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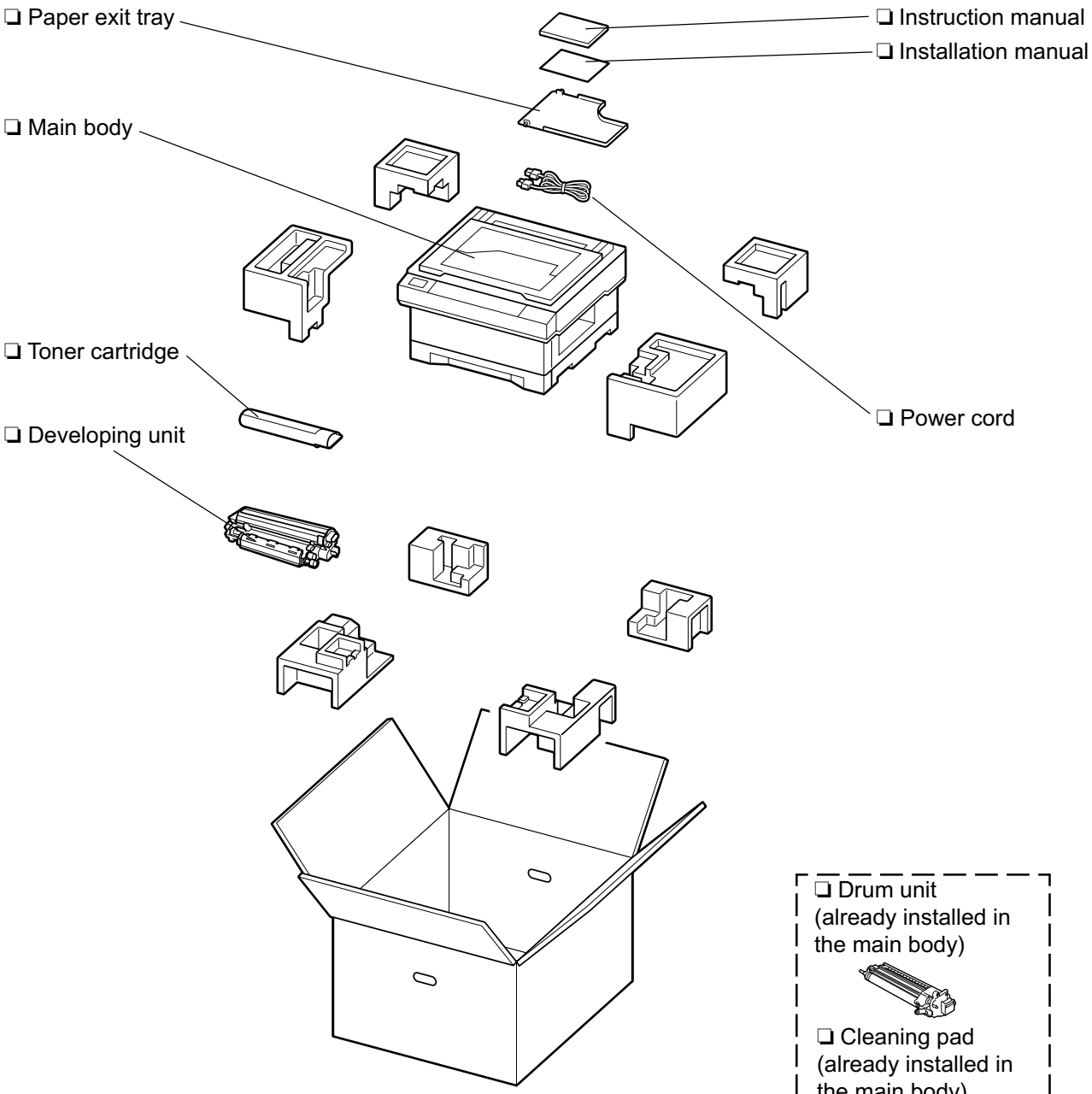
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2-1. 1312 INSTALLATION PROCEDURE

■ Package contents

Check to ensure that you have a complete set of the items shown below.
If there is a missing component. Please contact your local dealer.



❑ Drum unit
(already installed in the main body)

❑ Cleaning pad
(already installed in the main body)



■ Installation

Follow the procedures below to install the main body.

1. Removing protective materials
2. Preparing for the drum unit and the developing unit
3. Loading the toner cartridge
4. Installing the paper exit tray
5. Loading copy paper.
6. Turning ON the power and initializing the developing unit and setting the paper size

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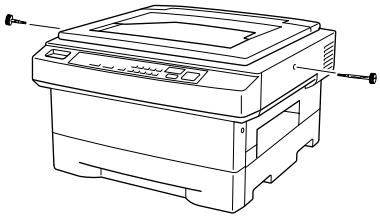
2-1-1. Removing protective materials

The copier is attached with protective materials in order to protect it from shocks during transportation. Be sure to remove all the protective materials when installing the copier.
After removing the protective materials, keep them for future transportation.

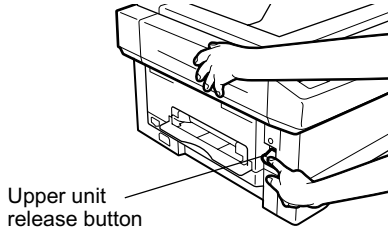
△1 ● Remove the four protective materials of the platen cover.
Remove the four protective materials from the four corners of the platen cover.

● Remove the three optical unit securing screws.

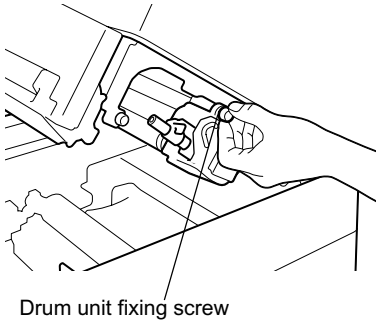
1. Remove the two screws securing the left and right covers.



2. Press the upper unit release button to open the unit.
NOTES:
- Hold the upper unit with one hand when pressing the upper unit release button; otherwise the upper unit may pop up.
- Push up the upper unit until it clicks.

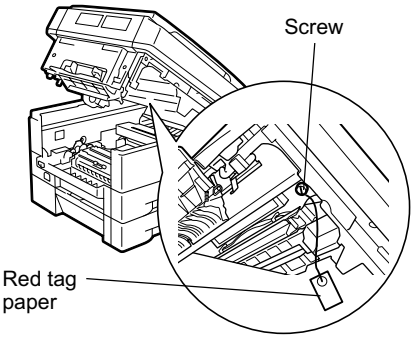


3. Remove the drum unit fixing screw.

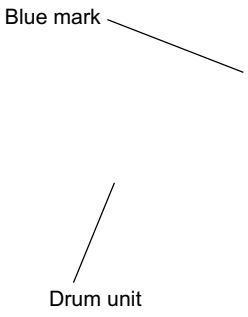


4. Pull out the drum unit.
NOTES:
- Avoid touching or scratching the drum in any way.
- Do not expose the drum unit to light for longer than 5 minutes. If required, cover the drum unit with black cloth to shield it from the light.

5. Remove one screw with the red tag paper on the bottom side of the upper unit.



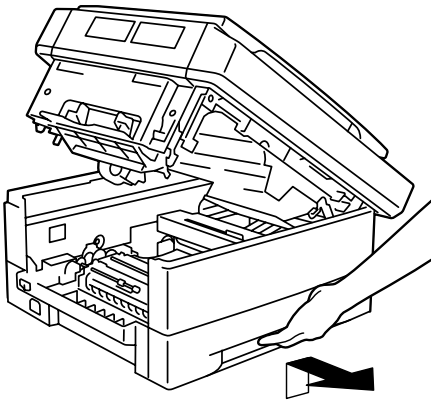
△1 6. Reinstall the drum unit in the main body, then secure it with the drum unit fixing screw.
When reinstalling the drum unit, align the blue mark on the drum unit with the blue mark on the main body.



