



KONICA MINOLTA

AccurioPress 6136/6136P/6120

QUICK GUIDE



AccurioPress 6136/6136P/6120
B/W PRODUCTION PRINTING SYSTEM

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1 Introduction

1.1 Welcome

Thank you for purchasing this machine.

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

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

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

1.2 Notations and symbols used in this manual

WARNING

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

CAUTION

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

NOTICE

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

Tips

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

Reference

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

The meaning of other notations and symbols are as follows.

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

1.3 Intended use of this machine

1.3.1 Intended use

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

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

The intended use also requires that:

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

1.3.2 Impermissible operating conditions

The system may not be operated if:

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

1.3.3 Exclusion of liability

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

1.4 Target groups

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

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

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

1.5 Configuration and Usage of this Guide

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

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

For information about how to use the [HTML User's Guide], refer to page 6-3 in this guide.

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

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

Should you experience any problems, contact your service representative.

1.5.1 HTML User's Guide operating environment

Supported Operating Systems/Browsers

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

Operating system	Web browser
Windows 7 (Service Pack 1)	Internet Explorer 11.x Firefox 54.x Chrome 59.x
Windows 8.1	Internet Explorer 11.x Firefox 54.x Chrome 59.x
Windows 10	Internet Explorer 11.x Microsoft Edge 40 Firefox 54.x Chrome 59.x
Mac OS 10.8	Safari 6.x
Mac OS 10.9	Safari 7.x
Mac OS 10.10	Safari 8.x
Mac OS 10.11	Safari 9.x
Mac OS 10.12	Safari 10.x

Tips

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

Display resolution

1,024 × 768 pixels or more

1.5.2 Conventions used in this guide

This guide describes product names and system configurations as follows.

Product name	Conventions used in this guide
AccurioPress 6136 AccurioPress 6120	This machine: Indicates the entire system including options and functions. The main body: Indicates the main unit that provides print functions in this machine. The machine: Indicates a mechanical part related to the structure or mechanism.
AccurioPress 6136P	Printer model
Microsoft Windows	Windows

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

Product name	Conventions used in this guide
Dual Scan Document Feeder	ADF

The convention above is also applied to other optional devices.

2 Before Getting Started

2 Before Getting Started

2.1 Turning the Power ON/OFF

Power supply

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

NOTICE

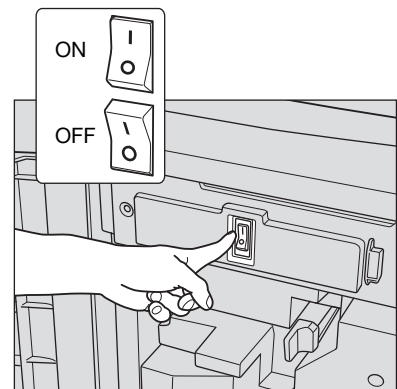
The **main power switch** is normally kept turned on.

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

Turning the power on

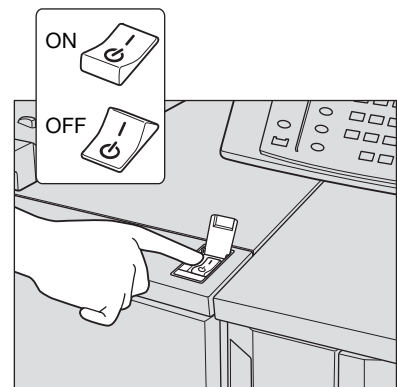
- 1 Open the **front door** of the main body, then open the **left door**. Then, turn the **main power switch** on.

When the **main power switch** is turned on, the **Power LED** on the **control panel** lights up in orange.



- 2 Turn on the **sub power switch** on the upper-right corner of the main body.

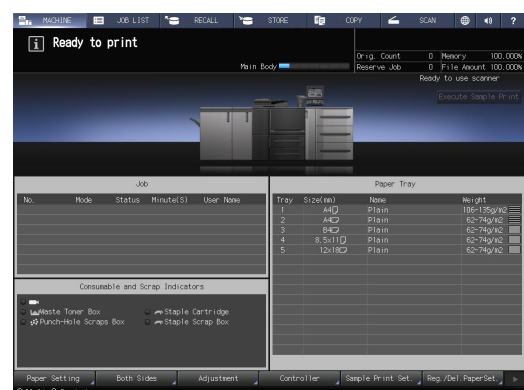
When the **sub power switch** is turned on, the **Power LED** on the **control panel** lights up in blue.



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

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

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



Tips

- If [Machine is warming up] is displayed on the [MACHINE] screen, it indicates that this machine is in the warm-up state. Warm-up processing takes approximately 7 minutes.

Turning the power off

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

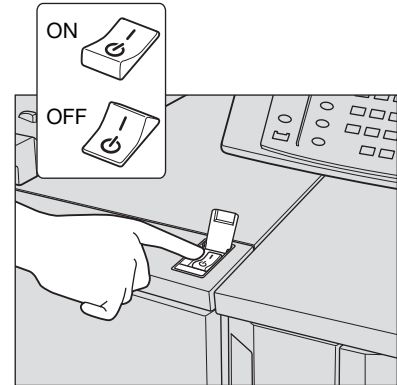
The **touch panel** display is cleared, and the **Power LED** on the **control panel** changes from blue to orange.

NOTICE

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

[Cooling in progress / Power is turned off automatically]

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

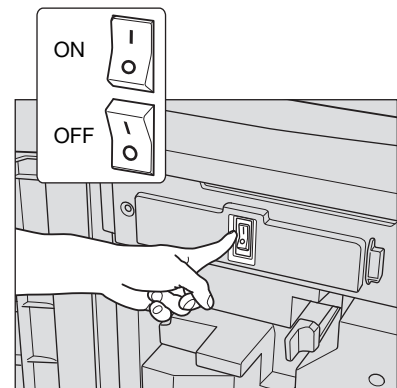


2 Turn off the **main power switch**.

- The **main power switch** is located inside the machine.
- Open the **front door** of the main body, then open the **left door**.

NOTICE

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



Power-saving function

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

Function		Description
Power Save function	Auto Low Power	<p>Turns off the touch panel display to reduce the power consumption of this machine. This machine is placed into the Auto Low Power mode when:</p> <ul style="list-style-type: none"> The specified period of time has elapsed with no print jobs executed in the printable state Power Save on the control panel has been pressed for a second or more <p>This mode is available when [Auto Low Power] is selected by selecting Utility/Counter - [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting].</p> <p>You can select from the following power-saving time periods: --- min., 0.5 min., 3 min., 5 min., 10 min., 15 min., 30 min., 60 min., 90 min., 120 min., and 240 min.</p>
	Auto Shut OFF	<p>Turns off all LEDs except Power Save LED and Power LED on the control panel, to reduce the power consumption of this machine. This machine is placed into the Auto Shut OFF mode when:</p> <ul style="list-style-type: none"> The specified period of time has elapsed with no print jobs executed in the printable state Power Save on the control panel has been pressed for a second or more <p>If the Auto Shut OFF mode is kept for a long time, it may take a while to warm up this machine upon restart.</p> <p>This mode is available when [Auto Shut OFF] is selected by selecting Utility/Counter - [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting].</p> <p>You can select from the following power-saving time periods: --- min., 0.5 min., 3 min., 5 min., 10 min., 15 min., 30 min., 60 min., 90 min., 120 min., and 240 min.</p>
	Auto Wake-up Cond.	<p>Specify conditions to automatically release the Shut OFF mode and start printing when print jobs are received in the Auto Shut OFF mode.</p> <p>If you press [All Jobs] to highlight the button, the Shut Off mode is automatically released even during Auto Shut OFF, allowing all print jobs to be outputted.</p> <p>If you unhighlight the button, the Shut Off mode is automatically released during Auto Shut OFF only when the machine receives print jobs from [PS Plug-in driver] or [AccurioPro Hot Folder], allowing them to be outputted. To process other jobs, use this machine after releasing the Shut OFF mode.</p>
ErP Setting	<p>Turns the main power off after the Auto Low Power mode, Auto Shut OFF mode, or the sub power switch is kept in the off state for the specified period of time.</p> <p>There are seven power-saving time periods available: Do Not Switch, 12 Hours, 24 Hours, 36 Hours, 48 Hours, 60 Hours, and 72 Hours, from which you can select the desired one.</p> <p>If the Weekly Timer is set to [Weekly Timer ON], [ErP Setting] appears dimmed and you cannot configure this setting.</p>	
Main Power Auto OFF Setting	<p>When the sub power switch is turned off, the main power can be turned off automatically if the main body has completely cooled down.</p>	
Weekly Timer	<p>Automatically turns the power of this machine on or off based on the specified time or day of the week.</p>	

 **Tips**

- **Utility/Counter** - [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting] is the same as **Utility/Counter** - [User Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting], use either of the methods to configure a setting.
- If **Power Save** on the **control panel** is pressed for one second or more, either of Auto Low Power or Auto Shut OFF is enabled. To enable either function, select [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting].

