imageRUNNER ADVANCE DX 4751i/4745i 4735i/4725i

INSTALLATION MANUAL

Canon

November 16, 2021
Rev. 2

COPYRIGHT © 2021 CANON INC.

CANON imageRUNNER ADVANCE DX 4700 Series Rev. 2 PRINTED IN U.S.A.

Important Notices

Application

This manual has been issued by Canon Inc. for qualified persons to learn technical theory, installation, maintenance, and repair of products.
This manual covers all localities where the products are sold. For this reason, there may be information in this manual that does not apply to your locality.
Following "Trademarks" and "Copyright" are not applicable if they are not supported by laws and regulations in the country or region that this document and products are used in.

Corrections

This manual may contain technical inaccuracies or typographical errors due to improvements or changes in products.
When changes occur in applicable products or in the contents of this manual, Canon will release technical information as the need arises. In the event of major changes in the contents of this manual over a long or short period, Canon will issue a new edition of this manual.

Trademarks

- The Bluetooth word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. and any use of such marks by Canon is under license.
- Mopria®, the Mopria® Logo and the Mopria® Alliance logo are registered trademarks and service marks of Mopria Alliance, Inc. in the United States and other countries. Unauthorized use is strictly prohibited.
- Apple, AppleTalk, Bonjour, iPad, iPhone, iPod touch, Mac, OS X and Safari are trademarks of Apple Inc.
- Microsoft, Windows, Windows Vista, Windows Server, Internet Explorer, Microsoft Edge, Excel and PowerPoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
- Google Cloud Print, Google Chrome and Android are either registered trademarks or trademarks of Google Inc.
- iHQC™ compression technology by I.R.I.S., copyright 2007-2015, All Rights Reserved.
- PDF-iHQC™, XPS-iHQC™ technology by I.R.I.S., copyright 2007-2015, All rights Reserved.
- Java is a registered trademark of Oracle and/or its affiliates.
- Adobe is a registered trademark of Adobe Systems Incorporated.
- Command WorkStation, EFI, Fiery, FreeForm, Spot-On, and WebTools are trademarks of Electronics For Imaging, Inc. and/or its wholly owned subsidiaries in the U.S. and/or certain other countries.
- TORX® is a registered trademark of Acument Intellectual Properties, LLC in the United States.
- Matrox is a registered trademark of Matrox Corporation in the Canada.
- Other product names and other names in this document are generally registered trademarks or trademarks of the companies.

Copyright

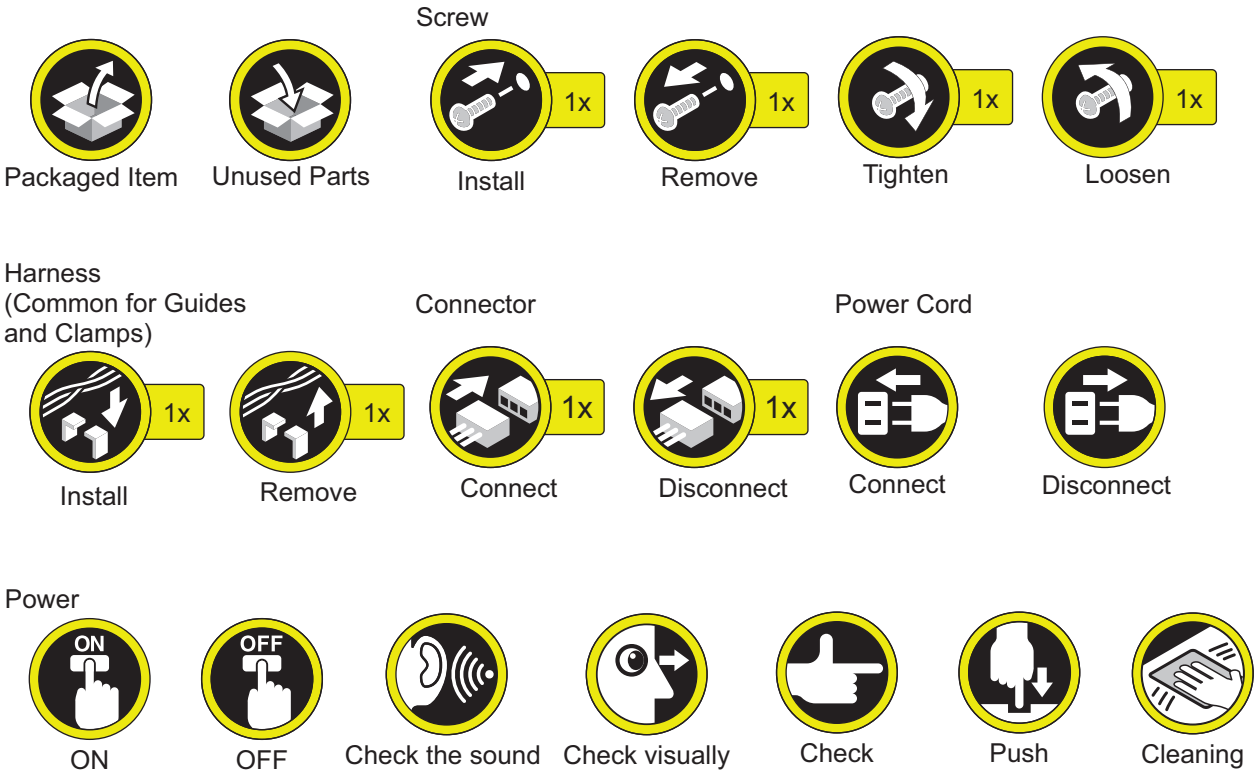
The copyright of this document belongs to Canon Inc. This document may not be copied, reproduced or translated into another language, in whole or in part, without the prior consent of Canon Inc.
Copyright CANON INC. 2020

Caution

Use of this manual should be strictly supervised to avoid disclosure of confidential information.

Symbols

The frequently-performed operations are described with symbols in this procedure.



Contents

Safety Precautions....1

Toner Safety....2
About Toner....2
Handling Adhered Toner....2
Points to Note at Installation....2
Checking the Installation Environment....2
Points to Note Before Servicing....2
Essential Items to Be Performed Before Installation....3
Points to Note when turning ON/OFF the main power....3
Checking the Installation Space....3
illustrations....4

1. Product Lineup....5

Image Reading System Options....6
Host Machine Options....7
Combination Table of Accessory Installation....8
Paper Feed / Paper Output Options....9

2. Host Machine....11

How to Read the Symbols....12
Symbols....12
Points to Note at Installation....13
Checking before Installation....14
Checking the Power Supply....14
Checking the Installation Environment....14
Points to Note When Moving This Host Machine....14
Checking the Installation Space....14
Installation of Host Machine....16
Unpacking....16
Checking the Contents....19
Installation Procedure....20
Installing the IC Card Reader....69
Operation when using uniFLOW Online....77
When Relocating the Machine....78

3. Image Reading System Options....83

DADF-BA1....84
Pre-checks....84
Single Pass DADF-C1....115
Checking before Installation....115
Checking the Contents....116
Installation Procedure....117
Adjustment....139
Platen Cover Y2/Y3....161

Points to Note at Installation....161
Checking the Contents....161
Essential Items to Be Performed Before Installation....161
Points to Note when turning ON/OFF the main power....161
Installation Outline Drawing....162
Installation Procedure....162
Heater Kit-N2....182
Points to Note on Installation....182
Essential Items to Be Performed Before Installation....182
Points to Note when turning ON/OFF the main power....182
Installation Outline Drawing....183
Checking the Contents....183
Installation Procedure (When the Cassette Heater PCB as standard is installed)....184
Installation Procedure (When the Cassette Heater PCB as standard is not installed)....190
Reader Heater Unit-J4/J5....204
Points to Note before Installation....204
Essential Items to Be Performed Before Installation....204
Points to Note when turning ON/OFF the main power....204
Installation Outline Drawing....204
Checking the Contents....205
Installation Procedure....206

4. Host Machine Options....241

Connection Kit-A2/A3 for Bluetooth LE....242
Points to Note at Installation....242
Checking the Contents....242
Essential Items to Be Performed Before Installation....243
Points to Note when turning ON/OFF the main power....243
Installation Outline Drawing....243
Installation Procedure....243
Setting after Installation....250
NFC Kit-E1/E2....252
Points to Note at Installation....252
Checking the Contents....252
Essential Items to Be Performed Before Installation....253
Points to Note when turning ON/OFF the main power....253
Installation Outline Drawing....253
Installation procedure....254
Setting after Installation....271
Utility Tray-B1....273
Essential Items to Be Performed Before Installation....273
Points to Note when turning ON/OFF the main power....273
Checking the Contents....273
Installation Outline Drawing....274
Installation Procedure....274
Copy Card Reader-F1....284
Points to Note at Installation....284
Essential Items to Be Performed Before Installation....284
Points to Note when turning ON/OFF the main power....284
Installation Outline Drawing....284

Checking the Contents..... 285
Installation Procedure..... 287
Checking after Installation..... 301
Voice Operation Kit-D1..... 303
Points to Note at Installation..... 303
Essential Items to Be Performed Before Installation..... 303
Points to Note when turning ON/OFF the main power..... 303
Installation Outline Drawing..... 304
Checking the Contents..... 304
Installation Procedure..... 305
Checking after Installation..... 319
Operation Check..... 319
Voice Guidance Kit-G1..... 320
Points to Note when Installing..... 320
Essential Items to Be Performed Before Installation..... 320
Points to Note when turning ON/OFF the main power..... 320
Installation Outline Drawing..... 320
Checking the Contents..... 321
Installation Procedure..... 322
Numeric Keypad-A1/A2..... 336
Points to Note at Installation..... 336
Essential Items to Be Performed Before Installation..... 336
Points to Note when turning ON/OFF the main power..... 336
Installation Outline Drawing..... 336
Checking the Contents..... 337
Installation Procedure..... 337
IC Card Reader Box for Numeric Keypad-A1..... 352
Points to Note at Installation..... 352
Essential Items to Be Performed Before Installation..... 352
Points to Note when turning ON/OFF the main power..... 352
Installation Outline Drawing..... 352
Checking the Contents..... 352
Installation Procedure..... 354
Serial Interface Kit-K3 / Copy Control Interface Kit-A1 372
Points to Note at Installation 372
Essential Items to Be Performed Before Installation..... 372
Points to Note when turning ON/OFF the main power..... 372
Installation Outline Drawing..... 373
Checking the Contents..... 373
Installation Procedure..... 374
Drum Heater-C1..... 380
Checking before Installation..... 380
Installation Procedure..... 382
HDD-related Option..... 399
Points to Note at Installation..... 399
Installation Outline Drawing..... 399
Essential Items to Be Performed Before Installation..... 399
Points to Note when turning ON/OFF the main power..... 399
Checking the Contents..... 400
Installation Procedure..... 401
Super G3 FAX Board-BF1..... 434

Points to Note at Installation....434
Essential Items to Be Performed Before Installation....434
Installation Outline Drawing....434
Checking the Contents....435
Installation Procedure....436
Checking the Operation....443
Super G3 2nd Line Fax Board-BF1....445
Essential Items to Be Performed Before Installation....445
Points to Note at Installation....445
Installation Outline Drawing....445
Checking the Contents....446
Preparation....447
Installing the Equipment....451
Subsequent Work....458
Checking the Operation....464
Super G3 3rd/4th Line Fax Board-AS1....466
Product Name....466
Points to Note at Installation....466
Essential Items to Be Performed Before Installation....466
Installation Outline Drawing....466
Checking the Contents....467
Installation Procedure....467
Checking the Operation....477
Super G3 3rd_4th Line Fax Board-AS2....479
Product Name....479
Points to Note at Installation....479
Essential Items to Be Performed Before Installation....479
Installation Outline Drawing....479
Checking the Contents....480
Installation Procedure....480
Checking the Operation....489

5. Paper Feed Options....491

Paper Deck Unit-F1....492
Checking before Installation....492
Unpacking....492
Checking the Contents....493
Installation Procedure....495
Checking after Installation....514
Paper Positioning Check/Adjustment Procedure....514
Paper Deck Heater Unit-C1....519
Checking the Contents....519
Installation Procedure....520
Checking after Installation....539
Cassette Feeding Unit-AN1....540
Checking before Installation....540
Unpacking and Checking the Contents....541
Installation Procedure....545
Setting the Cassette....555
Image Position Adjustment....557

Cassette Heater Unit-37....558
Essential Items to Be Performed Before Installation....558
Points to Note at Installation....558
Installation Outline Drawing....558
Checking the Contents....559
Installation Procedure....559
High Capacity Cassette Feeding Unit-B1....571
Checking before Installation....571
Unpacking and Checking the Contents....572
Installation Procedure....574
Setting the Cassette....584
Image Position Adjustment....585
Cassette Heater Unit-41....587
Product Name....587
Points to Note on Installation....587
Essential Items to Be Performed Before Installation....587
Points to Note when turning ON/OFF the main power....587
Installation Outline Drawing....588
Checking the Contents....588
Installation Procedure....589
Envelope Feeder Attachment-D1....606
Points to note before installation....606
Installation Outline Drawing....606
Checking the Contents....606
Installation Procedure....607
Envelope Standard....612
Spring Replacement, Size Switch....613
Settings after Installation....615
Display/Operation Check....617

6. Paper Output Options....618

Buffer Pass Unit-N1....619
Checking Before Installation....619
Unpacking Procedure....619
Checking the Contents....620
Installation Procedure....621
Checking after Installation....634
Inner Finisher-J1....635
Checking before Installation....635
Unpacking....635
Installation Procedure....638
Checking after Installation....652
Detach This Equipment from the Host Machine....652
Inner 2Way Tray-L1....654
Essential Items to Be Performed Before Installation....654
Points to Note when turning ON/OFF the main power....654
Installation Outline Drawing....654
Checking the Contents....654
Installation Procedure....656
Settings after Installation 661

Staple Finisher-Y1/Booklet Finisher-Y1 662
Checking Before Installation 662
Unpacking 663
Checking the Contents 667
Installation Procedure 667
Affixing the Labels 672
Making Adjustments 674
Making Checks After Completion of Installation Work 680
2/3 2/4 4 Hole Puncher Unit-A1 682
Checking Before Installation 682
Unpacking Procedure 682
Checking the Contents 684
Installation Procedure 684
Disposal Parts Check 700
Operation Check 700
Adjusting the Output Level of the Punch Waste Full Sensor 701
Checking and Adjusting the Punch Hole Position 702
Inner 2/3 2/4 4 Hole Puncher-C1 707
Checking before Installation 707
Unpacking 707
Installation Procedure 712
Checking after Installation 738
Adjustment 740

Revision 742

Safety Precautions

Toner Safety.....2
Points to Note at Installation..... 2

Toner Safety

About Toner

Toner is a nontoxic matter composed of plastic, iron and a trace of pigments.

⚠ CAUTION:
Never throw toner in flames to avoid explosion.

Handling Adhered Toner

- Use dry tissue paper to wipe off toner adhered to skin or clothes and wash in water.
- Never use warm water for cleaning up toner to prevent toner particles from being gelated to soak into fibers permanently.
- Toner particles are reactive with vinyl polymers. Avoid contacting these materials.

Points to Note at Installation

Checking the Installation Environment

1. The environment of the installation site must be in the range as shown below. Avoid installation near the faucet, water boiler, humidifier or refrigerator.
   Guaranteed range for operation/image Temperature: 10.0 to 30.0 deg C, Humidity: 20 to 80%
2. The machine must not be installed near a source of fire or in an area subject to dust or ammonium gas.
   If the area is exposed to direct rays of the sun, provide curtains to the window.
3. Be sure to provide adequate ventilation of the room to keep the work environment comfortable. Room odor can be bothering when running the machine for a long time in a poorly-ventilated room although the ozone amount generated while running this equipment does not harm human health.

Points to Note Before Servicing

- At servicing, be sure to turn OFF the power source according to the specified steps and disconnect the power plug.
- Be sure to disconnect the power plug on a regular basis and remove dust and dirt accumulated around the outlet with dry cloth.

⚠ CAUTION:
Leaving the power plug connected for a long time in an environment having a lot of dust, moisture, or oily smoke will cause a fire. (Because dust accumulated in the surrounding area will absorb moisture and cause an insulation failure)

- Be careful not to be injured by burrs of edges, sharp corners or protrusions.

⚠ CAUTION:
Hazardous area such as corners, edges, springs and other sharp sections may be remaining on products. Always be aware of the presence of hazardous area to avoid injury caused by contacting and/or striking those area, by not over-concentrating on service work.

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **⚠ WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

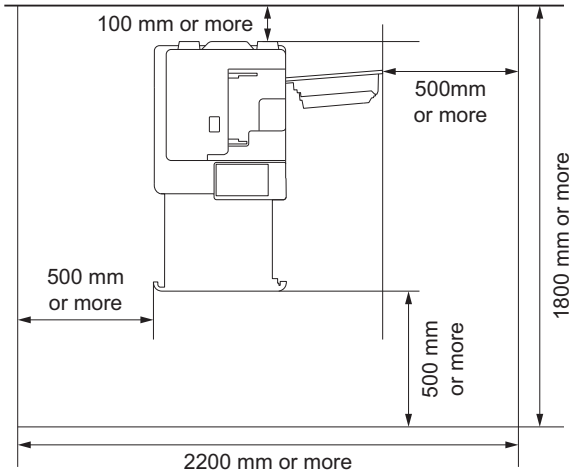
The following message is displayed.

1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

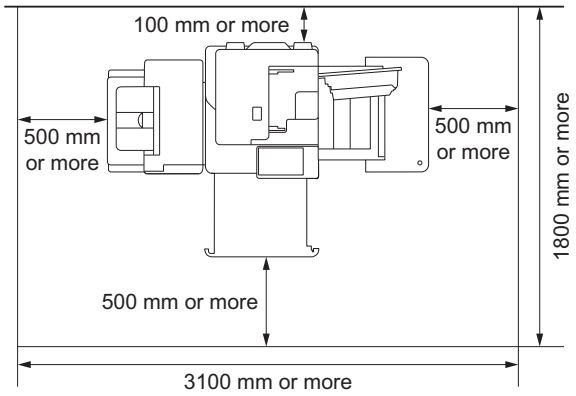
Checking the Installation Space

1. **Be sure that the feet of the machine are properly set. In addition, be sure to keep the machine horizontal.**

2. **Be sure to keep the machine 100 mm or more away from the wall to make enough space for servicing.**
   - When option is not installed



   - When the Saddle Finisher and Paper Deck Unit are installed



3. **Install the machine in a well-ventilated location. In a location with a mixture of multiple host machines, be sure to install the machine where the air exhausted from other machines will not directly enter the machine. Do not install the machine in the immediate vicinity of any air inlet for room ventilation.**

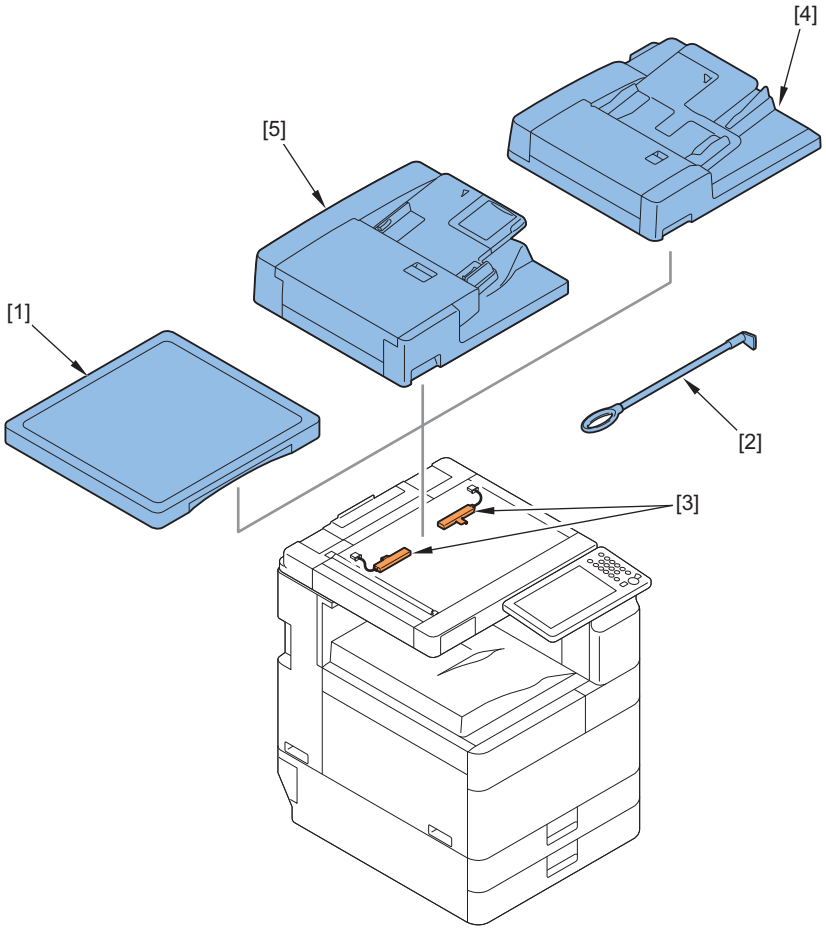
illustrations

Although pictures or illustrations used for explanationmay differ from the actual things, the procedure is the same.

1 Product Lineup

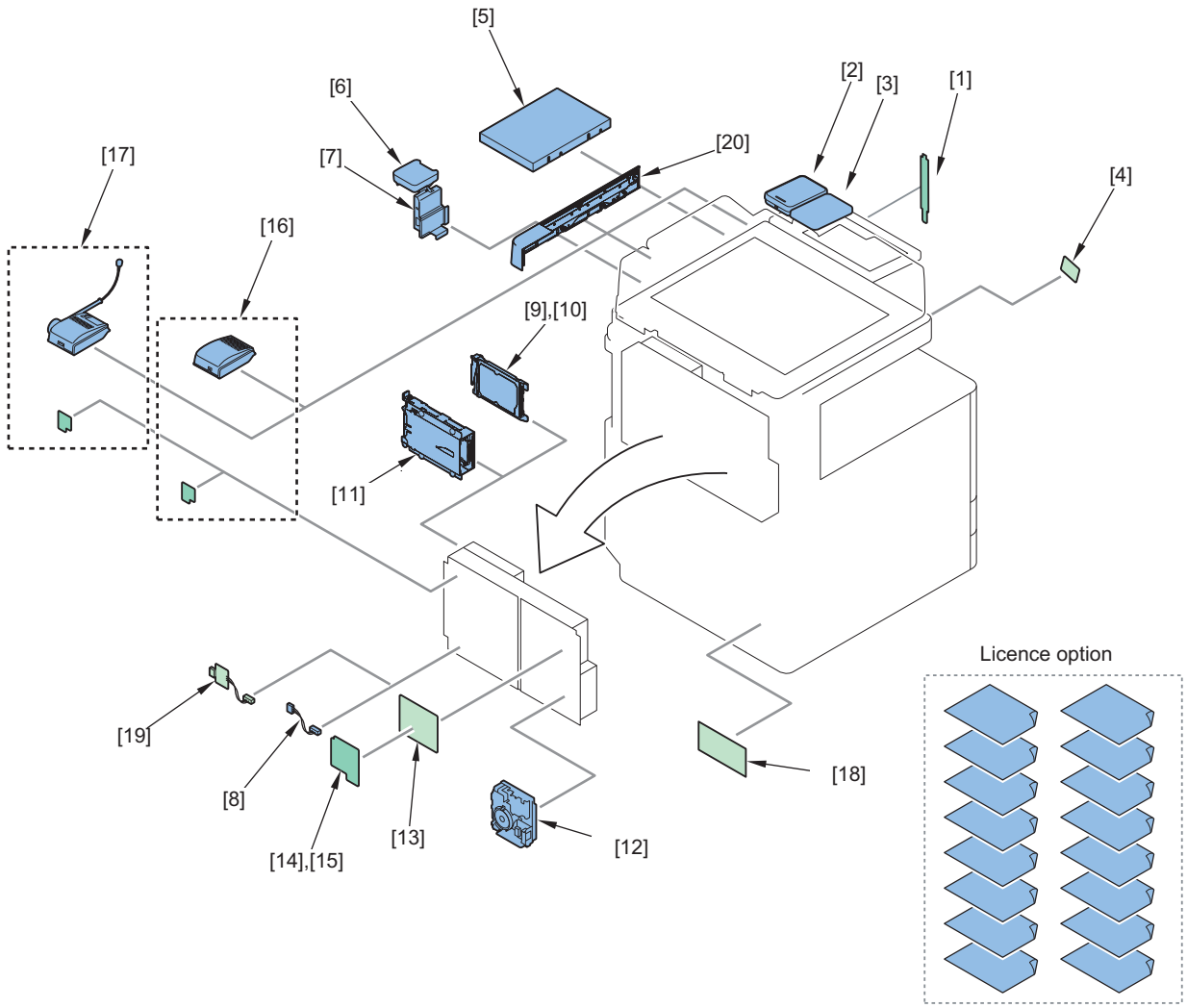
Image Reading System Options..... 6
Host Machine Options.....7
Paper Feed / Paper Output Options..... 9

Image Reading System Options



No.	Product name	Required options, conditions, etc.
1	“Platen Cover Y2/Y3” on page 161	
2	ADF Access Handle-A1	
3	“Reader Heater Unit-J4/J5 ” on page 204	Heater Kit-N2 is required.
4	“DADF-BA1” on page 84	
5	“Single Pass DADF-C1” on page 115	

Host Machine Options



No.	Product name	Required options, conditions, etc.
1	“NFC Kit-E1/E2” on page 252	
2	“IC Card Reader Box for Numeric Keypad-A1” on page 352	
3	“Numeric Keypad-A1/A2” on page 336	
4	“Connection Kit-A2/A3 for Bluetooth LE” on page 242	
5	“Utility Tray-B1” on page 273	Using with Voice Operation Kit-D1 is not available. A tray for placing originals which can be installed on the right side of the machine.
6	“Copy Card Reader-F1” on page 284	Copy Card Reader Attachment-B5 is required. Using with Serial Interface Kit-K3 is not available. Using with Copy Control Interface Kit-A1 is not available.
7	“Copy Card Reader Attachment-B6/B7” on page 286	Required when Card Reader-F1 is installed.
8	“Serial Interface Kit-K3 / Copy Control Interface Kit-A1 ” on page 372	Using with Serial Interface Kit-K3 is not available. Using with Copy Card Reader-F1 is not available.
9	“HDD-related Option” on page 399	No particular options and conditions are required. This is used when the mirroring function is used with Removable HDD Kit-AL1 or HDD Mirroring Kit-J1.
10	“HDD-related Option” on page 399	No particular options and conditions are required. This is used when the mirroring function is used with Removable HDD Kit-AL1 or HDD Mirroring Kit-J1.
11	“HDD-related Option” on page 399	Option 2.5inch/250GB HDD-N1 or Option 2.5inch/1TB HDD-P1 are required.
12	“Super G3 FAX Board-BF1” on page 434	

No.	Product name	Required options, conditions, etc.
13	“Super G3 2nd Line Fax Board-BF1” on page 445	Super G3 FAX Board-BF1 is required. A board used when expanding and adding a second line to Super G3 FAX Board- BF1.
14	“ Super G3 3rd/4th Line Fax Board-AS1” on page 466	Super G3 FAX Board-BF1, Super G3 2nd Line Fax Board-BF1 and Additional Memory Type A (512 MB) are required. A board used when expanding and adding a third or fourth line to Super G3 FAX Board-BF1.
15	“Super G3 3rd_4th Line Fax Board-AS2” on page 479	
16	“Voice Guidance Kit-G1” on page 320	
17	“Voice Operation Kit-D1” on page 303	Using with Utility Tray-B1 is not available. Using with IC Card Authentication for MEAP series is not available. An option used for utilizing the "voice guidance" and "voice recognition" functions.
18	“Heater Kit-N2” on page 182	It is required when installing the Reader Heater Kit-J4 / J5. It is required when installing the Paper Deck Heater Unit-C1.
19	“Serial Interface Kit-K3 / Copy Control Interface Kit-A1 ” on page 372	Using with Copy Card Reader-F1 is not available. Using with Copy Control Interface Kit-A1 is not available.
20	Option Attachment kit for Reader-A2	

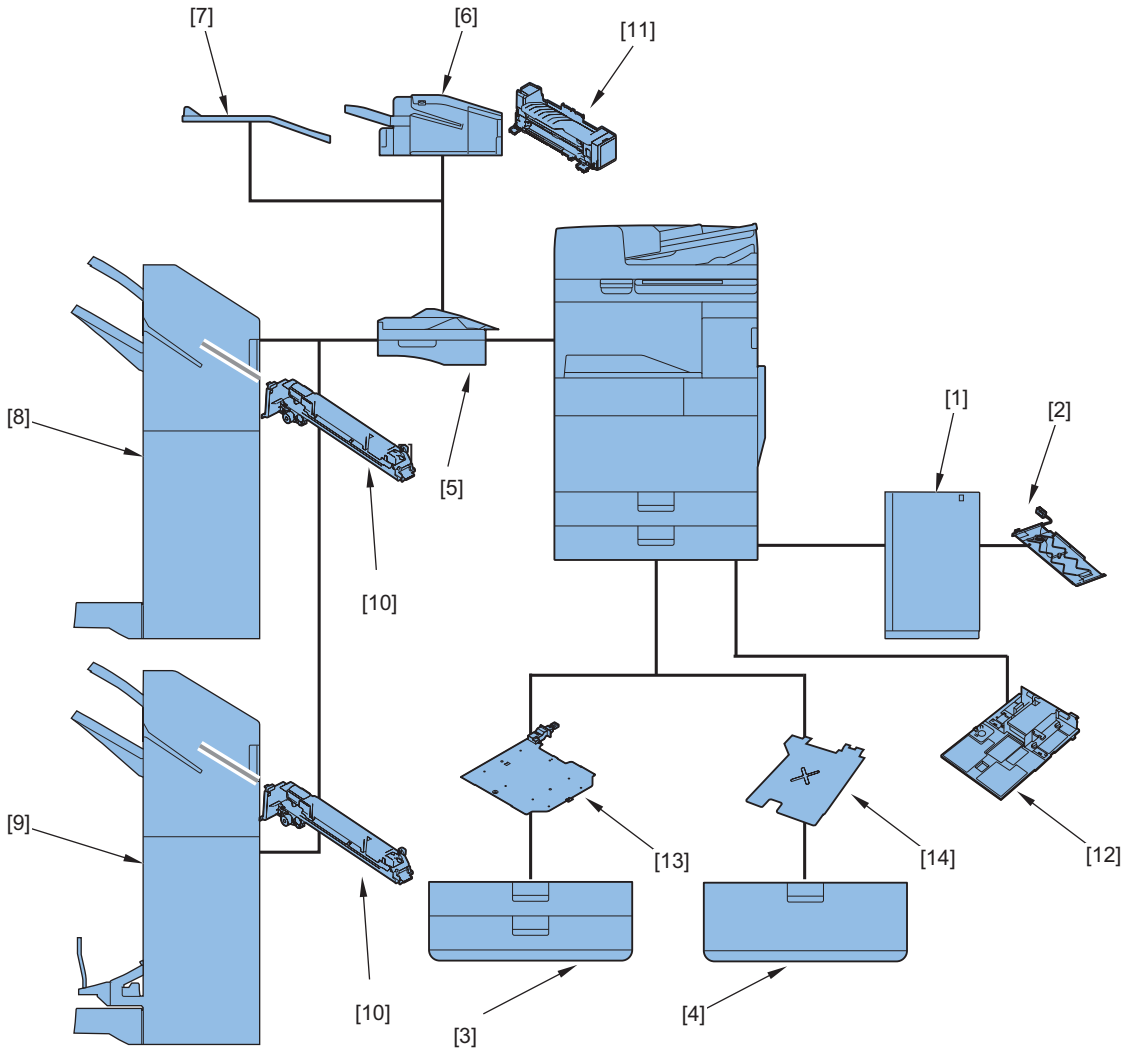
Combination Table of Accessory Installation

NOTE:
- The following table shows the combination of options installed of the host machine. Before installing the following options, refer to the table to check the combination of options.
- When using options and the Copy Card Reader together, install the Copy Card Reader first.

	Copy Card Reader	Voice Operation Kit	Voice Guidance Kit	Utility Tray	Serial Interface Kit	Copy Control Interface Kit
Copy Card Reader	-	Yes	Yes	Yes	No	No
Voice Operation Kit	Yes	-	No	No	Yes	Yes
Voice Guidance Kit	Yes	No	-	No	Yes	Yes
Utility Tray	Yes	No	No	-	Yes	Yes
Serial Interface Kit	No	Yes	Yes	No	-	No
Copy Control Interface Kit	No	Yes	Yes	No	No	-

Yes: installation is available No: installation is not available

Paper Feed / Paper Output Options



No.	Product name	Required options, conditions, etc.
1	“Paper Deck Unit-F1” on page 492	
2	“Paper Deck Heater Unit-C1” on page 519	Heater Kit-N2 is required Use it to suppress the moisture absorption of the paper in the paper deck.
3	“Cassette Feeding Unit-AN1” on page 540	
4	“High Capacity Cassette Feeding Unit-B1” on page 571	
5	“Buffer Pass Unit-N1” on page 619	Staple Finisher-Y1 or Booklet Finisher-Y1 is required.
6	“Inner Finisher-J1” on page 635	
7	“ Inner 2Way Tray-L1” on page 654	
8	“Staple Finisher-Y1/Booklet Finisher-Y1” on page 662	Cannot be installed with Booklet Finisher-Y1 at the same time.
9		Cannot be installed with Staple Finisher-Y1 at the same time.
10	“2/3 2/4 4 Hole Puncher Unit-A1” on page 682 “2/3 2/4 4 Hole Puncher Unit-A1” on page 682	Option for Staple Finisher-Y1 or Booklet Finisher-Y1
10		Option for Staple Finisher-Y1 or Booklet Finisher-Y1
10		Option for Staple Finisher-Y1 or Booklet Finisher-Y1
11	“Inner 2/3 2/4 4 Hole Puncher-C1” on page 707	Option for Inner Finisher-J1
11		Option for Inner Finisher-J1
11		Option for Inner Finisher-J1
12	“Envelope Feeder Attachment-D1” on page 606	Option for 2nd cassette of the host machine
13	“Cassette Heater Unit-37” on page 558	Option for Host Machine Cassete and 2-cassette Pedestal

No.	Product name	Required options, conditions, etc.
14	“Cassette Heater Unit-41” on page 587	Option for High Capacity Cassette Pedestal

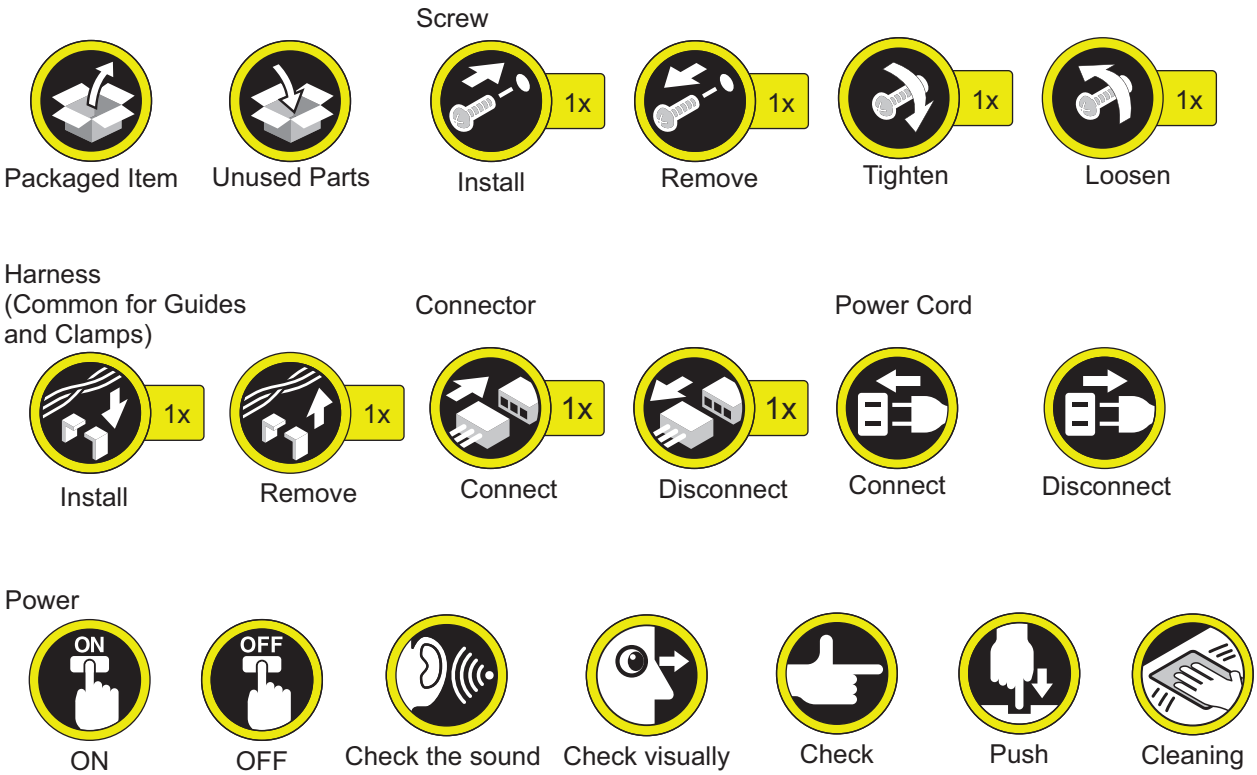
2 Host Machine

How to Read the Symbols.....12
Points to Note at Installation..... 13
Checking before Installation 14
Installation of Host Machine.....16
When Relocating the Machine..... 78

How to Read the Symbols

Symbols

The frequently-performed operations are described with symbols in this procedure.



Points to Note at Installation

When installing this equipment, note the following points.

1. When this equipment is moved from a cold location to a warm location condensation may occur, resulting in water drops on the metal surfaces. Use of the host machine when there is condensation may result in image failure. After moving the machine from a cold location to a warm location, leave it unpacked for at least 2 hours or more to let it warm up to room temperature before installation.
2. The host machine weighs maximum 87.9kg. It is recommended to lift it with 4 people or more. However, if there is a standard to handle a heavy load in each sales company, follow it for operation. Also, make sure to lift the machine with keeping it level at operation.

Checking before Installation

Following shows requirements for the installation site.
Therefore, it is desirable to see the installation site in advance before bringing in the machine to the user's site.

Checking the Power Supply

1. Be sure to connect the power plug exclusively to an outlet that compiles with the following.
   - TWN: 110-120V +/-10%, 60Hz, 10.4A
   - USA: 110-127V +/-10%, 60Hz, 10.4A
   - EUR/Asia/Oce: 220-240V +/-10%, 50-60Hz, 5.6A
   - CHN: 220V +/-10%, 50Hz, 5.6A
   - KOR: 220-240V +/-10%, 50-60Hz, 5.6A
2. **Be sure to install this host machine near an outlet so that the power plug can be disconnected right away in case of emergency, and do not put anything around the power plug.**

Checking the Installation Environment

1. **The environment of the installation site must be in the range as shown below. Avoid installation near the faucet, water boiler, humidifier or refrigerator.**
   - Guaranteed range for operation/image Temperature: 10.0 to 30.0 deg C, Humidity: 20 to 80%
2. **The machine must not be installed near a source of fire or in an area subject to dust or ammonium gas. If the area is exposed to direct rays of the sun, provide curtains to the window.**
3. **Be sure to provide adequate ventilation of the room to keep the work environment comfortable. Room odor can be bothering when running the machine for a long time in a poorly-ventilated room although the ozone amount generated while running this equipment does not harm human health.**

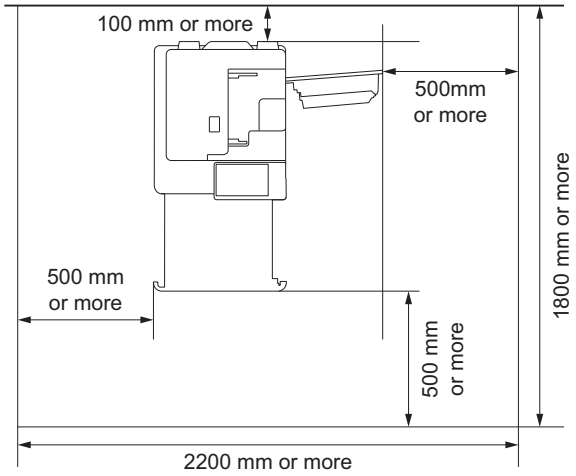
Points to Note When Moving This Host Machine

When moving this host machine after having unpacked it, be careful by placing a plate, etc. on areas with steps to prevent the casters from hitting those steps.
If the casters hit a step, the casters or the base plate may be deformed.

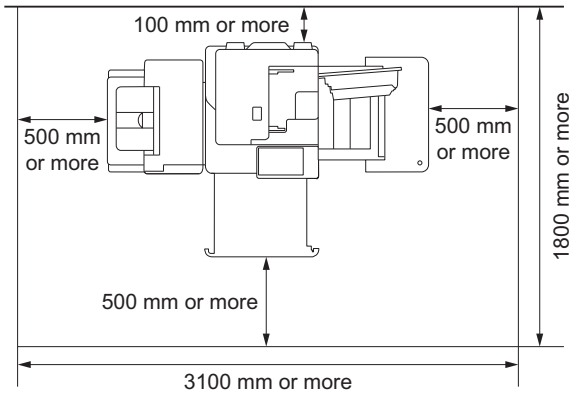
Checking the Installation Space

1. **Be sure that the feet of the machine are properly set. In addition, be sure to keep the machine horizontal.**

2. **Be sure to keep the machine 100 mm or more away from the wall to make enough space for servicing.**
   - When option is not installed



   - When the Saddle Finisher and Paper Deck Unit are installed

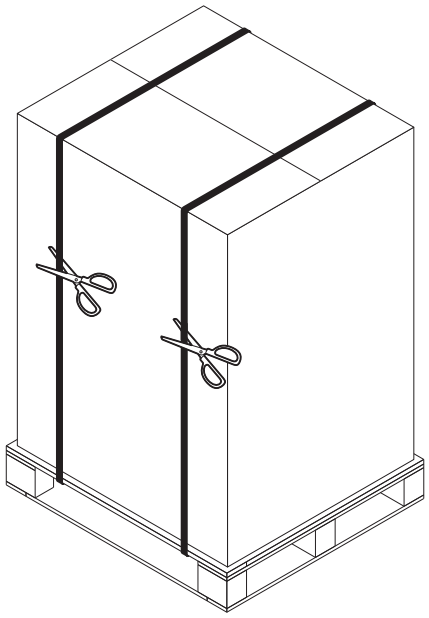


3. **Install the machine in a well-ventilated location. In a location with a mixture of multiple host machines, be sure to install the machine where the air exhausted from other machines will not directly enter the machine. Do not install the machine in the immediate vicinity of any air inlet for room ventilation.**

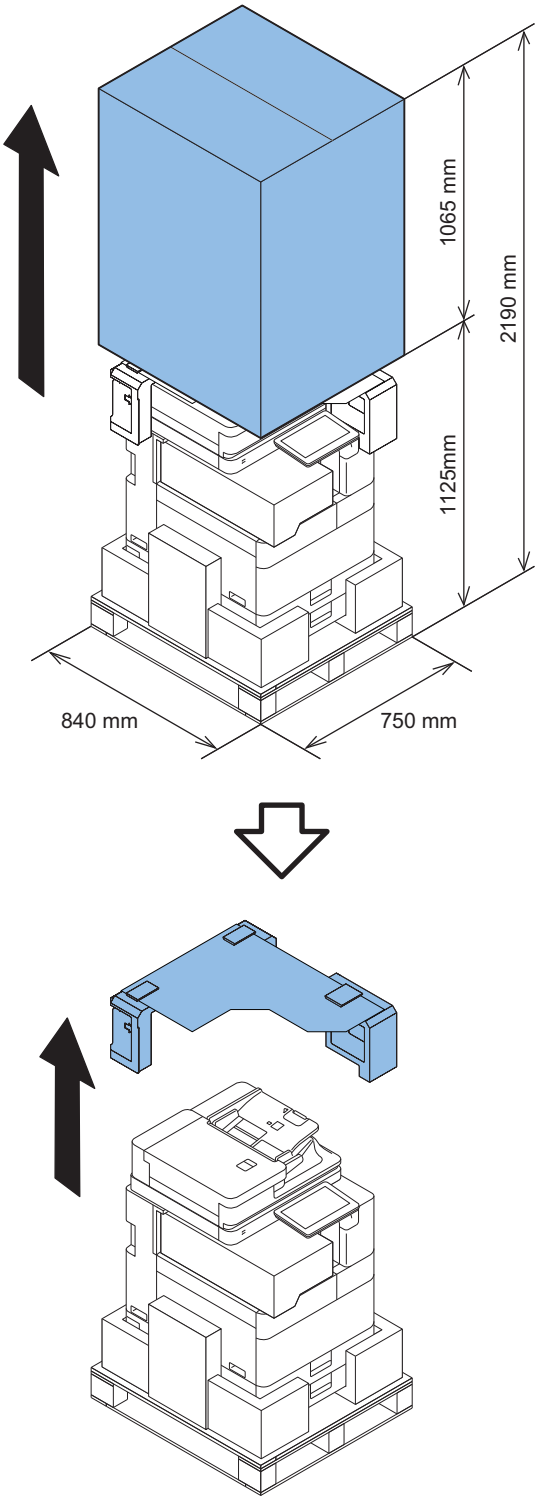
Installation of Host Machine

Unpacking

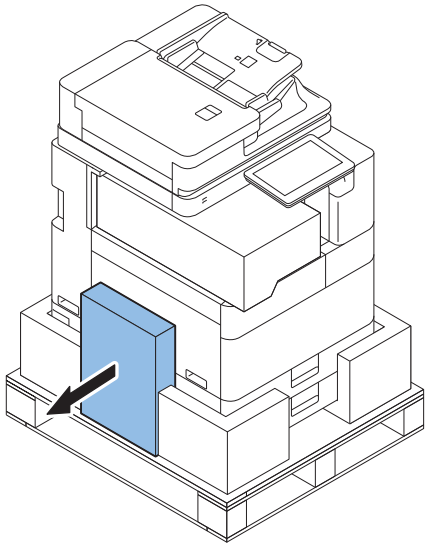
□ 1



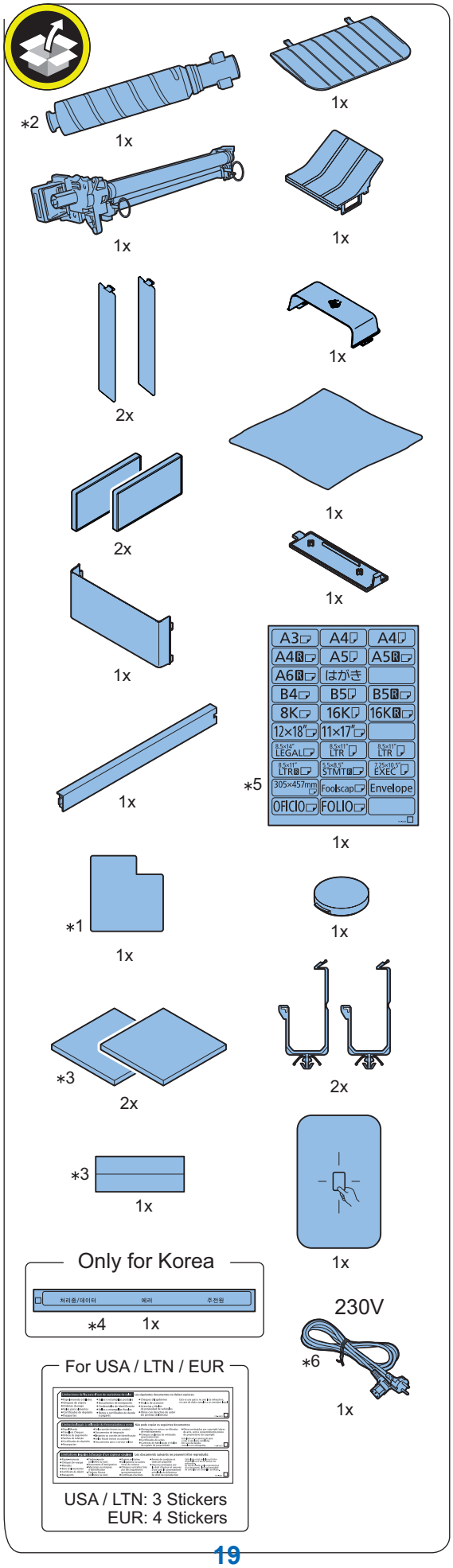
□ 2



□ 3



Checking the Contents



*1: This will be used with the Inner 2Way Tray-L1.
*2: Included for some countries/regions (KR, CN and TW).
*3: When installing the IC Card Reader, use it as necessary.
*4: Provide the label to the customer.
*5: Number of labels attached to the sheet varies according to location/area.
*6: The connector has a different shape depending on locations. Use the correct power cord to match the location/area of installation. Make sure not to leave unused power cord at the site.

<Others>
- Guides are included

Installation Procedure

NOTE:
- When installing the Cassette Pedestal, be sure to make the Cassette Pedestal ready before mounting the host machine onto it. (Refer to the Cassette Pedestal Installation Procedure.)
- When selecting to install the ADF, install the host machine onto the Cassette Pedestal and then install the ADF.
- Pictures of a host machine with the 2-cassette Pedestal are used, but the procedure is the same.
- Pictures of a host machine with the ADF are used, but the procedure is the same when selecting not to use it.

■ Removing the Packaging Materials

□

1. **Open the plastic bag and then lifting the host machine down from the pallet.**

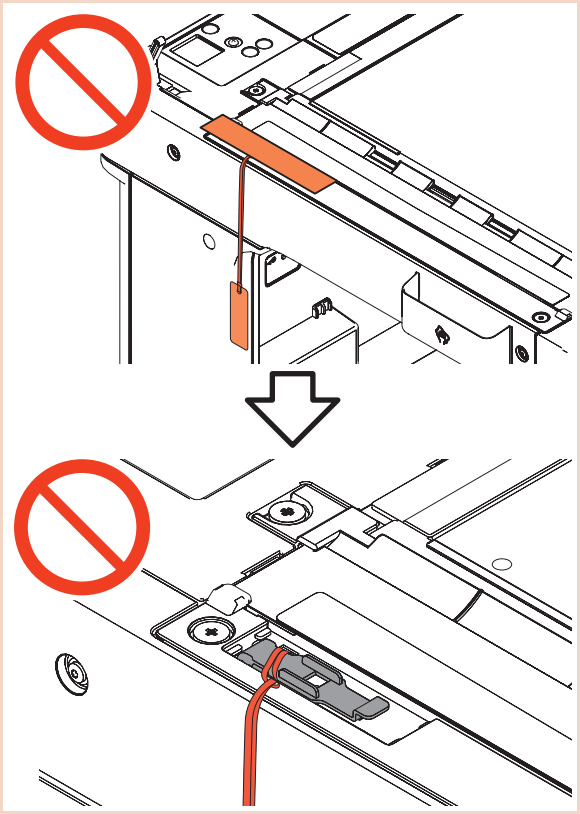
□

2. **Remove the tapes from the exterior of the host machine.**

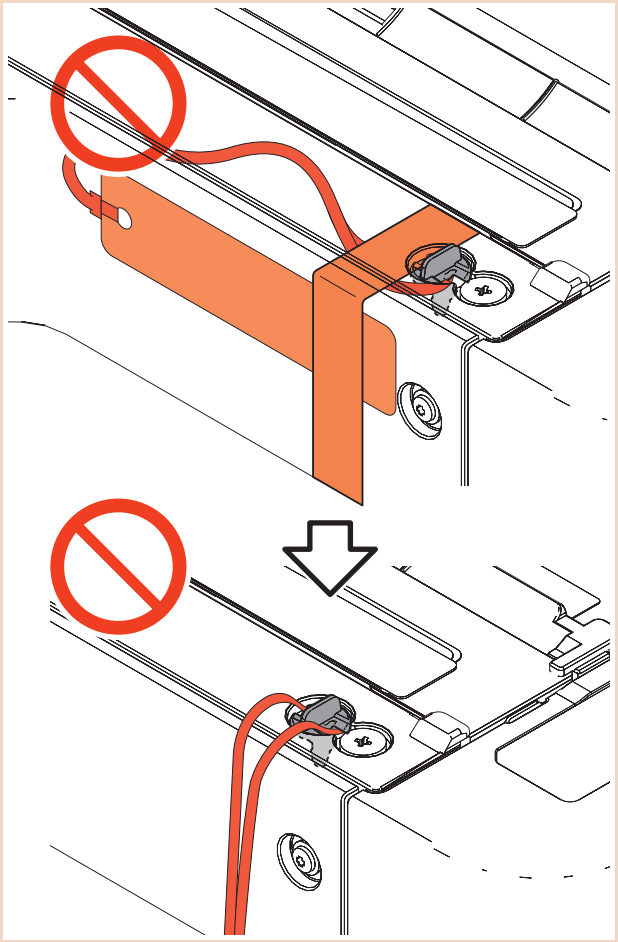
CAUTION:
Remove the following items in later steps.

CAUTION:

- Be sure not to remove the Scanner System Fixation Member before "Installing the Scanner" (See: “ Installing the Scanner” on page 36).
  <The Left Rear Side>



<The Left Front Side>

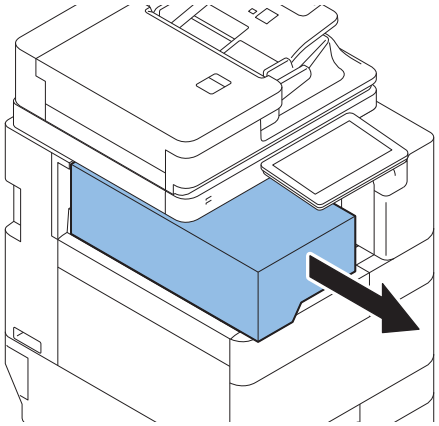


CAUTION:

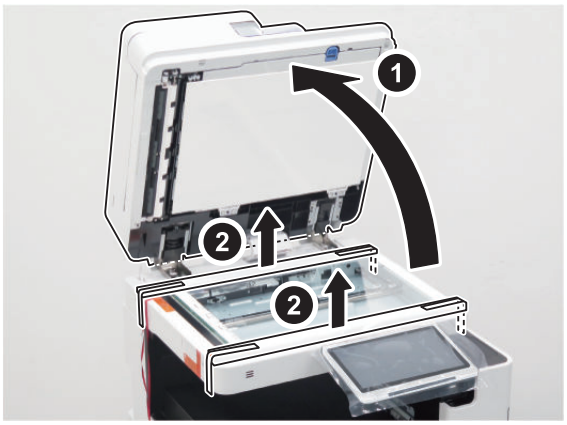
- The Tapes inside the Cassette 2 (Remove in step 9.)
- The tapes inside the Waste Toner Container base (Inside the Front Cover: Remove in “Installing the Drum Unit” on page 30)
- Tape to secure the Toner Supply Mouth (Inside the Toner Supply Cover: Remove in “Installing the Toner Container” on page 34)

□

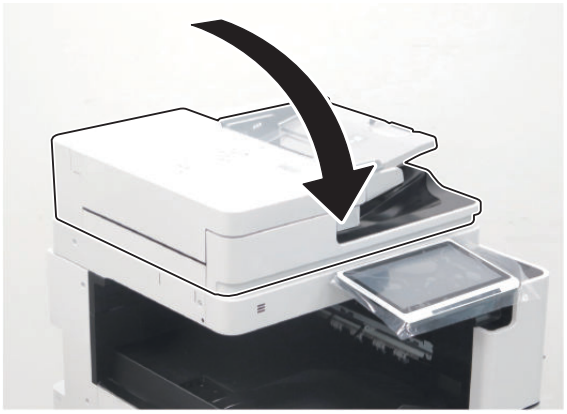
3.



□
4.

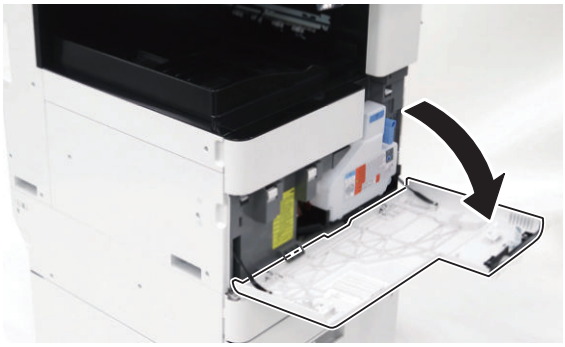


□
5.

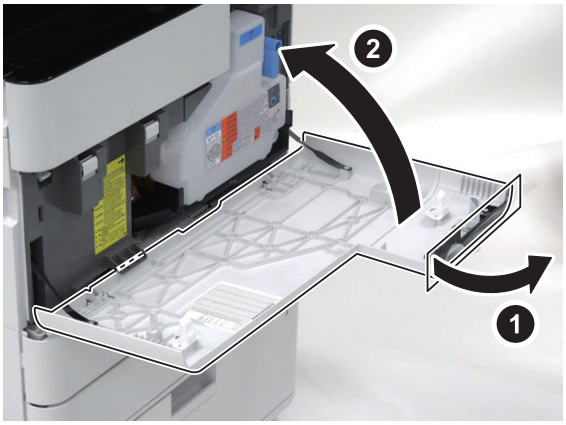


□
6.

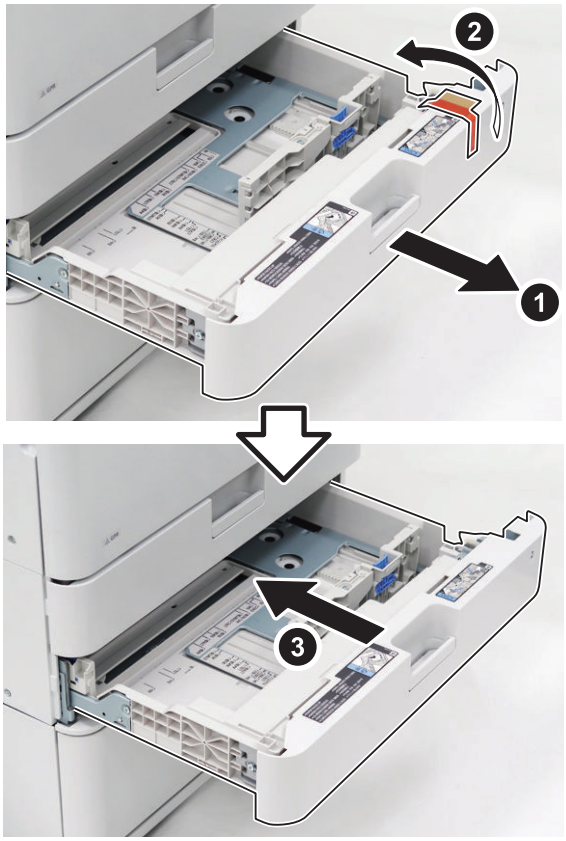
□
7.



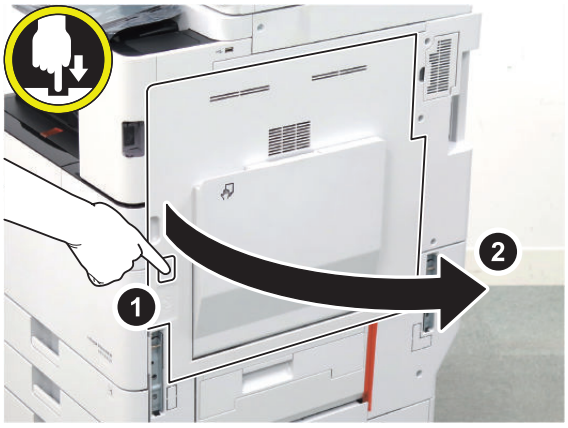
□
8.



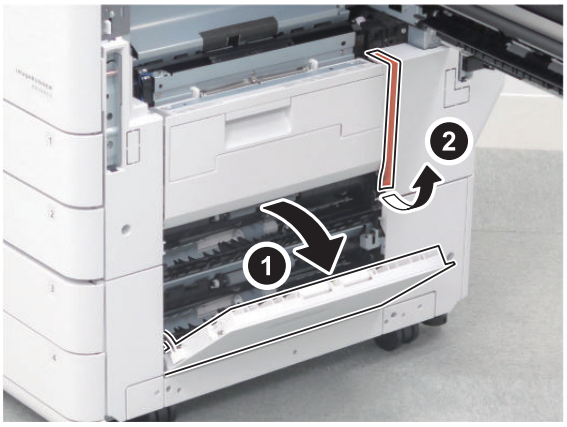
□
9.



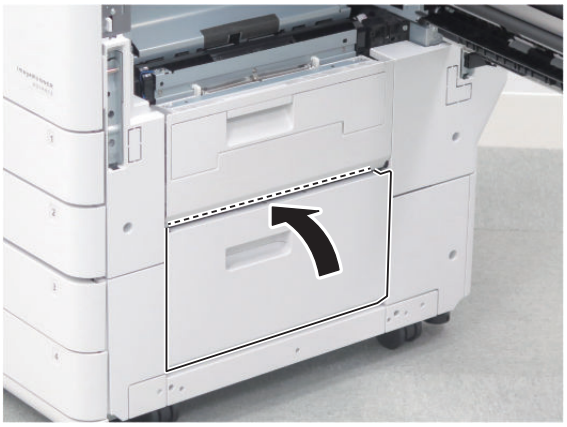
□
10.



□
11.

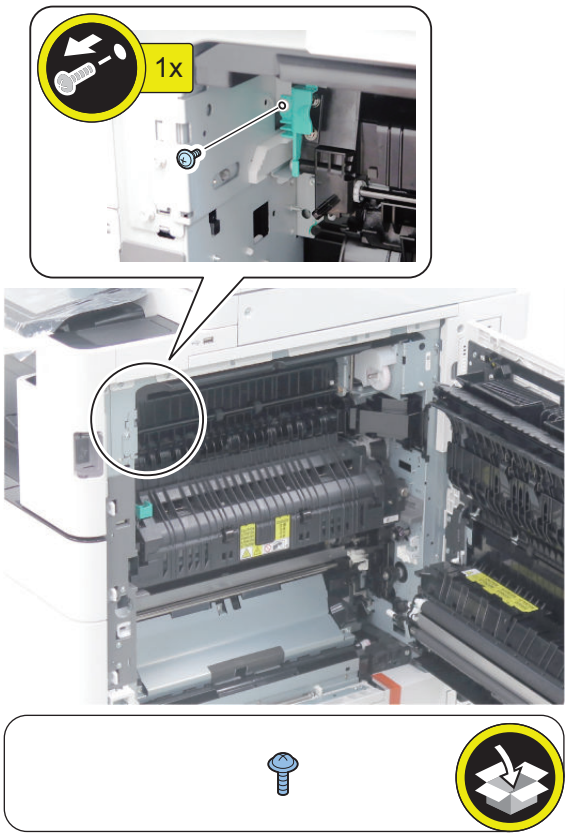


□
12.



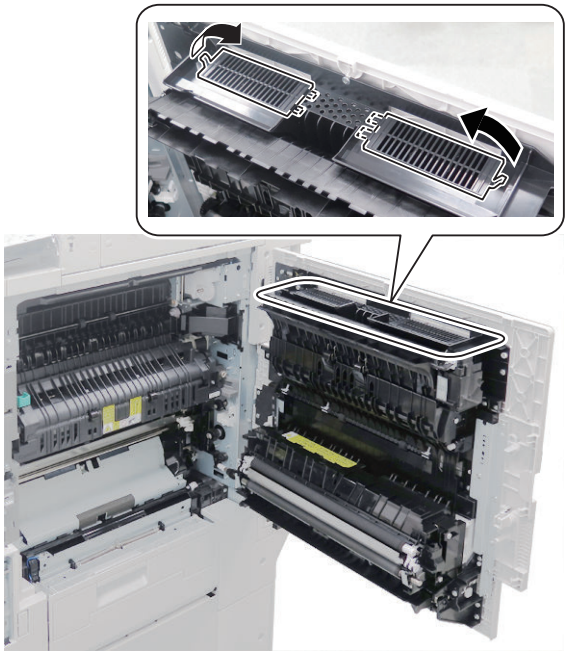
□

13.

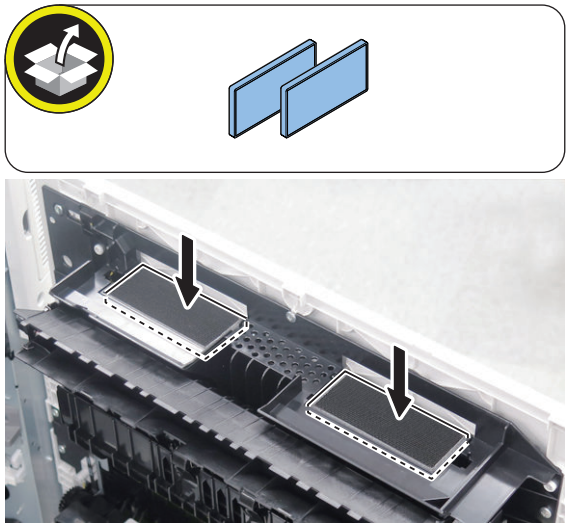


■ Installing the Air Filter

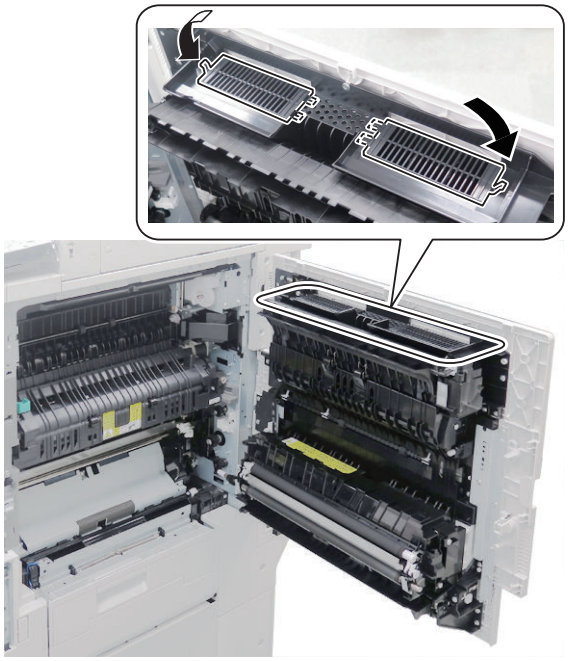
□ **1**



□ 2



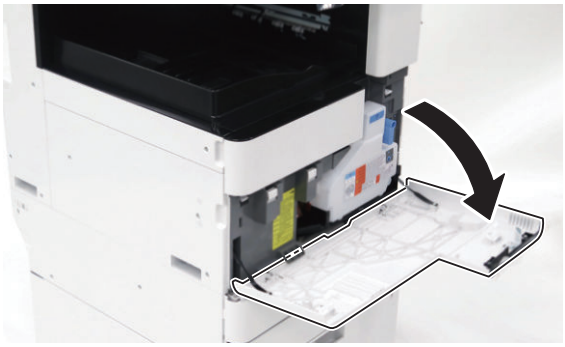
□ 3



■ Installing the Drum Unit

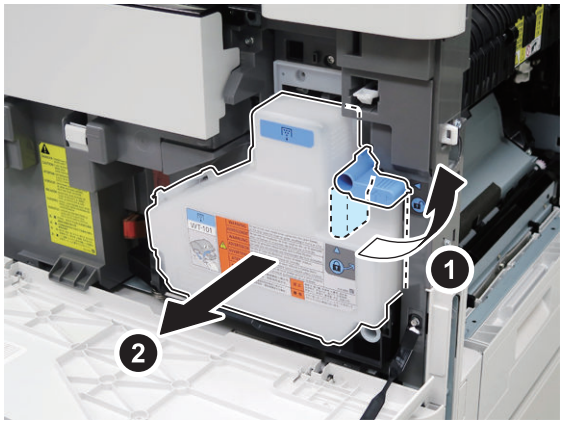
□

1.



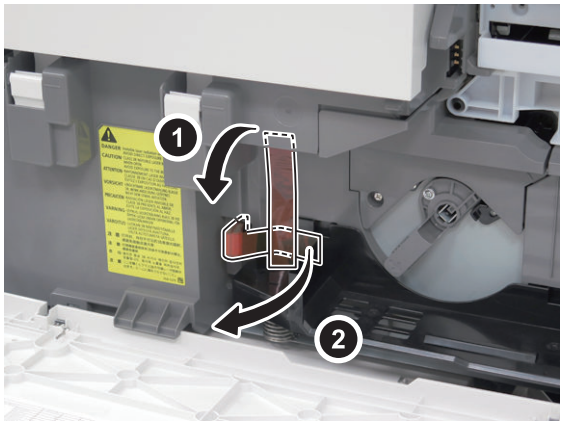
□

2.



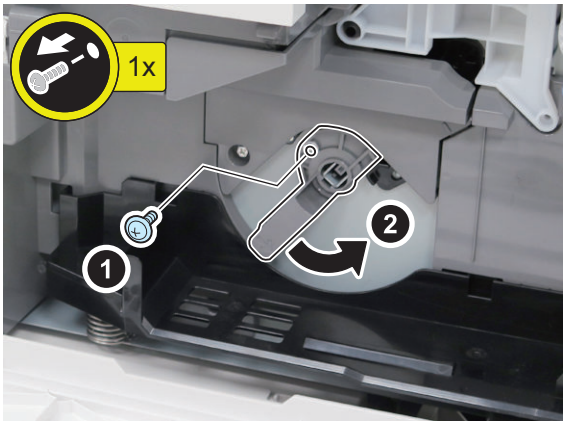
□

3.



☐

4.

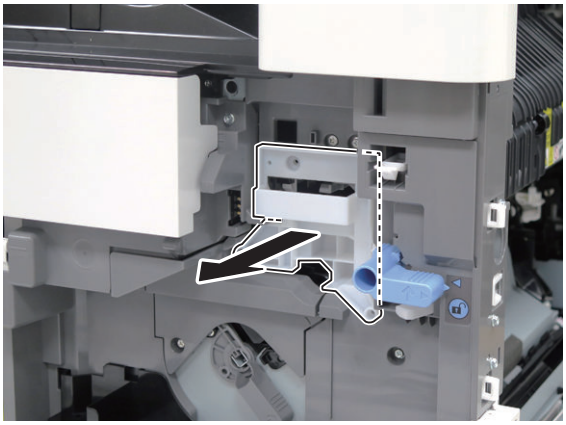


NOTE:
The removed screw will be used in step 8.

☐

5.

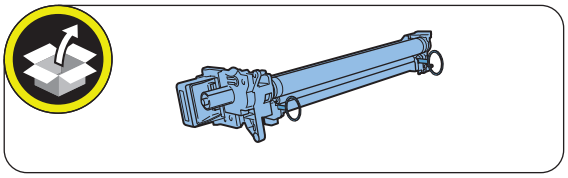
NOTE:
Keep the removed Drum Cover for relocating the host machine.

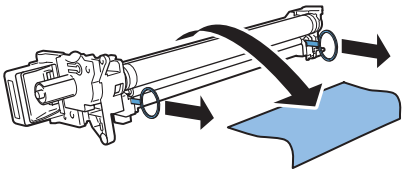


□

6.

CAUTION:
- Do not touch the surface of the drum during the work.
- Do not expose the Drum Surface to light for a long time.

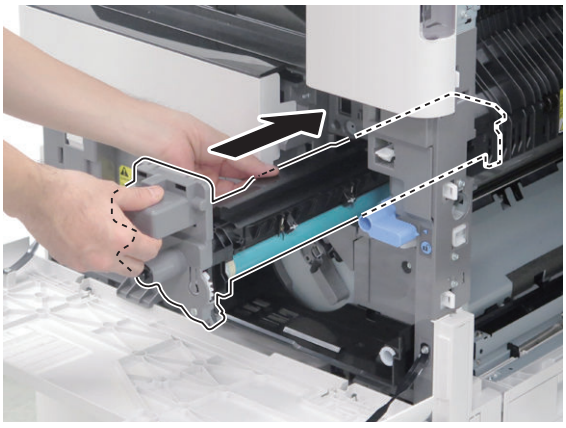




□

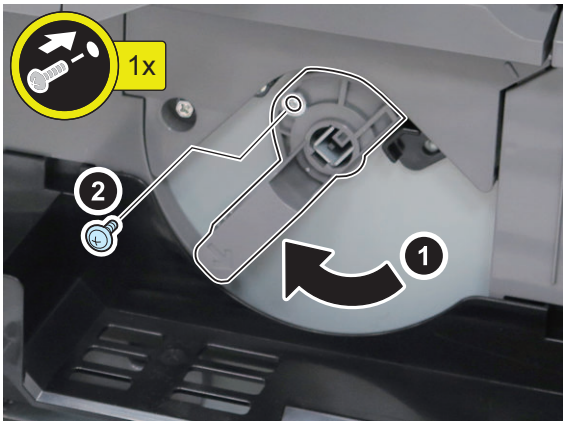
7.

CAUTION:
Make sure that the rail of host machine and Drum Unit are aligned.

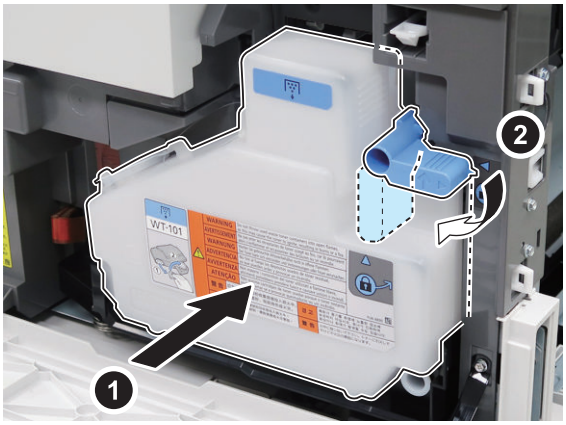


☐
8.

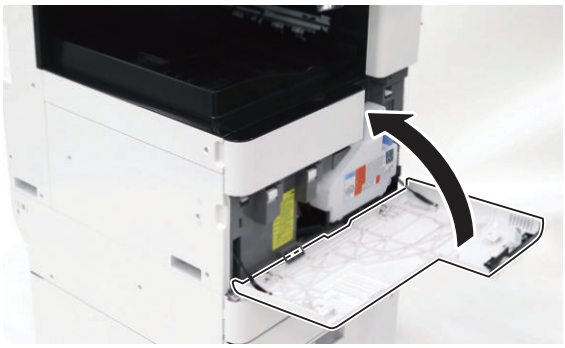
NOTE:
Use the screw removed in step 4.



☐
9.



☐
10.



□

11.

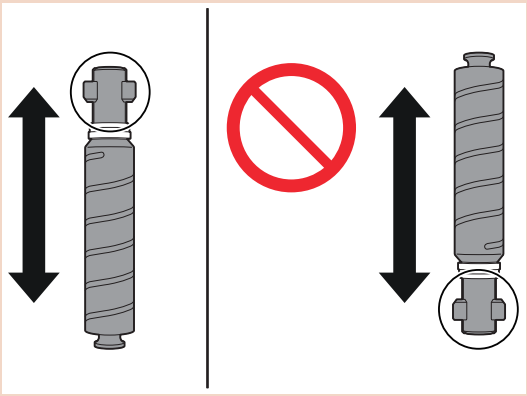
■ Installing the Toner Container

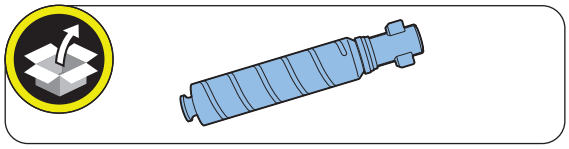
□ 1

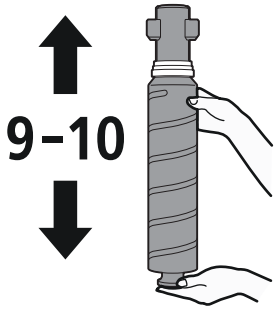
□ 2

□ 3

CAUTION:
Make sure to point up the Toner Supply Mouth and shake the container to prevent toner leakage and other issues.







□ 4

□ 5

■ Installing the ADF

CAUTION:
Install by referring to the Installation Procedure for the option, "DADF-B1" or "Single Pass DADF-C1".

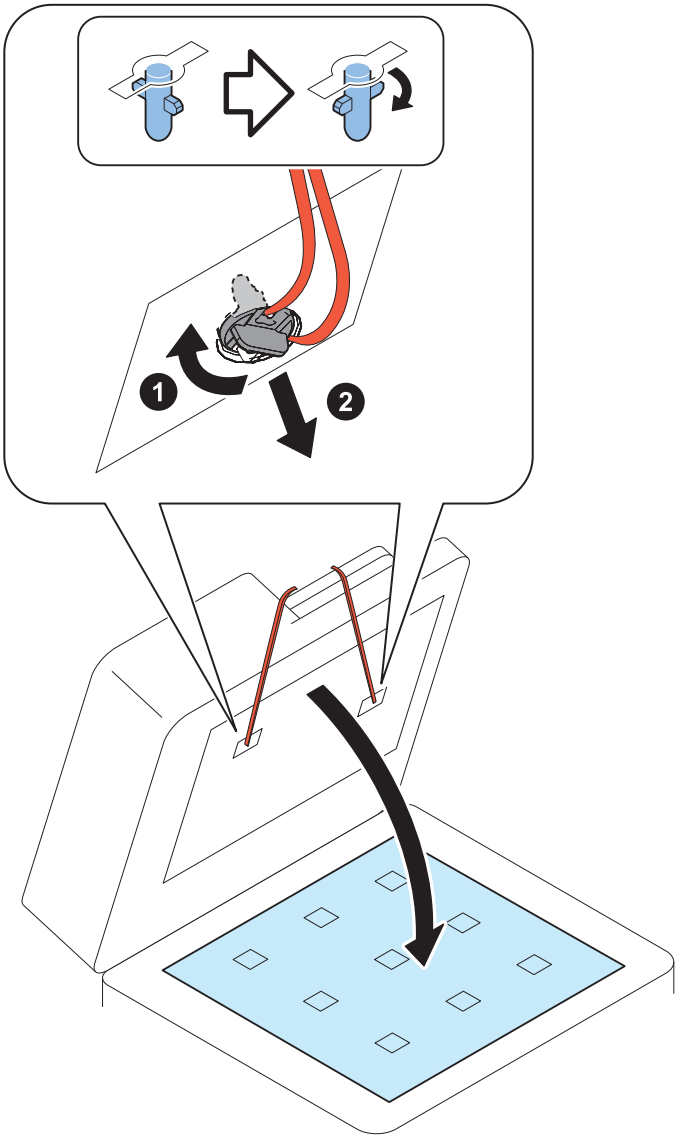
■ Installing the Scanner

□

1.

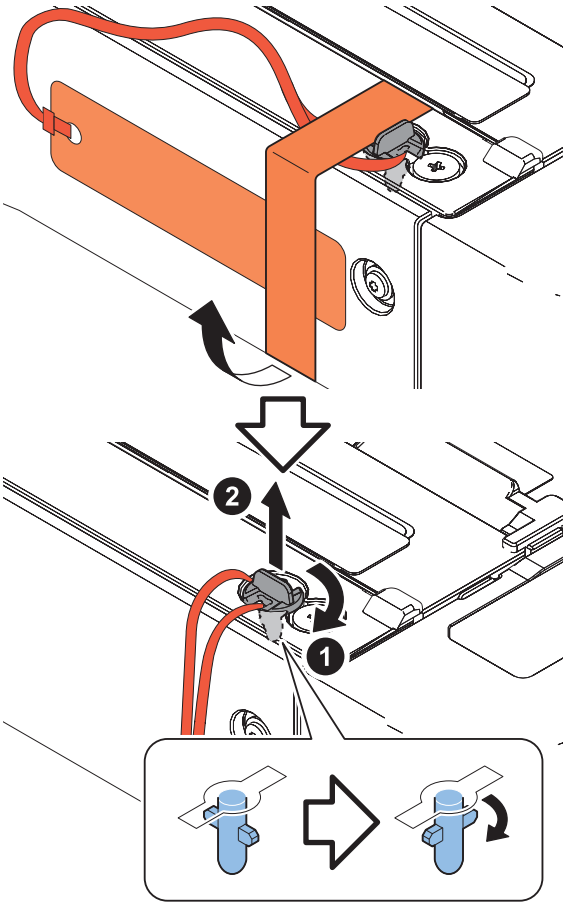
<Model with DADF>

2.



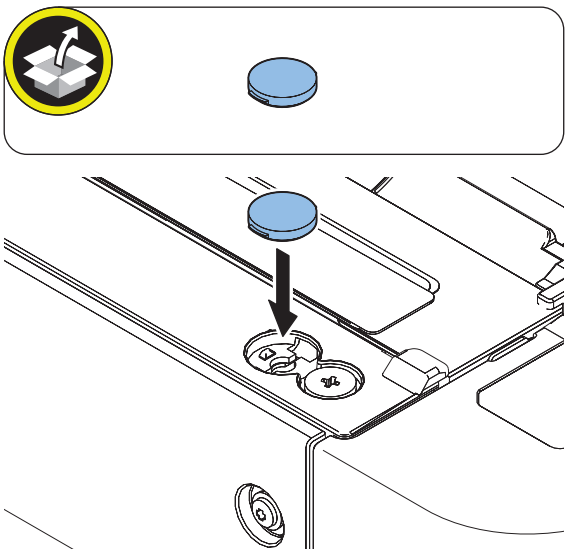
□
3.

NOTE:
Be sure to keep the Scanner System Fixation Member in a safe place for moving the machine.



NOTE:
The removed Scanner System Fixation Member will be used in step 10.

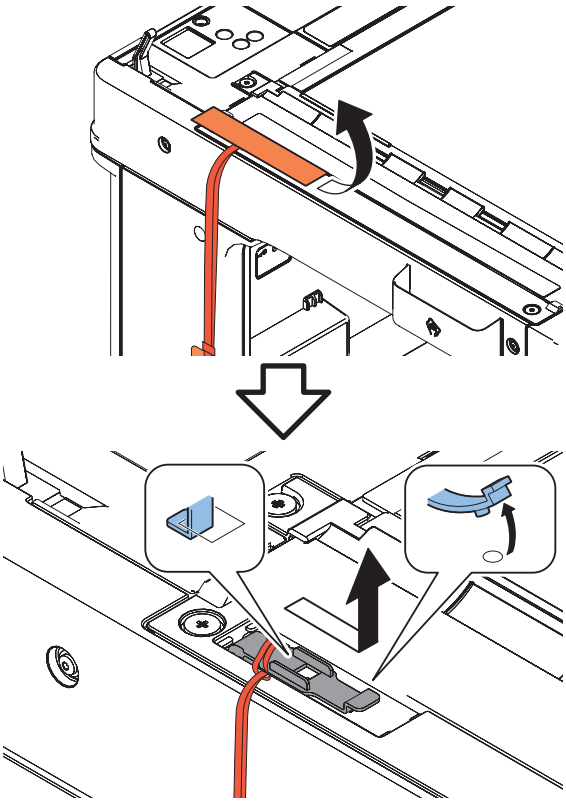
□
4.



□

5.

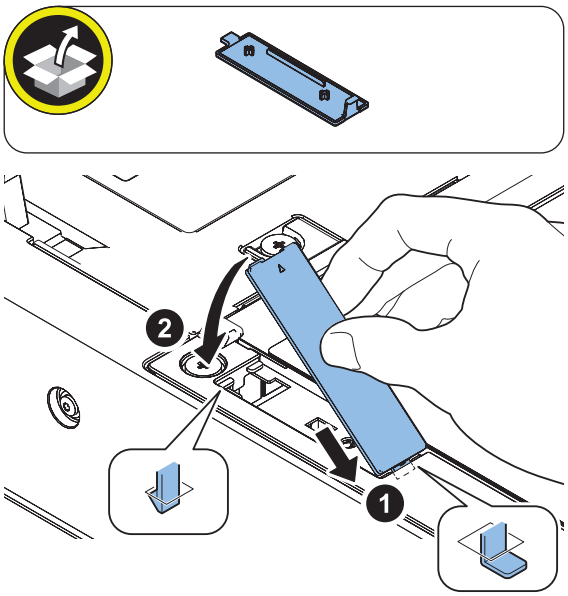
NOTE:
Be sure to keep the Scanner System Fixation Member in a safe place for moving the host machine.



NOTE:
The removed Scanner System Fixation Member will be used in step 8.

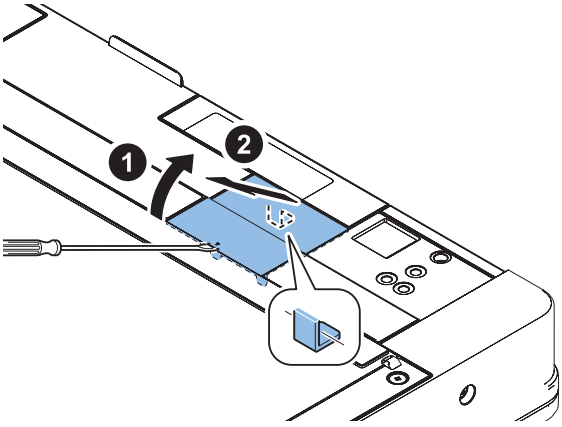
□

6.



☐

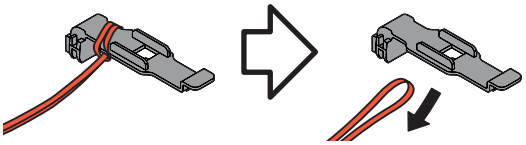
7.



NOTE:
The removed Cover will be used in step 9.

☐

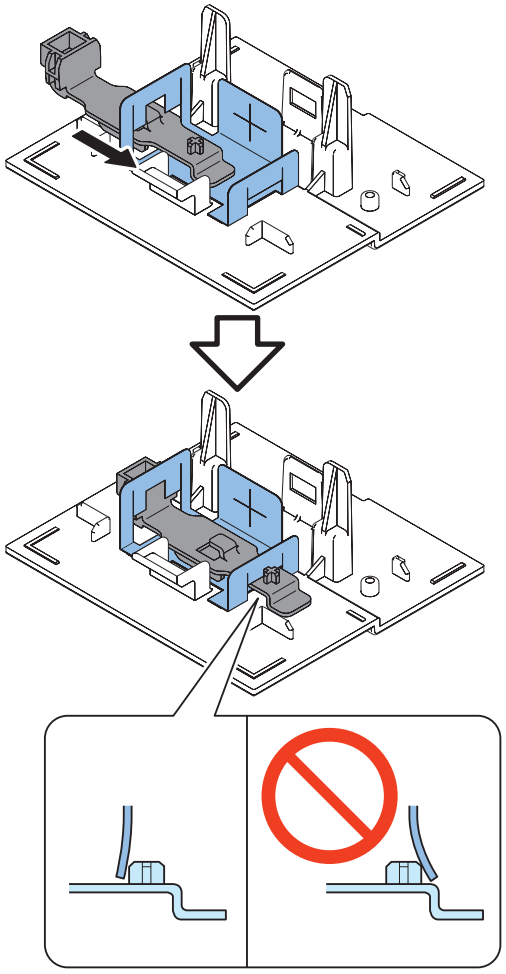
8.



□

9.

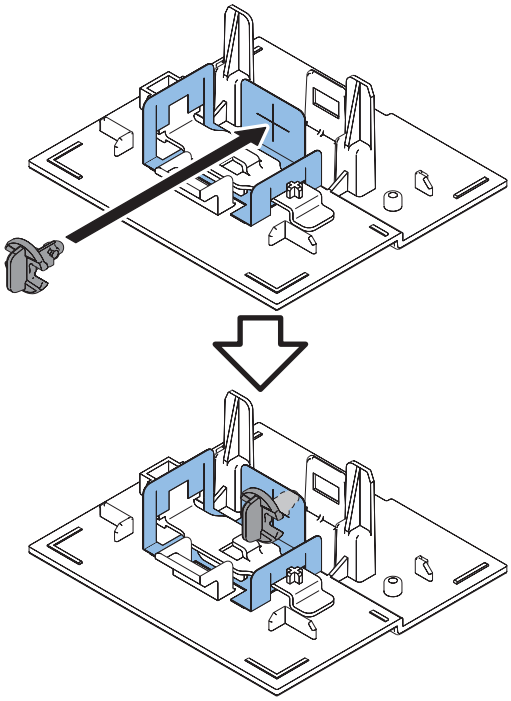
NOTE:
Store the Scanner System Fixation Member removed in step 8 in the Cover removed in the step7.



☐

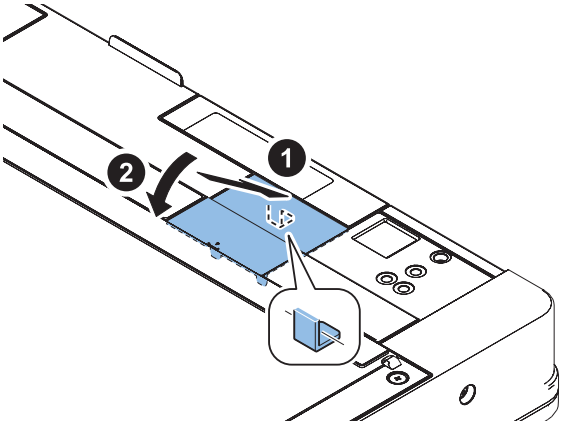
10.

NOTE:
Store the Scanner System Fixation Member removed in step 3.



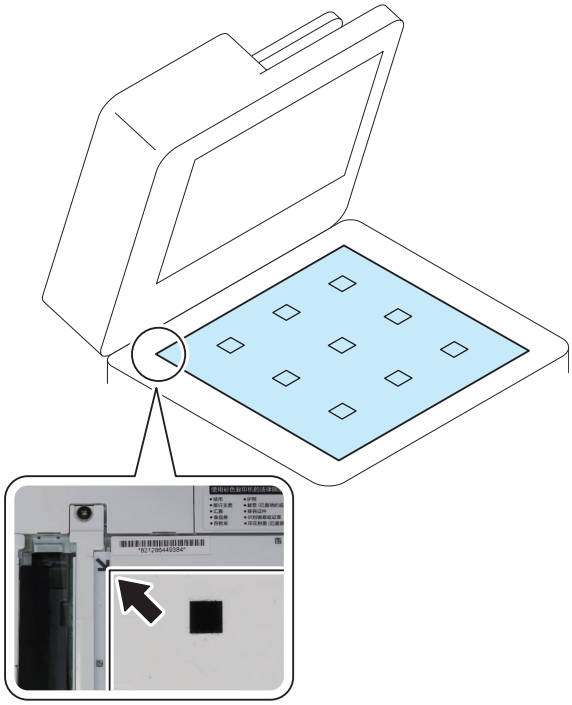
☐

11.

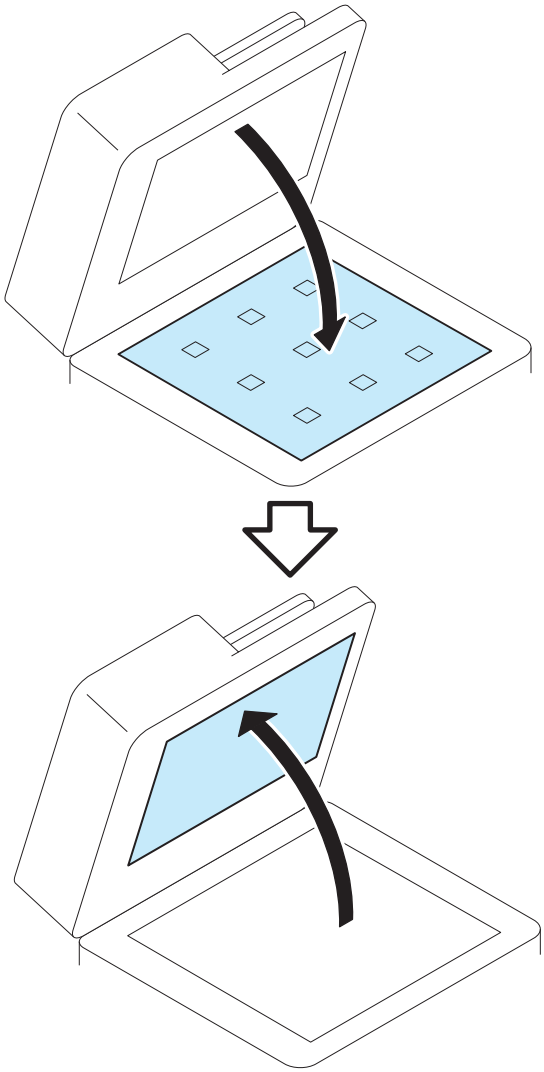


□

12.

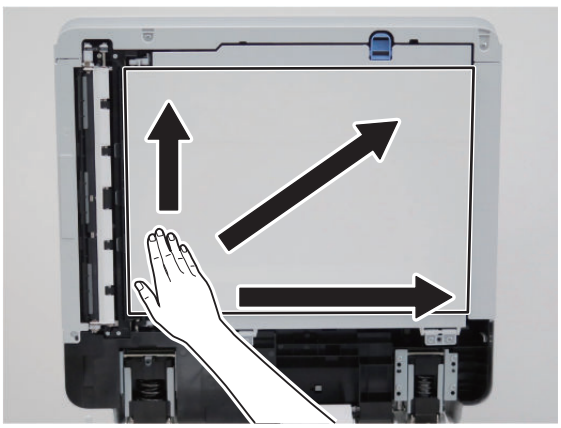


□
13.



□
14.

CAUTION:
If the White Plate is pressed downward, it is placed on the Index Sheet, so be sure to press it upward.

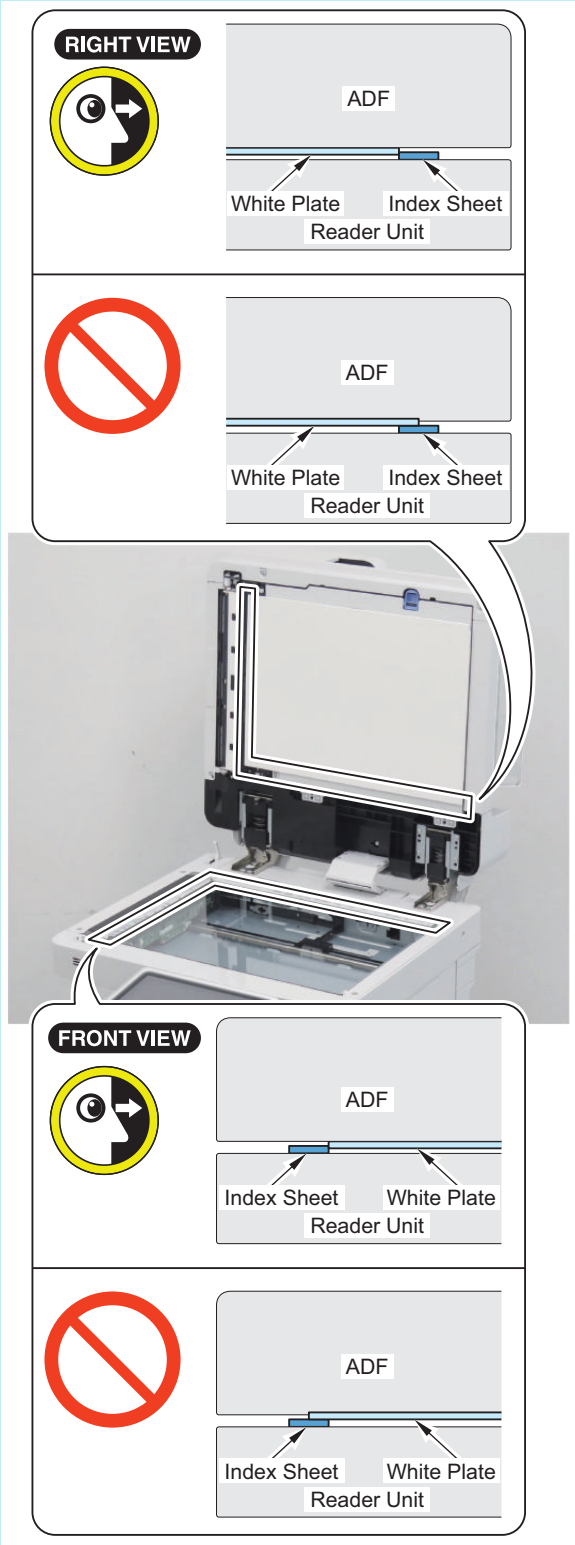


□

15. Close the ADF.

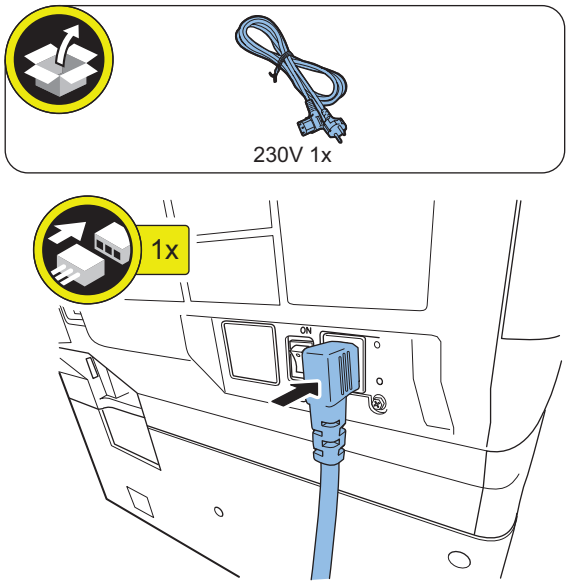
NOTE:

- Be sure that there is no gap (for reference, 0.3 mm or less) between the White Plate and the Index Sheet.
- Check that the White Plate is not placed on the Index Sheet.



■ Connecting the Power Cord (230V only)

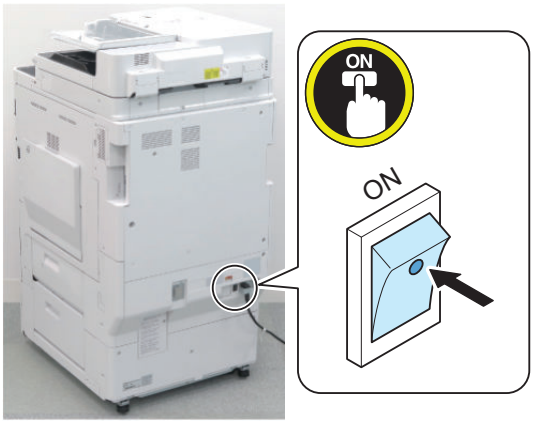
□ 1



■ Setting the Environment Heater Switch

1.

NOTE:
If the installation environment is a high humidity or low temperature environment, be sure to turn ON the Environment Heater Switch.



■ Turning ON the Main Power

CAUTION:
Since the automatic adjustment of the ADF reading position will be executed when the main power is turned ON for the first time, remove all objects on the copyboard glass and close the ADF.

□

1. **Connect the power plug of the host machine to the power outlet.**
2. **Remove the protection sheet on the control panel.**
3. **Open the switch cover and turn ON the main power switch.**

■ Starting the Setup Guide

After installation of the host machine, Setup Guide is started at the time of first startup. Follow the instructions displayed on the Touch Panel Display to configure the settings of the host machine.

CAUTION:
- Some of the settings can be skipped without entering the command. To configure skipped settings, configure the settings one by one after exiting Setup Guide.
- Setup Guide can be started again from [Settings/ Registration]. ([Settings/Registration] > [Management Settings] > [License/Other] > [Start Setup Guide])
- If the host machine is turned OFF during the registration using the Setup Guide, the Setup Guide is automatically started by turning ON the host machine.
- Once registration using the Setup Guide is completed, the Setup Guide is not automatically started by turning ON the host machine.

CAUTION:
Register the information of paper loaded during installation of the host machine.
Be sure to register the correct paper type. Especially in the case of special paper types such as heavy paper, registering a wrong paper type may result in image failure, and when the Fixing Assembly becomes soiled or paper wraparound occurs, repair by a service technician becomes necessary.

NOTE:
“Installing the Tray” on page 48, “Setting the Cassette” on page 49 and “Other Installations” on page 51 can be performed during toner stirring.

< Paper Settings >

1. Select the paper source for which you want to specify the paper type, and press [Set].
2. Select the paper type, and press [OK].
3. If [Plain] is selected, the basis weight can be specify from [Plain Paper Weight Set].
4. If a button corresponding to the paper that has been set is not displayed, press [Detailed Settings] and make a selection on the detailed settings screen.

NOTE:
If the corresponding paper type is not displayed on the simple settings screen, press [Detailed Settings] and make a selection on the detailed settings screen.
v

● Informing the System Administrator Completion of the Installation

When installation is completed, ask the system administrator to change the password and keep the changed password to prevent information leakage.

■ Registration of Installation Date Information

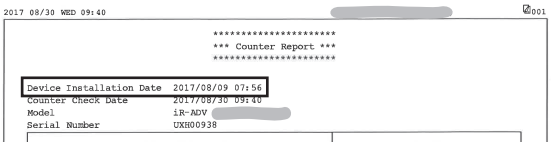
CAUTION:
Be sure that [Date/Time Settings] is completed. (There are items in Setup Guide.)

□

1. **Enter the following service mode, and execute "Batch Set Installation Date Info".**
   COPIER > FUNCTION > INSTALL > INSTDTST

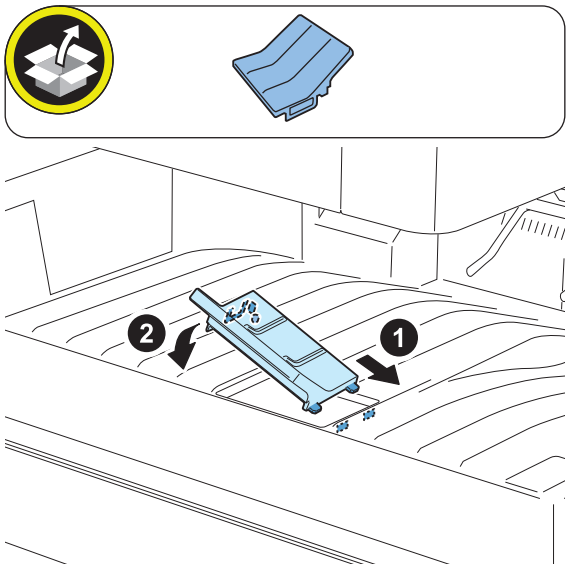
NOTE:
- Year, month, day, hour, and minute can be edited individually in the following service modes.
  COPIER > OPTION > USER > INSTDT-Y
  COPIER > OPTION > USER > INSTDT-M
  COPIER > OPTION > USER > INSTDT-D
  COPIER > OPTION > USER > INSTDT-H
  COPIER > OPTION > USER > INSTDT-N
- The default value of each service mode is "0".
- When "0" is set for each service mode, "Device Installation Date" on the counter report will be blank.

2. **Exit service mode.**
3. **Output the counter report, and check that the installation date information is registered.**
   - [Counter/Device Information] key > [Print List] > [Yes]

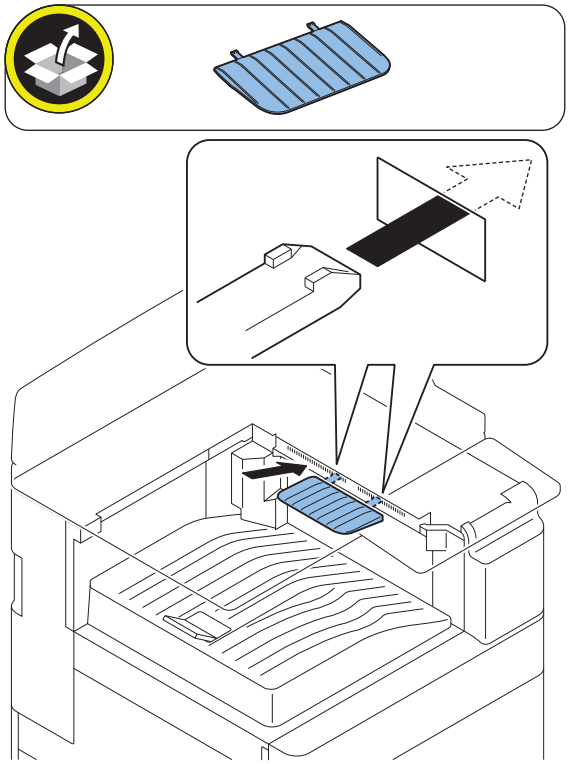


■ Installing the Tray

□ 1



□ 2



■ Setting the Cassette

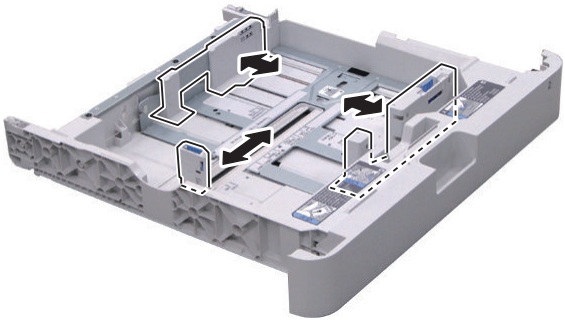
NOTE:
Although pictures or illustrations used for explanationmay differ from the actual things, the procedure is the same.

□

1.

□

2. **Holding the Guide Plate Lever, adjust each Guide Plate to the specified size.**



□

3. **Place the paper in the Cassette and then return it to its original position.**

□

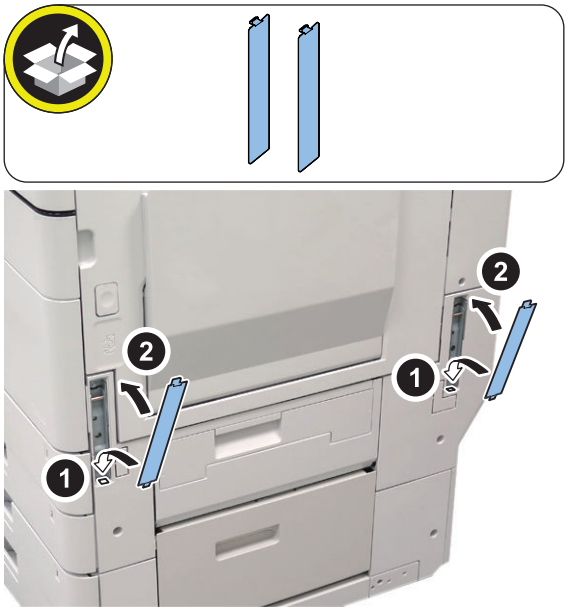
4. Affix the Cassette Size Label matching to the loaded paper size.

NOTE:
- Keep the Paper Size Label for use when changing paper size.
- Affix the label with its lower edge aligned with the lower edge of the number label, approx. 5 mm away from the number label.

■ Other Installations

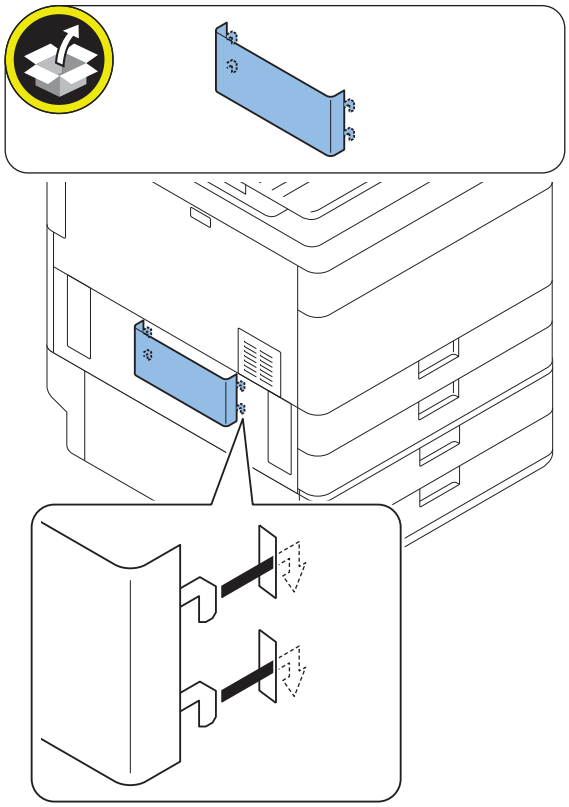
● Attaching the Handle Covers

□ 1



• Installing the Service Book Holder

□ 1



• Installing the Right Cover (Lower) (when the cassette feeding unit is not installed)

□ 1

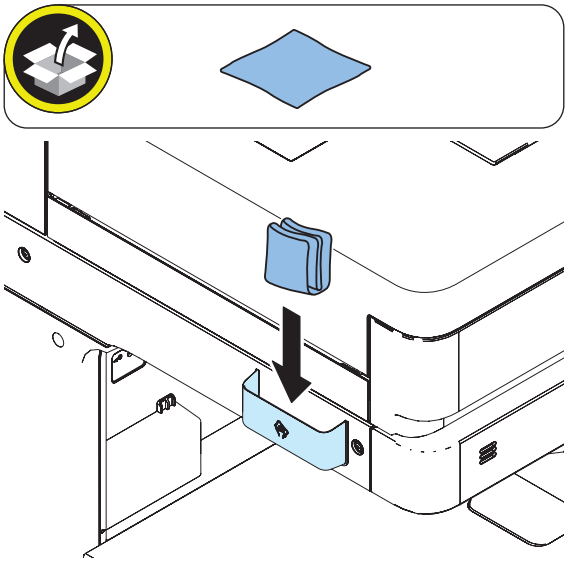
● Installing the Cleaning Tool

□

1.

□

2.

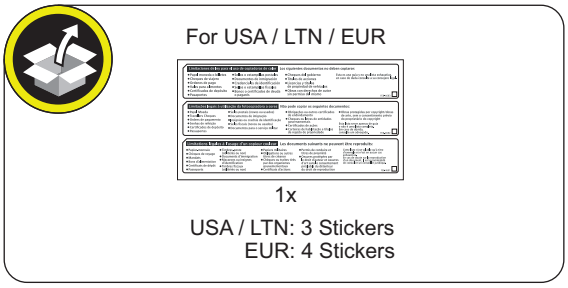


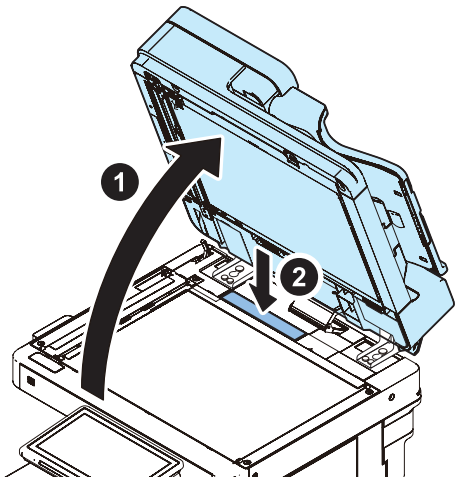
● Affixing the Label

□

1.

NOTE:
- Affix the label of the appropriate language as shown in the figure below.
- If a label is already affixed, affix over the existing label.

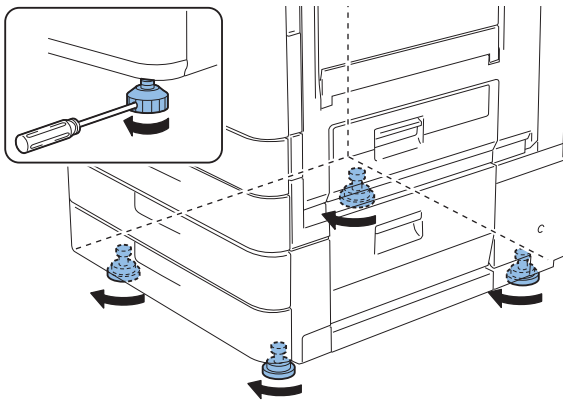




● Securing the Host Machine

□ **1** Move the host machine to the installation position, and secure it in place by turning the 4 adjusters of the Cassette Pedestal with screwdrivers.

NOTE:
- Be sure to secure it in place to prevent overturning.
- Securing the adjusters is not a countermeasure for the earthquake.



● Checking the Print Image

☐

1. **Place a document on the document glass, copy it by feeding paper from the cassette or manual-feed tray, and then check the quality of the copied image.**

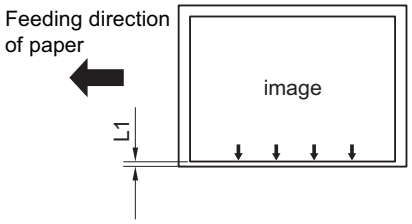
NOTE:
- Abnormal noise is not occurred.
- The specified number of sheets of paper is copied normally.

■ Adjusting Image Position (Printer)

NOTE:
- In duplex printing, the first side is the front side and the second side is the back side.
- The Host Machine prints the first image on the back and the second on the front.

● Left Edge Margin(L1) Adjustment (1st side)

Execute printing from each cassette/Manual feed pickup tray. Check that the L1 is within 2.5 +/- 1.5mm. If it is not within the range, execute adjustment by following the procedure below.



☐

1. **Adjust the image position in the service mode (Lv.2).**
   - Cassette 1:
     COPIER > ADJUST > MISC > C1-ADJ-Y
   - Cassette 2:
     COPIER > ADJUST > MISC > C2-ADJ-Y
   - Cassette 3:
     COPIER > ADJUST > MISC > C3-ADJ-Y
   - Cassette 4:
     COPIER > ADJUST > MISC > C4-ADJ-Y
   - Manual feed pickup tray:
     COPIER > ADJUST > MISC > MF-ADJ-Y

NOTE:
< Setting Range>
-128 to 127 (0.1mm per unit)
As the value is incremented by 1, the L1 is increased by 0.1mm.

☐

2. **In case that the setting value is changed at step 1, write the replaced setting value on the service label.**

☐

3. **Exit the service mode.**

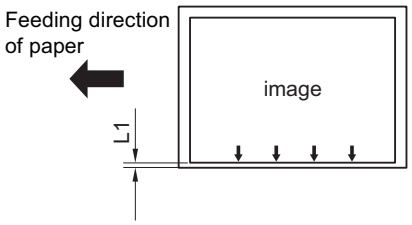
☐

4. **Execute printing from each cassette/Manual feed pickup tray. Check that the L1 is within 2.5 +/- 1.5mm.**

● Lead-edge Margin(L1) Adjustment (2nd side)

NOTE:
By executing the L1 adjustment (2nd side) for the Cassette 1, the adjustment is applied to all source of paper.

Execute duplex printing, and check that the left edge margin is within L1=2.5+/- 2.0mm. If it is not within the range, execute adjustment by following the procedure below.



☐

1. **Adjust the image position on the service mode.**
   COPIER > ADJUST > FEED-ADJ > ADJ-REFE

NOTE:
< Setting Range >
-128 to 127 (0.1mm per unit)
As the value is increased by 1, the L1 is increased by 0.1mm.

☐

2. **In case that the setting value is changed at step 1, write the replaced setting value on the service label.**

☐

3. **Exit the service mode.**

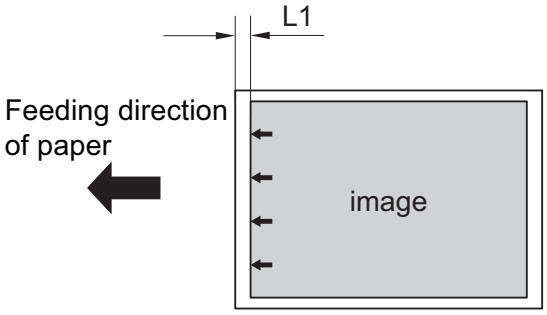
☐

4. **Execute duplex printing from the Cassette 1, and check that the left edge margin is within L1=2.5+/- 2.0mm.**

● Leading Edge Margin (L1) Adjustment (1st side / 2nd side)

NOTE:
By executing the leading edge margin adjustment for the Cassette 1, the adjustment (1st side / 2nd side) is applied to all source of paper.

Execute duplex printing. Check that the L1 for the 1st side / 2nd side is within 4.0+1.5mm/-1.0mm. If it is not within the range, execute adjustment by following the procedure below.



☐

1. **Adjust the image position in the service mode.**
   COPIER > ADJUST > FEED-ADJ > REGIST

NOTE:
< Setting Range>
-128 to 127 (0.1mm per unit)
As the value is incremented by 1, the L1 is decreased by 0.1mm.

☐

2. **In case that the setting value is changed at step 1, write the replaced setting value on the service label.**

☐

3. **Exit the service mode.**

☐

4. **Execute duplex printing from the Cassette 1. Check that the L1 is within L1=4.0 +1.5mm/-1.0mm.**

■ Image Position Adjustment (Single Pass ADF)

● Checking the Skew

Check the image at ADF stream reading with using the "Test Charts for Image Position Adjustment". If any adjustments have been made, perform all of the following "Adjustment Procedure". If it is confirmed that there is no problem, proceed to "Network Connectivity Check".

1. Adjustment of the White Plate
2. Height Adjustment
3. Light intensity adjustment
4. Automatic Adjustment of the Stream Reading Position (Automatic Adjustment of the Reading Position at ADF Reading)
5. White Level Adjustment
6. Front/Back Side Difference Correction Adjustment

NOTE:
Even if the above adjustment is performed, if a fixed skew or image shift occurs, the image is manually adjusted according to the state of the printed image

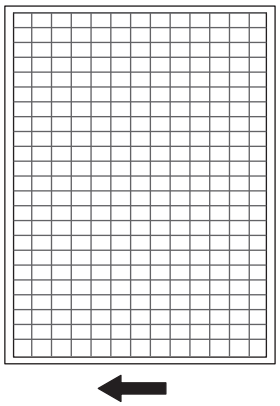
- Adjustment of leading edge margin of the scanned image for the corrected image Amount of Change per:0.1mm
  FEEDER > ADJUST > ADJ-T1 (front side)
  FEEDER > ADJUST > ADJ-T2 (back side)
- Adjustment of the left edge margin of the scanned image for the corrected image Amount of Change per:0.1mm
  FEEDER > ADJUST > ADJ-L1 (front side)
  FEEDER > ADJUST > ADJ-L2 (back side)
- Angle correction of the corrected image Amount of Change per:0.01 degree
  FEEDER > ADJUST > ADJ-ROT1 (front side)
  FEEDER > ADJUST > ADJ-ROT2 (back side)
- Parallelogram correction amount for corrected image Amount of Change per:0.01 degree
  FEEDER > ADJUST > ADJ-PAR1 (front side)
  FEEDER > ADJUST > ADJ-PAR2 (back side)

Refer to the following Service Manual

- Adjustment > Original Feed System (Single Pass ADF) > Skew Adjustment (at Stream Scanning of Originals)

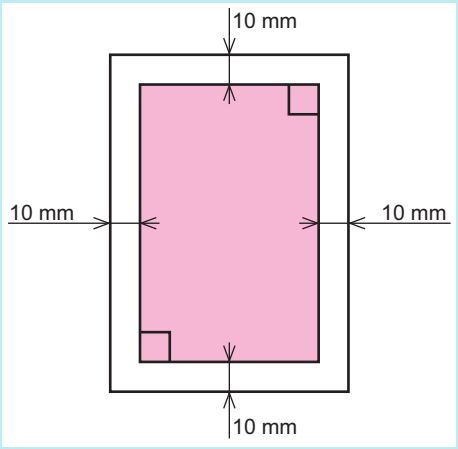
Creating the Test Charts for Image Position Adjustment

CAUTION:
Create the test charts for image position adjustment after completing adjustments on the printer side.



1. **After setting the service modes as follows, press the Start key to output the test chart.**
   - COPIER > TEST > PG > TYPE = 6
   - COPIER > TEST > PG > PG-PICK = To set the Pickup Cassette for test print output.

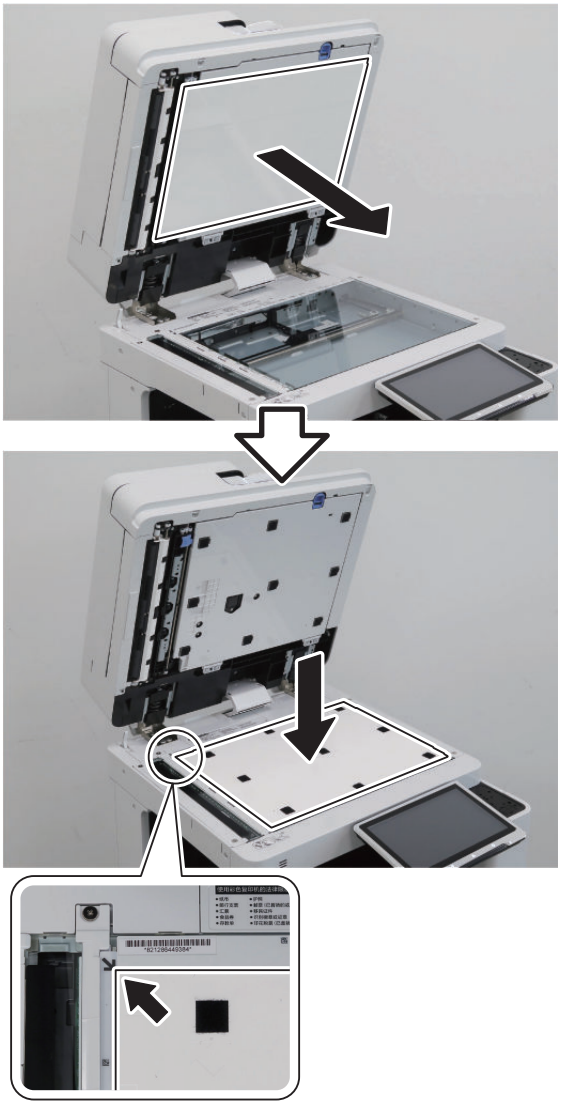
NOTE:
- If the specified test chart cannot be output, draw a test chart on A3 or LDR paper with a rectangle whose four corners are 10 mm smaller than the paper.
- To draw characters and marks so that you can see the direction of the copied image.



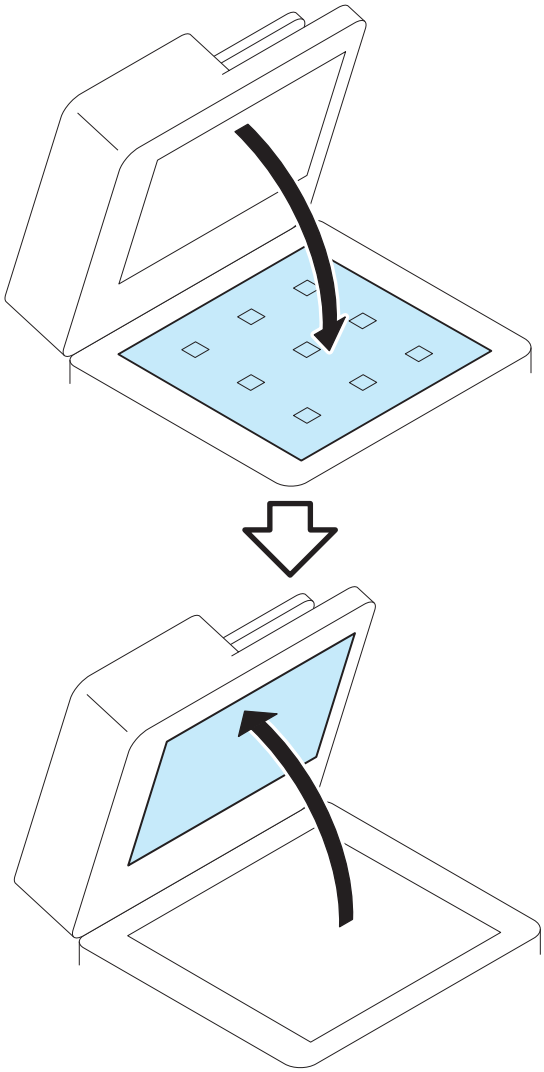
Adjustment of the White Plate

□

1.

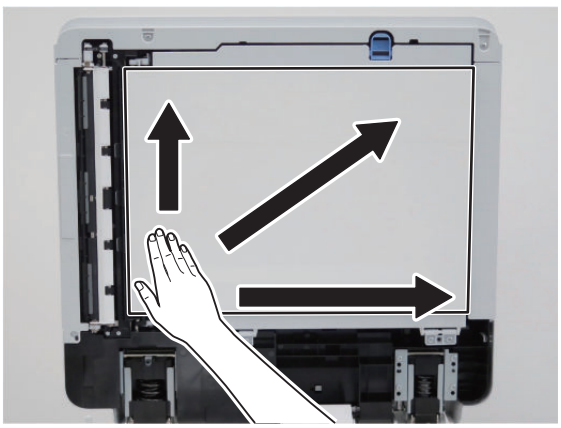


□
2.



□
3.

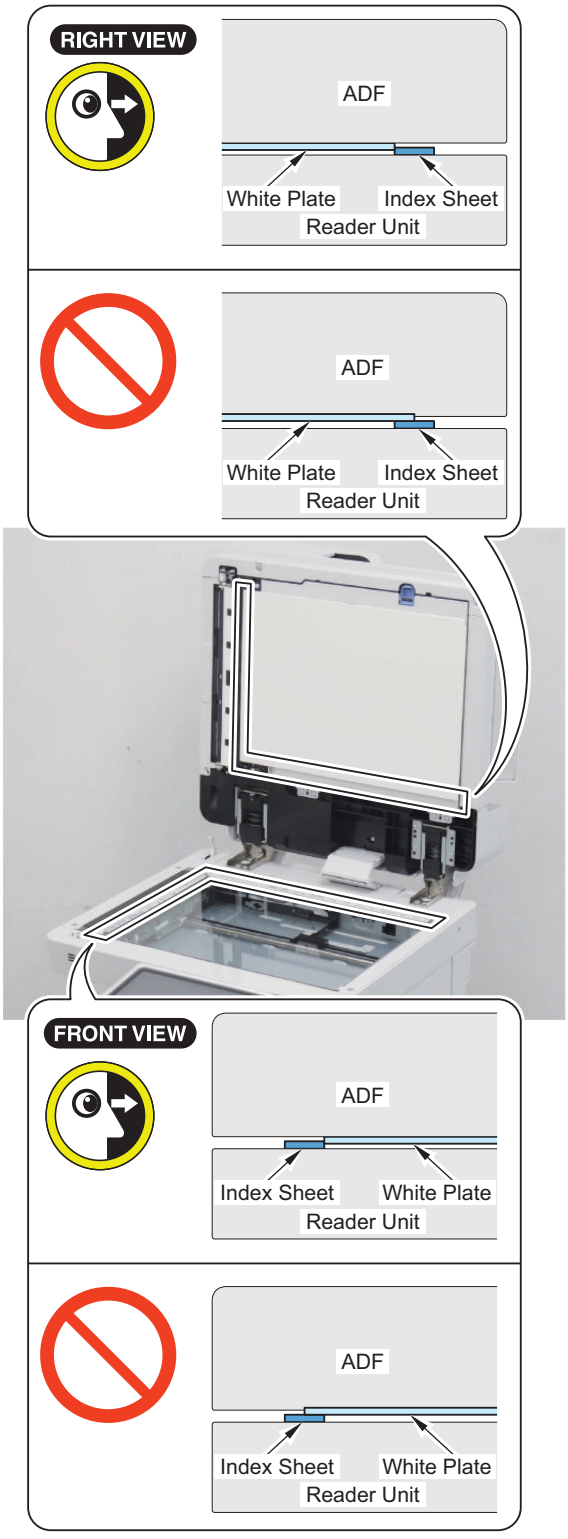
CAUTION:
If the White Plate is pressed downward, it is placed on the Index Sheet, so be sure to press it upward.



□

4.

NOTE:
- Be sure that there is no gap (for reference, 0.3 mm or less) between the White Plate and the Index Sheet.
- Check that the White Plate is not placed on the Index Sheet.



Checking the Height

Height Check Sheet Preparation or Creation

1. **Prepare the check sheet used for height adjustment.**

Height check sheet

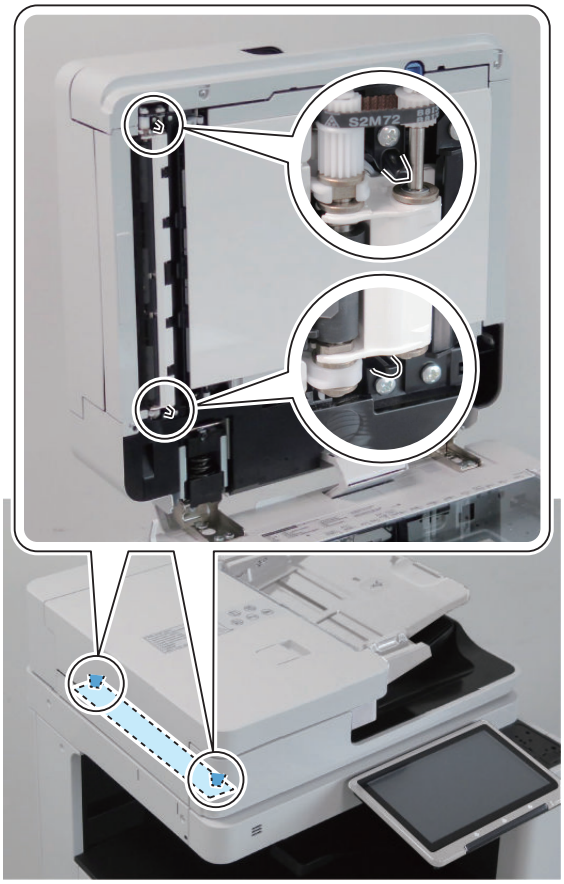
NOTE:
Points to Note when Creating the Check Sheet
- Output with A4 (paper size) or LTR (paper size).
- Use plain paper 1 to 3 (64 to 105 g/m^2) (Paper Type).

Height Adjustment

Checking the Height

☐

1. Check that the 2 Height Adjustment Bosses at the left front side and the left rear side are in contact with the Stream Reading Glass.



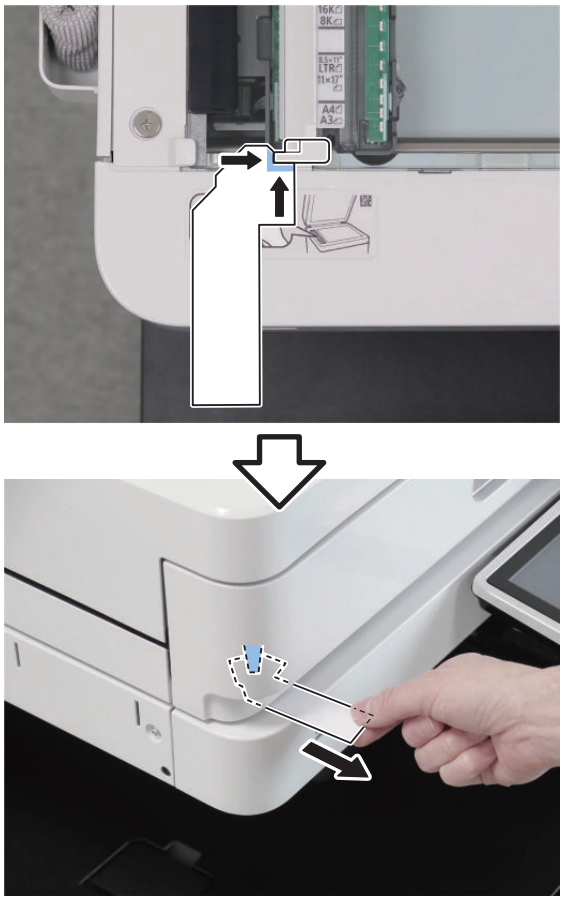
2. If they are not in contact, perform the height adjustment.
   If it cannot be visually checked, perform "Checking the Height of the Height Adjustment Boss".

Checking the Height of the Height Adjustment Boss

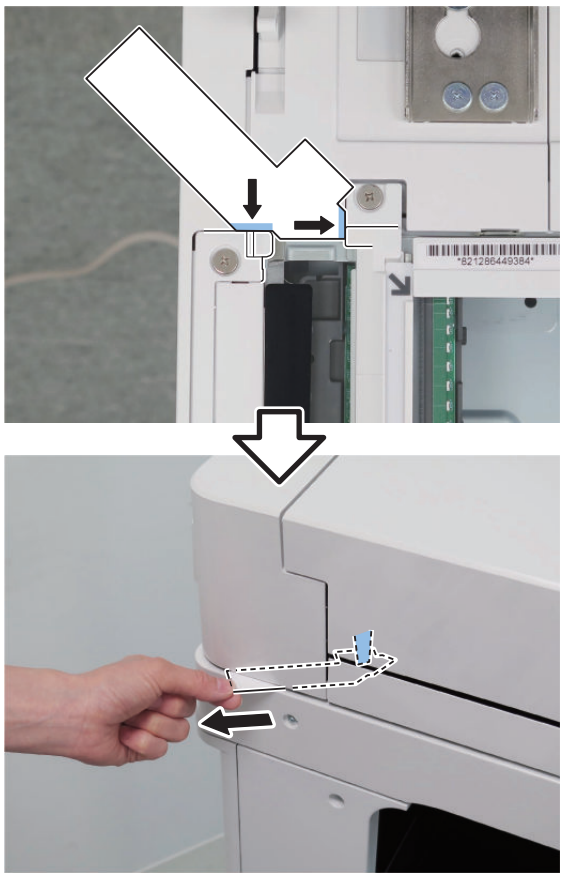
☐

1. Put a sheet of paper on the place where the protrusions touch the Stream Reading Glass, and check whether there is any resistance of the paper when closing the ADF.

<The Left Front Side>



<The Left Rear Side>



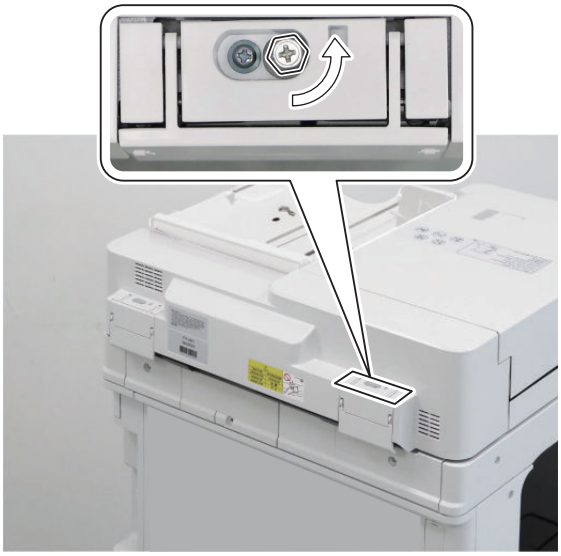
2. If there is no resistance, perform the height adjustment.

Height Adjustment Procedure

☐

1. Adjust by turning the Fixation Screw on the upper side of Hinge.
   - If both front and rear side (or only front side) are not installed properly: Turn the Right Hinge Fixation Screw clockwise (black arrow) to correctly locate it at the front.

   - If the rear side is not installed properly: Turn the Left Hinge Fixation Screw counterclockwise (white arrow).



2. Open th ADF fully and close the ADF and then, Check the height again and see if it is at an appropriate height.

Light intensity adjustment

NOTE:
- This mode automatically performs adjustment.
- If "NG" is displayed after executing this mode, check that PCB and each connector are properly connected.

☐

1. **Execute the following service mode with the ADF closed.**
   COPIER >FUNCTION >CCD > LMPADJ

Automatic Adjustment of the Stream Reading Position (Automatic Adjustment of the Reading Position at ADF Reading)

NOTE:
- If the DADF is opened during adjustment, restart the adjustment.
- Enter the value after adjustment on the Service Label (on the back of the Reader Front Cover or Printer Front Cover). The adjustment result is reflected to COPIER > ADJUST > ADJ-XY > STRD-POS.

□

1. **Execute the following service mode.**
   COPIER > FUNCTION > INSTALL > STRD-POS

NOTE:
If "NG" is displayed after executing this mode, execute "Right Angle Adjustment (Slant Adjustment)" on the service manual.

White Level Adjustment

□

1. Place a sheet of blank A4 or LTR size paper on the Copyboard Glass and close the ADF.

CAUTION:
When executing the white level adjustment using paper with smaller width, adjustment may not be executed properly.

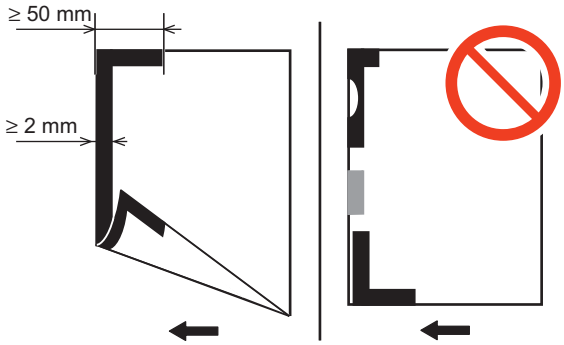
2. Execute the service mode item.
   COPIER > FUNCTION > CCD > DF-WLVL1
3. Remove the blank paper from the Copyboard Glass, and place it on the Document Pickup Tray of ADF.
4. Execute the service mode item.
   COPIER > FUNCTION > CCD >DF-WLVL2
5. Place the blank paper on the Copyboard Glass again and close the ADF.
6. Execute the service mode item.
   COPIER > FUNCTION > CCD > DF-WLVL3
7. Remove the blank paper from the Copy Board Glass, and place it on the Document Pickup Tray of ADF.
8. Execute the service mode item.
   COPIER > FUNCTION > CCD > DF-WLVL4

Front/Back Side Difference Correction Adjustment

Automatic Front/Back Side Difference Correction Adjustment

NOTE:
If the chart in the following state is used, skew detection may not be possible and correction may not be possible.
- The painted part is not long enough.
- The painted part is chipped.
- The color is light.
- The edges are not painted.
- Broken/torn/chipped.
- Translucent, thin paper manuscript is used.
- The area painted black is not dry enough.

1. **Use a chart of a service parts of a Automatic Front/Back Side Difference Correction Adjustment, or using A4 or LTR paper, the leading edge and the side edge of the front/back side in the feeding direction are painted black with magic, and a chart for Automatic Front/Back Side Difference Correction Adjustment is prepared.**



2. **Set the value of the service mode to "0" below.**
   - FEEDER > ADJUST > ADJ-T2/L2/ROT2 = 0

NOTE:
- The ADJ-T2/L2/ROT2 is an item for manually fine-adjusting the skew in the case that a deviation remains in the position of the back image to which the skew is automatically corrected after the Automatic Front/Back Side Difference Correction Adjustment.
- "0" is the value at the time of shipment from the factory. By resetting to the initial state, there is no unintended deviation due to manual correction with respect to the back surface image in which skew correction is automatically performed, so that a constant accuracy is guaranteed.

3. **Set the document tray so that the black-painted portion becomes the leading edge in the feeding direction.**
4. **Automatic Front/Back Side Difference Correction Adjustment is performed in the following service mode.**
   - FEEDER > FUNCTION > ADJ-SKW

NOTE:
If "NG" is displayed after executing this mode, execute "Right Angle Adjustment (Slant Adjustment)" on the service manual.

5. **Write the adjusted values below on the service label.**
   - FEEDER > ADJUST > ADJ-DT
   - FEEDER > ADJUST > ADJ-DL
   - FEEDER > ADJUST > ADJ-DROT

■ Checking Network Connection

● Overview

If the user network environment is TCP/IP, use Ping function to check that the network setting is properly executed.
If the user network environment is IPX/SPX or Apple Talk, skip this procedure.

● Checking the Network Connection

CAUTION:
Be sure to use the network cable with Category 5e or higher. In addition, a sealed type (STP cable) is recommended. Using the non-shield type can affect the peripheral electrical equipment through the network cable.

☐

1. **Turn OFF the main power switch.**
2. **Connect the network cable to the Host Machine and turn ON the main power switch.**

3. **Inform the system administrator at the installation site that installation of the Host Machine is complete, and then, ask for the network setting.**

NOTE:
Network setting cannot be executed unless logging in as an administrator. Factory default password is as follows.
- System administration division ID: Administrator
- System administration password: 7654321

CAUTION:
To perform the network setting, the following Additional Functions items must be set "ON".
- [Settings/Registration] > [Preferences] > [Network] > [Confirm Network Connection Set. Changes]
- [Settings/Registration] > [Preferences] > [Network] > [TCP/IP Setting] > [IPv4 setting] > [Use IPv4]

4. **Turn OFF and then ON the main power.**

● Ping Operation Procedure

1. **Select [Settings/Registration] > [Preferences] > [Network] > [TCP/IP Settings] > [IPv4 Settings] > [PING Command].**
2. **Enter IP address with numeric keypad on the control panel and press "Start" key. "Response from the host" is displayed if Ping operation is successful. "No response from the host" is displayed if Ping operation fails.**

● Checking with Remote Host Address

You can check whether the network is connected or not by using remote host address to execute Ping.
Remote host address: IP address of PC terminal that is connected to/works with TCP/IP network environment, which connects to this host machine.

1. **Inform the system administrator to execute checking of network connection using Ping.**
2. **Check the remote host address with the system administrator.**
3. **Enter the remote host address to PING.**
   - "Response from the host": The machine is properly connected to the network.
   - "No response from the host": Execute the following troubleshooting because the machine is not connected to the network.

■ Troubleshooting of Network

● Checking Connection of the Network Cable

To check whether the network cable is properly connected to the LAN Port.

● Using the Ping Command

1. **Ask the network administrator of the user to note down the IP address of PC connected to the network.**
2. **Select Settings/Registration > Preferences > Network > TCP/IP Settings > IPv4 Settings > PING command, enter the IP address of PC with the numeric keypad, and then press "Start" key.**
   - When "Response from the host." is displayed, network connection function operates normally.
   - When "No response from the host." is displayed, execute the following check.

● Checking Network Setting of the Host Machine

Check if the IP address specified on the host machine is correct.

1. **Select the following: [Settings/Registration] > [Preferences] > [Network] > [TCP/IP Settings] > [IPv4 Settings] > [IP Address Settings], and note the IP address in the IP Address field.**

2. **Select the following: [Settings/Registration] > [Preferences] > [Network] > [TCP/IP Settings] > [IPv4 Settings] > [PING Command], and enter the IP address.**
   - If the display shows "Response from the host", the IP address specified on the host machine is correct.
   - If the display shows "No response from the host", go to the next step for another checking.

NOTE:
When entering an address by manual operation, set the Subnet Mask according to the instructions of the user administrator.

● Checking Network Function on the Main Controller

Check with the loopback address:

1. **Select: [Settings/Registration] > [Preferences] > [Network] > [TCP/IP Settings] > [IPv4 Settings] > [PING Command], and enter the IP address "127.0.0.1" with the numeric keypad and press the Execute key.**
   - If the display shows "Response from the host", the network of the main controller is properly functioning.
   - If the display shows "No response from the host", the network function of the main controller is faulty.
2. **Replace with a main controller that works properly, and the check connection.**

Installing the IC Card Reader

When installing this equipment, the Card Reader (sales company's option) is required.

■ Preparation

☐

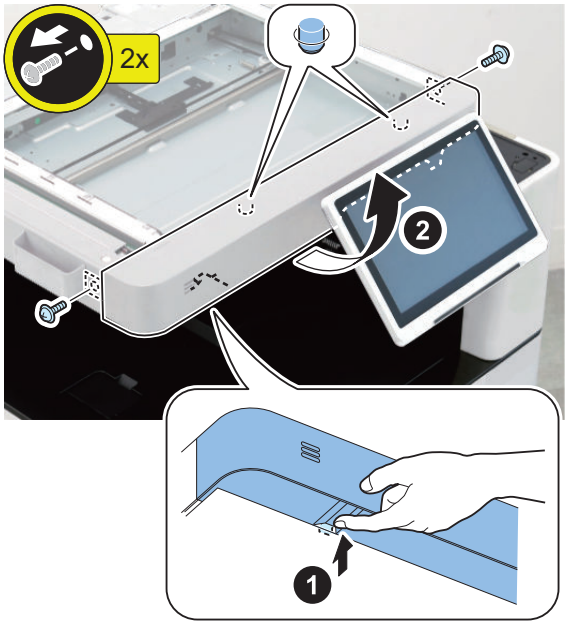
1. **When the Main Power Switch is ON, turn it OFF.**

☐

2.

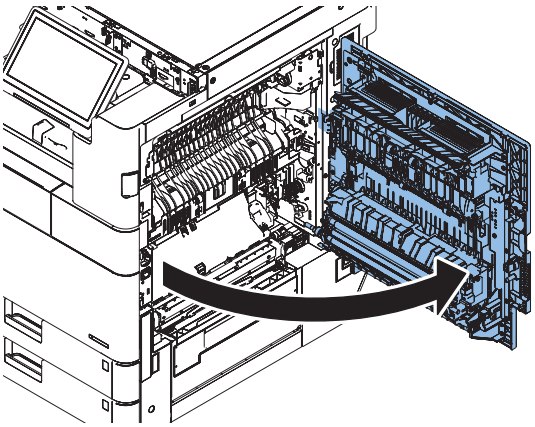
□

3.



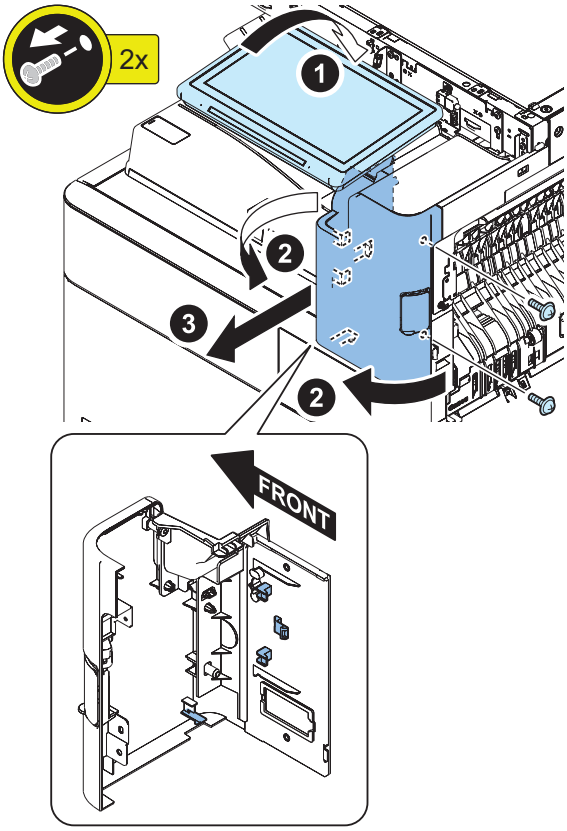
□

4.



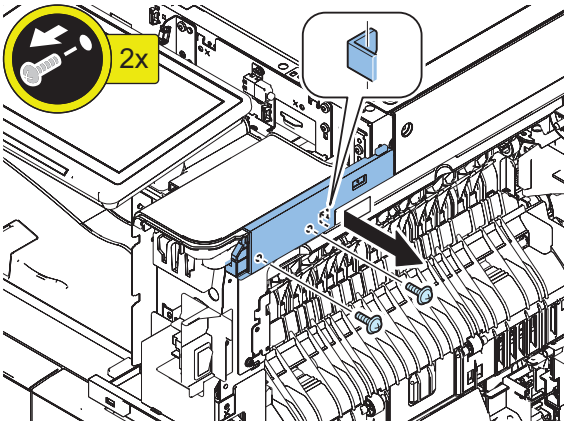
□

5.

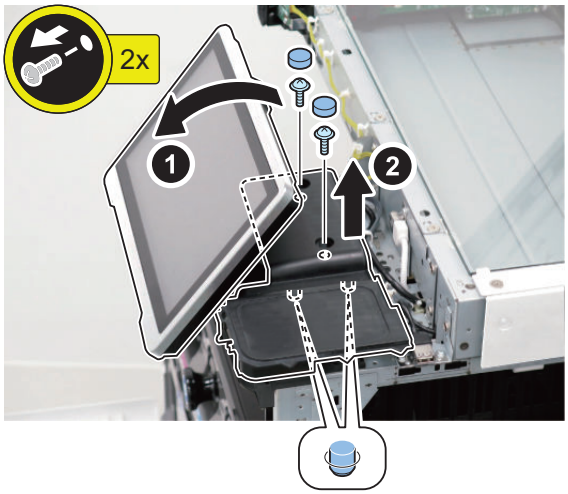


□

6.

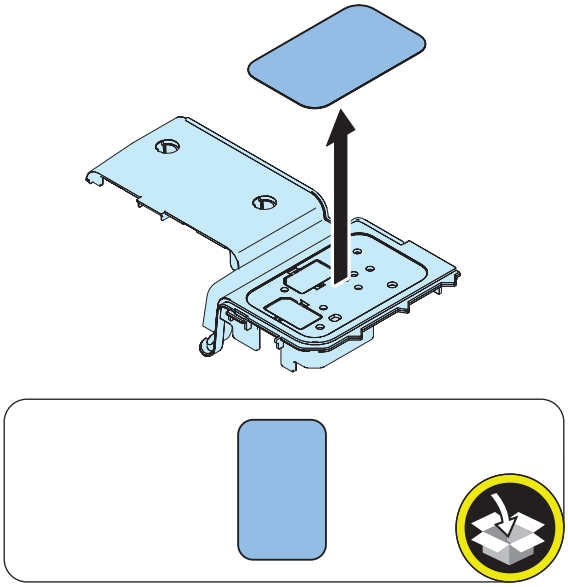


□
7.

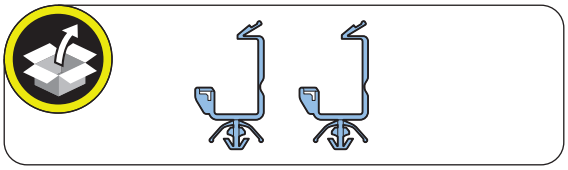


□
8.

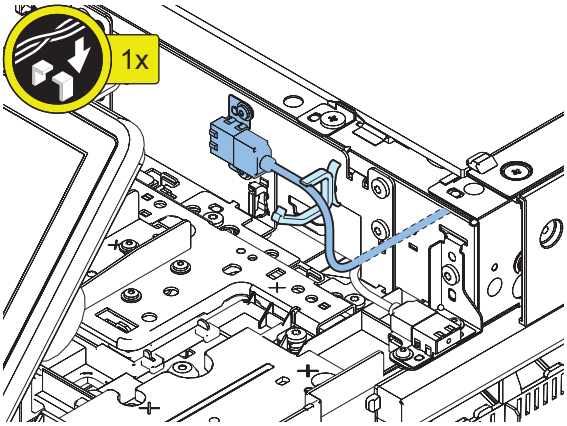
CAUTION:
- Do not clean the peeled surface with alcohol after removing the sheet.
- If any glue remains on the peeled surface, clean by the removed sheet.



□
9.

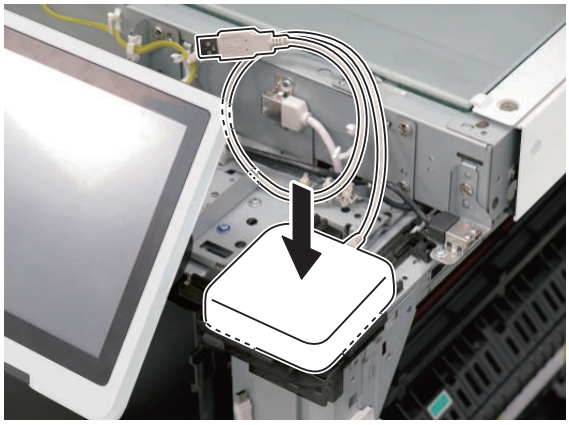


□
10.



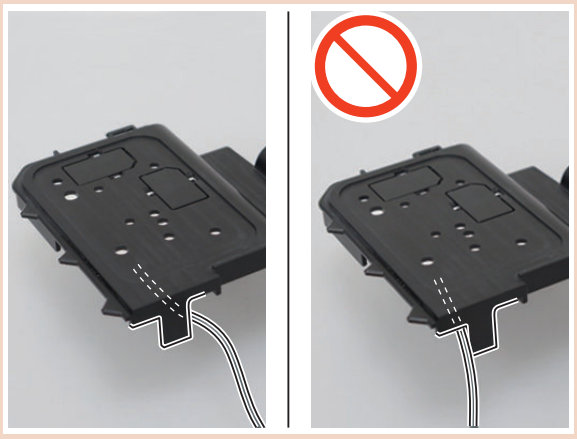
■ Installing the Equipment

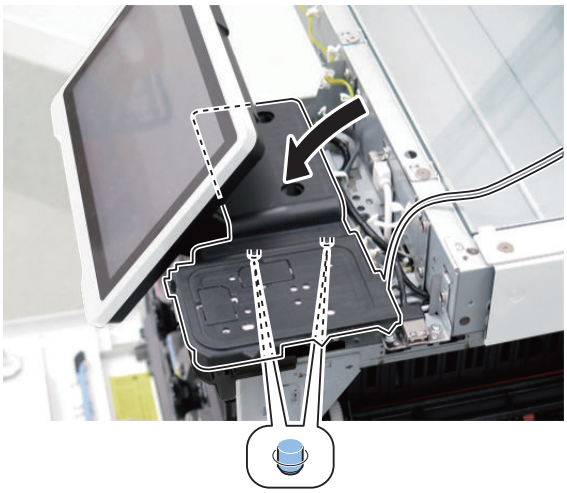
□
1.



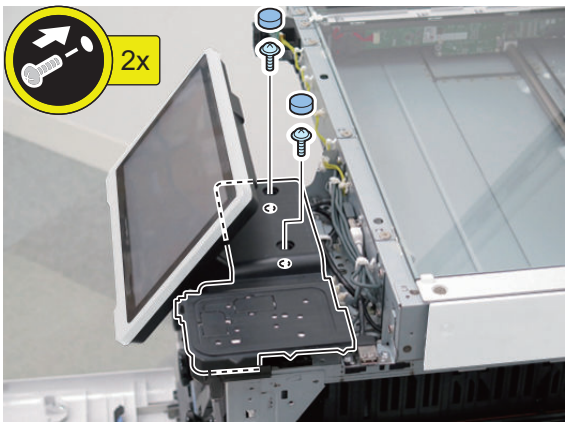
□
2.

CAUTION:
Be careful not to pinch the cable when installing the Cover.

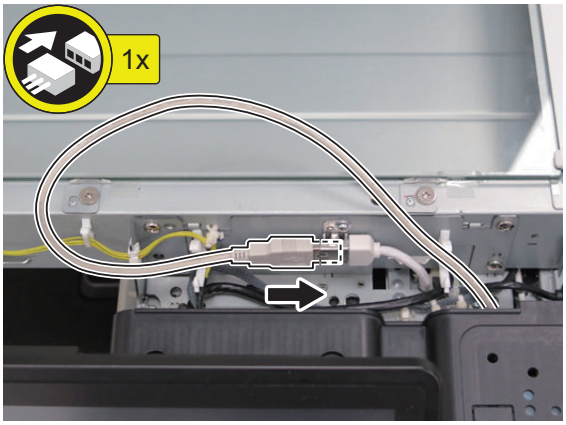




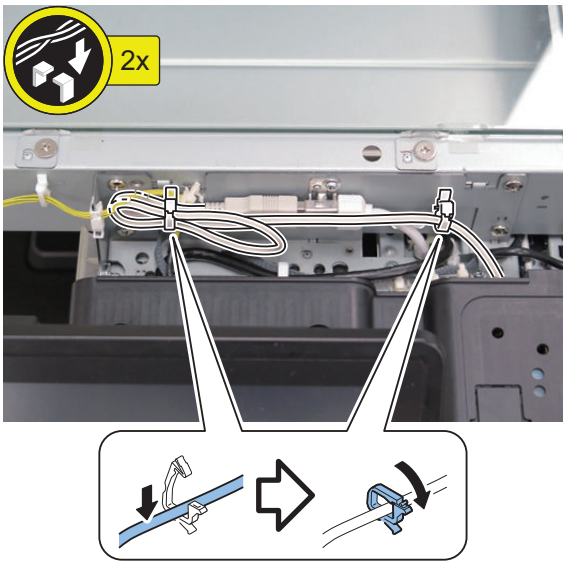
□
3.



□
4.

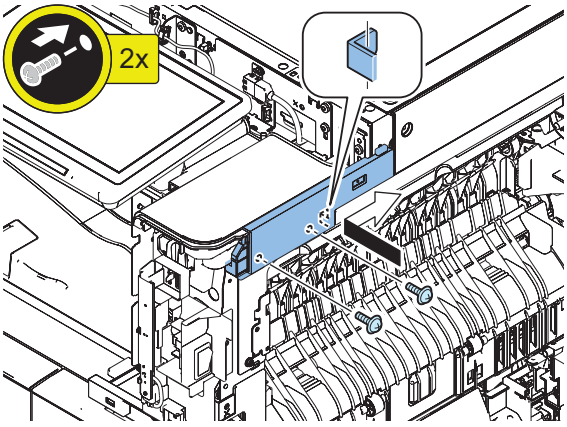


□
5.

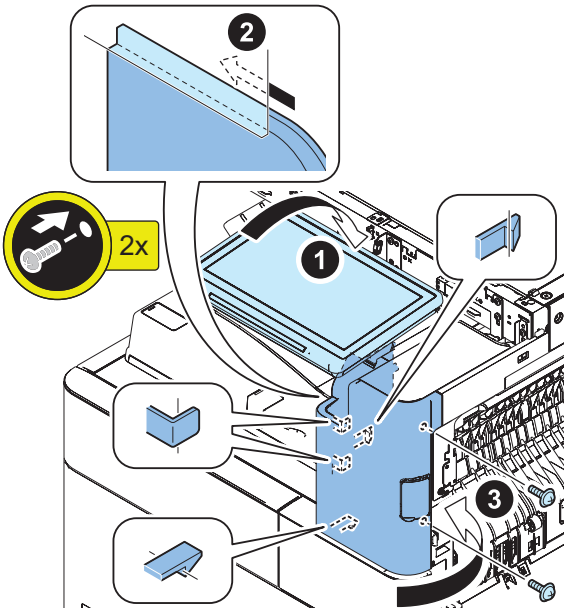


■ Procedure after Work

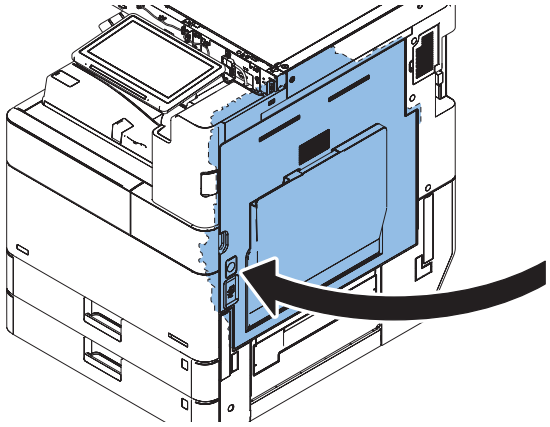
□
1.



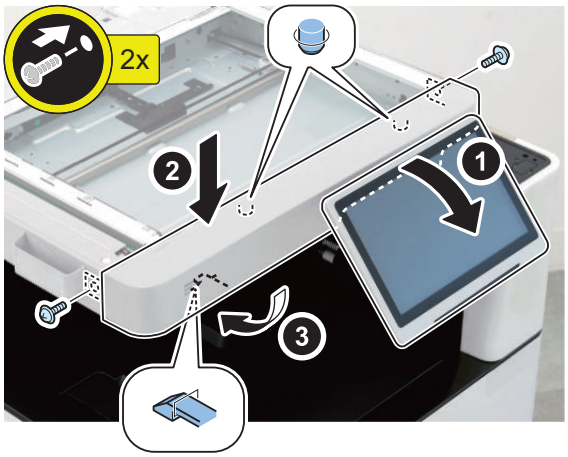
□
2.



□
3.



□
4.



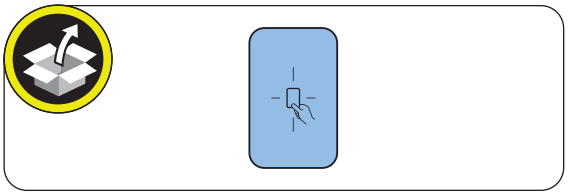
□

5.

□

6.

NOTE:
Be sure to affix the label inside the specified area.



Operation when using uniFLOW Online

When using uniFLOW Online*, follow the setup procedures on the uniFLOW* Online First Steps Guide (http://www.nt-ware.com/uFO_FS).
* China version of "uniFLOW" is called "mdsFLOW".

When Relocating the Machine

When moving the machine using stairs including steps or transporting as freight after installing this equipment, perform following works.

CAUTION:
<When the 2-cassette Pedestal is installed>
- Remove the 2-cassette Pedestal and then raise the machine.
- If the machine is raised with the 2-cassette Pedestal installed, its separation may damage the host machine.

☐

1. **From the following service mode (Level 2), move the optical system to the position to be secured at.**
   COPIER > FUNCTION > MISC-R > RD-SHPOS

☐

2. **Turn OFF the main power switch.**

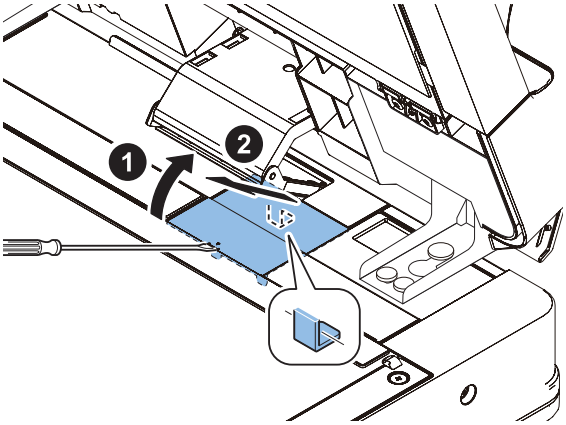
☐

3. **Disconnect the power plug from the outlet.**

☐

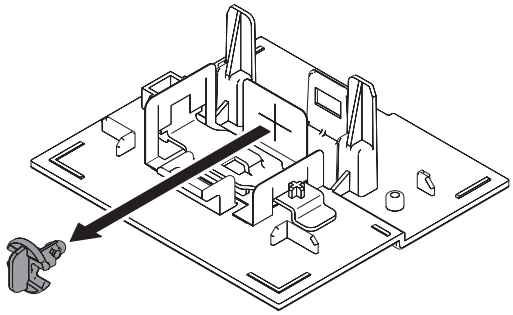
4.

☐

5. 

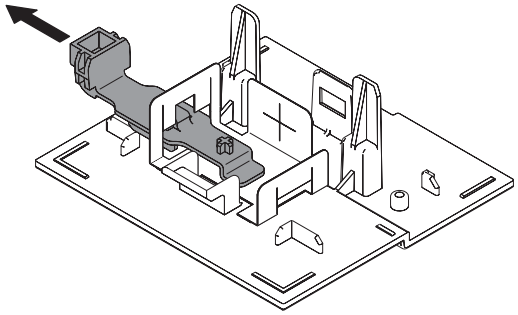
☐

6.



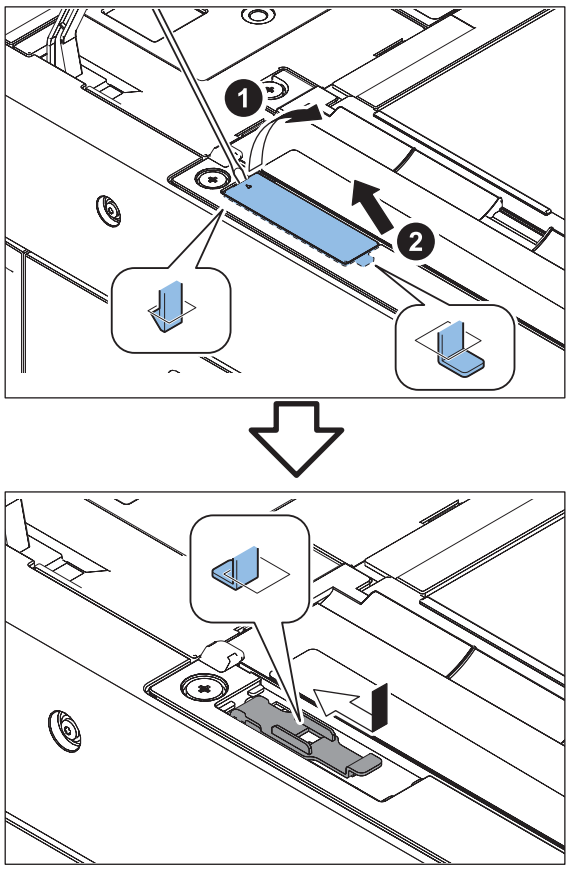
☐

7.



☐

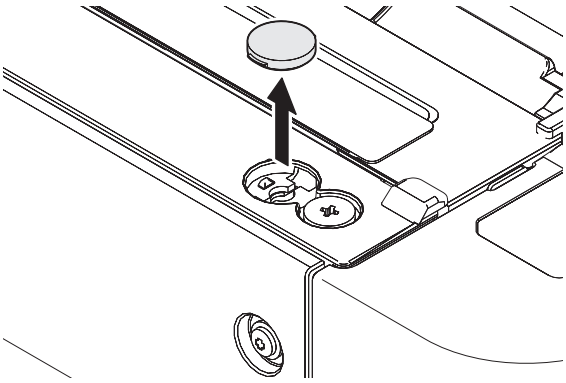
8. **Secure the Scanner Unit with the Scanner System Fixation Member that have been kept in a safe place since installation.**



☐

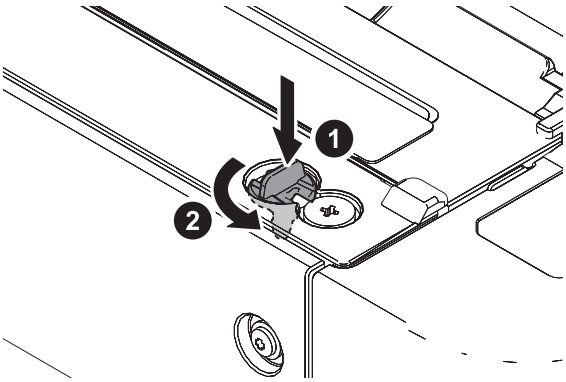
9.

NOTE:
Make sure to store the Rubber Cap to reuse it.



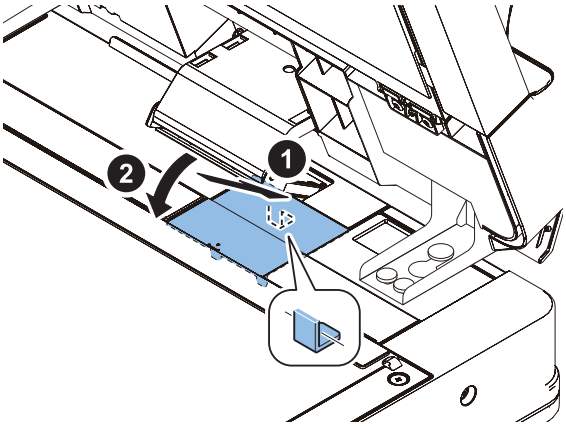
☐

10.



☐

11.



☐

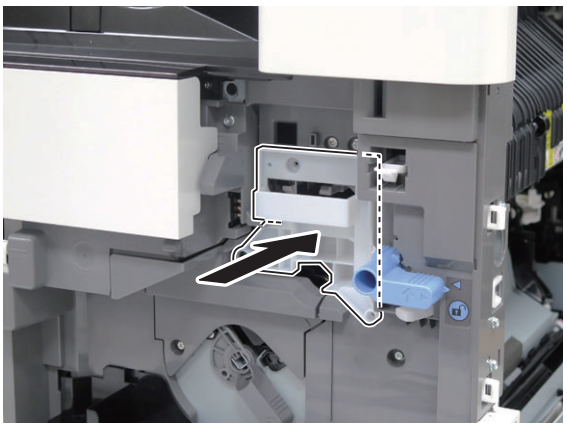
12.

☐

13. **Remove the Drum Unit. (Refer to Service Manual > 5. Parts Replacement and Cleaning Procedure > Image Formation System > Removing the Drum Unit.)**

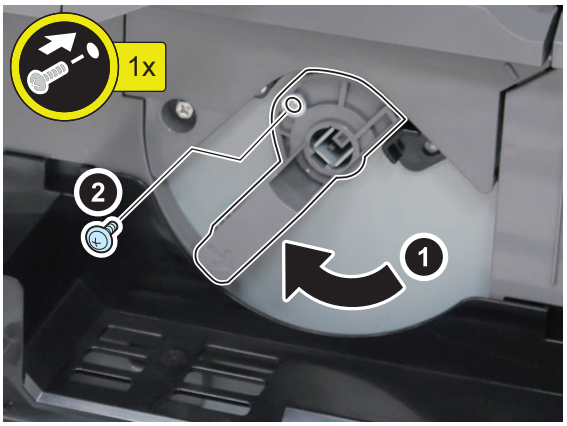
☐

14. **Install the Drum Cover removed during installation.**



☐

15. **Turn the lever in the direction of the arrow and then install the screw for the Developing Pressure Lever.**



☐

16. **Install the Waste Toner Container.**

☐

17. **Close the Front Cover.**

☐

18. **Close the Right Cover.**

☐

19. **Secure the Toner Supply Cover, Front Cover, Delivery Assembly, and Cassette with tape.**

☐

20. **Place A3 size paper on the Copyboard Glass and then secure the Copyboard Cover (ADF) with tape.**

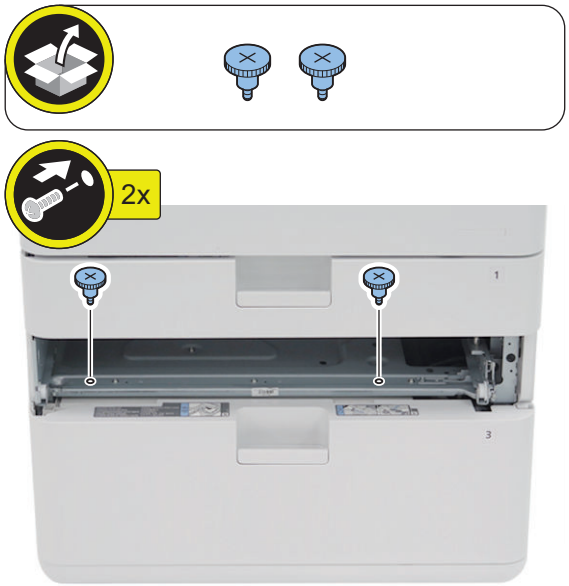
☐

21. **Loosen 4 adjusters to release securing of this equipment.**

☐

22. **<When the High Capacity Cassette Pedestal is installed>**
    Tighten 2 screws connecting this equipment and High Capacity Cassette Pedestal.

CAUTION:
When this equipment is raised with loose screws, this equipment and High Capacity Cassette Pedestal may separate.



3 Image Reading System Options

DADF-BA1..... 84
Single Pass DADF-C1.....115
Platen Cover Y2/Y3.....161
Heater Kit-N2..... 182
Reader Heater Unit-J4/J5 204

DADF-BA1

Pre-checks

■ Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **⚠ WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. All the blinking in the Control Panel disappears.

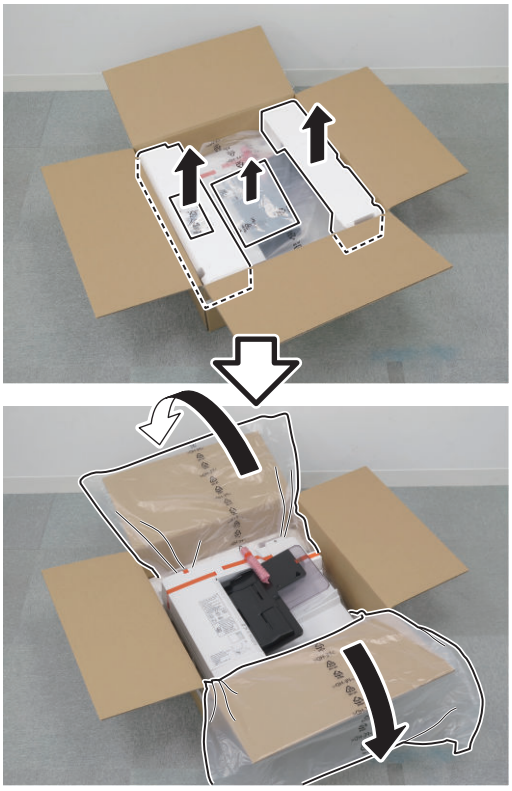
■ Unpacking Procedure

> **NOTE:**
> The equipment is secured by tapes, cushioning and other materials to protect it from vibration and impact during transit. Remove all such tapes and cushioning materials as instructed below before installing this equipment.

□

1.

> **NOTE:**
> The weight of the ADF is about 8.2kg.

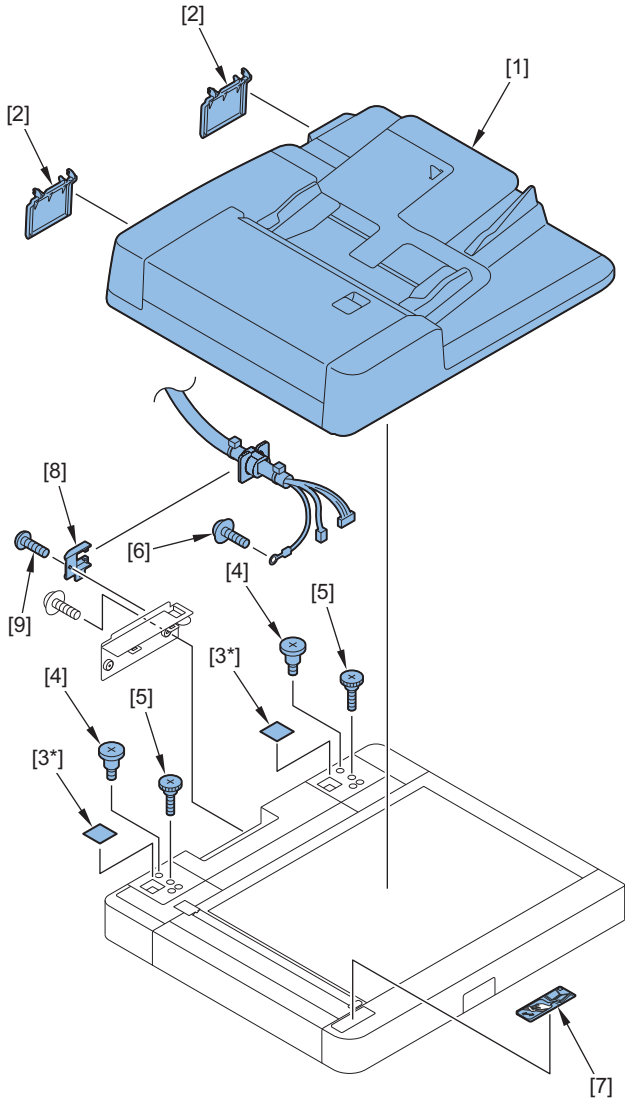


□

2.

CAUTION:
Because its balance may be lost when installing this equipment to the host machine, do not remove the tape or cushioning material of the harness, Feeder Cover and Document Pickup Tray when unpacking. Remove in step 12 of "Installing the ADF".

■ Checking the Contents



No.	Product name	Pcs
[1]	ADF main unit	1 unit
[2]	Hinge Cover	2 pcs.
[3*]	Face Sticker	2 pcs.
[4]	Stepped Screw(Black); M5x6	2 pcs.
[5]	Flat Head Screw; M4x10	2 pcs.
[6]	TP(Round End); M3×8	1 pc.
[7]	Glass Cleaning Label	1 pc.
[8]	Cable Stopper (not used)	1 pc.
[9]	P Tightening; M3x8 (not used)	2 pcs.

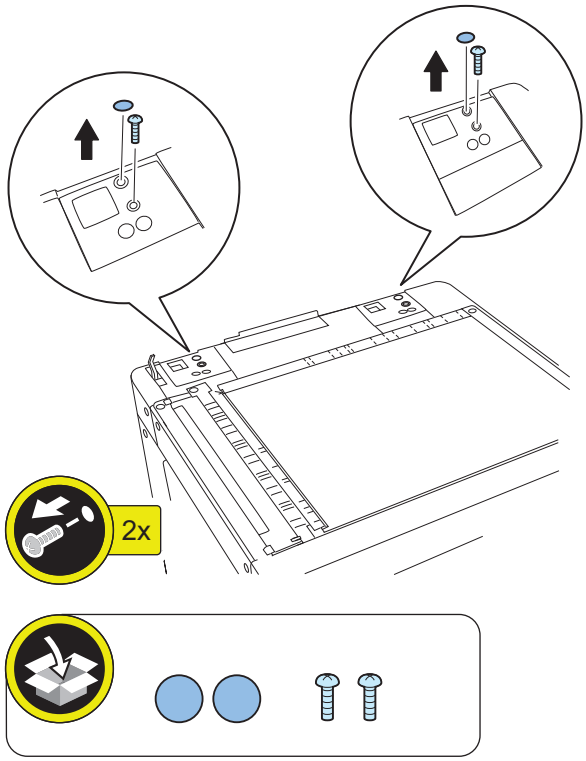
* Use this part only when replacing the Platen Cover with the ADF.

■ Installation Procedure

● Installing the ADF

□

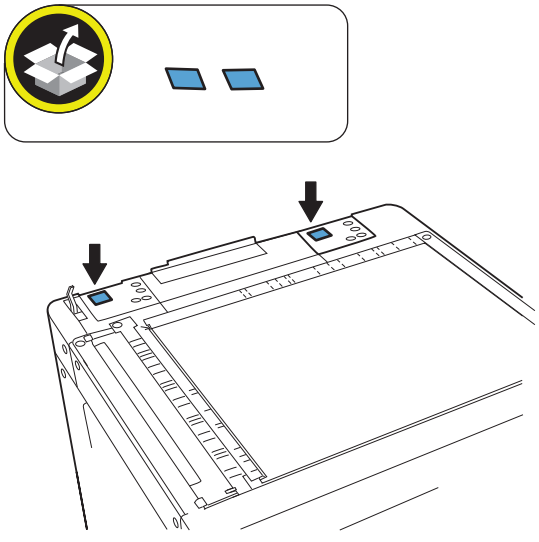
1.



□

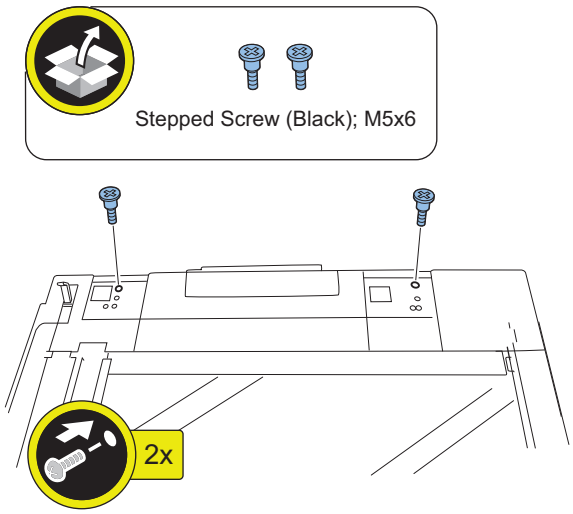
2.

NOTE:
Use this parts only when replacing the Platen Cover with the ADF.



□

3.

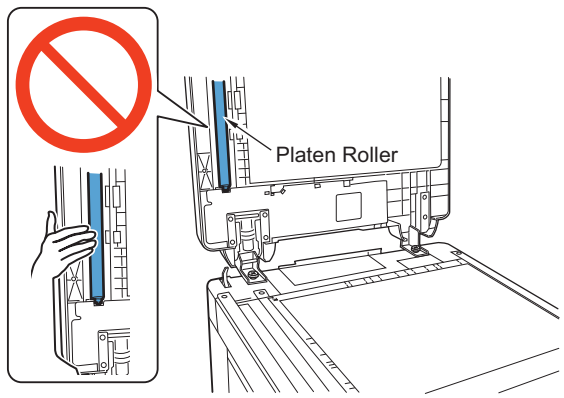


□

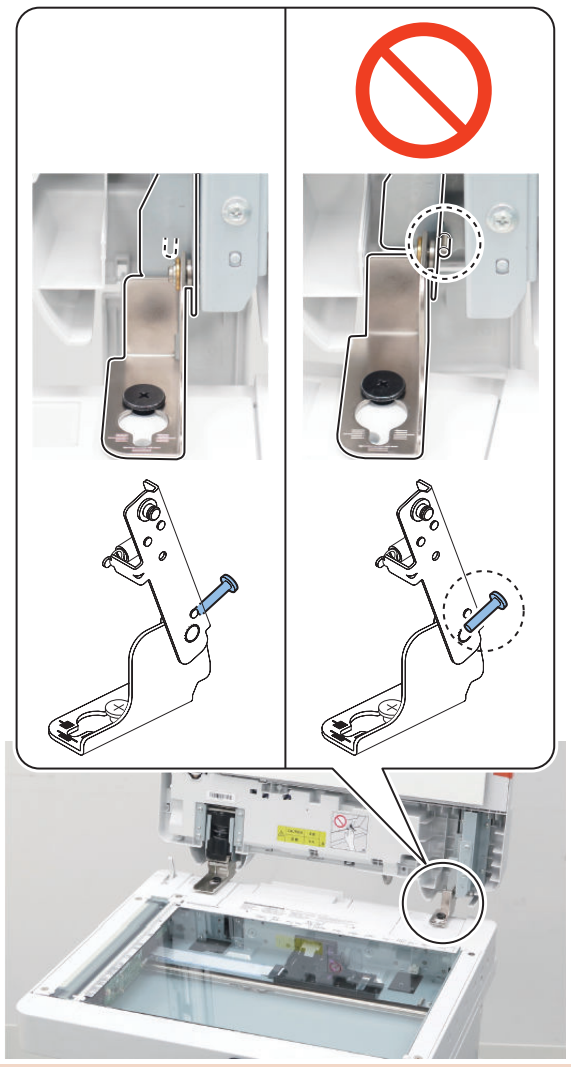
4.

CAUTION:

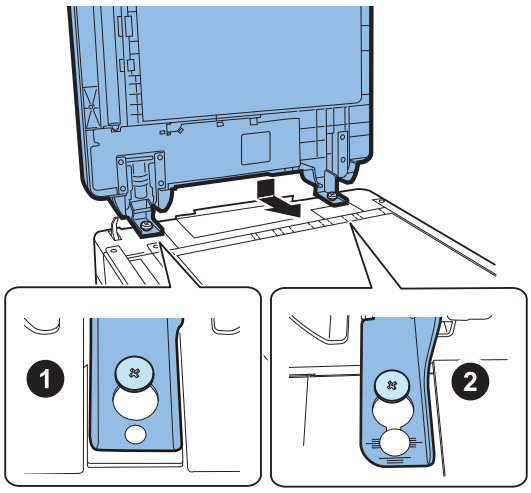
- Do not touch the platen roller while installing the ADF.



- When hooking the ADF's hinge onto the Stepped Screw, make sure the Fixation Screw does not come to the side of the hinge.



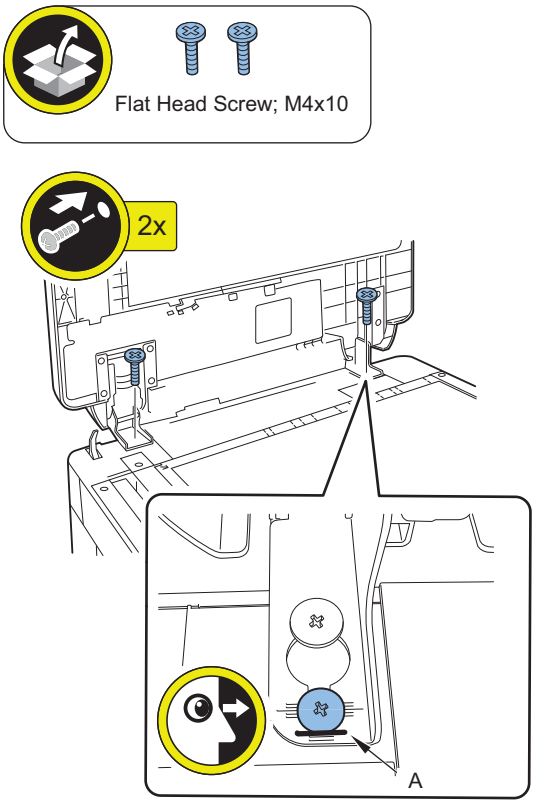
NOTE:
Installing the ADF
From the rear side of the host machine, fit hinges in the order shown in the below figure onto the Stepped Screws and then slide it toward the front direction.



□

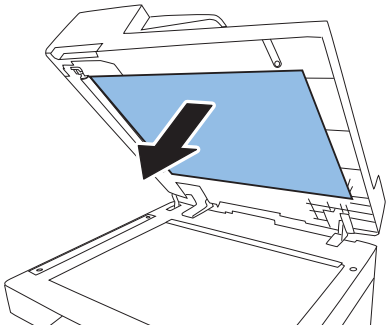
5.

NOTE:
For the right hinge, fit the edge of the Screw to the marking-off line (A) and then fix it.



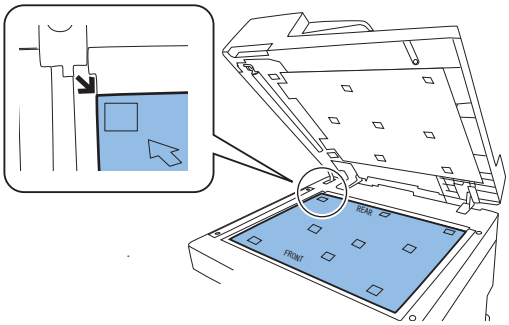
□

6.



