

3.2 Unpack

After unloading and moving, remove the Printer from the box and check the contents.

3.2.1 Unpacking procedure

1

Remove the packing list on the left side of the Printer box.

Use the packing list to check the packaged items as described in (1) of **3.2.2 Unpacking post-check**.

2

With a cutter, cut the four plastic bands on the Printer box and accessories box.

3

Unload the accessories box.

4



Raise and remove the top panel and sleeve.

5



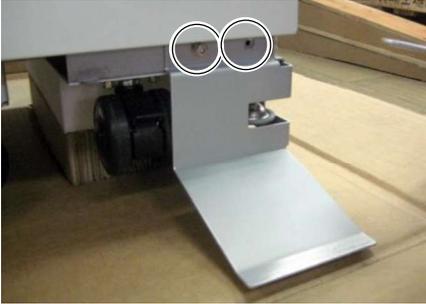
With a cutter, cut the tape at the four positions on the corners of the pallet.



6



Remove the side pads on the right and left.

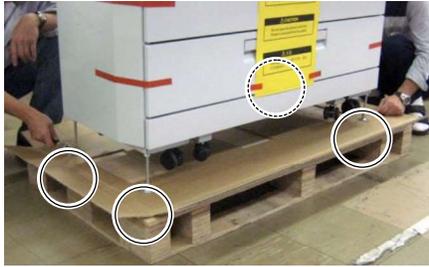
<p>7</p> 	<p>Remove the Printer wrapping bag.</p>
<p>8 Front side of the Printer</p>  <p>Rear side of the Printer</p> 	<p>Remove the four brackets with four screws each.</p>
<p>9 Bracket for the rear of the Printer</p> 	<p>Lower the adjustable leveling feet.</p>

10



Remove the three pedestals.

11



Raise the adjustable leveling feet.

12



Set ramps as the left photo shows. Then slowly move the Printer over the ramps.

Caution

Do not open the roll paper drawers until the Printer is unloaded from the pallet.

3.2.2 Unpacking post-check

After unpacking and cleaning up the unneeded packing and waste material, check the following.

(1) Check packaged items

With the packing list, check the items removed during unpacking, and ensure that no item is missing. If any item is missing, contact a service representative.

(2) Check damaged items

Check that no item has been damaged during transport.
If any item is damaged, contact a service representative.

3.3 Move to the final position

After unpacking, when you move the Printer to another position, use a dolly or the Printer's casters.

Release the locks on the four casters and slowly push the Printer to move it.



Do not move the Printer over an uneven surface, which may damage the casters.

If the floor is uneven, lay a flat board on the floor or move the Printer with a dolly.

When moving the printer to a location not accessible using a dolly or the casters, repack the printer in its original package before moving it.

3.4 Hardware installation

After moving the Printer to the final position specified by the user, perform the following procedure to install the Printer. Before starting work, refer to the sections required to meet the specifications of the user site.

Cautions

Before supplying toner, be sure to turn on the Printer power.

3.4.1 Locate the Printer

After placing the Printer at the final position, lock all four casters of the Printer.



3.4.2 Adjusting leveling feet

Adjust the height of the four leveling feet with the procedure below.



<p>1</p>		<p>Turn the nuts to lower the four adjustable leveling feet until the four casters are about 1 mm off the floor. If the floor is carpeted, adjust to a height so the casters can just barely be turned by hand.</p> <p>Caution Do not lift the printer unless absolutely necessary.</p>
<p>2</p>		<p>After adjusting all four positions, tighten each nut to secure the adjustable leveling feet.</p>

3.4.3 Remove any shock absorption materials and stabilizers

1



Remove the packing tape.

