

# *Quick User Guide*

## **DocuCentre-II 3005/2055/2005**



Features

Copy

Fax

Scan

Print

Paper Jams

Consumables

Online Support

# 01 Features Content

Thank you for selecting the Fuji Xerox DocuCentre-II 3005/2055/2005.

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

## Quick User Guide Organization

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♣ <b>Copy</b> .....	Page 03 - 13
Describes the copy features and operations.	
♣ <b>Fax</b> .....	Page 14 - 19
Describes the fax features and operations.	
♣ <b>Scan</b> .....	Page 20 - 25
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### IMPORTANT :

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

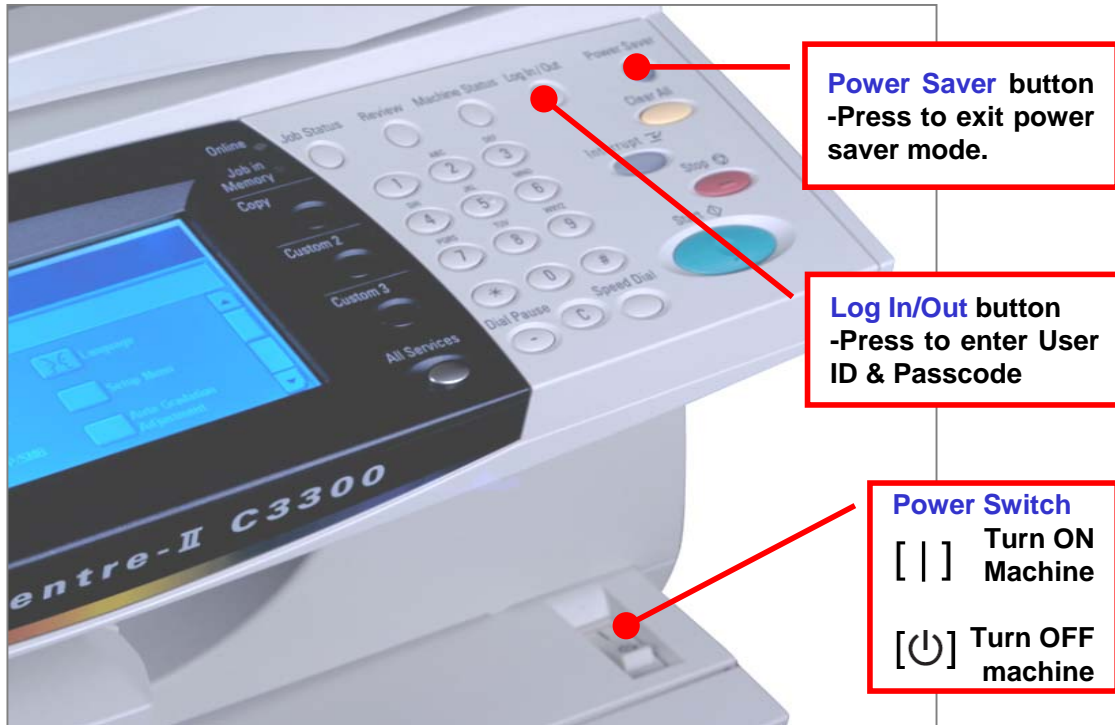
This Quick User Guide may not be copied or modified without the written consent of the publisher.

Parts of this user guide are subject to change without prior notice.

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

Contact Fuji Xerox Customer Training Department for more information.

## Powering On / Off the machine



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

Login

Change Passcode Cancel Confirm

User Name

0001

Passcode

\*\*\*\*\*

Keyboard

Next

## Reduce/Enlarge

Page 04

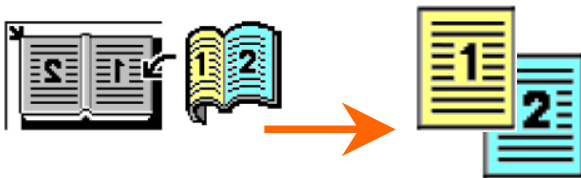
To make a reduced or an enlarge output size.



## Book Copying

Page 06

To copy bound documents using platen glass on to 2 separate sheets



## Multiple-Up

Page 08

To copy multiple documents onto a single sheet of paper



## Edge Erase / Image Shift

Page 10

To erase unwanted marks along the edges / To shift image copy position



## Repeat Image

Page 12

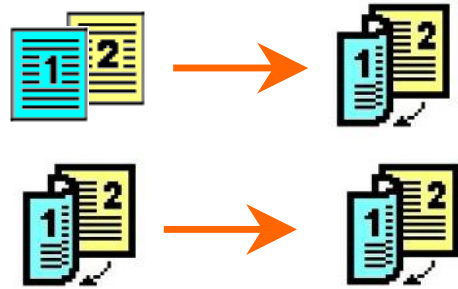
Image to be print repeatedly on one sheet of paper



## 2-Sided Copying

Page 05

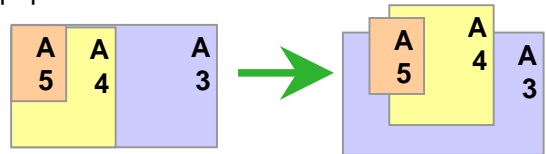
To make copies single or double sided output.



## Mixed Sized Originals

Page 07

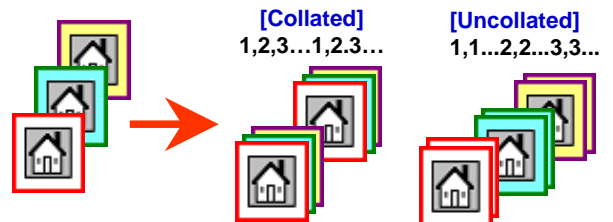
To scan different size documents simultaneously and copies onto matching paper size.



## Copy Output / Sorting

Page 09

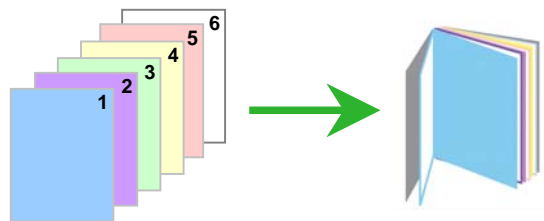
To make copies collated (stapled & punched)



## Booklet Creation

Page 11

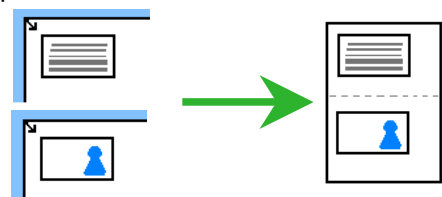
To copy multiple sheets of documents in page order to make a booklet



## ID Card Copying\*

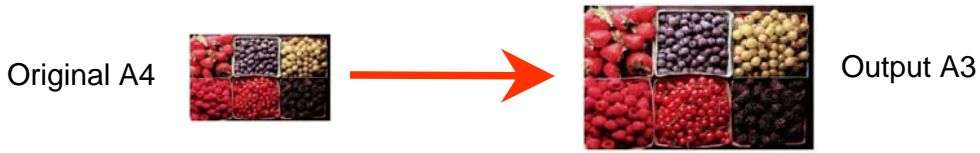
Page 13

To copy both sides of ID card onto one side of paper



# Making reduced or enlarged copies from the original

You can make copies with scaling by selecting desired copy size ratio.



1 Select [Copy]

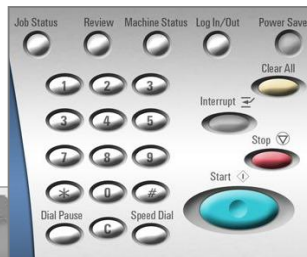


2 Select [Reduce / Enlarge] for desired ratio; select [More] for other presets.



3 Select [Paper Supply] for tray selection.

4 Enter number of copies (1 to 999) using numeric keypad.



5 Press <Start> button



**Note**  
User Guide P.58

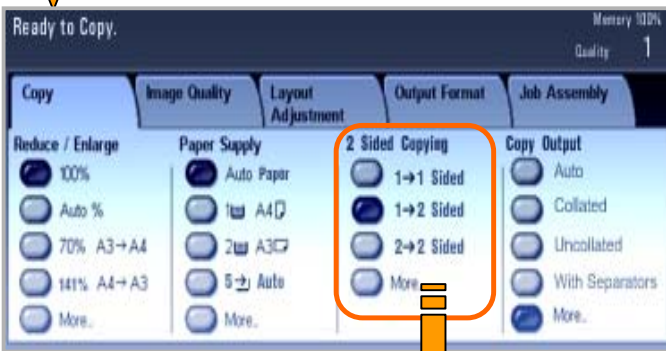
# 05 Making copies Single Sided / Double Sided

Copy

You can make copies and output as single-sided / double-sided.



1 Select [Copy]



2 Select [Copy] tab  
Select [2-Sided Copying]



3 Select an option and select [Save]  
1 → 1 Sided copy 1-sided document onto 1 side of paper  
1 → 2 Sided copy 1-sided document onto 2 sides of paper  
2 → 2 Sided copy 2-sided document onto 2 sides of paper  
2 → 1Sided copy 2-sided document on 1 side of the paper

4 Enter number of copies (1 to 999) using numeric keypad.

**Note**  
**Head to Head** – both sides of the paper are at the same orientation.  
**Head to Toe** – one side of the paper are at rotated orientation

5 Press <Start> button

**Note**  
User Guide P.62

# Making a copy from a bound document (Book Copying)

You can make copies from bound document into separate sheets of paper using platen glass.



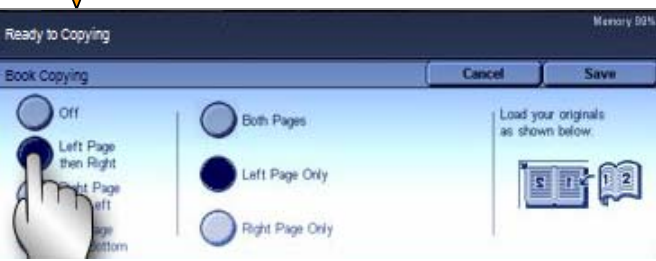
Copy



1 Select [Copy]



2 Select [Layout Adjustment] tab – Choose [Book Copying]



3 Select an option and Select [Save];  
Left Page then Right  
Right Page then Left  
Top Page then Bottom  
Select Both Pages (for scanning left & right page)

4 Press <Start> button

### Note

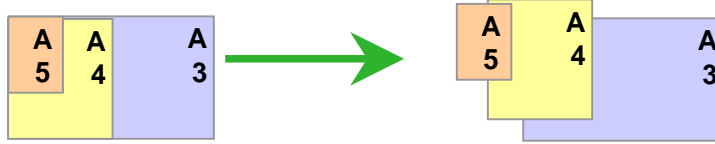
**Both Pages** – to copy both pages of the book  
**Left Only/Right Only** – copy selected side of the book

### Note

User Guide P.66

# 07 Making copy of different sized document (Mixed Size)

You can make copy of different sizes documents and copies onto matching paper size.