 **Reference**

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

NOTICE

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

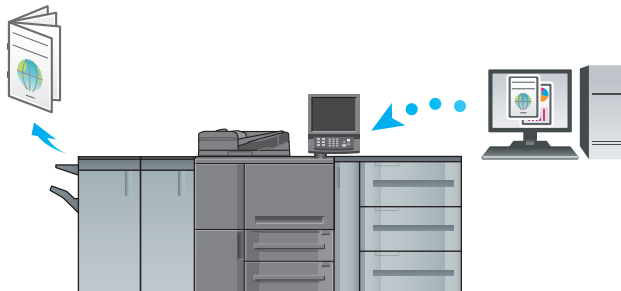
2.2 Available Operations in this Machine

2.2.1 Major functions of this machine

Print functions

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

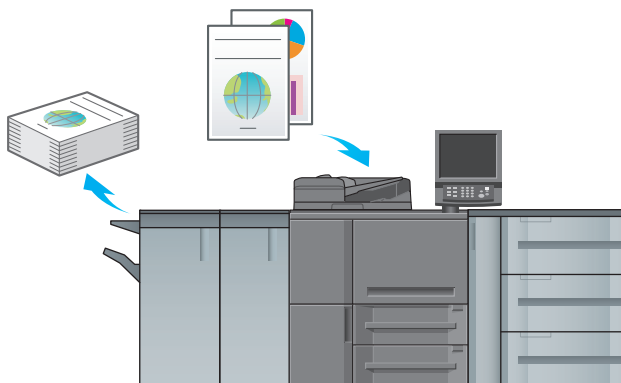
You can configure a layout or finish setting by implementing a simple action when printing data.



Copy functions

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

Using the **ADF** allows you to scan more original pages in a short time period.



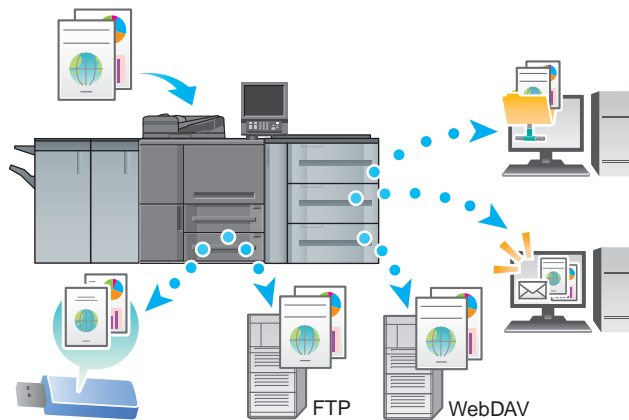
Tips

Copy functions are not available in the Printer model.

Scan functions

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

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



Tips

Scan functions are not available in the Printer model.

Hold function of print jobs using the HDD

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

Device control function (PageScope Web Connection)

PageScope Web Connection is a device control utility program provided by the HTTP server built in the machine.

If you access this machine via the network using the computer's Web browser, you can check the machine status or configure various settings from a remote location using **PageScope Web Connection**.



2.2.2 Application functions

Tone curve adjustment function (Color Centro)

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

To realize optimal printing results, you can adjust and specify tone curves.

Job management function (AccurioPro Print Manager)

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

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

Other applications

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



Let's Make Prints

3 Let's Make Prints

This chapter describes a basic print workflow using this machine.

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



Reference

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

3.1 Printing Flow

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

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

3.1.1 Step 1: Prepare the printer driver and applications

Install the printer driver and applications in your computer.

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

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

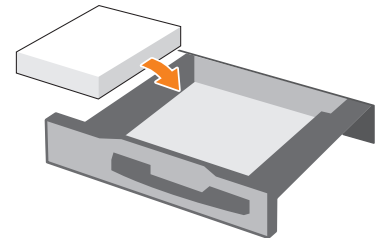


3.1.2 Step 2: Load paper into a tray

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

For details, refer to the following pages:

- To load paper into the **Main Body Trays**: Refer to page 4-3.
- To load paper into **Paper Feeder Unit PF-709**: Refer to page 4-4.



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

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

For details, refer to page 4-7.



3.1.4 Step 4: Use the printer driver to print data

Print original data through your computer.

- ✓ Check the application environment for original data in advance. This guide describes a procedure example of how to print data using the PS Plug-in driver from **Adobe Acrobat Reader** in a **Windows 7** environment.

- 1 Click [Print] in the file menu of the application software to display the Print window.
- 2 Select the installed printer driver from [Printer], then click [Properties].
- 3 Click the [General] tab on the setting screen of the printer driver, then select the paper size of the original data in [Original Size].

Check the setting, then click [OK].

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

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

- 4 Click [Print].

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

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

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

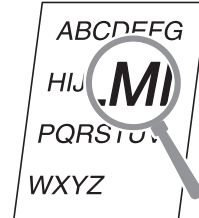
The items you can configure or adjust vary depending on where print jobs are saved on the HDD. For details, refer to the [HTML User's Guide].

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

3.1.5 Step 5: Check the finishing

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

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





Basic Operations

4 Basic Operations

4.1 Loading Paper

4.1.1 Loading paper into the main body tray

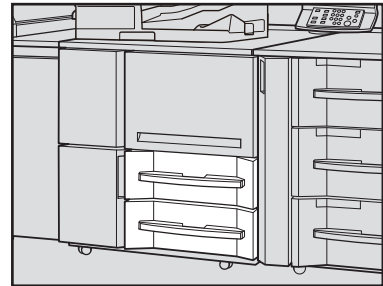
The same paper loading procedure is used for **Tray 1** and **Tray 2**. This section describes how to load paper into **Tray 1**.

- 1 Pull out the tray to load paper into.

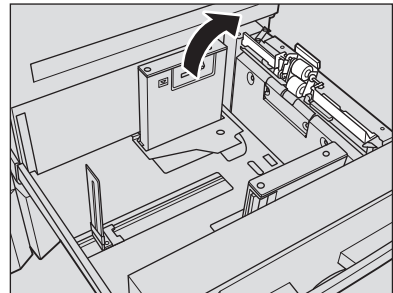
NOTICE

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

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



- 2 Open the **feed roller**.

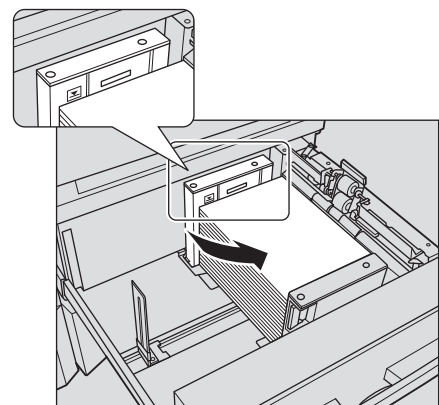


- 3 Slide the **side guide plate** and **rear guide plate** to any position.

- 4 Place paper with the print side facing down.

NOTICE

*Do not load paper over the limit level indicated on the **side guide plate** of the tray.*

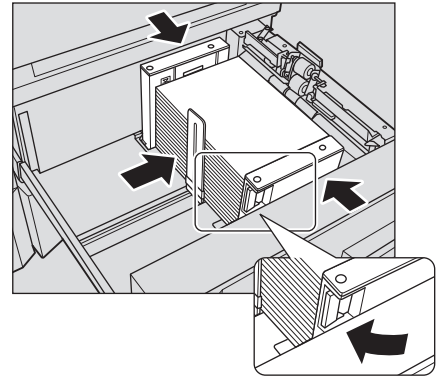


- 5 Align the **side guide plates** and **rear guide plate** to the paper.
- Align the stack of paper to the **feed roller** side of the tray. While pressing the **side guide lock release lever**, align both **side guide plates** to the paper.

NOTICE

Securely press the **side guide plates** and **rear guide plate** against the paper. Otherwise, the machine will not be able to detect the correct paper size, in which case, a failure in the paper feeder may occur.

Check that paper is not creased. If it is creased, a paper jam may occur.



- 6 Close the **feed roller**, then close the tray.

→ Push the tray in until it locks into place.

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

NOTICE

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

4.1.2 Loading paper into the Paper Feeder Unit PF-709

The following describes how to load paper into an optional **Paper Feeder Unit PF-709**. The paper loading procedure is the same for **Tray 3** to **Tray 5**.

**Reference**

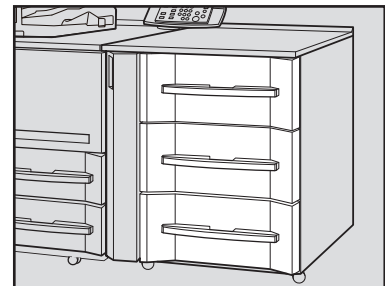
For information about how to load paper into other optional paper feeder unit, refer to the [HTML User's Guide].

- 1 Pull out the tray to load paper into.

NOTICE

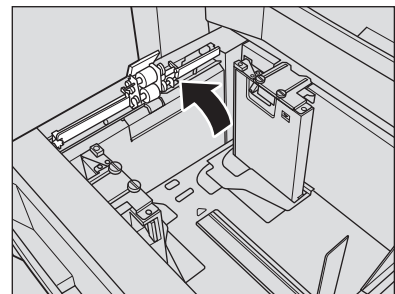
Trays cannot be withdrawn when the machine is powered off. Turn the **sub power switch** on.

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



- 2 Open the **feed roller**.

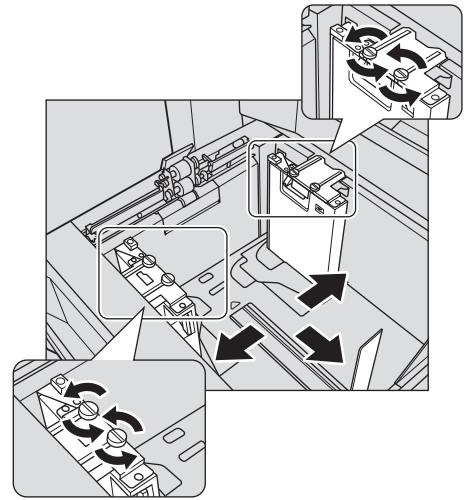
- To load a different size of paper, proceed to step 3.
- To load paper that is the same size as the paper already loaded, proceed to step 6.