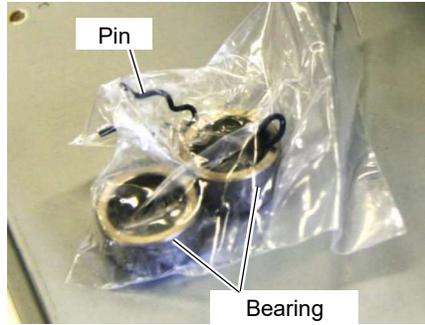


2



Remove the flanges below.
Drawer for rolls 1: Two flanges
Drawer for rolls 2: Two flanges

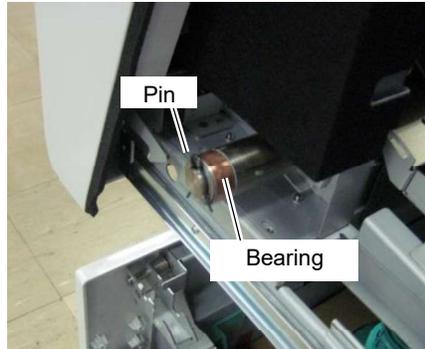
3



Open the fuser unit drawer. Then install the bearings and pins on the fuser unit roller's right and left.

The bearings and pins are supplied in the drawer for rolls 1.

Do not wipe the grease on the bearings.



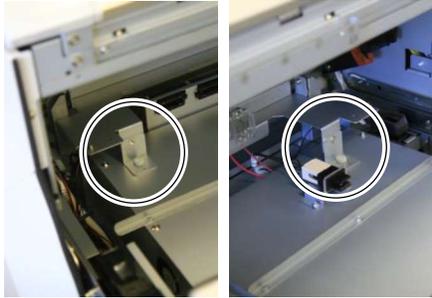
4



Turn the external knobs to open the process cartridge drawer.

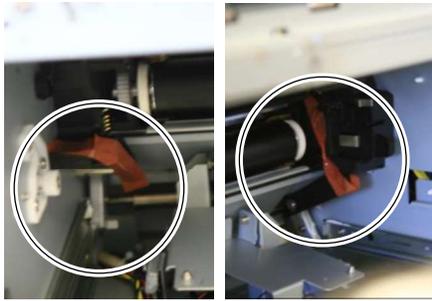


5



Remove the right and left L-shaped metal plates with one screw and one knob for each.

6



Remove the orange tapes fixing the levers to position the transfer/detack corotron. Note that the levers are fixed with the tape at the right and left part in the Printer.

7



For the Multifunction Printer Model only

Open the scanner cover and remove the tape and roller protective film.



Roller protective film

3.4.4 Remove the panel protective sheet

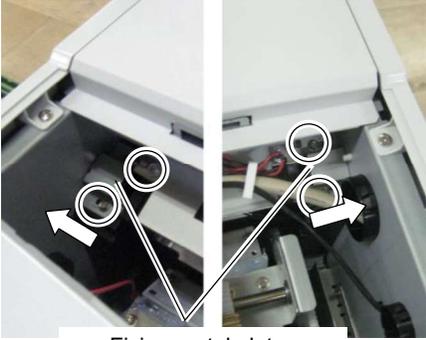
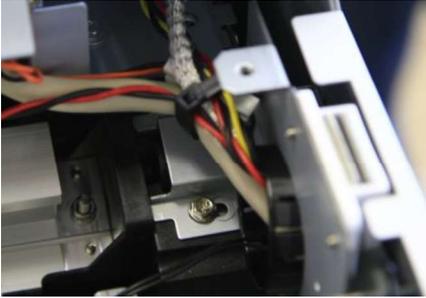
1



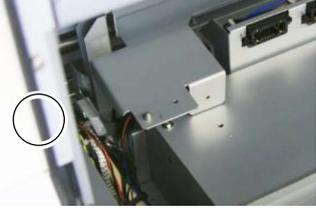
Remove the protective sheet attached to the surface of the panel.

