

Replacement Guide: ORU

Read this manual carefully before using this machine and keep it handy for future reference.

How to Read This Manual

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Symbols

This manual uses the following symbols:

⚠ WARNING
<ul style="list-style-type: none">• Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.
⚠ CAUTION
<ul style="list-style-type: none">• Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Important:

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note:

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

[]

Indicates the names of keys that appear on the machine's display panel.

[] key

Indicates the names of keys on the machine's control panel.

Important

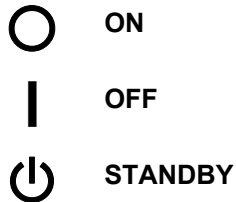
- In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.
- The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Notes

- This information provides extra information about machine maintenance.
- Contents of this manual are subject to change without prior notice.
- This manual covers several different models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, and functions may differ from those of your model.
- Certain options might not be available in some countries. For details, please contact your local dealer.
- Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.
- Use metric notation when making settings for this machine.

Power Switch Symbols

Where symbols are used on or near switches on machines for Europe and other areas, the meaning of each symbol conforms with IEC60417.



Power Plug and Power Cord

1. Always make sure that the power plug is fully inserted into the wall outlet. A partially inserted plug could lead to heat generation (due to a power surge caused by high resistance) that can result in fire and other problems.
2. Always check the power plug and make sure that it is free of dust and lint. Clean it if necessary. A dirty plug can generate heat that can result in fire.
3. Inspect the length of the power cord for cuts or other damage. A frayed or otherwise damaged power cord can cause a short circuit which could lead to a fire or personal injury from electrical shock. If the power cord is damaged in any way, call for service.
4. Check the length of the power cord between the machine and power supply. Make sure the power cord is not coiled or wrapped around any object such as a table leg. Coiling the power cord can cause excessive heat to build up and this could result in fire.
5. Make sure that the area around the wall outlet is free of obstacles so the power cord can be removed quickly in case of an emergency.
6. Make sure that the power cord is grounded (earthed) at the wall outlet with the ground wire on the plug.
7. Insert the power cord directly into the wall outlet. Never use an extension cord.
8. When disconnecting the power plug from the wall outlet, always pull on the plug, not the cable.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety Precautions to be Followed

This section explains safety precautions that should always be followed when using this machine.

◆Environments where the machine can be used

This section explains safety precautions about environments where the machine can be used.

WARNING

- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

◆ Handling power cords and power plugs

This section explains safety precautions about handling power cords and power plugs.

⚠ WARNING

- Connect this machine only to a power source that matches the specifications shown in this manual and do not use an extension cord.
- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.
- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.
- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.
- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.
- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.
- The supplied power cord is for use with this equipment only. Do not use with other appliances. Doing so may result in fire, electric shock, or injury.
- The wall outlet shall be installed near the machine and shall be easily accessible.
- To prevent electrical shock, turn off the machine power and disconnect the power cord from the wall outlet.
- Disconnect all other cables (USB, network, etc.).

⚠ CAUTION

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.
- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.
- For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.
- Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.

◆ Handling the main machine

This section explains safety precautions about handling the main machine.

⚠ WARNING

- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:
 - You spill something into the machine.
 - You suspect that your machine needs service or repair.
 - The external housing of your machine has been damaged.
- Do not turn the earth leakage breakers from the off to the on position. Otherwise it might lead to an electric shock, fire or smoke, or cause the breakers to trip.

⚠ CAUTION

- Protect the machine from dampness or wet weather, such as rain and snow.
- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.
- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.
- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- Do not look into the lamp. It can damage your eyes.
- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

◆ Handling the machine's interior

This section explains safety precautions about handling the machine's interior.

⚠ WARNING

- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.
- To avoid injury, never touch moving or high voltage components.
- Keep hands away from internal components.
Mechanisms inside the machine can activate automatically, causing injury to hands.
For example: when the machine's main switch is turned to on and the fusing unit's temperature falls below that of the machine, the warm-up mechanism will start automatically.
- The development unit weighs approximately 5 kg (11.1 lb.), so handle it carefully when you lift it and set it down, to avoid dropping it and causing damage or injuries.
- The fusing unit becomes extremely hot during operation, so to prevent minor burns, switch the machine off and allow it to cool for at least 30 minutes before you remove the fusing unit.
- The fusing unit weighs approximately 14 kg (30.9 lb.), so handle it carefully when you lift it and set it down, to avoid dropping it and causing damage or injuries.

⚠ CAUTION

- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.
- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.
- When loading paper, take care not to trap or injure your fingers.
- During operation, rollers for transporting the paper and originals revolve. A safety device has been installed so that the machine can be operated safely. But take care not to touch the machine during operation. An injury might occur.
- Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.
- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You might trap your fingers if you do not.
- Keep your hands clear of the perfect binder and paper exit. You can trap your fingers if you do not.
- Keep your hands clear of the inside of the stacker and the space under the stacker tray. You might trap your fingers if you do not.

◆ Handling the machine's supplies

This section explains safety precautions about handling the machine's supplies.

WARNING

- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.
- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.
- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns or a fire.
- Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.
- Do not incinerate toner (used or unused) or waste toner bottles. Toner dust might ignite when exposed to an open flame.

CAUTION

- Do not reuse stapled paper. Otherwise, a fire might occur.
- To avoid fire or machine failure, do not use aluminum foil, carbon paper, or similar conductive paper.
- Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.
- Keep toner (used or unused) and toner containers out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.
- When binding paper manually with the ring opener, take care not to trap or injure your fingers.
- Keep toner (used or unused) and waste toner bottles out of reach of children.
- Do not drop or treat roughly waste toner bottles. Do not remove the cap from the bottle.

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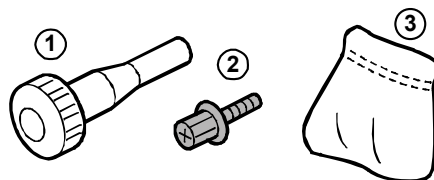
1. Before You Begin

This manual is for operators who have received training in the procedures shown in this manual. General users are not allowed to perform the procedures shown in this manual.

- Never perform any procedure in this manual if you have not received proper training.
- If you have received training and are not sure about how to do a procedure then call for service.
- Even if you have received training, never attempt any procedure that is not shown in this manual.

What You Need

Use only the tools and materials described in this manual. Use of other tools or materials could damage the machine or cause injury.



- ① Accessory hex screwdriver (1)
- ② Black hex screws
- ③ Drum setting powder pad applicator (1)

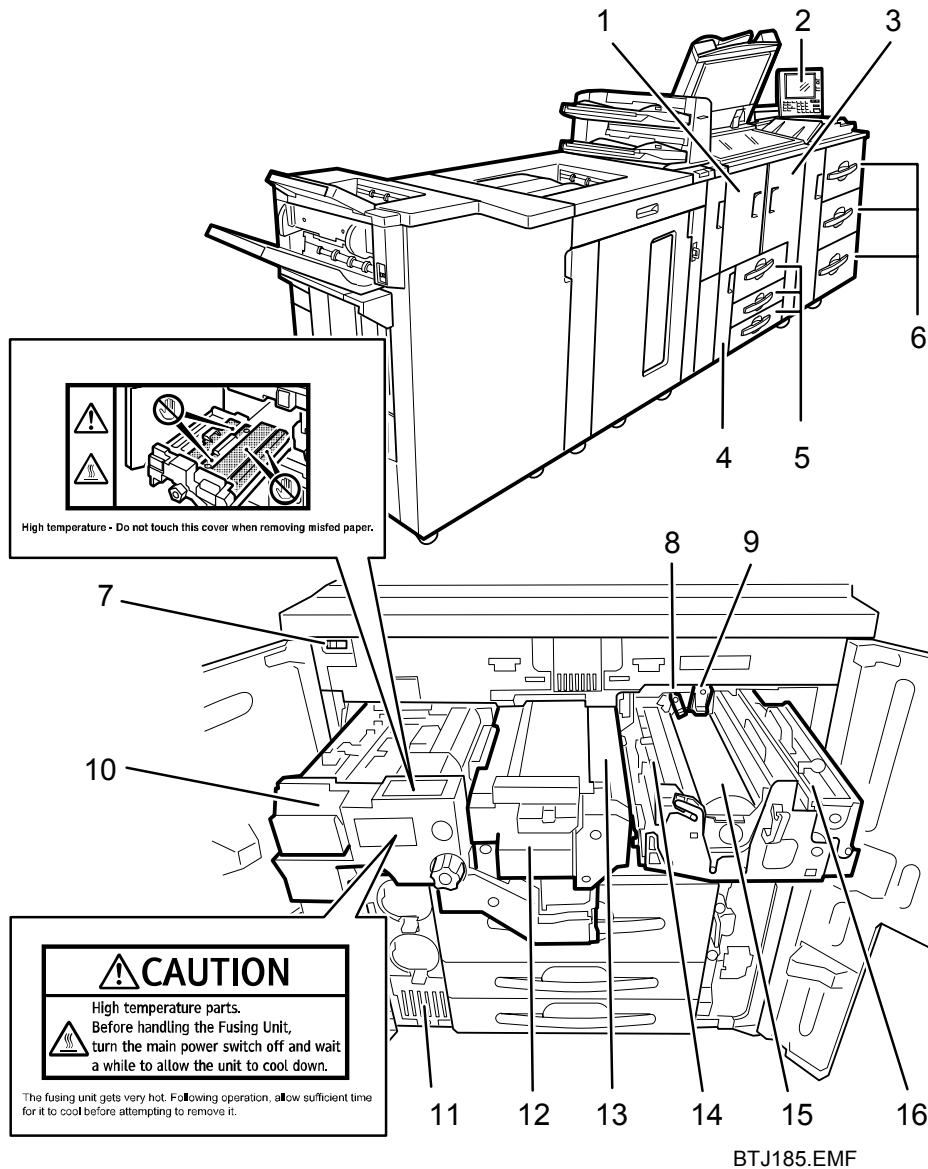
You will need the following items:

- Accessory hex screwdriver ① (provided). Needed to remove the black hex screws ② from the machine. The black screws are the screws that you must remove in order to remove the unit or component.
- Drum setting powder pad applicator ③ (provided). Needed to apply a thin coated of powder on the drum.
- Newspaper or other paper. Needed to your work surface and prevent toner spillage from components removed from the machine.

Important:

The accessory hex screwdriver and drum setting powder pad are included in the kit that is supplied with this machine. Keep this kit in a safe place where you can find it later. If the kit is not available, contact your supervisor or call for service.

