




KONICA MINOLTA

# AccurioPress C3080/C3080P/C3070 AccurioPrint C3070L QUICK GUIDE



Accurio*Press* C3080/C3080P/C3070  
Accurio*Print* C3070L



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# Introduction



# 1 Introduction

## 1.1 Welcome

Thank you for purchasing this machine.

This [Quick Guide] describes basic operations, maintenance, troubleshooting for this machine.

This information will be useful to enable the full capabilities of this machine and to utilize such functionality efficiently.

Please keep this manual in a safe place where you can access it easily.

## 1.2 Notations and symbols used in this manual

### **WARNING**

- This symbol indicates that negligence of the instructions may lead to death or serious injury.

### **CAUTION**

- This symbol indicates that negligence of the instructions may lead to mishandling that may cause injury or property damage.

### **NOTICE**

*This symbol indicates a risk that may result in damage to this machine or originals. Follow the instructions to avoid property damage.*

### **Tips**

This symbol indicates information that complements the topic or optional devices required to use a certain function.

### **Reference**

*This symbol indicates a function or functions that are related to the topic.*

The meaning of other notations and symbols are as follows.

Notation/Symbol	Description
[ ]	These brackets indicate the name of a key on the <b>touch panel</b> , or of a button on a computer screen, or of a title of a manual.
<b>Bold</b>	Words in bold type indicate the name of a part, an option, or a key on the <b>control panel</b> .
✓	This check mark indicates a prerequisite of a procedural step.

## 1.3 Intended use of this machine

### 1.3.1 Intended use

This machine is designed to be used as a digital printing system for the following purposes:

- Print, copy, and scan documents.
- Use available finishing functions such as duplexing, stapling, hole-punching, multi-folding and booklet creation if appropriate options are installed.
- Store documents to reprint on the HDD of this machine.

The intended use also requires that:

- The system is used within the limits of device specifications and specifications of optional components,
- All safety instructions in the related user's guides are observed,
- Legal restrictions on copying or printing are observed (refer to instruction booklet [Safety Information]),
- Inspection and maintenance instructions are adhered to,
- General, national and company safety provisions are observed.

### 1.3.2 Impermissible operating conditions

The system may not be operated if:

- Errors or damage have been discovered,
- Maintenance intervals have been exceeded,
- Mechanical or electrical functions do not work as they should.

### 1.3.3 Exclusion of liability

The manufacturer of the system assumes no liability for damages if the system was operated under impermissible conditions.

## 1.4 Target groups

The user's guides are intended for the following users of the system:

- Operator: Person who has been trained by Konica Minolta or authorized partner to operate the system for its intended use as well as manage consumables, and perform the maintenance and troubleshooting described in user's guides.
- Administrator: Person who has been trained by Konica Minolta or authorized partner to manage consumables, adjust system settings, and establish network connections and security systems.

Everyone who uses this system must have read and understood the related user's guides.



## 1.5 Configuration and Usage of this Guide

The User's Guide for this machine consists of the manuals below.

When you want to learn about detailed functions or operation procedures, refer to the [HTML User's Guide].

For information about how to use the [HTML User's Guide], refer to "6 Appendix" in this guide.

Title of manual	Overview
[Safety Information]	This guide provides precautions and requests that should be followed to ensure safe usage of this machine. Read this guide before using the machine.
[HTML User's Guide]	This manual describes the basic operations, functions that enable operations to be more convenient, maintenance procedures, simple troubleshooting operations, and various setting methods of this machine.

Note that basic technical knowledge about the machine is required to enable users to perform maintenance work or troubleshooting operations. Maintenance and troubleshooting operations should be carried out as instructed in this guide and the [HTML User's Guide].

Should you experience any problems, contact your service representative.

### 1.5.1 HTML User's Guide operating environment

#### Supported Operating Systems/Browsers

This guide describes the operation verification in the operating systems and browsers shown below.

Operating system	Web browser
Windows 7 (Service Pack 1)	Internet Explorer 11.x Firefox 55.x Chrome 61.x
Windows 8.1	Internet Explorer 11.x Firefox 55.x Chrome 61.x
Windows 10	Internet Explorer 11.x Microsoft Edge 40 Firefox 55.x Chrome 61.x
Mac OS 10.8	Safari 6.x
Mac OS 10.9	Safari 7.x
Mac OS 10.10	Safari 8.x
Mac OS 10.11	Safari 9.x
Mac OS 10.12	Safari 10.x

#### Tips

- Check that [JavaScript] of your Web browser is enabled. The [HTML User's Guide] uses [JavaScript] for the page display or search function.
- Note that some of the functions may not work normally depending on your system environment. Please be forewarned.
- Problems may be able to be solved by using the latest Web browser.

#### Display resolution

1,024 × 768 pixels or more

## 1.5.2 How to display the top page of the HTML User's Guide

Double-click [index.html] in the [HTML User's Guide] folder to display the top page.

## 1.5.3 Conventions used in this guide

This guide describes product names and system configurations as follows.

Product name	Conventions used in this guide
<b>AccurioPress C3080</b> <b>AccurioPress C3080P</b> <b>AccurioPress C3070</b> <b>AccurioPrint C3070L</b>	This machine: Indicates the entire system including options and functions. The main body: Indicates the main unit that provides print functions in this machine. The machine: Indicates a mechanical part related to the structure or mechanism.
<b>AccurioPress C3080P</b>	<b>Printer model</b>
<b>Microsoft Windows</b>	Windows

Optional products are described with no model number added as follows unless otherwise specified.

Product name	Conventions used in this guide
<b>Image Controller IC-605</b> <b>Image Controller IC-417</b> <b>Image Controller IC-313</b> <b>Image Controller IC-314</b>	<b>Image controller</b>
<b>Dual Scan Document Feeder DF-706</b>	<b>ADF</b>
<b>Saddle Stitcher SD-506</b> <b>Saddle Stitcher SD-510</b> <b>Saddle Stitcher SD-513</b>	<b>Saddle Stitcher</b>

The convention above is also applied to other optional devices.

### **NOTICE**

*The **Image Controller IC-313** / **Image Controller IC-314** is not compatible with the **AccurioPrint C3070L**.*

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# 2

## Before Getting Started



## 2 Before Getting Started

### 2.1 Turning the Power ON/OFF

#### Power supply

This machine has two power switches: **main power switch** and **sub power switch**.

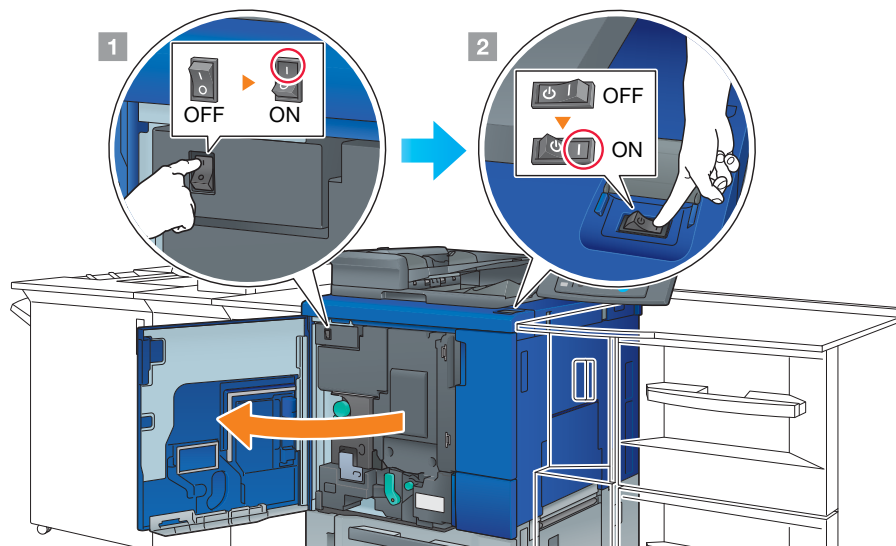
#### NOTICE

The **main power switch** is normally kept turned on.

The **main power switch** must be turned on or off only when you start this machine for the first time or when you restart this machine.

#### Turning the power on

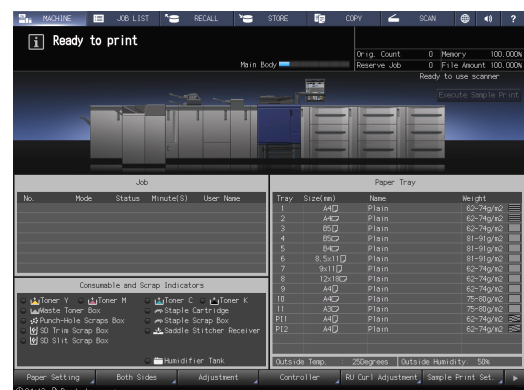
- 1 Open the front door of the main body, then turn the **main power switch** on.  
When the **main power switch** is turned on, the **Power LED** on the **control panel** lights up in orange.
- 2 Turn on the **sub power switch** on the upper-right corner of the main body.  
When the **sub power switch** is turned on, the **Power LED** on the **control panel** lights up in blue.



After the start screen has been displayed, the default screen is displayed.

The default screen can be selected from **Utility/Counter**. For details, refer to the [HTML User's Guide].

When [Ready to print] is displayed on the [MACHINE] screen, you can use this machine.

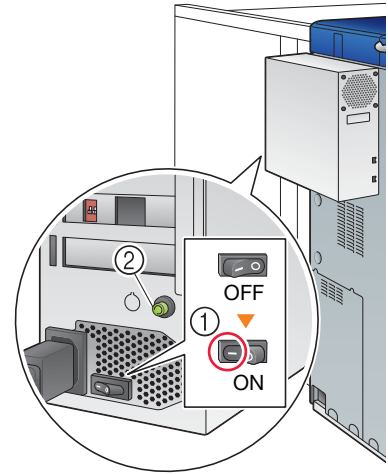


- 3 For **Image Controller IC-417/Image Controller IC-313/Image Controller IC-314**, turn the image controller on.

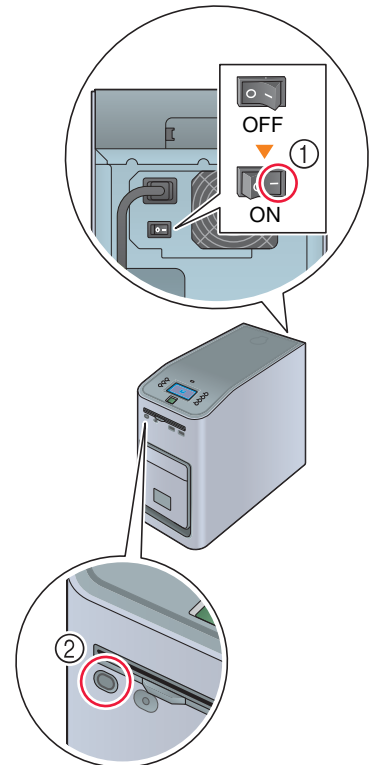
**NOTICE**

After this machine has started completely, turn the image controller on.

- For **Image Controller IC-417**, turn the power switch in the rear side on (①), then press the button on the top of the power switch (②).



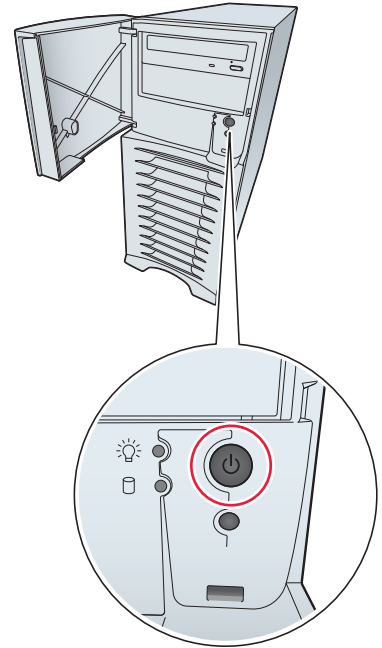
- For **Image Controller IC-313**, turn the power switch in the rear side on (①), then press the power button in the front side (②).



→ For **Image Controller IC-314**, open the **front door** and press the **Power controller button**.

[Windows] starts, and after a while, the [workspace] screen is displayed.

Wait until the [workspace] screen is displayed.



### Tips

- If [Machine is warming up] is displayed on the [MACHINE] screen, it indicates that this machine is in the warm-up state. Warm-up processing takes approximately 6.5 minutes.

## Turning the power off (Image Controller IC-605)

- 1 Turn off the **sub power switch**.

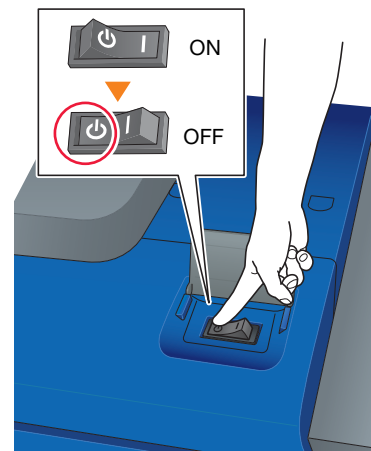
The **touch panel** display is cleared, and the **Power LED** on the **control panel** is changed from blue to orange.

### NOTICE

While the following message is displayed, do not turn off the **main power switch**. Otherwise, a problem such as a toner fixation in the machine may occur.

[Cooling in progress / Power is turned off automatically]

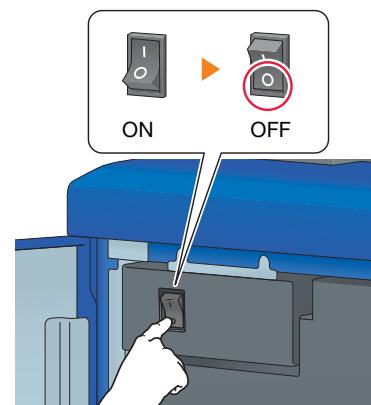
[Power off in progress / Please do not turn the main power off]



- 2 Turn off the **main power switch**.