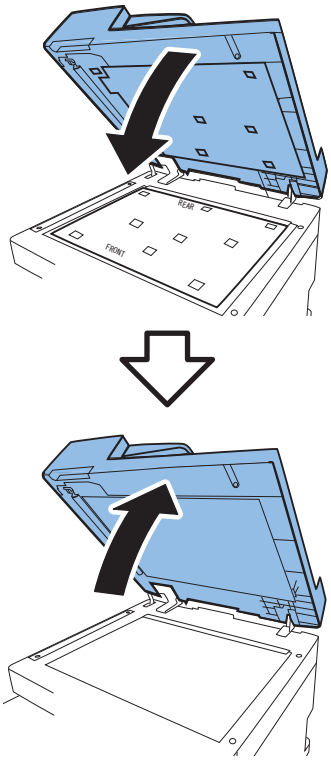
□

7.



□

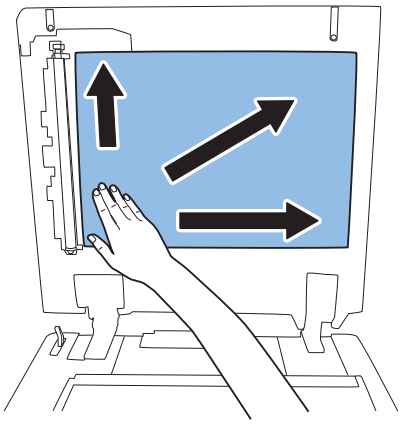
8.



□

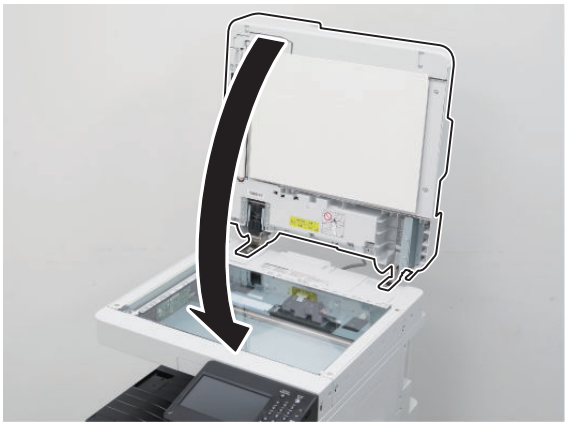
9.

CAUTION:
If the White Plate is pressed downward, it is placed on the Index Sheet, so be sure to press it upward.



□

10.

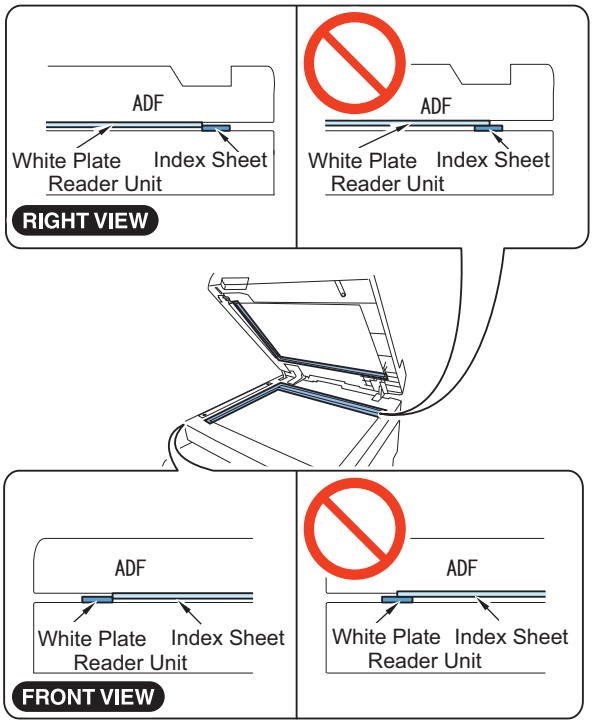


□

11.

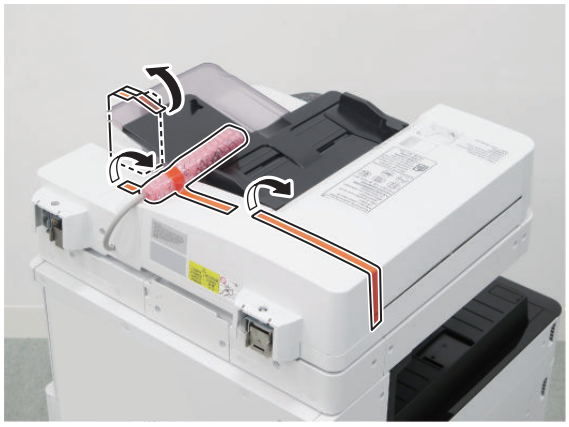
CAUTION:

- With the ADF closed, check that the White Plate is not placed on the Index Sheet as shown in the figures.
- Be sure that there is no gap between the White Plate and the Index Sheet. As a guide, it should be 0.3 mm or less.



☐

12.

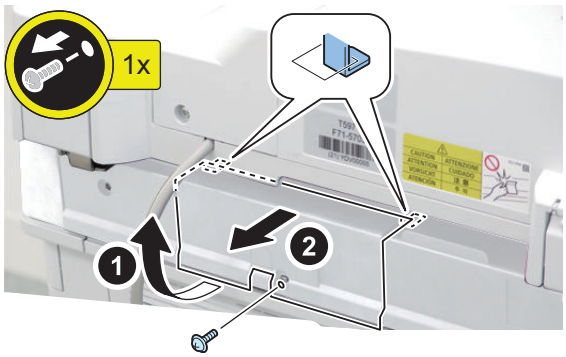


• Connecting the Cable

Installation Procedure

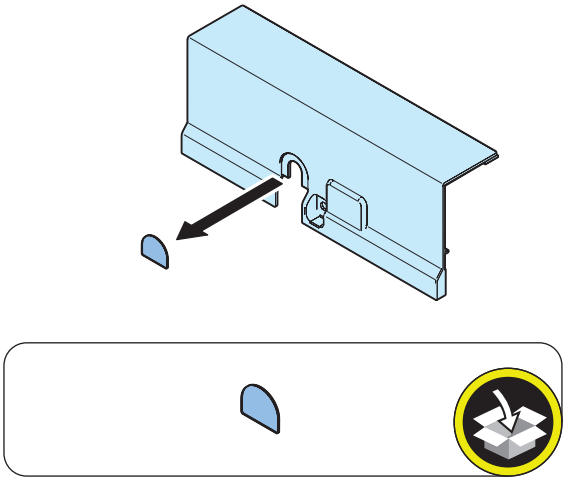
☐

1.



☐

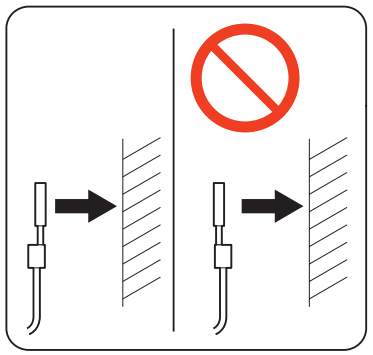
2.

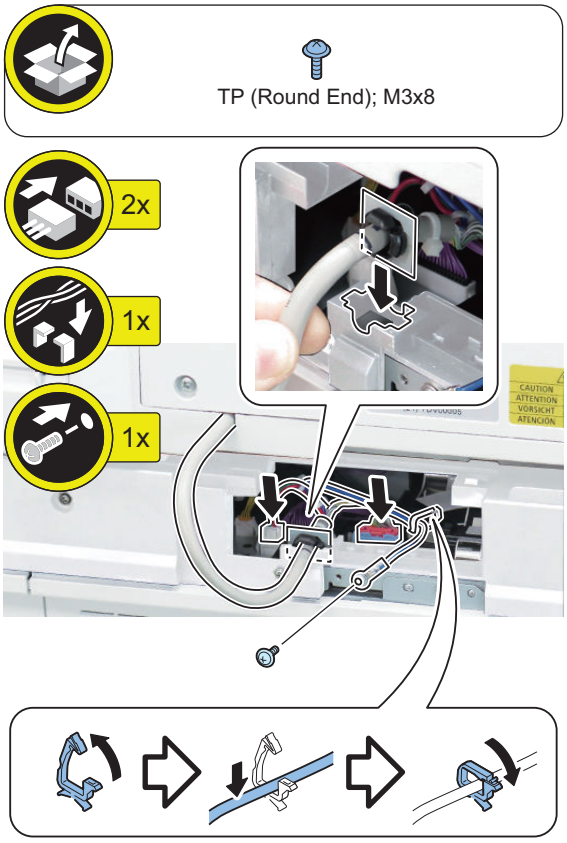


□

3.

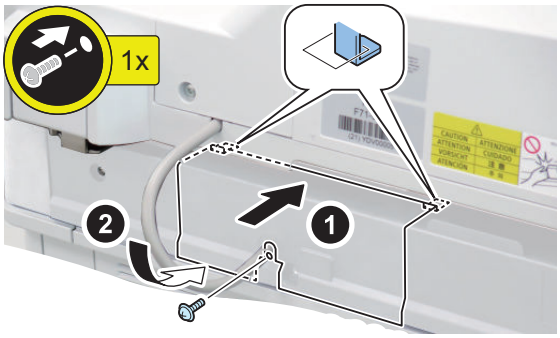
CAUTION:
Fix the Grounding Cable in the correct direction.





☐

4.



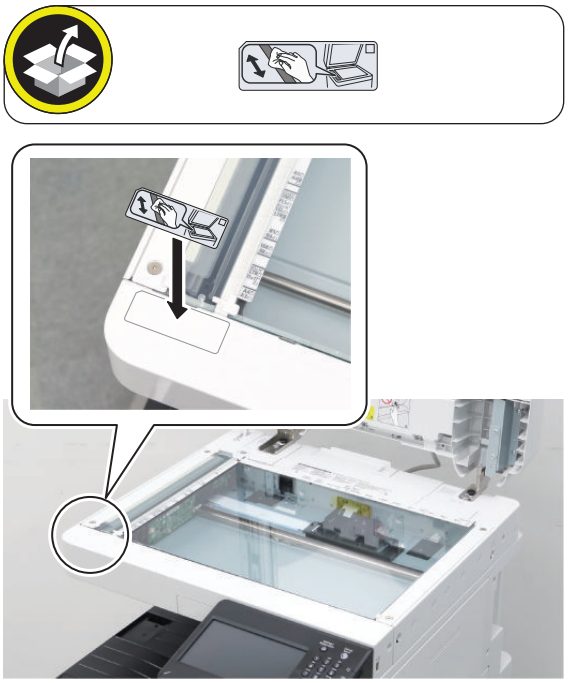
• Affixing the Label

☐

1.

□

2.



• Cleaning the Stream Reading Glass

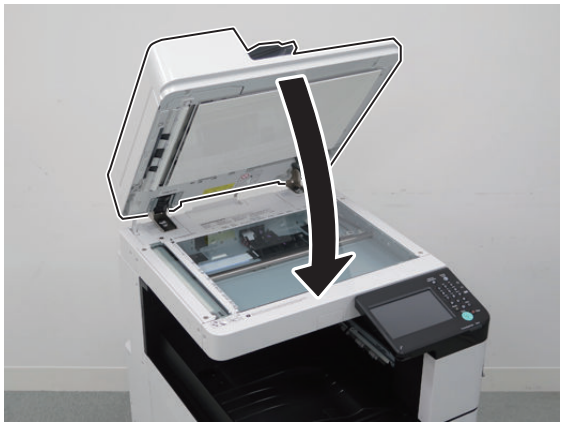
□

1.

NOTE:
Clean the Stream Reading Glass with a lint-free paper.

□

2.



■ Operation Check

□

1. **Connect the power plug of the host machine to the outlet.**

□

2. **Turn ON the main power of the host machine.**

□

3. **Check the copy operation of the single-sided and double-sided document with the ADF.**

■ Adjustment

● Overview of Adjustment

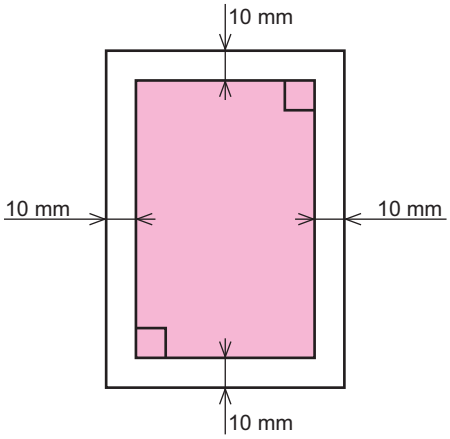
The ADF has the following adjustment items. The following is the order of adjustment.

No.	Adjustment Items
1	Adjusting the Height
2	Adjusting the Perpendicularity
3	Adjusting the Reading Position
4	Adjusting the Magnification (Sub Scanning Direction)
5	Adjusting the Image Position (Main Scanning Direction)
6	Adjusting the Image Position (Sub Scanning Direction)
7	Adjusting the White Level

● Preparation or Creation of Test Chart

Prepare a test chart. If there is no test chart, create a test chart.
Create a test chart that has a 10 mm smaller rectangle from the edge of A4 or LTR paper.

NOTE:
Be sure to write a character or mark to identify the printed image direction.



• Adjusting the Height

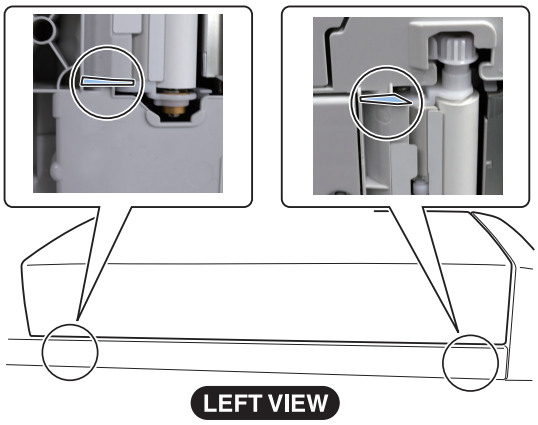
NOTE:
Check following the procedure below and proceed to adjustment if necessary.

Check the Left Hinge Height

When Visual Check

☐

1. **Close the ADF and check whether the front and rear Stream Reading glass spacers are in close contact with the Stream Reading glass.**



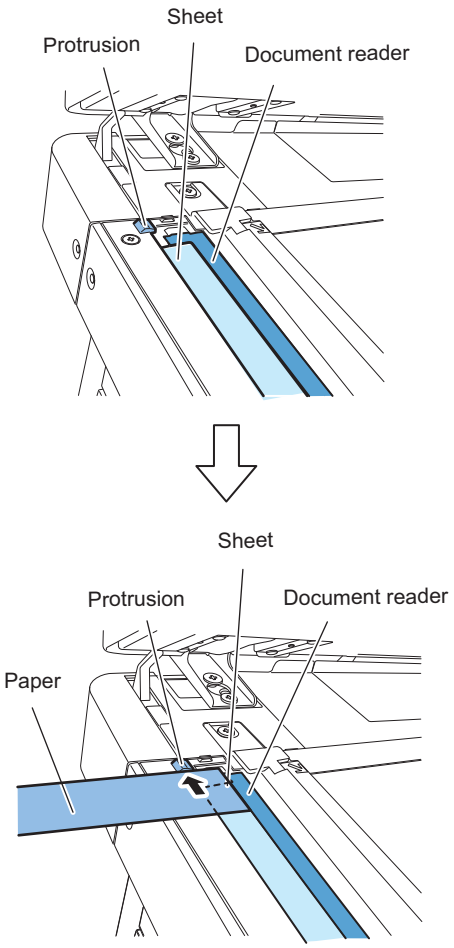
NOTE:
If visual check is difficult, perform the check with reference to "When Check with the Paper".

When Check with the Paper

☐

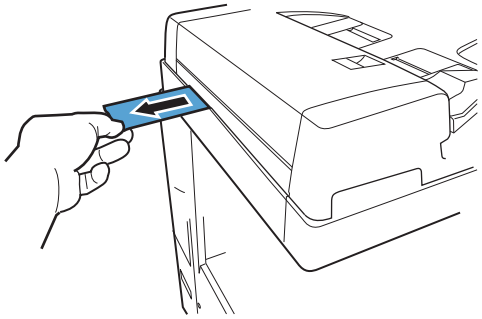
1. **Check the rear-left height of the ADF.**
   Cut a sheet of paper to make a paper slip with width of 45mm. Set paper against the protrusion in such a manner that the sheet is nearly hidden, and then close the ADF.

CAUTION:
Use plain paper.
Set paper so that it does not reach the document reader.



☐

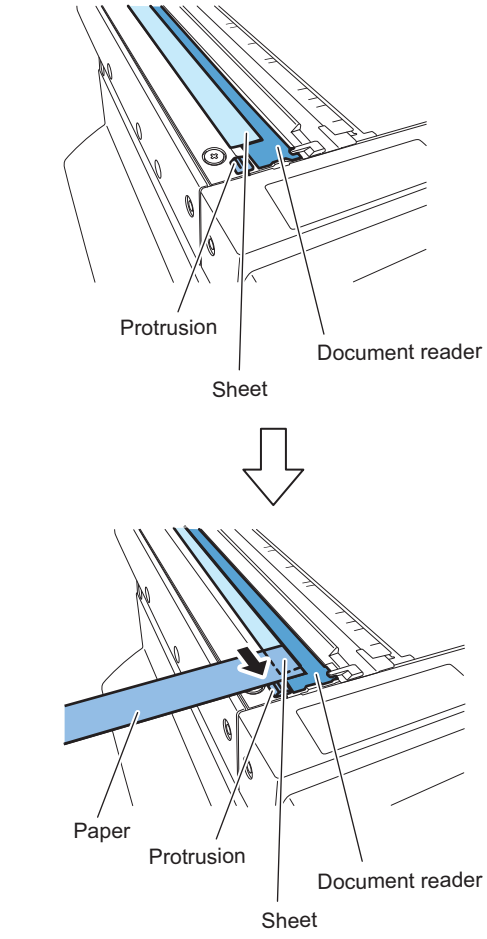
2. **Pull out the set paper.**
   Pull out the paper in the direction of the arrow to check that slight resistance is felt.



☐

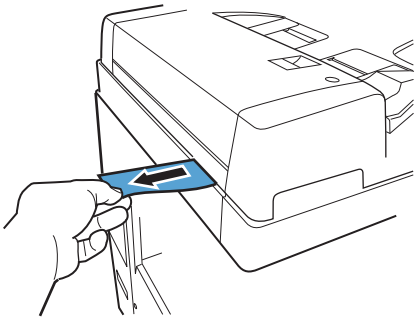
3. **Check the front-left height of the ADF.**
   Set paper against the protrusion in such a manner that the sheet is nearly hidden, and then close the ADF.

CAUTION:
Set paper so that it does not reach the document reader.



☐

4. **Pull out the set paper.**
   Pull out the paper in the direction of the arrow to check that slight resistance is felt.



Check the Right Hinge Height

☐

1. **Be sure that the white board is in close contact with the front and rear copyboard glass when the ADF is closed.**

Order of Adjustment

When the front or rear side is floating:

1. Adjust the Left Hinge Height.
2. Adjust the Right Hinge Height.
3. Check the Left Hinge Height.
   (Check the height of the Left Hinge. If the height is inappropriate, adjust it again.)

When both sides are floating:

1. Adjust the Left Hinge Height.
2. Adjust the Right Hinge Height.
3. Adjust the Left Hinge Height.
4. Check the Right Hinge Height.
   (Check the height of the Right Hinge. If the height is inappropriate, adjust it again.)

NOTE:
Before adjusting the hinge height, if the hinge covers are attached, remove the hinge covers. After the adjustment, attach the hinge covers.

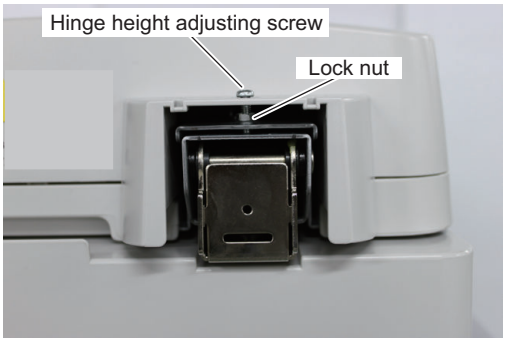
Adjusting the Left Hinge Height

☐

1. **Adjust the height with the left hinge height adjusting screw.**

CAUTION:
Loosen the lock nut before adjustment, and tighten it after adjustment.

- If the front spacer is floating, turn the adjusting screw clockwise to bring the front spacer closer to the glass.
- If only the rear spacer or both front and rear spacers are floating, turn the adjusting screw counterclockwise to bring the rear spacer closer to the glass.



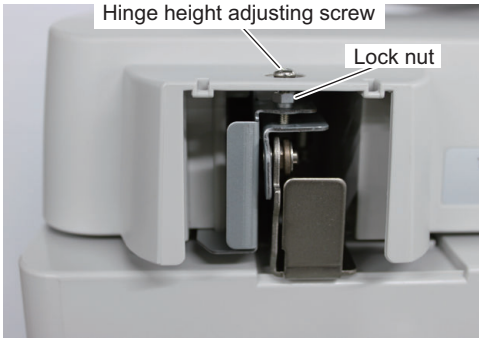
Adjusting the Right Hinge Height

☐

1. **Adjust the height with the right hinge height adjusting screw.**

CAUTION:
Loosen the lock nut before adjustment, and tighten it after adjustment.

- Turning the adjusting screw clockwise raises the right side height of the ADF.
- Turning the adjusting screw counterclockwise lowers the right side height of the ADF.



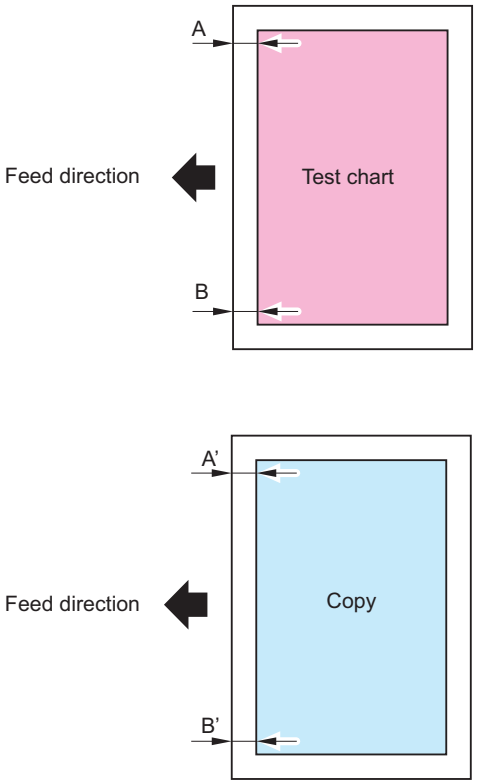
● Adjusting the Perpendicularity

☐

1. **Copy the test chart with the ADF.**

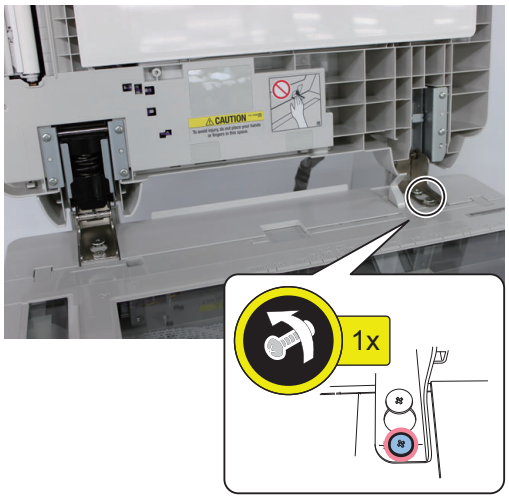
□

2. **Check the perpendicularity at the leading edges of the test chart and copy.**
   Measure dimensions A and B on the test chart and dimensions A' and B' on the copy. If (A-B) is not same as (A'-B'), go step 3 and following steps.

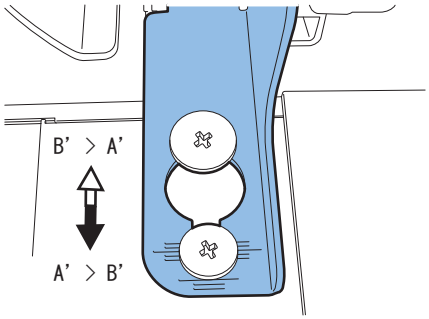


☐

3. **Loosen the screw securing the right hinge, and slide the hinge to the front or rear with reference to the marking-off line to adjust the perpendicularity.**

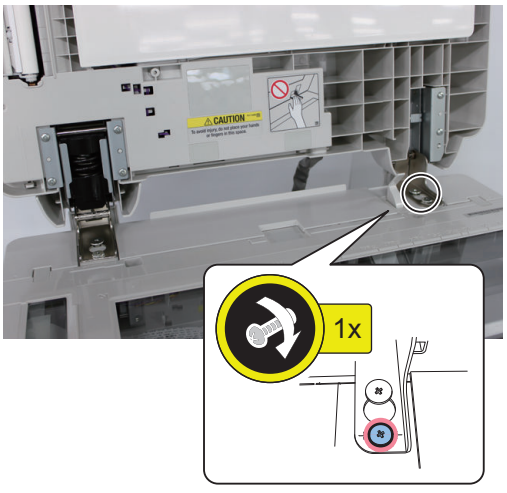


- For B'>A'
  Slide the hinge to rear side.
- For A'>B'
  Slide the hinge to front side.



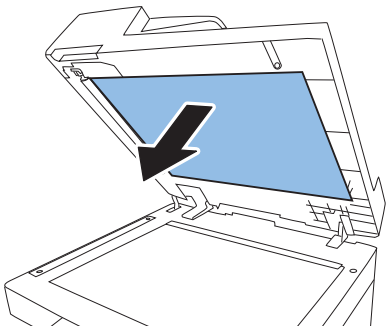
☐

4. **Tighten the fixing screw loosened in step 3.**



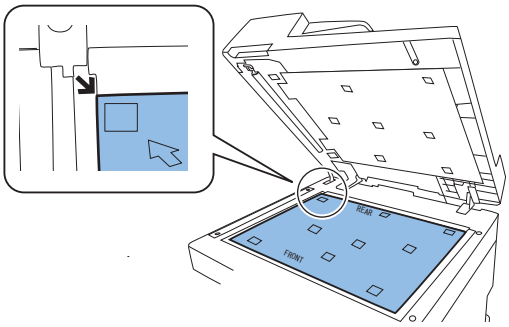
☐

5. Remove the White Plate.



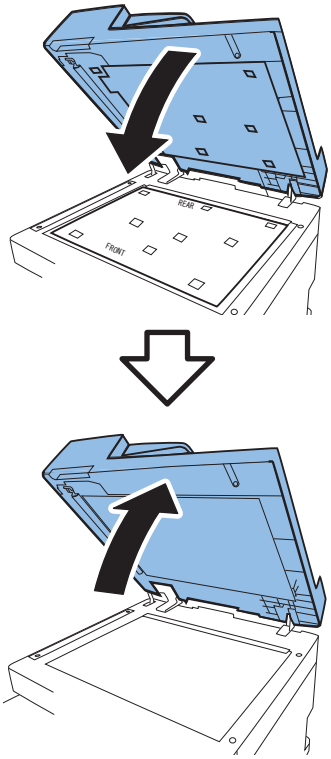
☐

6. Place the White Plate on the Copyboard Glass by aligning it with the Index Sheet.



☐

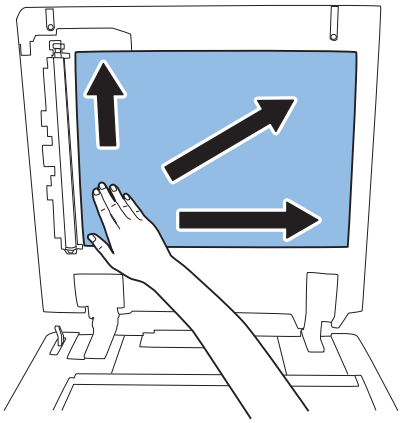
7. Close the ADF, and then open it again.



☐

8. **Press the White Plate upward as shown in the figure below.**

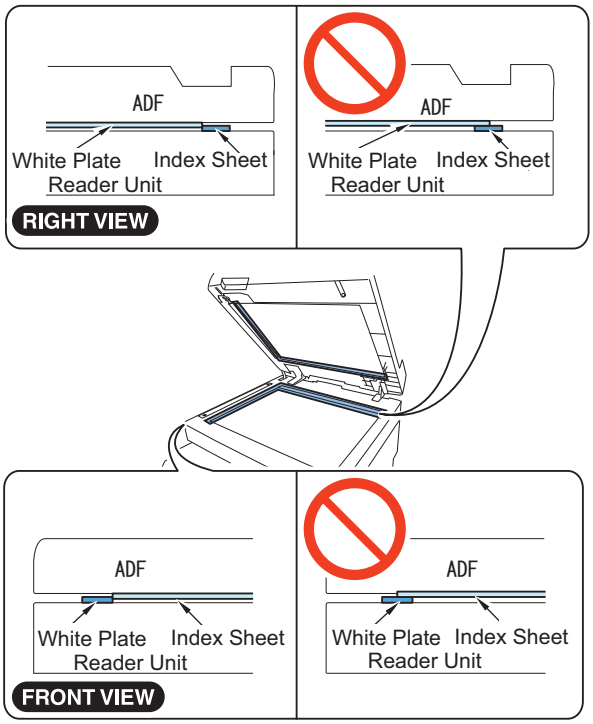
CAUTION:
If the White Plate is pressed downward, it is placed on the Index Sheet, so be sure to press it upward.



☐

9. **With the ADF closed, check that the White Plate is not placed on the Index Sheet as shown in the figures.**

CAUTION:
Be sure that there is no gap between the White Plate and the Index Sheet. As a guide, it should be 0.3 mm or less.



• Adjusting the Reading Position

☐

1. **Execute the following item in the service mode.**
   COPIER > FUNCTION > INSTALL > STRD-POS

☐

2. **Press [OK] or [Yes].**
   The scanner to start a scan; in several seconds, the ADF will end auto adjustment of the reading position.

☐

3. **Select the following item in the service mode to check the value, and write down the new adjustment value on the service label.**
   COPIER > ADJUST > ADJ-XY > STRD-POS

NOTE:
The service label is affixed to the back of the host machine front cover or reader front cover.

CAUTION:
If the ADF fails auto adjustment and indicates [NG], go through the following:
1. Clean the platen roller of the ADF and the Stream Reading Glass of the host machine, and then execute the above auto adjustment again.
2. If the auto adjustment operation still fails, make the manual adjustment with the following service mode.
   COPIER > ADJUST > ADJ-XY > STRD-POS
   Change the setting, and adjust on the best setting checking the output copy image.
3. When the setting value was changed in step 2, write down the new numerical value in the service label.

• Adjusting the Magnification (Sub Scanning Direction)

☐

1. **Copy the test chart with the ADF.**

☐

2. **Compare the image length in feed direction between the copy and the test chart. As necessary, make the following adjustment.**

Adjustment Procedure

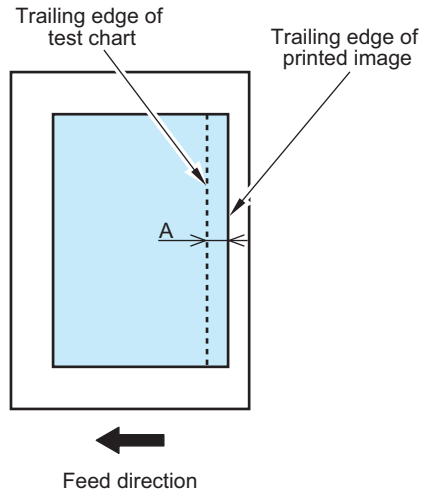
☐

1. **Select the following item in the service mode.**
   FEEDER > ADJUST > LA-SPEED

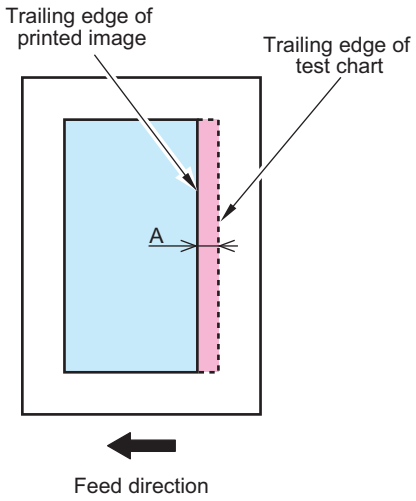
☐

2. **Change the value as gap A in the figure.**
   - If the printed image is longer: Increase the value. (The image shrinks in the feed direction.)
   - If the printed image is shorter: Decrease the value. (The image extends in the feed direction.)
     Setting Value; 1=0.1%

< If the image is longer >



< If the image is shorter >



☐

3. **When the setting value was changed in step 2, write down the new numerical value in the service label.**

NOTE:
The service label is affixed to the back of the host machine front cover or reader front cover.

• Adjusting the Image Position (Main Scanning Direction)

☐

1. **Copy the test chart with the ADF.**

☐

2. **Compare the horizontal registration between the copy and the test chart. As necessary, make the following adjustment.**

Adjustment Procedure

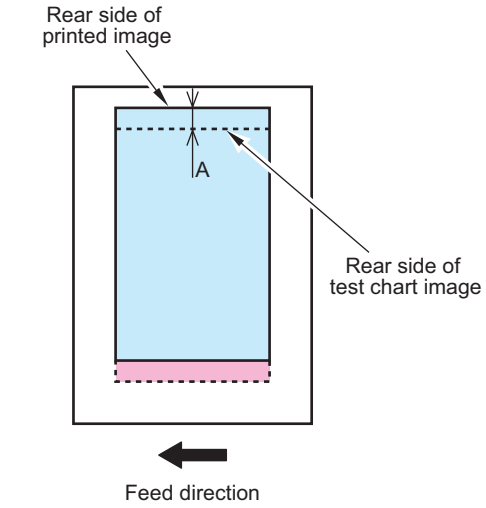
☐

1. **Select the following item in the service mode.**
   COPIER > ADJUST > ADJ-XY > ADJ-Y-DF

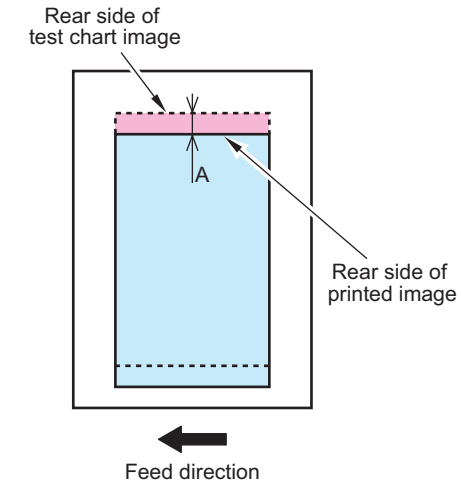
☐

2. **Change the value as gap A in the figure.**
   - If the image is displaced to the rear: Increase the value. (The image shifts to the front.)
   - If the image is displaced to the front: Decrease the value. (The image shifts to the rear.)
     Setting Value; 1=0.1mm

< If the image is displaced toward rear >



< If the image is displaced toward front >



☐

3. **When the setting value was changed in step 2, write down the new numerical value in the service label.**

NOTE:
The service label is affixed to the back of the host machine front cover or reader front cover.

● Adjusting the Image Position (Sub Scanning Direction)

☐

1. **Copy the test chart with the ADF.**

☐

2. **Compare the leading edge registration between the copy and the test chart. As necessary, make the following adjustment.**

Adjustment Procedure

☐

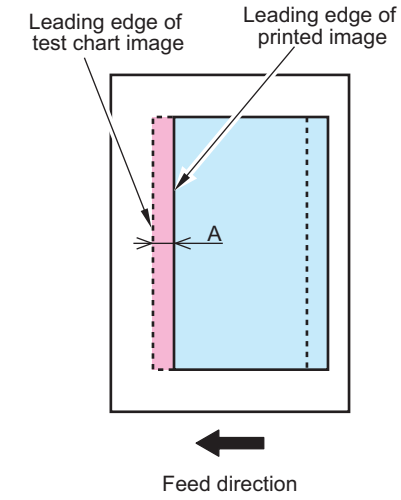
1. **Select the following item in the service mode.**
   FEEDER > ADJUST > DOCST

☐

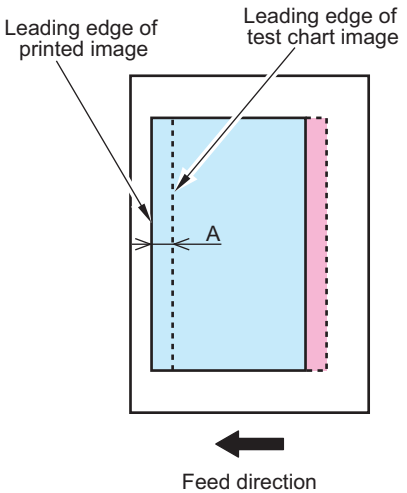
2. Change the value as gap A in the figure.

- If the image is displaced to the trailing edge: Increase the value. (The image shifts to the leading edge.)
- If the image is displaced to the leading edge: Decrease the value. (The image shifts to the trailing edge.)
  Setting Value; 1=0.1mm

< If the image is displaced toward trailing edge >



< If the image is displaced toward leading edge >



☐

3. When the setting value was changed in step 2, write down the new numerical value in the service label.

NOTE:
The service label is affixed to the back of the host machine front cover or reader front cover.

• Adjusting the White Level

CAUTION:
This is a item of adjustment in which the white level of images made in stream reading mode are matched with the white level of images made in book mode. If this adjustment is skiped, the following will likely occur:
- Inappropriate reproduction of background density in images made in stream reading mode.
- Wrong speck detection in stream reading mode.

☐

1. **Place the white copy paper which the user usually uses on the copyboard glass. Execute the following item in the service mode.**
   COPIER > FUNCTION > CCD > DF-WLVL1

☐

2. **Press [OK] or [Yes].**
   Automatic adjustment starts.

☐

3. **Remove the paper from the copyboard glass and place it onto the ADF. Execute the following item in the service mode.**
   COPIER > FUNCTION > CCD > DF-WLVL2

☐

4. **Press [OK] or [Yes].**
   Automatic adjustment starts (duplex stream reading).

☐

5. **Place the white copy paper which the user usually uses on the copyboard glass. Execute the following item in the service mode.**
   COPIER > FUNCTION > CCD > DF-WLVL3

☐

6. **Press [OK] or [Yes].**
   Automatic adjustment starts.

☐

7. **Remove the paper from the copyboard glass and place it onto the ADF. Execute the following item in the service mode.**
   COPIER > FUNCTION > CCD > DF-WLVL4

☐

8. **Press [OK] or [Yes].**
   Automatic adjustment starts (duplex stream reading).

☐

9. **If adjustment fails, perform steps 1 to 8 again.**

☐

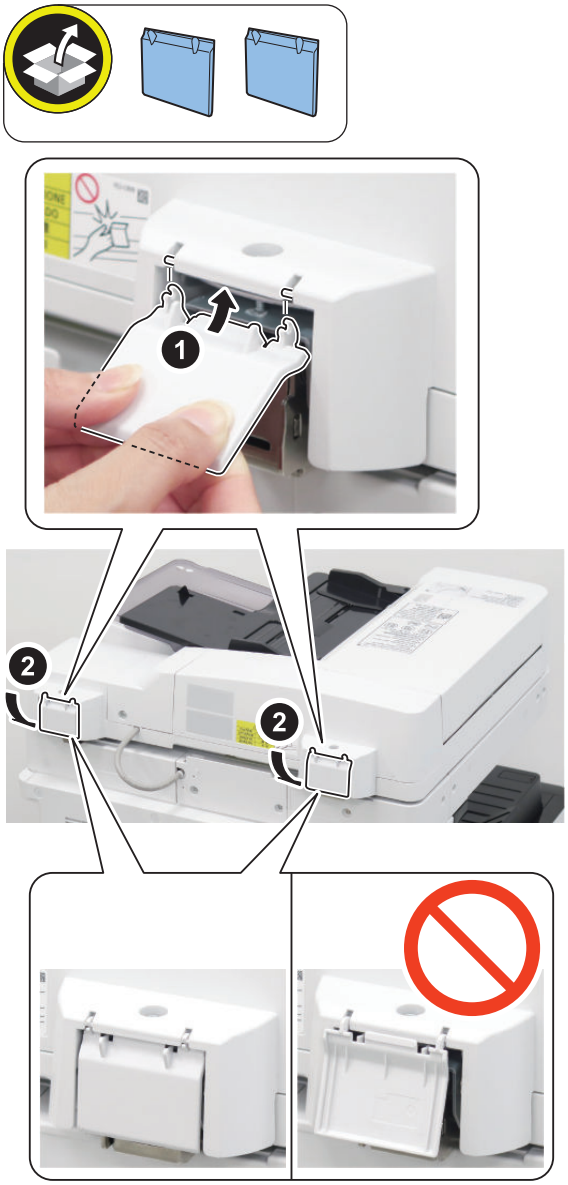
10. **Select the following item in the service mode to check the value, and write down the new adjustment value on the service label.**
    COPIER > ADJUST > CCD > DFTAR-R
    COPIER > ADJUST > CCD > DFTAR-G
    COPIER > ADJUST > CCD > DFTAR-B
    COPIER > ADJUST > CCD > DFTAR-BW

NOTE:
The service label is affixed to the back of the host machine front cover or reader front cover.

• Installing Hinge Covers

☐

1.



Single Pass DADF-C1

Checking before Installation

■ Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name may be registered instead.

- F713500

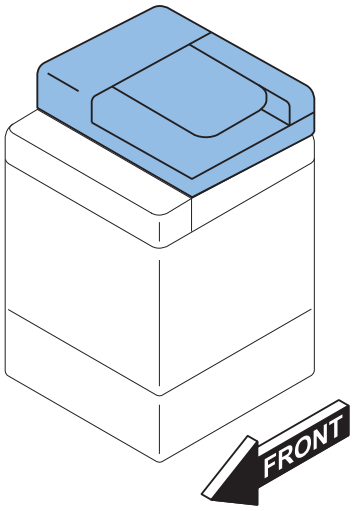
■ Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

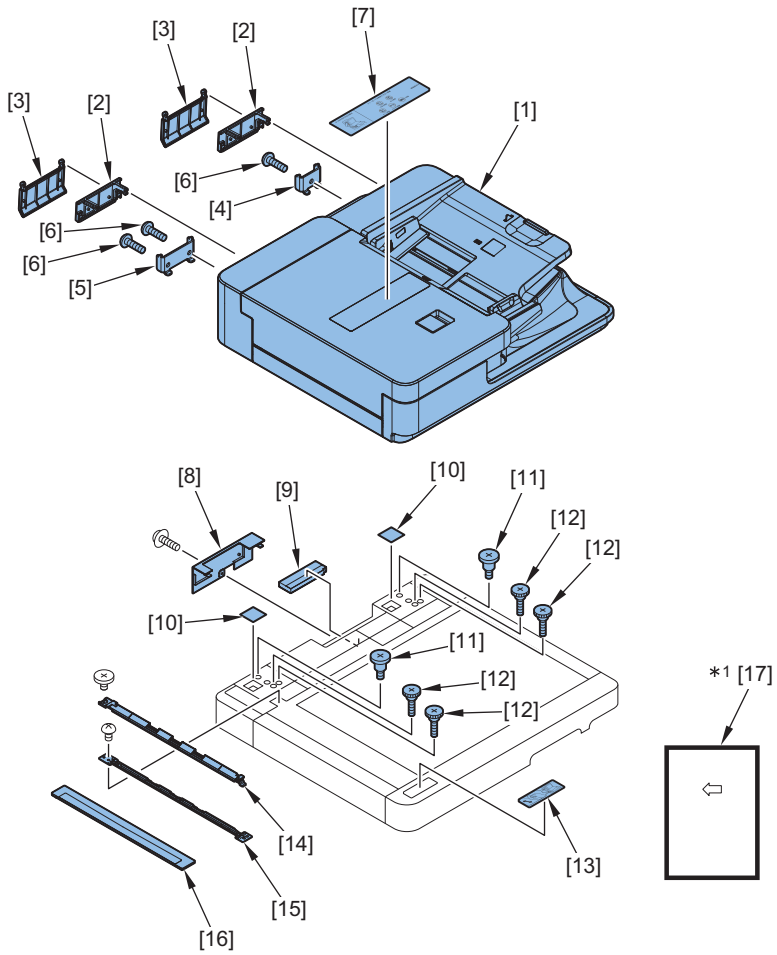
■ Installation Outline Drawing



■ Unpacking

> **CAUTION:**
> - The weight of this equipment is approx. 15 kg.
> - Do not place the machine directly on the floor. This may damage or soil the White Plate and affect the image quality. Do not remove from the box until removing all tapes and placing on the host machine without removing the box.

Checking the Contents



CAUTION:
*1: Keep the Adjustment Chart as it will be used for adjustment.

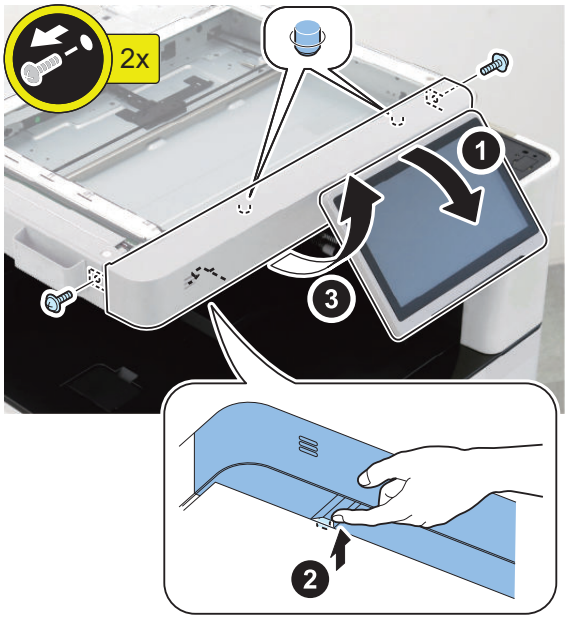
No.	Parts Name	Pcs
[1]	ADF main unit	1 unit
[2]	Hinge Cover 1	2 pcs.
[3]	Hinge Cover 2	2 pcs.
[4]	Hinge Stopper (Right)	1 pc.
[5]	Hinge Stopper (Left)	1 pc.
[6]	Binding Screw (Round End)M4X8	3 pcs.
[7]	Prohibition Document Label (For Japan)	1 pc.
[8]	Maintenance Cover	1 pc.
[9]	Sponge (Reader Rear Cover)	1 pc.
[10]	Face Sticker	2 pcs.
[11]	Stepped Screw M5X13.4	2 pcs.
[12]	Flat Head Screw	4 pcs.
[13]	Glass Cleaning Label	1 pc.
[14]	Jump Guide	1 pc.
[15]	Jump Guide Frame	1 pc.
[16]	Reader Glass	1 pc.
[17]	Adjustment Chart	1 sheet.

Installation Procedure

■ Installing the Equipment

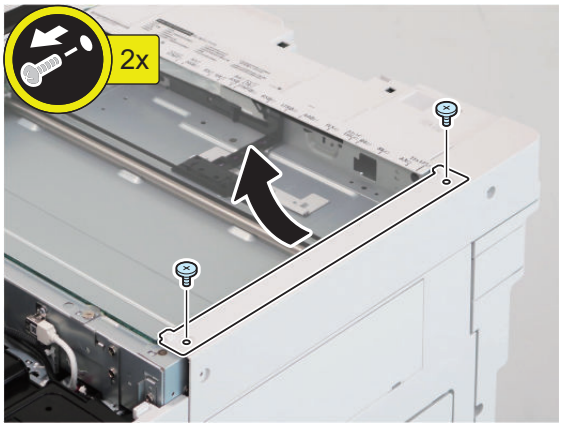
□

1.



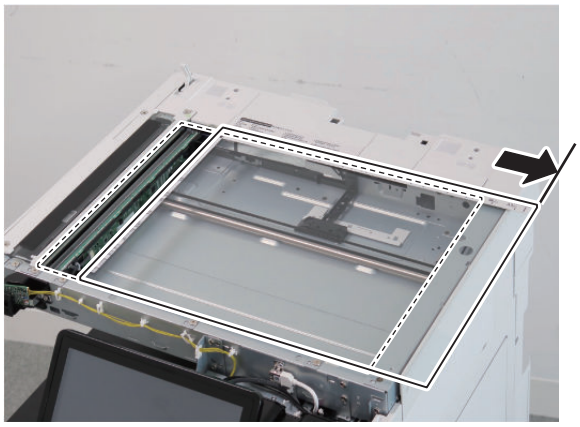
□

2.

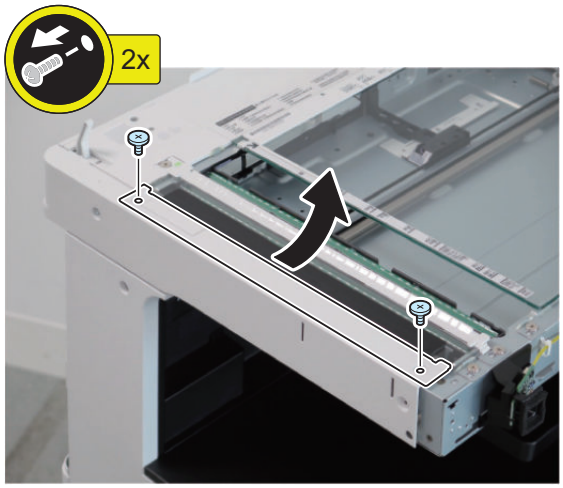


NOTE:
The removed parts will be used in step14.

□
3.

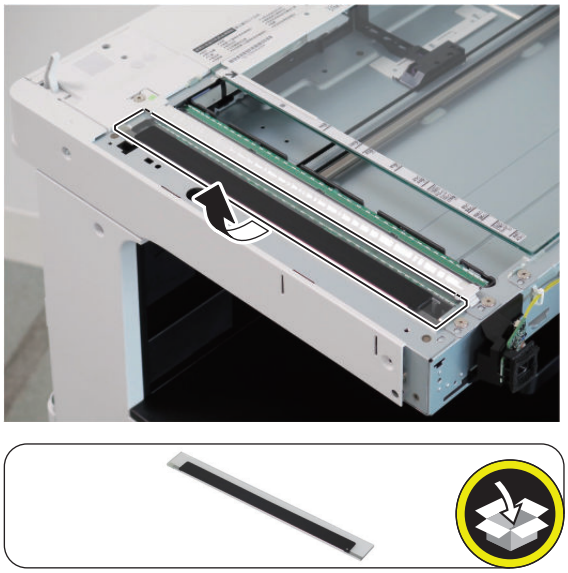


□
4.

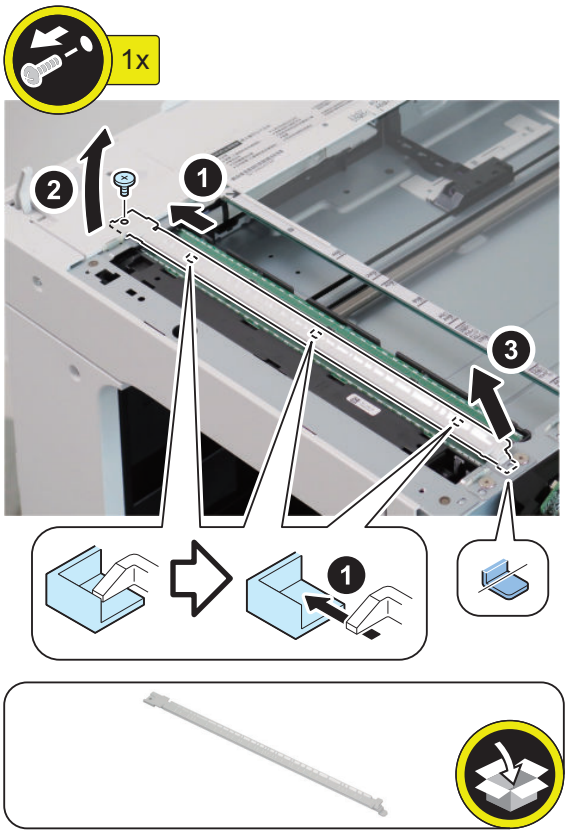


NOTE:
The removed parts will be used in step 11.

□
5.

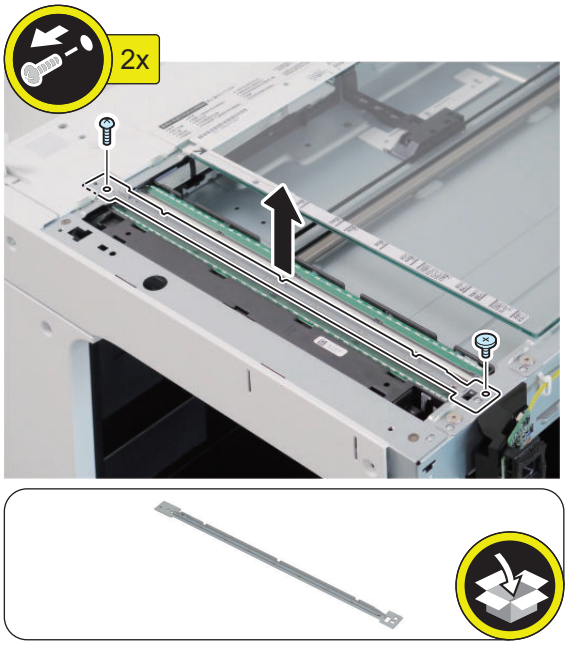


□
6.



NOTE:
The removed screw will be used in step 12.

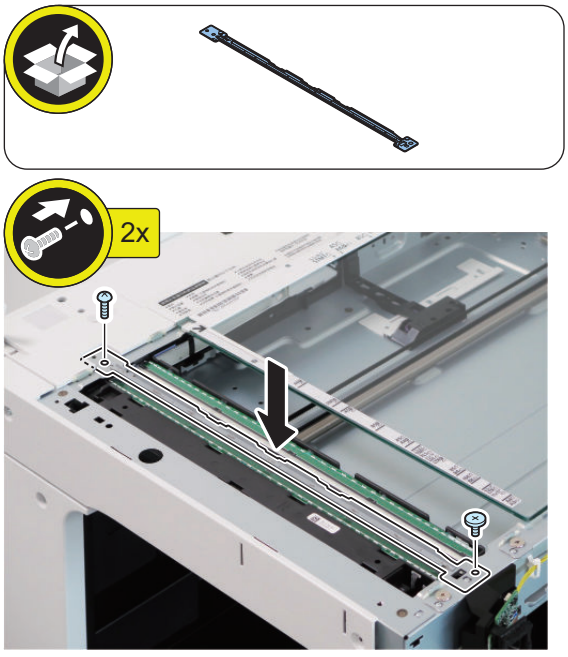
☐
7.



NOTE:
The removed screws will be used in a later step.

☐
8.

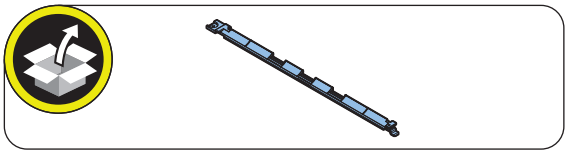
NOTE:
Use the screws removed in the previous step.

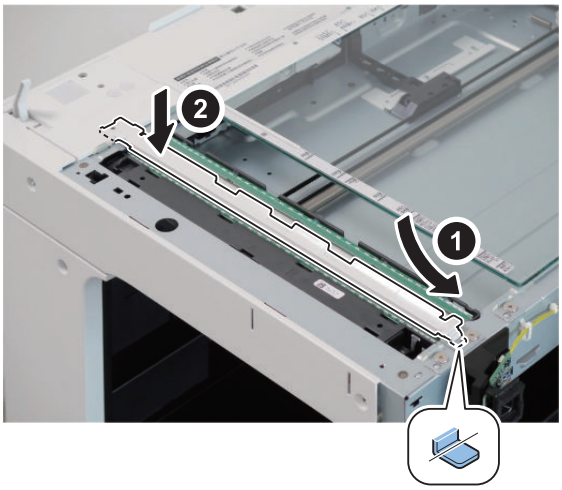


□

9.

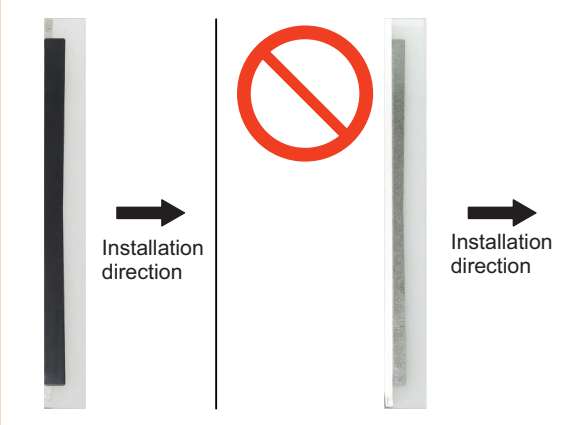
CAUTION:
Install the screw in step 12.

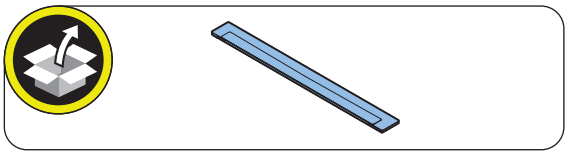


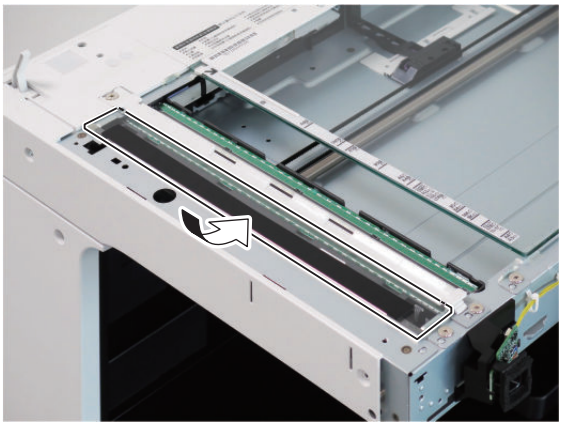


□
10.

CAUTION:
- Be sure to hold the side surfaces of the Stream Reading Glass.
- Be sure to install the Stream Reading Glass in the correct direction.

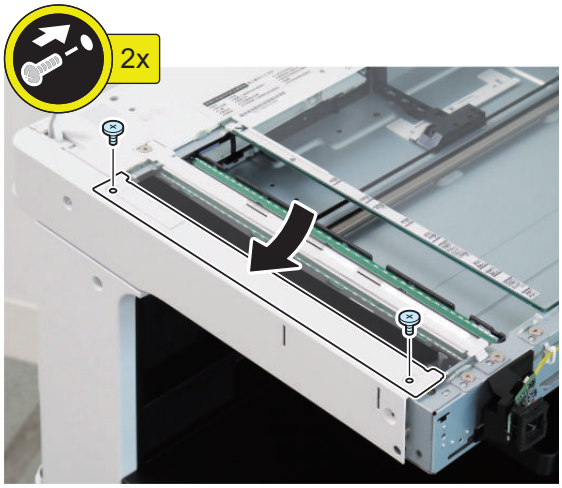






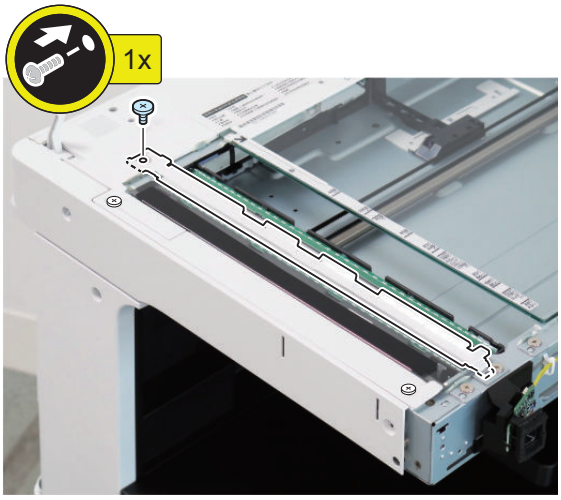
☐
11.

NOTE:
Use the parts removed in step 4.

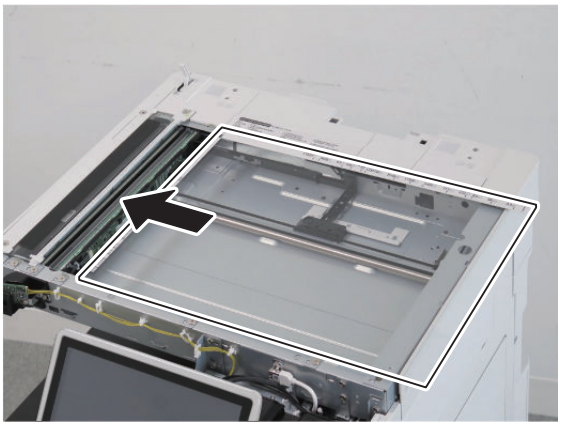


☐
12.

NOTE:
Use the screw removed in steps 6.

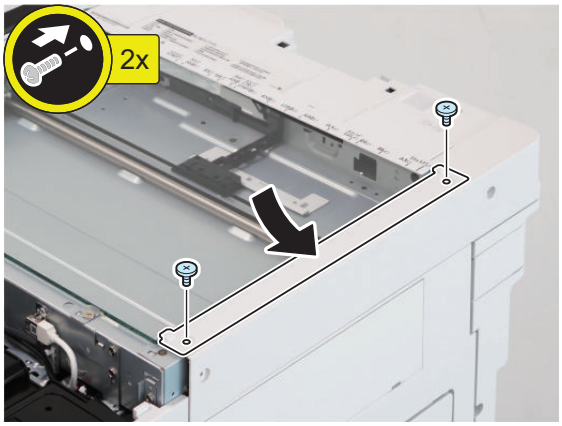


☐
13.

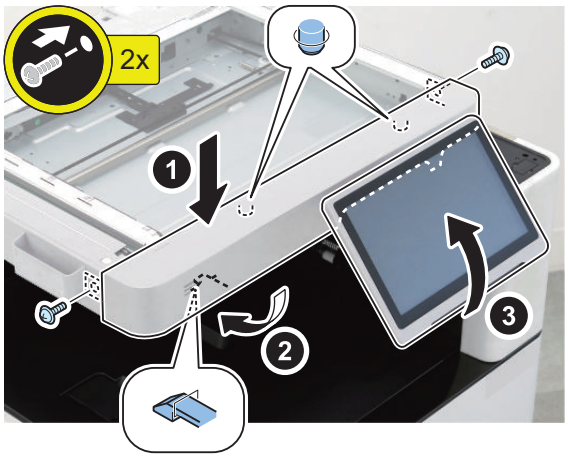


☐
14.

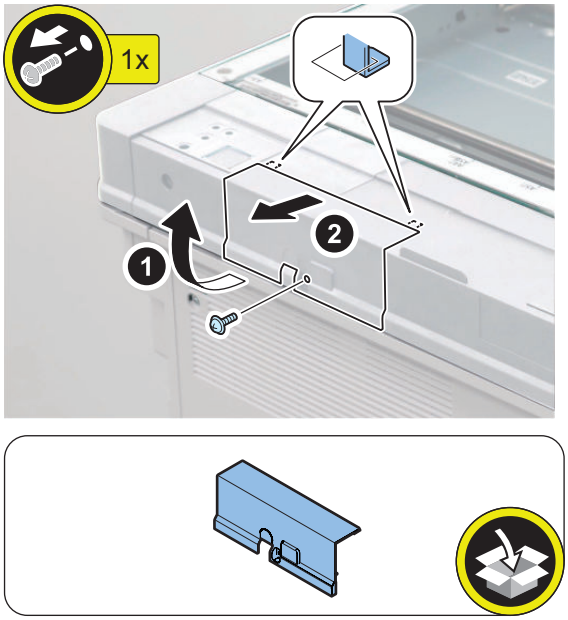
NOTE:
Use the parts removed in step 2.



☐
15.

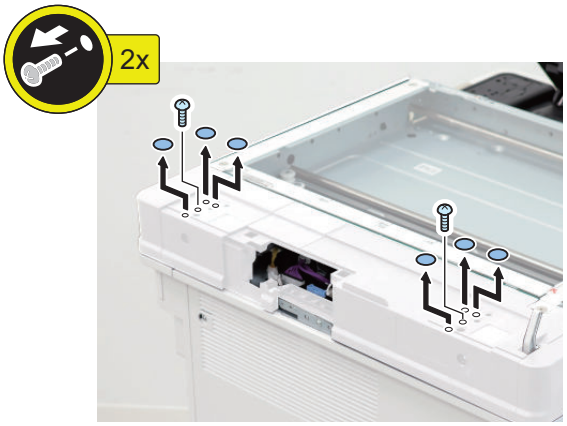


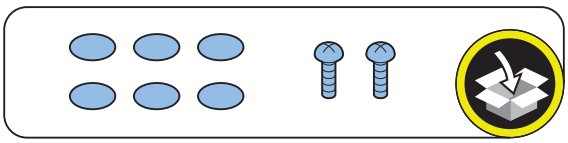
☐
16.



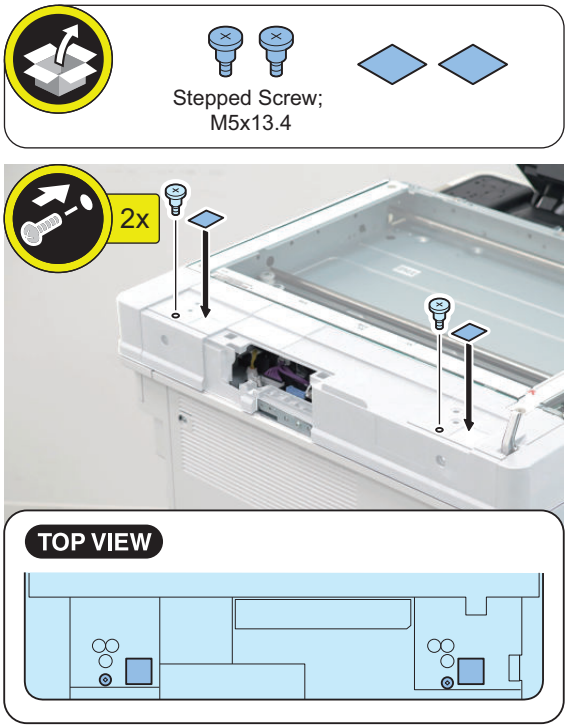
NOTE:
The removed screw will be used in step 7 of "Connecting the DADF Cable".

☐
17.

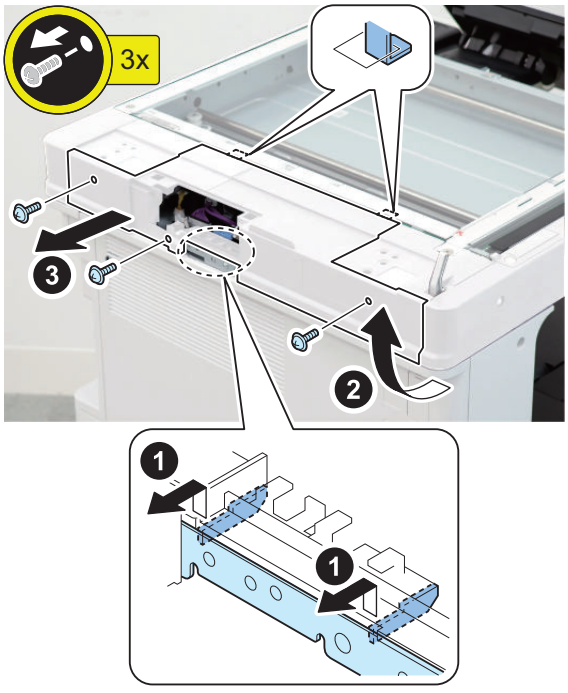




□
18.

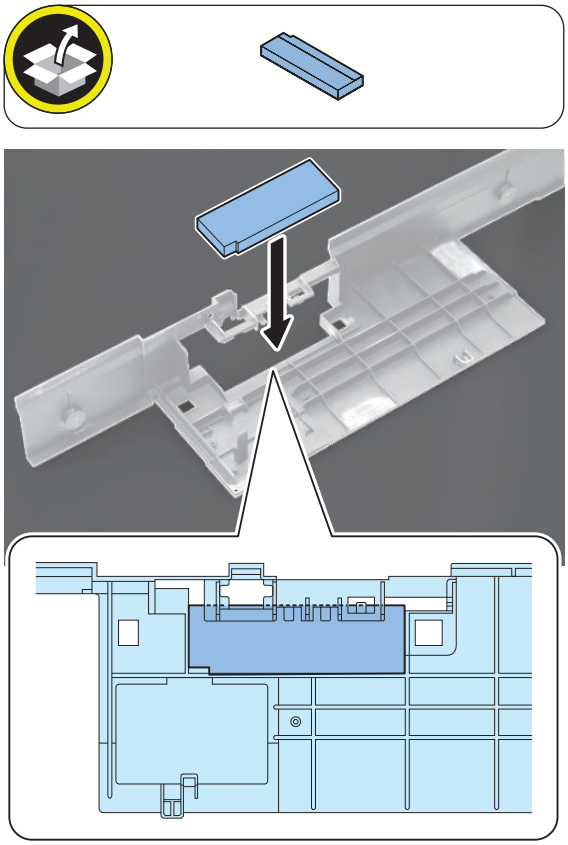


□
19.



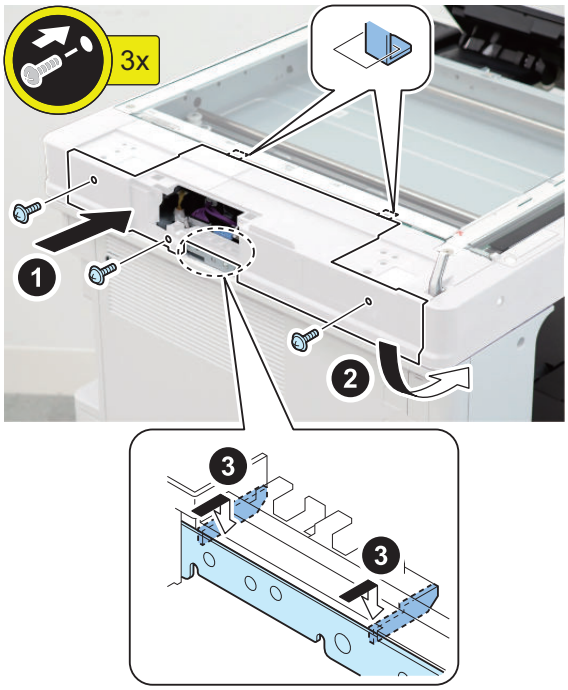
NOTE:
The removed screws will be used in step 21.

□
20.



□
21.

NOTE:
Use the screw removed in step 19.

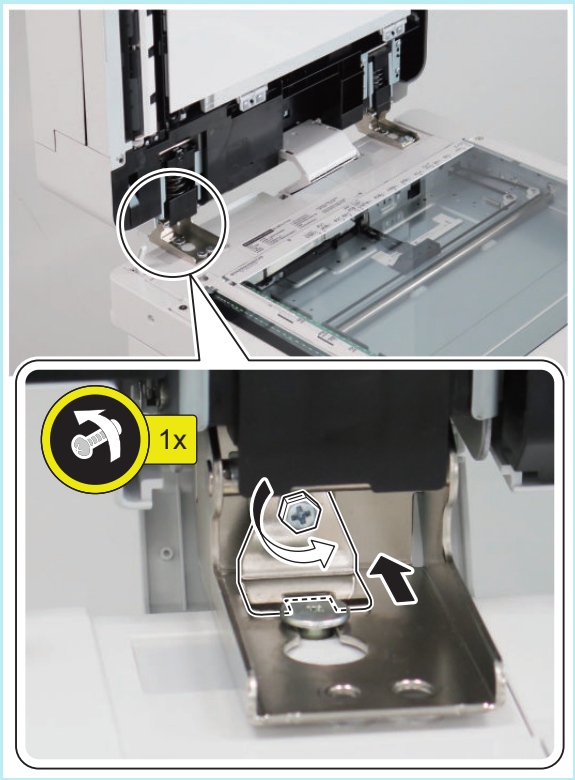


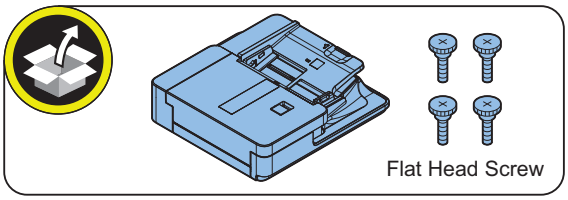
□

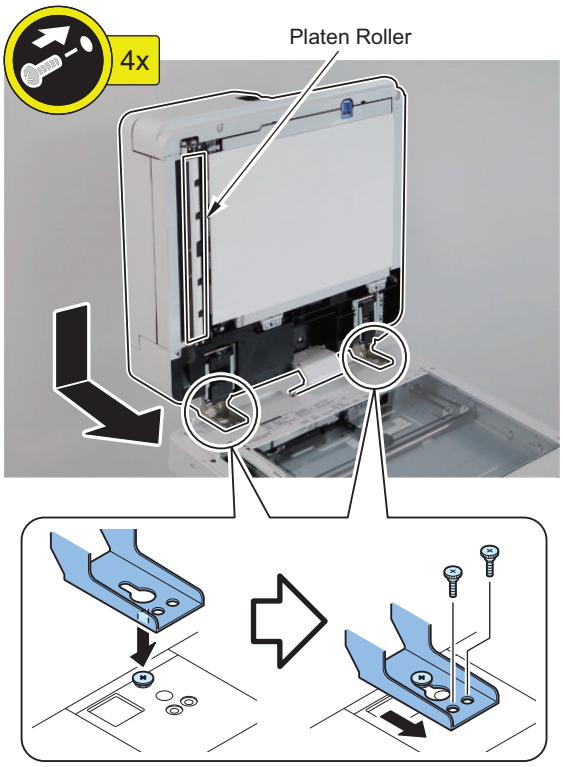
22.

CAUTION:
When holding this equipment, be sure not to touch the Platen Roller.

NOTE:
- Fit the hinges of this equipment onto the Stepped Screws and then slide toward the front of the host machine.
- wedge of hinge on the left side of this equipment is contacting the Stepped Screw and cannot slide it, turn the Stepped Screw on the left side of this equipment counterclockwise and then slide the wedge to the rear.

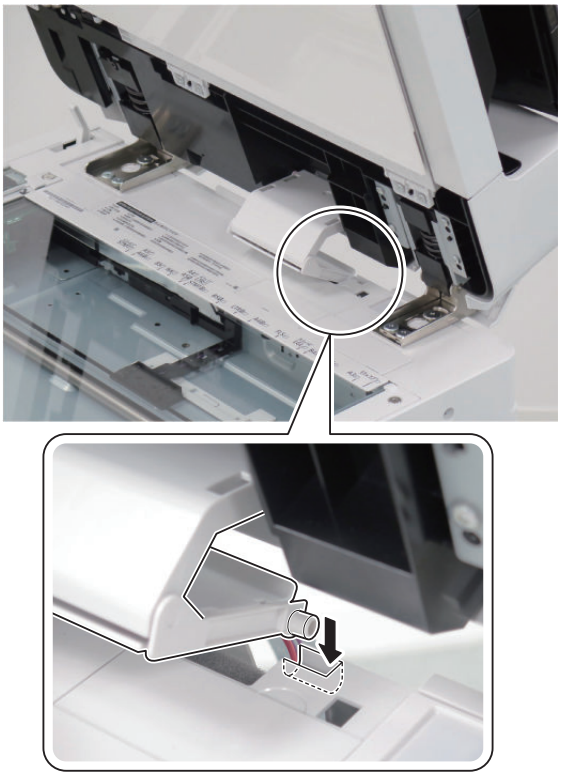






□

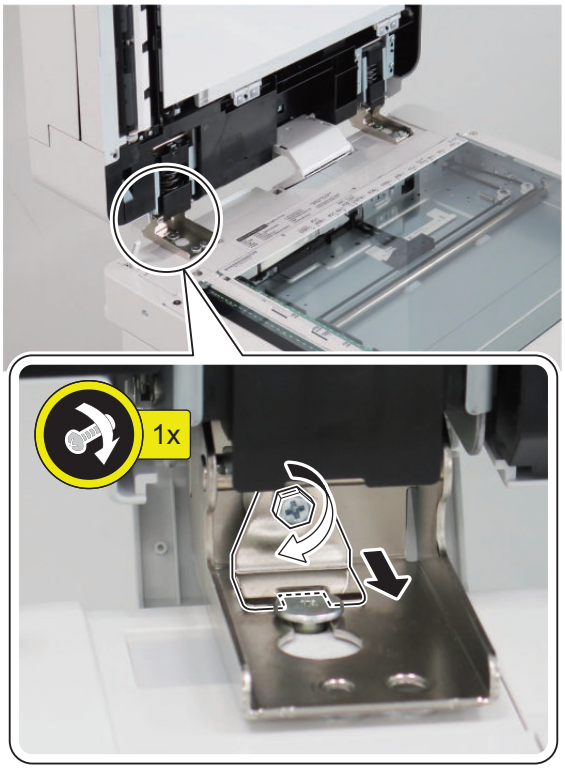
23.



□

24.

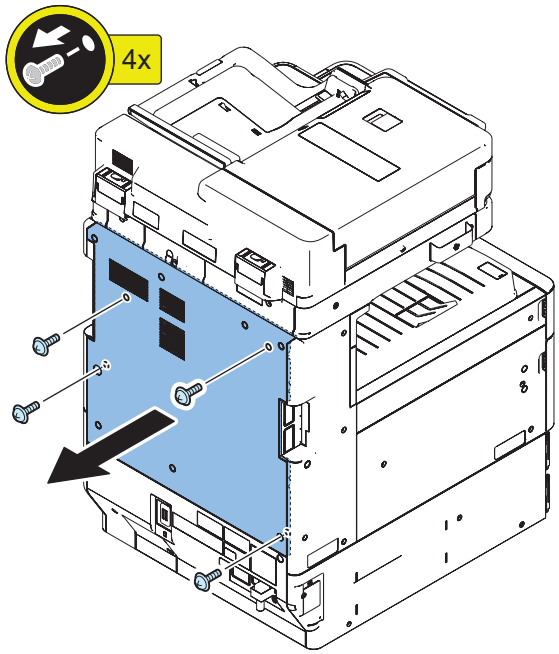
CAUTION:
This work is required only for the hinge on the left side.
Turn the screw of the hinge on the left side of this equipment clockwise, and insert the wedge. Turn the screw clockwise until you encounter some resistance.
If this work is omitted, the hinge cannot be secured properly.



■ Connecting the DADF Cable

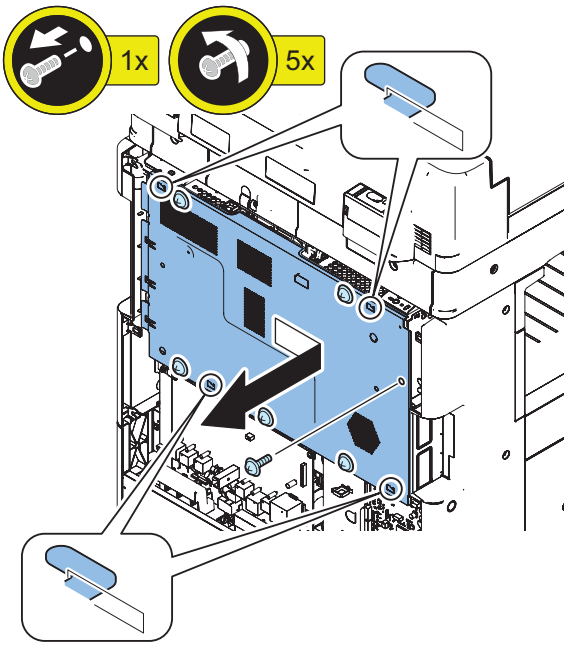
□

1.



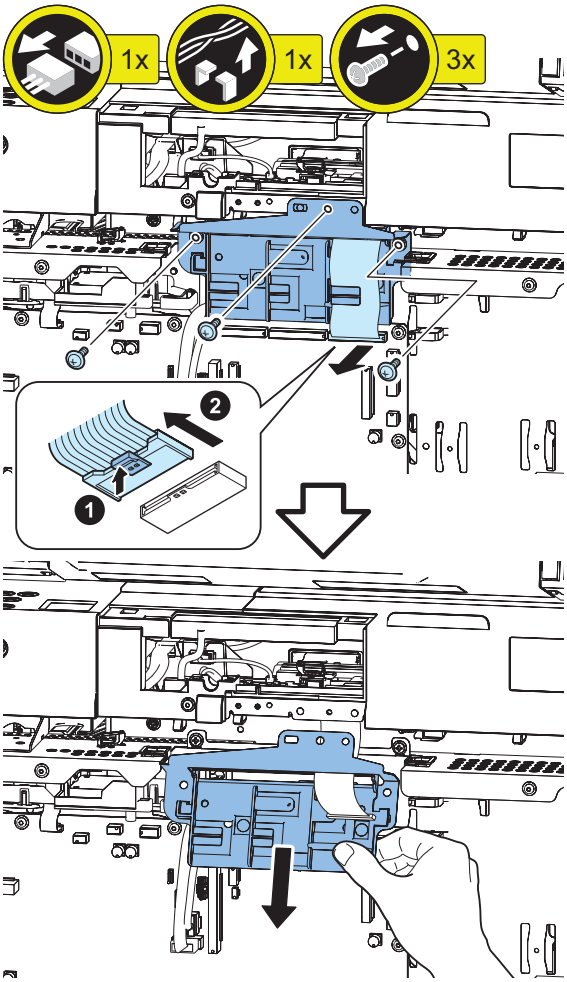
□

2.



□

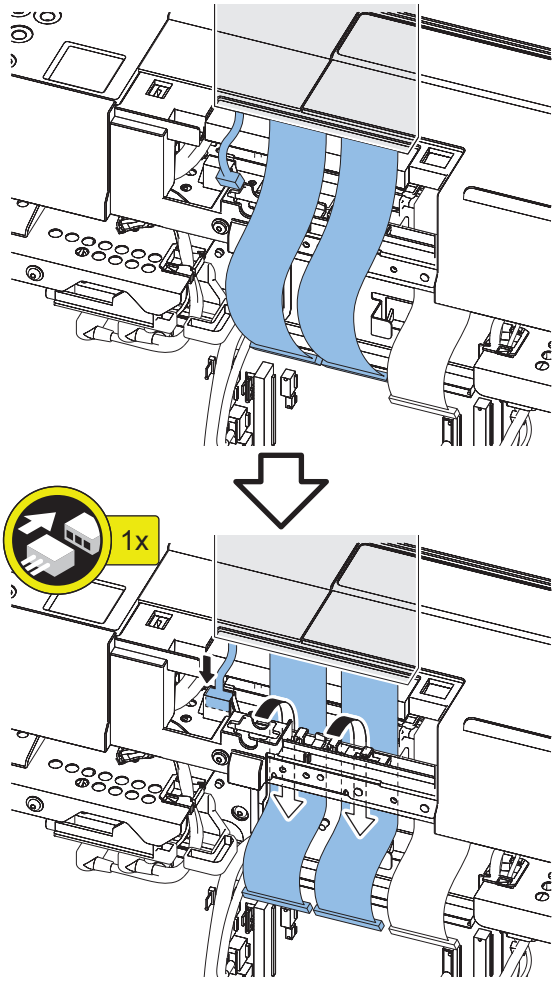
3.



□

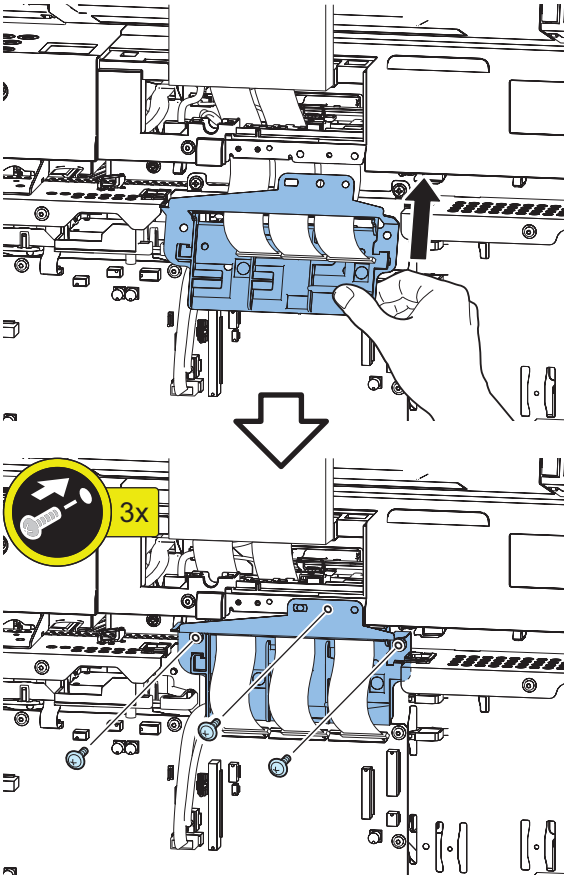
4.

NOTE:
Pass Flexible Cables of the ADF through the hole.



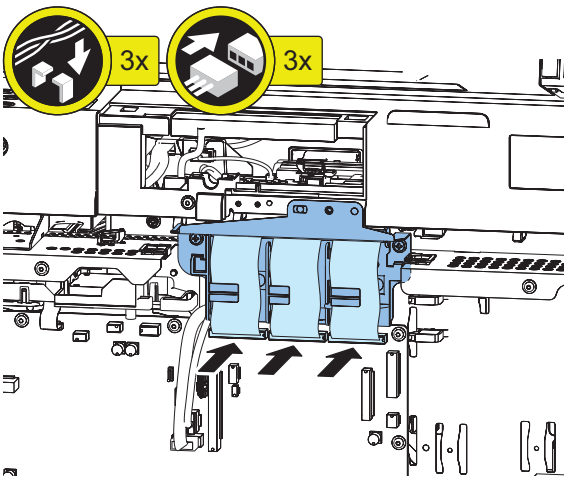
□

5.



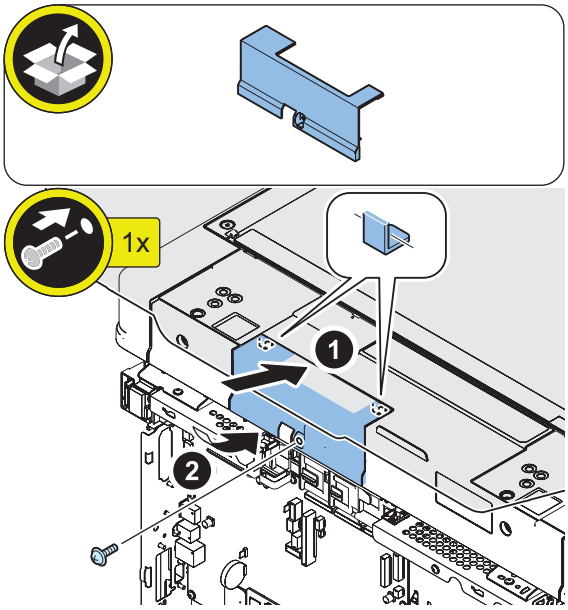
□

6.

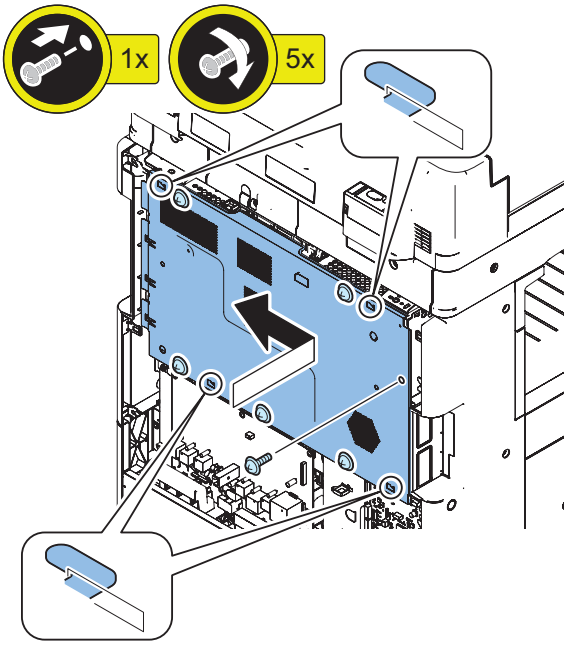


□
7.

NOTE:
Use the screw removed in step 16 of "Installing the Equipment".

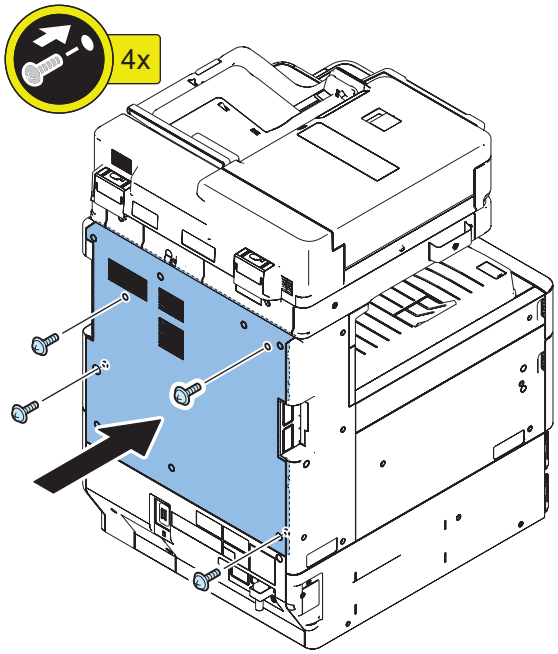


□
8.



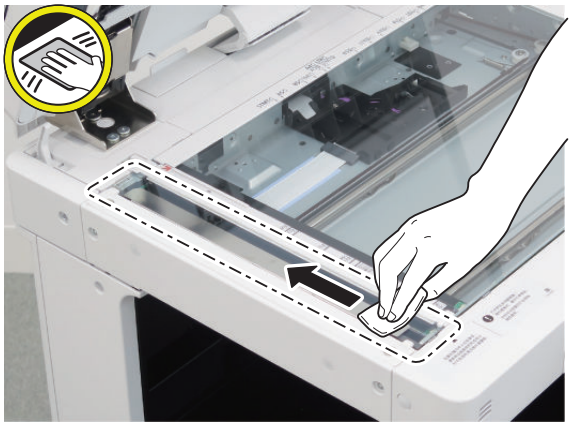
☐

9.



☐

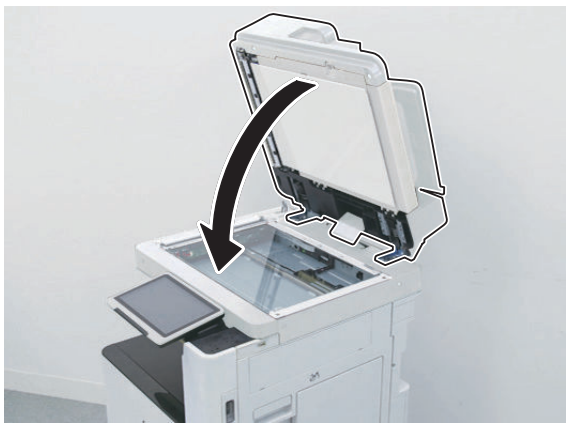
10. **Clean the Stream Reading Glass with the glass cleaning sheet included in the package of the host machine.**



□
11.

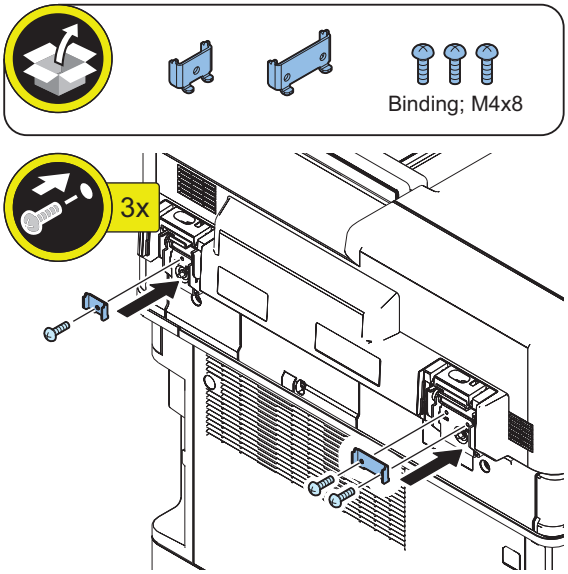
□
12.

□
13.

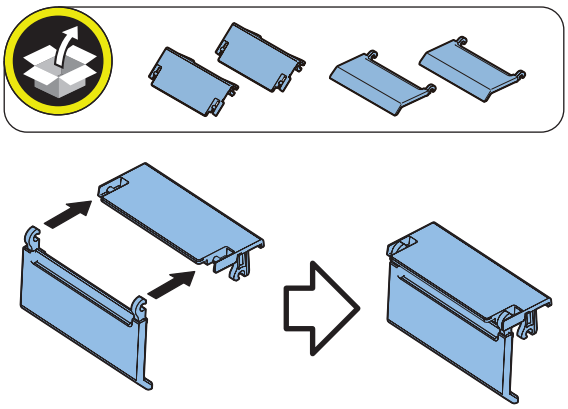


□
14.

NOTE:
If the opening angle will be set to 90 degrees in Adjustment > Eased Angle Guide (Opening Angle of 90 Degrees), it is not necessary to install the Hinge Stoppers in this step. In that case, be sure to install the Hinge Stoppers after adjustment.

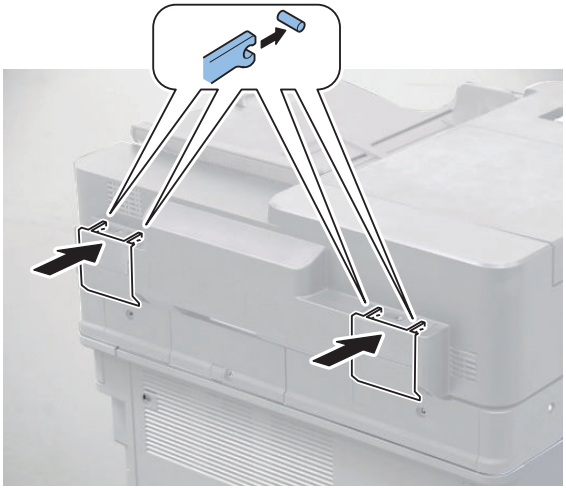


□
15.



□

16.



□

17. **Connect the power plug of the host machine to the outlet.**

□

18. **Turn ON the main power switch.**

NOTE:
If a message prompting a configuration change appears, turn OFF and then ON the main power switch.

□

19. **If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.**

NOTE:
- If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
- In the service mode (Level 2) shown below, it is possible to set not to display the message.
  COPIER > OPTION > FNC-SW > VER-CHNG

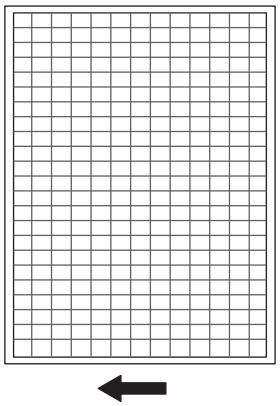
Adjustment

NOTE:
When installing the host machine and this equipment at the same time, perform the adjustment on the host machine side by referring to the installation procedure of the host machine before performing adjustment of the ADF.

■ Preparation

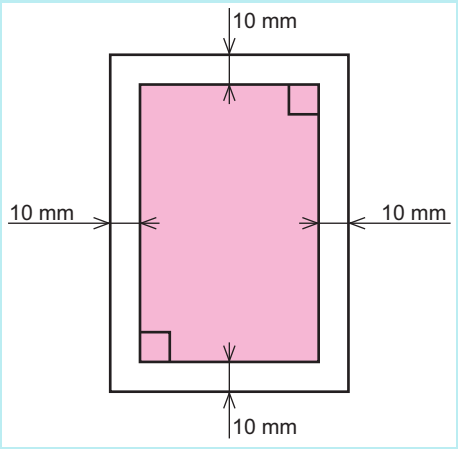
● Creating the Test Charts for Image Position Adjustment

CAUTION:
Create the test charts for image position adjustment after completing adjustments on the printer side.



1. **After setting the service modes as follows, press the Start key to output the test chart.**
   - COPIER > TEST > PG > TYPE = 6
   - COPIER > TEST > PG > PG-PICK = To set the Pickup Cassette for test print output.

NOTE:
- If the specified test chart cannot be output, draw a test chart on A3 or LDR paper with a rectangle whose four corners are 10 mm smaller than the paper.
- To draw characters and marks so that you can see the direction of the copied image.



• Height Check Sheet Preparation or Creation

1. **Prepare the check sheet used for height adjustment.**

Height check sheet

NOTE:
Points to Note when Creating the Check Sheet
- Output with A4 (paper size) or LTR (paper size).
- Use plain paper 1 to 3 (64 to 105 g/m^2) (Paper Type).

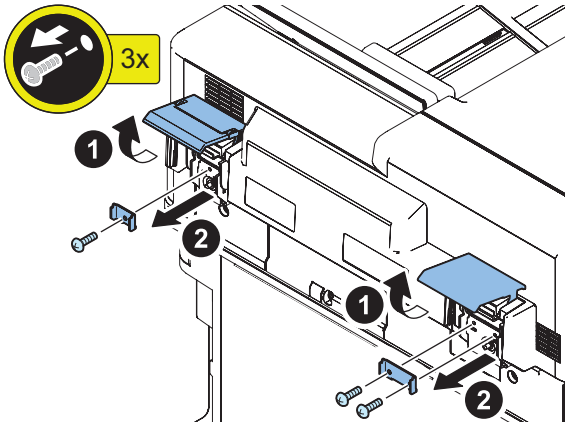
■ Eased Angle Guide (Opening Angle of 90 Degrees)

Change the opening angle of the ADF from 70 degrees to 90 degrees.

NOTE:
Some operation become easier by making the DADF opening angle wider.

☐

1. Open the Hinge cover, and remove the Hinge stopper.
   - 3 Screws



CAUTION:
After adjustment, be sure to install the Hinge Stoppers.

■ Adjustment of the Tray Width

CAUTION:
Make sure to perform the tray width adjustment. If the AB configuration adjustment or Inch configuration adjustment is not performed, the original size may not be detected correctly.

AB Configuration Adjustment

☐

1. Select the following service mode.
   FEEDER > FUNCTION > TRY-A4
2. Align the Slide Guide with "A4".
3. Press the OK key and register the width of A4.
4. Select the following service mode.
   FEEDER > FUNCTION > TRY-A4R
5. Align the Slide Guide with "A4R ".
6. Press the OK key and register the width of A4R.
7. Select the following service mode.
   FEEDER > FUNCTION > TRY- A5R
8. Align the Slide Guide with "A5R".
9. Press the OK key and register the width of A5R.

Inch Configuration Adjustment

□

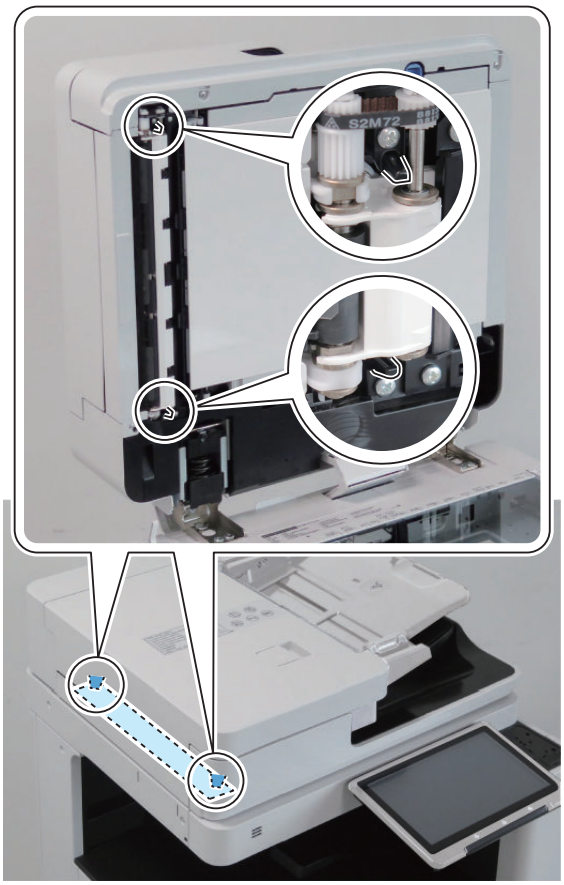
1. Select the following service mode.
   FEEDER > FUNCTION > TRY-LTR
2. Align the Slide Guide with "LTR/11x17".
3. Press the OK key and register the width of Letter.
4. Select the following service mode.
   FEEDER > FUNCTION > TRY- LTRR
5. Align the Slide Guide with "STMT/LTRR/LGL".
6. Press the OK key and register the width of LTRR.
7. Select the following service mode.
   FEEDER > FUNCTION > TRY- STMR
8. Align the Slide Guide with "STMTR".
9. Press the OK key and register the width of STMR.

■ Height Adjustment

Checking the Height

□

1. Check that the 2 Height Adjustment Bosses at the left front side and the left rear side are in contact with the Stream Reading Glass.



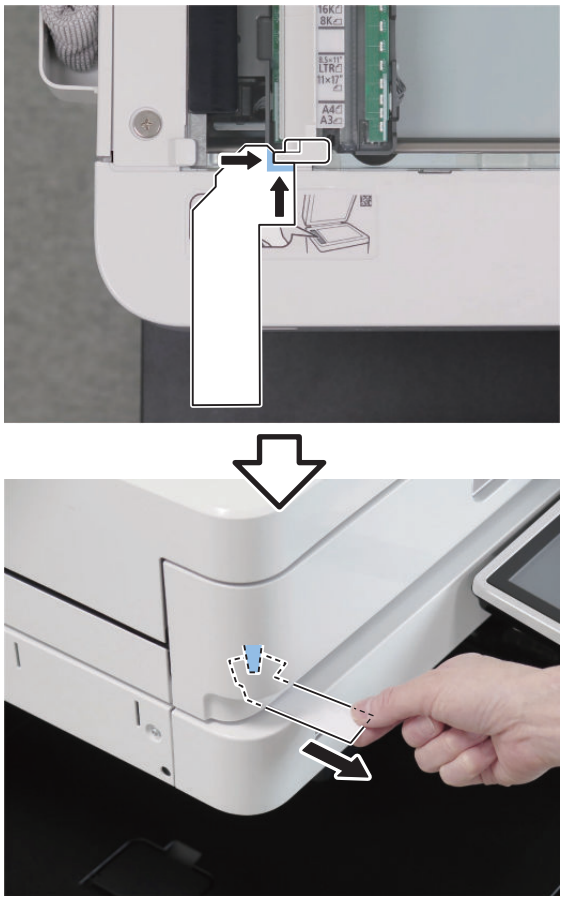
2. If they are not in contact, perform the height adjustment.
   If it cannot be visually checked, perform "Checking the Height of the Height Adjustment Boss".

Checking the Height of the Height Adjustment Boss

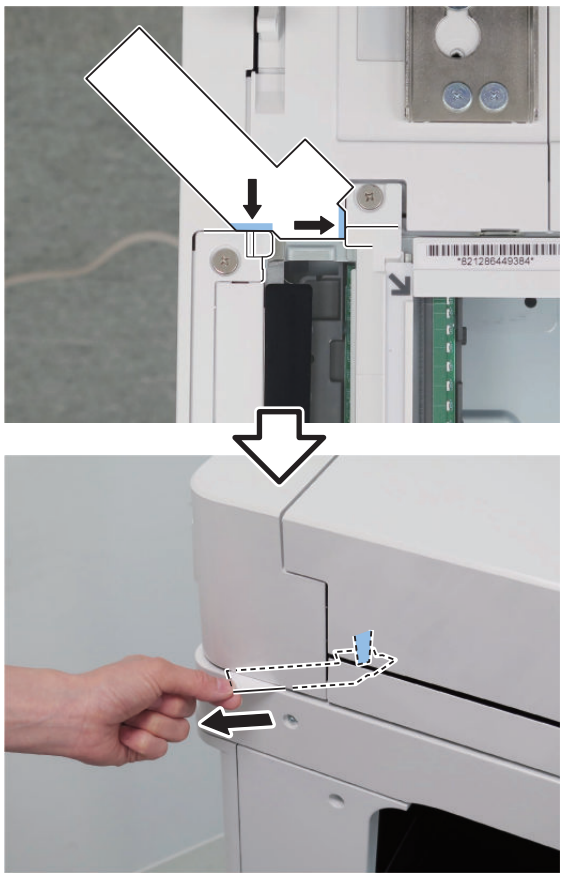
☐

1. Put a sheet of paper on the place where the protrusions touch the Stream Reading Glass, and check whether there is any resistance of the paper when closing the ADF.

<The Left Front Side>



<The Left Rear Side>



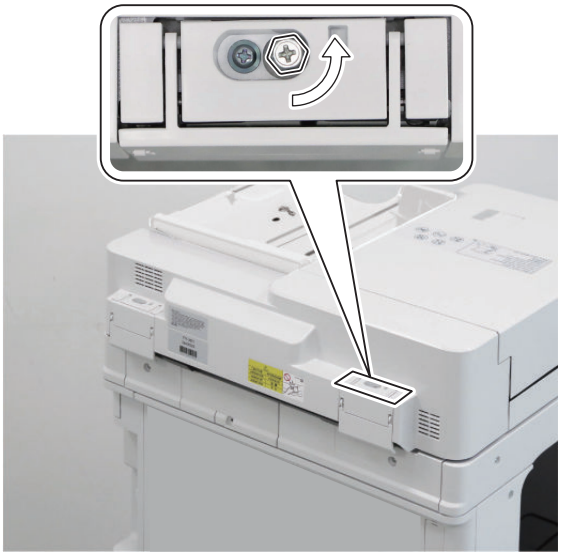
2. If there is no resistance, perform the height adjustment.

Height Adjustment Procedure

☐

1. Adjust by turning the Fixation Screw on the upper side of Hinge.
   - If both front and rear side (or only front side) are not installed properly: Turn the Right Hinge Fixation Screw clockwise (black arrow) to correctly locate it at the front.

   - If the rear side is not installed properly: Turn the Left Hinge Fixation Screw counterclockwise (white arrow).



2. Open th ADF fully and close the ADF and then, Check the height again and see if it is at an appropriate height.

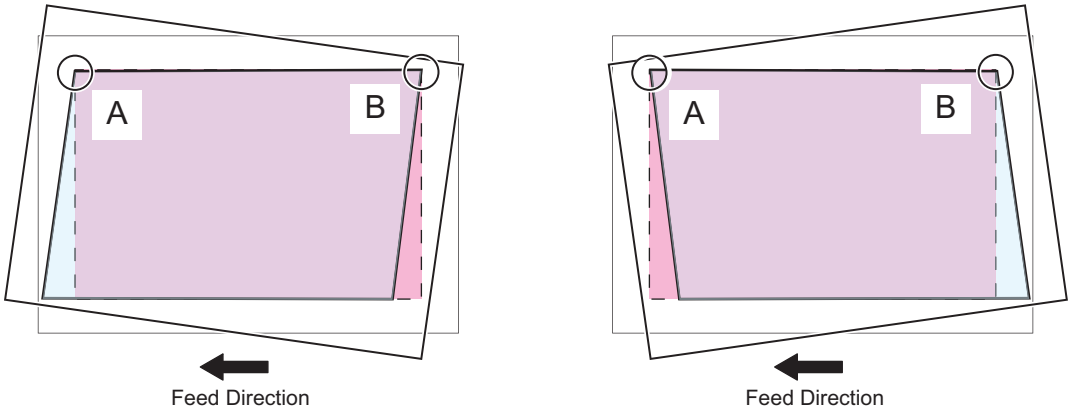
■ Right Angle Adjustment (Slant Adjustment)

NOTE:
There are two adjustment methods: One for reading the front side (Scanner Unit on the Reader side) and another for reading the back side (Scanner Unit on the DADF side).

Adjustment of the Paper Front Reading

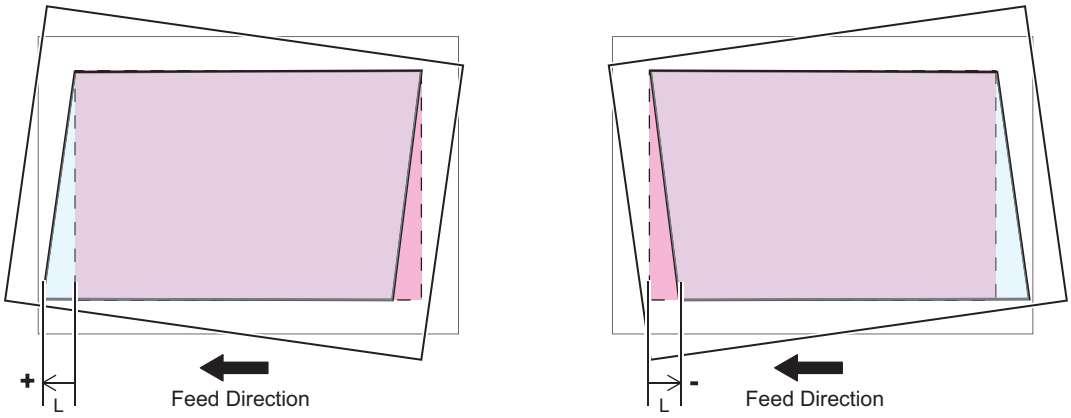
□

1. Prepare the test chart prepared below.
   “Creating the Test Charts for Image Position Adjustment” on page 57
2. Set the value of following service mode to "1".
   FEEDER > OPTION > SKW-SW
3. Place a test chart on the ADF and perform 1-sided copy.
4. Overlap the test chart and the A and B sections of the copied paper.

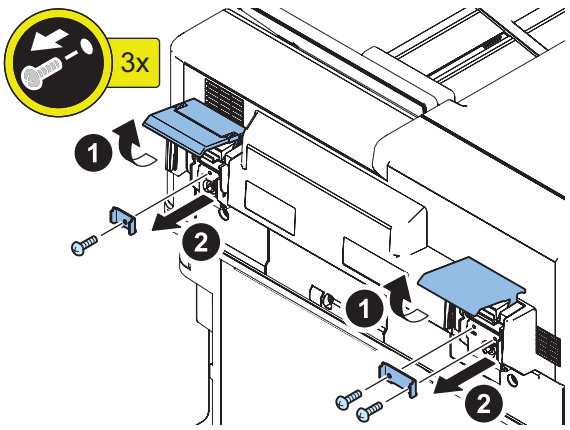


5. Measure the distance L between the test chart and the copied paper.

NOTE:
When the interval L is shifted to the left "+", and when the interval L is shifted to the right "-".

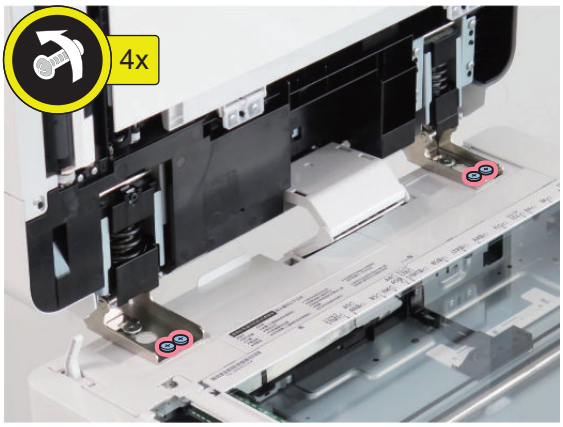


6. Open the Hinge cover, and remove the Hinge stopper.

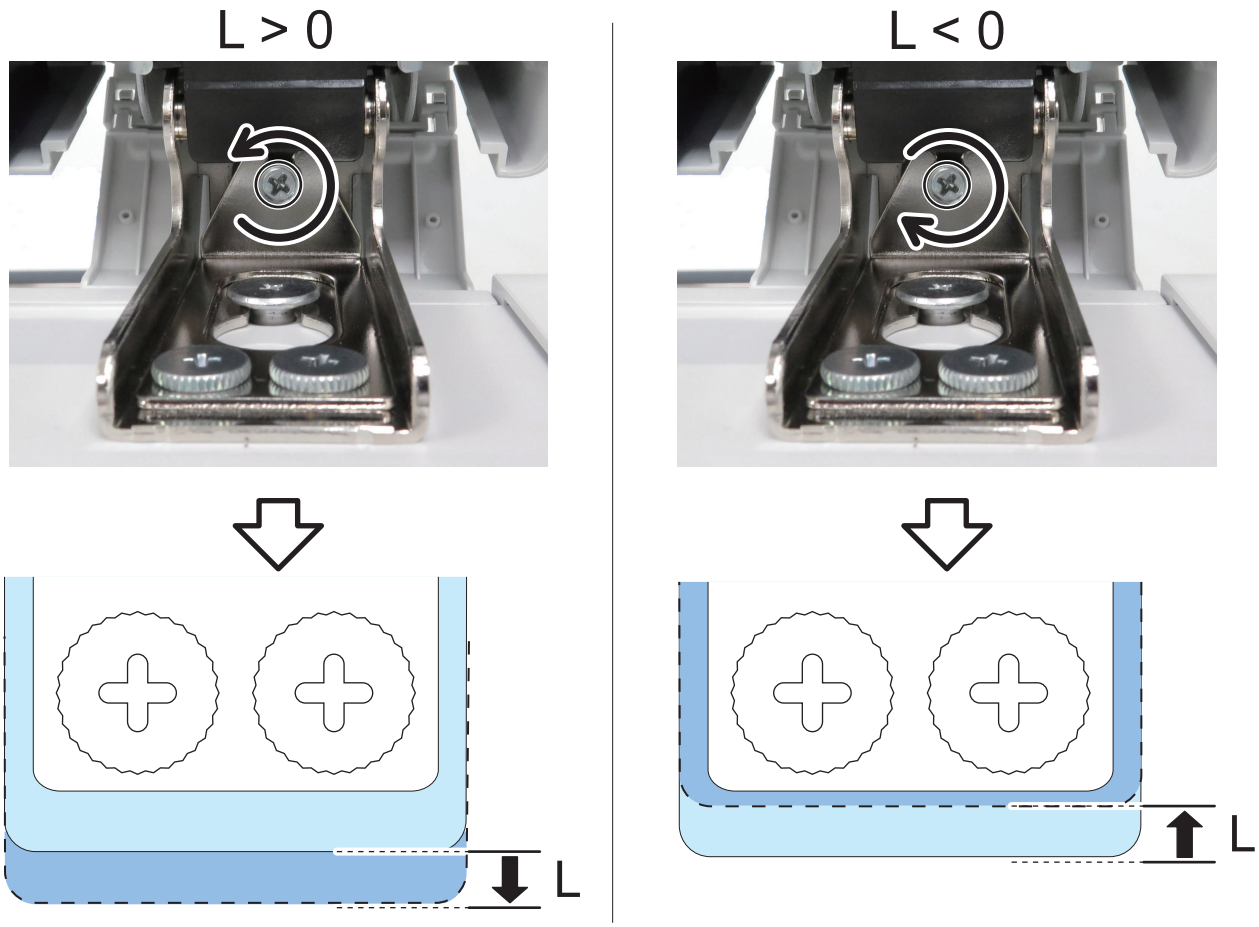


CAUTION:
After adjustment, be sure to install the Hinge Stoppers.

7. Loosen the 4 Knurled Screws at the front part of the Right and Left Hinge Unit.



8. The fixing member is moved forward and backward by turning the screw by the value of the interval L between the test chart and the copied paper.
   - L>0 :Turn the screw counterclockwise.
   - L<0 :Turn the screw clockwise.

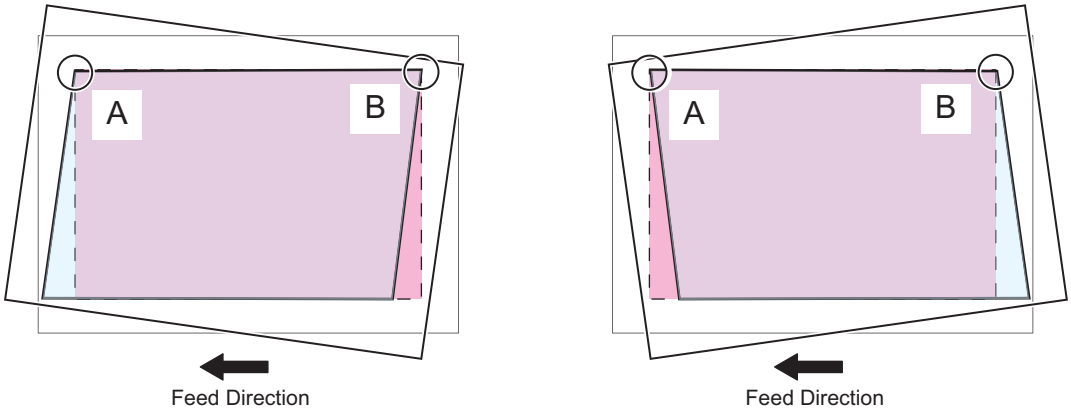


9. Tighten the 4 Knurled Screws.

Adjustment of the Paper Back Reading

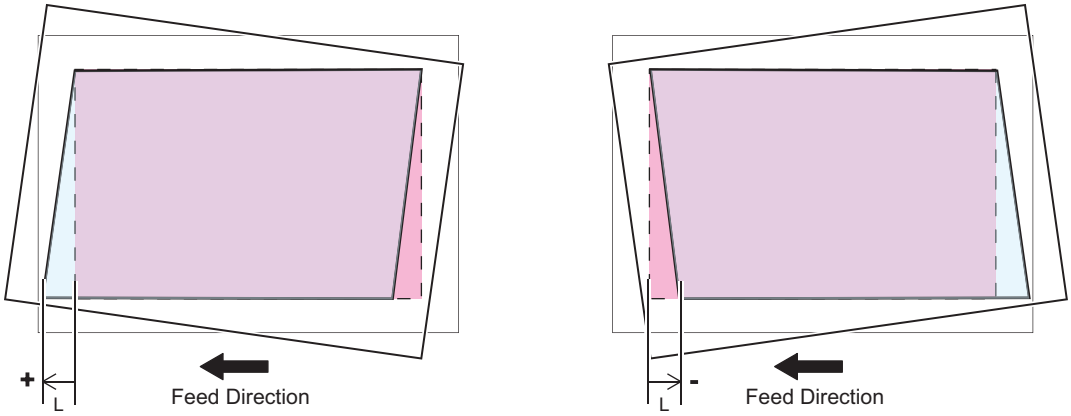
□

1. Place a test chart facing down on the ADF and perform 2-sided copy.
2. Overlap the test chart and the A and B sections of the copied paper.

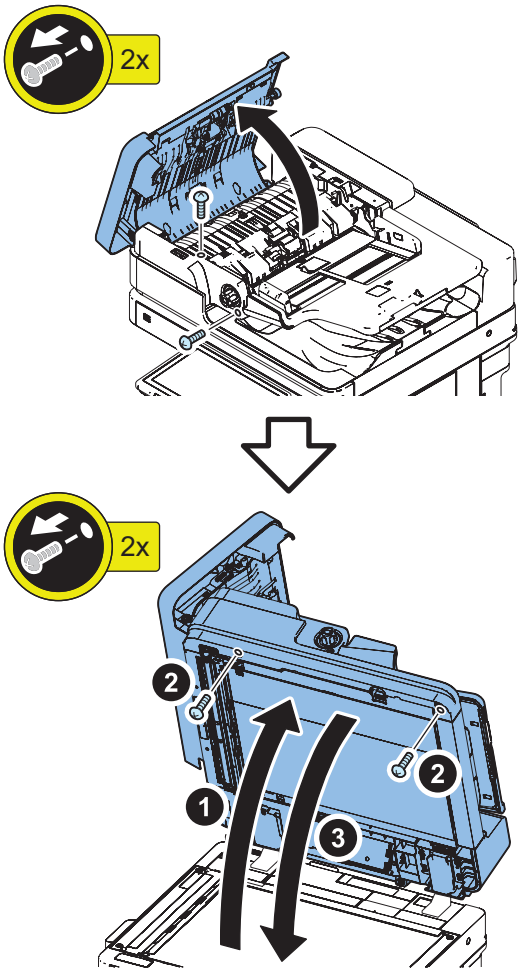


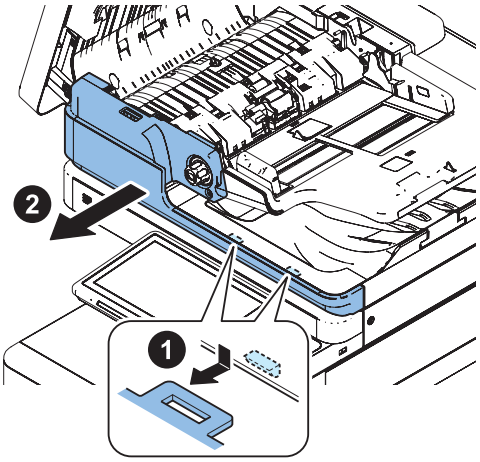
3. Measure the distance L between the test chart and the copied paper.

NOTE:
When the interval L is shifted to the left "+", and when the interval L is shifted to the right "-".

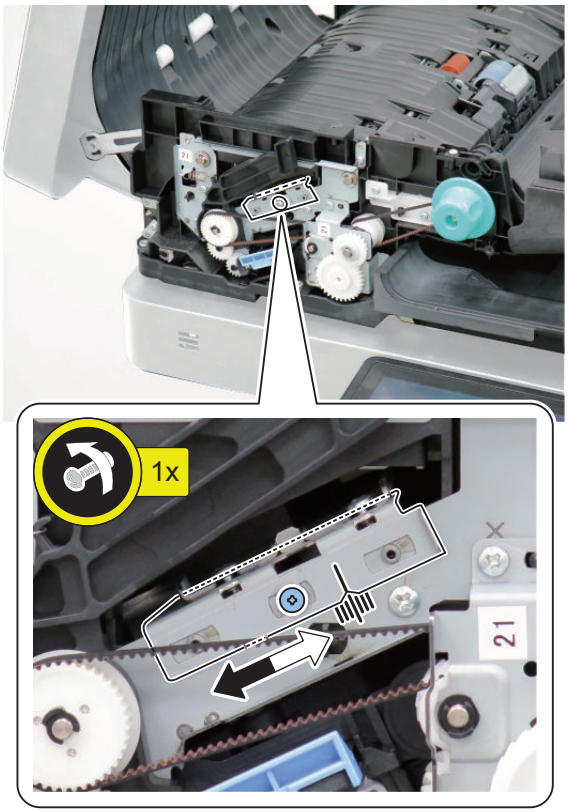


4. Open the Feeder Cover, and remove the Front Cover of the DADF.
   - 4 screws





5. Loosen the adjustment screw. Adjust the position of the guide supporting the Scanner Unit.
   - L>0 : Move the Guide to the right side (white arrow).
   - L<0 : Move the Guide to the left side (black arrow).

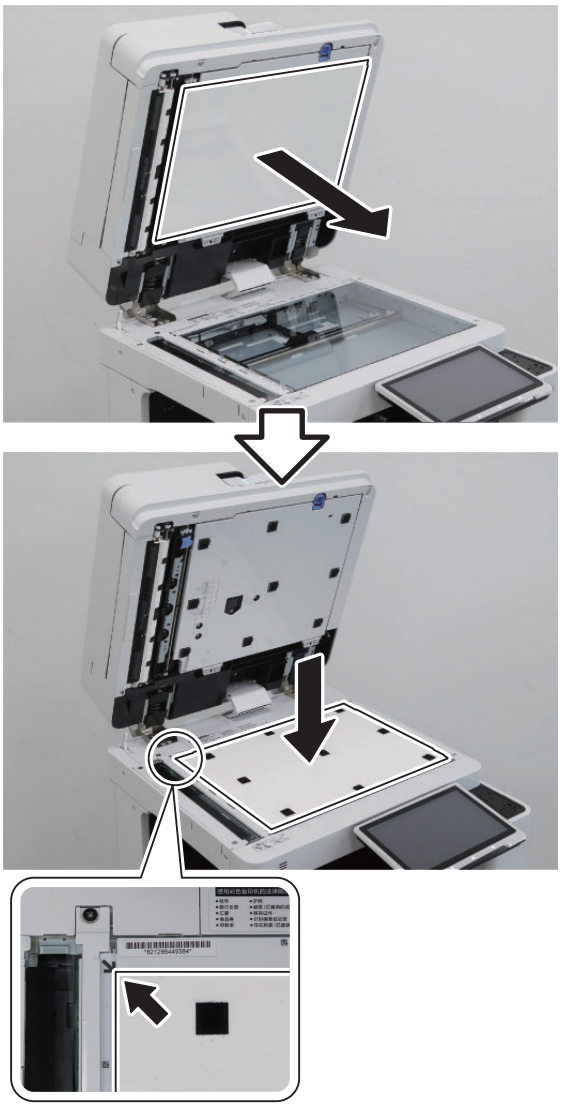


6. Tighten the adjustment screw.
7. Return the DADF Front Cover and the Feeder Cover to their original positions.
8. Set the value of following service mode to "0".
   FEEDER > OPTION > SKW-SW

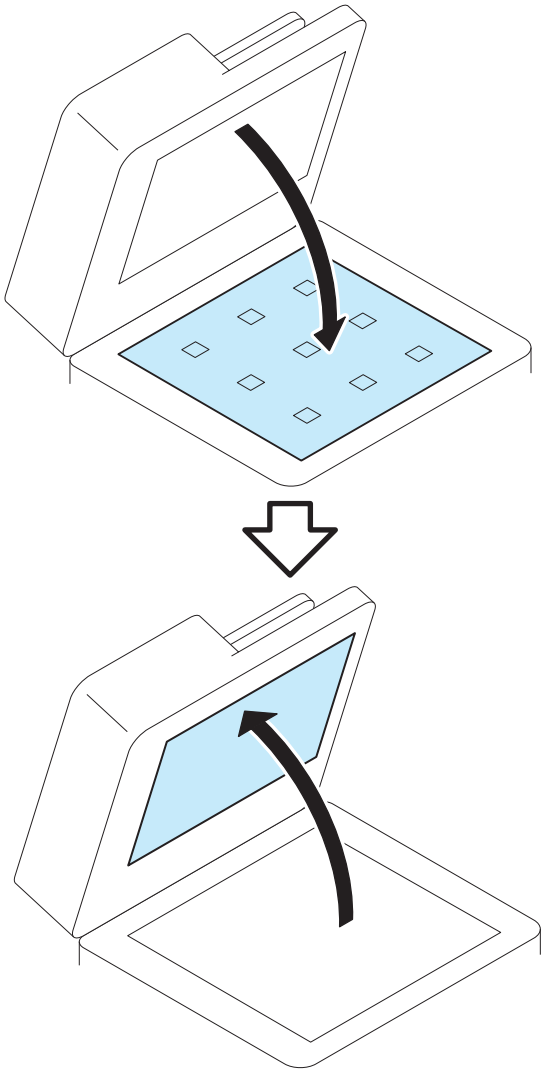
■ Adjustment of the White Plate

□

1.

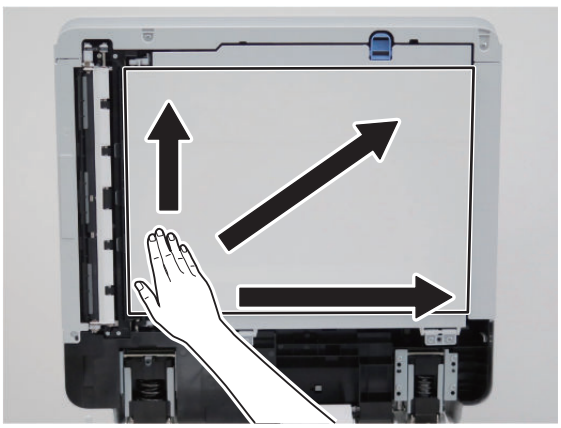


□
2.



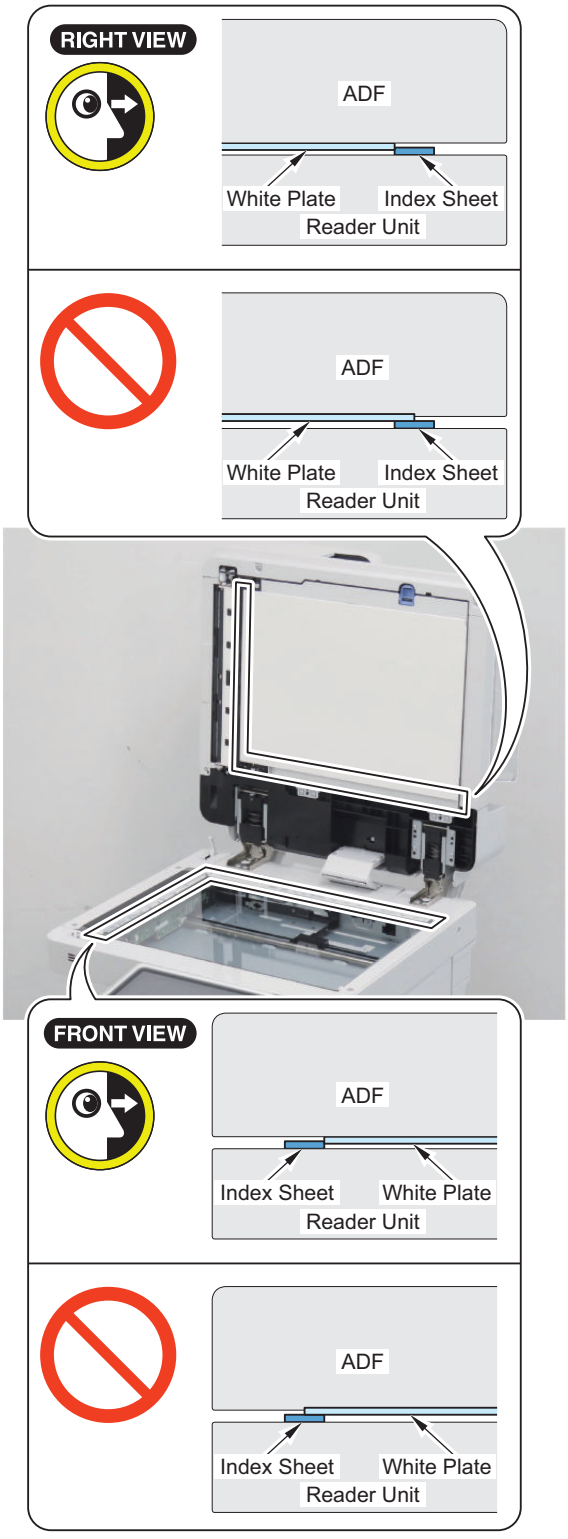
□
3.

CAUTION:
If the White Plate is pressed downward, it is placed on the Index Sheet, so be sure to press it upward.



□
4.

NOTE:
- Be sure that there is no gap (for reference, 0.3 mm or less) between the White Plate and the Index Sheet.
- Check that the White Plate is not placed on the Index Sheet.



■ Light intensity adjustment

NOTE:
- This mode automatically performs adjustment.
- If "NG" is displayed after executing this mode, check that PCB and each connector are properly connected.

□

1. **Execute the following service mode with the ADF closed.**
   COPIER >FUNCTION >CCD > LMPADJ

■ Automatic Adjustment of the Stream Reading Position (Automatic Adjustment of the Reading Position at ADF Reading)

NOTE:
- If the DADF is opened during adjustment, restart the adjustment.
- Enter the value after adjustment on the Service Label (on the back of the Reader Front Cover or Printer Front Cover). The adjustment result is reflected to COPIER > ADJUST > ADJ-XY > STRD-POS.

□

1. **Execute the following service mode.**
   COPIER > FUNCTION > INSTALL > STRD-POS

NOTE:
If "NG" is displayed after executing this mode, execute "Right Angle Adjustment (Slant Adjustment)" on the service manual.

■ Side Registration Adjustment

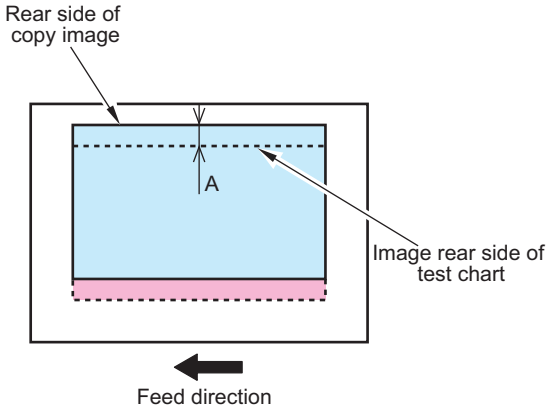
NOTE:
There are two adjustment methods: One for reading the front side (Scanner Unit on the Reader side) and another for reading the back side (Scanner Unit on the ADF side).

Adjustment of the Paper Front Reading

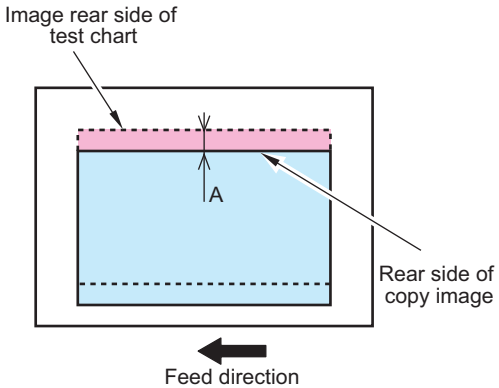
□

1. Prepare a test chart created below.
   “Creating the Test Charts for Image Position Adjustment” on page 57
2. Set the following service mode to "1".
   FEEDER > OPTION > SKW-SW
3. Place a test chart on the ADF and perform 1-sided copy.
4. Overlay the copied paper onto the test chart.
5. Check whether the rear side of the copied image is within the standard.
   - Standard: A =< 1 mm

< If the image is displaced toward rear >



< If the image is displaced toward front >



6. If it is not within the standard range, adjust the image position in the following service mode.
   COPIER > ADJUST > ADJ-XY > ADJ-Y-DF

NOTE:
- If the copied image is displaced toward the rear side: Decrease the value (the image moves toward the front side)
- If the copied image is displaced toward the front side: Increase the value (the image moves toward the rear side)
- Amount of change per 1 setting value 0.1 mm
- Adjustment range -35 to 35

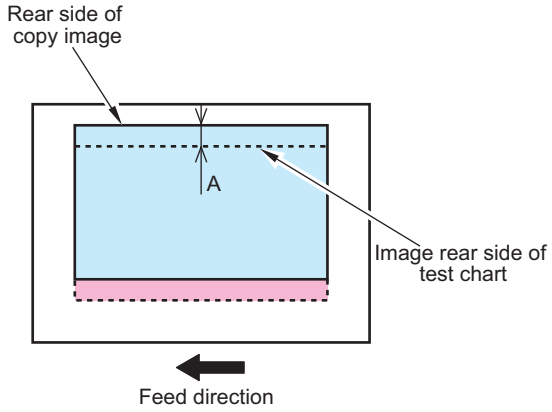
7. Copy the test chart again, and check that the image is within the ranges of the standard.
8. Write down the adjusted value in the service label (on the back of the Reader front cover back or Printer front cover).

Adjustment of the Paper Back Reading

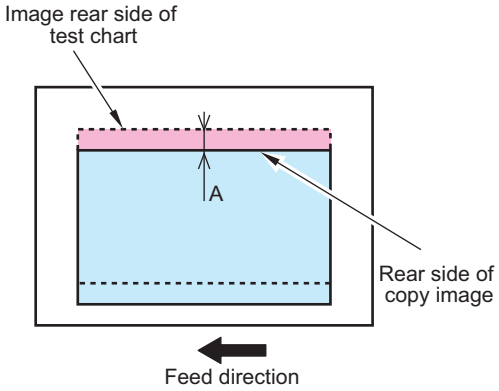
□

1. Place a test chart facing down on the ADF and perform 2-sided copy.
2. Overlay the copied paper onto the test chart.
3. Check whether the rear side of the copied image is within the standard.
   - Standard: A =< 2.0mm

< If the image is displaced toward rear >



< If the image is displaced toward front >



4. If it is not within the standard range, adjust the image position in the following service mode.
   COPIER > ADJUST > ADJ-XY > ADJY-DF2

NOTE:
- If the copied image is displaced toward the rear side: Decrease the value (the image moves toward the front side)
- If the copied image is displaced toward the front side: Increase the value (the image moves toward the rear side)
- Amount of change per 1 setting value 0.1 mm
- Adjustment range -35 to 35

5. Copy the test chart again, and check that the image is within the ranges of the standard.
6. Write down the adjusted value in the service label (on the back of the Reader front cover back or Printer front cover).
7. Set the following service mode to "0".
   FEEDER > OPTION > SKW-SW

■ Leading Edge Margin Adjustment

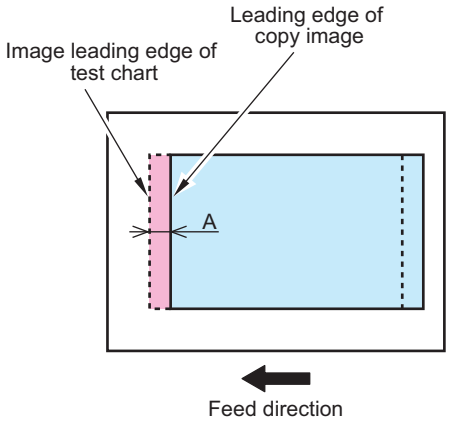
NOTE:
There are two adjustment methods: One for reading the front side (Scanner Unit on the Reader side) and another for reading the back side (Scanner Unit on the ADF side).

Adjustment of the Paper Front Reading

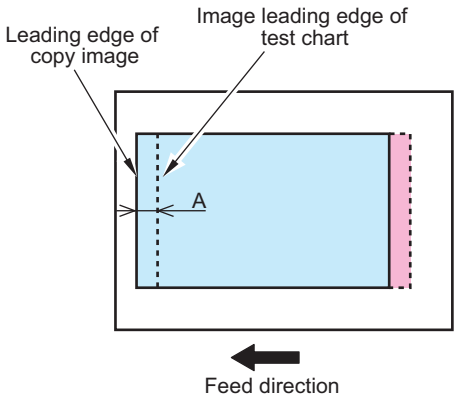
☐

1. Prepare a test chart created below.
   “Creating the Test Charts for Image Position Adjustment” on page 57
2. Set the following service mode to "1".
   FEEDER > OPTION > SKW-SW
3. Place a test chart on the ADF and perform 1-sided copy.
4. Overlay the copied paper onto the test chart.
5. Check that the leading edge of the copied image is within the standard range.
   - Standard: A =< 1 mm

< If the image is displaced toward trailing edge >



< If the image is displaced toward leading edge >



6. If it is not within the standard range, adjust the image position in the following service mode.
   FEEDER > ADJUST > DOCST
   - If the copied image is displaced toward the trailing edge: Increase the value (move the image toward the leading edge)
   - If the copied image is displaced toward the leading edge: Decrease the value (move the image toward the trailing edge)

   Amount of change per 1 setting value 0.1 mm

Adjustment range -50 to 50

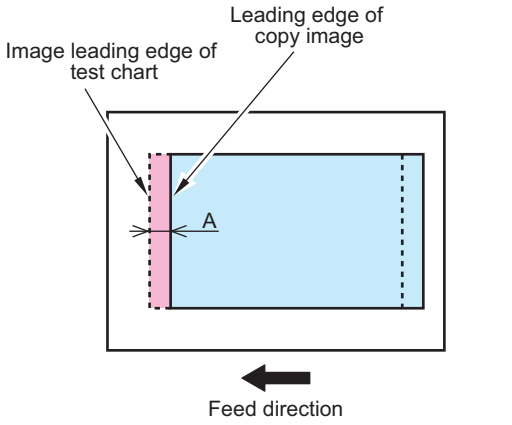
7. Copy the test chart again, and check that the image is within the ranges of the standard.
8. Write down the adjusted value in the service label (on the back of the Reader front cover back or Printer front cover).

Adjustment of the Paper Back Reading

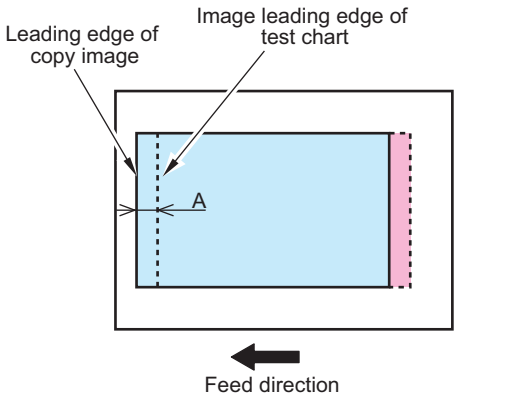
□

1. Place a test chart facing down on the ADF and perform 2-sided copy.
2. Overlay the copied paper onto the test chart.
3. Check that the leading edge of the copied image is within the standard range.
   - Standard: A =< 1.5mm

< If the image is displaced toward trailing edge >



< If the image is displaced toward leading edge >



4. If it is not within the standard range, adjust the image position in the following service mode.
   FEEDER > ADJUST > DOCST2
   - If the copied image is displaced toward the trailing edge: Increase the value (move the image toward the leading edge)
   - If the copied image is displaced toward the leading edge: Decrease the value (move the image toward the trailing edge)

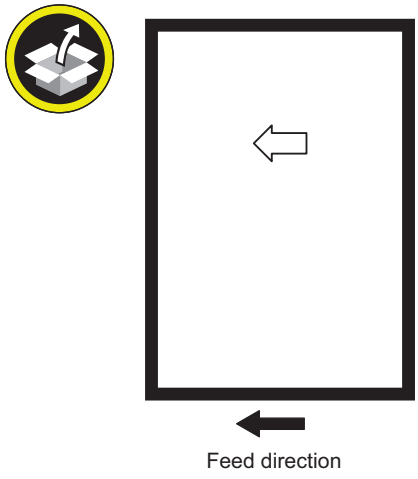
   Amount of change per 1 setting value 0.1 mm
   Adjustment range -50 to 50
5. Copy the test chart again, and check that the image is within the ranges of the standard.
6. Write down the adjusted value in the service label (on the back of the Reader front cover back or Printer front cover).
7. Set the following service mode to "0".
   FEEDER > OPTION > SKW-SW

■ Front/Back Side Difference Correction Adjustment

NOTE:
- This mode automatically feed the original and performs adjustment.
- After executing this mode, enter following adjusted values on the Service Label (on the back of the Reader Front Cover or Printer Front Cover).
  FEEDER > ADJUST > ADJ-DT
  FEEDER > ADJUST > ADJ-DL
  FEEDER > ADJUST > ADJ-DROT

□

1. Place on the ADF the adjustment chart included in the package of the ADF unit and execute the following service mode.
   FEEDER > FUNCTION > ADJ-SKW



■ White Level Adjustment

□

1. Place a sheet of blank A4 or LTR size paper on the Copyboard Glass and close the ADF.

CAUTION:
When executing the white level adjustment using paper with smaller width, adjustment may not be executed properly.

2. Execute the service mode item.
   COPIER > FUNCTION > CCD > DF-WLVL1
3. Remove the blank paper from the Copyboard Glass, and place it on the Document Pickup Tray of ADF.
4. Execute the service mode item.
   COPIER > FUNCTION > CCD >DF-WLVL2
5. Place the blank paper on the Copyboard Glass again and close the ADF.
6. Execute the service mode item.
   COPIER > FUNCTION > CCD > DF-WLVL3
7. Remove the blank paper from the Copy Board Glass, and place it on the Document Pickup Tray of ADF.
8. Execute the service mode item.
   COPIER > FUNCTION > CCD > DF-WLVL4

■ Auto Adjust Gradation

Execute auto gradation adjustment for the used paper type as needed.

Paper Settings

☐

1. Select the paper source in [Settings/Registration] > [Preferences] > [Paper Settings] > [Paper Settings], and press [Set].
2. Select the paper type, and select the type of the loaded paper in Detailed Settings.

NOTE:
If the corresponding paper type is not displayed on the simple settings screen, press Detailed Settings and make a selection on the detailed settings screen. If the type of loaded paper is not displayed on the detailed settings screen, you can register it.

Auto Gradation Adjustment

☐

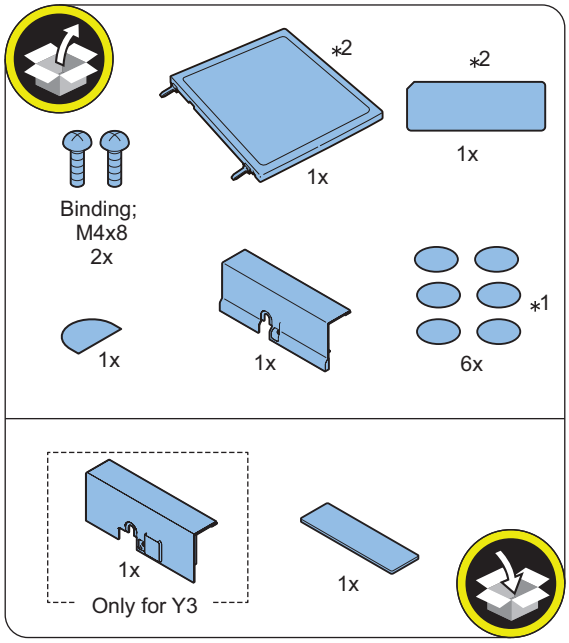
1. Clean the Copyboard Glass surface of the host machine.
2. Place A3, A4, 11x17, or LTR size paper in the cassette.
3. Press [Settings/Registration] > [Adjustment/Maintenance] > [Adjust Image Quality] > [Auto Adjust Gradation].
4. After that, follow the direction on the screen of the Control Panel.

Platen Cover Y2/Y3

Points to Note at Installation

- When installing this equipment to a model without ADF, perform the work from "Installing the Equipment".
- The pictures and illustrations used may be different from the product in front of you, but the procedure is the same.

Checking the Contents



*1: When removing the Reverse ADF and installing the Copyboard Cover, use 2 sheets.
*2: When installing this equipment to a model without ADF, use only *2 parts included in the package.

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

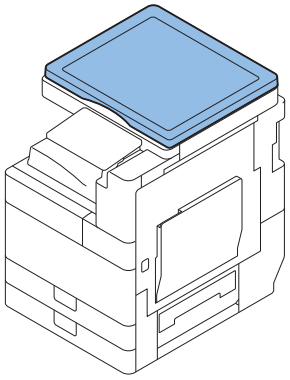
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

The following message is displayed.

1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing



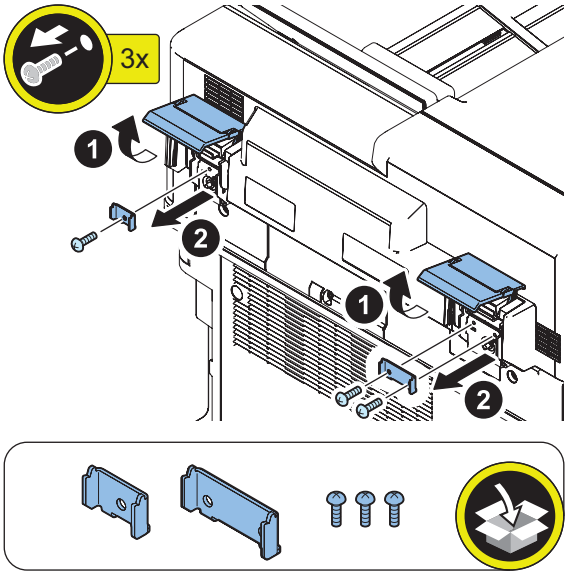
Installation Procedure

■ Removing the ADF

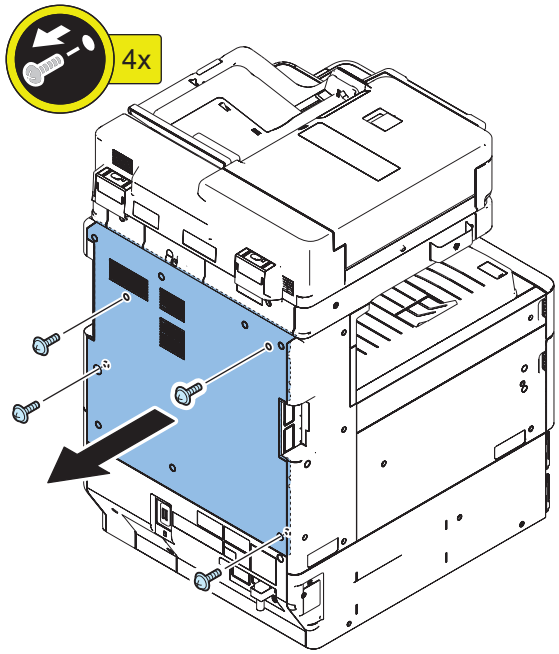
● In the case of 1-Pass ADF

□

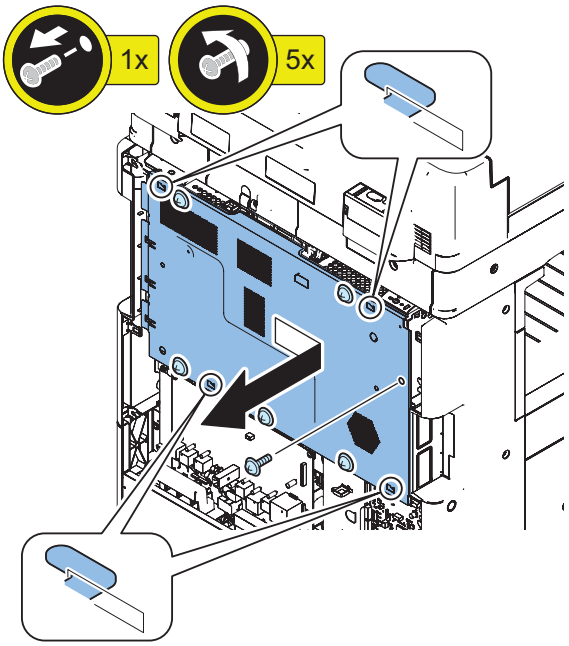
1.



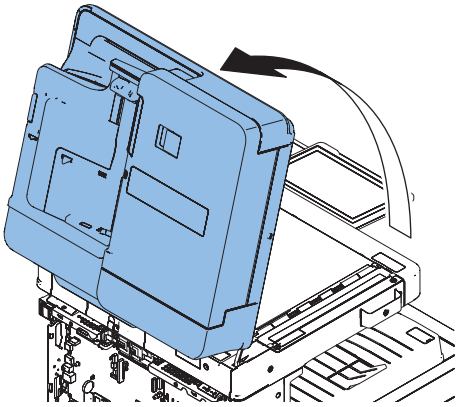
☐
2.



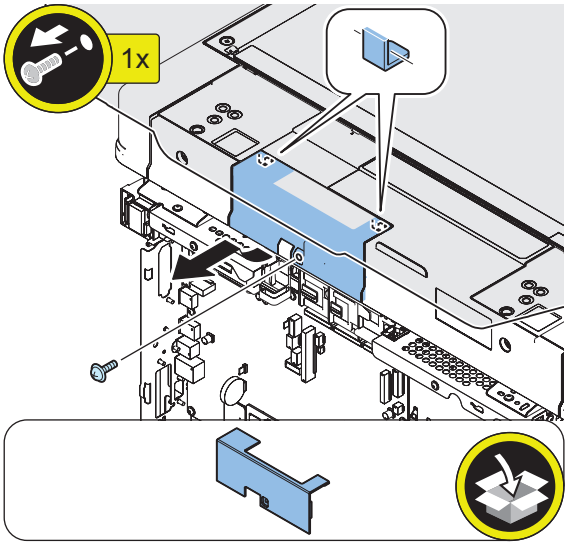
☐
3.



□
4.

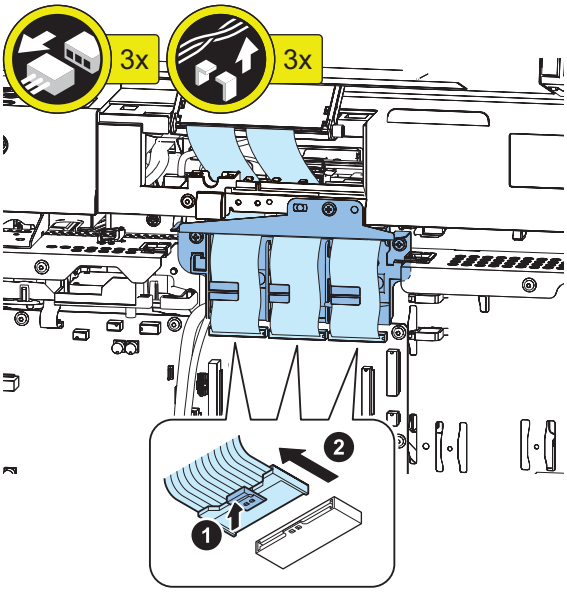


□
5.

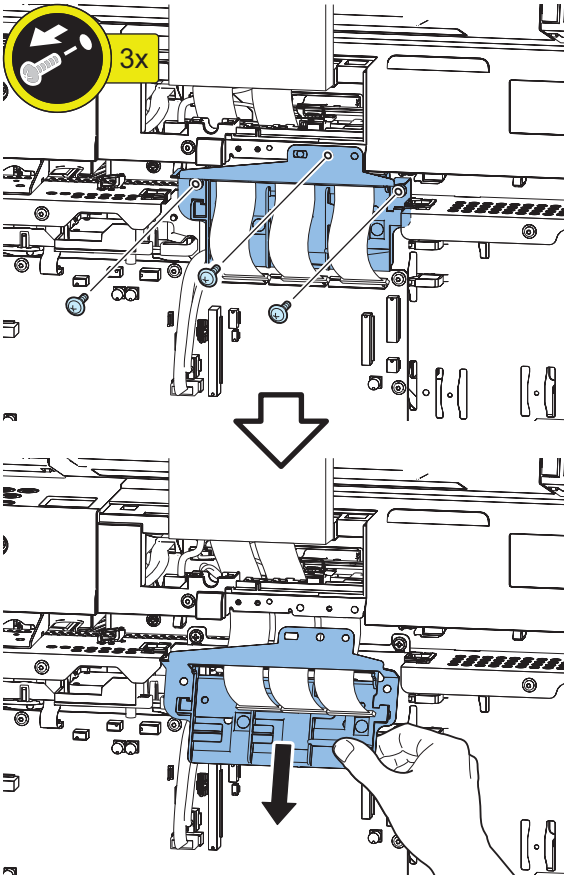


NOTE:
The removed screw will be used in step 14.

□
6.

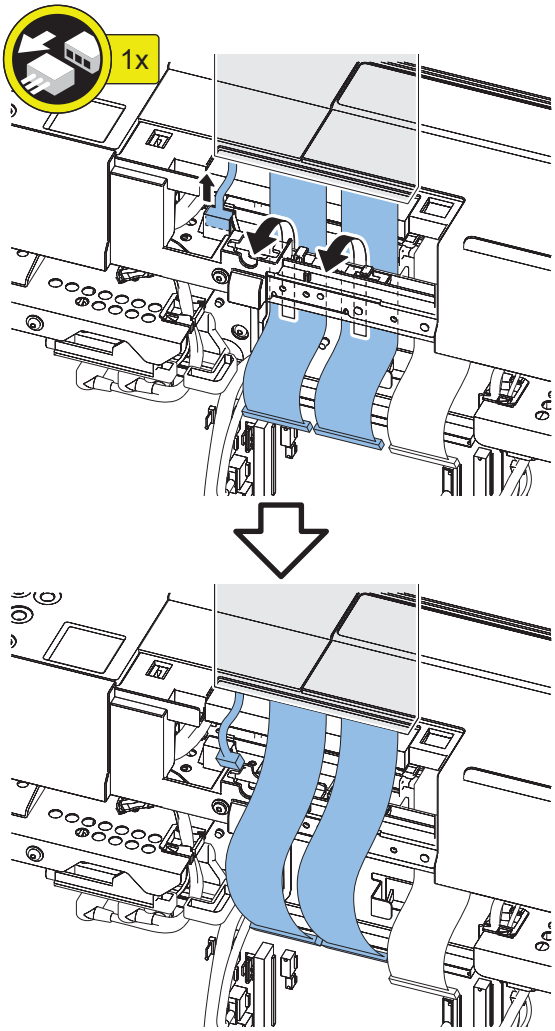


□
7.



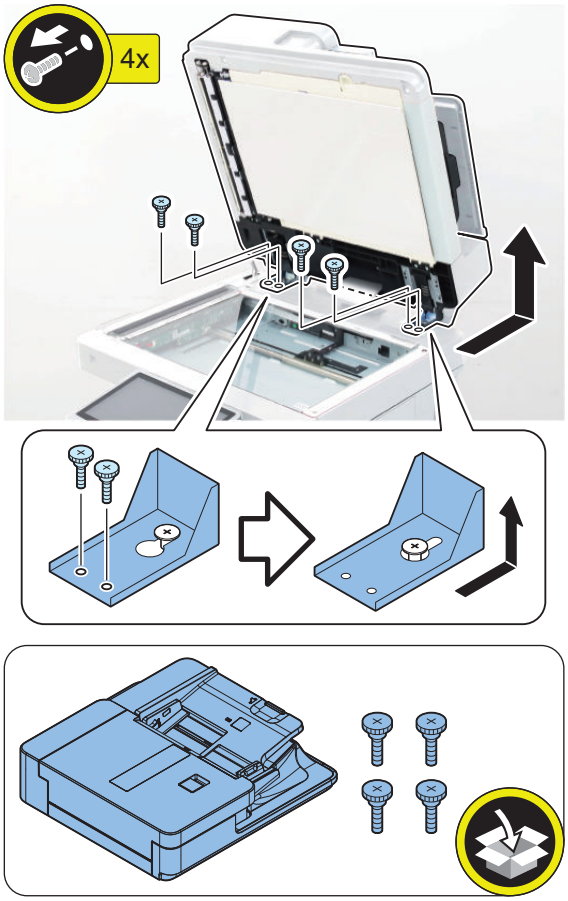
□

8.

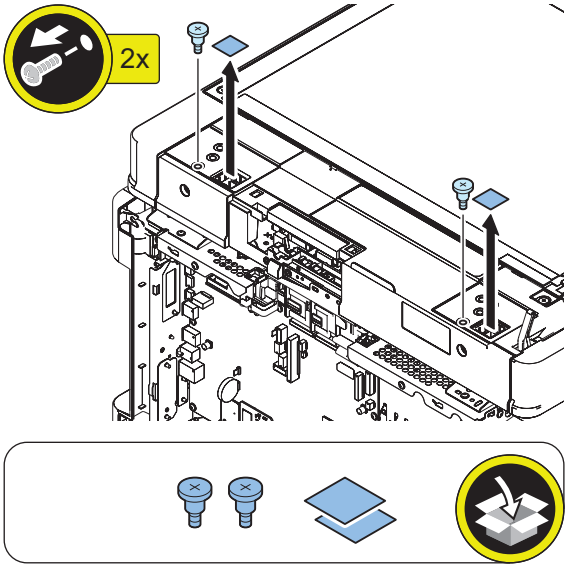


□
9.

⚠ CAUTION:
Be careful not to drop the DADF.

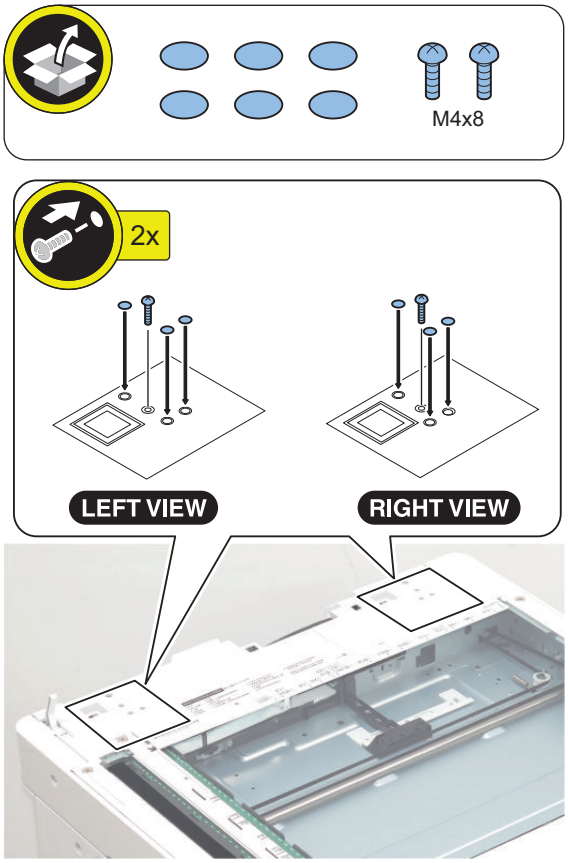


□
10.

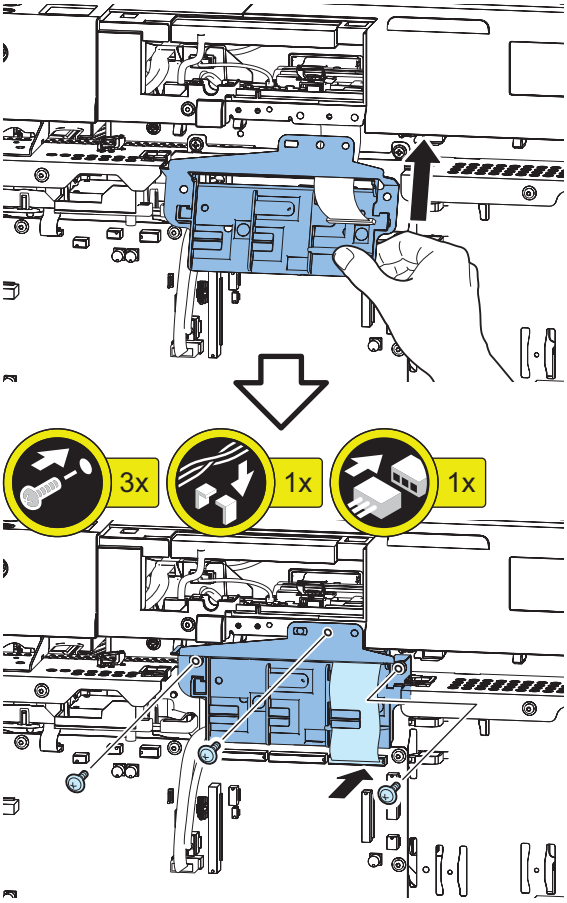


□

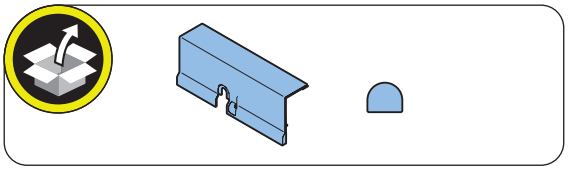
11.

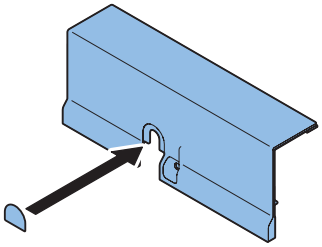


□
12.



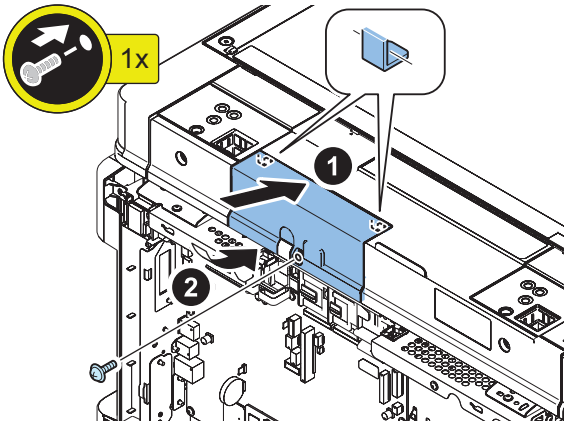
□
13.



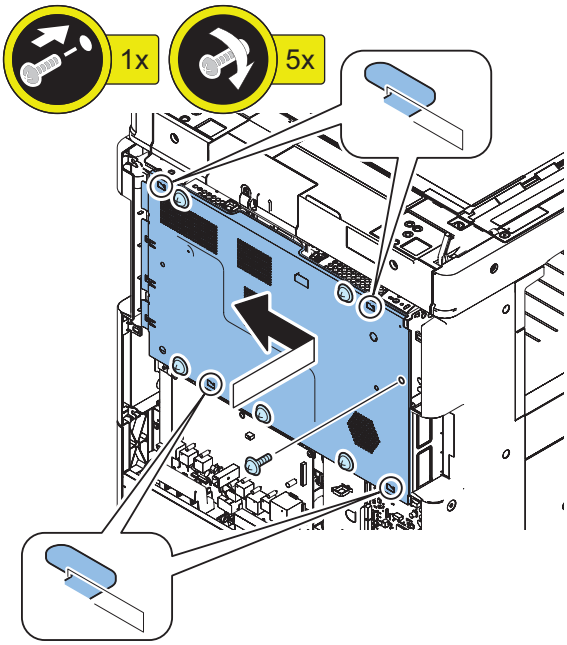


☐
14.

NOTE:
Use the screw removed in step 5.

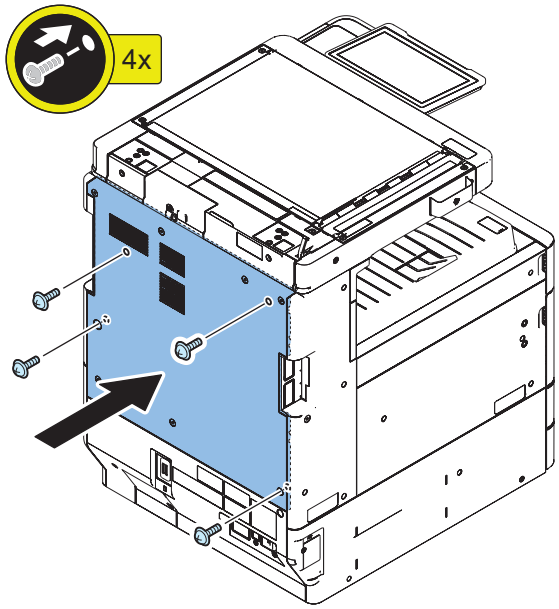


☐
15.



□

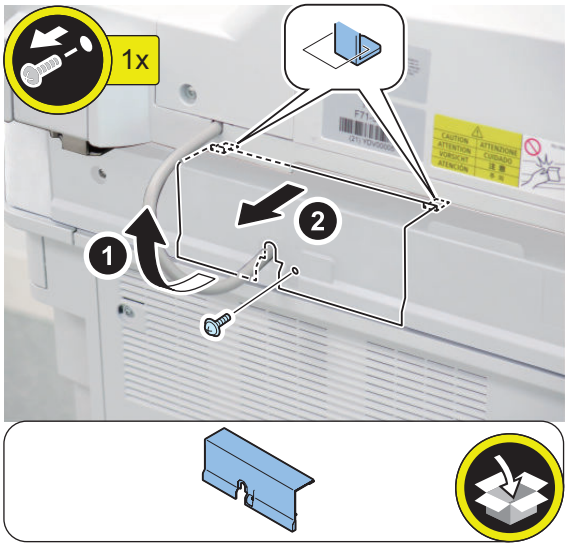
16.



• In the Case of the Reverse ADF

□

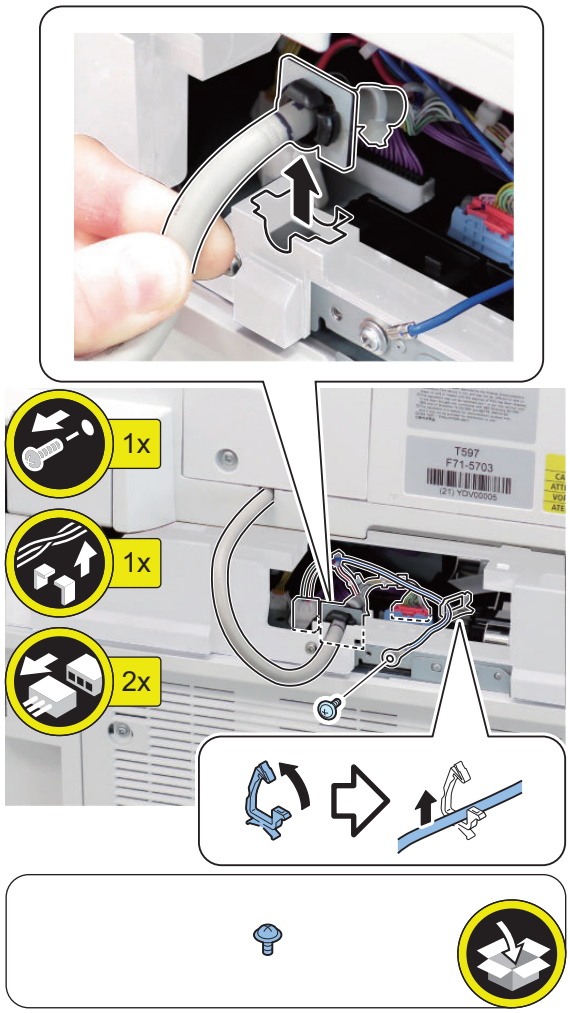
1.



NOTE:
The removed screw will be used in step 8.

□

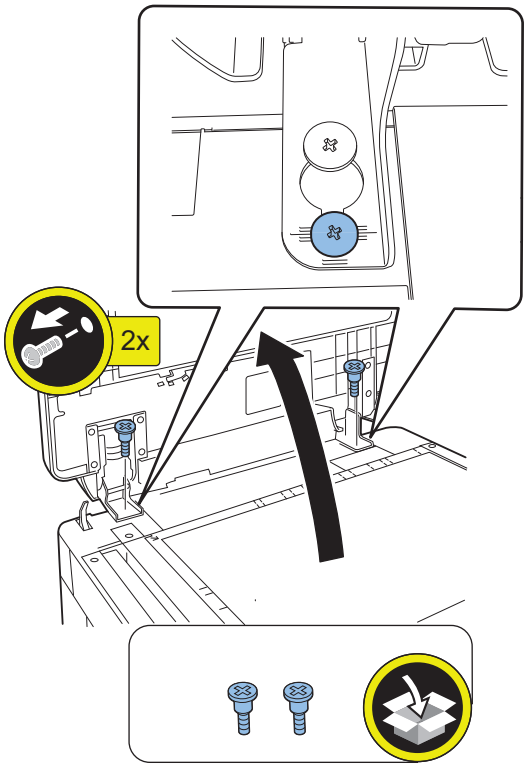
2.



□

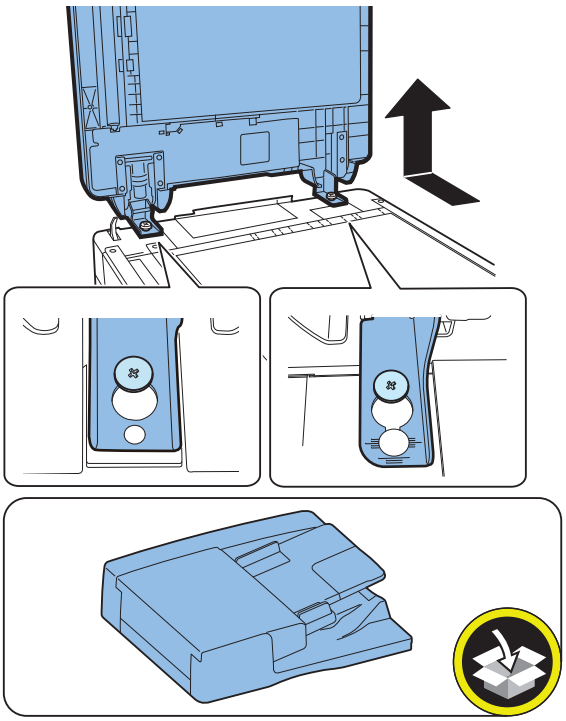
3.

⚠ CAUTION:
Be careful not to drop the DADF.



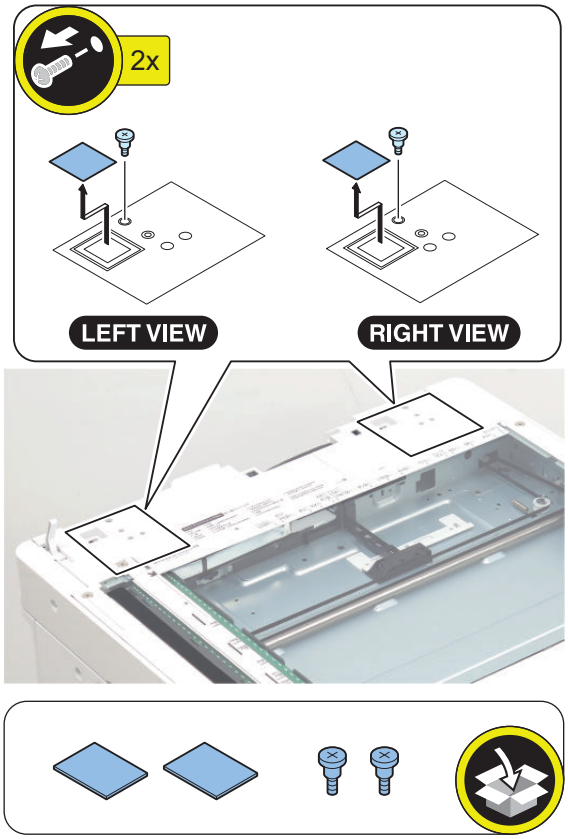
□

4.



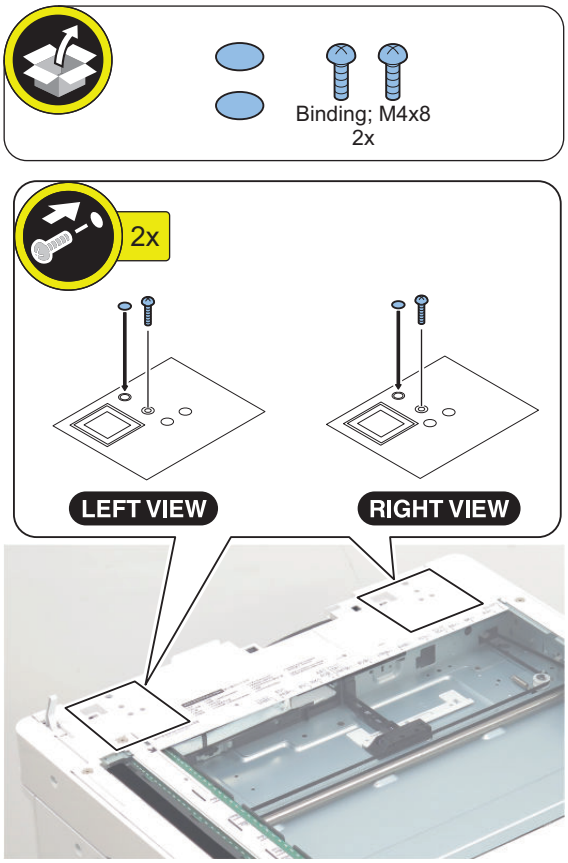
□

5.



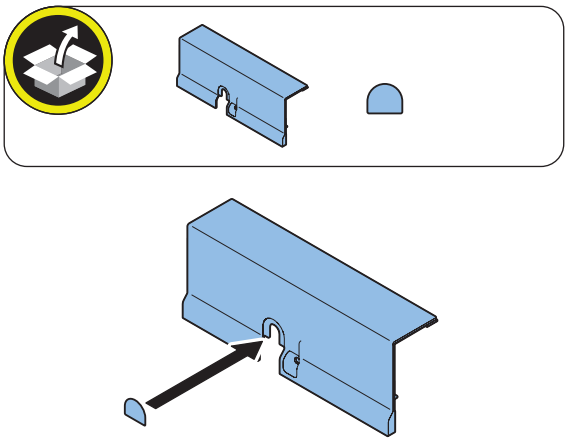
□

6.



□

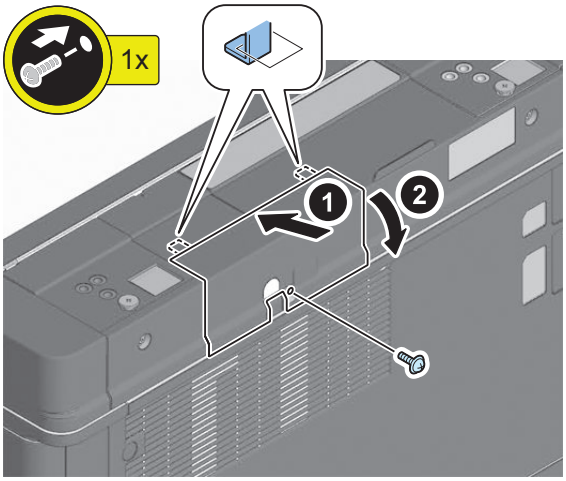
7.



□

8.

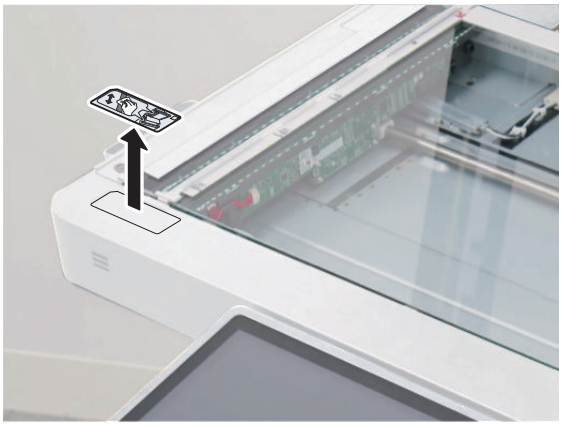
NOTE:
Use the screw removed in step 1.

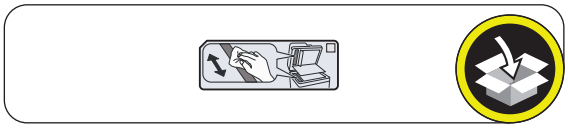


■ Installing the Equipment

□

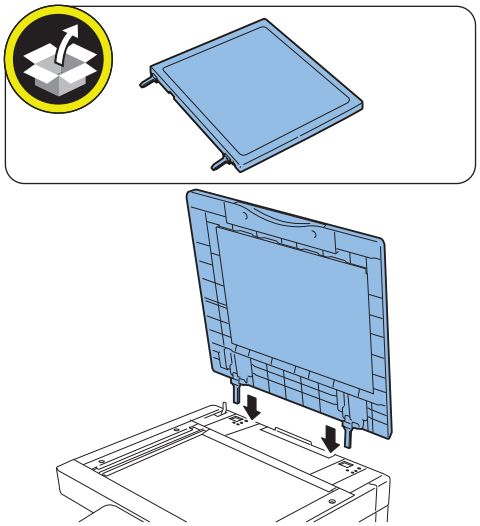
1.





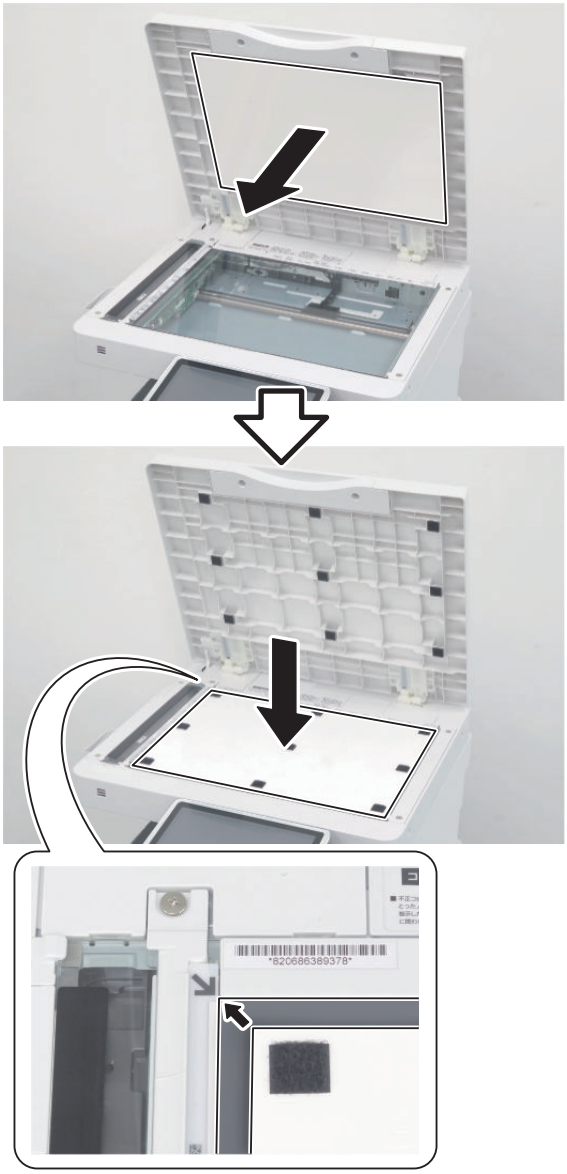
□
2.

□
3.



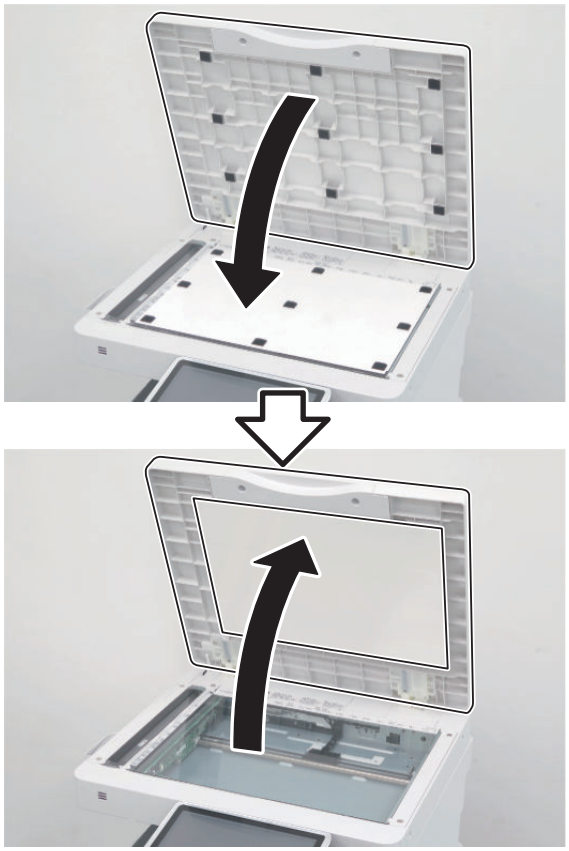
□

4.



□

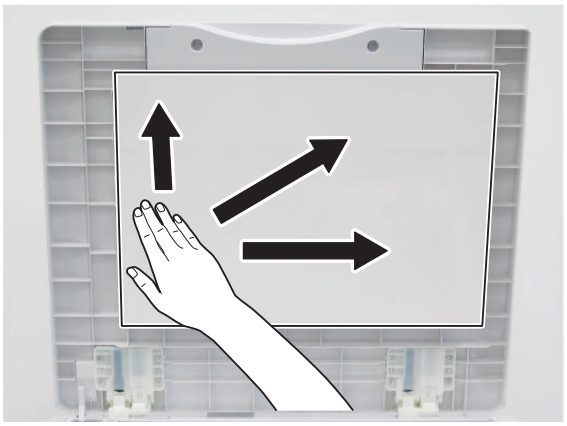
5.



□

6.

CAUTION:
If the White Plate is pressed from top to bottom, it is placed on the Index Sheet, so be sure to press it from bottom to top.

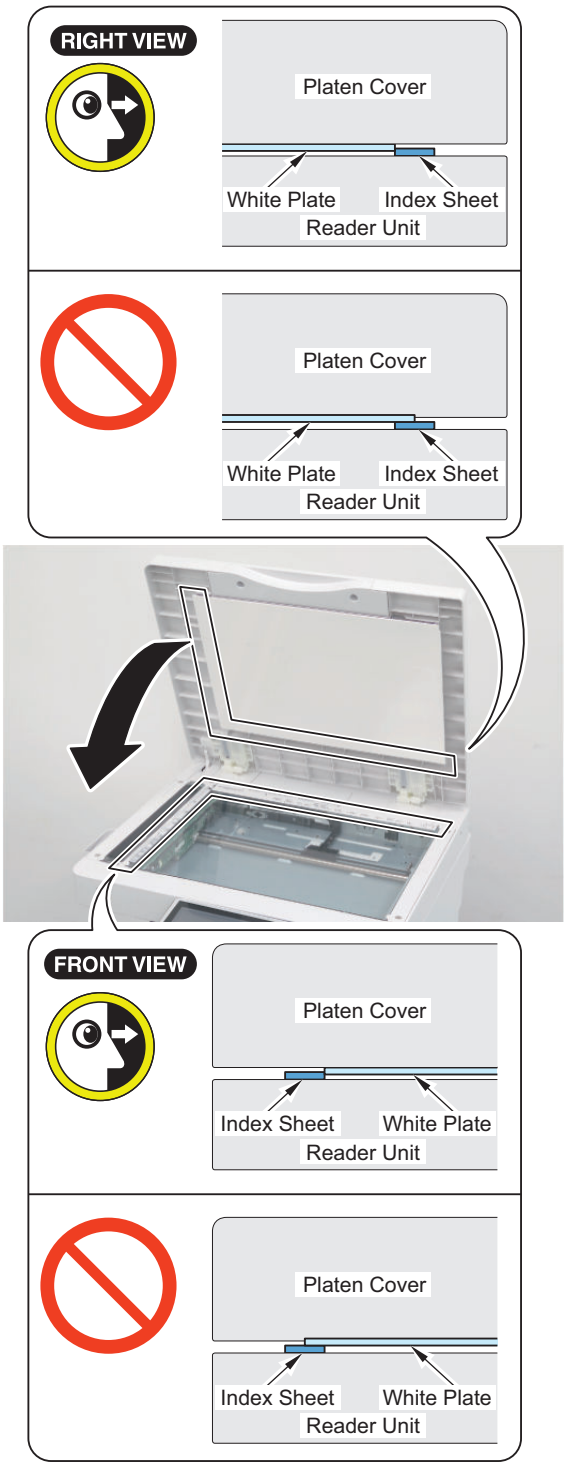


□

7.