Names of Components



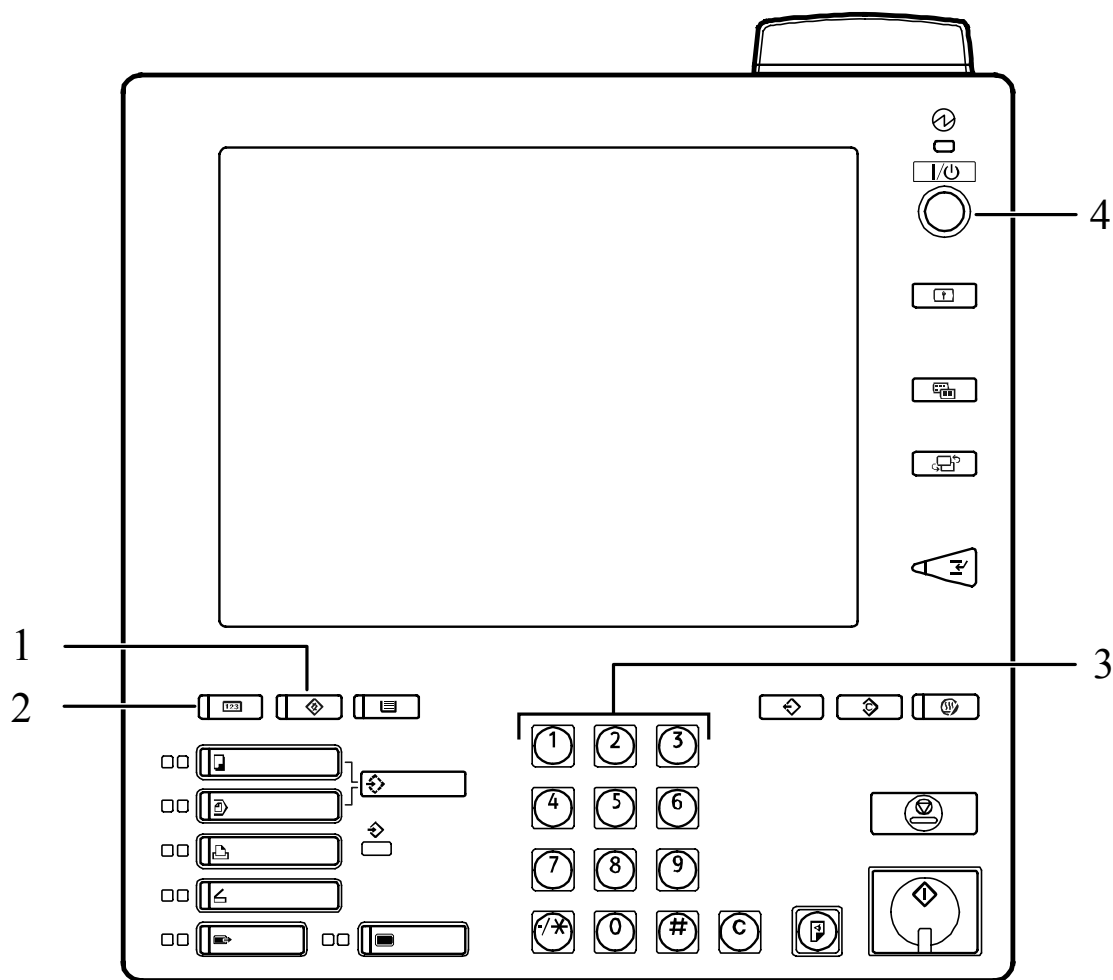
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- | | |
|--|---|
| 1. Left front cover | 9. Charge unit |
| 2. Control panel | 10. Fusing unit drawer |
| 3. Right front cover | 11. Waste toner bottle |
| 4. Toner cover | 12. Fusing unit |
| 5. Main machine tray
(See "11. Paper Feed Roller Replacement".) | 13. Cleaning unit for fusing unit |
| 6. Large capacity tray (LCT)
(See "11. Paper Feed Roller Replacement".) | 14. Cleaning unit for photoconductor unit |
| 7. Main power switch | 15. Photoconductor unit |
| 8. Sub-charge unit | 16. Development unit |

Parts, Screws Colour Codes

- Handles and levers coloured purple indicate where you should pull or lift a component or part to move or remove it.
- The black screws are the screws that you must remove in order to remove the unit or component. Never remove screws of any other colour.

Control Panel



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1. User Tools key
2. Counter key
3. Number keys
4. Operation switch

2. Common Procedures

2.1 Turning Off the Machine Power Before Beginning Any Procedure

⚠WARNING
<ul style="list-style-type: none">• To prevent electrical shock, turn off the machine power and disconnect the power cord from the wall outlet.• Disconnect all other cables (USB, network, etc.).

◆Preparation

Before performing any procedure shown in this manual, always do the following:

1. Press the operation switch to turn the machine off.
2. After turning off the operation switch, turn off the main power switch.
3. Wait a few seconds, and then disconnect the power cord from the power supply.
4. Disconnect all other cables connected to the machine (USB, network, etc.), if such cables are connected.
5. The fusing unit becomes extremely hot during normal operation. After turning the machine off and disconnecting the power cord, allow the machine to sit for at least 30 minutes so the fusing unit can cool.

The operation switch is on the control panel. (See "Control Panel".)

The main power switch is on the front, left corner of the machine. (See "Names of Components".)

The machine can be turned on and off at the beginning and end of the work day with the operation switch. The main power switch should remain on 24 hours a day unless the machine is being serviced.

System Auto Reset Timer (Timer Settings)

For details about specifying the system settings, see "Network and System Settings Guide".

The System Auto Reset Timer switches the screen to that of the function set in Function Priority when no operations are in progress.

- On
- Off

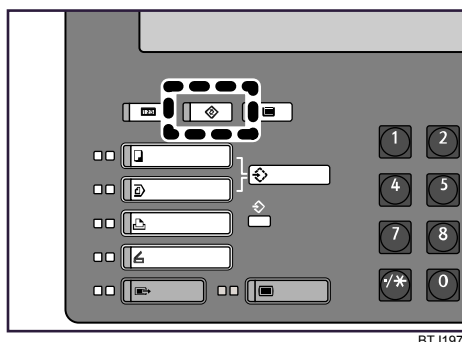
The settings should be "Off".

If you select "On", you can specify the timer up to 999 seconds, using the Number keys.

2.2 Displaying the [Adjustment Settings for Skilled Operators] Button

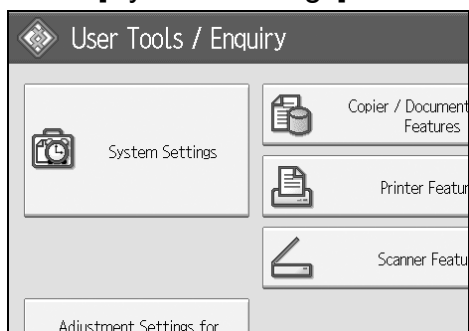
To use the Adjustment Settings for Skilled Operators menu, you must first configure your machine's Administrator Authentication Management setting.

1. Press the [User Tools] key on the control panel.

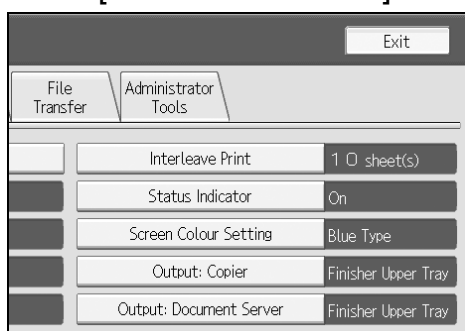


BTJ197

2. Press [System Settings] on the display.

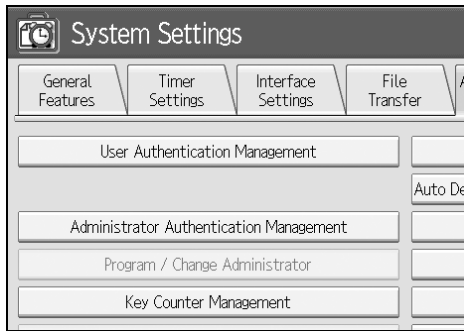


3. Press [Administrator Tools].

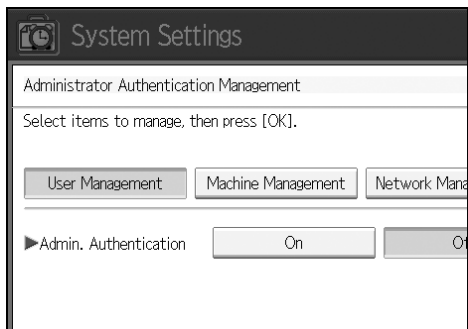


4. Press [▼Next].

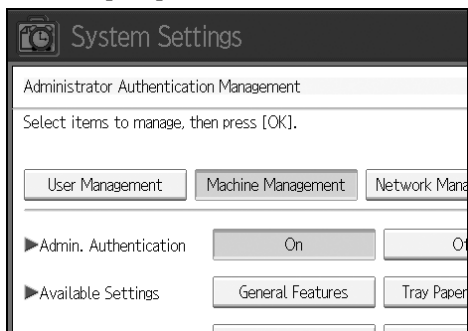
5. Press [Administrator Authentication Management].



6. Press [Machine Management].



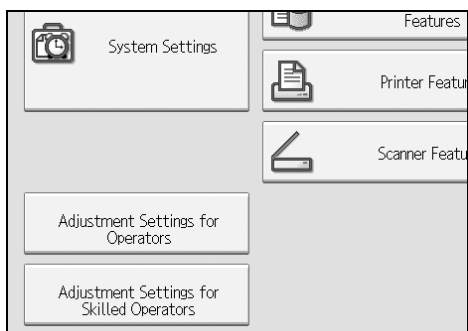
7. Select [On] for "Admin. Authentication".



8. Press [OK].

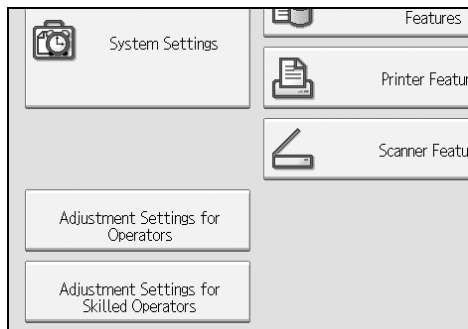
9. Press [Exit].

The [Adjustment Settings for Skilled Operators] button appears.

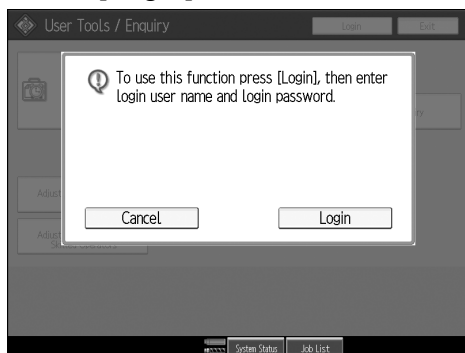


2.3 Accessing the Adjustment Settings for Skilled Operators

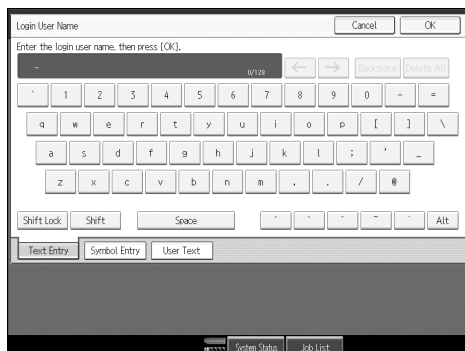
1. Press [Adjustment Settings for Skilled Operators].



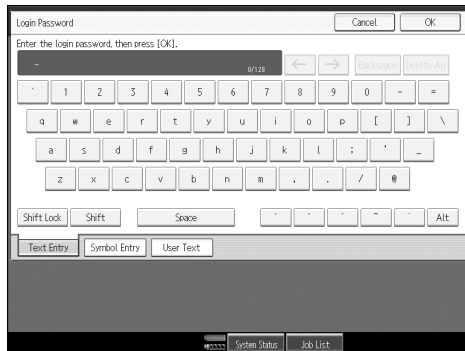
2. Press [Login].



3. Enter your login user name, and then press [OK].
If you are logging on as the administrator for the first time, enter "admin".



4. Enter your login password, and then press [OK].



The screen displays a 'Login Password' dialog box. At the top, it says 'Enter the login password, then press [OK].'. Below this is a numeric keypad with digits 0-9, a decimal point, and an equals sign. There are also buttons for 'Backspace' and 'Delete All'. Below the numeric keypad is a QWERTY keyboard layout. At the bottom of the dialog, there are buttons for 'Text Entry', 'Symbol Entry', and 'User Text'. The 'OK' button is in the top right corner.

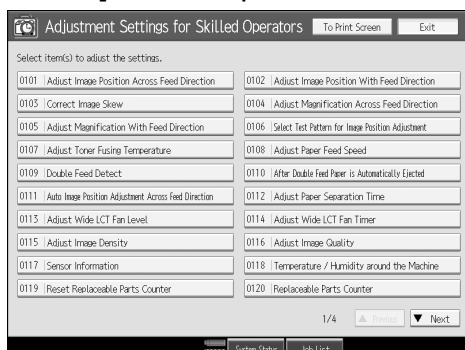
The screen appears for Adjustment Settings for Skilled Operators.



