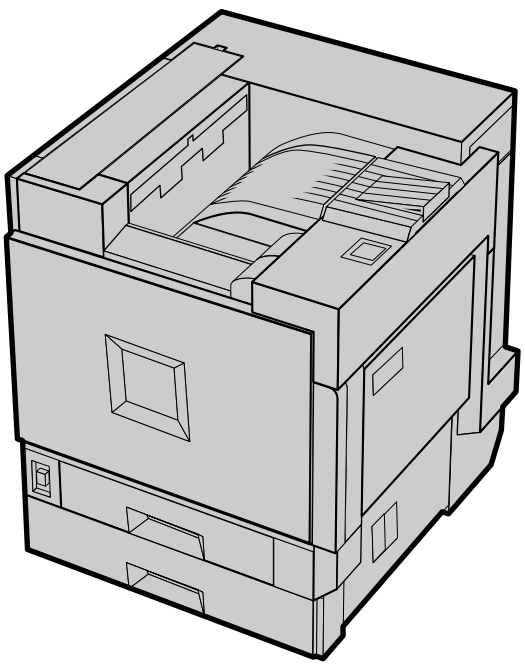
Operating Instructions

Maintenance Guide 1



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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Trademarks

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Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows ® 2000 Professional
- Microsoft® Windows ® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

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Safety Information

When using your printer, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:***
  - ***You spill something into the equipment.***
  - ***You suspect that your equipment needs service or repair.***
  - ***Your equipment's cover has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer or at appropriate collection sites.***
- ***Dispose of the used toner cartridge in accordance with the local regulation.***

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⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

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ENERGY STAR Program

As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

❖ Low-power Mode (Energy Saver mode)

This printer automatically lowers its power consumption 60 minutes after the last operation has been completed. To exit Low-power (Energy Saver) mode, press any key on the operation panel. For details about how to configure Energy Saver mode, see "*Making Printer Settings with the Operation Panel*" in Administrator Reference 2 as a PDF file on the CD-ROM.

❖ Specifications

Energy Saver mode	Power Consumption	45 W or less
	Default Time	60 minutes
	Recovery Time	120 seconds or less

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How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】
Keys built into the machine's operation panel.

Keys on the computer's keyboard.

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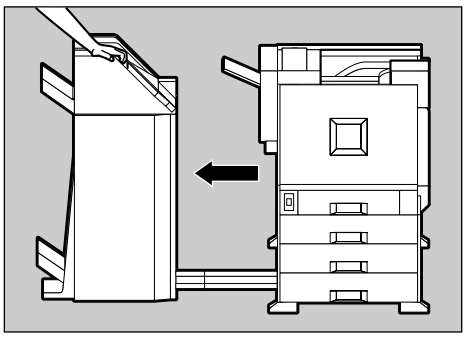
1. Replacing Consumables and Maintenance Kit

Detaching the SR770 (2 Tray Finisher)

There are times when you might have to detach the 2 Tray Finisher from the printer to remove misfed paper. This section describes how to detach the 2 Tray Finisher.

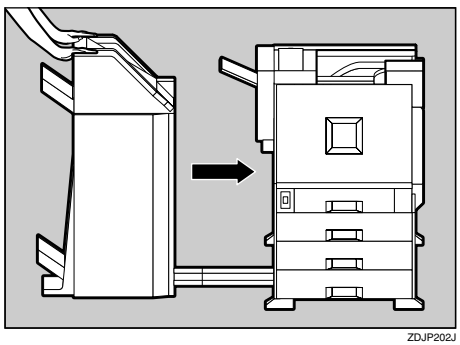
1 **Hold the handle at the top of the 2 Tray Finisher firmly with one hand, pull the 2 Tray Finisher straight out, and let go when it stops.**



ZDJP201J

The 2 Tray Finisher is detached from the printer.

2 **Use both hands to push it straight back in, and let go when it clicks into place.**



ZDJP202J

The 2 Tray Finisher is reattached to the printer.

Important

❒ Be sure to attach the 2 Tray Finisher to the printer after closing the Duplex Reversal Unit. See P.2 *"Opening and Closing the Duplex Reversal Unit"*.

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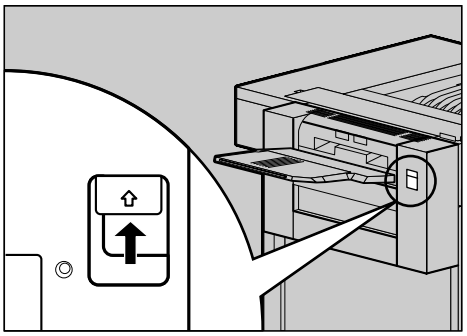
Opening and Closing the Duplex Reversal Unit

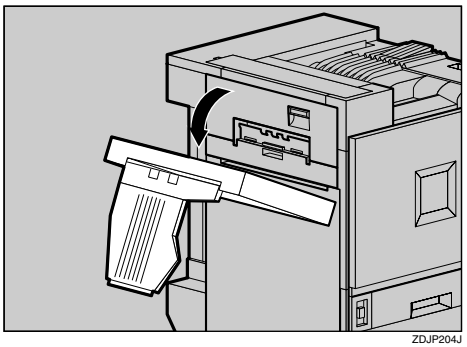
There are times when you might have to detach the Duplex Reversal Unit to remove misfed paper. This section describes how to detach the Duplex Reversal Unit.

1 Push up the lock release button and keep it in place.



ZDJP203J

2 Lower the Duplex Reversal Unit slowly until it stops.



ZDJP204J

Important

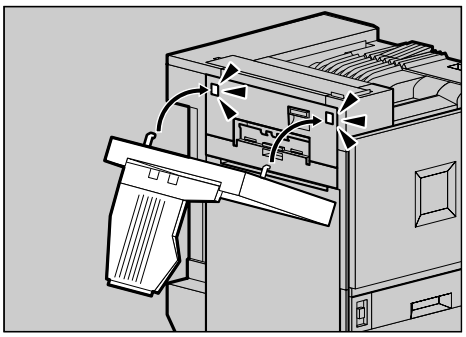
❒ Open the Duplex Reversal Unit after detaching the 2 Tray Finisher from the printer. See P.1 *"Detaching the SR770 (2 Tray Finisher)"*.

Note

❒ You do not have to remove the External Tray even if the 2 Tray Finisher is attached.

The Duplex Reversal Unit is opened.

3 Raise the Duplex Reversal Unit slowly with both hands, and push it in until it clicks into place.



ZDJP205J

The Duplex Reversal Unit is closed.

Important

❒ Attach the Duplex Reversal Unit after closing the upper left cover of the printer.

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Replacing the Toner Cartridge

⚠ ***WARNING:***

- ***Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame. Disposal should take place at an authorized dealer or an appropriate collection site. If you dispose of the used toner cartridges yourself, dispose of them according to local regulations.***

⚠ ***CAUTION:***

- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Touching a "hot surface" could result in a burn.*
- *Keep toner (used or unused) and the toner cartridge out of reach of children.*
- *Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those provided by an authorized dealer.*

Note

❒ The actual number of printed pages will differ depending on the paper type, size, contents and settings. For more information, see P.50 *"Toner cartridge"*.

If "Add Toner" appears on the panel display, replace the toner cartridge.

```
Add Toner
XXX
```

or

```
Add Toner
XXX/XXX
```

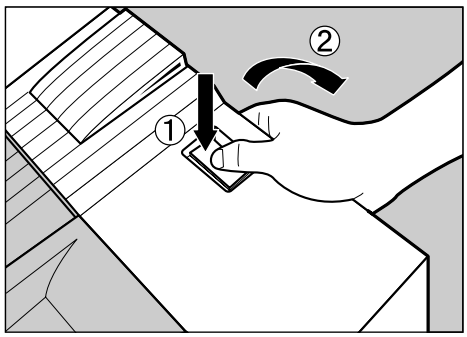
Note

❒ A combination of one to four colors, yellow, magenta, cyan, black, is displayed in "XXX".

❒ If cyan or magenta or yellow toner runs out, you can print in black and white mode using the black toner. Change the color mode setting to "Black and White" from the printer driver .

❒ If black toner runs out, printing is not possible until the black toner cartridge is replaced.

1 While pushing the lock button on the upper right cover of the printer (①), open the upper right cover (②).



ZDJT006J

From the end, the toner cartridges are installed in the order of magenta (M), cyan (C), yellow (Y), and black (K).

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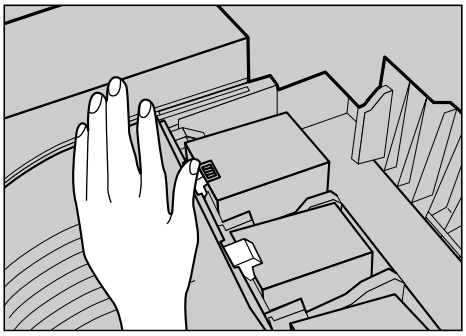
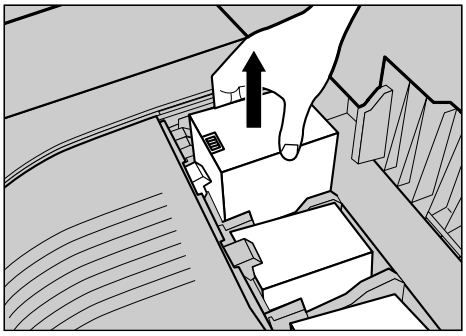
2 Remove the toner cartridge for the color you want to replace.

❶ Unhook the green hook on the toner cartridge with one hand.



ZDJT999J

❷ Holding the toner cartridge with the other hand, pull out the cartridge up slowly.

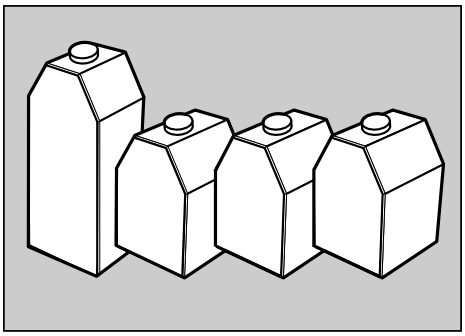


ZDJT201J

Important

❒ Do not shake the removed toner cartridge. The remaining toner might scatter.

3 Take out a new toner cartridge from the box.

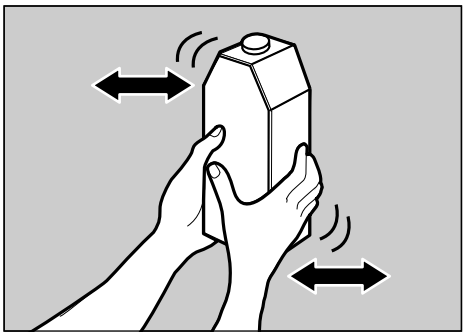


ZDJT202J

Note

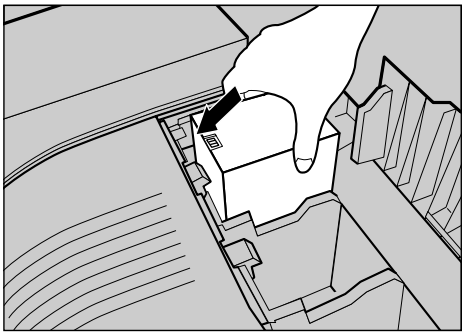
❒ The black toner cartridge contains more than the other toner cartridges.

4 Shake the toner cartridge back and forth 5-6 times.



ZDJT203J

5 Holding the toner cartridge with the metal contact area in front, attach in the direction of the arrow.



ZDJT004J

Important

❒ Do not touch the metal contact point with your fingers.

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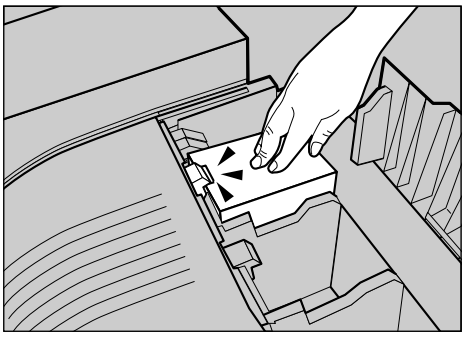
6 **Insert the toner cartridge slowly until the green hook snaps on the metal contact area.**

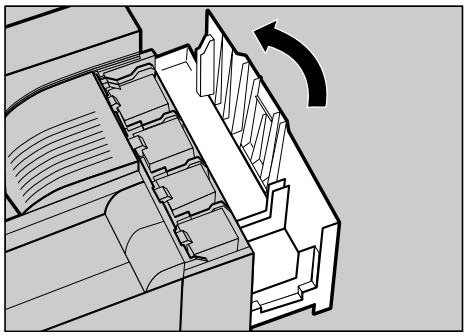


ZDJT005J

Important

❒ Do not install and remove the toner cartridges over and over. This could result in a toner leak.

7 **Close the upper right cover.**



ZDJH042J

The following message appears on the panel display. Please wait a while.

```
Loading Toner...
```

Important

❒ Do not turn off the power switch during "Loading Toner..." appears on the panel display to avoid a printer malfunction.

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Replacing the Fuser Oil Unit

1

⚠ *CAUTION:*

- *The Fusing Unit becomes very hot. When installing the new Fuser Oil Unit, turn off the printer and wait about an hour. After that, install the new Fusing Unit. Not waiting for the unit to cool down can result in a burn.*

If "Replace Fuser Oil Unit (TypeG)" appears on the panel display, replace the Fuser Oil Unit.

```
Replace Fuser
Oil Unit (TypeG)
```

1 Turn off the power switch and unplug the power cable.

Important

❒ Be sure to wait about an hour to prevent a burn.