3.4.5 Release the LED head and developer unit

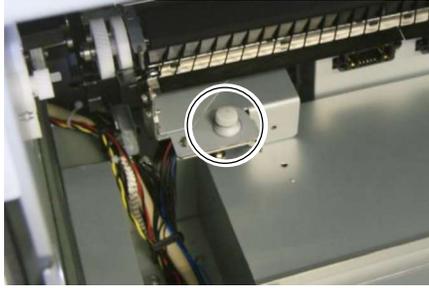
<p>1</p> 	<p>Open the toner cover and remove the dummy toner cartridge.</p>
<p>2</p> 	<p>Remove the top cover with four screws.</p> <p>Caution</p> <p>Before removing the top cover, slightly raise its rear.</p>

<p>3</p>	 <p>Fixing metal plates</p>	<p>Loosen the two screws for each of the right and left fixing metal plates. Then slide them outward.</p> 
<p>4</p>		<p>Tighten the two screws loosened above for each metal plates.</p>
<p>5</p>		<p>Remove the two metal plates and two screws each (total of four) at the printer rear's right and left as the photo shows.</p>
<p>6</p>		<p>Remove the screws fixing the developer unit. (Right and left) (Upper side: two screws)</p> 
<p>7</p>	<p>With two screws each (total of four), return the right and left metal plates, removed in Step 5, to their original positions.</p>	
<p>8</p>	<p>With four screws install the cover removed in Step 2 to its original position.</p>	

3.4.6 Attach the transfer/detach corotron

<p>1</p>  	<p>Remove the transfer/detach corotron from the box, and remove the metal plates with two screws each attached to the transfer/detach corotron's right and left.</p>
<p>2</p> 	<p>Install the transfer/detach corotron to the Printer so that the two below match.</p> <ul style="list-style-type: none">- The pin of the Printer's metal plate- The hole of the transfer/detach corotron <p>(Pin of the Printer's metal plate)</p>  <p style="text-align: center;">↓</p> <p>(Pin inserted into the hole)</p> 

3

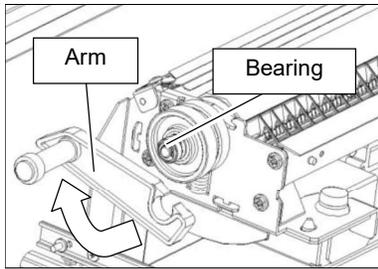


Tighten the right and left knobs.

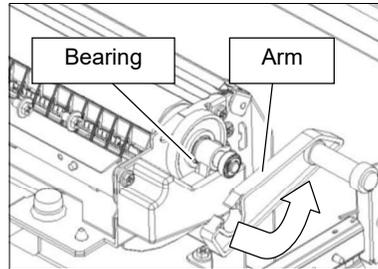
4

Attach the arms to the bearings.
Pull the arms a little to the side and attach them from the outside.

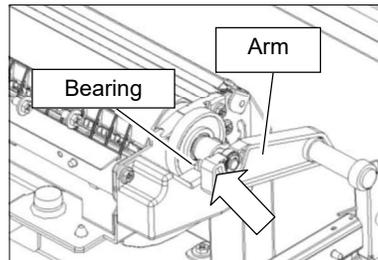
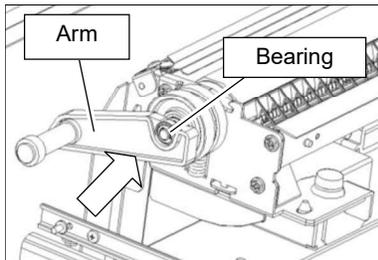
Left side



Right side



Lift the arms up while pulling them a little to the side.



Then insert the arms from the outside of the bearings.

3.4.7 Attach the process cartridge

1



Attach the process cartridge.

For more details, see step 6 and later in **8.7 Replacing the process cartridge.**

3.4.8 Attach the electrical box access cover

1



Open the fuser unit drawer.

2

Open the drawer for roll 1.

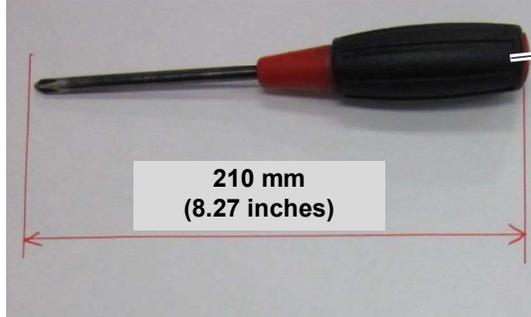
3



Insert the bottom side tabs into the printer. While pressing the top side tabs from above, attach the electrical box access cover.

