


ApeosPort <sup>®</sup> -VII C7773	DocuCentre-VII C7773
ApeosPort <sup>®</sup> -VII C6673	DocuCentre-VII C6673
ApeosPort <sup>®</sup> -VII C5573	DocuCentre-VII C5573
ApeosPort <sup>®</sup> -VII C4473	DocuCentre-VII C4473
ApeosPort <sup>®</sup> -VII C3373	DocuCentre-VII C3373
ApeosPort <sup>®</sup> -VII C3372	DocuCentre-VII C3372
ApeosPort <sup>®</sup> -VII C2273	DocuCentre-VII C2273

## Quick Reference

for English-Speaking Users

Other company names or product names are registered trademarks or trademarks of each company.

For information on license, refer to CentreWare Internet Services.

In this manual, safety instructions are preceded by the symbol . Always read and follow the instructions before performing the required procedures.

As the copying device contains a feature designed to prevent forging of certain documents, there may be rare instances where copies or scanned images do not achieve the desired results.

Fuji Xerox is not responsible for any breakdown of devices due to infection of computer virus or computer hacking.

The data saved in the hard disk of the device may be lost if there is any problem in the hard disk. Fuji Xerox is not responsible for any direct and indirect damages arising from or caused by such data loss.

**Important**

1. This manual is protected under copyright laws, and cannot be copied or modified, in whole or part, without a written consent of the copyright owner. However, you may copy this manual for the purpose of operating this device.
2. Parts of this manual are subject to change without prior notice.
3. We welcome any comments on ambiguities, errors, omissions, or missing pages.
4. Never attempt any procedure on the device that is not specifically described in this manual. Unauthorized operation can cause faults or accidents. Fuji Xerox is not liable for any problems resulting from unauthorized operation of the equipment.
5. This product has been designed and manufactured for use in Japan only, and may not operate normally in other country due to different electrical specifications or other environmental conditions. Each country has its own safety regulations for radio waves, materials, and other elements. If this product or its consumables are brought into another country, it may violate local regulations and the carrier may be penalized.

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**1**

**Before Using the Device**

# Preface

Thank you for selecting the ApeosPort-VII C7773/C6673/C5573/C4473/C3373/C3372/C2273, DocuCentre-VII C7773/C6673/C5573/C4473/C3373/C3372/C2273 (hereafter referred to as "the device").

The contents of this manual provide all the necessary operating procedures, maintenance information and precautions for new users. Please read this manual carefully before using to obtain excellent performance of your device.

After reading this guide, be sure to keep it handy for quick reference. It will be useful in case you forget how to perform operations or if a problem occurs with the device.

Since the device is equipped with anti-counterfeit features, in some rare cases, certain kinds of documents may be unable to copy.

Fuji Xerox shares the global concern about environmental conservation and has integrated that concern in its business activities from research and development to disposal. We have implemented a number of programs to lessen the burden on the environment through totally eliminating ozone-depleting chlorofluorocarbons from our manufacturing facilities. We are committed to leadership in the conservation of resources by reusing and recycling post consumer waste material such as papers, consumables like cartridges and parts from copiers and printers of our customers.



# Using This Guide

This guide is produced for users who operate the ApeosPort-VII C7773/C6673/C5573/C4473/C3373/C3372/C2273, or the DocuCentre-VII C7773/C6673/C5573/C4473/C3373/C3372/C2273 on a regular basis. When reading this guide, refer to the chapter most relevant to the operation you are performing.

## Organization of This Guide

This guide consists of the following chapters:

### ■ 1 Before Using the Device

Describes how to use this guide, as well as safety notes, legal notices, and other important information you should read before using the device.

### ■ 2 Product Overview

Describes the basic information of the device, such as the names of components, how to use the touch screen, how to switch the device on and off, and how to exit the Power Saver mode.

### ■ 3 Paper and Other Media

Describes the types of paper and other media that you can use on the device and how to load media in a tray.

### ■ 4 Loading Documents

Describes how to load documents.

### ■ 5 Basic Operations

Contains information about loading paper and other types of media into the device, using the copy/print/scan/fax features, and changing the default settings.

### ■ 6 Maintenance

Describes how to replace consumables and to clean the device.

### ■ 7 Problem Solving

Describes troubleshooting procedures to solve the problems with the device.

## Conventions

- The screen shots and illustrations used in this guide vary depending on the device configuration and optional components installed. Some of the items in the screen shots may not be displayed or available depending on your device configuration.
- The procedures in this guide may vary depending on the driver and utility software being used due to the upgrades.
- In this guide, "Computer" refers to a personal computer or workstation.
- The following terms are used in this guide:

### **Important**

- Important information that you should read.



### **Note**



- Additional information on operations or features.

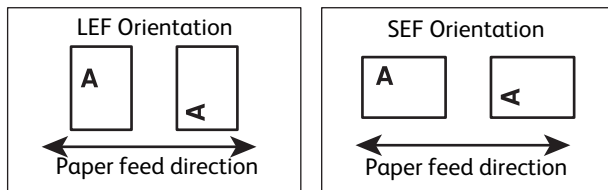
- The following symbols are used in this guide:

- |  |   |
|--|---|
| <p>" "</p> <p>[ ]</p> <p>&lt; &gt; button</p> <p>&lt; &gt; key</p> <p>&gt;</p> | <ul style="list-style-type: none"> <li>• A cross-reference included in this guide.</li> <li>• Names of media, features, touch screen messages and input text.</li> <li>• Folders, files, applications, button or menu names displayed on the touch screen.</li> <li>• Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names.</li> <li>• Hardware buttons on the control panel.</li> <li>• Keys on the keyboard of the computer.</li> <li>• Path to a certain item within a procedure on the control panel.<br/>For example: When you see the procedure "select [Tools] &gt; [Setup] &gt; [Create Folder]", this means that you need to select [Tools], select [Setup], and then select [Create Folder].</li> <li>• Path to a certain item within a procedure on a computer.<br/>For example: When you see the procedure "to search for files and folders, click [Start] &gt; [Search] &gt; [For Files or Folders]", this means that you need to click [Start], click [Search], and then click [For Files or Folders] to search for files and folders.</li> </ul> |
|--|---|

- Orientation of documents or paper is described in this guide as follows:

 , Long Edge Feed (LEF): Loading the document or paper in portrait orientation when viewed from the front of the device.

 , Short Edge Feed (SEF): Loading the document or paper in landscape orientation when viewed from the front of the device.



# Safety Notes

Before using this product, read "Safety Notes" carefully for safety use.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.

**⚠️ WARNING**

Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact Fuji Xerox Customer Support Center for more information.

Follow all warning instructions marked on or supplied with this product.

<b>⚠️ DANGER</b>	Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.
<b>⚠️ WARNING</b>	Used for items that if not followed strictly, can lead to severe or fatal injuries.
<b>⚠️ CAUTION</b>	Used for items that if not followed strictly, can cause injuries to user or damages to device.
<p>⚠️ : A symbol for items to pay attention to when handling device. Follow instructions carefully to use device safely.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Caution</div> <div style="text-align: center;"> Flammable</div> <div style="text-align: center;"> Explodable</div> <div style="text-align: center;"> Electric shock</div> <div style="text-align: center;"> Heated surface</div> <div style="text-align: center;"> Moving object</div> <div style="text-align: center;"> Pinched fingers</div> </div>	
<p>⊘ : A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Prohibited</div> <div style="text-align: center;"> No fire</div> <div style="text-align: center;"> Do not touch</div> <div style="text-align: center;"> Do not use in bathroom</div> <div style="text-align: center;"> Do not tear down</div> <div style="text-align: center;"> Keep away from wet</div> <div style="text-align: center;"> Never touch with wet hand</div> </div>	
<p>● : A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Instructions</div> <div style="text-align: center;"> Unplug</div> <div style="text-align: center;"> Ground/Earth</div> </div>	

## Electrical Safety

### ⚠ WARNING



To prevent electric shock and a fire accident due to electric leakage, always connect the ground wire first to either of the followings. The ground wire is green and comes out with the power cord from the rear panel of the product.

- Ground terminal on a wall outlet
- Copper blade nailed deeper than 850 mm into the earth.
- Ground terminal which had Type D grounding construction

Be sure to connect the ground wire first before plugging in. Conversely, unplug first when disconnecting the ground wire.

Check a wall outlet and its grounding for the product. If no grounding is available, contact Fuji Xerox Customer Support Center.

Never connect the ground wire to the followings:

- Gas supply tube (which may cause an ignition or explosion.)
- Grounding for telephone line or a lightning arrester. (If a lightning strikes, large current may go through.)
- Water supply tube or faucet. (If any plastic is used in a tube or faucet, it does not work as a grounding.)

Insufficient ground connection may cause an electric shock.



To prevent electric shock and a fire accident due to electric leakage, provide Type D or better grounding construction to this product.



Plug the power cord directly into a grounded electrical outlet. To prevent overheat and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult Fuji Xerox Customer Support Center to check if an outlet is grounded.



Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.



Never touch the power cord with wet hands. It may cause electric shock.



Do not put an object on the power cord.



Always keep the plug connection free of dust. The dusty and damp environment may bring about minute electric current in a connector. It may generate heat and eventually cause a fire accident.



To avoid the risk of electric shock and a fire accident, only use the power cord supplied with this product or the ones designated by Fuji Xerox. The power cord is exclusive use for this product. Do not use it for any other product.

Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or a fire accident.

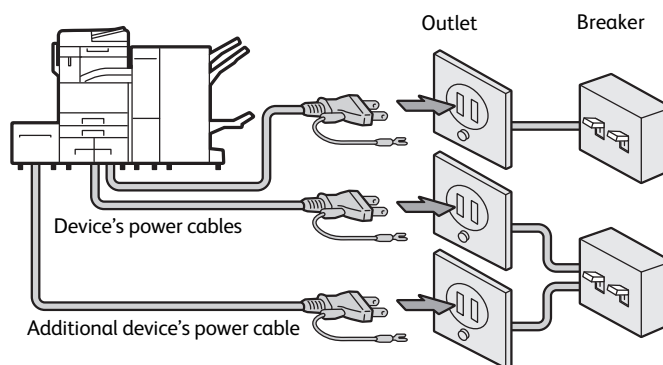
If the power cord is damaged or insulated wires are exposed, contact Fuji Xerox Customer Support Center for its replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and a fire accident.



(ApeosPort-VII C7773/C6673, DocuCentre-VII C7773/C6673 only)  
This product uses 2 power cords. Plug off all the power cords to completely stop power supply to this product.



(ApeosPort-VII C7773/C6673, DocuCentre-VII C7773/C6673 only)  
Power capacity of this product is 13A and 7A per power cord. Connect each power cord to the different power supply whose breaker of a switchboard is independent each other.  
Do not connect power cords to outlets leading to the same breaker of a switchboard. Otherwise, a breaker may trip.  
Confirm power capacity of a breaker before you connect peripheral devices to an outlet. Connect peripheral devices to another outlet than that for a main product.



## ⚠ CAUTION



When cleaning this product, always switch off and unplug it. Access to a live device interior may cause electric shock.



Do not unplug or re-plug this product with the switch on. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire accident.



Hold the plug not the cord when unplugging this product, or it may damage the cord and cause electric shock or a fire accident.



Switch off and unplug the product when it (i.e., fax function) is not used over weekends or long holidays. Please note that it cannot receive fax message during switch-off.



Once a month, switch off this product and check if

- the power cord is plugged firmly into an electrical outlet;
- the plug is not excessively heated, rusted or bent;
- the plug and electrical outlet are free of dust; and
- the power cord is not cracked or worn down.

Once you notice any unusual condition, switch off and unplug this product first and contact Fuji Xerox Customer Support Center.

# Device Installation

## ⚠ WARNING



Do not locate this product where people might step on or trip over the power cord. Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.

## ⚠ CAUTION



Never locate this product in the following places:

- Near radiators or any other heat sources
- Near volatile flammable materials such as curtains
- In the hot, humid, dusty or poorly ventilated environment
- In the place receiving direct sunlight
- Near cookers or humidifiers



Keep away the packing materials of device from small children. The thin film may cling to nose and mouth and prevent breathing.

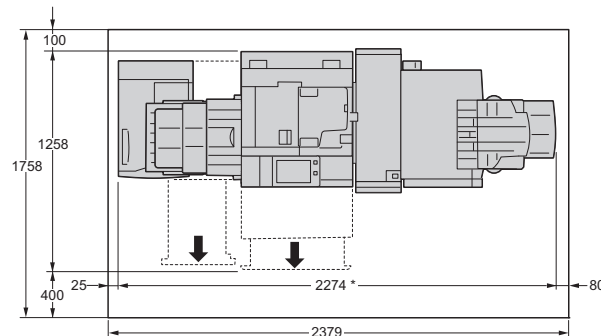


Locate this product on a level and sturdy surface that can withstand its weight. Otherwise, if tilted, the product may fall over and cause injuries.



Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product. Poor ventilation may cause overheat and a fire accident. Keep the minimum clearance as follows for ventilation and an access to the power plug. Unplug the product if an abnormal condition is noted.

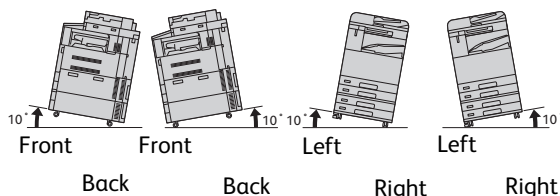
- With Duplex Automatic Document Feeder C2-PC, C3 Finisher with Booklet Maker (optional), Folder Unit CD1 (optional), HCF B1 (optional), and Side Tray



\*: Clearing paper jams (Unit: mm)



Do not incline the product at more than 10 degree angle. Otherwise, it may fall over and cause injuries.



Always lock the wheels of this product after installation. Otherwise, it may fall over or slide and cause injuries.



To keep this product in a good performance and condition, always use it in the following environment:

- Temperature: 10 - 32°C
- Humidity: 35 - 85%

When the product is left in a chilly room and the room is rapidly warmed up by heater, dew condensation may form inside the product and cause a partial deletion on printing.



To bundle wires and cables, always use the cable ties and spiral tubes that Fuji Xerox supplies. Otherwise, it may cause some defects.

## Operational Safety

### ⚠ WARNING



The operator's product maintenance procedures are described in the customer documentation supplied with this product. Do not carry out any other maintenance procedures not described in the documentation.



This product features safety design not to allow operators access to hazard areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove. To prevent electric shock and injuries, never remove those covers and protectors.



To avoid the risk of electric shock and a fire accident, switch off and unplug the product promptly in the following conditions, then contact Fuji Xerox Customer Support Center.

- The product emits smoke or its surface is unusually hot.
- The product emits unusual noise or odor.
- The power cord is cracked or worn down.
- A circuit breaker, fuse or any other safety device becomes activated.
- Any liquid is spilled into the product.
- The product is soaked in water.
- Any part of the product is damaged.



Do not insert any object into slots or openings of this product.

Do not put any of the followings on the product:

- Liquid container such as flower vases or coffee cups
- Metal parts such as staples or clips
- Heavy objects

If liquid is spilled over or metal parts are slipped into the product, it may cause electric shock or a fire accident.



Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.



When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.



If you need to pull out a tray to remove paper jam, contact Fuji Xerox Customer Support Center. Do not pull out a tray, otherwise it may cause injuries.



When you play the media (e.g., CD-ROM, DVD) supplied with the product, always use said media-enabled device. Otherwise, large sound may damage its speakers or your ears.

## CAUTION



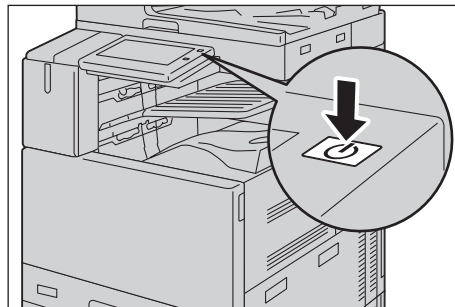
Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate the product and cause injuries or electric shock.



A ground fault interrupter is embedded in this product. If current leakage occurs, the ground fault interrupter automatically cuts off power circuit to prevent electric shock and a fire accident.

The ground fault interrupter is normally ON. Check once a month if the ground fault interrupter works properly in accordance with the following procedures:

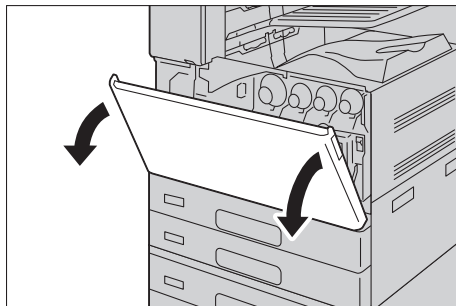
1. Press the push-button power switch.



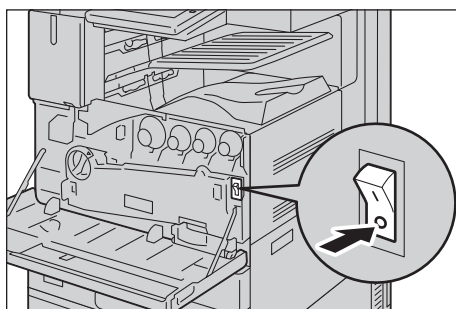
2. Select [Power Off].
3. Make sure that the touch screen is blank and the push-button power switch is not lit.



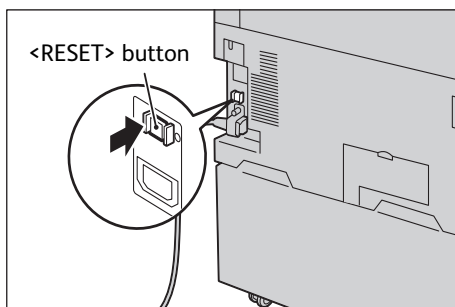
4. Open the front cover.



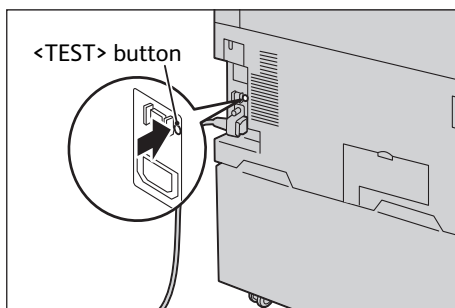
5. Press the main power switch to the [O] position to switch the main power off.



6. Press the <RESET> button to the reset position. The button will be depressed even after the pushing force is released.



7. Press the <TEST> button lightly with a sharp edge such as a pen tip. The depressed <RESET> button will stick out again. This is the end of the check procedure.



8. Press the <RESET> button back to the depressed position. If the circuit does not work properly, contact Fuji Xerox Customer Support Center.



**Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact Fuji Xerox Customer Support Center.**



**Never touch the paper output area of the finisher during operation. It may cause injuries.**



**Be careful in removing jammed staples.**



**Be careful not to get injured by waste staples when detaching a staple dust box.**



**Waste staples may come out with output paper. Be careful not to get injured by the staples.**



**Never touch safety interlocks. When a front cover is open, safety interlocks become activated to stop the device. Do not apply pressure on safety interlocks with a coin or screwdriver. Otherwise, the device may become activated and cause injuries.**



**Do not staple punched holes of paper. Sharp points of a staple may cause injuries.**



**Ventilate well during extended operation or mass copying. It may affect the office air environment due to odor such as ozone in a poorly ventilated room.**



**Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.**



**To move this product to another location, contact Fuji Xerox Customer Support Center.**



**When you use earphones, adjust the volume. Loud sound may cause hearing loss.**

## Consumable

### ⚠ WARNING



Store all consumables in accordance with the instructions given on its package or container.



Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact Fuji Xerox Customer Support Center.



Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact Fuji Xerox Customer Support Center for its take-back.



Never throw a waste toner bottle into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used waste toner bottle no longer needed, contact Fuji Xerox Customer Support Center for its take-back.

### ⚠ CAUTION



Keep drum cartridges and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.



When replacing drum cartridges and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.



If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

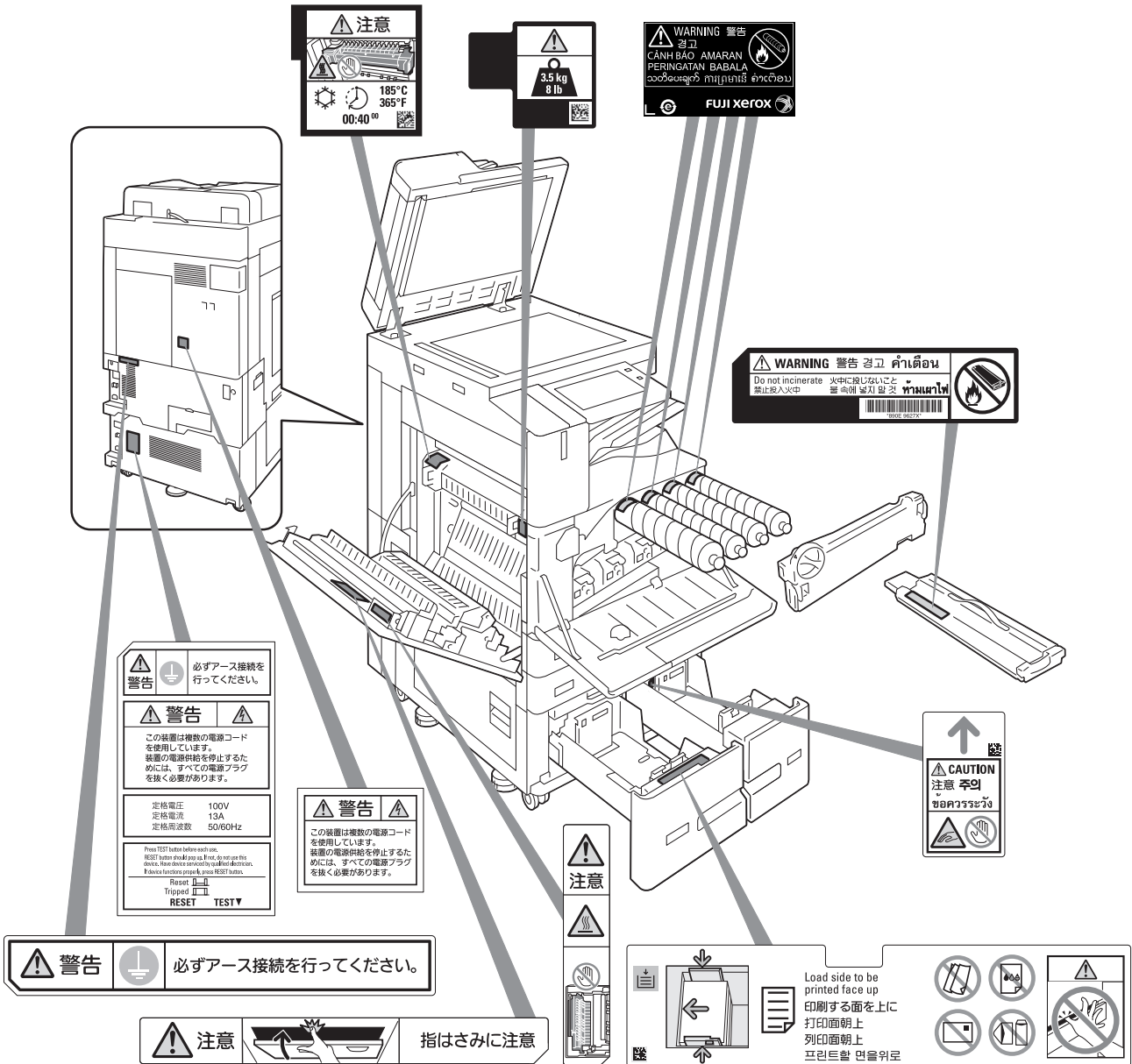
# Location of Warning and Caution Labels



Always follow all warning instructions marked on or supplied with this product. To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.

Before Using the Device

1



# Regulation

## ⚠ WARNING



This product shall not be installed nor used in the specific locations such as aircraft and hospitals where its use is prohibited. This product may cause malfunction of electronic devices or medical electric devices. For the use of this product in medical care facilities, follow their instructions. The use of this product in the prohibited locations such as aircraft may be subject to penalty.



In medical care facilities, keep the following instructions:

- Do not bring this product in operating rooms, Intensive Care Unit (ICU) nor Coronary Care Unit (CCU).
- Do not use this product anywhere, even in a lobby, medical electrical equipment is located.
- For other locations, follow the instructions by medical care facilities.



Keep the distance more than 12 cm between this product and cardiac pacemakers or defibrillators. Otherwise, radio interference may occur and cause malfunction of cardiac pacemakers and defibrillators.



Consult medical electrical equipment manufacturers for the use of this product in proximity to medical electrical equipment other than cardiac pacemakers and defibrillators. Radio interference may occur and cause malfunction of the medical electrical equipment.

## Radio Frequency Emissions (Class B)

## ⚠ CAUTION



This is a Class B equipment. Although this equipment is intended for use in a residential environment, it could cause poor reception if used near a radio or a television receiver. Please follow instructions in the instruction manual.

VCCI-B

## Radio Interference

### CAUTION



If this product does cause harmful interference to radio or television reception, which can be determined by [turning this product off and on], the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the radio or television set.
- Increase the separation between this product and the receiver.
- Connect this product into an outlet on a circuit different from that to which the receiver is connected.
- Reorient or relocate the receiving antenna. Consult the dealer or an experienced radio/TV technician for help when the receiving antenna is located outside.
- Change the antenna cable to a coaxial cable.

## Harmonics Current Emissions

This product has been tested and found to comply with JIS C 61000-3-2: Limits for Harmonics Current Emission.

## Radio Act

This product has a permit as a high frequency-based equipment from the Ministry of Internal Affairs and Communications in accordance with the Radio Act.

### WARNING



This product emits weak electromagnetic waves. If you have a medical device implanted (e.g., a cardiac pacemaker) and get out of shape, keep away from this product immediately and consult a physician.



This product has been certified with the construction design certification as a radio station of the low power data communication system in accordance with the Radio Law. A radio station license is not required when using this product. This product is allowed to be used in Japan only.

The following attempts to this product may face punishment by the law because this product has been certified with the construction design certification:

- if dismantle or alter this product.
- if tear off a certification label on the back of this product.

This product uses the same frequency band as the following devices and radio stations:

- Industrial, scientific or medical devices
  - Radio stations for identifying mobile objects used in production lines.
- [1] Premises radio stations (radio stations requiring licenses)  
 [2] Specific low power radio stations (radio stations not requiring licenses)

Do not use this product in the vicinity of the following devices and radio stations:

- Industrial, scientific or medical devices such as pace makers
- Premises radio stations for identifying mobile objects used in production lines (radio stations requiring licenses)
- Specific low power radio stations (radio stations not requiring licenses)

Since this product uses the same frequency band as the above devices and radio stations, radio interference may occur and cause interruption or delay in communication.



- If this product causes radio interference to premises radio stations for identifying mobile objects, immediately change frequency or stop radio emission and contact Fuji Xerox Customer Support Center.
- If this product causes any other radio interference trouble, contact Fuji Xerox Customer Support Center.

# Safety Data Sheet (SDS) - an index for characteristics and handling of the specific chemical substances defined

As a manufacturer and/or dealer of the chemical substances specified by the Industrial Safety and Health Law and/or Law Concerning Reporting, etc. of Releases to the Environment of Specific Chemical Substances and Promoting Improvements in Their Management (PRTR Law), Fuji Xerox offers the information of characteristics and handling of the specific chemical substances contained in our products and consumables as the SDS attached.

Fuji Xerox offers SDS in our website.

1/4						
安全データシート						
整理番号	: RT139GNJ02				作成日	: 2019/8/20
<b>1. 化学品及び会社情報</b>						
化学品の名称	: ApeosPort-VII C7773/C6673/C5573/C4473/C3373/C3372/C2273 DocuCentre-VII C7773/C6673/C5573/C4473/C3373/C3372/C2273 トナー					
供給者の会社名称	: 富士ゼロックス株式会社					
住所	: 〒107-0052 東京都港区赤坂 9-7-3					
担当部門	: [担当部門] カスタマーサティスファクション品質本部 デバイス品質管理部 環境商品安全統括グループ					
	[電話番号]	046-237-1686	[FAX 番号]	046-238-5796		
<b>2. 危険有害性の要約</b>						
GHS分類 : 本製品は、GHS 分類基準上、危険有害性のある混合物には分類されない。						
<b>3. 組成及び成分情報</b>						
化学物質・混合物の区別	: 混合物					
成分および含有量	:					
化学名	含有量(重量%)				官報公示 整理番号 化審法/安衛法	CAS Registry No.
	ブラック トナー	シアン トナー	マゼンタ トナー	イエロー トナー		
ポリエステル樹脂	<90	<90	<90	<90	非開示	非開示
酸化鉄(フェライトとして)	10-20	<10	<10	<10	1-357	1309-37-1
酸化マンガニ(フェライトとして)	3.6	2.5	2.5	2.5	1-475	1344-43-0
パラフィンワックス	<10	<10	<10	<10	8-430	8002-74-2
カーボンブラック	<10	<10	<10	<10	非該当	1333-86-4
青色顔料	<10	<10	-	-	5-3299	147-14-8
赤色顔料	-	-	<10	-	非開示	非開示
黄色顔料	-	-	-	<10	非開示	非開示
無定形シリカ	<10	<10	<10	<10	非開示	非開示
二酸化チタン	<1	<1	<1	<1	1-558	13463-67-7
処方成分として、鉛、水銀、カドミウム、六価クロム、ポリ臭化ビフェニル類(PBB 類)、ポリ臭化ジフェニルエーテル類(PBDE 類)、フタル酸ビス 2-エチルヘキシル (DEHP)、ブチルベンジルフタレート(BBP)、ジブチルフタレート(DBP)、およびジイソブチルフタレート(DIBP)を含有しない						
<b>4. 応急措置</b>						
吸入した場合	: 新鮮な空気のところへ移す。多量の水でよくうがいをする。					
皮膚に付着した場合	: 石鹸を使って水でよく洗い流す。					
目に入った場合	: 15 分以上多量の水で洗い流した後、医師の診察を受ける。					
飲み込んだ場合	: 水でよく口の中をすすぎ、多量の水を飲ませる。医師の診察を受ける。					
<b>5. 火災時の措置</b>						
消火剤	: 噴霧水、泡、粉末消火薬剤。ただし、機械内で燃焼した際には、電気製品における火災と同様の方法で消火する。					
使ってはならない消火剤	: 情報なし					



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## 6. 漏出時の措置

- 人体に対する注意事項、保護具及び緊急時措置 : 吸入はできるかぎり避ける。大量にこぼした場合は、必ず当社係員にご連絡ください。
- 環境に対する注意事項 : 下水道や河川への漏出を防ぐ。
- 封じ込め及び浄化の方法及び機材 : 周囲に火種がないことを確認する。少量の場合はほうきで掃き取るか、または石けん水を湿らした布等で拭き取る。大量にこぼした場合は、必ず弊社のテレフォンセンター、または販売店にご連絡ください。  
こぼれたトナーは電気掃除機で吸い取らないこと。(掃除機を用いると微粒子のトナーが掃除機内部に充填し、電気接点の火花などにより、発火または爆発するおそれがある)

## 7. 取扱い及び保管上の注意

### 取扱い

- 技術的対策 : 当社指定機器で通常取り扱う場合は必要なし。
- 局所排気・全体換気 : 当社指定機器で通常取り扱う場合は必要なし。
- 注意事項 : 火中に絶対に投じない。カートリッジをこわしたり、分解したりしない。
- 安全取り扱い注意事項 : 火中に絶対に投じない。カートリッジをこわしたり、分解したりしない。

### 保管

- 技術的対策 : 必要なし
- 適切な保管条件 : 直射日光を避け、乾燥した換気の良いところに、低温で保管する。子供の手の届くところに保管しない。
- 安全な容器包装材料 : 当社の容器包装材料を使用すること。

## 8. ばく露防止及び保護措置

- 設備対策 : 当社指定機器で通常取り扱う場合は必要なし。
- 管理濃度 : 設定されていない。
- 許容濃度 : 日本産業衛生学会 第3種粉塵 8 mg/m<sup>3</sup> (総粉塵)  
(2017年版) 2 mg/m<sup>3</sup> (吸入性粉塵)  
ACGIH(2017年版) 粒子状物質 10 mg/m<sup>3</sup> (総粉塵)  
3 mg/m<sup>3</sup> (吸入性粉塵)
- 保護具 : 当社指定機器で通常取り扱う場合は必要なし。

## 9. 物理的及び化学的性質

- 外観 : 粉体
- 色 : ブラックトナー: 黒色、シアントナー: 青色、マゼンタトナー: 赤色、イエロートナー: 黄色
- 臭い : 微かなプラスチック臭
- pH : 適用外
- 融点/凝固点 : データなし
- 沸点、初留点と沸騰範囲 : 適用外
- 引火点 : 適用外
- 自然発火温度 : 発火性なし
- 燃焼又は爆発範囲の上限/下限 : データなし
- 蒸気圧 : 適用外
- 蒸気密度 : 適用外
- 比重 : データなし
- 溶解性 : 不溶(水)
- オクタノール/水分配係数 : 適用外
- 分解温度 : データなし

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粘度 : 適用外

**10. 安定性及び反応性**

安定性/反応性 : 安定  
 危険有害反応可能性 : 可能性なし  
 避けるべき条件 : 特になし  
 混触危険物質 : 特になし  
 危険有害な分解生成物 : 情報なし

**11. 有害性情報**

以下のデータは、本製品の試験結果、もしくは類似物の試験結果からの予測である。

急性毒性 (50%致死量)  
 経口→LD50(ラット) : >2000 mg/kg (実質上無毒)  
 皮膚刺激性(ラビット) : 刺激性なし  
 皮膚腐食性 : 腐食性なし  
 眼に対する重篤な損傷又は刺激性(ラビット) : イエロートナー:軽度の刺激(印字成分)、ブラックトナー/マゼンタトナー/シアントナー:最小の刺激(印字成分)  
 呼吸器感受性又は皮膚感受性(マウス) : 皮膚感受性なし  
 生殖細胞変異原性 : AMES 試験 陰性  
 発がん性 : カーボンブラックは、国際がん研究機関(IARC)によって「グループ 2B(ヒトに対して発癌性があるかもしれない)」に分類される。しかし、カーボンブラックを含有するトナーに対するラットの長期吸入暴露試験では、「発癌の証拠なし」の結論を得ている。  
 二酸化チタンは国際がん研究機関(IARC)の発がん性分類で、グループ 2B に分類される。動物実験では、ラットのみ肺腫瘍が認められた。これは、ラットの肺クリアランスメカニズムの過負荷(オーバーロード現象)によるもので、本製品の通常使用時にはあり得ないと推察される。呼吸器の疾病と二酸化チタンの作業暴露との関係は、これまでの疫学調査で認められなかった。  
 なお、カーボンブラックおよび二酸化チタン以外の構成成分は発がん物質(文献 1)に該当しない。  
 生殖毒性及び発生毒性物質(文献 2)を含有せず。  
 生殖毒性 : データなし  
 特定標的臓器毒性(単回曝露) : データなし  
 特定標的臓器毒性(反復曝露) : ラットを用いた2年間にわたるトナー吸入暴露試験において、毎日、中用量(4 mg/m<sup>3</sup>)もしくは高用量(16 mg/m<sup>3</sup>)の暴露環境にさらされていた群で、肺に軽度の線維症が観察されたが、低用量(1 mg/m<sup>3</sup>)の群については、肺に特別な変化は認められなかった。当社商品の通常の使用に伴って排出されるトナー量は、1日当たり1mg/m<sup>3</sup>を大幅に下回っており、製品を日常的に使用する限りでは人体への影響はないと判断している。  
 吸引性呼吸器有害性 : 対象外  
 その他 : データなし

**12. 環境影響情報**

以下のデータは、本製品の試験結果、もしくは類似物の試験結果からの予測である。

生態毒性  
 急性毒性 魚類 96 時間 LL50(ヒメダカ) : > 500mg/L(実質上無毒)  
 ミジンコ類 48 時間 EL50(オオミジンコ) : > 100mg/L(実質上無毒)  
 藻類 72 時間 ErL50(ムレミカヅキモ) : > 100mg/L(実質上無毒)  
 残留性/分解性 : データなし  
 生体蓄積性 : データなし

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土壌中の移動性	データなし
他の有害影響	データなし

### 13. 廃棄上の注意

適切な処理が必要なので、必ず弊社のカスタマーコンタクトセンター、または販売店に渡すこと。

### 14. 輸送上の注意

#### 国際規制

海上規制情報	: 非危険物
国連番号	: 非該当
海洋汚染物質	: 適用されない
MARPOL 73/78 附属書 II 及び IBC コードによるばら積み輸送される液体物質	: 適用されない
IBC コード	: 適用されない

#### 国内規制

海上規制情報	: 非危険物
航空規制情報	: 非危険物
その他の情報	: 規制されていない

### 15. 適用法令

化学物質排出把握管理促進法	: 第1種指定化学物質(法第2条第2項、施行令第1条別表第1)マンガン及びその化合物(政令番号:412)マンガンとして(ブラクトナー:2.8%、シアントナー:1.9%、イエロートナー:1.9%、マゼンタトナー:1.9%)
労働安全衛生法	: 名称等を通知すべき危険物及び有害物(法第57条の2、施行令第18条の2別表第9) 固形パラフィン(政令番号:170)、銅及びその化合物(政令番号:379)、カーボンブラック(政令番号:130)、酸化チタン(IV)(政令番号:191)、マンガン及びその無機化合物(政令番号:550)、酸化鉄(政令番号:192)
化学物質の審査及び製造等の規制に関する法律	: 非該当
毒物及び劇物取締法	: 非該当
消防法	: 指定可燃物(ただし、合成樹脂類:3000kg以上)

### 16. その他の情報

本製品安全データシートは現時点で入手できた情報に基づいて作成しておりますが、構成成分やデータ・評価内容を保証するものではありません。危険・有害性の評価は必ずしも充分ではないので、取扱いには十分ご注意ください。また、内容を当社の許可なく一方的に改定・使用され、何らかの事故が発生した場合は、当社はその責任を負いかねますのでご了承ください。

CAS Registry Number (R) is a Registered Trademark of the American Chemical Society.