2 If 2 Tray Finisher is installed, detach it from the printer.

Reference

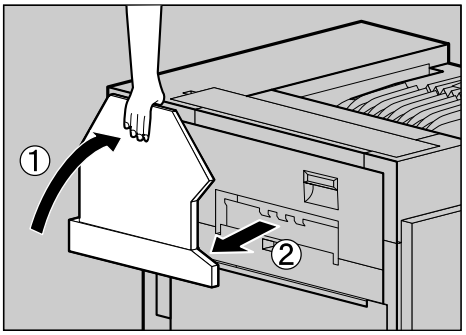
See P.1 *"Detaching the SR770 (2 Tray Finisher)"*

3 If the Duplex Unit is installed, open the Duplex Reversal Unit.

Reference

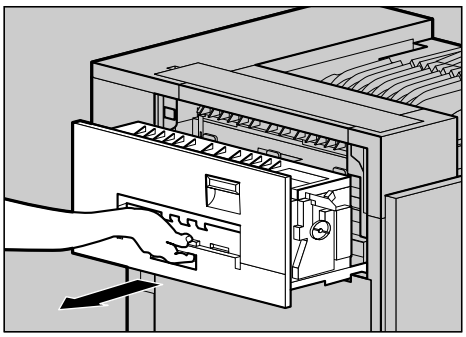
See P.2 *"Opening and Closing the Duplex Reversal Unit"*

4 If the External Tray is attached to the printer, raise it in the direction of the arrow (①), and remove it (②).



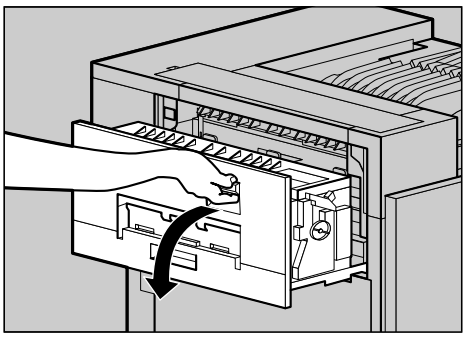
ZDJP038J

5 Pull out the left cover of the printer slowly.



ZDJH047J

6 Open the upper left cover.



ZDJH048J

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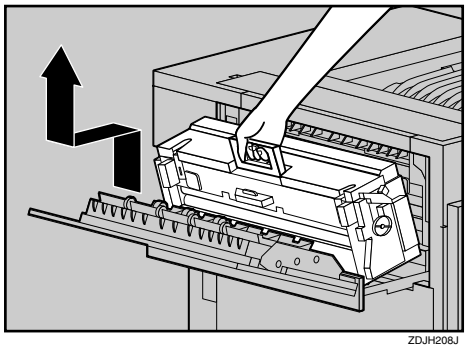
7 **Holding the green handle, pull up the Fusing Unit slowly in the direction of the arrow.**



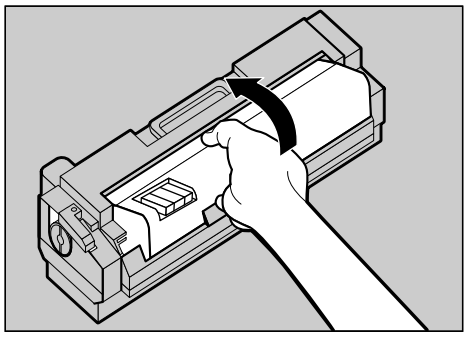
ZDJH208J

Important

❒ Do not touch any areas other than the handle.

8 **Put the removed Fusing Unit in a stable and level place.**

9 **Lift the Fuser Oil Unit in the direction of the arrow to remove it, and put it in a stable and level place.**



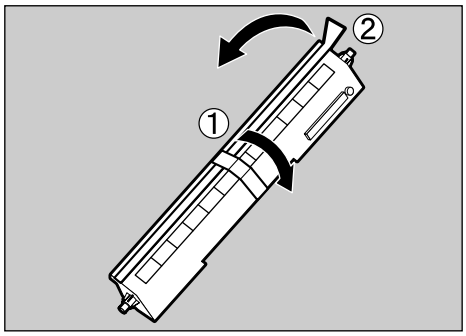
ZDJH052E

Important

❒ Do not touch inside of the Fusing Unit.

❒ Be careful no to touch the area other than the shown in the illustration.

10 **Take out the Fuser Oil Unit from the bag, and remove seal (①), and then remove seal (②) as shown in the illustration.**



ZDJH053J

Note

❒ Be sure to remove seal (①), and then pull it out in a level manner.

Important

❒ Be sure to remove the seals to avoid printer malfunction.

❒ Be sure to remove seal (①) first, and then remove seal (②) to avoid oil leak.

❒ Be sure to put the Fuser Oil Unit in a stable and level place to avoid oil leak.

❒ There is oil on the removed seals and fuser oil roller. Be careful not to let them come in contact with your clothes.

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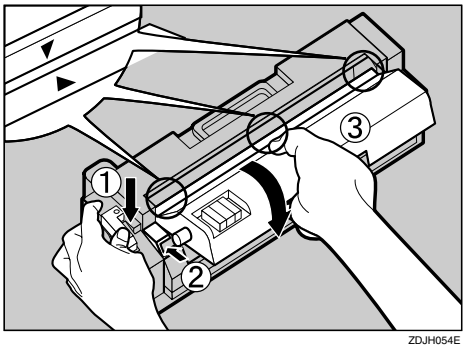
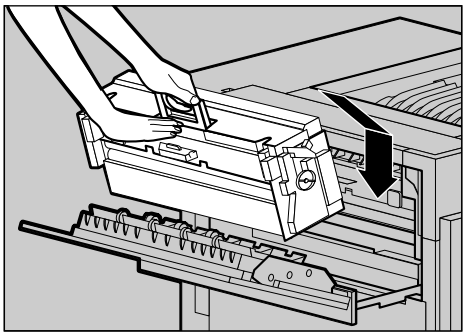
11 **Hold the Fuser Oil Unit in the manner shown in the illustration. Match (▲) on the front of the Fuser Oil Unit and (▼) on the Fusing Unit at three places. While pushing the green lever on the left side of the Fusing Unit (①), insert the left and right protrusions of the Fuser Oil Unit into the white holders of the Fusing Unit (②), and then move the Fuser Oil Unit in the direction shown by the arrow (③) to attach the Fuser Oil Unit to the Fusing Unit.**



ZDJH054E

12 **Holding the green handle with one hand, use your other hand to push the front area of the handle to create a slight slant, and push the Fusing Unit slowly to the back.**



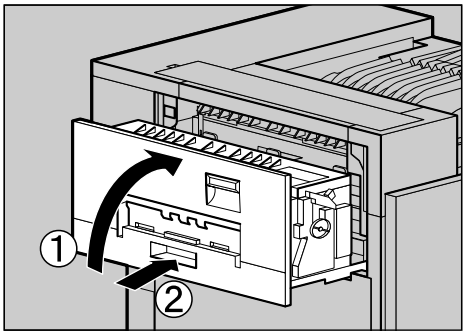
ZDJH050E

Note

❒ Confirm that the Fuser Oil Unit is facing the inside of the printer.

At this point, make sure the Fusing Unit is on the stand properly.

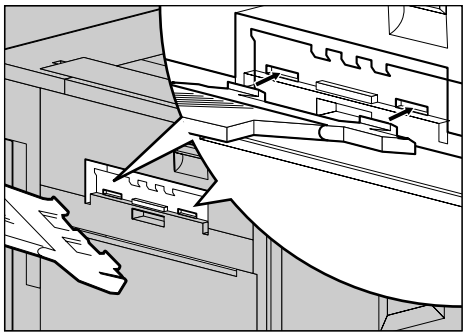
13 **Close the upper left cover (①) and push the handle slowly (②) to the back until it clicks into place.**



ZDJH051J

14 **Place the old Fuser Oil Unit into the bag which contained the new Fuser Oil Unit, and seal the bag.**

15 **If you removed the External Tray in step 4, reattach it to the printer. Insert the hooks of the External Tray into the printer slits, and lower it toward you.**



ZDJH010J

16 **If the Duplex Unit is installed, close the Duplex Reversal Unit.**

Reference

See P.2 *"Opening and Closing the Duplex Reversal Unit"*

17 **If the 2 Tray Finisher was installed, reattach the 2 Tray Finisher to the printer.**

Reference

See P.1 *"Detaching the SR770 (2 Tray Finisher)"*

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⓲ Plug in the power cable and turn on the power switch.

Note

❒ If you dispose of the used toner cartridges by yourself, dispose of them according to local regulations.

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Replacing the Photoconductor Unit

If "Replace Black PCU (Type F)" appears on the panel display, replace the black Photoconductor Unit.

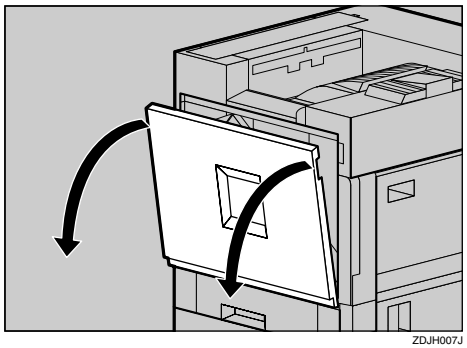
```
Replace Black
PCU (Type F)
```

If "Replace Color PCU (Type A)" appears on the panel display, replace the three color Photoconductor Units.

```
Replace Color
PCU (Type A)
```

1 **Turn off the power switch and unplug the power cable.**

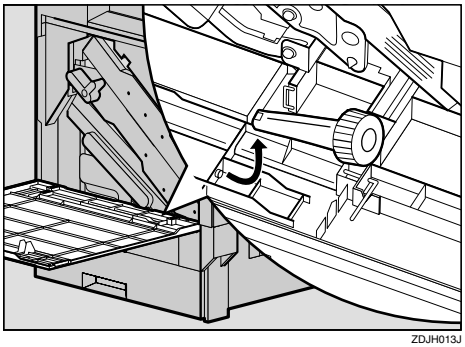
2 **Open the front cover slowly by pulling down from the two areas on the left and right.**



ZDJH007J

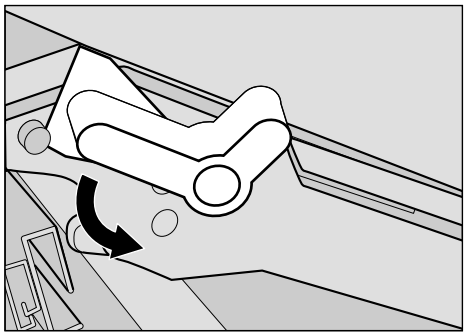
3 **Take out the green screwdriver.**

Use this screwdriver for all attachment and detachment of screws.



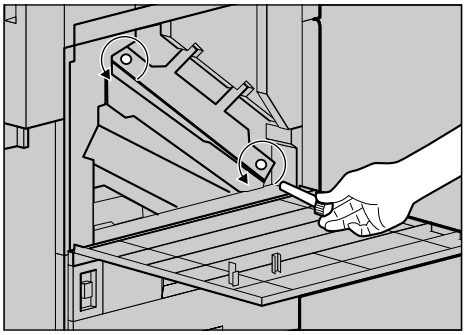
ZDJH013J

4 **Turn the light brown lever counterclockwise.**



ZDJH014E

5 **Loosen two screws that are fastening the inner cover using provided screwdriver.**



ZDJH015J

You cannot remove these two screws.

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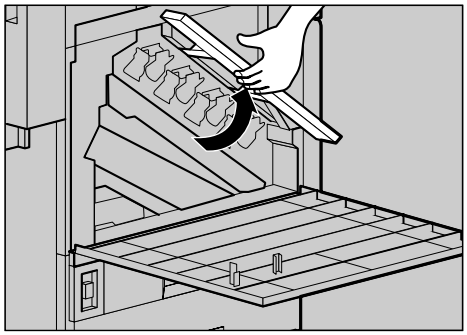
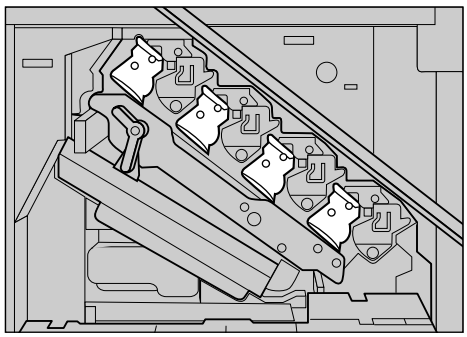
6 Lift the inner cover until it clicks into place and holds.



ZDJH016J

The Photoconductor Units are installed as shown in the illustration. The black Photoconductor Unit is at the upper left period. The other three are color Photoconductor Units.

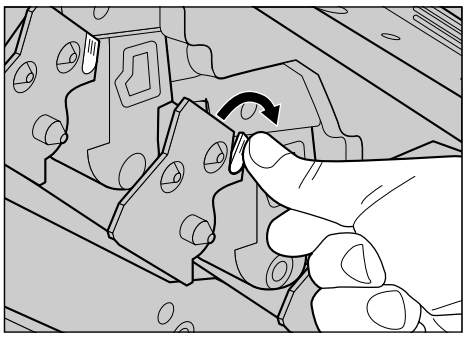


ZDJH045J

7 Remove the Photoconductor Unit you want to replace.

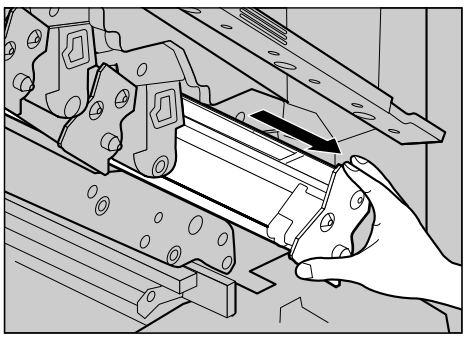
For black, remove the upper left one, and for color, remove the three on the right.

❶ Move the green hook slowly to the right as shown in the illustration. The green hook is located on the upper right of the Photoconductor Unit.



ZDJX701J

❷ Grip the green areas at the top and bottom of the Photoconductor Unit, and pull slowly until you can see all of the green handle.



ZDJH211J

Important

❒ Pulling out the Photoconductor Unit quickly might cause it to drop.

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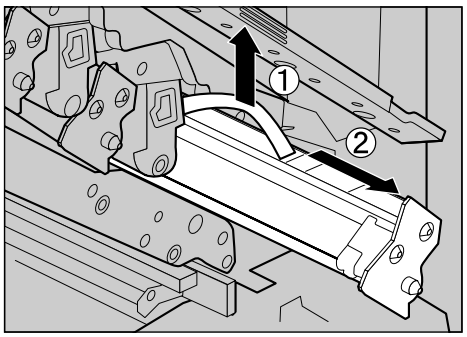
❸ **Lift and hold the green handle at the top (①), and pull out the unit slowly (②).**

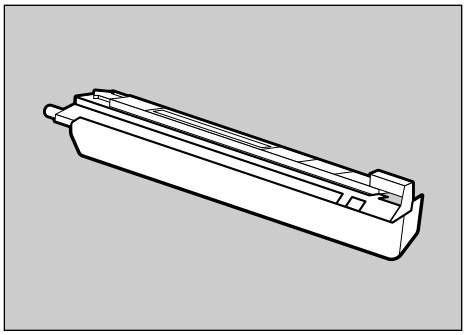


ZDJH210J

8 Install a new Photoconductor Unit.

For black, install one, and for color, install three.

❶ **Take the unit out from the bag.**

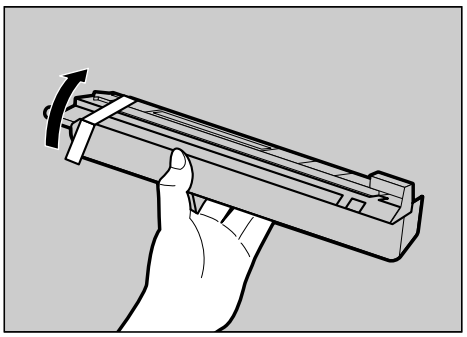


ZDJH221J

Important

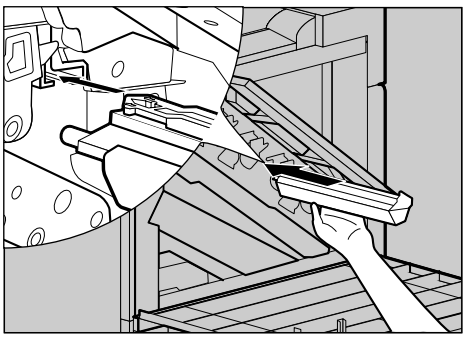
❒ Do not remove the cover that is attached to the bottom of the Photoconductor Unit at this time.