CAUTION:

- Be sure that there is no gap (0.3 mm or less as a guide) between the White Plate and the Index Sheet.
- Check that the White Plate is not placed on the Index Sheet.



□

8. Connect the power plug to the outlet.

□

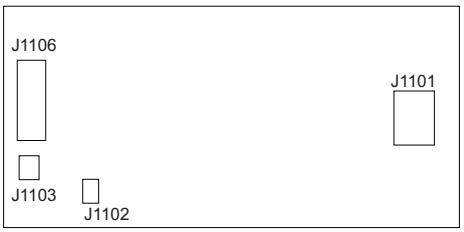
9. **Turn ON the main power switch.**

Heater Kit-N2

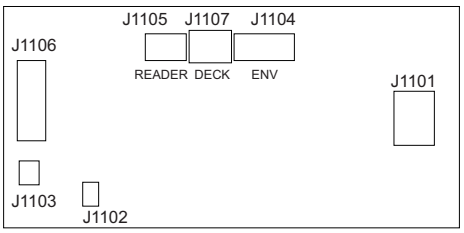
Points to Note on Installation

- When the Cassette Heater PCB as standard is installed to the position to show in "Installation Outline Drawing", replace the Cassette Heater PCB with the Heater PCB bundled in the this product.

- Cassette Heater PCB



- Heater PCB



- If the Cassette Heater PCB is installed, replace it with this equipment before installation of the options when installing the Reader Heater and Drum Heater.
- If the Cassette Heater PCB is not installed, install this equipment before installation of the options when installing the Cassette Heater, Reader Heater and Drum Heater.
- The pictures and illustrations used may be different from the product in front of you, but the procedure is the same.

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

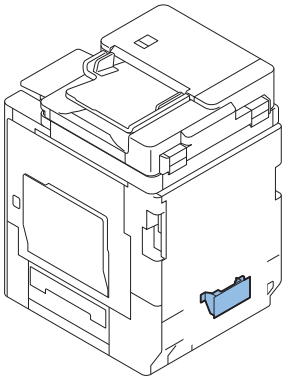
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

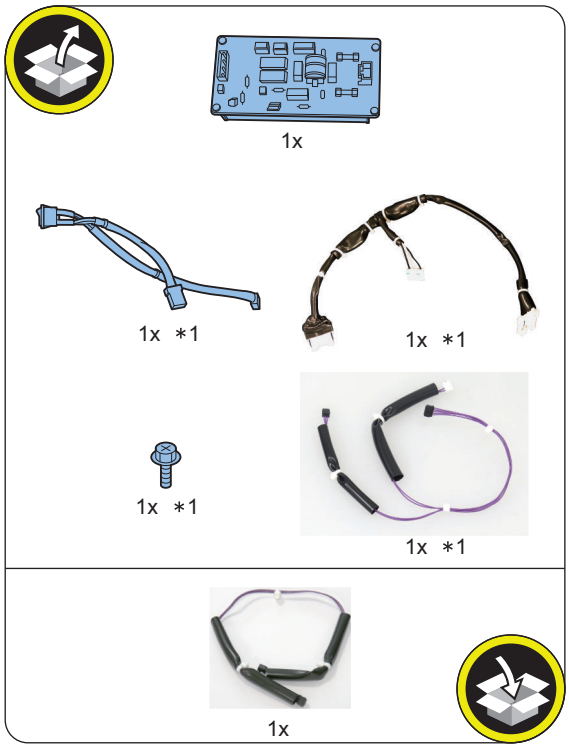
The following message is displayed.

1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing



Checking the Contents



*1 : When the Cassette Heater PCB as standard is installed,this item is installed. Therefore, this item is not used.

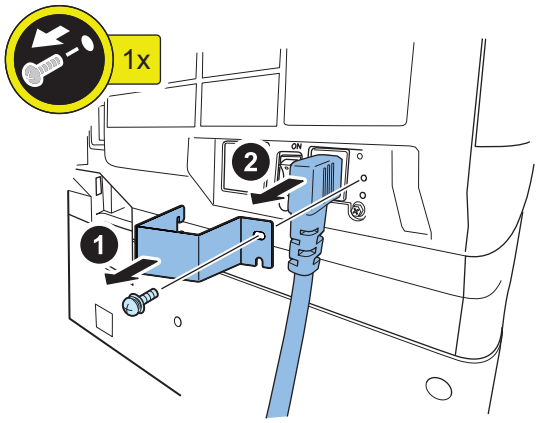
Installation Procedure (When the Cassette Heater PCB as standard is installed)

■ Preparation of the Host Machine

□

1. **Remove the Plug Cover (120V only), and then disconnect the Power Plug.**

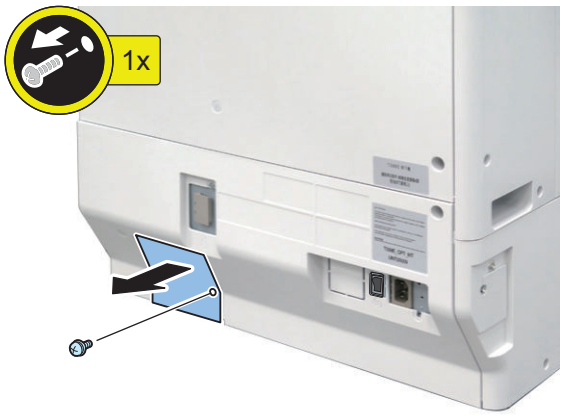
- 1 Screw



□

2. **Remove the Connector Cover.**

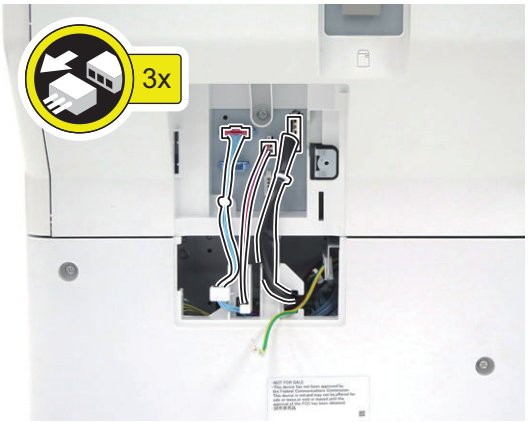
- 1 Screw



☐

3. **When the Cassette Pedestal is installed, disconnect the Connectors.**

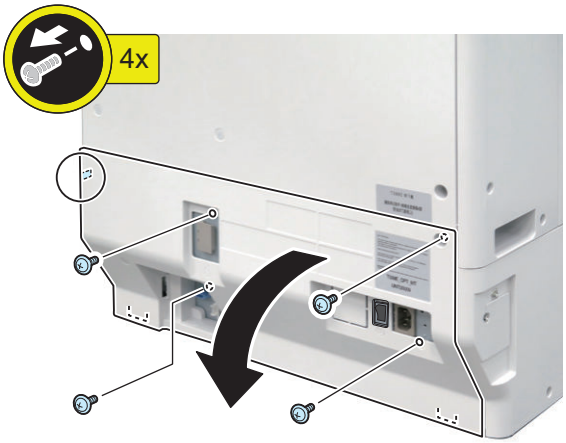
- 3 Connectors



☐

4. **Remove the Lower Rear Cover.**

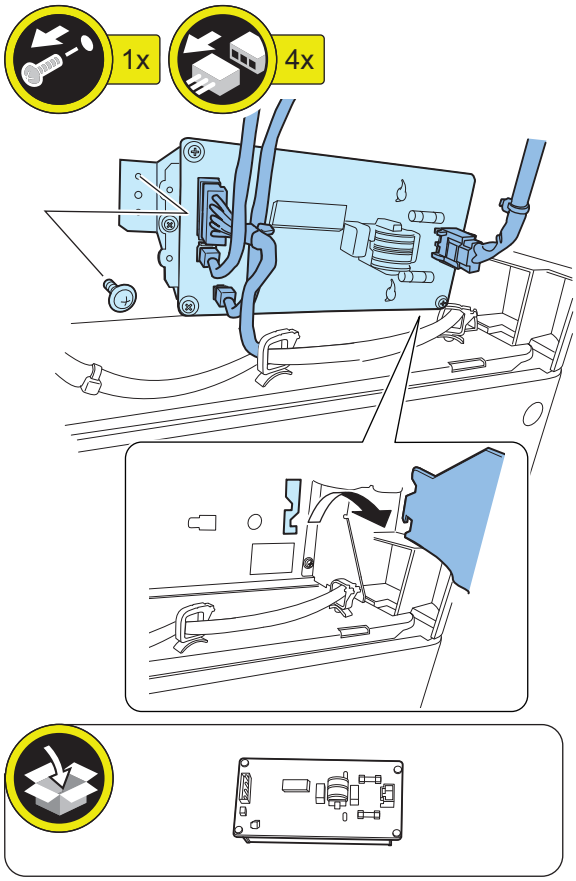
- 4 Connectors
- 1 Screw



□

5. Remove the Cassette Heater PCB. (The removed screws will be used in step 1 of "Installing the Heater PCB".)

- 4 Connectors
- 1 Screw

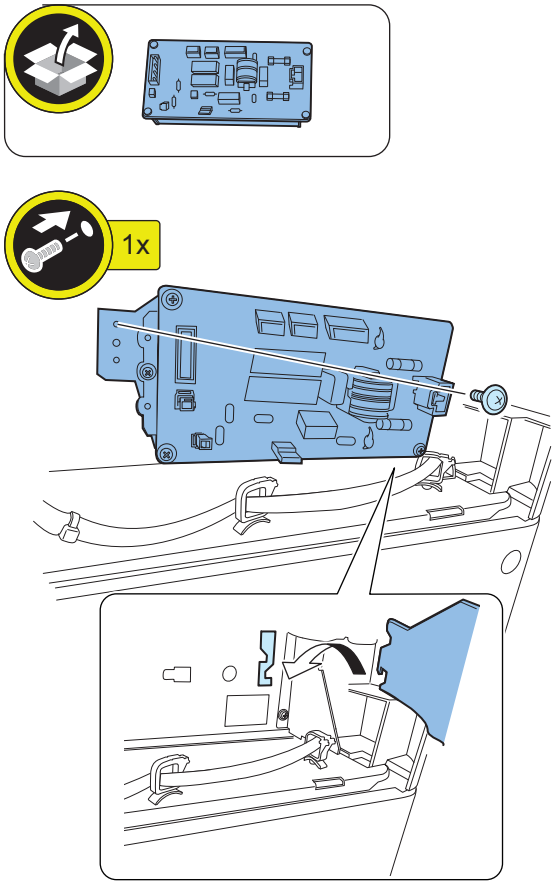


■ Installing the Heater PCB

☐

1. **Install the Heater PCB.**

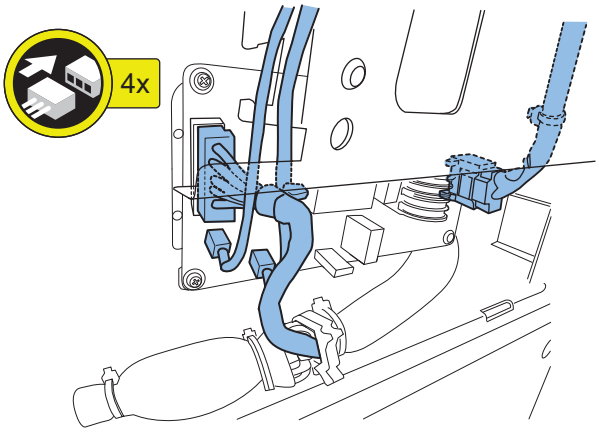
- 1 Screw (removed at Step 5 in "Preparation for Host Machine")



☐

2. **Connect the disconnected connectors to the Heater PCB.**

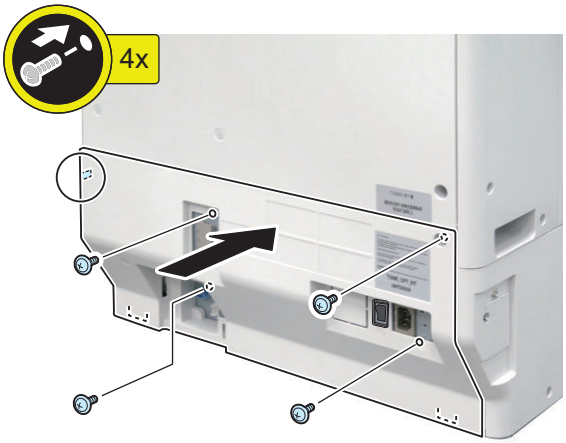
- 4 Connectors



☐

3. **Install the Lower Rear Cover.**

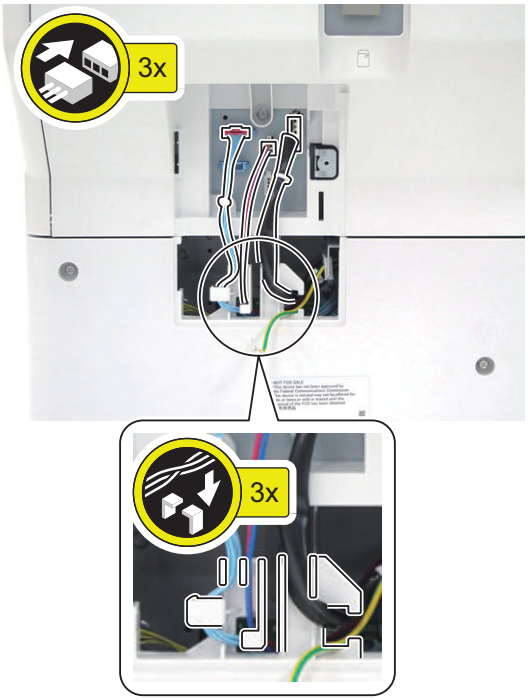
- 1 Claw
- 4 Screws



☐

4. **Connect the Connectors. (When the Cassette Pedestal is installed)**

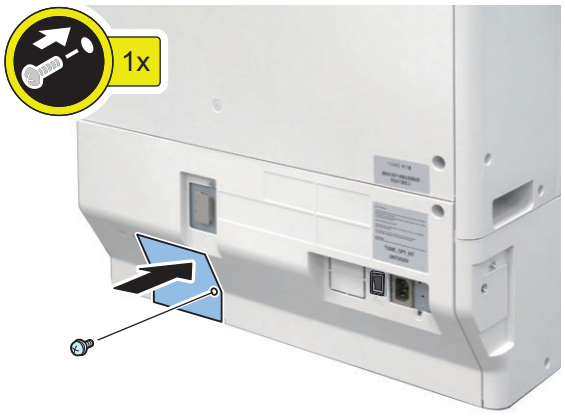
- 3 Guides
- 3 Connectors



☐

5. **Install the Connector Cover.**

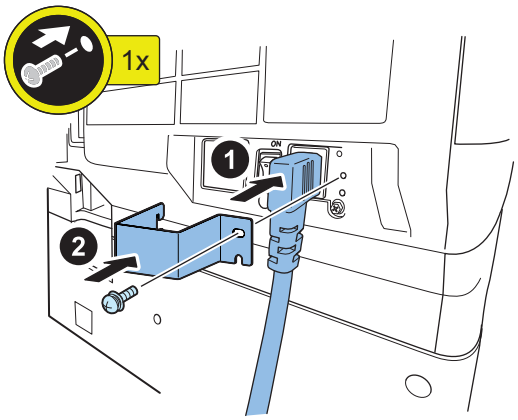
- 1 Screw



☐

6. **Connect the Power Plug, and then install the Plug Cover (120V only).**

- 1 Screw



☐

7. **After installing the optional heater, turn ON the Heater Switch.**

☐

8. **Connect the power plug of the host machine to the power outlet.**

☐

9. **Turn ON the main power switch.**

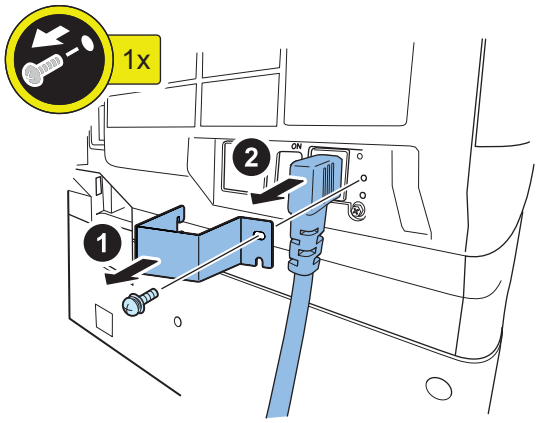
Installation Procedure (When the Cassette Heater PCB as standard is not installed)

■ Preparation of the Host Machine

□

1. **Remove the Plug Cover (120V only), and then disconnect the Power Plug.**

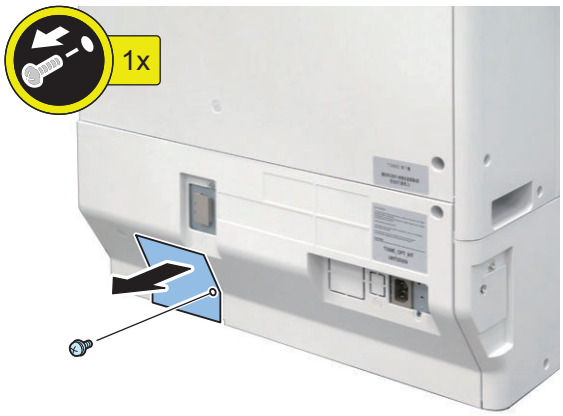
- 1 Screw



□

2. **Remove the Connector Cover.**

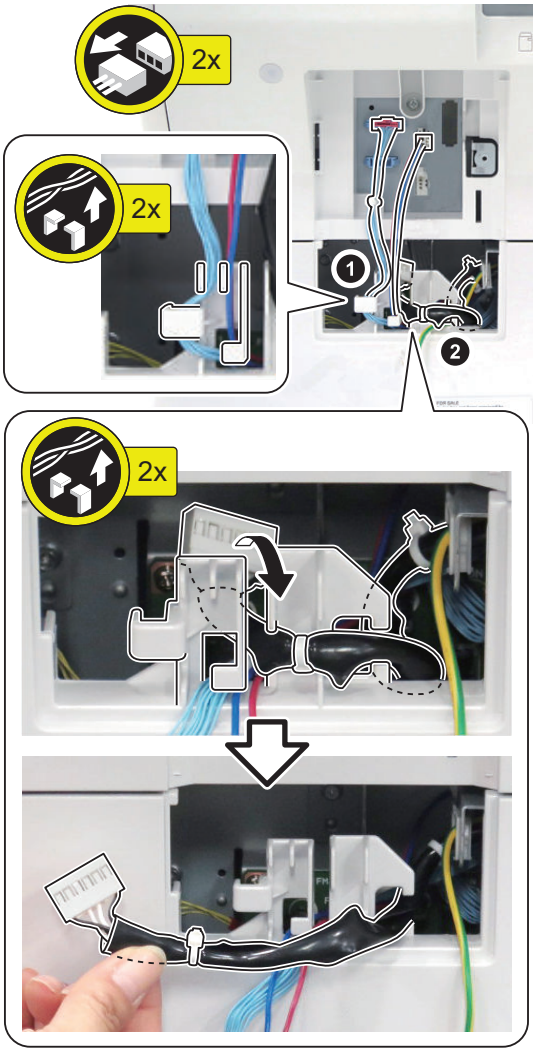
- 1 Screw



☐

3. When the Cassette Pedestal is installed, disconnect the Connectors.

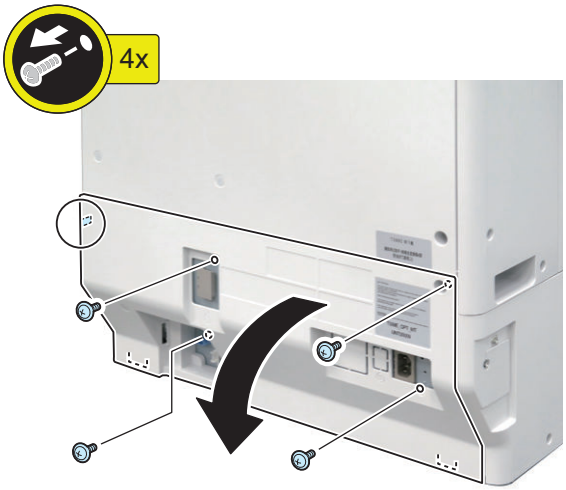
- 2 Connectors



☐

4. **Remove the Lower Rear Cover.**

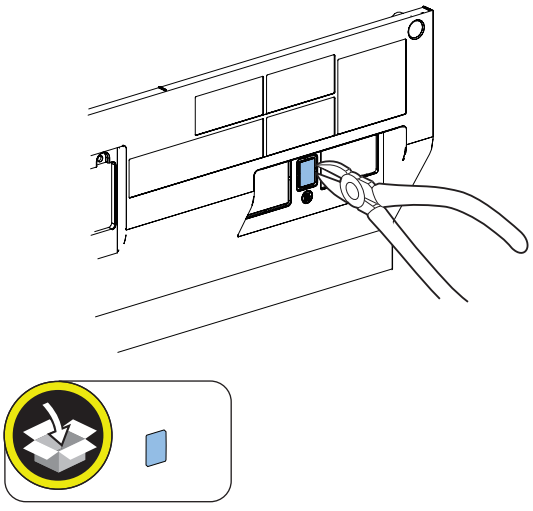
- 4 Screws
- 1 Claw



☐

5. **Cut off the Face Cover of the Rear Cover with side cutters.**

CAUTION:
Be sure to remove the face cover properly so that no burr is formed.



■ Installing the Heater Kit

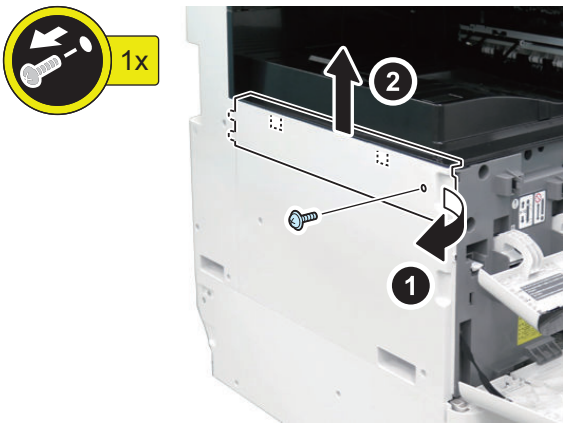
☐

1. **Open the Front Cover and Front Upper Cover.**

☐

2. **Remove the Left Upper Cover.**

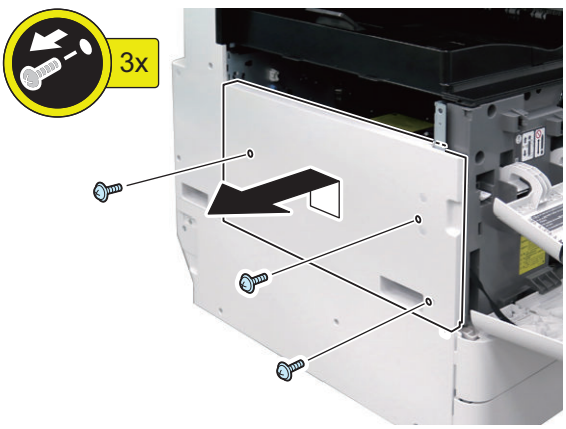
- 1 Screw



☐

3. **Remove the Left Cover.**

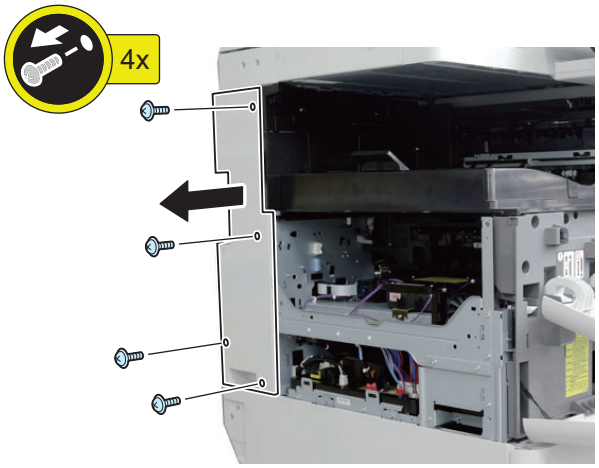
- 3 Screws



☐

4. **Remove the Left Rear Cover.**

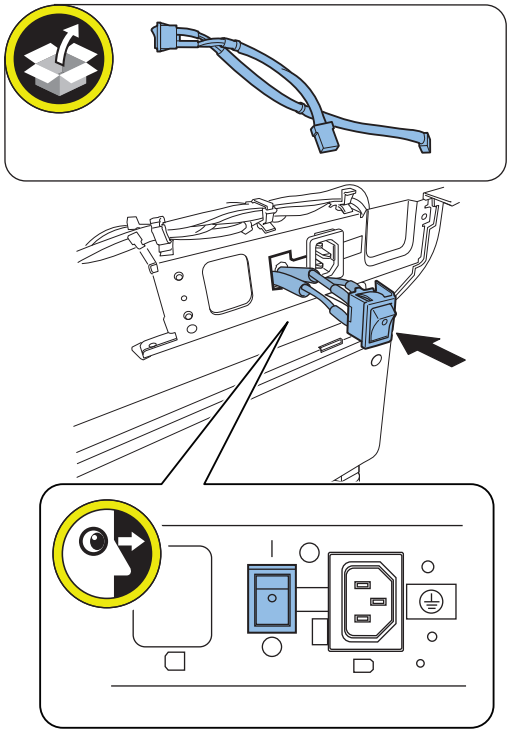
- 4 Screws



☐

5. **Install the Heater SW Harness in the Power Cord Bracket.**

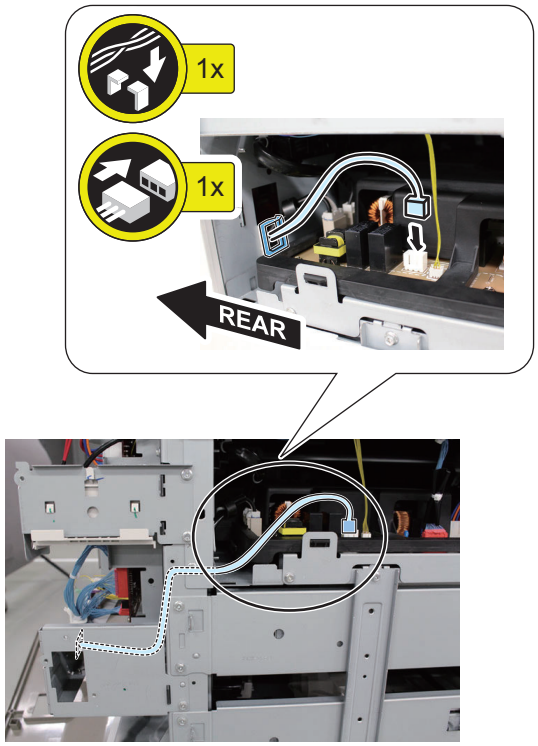
CAUTION:
Install the Heater SW Harness in the correct direction referring to the figure in the Power Cord Bracket.



☐

6. **Put the longer harness of Heater SW Harness through the edge saddle on the rear frame, connect the connector of the Heater SW Harness to JPW104 of the Power Supply Unit.**

- 1 Edge Saddle
- 1 Connector



NOTE:
When the Cassette Heater is not installed, proceed to Step 8.

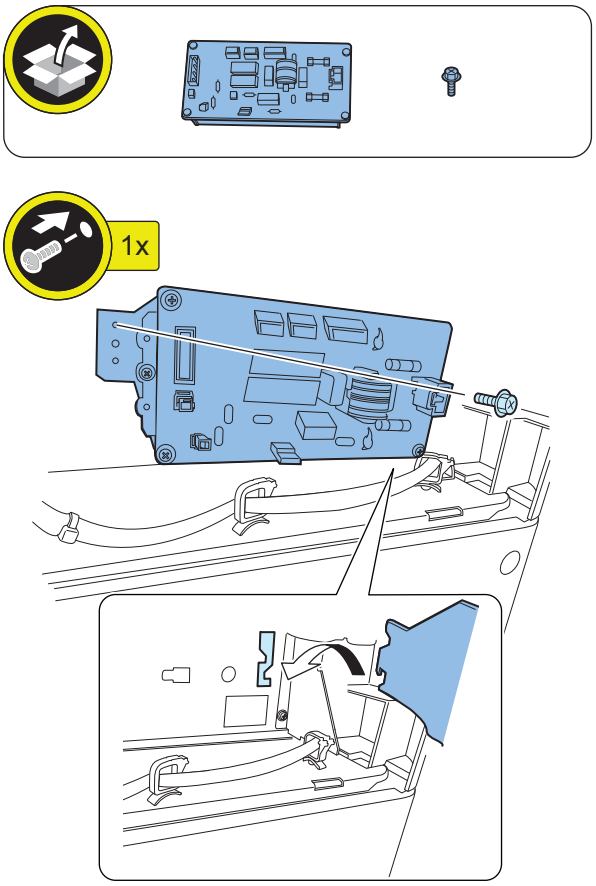
☐

7. **When the Cassette Heater is installed, connect the connector of the second long branch of the Heater AC Harness to the Cassette Heater Connector.**

☐

8. **Install the Heater PCB.**

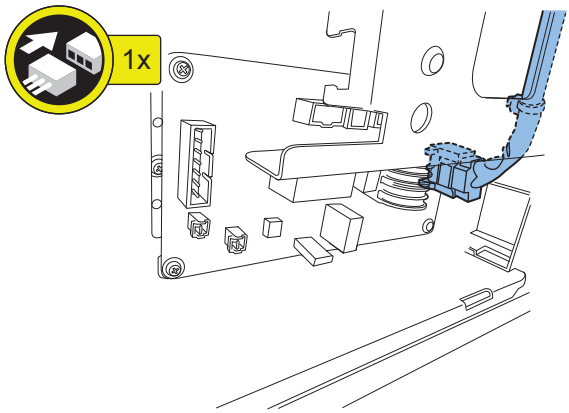
- 1 Screw (RS Tightening; M3x8)



☐

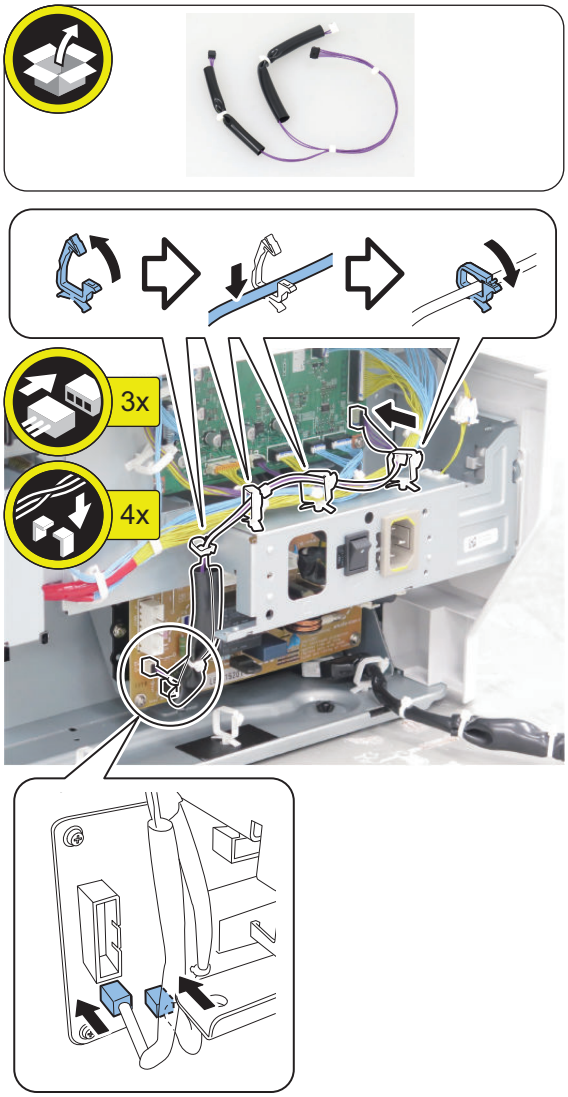
9. **Connect the connector of the shorter harness of the Heater SW Harness to J1101 of the Heater PCB.**

- 1 Connector



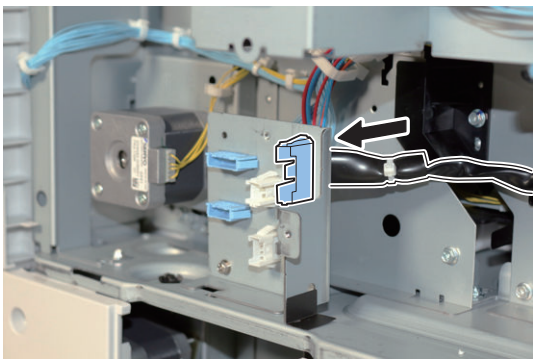
□

10.



□

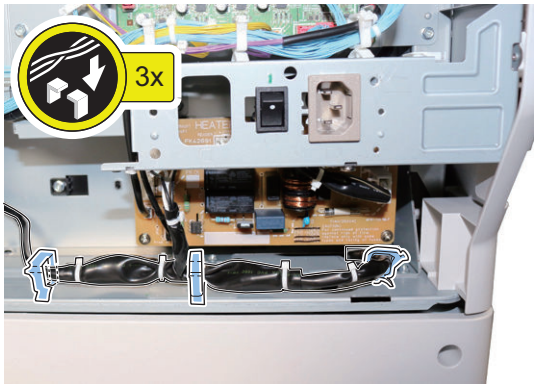
11. **Attach the connector of the longest branch of the Heater AC Harness to the Cassette Relay Bracket.**



☐

12. Install the Heater AC Harness as shown in the figure.

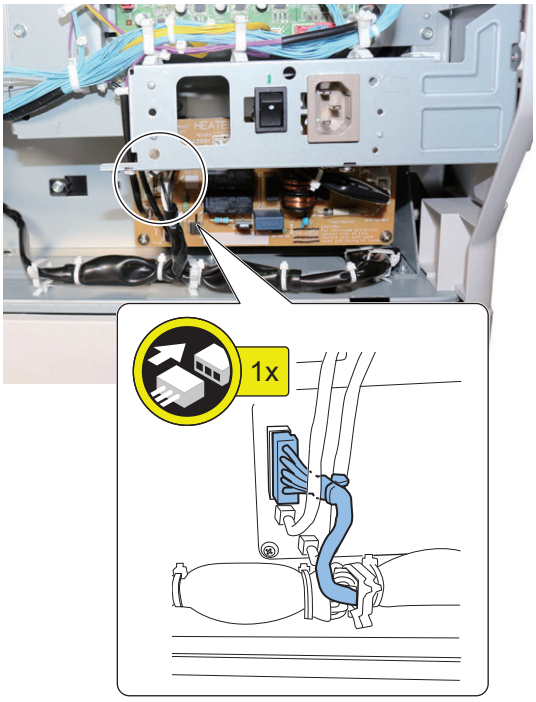
- 3 Wire Saddles



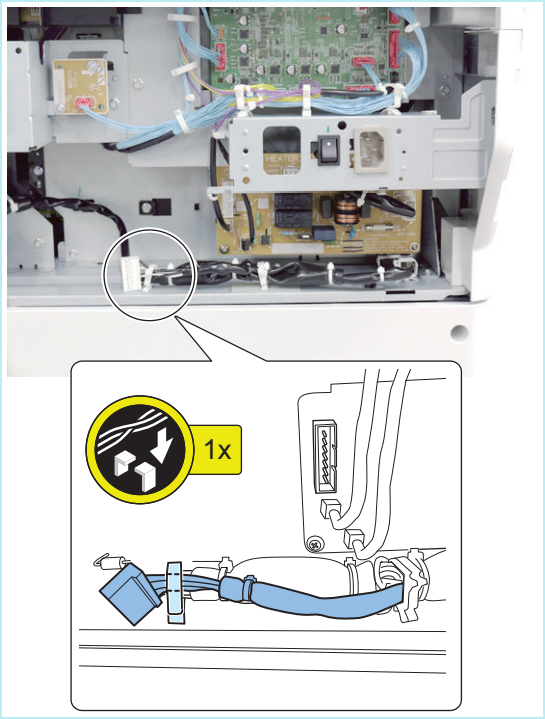
□

13. When the Cassette Heater is installed, connect the connector of the Heater AC Harness to J1106 of the Heater PCB.

- 1 Connector



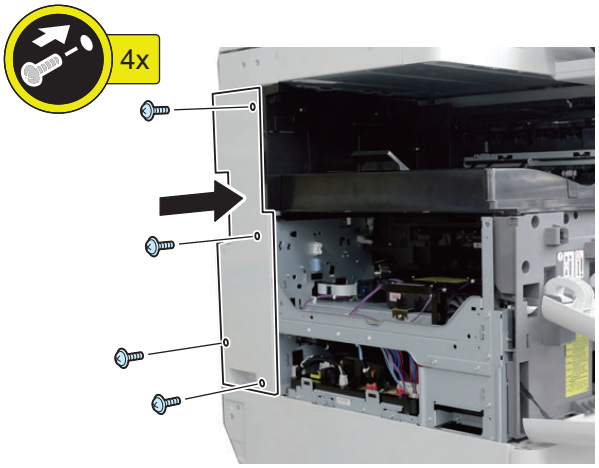
NOTE:
When the Cassette Heater is not installed, clamp the Heater AC Harness as shown in the figure.



☐

14. **Install the Left Rear Cover.**

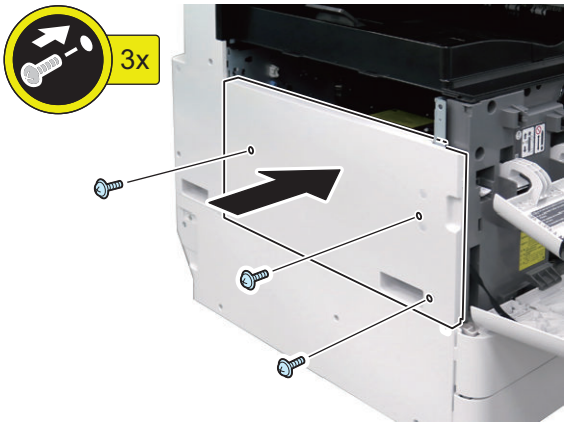
- 4 Screws



☐

15. **Install the Left Cover.**

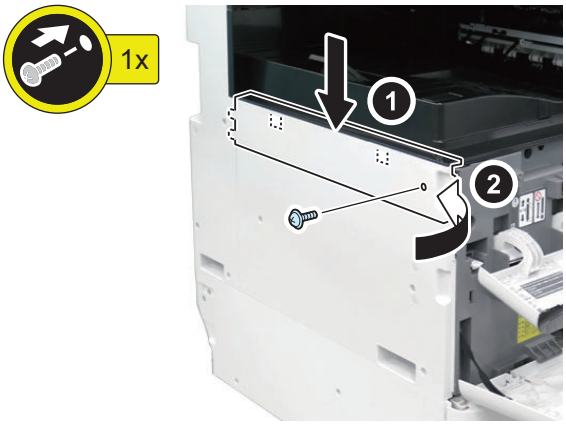
- 3 Screws



☐

16. Install the Left Upper Cover.

- 2 Claws
- 1 Screw



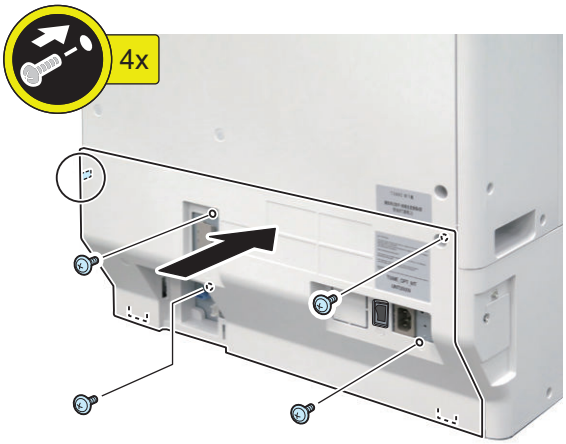
☐

17.

☐

18. Install the Lower Rear Cover.

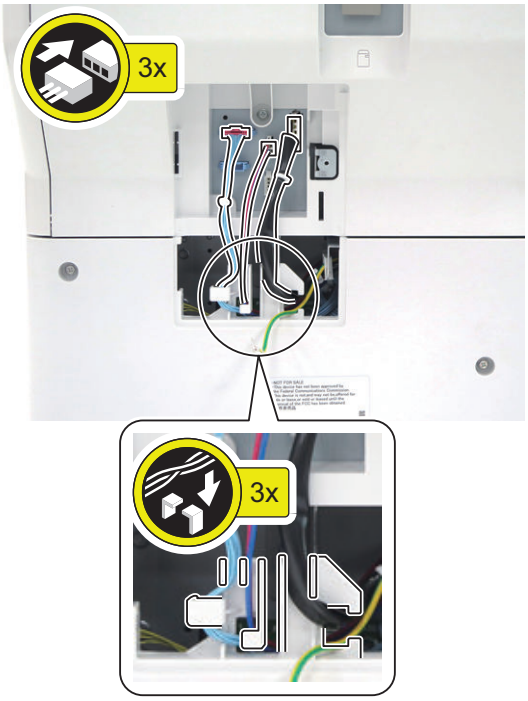
- 1 Claw
- 4 Screws



☐

19. Connect the Connectors. (When the Cassette Pedestal is installed.)

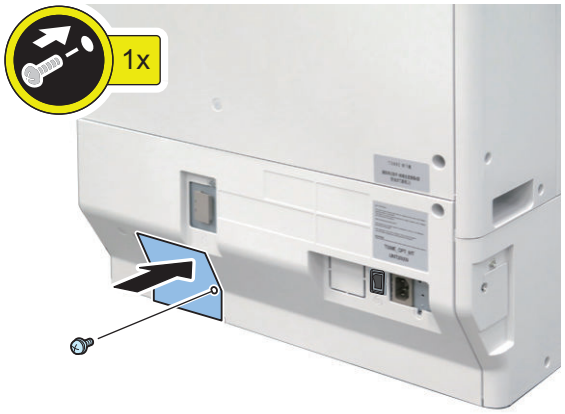
- 3 Guides
- 3 Connectors



☐

20. Install the Connector Cover.

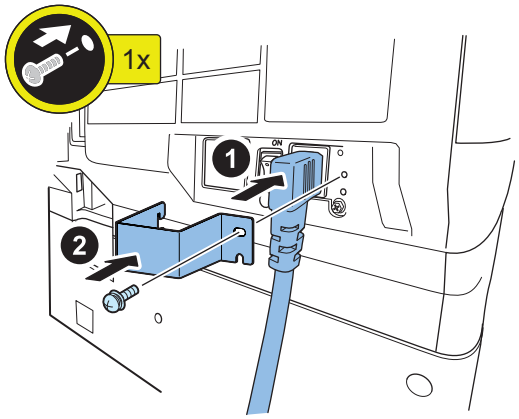
- 1 Screw



☐

21. **Connect the Power Plug, and then install the Plug Cover (120V only).**

- 1 Screw



☐

22. **After installing the optional heater, turn ON the Heater Switch.**

☐

23. **Connect the power plug of the host machine to the power outlet.**

☐

24. **Turn ON the main power switch.**

Reader Heater Unit-J4/J5

Points to Note before Installation

- The Heater PCB must be installed before installing this equipment (refer to Installation of the Service Manual).
- The pictures and illustrations used may be different from the product in front of you, but the procedure is the same.

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> ⚠ **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

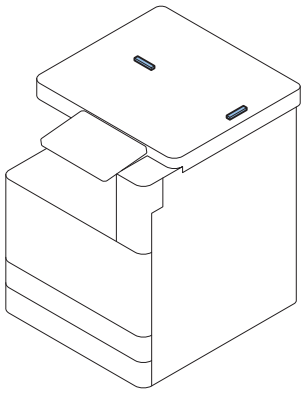
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

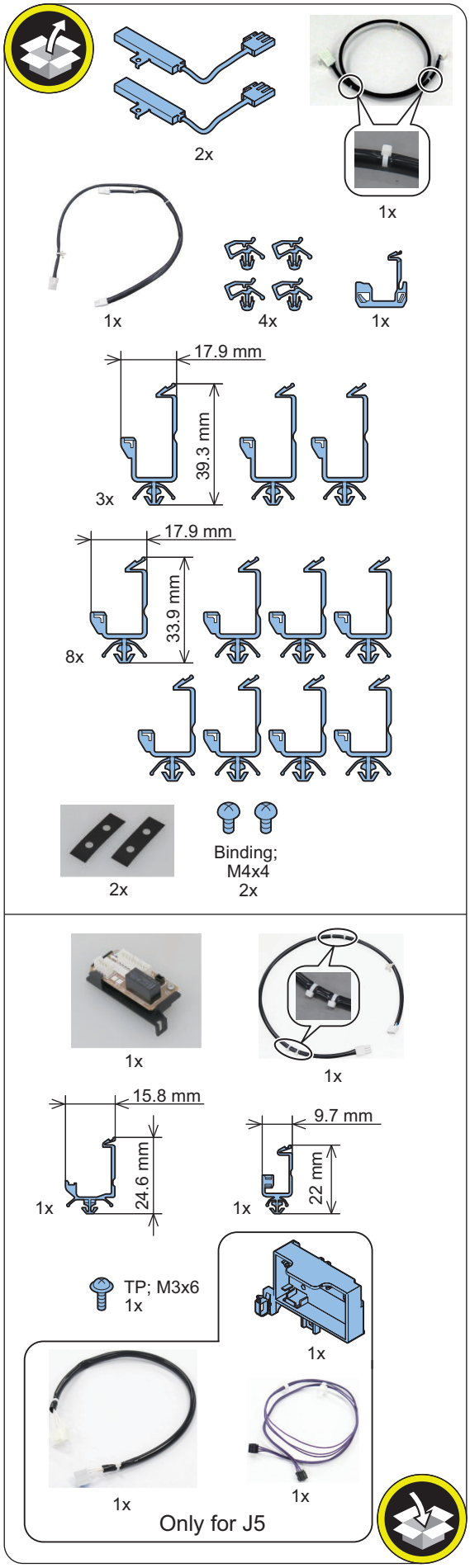
The following message is displayed.

1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing



Checking the Contents

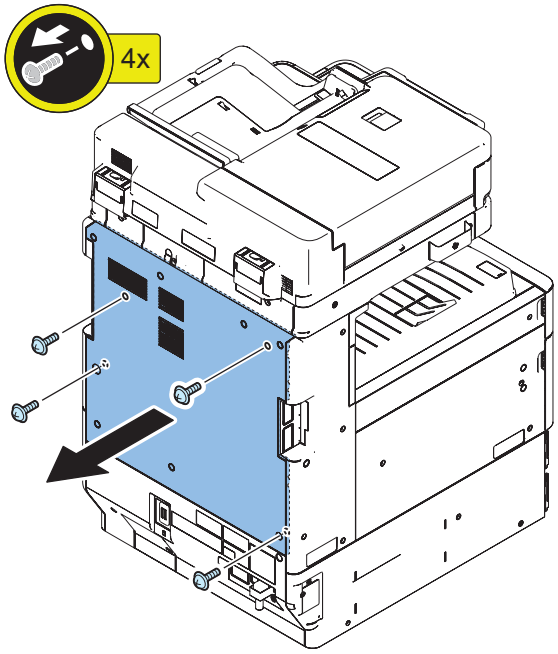


Installation Procedure

■ Removing the Main Controller Box

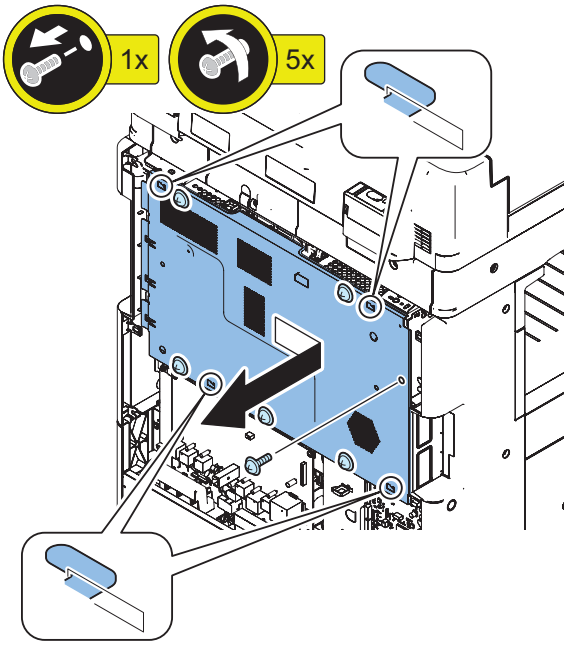
□

1.



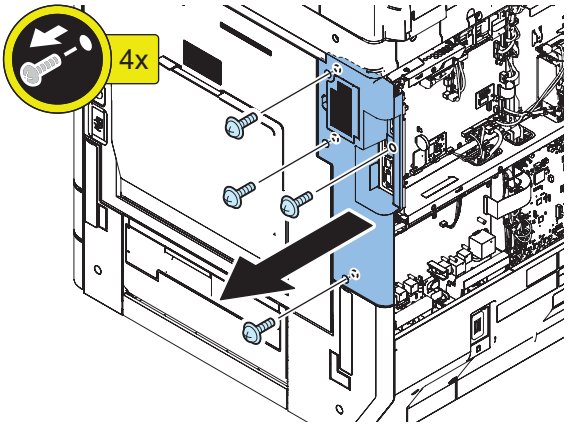
□

2.



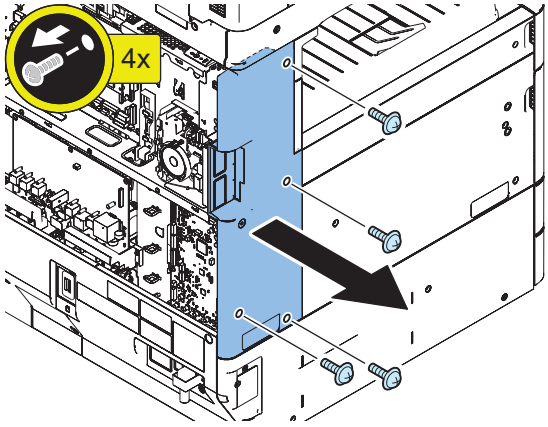
□

3.



□

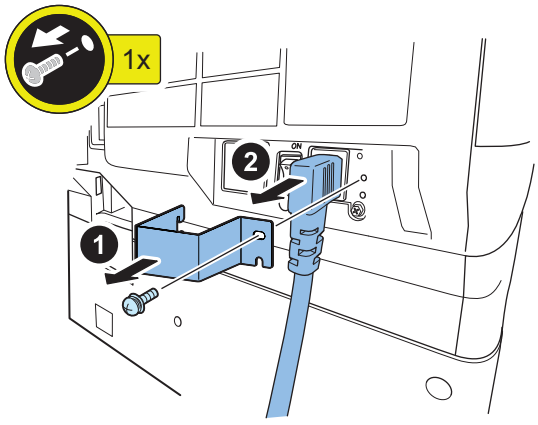
4.



□

5.

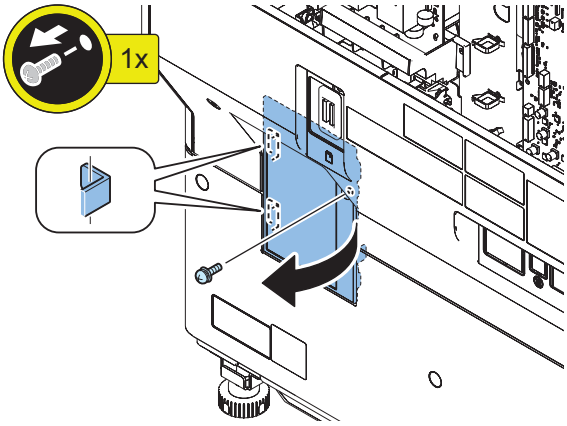
NOTE:
For the machines other than 120 V machine, disconnect only the Power Supply Cord.



□

6.

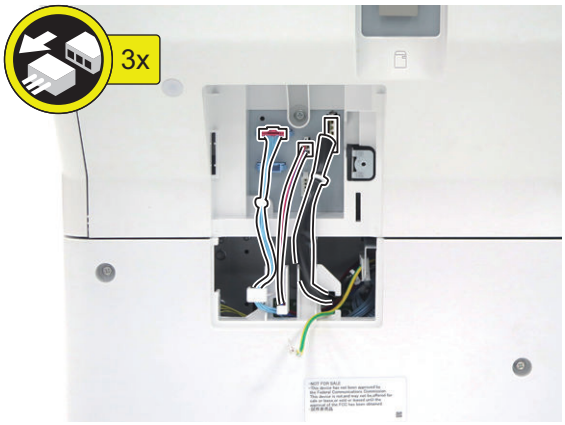
NOTE:
The procedure is the same even if the Cassette Pedestal is not installed.



□

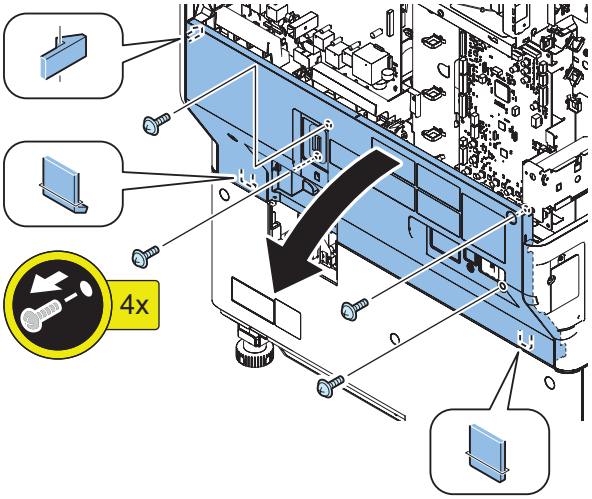
7. <Only when the Cassette Pedestal is installed>

NOTE:
- If the Cassette Heater is not installed, disconnect the 2 connectors.
- The position of connectors is different with the 2-cassette Pedestal and High Capacity Cassette Pedestal.



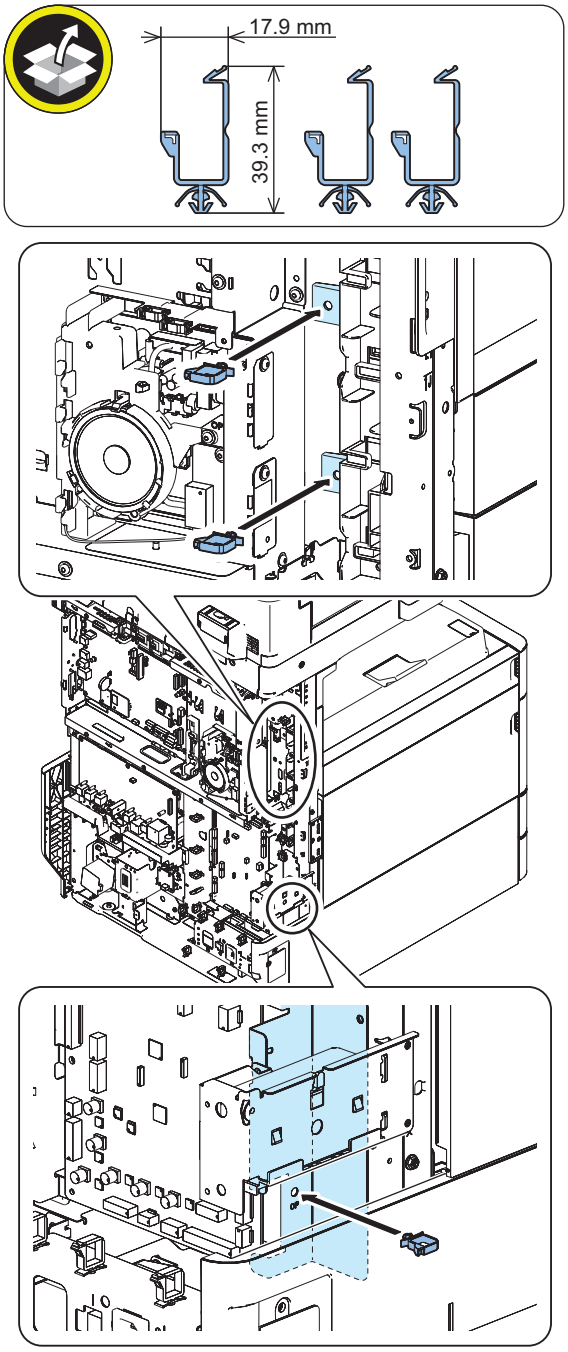
□

8.



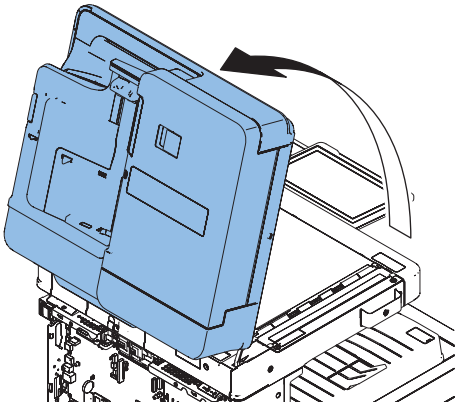
□

9.



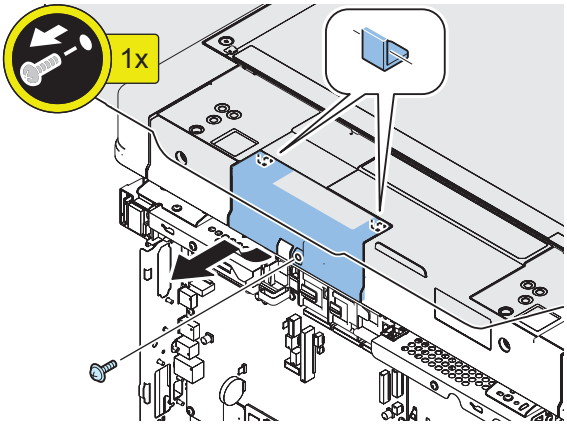
□

10.



□

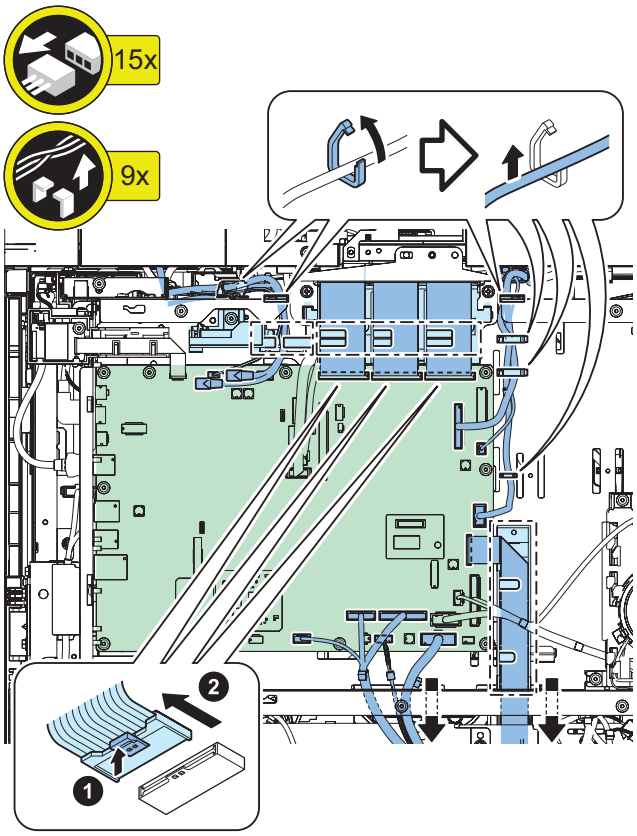
11.



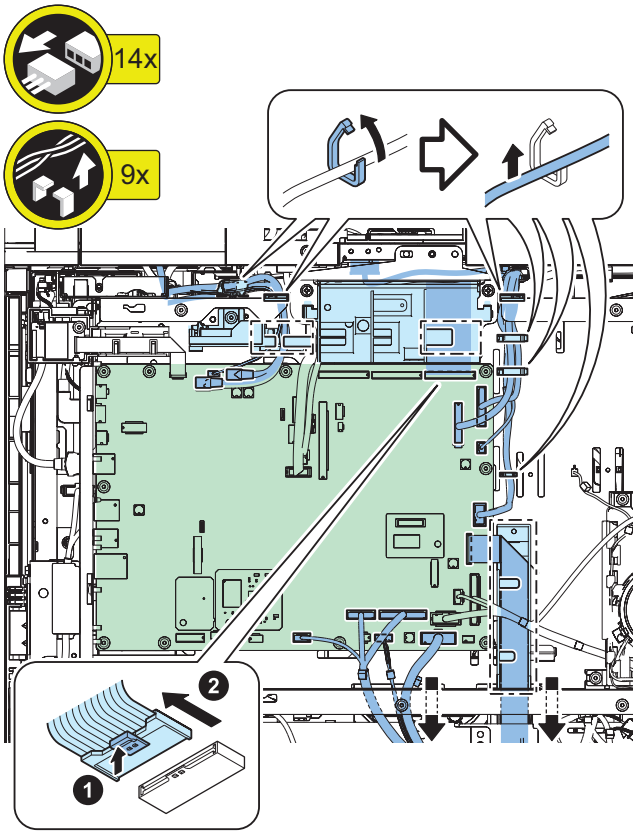
□

12.

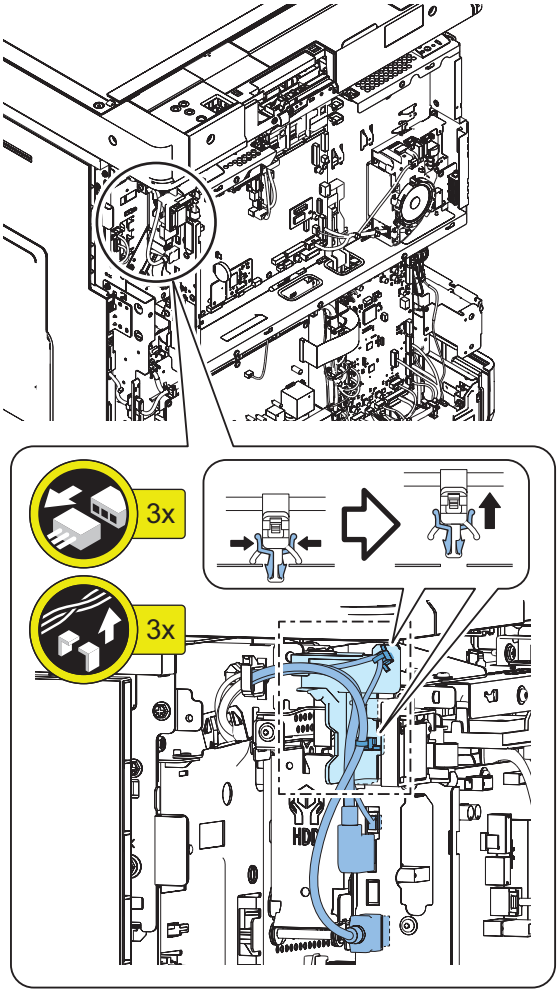
<In the case of 1-Pass ADF>



<In the case of Reverse ADF>



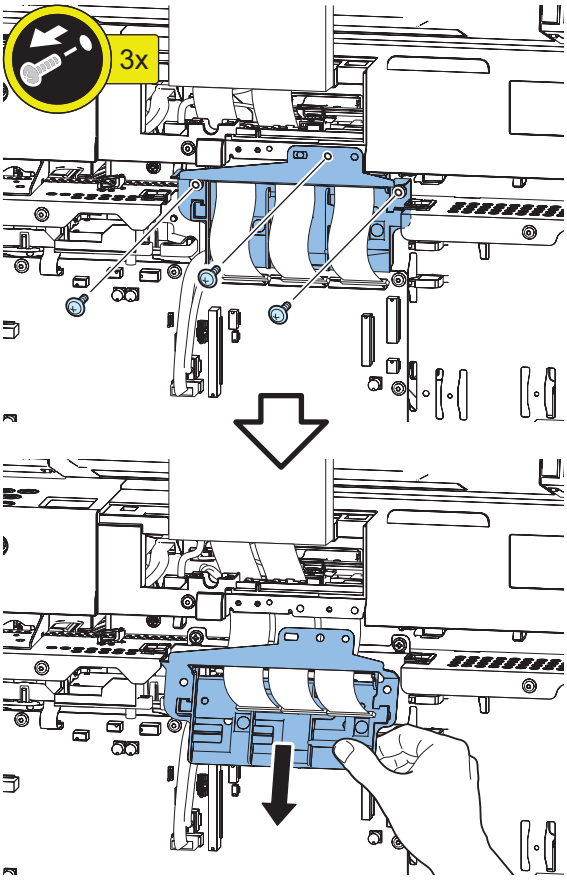
□
13.



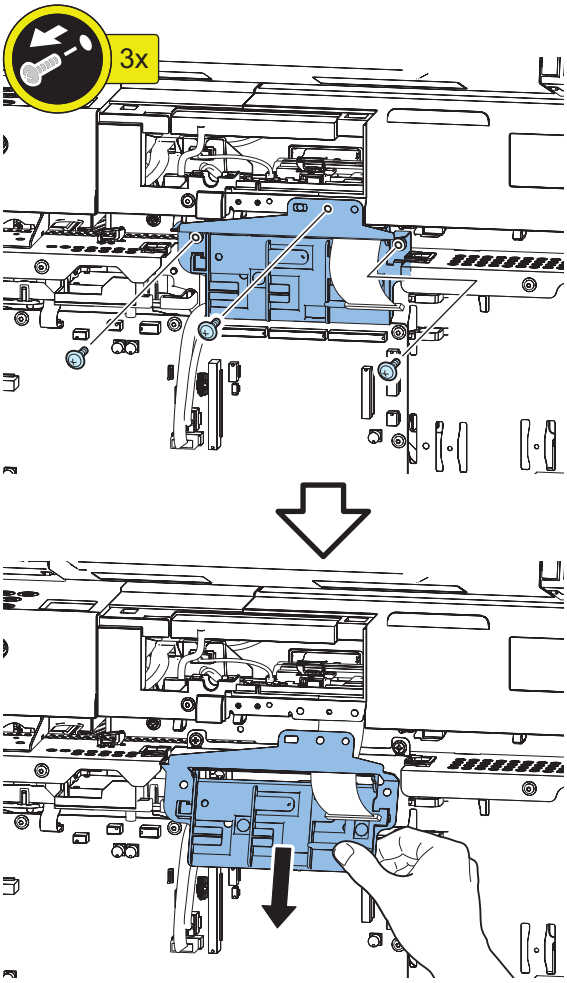
□

14.

<In the case of 1-Pass ADF>

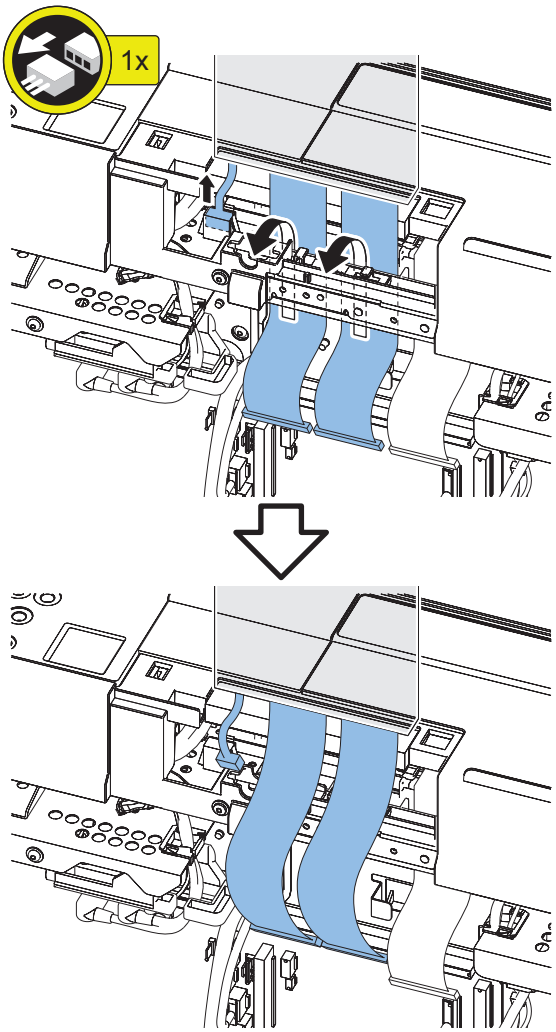


<In the case of Reverse ADF>

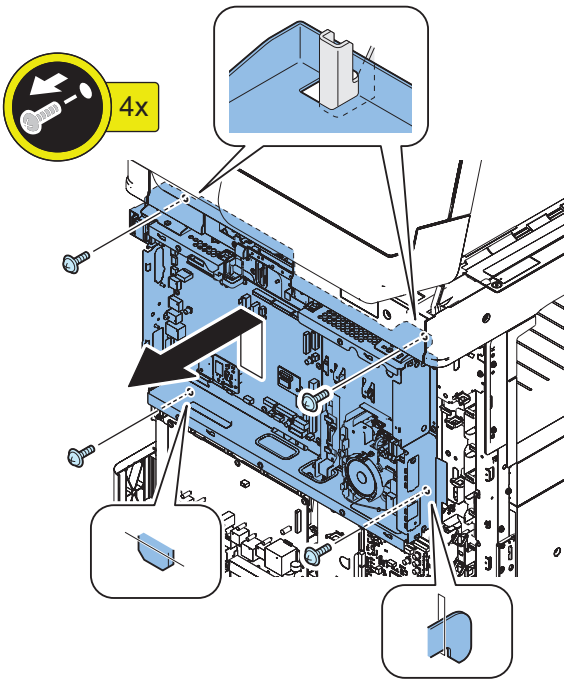


□

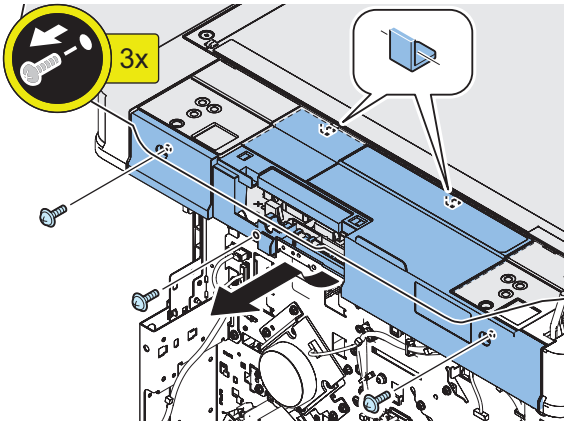
15. **<Only for 1-Pass ADF>**



□
16.



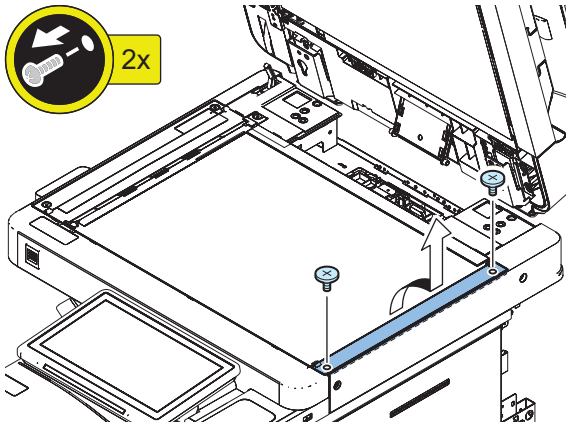
□
17.



■ Installing the Reader Heater

□

1.

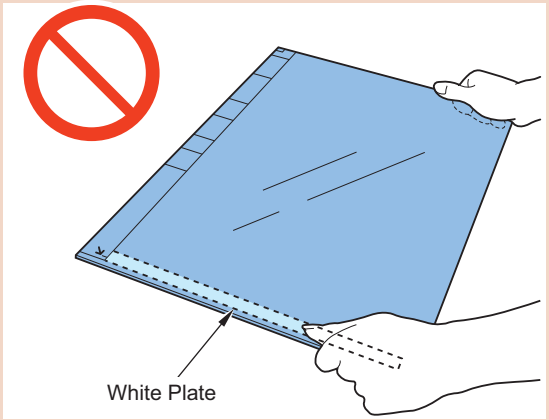


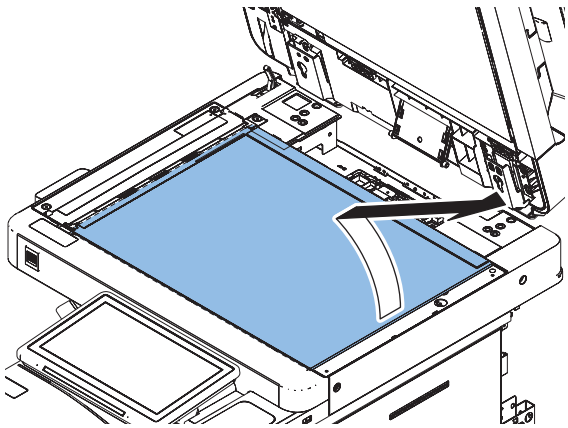
□

2.

CAUTION:

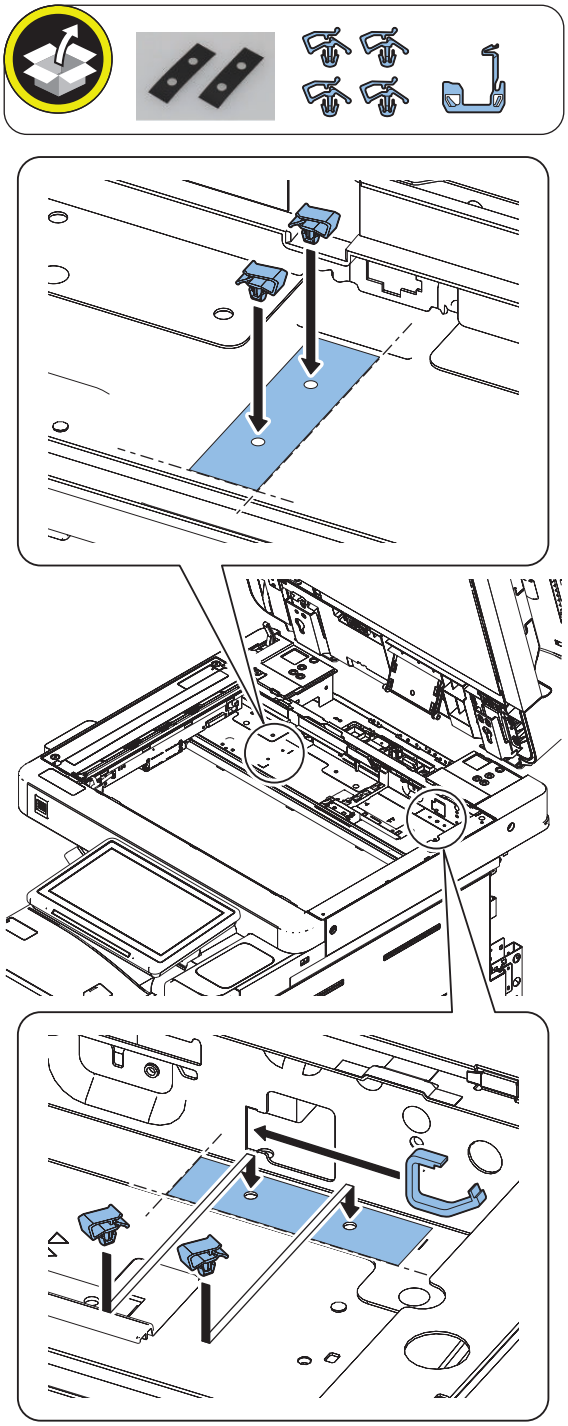
- Soiling on the glass surface and the White Plate affects reading. When removing or installing the Copyboard Glass, be sure not to touch the glass surface and the White Plate
- If soiling is attached, clean it with lint-free paper.





□

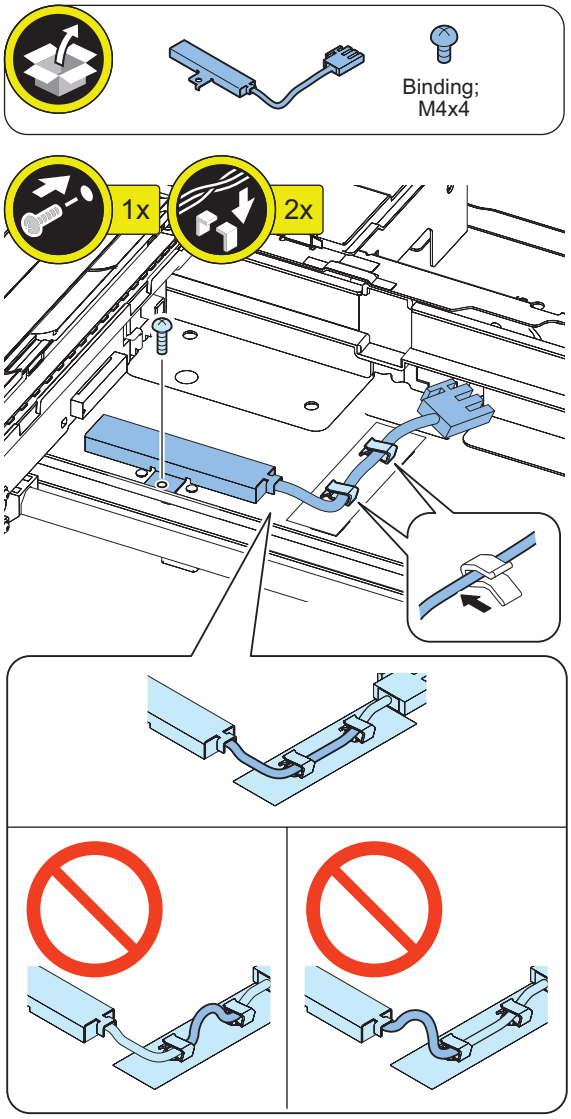
3.



□

4.

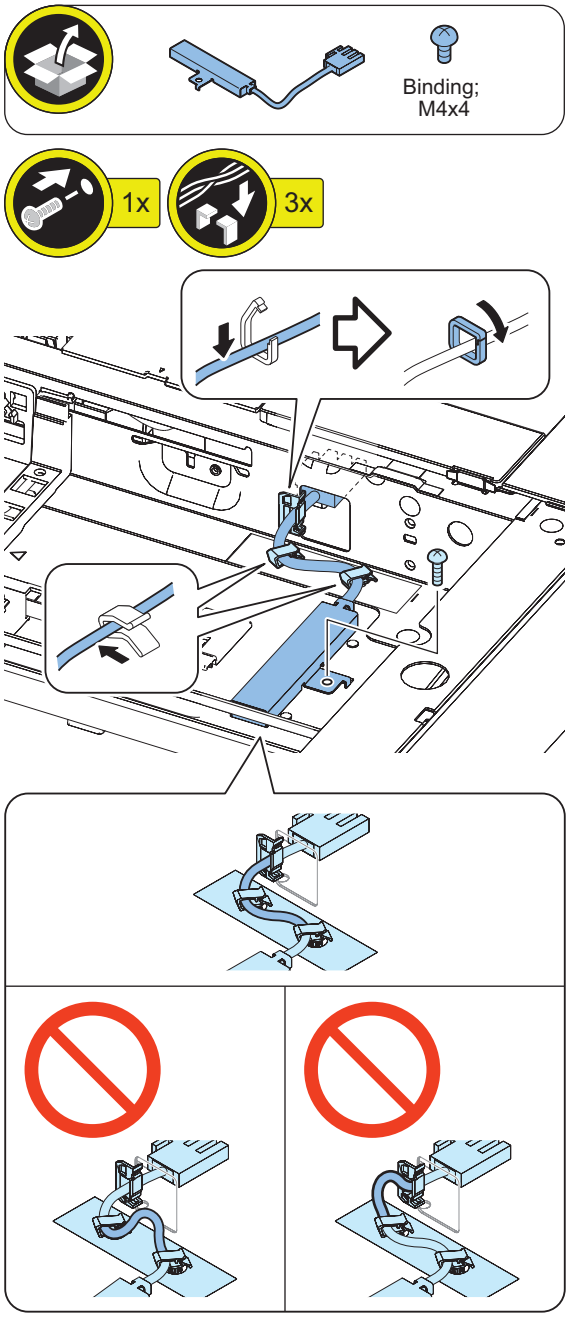
CAUTION:
Be sure to hold down the Reader Heater Harness because it may interfere with moving of the Scanner Box if it is not connected properly.



□

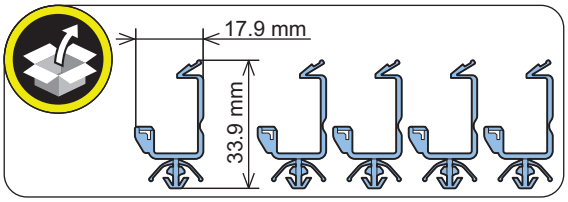
5.

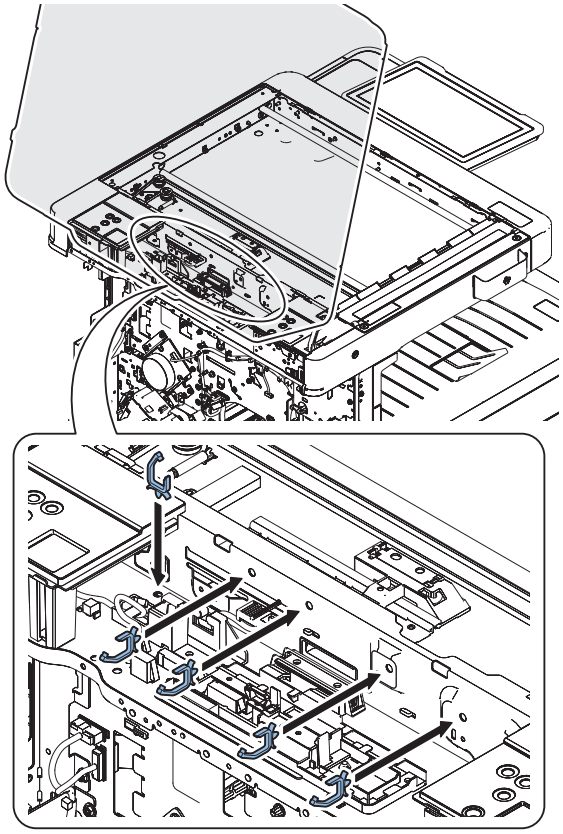
CAUTION:
Be sure to hold down the Reader Heater Harness because it may interfere with moving of the Scanner Box if it is not connected properly.



□

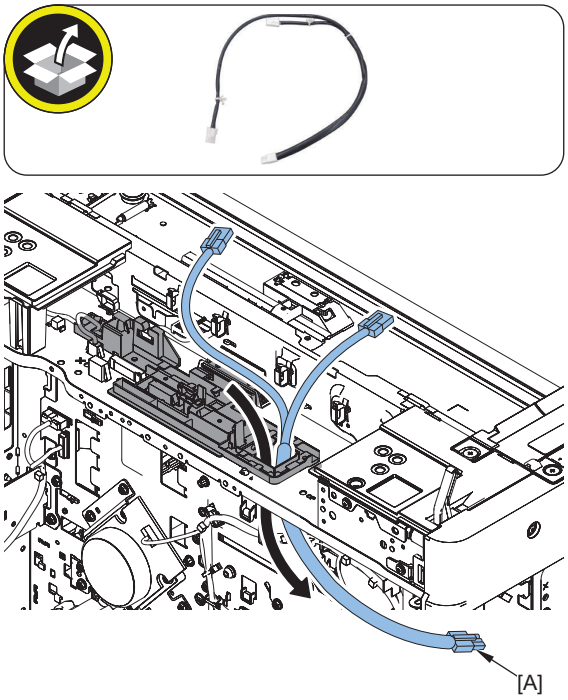
6.





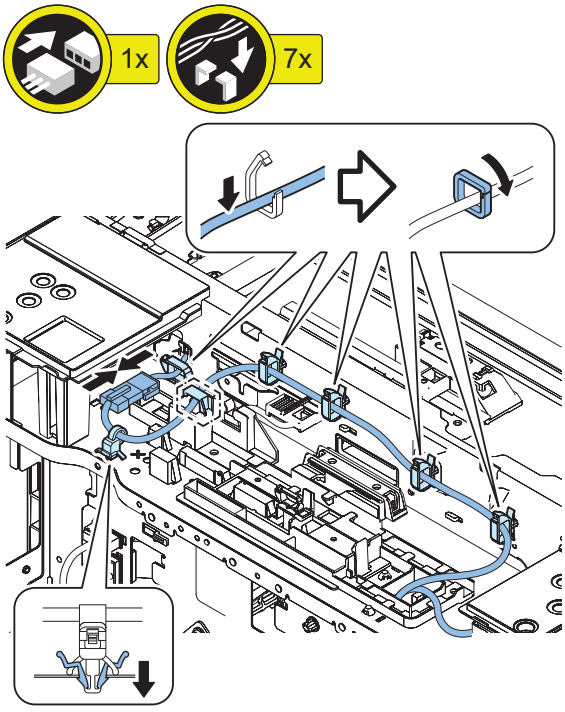
□
7.

NOTE:
Pass the [A] side of AC Harness through the hole.



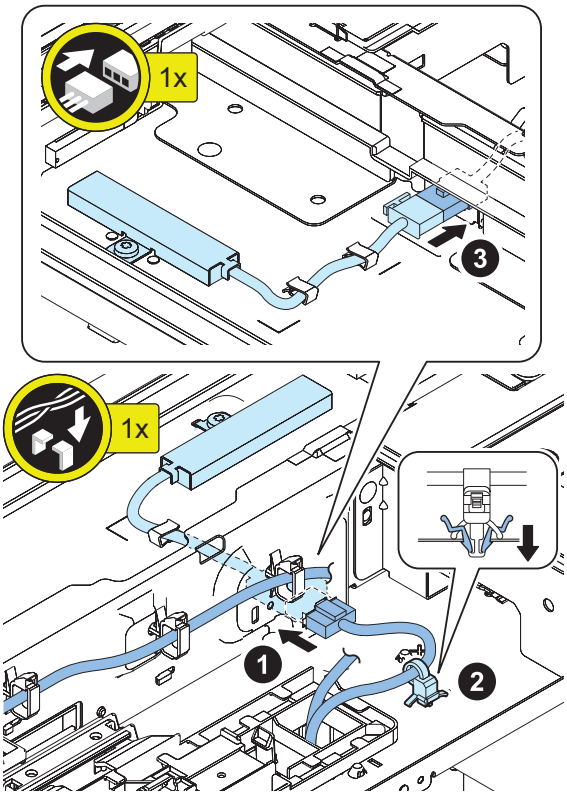
□
8.

NOTE:
Connect the long end of AC Harness with the Reader Heater and secure it in place using Wire Saddles.

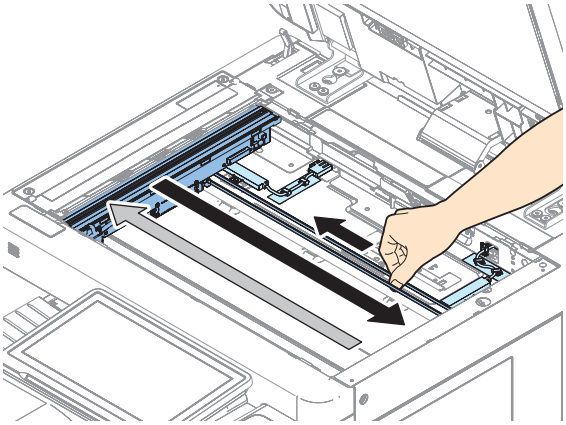


□
9.

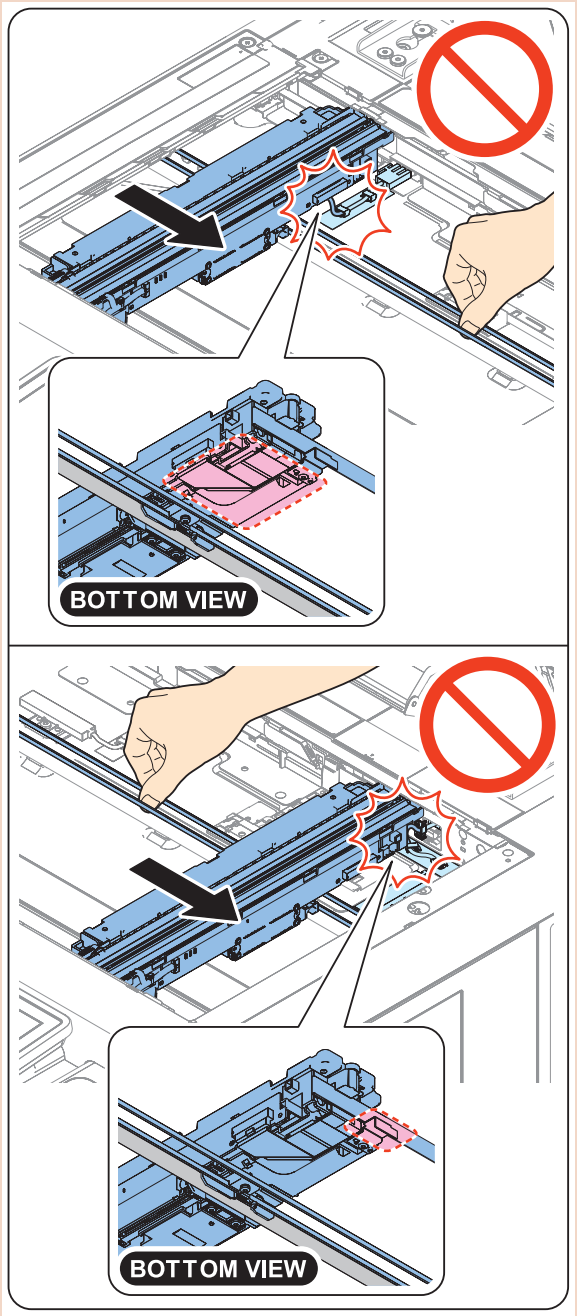
NOTE:
- Insert the short end of AC Harness through the hole of plate.
- Connect the short end of AC Harness with the Reader Heater.



□
10.



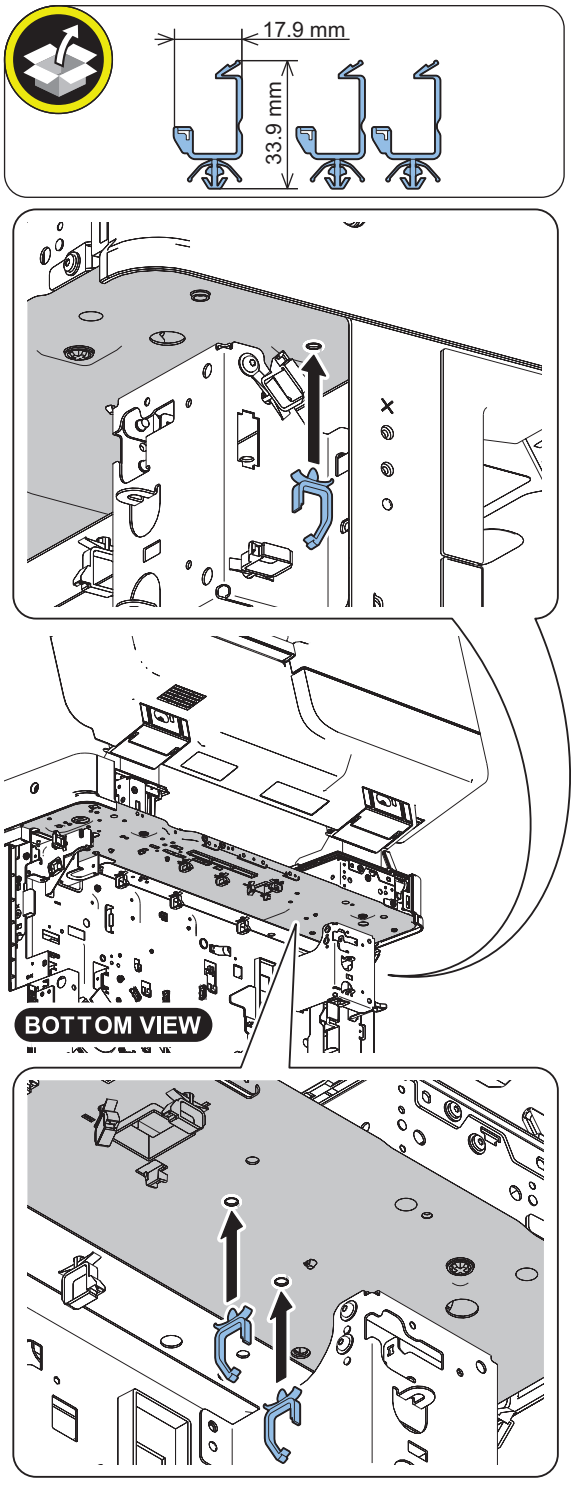
CAUTION:
Move the Scanner Box to the right edge, and check if the underside of the Scanner Box and the HP Sensor Flag Plate do not interfere with the Reader Heater harness.



■ Installing the Heater AC Harness

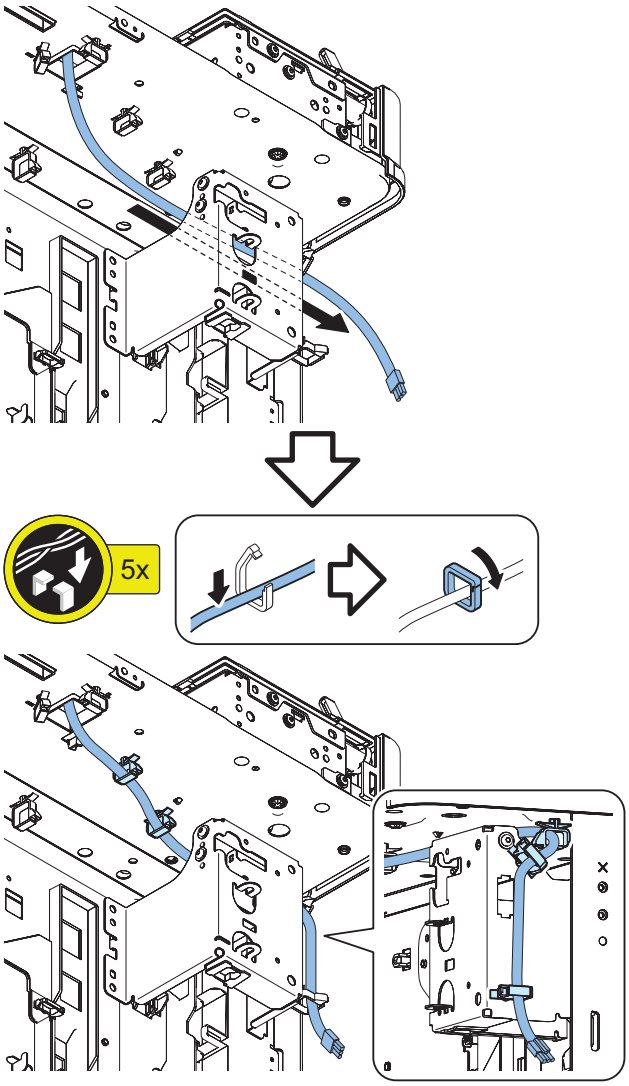
□

1.



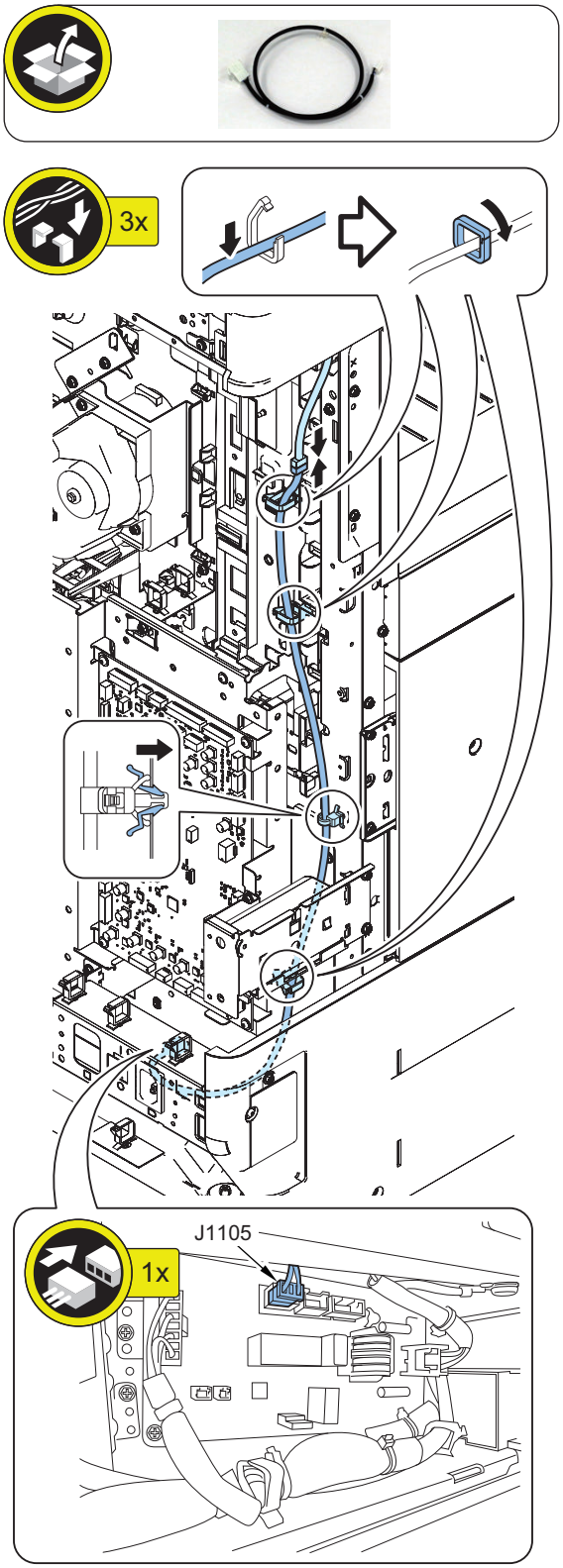
□
2.

NOTE:
Pass the AC Harness as shown in the image.



□

3.



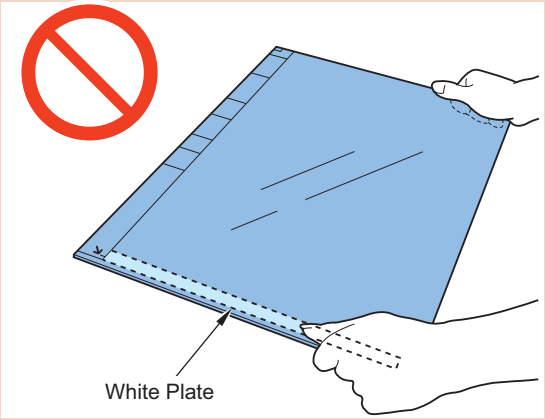
■ Procedure after Work

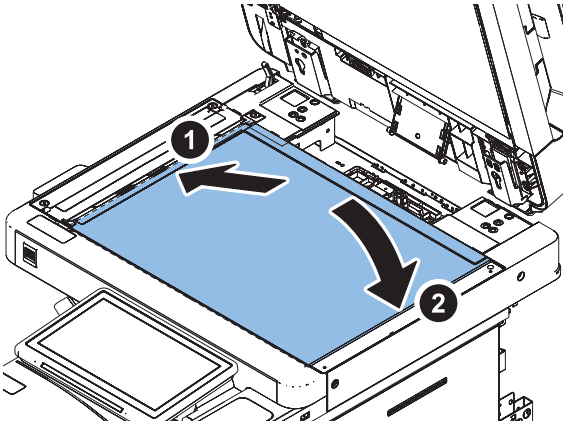
☐

1.

CAUTION:

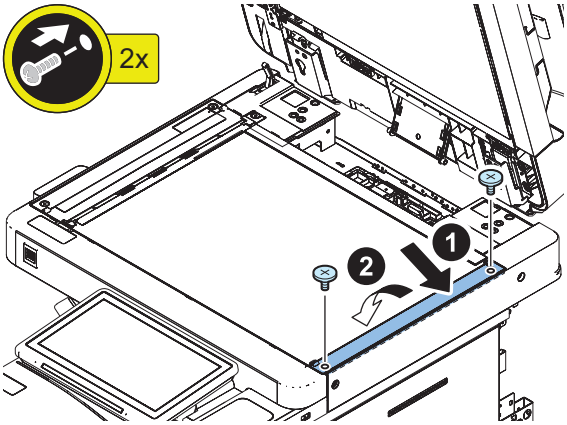
- Soiling on the glass surface and the White Plate affects reading. When removing or installing the Copyboard Glass, be sure not to touch the glass surface and/or the White Plate.
- If they are soiled, clean them with lint-free paper.





☐

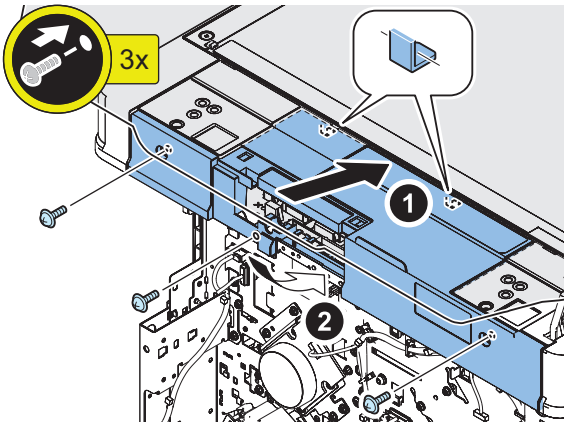
2.



□

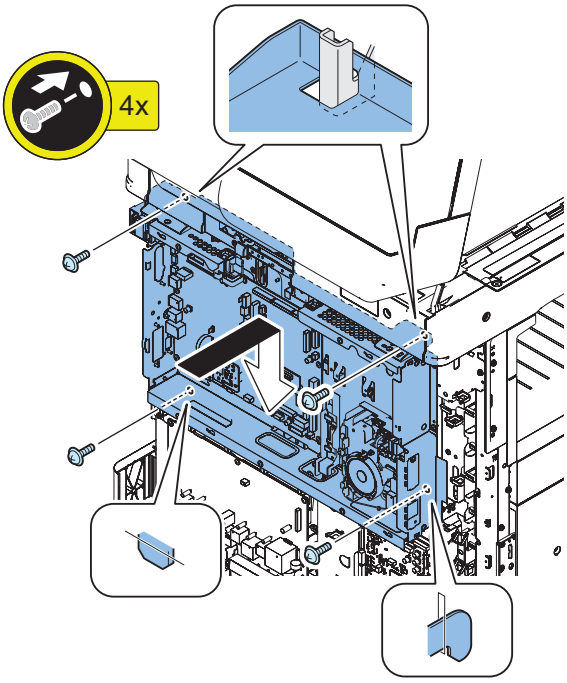
3.

CAUTION:
Install the Reader Rear Cover while keeping the Flexible Cable out of the away.



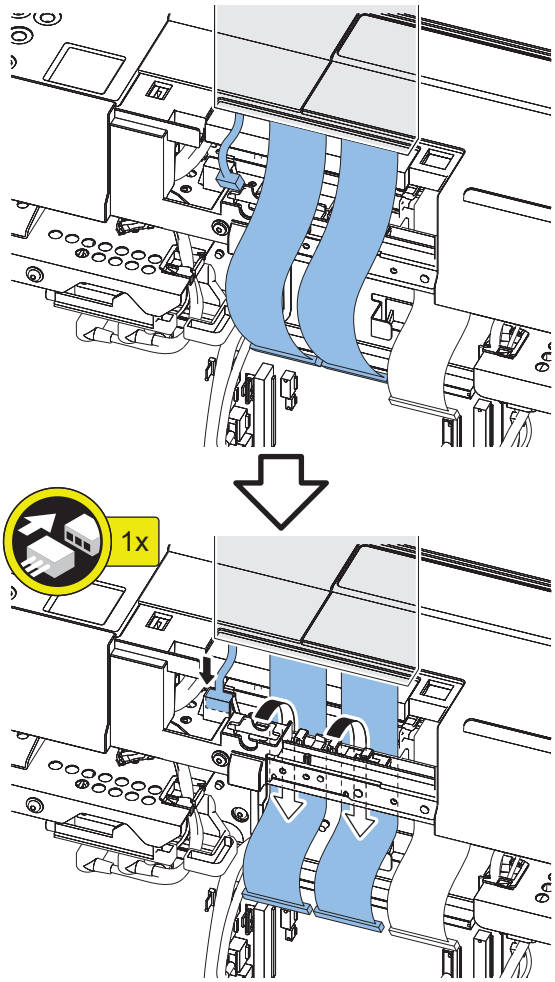
□

4.



□

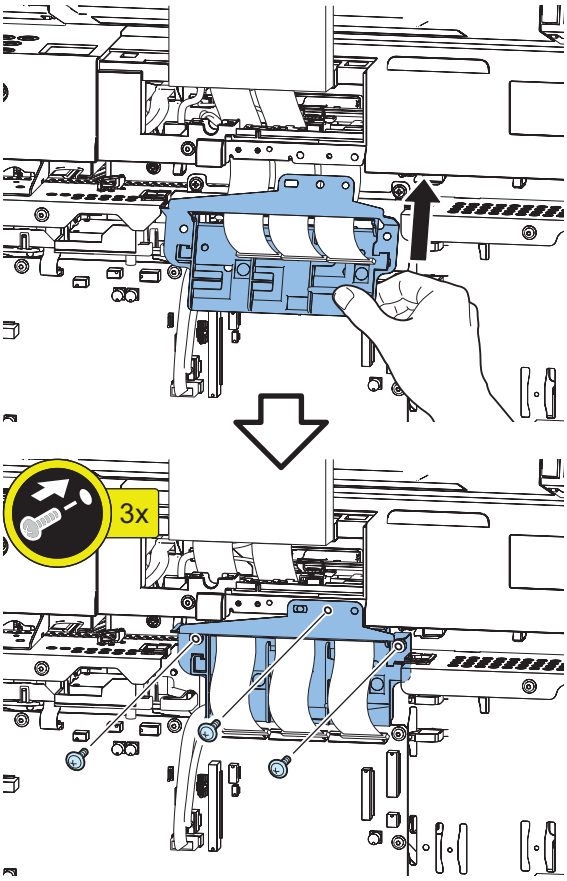
5. **<For the1-Pass ADF only>**



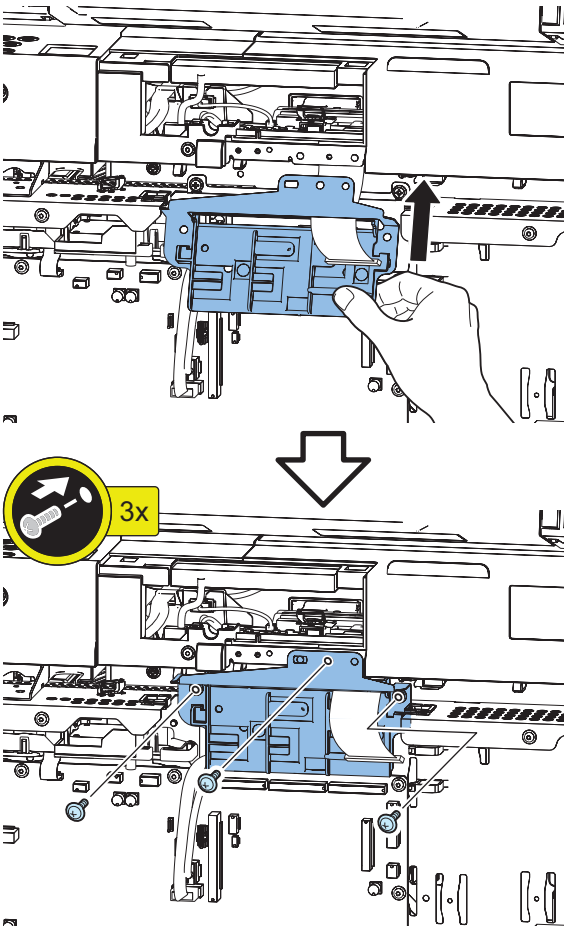
□

6.

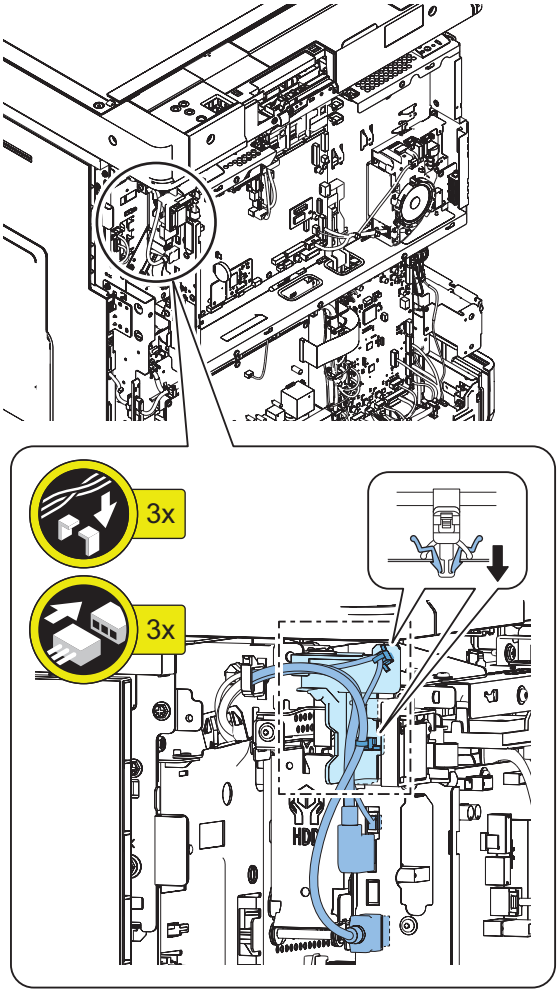
<In the case of 1-Pass ADF>



<In the case of Reverse ADF>



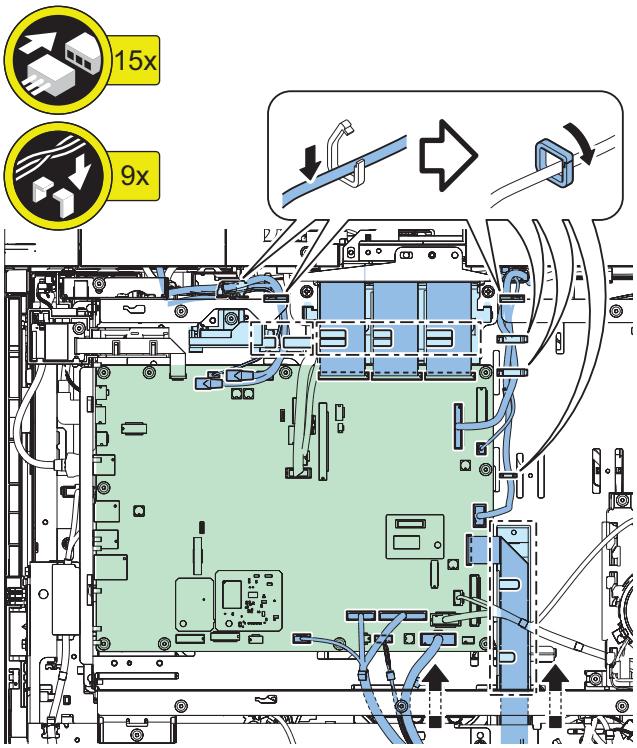
□
7.



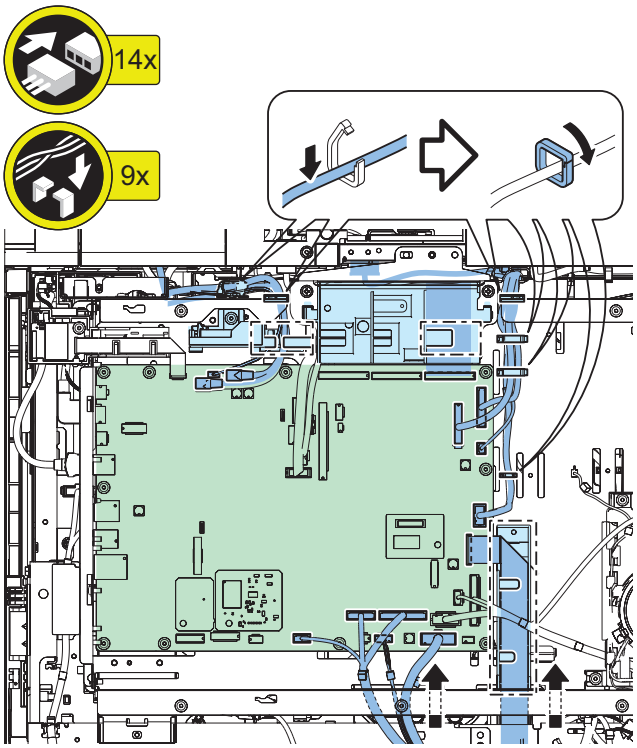
□

8.

<In the case of 1-Pass ADF>



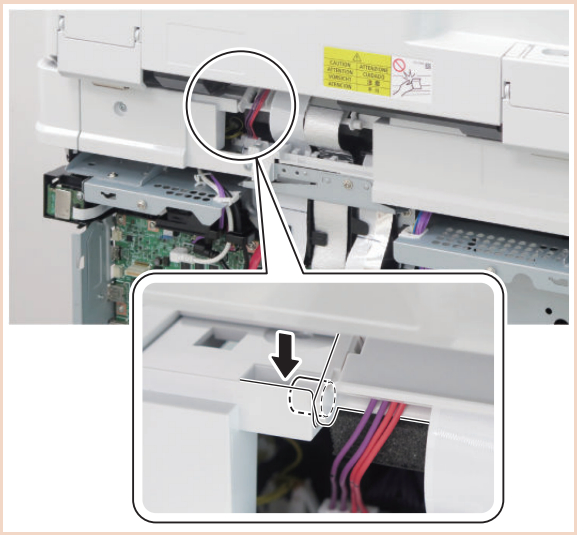
<In the case of Reverse ADF>

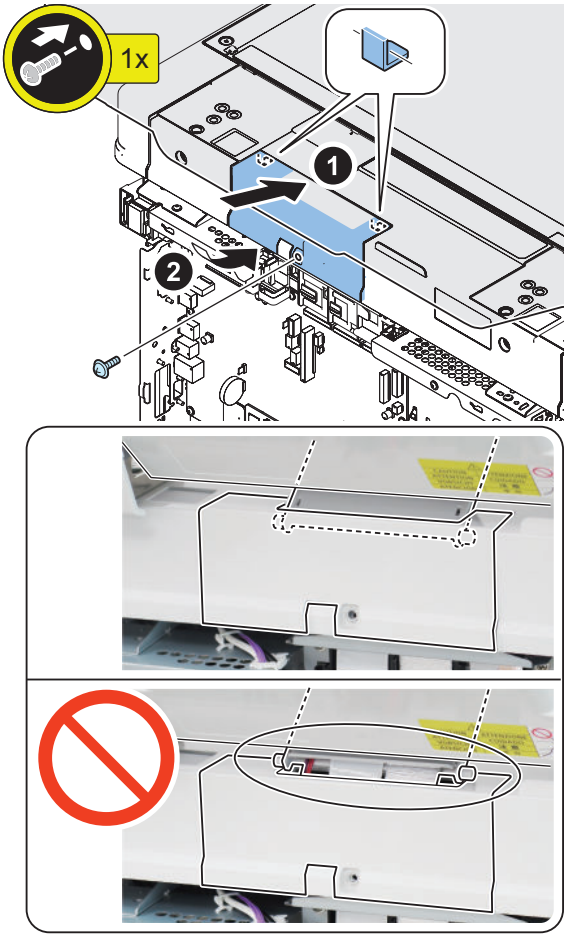


□

9.

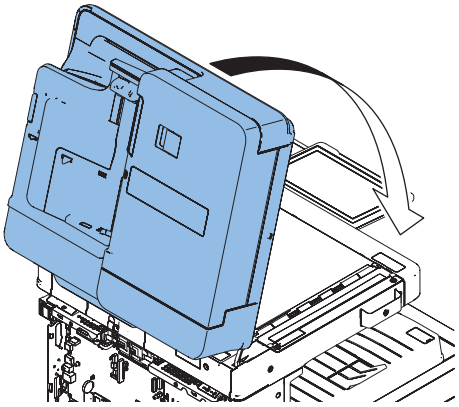
CAUTION:
Install the Cover with the protrusion positioned as shown in the figure below.





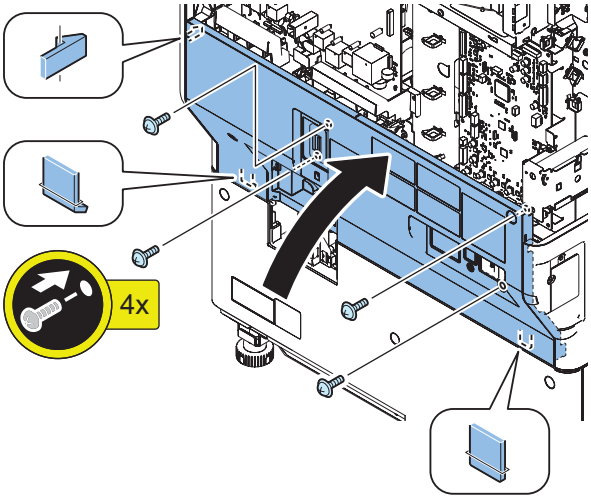
□

10.



□

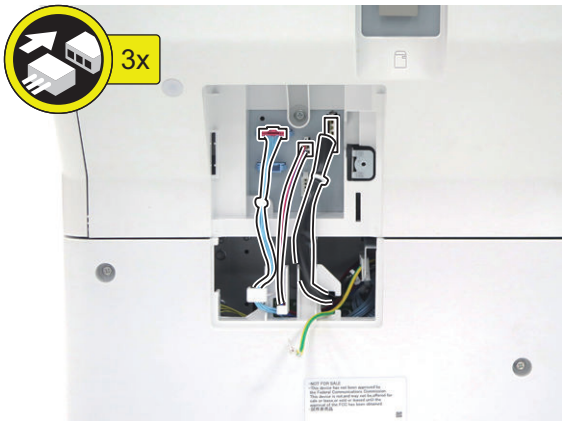
11.



□

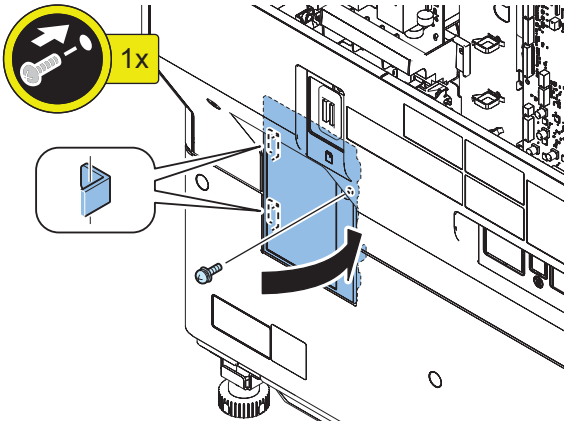
12. **<Only when the Cassette Pedestal is installed>**

NOTE:
- If the Cassette Heater is not installed, install the 2 connectors.
- The positions of the connectors differ between the 2-cassette Pedestal and High Capacity Cassette Pedestal.



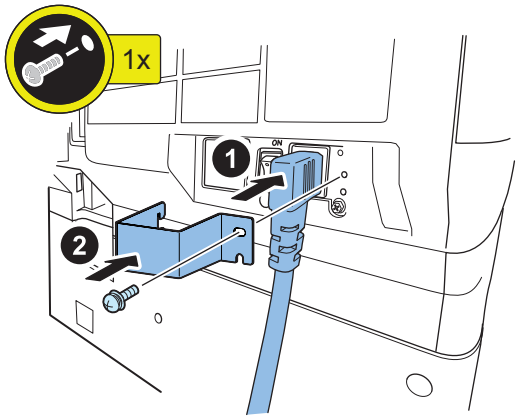
☐
13.

NOTE:
The procedure is the same even if the Cassette Pedestal is not installed.

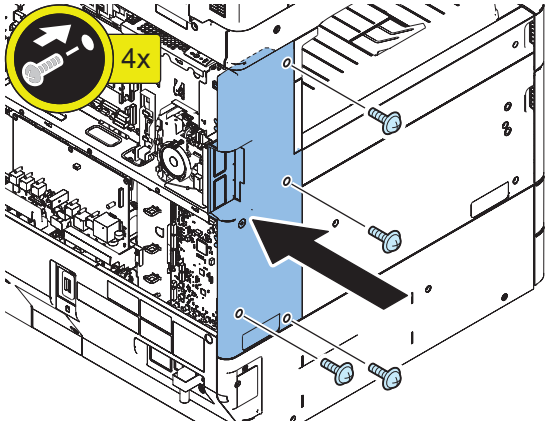


☐
14.

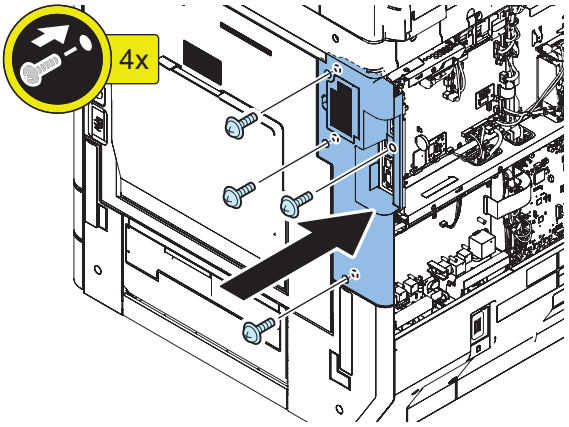
NOTE:
For the machines other than 120 V machine, connect only the Power Supply Cord.



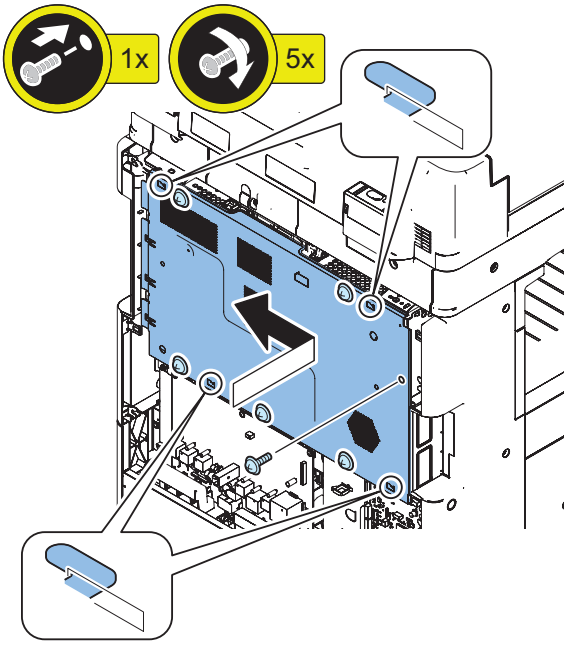
☐
15.



□
16.

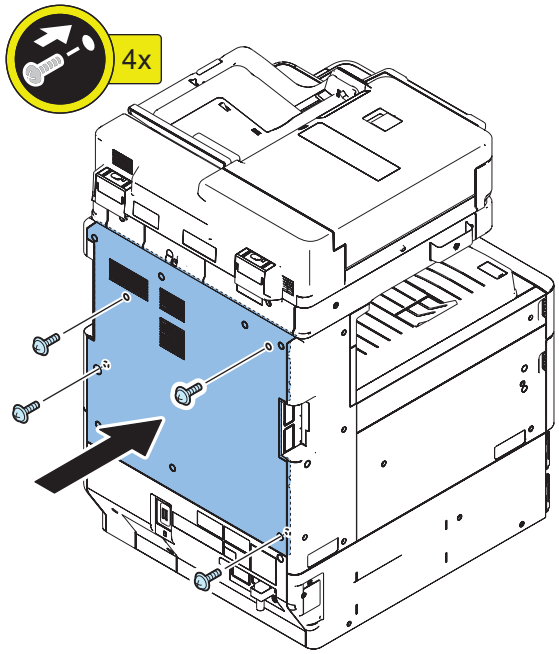


□
17.



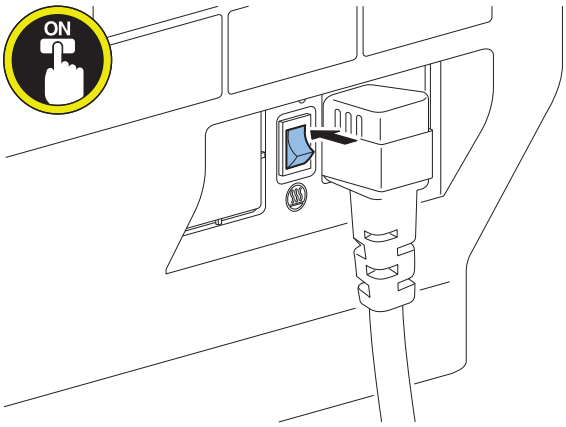
☐

18.



☐

19.



☐

20. **Connect the power plug to the outlet.**

☐

21. **Turn ON the main power switch.**

4 Host Machine Options

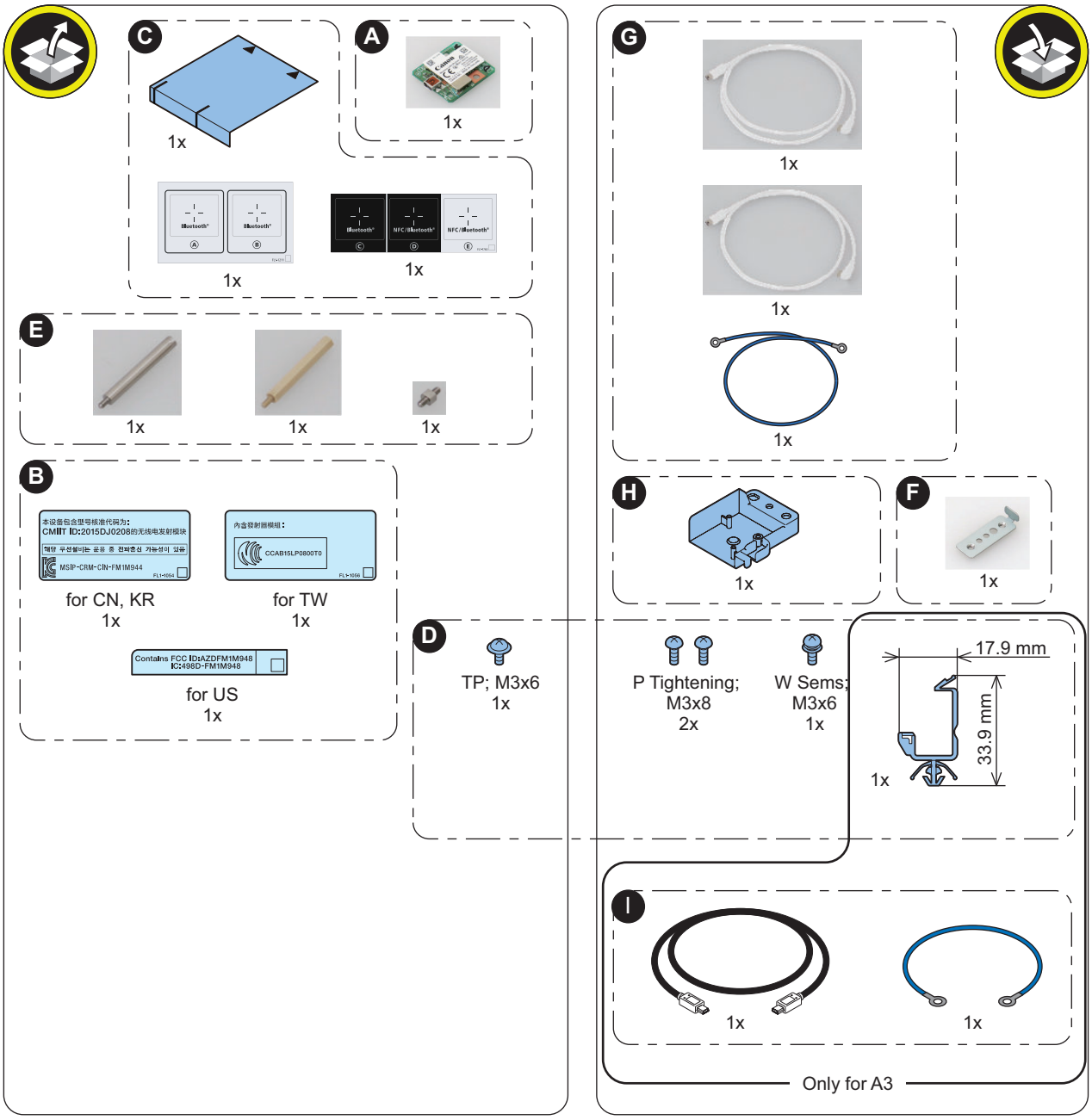
Connection Kit-A2/A3 for Bluetooth LE..... 242
NFC Kit-E1/E2.....252
Utility Tray-B1.....273
Copy Card Reader-F1.....284
Voice Operation Kit-D1..... 303
Voice Guidance Kit-G1.....320
Numeric Keypad-A1/A2.....336
IC Card Reader Box for Numeric Keypad-A1.....352
Serial Interface Kit-K3 / Copy Control Interface Kit-A1 372
Drum Heater-C1.....380
HDD-related Option.....399
Super G3 FAX Board-BF1..... 434
Super G3 2nd Line Fax Board-BF1.. 445
Super G3 3rd/4th Line Fax Board-AS1 466
Super G3 3rd_4th Line Fax Board-AS2.....479

Connection Kit-A2/A3 for Bluetooth LE

Points to Note at Installation

The pictures and illustrations used may be different from the product in front of you, but the procedure is the same.

Checking the Contents



<Others>
Including guides

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **⚠ WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

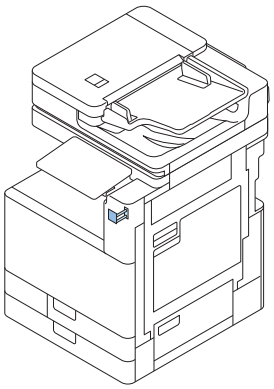
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

The following message is displayed.

1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

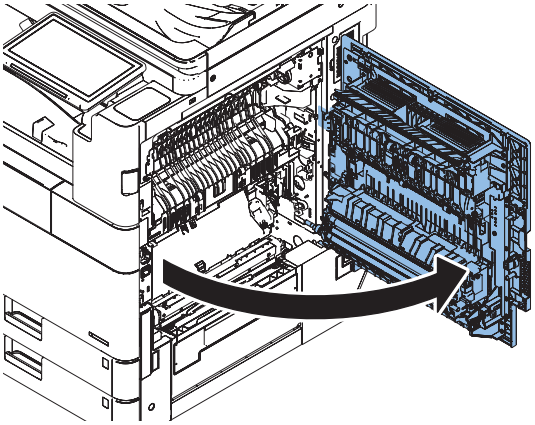
Installation Outline Drawing



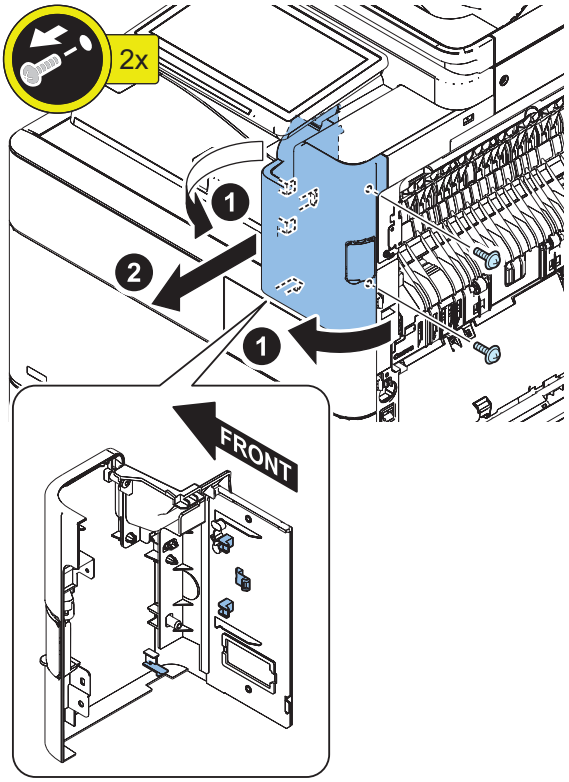
Installation Procedure

□

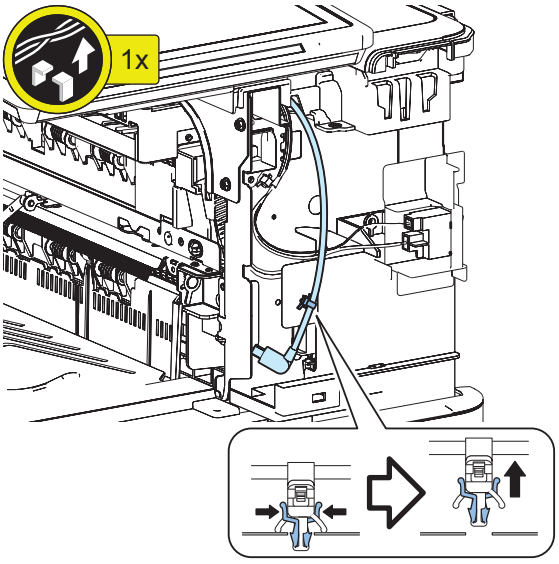
1.



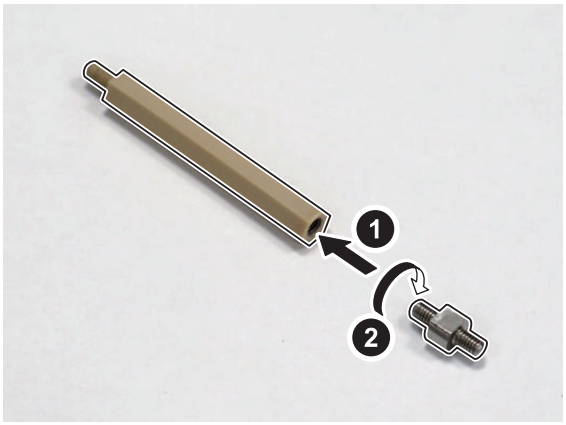
□
2.



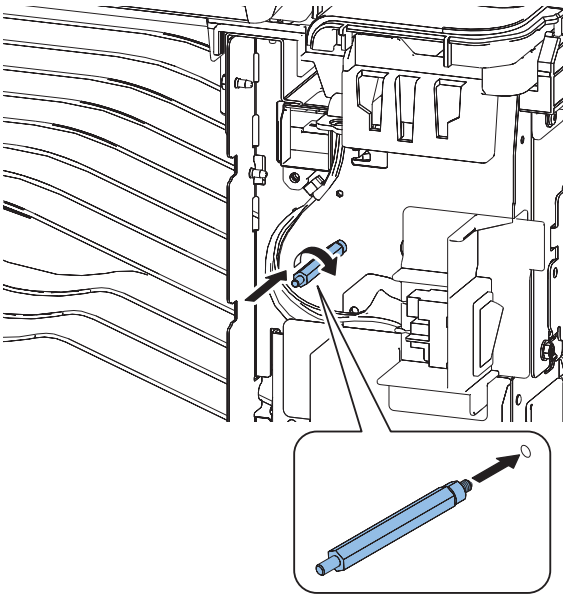
□
3.



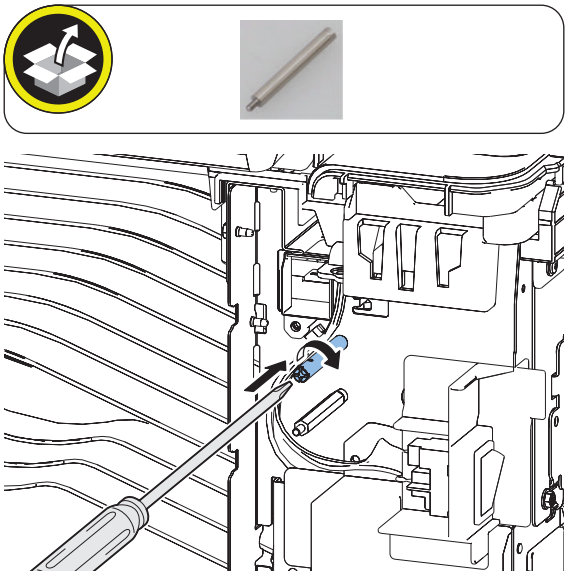
□
4.



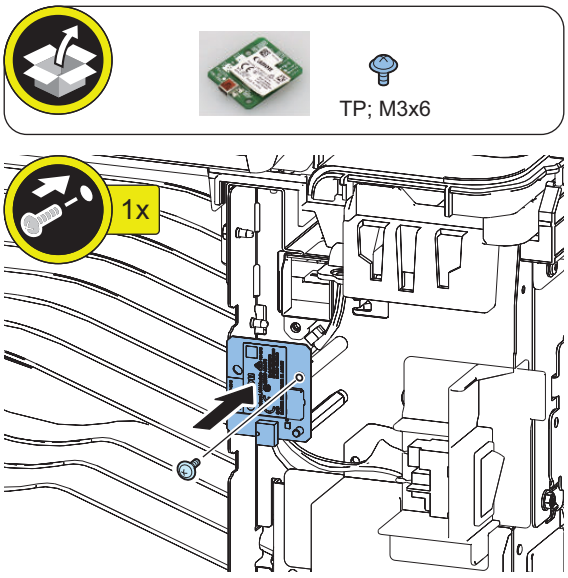
□
5.



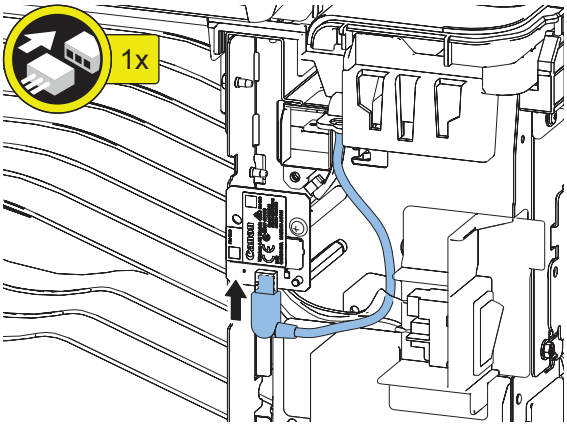
□
6.



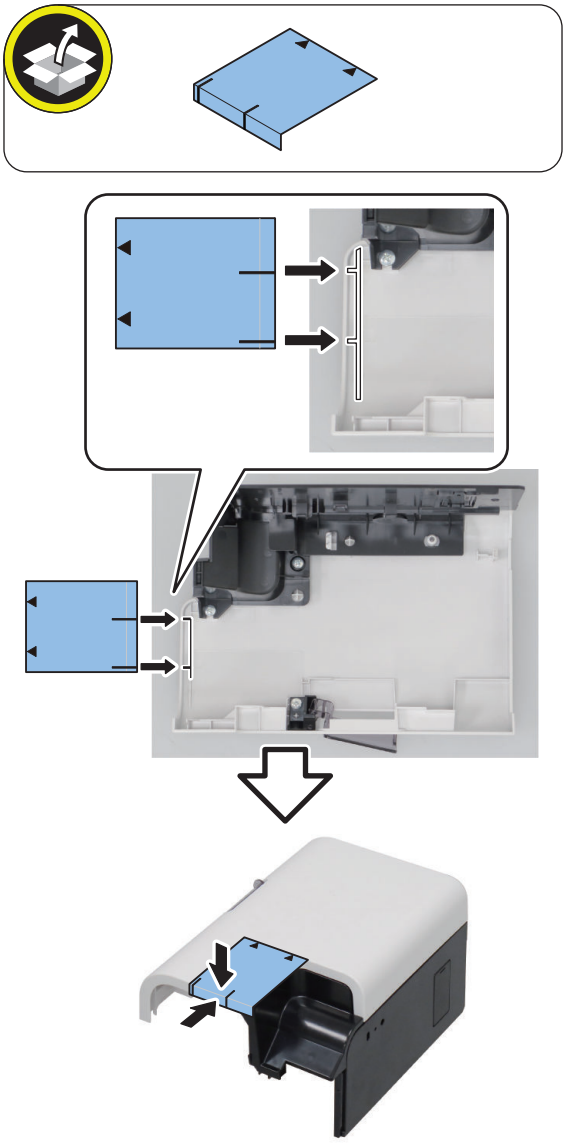
□
7.



□
8.



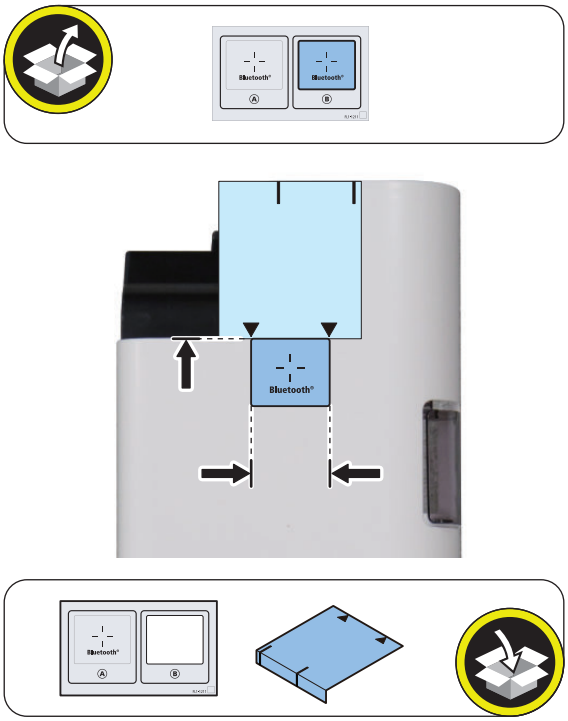
□
9.



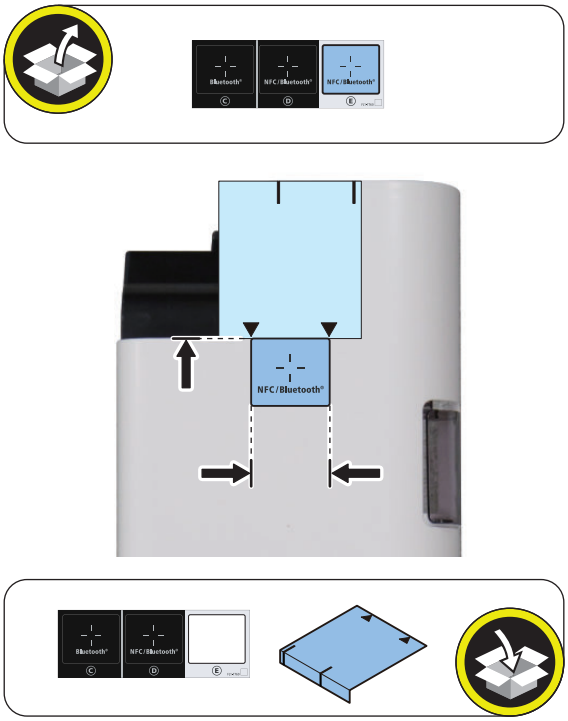
□

10.

<For Connection Kit for Bluetooth LE>

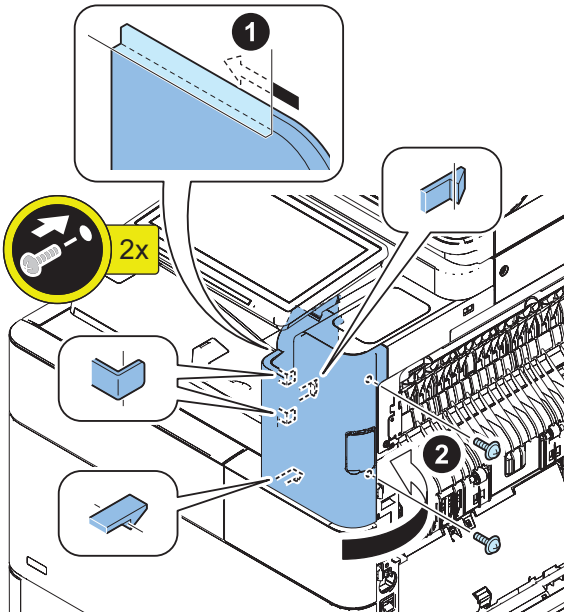


<When installing together with the NFC Kit>

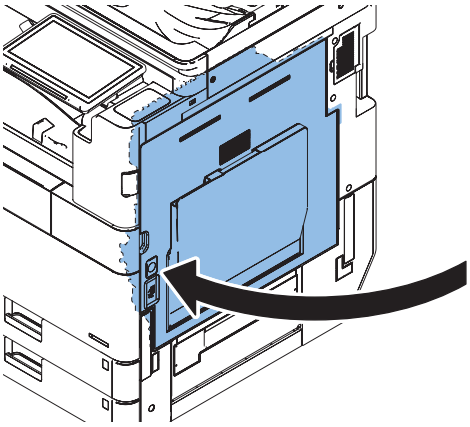


☐
11.

NOTE:
Install by aligning with the groove.



☐
12.



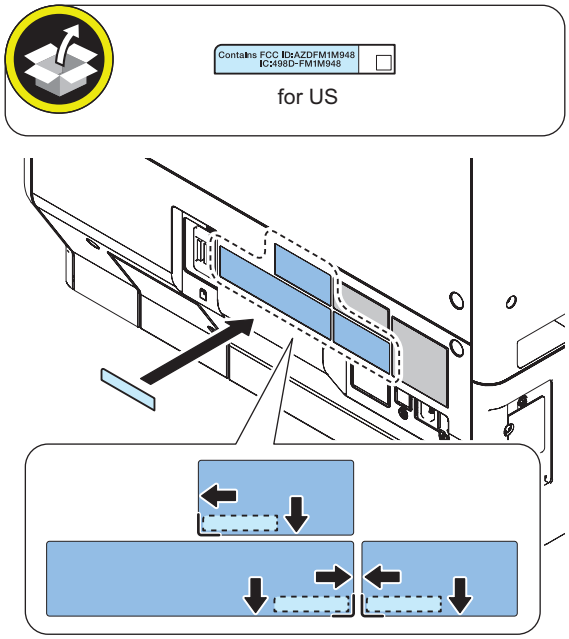
□

13.

NOTE:
In regions and countries other than the following regions and countries, it is not necessary to affix the Approval Label.

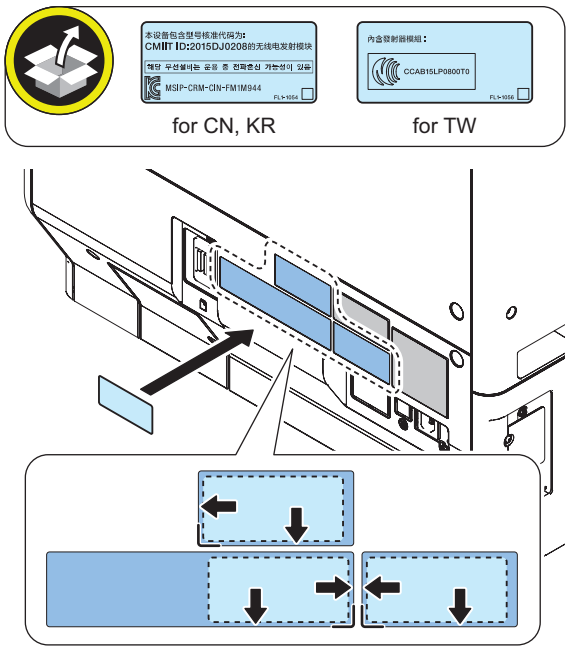
<For US>

Be sure to affix it to one of locations indicated in the figure and make sure not to overlap with other labels.



<For CN, KR, and TW>

Be sure to affix it to one of locations indicated in the figure and make sure not to overlap with other labels.



Setting after Installation

□

1. Connect the power plug of the host machine to the outlet.

2. Turn ON the main power switch.
3. Enter service mode, and set the value to "1".
   COPIER >FUNCTION > INSTALL > BLE-USE

NOTE:
When [System Manager Information Settings] is set, it is required to log in as a system manager in accordance with instructions of the user administrator.

4. Select [Settings/Registration] > [Preferences] > [Network] > [Confirm Network Connection Setting Changes], and set the item [ON].
5. Select [Settings/Registration] > [Preferences] > [Network] > [Bluetooth Settings] > [Use Bluetooth] > [ON].
6. The message "Perform Apply Setting Changes from Settings/Registration" appears at the bottom of the Touch Panel Display.
7. Press [Settings/Registration] > [Apply Setting Changes] > [Yes].

NFC Kit-E1/E2

Points to Note at Installation

- Do not touch the sensor and PCB components of the Control Panel.
- When using options and the NFC Kit together, install the NFC Kit first.
- The pictures and illustrations used may be different from the product in front of you, but the procedure is the same.

Checking the Contents

<Others>

- Guides are included

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **⚠ WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

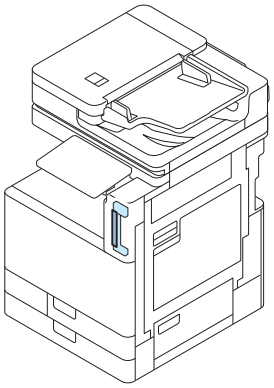
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

The following message is displayed.

1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing



Installation procedure

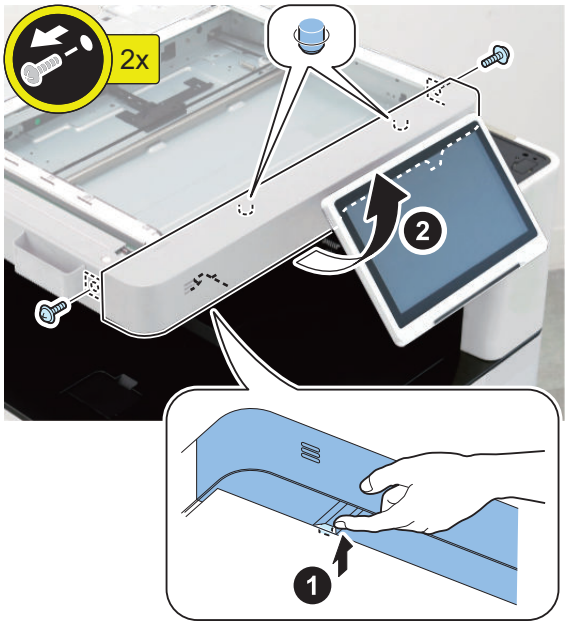
■ Removing the Covers

□

1.

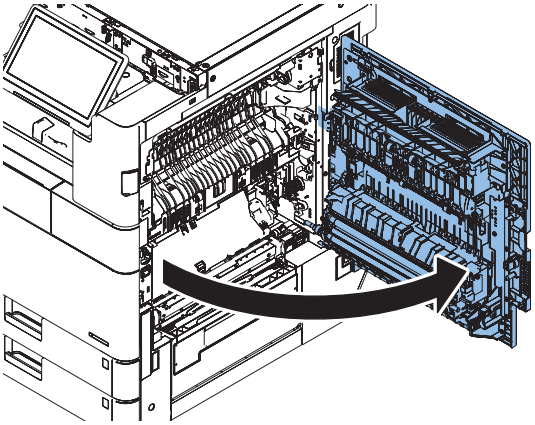
□

2.



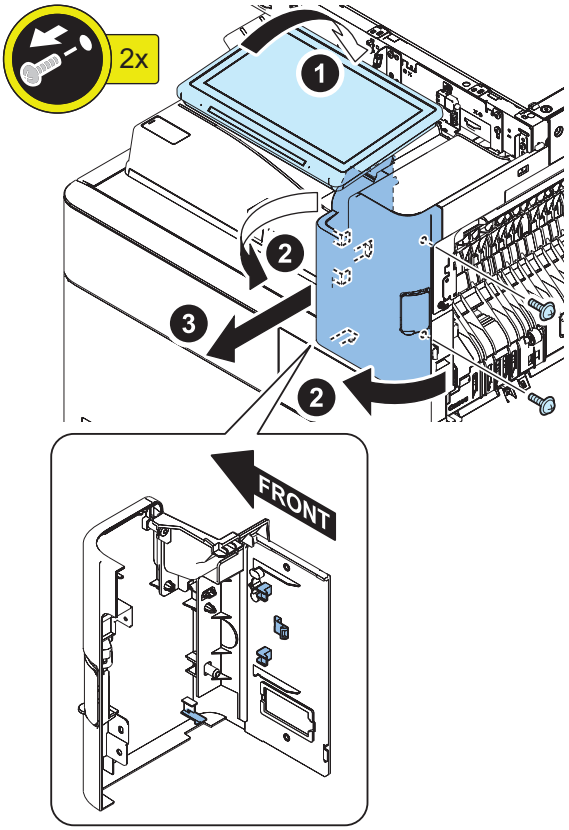
□

3.



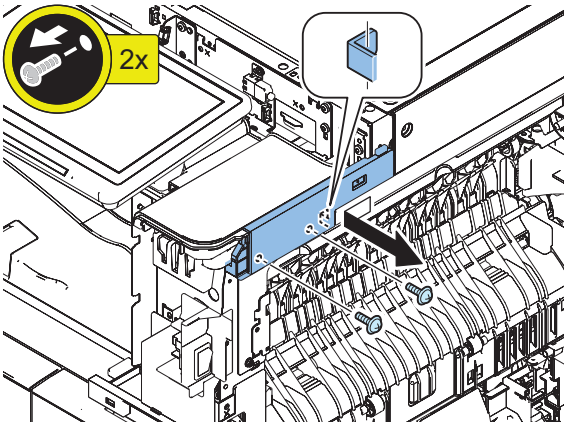
□

4.



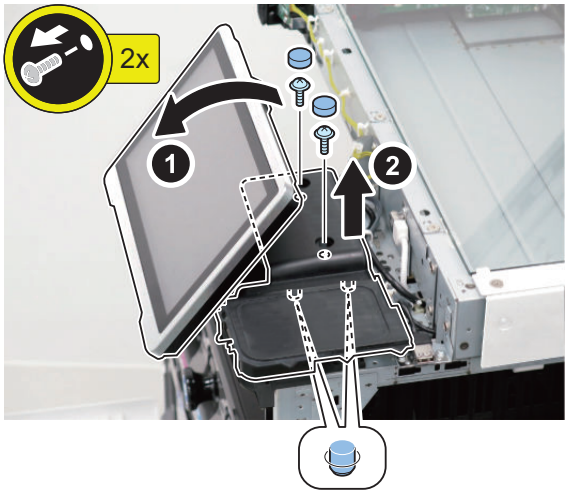
□

5.



□

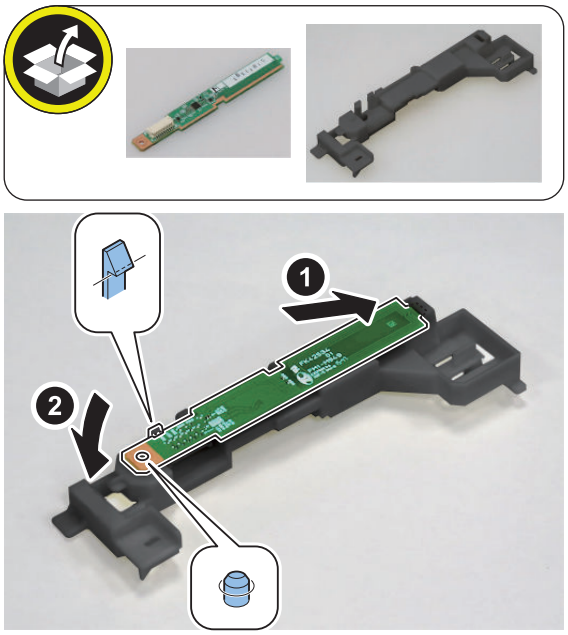
6.



■ Installing the NFC Kit

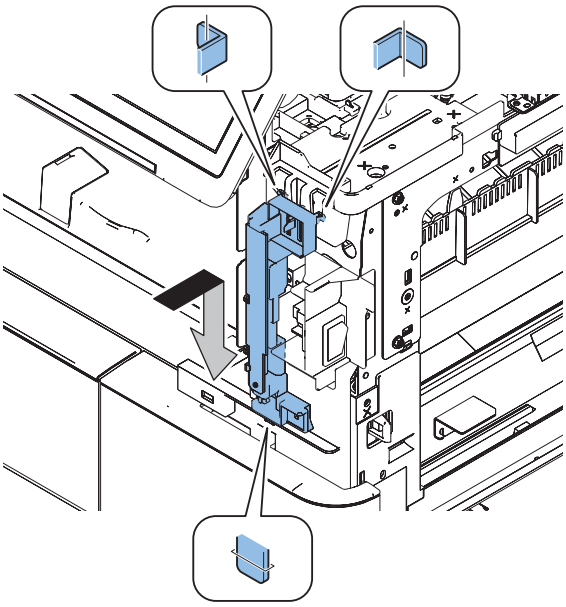
□

1.

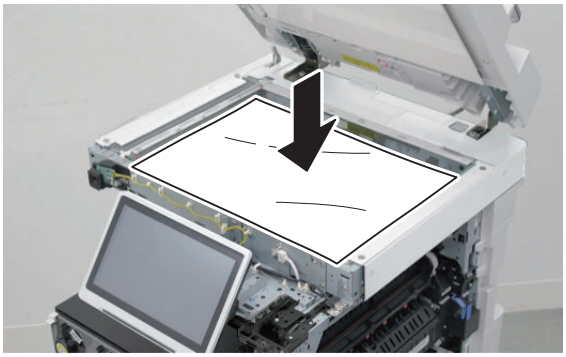


□

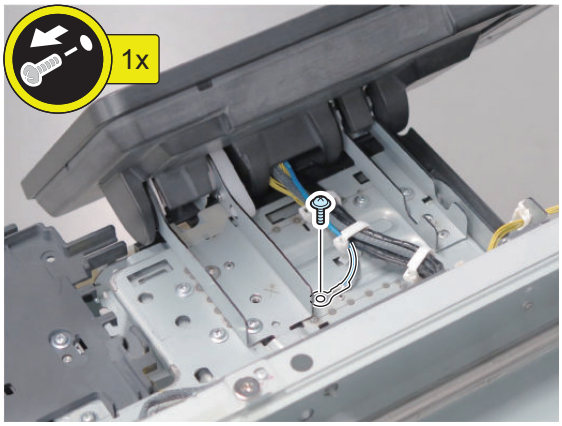
2.



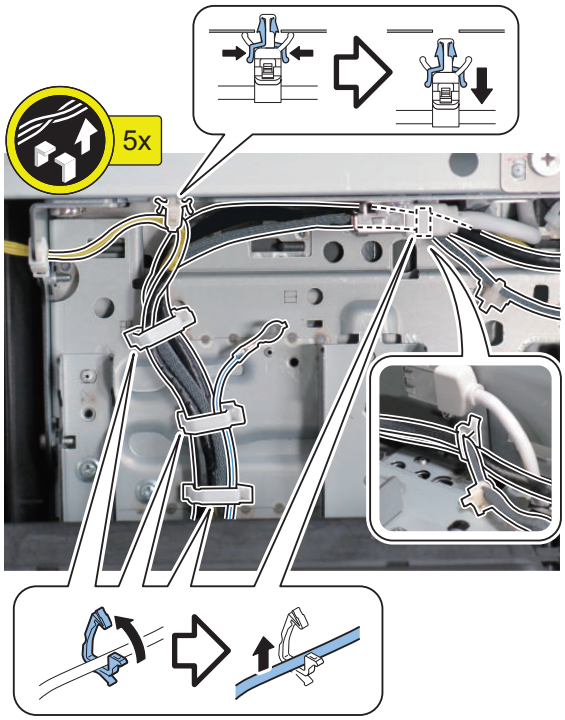
□
3.



□
4.

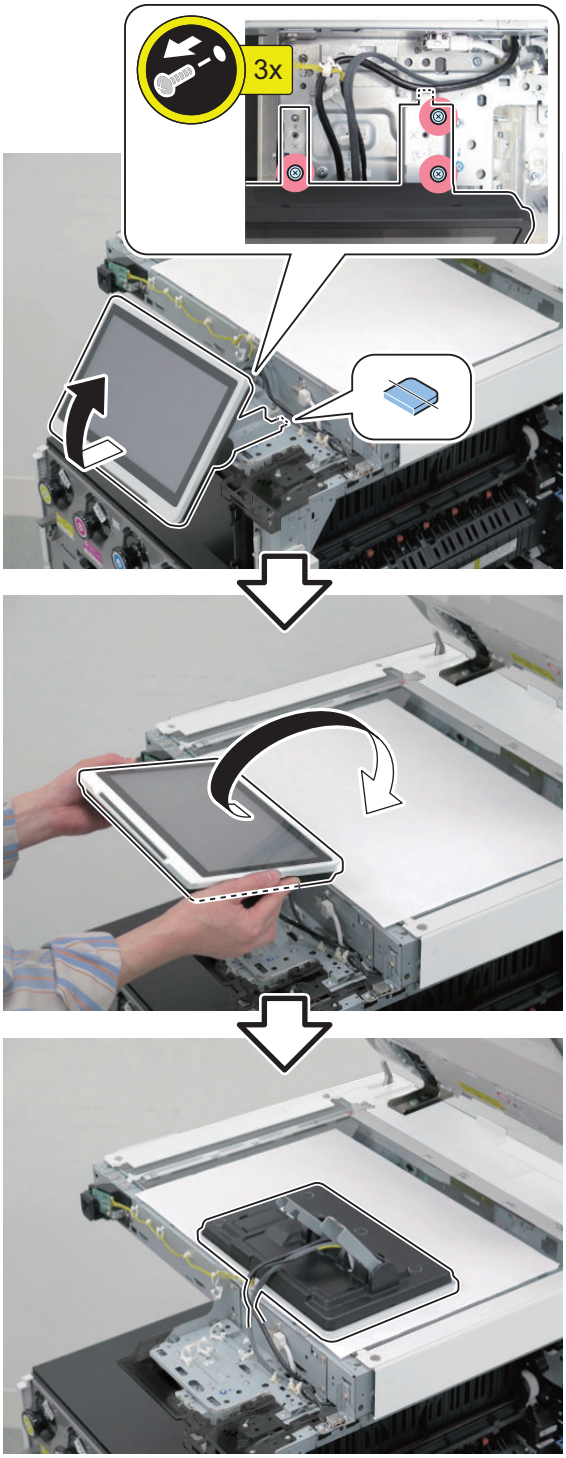


□
5.

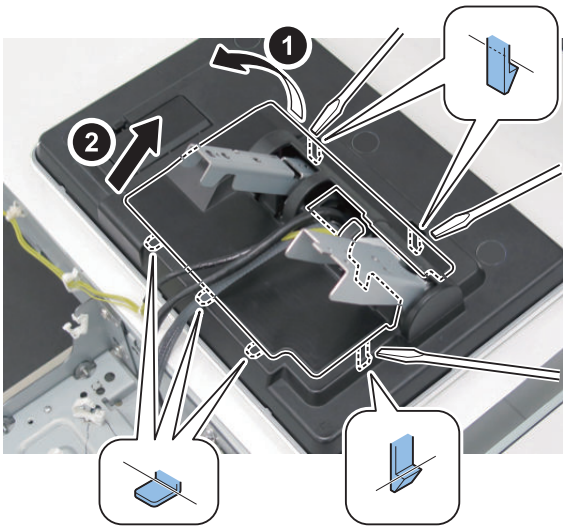


□

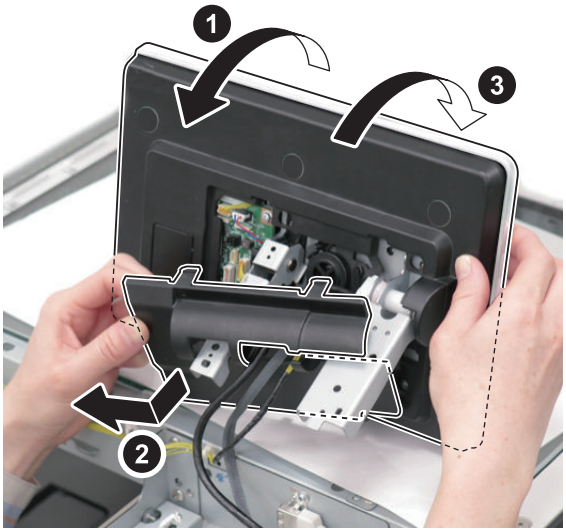
6.



☐
7.

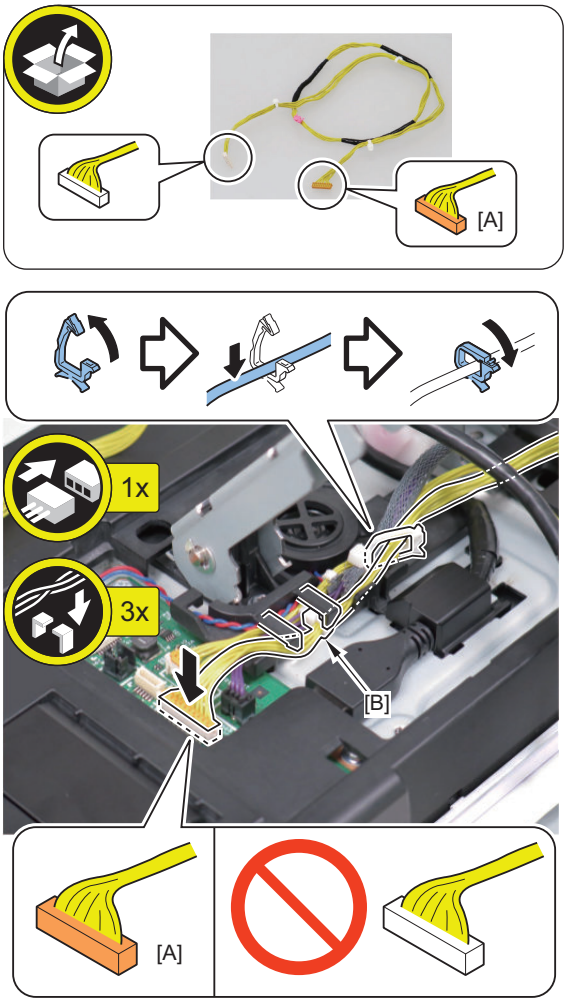


☐
8.

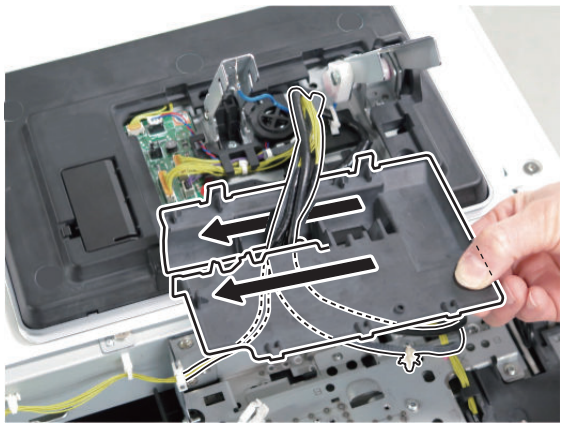


□
9.

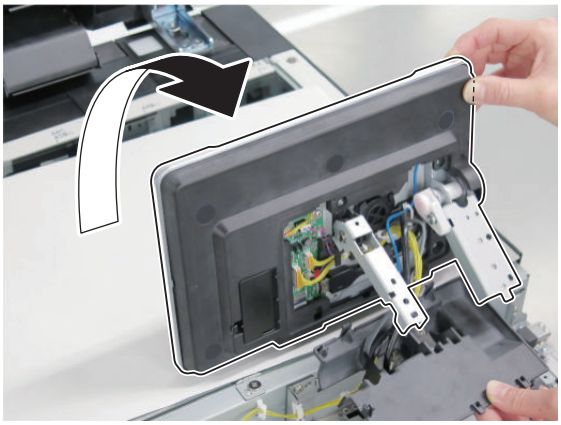
NOTE:
- Insert the orange colored connector [A].
- Secure the Harness Band [B] as shown in the figure below.



□
10.

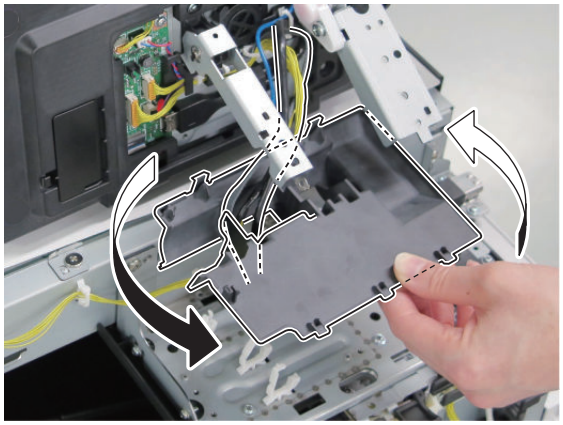


☐
11.

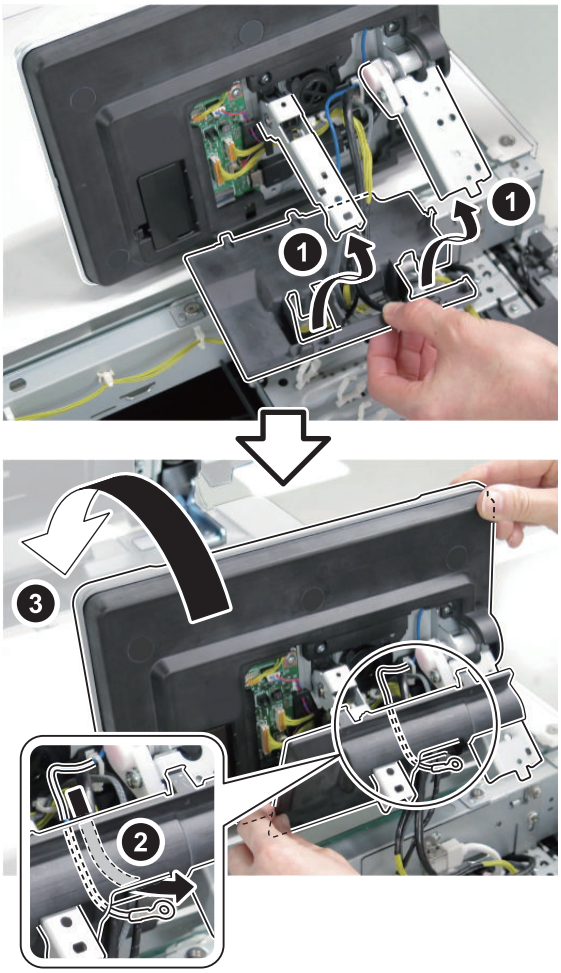


☐
12.

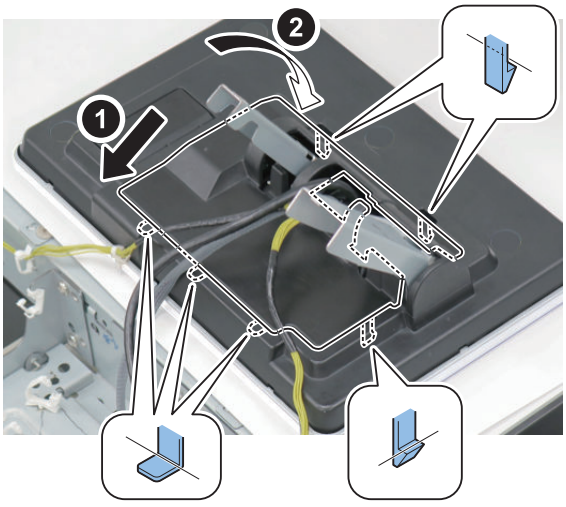
NOTE:
Be sure to turn the Cover in the direction of the arrow to install.



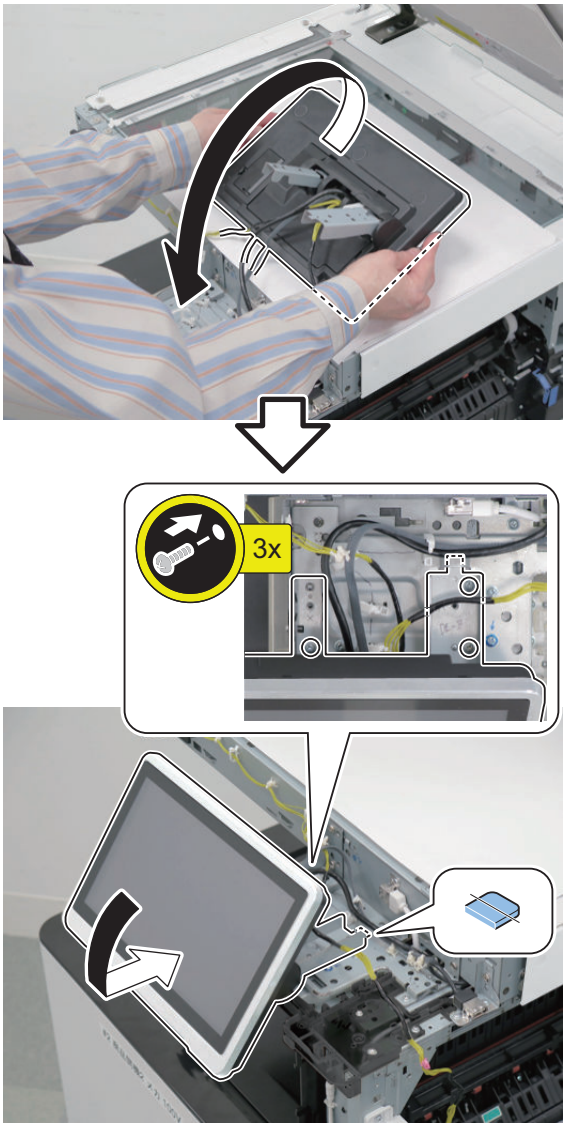
□
13.



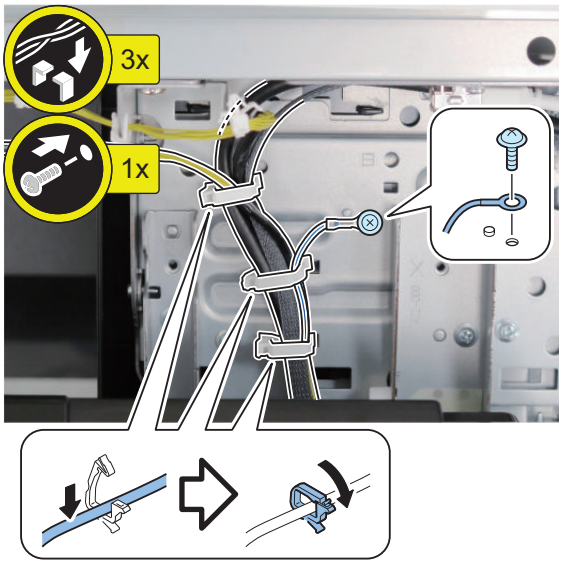
□
14.



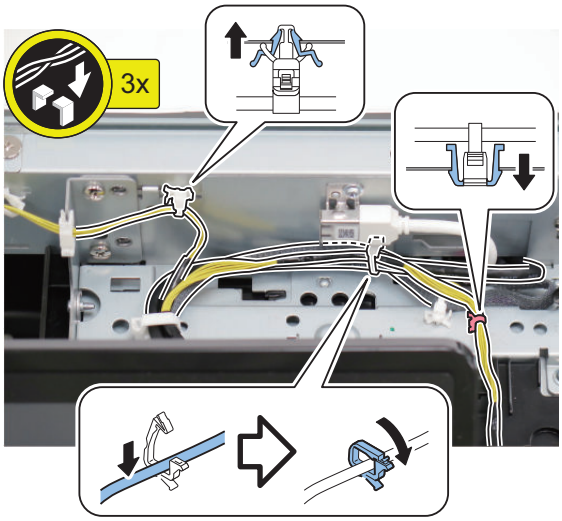
□
15.



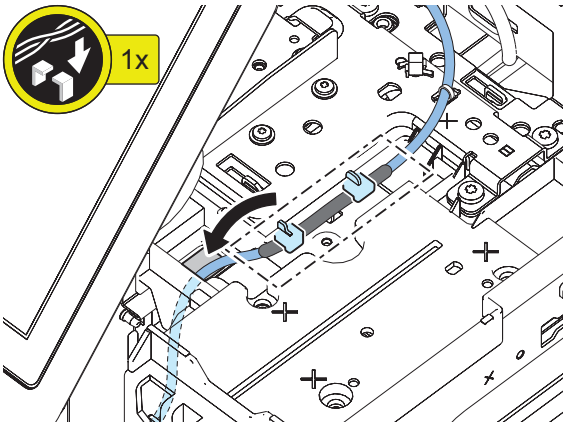
□
16.



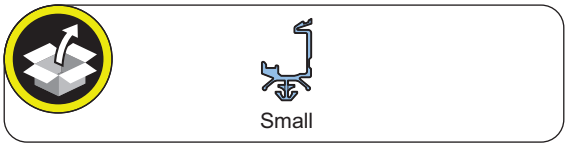
☐
17.

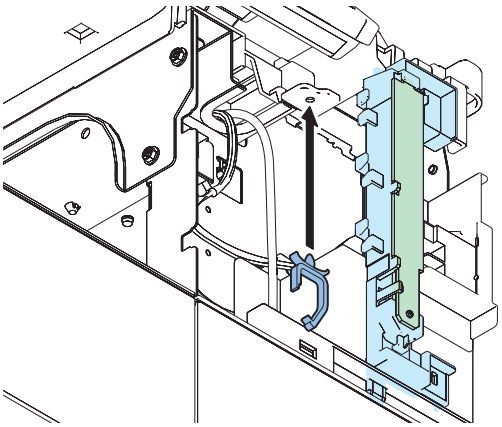


☐
18.



☐
19.

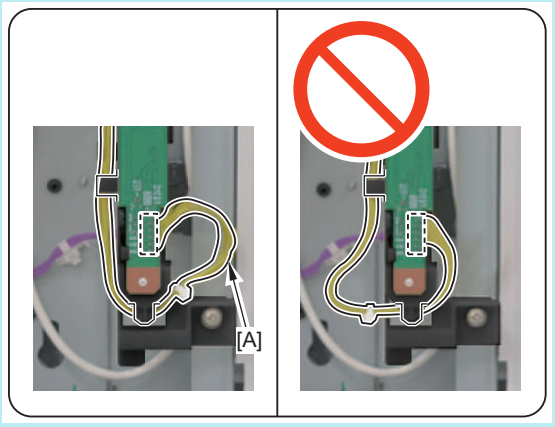


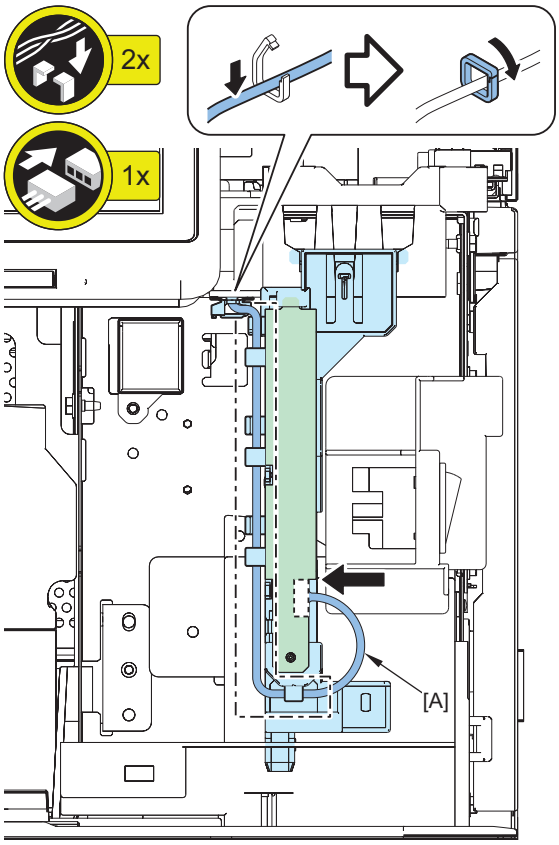


□

20.

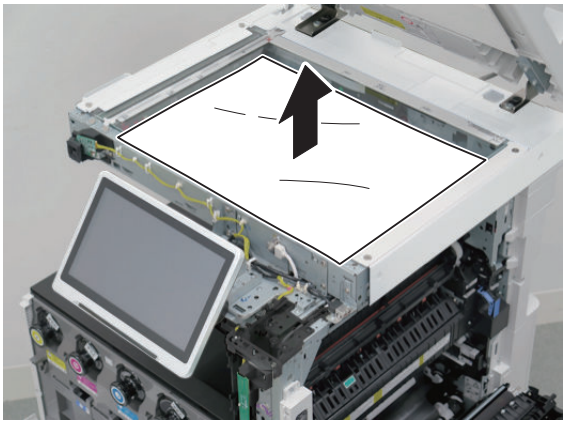
NOTE:
Adjust the excess length of the cable at [A].





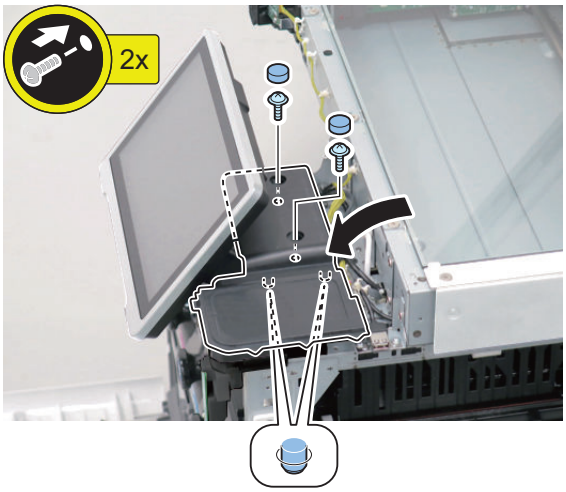
□

21.



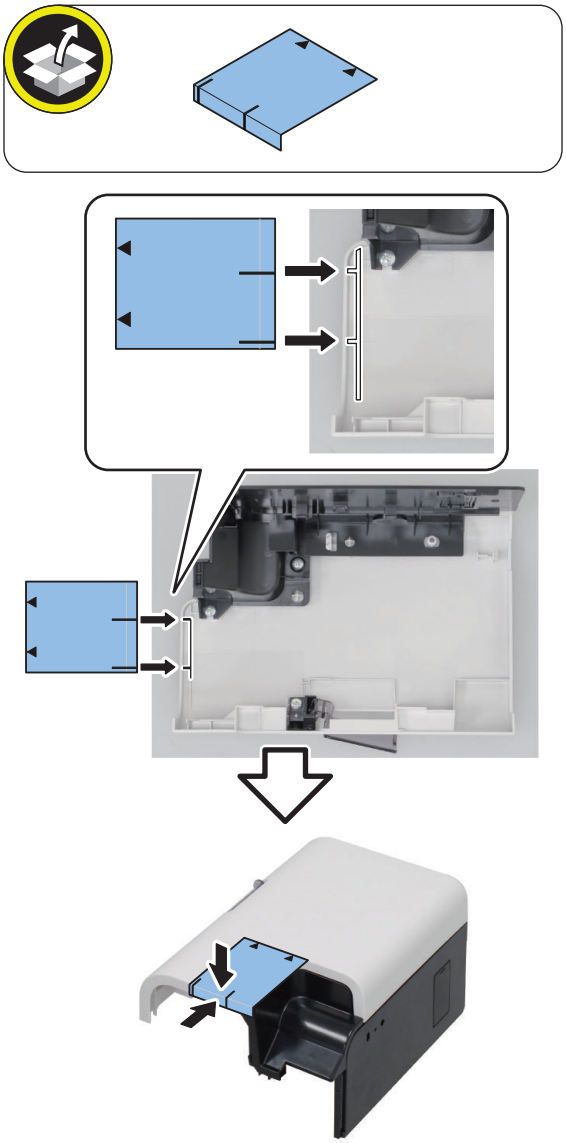
□

22.



□

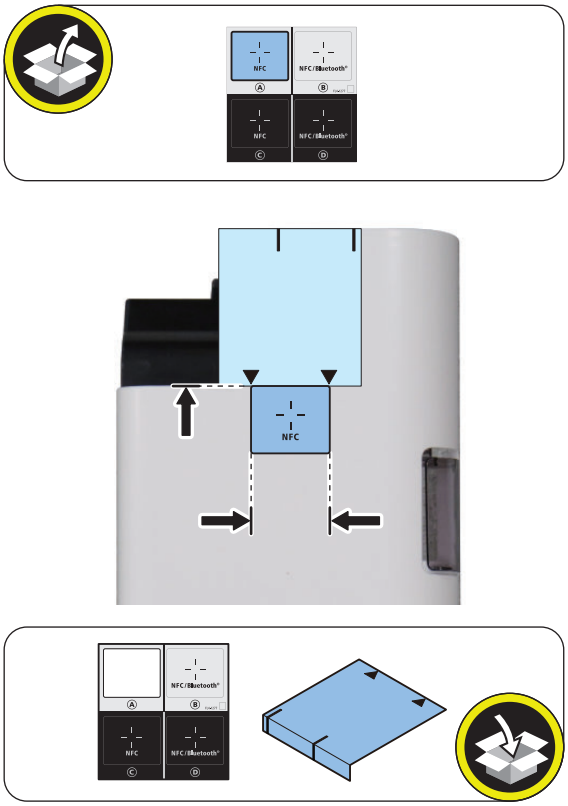
23.