#### 引用文献

(文献1) : ・IARC Monographs on the Evaluation of the Carcinogenic Risk of Chemicals to Humans (WHO, IARC:国際癌研究機関)  
・National Toxicology Program (NTP) Report on Carcinogens (NTP:米国・国家毒性プログラム)  
・TLVs and BEIs (ACGIH:米国・政府産業衛生専門家会議)  
・物質及び混合物の分類・表示・包装、及び指令 67/548/EEC と 1999/45/EC を改正・廃止、また規則 (EC) No1907/2006 を改正することに関する規則 (EC) No1272/2008 (CLP 規則)  
・日本産業衛生学雑誌(日本産業衛生学会)

(文献2) : ・物質及び混合物の分類・表示・包装、及び指令 67/548/EEC と 1999/45/EC を改正・廃止、また規則 (EC) No1907/2006 を改正することに関する規則 (EC) No1272/2008 (CLP 規則)

# Environment

- Emissions of dust, ozone, benzene, total volatile organic compounds (TVOC) and styrene from this product have been tested and found to comply with the Eco Mark criteria on chemical emission for Imaging Equipment Such As Copiers, Printers, etc.. According to the test procedures defined by Blue Angel RAL UZ-171: 2012 Appendix S-M, using the toner type ApeosPort-VII C7773/C6673/C5573/C4473/C3373/C3372/C2273, DocuCentre-VII C7773/C6673/C5573/C4473/C3373/C3372/C2273 that is recommended for this product.
- Fuji Xerox will store the spare parts necessary to maintain the function of this product for 7 years after the production termination of this product.
- For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridges and drum cartridges to make recycle parts, recycle materials or energy recovery.
- Proper disposal is required for toner cartridges and drum cartridges no longer needed. Do not open toner cartridges and drum cartridges. Return them to Fuji Xerox Customer Support Center.

# Legal Notice

Copying or printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country. See "Legal Requirements in Japan" below for the requirements in Japan.

- Currency
- Banknotes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

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

## Legal Requirements in Japan

- 1 Counterfeiting currencies and securities for the purpose of uttering shall be strictly prohibited in Japan.
  - In the case of the following items, not only counterfeiting but also reproducing any items with a similar appearance shall be punishable.  
Currencies, foreign currencies, national bonds, local bonds, postal money order, postage stamps, revenue stamps, etc.
  - In the case of the following items, counterfeiting shall be punishable.  
Share certificates, corporate bonds, bank notes and checks, consignment sheets, warehouse certificates, vouchers, gift certificates, train tickets, commuter tickets, tokens, discount coupons, public lottery tickets, betting tickets, etc.
- 2 Forgery of documents and counterfeiting of seals for the purpose of uttering shall be severely punished in Japan. The following cases shall be punishable:
  - Forgery of official documents, such as certificates.
  - Forgery of private documents relating to rights and duties, such as agreements.
  - Forgery of private documents relating to the certification of a fact, such as letter of recommendation, resume and letter of greeting.
  - Counterfeiting of official seals
  - Counterfeiting of private seals
- 3 Exploiting copyrighted works, including but not limited to books, newspapers, magazines, brochures, paintings, plans, photography, images, movies, music and computer programs shall NOT be permissible without obtaining the consent of the copyright owner. In the following cases, the copyright owners may exercise their right of demanding cessation and/or may claim compensation for damages. Also, the following cases may be punishable.

### (1) Reproduction

To make a copy of copyrighted works which have been fixed on paper by means of copying device; to make sound or visual recording from copyrighted works which have been fixed in magnetic tapes; to input copyrighted works by means of reading device and make use of the electronic data thereof (i.e. record the data on PC or other mediums, output the data by printer); and to download copyrighted works, etc.

**(2) Modification**

To distort, mutilate or modify copyrighted works which have been fixed in paper or fixed as electronic information, etc.

**(3) Transmission**

To publicly transmit copyrighted works, including those that have been fixed as electronic information, by means of telecommunication networks such as Internet, facsimile and email; and to upload copyrighted works to interactive transmission communications server already connected with telecommunication networks for use by the public, etc.

**HOWEVER, THE FOLLOWING SHALL BE PERMISSIBLE UNDER THE COPYRIGHT LAW OF JAPAN.** In the following cases, it is NOT necessary for a user to obtain the consent of the copyright owner:

- Reproduction of copyrighted works for the purpose of the user's personal use, family use or other similar uses within a limited domain.
- The duplicate in the library aiming at offer to public use, such as a national library, a private library, a school attached institution, a public museum, various public data centers, and a research organization aimed at obtaining public benefit, etc.
- Making quotations from copyrighted works, provided that their making is compatible with fair practice and their extent does not exceed that justified by purposes such as news reporting, criticism or research.
- Reproduction of informatory, investigatory or statistical data and reports which have been prepared by the State or local governments for the press or other periodicals, provided that the reproduction thereof is not expressly prohibited.
- Publishing to a school textbook. However, the compensation to the copyright owner is required.
- The duplicate in a school and other educational facilities. However, in the light of a kind, a use, number of copies, and a mode, it restricts within limits which do not injure the copyright owner's profits unfairly.
- The duplicate as a test question. However, the compensation to the copyright owner is required.

**Notice:** This list is NOT inclusive and no liability is assumed for its completeness or accuracy. In case of doubt, please contact your legal counsel.

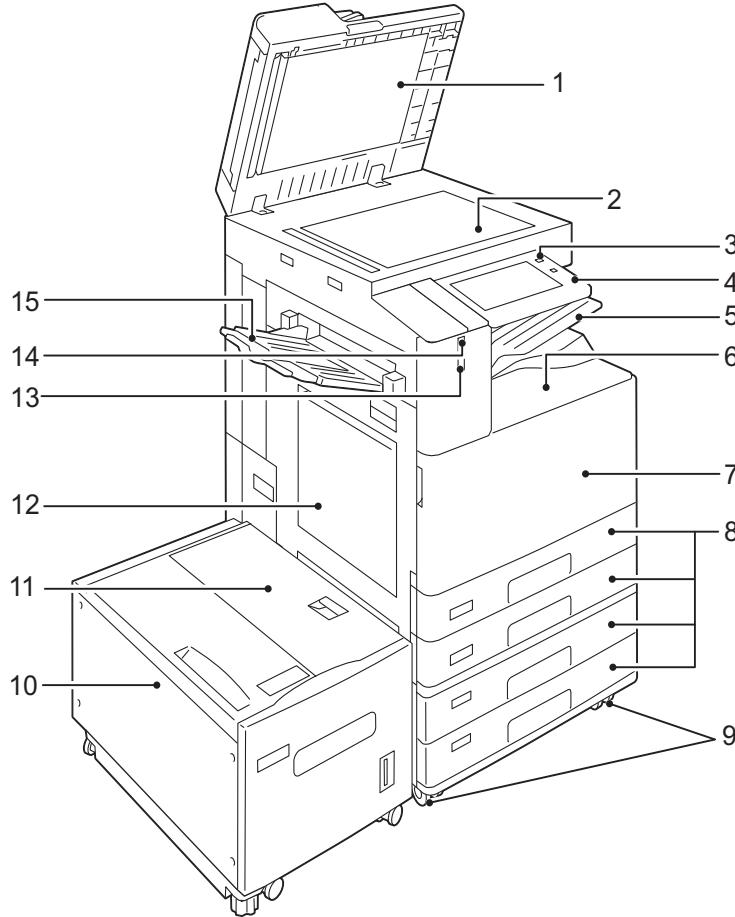
# 2

## **Product Overview**

# Device Components

The following describes device components and their functions.

## ■ 2 Tray Module Model and HCF (A4 1 Tray) (optional)



- 1 Document cover  
Holds a document in place.
- 2 Document glass  
Load a document here.
- 3 Power button  
Switches the power of the device on and off. You can use the button to wake the device or put it to the Power Saver mode.

### Note

- Refer to "Power Source" (P.43) and "Power Saver Mode" (P.47).

- 4 Control panel  
Consists of operation buttons, LED indicators, and the touch screen.

### Reference

- Refer to "Control Panel" (P.54).

- 5 Exit 2 Tray (Upper Center Output Tray)  
Outputs are delivered here by separating the center tray into two levels.

### Note

- The device is equipped with the Center Output Tray Attention Light which flashes while outputs are being delivered on the tray and lights up when outputs are on the tray.



When the device is in the Power Saver mode, the light does not work.

## 6 Lower Center tray (Lower Center Output Tray)

Copies and prints are delivered here.

### Note

- The device is equipped with the Center Output Tray Attention Light which flashes while outputs are being delivered on the tray and lights up when outputs are on the tray.

When the device is in the Power Saver mode, the light does not work.

## 7 Front cover

Open this cover to replace the consumables.

## 8 Tray 1, 2, 3, 4

Load paper here.

## 9 Locking casters

Lock these casters after moving the device to its installation site.

## 10 Tray 6 (HCF (A4 1 Tray)) (optional)

Load paper here.

## 11 Tray 6 top cover

Open this cover to clear paper jams after moving Tray 6 to the left.

## 12 Tray 5 (bypass tray)

Used for loading non-standard paper, such as thick-stock paper and other special media, that cannot be loaded in Trays 1 to 4, and 6.

## 13 Smart WelcomEyes (SWE) human motion sensor

The human motion sensor works constantly, and when it detects human presence in the detectable area, the device exits the Power Saver mode.

While the sensor detects human presence, the device will neither reset the settings automatically nor enter the Power Saver mode.

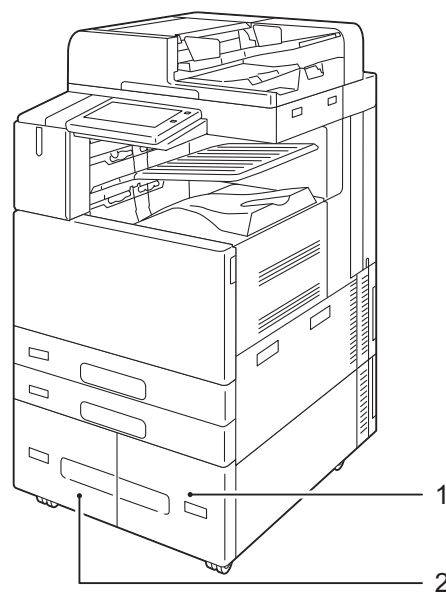
## 14 Smart WelcomEyes (SWE) Access Lamp

The Access Lamp lights up while the SWE human motion sensor detects human presence.

## 15 Side tray (Left-Side Output Tray)

Copies and prints are delivered here.

### ■ Tandem Tray Module Model

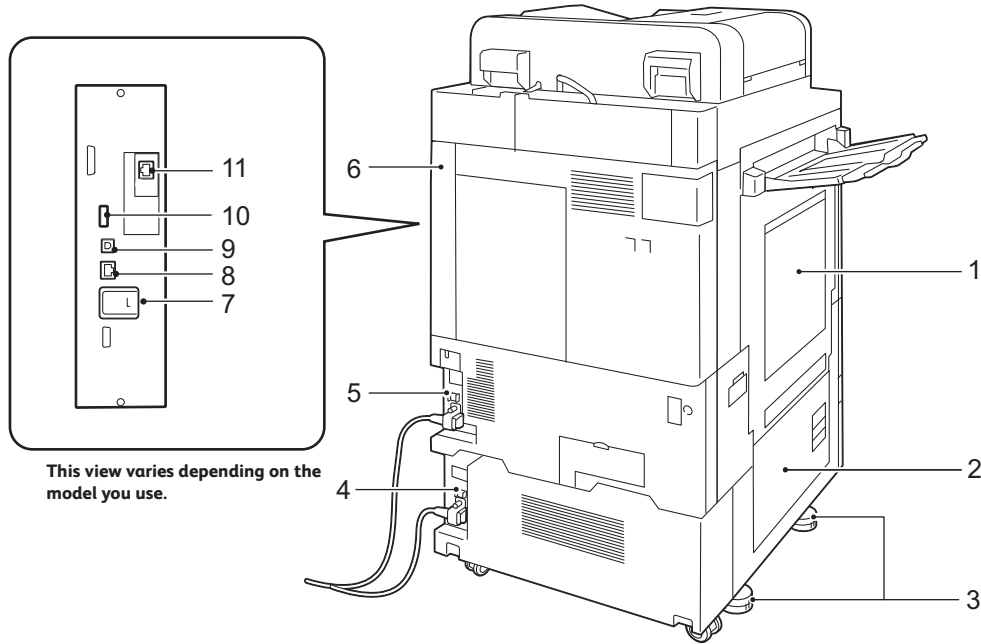


## 1 Tray 4

Load paper here.

- 2 Tray 3  
Load paper here.

■ Left side and rear views of the Device



This view varies depending on the model you use.

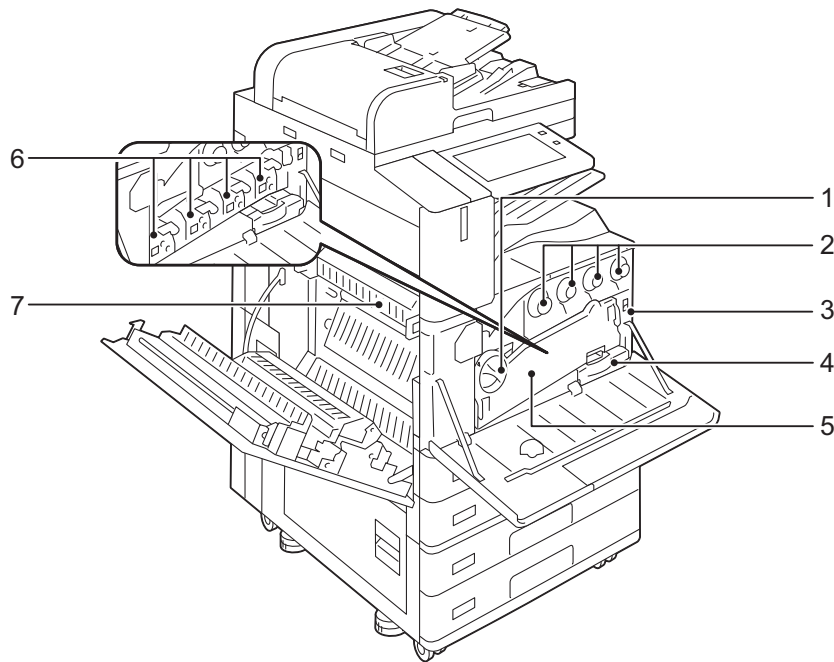
- 1 Upper left cover  
Open this cover by lifting up the release lever to clear paper jams.
- 2 Bottom left cover  
Open this cover to clear paper jams. When Tray 6 is installed, open this cover after moving Tray 6 to the left.
- 3 Adjusting foot  
Prevents the device from toppling over. Move the device to its installation site and then rotate this adjuster in clockwise direction until it touches a floor.
- 4 RESET button (For ApeosPort-VII C7773/C6673 DocuCentre-VII C7773/C6673 only)  
Automatically switches the device off when a current leakage is detected.
- 5 RESET button  
Automatically switches the device off when a current leakage is detected.
- 6 Rear right cover  
Open this cover when connecting an interface cable.

**Note**

- Make sure that this cover is attached after connecting the interface cable.

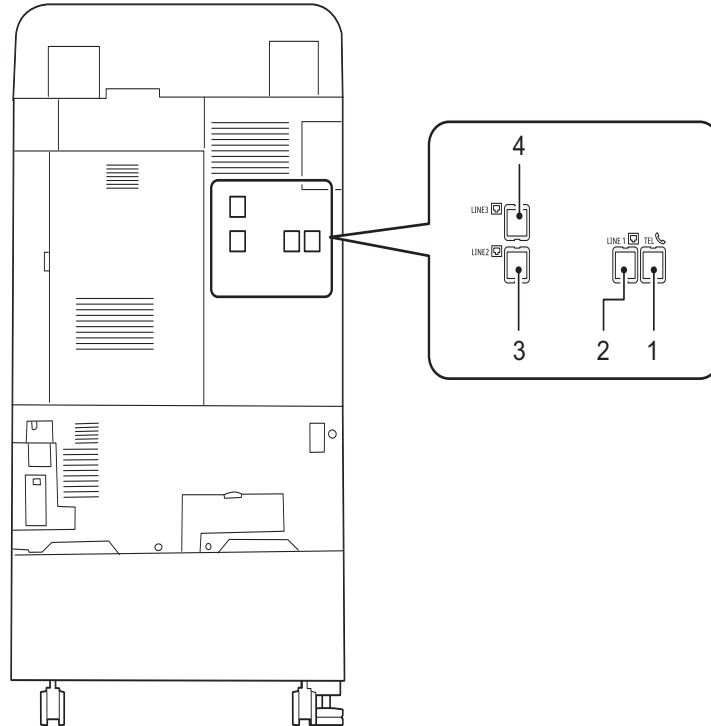
- 7 Wireless Kit (optional)  
Connects your mobile device to the device via wireless network (Wi-Fi/Bluetooth®).
- 8 Ethernet interface connector  
Connects to a network cable.
- 9 USB 3.0 interface connector  
Connects a USB cable for printing.
- 10 USB 2.0 interface connector  
Connects a memory card reader, an optional component or a peripheral with a USB cable.
- 11 Secondary Ethernet connector (optional)  
Connects to a network cable.

## ■ Inside



- 1 Handle  
Unlock this handle when replacing a drum cartridge.
  - 2 Toner cartridges  
Contains Black (K), Cyan (C), Magenta (M), and Yellow (Y) toner (image forming powder).
  - 3 Main power switch  
Switches the main power on/off of the device. Always follow the instructions by the system administrator.
- Important**
- Always switch the power off before switching the main power off. Refer to "Power Source" (P.43).
- 4 Waste toner container (R5)  
Collects waste toner.
  - 5 Conveyance box  
Remove this box when replacing a drum cartridge or cleaning the interior of the device.
  - 6 Drum cartridges (R1, R2, R3, R4)  
Contains photoconductors R1, R2, R3, and R4.
  - 7 Fusing unit (R8)  
Fuses toner on paper. Do not touch this unit as it is extremely hot.

## ■ Telephone line connectors

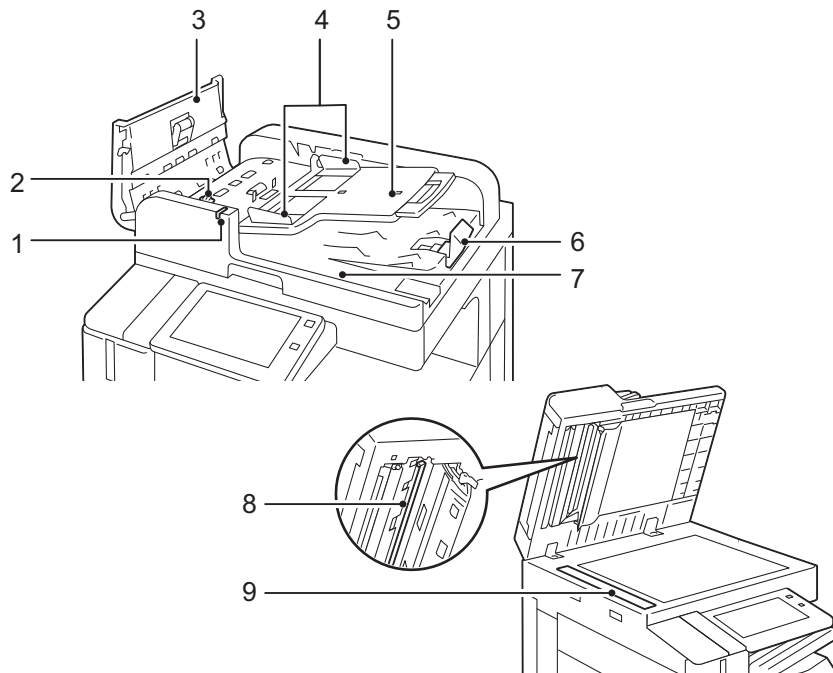


- 1 TEL  
Enables you to connect the device to a telephone device.  
Do not connect any device (fax system) other than a telephone.
- 2 LINE 1 (Line 1)  
Use this connector to connect to a telephone line.
- 3 LINE 2 (Line 2)  
Use this connector to connect to a telephone line.
- 4 LINE 3 (Line 3)  
Use this connector to connect to a telephone line.

### Note

- Line 1, Line 2 or Line 3 in parentheses is the name displayed on the touch screen.
- The Fax feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.
- LINE 2 (Line 2) and LINE 3 (Line 3) are optional.
- ISDN connection is not available.
- When you talk into the external telephone receiver connected to TEL, only the line connected to LINE 1 is available. (LINE 2 and LINE 3 are not available.)

## ■ Duplex Automatic Document Feeder B1-PC

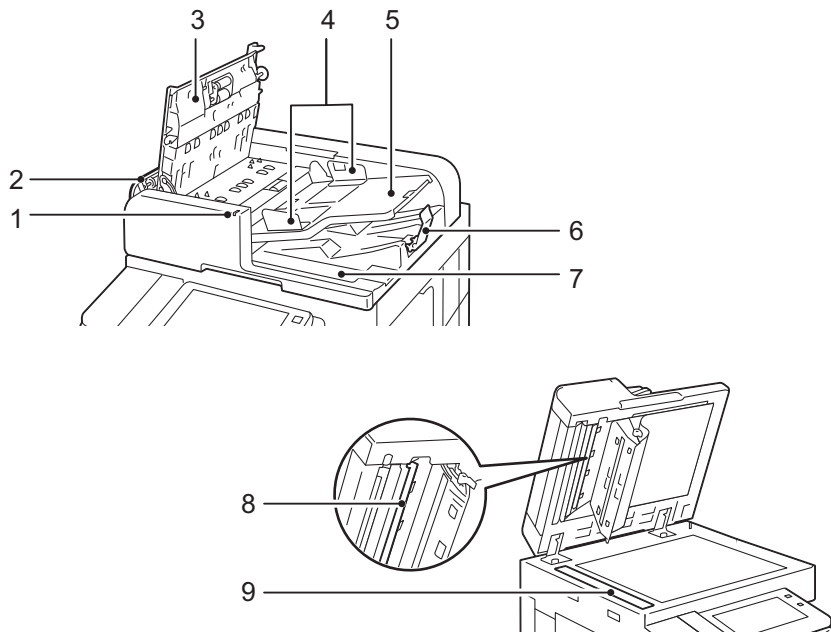


- 1 Confirmation indicator  
Lights up when a document is loaded correctly.
- 2 Lever  
Turn this lever to clear paper jams.
- 3 Left cover  
Open this cover to clear paper jams.
- 4 Document guides  
Use these guides to align the edges of documents.
- 5 Document feeder tray  
Load documents here.
- 6 Document stopper  
Prevents outputs from falling off.
- 7 Document output tray  
Scanned documents are delivered here.
- 8 Side 2 constant velocity transport glass  
Scans Side 2 of the loaded document.
- 9 Side 1 constant velocity transport glass  
Scans Side 1 of the loaded document.

### Note

- In this guide, "document feeder" means both the Duplex Automatic Document Feeder B1-PC and the Duplex Automatic Document Feeder C2-PC unless expressly restricted to one of them.

## ■ Duplex Automatic Document Feeder C2-PC

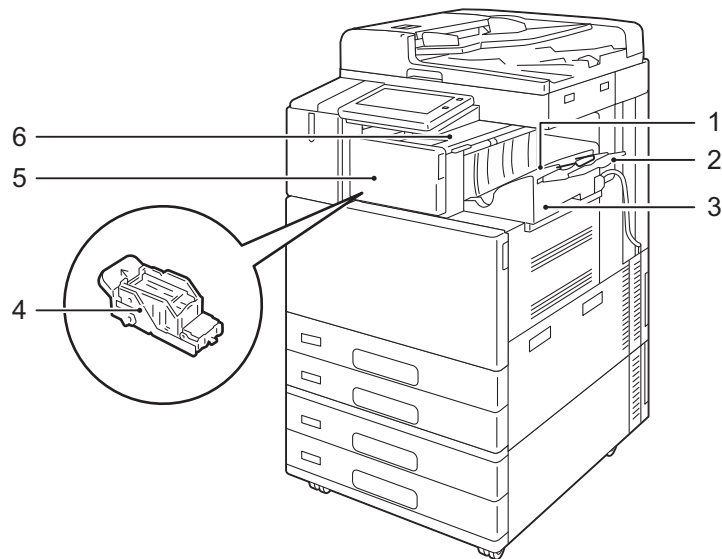


- 1 Confirmation indicator  
Lights up when a document is loaded correctly.
- 2 Left cover  
Open this cover to clear paper jams.
- 3 Top cover  
Open this cover to clear paper jams.
- 4 Document guides  
Use these guides to align the edges of documents.
- 5 Document feeder tray  
Load documents here.
- 6 Document stopper  
Prevents outputs from falling off.
- 7 Document output tray  
Scanned documents are delivered here.
- 8 Side 2 constant velocity transport glass  
Scans Side 2 of the loaded document.
- 9 Side 1 constant velocity transport glass  
Scans Side 1 of the loaded document.

### Note

- In this guide, "document feeder" means both the Duplex Automatic Document Feeder B1-PC and the Duplex Automatic Document Feeder C2-PC unless expressly restricted to one of them.

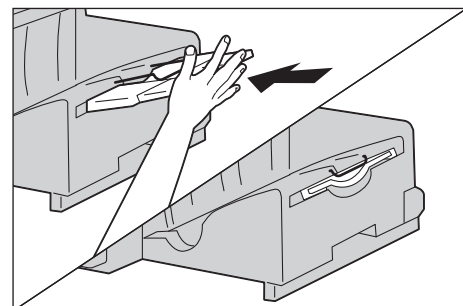
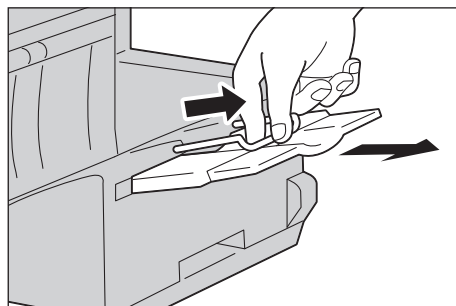
## ■ Finisher A2 (optional)



- 1 Center tray (Center Output Tray)  
Copies or prints are delivered here.
- 2 Extension tray  
Prevents outputs from falling off.

### Important

- Extend the extension tray and the paper guide wire for landscape outputs. To close the extension tray, slide the tray and the wire into the finisher.

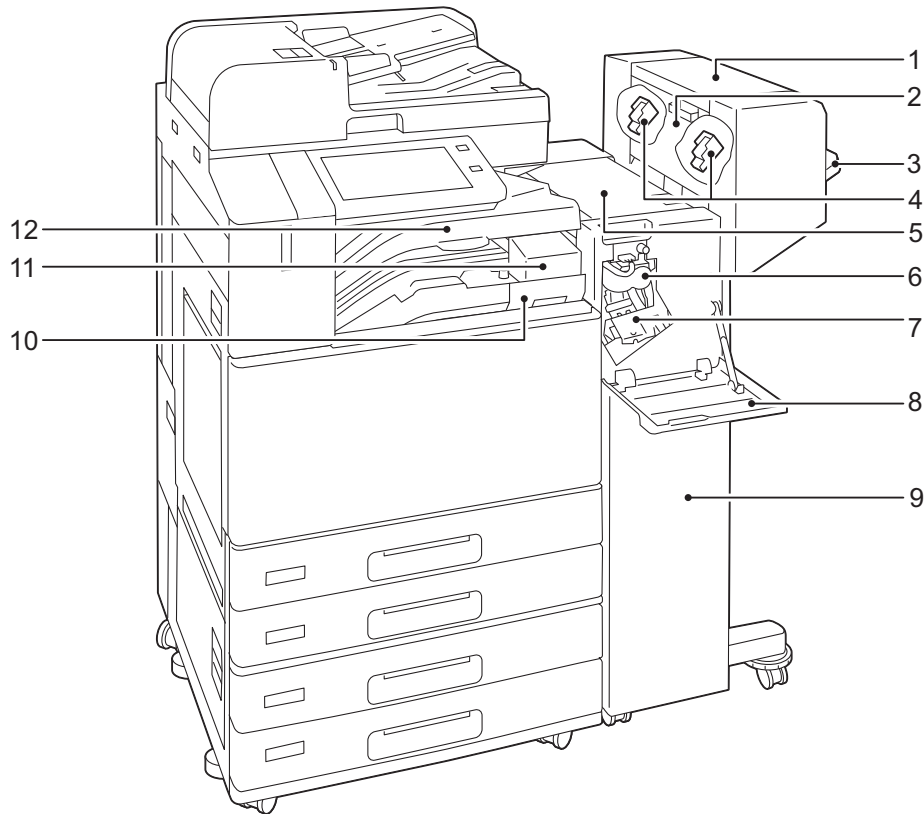


- 3 Finisher A2  
Staples copies or prints.
- 4 Staple cartridge  
Contains staples. Remove this cartridge when replacing or adding staples, or clearing staple jams.
- 5 Front cover  
Open this cover when replacing staples or clearing staple jams.
- 6 Top cover  
Open this cover to clear paper jams.

### Note

- The Finisher A2 is optional. The common features of the Finisher A2, Finisher-B3, and C3 Finisher described in this guide are referred to as the "finisher".

## ■ Finisher-B3 (optional)



- 1 Booklet maker unit (optional)  
Staples creased outputs.
- 2 Booklet maker unit side cover  
Open this cover when replacing the booklet staple cartridge.
- 3 Finisher tray (Right-Side Output Tray)  
Stapled or creased outputs are delivered here.
- 4 Booklet staple cartridge  
Contains booklet staples. Remove this cartridge when replacing booklet staples.
- 5 Top cover  
Open this cover to clear paper jams.
- 6 Creaser unit  
Creases outputs in half.
- 7 Staple cartridge  
Contains staples.
- 8 Front cover  
Open this cover when clearing paper jams or replacing staples.
- 9 Finisher-B3 (optional)  
Binds copies or prints with the stapling stapler.
- 10 Hole-punch waste container  
Collects scraps from the puncher.
- 11 US 2/3 Hole Punch Kit (optional)  
2/4 Hole Punch Kit (optional)  
Hole-punches outputs.

### Note

- The distance between the two holes made with the US 2/3 Hole Punch Kit (US standard) is 70 mm, which is different from the 80 mm distance made with the 2/4 Hole Punch Kit.

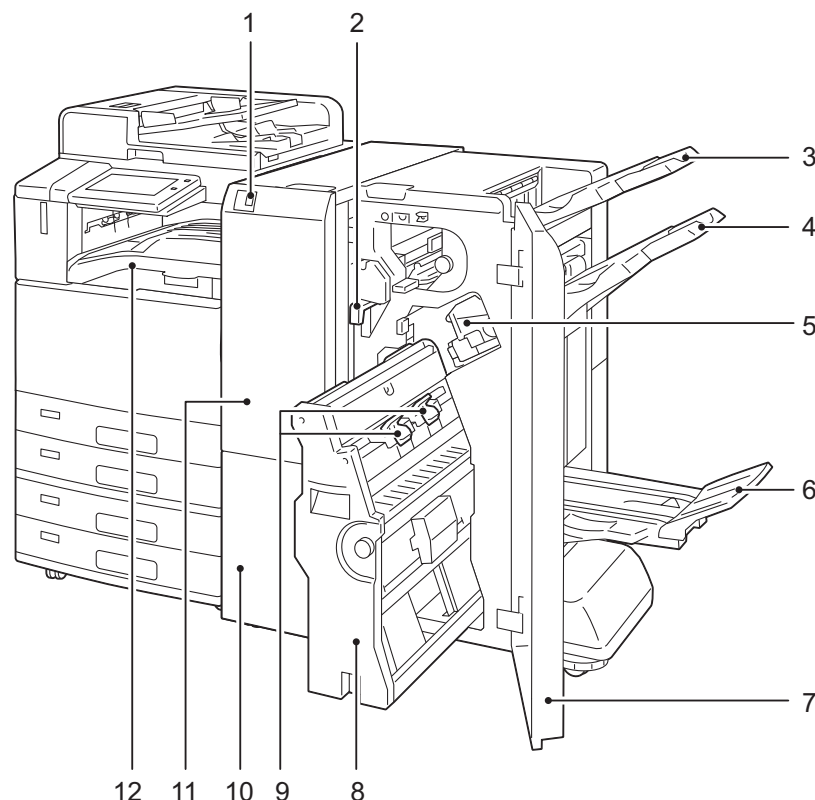


- 12 Center tray (Center Output Tray) (Finisher transport cover)  
Copies and prints are delivered here when they are unable to be delivered to the finisher tray. Pull the cover upward when clearing paper jams.

**Note**

- Remove outputs delivered to the center tray constantly.
- The device is equipped with the Center Output Tray Attention Light which flashes while outputs are being delivered on the center tray.  
When the device is in the Power Saver mode, the light does not work.
- The Finisher-B3 are optional. The common features of the Finisher A2, Finisher-B3, and C3 Finisher described in this guide are referred to as the "finisher".

■ **C3 Finisher (optional), C3 Finisher with Booklet Maker (optional), and Folder Unit CD1 (optional)**



- 1 Tri-fold output tray (Envelope Folder Tray) button (When the optional Folder Unit CD1 is installed)  
Press this button to open the tri-fold output tray.
- 2 Hole-punch waste container  
Collects punch scraps from the puncher. Remove this container when discarding the scraps.
- 3 Output tray (Right-Top Output Tray)  
Outputs are delivered here.
- 4 Finisher tray (Right-Middle Output Tray)  
Outputs are delivered here.
- 5 Staple cartridge  
Staples are stored in this cartridge. Pull out this cartridge to replace staples or clear staple jams.
- 6 Booklet tray (Right-Bottom Output Tray)  
Bound booklets are delivered here.
- 7 Finisher front door  
Open this door to clear paper or staple jams, replace staples, or discard punch scraps.

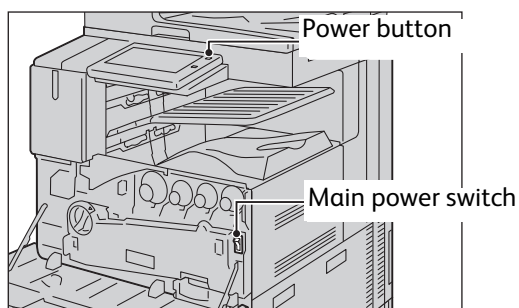
- 8 Booklet unit  
This unit is for folding outputs in half and stapling the folded outputs.
- 9 Booklet staple cartridge  
Two staple cartridges for booklet creation. Take out the cartridges when clearing stapled jams, or when replacing them with new ones.
- 10 Tri-fold output tray (Envelope Folder Tray) (When the optional Folder Unit CD1 is installed)  
Tri-folded outputs are delivered here.
- 11 Folder Unit front door (When the optional Folder Unit CD1 is installed)  
Open this door to clear paper jams.
- 12 Finisher transport center tray (Center Output Tray) (Top cover of the finisher transport)  
Copies and prints are delivered here when they are unable to be delivered to the output tray or finisher tray. Pull the cover upward when clearing paper jams.

**Note**

- Remove outputs delivered to the center tray constantly.
- The device is equipped with the Center Output Tray Attention Light which flashes while outputs are being delivered on the center tray.  
When the device is in the Power Saver mode, the light does not work.
- The C3 Finisher and the C3 Finisher with Booklet Maker are optional.
- 2 / 4 Hole Punch is installed standardly for the C3 Finisher (2 / 4 Hole) or the C3 Finisher with Booklet Maker (2 / 4 Hole).
- The common features of the C3 Finisher or the C3 Finisher with Booklet Maker with or without the Hole Punch Tool described in this guide are referred to as the "C3 Finisher" or "C3 Finisher with Booklet Maker".
- The common features of all the finishers described in this guide are referred to as the "finisher".

# Power Source

The device is provided with the Power button and the main power switch.



## ■ Power button

To use the device, press the Power button to switch its power on. You can start operations after the device warms up.

## ■ Main power switch

Press the main power switch to the [O] position to turn off the main power of the device. Do not switch the main power off except when you connect a cable to the device or clean the device. Switching off the main power may erase the data in the memory when using the Fax service.

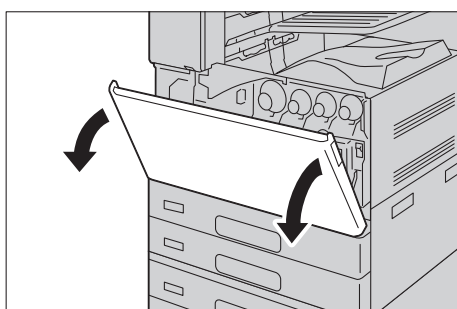
## Switching the Main Power On

The following describes how to switch the main power on.

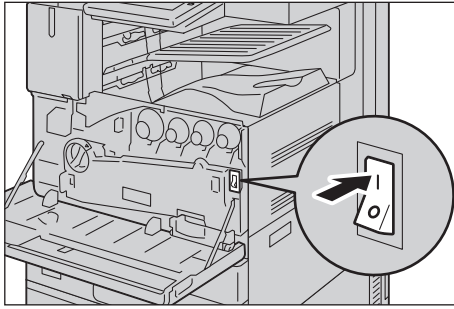
### Important

- Do not switch off the main power immediately after switching on the main power. This may damage the hard disk and the memory or cause a device malfunction.

- 1 Make sure that the power cord is plugged in correctly.
- 2 Open the front cover.



- 3 Press the main power switch to the [ I ] position to switch the main power on.



- 4 Close the front cover.

## Switching the Power On

The following describes how to switch the power on.

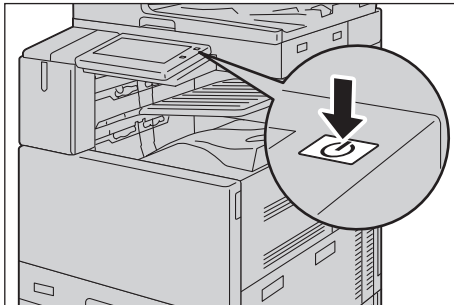
Switch the power off at the end of the day or when not using the device for an extended period of time.

You can also use the Power Saver feature to save power consumption while the device is not in use.

### Important

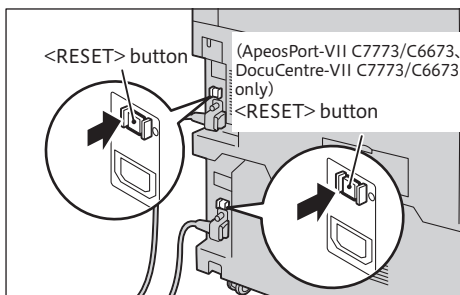
- If the power is switched off, all the services of the device will stop. When using the device throughout the day for jobs such as receiving faxes, do not switch the power off.

- 1 Press the Power button to switch the power on.



### Note

- The "Please wait..." message indicates that the device is warming up. The device is not available during warming up.
- If the device does not power on, check the following:
  - The power cord is plugged in.
  - The main power is switched on.
  - The <RESET> button is in the depressed position.



## Switching the Power Off

The following describes how to switch the power off.

### Important

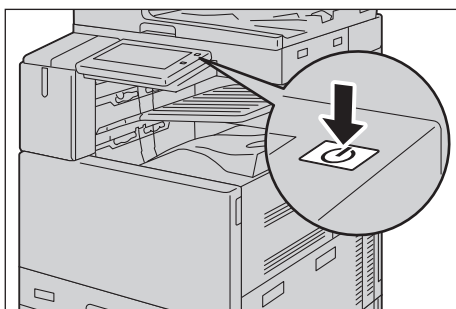
- If the power is switched off, all the services of the device will stop. When using the device throughout the day for jobs such as receiving fax, do not switch the power off.

- 1 Before switching the power off, make sure that the device has completed all copy or print jobs. Then, make sure that the Data LED does not blink.