❷ **Place the Photoconductor Unit in your left hand, and remove the adhesive tape at the tip of the unit.**



ZDJH222J

❸ **Match the green arrow at the tip of the Photoconductor Unit to the rail inside the printer.**

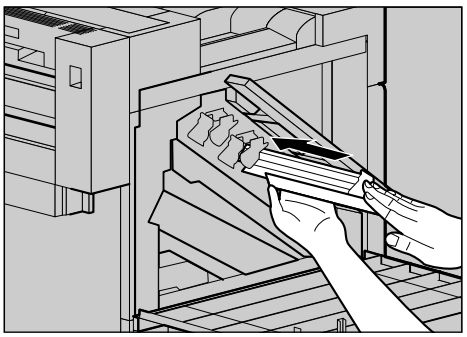


ZDJH223J

Important

❒ Make sure the green arrow fits securely on the rail before proceeding to the next step.

❹ **Push the front of the Photoconductor Unit slowly with your right hand, slide the unit on the cover, and push in until it stops.**



ZDJH224J

Important

❒ If you do not attach the green arrow of the Photoconductor Unit securely to the rail, you might damage the Photoconductor Unit.

❒ Do not touch the light-sensitive area of the Photoconductor Unit.

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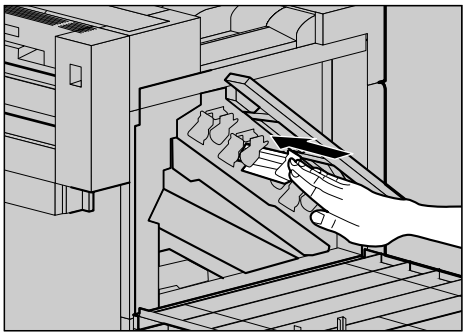
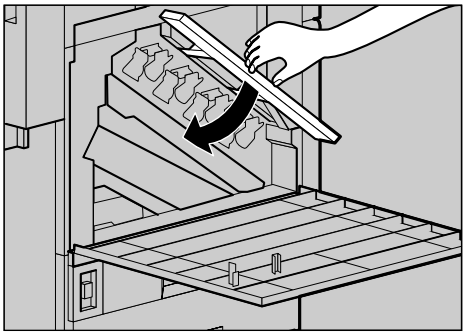
❺ Remove the cover and push in the Photoconductor Unit until it stops.



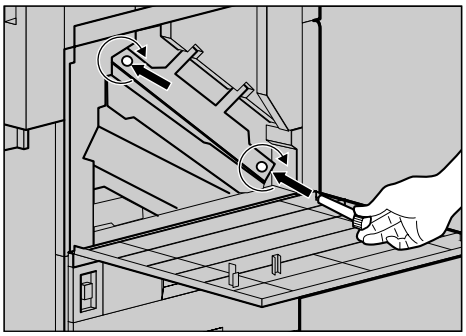
ZDJX702E

❾ Lower the inner cover slowly.



ZDJH018J

❿ Tighten two screws using provided screwdriver.

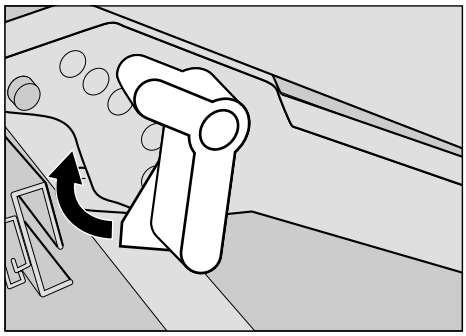


ZDJH019J

Note

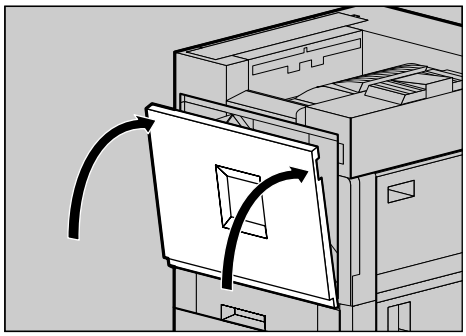
❒ Be sure to return the provided screwdriver to its original position on the back of the front cover.

⓫ Turn the light brown lever clockwise.



ZDJH020E

⓬ Close the front cover slowly by pushing the two areas on the left and right.



ZDJH041J

⓭ Plug in the power cable and turn on the power switch.

The following message appears on the panel display. The printer starts calibration. Please wait until it stops.

```
Calibrating...
```

Important

❒ Do not turn off the power switch during calibration to avoid a printer malfunction.

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Replacing the Development Unit

If "Replace Black Dev. Unit(TypeD)" appears on the panel display, replace the black Development Unit.

```
Replace Black
Dev. Unit(TypeD)
```

If "Replace Color Dev. Unit(TypeB)" appears on the panel display, replace the three color (CMY) Development Units.

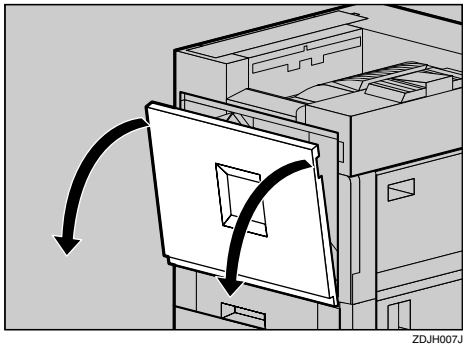
```
Replace Color
Dev. Unit(TypeB)
```

Note

- ❒ A dustproof filter is attached to the black Development Unit. When replacing the black Development Unit, also replace the dustproof filter. See P.23 *"Replacing the Dustproof Filter"*.
- ❒ When replacing the black Development Unit, clean the registration roller. See P.32 *"Cleaning the Registration Roller"*.

1 Turn off the power switch and unplug the power cable.

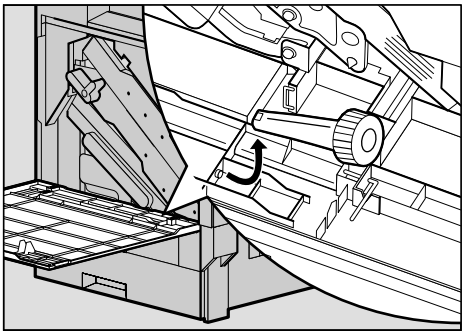
2 Open the front cover slowly by pulling down from the two areas on the left and right.



ZDJH007J

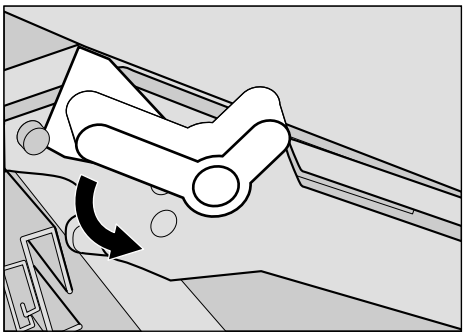
3 Take out the green screwdriver.

Use this screwdriver for all attachment and detachment of screws.



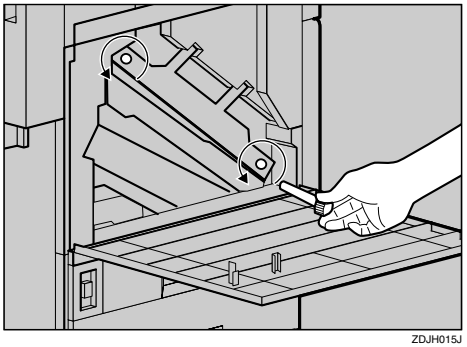
ZDJH013J

4 Turn the light brown lever counterclockwise.



ZDJH014E

5 Loosen two screws that are fastening the inner cover using provided screwdriver.



ZDJH015J

You cannot remove these two screws.

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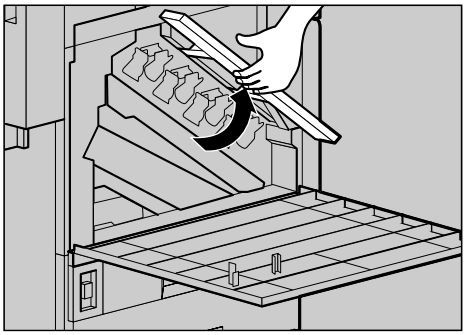
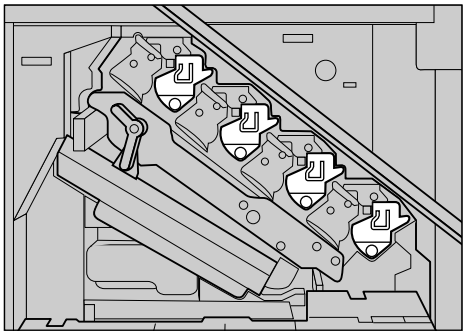
6 Lift the inner cover until it clicks into place and holds.



ZDJH016J

The Development Unit is installed shown in the illustration. Starting from the upper left, the units are attached in the order of black (K), yellow (Y), cyan (C), and magenta (M).

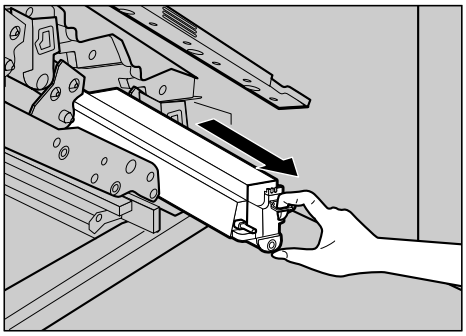


ZDJH046J

7 Remove the Development Unit.

The procedure for removing the unit is the same for all four colors.

❶ Hook your finger on the green tab in front of the Development Unit you want to replace, and pull it out halfway.

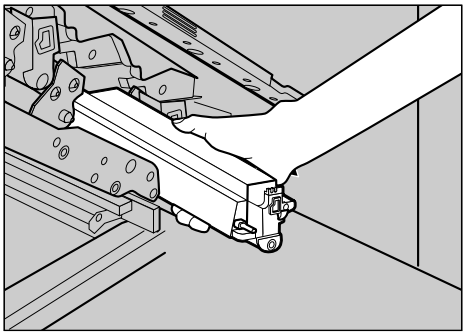


ZDJH225J

Important

❒ Pulling out the Development Unit quickly might cause it to drop.

❷ Hold the right side of the Development Unit with your right hand, and pull out the unit slowly.



ZDJH993J

Important

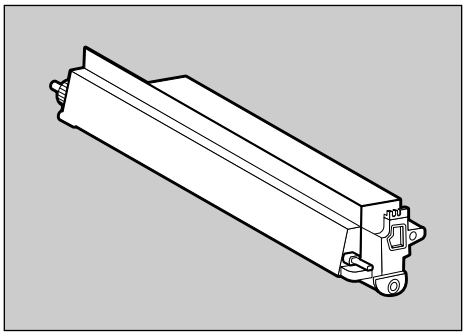
❒ Be careful not to touch the right side of the Photoconductor Unit.

❒ Be careful not to let it get in contact with your hands or clothes.

8 Install a new Development Unit.

The procedure for attaching the Development Unit is the same for all four colors.

❶ Take the unit out from the bag.



ZDJH226J

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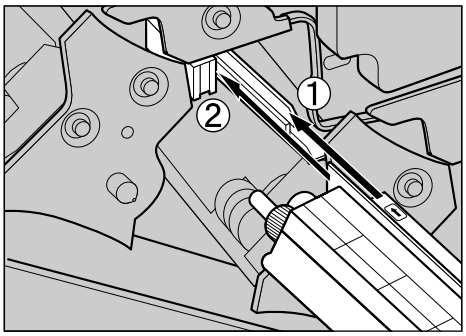
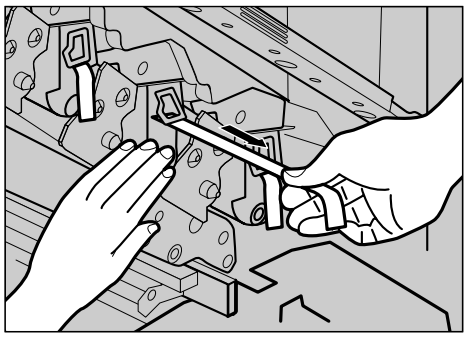
❷ **Insert the Development Unit along the rail, and push in slowly until it stops.**



ZDJH227J

❸ **Holding the Development Unit, pull out the tape slowly in a level manner.**

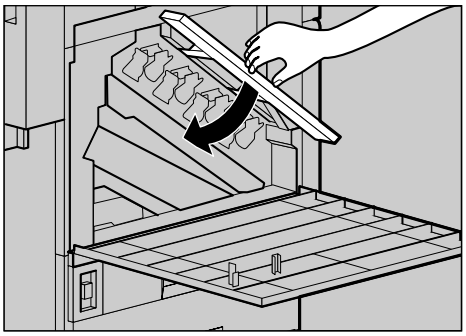


ZDJH039J

Important

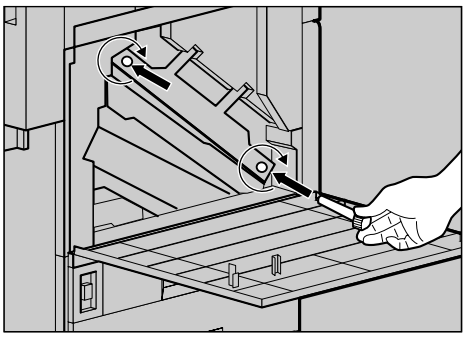
- ❒ Be sure to pull out the tape to avoid printer malfunction during operation.
- ❒ The removed tape is dirty. Be careful not to let it get in contact with your hands or clothes.

9 **Lower the inner cover slowly.**



ZDJH018J

10 **Tighten two screws using provided screwdriver.**

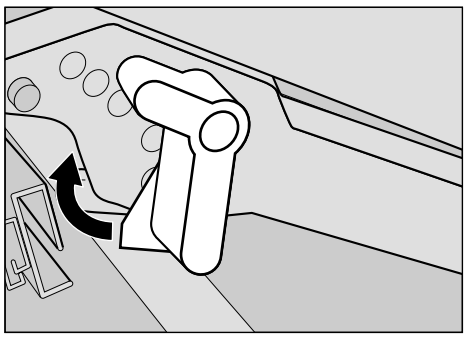


ZDJH019J

Note

- ❒ Be sure to return the provided screwdriver to its original position on the inside of the front cover.

11 **Turn the light brown lever clockwise.**



ZDJH020E

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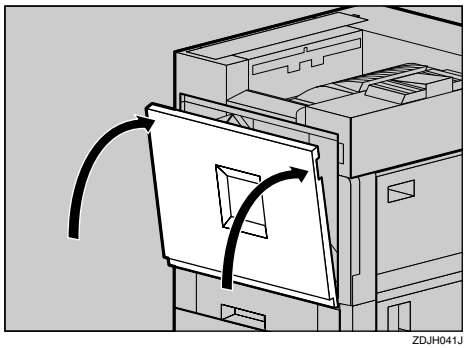
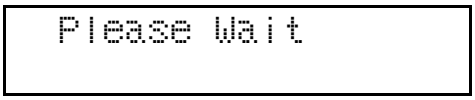
12 Close the front cover slowly by pushing the two areas on the left and right.