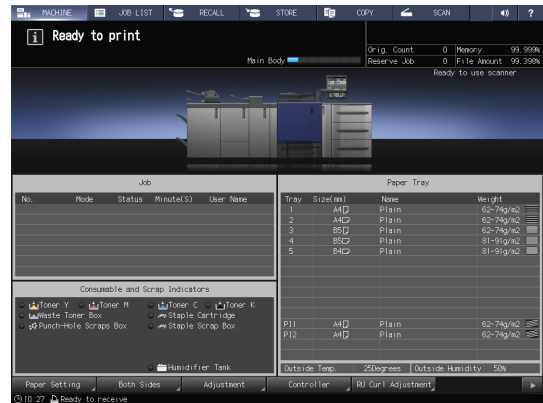
### NOTICE

When turning the **main power switch** off then on, be sure to wait for 10 seconds or longer before turning the main power switch on again. If the **main power switch** is turned on again within 10 seconds, the machine may not function normally.



## Turning the power off (Image Controller IC-417)

- 1 On the [MACHINE] screen, press [Controller].



- 2 Press [Login].
- 3 Select [Administrator] or [Operator], enter the password, then press [Login].  
The default password is "Fiery.1". If you select [Operator], you do not need to enter the password.
- 4 Press [Waiting Jobs].
- 5 Press the [Tools] tab.
- 6 Press [Restart Server].
- 7 Press [Shut Down System].
- 8 Press [Exit].

### NOTICE

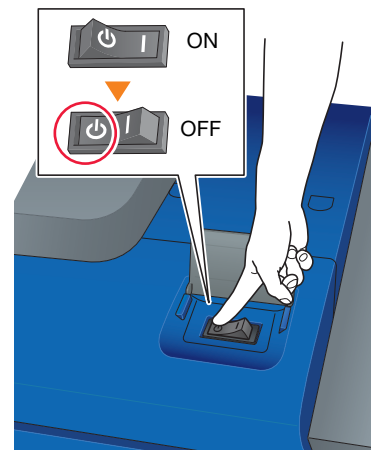
While the following message is displayed, do not quit the system. Otherwise, a problem such as a toner fixation in the machine may occur.

[Cooling in progress / Power is turned off automatically]

[Power off in progress / Please do not turn the main power off]

- 9 After the system has quit, turn off the **sub power switch**.

The **touch panel** display goes off, and the **Power LED** on the **control panel** is changed from blue to orange.

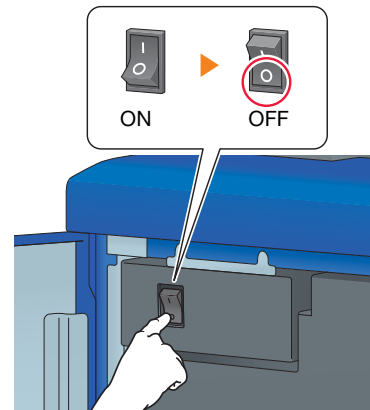




- 10 Turn off the **main power switch**.

**NOTICE**

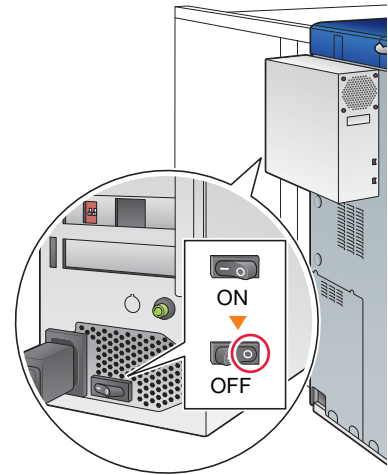
When turning the **main power switch** off then on, be sure to wait for 10 seconds or longer before turning the main power switch on again. If the **main power switch** is turned on again within 10 seconds, the machine may not function normally.



- 11 Turn the power switch in the rear side off.

**NOTICE**

After this machine has exited completely, turn **Image Controller IC-417** off.



## Turning the power off (Image Controller IC-313)

- 1 Turn off the **sub power switch**.

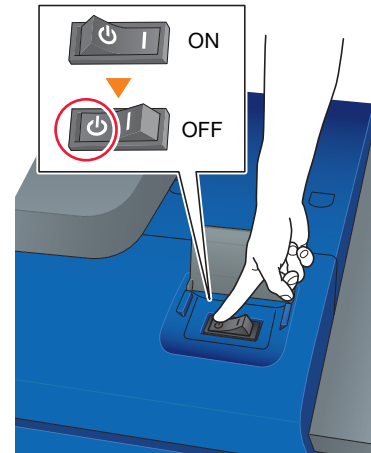
The **touch panel** display is cleared, and the **Power LED** on the **control panel** is changed from blue to orange.

### NOTICE

While the following message is displayed, do not turn off the **main power switch**. Otherwise, a problem such as a toner fixation in the machine may occur.

[Cooling in progress / Power is turned off automatically]

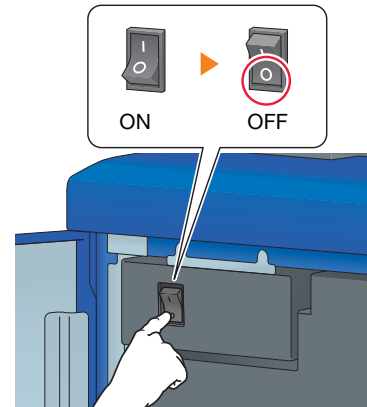
[Power off in progress / Please do not turn the main power off]



- 2 Turn off the **main power switch**.

### NOTICE

When turning the **main power switch** off then on, be sure to wait for 10 seconds or longer before turning the main power switch on again. If the **main power switch** is turned on again within 10 seconds, the machine may not function normally.

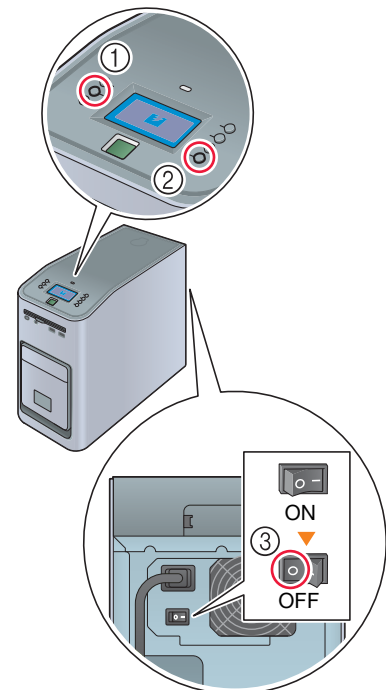


- 3 Press the **Menu** button on the control panel (①), press row selection button 4, then select [Shut Down System] (②).

### NOTICE

After this machine has exited completely, turn the **Image Controller** system off.

- 4 When the system has quit, turn the power switch in the rear side off (③).



### Tips

The **Image Controller IC-313** can reset Fiery software or restart the entire system as needed.

- To reset only the Fiery software, press the **Menu** button on the control panel, then use the row selection button to select [Restart Server] - [Restart Server] in sequence. In this case, do not reboot the Windows operating system.
- To reboot the entire system including the Windows operating system, press the **Menu** button on the control panel, then use the row selection button to select [Restart Server] - [Reboot System] in sequence.
- You can set the **Image Controller IC-313** to turn on or off at the same time when the power of the main body is turned on or off. For details, refer to the User's Guide for the **Fiery Color Server**.

## Turning the power off (Image Controller IC-314)

- 1 Turn off the **sub power switch**.

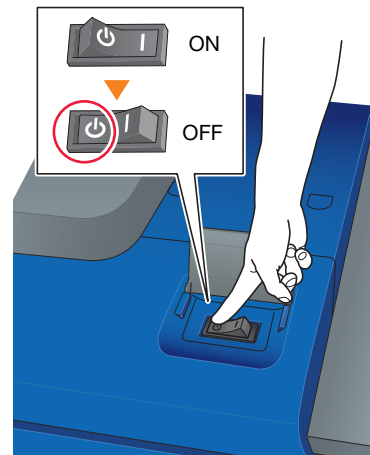
The **touch panel** display is cleared, and the **Power LED** on the **control panel** is changed from blue to orange.

### NOTICE

While the following message is displayed, do not turn off the **main power switch**. Otherwise, a problem such as a toner fixation in the machine may occur.

[Cooling in progress / Power is turned off automatically]

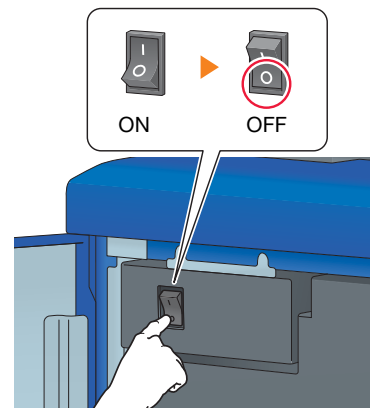
[Power off in progress / Please do not turn the main power off]



- 2 Turn off the **main power switch**.

### NOTICE

When turning the **main power switch** off then on, be sure to wait for 10 seconds or longer before turning the main power switch on again. If the **main power switch** is turned on again within 10 seconds, the machine may not function normally.



- 3 From the [File] menu in [workspace], select [Exit].
- 4 Click [Yes].
- 5 Check that the [IC-314 print controller icon] has disappeared from the taskbar, and then shut down [Windows].

## Power-saving function

Using the following functions can reduce the power consumption of this machine and provide greater power-saving effects.

Function	Description
Power Save function	<p>Auto Low Power</p> <p>Turns off the <b>touch panel</b> display to reduce the power consumption of this machine. This machine is placed into the Auto Low Power mode when:</p> <ul style="list-style-type: none"> <li>The specified period of time has elapsed with no print jobs executed in the printable state</li> <li><b>Power Save</b> on the <b>control panel</b> has been pressed for a second or more</li> </ul> <p>This mode is available when [Auto Low Power] is selected by selecting <b>Utility/Counter</b> - [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting].</p> <p>You can select from the following power-saving time periods: --- min., 5 min., 10 min., 15 min., 30 min., 60 min., 90 min., 120 min., and 240 min.</p> <p>Power-saving time periods, 90 min., 120 min., and 240 min., may not be displayed depending on regions.</p>
	<p>Auto Shut OFF</p> <p>Turns off all LEDs except <b>Power Save LED</b> and <b>Power LED</b> on the <b>control panel</b>, to reduce the power consumption of this machine. This machine is placed into the Auto Shut OFF mode when:</p> <ul style="list-style-type: none"> <li>The specified period of time has elapsed with no print jobs executed in the printable state</li> <li><b>Power Save</b> on the <b>control panel</b> has been pressed for a second or more</li> </ul> <p>If the Auto Shut OFF mode is kept for a long time, it may take a while to warm up this machine upon restart.</p> <p>This mode is available when [Auto Shut OFF] is selected by selecting <b>Utility/Counter</b> - [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting].</p> <p>You can select from the following power-saving time periods: --- min., 0 min., 1 min., 30 min., 60 min., 90 min., 120 min., and 240 min.</p>
	<p>Auto Wake-up Cond. (Displayed only when the <b>Image Controller IC-605</b> is installed.)</p> <p>Specify conditions to automatically release the Shut OFF mode and start printing when print jobs are received in the Auto Shut OFF mode.</p> <p>If you press [All Jobs] to highlight the button, the Shut Off mode is automatically released even during Auto Shut OFF, allowing all print jobs to be outputted.</p> <p>If you unhighlight the button, the Shut Off mode is automatically released during Auto Shut OFF only when the machine receives print jobs from [PS Plug-in driver] or [AccurioPro Hot Folder], allowing them to be outputted. To process other jobs, use this machine after releasing the Shut OFF mode.</p>
ErP Setting	<p>Turns the main power off after the Auto Low Power mode, Auto Shut OFF mode, or the <b>sub power switch</b> is kept in the off state for the specified period of time.</p> <p>There are seven power-saving time periods available: Do Not Switch, 12 Hours, 24 Hours, 36 Hours, 48 Hours, 60 Hours, and 72 Hours, from which you can select the desired one.</p> <p>If the Weekly Timer is set to [Weekly Timer ON], [ErP Setting] appears dimmed and you cannot configure this setting.</p>
Monochrome Energy-save Mode	<p>For monochrome printing, you can carry out it in energy-save mode.</p>
Weekly Timer	<p>Automatically turns the power of this machine on or off based on the specified time or day of the week.</p>

### Tips

- Utility/Counter** - [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting] is the same as **Utility/Counter** - [User Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting], use either of the methods to configure a setting.

- If **Power Save** on the **control panel** is pressed for one second or more, either of Auto Low Power or Auto Shut OFF is enabled. To enable either function, select [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting].

**Reference**

*For details about how to configure and use the above functions, refer to the [HTML User's Guide].*

**NOTICE**

*If this machine is turned off because the Weekly Timer has started, job data is not received even if it is sent. While this machine can be used normally, send job data again.*

## 2.2 Available Operations in this Machine

### 2.2.1 Major functions of this machine

#### Print functions

This machine can be used as a printing system by installing an optional **Image Controller**.

You can print data on this machine via the printer driver using the application software installed on your computer.

You can configure a layout or finish setting by implementing a simple action when printing data.



#### Copy functions

You can specify conditions such as the original scan setting, paper size, or the finish setting to copy data.

More originals can be scanned in a short time by mounting an optional **ADF**.



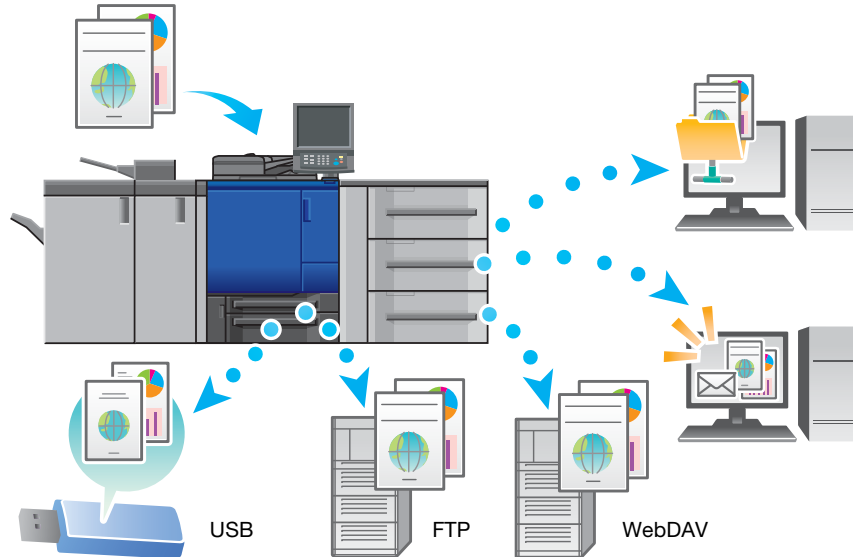
#### Tips

- Copy functions are not available in the **Printer model**.