### Important

- Do not switch the power off in the following situations. If the power is switched off, the processing data may be erased.
  - While data is being received
  - While a job is being printed
  - While a job is being copied
  - While a job is being scanned
- When switching the power off, wait 5 seconds after outputs have been delivered.

- 2 Press the Power button.



A menu opens, where you can choose a power option.

#### ■Cancel

Closes the menu.

#### ■Reboot

Reboots the device.

#### ■Enter Power Saver

Puts the device to the Power Saver mode.

#### ■Power Off

Turns the device off.

### Note

- Pressing and holding the Power button shuts down the device; the menu is not displayed on the touch screen.

- 3 Select [Power Off].

### Important

- Power off processing is performed internally on the device for a while after the power is switched off. Therefore, do not switch the main power off immediately after switching the power off.

### Note

- When powering the device on after it has been switched off, wait until the flash of the Power button ends after the touch screen has gone dark.

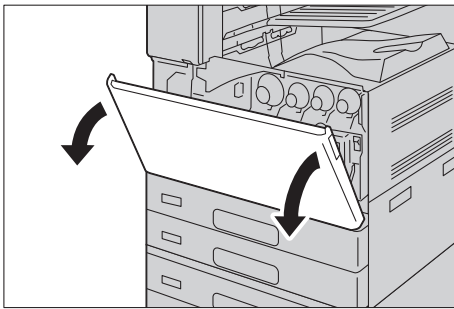
## Switching the Main Power Off

The following describes how to switch the main power off.

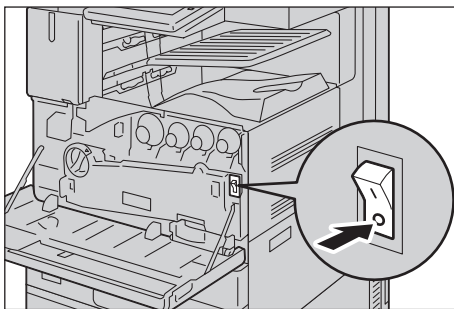
### Important

- Do not switch the main power off when a screen is displayed on the touch screen or while the Power button is blinking. Switching off the main power under such circumstances may damage the hard disk and the memory or cause a device malfunction.
- Switch the main power off first when unplugging the power cord. Unplugging the power cord with the main power on may damage the hard disk and the memory or cause a device malfunction.

- 1 Make sure that the power is switched off.
- 2 Make sure that the touch screen is blank and the Power button is not lit.
- 3 Open the front cover.



- 4 Press the main power switch to the [O] position to switch the main power off.



- 5 Close the front cover.

# Power Saver Mode

The device is equipped with the Power Saver mode that reduces the power consumption by saving the electricity to the device when no copy or print data is received for a specified time.

The Power Saver has two modes: the Low Power mode and the Sleep mode.

When you do not use the device for a specified period of time, the device enters the Low Power mode. When it reaches the specified time in the Low Power mode, the device then enters the Sleep mode.

## Note

- The timer to enter the Power Saver mode doesn't work while Smart WelcomEyes detects human presence.
- During operation of the Warmer mode, the device does not enter the Sleep mode.

## ■ Low Power Mode

In this mode, the power to the control panel is lowered to save power.

## Note

- When the device (ApeosPort-VII C5573/C4473/C3373/C3372/C2273, DocuCentre-VII C5573/C4473/C3373/C3372/C2273) enters the Low Power mode, the power supply to the fusing unit is suspended.
- When the device (ApeosPort-VII C7773/C6673, DocuCentre-VII C7773/C6673) enters the Low Power mode, the power is supplied to the fusing unit.

## ■ Sleep Mode

In this mode, the power supply to devices such as hard disk drive is suspended and the power is lowered more than in the Low Power mode.

## Entering the Power Saver Mode

When the device enters the Power Saver mode, the touch screen is lit off and the Power button on the control panel flashes.

The device enters the Power Saver mode by the following instances:

- Selecting [Enter Power Saver] after pressing the Power button.
- The device is not operated, data is not received, or a job is not processed until the device enters the Power Saver mode.
- Smart WelcomEyes does not detect human presence until the device enters the Power Saver mode.

## Note

- When the device displays an error such as paper jams, it does not enter the Power Saver mode.
- When the device enters the Power Saver mode while a user is authenticated, the device exits the authentication mode.
- During operation of the Warmer mode, the device does not enter the Sleep mode.
- When [Enter Power Saver] is selected, the device enters the Power Saver mode after 5 seconds.
- When you press the Power button soon after the touch screen is lit off and when the device does not enter the Power Saver mode completely, it may take time to exit the mode. Wait a few seconds until the device is ready to exit the Power Saver mode and push the Power button again.
- Sufficient distance from the device is required to keep the power saving state. When the specified period of time elapses after selecting [Enter Power Saver], the human motion sensor of the device starts to detect human presence and then releases the Power Saver mode.

## Reference

- For how to change the interval for entering the Power Saver mode, refer to "Changing the Interval for Entering Power Saver Mode" (P.49).

## Exiting the Power Saver Mode

The device exits the Power Saver mode by the following instances:

- Pressing the Power button on the control panel
- Receiving jobs such as print and fax
- Selecting [Apply] in CentreWare Internet Services
- Setting a document in the document feeder
- Opening the document cover
- Detecting human presence by the Smart WelcomEyes of the device
- Opening the front cover

### Note

- When the device is in the Sleep mode, it takes longer time to exit the Power Saver mode than when the device is in the Low Power mode.

When the following component is connected to the device and a user performs the following operation, the Low Power mode can be deactivated without pressing the Power button.

- Touching the IC Card Reader (optional) with a card
- Inputting coins to Coinkit (sold separately)
- Inserting a card to Dispenser 2 (sold separately)
- Operating the key switch connected to Adaptor-Box
- Touching Connection BOX 1 for EM (sold separately) with a card

### Note

- The Sleep mode cannot be deactivated by the operation. When the above component is connected to the device, you can make the device exit the Power Saver mode without pressing the Power button by setting longer time to elapse until the device enters the Sleep mode.
- When the device enters the Sleep mode with the IC Card Reader (optional) connected, it may take longer time to exit the Power Saver mode.

## Making the components necessary for the operation exit the Power Saver mode

The device is equipped with the feature to save electricity by supplying power only to the components necessary to activate the service when the device exits the Power Saver mode.

When the Power button is pressed, the touch screen is lit on, but the document feeder and the output devices do not exit the Power Saver mode. Afterwards, by selecting a service on the touch screen, the device supplies power only to the components necessary to activate the service.

### Note

- When the device receives jobs such as print and print fax, the touch screen is not lit on and only the output devices exit the Power Saver mode and start to print.
- When the device receives jobs such as stored print (Secure print, Delayed print, Charge print, and Private charge print), direct fax, and fax using folder receive, and when you access a folder of the device using CentreWare Internet Services, the touch screen is not lit on and only the hard disk exits the Power Saver mode.

The device may not get the correct status of paper or consumables if you load paper or replace consumables when the device is in the Power Saver mode. Press the Power button



and then select [Machine Status] on the Home screen before loading paper or replacing consumables.

## Changing the Interval for Entering Power Saver Mode

You can set the time to elapse until the device enters the Low Power mode and the Sleep mode.

### Note

- If the preset time period is the same for the Low Power mode and the Sleep mode, the device directly enters the Sleep mode without entering the Low Power mode first.
- When the device operates normal printing, Sample Set printing, or printing received fax documents while the touch screen remains lit off and the device is in the Power Saver mode, only the output device exits the Power Server mode.

- 1 Display the [Tools] screen.

### Reference

- For more information, refer to "System Settings Procedure" (P.107).

- 2 Select [System Settings] > [Common Service Settings] > [Power Saver Settings].

- 3 Select [Power Saver Timers], and then select [Change Settings].

- 4 Set the time to elapse until entering the Power Saver mode, in 1 minute increments.

### ■ From Last Operation to Low Power Mode

Set the time to elapse from the last operation until the device enters the Low Power mode.

### Note

- The default value for [From Last Operation to Low Power Mode] is [1] minute. You cannot disable the Low Power mode.
- The timer does not start counting until the operator leaves the detectable area of Smart WelcomEyes. The Access Lamp is lit while the device detects human presence.

### ■ From Last Operation to Sleep Mode

Set the time to elapse from the last operation until the device enters the Sleep mode.

### Note

- The default value for [From Last Operation to Sleep Mode] is [1] minute. To make the device enter the Low Power mode, set a longer period of time for [From Last Operation to Sleep Mode] than for [From Last Operation to Low Power Mode].
- The timer does not start counting until the operator leaves the detectable area of Smart WelcomEyes. The Access Lamp is lit while the device detects human presence.

- 5 Select [Save].

- 6 Select [Close] repeatedly until the [Tools] screen is displayed.

- 7 Select [X].

## Smart WelcomEyes

The device provides human detection feature called Smart WelcomEyes. When Smart WelcomEyes detects human presence within the range of approximately 35 cm from the device front, it operates as follows:

- Deactivation of the Power Saver mode  
When the sensor detects human presence, the Power Saver mode is released and then exited.
- Prohibition of entering the Power Saver mode  
While the sensor is detecting human presence, the device does not enter the Power Saver mode.
- Deactivation of timer control  
While the sensor is detecting human presence, timer-controlled operations, such as Auto Clear and Auto Job Release, do not work.

When the sensor detects human presence, the indicator of Smart WelcomEyes is lit on.

#### Note

- When the device enters the Power Saver mode, leave the device immediately. The device exits the Power Saver mode if the human motion sensor detects human presence in the detectable area even after the device entered the Power Saver mode.
- To suspend a part or the entire feature of Smart WelcomEyes, configure the settings on [Smart WelcomEyes] screen in [Tools] > [Common Service Settings] > [Power Saver Settings].
- If you wear the cloth which reflects light easily such as a lame-containing clothing or a sequin clothing, the detection feature of SmartWelcomEyes may not work properly.
- When the device enters the Sleep mode with the IC Card Reader (optional) connected, it may take longer time to exit the Power Saver mode.
- The detectable range of Smart WelcomEyes can be changed up to approximately 60 cm. For more information, contact our Customer Support Center.

## Deactivating Smart WelcomEyes

When you do not use Smart WelcomEyes, follow the procedures below.

- 1 Display the [Tools] screen.

#### Reference

- For more information, refer to "System Settings Procedure" (P.107).

- 2 Select [System Settings] > [Common Service Settings] > [Power Saver Settings].
- 3 Select [Smart WelcomEyes] and then select [Change Settings].
- 4 Select [Deactivated] and then select [Save].

#### Important

- To deactivate Smart WelcomEyes, select [Deactivated]. To save power by using Smart WelcomEyes, select [Activated].

- 5 Press the Home button.

# Adjusting Screen Brightness

You can adjust the brightness of the touch screen.

- 1 Select [Screen Brightness] on the Home screen.
- 2 Adjust the screen brightness.
- 3 Select [OK].

# Circuit Breaker

The device is provided with a circuit breaker.

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

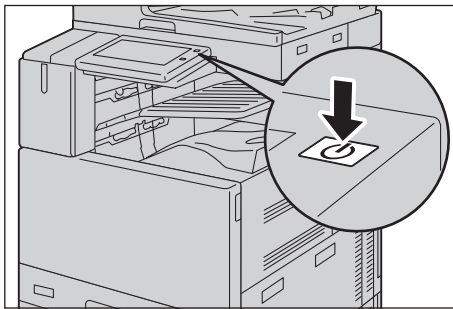
Check that the circuit breaker works properly at least once a month.

Be sure to establish a ground for the device. Without a proper ground, the circuit breaker may be disabled, causing a risk of electric shock.

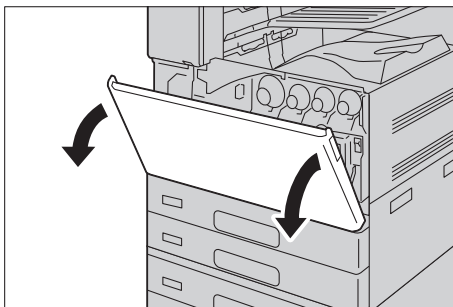
If you have any problems with the circuit breaker, contact our Customer Support Center.

The following describes how to check if the ground fault interrupter is working.

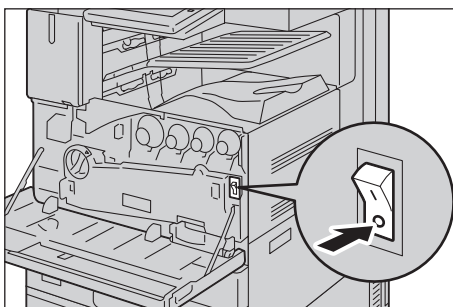
- 1 Press the Power button.



- 2 Select [Power Off].
- 3 Make sure that the touch screen is blank and the Power button is not lit.
- 4 Open the front cover.



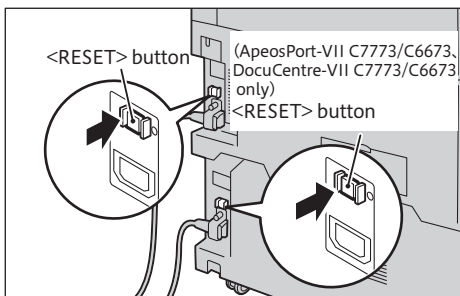
- 5 Press the main power switch to the [O] position to switch the main power off.



**6** Press the <RESET> button to the reset position. The button will be depressed even after the pushing force is released.

**Note**

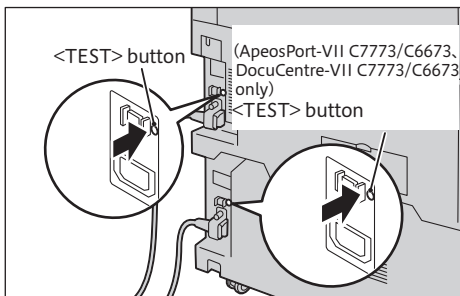
- There are two <RESET> buttons only for ApeosPort-VII C7773/C6673 DocuCentre-VII C7773/C6673.



**7** Press the <TEST> button lightly with a sharp edge such as a pen tip. The depressed <RESET> button will stick out again. This is the end of the check procedure.

**Note**

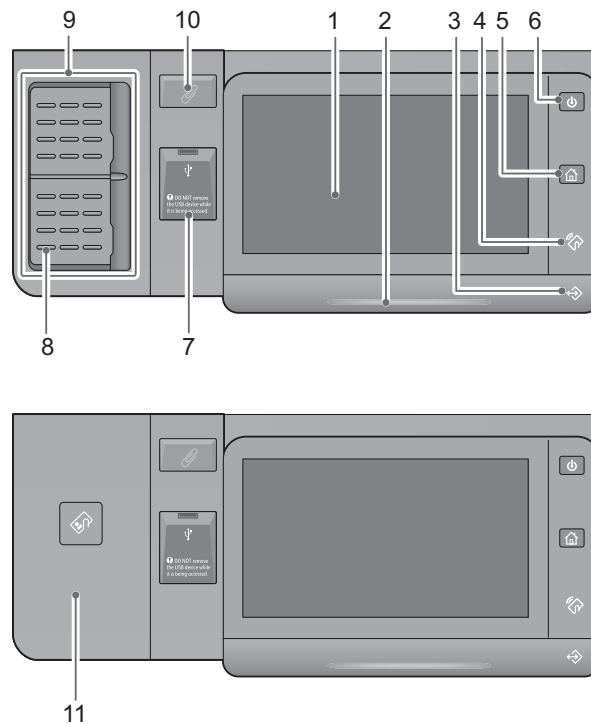
- There are two <TEST> buttons only for ApeosPort-VII C7773/C6673 DocuCentre-VII C7773/C6673.



**8** Press the <RESET> button back to the depressed position.

# Control Panel

The following describes the names and functions of components on the control panel.



- 1 **Touch screen**  
Displays messages required for operation, and buttons for various features. You can directly touch the touch screen to instruct operations and set features.
- 2 **Status LED**  
Briefly glows blue when an operation is accepted or when a process is completed. The LED flashes amber if a system error or a problem with the device occurs, including paper jams and running out of paper or toner.
- 3 **Data LED**  
Blinks when the device is sending or receiving data to or from a client. This indicator lights up when data is stored in the device memory, or when faxes are stored in a folder.
- 4 **NFC area**  
Hold your NFC-enabled mobile device near this area. The NFC feature must be enabled on the device to communicate with each other.
- 5 **Home button**  
Press this button to display the Home screen.
- 6 **Power button**  
Press this button to turn the device on or off. You can use the button to wake the device or put it to the Power Saver mode. The button flashes slowly when the device is in the Power Saver mode.

## Reference

- Refer to "Power Source" (P.43) and "Power Saver Mode" (P.47).

## 7 USB memory slot

Insert a USB 2.0 memory device directly here.

### Important

- A memory card reader or a memory device cannot be connected to the USB memory slot with a USB cable. Plug in the USB cable to the USB 2.0 interface connector on the rear of the device or the USB Hub (optional). Note that the device will not recognize the memory on a memory card reader or a memory device when a USB memory device is already inserted in the USB memory slot.

### Note

- This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

## 8 One-touch buttons (Only available for devices with the Fax service)

Allows you to specify a recipient with the simple press of a button. You can use the buttons for the Fax, Internet Fax, Scan (E-mail), and Scan to PC jobs.

Turn over the panels to display buttons 1 - 70, M01, and M02.

There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following:

- [Type 1]

The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2.

- [Type 2]

The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12.

### Note

- By default, [Type 1] is selected.
- This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

## 9 One-touch panels (Only available for devices with the Fax service)

Contains the one-touch buttons.

Turn over the panels to display buttons 1 - 70, M01, and M02.

There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following:

- [Type 1]

The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2.

- [Type 2]

The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12.

### Note

- By default, [Type 1] is selected.
- This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

## 10 Paper clip tray

Used for placing paper clips and staples.

## 11 IC Card Reader (optional)

Used to authenticate a user using a smart card.

When you touch the smart card to the IC Card Reader, the device reads the user information registered on the smart card and authenticates the user.

### **Note**

- An optional component is required to use this feature. For more information, contact our Customer Support Center.
- When the device is in the Power Saver mode, touching the smart card to the IC Card Reader deactivates the Power Saver mode. However, this operation does not deactivate the Sleep mode. For more information, refer to "Exiting the Power Saver Mode" (P.48).



# 3

## **Paper and Other Media**

# Usable Paper

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

Use of unrecommended paper may result in paper jams, lower print quality, malfunctions, or damage to the device. To achieve optimum performance of the device, we recommend that you use only paper recommended by Fuji Xerox.

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

## WARNING

**Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.**

## Note

- Moisture generated by water, rain, or vapor may cause the printed images to fade. For more information, contact our Customer Support Center.

## Weights of Usable Paper

Tray	gsm / Ream Weight	No. of sheets (Fuji Xerox P paper)
Trays 1 and 2 Trays 3 and 4 (2 Tray Module)	Basis Weight: 52 to 300 gsm Ream Weight: 45 - 258 kg	560 sheets
Tray 3 (Tandem Tray)		980 sheets
Tray 4 (Tandem Tray)		1,280 sheets
Tray 5 (bypass tray)		Up to 10 mm 100 sheets
Tray 6 (HCF (A4 1 Tray)) (optional)	Basis Weight: 55 to 216 gsm Ream Weight: 47 - 186 kg	2,300 sheets
Envelope Tray	Envelope: 75 to 90 gsm Postcard: 106 to 220 gsm	Up to 43 mm 50 sheets

## Note

- Basis weight is the weight of 1 m<sup>2</sup> of a paper sheet.
- Ream weight is the weight of 1,000 sheets of duodecimo size (788 x 1,091 mm) paper.

## Supported Paper Types

### Standard Paper

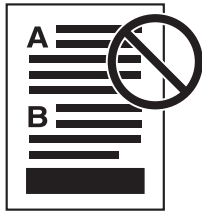
When printing or copying on commonly used paper (plain paper), use paper meeting the standards described below. To copy or print as clear as possible, we recommend the following standard paper.

Paper Name	Basis Weight	Paper Type <sup>*1</sup>	Image Quality <sup>*2</sup>	Paper Characteristics and Usage Notes
P paper	64 gsm	Plain	Plain A	Paper for office use such as internal documents.
V-Paper	64 gsm	Plain	Plain A	Paper containing recycled pulp as white bond paper for copying and printing.
C <sup>2r</sup> paper	70 gsm	Recycled	Recycled A	Recycled paper containing 70 % recycled pulp; suitable for both monochrome and color documents.
G70	67 gsm	Recycled	Recycled A	Recycled paper for copying and printing containing 70 % recycled pulp.

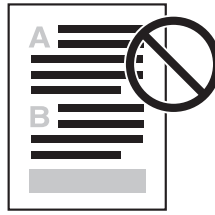
\*1 :After loading paper into a tray, specify the type of the paper for the tray.

\*2 :If you specify an image quality for a paper type, the device prints at the specified image quality when you use the paper.

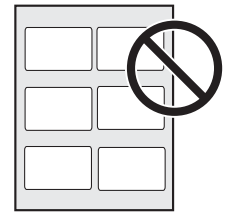
## Unusable Paper



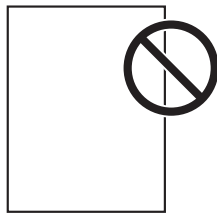
- Paper with one face already printed using another printer



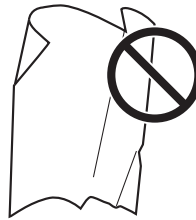
- Already printed face using this printer



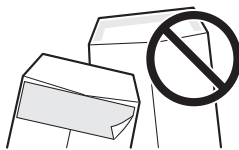
- Label sheets whose face sheet surface does not cover the entire backing sheet



- Inkjet paper
- Tracing paper
- Transparency sheets



- Folded, creased or curled paper



- Envelopes with sticky adhesive



- Multi-color printed postcard
- Inkjet postcard
- Curled postcard

# Loading Paper

## Loading Paper in Trays 1 to 4

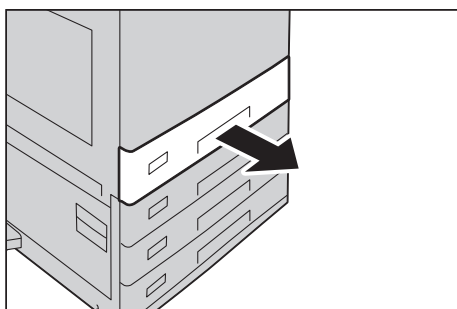
The following describes the procedures to load paper in Trays 1 to 4.

When the device runs out of paper during copying or printing, a message appears on the touch screen. Add paper according to the message instructions. Copying or printing automatically resumes when paper is added.

### Note

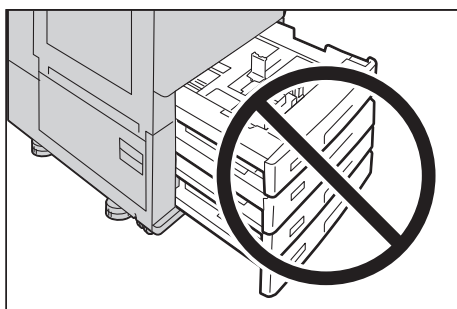
- Carefully fan the paper before loading it in a tray. Otherwise, the paper may stick together, resulting in paper jams.

- 1 Pull out the tray until it stops.



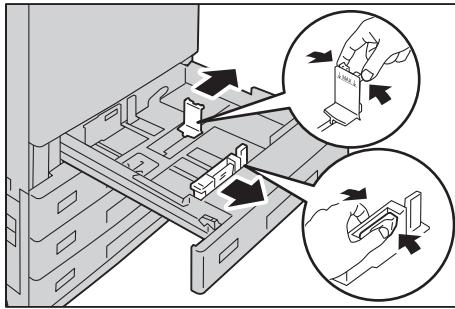
### Important

- While the device is processing a job, do not pull out the tray that is being used for the job.
- To prevent paper jams or erroneous detection of loaded paper in a tray by the device, do not add paper on top of any remaining paper in the tray. Remove any remaining paper from the tray, and then load that paper on top of the newly loaded paper.
- Do not pull out all the trays at the same time. Otherwise, the device gets inclined and turns over, which may cause injuries.



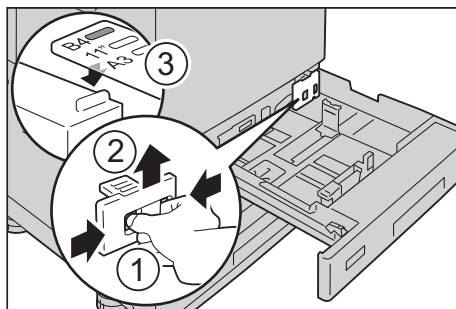
- 2 Remove any paper loaded in the tray.

**3** While pinching the two paper guides, move them to the edges of the paper.

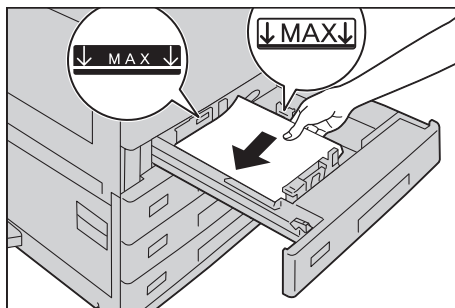


**Note**

- When loading B4 or larger size of paper, adjust the paper end guide to the desired paper size. Pinch and pull the guide upward to remove it from the paper tray, and insert the boss on the tray into the hole corresponding to the paper size on the guide.



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

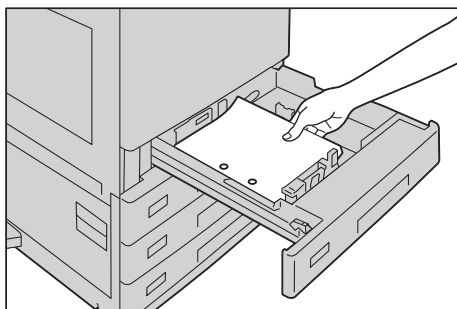


**Important**

- Do not load paper above the maximum fill line ("MAX" in the figure). It may cause paper jams or device malfunction.
- Do not place any paper or objects in the empty space on the right side of Trays 1 to 4. It may cause paper jams or device malfunction.

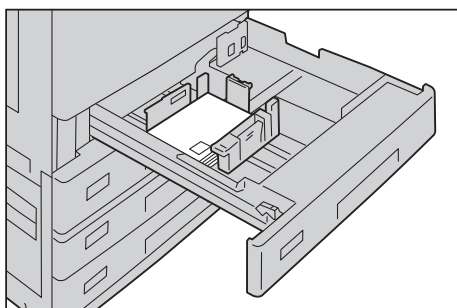
When using punched paper, load the punched paper as shown in the illustration.

### ■ Punched paper

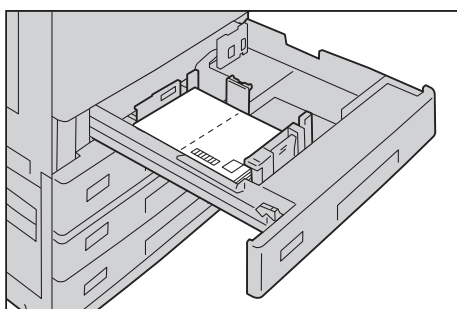


### ■ Postcards

- Postcard



- Double postal card



**5** Push the tray in gently until it stops.

#### **Important**

- When inserting the tray, push it gently. Forcibly pushing in the tray may cause device malfunction.

**6** Specify the type of the paper loaded when you have changed the paper type.

#### **Reference**

- For more information on paper type settings, refer to "Changing the Paper Settings" (P.77).

### **When the Envelope Tray (Optional) is Installed**

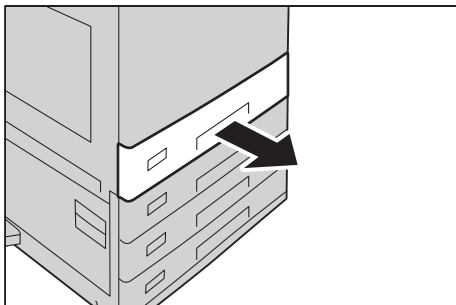
When the Envelope Tray (optional) is inserted into the slot for Tray 1, you can load envelopes in the tray.

**Important**

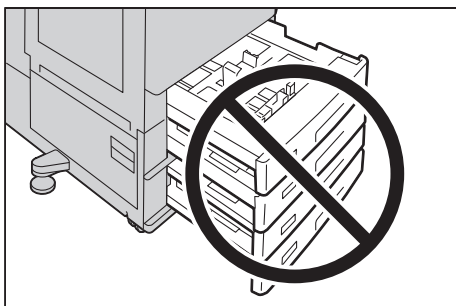
- Insert the Envelope Tray in the slot for Tray 1 only. Inserting the Envelope Tray in any other slot will damage it.
- The Envelope Tray can only be used in place of Tray 1. The standard Tray 1 cannot be used while the Envelope Tray is used.
- To use Tray 1 as the Envelope Tray, select [Coupled as Envelope Feeder] in [Tray 1 Configuration], and then select the [Envelope Feeder] check box on the [Tray 1] screen under [Paper Tray Attributes] in the System Administration mode.



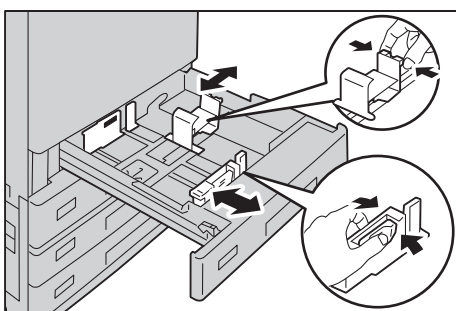
- 1 Pull out the Envelop Tray until it stops.

**Important**

- While the device is processing a job, do not pull out the tray that is being used for a job.
- To prevent paper jams or erroneous detection of loaded paper in a tray by the device, do not add paper on top of any remaining paper in the tray.
- Do not pull out all the trays together. Otherwise, the device gets inclined and turns over, which may cause injuries.



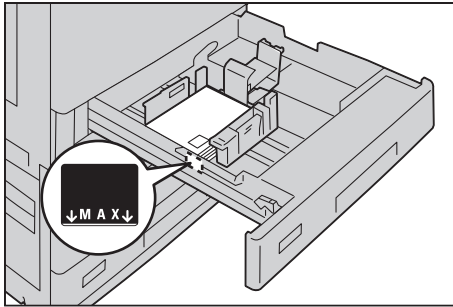
- 2 Remove any remaining paper in the tray.
- 3 While pinching the two paper guides, move them to the the desired paper size.



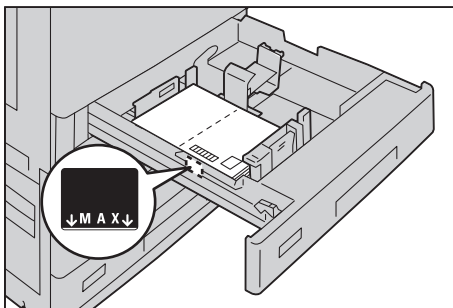
- 4 Load and align the edge of the paper against the left side of the tray, with the side to be copied or printed on facing up.

■ Postcards

- Postcard

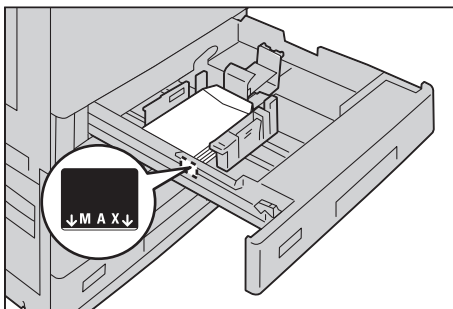


- Double postal card

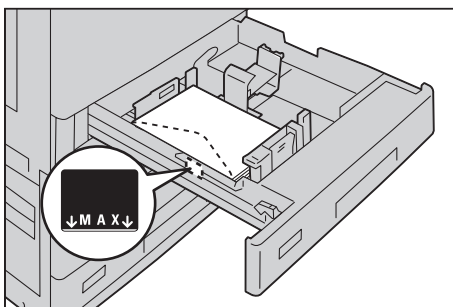


■ Envelopes

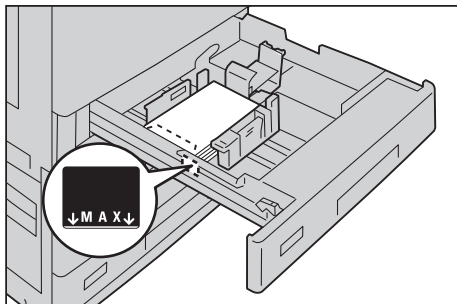
- End-opening envelope



- Side-opening envelope



- Adhesive-flap envelope



### Important

- Do not load envelopes above the maximum fill line ("MAX" in the right figure). It may cause paper jams or device malfunction.
- Do not place any paper or objects in the empty space on the right side of the Envelope Tray. It may cause paper jams or device malfunction.

- 5 Push the Envelope Tray in gently until it stops.

### Important

- When inserting the tray, push it gently. Forcibly pushing in the tray may cause device malfunction.

- 6 Specify the type of the paper loaded when you have changed the paper type.

### Reference

- For more information on paper type settings, refer to "Changing the Paper Settings" (P.77).

### Important

- The device does not automatically detect the envelope size loaded in the Envelope Tray. Make sure to select the correct envelope size on the control panel.

## Loading Paper in Tray 3 (When Tandem Tray Module is Installed)

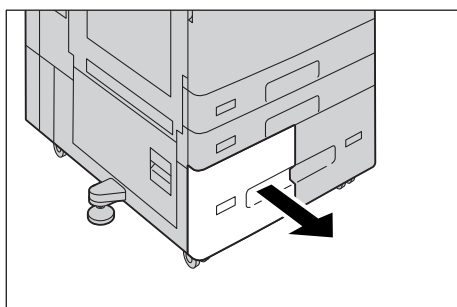
The following describes the procedure for loading paper in Tray 3 when the Tandem Tray Module is installed.

When the device runs out of paper during copying or printing, a message is displayed on the touch screen. Add paper according to the displayed instructions. Copying or printing automatically resumes when paper is added.

### Note

- Fan the paper well before loading paper in a tray. It prevents paper from sticking to each other and reduces paper jams.

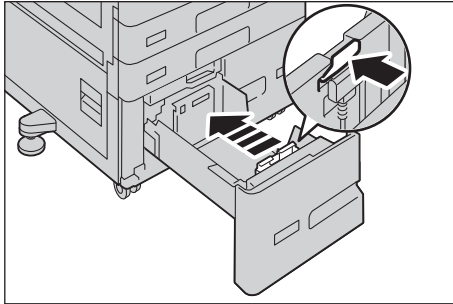
- 1 Pull out the tray until it stops.



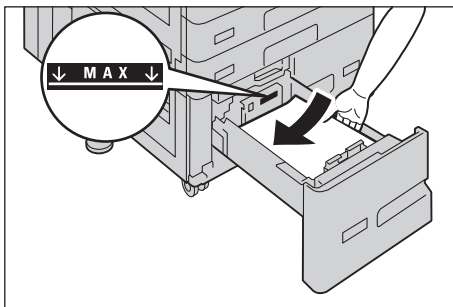
**Important**

- While the device is processing a job, do not pull out the tray that is being used for the job.
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles. First, remove the remaining paper from the tray, and then load the new stack of paper.

- 2 Remove any paper loaded in the tray.
- 3 Pinch the paper guide and slide it to the desired paper size.



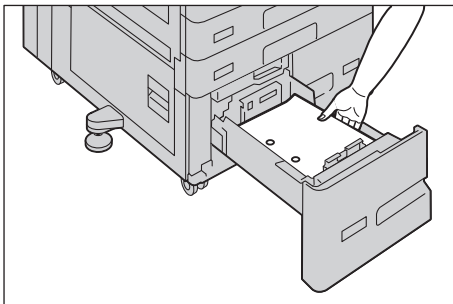
- 4 Load and align the edge of the paper against the left edge of the tray, with the side to be copied or printed on facing up.

**Important**

- Do not load paper above the maximum fill line ("MAX" in the figure). It may cause paper jams or device malfunction.

**Note**

- When using punched paper, load the punched paper as shown in the illustration.



- 5 Push the tray in gently until it stops.

**Important**

- When pushing the paper tray in, do it slowly. If the tray is pushed with too much force, it may cause device malfunction.

- 6 Specify the type of the paper loaded when you have changed the paper type.

**Reference**

- For more information on paper type settings, refer to "Changing the Paper Settings" (P.77).

## Loading Paper in Tray 4 (When Tandem Tray Module is Installed)

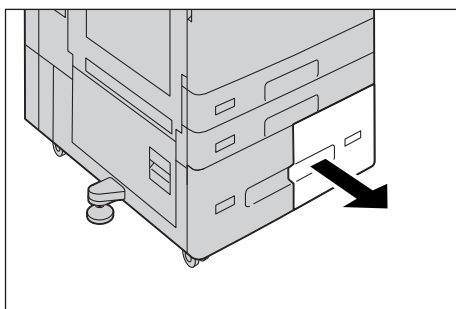
The following describes the procedure for loading paper into Tray 4 when the Tandem Tray Module is installed.

When the device runs out of paper during copying or printing, a message is displayed on the touch screen. Add paper according to the displayed instructions. Copying or printing automatically resumes when paper is added.

**Note**

- Fan the paper well before loading paper in a tray. It prevents paper from sticking to each other and reduces paper jams.

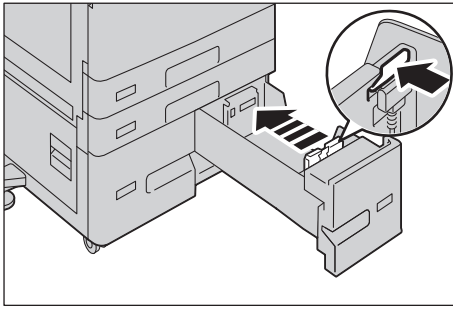
- 1 Pull out the tray until it stops.

**Important**

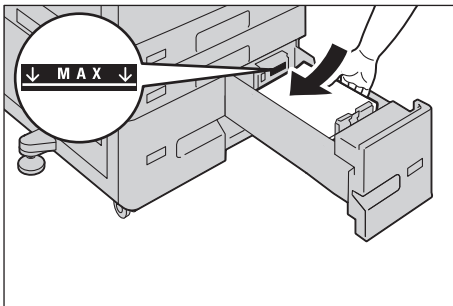
- While the device is processing a job, do not pull out the tray that the job uses.
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles. First, remove the remaining paper from the tray, and then load the new stack of paper.

- 2 Remove any paper loaded in the tray.

- 3 Pinch the paper guide and slide it to the desired paper size.



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

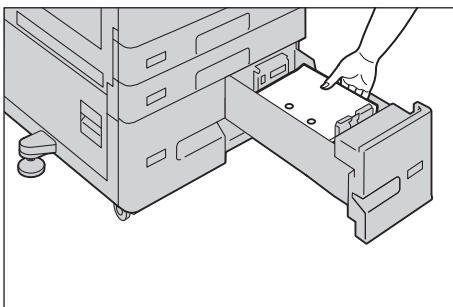


**Important**

- Do not load paper above the maximum fill line ("MAX" in the figure). It may cause paper jams or device malfunction.