Copy



1 Select [Copy]



2 Select [Layout Adjustment] tab Select [Mixed Sized Originals] and Select [ON]



3 Select "Auto%" on [General Settings] and Select Paper Size required. [Auto Paper Tray]

4 Select [Save] and Press <Start> button

Note  
User Guide P.69

# Making copy of multiple sheets onto 1 sheet paper

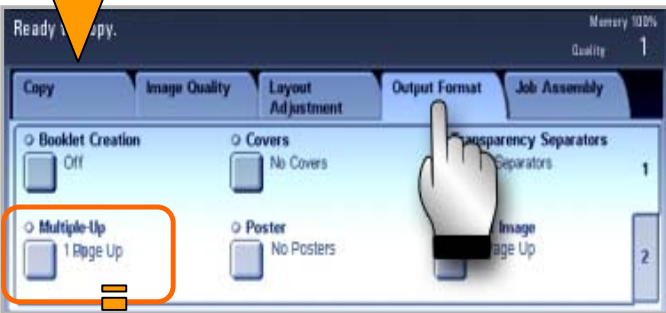
You can make copies from multiple sheets of documents onto single sheet of paper using Multiple-Up.



Copy



1 Select [Copy]



2 Select [Output Format] tab



3 Select [Multiple-Up]  
1 Page Up - Multiple Up is not applied.  
2 Pages Up - 2 documents copied into 1 sheet of paper  
4 Pages Up - 4 documents copied into 1 sheet of paper  
8 Pages Up - 8 documents copied into 1 sheet of paper

4 Select 'Reading Order' for document layout and Press <Start> button

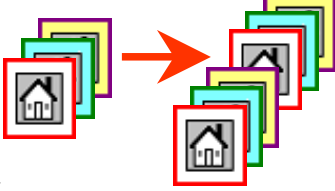
**Note**  
[Auto %] is automatically selected to make copies fit into paper selection.

**Note**  
User Guide P.80

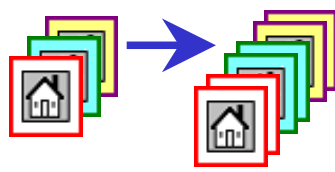
# 09 Making multiple copies from the original [sorting]

To make copies output collated. Output can be stapled / hole punched.

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



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



[Finishing]

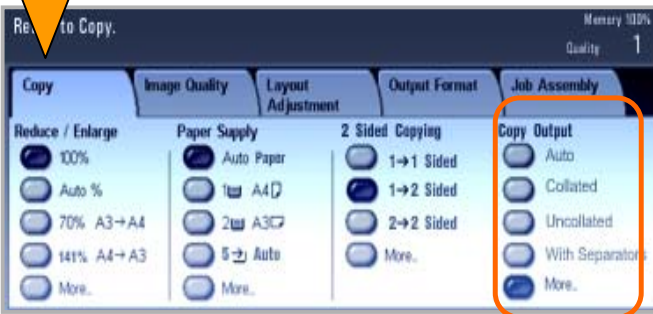
Stapled / Hole Punch



Copy



1 Select [Copy]



2 Select [Copy] tab and select [Copy Output]



3 Select [Collated], and select Finishing (if available). Select Staple / Punch Positions, Select [Save]



4 Enter number of sets using numeric keypad and press <Start> button

### Note

**Collated** - arranged in page order per sets.

**Uncollated** - arranged in total copies and sort sheets by page

### Note

User Guide P.75

# Making copies with edge erased / image shifted

To make copies with edge erased / image shifted



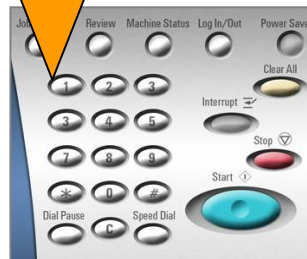
Copy



1 Select [Copy]



2 Select [Layout Adjustment] tab; Select Edge Erase or Image Shift (where applicable)



3 Edge Erase – set area to erase using arrow keys at 1mm increments each. Image Shift – set margin to shift using arrow keys at 1mm increments each. Select [Save]

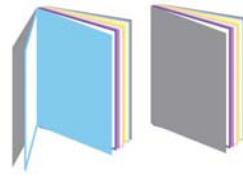
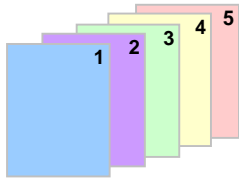


4 Enter number of sets using numeric keypad and Press <Start> button

Note  
User Guide P.70-71

# 11 Making a copy into a booklet format (Booklet Creation)

You can make copies from multiple sheets of documents onto both sides of the paper in page order to make a booklet

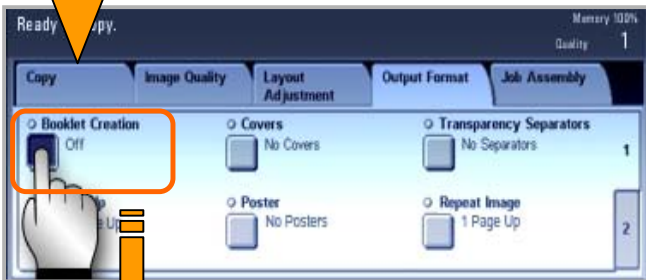


Optional feature:  
Folding & Staple

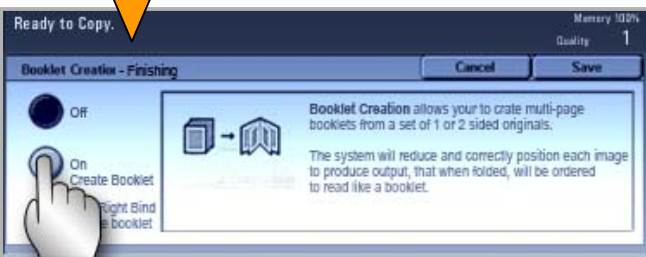
Copy



1 Select [Copy]



2 Select [Output Format] tab



3 Select [Booklet Creation] and choose option "On - Create Booklet" or "On - Right Bind Create Booklet" and Select [Save]

**Optional:**  
*Finishing (Folding + Stapling)*



4 Select [Save] and Press <Start> button

Note

**Printed Covers** The first page of the document is copied on the cover

Note

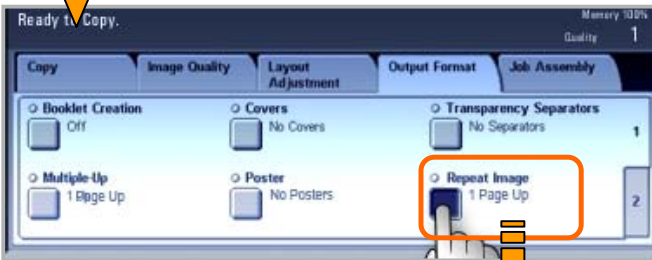
User Guide P.77

# Making an image printed repeatedly (Repeat Image)

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



1 Select [Copy]



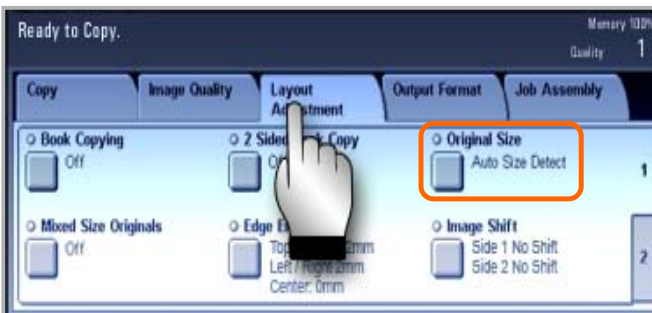
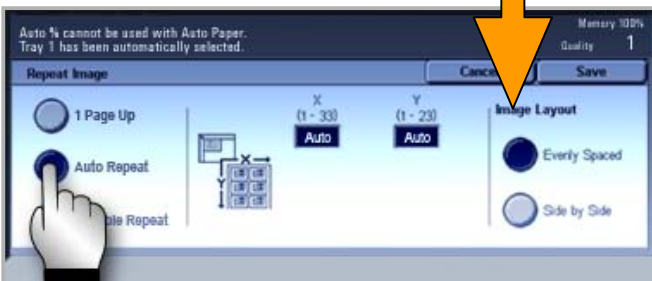
2 Select [Output Format] tab. Select [Repeat Image]

1 Page Up – Image not repeated

Auto Repeat – Auto repeat according to original document size, paper size and copy ratio.

Variable Repeat – User defined number of times to repeat copy image

Select [Save]



3 Select [Layout Adjustment] tab – Select Original Size to enter width (X) & height (Y) at 1mm increments -

Select [Save]

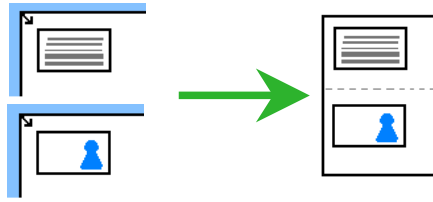
4 Press <Start> button

**Note**

User Guide P.82 Repeat Image  
User Guide P.68 Original Size

# 13 Making copies of ID Card

To make copy of ID card both sides on the same page of paper



Copy



1 Select [Copy]



2 Select [Output Format] [2] ID Card Copying. Select ON – Select [Save]



3 Load ID Card on the top left of the platen glass. Close document cover and press <Start>



4 Open document cover and turn to the 2<sup>nd</sup> side. Place it on the same place and press <Start>

5 The ID Card will then be printed.

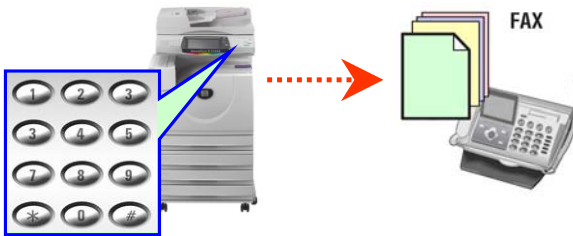
Note

User Guide P.89

## Numeric Keypads

Page 15

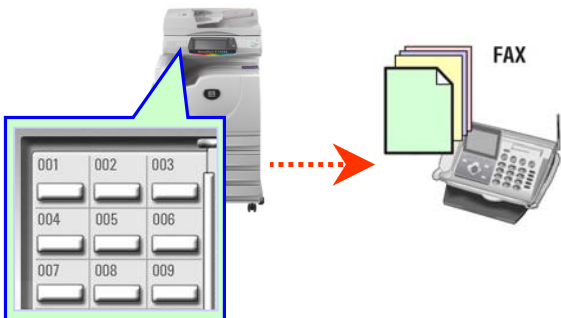
To fax document using numeric keypads to a specific location