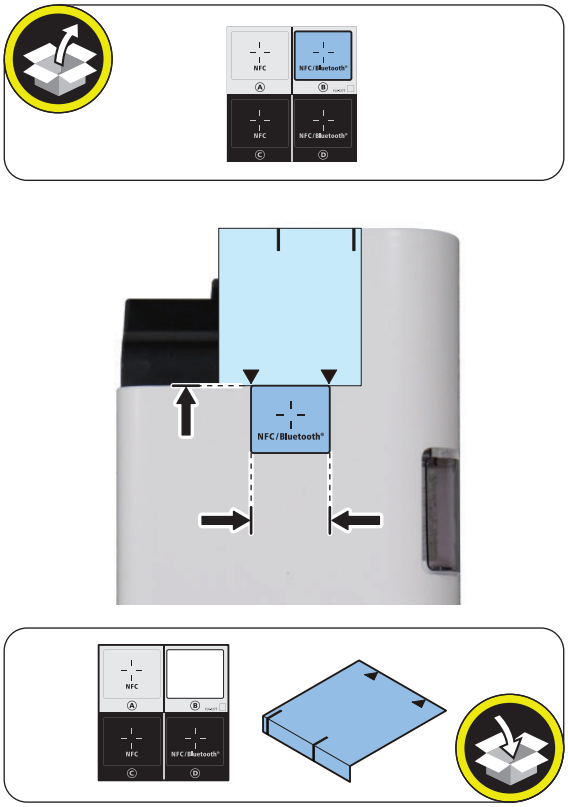
□

24.

<When installing only the NFC Kit>



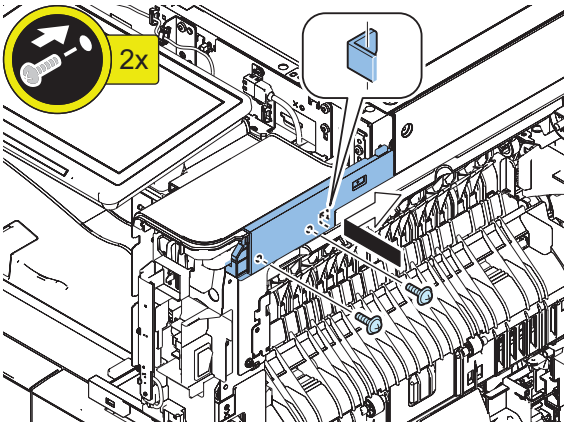
<When installing together with the Connection Kit for Bluetooth LE>



■ Installing the Covers

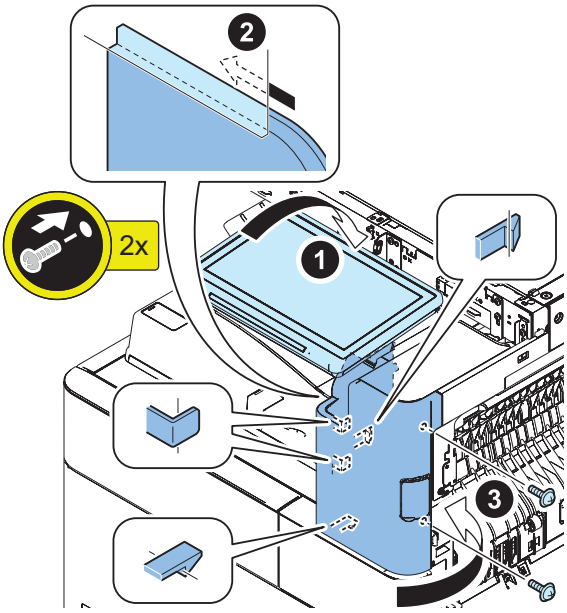
☐

1.



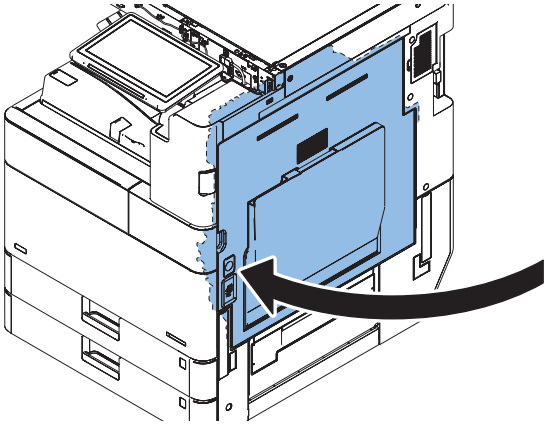
☐

2.



☐

3.



□

4.

□

5.

Setting after Installation

□

1. Connect the power plug of the host machine to the outlet.
2. Turn ON the main power switch.
3. Eenter service mode and set the value to "1".
   COPIER > FUNCTION > INSTALL > NFC-USE

NOTE:
When [System Manager Information Settings] is set, it is required to log in as a system manager in accordance with instructions of the user administrator.

4. Select [Settings/Registration] > [Management Settings] > [Device Management] > [Use NFC Card Emulation], and set the item to "ON".
5. Turn OFF and then ON the main power switch.

6. When a message prompting the version update is displayed, press [Update] and automatically update the version of this equipment.

CAUTION:
It may take time to display the update screen. (Approx. 1 to 2 min.) During this time, do not operate the screen.

7. Check the end of the following service mode.
   COPIER > DISPLAY > VERSION > PANEL
   - If the end is an even number (e.g. 01.26): NFC is not installed.
   - If the end is an odd number (e.g. 01.27): NFC is installed.

Utility Tray-B1

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

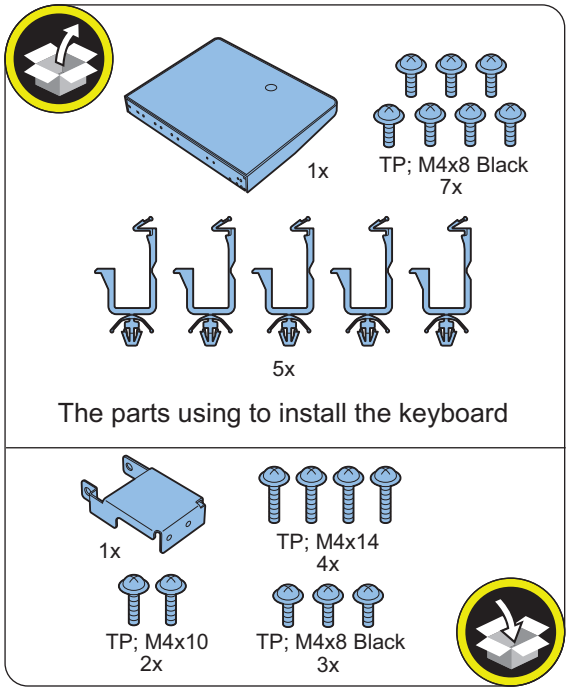
Points to Note when turning ON/OFF the main power

The following message is displayed.

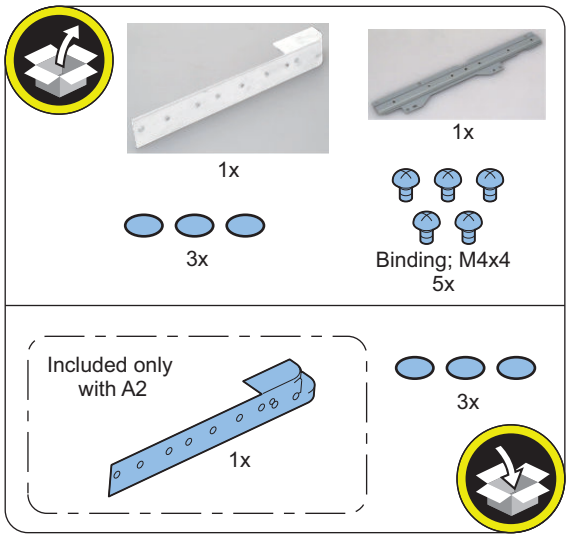
1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Checking the Contents

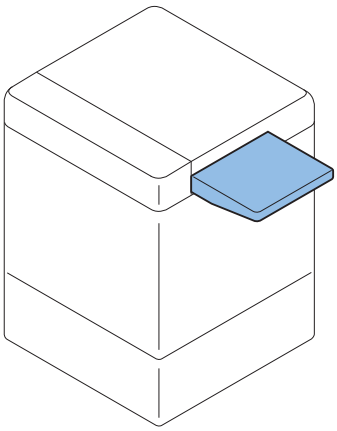
■ Utility Tray-B1



■ Option Attachment kit for Reader-A1/A2



Installation Outline Drawing



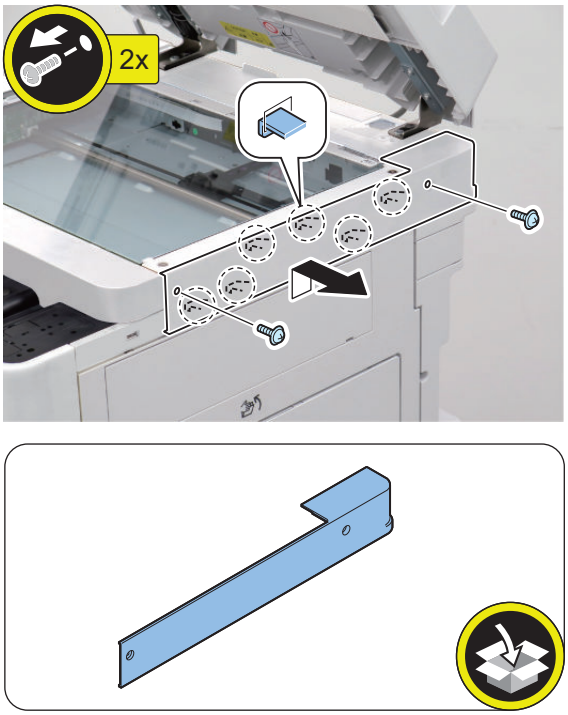
Installation Procedure

■ Installing the Option Attachment kit for Reader

□

1.

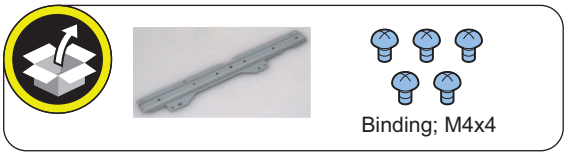
□
2.

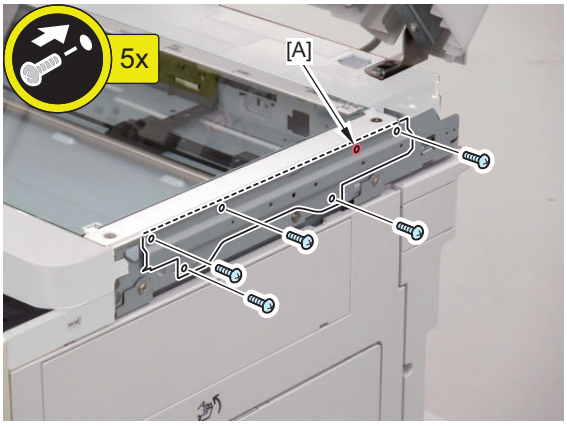


NOTE:
The removed screws will be used in step 4.

□
3.

NOTE:
- Screw holes [A] may or may not be present.
- Do not use this screw hole [A].

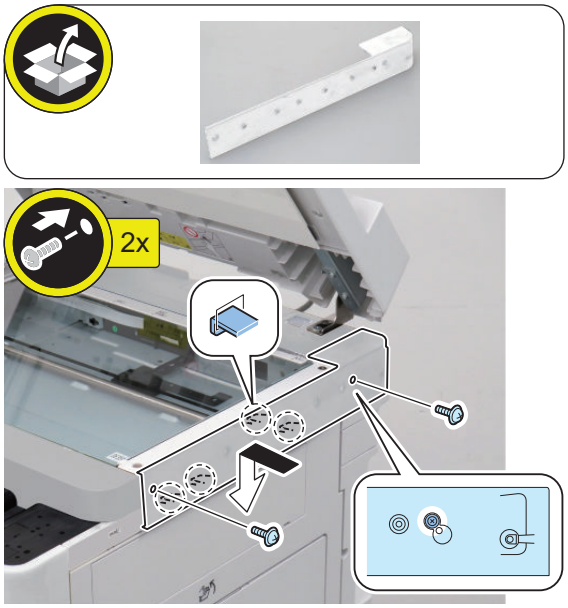




☐

4.

NOTE:
Use the screws removed in step 2.



☐

5.

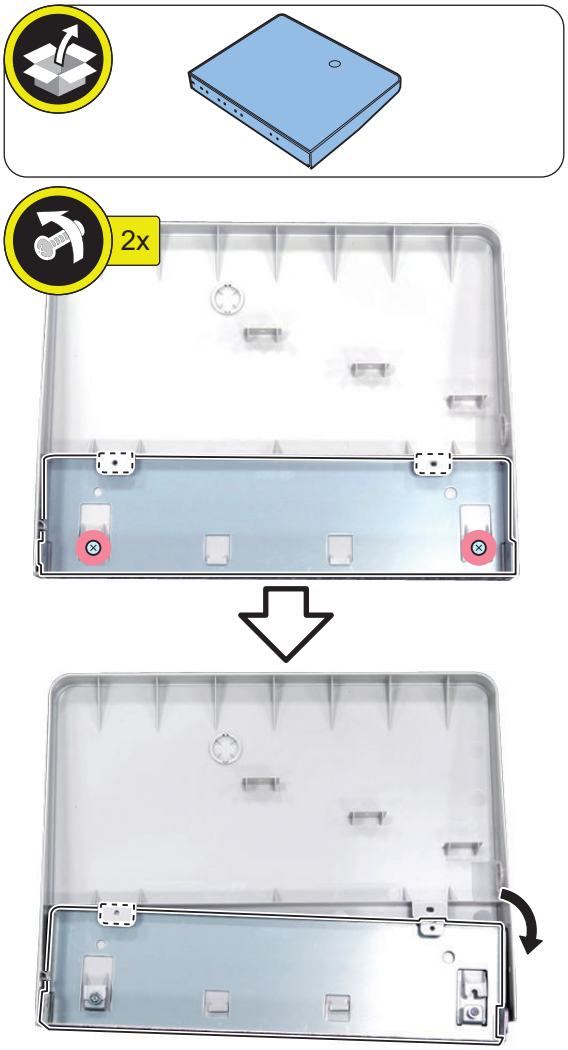
■ Installing the Utility Tray

☐

1. **Remove the packaging materials and tapes.**

□

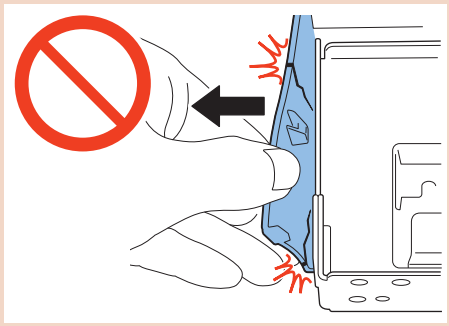
2.

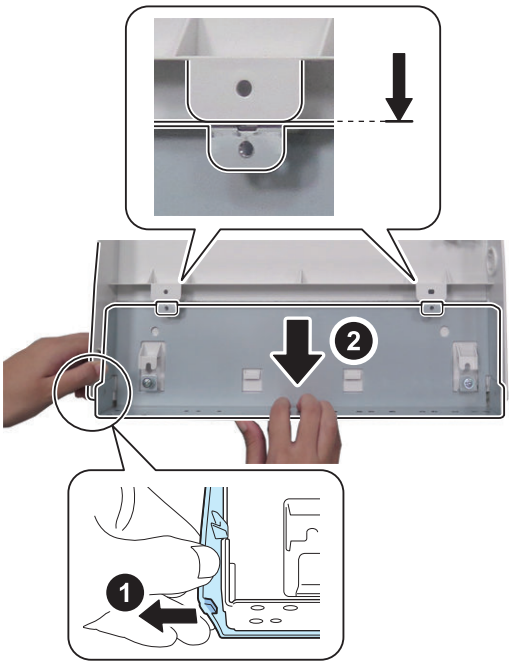


□

3.

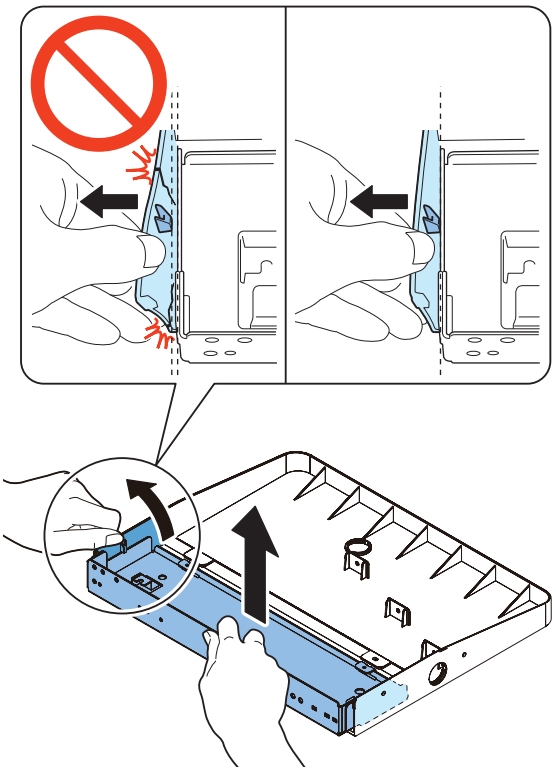
CAUTION:
Do not open it too wide, or it may be broken.



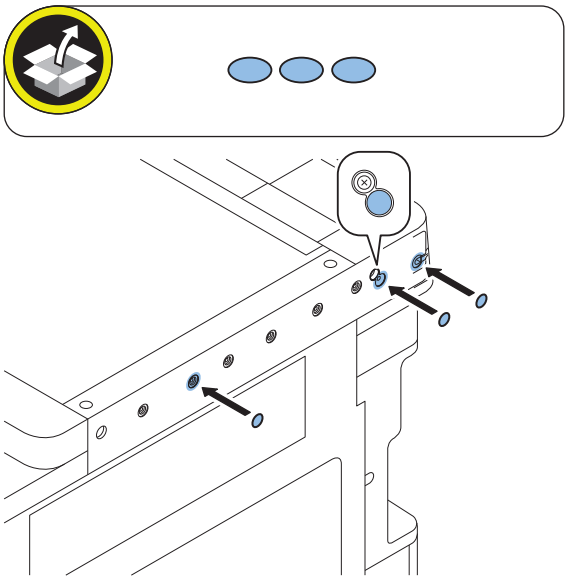


□
4.

CAUTION:
Do not open it too wide, or it may be broken.



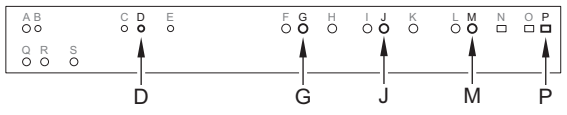
□
5.

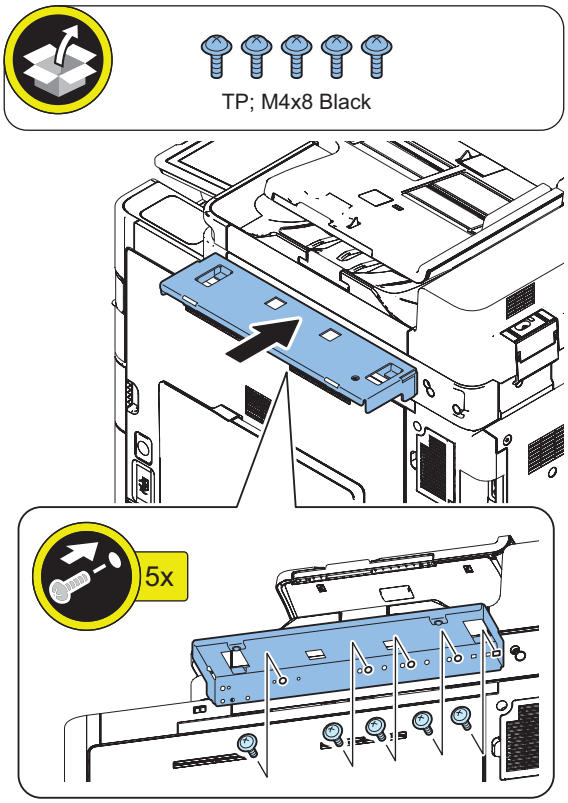


□

6.

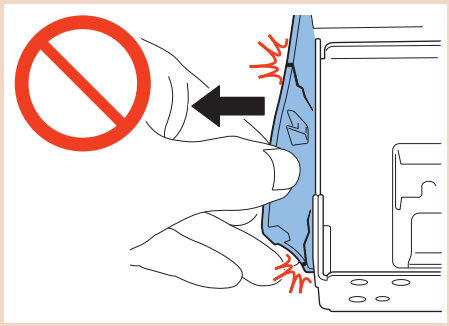
CAUTION:
Points to Note at Installation
If the holes are marked with alphabets as shown below, align the holes marked with D, G, J, M, and P with the holes in the host machine.

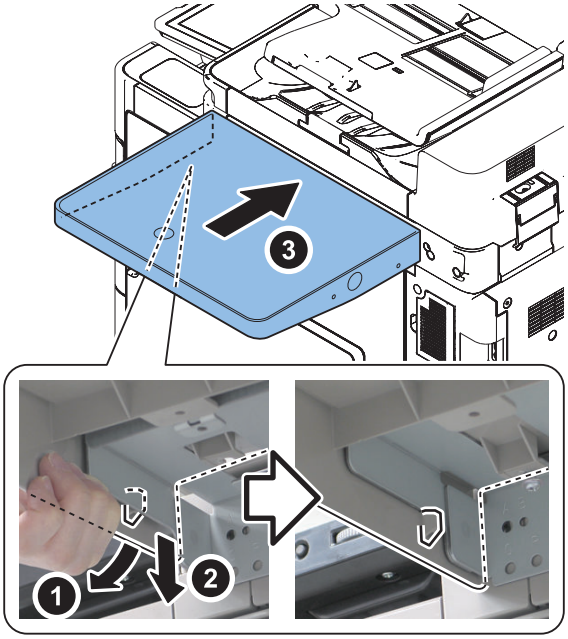




□
7.

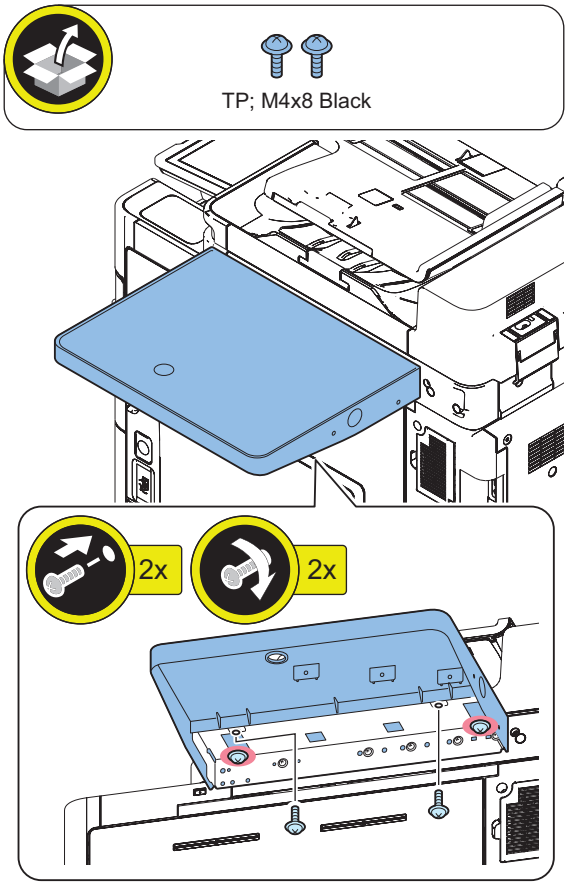
CAUTION:
Do not open it too wide, or it may be broken.





□

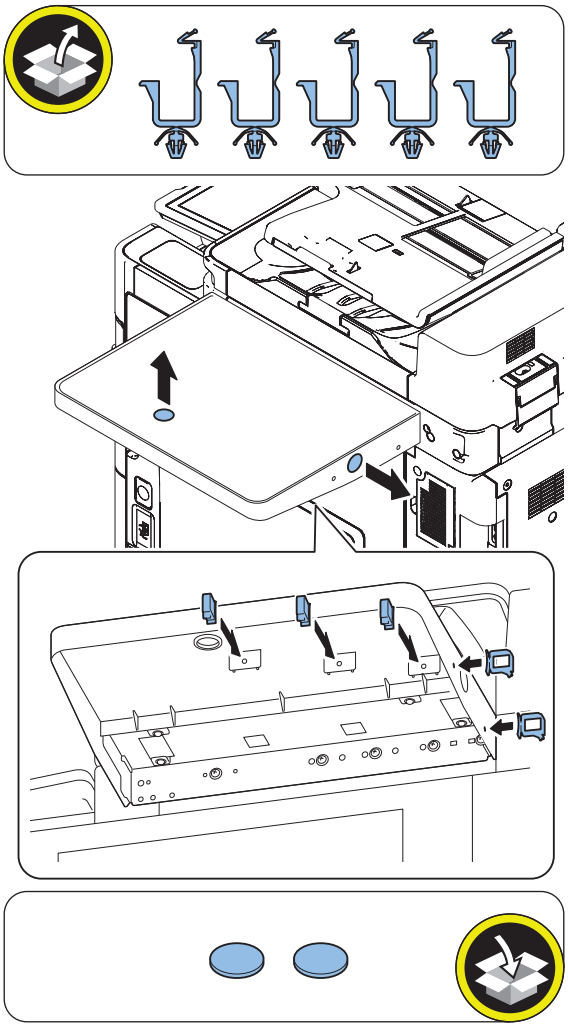
8.



■ When Installing the USB Keyboard

□

1.



Copy Card Reader-F1

Points to Note at Installation

- To install this equipment, the Copy Card Reader Attachment Kit is required.
- Refer to "Table of Options Combination" when installing this equipment before operation.
- When using options and the Copy Card Reader together, install the Copy Card Reader first.

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> ⚠ **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

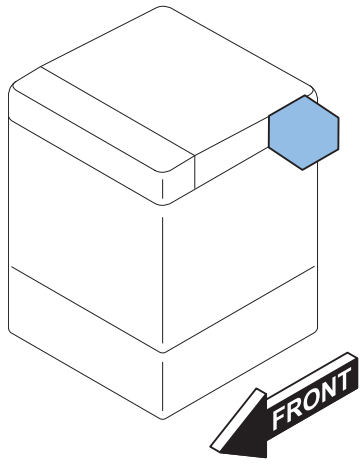
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

The following message is displayed.

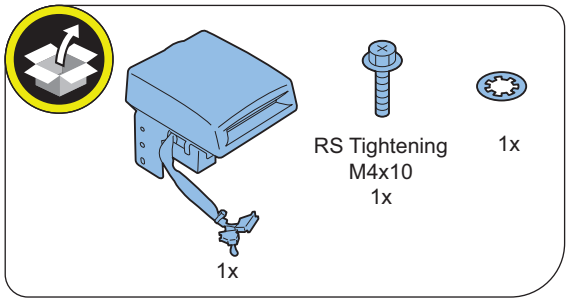
1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing

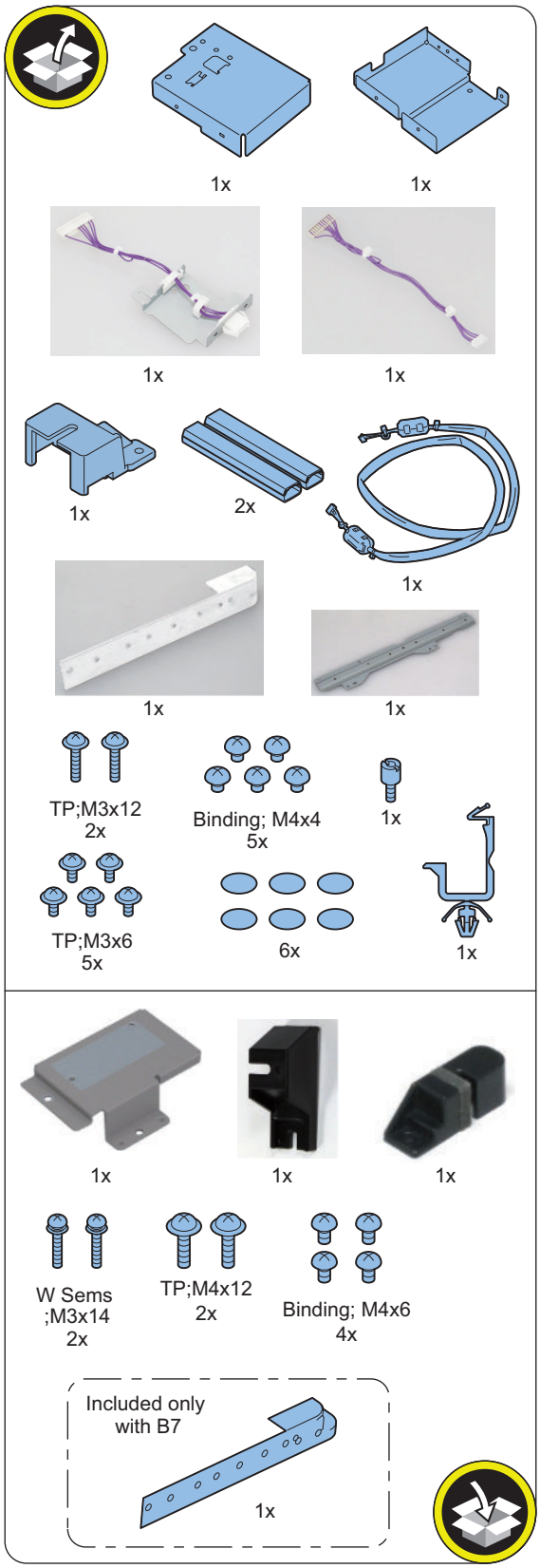


Checking the Contents

■ Copy Card Reader-F1



■ Copy Card Reader Attachment-B6/B7



Installation Procedure

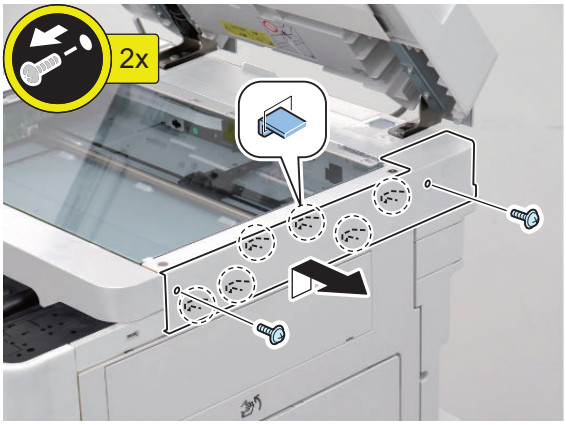
■ Installing the Option Attachment kit for Reader

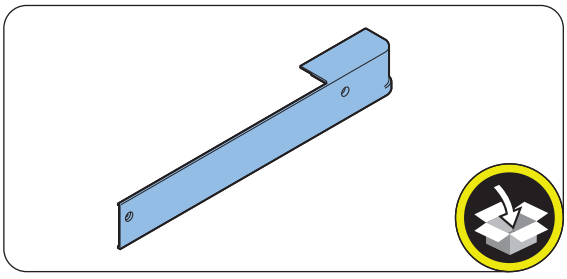
□

1.

□

2.



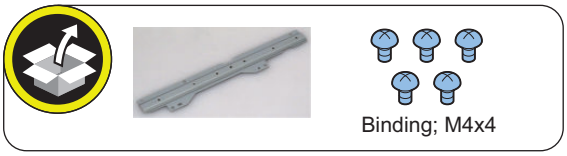


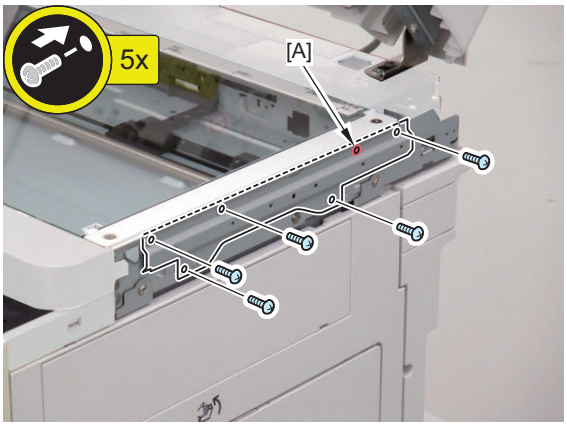
NOTE:
The removed screws will be used in step 4.

□

3.

NOTE:
- Screw holes [A] may or may not be present.
- Do not use this screw hole [A].

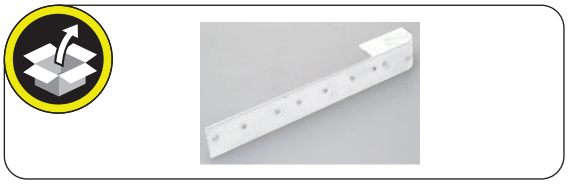


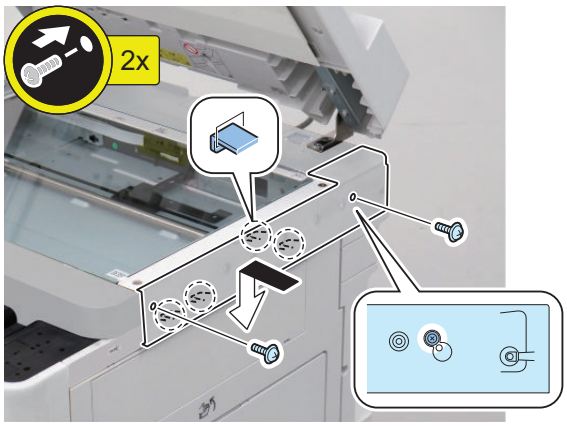


□

4.

NOTE:
Use the screws removed in step 2.





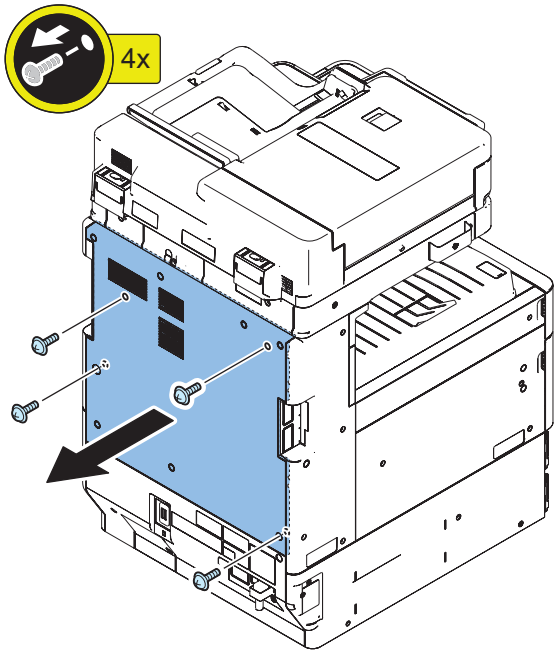
□

5.

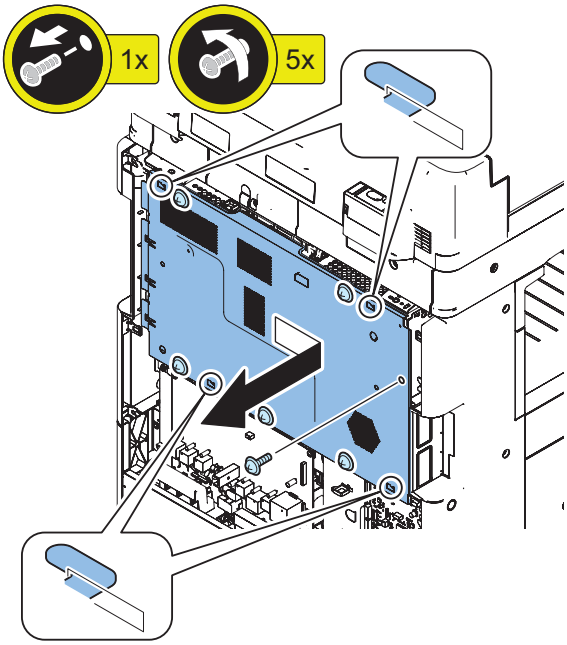
■ Removing the Covers

□

1.



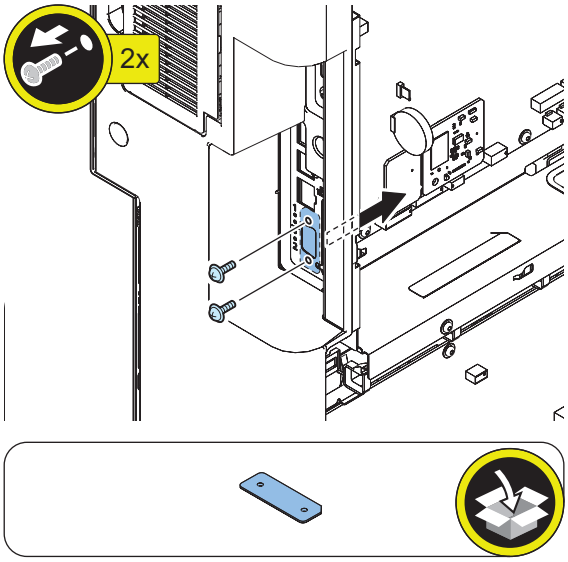
□
2.



■ Installing the Copy Card Reader

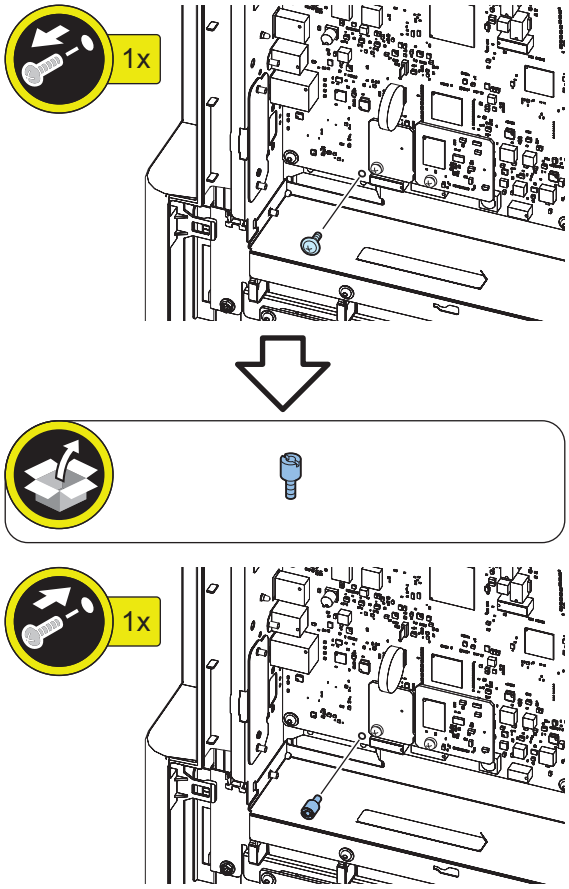
□
1.

CAUTION:
- Remove screws while holding the Face Plate.
- Be careful not to drop the Face Plate.



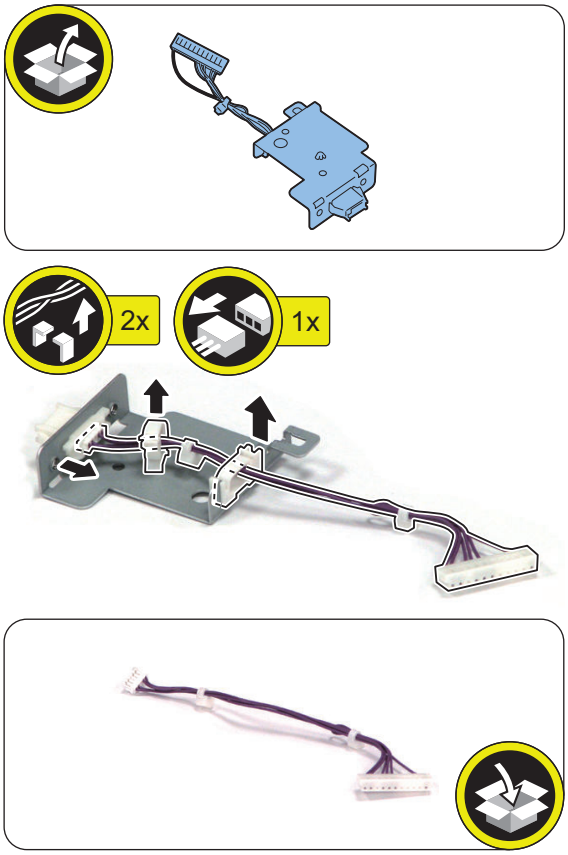
NOTE:
Both removed screws will be used in step 5.

□
2.

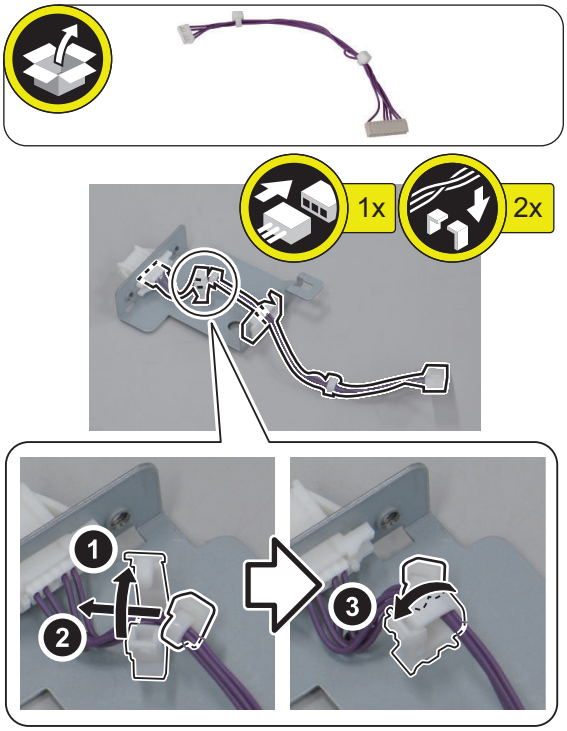


NOTE:
The removed screw will be used in step 5.

□
3.



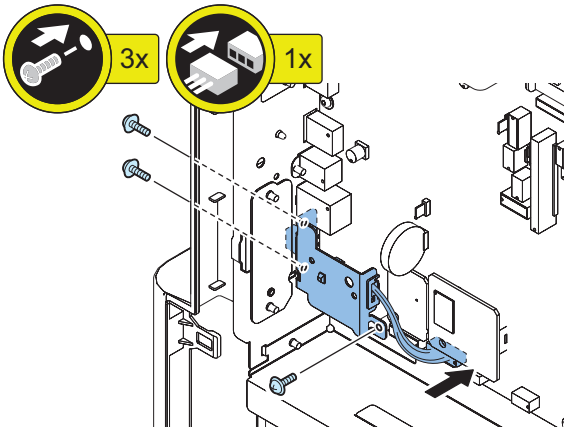
□
4.



□

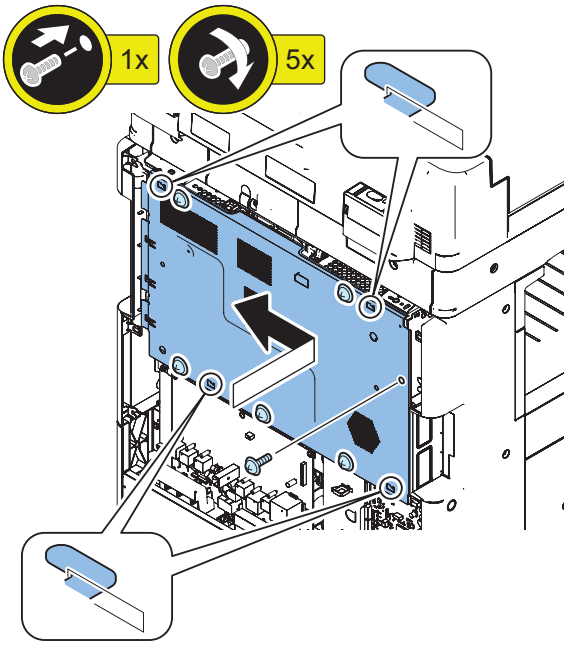
5.

NOTE:
Use the screws removed in step 1 (2 screws) and step 2 (1 screw).

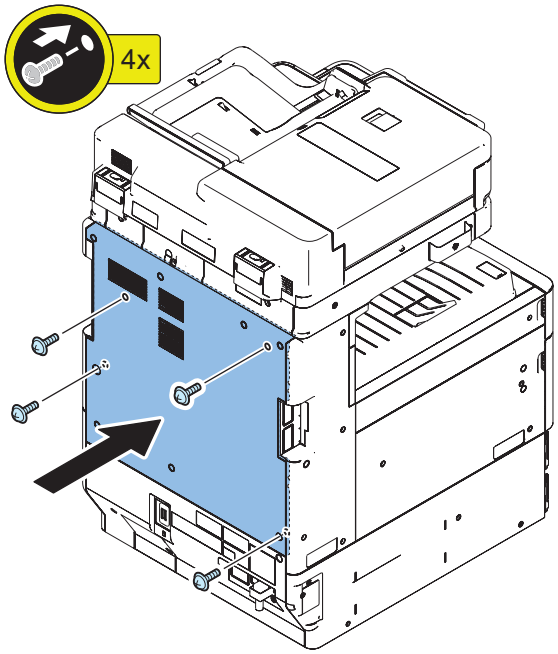


□

6.

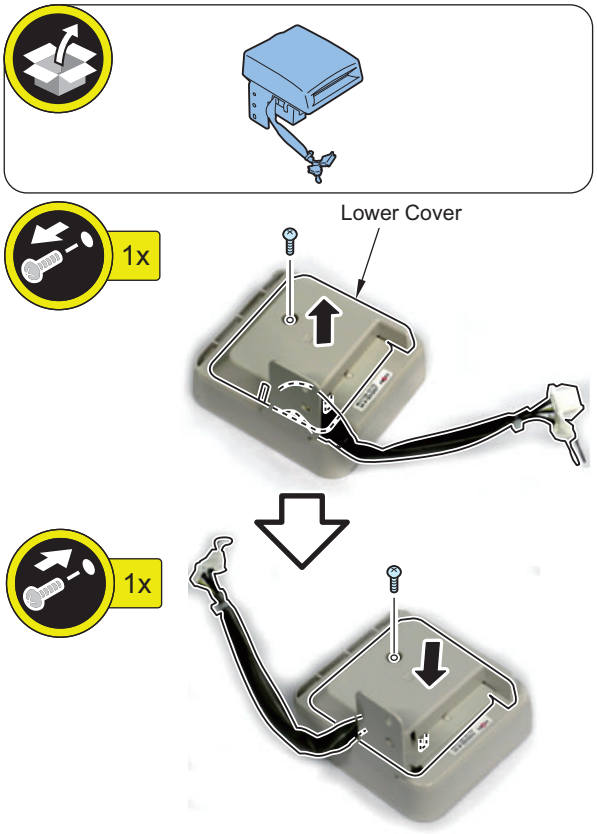


□
7.

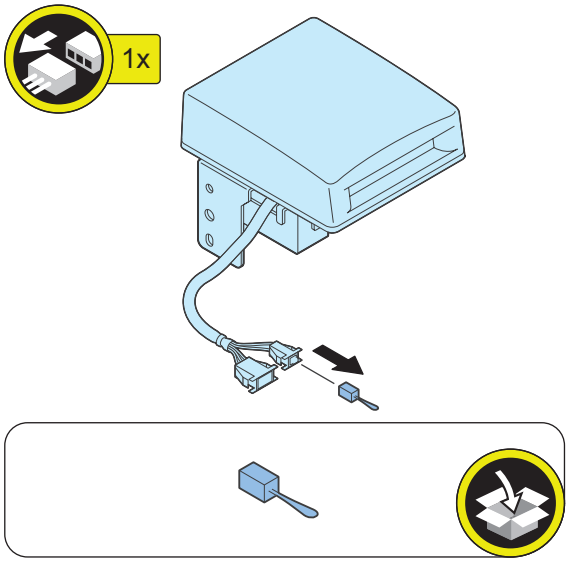


□
8.

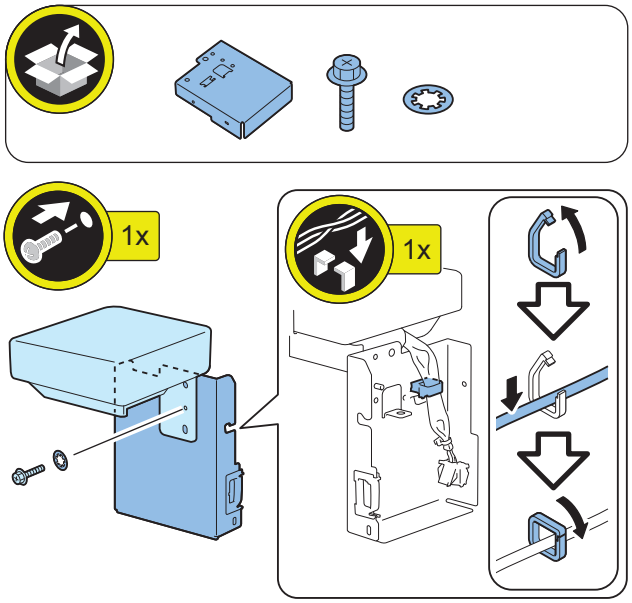
NOTE:
Remove the Lower Cover of the Card Reader Unit, and change the position of the cable.



☐
9.



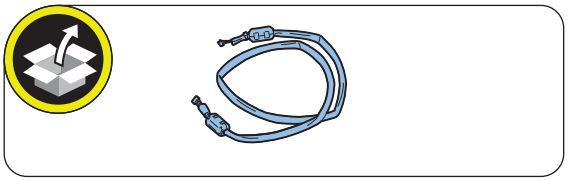
☐
10.

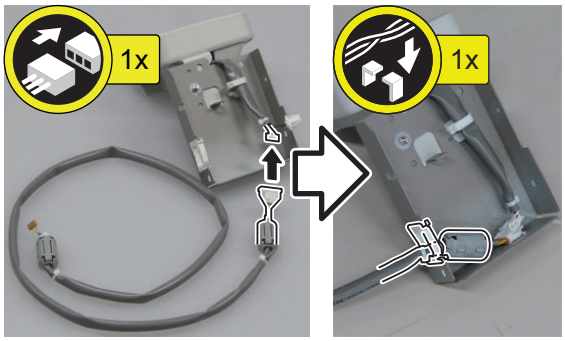


☐

11.

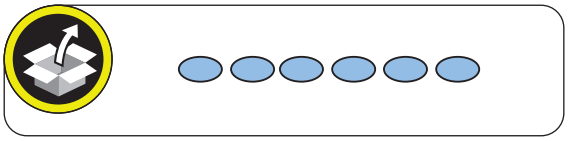
CAUTION:
Be sure that the core is inside the Edge Saddle.

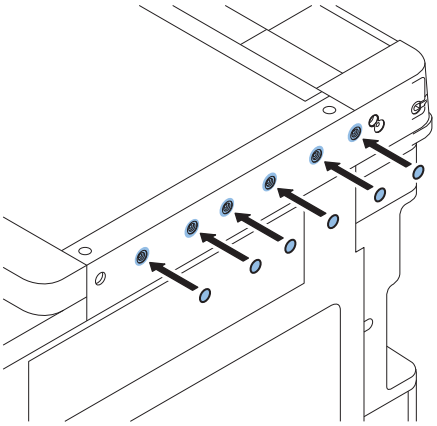




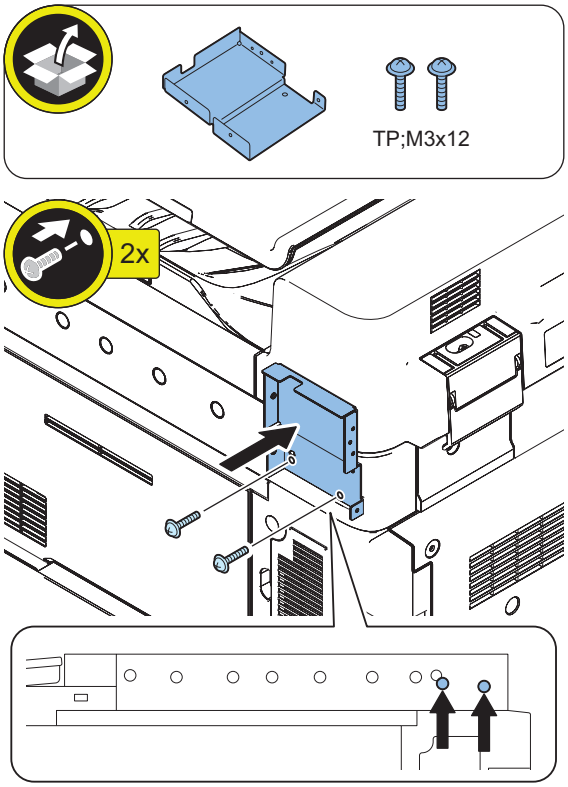
☐

12.

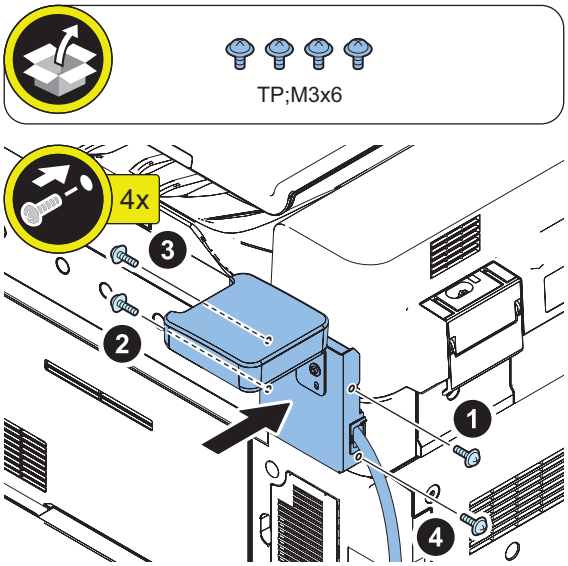




☐
13.

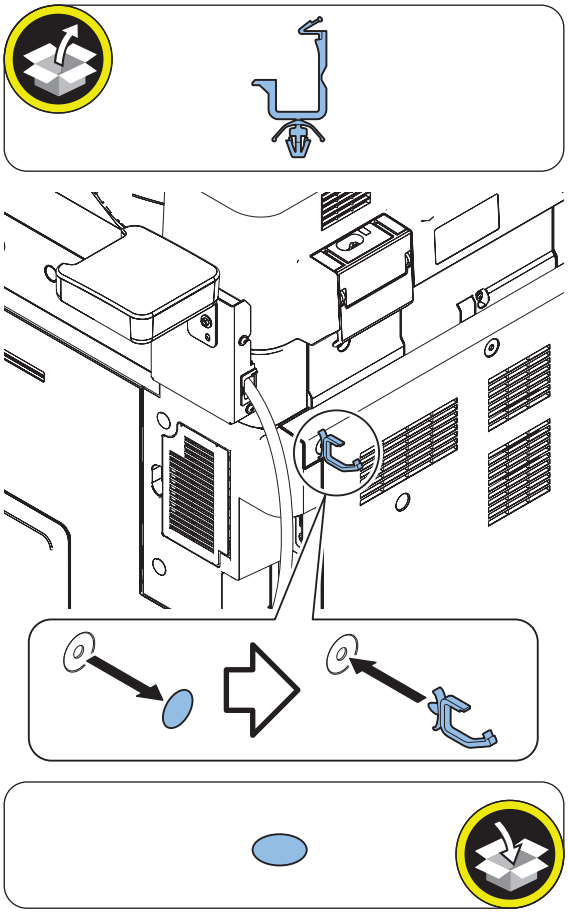


☐
14.



□

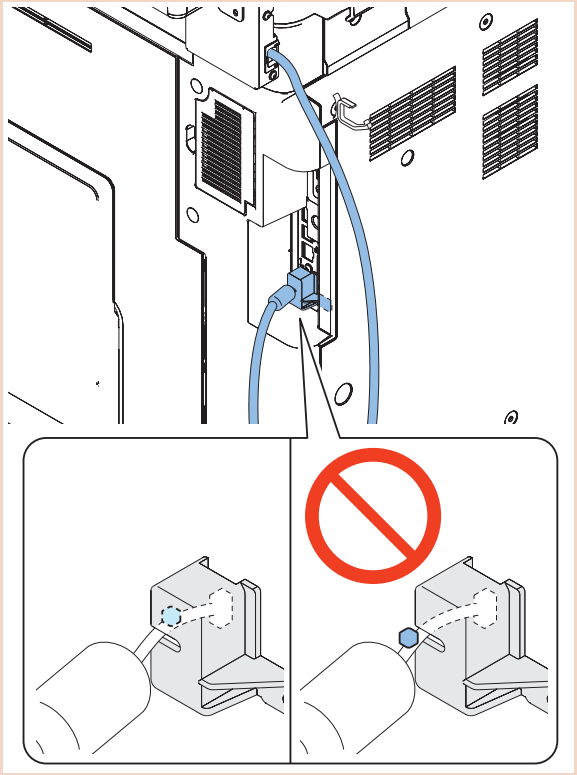
15.

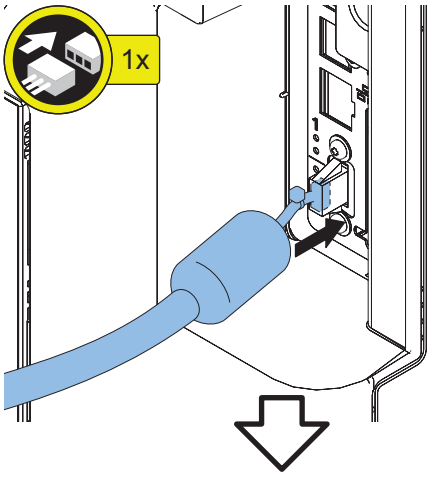


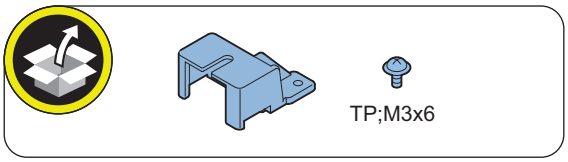
□

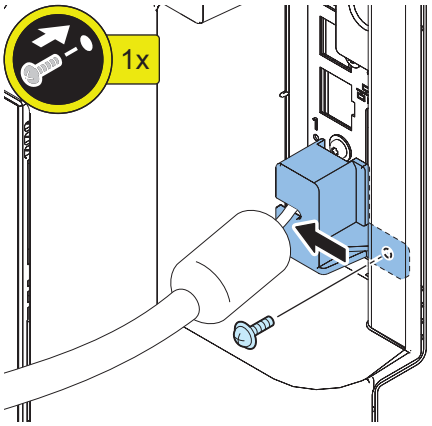
16.

CAUTION:
Installing the Connector Cover
Be sure to insert the Harness Band inside the Connector Cover.



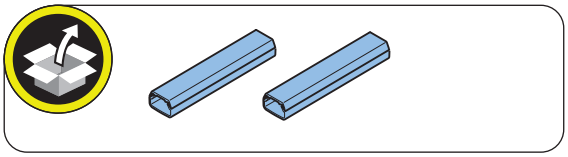


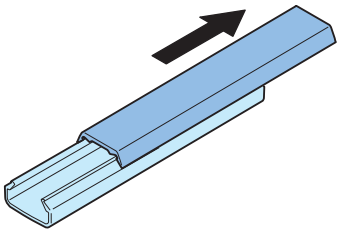




□

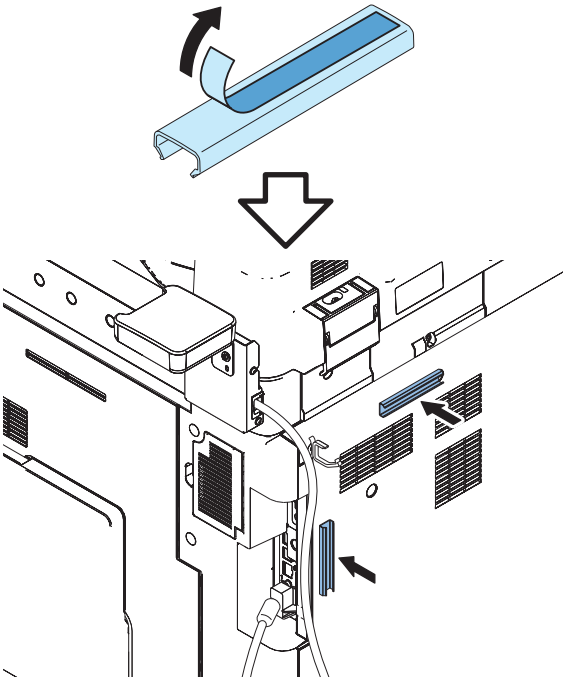
17.





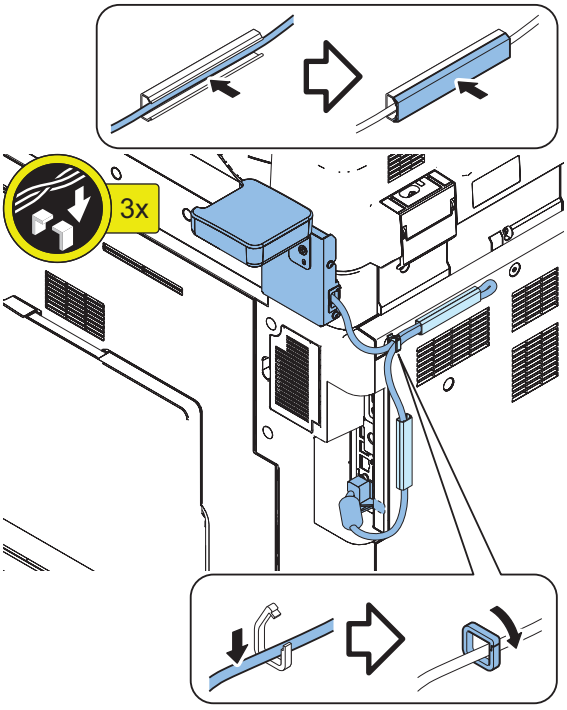
□

18.



□

19.



Checking after Installation

□

1. **Connect the power plug of the host machine to the power outlet.**
2. **Turn the main power switch ON.**

3. **Check the model of the Card Reader in service mode. (Default: 0 "Card Reader-F1")**
   COPIER > OPTION > ACC > CR-TYPE

☐

4. **Set the number of card (number of department ID) that can be used with the Card Reader in service mode.(Lv.2).**
   COPIER > OPTION > FNC-SW > CARD-RNG

☐

5. **Use Service Mode to enter the minimum card number to be used by a user (1 to 2001).**
   COPIER > FUNCTION > INSTALL > CARD
   Starting from the entered card number, the number of cards set in step 4 can be used.

☐

6. **Turn OFF and then ON the main power switch to enable the setting values.**
7. **Insert a card with a card number that has been registered, and check that the machine operates normally.**

NOTE:
Perform the following operations to change the number of cards (departments) after it has been set. In such a case, counter information for each department is reset.
COPIER > FUNCTION > CLEAR > CARD
- Turn OFF and then ON the main power switch to enable the settings.
- After that, perform from step 3.

Voice Operation Kit-D1

Points to Note at Installation

- The option "Option Attachment kit for Reader" is needed to install this equipment.
- This equipment requires the option, the "Numeric Keypad." To install the Numeric Keypad, refer to its Installation Procedure.
- Refer to "Table of Options Combination" when installing this equipment before operation.

Table of Options Combination

	Utility Tray	Voice Guidance Kit	Serial Interface Kit	Copy Control Interface Kit	Copy Card Reader
Voice Operation Kit	No	No	Yes	Yes	Yes

Yes:Available
No:Unavailable

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

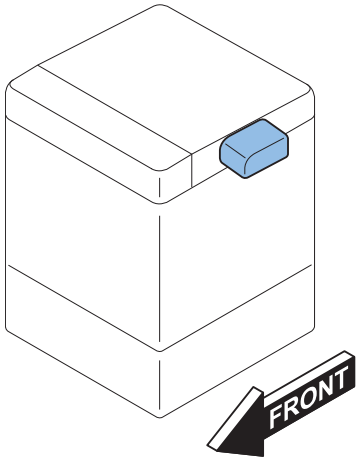
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

The following message is displayed.

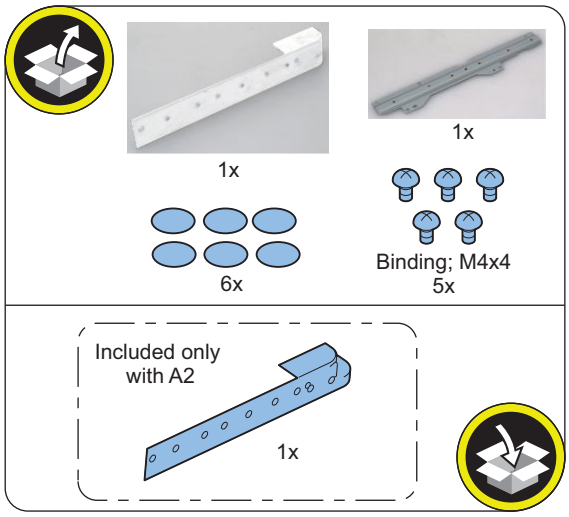
1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing

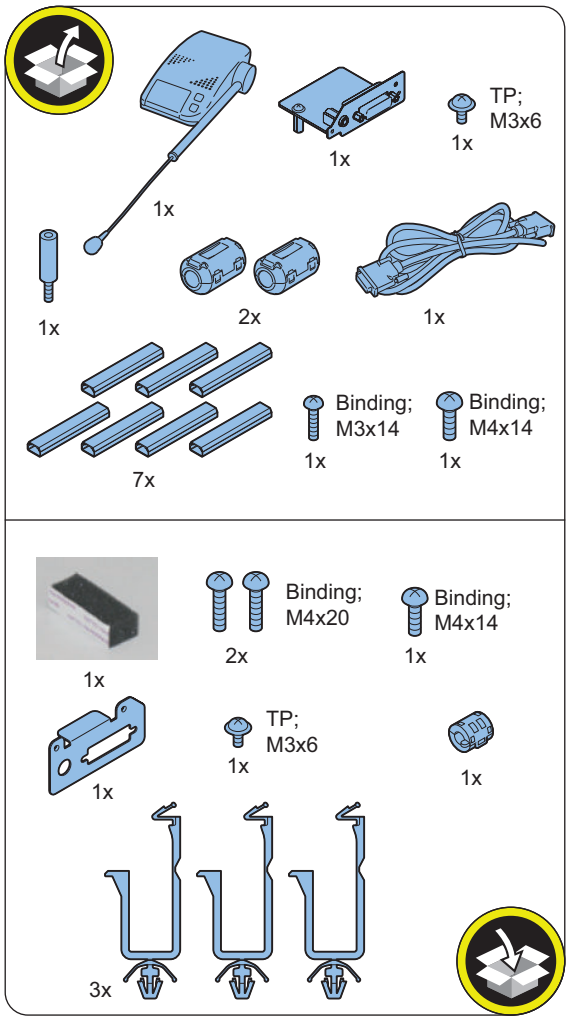


Checking the Contents

■ Option Attachment kit for Reader-A1/A2



■ Voice Operation Kit-D1



<Others>
Guides are included

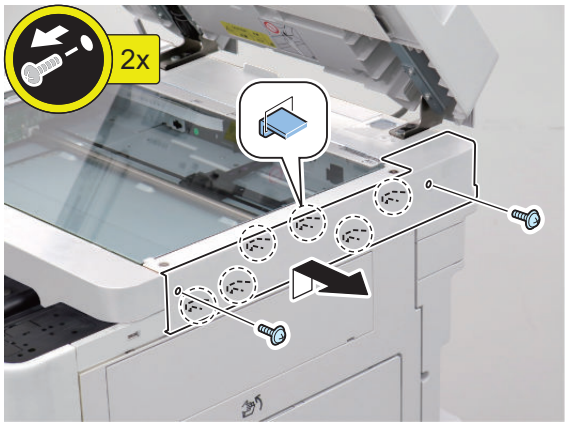
Installation Procedure

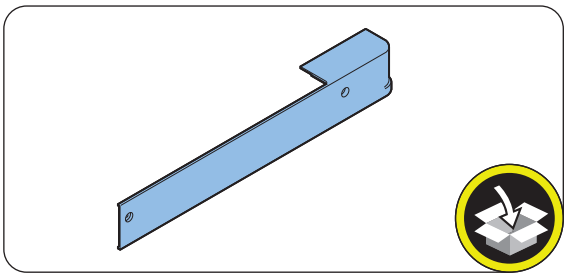
■ Installing the Option Attachment kit for Reader

□

1.

□
2.

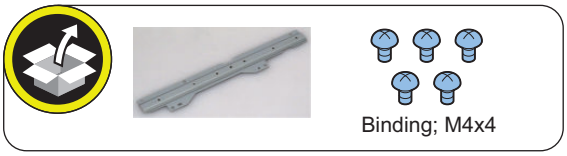


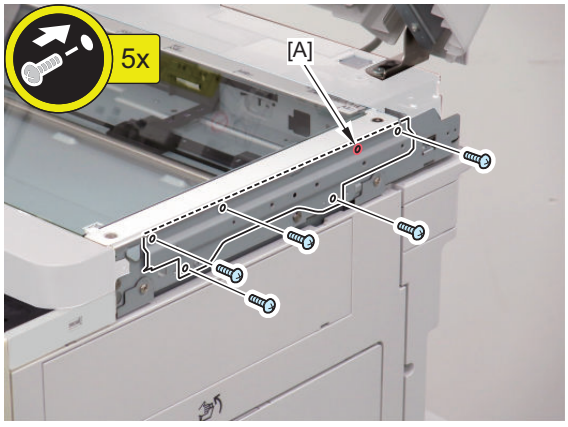


NOTE:
The removed screws will be used in step 4.

□
3.

NOTE:
- Screw holes [A] may or may not be present.
- Do not use this screw hole [A].

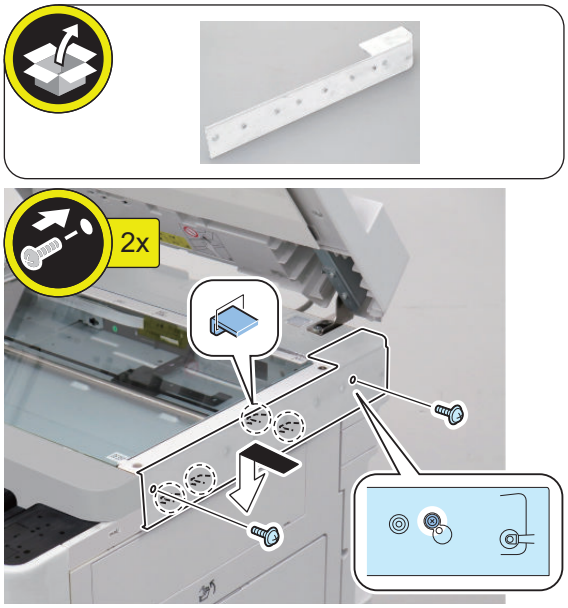




□

4.

NOTE:
Use the screws removed in step 2.



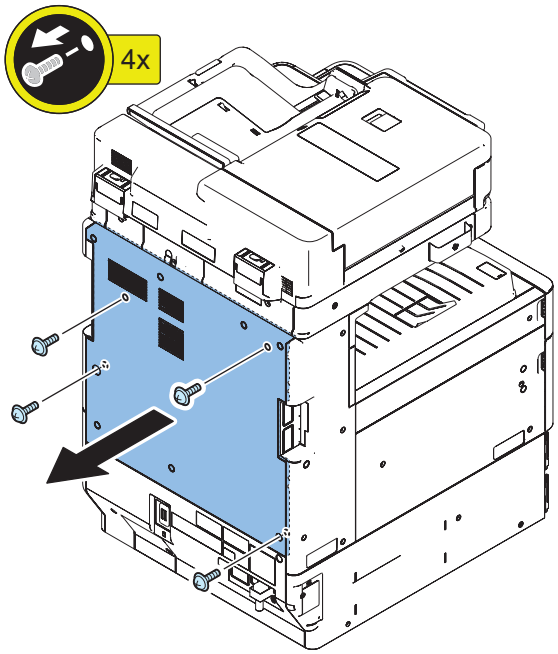
□

5.

■ Installing the Voice Operation Kit

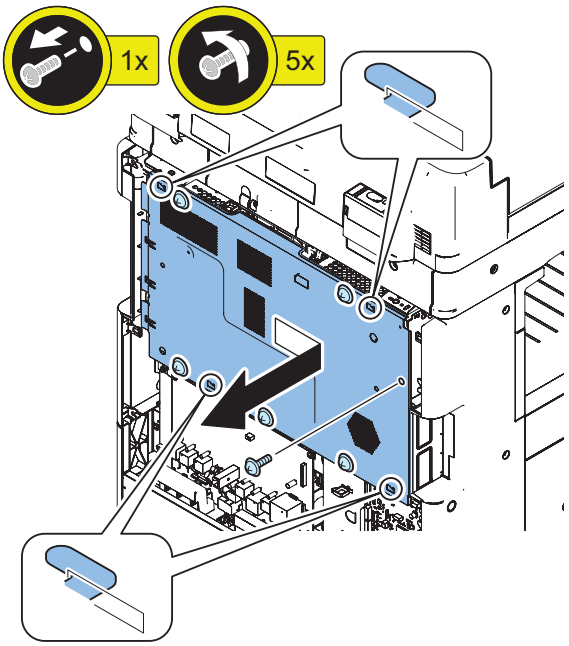
□

1.



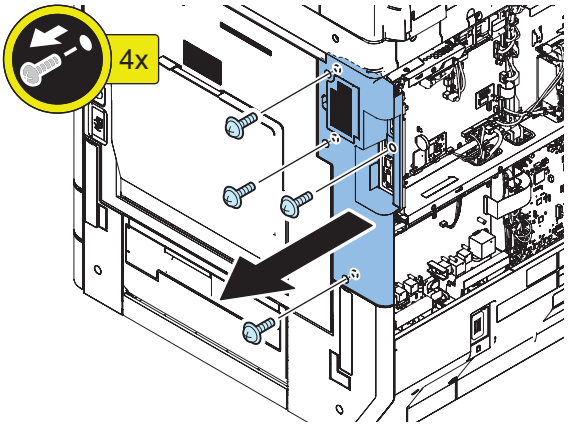
□

2.



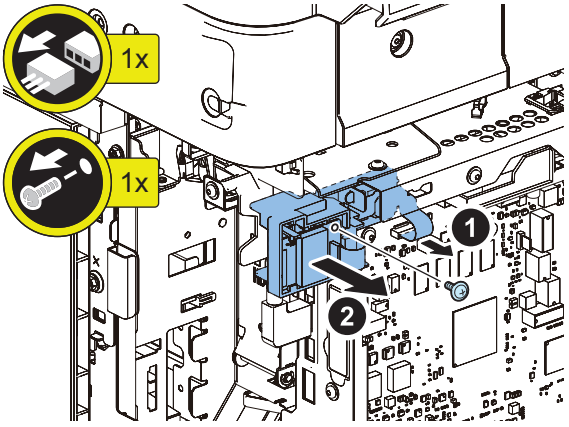
☐

3.



☐

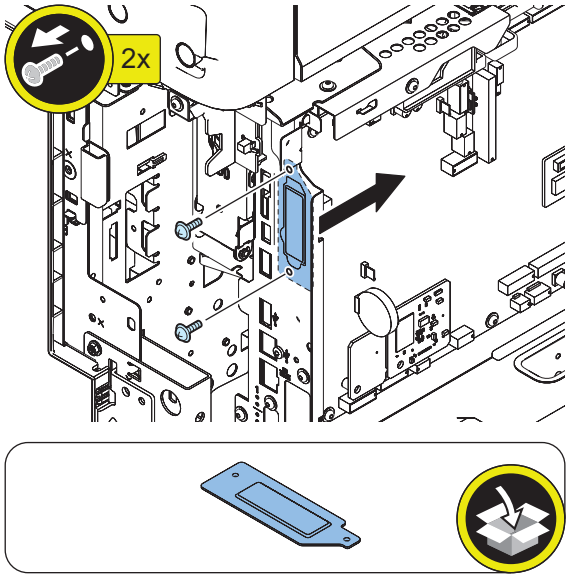
4.



☐

5.

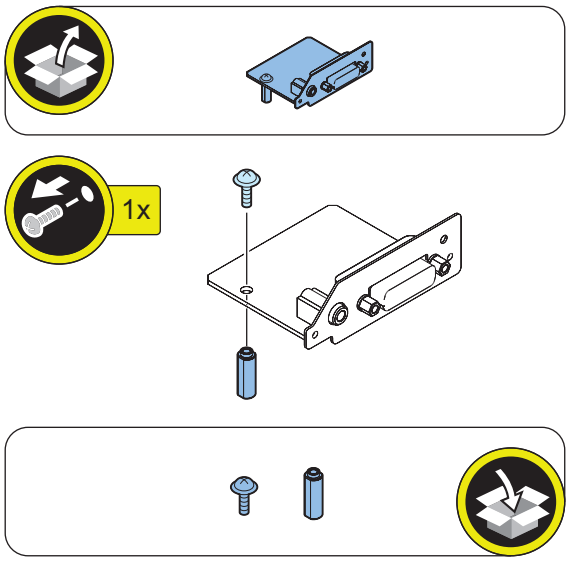
CAUTION:
- Remove screws while holding the Face Plate.
- Be careful not to drop the Face Plate.



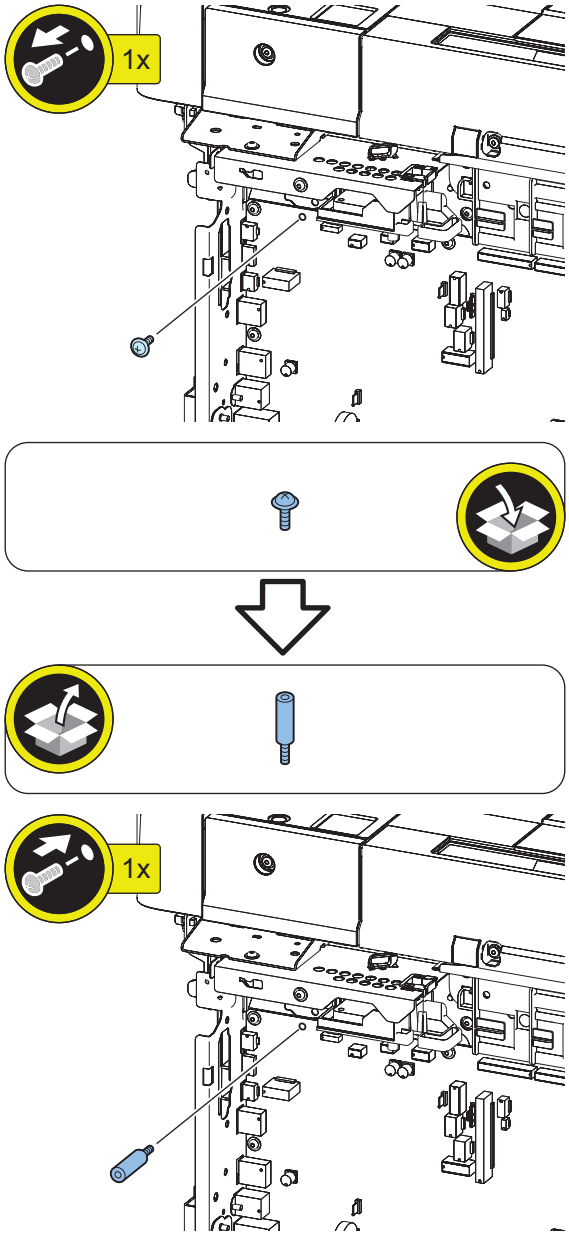
NOTE:
The removed screws will be used in step 8.

☐

6.



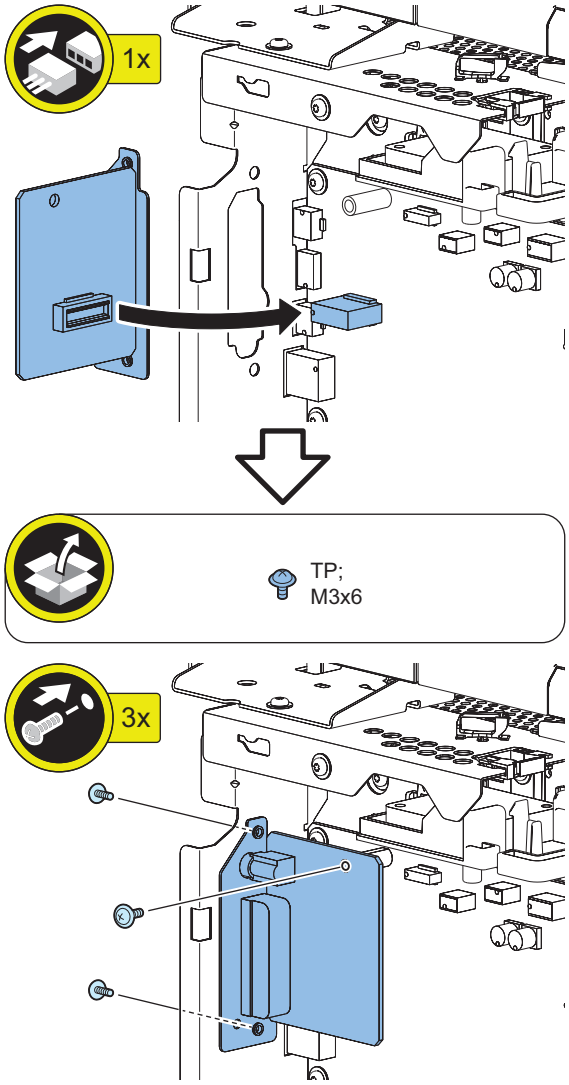
□
7.



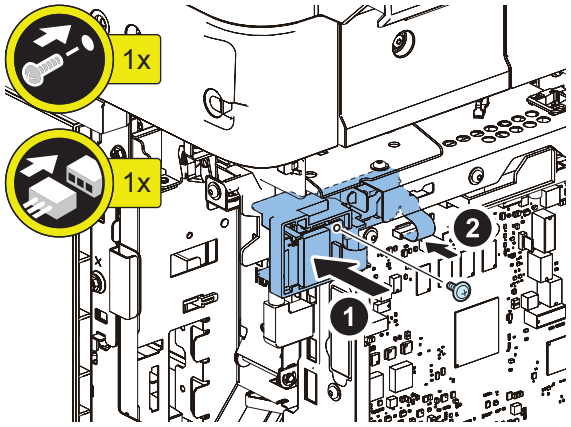
□
8.

CAUTION:
Be careful when inserting the connector so that it is securely fitted.

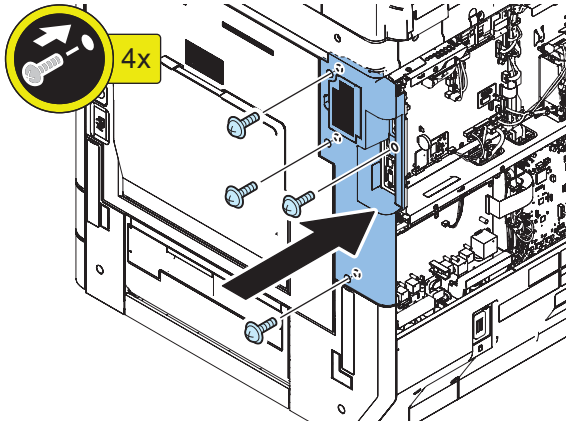
NOTE:
Use 2 screws removed in step 5.



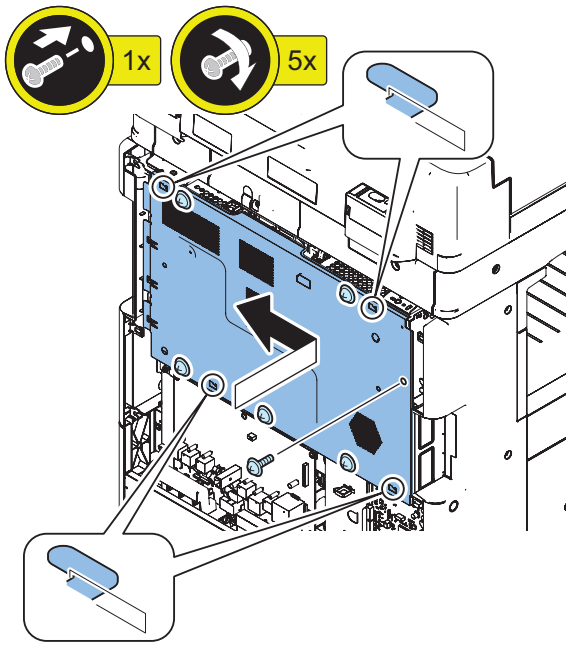
☐
9.



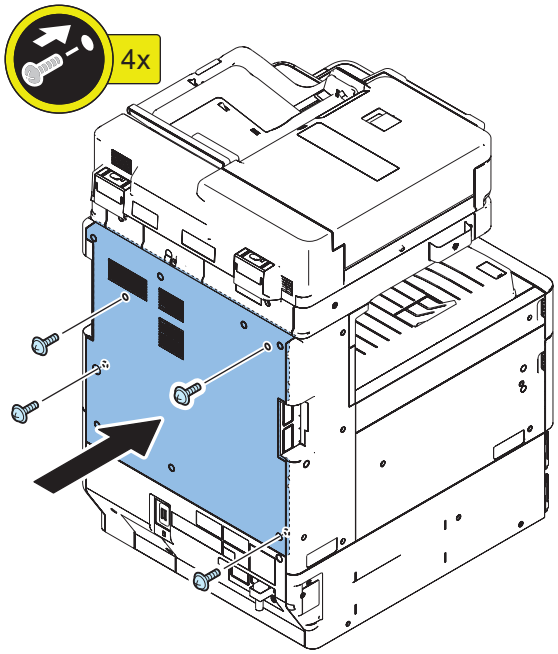
☐
10.



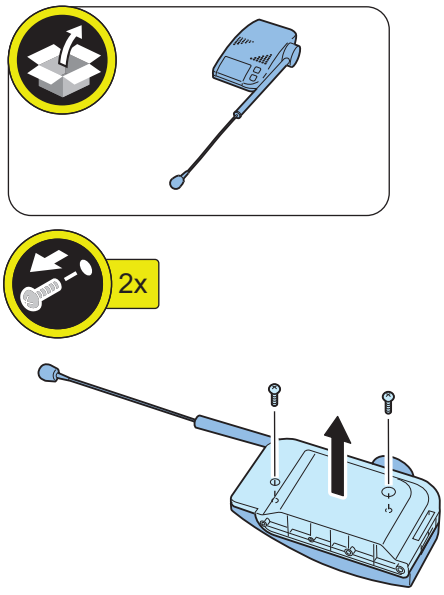
☐
11.



☐
12.



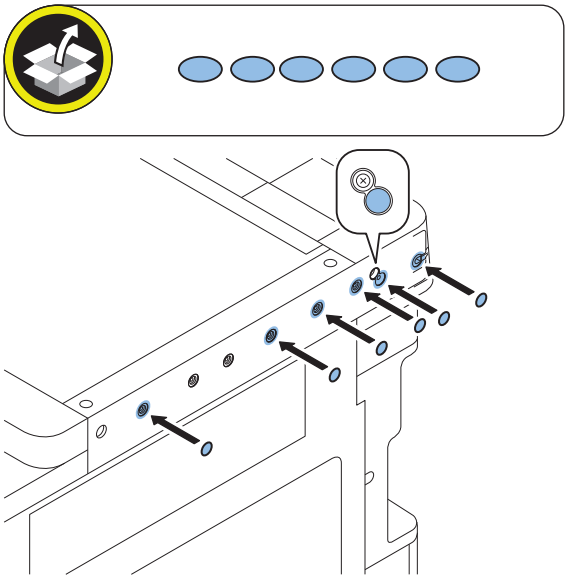
☐
13.



NOTE:
The removed screws will be used in step 16.

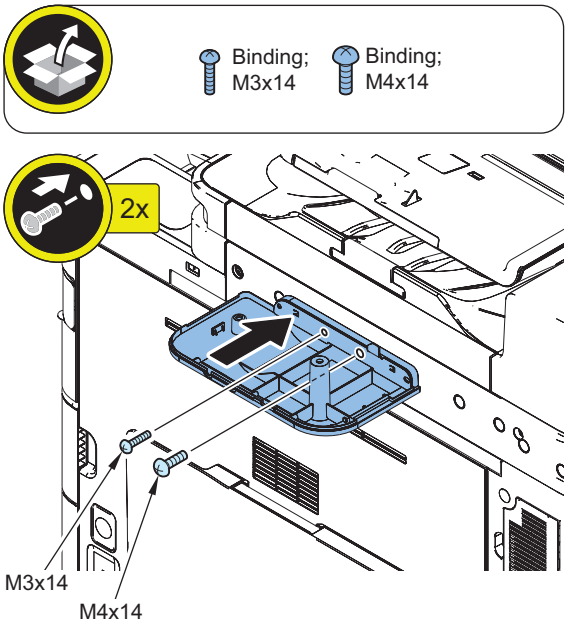
☐

14.



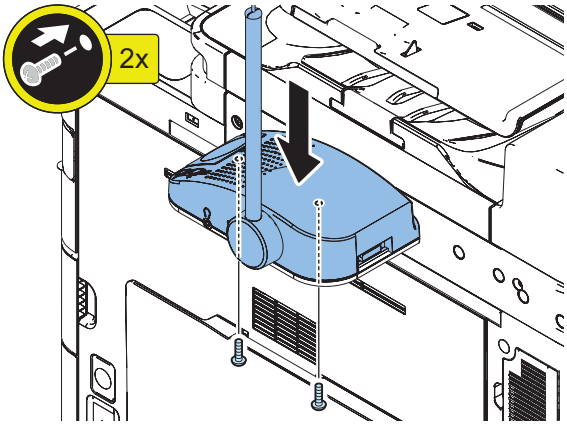
☐

15.

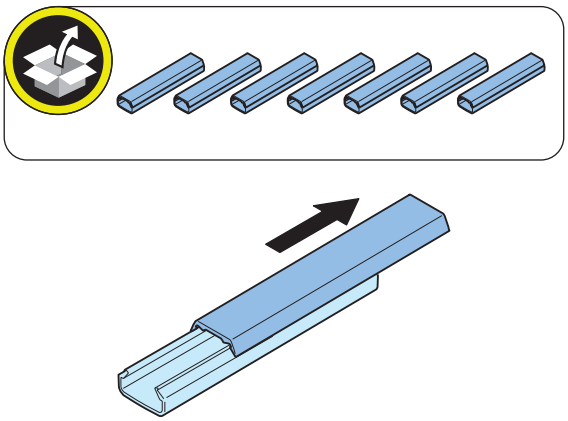


☐
16.

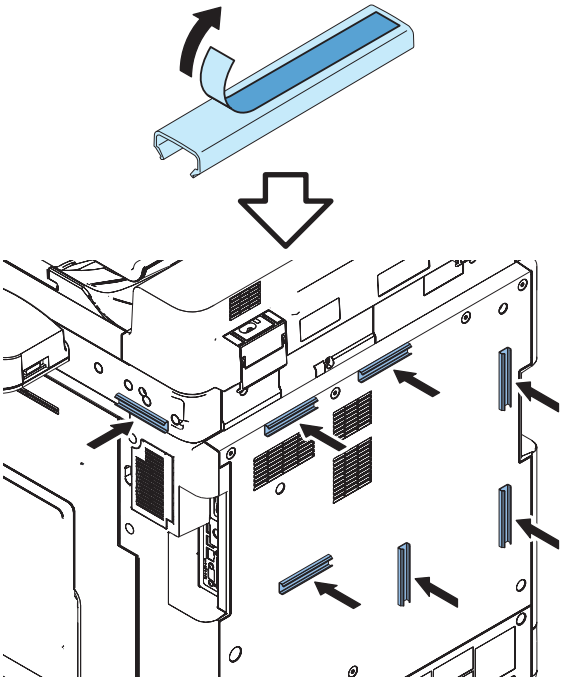
NOTE:
Use the screws removed in step 13.



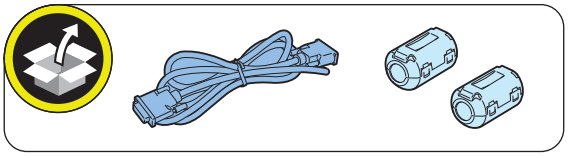
☐
17.

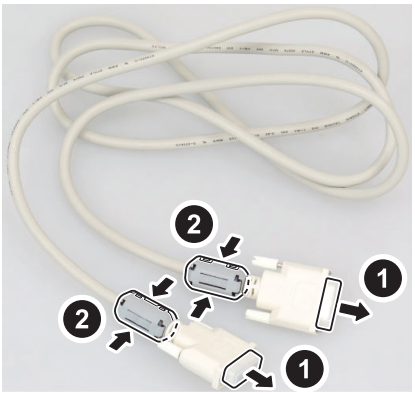


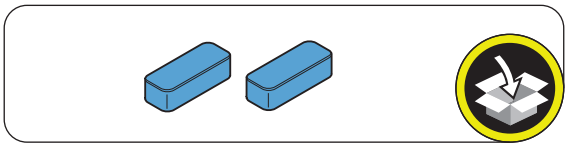
□
18.



□
19.

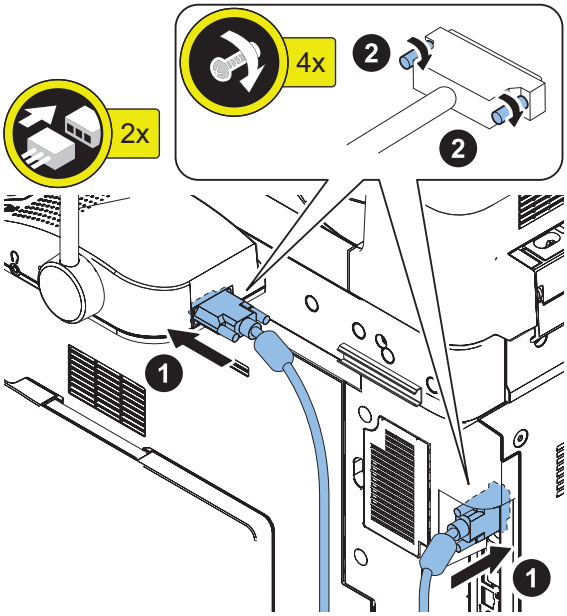






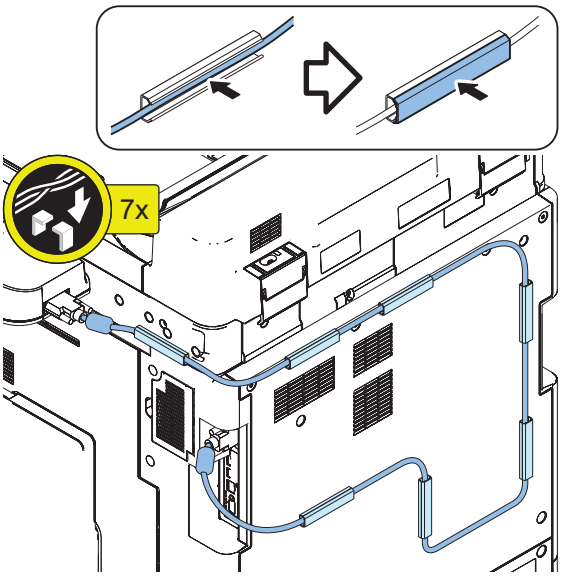
□

20.

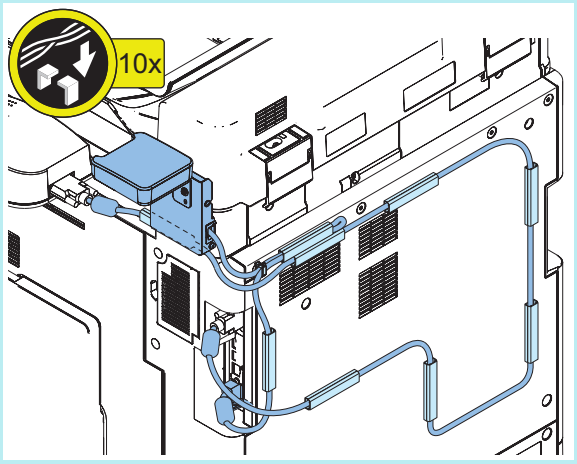


□

21.



NOTE:
When using in combination with the Copy Card Reader



Checking after Installation

NOTE:
When changing the settings upon user's request, it is required to log in as a system manager in accordance with instructions from the user administrator.

☐

1. **Connect the power plug of the host machine to the outlet.**
2. **Turn ON the main power switch.**
3. **Select Settings/Registration > Preferences > Accessibility > Voice Navigation Settings > Use Voice Navigation, and check that the setting is ON.**
4. **Select Settings/Registration > Preferences > Accessibility > Voice Navigation Settings > Voice Navigation at Startup, and check that "Select Mode at Startup" is set.**
5. **Select Settings/Registration > Preferences > Accessibility > Voice Navigation Settings, and check that "Tune Microphone" is displayed.**

Operation Check

■ When Starting to Use

☐

1. **Press the Guidance Start button or Voice Recognition button for 3 seconds or longer.**
2. **In "Select the Voice Navigation type." on the Control Panel screen, select "Manual + Vocal Mode", "Vocal Mode" or "Manual Mode", and press OK.**
3. **Once the indication on the screen is framed in red, the "Voice Operation Kit" becomes enabled.**

NOTE:
When "Manual Mode" is selected in "Select the Voice Navigation type.", nothing happens by pressing the Voice Recognition button.

■ When Stopping to Use

☐

1. **Press the Guidance Start button or Voice Recognition button for 3 seconds or longer.**

Voice Guidance Kit-G1

Points to Note when Installing

- The option "Option Attachment kit for Reader" is needed to install this equipment.
- This equipment requires the option, the "Numeric Keypad." To install the Numeric Keypad, refer to its Installation Procedure.
- Refer to "Table of Options Combination" when installing this equipment before operation.

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> ⚠ **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

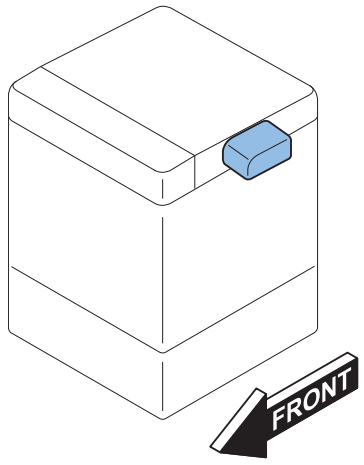
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

The following message is displayed.

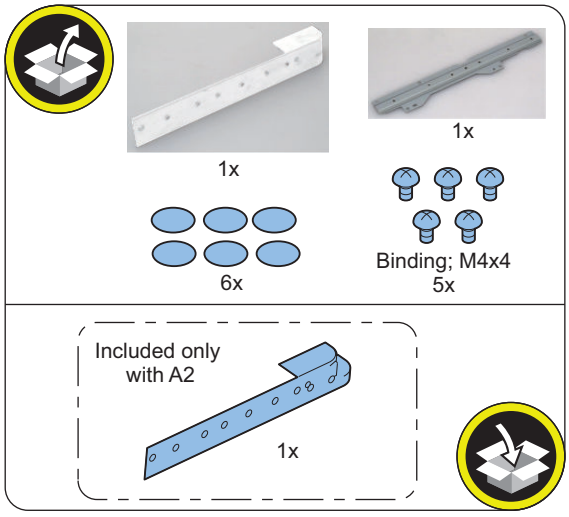
1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing

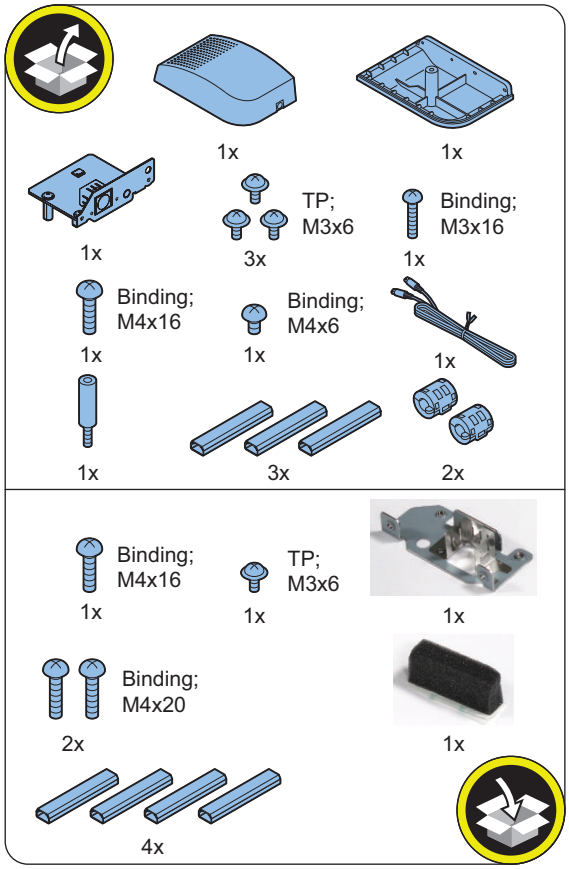


Checking the Contents

■ Option Attachment kit for Reader-A1/A2



■ Voice Guidance Kit-G1



<Others>
Guides are included

Installation Procedure

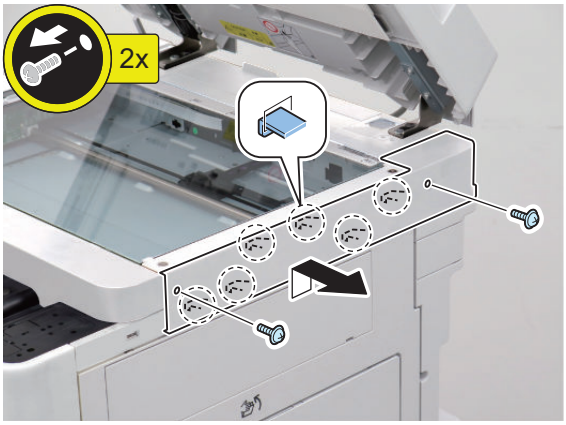
■ Installing the Option Attachment kit for Reader

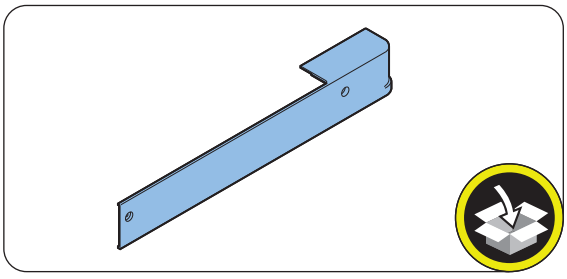
□

1.

□

2.



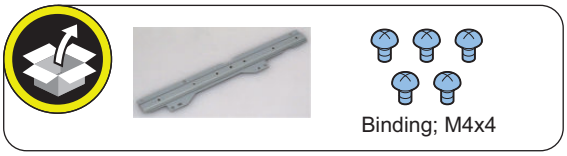


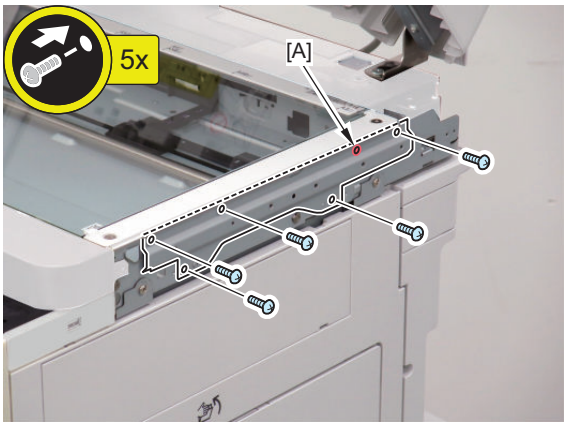
NOTE:
The removed screws will be used in step 4.

□

3.

NOTE:
- Screw holes [A] may or may not be present.
- Do not use this screw hole [A].

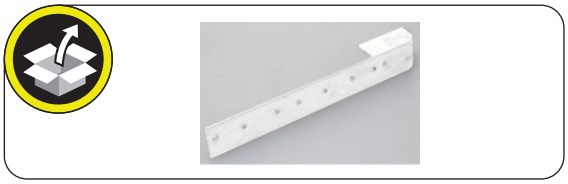


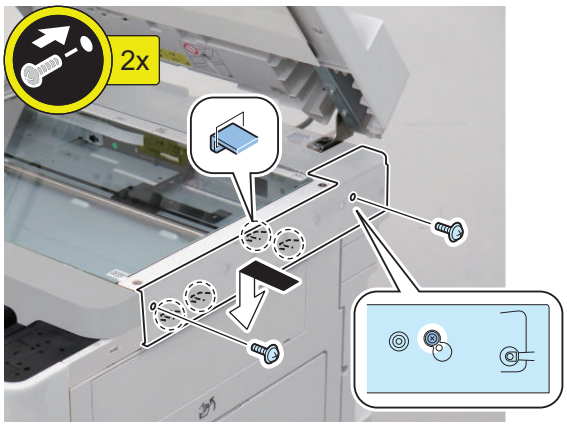


□

4.

NOTE:
Use the screws removed in step 2.





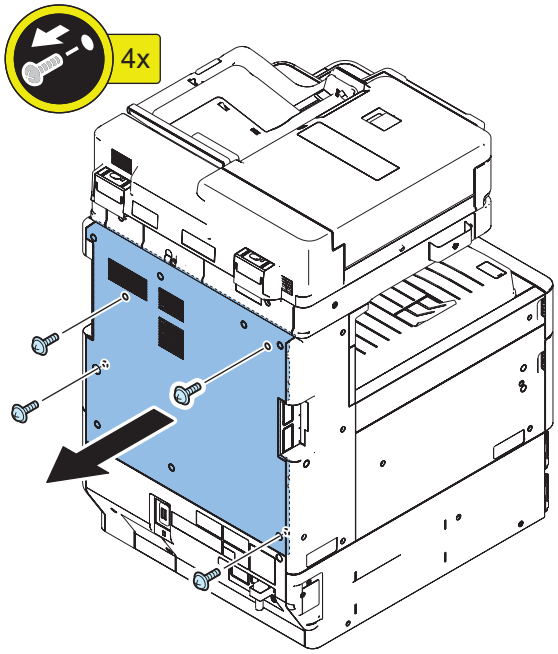
□

5.

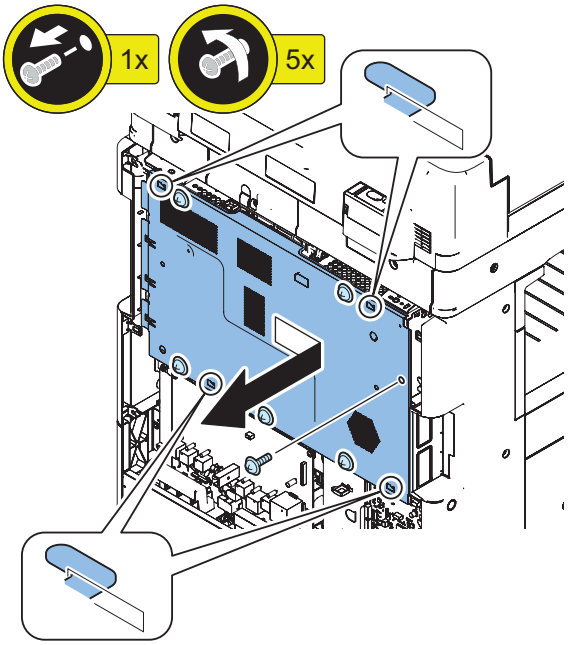
■ Installing the Voice Guidance Kit

□

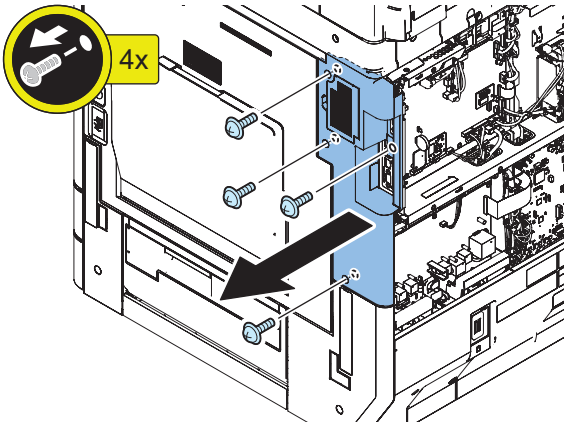
1.



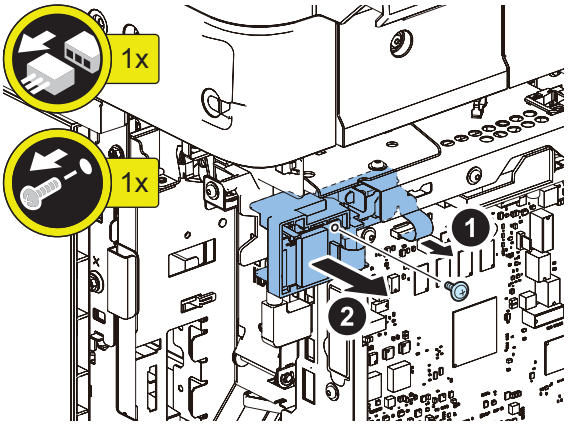
☐
2.



☐
3.



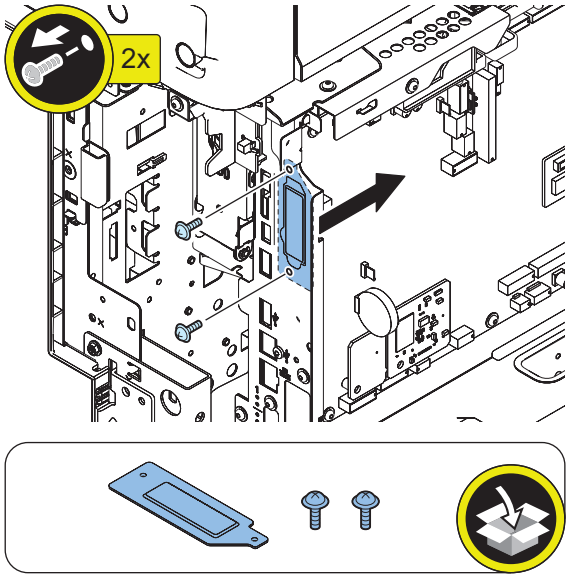
☐
4.



☐

5.

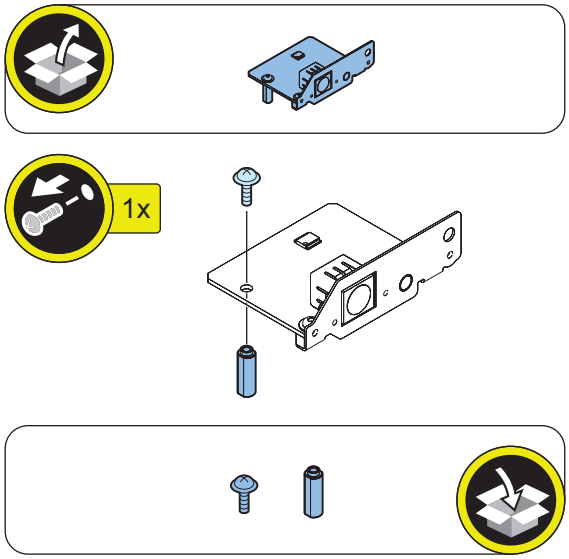
CAUTION:
- Remove screws while holding the Face Plate.
- Be careful not to drop the Face Plate.



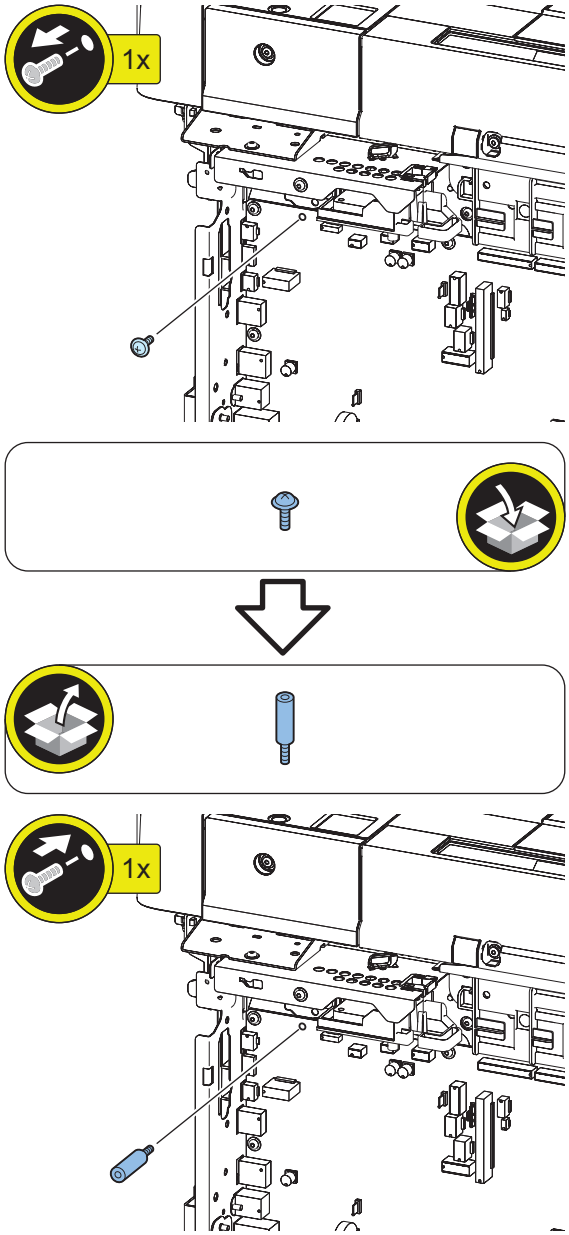
NOTE:
The removed screws will be used in step 8.

☐

6.



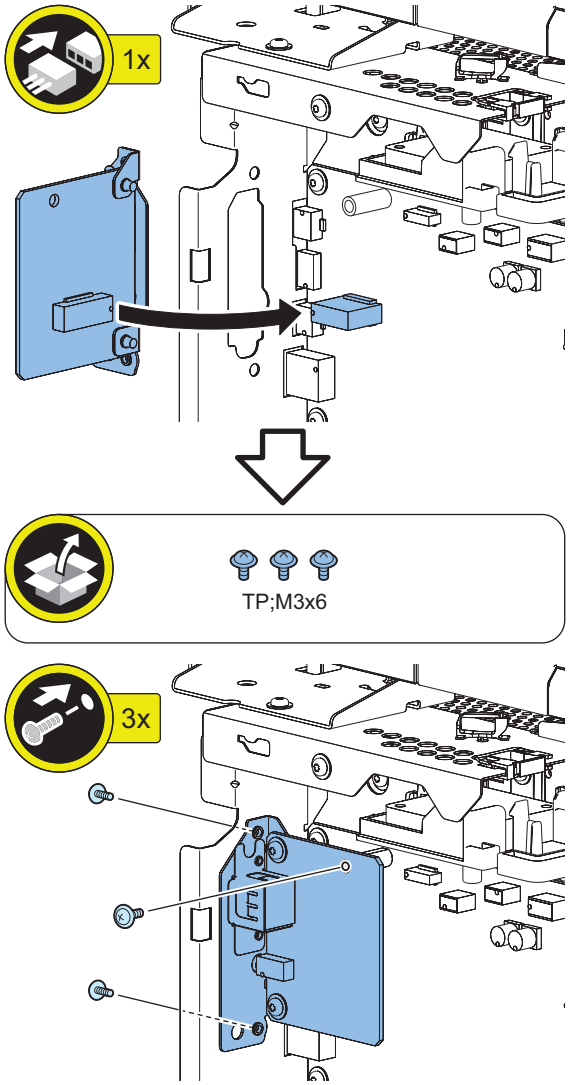
□
7.



□

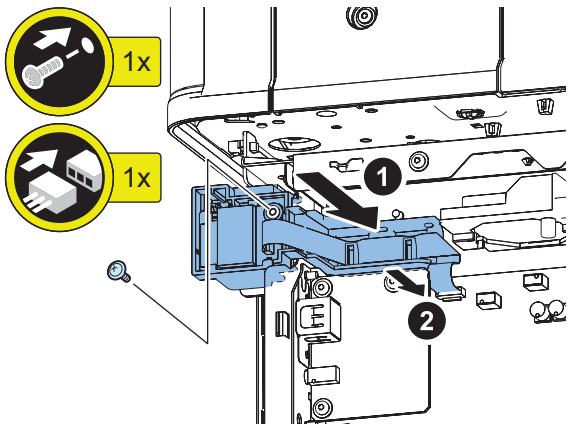
8.

CAUTION:
Be careful when inserting the connector so that it is securely fitted.



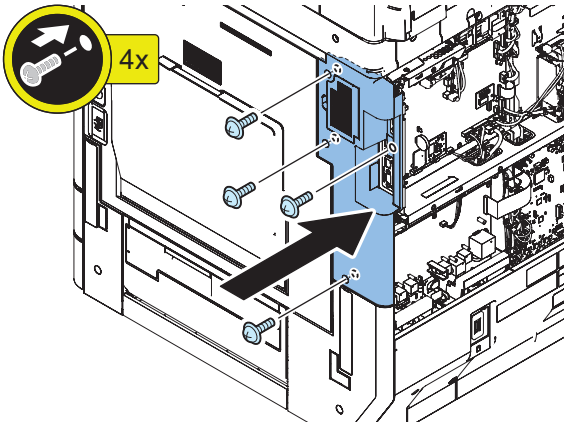
□

9.



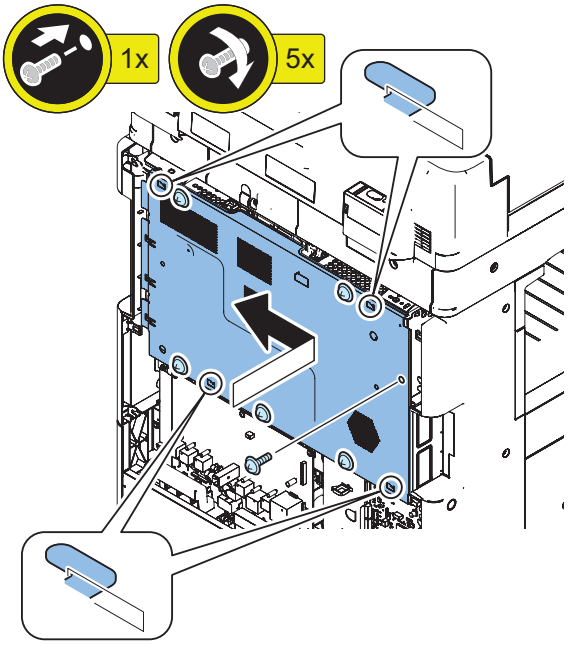
☐

10.



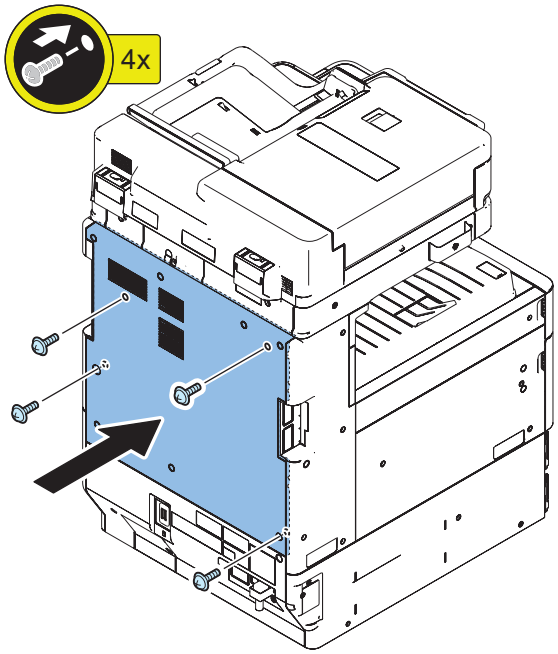
☐

11.



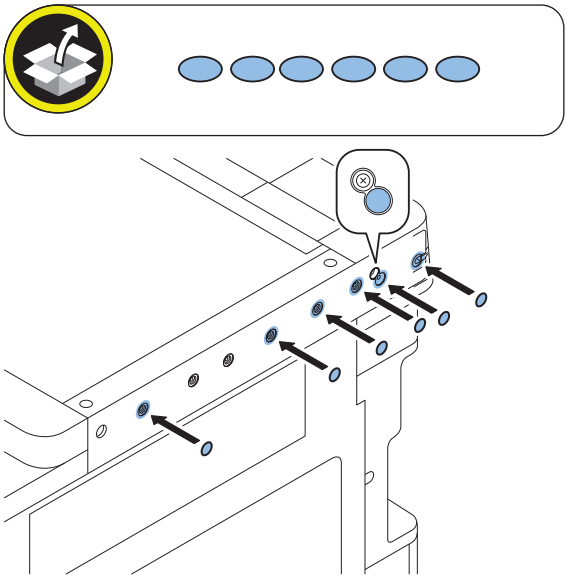
□

12.

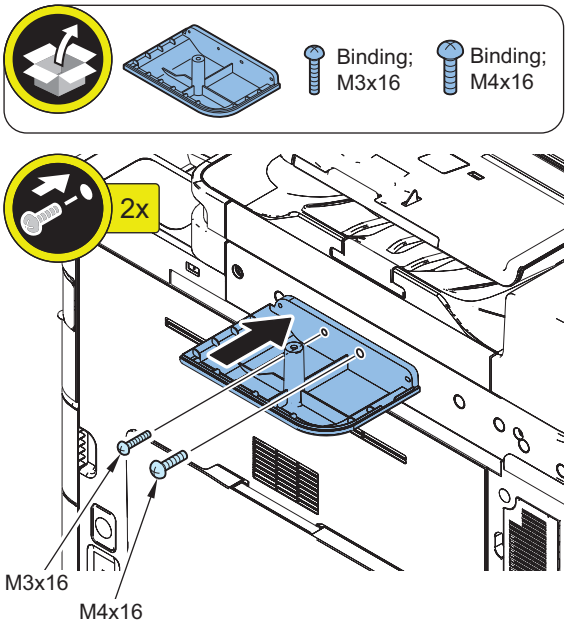


□

13.

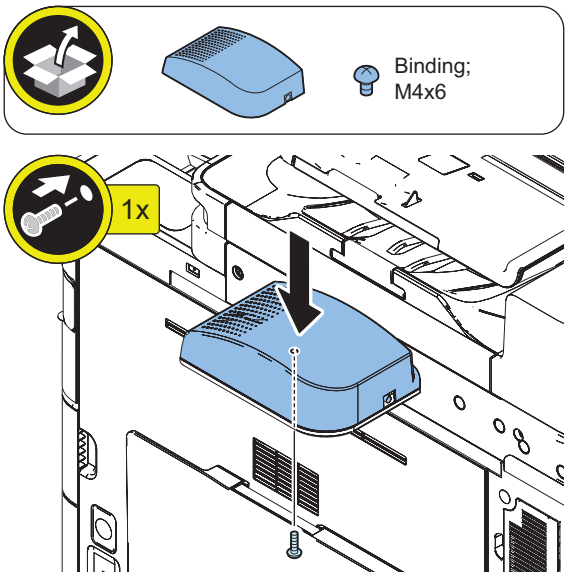


☐
14.



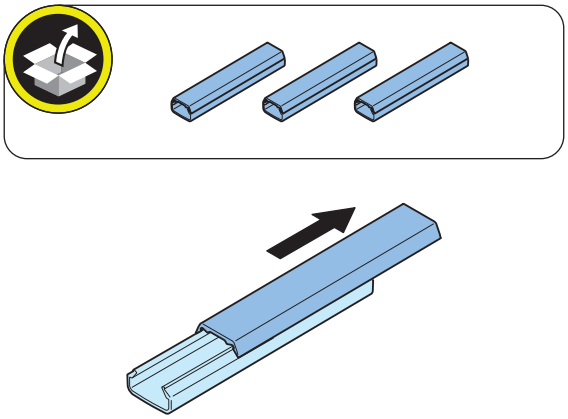
☐
15.

NOTE:
Install the Speaker Unit (Upper) while pressing it from the direction of the arrow.



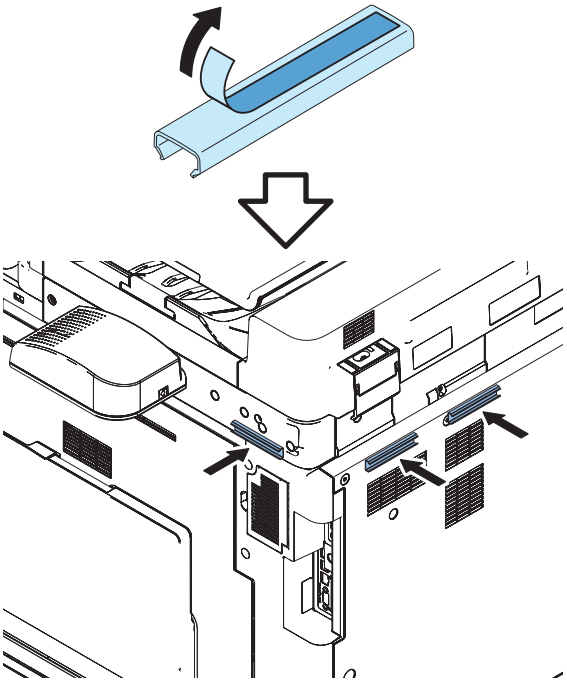
□

16.



□

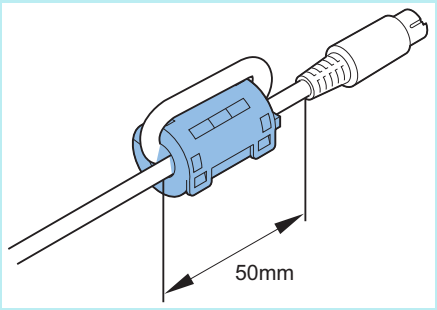
17.

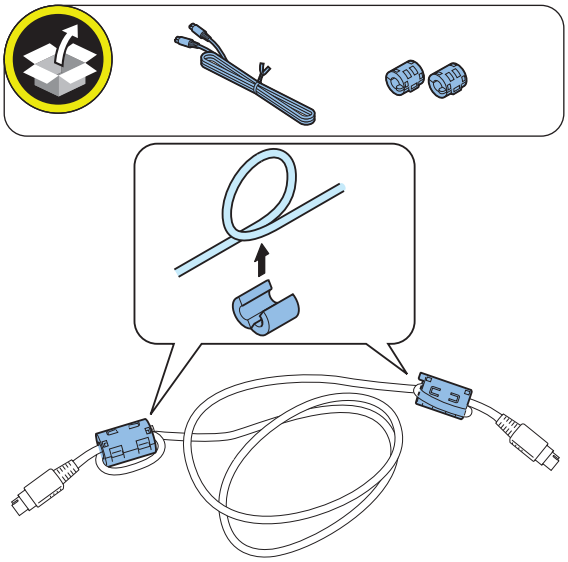


□

18.

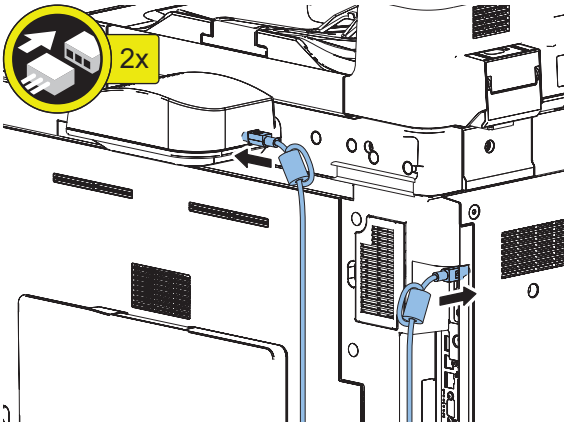
NOTE:
Be sure to attach the Ring Cores within 50 mm from the end of the Speaker Cable.





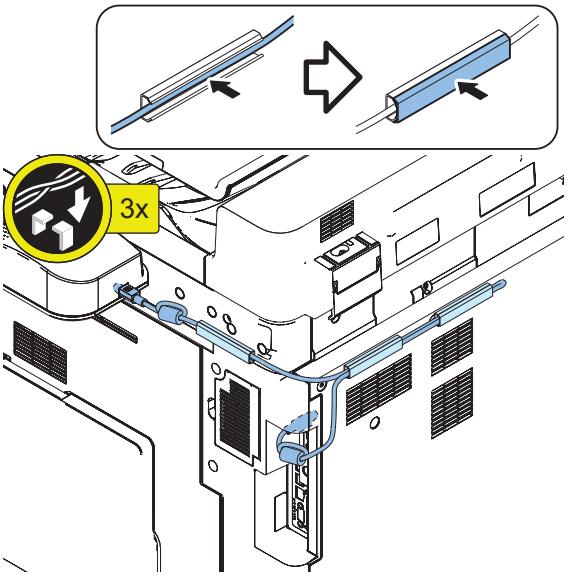
□

19.

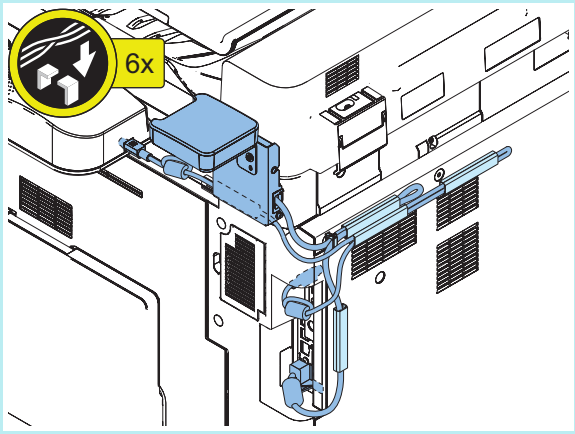


□

20.



NOTE:
When using in combination with the Copy Card Reader



■ Checking the Settings

NOTE:
When changing the settings upon user's request, it is required to log in as a system manager in accordance with instructions from the user administrator.

□

1. **Connect the power plug of the host machine to the outlet.**
2. **Turn ON the main power switch.**
3. **Select Settings/Registration > Preferences > Accessibility > Voice Navigation Settings > Use Voice Navigation, and check that the setting is ON.**
4. **Select Settings/Registration > Preferences > Accessibility > Voice Navigation Settings > Voice Guide from Speakers, and check that the setting is ON.**

■ Operation Check

NOTE:
Perform the following check from the Voice Recognition button on the numeric keypad.

● When Using

☐

1. **Press the Voice Guidance Start button.**
2. **Once the indication on the screen is framed in red, the "Voice Guidance Kit" becomes enabled.**

● When Stopping to Use

☐

1. **Press the Voice Guidance Start button.**

Numeric Keypad-A1/A2

Points to Note at Installation

- When using options and the NFC Kit together, install the NFC Kit first.
- The pictures and illustrations used may be different from the product in front of you, but the procedure is the same.

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> ⚠ **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

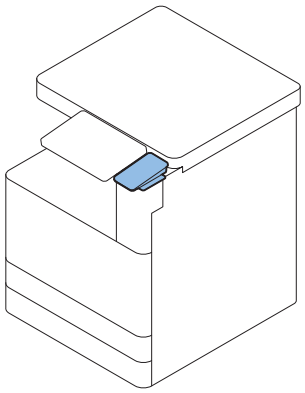
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

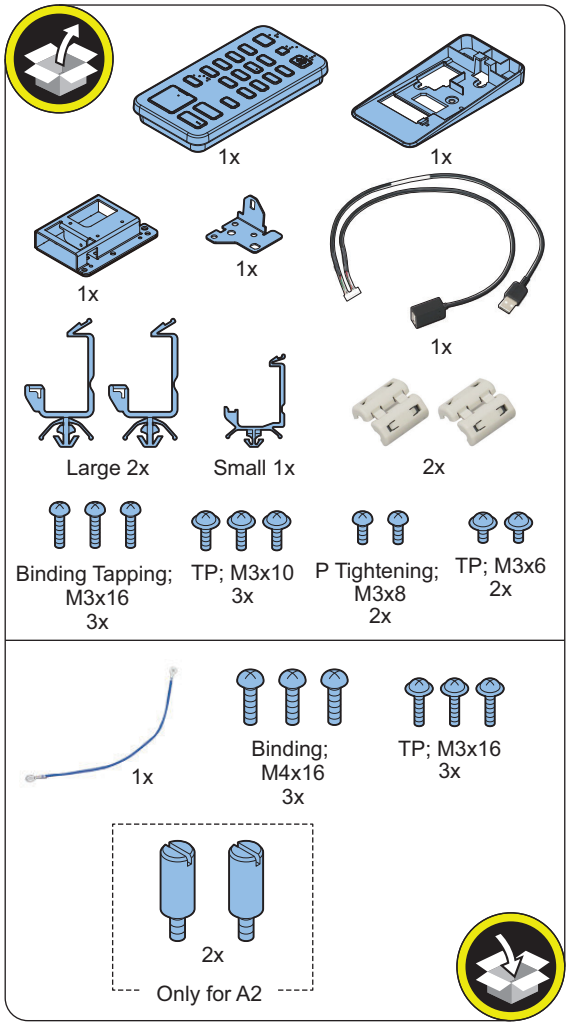
The following message is displayed.

1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing



Checking the Contents



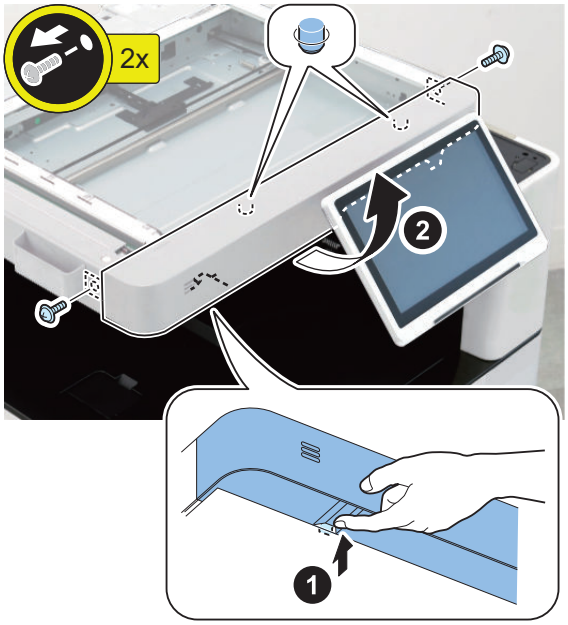
Installation Procedure

□

1.

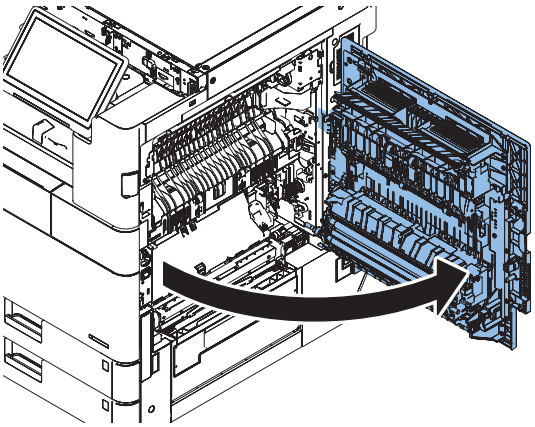
□

2.



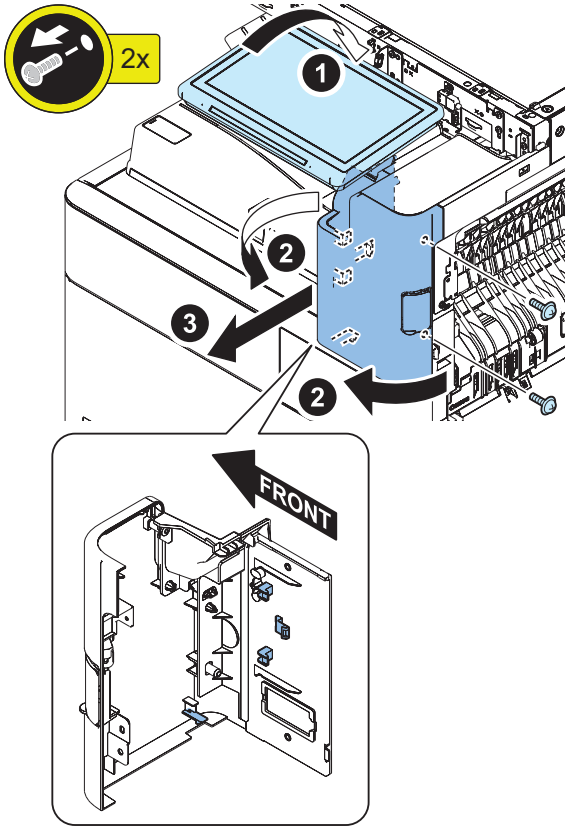
□

3.



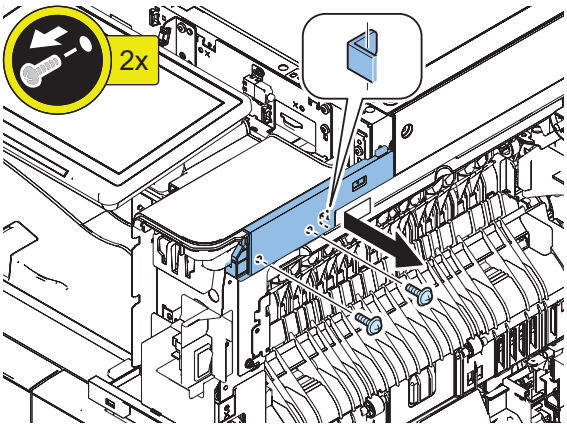
☐

4.

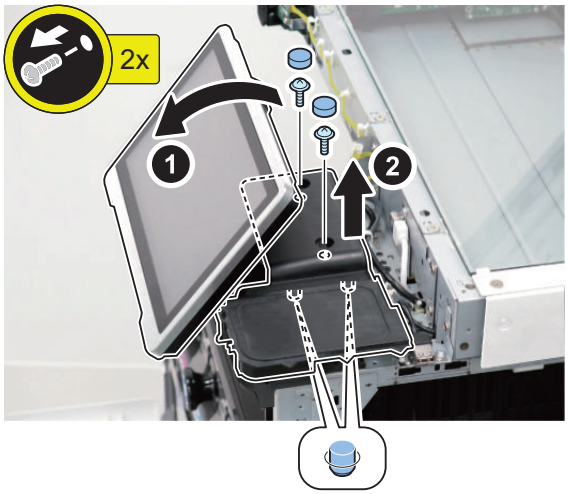


☐

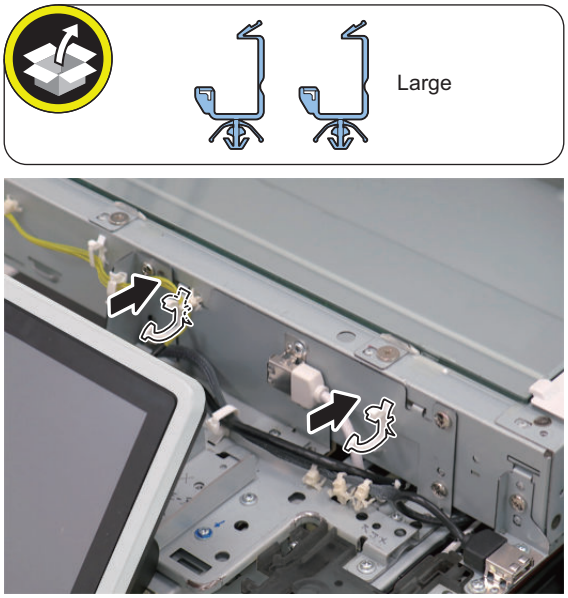
5.



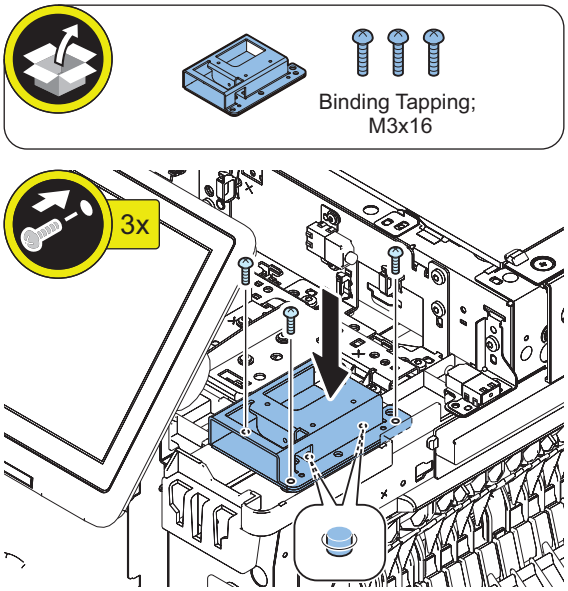
□
6.



□
7.

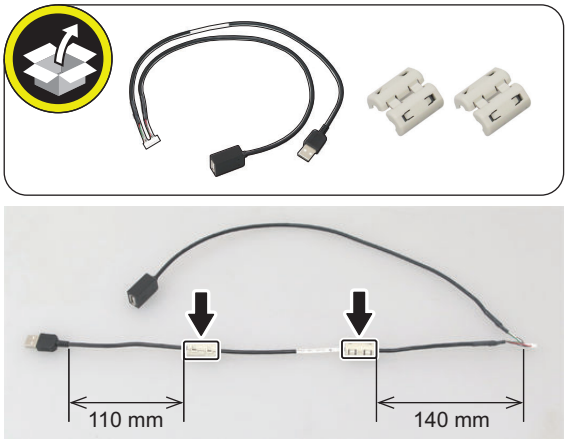


□
8.

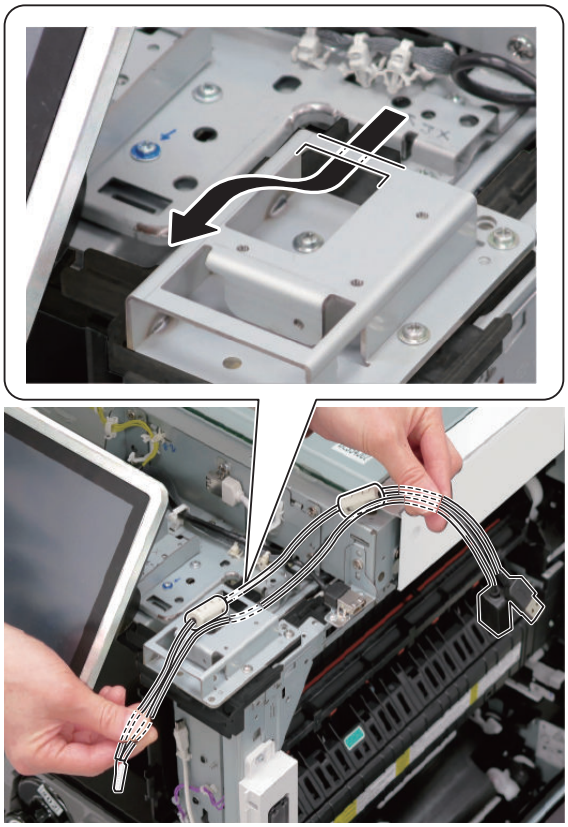


□
9.

NOTE:
Be sure to install the cores in the position shown in the following figure.

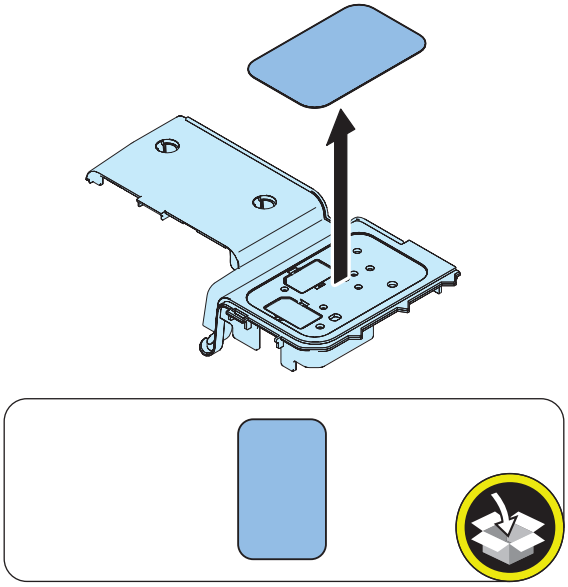


□
10.



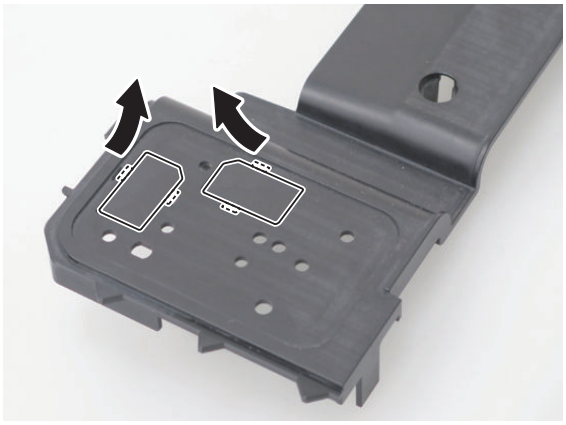
□
11.

CAUTION:
- Do not clean the peeled surface with alcohol after removing the sheet.
- If any glue remains on the peeled surface, clean by the removed sheet.



☐

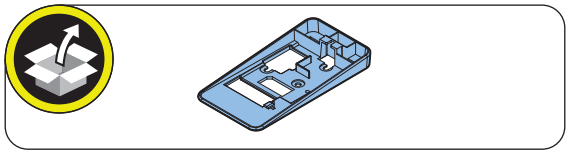
12.

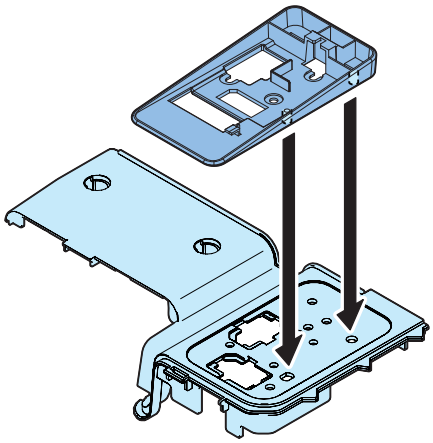


NOTE:
Store the removed Small Covers in step 17.

☐

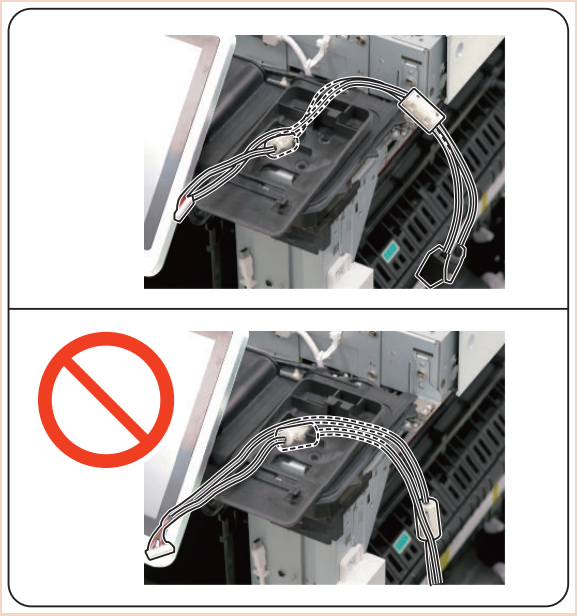
13.



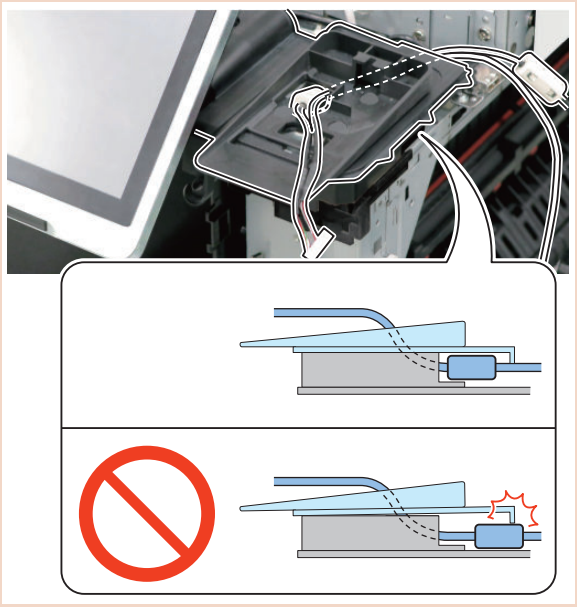


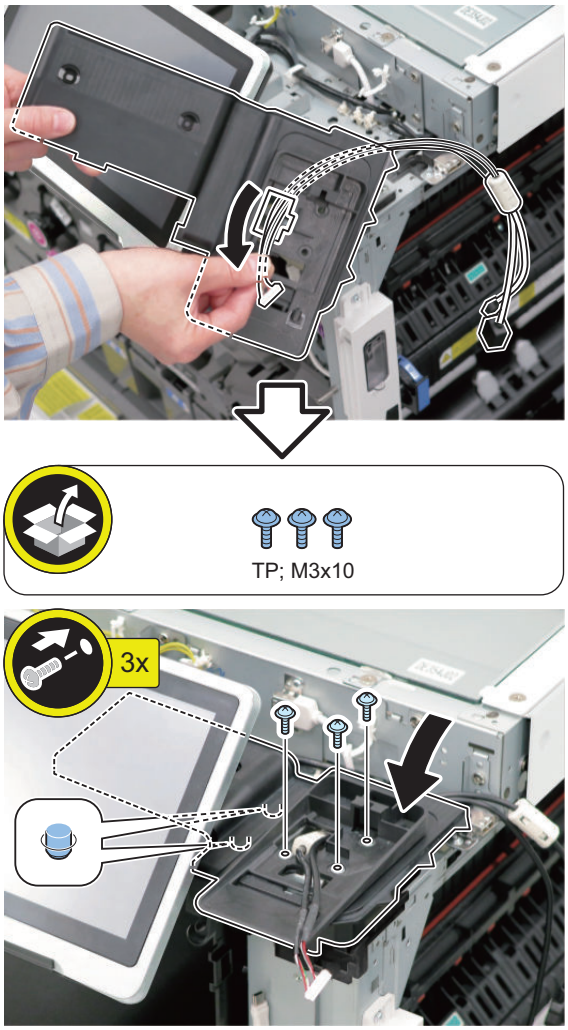
□
14.

CAUTION:
When installing the Cover, be careful not to trap the cable.



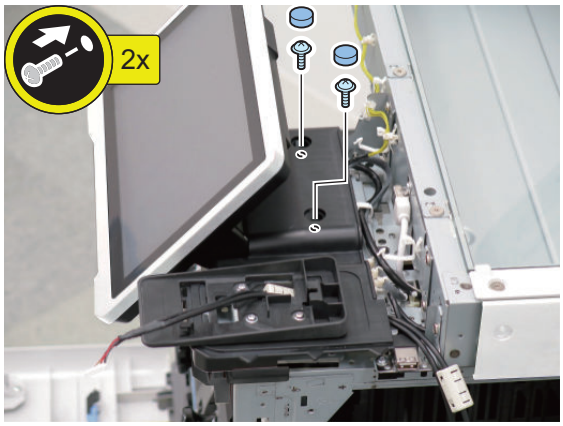
CAUTION:
Place the core inside the Cover.



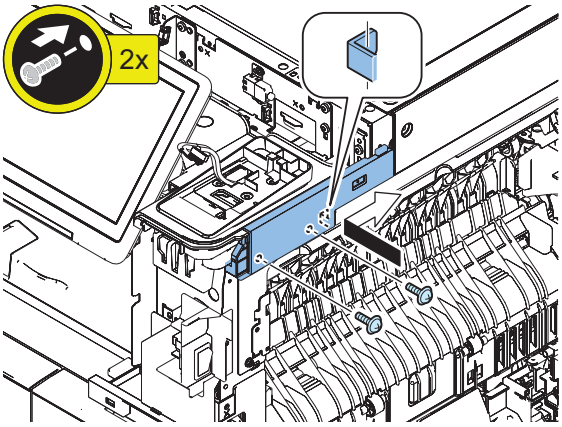


□

15.

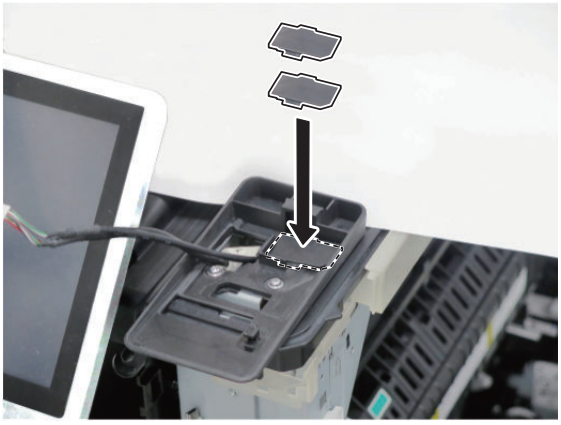


☐
16.



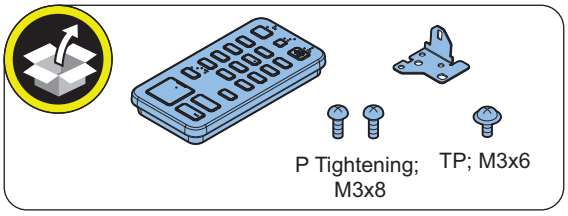
☐
17.

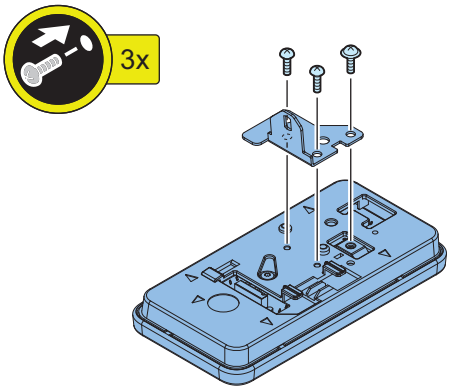
NOTE:
Store the Small Covers removed in step 12.



☐

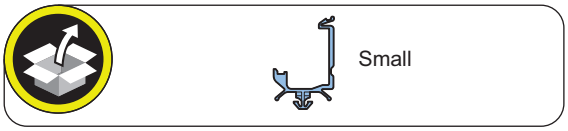
18.

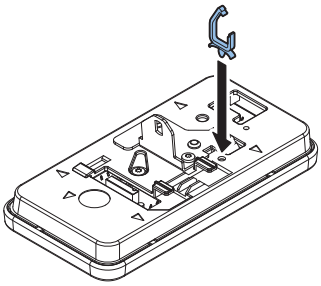




☐

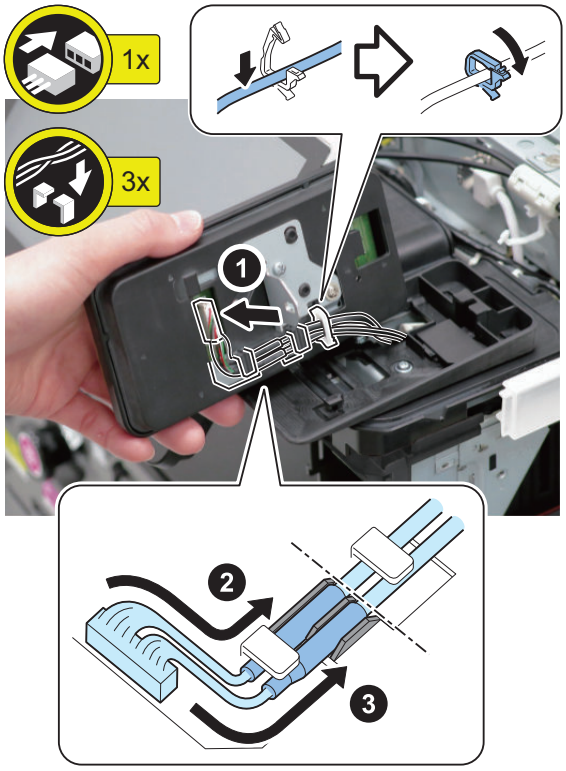
19.





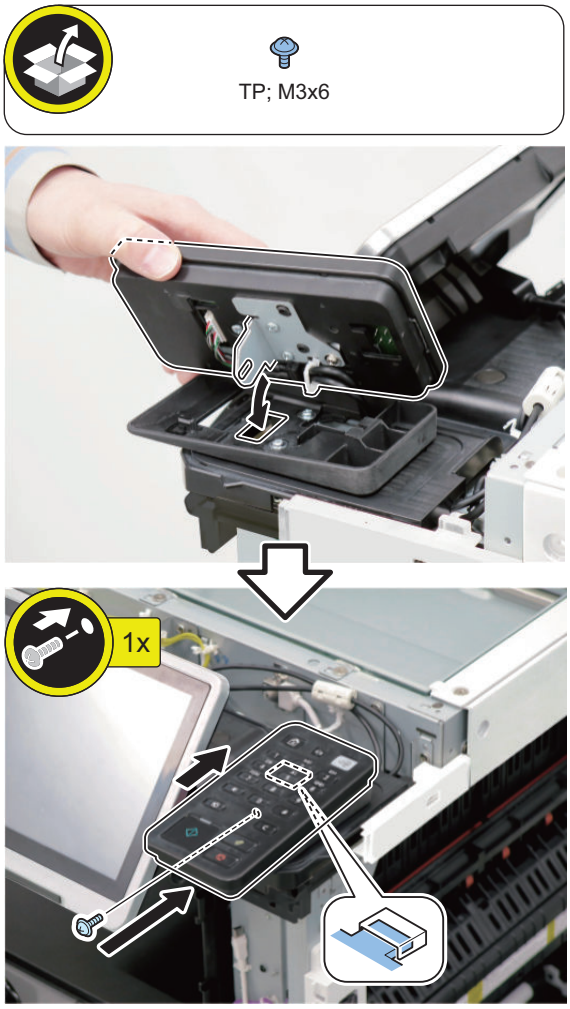
□

20.



☐

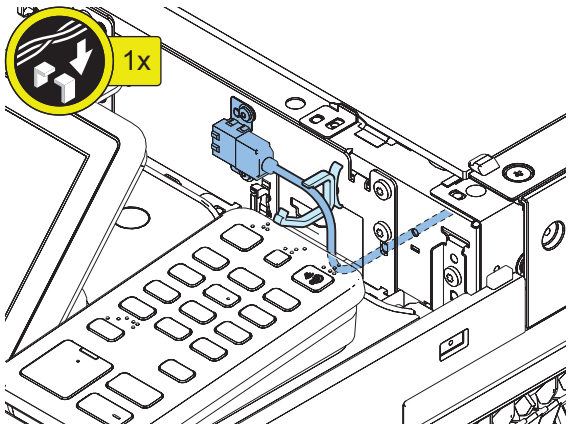
21.



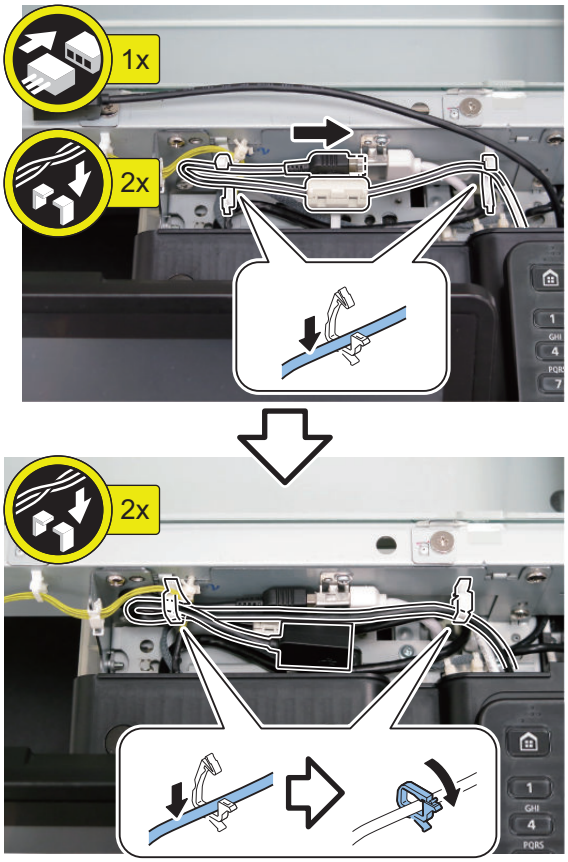
☐

22.

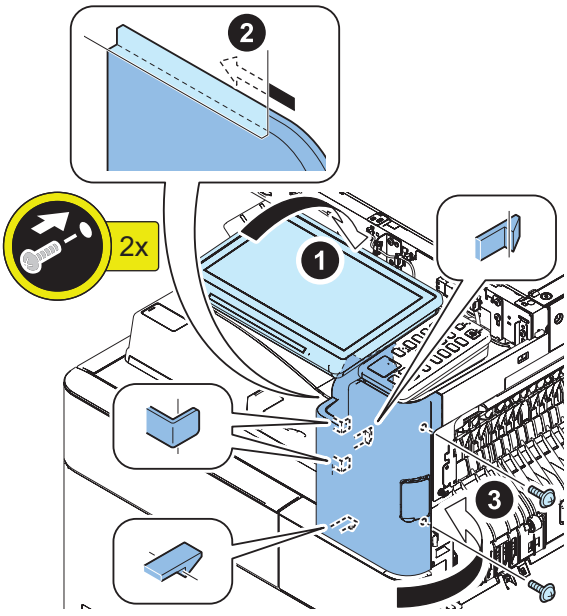
NOTE:
Hook only the cable for USB on the Wire Saddle.



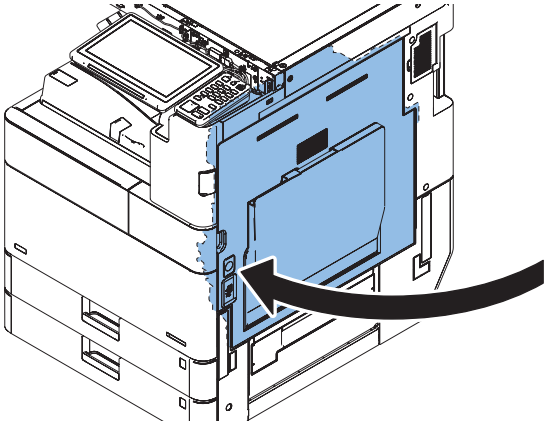
□
23.



□
24.



□
25.



□
26.

□
27.

IC Card Reader Box for Numeric Keypad-A1

Points to Note at Installation

- When using options and the NFC Kit together, install the NFC Kit first.
- The pictures and illustrations used may be different from the product in front of you, but the procedure is the same.
- When installing this equipment, the Card Reader (sales company's option) is required.

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **⚠ WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

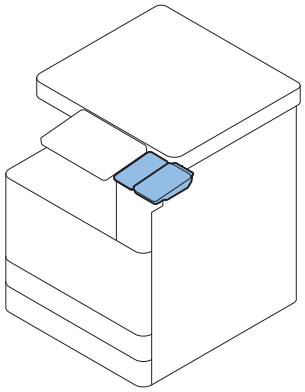
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

The following message is displayed.

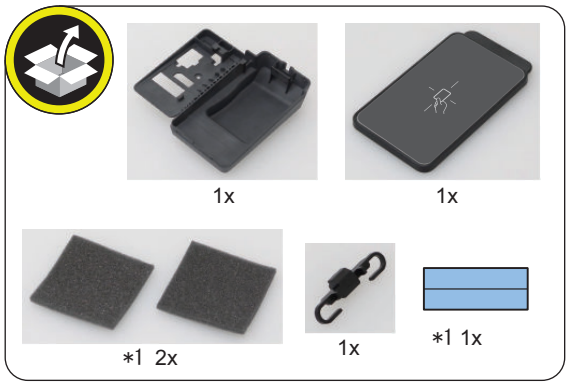
1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing



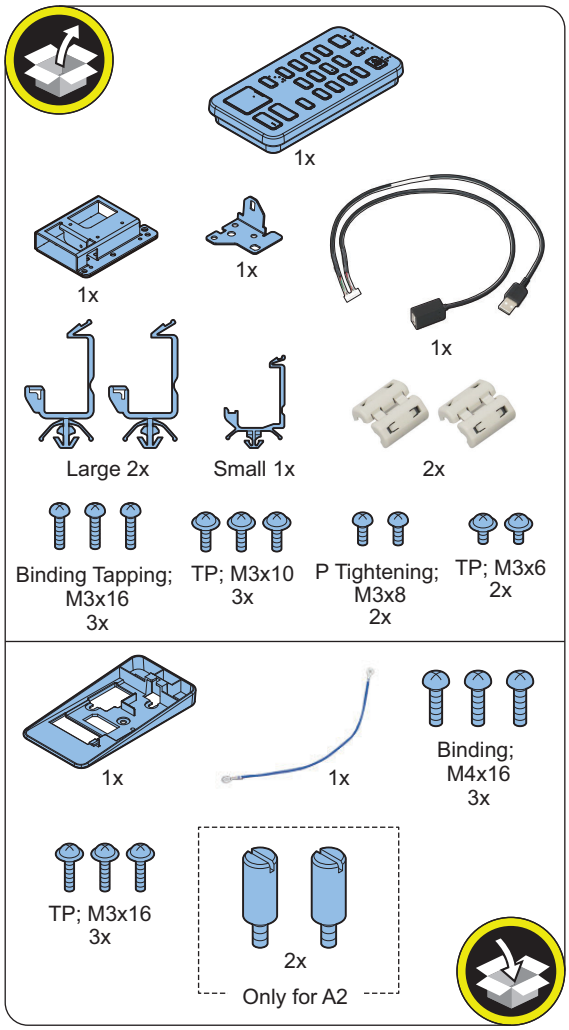
Checking the Contents

<IC Card Reader Box for Numeric Keypad-A1>



*1: When installing the IC Card Reader, use it as necessary.

<Numeric Keypad-A1/A2>



Installation Procedure

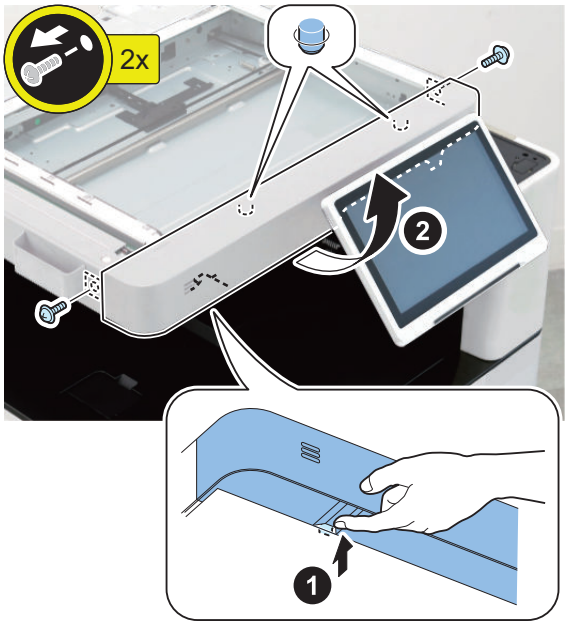
■ Installing the Numeric Keypad

□

1.

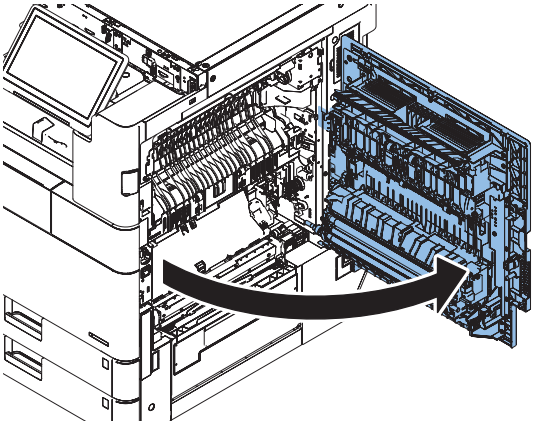
□

2.



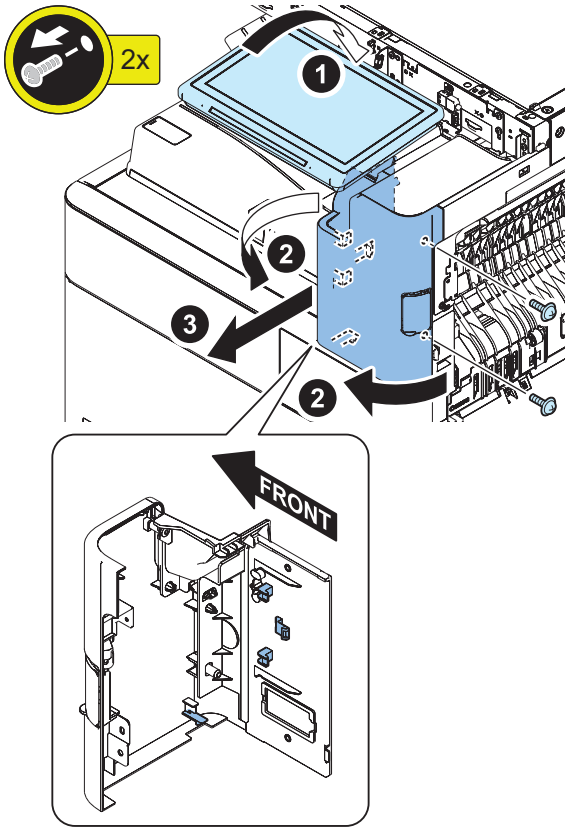
□

3.



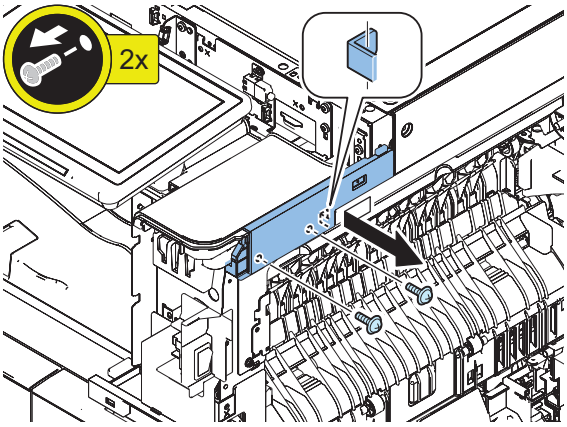
□

4.



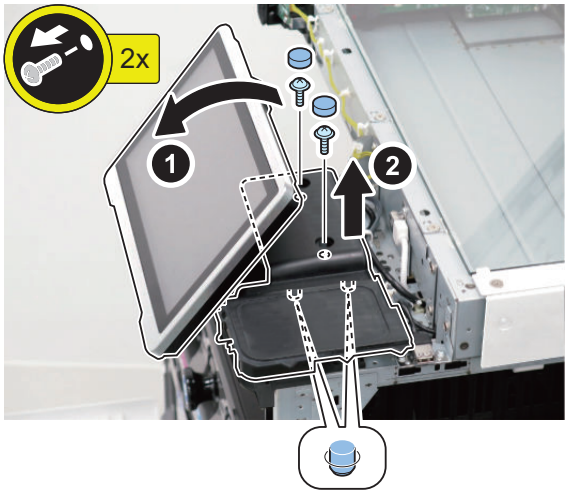
□

5.



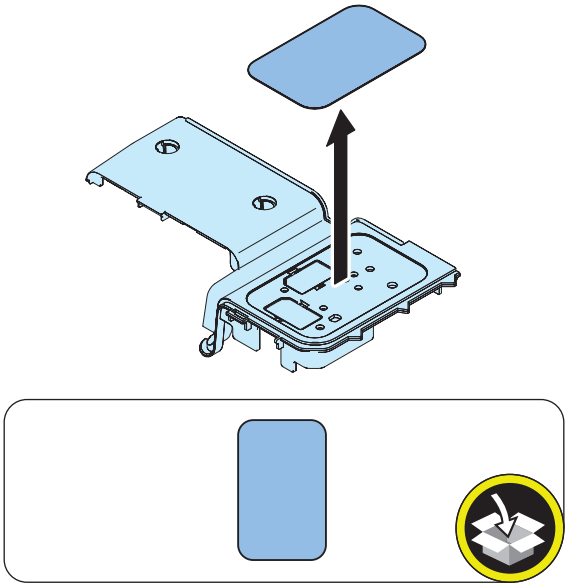
□

6.

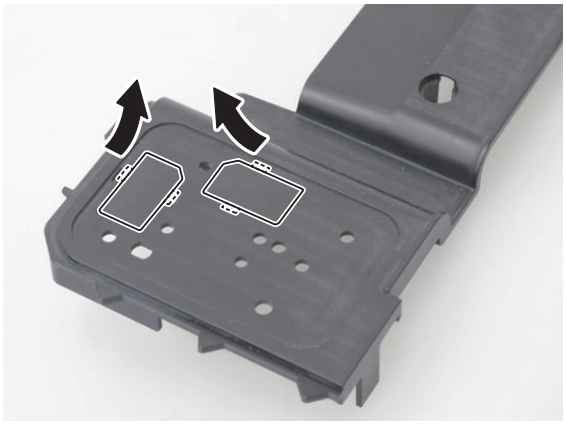


□
7.

CAUTION:
- Do not clean the peeled surface with alcohol after removing the sheet.
- If any glue remains on the peeled surface, clean by the removed sheet.

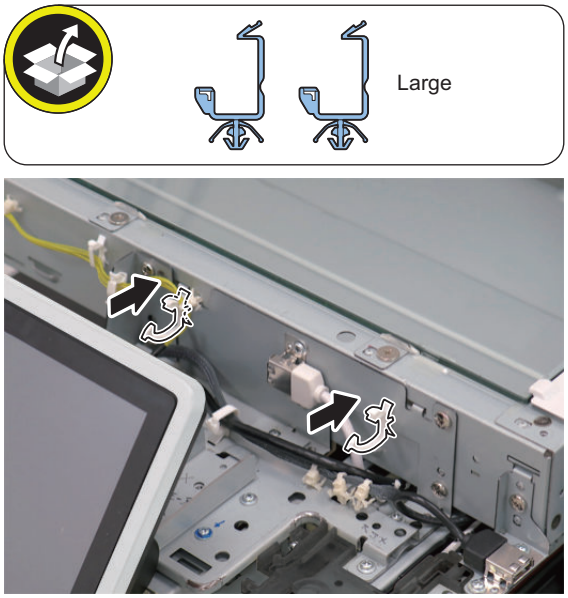


□
8.

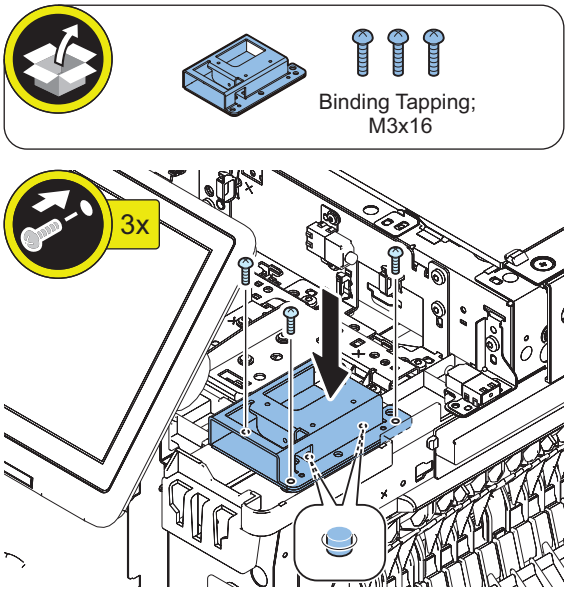


NOTE:
Store the removed Small Covers in step 27.

□
9.

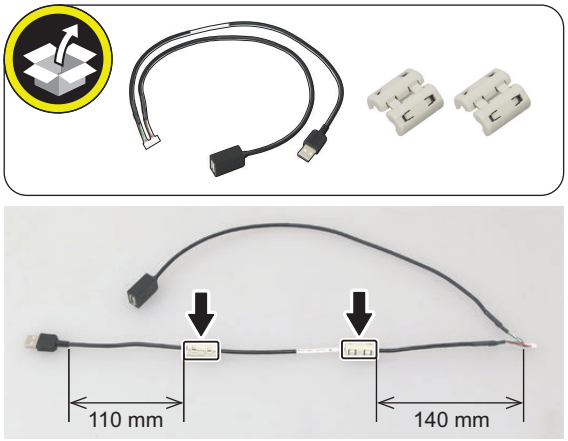


□
10.

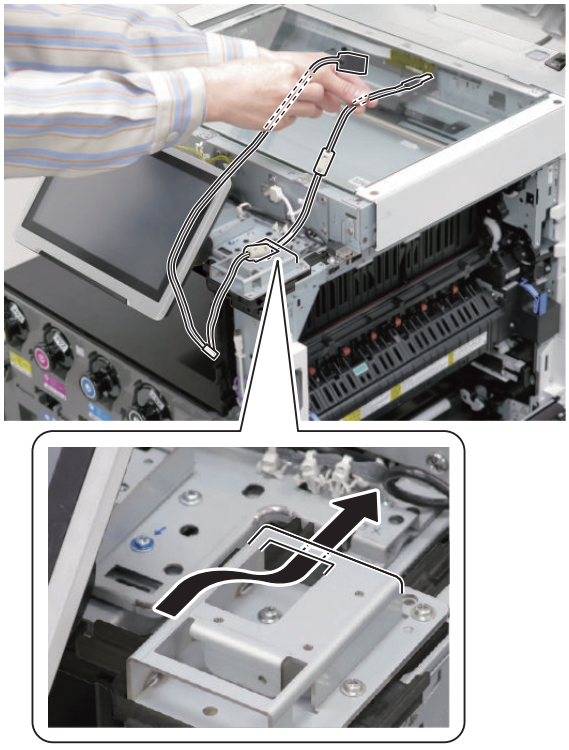


□
11.

NOTE:
Be sure to install the cores in the position shown in the following figure.

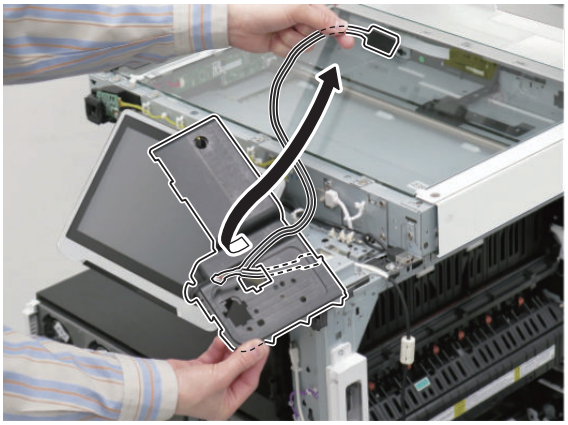


□
12.



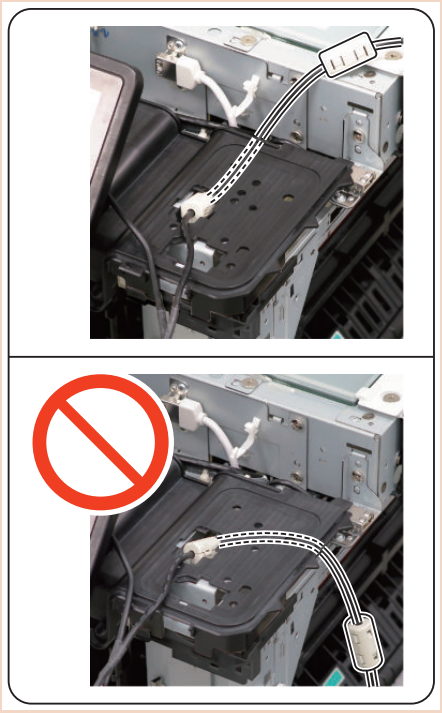
□

13.

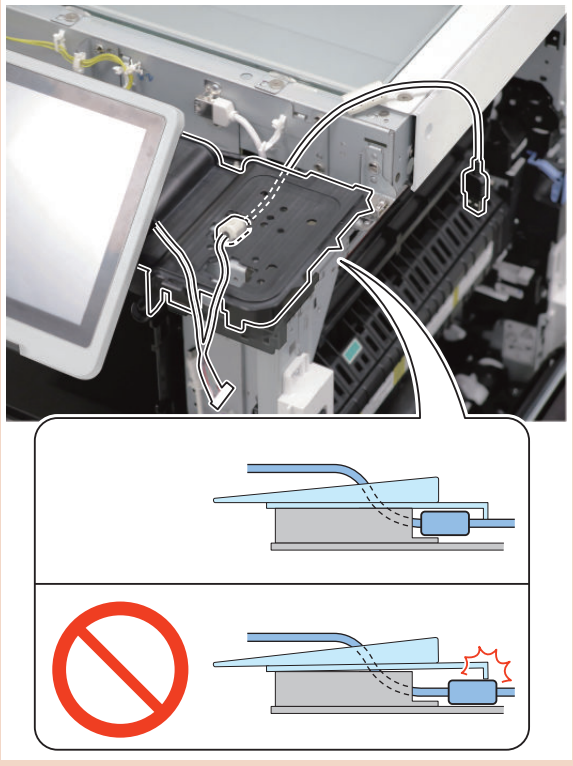


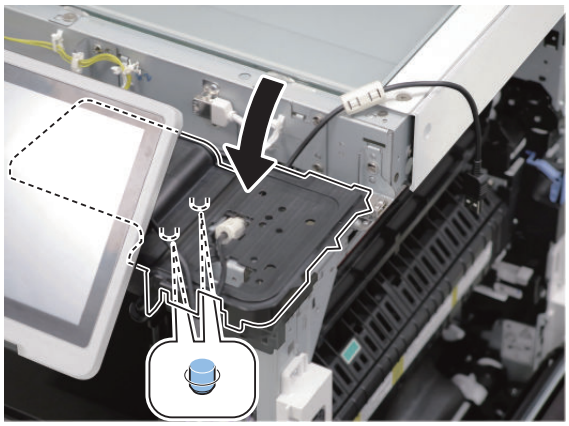
□
14.

CAUTION:
When installing the Cover, be careful not to trap the cable.

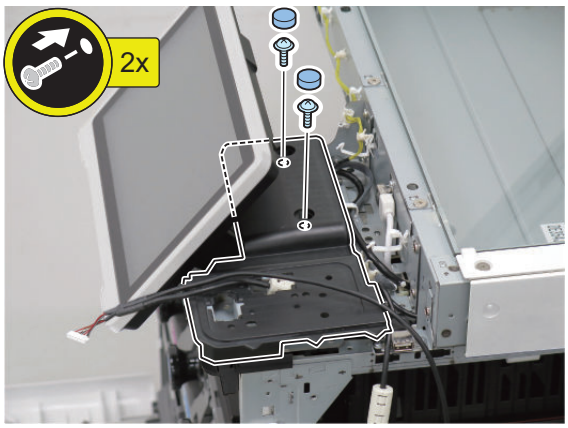


CAUTION:
Place the core inside the Cover.

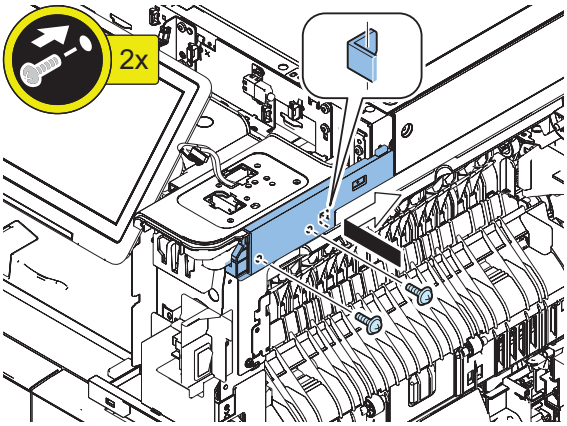




□
15.

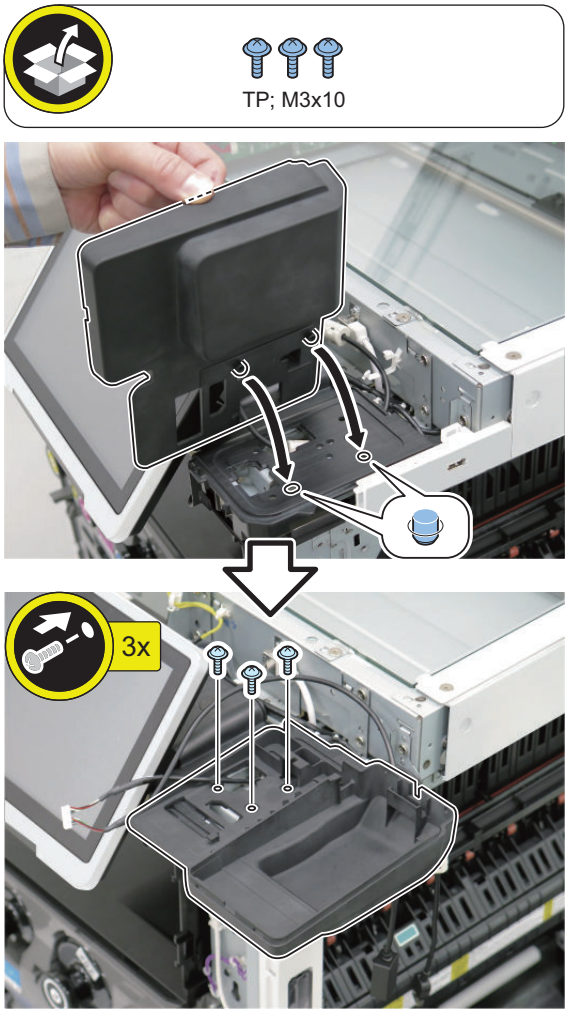


□
16.