**Note**

- When using punched paper, load the punched paper as shown in the illustration.



- 5 Push the tray in gently until it stops.

**Important**

- When pushing the paper tray in, do it slowly. If the tray is pushed with too much force, it may cause device malfunction.

- 6 Specify the type of the paper loaded when you have changed the paper type.

**Reference**

- For more information on paper type settings, refer to "Changing the Paper Settings" (P.77).

## Loading Paper in Tray 5 (Bypass)

When printing or copying on a size or type of paper that cannot be set in Trays 1 to 4, use Tray 5 (bypass tray). The following describes the procedures to load paper in Tray 5. For printings, specify the instructions using the [Paper/Output] tab in the print driver. Also specify the type of paper to be loaded.

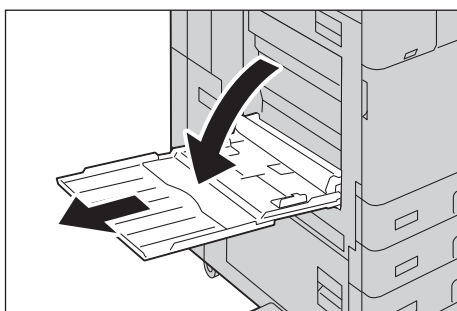
### Important

- To prevent paper jams and erroneous detection of paper loaded in the tray by the device, do not take out paper of a package until the tray runs out of paper.

### Note

- Carefully fan paper before loading it in a tray. Otherwise, the paper may stick together, resulting in paper jams, or multiple sheets being fed to the device simultaneously.

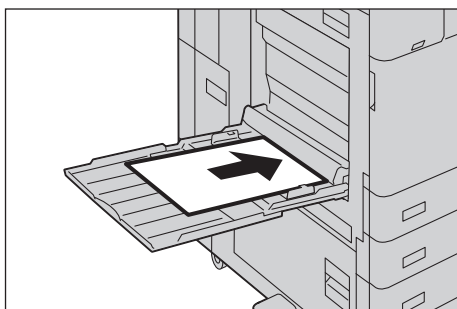
### 1 Open Tray 5 (Bypass).



### Note

- If necessary, pull out the extension tray. The extension tray can be extended in two stages. Pull out the extension tray gently.

### 2 Load paper with the side to be copied or printed on facing down, inserting the paper until its edge lightly touches against the paper feed entrance.

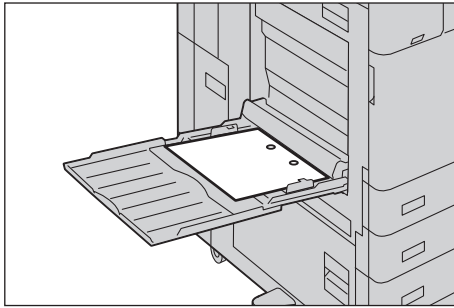


### Important

- Do not load mixed paper types into the tray.
- Do not load paper above the maximum fill line. It may cause paper jams or device malfunction.
- Depending on the type of the heavyweight paper, paper may not be fed to the device or image quality may deteriorate.

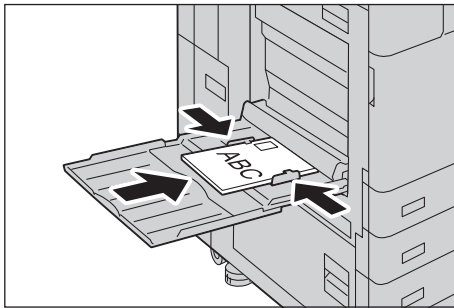
When using the following paper, load the paper as shown in the illustration.

■ **Punched paper**

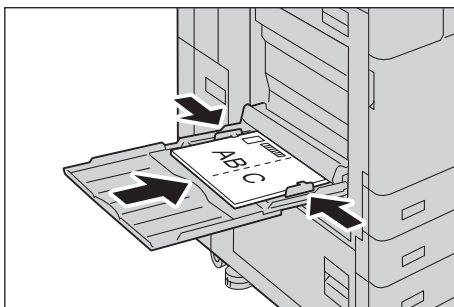


■ **Postcards**

- Postcard

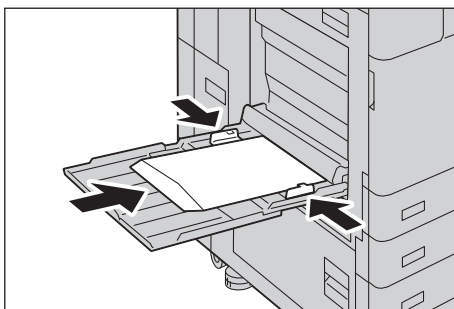


- Double postal card



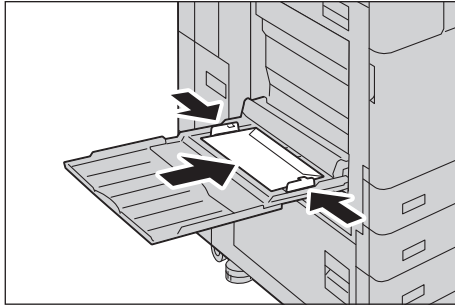
■ **Envelopes**

- End-opening envelope

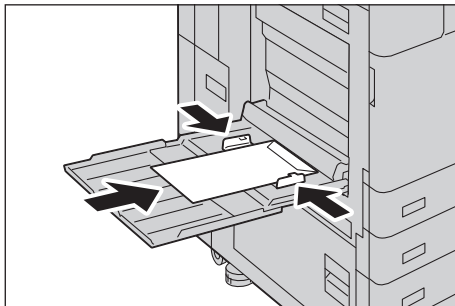




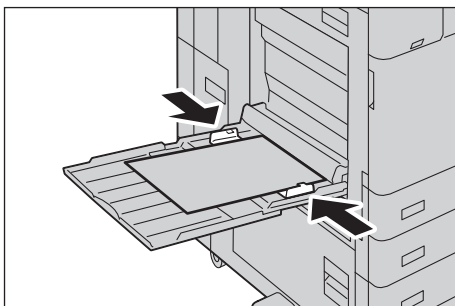
- Side-opening envelope



- Adhesive-flap envelope



- 3 Adjust the paper guides to align the edges of the paper loaded.

**Note**

- Entering the paper size is needed to use nonstandard size paper for copying using Tray 5. You can assign the desired paper size to [Standard Size] on the [Tray 5] screen if you frequently use non-standard size for copying.

- 4 Instruct a copy or print job.
  - When you load the paper in Tray 5 for copying, the [Tray 5] screen appears.

## Loading Paper in Tray 6 (HCF (A4 1 Tray))

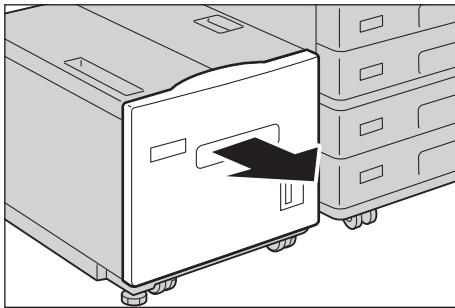
The following describes the procedure for loading paper into Tray 6 (HCF (A4 1 Tray)) (optional).

When the device runs out of paper during copying or printing, a message is displayed on the touch screen. Add paper according to the displayed instructions. Copying or printing is automatically resumed when paper is added.

### Note

- Fan the paper well before loading paper in a tray. It prevents paper from sticking to each other and reduces paper jams.

- 1 Pull out Tray 6 until it stops.

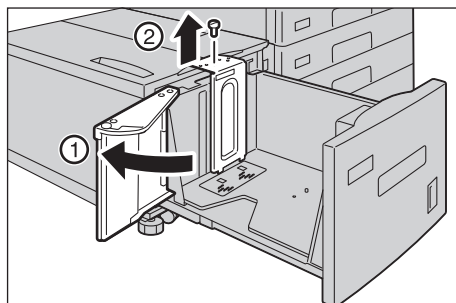


### Important

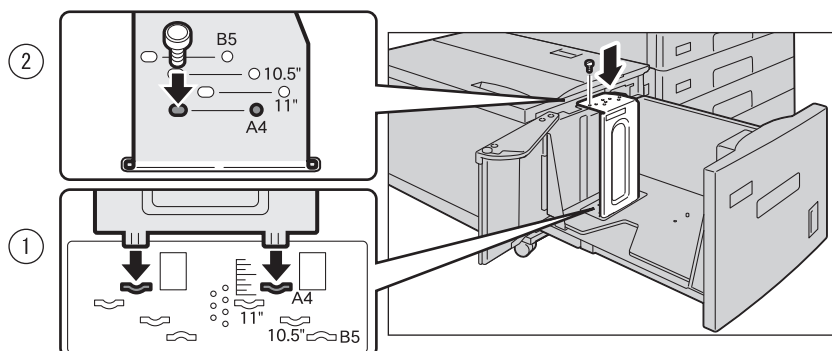
- While the device is processing a job, do not pull out the tray that the job uses.
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles. First, remove the remaining paper from the tray, and then load the new stack of paper.

- 2 Remove any paper loaded in the tray.
- 3 When you want to change the paper size, adjust the positions of the guides.

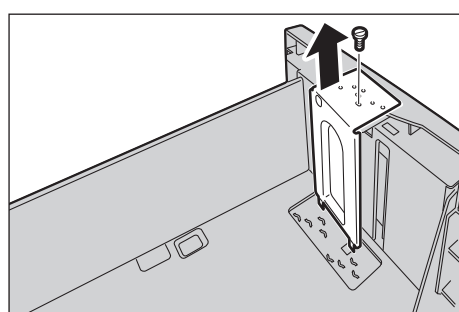
- 1) Open the end guide (1) and unscrew the screw (2). And then remove the guide from the tray.



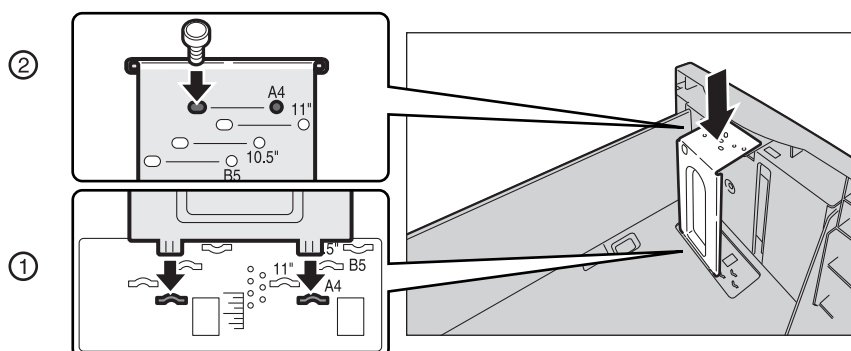
- 2) Insert the small protrusions at the bottom of the guide into the holes corresponding to the paper size (1). Insert the protrusion on the tray into a hole corresponding to the paper size on the top of the guide, and tighten up the screw (2).



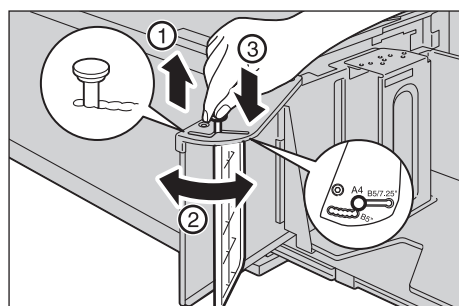
- 3) Unscrew the screw of the front guide and remove the guide from the tray.



- 4) Insert the small protrusions at the bottom of the guide into the holes corresponding to the paper size (1). Insert the protrusion on the tray into a hole corresponding to the paper size on the top of the guide, and tighten up the screw (2).



- 5) Pull up the lever of the end guide (1). Move the lever along the slot, and set it at the position corresponding to the paper size (2). And then press the lever down (3).



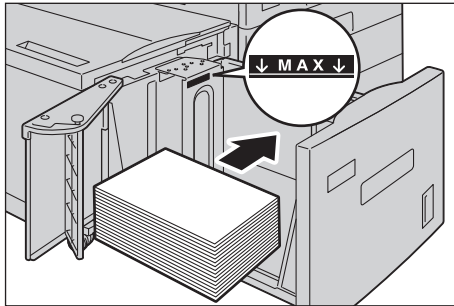
**Important**

- Adjust the end guide correctly to the size of the paper. If the end guide is not adjusted correctly, the device cannot feed the paper properly, resulting in paper jams.

**Note**

- The slot on the left of 8.5" is not used.

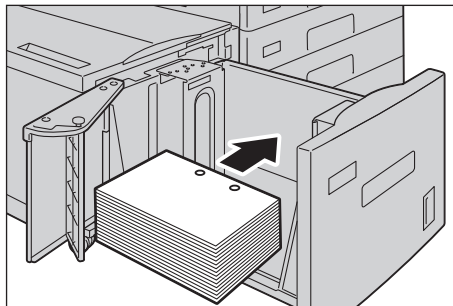
- 4 Load and align the edge of the paper against the right edge of the tray with the side to be copied or printed on facing down.

**Important**

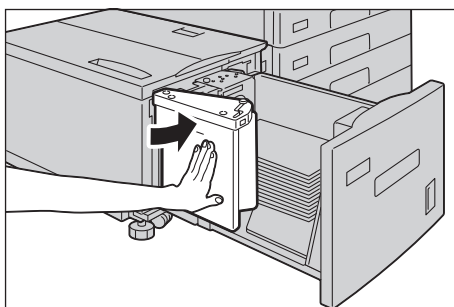
- Do not load paper above the maximum fill line ("MAX" in the figure). It may cause paper jams or device malfunction.

**Note**

- When using punched paper, load the punched paper as shown in the illustration.



- 5 Close the end guide securely.



- 6 Push the tray in gently until it stops.

**Important**

- When pushing the paper tray in, do it slowly. If the tray is pushed with too much force, it may cause device malfunction.

- 7 Specify the type of the paper loaded when you have changed the paper type.

**Reference**

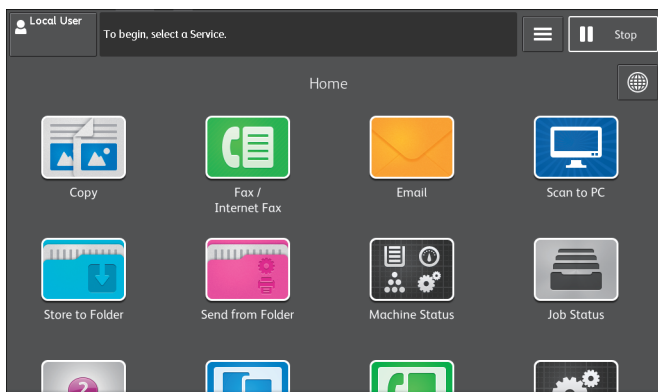
- For more information on paper type settings, refer to "Changing the Paper Settings" (P.77).

# Changing the Paper Settings

This section describes how to change the paper type for trays and how to set image quality processing by the individual paper type.

After loading paper in a tray, specify the type of paper loaded and select image quality for the paper type. Setting image quality for each paper type enables you to print with the most suitable image quality for the paper type.

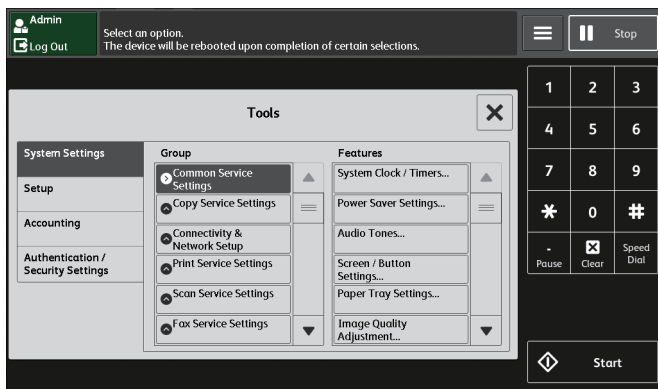
- 1 Display the [Tools] screen.



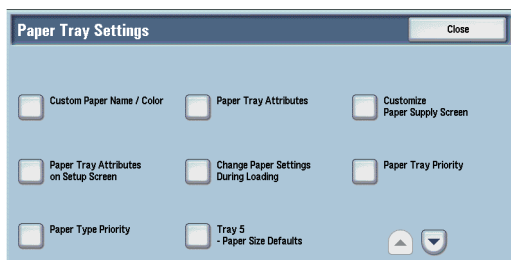
## Reference

- For more information, refer to "System Settings Procedure" (P.107).

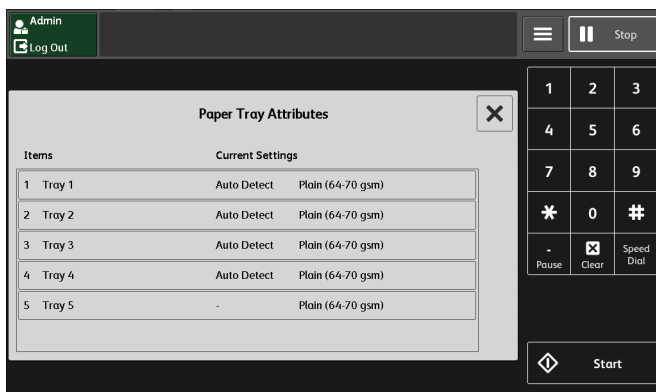
- 2 Select [System Settings] > [Common Service Settings] > [Paper Tray Settings].



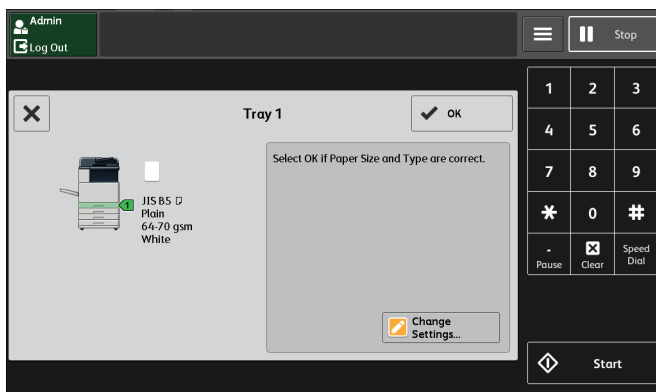
- 3 Select [Paper Tray Attributes].



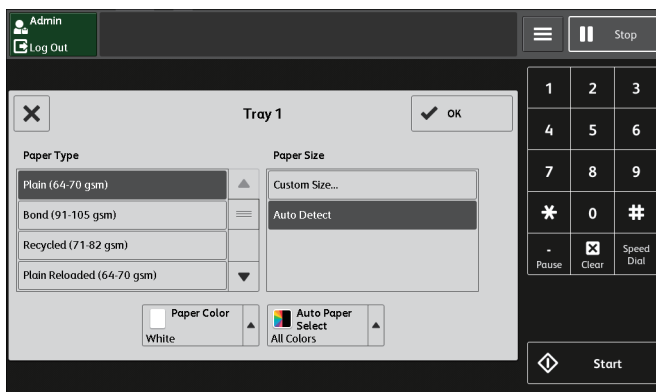
- 4 Select a paper tray for changing the paper type setting under [Items].



- 5 Select [Change Settings].



- 6 Select [Paper Type], [Paper Size], [Paper Color], and [Auto Paper Select] respectively.

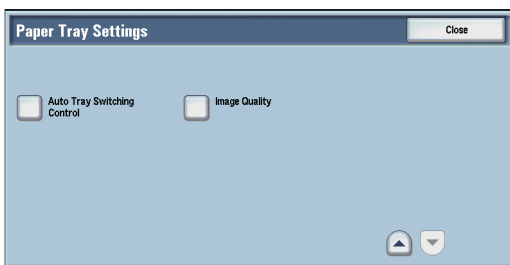


**Note**

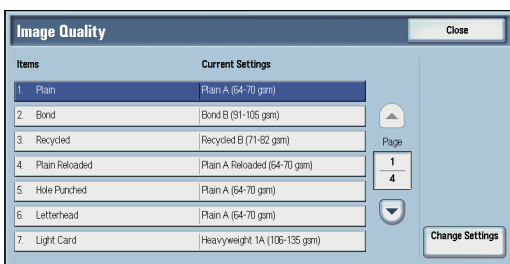
- The paper weight displayed in [Paper Type] varies depending on the settings in [Image Quality]. For more information, refer to step 9.

- 7 Select [OK] or [X] repeatedly until the [Paper Tray Settings] screen is displayed.

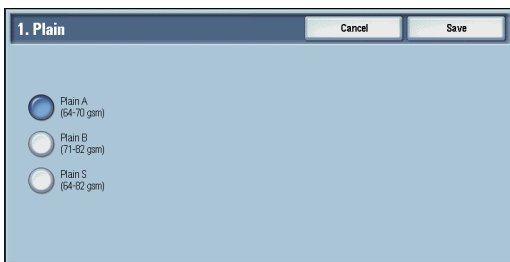
8 Select [Image Quality].



9 Select the paper type for changing the image quality settings under [Items], and then select [Change Settings].



10 Select the image quality, and then select [Save].



11 Select [OK] repeatedly until the [Tools] screen is displayed.

12 Select [X].





# 4

## **Loading Documents**

# Loading Documents

The following methods are available to load documents:

- Document Feeder
  - Single sheet
  - Multiple sheets
- Document Glass
  - Single sheet
  - Bound documents, such as books

## Important

- Precautions for scanning from a computer
 

When you are away from the device to operate a computer with the documents left on the device, other users may operate the device and there is a risk of document loss and information leakage. Use a computer which is as close to the device as possible. When the scan process is complete, check that you have all pages of the documents.

## Note

- For the Copy service, the maximum number of pages that the device can scan is 999 pages per job. If the number of pages scanned by the device exceeds the maximum, follow the instructions of the message displayed on the screen to print the already-scanned data or cancel the job.

## Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 125 x 85 mm (Standard size: A5, A5 $\square$ ) to 297 x 432 mm (Standard size: A3, 11 x 17").

The document feeder automatically detects standard size documents.

For the Fax service, the sizes on the left are detected as the sizes shown on the right as follows.

Original Document Size	Document Size Detected by the Document Feeder
8-inch width document	B5 width document
10-inch width document	B4 width document

## Note

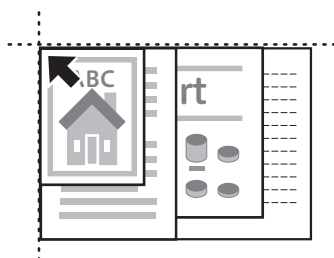
- The document feeder is optional for some models. For more information, contact our Customer Support Center.
- When Duplex Automatic Document Feeder C2-PC is installed, the minimum supported size for the original document is 84 x 139.7 mm (Standard size: A6).
- For the Fax service, the maximum supported size for the original document is 297 x 600 mm (long).
- The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode.

The document feeder accepts the following number of sheets.

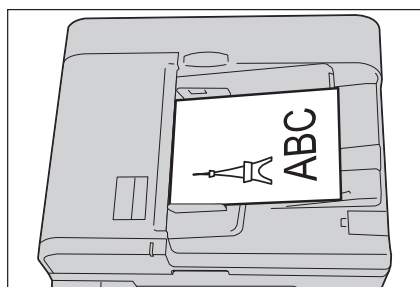
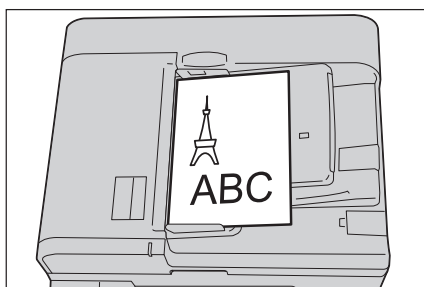
Document Type (Weight)	Number of Sheets	
	Duplex Automatic Document Feeder B1-PC	Duplex Automatic Document Feeder C2-PC
Lightweight paper (38 - 49 gsm)	130 sheets	250 sheets
Plain paper (50 - 80 gsm)	130 sheets	250 sheets
Heavyweight paper (81 - 128 gsm)	85 sheets	150 sheets
Heavyweight paper (129 - 200 gsm)	-	100 sheets

### Important

- To avoid paper jams, use the document glass for folded or wrinkled documents, cut-and-pasted documents, curled paper, or back carbon paper.
- 2-sided scanning of lightweight paper (38 - 49 gsm) is not supported.
- Set the original documents at the upper-left corner so that the document size will be detected correctly.

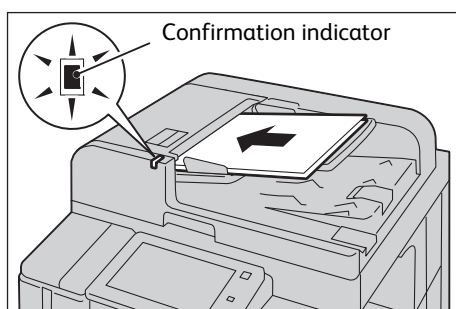


- 1 Remove any paper clips and staples before loading a document.
- 2 Load the document face up (when the document is 2-sided, place the front side up) in the center of the document feeder.

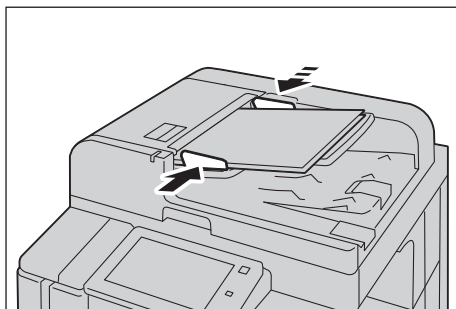


### Note

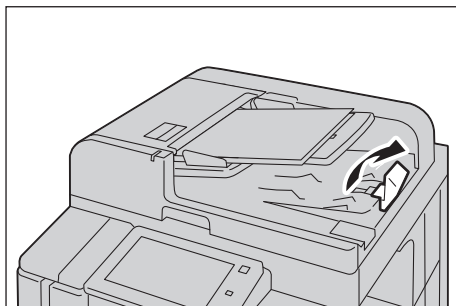
- The Confirmation indicator lights up when the document is loaded correctly. If the indicator does not light, the device may be detecting the document on the document glass. Load the document again.



- 3 Adjust the document guides to match the size of the document loaded.



- 4 Raise the document stopper.



## Document Glass

The document glass supports a single sheet, a book, or other similar documents with sizes from 15 x 15 mm to 297 x 432 mm (Standard size: A3, 11 x 17").

The document glass automatically detects standard size documents.

### Important

- Always close the document cover after using the document glass.

### Note

- The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode.

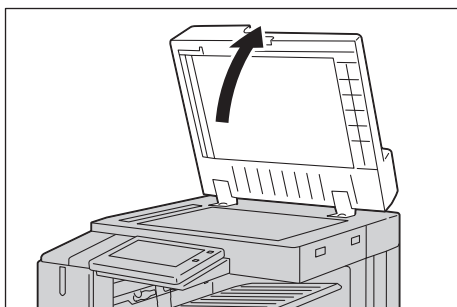
### CAUTION

**Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.**

## 1 Open the document cover.

### Important

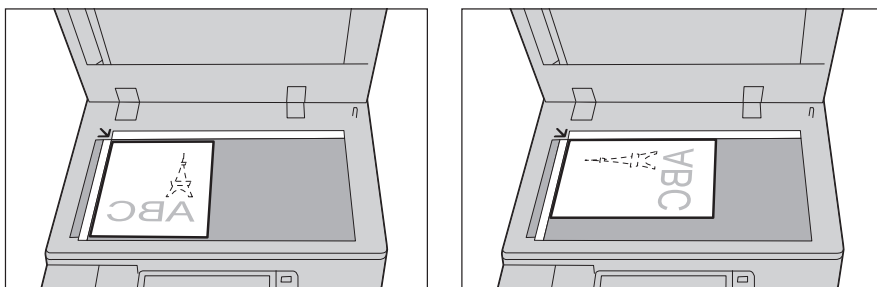
- Make sure that the touch screen is active, and then load a document. Otherwise, the device may not properly detect the document size.



## 2 Load the document face down, and align it against the top left corner of the document glass.

### Note

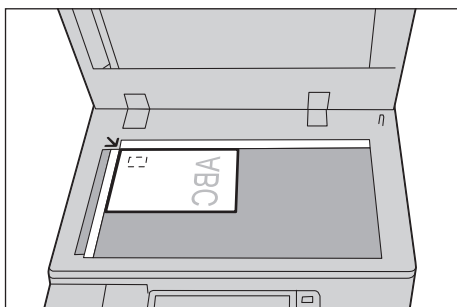
- When you load a A5, B5 or A4 document on the document glass in portrait orientation for the Fax service, the scanned image is transmitted with 180 degrees rotated.



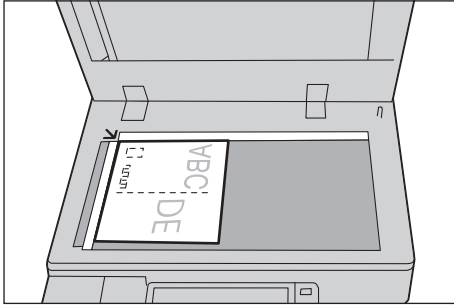
For postcards or envelopes, load the original document as shown in the illustration.

### ■ Postcards

- Postcard



- Double postal card

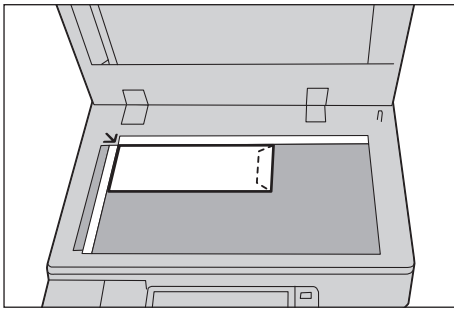


**Important**

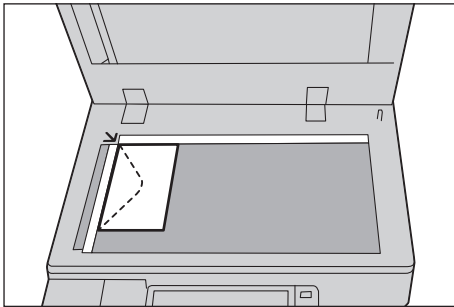
- When you place the top edge of the document against the top side of the document glass, the document image needs to be rotated so that the orientation of the image matches that of the paper.

**■ Envelopes**

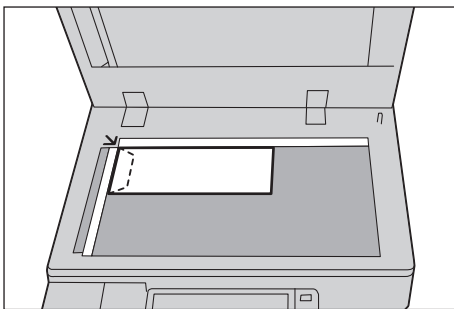
- End-opening envelope



- Side-opening envelope



- Adhesive-flap envelope



**3** Close the document cover.

**Note**

- When a standard size document is loaded on the document glass, the size of the document is displayed in the message field.

## Loading Custom Size Documents

After loading a document, you can specify a scan size for the document when the document is a non-standard size or when you want to scan the document at a size different from the original size.





# 5

## **Basic Operations**

# Copying Procedure

This section describes the basic copy procedures.

## Step 1 Loading Documents

### Reference

- For more information on how to load documents, refer to "Loading Documents" (P.81).

## Step 2 Selecting Features

The following two services are available to copy documents.

### ■ Simple Copy

Allows you to only select basic features to copy documents.

### ■ Copy

Allows you to make detailed settings to copy documents.

The following describes how to select features on the [Copy] screen.

### Note

- The features displayed on the screen depend on the configuration of your device.
- When the Authentication or Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

- 1 Press the Home button.
- 2 Select [Copy].
- 3 If the previous settings still remain, select [Reset].
- 4 Configure each feature as necessary.

## Step 3 Entering a Quantity

You can enter up to 999 sets.

## Step 4 Starting the Copy Job

The following describes how to start a copy job.

- 1 Select [Start].

### Important

- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.

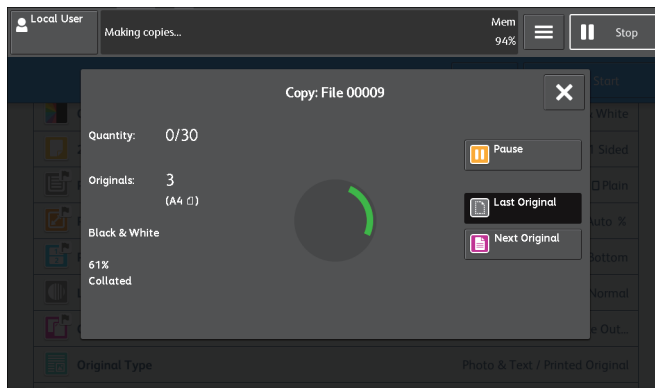
### Note

- If a problem occurs, an error message appears on the touch screen. Follow the instructions of the message to solve the problem.
- You can set the next job during copying.

### ■ If you have more documents

If you have more documents to copy, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

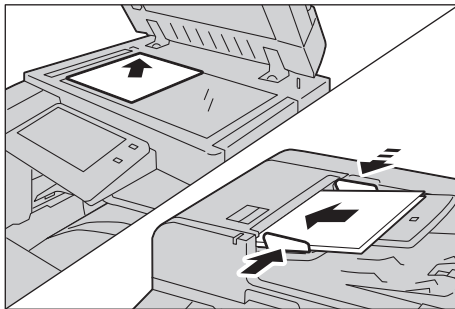
- 2 Select [Next Original] while scanning is in progress.



#### Note

- When using the document feeder, load the next document after the device has finished scanning the first document.
- When [Next Original] is displayed on the screen and no operation is performed for a certain period of time, the device automatically assumes that there are no more documents.
- You can change the number of copies by selecting [Change Quantity] that is displayed after selecting [Pause].

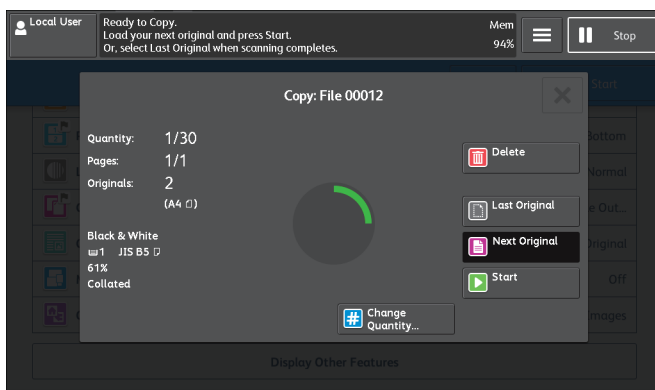
- 3 Load the next document.



- 4 Select [Start].

If you have more documents, repeat steps 3 and 4.

- 5 When all documents have been scanned, select [Last Original].



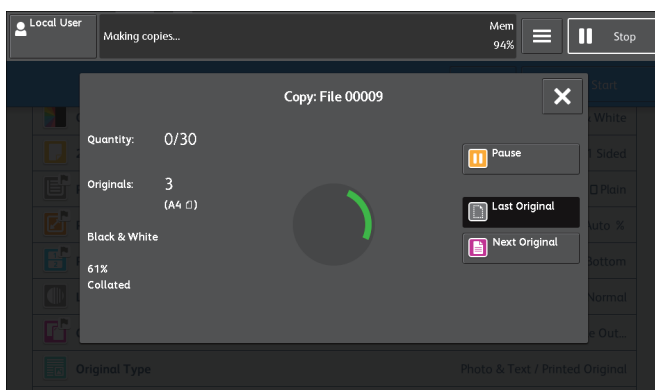
## Step 5 Confirming the Copy Job in Job Status

If copies are not output after you start the copy job, the job may be in pending status. You can confirm the job status on the [Job Status] screen.

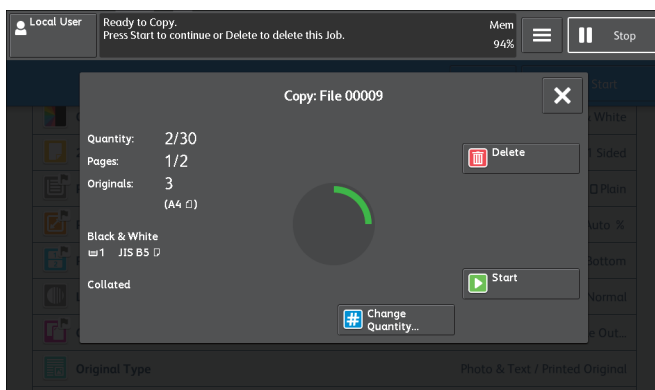
## Stopping the Copy Job

To cancel a copy job in progress, use the following procedure.

- 1 Select [Pause].

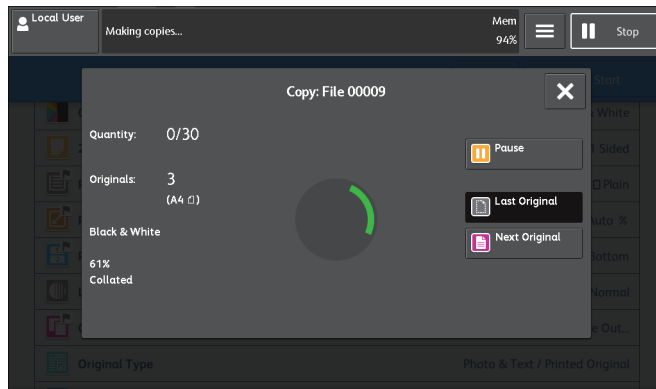


- 2 Select [Delete].

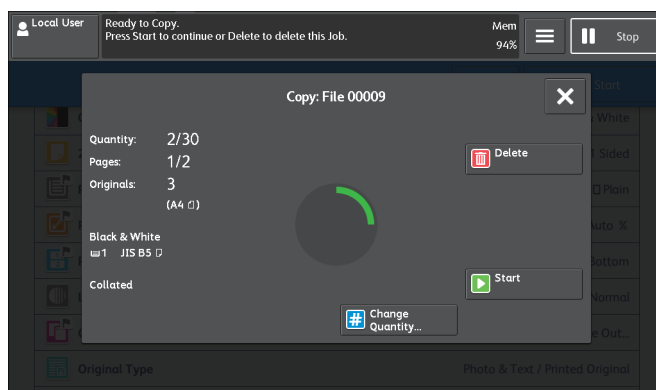


**■If [Pause] or [Delete] does not appear on the screen:**

- 1 Select [Job Status] on the Home screen.
- 2 Select the job to cancel.
- 3 Select [Pause].



- 4 Select [Delete].



# Fax Procedure

This section describes the basic fax procedures.

## Step 1 Loading Documents

### Reference

- For more information on how to load documents, refer to "Loading Documents" (P.81).

## Step 2 Selecting Fax Service

The following two services are available to send faxes.

### ■ Simple Fax

Allows you to only select basic features to send faxes.