ZDJH041J

13 Plug in the power cable and turn on the power switch.

"Please Wait " appears on the panel display, and initial adjustments begin. Please wait until it stops.



Important

❒ Do not turn off the power switch during adjustments to avoid a printer malfunction.

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Replacing the Fusing Unit

1

⚠ CAUTION:

- *The Fusing Unit becomes very hot. When installing the new Fusing Unit, turn off the printer and wait about an hour. After that, install the new Fusing Unit. Not waiting for the unit to cool down can result in a burn.*

If "Replace Fusing Unit (Type C)" appears on the panel display, replace the Fusing Unit.

```
Replace Fusing
Unit (Type C)
```

1 Turn off the power switch and unplug the power cable.

Important

❒ Be sure to wait about an hour to prevent a burn.

2 If the 2 Tray Finisher is installed, detach it from the printer.

Reference

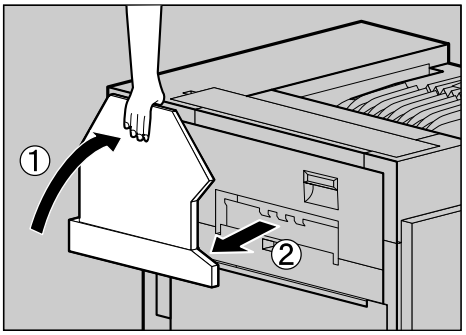
See P.1 *"Detaching the SR770 (2 Tray Finisher)"*

3 If the Duplex Unit is installed, open the Duplex Reversal Unit.

Reference

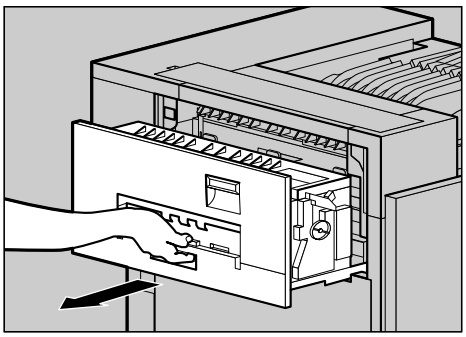
See P.2 *"Opening and Closing the Duplex Reversal Unit"*

4 If the External Tray is attached to the printer, raise it in the direction of the arrow (①), and remove it (②).



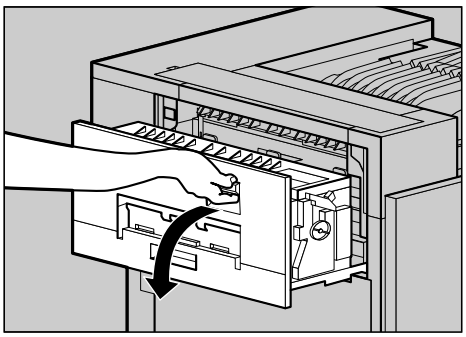
ZDJP038J

5 Pull out the left cover of the printer.



ZDJH047J

6 Open the upper left cover.



ZDJH048J

Important

❒ Do not touch any areas other than the handle.

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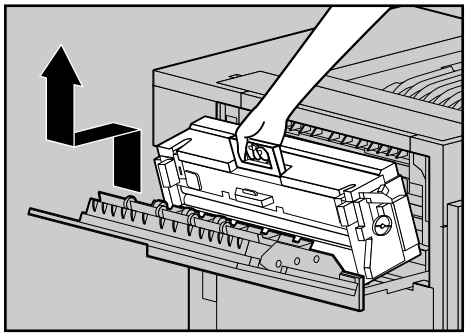
7 **Holding the green handle, pull up the Fusing Unit slowly in the direction of the arrow, and then put it in a stable and level place.**



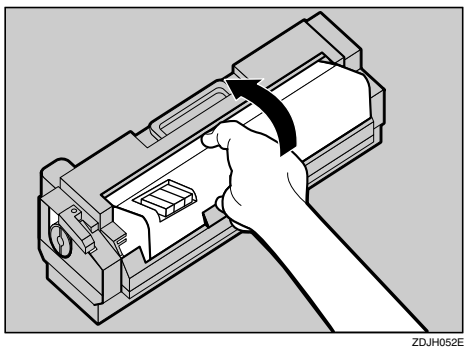
ZDJH208J

8 **Take out the new Fusing Unit from the bag and put it in a stable and level place.**

Important

❒ The A3 paper which comes with the new Fusing Unit will be used in a later step 19, so be careful not to lose it.

9 **Remove the Fuser Oil Unit in the direction of the arrow.**



ZDJH052E

Important

❒ Do not touch inside of the Fusing Unit.

❒ Be careful not to touch the oil.

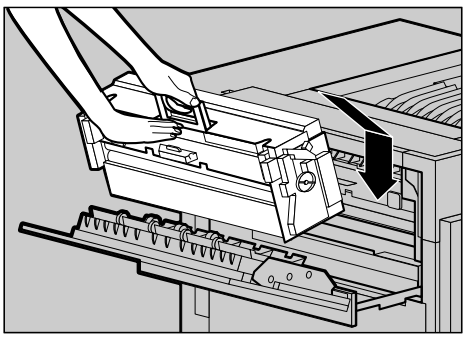
10 **Attach the Fuser Oil Unit removed in step 9 to the new Fusing Unit. Hold the Fuser Oil Unit in the manner shown in the illustration. Match (▲) on the front of the Fuser Oil Unit and (▼) on the Fusing Unit at three places. While pushing the green lever on the left side of the Fusing Unit (①), insert the left and right protrusions of the Fuser Oil Unit into the white holders of the Fusing Unit (②), and move the Fuser Oil Unit in the direction shown by the arrow (③) to attach the Fuser Oil Unit to the Fusing Unit.**

Important

❒ Be careful not to get oil on the metal part of the left side of the Fuser Oil Unit

11 **Put the removed Fuser Oil Unit in the bag that enclosed the new Fusing Unit, and then seal it.**

12 **Holding the green handle of the new Fusing Unit, use your other hand to push the area right in front of the handle to create a slight slant, and then push the Fusing Unit slowly to the back.**



ZDJH050E

Important

❒ Confirm that the Fuser Oil Unit is facing the inside of the printer.

❒ Confirm that the Fusing Unit is properly positioned in the machine.

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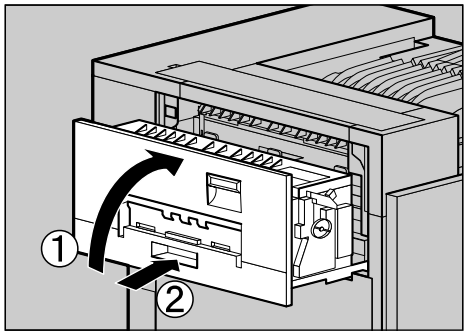
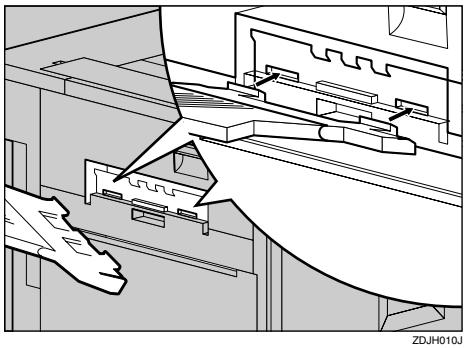
13 Close the upper left cover (①) and push the handle (②) slowly to the back until it clicks into place.



ZDJH051J

14 If you removed the External Tray in step 4, reattach it to the printer. Insert the hooks of the External Tray into the printer slits, and lower it toward you.



ZDJH010J

15 If the Duplex Unit is installed, close the Duplex Reversal Unit.

Reference

See P.2 *"Opening and Closing the Duplex Reversal Unit"*

16 If the 2 Tray Finisher was installed, reattach the 2 Tray Finisher to the printer.

Reference

See P.1 *"Detaching the SR770 (2 Tray Finisher)"*

17 Plug in the power cable and turn on the power switch.

The following message appears on the panel display. Please wait for a while.

```
Please Wait
```

The following message appears on the panel display, and the printer starts color registration adjustment automatically. Please wait for a while.

```
Calibrating...
```

After finishing adjustment, the following message appears.

```
Initializing...
Please Wait
```

18 Confirm that the following message is displayed on the panel display, and then press [Enter].

```
Press # for
Fuser Adjust
```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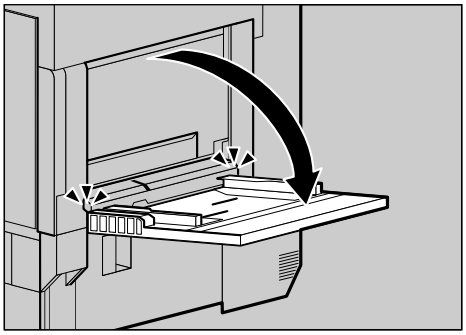
19 Confirm that the following message is displayed on the panel display, and then load the A3 paper which comes with the Fusing Unit in the Bypass Tray.

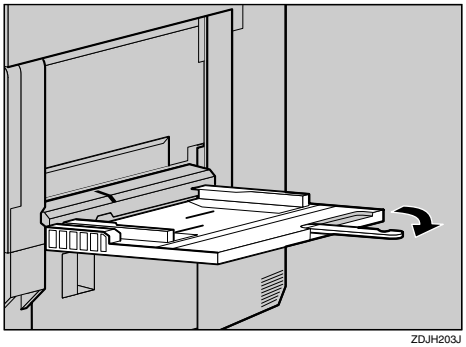
```
Set Sheet in
Bypass, then #
```

❶ Open the Bypass Tray.



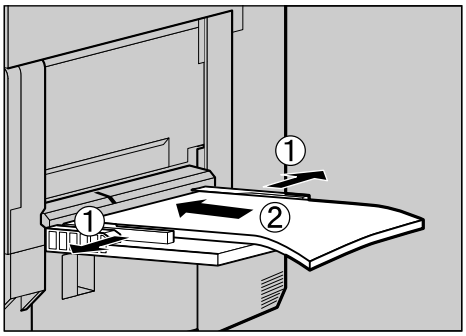
ZDJH202J

❷ Pull out the Bypass Tray Extension, and then flip it open.



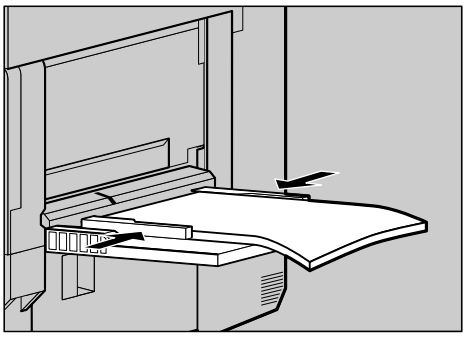
ZDJH203J

❸ Slide the side guides outward (①), and then load paper until it stops with the print side up (②).



ZDJH204J

❹ Adjust the side guides to the paper width.



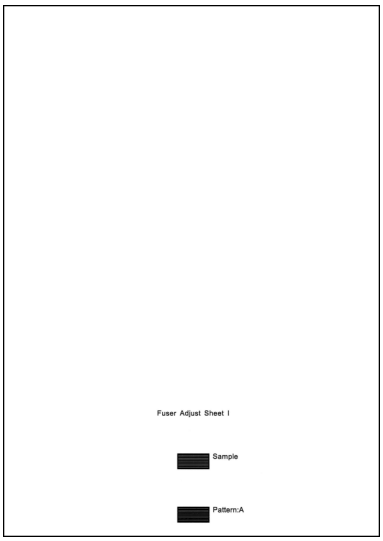
ZDJH205J

Important

❒ Be sure to shuffle the paper before loading the stack onto the tray so multiple sheets are not fed in at one time.

20 Confirm that the A3 paper which comes with the Fusing Unit is in the Bypass Tray, and then press 【Enter】.

The printer prints 8 Test Sheet (A - H). For details about Test Sheet, see P.40 *"Test Sheet Samples"*.



Note

❒ It takes about a minute to start printing.

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21 Check the test sheets and select the correction value for A through H.

- **Select "1", if black and magenta square overlap sharply and you can see white slits as the sample.**
- **Select "0", if black and magenta square do not overlap sharply and you can not see white slits clearly.**

```
A B C D E F G H
0 0 0 0 0 0 0 0
```

Press【▲】or【▼】to select "0" or "1" as the values for A - H. Press【**Enter**】to move to the next letter. After setting the value for "H", press【**Enter**】, and the printer returns to the ready condition.

```
Ready
```

Important

❒ If you select "0" for each alphabets or an invalid value is selected, an error message is displayed. In this case, press【**Enter**】to return to the ready condition, and perform the "Fuser Adjust" manually. See P.35 *"When replacing the fusing unit"*.

```
Invalid Value
Press #
```

❒ When "Toner is Almost Empty" appears on the panel display, replace the toner cartridge and perform the "Auto Adjust", and then perform "Fuser Adjust" manually.

Reference

⇒ P.3 *"Replacing the Toner Cartridge"*

⇒ P.34 *"Auto Adjust"*

⇒ P.35 *"When replacing the fusing unit"*for "Fuser Adjust"

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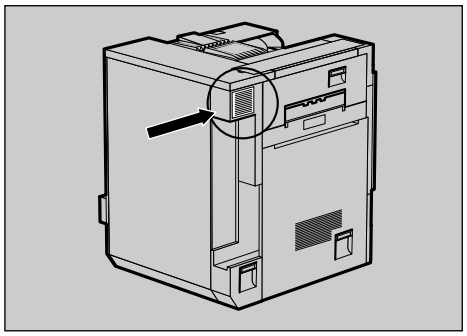
Replacing the Dustproof Filter

The dustproof filter is attached to the black Development Unit. When replacing the black Development Unit, also replace the dustproof filter.

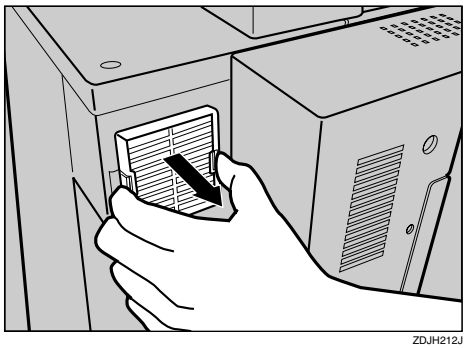
The dustproof filter is attached to the left side of the printer shown in the illustration.



ZDJH801J

1 **Turn off the power switch and unplug the power cable.**

2 **Push in the grips on both sides of the dustproof filter cover to pull it off.**

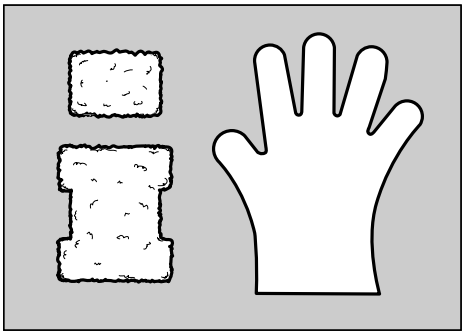


ZDJH212J

Note

❒ Be sure to put the removed dustproof filter cover in a stable and level place.