## Speed Dial/One Touch

Page 15

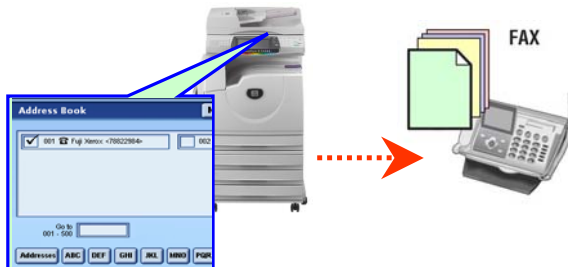
To fax document using Speed Dial/One Touch Dial



## Address Book/Index

Page 16

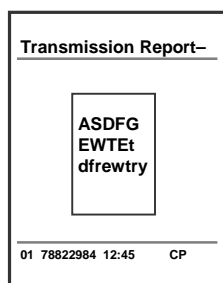
To fax documents using pre-registered numbers from the address book



## Transmission Report

Page 18

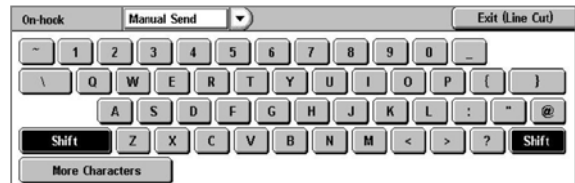
To print a transmission report automatically after each fax complete successfully / unsuccessfully



## On-Hook Dialing

Page 15

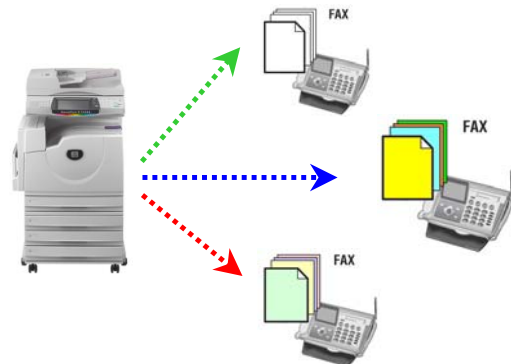
Use this feature to send or receive fax manually. Select {Manual Send} to send or [Exit (Line Cut)] to exit on-hook



## Broadcast Send

Page 15

To fax document to multiple locations.



## 2-Sided Originals

Page 17

To enable scan both sides of a document then transmits automatically

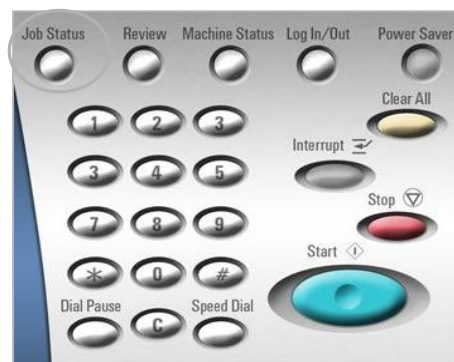
**1-Sided:** Scans 1-sided documents to transmit.

**2-Sided (H to T):** Scans 2-sided (head to toe) documents to transmit.

**2-Sided (H to H):** Scans 2-sided (head to head) documents to transmit.

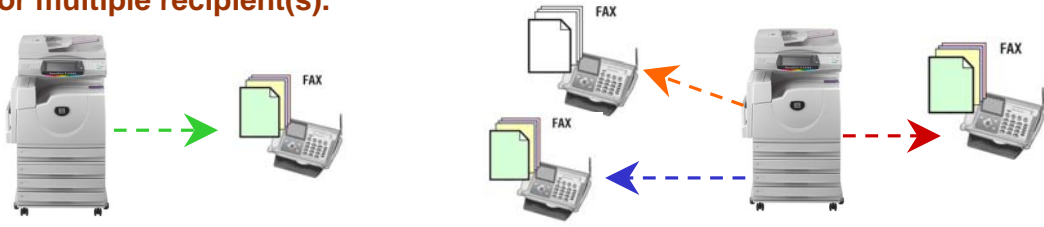
## Cancel Fax Job

To cancel a fax job, press [Job Status] button. Select fax job and press [Stop] / [cancel].

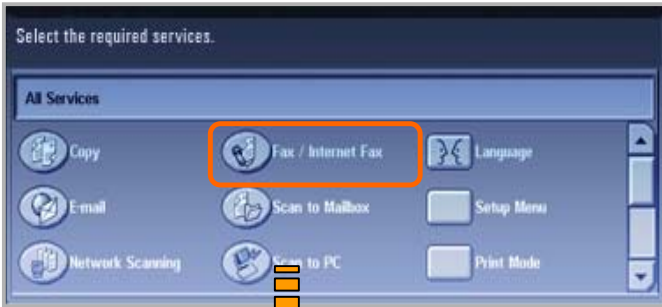


# 15 Fax transmission to a single / multiple location(s)

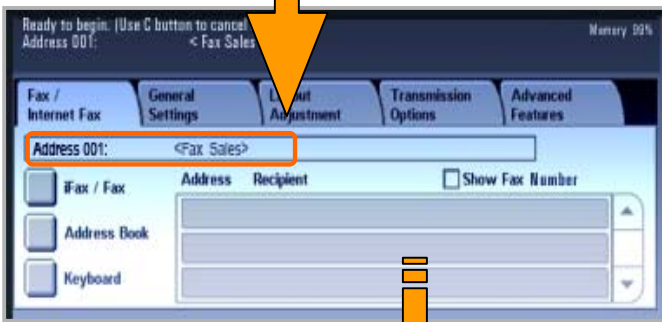
You can select fax feature on [Fax] screen to send document to single or multiple recipient(s).



Fax



1 Select [Fax]



2 Enter recipient(s) fax number using numeric keypad.

3 Select [Next Recipient] button to enter multiple recipients' fax number.



4 If multiple location fax is programmed, select [Yes] on confirmation screen to start fax transmission

5 Press the <Start> button

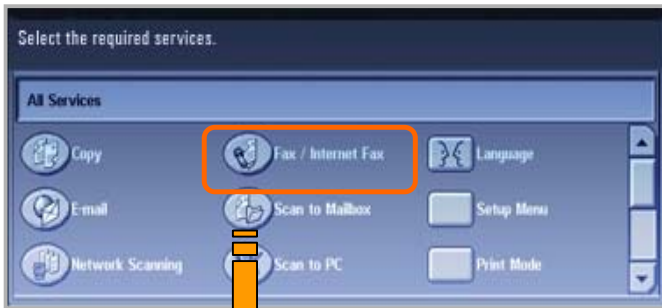
Note

User Guide P.117

You can specify fax recipients from pre-registered Address Book



Fax



**1** Select [Fax]



**2** Select [Address Book] button to select recipients from the registered entries.



**3** Select [ABC] [DEF] button to search Recipients by Index Search.

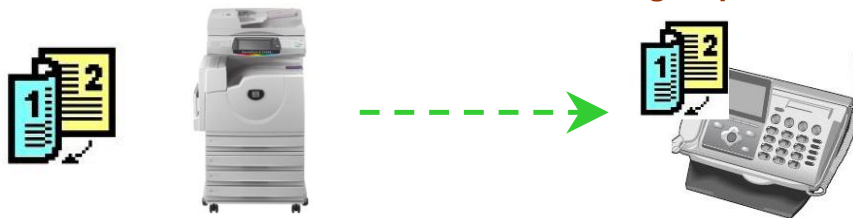
**4** Or select recipients' fax number from the One Touch Dial (001 – 070) or using Numeric Keypad

**5** Press the <Start> button

**Note**  
User Guide P.118

# 17 Making a 2-sided fax transmission

You can scan a 2 sided document and send in a single operation.



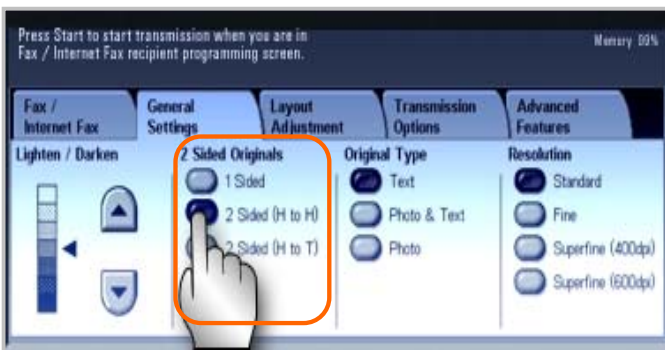
Fax



1 Select [Fax]



2 Select [Address Book] button to select recipients or enter Fax number using Numeric Keypad



3 Or select recipients' fax number from the One Touch Dial (001 – 070).

4 Select 2 Sided Originals  
- 2 Sided (Head to Head) or  
- 2 Sided (Head to Toe)

5 Press the <Start> button.

### Note

Recipients' fax number will be displayed on the Address list

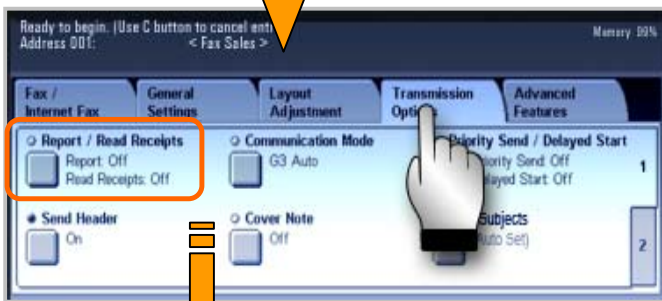
### Note

User Guide P.122

Fax transmission results can be printed automatically after each fax transmission.



**1** Select [Fax]



**2** Select [Transmission Options] tab – Select Transmission Report



**3** On the Transmission Report Screen, Select "ON"

**4** Select [Address Book] button to select recipients or enter Fax number using Numeric Keypad

**5** Press the <Start> button.



**Note**

User Guide P.131

# 19 To register Fax Address and Group Send

To store Fax addresses in the address book [up to 500 entries]

## To Register Fax Address

- 1 All Services screen
- 2 Select [Setup Menu] - Select [Address Book]
- 3 Select an address e.g. 001 (*not in use*) - Press [Create/Delete]
- 4 Address Type: Select [Change Settings] Select - FAX – Save -
- 5 Fax Number: Select [Change Settings] enter recipient fax no.
- 6 Recipient Name: Select [Change Settings] Enter Recipient's Name / Company Name
- 7 Index: Select [Change Settings] Enter 1 alphanumeric character (e.g. Fuji Xerox = F)
- 8 Save and Close; Repeat steps 3-7 to continue or Press [Close] to Exit Setup Menu.