## Scan functions

You can send the scan data as an E-mail attachment, send it to a shared computer (SMB server), FTP server, or WebDAV server, and save it to the USB flash drive installed on this machine by mounting an optional **Image controller**.

In addition, you can give a scan instruction from a computer on the network to import the scan data to your computer.



### Tips

- Sending to a WebDAV server and saving to a USB flash drive are functions available only when **Image Controller IC-605** is installed on this machine. To send to a WebDAV server or save to a USB flash drive using **Image Controller IC-313**, **Image Controller IC-314** or **Image Controller IC-417**, contact your service representative.
- Scan functions are not available in the **Printer model**.

## Hold function of print jobs using the HDD

You can temporarily save an executed print or copy job to reprint it from the job list or save it on the HDD of this machine.

## Device control function

### Image Controller IC-605: PageScope Web Connection

- **PageScope Web Connection** is a device control utility program provided by the HTTP server built in the machine.
- You can access an **Image Controller** via the network using the Web browser of the computer to check the status of this machine or configure various settings remotely from **PageScope Web Connection**.

### Image Controller IC-417 / Image Controller IC-313: WebTools

- **WebTools** is a device control utility program provided by the HTTP server built in to the Image Controller.
- You can access the Image Controller via the network using the Web browser of the computer to check the status of this machine or configure various settings from **WebTools**.

### Image Controller IC-314: workspace

- **Workspace** is a utility program for management of devices that operates on the **Image Controller IC-314** server.





## 2.2.2 Application functions (Image Controller IC-605)

### Color management function (Color Centro)

**Color Centro** is an application that enables efficient color management on your computer.

To successfully print in color, you can perform calibration, and edit and manage profiles and replacement tables to adjust colors.

### Job management function (AccurioPro Print Manager)

**AccurioPro Print Manager** is an application that enables job management of this machine.

Using this function, you can monitor a print, copy, or scan job, operate and edit jobs temporarily saved on this machine, and edit pages. In addition, you can acquire device information such as printer status, consumable information, or tray information to check the status of this machine through your computer.

### Other applications

In addition to the above, there are various applications to manage this machine or users. For details, refer to the [HTML User's Guide].

## 2.2.3 Application functions (Image Controller IC-417 / Image Controller IC-313)

### Fiery Command WorkStation

**Fiery Command WorkStation** is an application that manages jobs and image controller via the network.

#### *Job management function*

The [Job Center] tab provides the functions for the job operator. You can check the job status that is being processed by the controller or that is being printed, and check an overview of the processed job. You can also search or print a job, calibrate the controller for stable color reproduction, or check the log data.

#### *Device control function*

The [Device Center] tab provides the functions for the administrator. You can check or set the settings of the image controller, set up the color, adjust the tray, define the paper or view the job log.

#### *Imposition function*

Using **Fiery Impose** (option), you can impose each page on **Fiery Command WorkStation**.

### Printer Delete Utility

**Printer Delete Utility** is an application that is used to completely delete the Fiery printer driver from the computer. For details about how to use this application, refer to the User's Guide supplied with the **Fiery Color Server**.

### Fiery Remote Scan

**Fiery Remote Scan** is an application that is used to perform remote scanning, to import a file from the E-mail box and save it on the computer, or to import scanned data into the application to edit it. For details about how to use this application, refer to the User's Guide supplied with the **Fiery Color Server**.

### Fiery Hot Folders

**Fiery Hot Folders** is an application that is used to set attributes to any folder on the computer and automatically send data that has been dragged and dropped in the folder to the image controller. For details about how to use this application, refer to the User's Guide supplied with the **Fiery Color Server**.

## 2.2.4 Application functions (Image Controller IC-314)

### **workspace**

**workspace** is an application that manages jobs and image controllers on a server.

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# 3

**Let's Make Prints**

---



## 3 Let's Make Prints

This chapter describes a basic print workflow using this machine.

First confirm the basic flow to print data, then add detailed settings and adjustment to meet your requirements.



### Reference

For information about application settings of this machine and adjustment procedures, refer to the [HTML User's Guide].

## 3.1 Printing Flow

First check that your original data is printed in the following flow.

The detailed operations or setting procedures are described in the reference page for each step.

### 3.1.1 Step 1: Prepare the printer driver and applications

Install the printer driver and applications in your computer.

After installation is completed, configure information of the mounted devices using the printer driver to use optional functions.

For details, refer to the [HTML User's Guide].

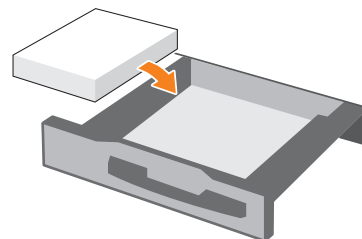


### 3.1.2 Step 2: Load paper into a tray

Load paper into the **Main Body Trays** or an optional paper tray.

For details, refer to the following pages:

- To load paper into the **Main Body Trays**: Refer to page 4-3.
- To load paper into **Paper Feeder Unit PF-602m**: Refer to page 4-5.
- To load paper into another optional device: Refer to page 4-6.



### 3.1.3 Step 3: Configure information of the paper loaded into a tray in this machine

Specify the type, size, weight, and other values of paper.

For details, refer to page 4-7.



### 3.1.4 Step 4: Use the printer driver to print data

Print original data through your computer.

- ✓ Check the application environment of original data in advance. This guide shows a procedure example of how to use **Adobe Acrobat Reader** in a **Windows 7** environment.

**1** Click [Print] in the file menu of the application software to display the Print window.

**2** Select the installed printer driver from [Printer], then click [Properties].

**3** Select the paper size of the original data on the setting screen of the printer driver.

**Image Controller IC-605:** Click [General] tab, then select the paper size in [Original Size].

→ In [Paper Tray], you can select a tray to load paper to be printed into.

→ For information about other functions of the printer driver, refer to the [HTML User's Guide].

**Image Controller IC-417 or Image Controller IC-313:** Click [Quick Access] tab, then select the paper size in [Document size].

→ In [Paper tray], you can select a tray to load paper to be printed into.

→ For information about other functions of the printer driver, refer to the user's guide supplied with **Fiery Color Server**.

**Image Controller IC-314:** Check that [Parameters from file] is selected, and then click [OK].

→ Select [Paper profile] to select a paper type.

→ Select [Tray] to select a paper tray.

**4** Click [Print].

Original data is printed, and printed sheets are output to the **output tray** of this machine.

→ You can save print jobs on the HDD of this machine.

If print jobs are saved on the HDD, you can make prints without reconfiguring settings the next time you print; which makes simple reprinting jobs easier.

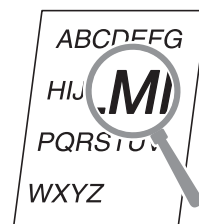
The items you can configure or adjust vary depending on where print jobs are saved on the HDD. For details, refer to the [HTML User's Guide].

→ For information about how to take an action when data is printed with an incorrect paper size, refer to page 5-12.

### 3.1.5 Step 5: Check the finishing

Check the image quality reproducibility, printing position misalignment, fold or staple position, and other items after printing data.

For information about finishing checkpoints and adjustment procedures, refer to the [HTML User's Guide].



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## Basic Operations





## 4 Basic Operations

### 4.1 Loading Paper

#### 4.1.1 Loading paper into the main body tray

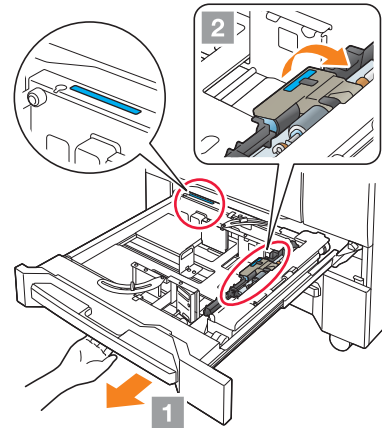
The same paper loading procedure is used for **Tray 1** and **Tray 2**. This section describes how to load paper into **Tray 1**.

- 1 Pull out the tray to load paper into.

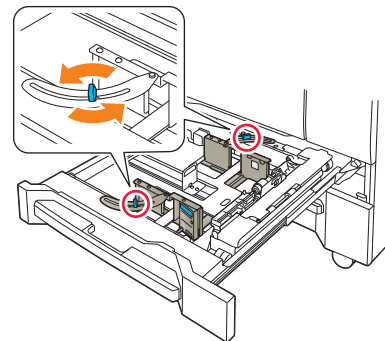
**NOTICE**

Be sure to pull out the tray fully until a blue label shows on the rear-left side of the tray. Otherwise, the **feed roller** may not open or another machine trouble may occur.

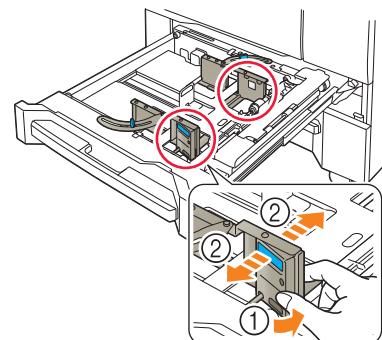
- 2 Open the **feed roller**.



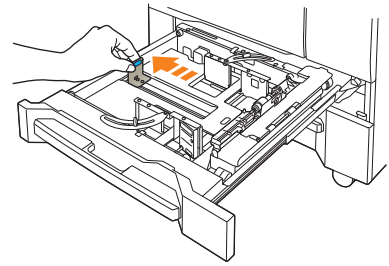
- 3 Turn two **side guide lock knobs** (in the front and rear sides) counterclockwise to loosen them.



- 4 While pressing the **side guide lock release lever** (①), slide it to any position (②).
  - Slide both the front and rear **side guide plates**.
  - Determine their locations based on the size indicator of the bottom plate of the tray.



- 5 Slide the **rear guide plate** to any position.
- To slide the **rear guide plate** to the right, hold the top, and slide the **rear guide plate** while pressing it down slightly.
  - To slide the **rear guide plate** to the left, hold the bottom, and slide the **rear guide plate** while pressing it down slightly.
  - Determine their locations based on the size indicator of the bottom plate of the tray.



**NOTICE**

When moving the **rear guide plate** to the right, it will not slide smoothly without downward pressure. Also, when moving it to the left, it will not slide smoothly if you hold the top of the **rear guide plate**.

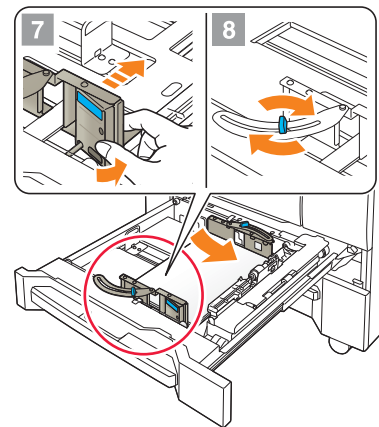
Be careful because forcefully moving the **rear guide plate** may damage it.

- 6 To fix the **side guide plates** at the correct locations, load an appropriate amount of paper into the tray while aligning it to the right-hand side of the tray.

**NOTICE**

Load paper with the print side facing down.

- 7 Pushing the **side guide lock release lever**, align the **side guide plate** to the paper.
- 8 Turn two **side guide lock knobs** (in the front and rear sides) clockwise, and fix them.



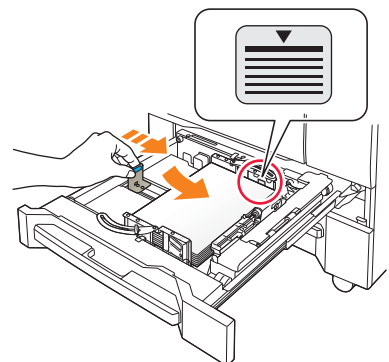
- 9 Load the remaining paper into the tray, then press the **rear guide plate** against the paper.

**NOTICE**

Do not load more than 500 sheets (80 g/m<sup>2</sup> / 21 lb Bond) into Tray 1, and more than 1,000 sheets (80 g/m<sup>2</sup> / 21 lb Bond) into Tray 2. Also, do not load paper above the ▼ mark that indicates the height limit on the **side guide plate**. Otherwise, a paper jam may occur.

Be sure that the **rear guide plate** is securely pressed against the paper. If there is any gap between the **rear guide plate** and the paper, this machine will not be able to detect the correct paper size. It may cause a paper feeder machine error.

Check paper for kinks. Otherwise, a paper jam may occur.



- 10 Close the tray.

→ Push the tray in until it locks into place.

The amount indicator changes from  to  in the tray information display area of the [MACHINE] or [COPY] screen.

**NOTICE**

Carefully close the tray. Otherwise, the machine may be subjected to an unexpected impact due to the tray or paper weight, which may lead to a machine error.

### 4.1.2 Loading paper into the Paper Feeder Unit PF-602m

The following describes how to load paper into an optional **Paper Feeder Unit PF-602m**. The same paper loading procedure is used for **Tray 3** and **Tray 4**.



#### Reference

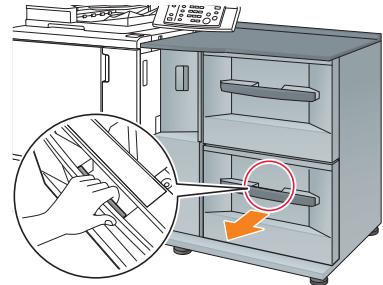
For information about how to load paper into other optional paper feeder unit, refer to the [HTML User's Guide].

- 1 Pull out the tray to load paper into.

#### NOTICE

Trays cannot be withdrawn when the machine is powered off. Turn the **sub power switch** on.

To prevent the machine from tipping over, multiple trays cannot be pulled out at one time.



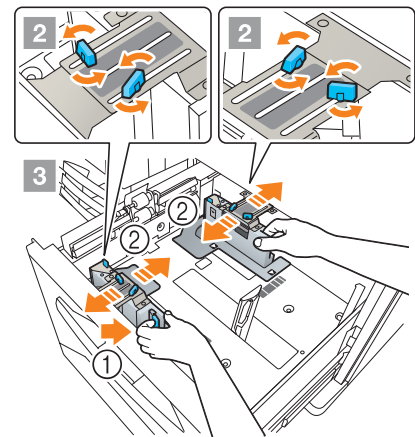
- 2 Turn the **side guide lock knobs** (4 pieces) counterclockwise to loosen them.

