FUJI XEROX

Quick User Guide

ApeosPort-IV C5570/4470/3370/2270
DocuCentre-IV C5570/4470/3370/2270

Overview

Copy

Fax

Scan

Print

Job Status

Setup

Troubleshooting

This User Guide is printed on FUJI XEROX Office Color Capable Products.

Features content

Thank you for selecting the Fuji Xerox ApeosPort-IV C5570 / C4470 / C3370 / C2270, DocuCentre-IV C5570 / C4470 / C3370 / C2270.

This quick user guide provides the fundamental Copy / Fax / Scan / Print operating procedures for ease use of the machine.

Quick User Guide Organization

IMPORTANT!

The screen images in this guide solely used for illustration and are based on the standard machine configurations. Some features mentioned may not be used depending on the machine configurations. Unsupported features will not be displayed on the screen. Abnormal features will be grayed out on the screen.

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We welcome any comments on ambiguities, errors, omissions or missing pages.

Contact Fuji Xerox Customer Training Department Malaysia for more information.

Overview

Control Panel Overview

Log In/Out button :
Press to enter
UserID & Passcode

Job Status button:
Press to check active,
& completed jobs

Machine Status button:
Press to check machine
information meter
readings & supplies

Power Saver button:
Press to enter / exit
power saver mode.

To **Login** to User Account, press **Log In/Out** button & enter user details on the text box as follow. (**Note:** Press **Log In/Out** button again to **Logout.**)

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Copy Features

C1: Simple Copy ... *Page 08*

C2: Reduce / Enlarge ... *Page 09*

C3: 2-Sided Copying ... *Page 10*

C4: Book Copying ... *Page 11*

1 → 1 2
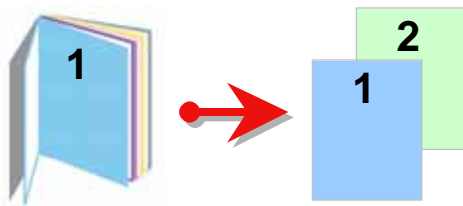
C5: Mixed Sized Originals ... *Page 12*

A5 A4 A3 → A5 A4 A3
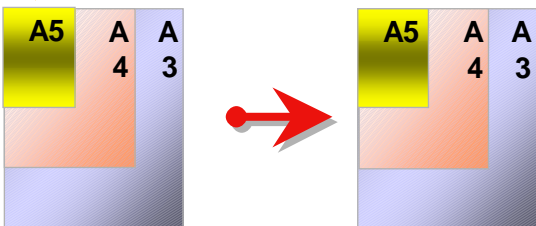
C6: Edge Erase/Image Shift ...*Page 13*

C7: Multiple-Up ... *Page 14*

C8: Booklet Creation ... *Page 15*

1 2 3 4 5 6
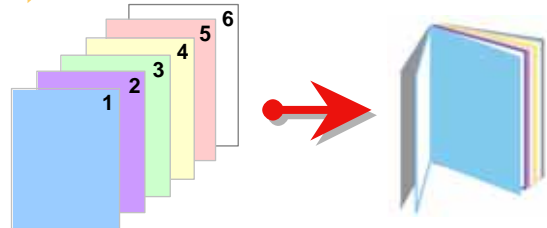
C9: Copy Output / Sorting ... *Page 16*

[Collated]
1,2,3...1,2.3... 1,2,3...

[Uncollated]
1,1,1...2,2,2...3,3,3...

C10: Repeat Image ... *Page 17*
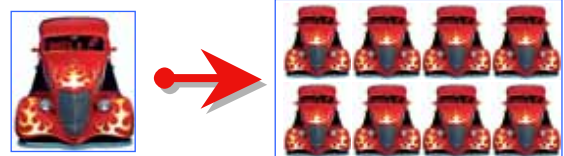
C11: ID Card Copying ... *Page 18*
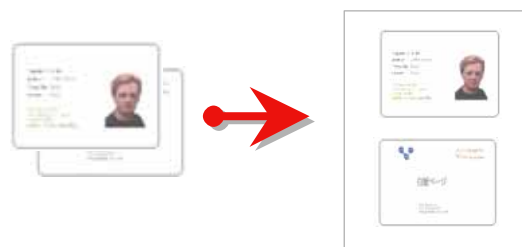
F1: **Single/Multiple Locations ..** *Page 19*

F5: **Confirmation Report …** *Page 07*

F2: **Speed Dial/One Touch …** *Page 20*

F6: **Read / Cancel Fax…** *Page 45*

F3: **Address Book/Index …** *Page 20*

F7: **Program Fax Number …** *Page 46*

Allows you to program frequent used fax numbers into the address book.

F4: **2-Sided Originals …** *Page 21*

scan Features

S1: **Scan to Folder ...** *Page 23*

S2: **Import Scanned Data...** *Page 24*

S3: **Scan to Email ...** *Page 25*

S4: **Scan to PC ...** *Page 26*

S5: **Output Color/Resolution ...** *Page 10*

S6: **File Formats ...** *Page 23, 25, 26*

PDF   JPEG

TIFF   DocuWorks

S7: **File Name ...** *Page 25, 26*

Allows you to specify a name for the scanned document.

By default the file name is "img-xxx-yyy.zzz" (where xxx is the date and time, yyy is the page number, and zzz is the extension

S8: **Book Scanning ...** *Page 27*
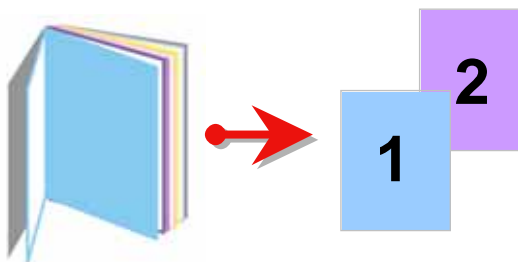
P1: **Job Types …** *Page 28*

Normal Print – prints as normal print
Secure Print – stores print jobs on the machine and prints when UserID & password entered
Sample Set – prints a trial copy
Delayed Print – Temporarily stores print jobs on the machine to print it at specified time.
Save in Remote Folder – stores print job at registered folder and print upon required.
Fax – PC Faxing.

P2: **Secure Print …** *Page 29*

P3: **Paper Tray Selection …** *Page 30*

P4: **2-Sided Print …** *Page 30*

P5: **Booklet Print…** *Page 31*

P6: **Multiple-Up Print …** *Page 32*

P7: **Watermarks…** *Page 33*

P8: **PC Faxing…** *Page 34*

C1: Making SIMPLE COPY

Make simple copy jobs

1 Load documents onto the Document Feeder face up or Document Glass face down
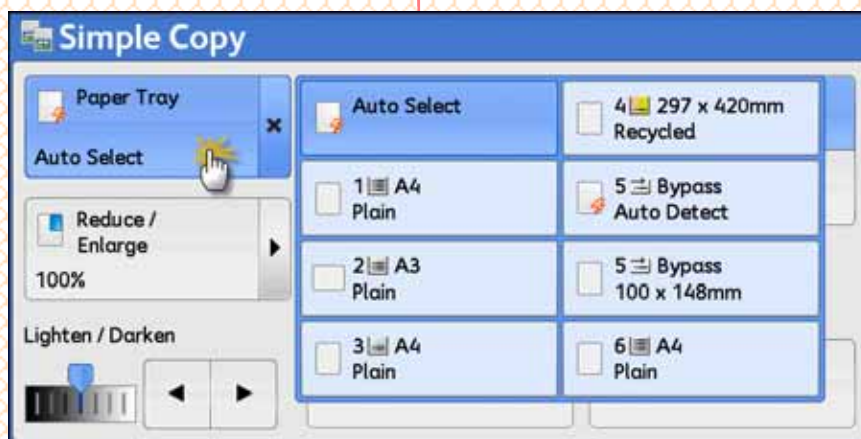
2 On the [Services Home] select [Simple Copy]
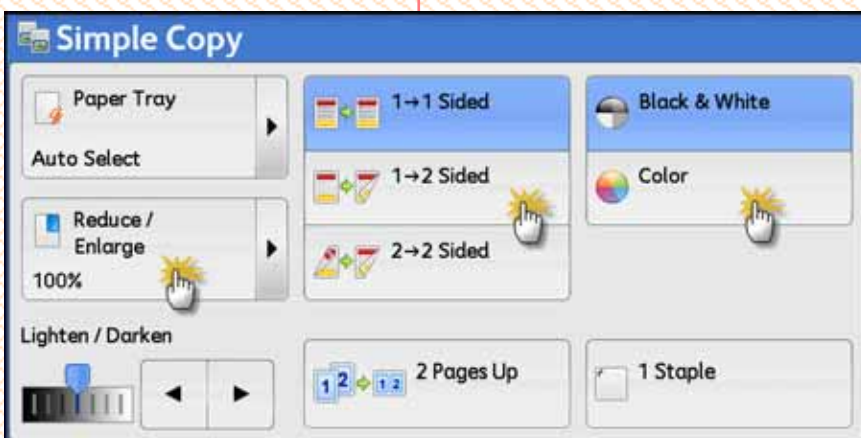
3 Select an option:
a: [Paper Tray] for other tray selection
- If required, Select other features:
b: [Reduce/Enlarge]
c: [2-Sided]
d: [Output Color]

4 Enter number of copies using numeric keypad. Press <Start> button

Note

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C2: Making Reduced/ Enlarged Copies …

Make copies with scaling by selecting desired copy size ratio.
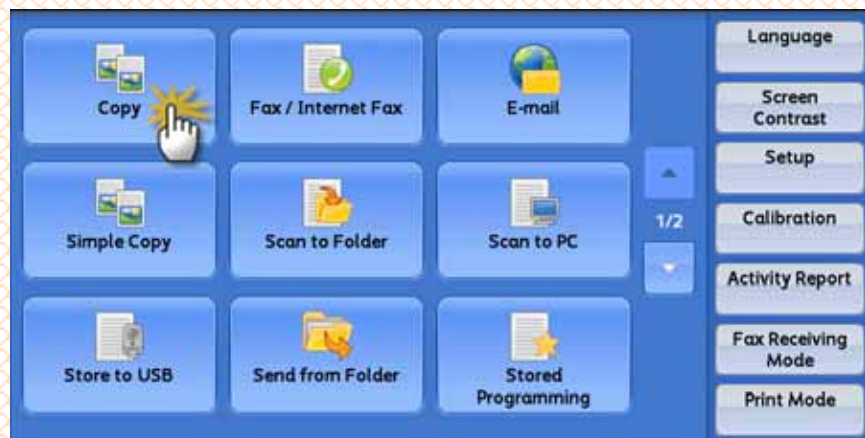
1 **Load documents onto the Document Feeder face up**
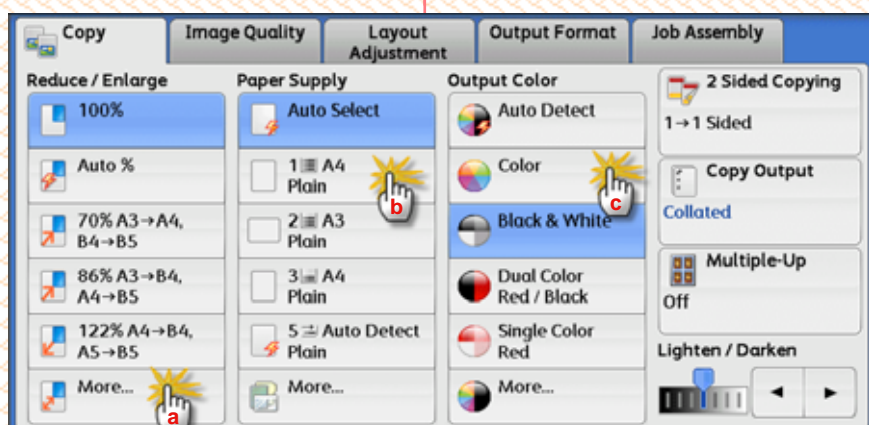
2 **On the [Services Home] select [Copy]**

3 **Select an option:**
a: **[Reduce / Enlarge]** for desired ratio; select [More] for other presets
b: **[Paper Supply]** for other tray selection
c: **[Output Color]** if necessary.
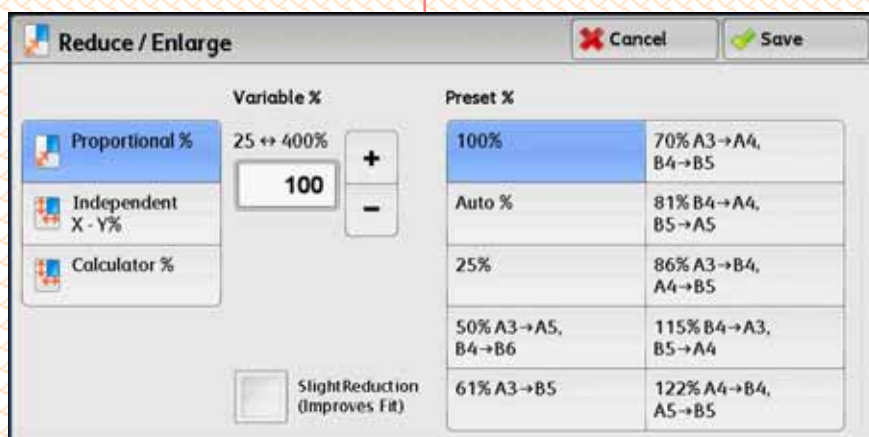
4 **Enter number of copies using numeric keypad.**

5 **Press <Start> button**

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C3: Making Single Sided / Double Sided Copies …

Make copies as single sided / double sided

1 **Load documents onto the Document Feeder face up**
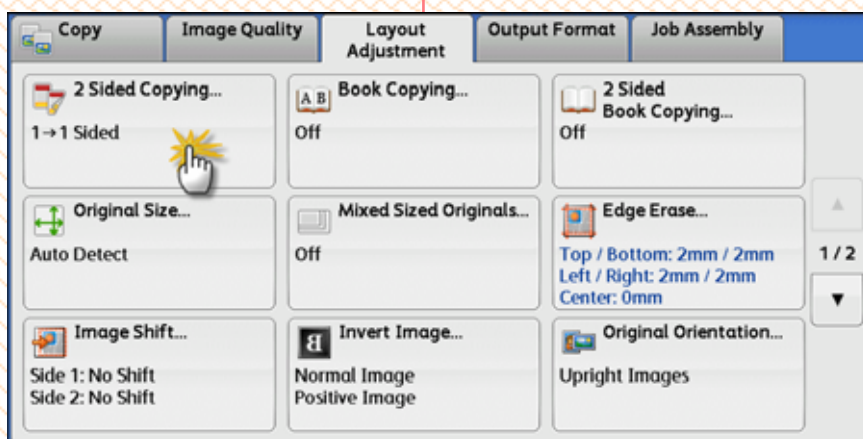
2 **On the [Services Home] select [Copy]**

3 **Select [Layout Adjustment] > Press [2-Sided Copying]**

4 **Select an option**
   1 ➜ 1 Sided copy 1-sided document onto 1 side of paper
   1 ➜ 2 Sided copy 1-sided document onto 2 sides of paper
   2 ➜ 2 Sided copy 2-sided document onto 2 sides of paper
   2 ➜ 1Sided copy 2-sided document onto 1 side of paper
   Press [Save]