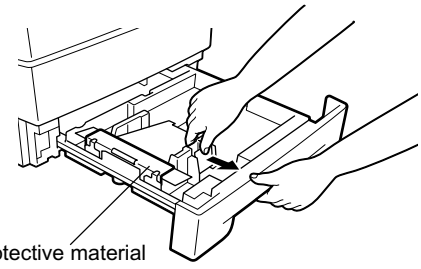
● Remove the protective material of the paper tray

Withdraw the tray, and then remove the protective material from the tray.

△1 1. Remove the tapes and the thick paper from the paper tray.
2. Lift the tray slightly and withdraw it.

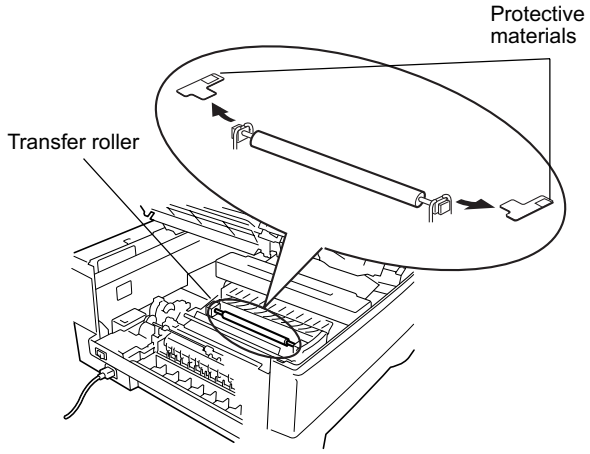


3. Move the paper guide 1, then remove the protective material.



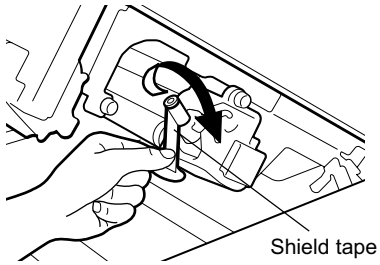
△1 ● Remove the two protective materials of the transfer roller.

Remove the two protective materials from both the ends of the transfer rollrer inside the main unit.

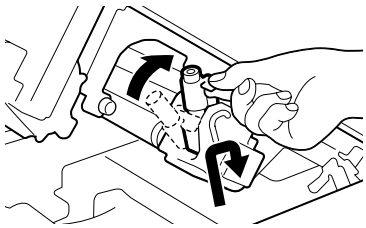


2-1-2. Preparing for the drum unit and the developing unit

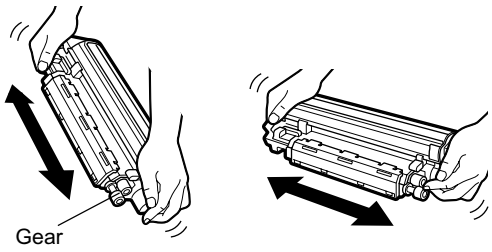
1. Remove the shield tape from the drum unit.



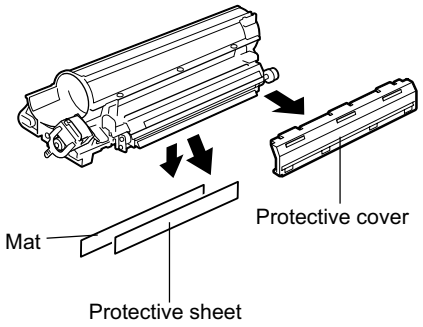
2. Move the recycle pipe to the RELEASE position.



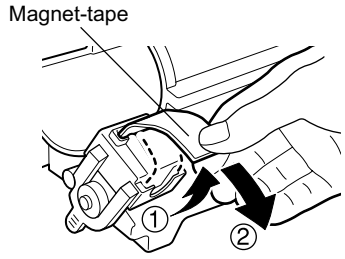
3. Unpack the developing unit.
Tip the developing unit with the gear side downward, and shake it up and down about four or five times.
Then hold the developing unit in a level position, and shake it from side to side four or five times.



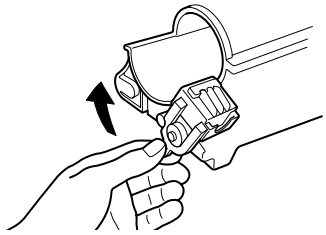
△1 4. Remove the protective cover, then pull off the protective sheet and the mat in a downward direction.
It is not necessary to keep the protective cover, protective sheet and the mat.



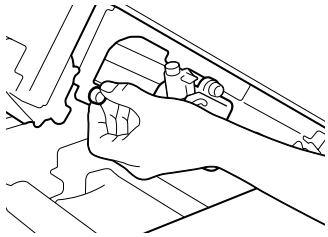
5. Peel the tape fixing the magnet tape, and then remove the magnet tape.
   ✎ To prevent the developer from being scattered, remove the magnet tape by pulling it down slowly.



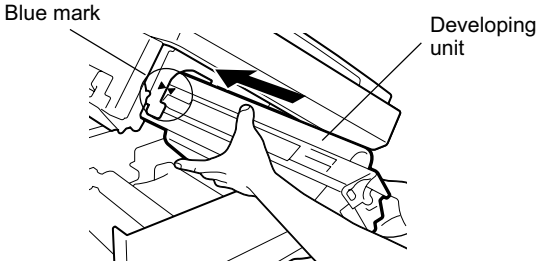
6. Remove the pipe cover.
   ✎ To prevent the developer from being scattered, remove the pipe cover gently.



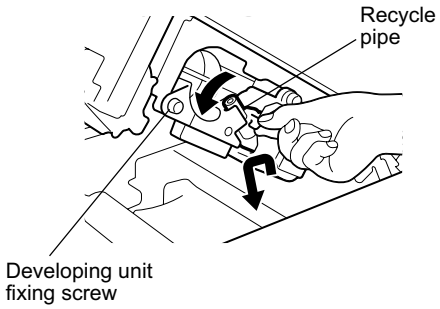
7. Remove the developing unit fixing screw.



△1 8. Install the developing unit in the copier main body.
   ✎ When installing the developing unit, align the blue mark on the developing unit with the blue mark on the main body,

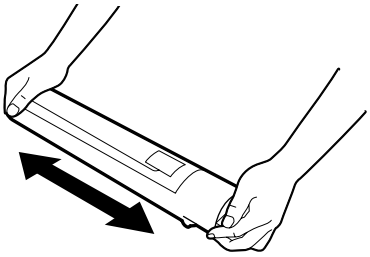


△1 9. Secure the developing unit with the developing unit fixing screw.
   Return the recycle pipe to the SET position.
   After setting the developing unit correctly, load the toner cartridge.

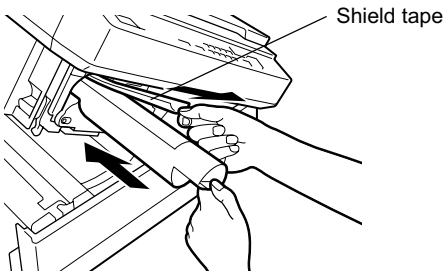


2-1-3. Loading the toner cartridge

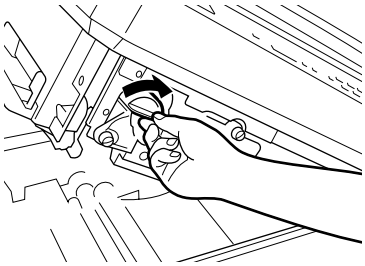
1. Shake a new toner cartridge from side to side four or five times.