- 3 While pressing the **side guide lock release lever** (①), slide the **side guide plates** to any positions (②).

→ Determine their locations based on the size indicator of the bottom plate of the tray.

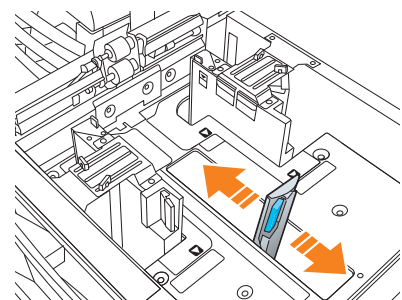
#### NOTICE

When moving the **side guide plates**, be sure to hold the **lock release lever** of the front one and the handle of the rear one. If moved only with the front **side guide plate**, the **side guide plates** may not be fixed in position.



- 4 While pressing the **rear guide lock release lever**, slide the **rear guide plate** to any positions.

→ Determine their locations based on the size indicator of the bottom plate of the tray.



- 5 To fix the **side guide plates** at the correct locations, load an appropriate amount of paper into the tray while aligning it to the left-hand side of the tray.

#### NOTICE

Load paper with the **print side facing up**.

- 6 Press the **side guide plates** against paper, then turn the **side guide lock knobs** (4 pieces) clockwise to fix them.

- 7 Load the remaining paper into the tray, then press the **rear guide plate** against the paper.

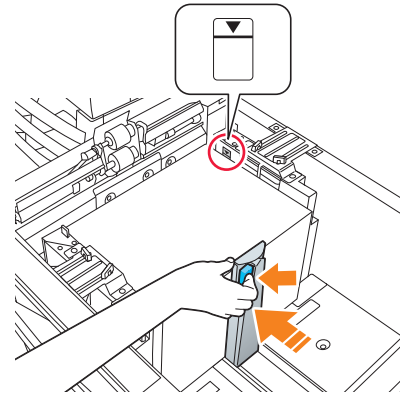
**NOTICE**

Be careful not to load paper above the ▼ mark that indicates the height limit on the **side guide plate**. Otherwise, a paper jam may occur.

To load paper with the paper width less than 182 mm / 7.165", use the **small size guides** built in the **side guide plates**. For information about how to use the **small size guides**, refer to the [HTML User's Guide].

Be sure that the **rear guide plate** is securely pressed against the paper. If there is any gap between the **rear guide plate** and the paper, this machine will not be able to detect the correct paper size. It may cause a paper feeder machine trouble.

Load paper with the print side facing up.



- 8 Close the tray.

→ Push the tray in until it locks into place.

The amount indicator changes from  to  in the tray information display area of the [MACHINE] or [COPY] screen.

**NOTICE**

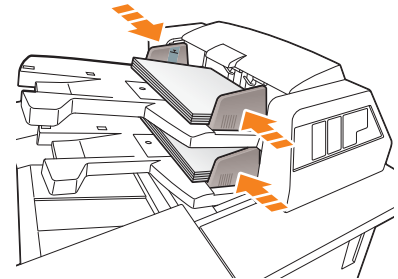
Carefully close the tray. Otherwise, the machine may be subjected to an unexpected impact due to the tray or paper weight, which may lead to a machine error.

### 4.1.3 Loading Paper in Post Inserter of Folding Unit FD-503

Select [Paper Setting] on the [MACHINE] screen or the [COPY] screen, then change the paper setting of the upper tray or lower tray of the **post inserter**.

- 1 Load paper into the upper tray or lower tray of the **post inserter**.

The Amount indicator changes from  to  on the [MACHINE] screen or the [COPY] screen.



- 2 Press the **tray guide plates** against the paper.

**NOTICE**

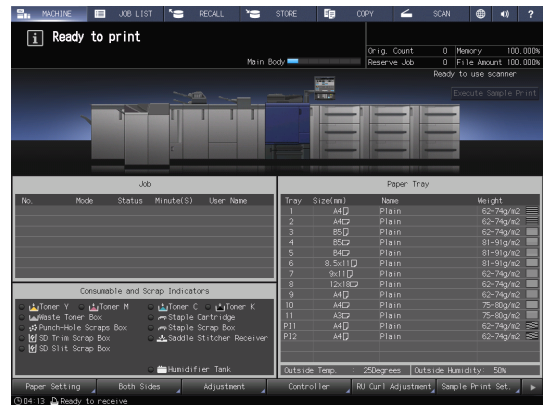
Do not load more than 500 sheets (80 g/m<sup>2</sup> / 21 lb Bond) for each of the upper and lower trays. Also, do not load above the limit line indicated on the tray guide plates.

## 4.2 Paper Setting

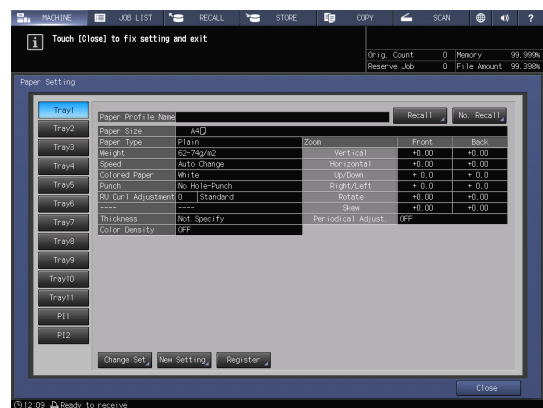
### 4.2.1 Specifying paper information for a tray

Specify the required information (size, type, weight, and other values) for the paper loaded into a paper tray. If standard-size paper is loaded, its size is recognized automatically. To load custom-size paper, specify the required size.

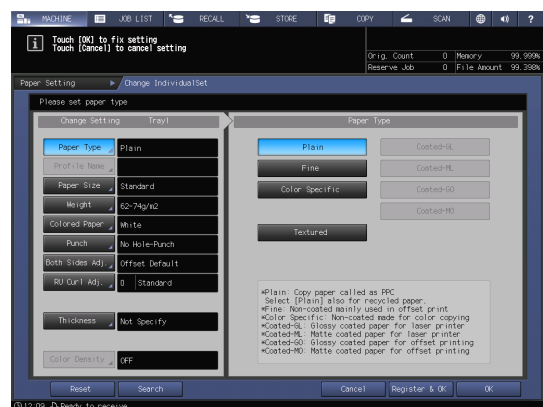
- 1 Press [Paper Setting] on the [MACHINE] screen.  
→ You can also press [Paper Setting] on the [COPY] screen to specify the required size.



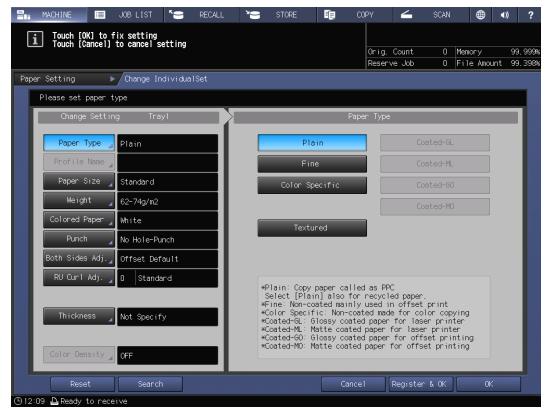
- 2 Select the tray with paper loaded, then press [Change Set].



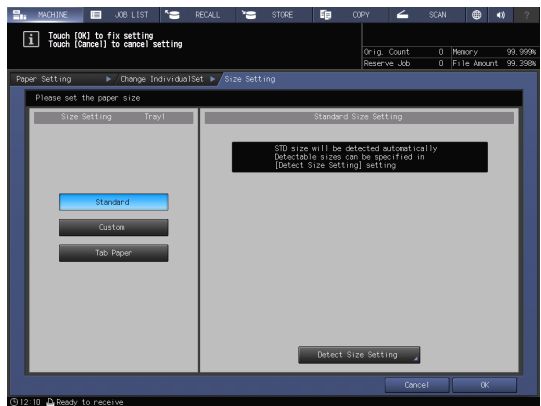
- 3 Press [Paper Type] to select the desired paper type.



#### 4 Press [Paper Size].

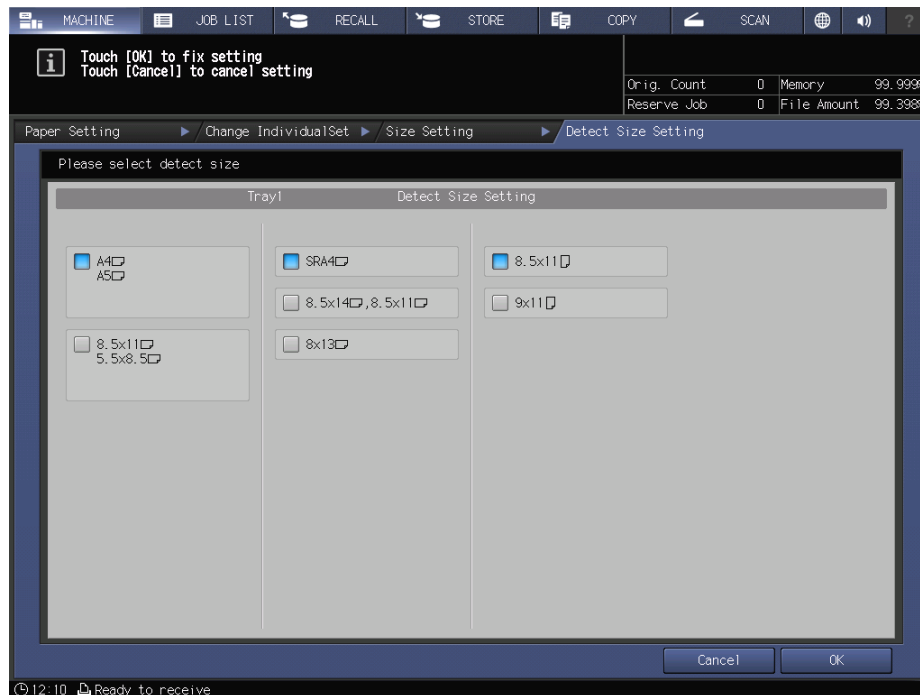


#### 5 Select one of the options under [Size Setting] to fit the paper loaded into the tray.

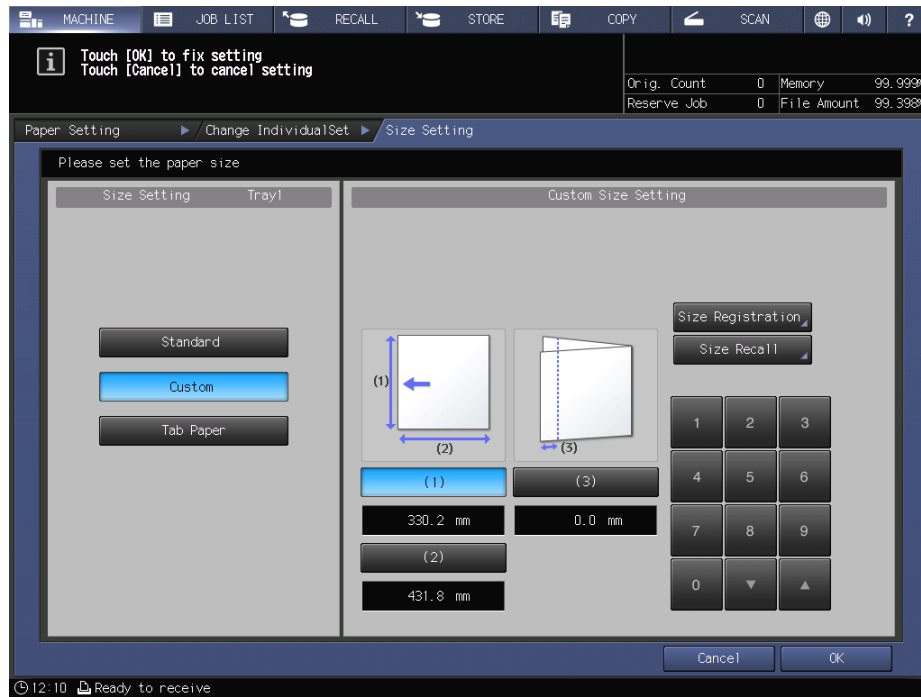


#### 6 Specify the size.

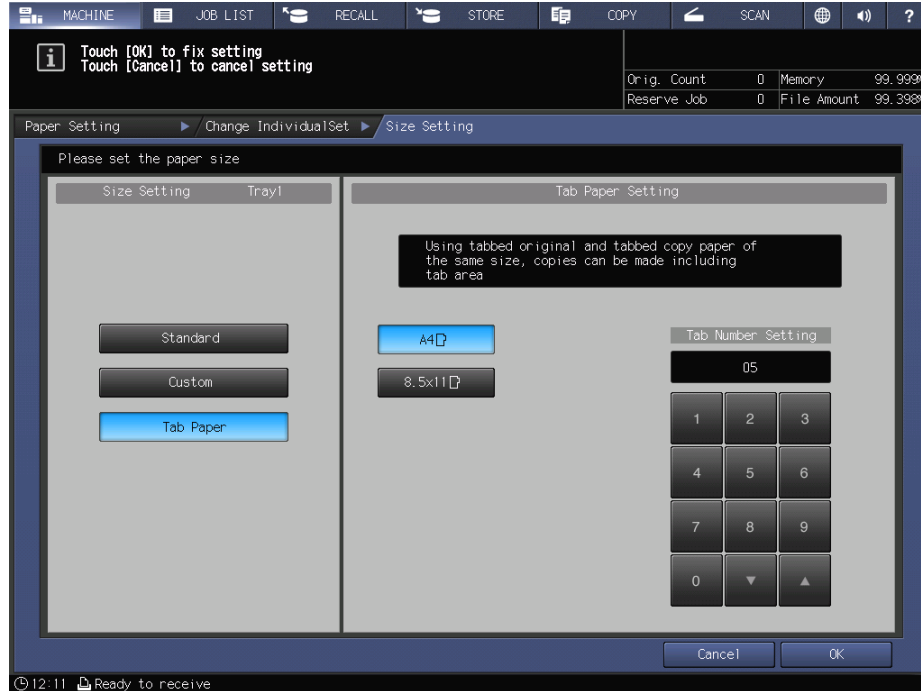
- [Standard]: Recognized automatically.
- In [Detect Size Setting], you can select the size to be detected.
- There is, however, a group of sizes having subtle distinctions, so that the machine cannot distinguish in the operation of size detection. To identify these sizes as one size so that they can be judged by the machine, you can select the size to be detected in [Detect Size Setting].



