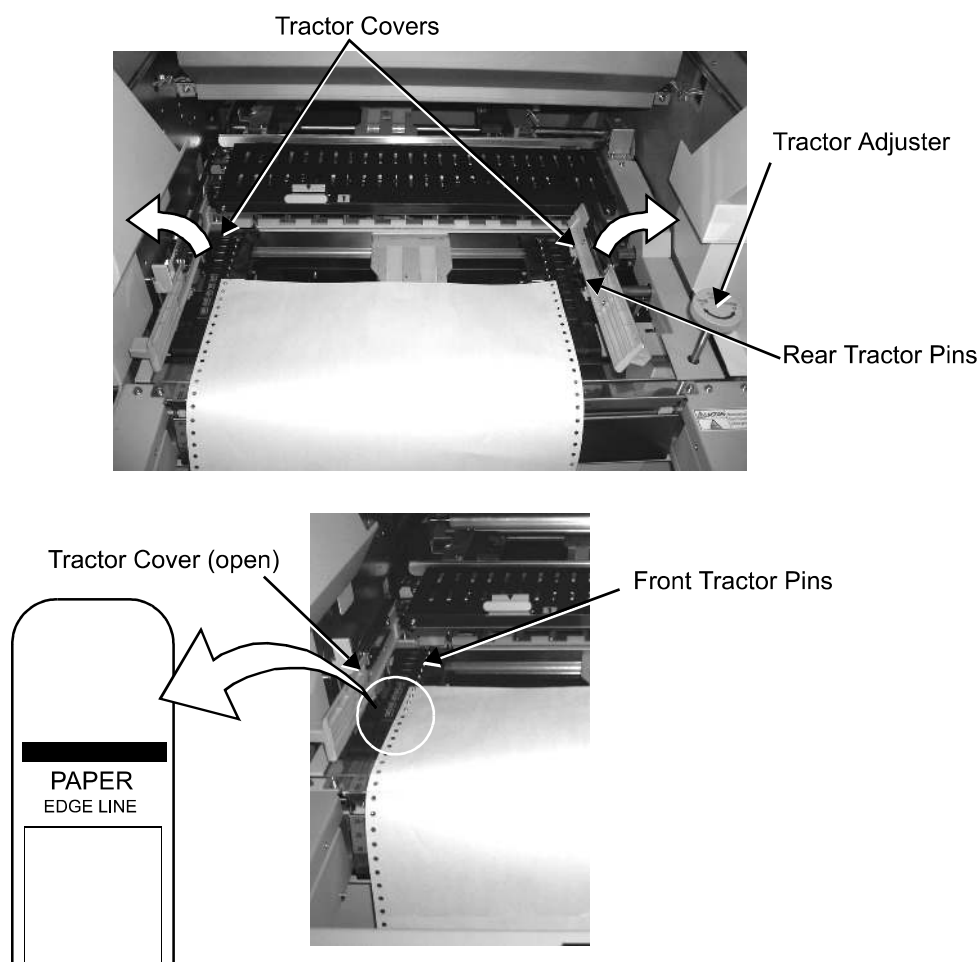


**Note:** If you get an autoloader error repeatedly with the same paper, check that the first perforation is not protruding too far. If so, flatten it a little to ease the folding. Make sure, however, that the perforation is not too flat or folded in the opposite direction because stacking performance or other problems may occur.

2. Thread the paper through the decurler and brush.

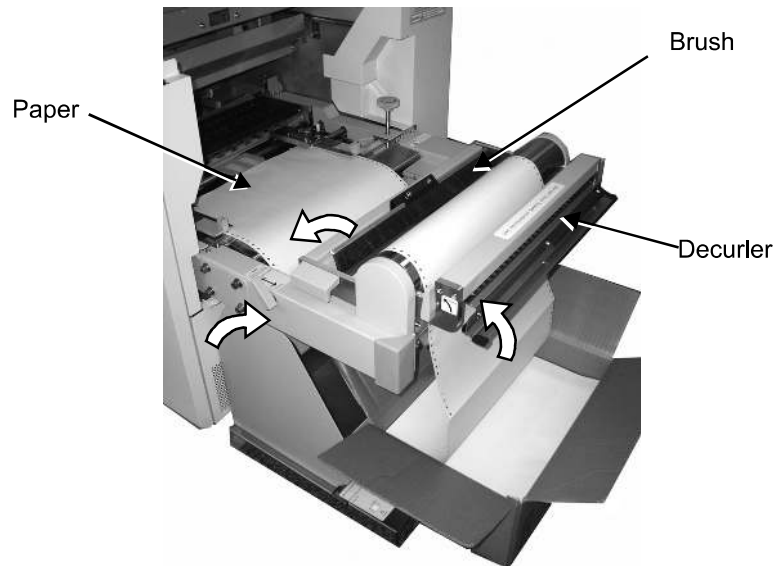


3. Open the tractor covers.



4. Align the paper end with the paper edge line (white line located underneath the paper) on the tractor and insert the sprocket holes of the paper onto the front tractor pins.
5. Adjust the rear tractor pins to the paper width (rear sprocket holes) by turning the tractor adjuster.

6. Check that the sprocket holes of the paper are correctly inserted onto the front tractor pins, then close the tractor covers.
7. Check that the brush is down.



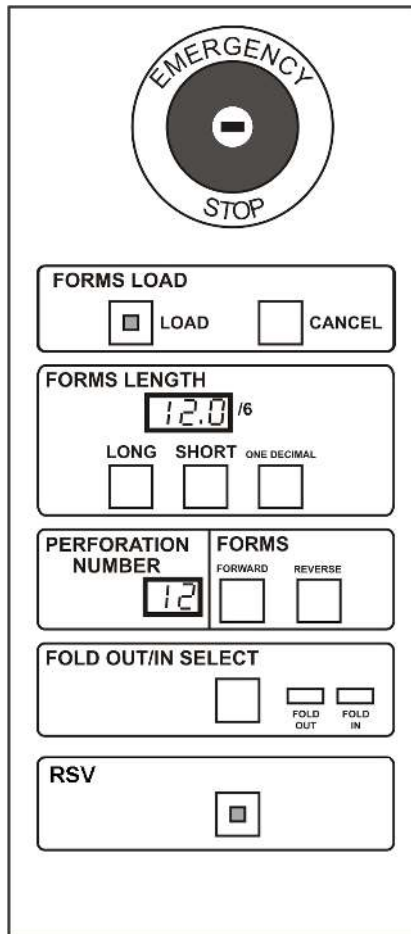
8. Check that the decurler is released (on the Standard label side).
9. Check that the supplementary table lever is towards the Printing side and the table is down.

**Note:** The decurler is provided for the following special situations:

- a. If the paper is folded too strongly at the perforations in order to prevent blurred printing at the perforations.
  - b. To prevent several sheets from being lifted together.
  - c. When using normal paper, release the decurler as it may impede the paper feed.
10. Set the paper length. Press the Long button to increment the units or the Short button to decrement the units. Press the One Decimal button to increment the decimal place by 1/6 inch for each press.



The display shows the folding length in inches and the perforation number will be recalculated and displayed.



The diagram shows the autoload panel with the following sections:

- EMERGENCY STOP**: A large circular button with a stop symbol in the center.
- FORMS LOAD**: A section with a ☒ **LOAD** button and an ☐ **CANCEL** button.
- FORMS LENGTH**: A section with a digital display showing **12.0** and **/6**. Below the display are three buttons: **LONG** (input type="checkbox"/>, **SHORT** (input type="checkbox"/>, and **ONE DECIMAL** (input type="checkbox"/).
- PERFORATION NUMBER**: A section with a digital display showing **12**.
- FORMS**: A section with two buttons: **FORWARD** (input type="checkbox"/>) and **REVERSE** (input type="checkbox"/).
- FOLD OUT/IN SELECT**: A section with a large ☐ button and two smaller buttons: **FOLD OUT** (input type="checkbox"/>) and **FOLD IN** (input type="checkbox"/).
- RSV**: A section with a single ☒ button.

11. Press the Load switch on the autoload panel.

The paper is automatically fed to the stacker through the transfer unit and fuser to complete the initial setup. If the paper jams during loading, press the Cancel switch on the autoload panel to stop autoloading, clear the paper jam then try again (see "Clearing paper jams" on page 9-3.)

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## Setting the perforation position

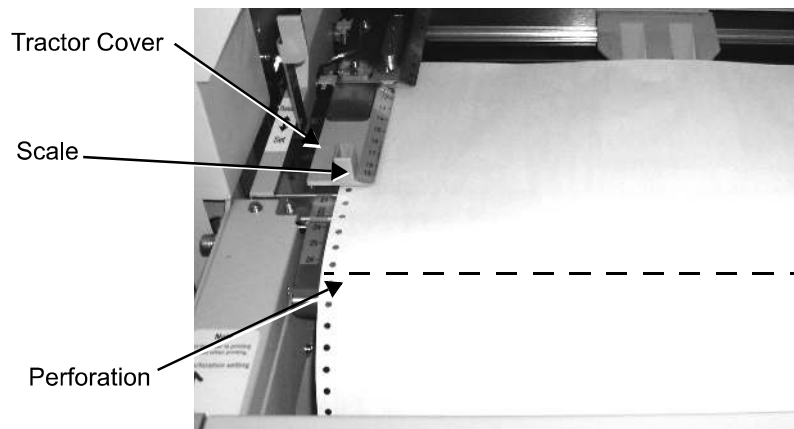
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After a paper jam has been removed or if the paper position is changed with the Forward or Reverse switch, you will need to set the perforation position.

**Note:** *This operation is not necessary at ordinary autoloading or during automatic switching mode (e.g. changing from simplex to duplex). The paper moves automatically to the correct position before starting to print.*

**To set the paper position:**

1. Check the Perforation Number on the autoload panel.
2. Press **Forward/Reverse** on the autoload panel, to correct the paper alignment.

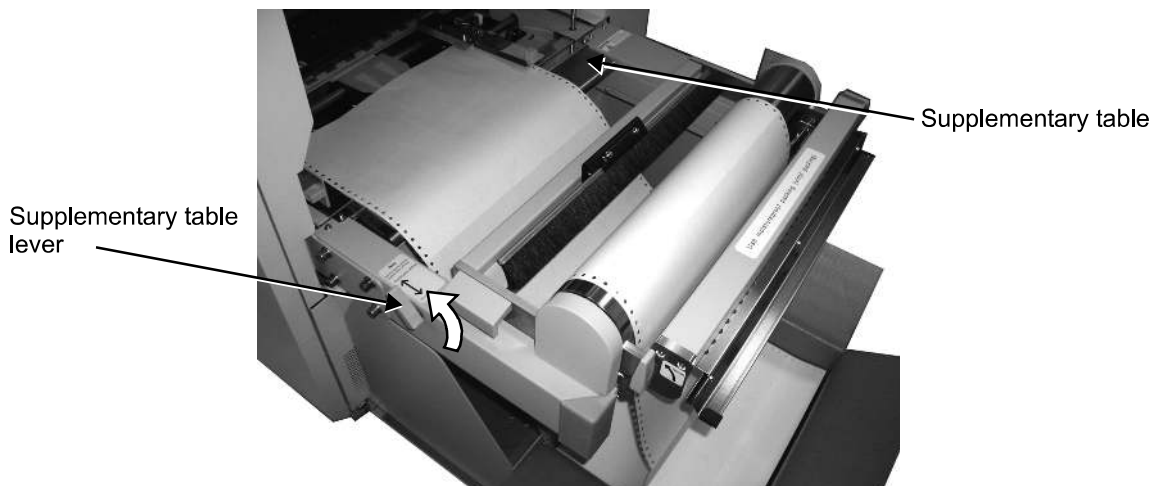


3. Press the Fold-out/in switch so that the fold-out/in status of the perforation at Perforation Number matches the Fold-out/in lamp status.

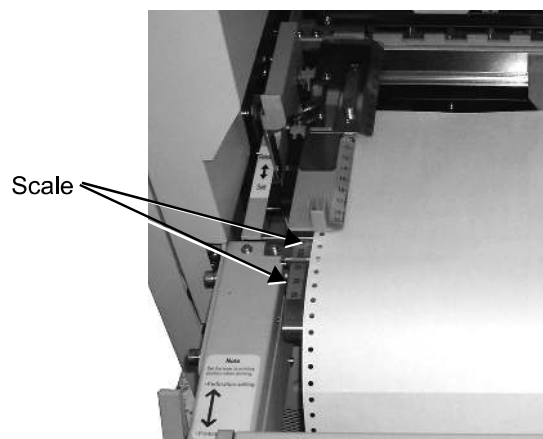
**Notes:**

- a. *Even when the fold-out/in status of the perforation matches the Fold-out/in lamp status in, press the Fold-out/in Select switch.*
- b. *The Perforation Number changes with the paper length but is not equal to the paper length value (inch). Be sure to check the Perforation Number when setting the perforation position. The Perforation Number may change with the printing mode even when the paper length is the same.*
- c. *If your paper is long and the perforation number becomes 13 or more, be sure to use the supplementary table.*

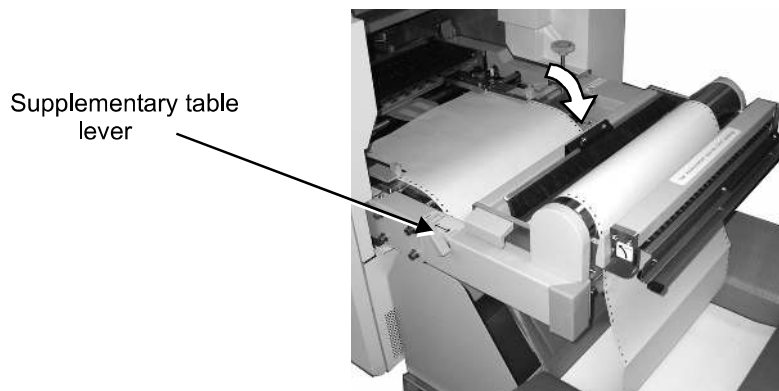
4. Set the supplementary table lever to the Align Perforation side.



5. Move the perforation position according to the scale on the supplementary table.



6. Press the Fold-out/in Select switch and set the lever to the Print side to lower the supplementary table.

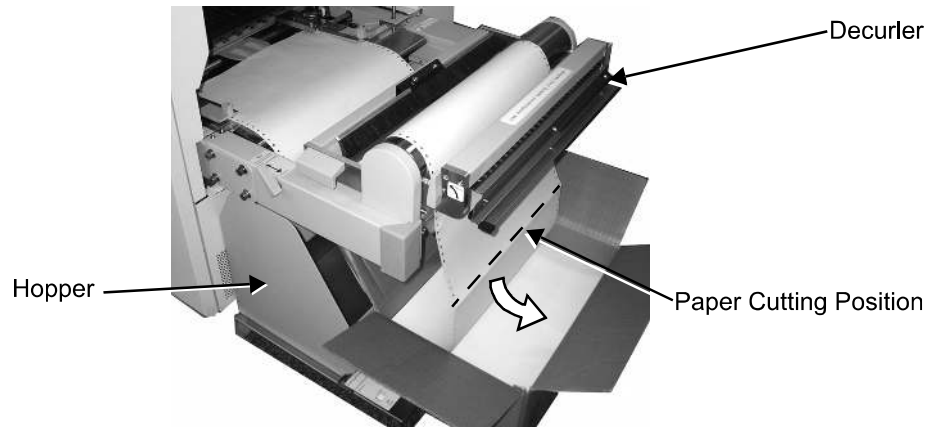


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## Cutting paper

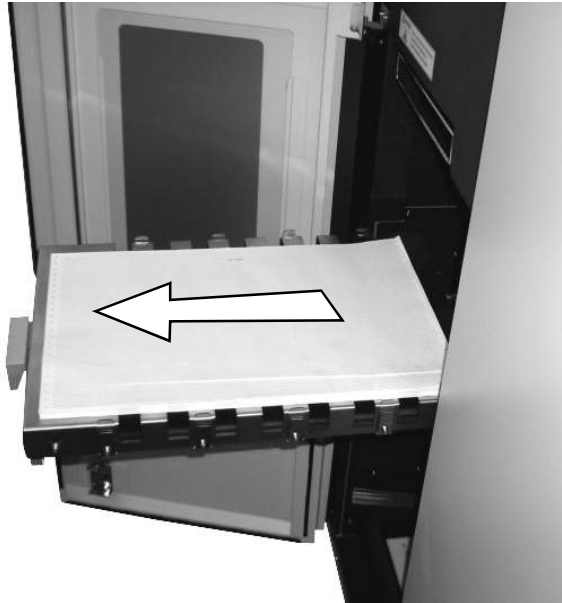
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If it is necessary to cut the paper, cut it outside the decurler.

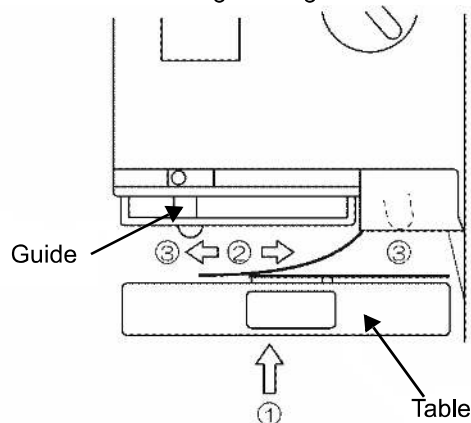


## Removing Paper

1. To completely remove the paper, cut it at the hopper (see "Cutting paper" on page 5-11).
2. Press the **Eject** button located on the touch screen action bar.
3. Press the **Stacker Down** button on the stacker control panel.  
The table stops at the paper removal position.
4. Pull down and fold the paper.
5. Pull the stacker table out using the handles.



6. Remove the paper from the table, push the table back into the original position, and place the remaining paper along the right side of the stacker table.
7. Set the table switch to Auto.
8. Adjust the paper forming on the stacker table so that the table will reach high enough.



When the stacker table goes up (1), the paper may move to the right or left (2) and hit the guides (3). This is not good and the printer will fall into the error "Form length guide held up." To correct the error, the paper on the stacker table must be readjusted.

9. Press the **Stacker Down** button on the stacker control panel.
10. Adjust the paper by pressing it against the right side of the stacker.
11. Set the table switch to **Auto**.
12. Close the right stacker door.
13. Press RESET on the touch screen and then set the printer to ready.

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## Checking printing

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The printer is capable of checking both the front-side and back-side print quality and position (see "Front and back marking units" on page 2-2). These can be monitored by:

- Checking the printed paper
- Checking at the printing check position
- Using the printing position check function

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### Checking printed paper

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1. Stop printing after several pages and press the Eject button on the touch screen to eject the prints in the stacker.
2. Take the prints out of the stacker table and check the print quality and position.

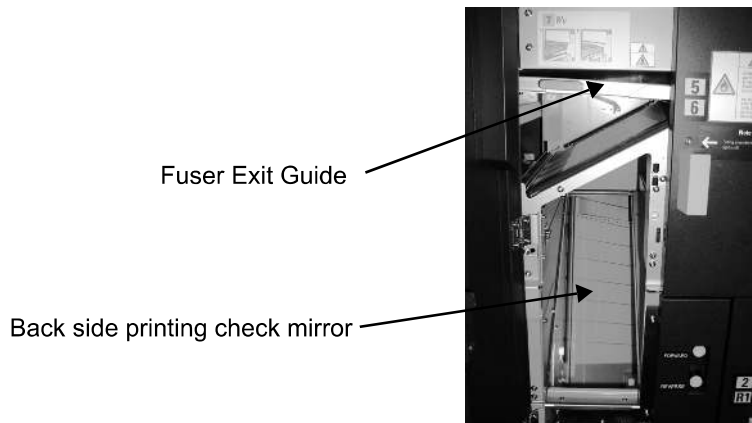
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### Checking at the printing check position

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Check the printing status at the printing check position in the printer.