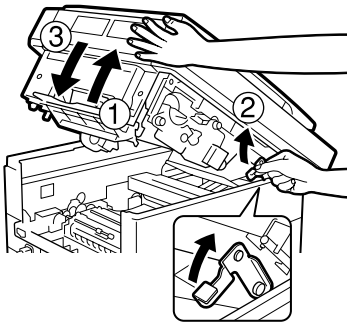
△1 2. While removing the shield tape gently, insert the toner cartridge into the developing unit.
NOTE:
• Please insert the toner cartridge with shield tape side up.



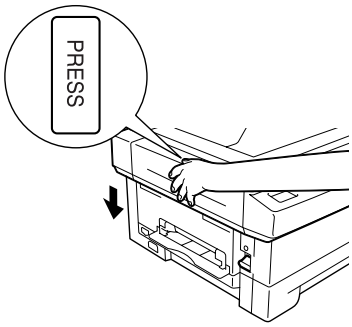
3. Turn the toner cartridge clockwise by 180°.



4. Lift the stopper lever while pushing up the upper unit slightly, and then close the upper unit.

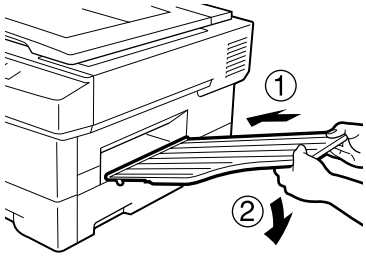


△1 5. Close the upper unit securely, hold dawn the central part of the upper unit.



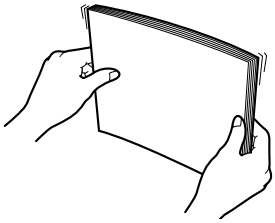
2-1-4. Installing the paper exit tray

Insert the paper exit tray into the stopper of the main body to fix it.

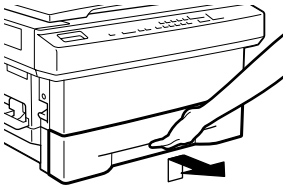


2-1-5. Loading the copy paper

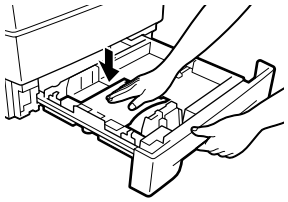
1. Fan the copy paper enough to prevent sheets from sticking together.



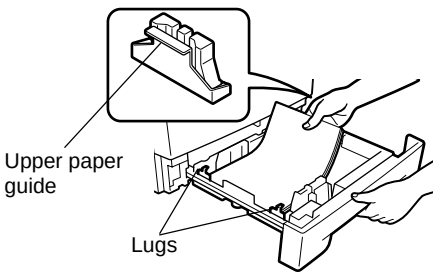
2. Lift the tray slightly and withdraw it.



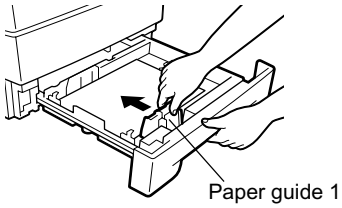
3. Push down the knock-up plate.
   ✎ Push down the knock-up plate until it is locked securely to the bottom of the tray.



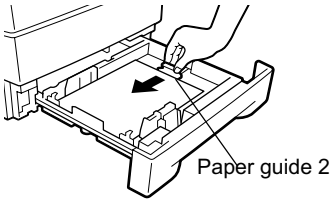
4. Load copy paper in the tray.
   NOTES:
   - Be sure to set copy paper under the lugs.
   - Load copy paper in the tray with the unwrapped side of the package down.
   - The tray is supposed to hold 250 sheets (80 g/m^2). Stack copy paper up to, but not above the upper paper guide.



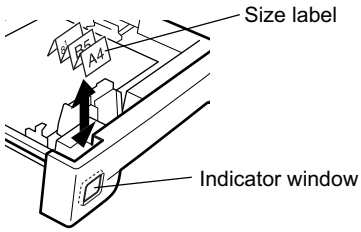
5. While pressing the guide knob, move the paper guide 1 against the copy paper.



6. While pressing the guide knob, move the paper guide 2 against the copy paper.



7. Remove the size label, then refold it so that it shows the correct paper size before putting it back into the indicator window.



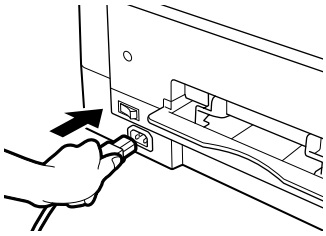
8. Push the tray gently into the copier until it clicks into place inside the main body.

2-1-6. Turning on the power and initialize the developing unit and setting the paper size

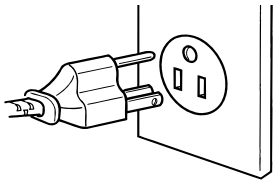
● Connect the power cord

NOTE:
When turning on the power for the first time of the use of this copier, check that three screws fastening the optical unit during transportation are already removed . Turning on the copier with these screws installed may cause a machine trouble.

1. Connect the power cord to the power supply connector of the main body.

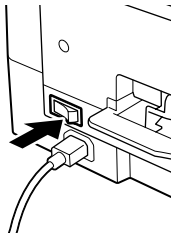


2. Insert the power plug into the outlet.



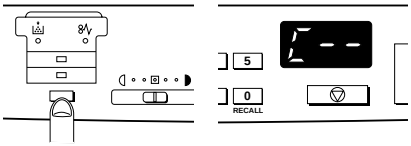
The power plug illustration vary with the destination of the shipment.

3. Turn the power switch ON.
In the installation of the main body, the display shows “P26”. Initialize the developing unit by following the appropriate procedure.

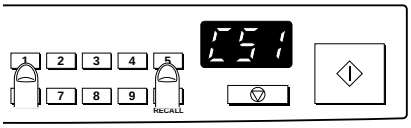


● Initializing the developing unit

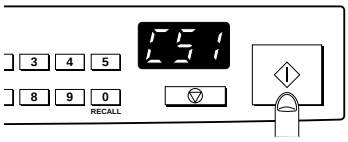
1. Press the [SELECT PAPER] button for five seconds.
The copier will turn to the condition for designating initial settings.



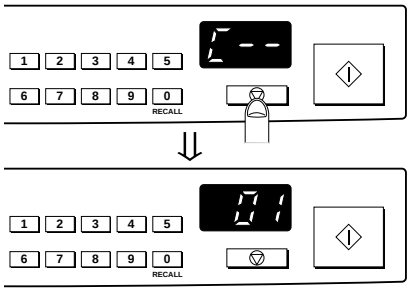
2. Enter the “5” , then “1” with the ten-key pad.



3. Press the [START PRINT] button.
The entered value will be established, and the copier will start initializing the developing unit.
✎ It takes approximately 6 minutes to initialize the developing unit.

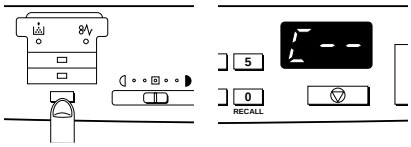


4. On completion of the initialization, “C- -” appears again on the display panel.
Then, press the [STOP/CLEAR] button.
“01” will be displayed to indicate that the machine is ready for copying.