3.4.9 Attach the document table (Multifunction Printer Model only)

1 Required tools

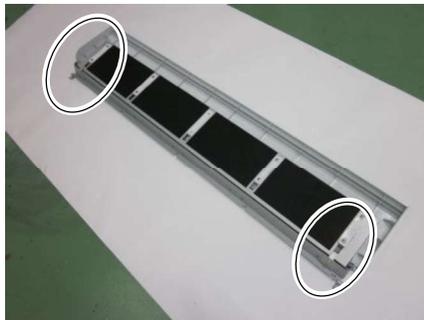
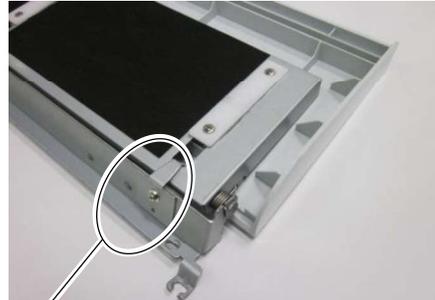


Phillips screwdriver (#2) x1
- Between 150 mm (5.91 inches) and 210 mm (8.27 inches) in length (180 mm (7.09 inches) recommended)

2 Remove the document table from the box.

The following seven screws are supplied with the document table.

- Five hexagon plus socket head TP machine screws
- Two plus socket head machine screws



Two brackets are installed on the document table (one on each side) when the Printer is supplied. They are used to keep the document table at the right angle. After the document table has been installed, these brackets should be removed as they are not required anymore. However, do not dispose of them as they may be used the next time you move the Printer.

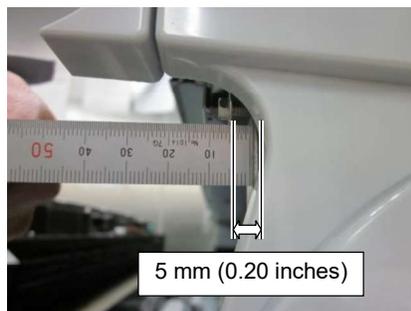
3 Prevent the screws from falling

To prevent the screws from falling inside the Printer, place a sheet of paper or cloth under the document table installation part, as shown in the figure below.



4 Prepare document table installation

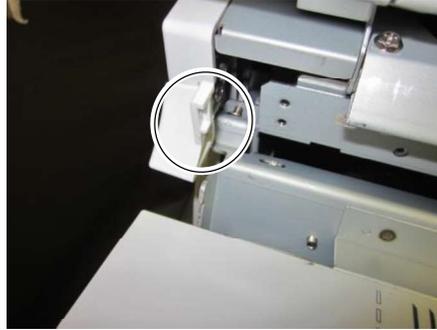
Install the two plus socket head machine screws at the right and left sides of the Printer frame.



Install the screws so that the space between the frame and the bearing surface of the screws is approximately 5 mm.

5 Attach the document table

Hook the U-shaped grooves of the document table to the screws attached previously. Tilt the document table a little toward you to hook them easily.

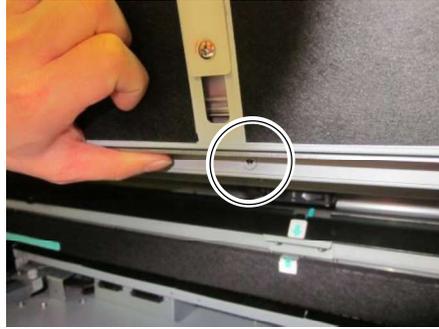


With the screws and the grooves hooked, lift the front edge of the document table up until it is perpendicular to the surface attached. Keep the document table in that position.