## To Group Pre-Registered Fax Address

- 1 All Services screen
- 2 Select [Setup Menu] – Select [Group Send]
- 3 Select any group no. (e.g #01) and press [Create/Delete]
- 4 Enter the pre-registered address no. by using numeric keypads (e.g. 001) Press [ADD]
- 5 Repeat step 4 to continue registering fax no. to the same group
- 6 Select [Save] and Close to Exit [Setup Menu].

### Note

Max 50 Groups can be created  
Max 20 Fax Addresses per group

### Note

User Guide P.343

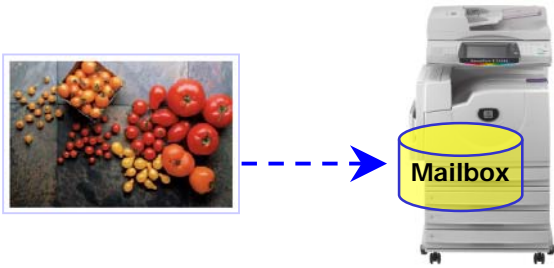
### Note

User Guide P.349

## Scan to Mailbox

Page 21

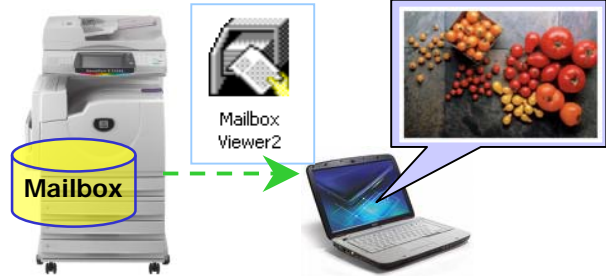
To scan documents and save the scanned data to a mailbox located at the machine.



## Importing Mailbox data

Page 22

You can import scanned data to your computer using Mailbox Viewer program.



## Scan to Email

Page 23

To scan documents and send the scanned data as an e-mail attachment



## Scan to PC [SMB]

Page 24

To scan documents and send the data to a computer on the network.



## Resolution (dpi)

Page 24

Set scanning color & output resolution for the documents (up to 600dpi).



## Output Format \*

Page 25

Document can be scanned to the supported format. [JPEG, TIFF, PDF, DW]



## Book Scanning

Page 25

The feature scans a bounded documents onto separate sheets of paper using platen glass.



## File Name

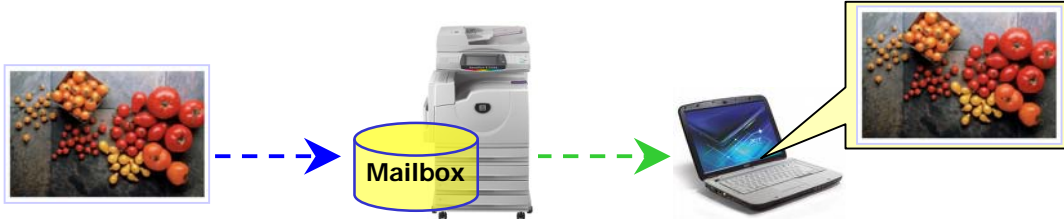
Page 25

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



# 21 To Scan document to Mailbox

You can scan and save the scanned data to a pre-registered mailbox and import to the computer using Mailbox Viewer application.



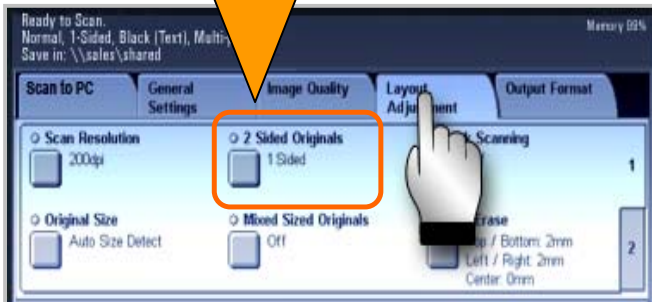
Scan



1 Select [Scan to Mailbox]



2 Select required mailbox.  
\* Enter password if any



3 Select '2 Sided Original' if necessary.



4 On the [Layout Adjustment] tab, select 'Scan Resolution' if necessary.

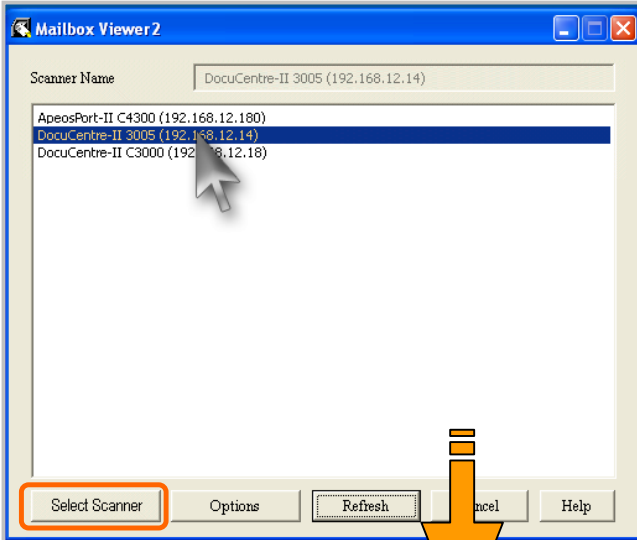
5 Press the <Start> button. Documents are scanned and stored at the selected mailbox.

Note

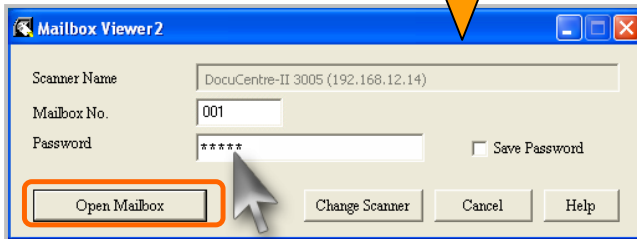
User Guide P.180

# To Import Mailbox data into personal computer

You can import scanned documents / data from mailbox to the computer using mailbox viewer program.

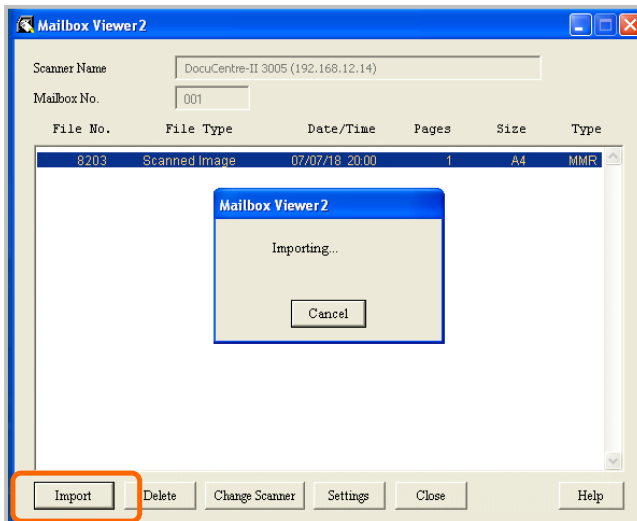


**1** From computer, Select [Start] > All Programs > Fuji Xerox > Network Scanner Utility2 > Mailbox Viewer2



**2** Select required scanner; \* e.g. DocuCentre-II 3005 (192.168.12.14) – Click [Select Scanner] button

**3** Enter Mailbox No and Password - Click [Open Mailbox] button



**4** Select required file and click [Import] to computer. Default file location at C:\My Document\Fuji Xerox\Network Scan\

Scan

**Note**  
User Guide P.239

# 23 To Scan document and transfer via Email

You can scan & send the scanned data to selected recipients as e-mail attachment(s).



Scan

The screenshots show the following steps in the scanner's control panel:

- Step 1:** 'Select the required services.' The 'Email' option is selected.
- Step 2:** 'Ready to Send E-mail.' The 'Address Book' option is selected, and recipients 'Sales' and 'Finance' are listed.
- Step 3:** 'Ready to Send E-mail.' The 'Image Quality' tab is active, showing '2 Sided Originals' and 'File Format' set to 'Multi-page TIFF'.
- Step 4:** 'Ready to Scan.' The 'Layout Adjustment' tab is active, showing 'Scan Resolution' set to '200dpi'.
- Step 5:** 'Ready to Send E-mail.' The 'Output Format' tab is active, showing 'File Name' set to '(Auto Set)'.

1 Select [Email]

2 Select [Address Book] or use [Keyboard] to enter email address(s)

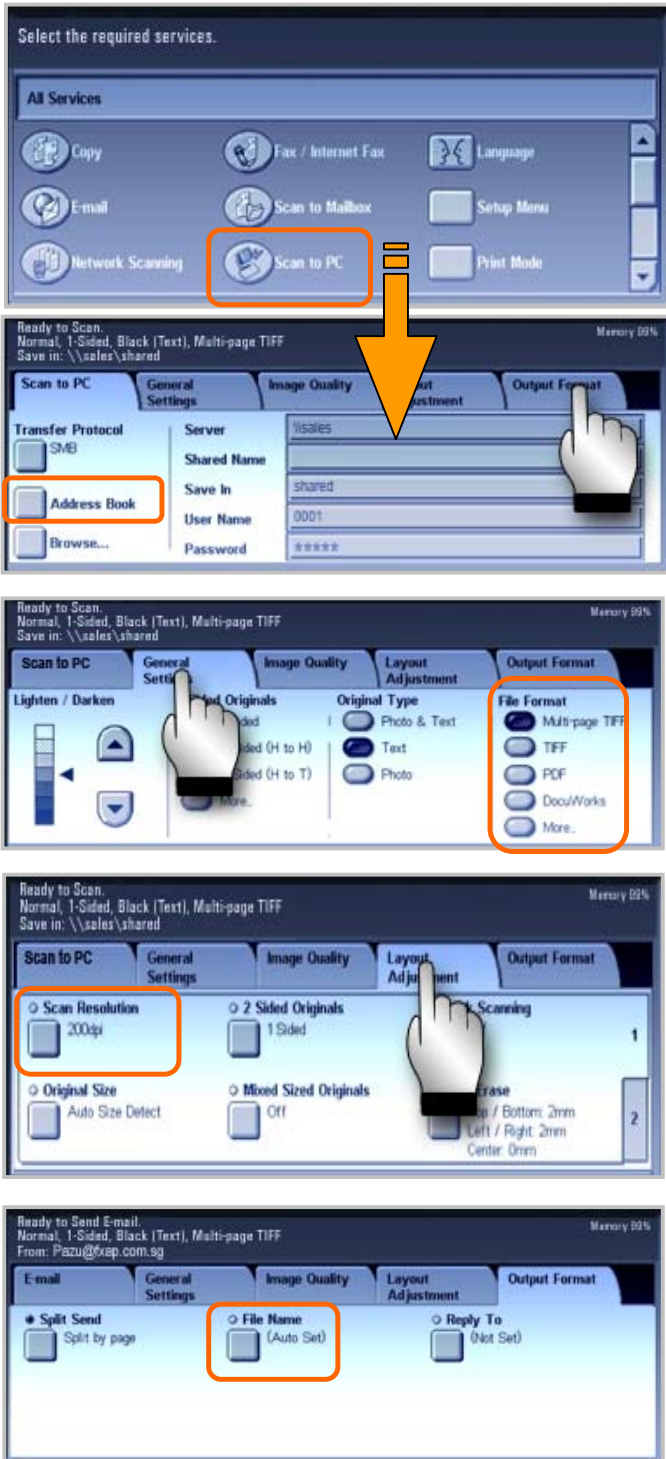
3 Select '2 Sided Originals' and 'File Format' if necessary.