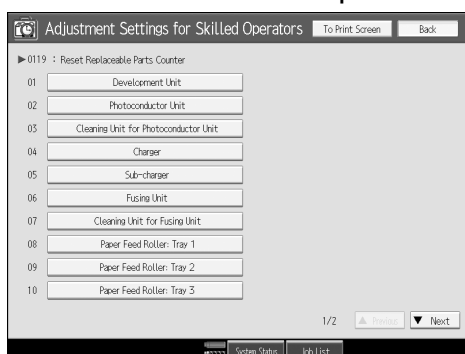
The screen displays the 'Adjustment Settings for Skilled Operators' dialog box. It has a title bar with 'To Print Screen' and 'Exit' buttons. Below the title bar, it says 'Select item(s) to adjust the settings.'. The main area contains a list of 20 items, each with a number and a description, arranged in two columns. The items are: 0101 Adjust Image Position Across Feed Direction, 0102 Adjust Image Position With Feed Direction, 0103 Correct Image Skew, 0104 Adjust Magnification Across Feed Direction, 0105 Adjust Magnification With Feed Direction, 0106 Select Test Pattern for Image Position Adjustment, 0107 Adjust Toner Fusing Temperature, 0108 Adjust Paper Feed Speed, 0109 Double Feed Detect, 0110 After Double Feed Paper is Automatically Ejected, 0111 Auto Image Position Adjustment Across Feed Direction, 0112 Adjust Paper Separation Time, 0113 Adjust Wide LCT Fan Level, 0114 Adjust Wide LCT Fan Timer, 0115 Adjust Image Density, 0116 Adjust Image Quality, 0117 Sensor Information, 0118 Temperature / Humidity around the Machine, 0119 Reset Replaceable Parts Counter, and 0120 Replaceable Parts Counter. At the bottom, there is a '1/4' indicator, a 'Previous' button, and a 'Next' button. The 'OK' button is in the top right corner.

2.4 Resetting the Replaceable Parts Counter

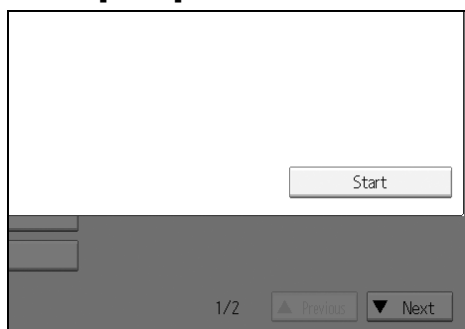
1. Access the Adjustment Settings for Skilled Operators menu.
2. Press [Reset Replaceable Parts Counter].



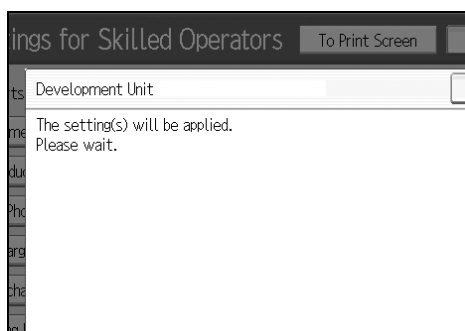
3. Press the button of the part that has been replaced.



4. Press [Start].



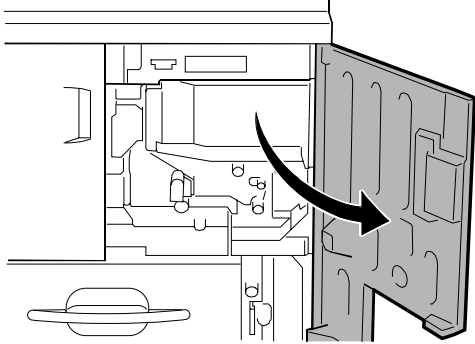
The counter for the replaced component is reset. The setting for adjusting the machine for the replaced component is executed automatically.



2.5 Development Unit Drawer Out

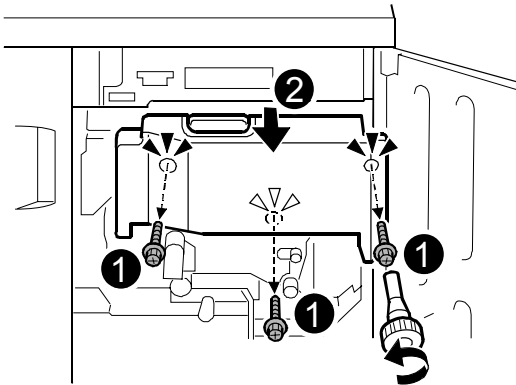
◆Procedure

1. Open the right front cover.



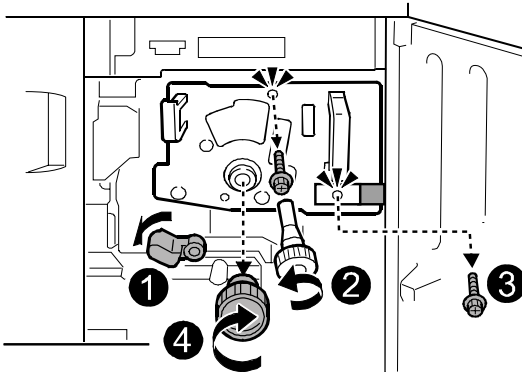
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2. Using the provided accessory hex screwdriver, remove the three screws ❶.
3. Remove the inner cover ❷.



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4. Carefully lower lever C1 ❶.

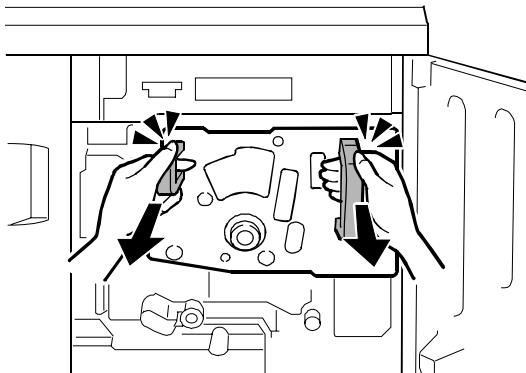


BTJ122.EMF

5. Remove the screw ❷.
6. Remove the screw ❸, and then carefully remove the small plate.

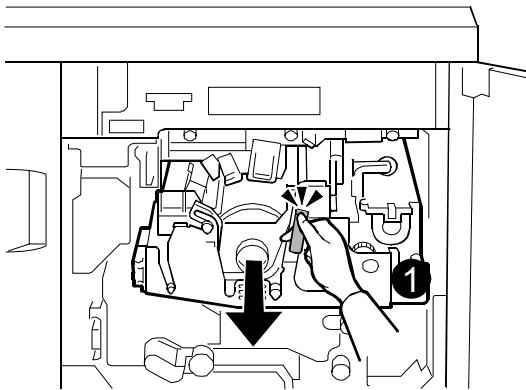
2 Common Procedures

7. Rotate the knob ④ clockwise and remove it.
8. Pull the purple handles toward you and remove the faceplate.



BTJ123.EMF

9. Pull the purple handle toward you until the drawer stops.
The development unit ❶ will shift slightly to the right as you pull the drawer out.



BTJ127.EMF

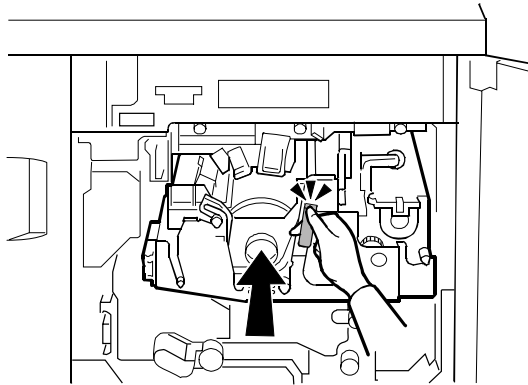
Important:

Use a sheet of clean paper to cover the slit of the photoconductor unit where the drum is visible. Doing this will protect the photo-sensitive surface of the drum from overhead light and direct sunlight.

2.6 Development Unit Drawer In

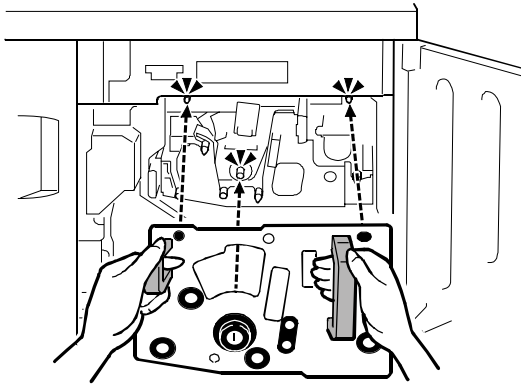
◆Procedure

1. Carefully push the purple handle into the machine until the drawer stops and locks firmly.



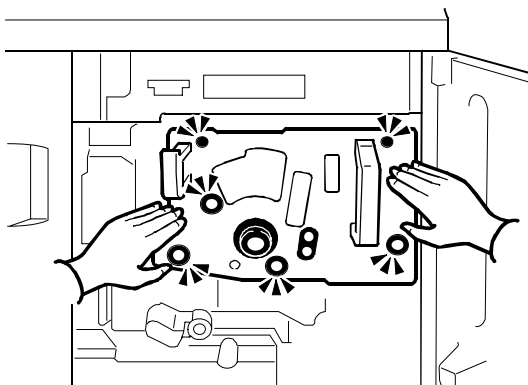
BTJ128.EMF

2. Mount the faceplate holes over the pegs.



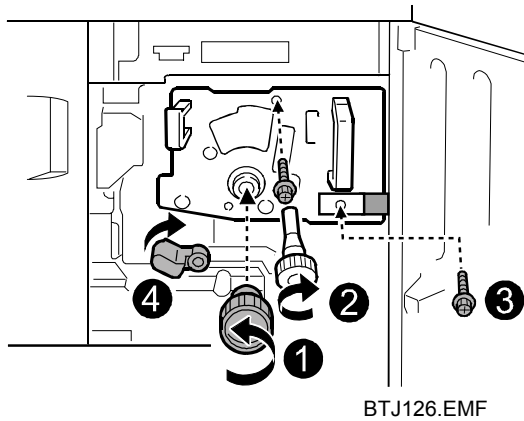
BTJ124.EMF

3. Push in on each corner and edge of the faceplate to make sure that it is locked and mounted correctly.

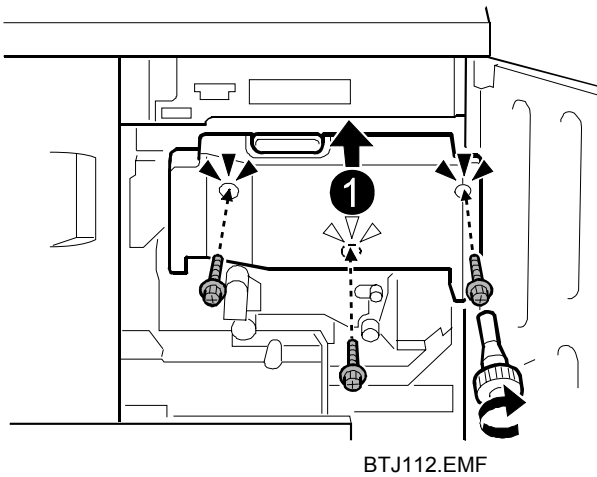


BTJ125.EMF

4. Attach and fasten the knob ❶.



5. Attach and fasten the screw ❷.
6. Attach the small plate, and then fasten the screw ❸.
7. Carefully turn lever C1 ❹ upward.
8. Mount the inner cover.
- Attach the screw ❶, but do not fasten it.
 - Attach the other screws.
 - Fasten all the screws.



9. Close the right front cover.

3. Development Unit

3.1 Removing the Development Unit

⚠ WARNING

- To prevent electrical shock, turn off the machine power and disconnect the power cord from the wall outlet.
- Disconnect all other cables (USB, network, etc.).
- The development unit weighs approximately 5 kg (11.1 lb.), so handle it carefully when you lift it and set it down, to avoid dropping it and causing damage or injuries.

◆What You Need

- Accessory hex screwdriver provided with machine
- Newspaper or other paper to spread on a flat surface where the removed component can be placed
-

◆Message for Replacement

Replacement of Development Unit(s) is now necessary.
Replace development Unit(s).