- [Custom]: Specify the value in items (1) to (3).
- You can name and register the size specified in [Size Registration].
- To recall the registered size, select [Size Recall].
- Item (3) is not displayed depending on the mounted optional device.



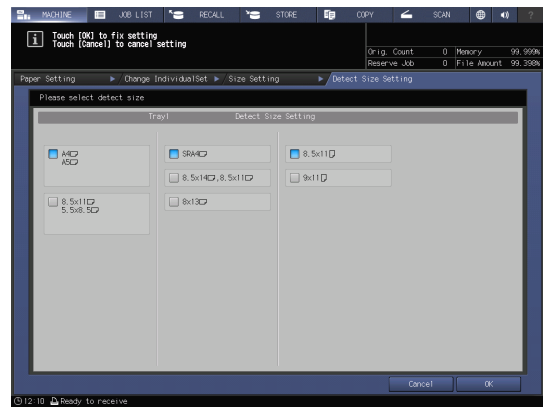
- [Tab Paper]: Specify the paper size and the number of tabs.



- 7 If you select [Detect Size Setting] in [Standard], press [OK].

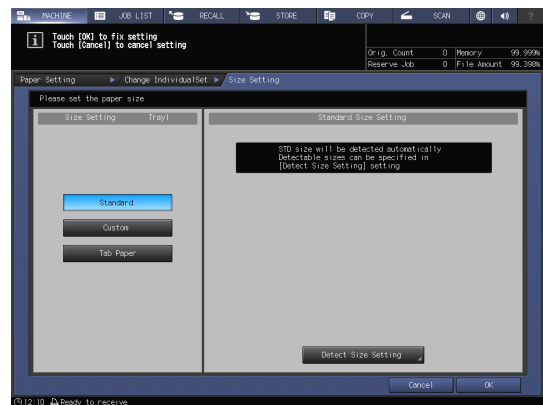
This returns to the [Size Setting] screen.

→ This step is not required if you select [Custom] or [Tab Paper].

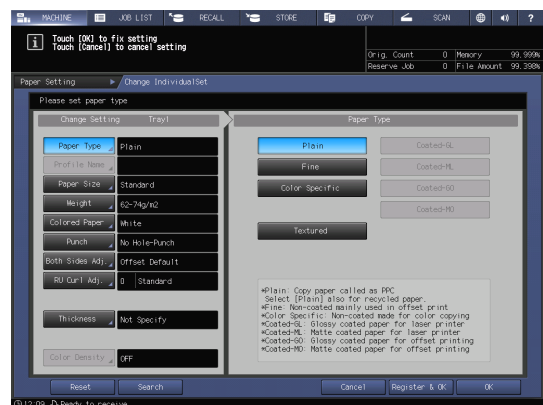


- 8 Press [OK].

This returns to the [Change Individual Set] screen.

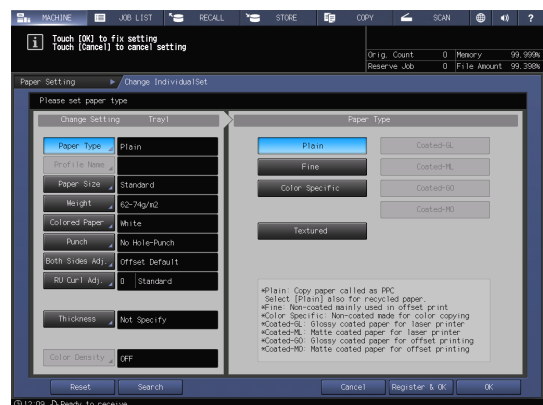


- 9 Specify other items, if necessary.



- 10 Press [OK].

This returns to the [Paper Setting] screen.



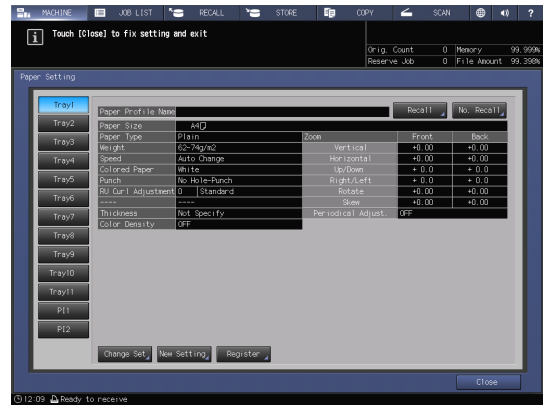


## 11 Press [Close].

This returns to the [MACHINE] screen.

If you press [Paper Setting] on the [COPY] screen to specify the paper size, the screen returns to the [COPY] screen.

Paper setting is then completed.



### Tips

- For details about setting items, refer to the [HTML User's Guide].
- To register paper conditions in a paper profile, press [Register & OK] on the [Change Individual Set] screen. For details about how to register a paper profile, refer to the [HTML User's Guide].



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# **5** Troubleshooting




## 5 Troubleshooting








### 5.1 Replenish and Replace Consumables

#### Replacing a toner bottle

##### ⚠ WARNING

- Do not throw toner or a container that contains toner (e.g., toner cartridge, developing unit, and Waste Toner Box) into an open flame. The hot toner may scatter and cause burns or other damage. 

##### ⚠ CAUTION

- Do not leave toner-related parts (e.g., toner cartridge, developing unit, and Waste Toner Box) within easy reach of children. Licking any of these parts or ingesting toner could damage your health. 
- Do not store toner-related parts (e.g., toner cartridge, developing unit, and Waste Toner Box) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction. 
- Do not force open the toner-related parts (e.g., toner cartridge, developing unit, and Waste Toner Box). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact. 
- If toner lands on your skin or clothing, wash thoroughly with soap and water. 
- If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice. 
- If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists. 
- If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary. 

When toner in a **toner bottle** runs out, the message [Ready to print / Please add toner] is displayed on the [MACHINE] screen, and the color of the exhausted toner is displayed in yellow on the [Consumable and Scrap Indicators] display.

##### Tips

- This machine contains a toner storage that contains spare toner to prevent a print job from being interrupted during printing even if toner in the **toner bottle** becomes exhausted.

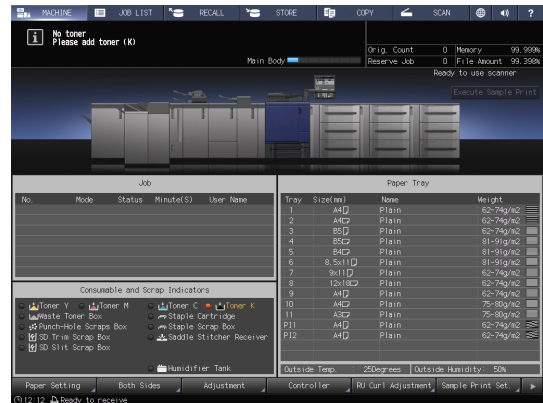


When toner supply from the toner storage also becomes low, the message [No toner / Please add toner] is displayed. Follow the procedure below to replace a **toner bottle**.

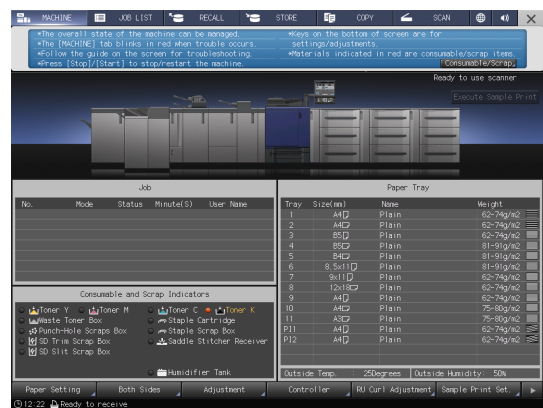
### NOTICE

To replace a **toner bottle**, check the toner type number indicated on the **toner bottle cover**. Use of incorrect **toner bottles** may cause the machine trouble.

- 1 Press **[?]** on the upper-right corner of the **touch panel** or **Help** on the **control panel** to display the help message.
  - If you press the yellow row in the [Consumable and Scrap Indicators] display area of the **touch panel**, the window shown in step 3 is displayed directly.

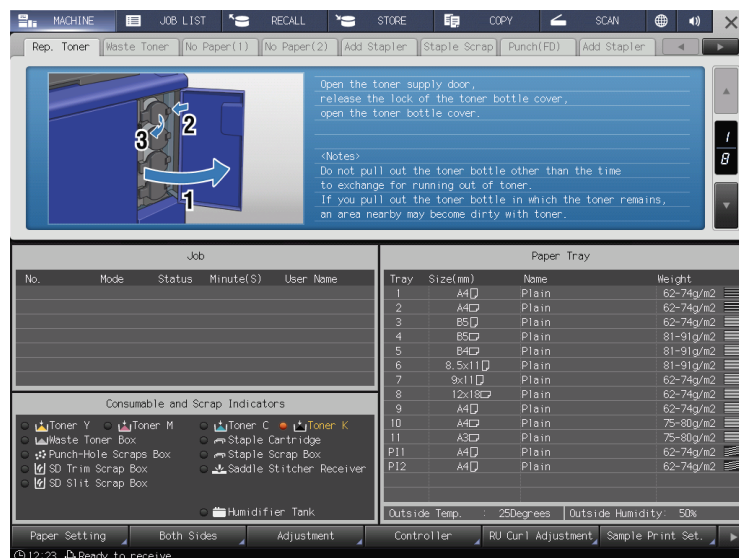


- 2 Press [Consumable/Scrap].



- 3 Follow the on-screen instructions to replace a **toner bottle**.

- The number on the right-hand side of the help message indicates a replacement procedure. To display the next step, press **[▼]**.



- Attach the cap of a new **toner bottle** to the used **toner bottle**, then place it into the package. For the subsequent treatment, contact your service representative.

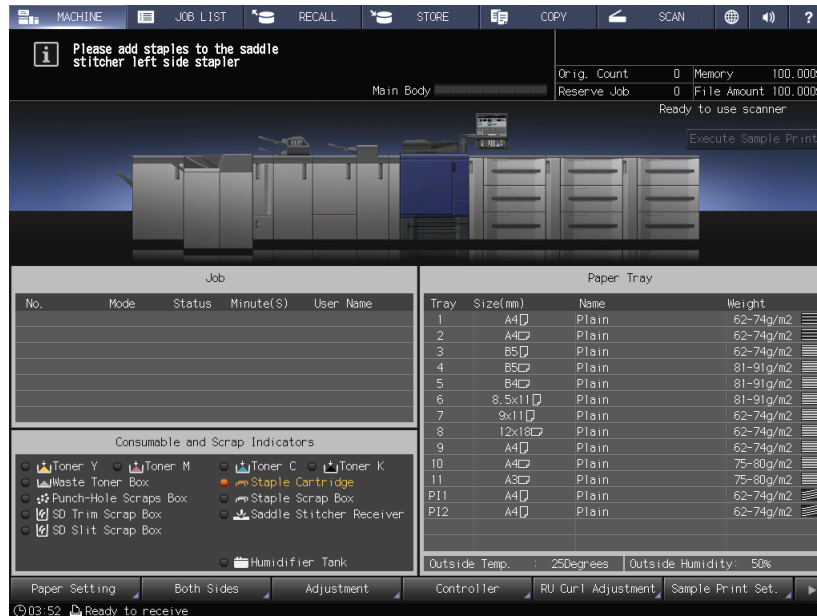
## Replacing a staple cartridge

If staples run out, the message [Please add staples to the saddle stitcher left side stapler] is displayed on the [MACHINE] screen, and the [Staple Cartridge] indicator changes to yellow in the [Consumable and Scrap Indicators] display.

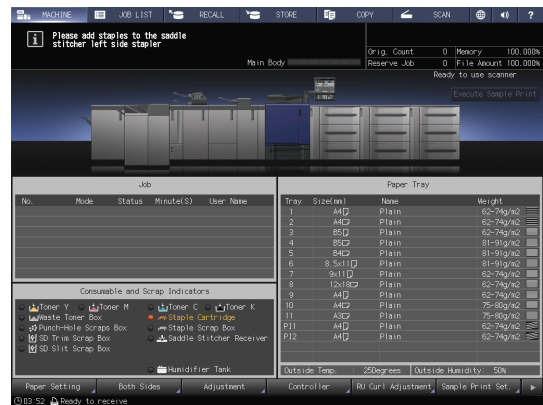


### Reference

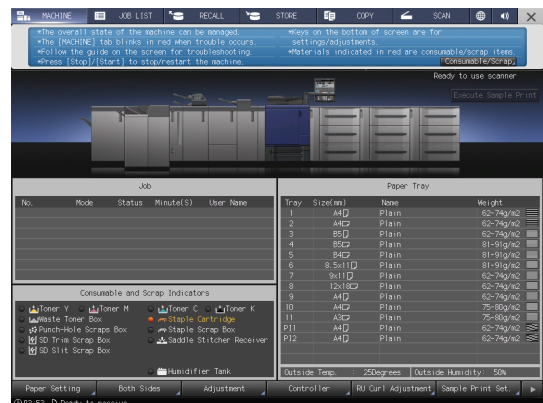
The following describes how to replace a staple cartridge in the **left-hand side stapler** of the **Saddle Stitcher SD-506**. For information about how to replace staple cartridges, refer to the [HTML User's Guide].