1. Print several pages and open the fuser left door (see "Components inside the Fuser Door" on page 2-6).
2. Open the fuser exit guide and check the front-side printing status (see "Front and back marking units" on page 2-2).



3. Check the back-side print quality and position using the back-side printing check mirror.
4. Close the doors and restart printing.

**Note:** If printing is started immediately after autoloading, several sheets should be printed until the first sheet is in position. The number of sheets depends on the print page length.

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## Check by the printing position check function

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Feed prints from the printer into the stacker table and check the printing status. After checking, return the paper to the original printing position and restart printing from the page after the last confirmed print.

1. Print a necessary number of sheets for checking.
2. Open the bubble menu for the printer device and press the Start Print Position Check command. Paper is forwarded to the stacker and the stacker automatically lowers.
3. Check the printing status on the stacker table.
4. Press the stacker AUTO button to raise the stacker table.
5. Press RESET to set the printer to Not Ready.
6. Open the bubble menu for the printer device and press the Stop Print Position Check command. The paper reverses to its original printing position.
7. Press START to set the printer to Ready.
8. Resume printing.

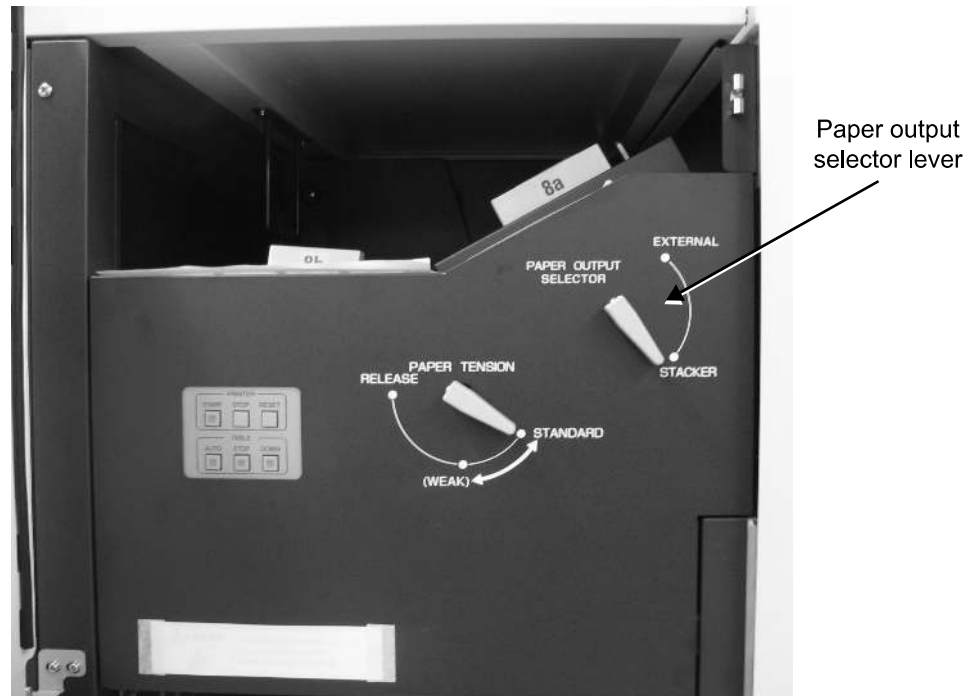
**Note:** Before feeding the paper back, check that it is in the original position on the stacker table. If the paper deviates, the paper may tear or cause other problems. Make sure that the paper edge is aligned with the "Align paper here" line.



## Loading paper to a post-processing device

To load paper to a post-processing device:

1. Turn the paper output selector lever in the stacker to the **External** position.



2. Press Load in the bubble menu to release enough paper for the post-processing device.

**Note:** If insufficient paper is ejected, then the distance between devices has not been properly set during the definition of the print line.

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## 6. Adjusting print quality

These settings should be made during the definition of a job and recalled when the job is run (see "Defining applications" on page 7-12).

The setting for the individual marking units can be made locally using the Notebook settings, if they are made available to you. These changes are made by selecting one of the five possible settings defined for the job (see "Notebook offsets" on page 4-7).

Print density affects toner consumption and fusing. The best contrast depends on the paper used and for each paper there is a setting above which the contrast remains at the maximum, while the fusing quality diminishes and consumption increases.

**Note:** *Print quality is also affected by the paper thickness (see "Defining paper characteristics" on page 7-7).*



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## 7. Defining production jobs


This chapter contains the procedures for creating jobs. All of the screens are accessed under the **Definitions** tab, the facilities of which are available to the Key Operator level User and above.

To create a new job, the paper to be used must be defined and must be available. The printing application must have been created at a system level in order to be able to carry out tests.

Once a job has been created, you will normally only have to recall the job and load the correct paper to be able to print it. For duplex jobs, check that the attachment to be used is available in the print line segment selected.

## Quick start


There are seven steps for creating a job:

Step	Actions
<b>Checking the existence of a job</b>	1. Select the Job tab and press the press  to use the search facility.
<b>Defining a new job</b>	1. Select the <b>Job</b> tab, create a new job and choose the name of the paper and application that you have just created (or others since several jobs can use the same paper, for example). 2. Press the diskette icon, then select the Write As field. 3. Type in the name of the job, then press Enter and then the <b>OK</b> button to save it. If a job with the same name and same characteristics already exists, you will receive a message asking if you want to replace the existing definition.
<b>Defining a new paper type</b> (if necessary)	1. Select the <b>Paper</b> tab, create a new paper type and define the characteristics of the new paper (format and thickness). 2. Press the diskette icon, then select the Write As field. 3. Type in the name of the paper, then press Enter and then the <b>OK</b> button to save it. If paper with the same name and same characteristics already exists, you will receive a message asking if you want to replace the existing definition.
<b>Defining a new application type</b> (if required)	1. Select the <b>Application</b> tab, press the new application button and define the characteristics for the new application (emulation, resolution, etc.). 2. Press the diskette icon, then select the Write As field. 3. Type in the name of the application, then press Enter and then the <b>OK</b> button to save it. If an application with the same name and same characteristics already exists, you will receive a message asking if you want to replace the existing definition.
<b>Defining a new line</b> (if required)	1. Select the <b>Line</b> tab and define the paper path for the new line. 2. Press the diskette icon, then select the Write As field. 3. Type in the name of the print line and then press Enter and then the <b>OK</b> button to save it. If a print line configuration with the same name and same characteristics already exists, you will receive a message asking if you want to replace the existing definition.
<b>Defining a new attachment</b> (if required)	1. Select the <b>Attachment</b> tab, create a new attachment and define the characteristics of the new attachment (emulation should be the same as that created in the Application screen, choice between channel and TCP/IP). 2. Press the diskette icon, then select the Write As field. 3. Type in the name of the attachment, then press Enter and then the <b>OK</b> button to save. If an attachment with the same name and same characteristics already exists, you will receive a message asking if you want to replace the existing definition.
<b>Testing the new job</b>	1. Select the job to test from the <b>Production</b> tab. 2. Select the connection and put it online. 3. Start the printer.

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## Checking the existence of a job

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1. Select the **Definitions** tab, then the **Job** tab.
2. Press the  icon on the top left of the Job pull-down list to display the search facility. The scroll down list on the right shows all of the entries from which you can choose a Job selection.
3. Use the keyboard to enter all or part of the Job name. The Job name will be highlighted as soon as sufficient information is entered.
4. Press the **Enter** button to select the highlighted Job and return to the Job tab.
5. Otherwise, press the **Esc** button to return to the Job tab without making a selection.

## Defining a job

Before you can create a job, you will need to define:

- The paper See “Defining paper characteristics” on page 7..
- The application See “Defining applications” on page 12..

**Note:** To define a job you must have the User status of **Key Operator** or higher.

A job definition determines the previously defined characteristics for the paper and application that will be used to run a job.

The Default job configuration is as follows:

- **Paper** pull-down list - Default
- **Application** pull-down list - Default

Refer to the appropriate sections for the default values of these items.

## Creating or amending a job

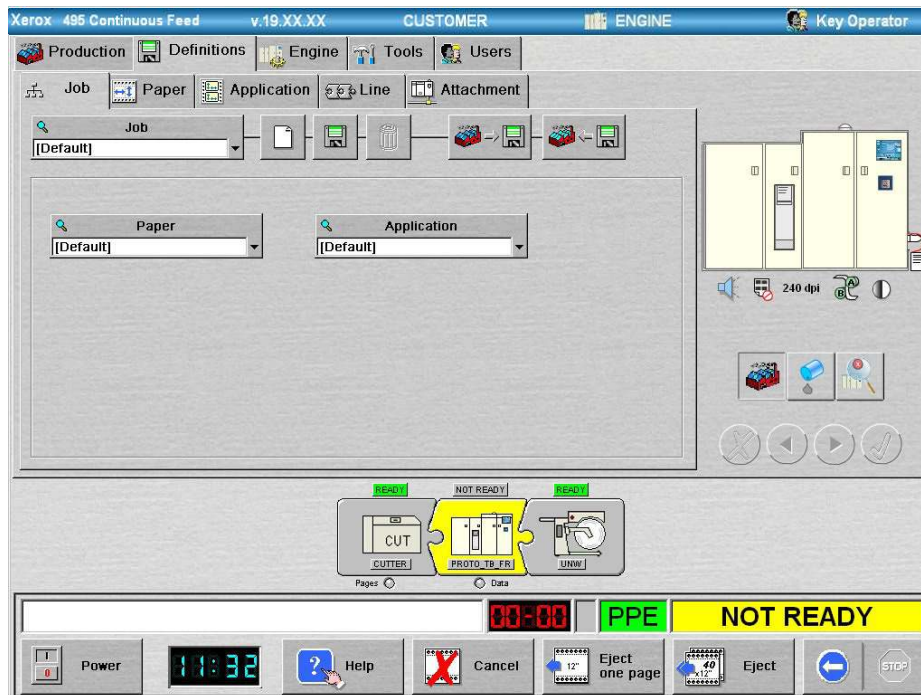
This procedure assumes that the Paper and Application definitions have already been made. If you are starting a new job with new resources, these items need to be created first.




**Note:** The original settings are those saved for the job; they are not the same as the default settings. An asterisk (\*) is displayed to the right of the Job pull-down list for any modification made to these settings.


**To create or amend a job:**

1. Select the **Definitions** tab, then the **Job** tab.

The Job screen groups the Paper and Application screen settings associated with a normal job.



2. Press the  button to create a new job or choose an existing job from the pull-down list.
3. Choose the required **Paper** from the pull-down list. This list has the names of each paper definition previously created in the **Paper** screen.
4. Choose the required **Application** from the pull-down list. This list has the names of each application definition previously created in the **Application** screen.
5. Press the  button to save the current job.  
The **Save** screen containing the list of existing jobs is displayed.
6. For a new job, select the **Write As** field, enter a name for the job using the alphanumeric keyboard and press the **Enter** button.
7. Press  on the **Save** screen.

**Note:** When you press , you will be prompted to confirm whether you want to replace an existing definition if it already exists.

For immediate use the new definition will need to be exported to the Production screen where it will be selected (see below). Otherwise, the definition will be available the next time it is selected on the Production screen.

## Copying a job definition


If you want a copy of the job, select a job on the Job tab and use the **Write As** feature to rename it.

The name of the selected definition will be displayed and highlighted.

To enter a new name, use the alphanumeric keyboard or press << to clear the field and enter the name.

To edit the displayed name, press < or > to place the cursor in the correct position and enter the new information using the alphanumeric keyboard.

## Exporting a job definition to the Production screen

Press the  button to export the job definition to the current **Production** screen.

Exporting definitions will not be possible in the following situations:

- When the printer is set to **Ready**. The printer needs to be in a Not Ready state; otherwise the button is grayed out.
- When trying to export a definition that is no different to a definition of the same name already existing on the **Production** screen. In this case, the button is also grayed out. To be able to export a definition that has the same name as one already on the **Production** screen, you will need to have made changes to that definition.




## Importing a job definition from the Production screen

The job definitions can all be amended from the Production screen. You may want to create or amend the job definition from the settings there.

### To create or amend a job from a production job:

1. Select the **Definitions** tab, then the **Job** tab.


2. Press the  button to import the job parameters from the current **Production** screen. The parameters set in the **Production** screen are then applied to the **Job** screen. Importing is impossible if the job is in the process of modification or if it has the same name as that on the **Job** screen.

3. Press the  button to save the current job.

The **Save** screen containing the list of existing jobs is displayed.

4. For a new job, select the **Write As** field, enter a name for the job using the alphanumeric keyboard and press the **Enter** button.

5. Press  on the **Save** screen.

**Note:** When you press , you will be prompted to confirm whether you want to replace an existing definition if it already exists.

## Deleting a job definition

### To delete a job definition:

1. Select the **Definitions** tab, then the **Job** tab.
2. Choose a **Job** from the pull-down list.

3. Press the  button to delete a job.

The Delete screen containing the list of existing jobs is displayed. Press

 to delete the job or  to exit without deleting.

**Note:** You cannot delete the Default job or a job definition in use within the Production screen.

## Defining paper characteristics

To define paper characteristics you must have the User status of **Key Operator** or higher.

A paper definition determines the printer characteristics that will be applied to the paper.

The default paper configuration is as follows:

- **Paper Format** field - the form as mounted on the printer
- **Paper Thickness** circular list - Thin

## Creating or amending a paper definition

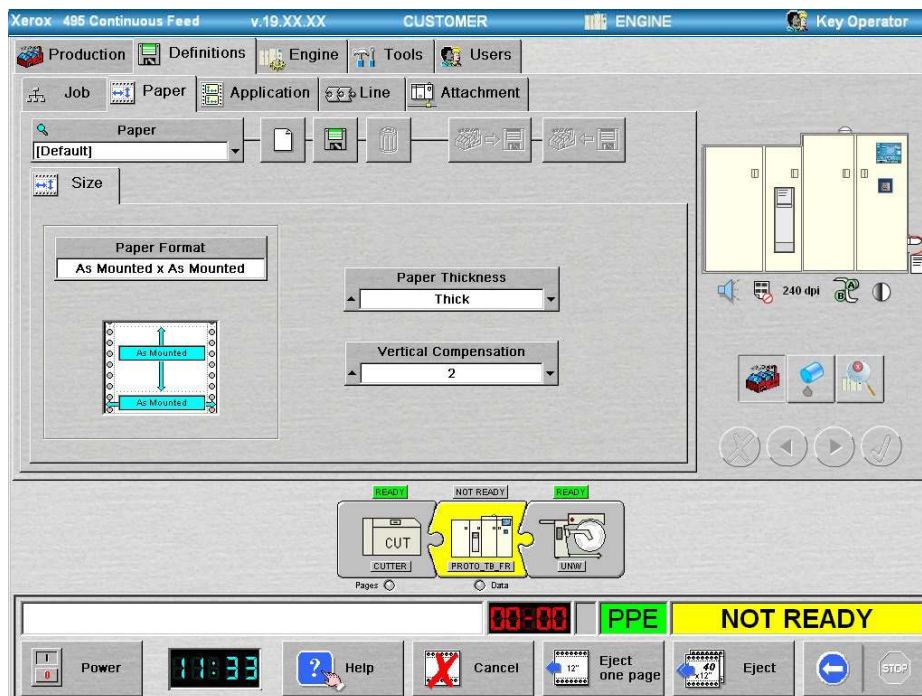
**Note:** An asterisk (\*) is displayed to the right of the **Paper** pull-down list for any modification made to any of the settings on the screen.


To create or amend a new paper definition:

1. Select the **Definitions** tab, then the **Paper** tab.

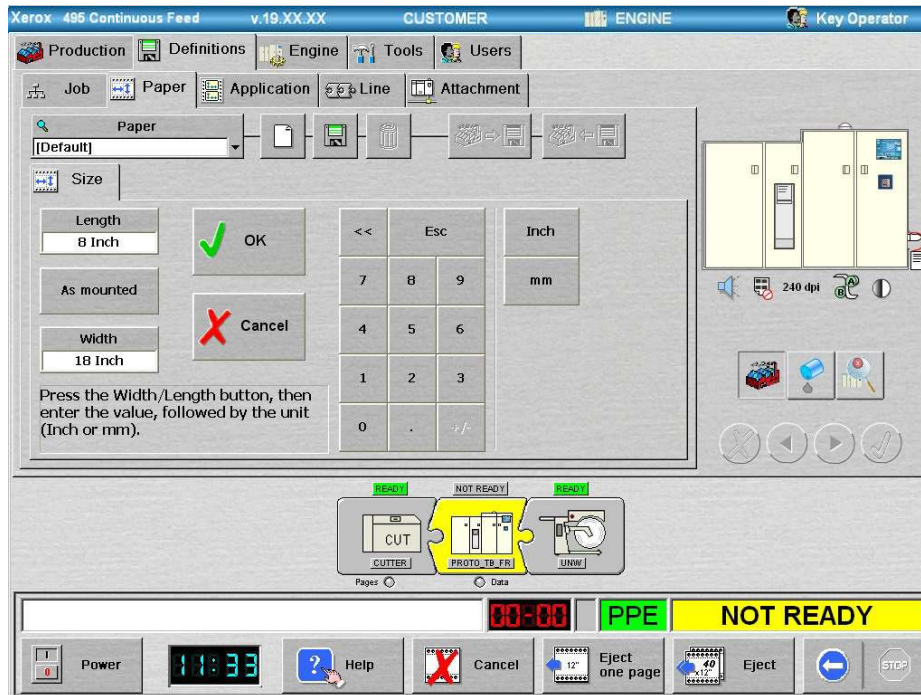
This tab provides access to a further tab which allows you to set the:

- Paper Format
- Paper Thickness
- Vertical Compensation



2. Press the  button to create a new paper definition or choose an existing paper definition from the pull-down list.
3. Select the **Size** tab.
4. Select the **Paper Format** field or press the paper image.

The **Paper Dimensions** screen is displayed.



5. Select the **Length** field, type in the length, then press the inch or mm button according to whether you have entered the length in inches or millimeters. However, you should be aware of the following restrictions:

When printing to an internal stacker, the GUI range is from 7 to 14 inches (177.8 to 355.6mm) and you can choose one of the following GUI options:

- Select the length As Mounted to use the dimensions of the paper mounted at the time of printing.
- Enter a length that is equal to the length displayed on the autoloader panel.
- Enter a length that is a sub-multiple of the length displayed on the autoloader panel. For example, if the length on the autoloader panel reads 12, then you can enter a length of 4, 6 and so on.

When printing to a post-processing device, the GUI range is from 3.5 to 28 inches (88.9 to 711.2mm).

Enter your chosen value on the GUI. It does not need to comply with the value on the autoloader panel, once your value is within the specified value range.

Avoid selecting the length As Mounted. It is not always accurate when printing to a post-processing device.