3 **From the box which contained the black Development Unit, take out the new dustproof filter and glove.**



ZDJH214J

4 **Wear the glove on either hand.**

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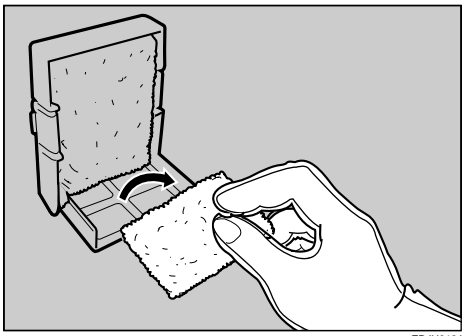
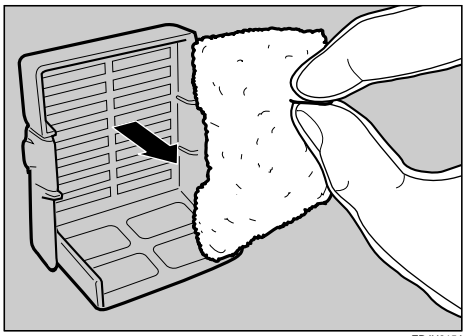
5 **With the hand wearing the glove, take out the dustproof filter that is attached to the dustproof filter cover slowly, one by one, and put them into the box which contained the black Development Unit.**



ZDJH213J



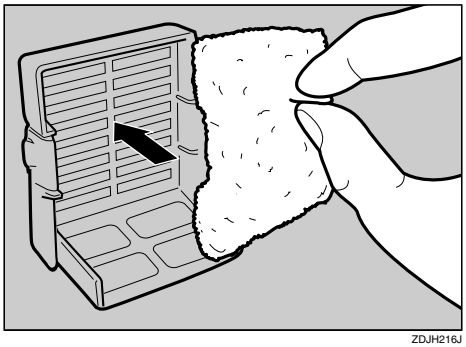
ZDJH215J

Important

- ❒ Handle the removed dustproof filters with care. If you shake them, the attached dust might scatter.
- ❒ Be sure to remove the gloves to attach the new dustproof filter.

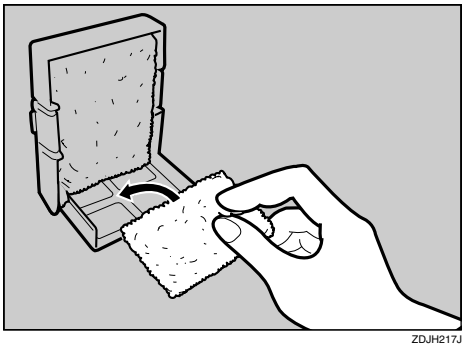
6 **Attach the new dustproof filters to the dustproof filter cover one by one.**

❶ **Attach the large filter.**



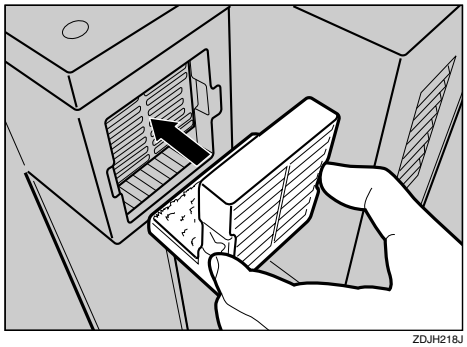
ZDJH216J

❷ **Attach the small filter.**



ZDJH217J

7 **Insert the dustproof filter cover into the upper left area of the printer.**



ZDJH218J

8 **Plug in the power cable and turn on the power switch.**

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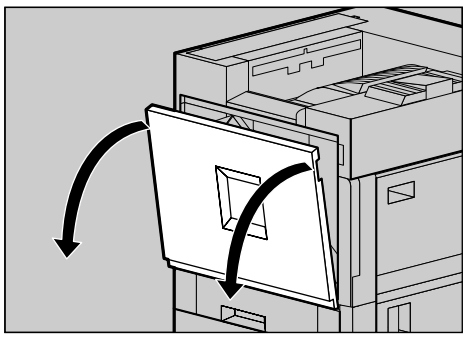
Replacing the Waste Toner Bottle

If "Replace Waste Toner (Type E)" appears on the panel display, replace the waste toner bottle.

```
Replace Waste
Toner (Type E)
```

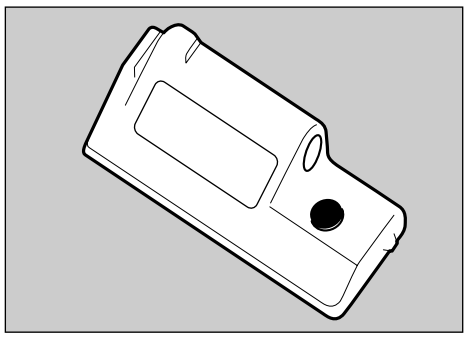
1 **Turn off the power switch and unplug the power cable.**

2 **Open the front cover slowly by pulling down from the two areas on the left and right.**



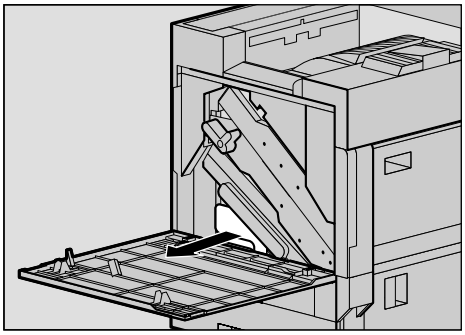
ZDJH007J

3 **Take out a new waste toner bottle from the bag.**



ZDJH228J

4 **Remove the used waste toner bottle slowly from inside the printer.**

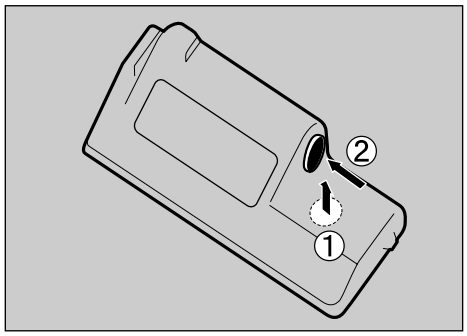


ZDJH802J

Important

❒ Be sure to remove the waste toner bottle in a level manner.

5 **Remove the lid (①), and then put it on the position shown in the illustration (②).**



ZDJH229J

6 **Put the used waste toner bottle into the bag that contained the new waste toner bottle, and then seal the bag.**

Important

❒ Be sure to handle the bottle carefully so the waste toner does not spill.

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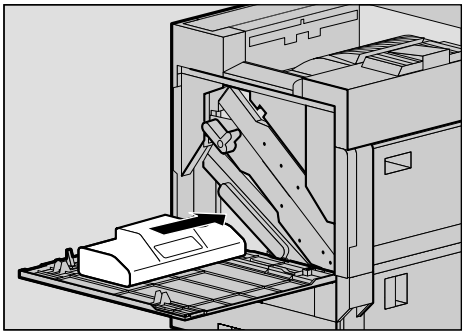
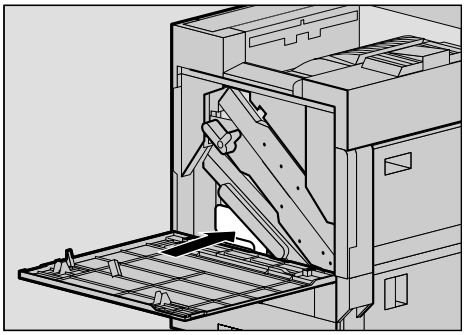
7 **Insert the new waste toner bottle in the position shown in the illustration.**



ZDJH230J

8 **Push it in until it stops.**

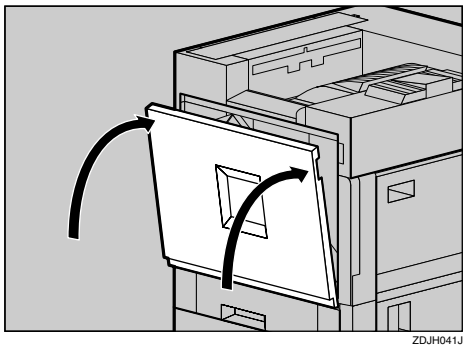


ZDJH231J

Important

❒ Be sure to insert the waste toner bottle firmly to avoid the toner from leaking inside the printer.

9 **Close the front cover slowly by pushing the two areas on the left and right.**



ZDJH041J

10 **Plug in the power cable and turn on the power switch.**

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Replacing the Paper Feed Rollers

⚠ ***CAUTION:***

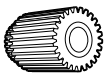
- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Touching a "hot surface" could result in a burn.*

Note

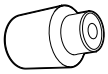
❒ The following illustrations are the an examples of replacing the paper feed rollers of Tray 1. The same procedure is followed with the other trays.

1 **Check the contents of the box.**

❖ **Paper Feed Roller A**



❖ **Paper Feed Roller B**



❖ **Paper Feed Roller C**

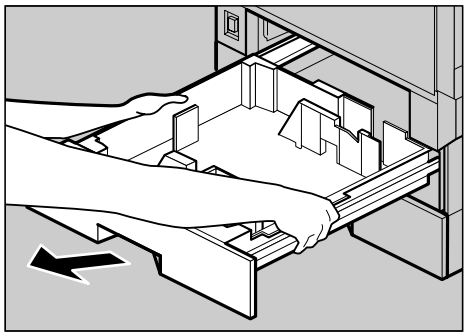
❖ **Two Stoppers**

2 **Turn off the power switch and unplug the power cable and interface cable.**

Important

❒ If you replace the paper feed rollers of the optional 2000-sheet Large Capacity Tray, remove all paper from the tray.

3 **Pull out all trays slowly while lifting it up a little.**

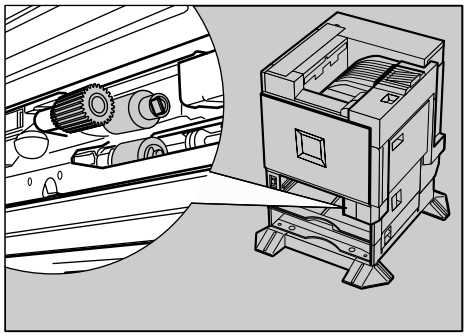


ZERH010E

Note

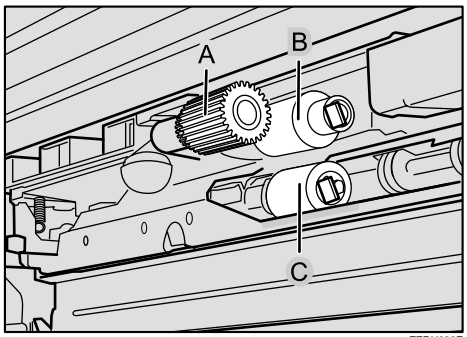
❒ If you replace the paper feed rollers of the optional Paper Feed Unit, or 2000-sheet Large Capacity Tray, pull out all the paper trays from each unit.

4 **Confirm the position of the paper feed rollers.**



ZERH020E

Confirm the positions and names of each roller.



ZERH030E

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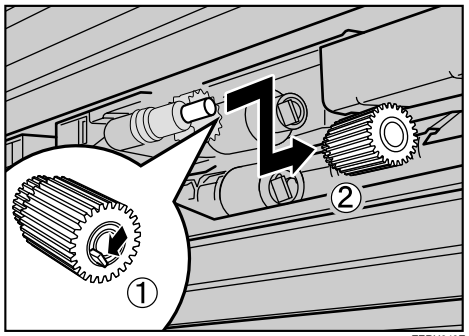
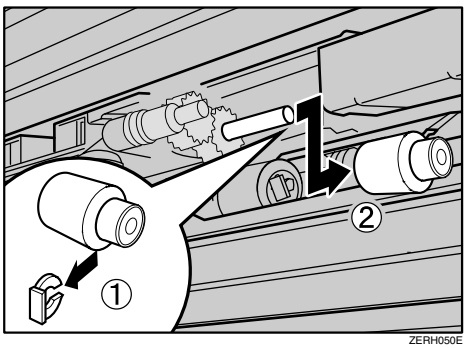
5 **While pushing the pin of the paper feed roller A outwards (①), remove the paper feed roller (②).**



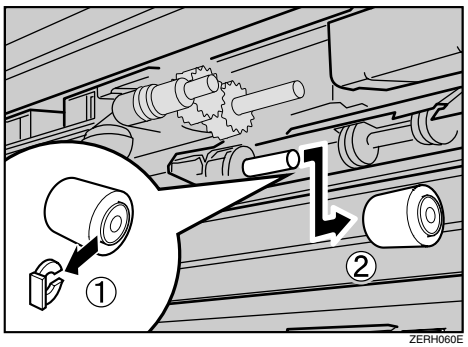
ZERH040E

6 **Remove the stopper from the paper feed roller B (①), and remove the paper feed roller (②).**



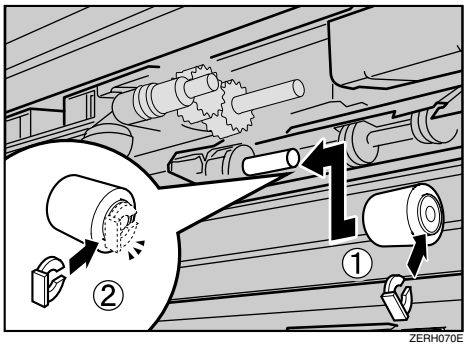
ZERH050E

7 **Remove the stopper from the paper feed roller C (①), and remove the paper feed roller (②).**



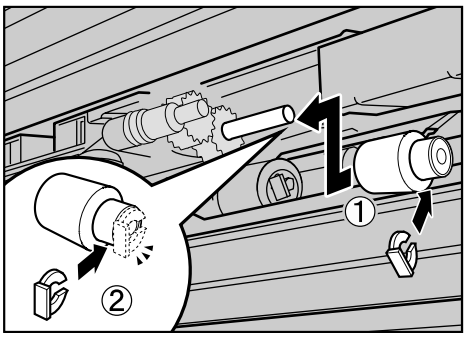
ZERH060E

8 **Hold the new paper feed roller C with its gear towards the shaft. Insert it into the rear shaft so that the roller gear is meshed with the shaft gear (①). Lock the roller with the stopper (②).**



ZERH070E

9 **Hold the new paper feed roller B with its gear towards the shaft. Insert it into the rear shaft so that the roller gear is meshed with the shaft gear (①). Lock the roller with the stopper (②).**



ZERH080E

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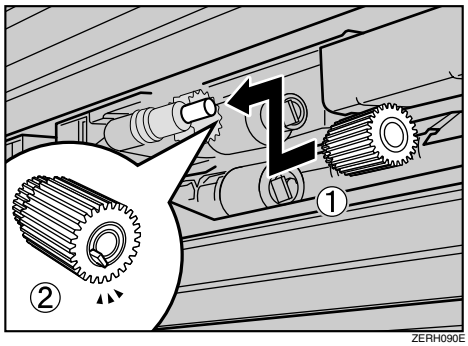
10 **Hold the new paper feed roller A with its pin towards you (①). Insert the roller onto the front shaft until it clicks into place (②).**



11 **Slide all trays back into the printer slowly until it stops.**

Note

❒ If you replaced the paper feed rollers of the optional 2000-sheet Large Capacity Tray, load stocks that you removed at step 2 in the tray.