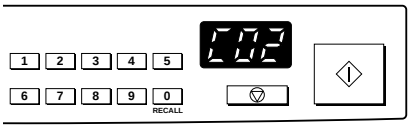


● Setting the paper size

1. Press the [SELECT PAPER] button for five seconds.
   The copier will turn to the condition for designating initial settings.

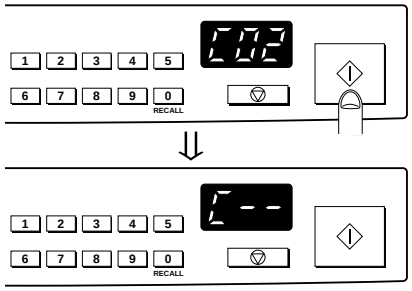


2. Enter the code of the paper size loaded in the tray by ten-key pad.



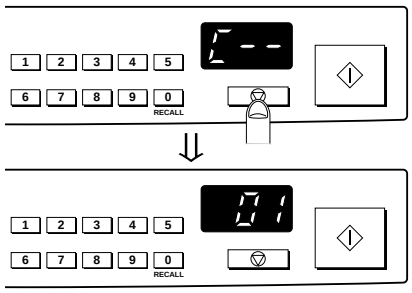
Paper size	Code
LT (letter)	C00
LG (legal)	C01
A4	C02
B5	C03
A5	C04
F4-1:8X13" (203X30mm)	C05
F4-2:8.5X13" (216X330mm)	C06
F4-3:8.25X13" (210X330mm)	C07
F4-4:206X337mm	C08

3. Press the [START PRINT] button.
   The entered value is established, and “C- -” will be displayed.



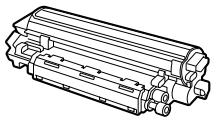
4. Press the [STOP/CLEAR] button.
   "01" will be display to indicate that the machine is ready for copying.

   Now the machine has been installed successfully.



2-2. DEVELOPING UNIT INSTALLATION PROCEDURE

■ Accessories



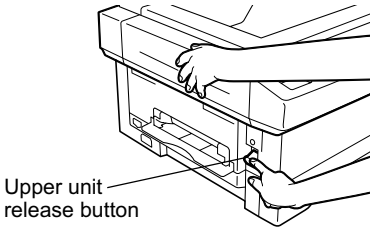
Developing unit...1 piece

■ Installation

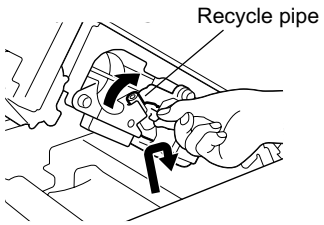
1. Replace the developing unit
2. Loading the toner cartridge
3. Initializing the developing unit

2-2-1. Replacing the developing unit

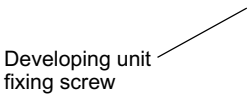
1. Press the upper unit release button to open the unit.
   NOTE:
   - Hold the upper unit with a hand when pressing the upper unit release button; otherwise the upper unit might pop up.
   - Push up the upper unit until it clicks.
   - On opening the upper unit, the power supply to the fusing unit section is turned off automatically.



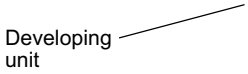
2. Move the recycle pipe to the RELEASE position.



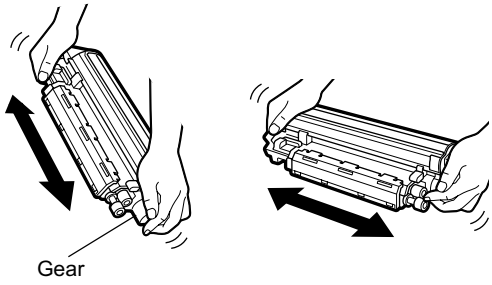
3. Remove the developing unit fixing screw.



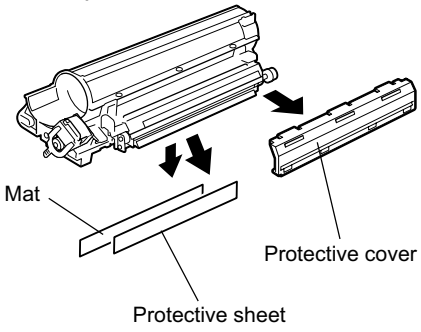
4. Pull out the developing unit while pushing it to the left.



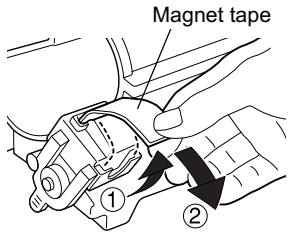
5. Unpack the developing unit.
   Tip the developing unit with the gear side downward, and shake it up and sown about four or five times.
   Then hold the developing unit in a level position, and shake it from side to side four or five times.



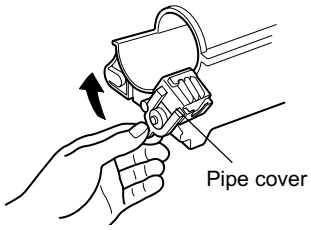
△1 6. Remove the protective cover, then pull off the protective sheet and the mat in a downward direction.
   ✎ It is not necessary to keep the protective cover, protective sheet and the mat.



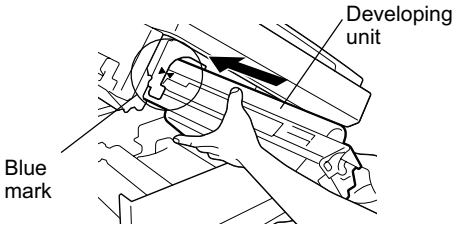
7. Peel the tape fixing the magnet tape, and then remove the magnet tape.
   ✎ To prevent the developer from being scattered, remove the magnet tape by pulling it down slowly.



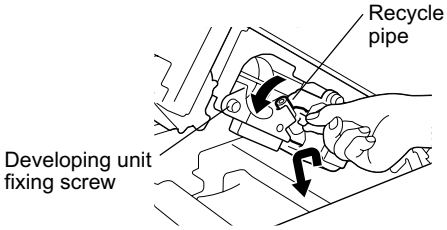
8. Remove the pipe cover.
   ✎ To prevent the developer from being scattered, remove the pipe cover gently.



△1 9. Install the new developing unit in the copier main body.
   ✎ When installing the developing unit, align the blue mark on the developing unit with the blue mark on the main body.



10. Secure the developing unit with the developing unit fixing screw.
11. Return the recycle pipe to the SET position.
    After setting the developing unit correctly, load the toner cartridge.



2-2-2. Loading the toner cartridge

When loading a toner cartridge, see the “TONER CARTRIDGE INSTALLATION PROCEDURE” packed with the toner cartridge.

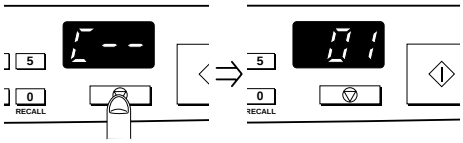
2-2-3. Initializing the developing unit

1. Press the [SELECT PAPER] button for five seconds.
   The copier will turn to the condition for designating initial settings.

2. Enter “5” , then “1” using the ten-key pad.

3. Press the [START PRINT] button.
   The entered value will be established, and the copier will start initializing the developing unit.
   ✎ It takes approximately 6 minutes to initialize the developing unit.

△1 4. On completion of the initialization, "C- -" appears again on the display panel.
   Then, press the [STOP/CLEAR] button.
   "01" will be displayed to indicate that the machine is ready for copying.