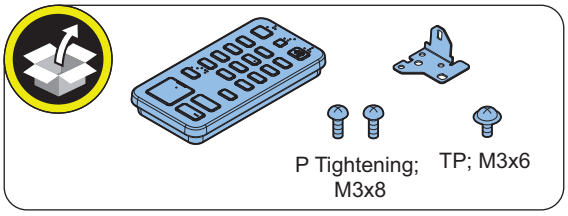
☐
17.

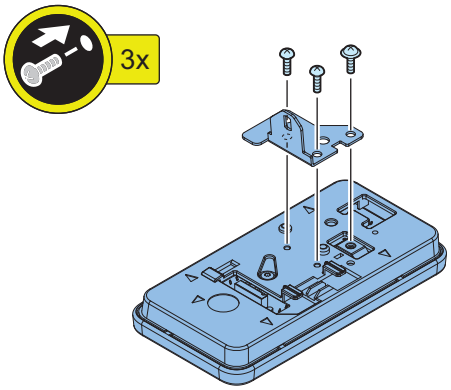
☐
18.



☐

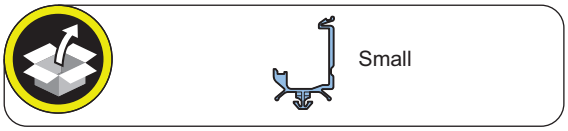
19.

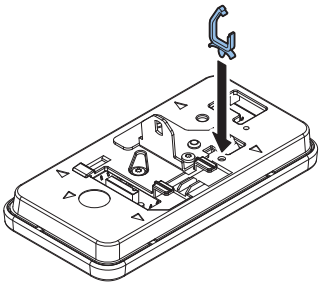




☐

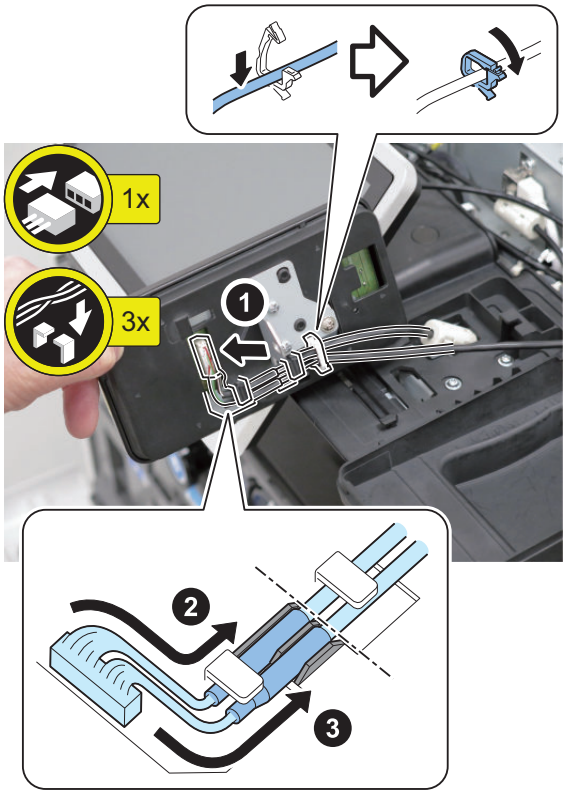
20.





☐

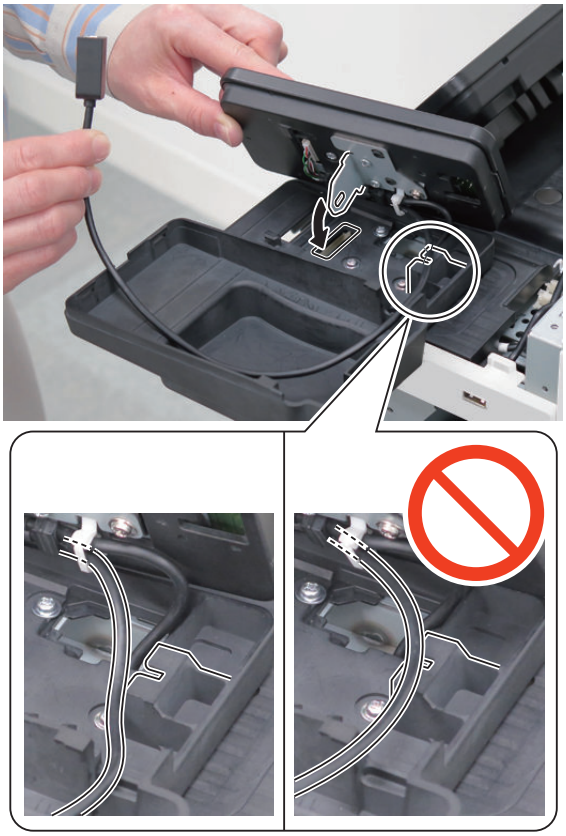
21.



□

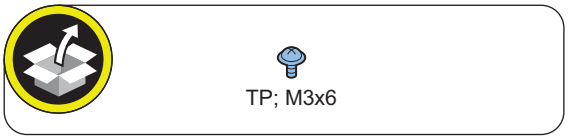
22.

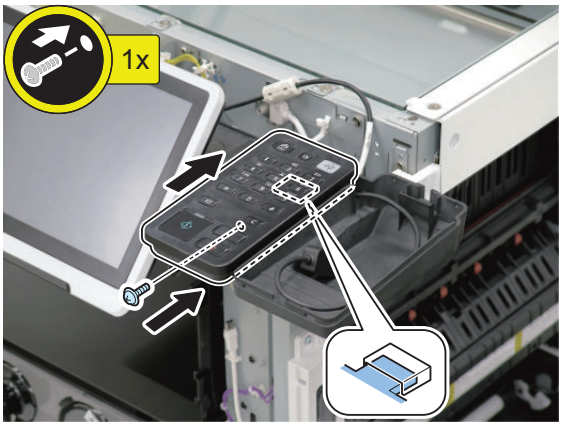
CAUTION:
When installing the Cover, be careful not to trap the cable.



□

23.

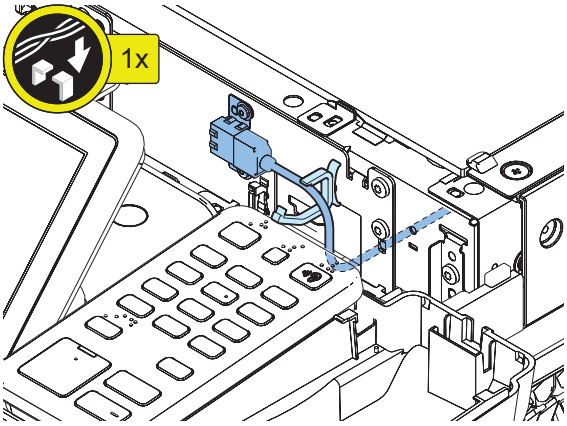




☐

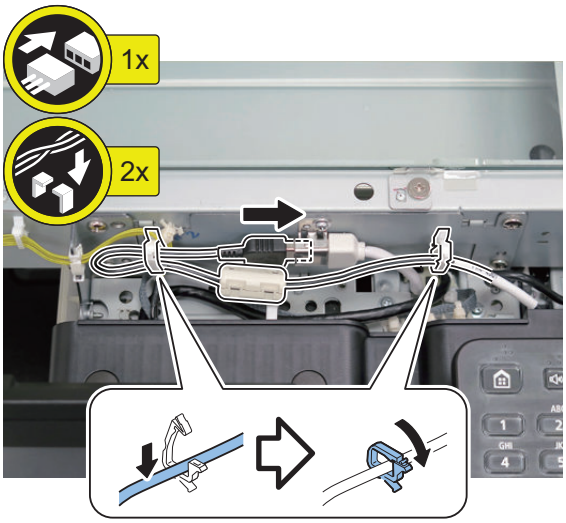
24.

NOTE:
Hook only the cable for USB on the Wire Saddle.



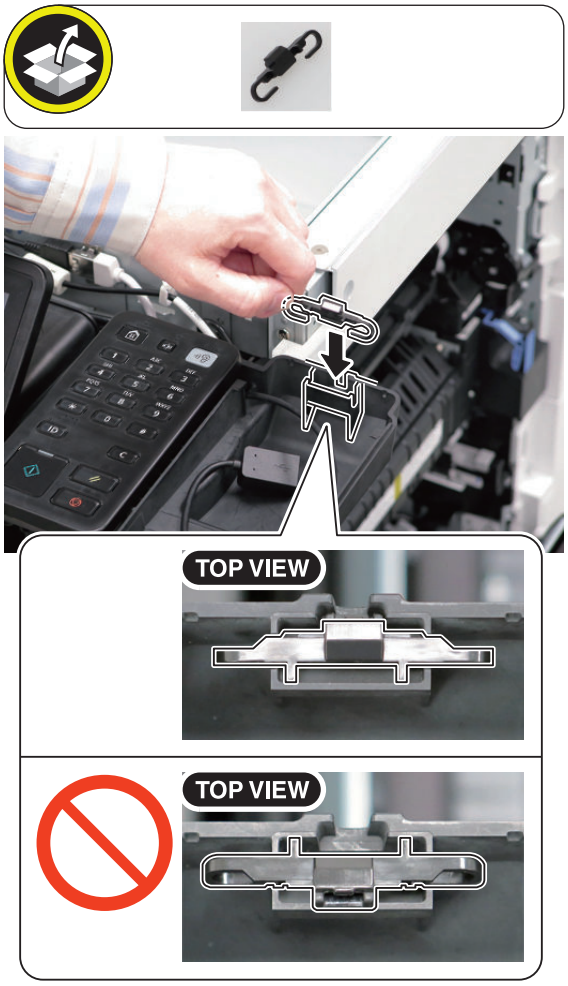
☐

25.



□

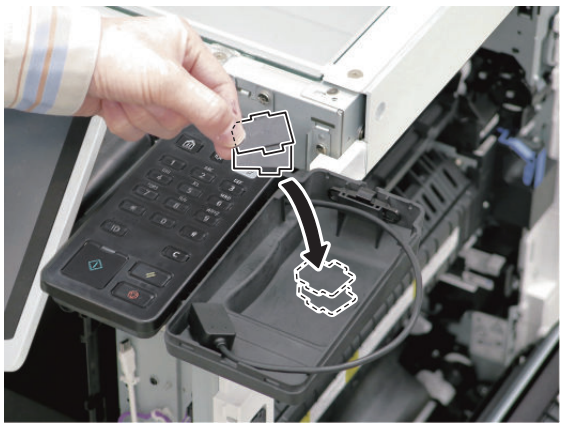
26.



□

27.

NOTE:
Store the Small Cover removed in step 11.

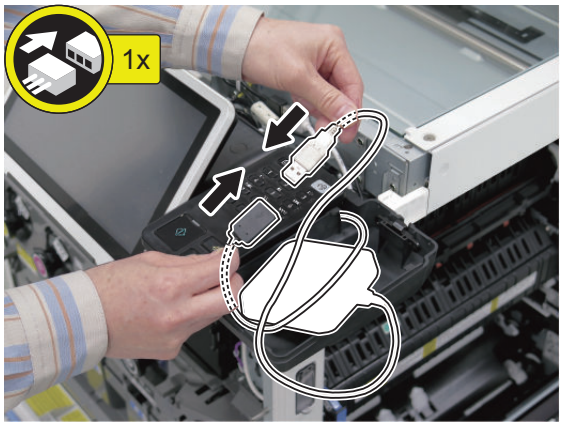


■ Installing the Card Reader (IC Card Reader Box for Numeric Keypad-A1)

● IC Card Reader

□

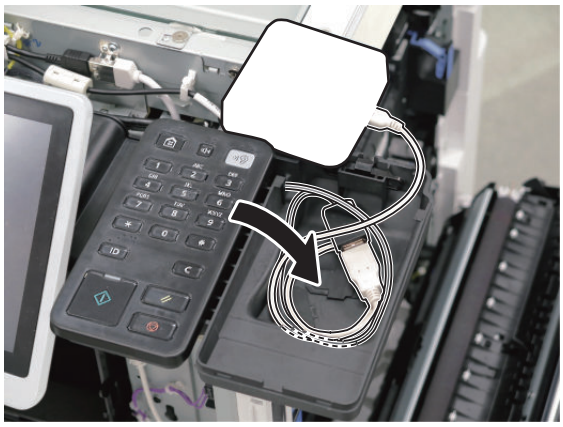
1.



□

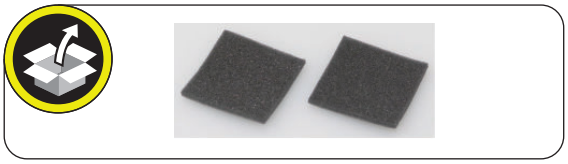
2.

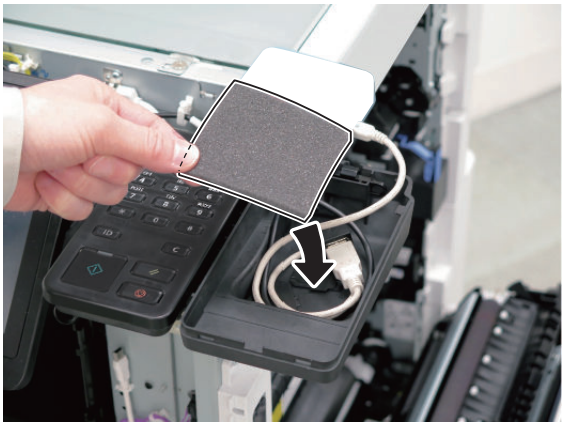
NOTE:
Store the excess length of the cable in the position as shown in the figure.



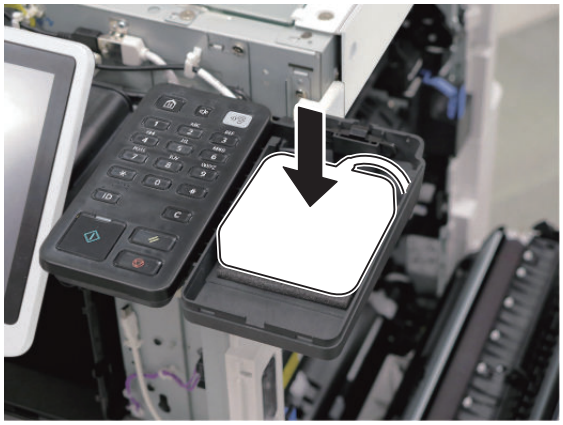
□
3.

NOTE:
Be sure to adjust the number of cushions according to the thickness of the Card Reader.



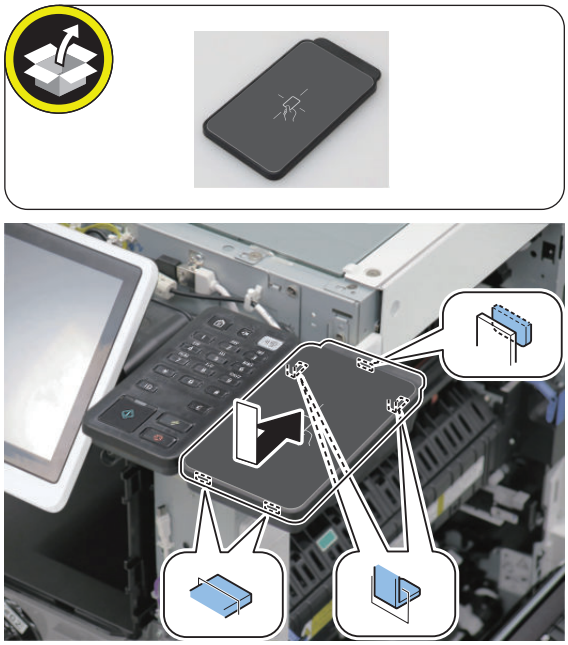


□
4.



☐

5.



• Procedure after Work

☐

1. **Installing the covers removed in the previous step.**

☐

2. **Connect the power plug to the outlet.**

☐

3. **Turn ON the main power switch.**

Serial Interface Kit-K3 / Copy Control Interface Kit-A1

Points to Note at Installation

Refer to "Table of Options Combination" when installing this equipment before operation.

Table of Options Combination

	Voice Operation	Voice Guidance Kit	Copy Card Reader	Serial I/F Kit	Copy Control I/F Kit
Serial I/F Kit	Yes	Yes	No	-	No
Copy Control I/F Kit	Yes	Yes	No	No	-

Yes: Available No: Unavailable

Although pictures or illustrations used for explanation may differ from the actual things, the procedure is the same.

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

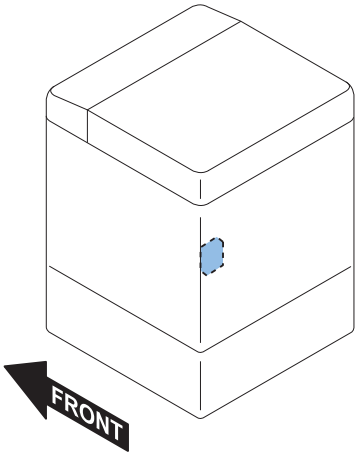
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

The following message is displayed.

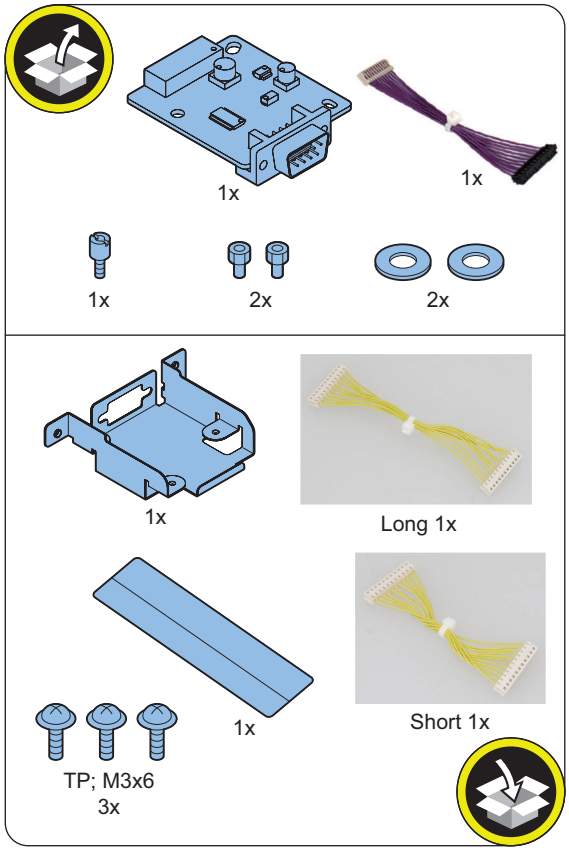
1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing

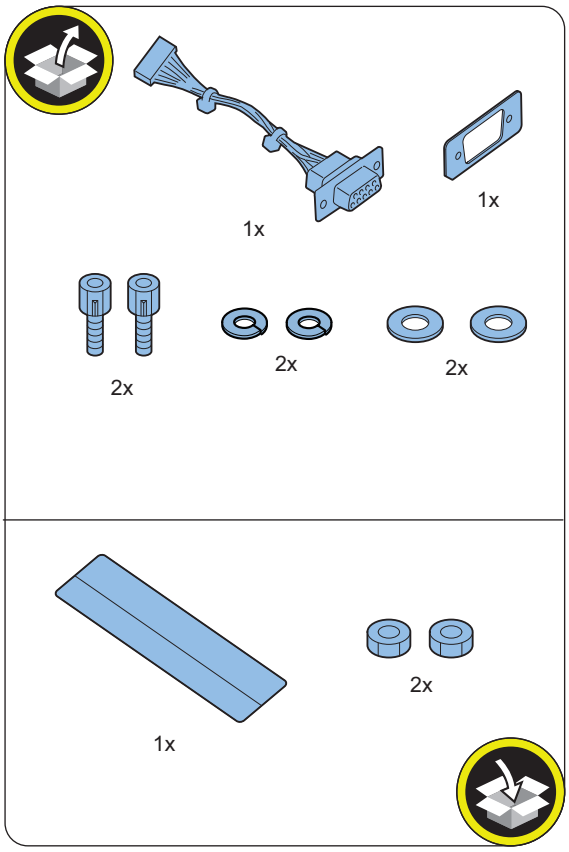


Checking the Contents

■ Serial Interface Kit-K3



■ Checking the Contents

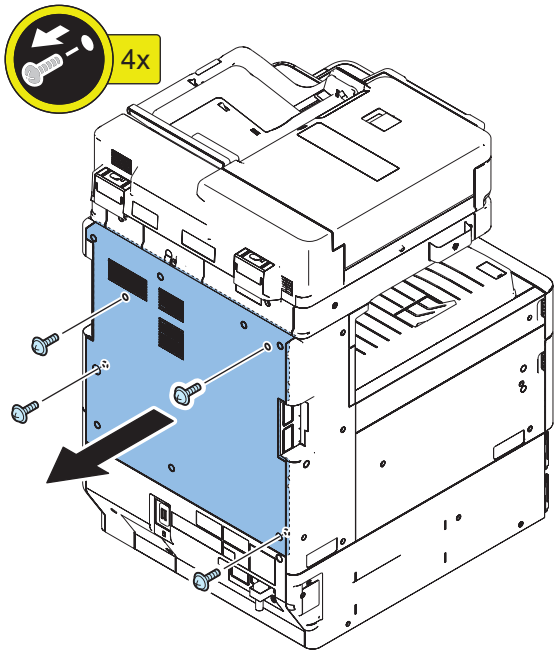


Installation Procedure

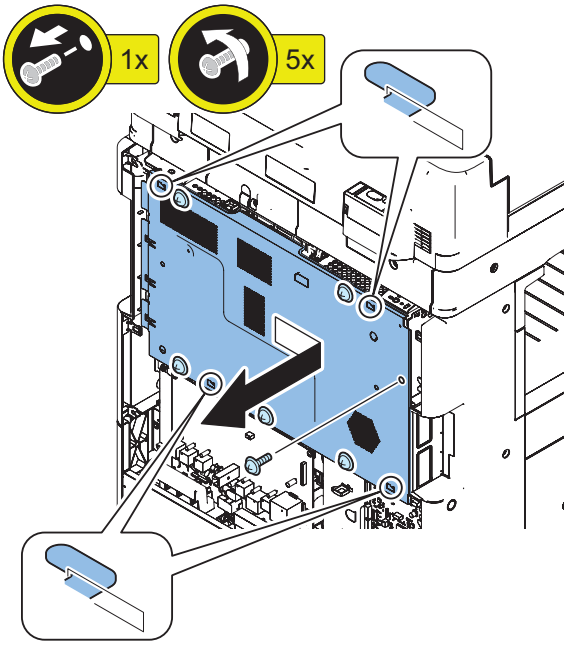
■ Removing the Covers

□

1.

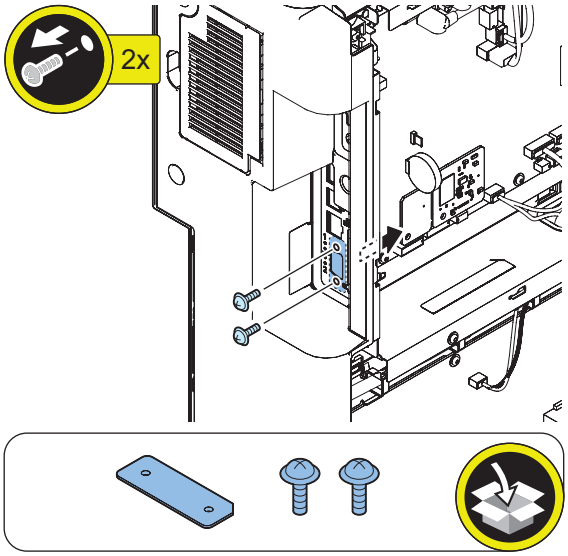


☐
2.



☐
3.

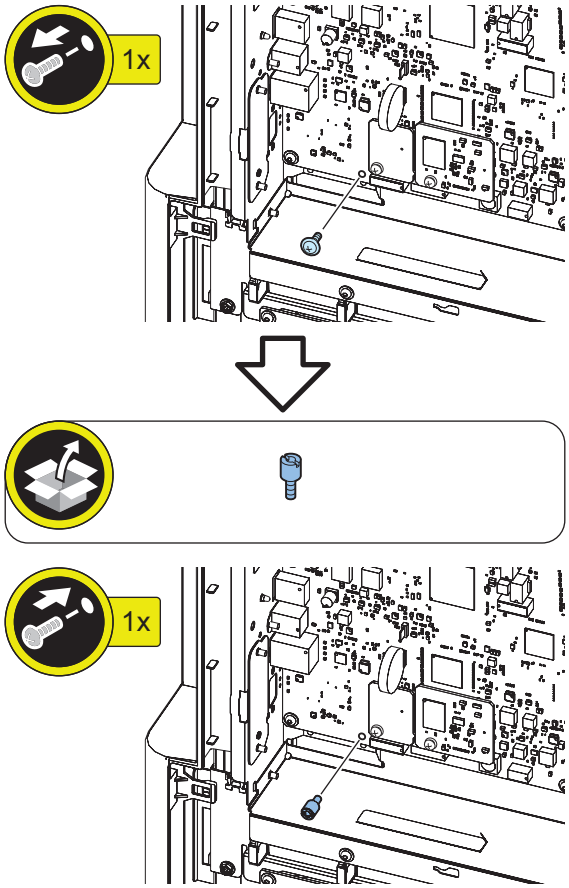
CAUTION:
- Remove screws while holding the Face Plate.
- Be careful not to drop the Face Plate.



■ Installing the Serial Interface Kit

☐

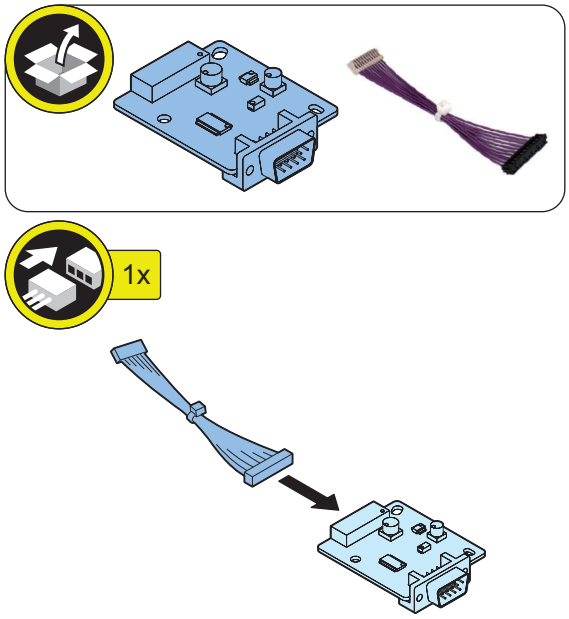
1.



NOTE:
The removed screws will be used in step 3.

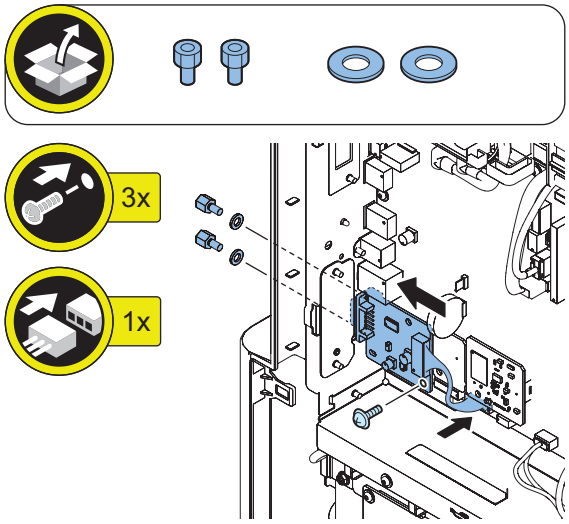
☐

2.



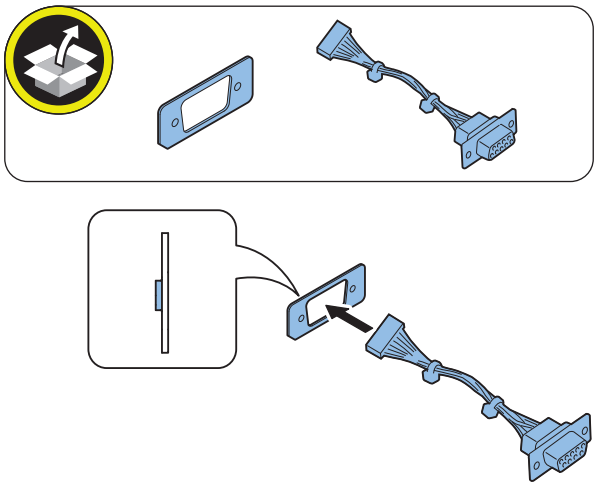
□
3.

NOTE:
Use the screws removed in step 1.



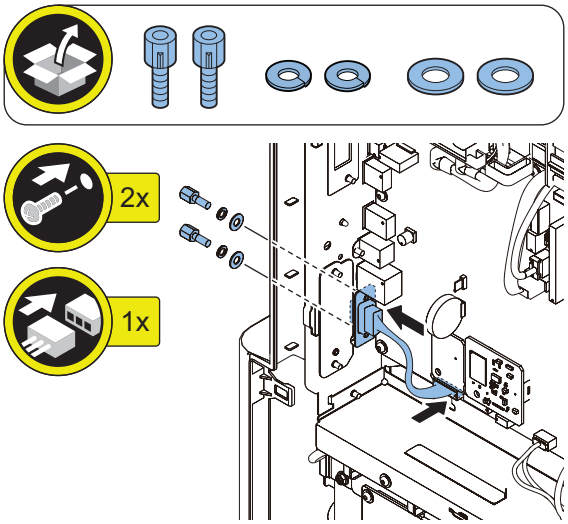
■ Installing the Copy Control Interface Kit

□
1.



□

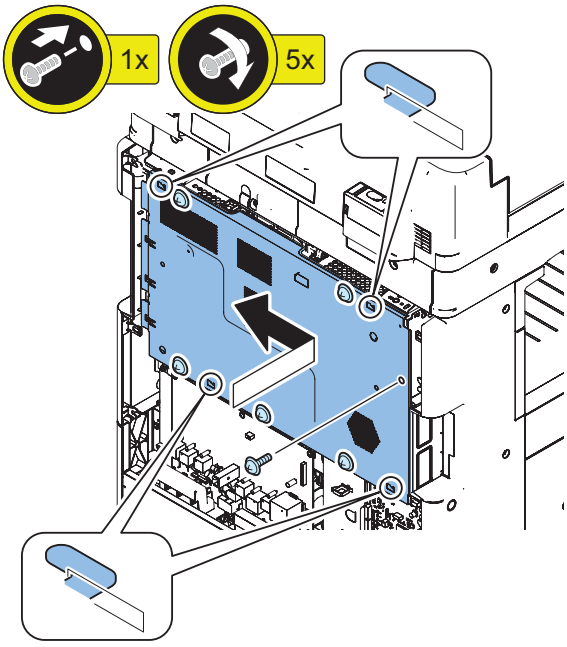
2.



■ Installing the Covers

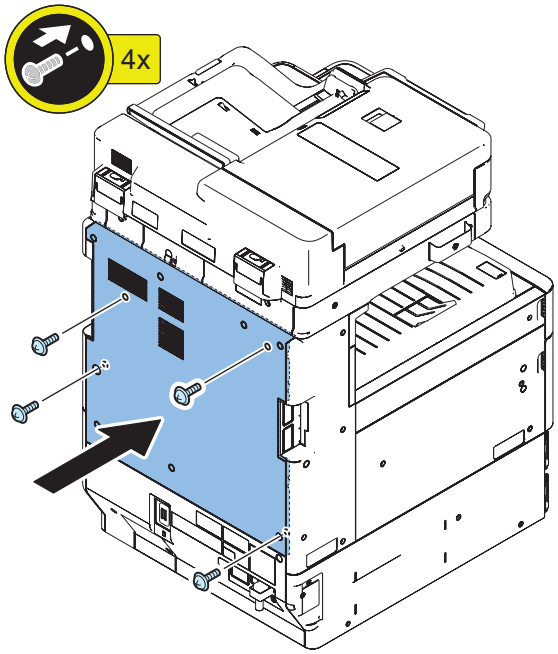
□

1.



□

2.



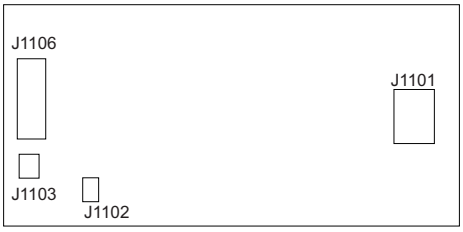
Drum Heater-C1

Checking before Installation

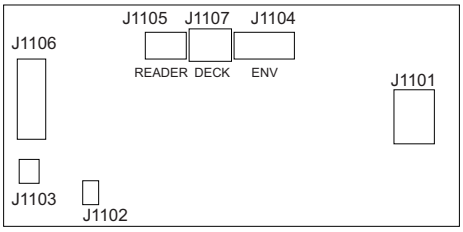
■ Points to Note on Installation

- Confirm that the Heater Kit has already been installed in the host machine.
- When the cassette heater PCB is installed as standard, replace the cassette heater PCB with the heater PCB in the Heater Kit.

- Cassette Heater PCB



- Heater PCB



- Although pictures or illustrations used for explanationmay differ from the actual things, the procedure is the same.

■ Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> ⚠ **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

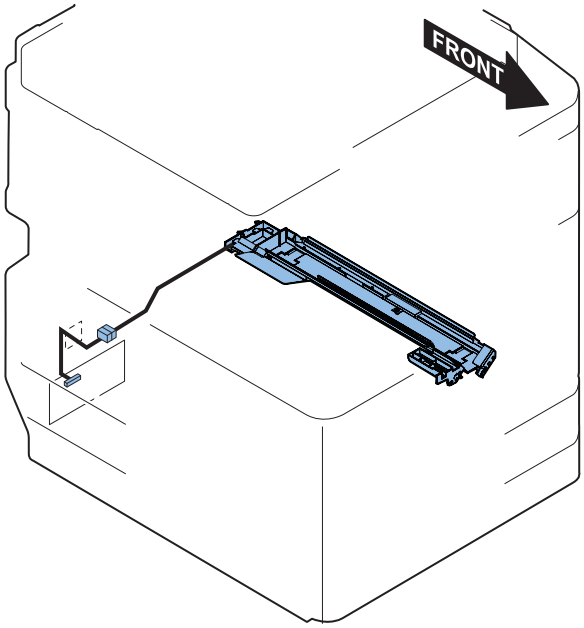
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

■ Points to Note when turning ON/OFF the main power

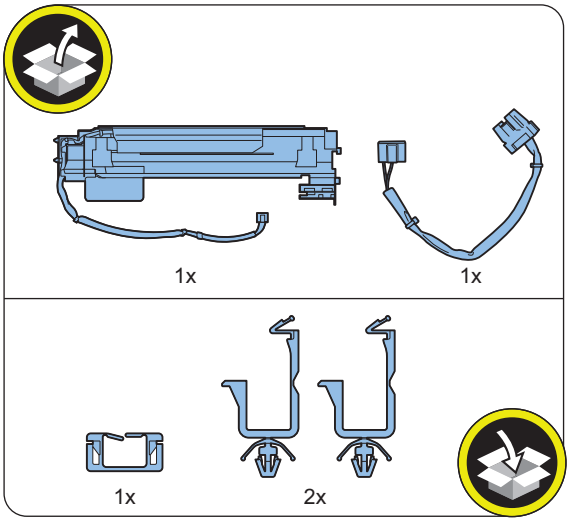
The following message is displayed.

1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

■ Installation Outline Drawing



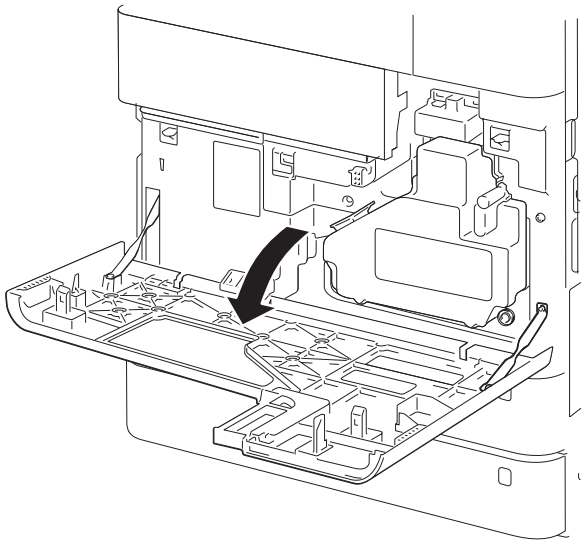
■ Checking the Contents



Installation Procedure

☐

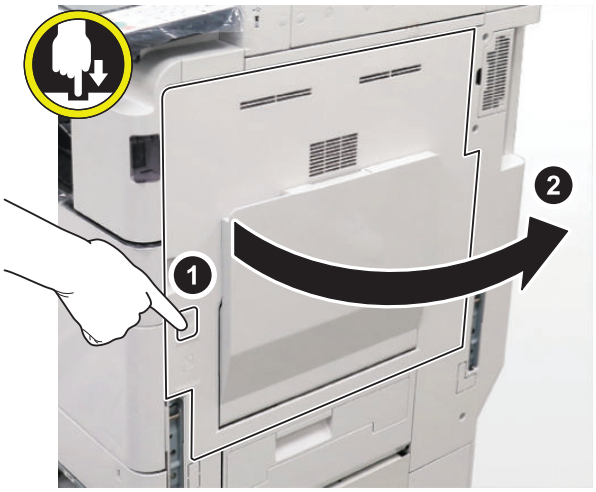
1. **Open the Front Cover.**



☐

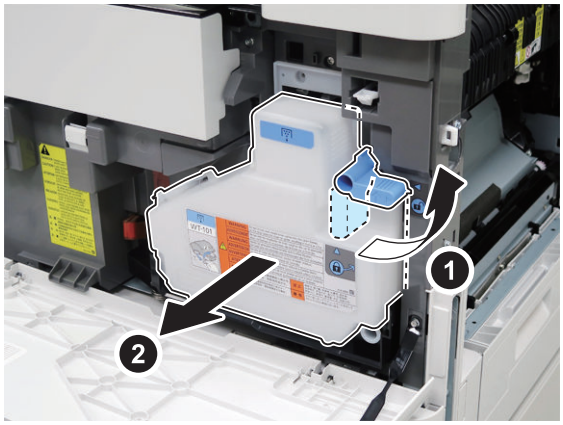
2. **Open the Right Cover.**

CAUTION:
Keep the Right Cover open by 50 mm or more to avoid damaging the Drum Unit.



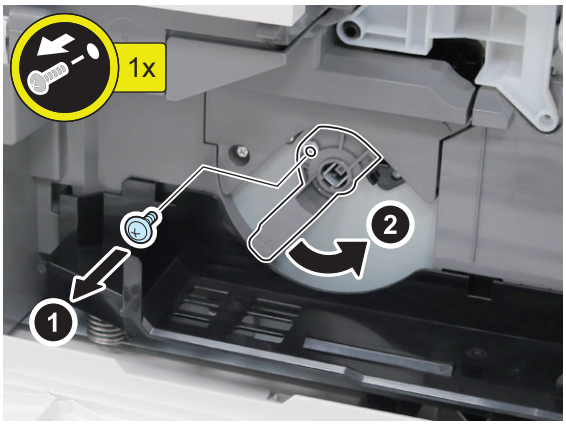
☐

3. **Turn the Lock Lever, and remove the Waste Toner Container.**



☐

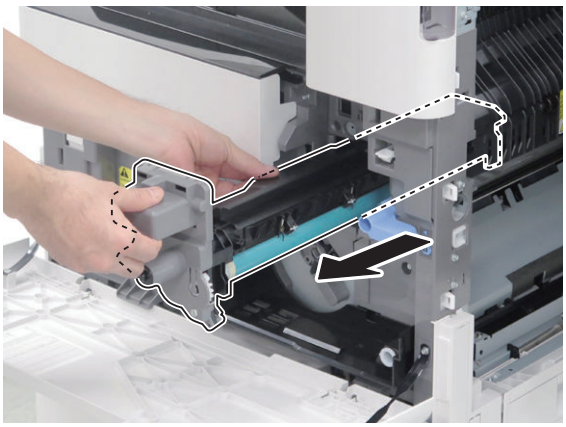
4. **Turn the Developing Pressure Lever.**
   - 1 Screw (The removed screw will be used in step 34)



☐

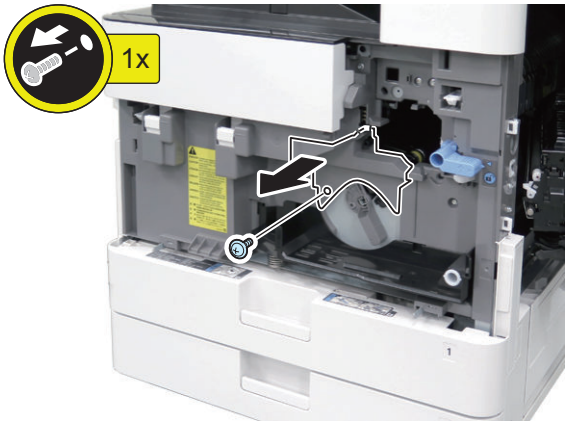
5. **Remove the Drum Unit.**

CAUTION:
- Do not touch the surface of the drum during the work.
- Be sure to cover the removed Drum Unit with paper to block light.



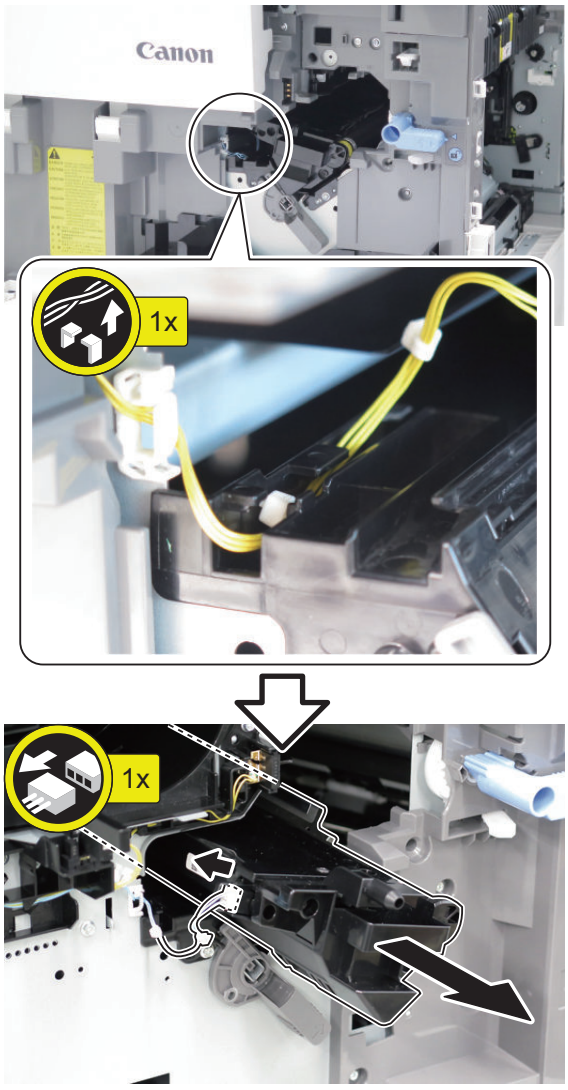
☐

6. **Remove the Developing Assembly Cover.**
   - 1 Screw



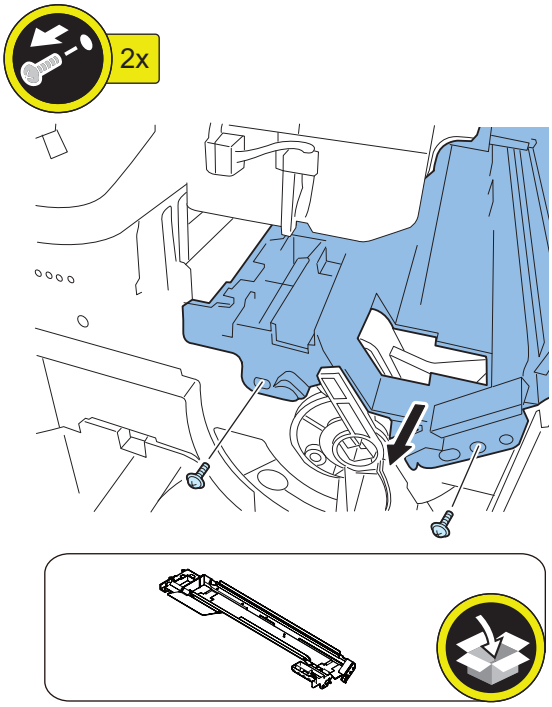
☐

7. **Free the cable from the Guide, and pull out the Developing Assembly to the position for disconnecting the connector.**
   Disconnect the connector and remove the Developing Assembly.



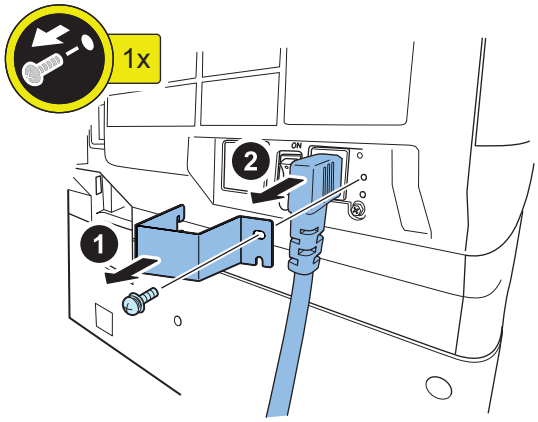
☐

8. **Remove the Developing Stay.**
   - 2 Screws (The removed screws will be used in step 19.)



☐

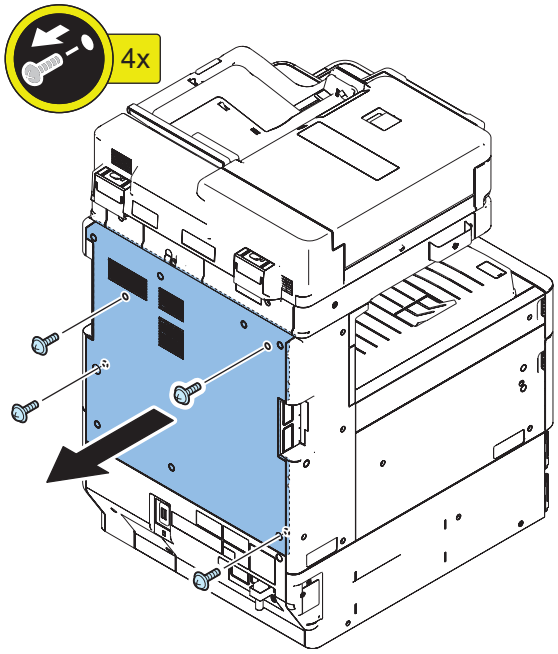
9. **Remove the Power Supply Cord Retainer (only for the 120 V model) and disconnect the Power Supply Cord.**
   - 1 Screw



☐

10. Remove the Rear Cover.

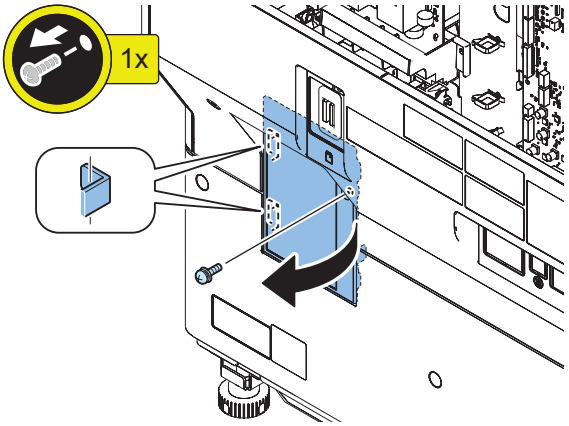
- 4 Screws



☐

11. Remove the Connector Cover.

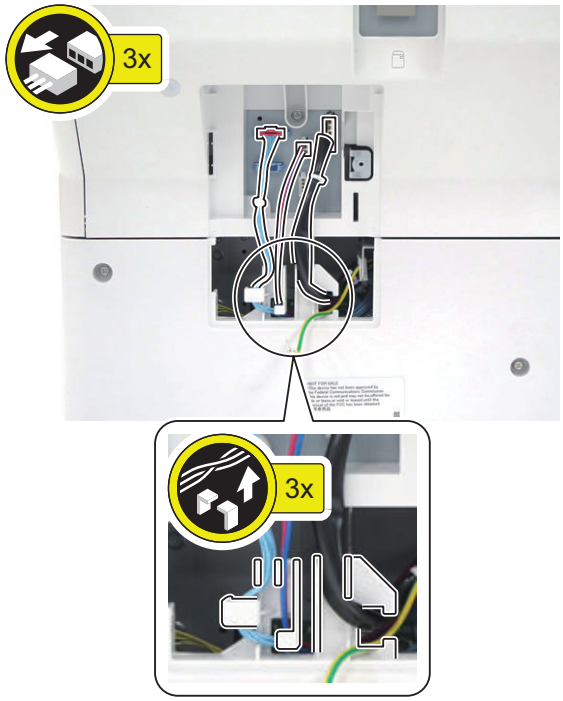
- 1 Screw



☐

12. If the Cassette Pedestal is installed, disconnect the connectors.

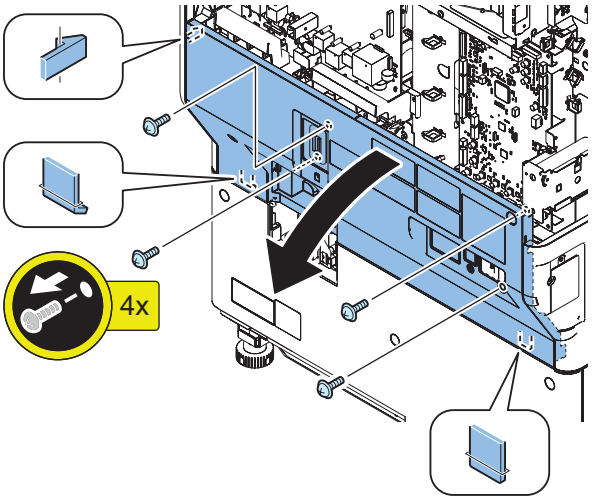
- 3 Connectors
- 3 Cable Guides



☐

13. Remove the Rear Lower Cover.

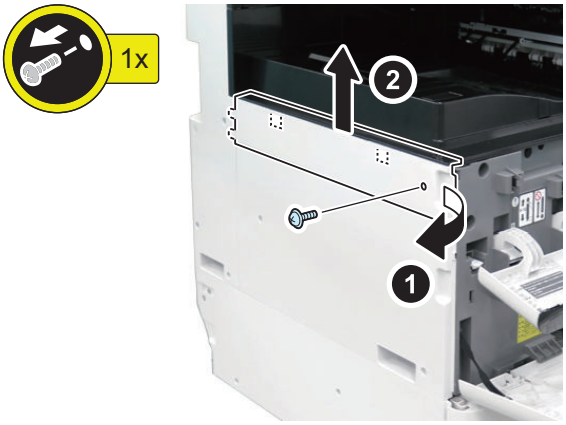
- 4 Screws
- 1 Claw



☐

14. Remove the Left Upper Cover Unit.

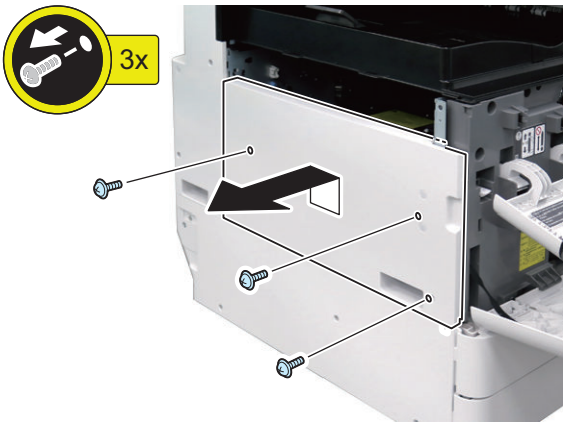
- 1 Screw



☐

15. Remove the Left Cover.

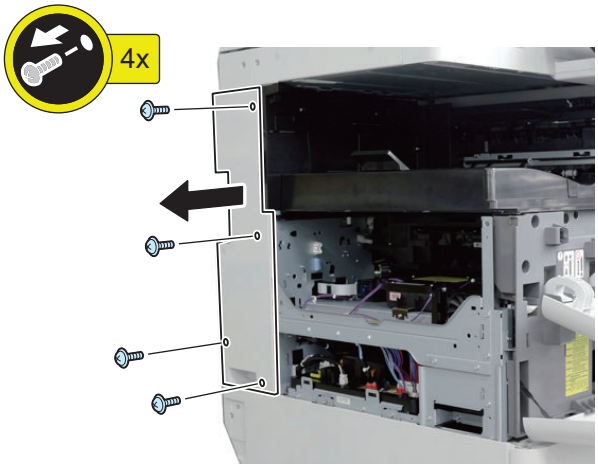
- 3 Screws



☐

16. Remove the Left Rear Cover.

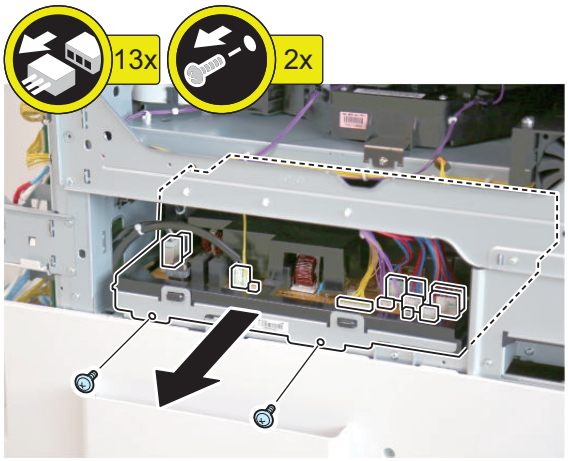
- 4 Screws



☐

17. Remove the Power Supply Unit.

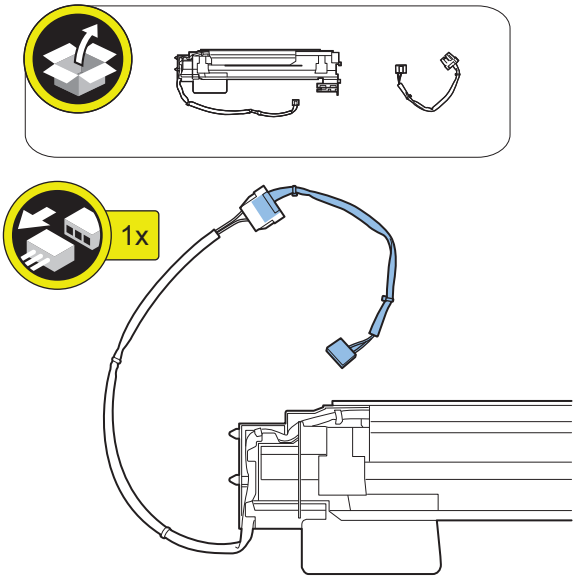
- 2 Screws
- 13 Connectors



☐

18. Connect the connector of Relay Cable and connector of Drum Heater.

- 1 Connector

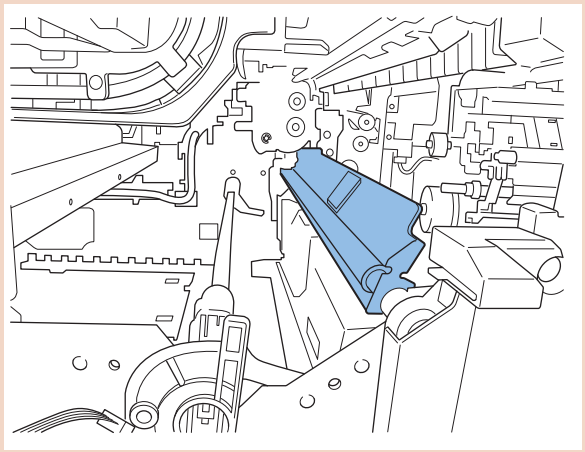


☐

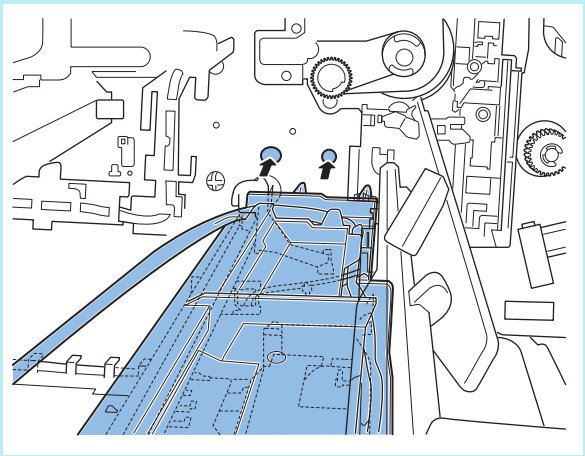
19. Install the Drum Heater to the host machine.

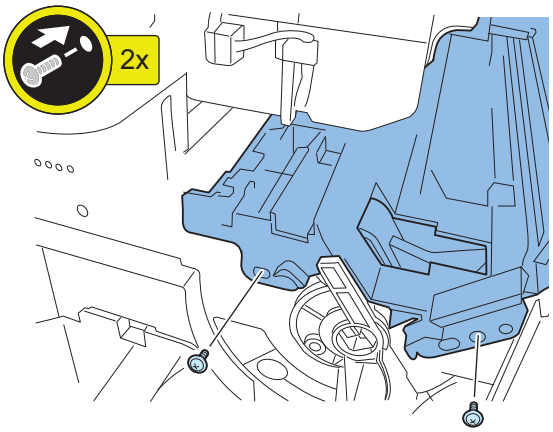
- 2 Screws (Use the screws removed in step 8.)

CAUTION:
When installing the Drum Heater, make sure to avoid damaging the Pre-transfer Guide.



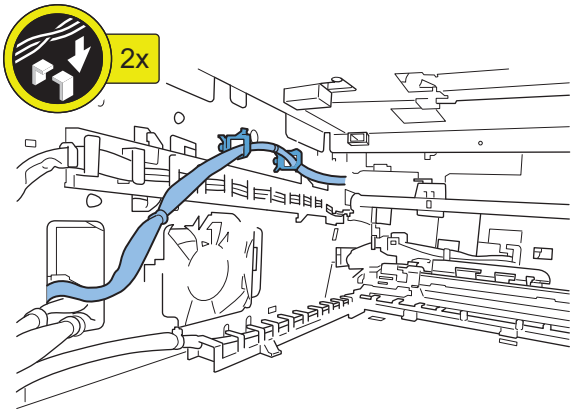
NOTE:
Insert the Positioning Pins of Drum Heater to holes of Rear Frame.





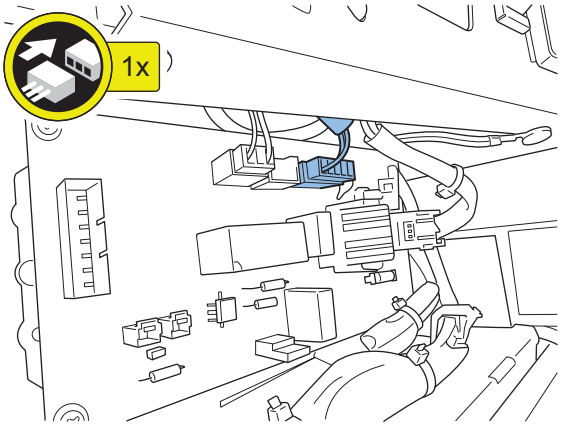
☐

20. Route the Drum Heater Harness as shown in the figure.



☐

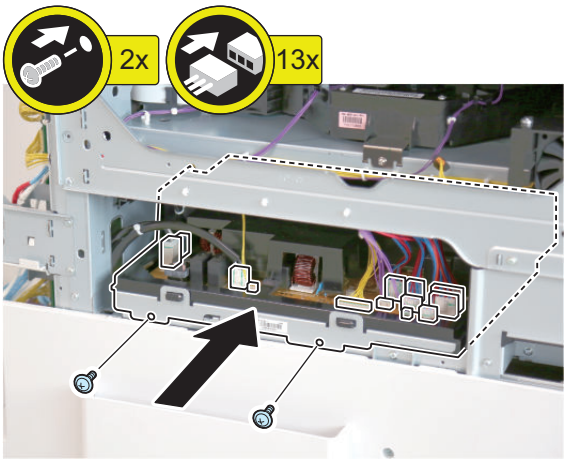
21. Connect the connector of Drum Heater Harness to J1104 of Heater PCB.



☐

22. Install the Power Supply Unit.

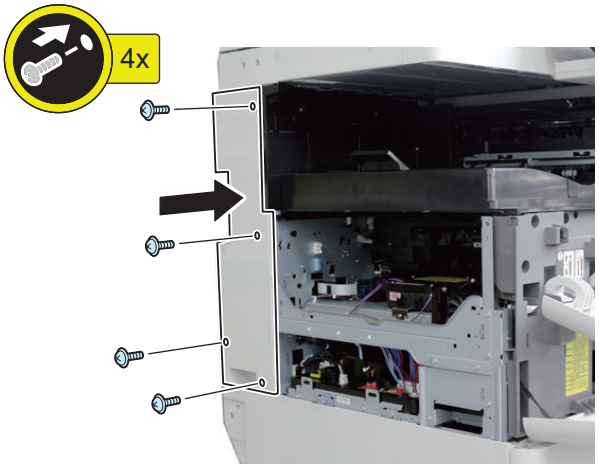
- 2 Screws
- 13 Connectors



☐

23. Install the Left Rear Cover.

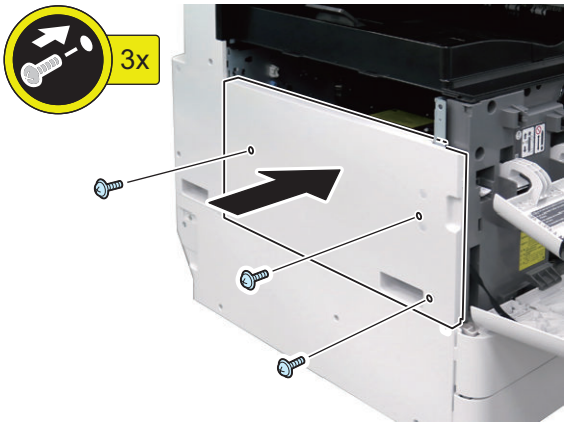
- 4 Screws



☐

24. Install the Left Cover.

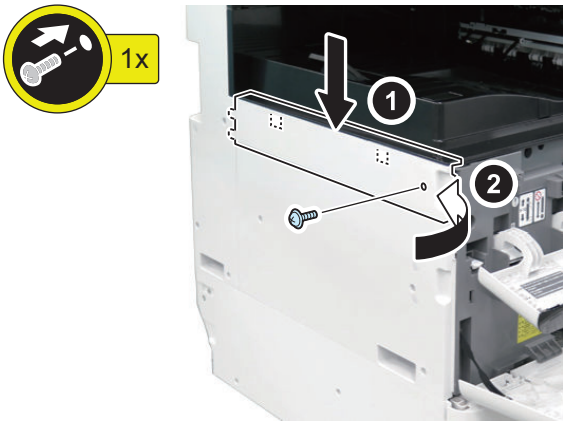
- 3 Claws
- 3 Screws



☐

25. Install the Left Upper Cover Unit.

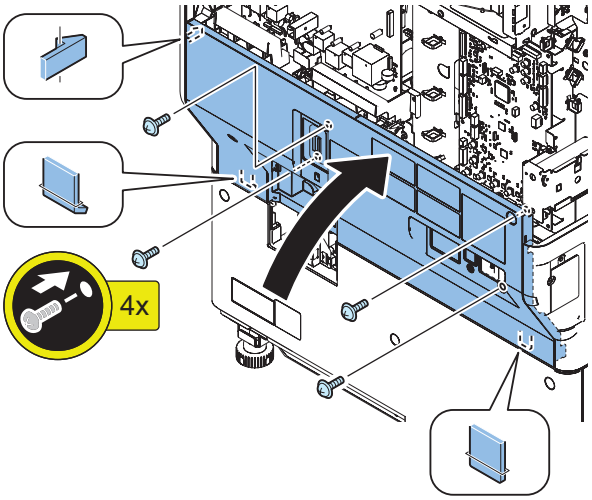
- 1 Screw



☐

26. Install the Rear Lower Cover.

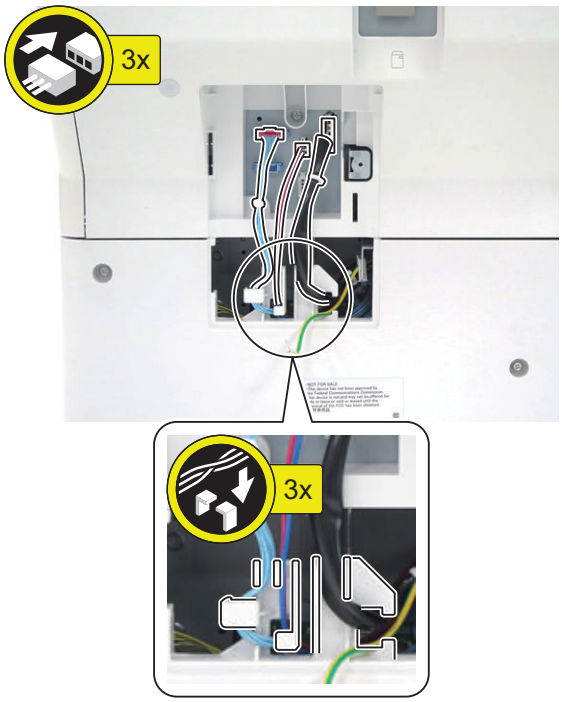
- 1 Claw
- 4 Screws



☐

27. Install the connector of Cassette Pedestal (when installing the Cassette Pedestal).

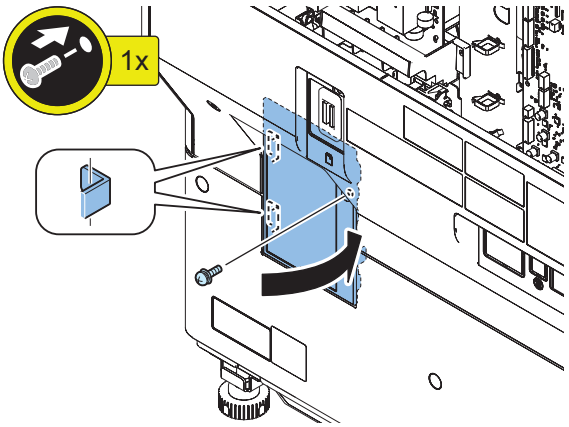
- 3 Connectors
- 3 Guides



☐

28. Install the Connector Cover.

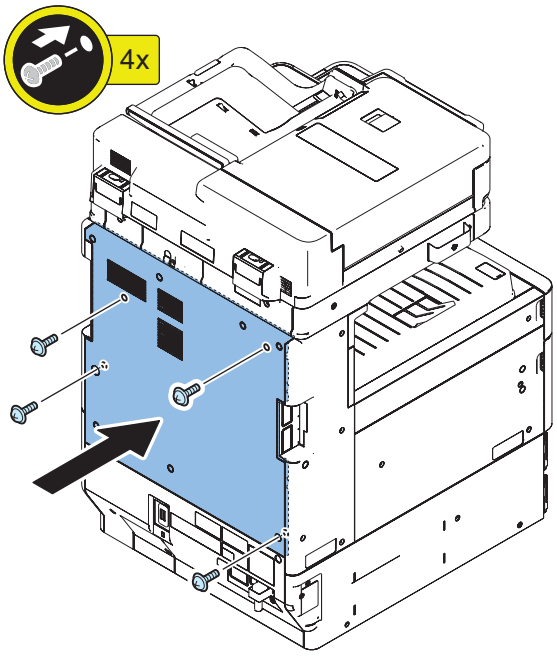
- 1 Screw



☐

29. Install the Rear Cover.

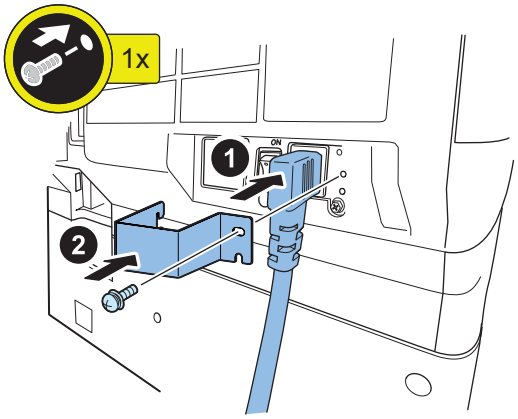
- 4 Screws



☐

30. Install the Power Supply Cord and Power Supply Cord Retainer. (Only for the 120 V model)

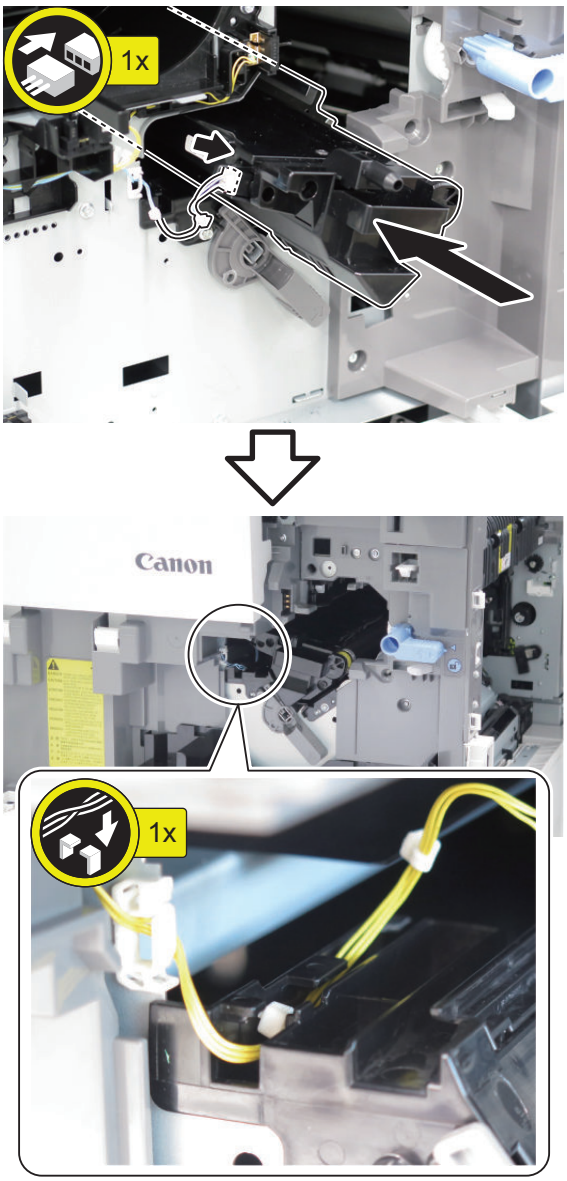
- 1 Screw



☐

31. Move the Developing Assembly to the position to connect the connector and then connect the connector.

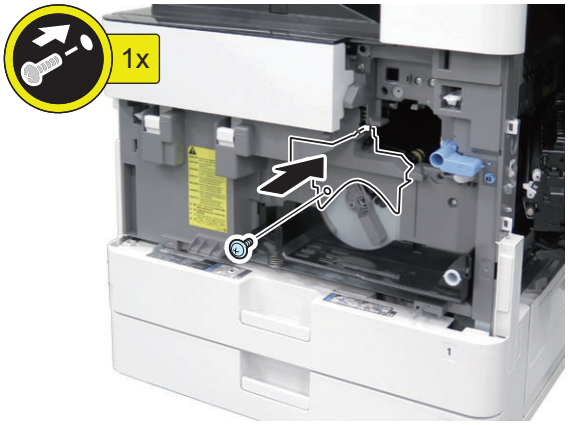
Insert the Developing Assembly until it stops and then secure the cable with the guide.



☐

32. Install the Developing Assembly Cover.

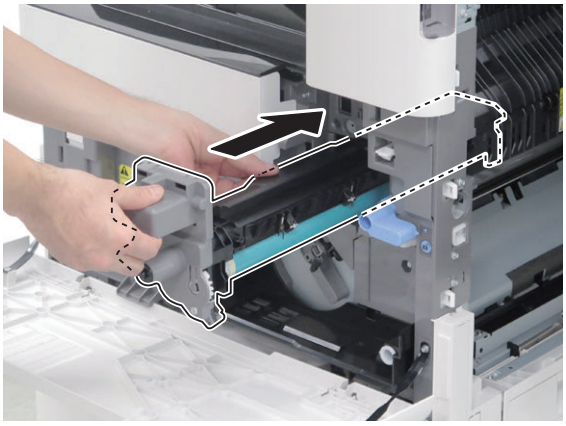
- 1 Screw



☐

33. Install the Drum Unit.

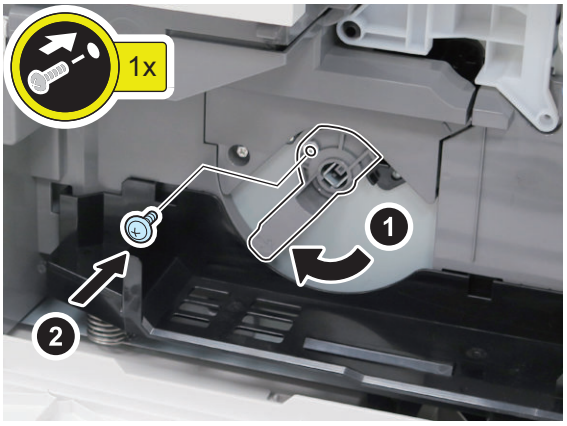
CAUTION:
When installing the Drum Unit, make sure that the Drum Unit and Drum Unit Rail of host machine are engaged.



☐

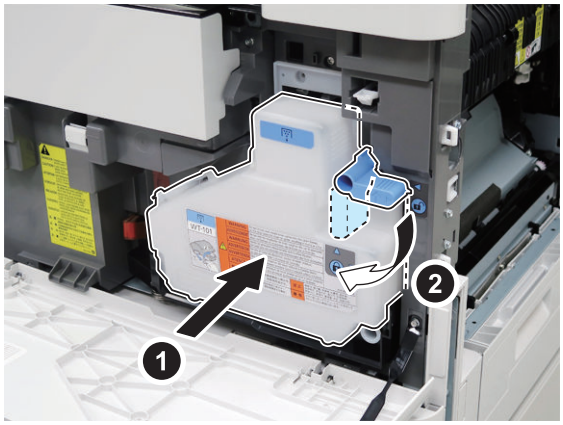
34. Turn the Developing Pressure Lever and secure the Drum Unit.

- 1 Screw (Use the screws removed in step 4.)



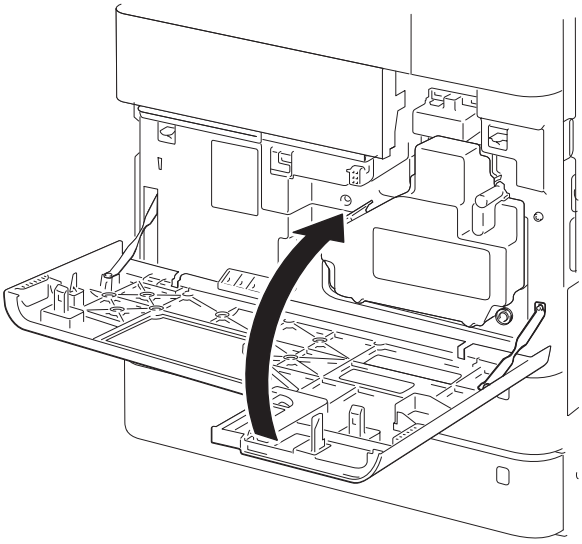
☐

35. Install the Waste Toner Container and turn the Lock Lever to secure it.



☐

36. Close the Front Cover.

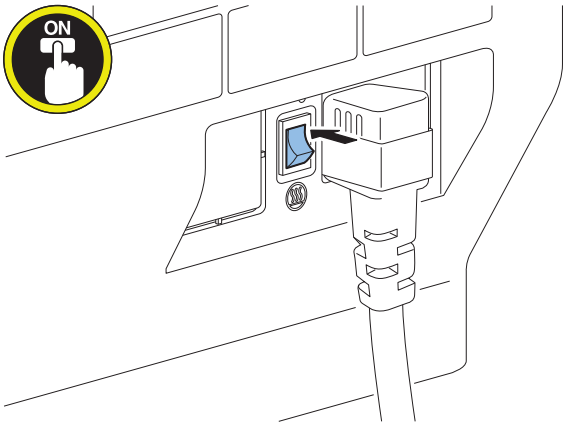


☐

37. Close the Right Cover.

☐

38. Turn ON the Environment Heater Switch



☐

39. Connect the power plug of the host machine to the outlet.

☐

40. Turn ON the Main Power Switch.

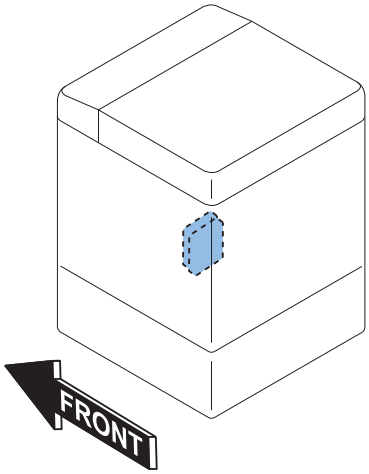
HDD-related Option

Points to Note at Installation

CAUTION:
- When using the mirroring function, be sure to install 2 HDDs of the same capacity.
- If the HDD is replaced with a high-capacity HDD, the HDD needs to be initialized.
- If an HDD containing user information is replaced with a high-capacity HDD (not initial installation), the HDD data needs to be backed up/exported. For details, refer to "Backup Data List" in the Service Manual.

When installing any HDD system options (following 3 products), refer to "Installing the Optional HDD (1 TB)" or "Installing the HDD Mirroring Kit".
- 2.5inch/250GB HDD-N1
- 2.5inch/1TB HDD-P1
- HDD Mirroring Kit-J1

Installation Outline Drawing



Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

WARNING:
- If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
- If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

The following message is displayed.
1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.

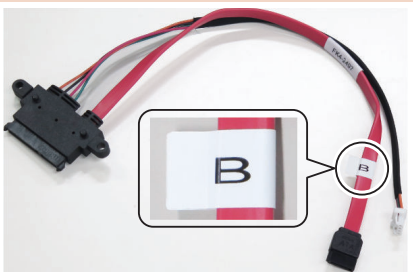
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Checking the Contents

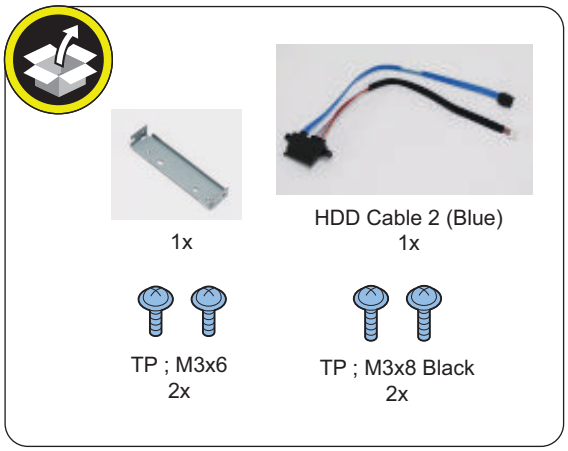
<Option HDD>

<HDD Mirroring Kit>

CAUTION:
The red cable shown below may be included in the package instead of the HDD Cable2 (Blue), but the same procedures as the blue cable applies.
Be sure to confirm that the label [B] is attached to the cable before connecting it to [B] of the Controller PCB.



HDD Cable 2 (Red)



<Others>
- Guides are included

Installation Procedure

■ Installing the Optional HDD (1 TB)

● Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

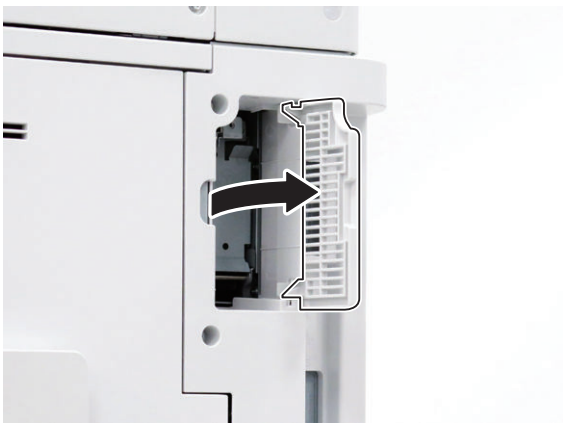
⚠ WARNING:
- If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
- If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

● Installation Procedure

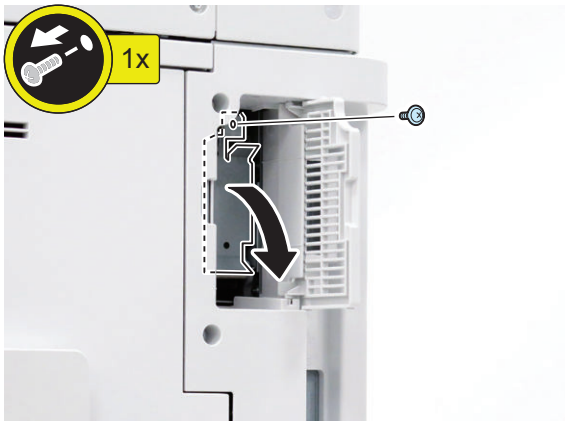
☐

1.



☐

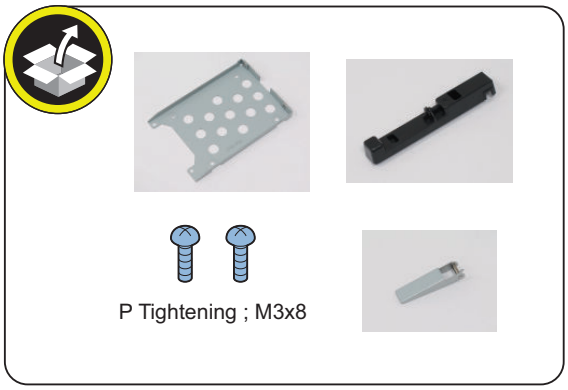
2.

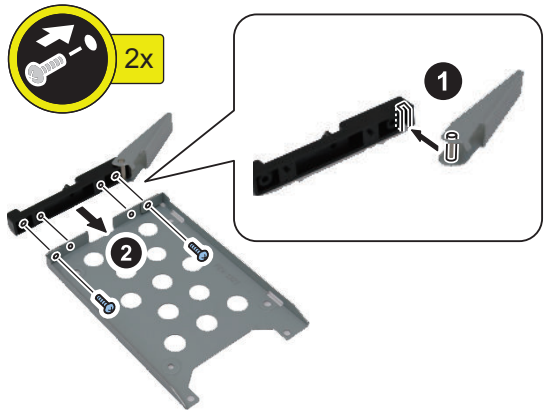


NOTE:
The removed screw will be used in step 7.

□
3.

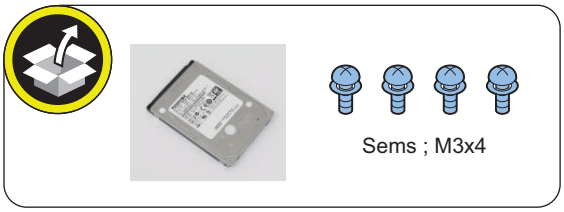
□
4.

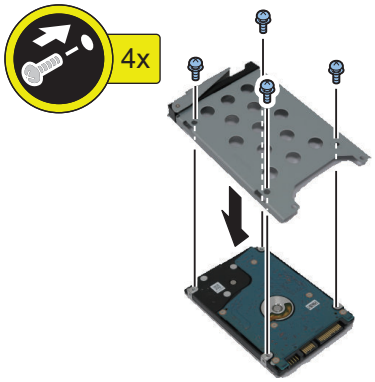




☐

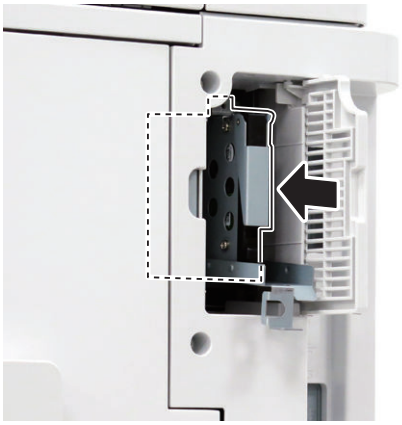
5.





☐

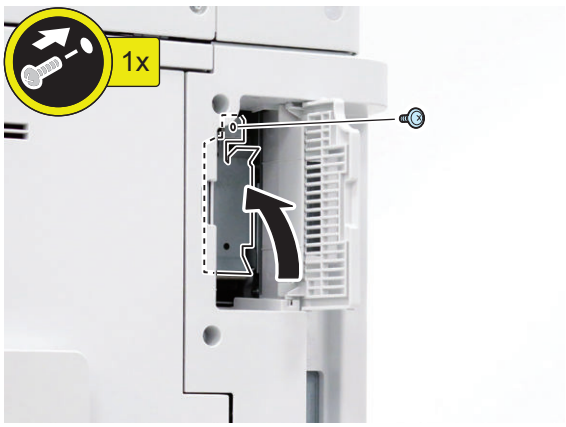
6.



☐

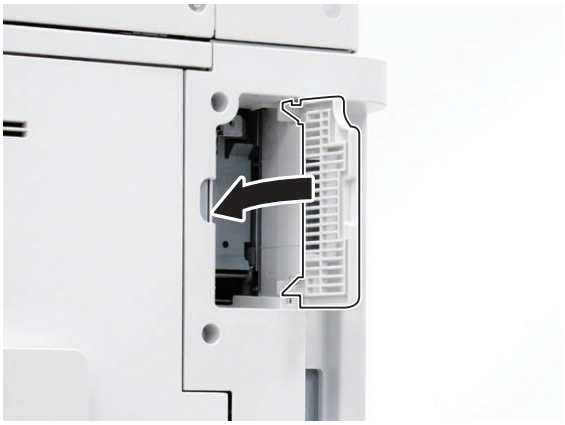
7.

NOTE:
Use the screw removed in step 2.



□

8.



□

9. **Connect the power plug to the outlet.**

● HDD Initialization Procedure

1. **Requirements**
    1. PC
       Service Support Tool in the version that supports this host machine must be installed.
    2. Cross Ethernet Cable (when SST is used)
2. **Preparing for the Installation of the System Software of Host machine**
    1. If both PC and the machine are on, turn them off.
    2. Connect the PC and the host machine using an Cross Ethernet cable. (when SST is used)
    3. Turn on the PC.
3. **Registering the system software**
    1. Insert the latest System Software into the PC using the SST.
    2. Start the SST.
    3. Click 'Register Firmware'.
    4. Select the drive where the system software has been inserted, and click the [SEARCH] button.
    5. Click the [REGISTER] button.
    6. Click [OK].
4. **Initializing HDD**
   <In case of SST>
    1. Start the host machine with download mode in safe mode.
    2. Start the SST.
    3. Select the model. Then, select [Single] and click [Start].
    4. Click [Format HDD].
    5. Select [All], and click [Start].
    6. Click [Execute Format].
    7. The Format is executed.
    8. Select [Shutdown/Restart], and click [Shutdown].
    9. Click [OK]
    10. The power of the host machine is turned OFF.
    11. Terminate the SST.
    12. Disconnect the Cross Ethernet Cable from the machine, and connect the user's network cable to the machine.

<In case of USB flash drive>

1. Connect the USB flash drive to the PC.
2. Start up SST, and click the USB icon displayed in the target selection screen.
3. Select the drive, the model series, and the version to be written to the USB flash drive, and click [Confirm].
4. Click [Start], and after the version has been written to the USB flash drive, click [OK] and then remove the USB flash drive.
5. Terminate the SST.
6. Connect the USB flash drive to the host machine, and start the host machine with download mode in safe mode.
7. When the USB menu is displayed, press keys on the Control Panel in the order shown below.
   - [4]: Clear/Format
   - [1]: Disk Format
   - [0]: OK
   - Press any keys.
   - [C]: Return to menu
   - [Reset] : Start shutdown sequence
   - [0]: OK (The power of the host machine is turned OFF automatically.)
8. Remove the USB flash drive.
9. Turn ON the main power switch.

● Executing Auto Gradation Adjustment

When the high-capacity HDD is installed, the machine initializes its HDD, resetting the data used for auto gradation correction. Therefore, execute full adjustment of auto gradation adjustment after installing the high-capacity HDD to enable proper images to be output.

● Execution of the Minimum Installation Work

Be sure to execute the minimum installation work in accordance with the Setup Guide because HDD is initialized when the high-capacity HDD is installed.

■ Installing the HDD Mirroring Kit

● Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

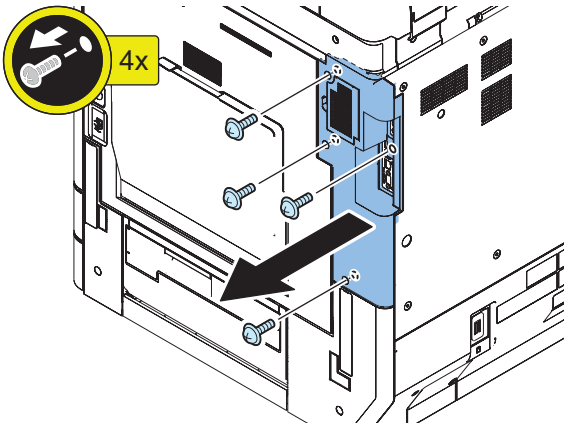
> **⚠ WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

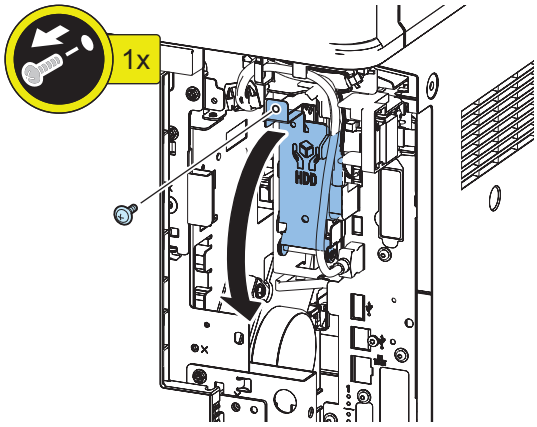
● Removing the Main Controller Box

□

1.



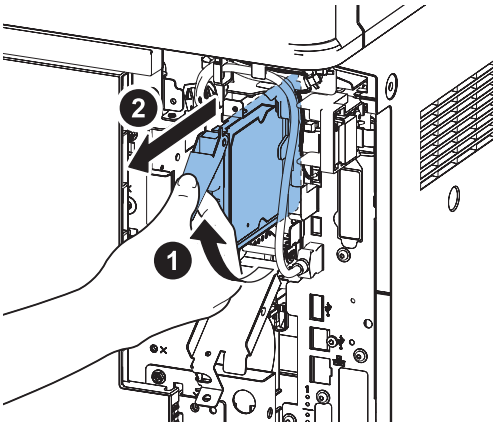
□
2.



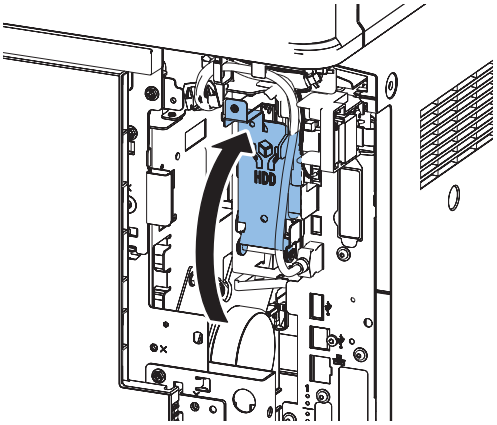
NOTE:
The removed screws will be used in "Installing the HDD > step 3".

□
3.

NOTE:
When replacing the HDD with an Optional HDD (1TB), the removed HDD will not be used.

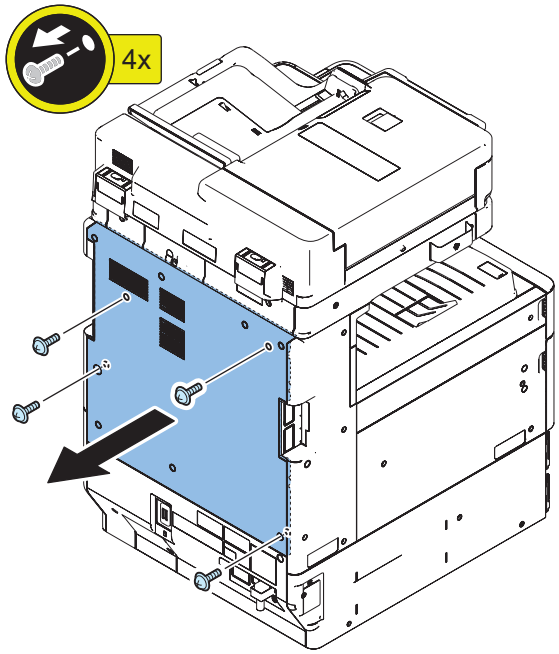


□
4.



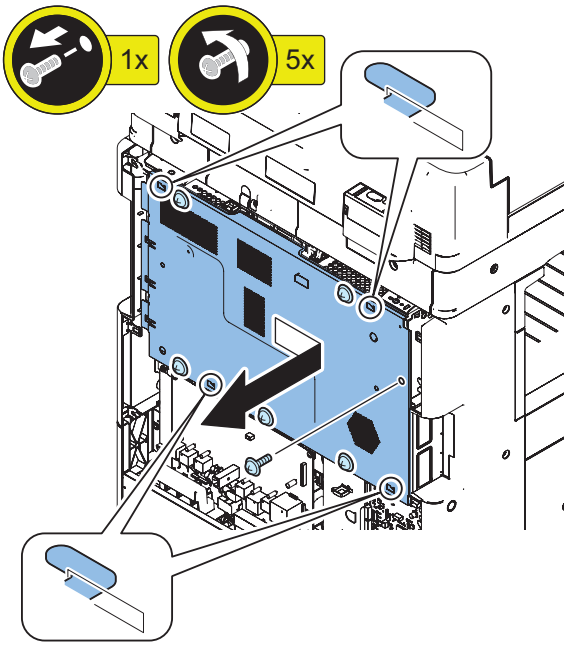
□

5.

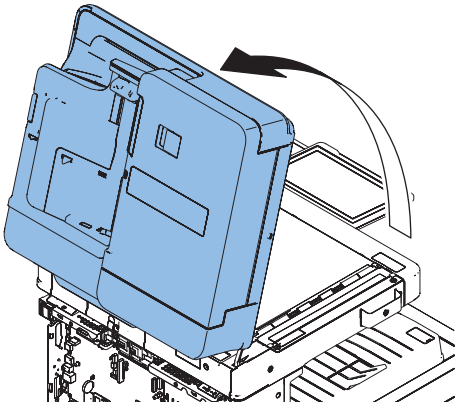


□

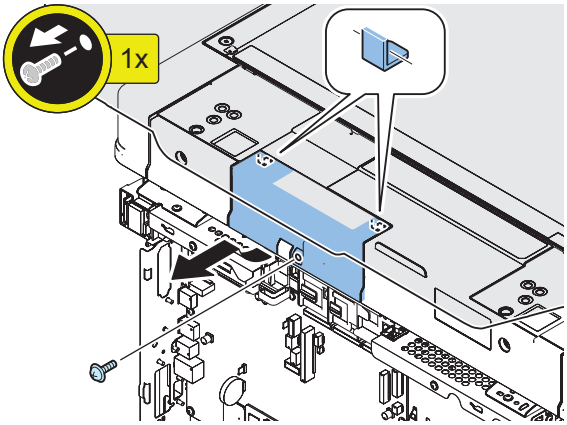
6.



□
7.



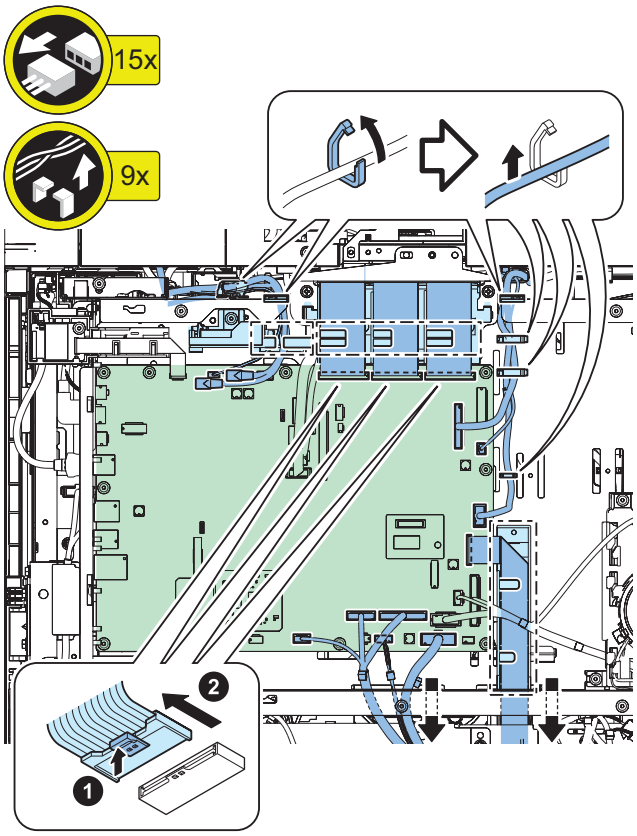
□
8.



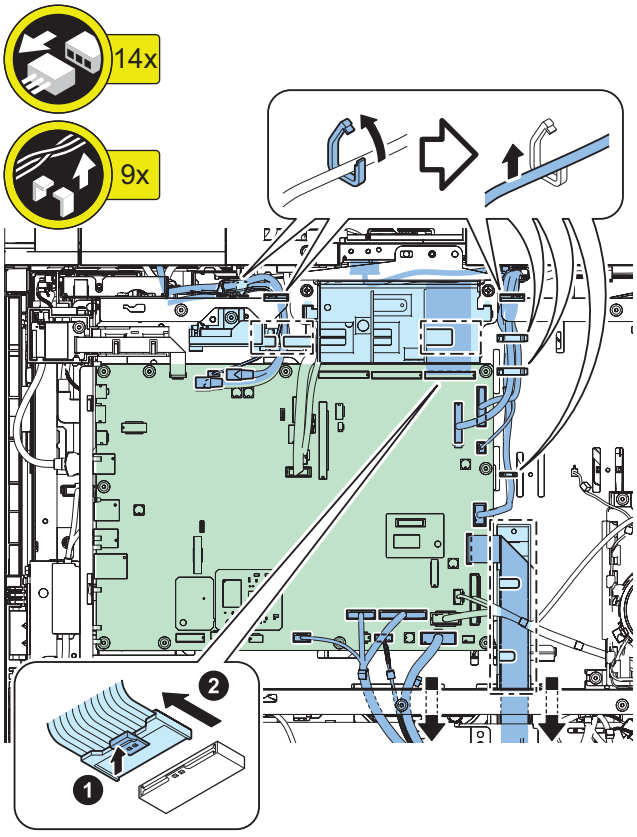
□

9.

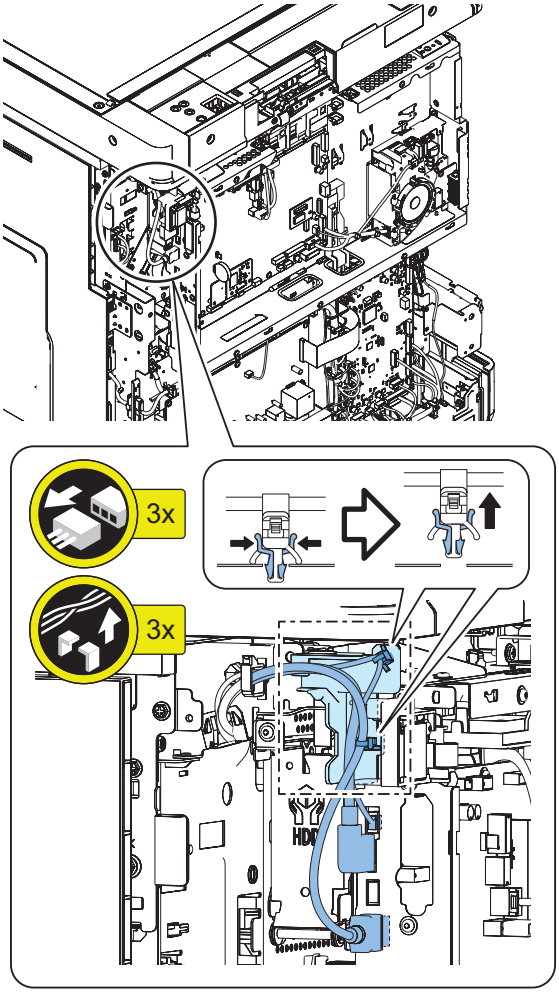
<In the case of 1-Pass ADF>



<In the case of Reverse ADF>



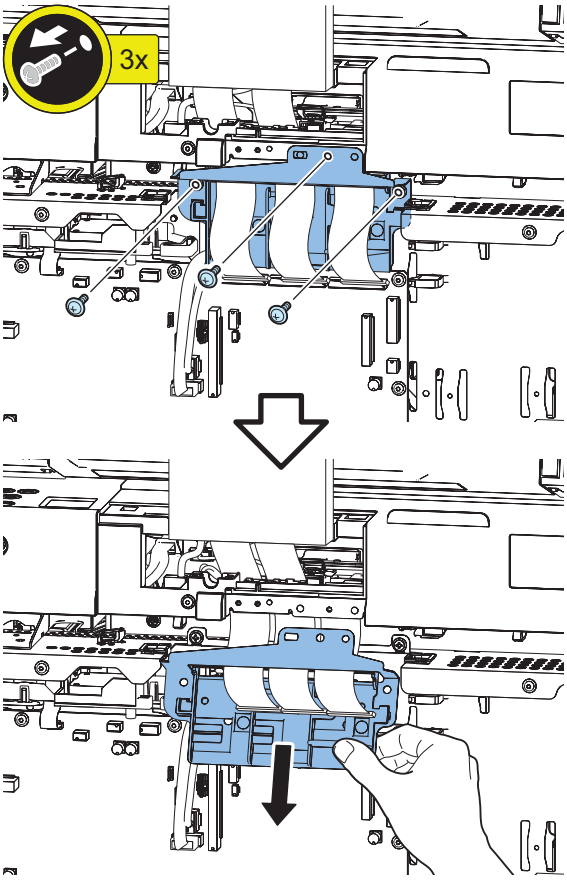
□
10.



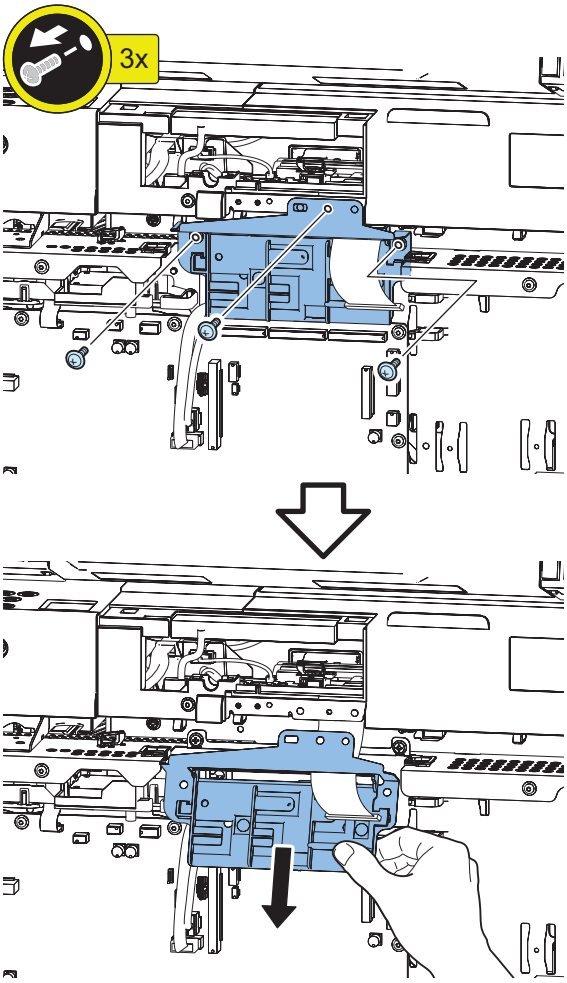
□

11.

<In the case of 1-Pass ADF>

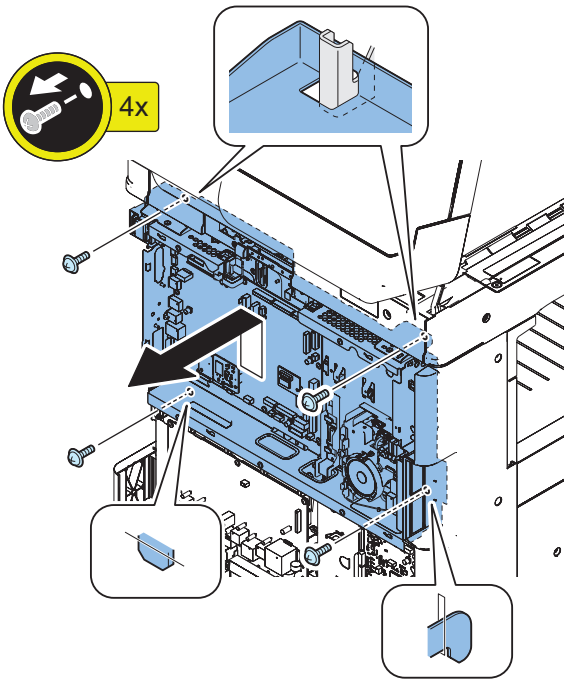


<In the case of Reverse ADF>



□

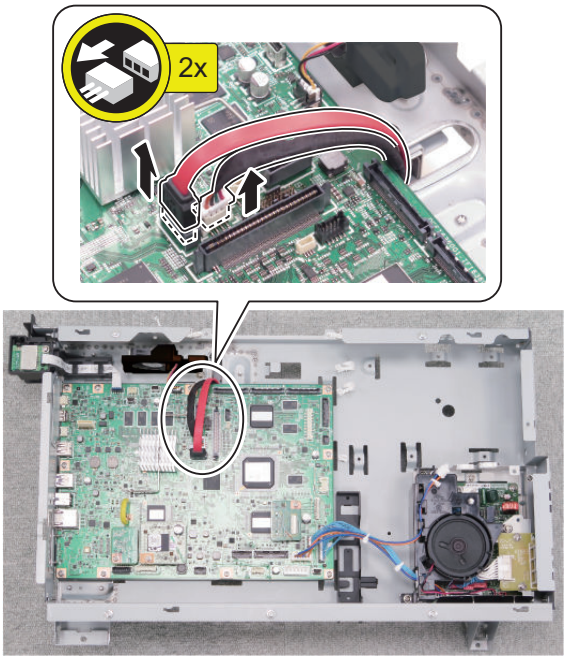
12.



• Installing the HDD Mirroring Kit

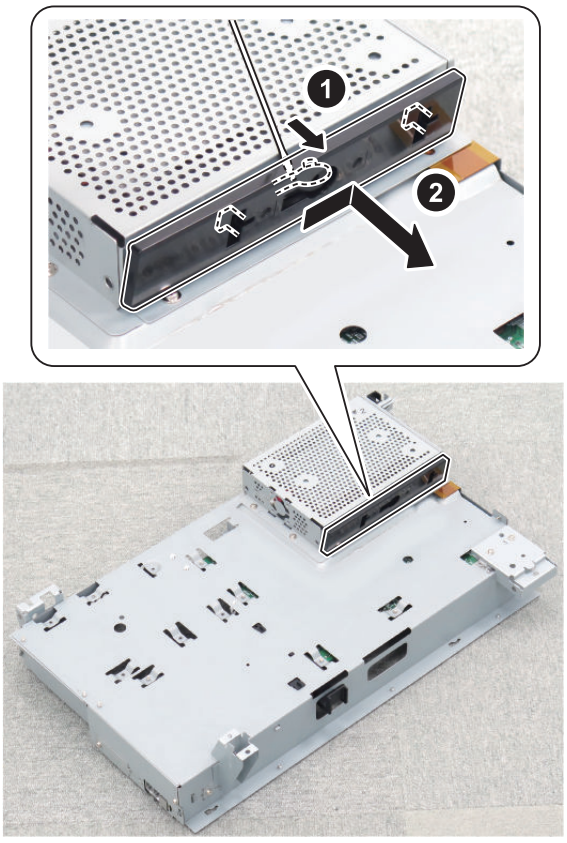
□

1.

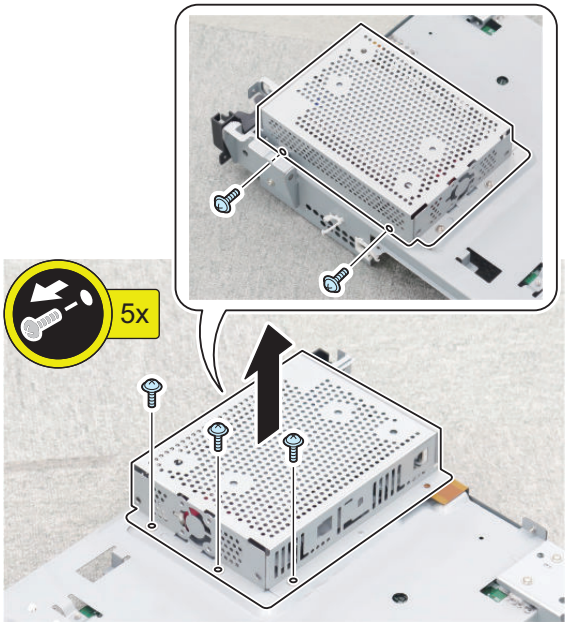


□

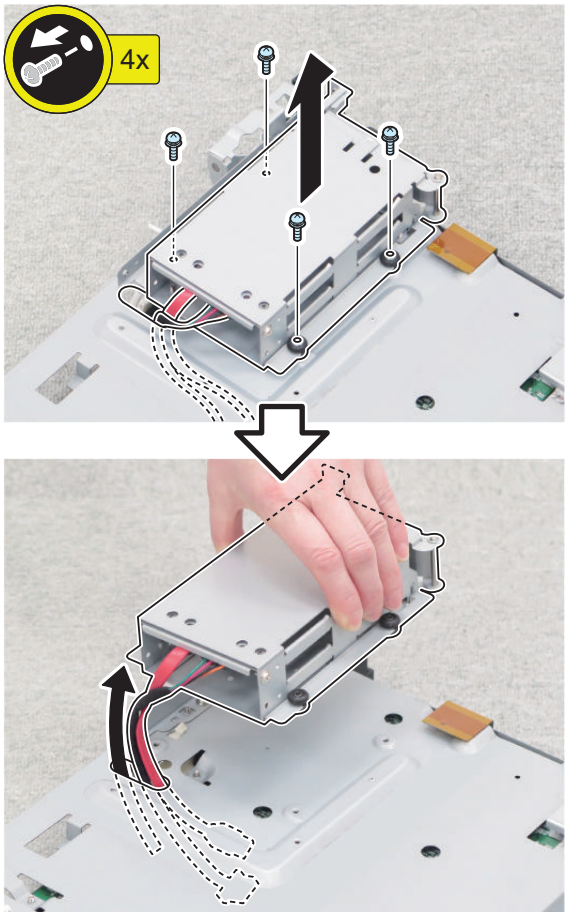
2.



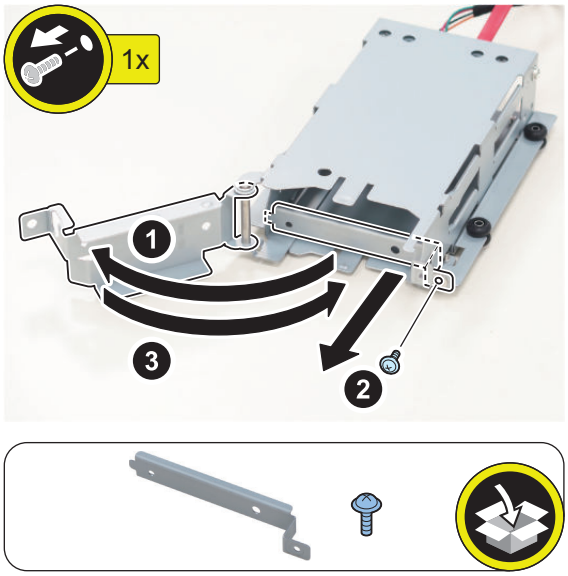
☐
3.



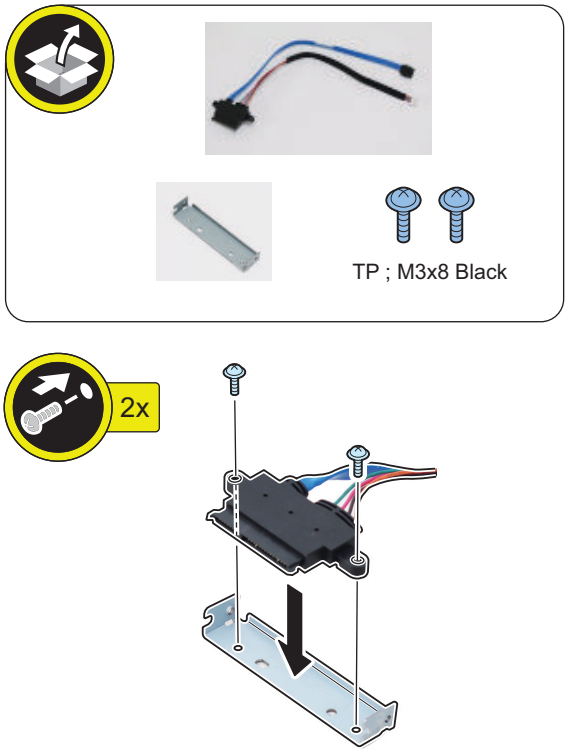
☐
4.



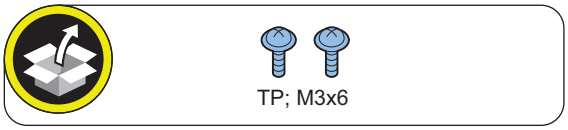
□
5.

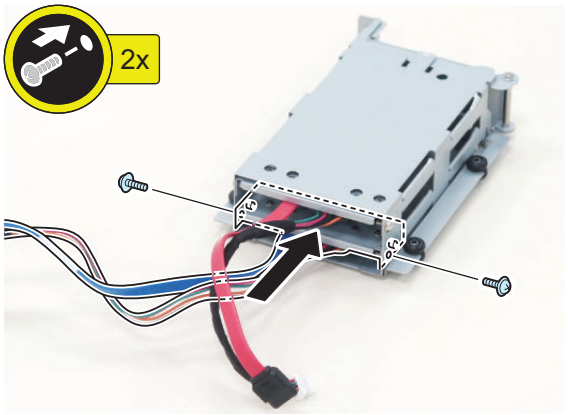


□
6.

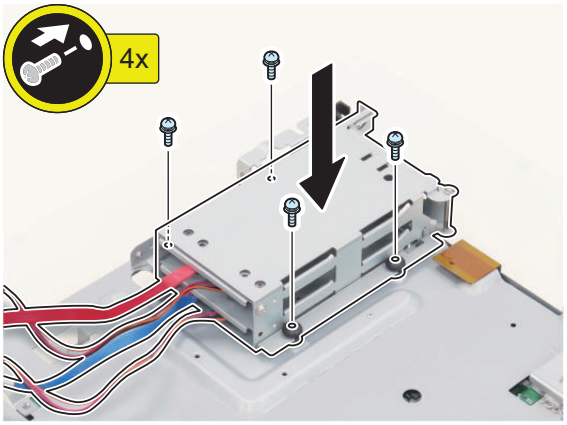


☐
7.





☐
8.

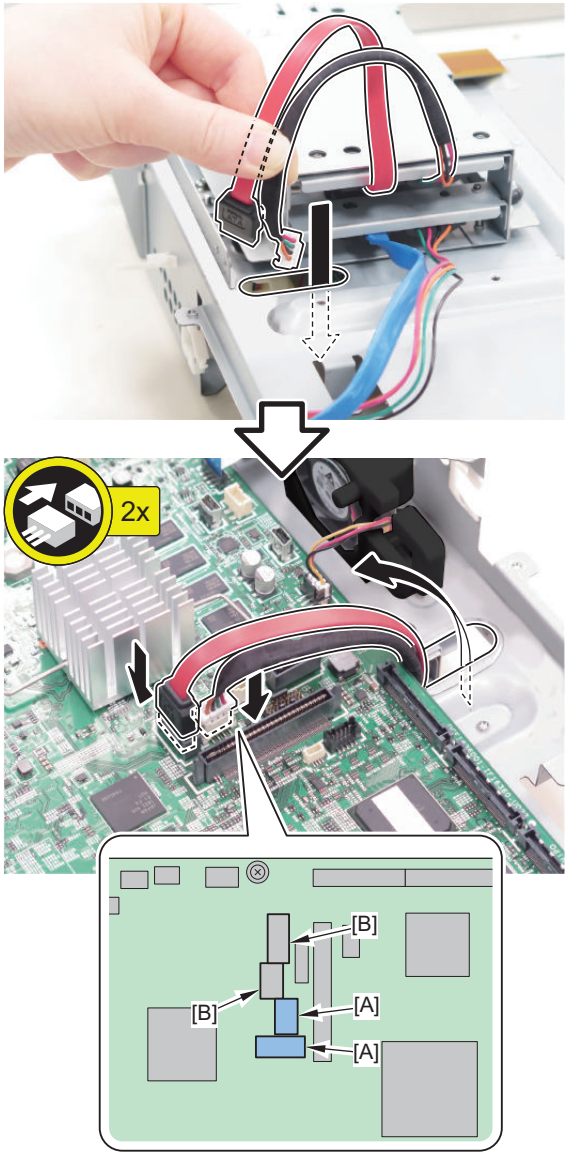


□

9.

CAUTION:
Be sure to connect the communication cable to the correct port.
Connecting the cable to the wrong port causes an HDD error.

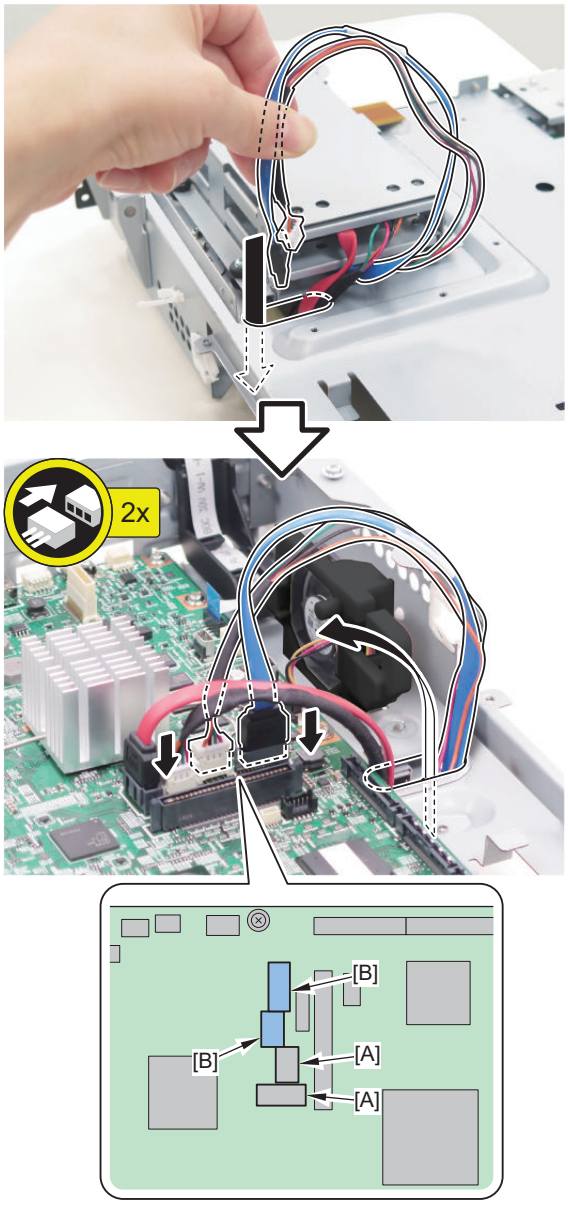
NOTE:
Run the HDD Cable 1 (Red) through the hole of the plate of the Controller PCB, and then connect the cable to [A] (shown in the figure) of the Controller PCB.



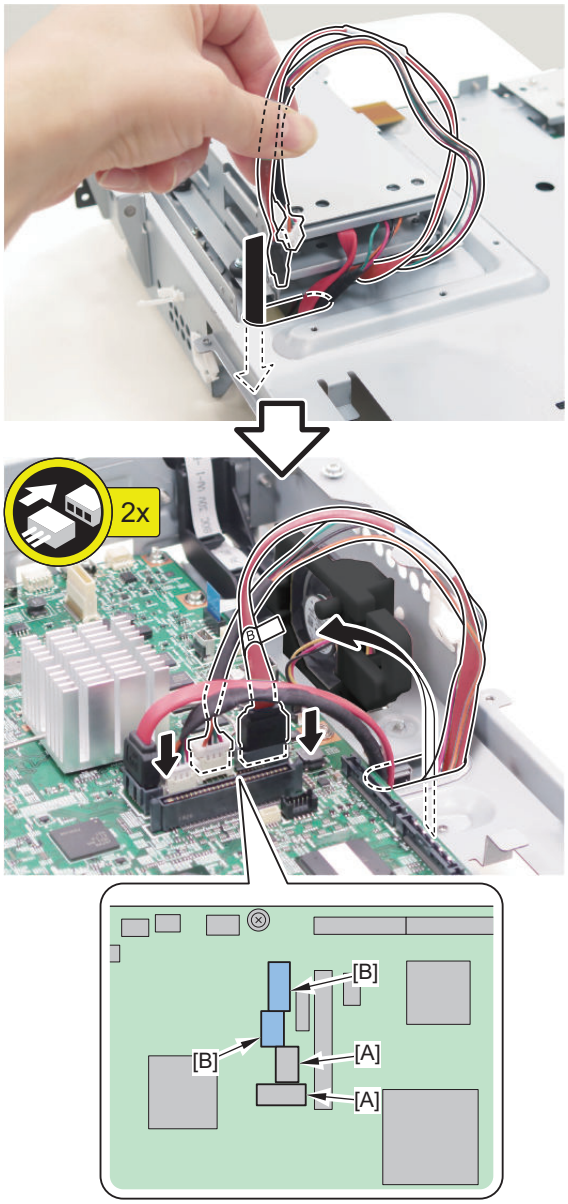
□
10.

CAUTION:
Run the HDD Cable 2 (Blue) or HDD Cable 2 (Red) (with the label [B] attached) through the hole of the plate of the Controller PCB, and then connect the cable to [B] (shown in the figure) of the Controller PCB.

<When the HDD Cable 2 (Blue) is used>



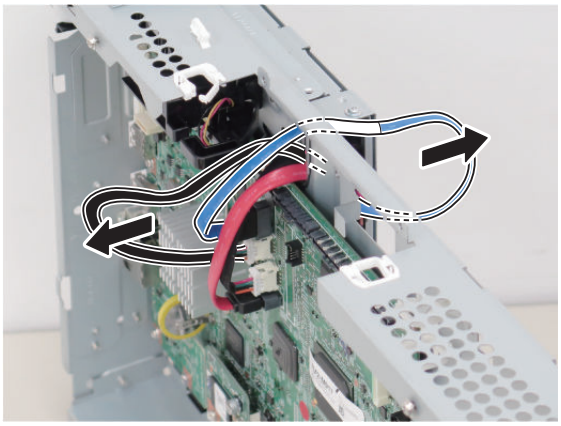
<When the HDD Cable 2 (Red) is used>



□

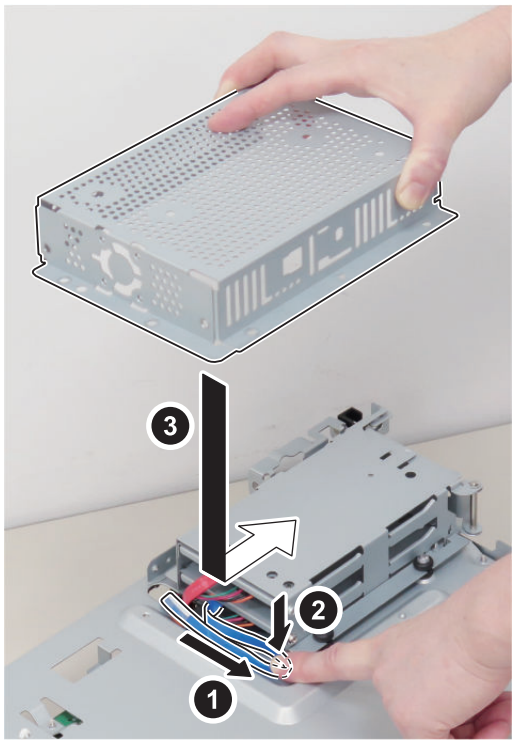
11.

NOTE:
Pull out the excess length of the cable installed in the previous step to the directions of arrows.

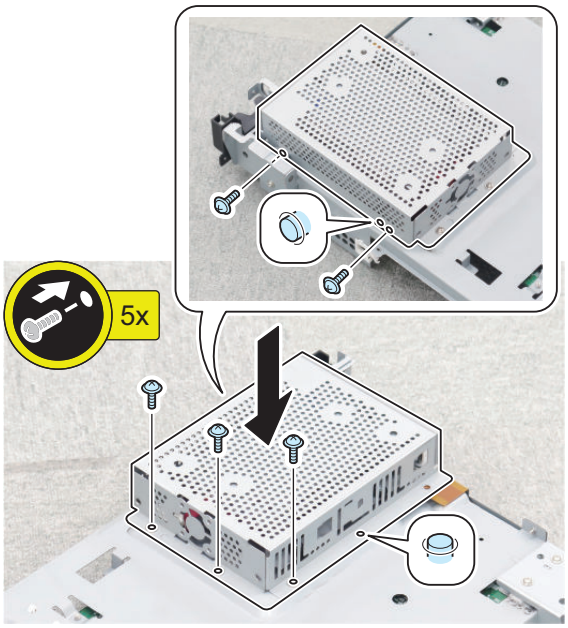


☐
12.

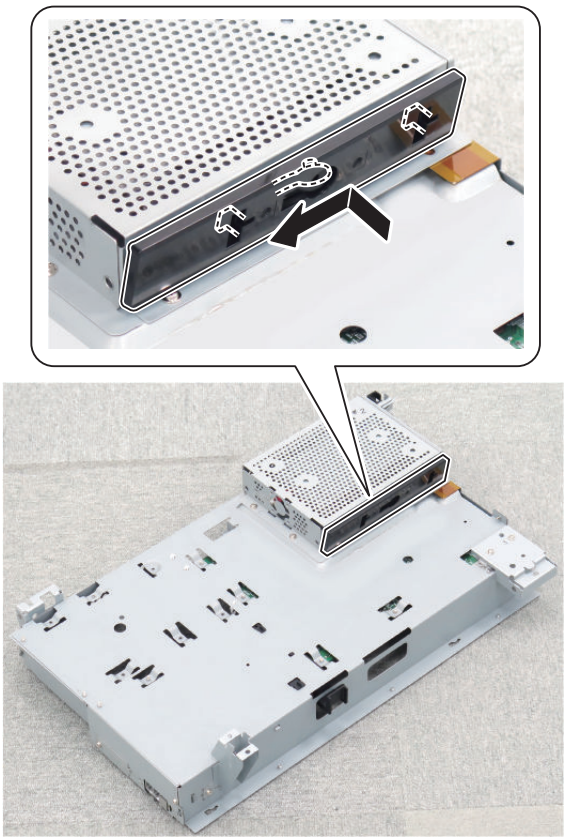
CAUTION:
Locate the cable as holding the excess length to prevent the cable to be pinched.



☐
13.

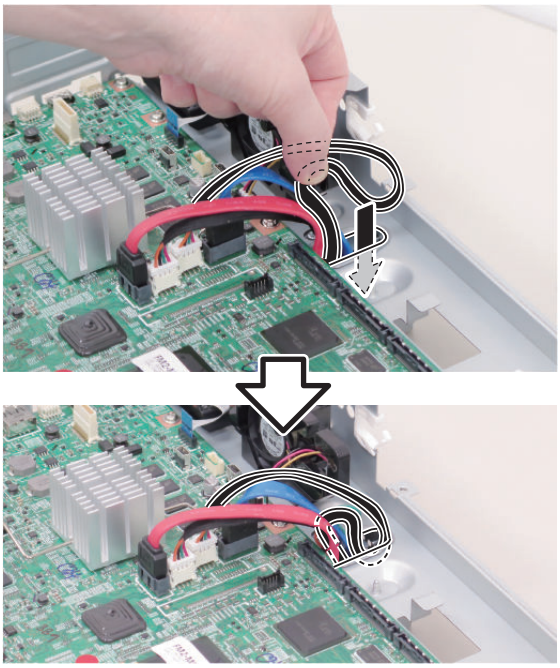


□
14.



□
15.

NOTE:
Locate the excess length as shown in the figure.

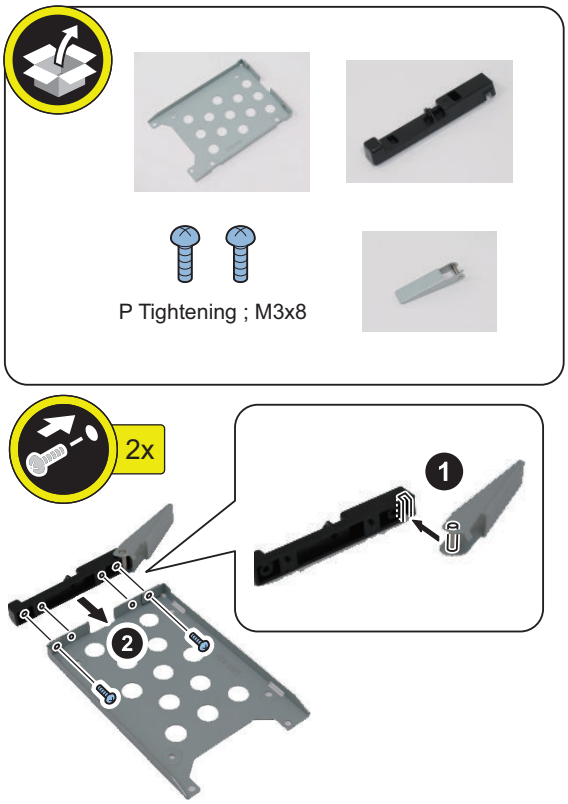


● Assembling the Option HDD

□

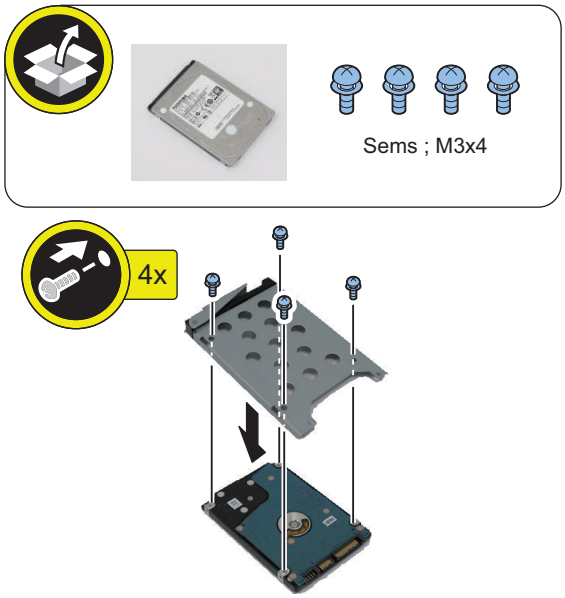
1.

NOTE:
Assemble 2 units when installing the Optional HDD (1 TB).



□

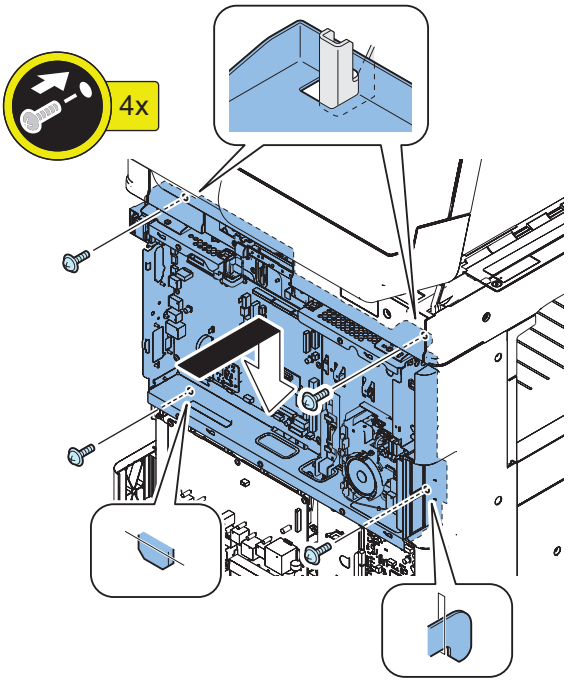
2.



● Installing the Main Controller Box

□

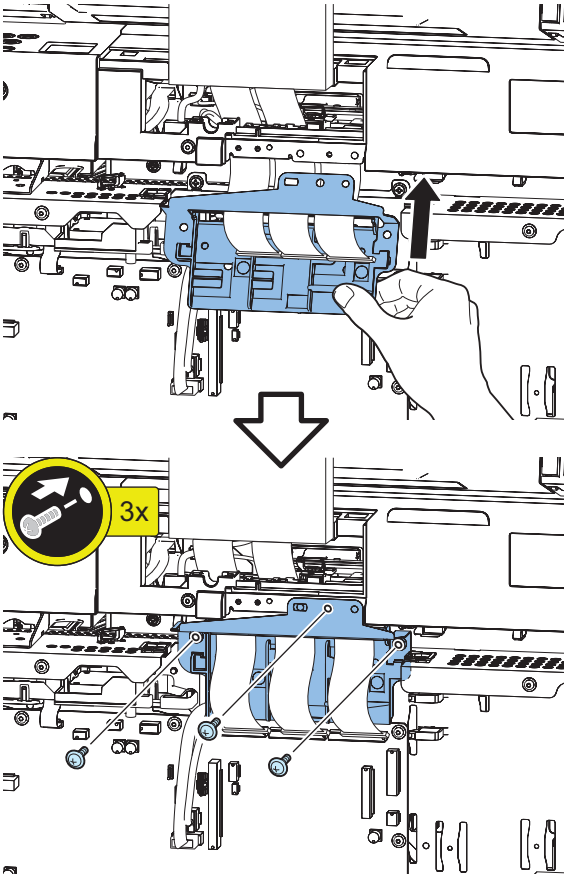
1.



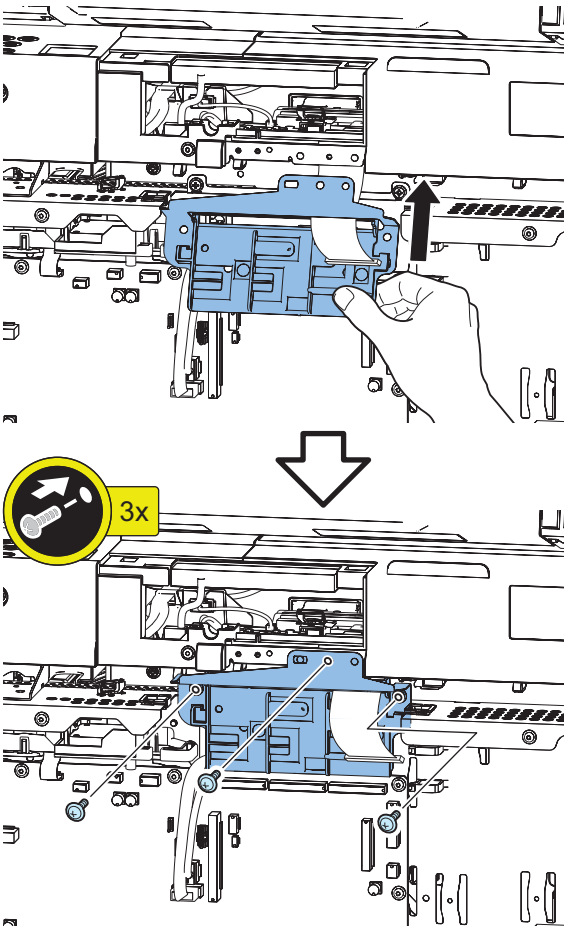
□

2.

<In the case of 1-Pass ADF>

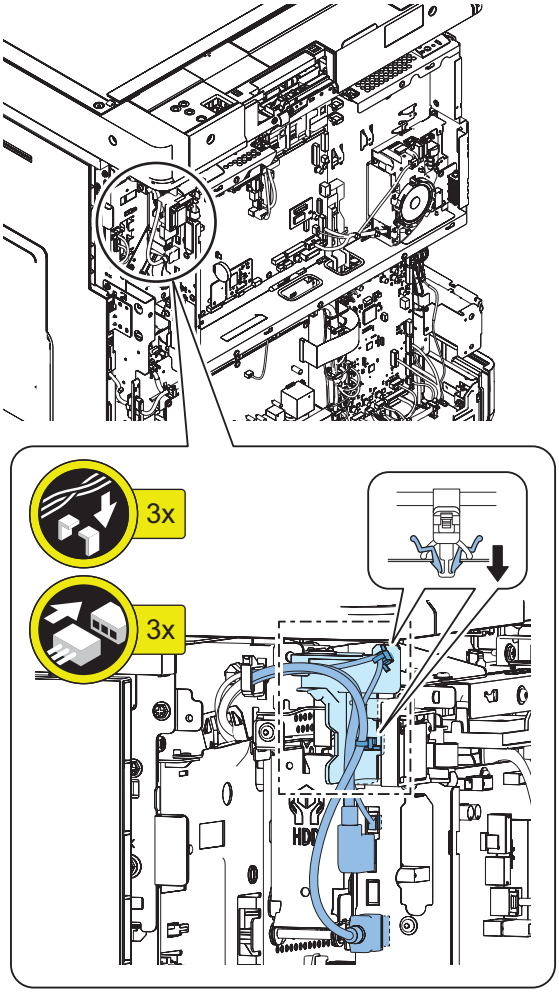


<In the case of Reverse ADF>



□

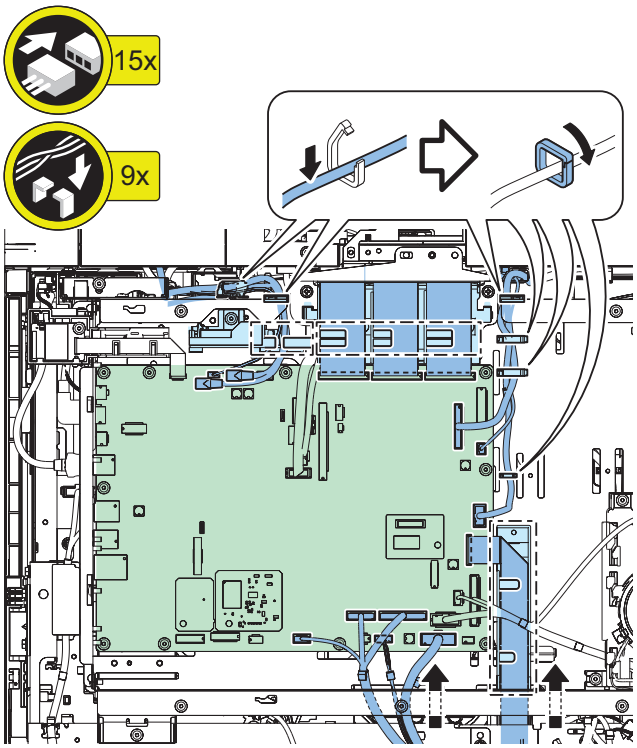
3.



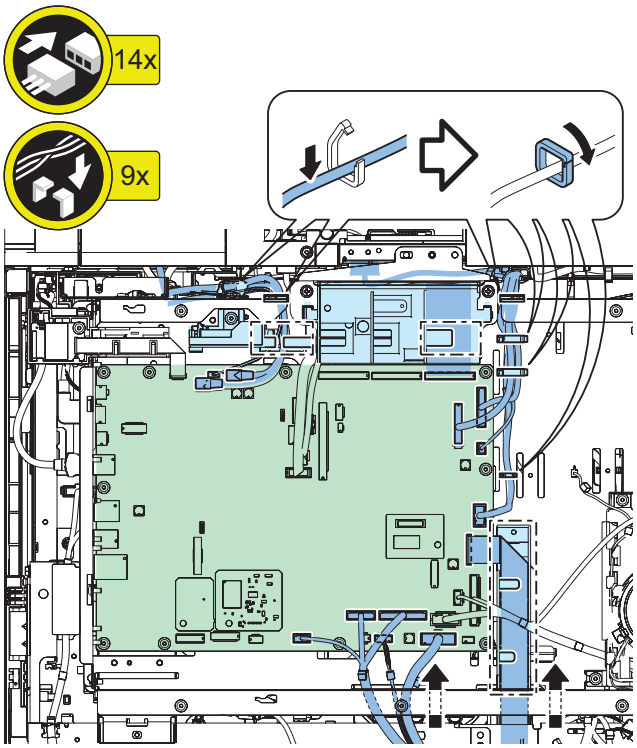
□

4.

<In the case of 1-Pass ADF>



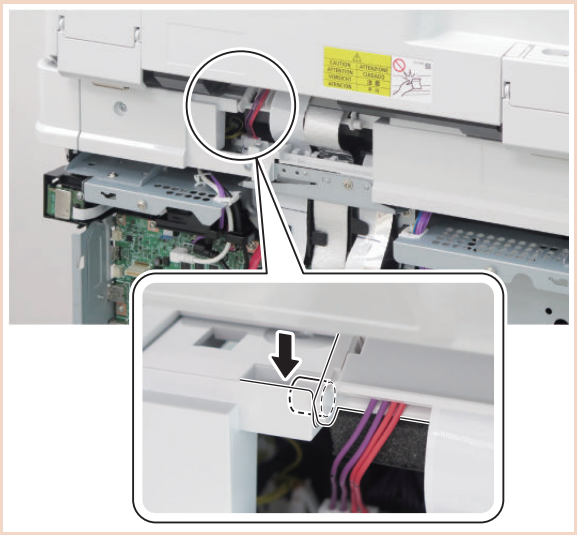
<In the case of Reverse ADF>

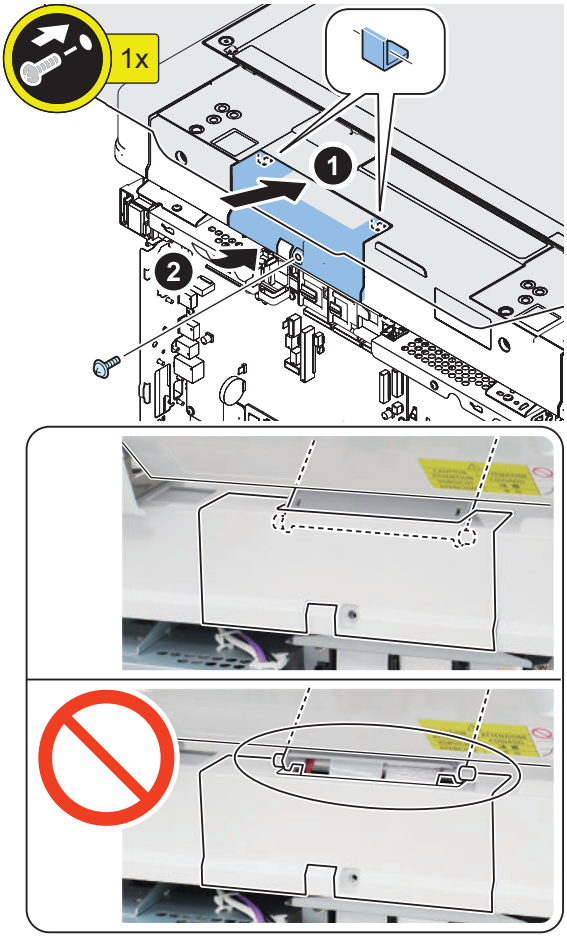


□

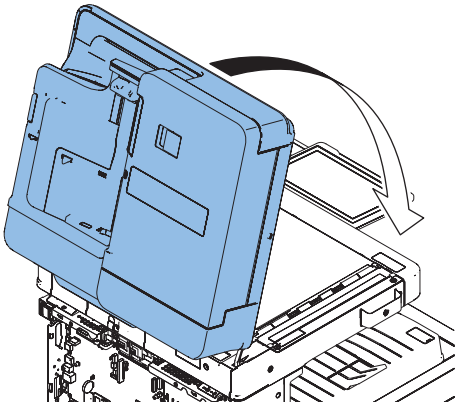
5.

CAUTION:
Install the Cover with the protrusion positioned as shown in the figure below.

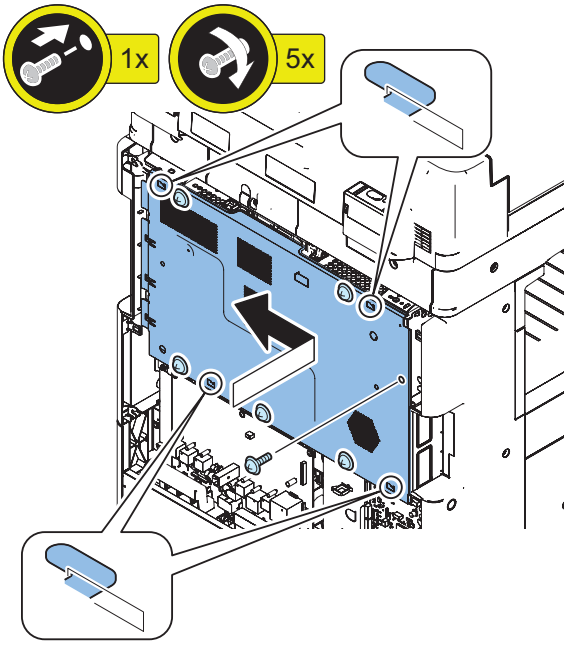




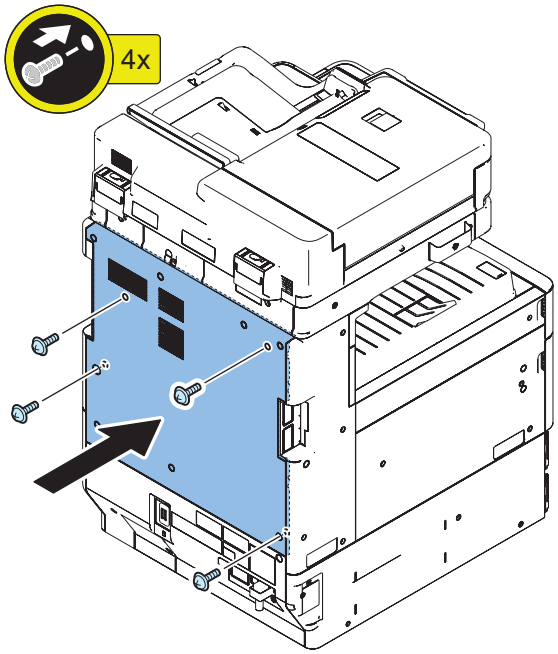
□
6.



□
7.



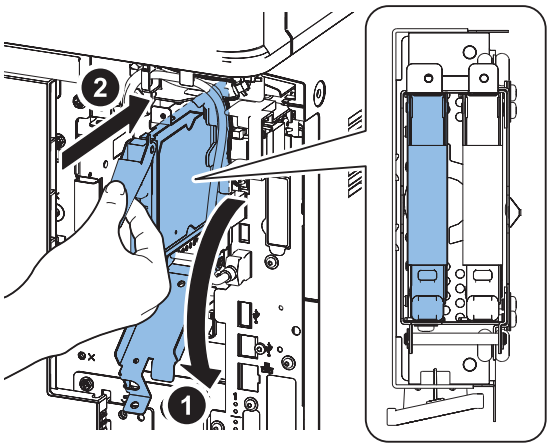
□
8.



• Installing the HDD

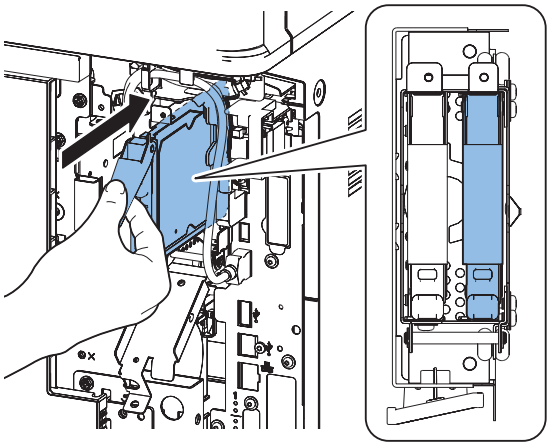
□
1.

NOTE:
- When removed from the host machine, return the standard HDD to the Slot 1 (Left).
- When 2 units for the Option HDD were assembled, install the first Option HDD to the Slot 1 (Left).



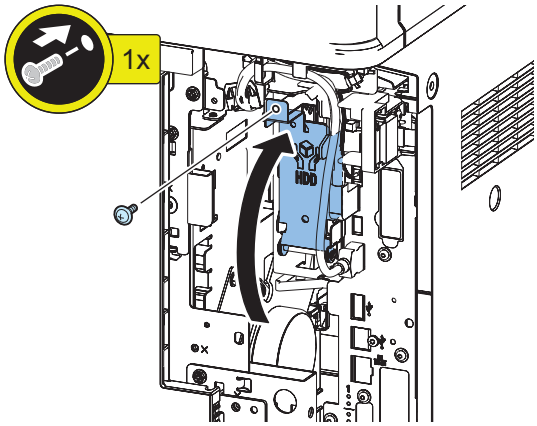
□
2.

NOTE:
Install the second HDD to the Slot 2 (Right).

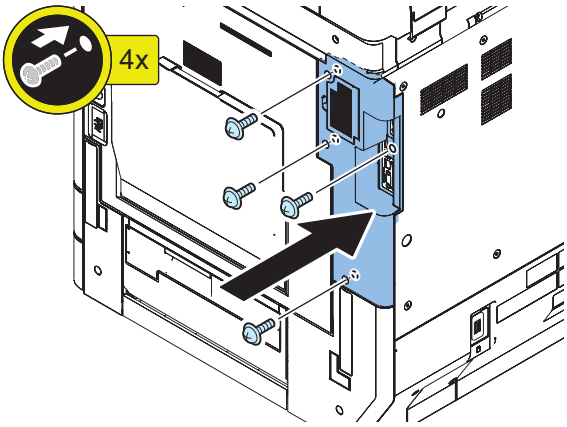


□
3.

NOTE:
Use the screws removed in "Removing the Main Controller Box > Step 2".



□
4.



● HDD Initialization Procedure

NOTE:
This work is performed when 2 units for the Optional HDD (1 TB) were assembled.

1. **Items to Prepare**
    1. PC
       Be sure that the version of the Service Support Tool that supports the host machine is installed.
    2. Crossover ethernet cable (when SST is used)
2. **Preparing for the Installation of the System Software of Host Machine**
    1. If both the PC and the machine are ON, turn them OFF.
    2. Connect the PC and the host machine with the crossover ethernet cable (when SST is used).
    3. Turn ON the power of the PC.
3. **Registering System Software**
    1. Insert the latest system software CD into the PC where SST is to be used.
    2. Start the SST.
    3. Click the [Register Firmware] button.
    4. Select the drive where the system software CD has been inserted, and click the [SEARCH] button.
    5. Click the [REGISTER] button.
    6. Click OK.
4. **Initializing the HDD**

    <In case of SST>
    1. Start the host machine with download mode in safe mode.
    2. Start the SST.
    3. Select the model. Then, select [Single] and click [Start].
    4. Click [Format HDD].
    5. Select [All], and click [Start].
    6. Click [Execute Formatting].
    7. The formatting is executed.
    8. Select [Shutdown/Restart], and click [Restart].
    9. Click OK.
    10. The host machine power is turned OFF.
    11. Exit SST.
    12. Disconnect the crossover ethernet cable, and connect user's network cable.

    [In the case of USB flash drive]
    1. Connect the USB flash drive to the PC.
    2. Start SST, and click the USB icon displayed in the target selection screen.
    3. Select the drive, the model series, and the version to be written to the USB flash drive, and click [Confirm].
    4. Click [Start], and after the version has been written to the USB flash drive, click [OK] and then remove the USB flash drive.
    5. Exit SST.
    6. Connect the USB flash drive to the host machine, and start the host machine with download mode in safe mode.
    7. When the USB menu is displayed, press keys on the Control Panel in the order shown below.
        - [4]: Clear/Format
        - [1]: Disk Format
        - [0]: OK
        - Press any key.
        - [C]: Return to menu
        - [Reset]: Start shutdown sequence
        - [0]: OK (The power is turned OFF automatically.)
    8. Remove the USB flash drive.
    9. Turn ON the main power switch of the host machine.

● Setting the Mirroring

□

1. **Make a setting of mirroring.**
   - Set the value of service mode to "1".
     COPIER > OPTION > FNC-SW > W/RAID
2. **Turn OFF/ON the main power of the host machine to enable the setting value.**
3. **Make sure that the UI screen is activated correctly.**
4. **Open the Cover, and make sure that the LED blinks.**

NOTE:
Rebuilding starts approximately after 3 minutes after turning OFF and then ON the power.
- HDD 1 (Slot 1): The green LED blinks.
- HDD 2 (Slot 2): The green and red LEDs blink.

CAUTION:
Rebuild process starts after setting "1" for W/RAID.
If an error occurs during the rebuild process at the initial installation the hard disk needs to be replaced. (Call service rep.), reexecute the process with the following procedure.
1. Check that the lighting red LED is HDD2.
2. Set the value of service mode to "0".
   COPIER > OPTION > FNC-SW > W/RAID
3. To enable the setting value, turn OFF/ON the Main Power Supply Switch of the host machine.
4. Set the value of service mode to "1".
   COPIER > OPTION > FNC-SW > W/RAID
5. To enable the setting value, turn OFF/ON the Main Power Supply Switch of the host machine.

The foregoing procedure is limited to the rebuild process at the initial installation.
An error during the rebuild process that is executed during operation is not included in the consideration.

● Executing Auto Gradation Adjustment

NOTE:
This work is performed when 2 units for the Optional HDD (1 TB) were assembled.

When the high-capacity HDD is installed, the machine initializes its HDD, resetting the data used for auto gradation adjustment. Therefore, execute full adjustment of auto gradation adjustment after installing the high-capacity HDD to enable proper images to be output.

● Executing the Minimum Installation Work

NOTE:
This work is performed when 2 units for the Optional HDD (1 TB) were assembled.

Be sure to execute the minimum installation work in accordance with the Setup Guide because the HDD is initialized when the high-capacity HDD is installed.

Super G3 FAX Board-BF1

Points to Note at Installation

- When installing the Super G3 2nd Line Fax Board and this equipment at the same time, after checking "Checking the Contents", and install them following the Installation Procedure for Super G3 2nd Line Fax Board.
- For "Checking the Operation", refer to this document.

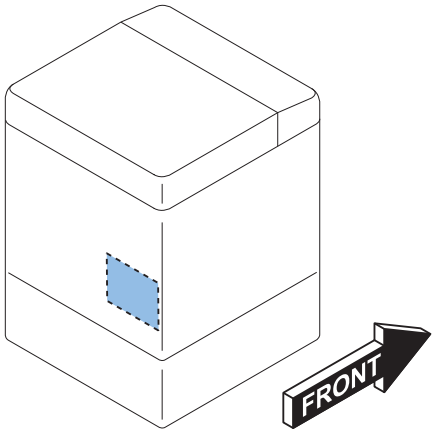
Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

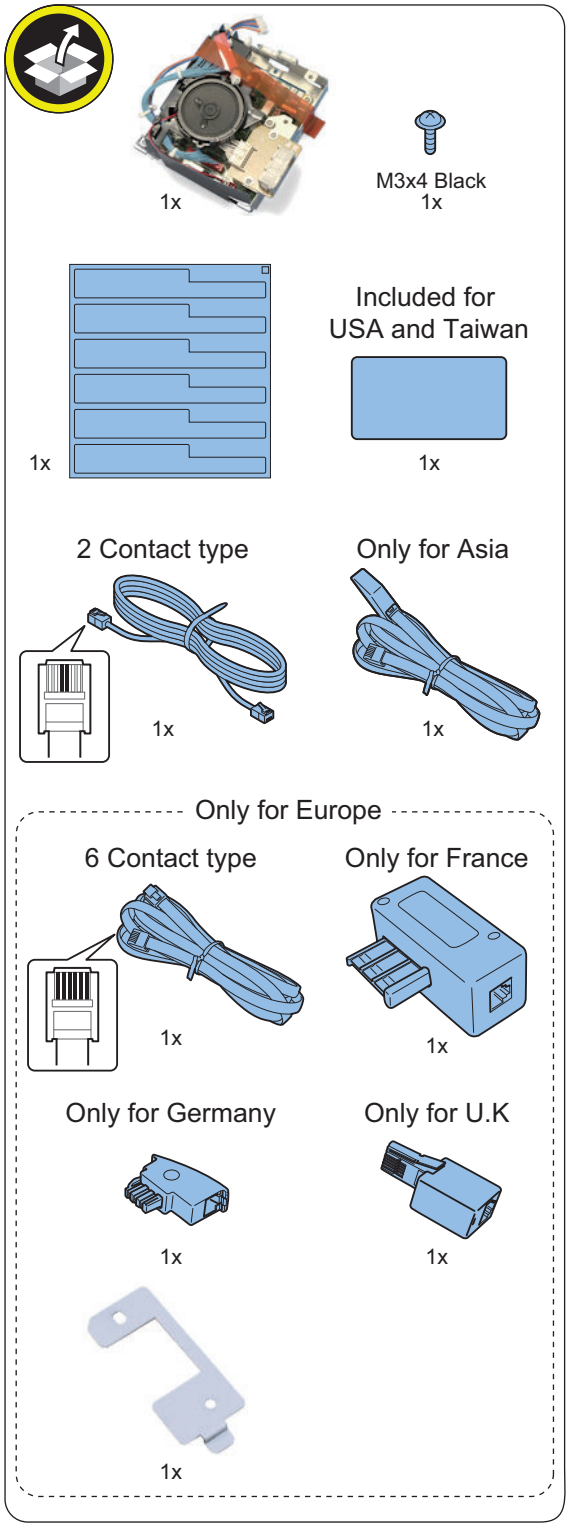
> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Installation Outline Drawing



Checking the Contents



<Others>

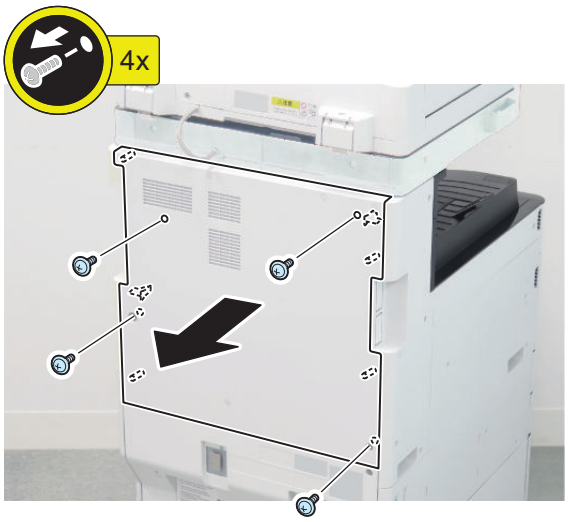
- Including guides

Installation Procedure

NOTE:
- **When installing the Super G3 2nd Line Fax Board and this equipment at the same time, check the parts included in the package, and install them following the Installation Procedure for Super G3 2nd Line Fax Board.**
- **For "Checking the Operation", refer to this document.**

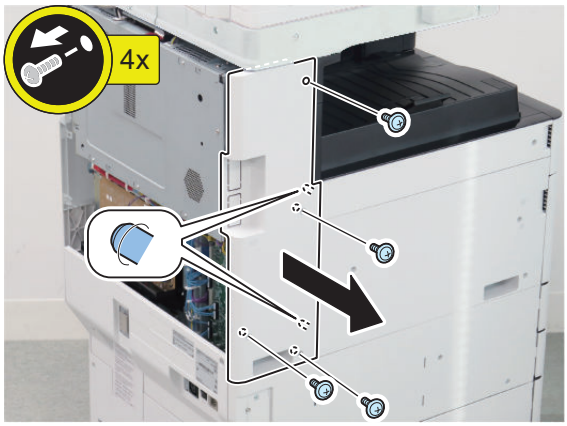
□

1.

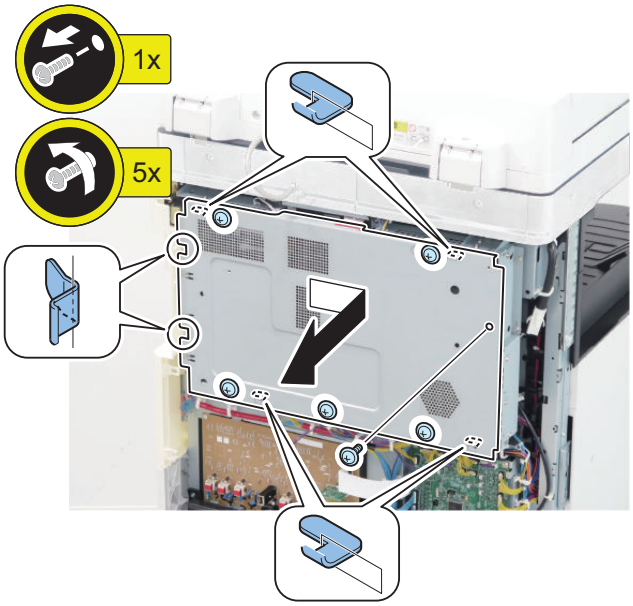


□

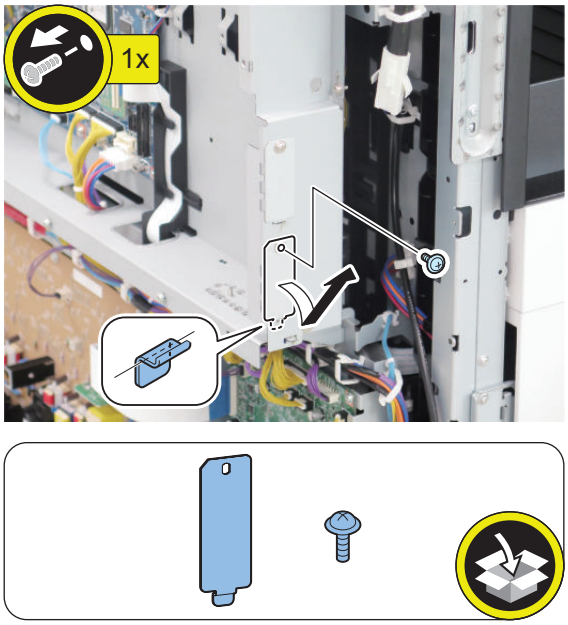
2.



□
3.



□
4.



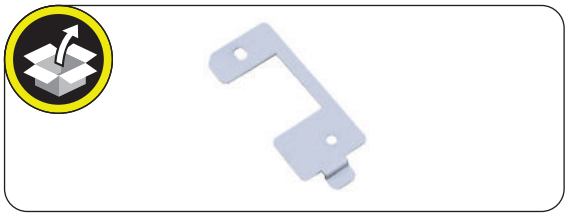
CAUTION:
For Europe, the removed screw is used in the next step.

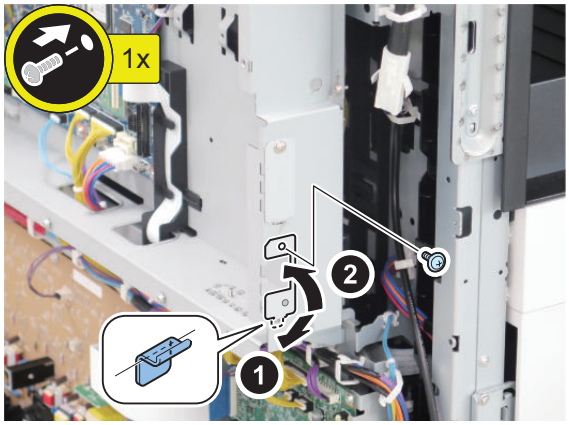
□

NOTE:
This step is only for Europe.

5.

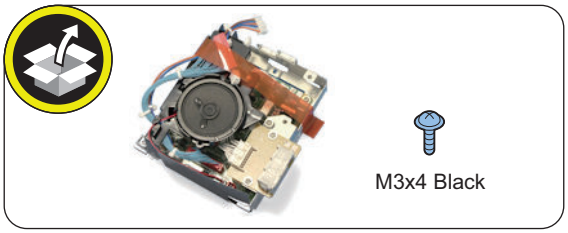
NOTE:
Use the screw removed in the previous step.

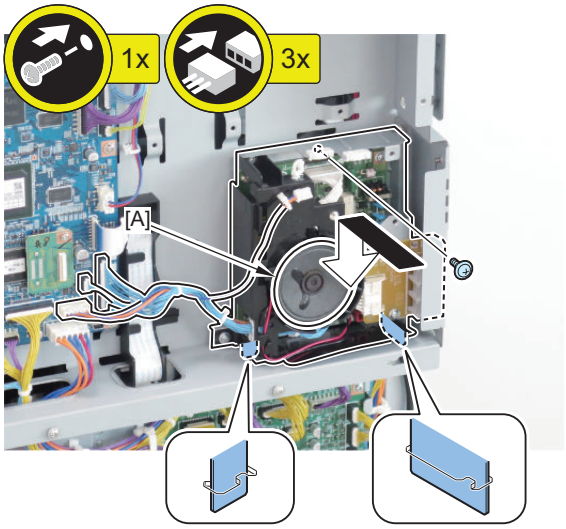




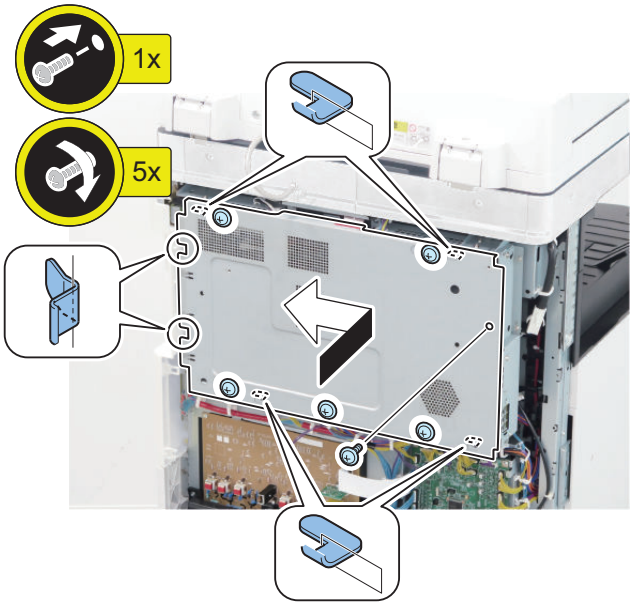
□
6.

CAUTION:
- Be sure not to damage the speaker [A].
- Be sure to tighten the screw while holding the FAX Unit.
- After tightening the screw of the FAX Unit, check for any backlash. If there is backlash, tighten the screw again with the protrusion precisely fitted.





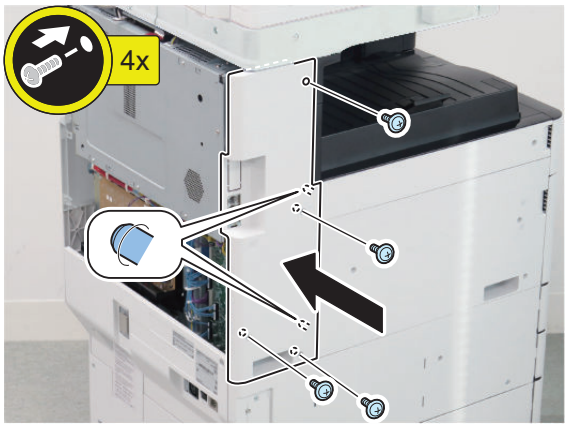
□
7.



□
8.

NOTE:
When cutting off the part, be sure not to make burrs.

□
9.



□
10.

□

NOTE:
This step is only for USA and Taiwan.

11. **Affix the FAX Approval Label in the vacant space.**

□

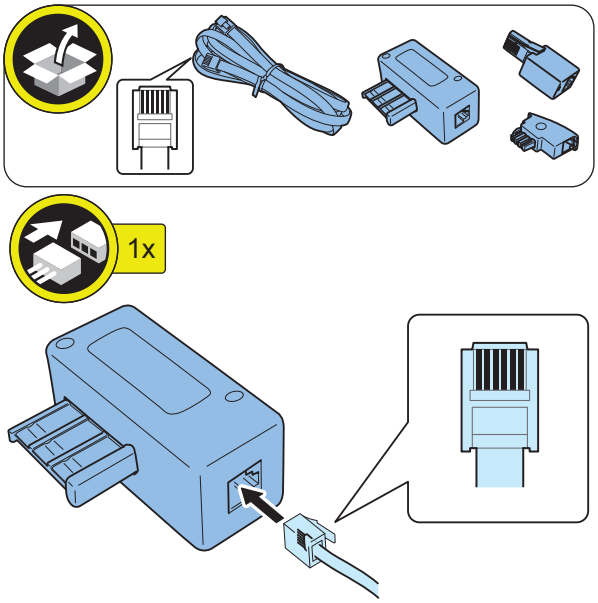
12.

☐

NOTE:
This step is only for Europe.

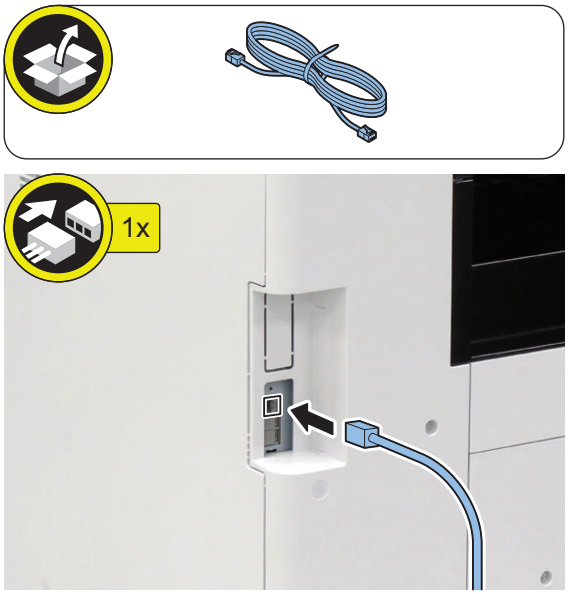
13. **Connect the PTT Plug matched the field or area to the PTT Cable (6 contact type).**

CAUTION:
Do not connect the Telephone Cord (2 contact type) with the PTT Plug.



☐

14. **Connect the end of the PTT Cable or Telephone Cord to the modular jack on the Host machine, and connect the other end to the modular jack on the wall.**



☐

15. **Connect the Power Plug to the outlet.**

☐

16. Turn ON the main power switch.

CAUTION:
If the machine does not recognize this equipment, unplug and then plug the power plug after turning OFF the main power switch, or turn OFF the main power switch and then turn it ON within 20 seconds.
To avoid this symptom, unplug the power plug or turn the breaker OFF when installing.

Checking the Operation

■ Type Setting

Select the country/region of the FAX Board in Service Mode: FAX > Type > TYPE
This setting performs the parameter settings to match the communication specification of the country/region.

☐

1. **From the following service mode, set the TYPE of country/region to install this machine, and then press OK.**
   FAX > TYPE > TYPE
2. **Confirm that service mode parameter below is "0". In the case, parameter is "1", change to "0".**
   COPIER > OPTION > DSPLY-SW > SDTM-DSP

NOTE:
To change parameter to "0" makes no show below [Settings/Registration > Preferences > Time/Energy Settings > Auto Shutdown Time] and auto shut down is not available.

3. **Turn OFF/ON the main power switch to enable this setting.**

■ Basic Setting

NOTE:
- When "System Manager Information Settings" is set, be sure to follow the direction of user administrator in order to log in as an administrator.
- This setting can also be set from the Setup Guide ([Settings/Registration] > [Management Settings] > [License/Other] > [Start Setup Guide]).

In this section, make only minimum settings required for FAX communication.

☐

1. **Set the user telephone number.**
   [Settings/Registration] > [Function Settings] > [Send] > [Fax Settings] > [Set Line] > [Line 1] > [Register Unit Telephone Number] > Enter the fax number > [OK]
2. **Set Type of telephone line.**
   [Settings/Registration] > [Function Settings] > [Send] > [Fax Settings] > [Set Line] > [Line 1] > [Select Line Type] > Select the line type to connect > [OK]
3. **Turn OFF/ON the main power switch after setting the user telephone numbers and the type of telephone line.**

■ FAX Communication Test

Perform communication test to check if FAX function works correctly.

☐

1. **Switch the control panel display to Send/Fax display.**

2. **Send the test document from this machine to another machine that can handle the communication test to check that this machine can send the data correctly.**
3. **Send the test document from the target to this machine to check if the machine can receive the document properly.**

Super G3 2nd Line Fax Board-BF1

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

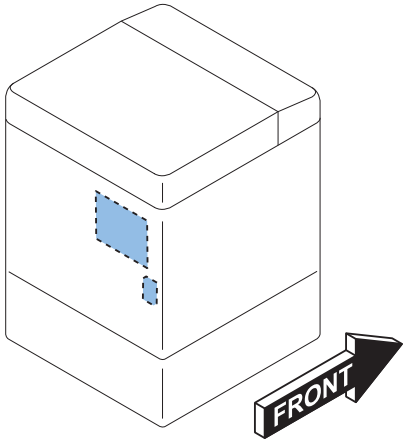
> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

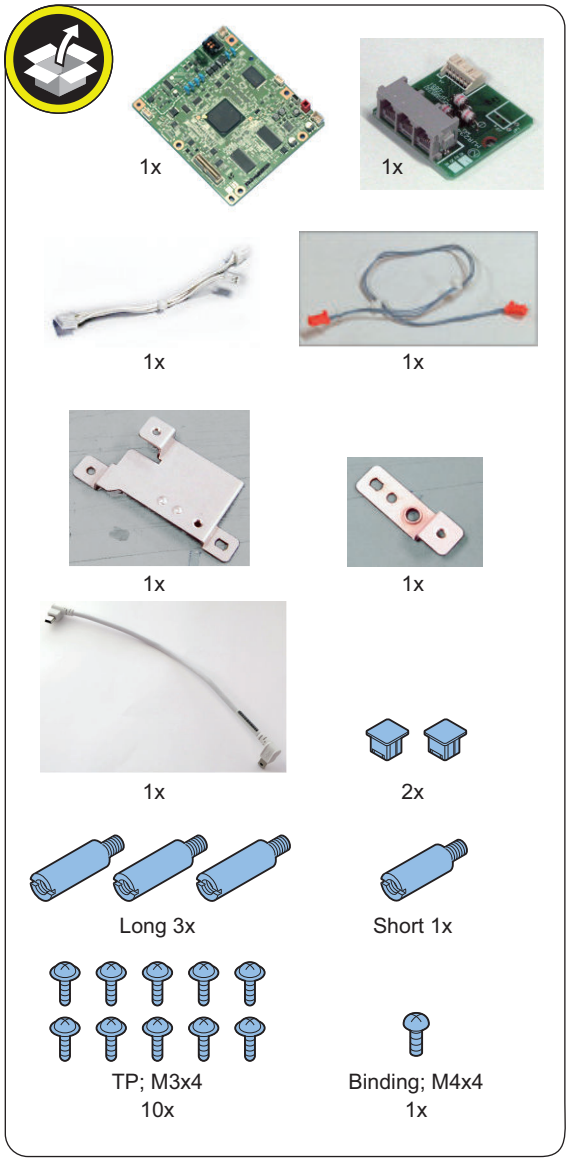
Points to Note at Installation

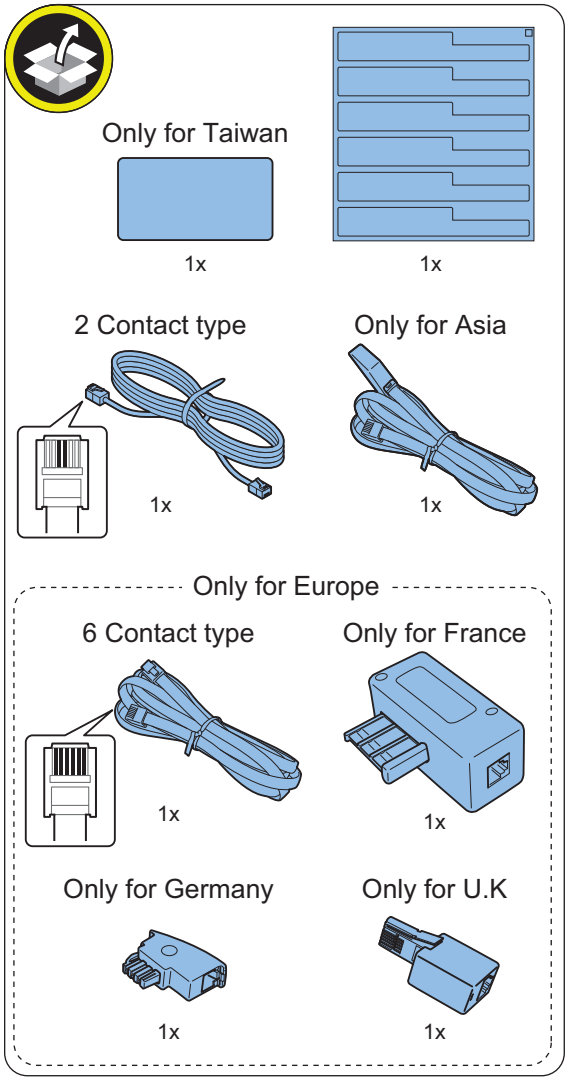
When installing the Super G3 FAX Board and this equipment at the same time, be sure to install them by referring to this document after checking "Checking the Contents" of Super G3 FAX Board.

Installation Outline Drawing



Checking the Contents



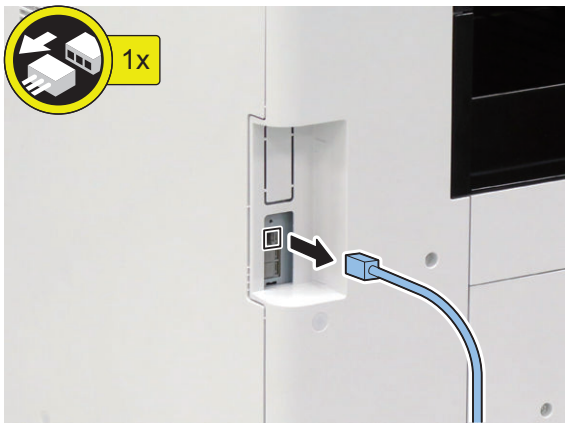


Preparation

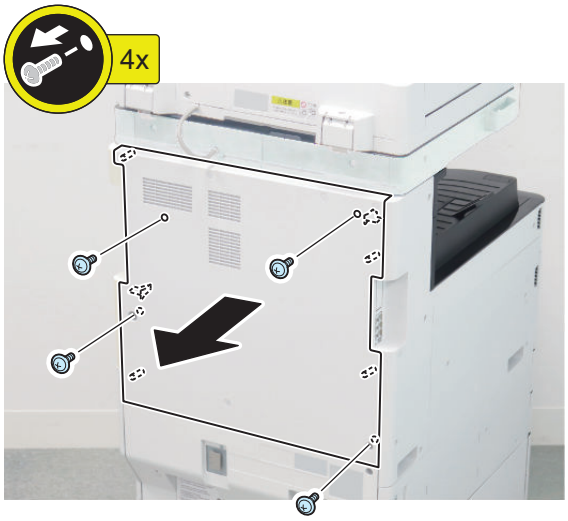
NOTE:
- **When the Super G3 FAX Board is installed: Perform steps 1 to 5, and proceed to step 8.**
- **When installing the Super G3 FAX Board at the same time: Perform steps 2 to 4, and proceed to step 6.**

☐

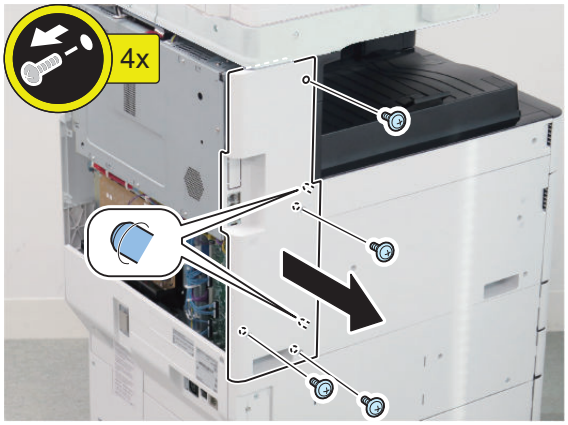
1.



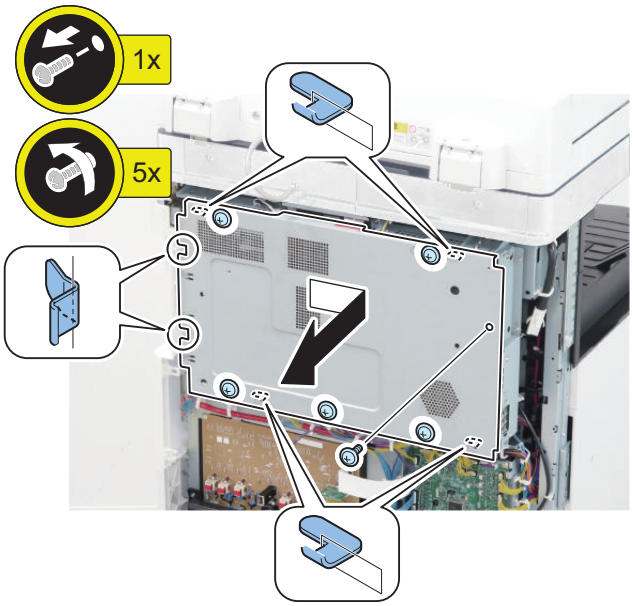
□
2.



□
3.

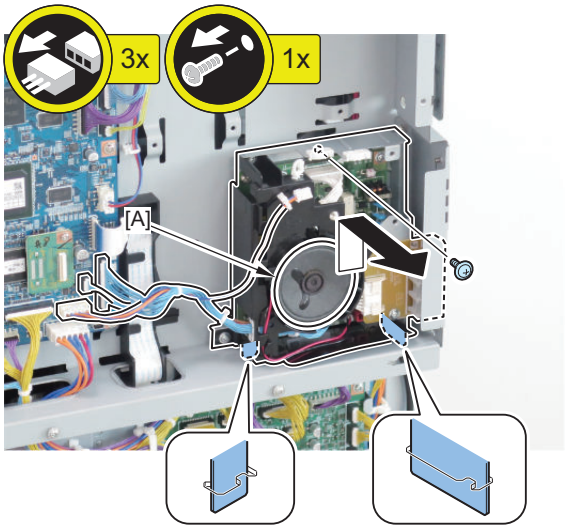


□
4.

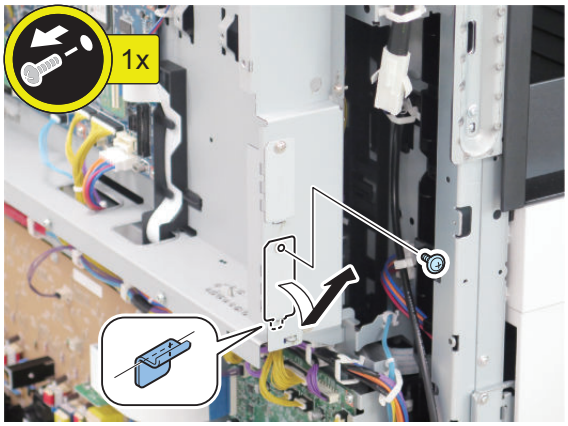


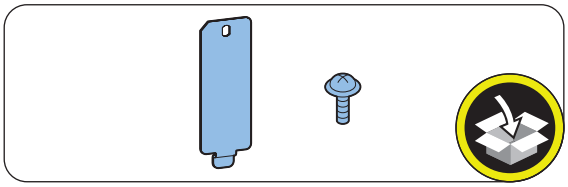
□
5.

CAUTION:
Be sure not to damage the speaker [A].



□
6.





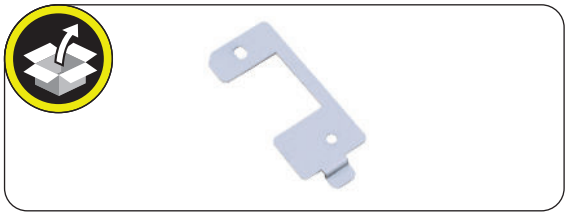
NOTE:
For Europe, the removed screw is used in the next step.