5 **Enter number of copies using numeric keypad & Press <Start> button**

C4: Making copies from a Book …

Make copies from a bound document into separate sheets of paper using platen glass.
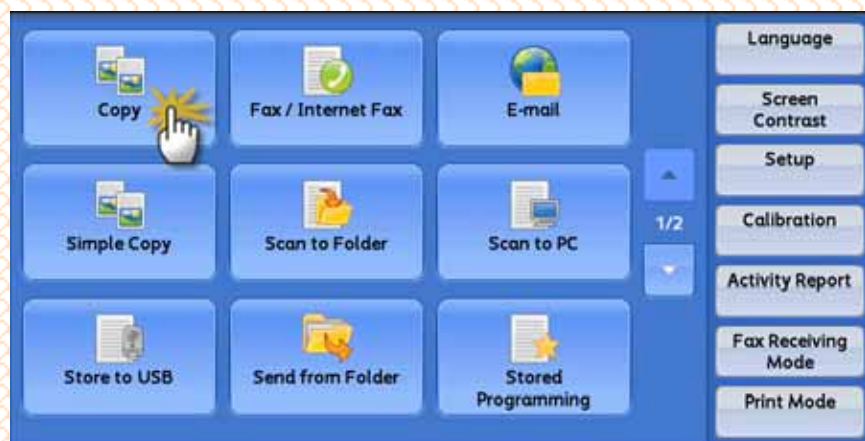
1 Load documents onto the Platen Glass face down
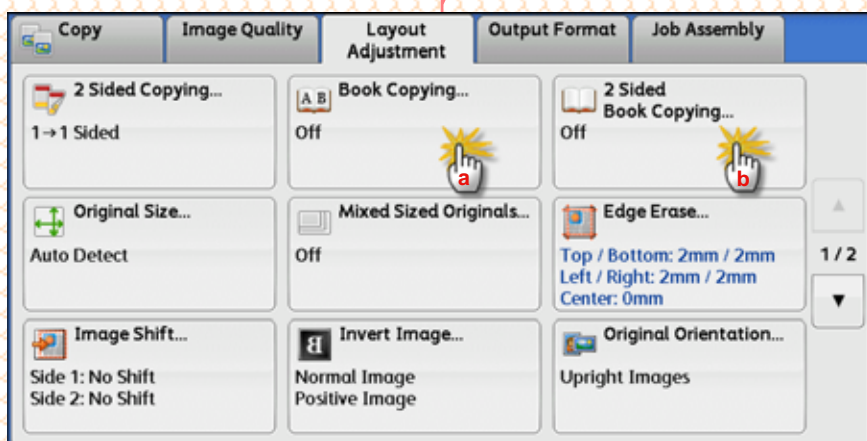
2 On the [Services Home] select [Copy]

3 Select [Layout Adjustment]
a: [Book Copying] for 1-sided output
b: [2-Sided Book Copying] for 2-sided output
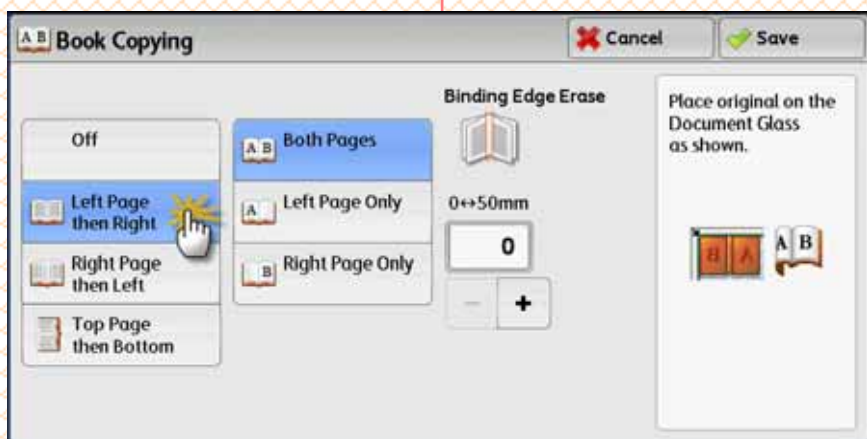
4 Select an option:
(refers to book reading sequence)
Left Page then Right
Right Page then Left
Top Page then Bottom
Select an option:
Both Pages
Left Page Only
Right Page Only
Press [Save]
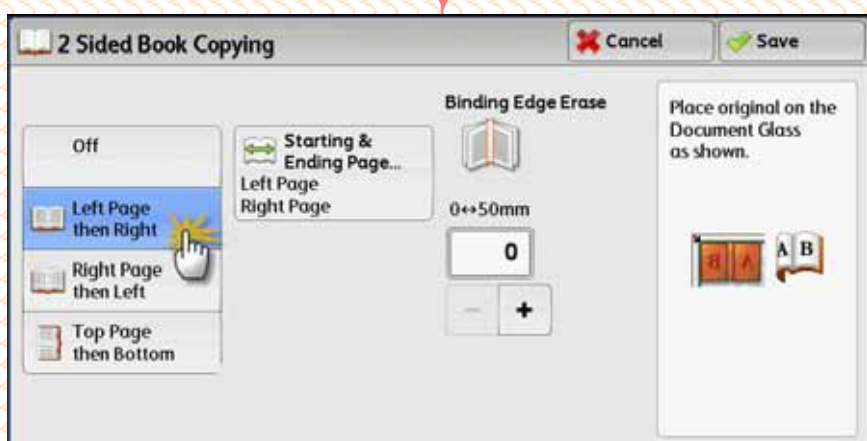
5 Enter number of copies using numeric keypad & Press <Start> button

> **Note**
> **User Guide P.106**

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C5: Making copies of Mixed Sized originals ...

Make copies of different size documents onto matching paper size output.

1 **Load documents onto the Document Feeder face up**
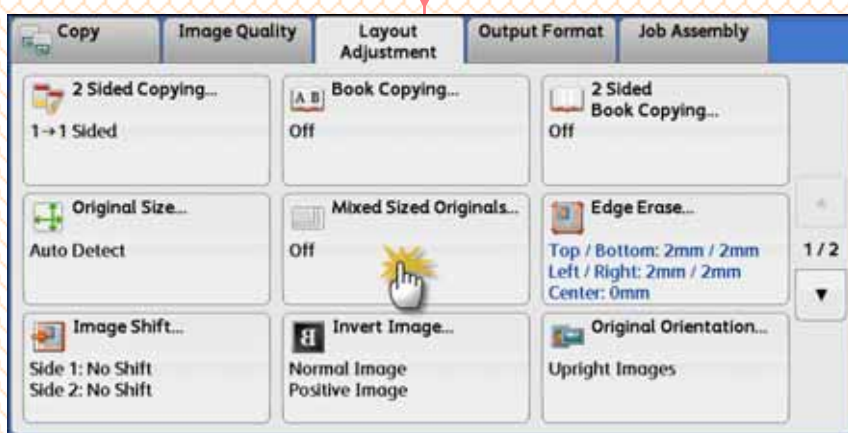
2 **On the [Services Home] select [Copy]**

3 **Select [Layout Adjustment] > Press [Mixed Sized Originals]**

4 **Select option:** ON **Press [Save]**

5 **Ensure [Reduce/Enlarge] is** 100% **and [Paper Supply] is** Auto Select
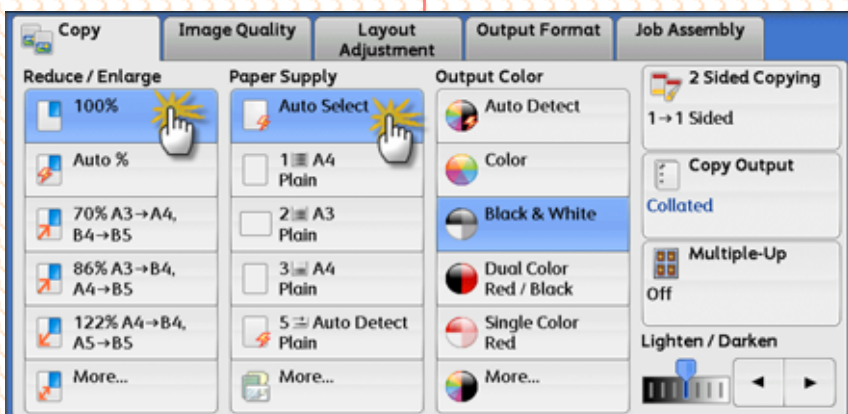
6 **Enter number of copies using numeric keypad & Press <Start> button**

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C6: Making copies with Edge Erased / Image Shifted …

Make copies with unwanted marks along the edge erased, or image shifted.

1 **Load documents onto the Document Feeder face up**
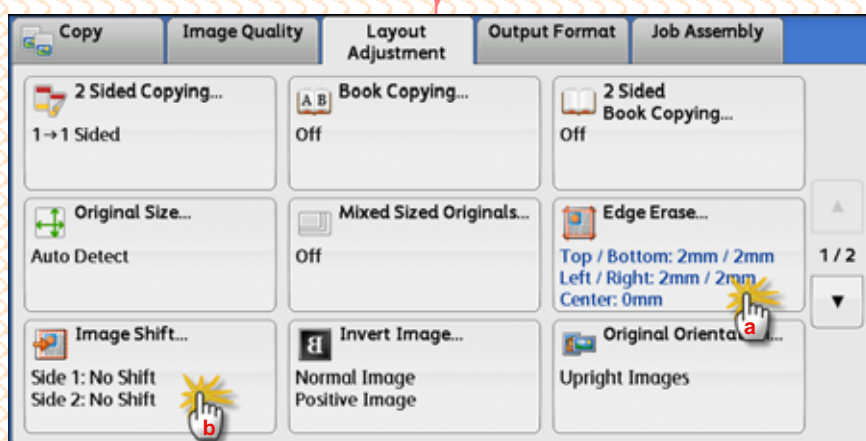
2 **On the [Services Home] select [Copy]**

3 **Select [Layout Adjustment]**
a: [Edge Erase] select an option & set area to be erased
b: [Image Shift] select an option & set margin to be shifted
Press [Save]
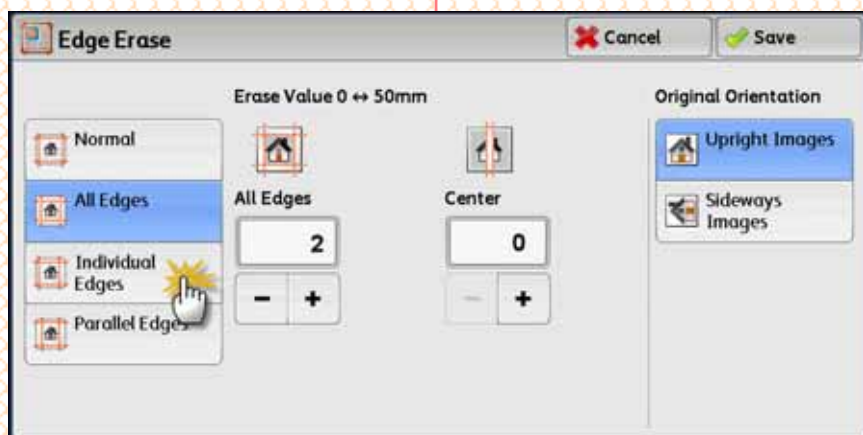
4 **Enter number of copies using numeric keypad & Press <Start> button**
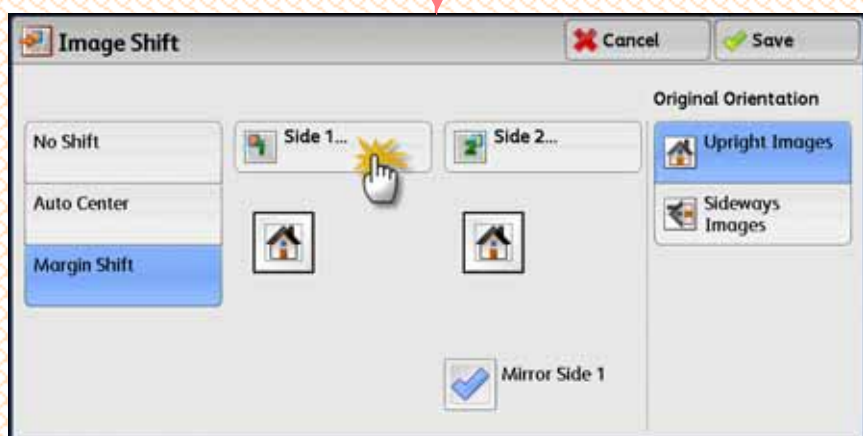
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C7: Making Multiple Up Copies …

Make copies with multiple sheets of originals into single sheet of paper.

1 **Load documents onto the Document Feeder face up**

2 **On the [Services Home] select [Copy]**

3 **Select [Multiple-Up] :**
  Off – feature not applied
  2 Pages Up – 2 documents copied into 1 sheet of paper
  4 Pages Up – 4 documents copied into 1 sheet of paper
  8 Pages Up – 8 documents copied into 1 sheet of paper
  Set preferred Reading Order & Press [Save]
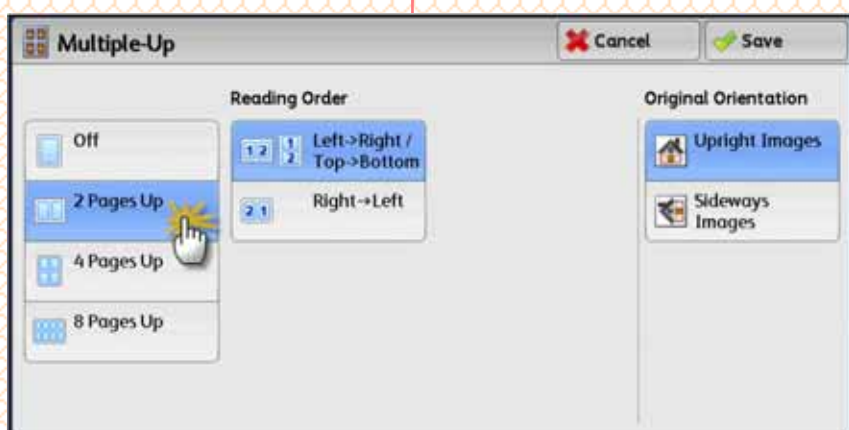
4 **Enter number of copies using numeric keypad & Press <Start> button**

C8: Making copies into a Booklet …

Make copies from multiple sheets of documents into a booklet output.

1 Load documents onto the Document Feeder face up
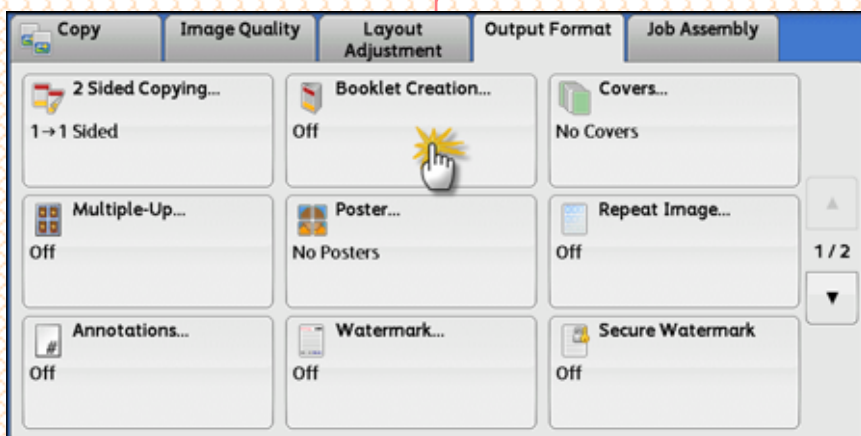
2 On the [Services Home] select [Copy]

3 Select [Output Format] > Press [Booklet Creation]
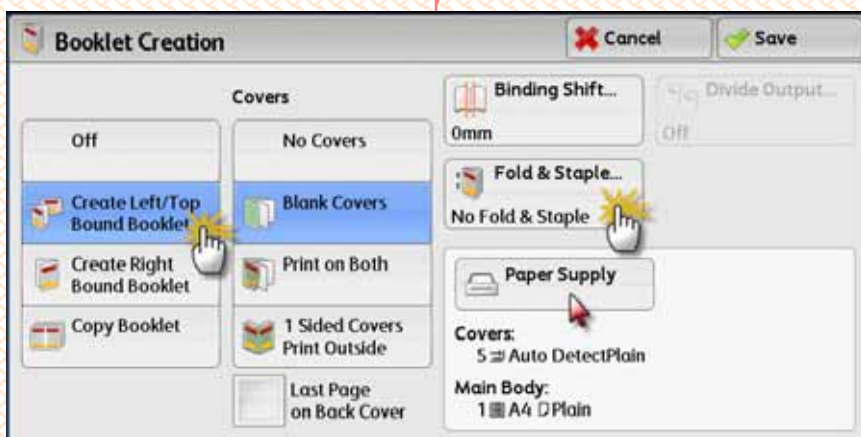
4 Select an option:
Off – feature not applied
Create Left/Top Bound
Create Right Bound
Copy Booklet
Optional feature:
Fold & Staple…
Press [Save]
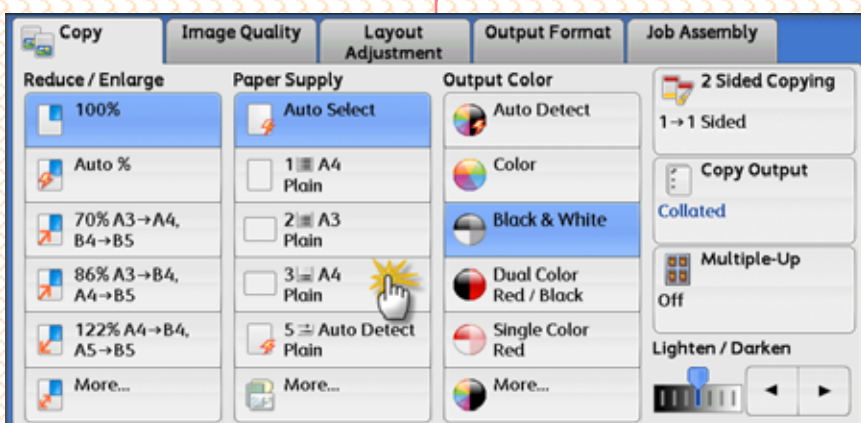
5 Select [Copy] > [Paper Supply] – Select Tray Landscape orientation