6. Select the **Width** field, type in the width, then select the inch or the mm button according to whether you have entered the width in inches or millimeters. However, you should be aware of the following restrictions:

The range is from 6.5 to 18 inches (165.1 to 457.2mm).

If you place a tick in the Paper Width Checked box, you must enter a

GUI width that is equal to or within the range of the width measured by the IOT  $\pm$  a tolerance of 1/6 inch. In this case, the IOT value is used.


If you do not place a tick in the Paper Width Checked box, take the following into consideration:

- You must enter a GUI width that is equal to or within the range of the width measured by the IOT  $\pm$  the tolerance. In this case, the IOT value is used.
- If you enter a GUI width that is greater than the width measured by the IOT + the tolerance, you will fall into error.
- If you enter a GUI width that is less than the width measured by the IOT - the tolerance, the GUI value is used.

Refer to "Valid print area (VPA)" on page 7-37.

When the **As Mounted** button is pressed, the printer will use the dimensions of the paper mounted at the time of printing.



- Press  to validate or  to exit without validating.
- Choose the **Paper Thickness** setting from the circular list.

The choices are **Thin** and **Thick**. The following table shows the recommended settings.

Operation mode	Paper weight (Ream weight)
Thin paper	64g/m <sup>2</sup> ~93g/m <sup>2</sup> (55kg~80kg)
Thick paper	Over 93 to 157 g/m <sup>2</sup> (Over 80 to 135 kg)

In the absence of any problem, set it to **Thin**.


- Choose the **Vertical Compensation** setting from the circular list, if you run a thin paper with low or high toner coverage job, and you encounter a fluctuation of print position in vertical direction. The following table shows the recommended settings.

Setting	Description
Normal setting value is "2".	
Where the print position during continuous printing has moved downward in comparison to the first page, set the value to "3" or "4".	When the toner coverage is low, there is a tendency for the print position to change downward.
Where the print position during continuous printing has moved upward in comparison to first page, set the value to "1".	When the toner coverage is high, there is a tendency for the print position to change upward.

When you change the setting to anything but the default value of "2", a warning symbol will be displayed to the right of the Vertical Compensation box.

**Note:** After changing the setting value, be sure to check the print result.




10. Press the  button to save the current paper definition.


The **Save** screen containing the list of existing paper definitions is displayed.

11. For a new paper definition, select the **Write As** field, enter a name for the paper definition using the alphanumeric keyboard and press the **Enter** button.



12. Press  on the **Save** screen.



**Note:** When you press , you will be prompted to confirm whether you want to replace an existing definition if it already exists.

For immediate use the new definition will need to be exported to the Production screen where it will be selected (see below). Otherwise, the definition will be available the next time it is selected on the Production screen.

## Copying a paper definition

If you want a copy of the paper definition, select a paper definition on the Paper tab and use the **Write As** feature to rename it.


The name of the selected definition will be displayed and highlighted.

To enter a new name, use the alphanumeric keyboard or press << to clear the field and enter the name.

To edit the displayed name, press < or > to place the cursor in the correct position and enter the new information using the alphanumeric keyboard.

## Exporting a paper definition to the Production screen



Press the  button to export the paper definition to the current **Production** screen.

Exporting definitions will not be possible in the following situations:


- When the printer is set to **Ready**. The printer needs to be in a Not Ready state; otherwise the button is grayed out.
- When trying to export a definition that is no different to a definition of the same name already existing on the **Production** screen. In this case, the button is also grayed out. To be able to export a definition that has the same name as one already on the **Production** screen, you will need to have made changes to that definition.


## Importing a paper definition from the Production screen

The paper definitions can be amended from the **Production** screen. You may want to create or amend these definitions from the settings there.


To create or amend a job from a production job:

1. Select the **Definitions** tab, then the **Paper** tab.

2. Press the  button to import the paper definition from the current **Production** screen. The parameters set in the **Production** screen are then applied to the **Paper** screen. Importing is impossible if the paper definition is in the process of modification or if it has the same name as that on the **Paper** screen.

3. Press the  button to save the current paper definition. The **Save** screen containing the list of existing paper definitions is displayed.
4. For a new paper definition, select the **Write As** field, enter a name for the paper definition using the alphanumeric keyboard and press the **Enter** button.


5. Press  on the **Save** screen.



**Note:** When you press , you will be prompted to confirm whether you want to replace an existing definition if it already exists.

## Deleting a paper definition

To delete a paper definition:

1. Select the **Definitions** tab, then the **Paper** tab.
2. Choose a **Paper** from the pull-down list.

3. Press the  button to delete the paper definition.

The **Delete** screen containing the list of existing paper definitions is displayed. Press  to delete the paper definition or  to exit without deleting.

**Note:** You cannot delete the Default paper definition. Deletion is also impossible if the paper is referred to in a job. For this purpose, the **Jobs** button can be used to list all the jobs to which this paper name is attached.

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## Defining applications

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**Note:** To define an application you must have the User status of **Key Operator** or higher.

An application definition determines the way that the printed data appears on the page.

The **Default Application** configuration is as follows:

- **Emulation** pull-down list - IPDS
- **Resolution** cursor - 240
- **Paper width checked** box - Checked.
- **Offset** arrows - 0, 0.
- **Density** - level 1 is 8, 2 is 9, 3 is 10, 4 is 11 and 5 is 12.
- **2-up** -None.

---

## Creating or amending an application

---

**Note:** An asterisk (\*) is displayed to the right of the **Application** pull-down list for any modification made under the **Production** tab to any of the settings on the screen.

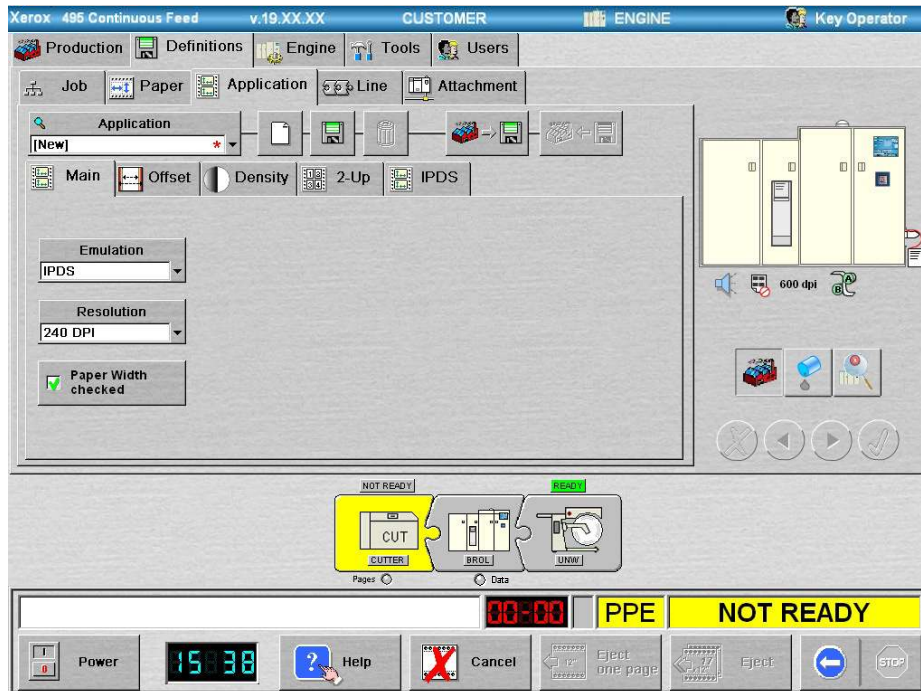
**To create or amend an application:**


1. Select the **Definitions** tab, then the **Application** tab.

This tab provides access to four further tabs which allow you to:

- Set the application details.
- Set the image offset for both marking units.
- Set the image density steps and default.
- Set the conditions to print 2-up printing.



2. Press the **Main** tab.

3. Press the  button to create a new application or choose an existing **Application** from the pull-down list.

4. Select the required **Emulation** from the pull-down list.

The current available emulation is IPDS.

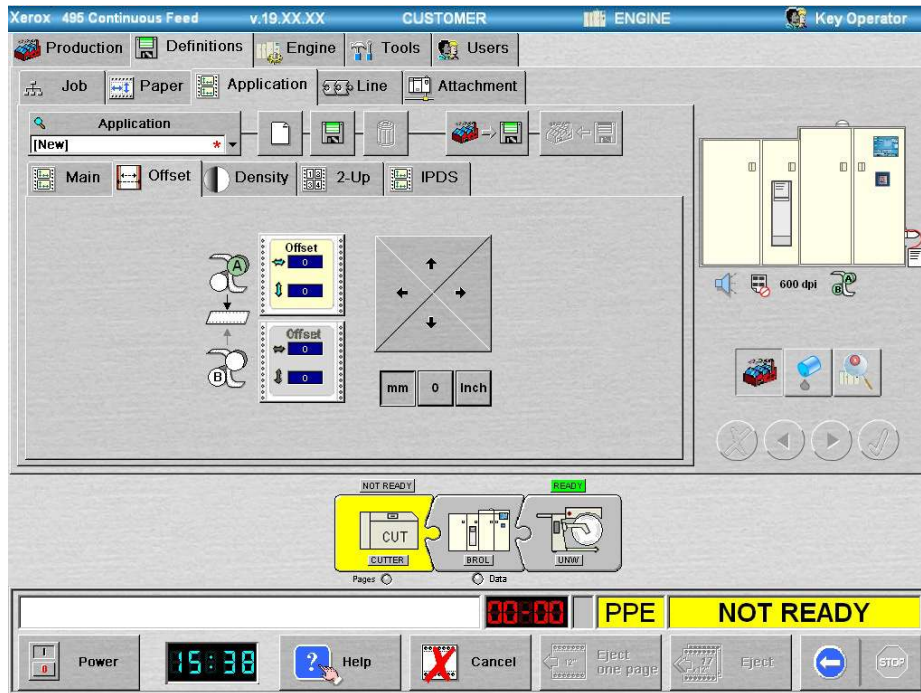
5. Select the required **Resolution** from the pull-down list.

The choices of resolution are 240, 300 or 600.

**Note:** If you choose a Resolution parameter that is not supported, an error status will be returned from the controller which must be reset. The previous value will remain unchanged and an asterisk is written into the application selection box. You may select a new value.

6. Check the **Paper Width Checked** box if you want the machine to compare the mounted forms with the requested forms and display an error if they are not the same.



7. Press the **Offset** tab.8. For each marking unit, press the **Offset** arrows to position the print on the page.

You can choose to define your margins in inches or in millimeters by pressing the appropriate buttons. The 0 button sets the margins to 0.

Offsets can also be directly defined or changed in the Notebook of each printer used in the print line.

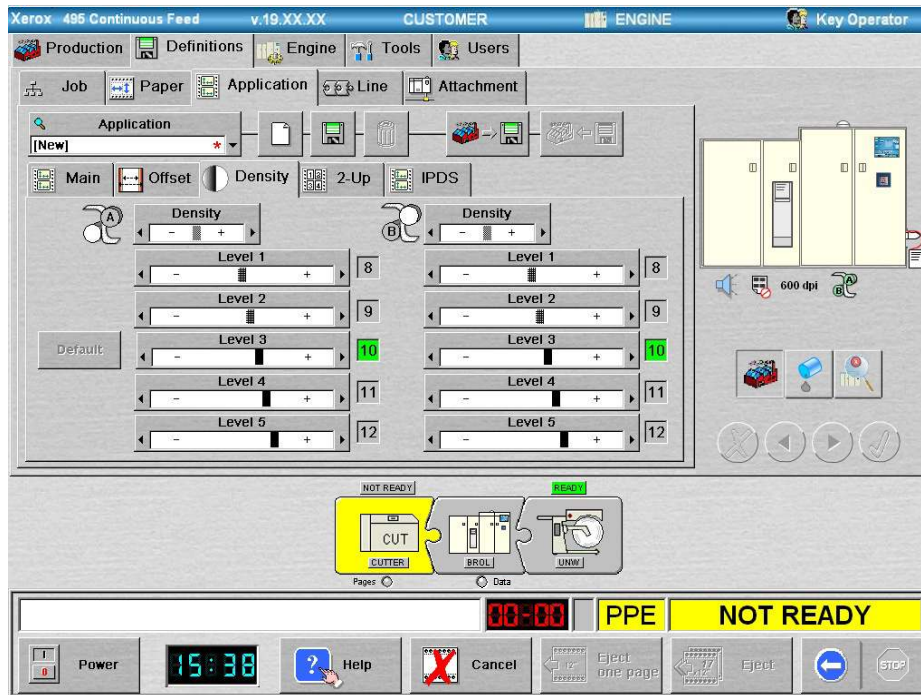
Offsets defined or changed in the Notebook are not saved and will be lost once you select another application.

To save the changes you make to the offset in the Notebook, you have to import them into the **Definitions>Application>Main** tab by



pressing the button to import the application parameters from the current **Production** screen.

## 9. Press the **Density** tab.

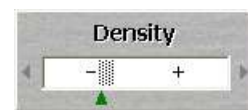


Each marking unit has 5 density levels, which can be set from the **Density** tab.

Each of these 5 density levels has 15 contrast levels, which can also be set from the **Density** tab. A contrast level of 1 is the lightest, while a contrast level of 15 is the darkest.

In the Notebook, each density level can be preset to a particular contrast level.

To set each density level, first press the left or right arrows on the density level cursor.



This will highlight the corresponding contrast level cursor, with its current setting in green.



Then, to set the contrast level, press the left or right arrows on the contrast level cursor.

It is recommended that you set density level 1 to your lightest choice of contrast setting, increasing the setting for each of the subsequent density levels, and finally setting density level 5 to your darkest choice of contrast setting.

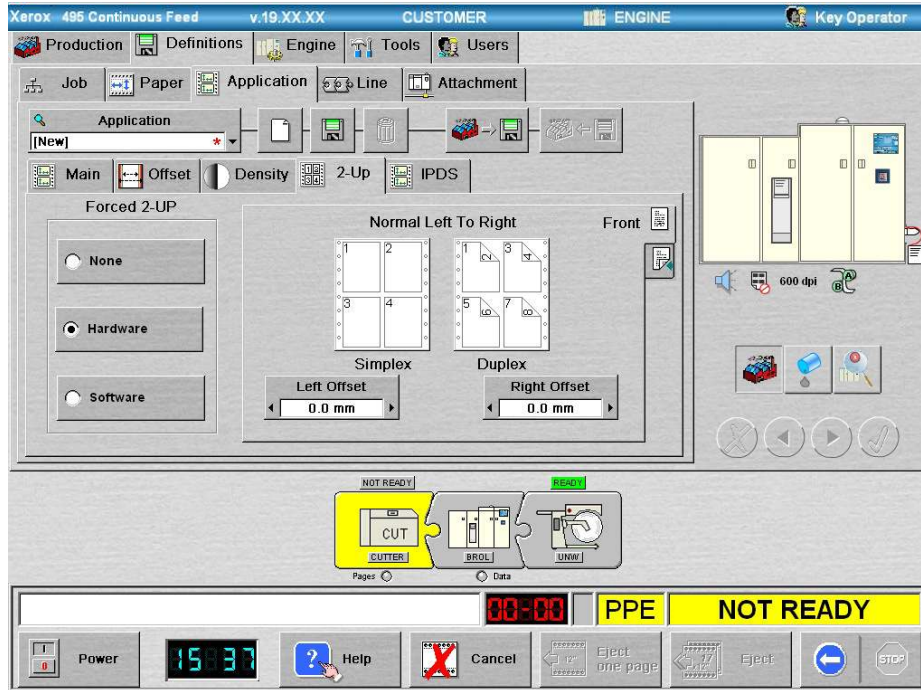
However, while the above is recommended, the Operator should proceed with caution. It is always possible that density level 1 is set to a darker contrast level than density level 2 and so on. Before making a selection from the Notebook, always note each individual

setting.

When you select a contrast between 1 and 7, or between 13 and 15, a warning icon will display to the right of the density level cursor. This is because you have moved outside the default values, between 8 and 12.

Press the Default button to restore 1 to 8, 2 to 9, 3 to 10, 4 to 11 and 5 to 12.

10. Press the **2-up** tab.



**Note:** The illustration above shows the 2-up selection for the front side with the back side tab grayed out. When you click the backside tab, the front side tab will be grayed out.

11. Choose the Forced 2-Up selection that you require.

**Note:** When changing from a 1-up job to a 2-up job, the printer must be drained and the attachment disabled. This is because the software 2-up capability is sent to the host at connection time. If the host does not receive this indication, it will not be able to print the job in software 2-up.

The Forced 2-Up selection affects the output. It is important that you have a properly defined offset under the Main tab before doing fine adjustment in this tab.

12. Press the page representation button repeatedly until the displayed image shows the required disposition of pages on the sheet. The choices are:

- Normal left to right
- Normal right to left
- Inverted left to right
- Inverted right to left

13. Press the arrows on the appropriate Offset button to enter the value,

between -0.5" and +0.5" (-12.7mm and +12.7mm).

Offset buttons allow you to precisely position on the sheet where the logical pages (data) will be printed. This is especially useful when using pre-printed paper.

The **left offset button** is used to position the logical page on the left side of the sheet.

The **right offset button** is used to position the logical page on the right side of the sheet.

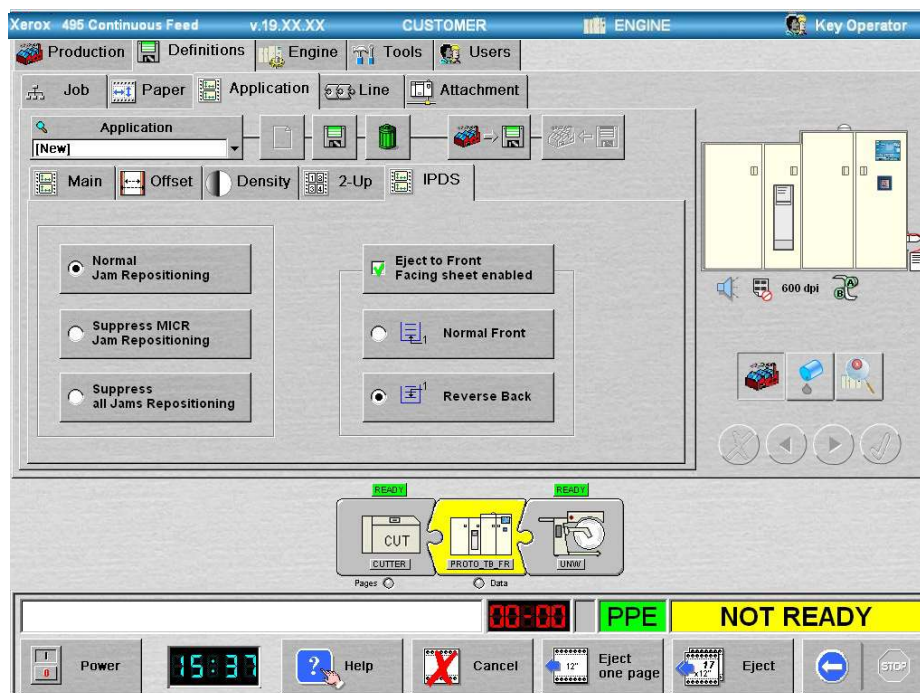
The **Arrows** increment the offset in the appropriate direction in units of 0.1mm or 0.01 inch for each press.