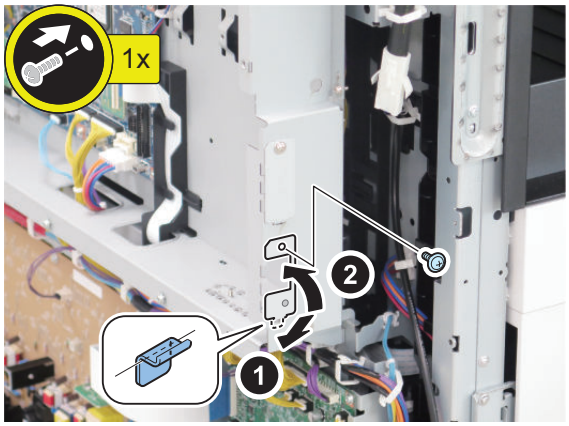
□

NOTE:
This step is only for Europe.

7.

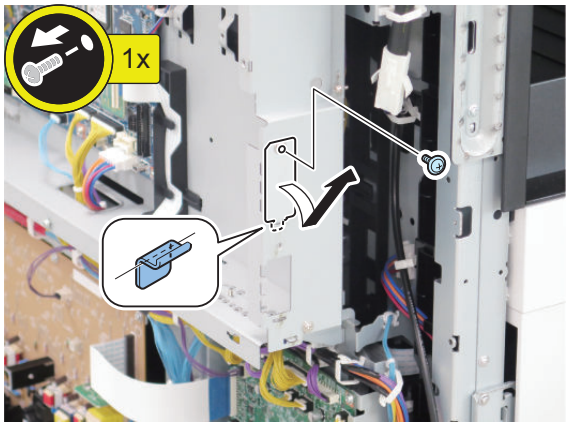
NOTE:
Use the screw removed in the previous step.

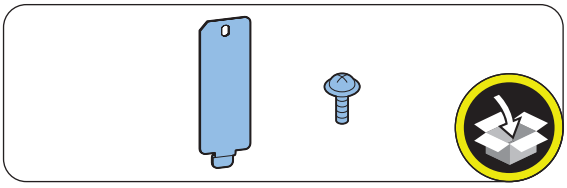




□

8.

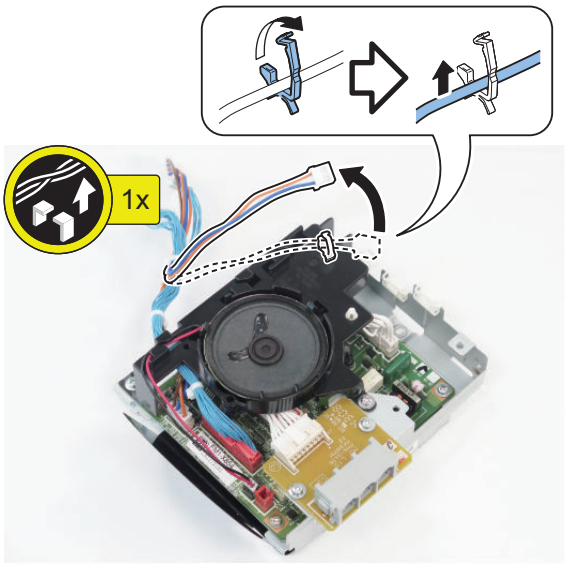




Installing the Equipment

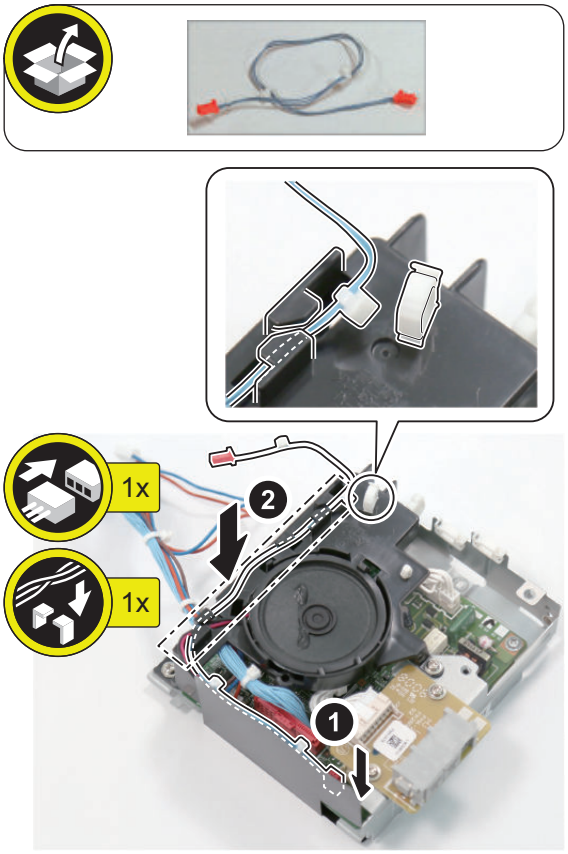
□

1.



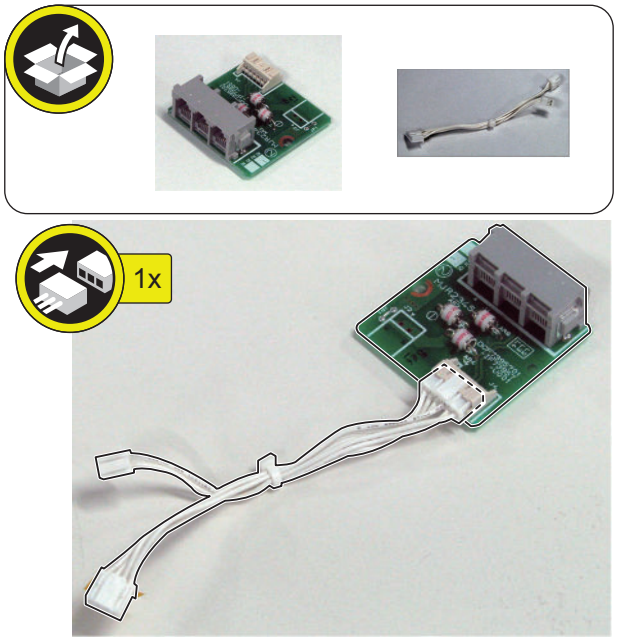
□

2.

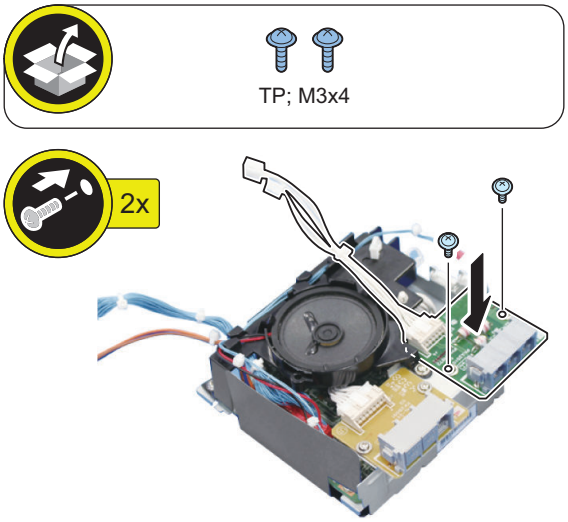


□

3.



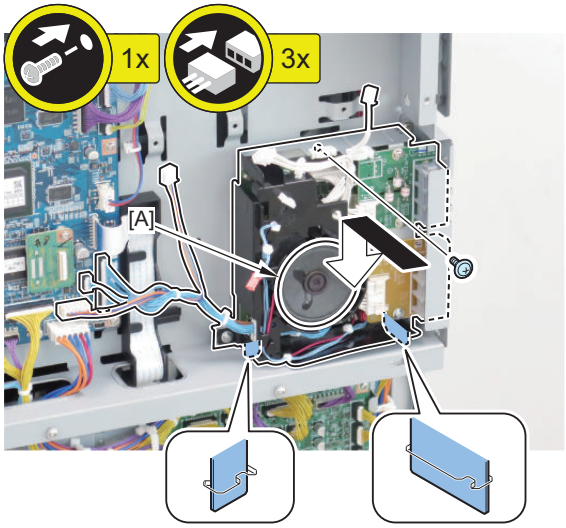
4.



□
5.

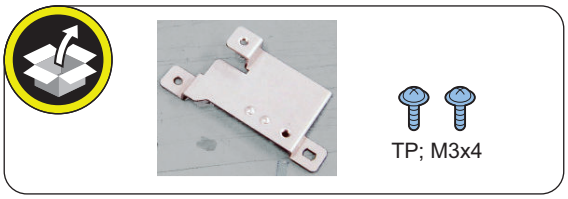
NOTE:
When installing the FAX Unit, use the screw removed when removing the unit, or the screw included in the package of the Super G3 Fax Board (TP; M3x4 Black).

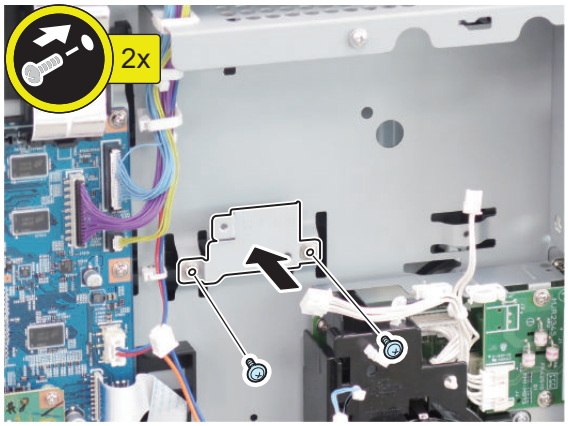
CAUTION:
- Be sure not to damage the speaker [A].
- Be sure to tighten the screw while holding the FAX Unit.
- After tightening the screw of the FAX Unit, check for any backlash. If there is backlash, tighten the screw again with the protrusion precisely fitted.



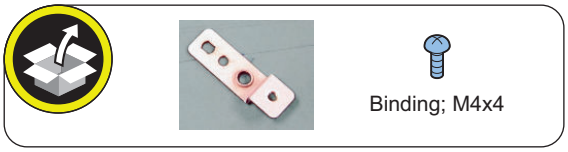
□
6.

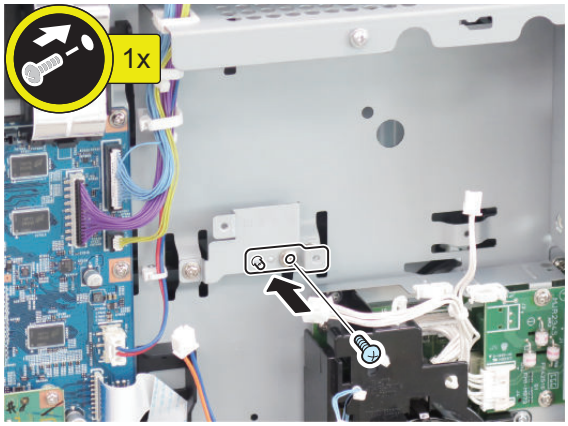
NOTE:
Be sure to install the part in the orientation shown in the figure.



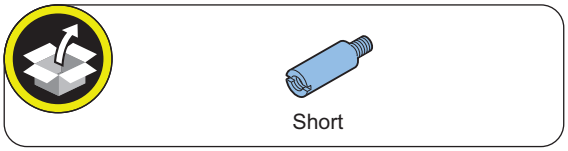


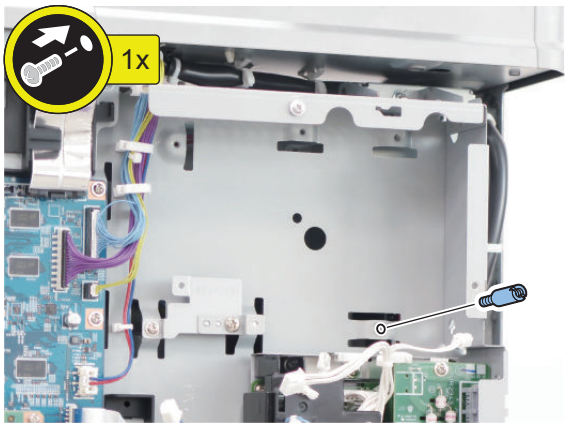
□
7.



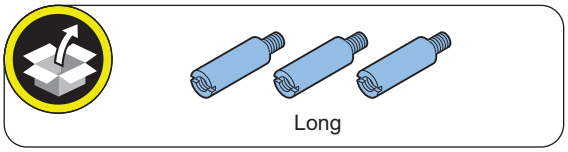


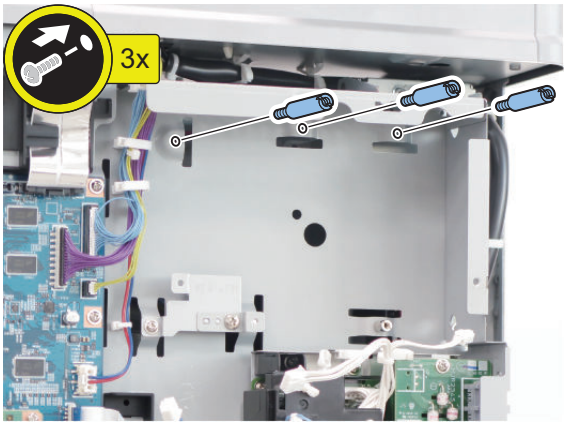
□
8.





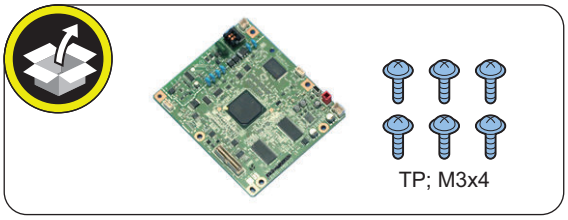
□
9.

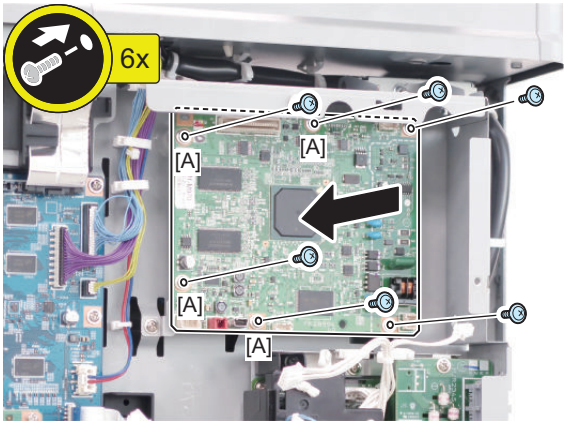




□
10.

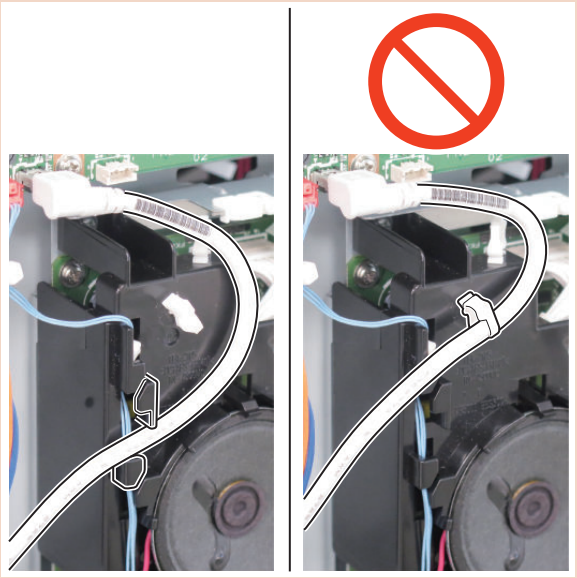
NOTE:
Because the 4 screws [A] need to be removed when installing the Super G3 3rd/4th Line Fax Board at the same time, it is efficient not to tighten them here.



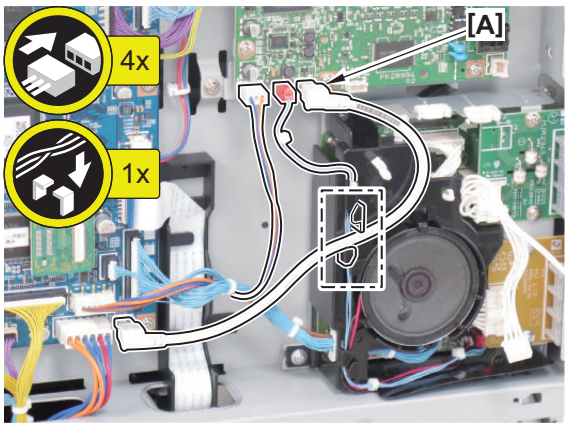


11. □

CAUTION:
Be sure not to pass the cable through the Wire Saddle but secure it with the guide.



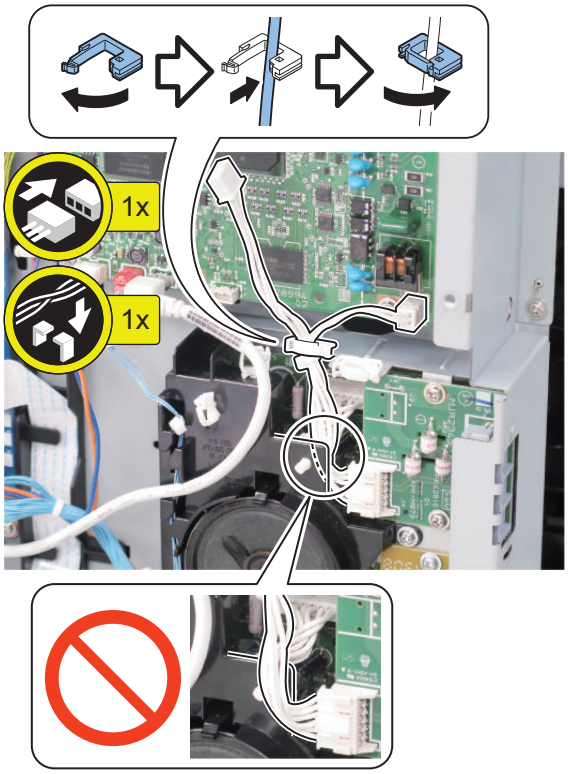
NOTE:
Because [A] of the USB Cable needs to be disconnected when installing the Super G3 3rd/4th Line Fax Board at the same time, it is efficient not to connect it here.



□

12.

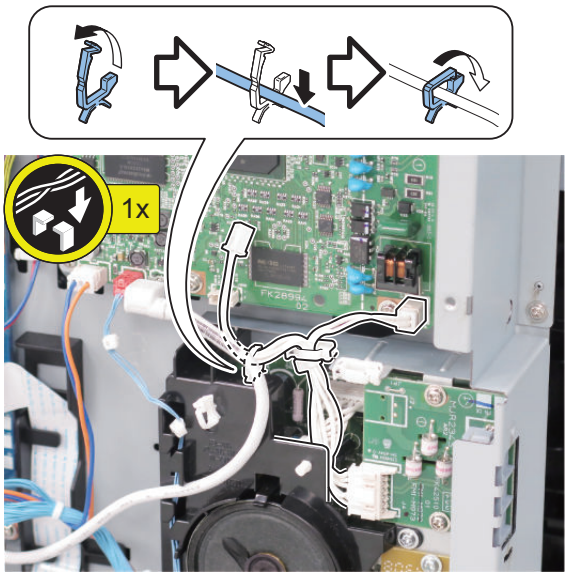
NOTE:
Pass the Modular Cable inside the Speaker Holder, and install the G3 FAX Control PCB.



□

NOTE:
When installing the Super G3 3rd/4th Line Fax Board at the same time, the following step is not necessary.

13.

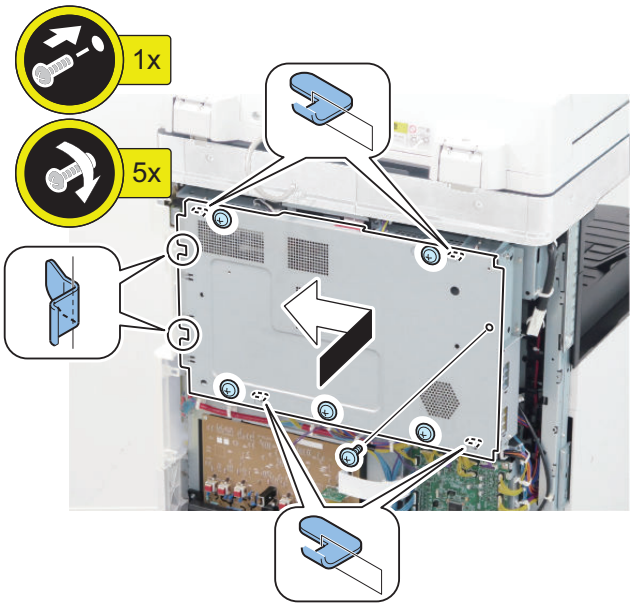


Subsequent Work

NOTE:
When performing the following steps, it is efficient to install the cover after installing the Super G3 3rd/4th Line Fax Board in case of installing the fax board at the same time.

□

1.



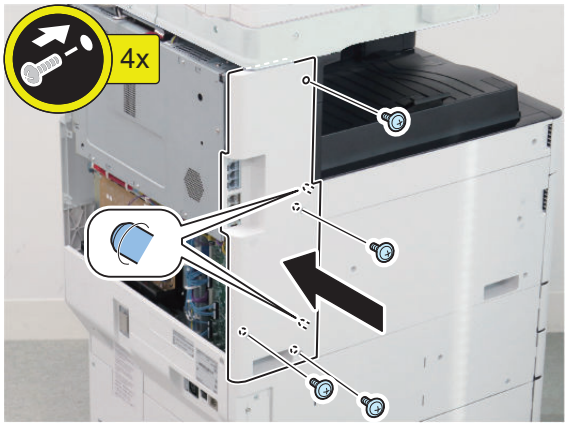
□

2.

NOTE:
- When cutting off the part, be sure not to make burrs.
- When installing the Super G3 Fax Board at the same time, cut off the Face Plate for 1-line, too.

□

3.



□

4.

□

NOTE:
- **The following work is required only when installing the Super G3 FAX Board at the same time.**
- **This step is only for USA and Taiwan.**

5. Affix the FAX Approval Label (1-Line) in the vacant space.

□

NOTE:
This step is only for Taiwan.

6. Affix the FAX Approval Label (2-Line) in the vacant space.

□

NOTE:
When installing the Super G3 3rd/4th Line Fax Board at the same time, the following step is not necessary.

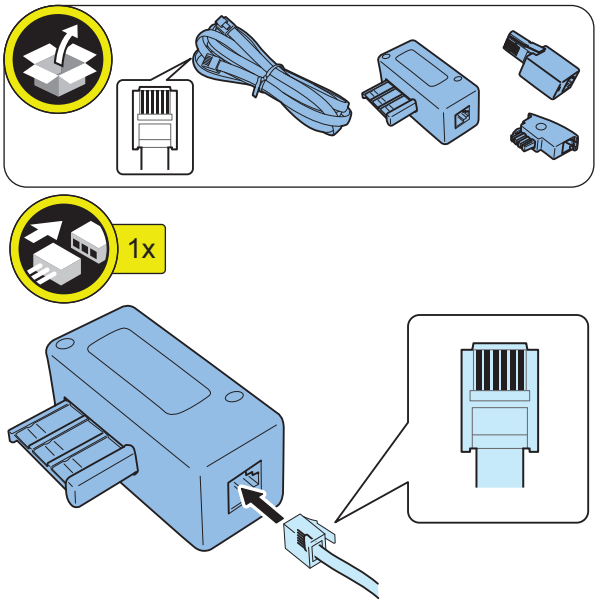
7. Affix the appropriate Modular Label. If a label is already affixed, remove it and then affix the appropriate label.

□

NOTE:
- **This step is only for Europe.**
- **When installing the Super G3 FAX Board at the same time, assemble it by following the same procedure.**

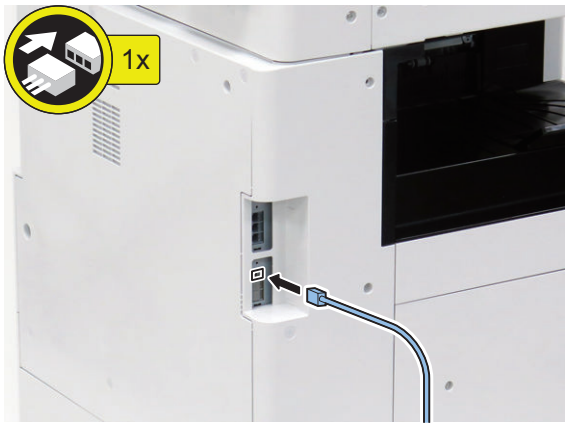
8. Connect the PTT Plug matched the field or area to the PTT Cable (6 contact type).

CAUTION:
Do not connect the Telephone Cord (2 contact type) with the PTT Plug.



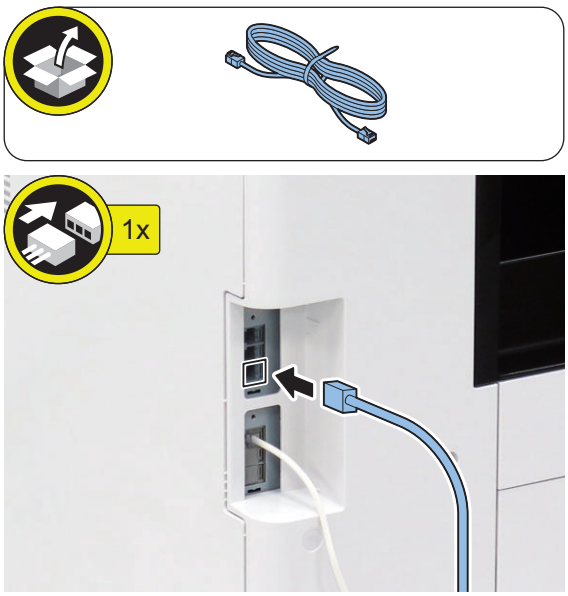
□

9. Connect the Telephone Cord of the FAX (1-Line). When installing this equipment at the same time, connect the other end to the modular jack on the wall.



☐

10. **Connect one end of the Telephone Cord of the 2-Line to the modular jack on the host machine and the end of the modular jack on the wall.**



☐

NOTE:
When installing the Super G3 3rd/4th Line Fax Board at the same time, the following step is not necessary.

11. **Install the Dust Cover.**

☐

12. **Connect the power plug to the outlet.**

□

13. **Turn ON the main power switch.**

CAUTION:
If the machine does not recognize this equipment, unplug and then plug the power plug after turning OFF the main power switch, or turn OFF the main power switch and then turn it ON within 20 seconds.
To avoid this symptom, unplug the power plug or turn the breaker OFF when installing.

□

14. **If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.**

NOTE:
If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
In the service mode (Lv. 2) shown below, it is possible to set not to display the message.
- COPIER > OPTION > FNC-SW > VER-CHNG

Checking the Operation

NOTE:
After completion of "Checking the Operation" of the Super G3 FAX Board, execute "Checking the Operation" of this equipment.

■ Type Settings

Select the country/region of the FAX Board in Service Mode: FAX > Type > TYPE
This setting performs the parameter settings to match the communication specification of the country/region.

□

1. **From the following service mode, set the TYPE of country/region to install this machine, and then press OK.**
   FAX > TYPE > TYPE
2. **Confirm that service mode parameter below is "0". In the case, parameter is "1", change to "0".**
   COPIER > OPTION > DSPLY-SW > SDTM-DSP

NOTE:
To change parameter to "0" makes no show below [Settings/Registration > Preferences > Time/Energy Settings > Auto Shutdown Time] and auto shut down is not available.

3. **Turn OFF/ON the main power switch to enable this setting.**

■ Basic Settings

NOTE:
When "System Manager Information Settings" is set, be sure to follow the direction of user administrator in order to log in as an administrator.

In this section, make only minimum settings required for FAX communication.

□

1. **Set the user telephone number.**
   [Settings/Registration] > [Function Settings] > [Send] > [Fax Settings] > [Set Line] > [Line 2] > [Register Unit Telephone Number] > Enter FAX number > [OK]
2. **Set the type of telephone line.**
   [Settings/Registration] > [Function Settings] > [Send] > [Fax Settings] > [Set Line] > [Line 2] > [Select Line Type] > Select the line type to connect > [OK]
3. **Turn OFF/ON the main power switch after setting the user telephone numbers and the type of telephone line.**

■ FAX Communication Test

Perform communication test to check if FAX function works correctly.

□

1. **Switch the control panel display to Fax display.**
2. **Select the sending line.**
   Press [Fax] > [Options] > [Select Line], select the added line, then press [OK] button.
3. **Send and receive a test original between the equipment and a remote unit with which a communication test can be performed and check if it can be sent and receive correctly.**
   1. Press [Status Monitor/Cancel] > [Send] > [Job Log] and select [Fax] from pull down menu.
   2. Press [Fax Activity Report] > [OutPut Normally] > [Start Printing].
   3. The number printed following colon (:) in "COMM.MODE" field on FAX ACTIVITY REPORT TX/RX shows line type used for sending/receiving.
      E.g. "ECM:2" => Line 2

NOTE:
If E744-5000 error code (Fax software version mismatch error) occurred while sending or receiving fax, upgrade the firmware of 2-line Fax to the latest version.

Super G3 3rd/4th Line Fax Board-AS1

Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name may be registered instead.

- F632503

Points to Note at Installation

- Install this equipment after installing the Super G3 FAX Board and Super G3 2nd Line Fax Board.
- When installing Super G3 2nd Line Fax Board at the same time, start from "Installing the Equipment".
- When installing this equipment later, start from "Preparation".

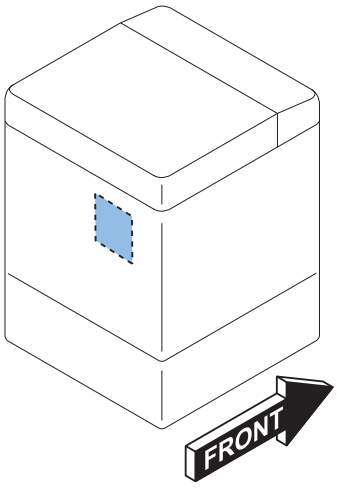
Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

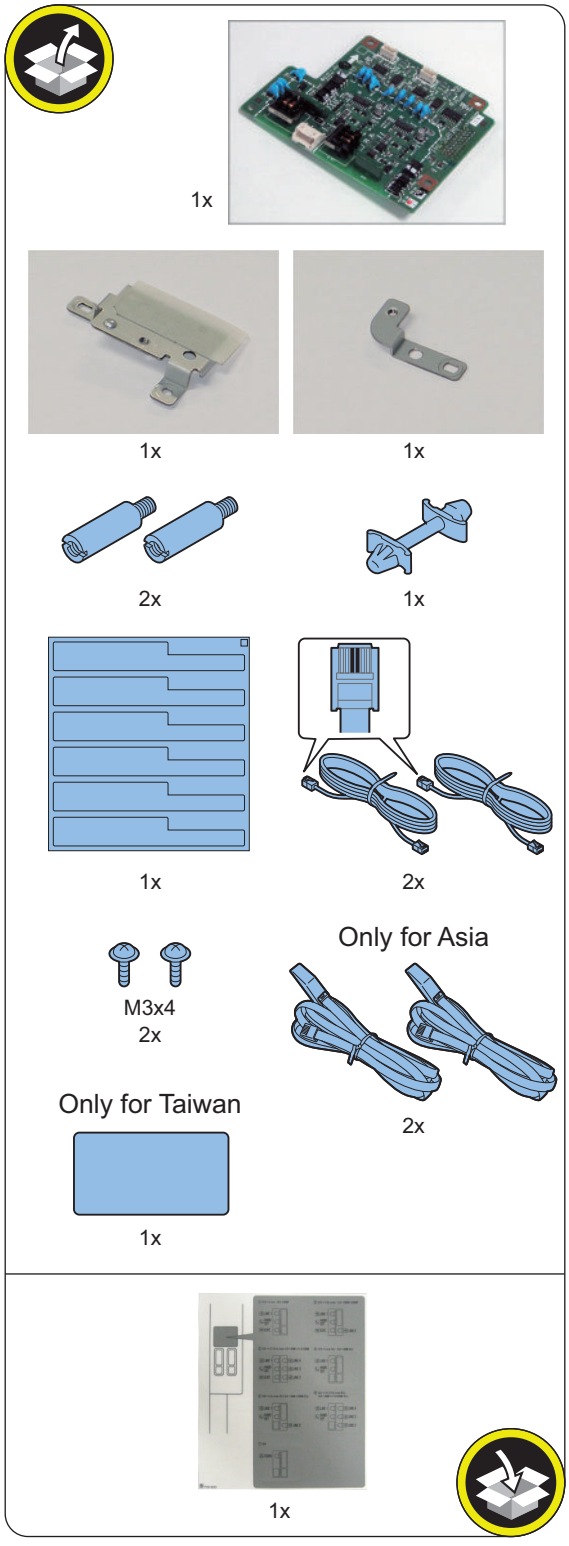
> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Installation Outline Drawing



Checking the Contents



Installation Procedure

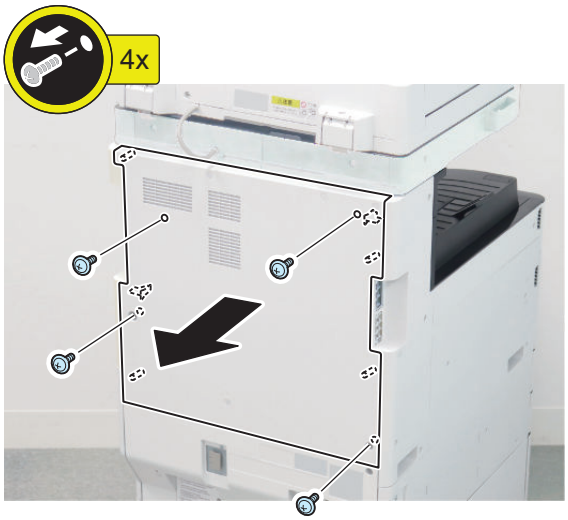
NOTE:

- When installing Super G3 2nd Line Fax Board at the same time, start from "Installing the Equipment".
- When installing this equipment later, start from "Preparation".

■ Preparation

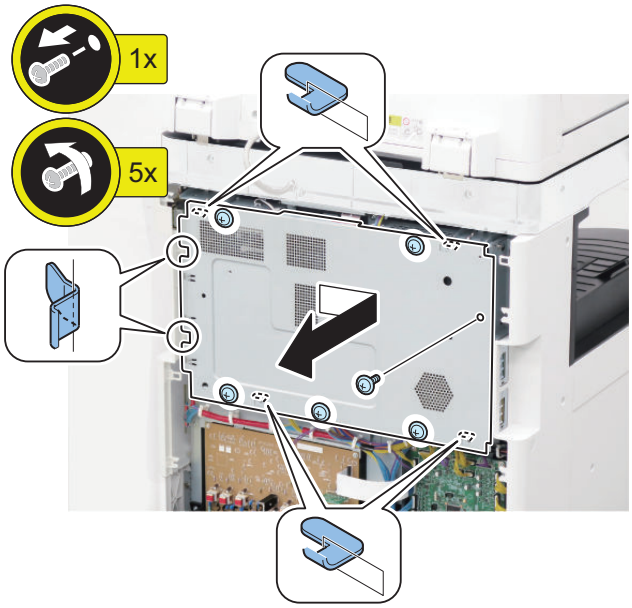
☐

1.

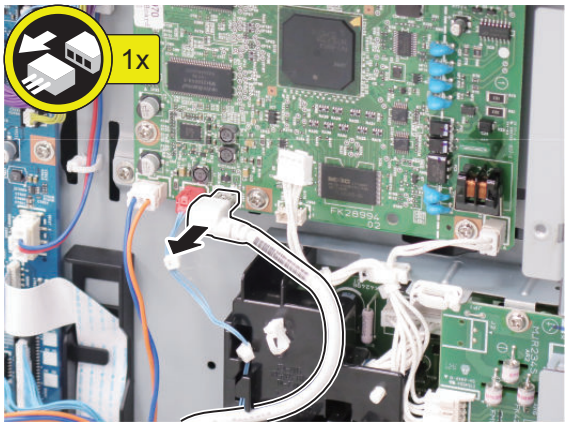


☐

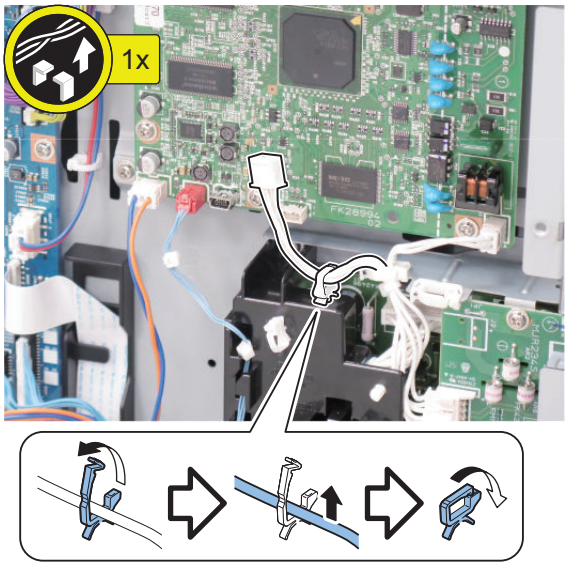
2.



□
3.

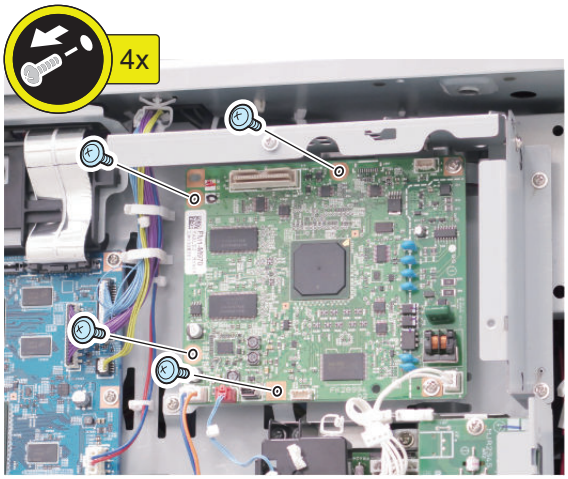


□
4.



□

5.



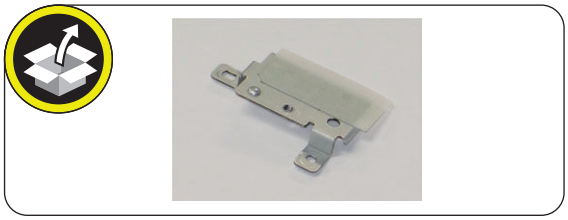
NOTE:
Will be used in "Installing the Equipment".

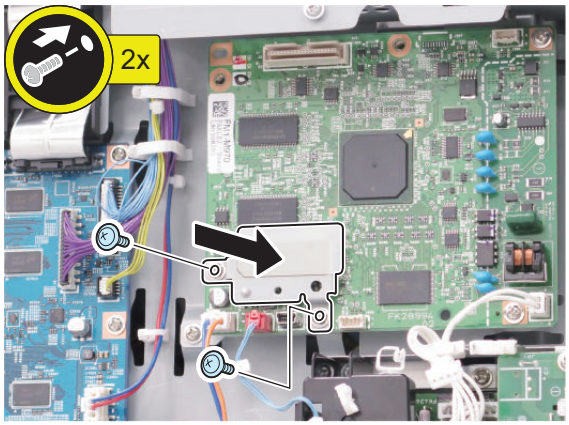
■ Installing the Equipment

□

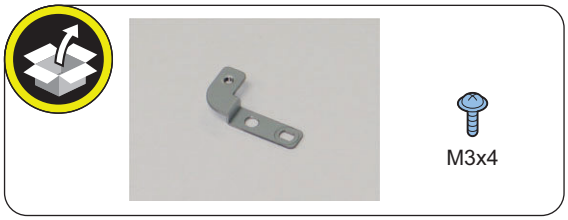
1.

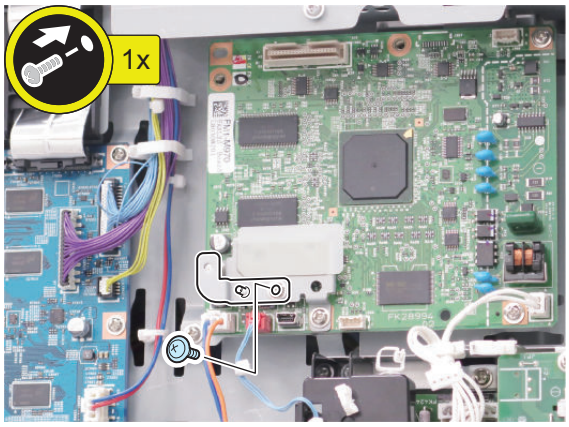
NOTE:
2 Screws (Use the removed screws or TP; M3x4 included with the FAX (2-Line)



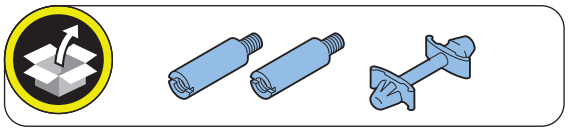


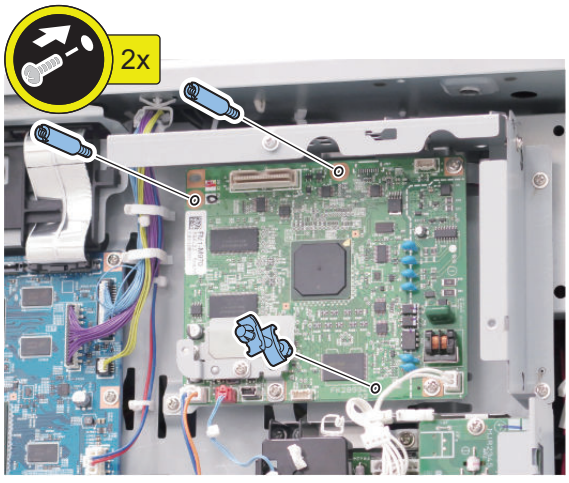
□
2.





□
3.

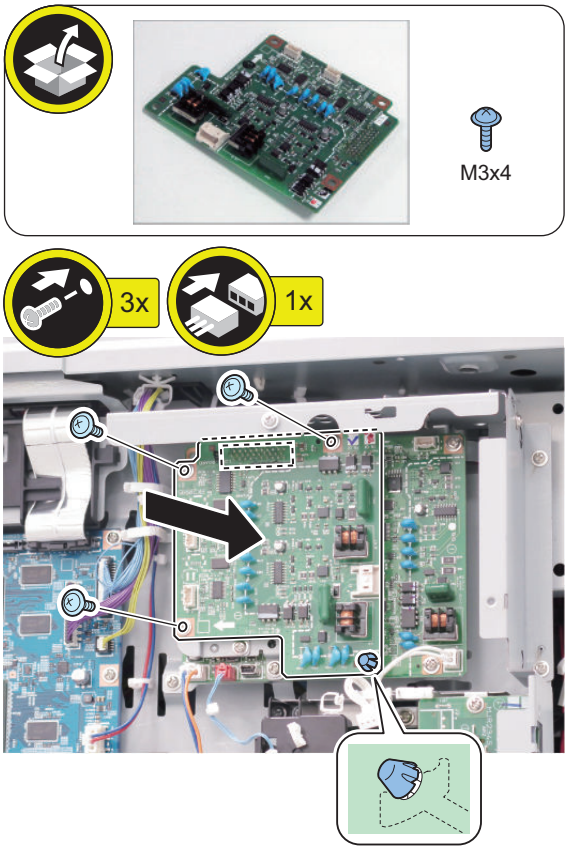




□

4.

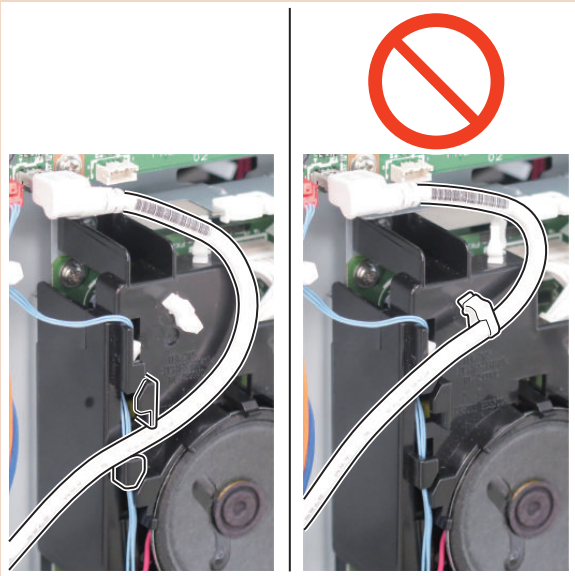
NOTE:
- Upper Side: 2 Screws (Use the removed screws or TP; M3x4 included with the FAX (2-Line))
- Lower Side: 1 Screw (TP; M3x4)

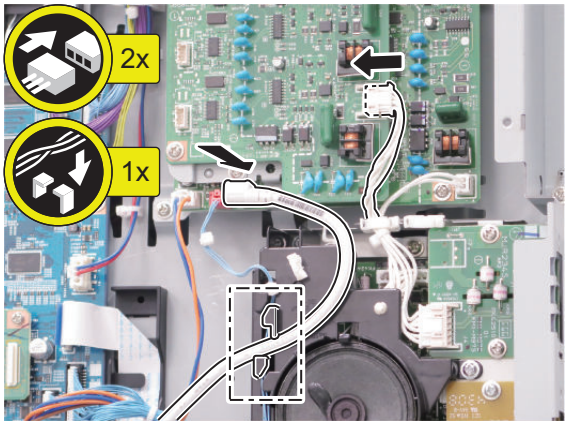


□

5.

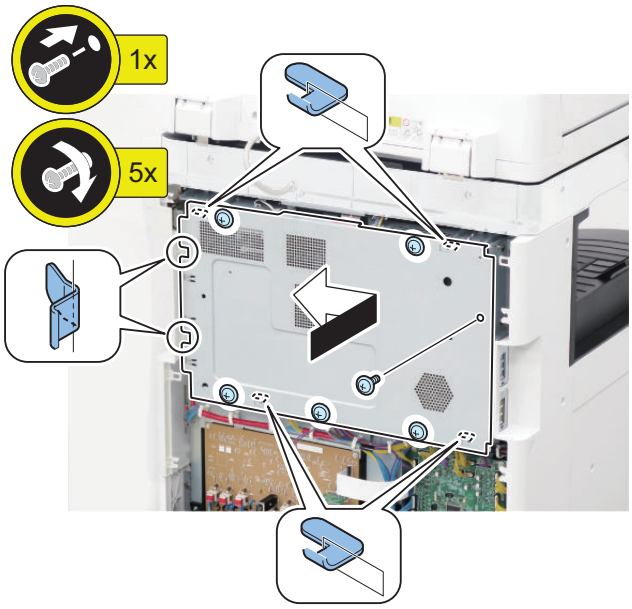
CAUTION:
Be sure not to pass the cable through the Wire Saddle but secure it with the guide.



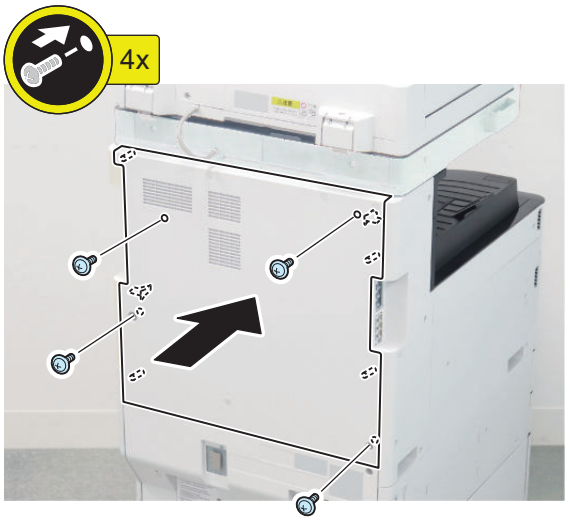


■ Subsequent Work

☐
1.



☐
2.



□

NOTE:
This step is only for Taiwan.

3. **Affix the FAX Approval Label in the vacant space.**

□

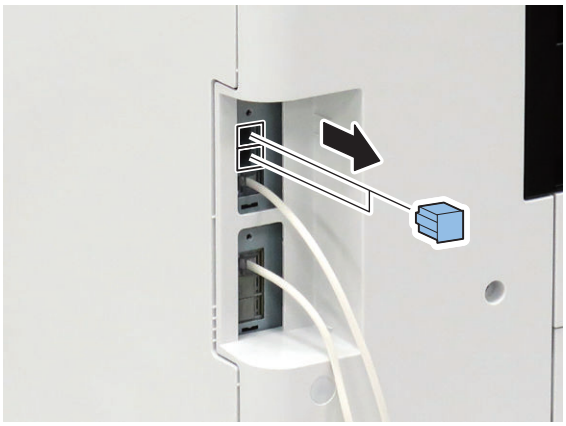
4. **Affix the appropriate Modular Label. If a label is already affixed, remove it and then affix the appropriate label.**

☐

5. **Remove the 2 Dust Covers if installed.**

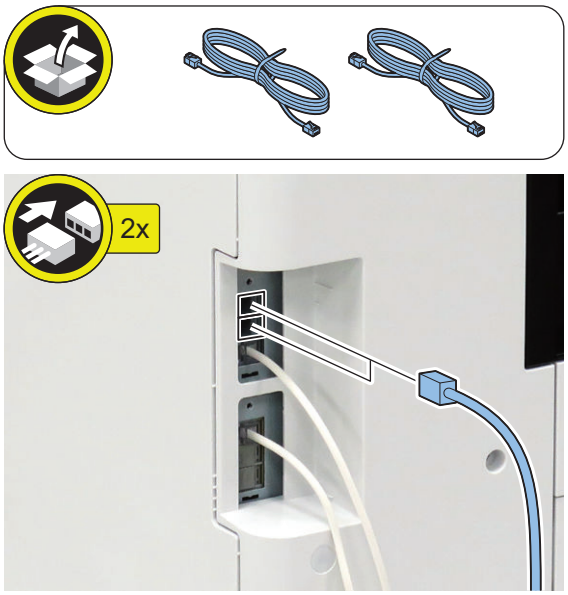
CAUTION:
Do not insert a screwdriver, etc. into the modular terminal.

NOTE:
Keep the removed Dust Cover.



☐

6. **Connect one of the 2 Telephone Cords or the 2 PTT Cables to the modular jack on the host machine and the other cord to the modular jack on the wall.**



☐

7. **Connect the power plug to the outlet.**

☐

8. Turn ON the main power switch.

CAUTION:
If the machine does not recognize this equipment, unplug and then plug the power plug after turning OFF the main power switch, or turn OFF the main power switch and then turn it ON within 20 seconds.
To avoid this symptom, unplug the power plug or turn the breaker OFF when installing.
If the host machine still does not recognize this equipment after performing the foregoing remedy: In the case of installing the Super G3 Fax Board (1-Line) and the Super G3 2nd Line Fax Board at the same time, it is necessary to turn OFF and then ON the power three times in some cases (no message is displayed on the Control Panel).

Checking the Operation

■ Type Settings

Select the country/region of the FAX Board in Service Mode: FAX > Type > TYPE
This setting performs the parameter settings to match the communication specification of the country/region.

☐

1. **From the following service mode, set the TYPE of country/region to install this machine, and then press OK.**
   - Service Mode > FAX > Type > TYPE
2. **Confirm that service mode parameter below is "0". In the case, parameter is "1", change to "0".**
   - COPIER > OPTION > DSPLY-SW > SDTM-DSP

NOTE:
To change parameter to "0" makes no show below [Settings/Registration > Preferences > Time/Energy Settings > Auto Shutdown Time] and auto shut down is not available.

3. **Turn OFF/ON the main power switch to enable this setting.**

■ Basic Settings

NOTE:
When "System Manager Information Settings" is set, be sure to follow the direction of user administrator in order to log in as an administrator.

In this section, make only minimum settings required for FAX communication.

☐

1. **Set the user telephone number.**
   [Settings/Registration] > [Function Settings] > [Send] > [Fax Settings] > [Set Line] > [Line 3]/[Line 4] > [Register Unit Telephone Number] > Enter FAX number > [OK]
2. **Set the type of telephone line.**
   [Settings/Registration] > [Function Settings] > [Send] > [Fax Settings] > [Set Line] > [Line 3]/[Line 4] > [Select Line Type] > Select the line type to connect > [OK]
3. **Turn OFF/ON the main power switch after setting the user telephone numbers and the type of telephone line.**

■ FAX Communication Test

Perform communication test to check if FAX function works correctly.

☐

1. **Switch the control panel display to Fax display.**

2. **Select the sending line.**
   Press [Fax] > [Options] > [Select Line], select the added line, then press [OK] button.

3. **Send and receive a test original between the equipment and a remote unit with which a communication test can be performed and check if it can be sent and receive correctly.**
   1. Press [Status Monitor/Cancel] > [Send] > [Job Log] and select [Fax] from pull down menu.
   2. Press [Fax Activity Report] > [OutPut Normally] > [Start Printing].
   3. The number printed following colon (:) in "COMM.MODE" field on FAX ACTIVITY REPORT TX/RX shows line type used for sending/receiving.
      E.g. "ECM:3" => Line 3

Super G3 3rd_4th Line Fax Board-AS2

Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name may be registered instead.

- F632503

Points to Note at Installation

- Install this equipment after installing the Super G3 FAX Board and Super G3 2nd Line Fax Board.
- When installing Super G3 2nd Line Fax Board at the same time, start from "Installing the Equipment".
- When installing this equipment later, start from "Preparation".

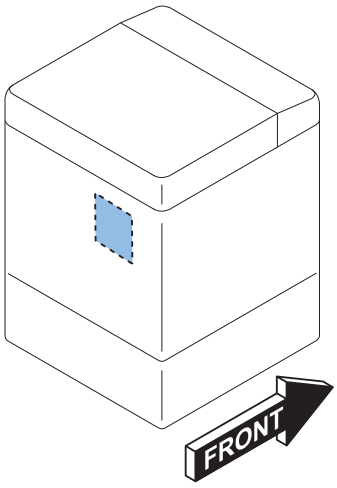
Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

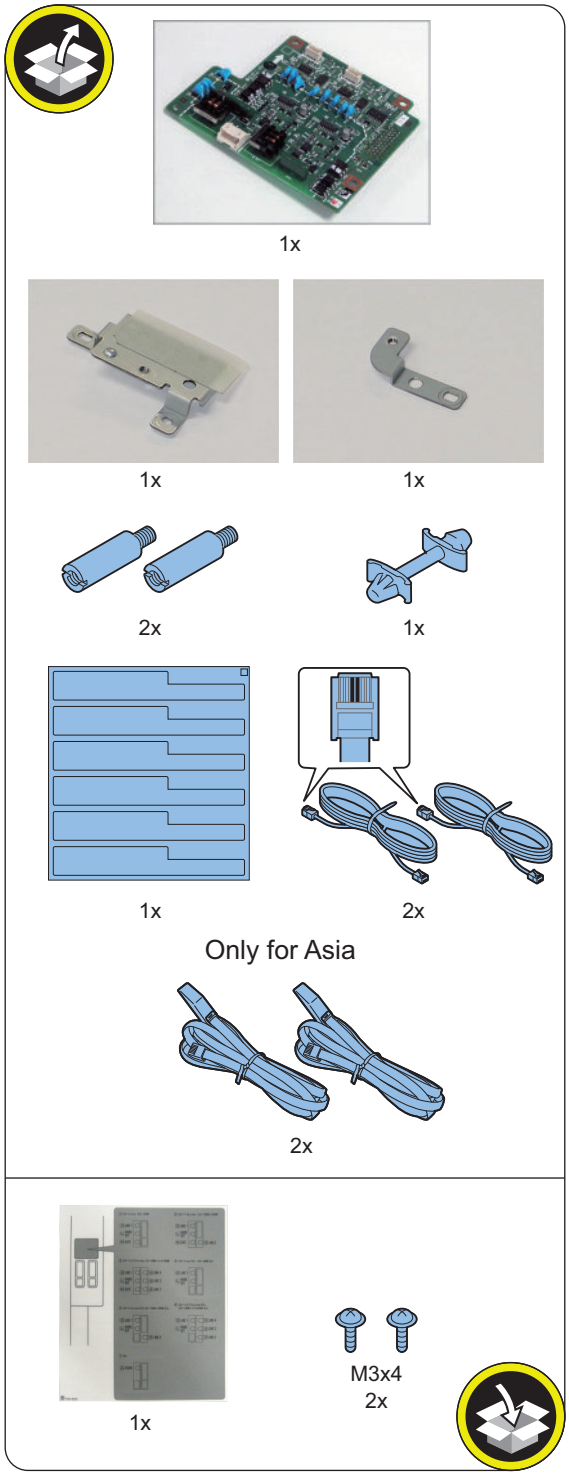
> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Installation Outline Drawing



Checking the Contents



Installation Procedure

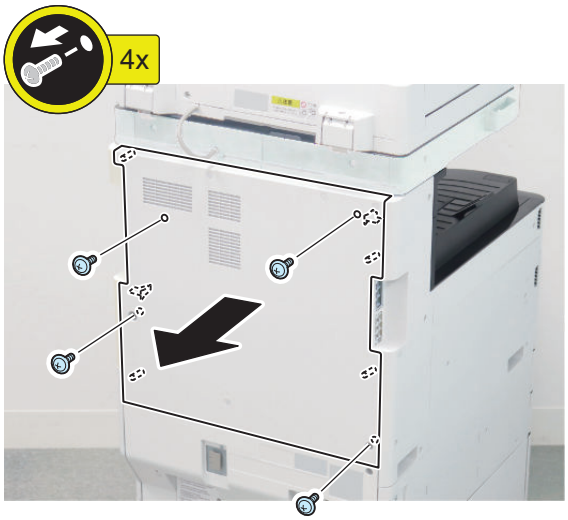
NOTE:

- When installing Super G3 2nd Line Fax Board at the same time, start from "Installing the Equipment".
- When installing this equipment later, start from "Preparation".

■ Preparation

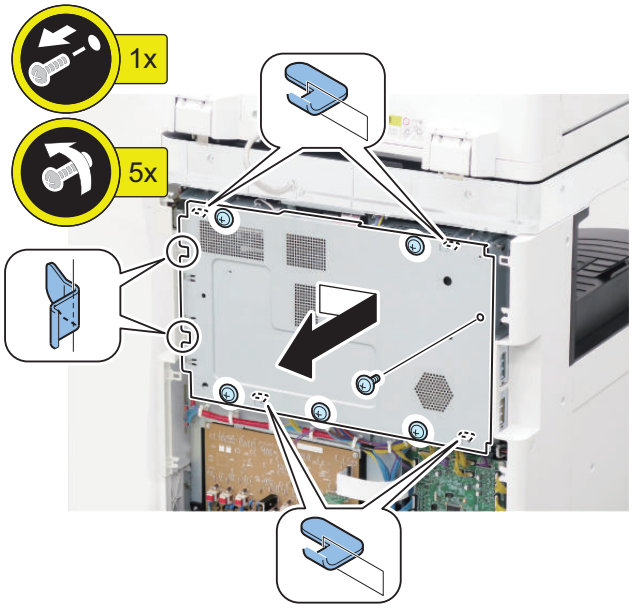
□

1.

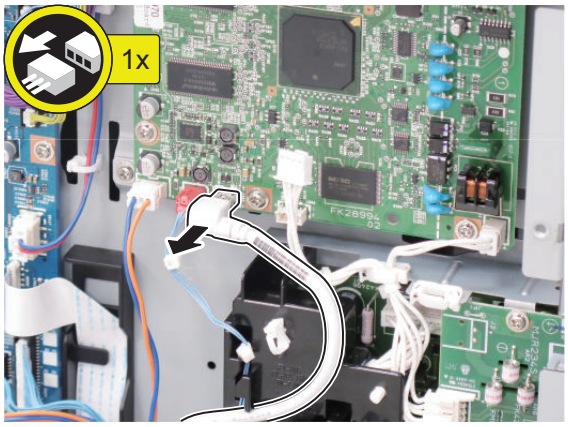


□

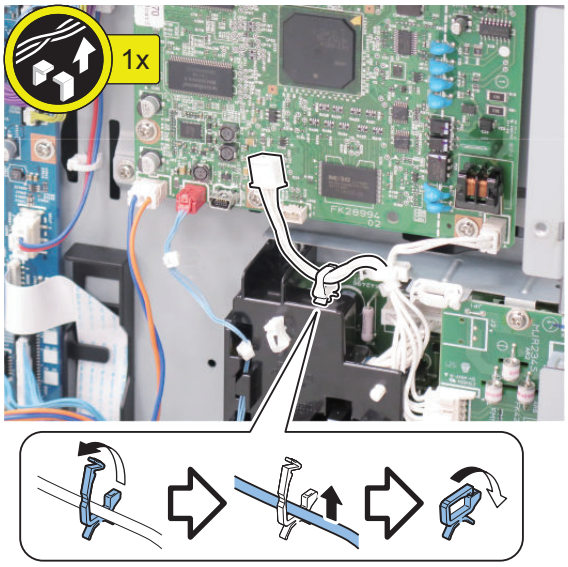
2.



□
3.

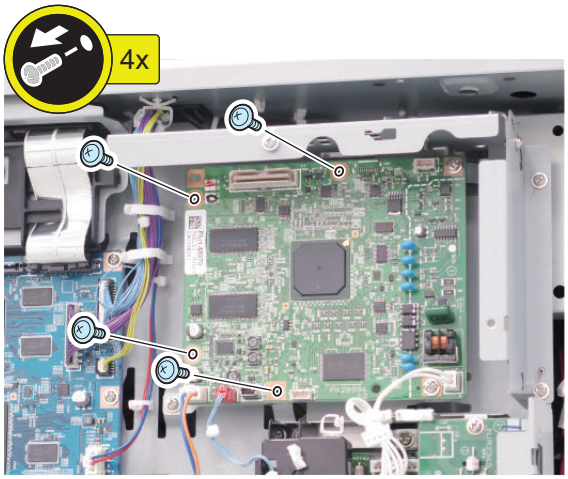


□
4.



□

5.



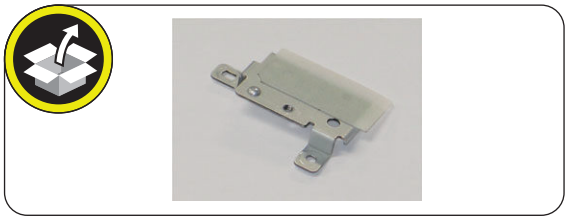
NOTE:
Will be used in "Installing the Equipment".

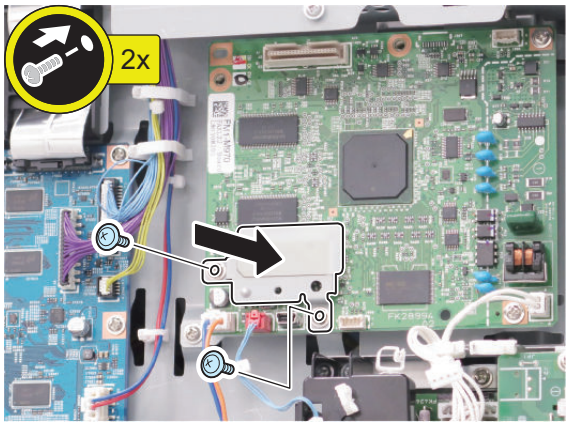
■ Installing the Equipment

□

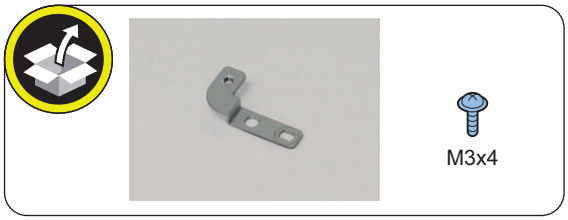
1.

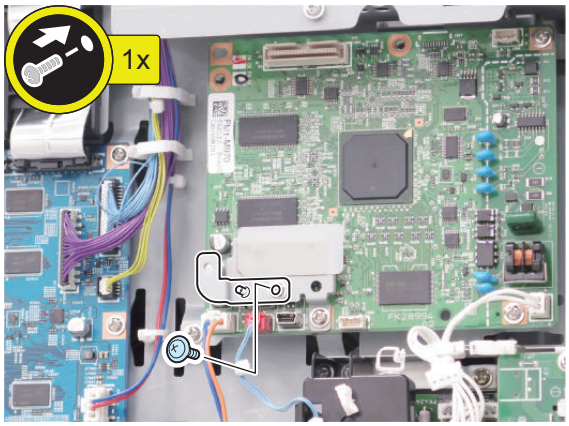
NOTE:
2 Screws (Use the removed screws or TP; M3x4 included with the FAX (2-Line)



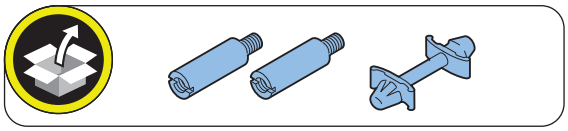


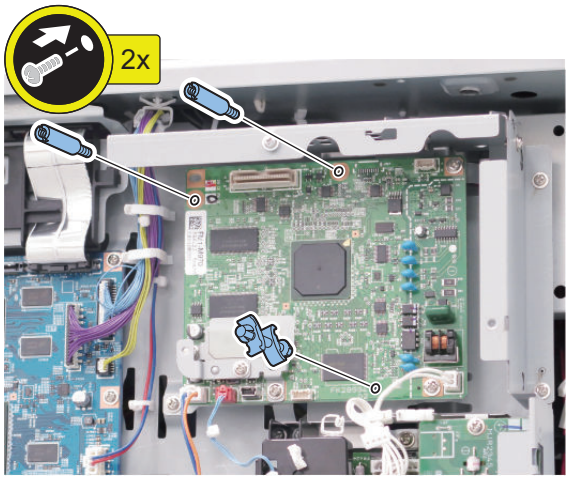
☐
2.





☐
3.

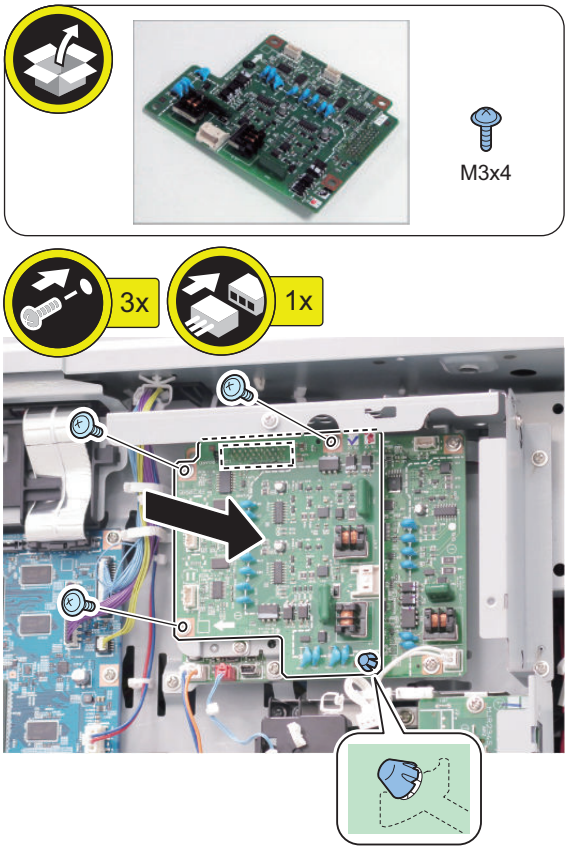




□

4.

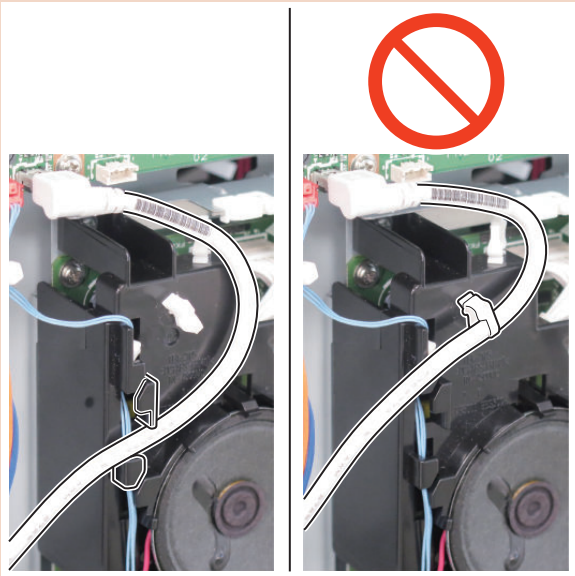
NOTE:
- Upper Side: 2 Screws (Use the removed screws or TP; M3x4 included with the FAX (2-Line))
- Lower Side: 1 Screw (TP; M3x4)

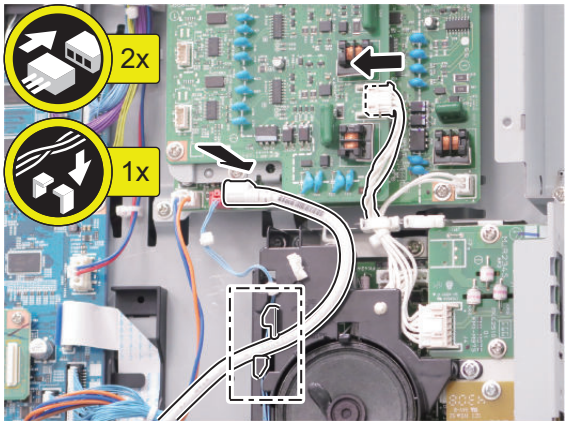


□

5.

CAUTION:
Be sure not to pass the cable through the Wire Saddle but secure it with the guide.

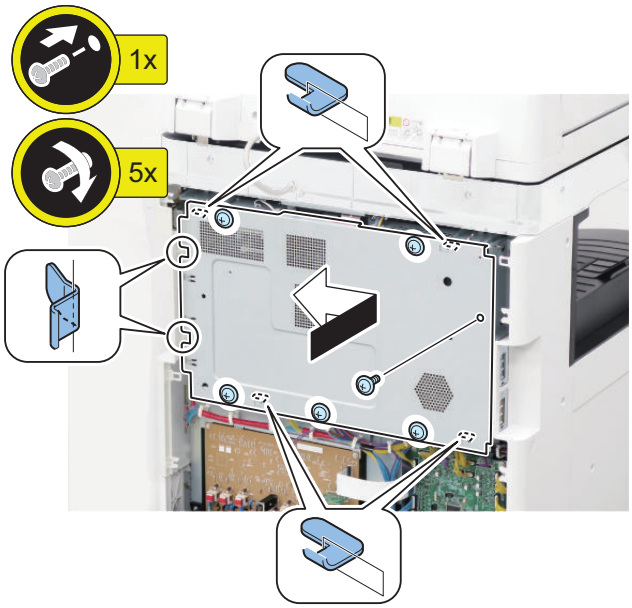




■ Subsequent Work

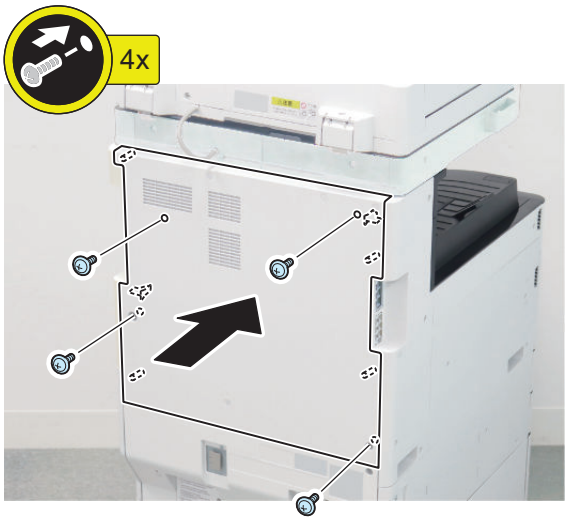
☐

1.



☐

2.



□

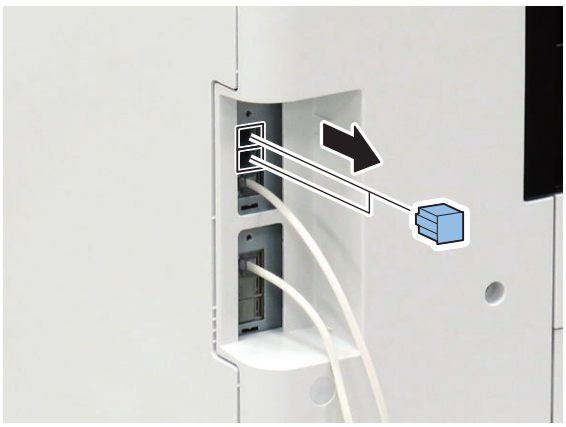
3. **Affix the appropriate Modular Label. If a label is already affixed, remove it and then affix the appropriate label.**

□

4. **Remove the 2 Dust Covers if installed.**

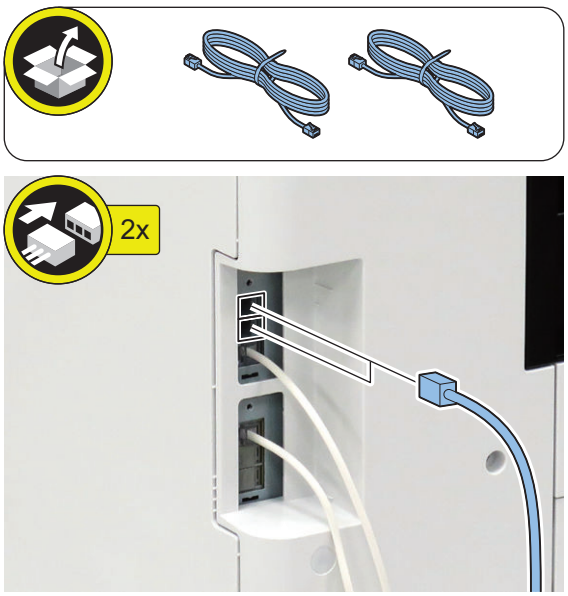
CAUTION:
Do not insert a screwdriver, etc. into the modular terminal.

NOTE:
Keep the removed Dust Cover.



☐

5. **Connect one of the 2 Telephone Cords or the 2 PTT Cables to the modular jack on the host machine and the other cord to the modular jack on the wall.**



☐

6. **Connect the power plug to the outlet.**

☐

7. **Turn ON the main power switch.**

CAUTION:
If the machine does not recognize this equipment, unplug and then plug the power plug after turning OFF the main power switch, or turn OFF the main power switch and then turn it ON within 20 seconds.
To avoid this symptom, unplug the power plug or turn the breaker OFF when installing.
If the host machine still does not recognize this equipment after performing the foregoing remedy: In the case of installing the Super G3 Fax Board (1-Line) and the Super G3 2nd Line Fax Board at the same time, it is necessary to turn OFF and then ON the power three times in some cases (no message is displayed on the Control Panel).

Checking the Operation

■ Type Settings

Select the country/region of the FAX Board in Service Mode: FAX > Type > TYPE
This setting performs the parameter settings to match the communication specification of the country/region.

☐

1. **From the following service mode, set the TYPE of country/region to install this machine, and then press OK.**
   - Service Mode > FAX > Type > TYPE

2. **Confirm that service mode parameter below is "0". In the case, parameter is "1", change to "0".**
   - COPIER > OPTION > DSPLY-SW > SDTM-DSP

NOTE:
To change parameter to "0" makes no show below [Settings/Registration > Preferences > Time/Energy Settings > Auto Shutdown Time] and auto shut down is not available.

3. **Turn OFF/ON the main power switch to enable this setting.**

■ Basic Settings

NOTE:
When "System Manager Information Settings" is set, be sure to follow the direction of user administrator in order to log in as an administrator.

In this section, make only minimum settings required for FAX communication.

☐

1. **Set the user telephone number.**
   [Settings/Registration] > [Function Settings] > [Send] > [Fax Settings] > [Set Line] > [Line 3]/[Line 4] > [Register Unit Telephone Number] > Enter FAX number > [OK]
2. **Set the type of telephone line.**
   [Settings/Registration] > [Function Settings] > [Send] > [Fax Settings] > [Set Line] > [Line 3]/[Line 4] > [Select Line Type] > Select the line type to connect > [OK]
3. **Turn OFF/ON the main power switch after setting the user telephone numbers and the type of telephone line.**

■ FAX Communication Test

Perform communication test to check if FAX function works correctly.

☐

1. **Switch the control panel display to Fax display.**
2. **Select the sending line.**
   Press [Fax] > [Options] > [Select Line], select the added line, then press [OK] button.
3. **Send and receive a test original between the equipment and a remote unit with which a communication test can be performed and check if it can be sent and receive correctly.**
   1. Press [Status Monitor/Cancel] > [Send] > [Job Log] and select [Fax] from pull down menu.
   2. Press [Fax Activity Report] > [OutPut Normally] > [Start Printing].
   3. The number printed following colon (:) in "COMM.MODE" field on FAX ACTIVITY REPORT TX/RX shows line type used for sending/receiving.
      E.g. "ECM:3" => Line 3

5 Paper Feed Options

Paper Deck Unit-F1.....492
Paper Deck Heater Unit-C1..... 519
Cassette Feeding Unit-AN1..... 540
Cassette Heater Unit-37.....558
High Capacity Cassette Feeding Unit-B1..... 571
Cassette Heater Unit-41.....587
Envelope Feeder Attachment-D1.....606

Paper Deck Unit-F1

Checking before Installation

Requirements for the installation place are given below. It is recommended to look over the place to be used for installation before delivering the equipment to the user.

⚠ CAUTION:
- Install the host machine first and then install the Paper Deck.
- Do not carry the Paper Deck with the host machine is installed for prevention of breakage.

■ Points to Note on Installation

Exercise following caution for installation.

1. Paper Deck weighs maximum 31 kg. When holding the Paper Deck at the installation, be sure to perform the work in accordance with the standard to handle a heavy load in each country. In addition, be sure to keep the machine leveled when lifting it.
2. When moving this equipment after having unpacked it, be careful by placing a plate, etc. on areas with steps to prevent the casters from hitting those steps. If the casters hit a step, the casters or the base plate may be deformed.

■ Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name may be registered instead.

- F281200

Unpacking

■ Unpacking Procedure

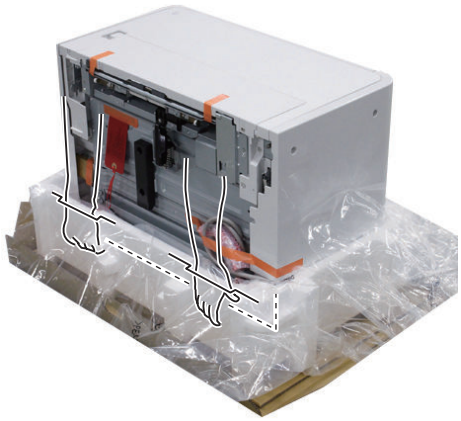
NOTE:
The equipment is secured by tapes, cushioning and other materials to protect it from vibration and impact during transit. Remove all such tapes and cushioning materials as instructed below before installing this equipment.
Keep all fixings in a safe place for later reuse in reshipping the equipment, as for relocation and repairs.

☐

1. **Remove the cushioning materials from top of the equipment.**

☐

2. **Open the plastic packing bag. Remove the Paper Deck from the palette with holding the parts as shown in the figure.**



☐

3. **Remove the all packaging tapes and cushioning materials other than the fixing plate on the fixing plate.**

Checking the Contents

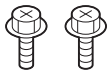
Check that none of the included parts is missing.

■ Contents of the Equipment

[1] Paper Deck Unit

1x

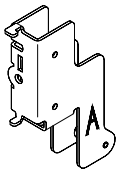
[2] Screw (RS tightening; M4x8)



2x

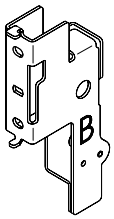
*1

[3] Latch Plate A (Front)



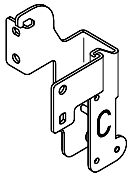
1x

[4] Latch Plate B(Rear)



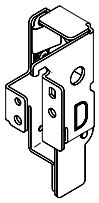
1x

[5] Latch Plate C (Front)



1x

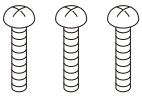
[6] Latch Plate D (Rear)



1x

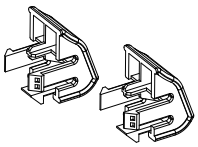
*2

[7] Screw (Binding(Black); M4x25)



3x

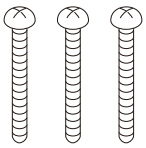
[8] Feed Guide



2x

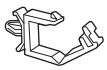
*3

[9] Screw (Binding; M4x45)



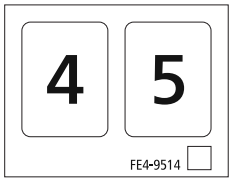
3x

[10] Wire Saddle



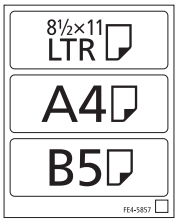
1x

[11] Cassette No. Label



1x

[12] Paper Size Label



1x

*1:The parts [3],[4] are not used.
*2:Connecting to the Host Machine with Cassette Feeding Unit-AN1, use [7] Screw (Binding(Black);M4x25).
*3:Connecting to the Host Machine with High Capacity Cassette Feeding Unit-B1, use [9] Screw (Binding;M4x45).
<Others>
Other bundled items such as Installation Procedure, leaflets, etc.

Installation Procedure

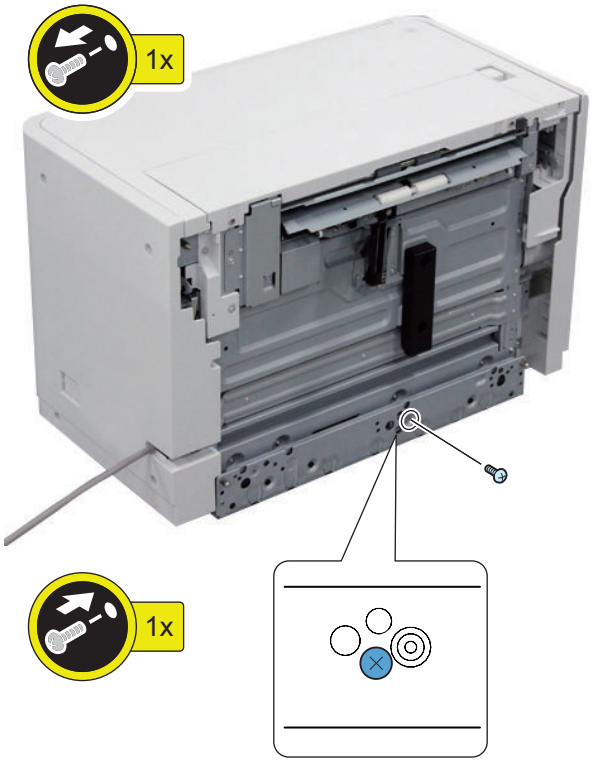
■ Preparation of the Paper Deck

☐

1. **Remove the screw of the fixing plate.**
   - 1 Screw

☐

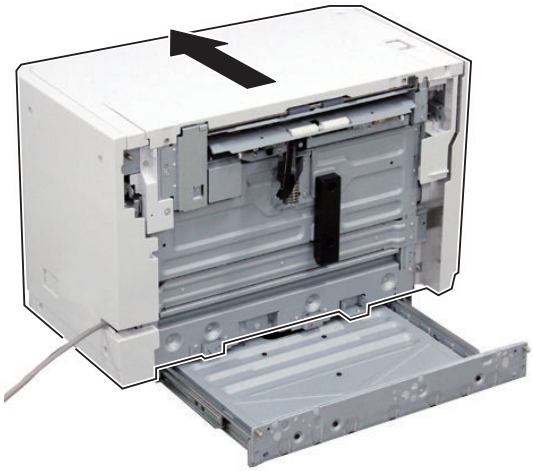
2. **Remove the screw from the base stay unit and then attach it as shown in the following figure.**
   - 1 Screw



NOTE:
Return the screw to the original position to fix the base stay unit for relocation.

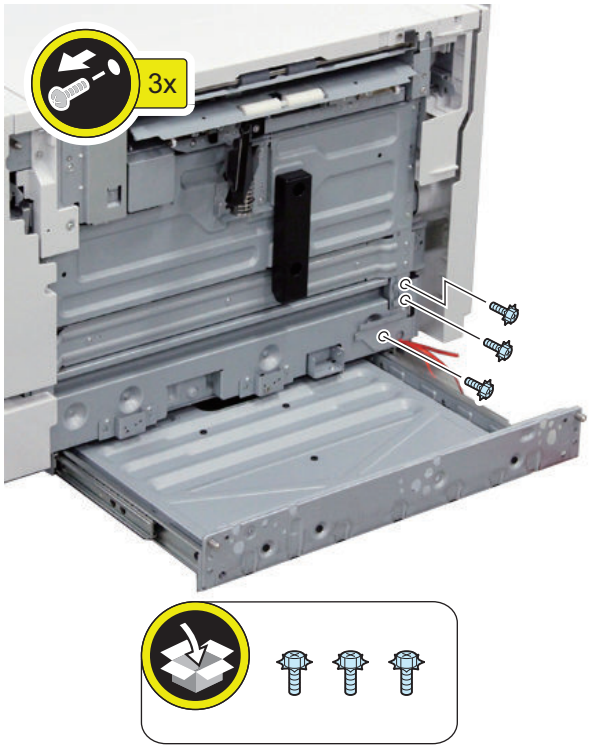
☐

3. **Hold the base stay and push the Paper Deck unit until it stops.**



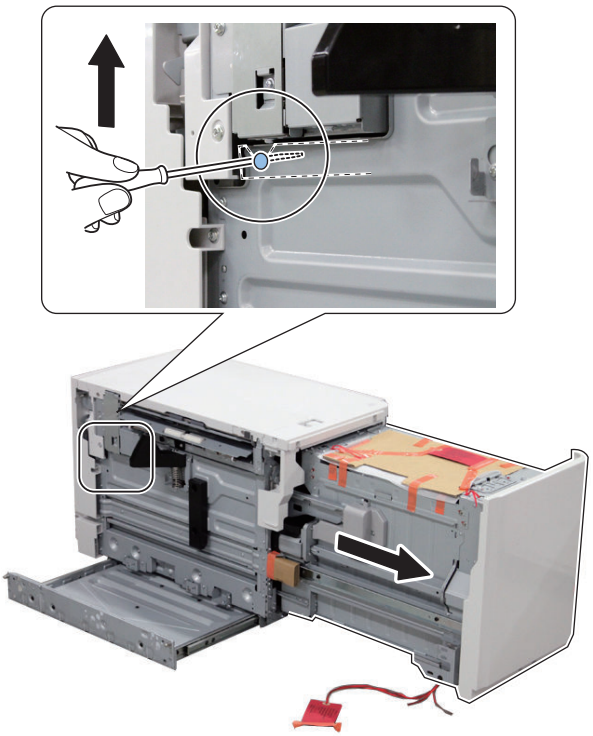
☐

4. **Remove the screw of the fixing plate.**
   - 3 Screws



☐

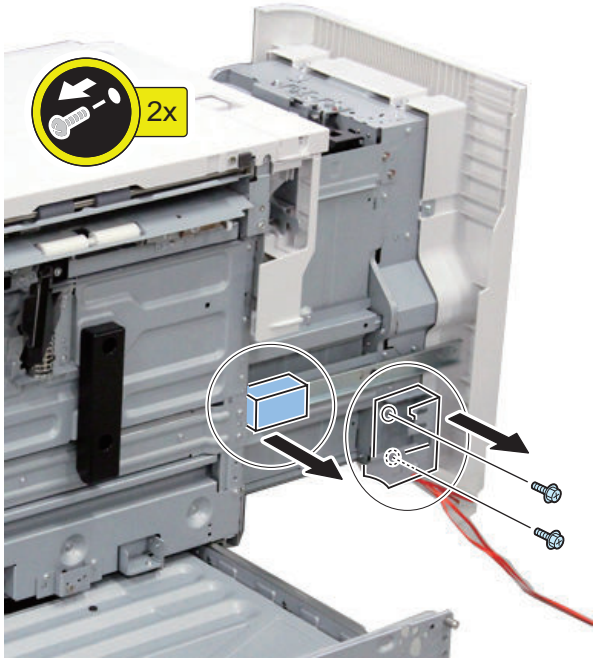
5. **Insert screwdrivers into the hole and push the release lever down to open the compartment.**



☐

6. **Remove the fixing plate and the cushioning material.**
   - 2 Screws

NOTE:
Check that the cushioning material is removed.



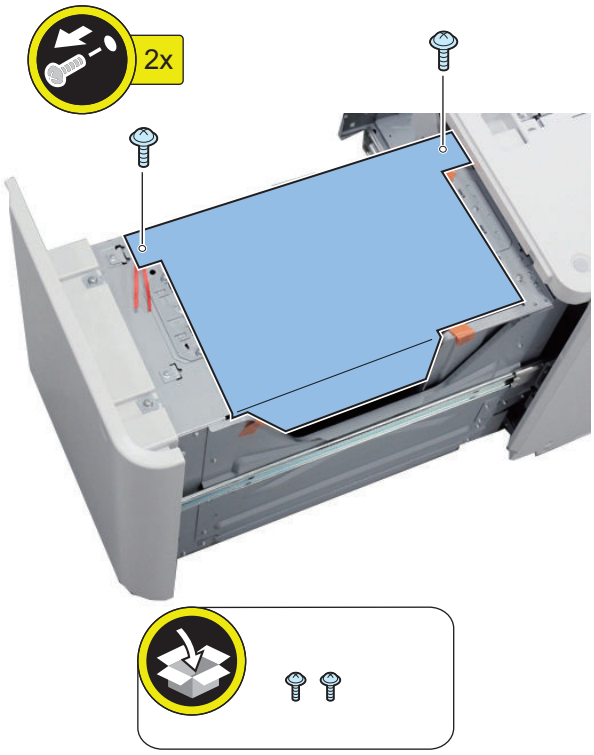
☐

7. **Remove the fixing plate and the cushioning material.**
   - 1 Screw

NOTE:
Check that the cushioning material is removed.

☐

8. **Remove the fixing part of lifter plate, cushioning material and tapes.**
   - 2 Screws

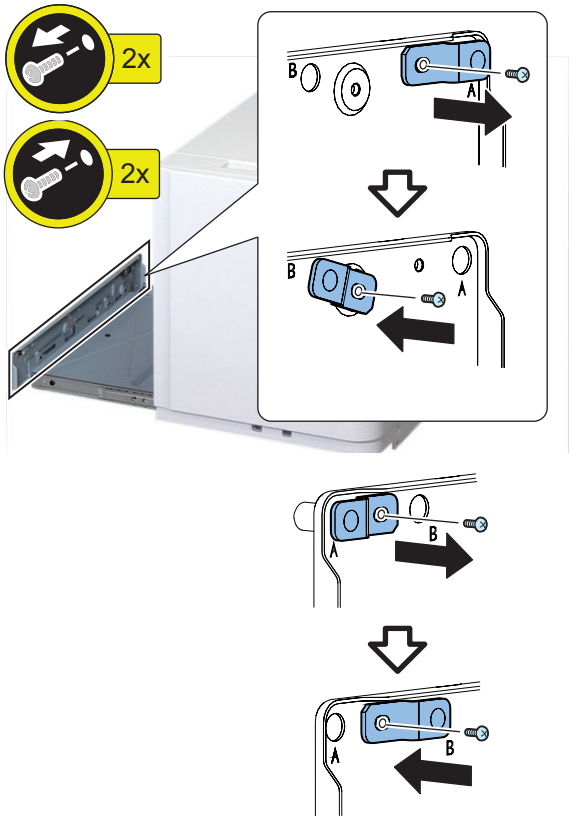


☐

9. **Close the compartment.**

☐

10. **In the case, Cassette Feeding Unit-AN1 is installed, remove 2 positioning pins and then attach them at position B as shown in the following figure.**



■ Preparation of the Host Machine

☐

1. **Open the cassette 1.**

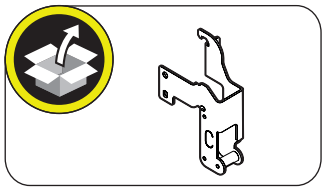
☐

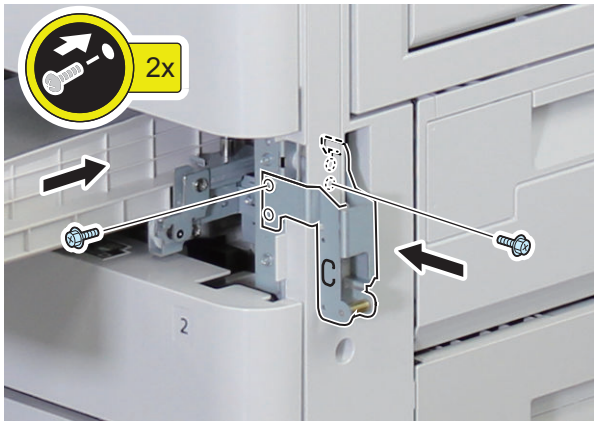
2. **Cut 3 face covers.**

⚠ CAUTION:
Be sure to remove the face cover properly so that no bur is formed.

☐

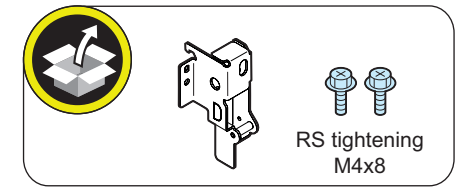
3. **Attach the latch plate C (front) with 2 screws removed at procedure 6 and 7 in "Preparation of the Paper Deck". Close the cassette 1**
   - 2 Bosses
   - 2 Screws (RS tightening; M4x8)

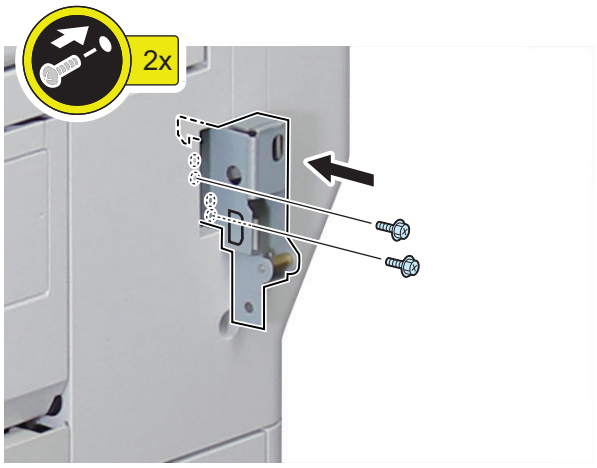




☐

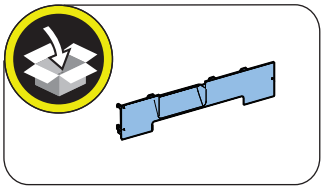
4. **Attach the latch plate D (rear).**
   - 2 Bosses
   - 2 Screws (RS tightening; M4x8)





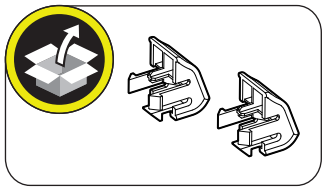
☐

5. **Remove the face cover.**
   - 3 Claws
   - 3 Protrusions



☐

6. **Attach the 2 feed guides.**



■ Connection with the Host Machine

☐

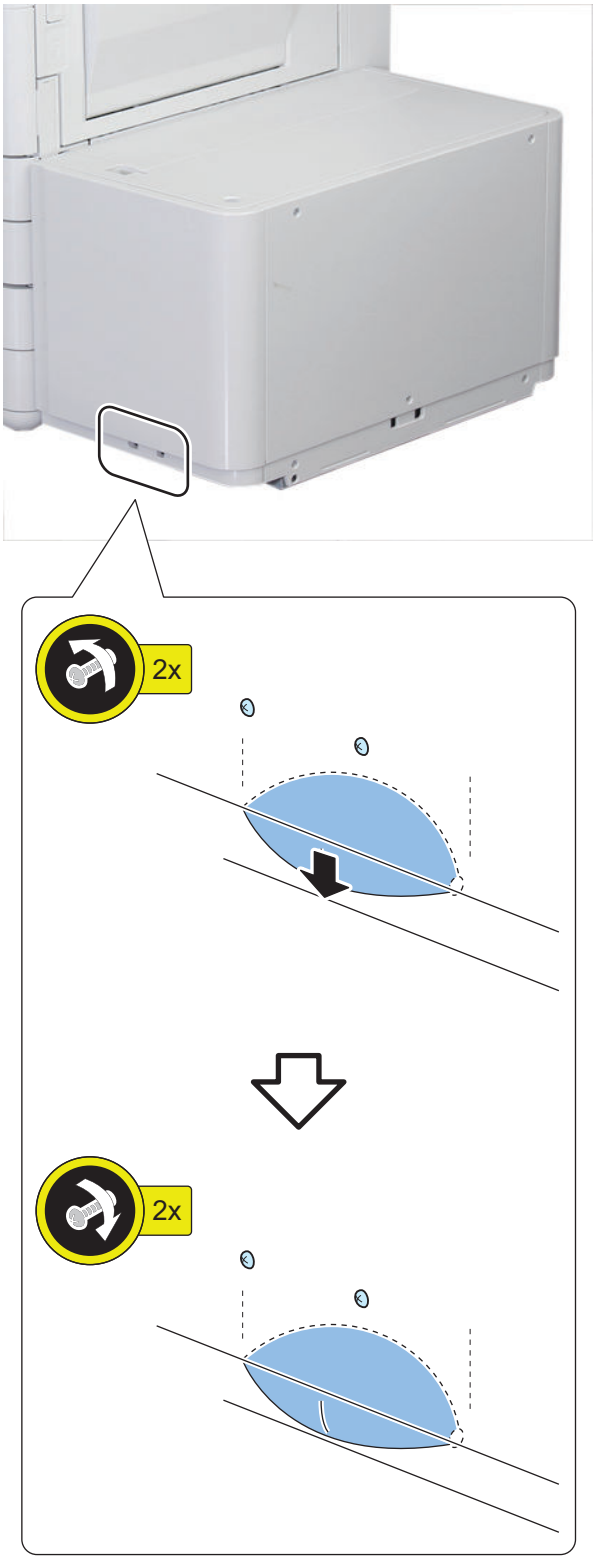
1. **Insert the positioning pins to the holes on the host machine and then fix the base stay.**
   In the case, Cassette Feeding Unit-AN1 is installed.
   - 3 Screws (Binding (Black); M4x25)

   In the case, High Capacity Cassette Feeding Unit-B1 is installed.
   - 3 Screws (Binding; M4x25)

☐

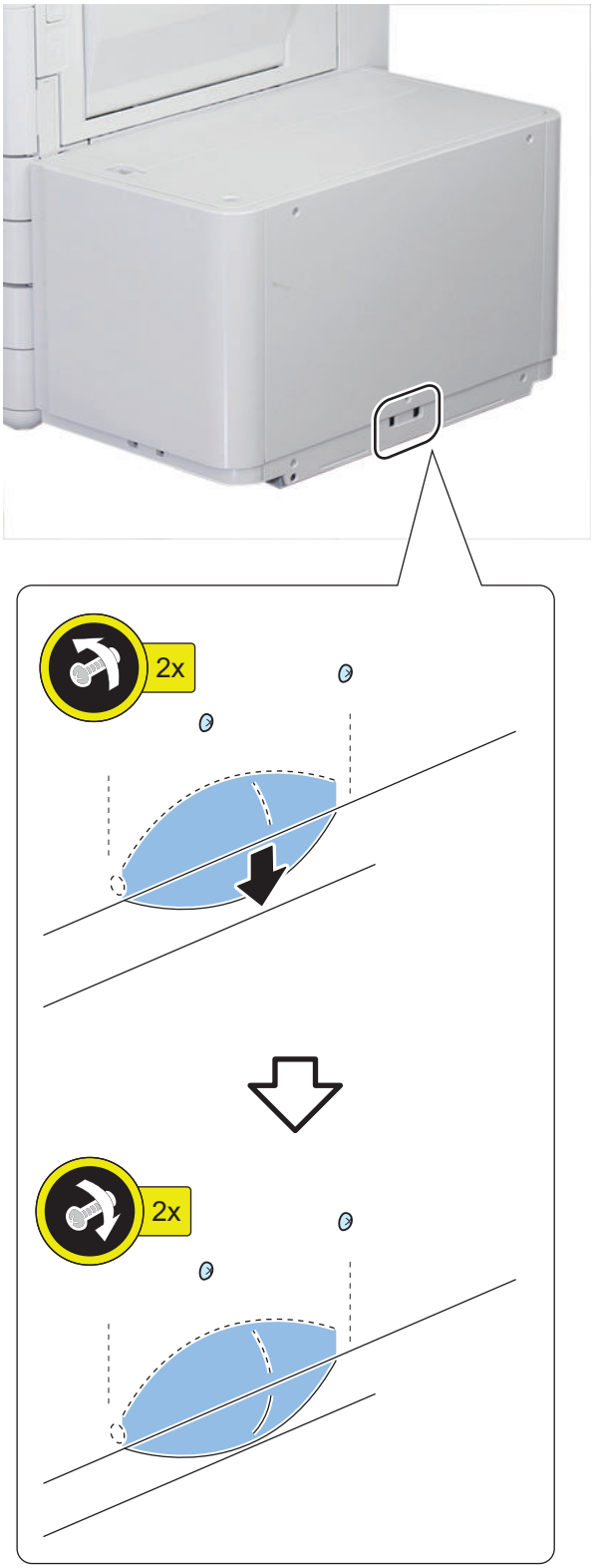
2. **Slide the Paper Deck to the host machine.**

3. **Loosen the screws to move the wheel to the floor and then fasten the screws.**
   - 2 Screws



☐

4. **Loosen the screws to move the wheel to the floor and then fasten the screws.**
   - 2 Screws

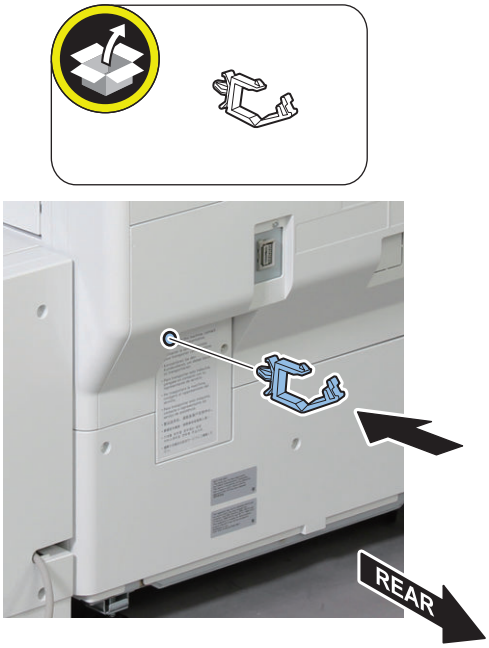


☐

5. **Remove the face seal and the connector cover.**

☐

6. **Attach the wire saddle.**



☐

7. **Connect the lattice connector to the host machine and then fix the harness with the wire saddle.**
   - 1 Connector
   - 1 Wire Saddle

⚠ CAUTION:
Check that the main power switch is OFF and the power plug is disconnected from the outlet.

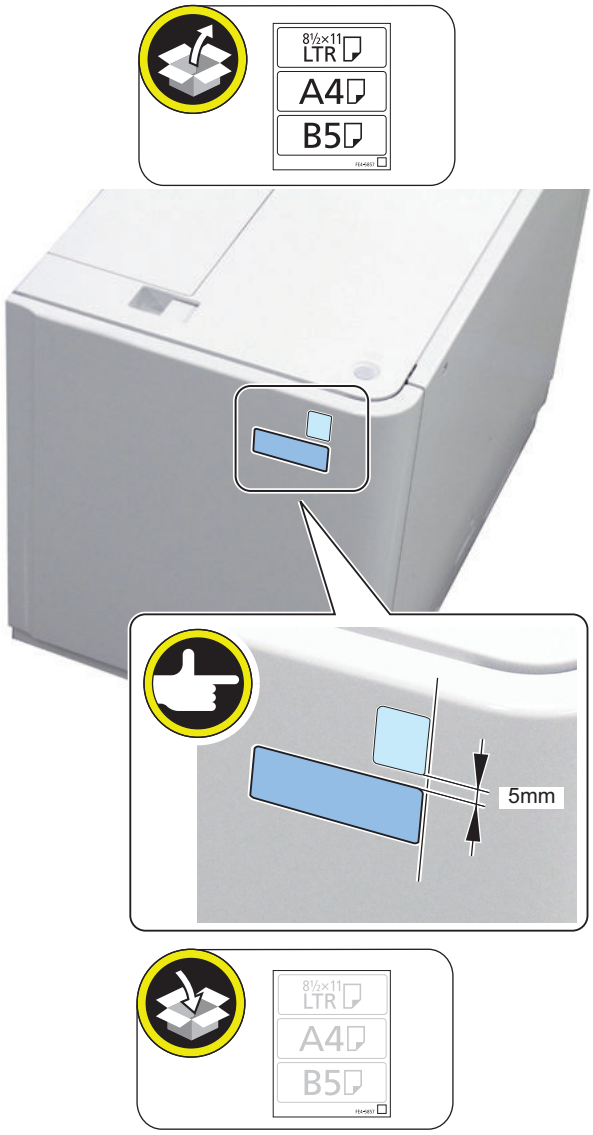
☐

8. **Attach the Cassette No. Label "4" or "5"**
   - High Capacity Cassette Feeding Unit-B1 is installed:4
   - Cassette Feeding Unit-AN1 is installed:5

☐

9. Attach the Paper Size Label with a gap in 5mm from the cassette No. Label while aligning right edge of the labels.

NOTE:
Keep the paper size label for use when paper size is changed.



☐

10. Connect the power plug of the host machine to the external source.

☐

11. Turn ON the host machine.

NOTE:
The compartment of the Paper Deck is opened automatically to check that the fixing part fixing the lifter plate, cushioning material and tapes are surely removed.

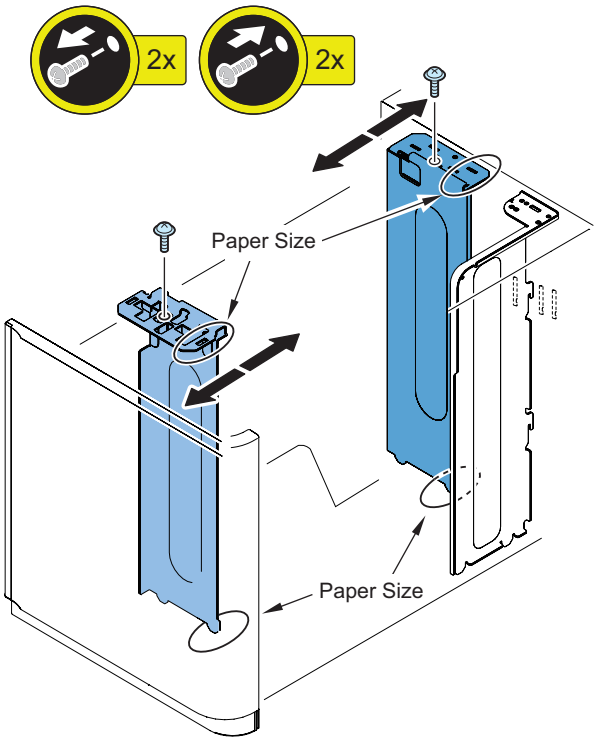
■ Switching the Paper Size

□

1. **Press the open button to open the compartment.**

□

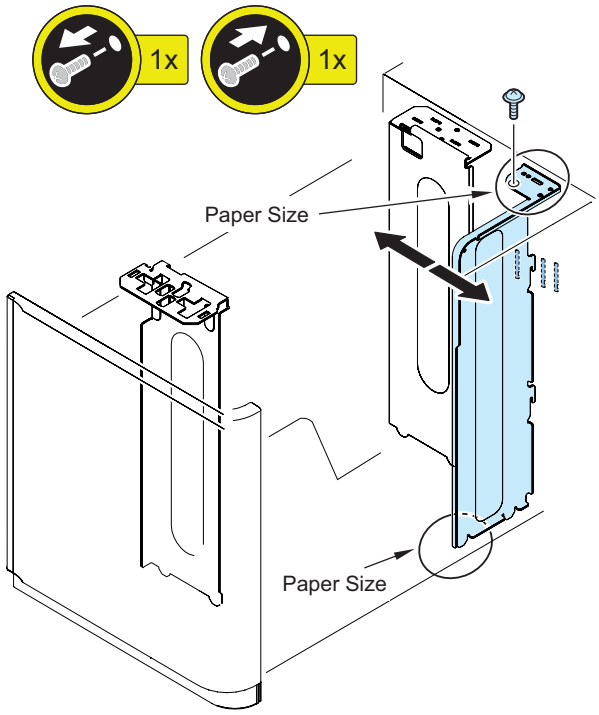
2. **Relocate the paper guide plate at the specified paper size.**
   Paper size is marked as shown in the figure.
   - 2 Screws



CAUTION:
The paper jam may occur when the paper size is different between top and bottom of the paper guide plate.

☐

3. **Relocate the paper guide plate at the specified paper length.**
   Paper size is marked as shown in the figure.
   - 1 Screw



CAUTION:
The paper jam may occur when the paper size is different between top and bottom of the paper guide plate.

☐

4. **Set paper in the compartment and close it.**

☐

5. **Set the paper size on the service mode.**
   (Lv.1) COPIER > OPTION > ACC > DK-P
   - 0: A4
   - 1: B5
   - 2: LTR

Checking after Installation

■ Disposal Parts

Following disposal parts are remained after completion of the installation work.

☐	[1]	Screw (Tooth Washer Sems; M4x8)	4pcs
☐	[2]	Screw (TP; M3x6)	2pcs
☐	[3]	Screw (Binding; M4x45)*1	3pcs
☐	[4]	Screw (Binding (Black); M4x25)*2	3pcs
☐	[5]	Cassette No. Label	1pc
☐	[6]	Paper Size Label	1pc
☐	[7]	Face Cover (cut)	3pcs
☐	[8]	Face Cover	1pc
☐	[9]	Face Seal	1pc
☐	[10]	Connector Cover	1pc
☐	[11]	Latch Plate A (Front)	1pc
☐	[12]	Latch Plate B (Rear)	1pc

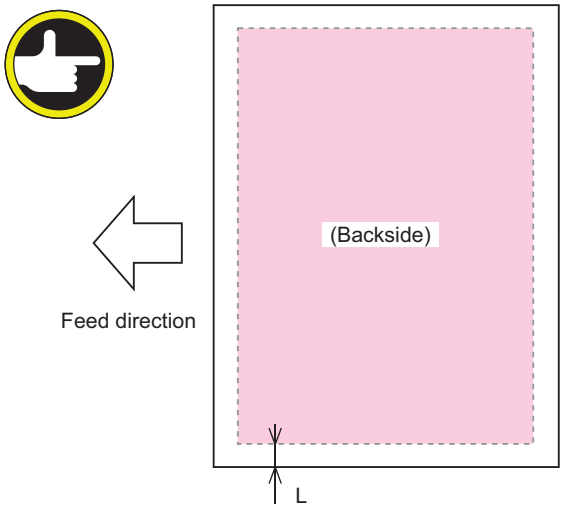
- *1: Cassette Feeding Unit-AN1 is installed, [3] Screws (Binding; M4x45) are remained.
- *2: High Capacity Cassette Feeding Unit-B1 is installed, [4] Screws (Binding (Black); M4x25) are remained.

Paper Positioning Check/Adjustment Procedure

■ Adjusting Left Edge Margin(L) of Image

☐

1. **Feed paper from the Paper Deck. Check that L is 2.5+/-1.5mm. Adjust L on the following procedure when it is out of above range.**



■ Service Mode Adjustment

☐

1. **Adjust the setting value on the following service mode.**
   - (Lv.2) COPIER > ADJUST > MISC > DK-ADJ-Y

NOTE:
Setting Range: -128 to 127
L is increased 0.1mm by setting value 1.
- +: L is increased (Image moves to the right)
- -: L is decreased (Image moves to the left)

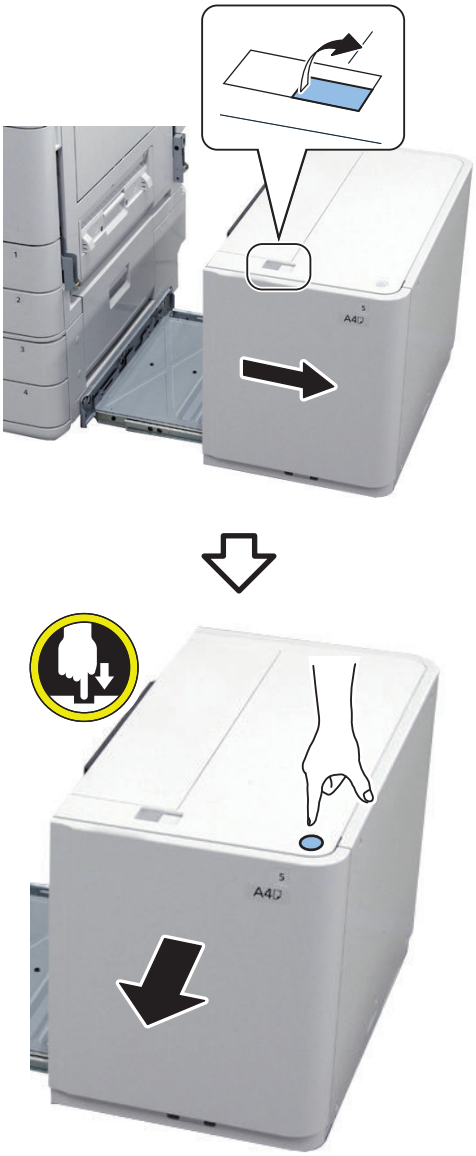
☐

2. **Feed paper from the Paper Deck. Check that L is 2.5+/-1.5mm. In the case, L is out of the range, set the adjustment value to 0 and then adjust L manually on the following procedure.**

■ Manual Adjustment

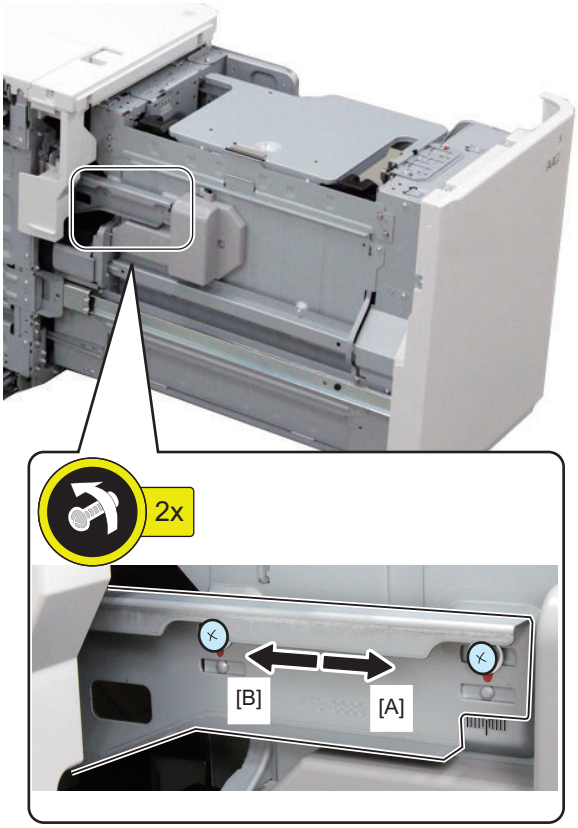
☐

1. **Release the Paper Deck from the host machine and press the open button of the Paper Deck to open the compartment.**



☐

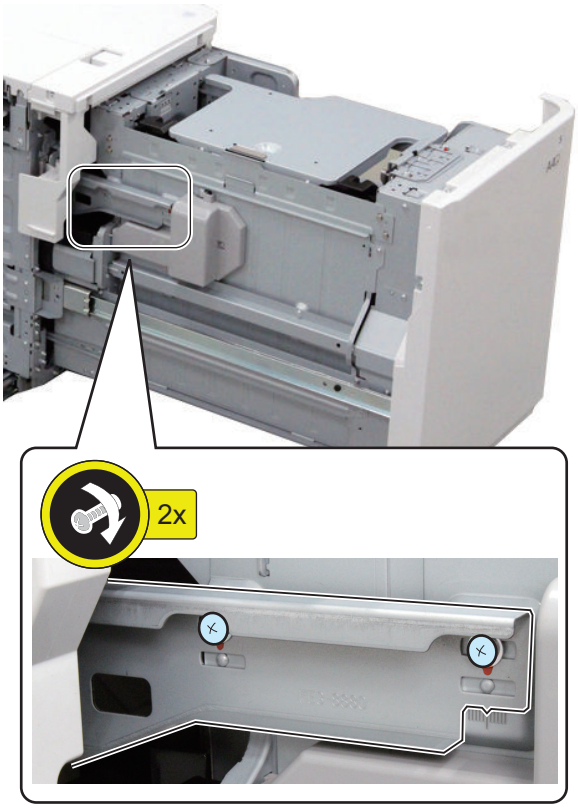
2. **Loosen the screws at the latch plate and then adjust the latch plate (1scale = 1mm).**
   - 2 Screws
   - When L is large, move the latch plate to front [A].
   - When L is small, move the latch plate to rear [B].



NOTE:
The screws retaining the latch plate are locked with the paint to avoid loosening during the transport. Loosen the paint-locked screws for the adjustment.

☐

3. **Fasten the screws.**
   - 2 Screws



☐

4. **Move the front cover fitting to the amount of the latch plate movement. Refer to the next item "Front Cover Positioning Adjustment" for detail.**

☐

5. **Close the compartment and connect to the host machine.**

☐

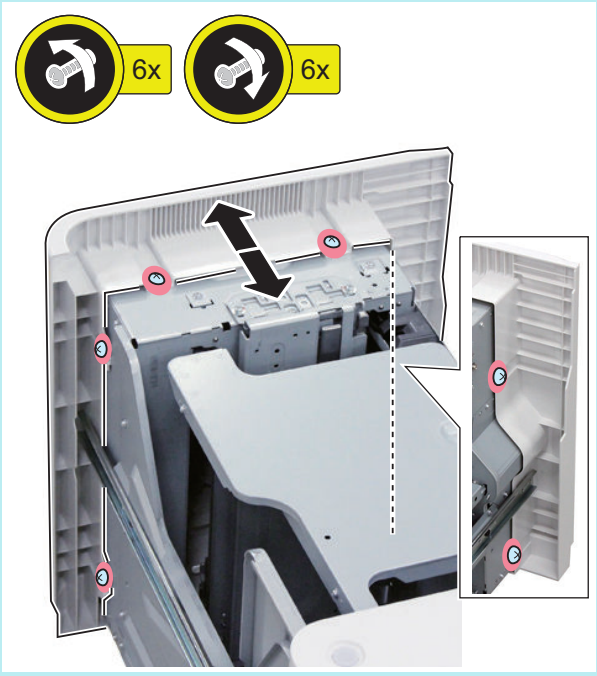
6. **Feed paper from the Paper Deck. Check that L is 2.5+/-1.5mm. Re-adjust L when it is out of the range.**

■ Front Cover Positioning Adjustment

☐

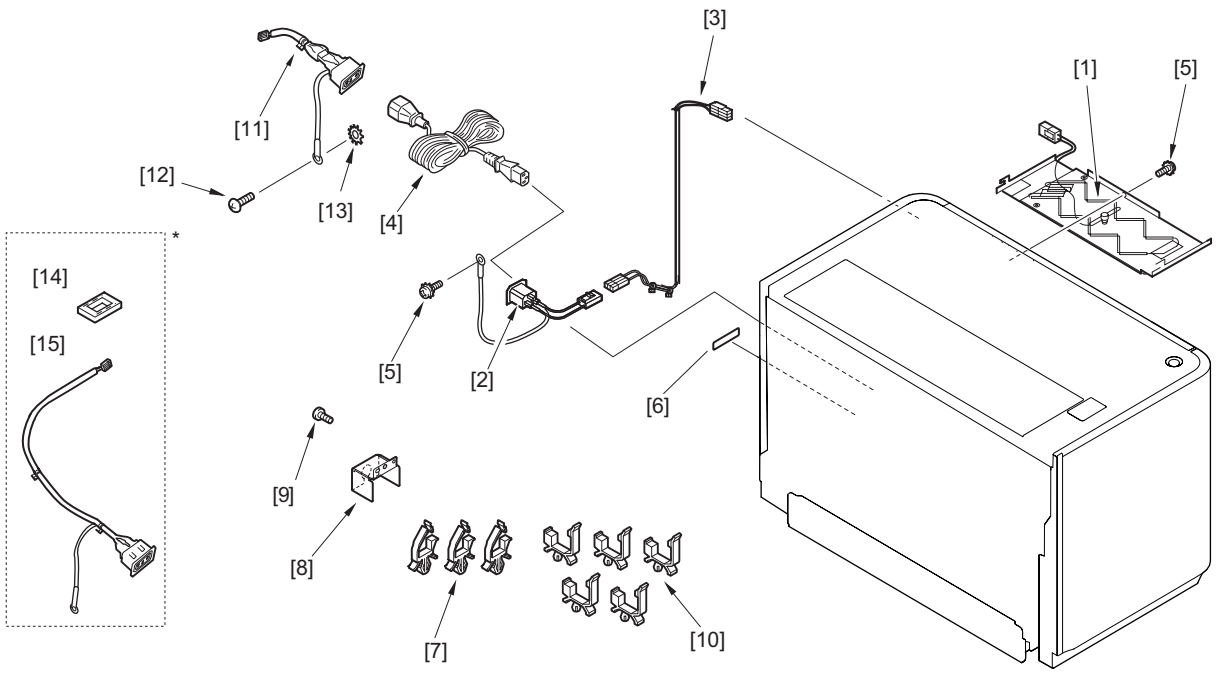
1. **Check the gap on the front cover.**
   - Gap between the front cover and the right cover:
     3+/-1mm
   - Gap between the front cover and the upper cover:
     4+/-1mm

NOTE:
Loosen the screws on the front cover and then adjust the gap within the range.
- 6 Screws



Paper Deck Heater Unit-C1

Checking the Contents



☐	[1]	Heater Unit	1pc.	☐	[9]	Screw (Binding (black); M4x4)	1pc.
☐	[2]	AC Input Connector	1pc.	☐	[10]	Wire Saddle (black)	5pcs.
☐	[3]	Relay Harness Unit	1pc.	☐	[11]	AC Output Connector (short)	1pc.
☐	[4]	AC Cable	1pc.	☐	[12]	Screw (Binding; M4x6)	1pc.
☐	[5]	Screw (Toothed Washer Sems; M4x8)	2pcs.	☐	[13]	Toothed Washer	1pc.
☐	[6]	Power Supply Label	2pcs. (1 pc. is used)	☐	[14]	Cable Protection Bushing *	1pc.
☐	[7]	Wire Saddle (white)	3pcs. (2 pcs. are used)	☐	[15]	AC Output Connector (long) *	1pc.
☐	[8]	Plug Cover	1pc.				

* [14][15] part is not used.

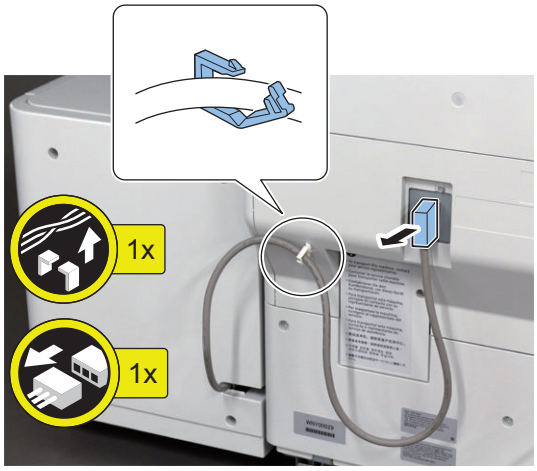
<Others>
Including guides

Installation Procedure

■ Preparation of the Paper Deck Unit

☐

1. **Disconnect the Lattice Connector from the host machine.**
   - 1 Wire Saddle
   - 1 Connector



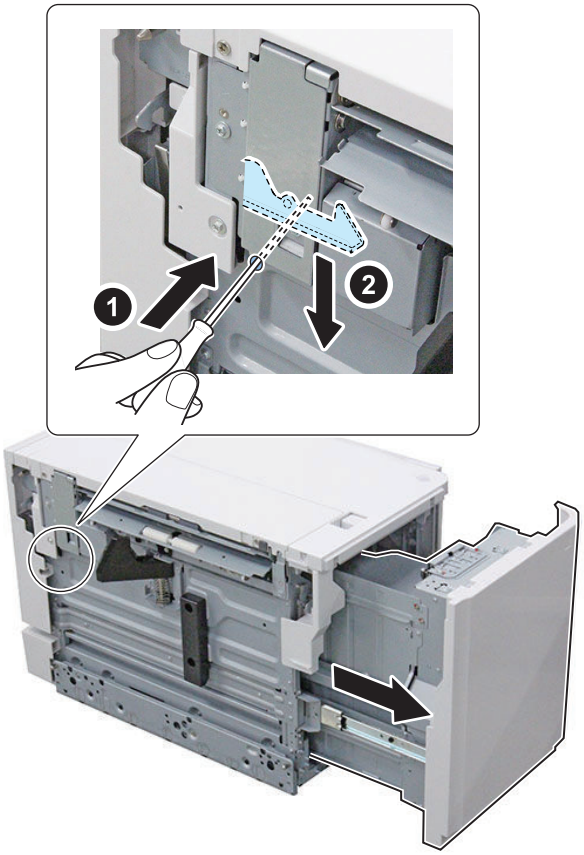
☐

2. **Pull the Release Lever and then with draw the Paper Deck Unit until it stops.**

☐

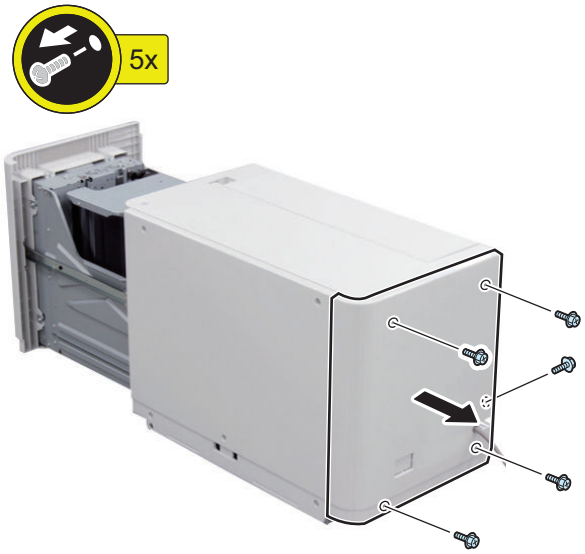
3. **Insert screwdrivers into the hole at rear left side of the Compartment and then release the lever to open it.**

NOTE:
Insert screwdrivers into the hole indicated by the arrow.



☐

4. **Remove the Rear Cover.**
   - 5 Screws



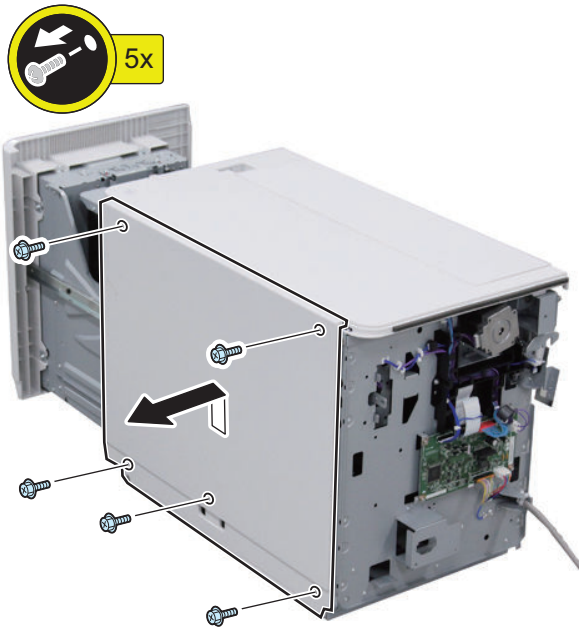
☐

5. Cut the Face Cover from the Rear Cover.

CAUTION:
Be sure to remove the Face Cover properly so that no burr is formed.

☐

6. **Remove the Right Cover.**
   - 5 Screws

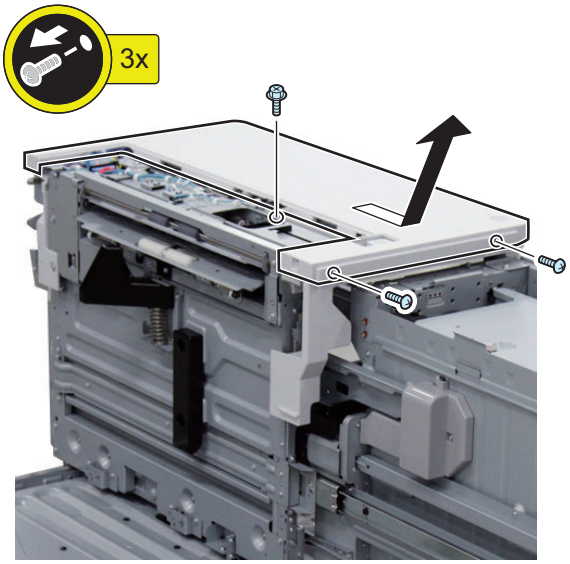


☐

7. **Loosen the 2 screws and then remove the Upper Left Cover.**

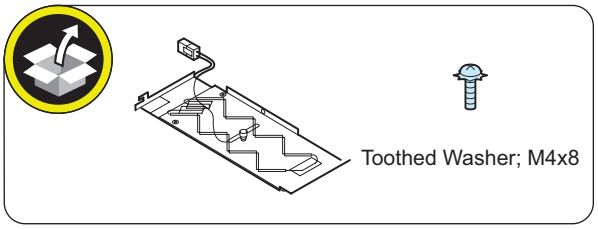
☐

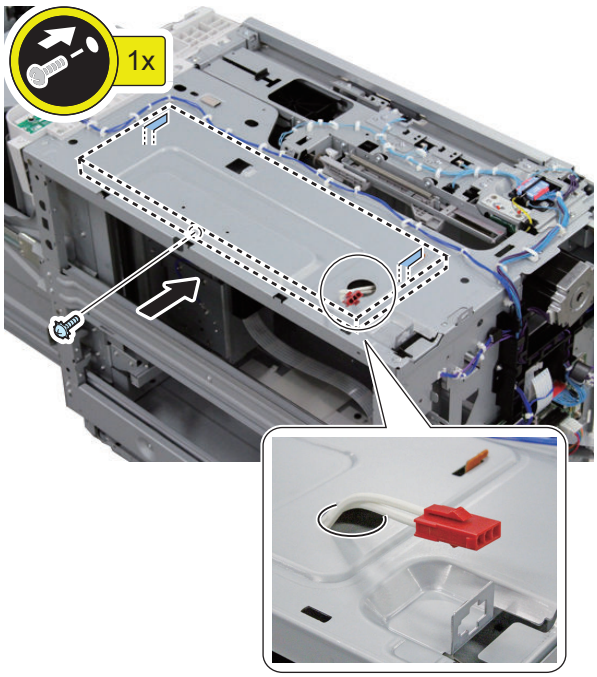
8. **Remove the Upper Cover.**
   - 3 Screws



☐

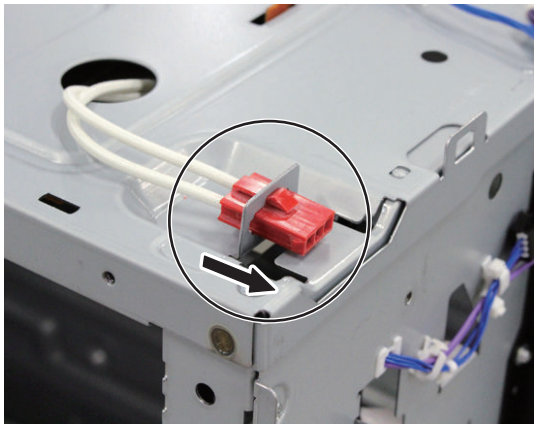
9. **Put the connector through the hole in the top plate and then fix the Heater Unit.**
   - 2 Hooks
   - 1 Screw (Toothed Washer Sems; M4x8)





☐

10. Insert the connector of the Heater Unit to the panel mount part.

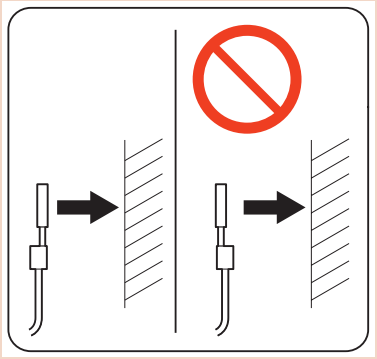


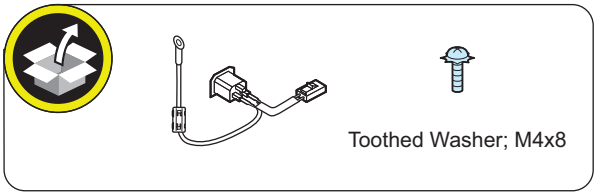
☐

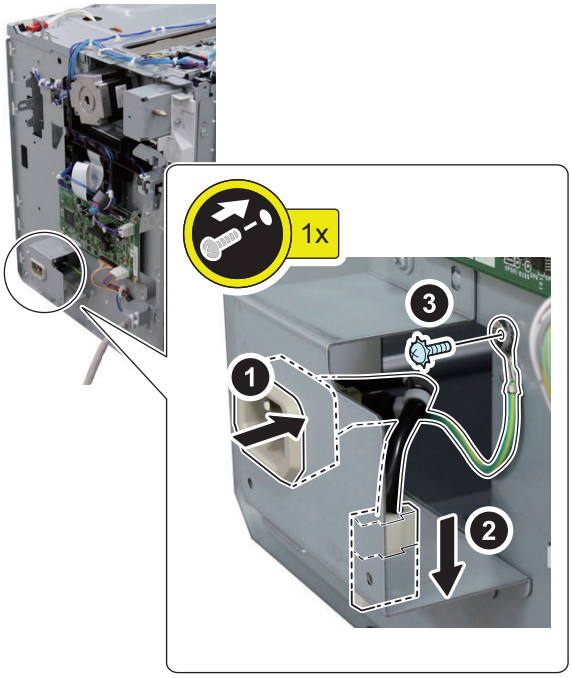
11. Install the AC Input Connector in the power cord mount.

- 1 Screw (Toothed Washer Sems; M4x8)

CAUTION:
Fix the Grounding Cable in the correct direction.

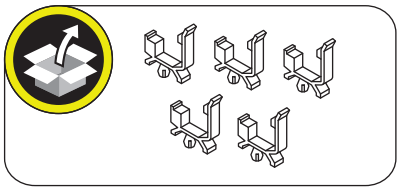


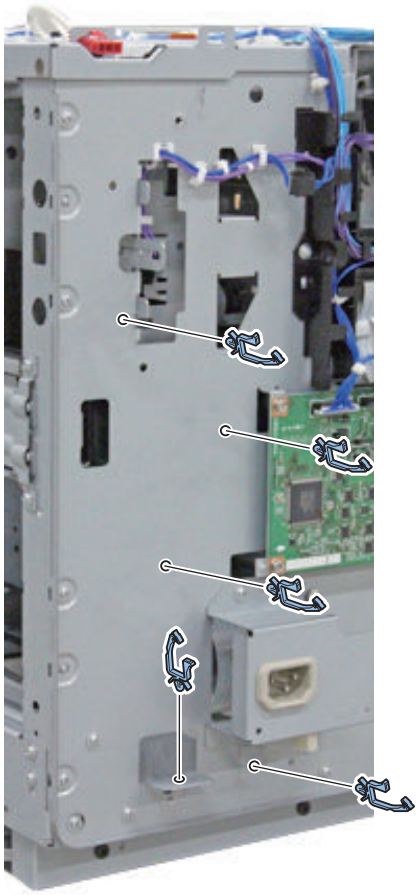




☐

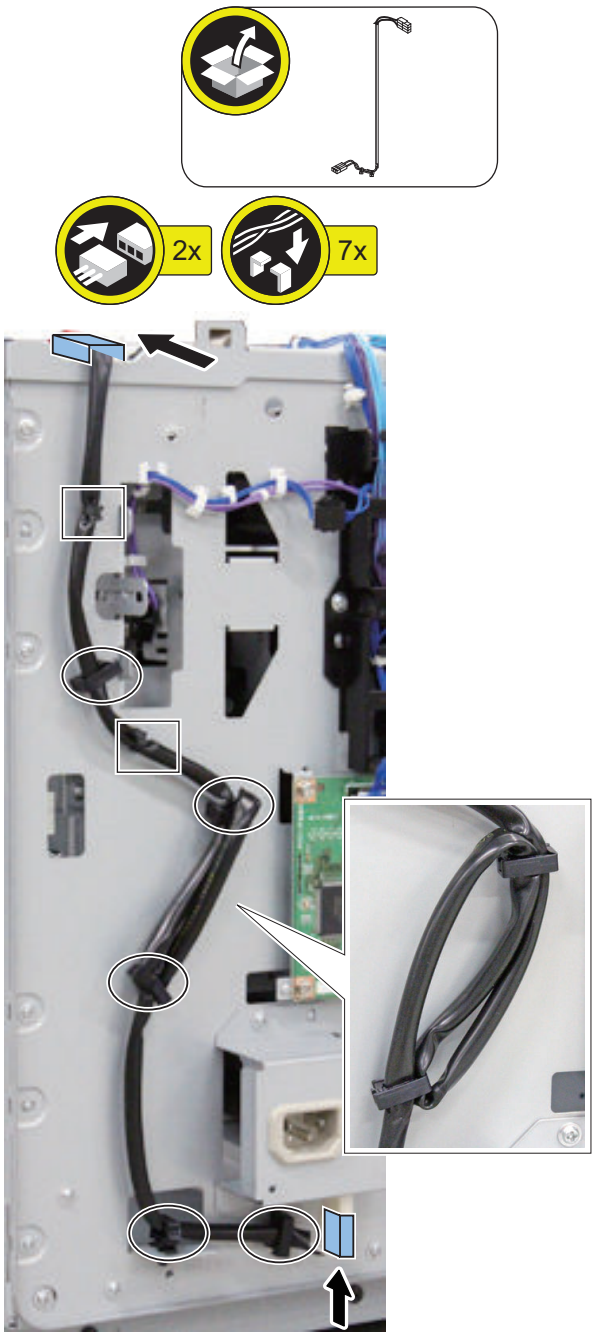
12. Install the Wire Saddles (black) as shown in the figure.





☐

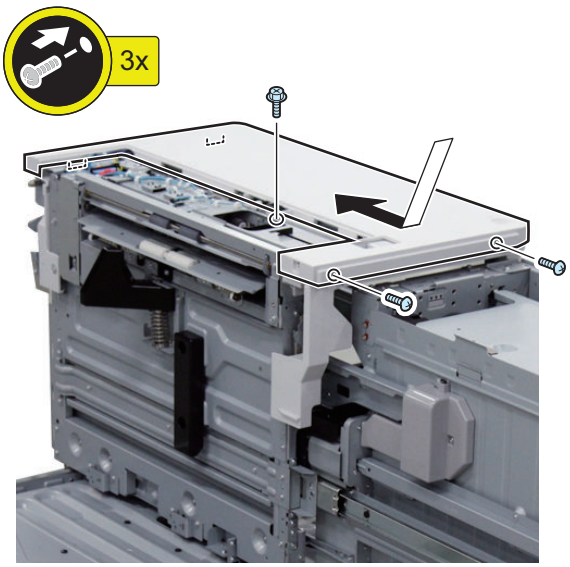
13. **Connect the Relay Harness Unit and then fix it with the Wire Saddles (black) and Reuse Bands as shown in the figure.**
    - 2 Connectors
    - 2 Reuse Bands
    - 5 Wire Saddles



☐

14. Install the Upper Cover.

- 2 Protrusions
- 2 Screws (P Tightening; M4x8)
- 1 Screw (RS tightening; M4x8)



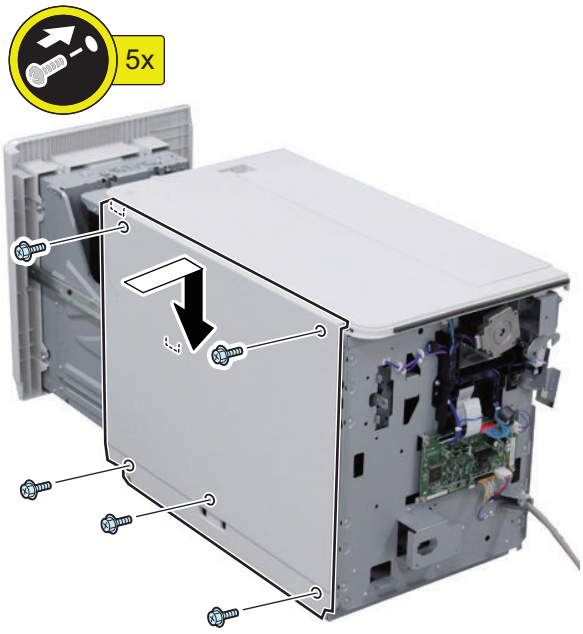
☐

15. Fasten the 2 screws to install the Upper Left Cover.

☐

16. Install the Right Cover.

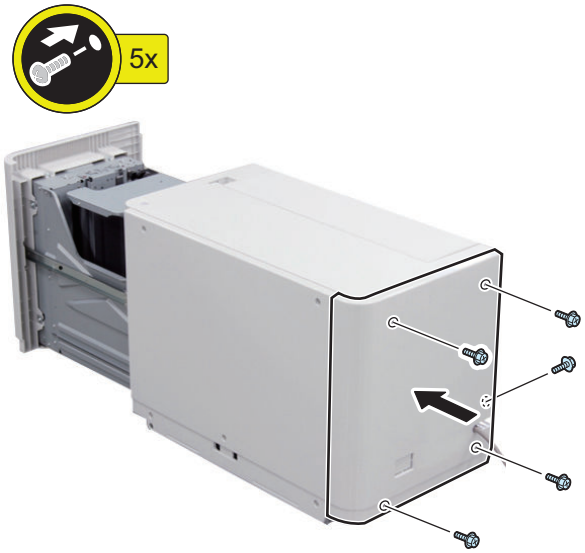
- 2 Hooks
- 5 Screws (RS Tightening; M4x8)



☐

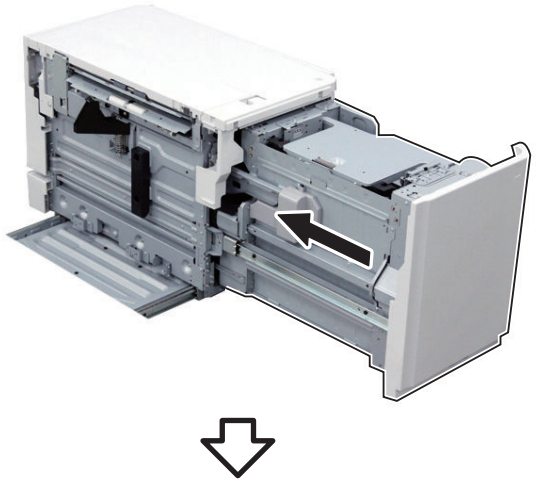
17. Install the Rear Cover.

- 5 Screws (RS Tightening; M4x8)



☐

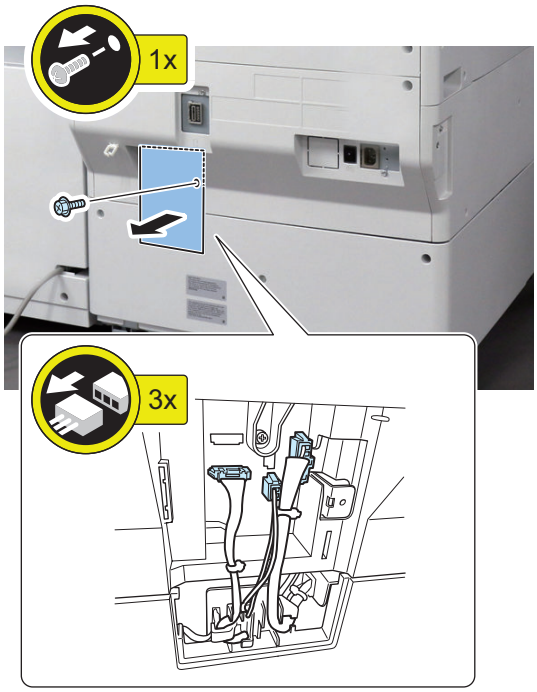
18. Close the Compartment and then connect the Paper Deck Unit with the host machine.



■ Connection with the Host Machine

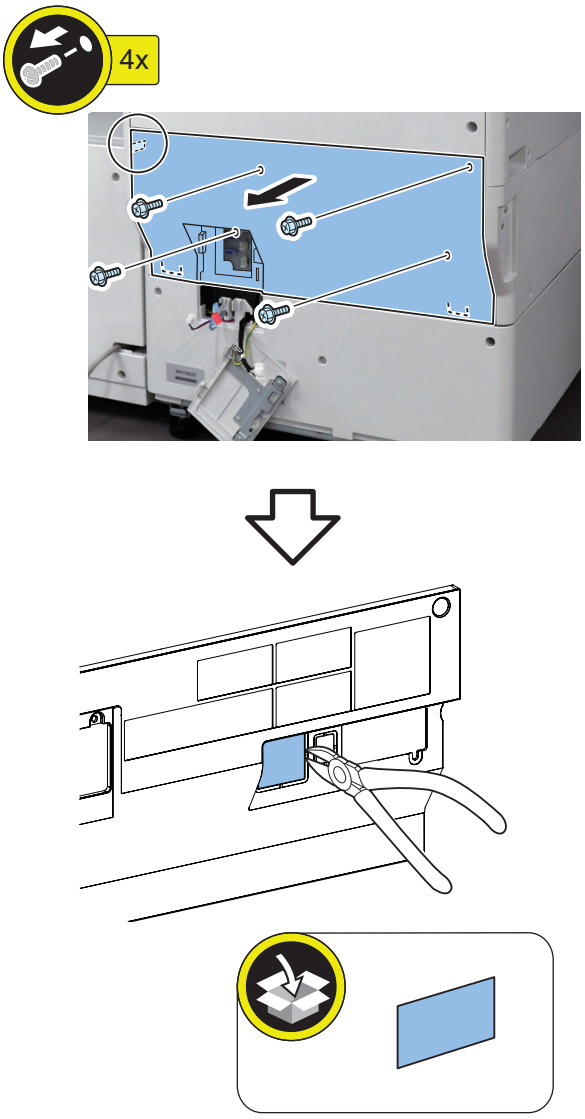
☐

1. **Remove the Connector Cover, and then disconnect the Connectors.**
   - 1 Screw
   - 3 Connectors



☐

2. **Remove the Lower Rear Cover, and then cut off the Face Cover with side cutters.**
   - 4 Screws
   - 1 Claw

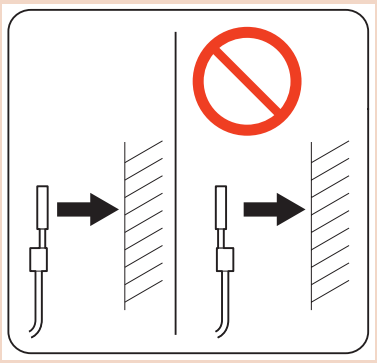


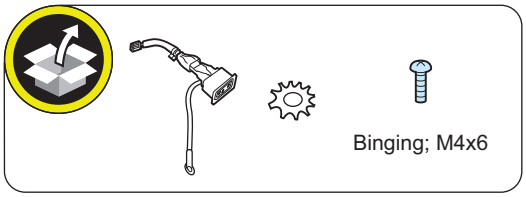
CAUTION:
Be sure to remove the Face Cover properly so that no burr is formed.

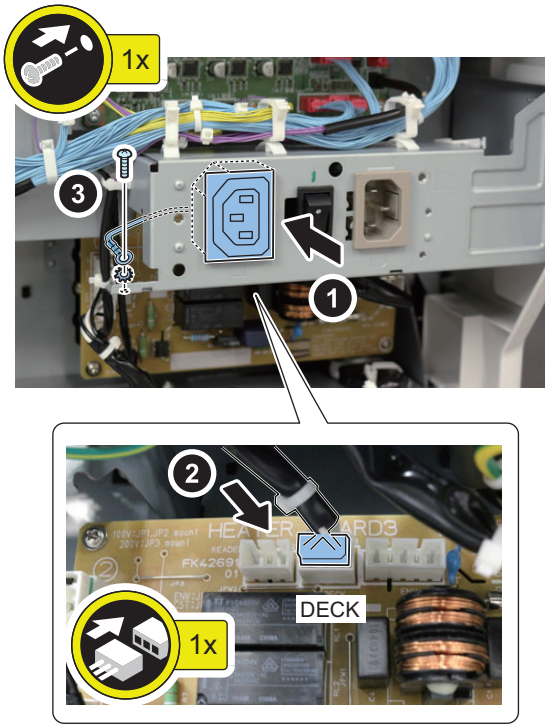
☐

3. **Install the AC Output Connect (short).**
   - 1 Connector
   - 1 Toothed Washer
   - 1 Screw (Binding; M4x6)

CAUTION:
Fix the Grounding Cable in the correct direction.

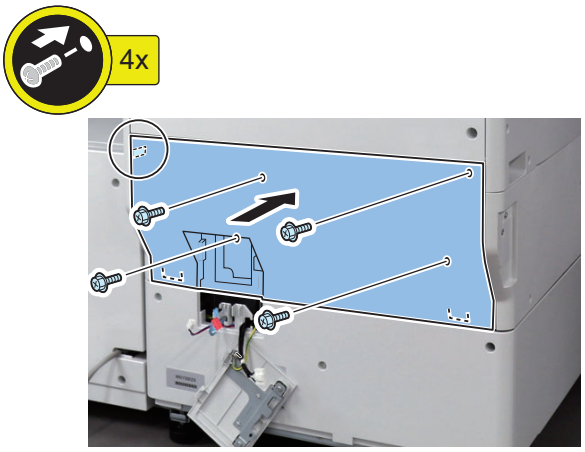






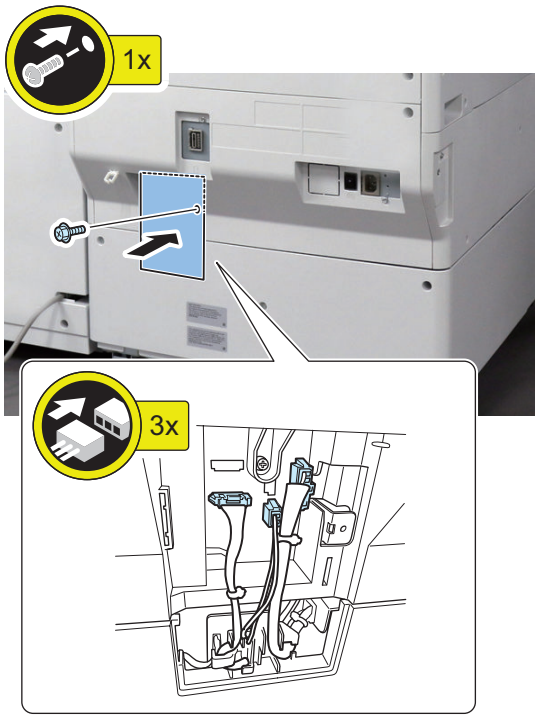
☐

4. **Install the Lower Rear Cover.**
   - 1 Claw
   - 4 Screws (RS Tightening; M3x8)



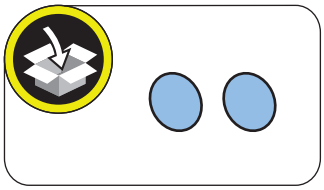
☐

5. **Install the Connector Cover.**
   - 3 Guides
   - 3 Connectors
   - 1 Screw (W Sems; M3x8)



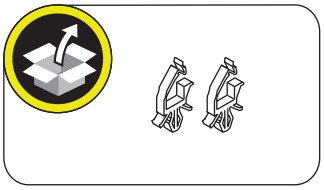
☐

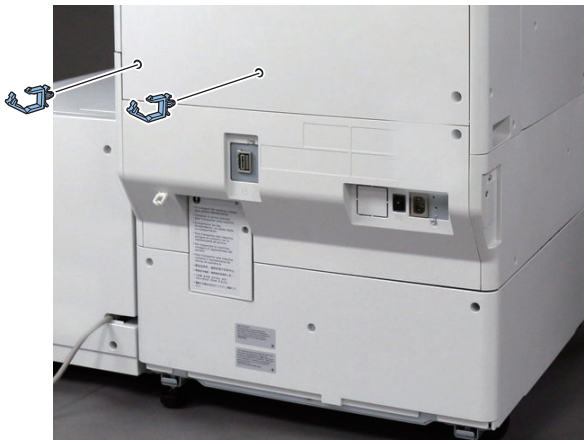
6. **Remove the 2 Face Seals.**



☐

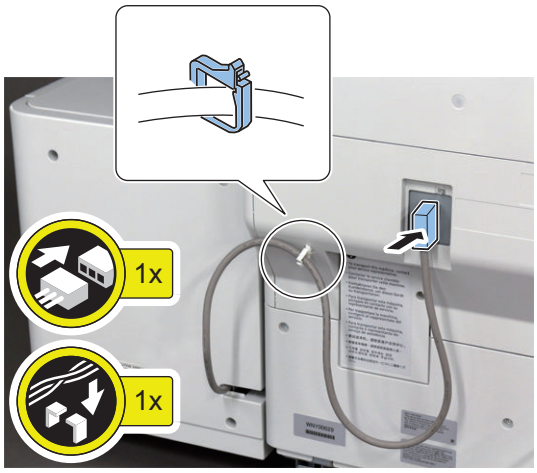
7. **Install the Wire Saddles (white).**





☐

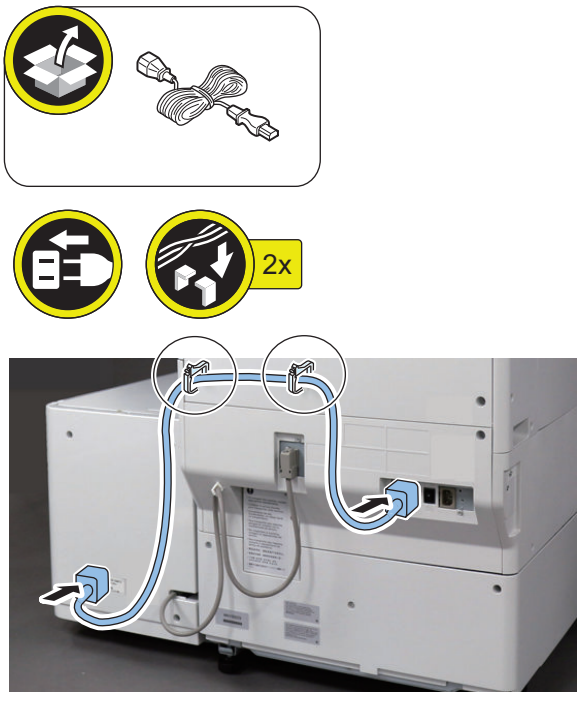
8. **Connect the Lattice Connector of the Paper Deck Unit to the host machine.**
   - 1 Connector
   - 1 Wire Saddle



☐

9. **Connect the AC cable to host machine and the Paper Deck Unit.**
   - 2 Wire Saddles (white)

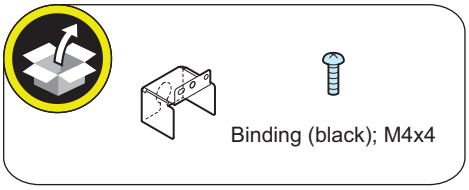
⚠ CAUTION:
Make sure that the Intermediate Power Cable is fully connected to the outlet. Also, make sure to install the Plug Cover. If the connection is not right, an accident causing the smoke or fire may occur.

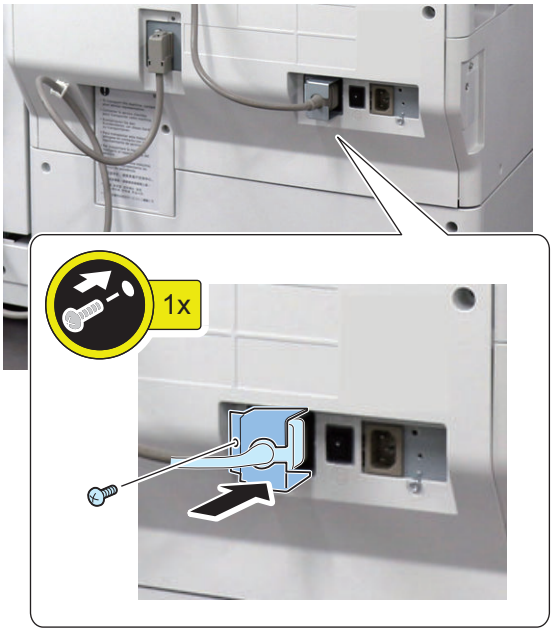


☐

10. Install the Plug Cover.

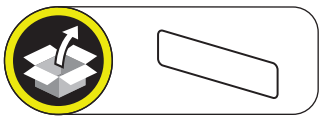
- 1 Screw (Binding (black); M4x4)

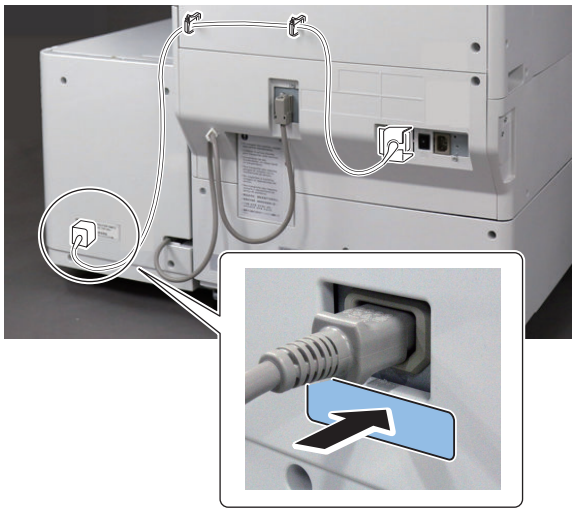




☐

11. Affix the Power Supply Label as shown in the figure.





☐

12. Connect the power plug to the outlet.

☐

13. Turn ON the main power switch of the host machine.

Checking after Installation

■ Disposal Parts

Following disposal parts are remained after the installation procedure.

☐	[1]	Cable Protection Bushing	1pc.
☐	[2]	Face Seal	2pcs.
☐	[3]	Removed face cover	2pcs.
☐	[4]	Power Supply Label	1pc.
☐	[5]	Wire Saddle (White)	1pc.
☐	[6]	AC Output Connector (long)	1pc.

Cassette Feeding Unit-AN1

Checking before Installation

■ Points to Note at Installation

- Although pictures or illustrations used for explanation may differ from the actual things, the procedure is the same.

■ Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name may be registered instead.

- F275102

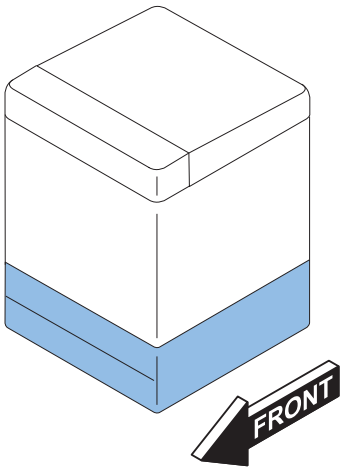
■ Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

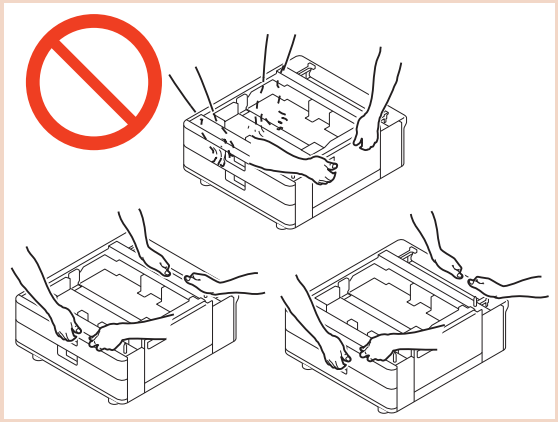
■ Installation Outline Drawing



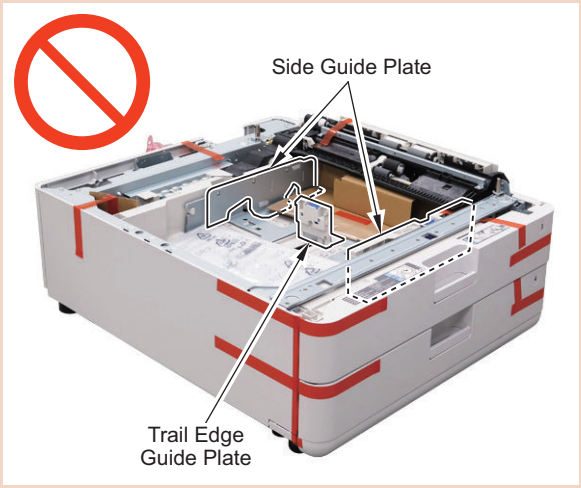
Unpacking and Checking the Contents

■ Unpacking

⚠ CAUTION:
- **When lifting this equipment, be sure to firmly grip the bottom of both sides (left and right).**
- **Holding the machine by any portion other than those indicated may result in injury or damage.**

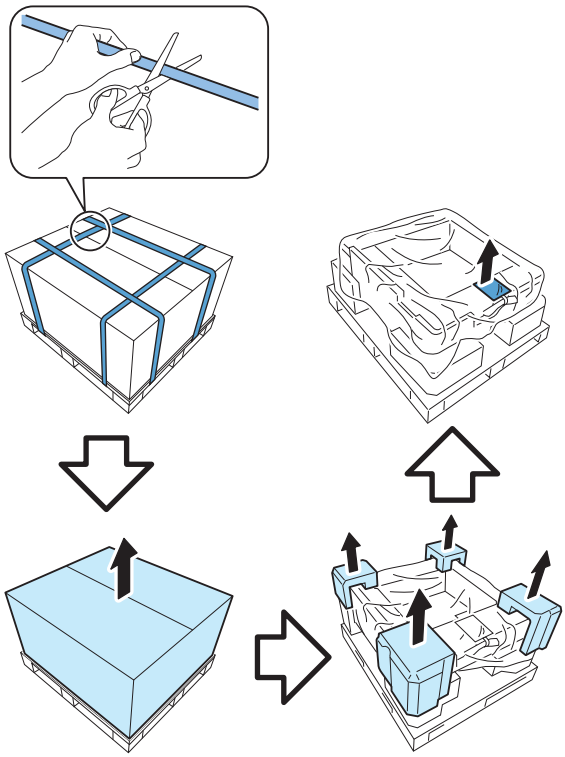


CAUTION:
Do not operate the Trail Edge Guide Plate/Side Guide Plate without pulling out the cassette. Otherwise, it may be damaged.



□

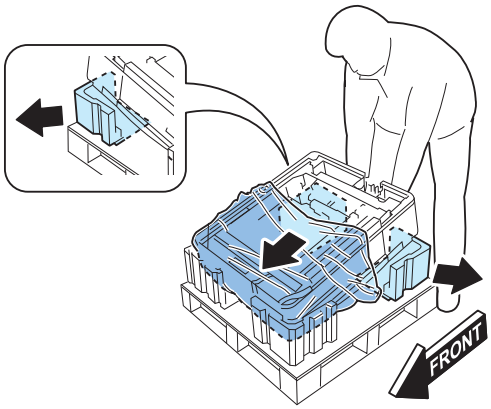
1.



□

2.

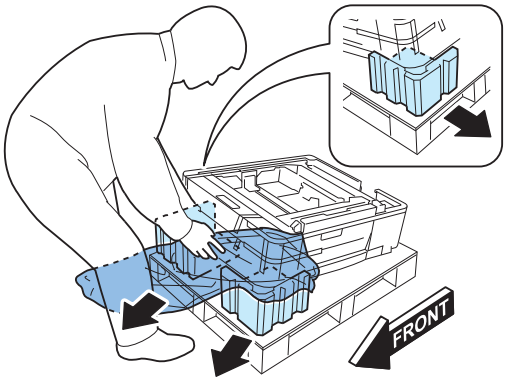
NOTE:
Open the plastics, and remove the 2 pads by lifting the rear of the equipment. Then, tuck the plastics toward the front.



□

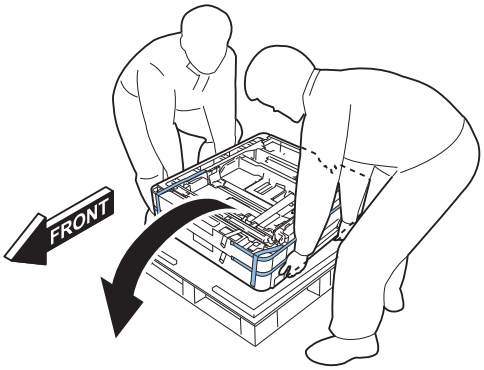
3.

NOTE:
Lift the front of this equipment and then remove the remaining 2 pads and plastic bag.



□

4.



□

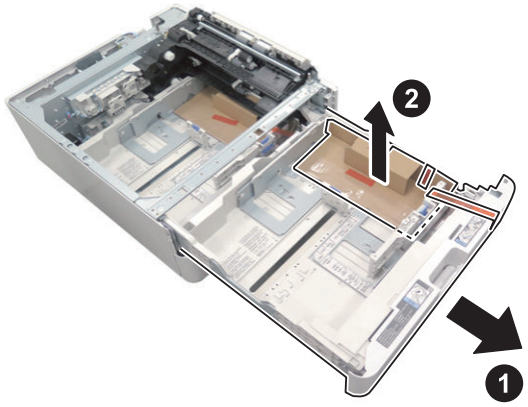
5. **Remove all the tapes from the exterior.**

CAUTION:
Perform the following work for each cassette.

□

6.

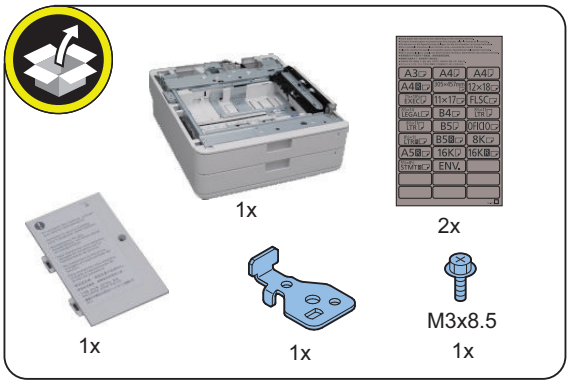
NOTE:
Remove all the packaging materials affixed inside the cassette.



□

7.

■ Checking the Contents

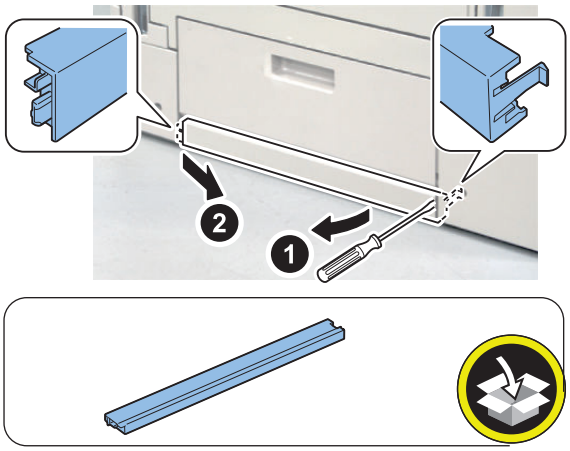


Installation Procedure

□

1.

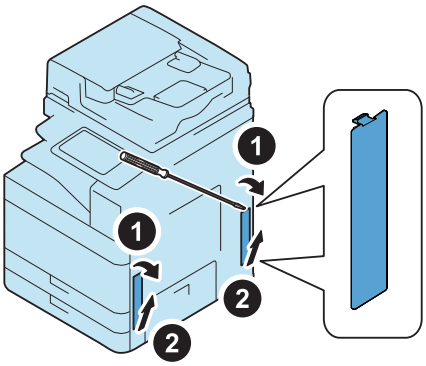
NOTE:
If there is a Right Lower Cover (Lower), remove it.



□

2.

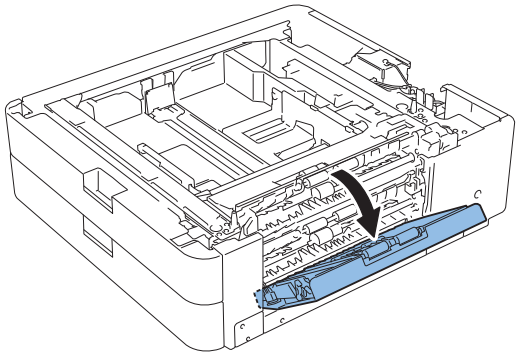
NOTE:
If there are Handle Covers, remove them.



□

3.

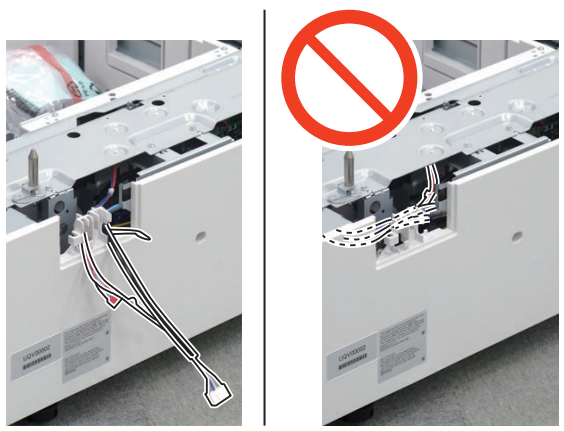
CAUTION:
Be sure to open the Cassette Right Lower Cover when placing the Host Machine; otherwise, it may be damaged.

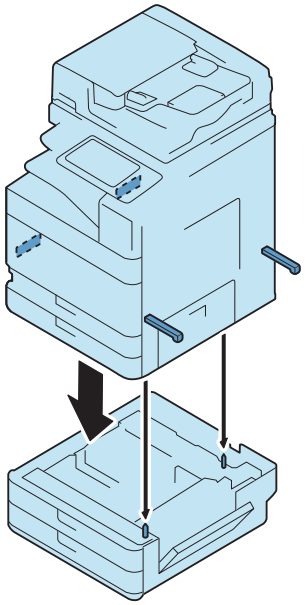


□
4.

⚠ CAUTION:
- When mounting the host machine to the equipment, be sure to move the host machine parallel and fit the 2 Positioning Pins on top of the equipment into the holes on the Base Plate of the host machine.
- The host machine weighs maximum 87.9 kg. Be sure to perform the work in accordance with the standard to handle a heavy load in each country.
- Be sure to keep the machine leveled when lifting it.

CAUTION:
Connecting the host machine and this equipment do not mount the host machine with the cables of this equipment inside.



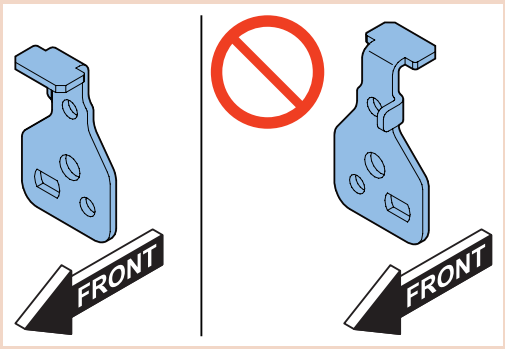


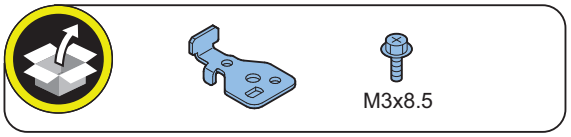
□
5.

□
6.

□
7.

CAUTION:
When attaching the Connecting Fixture, be sure to attach it in the correct direction.

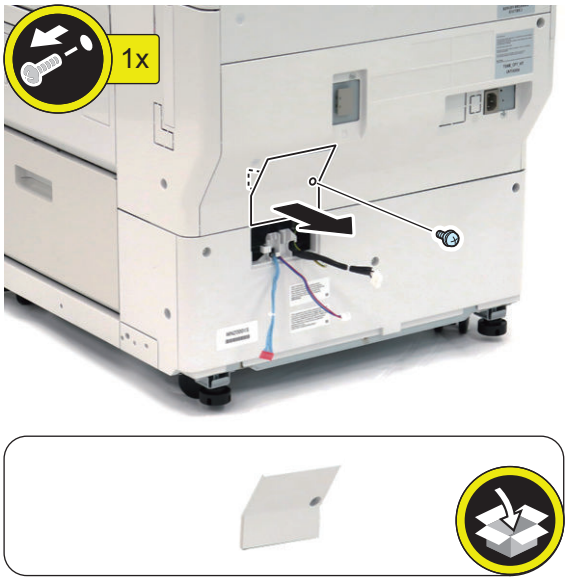




□
8.

□

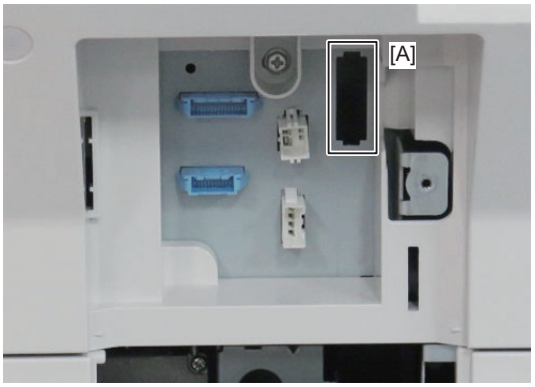
9.



NOTE:
The removed screw will be used in step 12.

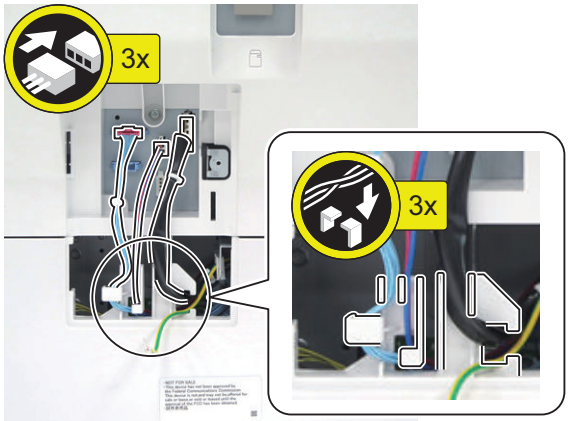
□
10.

CAUTION:
The routing of the Cassette Heater Cable differs depending on whether there is a Relay Connector at [A].



<When there is a Relay Connector>

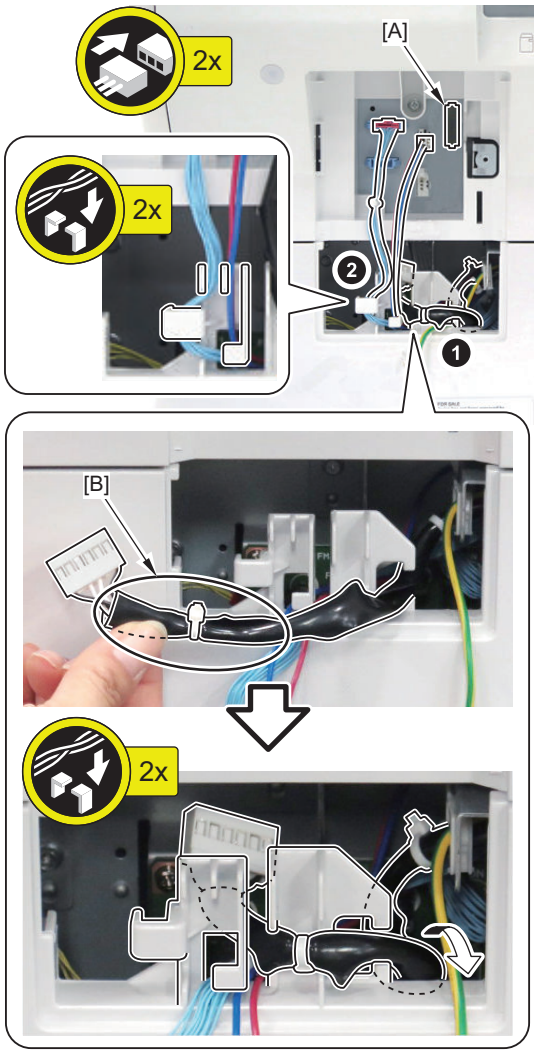
CAUTION:
Be sure to tuck the extra slack of the harness to the inside to prevent the cable from being trapped.



<When there is no Relay Connector>

CAUTION:
<Points to note on the Cassette Heater Cable>

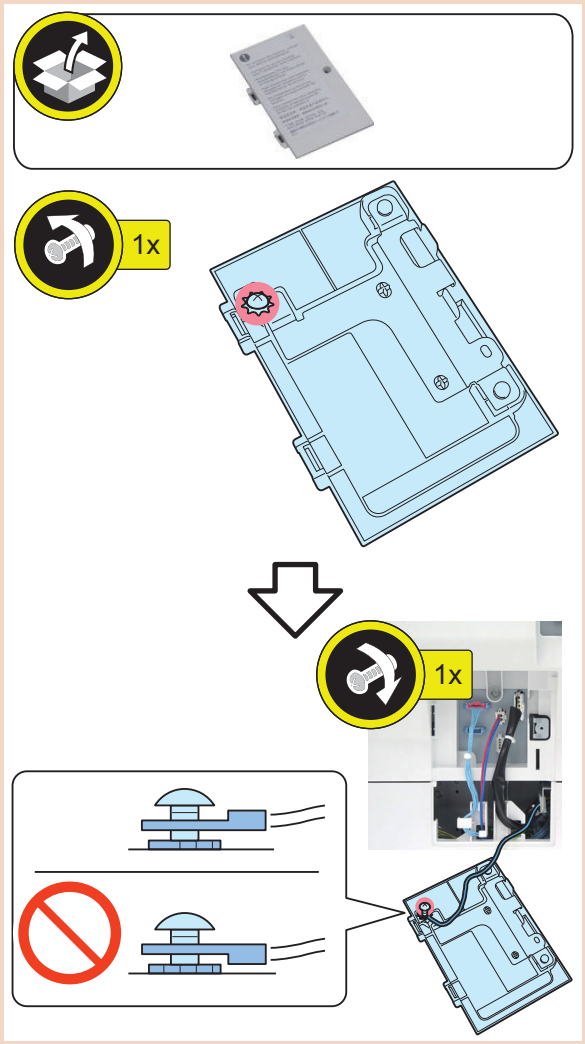
- Do not connect the connector of the Cassette Heater Cable to the [A] part.
- Be sure that the part of the cable secured in the guide is covered with the protection tube [B], and tuck the extra slack of the harness to the inside.
- Be sure that the part of the cable that is not covered by the protection tube is not secured in the guide.

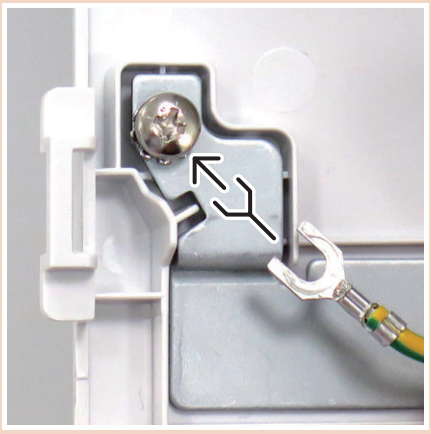


11.

CAUTION:

- Be sure to pay attention to the direction in which to connect the Grounding Wire.
- Be sure to connect it from the direction of the arrow marked on the plate.

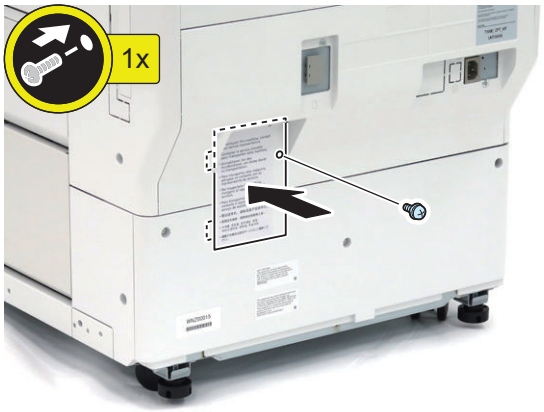




☐

12.

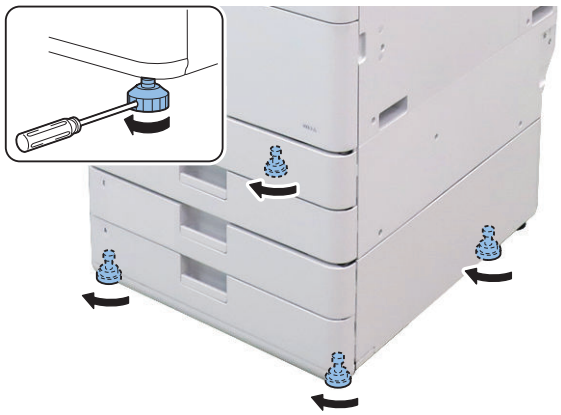
NOTE:
Use the screws removed in step 9.



☐

13.

NOTE:
- Move the host machine to the installation position, and rotate the 4 adjusters clockwise by hand to secure the host machine in place.
- Be sure to secure it in place to prevent overturning.
- Securing of the adjuster is not earthquake resistant.



☐

14. Check the installation.

< When installing the host machine and this equipment at the same time >

Go back to "Removing the Packaging Materials" in the Installation Procedure of the host machine, and follow the Installation Procedure of the host machine.

< When installing the equipment later >

Follow the following procedure.

☐

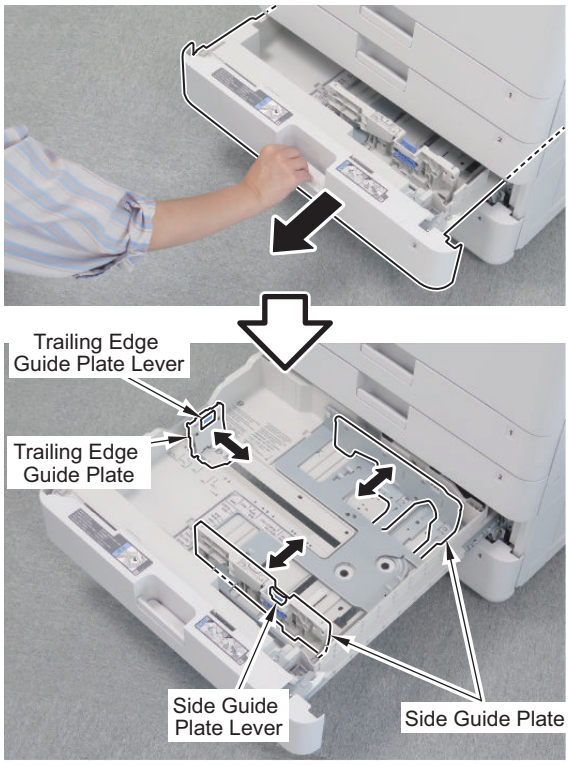
15. Insert the power plug into the power plug outlet, and turn ON the main power switch.

Setting the Cassette

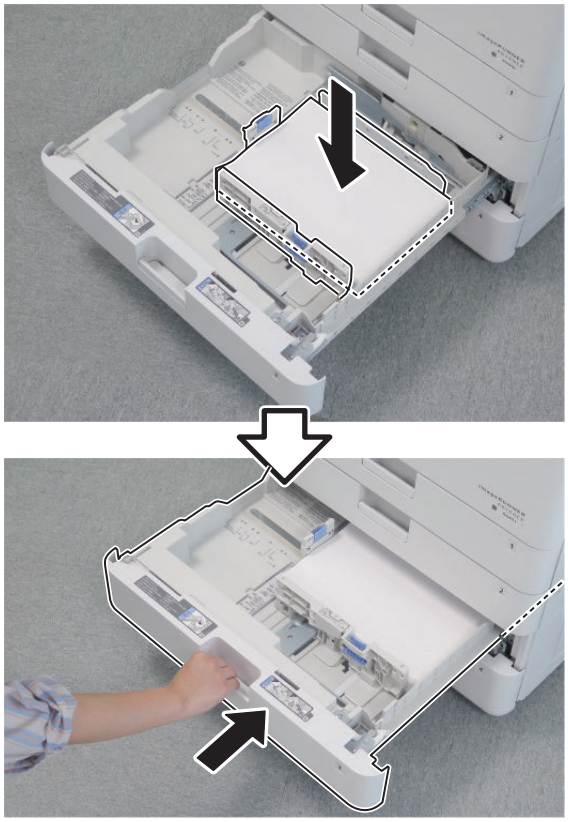
□

1.

NOTE:
- Holding the Guide Plate Lever, adjust each Guide Plate to the specified size.
- Adjust the position of each Guide Plate according to the paper size.



□
2.



□
3.

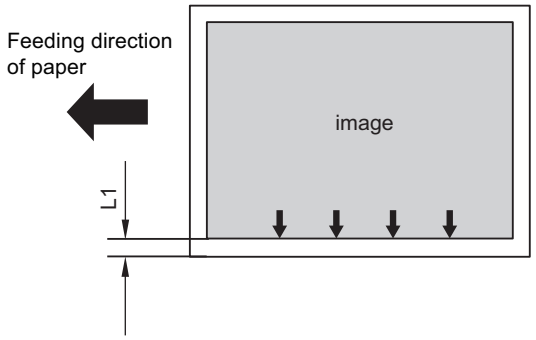
NOTE:
- Affix the Cassette Size Label matching to the loaded paper size.
- Keep the Paper Size Label for use when changing paper size.
- Affix the label with its lower edge aligned with the lower edge of the number label, approx. 5.0 mm away from the number label.