4 Select [Layout Adjustment] tab - 'Scan Resolution' if necessary.

5 On the [Output Format] tab, select 'File Name' or 'Split Send' if necessary. Press the <Start> button.

**Note**  
User Guide P.174

You can scan and transfer the scanned documents to a computer on the network.



**1** Select [Scan to PC]

**2** Select [Address Book] or select [Browse] to search location

**3** Select '2 Sided Originals' and 'File Format' if necessary.

**4** Select [Layout Adjustment] tab - 'Scan Resolution' if necessary.

**5** On the [Output Format] tab, select 'File Name'. Press the <Start> button.

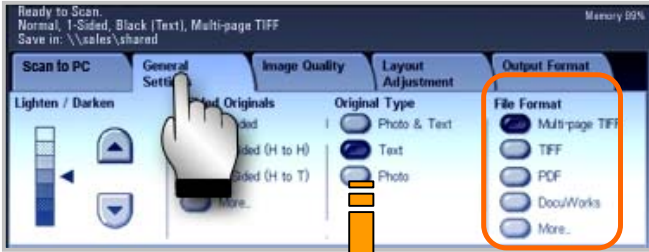
Scan

**Note**

User Guide P.182

# 25 To scan a bound document (Book Scanning)

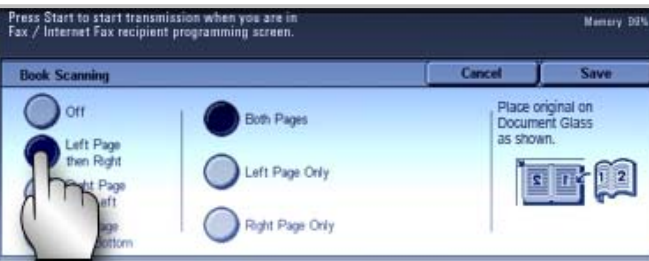
Book Scanning allows you to scan a book onto separate sheets of paper in page order and transfer via any scanning method [Mailbox/Email/SMB]



**1** Select preferred scan method e.g. Scan to PC



**2** Select File Format (e.g. PDF) [Layout Adjustment] tab – Choose [Book Scanning]



**3** Select an option and Select [Save];  
 Left Page then Right  
 Right Page then Left  
 Top Page then Bottom  
 Select Both Pages (for scanning left & right page)



**4** Select [Original Size] to enter document size or select from the Presets.

**5** On the [Output Format] tab, select 'File Name'. Press the <Start> button.

Scan

Note

User Guide P.195

## Printing Job Types

Page 27

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

## Paper Tray Selection

Page 27

To specify paper tray for printing. Optional: Finishing Stapled / Hole Punched.

### Default Paper Tray - Auto Tray Select

If Tray 5 [Bypass] is selected, paper type can be specified according to paper loaded on Tray 5.

### Default Finishing Output – Collated

If Finishing is selected, hole punching and stapling can be applied to the printed copies.

## Secure Print

Page 28

Temporarily stores print jobs on the machine and prints when UserID & password entered.



## 2 Sided Printing

Page 29

You can send file and prints on both sides of paper.



## Booklet Printing

Page 30

To print multi-page file into a booklet format and double sided.



## Multiple Up Printing

Page 31

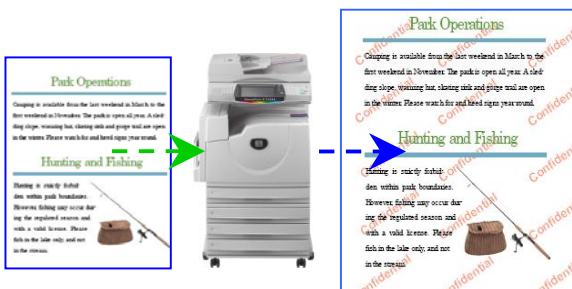
To print multi-page files onto single sheet of paper [from 2 Up and up to 32 Up]



## Watermarks

Page 32

To print files with a pre-fixed text such as 'Urgent' or 'Confidential' over the printout.



## PC Faxing

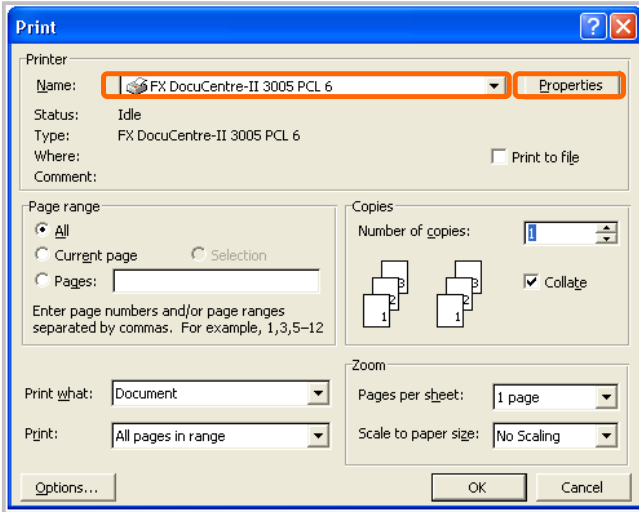
Page 33

To send files and fax directly from computer without printing out hardcopies.



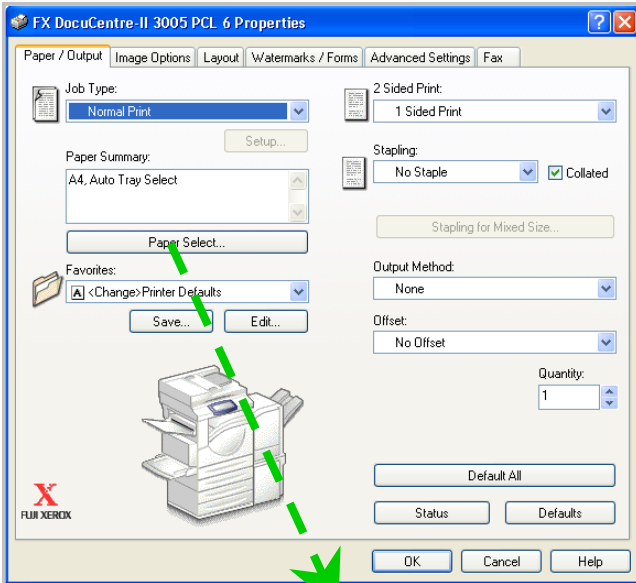
# 27 Making a Direct Print from computer

From your application, you can print directly from computer.



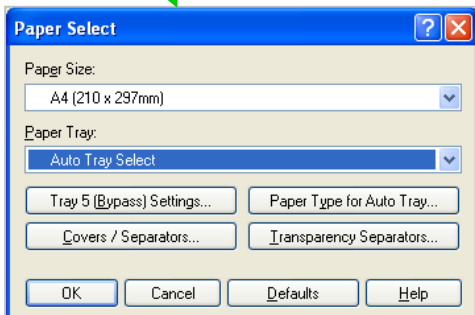
1 From application, Select Printer – [Properties]

2 On the [Paper/Output] tab, select <Paper Summary> to select required paper tray. Click [OK]



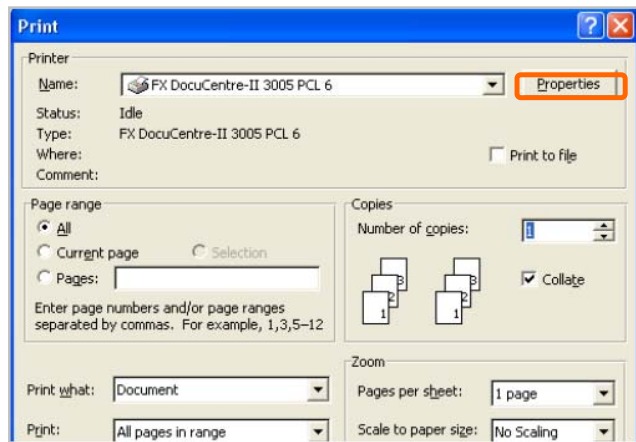
3 Select [Layout] tab <Fit to New Paper Size> or <Variable Reduce/Enlarge> for reduce/enlarge print image(s)

4 Select [OK] on all open windows to print.

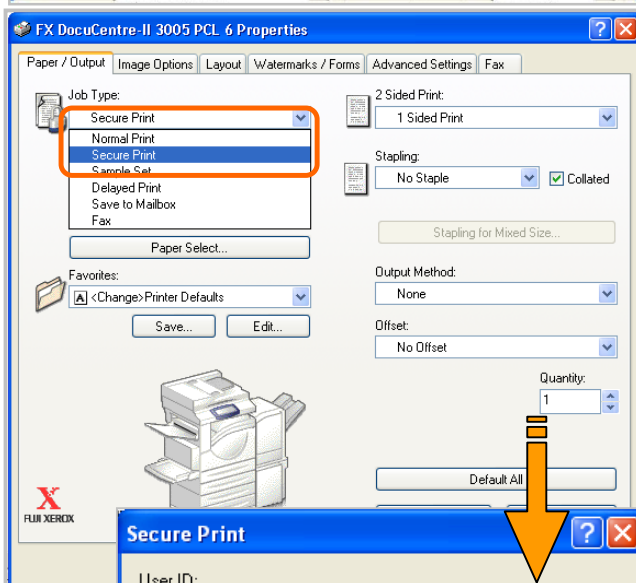


Print

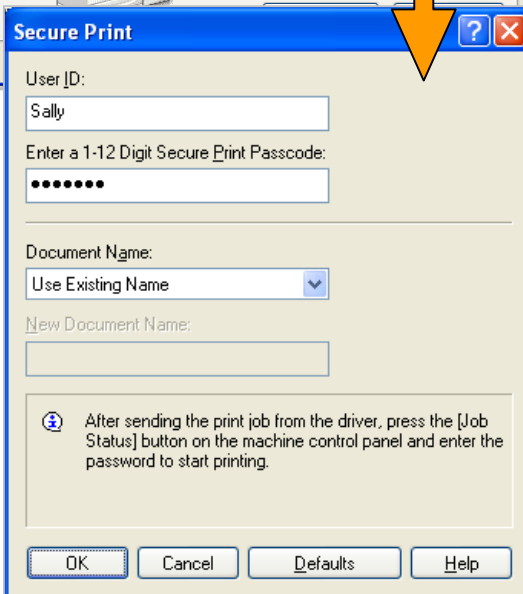
Allows to set a password to a print job and temporarily stores print memory on the machine, and print upon entering password.