6 Press <Start> button

Note

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C9: Making multiple sets Collated [Sorting] …

Make copies collated or uncollated. Output can be finished with stapling/hole punching.
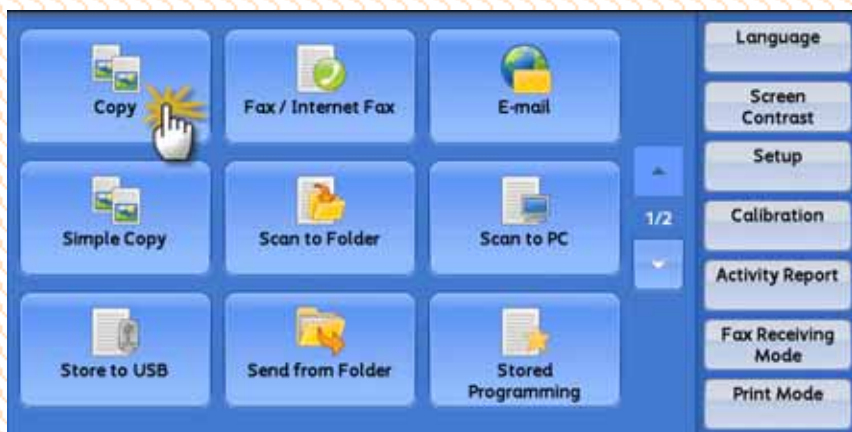
1 Load documents onto the Document Feeder face up
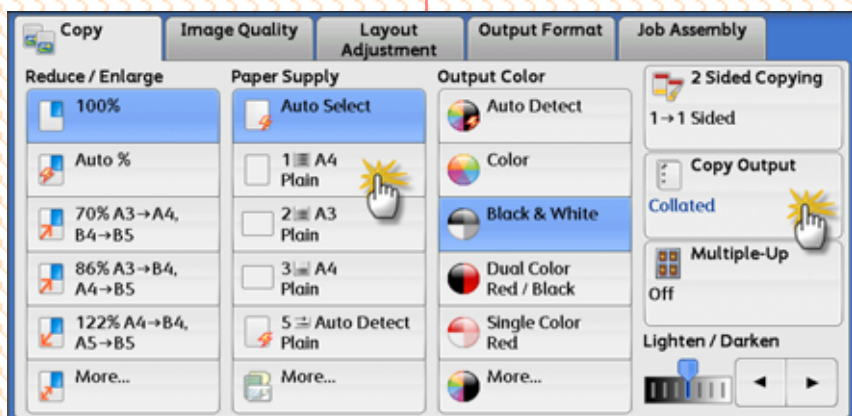
2 On the [Services Home] select [Copy]

3 Select preferred Paper supply. Select [Copy Output]
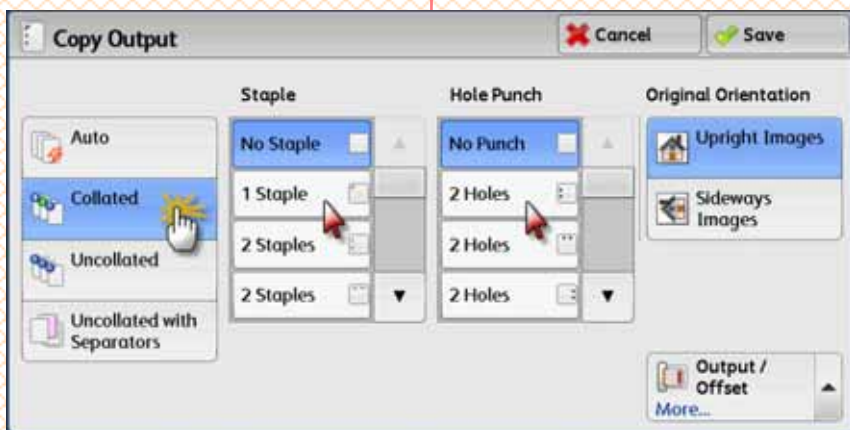
4 Select option:
   Collated - arranged by sets in page order per set.
   Uncollated - arranged by page in total copies and unsorted
   Select option:
   Staple position
   Hole Punch position
Press [Save]

5 Enter number of copies using numeric keypad & Press <Start> button

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C10: Making copies of Repeat Images …

Make copy of a document / image onto 1 sheet of paper repeatedly.

1. **Load documents onto the Platen Glass face down**
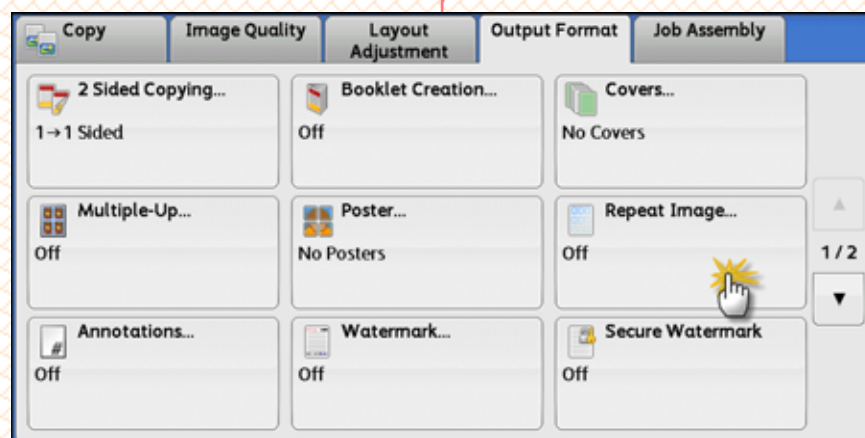
2. **On the [Services Home] select [Copy]**

3. **Select [Output Format] > Press [Repeat Image]**
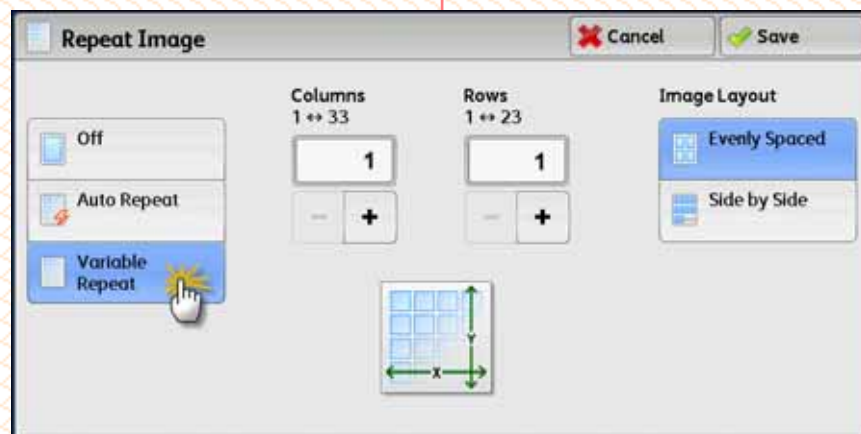
4. **Select an option:**
   Off – feature not applied
   Auto Repeat
   Variable Repeat
   Press [Save]
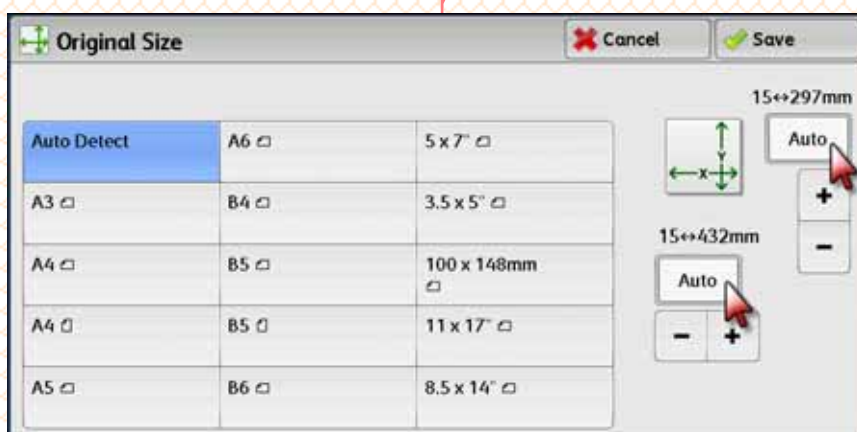
5. **Select [Layout Adjustment] > Press [Original Size]** Enter width (X) and height (Y) of original document
   Press [Save]

6. **Select [Copy] > [Paper Supply] – Select Tray Press <Start> button**

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C11: Making copy of ID Card …

Make copy of ID card both sides on the same page/side.

1 On the [Services Home] select [Copy]
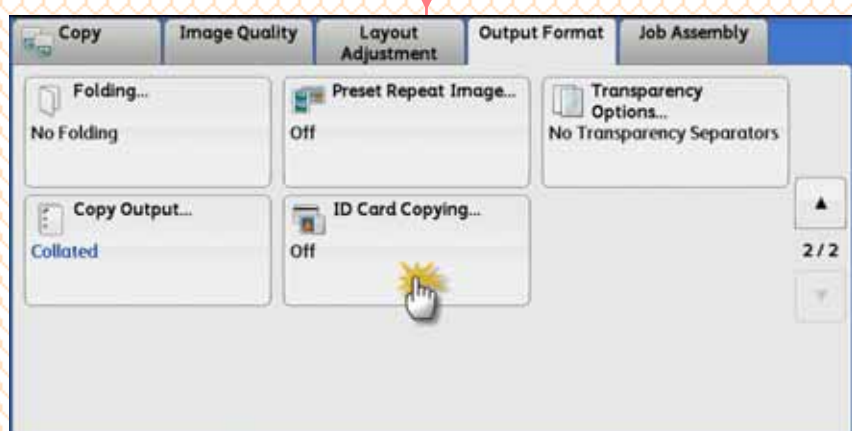
2 Select preferred Paper supply. Select [Output Format] page 2/2

3 Select [ID Card Copying] Select option: ON Press [Save]
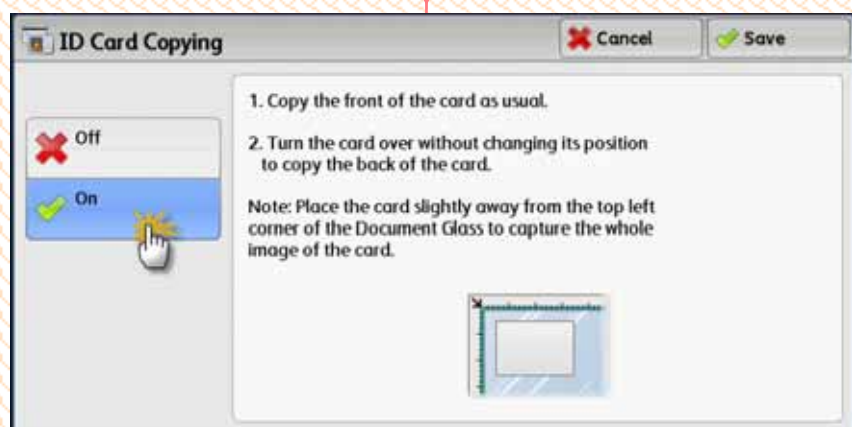
4 Load ID Card on the platen glass (within A5 area) Close document cover. Press <Start> button

5 Open document cover and flip to the 2nd side of ID card. Place it on the same place. Press <Start> button. ID Card will then be printed

Note

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F1: Fax to a single / multiple location(s) …

Fax transmission to single / multiple recipients.

1. **Load documents onto the Document Feeder face up**

2. **On the [Services Home] select [Fax]**

3. **Enter recipient(s) fax number using numeric keypad or Press New Recipient button to enter fax numbers using onscreen Keyboard**
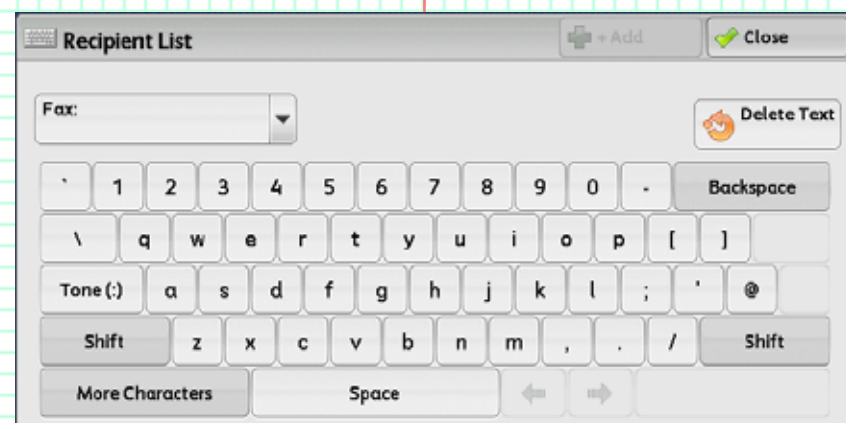
4. **Press [+Add] button to enter multiple recipients' fax numbers.**

5. **Press <Start> button**

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F2 & F3: Fax using registered address book entries …

Fax transmission to pre-registered recipients from the address book.

1 **Load documents onto the Document Feeder face up**
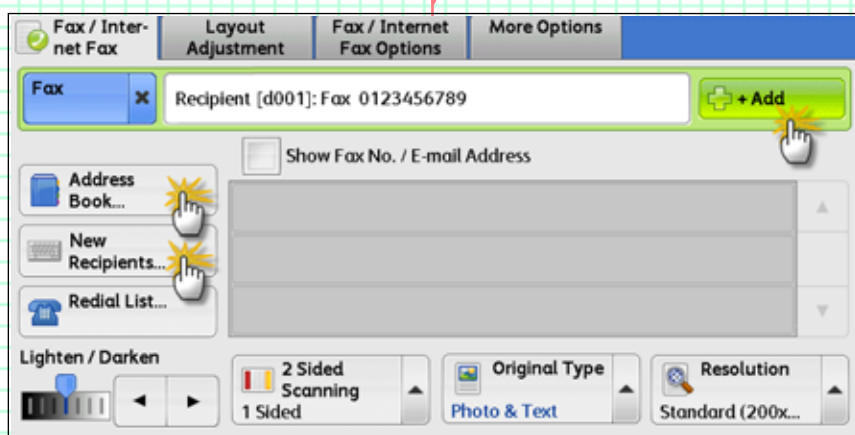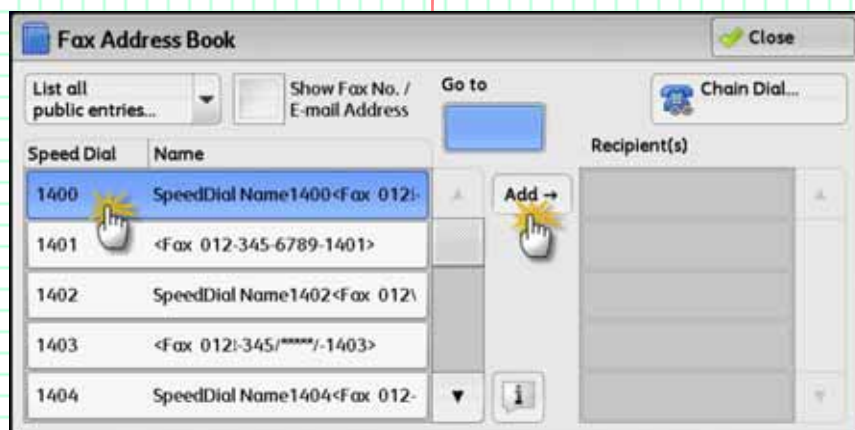
2 **On the [Services Home] select [Fax]**

3 **Enter recipient(s) fax number using:**
Address Book
Speed Dial / One Touch
Retrieve Using Index entries
Numeric Keypads

4 **Press [+Add] button to enter multiple recipients' fax numbers.**
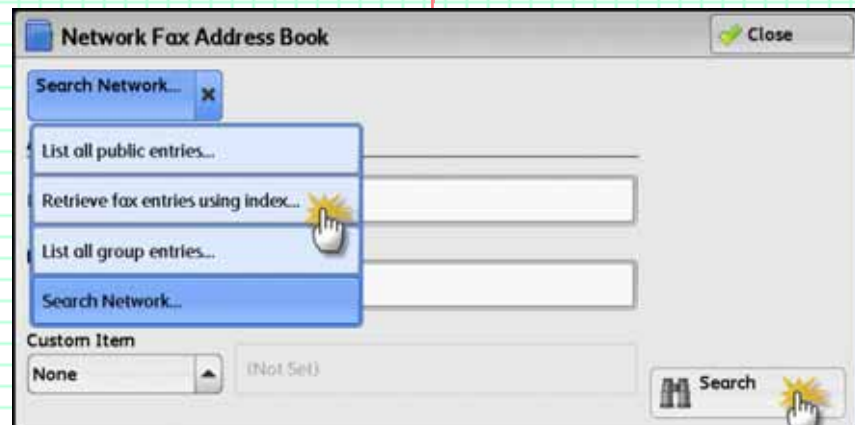
5 **Press <Start> button**

Note
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F4: Fax a 2-sided document …

Scan a 2-sided original and send in a single operation.