- 3** Fully open the **side guide plates** and **rear guide plate** apart.
- Turn the **side guide lock knobs** (4 pieces) of the **side guide plates** counterclockwise to loosen them.
 - While pressing the **side guide lock release lever** of the **side guide**, fully open the plates apart.
 - Also, fully open the **rear guide plate** apart.

NOTICE

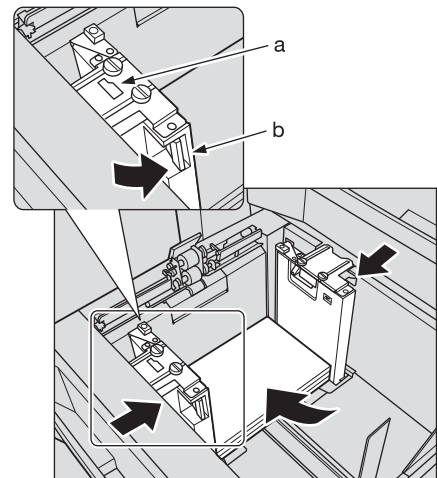
When moving the **side guide plates**, be sure to hold both the **side guide lock release lever** and the handle on the rear side. If you move only the **side guide plate** on the front side, it may cause a displacement of the **side guide plates**.



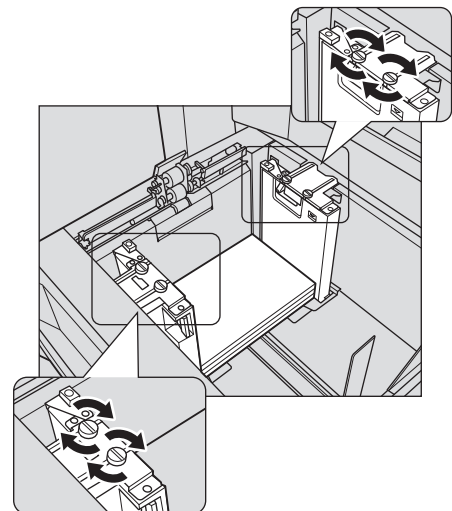
- 4** Fix the position of the **side guide plates**.
- Place about 100 sheets of paper with the print side up. While pressing the **side guide lock release lever**, align both **side guide plates** to the paper, then fix their position to fit the size indicator on the top of the **side guide plates**.
 - a: **Paper size indicator**
 - b: **Side guide lock release lever**

NOTICE

Load paper with the print side facing up.



- 5** Turn the **side guide lock knobs** (4 pieces) of the **side guide plates** clockwise to fix them.



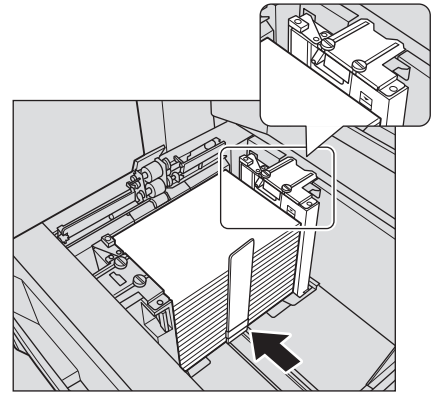
- 6 Load the remaining paper, then press the **rear guide plate** against the paper.
- Align the stack of paper to the **feed roller** side of the tray.
 - Press the **rear guide plate** against the paper.

NOTICE

Ensure that the height of the stacked paper does not go beyond the limit mark ▼ indicated on the **side guide plates**. If it does, a paper jam may be caused. Carefully load paper to be set under the paper control lever located at the **air nozzle**.

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

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



- 7 Close the **feed roller**, then close the tray.

→ Push the tray in until it locks into place.

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

NOTICE

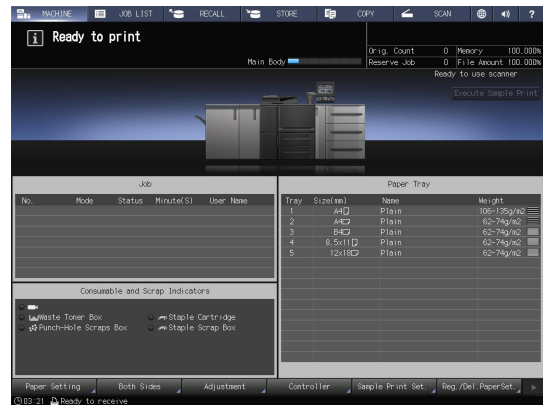
Carefully close the tray. Otherwise, the machine may be subjected to an unexpected impact due to the tray or paper weight, which may lead to a machine error.

4.2 Paper Setting

4.2.1 Specifying paper information for a tray

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

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



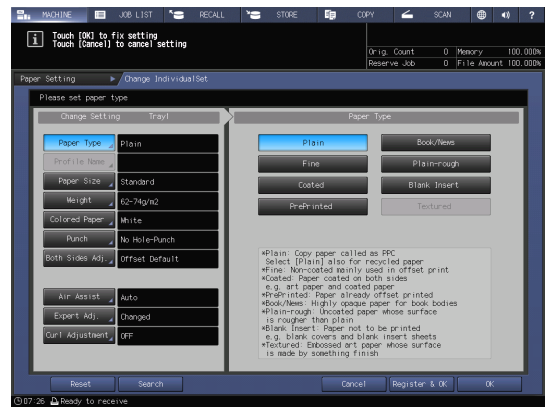
- 2 Select the tray with paper loaded, then press [Change Set].



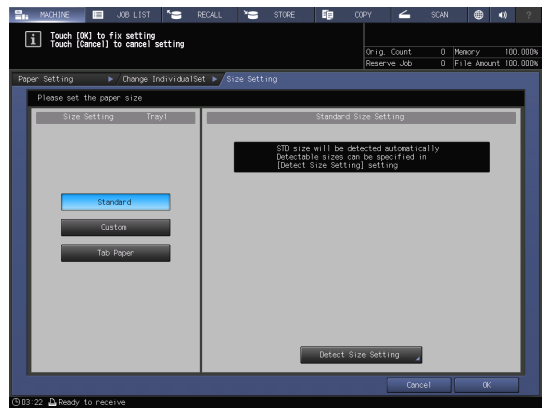
- 3 Press [Paper Type] to select the desired paper type.