If this message appears, replace the unit according to the following procedure:

◆Preparation

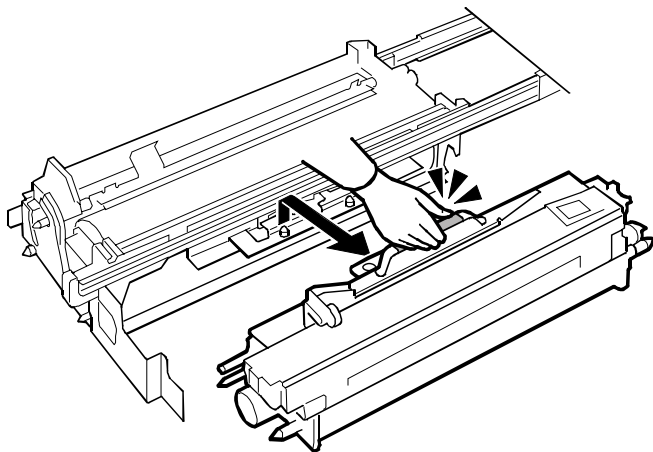
1. Press the [Counter] key on the control panel (see "Control Panel") and print out the counter list.
2. Turn off the machine power. (See "2.1 Turning Off the Machine Power Before Beginning Any Procedure".)

◆Procedure

1. Open the right front cover, remove the inner cover and faceplate, and then pull out the development unit drawer. (See “2.5 Development Unit Drawer Out”.)
2. Lift the development unit by its purple handle and hold it level as you remove it.

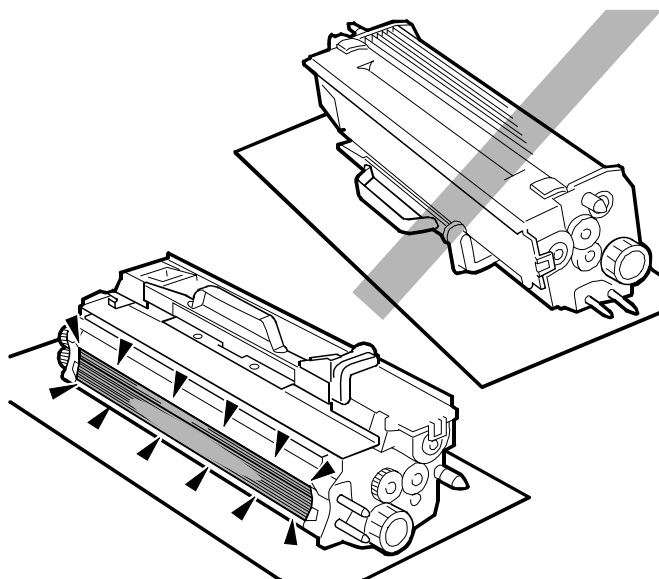
Important:

To avoid toner spillage, hold the development unit level.



BTJ129.EMF

3. Lay the development unit on some spread paper as shown.



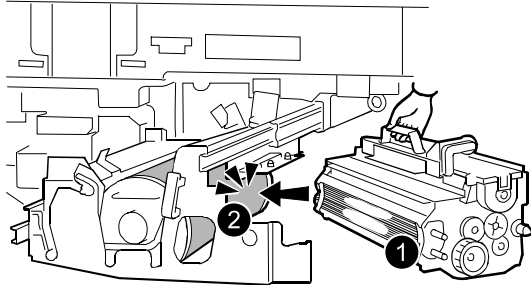
BTJ132.EMF

3.2 Reinstalling the Development Unit

Important:

When you reinstall the development unit, handle it carefully.

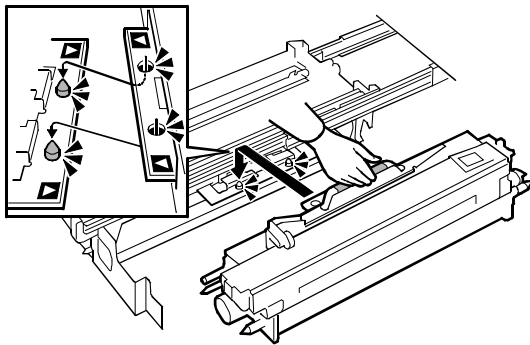
- Never allow the development roller ❶ to touch the drum ❷ or any other part of the development unit drawer.
- Scratches or other damage to either the drum or development roller will adversely affect the operation of the machine.



BTJ131.EMF

◆ Procedure

1. Align the triangular markings on the development unit and drawer frame.



BTJ130.EMF

2. Place the holes on the edge of the development unit over the pegs on the drawer frame.
3. Push the development unit drawer into the machine, reattach the faceplate and inner cover. (See "2.6 Development Unit Drawer In".)
4. Reconnect the power cord and other cables.
5. With the front covers open, press the main power switch to turn the machine on.
6. Access the Adjustment Settings for Skilled Operators menu.
(See "2.3 Accessing the Adjustment Settings for Skilled Operators".)
7. Close the front covers.
8. Reset the replaceable parts counter for the development unit.
(See "2.4 Resetting the Replaceable Parts Counter".)

4. Sub-Charge Unit

4.1 Removing the Sub-Charge Unit

⚠ WARNING

- To prevent electrical shock, turn off the machine power and disconnect the power cord from the wall outlet.
- Disconnect all other cables (USB, network, etc.).

◆ What You Need

- Accessory hex screwdriver provided with machine
- Newspaper or other paper spread on a flat surface where the removed component can be placed

◆ Message for Replacement

Replacement of Sub-charger is now necessary.
Replace Sub-charger.

If this message appears, replace the unit according to the following procedure:

◆ Preparation

1. Press the [Counter] key on the control panel (see "Control Panel") and print out the counter list.
2. Turn off the machine power. (See "2.1 Turning Off the Machine Power Before Beginning Any Procedure".)

◆Procedure

1. Open the right front cover and remove the inner cover. (See “2.5 Development Unit Drawer Out”.)

Note:

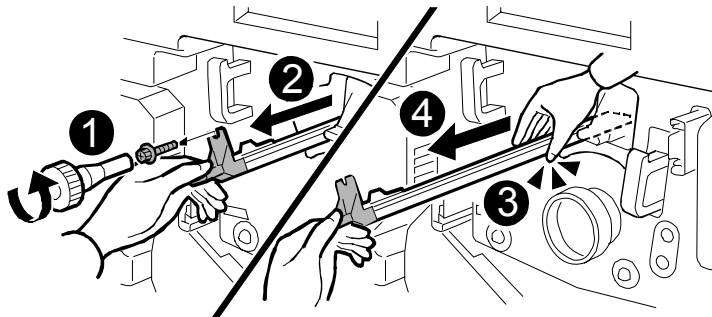
It is not necessary to remove the faceplate.

2. Remove the screw ❶ of the sub-charge unit.
3. While pinching the purple handle ❷, carefully pull out the sub-charge unit.

Note:

The handle of the sub-charge unit is the smaller handle at the left side.

4. Hold the sub-charge unit with both hands at the front and on both sides at the end ❸ and pull it out in the direction of the arrow ❹ to remove it.

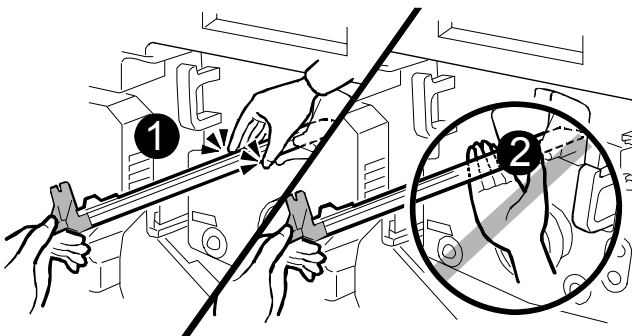


BTJ117.EMF

Important:

To protect the sub-charge unit from fingerprints, scratches, and dust:

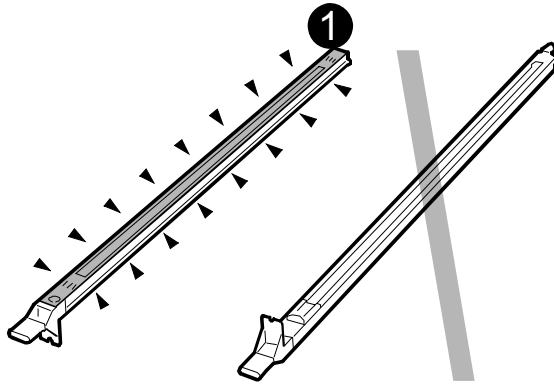
- Always hold the sub-charge unit ❶ with both hands.
- Never touch the wire mesh ❷ below.
- Never allow anything to touch the wire mesh while the sub-charge unit is out of the machine.



BTJ118.EMF

4 Sub-Charge Unit

5. Lay the sub-charge unit with its wire mesh ❶ facing up.



BTJ119.EMF

4.2 Reinstalling the Sub-Charge Unit

Important:

To protect the unit from fingerprints, scratches, and dust:

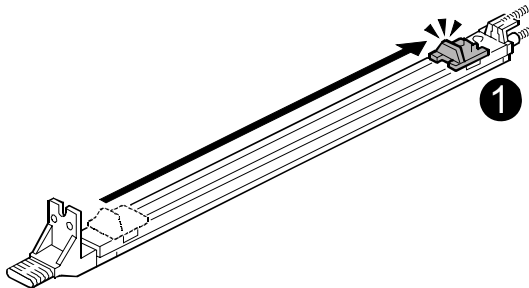
- Never touch the wire mesh on the bottom of the sub-charge unit.
- Never allow anything to touch the wire mesh while the sub-charge unit is out of the machine.

◆Procedure

1. Check that the wire cleaning pad ❶ is at the back end of the unit.

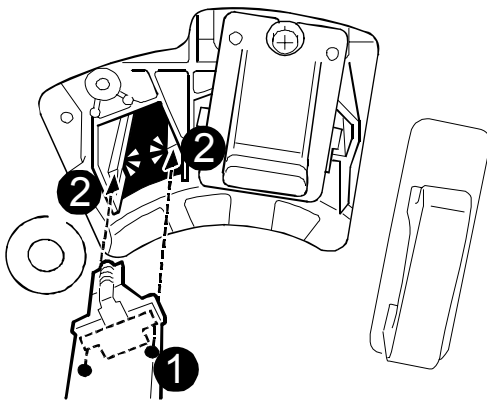
Important:

If the cleaning pad is not at the back end, slowly push it to the back end of the sub-charge unit.



BTJ121.EMF

2. While holding the sub-charge unit with both hands and the wire mesh facing down, set the sub-charge unit ❶ on its rails ❷, and then carefully push it in until it stops.



BTJ120.EMF

3. While pressing in on the handle, reattach the screw removed in Step 2 of "4.1 Removing the Sub-Charge Unit".
4. Reattach the inner cover, and then close the right front cover. (See "2.6 Development Unit Drawer In".)
5. Reconnect the power cord and cables.

4 Sub-Charge Unit

6. Press the main power switch to turn the machine on and wait for the machine to warm up.
7. Access the Adjustment Settings for Skilled Operators menu.
(See "2.3 Accessing the Adjustment Settings for Skilled Operators".)
8. Reset the replaceable parts counter for the sub-charge unit.
(See "2.4 Resetting the Replaceable Parts Counter".)

5. Charge Unit

5.1 Removing the Charge Unit

⚠ WARNING

- To prevent electrical shock, turn off the machine power and disconnect the power cord from the wall outlet.
- Disconnect all other cables (USB, network, etc.).

◆ What You Need

- Accessory hex screwdriver provided with machine
- Newspaper or other paper spread on a flat surface where the removed component can be placed
-

◆ Message for Replacement

Replacement of Charger is now necessary.
Replace Charger.

If this message appears, replace the unit according to the following procedure:

◆ Preparation

1. Press the [Counter] key on the control panel (see "Control Panel") and print out the counter list.
2. Turn off the machine power. (See "2.1 Turning Off the Machine Power Before Beginning Any Procedure".)

◆Procedure

1. Open the right front cover and remove the inner cover. (See “2.5 Development Unit Drawer Out”.)

Note:

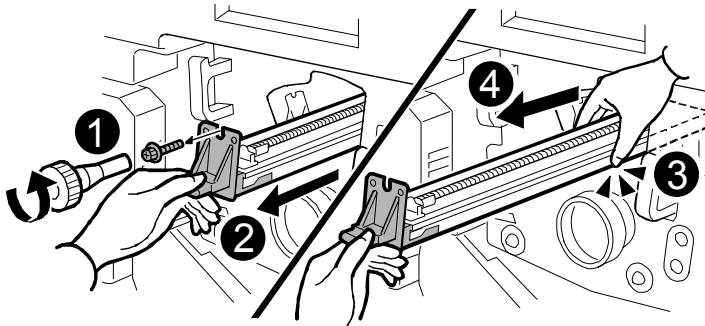
It is not necessary to remove the faceplate.