1 **Load documents onto the Document Feeder face up**
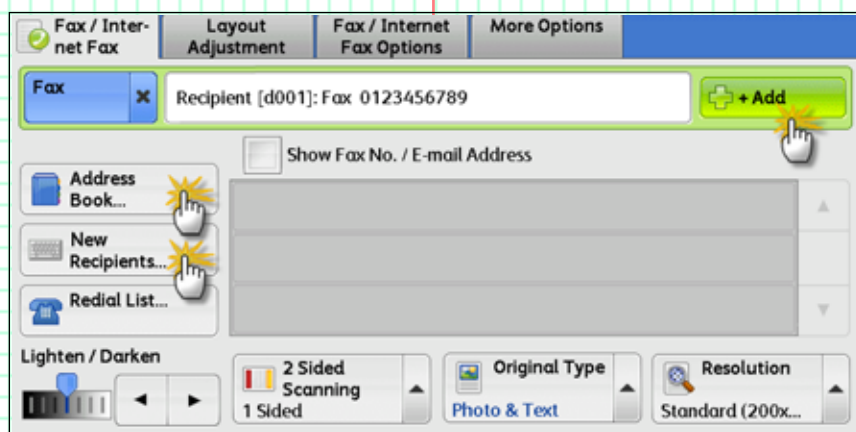
2 **On the [Services Home] select [Fax]**

3 **Enter recipient(s) fax number using:**
  Address Book
  Speed Dial / One Touch
  Retrieve Using Index entries
  Numeric Keypads

4 **Press [+Add] button > enter multiple recipients' fax numbers *if necessary***
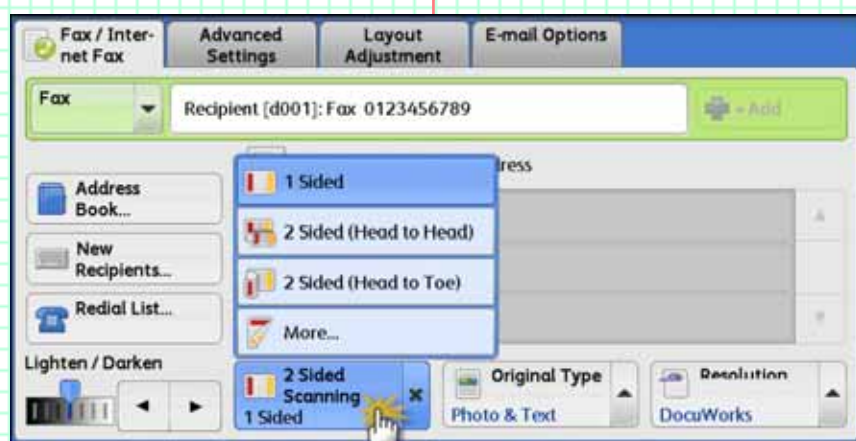
5 **Select [2 Sided Scanning]**
  Select an option :
  1 Sided scan single sided
  2 Sided (Head to Head)
  2 Sided (Head to Toe)

5 **Press <Start> button**

Note
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F5: Fax transmission with a printed confirmation report ...

Transmission results can be printed automatically after fax completed.
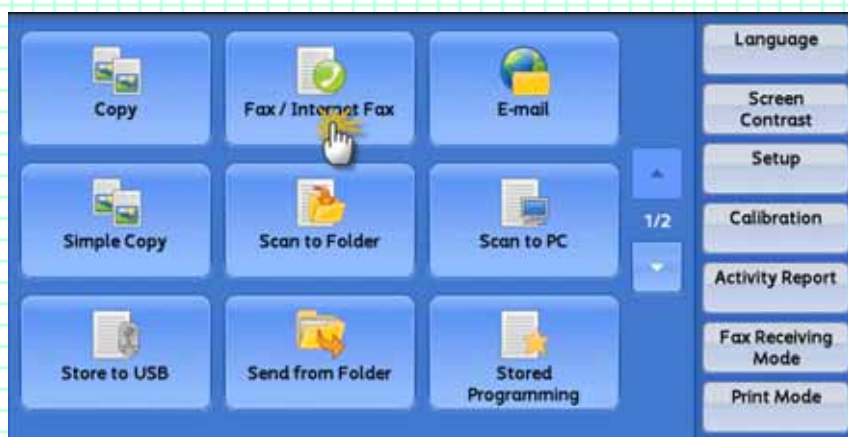
1 Load documents onto the Document Feeder face up
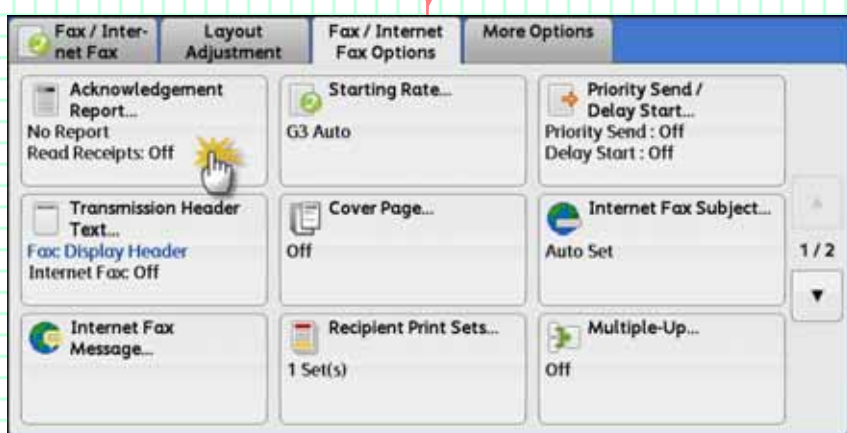
2 On the [Services Home] select [Fax]

3 Select [Fax Options] > [Confirmation Options] – Select an option:
No Report
Print Report
Press [Save]
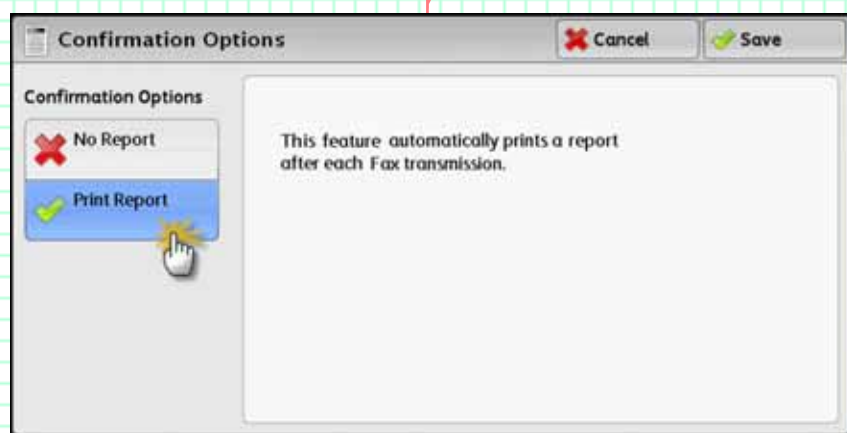
4 Select [Fax] tab – Enter recipient(s) fax. Press [+Add] button to enter multiple recipients' fax numbers *if necessary.*

5 Press <Start> button

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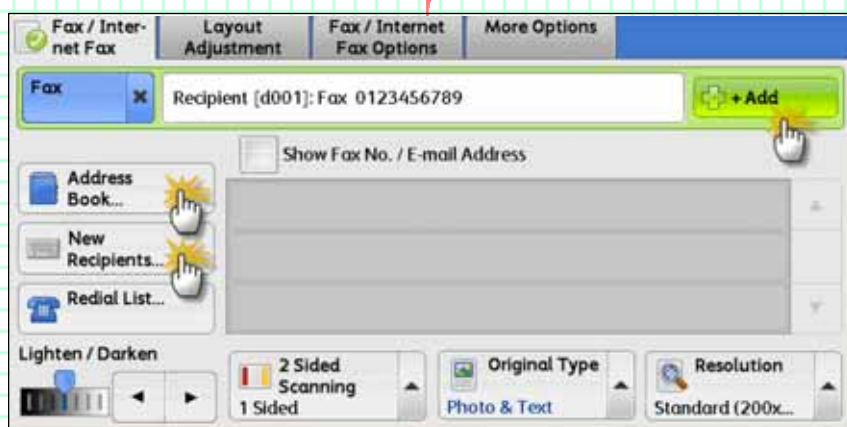
S1: Scan to Folder …

To scan and save the scanned data to a registered folder.

1. **Load documents onto the Document Feeder face up**

2. **On the [Services Home] select [Scan to Folder]**

3. **Select required folder:**
   * Enter password if any
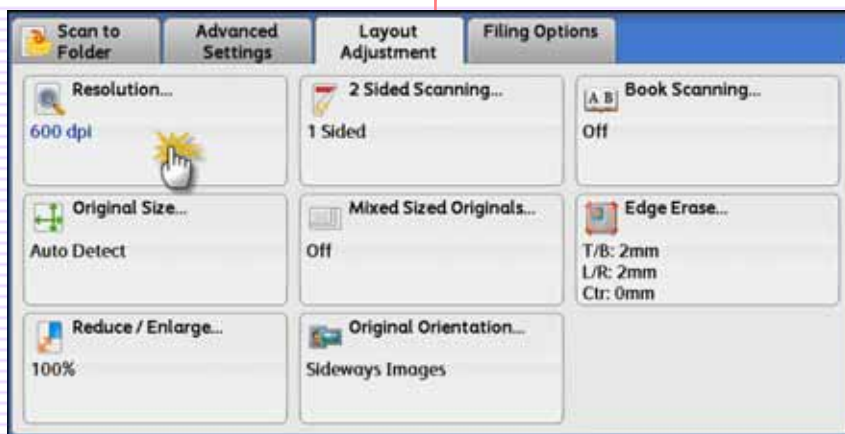
4. **Select an option:**
   [Color Scanning]
   Auto Detect / Color
   Black & White / Grayscale
   [2 Sided Scanning]
   1 Sided scan single sided
   2 Sided (Head to Head)
   2 Sided (Head to Toe)

5. **Select [Layout Adjustment] > [Resolution]** *if necessary.*

6. **Press <Start> button. Documents scanned and stored at selected folder.**

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S2: Import scanned document to personal computer …

To import the scanned data to your personal computer.

Specify Scanner

Specify Scanner

Start network scanner settings.
Either enter the scanner IP address or select it from the scanners detected.

IP Address or FQDN:
13.193.5.75

Example:
192.0.2.24
2001:DB8:1:1:1:1:1:1
hostname.example.net

Scanners Detected:

Scanner Name	IP Address / FQDN	Installed Loc
DocuCentre-II C2200	13.193.0.136	
DocuCentre-III C6500	13.193.5.75	TSP
Document Centre 235	13.193.0.137	
Document Centre 235	13.193.0.60	
Document Centre 236	13.193.0.59	

Search Again   Search / Display Settings...

About   Next >   Close   Help

Specify Folder

Specify Folder

Enter the folder number and passcode.

Scanner Name: ApeosPort-III C7600
IP Address: 13.193.5.75

Folder Number: 1   ☐ Set to Often-Used Folders
Passcode:

Registered Folders:

Folder No.	Folder Name
1	Alan
2	Sally
3	Peter
4	dave
5	TANYK
8	CTE

< Select Scanner   Confirm   Close   Help

001:Alan - Stored File Manager 3

File Edit View Help

Import   Refresh   Delete   Select Scanner Screen   Select Folder Screen

Doc. No.	Doc. Name	Stored Date	Format	Pages	Image Size	Doc. Type
992	img-723054328	2009/07/23 05:43:32	MMR	1	A4 (210 x 297mm)	Scan Document
991	img-723054322	2009/07/23 05:43:26	MMR	1	A4 (210 x 297mm)	Scan Document
990	img-723054315	2009/07/23 05:43:19	MMR	1	A4 (210 x 297mm)	Scan Document

File can be imported by double-clicking.   IP Address:13.193.5.75 Model:ApeosPort-III C7600

1 **From your computer, Select [Start] > All Programs > Fuji Xerox > Network Scanner Utility3 > Stored File Manager 3**

2 **Select Scanner name; e.g. ApeosPort-IV C5570 (13.193.5.75) > Click [Next] button**

3 **Enter Folder number (e.g. 001) and Passcode - Click [Confirm] button to proceed.**

4 **Select a document from the list, click [Import]. Select location to save. Click [OK] once done. Close all screen to exit.**
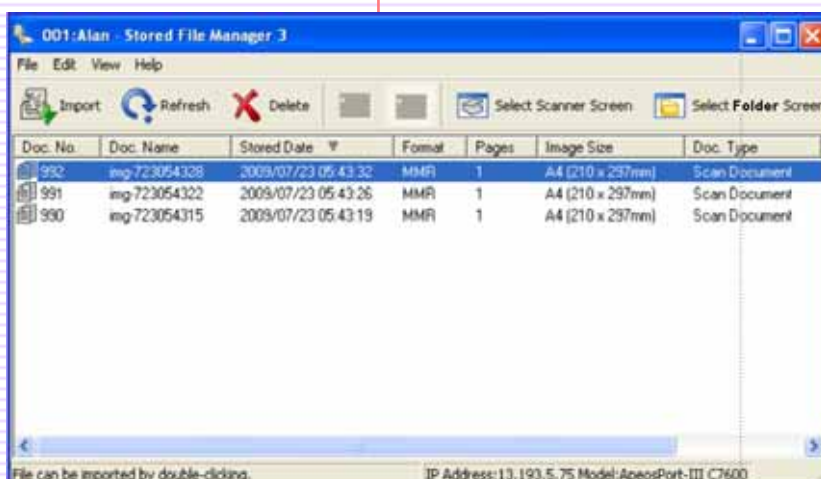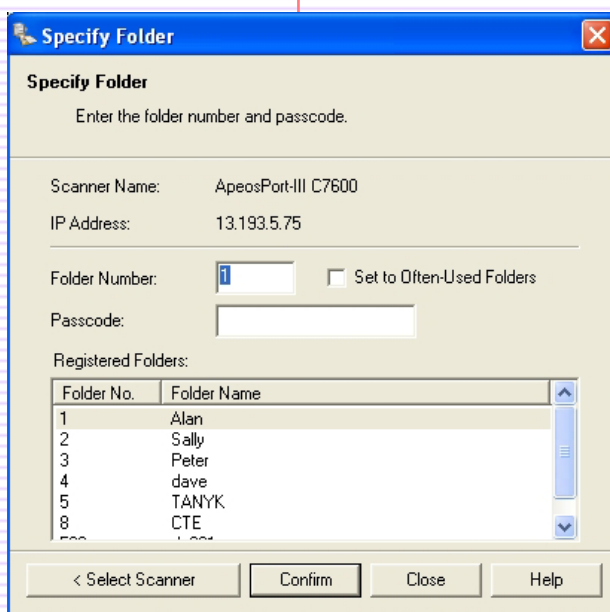
Note

User Guide P.382

S3: To Scan document and transfer via Email …

To scan and send the scanned data to selected recipients as email attachment(s).