The measurement units defined in the **Definitions>Application>Offset** tab will determine the units displayed here. The three decimal places is to allow a more accurate conversion from mm to inches.

14. Press the **IPDS Tab**, if displayed, and continue. If the **Line Mode** tab is displayed, go to step 17.

The IPDS screen is displayed.

**Note:** *Line Mode will not be active, or displayed on the GUI, unless a channel board is installed.*



15. Choose the **Jam Repositioning** mode required.

**Normal Jam Repositioning** - All lost pages are automatically resent and reprinted. This is the normal behavior (to automatically reprint the jammed pages) and the DEFAULT value on the GUI.

**Suppress MICR Jam Repositioning** (not available for the 495).

**Suppress all Jams Repositioning** - No lost pages will be resent. Any missing or damaged pages must be manually recovered.

16. Check the **Eject to Front Facing Sheet Enabled** box, if required and choose the appropriate mode.



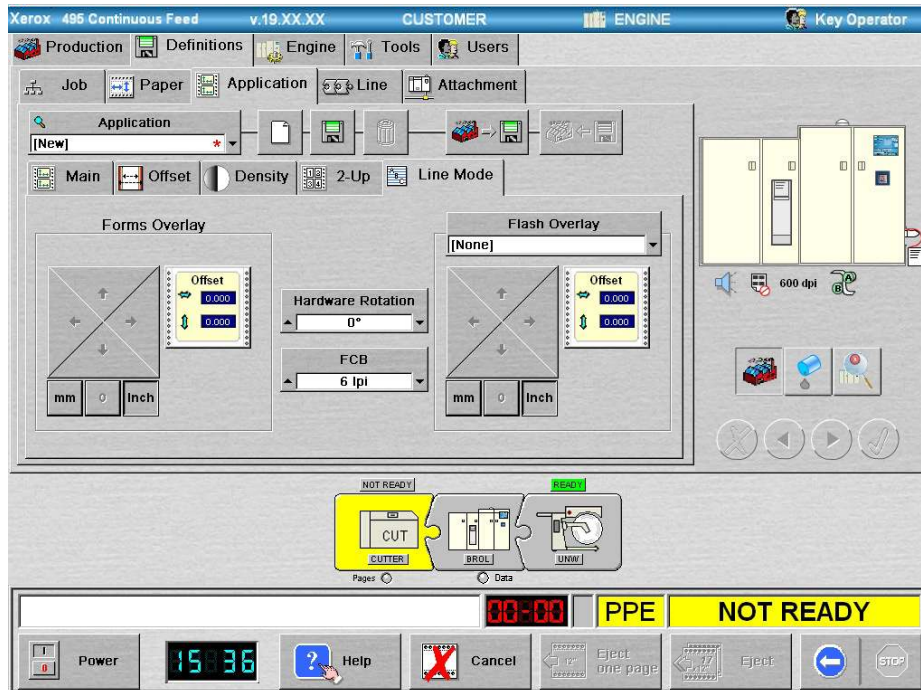
This allows you to request the position of the command sheet when it reaches the stacker.

**Normal Front** - When a stack is removed from the stacker, the command sheet is facing down. The stack must be turned 180 degrees for the command sheet to face up.

**Reverse Back** - When a stack is removed from the stacker, the command sheet is facing up.

17. Press the **Line Mode** tab.

The Line Mode screen is displayed.



The controls available on this screen will vary according to the emulation chosen.

**Note:** This is only available when a line mode emulation is selected.

18. Set the position of the Forms Overlay (3800-LIPS and 3800-SPOOL only) using the **Offset** arrows to define the positioning of the overlay on the page in the direction shown by the arrow.

The forms overlay is an electronic form into which the data is placed.

The settings can be entered in millimeters or inches by pressing the corresponding buttons. The 0 button resets the margins to 0. The settings made will be displayed in the **Offset** display to the right of the arrows.


19. Choose the image rotation, 0°, 90°, 180° or 270°, required.
20. Choose the lines per inch FCB to use. The choices are 6, 8, 10 or 12 lines per inch.
21. Set the position of the Flash Overlay (Line Mode emulations only) using the **Offset** arrows to define the positioning of the overlay on the page in the direction shown by the arrow.

The flash overlay is a bitmap image that will be placed in the same

place on each printed page. Flash overlays can be imported from floppy disc or CD (see "Importing flash overlays" on page 7-34).

The settings can be entered in millimeters or inches by pressing the corresponding buttons. The 0 button resets the margins to 0. Settings made will be displayed in the **Offset** display to the right of the arrows.




22. Press the  button to save the current application.


The **Save** screen containing the list of existing applications is displayed.

23. For a new application, select the **Write As** field, enter a name for the




application using the alphanumeric keyboard and press the  button.



24. Press  on the **Save** screen.



**Note:** When you press , you will be prompted to confirm whether you want to replace an existing definition if it already exists.

For immediate use the new definition will need to be exported to the Production screen where it will be selected (see below). Otherwise, the definition will be available the next time it is selected on the Production screen.

## Copying an application definition

If you want a copy of the application definition, select an application definition on the Application tab and use the **Write As** feature to rename it.


The name of the selected definition will be displayed and highlighted.

To enter a new name, use the alphanumeric keyboard or press << to clear the field and enter the name.

To edit the displayed name, press < or > to place the cursor in the correct position and enter the new information using the alphanumeric keyboard.

## Exporting an application definition to the Production screen



Press the  button to export the application definition to the current **Production** screen.

Exporting definitions will not be possible in the following situations:


- When the printer is set to **Ready**. The printer needs to be in a Not Ready state; otherwise the button is grayed out.
- When trying to export a definition that is no different to a definition of the same name already existing on the **Production** screen. In this case, the button is also grayed out. To be able to export a definition that has the same name as one already on the **Production** screen, you will need to have made changes to that definition.


## Importing an application definition from the Production screen

The application definitions can all be amended from the Production screen. You may want to create or amend the application definition from the settings there.

**To create or amend an application from a production application:**


1. Select the **Definitions** tab, then the **Application** tab.


2. Press the  button to import the application parameters from the current **Production** screen. The parameters set in the **Production** screen are then applied to the **Application** screen. Importing is impossible if the application is in the process of modification or if it has the same name as that on the **Application** screen.

3. Press the  button to save the current application.

The **Save** screen containing the list of existing applications is displayed.

4. For a new application, select the **Write As** field, enter a name for the application using the alphanumeric keyboard and press the **Enter** button.

5. Press  on the **Save** screen.

**Note:** When you press , you will be prompted to confirm whether you want to replace an existing definition if it already exists.



## Deleting an application definition

**To delete an application definition:**

1. Select the **Definitions** tab, then the **Application** tab.
2. Choose an **Application** from the pull-down list.

3. Press the  button to delete the application.

The **Delete** screen containing the list of existing applications is

displayed. Press  to delete the application or  to exit without deleting.

**Note:** You cannot delete the **Default Application**. Deletion is also impossible if the application is referred to in a job. For this purpose, the **Jobs** button can be used to list all the jobs to which this application name is attached.

## Defining a paper path

**Note:** To define a paper path you must have the User status of **Key Operator** or higher.

A line definition determines the print line to be used. The print line is the printer and the pre- and post-processing equipment used.

A line is created by dragging and dropping a representation of the device from the selection on a pull-down list to a representation of the whole print line. The ejection length, which is the page length multiplied by the number of pages needed to reach the next device plus 36 inches (914mm) between two printers for slack, is input.

The **Default Line** configuration is Xerox 495 Continuous Feed Duplex Printer in stand-alone mode.


## Creating or amending a print line

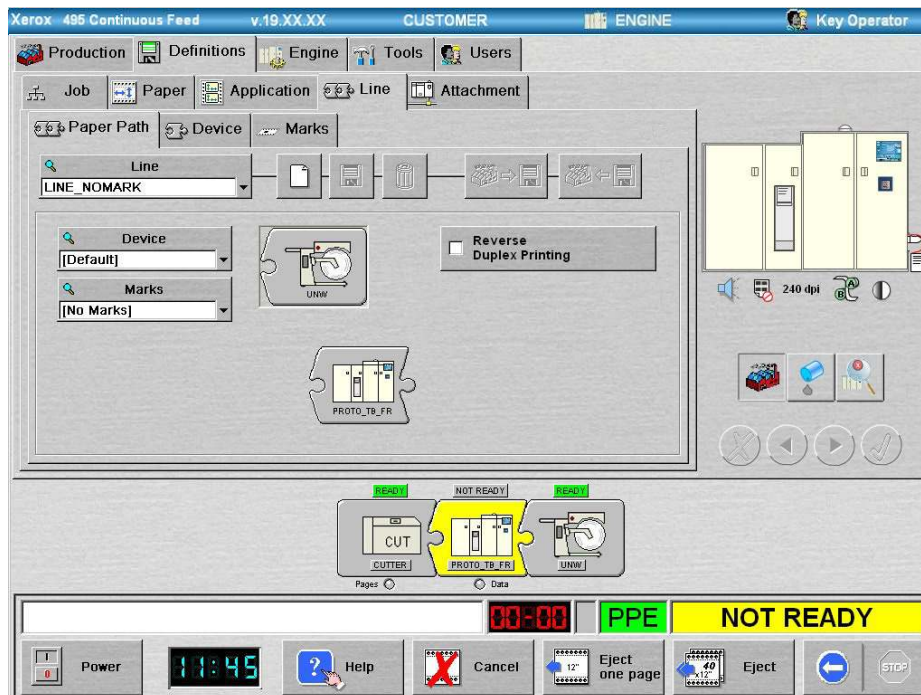
If any pre- or post-processing equipment is not ready, the printing system will not be started.

To define the print line:

1. Select the **Definitions** tab, the **Line** tab, then the **Paper Path** tab.

The Line screen groups the devices associated with the print line and also the ability to enter processing marks.

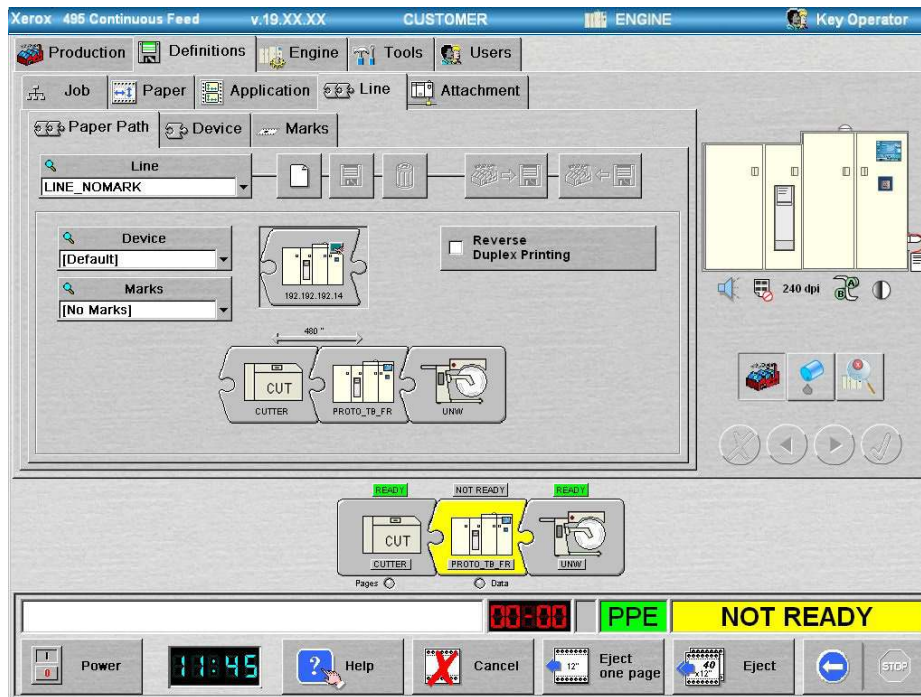
2. Press the  button to create a new line or choose an existing **Line** from the pull-down list.
3. Choose a **Device** from the pull-down list. A device icon is displayed beside the pull-down list.





4. Press on the device icon and, keeping your finger on the screen, drag it to the line representation being created.

The added device interlocks with the existing devices in the position chosen.



**Note:** You can only add the device to the appropriate end of the printer.

To delete an item from the line, drag the item from the line. The representation changes to a waste bin.

Drag the item to the waste bin to remove it from the line.

5. Enter the eject distance between devices, press the distance arrow and enter the new value through the keyboard.

To determine the eject distances:

- a. Load perforated paper on the entire print line.
  - b. For each device, count the number of sheets between devices.
  - c. Multiply this number by the distance between perforations.
  - d. When calculating the distance between the printer engines, add a further 36 inches (914mm).
  - e. This is the distance to enter.
6. Check the **Reverse Duplex Printing** box if it is necessary to print the back on the first marking unit and the front on the second (see "Front and back marking units" on page 2-2).
  7. If you are using a post-processing device that requires processing marks to be printed (a cutter for example), choose the appropriate marks from the **Marks** pull-down list. See "Defining processing marks" on page 24. for details of how to create processing marks.




8. Press the  button to save the current line.


The **Save** screen containing the list of existing lines is displayed.

9. For a new line, select the **Write Line As** field, enter a name for the line using the alphanumeric keyboard and press the **Enter** button.



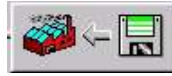
10. Press  on the **Save** screen.

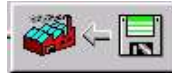


**Note:** When you press , you will be prompted to confirm whether you want to replace an existing definition if it already exists.

For immediate use the new definition will need to be exported to the Production screen where it will be selected (see below). Otherwise, the definition will be available the next time it is selected on the Production screen.

## Exporting a line definition to the Production screen



Press the  button to export the line definition to the current **Production** screen.

Exporting definitions will not be possible in the following situations:


- When the printer is set to **Ready**. The printer needs to be in a Not Ready state; otherwise the button is grayed out.
- When trying to export a definition that is no different to a definition of the same name already existing on the **Production** screen. In this case, the button is also grayed out. To be able to export a definition that has the same name as one already on the **Production** screen, you will need to have made changes to that definition.

## Deleting a line definition

### To delete a line definition:


1. Select the **Definitions** tab, then the **Line** tab.
2. Choose a **Line** from the pull-down list.




3. Press the  button to delete the line.

The **Delete** screen containing the list of existing lines is displayed.



Press  to delete the line or



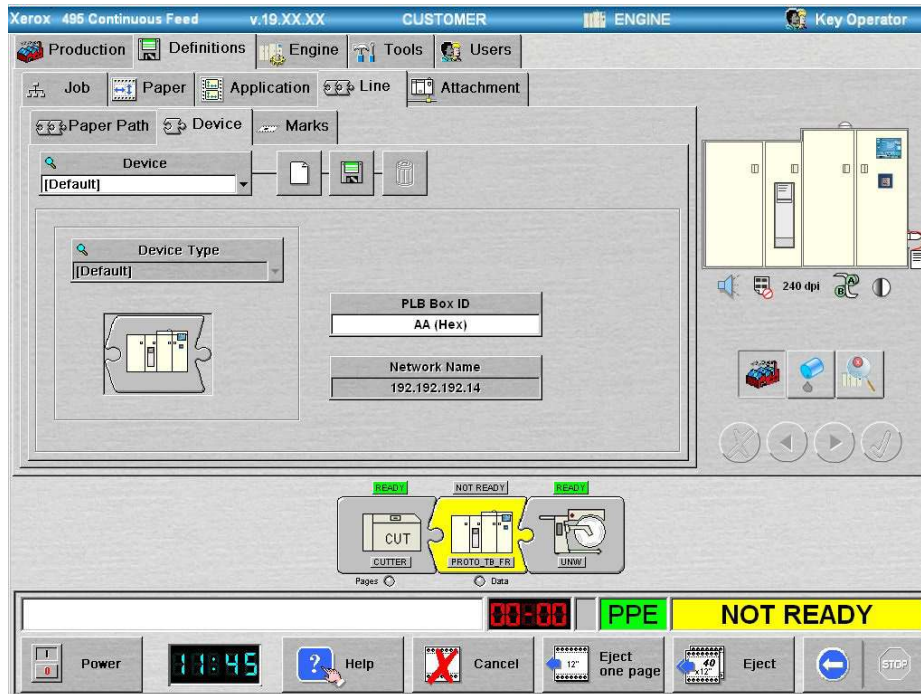
 to exit without deleting.

**Note:** You cannot delete the **Default Line**.

## Reviewing installed devices

You can review the settings for any device from the Device tab.

1. Select the **Definitions** tab, the **Line** tab, then the **Device** tab.
2. Choose a **Device** from the pull-down list.



Details of the device are shown on the screen.

**Note:** Only devices defined for your configuration are listed.

Once you have selected a device, the image changes and details of that device are displayed. These details include the network name, if a printer has been selected and the PLB address, if the device is connected to the Print Line Bus.


## Defining processing marks

Processing marks are required by some post-processing devices for synchronization. You can define the number of marks and the size and position of these marks for each side of the printed page. Refer to "Valid print area (VPA)" on page 7-37 before defining processing marks.

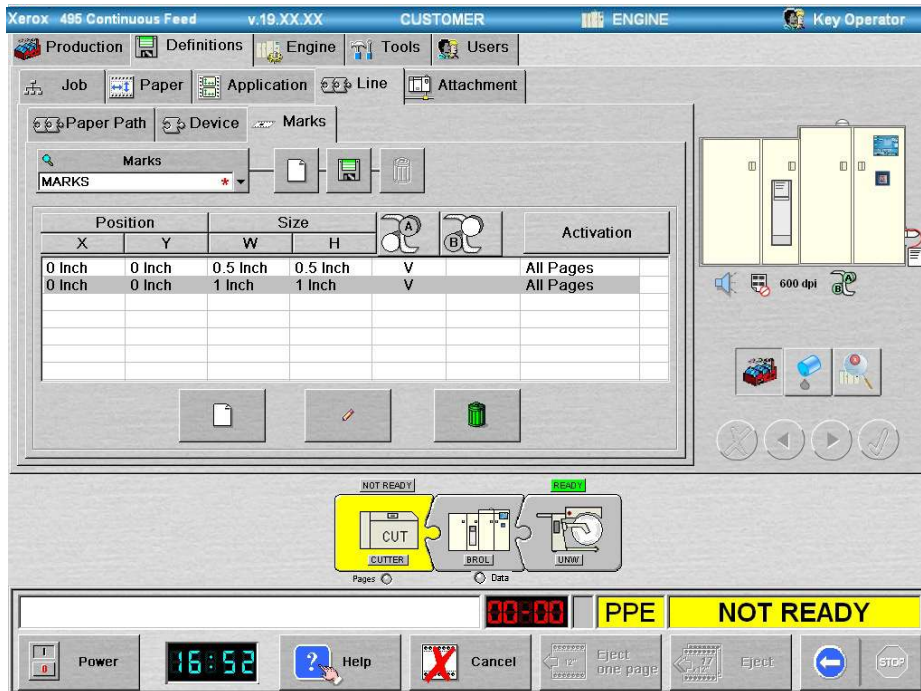
The exact specifications for these marks will be determined by the manufacturer of the post processing equipment.

**To create or amend processing marks:**

1. Select the **Definitions** tab, the **Line** tab, then the **Marks** tab.



2. Press the  button to create a new marks definition or choose

an existing **Marks** definition from the pull-down list.





A table showing details of the marks is shown on the screen.