2. Remove the screw ❶ of the charge unit.
3. While pinching the purple handle ❷, carefully pull out the charge unit.

Note:

The handle of the charge unit is the larger handle at the right side.

4. Hold the charge unit with both hands at the front and on both sides at the end ❸ and then pull it out in the direction of the arrow ❹ to remove it.

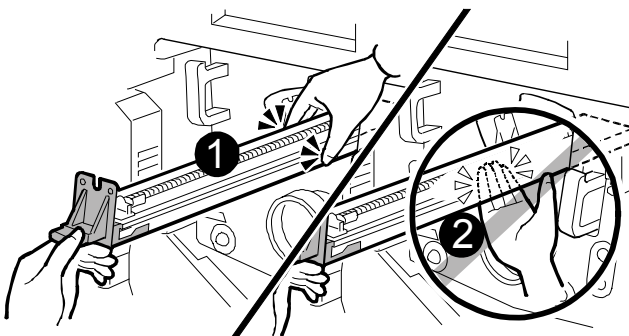


BTJ113.EMF

Important:

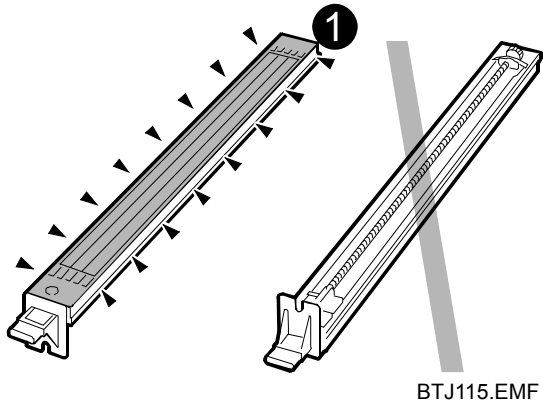
To protect the charge unit from fingerprints, scratches, and dust:

- Always hold the charge unit ❶ with both hands.
- Never touch the wire mesh ❷ below.
- Never allow anything to touch the wire mesh while the charge unit is out of the machine.



BTJ114.EMF

5. Lay the charge unit with its wire mesh ❶ facing up.



5.2 Reinstalling the Charge Unit

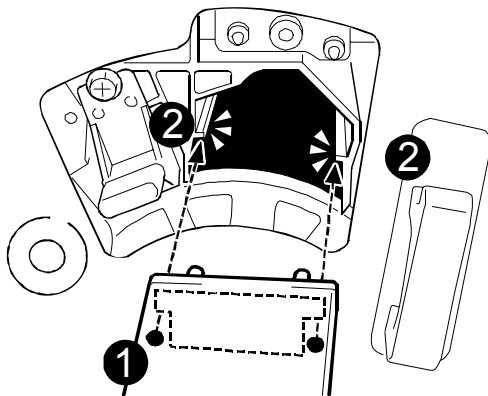
Important:

To protect the unit from fingerprints, scratches, and dust:

- Never touch the wire mesh on the bottom of the charge unit.
- Never allow anything to touch the wire mesh while the charge unit is out of the machine.

◆Procedure

1. While holding the charge unit with both hands and the wire mesh facing down, set the unit **1** on its rails **2**, and then slowly push it in until it stops.



BTJ116.EMF

2. While pressing in on the handle, reattach the screw removed in Step 2 of "5.1 Removing the Charge Unit".
3. Reattach the inner cover, and then close the right front cover. (See "2.6 Development Unit Drawer In".)
4. Reconnect the power cord and cables.
5. Press the main power switch to turn the machine on and wait for the machine to warm up.
6. Access the Adjustment Settings for Skilled Operators menu.
(See "2.3 Accessing the Adjustment Settings for Skilled Operators".)
7. Reset the replaceable parts counter for the charge unit.
(See "2.4 Resetting the Replaceable Parts Counter".)

6. Cleaning Unit for Photoconductor Unit

6.1 Removing the Cleaning Unit for Photoconductor Unit

⚠ WARNING

- To prevent electrical shock, turn off the machine power and disconnect the power cord from the wall outlet.
- Disconnect all other cables (USB, network, etc.).

◆ What You Need

- Accessory hex screwdriver provided with machine
- Newspaper or other paper spread on a flat surface where the removed component can be placed
-

◆ Message for Replacement

Replacement of Cleaning Unit for PCU is now necessary.
Replace Cleaning Unit for PCU.

If this message appears, replace the unit according to the following procedure:

◆ Preparation

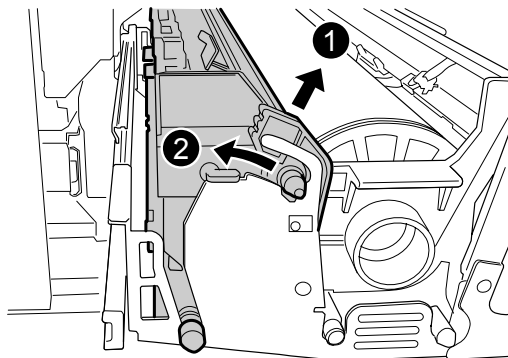
1. Press the [Counter] key on the control panel (see "Control Panel") and print out the counter list.
2. Access the Adjustment Settings for Skilled Operators menu.
(See "2.3 Accessing the Adjustment Settings for Skilled Operators".)
3. Reset the replaceable parts counter for the cleaning unit for photoconductor unit.
(See "2.4 Resetting the Replaceable Parts Counter".)
4. Turn off the machine power. (See "2.1 Turning Off the Machine Power Before Beginning Any Procedure".)

Note:

If you are replacing the cleaning unit for photoconductor unit with the photoconductor unit, step 1 and 2 are unnecessary.

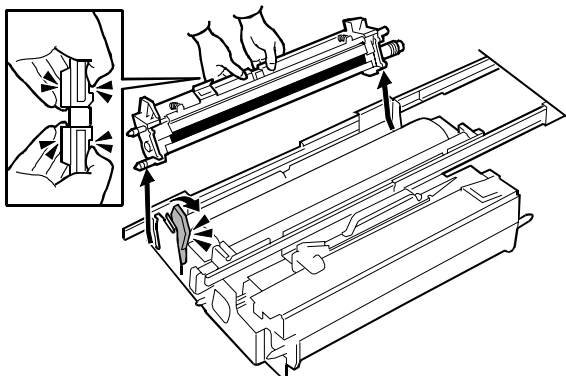
◆Procedure

1. Open the right front cover, remove the inner cover and faceplate, and then pull out the development drawer unit. (See “2.5 Development Unit Drawer Out”.)
2. Raise the purple lever ❶, and then rotate the cleaning unit for photoconductor unit to the left ❷ until it disengages the lever.



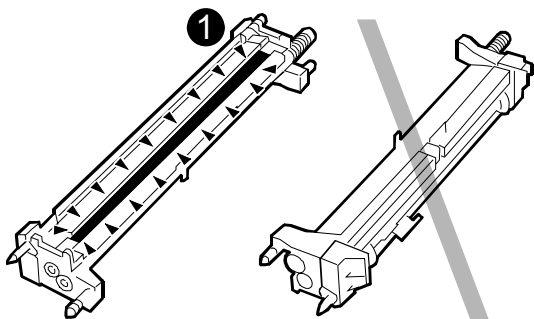
BTJ190.EMF

3. Grasp the cleaning unit for photoconductor unit by its handles as shown and lift it straight up.



BTJ133.EMF

4. To avoid spilling toner, always carry the unit level with the exposed roller facing ❶ up (not down).



BTJ134.EMF

6.2 Reinstalling the Cleaning Unit for Photoconductor Unit

◆Procedure

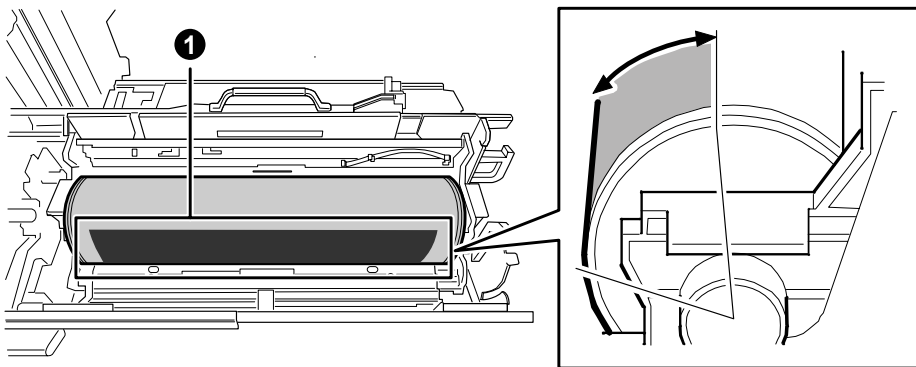
Note:

If you replace photoconductor unit with the cleaning unit for photoconductor unit, see “7 Photoconductor Unit”.

1. Holding the sides of the photoconductor unit carefully, turn it over until its black area ❶ appears.

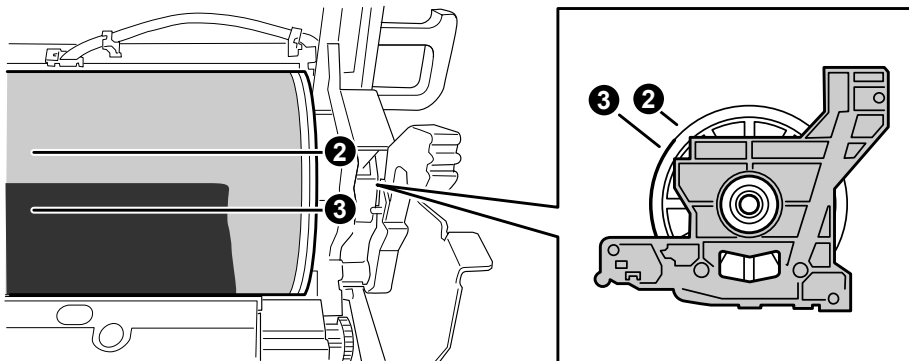
Important:

Never touch the green surface of the drum.



BTJ186.EMF

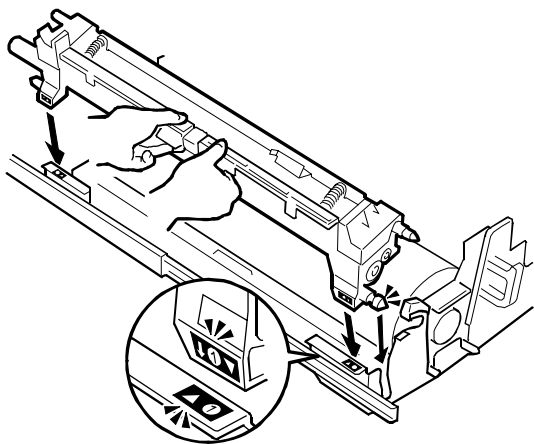
2. Adjust the photoconductor unit so that the edge of the black area is positioned between ❷ and ❸.



BTJ187.EMF

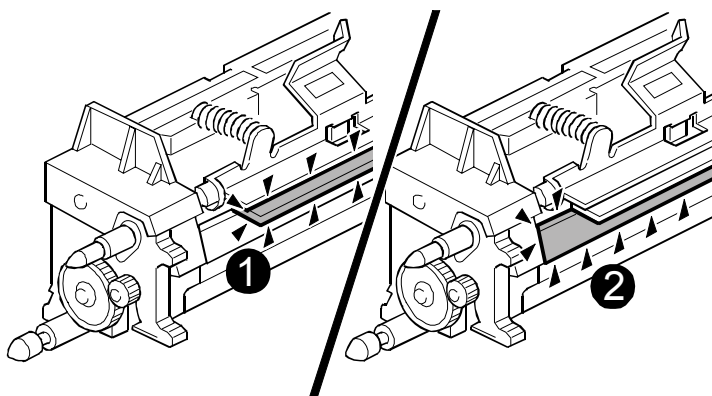
6 Cleaning Unit for Photoconductor Unit

3. Align the triangular markings ❶ on the cleaning unit for photoconductor unit and the triangular markings ❶ on development unit drawer, and then set the unit on the frame.