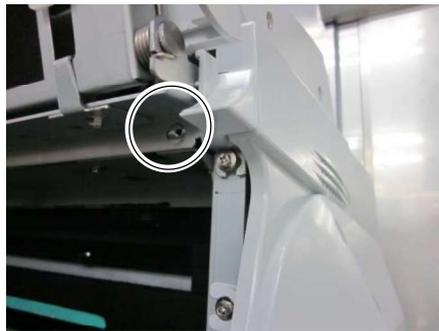
Tighten the right and left screws. However, to allow the document table to be moved to the right and left, loosen the two screws one turn from the fully tighten position.





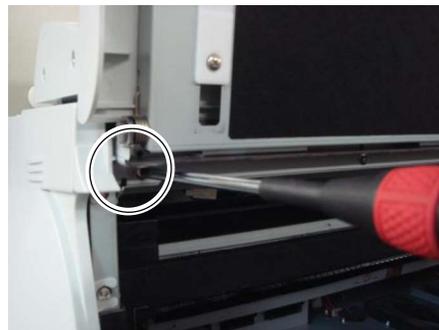
Align the screw holes in the middle and secure with a screw (Hexagon plus socket head TP machine screw).

As above, loosen the screw one turn.



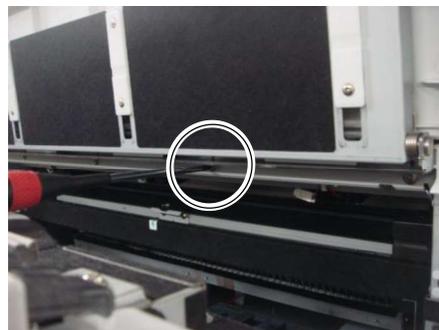
Align the screw holes in the second position from the right and secure with a screw (Hexagon plus socket head TP machine screw).

As above, loosen the screw one turn.



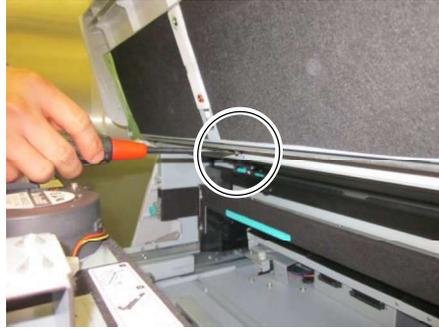
Align the screw holes in the second position from the left and secure with a screw (Hexagon plus socket head TP machine screw).

As above, loosen the screw one turn.



Align the screw holes in the third position from the right and secure with a screw (Hexagon plus socket head TP machine screw).

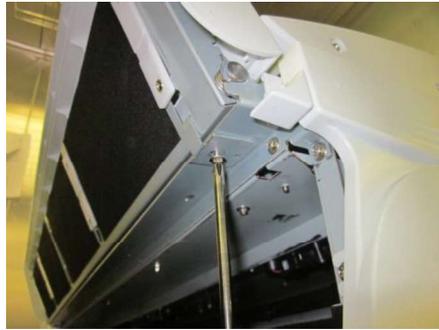
As above, loosen the screw one turn.



Align the screw holes in the third position from the left and secure with a screw (Hexagon plus socket head TP machine screw).

As above, loosen the screw one turn.

Fully tighten all the seven screws that have been loosened one turn to secure.



Remove the two brackets on the right and left keeping the document table at an angle.

The document table installation procedure is complete.



6



Attach the right and left original width guides.



3.4.10 Attach the original output guide (Multifunction Printer Model only)

1



Attach the two original output guides.