1 Load documents onto the Document Feeder face up

2 On the [Services Home] select [Email]

3 Select [Address Book] or select [New Recipient] to enter email address(s)

4 Select an option: *if necessary.*
[Color Scanning]
   Auto Detect / Color
   Black & White / Grayscale
[2 Sided Scanning]
   1 Sided scan single sided
   2 Sided (Head to Head)
   2 Sided (Head to Toe)
[File Format]
   TIFF / JPEG / PDF / DOCUWORKS / More…
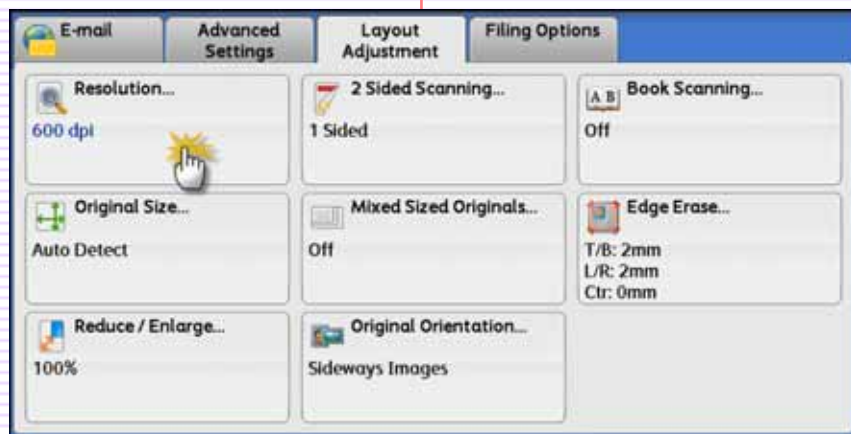
5 Select [Layout Adjustment] > [Resolution] *if necessary.*
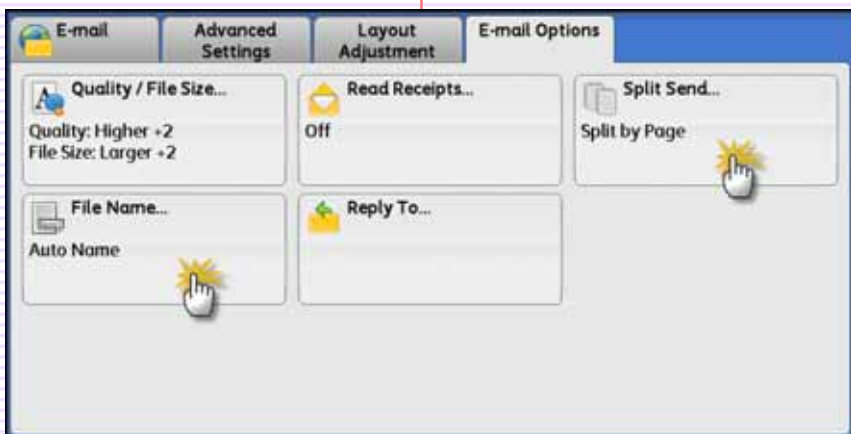
6 Select [E-mail Options] > [Split Send] or [File Name] *if necessary.*
Press <Start> button.

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S4: To Scan document and transfer to PC (SMB) …

To scan and send the scanned data to selected network computer.

1 **Load documents onto the Document Feeder face up**

2 **On the [Services Home] select [Scan to PC]**

3 **Select [Address Book] or select [Browse] to search network computer**

4 **Select an option:** *if necessary.*
   [Color Scanning]
   Auto Detect / Color
   Black & White / Grayscale
   [2 Sided Scanning]
   1 Sided scan single sided
   2 Sided (Head to Head)
   2 Sided (Head to Toe)
   [File Format]
   TIFF / JPEG / PDF / DOCUWORKS / More…

5 **Select [Layout Adjustment] > [Resolution]** *if necessary.*

6 **Select [Filing Options] > [File Name]** *if necessary.* **Press <Start> button.**
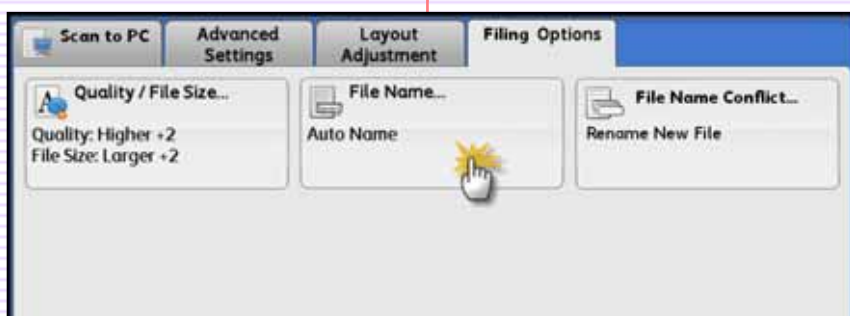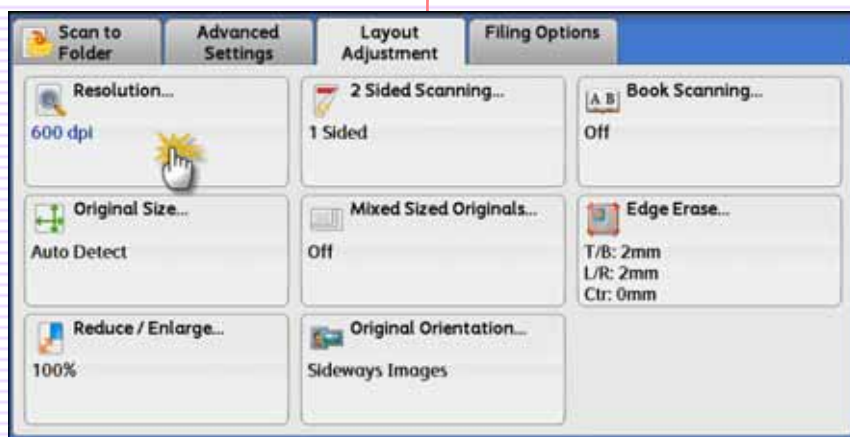
Note

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S8: To scan a bound document (Book) …

To scan a book onto separate sheets and transfer via preferred scanning method

1 **Load documents onto the Document Feeder face up**

2 **On the [Services Home] select preferred scan method Folder/PC/Email]**

3 **Select [Address Book] to enter recipient/location**

4 **Select an option:** *if necessary.*
   [Color Scanning]
   Auto Detect / Color
   Black & White / Grayscale
   [File Format]
   TIFF / JPEG / PDF /
   DOCUWORKS / More…

5 **Select [Layout Adjustment] > [Resolution]** *if necessary.*
   [Book Scanning]
   Left Page then Right
   Right Page then Left
   Top Page then Bottom

6 **Press <Start> button.**

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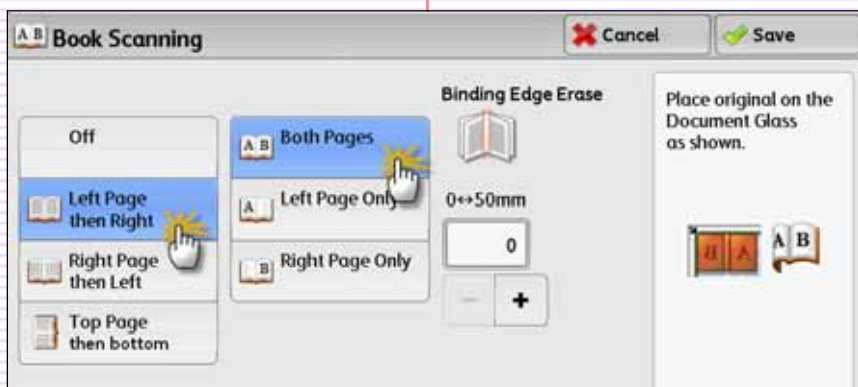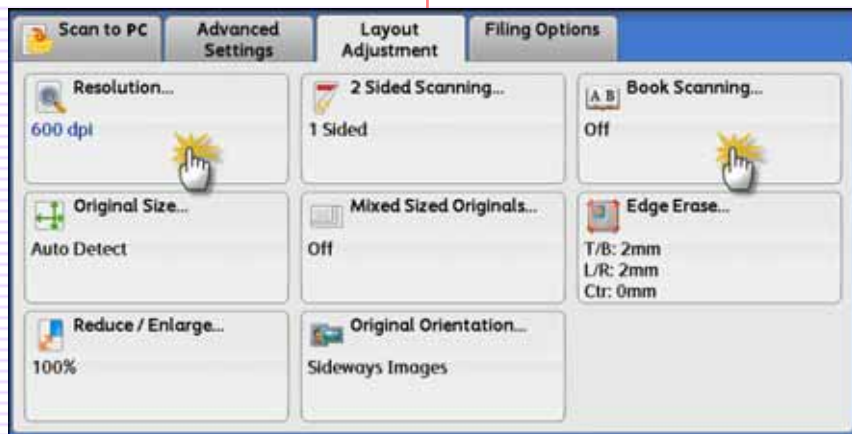
P1: Normal Print from computer …

Making a direct print from your application.
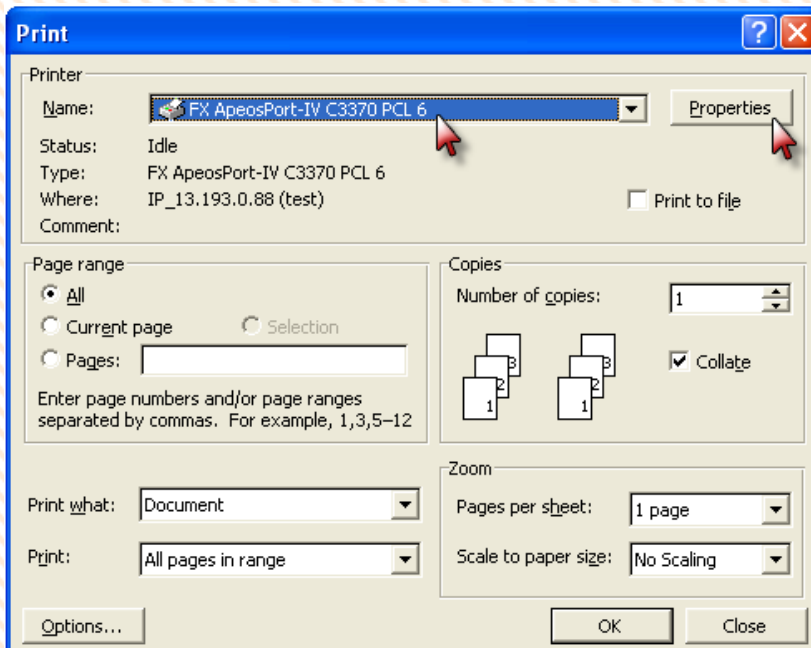
1 **From application > Select Printer > [Properties]**

2 **On the [Paper/Output] > select [Paper] to specify Paper Tray / Paper Size / Paper Type** *if necessary.*

3 **Select [Output Color]**
Color / Black & White

4 **Click OK on all open windows to print.**
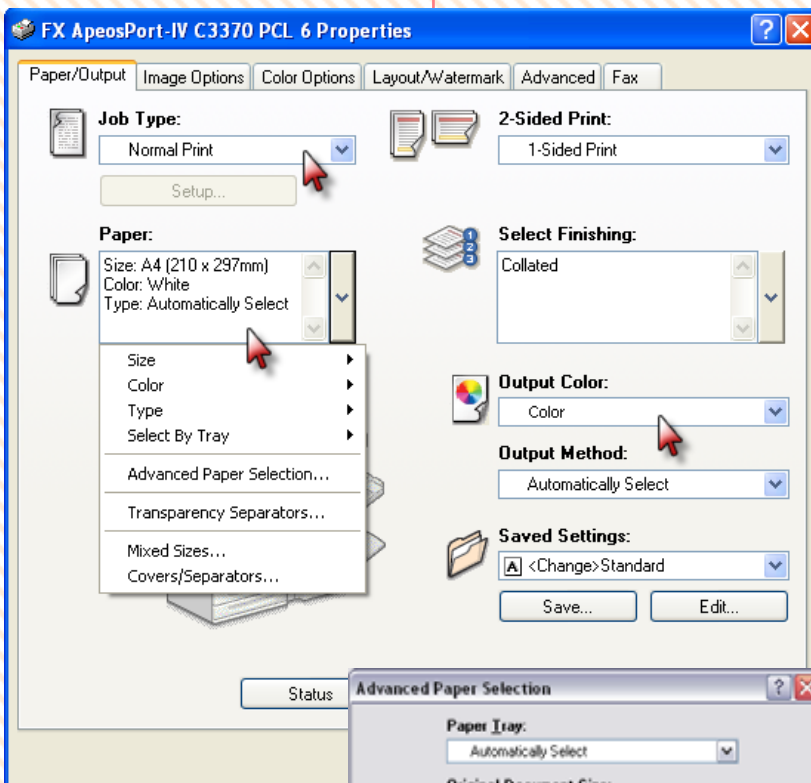
P2: Sending a Secure Print job from computer …

Allows to set a password to a print job and temporarily stores the print job memory on the machine, and print upon entering the password.
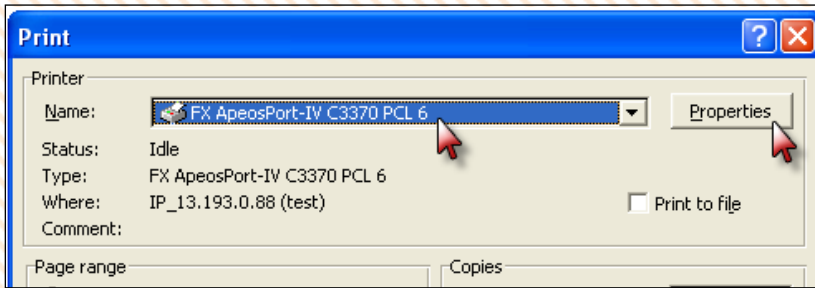
1 From application > Select Printer > [Properties]

2 On the [Paper/Output] > select [Job Type] : Secure Print > click on [Setup]

3 Enter User ID & Passcode

4 Click OK on all open windows to print.

5 From machine > Press [Job Status] > [Secure Print Jobs & More]

6 Select [Secure Print] > Select User ID > Press [Job List] button. Enter Passcode and press Confirm.

7 Select file > Press [Print]. A message displayed > Select your preference. The job will be printed.

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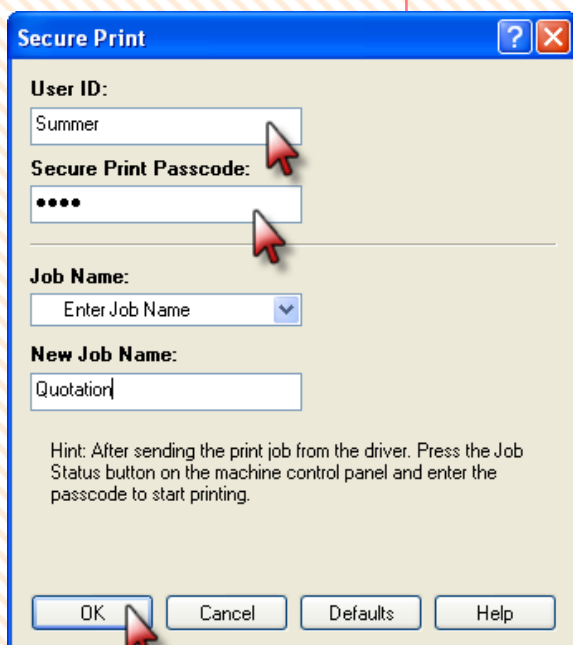
P3 & P4: Making a print job 2-sided (optional Finishing)

Documents can be printed into 2-sided format with flip on Long or Short Edge, finished with stapled or hole punched.
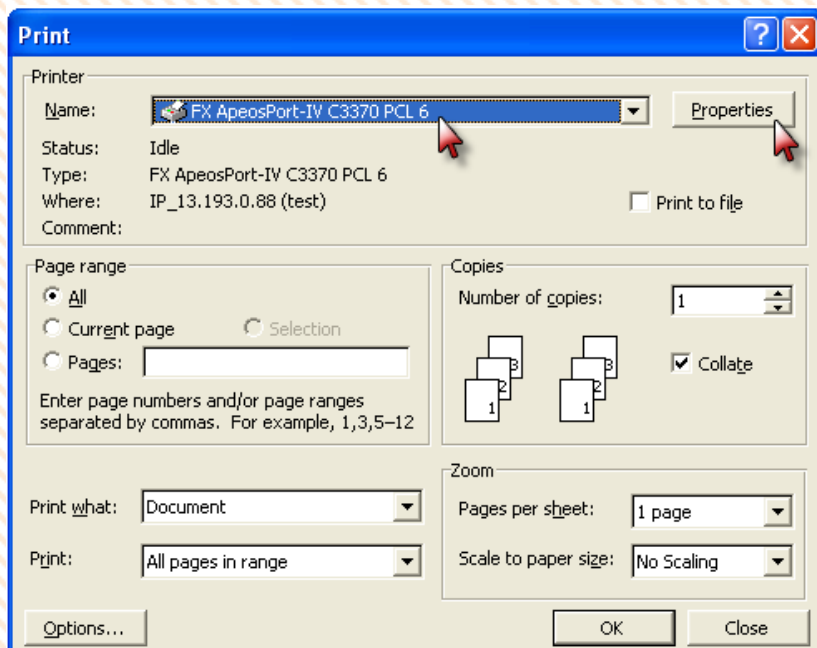
1 From application > Select Printer > [Properties]

2 On the [Paper/Output] > select [2-Sided Print]
- 2 Sided Print
- 2 Sided Flip on Short Edge

3 Select [Output Color]
Color / Black & White

4 *Optional Feature
Select [Finishing] to set Stapling / Hole punch.
Set required stapling and hole punching position.