4 Press [Paper Size].

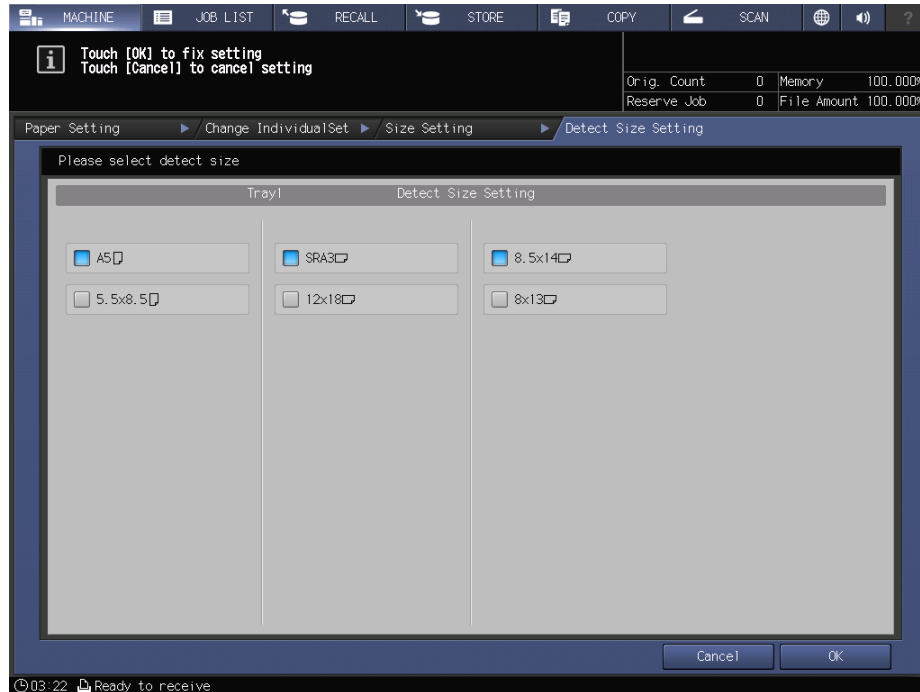


5 Select one of the options under [Size Setting] to fit the paper loaded into the tray.

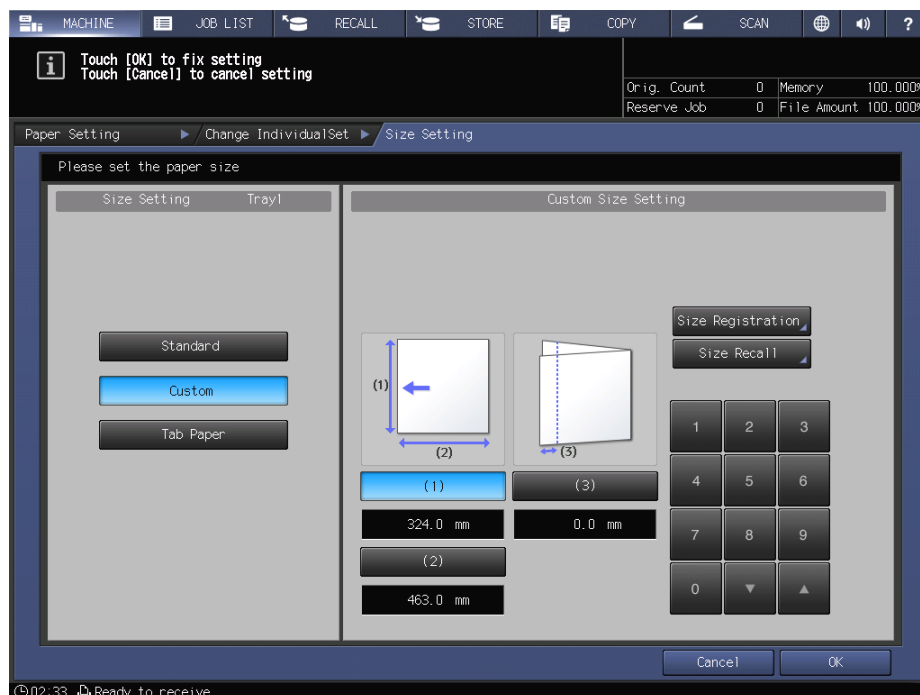


6 Specify the size.

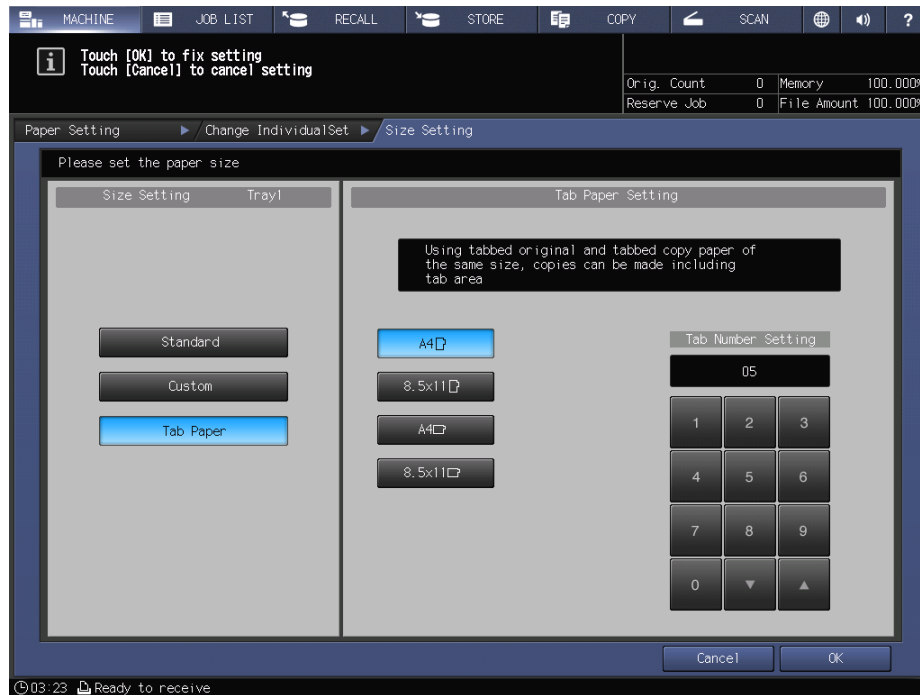
- [Standard]: Recognized automatically.
- In [Detect Size Setting], you can select the size to be detected.
- There is, however, a group of sizes having subtle distinctions, so that the machine cannot distinguish in the operation of size detection. To identify these sizes as one size so that they can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



- [Custom]: Specify the numeric value for items (1) to (3).
- You can name and register the size specified in [Size Registration].
- The registered size can be recalled by selecting [Size Recall].
- Item (3) is not displayed depending on the mounted optional device.



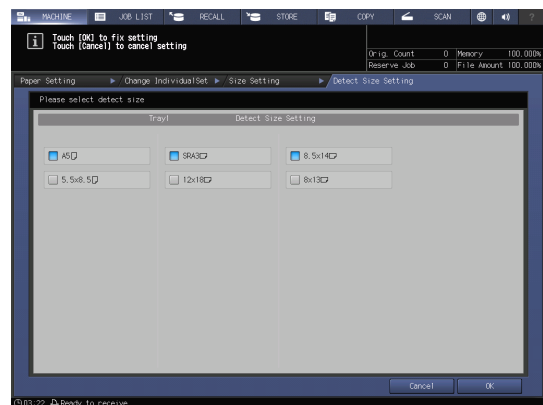
→ [Tab Paper]: Specify the paper size and the number of tabs.



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

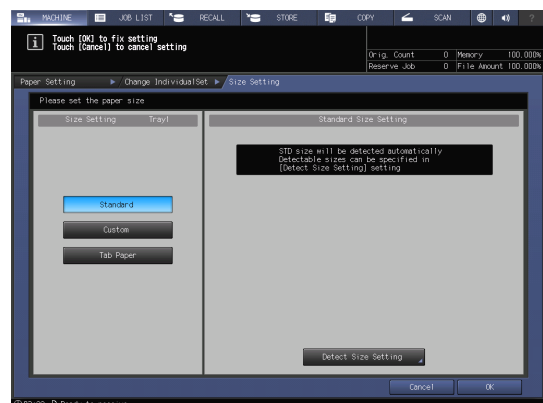
This returns to the [Size Setting] screen.

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

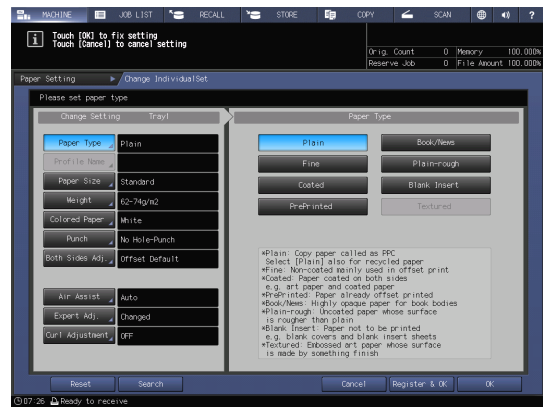


8 Press [OK].

This returns to the [Change Individual Set] screen.



9 Specify other items, if necessary.



10 Press [OK].

This returns to the [Paper Setting] screen.



11 Press [Close].

This returns to the [MACHINE] screen.

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

Paper setting is then completed.



Tips

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


5 Troubleshooting

5 Troubleshooting








5.1 Replenish and Replace Consumables

Replacing a toner bottle

⚠ WARNING

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

⚠ CAUTION

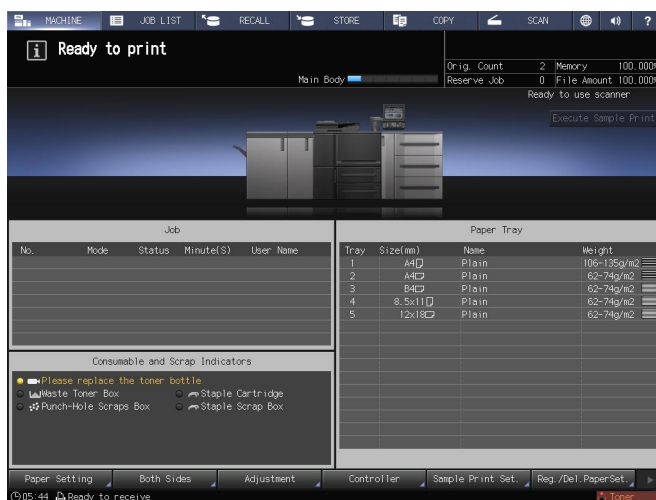
- Do not leave toner-related parts (e.g., toner cartridge, developing unit, and Waste Toner Box) within easy reach of children. Licking any of these parts or ingesting toner could damage your health. 
- Do not store toner-related parts (e.g., toner cartridge, developing unit, and Waste Toner Box) near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

When the **toner bottle** becomes empty, the toner bottle indicator displayed in [Consumable and Scrap Indicators] on the [MACHINE] screen changes to yellow and [Please replace the toner bottle] is displayed.



Tips

- Even if toner supply from the **toner bottle** becomes empty, printing can continue with toner left in the toner hopper.

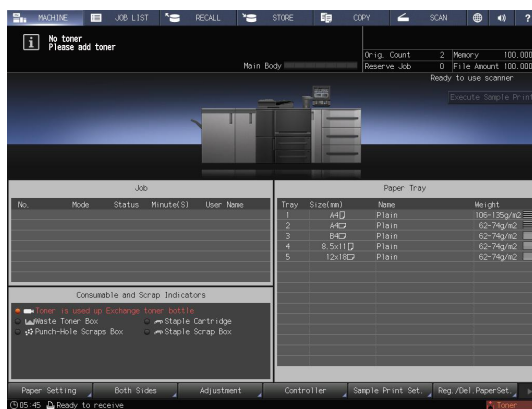


When toner supply from the toner hopper also becomes empty, the message [No toner / Please add toner] is displayed and [Toner is used up Exchange toner bottle] is displayed in red in the [Consumable and Scrap Indicators] area. Follow the below steps to replace the **toner bottle**.

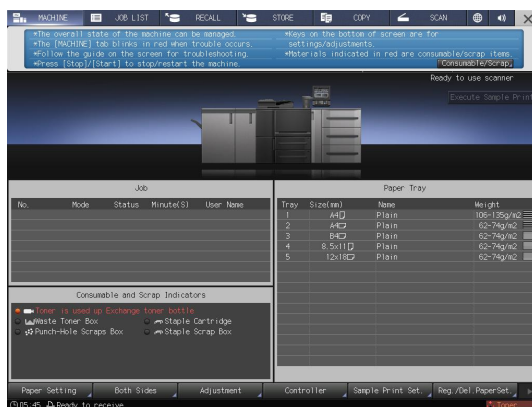
NOTICE

When replacing the **toner bottle**, check the toner type number indicated on the front side of the toner bottle inlet. Using incorrect toner bottles may cause the machine to malfunction.