3.4.11 Connect the power cord

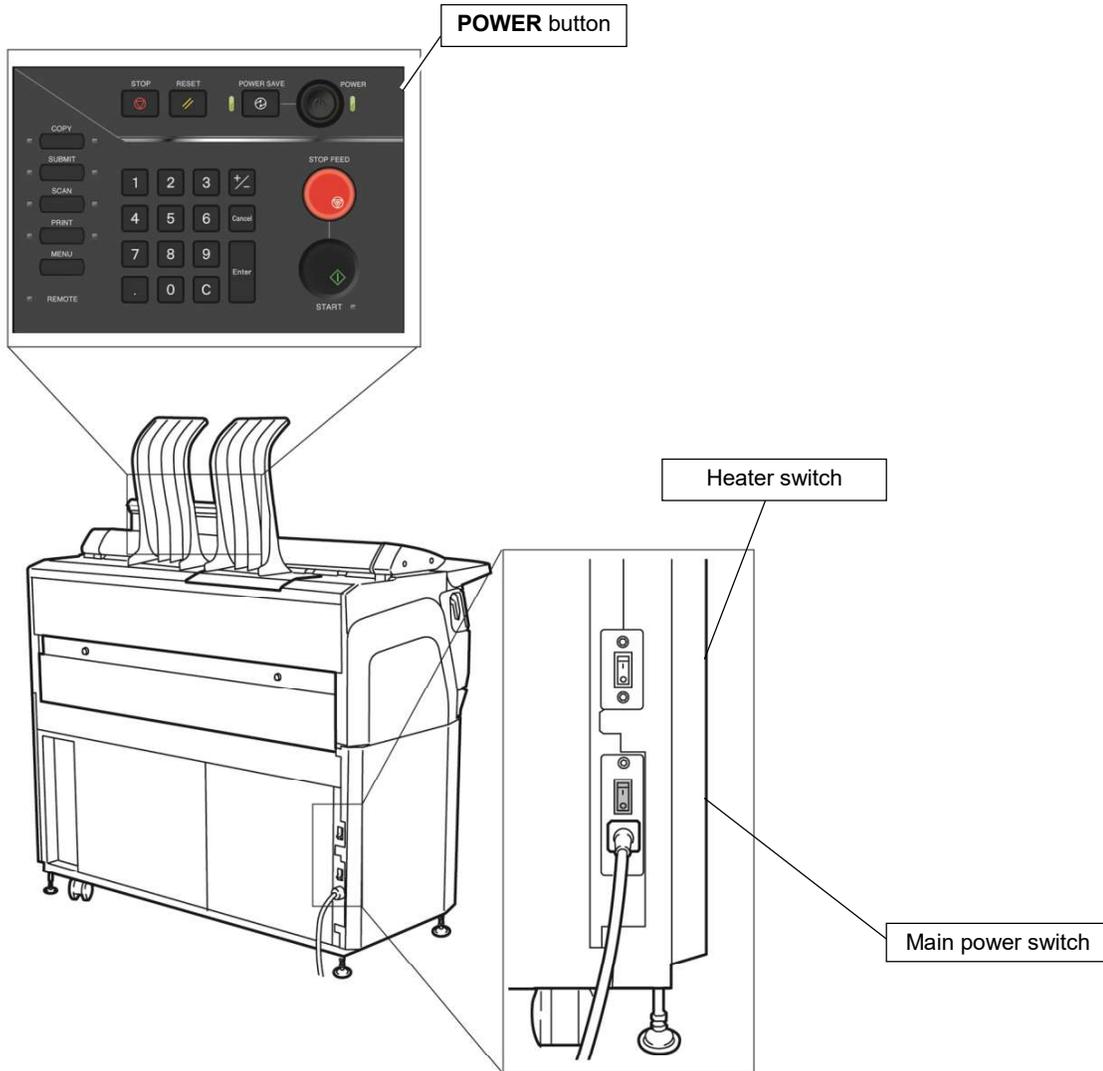
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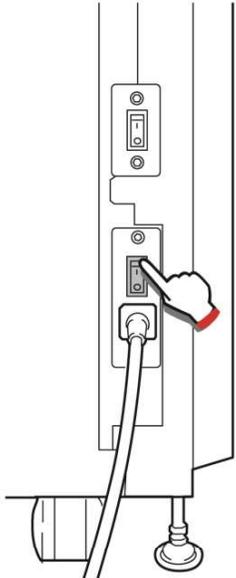
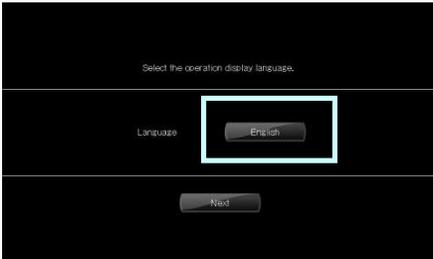
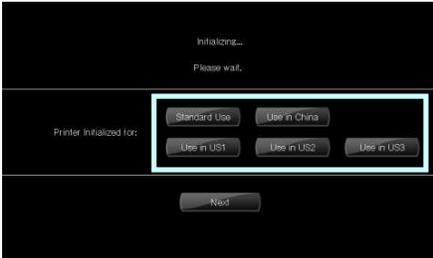
Connect the power cord at the rear of the Printer to the AC outlet.