### ■ Fax/Internet Fax

Allows you to make detailed settings to send faxes.

### Note

- The features to be displayed on the screen depend on your device configuration.
- When the Authentication or Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

## Step 3 Specifying Destinations

Three methods are available to specify recipients: by phone number, by address number, and by group dial number. The following shows input methods supported by each method.

	Keypad or Keyboard	One-Touch buttons	Address Book
Phone Number	O	X	X
Address Number (Speed Dialing)	4 digits (0001 to 2000)	2 digits (1 to 70) or (1 to 60)*	From the list tab and index
	3 digits + * (nnn0 to nnn9) 2 digits + * (nn00 to nn99)		
Group Dial Number	# + 2 digits	X	O

O : Available

X : Not available

\* : There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following:

[Type 1]

The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2.

[Type 2]

The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12.

\* : By default, [Type 1] is selected.

You can specify multiple recipients (Broadcast Send) using the above methods. You can also use a combination of the methods.

If the same recipient was specified for several pending documents, you can send the documents with a single phone call. This feature is called Batch Send. Note that you cannot use Batch Send with Broadcast Send, Relay Broadcast, Remote Folder, and Delay Start when prior to the specified time. When using a redial, resend, or delayed start send transmission job, or authentication feature, to send to the same address from different users, then Batch Send is not possible.

**Important**

- Confirm recipients before sending a fax.

The following describes how to enter a phone number with the numeric keypad as an example.

- 1 Select [New Recipients] on the [Add] screen.
- 2 Enter a fax number using the numeric keypad.
- 3 To specify multiple recipients, select [+ Add].

**Note**

- If you have entered an incorrect value, select [X] and enter the correct value.
- Depending on the settings, a screen to re-enter the recipient may be displayed after you specify the recipient and then select [+ Add]. In such case, re-enter the recipient.
- You can combine the fax numbers registered in the one-touch buttons, speed dial, and the Address Book respectively and the numbers entered using the numeric keypad to specify as one recipient. This is called Chain Dial. Select [+ Add] when you finish combining. You can set whether the chain dial is used or not in the System Administration mode.

- 4 Select [Enter].

## Step 4 Selecting Features

Configure each feature as necessary.

## Step 5 Starting the Fax Job

The following describes how to start a fax job.

### 1 Select [Start].

#### Important

- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.
- Fax cannot be sent if a copy protection code is detected.
- Check the recipient information before sending the fax.

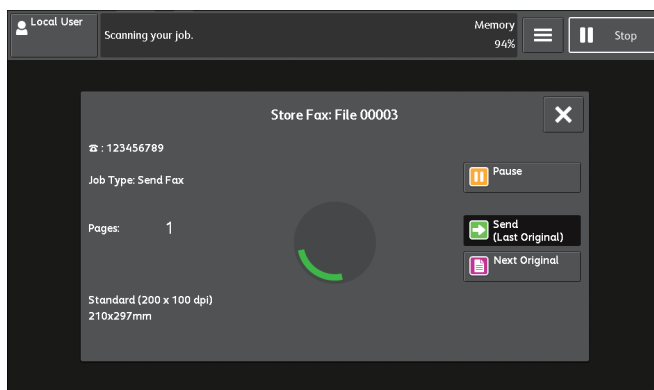
#### Note

- Depending on the settings, the screen to re-enter the recipient may be displayed after selecting [Start]. In this case, re-enter the recipient.
- If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.

#### ■ If you have more documents

If you have more documents to fax, select [Next Original] on the touch screen while the current document is being scanned. This allows you to send the documents as one set of data.

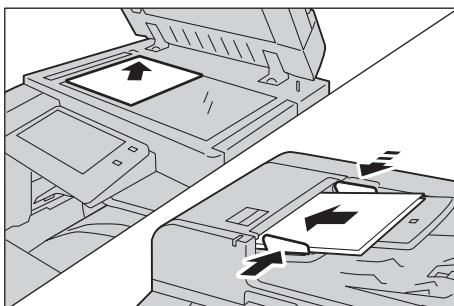
### 2 While documents are being scanned, select [Next Original].



#### Note

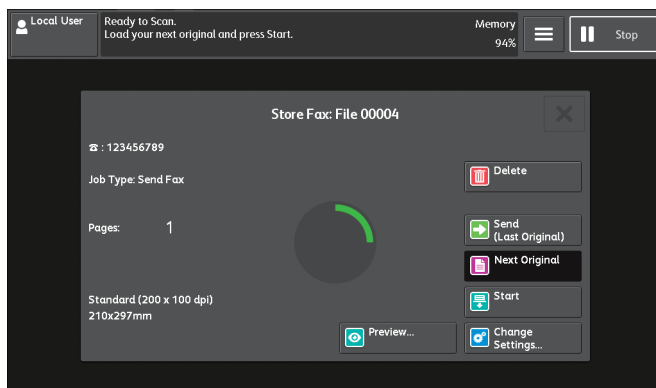
- When using the document feeder, load the next document after the device has finished scanning the first document.
- You can change the scan settings of the next document by selecting [Resolution], [Original Size], and [Lighten/Darken] that are displayed after selecting [Next Original].
- When this screen or the preview screen is displayed and the time of [Auto Clear] lapsed without any operation, you can set whether or not to continue the job.

### 3 Load the next document.





- 4 Select [Start].  
If you have more documents, repeat steps 3 and 4.
- 5 When all documents have been scanned, select [Send (Last Original)].



## Step 6 Confirming the Fax Job in Job Status

You can confirm the status of fax jobs on the [Job Status] screen.

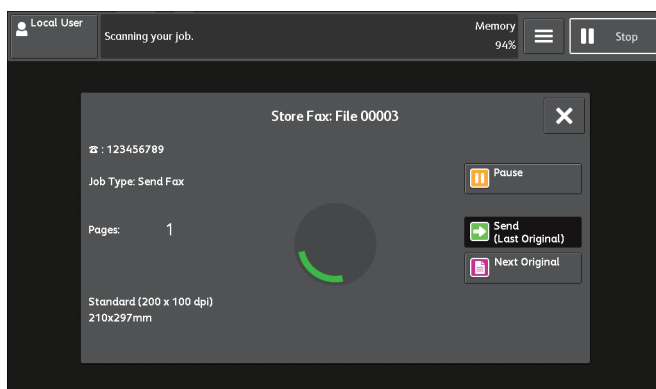
### If undelivered faxes exist

You can confirm undelivered faxes on the [Job Status] screen or in an Activity Report.

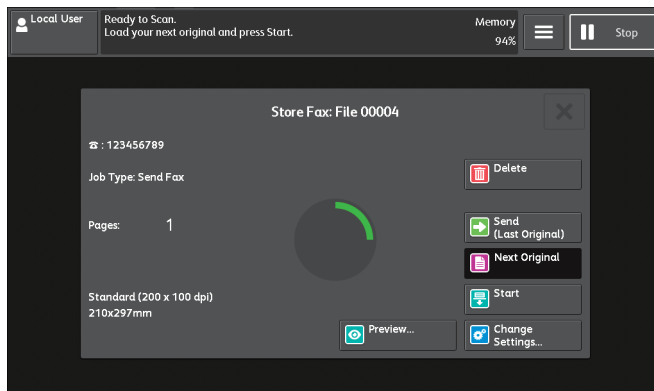
## Stopping the Fax Job

To cancel scanning a fax document, use the following procedure.

- 1 Select [Pause].

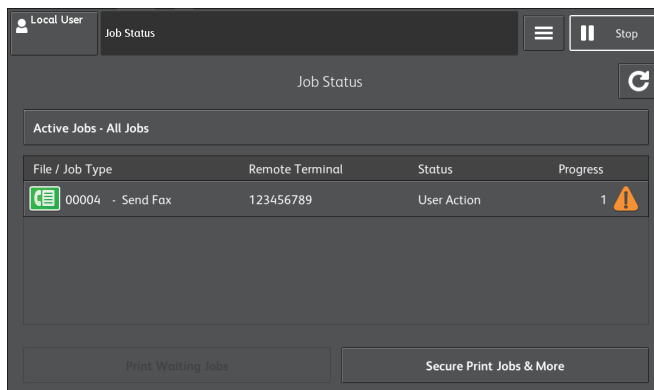


## 2 Select [Delete].

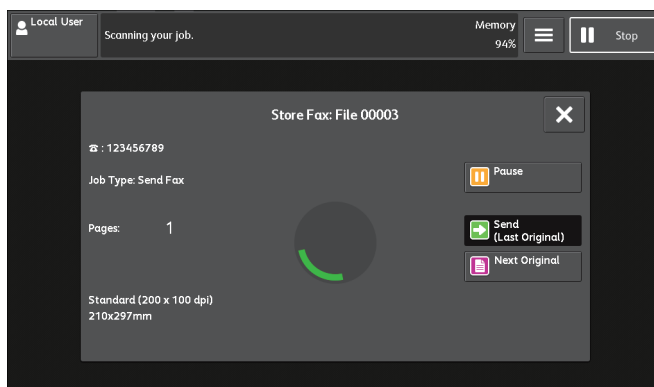


### ■ If [Delete] does not appear on the screen:

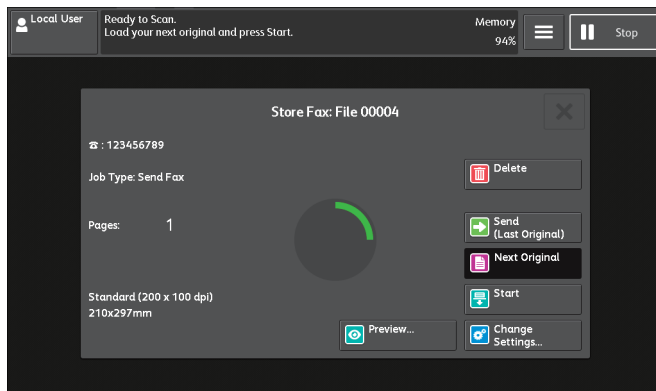
- 1 Select [Job Status] on the Home screen.
- 2 Select the job to cancel.



## 3 Select [Pause].



#### 4 Select [Delete].



# Scanning Procedure

This section describes the basic scanning procedure.

## Step 1 Loading Documents

### Reference

- For more information on how to load documents, refer to "Loading Documents" (P.81).

## Step 2 Selecting the Features

On the Home screen, you can select the following Scan services. You can select features for each service.

### Note

- The features to be displayed on the screen depend on the configuration of your device.
- When the Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

### Reference

- Our free software ScanAuto allows you to use the Email or Store to Folder feature without detailed settings. For more information, refer to our official web site.

### ■ Email

Scans a document and sends the scanned data as an e-mail attachment after converting the data to TIFF, JPEG, PDF, DocuWorks, or XML Paper Specification (XPS).

### ■ Store to Folder

Scans a document and saves the scanned data in a folder on the device.

### Reference

- You need to create a folder in advance. For information on how to create a folder, refer to "Create Folder" (P.106).

### ■ Scan to PC

Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.

When Scan to My Folder is enabled and the Remote Access feature is available, the scanned data can be transferred to a different destination according to an authenticated user.

### ■ Store to USB

Scans a document and saves the scanned data to a USB memory device.

### ■ Store & Send Link

Scans a document and temporarily saves the scanned data on the device. The user is notified by e-mail of the URL to the location where the scanned data is stored. Then, the user can access the URL to retrieve the scanned data.

### ■ Store to WSD

You can scan documents set on the device and save the scanned data by operating your computer. Also, you can save the scanned data to a computer on the network.

### Note

- WSD stands for Web Services on Devices.

The following describes how to store scanned data into a folder as an example.

- 1 Press the Home button.
- 2 Select [Store to Folder].
- 3 If the previous settings still remain, select [Reset].
- 4 Specify a folder to save the data in.
- 5 Configure each feature as necessary.

### Step 3 Starting the Scan Job

The following describes how to start a scan job.

- 1 Select [Start].

#### Important

- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.
- If a copy protection code is detected, the device will not scan the document.

#### Note

- If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.
- You can set the next job during scanning.

#### ■ If you have more documents

If you have more documents to scan, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

Up to 999 pages can be stored.

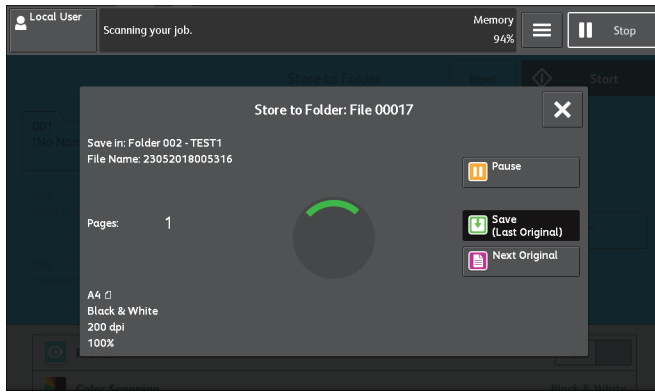
#### Note

- If the number of pages scanned by the device exceeds the maximum, the device stops scanning. Follow the message displayed on the screen, and either abort the operation or save the already-scanned data as a single set of data.

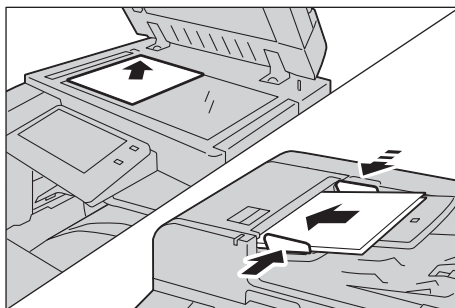
- 2 While documents are being scanned, select [Next Original].

#### Note

- When using the document feeder, load the next document after the device has finished scanning the first document.
- When [Next Original] is displayed on the screen and no operation is performed for a certain period of time, the device automatically assumes that there are no more documents.
- You can change the scan settings of the next document by selecting [Change Settings] that is displayed after selecting [Next Original].



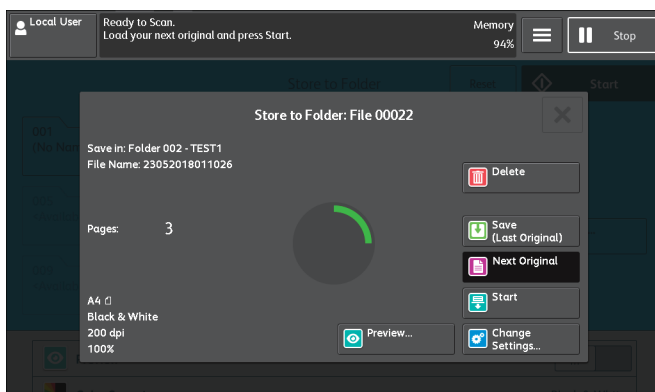
3 Load the next document.



4 Select [Start].

If you have more documents, repeat steps 3 and 4.

5 When all documents have been scanned, select [Save (Last Original)].



### Step 4 Confirming the Scan Job in Job Status

You can confirm the status of scan jobs on the [Job Status] screen.

## Step 5 Saving the Scanned Data

When you used the Store to Folder service, you can use the following methods to import the file stored in a folder of the device to your computer:

### ■ Import using an application

Use Network Scanner Driver.

### ■ Import using DocuWorks

Use DocuWorks.

### ■ Import using Stored File Manager 3

Use Stored File Manager 3 (Fuji Xerox application software).

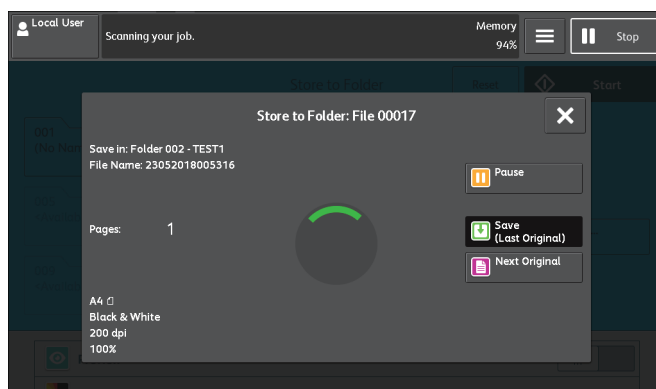
### ■ Import using CentreWare Internet Services

Use CentreWare Internet Services.

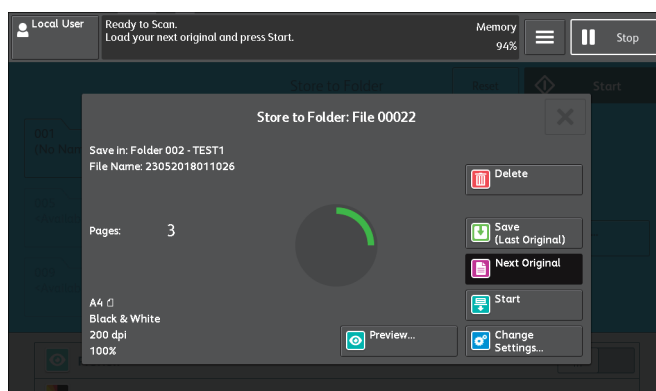
## Stopping the Scan Job

To cancel scanning a document, use the following procedure.

- 1 Select [Pause].



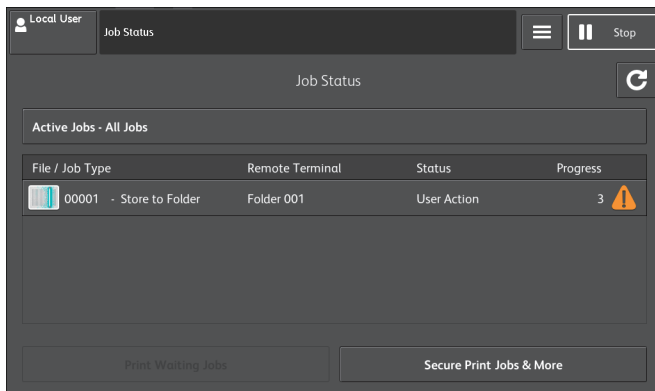
- 2 Select [Delete].



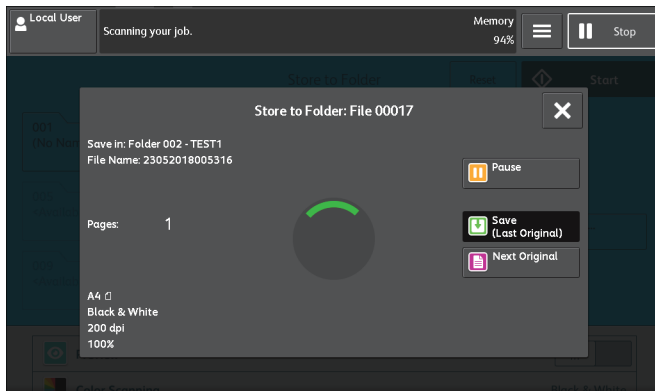
### ■ If [Pause] or [Delete] does not appear on the screen:

- 1 Select [Job Status] on the Home screen.

2 Select the job to cancel.



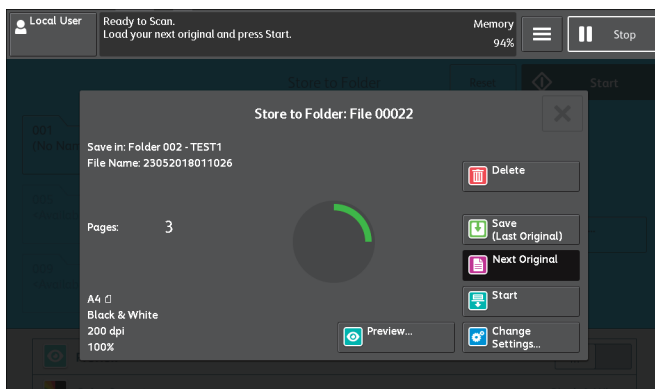
3 Select [Pause].



4 Select [Delete].

**Note**

- If you cancel the job, the scanned data stored in the folder will also be deleted.





# Printing

This following describes how to print documents.

The printing procedure depends on the application software you use. For more information, refer to the documentation provided with the application.

**Note**

- When you click [Paper Settings Wizard] on the print driver screen, the navigation screen appears. Follow the navigation to configure the required settings depending on your paper.

**Reference**

- For more information on print features, click [Help] on the print driver screen to view the print driver's help.


- 1 Select [Print] from the [File] menu on the application.
- 2 Confirm the printer name to be used and click [Preferences] if necessary.
- 3 Set the properties if necessary.

**Note**

- You can change the print feature in [Job Type].

- 4 Click [OK].
- 5 Click [OK] in the [Print] dialog box.

**Note**

- If the document monitor is installed and set to monitor the device, the notification screen is displayed when printing has been completed. The document monitor is available in the Media (Software/Product Manual). For information how to install the document monitor, refer to the Media Information included in the Media (Software/Product Manual).
- Environment-friendliness level is indicated on the notification screen with leaves . This information is provided only when [Normal Print] or [Sample Print] is selected in the [Job Type].

# Create Folder

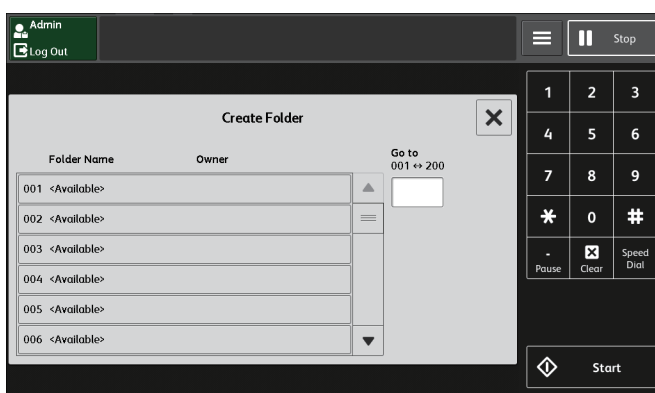
Using the Folder function enables you to store scanned documents using the device, fax received documents, or print documents sent from a computer in the device.

You can also send a file stored in a folder via e-mail or retrieve a file stored in a computer on a network.

You can create a private folder and a public folder in the device and use them separately depending on your purpose.

You can create up to 200 folders.

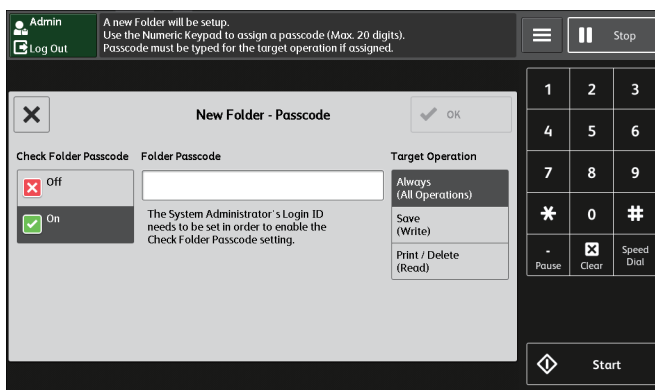
- 1 Select [Create Folder].
- 2 Select the folder to create.



## Note

- Entering a 3-digit folder number with the numeric keypad displays the specified folder at the top of the column.

- 3 When you create a folder, the [New Folder - Passcode] screen appears. Select items, and then select [OK].



## Note

- When you select a folder already created, the [Folder XXX - Create/Delete] screen appears.

- 4 Select items and set the required settings.
- 5 When you finish required settings, select [X].

# System Settings Procedure

To change or customize the system settings, enter the System Administration mode with the System Administrator's user ID.

If [Passcode Entry for Control Panel Login] is set to [On] under [Tools] > [Authentication/Security Settings] > [Authentication] > [Passcode Policy], you need to enter the passcode.

We recommend that you change the system administrator's user ID and passcode immediately after installing the device.

This section describes the basic procedures for system settings.

- 1** Select the login information field on the touch screen.
- 2** Enter the system administrator's user ID, and select [Enter].  
When a passcode is required, select [Next] and enter the system administrator's passcode, and then select [Enter].
- 3** Select [Tools] on the Home screen.  
**Note**
  - When the Home screen is not displayed on the touch screen, press the Home button.
- 4** On the [Tools] screen, select a setting item to set.  
**Note**
  - Select a tab, a submenu from the [Group] list, and then a feature from the [Features] list.
- 5** After setting the feature, select [Save].
- 6** Select [Close] repeatedly until the [Tools] screen is displayed.
- 7** Select [X] to return to the Home screen.  
**Note**
  - If the device requires rebooting to enable the new settings, a message appears. Follow the message to reboot the device. After rebooting, the device exits the System Administration mode.
- 8** Select the login information field on the touch screen to exit the System Administration mode.



# 6

## **Maintenance**

# Replacing Toner Cartridge

The following messages are displayed on the touch screen depending on the amount of toner remaining. Replace the toner cartridge according to the message.

Message <sup>*1</sup>	Remaining Page Yield <sup>*2</sup>	Solution
Please order a Yellow Toner [Y] Cartridge.	Black: Approx. 3,500 pages Other than Black: Approx. 2,500 pages	You do not need to replace the Toner Cartridge immediately. Order the Toner Cartridge displayed on the screen.
Yellow Toner [Y] Cartridge needs to be replaced soon.	Approx. 60 pages	Replace the toner cartridge with a new one.
Yellow Toner [Y] Cartridge needs to be replaced.	-	The device will stop. Replace the toner cartridge with a new one.

\*1 : The messages in the above table apply to Yellow Toner. "Yellow Toner [Y]" shown in the messages vary depending on the color and number of the applicable toner.

\*2 : The remaining page yield for copy/print jobs is applicable when A4 paper LEF (□) is used. The value is an estimate and varies depending on the conditions such as the content printed, dot coverage (area coverage), paper size, paper type, copy/print density, output image type, and the device operating environment.

## WARNING

- **Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact Fuji Xerox Customer Support Center.**
- **Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact Fuji Xerox Customer Support Center for its take-back.**
- **Never throw a waste toner bottle into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used waste toner bottle no longer needed, contact Fuji Xerox Customer Support Center for its take-back.**

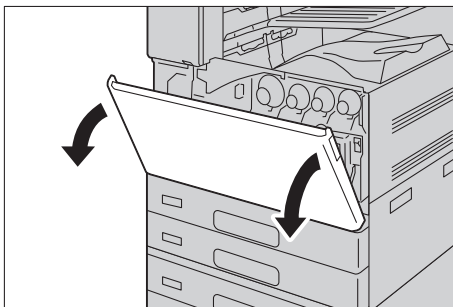
**⚠ CAUTION**

- **Keep drum cartridges and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.**
- **When replacing drum cartridges and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.**
- **If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink water and consult a physician immediately.**

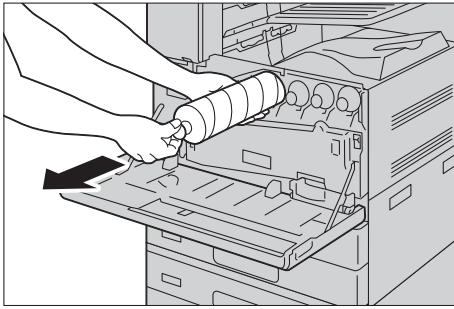
**Important**

- When replacing a toner cartridge, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
- The use of toner cartridges not recommended by Fuji Xerox may degrade image quality and performance. Use toner cartridges recommended by Fuji Xerox.
- When the remaining amount of toner is low, the device may stop printing and display a message. If this occurs, replace the toner cartridge to resume copying or printing.
- Replace toner cartridges while the device is on.
- When the device is in the Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the toner cartridge.
- Copy or print density may decrease slightly after the message "Please order a XXX Toner Cartridge" appears on the touch screen.
- If you replace a toner cartridge with a partially used toner cartridge, the number of pages that you can copy or print after the message "Please order a XXX Toner Cartridge" is displayed may differ significantly from the values described in the above table.

- 1 Make sure that the device is not operating, and open the front cover.



- 2 Pull out the toner cartridge indicated in the message, and slide it out slowly.

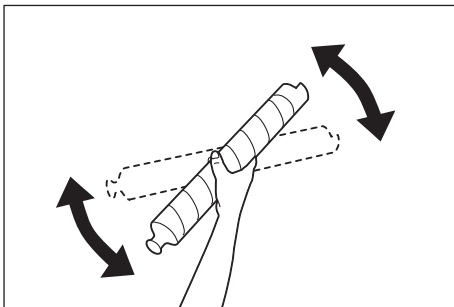
**Important**

- Slide out the toner cartridge gently. Otherwise, toner may spill from the cartridge.
- If you have a used toner cartridge no longer needed, contact Fuji Xerox Customer Support Center for its take-back.

**Note**

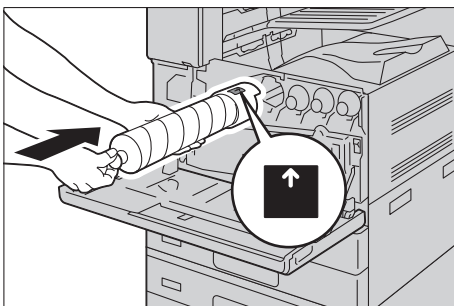
- "Y", "M", "C", or "K" indicates Yellow, Magenta, Cyan, and Black, respectively.

- 3 Take the new toner cartridge of the same color out of the box, and shake the cartridge up and down and left and right for ten times.

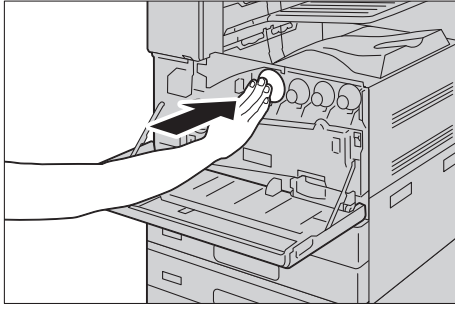
**Important**

- Do not touch the shutter part.

- 4 Hold the cartridge with the arrow facing up, and push the cartridge in slowly until it stops.





**Note**

- If the cartridge is not fully inserted, a message appears and the device will remain paused.

**5** Close the front cover.**Note**

- If the front cover is not closed completely, a message appears and the device will remain paused.

# Replacing Waste Toner Container R5

The waste toner container holds used toner. The following messages are displayed on the touch screen according to the status of the waste toner container. Follow the messages as necessary.

Message	Remaining Page Yield*	Solution
Please order a Waste Toner Container.	Approx. 5,400 pages	You do not need to replace the waste toner container immediately. Order a waste toner container.
Waste Toner Container needs to be replaced soon.	Approx. 2,700 pages	Replace the waste toner container with a new one.
The Waste Toner Container needs to be replaced.	-	The device will stop. Replace the waste toner container with a new one.

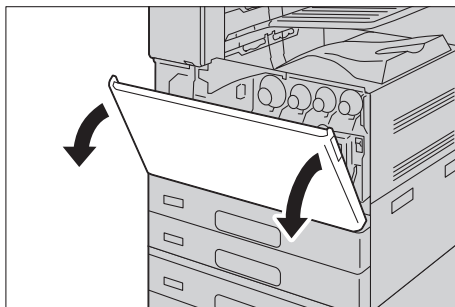
\* : The remaining page yield for copy/print jobs is applicable when A4 paper LEF (□) is used. The value is an estimate and varies depending on the conditions such as the content printed, dot coverage (area coverage), paper size, paper type, copy/print density, output image type, and device operating environment.

When replacing the waste toner container, clean the LED printhead with the supplied cleaning bar to prevent inconsistencies in density or color in copies and prints.

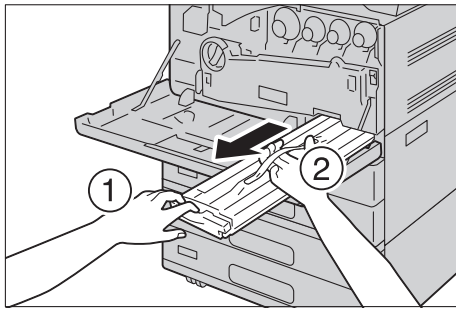
### Important

- There are two types of waste toner containers supported depending on the device. The one unsupported by your device cannot be installed or, if installed, a message appears and the device will remain paused.
- Do not touch the filter located at the edge of Waste Toner Container B. Otherwise your hands may get dirty with toner.
- When you replace the waste toner container, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
- The use of waste toner containers not recommended by Fuji Xerox may degrade image quality and performance. Use waste toner containers recommended by Fuji Xerox.
- When the device is in the Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the waste toner container.
- When replacing the waste toner container, select [Machine Status] on the Home screen and check the current status for the waste toner container even when the control panel is lit.

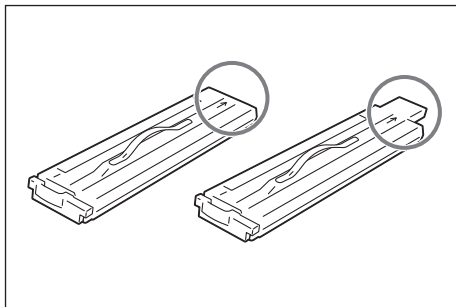
- 1 Make sure that the device is not operating, and open the front cover.



- 2 Pull out the waste toner container slowly while holding its handle with one hand.



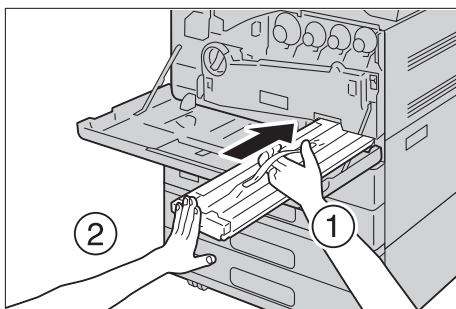
- 3 Prepare a new waste toner container.



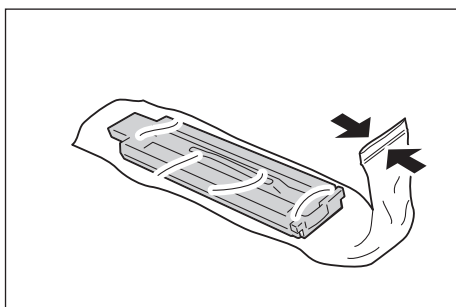
**Important**

- There are two types of waste toner containers. Make sure you have the one supported by your device.
- Keep the supplied plastic bag to use it later.

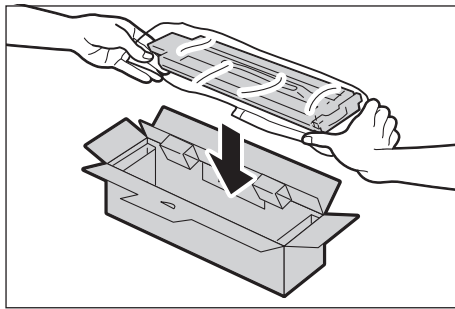
- 4 Insert the new waste toner container while holding its handle, and push the container in until it clicks.



- 5 Insert the used waste toner container into the supplied plastic bag and then seal it firmly with the zipper.



- 6 Carefully place the old waste toner container into the empty box with both hands.



**Important**

- If you have a used waste toner container no longer needed, contact your local Fuji Xerox representative for its disposal.

- 7 Clean the LED printheads.

- 8 Close the front cover.

**Note**

- If the front cover is not closed completely, a message appears and the device will remain paused.

# Replacing Staple Cartridge (for Finisher A2)

When the optional Finisher A2 is installed and the staple cartridge needs to be replaced, a message appears on the touch screen. When this message appears, load a new staple case into the staple cartridge.

Message	Solution
The Staple Cartridge is running out of staples. Check the Staple Cartridge and order staples.	Prepare new staples. <b>Note</b> • Staples cannot be replaced yet.
The Staple Cartridge is out of staples or not fully inserted. Check the Staple Cartridge.	Replace staples with new ones.

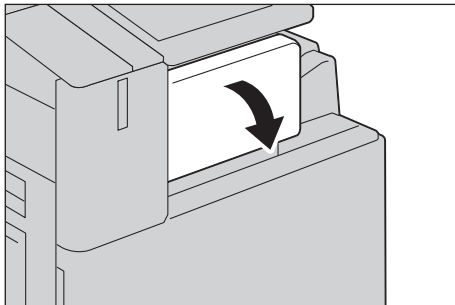
### Important

- The use of staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use staple cartridges recommended by Fuji Xerox.
- When the device is in the Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the staple cartridge.
- When replacing the staple cartridge, select [Machine Status] on the Home screen and check the current status for the staple cartridge even when the control panel is lit.

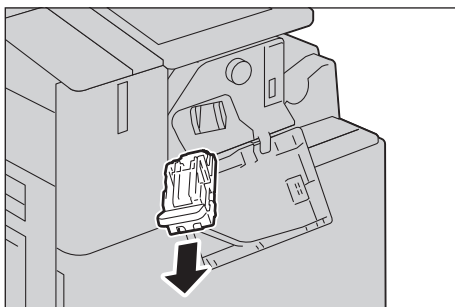
### Note

- If the staple cartridge was not replaced properly, the message remains on the touch screen. Follow the procedure and replace the staple cartridge again.
- To order a staple cartridge, contact our Customer Support Center.

- 1 Make sure that the device is not operating, and gently open the finisher front cover.



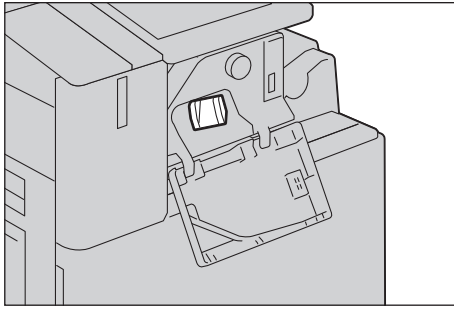
- 2 Take the staple cartridge out of the finisher.



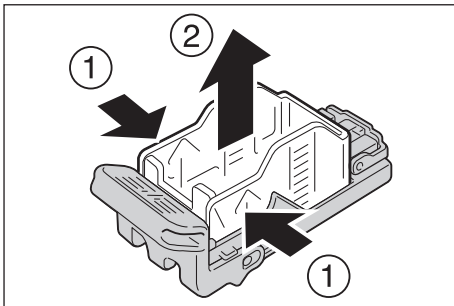
### Note

- The staple cartridge is firmly inserted. A slight force is required to pull the cartridge out of the finisher.

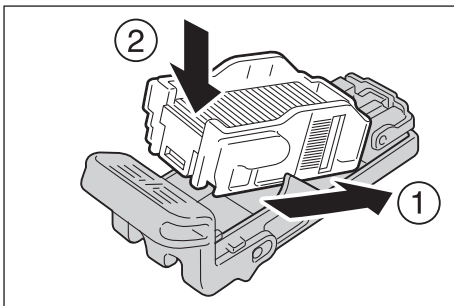
- 3 After you take out the staple cartridge, check inside of the finisher for any remaining staples. Remove any staples remaining inside.



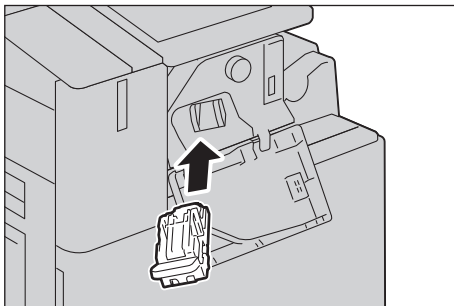
- 4 Pinch both sides of the empty staple case with your fingers (1), and remove the staple case from the cartridge (2).