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

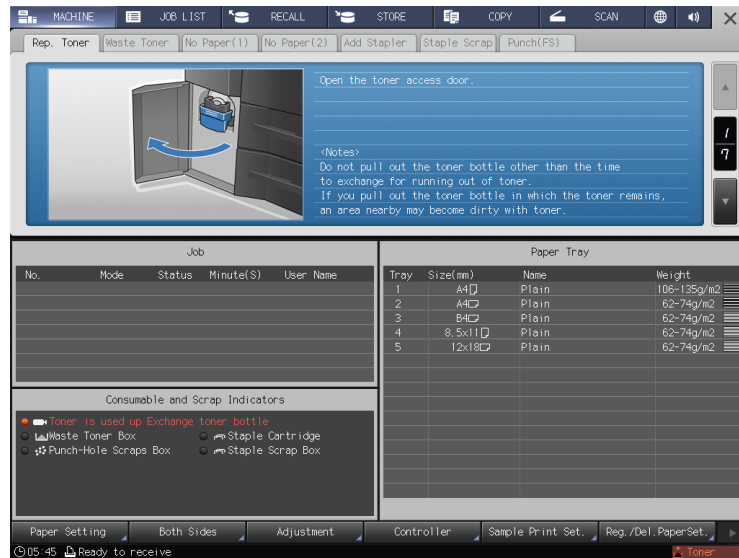


- 2 Press [Consumable/Scrap].



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

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



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

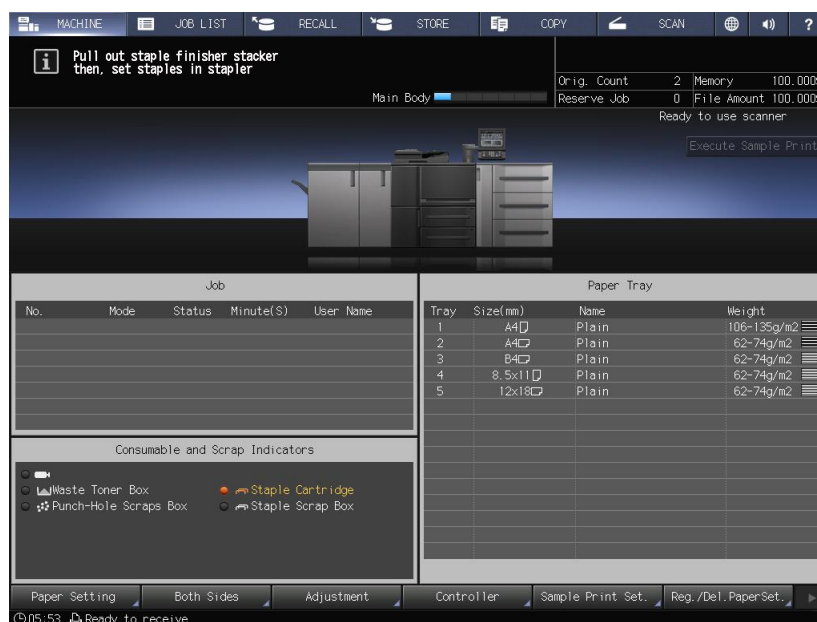
Replacing a staple cartridge

If staples run out, the message [Pull out staple finisher stacker / then, set staples in stapler] is displayed on the [MACHINE] screen, and the [Staple Cartridge] indicator changes to yellow in the [Consumable and Scrap Indicators] display.

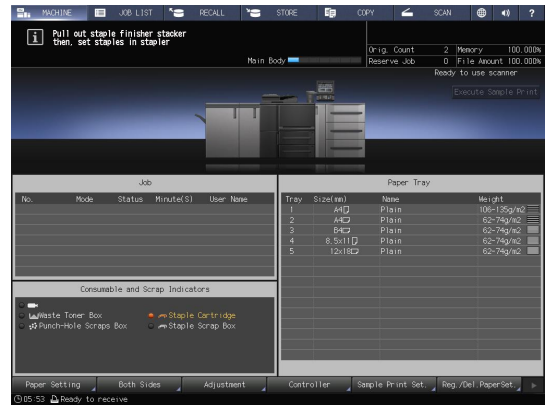


Reference

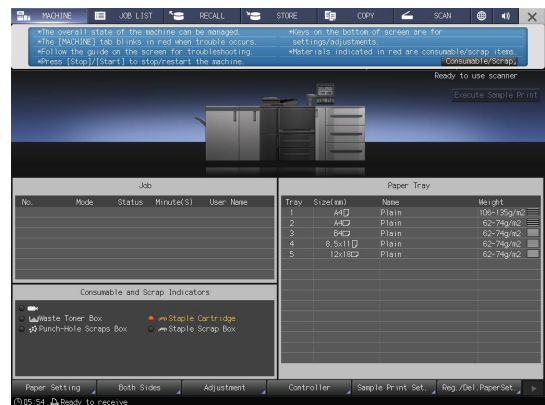
The following example describes how to replenish staple cartridge in the **stapler** of the **Finisher FS-532**. For details about other ways to replenish staple cartridge, refer to the [HTML User's Guide].



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



- 2 Press [Consumable/Scrap].



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

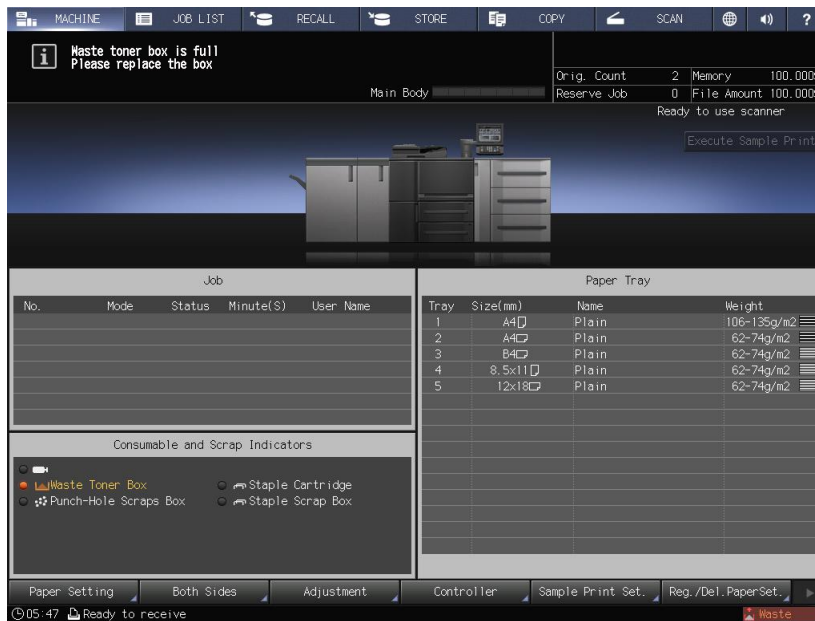


Replacing a waste toner box

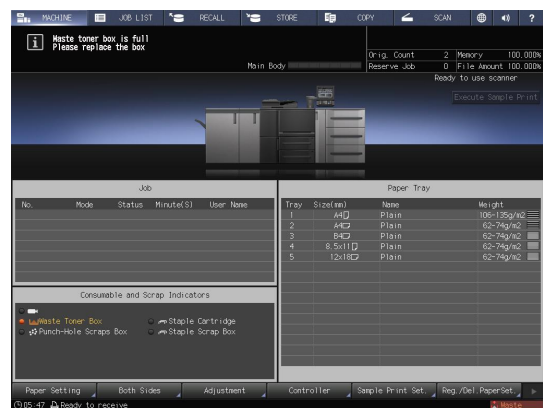


WARNING: Explosion
The toner may ignite and cause a dangerous situation.
NEVER throw the waste toner box into a fire.

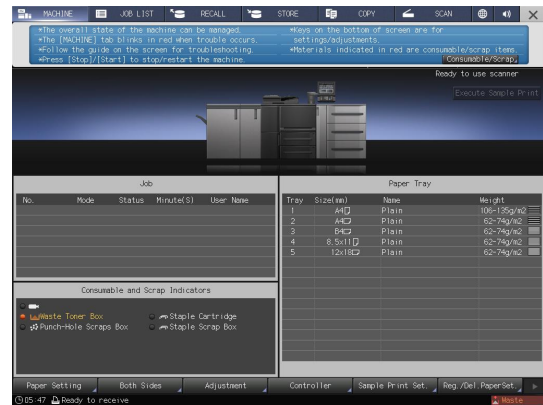
If the **waste toner box** fills up with waste toner, the message [Waste toner box is full Please replace the box] is displayed on the [MACHINE] screen, and the [Waste Toner Box] indicator changes to yellow in the [Consumable and Scrap Indicators] display.