5 On the [Paper/Output] > select [Paper] to specify Paper Tray / Paper Size / Paper Type *if necessary.*

6 Click OK on all open windows to print.
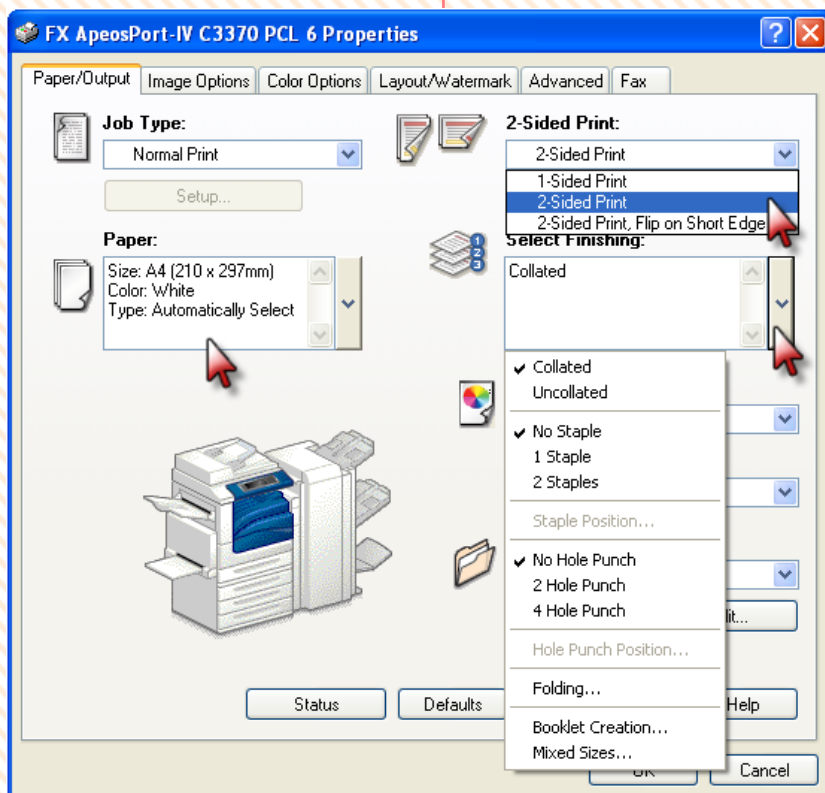
P5: Making a booklet print (optional Finishing)

Making a multi-page file printed into 2-sided booklet output, fold & centre stapled.
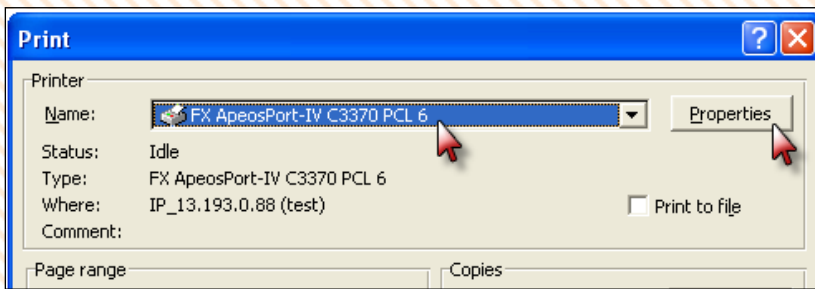
1 From application > Select Printer > [Properties]
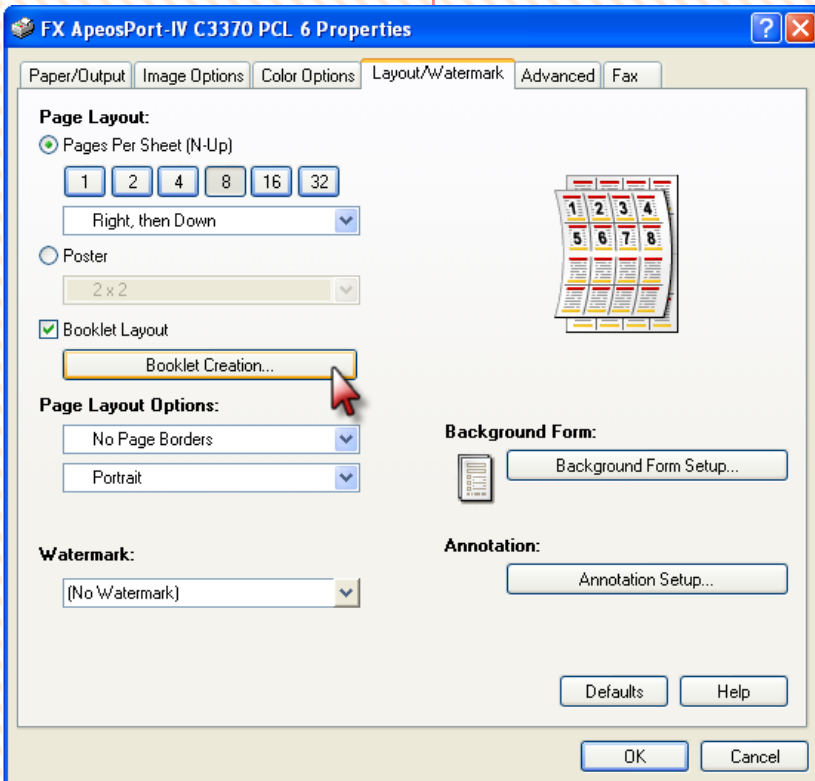
2 Select [Layout/Watermark] > Select [**Booklet Layout**] :
Booklet Creation

3 Select required feature:
[Booklet Finishing]
Booklet Fold
Booklet Fold & Staple
[Booklet Layout]
Booklet layout
[Fit to New Paper Size]
Booklet output size (A4 size or A3 size)
[Bind Edge]
Left Bind / Top Bind
Right Bind / Bottom Bind
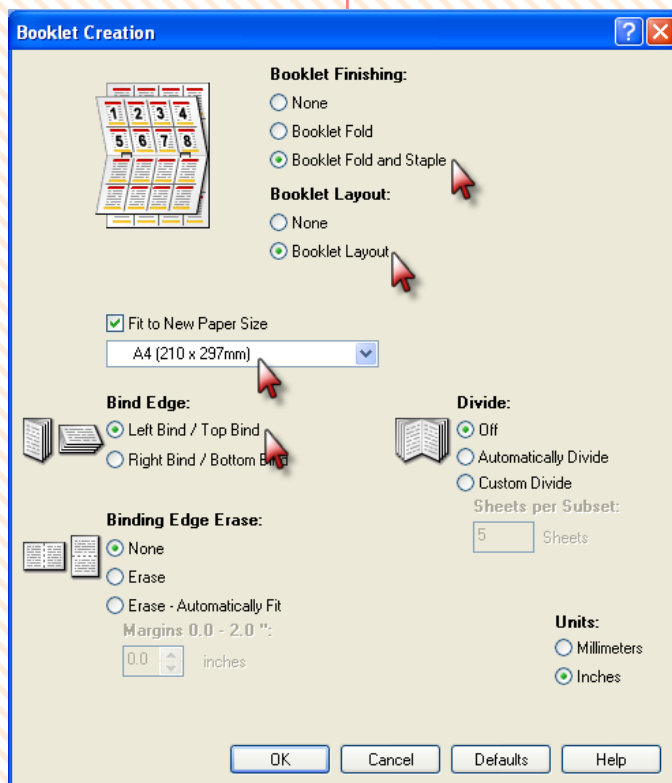
4 Click OK on all open windows to print.

P6: Prints multi pages document in single sheet of paper

You can print a multi-page document into a single print (2 Ups to 32 Ups)
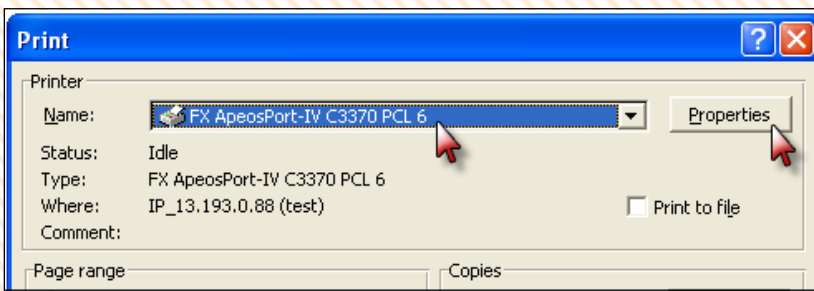
1 **From application > Select Printer > [Properties]**
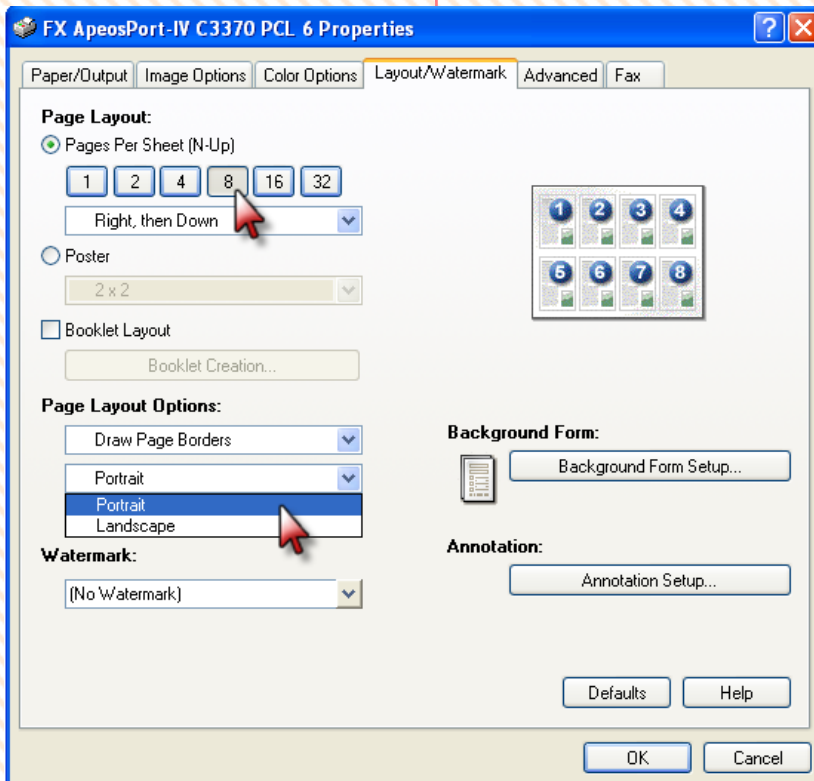
2 **Select [Layout/Watermark] > Select [Page Layout] :**
Pages Per Sheet (N-Up)

3 **Select required output:**
1 Page Up to 32 Pages Up.
Set 'Image Order' if required

4 **Select [Paper/Output] > Select [Paper] to specify**
- Paper Tray
- Paper Size (E.g:
  Original Size A4 &
  Output Paper Size A4)
- Paper Type *if necessary.*
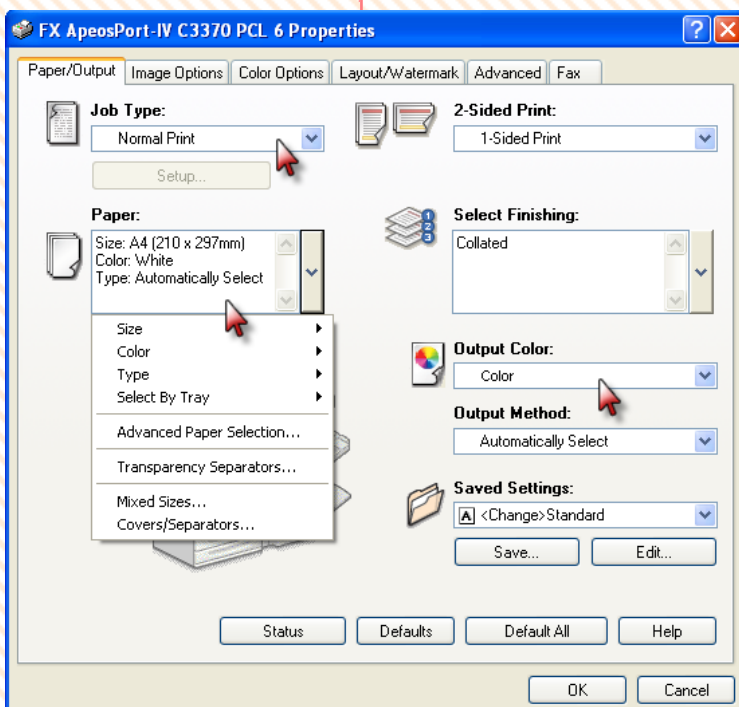
5 **Select [Output Color]**
Color / Black & White

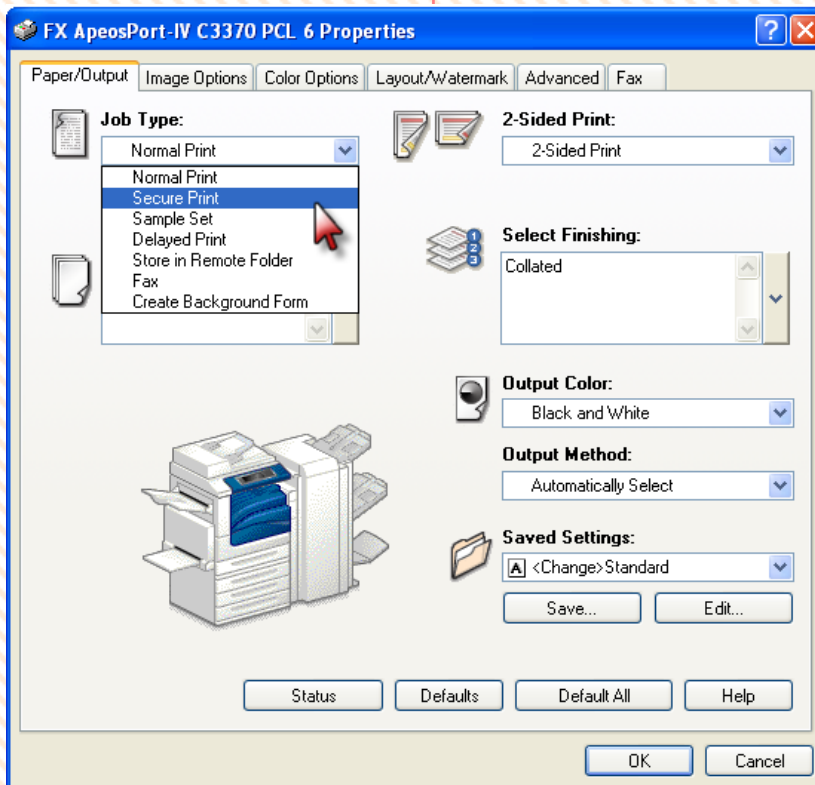*6* **Click OK on all open windows to print.**