- 5 Insert the front side of the new staple case into the staple cartridge (1), and then push the rear side into the cartridge (2).



- 6 Push the staple cartridge into the finisher until it clicks into place.



- 7 Close the finisher front cover.

**Note**

- If the front cover is not closed completely, a message appears and the device will remain paused.

# Replacing Staple Cartridge (for Finisher-B3)

When the optional Finisher-B3 is installed and the staple cartridge needs to be replaced, a message appears on the touch screen. When this message appears, load a new staple cartridge into the staple cartridge holder.

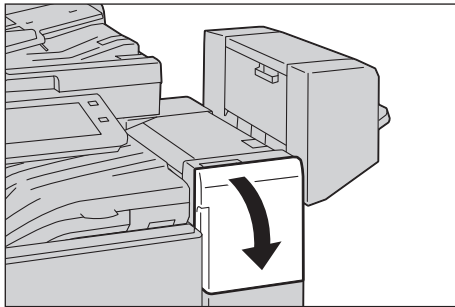
## Important

- The use of staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use only staple cartridges recommended by Fuji Xerox.
- When the device is in Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the staple cartridge..
- When replacing the staple cartridge, select [Machine Status] on the Home screen and check the current status for the staple cartridge even when the touch screen is lit.

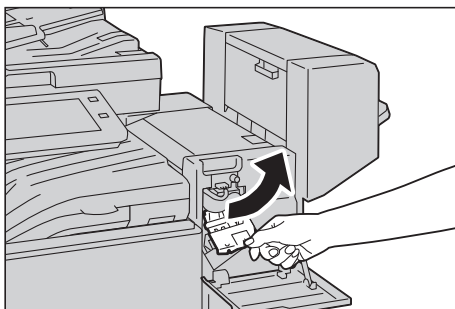
## Note

- If the staple cartridge was not replaced properly, the message remains on the touch screen. Follow the procedure and replace the staple cartridge again.
- To order a staple cartridge, contact our Customer Support Center.

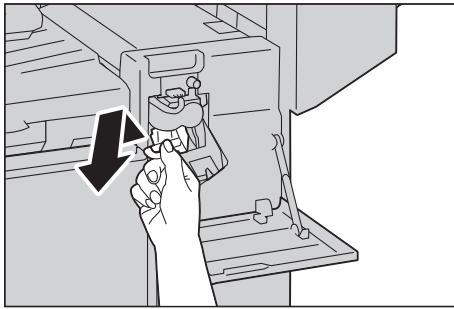
- 1 Make sure that the device is not operating, and open the finisher front cover.



- 2 Grasp the tab of the staple cartridge and pull the cartridge to the right, towards you.



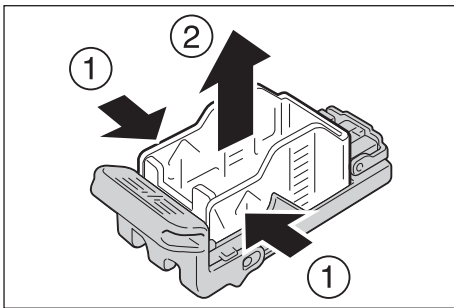
- 3 Move up the staple cartridge, and then take it out of the finisher.



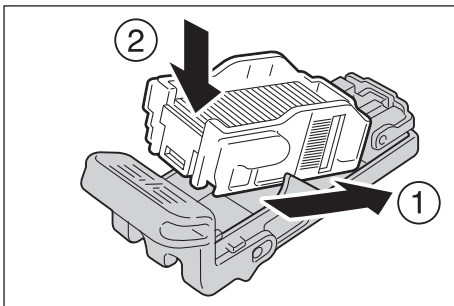
**Note**

- The staple cartridge is firmly inserted. A slight force is required to pull the cartridge out of the finisher.

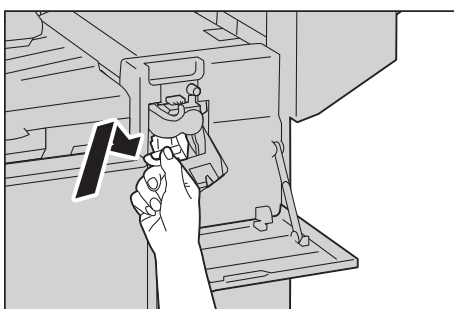
- 4 Pinch both sides of the empty staple case with your fingers (1), and remove the staple case from the staple cartridge (2).



- 5 Insert the front side of the new staple case into the staple cartridge (1), and then push the rear side into the cartridge (2).



- 6 Push the staple cartridge into the finisher until it clicks into place.





**7** Close the finisher front cover.

**Note**

- If the cover is not closed completely, a message appears and the device will remain paused.

# Replacing Staple Cartridge (for C3 Finisher or C3 Finisher with Booklet Maker)

When the C3 Finisher (optional) or the C3 Finisher with Booklet Maker (optional) is installed and the staple cartridge needs to be replaced, a message appears on the touch screen. When this message appears, load a new staple case into the staple cartridge.

Message	Solution
The Staple Cartridge [R1] is running out of staples. Check the Staple Cartridge [R1] and order staples.	Prepare new staples. <b>Note</b> • Staples cannot be replaced yet.
The Staple Cartridge [R1] is out of staples or not fully inserted. Check the Staple Cartridge [R1].	Replace staples with new ones.

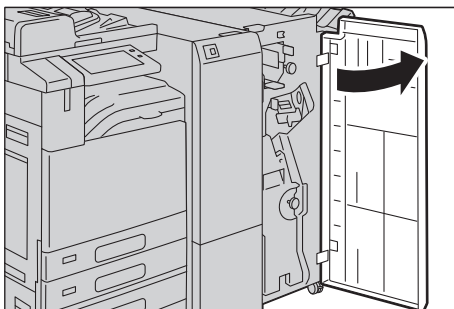
## Important

- The use of staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use only staple cartridges recommended by Fuji Xerox.
- When the device is in Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the staple cartridge.
- When replacing the staple cartridge, select [Machine Status] on the Home screen and check the current status for the staple cartridge even when the control panel is lit.

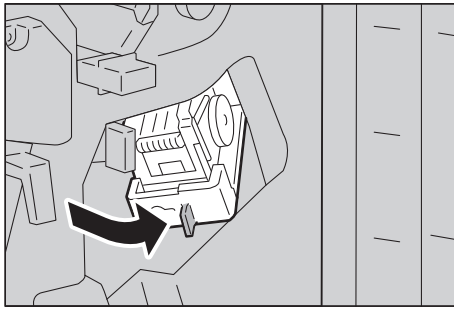
## Note

- If the staple cartridge was not replaced properly, the message remains on the touch screen. Follow the procedure and replace the staple cartridge again.
- The 50 sheets staple cartridge is installed as standard in C3 Finisher or C3 Finisher with Booklet Marker. When you install the C3 Finisher Staple Unit 65 Sheets (optional), remove the 50 sheets staple cartridge. After removing the 50 sheets staple cartridge, be sure to keep it.
- The 50 sheets staple cartridge can not be set to the C3 Finisher Staple Unit 65 Sheets (optional). If you use the C3 Finisher Staple Unit 65 Sheets (optional), order the staple cartridge for 65 sheets staple.
- To order a staple cartridge, contact our Customer Support Center.

- 1 Make sure that the device is not operating, and open the finisher front door.



- 2 With grasping the lever [R1] of the staple cartridge holder, pull the holder to the right, towards you.

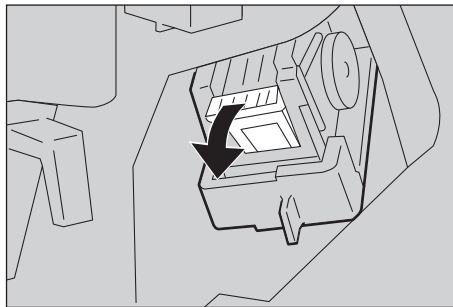


- 3 With grasping the orange lever, pull out the staple cartridge.

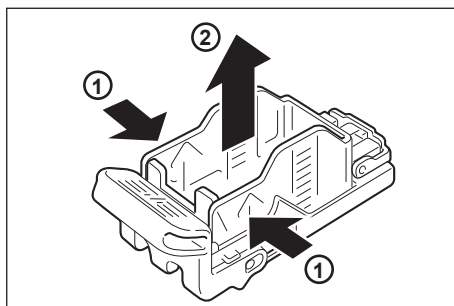


**Note**

- The staple cartridge is firmly inserted. A slight force is required to pull the cartridge out of the finisher.
- When the C3 Finisher Staple Unit 65 Sheets is installed, pull down the orange lever, and pull out the staple cartridge.



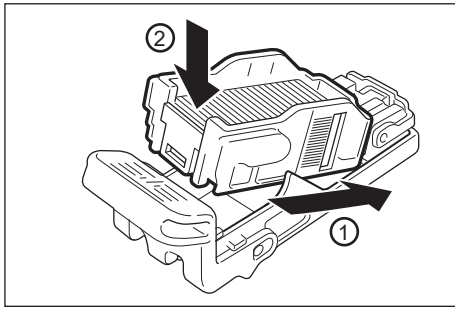
- 4 Pinch both sides of the empty staple case with your fingers (1), and pull out the staple case from the cartridge (2).



**Important**

- The staple case cannot be removed when the staples are remained in the staple case. Forcibly removing the staple case may cause device malfunction.

- 5 Insert the front side of the new staple case into the staple cartridge (1), and then push the rear side into the cartridge (2).



- 6 With grasping the orange lever of the staple cartridge, push the staple cartridge into its original position until it clicks into place.



- 7 Close the finisher front door.

**Note**

- If the front door is not closed completely, a message appears and the device will remain paused.

# Replacing Staple Cartridge (for Booklet Maker Unit for Finisher B3)

When the optional Booklet Maker Unit for Finisher B3 is installed and the booklet staple cartridges need to be replaced, a message appears on the touch screen. When this message appears, replace the booklet staple cartridges with new ones.

Message*	Solution
The Staple Cartridge [R2] is running out of staples. Check the Staple Cartridge [R1] and order staples.	Prepare new staples. <b>Note</b> • Staples cannot be replaced yet.
The Staple Cartridge [R2] is out of staples or not fully inserted. Check the Staple Cartridge [R1].	Replace staples with new ones.

\* : The messages above are for the Booklet Staple Cartridge [R2]. For the Booklet Staple Cartridge [R3], [R3] is displayed.

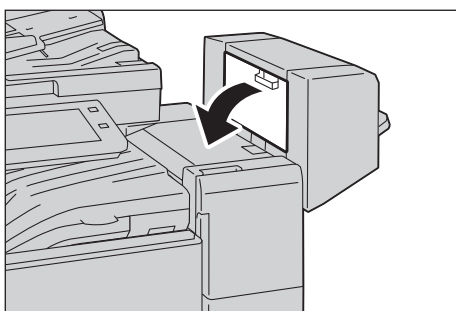
## Important

- The use of booklet staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use only booklet staple cartridges recommended by Fuji Xerox.
- When the device is in the Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the booklet staple cartridge.
- When replacing the booklet staple cartridge, select [Machine Status] on the Home screen and check the current status for the booklet staple cartridge even when the touch screen is lit.

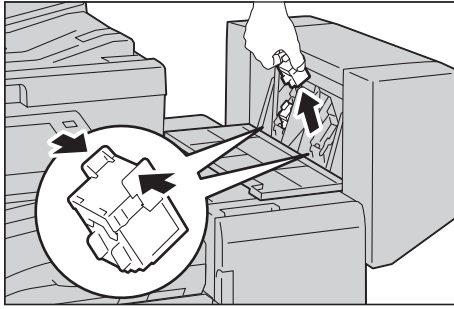
## Note

- If the booklet staple cartridge was not replaced properly, the message remains on the touch screen. Follow the procedure and replace the booklet staple cartridge again.
- To order a booklet staple cartridge, contact our Customer Support Center.

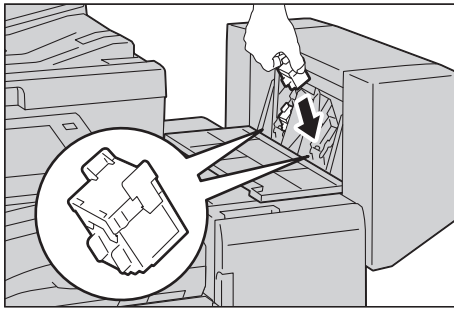
- 1 Make sure that the device is not operating, and open the finisher side cover.



- 2 Hold the tabs on both sides of the staple cartridge and pull the cartridge out of the finisher.



- 3 Hold the tabs on both sides of a new staple cartridge, and insert it into the original position until it clicks.



- 4 Repeat steps 2 and 3 to replace the other staple cartridge.
- 5 Close the finisher side cover.

**Note**

- If the cover is not completely closed, a message will appear and the device remains paused.

# Replacing Booklet Staple Cartridge (for C3 Finisher with Booklet Maker)

When the C3 Finisher with Booklet Maker (optional) is installed and the booklet staple cartridges need to be replaced, a message appears on the touch screen. When this message appears, replace the booklet staple cartridges with new ones.

Message*	Solution
The Booklet Staple cartridge [R2] is running out of staples. Please order a Booklet Staple Cartridge [R2].	Prepare new staples. <b>Note</b> • Staples cannot be replaced yet.
The Booklet Staple Cartridge [R2] is out of staples or not fully inserted. Check the Staple Cartridge [R2].	Replace staples with new ones.

\* : The messages above are for the Booklet Staple Cartridge [R2]. For the Booklet Staple Cartridge [R3], [R3] is displayed.

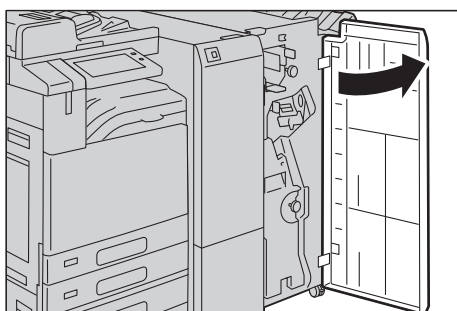
### Important

- The use of booklet staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use booklet staple cartridges recommended by Fuji Xerox.
- When the device is in Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the booklet staple cartridge.
- When replacing the staple cartridge, select [Machine Status] on the Home screen and check the current status for the staple cartridge even when the control panel is lit.

### Note

- If the booklet staple cartridge was not replaced properly, the message remains on the touch screen. Follow the procedure and replace the booklet staple cartridge again.
- To order a booklet staple cartridge, contact our Customer Support Center.

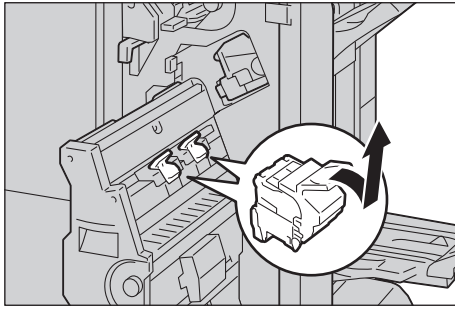
**1** Make sure that the device is not operating, and open the finisher front door.



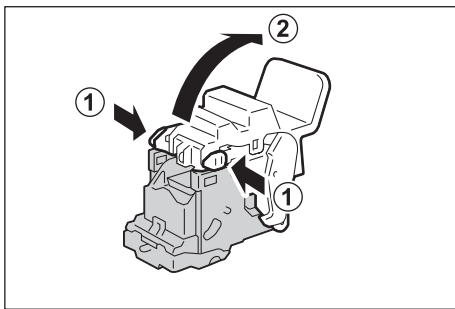
**2** Pull out the booklet unit.



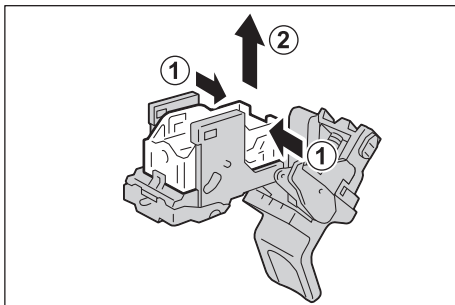
- 3 With grasping the lever of the booklet staple cartridge, push the booklet staple cartridge downward. Then, pull out the booklet staple cartridge upwards.



- 4 Press the orange buttons on the right and left sides of the booklet staple cartridge (1), and open the cover (2).



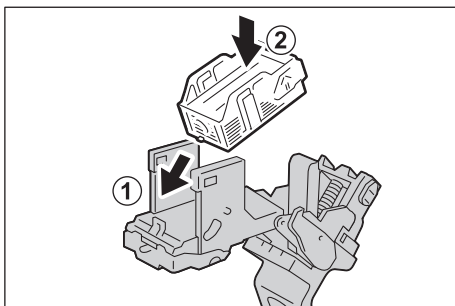
- 5 Pinch the right and left sides of the empty staple case (1), and pull out the empty staple case from the staple cartridge (2).



**Important**

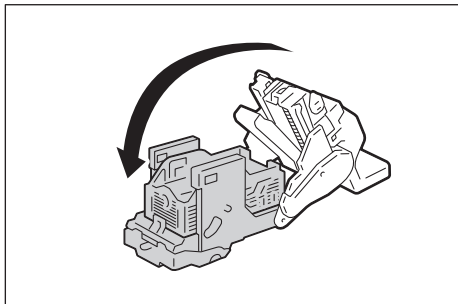
- The staple case cannot be removed when the staples are remained in the staple case. Forcibly removing the staple case may cause device malfunction.

- 6 Insert the new staple case (1), and push the rear side of the new staple case into the booklet staple cartridge (2).





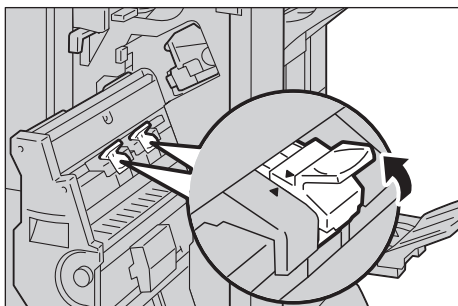
**7** Close the cover.



**8** Return the booklet staple cartridge to its original position.



**9** Slightly push the booklet staple cartridge upwards, and make sure that it clicks into place.



**Note**

- Return the booklet staple cartridge until (▶) of the booklet staple cartridge is fitted in (◀) of the booklet unit.

**10** Return the booklet unit to its original position.



**11** Close the finisher front door.

**Note**

- If the front door is not closed completely, a message appears and the device will remain paused.

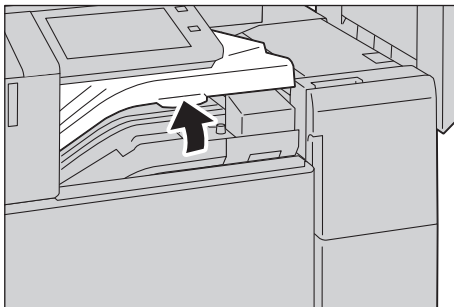
# Emptying the Hole Punch Waste Container (for Finisher-B3)

When the optional Finisher-B3 is installed and the hole punch waste container becomes full, a message appears on the touch screen. When the message appears, empty the hole punch waste container as instructed.

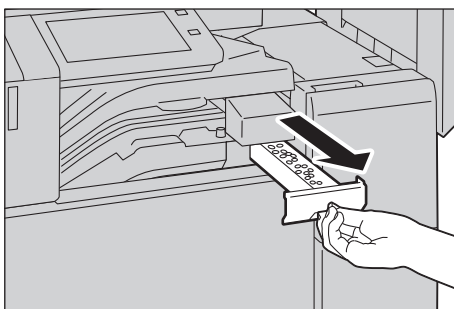
## Important

- Empty the hole punch waste container when the device is on. If you empty the container while the device is off, the device does not recognize that the container has been emptied.
- Empty the hole punch waste container after the message appears. Otherwise, the device cannot recognize the correct remaining amount of the punch scraps.
- Make sure to discard all paper chads when emptying the hole punch waste container. Not doing so will cause the container to fill up before the message telling you to empty the container appears again, and this can cause device malfunction.
- When the device is in the Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you empty the hole punch waste container.
- When emptying the punch waste container, select [Machine Status] on the Home screen and check the current status for the hole punch waste container even when the touch screen is lit.

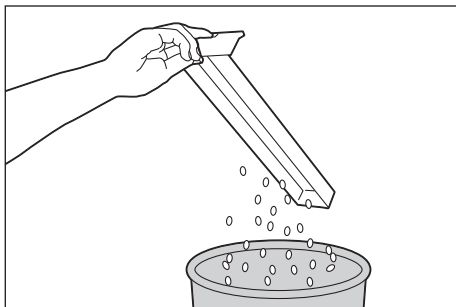
- 1 Make sure that the device is not operating, and lift the finisher transport cover.



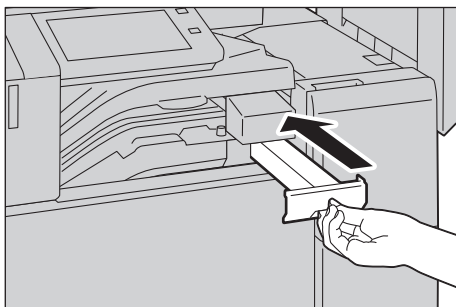
- 2 Pull out the hole punch waste container.



**3** Empty the container.



**4** Insert the emptied hole punch waste container into the finisher until it stops.



**5** Close the finisher transport cover.

**Note**

- If the cover is not completely closed, a message appears and the device will remain paused.

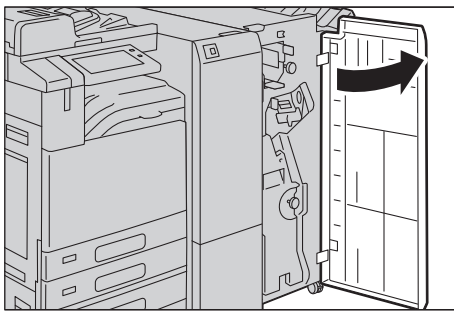
# Emptying the Hole Punch Waste Container (for C3 Finisher or C3 Finisher with Booklet Maker)

When the C3 Finisher (optional) or the C3 Finisher with Booklet Maker (optional) is installed and the hole punch waste container becomes full, a message appears on the touch screen. When the message appears, empty the hole punch waste container as instructed.

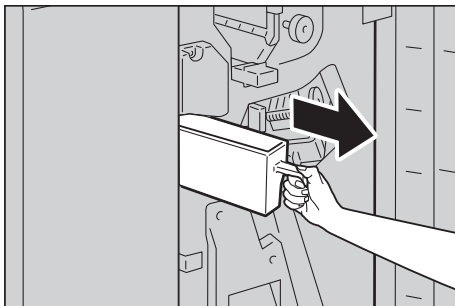
## Important

- Empty the hole punch waste container when the device is on. If you empty the container while the device is off, the device does not recognize that the container has been emptied.
- Empty the hole punch waste container after the message appears. Otherwise, the device cannot recognize the correct remaining amount of the punch scraps.
- Make sure to discard all paper chads when emptying the hole punch waste container. Not doing so will cause the container to fill up before the message telling you to empty the container appears again, and this can cause device malfunction.
- When the device is in Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you empty the punch waste container.
- Before emptying the punch waste container, select [Machine Status] on the Home screen and check the current status for the punch waste container even when the control panel is lit.

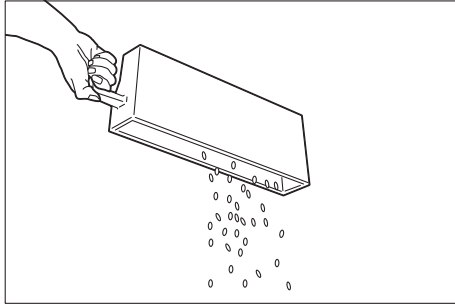
- 1 Make sure that the device is not operating, and open the finisher front door.



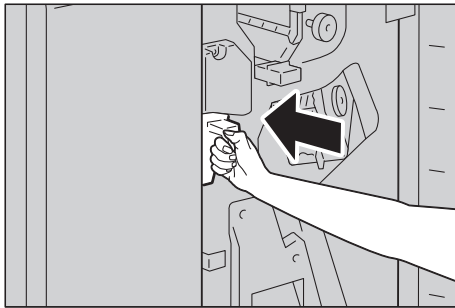
- 2 Pull out the hole punch waste container [R4].



**3** Empty the container.



**4** Insert the emptied hole punch waste container into its original position until it stops.



**5** Close the finisher front door.

**Note**

- If the front door is not closed completely, a message appears and the device will remain paused.

# Executing Combined Calibration

The device can automatically adjust the image quality when the image quality of copies and prints deteriorates.

## Important

- You can use this feature only when a folder is available. Make sure that the device has a folder available.

## Note

- This feature may not be available depending on the model or your device configuration. For information, contact our Customer Support Center.
- If problems with the image quality persist despite periodic calibration, contact our Customer Support Center.

- 1 Select [Combined Calibration] on the Home screen.

## Note

- When the Home screen is not displayed on the touch screen, press the Home button.

If [Combined Calibration] is not displayed, follow the procedure below.

- 1) Display the [Tools] screen.

## Reference



- For more information, refer to "System Settings Procedure" (P.107).

- 2) Select [System Settings] > [Common Service Settings] > [Image Quality Adjustment].

- 3) Select [Combined Calibration].

- 2 Select [Paper Supply...] and select a paper tray.

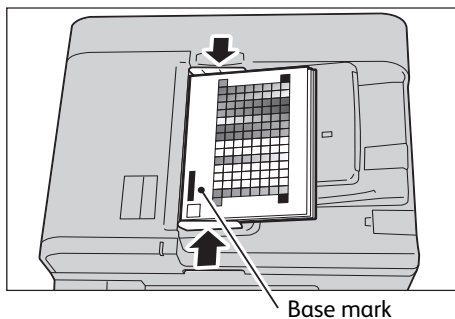
## Note

- Select a paper tray in which 6 sheets or more of A4  or 8.5 x 11"  is loaded.

- 3 Select [Start].

Calibration charts are printed.

- 4 Load the calibration charts on the document feeder. Place the charts with the print side face up and the base mark to the left, and then adjust the document guides to the chart size.



- 5 Select [Start].

The calibration charts are scanned and calibration starts.

**6** When the calibration is complete, select [OK].**Note**

- When the EP system is available, you will be prompted to send the calibration data to the Customer Contact Center. Select [Yes] to send the data.

**7** Copy or print to confirm the image quality.**Note**

- During combined calibration, the device cannot receive print jobs and faxes.





# 7

## **Problem Solving**

# Paper Jams

When a paper jam occurred, the device stops and an alarm beeps. A message is also displayed on the touch screen. Follow the instructions displayed to remove the jammed paper.

Gently remove the paper to avoid it to be torn. If the paper is torn, remove all the torn pieces, making sure that none remain inside the device.

If a paper jam message appears again after you have cleared the paper jam, another paper jam may be occurred in some other parts of the device. Clear this by following the message.

When the paper jam is cleared, printing is automatically resumed from the point when the paper jam occurred.

If you were during copying, press the <Start> button to resume the copying from the point when the paper jam occurred.

## **⚠ WARNING**

**If you need to pull out a tray to remove paper jam, contact Fuji Xerox Customer Support Center. Do not pull out a tray, otherwise it may cause injuries.**

## **⚠ CAUTION**

**Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact Fuji Xerox Customer Support Center.**

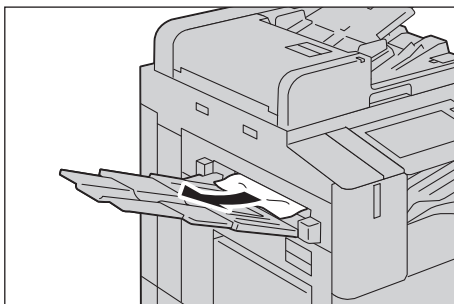
### **Important**

- When a paper jam occurred, if you pull out a paper tray without checking the paper jam location, the jammed paper may be torn and the pieces may remain inside the device. This may cause device malfunctions; therefore, always check where the paper jam occurred first.
- If any piece of jammed paper remains inside the device, the paper jam message will not disappear from the touch screen.
- Clear the paper jams while the device is powered on. If you turn off the device, all data stored on the memory of the device will be erased.
- Do not touch components inside the device. This may cause print defects.

## Paper Jams in Side Tray

The following describes how to clear paper jams occurring in the Side Tray (optional).

- 1** Remove the jammed paper.



**Note**

- If the paper is torn, make sure no piece of paper remains inside the device.

**Paper Jams in Top Left Cover A**

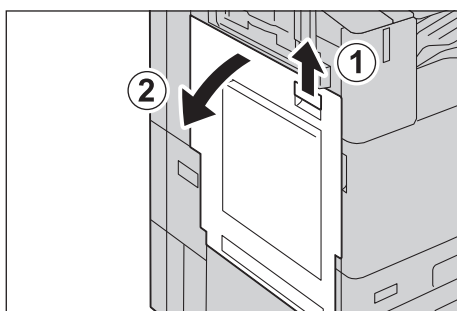
The following describes how to clear paper jams occurring in the top left cover.

**Important**

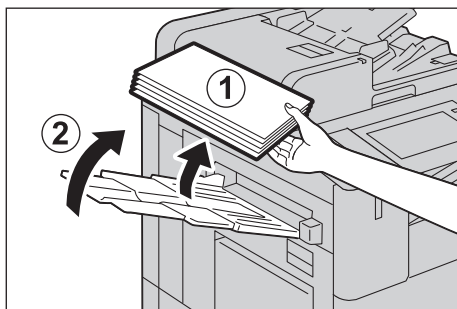
- Do not touch the black film like the transfer belt inside the top left cover when you remove the jammed paper because images might be shifted on the transfer belt. If you touch the belt, the image quality might be deteriorated or the belt may be damaged and need replacement.

**Paper Jams in Fusing Unit**

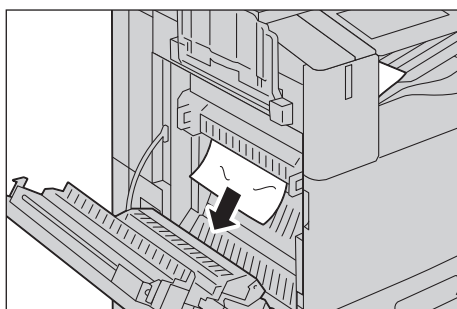
- 1 While lifting up the release lever (1), gently open the top left cover (2).

**■When the Side Tray (optional) is installed**

Remove paper from the Side Tray (1), close the Side Tray (2), and then open the top left cover.

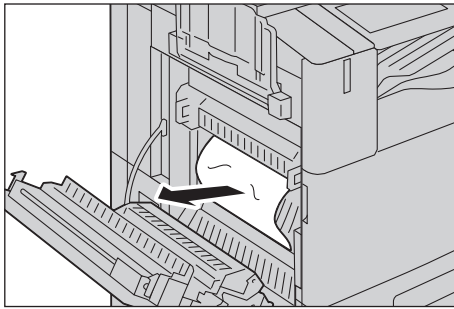


- 2 If you can see the edge of the jammed paper on the output tray, pull the paper straight in the arrow direction.

**Note**

- Toner may adhere on the transfer roller, but the image quality will not be affected.

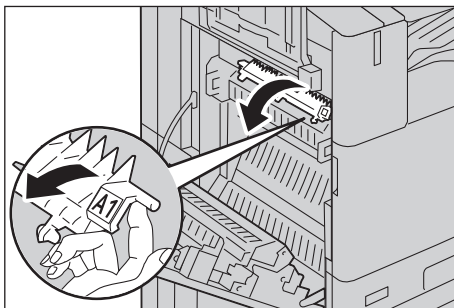
- 3 Remove the jammed paper.



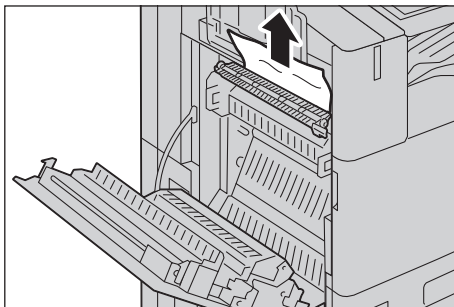
**Note**

- If the paper is torn, make sure no piece of paper remains inside the device.

- 4 If paper is jammed in the fusing unit, move the lever A1 towards you to open the chute of the fusing unit.



- 5 Remove the jammed paper.



**Important**

- The fusing unit is extremely hot. Do not touch the fusing unit as it may result in burn injury.

**Note**

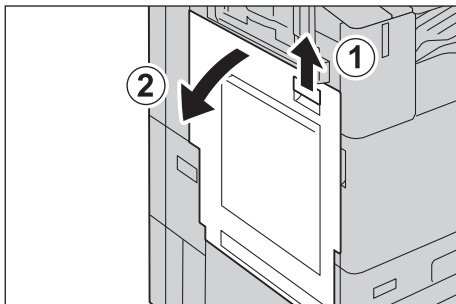
- If the paper is torn, make sure no piece of paper remains inside the device.

- 6 Return the lever A1 to the original position, and close the chute of the fusing unit.

- 7 Push the center of the top left cover and close the cover gently.

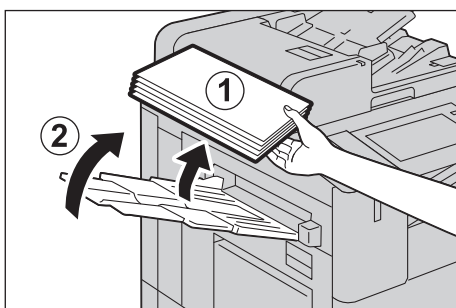
## Paper Jams in Center Tray Exit

- 1 While lifting up the release lever (1), gently open the top left cover (2).

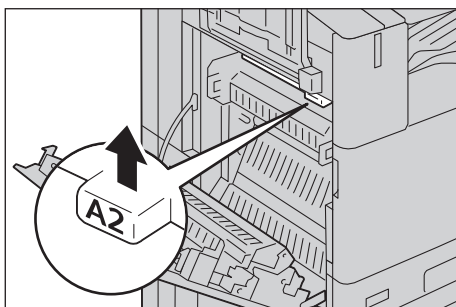


### ■When the Side Tray is installed

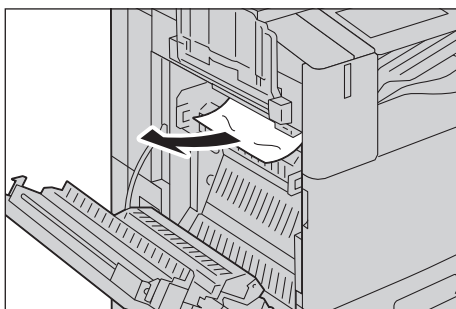
Remove paper from the Side Tray (1), close the Side Tray (2), and then open the top left cover.



- 2 Move the lever A2 in the arrow direction.



- 3 Holding the lever A2, remove the jammed paper.



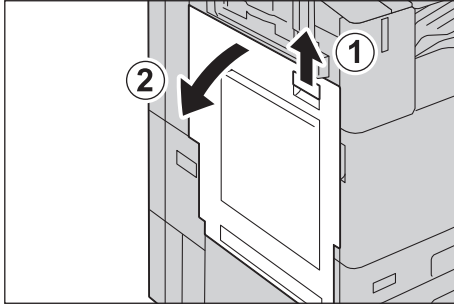
### Note

- If the paper is torn, make sure no piece of paper remains inside the device.

- 4 Return the lever A2 to the original position.
- 5 Push the center of the top left cover and close the cover gently.

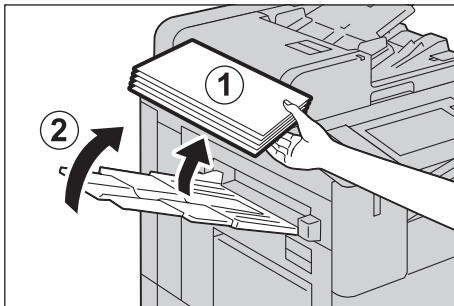
### Paper Jams in Duplex Module

- 1 While lifting up the release lever (1), gently open the top left cover (2).

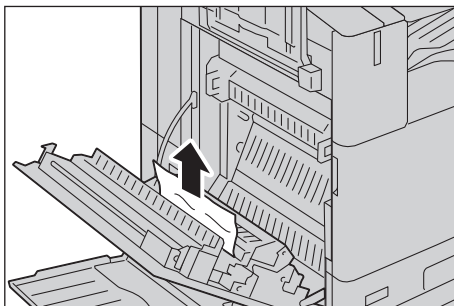


#### ■When the Side Tray is installed

Remove paper from the Side Tray (1), close the Side Tray (2), and then open the top left cover.



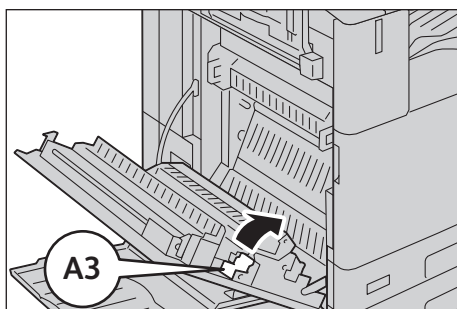
- 2 Remove the jammed paper.



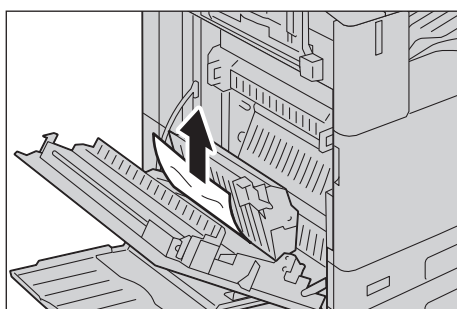
#### Note

- If the paper is torn, make sure no piece of paper remains inside the device.

- 3 If you cannot find the paper, move the lever A3 in the arrow direction to open the duplex module.



- 4 Holding the lever A3, remove the jammed paper.



**Note**

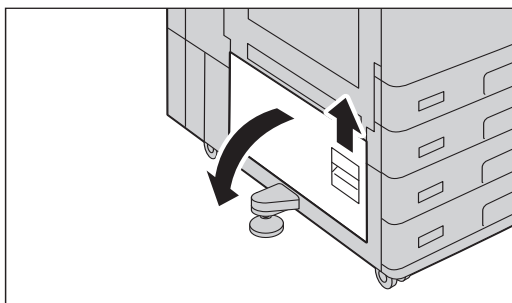
- If the paper is torn, make sure no piece of paper remains inside the device.

- 5 Return the lever A3 to the original position, and close the duplex module.
- 6 Push the center of the top left cover and close the cover gently.