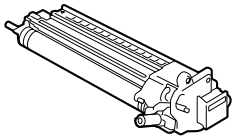


⊠ CAUTION

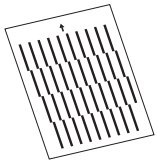
1. Do not throw the developing unit into fire because it may violently blaze and cause burns.
2. When disposing of the developing unit please follow the laws specific to your country and state.

2-3. DRUM UNIT INSTALLATION PROCEDURE

■ Accessories



Drum unit ...1 piece



△1 Fixing roller cleaning sheet ...1 piece

■ Installation

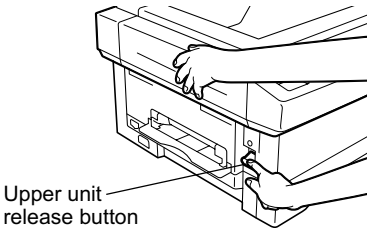
1. Replace the drum unit
2. Initializing the drum unit
△1 3. Cleaning the fixing roller

NOTE:

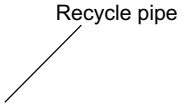
- Great care should be taken when handling the drum unit not to touch the drum surface and to avoid damaging to the drum.
- Do not expose the drum to light over 5 minutes. Exposure to light may cause abnormal printing. If the drum unit is placed outside for a long time, take protective measures against light, for example, by wrapping the drum with a black cloth.

2-3-1. Replace the drum unit

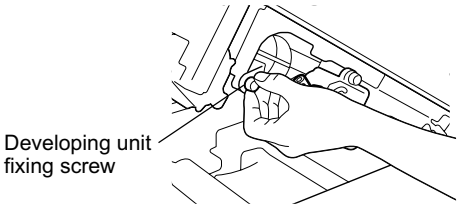
1. Press the upper unit release button to open the unit.
   NOTE:
   - Hold the upper unit with one hand when pressing the upper unit release button; otherwise the upper unit might pop up.
   - Push up the upper unit it clicks.
   - On opening the upper unit, the power supply to the fusing unit section is turned off automatically.



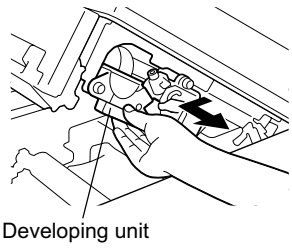
2. Move the recycle pipe to the RELEASE position.



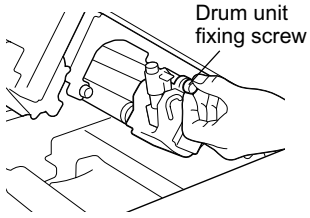
3. Remove the developing unit fixing screw.



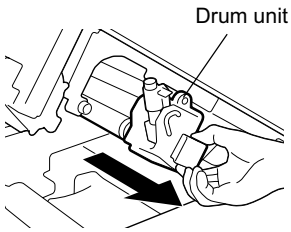
4. Pull out the developing unit while pushing it to the left.



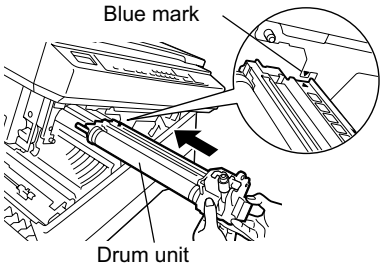
5. Remove the drum unit fixing screw.



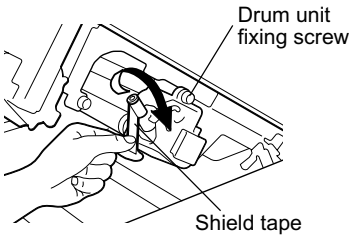
6. Pull out the drum unit.



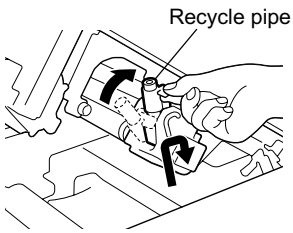
△1 7. Install a new drum unit in the main body.
When installing the drum unit, align the blue mark on the drum unit with the blue mark on the main body.



8. Secure the drum unit with the drum unit fixing screw.
9. Remove the shield tape from the drum unit.

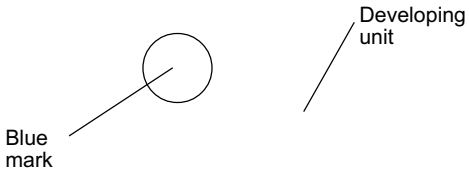


10. Move the recycle pipe to the RELEASE position.

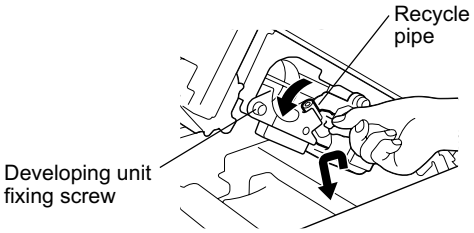


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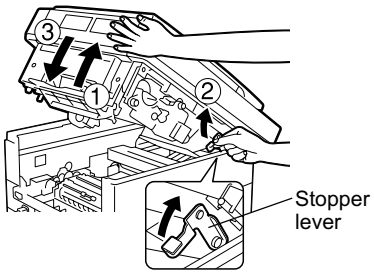
△1 11. Reinstall the developing unit in the main body.
When reinstalling the developing unit, align the blue mark on the developing unit with the blue mark on the main body.



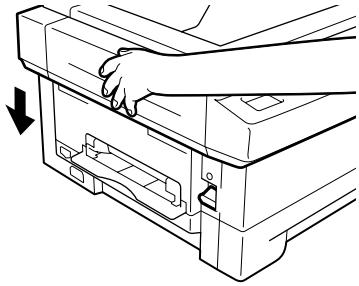
12. Secure the developing unit with the developing unit fixing screw.
13. Return the recycle pipe to the SET position.



14. Lift the stopper lever while pushing up the upper unit slightly, and then close the upper unit.

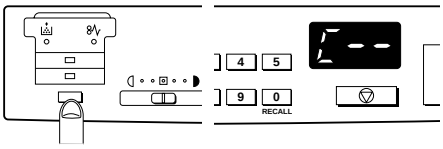


15. Close the upper unit securely, hold down the central part of the upper unit.



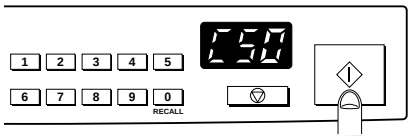
2-3-2. Initializing the drum unit

1. Press the [SELECT PAPER] button for five seconds.
   The copier will turn to the condition for designating initial settings.

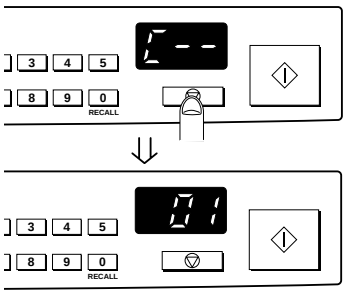


2. Enter the “5” , then “0” with the ten-key pad.

3. Press the [START PRINT] button.
   The entered value will be established, and the copier will start initializing the drum unit.
   ✎ It takes approximately 1 minutes to initialize the drum unit.



4. On completion of the initialization, "C- -" appears again on the display panel.
   Then, press the [STOP/CLEAR] button.
   "01" will be displayed to indicate that the machine is ready for copying.



⚠1 2-3-3. Cleaning the pressure (rubber) roller

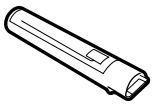
1. Clean the pressure (rubber) roller according to the instruction of the supplied fixing roller cleaning sheet.