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2. Clearing and Adjusting the Printer

Cautions to Take When Cleaning

⚠ ***WARNING:***

- ***Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.***
- ***Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.***

⚠ ***CAUTION:***

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

Clean the printer periodically to maintain fine printing.

Dry wipe the exterior with a soft cloth. If dry wiping is not enough, wipe with a soft, wet cloth that is wrung out well. If you still cannot remove the stain or grime, use a neutral detergent, then wipe over with a well-wrung wet cloth, dry wipe, and let it dry.

Important

❒ To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the printer.

❒ If there is dust or grime inside the printer, wipe with a clean, dry cloth.

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Cleaning the Registration Roller

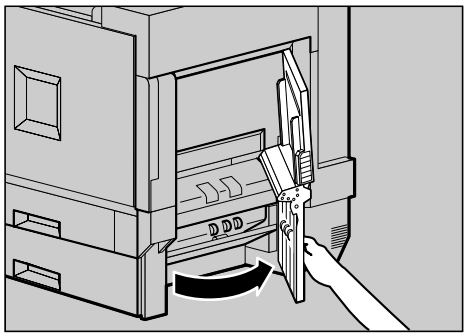
⚠ ***CAUTION:***

- *The inside of the printer becomes very hot. Do not touch the parts with a label indicating the "hot surface", otherwise it could cause a burn.*

Clean the roller when replacing the black Development Unit.

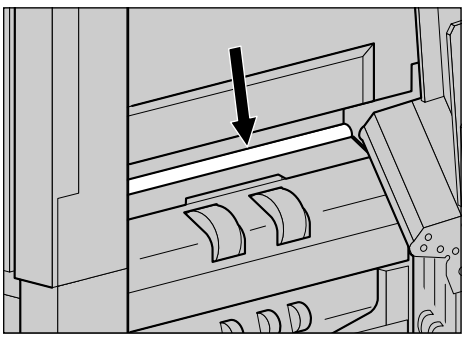
1 **Turn off the power switch and unplug the power cable.**

2 **Open the right cover shown in the illustration.**



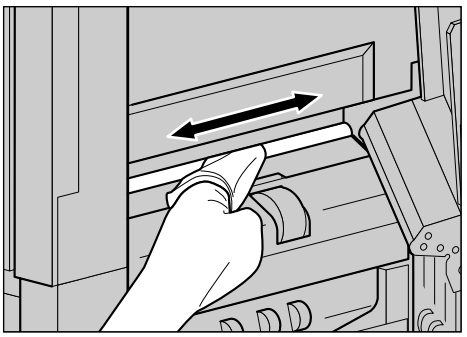
ZDJH206J

The registration roller is set shown in the illustration.



ZDJH703J

3 **Wipe around the registration roller by turning with a soft damp cloth.**

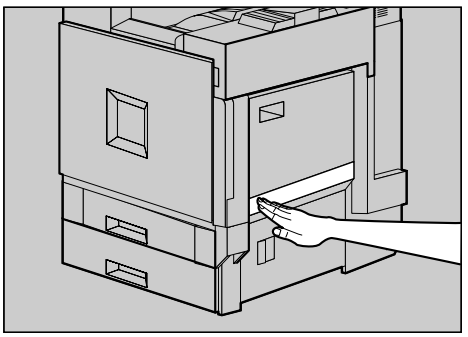


ZDJH704J

Important

❒ Do not use chemical cleaner or organic solvent such as thinner or benzene.

4 **Close the right cover by pushing the area labeled "PUSH".**



ZDJP708J

5 **Plug in the power cable and turn on the power switch.**

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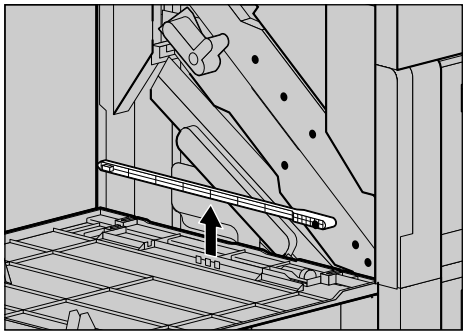
Cleaning the DustProof Glass

The dustproof glass may require cleaning if white lines appear on the print side of the document.

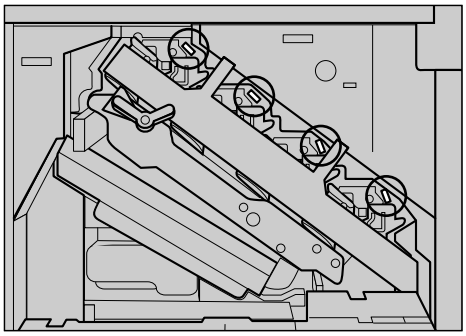
1 Turn off the power switch and unplug the power cable.

2 Open the front cover and remove the cleaning brush.



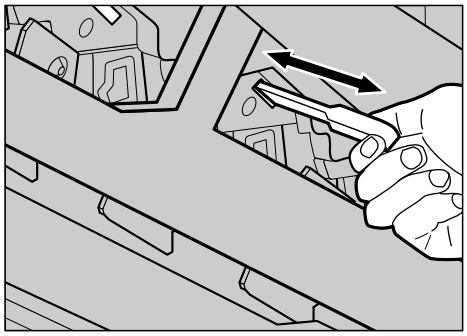
ZDJP705J

There are four holes for cleaning the dustproof glass.



ZDJP706J

3 Slide the cleaning brush in and out slowly 8 to 10 times to clean all four areas.



ZDJP707J

Important

❒ Do not insert the brush roughly, or the printer might be damaged.

4 Return the cleaning brush to its original position.

5 Plug in the power cable and turn on the power switch.

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Adjusting the Color Registration

When the printer is moved, when the Fusing Unit is replaced, or after printing repeatedly for some time, registration shifting might occur. By performing color registration adjustment, you can maintain optimum print results.

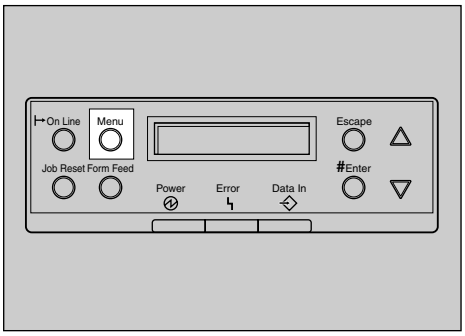
Note

❒ Normally, do not perform manual color adjustment.

Auto Adjust

If the color documents show registration shifting, perform automatic color adjustment.

1 **Press [Menu].**



ZDJS001N

"Menu" appears on the panel display.

2 **Press [▲] or [▼] to display "Maintenance", and then press [Enter].**

```
Menu:
 Maintenance
```

The maintenance menu is displayed.

3 **Press [▲] or [▼] to display "Color Regist.", and then press [Enter].**

```
Maintenance:
 Color Regist.
```

4 **Confirm that "Auto Adjust" is displayed, and then press [Enter].**

```
Color Regist.:
Auto Adjust
```

5 **Confirm that "Now" is displayed, and then press [Enter].**

```
Auto Adjust:
Now
```

The check message is displayed.

```
Press #
To Adjust
```

6 **Press [Enter].**

Automatic color adjustment begins, and the following message is displayed.

```
Adjusting...
```

Important

❒ Do not turn off the power switch during "Adjusting..." appears on the panel display to avoid printer malfunction.

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Automatic color adjustment takes about two minutes. When it completes, a check message is displayed, and the display is returned to the color adjustment menu.

```
Completed
```

```
Color Regist.:
Auto Adjust
```

7 When you have made all the settings, press [On Line].

"Ready " appears on the panel display.

```
Ready
```

Fuser Adjust

When replacing the fusing unit

Note

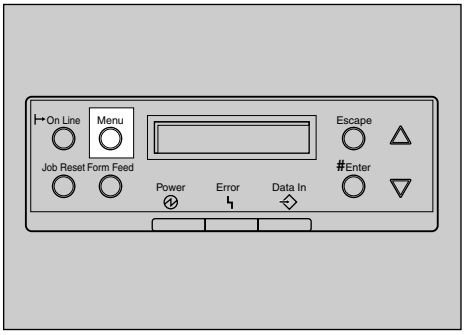
❒ When "Toner is Almost Empty" appears on the panel display, replace the toner cartridge and perform "Auto Adjust", and then perform the "Fuser Adjust".

Reference

⇒ P.3 *"Replacing the Toner Cartridge"*

⇒ P.34 *"Auto Adjust"*

1 Press [Menu].



ZDJS001N

"Menu" appears on the panel display.

2 Press [▲] or [▼] to display "Maintenance", and then press [Enter].

```
Menu:
 Maintenance
```

The maintenance menu is displayed.

3 Press [▲] or [▼] to display "Color Regist.", and then press [Enter].

```
Maintenance:
 Color Regist.
```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4 Press [▲] or [▼] to display "Fuser Adjust", and then press [Enter].

```
Color Regist.:
Fuser Adjust
```

Important

❒ When the toner cartridge is almost empty or "Auto Adjust" is not finished, the following message appears on the panel display and Fuser Adjust is not available.

```
Cannot Adjust
See User's Guide
```

Confirm that the toner cartridge is installed. The toner cartridge must be installed. See P.3 *"Replacing the Toner Cartridge"*.

If the toner cartridge is installed, perform "Auto Adjust". See P.34 *"Auto Adjust"*.

5 Press [▲] or [▼] to display "At Unit Replace", and then press [Enter].

```
Fuser Adjust:
At Unit Replace
```

6 Confirm that "Print" is displayed on the menu for printing the test sheet, and then press [Enter].

```
Test Sheet:
Print
```

The following message appears on the panel display.

```
Set Sheet in
Bypass, then #
```

7 Confirm that the A3 paper which comes with the Fusing Unit is in the Bypass Tray, and then press [Enter].

The printer prints 8 Test Sheet (A - H). For details about Test Sheet, see P.40 *"Test Sheet Samples"*

8 Check the test sheets and select the correction value for A through H.

- **Select "1", if black and magenta square overlap sharply and you can see white slits as the sample.**
- **Select "0", if black and magenta square do not overlap sharply and you can not see white slits clearly.**

```
A B C D E F G H
0 0 0 0 0 0 0 0
```

Press [▲] or [▼] to select "0" or "1" as the values for A - H. Press [Enter] to move to the next letter. After setting the value for "H", press [Enter] and the printer returns to "At Unit Replace".

Note

❒ If you select "0" for each alphabets or an invalid value is selected, an error message is displayed and the printer returns to "At Unit Replace". In this case, try again from step 5.

```
Invalid Value
Cannot Adjust
```

9 Press [On Line].

"Ready " appears on the panel display.

```
Ready
```


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When color shifting occurs

Perform this procedure when color shifting occurs even after performing "Auto Adjust".

1 Load A4⊐ or larger paper in the Bypass Tray.

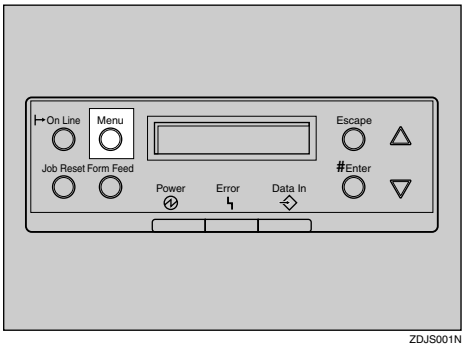
Note

❒ Be sure to select paper size in the "Paper Input" menu.

Reference

For details about paper size and the procedure for loading paper in the Bypass Tray, see "*Loading Paper*" in Maintenance Guide 2.

2 Press [Menu].



ZDJS001N

"Menu" appears on the panel display.

3 Press [▲] or [▼] to display "Maintenance", and then press [Enter].

```
Menu:
 Maintenance
```

The maintenance menu is displayed.

4 Press [▲] or [▼] to display "Color Regist.", and then press [Enter].

```
Maintenance:
 Color Regist.
```

5 Press [▲] or [▼] to display "Fuser Adjust", and then press [Enter].

```
Color Regist.:
Fuser Adjust
```

Important

❒ When the toner cartridge is almost empty, or Auto Adjust is not finished, the following message appears on the panel display and "Fuser Adjust" is not available.

```
Cannot Adjust
See User's Guide
```

Confirm that the toner cartridge is installed. The toner cartridge must be installed. See P.3 *"Replacing the Toner Cartridge"*.

If the toner cartridge is installed, perform "Auto Adjust". See P.34 *"Auto Adjust"*.

6 Press [▲] or [▼] to display "Custom Adjust", and then press [Enter].

The following message appears on the panel display.

```
Fuser Adjust:
Custom Adjust
```

7 Press [▲] or [▼] to display the paper types and resolution in which color shifting occurs, and then press [Enter].

```
Custom Adjust:
Plain: 600dpi
```

Select a value from "Plain: 600dpi", "Plain: 1200dpi" and "Thick: 600dpi".

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Note

- ❒ The current resolution is displayed on the printer driver properties.
- ❒ To adjust the color registration on thick paper, select "Thick: 600dpi" regardless of the current resolution.

8 Confirm that the following message is displayed, and then press [Enter].

```
Press # for Test
Print (Bypass)
```

The following message appears on the panel display. The size of the paper loaded in step 1 is shown.

```
Set Sheet, then#
A3 (297 X 420)
```

9 Confirm that A4⊐ or larger paper is in the Bypass Tray, and then press [Enter].

The Test Sheet is printed. See P.40 *"Test Sheet Samples"*

10 Press [▲] or [▼] to make the offset settings, and then press [Enter].

When such a clear (not smeared in red) square as the sample is:

- at its center position, select "0".
- shifted to the left, select "-1".
- shifted to the right, select "+1".

```
Select Action:
0: Exit
```

```
Select Action:
-1: Re-adjust
```

```
Select Action:
+1: Re-adjust
```

If you select "0: Exit", the printer returns to the previous menu.

If you select "-1" or "+1", the printer returns to step 8. Keep adjusting until "0" is available.

11 Press [On Line].

"Ready " appears on the panel display.

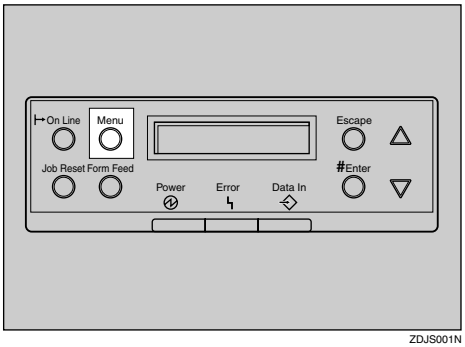
```
Ready
```

Manual Adjust

Important

- ❒ Normally, do not perform manual color adjustment.

1 Press [Menu].



ZDJS001N

"Menu" appears on the panel display.