- The X position is the distance from the edge of the paper nearest the front of the machine.
- The Y position is the distance from the leading edge of the paper.
- The W is the width of the mark measured from front to back of the machine. The maximum value is 18 inches (457.2mm).
- The H is the height of the mark in the paper movement direction. The maximum value is 18 inches (457.2 mm) or 14 inches (355.6 mm) if using the stacker.

- The columns identified by the side icons (front -  and back -  marking units ) show the side for which the settings have been made (see "Front and back marking units" on page 2-2).

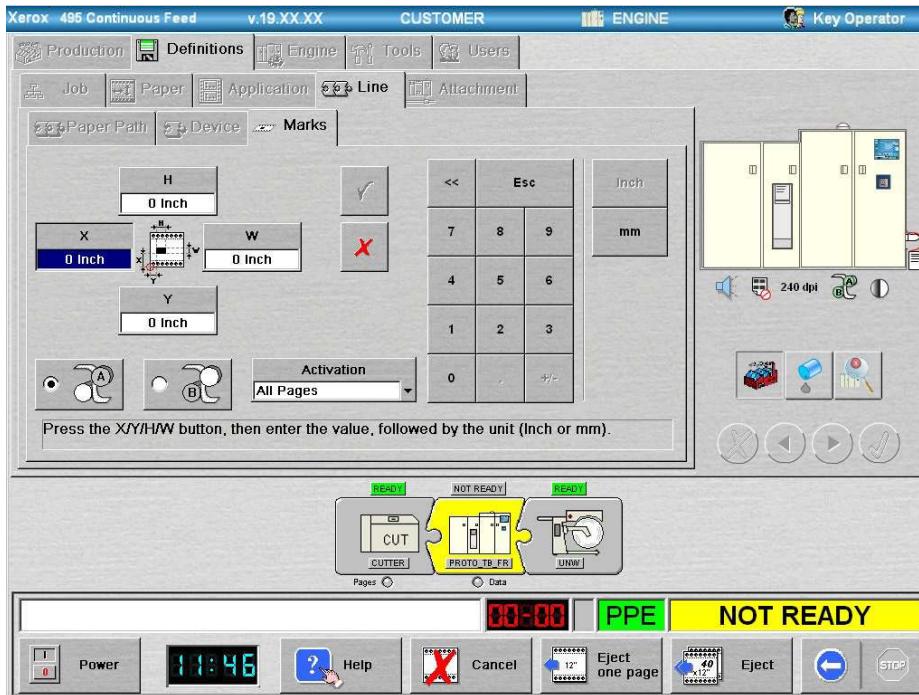
**Note:** If you specify the marks definition outside the printable area, you will fall into error. If you specify a value lower than 0.1mm, it defaults to 0mm.





- Press the  button to enter details of a new mark;

or highlight an entry in the table and press the  button to modify an existing mark;

or highlight an entry in the table and press the  button to delete an existing mark.

The marks entry screen is displayed.



4. Press the side icon, front -  or back-  (see "Front and back marking units" on page 2-2) on the lower left side of the tab window until the appropriate side is displayed (back is shown in the illustration above).
5. For each dimension, press the appropriate button and enter the value using the keypad.
6. Press the Inch or the mm buttons to choose the measurement units to be used (1 inch = 25.4mm).
7. Repeat steps 4 and 5 for the other side of the paper, if required.
8. Choose when the marks will be activated. The choices are:
  - Printed on **All Pages**.
  - Printed on **Alignment Pages** only.
  - Printed on receipt of an **AOS** command from the host.
  - Printed on **Job Pages**.
  - **Disabled**.
9. Press  to accept the details and return to the **Marks** tab.
10. Press the  button to save the marks definition.


The **Save** screen containing the list of existing marks is displayed.

11. For a new marks definition, select the **Write Marks As** field, enter a name for the marks using the alphanumeric keyboard and press the



**Enter** button.

12. Press  on the **Save** screen.


**Note:** When you press , you will be prompted to confirm whether you want to replace an existing definition if it already exists.

## Deleting a marks definition



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**To delete a marks definition:**

1. Select the **Definitions** tab, the **Line** tab, then the **Marks** tab.
2. Choose a **Marks** definition from the pull-down list.

3. Press the  button to delete the marks definition.

The **Delete** screen containing the list of existing marks definitions is

displayed. Press  to delete the definition or  to exit without deleting.

## Defining the attachment

There are two types of attachment, IBM Channel and TCP/IP.

**Note:** To define a Channel or TCP/IP attachment you must have the User status of Key Operator or higher. To define a File attachment, you must be a Maintenance or Support user.

An attachment definition determines the way in which the attached host system is connected.

### Creating or amending an IBM Channel attachment configuration

The Defaults for the **Channel** attachment configuration are as follows:

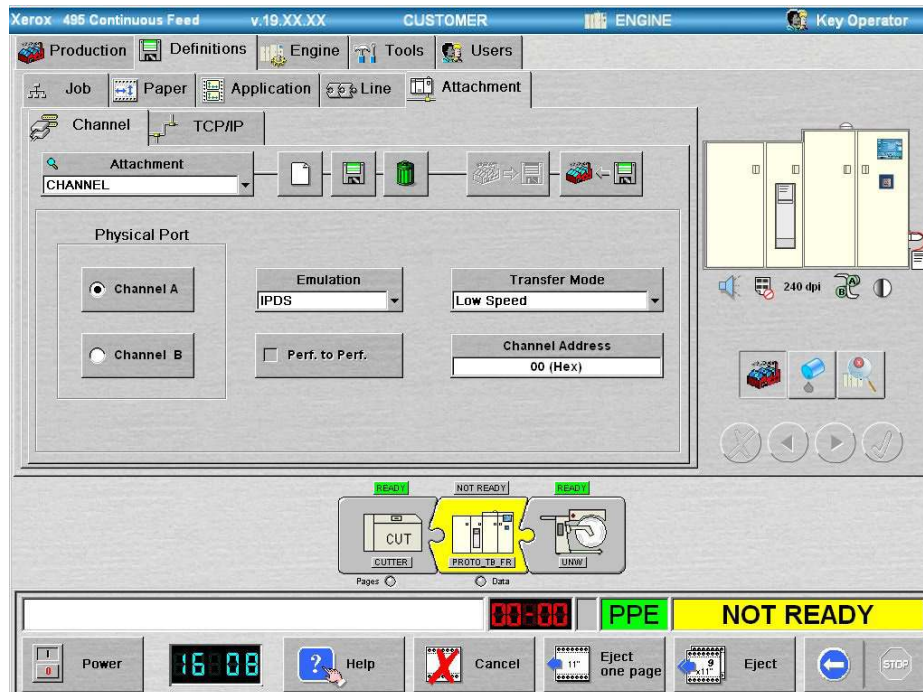
- **Emulation** pull-down list - IPDS
- **Physical Port** buttons - Channel A
- **Channel Address** field - 02
- **Transfer Mode** pull-down list - High Speed


**Note:** An asterisk (\*) is displayed to the right of the **Attachment** pull-down list for any modification made to any of the settings on the screen.

To create or amend an IBM Channel attachment:

1. Select the **Definitions** tab, the **Attachment** tab, then the **Channel** tab.

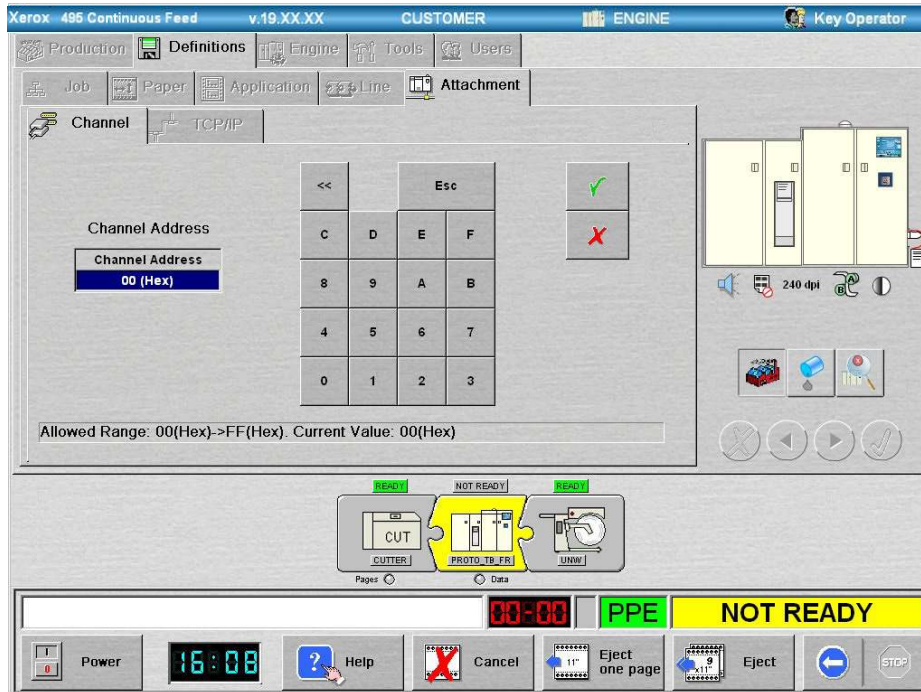
The **Channel** screen groups the IBM Channel host connection related settings.



2. Press the  button to create a new attachment or choose an existing **Attachment** from the pull-down list.


3. Press the **Physical Port** radio button corresponding to the system to which your printer is attached. This is Channel A or Channel B.
4. Select the required **Emulation** from the pull-down list.  
The current emulation is IPDS.
5. Press the **Channel Address** field.

A dialog box opens up.




6. Enter the physical address of the channel to which your printer is connected (from 00 to FF in hexadecimal) on the keyboard.



7. Press .
8. Select the **Transfer Mode** from the pull-down list. The current available transfer modes are:
  - Low Speed
  - High Speed
  - Data Streaming 1.1
  - Data Streaming 1.5
  - Data Streaming 3.0
  - Data Streaming 4.5





9. Press the  button to save the current line attachment.


The **Save** screen containing the list of existing attachments is displayed.

10. For a new attachment, select the **Write As** field, enter a name for the



attachment using the alphanumeric keyboard and press the  button.

11. Press  on the **Save** screen.

**Note:** When you press , you will be prompted to confirm whether you want to replace an existing definition if it already exists.

For immediate use the new definition will need to be exported to the Production screen where it will be selected (see "Exporting an attachment definition to the Production screen" on page 7-33). Otherwise, the definition will be available the next time it is selected on the Production screen.

## Creating or amending a TCP/IP attachment configuration

The Default for the **TCP/IP** attachment configuration is as follows:

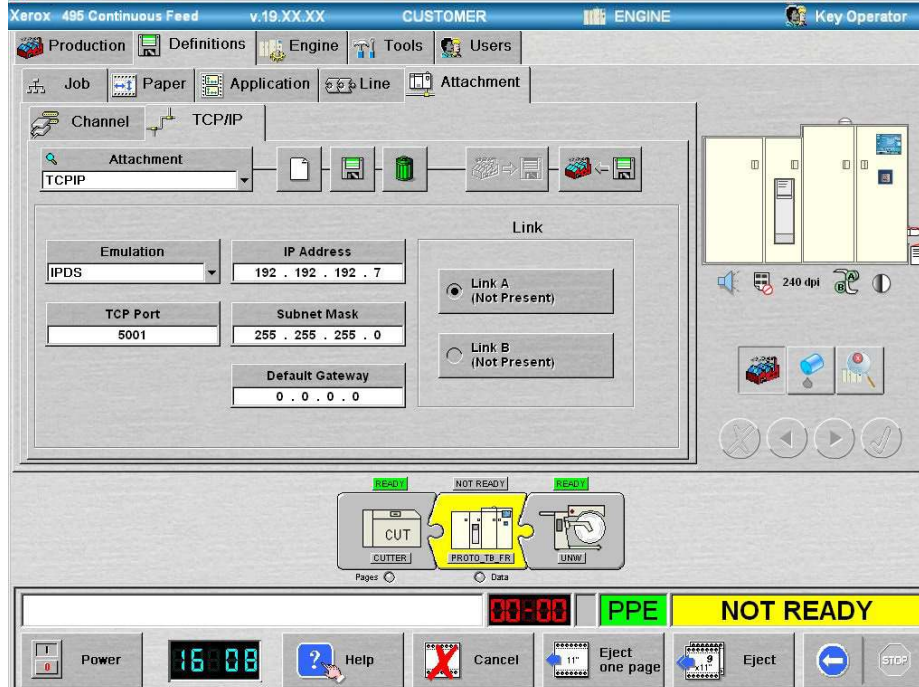
- **Emulation** pull-down list - IPDS


**Note:** An asterisk (\*) is displayed to the right of the **Attachment** pull-down list for any modification made to any of the settings on the screen.

To create or amend a TCP/IP attachment:

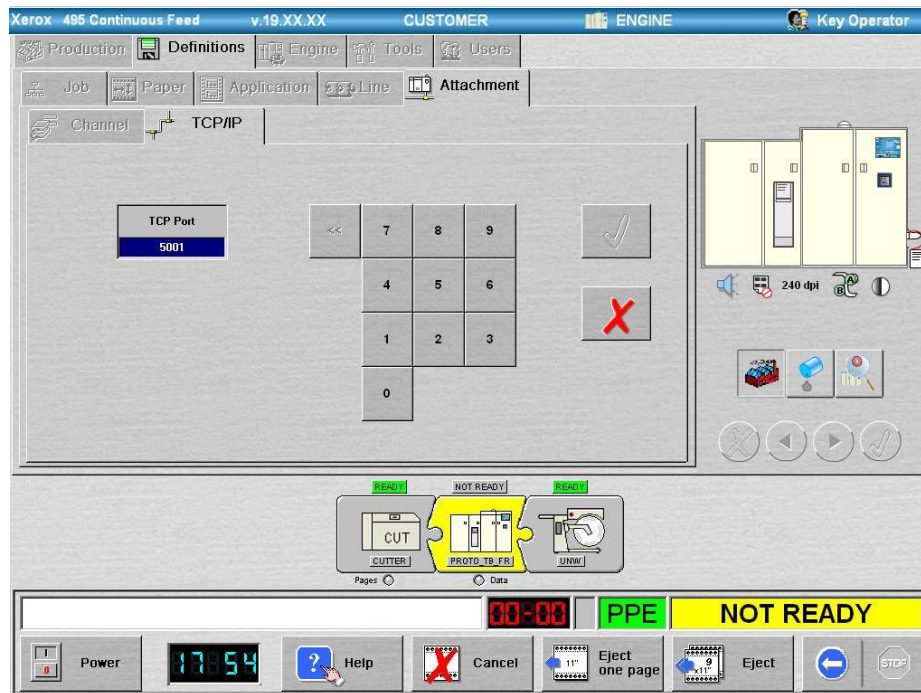
1. Select the **Definitions** tab, the **Attachment** tab, then the **TCP/IP** tab.

The **TCP/IP** screen groups the TCP/IP host connection related settings.



2. Press the  button to create a new attachment or choose an existing **Attachment** from the pull-down list.

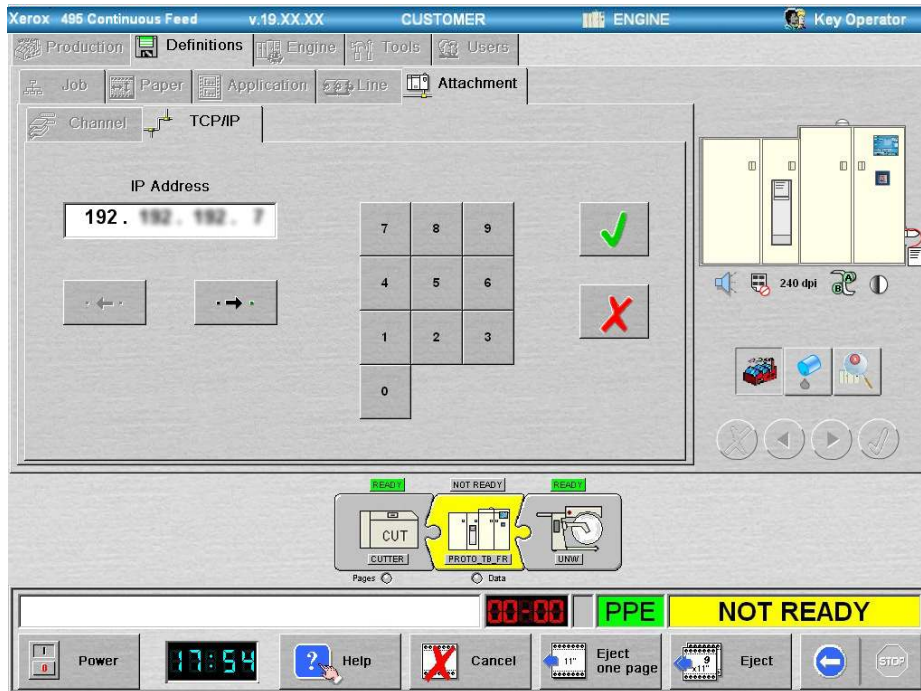
3. Select the required **Emulation** from the pull-down list.  
The current available emulation is IPDS.
4. Press the **TCP Port** field to insert a new port or leave the default one as it is.



5. Use the window keyboard to enter your selection then press .


**Note:** Steps 6 to 8 which set values for IP Address, Subnet Mask,

*Default Gateway fields will open up a dialog box upon selection.*



6. Press the **IP Address** field to insert a new address or leave as default.
7. Press the **Subnet Mask** field to insert a new mask or leave as default.
8. Press the **Default Gateway** field to insert a gateway or leave as default.
9. In the **Link** box, select the appropriate link. Select only the link that is currently indicated as "Present".




10. Press the  button to save the current line attachment.


The **Save** screen containing the list of existing attachments is displayed.

11. For a new attachment, select the **Write As** field, enter a name for the attachment using the alphanumeric keyboard and press the **Enter** button.



12. Press  on the **Save** screen.



**Note:** When you press , you will be prompted to confirm whether you want to replace an existing definition if it already exists.

For immediate use, export the new definition to the Production screen where it will be selected (see below). Otherwise, the definition will be available the next time it is selected on the Production screen.

## Copying an attachment definition

If you want a copy of the attachment definition, select an attachment definition on the Attachment tab and use the **Write As** feature to rename it.


The name of the selected definition will be displayed and highlighted.

To enter a new name, use the alphanumeric keyboard or press << to clear the field and enter the name.

To edit the displayed name, press < or > to place the cursor in the correct position and enter the new information using the alphanumeric keyboard.

## Exporting an attachment definition to the Production screen



Press the  button to export the attachment definition to the current **Production** screen.

Exporting definitions will not be possible in the following situations:

- When the printer is set to **Ready**. The printer needs to be in a Not Ready state; otherwise the button is grayed out.
- When trying to export a definition that is no different to a definition of the same name already existing on the **Production** screen. In this case, the button is also grayed out. To be able to export a definition that has the same name as one already on the **Production** screen, you will need to have made changes to that definition.

## Deleting an attachment definition



**To delete an attachment definition:**

1. Select the **Definitions** tab, the **Attachment** tab, then the appropriate type of attachment (**Channel** or **TCP/IP**) tab.
2. Choose an **Attachment** from the pull-down list.



3. Press the  button to delete the attachment.

The **Delete** screen containing the list of existing attachments is

displayed. Press  to delete the attachment or  to exit without deleting.