Image Position Adjustment

■ Margin Adjustment (1st side)

□

1. **After setting the service mode as follow, press the Start key and output a test print from the Cassette 3 and 4.**
   COPIER > TEST > PG > TYPE = 5
   COPIER > TEST > PG > PG-PICK = 3 / 4
2. **Check that left edge margin of the image is 2.5 +/- 1.5 mm. When the result is out of the specified range, perform adjustment by following the following procedure.**



3. **Adjust the image position in Service Mode (Lv.2).**
   - Cassette 3:
     COPIER > ADJUST > MISC > C3-ADJ-Y
   - Cassette 4:
     COPIER > ADJUST > MISC > C4-ADJ-Y

NOTE:
< Setting range >
-128 to +127 (0.1 mm per increment)
When the value is increased by 1, the left edge margin is increased by 0.1 mm.

4. **When the setting value was changed in previous step, write down the new adjustment value in the Service Label.**
5. **Exit service mode.**
6. **Perform printing again from the Cassette 3 and 4, and check that the left edge margin of the image is within 2.5 +/- 1.5 mm.**

Cassette Heater Unit-37

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

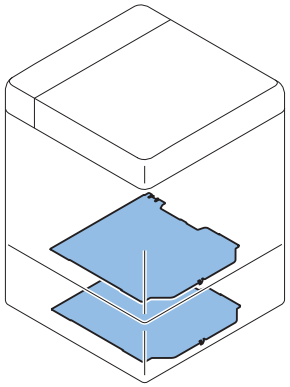
> **⚠ WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

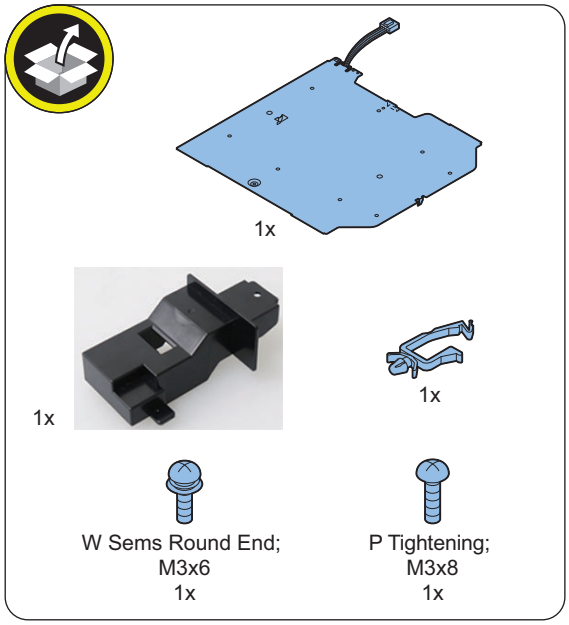
Points to Note at Installation

- The Heater PCB N2 must be installed before installing this machine (refer to "Heater PCB N2" in Installation Manual > Installation of image reading system option.)
- If this machine is installed on a host machine that does not have a two-stage cassette pedestal, the bottom surface of the host machine will be heated. Therefore, be sure to avoid installing this machine in places with low heat resistance.

Installation Outline Drawing



Checking the Contents



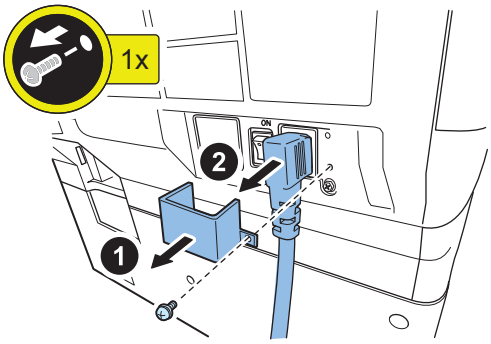
Installation Procedure

■ In the case of Host machine

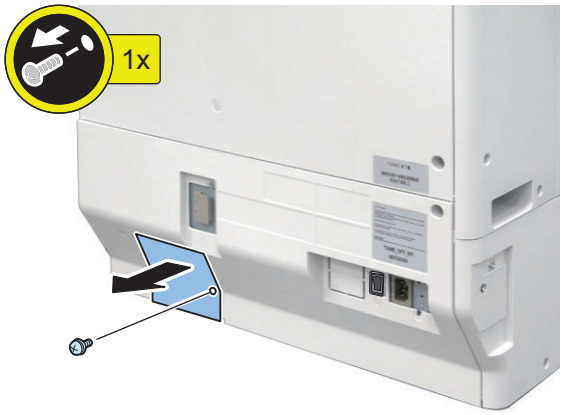
□

1.

NOTE:
The Power Supply Cord Retainer is installed only on the 120V model.

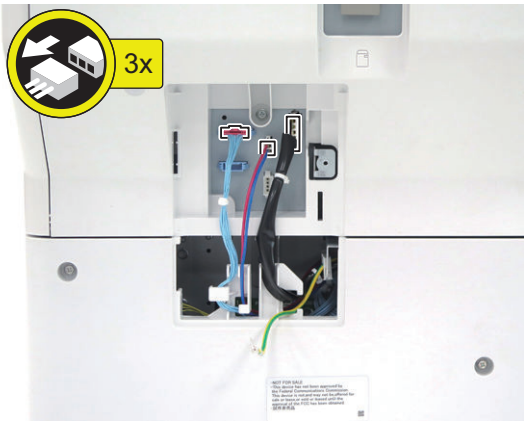


☐
2.

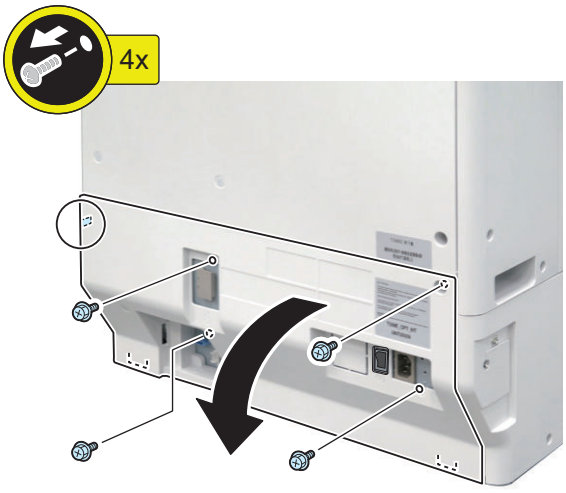


☐
3.

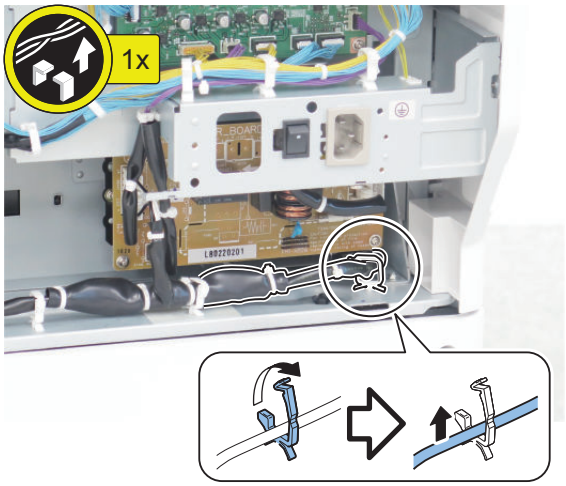
NOTE:
Work for only when the Cassette Feeding Unit is installed



☐
4.

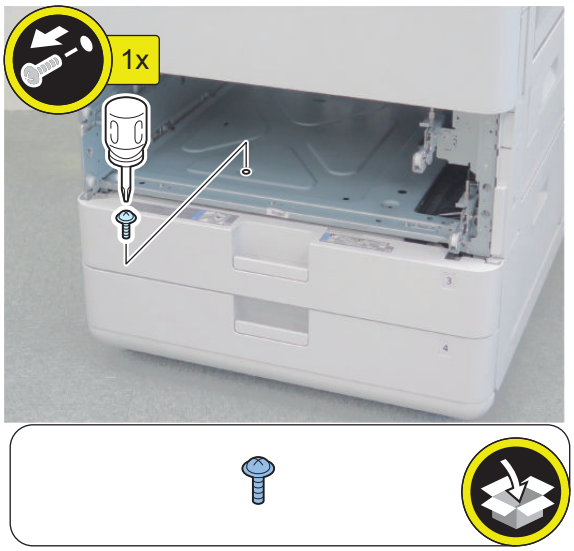


□
5.

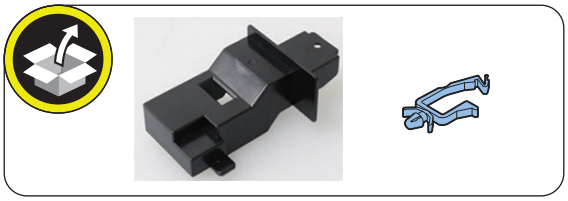


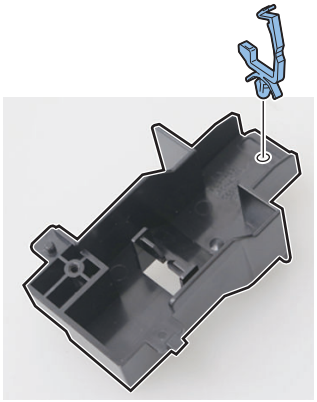
□
6.

□
7.

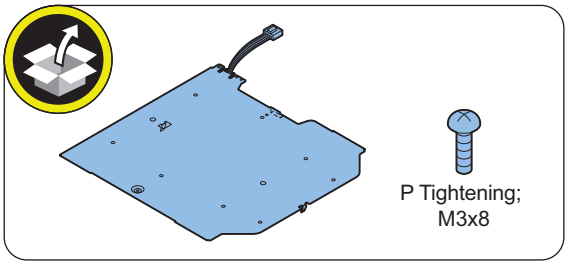


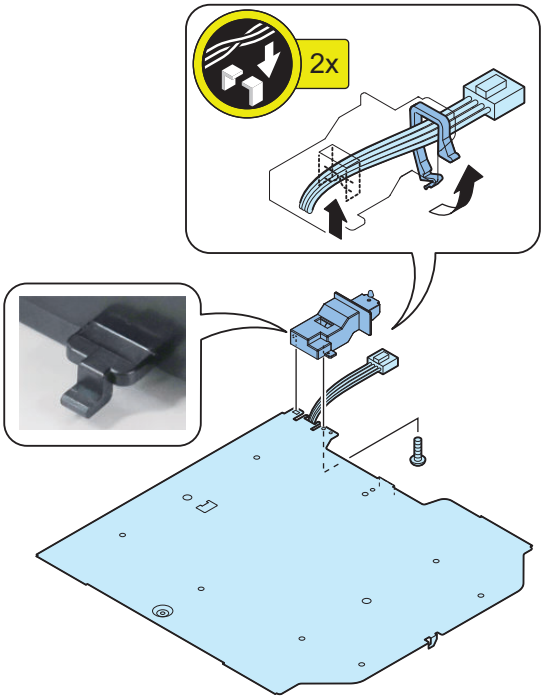
□
8.



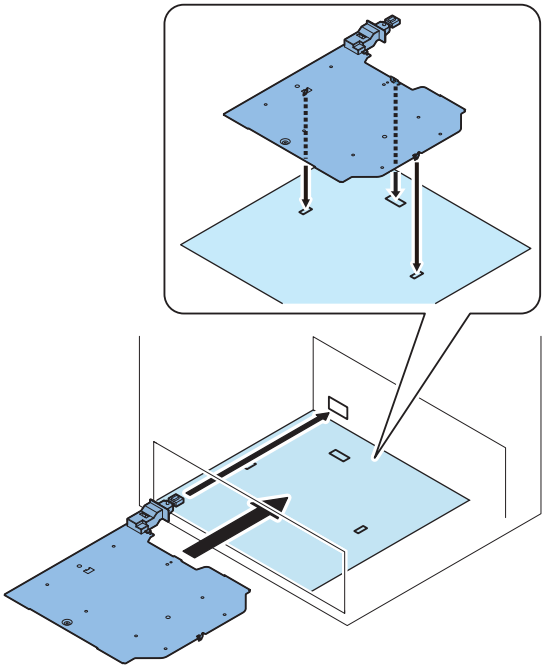


□
9.

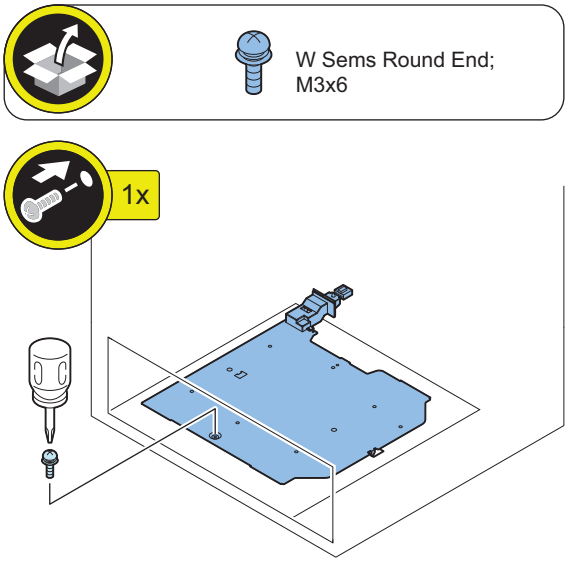




□
10.



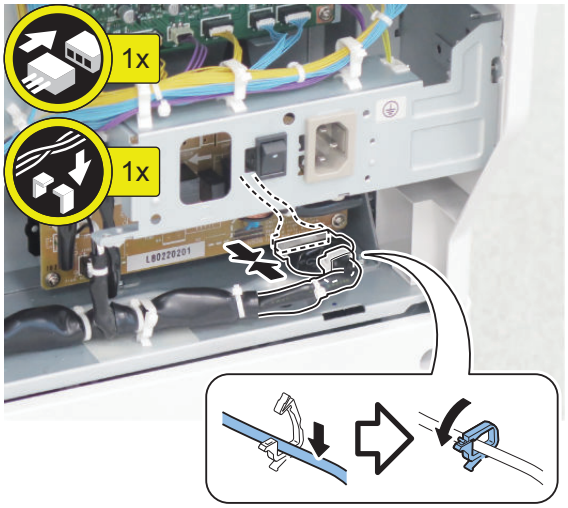
□
11.



12.

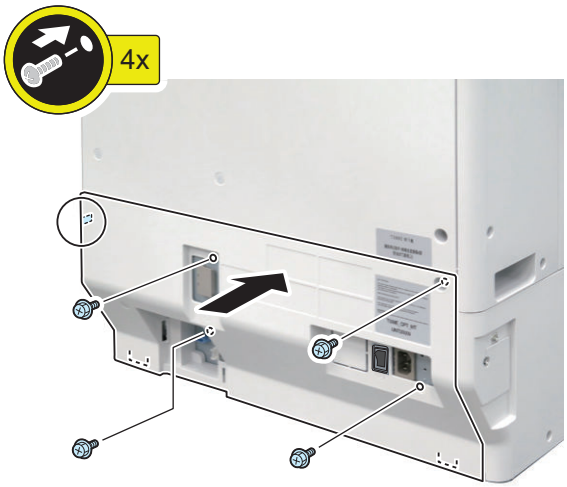
☐

13.



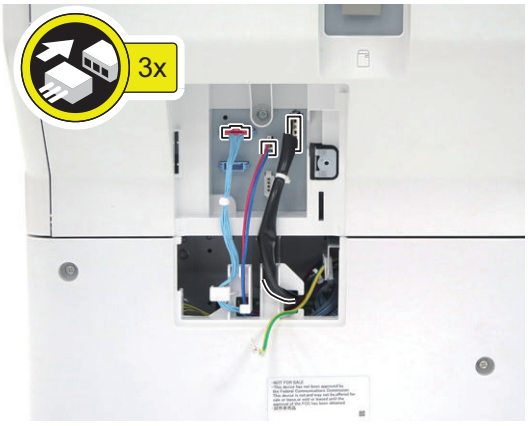
☐

14.

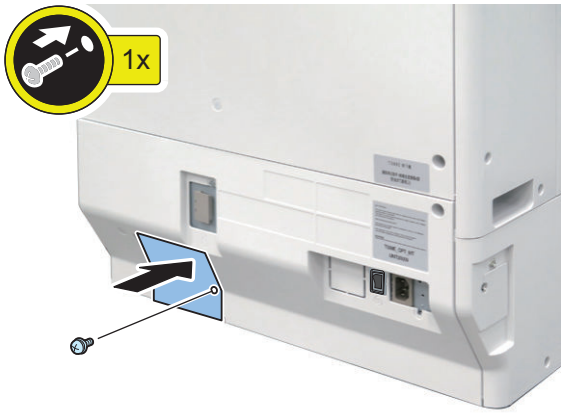


☐
15.

NOTE:
Work for only when the Cassette Feeding Unit is installed

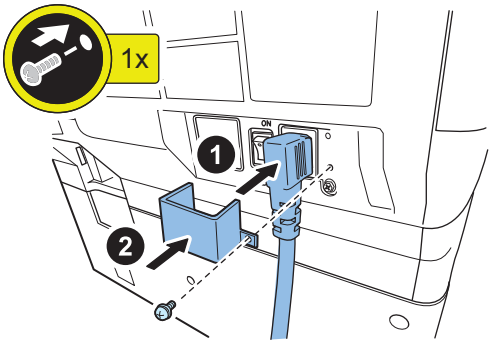


☐
16.



☐
17.

NOTE:
The Power Supply Cord Retainer is installed only on the 120V model.



☐

18.

Turn the Environment Heater Switch ON.

☐

19.

Connect the power plug of the host machine to the power outlet.

☐

20.

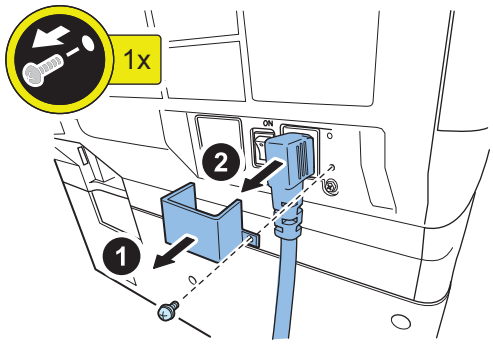
Turn ON the main power switch.

■ In the case of Cassette Feeding Unit

☐

1.

NOTE:
The Power Supply Cord Retainer is installed only on the 120V model.

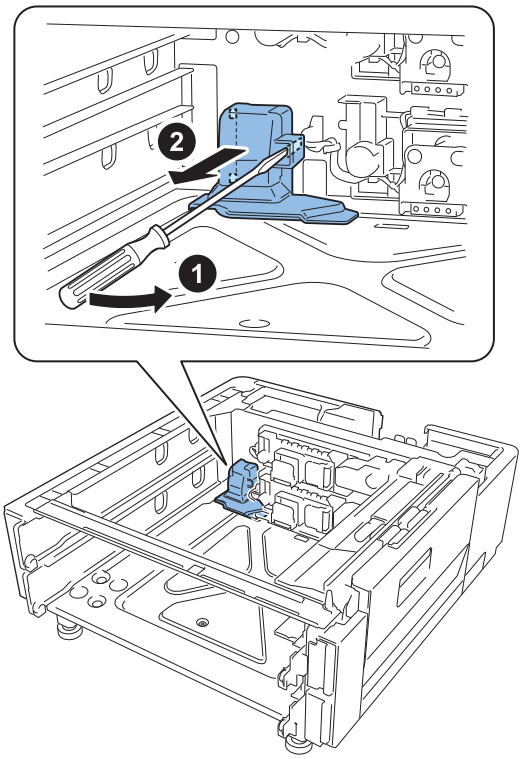


☐

2.

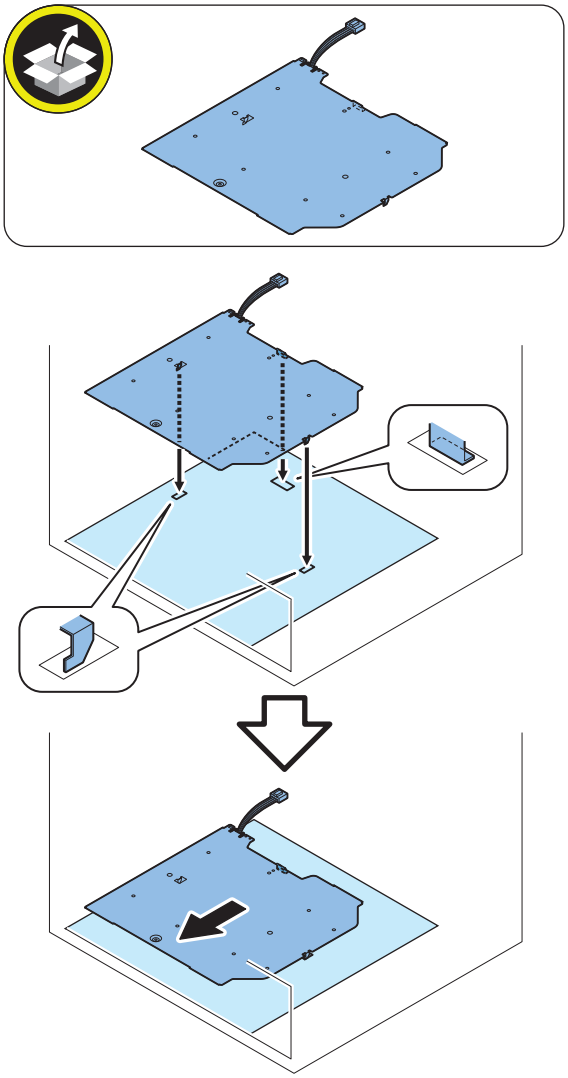
□

3.



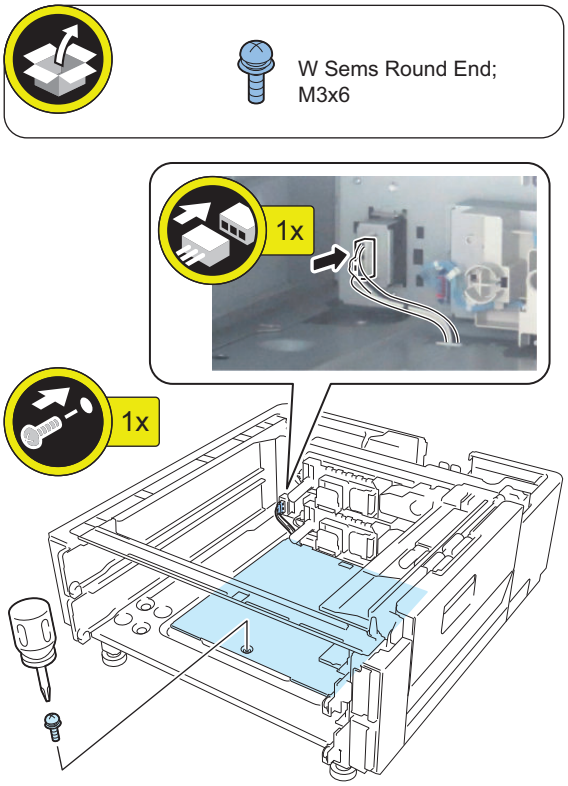
□

4.



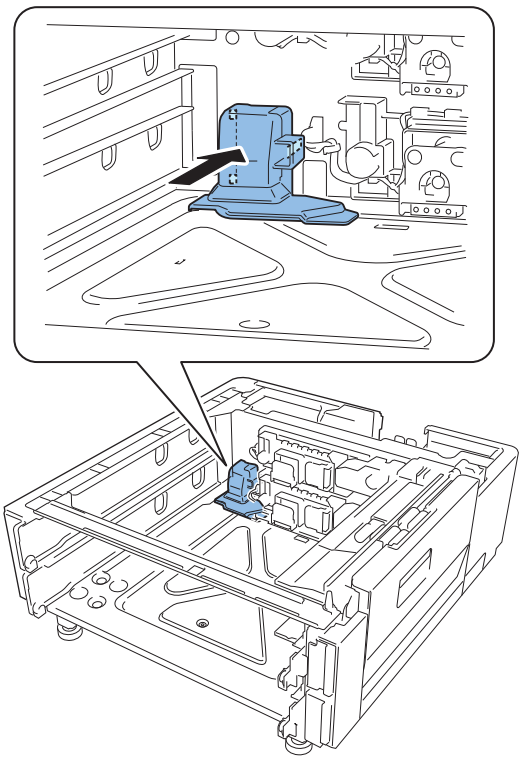
□

5.



□

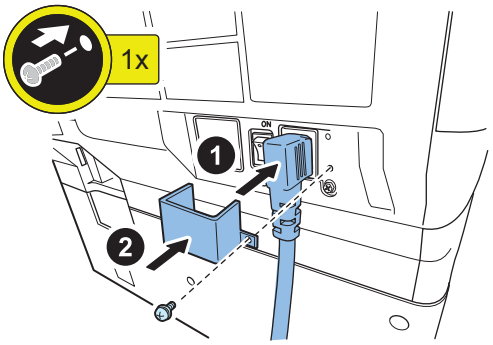
6.



☐
7.

☐
8.

NOTE:
The Power Supply Cord Retainer is installed only on the 120V model.



☐
9.

Turn the Environment Heater Switch ON.

☐
10.

Connect the power plug of the host machine to the power outlet.

☐
11.

Turn ON the main power switch.

High Capacity Cassette Feeding Unit-B1

Checking before Installation

■ Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name may be registered instead.

- F713001

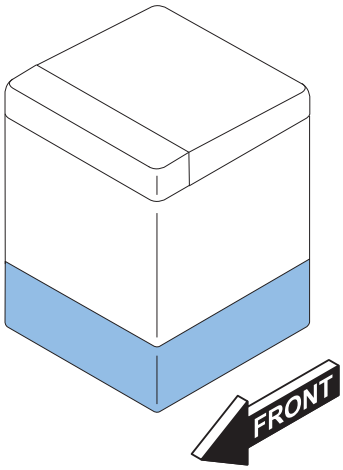
■ Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> ⚠ **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

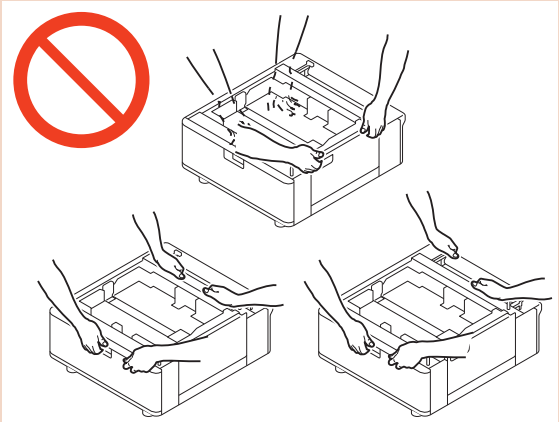
■ Installation Outline Drawing



Unpacking and Checking the Contents

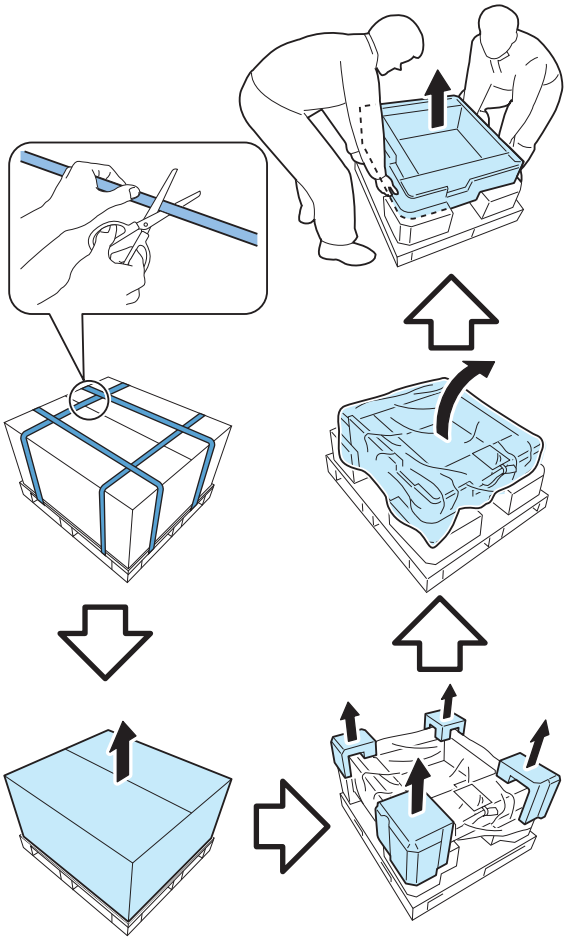
■ Unpacking

⚠ CAUTION:
- **When lifting this equipment, be sure to firmly grip the bottom of both sides (left and right).**
- **Holding the machine by any portion other than those indicated may result in injury or damage.**



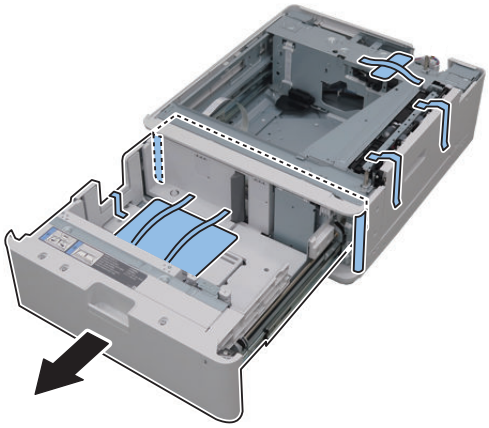
□

1.

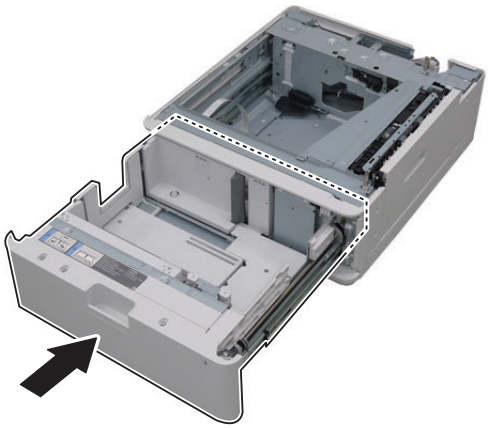


□
2.

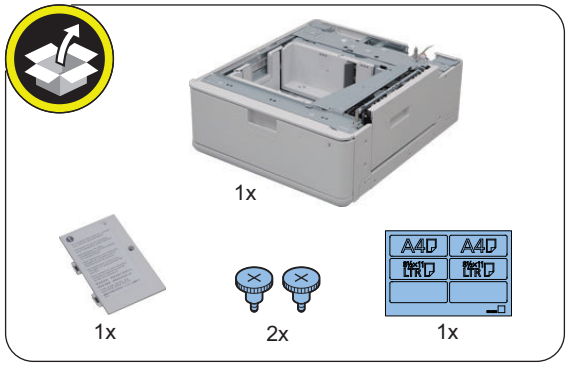
NOTE:
Remove all the tapes affixed to the exterior and inside the cassette.



□
3.



■ Checking the Contents

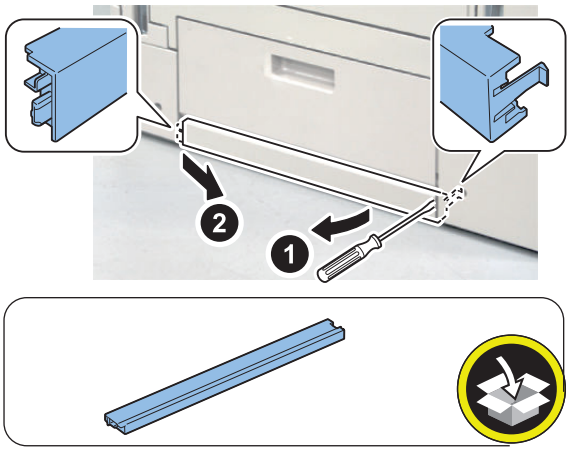


Installation Procedure

□

1.

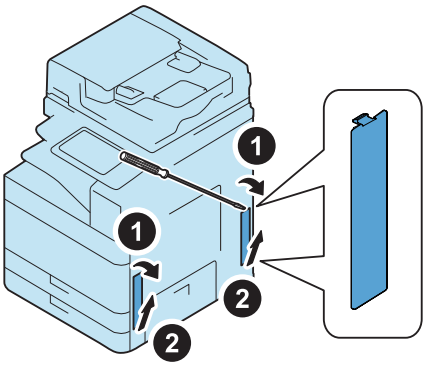
NOTE:
If there is a Right Lower Cover (Lower), remove it.



□

2.

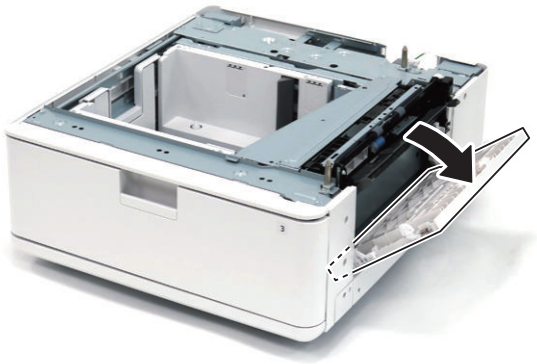
NOTE:
If there are Handle Covers, remove them.



□

3.

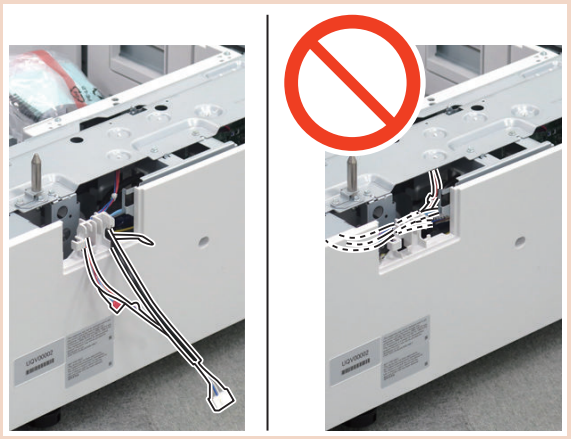
CAUTION:
Be sure to open the Cassette Right Lower Cover when placing the Host Machine; otherwise, it may be damaged.

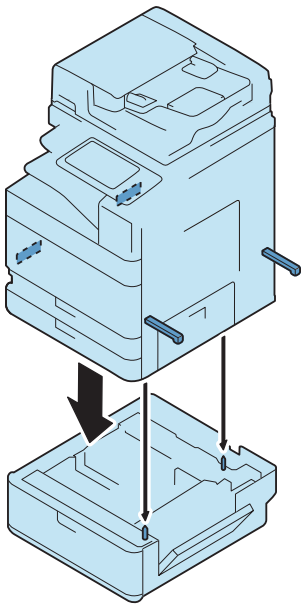


□
4.

⚠ CAUTION:
- When mounting the host machine to the equipment, be sure to move the host machine parallel and fit the 2 Positioning Pins on top of the equipment into the holes on the Base Plate of the host machine.
- The host machine weighs maximum 88kg. Be sure to perform the work in accordance with the standard to handle a heavy load in each country.
- Be sure to keep the machine leveled when lifting it.

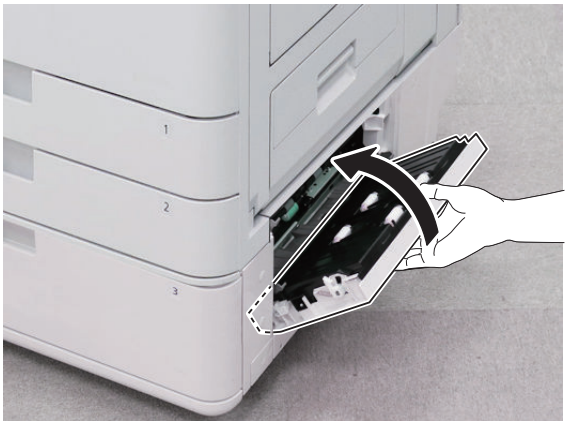
CAUTION:
Connecting the host machine and this equipment do not mount the host machine with the cables of this equipment inside.





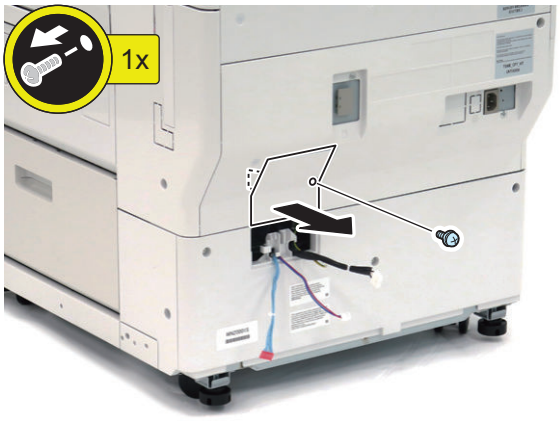
□

5.



□

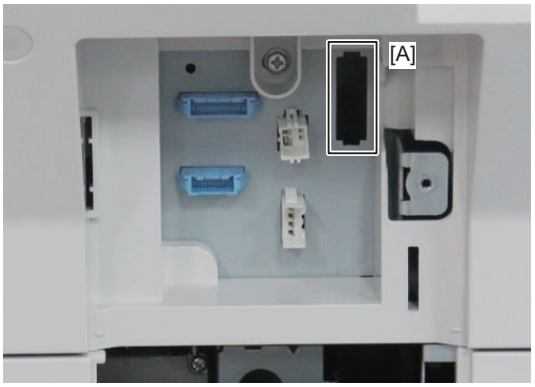
6.



NOTE:
The removed screw will be used in step 9.

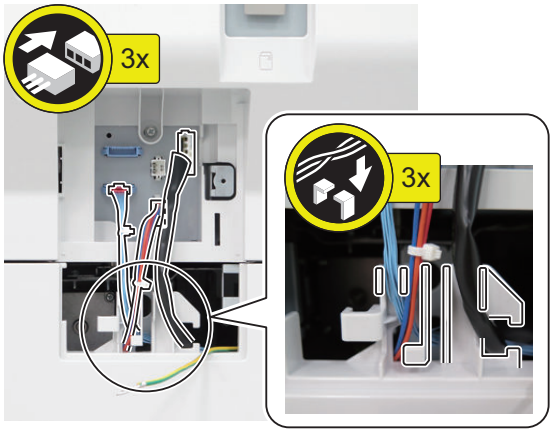
□
7.

CAUTION:
The routing of the Cassette Heater Cable differs depending on whether there is a Relay Connector at [A].



< When there is no Relay Connector >

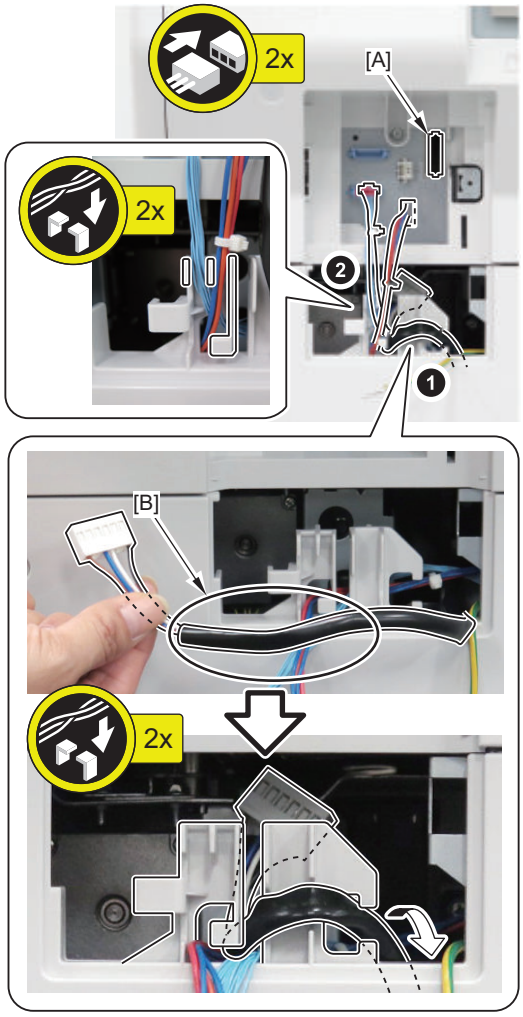
CAUTION:
Be sure to tuck the extra slack of the harness to the inside to prevent the cable from being trapped.



< When there is no Relay Connector >

CAUTION:
<Points to note on the Cassette Heater Cable>

- Do not connect the connector of the Cassette Heater Cable to the [A] part.
- Be sure that the part of the cable secured in the guide is covered with the protection tube [B], and tuck the extra slack of the harness to the inside.
- Be sure that the part of the cable that is not covered by the protection tube is not secured in the guide.
- Do not tuck the cable to the inside of the Feeding Unit without securing the cable with the guide (otherwise the cable may come in contact with the gear or a movable part).

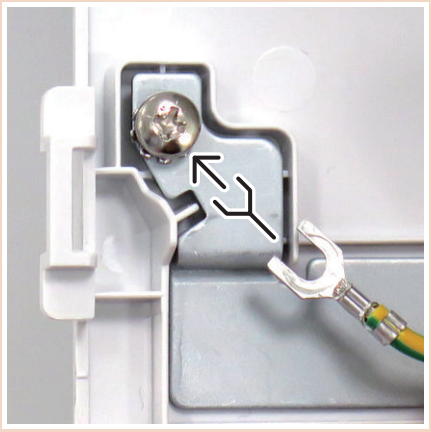


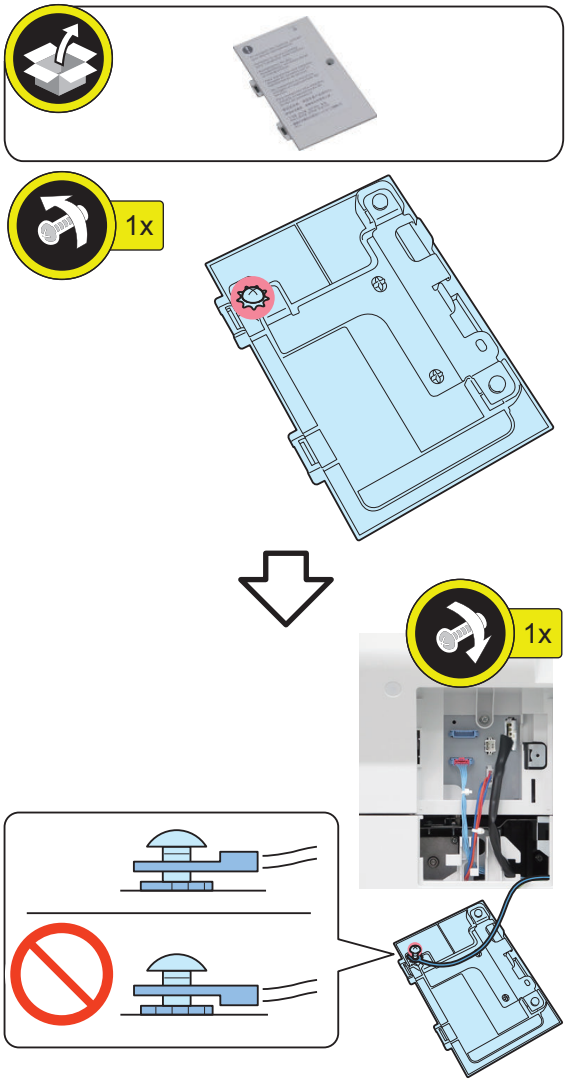
□

8.

CAUTION:

- Be sure to pay attention to the direction in which to connect the Grounding Wire.
- Be sure to connect it from the direction of the arrow marked on the plate.

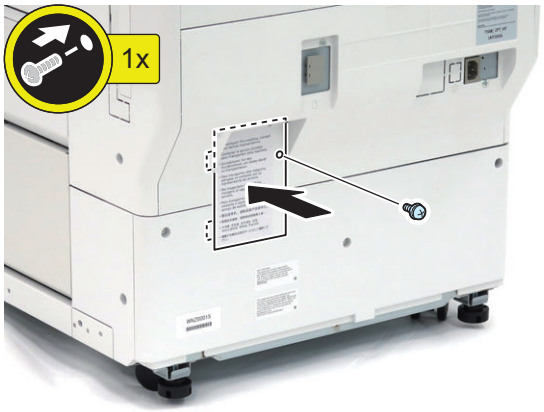




☐

9.

NOTE:
Use the screws removed in step 6.



☐

10.

☐

11.

CAUTION:

- Securely tighten the coin screw with a stubby screwdriver or a coin.
- Be sure to check that the coin screw has been tightened securely.

☐

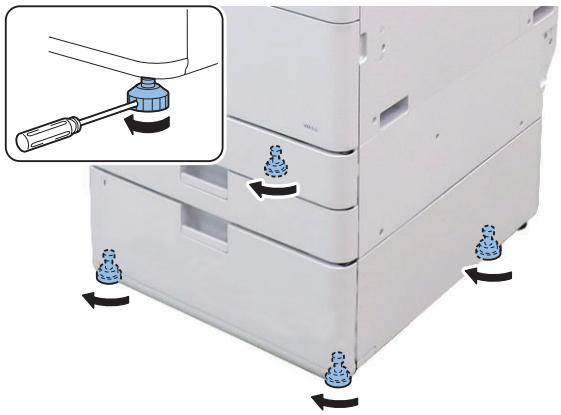
12.

□

13.

NOTE:

- Move the host machine to the installation position, and rotate the 4 adjusters clockwise by hand to secure the host machine in place.
- Be sure to secure it in place to prevent overturning.
- Securing of the adjuster is not earthquake resistant.



□

14. Check the installation.

< When installing the host machine and this equipment at the same time >

Go back to "Removing the Packaging Materials" in the Installation Procedure of the host machine, and follow the Installation Procedure of the host machine.

< When installing the equipment later >

Follow the following procedure.

□

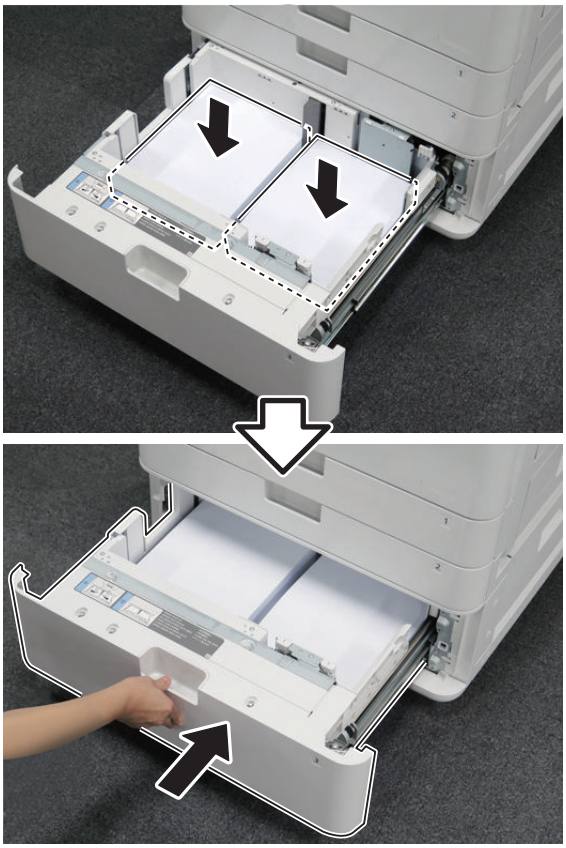
15. Insert the power plug into the power plug outlet, and turn ON the main power switch.

Setting the Cassette

□

1.

NOTE:
To change the paper size of this equipment, refer to the Service Manual Chapter 5: Adjustment.



□

2.

NOTE:
- Affix the Cassette Size Label matching to the loaded paper size.
- Keep the Paper Size Label for use when changing paper size.
- Affix the label with its lower edge aligned with the lower edge of the number label, approx. 5.0 mm away from the number label.

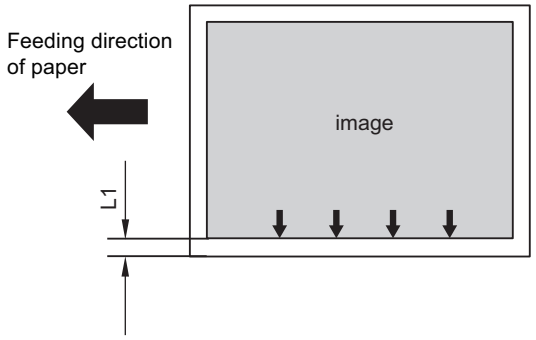
Image Position Adjustment

■ Margin Adjustment (1st side)

□

1. **After setting the service mode as follow, press the Start key and output a test print from the Cassette 3.**
   COPIER > TEST > PG > TYPE = 5
   COPIER > TEST > PG > PG-PICK = 3

2. **Check that left edge margin of the image is 2.5 +/- 1.5 mm. When the result is out of the specified range, perform adjustment by following the following procedure.**



3. **Adjust the image position in Service Mode (Lv.2).**
   COPIER > ADJUST > MISC > C3-ADJ-Y

NOTE:
< Setting range >
-128 to +127 (0.1 mm per increment)
When the value is increased by 1, the left edge margin is increased by 0.1 mm.

4. **When the setting value was changed in previous step, write down the new adjustment value in the Service Label.**
5. **Exit service mode.**
6. **Perform printing again from the Cassette 3, and check that the left edge margin of the image is within 2.5 +/- 1.5 mm.**

Cassette Heater Unit-41

Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name may be registered instead.

- F 711000

Points to Note on Installation

CAUTION:
Points to note when the High Capacity Pedestal is not Installed:
Since the machine will contain heat at its bottom if this equipment is installed, be sure to avoid installation at locations where heat resistance is low.

NOTE:

- It is available to install only on a High Capacity Cassette Pedestal.
- The Heater PCB N2 must be installed before installing this machine (refer to "Heater PCB N2" of image reading system option.)
- The pictures and illustrations used may differ from the actual product, but the procedures are the same.

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

  ⚠ WARNING:
  - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
  - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

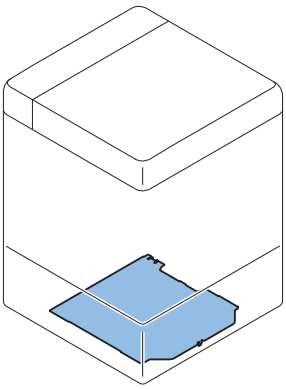
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

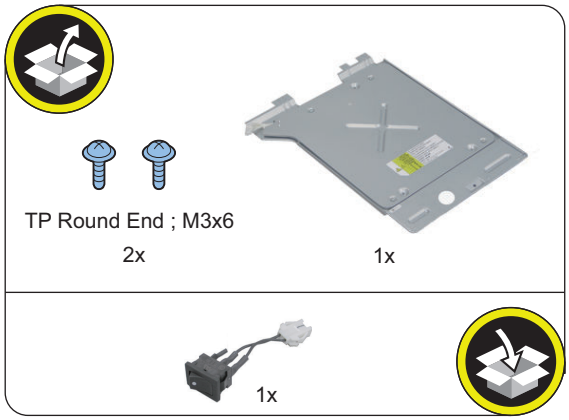
The following message is displayed.

1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing



Checking the Contents

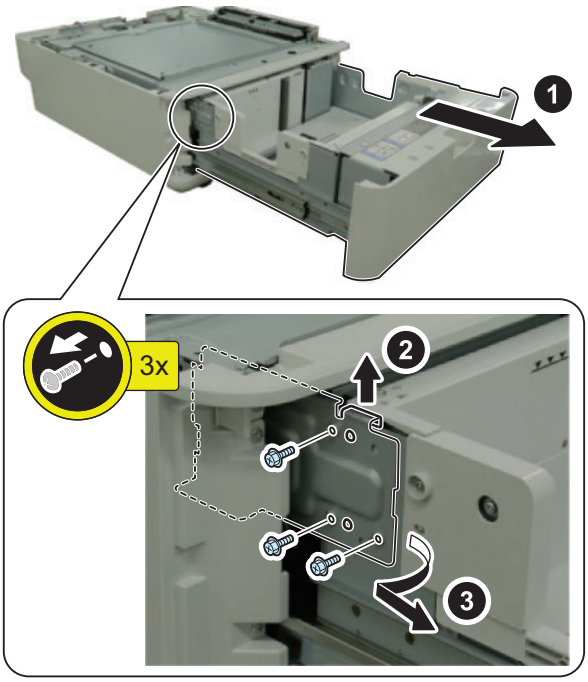


Installation Procedure

■ Removing the Cassette

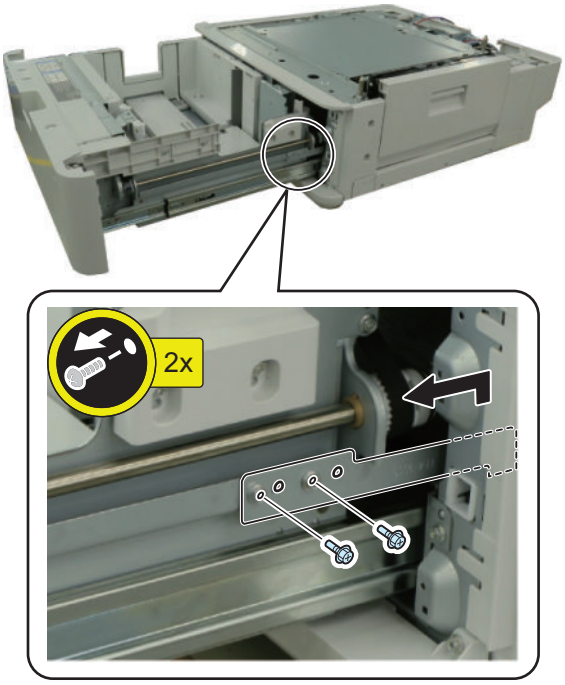
□

1.



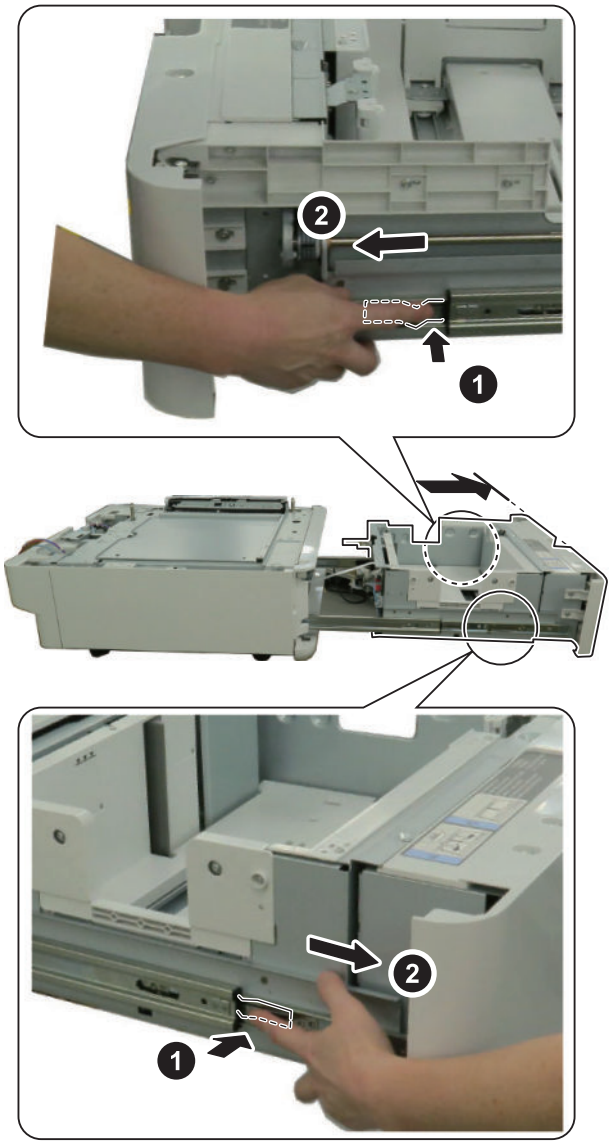
NOTE:
The removed parts will be used in "Installing the Cassette".

□
2.

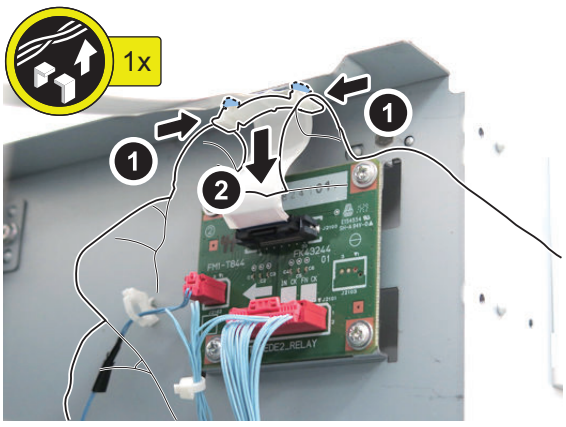


NOTE:
The removed parts will be used in "Installing the Cassette".

□
3.



□
4.

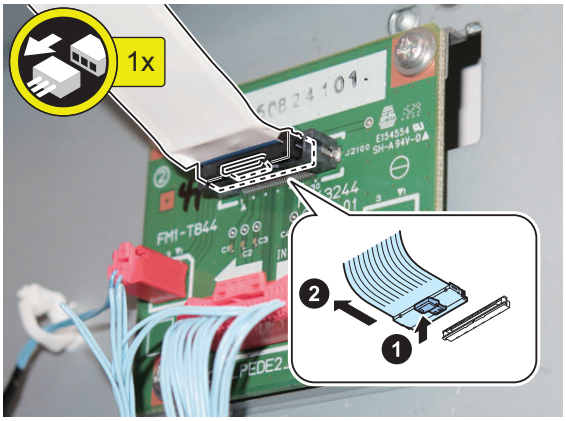


NOTE:
The removed parts will be used in "Installing the Cassette".

□

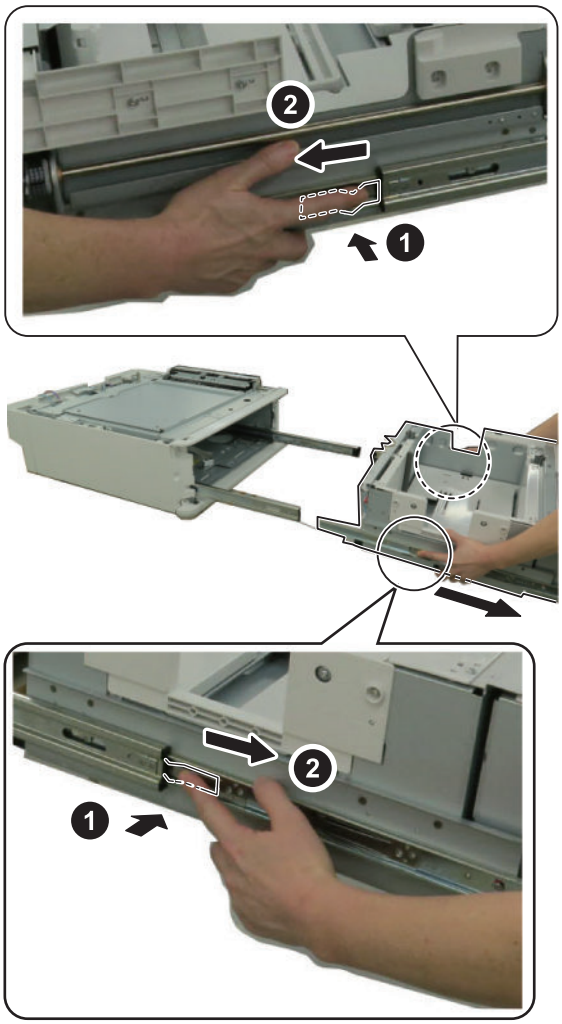
5.

CAUTION:
Be sure to release the lock and then disconnect the FCC Connector.

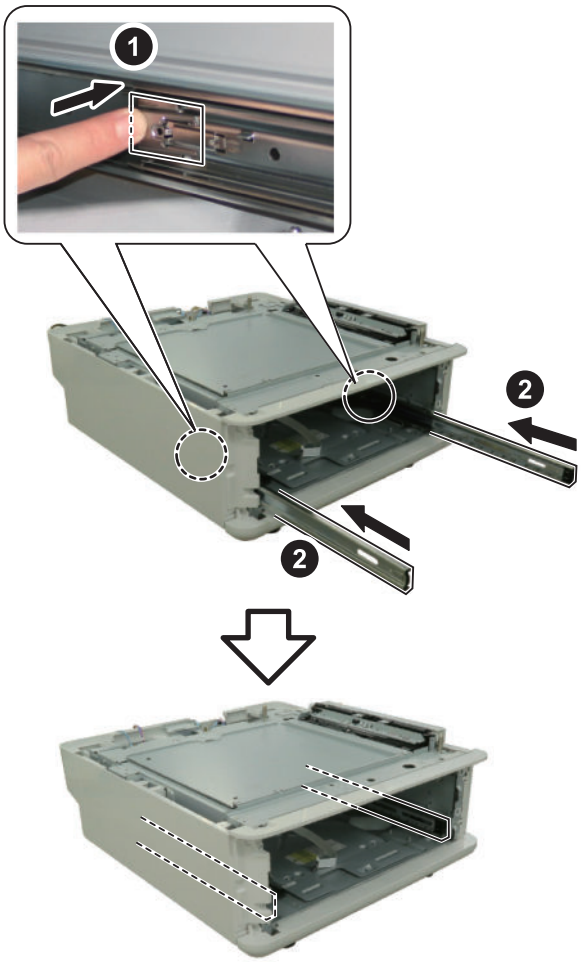


□

6.



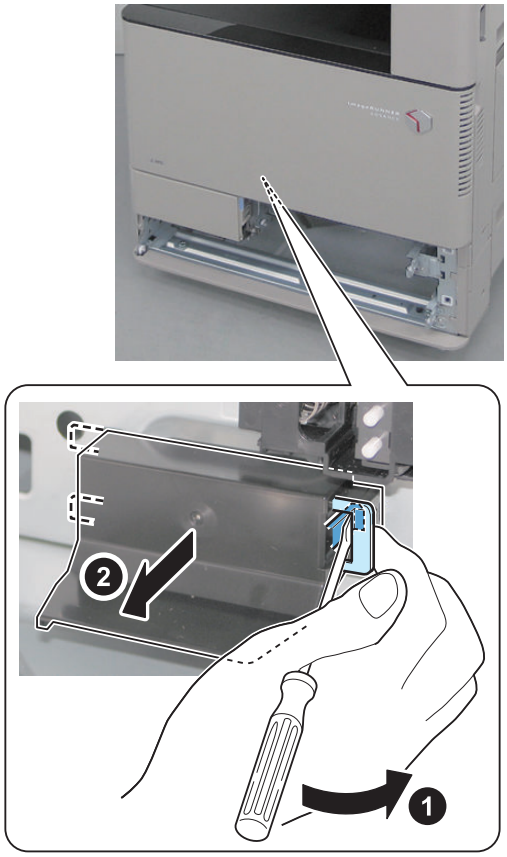
□
7.



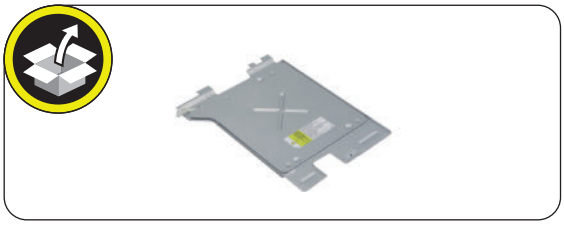
■ Installing the Cassette Heater

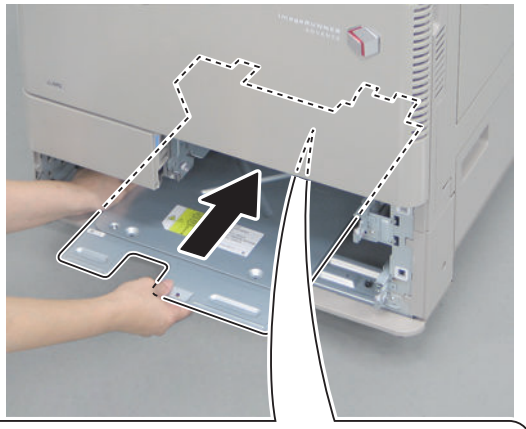
□

1.

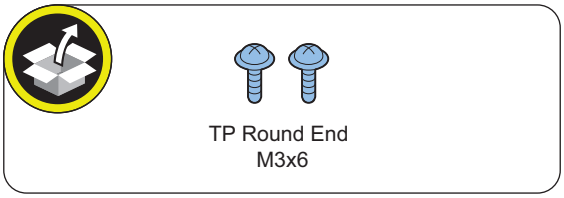


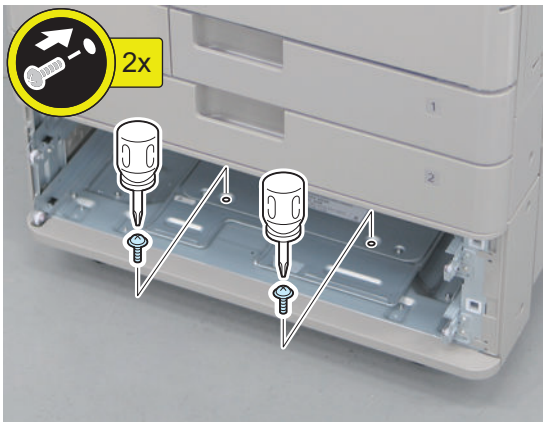
□
2.



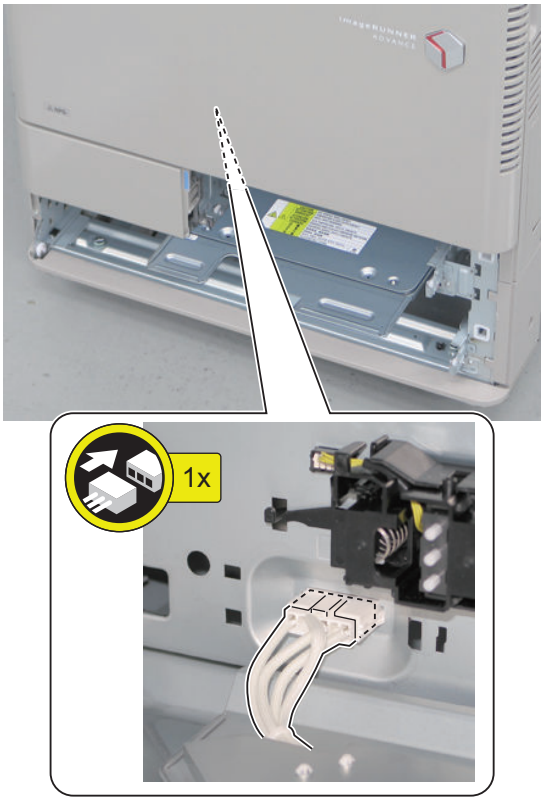


□
3.





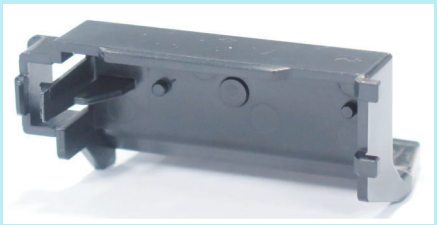
□
4.



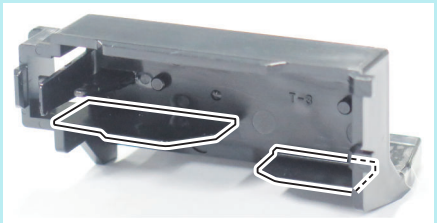
□
5.

NOTE:
The Heater Connector Cover comes in different shapes.

Without ribs

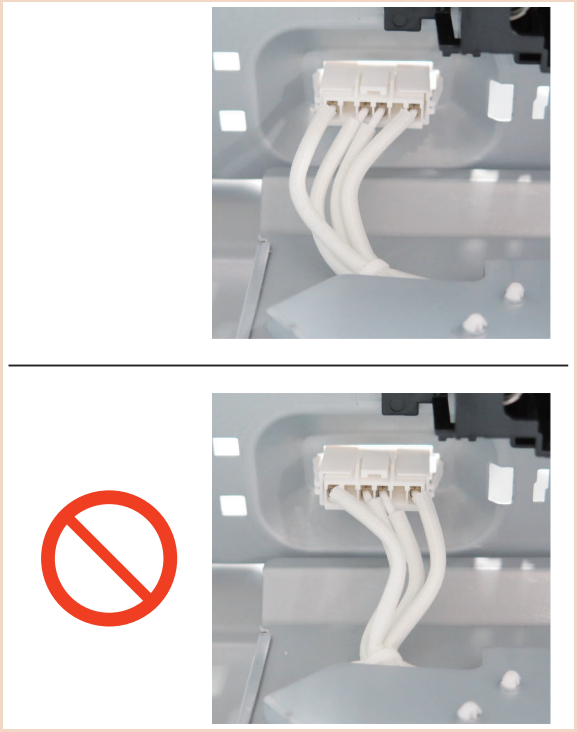


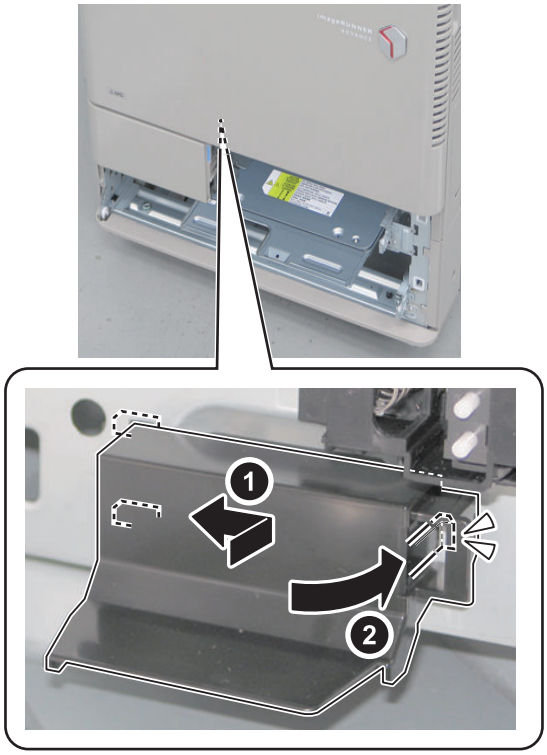
With ribs



CAUTION:

- When the Heater Connector Cover has ribs, those ribs may interfere with cables.
- Be sure to run the cables as shown in the figure below before installing the Connector Cover.

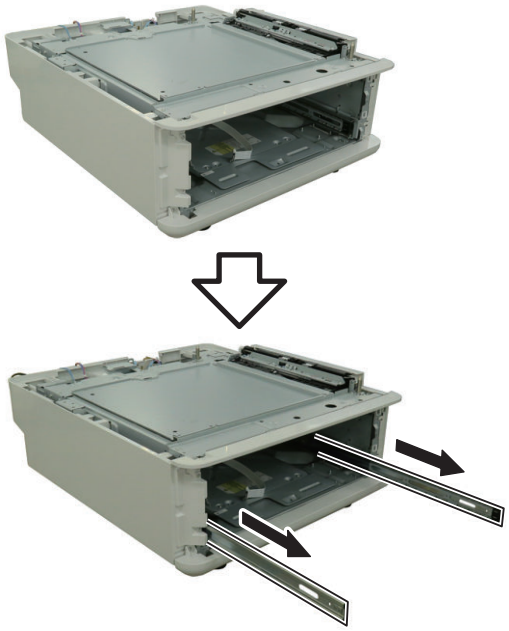




■ Installing the Cassette

□

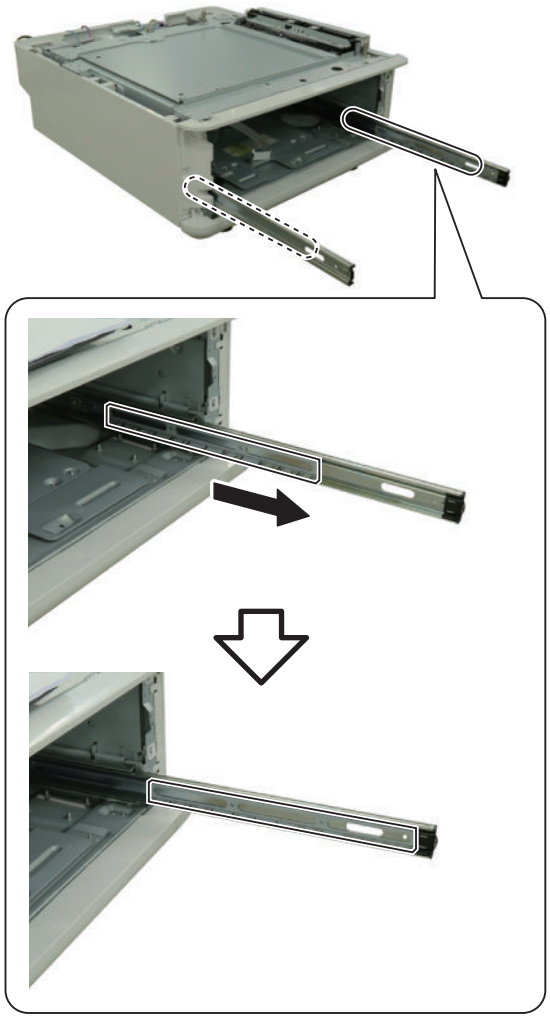
1.



□

2.

NOTE:
Slide the inner rails of the rails you pulled out toward the front side to ease insertion of the cassette.

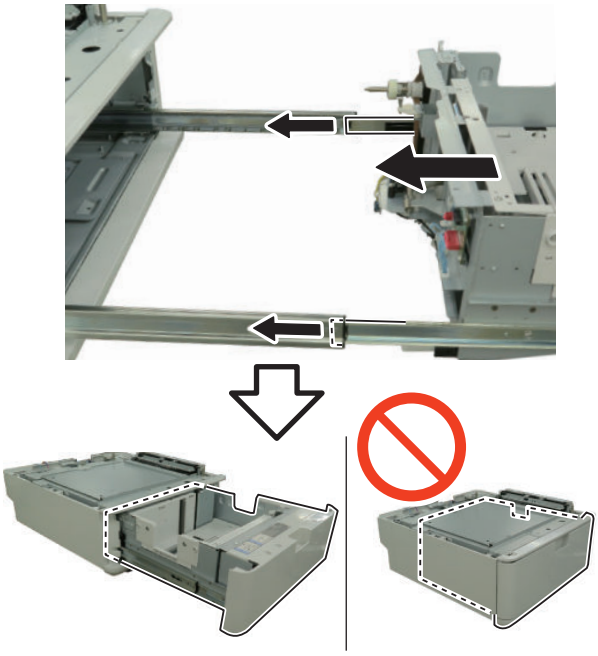


□

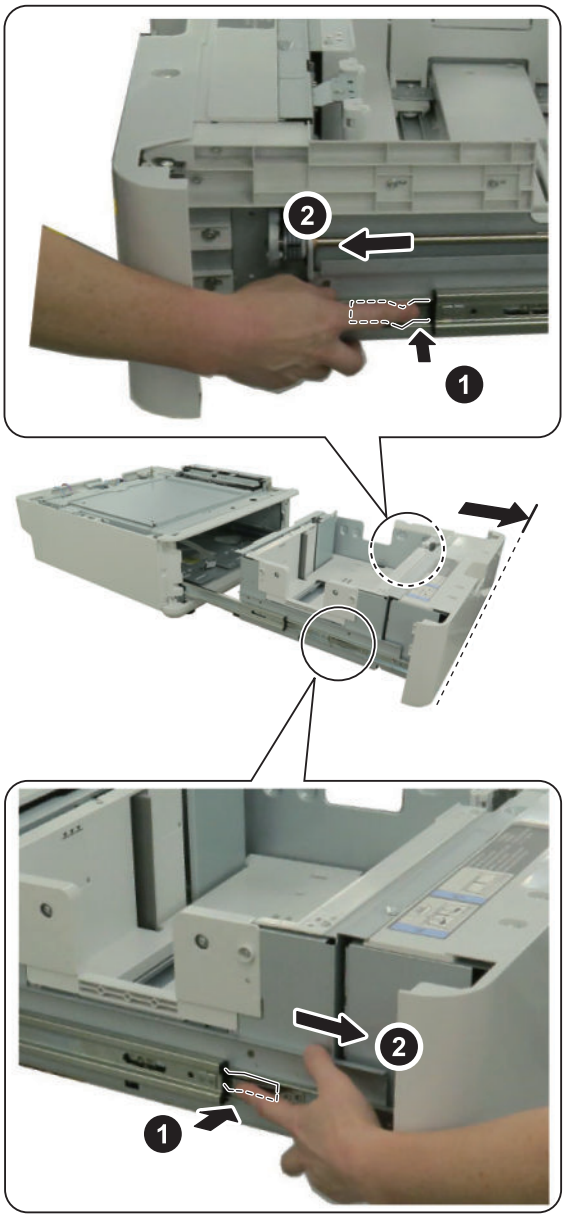
3.

CAUTION:

- Align the rails and push in the cassette to the first lock position.
- Do not push in the cassette all the way because the Flat Cable is not connected.



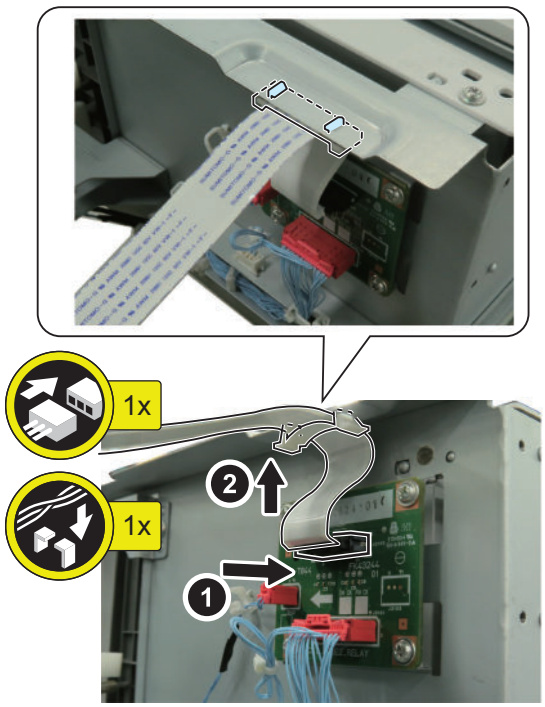
□
4.



□

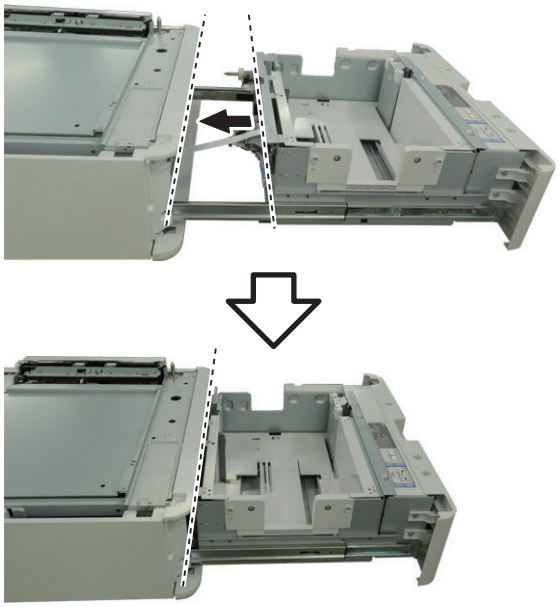
5.

NOTE:
Use the parts removed in "Removing the Cassette".



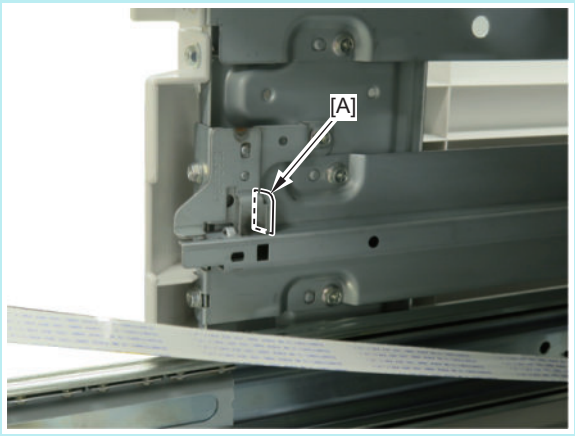
□

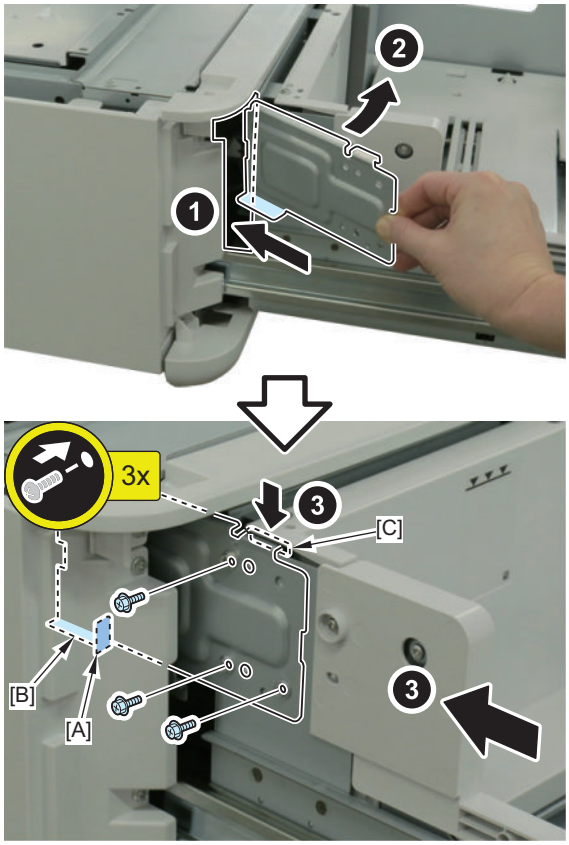
6.



□
7.

NOTE:
- Use the parts removed in "Removing the Cassette".
- Hook the [B] part of the plate on the left side on the [A] part of the plate.
- Push in the cassette and align the boss when hanging the hook [C].



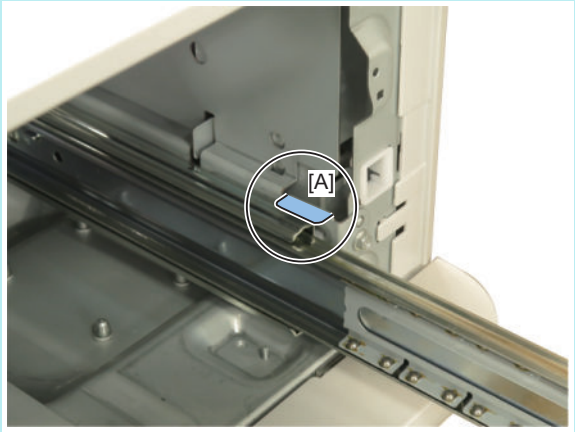


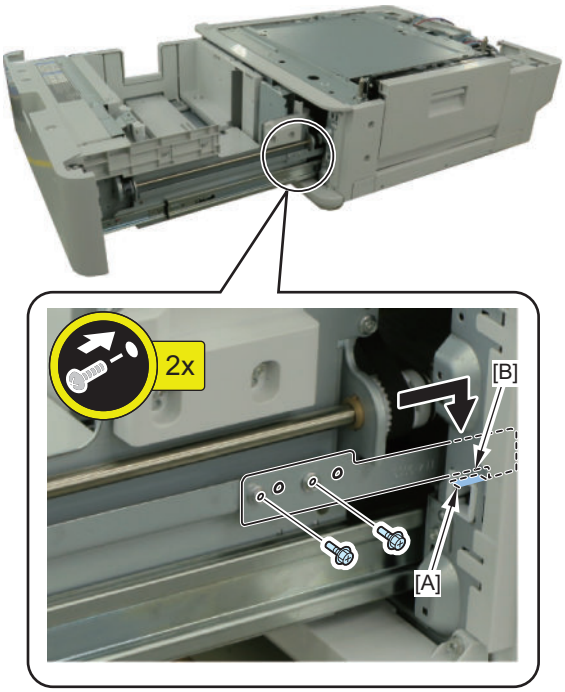
□

8.

NOTE:

- Use the parts removed in "Removing the Cassette".
- Hook the [B] part of the plate on the right side on the [A] part of the plate.





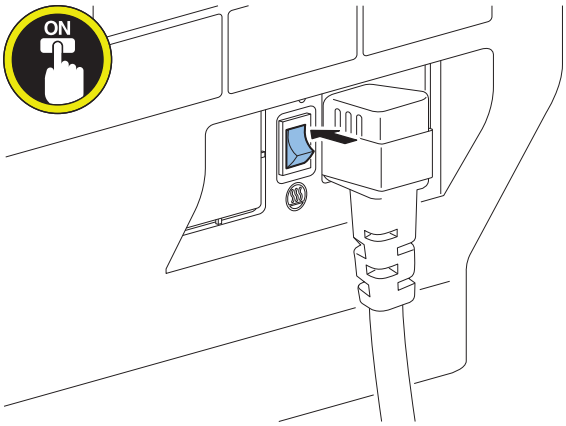
□

9.

■ Confirmation for the Heater Switch

□

1.



□

2. **Connect the power plug of the host machine to the outlet.**

□

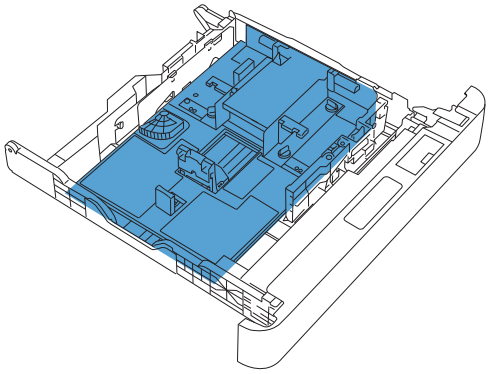
3. **Turn ON the main power switch.**

Envelope Feeder Attachment-D1

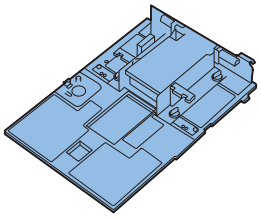
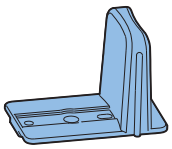
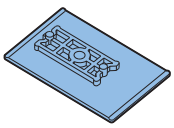
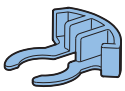
Points to note before installation

- The Envelope Attachment must be installed only to the Cassette 2.
- The Envelope Attachment does not work with other cassettes except Cassette 2.

Installation Outline Drawing



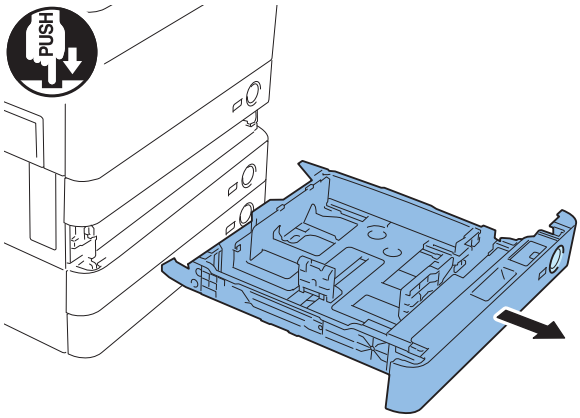
Checking the Contents

☐ [1] Envelope Attachment x 1 	☐ [2] Switch Slider x 1 	☐ [3] Slider x 1 
☐ [4] Middle Plate Spring (Red Color) x 1	☐ [5] Spacer x 1 	☐ [6] Screw (P Tight; M4x8) x 1
		☐ [7] Screw (Bind Round Head; M3x6) x 1

Installation Procedure

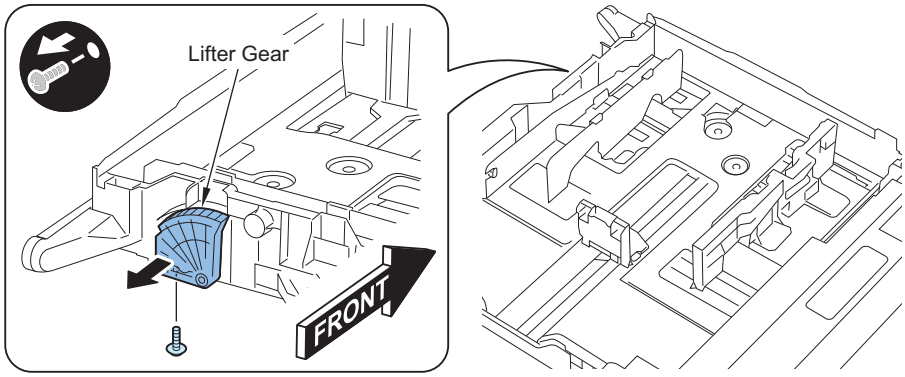
☐

1. Pull out the Cassette 2.



☐

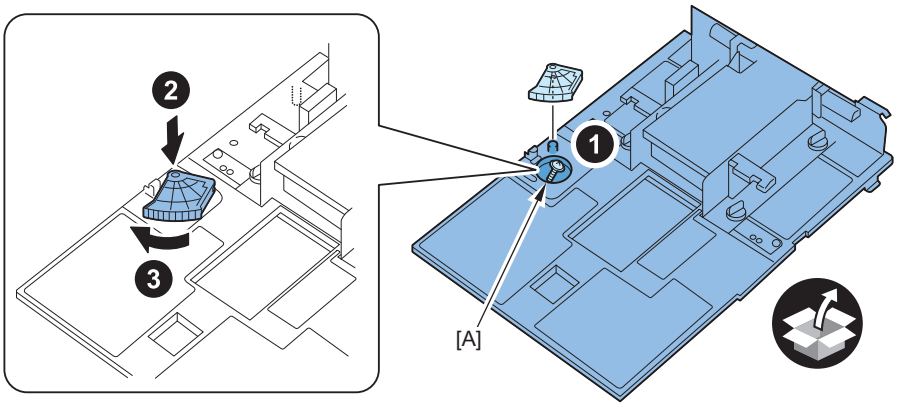
2. Remove the Lifter Gear.
   - 1 Screw



☐

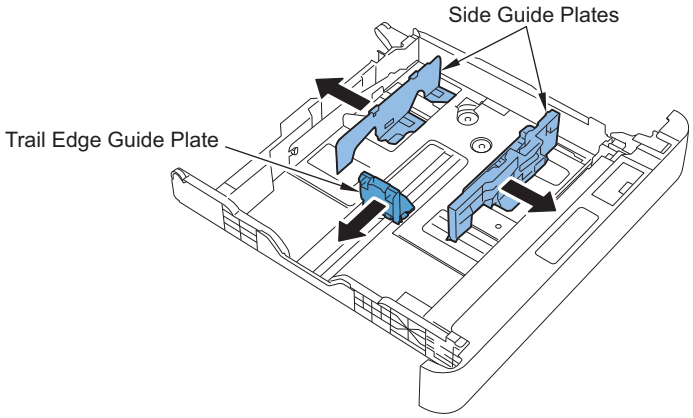
3. Insert the removed screw to [A] part, and install the Lifter Gear to the Envelope Attachment.

NOTE:
Keep the removed screw and Lifter Gear since they are used when returning to the standard cassette.



☐

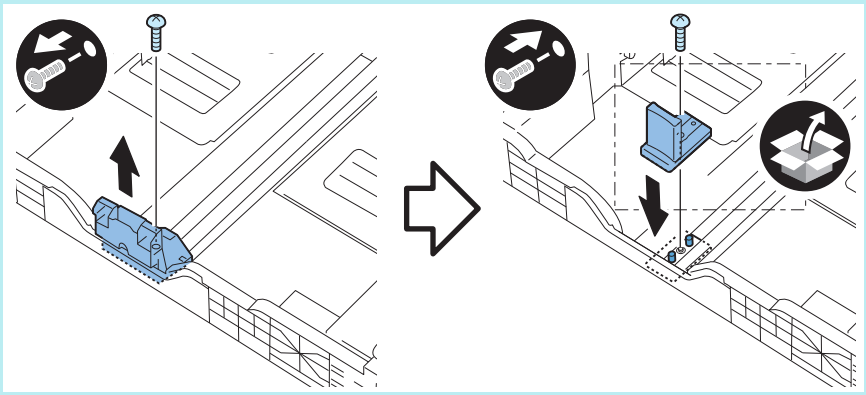
4. Open the Side Guide Plates and Trail Edge Guide Plate until the maximum size.



☐

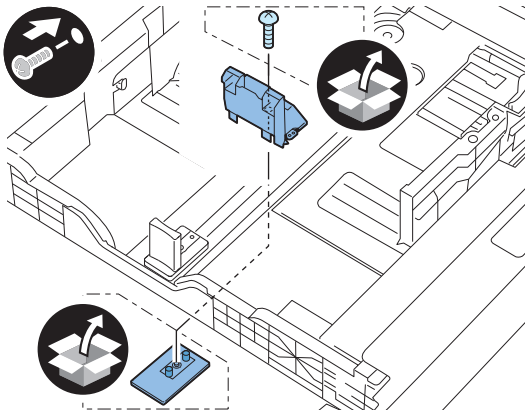
5. Remove the Trail Edge Guide Plate, and replace it with the Switch Slider. (The removed Trail Edge Guide Plate will be used in step 6.)
   - 2 Bosses
   - 1 Screw (Use the removed one.)

NOTE:



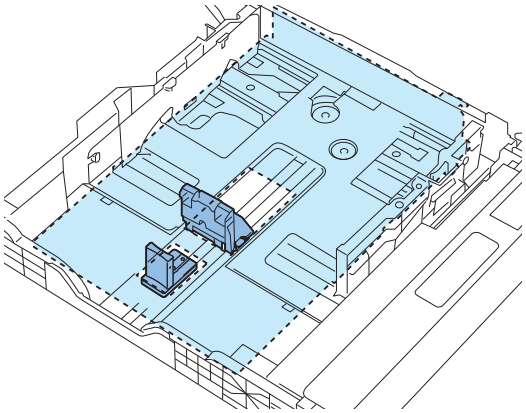
☐

6. Install the Trail Edge Guide removed in step 5.
   - 1 Slider
   - 2 Bosses
   - 1 Screw (P Tightening; M4x8



☐

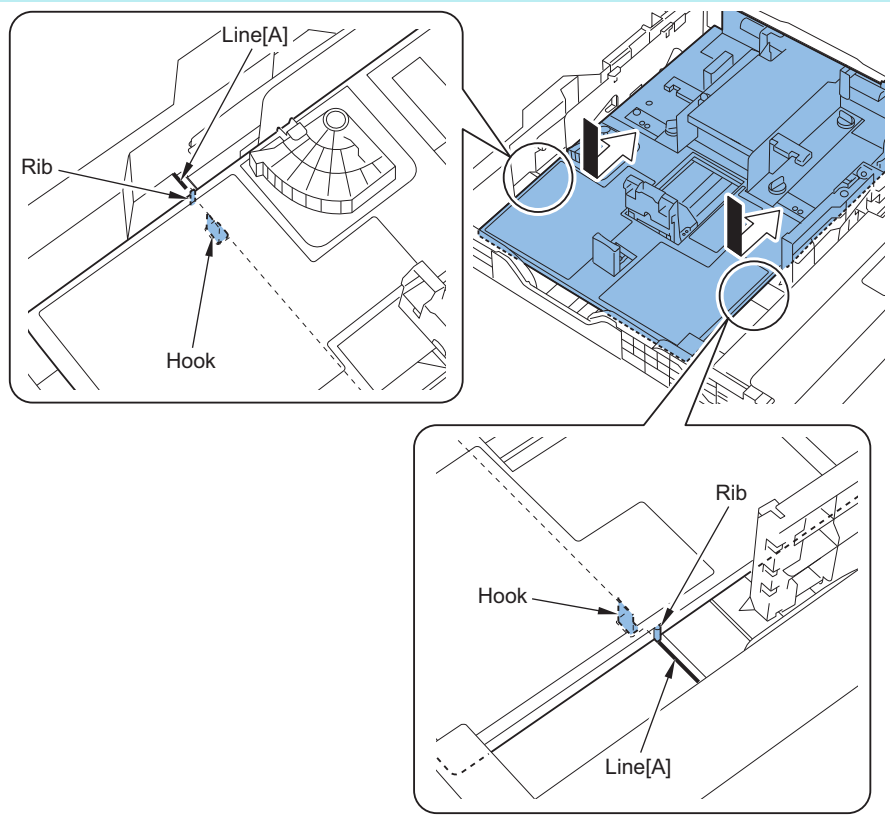
7. Adjust the position of the Switch Slider and the Trail Edge Guide Plate, so that the Envelope Attachment can be inserted.

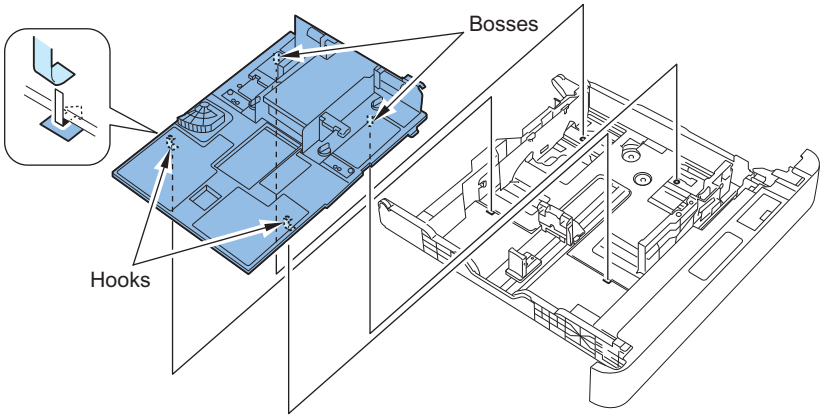


☐

8. Fully push the 2 hooks and 2 bosses of the Envelope Attachment and install it to the cassette.

NOTE:
Adjust the rib of the Envelope Attachment to the line [A] of the cassette and while pushing the 2 hooks part, install it in the direction of the arrow.



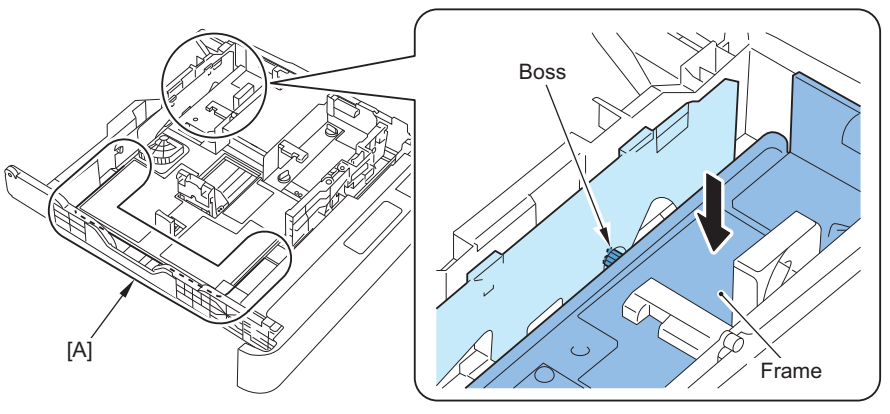


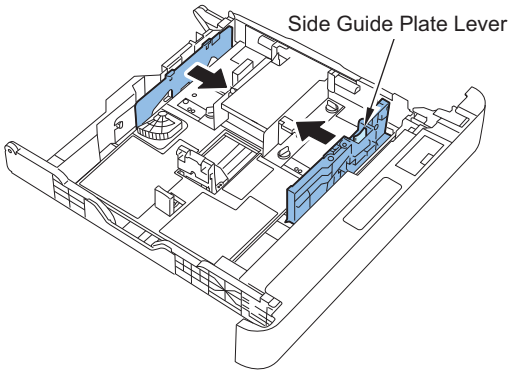
☐

9. Hold the lever of the Side Guide Plate, and slide the plates inwards while pushing the frame.

CAUTION:

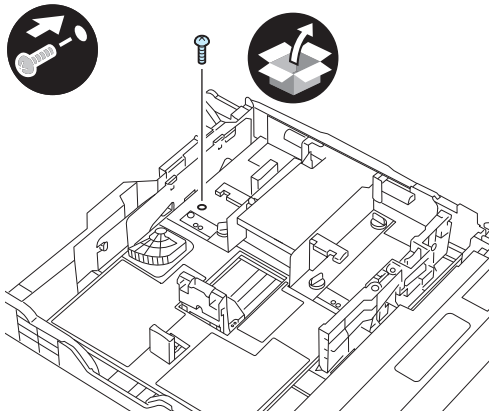
- Make sure that the bosses of the Envelope Attachment is inside the hole of the Side Guide Plate.
- Make sure that there is no gap between the Envelope Attachment and the cassette in [A] part.





☐

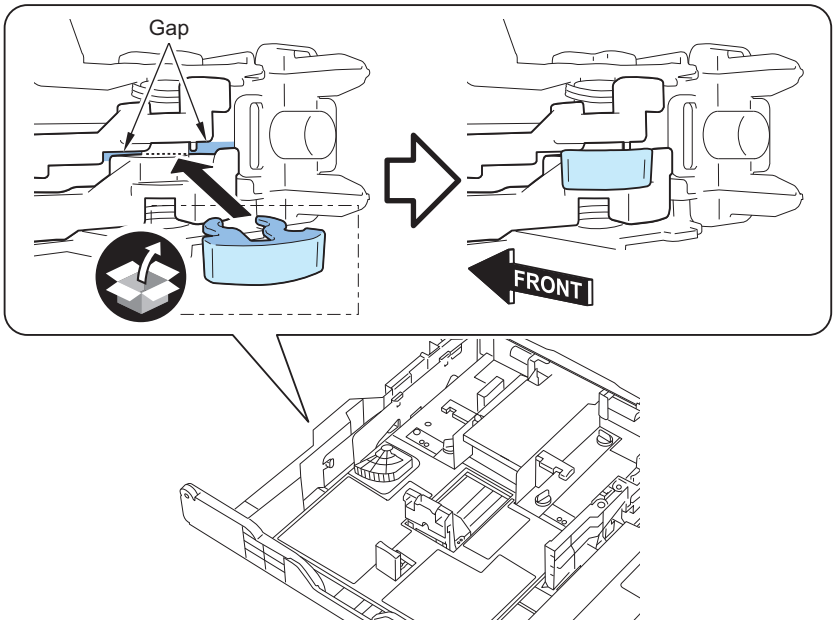
10. Install the screw (Bind Round Head; M3x6).



☐

11. Install the Spacer by inserting it to the gap of the Size Detection Lever.

CAUTION:
If the Spacer is not properly fitted in or set, the setting screen for “Settings after Installation” will not be displayed.



☐

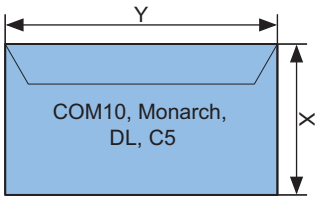
12. Put back the Cassette.

Envelope Standard

■ Envelope Standard

Type	Short side (X) × Long Side (Y)	Recommended Manufacture
COM10 No.10 (4-1/8" x 9-1/2")	104.7 x 241.3(mm)/ 4-1/8" x 9-1/2"(inch)	Mail well No.553
Monarch: Catalog Glove No.8 (3-7/8" x 7-1/2")	98.4 x 190.5(mm)/ 3-7/8" x 7-1/2"(inch)	Mail well No.582
DL	110 x 220(mm)/ 4-13/32" x 8-13/16"(inch)	Mail well, Schneidersohne No.11345
ISO-C5	162 x 229(mm)/ 6-7/8" x 9-3/16"(inch)	Schneidersohne Kuvert No.17204

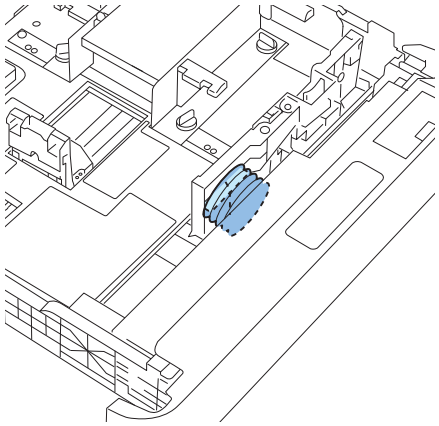
■ Shape of envelope based on the type



Spring Replacement, Size Switch

On the Envelope Attachment, Middle Plate Spring (green color) is installed; however, depending on the envelope size used by the users, remove the Middle Plate Spring (green color) according to the following procedure, and switch it with the Middle Plate Spring (red color) in the contents.

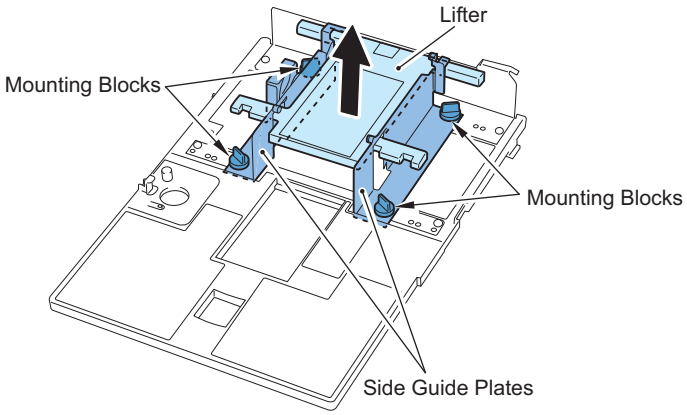
- **The following indicates the dedicated spring is used based on the envelope size.**
- **Put the spring that will not be used in the plastic bag, and be sure to keep it.**



Used spring	Size
Middle Plate Spring (green color) (factory setting)	COM10 No.10 (4-1/8" x 9-1/2"), Monarch: Catalog Glove No.8 (3-7/8" x 7-1/2"), DL
Middle Plate Spring (red color)	ISO-C5

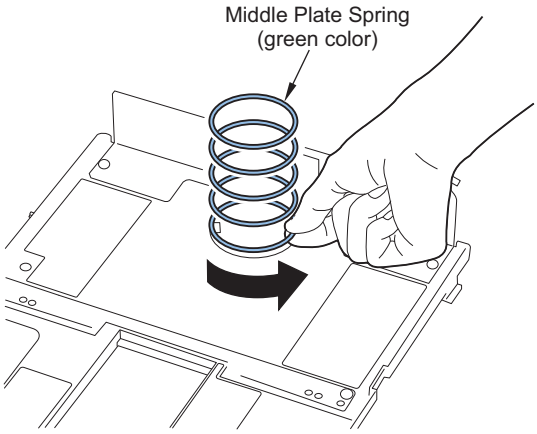
☐

1. Remove the 4 Mounting Blocks, and remove the 2 Side Guide Plates and the Lifter.



☐

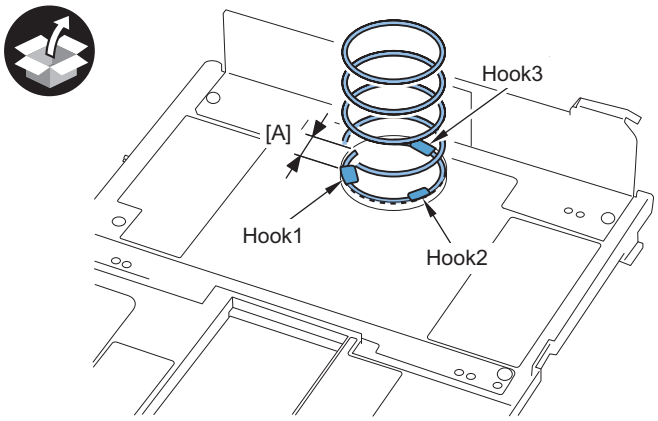
2. Hold the lower part (first or second coil) of the Middle Plate Spring (green color), and remove it by rotating it in the direction of the arrow.



☐

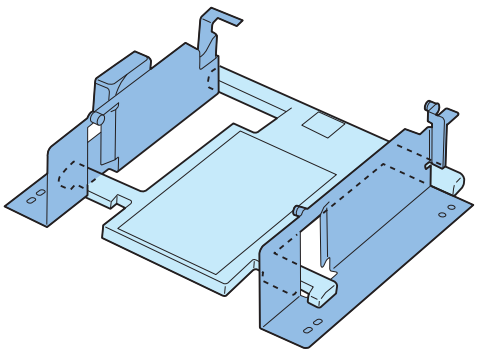
3. Install the first round of the Middle Plate Spring (red color) to 3 hooks so that the distance between [A] and the hook 1 can be 5 to 10 mm.

NOTE:
Make sure that the spring surely comes in contact with the bottom.



☐

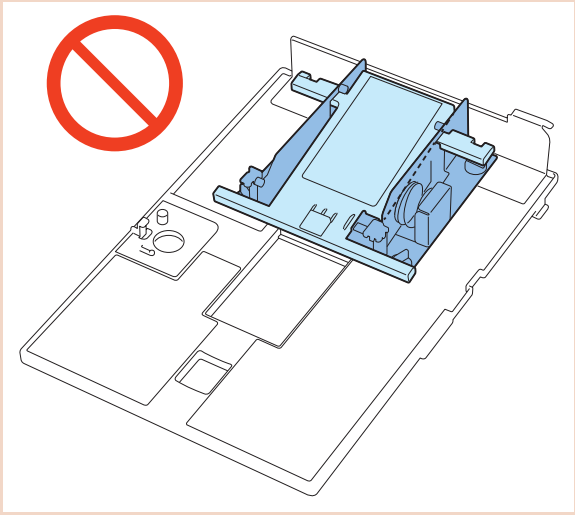
4. Align the 2 Side Guide Plates with the outer protrusions of Lifter.



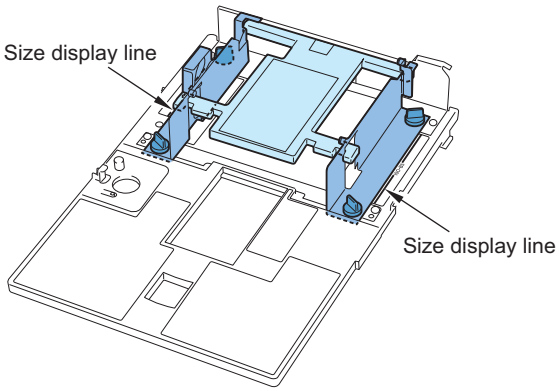
☐

5. Install the 2 Side Guide Plates and the lifter to the Envelope Attachment.
   - 4 Mounting Blocks

CAUTION:
Pay attention to the direction in which the 2 Side Guide Plates and the lifter is installed.



NOTE:
- Align the side face of Side Guide Plate with the size display line of envelope to be used.
- Hole position of Mounting Blocks is decided based on the size display line.

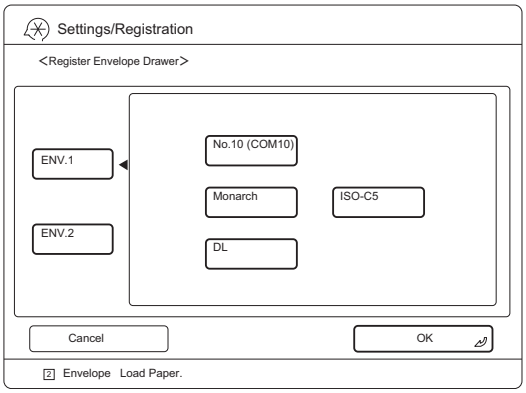


Settings after Installation

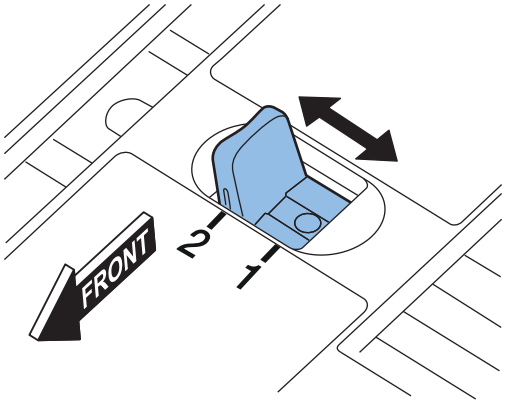
☐

1. Select: [Settings/Registration] > [Preferences] > [Paper Settings] > [Register Envelope Drawer] > [ENV.1] or [ENV.2].

2. Select the envelope type to be used and press [OK] to register it.



3. If it is registered to [ENV.1] in step 1), adjust the Switch Slider to “1” on the switch label.
If it is registered to [ENV.2], adjust the Switch Slider to “2” on the switch label.

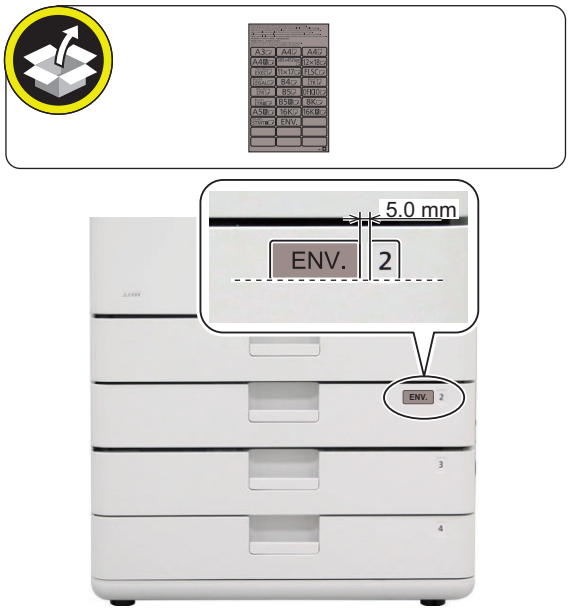


4. Refer to “Spring Replacement, Size Switch” and adjust the Side Guide Plate and the Lifter to the registered envelope size.

☐

5. Set the Size Label to [Env.]. (included with the host machine)

CAUTION:
- Affix the Cassette Size Label matching to the loaded paper size.
- Keep the Paper Size Label for use when changing paper size.
- Affix the label with its lower edge aligned with the lower edge of the number label, approx. 5.0 mm away from the number label.



Display/Operation Check

☐

1. **Check that the cassette 2 on “Paper Select” screen is “Envelope”.**

☐

2. **Check that envelope can be picked up properly.**

6 Paper Output Options

Buffer Pass Unit-N1..... 619
Inner Finisher-J1..... 635
Inner 2Way Tray-L1..... 654
Staple Finisher-Y1/Booklet Finisher-Y1..... 662
2/3 2/4 4 Hole Puncher Unit-A1..... 682
Inner 2/3 2/4 4 Hole Puncher-C1..... 707

Buffer Pass Unit-N1

Checking Before Installation

■ Points to Note on Installation

Install this Equipment after installing the Host Machine.

■ Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following names may be registered instead.

- F280762

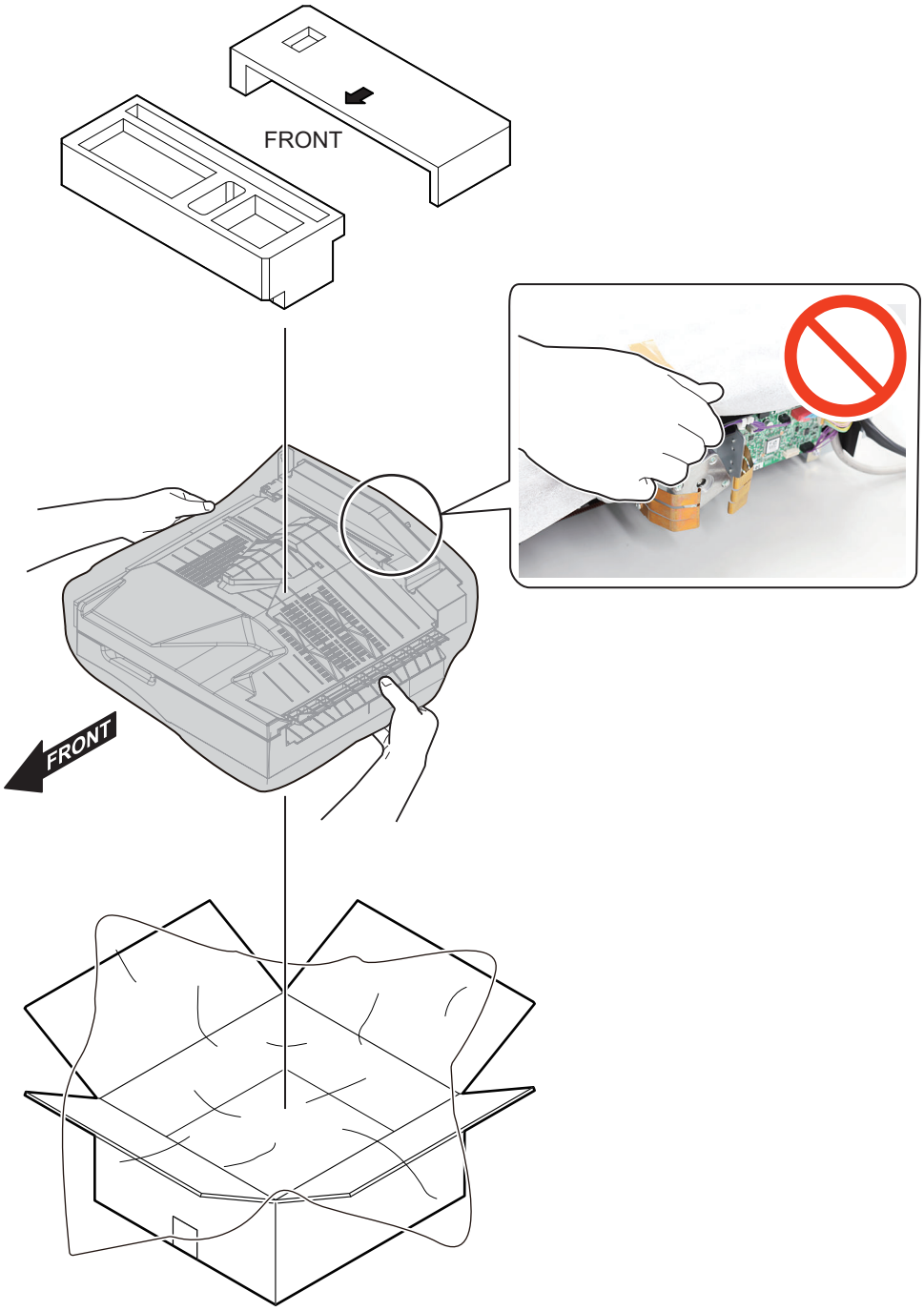
Unpacking Procedure

□

1. **Open the container box, and then take out the included parts and cushioning materials.**

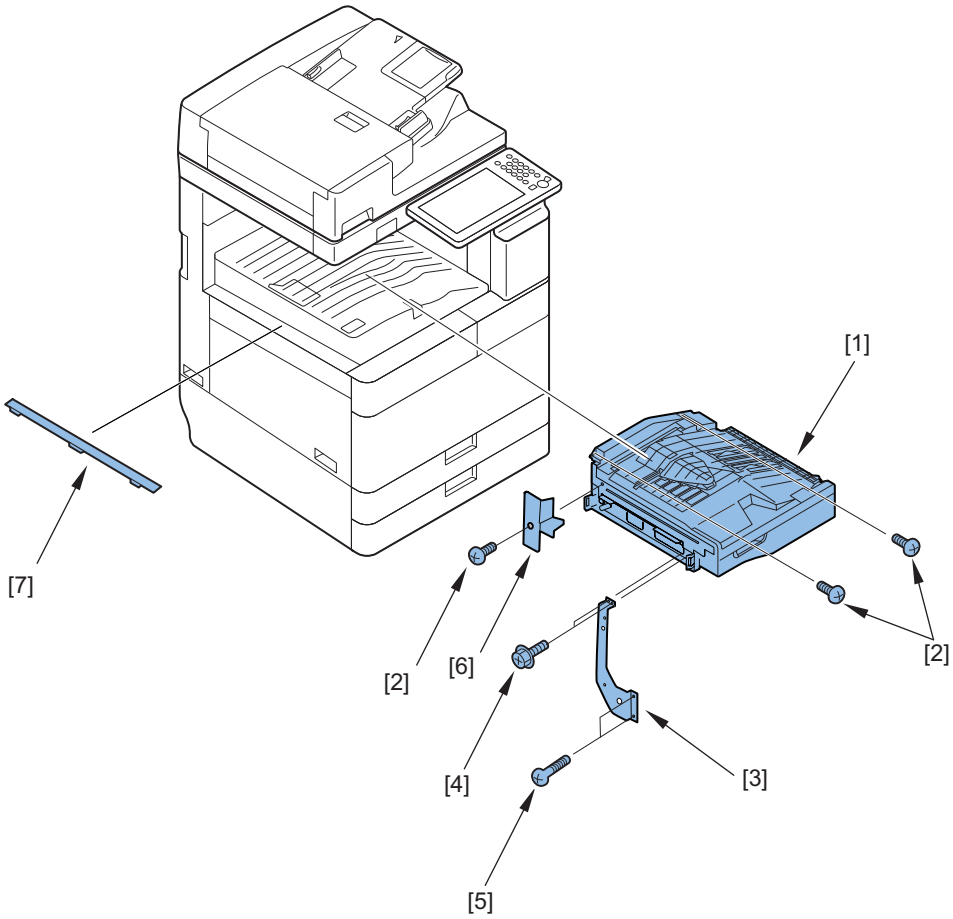
□

2. **Open the plastic sheet. Take out the Buffer Pass Unit by holding its both sides as shown in the figure, and then remove all the tapes and the cushioning materials.**



Checking the Contents

Check that none of the included parts is missing.



☐[1] Buffer Pass Unit 1pc.
☐[2] Screw (Binding; M4x8) 3pcs.
☐[3] Grounding Plate 1pc.
☐[4] Screw (RS tightening; M3x8) 1pc.
☐[5] Screw (Binding; M4x14) 1pc.
☐[6] Rear Relay Cover 1pc.
☐[7] Buffer Pass Left Upper Cover 1pc.

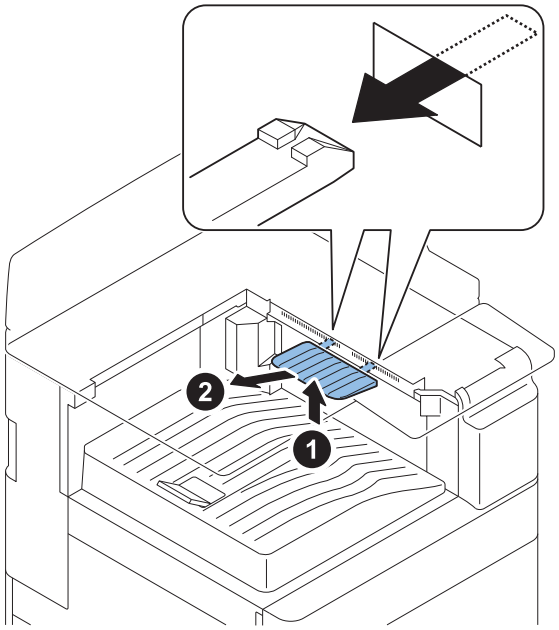
<Others>
Including guides

Installation Procedure

⚠ CAUTION:
Make sure that the host machine is turned off and the power plug is disconnected from the outlet.

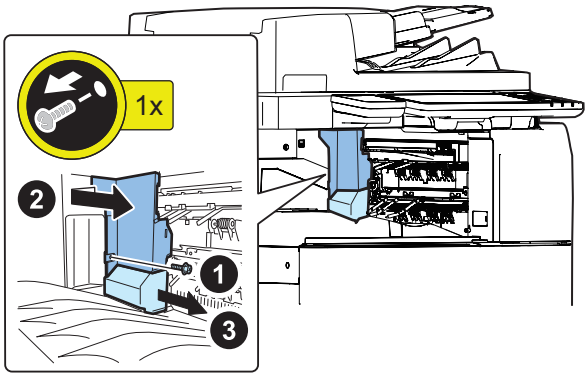
☐

1. **When the Reversal Guide has been installed to the host machine, remove it.**
   - 2 Claws



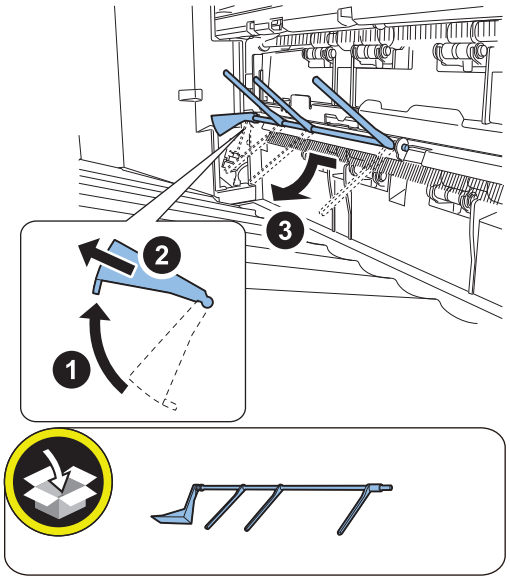
☐

2. **Remove the Delivery Rear Cover (Upper/Lower).**
   - 1 Screw
   - 1 Hook



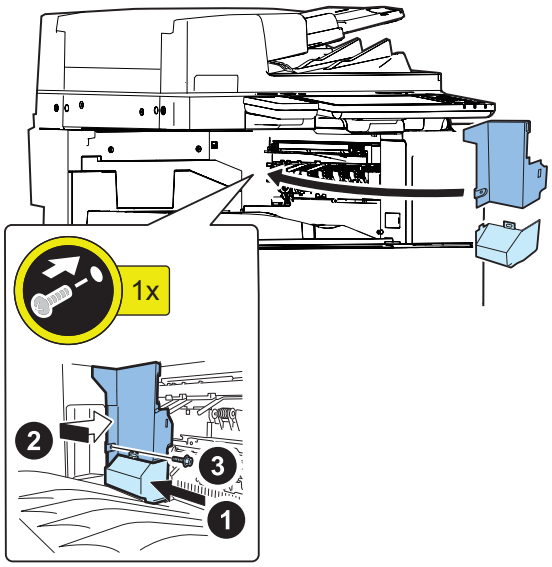
☐

3. **Remove the Sensor Flag of the Delivery Tray Full Detection Sensor 1 (the lower sensor flag in the figure).**



☐

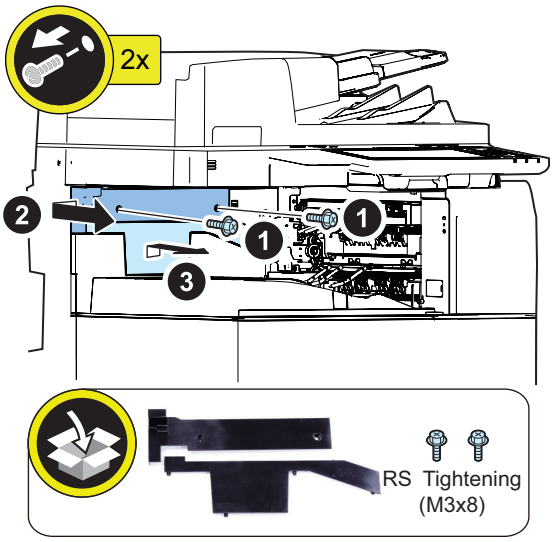
4. **Install the Delivery Rear Cover (Upper/Lower).**
   - 2 Bosses
   - 1 Hook
   - 1 Screw



☐

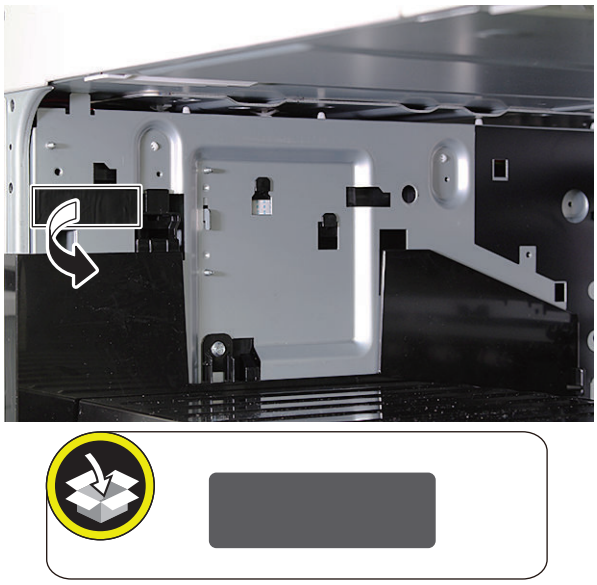
5. **Remove the Inner Cover (Upper/Lower).**
   - 2 Screws

⚠ CAUTION:
Be careful not to forget to remove the Inner Cover (Upper/Lower). If it is forgotten to remove the cover, the Buffer Pass is not grounded, so that the controller of the host machine may be damaged by electrostatic noise.



☐

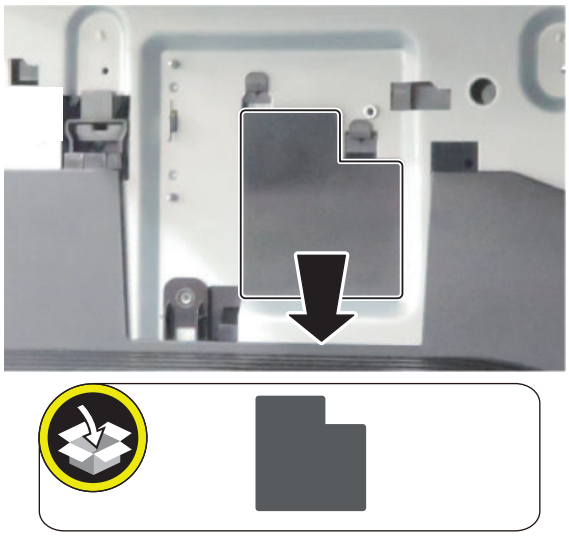
6. **Remove the Inner Face Seal.**



☐

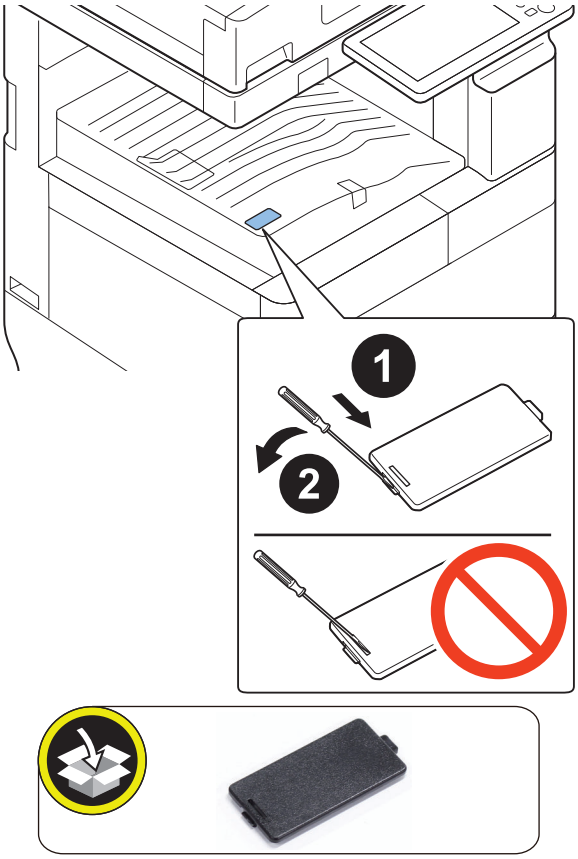
7. **Remove the Face Seal when it is affixed.**

> **⚠ CAUTION:**
> Be careful not to forget to remove the Face Seal. If it is forgotten to remove the Face Seal, the Buffer Pass is may be damaged by electrostatic noise. not grounded, so that the controller of the host machine



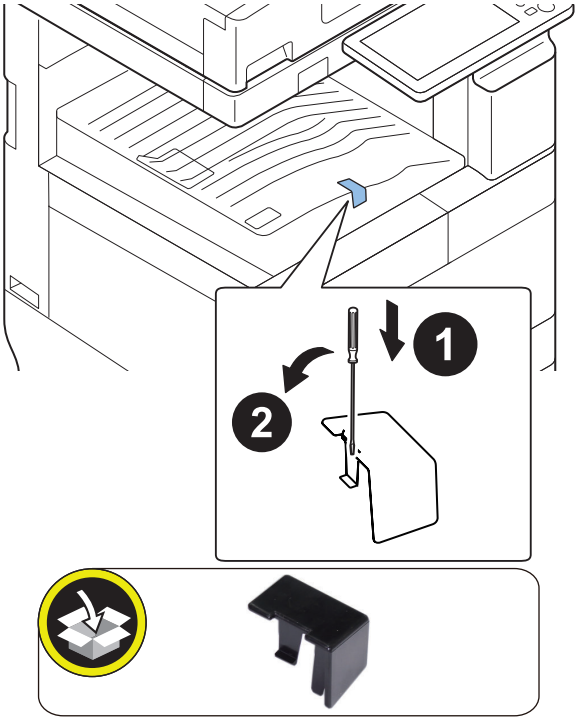
☐

8. **Remove the Face Cover.**
   - 1 Claw



☐

9. **Remove the Face Cover.**
   - 1 Claw



☐

10. **Open the Front Cover.**

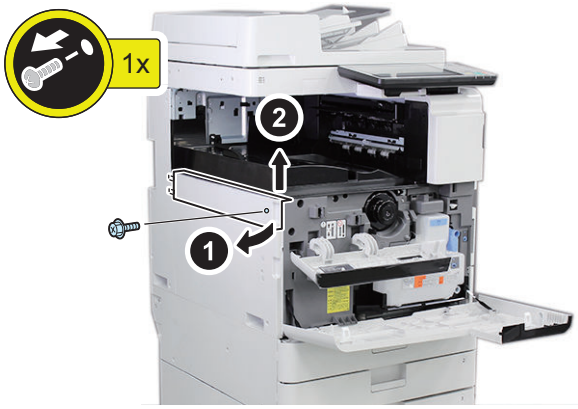
☐

11. **Open the Front Upper Cover.**

☐

12. Remove the Left Upper Cover Unit.

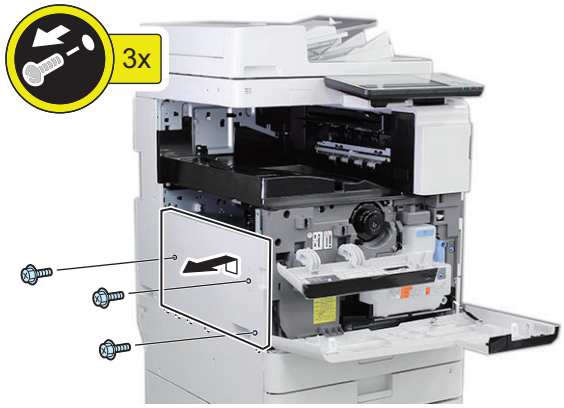
- 1 Screw



☐

13. Remove the Left Cover.

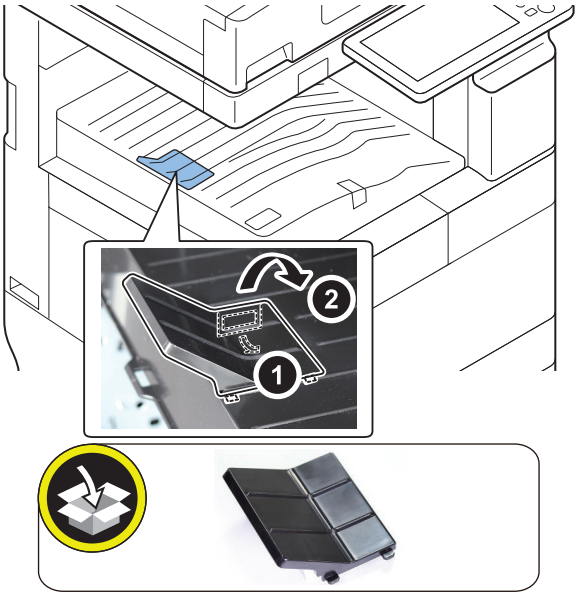
- 3 Screws



☐

14. Remove the Subtray.

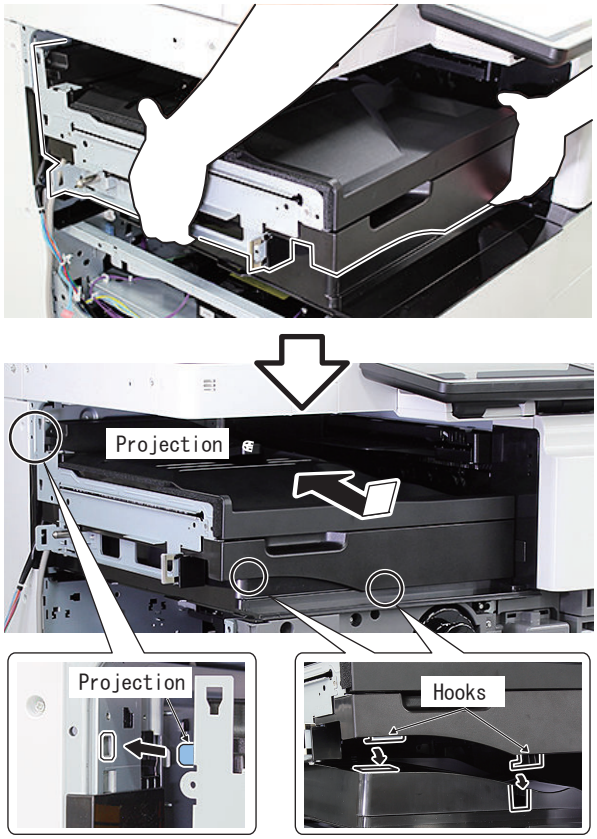
- 1 Hook
- 2 Claws



☐

15. Set the Inner Buffer Pass Unit to the host machine as shown in the figure carefully so that the host machine can not be damaged.

- 2 Projections
- 2 Hooks

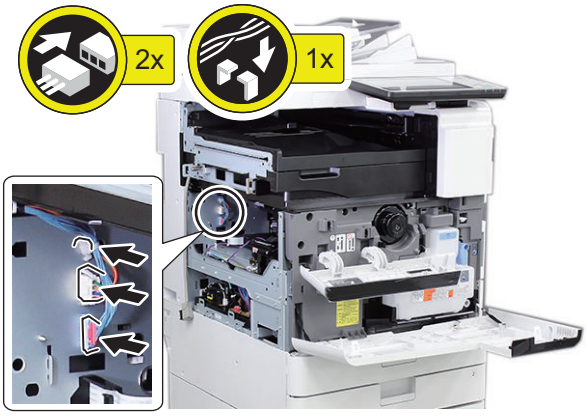


NOTE:
Confirm that the 2 projections at rear and 2 hooks at front of the Buffer Pass Unit are inserted securely.

☐

16. Connect the connector of the Buffer Pass Unit to the host machine.

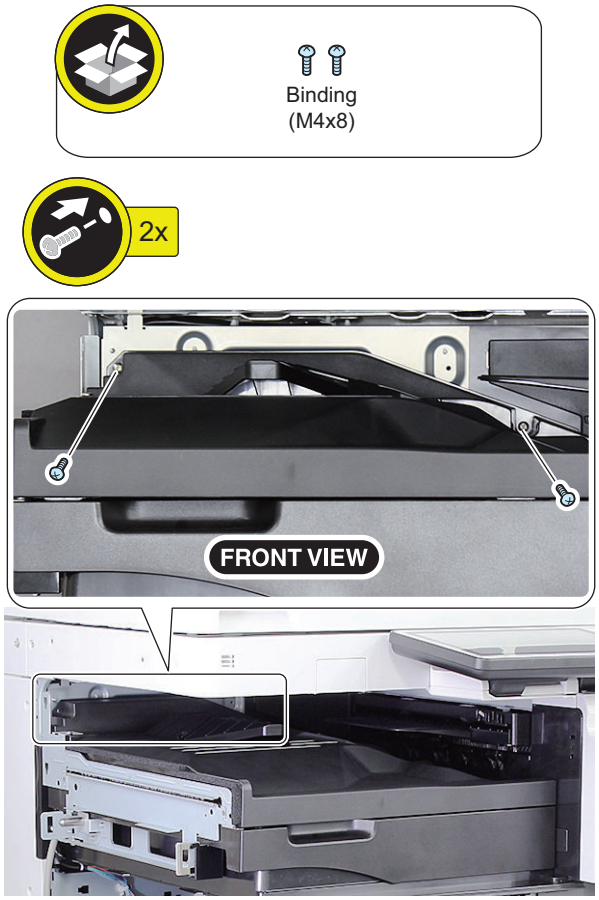
- 2 Connectors
- 1 Wire Saddle



☐

17. Fix the Buffer Pass Unit to the host machine.

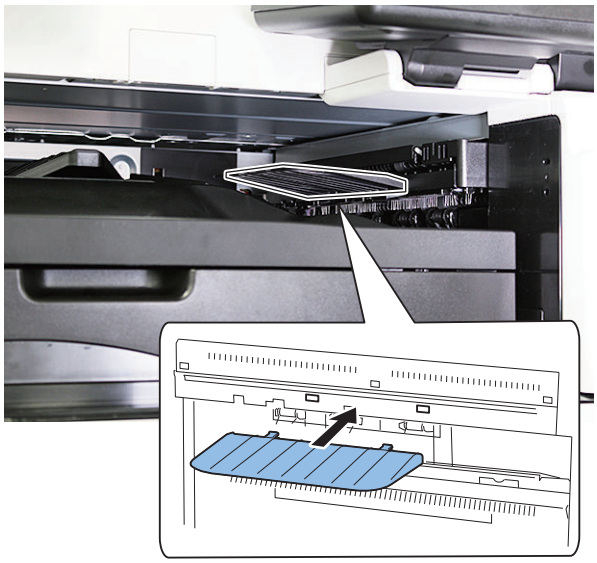
- 2 Screws (Binding ; 4x8)



☐

18. Install the Reversal Guide.

- 2 Claws

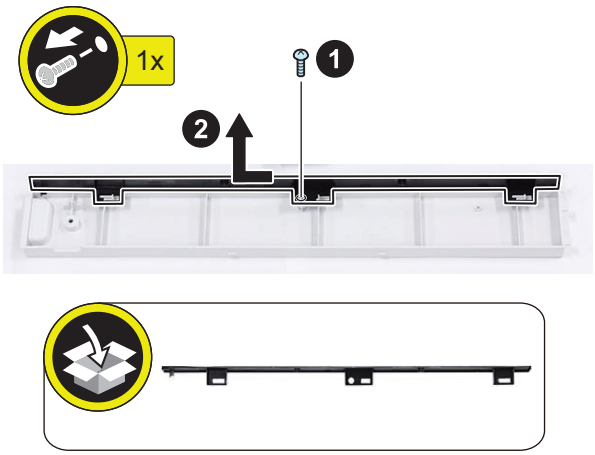


NOTE:
Surely insert the Reversal Guide till a gap disappears.

☐

19. Remove the Left Upper Cover, which excluded in procedure 12.

- 1 Screw
- 3 Hooks

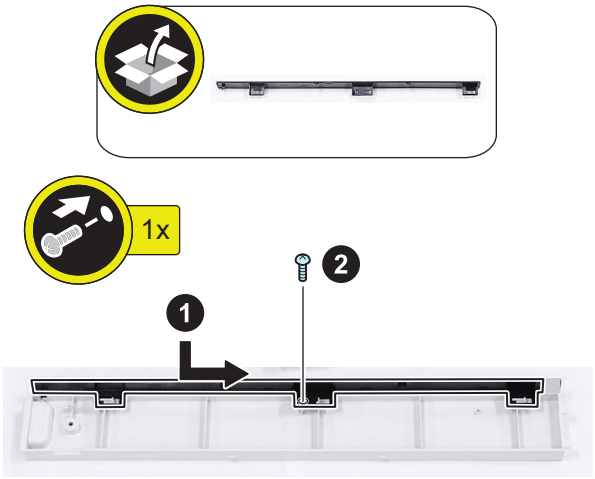


☐

20. Install the Buffer Pass Left Upper Cover to the Left Upper Cover Unit.

NOTE:
The Protection Sheet of Buffer Pass Left Upper Cove is removed at later procedure.

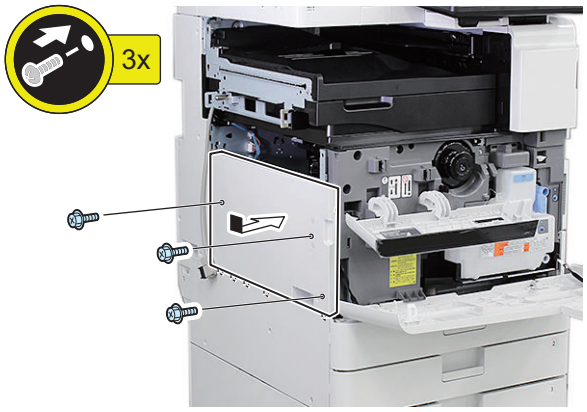
- 3 Hooks
- 1 Screw (P Tightening ; M4x10)



☐

21. Install the Left Cover.

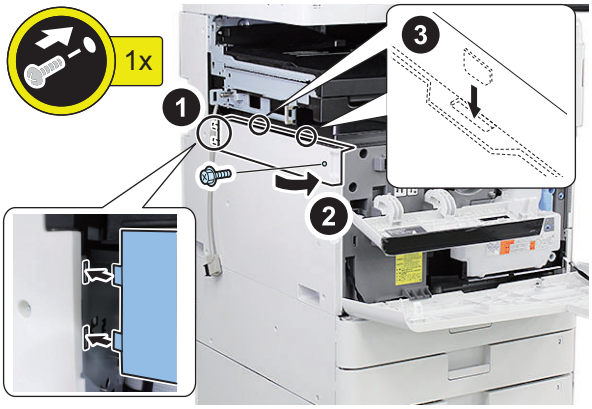
- 3 Screw (RS Tightening ; M3x8)



☐

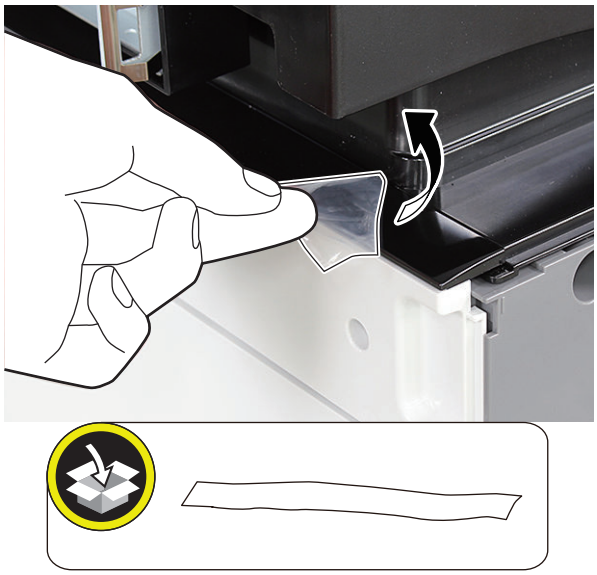
22. Install the Left Upper Cover Unit.

- 4 Claws
- 1 Screw (RS Tightening ; M3x8)



☐

23. Remove the Protection Sheet from the Buffer Pass Left Upper Cover.



☐

24. Close the Front Upper Cover.

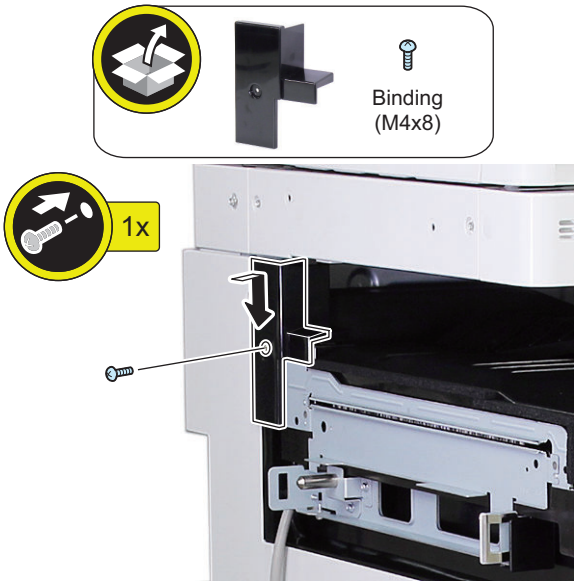
☐

25. Close the Front Cover.

☐

26. Install the Rear Relay Cover.

- 3 Hooks
- 1 Screw (Binding ; M4x8)



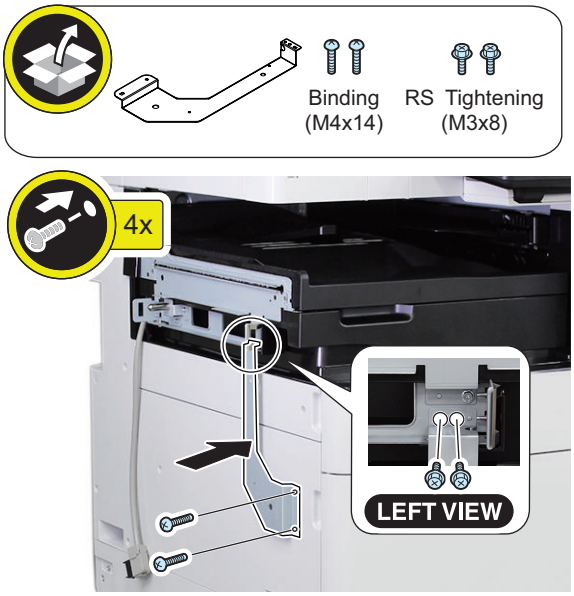
☐

27. Remove the 2 Face Seals (White) from Left Cover.

☐

28. Install the Grounding Plate.

- 2 Screws (Binding ; M4x14)
- 2 Screws (RS Tightening ; M3x8)



Checking after Installation

■ Disposal Parts Check

1. Following disposal parts are remained after completion of the installation work.

☐	[1]	Sensor Flag of the Delivery Tray Full Detection Sensor1	1x
☐	[2]	Inner Cover (Upper)	1x
☐	[3]	Inner Cover (Lower)	1x
☐	[4]	Screw (RS Tightening ; M3x8)	2x
☐	[5]	Inner Face Seal	1x
☐	[6]	Face Seal (When the Face Seal has been affixed.)	1x
☐	[7]	Face Cover	1x
☐	[8]	Face Cover	1x
☐	[9]	Subtray	1x
☐	[10]	Protection Sheet	1x
☐	[11]	Left Upper Cover	1x
☐	[12]	Face Seal (White)	2x

■ Operation Check

☐

1. Turn ON the main power of the Host Machine after installing the Finisher.

☐

2. Check the operation such as paper feed to make sure that problems such as a jam or malfunction do not occur.

Inner Finisher-J1

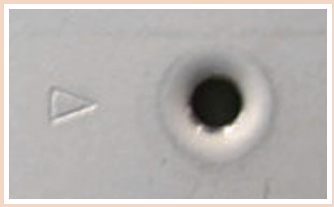
Checking before Installation

■ Points to Note at Installation

- This installation procedure is written only about the installation of the inner finisher. When installing the inner puncher together with the finisher, refer to the inner puncher installation procedure instead of referring this installation procedure. (reference: “Inner 2/3 2/4 4 Hole Puncher-C1” on page 707)

CAUTION:
Marked portion:

- When tightening the screws, do not tighten them too tightly. Otherwise, there is a risk of damage and deformation of screw holes.



■ Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following names may be registered instead.
F281123

Unpacking

■ Unpacking Procedure

NOTE:
This equipment is packed using tapes, fixings and cushioning materials to be protected vibration and shock during transportation. Be sure to remove all the fixing materials and the tapes before starting to install this equipment. It is a good idea to store away theremoved fixings and cushioning materials for possible relocation of this equipment, e.g., to new site or for repairs.

☐

1. **Take out the finisher from the carton.**

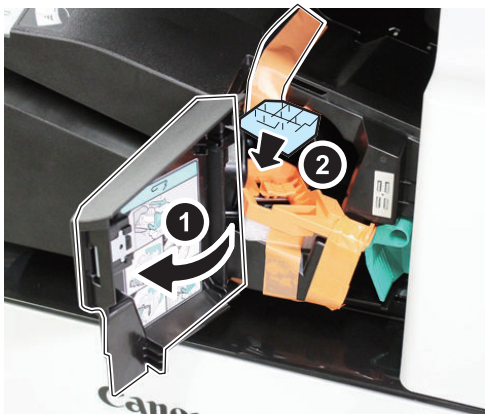
NOTE:
The weight of this equipment is about 7kg.

☐

2. **Remove all the tapes and the cushioning materials outside this equipment.**

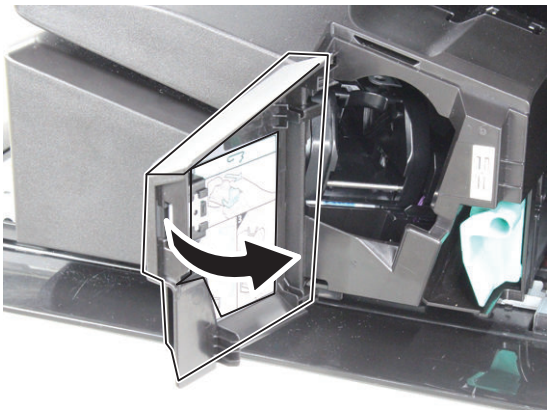
☐

3. **Open the Front Cover. Remove the 2 fixing materials and all the tapes of the stapler unit.**



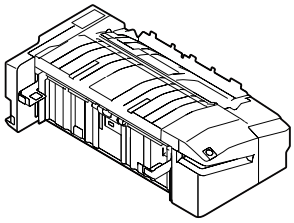
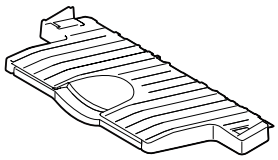
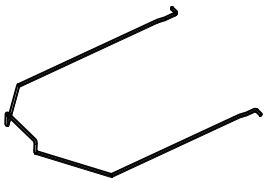
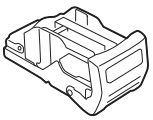
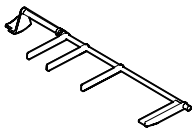
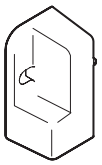
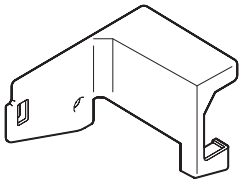
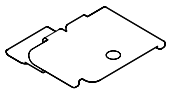
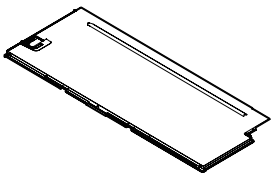
☐

4. **Close the Front Cover.**



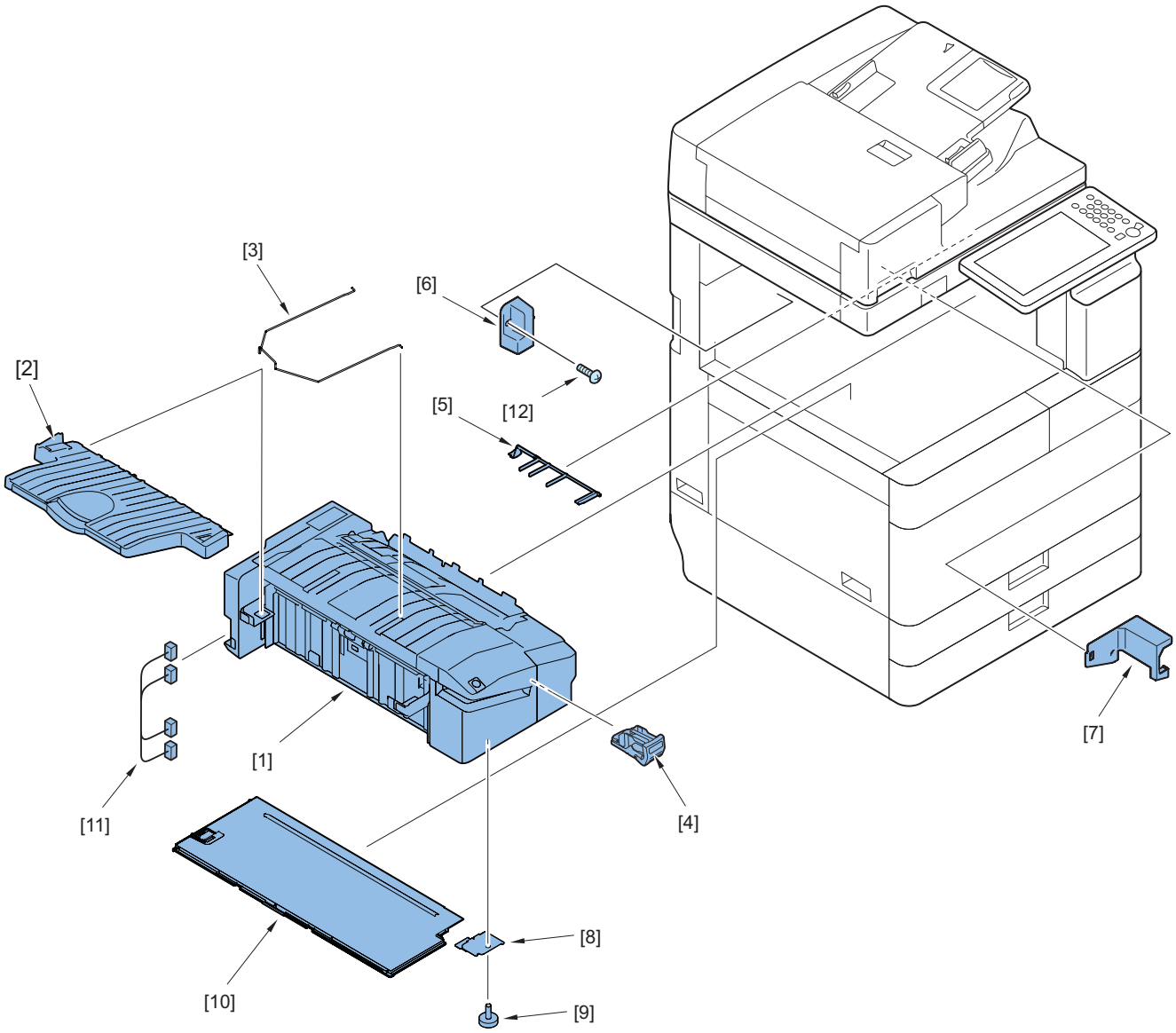
■ Checking the Contents

Check that none of the included parts is missing.

☐ [1] Inner Finisher x 1 	☐ [2] Finisher Stack Tray x 1 	☐ [3] Wire Sub Tray x 1 
☐ [4] Staple Cartridge x 1 	☐ [5] Sensor Flag (Gray) x 1 	☐ [6] Connector Cover x 1 
☐ [7] Delivery Rear Cover x 1 	☐ [8] Fixed Plate x 1 	☐ [9] Coin Screw x 1
☐ [10] Inner Cover x 1 	☐ [11] Finisher Cable Harness x 1	☐ [12] Screw (Binding (black); M3x10) x 1

<Others>
Including guides

■ Installation Outline Drawing



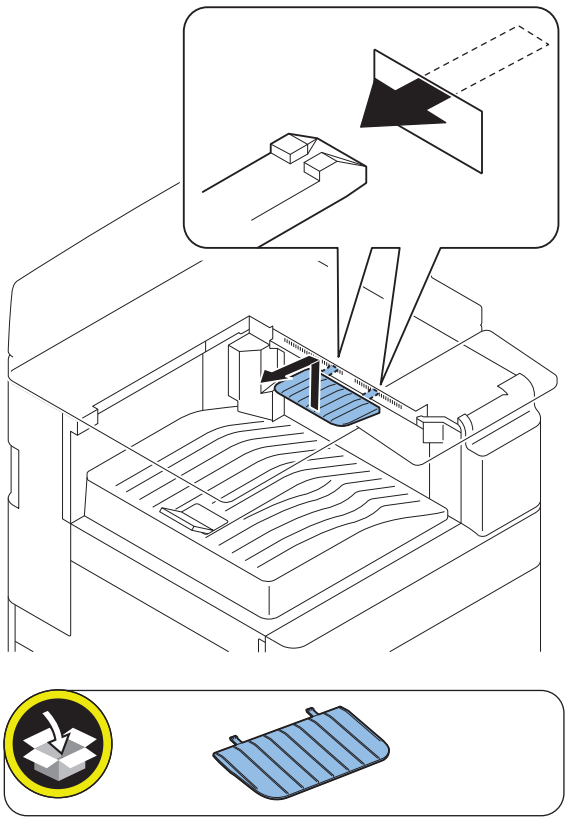
Installation Procedure

■ Preparation for Host Machine

CAUTION:
When installing the Inner Puncher together with this equipment, refer to the Inner Puncher installation procedure instead of referring this installation procedure. (reference:“Inner 2/3 2/4 4 Hole Puncher-C1” on page 707)

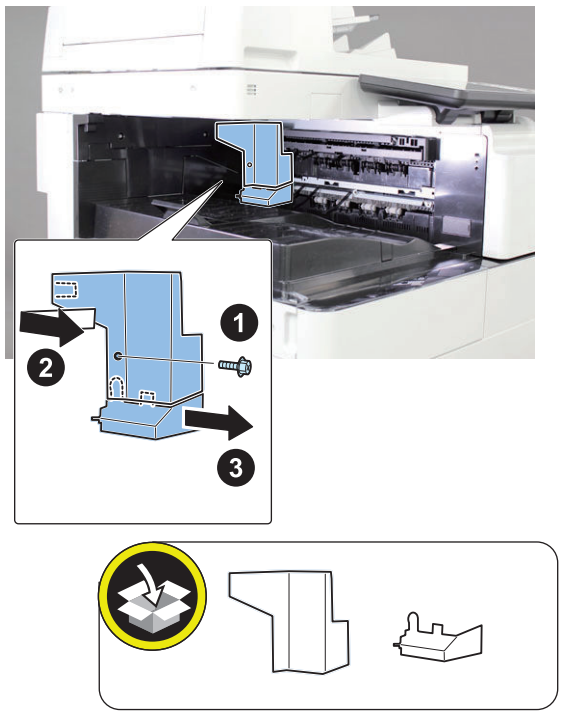
☐

1. **When the Reversal Guide has been installed to the host machine, remove it.**
   - 2 Claws



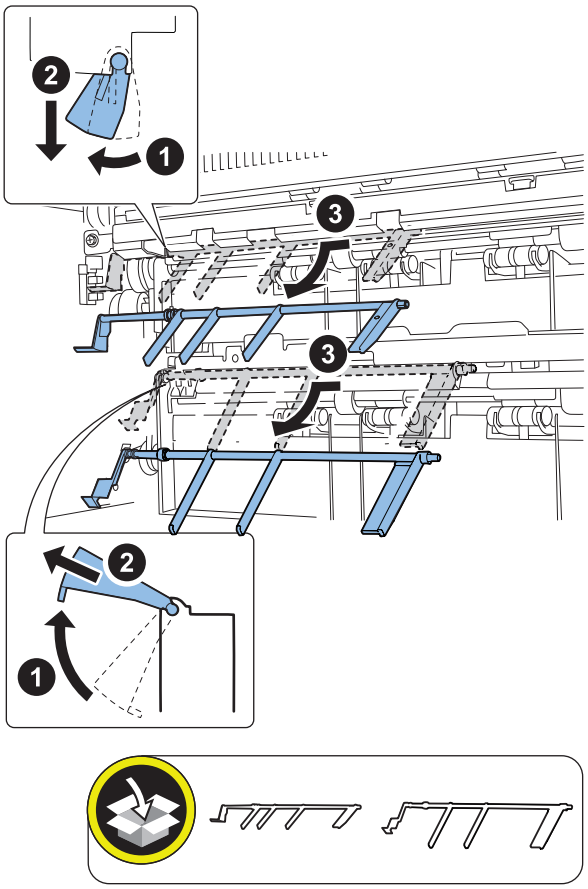
☐

2. **Remove the Delivery Rear Cover (Upper/Lower) . (The removed screw is used at late procedure.)**
   - 1 Hook
   - 1 Screw
   - 2 Bosses



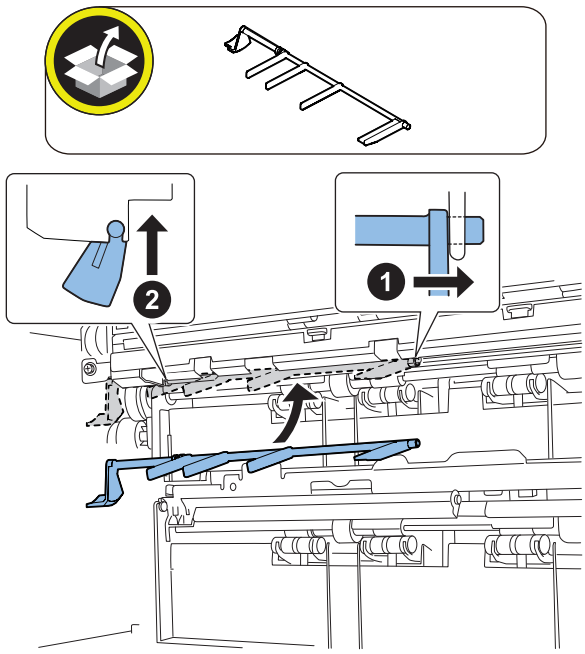
☐

3. **Remove the Sensor Flags (Upper/Lower).**



☐

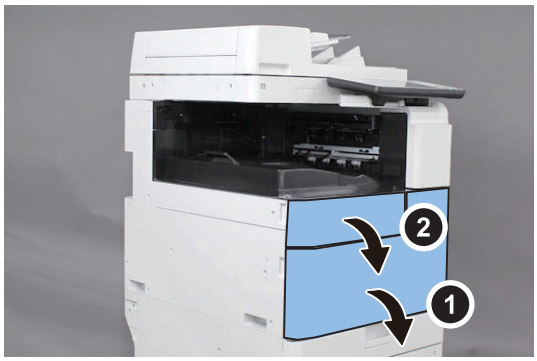
4. **Install the supplied Sensor Flag (upper, Gray).**



CAUTION:
Check that the sensor flag operates smoothly.

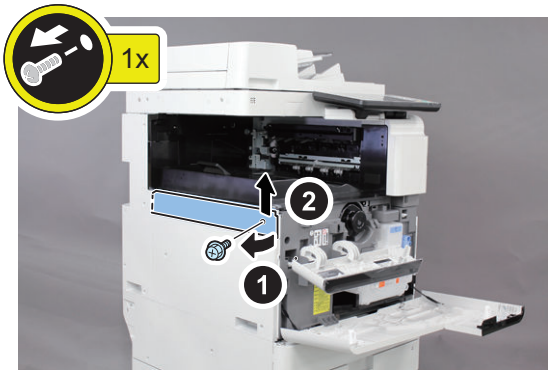
☐

5. **Open the Front Cover and Front Upper Cover.**



☐

6. **Remove the Left Upper Cover.**
   - 1 Screw

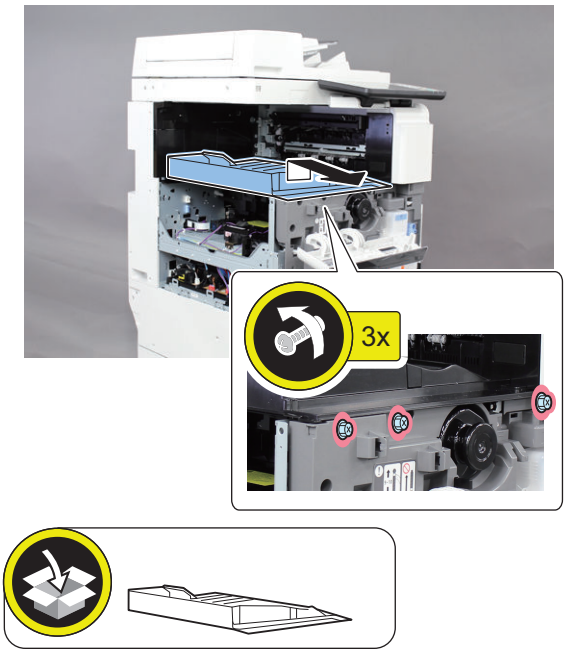


☐

7. **Remove the Left Cover.**
   - 3 Screws

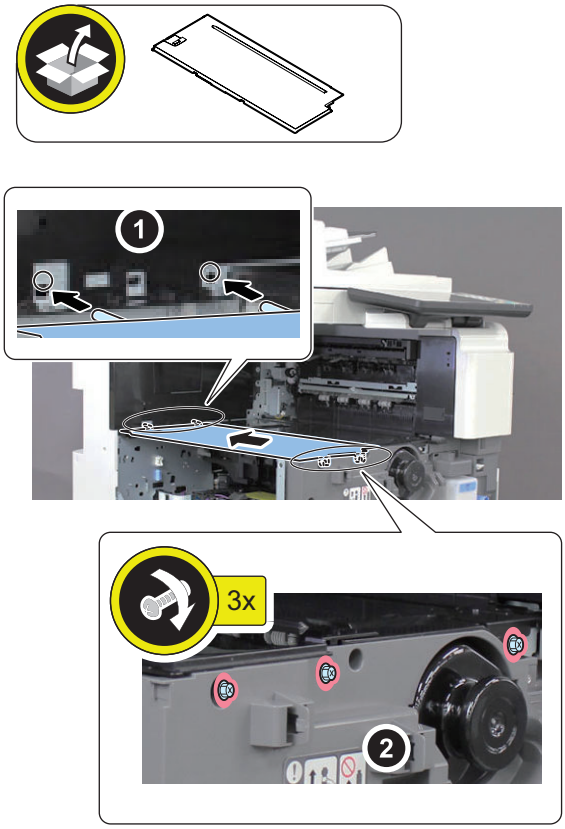
☐

8. **Loosen the 3 screws, and then remove the Delivery Tray.**



☐

9. **Install the Innner Cover, and then fasten the 3 screws loosened at procedure 8.**
   - 2 Bosses

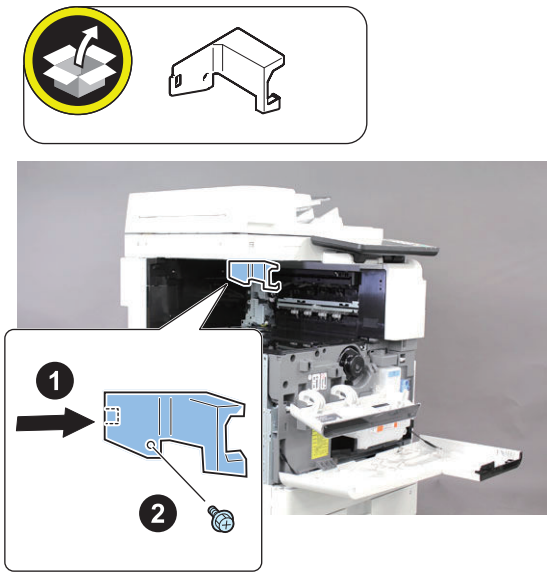


NOTE:
- Inner Cover is installed using the 2 screws.
- Confirm that the Inner Cover does not rise after fixing the screws.

☐

10. Install the supplied Delivery Rear Cover.

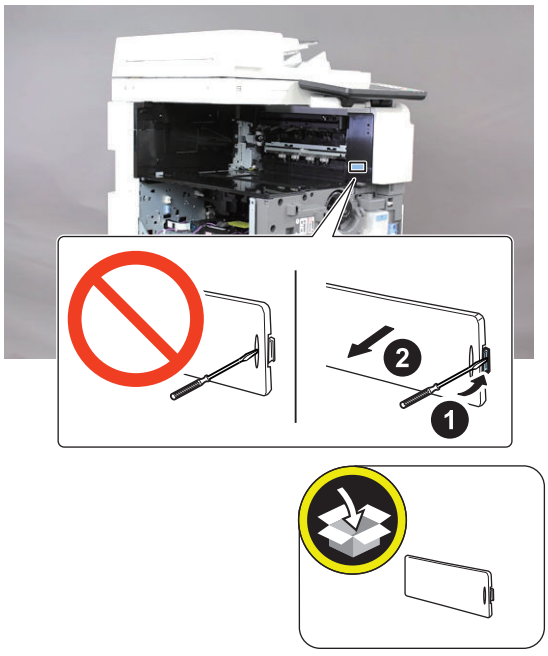
- 1 Hook
- 1 Screw (RS Tightening; M3x8) (removed at Step 2.)



☐

11. Remove the Face Cover of the host machine.

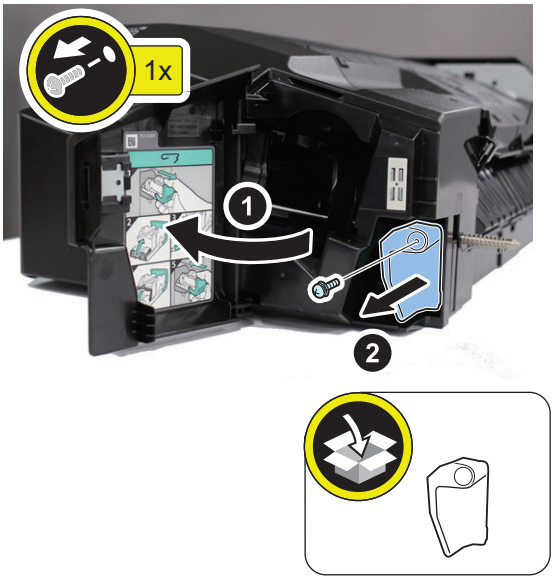
- 1 Claw



■ Installation of Inner Finisher

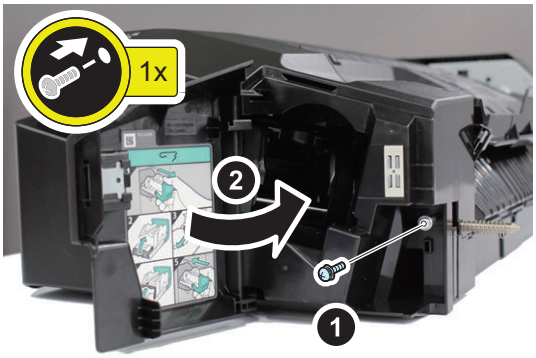
☐

1. **Open the Front Cover, and then remove the Disconnect Lever.**
   - 1 Screw



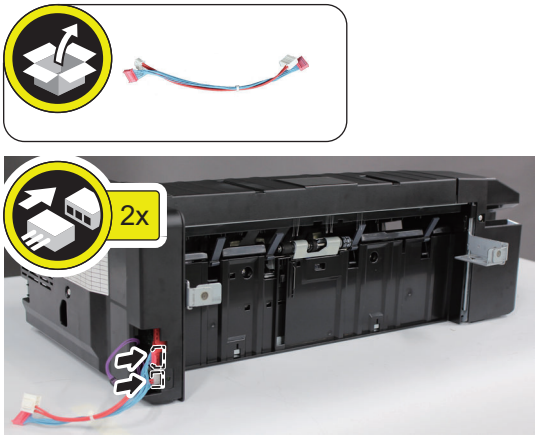
☐

2. **Fix the screw removed in Step1 to the original position. Close the Front Cover.**
   - 1 Screw (W Sems; M3x6)



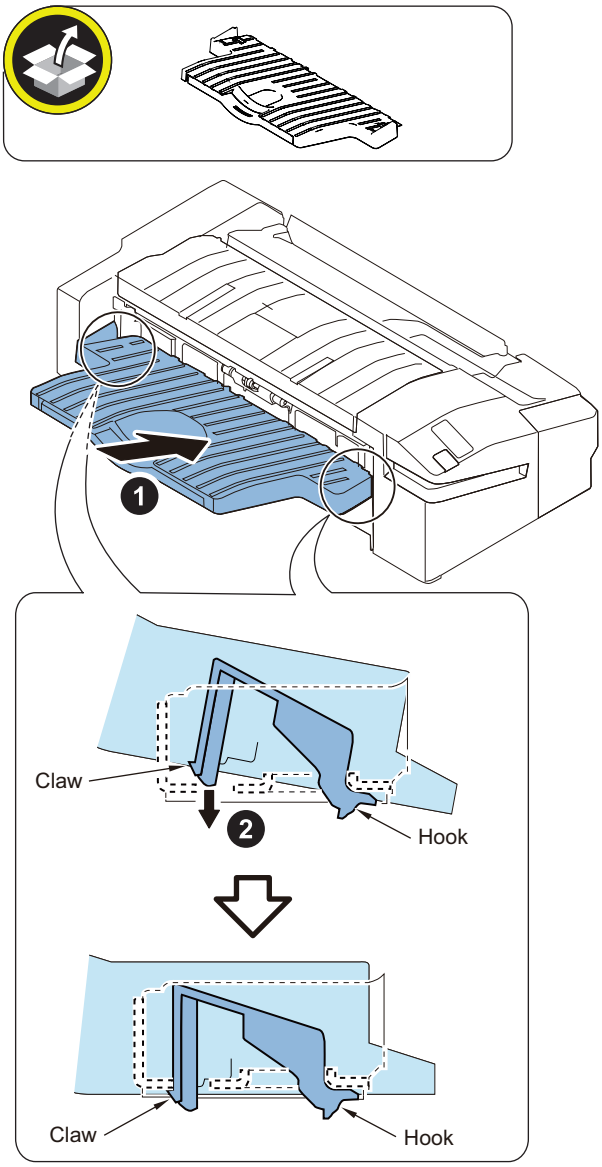
☐

3. **Connect the connectors of the Finisher Cable Harness to the Inner Finisher.**
   - 2 Connectors

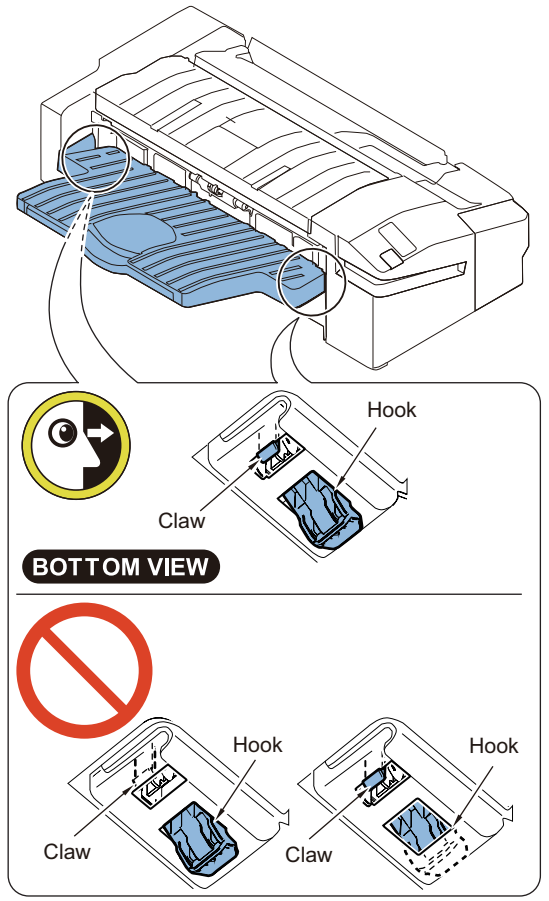


☐

4. Install the Stack Tray.

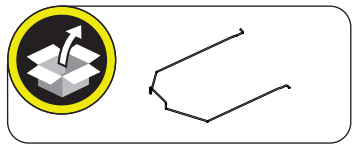


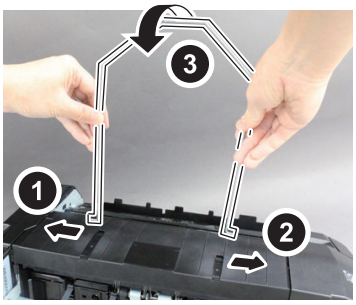
CAUTION:
Check that the Stack Tray is properly installed. If the installation fails, error; E540-8001/8002 may occur at power ON.

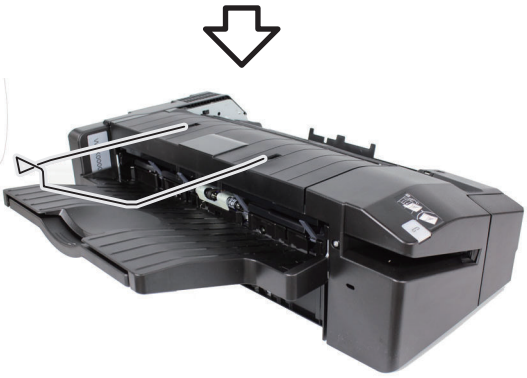


☐

5. **Install the Wire Sub Tray.**



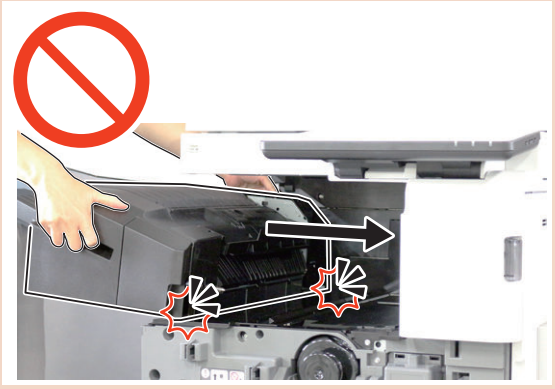




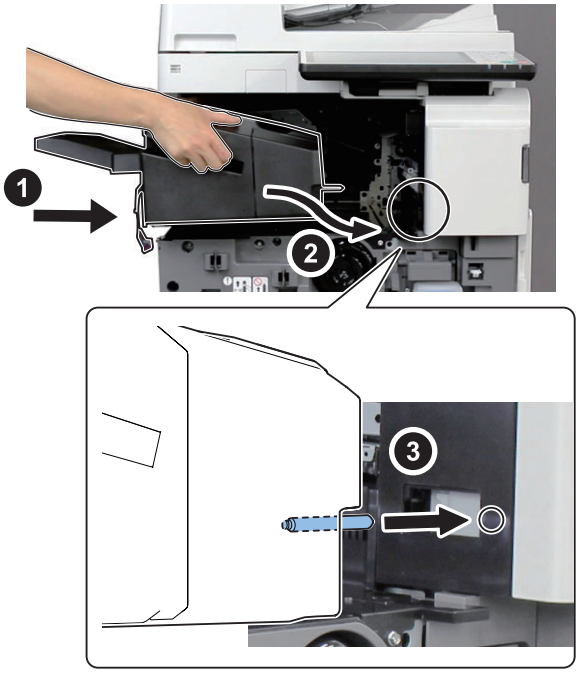
□

6. **Install the Inner Finisher to the host machine as shown in the figure carefully so that the host machine can not be damaged.**
   - 1 Pin

CAUTION:
When Installing the Inner Finisher to the host machine, be careful of the following points.
- Do not slide the Inner Finisher on the inner part of the host machine nor bump the Inner Finisher to the covers of the host machine. Doing those may cause damage to the exterior of the host machine.



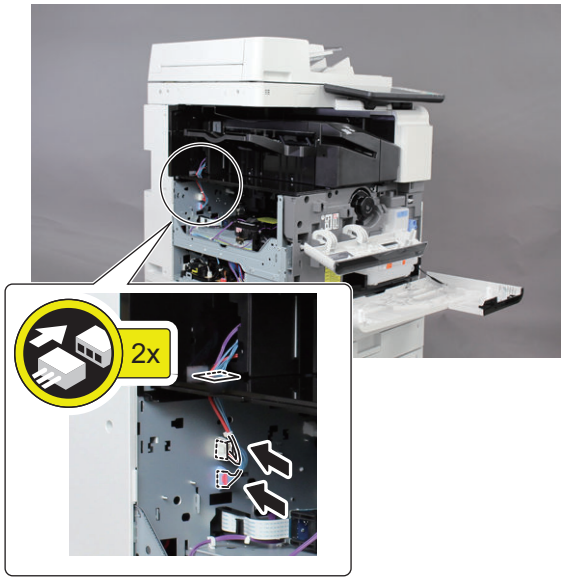
- Do not bump the Inner Finisher to Sensor Flag.
- Do not to nip the Harness of the Inner Finisher between Inner Finisher and host machine.



CAUTION:
If this equipment has to be removed from the host machine, refer to the "Detach This Equipment from the Host Machine" procedure.

☐

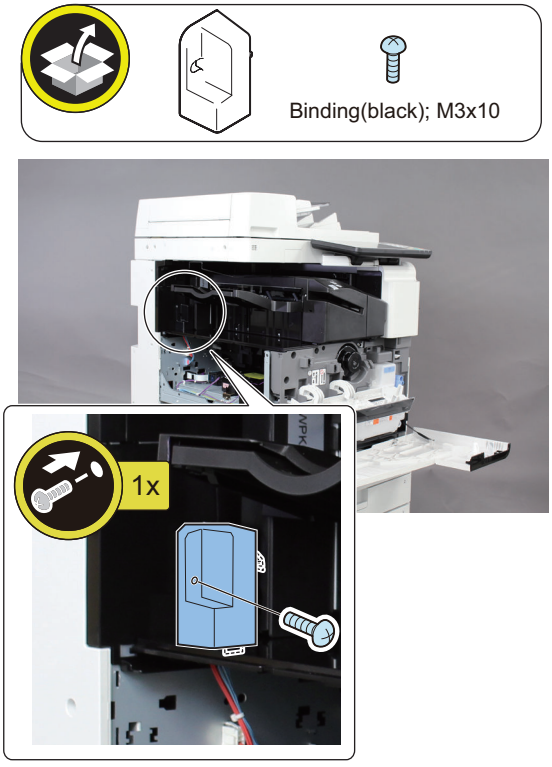
7. **Put the Finisher Cable Harness through the hole of the Inner Cover, and then connect the it to the host machine.**
   - 2 Connectors



NOTE:
The 3P connector is not necessary to connect.