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

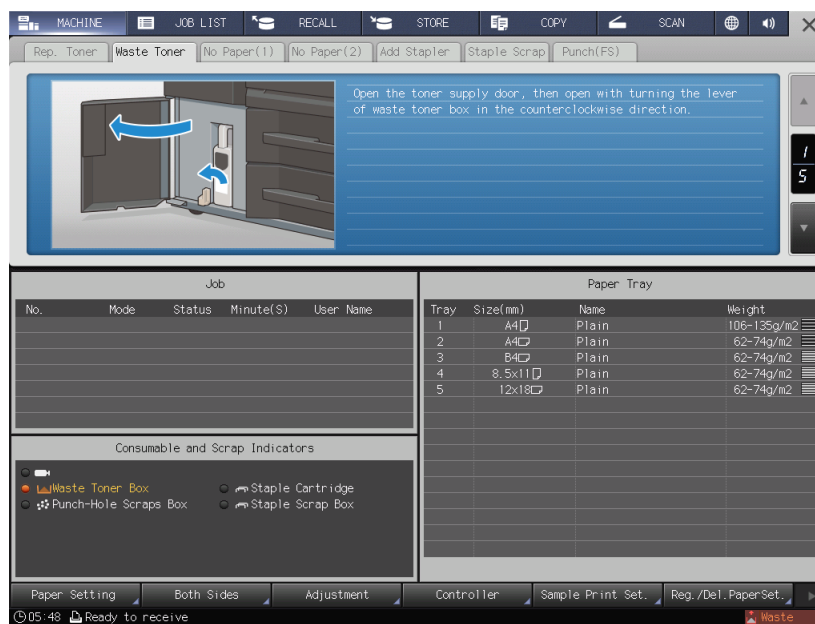


2 Press [Consumable/Scrap].



3 Press the [Waste Toner] tab, then follow the on-screen instructions to replace the **waste toner box**.

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



5.2 Clearing Paper Jams

5.2.1 How to view the animation guide

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

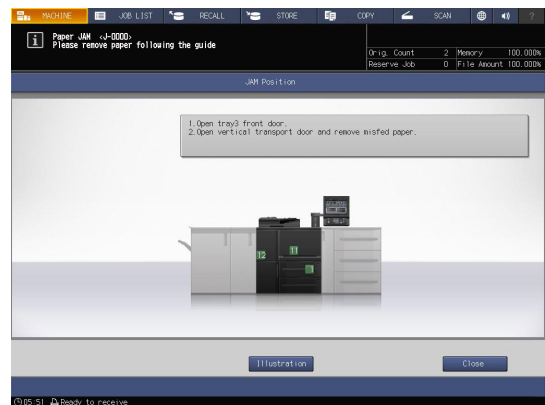
Check the paper jam position, then follow the guidance to clear a paper jam.

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

If a paper jam occurs, do not open doors or trays other than those indicated. If a paper jam occurs, paper may be output automatically from other trays. If you open doors or trays other than those indicated, output will not be performed.

[JAM Position] screen

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



Tips

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

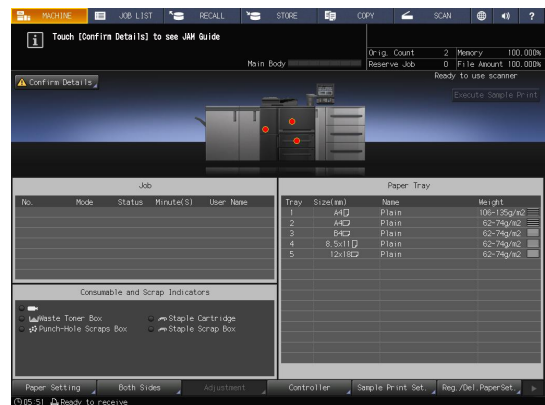
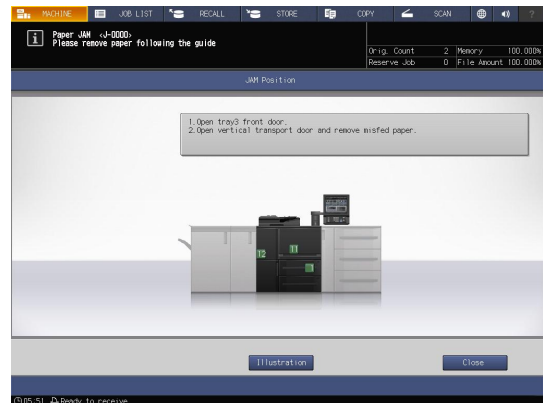


Illustration screen for Jam handling

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

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

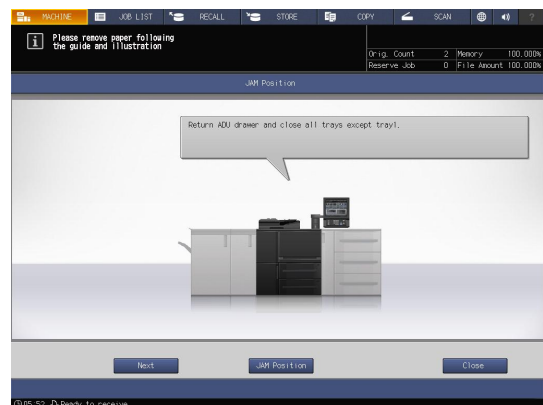


- 2 Check the displayed contents, then remove jammed paper.

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

Pressing [Next] can check the next step.

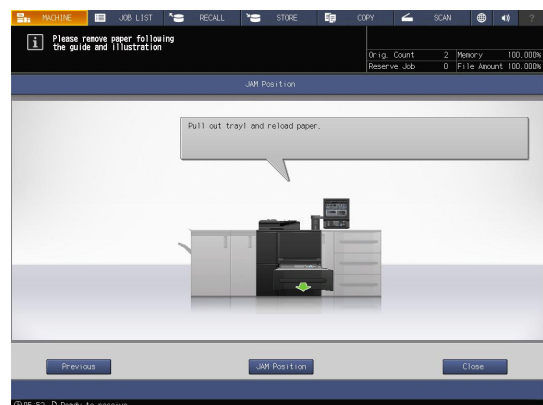
Pressing [JAM Position] returns to the [JAM Position] screen.



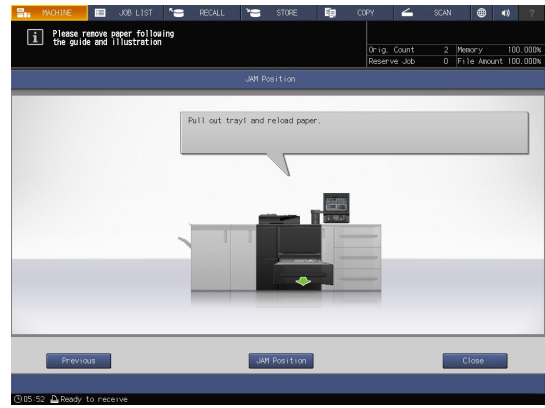
- 3 Follow the guidance to remove jammed paper.

Pressing [Next] can check the next step.

Pressing [Previous] can check the previous step.



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



Tips

- If the paper jam message has not been yet cleared even after all the jammed paper has been removed, the paper jam may have occurred in a place other than the one displayed on the **touch panel** again. In particular, check the following points.
 - Check whether a slip of paper is left on the back of the part indicated by the number on the **touch panel**. If you cannot smoothly remove jammed paper, do not remove it forcibly. Contact your service representative.
 - Open and close the door of the part indicated by the number on the **touch panel** again. This operation may clear the message.
 If the paper jam message still has not been cleared after checking the above, contact your service representative.

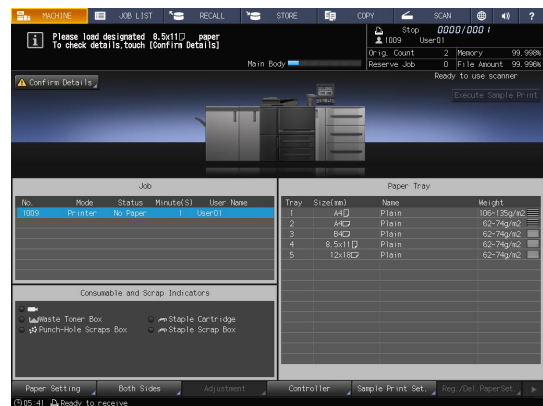
5.3 If the Specified Paper is not Found

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

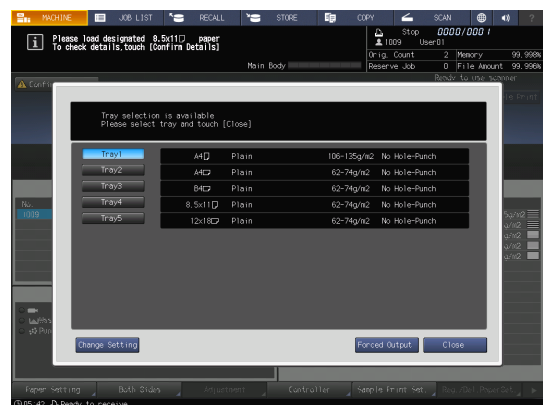
To address this problem, load the specified paper into a tray, or you can forcibly print on the currently loaded paper of a different size.

Replacing with the specified paper

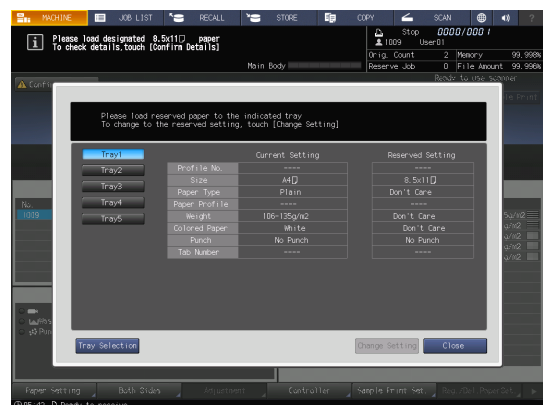
- 1 Press [Confirm Details] on the [MACHINE] screen.