**Note:** You cannot delete the Default Attachment or an attachment definition in use within the Production screen.

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## Importing flash overlays

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A flash overlay is a bitmap image that will be placed in the same place on each printed page. Flash overlays can be imported from a CD. Once imported, they can be renamed or deleted from the system.

**Flash overlays can only be used in Line Mode (option) emulations.**

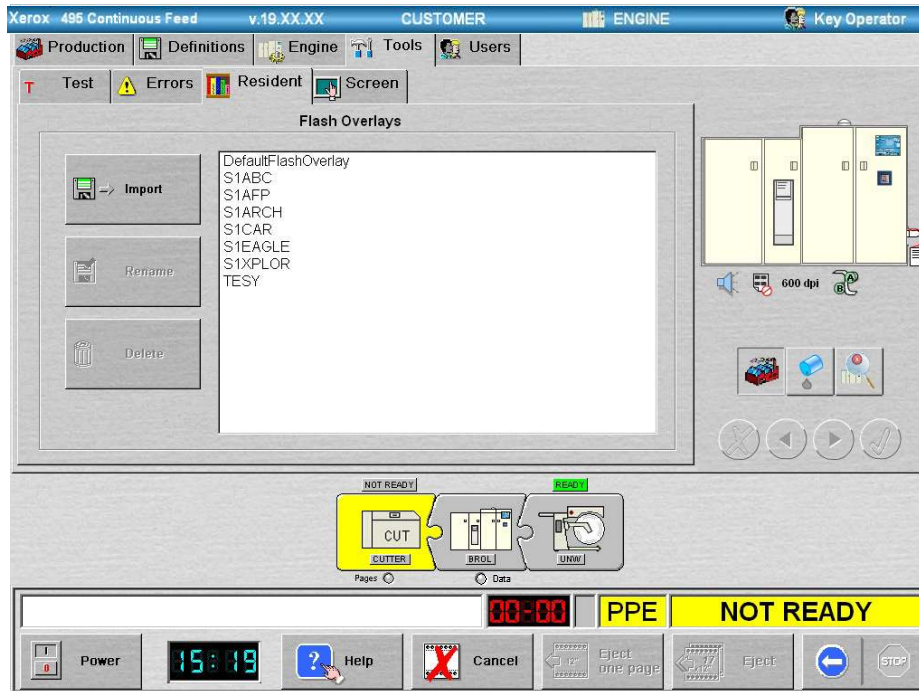
1. Open the left stacker door of the printer. A black blanking panel is located in front of the Stampa PC. This panel contains a small sliding door that, when opened, allows access to the CD-ROM drive of the Stampa PC.



2. Unscrew the top left screw of the sliding door and slide open.
3. Insert the CD into the CD-ROM drive on the Stampa PC.



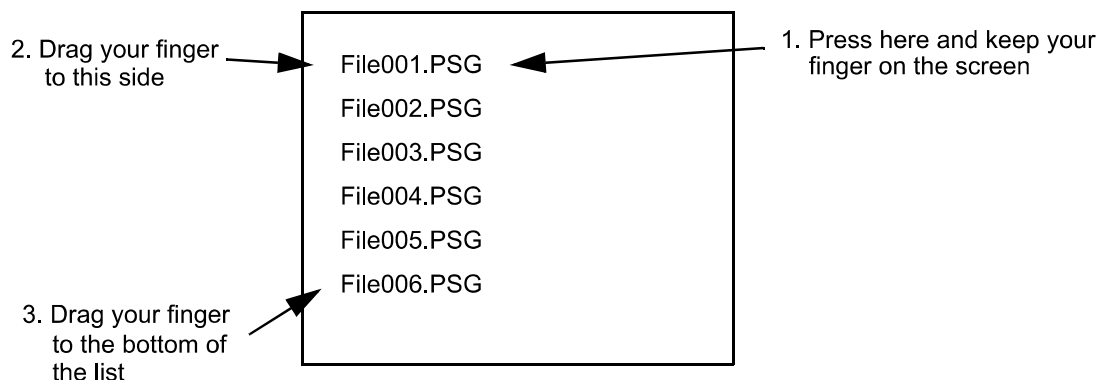
4. Select the **Tools** tab, then the **Resident** tab.



5. Press .

6. Navigate to where the overlays are located.  
7. Choose the overlays to import.

**Note:** You can select multiple files as long as they are consecutive. To do this, touch the screen to the right of the first file, keep your finger on the screen and drag it left across that file name. With your finger still on the screen, drag it down the list until all of the names are highlighted.



8. Press .

The files will be imported.

9. Remove the CD from the CD-ROM drive of the Stampa PC.
10. Move the sliding door back into place and fix the top left screw.
11. Close the left stacker door.

**To delete a flash overlay:**

1. Select the **Tools** tab, then the **Resident** tab.
2. Select the file that you want to delete.



3. Press .
4. Confirm the deletion.

**To rename a flash overlay:**

1. Select the **Tools** tab, then the **Resident** tab.
2. Select the file that you to rename.
3. Press the **Rename** button.
4. Enter the new name.




5. Press .

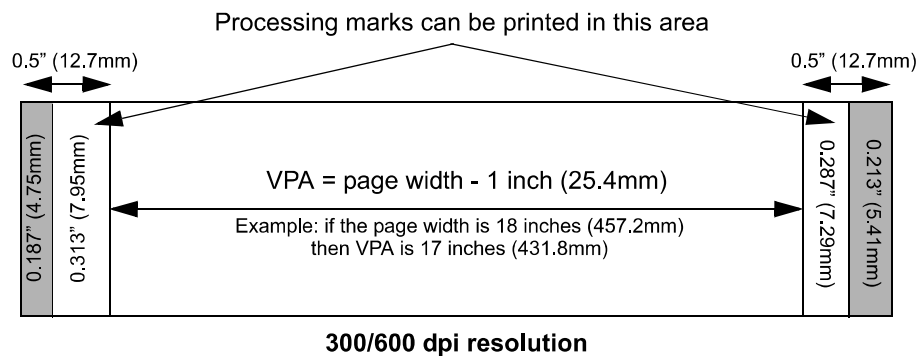
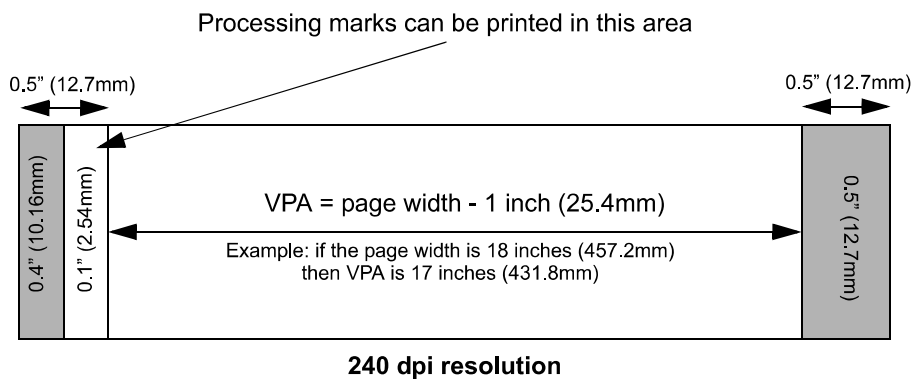
## Valid print area (VPA)

The data will be printed centrally on the page with a margin of 0.5 inches (12.7mm) either side. This is called the Valid Print Area (VPA).

If the page is offset in the **Notebook** or on the **Application > Offset** tab so that the data moves into the margin, the image will be clipped.

Processing marks can be placed outside the VPA with the following limitations

 Non-print area







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## 8. Performing routine maintenance

This chapter contains the routine maintenance procedures for the printer. The Operator tasks are listed on the next page with a cross reference to where the procedures for those tasks can be found.



### **WARNING**

**Operator tasks identified in this chapter should only be completed if the required training has been given to enable the tasks to be completed without risk or injury.**



### **WARNING**

**When completing any of the tasks in this chapter, observe all applicable warnings as indicated in the user precautions.**



### **WARNING**

**When the printer is ready, it is under the control of the attached host system and can start without warning.**

## Operator tasks

Operator tasks are as follows with the frequencies.

Items	Frequency
<b>As required for normal operation</b>	
Loading and removing the paper (see "Paper Loading" on page 5-3).	As required or with <b>Error Code</b> 01-01 or 02-01
Adjusting the print contrast (see "Adjusting print quality" on page 6-1).	At each operation
<b>Consumable replacement</b>	
Replacing the toner (see "Replacing the toner" on page 8-6).	<b>Error Codes</b> 04-01 or 04-02
Replacing the developer (see "Replacing the developer" on page 8-12).	<b>Error Code</b> 06-01 or 06-02
Replacing the roller unit (see "Replacing the roller unit" on page 8-13).	<b>Error Code</b> 03-01 or 03-03
Replacing the cleaner brush and blade (see "Replacing the cleaner brush and blade" on page 8-18).	<b>Error Code</b> 0A-03 or 0A-04
Replacing the toner collector (see "Replacing the toner collector" on page 8-24).	<b>Error Code</b> 05-01
Replacing the smoke filter (see "Replacing the smoke filter" on page 8-26).	<b>Error Code</b> 0B-01
<b>Checks and Cleaning</b>	
Checking the print quality (see "Checking printing" on page 5-14).	Weekly
Cleaning the machine (see "Cleaning the machine" on page 8-27).	Daily

---

## Ordering Supplies

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Various supplies are available for the printer.

To obtain supplies, contact your local Xerox office, giving your company name, the product number and its serial number.

Use the spaces below to keep a record of the telephone number and machine serial number.

Supplies Telephone Number:

.....

Serial Number:

.....

Only use Xerox 495 Continuous Feed Duplex Printer parts.

## Checking consumable use

The Consumables view provides details of the use of the printer's consumable items. Refer to the procedure in this Operator Guide to determine whether you are permitted to replace the item. If no procedure exists in this Guide, then it is not operator replaceable. The consumables that can be replaced are:

- Toner
- Developer
- Roller unit
- Kit (cleaner brush and blade)
- Toner collector
- Smoke filter

These items and other consumables may be operator replaceable in some markets and need be attended to when the appropriate **Error Code** appears.



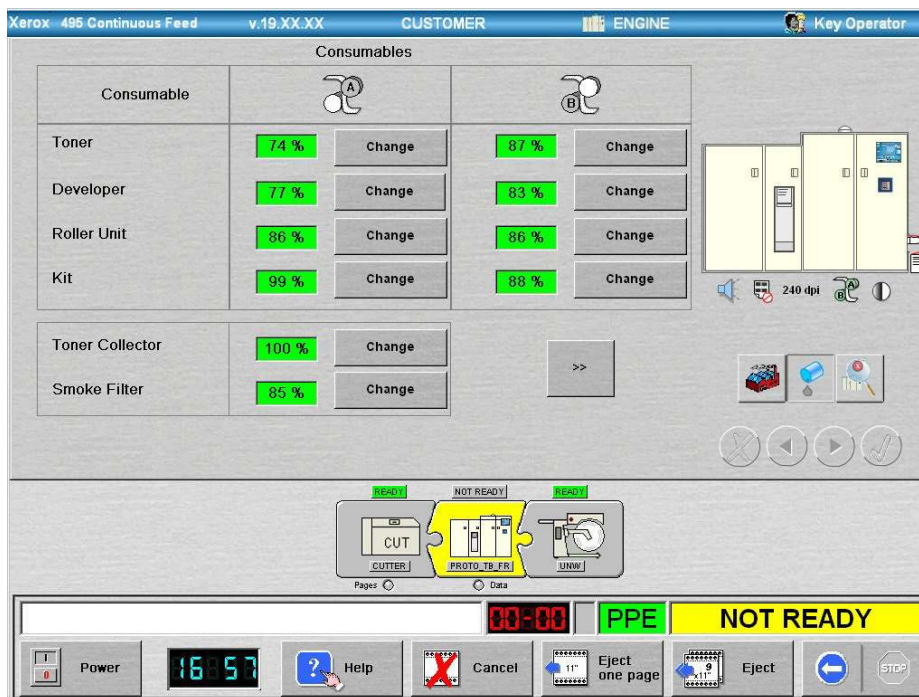
The button will flash when a consumable needs replacing.

A number of consumables can only be replaced by the service representative (see "Consumables view" on page 2-18).

### To check consumables usage:



1. Press the button to switch to the Consumables view.





The colour of the value box beside each consumable will change according to its current condition.

- **Green** - means that the consumable is in a start of life condition, or

there is sufficient life remaining.

- **Orange** - means that the consumable is nearing its end of life.
- **Red** - means that the life of the consumable has expired. An error message will be displayed and, to continue, you will have to replace the consumable.

When several consumables need to be changed simultaneously, there is no particular order for their replacement.

2. Press the **Change** button beside the consumable you wish to change to display that particular consumable replacement procedure.
3. For all consumables, **with the exception of the Developer**:
  - You are not required to proceed through the instructions, page-by-page, before confirming the consumable change. It is your choice to read the instructions.  
For example, if you have changed a particular consumable before, you can ignore the instructions and proceed directly with the change. All that the printer is waiting for is a final confirmation as to whether or not you have changed the consumable.
  - Confirm the change by pressing . This will return you to the Consumables view where the value box will be reset.
  - Cancel the change by pressing . This will return you to the Consumables view where the value box will not be reset.
  - To move forwards and backwards, page-to-page through the consumable change procedures, click the active "Next page" or "Previous page" links.

#### To change the Developer:

- You are required to proceed through the instructions, page-by-page, before confirming the Developer change. Once you begin the procedure, you will not be allowed to abort.
- There are 8 individual steps in the Developer replacement procedure all of which have to be carried out in order. This means that there are also 8 states for which the printer needs a confirmation before proceeding from step to step. If you miss a step but still confirm it, there may be an additional four steps that need to be completed to ensure that the procedure is complete.
- On pressing the button to confirm a step, you will move directly on to the next step in the procedure. At the end, you will return to the Consumables view where the value box will be reset.
- On pressing the button to cancel a step, you will return to the last step of the procedure that wasn't completed. Powering ON/OFF the machine will not break this procedure. On powering ON, you will still return to the last step of the procedure that wasn't completed.

## Replacing the toner

An error **Code 04-01** or **04-02** is displayed and the patrol lamp flashes green and yellow when a toner reservoir is low. The code is displayed for both front and back toner reservoirs

**Note:** Do not add toner if the printer does not require it.



### CAUTION

Keep toner away from your eyes or mouth. If the toner gets on your skin during replacement, immediately wash it off. Prolonged inhalation of excessive amounts of toner particles may cause lung damage. If this occurs, consult a doctor immediately.




### CAUTION

If you should get toner on your clothes, brush it off and wash the item in cold water. DO NOT use hot water or dry cleaning as this may make the mark permanent.

**Note:** Never re-use waste toner. Particles of paper are mixed in with it and this could cause printing problems and result in premature wear.

## Replacing Toner [Ka]

To replace the toner for the front marking unit, proceed as follows:

1. Press the  button to switch to the consumables view which shows the usage of all consumables and press the **Change** button beside **Toner [Ka]** in the **Front** box.

The consumables replacement screen for Toner [Ka] will be displayed.

2. Open the right and left printer doors.
3. Check that the Toner [Ka] LED is flashing.

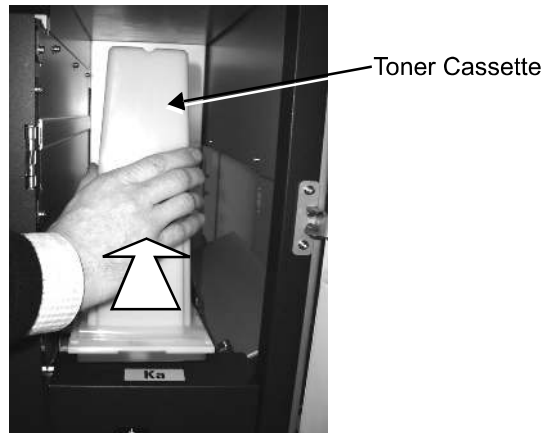


Toner Entry Port [Ka]

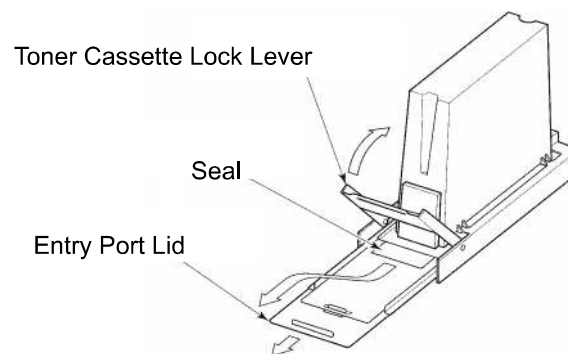
Toner Cassette Receptacle

4. Slide the toner cassette into the groove of the toner cassette

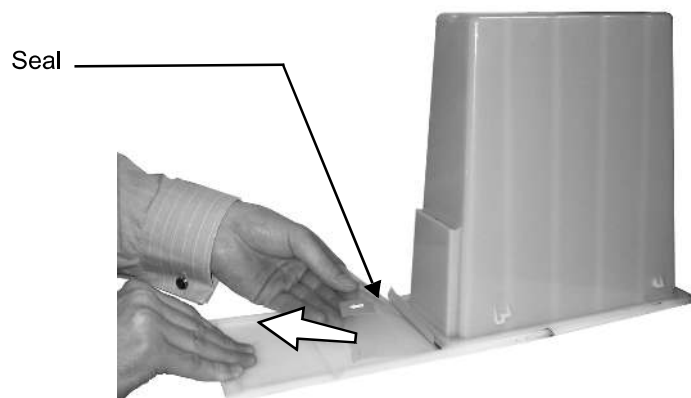
receptacle and push it in fully.



5. Lift the toner cassette lock lever to secure the toner cassette.



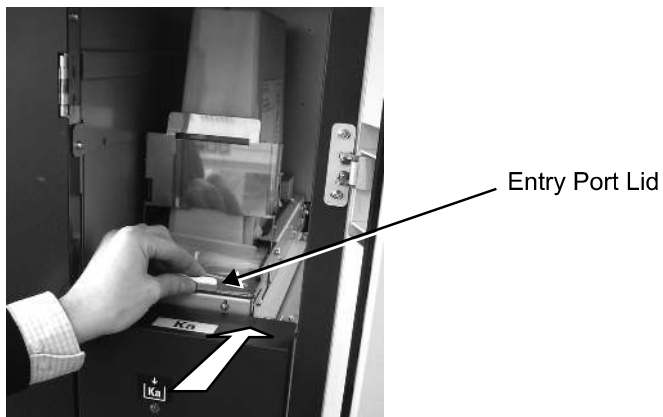
6. Pull out the entry port lid.
7. Slowly pull forward the seal at the lower part of the toner cassette to remove it from the cassette.