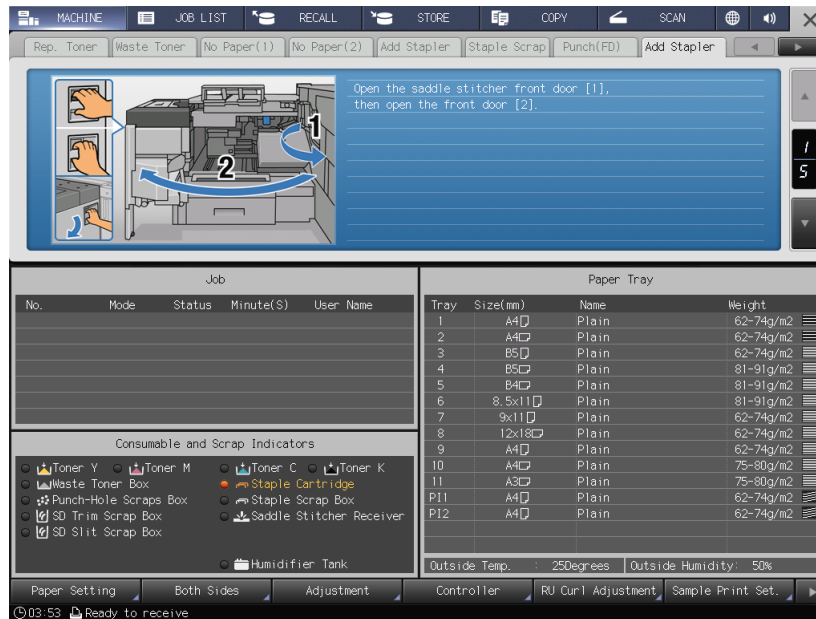
- Press **?** on the upper-right corner of the **touch panel** or **Help** on the **control panel** to display the help message.
  - If you press the yellow row in the [Consumable and Scrap Indicators] display area of the **touch panel**, the window shown in step 3 is displayed directly.



- Press [Consumable/Scrap].



- 3 Press the [Add Stapler] tab of the required saddle stitcher, then follow the on-screen instructions to replace a staple cartridge.
- The number on the right-hand side of the help message indicates a replacement procedure. To display the next step, press [▼].



### NOTICE

The **Saddle Stitcher SD-506** contains two staple cartridges. Check the message, then be sure to pull out the empty cartridge.

To remove a staple cartridge, securely hold its right and left sides, and pull it toward you.

To install a staple cartridge, be careful not to mistake the top side for the bottom side. If the top side is facing down, the staple cartridge cannot be inserted.

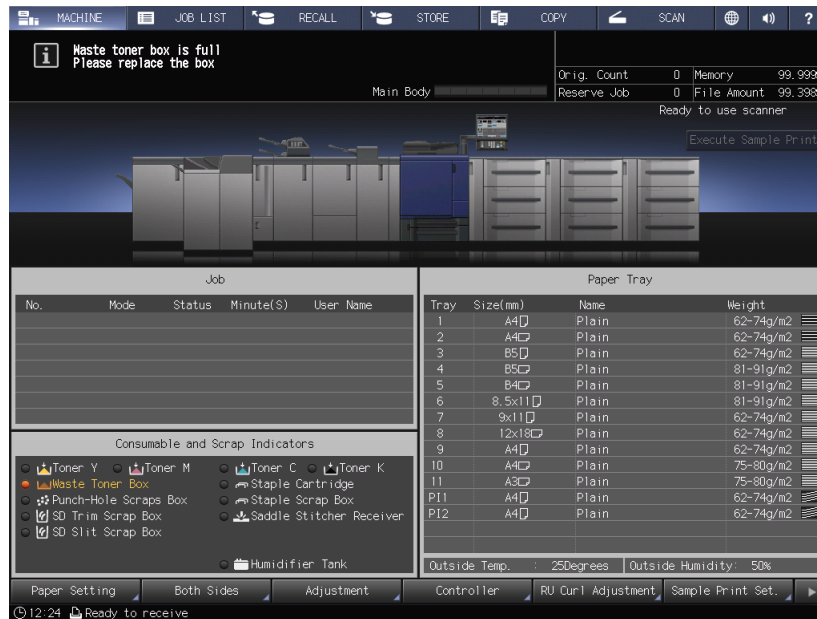


## Replacing a waste toner box



**WARNING: Explosion**  
The toner may ignite and cause a dangerous situation.  
NEVER throw the waste toner box into a fire.

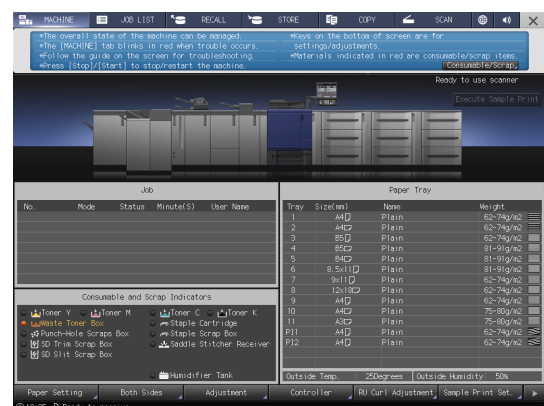
If the **waste toner box** fills up with waste toner, the message [Waste toner box is full Please replace the box] is displayed on the [MACHINE] screen, and the [Waste Toner Box] indicator changes to yellow in the [Consumable and Scrap Indicators] display.



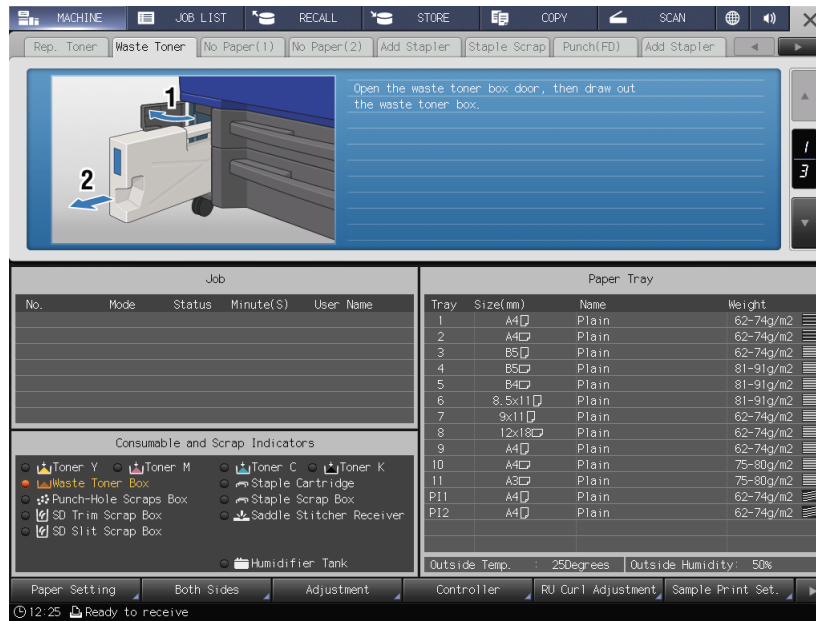
- Press **[?]** on the upper-right corner of the **touch panel** or **Help** on the **control panel** to display the help message.
  - If you press the yellow row in the [Consumable and Scrap Indicators] display area of the **touch panel**, the window shown in step 3 is displayed directly.



- Press [Consumable/Scrap].



- 3 Press the [Waste Toner] tab, then follow the on-screen instructions to replace the **waste toner box**.
- The number on the right-hand side of the help message indicates a replacement procedure. To display the next step, press [▼].



## 5.2 Clearing Paper Jams

### 5.2.1 How to view the animation guide

If a paper jam occurs on this machine, the message [Mishandled paper / Please remove paper following the guide] is displayed, and the position of the paper jam is displayed on the screen.

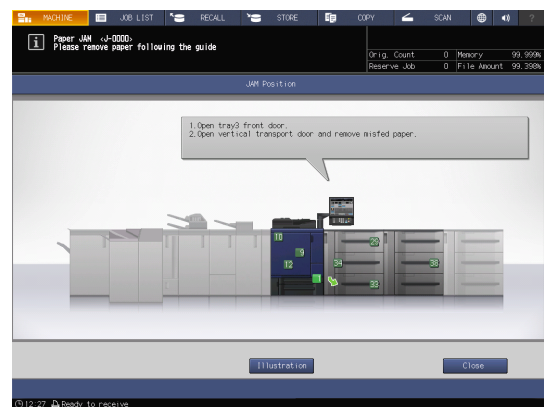
Check the paper jam position, then follow the guidance to clear a paper jam.

Do not turn off the **main power switch** while clearing a paper jam. Otherwise, the trays or **conveyance fixing unit** cannot be pulled out.

If a paper jam occurs, do not open doors or trays other than those indicated.

### [JAM Position] screen

If a paper jam occurs, the [JAM Position] screen is displayed, and the position of the paper jam is indicated by a number.



### Tips

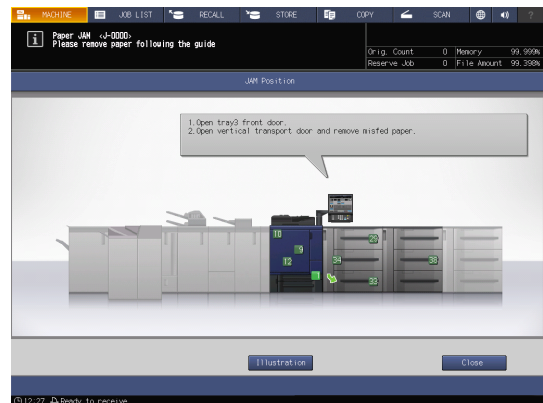
- Pressing [Close] changes to the [MACHINE] screen.
- Even while the [MACHINE] screen is being displayed, a paper jam position is indicated by ● (red circle). Pressing [Confirm Details] changes to the [JAM Position] screen.



## Illustration screen for Jam handling

The overview of the method required to clear the jam is displayed on the [JAM Position] screen. Changing to the Illustration screen displays the procedure guidance, so you can clear a paper jam while checking each step.

- 1 Press [Illustration] on the [JAM Position] screen.

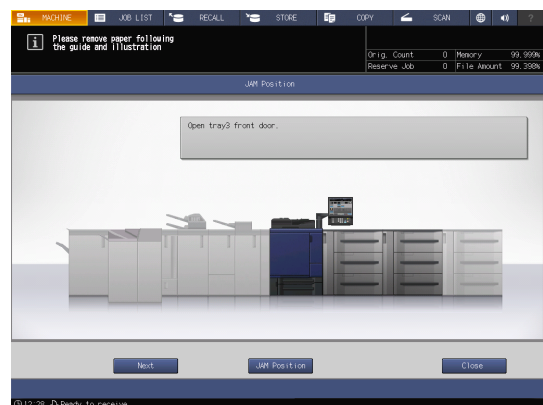


- 2 Check the displayed contents, then remove jammed paper.

If the description spans multiple pages, [Next] is displayed.

Pressing [Next] can check the next step.

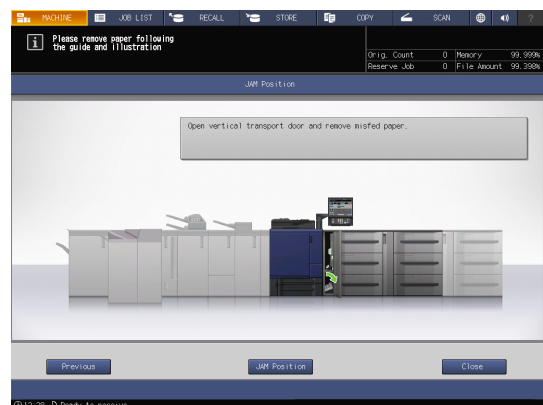
Pressing [JAM Position] returns to the [JAM Position] screen.



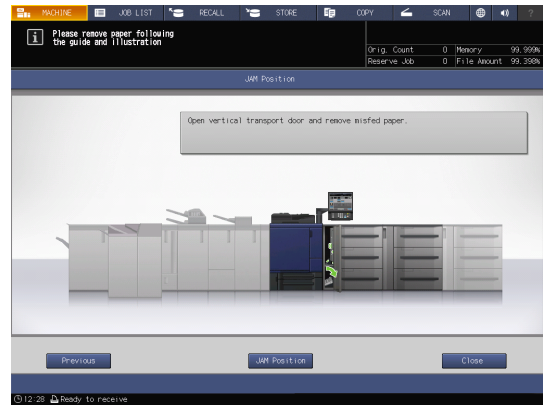
- 3 Follow the guidance to remove jammed paper.

Pressing [Next] can check the next step.

Pressing [Previous] can check the previous step.



- 4 Remove all jammed paper, then press [Close].  
This returns to the [MACHINE] screen.



### Tips

If the paper jam message has not been yet cleared even after all the jammed paper has been removed, the paper jam may have occurred in a place other than the one displayed. Check other places not displayed on the **touch panel** again. In particular, check the following points.

- Check whether a slip of paper is left on the back of the part indicated by the number on the **touch panel**. If you cannot smoothly remove jammed paper, do not remove it forcibly. Contact your service representative.
- Open and close the door of the part indicated by the number on the **touch panel** again. This operation may clear the message.  
If the paper jam message still has not been cleared after checking the above, contact your service representative.

## 5.3 If the Specified Paper is not Found

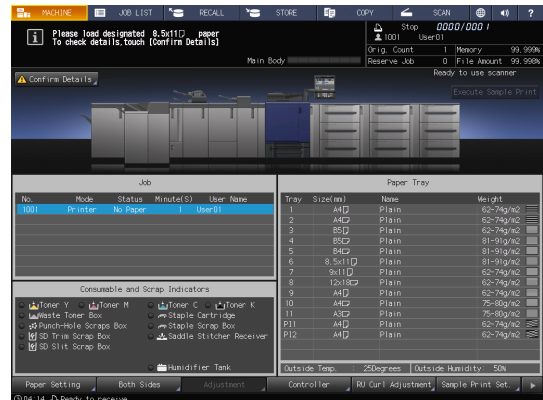
If the specified paper is not loaded into a tray at the time of printing, the message [Please load designated xxx paper / To check details, touch [Confirm Details]] is displayed on the screen.

To address this problem, load the specified paper into a tray, or you can forcibly print on the currently loaded paper of a different size.

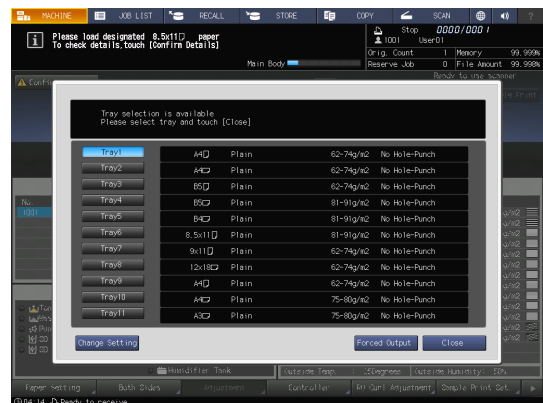
If you use **Image Controller IC-417 / Image Controller IC-313** and enable [Job Mismatch], [Confirm Details] may not be displayed on the **touch panel**. In this case, see page 5-15.