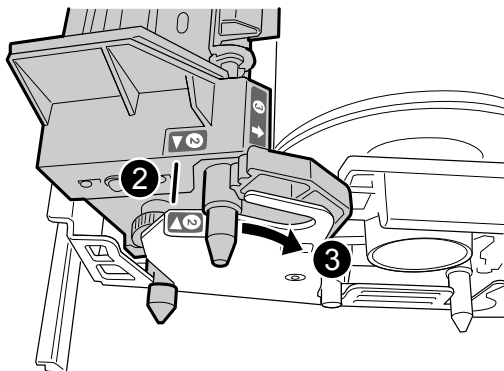
BTJ135.EMF

4. Check that the two cleaning blades ❶ and ❷ are over the black area of the drum.



BTJ137.EMF

5. Align the triangular markings at ❷ and rotate the cleaning unit for photoconductor unit to the right ❸ until the purple lever locks.



BTJ191.EMF

6. Reattach the inner cover, and then close the right front cover. (See "2.6 Development Unit Drawer In".)
7. Reconnect the power cord and cables.

8. Press the main power switch to turn the machine on and wait for the machine to warm up.
9. Access the Adjustment Settings for Skilled Operators menu.
(See "2.3 Accessing the Adjustment Settings for Skilled Operators".)
10. Reset the replaceable parts counter for the cleaning unit for photoconductor unit.
(See "2.4 Resetting the Replaceable Parts Counter".)

Note:

If you are replacing only the cleaning unit, steps 9 and 10 are unnecessary.

7. Photoconductor Unit

7.1 Removing the Photoconductor Unit

⚠ WARNING

- To prevent electrical shock, turn off the machine power and disconnect the power cord from the wall outlet.
- Disconnect all other cables (USB, network, etc.).

◆ What You Need

- Accessory hex screwdriver provided with machine
- Newspaper or other paper spread on a flat surface where the removed component can be placed
-

◆ Message for Replacement

Replacement of Drum Unit is now necessary.
Replace Drum Unit.

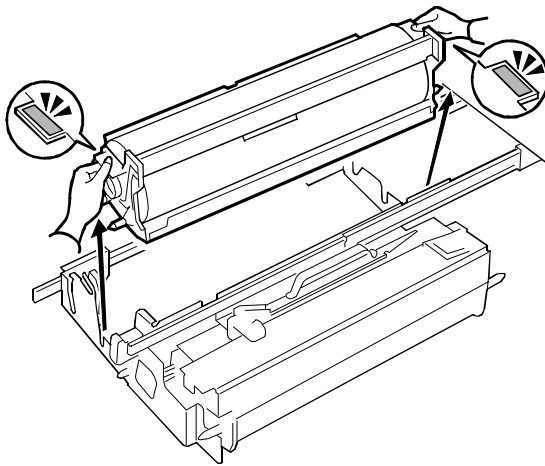
If this message appears, replace the unit according to the following procedure:

◆ Preparation

1. Press the [Counter] key on the control panel (see "Control Panel") and print out the counter list.
2. Turn off the machine power. (See "2.1 Turning Off the Machine Power Before Beginning Any Procedure".)

◆Procedure

1. Open the right front cover, remove the inner cover and faceplate, and then pull out the development unit drawer. (See “2.5 Development Unit Drawer Out”.)
2. Remove the cleaning unit for photoconductor unit. (See “6.1 Removing the Cleaning Unit for Photoconductor Unit”.)
3. Lift the photoconductor unit by its purple handles and remove it.



BTJ138.EMF

7.2 Reinstalling the Photoconductor Unit

◆Procedure

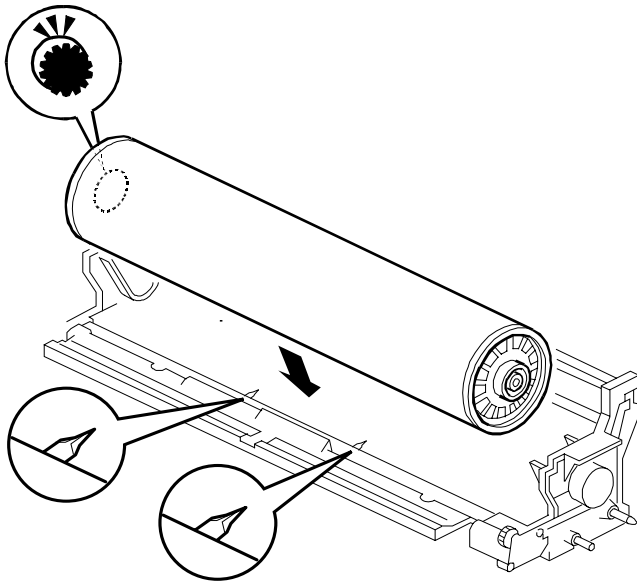
1. First, handle the sides of drum carefully and set the drum into the frame.

Note:

The drum unit and frame are packed separately.

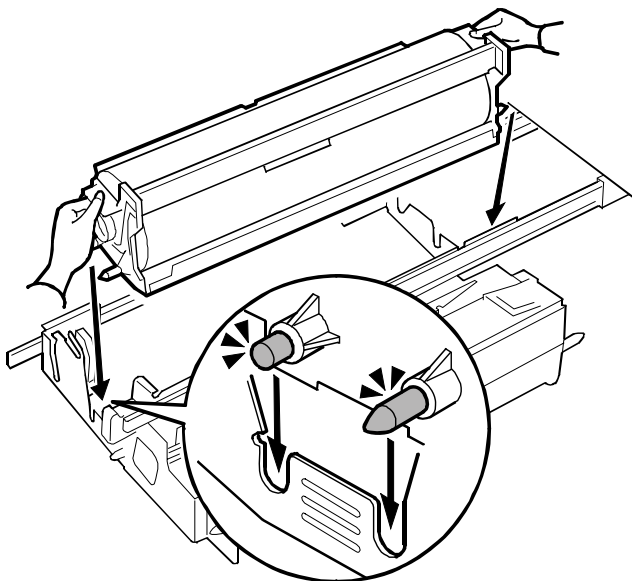
Important:

- Never touch the green area of the drum.
- Take care not to touch the tabs protruding from the drum frame.



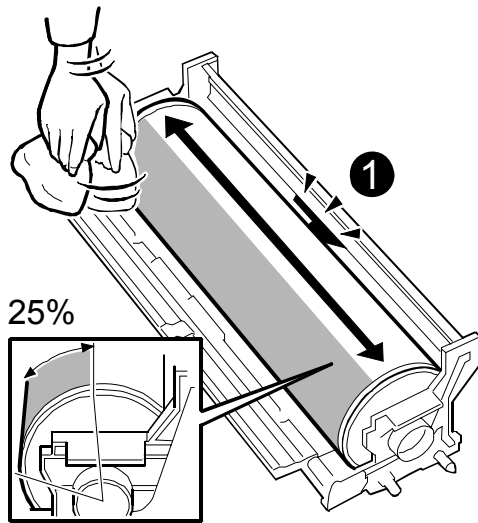
BTJ145.EMF

2. Set the photoconductor unit to the development unit drawer, and check that the two pins are seated completely in their grooves at the front.



BTJ140.EMF

3. Pat the surface of the drum lightly with the drum setting powder applicator.



BTJ139.EMF



BTJ188.EMF

Important:

- Setting powder must be applied to at least 25% of the surface of the drum to prevent damage to the cleaning unit for photoconductor unit and the drum.
 - The setting powder is an inert substance that is not harmful to the human body.
 - Never apply setting powder to the area around the potential sensor ❶. If powder gets on the potential sensor it could damage the sensor or cause the sensor to malfunction.
4. Reinstall the cleaning unit for photoconductor unit. (See "6.2 Reinstalling the Cleaning Unit for Photoconductor Unit".)
 5. Push the development unit drawer into the machine, reinstall the faceplate and inner cover, and then close the right front cover. (See "2.6 Development Unit Drawer In".)
 6. Reconnect the power cord and cables.
 7. Press the main power switch to turn the machine on and wait for the machine to warm up.
 8. Access the Adjustment Settings for Skilled Operators menu.
(See "2.3 Accessing the Adjustment Settings for Skilled Operators".)
 9. Reset the replaceable parts counter for the photoconductor unit.
(See "2.4 Resetting the Replaceable Parts Counter".)

8. Fusing Unit

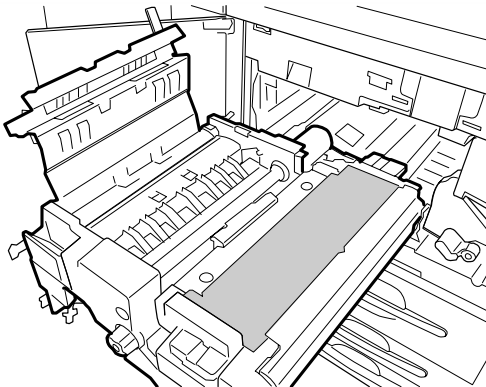
8.1 Removing the Fusing Unit

⚠ WARNING

- To prevent electrical shock, turn off the machine power and disconnect the power cord from the wall outlet.
- Disconnect all other cables (USB, network, etc.).
- The fusing unit becomes extremely hot during operation, so to prevent minor burns, switch the machine off and allow it to cool for at least 30 minutes before you remove the fusing unit.
- The fusing unit weighs approximately 14 kg (30.9 lb.), so handle it carefully when you lift it and set it down, to avoid dropping it and causing damage or injuries.

Important:

- Check that the replacement fusing unit is the correct type for the machine.
- A fusing unit with the black top is for the 90 ppm model or 110 ppm model.
- A fusing unit with the yellow top is for the 135 ppm model only.



BTJ199.EMF

- If you install an incorrect fusing unit in the machine, the machine will display an alert and the machine will not operate until the correct fusing unit is installed.

◆What You Need

- Accessory hex screwdriver provided with machine
- Newspaper or other paper spread on a flat surface where the removed component can be placed

◆Message for Replacement

Replacement of Fusing Unit is now necessary.
Replace Fusing Unit.

If this message appears, replace the unit according to the following procedure:

◆Preparation

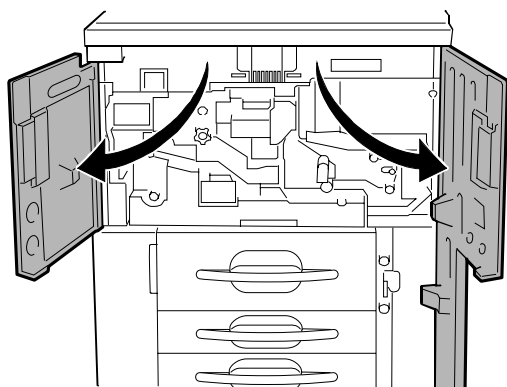
1. Press the [Counter] key on the control panel (see "Control Panel") and print the counter list.
2. Turn off the machine power. (See "2.1 Turning Off the Machine Power Before Beginning Any Procedure".)

◆Procedure

1. Open the left and right front covers.

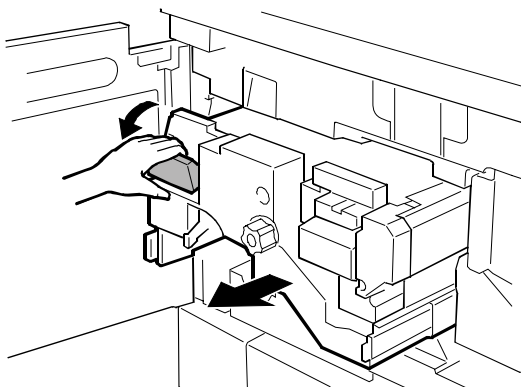
Important:

Be sure to open both the right and left front covers. You could damage the right cover if you remove the fusing unit with the right cover closed.



BTJ104.EMF

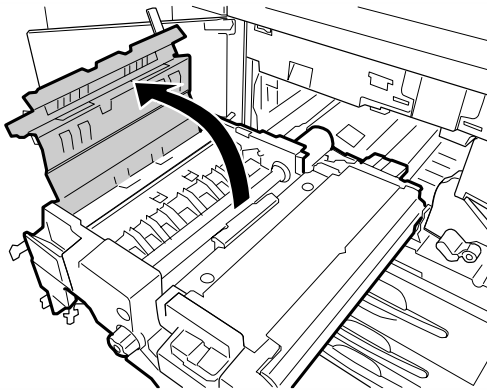
2. Grasp handle **D2** of the fusing unit drawer and pull out the drawer carefully until it stops.