**1** From application, Select Printer – [Properties]



**2** On the [Paper/Output] tab, select <Job Type> Secure Print - click <Setup> to enter User ID & Passcode. Click [OK] on all open window.



**3** From machine, Press [Job Status] button - Select <Stored Documents> tab. Select [Secure Print]

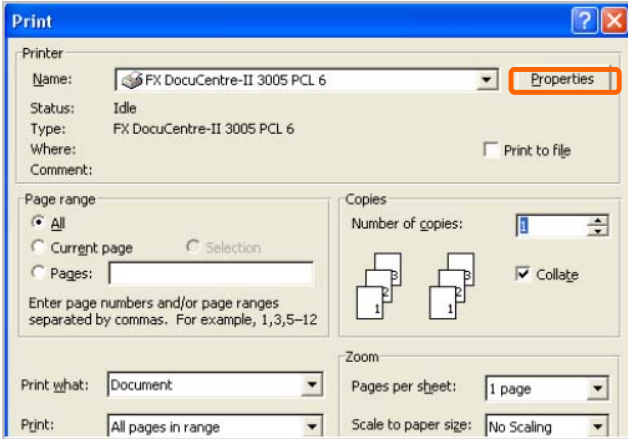
**4** Select UserID - [Document List] button. Enter Passcode and press Confirm.

**5** Select file and select [Print] A message displayed – Select your preference – the job will be printed.

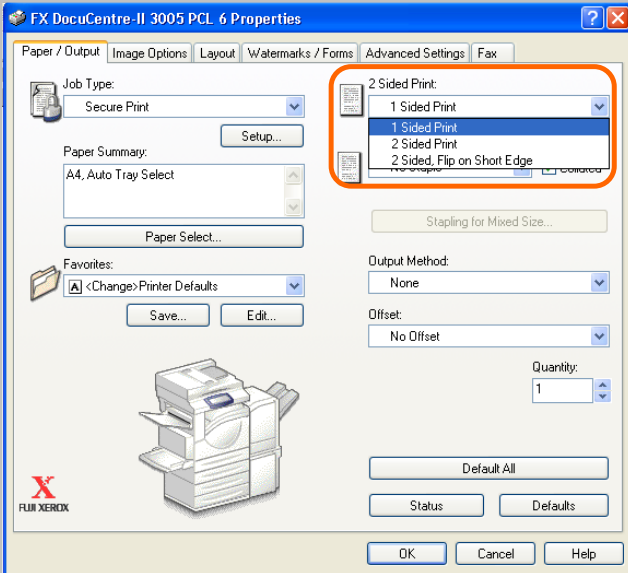


# 29 Making a 2-sided print (optional - Finishing)

Files can be printed into 2 sided format with 2 sided flip on long edge or flip on short edge.



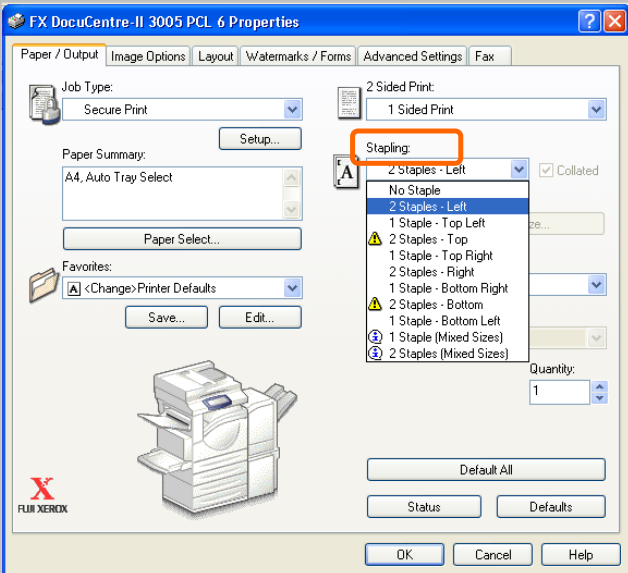
1 From application, Select Printer – [Properties]



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

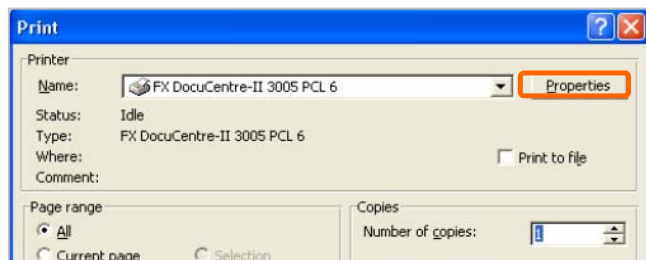
Print

3 \*Optional Feature  
Select <Stapling> to enable Stapling. Set required stapling position.

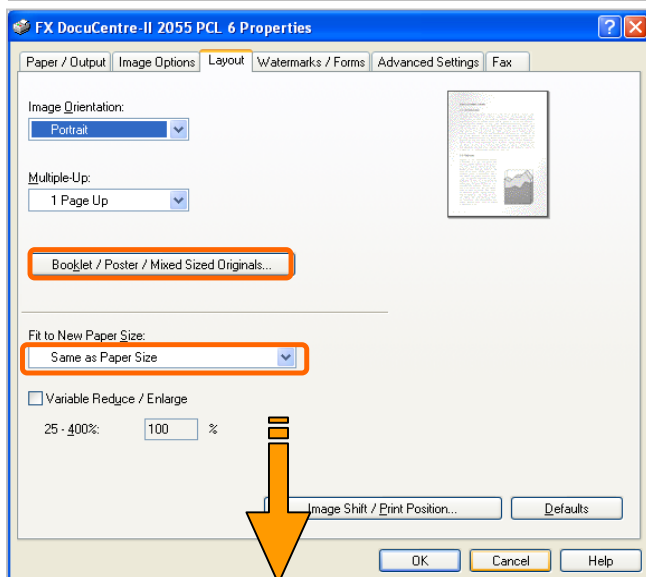


4 Select [OK] on all open windows to print

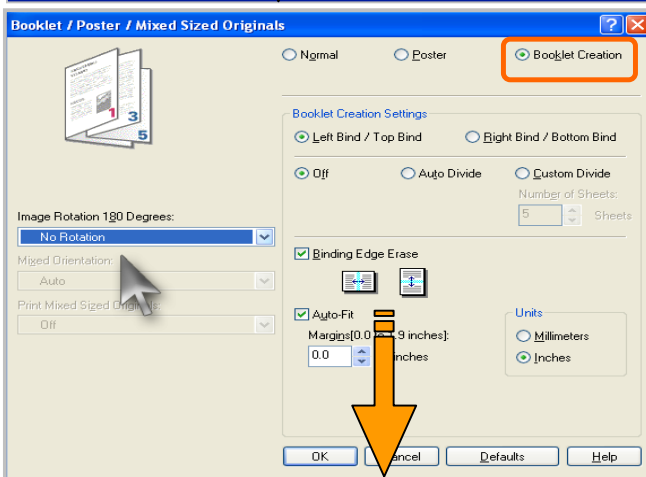
Booklet printing enables multi-page files printed 2-sided booklet format arranged in ascending order, and fold to form a booklet.



**1** From application, Select Printer – [Properties]

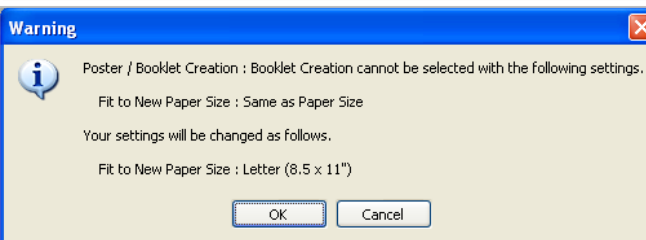


**2** On the [Layout] tab, select <Booklet/Poster/Mixed Document>. Select Booklet Creation Choose Binding [Left / Right] \* Optional: Fold & Staple Select [OK]



**3** A popup window displays the changes. Select [OK]

**4** Select 'Fit to New Paper Size' – Set any preferred paper size or select A4 (210mm x 297mm)

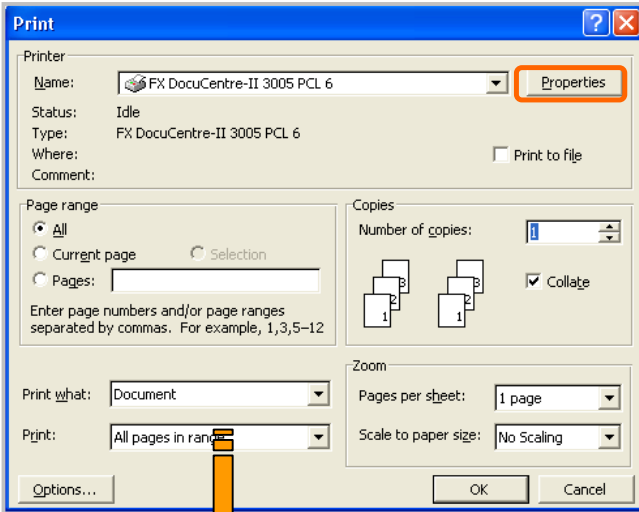


**5** Select [OK] on all open windows to print.



# 31 Prints multi pages in single sheet of paper

You can print a multi-page files into a single print using Multiple-Up (from 2 Up to 32 Ups)

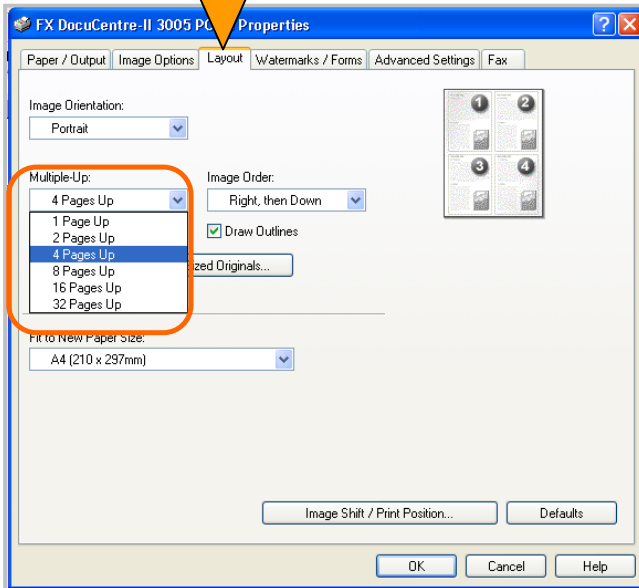


**1** From application, Select Printer – [Properties]

**2** On the [Layout] tab, select <Multiple-Up>

Choose from 1 Page Up to 32 Pages Up.