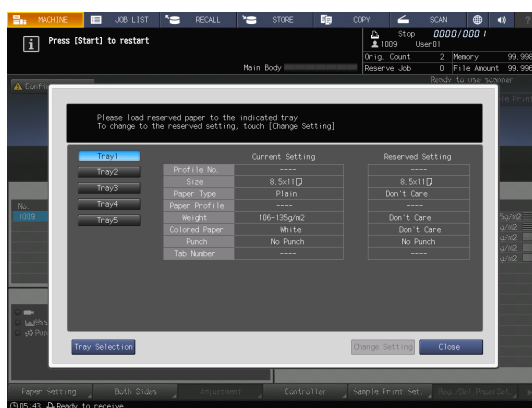
- 2 Select a tray to replace paper into, then press [Change Setting].



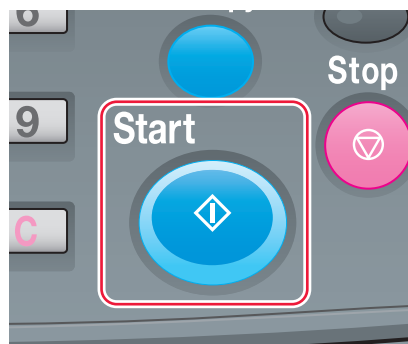
- 3 Check the setting of the paper to be changed.



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

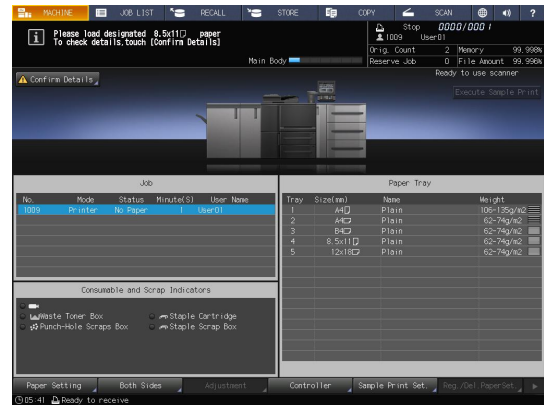


- 5 Press **Start** on the **control panel**.
Printing starts using the selected tray.

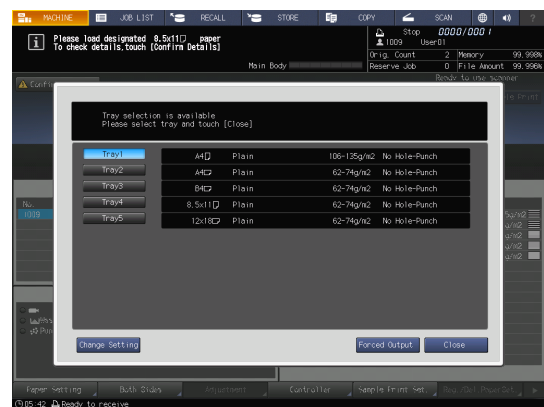


Forcibly printing using the loaded paper

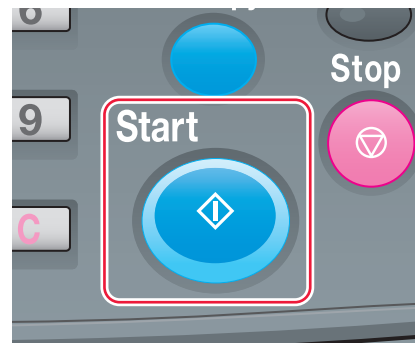
- 1 Press [Confirm Details] on the [MACHINE] screen.



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

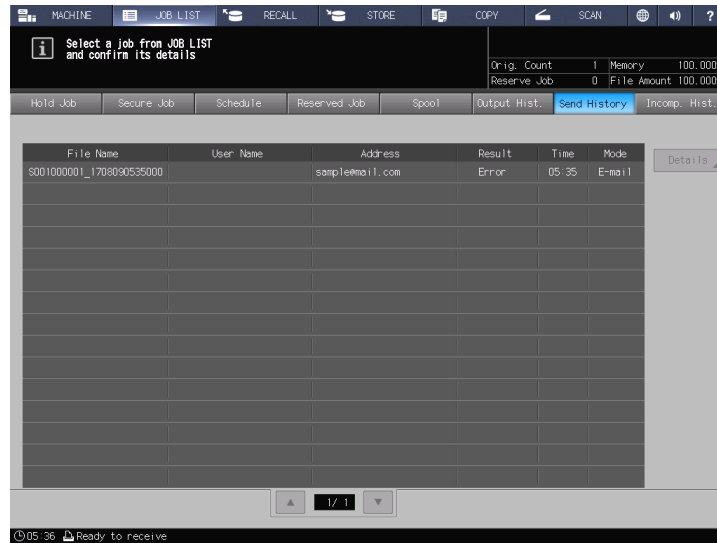


- 3 Press **Start** on the **control panel**.
Printing starts using the selected tray.



5.4 Cannot Send Data

If you cannot send data, [Error] is displayed in [Send History] on the [JOB LIST] screen. Check the free space on the HDD (image controller area).



- 1 Start the Web browser.
- 2 Enter the IP address of the image controller in the address bar, and then press [Enter].
AccurioPro Print Manager starts and the registration dialog is displayed.
- 3 Input a user name into the registration dialog.
→ You can input up to 64 characters for the user name.
- 4 In the AccurioPro Print Manager screen, click [Configuration] - [PageScope Web Connection].
The user mode screen of PageScope Web Connection is displayed.
→ For details, refer to the [HTML User's Guide].
- 5 Click [Device Information], and then click [Option].
- 6 Check [Remain] in [HDD (Pre-RIP/Form/Scan Data)].
→ To delete unnecessary scan data, use an HDD TWAIN driver. For details, refer to the user's guide for the HDD TWAIN driver.
→ Automatically delete scan data that are stored in the HDD (image controller area) after the specified time period has elapsed.
For details, refer to the [HTML User's Guide].
For information about the default administrator password, refer to the [Safety Information].
→ Lower the data resolution.
Note that the image quality may be degraded. For details, refer to the [HTML User's Guide].
→ Reduce the number of pages.
Divide the originals, or remove pages unnecessary to scan.

5.5 When gray tones did not come out as expected

Due to a change in the ambient temperature and humidity, a change in conditions of this machine, a variation of shades of colors caused by use of different type of paper, or print mode setting, the brightness or contrast of gray tones may differ from the tones you were able to obtain before, and images may not be printed as expected.

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

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

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



Reference

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

5.6 Image Position Adjustment

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

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



Reference

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

5.7 If you forget the administrator password

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

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



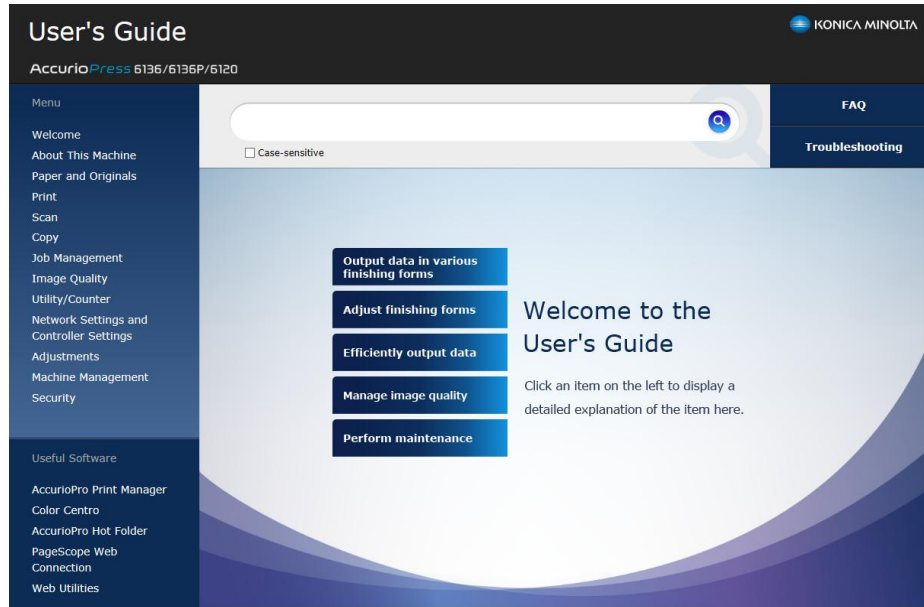
6

Appendix

6 Appendix

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

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



How to use the search function

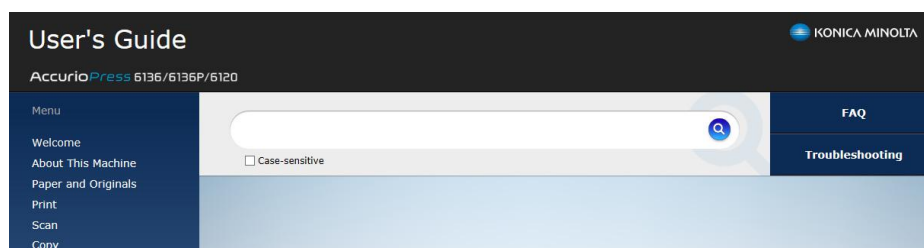
The search field at the top of the manual can be used to search for the necessary information from the [HTML User's Guide]. Enter any keyword in the entry field, and click . The search results are displayed in the order in which the matching percentage is higher.