☐

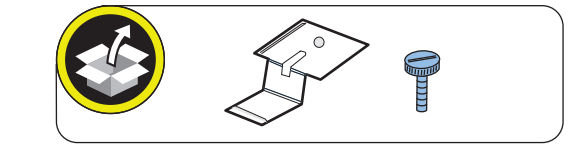
8. **Install the Connector Cover.**
   - 2 Bosses
   - 1 Screw (Binding (black); M3x10)

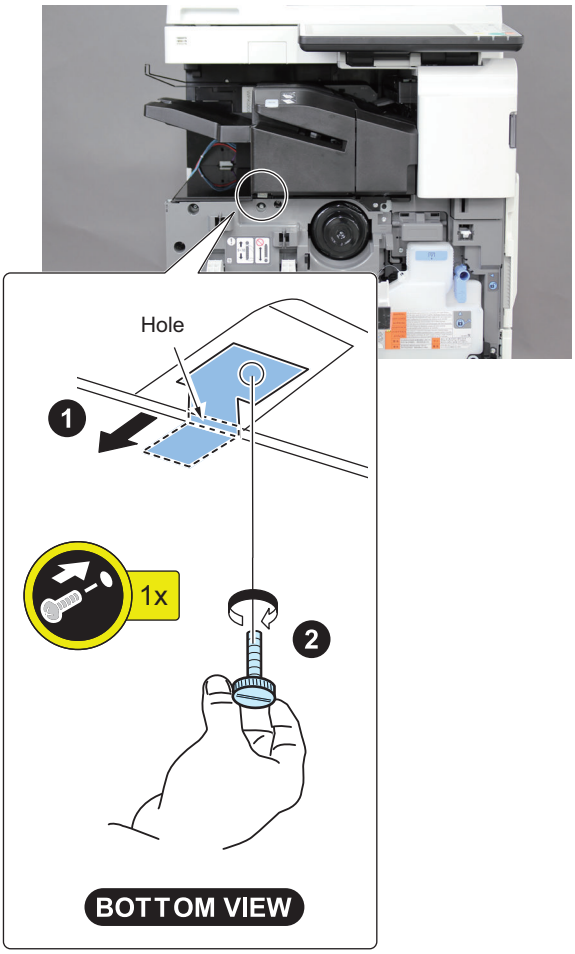


NOTE:
Set the 3P connector in the Connector Cover.

☐

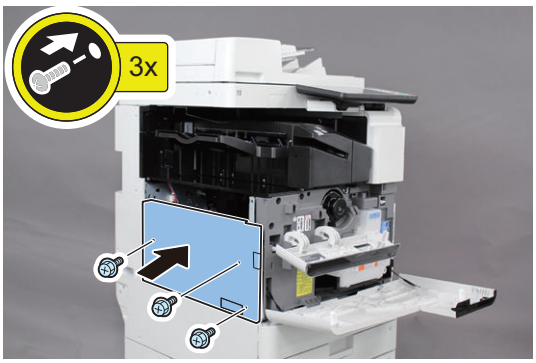
9. **Install the Fixed Plate.**
   - 1 Coin Screw





☐

10. **Attach the removed Left Cover.**
    - 3 Screws (RS Tightening; M3x8)



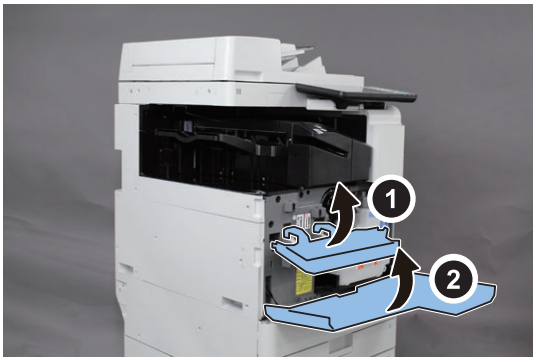
☐

11. Attach the removed Left Upper Cover.

- 2 Claws
- 1 Screw (RS Tightening; M3x8)

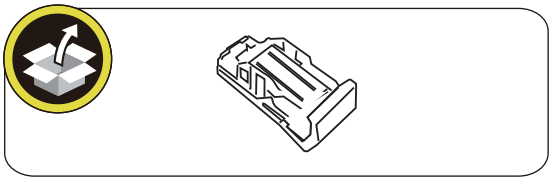
☐

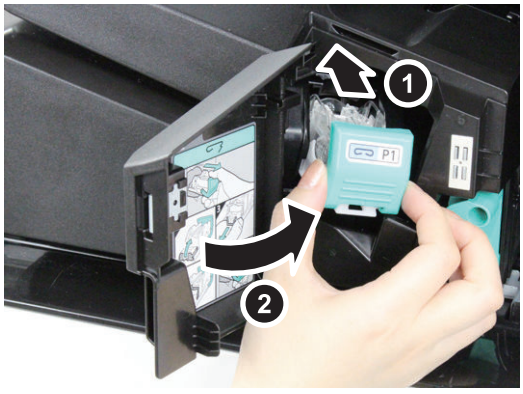
12. Close the Front Upper Cover and Front Cover.



☐

13. Open the Front Cover, and then set the Staple Cartridge into the stapler unit. Close the Front Cover.





Checking after Installation

■ Disposal Parts Check

1. **Following disposal parts are remained after installation procedure.**

☐	[1]	Reversal Guide (Installed to the host machine)	1pc.
☐	[2]	Delivery Rear Cover (Upper/Lower)	each 1pc.
☐	[3]	Sensor Flags (Upper/Lower)	each 1pc.
☐	[4]	Delivery Tray	1pc.
☐	[5]	Face Cover of the host machine	1pc.
☐	[6]	Disconnect Lever	1pc.

■ Operation Check

☐

1. **Turn ON the main power of the host machine.**

☐

2. **If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.**

NOTE:
If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started. In the service mode (Level 2) shown below, it is possible to set not to display the message.
- **(Lv.2):**
  COPIER>OPTION>FNC-SW>VER-CHNG

☐

3. **Check the paper feed and stapling operation and others.**

Detach This Equipment from the Host Machine

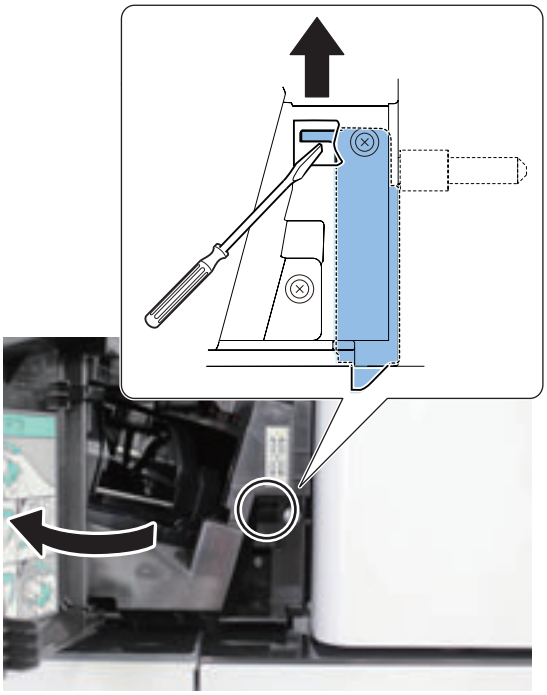
CAUTION:
Before detaching this Equipment from the Host Machine, be sure to check that the Host Machine has been turned off and its power plug has been disconnected from the outlet.

☐

1. **Open the Front Cover of the Inner Finisher.**

☐

2. **Insert the Screwdrivers at the position as shown in the figure to release the Protrusion.**



Inner 2Way Tray-L1

Essential Items to Be Performed Before Installation

- Turn OFF the main power of the host machine, and disconnect the power plug from the outlet.

> **WARNING:**
> - If performing work without disconnecting the power plug of the host machine, it may cause electrical shock.
> - If disconnecting the power plug without turning OFF the main power, it may cause damage of the machine.

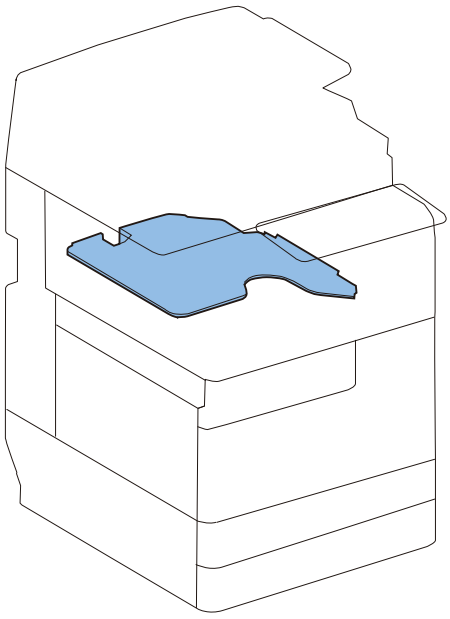
- When turning OFF the main power, follow the below procedure.
  1. Turn OFF the main power switch of the host machine.
  2. The display in the Control Panel and the lamp of the main power are turned off.

Points to Note when turning ON/OFF the main power

The following message is displayed.

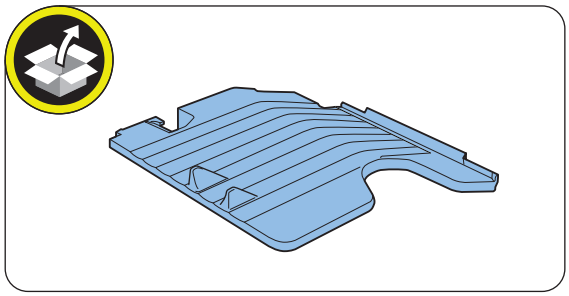
1. When a message prompting to turn OFF and then ON the main power appears, turn OFF and then ON the main power switch.
2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.
   If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started.
   In the service mode (Lv.2) shown below, it is possible to set not to display the message.
   COPIER > OPTION > FNC-SW > VER-CHNG

Installation Outline Drawing

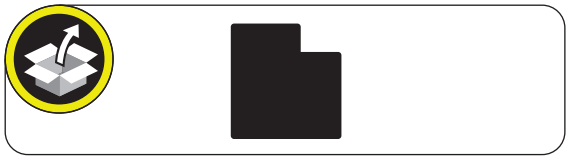


Checking the Contents

Parts included in the package of Inner 2way Tray



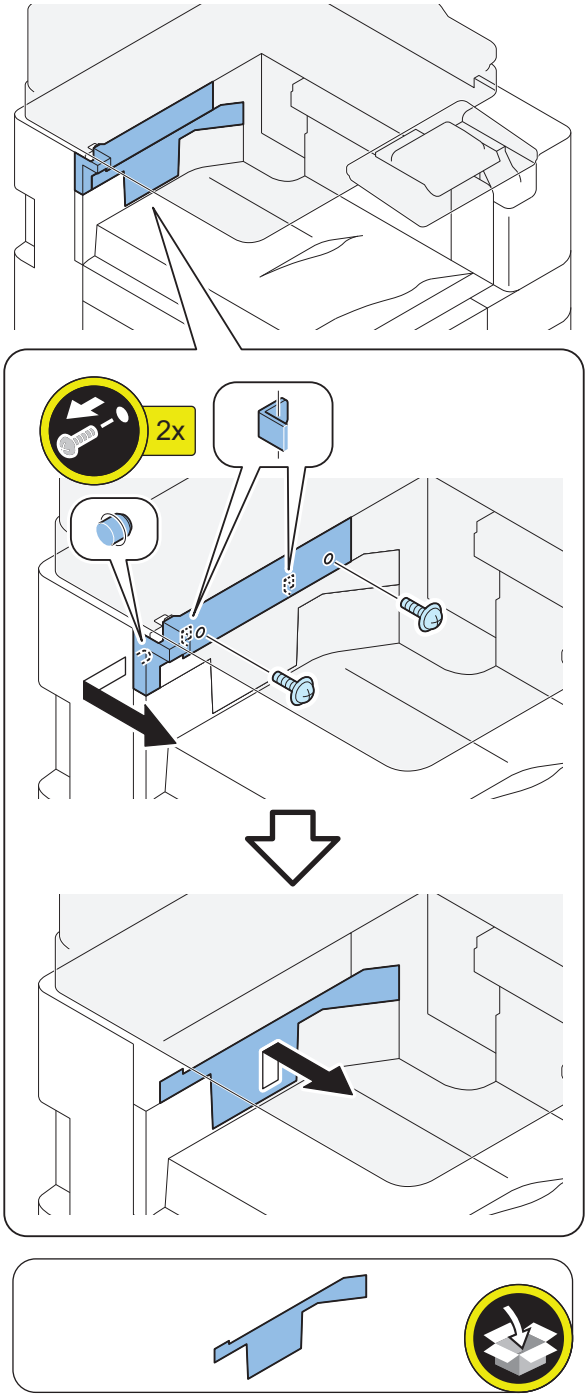
Parts included in the package of the host machine



Installation Procedure

□

1.

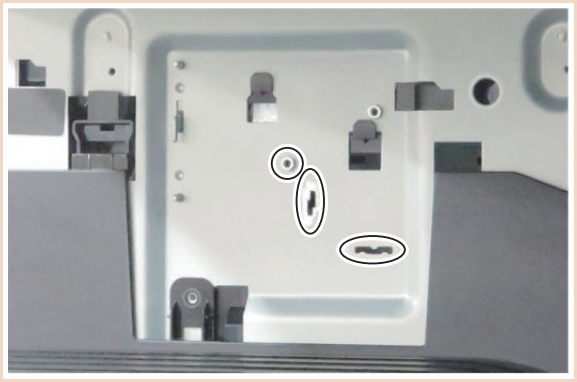


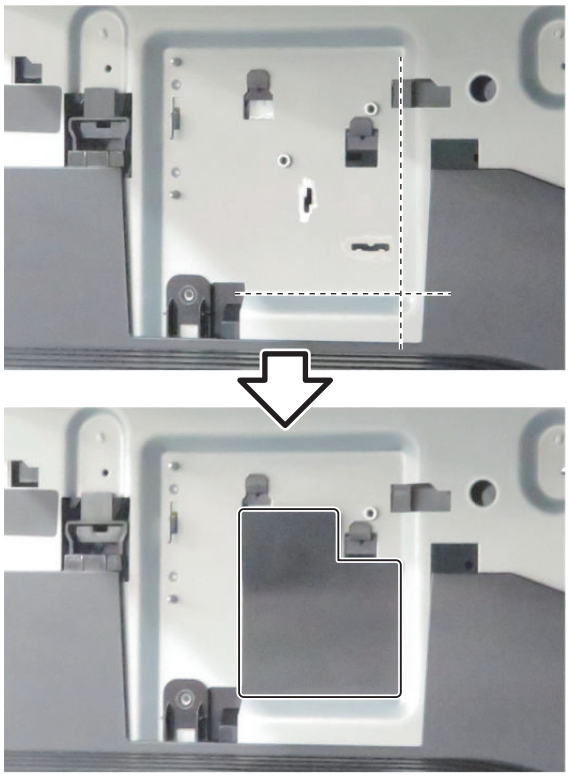
NOTE:
The removed Inner Cover (Upper) and 2 screws will be used in step 4.

□

2.

⚠ CAUTION:
Completely cover the burr around the three holes in the Plate with the cover sheet.

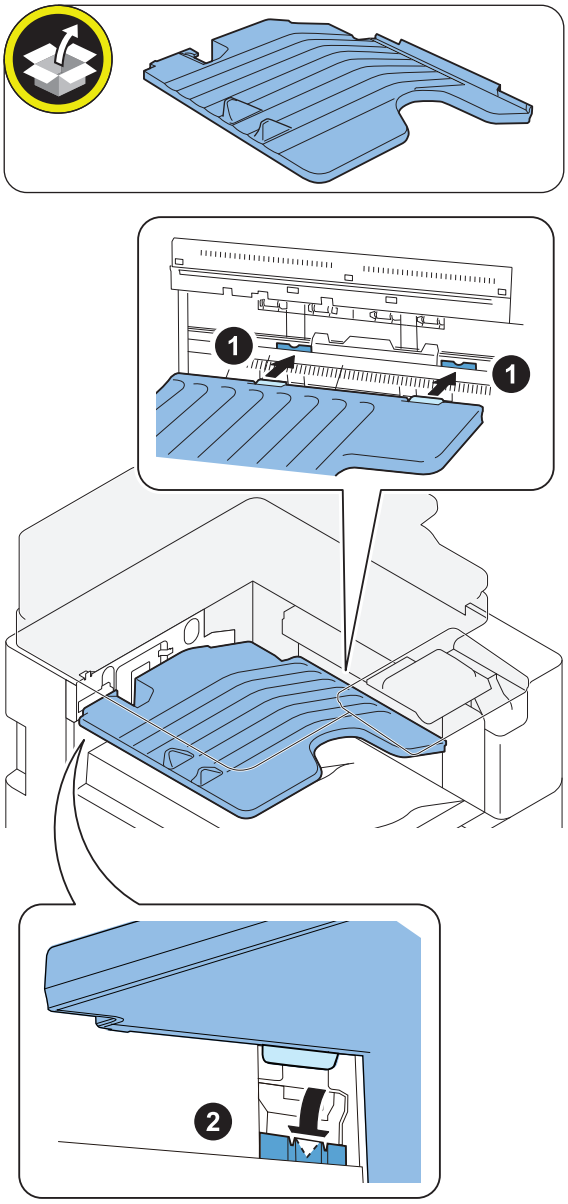




□

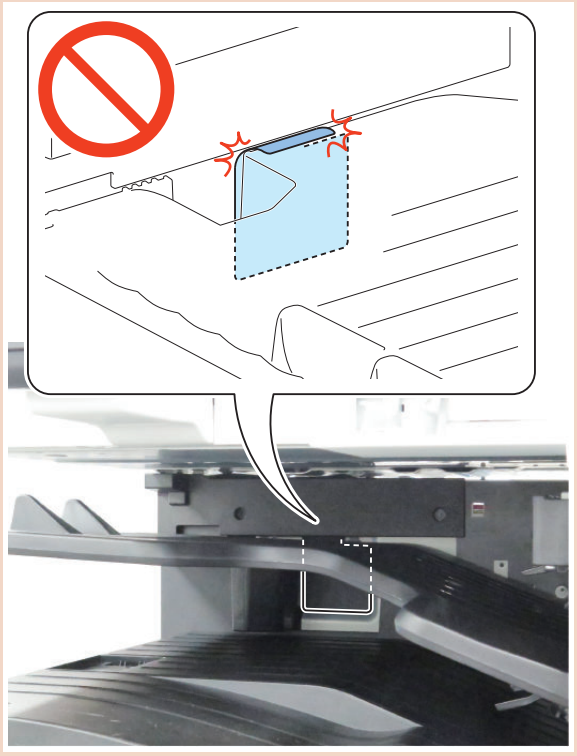
3.

CAUTION:
Make sure that the Inner 2way Tray is properly inserted into the slot and the support.

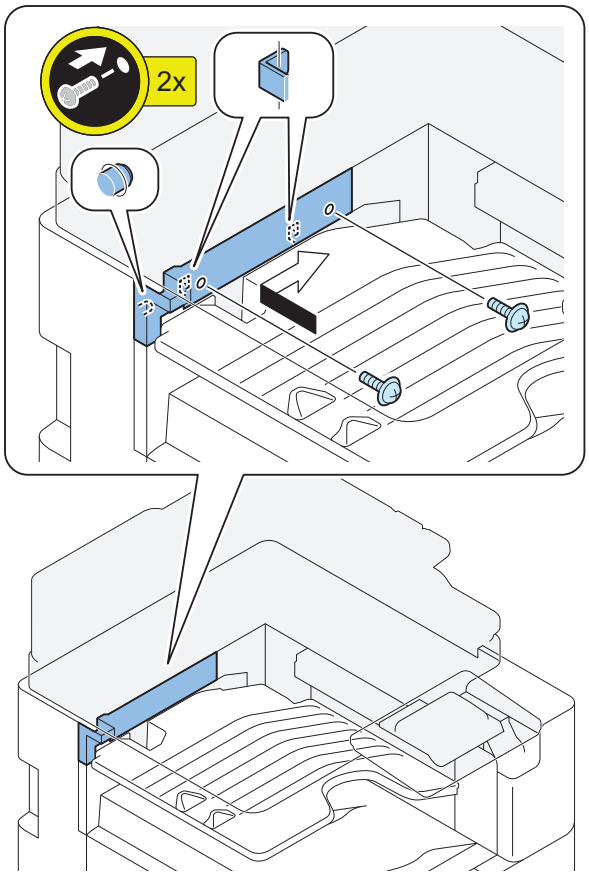


□
4.

CAUTION:
Be careful so that the upper part of the cover sheet may not be turned up by the Inner Cover (Upper).



NOTE:
Use the Inner Cover (Upper) and screws removed in step 1.



□

5. **Connect the power plug of the host machine to the outlet.**

□

6. **Turn ON the Main Power Switch.**

Settings after Installation

□

1. **Set the value of the following service mode (Level 1) to "1".**
   - COPIER > OPTION > ACC > IN-TRAY
2. **Turn OFF and then ON the main power.**
3. **Check that the following menu has been added.**
   - [Settings/Registration] > [Function Settings] > [Common] > [Paper Output Settings] > [Tray Designation]
4. **Press [Tray Designation].**
5. **According to the user's request, set the function of delivering paper to the Tray A/B/C and the priority order of the trays, and press [OK]. The priority order is displayed as "1", "2", and "3".**
6. **Check that the behavior is in accordance with the settings.**

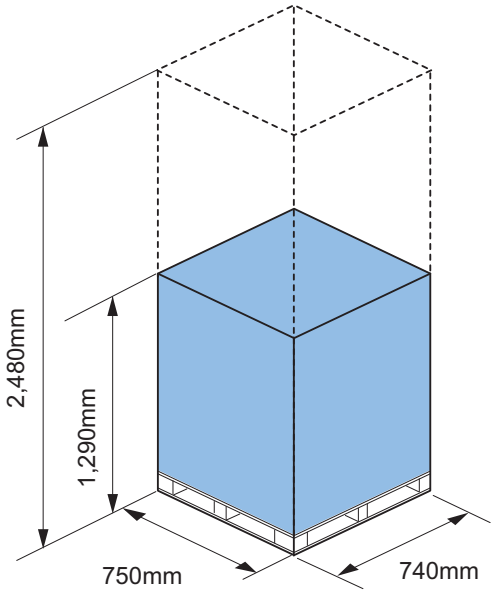
Staple Finisher-Y1/Booklet Finisher-Y1

Checking Before Installation

The installation site must satisfy the conditions given below.
Therefore, it is recommended that the installation site be looked over before delivering this Equipment to the customer.

■ Checking the Unpacking Space

Be sure to unpack this equipment according to the illustrations in a wide area where there is enough space around it.

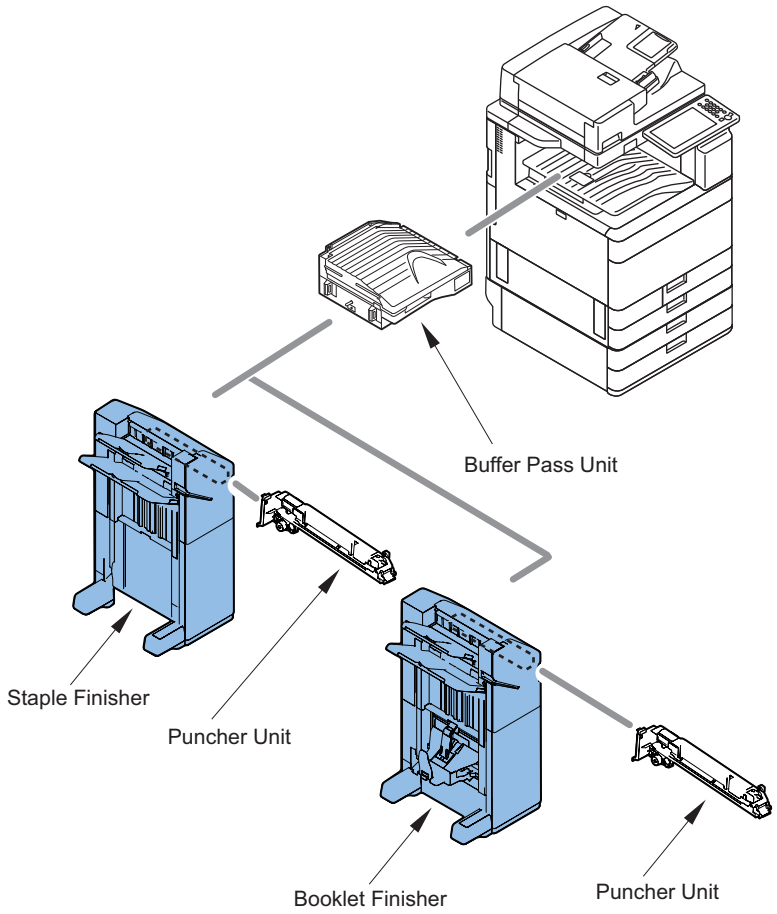


■ Points to Note on Installation

- Refer to "Order of Installation of options" when installing this Equipment.
- Since this machine is heavy (Staple Finisher: approx. 31kg, Booklet Finisher: approx. 57kg), 2 or more persons are required to install it. Be sure to perform the work in accordance with the standard to handle a heavy load in each country.
- When moving this Equipment after having unpacked it, be careful by placing a plate, etc. on areas with steps to prevent the casters from hitting those steps. If the casters hit a step, the casters or the base plate may be deformed.

■ Order for Installation of Options

When installing this Equipment together with other options, first install the Host Machine and then install options in the following order:



1. Buffer Pass Unit
2. Puncher Unit
3. Staple Finisher/ Booklet Finisher

■ Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following names may be registered instead.

- F281181
- F281182

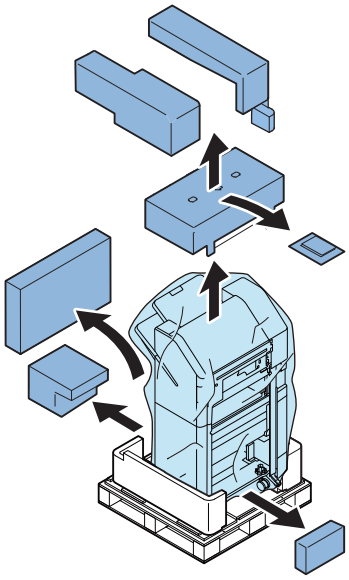
Unpacking

⚠ CAUTION:
This equipment is rather heavy. Be sure to work with a group of 2 or more people. Particularly when moving it over a step on the floor, be sure to take full care not to let it tumble over (Weight: Staple Finisher: approx. 31 kg, Booklet Finisher: approx. 57 kg).

NOTE:
This equipment is packed using tapes, fixings and cushioning materials to be protected against vibration and shock during transportation. Be sure to remove them before starting to install this equipment. It is a good idea to store away the removed fixings and cushioning materials for possible relocation of this equipment, e.g., to a new site or for repairs.

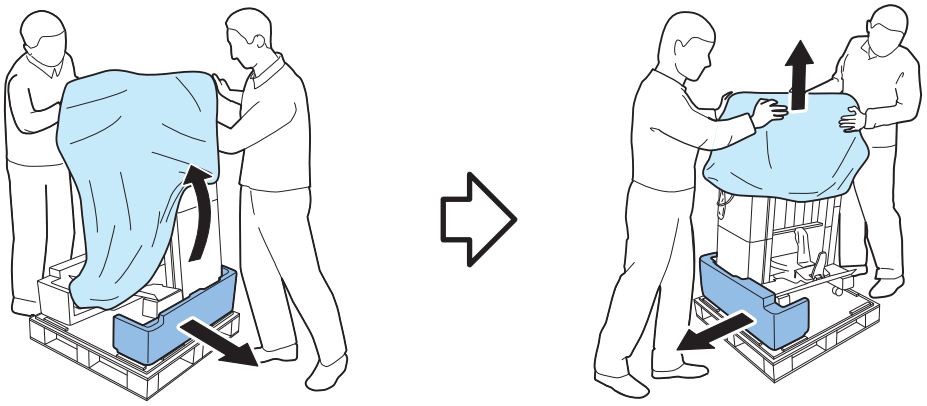
□

1.



□

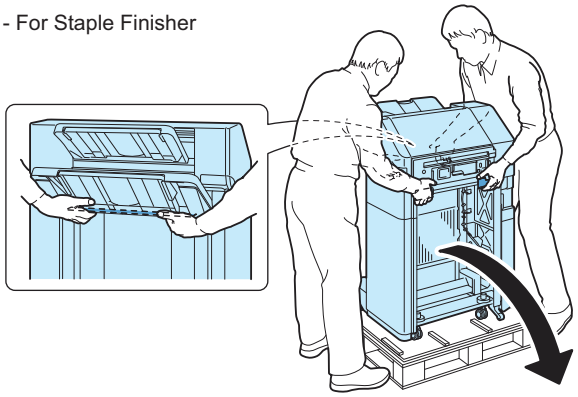
2.



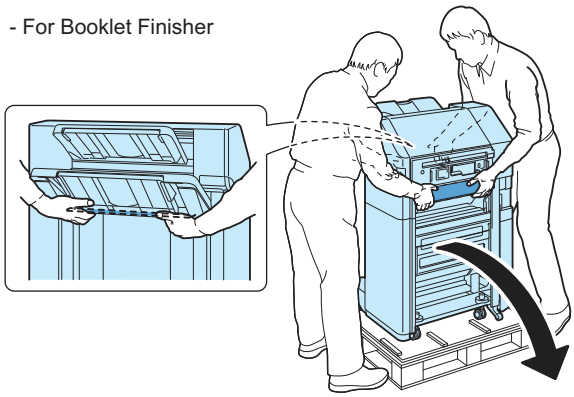
□

3. Hold the specified parts as shown and unload the finisher.

- For Staple Finisher

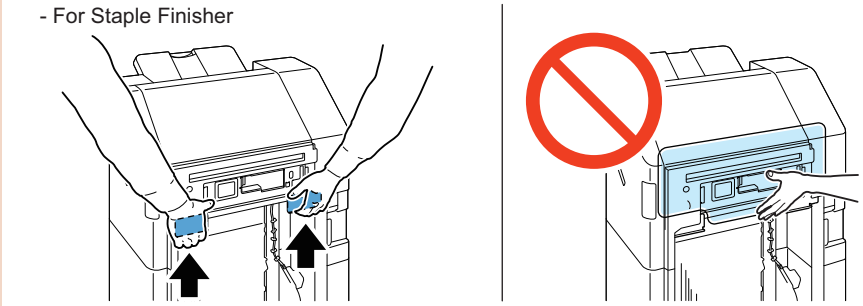


- For Booklet Finisher

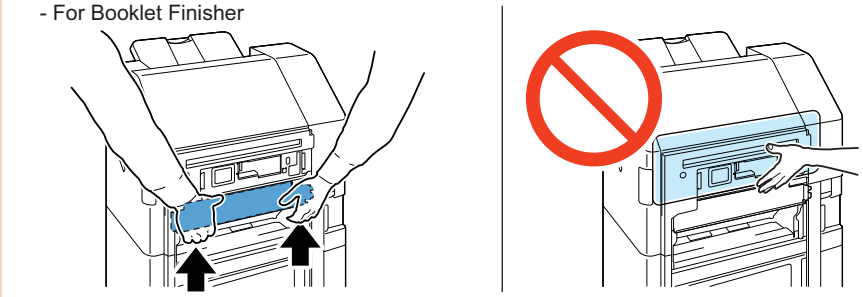


CAUTION:
Hold the specified parts as shown and do not hold the other parts to lift up the finisher.

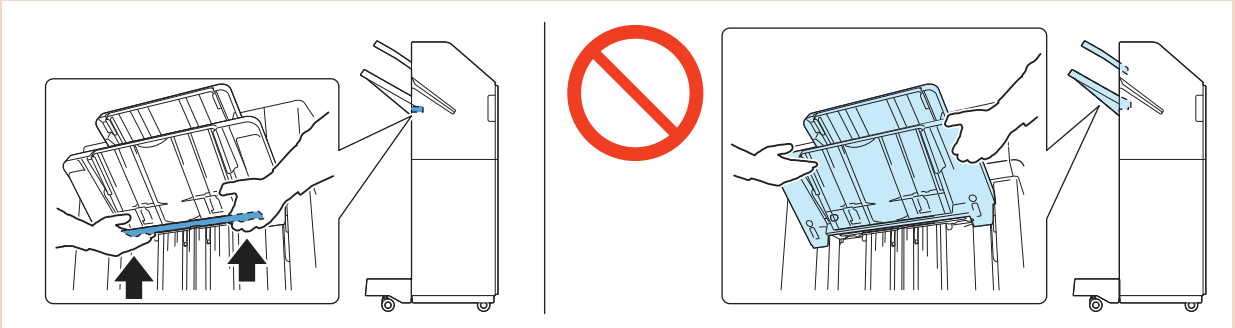
- For Staple Finisher



- For Booklet Finisher



CAUTION:
Hold the metal part as shown and do not hold the other tray parts.



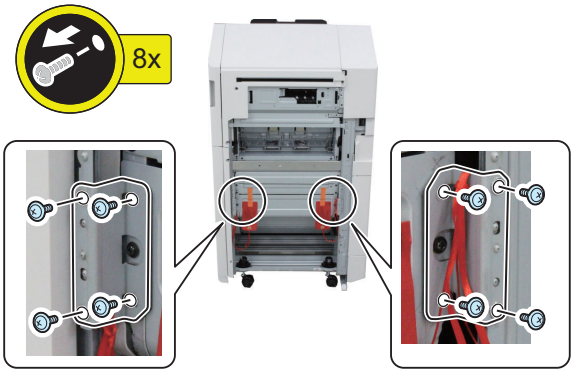
☐

4. **Remove all the tapes and cushioning materials outside this equipment.**

☐

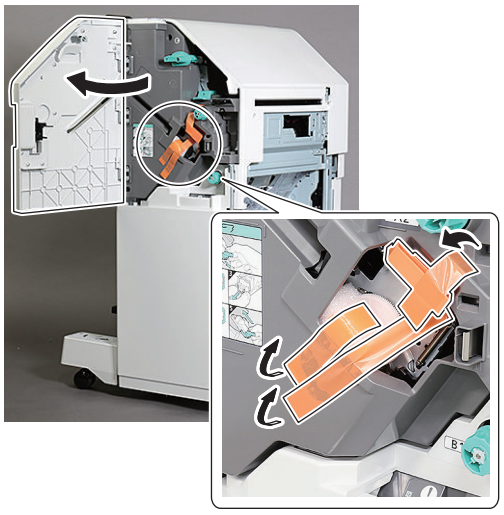
5. **Remove two fixings. (Booklet Finisher only)**

- 8 Screws



☐

6.

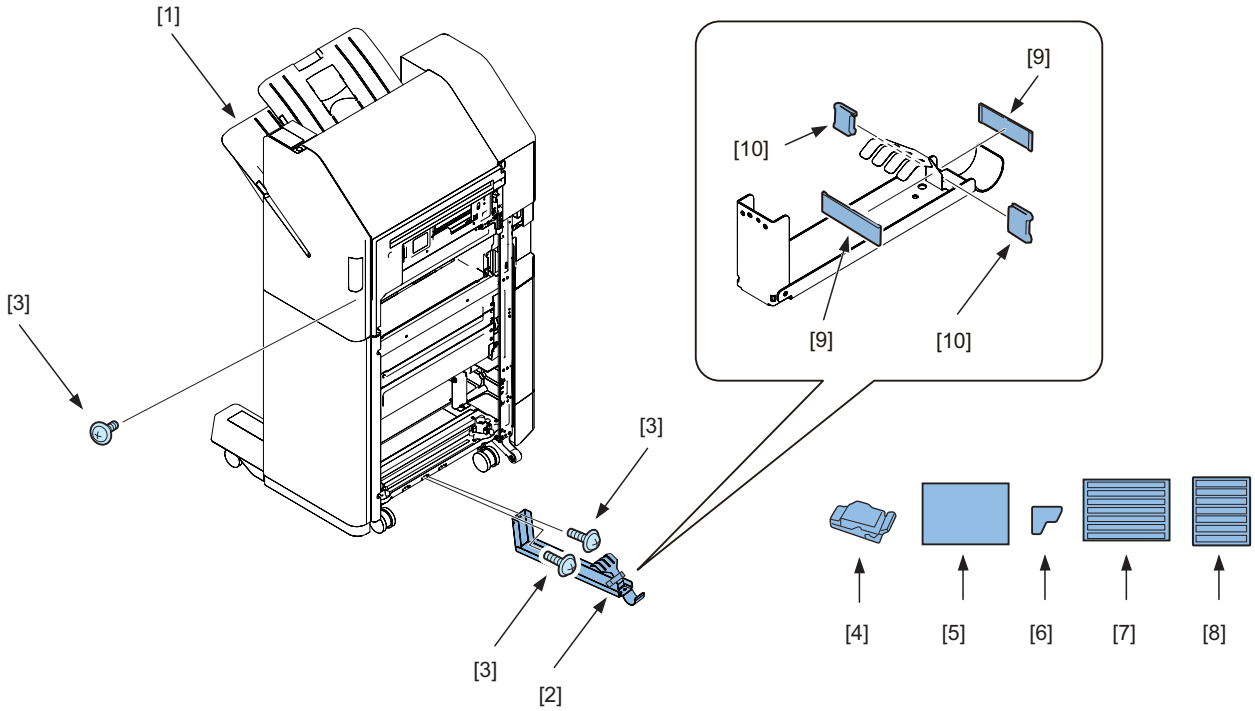


☐

7.

Checking the Contents

Check that none of the included parts is missing.



☐[1] 1x Finisher
☐[2] 1x Ground Rail
☐[3] 3x Screw (TP; M3x6)
☐[4] 1x Stapler Unit Staple Case
☐[5] 1x Tray Setting Label
☐[6] 1x Jam Label (Booklet Finisher only)
☐[7] 1x Jam Language Label 1x (Booklet Finisher only)
☐[8] 1x Saddle Caution Language Label (Booklet Finisher only)
☐[9] 2x Ferrite Core (Not used)
☐[10] 2x Cap (Not used)

<Others>
Other bundled items such as Installation Procedure, leaflets, etc.

Installation Procedure

⚠ CAUTION:
Check that the main power switch is OFF and the power plug is disconnected from the outlet.

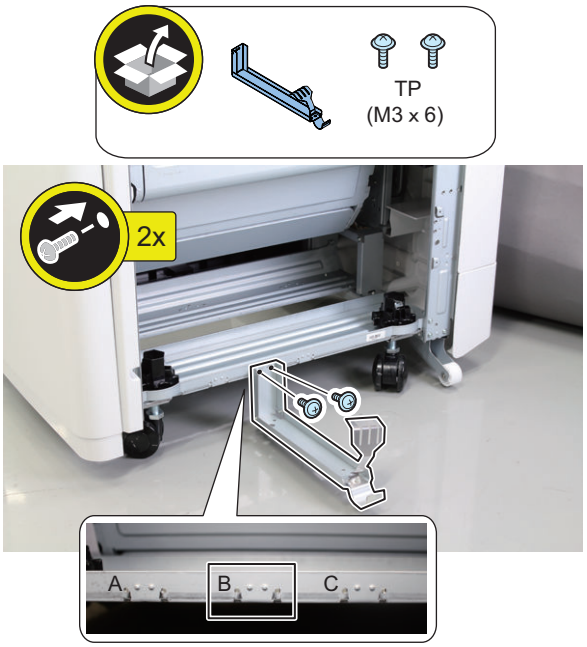
NOTE:
It is a good idea to store away the removed fixings for possible relocation of this Equipment, e.g., to a new site or for repairs.

■ Preparing The Finisher for Installation

☐

1. **Install the Ground rail to the Finisher.**
   - 2 Screws (TP ; M3x6)

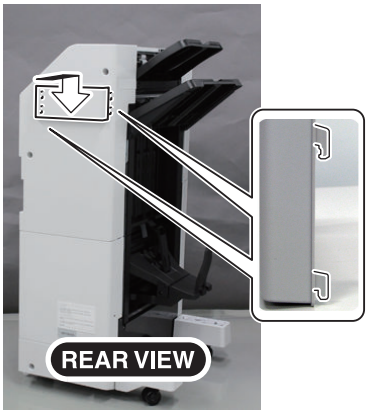
NOTE:
Install the Ground rail to the position [B].



☐

2. **Install the Service Book Holder supplied with the host machine to the Finisher.**
   - 4 Hooks

NOTE:
When the Service Book Holder has already been installed in the Host Machine, relocate it to the Finisher.



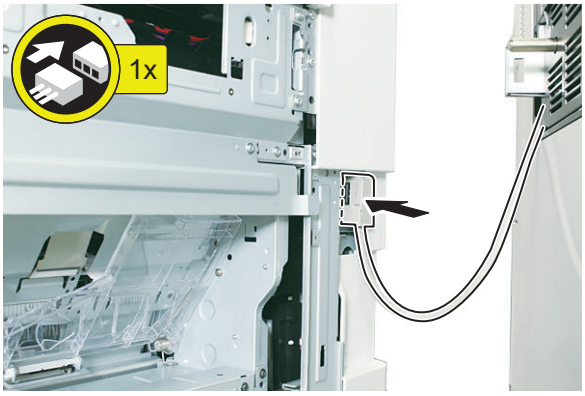
■ Connecting to Host Machine

NOTE:
iR-ADV C5500 series are used in the illustrations below, but the work is the same.

☐

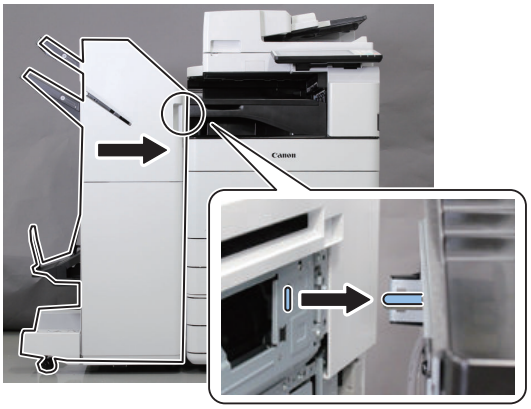
1. **Connect the Interface Cable to the Buffer Pass Unit.**

⚠ CAUTION:
When connecting the Interface Cable, be sure to turn off the Host Machine and disconnect its power cable from the outlet. If you do not do so, electric shock can result.



☐

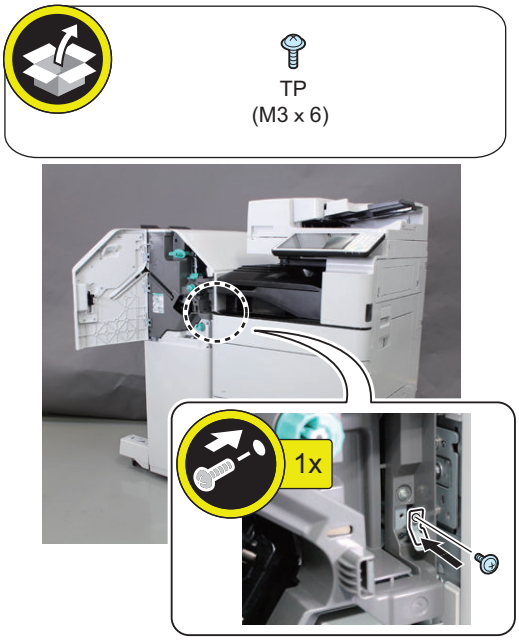
2. **Fit the positioning pin of the Buffer Pass Unit in the positioning hole on the Finisher to connect the Finisher to the Host Machine fittingly.**



NOTE:
If the positioning pin of the Buffer Pass Unit is not fitted the positioning hole on this Equipment, carry out the adjustment described in "Adjusting the Height".

☐

3. **Open the Front Cover of the Finisher. Fix the Finisher to the Host Machine.**
   - 1 Screw (TP ; M3x6)



☐

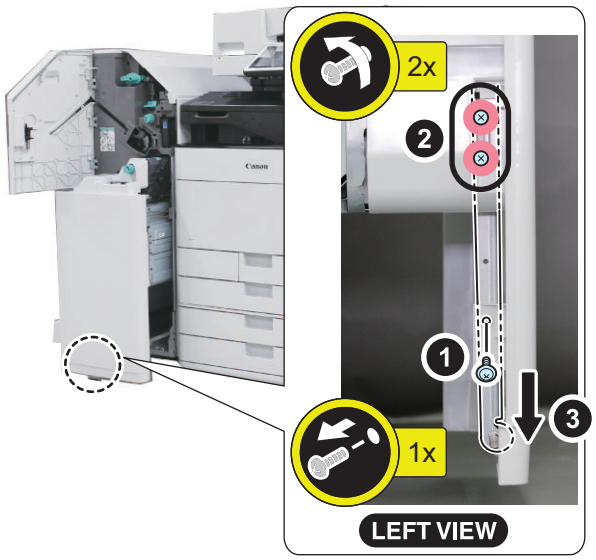
4. **For the Staple Finisher, Close the Front Cover of the Finisher. For the Booklet Finisher, proceed to the following instructions.**

☐

5. **Pull out the Saddle Unit about 150mm.**

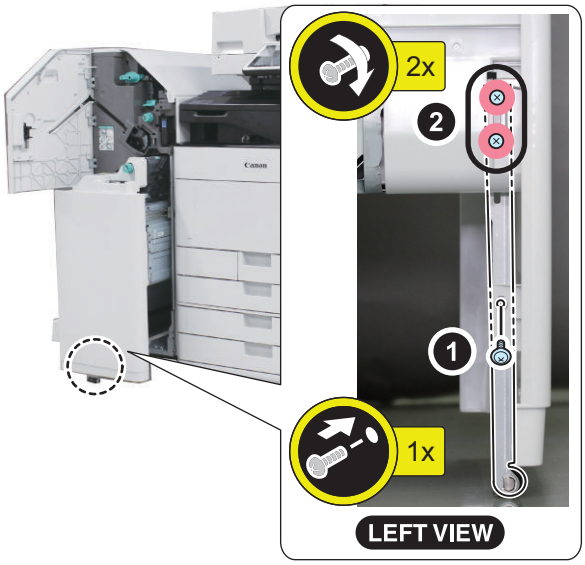
☐

6. **Remove the screw. Loosen two screws, and then fix the Saddle Unit Auxiliary Caster so that its Caster can touch the floor.**
   - 1 Screw



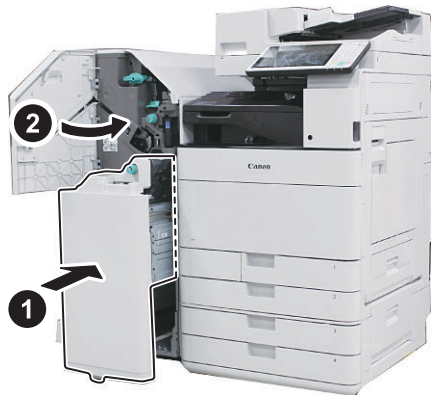
☐

7. **Install the screw removed in step 5, and then tighten two screws loosened.**
   - 1 Screw (TP ; M3x6)



☐

8. **Put the Saddle Unit back, and close the Front Cover.**

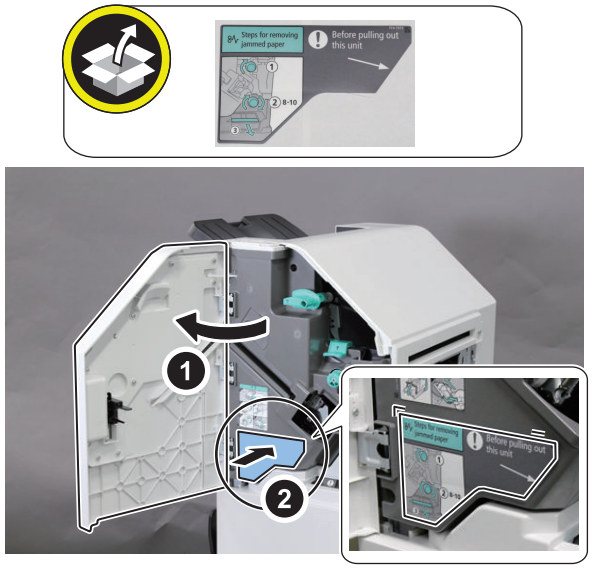


Affixing the Labels

■ Affixing the Jam Label / Saddle Caution Language Label (Booklet Finisher only)

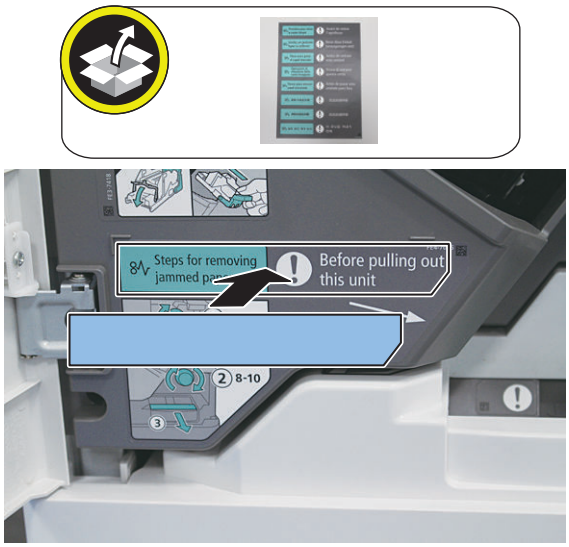
☐

1. **Open the Front Cover of this Equipment. Affix the supplied Jam Label.**



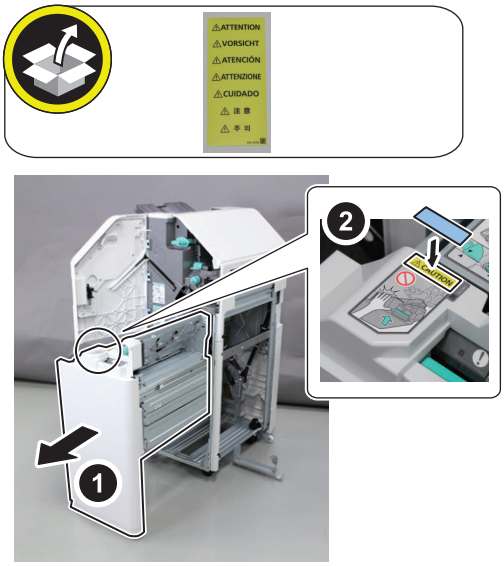
☐

2. **Affix the supplied Jam Language Label on the Jam Label in the appropriate language.**



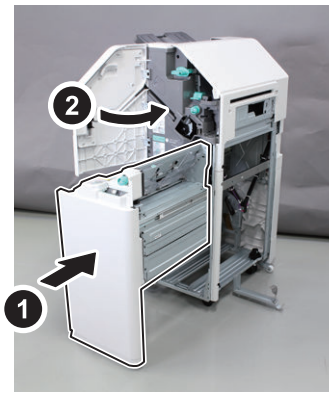
☐

3. **Pull out the Saddle Unit. Affix the Saddle Caution Language Label in the appropriate language on the Saddle Caution Label.**



☐

4. **Put the Saddle Unit back, and close the Front Cover of this Equipment.**



■ Affixing the Tray Setting Labels

☐

1. **Affix the supplied Tray Setting Labels which is specified by user in the frame line of Tray Labels.**

Making Adjustments

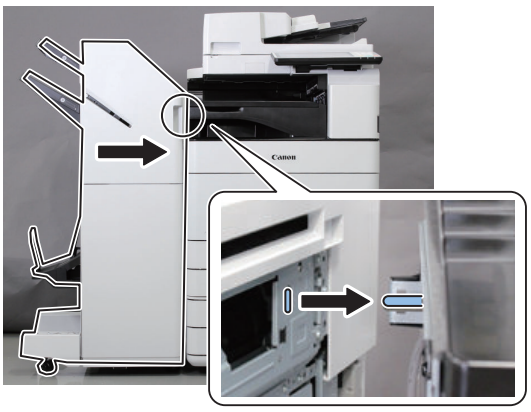
The difference in height between the Finisher and the Host Machine and the tilt of the Finisher and the host machine need to be adjusted depending on the installation site floor condition. If the height or tilt is not adjusted properly, problems can occur (for example, a paper jam can occur frequently at the paper supply section of the Finisher). Check the height and tilt and adjust it as required. Be sure to adjust as necessary.

■ Making Check and Adjustment of the Height

● Checking the Height

☐

1. **Check the difference in height between this Equipment and the Host Machine. Make sure that the pin of the Buffer Pass Unit inserts into the hole of the Finisher.**



☐

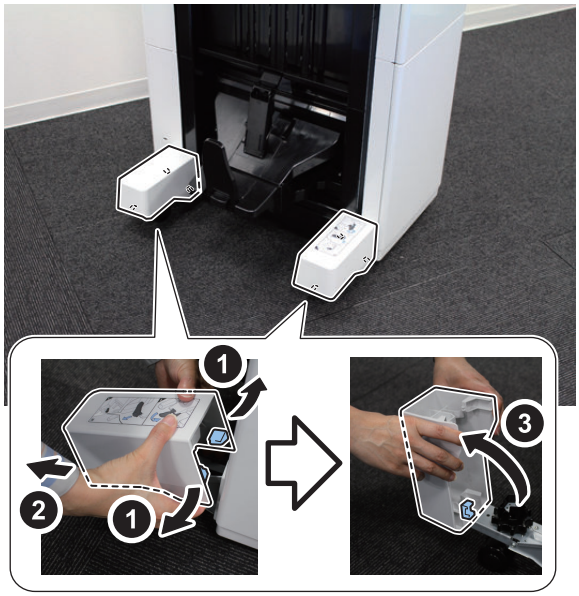
2. **When the adjustment of height is necessary, make adjustment by referring the "Adjusting the Height".**

NOTE:
When the adjustment of height is not necessary, proceed to the "Making Check and Adjustment of the Tilt".

● Preparing This Equipment for Making Adjustment of the Height

□

1. **Remove the Caster Covers (front/ rear).**



● Adjusting the Height

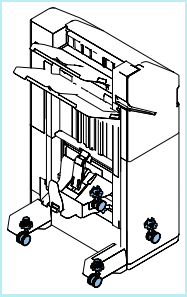
NOTE:
Detach the Finisher from the Host Machine for adjusting the height.

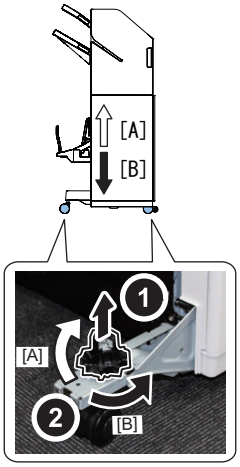
□

1. **Turn the adjustment dial of the caster in the direction of the arrow by lifting the dial upward a little to adjust the height.**

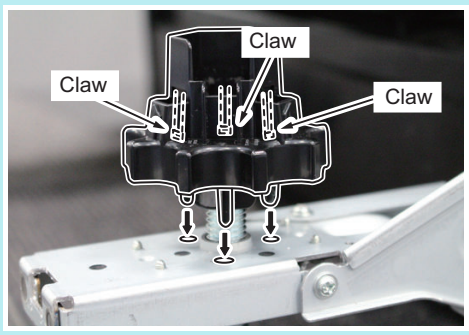
   (A full turn of the adjustment dial changes the height of this Equipment by 2.0 mm.)
   - To increase the height of the Finisher, turn the dial in the direction of arrow [A].
   - To decrease the height of the Finisher, turn the dial in the direction of arrow [B].

NOTE:
Adjust the height at four casters.





NOTE:
If the adjustment dial keeps lifting upward, lower the adjustment dial by releasing three claws. And be sure to insert the three pins of the adjustment dial to the hole of the caster support plate.

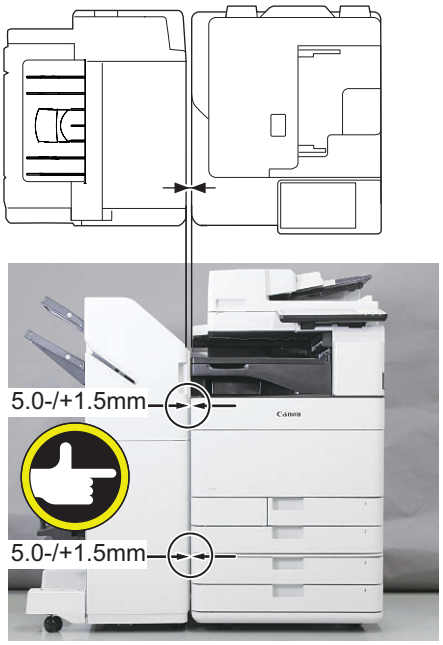


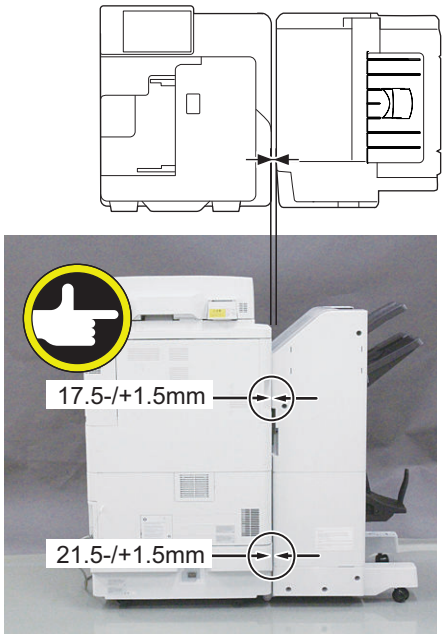
■ Making Check and Adjustment of the Tilt

● Checking the Difference in Tilt

□

1. **Check the relational tilting amount of the Finisher and Host Machine. Make sure that the gap between the right side of the Finisher and the left side of the Host Machine is within the standard shown in the figure.**





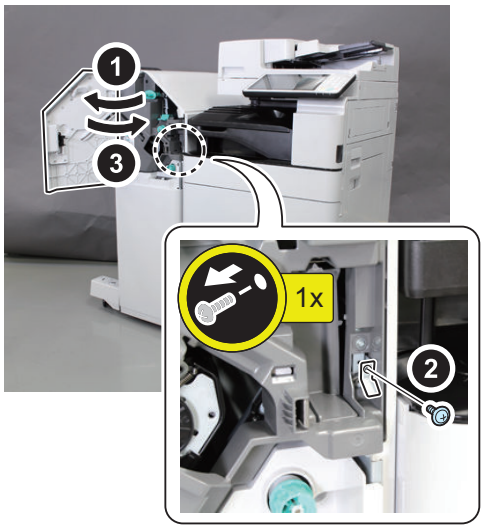
□

2. **When the adjustment of tilt is necessary, make adjustment by referring the "Adjusting the Tilt".**

● Preparing This Equipment for Making Adjustment of Tilt

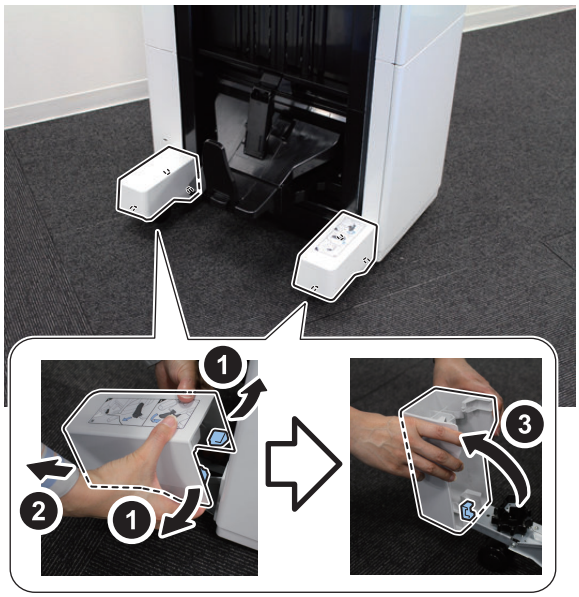
☐

1. **Remove the screw when the screw that fixed this Equipment to the Host Machine is installed.**
   - 1 Screw



☐

2. **Remove the Caster Covers (front/ rear).**

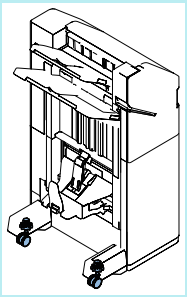


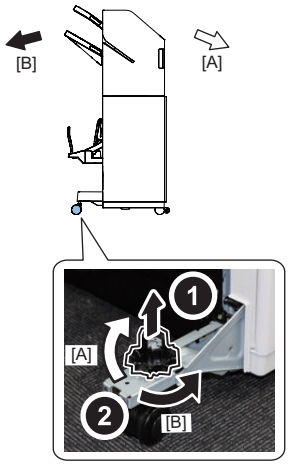
● Adjusting the Tilt

☐

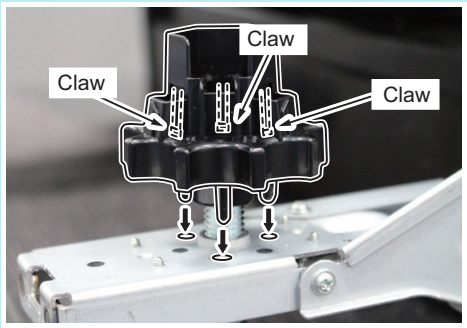
1. **Turn the adjustment dial of the caster in the direction of the arrow by lifting the dial upward a little to adjust the tilt.**
   (A full turn of the adjustment dial changes the height of this Equipment by 2.0 mm.)
   - To tilt this Equipment to the right, turn the dial in the direction of arrow [A].
   - To tilt this Equipment to the left, turn the dial in the direction of arrow [B].

NOTE:
Adjust the tilt at two left casters.





NOTE:
If the adjustment dial keeps lifting upward, lower the adjustment dial by releasing three claws. And be sure to insert the three pins of the adjustment dial to the hole of the caster support plate.



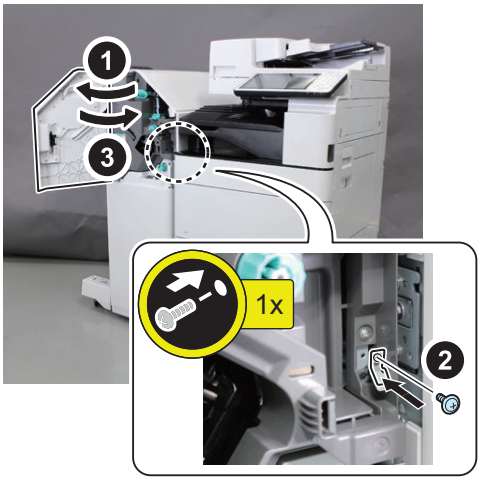
■ Making Checks After Completion of Adjustments

☐

1. **Check to see that the difference in height between the Finisher and the Host Machine and the tilt are within the specifications. If they are not within the specifications, make adjustments again.**

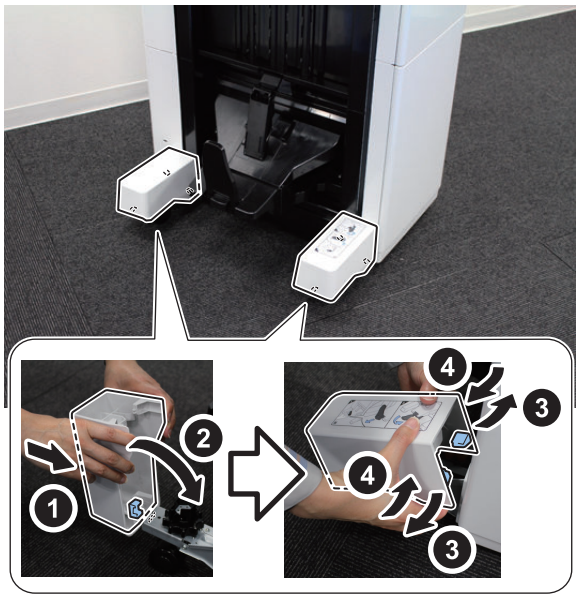
☐

2. **Install the Finisher to the Host Machine.**
   - 1 Screw (TP ; M3x6)



☐

3. **Install the Caster Covers (front / rear).**



Making Checks After Completion of Installation Work

■ Disposal Parts Check

1. **Following disposal parts are remained after completion of the installation work.**
   - ☐[1] 1x Remaining Language Jam label (Booklet Finisher only)
   - ☐[2] 1x Remaining Caution Language Label (Booklet Finisher only)
   - ☐[3] 2x Ferrite Core
   - ☐[4] 2x Cap

■ Operation Check

☐

1. **Turn ON the main power of the host machine.**

☐

2. **Open the Front Cover, and then install the Stapler Unit Staple Case into the Stapler Unit.**

☐

3. **Close the Front Cover.**

☐

4. **If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.**

NOTE:
If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started. In the service mode (Level 2) shown below, it is possible to set not to display the message.

(Level2) COPIER > OPTION > FNC-SW > VER-CHNG

☐

5. **Check the operation such as paper feed and stapling to make sure that problems such as a jam or malfunction do not occur.**

CAUTION:
Staple-free binding unit might be out of its correct position due to a mechanical shock during transportation. When the staple-free binding unit is out of the correct position, a paper stack is clinched at wrong position in the staple-free binding mode.
To avoid the above, make copies in the following condition after the installation of the finisher and correct the position of the staple-free binding unit:

- Staple mode: Stapling at rear corner
- Paper size: LTR or A4
- Number of sheet: 2
- Copy quantity: 1

NOTE:
Mechanical drive of the staple-free binding unit is engaged with the stapler unit.
Making copies in the above condition will have the stapler unit returned to its home position and the staple-free binding unit stops at the correct position.

2/3 2/4 4 Hole Puncher Unit-A1

Checking Before Installation

■ Checking Before Installation

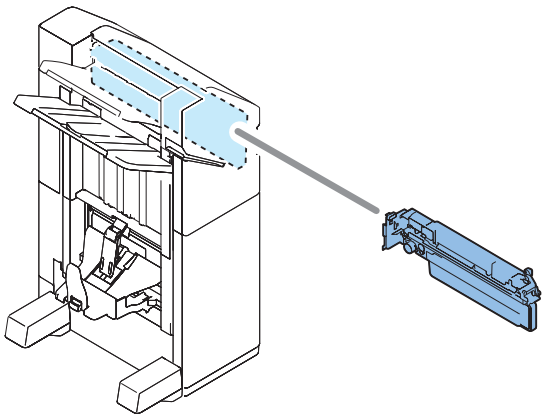
When installing this Equipment together with the Finisher, install this Equipment before installing the Finisher to the Upstream Connection Machine.

■ Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name may be registered instead.

- F281060

■ Installation Outline Drawing



Unpacking Procedure

☐

1. **Open the container box, and then take out the Punch Unit and the contents.**

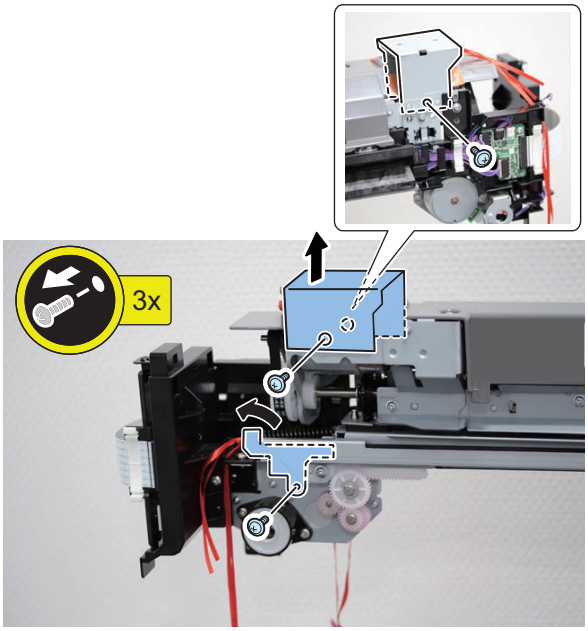
☐

2. **Remove all cushioning materials and tapes from outside of the Punch Unit.**

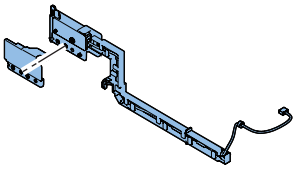
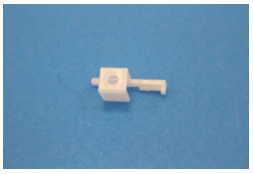
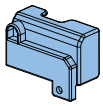
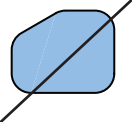
☐

3. **Remove the 2 fixtures.**
    - 3 Screws

NOTE:
Removed screws are used in latter steps.



Checking the Contents

☐ [1] Punch Unit x1	☐ [2] Punch Waste Tray x1	☐ [3] Punch Waste Full Sensor Unit x1 
☐ [4] Punch Unit Positioning Guide x1 	☐ [5] Relay Harness x1	☐ [6] Punch Front Cover x1 
☐ [7] Punch Unit Open/ Close Guide x1	☐ [8] Punch Unit Fixing Pin Holder x1	☐ [9] Face Seal x1 
☐ [10] Rear Inner Cover (small) x1	☐ [11] Screw (W Sems ; M3x6) x1	☐ [12] Punch Unit Fixing Pin x1

- Parts [7] to [12] are not used for installation.

<Others>
Other bundled items such as Installation Procedure, leaflets, etc.

Installation Procedure

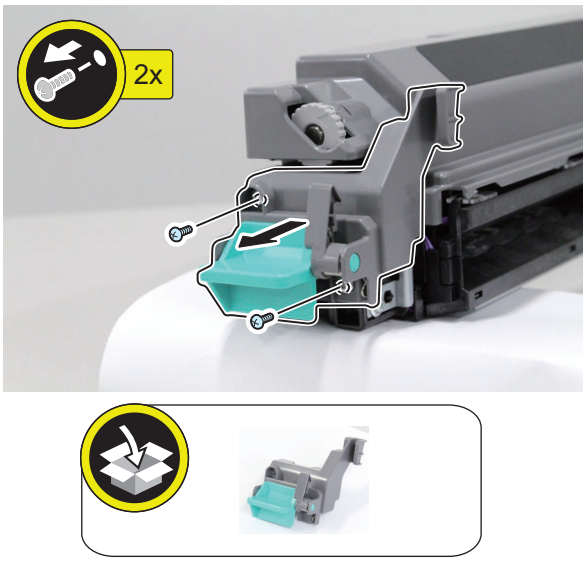
⚠ CAUTION:
Make sure that the main power switch of the host machine is turned off and the power plug is disconnected from the outlet.

■ Preparation of the Punch Unit

☐

1. **Remove the Punch Lever Unit of the Punch Unit.**
   - 2 Screws

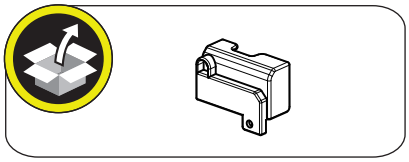
NOTE:
Removed screws are used in the purocedure later.

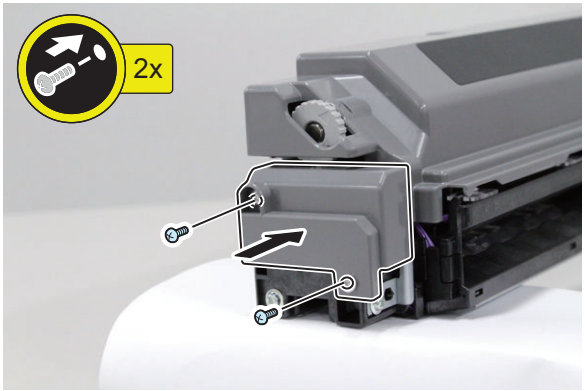


☐

2. **Install the Punch Front Cover.**
   - 2 Screws (P Tightening ; M3x6)

NOTE:
Use the screws removed in step 1.

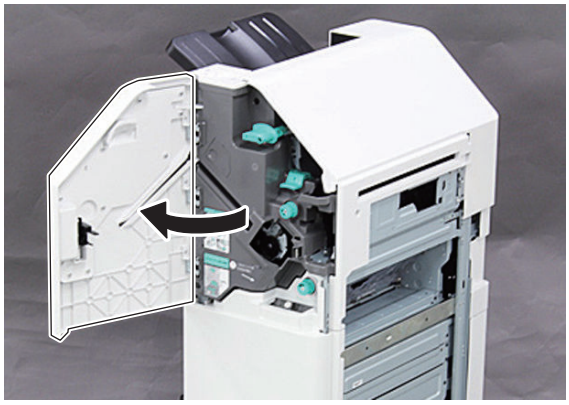




■ Installing the Punch Unit

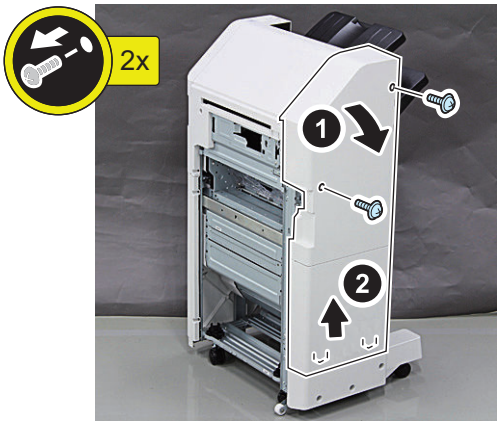
☐

1. **Open the Front Cover of the Finisher.**



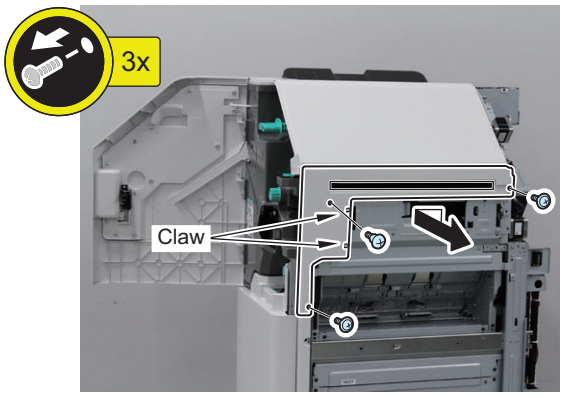
☐

2. **Remove the Rear Cover of the Finisher.**
   - 2 Screws
   - 2 Claws



☐

3. **Remove the Right Cover of the Finisher.**
   - 3 Screws
   - 2 Claws

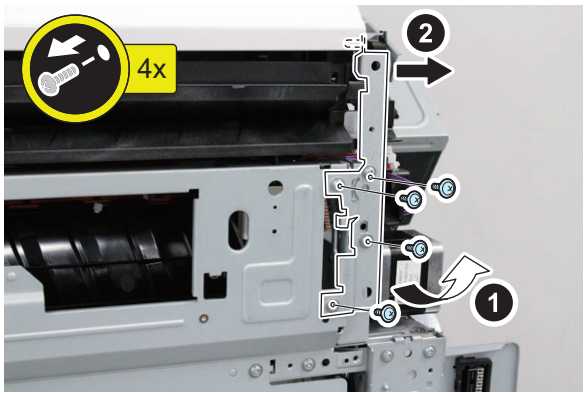


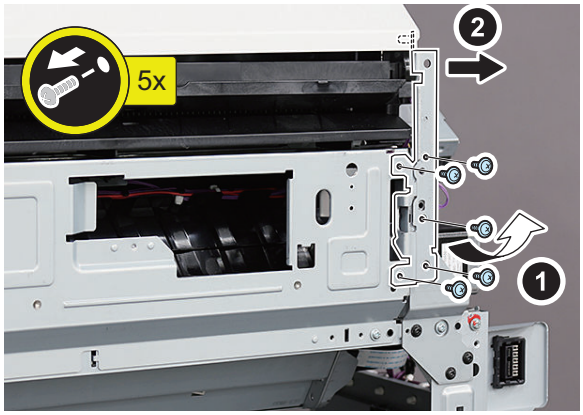
☐

4. **Remove the Hinge Unit (rear) from the Upper Cover.**

NOTE:
There is a case using 5 Screws for by a model.

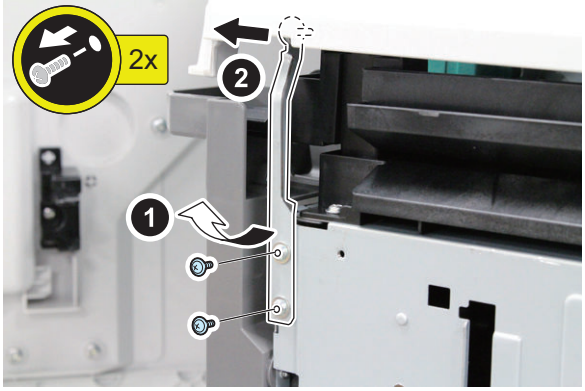
- 4(5) Screws





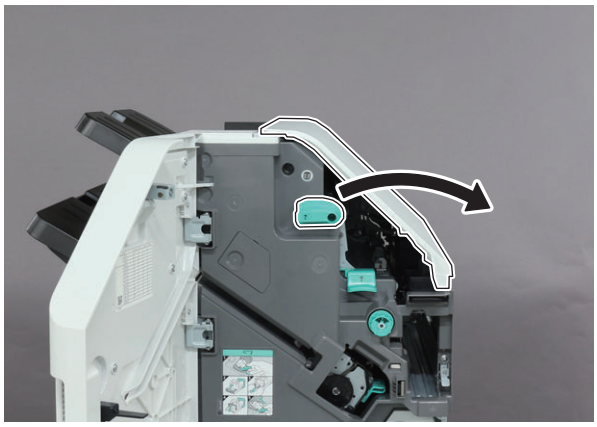
☐

5. **Remove the Hinge Unit (front) from the Upper Cover.**
   - 2 Screws



☐

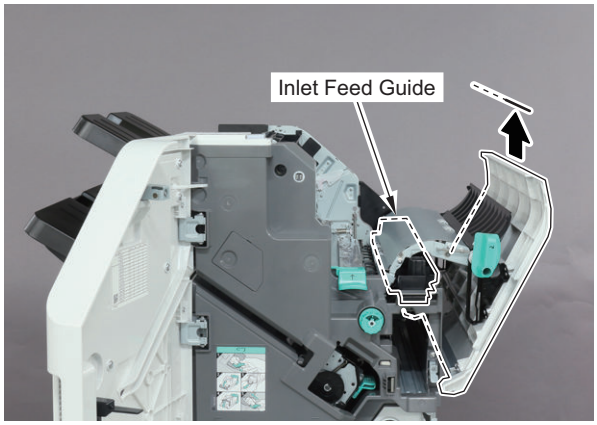
6. **Open the Upper Cover.**



☐

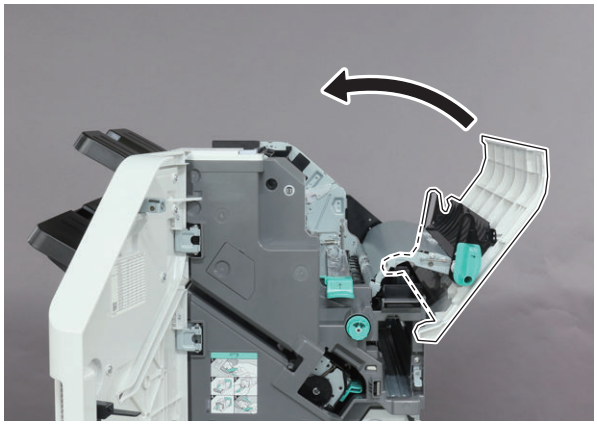
7. **Holding the Central Part of the Upper Cover, lift the cover until it stops.**

NOTE:
This work is carried out to secure space to remove the Inlet Feed Guide.

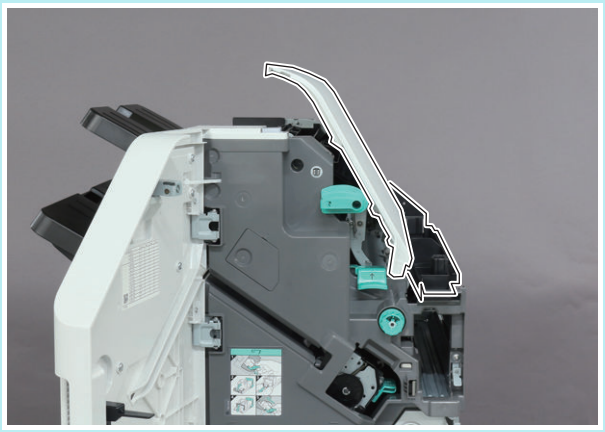


☐

8. **Close the Upper Cover.**

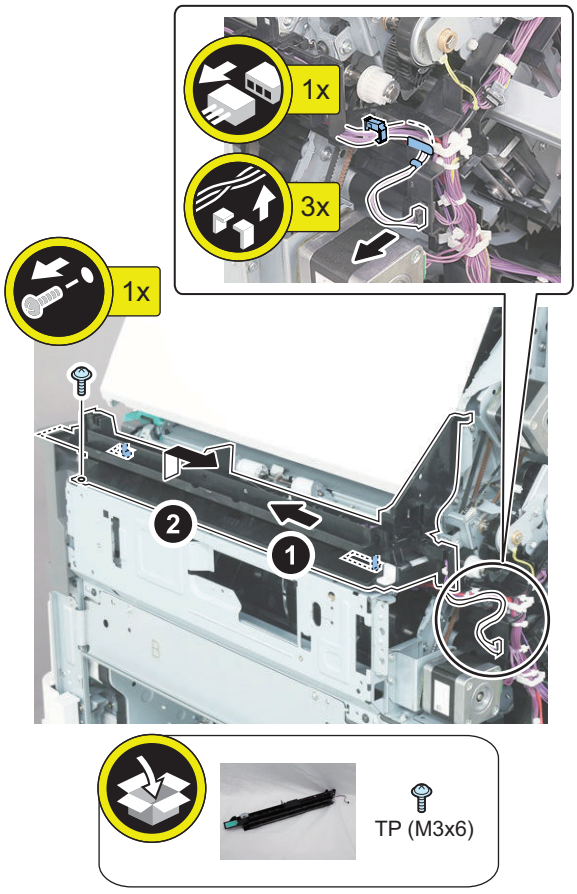


NOTE:
Confirm the Upper Cover and the Inlet Feed Guide are in condition as shown in the figure below.



☐

9. **Remove the Inlet Feed Guide.**
    - 1 Screw
    - 1 Connector
    - 1 Wire saddle
    - 2 Harness guides
    - 2 Hooks

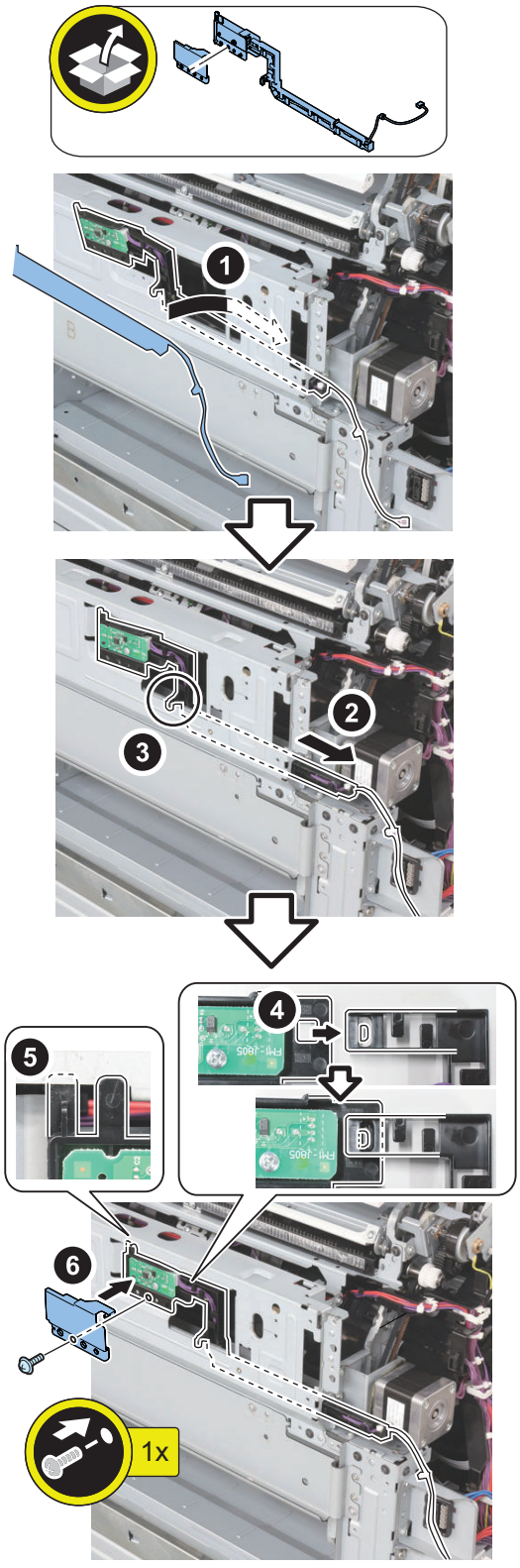


☐

10. Install the Punch Waste Full Sensor Unit.

- 3 Hooks
- Sensor Cover
- 1 Screw (TP ; M3x6)

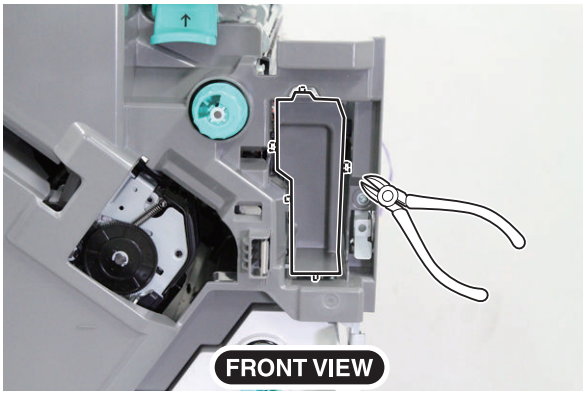
NOTE:
Use the screw removed in Unpacking Procedure.

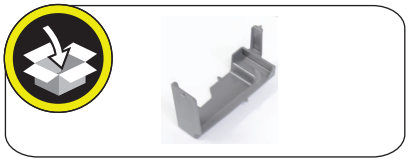


☐

11. Cut out the Face Cover of the Inner Cover by using the side cutters.

CAUTION:
Be sure to remove the Face Cover properly so that no burr is formed.



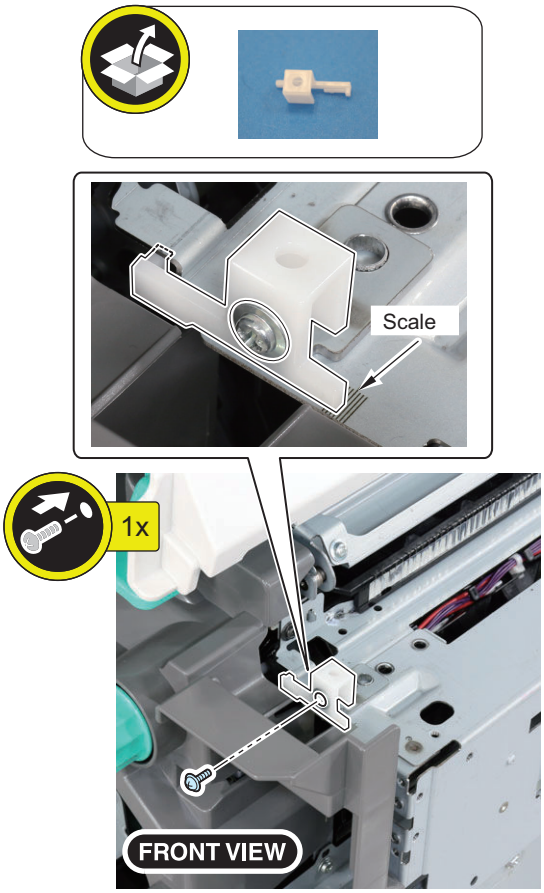


☐

12. Install the Punch Unit Positioning Guide so that the right edge of the guide can match the center of scale.

- 1 Screw (TP ; M3x6)

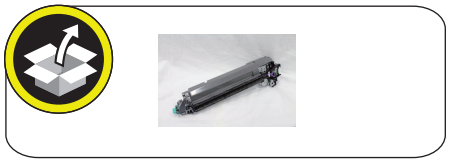
NOTE:
Use the screw removed in Unpacking Procedure.

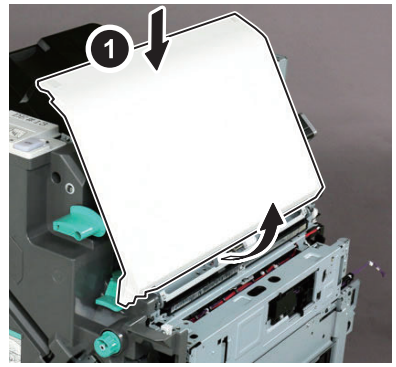


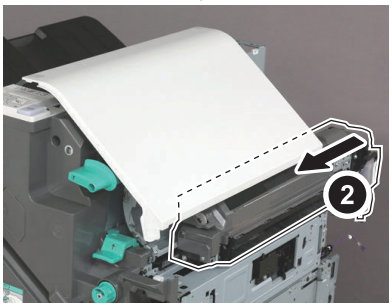
☐

13. Put the Punch Unit while the Upper Cover is open.

CAUTION:
When having the Punch Unit, be careful not to have the PCB unit and its surrounding area.







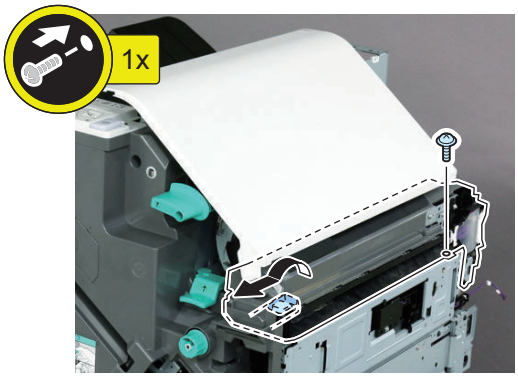
☐

14. Install the Punch Unit.

- 1 Screw (TP ; M3x6)

NOTE:
Use the screw removed in Unpacking Procedure.

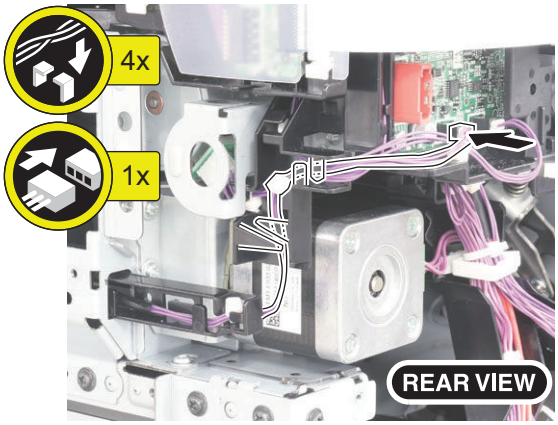
CAUTION:
- When having the Punch Unit, be careful not to have the PCB unit and its surrounding area.
- Insert the Positioning Guide in the hole of the Punch Unit.



☐

15. Connect the connector of the Punch Waste Full Sensor Unit to the Punch Unit.

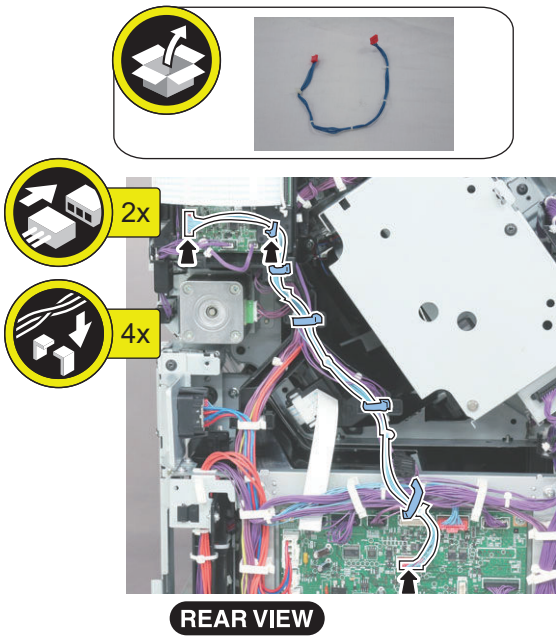
- 4 Cable guides
- 1 Connector



☐

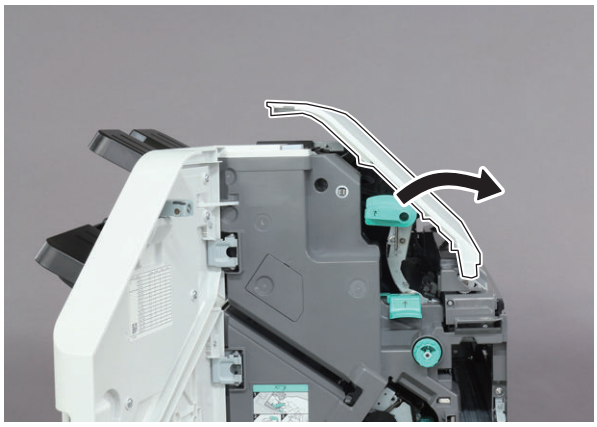
16. Connect the Relay Harness as shown in the figure.

- 2 Connectors
- 1 Reuse Band
- 4 Wire saddles



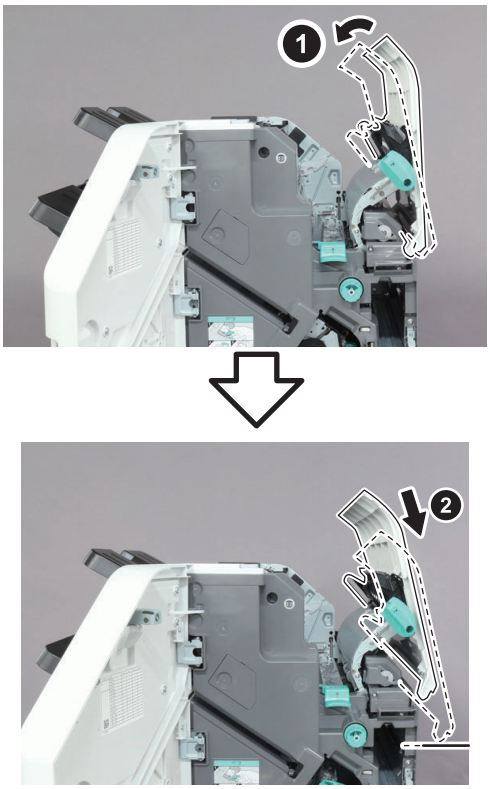
☐

17. Open the Upper Cover.



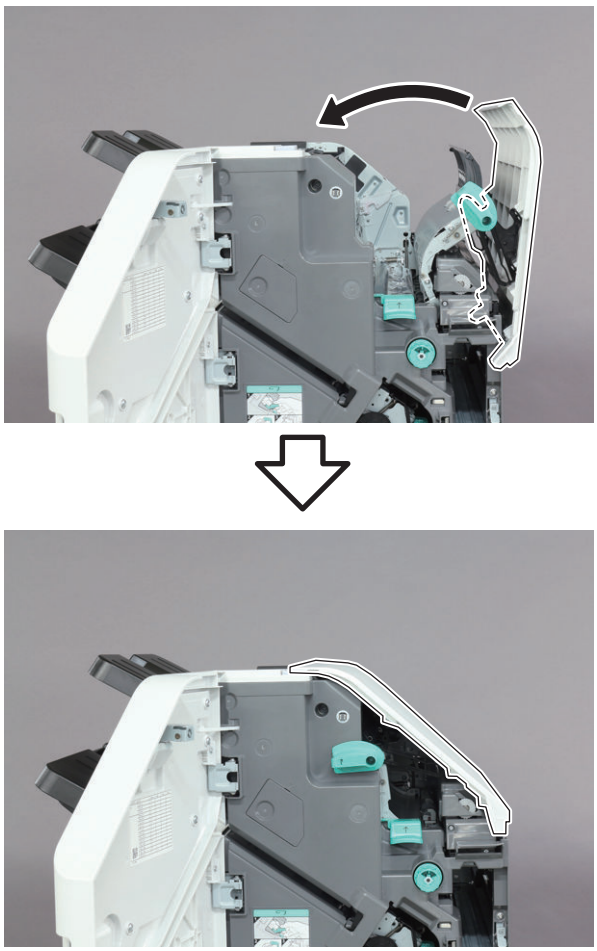
☐

18. **Holding the Central Part of the Upper Cover, lower the cover until it stops.**



☐

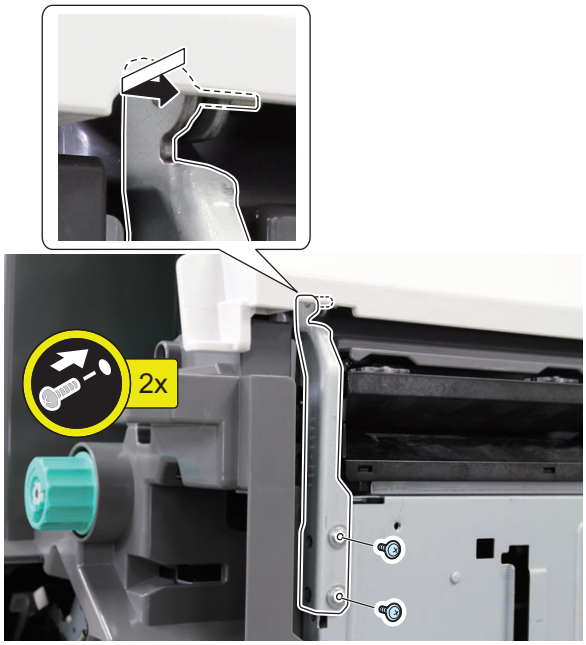
19. **Close the Upper Cover.**



☐

20. Install the Hinge Unit (front) in the Upper Cover.

- 2 Screws (TP ; M3x6)



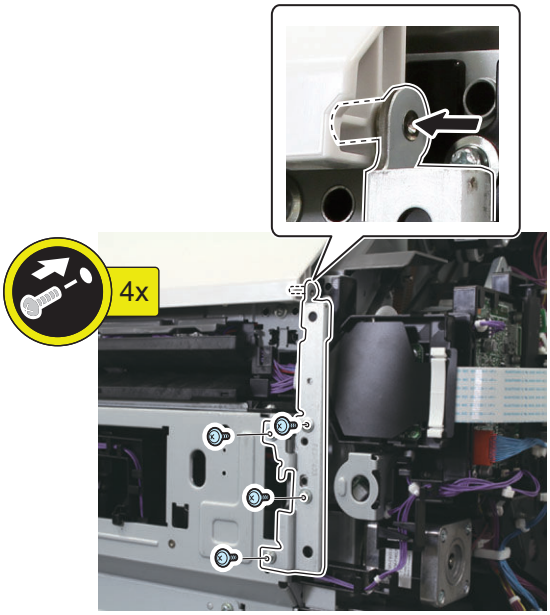
☐

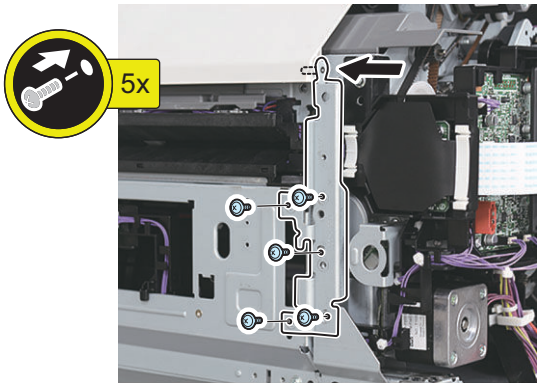
21. Install the Hinge Unit (rear) in the Upper Cover.

- 4 Screws (TP ; M3x6)

NOTE:
There is a case using 5 Screws for by a model.

- 4 Screws (TP ; M3x6)
- 1 Screw (TP(Black) ; M3x6)

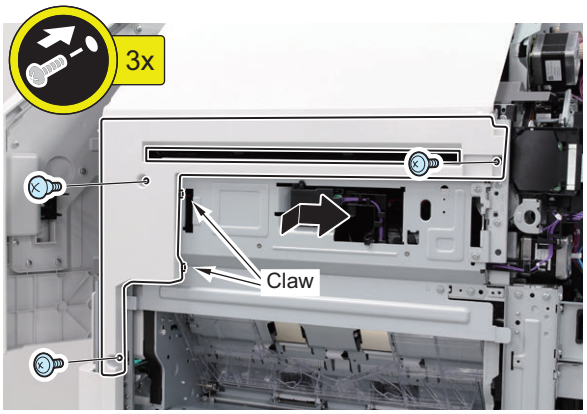




☐

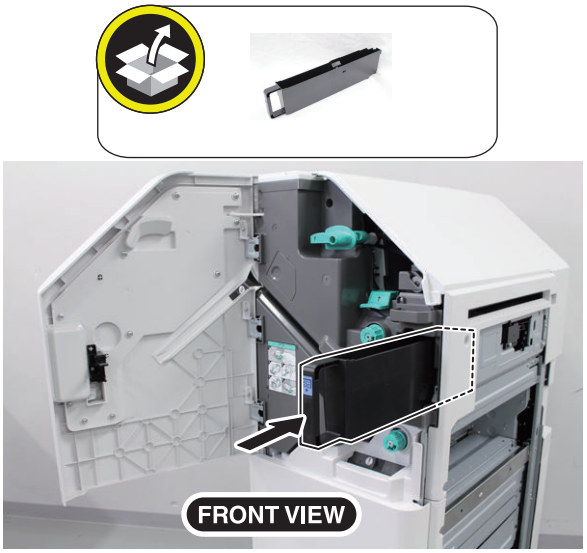
22. Install the Right Cover of the Finisher.

- 2 Claws
- 1 Screw (Stepped Screw ; M3x5)
- 2 Screws (TP ; M3x6)



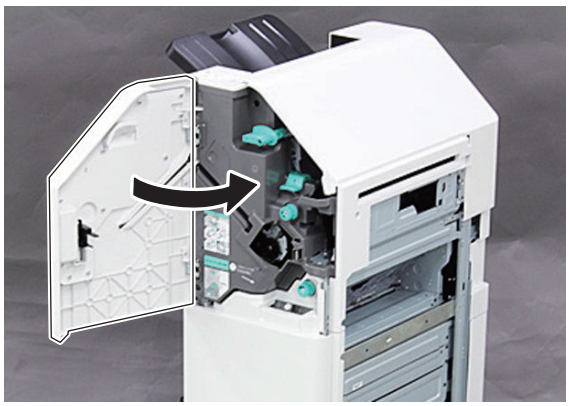
☐

23. Insert the Punch Waste Tray in the direction of the arrow from the front.



☐

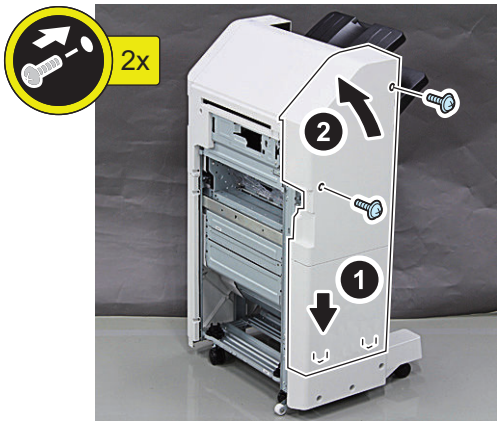
24. Close the Front Cover of the Finisher.



☐

25. Install the Rear Cover of the Finisher.

- 2 Claws
- 2 Screws (TP ; M3x6)



☐

26. Refer to the installation procedure of the Finisher to Install the Finisher in the Host Machine.

Disposal Parts Check

1. Following disposal parts are remained after completion of the installation work.

☐[1] Punch Lever Unit 1pc.
☐[2] Inlet Feed Guide 1pc.
☐[3] Punch Unit Open/ Close Guide 1pc.
☐[4] Punch Unit Fixing Pin 1pc.
☐[5] Face Seal 1pc.
☐[6] Rear Inner Cover (small) 1pc.
☐[7] Punch Unit Fixing Pin Holder 1pc.
☐[8] Face Cover 1pc.
☐[9] Screw (W Sems ; M3x6) 1pc.
☐[10] Screw (TP ; M3x6) 1pc.

Operation Check

☐

1. Turn ON the main power of the Host Machine.

☐

2. If a message prompting the user to update the version appears, press [Update] to automatically update the version of this Equipment.

NOTE:
If [Skip] is selected, a message prompting the user to update the version will appear every time the Host Machine is started. In the service mode (Level 2) shown below, it is possible to set not to display the message.

(Level2) COPIER > OPTION > FNC-SW > VER-CHNG

☐

3. **Check the operation such as paper feed and punch operation to make sure that problems such as a jam or malfunction do not occur.**

NOTE:
If the punch hole position of this Equipment needs to be adjusted, go to the "Checking and Adjusting the Punch Hole Position".

Adjusting the Output Level of the Punch Waste Full Sensor

After installing this Equipment, adjust the output level of the Punch Waste Full Sensor as follows.

☐

1. **Select the following item in the Service Mode and then press the OK button on the screen.**
   Service Mode (Level1) > SORTER > FUNCTION > FN-SENS2

☐

2. **When completing the output level adjustment successfully, the "OK" is indicated on the screen.**

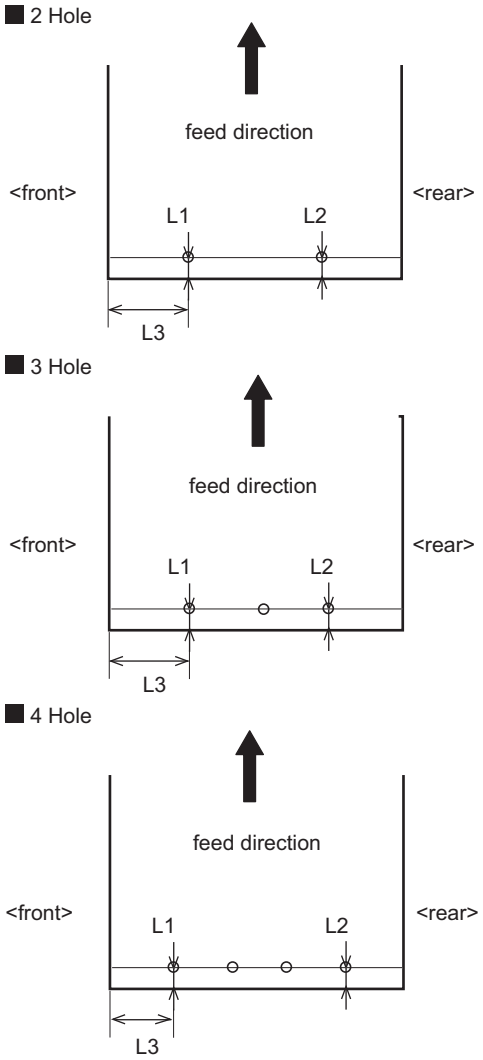
NOTE:
If the "NG" is indicated on the screen at the step 2, retry the adjustment by repeating the step 1. If the "NG" is indicated after retrying the adjustment, check whether there is not the malfunction in attachments and connections of the Punch Waste Full Sensor Unit and the surrounding area.

Checking and Adjusting the Punch Hole Position

■ Checking the Punch Hole Position

□

1. **Make a print with the punch mode and check whether the skew and side registration and the paper stop position are within the standard.**



<Standard>

- 2/3 Hole Puncher Unit

L1 , L2	12 ± 1.5 mm
L3	2 holes : • 73 ± 1.5 mm (11"x17"/ LTRR) 3 holes : • 31.5 ± 1.5 mm (11"x17"/ LTR) • 40.5 ± 1.5 mm (A3/ A4)

- 2/4 Hole Puncher Unit

L1 , L2	12 ± 1.5 mm
L3	2 holes : • 108.5 ± 1.5 mm (A3/ A4) • 99.7 ± 1.5 mm (11"x17"/ LTR) 4 holes : • 28.5 ± 1.5 mm (A3/ A4) • 19.7 ± 1.5 mm (11"x17"/ LTR)

- 4 Hole Puncher Unit

L1 , L2	12 ± 1.5 mm
L3	• 92.5 ± 1.5 mm (A3/ A4) • 83.7 ± 1.5 mm (11"x17"/ LTR)

■ Skew Adjustment (Mechanical adjustment)

When the punch hole position is skew (when L1 is not equal to L2), make the adjustment according to the following procedure.

● Adjustment Procedure

☐

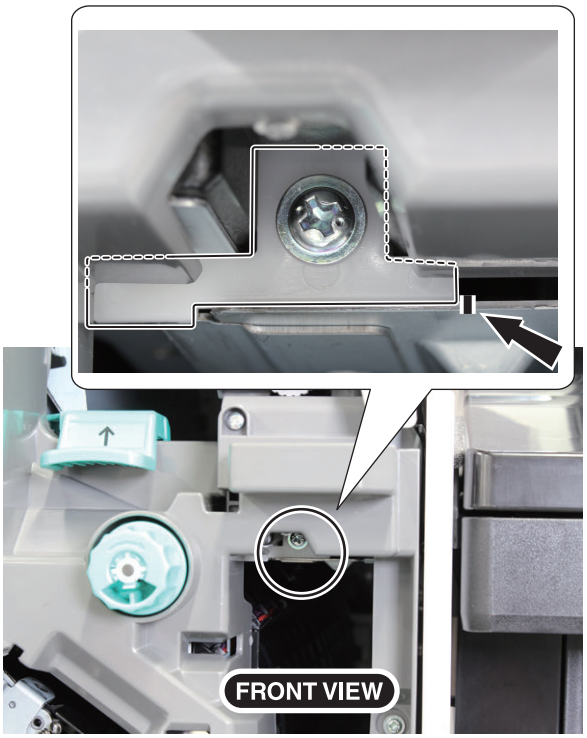
1. **Open the Front Cover of the Finisher.**

☐

2. **Remove the Punch Waste Tray.**

☐

3. **Mark the installation position of the Punch Unit Positioning Guide.**

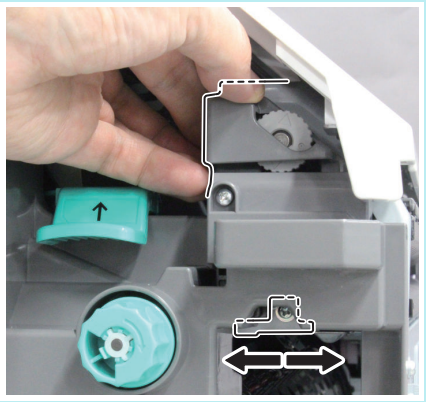


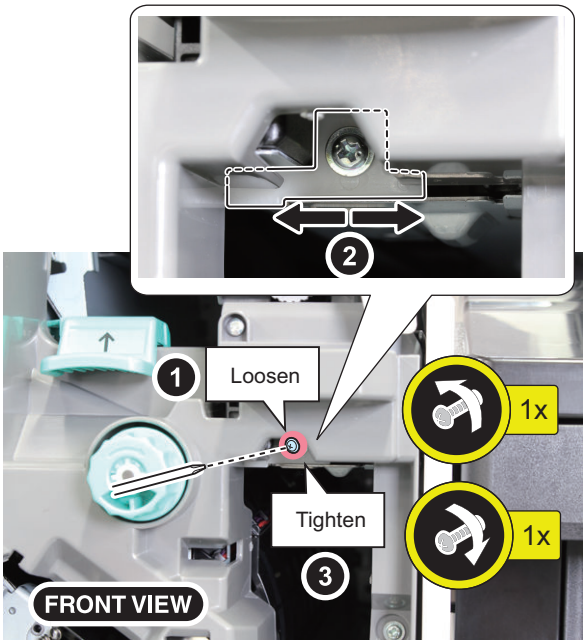
☐

4. **Loosen the screw fixing the Punch Unit positioning Guide, and then move the guide to adjust by referring the line marked in step 3. After adjusting, tighten the screw.**

NOTE:
When L1 > L2: Move the guide to the right.
When L1 < L2: Move the guide to the left.

NOTE:
When cannot moving the guide smoothly, move the Punch Unit to adjust as shown in the figure.





☐

5. **Install the Punch Waste Tray.**

☐

6. **Close the Front Cover of the Finisher.**

■ Side Registration Adjustment (Service mode adjustment)

When the side registration is not within the standard (when L3 is not within the standard), make the adjustment according to the following procedure.

☐

1. **Enter the following service mode to adjust the side registration.**
   Service Mode (Level 1) > SORTER > ADJUST > PNCH-Y

NOTE:
When the setting value is increased by 1, L3 increases by 0.1mm.
+: L3 increases. (The punch holes shift to the rear.)
-: L3 decreases. (The punch holes shift to the front.)

☐

2. **Exit the service mode.**

■ Paper Stop Position Adjustment (Service mode adjustment)

☐

1. **Enter the following service mode to adjust the paper stop position.**
   Service Mode (Level 1) > SORTER > ADJUST > PNCH-X

NOTE:
When the setting value is increased by 1, L1 and L2 increase by 0.1mm.
+: L1 and L2 increase. (The punch holes shift to the delivery direction.)
-: L1 and L2 decrease. (The punch holes shift to the inlet direction.)
-Settings/ Registration menu> Adjustment/ Maintence> Adjust Action> Switch Finisher Puncher Mode

☐

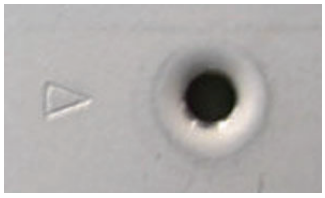
2. **Exit the service mode.**

Inner 2/3 2/4 4 Hole Puncher-C1

Checking before Installation

■ Points to Note at Installation

- This installation procedure is described about the installation both of this equipment and the Inner Finisher. When installing the Inner Finisher, refer to this installation procedure instead of the Inner Finisher-only installation procedure.
- Marked portion:
  When tightening the screws, do not tighten them too tightly. Otherwise, there is a risk of damage and deformation of screw holes.



■ Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following names may be registered instead.
F281196

Unpacking

■ Unpacking Procedure

NOTE:
This equipment is packed using tapes, fixings and cushioning materials to be protected vibration and shock during transportation. Be sure to remove all the fixing materials and the tapes before starting to install this equipment. It is a good idea to store away the removed fixings and cushioning materials for possible relocation of this equipment, e.g., to new site or for repairs.

☐

1. **Take out this equipment and Inner Finisher from each of the carton.**

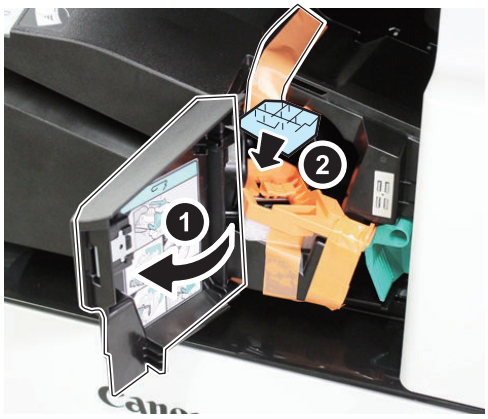
NOTE:
The weight of this equipment is about 4kg, Inner Finisher is about 7kg.

☐

2. **Remove all the tapes and the cushioning materials outside this equipment and Inner Finisher.**

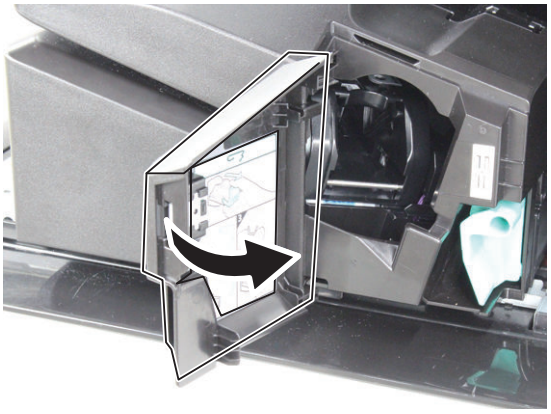
☐

3. **Open the Front Cover of Inner Finisher. Remove the two fixing materials and all the tapes of the stapler unit.**



☐

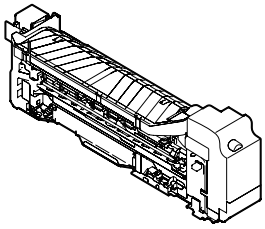
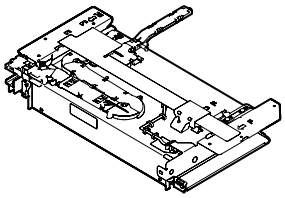
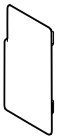
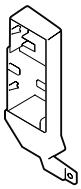
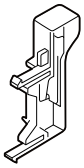
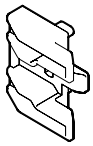
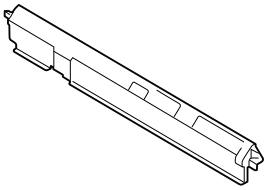
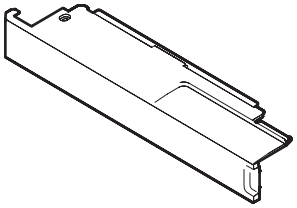
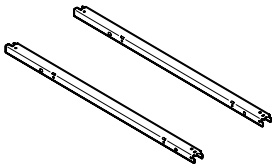
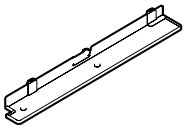
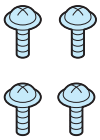
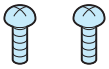
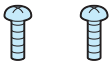
4. **Close the Front Cover.**



■ Checking the Contents

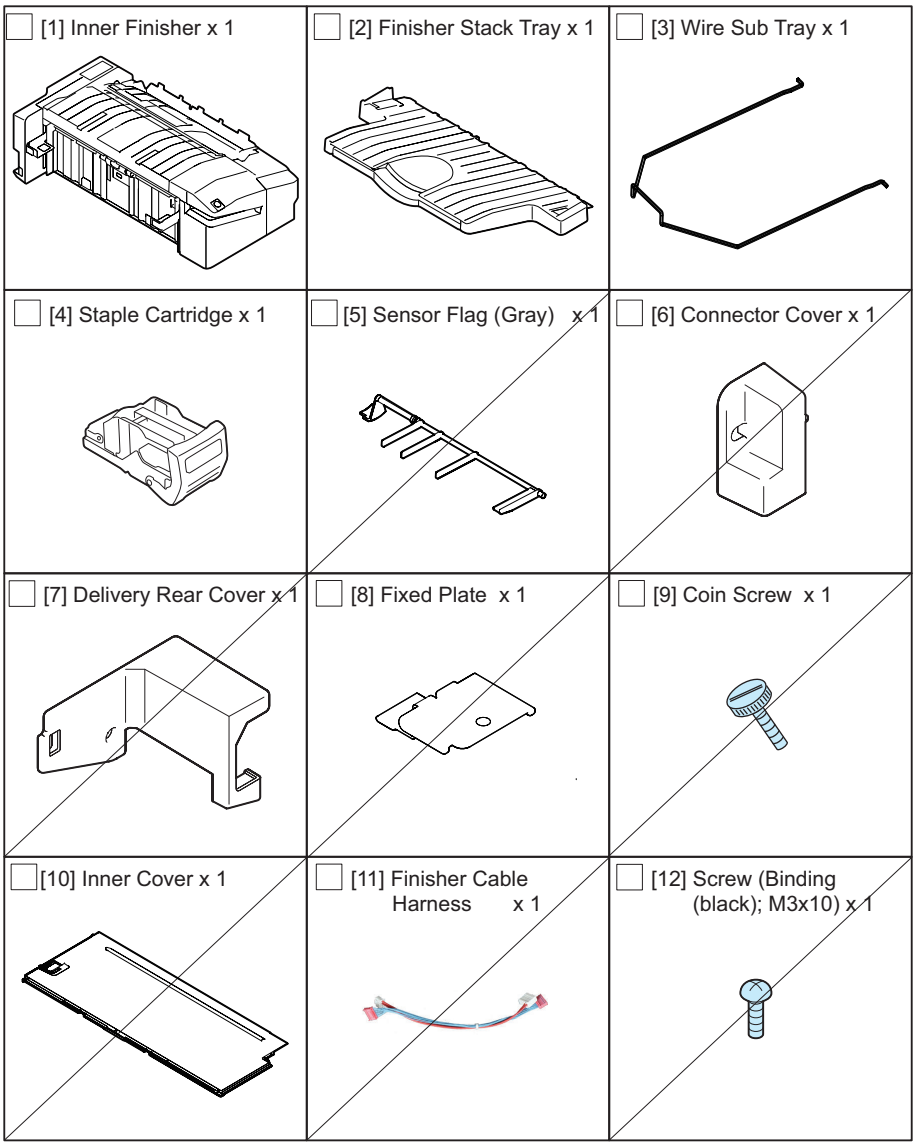
Check that none of the included parts is missing.

● The Contents of This Equipment

☐ [1] Inner Puncher x 1 	☐ [2] Rail Unit x 1 	☐ [3] Harness Guide Cover x 1 
☐ [4] Harness Guide x 1 	☐ [5] Wire Saddle x 1	☐ [6] Operating Label x 1
☐ [7] Guide Stopper Holder x 1 	☐ [8] Fixed Guide x 1 	☐ [9] Interface Connector Cover x 1 
☐ [10] Rail Cover x 1 	☐ [11] Mounting Stay x 2 	☐ [12] Mounting Stay Cover x 1 
☐ [13] Screw (Stepped Screw; M3x3) x 1	☐ [14] Screw (W Sems; M3x6) x 4 	☐ [15] Screw (Binding; M3x6) x 2 
☐ [16] Screw (Binding (black); M3x6) x 1	☐ [17] Screw (P Tightening; M3x8) x 2 	

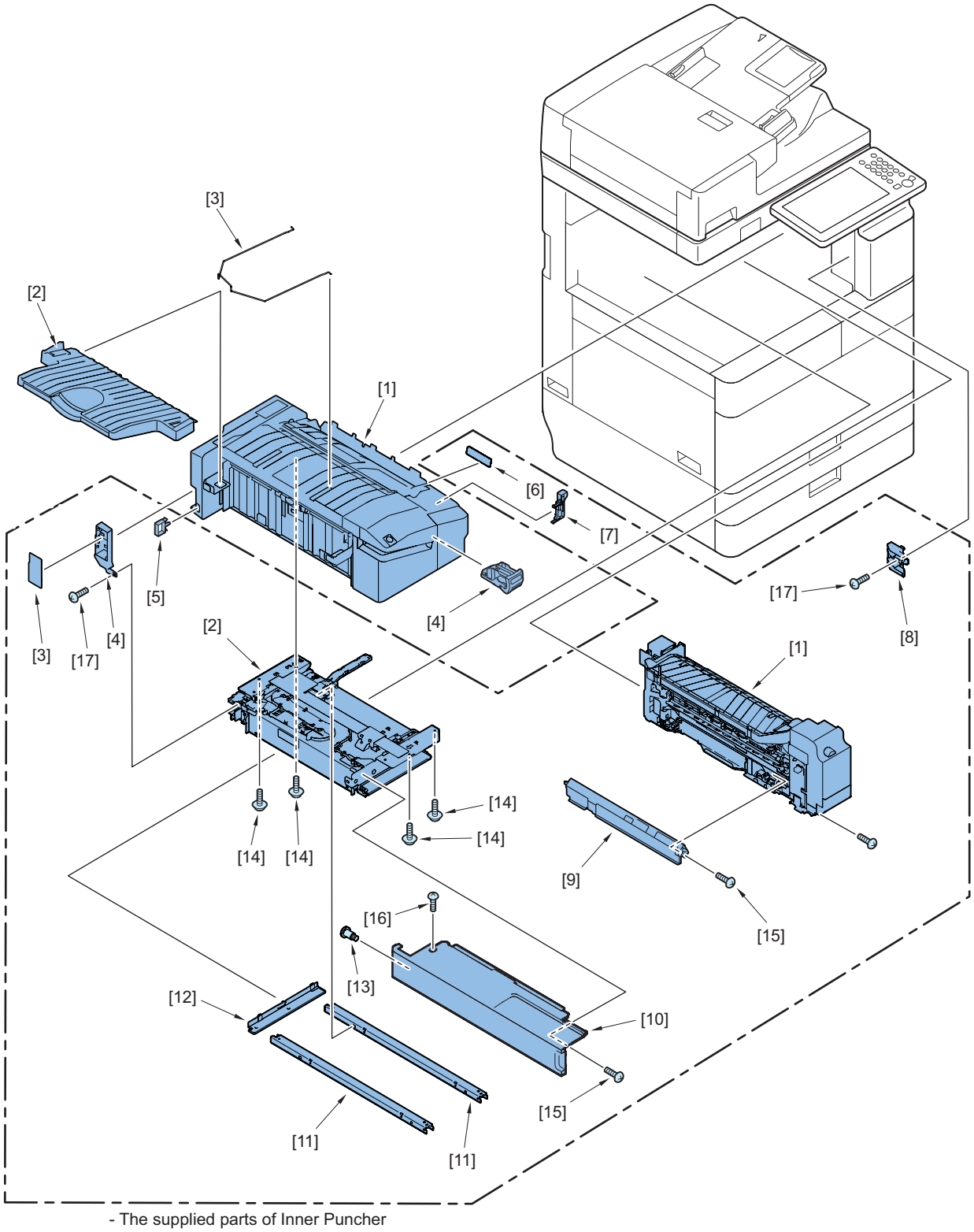
<Others>
Including guides

● The Contents of Inner Finisher



* When this equipment is installed, [5] to [12] parts are not used.
<Others>
Including guides

● Installation Outline Drawing



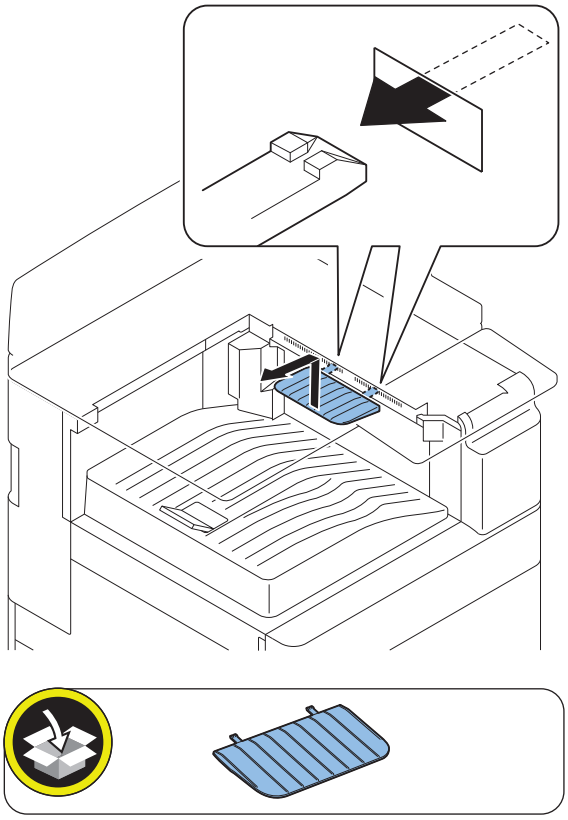
- The supplied parts of Inner Puncher

Installation Procedure

■ Preparation for Host Machine

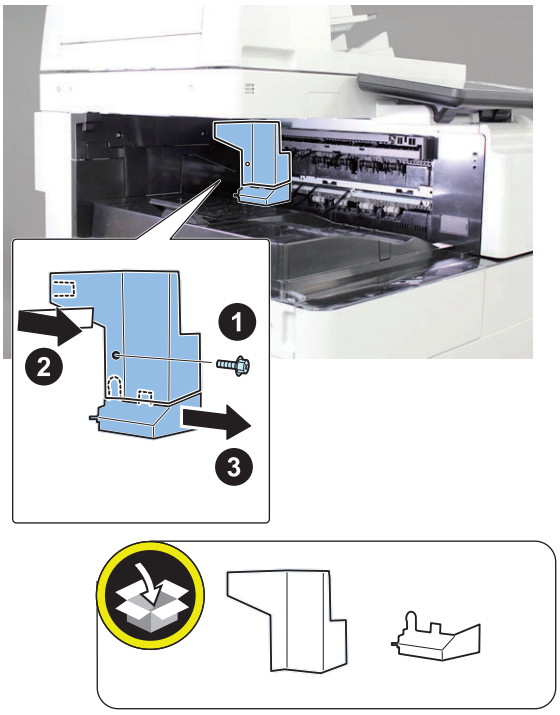
☐

1. **When the Reversal Guide has been installed to the host machine, remove it.**
   - 2 Claws



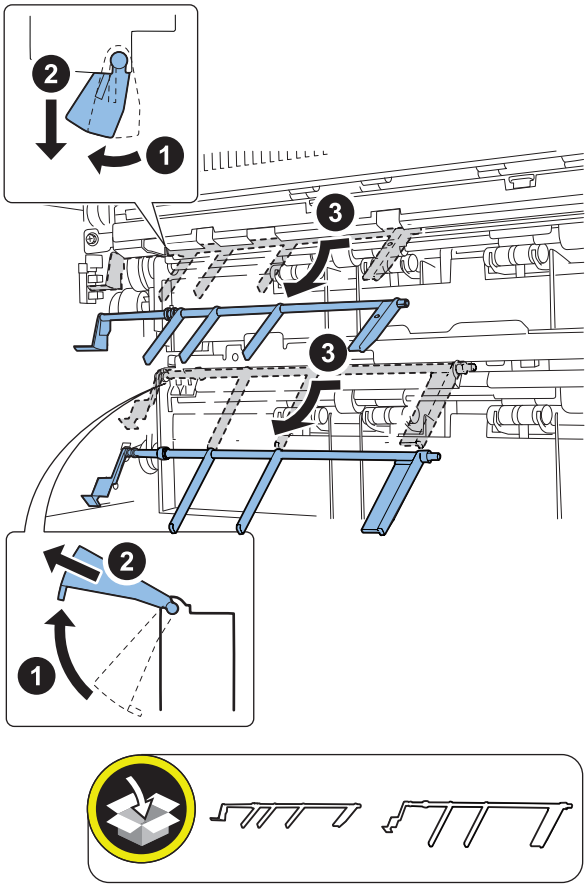
☐

2. **Remove the Delivery Rear Cover (Upper/Lower). (The removed screw is used at late procedure.)**
   - 1 Hook
   - 1 Screw
   - 2 Bosses



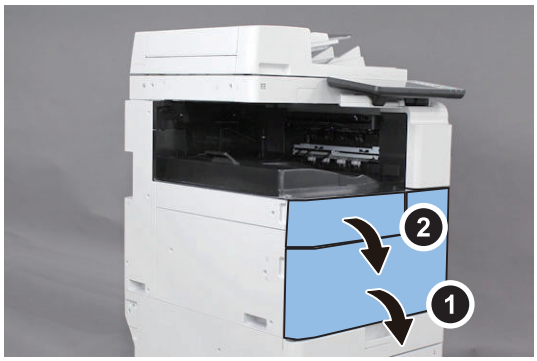
☐

3. **Remove the Sensor Flags (Upper/Lower).**



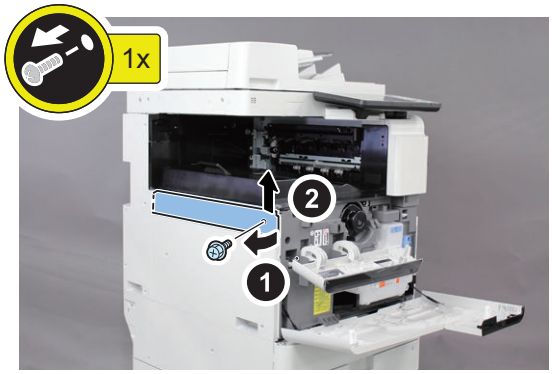
☐

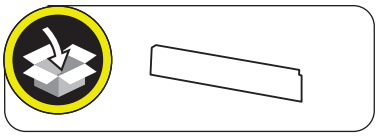
4. **Open the Front Cover and Front Upper Cover.**



☐

5. **Remove the Left Upper Cover. (The removed screw is used at late procedure.)**
   - 1 Screw



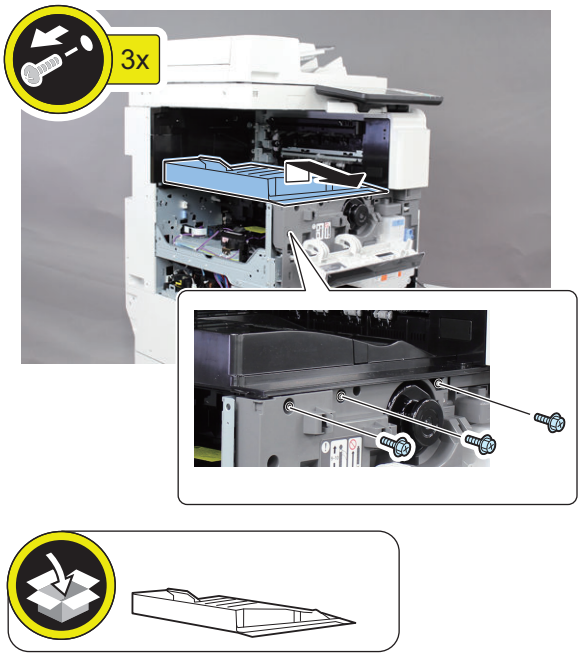


☐

6. **Remove the Left Cover.**
   - 3 Screws

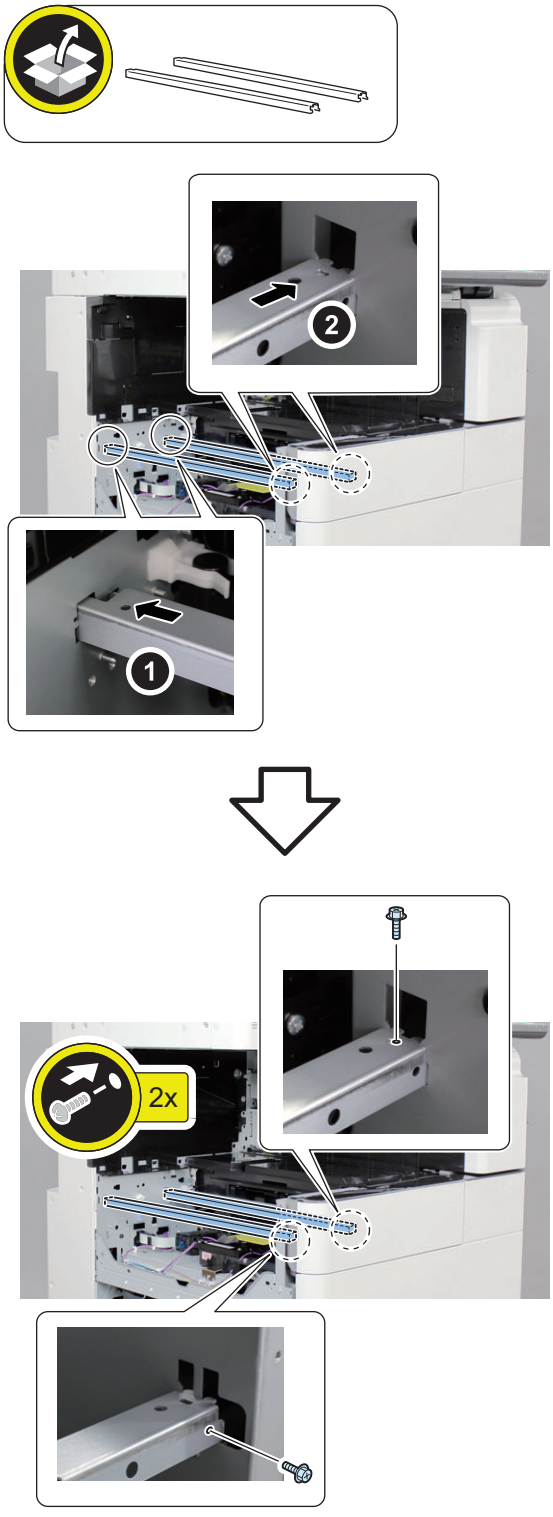
☐

7. **Remove the Delivery Tray. (The removed screw is used at late procedure.)**
   - 3 Screws



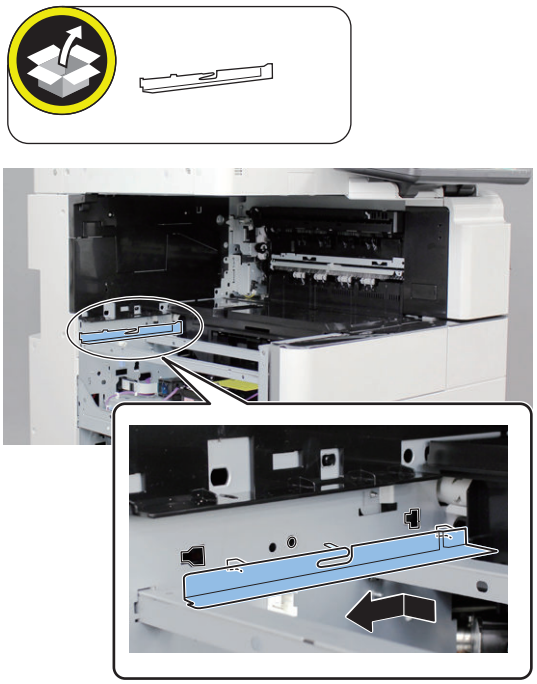
☐

8. **Install the Mounting Stay (supplied with Inner Puncher).**
   - 2 Screws (RS Tightening; M3x8) (The 2 screws removed at Step 7.)



☐

9. **Install the Mounting Stay Cover (supplied with Inner Puncher).**
   - 2 Hooks
   - 1 Boss



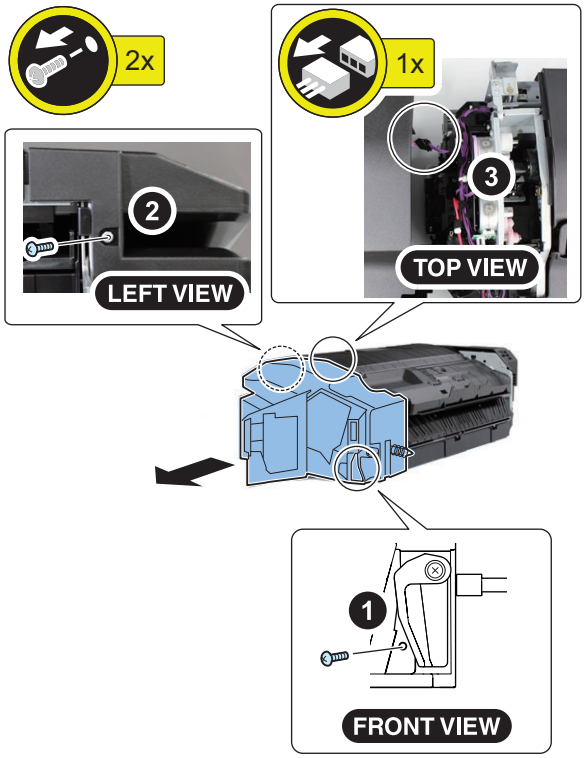
☐

10. **Install the Fixed Guide (supplied with Inner Puncher).**
    - 1 Screw (P Tightening; M3x8)

■ Installation of the Inner Finisher

☐

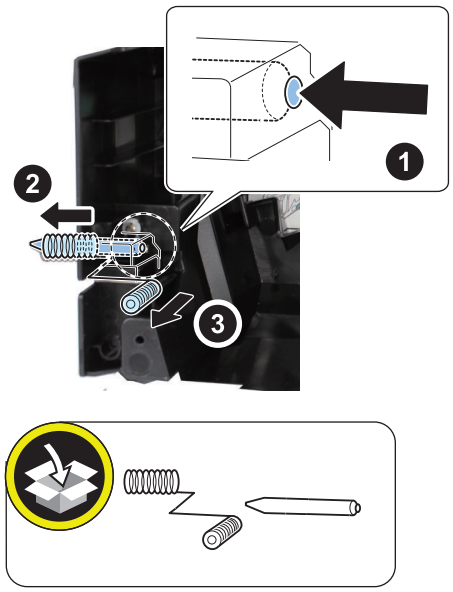
1. **Remove the Front Cover.**
   - 2 Screws
   - 1 Connector



☐

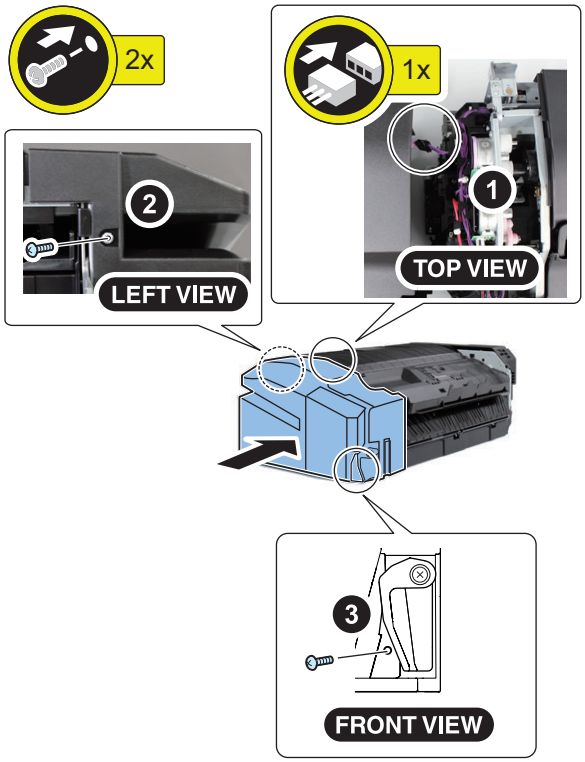
2. **Remove the Pin and Spring from the Front Cover.**

NOTE:
Push the Pin at direction as shown in the figure with screwdrivers.



☐

3. **Attach the Front Cover.**
   - 1 Connector
   - 2 Screws (Binding; M3x6)

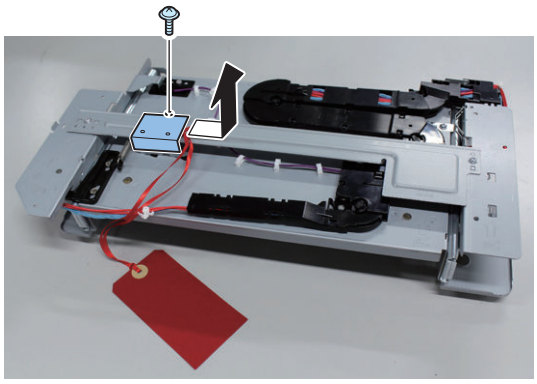


☐

4. **Turn the Inner finisher upside down.**

☐

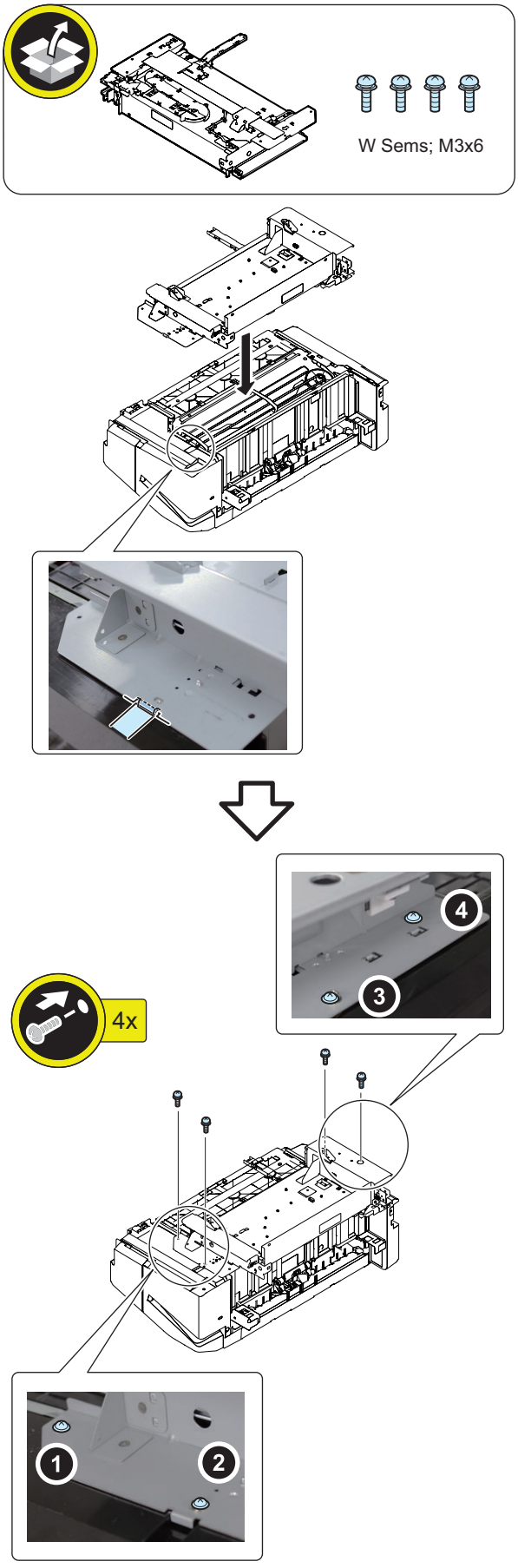
5. **Remove the Fixing Plate from theRail Unit. (supplied with Inner Puncher).**
   - 1 Screw



☐

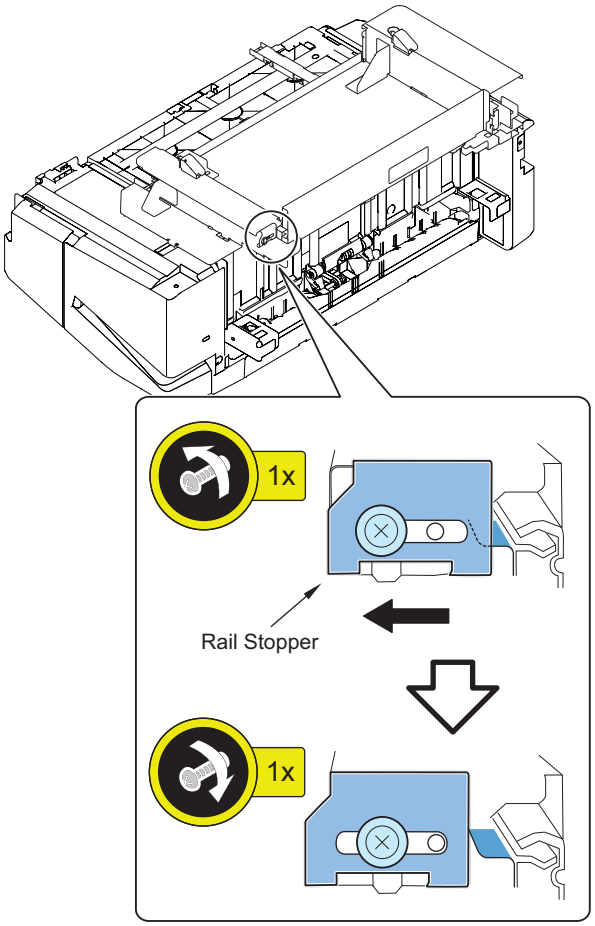
6. Install the Rail Unit.

- 4 Screws (W Sems ; M3x6) (supplied with Inner Puncher).



☐

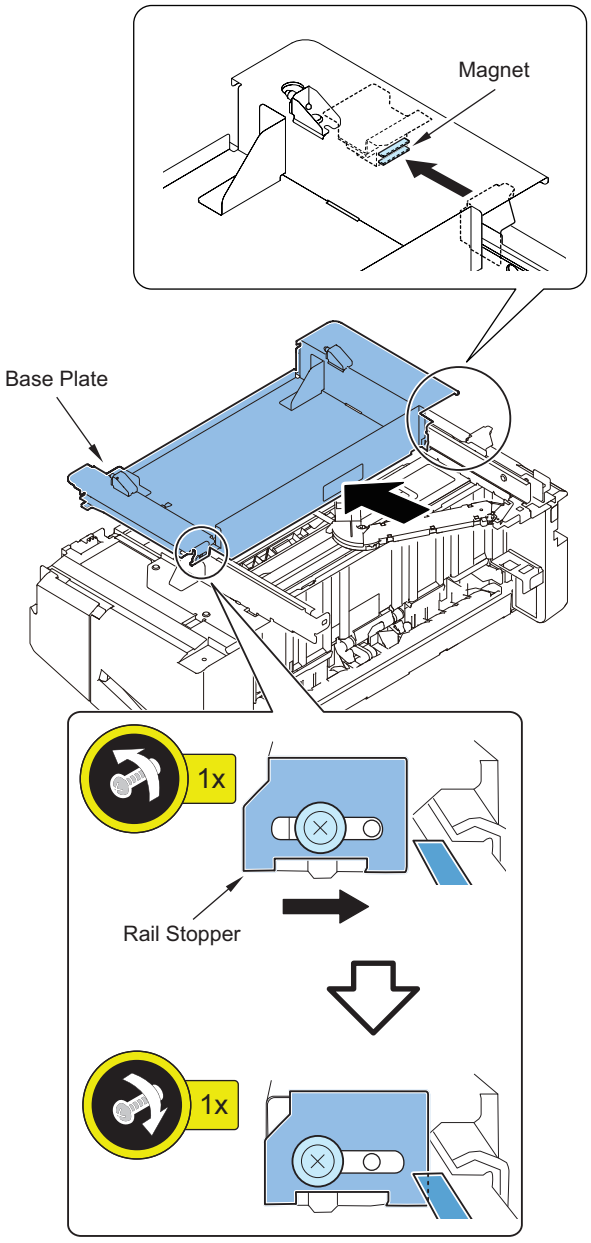
7. Release the Rail Stopper.



☐

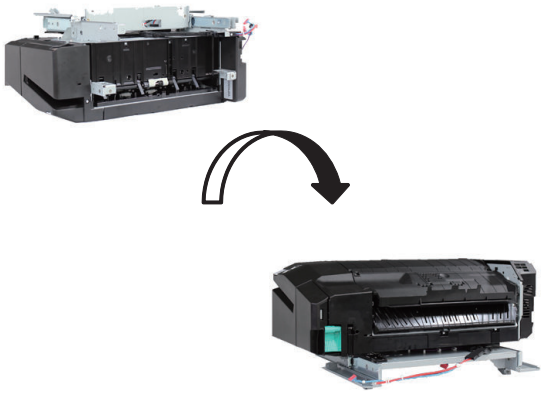
8. Slide the Base Plate till it stops as shown in the figure and lock it with the Rail Stopper.

NOTE:
Base Plate catches the rail with a magnet.
Be careful not to be hit by the Base Plate as it may suddenly be released and moved.



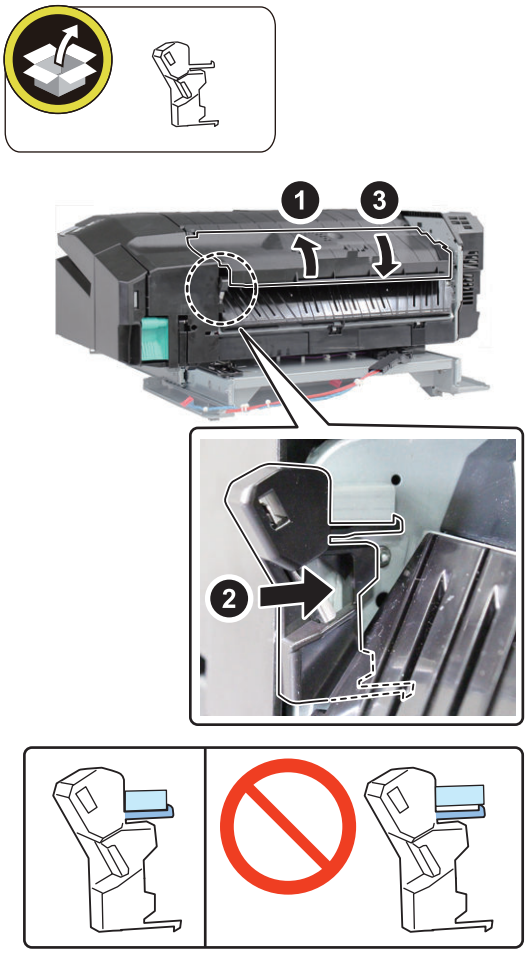
☐

9. **Return the Inner Finisher right side up.**



☐

10. **While opening the Upper Inlet Guide, install the Guide Stopper Holder (supplied with Inner Puncher) to the Inner Finisher. Make sure that the claw is engaging surely, and then close the Upper Inlet Guide.**
    - 2 Claws



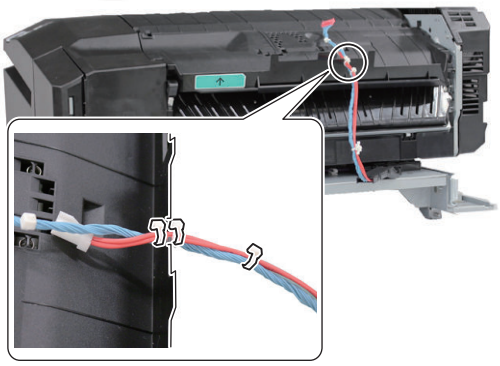
☐

11. Affix the Operating Label (supplied with Inner Puncher) to the Inner Finisher.

☐

12. Set the Punch Relay Harness into the groove of the Inner Finisher as shown in the figure to prevent the harness from being pinched.

CAUTION:
Do not set the Punch Relay Harness as shown in the figure. It may result in the parts damaege to set the harness as shown in the figure.

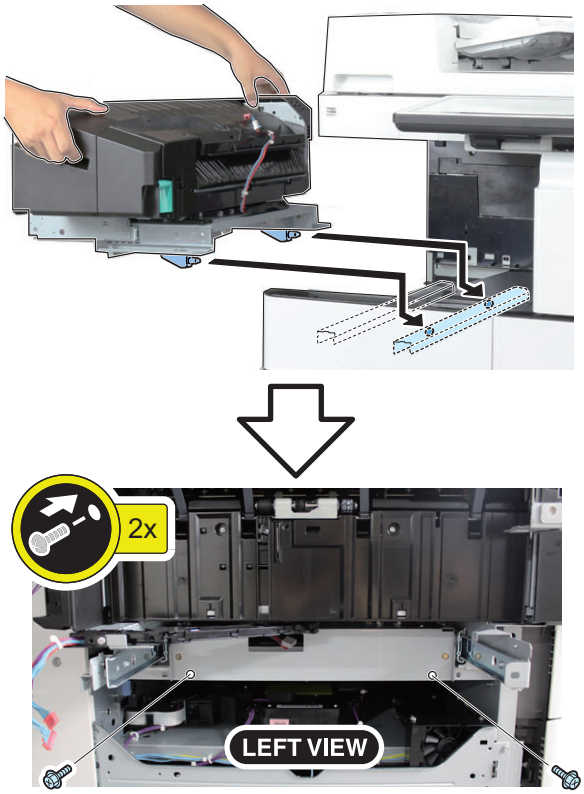


☐

13. Install the Inner Finisher to the host machine, and then fix it.

- 2 Pins
- 2 Screws (RS Tightening; M3x8) (removed at Step 2 and Step 5 in "Preparation for Host Machine")

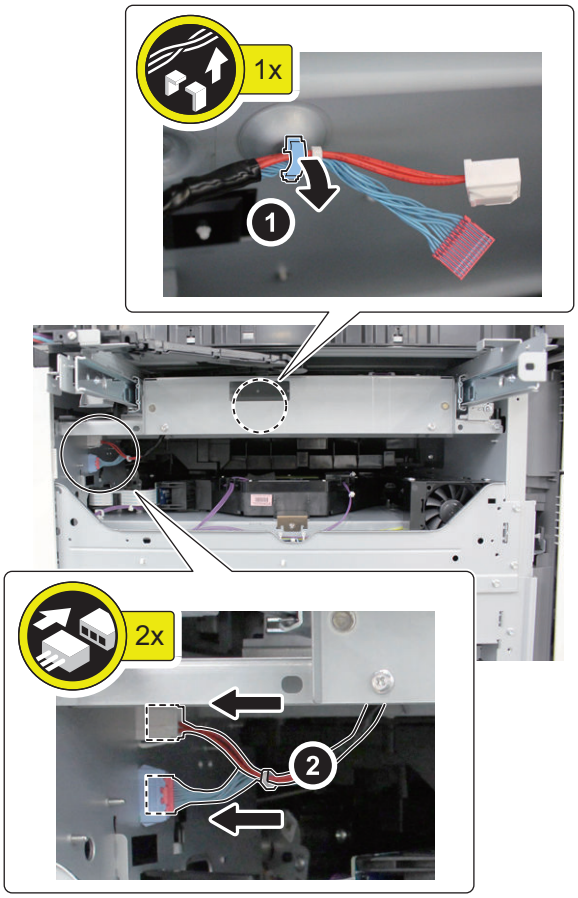
CAUTION:
When installing the Inner Finisher, take care not to nip the harness of the Inner Finisher between Inner Finisher and host machine.



☐

14. Connect the connectors of the Rail Unit to the host machine.

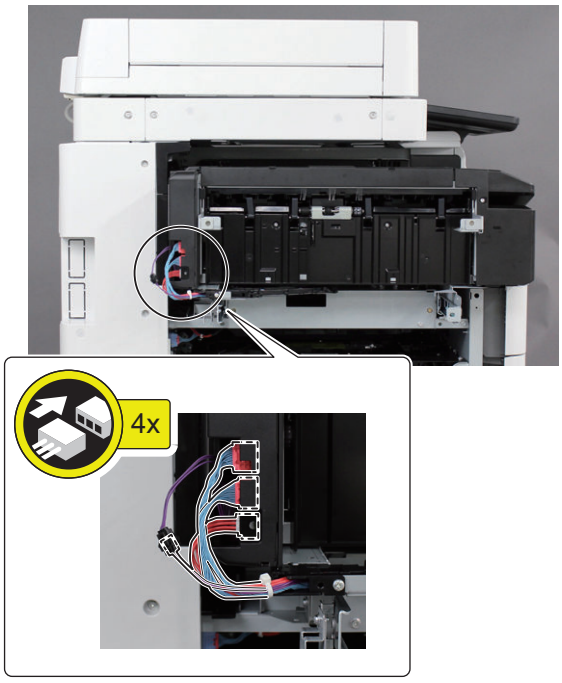
- 1 Wire Saddle
- 2 Connectors



☐

15. Connect the connectors of the Rail Unit to the Inner Finisher.

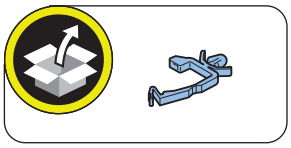
- 4 Connectors

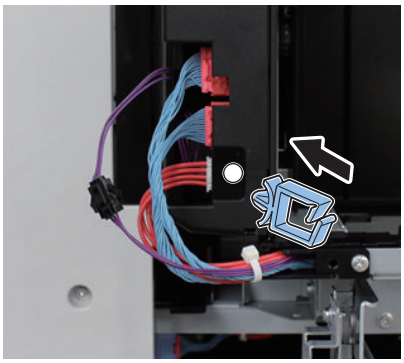


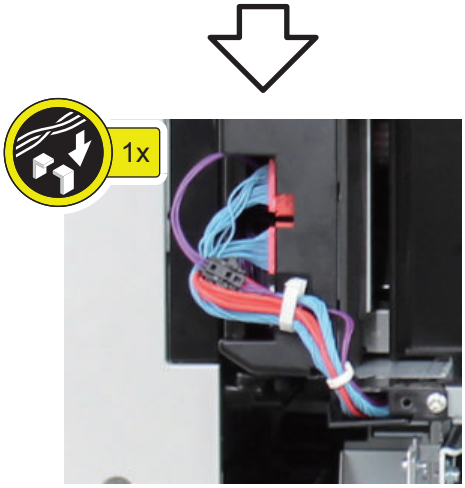
☐

16. Install the Wire Saddle (supplied with Inner Puncher), and then fix the Harness.

- 1 Wire Saddle



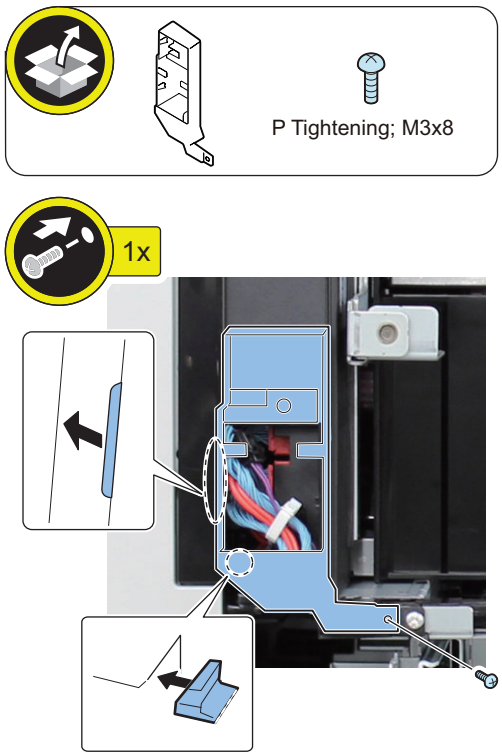




☐

17. Install the Harness Guide (supplied with Inner Puncher).

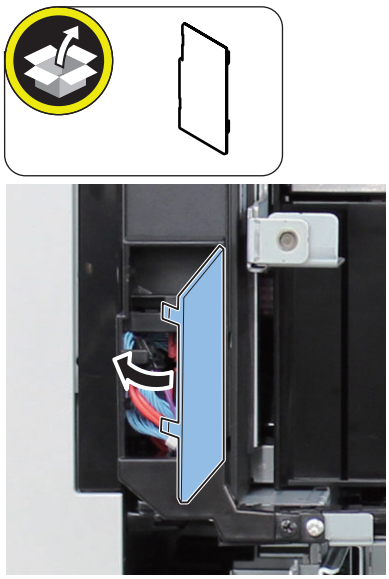
- 2 Claws
- 1 Screw (P Tightening; M3x8) (supplied with Inner Puncher)



☐

18. Install the Harness Guide Cover (supplied with Inner Puncher).

- 2 Claws



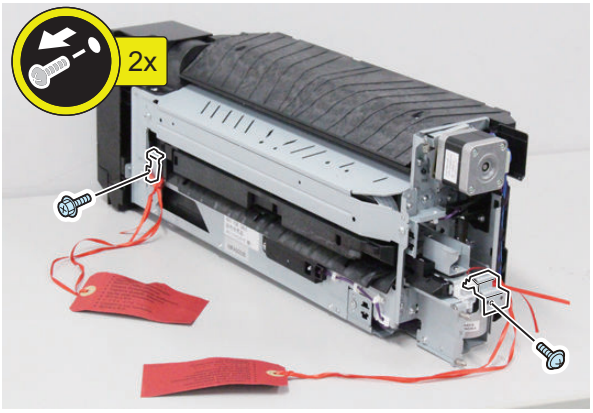
☐

19. **Open the Front Cover, and then set the Staple Cartridge into the stapler unit. Close the Front Cover.**

■ Installation of Inner Puncher

☐

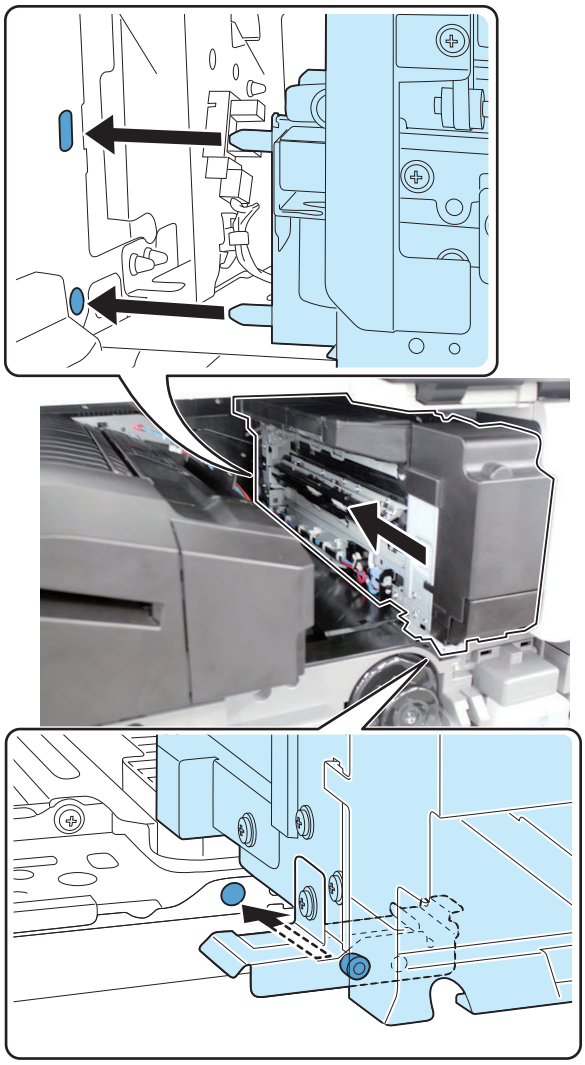
1. **Remove the 2 Fixing Plates from the Inner Puncher.**
   - 2 Screws



☐

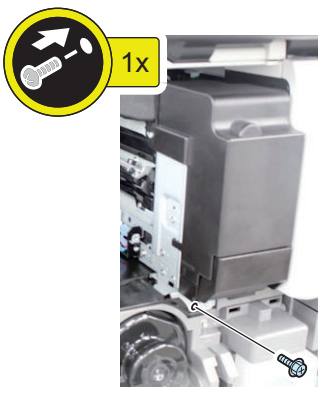
2. **Raise the Control Panel, and then insert the 3 pins of the Inner Puncher to the hole of the host machine to set the Inner Finisher into the host machine.**

CAUTION:
Take care not to pinch the harness of the Inner Finisher while installing the Inner Puncher.



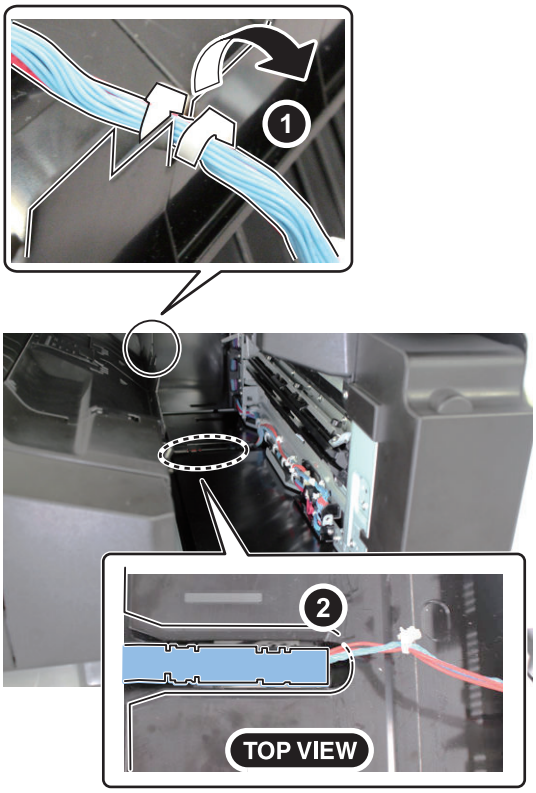
☐

3. **Fix the Inner Puncher to the host machine.**
   - 1 Screw (RS Tightening; M3x8) (removed at Step 7 in "Preparation for Host Machine")



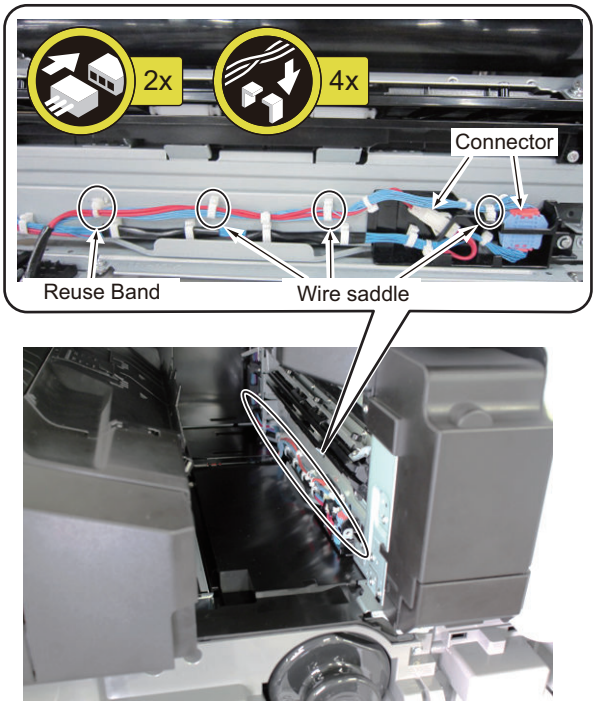
☐

4. **Dismount the Punch Relay Harness from the cut of the Inner Finisher, and then set it in the groove of the host machine.**



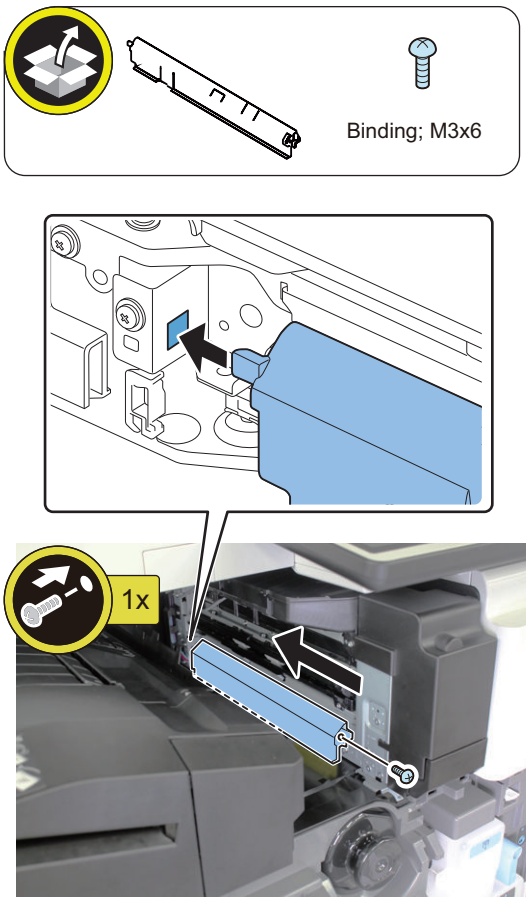
☐

5. **Connect the connectors of Punch Relay Harness to the Inner Puncher as shown in the figure.**
   - 2 Connectors
   - 1 Reuse Band
   - 3 Wire Saddles



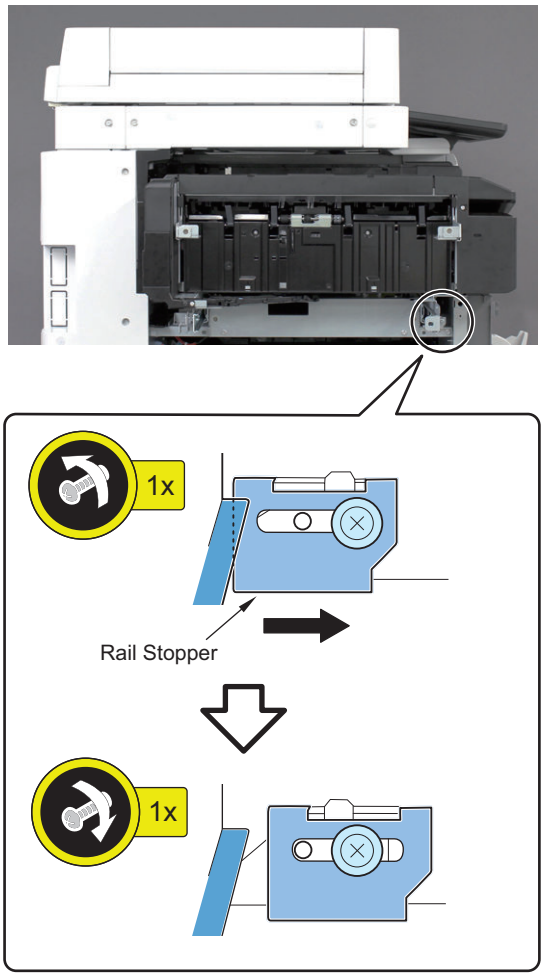
☐

6. **Inatall the Interface Connector Cover (supplied with Inner Puncher).**
   - 1 Boss
   - 1 Screw (Binding; M3x6) (supplied with Inner Puncher)



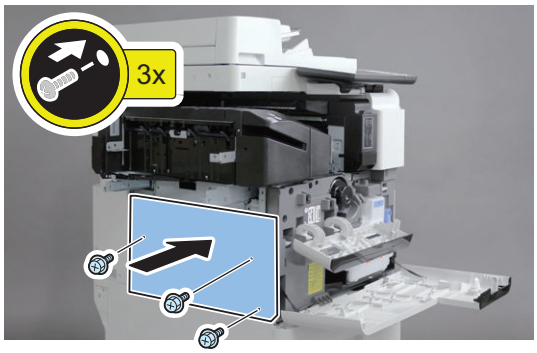
☐

7. **Release the Rail Stopper.**



☐

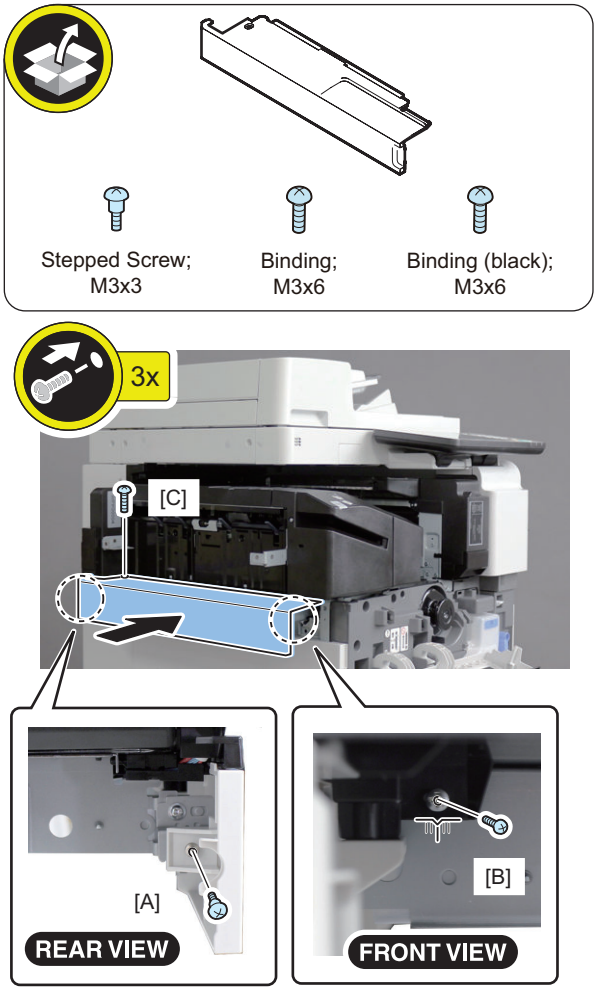
8. **Attach the removed Left Cover.**
   - 3 Screws (RS Tightening; M3x8)



☐

9. Install the Rail Cover (supplied with Inner Puncher).

- [A]1 Screw (Stepped Screw; M3x3) (supplied with Inner Puncher)
- [B]1 Screw (Binding; M3x6) (supplied with Inner Puncher)
- [C]1 Screw (Binding (black); M3x6) (supplied with Inner Puncher)

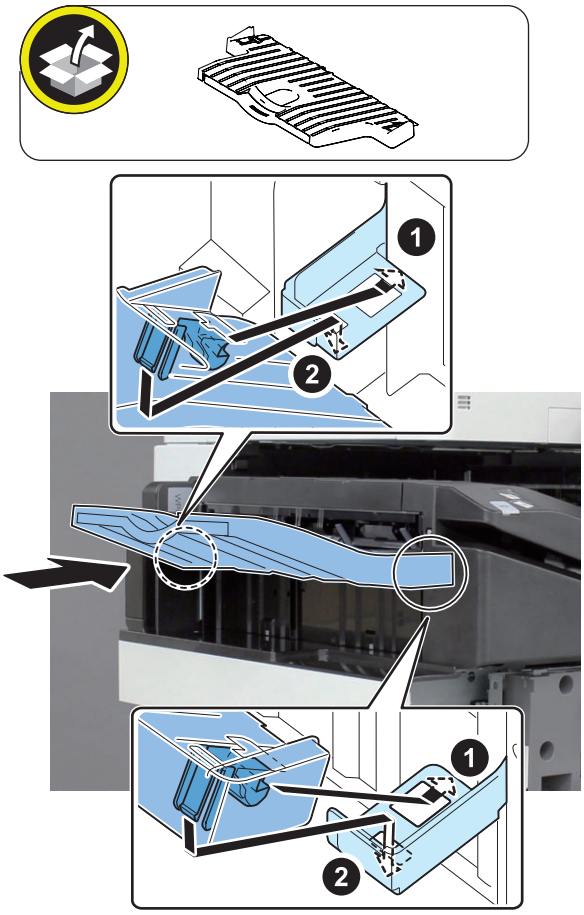


NOTE:
Fix the screw[B] so that the projection of the cover comes to the center of scribe lines. However, if the rail cover and the cover of the host machine are not aligned with each other when the rail cover is closed, adjust the rail cover position.

☐

10. Install the Stack Tray (supplied with Inner Finisher) to the Inner Finisher.

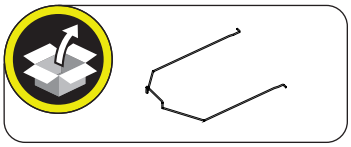
- 4 Hooks

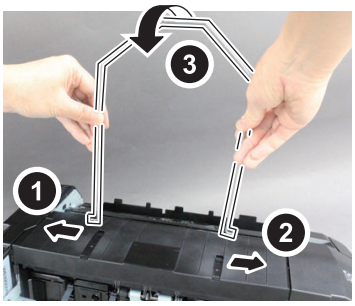


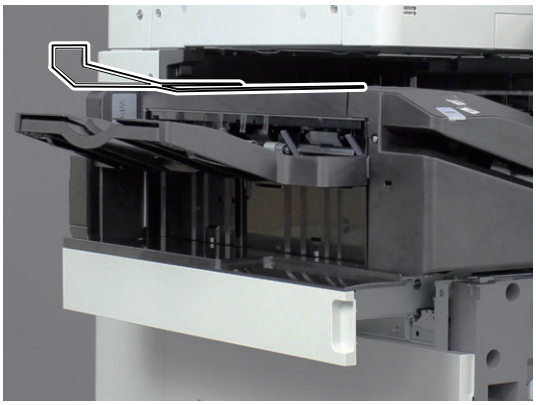
☐

11. Install the Wire Sub Tray (supplied with Inner Finisher).

- 2 Hooks

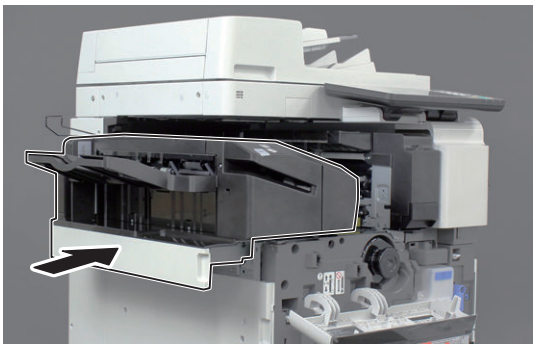






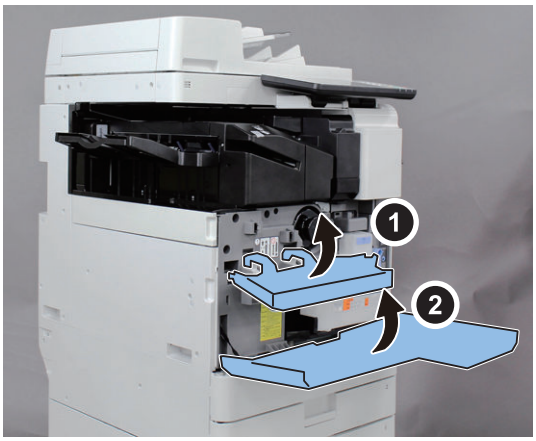
☐

12. Slide the Inner Finisher toward the right to set it.



☐

13. **Close the Front Upper Cover and Front Cover.**



Checking after Installation

■ Disposal Parts Check

1. **Following disposal parts are remained after installation procedure.**

☐	[1]	Reversal Guide (Installed to the host machine)	1pc.
☐	[2]	Delivery Rear Cover (Upper/Lower)	each 1pc.
☐	[3]	Sensor Flags (Upper/Lower)	each 1pc.
☐	[4]	Left Upper cover	1pc.
☐	[5]	Delivery Tray	1pc.
☐	[6]	Spring	1pc.
☐	[7]	Pin	1pc.
☐	[8]	Sensor Flag (Gray)	1pc.
☐	[9]	Connector Cover	1pc.
☐	[10]	Delivery Rear Cover	1pc.
☐	[11]	Fixed Plate	1pc.
☐	[12]	Coin Screw	1pc.
☐	[13]	Inner Cover	1pc.
☐	[14]	Finisher Cable Harness	1pc.
☐	[15]	Screw (Binding(black); M3x10)	1pc.

■ Operation Check

☐

1. **Turn ON the main power of the host machine.**

☐

2. **If a message prompting the user to update the version appears, press [Update] to automatically update the version of this equipment.**

NOTE:
If [Skip] is selected, a message prompting the user to update the version will appear every time the host machine is started. In the service mode (Level 2) shown below, it is possible to set not to display the message.
• (Lv.2) COPIER>OPTION>FNC-SW>VER-CHNG

□

3. Check the paper feed and punch operation and others.

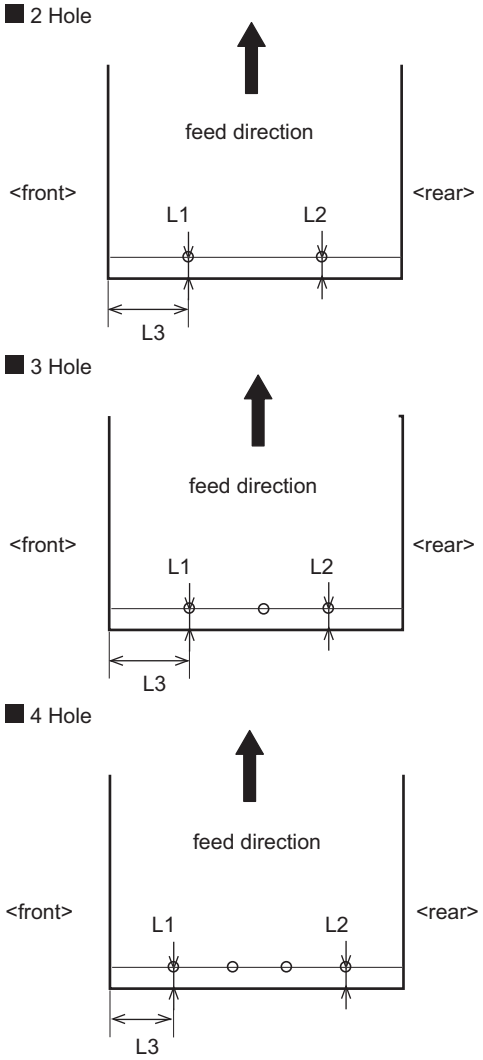
Adjustment

■ Checking and Adjusting the Punch Hole Position

● Checking the Punch Hole Position

□

1. **Make a print with the punch mode and check whether the side registration and the paper stop position are within the standard.**



<Standard>

- 2/3 Hole Puncher Unit

L1,L2	12±1.5mm
L3	2 holes: 73±1.5mm (LGL/ LTRR) 3 holes: 31.5±1.5mm (11"x17"/ LTR) 40.5±1.5mm (A3/ A4)

- 2/4 Hole Puncher Unit

L1,L2	12±1.5mm
L3	2 holes: 108.5±1.5mm (A3/ A4) 99.7±1.5mm (11"x17"/ LTR) 4 holes: 28.5±1.5mm (A3/ A4) 19.7±1.5mm (11"x17"/ LTR)

- 4 Hole Puncher Unit

L1,L2	12mm±1.5mm
L3	92.5±1.5mm (A3/ A4) 83.7±1.5mm (11"x17"/ LTR)

● Side Registration Adjustment (Service mode adjustment)

When the side registration is not within the standard (when L3 is not within the standard), make the adjustment according to the following procedure.

☐

1. **Enter the following service mode to adjust the side registration.**
   - SORTER > ADJUST > PNCH-Y

NOTE:
- When the setting value is increased by 1, L3 increases by 0.1mm.
  +: L3 increases. (The punch holes shift to the rear.)
  -: L3 decreases. (The punch holes shift to the front.)
- This adjustment is available without depending on the setting (Speed Priority / Precision Priority) of the Switch Finisher Puncher Mode in the Settings / Registration menu.

☐

2. **Exit the service mode.**

● Paper Stop Position Adjustment (Service mode adjustment)

When the paper stop position is not within the standard (when L1/L2 is not within the standard), make the adjustment according to the following procedure.

☐

1. **Enter the following service mode to adjust the paper stop position.**
   - SORTER > ADJUST > PNCH-X

NOTE:
- When the setting value is increased by 1, L1 and L2 increase by 0.1mm.
  +: L1 and L2 increase. (The punch holes shift to the delivery direction.)
  -: L1 and L2 decrease. (The punch holes shift to the inlet direction.)
- This adjustment is available without depending on the setting (Speed Priority / Precision Priority) of the Switch Finisher Puncher Mode in the Settings / Registration menu.

☐

2. **Exit the service mode.**

Revision

Rev.	Chapter		Category	Product Name	Reference	Remarks
1.0	-	-	First Edition	Installation manual	-	-
2.0	2	Host Machine	Modification	Removing the Packaging Materials	“Removing the Packaging Materials” on page 21	
	2	Host Machine	Add Con-tents	Installing the Scanner	“ Installing the Scanner” on page 36	