P7: Making a print job with Watermarks

Documents can be printed with watermarks.
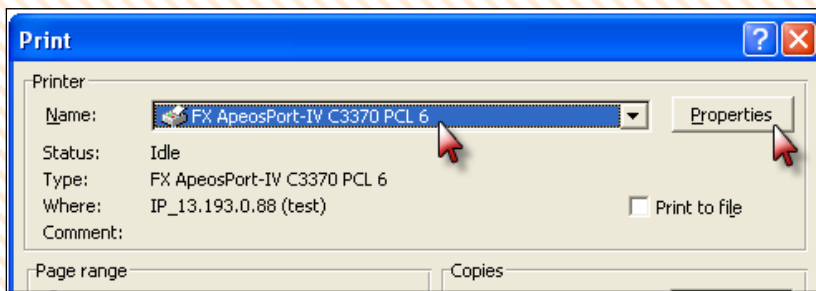
1 **From application > Select Printer > [Properties]**

2 **Select [Layout/Watermark] > Select [Watermark] :**
Pages Per Sheet (N-Up)
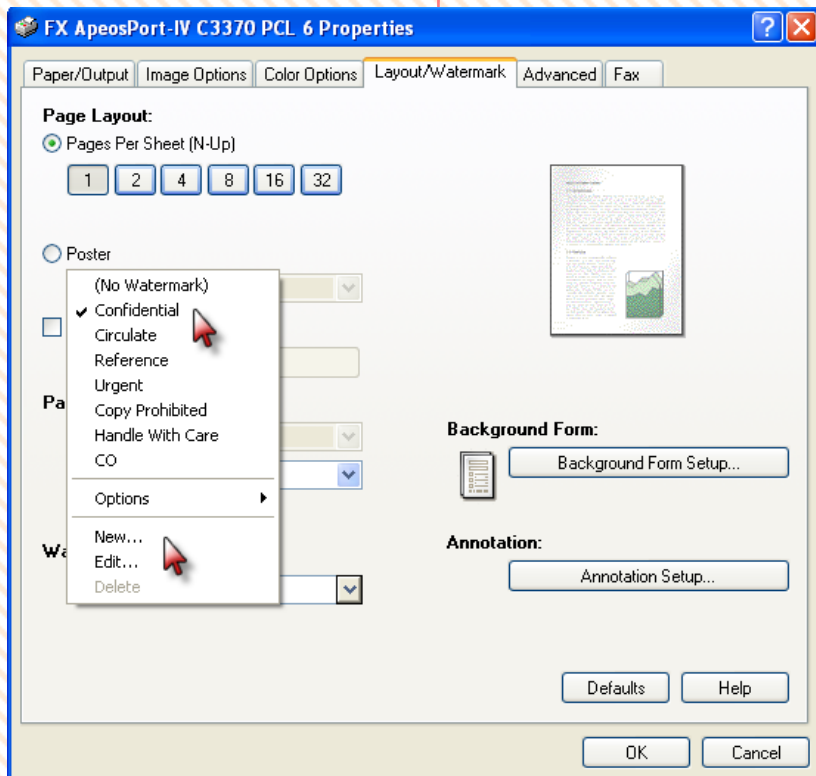
3 **Select required option:**
Confidential / Circulate, etc..
Or Select [New] to create new Watermark

4 **Use the Watermark Editor to customize preferred text. Click [OK] once done**
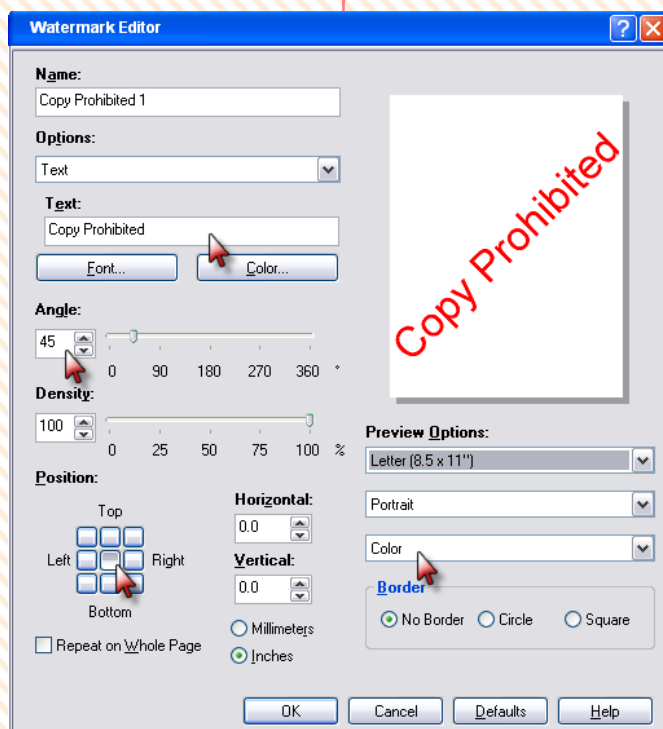
5 **Select [Paper/Output] > Select [Output Color]**
Color / Black & White *if necessary.*

6 **Click OK on all open windows to print.**

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P8: Making a direct fax from computer

You can perform PC Faxing directly from your computer applications
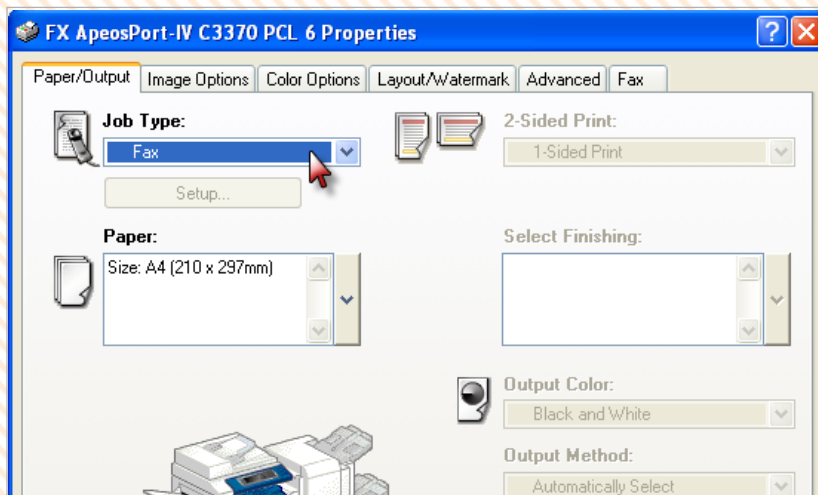
1 From application > Select Printer > [Properties]

2 On the [Paper/Output] > select [Job Type] : Fax Click 'OK' on all open windows.
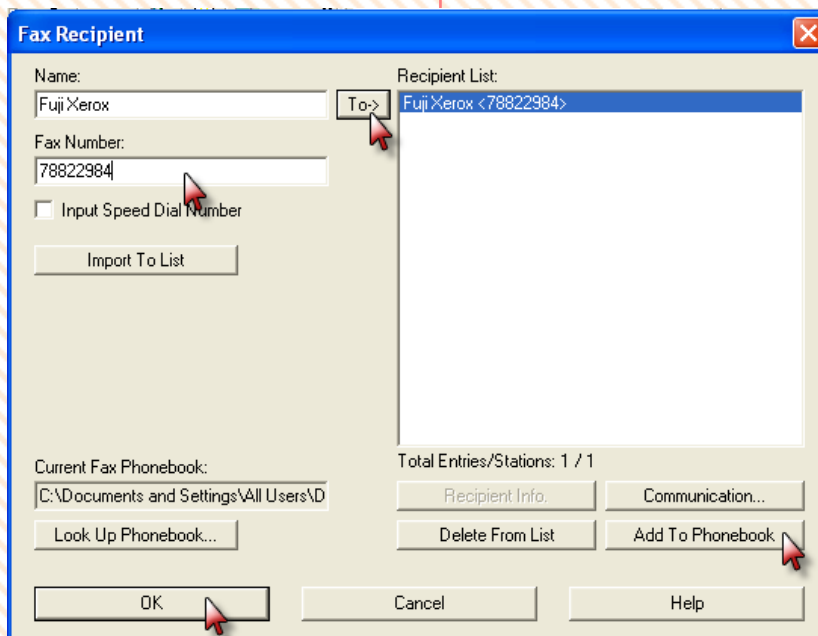
3 The 'Fax Recipient' window displayed. Enter recipient name and fax number on the text box and click [To>>] button.
(Repeat step to add more than one recipient)

4 Click 'Add to Phonebook' button to add selected recipient to your computer phonebook.
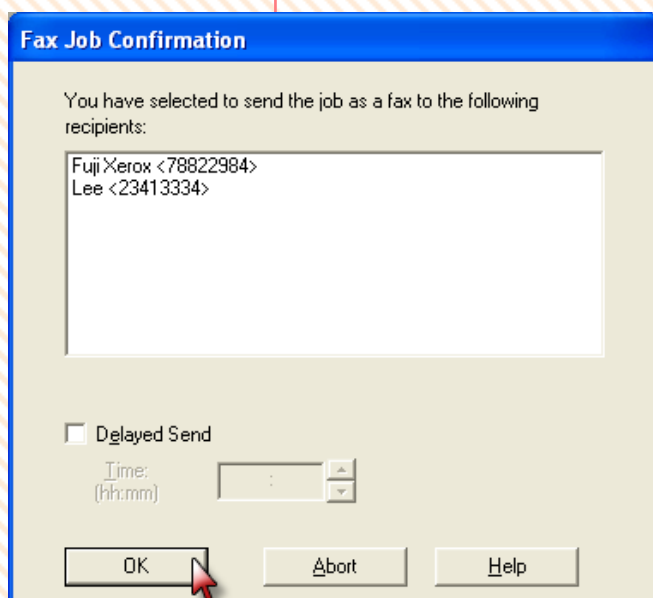
5 Select [OK] on all open windows to proceed.

Maintenance

Clearing Paper Jams
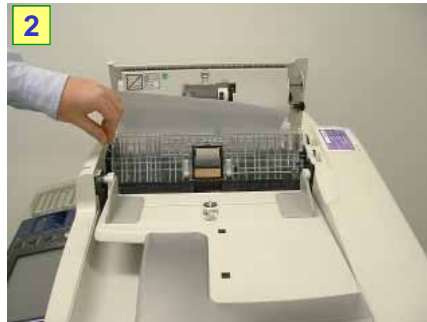
1: Lift up front edge of the Document Feeder (DADF).

2: Open the belt area by pulling up on the small green lever located at the bottom, left corner inside the DADF. Remove the jammed original.

3: If the page is hard to remove, use the green wheel to wind the page out.

4: If the original could not be found, raise **DADF Tray** and gently remove original from underneath. Gently close the cover.

Paper Jam in Paper Tray (Tray 1, 2,3, and 4)

NOTE: Always check where the paper jam occurred first as opening a Paper Tray without checking the paper jam location may result in the paper being torn and remaining inside the machine.

1: Pull out the Paper Tray where the paper jam occurred.
2: Remove any jammed paper. If paper is torn, make sure to remove any torn pieces of paper inside the machine.

3: Gently push the tray in until it stops.

Paper Jam in Paper Tray Bypass (Tray 5)

1: Inspect paper feed entrance in Tray 5 (Bypass), Remove any jammed paper.
NOTE: When two or more sheets of paper are loaded in the tray, remove all of the sheets.
2: Reload the paper into the Tray with the side to be printed face-down.

Clearing Paper Jams

Paper Jam in the Fuser (Top Left Cover A)

WARNING: The Fuser and surrounding area may become hot during operation. To avoid injury, be careful while working in this area.

CAUTION: When removing paper, take care not to touch the Transfer Belt (the black film belt) inside the Cover on the upper left side. Scratches, dirt or oil from touching the belt can reduce print quality. There may be some toner on the transfer roller. However this does not affect image quality.

1: Power Off the machine. (Door A will not open without the machine being turned Off) Lower the Bypass Tray.

2: Raise the release lever to open Cover A.

3: Open the green Fuser Cover labeled **A1.**

4: Gently remove jammed paper from the Fuser Unit to avoid it being torn. Ensure there are no paper scraps left in the Fuser.

5: Return green Fuser Cover **A1** into place and close Fuser Cover Door A.

Clearing Paper Jams

Paper Jam in Tray Side Cover (Cover C)

1: Open Side Cover located on the bottom of the machine (Door C).

2: Open the door wide enough to allow access to the tray feed area.

3: Gently remove jammed paper. Ensure there are no paper scraps and torn pieces left inside. Close the Side Cover.

Paper Jam in Top Left Cover (Cover D)

CAUTION: When removing paper, ensure not to touch the Transfer Belt (the black film belt) inside the Cover on the upper left side. Scratches, dirt or oil from touching the belt reduces print quality. There may be some toner on the transfer roller. However this does not affect image quality.

1: Power Off the machine. (Door A will not open without the machine being turned Off.)

2: Raise the release lever to open Cover A.

3: Raise the release lever to open Cover D.

4: Gently remove jammed paper. Close Cover D and Cover A.

Replacing Consumables

Replacing Toner Cartridge (Black / Cyan / Magenta / Yellow)

CAUTION: Place a few sheets of paper on the floor, in front of the Front Cover on the machine before replacing the toner to prevent toner spill.

Ensure power is **ON** when replacing Toner Cartridges. Switching the power OFF erases the print data and information accumulated in the memory.

Do not reuse old Toner Cartridges once you remove them from the printer. Doing so can impair print quality.

1: Open the Front Cover.

2: Carefully pull the required Toner Cartridge out from the machine. Remove new Toner Cartridge from the box. Gently shake cartridge 3 - 4 times from side to side.

3: With the label of the Toner Cartridge facing upwards, insert it firmly into the machine.

4: Insert the Toner Cartridge in so it sits securely in place. Close the Front Cover.

Replacing Consumables

Replacing Drum Cartridges (R1-Black / R2-Cyan / R3-Magenta / R4-Yellow)

CAUTION: Do not expose the Drum Cartridge to the direct sunlight or strong indoor fluorescent lighting. Do not touch or scratch the surface of the Drum. The Drum Cartridge can be replaced with the machine powered ON.

NOTE: Ensure machine is idle before opening the Front Cover.

1: Remove the new Drum Cartridge from the box and place it on a flat surface near the machine. Do not place the Drum Cartridge upright. Open the Front Cover. Grasp the **Orange** handle '**R9**' and rotate it to the left to unlock.

2: Pull down the handle to open the Drum Cartridge Cover and access the four cartridges.

3: Gently pull out Drum Cartridge as indicated on the Touch Screen, by lifting and pulling cartridge handle.

4: Place used Drum Cartridge into polythene bag supplied in the package.

5: Grasp new Drum Cartridge, (with protective cover), insert the end of cartridge into the machine up to the arrow mark. Remove seal from the top of the Cartridge.

6: Gently push Drum Cartridge in by sliding the colored tab on top of the cartridge towards the machine. Put the protective cover into the box.

7: Lift up the Drum Cartridge Cover to lock the Drum Cartridge. Rotate the **Orange** handle '**R9**' to the right to the to lock the cover in place.

8: Close the Front Cover.

For used cartridges disposal, please call us @ 1-300-88-1163 for collection.

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Replacing Consumables

Replacing Waste Toner Cartridge / Container

NOTE: Replace the Waste Toner (Dry Ink) Cartridge while the machine is powered On. Ensure machine is idle before opening the Front Cover.

1: Open the Front Cover. Place a few sheets of paper on the floor before removing the cartridge.

2: Grasp the front of the cartridge and gently pull the cartridge straight out. Remove the new Waste Toner Cartridge from its packaging.

3: Install cartridge with the label facing upwards, and push the cartridge into the machine until it clicks into place.

4: Grasp the **Orange** handle '**R9**' and rotate it to the left to unlock.

5: Pull down the handle to open the Drum Cartridge Cover and access the four cartridges.

6: Slowly slide the Cleaning Bar beneath the drum marked R1 out towards the front of the machine until it stops.

NOTE: Slide the bar out until the **'000'** symbol can be seen. Do not remove the bar from its housing.

7: Slowly slide the Cleaning Bar all the way back into the machine until it locks into place.

8: Repeat steps 6 and 7 for the remaining drums marked R2, R3 and R4

9: Lift up the Drum Cartridge Cover back into its closed position.

10: Rotate the **Orange** handle '**R9**' to the right to the to lock the cover in place. Close the Front Cover.