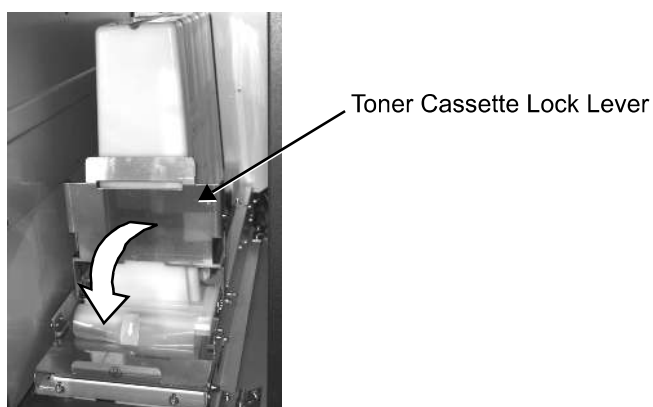
8. Check that the toner has totally dropped and that the seal did not break.



9. Push in the entry port lid fully.



10. Lower the toner cassette lock lever.




11. Remove the empty toner cassette by sliding it back out of the toner cassette holder.




**Note:** Keep the empty toner cassette and use it at a later stage as a toner collector.

12. Close the left and right printer doors.

13. Press the  button on right of the touch screen to confirm the change and to return to the consumables view.

## Replacing Toner [Kb]

To replace the toner for the back marking unit, proceed as follows:

1. Press the  button to switch to the consumables view which shows the usage of all consumables and press the **Change** button beside **Toner [Kb]** in the **Back** box.

The consumables replacement screen for Toner [Kb] will be displayed.

2. Open the right and left printer doors.
3. Check that the Toner [Kb] LED is flashing.



Toner Entry Port [Kb]

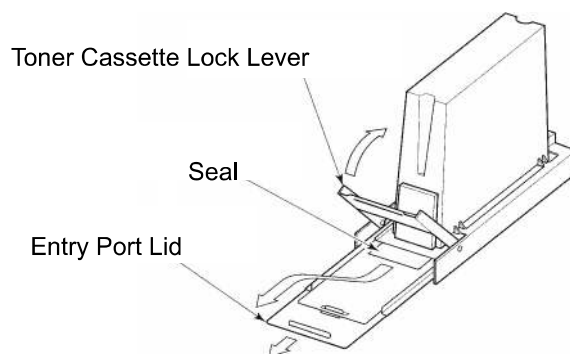
Toner Cassette Receptacle

4. Slide the toner cassette into the groove of the toner cassette receptacle and push it in fully.

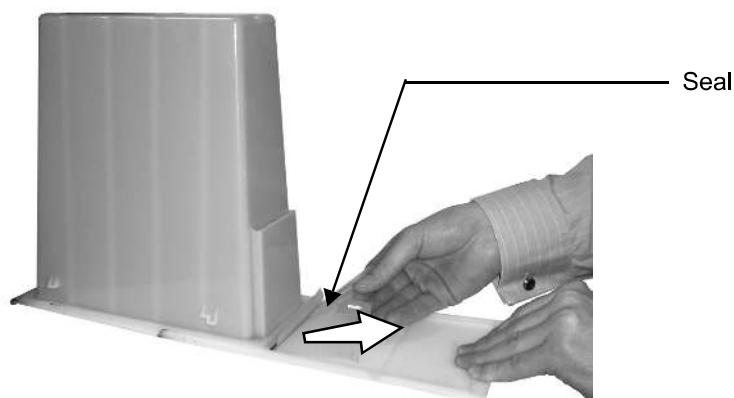


Toner Cassette

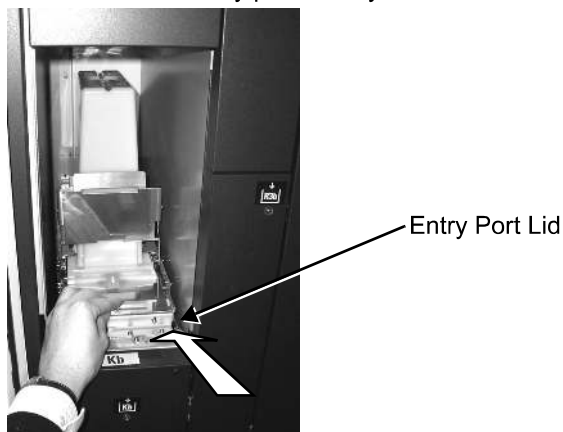
5. Lift the toner cassette lock lever to secure the toner cassette.



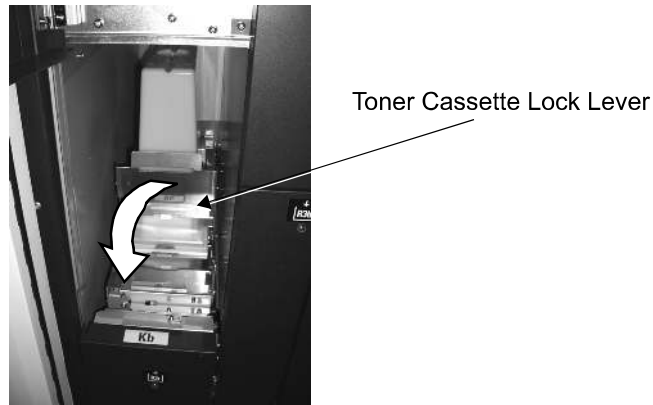
6. Pull out the entry port lid.
7. Slowly pull forward the seal at the lower part of the toner cassette to remove it from the cassette.



8. Check that the toner has totally dropped and that the seal did not break.
9. Push in the entry port lid fully.



10. Lower the toner cassette lock lever.




11. Remove the empty toner cassette by sliding it back out of the toner cassette holder.



**Note:** Keep the empty toner cassette and use it at a later stage as a toner collector.

12. Close the right front door of the printer.

13. Press the  button on the right of the touch screen to confirm the change and to return to the consumables view.

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## Replacing the developer

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There is a counter linked to developer life. An **Error Code 06-01** or **06-02** is automatically displayed when the counter reaches its theoretical replacement value.

As a rule, you should only change the developer when the **Error Code** is displayed. However, if a particular application requires better print quality, you can change the developer before its normal end of life by following the same procedure.

**Note:** *Only use new developer. Re-using a developer that has already been used can causes poor print quality and problems with the print process settings.*




### CAUTION

*Keep developer away from your eyes or mouth. If the developer gets on your skin during replacement, immediately wash it off. Make sure that the developer does not get in your eyes or mouth. If this occurs, consult a doctor immediately.*

**Important Note:** *Replacing developer requires you to perform the procedures in the correct order and to confirm that key steps have been carried out. The instructions are provided at the touch screen where confirmation is made.*

**To replace the developer, proceed as follows:**



1. Press the  button to switch to the consumables view which shows the usage of all consumables.
2. Press the **Change** button beside **Developer** in the appropriate box, Front or Back.

The developer replacement screen for the selected developer change (front or back) will be displayed.

3. Follow the instructions on the touch screen.

## Replacing the roller unit

There is a counter linked to the life of both roller A and roller B. An **Error Code 03-01** or **03-03** is automatically displayed when either roller reaches its theoretical replacement value.

Do not damage the guide roller surface of the roller unit. The roller unit is a guide roller with a cleaner. The guide roller surface has a special coating. Damaging the surface may result in dirty printing. Handle the roller unit with great care.




### CAUTION

*Keep toner away from your eyes or mouth. If the toner gets on your skin during replacement, immediately wash it off. Prolonged inhalation of excessive amounts of toner particles may cause lung damage. If this occurs, consult a doctor immediately.*

**Note:** *If you should get toner on your clothes, brush it off and wash the item in cold water. DO NOT use hot water or dry cleaning as this may make the mark permanent.*

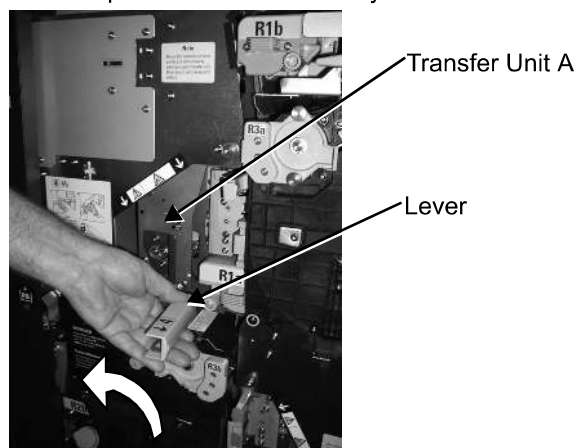
## Replacing Roller unit A[R1a]

To replace Roller unit A[R1a], proceed as follows:

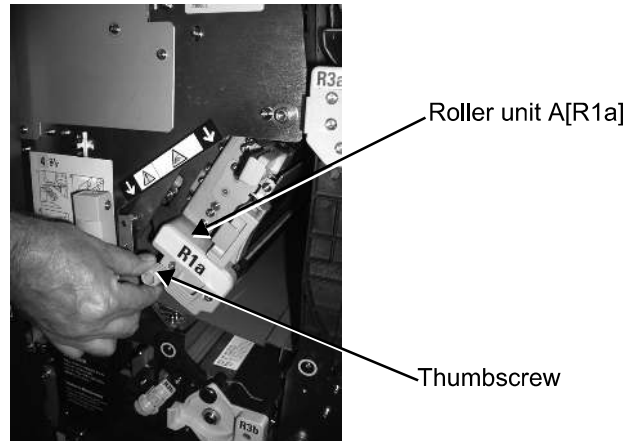
1. Press the  button to switch to the consumables view which shows the usage of all consumables and press the **Change** button beside Roller unit A[R1a] in the **Front** box.

The consumables replacement screen for Roller unit A[R1a] will be displayed.

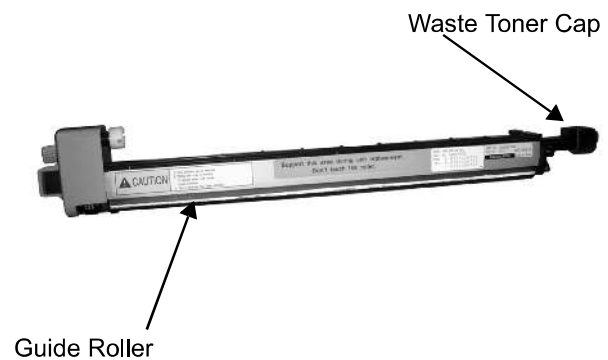
2. Open the right and left printer doors and the internal door.
3. Pull out the lever of transfer unit A and lift it counter-clockwise to open the transfer unit fully.



4. Loosen the thumbscrew on the left of Roller unit A[R1a].



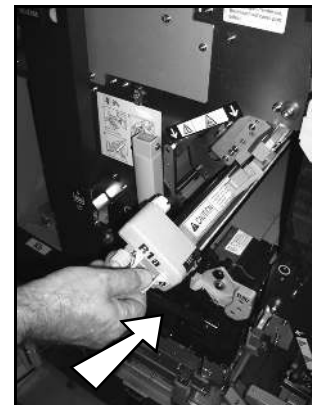
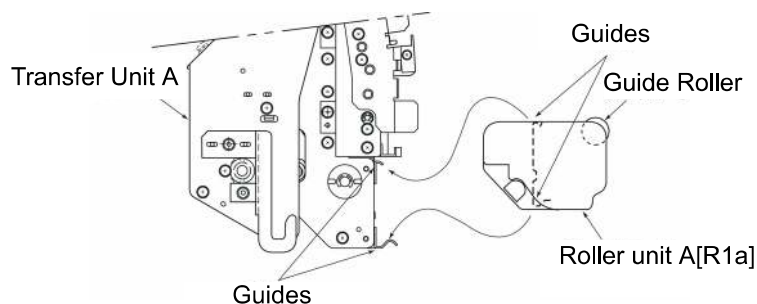
5. Grasp the handle of Roller unit A[R1a] and pull the unit out fully.



### CAUTION

*Do not touch the waste toner cap of the roller unit, as it may open and cause the toner to scatter.*

6. Line up the guides of the new roller unit with those of the transfer unit and insert the roller unit fully.

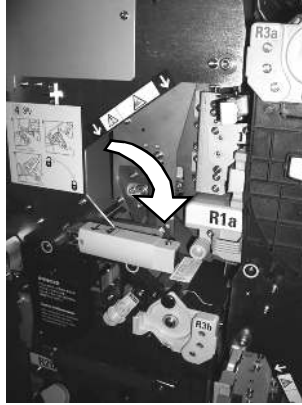





**CAUTION**

*Do not damage the guide roller of the new roller unit.*


7. Tighten the thumbscrew to secure the unit.
8. Turn the lever of transfer unit A in a clockwise direction to close the transfer unit, and then push the handle in.



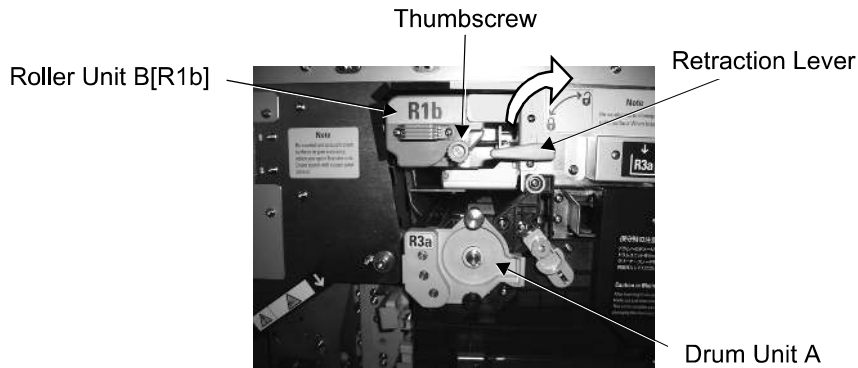
9. Close the internal door and the right and left printer doors.
10. Press the  button on the right of the touch screen to confirm the change and to return to the consumables view.

## Replacing Roller unit B[R1b]

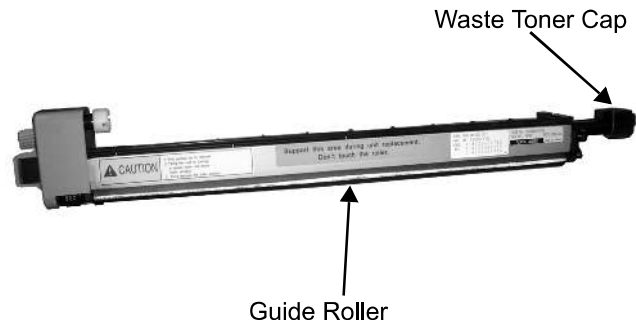
**To replace roller unit B[R1b], proceed as follows:**

1. Press the  button to switch to the consumables view which shows the usage of all consumables and press the **Change** button beside **Roller Unit B[R1b]** in the **Back** box.  
The consumables replacement screen for roller unit B[R1b] will be displayed.
2. Open the right and left printer doors and the internal door.
3. Turn the green retraction lever of roller unit B[R1b] in a 90 degrees

clockwise direction, to open the Roller Unit B[R1b] fully.



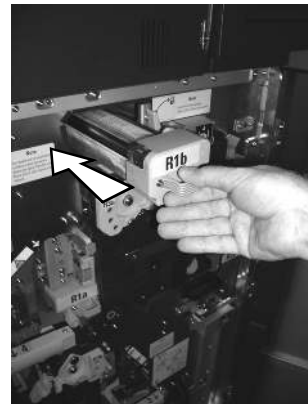
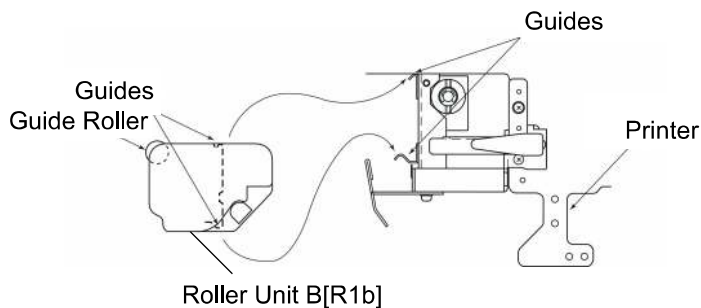
4. Loosen the green thumbscrew on the right of roller unit B[R1b].
5. Grasp the handle of roller unit B[R1b] and pull the unit out fully.



### CAUTION

*Do not touch the waste toner cap of the roller unit, as it may open and cause the toner to scatter.*

6. Insert the roller unit fully.




**CAUTION**

*Do not to damage the guide roller of the new roller unit.*

7. Tighten the thumbscrew to secure the unit.



8. Turn the retraction lever of roller unit B[R1b] in a 90 degrees counter-clockwise direction, to return the unit to the set position.
9. Close the internal door and the right and left printer doors.
10. Press the  button on right of the touch screen to confirm the change and to return to the consumables view.

## Replacing the cleaner brush and blade

There is a counter linked to the cleaning brush and blade life. An **Error Code 0A-03** or **0A-04** is automatically displayed when the counter reaches its theoretical replacement value.




### CAUTION

*Keep toner away from your eyes or mouth. If the toner gets on your skin during replacement, immediately wash it off. Prolonged inhalation of excessive amounts of toner particles may cause lung damage. If this occurs, consult a doctor immediately.*

**Note:** *If you should get toner on your clothes, brush it off and wash the item in cold water. DO NOT use hot water or dry cleaning as this may make the mark permanent.*

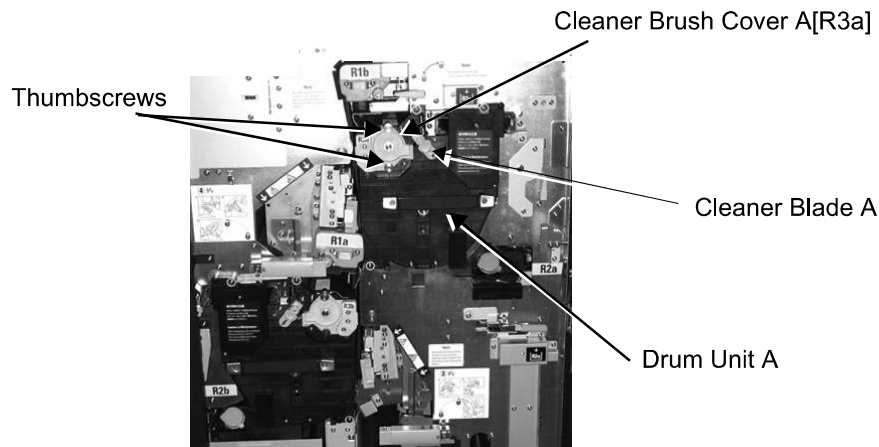
## Replacing kit A[R3a]

To replace cleaner brush and blade kit A[R3a], proceed as follows:

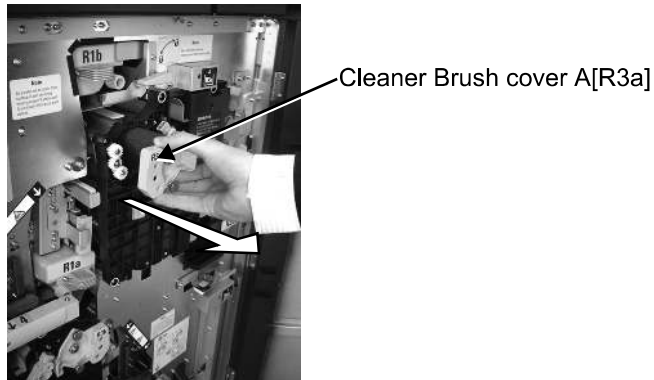
1. Press the  button to switch to the consumables view which shows the usage of all consumables and press the **Change** button beside **Kit A[R3a]** in the **Front** box.