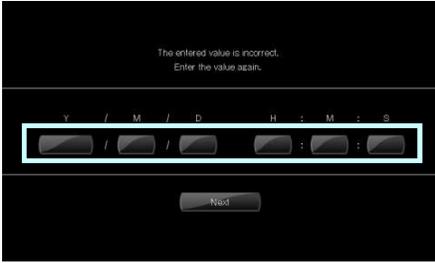
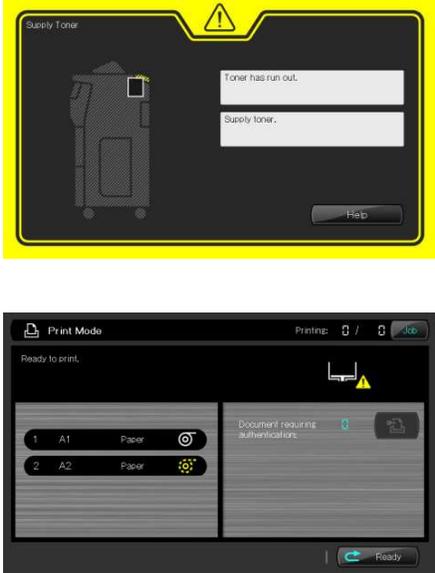
3.4.12 Power on the Printer / Supply the toner

The Printer has two power switches. The main power switch is on the bottom left when viewed from behind the Printer, and the **POWER** button is on the operation panel.

Normally, keep the main power switch on, and turn the Printer's power on or off by pressing **POWER** on the operation panel.



<p>1</p> 	<p>Turn on the main power switch on the bottom left when viewed from behind the Printer.</p>
<p>2</p> 	<p>After ensuring that the main power switch is on, press POWER on the Printer's operation panel.</p>
<p>3</p> 	<p>Select operation display language.</p> <p>Press Next.</p>
<p>4</p> 	<p>Select the initial settings to match the user environment.</p> <p>Standard Use: Initializes the Printer for operation mainly with A series (A0, A1, A2, and A3).</p> <p>Use in China: Initializes the Printer for the operation mainly with the user defined series (1, 2, 3, and 4).</p> <p>Use in US 1: Initializes the Printer for the operation mainly with the ARCH series (36 In., 24 In., 18 In., and 12 In.).</p> <p>Use in US 2: Initializes the Printer for the operation mainly with the ANSI series (34 In., 22 In., 17 In., and 11 In.).</p> <p>Use in US 3: Initializes the Printer for the operation mainly with 36 In., 30 In., 24 In., and 15 In. paper sizes.</p> <p>Press Next.</p>

<p>5</p> 	<p>Enter the date and time.</p> <p>Press Next.</p>
<p>6</p> 	<p>Enter the IP address and the subnet mask.</p> <p>Press Restart.</p> <p>Caution</p> <p>It takes a few seconds for the restart to be initiated. When the printer is restarting, do not touch the panel buttons or GUI screen.</p>
<p>7</p> 	<p>The screen on the left is displayed after the Printer has restarted.</p> <p>Supply the toner referring to the section 8.5.</p>
<p>8</p> 	<p>When the Ready screen is displayed, prepare the Printer referring to Chapter 4.</p>