2 Press [▲] or [▼] to display "Maintenance", and then press [Enter].

```
Menu:
 Maintenance
```

The maintenance menu is displayed.

3 Press [▲] or [▼] to display "Color Regist.", and then press [Enter].

```
Maintenance:
 Color Regist.
```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4 Press [▲] or [▼] to display "Manual Adjust", and then press [Enter].

```
Color Regist.:
Manual Adjust
```

5 Confirm that "Print" is displayed in the menu for printing the Test Sheet, and then press [Enter].

```
Test Sheet:
Print
```

The Test Sheet is printed. See P.40 *"Test Sheet Samples"*.

6 Enter the corrective values for A through L on the Test Sheet in order.

```
Adjustment A:
(-7.0 +7.0)   +0
```

Note

❒ Confirm the printed Test Sheet to enter the correction values.

❶ Use [▲] or [▼] to enter the value (-7.0 to +7.0) shown next to the whitest square, into box A of the Test Sheet.

```
Adjustment A:
(-7.0 +7.0)   +2
```

Note

❒ Pressing [▲] or [▼] increases or decreases the value in 0.5 units.

❒ Sometimes, there are two of the whitest squares next to each other. For example, if the two squares of "+1" and "+2" are the whitest, enter "+1.5".

❒ You can adjust the color alignment for each color in the range of "-7.0 to +7.0".

❒ There is an area on the Test Sheet for you to put down the values of "A" through "L".

❷ Press [Enter].

❸ Make the settings for "B" to "L" in the same manner, using steps ❶ and ❷.

❹ When you finish the settings up to "L", press [Enter] in the next menu.

```
Manual Adjust:
Print Result
```

The Test Sheet is printed. See P.40 *"Test Sheet Samples"*.

```
Printing...
```

❺ Confirm that square "0" is the whitest within A through L on the printed Test Sheet.

Note

❒ If a square other than "0" is the whitest, redo the procedure from step **4**.

The display is returned to the manual adjustment menu.

```
Color Regist.:
Manual Adjust
```

7 When you have made all the settings, press [On Line].

"Ready " appears on the panel display.

```
Ready
```


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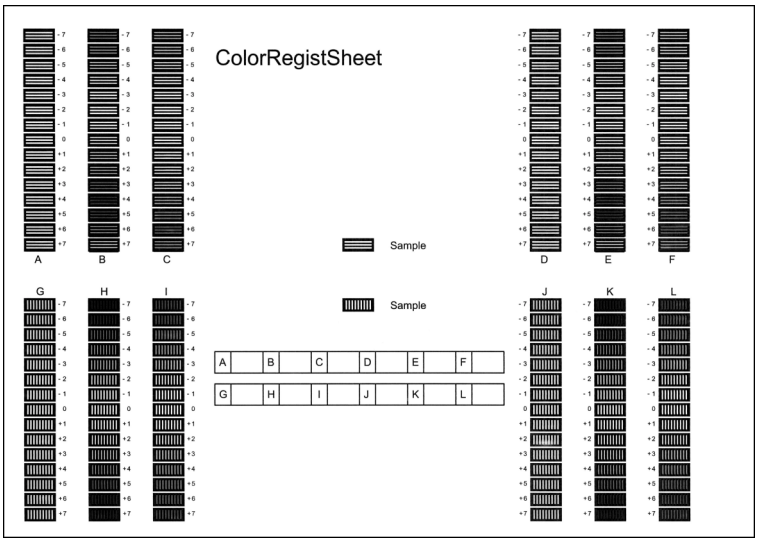
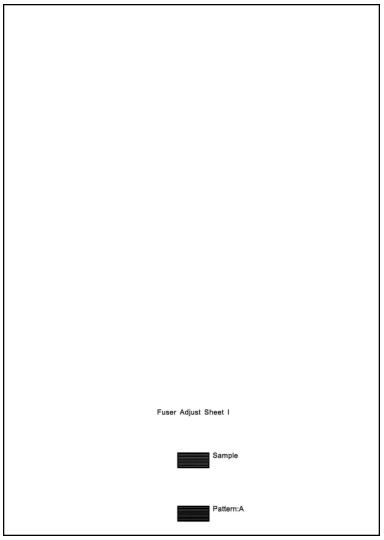
Test Sheet Samples

Following images are samples for the test sheet.

❖ ColorRegistSheet



❖ Fuser Adjust Sheet I



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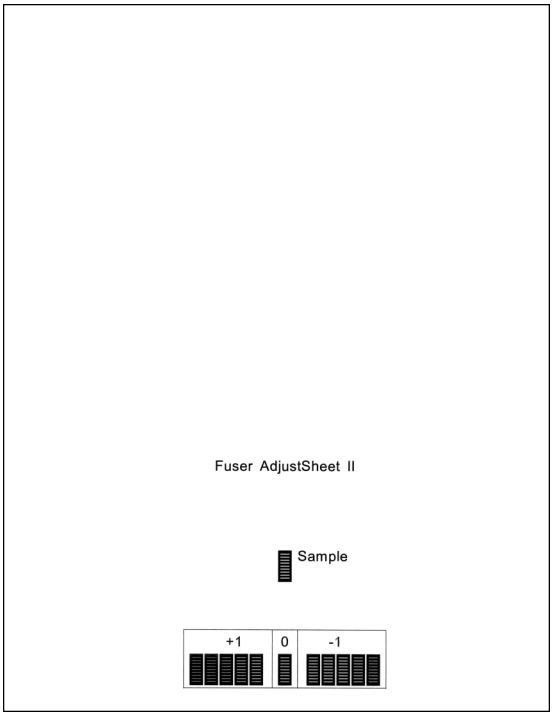
❖ Fuser Adjust Sheet II



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Adjusting the Image Density

Adjust the image density when the print side of the page is a hazy gray or the print image looks patchy.

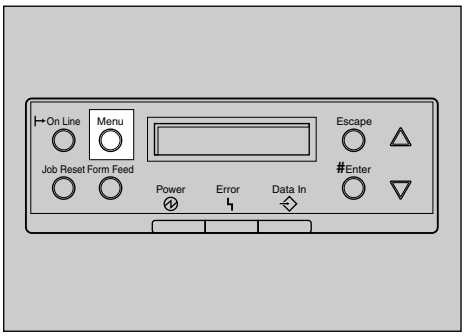
Important

- ❒ Extreme settings may create output that appears dirty.
- ❒ Image density settings should be made from the application or the printer driver whenever possible.

Note

- ❒ Changing the image density setting might cause a deterioration of color balance. We recommend that you leave the image density at its factory default setting.

1 **Press [Menu].**



ZDJS001N

"Menu" appears on the panel display.

2 **Press [▲] or [▼] to display "Maintenance", and then press [Enter].**

```
Menu:
 Maintenance
```

3 **Press [▲] or [▼] to display "Image Density", and then press [Enter].**

```
Maintenance:
 Image Density
```

4 **Press [▲] or [▼] to select the color you want to adjust, and then press [Enter].**

```
Image Density:
 Black
```

5 **Press [▲] or [▼] to set the image density value, and then press [Enter].**

```
Black:
(-3 +3)    0       0
```

Note

- ❒ You can adjust the image density in seven steps from -3 to +3. Increasing the value makes the printouts darker and decreasing the value makes the printouts lighter.

To adjust another color, repeat step **4** and **5**.

6 **Press [On Line].**

"Ready " appears on the panel display.

```
Ready
```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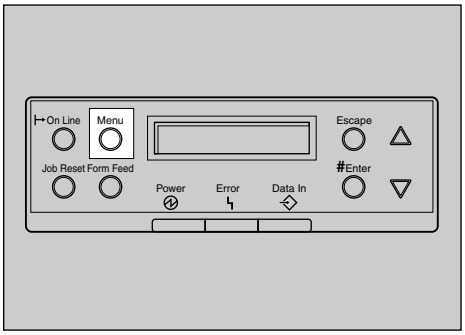
Adjusting the Registration of the Trays

You can adjust the registration of each tray. The vertical adjustment is used for all trays. Normally, you need not update the registration. But when the optional Paper Feed Unit or the Duplex Unit is installed, updating the registration is useful in some cases. The following procedure describes how to adjust Tray 3. You can use the same procedure to adjust the other tray as well.

1 Press [Menu].



"Menu" appears on the panel display.

2 Press [▲] or [▼] to display "Maintenance", and then press [Enter].

```
Menu:
 Maintenance
```

3 Press [▲] or [▼] to display "Registration", and then press [Enter].

```
Maintenance:
 Registration
```

4 Print the test sheet to preview the settings.

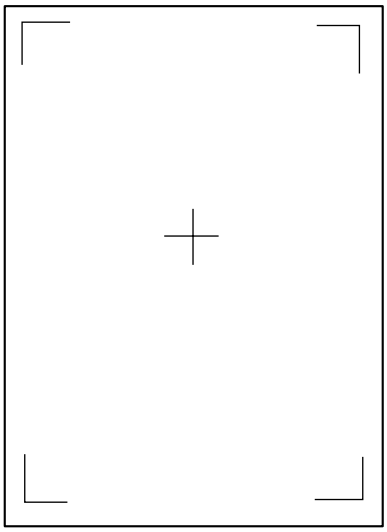
❶ Confirm that "Test Sheet" is displayed, and then press [Enter].

```
Registration:
 Prt. Test Sheet
```

❷ Press [▲] or [▼] to display the tray to adjust, then press [Enter].

```
Prt. Test Sheet:
 Tray 3
```

5 Confirm the position of the image to test sheet, and then adjust the registration value.



The following are examples for adjusting the margin on the test sheet.

❶ Press [Escape].

❷ Press [▲] or [▼] to display the "Adjustment", and then press [Enter].

```
Registration:
 Adjustment
```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❸ **Press [▲] or [▼] to display the tray to adjust, and then press [Enter].**

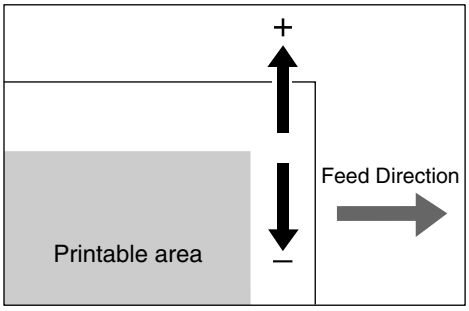
```
Adjustment:
 Vert.: Tray 3
```

❹ **Press [▲] or [▼] to set the digit of the registration value (mm).**

```
Vert.: Tray 3:
(-4.0 +4.0) 0
```

Note

❒ Increase the value to shift the print area in a positive direction, and decrease to shift in a negative direction.



❒ Pressing [▲] or [▼] makes the value increase or decrease by 1.0 mm step.

❺ **Press [Enter].**

❻ **Press [Escape].**

The current setting is displayed for 2 seconds, and then the printer returns to the previous menu.

6 Print the test sheet to check the settings you have made.

7 Press [On Line].

"Ready " appears on the panel display.

```
Ready
```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Removing Misfed Paper in the Duplex Feed Unit

You can remove misfed paper from the Duplex Feed Unit following the procedure below.

Note

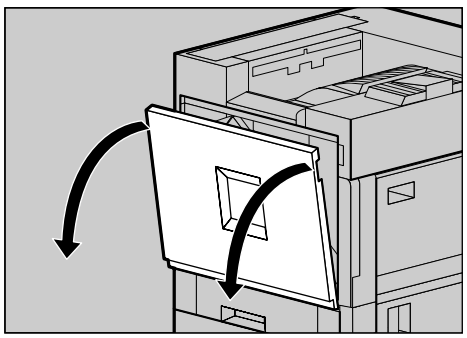
❒ When a paper misfeed occurs in the Duplex Feed Unit, the printer usually sends the misfed paper to the right cover and there is no need to execute following procedure. See *"When "Remove Misfeed A:Internal Path" Appears"* in Maintenance Guide 2.

Important

❒ Be sure to remove a misfed paper following the procedure below, only when "Remove Misfeed Z2:Dup. Feed Unit" appears on the panel display.

1 Turn off the power switch and unplug the power cable.

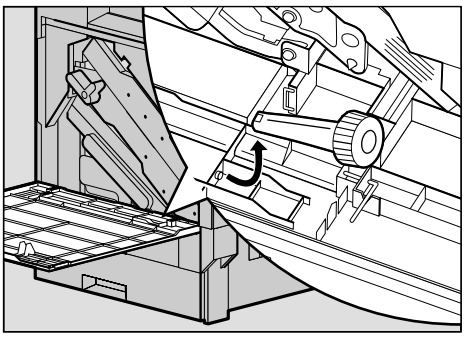
2 Open the front cover slowly by pulling down from the two areas on the left and right.



ZDJH007J

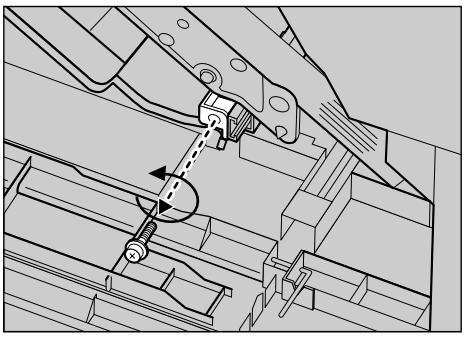
3 Take out the green screwdriver.

Use this screwdriver for all attachment and detachment of screws.



ZDJH013J

4 Remove the screw that is fastening the Duplex Feed Unit using provided screwdriver.



ZDJP221J

You will use this screw to refasten the Duplex Feed Unit later.

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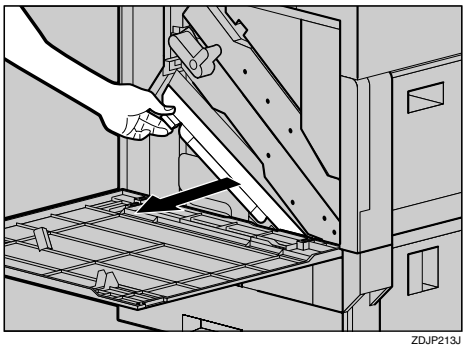
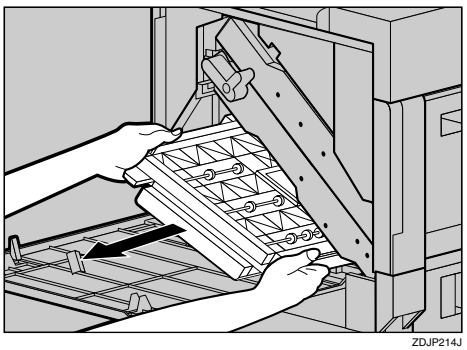
5 **Pinch the upper left area of the Duplex Feed Unit, and pull it out slowly halfway.**



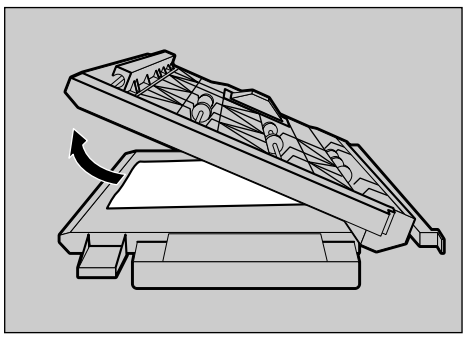
ZDJP213J

6 **Holding the Duplex Feed Unit firmly with both hands, pull it straight out.**



ZDJP214J

7 **Place the Duplex Feed Unit on the floor slowly. Open it slowly, and remove the misfed paper.**



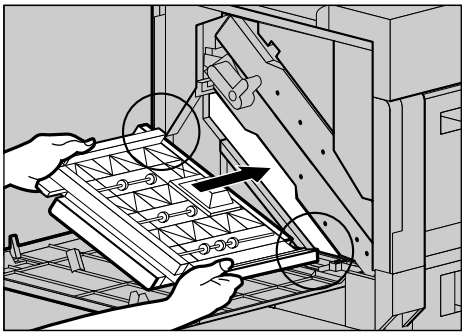
ZDJP215J

Important

❒ Do not open the Duplex Feed Unit by force. It might damage the unit.