Select 'Image Order' if required  
Select 'Draw Outlines' to insert borders after each page.

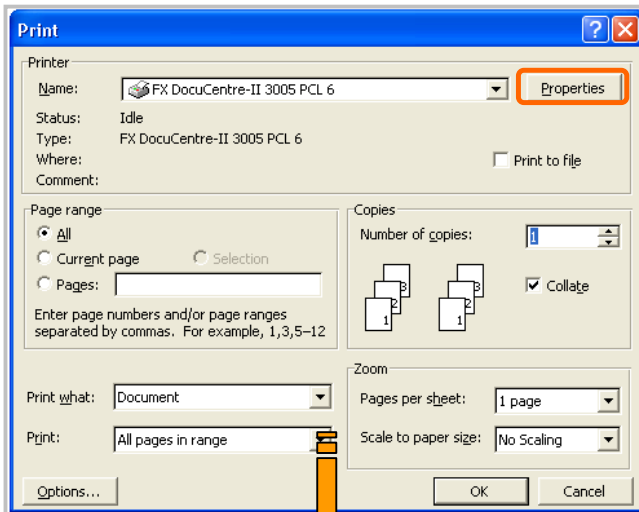


**3** Select 'Fit to New Paper Size' - Set any preferred paper size or select A4 (210mm x 297mm)

**4** Select [OK] on all open windows to print.

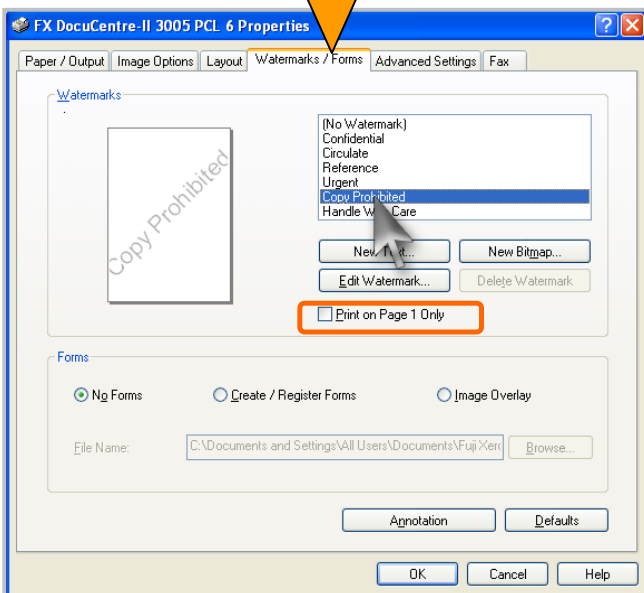
# Making a printout with Watermarks

From your application, you can insert watermark.



1 From application, Select Printer – [Properties]

2 At the [Watermarks/Forms] tab, select watermark (e.g. Confidential, Urgent, etc.) or Select [New Text] to create Select [Edit Watermark] to edit any watermark.



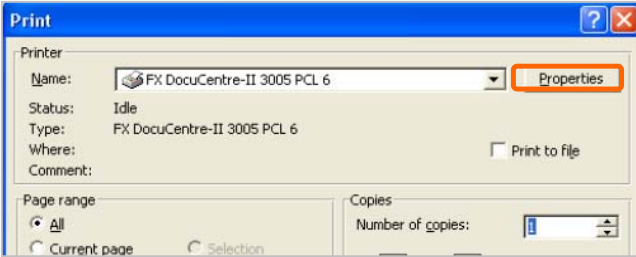
3 Select [Print on Page 1 Only] to print watermark on first page, if necessary.

4 Select [OK] on all open windows to print.

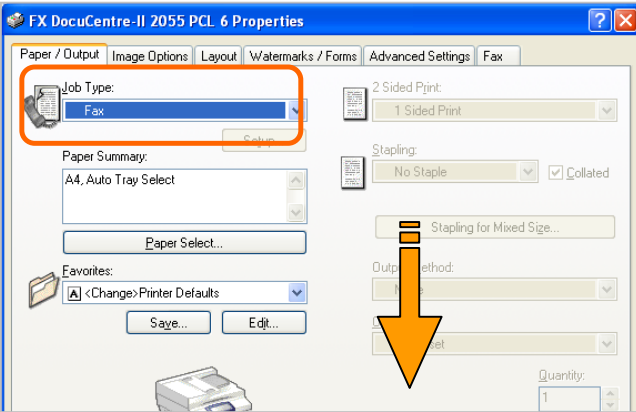


# 33 Making direct fax from computer

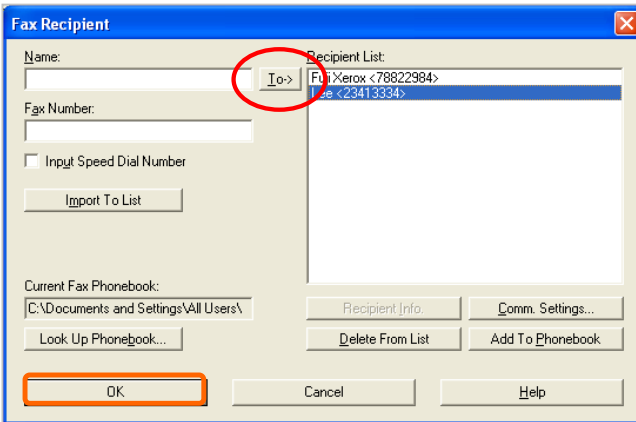
You can perform PC Fxing from your application.



**1** From application, Select Printer – [Properties]

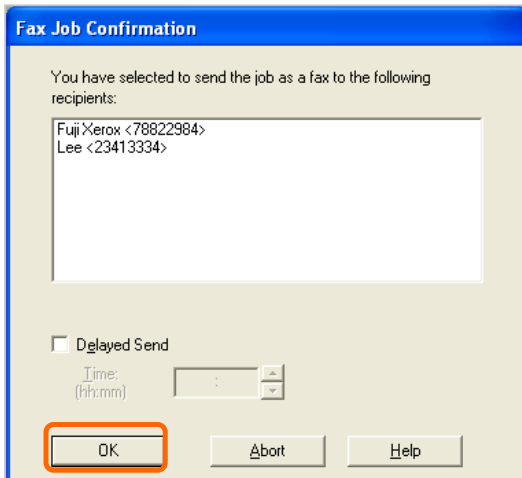


**2** On the [Paper/Output] tab, select [Job Type List] – Select 'FAX' and Click 'OK' on all open windows.



**3** The 'Fax Recipient' window displayed. Enter recipient name and fax number on the text box and click [To>>] button. (Repeat step to add more than one recipient)

**4** Select [OK] on all open windows to proceed.



### Note

To cancel Fax, go to [Job Status] on the machine panel, select the fax job – Press [Cancel]

## Clearing Paper Jams

### Paper Jams in the Document Feeder



1. Open Document Feeder Cover and remove the jammed document.
- 2-3. If necessary, turn **green wheel** to feed out jammed document.
4. If a document is jammed underneath the inner guide, open inner guide.
- 5-6. Turn **green wheel** to remove the document. Gently close the cover.



### Paper Jam in Cover A



1. Lift up the Cover A release lever, and open Cover A.
2. Remove any paper below the Fuser Unit by carefully pulling up and out.  
If the jammed paper is inside the Fuser Unit, lower the green A2 lever in the direction of the arrow to open the Fuser Unit Cover.
3. Close Cover A until the cover latches.

#### Note

If paper is torn, make sure to remove any torn pieces of paper inside the machine.

# 35 Clearing Paper Jams

## Paper Jams in Cover B



1. Lift up the Cover B release lever located on the paper, right side of the cover, and open Cover B.
2. Remove the jammed paper. Close Cover B until the cover latches

## Paper Jams in Cover C



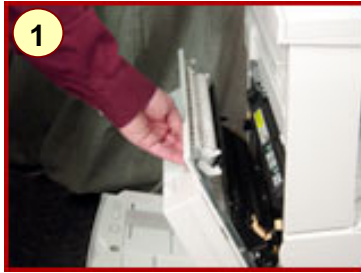
1. Lift up the Cover C release lever located on the paper, right side of the cover, and open Cover C.
2. Remove the jammed paper. Close Cover C until the cover latches

## Paper Jams in Cover D



1. Lift up the Duplex Module Cover D release lever located on the upper, right side of the door, and open Cover D.
2. Remove the jammed paper. Close Cover D until the cover latches

## Paper Jams in Cover E



1. Lift up the release lever located in the upper, right corner of Cover A, and open Cover A.
2. Lift up the release lever located in the upper, right corner of Cover E, and open Cover E. Remove the jammed paper.
3. Close Cover E, and then Cover A. Make sure the covers latch properly.

## Paper Jams in Paper Tray 5 (Bypass Tray)



1. Inspect the paper feed entrance in Tray 5 (Bypass Tray),
2. Remove any jammed paper.

**NOTE:** When two or more sheets of paper are loaded in the tray, remove all of the sheets.

### Note

If paper is torn, make sure to remove any torn pieces of paper inside the machine.

# 37 Replacing Consumables

## Replacing Toner Cartridge



1. Open the Front Cover by pulling the cover towards you.
2. Pull the Toner Cartridge out until the handle can be lifted on top of the cartridge.
3. Grasp the handle and remove the cartridge from the machine.

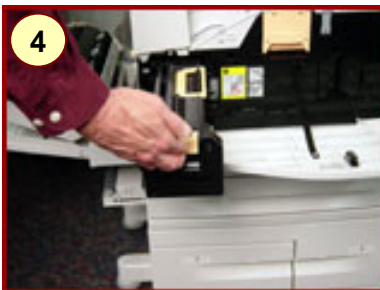
## To install new Toner Cartridge

1. Remove the new Toner Cartridge from the box.
2. Before removing the cartridge from the bag, vigorously shake the cartridge side to side to loosen the Toner.
3. Remove the cartridge from the bag.
4. Place the Toner Cartridge in position, and slide it into the machine until it clicks into place.
5. Close the Front Cover.