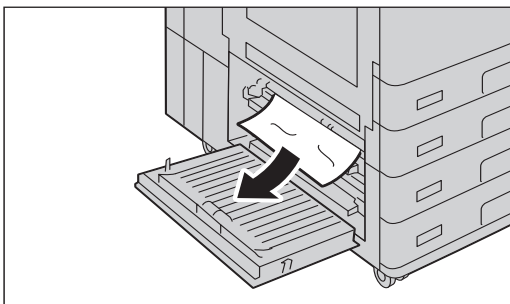
## Paper Jams in Bottom Left Cover B

The following describes how to clear paper jams occurring in the bottom left cover.

- 1 Gently open the bottom left cover while lifting up the release lever.



- 2 Remove the jammed paper.



**Note**

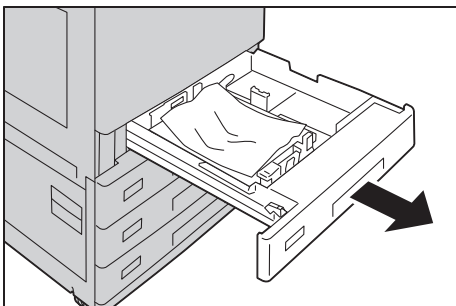
- Paper may be jammed in the hidden area on the upper position. Check inside thoroughly.
- If the paper is torn, make sure no piece of paper remains inside the device.

- 3 Close the bottom left cover gently.

## Paper Jams in Trays 1 to 4

The following describes how to clear paper jams occurring in Trays 1 to 4.

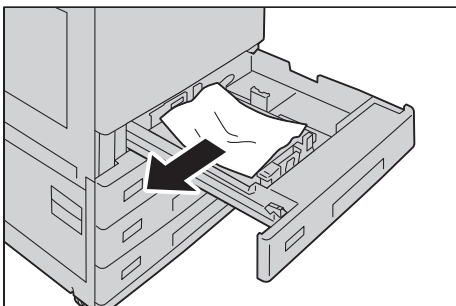
- 1 Pull out the tray where the paper jam occurred.



**Important**

- If you pull out a paper tray without checking the paper jam location, the jammed paper may be torn and the pieces may remain inside the device. This may cause device malfunctions; therefore, always check where the paper jam occurred first.

- 2 Remove the jammed paper.



**Note**

- If paper is torn, make sure no piece of paper remains inside the device.

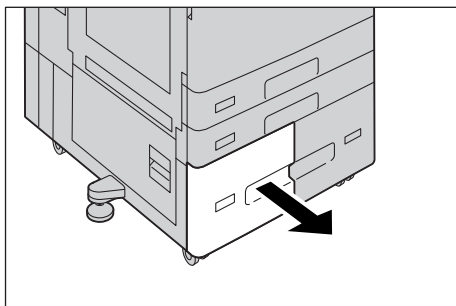


- 3 Push the tray in gently until it stops.

## Paper Jams in Tandem Tray Module

The following describes how to clear paper jams occurring in the Tandem Tray Module.

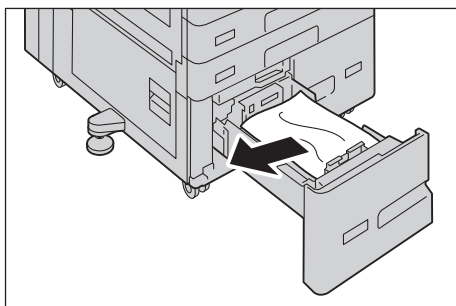
- 1 If paper is jammed in the Tray 3, pull out the Tray 3.



### Important

- If you pull out a paper tray without checking the paper jam location, the jammed paper may be torn and the pieces may remain inside the device. This may cause device malfunctions; therefore, always check where the paper jam occurred first.

- 2 Remove the jammed paper.

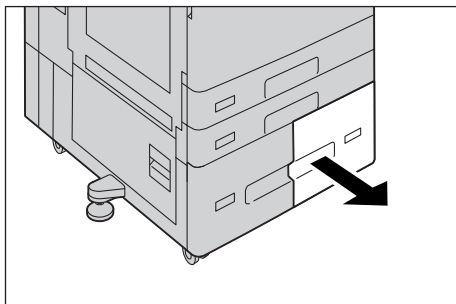


### Note

- If the paper is torn, make sure no piece of paper remains inside the device.

- 3 Push the Tray 3 in gently until it stops.

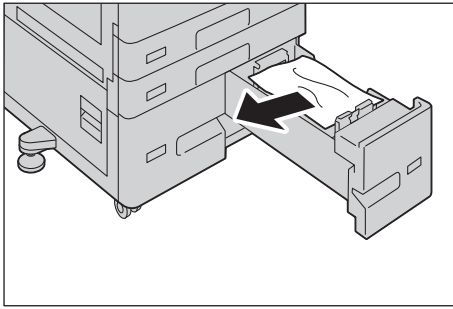
- 4 If paper is jammed in the Tray 4, pull out the Tray 4.



### Important

- If you pull out a paper tray without checking the paper jam location, the jammed paper may be torn and the pieces may remain inside the device. This may cause device malfunctions; therefore, always check where the paper jam occurred first.

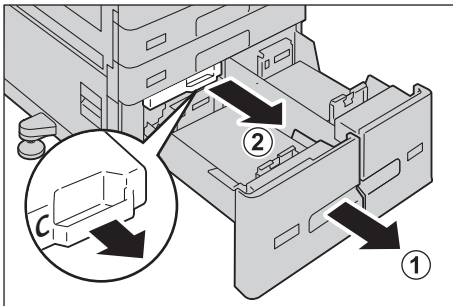
- 5 Remove the jammed paper.



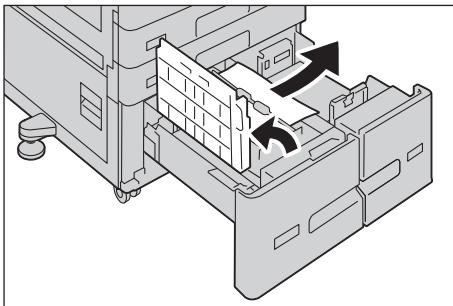
**Note**

- If the paper is torn, make sure no piece of paper remains inside the device.

- 6 If paper is jammed in the paper feed section, pull out the Tray 3, and then pull out [C].



- 7 Open the inner cover and gently remove the paper.



**Note**

- If the paper is torn, make sure no piece of paper remains inside the device.

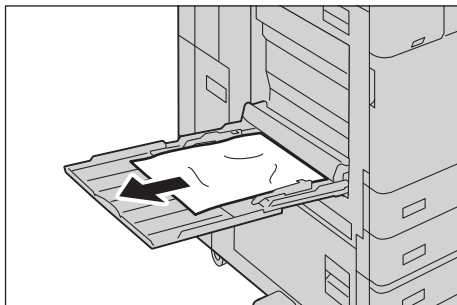
- 8 Close the inner cover and push the Tray 3 in gently until it stops.

- 9 Push the Tray 4 in gently until it stops.

## Paper Jams in Tray 5

The following describes how to clear paper jams occurring in Tray 5.

- 1 Check the back of Tray 5 (around the paper feed entrance) and remove the jammed paper.



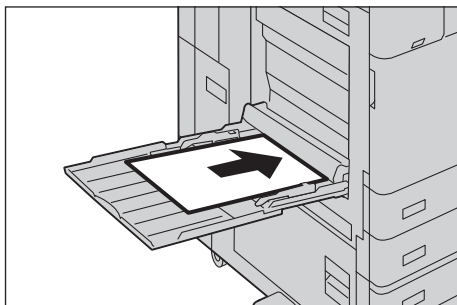
### Important

- When two or more sheets of paper are loaded, remove all of the sheets from the tray.

### Note

- If the paper is torn, make sure no piece of paper remains inside the device.

- 2 When two or more sheets of paper were loaded, jog the paper you removed making sure that all four corners are neatly aligned.
- 3 Insert the paper into the tray with the printing side facing down until its edge lightly touches against the paper feed entrance.



## Paper Jams in Tray 6 (HCF (A4 1 Tray))

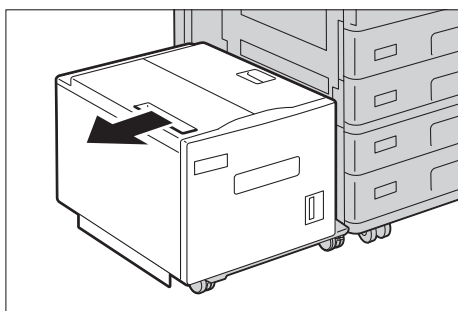
This section describes how to clear paper jams occurring in Tray 6 (HCF (A4 1 Tray)) (optional).

**Note**

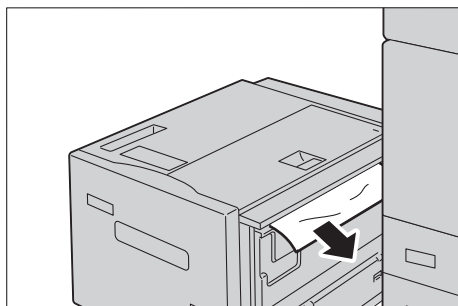
- Remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

### Paper Jams in Tray 6 Exit

- 1 Gently move the Tray 6 to the left until it stops by gripping the handle on the top left side of Tray 6.



- 2 Remove the jammed paper.



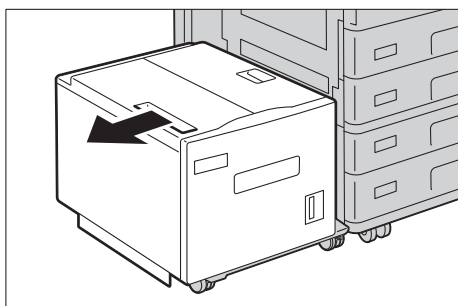
**Note**

- If the paper is torn, make sure no pieces of paper remain inside Tray 6.

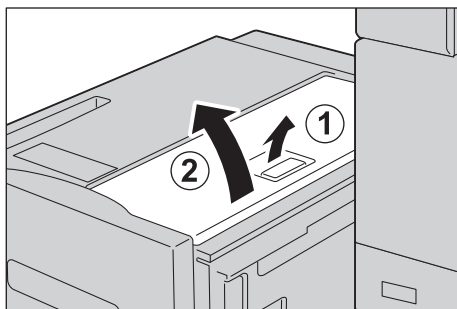
- 3 Gently put the Tray 6 back into position.

### Paper Jams in Tray 6 Top Cover

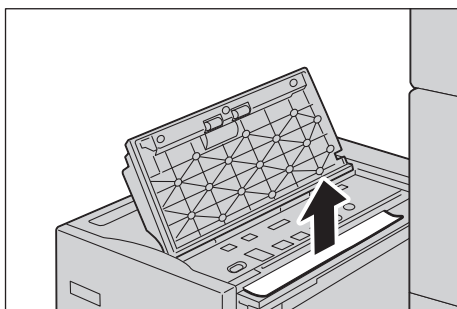
- 1 Gently move Tray 6 to the left until it stops by gripping the handle on the top left side of Tray 6.



- 2 Open the Tray 6 top cover.



- 3 Remove the jammed paper.

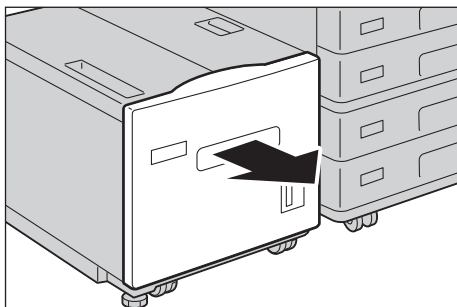
**Note**

- If the paper is torn, make sure no pieces of paper remain inside Tray 6.

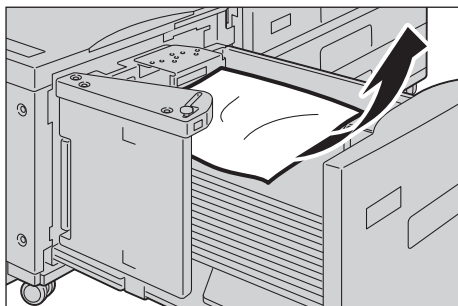
- 4 Close the top cover.
- 5 Gently put the Tray 6 back into position.

**Paper Jams in Tray 6**

- 1 Pull out Tray 6 until it stops.



- 2 Remove the jammed paper.



**Note**

- If the paper is torn, make sure no pieces of paper remain inside Tray 6.

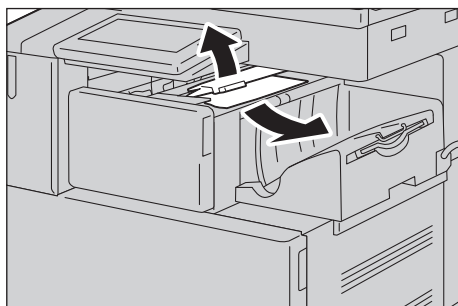
- 3 Push the tray in gently until it stops.

## Paper Jams in Finisher A2

The following describes how to clear paper jams occurring in the Finisher A2 (optional).

### Paper Jams under the Finisher Top Cover

- 1 Open the finisher top cover and remove the jammed paper.



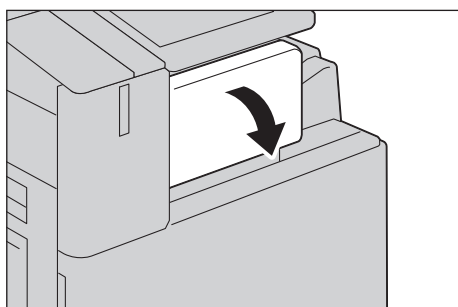
**Note**

- If the paper is torn, make sure no piece of paper remains inside the device.

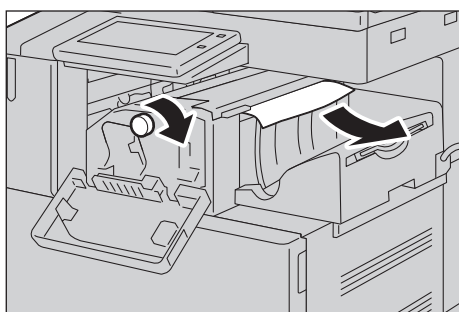
- 2 Close the finisher top cover.

### Paper Jams in the Finisher Transport

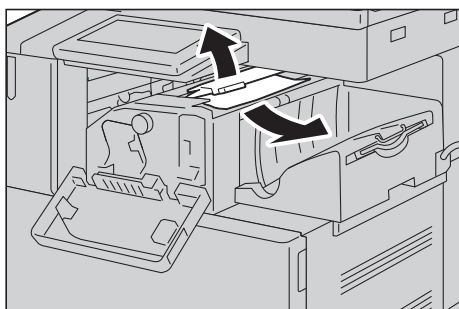
- 1 Gently open the finisher front cover.



- Turn the knob to eject the jammed paper onto the finisher tray.



- Open the finisher top cover and remove the paper.



**Note**

- If the paper is torn, make sure no piece of paper remains inside the device.

- Close the finisher top cover.

- Close the finisher front cover.

**Note**

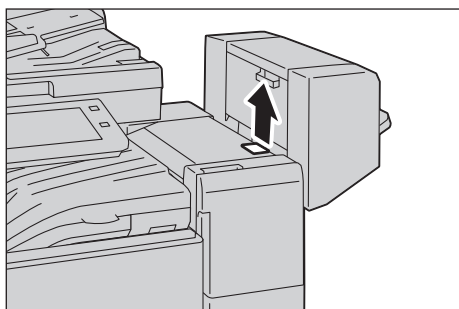
- If the finisher front cover is not closed completely, a message appears and the device will remain paused.

## Paper Jams in Finisher-B3

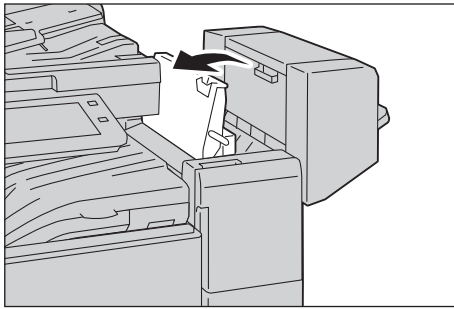
The following describes how to clear paper jams occurring in the optional Finisher-B3.

### Paper Jams under the Finisher Top Cover

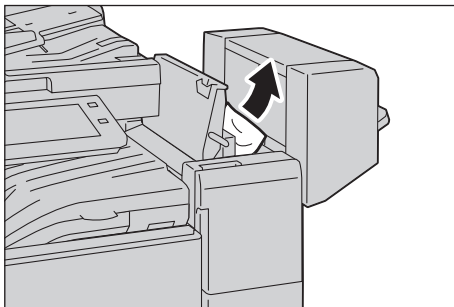
- Pull up the lever on the finisher top cover.



- 2 Open the finisher top cover.



- 3 Remove the jammed paper.



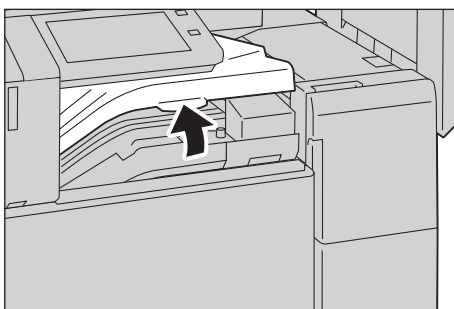
**Note**

- If the paper is torn, make sure no piece of paper remains inside the device.

- 4 Close the finisher top cover.

**Paper Jams in the Center Unit**

- 1 Lift the finisher transport cover and open.

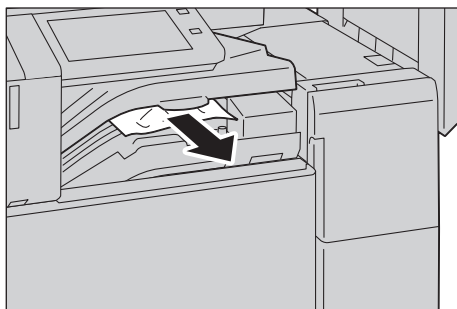


**Important**

- The finisher transport cover cannot be detached from the device.



- 2 Remove the jammed paper.



**Note**

- If the paper is torn, make sure no piece of paper remains inside the device.

- 3 Close the finisher transport cover.

## Paper Jams in C3 Finisher / C3 Finisher with Booklet Maker

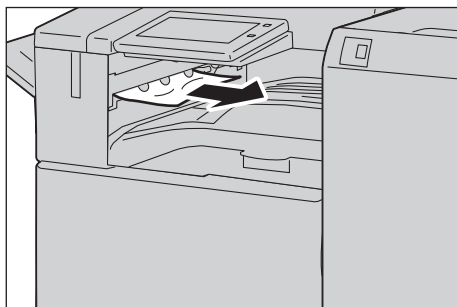
The following describes how to clear paper jams inside the finisher when the C3 Finisher (optional) or the C3 Finisher with Booklet Maker (optional) is installed.

**Note**

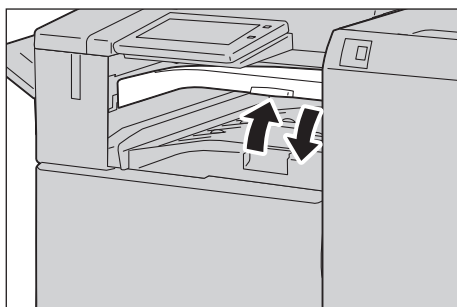
- Remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

### Paper Jams in the Center Tray

- 1 If you can see the edge of the jammed paper on the center tray, gently pull the paper to the right.

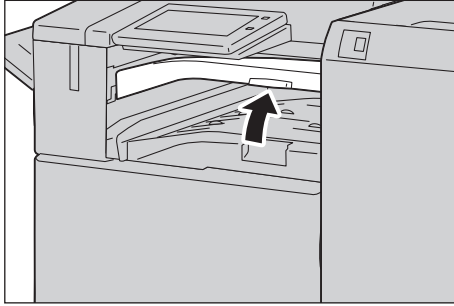


- 2 Open the top cover of the finisher transport, and then close it.

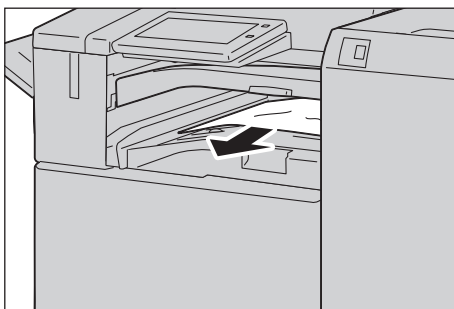


### Paper Jams in the Finisher Transport

- 1 Open the top cover of the finisher transport.



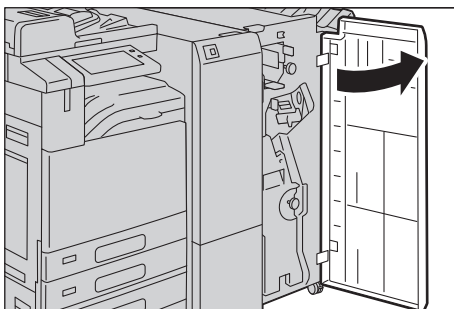
- 2 Remove the jammed paper if there is.



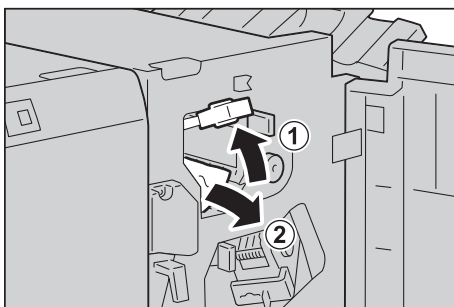
- 3 Close the top cover of the finisher transport.

### Paper Jams at the Handle [3a]

- 1 Open the finisher front door.



- 2 Move the handle [3a] upwards (1), and remove the jammed paper (2).



**Note**

- If paper is torn, check for any torn pieces of paper inside the device.

**3** Return the handle [3a] to its original position.

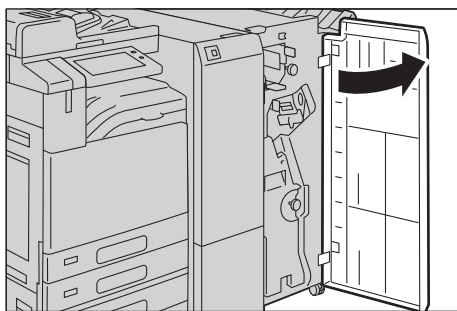
**4** Close the finisher front door.

**Note**

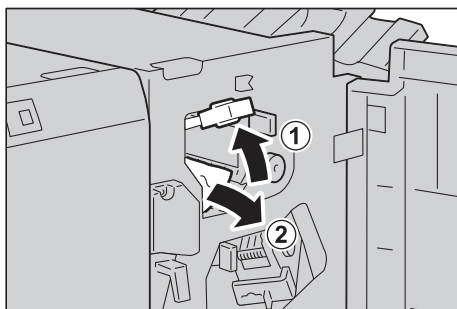
- If the finisher front door is not completely closed, a message will appear and the device remains paused.

**Paper Jams at the Handle [3a] (Using the Knob [3b])**

**1** Open the finisher front door.

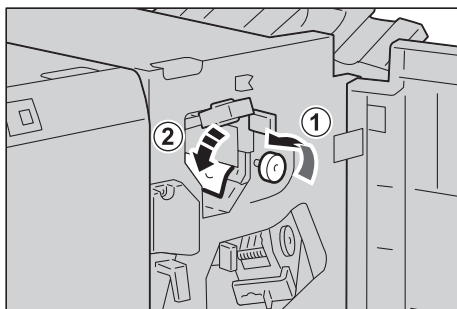


**2** Move the handle [3a] upwards (1), and remove the jammed paper (2).

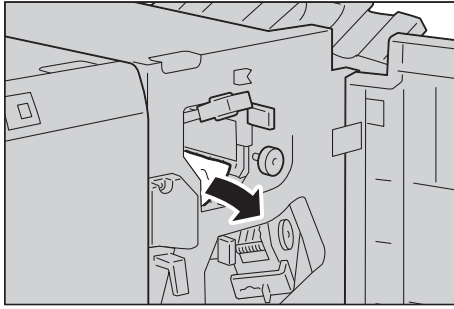
**Note**

- If paper is torn, check for any torn pieces of paper inside the device.

**3** Turn the knob [3b] to the left (1), and eject the jammed paper (2).



- 4 Gently pull the paper to remove.



**Note**

- If paper is torn, check for any torn pieces of paper inside the device.

- 5 Return the handle [3a] to its original position.

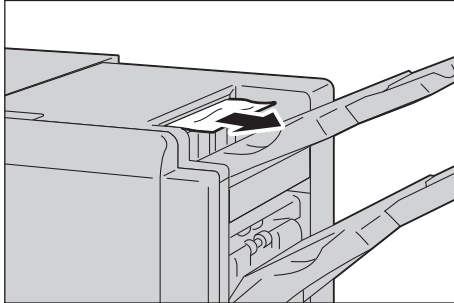
- 6 Close the finisher front door.

**Note**

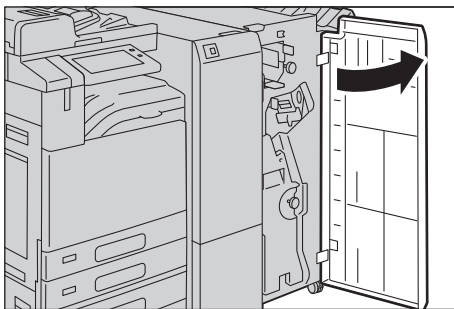
- If the finisher front door is not completely closed, a message will appear and the device remains paused.

**Paper Jams at the Handle [3c]**

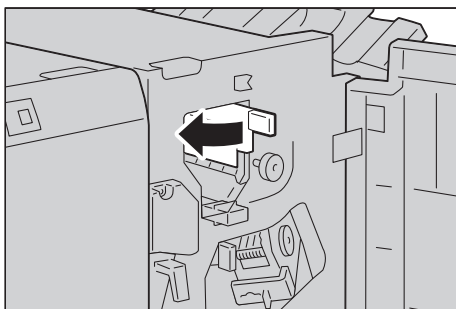
- 1 If you can see the edge of the jammed paper on the output tray, gently pull the paper straight from the exit area to remove.



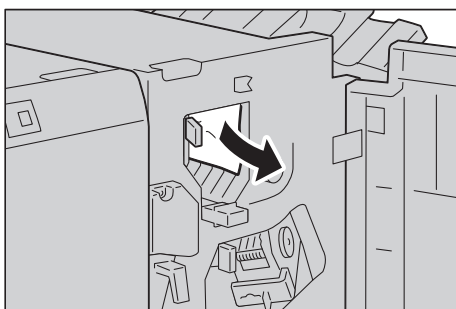
- 2 Open the finisher front door.



- 3 Move the handle [3c] to the left.



- 4 Remove the jammed paper.



**Note**

- If paper is torn, check for any torn pieces of paper inside the device.

- 5 Return the handle [3c] to its original position.

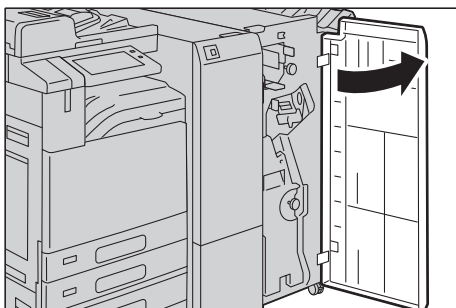
- 6 Close the finisher front door.

**Note**

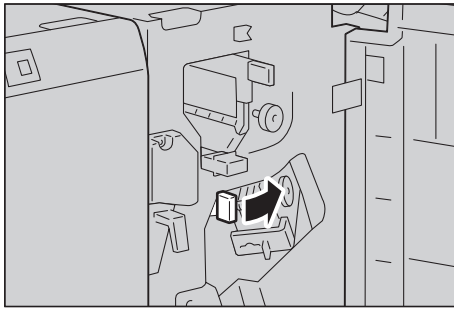
- If the finisher front door is not completely closed, a message will appear and the device remains paused.

**Paper Jams at the Handle [3d]**

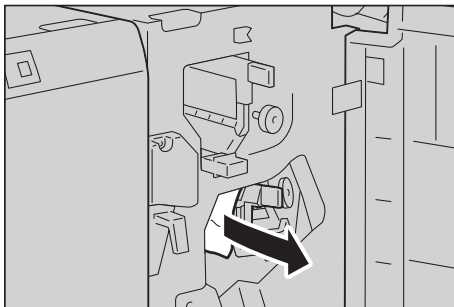
- 1 Open the finisher front door.



- 2 Move the handle [3d] to the right.



- 3 Remove the jammed paper.



**Note**

- If paper is torn, check for any torn pieces of paper inside the device.

- 4 Return the handle [3d] to its original position.

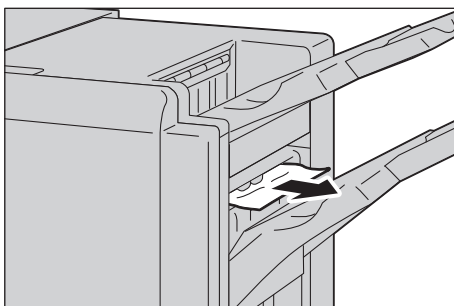
- 5 Close the finisher front door.

**Note**

- If the finisher front door is not completely closed, a message will appear and the device remains paused.

**Paper Jams at the Handle [3d] (when the paper is ejected at the output area)**

- 1 Gently pull the jammed paper to the right to remove.

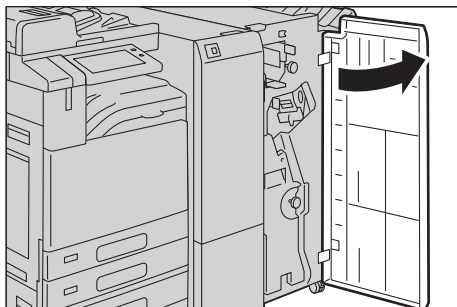


**Note**

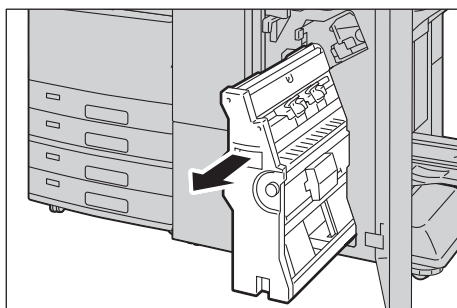
- If paper is torn, check for any torn pieces of paper inside the device.

## Paper Jams in the Booklet Unit [4] (For C3 Finisher with Booklet Maker)

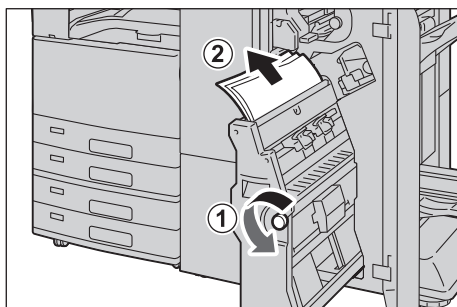
- 1 Open the finisher front door.



- 2 Pull out the booklet unit [4].



- 3 Turn the knob [4a] to the left (1), and remove all the jammed paper (2).



- 4 Return the booklet unit [4] to its original position.

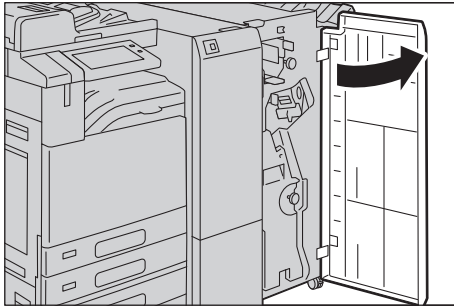
- 5 Close the finisher front door.

### Note

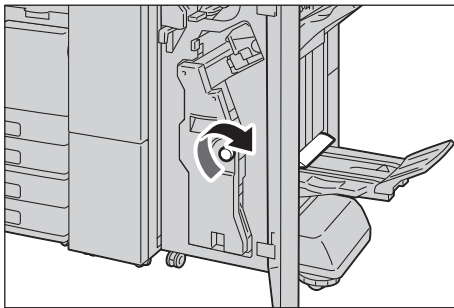
- If the finisher front door is not completely closed, a message will appear and the device remains paused.

## Paper Jams in the Booklet Tray [4a] (For C3 Finisher with Booklet Maker)

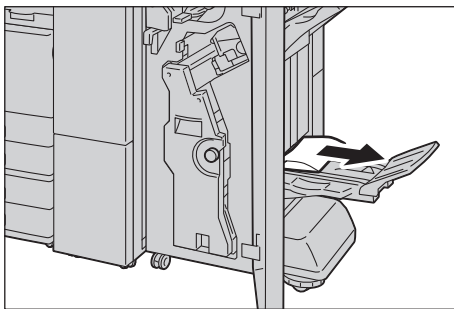
- 1 Open the finisher front door.



- 2 Turn the knob [4a] to the right to eject the jammed paper onto the booklet tray.



- 3 Remove the jammed paper.



**Note**

- If paper is torn, check for any torn pieces of paper inside the device.

- 4 Close the finisher front door.

**Note**

- If the finisher front door is not completely closed, a message will appear and the device remains paused.

## Paper Jams in the Folder Unit CD1

The following describes how to clear paper jams inside the folder unit when the Folder Unit CD1 (optional) is installed.

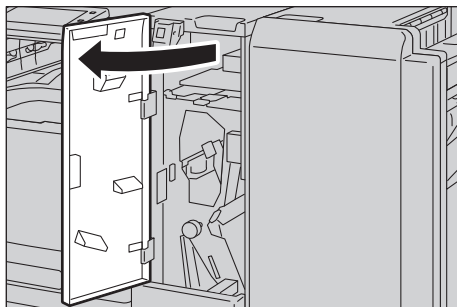
**Note**

- A remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

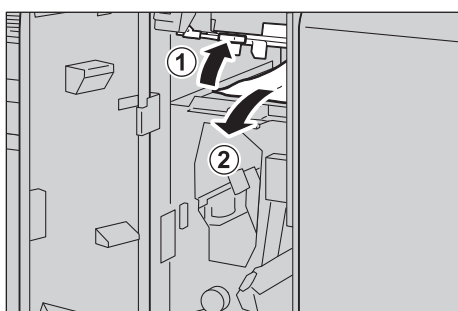


## Paper Jams at the Handle [2a]

- 1 Make sure that the device has stopped, and open the folder unit front door.



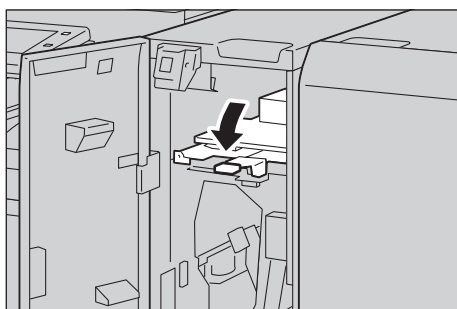
- 2 Move the handle [2a] upwards (1), and remove the jammed paper (2).



### Note

- If paper is torn, check for any torn pieces of paper inside the device.

- 3 Return the handle [2a] to its original position.



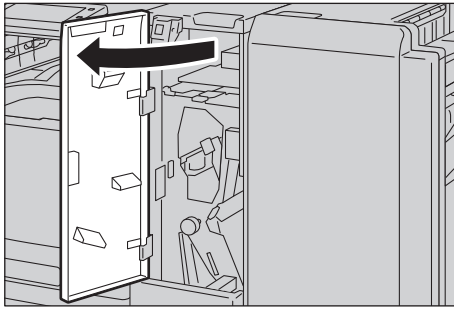
- 4 Close the door.

### Note

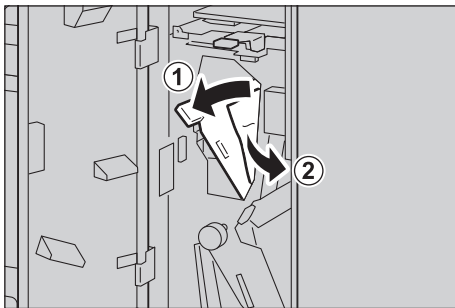
- A message will be displayed and the device will not operate if the folder unit front cover is even slightly open.

## Paper Jams at the Handle [2b]

- 1 Make sure that the device has stopped, and open the folder unit cover of the Folder Unit CD1.



- 2 Move the handle [2b] to the left (1), and remove the jammed paper (2).



**Note**

- If paper is torn, check for any torn pieces of paper inside the device.

- 3 Return the handle [2b] to its original position.



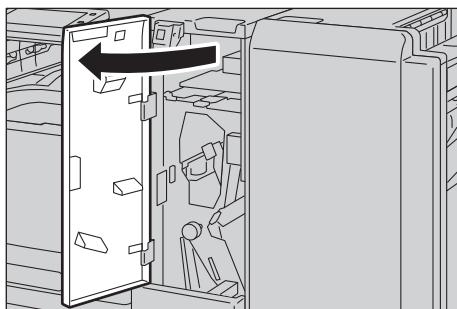
- 4 Close the folder unit cover of the Folder Unit CD1.

**Note**

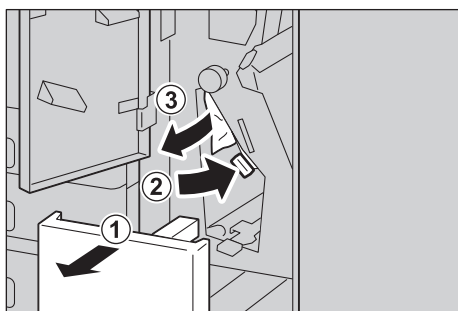
- A message will be displayed and the device will not operate if the folder unit cover of the Folder Unit CD1 is even slightly open.

## Paper Jams at the Knob [2c], the Handle [2e]/[2f], and the Tri-fold Output Tray [2d]

- 1 Make sure that the device has stopped, and open the folder unit cover of the Folder Unit CD1.



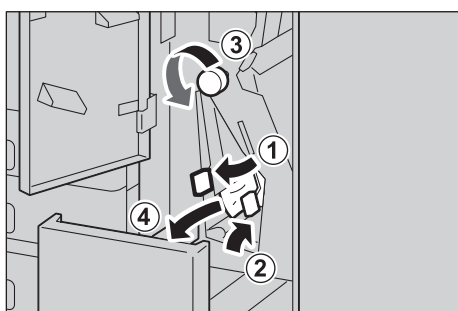
- 2 Pull out the Tri-fold output tray [2d] (1), and move the handle [2e] to the right (2). Remove the jammed paper (3).



### Note

- If paper is torn, check for any torn pieces of paper inside the device.

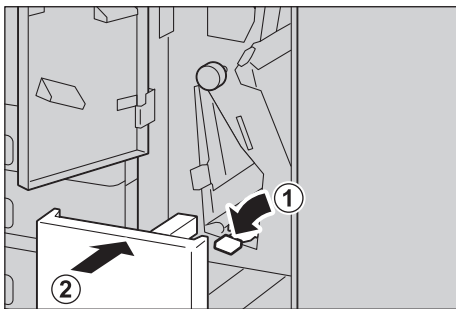
- 3 If you cannot remove the paper in step 2, return the handle [2e] to its original position (1), and move the handle [2f] (2). Turn the knob [2c] to the left (3), and then remove the jammed paper (4).