### Replacing with the specified paper

- 1 Press [Confirm Details] on the [MACHINE] screen.



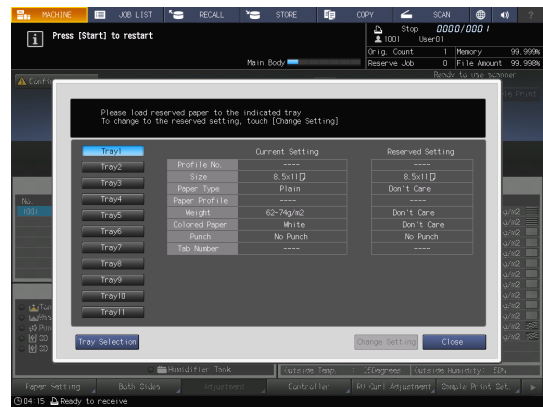
- 2 Select a tray to replace paper into, then press [Change Setting].



- 3 Check the setting of the paper to be changed.



- 4 Replace paper into the tray, then press [Close].

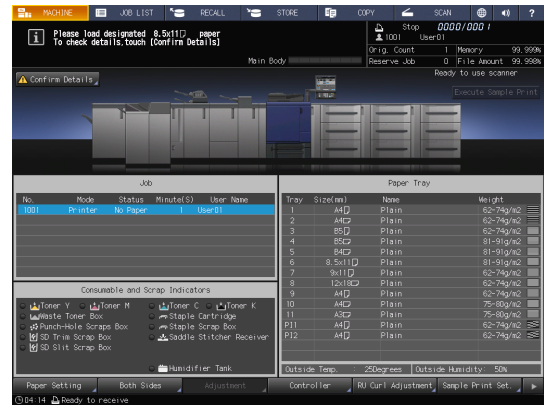


- 5 Press **Start** on the **control panel**.  
Printing starts using the selected tray.

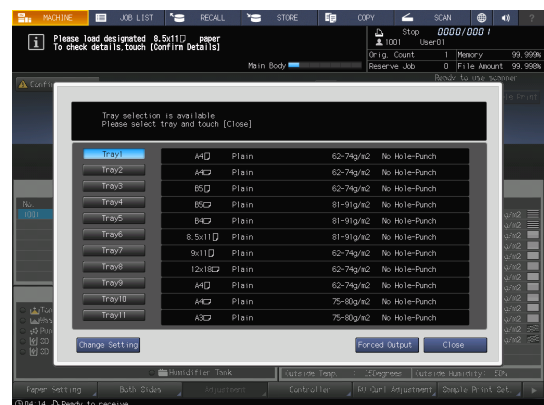


## Forcibly printing using the loaded paper

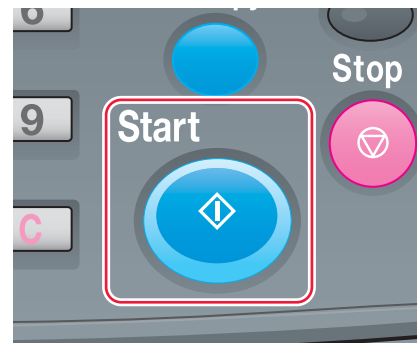
- 1 Press [Confirm Details] on the [MACHINE] screen.



- 2 Select a tray with print paper loaded, then press [Forced Output].



- 3 Press **Start** on the control panel.  
Printing starts using the selected tray.





## If using Image Controller IC-417 / Image Controller IC-313

- 1 Press [Controller] on the [MACHINE] screen.



- 2 Press [Login].
- 3 Select [Administrator] or [Operator], enter the password, then press [Login].  
→ If you select [Operator], you do not need to enter the password.
- 4 Select the print job.
- 5 Press the tray in which print sheets are loaded.  
Printing starts using the selected tray.

## If using Image Controller IC-314

Job information is displayed on the [workspace] screen.

- 1 Right-click a job on hold and select [Job parameters].
- 2 Confirm the information and click [OK].  
Screens of settings that are required are displayed in order.
- 3 Select a [Tray] and click [Save].
- 4 Select a [Screen] and click [Save].
- 5 When printing to a different paper size, right-click a job on hold and select [Job parameters] to change the paper size.
- 6 Select a [Paper size] in [Paper profile] and click [Save].
- 7 Right-click the job on hold and select [Run immediately].  
The job is printed according to the changed paper settings.



## 5.5 Hue Adjustment

Various problems, for example, the current hue is different from the previous one or the expected chromogenic effect has not been obtained, are caused due to a change in ambient temperature or humidity, a change of the machine conditions, or a change of the color tone by the paper type or print mode.

To reproduce stable colors, in addition to regular calibration for the controller, use other image quality adjustments as necessary, such as when changing screens or papers or when hue is important.

This machine provides the following three types of quality adjustment flows:

- Adjustment flow when changing the screen
- Regular adjustment flow: Normal
- Regular adjustment flow: High Precision



### Reference

For details about the **Image Controller IC-605**, refer to the [HTML User's Guide].

For details about the **Image Controller IC-417** and **Image Controller IC-313**, refer to the Fiery color server user's guide.

For details about the **Image Controller IC-314**, refer to the Creo color server user's guide.

## 5.6 Image Position Adjustment

The previously adjusted image position may be misaligned by a slight enlargement or reduction of paper that is caused due to a change in ambient temperature or humidity, a change of the machine conditions, usage of a different type of paper, or heat impact of the Fusing Unit.

In this case, adjust the image position (Both Sides Adjustment) again.



### Reference

For details, refer to the [HTML User's Guide].

## 5.7 If you forget the administrator password

For details about the default administrator password, refer to [Safety Information].

If the administrator password is changed, contact your service representative.



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A large, bold, black number '6' is centered within a gray square. The square is positioned to the left of the word 'Appendix'.

**Appendix**

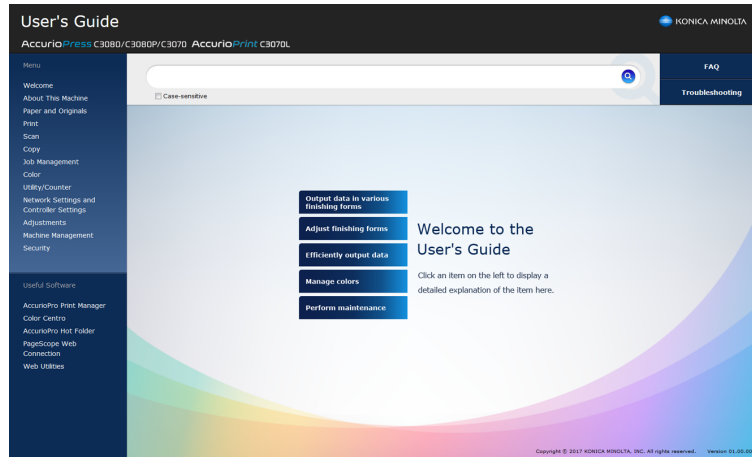
---




## 6 Appendix

### 6.1 Good Use of the [HTML User's Guide]

Select the desired item on the top page (Home), then check the detailed contents.



#### How to use the search function

The search field at the top of the manual can be used to search for the necessary information from the [HTML User's Guide]. Enter any keyword in the entry field, and click . The search results are displayed in the order in which the matching percentage is higher.

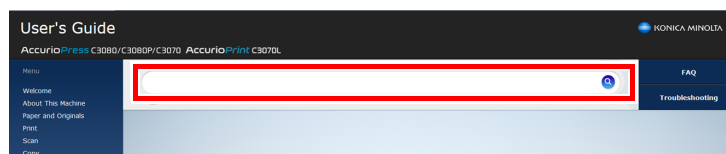
You can enter multiple keywords separated with spaces to narrow down the information that include all the keywords. If you enclose multiple keywords in one-byte double quotation marks (" "), the keywords are searched for as a phrase.

If you select the Search Option check box, the search result is narrowed down.



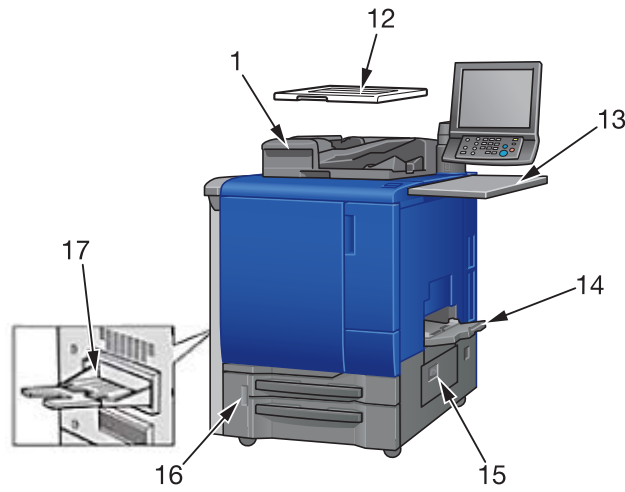
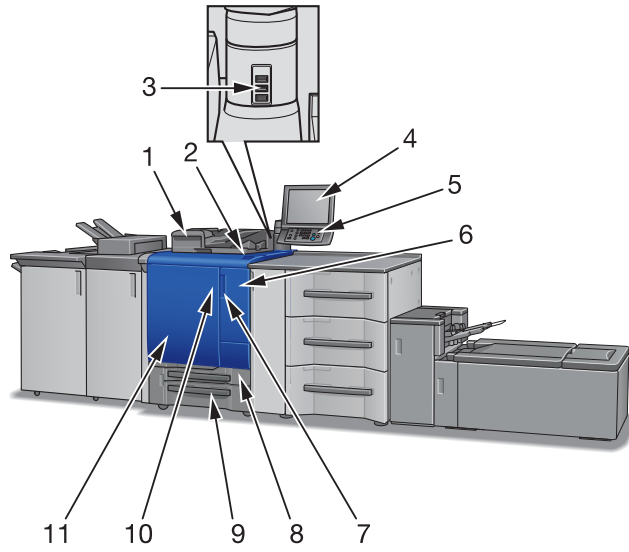
#### Reference

*There are other ways to search for various information, such as refining your search or viewing content pages. For details, refer to [Welcome] in the [HTML User's Guide].*

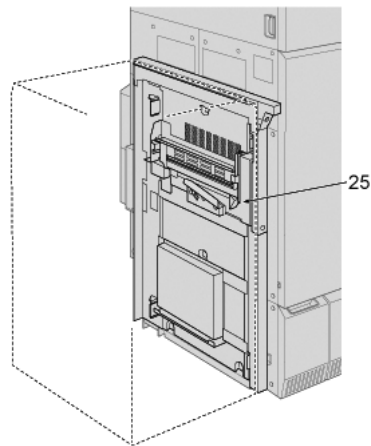
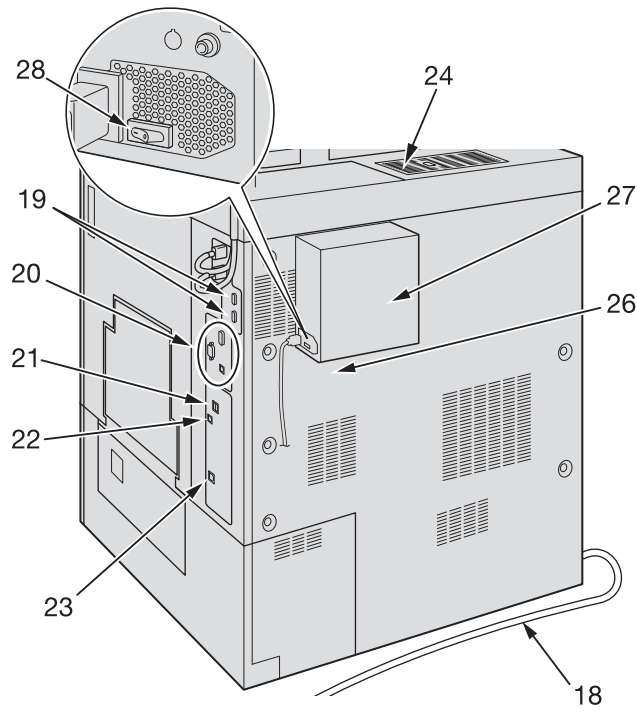