⊠ CAUTION

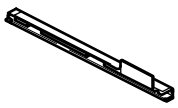
1. Do not throw the drum unit into fire because it may violently blaze and cause burns.
2. When disposing of the drum unit please follow the laws specific to your country and state.

2-4. TONER CARTRIDGE INSTALLATION PROCEDURE

■ Accessories



Toner cartridge...1 piece



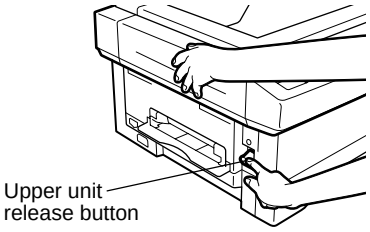
Cleaning pad...1 piece

■ Installation

1. Loading the toner cartridge
2. Replacing the cleaning pad

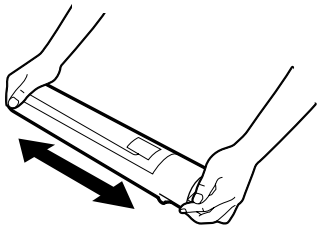
2-4-1. Loading the toner cartridge

1. Press the upper unit release button to open the unit.
   NOTE:
   - Hold the upper unit with one hand when pressing the upper unit release button; otherwise the upper unit might pop up.
   - Push up the upper unit until it clicks.
   - On opening the upper unit, the power supply to the fixing unit section is turned off automatically.

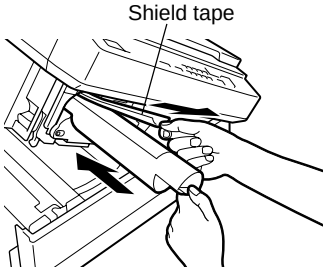


2. Turn the toner cartridge a little to both sides two or three times to empty any remaining toner into the developing unit.
3. Turn the toner cartridge counterclockwise by 180° , then pull out it.

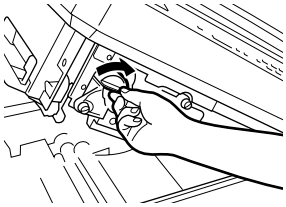
4. Shake a new toner cartridge from side to side four or five times.



△1 5. While removing the shield tape gently, insert the toner cartridge into the developing unit.
   NOTE:
   Please insert the toner cartridge with shield tape side up.



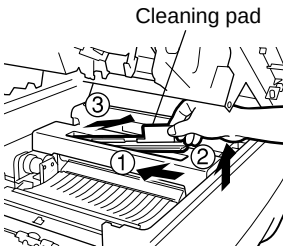
6. Turn the toner cartridge clockwise by 180°.



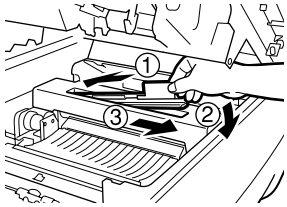
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2-4-2. Replace the cleaning pad

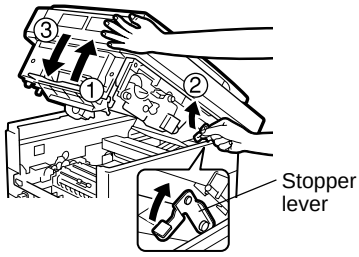
1. Slide the cleaning pad to the rear, then remove it while pulling up on the front side.



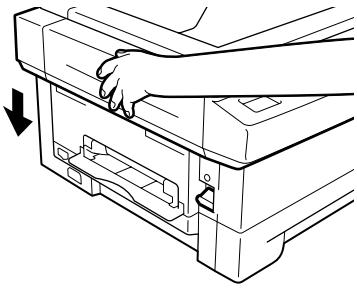
2. Install a new cleaning pad to rear, then slide it to the front to install firmly.
   NOTE:
   After installing a new cleaning pad, pull it upward to check that it is firmly installed. If not firmly installed, soiling of copy images and mishandled paper may occur.



3. Lift the stopper lever while pushing up the upper unit slightly, and then close the upper unit.



△1 4. Close the upper unit securely, hold down the central part of the upper unit.



△1

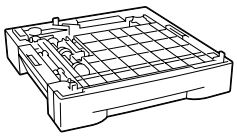
⊠ CAUTION

1. Do not throw the toner cartridge and the cleaning pad into fire because it may violently blaze and cause burns.
2. When disposing of the toner cartridge and the cleaning pad please follow the laws specific to your country and state.

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2-5. CASSETTE FEEDER INSTALLATION PROCEDURE

■ Accessories



Cassette feeder ...1 piece



Screw M4x10 ...3 pieces



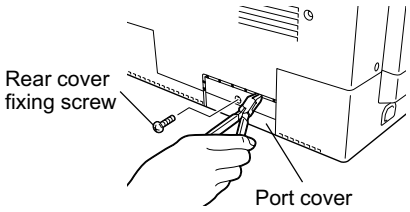
Washer screws M4x8...1 piece

■ Items of installation

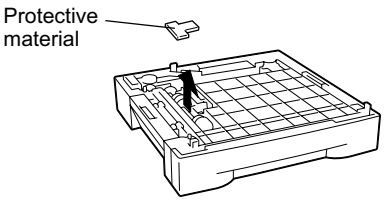
1. Installing the cassette feeder
2. Setting the paper size

2-5-1. Installing the cassette feeder

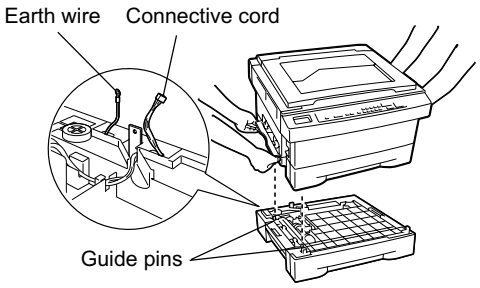
1. Turn the power switch OFF and unplug the power cord from the outlet.
2. Remove the rear cover fixing screw, then cut the port cover.



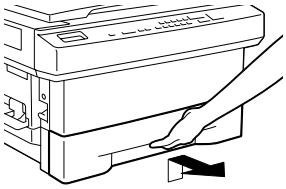
3. Remove the protective material.



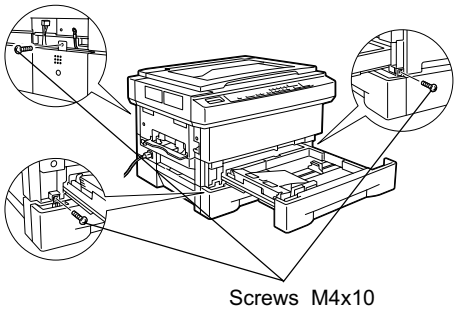
4. Place the main body on the cassette feeder, so that the guide pins are aligned with the alignment holes.
   ✎ Be careful not to catch the connective cord and the earth wire between the main body and the cassette feeder.



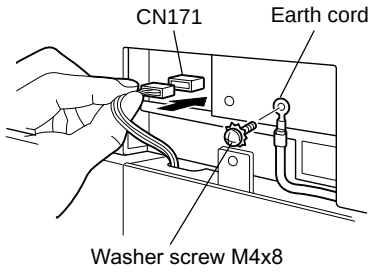
5. Pull out the main body tray.