### Note

- If paper is torn, check for any torn pieces of paper inside the device.

- Return the handle opened ([2f] or [2e]) to its original position (1), and push the Tri-fold output tray [2d] in (2).



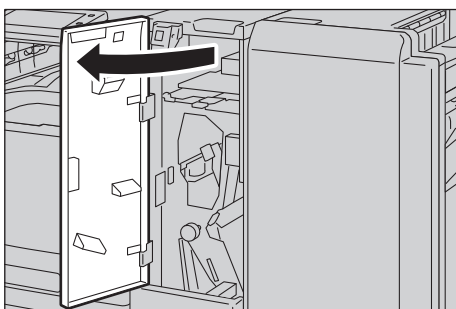
- Close the folder unit cover of the Folder Unit CD1.

**Note**

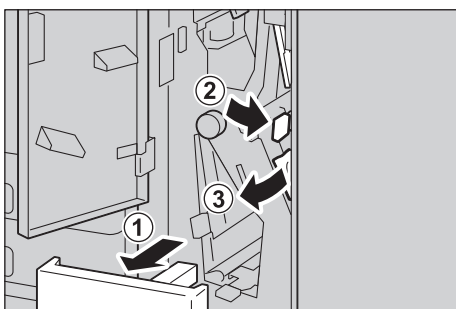
- A message will be displayed and the device will not operate if the folder unit cover of the Folder Unit CD1 is even slightly open.

**Paper Jams at the Tri-fold Output Tray [2d] and the Handle [2g]**

- Make sure that the device has stopped, and open the folder unit cover of the Folder Unit CD1.



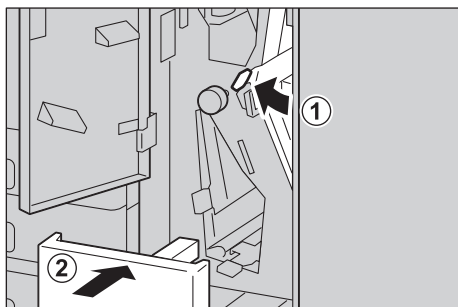
- Pull out the Tri-fold output tray [2d] (1), and move the handle [2g] to the right (2). Remove the jammed paper (3).



**Note**

- If paper is torn, check for any torn pieces of paper inside the device.

- 3** Return the handle [2g] (1), and push the Tri-fold output tray [2d] in (2).



- 4** Close the folder unit cover of the Folder Unit CD1.

**Note**

- A message will be displayed and the device will not operate if the folder unit cover of the Folder Unit CD1 is even slightly open.

# Document Jams

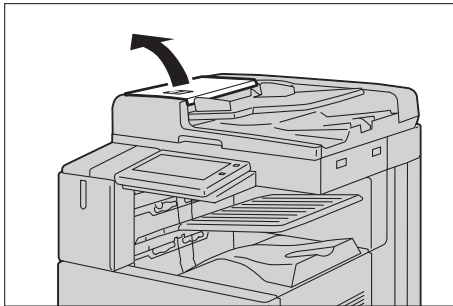
When a document jam occurred in the document feeder, the device stops and a message is displayed on the touch screen. Follow the instructions displayed to clear the document jam and then load the document in the document feeder again.

**Note**

- The instructions differ depending on which of the following two document feeders is attached.
  - Duplex Automatic Document Feeder B1-PC
  - Duplex Automatic Document Feeder C2-PC

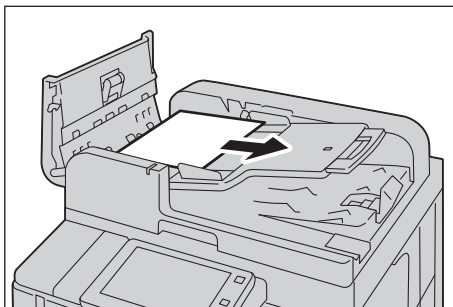
## Duplex Automatic Document Feeder B1-PC

- 1 Pull up the handle of the left cover of the document feeder, and then open the left cover until it stops.

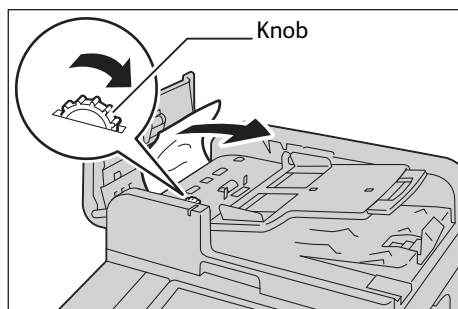
**Note**

- When you fully open the cover, it enters a fixed position. Open the cover gently.

- 2 If the document is not caught in the entry of the document feeder, pull out the document.



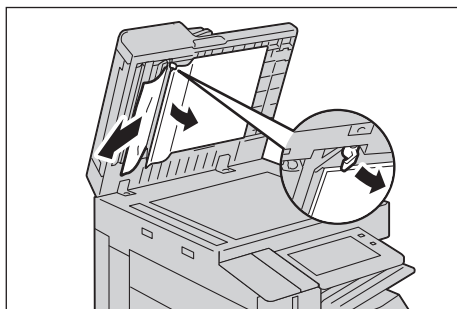
- 3 If the message on the screen instructs you to turn the knob, turn the knob to eject the document upwards.



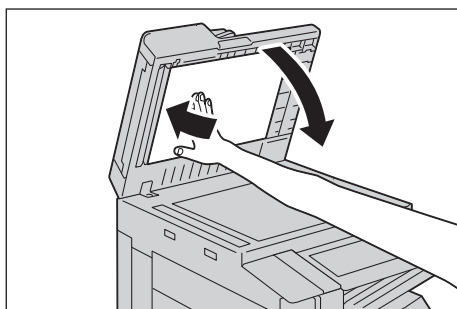
**Important**

- If the document is caught, do not pull it out forcibly. The document could be damaged.

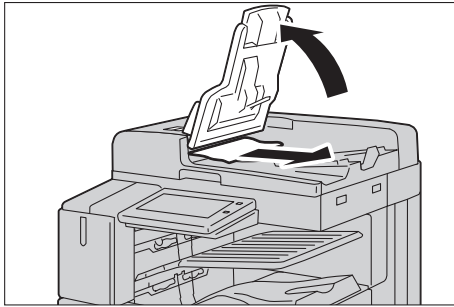
- 4 Close the left cover of the document feeder until it clicks into place, and confirm that there is no space between the near or far side of the cover and the document feeder.
- 5 If you cannot find the document, lift the document feeder gently, open the Side 2 scanner and remove the document if it is there.



- 6 Return the Side 2 scanner first, and then close the document feeder gently.



- 7 If you could not find the document in step 5, lift the document feeder tray and remove the document.



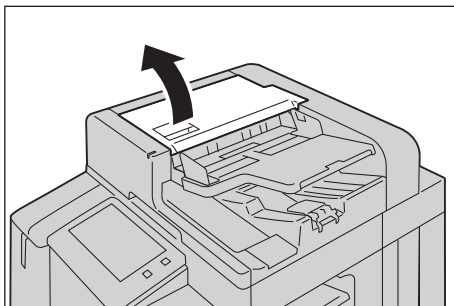
- 8 Return the document feeder tray gently.
- 9 Make sure that the document is not torn, wrinkled or folded, and then load the document again following the instructions displayed on the touch screen.

**Note**

- Torn, wrinkled or folded documents may cause document jams and damage. To scan such documents, directly place the document on the document glass.

## Duplex Automatic Document Feeder C2-PC

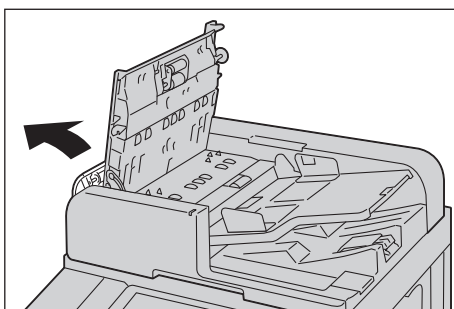
- 1 Pull up the handle of the top cover of the document feeder, and then open the top cover until it stops.



**Note**

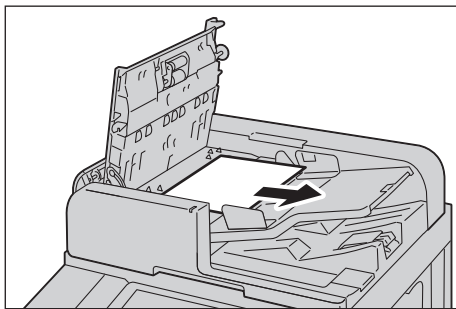
- When you fully open the cover, it enters a fixed position. Open the cover gently.

- 2 Open the left cover of the document feeder until it stops.

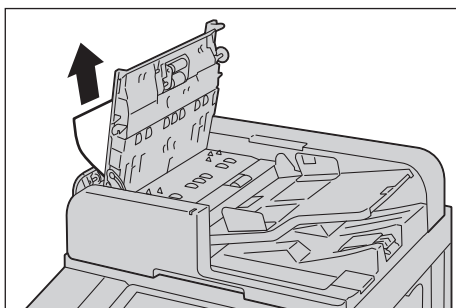


- 3 If the document is not caught in the entry of the document feeder, pull out the document.

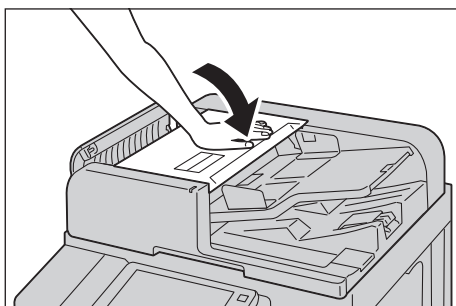




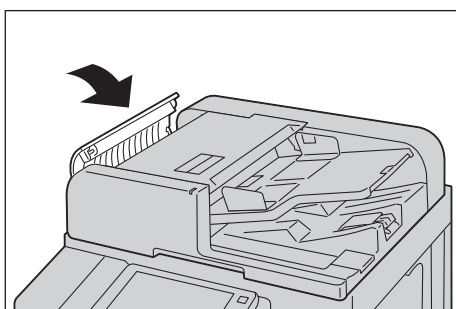
- 4** If the message on the screen indicates a paper jam in the document feeder left cover, remove the jammed document from the document feeder left cover.



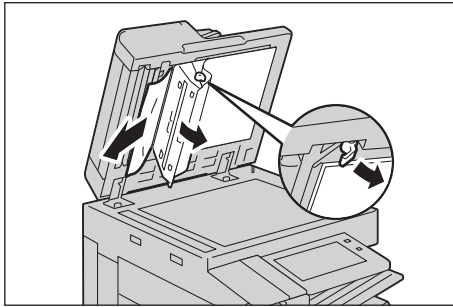
- 5** Close the top cover of the document feeder until it clicks into place, and confirm that there is no space between the near or far side of the cover and the document feeder.



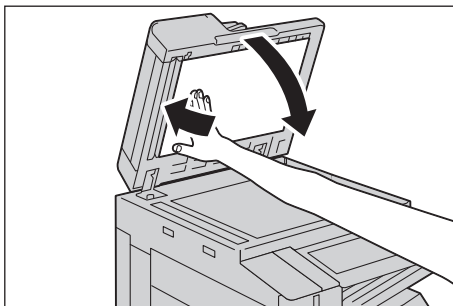
- 6** Close the left cover of the document feeder until it clicks into place.



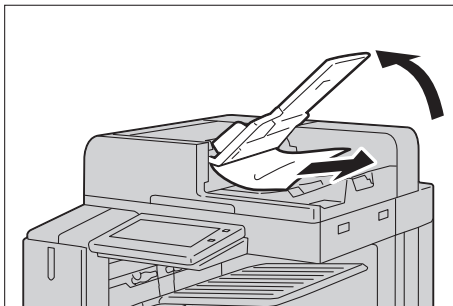
- 7 If you cannot find the document, lift the document feeder gently, open the Side 2 scanner and remove the document if it is there.



- 8 Return the Side 2 scanner first, and then close the document feeder gently.



- 9 If you could not find the document in step 7, lift the document feeder tray and remove the document.



- 10 Return the document feeder tray gently.

- 11 Make sure that the document is not torn, wrinkled or folded, and then load the document again following the instructions displayed on the touch screen.

**Note**

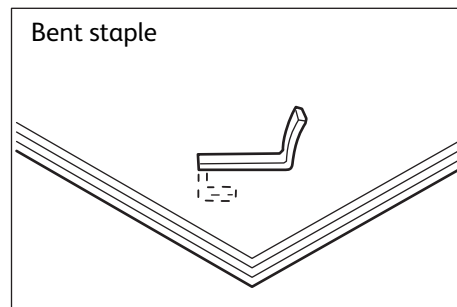
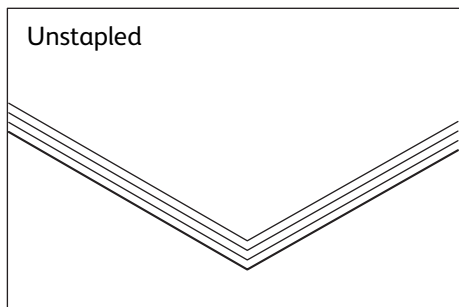
- Torn, wrinkled or folded documents may cause document jams and damage. To scan such documents, directly place the document on the document glass.

# Stapler Faults

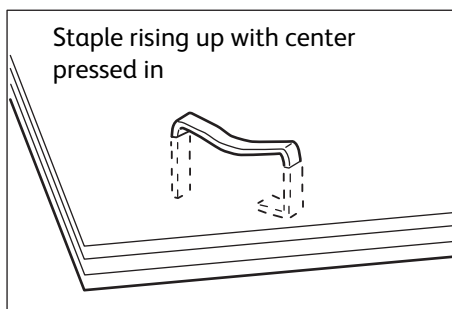
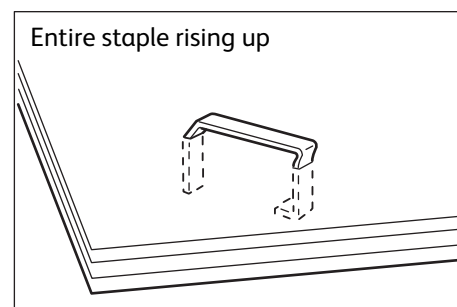
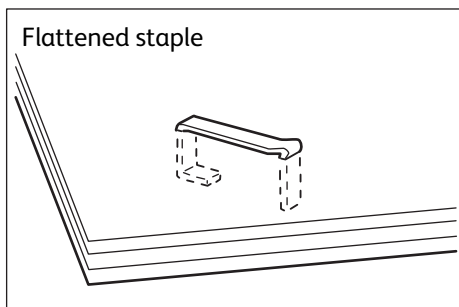
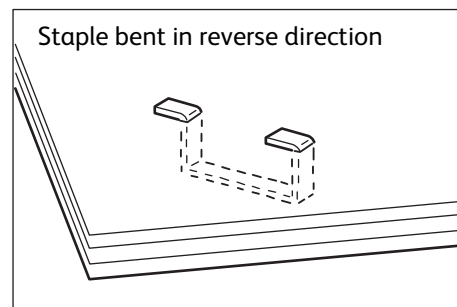
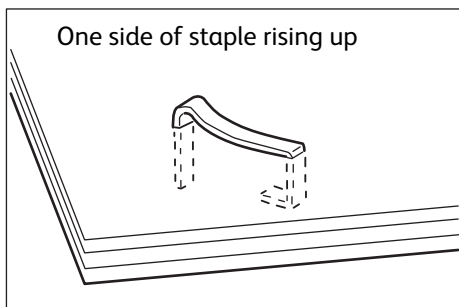
This section describes how to clear stapler troubles when the optional finisher is installed. Perform the procedures on the following pages when copies are not stapled or staples are bent. Contact our Customer Support Center if the problem persists after you have tried the following solutions.

**Important**

- Even if the sheets have been stapled together properly, staples may rise up depending on the way you handle the sheets.



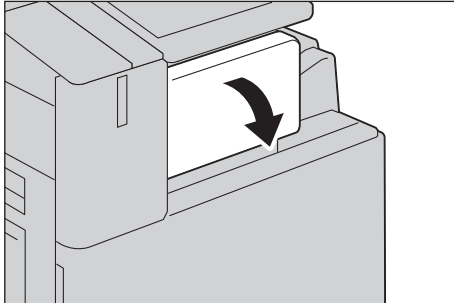
If copies are stapled as shown in the figures below, contact our Customer Support Center.



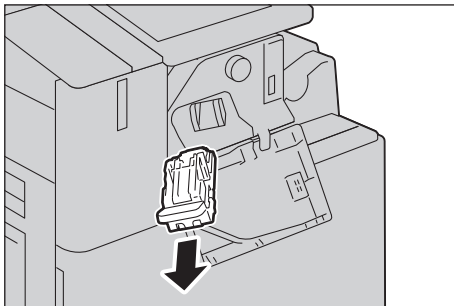
## Staple Jams in Staple Cartridge (for Finisher A2)

This section describes how to clear staple jam occurred in the staple cartridge of the Finisher A2 (optional).

- 1 Make sure that the device is not operating, and gently open the finisher front cover.



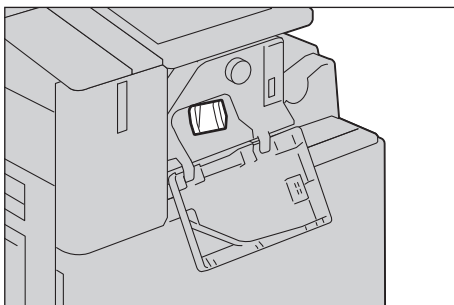
- 2 Take the staple cartridge out of the device.



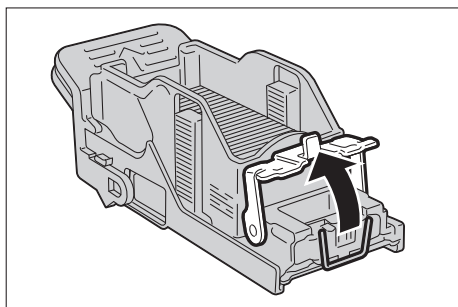
**Note**

- The staple cartridge is firmly inserted. A slight force is required to pull the cartridge out of the finisher.

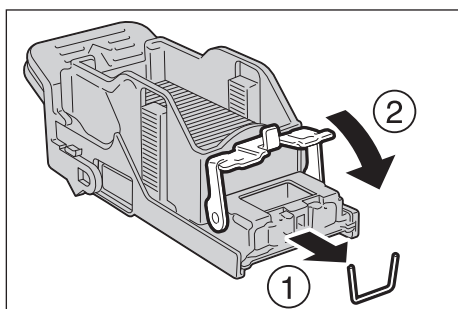
- 3 After you take out the staple cartridge, check inside of the finisher for any remaining staples. Remove any staples remaining inside.



- 4 Pull up the metal part of the staple cartridge as shown in the illustration.



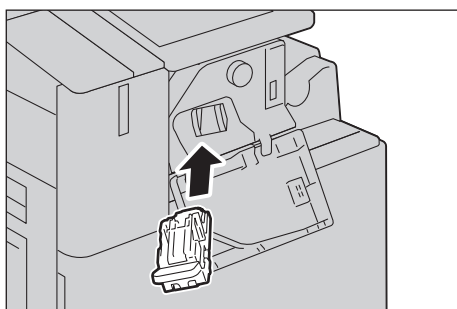
- 5 Remove the jammed staples (1), and then return the metal part pulled up in step 4 to the original position (2).



**⚠ CAUTION**

**Be careful in removing jammed staples.**

- 6 Push the staple cartridge into the device until it clicks into place.



- 7 Close the finisher front cover.

**Note**

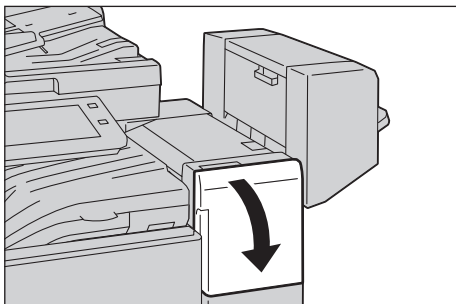
- If the finisher front cover is not completely closed, a message will appear and the device remains paused.

If you cannot remove jammed staples even after you perform the above procedure, contact our Customer Support Center.

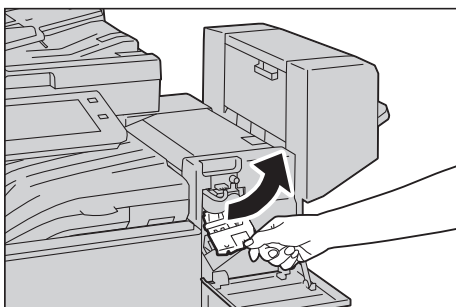
## Staple Jams in Staple Cartridge (for Finisher-B3)

This section describes how to clear staple jam occurred in the staple cartridge of the optional Finisher-B3.

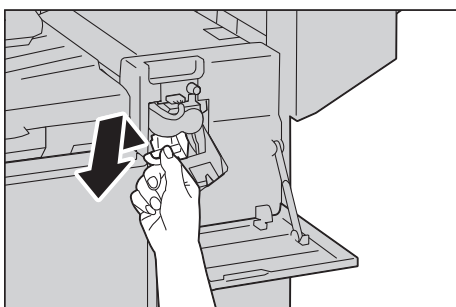
- 1 Make sure that the device is not operating, and open the finisher front cover.



- 2 Grasp the tab of the staple cartridge holder and pull out the holder to the right, towards you.



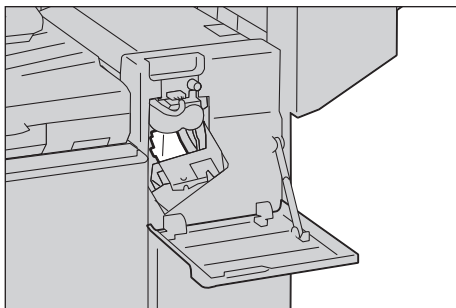
- 3 Move up the staple cartridge holder, and then take it out of the finisher.



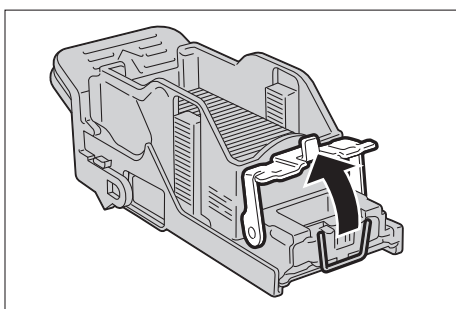
**Note**

- The staple cartridge holder is firmly inserted. A slight force is required to pull the holder out of the finisher.

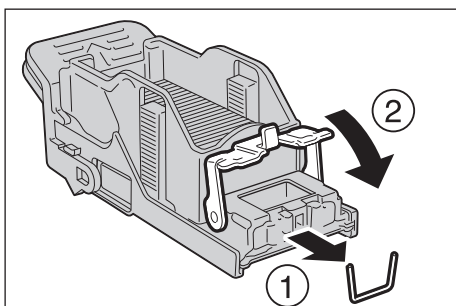
- 4 After you take out the staple cartridge, check inside of the finisher for any remaining staples.



- 5 Pull up the metal part of the staple cartridge as shown in the illustration.



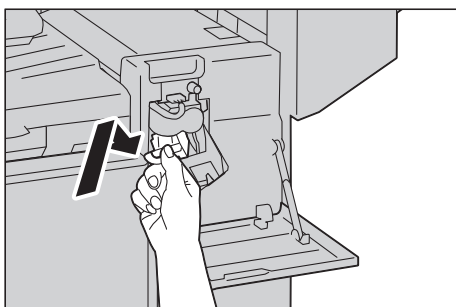
- 6 Remove the jammed staples (1), and then return the metal part pulled up in step 5 to the original position (2).



**⚠ CAUTION**

- Be careful in removing jammed staples.

- 7 Push the staple cartridge holder into the finisher until it clicks into place.



- 8 Close the finisher front cover.

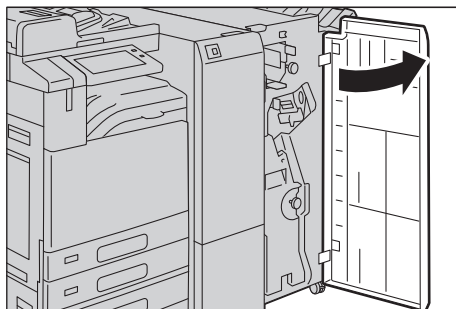
**Note**

- If the cover is not completely closed, a message appears and the device will remain paused.

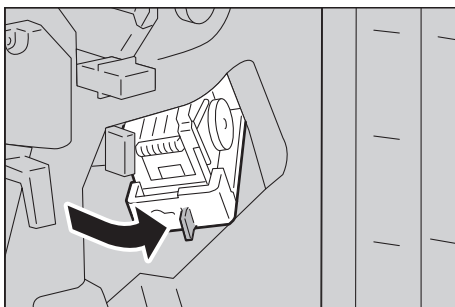
## Staple Jams in Staple Cartridge (for C3 Finisher and C3 Finisher with Booklet Maker)

This section describes how to clear staple jam occurred in the staple cartridge of the C3 Finisher (optional) and the C3 Finisher with Booklet Maker (optional).

- 1 Make sure that the device is not operating, and open the finisher front door.



- 2 With grasping the lever [R1] of the staple cartridge holder, pull out the holder to the right, towards you.



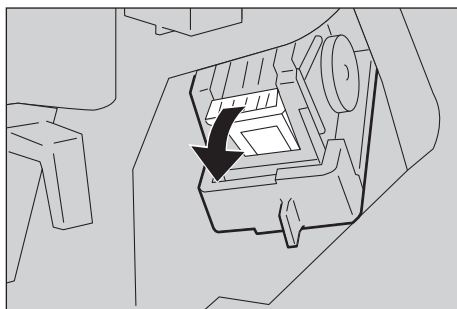
- 3 With grasping the orange lever, pull out the staple cartridge.



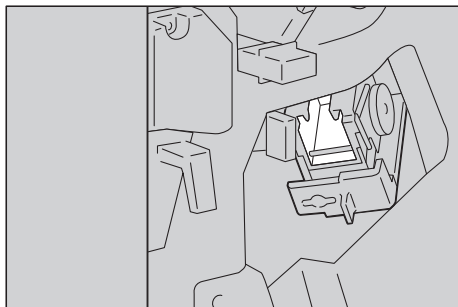
**Note**

- The staple cartridge is firmly inserted. A slight force is required to pull the cartridge out of the finisher.
- When the C3 Finisher Staple Unit 65 Sheets is installed, pull down the orange lever, and pull out the staple cartridge.

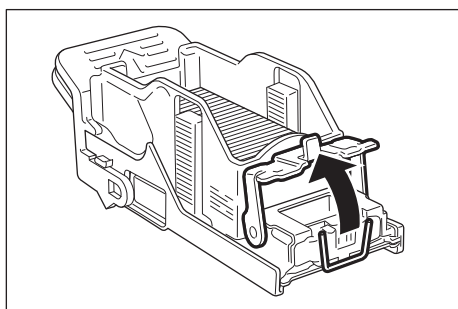




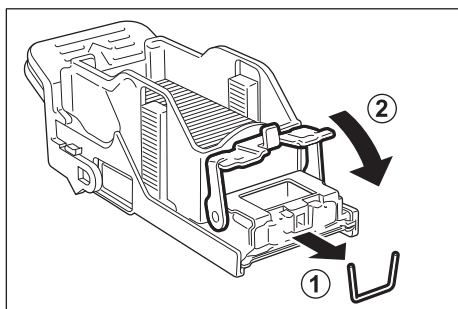
4 After removing the staple cartridge, check inside of the finisher for any remaining staples.



5 Pull up the metal part of the staple cartridge as shown in the illustration.



6 Remove the jammed staples (1), and then return the metal part pulled up in step 5 to the original position (2).



**⚠ CAUTION**  
**Be careful in removing jammed staples.**

- 7 With grasping the orange lever of the staple cartridge, push the staple cartridge into its original position until it clicks into place.



- 8 Close the finisher front door.

**Note**

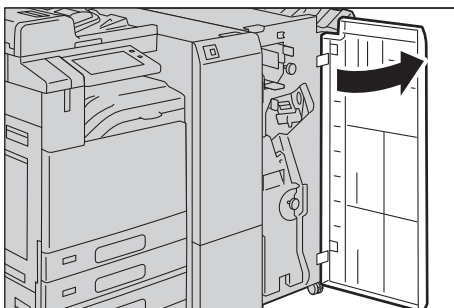
- If the finisher front door is not completely closed, a message will appear and the device remains paused.

If you cannot remove jammed staples even after you perform the above procedure, contact our Customer Support Center.

## Booklet Staple Jams in Booklet Staple Cartridge (for C3 Finisher with Booklet Maker)

This section describes how to clear staple jam occurred in the booklet staple cartridge of the C3 Finisher with Booklet Maker (optional).

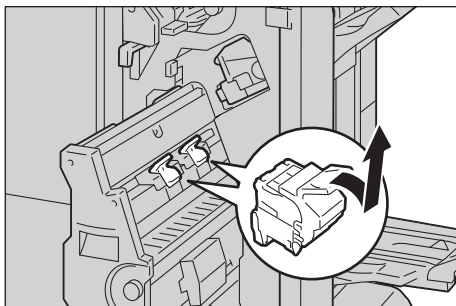
- 1 Make sure that the device is not operating, and open the finisher front door.



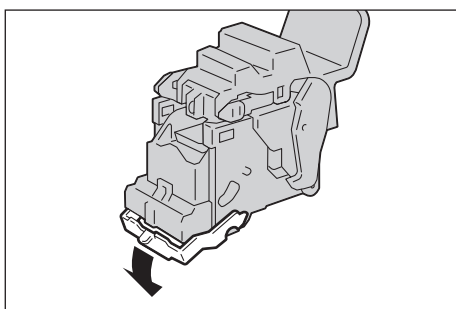
- 2 Pull out the booklet unit.



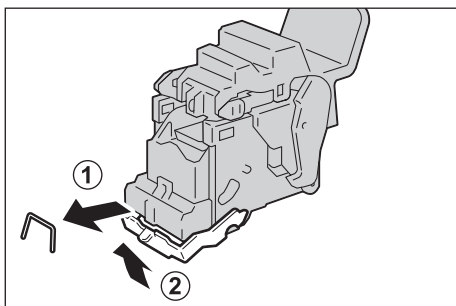
- 3 With grasping the lever of the booklet staple cartridge, push the booklet staple cartridge downward. Then, pull out the booklet staple cartridge upwards.



- 4 Push down the metal part of the staple cartridge.



- 5 Remove the jammed staples (1), and return the metal part pushed down in step 4 to its original position (2).



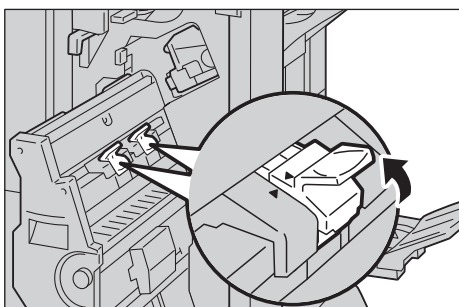
**⚠ CAUTION**

**Be careful in removing jammed staples.**

- 6 Return the booklet staple cartridge to its original position.



- 7 Slightly push the booklet staple cartridge upwards, and make sure that it clicks into place.



**Note**

- Return the booklet staple cartridge until (▶) of the booklet staple cartridge is fitted in (◀) of the booklet unit.

- 8 Return the booklet unit to its original position.



- 9 Close the finisher front door.

**Note**

- If the door is not closed completely, a message appears and the device will remain paused.



If you cannot remove jammed staples even after you perform the above procedure, contact our Customer Support Center.

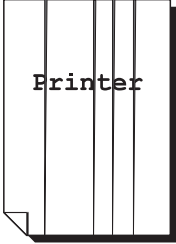
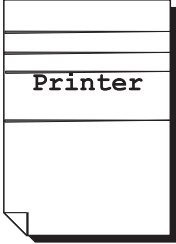
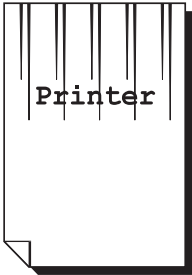
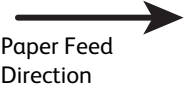
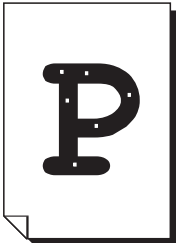
# Image Quality Trouble




If the image quality of printed documents is poor, identify the symptom in the following table to perform the remedy.

If image quality does not improve even after performing the remedy, contact our Customer Support Center.



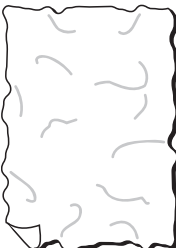

Symptom	Cause	Remedy
The copy is dirty.	Is the document glass or the document cover dirty?	Clean the document glass and the document cover.
	Is the document a transparent type such as a transparency film?	If the document is transparent, dirt on the document cover will be copied. Place a white sheet of paper on top of the document when copying.
	Is the document colored, rough, or a blueprint?	Adjust the copy density or image quality.
	Is the document glossy printing paper?	Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied, soiling the image. Place a transparency film under the document when copying.
The copy has black lines.	Is the constant velocity transport glass on the document feeder dirty?	Clean the constant velocity transport glass.
The copy is too dark.	Is the copy density set to [Darken]?	Adjust the copy density.
The copy is too light.	Is the document faint?	
	Is the copy density set to [Lighten]?	
The copy is slightly misaligned.	Are the paper edges aligned and the leading edge adjusted to the tray corners?	Align the paper edges, adjust them to the tray's top corners, and reload the paper.
The copy is misaligned or skewed.	Is the document loaded correctly?	Load the document correctly. <b>Reference</b> • Refer to "Loading Documents" (P.82).
	Is the paper loaded correctly in the tray?	Load the paper correctly.
	Are the paper guides of Tray 5 correctly aligned to the paper?	Load the paper correctly and align the document guides to the document edges. <b>Reference</b> • Refer to "Loading Paper in Tray 5 (Bypass)" (P.71).
	Are the document guides on the document feeder set in the correct positions?	Load the document correctly, and align the document guides to the document edges. <b>Reference</b> • Refer to "Loading Documents" (P.82).
	Is the paper tray inserted correctly?	Firmly push in the tray until it stops to insert it properly.



Symptom	Cause	Remedy
Part of the image is missing on the copy.	Is the paper damp?	If the paper is damp, the copy image may be partially missing or unclear. Replace the paper with a new one.
	Is folded or wrinkled paper included in the tray?	Remove the unsuitable paper or replace all of the paper with a new one.
	Is the document pasted or folded?	The pasted or folded section may not be laying flat on the document glass. Place a stack of white sheets on top of the document to flatten the document against the document glass.
The copy has a stripe pattern.	Is the enlargement ratio too large?	Vertical stripes may be printed on the copies depending on the ratio. Adjust the ratio to eliminate the stripes.
Color shift of color copies is poor, resulting in unsatisfactory image quality.	Is the color calibration incorrect?	Execute auto calibration.  <b>Reference</b> • Refer to "Executing Combined Calibration" (P.134).
	Is the device set where it is exposed to direct sunlight?	If the document glass is exposed to strong light when you turn the device on or cancel the Power Saver mode, color shift may occur. Close the document cover and turn the device on, and when the device becomes ready to copy or print, turn the device off and then on one more time.
Printing is faint. (smudged, unclear)  	The paper is damp.	Replace the paper with new one.
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
	There is no toner left in the toner cartridge.	Replace the toner cartridge with a new one.  <b>Reference</b> • Refer to "Replacing Toner Cartridge" (P.110).
Black dots are printed.  	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.

Symptom	Cause	Remedy
Black or colored lines are printed.  	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
	The device interior (LED printhead) is dirty.	Clean the device interior.
	The constant velocity transport glass on the document feeder is dirty.	Clean the constant velocity transport glass.
Dirt appears at equal intervals.  	The paper path is dirty.	Print a few pages to remove the dirt.
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
White dots appear in black filled areas. 	The paper is unsuitable.	Load suitable paper.
	The transfer output value is unsuitable for the paper.	Adjust the transfer output value on the [Adjust Image Transfer] screen in [Tools] > [System Settings] > [Common Service Settings] > [Maintenance].

Symptom	Cause	Remedy
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
Printed toner smudges when rubbed with your finger. Toner is not fused. The paper is soiled with toner.  	The paper is damp.	Replace the paper with a new one.
	The paper is unsuitable.	Load suitable paper.
The entire paper area is printed black.  	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
	High-voltage power supply may have malfunctioned.	Contact our Customer Support Center.
Nothing is printed.  	Two or more sheets of paper are being fed simultaneously (double-feed).	Fan the paper well and load it again.
	No toner remains in the toner cartridge.	Replace the toner cartridge with a new one.  <b>Reference</b> • Refer to "Replacing Toner Cartridge" (P.110).
	Power supply or high-voltage power supply may have malfunctioned.	Contact our Customer Support Center.



Symptom	Cause	Remedy
White areas or white or colored stripes appear. 	The paper is damp.	Replace the paper with a new one.
	The paper is unsuitable.	Load suitable paper.
White areas or white or colored stripes appear.	The device interior (LED printheads) may be soiled.	Clean the device interior.
The entire output is faint. 	Two or more sheets may be fed simultaneously.	Fan the paper well and load it again.
	When Tray 5 is used, the size and type of the loaded paper are different from the settings on the print driver.	Load paper of the correct type and size into Tray 5. <b>Reference</b> • Refer to "Loading Paper in Tray 5 (Bypass)" (P.71).
Paper becomes wrinkled. 	The paper is unsuitable.	Replace the paper with a new one.
	Paper has been added to the paper loaded.	
	The paper is damp.	
Text is blurred. 	The paper is unsuitable.	Replace the paper with new one.
	Paper has been added to the paper loaded.	
	The paper is damp.	

Symptom	Cause	Remedy
<p>White or color patches appear vertically.</p>  <p>Paper Feed Direction</p>	<p>The drum cartridge has deteriorated or is damaged.</p>	<p>Replace the drum cartridge with a new one.</p>
<p>White or color patches appear vertically.</p>	<p>No toner remains in the toner cartridge.</p>	<p>Replace the toner cartridge with a new one.</p> <p><b>Reference</b></p> <ul style="list-style-type: none"> <li>• Refer to "Replacing Toner Cartridge" (P.110).</li> </ul>
<p>Text or images are printed at an angle.</p> 	<p>The paper guides in the paper tray are not set in the correct positions.</p>	<p>Adjust the horizontal and vertical paper guides to the correct positions.</p>

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## Maintenance, Operation, and Services

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For details on maintenance, operation, and services (coverage, period, charge, etc), please contact Fuji Xerox Customer Support Center.

**ApeosPort-VII C7773/C6673/C5573/C4473/C3373/C3372/C2273**  
**DocuCentre-VII C7773/C6673/C5573/C4473/C3373/C3372/C2273**  
**Quick Reference for English-Speaking Users**

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