BTJ105.EMF

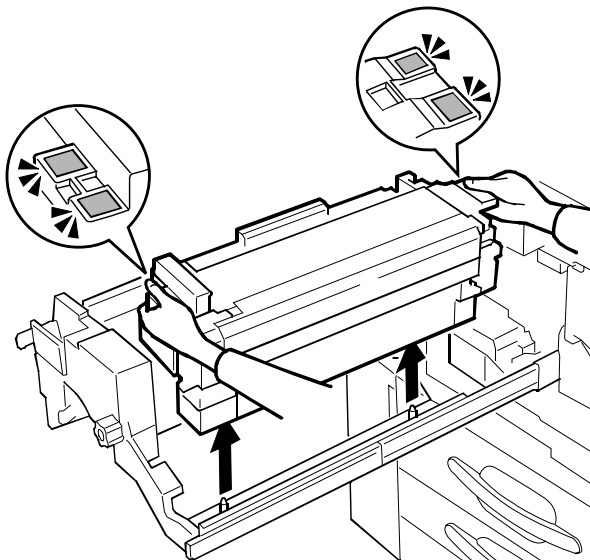
8 Fusing Unit

3. Open cover **D3**.



BTJ189.EMF

4. Firmly holding the purple handles of the fusing unit with both hands, lift the fusing unit and remove it.



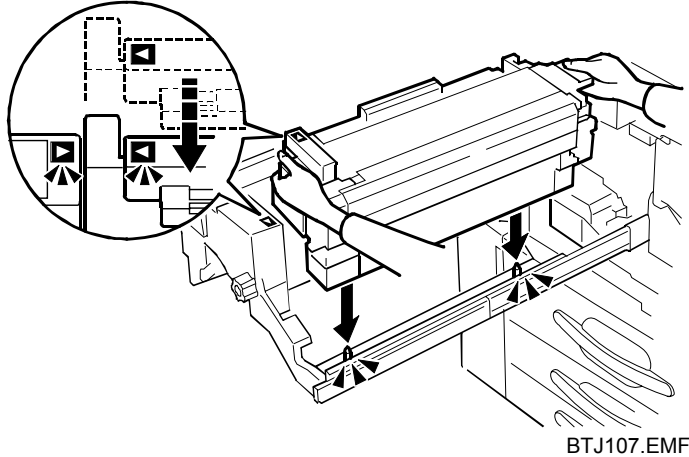
BTJ106.EMF

5. Set the fusing unit down on its bottom.

8.2 Reinstalling the Fusing Unit

◆Procedure

1. Hold the new fusing unit so the triangular markings are aligned as shown.



2. Lower the new fusing unit onto the frame.
3. Make sure that holes of the fusing unit are properly mounted onto the pegs below.
4. Carefully push handle **D2** until the fusing unit stops and locks inside the machine.
5. Close the left and right front covers.
6. Reconnect the power cord and other cables.
7. Press the main power switch to turn the machine on and wait for the machine to warm up.
8. Access the Adjustment Settings for Skilled Operators menu.
(See "2.3 Accessing the Adjustment Settings for Skilled Operators".)
9. Reset the replaceable parts counter for the fusing unit.
(See "2.4 Resetting the Replaceable Parts Counter".)

9. Cleaning Unit for Fusing Unit

9.1 Removing the Cleaning Unit for Fusing Unit

⚠ WARNING

- To prevent electrical shock, turn off the machine power and disconnect the power cord from the wall outlet.
- Disconnect all other cables (USB, network, etc.).
- The fusing unit becomes extremely hot during operation, so to prevent minor burns, switch the machine off and allow it to cool for at least 30 minutes before you remove the fusing unit.

◆ What You Need

- Accessory hex screwdriver provided with machine
- Newspaper or other paper spread on a flat surface where the removed component can be placed

◆ Message for Replacement

Cleaning web is almost worn out.
Replace Cleaning Unit for Fusing Unit.

If this message appears, replace the unit according to the following procedure:

◆ Preparation

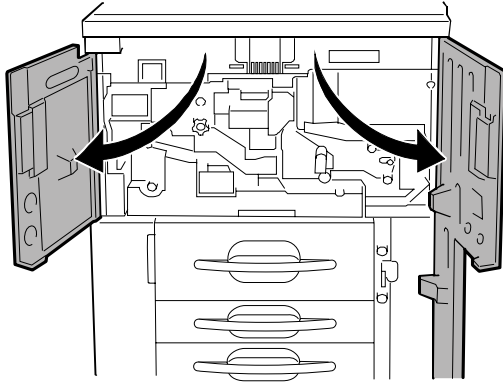
1. Press the [Counter] key on the control panel (see "Control Panel") and print out the counter list.
2. Turn off the machine power. (See "2.1 Turning Off the Machine Power Before Beginning Any Procedure".)

◆Procedure

1. Open the left and right front covers.

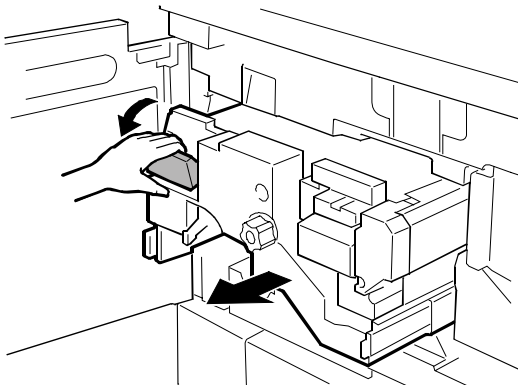
Important:

Be sure to open both the right and left front covers. You could damage the right cover if you remove the fusing unit with the right cover closed.



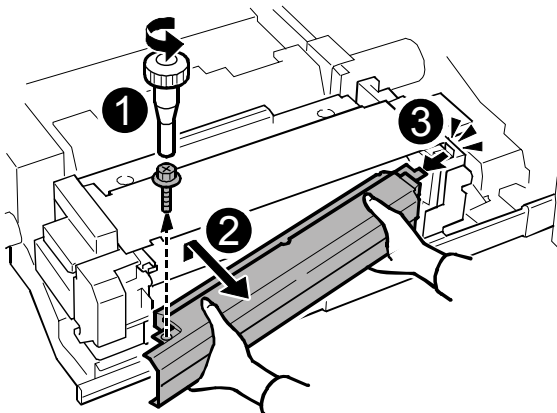
BTJ104.EMF

2. Grasp handle **D2** of the fusing unit drawer and pull out the drawer carefully until it stops.



BTJ105.EMF

3. Remove the screw **1**.



BTJ108.EMF

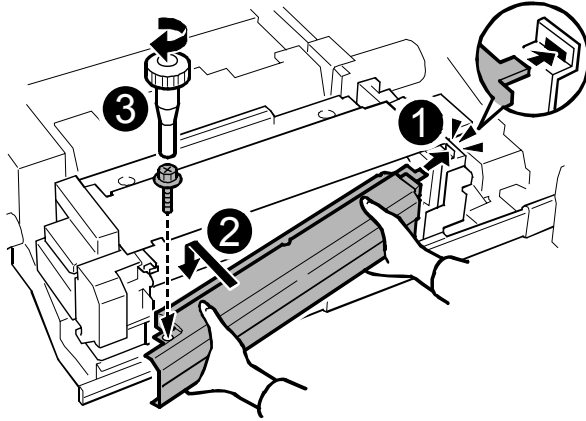
9 Cleaning Unit for Fusing Unit

4. Slowly swing the front end away from the fusing unit at ❷, and disconnect the cleaning unit for fusing unit tab at the back end ❸.
 - You might need to lift the cleaning unit for fusing unit slightly at ❷ as you pull it away from the fusing unit.
 - Hold the cleaning unit for fusing unit with both hands when you remove it.

9.2 Reinstalling the Cleaning Unit for Fusing Unit

◆Procedure

1. While holding the cleaning unit for fusing unit with two hands, insert the back tab of the cleaning unit for fusing unit ❶ into the hole.



BTJ109.EMF

2. Slowly push in the front end to align the screw holes at ❷.
3. Attach the screw ❸ to fasten the cleaning unit for fusing unit.
4. Carefully push handle **D2** until the fusing unit stops and locks inside the machine.
5. Close the left and right front covers.
6. Reconnect the power cord and other cables.
7. Press the main power switch to turn the machine on and wait for the machine to warm up.
8. Access the Adjustment Settings for Skilled Operators menu.
(See "2.3 Accessing the Adjustment Settings for Skilled Operators".)
9. Reset the replaceable parts counter for the cleaning unit for fusing unit.
(See "2.4 Resetting the Replaceable Parts Counter".)

10. Waste Toner Bottle

10.1 Removing the Waste Toner Bottle

⚠ WARNING

- To prevent electrical shock, turn off the machine power and disconnect the power cord from the wall outlet.
- Disconnect all other cables (USB, network, etc.).

◆ What You Need

- New waste toner bottle

◆ Message for Replacement

Waste Toner Bottle is full.
Replace Waste Toner Bottle.

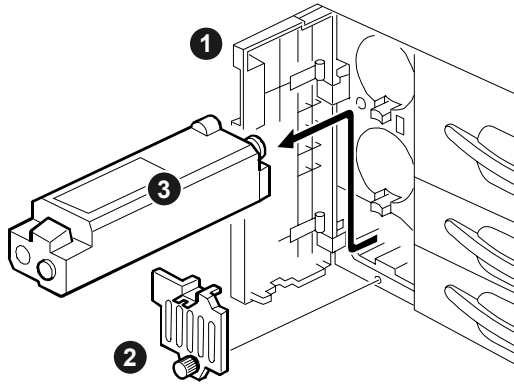
If this message appears, replace the unit according to the following procedure:

◆ Preparation

1. Turn off the machine power. (See "2.1 Turning Off the Machine Power Before Beginning Any Procedure".)

◆Procedure

1. Open the toner cover ❶.
2. Loosen the cover's knob screw, and then remove the cover plate ❷.
3. While keeping the waste toner bottle ❸ perfectly horizontal, remove it from the machine.



BTJ142.EMF

Important:

To avoid toner spillage while handling the waste toner bottle, always keep the waste toner bottle perfectly level.

10.2 Packing the Waste Toner Bottle

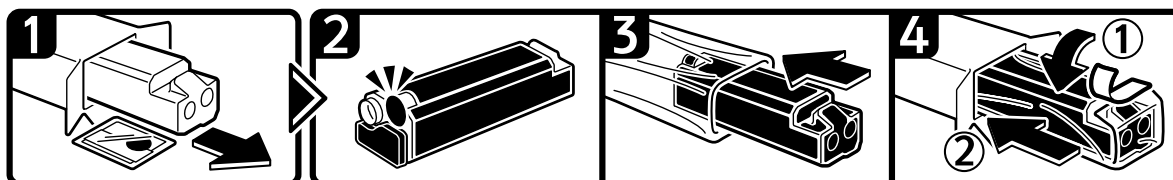
⚠ WARNING

- Do not incinerate toner (used or unused) or waste toner bottles. Toner dust might ignite when exposed to an open flame.

⚠ CAUTION

- Keep toner (used or unused) and waste toner bottles out of reach of children.
- Do not drop or treat roughly waste toner bottles. Do not remove the cap from the bottle.

◆ Procedure



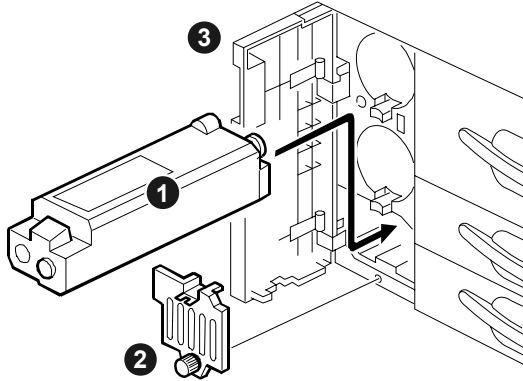
BTJ198.EMF

1. Remove the new waste toner bottle and the recycle kit accessories from the box.
2. Cover the opening of the waste toner bottle with the seal.
3. Put the waste toner bottle in the plastic bag.
4. Fold the plastic bag, seal it with tape, and put it into the box.