6. Secure the main body to the cassette feeder with three screws (M4x10).

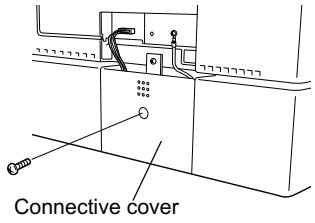


7. Connect the connective cord to the CN171 and fix the earth cord with a washer screw (M4x8).
   ✎ Be careful to fix the earth cord in a downward direction as illustrated below.

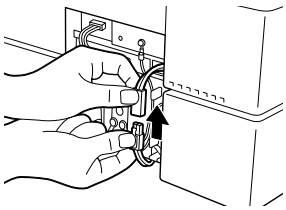


● If the cassette feeder is equipped with a heater, follows the steps (1) and (2) below to connect the connectors.

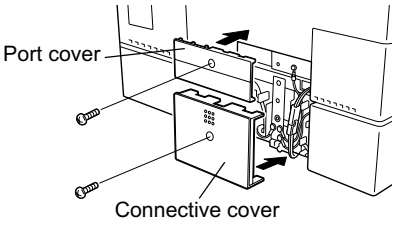
(1) Remove the connective cover.
(One screw)



(2) Pull the two-pin connector out of the main body and connect it to the two-pin connector of the cassette feeder.



8. Attach the port cover (or the connective cover in the case of the cassette feeder with a heater) with a screw.



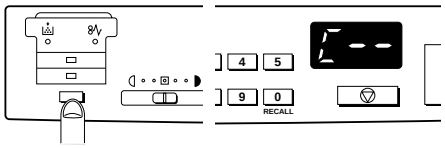
9. Pull out the cassette feeder paper tray then remove the protective material.

10. Set copy paper in the tray.

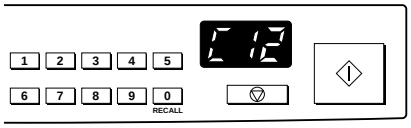
11. Insert the power cord plug into the outlet, then turn the power switch ON.
After turning on the machine, Set the paper size.

2-5-2. Setting the paper size

1. Press the [SELECT PAPER] button for five seconds.
The copier will turn to the conditon for designating initial settings.

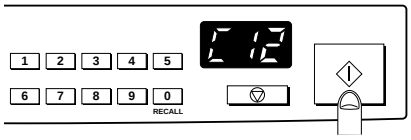


2. Enter the paper size code by ten-key pad.

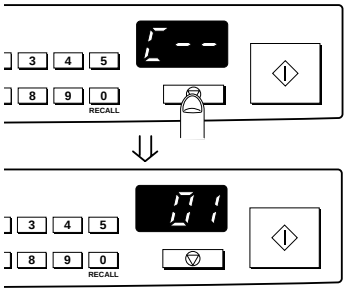


Paper size	Code
LT (letter)	C10
LG (legal)	C11
A4	C12
B5	C13
A5	C14
F4-1: 8”x13”(203x30mm)	C15
F4-2: 8.5”x13”(216x330mm)	C16
F4-3: 8.25”x13”(210x330mm)	C17
F4-4: 206x337mm	C18

3. Press the [START PRINT] button.
The entered value will be established.



4. “C - -”appears again on the display panel, then press the [STOP/CLEAR] button.
“01” will be display to indicate that the machine is ready for copying.

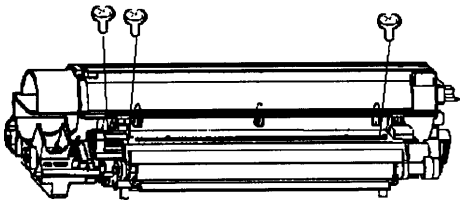


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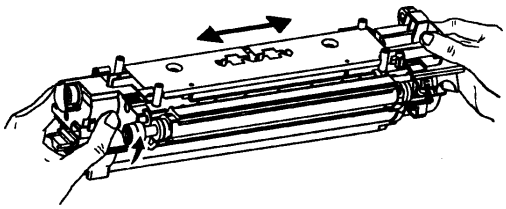
2-6. REPLACEMENT OF THE DEVELOPER

2-6-1. Replacement of the developer ⚠1

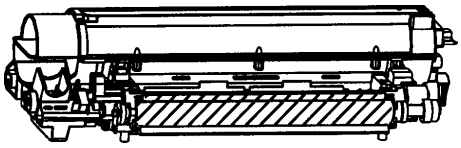
1. Remove three screws and the Cover(DE) of the developing unit.



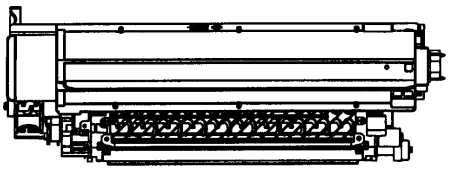
2. Turn the developing unit upside down and dump the developer out of the unit.
   ✎Shake the developing unit right and left at some times and turn the Magnet Roller in the upper direction to dump the developer.



3. Using a brush or a vacuum cleaner, clean the Doctor Blade and the surface of the Magnet Roller as shown in the area of oblique lines.



4. After shaking the bottle to mix the developer, put the developer over the developing unit.
   NOTE:
   Make sure that no developer remains on the Doctor Blade, the top of the Box(DE) and the surface of the Magnetic Roller outside of the Doctor Blade.



5. Reinstall the Cover(DE) and set the developing unit in the copier.

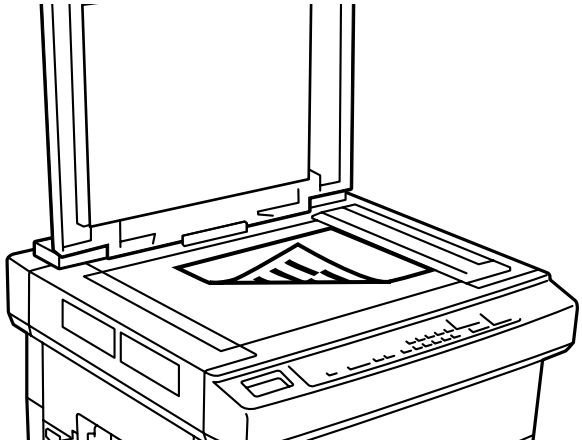
6. Initialize the developing unit according to the appropriate procedure.
   ☞ 2-10

2-7. PRESSURE (RUBBER) ROLLER CLEANING

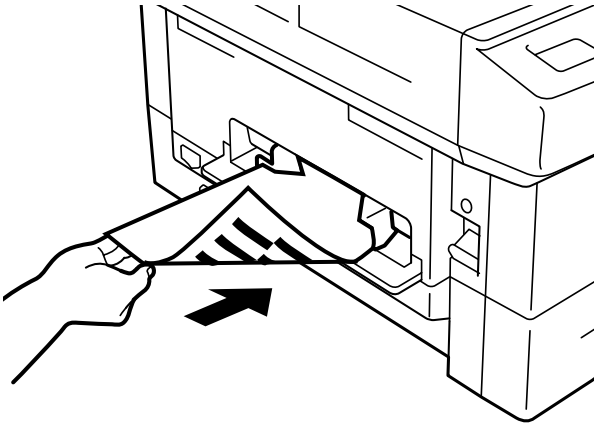
2-7-1. Cleaning the pressure (rubber) roller (Periodic cleaning)

Perform the following procedure after replacing a drum unit.
Procéder comme suit après le remplacement de l'unité tambour.
Befolgen Sie nach dem Austausch der Trommeleinheit die folgenden Prozeduren.
Eseguire le procedure che seguono dopo aver sostituito l'unità a tamburo.
Realice el siguiente procedimiento cada vez que se cambie una unidad de tambor.