The consumables replacement screen for Kit A[R3a] will be displayed.

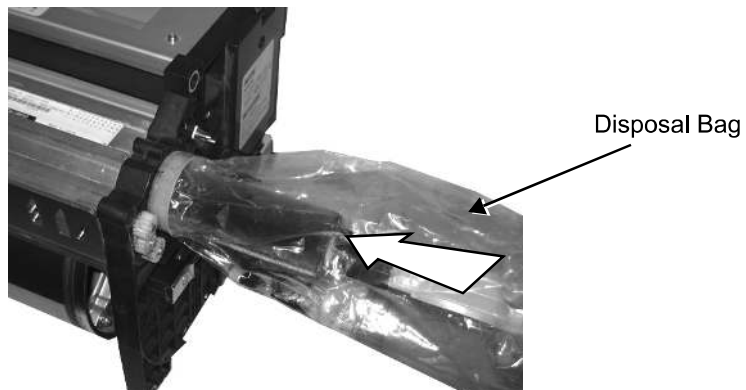
2. Open the right and left printer doors.
3. Check that the Kit A[R3a] LED is flashing.
4. Open the internal door.
5. Loosen the two thumbscrews at cleaner brush cover A[R3a].



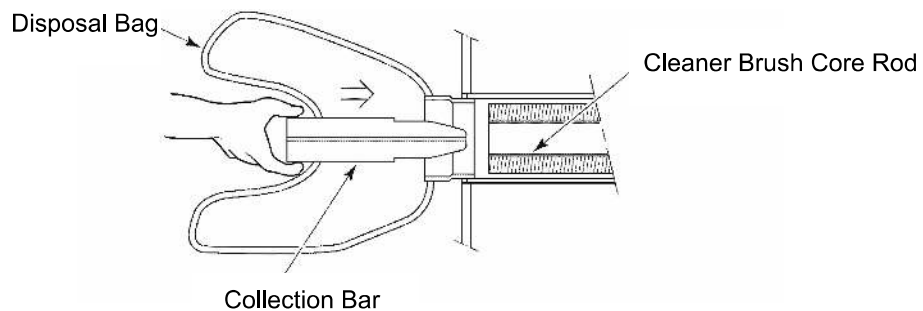
6. Remove the cover and store it temporarily in a safe place.



7. Place the disposal bag (attached to kit A[R3a]) at the entry of the cleaner brush slot.

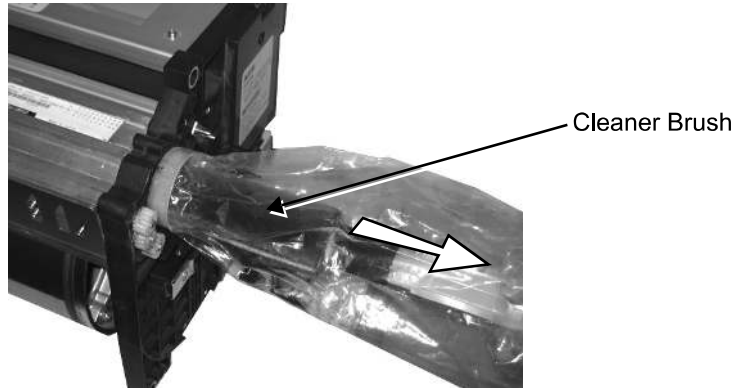


8. Hold the collection bar bonded inside the bag and push it into the cleaner brush core rod.



9. Extract the collection bar gradually, along with the cleaner brush, to

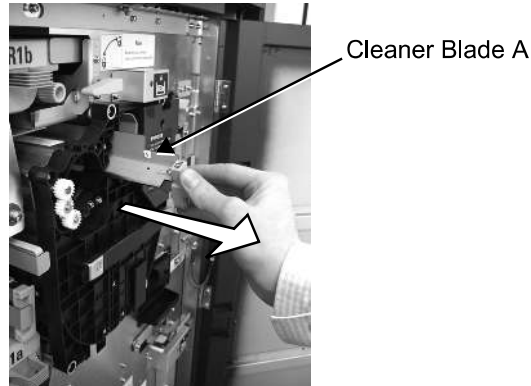
gather the toner into the disposal bag.



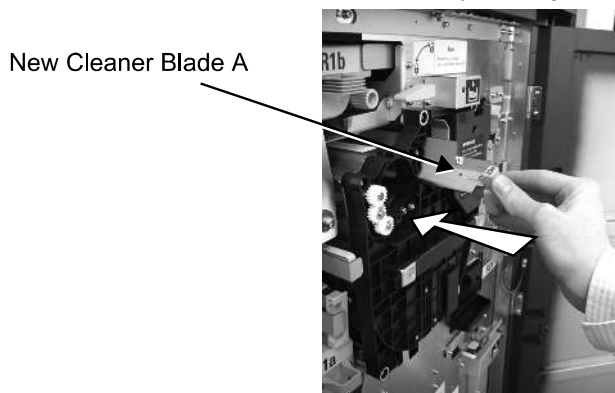
10. Remove the mouth of the disposal bag from the brush slot.

11. Hold the handle of the new cleaner brush and insert the brush fully into the brush slot.

12. Hold the knob of cleaner blade A and pull it towards you.



13. Insert the new cleaner blade A, making sure that is positioned correctly in the guides.




### CAUTION

*Do not wipe the white powder from the cleaner blade.*


14. Attach cleaner brush cover A[R3a] and tighten the thumbscrews to secure.

15. Close the internal door, then the left and right printer doors.

16. Press the  button on the right of the touch screen to confirm the change and to return to the consumables view.

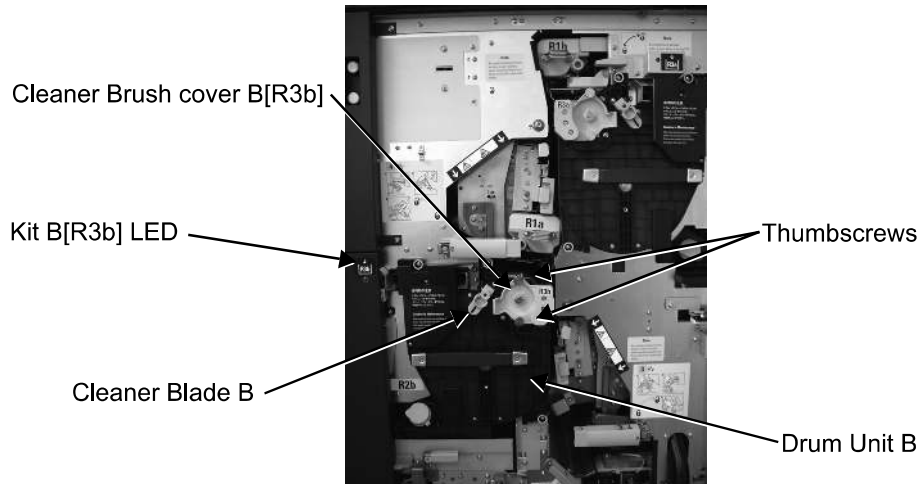
## Replacing kit B[R3b]

**To replace cleaner brush and blade kit B[R3b], proceed as follows:**

1. Press the  button to switch to the consumables view which shows the usage of all consumables and press the **Change** button beside **Kit B[R3b]** in the **Back** box.

The consumables replacement screen for Kit B[R3b] will be displayed.

2. Open the right and left printer doors.
3. Check that the Kit B[R3b] LED is flashing.
4. Open the internal door.
5. Loosen the two thumbscrews at cleaner brush cover B[R3b].



6. Remove the cover and store it temporarily in a safe place.

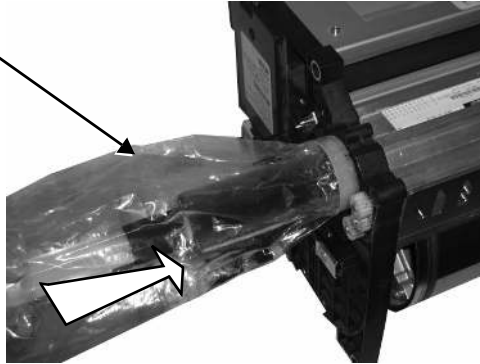


7. Place the disposal bag (attached to kit B[R3b]) at the entry of the



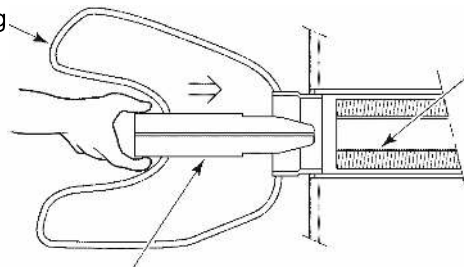
cleaner brush slot.

Disposal Bag



8. Hold the collection bar bonded inside the bag and push it into the cleaner brush core rod.

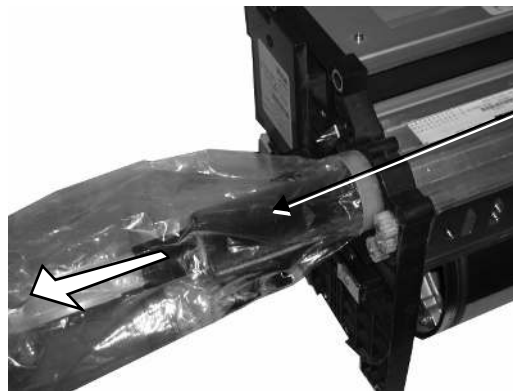
Disposal Bag



Cleaner Brush Core Rod

Collection Bar

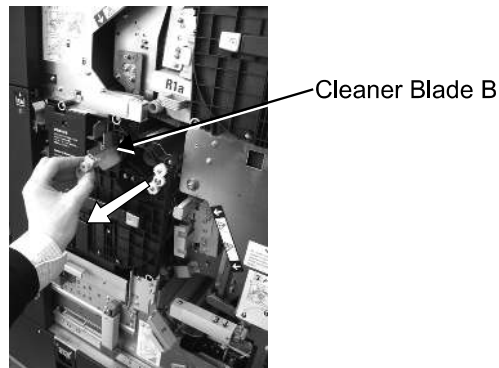
9. Extract the collection bar gradually, along with the cleaner brush, to gather the toner into the disposal bag.



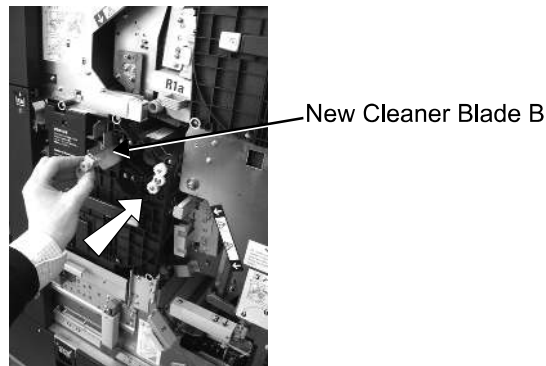
Cleaner Brush

10. Remove the mouth of the disposal bag from the brush slot.
11. Hold the handle of the new cleaner brush and insert the brush fully into the brush slot.


12. Hold the knob of cleaner blade B and pull it towards you.



13. Insert the new cleaner blade B, keeping it making sure that is positioned correctly in the guides.

**CAUTION**

*Do not wipe the white powder from the cleaner blade.*

14. Attach cleaner brush cover B[R3b] and tighten the thumbscrews to secure.
15. Close the internal door, then the left and right printer doors.
16. Press the  button on the right of the touch screen to confirm the change and to return to the consumables view.

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## Replacing the toner collector

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The toner collector must be replaced when **Error Code 05-01** is displayed.




### CAUTION

*Keep toner away from your eyes or mouth. If the toner gets on your skin during replacement, immediately wash it off. Prolonged inhalation of excessive amounts of toner particles may cause lung damage. If this occurs, consult a doctor immediately.*

**Note:** *If you should get toner on your clothes, brush it off and wash the item in cold water. DO NOT use hot water or dry cleaning as this may make the mark permanent.*

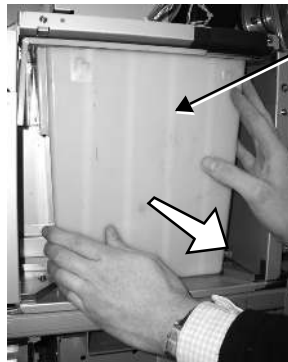
**To replace the toner collector, proceed as follows:**



1. Press the  button to switch to the consumables view which shows the usage of all consumables and press the **Change** button beside **Toner Collector**.

The consumables replacement screen for the toner collector will be displayed.

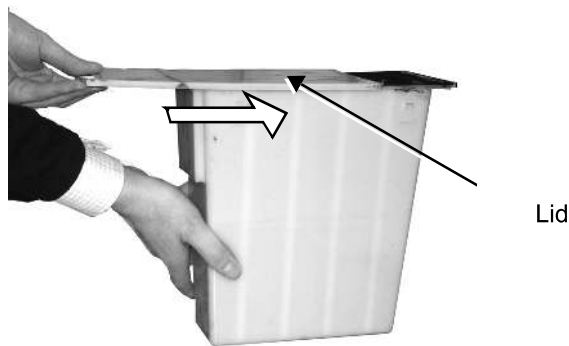
2. Open the waste toner collector door at the rear of the printer.



Toner Collector

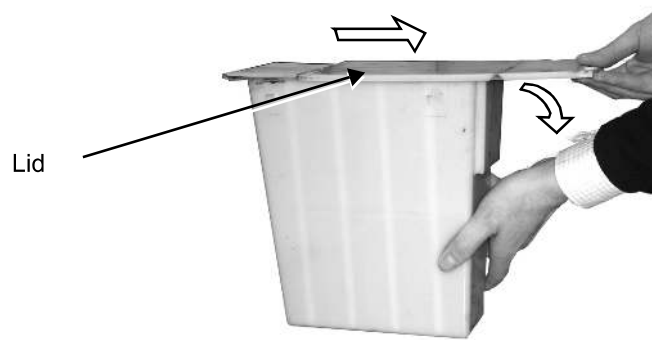
3. Hold both sides of the toner collector and pull the collector towards you.

4. Slide the lid of the toner collector to close.



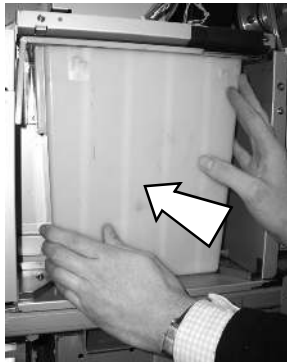
5. Discard the toner collector using the attached vinyl bag.

6. Slide the lid of the new toner collector to open.




7. Bend the ledge of the lid at the notch.

8. Attach the new toner collector by sliding it slowly into place.



**Note:** Whenever you replenish the toner, keep the empty toner cassette to use as a toner collector.

9. Close the waste toner collector door.

10. Press the  button on the right of the touch screen to confirm the change and to return to the consumables view.


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## Replacing the smoke filter

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The smoke filter must be replaced when **Error Code 0B-01** is displayed.

**To replace the smoke filter, proceed as follows:**

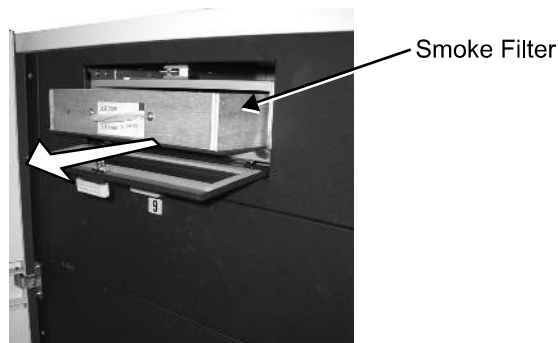
1. Press the  button to switch to the consumables view which shows the usage of all consumables and press the **Change** button beside **Smoke Filter**.


The consumables replacement screen for the smoke filter will be displayed.

2. Open the left stacker door.
3. Open the smoke filter door.



4. Hold the handle of the smoke filter and pull forward to extract it.



5. Insert a new smoke filter with the face up.
6. Close the smoke filter door and the left stacker door.
7. Press the  button on the right of the touch screen to confirm the change and to return to the consumables view.

## Cleaning the machine

Three areas of the machine should be cleaned on a regular basis. These are:

- The fuser glass (front and back).
- The Toner supply and collector areas.
- The touch screen.

### The fuser glass (front and back)

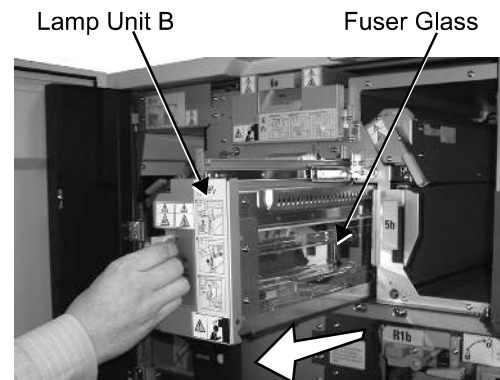
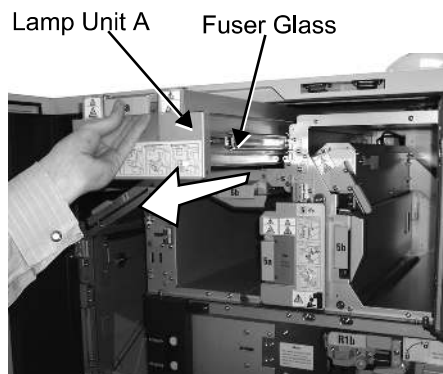
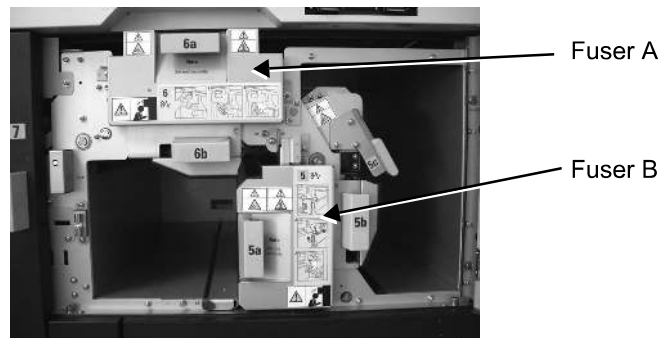
The fuser glass should be cleaned periodically because poor fusing or dirty background may occur if the glass is dirty. In addition toner particles may adhere to the glass during printing. Check the fuser glass before work and clean it if necessary. If a paper jam occurs, clean the glass each time.

#### Handling notes:

- *Be careful not to break the glass.*
- *The lamp goes out at power-off. Start cleaning after the lamp has completely cooled down.*

#### To clean the fuser glass:

1. Open the right and left printer doors.
2. Open the Fuser Door.
3. Extract the fuser A or B lamp unit.



4. Remove each lamp unit by pulling it towards you.
5. Check that the fuser glass and paper transport path are not dirty. If

necessary, remove toner from the glass with the resin scraper provided. If the glass is too dirty to clean, call for service.

6. Push the lamp unit in completely.
7. Close the Fuser Door, then the right and left printer doors.

## The Toner supply and collector areas

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If the toner has scattered during toner replenishment or collection, wipe the toner off with a non-woven cloth or use a vacuum cleaner.



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### CAUTION

*If you should get toner on your clothes, brush it off and wash the item in cold water. DO NOT use hot water or dry cleaning as this may make the mark permanent.*