## 6.2 Name of each Component

### 6.2.1 External components

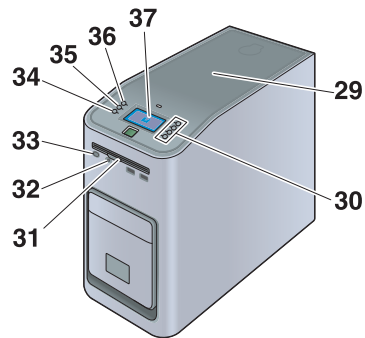




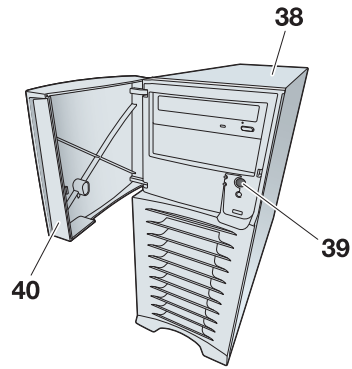


No.	Name	Description
1	<b>Dual Scan Document Feeder DF-706 (ADF) (Option)</b>	Feeds multiple originals on a sheet basis to scan data. Even a 2-sided original can be scanned by one paper feed operation without reversing paper. This device cannot be installed on the <b>Printer model</b> .
2	<b>Sub power switch</b>	Turns machine power on/off when pressed.
3	<b>Service port (USB 2.0 Type A × 3)</b>	Used to connect devices such as an external storage medium (USB flash drive), keyboard, and mouse. This port is available for low-power devices only. Please provide an external supply of power for devices that require a large amount of power.
4	<b>Touch Panel</b>	Displays screens such as the [MACHINE] screen to allow various settings and machine operations. Also, operation or troubleshooting procedures can be provided.
5	<b>Control Panel</b>	Used for various settings and machine operations.
6	<b>Toner supply door</b>	Opens to replace the <b>toner bottle</b> .
7	<b>Toner supply door handle</b>	Pulled to the right to open the <b>toner supply door</b> .
8	<b>Tray 1</b>	Holds 500 sheets (80 g/m <sup>2</sup> / 21 lb Bond).
9	<b>Tray 2</b>	Holds 1000 sheets (80 g/m <sup>2</sup> / 21 lb Bond).
10	<b>Main body front door handle</b>	Pulled to the left to open the main body front door.
11	<b>Front door</b>	Opens to allow removal of paper jam or to turn on/off the <b>main power switch</b> .
12	<b>Original Cover OC-511 (Original cover) (Option)</b>	Opens to place an original on the <b>Original Glass</b> , then closes to hold it in position. This device cannot be installed on the <b>Printer model</b> .
13	<b>Working Table WT-511 (optional)</b>	Provides a convenient workspace for documents before and after copying.
14	<b>Multi Bypass Tray MB-506 (optional)</b>	Opens to use copy paper other than that which is loaded in the machine trays. Up to 250 sheets (80 g/m <sup>2</sup> / 21 lb Bond) can be loaded.
15	<b>Right side door</b>	Opens rightward for removal of paper jam.
16	<b>Waste toner box replacement door</b>	Opens to allow replacement of the <b>waste toner box</b> .
17	<b>Output Tray OT-511 (optional)</b>	Holds sets output in non-offset or offset mode.
18	<b>Power cord</b>	Supplies the main body with electric power.
19	<b>Integrated Color Care Unit Connection Port</b>	Used to connect Integrated Color Care Unit IQ-501 by cable.
20	<b>Video Interface Kit connection port</b>	Used to mount <b>Video Interface Kit VI-509 (optional)</b> . * <b>Video Interface Kit VI-509 (optional)</b> is required to connect <b>Image Controller IC-313</b> , <b>Image Controller IC-314</b> , or <b>Image Controller IC-417</b> to this machine by cable.
21	<b>Service port (USB 3.0/2.0 Type A × 1)</b>	Used to connect devices such as an external storage medium (USB flash drive, USB-HDD), keyboard and mouse. This port is available for low-power devices only. Please provide an external supply of power for devices that require a large amount of power.
22	<b>Service port (USB 2.0 Type B × 1)</b>	Connect this machine to the computer using a USB cable in order to use it as a local printer.
23	<b>Network port (10Base-T, 100Base-TX, 1000Base-T)</b>	Connected with an Ethernet cable to operate the machine, or to use the machine as a network printer/scanner.
24	<b>Dust proof filter</b>	Attached for cooling fan in order to keep out dust.
25	<b>Lock release lever</b>	Pressed to the back to open downward for removal of paper jam. The <b>lock release lever</b> can be reached from the optional device in the left side.

No.	Name	Description
26	<b>Image Controller IC-605</b>	This is the installation position when <b>Image Controller IC-605</b> is equipped. Required to use this machine as a printer or scanner.
27	<b>Image Controller IC-417</b>	This is the installation position when <b>Image Controller IC-417</b> is equipped. Required to use this machine as a printer or scanner.
28	<b>Power switch</b>	Turns the main power of <b>Image Controller IC-417</b> on or off.

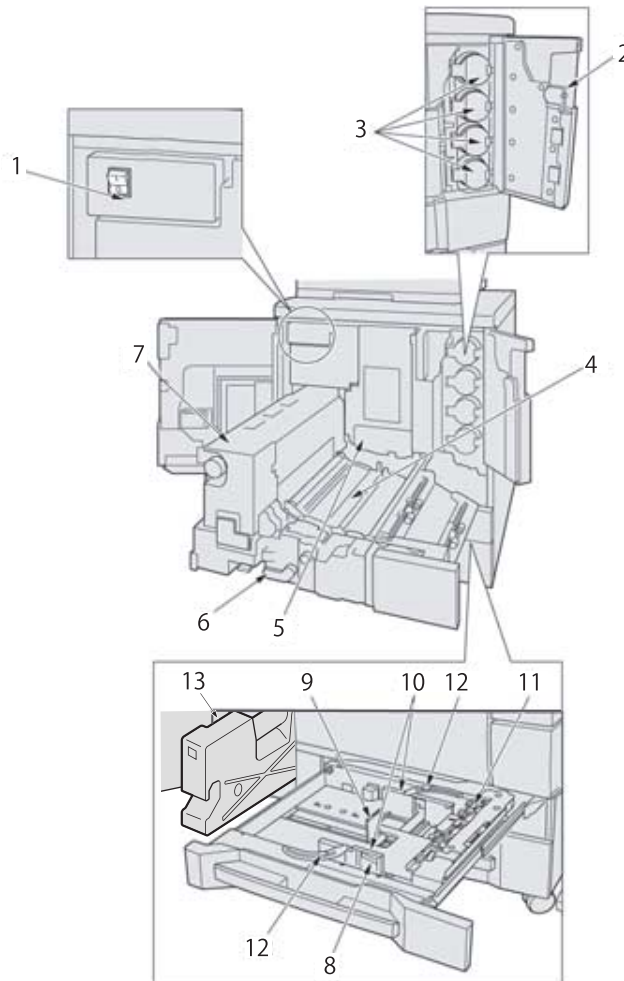


No.	Name	Description
29	<b>Image Controller IC-313</b>	This is the server when <b>Image Controller IC-313</b> is equipped. Required to use this machine as a printer or scanner.
30	<b>Row selection button (1, 2, 3, 4)</b>	Enables to select a menu at the target position.
31	<b>Eject button</b>	Ejects a DVD from the DVD drive.
32	<b>Reset button</b>	Resets <b>Image Controller IC-313</b> when the system has frozen or the keyboard or mouse does not respond.
33	<b>Power button</b>	Turns the sub power of <b>Image Controller IC-313</b> on or off.
34	<b>Down button</b>	Scrolls the screen downward.
35	<b>Menu button</b>	Display the menu screen.
36	<b>Up button</b>	Scrolls the screen upward.
37	<b>Control panel</b>	Restarts <b>Image Controller IC-313</b> , displays its IP address, and carries out reboot processing.



No.	Name	Description
38	<b>Image Controller IC-314</b>	This is the server when <b>Image Controller IC-314</b> is equipped. Required to use this machine as a printer or scanner.
39	<b>Power controller button</b>	Turns the sub power of <b>Image Controller IC-314</b> on or off.
40	<b>Front door</b>	Open this to press the <b>Power controller button</b> .

## 6.2.2 Internal components



No.	Name	Description
1	<b>Main power switch</b>	Used only by service representative to turn the machine power on/off. Be sure not to turn it off in usual operation.
2	<b>Toner supply door</b>	Opens rightward to allow toner supply.
3	<b>Toner bottle cover (Y, M, C, K)</b>	Unlocked and opened to set the <b>toner bottle</b> . There are four colors of <b>toner bottles</b> : yellow (Y), magenta (M), cyan (C), and black (K).
4	<b>Conveyance fixing unit</b>	Pulled out for removal of paper jam. For handling levers and knobs of the <b>conveyance fixing unit</b> , follow the instruction on the screen to be displayed when paper jam occurs.
5	<b>Drum unit</b>	Forms the copy image.
6	<b>Lever[M1]</b>	Opened leftward to withdraw the <b>conveyance fixing unit</b> for removal of paper jam.
7	<b>Fusing unit</b>	Fuses toner onto paper.
8	<b>Side guide lock release lever</b>	Pushed to release the lock in order to move the <b>side guide plates</b> .
9	<b>Rear guide plate</b>	Aligned to the rear edge of loaded paper.
10	<b>Side guide plate</b>	Aligned to the edges of loaded paper.
11	<b>Feed roller</b>	Feeds paper sheet by sheet to the printing unit.
12	<b>Side guide lock knobs (2 pieces)</b>	Turns counterclockwise to loosen in order to move the <b>side guide plates</b> .

No.	Name	Description
13	<b>Waste toner box</b>	Collects waste toner.



**⚠ WARNING: Explosion**  
 The toner may ignite and cause a dangerous situation.  
**NEVER** throw the waste toner box into a fire.



**⚠ CAUTION: High temperature! Burn**  
 You may get burned.  
**DO NOT** touch the fusing part of the conveyance fixing unit.  
 Be especially careful when withdrawing the conveyance fixing unit or opening the fusing part.



**⚠ CAUTION: Injury**  
 You may get injured.  
**DO NOT** put your hands or arms in between the main body and the conveyance fixing unit.  
 Touching connecting terminals of electric parts may damage the machine or cause unexpected trouble.  
 Please do not try to work yourself, but contact your service representative.

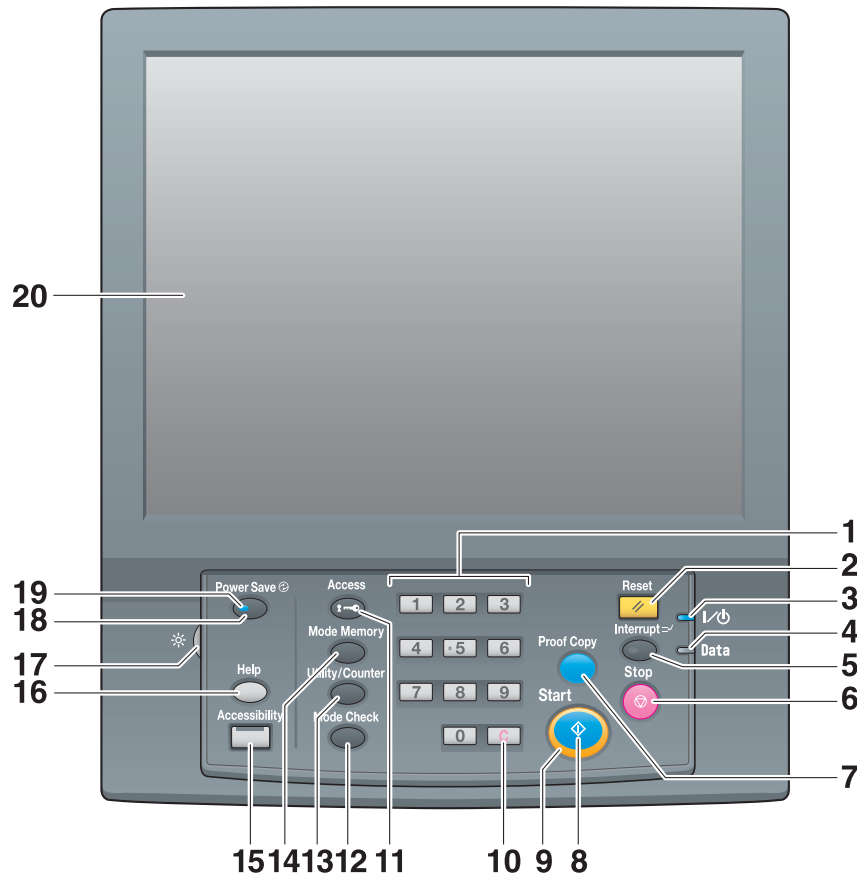
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**⚠ CAUTION**

**DO NOT pull out the toner bottle other than the time to exchange for running out of toner.**

- If you pull out the **toner bottle** in which the toner remains, an area nearby may become dirty with toner.
-

## 6.2.3 Control Panel Layout



No.	Name	Description
1	<b>Keypad</b>	Enters numeric values.
2	<b>Reset*</b>	Returns the copy conditions to the default settings.
3	<b>Power LED</b>	Lights up orange when the <b>main power switch</b> is turned on, then turns blue when the <b>sub power switch</b> is turned on.
4	<b>Data LED</b>	Flashes while the machine is receiving print data.
5	<b>Interrupt*</b>	Suspends copying/printing/scanning in progress to allow an urgent copying job. The Interrupt LED flashes until the machine is ready for the Interrupt mode. When the machine is ready for the Interrupt mode, the Interrupt LED turns steady.
6	<b>Stop</b>	Suspends the current output job or stops the machine operation.
7	<b>Proof Copy*</b>	Outputs a sample set to check the result of adjustment made on the [Quality Adjustment] screen, or used for Sample Output in the Job Ticket Edit function.
8	<b>Start</b>	Activates various machine operations.
9	<b>Start LED</b>	Lights up in blue when the machine is ready to operate. It turns orange if no operation can be started.
10	<b>C (Clear)</b>	Allows change in entered numeric value.
11	<b>Access</b>	Used to suspend the operation when user authentication or account track function is activated and an authenticated user has used the machine. The screen for user authentication/account track is displayed to allow the machine operation only when the next user is authenticated.

No.	Name	Description
12	<b>Mode Check</b>	Used to check settings of the print job in progress or those currently made.
13	<b>Utility/Counter</b>	Displays the [UTILITY] screen and various counters.
14	<b>Mode Memory*</b>	Registers/Recalls the desired copy settings. Also recalls previous job settings.
15	<b>Accessibility</b>	Adjusts the response time in <b>touch panel</b> and <b>control panel</b> key operation.
16	<b>Help</b>	Displays the Help screen that provides information on how to operate the screen currently displayed on the <b>touch panel</b> . Also provides various information about supply and disposal when pressed with the [MACHINE] screen displayed.
17	<b>Brightness adjustment dial</b>	Turned to adjust the brightness of the <b>touch panel</b> .
18	<b>Power Save</b>	Deactivates the power-saving mode. Also, activates power-saving mode manually when pressed.
19	<b>Power Save LED</b>	Lights when any power-saving mode is activated, or machine power is off due to the Weekly Timer function.
20	<b>Touch panel</b>	Displays various screens to allow the function setting.

\*This function is not provided for the **Printer model**.



**CAUTION: Injury**

Otherwise, the glass may be scratched or break and you may be injured. Do not press hard or pointed objects against the touch panel. Use fingers to operate the touch panel.

### NOTICE

Be sure not to turn off the **main power switch** in usual operation.

Be sure not to turn off the **main power switch** before turning off the **sub power switch**.

Be sure not to turn off the **main power switch** while the following messages are displayed after turning off the **sub power switch**. Turning off the **main power switch** when the following messages are displayed may cause serious machine trouble such as toner fixation.

[Cooling in progress / Power is turned off automatically]

[Power off in progress / Please do not turn the main power off]



### Reference

For details about how to turn off the power, refer to page 2-3.

### CAUTION

**Stop the operation immediately when the Service Call Screen is displayed and output cannot be continued any more.**

- Otherwise, an unexpected trouble may be caused. Write down the report code as stated on the 2nd line of the message, turn off the sub power switch and main power switch in this order, then disconnect from the power socket. Contact your service representative and inform them of the report code.