## Replacing Drum Cartridge



1. Open the Front Cover by pulling the cover towards you.
2. Open the Bypass Tray, and
3. Open Cover A while lifting up the release lever.



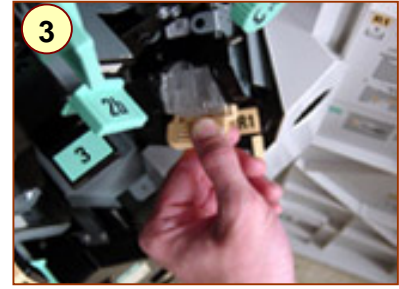
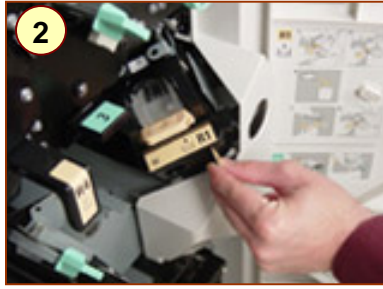
4. Lift up the colored lever, and slide the Drum Cartridge out until the handle on top of the cartridge can be lifted.
5. Grasp the handle and remove the cartridge from the machine.

## To install new Drum Cartridge

1. Remove the new Drum Cartridge from the box.
2. Carefully remove the protective sheet from the cartridge by peeling the tape up and slowly pulling the sheet out.
3. Place the cartridge in position and slide it into the machine until it clicks into place.
4. Remove the cartridge seal completely by pulling the tape straight out and make sure the cartridge remains fully seated to the rear.
5. Close Cover A until it latches, and then close the Bypass Tray.
6. Close the Front Cover.

# 39 Replacing Consumables

## Replacing Staple Cartridge (Finisher)



1. Open the Finisher Front Door
2. Rotate the Stapling Unit to the right and pull out on the Staple Cartridge handle
3. Remove the used cartridge



4. Unpack and install the new cartridge.
5. The cartridge will click into place when it is installed correctly.
6. Insert the cartridge into the machine. Close the Finisher Front Door.

## Replacing Staple Cartridge (Booklet Finisher)



1. Open the Finisher Front Door.
  2. Pull Booklet Maker access handles and pull out the Stapling Unit.
  3. Squeeze the handles and pull to remove the used cartridge.
  4. Unpack and install the new cartridge. The cartridge will click into place when it is installed correctly.
- Return the Stapling Unit to its original position.
- Close the Finisher Front Door.

## BILLING METER

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

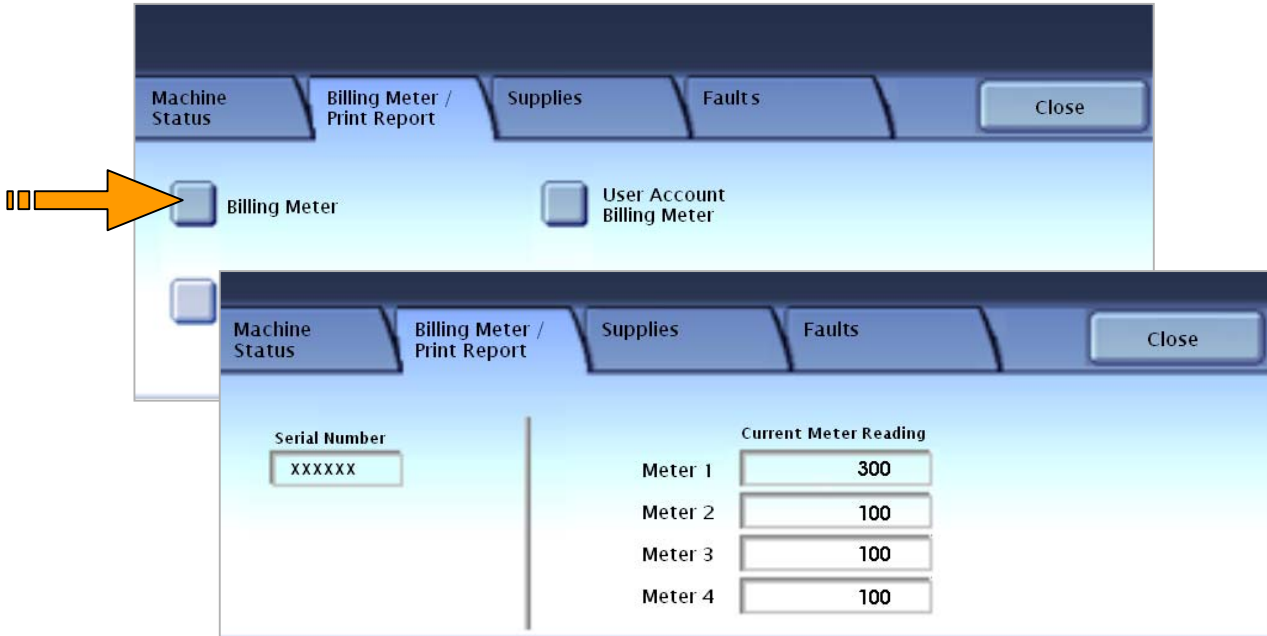
Select [Billing Meter / Print Report] tab - Select **Billing Meter**

**METER 1** : Total number of Meter 2 + Meter 3 + Meter 4

**METER 2** : Total number of copies

**METER 3** : Total number of prints

**METER 4** : Total number of fax printout



## SUPPLIES / CONSUMABLES

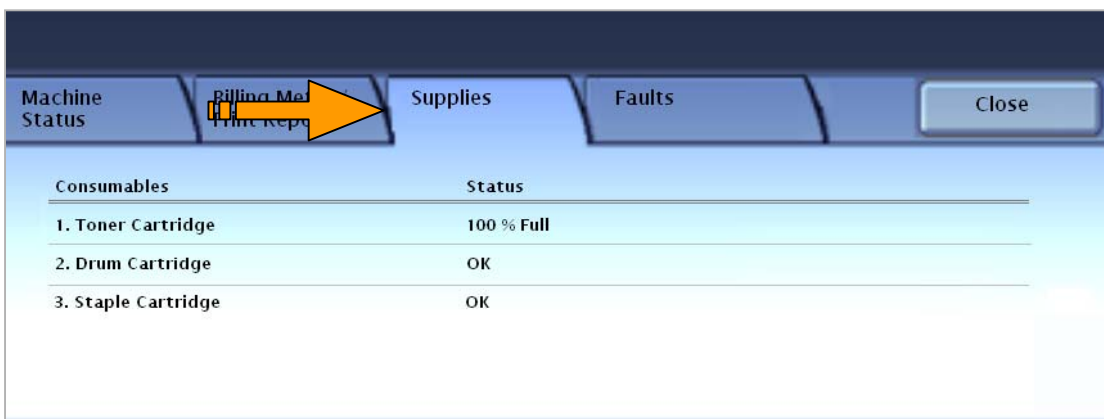
On the Machine Panel, press <Machine Status> button.

Select [Supplies] tab

The status of consumables is shown as:

“OK”, “Replace Soon (Order Now)”, or “Replace Now”

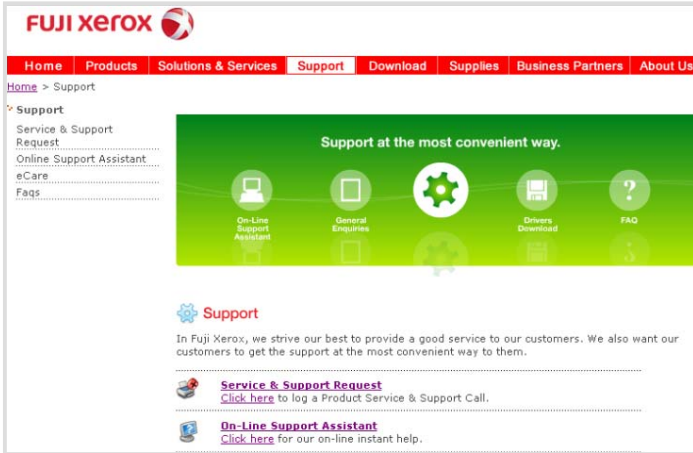
For toner, the amount is shown in percentage (0 to 100%).



# 41 Consumables Part No.

<b>Customer Replaceable Units</b>	<b>Part Number</b>	<b>Qty per box</b>
Toner Cartridge	CT200417	1 unit
Drum Cartridge	CT350299	1 unit
Staple Cartridge	CWAA0455	

1 Click on [Support]



2 [On-line Support Assistant] : Select Model



2 [Service & Support Request] :  
Submit Request

**Feedback Form**

Please let us know how we can help you:  
If you would like to troubleshoot the machine's problem, please visit our [Online Support Assistant](#)

\* Fields are mandatory

Category \*: **Technical Support & Consumables**

Machine Model/ Serial No: Model  Serial No

Title: [ Select one ]

First name \*:

Last name:

Company Name \*:

Address:

Post Code:

City:

Country: **Malaysia**

Email address \*:

Telephone No. \*:

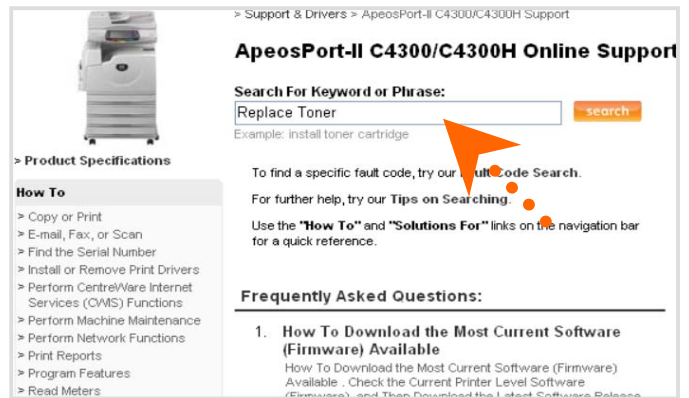
Fax No:

Inquiries\* (Kindly provide as much information as possible):

3 Request submitted!

Hi,  
**THANK YOU FOR YOUR INTEREST.**  
Thank you for your enquiries, we will get back to you as soon as possible.  
[Click here download the Internet Shortcut](#)

3 Select FAQ or enter keyword to Search



4 Problem Solved? We need your Feedback!  
Click Yes > I Found My Answer

Have you found what you are looking for?

Yes	Not Yet	Please Help
> <b>I Found My Answer</b>	> <b>Return to Solutions List</b>	> Contact Xerox Support
> Save Page URL	> Return to Search Results	
> Start a New Search	> New Search - Tips on Searching	



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The contents described herein are correct as of August, 2010.  
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