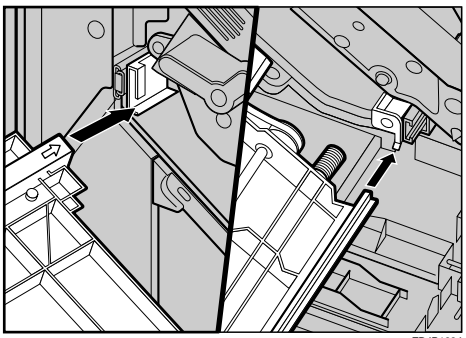
8 **Close the Duplex Feed Unit.**

9 **Holding the Duplex Feed Unit with both hands, insert it along the rails slowly until it stops.**



ZDJP056J

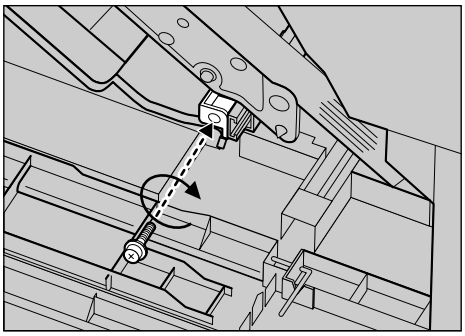
The top and bottom rails are located in the position shown in the illustration.



ZDJP133J

There are two arrows located on the left and right sides of the Duplex Feed Unit.

10 **Refasten the Duplex Feed Unit using provided screwdriver. Use the screw that was removed in step 4.**



ZDJP057J

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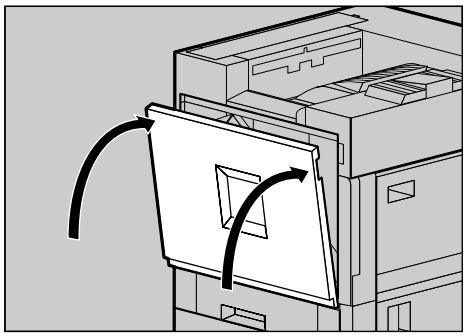
Note

❒ Be sure to return the provided screwdriver to its original position on the inside of the front cover.

11 Close the front cover slowly by pushing the two areas on the left and right.



ZDJH041J

12 Plug in the power cable and turn on the power switch.

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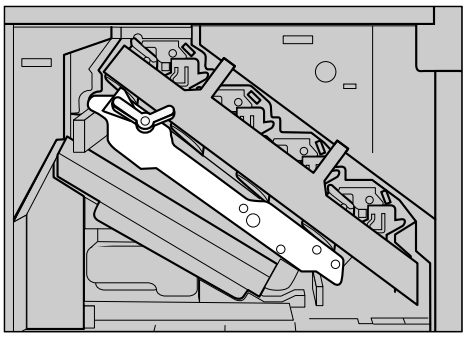
When the Front Cover Does Not Close

When "Close Front Cover" appears on the panel display, even if the cover seems to be closed properly, it is not.

```
Close
Front Cover
```

When the front cover does not close, confirm that the Transfer Unit is attached firmly.

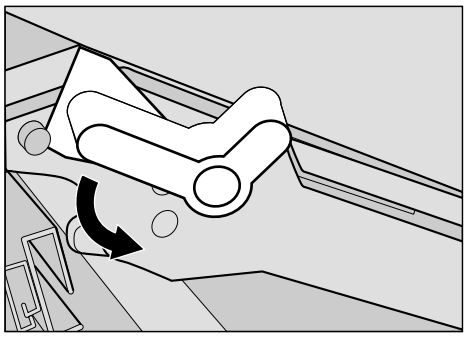
The Transfer Unit is attached to the position shown in the illustration.



ZDJH995J

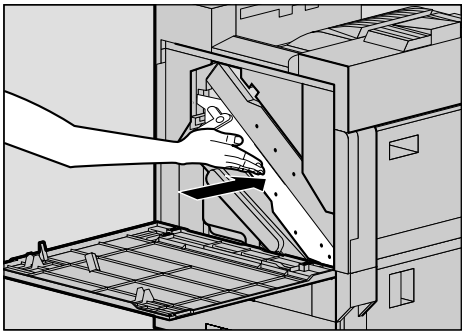
1 Turn off the power switch and unplug the power cable.

2 If the light brown lever is in the position shown in the illustration, turn it counterclockwise.



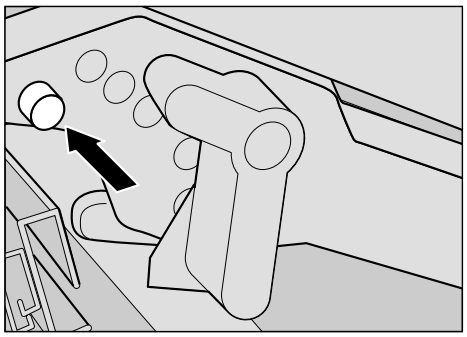
ZDJH014E

3 Push in the Transfer Unit until it stops.



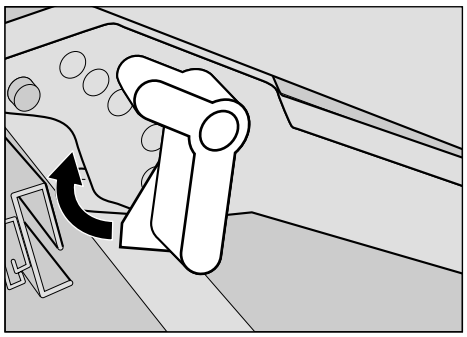
ZDJH999J

Confirm that the protrusion inside the printer is in the upper left hole of the Transfer Unit.



ZDJH992J

4 Turn the light brown lever clockwise.



ZDJH020E

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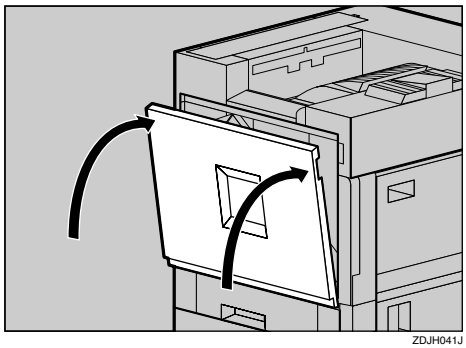
5 **Close the front cover slowly by pushing the two areas on the left and right.**



ZDJH041J

6 **Plug in the power cable and turn on the power switch.**

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Consumables

⚠ ***CAUTION:***

- *Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those specified by an authorized dealer.*

❖ Toner cartridge

Toner cartridge	Average printable number of pages per cartridge [*1]
Cyan	10,000 pages
Magenta	10,000 pages
Yellow	10,000 pages
Black	20,000 pages

[*1] A4 5% test chart

Note

❒ The actual number of printed pages you get from a particular toner cartridge depends on the type and size of paper you are using, the contents of your print images, and printing environment conditions. All this means that a toner cartridge might require replacement sooner than the normal life described above.

❒ Toner cartridges that come with the printer are for setup purposes, and will not provide the number of pages described above. The average number of printable pages that can be expected from the toner cartridges included in the printer are as follows:

- Black toner cartridge : about 10,000 pages
- Cyan, magenta and yellow toner cartridges : about 5,000 pages for each cartridge.

❖ Staple Cartridge

Cartridge type	Number of shots
Staple cartridge	5000 shots × 1 with cartridge
Staple Refill cartridge	Refill 5000 shots × 3

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❖ Other consumables

Note

❒ Actual life of consumables depends on the type and size of paper you are using, the contents of your print images, and printing environment conditions. All that means that consumables might require replacement sooner than the life indicated.

Name	Consumables	Average printable number of pages
Printer Maintenance Kit Type 3800A	Color Photoconductor Unit × 3	100,000 pages
Printer Maintenance Kit Type 3800B	Color Development Unit × 3	150,000 pages
Printer Maintenance Kit Type 3800C	Fusing Unit × 1	100,000 pages
Printer Maintenance Kit Type 3800D	Black Development Unit × 1	150,000 pages
Printer Maintenance Kit Type 3800E	Waste Toner Bottle × 1	50,000 pages
Printer Maintenance Kit Type 3800F	Black Photoconductor Unit × 1	150,000 pages
Printer Maintenance Kit Type 3800G	Fuser Oil Unit × 1	20,000 pages
Printer Maintenance Kit Type 3800H	Paper Feed Rollers × 1	150,000 pages

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Paper Recommendations

Loading Paper

Important

❒ Do not use paper that is meant for an ink-jet printer or it may stick to the Fusing Unit and cause a paper misfeed.

❒ When printing on an OHP transparency that has a print side, load it with the print side over on the Bypass Tray. Not taking this precaution may cause it to stick to the Fusing Unit and cause a misfeed.

❒ Print quality cannot be guaranteed if recommended paper is not used. For details about recommended paper, contact your sales or service representative.

❒ Do not use paper that has already been printed onto by other printers.

Storing Paper

- Paper should always be stored properly. Improperly stored paper might result in poor print quality, paper misfeeds, or printer damage. Recommendations are as follows:
  - Avoid storing paper in humid areas.
  - Avoid exposing paper to direct sunlight.
  - Store on a flat surface.
- Keep open reams of paper in the package in which the paper came.

Types of Paper and Other Media

❖ **Plain Paper**

- Tray 1/2 can hold up to 500 sheets.
  PAPER FEED UNIT Type 3800C (500x1) can hold up to 500 sheets.
  PAPER FEED UNIT Type 3800C (500x2) can hold up to 1000 sheets.
  Paper Bank PS470 can hold up to 2000 sheets.
  Confirm that the top of the stack is not higher than the limit mark inside the tray.
- Bypass Tray supports custom size, approximately 3.5 - 12 inch in width, and approximately 5.8 - 18 inch in length.
- When printing on the reverse side of plain paper that is already printed on, you should load it on the Bypass Tray and select **[Plain (Duplex Backside)]** from **[Paper Type:]** with the printer driver.

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❖ Thick Paper

- Use the Bypass Tray.
- The Bypass Tray can hold paper up to 135 kg (163 g/m^2) in weight. The print quality on paper that is thicker cannot be guaranteed.
- Confirm that the top of the stack is not higher than the limit mark inside the tray.
- When printing on thick paper, select thick paper mode with the printer driver.
- When printing on the reverse side of plain paper that is already printed on, you should load it on the Bypass Tray and select **[Thick (Duplex Backside)]** from **[Paper Type:]** with the printer driver.

Note

❒ The number of sheets to be set may vary depending on the paper thickness and paper type.

❖ OHP transparencies

- When printing on OHP transparencies, use the Bypass Tray.
- Load OHP transparencies on the tray with the print side over or they may stick to the Fusing Unit and cause a misfeed.
- Remove any unused OHP transparencies from the Bypass Tray after you are finished printing. Leaving them in the tray may cause them to stick together.
- When printing on OHP transparencies, you should select the OHP transparency mode with the printer driver.
- The Bypass Tray can hold up to 100 OHP transparency sheets.
- Confirm that the top of the stack is not higher than the limit mark inside the tray.
- When you print OHP transparencies more than one copies, remove each sheet from the tray one by one before next sheet is printed out, or select "Slip Sheet" in the printer driver. For details about using "Slip Sheet", see the printer driver Help file.

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❖ Envelopes

- When printing on envelopes, use the Bypass Tray.
- Specifications of envelopes are as follows:

	Metric version	Inch version
Weight	72 - 90 g/m^2	19 - 24 lb
Recommended weight and size	72 g/m ^{2}, 114 × 162 mm (C6 Env)	24 lb, $3^7/_8$" × $7^1/_2$" (Monarch)

- You can load up to 10 envelopes (72 - 92 g/m^2, 19 - 24 lb) in the Bypass Tray at the same time, without forcibly pressing them. Confirm that the envelopes are not damp, and that the top of the stack is n\ot higher than the limit mark on the side guide.
- Confirm that the print side is facing up when loading onto the Bypass Tray.
- Load the envelopes with the flaps aligned to the left side fence. The flaps should be securely folded up.
- Confirm that there is no air in the envelopes before loading.
- To get better print quality, it is recommended that you set the right, left, top, and bottom print margin, to at least 15 mm (0.6") each.
- Do not print on both sides of envelopes.
- Load only one size and type of envelopes at the same time.
- Before loading envelopes, flatten the leading edges (the side being fed into the printer) of them by running a pencil or ruler across them.
- Before loading envelopes, confirm that they are rectangular in shape.
- Supported size of envelope is listed on *"Paper and Other Media"* in Maintenance Guide 2.

❖ Paper not supported by this printer

Avoid using the following types of paper that are not supported by this printer:

- Paper meant for an ink-jet printer
- Bent, folded, or creased paper
- Curled or twisted paper
- Torn paper
- Wrinkled paper
- Damp paper
- Paper that has already been printed onto, except a preprinted letterhead
- Coated paper
- Special paper, such as thermal paper, aluminum foil, carbon paper and conductive paper
- Paper whose weight is heavier or lighter than the limitation.
- With windows, holes, perforations, cutouts, or embossing
- Label paper on which glue or base paper is exposed
- Paper with clips or staples

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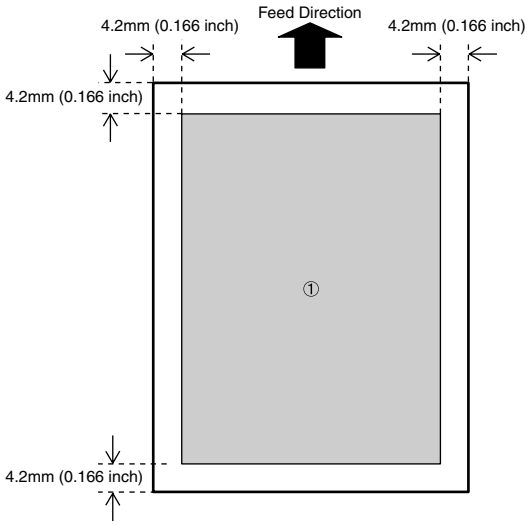
Printable Area

The following shows the printable area for this printer. Be sure to set the print margins correctly by the application.



① : printable area

Note

❒ The printable area may vary depending on the paper size, printer language and printer driver settings.

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