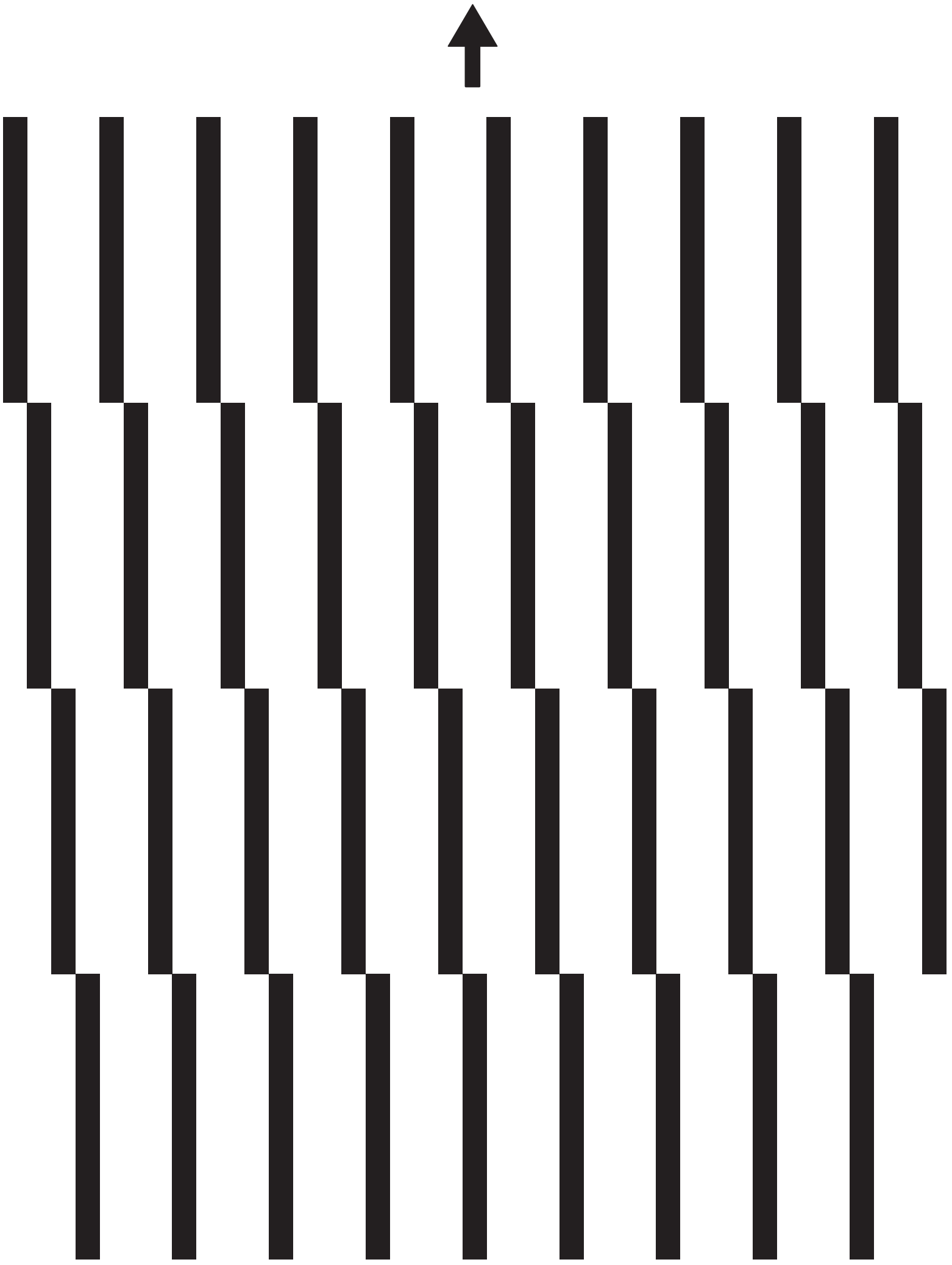
1. After replacing a drum unit, make10 copies of the "Black line pattern" on the back of this page.
1. Après le remplacement de l'unité tambour, prendre 10 copies du "Black line pattern" au dos de cette page.
1. Erstellen Sie zehn Kopien des "Linienmusters" auf der Rückseite dieses Blatts.
1. Dopo aver sostituito l'unità a tamburo fare 10 copie del "Diagramma linee nere" che si trova sul retro di questa pagina.
1. Después de cambiar una unidad de tambor, haga 10 copias del "Patrón de lÌnea negra" atrás de esta página.



2. Set one copy of the "Black line pattern" onto the sheet bypass tray with its face down and the arrow indication facing the manual feed inlet.
2. Placer une copie de "Black line pattern" sur le plateau auxiliaire, face vers le bas, et la flèche dirigée vers l'entrée d'alimentation manuelle.
2. Legen Sie eine Kopie des "Linienmusters" in den Stapeleinzug mit der bedruckten Seite nach unten und dem Pfeil zum Kopierer gerichtet.
2. Impostare una copia del "Diagramma linee nere" sul vassoio di inserzione fogli manuale, con la faccia rivolta verso il basso e la freccia rivolta verso l'entrata di inserzione fogli manuale.
2. Coloque una copia del "Patrón de línea negra" en la bandeja de alimentación directa cara abajo y con la indicación de flecha apuntando hacia la entrada de la alimentación manual.



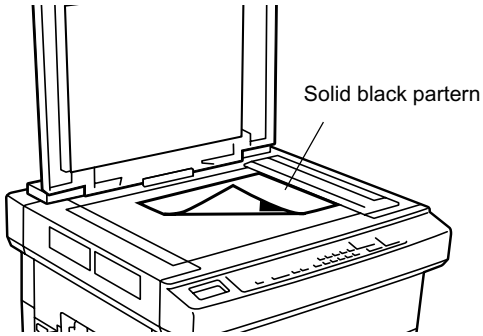
3. Press [START PRINT] button.
4. Repeat steps 2 and 3 for the rest of the 10 copies made in step 1.
3. Appuyer sur la touche [START PRINT].
4. Répéter les étapes 2 et 3 pour le reste des 10 copies prises à l'étape 1.
3. Drücken Sie die [START PRINT]-Taste.
4. Wiederholen Sie die Schritte 2 und 3 für den Rest der in Schritt 1 erstellten 10 Kopien.
3. Pemere il tasto [START PRINT].
4. Ripetere i passi 2 e 3 per il resto delle dieci copie fatte nel passo 1.
3. Oprima el botón [START PRINT].
4. Repita los pasos 2 y 3 para el resto de las 10 copias hechas en el paso 1.



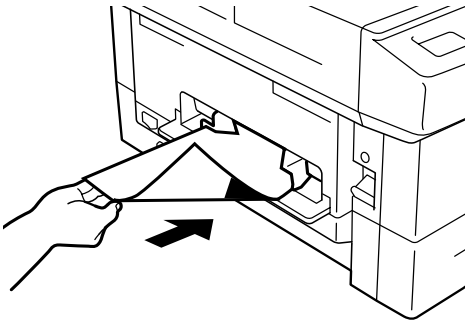
2-7-2. Cleaning the pressure (rubber) roller (Additional cleaning)

When the “cleaning the pressure (rubber) roller (periodic cleaning, refer to 2-7-1)” doesn’t work so good, do the following operations.

1. Make one copy of the “Solid black pattern” on the back of this page.



2.Set one copy of the “Solid black partern” onto the sheet bypass tray with it facedown.



3.Press “START PRINT” button.

4.Repeat steps 1 to 3 until the pressure (rubber) roller is cleaned.