CAUTION: Do not use warm water or cleaning solvents to remove Toner (Dry Ink) from your skin or clothing. This will set the Toner and make it difficult to remove.

If any Toner gets on your skin or clothing, use a brush to remove the Toner, blow it off, or wash it off with cold water and mild soap. Do not attempt to use a standard shop vacuum or home vacuum to clean Toner spills in or near the machine.

Shop and home vacuums are not equipped with correct filtration and will contaminate your environment.

For used cartridges disposal, please call us @ 1-300-88-1163 for collection.

Replacing Consumables

Replacing R1 Finisher Staple Cartridge

1: Ensure machine is idle before opening the A1 Finisher Door. Open the Finisher Door.

2: Rotate the Stapling Unit to the right.

3: Pull out on the Staple Cartridge handle and remove the used cartridge.

4: Unpack and install the new cartridge.

5: The cartridge will click into place when it is installed correctly.

6: Insert the cartridge into the machine. Close the Finisher Front Door.

Replacing A1 Finisher Staple Cartridge

1: Ensure machine is idle before opening the A1 Finisher Door. Open the Finisher Door.

2: Pull up on the Staple Cartridge handle and remove the cartridge.

3: Check the inside of the Finisher for any remaining staples.

4: Squeeze both sides of the empty Staple Case and pull upwards to remove it from the cartridge.

5: Unpack and install the new case. The case will click into place into the Staple Cartridge when it is installed correctly.

6: Insert the cartridge into the machine. Close the Finisher Front Door.

Replacing Consumables

Replacing R2 & R3 Booklet Staple Cartridge (For C Finisher)

1: Ensure machine is idle before opening the A1 Finisher Door. Open the Finisher Door.

2: Pinch the two Booklet Maker access handles together, and pull out the Stapling Unit.

3: Squeeze the Staple Cartridge handles and pull to remove the used cartridge..

4: Unpack and install new cartridge. It will click into place when installed correctly.

5: Return the Stapling Unit to its original position. Close the Finisher Front Door.

Replacing Booklet Staple Cartridge (For B1 Finisher)

1: Make sure that the machine has stopped copying / printing, then open the top of the Finisher, facing the scanner.

2: Squeeze the tabs on the side of the staple cartridge and the lift the cartridge to remove it from the stapler.

3: Repeat the process to remove the second cartridge.

4: Squeeze the tabs on the cartridge and install it into the stapler.

5: Push down gently on the cartridge until the second cartridge.

6: Repeat steps 4 – 5 to install the second cartridge. Close the top of the Finisher.

To Check Billing Meter / Supplies Status (Consumables)

BILLING INFORMATION

On the Machine Panel, press <Machine Status> button.

Select **[Billing Information]** tab - Select **Billing Information**

Color Impressions : Number of full color (Copies + Prints)
Black Impressions : Number of B/W (Copies + Prints + Faxes)
Color Large Impressions : Number of large-size full color (Copies + Prints)
Total Impressions : Total of Color Impressions + Black Impressions

This Billing Information is different from the 'Usage Counters' in CWIS properties. User should submit meter readings based on the Billing Meter from machine UI / Touch Screen.

| Machine Information | Faults | Supplies | Billing Information | Close |

Billing Information...   User Account Billing Information...

Billing Information   ✔ Close

Serial Number		Current meter reading
123456	Color Impressions	1000
	Black Impressions	8000
	Color Large Impressions	30
	Total Impressions	9000

SUPPLIES / CONSUMABLES

On the Machine Panel, press <Machine Status> button.

Select **[Supplies]** tab.

The status of consumables is shown as:
"OK", "Replace Soon (Order Now)", or **"Replace Now"**

For toner, the amount is shown in percentage (0 to 100%).

Select **[Toner]** dropdown list to display Other Consumables .

Replace only when the Alert Message displays "Replace Now"

| Machine Information | Faults | Supplies | Billing Information | Close |

Toner

Items	Status
Black Toner [K]	100% OK
Cyan Toner [C]	100% OK
Magenta Toner [M]	100% OK
Yellow Toner [Y]	100% OK

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Consumables Part No.

① Base Unit
Three Tray Module

② Finisher-A1
Internal Stapler

OR

③ Finisher-B1
Stacker / Stapler /
Hole Puncher /
Bi-Folder / Booklet
Maker (Folding Line)

OR

④ Booklet Finisher-C1[1]
Stacker / Stapler /
Hole Puncher /
Bi-Folder /
Booklet Maker

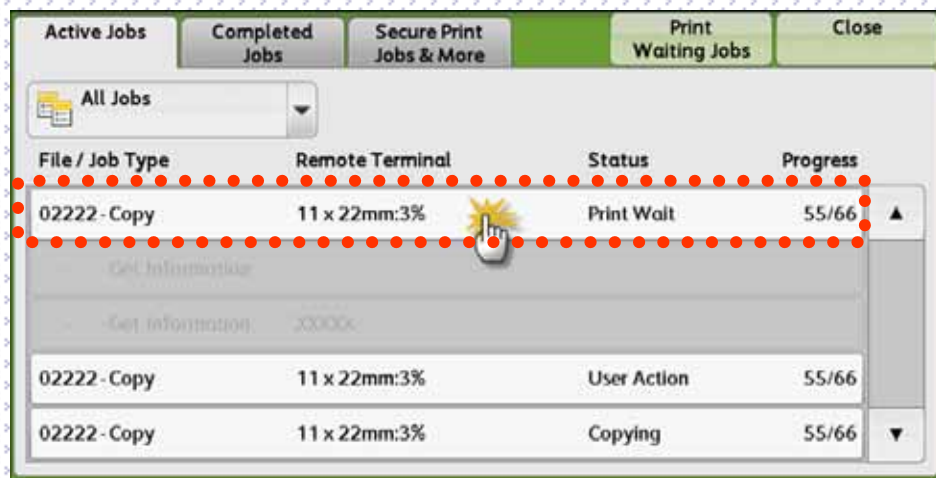| Customer Replaceable Units	Part Number	Qty per box
Toner Cartridge		
- Black [K]	CT201370	1 unit
- Cyan [C]	CT201371	1 unit
- Magenta [M]	CT201372	1 unit
- Yellow [Y]	CT201373	1 unit
Drum Cartridge	CT350806	1 unit
Waste Toner Container	CWAA0751	1 unit
For Finisher A/B1/C/C1 : Type XE Staple Cartridge (50 sheets capacity)	CWAA0540	3pcs (5000 staples)
For Finisher B1: Type XG Booklet Staple Cartridge (15 sheets capacity)	CWAA0728	4pcs (2000 staples)
For Finisher C/C1/D/D2 : Type XC R2 & R3 Booklet Staples (15 sheets capacity)	CWAA0501	4pcs (5000 staples)

For used cartridges disposal, please call us @ 1-300-88-1163 for collection.

To Check / Cancel Jobs

To check current, pending and completed jobs or to cancel print jobs.

Active Jobs	Completed Jobs	Secure Print Jobs & More		Print Waiting Jobs	Close

All Jobs ▼

File / Job Type	Remote Terminal	Status	Progress	
02222 - Copy	11 x 22mm:3%	Print Wait	55/66	▲
Get Information				
Get Information	XXXXX			
02222 - Copy	11 x 22mm:3%	User Action	55/66	
02222 - Copy	11 x 22mm:3%	Copying	55/66	▼

1 From machine control panel > Press Job Status

Active Jobs	Completed Jobs	Secure Print Jobs & More		Close

All Jobs ▼   ✔ Group Parent Jobs

File / Job Type	Remote Terminal	Status	Progress	
- - Print	192.168.1.11	Completed	1 / 1	▲
- - Print	192.168.1.110	Completed - Error		
- - Print	192.168.1.110	Completed - Error		
0234-Copy	A4 : 100 %	Completed	13 / 13	
0233-Copy	A4 : 100 %	Completed	1 / 1	▼

2 On the "Active Jobs" screen > Select a job to Cancel to continue.

Press [Cancel] or [Promote Job] button

📄 Print   ✔ Close

User Name	:	Tam
Host Name	:	192.168.1.110
File Name	:	Annual Customer Training Report.pdf
Status	:	016-757

Time Completed   :2009/4/16 11:02 AM

🖨 Print this Job History Report

3 Press "Completed Jobs" screen > Select a job to view the details.

4 Select Close to exit
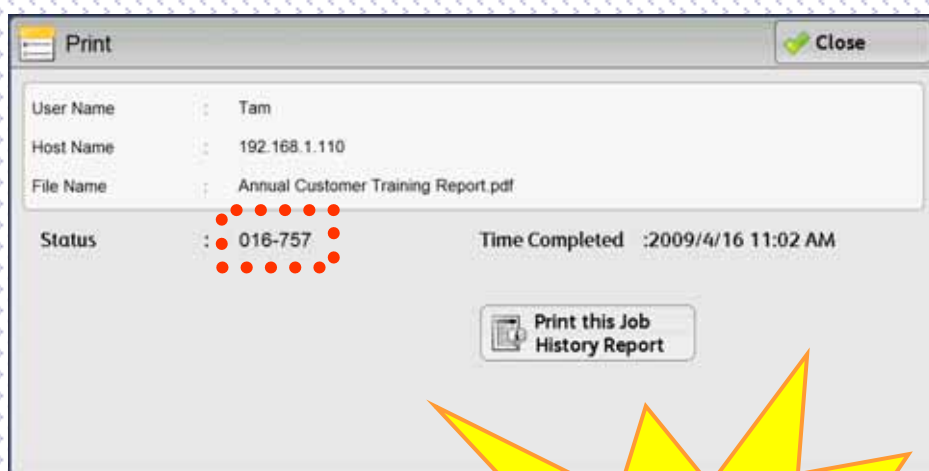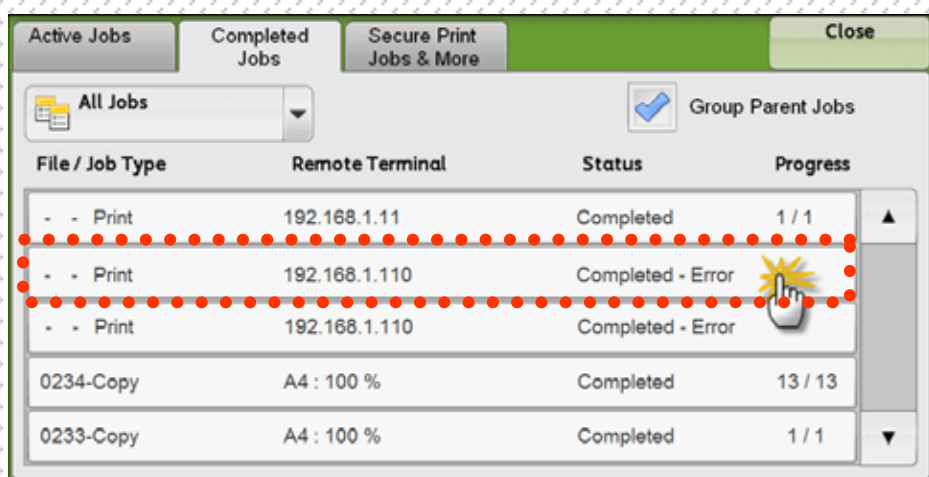
To find out more on the Error Codes Cause and Remedy, please refer to "Problem Solving" section in Administrator Guide

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To register Addresses for Fax or Email

To register addresses on the address book (up to 2000 entries)

Email Address

1. Services Home > Select [Setup] - Press [Add Address Book Entry]
2. Select an address e.g. 0002 <Available>
3. Press on 'Address Type' *(Not Set)* – Select E-Mail. Press [Save]
4. Press on 'E-mail Address' to enter email address. Press [Save]
5. Press 'Name' to enter recipient's name. Press [Save]
6. Press [Save]. Repeat steps 2 - 5 to add more email entries or Press [Close] to Exit.

Fax Address / Fax Number

1. Services Home > Select [Setup] - Press [Add Address Book Entry]
2. Select an address e.g. 0001 <Available>
3. Press on 'Address Type' *(Not Set)* – Select FAX. Press [Save]
4. Press 'Fax Number' to enter recipient fax number. Press [Save]
5. Press 'Name' to enter recipient's Company Name. Press [Save]
6. Press 'Index' to enter index (1st character of the company's name). Press [Save]
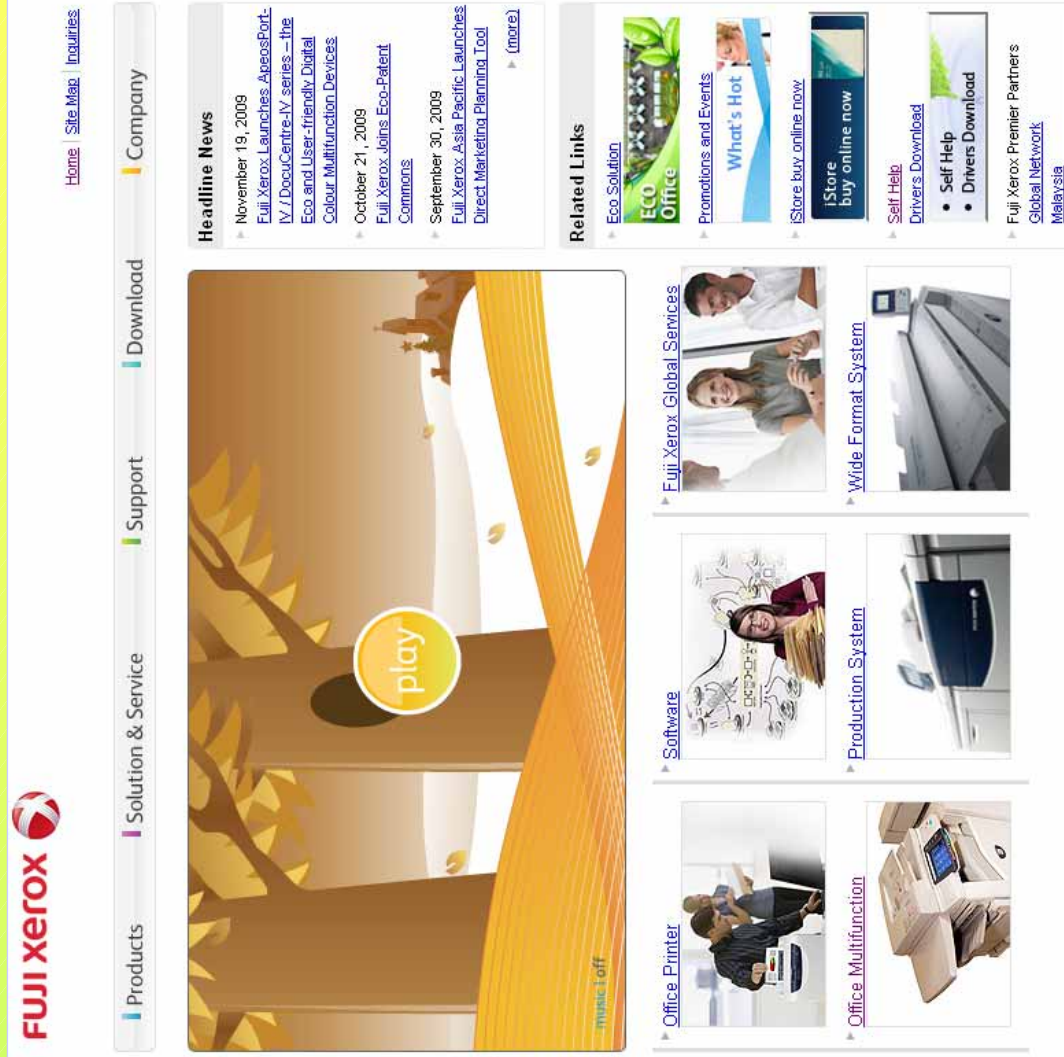7. Press [Save]. Repeat steps 2 - 6 to add more fax entries or Press [Close] to Exit.

Grouping registered Fax Address / Fax Number

1. Services Home > Select [Setup] - Press [Create Fax Group Recipients]
2. Select any group <Available> (e.g #01)
3. On the 'Speed dial Entry' text box, enter the registered address (e.g. 0001) by using the numeric keypads. Press [Add to this group] button.
4. Repeat step to add more fax address to this group.
5. Press 'Group Name' to enter name for this group.
6. Press [Save] & Press [Close] to Exit.

Note

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The contents described herein are correct as of August, 2010.
Edition 2.2 Kisyu User Guide