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

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

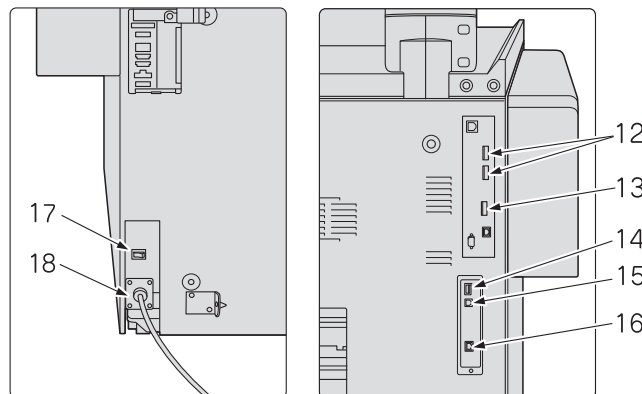
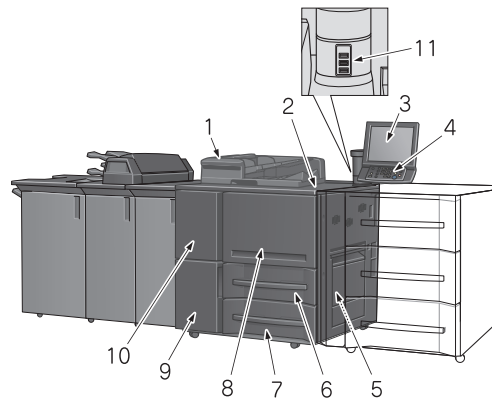
Tips

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



6.2 Name of each Component

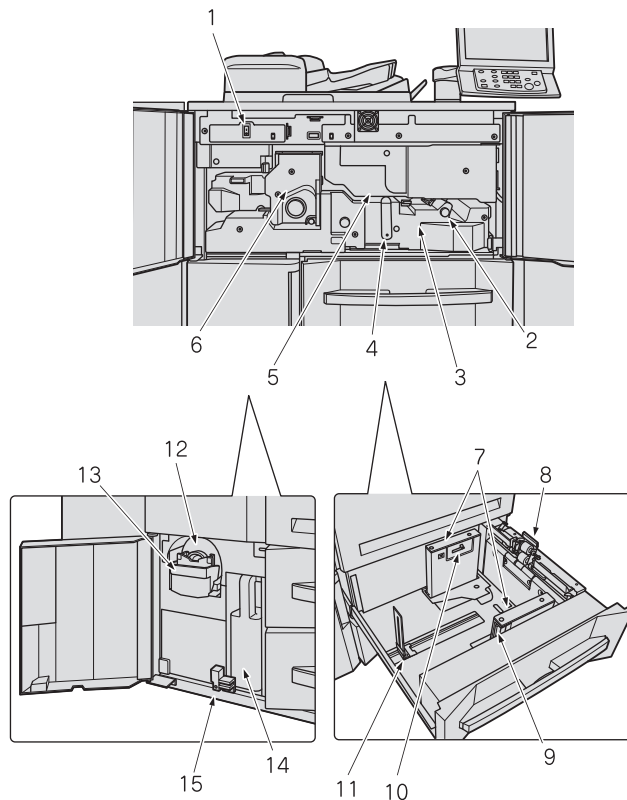
6.2.1 External components



No.	Name	Description
1	ADF (Dual Scan Document Feeder)	Feeds multiple originals on a sheet basis to scan data. Even a 2-sided original can be scanned by one paper feed operation without reversing paper. This device cannot be installed on the Printer model.
2	Sub power switch	Turns machine power on/off when pressed.
3	Touch Panel	Displays screens such as the [MACHINE] screen to allow various settings and machine operations. Also, operation or troubleshooting procedures can be provided.
4	Control Panel	Used for various settings and machine operations.
5	Right side door	Opens rightward for removal of paper jam. When Paper Feeder Unit PF-709 or Paper Feed Unit PF-710 is mounted on the machine, open its tray left side door, then clear paper jams.
6	Tray 1	Holds 1,500 sheets (80 g/m ² / 21 lb Bond).
7	Tray 2	Holds 1,500 sheets (80 g/m ² / 21 lb Bond).
8	Front door	Opens to allow removal of paper jam.
9	Toner supply door	Opens to replace a toner bottle or waste toner box .
10	Left side door	Opens together with the front door to allow removal of mishandled paper or to turn off/on the main power switch .

No.	Name	Description
11	Service port (USB 2.0 Type A × 3)	Used to connect devices such as an external storage medium (USB flash drive, USB-HDD), keyboard and mouse. This port is available for low-power devices only. Please provide an external supply of power for devices that require a large amount of power.
12	Integrated Color Care Unit connection port	Used to connect the cable of Integrated Color Care Unit IQ-501 (only when Video Interface Kit VI-512 is mounted).
13	Video Interface Kit connection port	Used to connect the OEM controller cable (only when Video Interface Kit VI-509 is mounted).
14	Service port (USB 3.0 Type Ax1)	Used to connect Authentication Unit AU-201S .
15	Service port (USB 2.0 Type B × 1)	Connect this machine to the computer using a USB cable in order to use it as a local printer.
16	Network port (10Base-T, 100Base-T, 1000Base-T)	Connected with an Ethernet cable to operate the machine, or to use the machine as a network printer/scanner.
17	Dehumidifier heater switch	Turns on/off the dehumidifier heater of the main body.
18	Power cord	Supplies the main body with electric power.

6.2.2 Internal components



No.	Name	Description
1	Main power switch	Used only by service representative to turn the machine power on/off. Be sure not to turn it off in usual operation.
2	Knob [M2]	Opens leftward to allow removal of mishandled paper.
3	Conveyance fixing unit	Pulled out for removal of paper jam. For handling levers and knobs of the conveyance fixing unit , follow the instruction on the screen to be displayed when paper jam occurs.

No.	Name	Description
4	Lever [M4]	Opens rightward to allow withdrawal of the conveyance fusing unit for removal of mishandled paper.
5	Drum unit	Forms the image.
6	Fusing unit	Fuses toner onto paper.
7	Side guide plate	Aligned to the edges of loaded paper.
8	Feed roller	Feeds paper sheet by sheet to the printing unit.
9	Side guide lock release lever	Pushed backward to release the lock in order to move side guide plates .
10	Air outlet	Blows air to slightly float the paper to prevent double feed.
11	Rear guide plate	Aligned to the rear edge of loaded paper.
12	Toner bottle	Supplies the main body with toner.
13	Toner replenishing unit	Pull this unit forward when drawing the toner unit to replace the toner bottle .
14	Waste toner box	Collects waste toner.
15	Lock lever	Lower this lever to the left to unlock when replacing a waste toner box .



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



⚠ CAUTION: High temperature! Burn
You may get burned.
DO NOT touch the left side part of the fixing unit when the side part or side cover of the fixing unit are open for removal of jammed paper.



⚠ CAUTION: High temperature! Burn
You may get burned.
DO NOT touch the top surface of the dehumidifier heater when lifting the transfer belt of the fixing conveyance unit for removal of jammed paper.



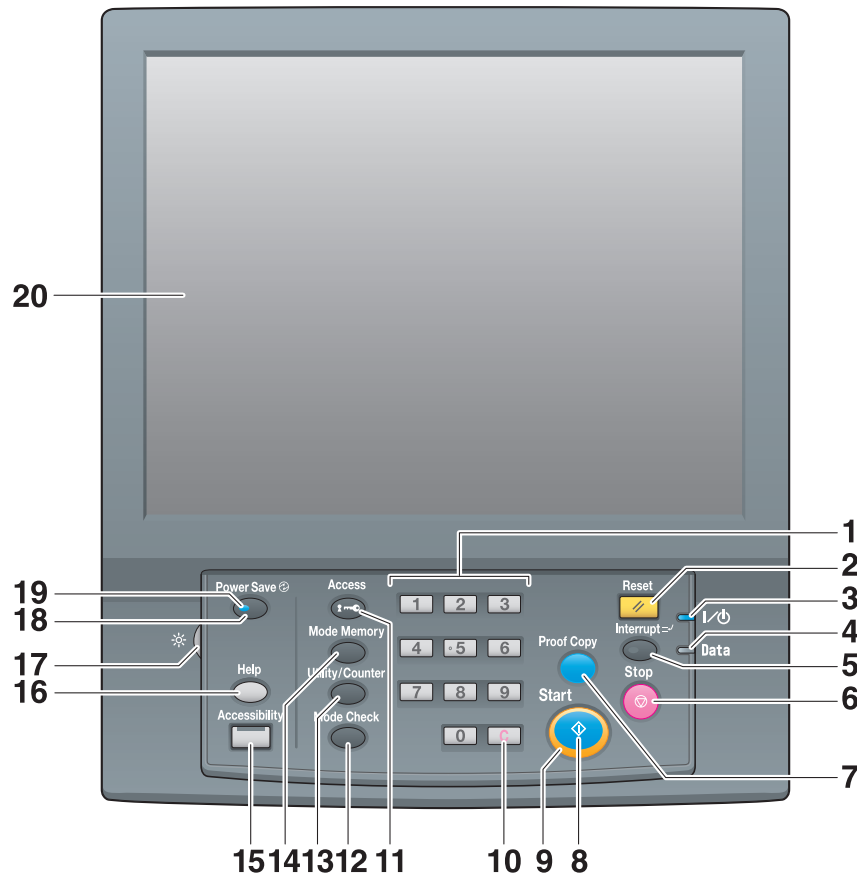
⚠ CAUTION: Injury
You may get injured.
DO NOT put your hands or arms in between the main body and the fixing conveyance unit. Touching connecting terminals of electric parts may damage the machine or cause unexpected trouble.
Please do not try to work yourself, but contact your service representative.

⚠ CAUTION

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

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

6.2.3 Control Panel Layout



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

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

*This function is not provided for the Printer model.



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

NOTICE

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

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

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

[Cooling in progress / Power is turned off automatically]

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



Reference

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

CAUTION

Stop the operation immediately when the [Service Call] screen is displayed and output cannot be continued any more.

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