10.3 Install the New Waste Toner Bottle

◆Procedure

1. Install the new waste toner bottle ❶.
2. Reattach the plate and fasten the cover's knob ❷.
3. Close the toner cover ❸.



BTJ143.EMF

4. Press the main power switch to turn the machine on and wait for the machine to warm up.

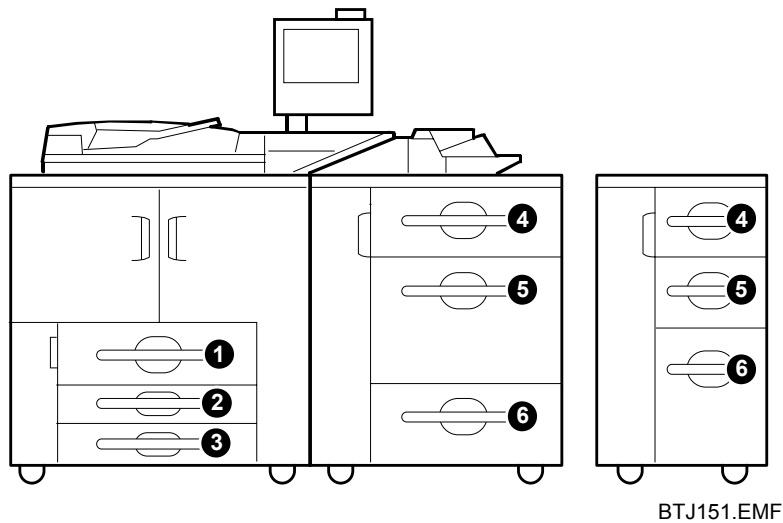
11. Paper Feed Roller Replacement

11.1 Before You Begin

Read this section before attempting to replace the paper feed rollers.

Tray Naming

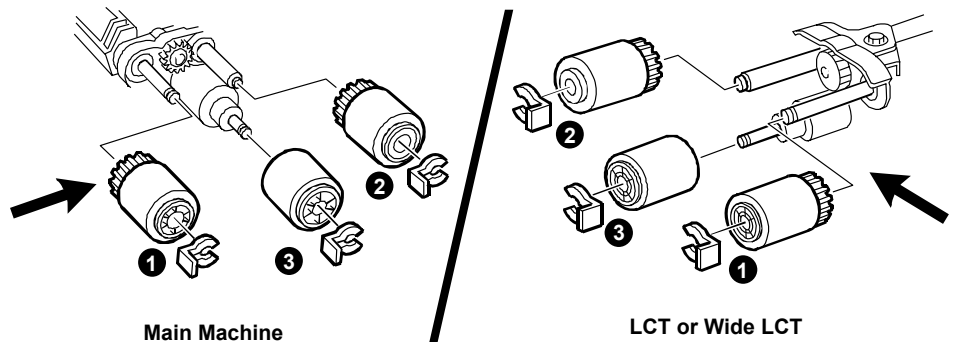
The paper feed trays of the main machine and both LCTs are sometimes referred to by number, so use the following illustration to identify the trays.



- Trays 1, 2, and 3 are the top, middle, and bottom tray of the main machine.
- Trays 4, 5, and 6 are the top, middle, and bottom of either LCT (whichever is installed on the right side of the main machine).

Paper Feed Rollers

There are three rollers, and the construction of each roller is different.



BTJ152.EMF

- ❶ **Pick-up roller:** This roller pulls one sheet of paper out of the tray and feeds it to the feed roller.
- ❷ **Feed roller:** This roller feeds the paper from the tray into the paper path.
- ❸ **Separation roller:** This roller rotates against the feed roller. If more than one sheet is picked up, a torque limiter clutch reverses the rotation of the separation roller, sending the sheets back to the tray.

Important:

- Always replace all three rollers as a unit, never individually.
- The LCT's pick-up and separation rollers are the same as the main machine's pick-up and separation rollers as the main machine's interchangeable.
- The feed rollers of the LCT and main machine are different. They rotate in opposite directions and are therefore not interchangeable.
- Do not touch the surface of any roller with bare hands.
- After replacing rollers, be sure to reset the counters for the rollers on the Adjustment Settings for Skilled Operators menu. (See "2.4 Resetting the Replaceable Parts Counter".)

Note:

Two types of roller are available: blue (standard) rollers for use with normal paper, and gray rollers for use with coated paper. Gray rollers are constructed of special material and are not supplied as standard. Contact your service representative if you require gray rollers.

⚠ WARNING

- To prevent electrical shock, turn off the machine power and disconnect the power cord from the wall outlet.
- Disconnect all other cables (USB, network, etc.).

◆ What You Need

- Accessory hex screwdriver provided with machine
-

◆ Message for Replacement

Replacement of Paper Feed Roller is now necessary.
Replace Paper Feed Roller.

If this message appears, replace the unit according to the following procedure:

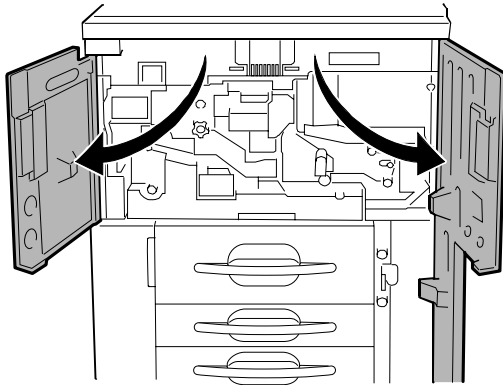
◆ Preparation

1. Turn off the machine power. (See "2.1 Turning Off the Machine Power Before Beginning Any Procedure".)

11.2 Main Machine

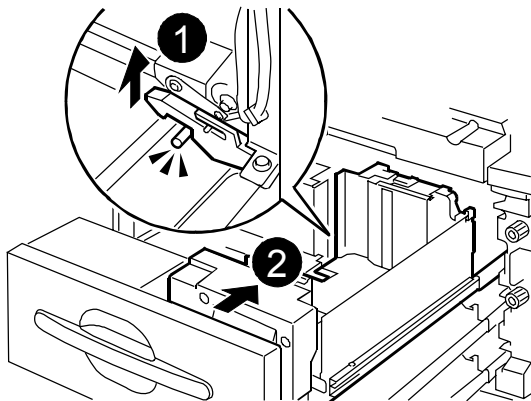
Tray 1 (Top Tray)

1. Open the left and right front covers.



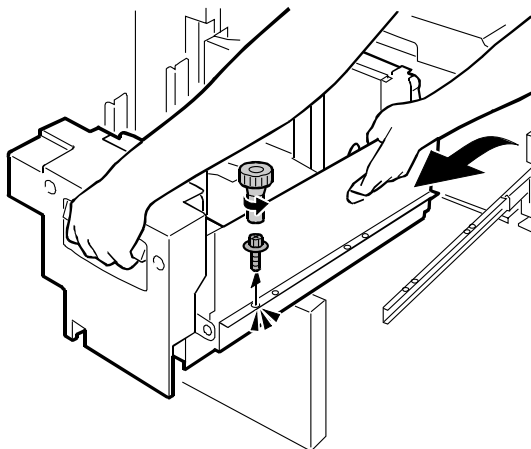
BTJ104.EMF

2. Pull out tray 1 until it stops. If there is any paper in the tray, remove it.
3. Check that the latch ❶ is completely released, and then push the inner tray ❷ to the rear.



BTJ147.EMF

4. Using the provided accessory hex screwdriver, remove the screw.

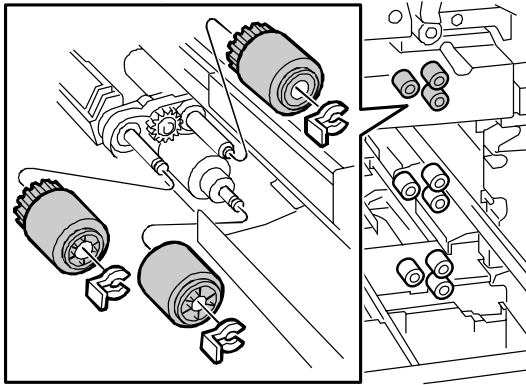


BTJ148.EMF

5. Lift the inner tray out of the drawer and set it aside.

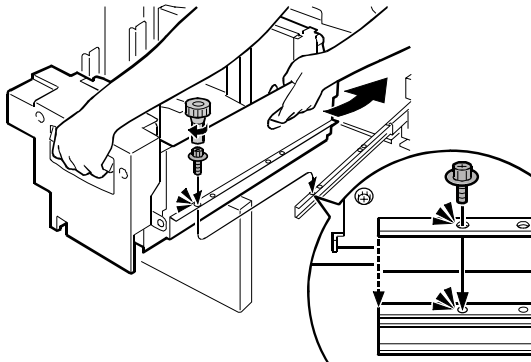
11 Paper Feed Roller Replacement

6. Remove the three snap rings, and then remove each roller.



BTJ149.EMF

7. Attach the new rollers, and then secure them with the snap rings.
8. Set the inner tray on the rail and align the holes.



BTJ150.EMF

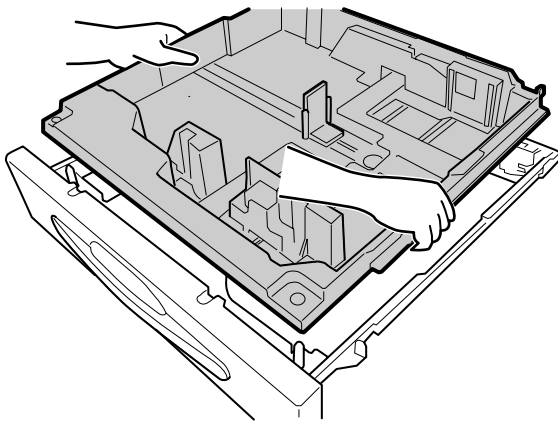
9. Reattach the screw.
10. Carefully push tray 1 back inside machine and check that the latch locks at the back.

Tray 2 (Middle Tray)

To replace the rollers for tray 2, you first must remove the inner tray of tray 1.

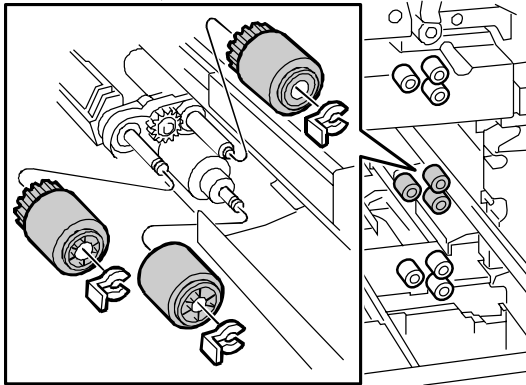
The procedure for removing and reattaching the rollers for tray 2 is the same as that for tray 1.

1. Open the left and right front covers.
2. Pull out tray 1 until it stops, and then remove the inner tray in tray 1.
(See "Tray 1 (Top Tray)".)
3. Pull out tray 2 until it stops. If there is any paper in the tray, remove it.
4. Lift the inner tray out of tray 2 and set it aside.



BTJ192.EMF

5. Remove the three snap rings, and then remove each roller.

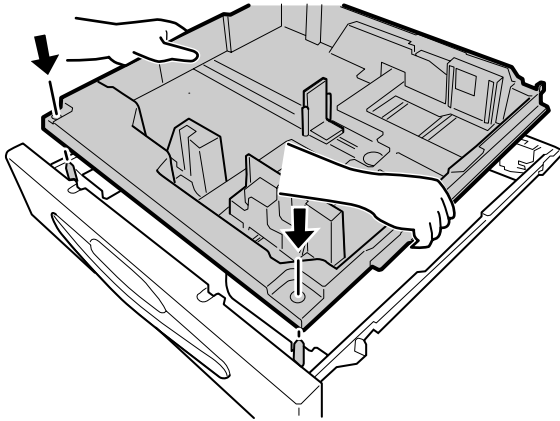


BTJ194.EMF

6. Attach the new rollers, and then secure them with the snap rings.

11 Paper Feed Roller Replacement

7. Set the inner tray back inside tray 2, taking to care to align the holes of the inner tray with the pegs.



BTJ193.EMF

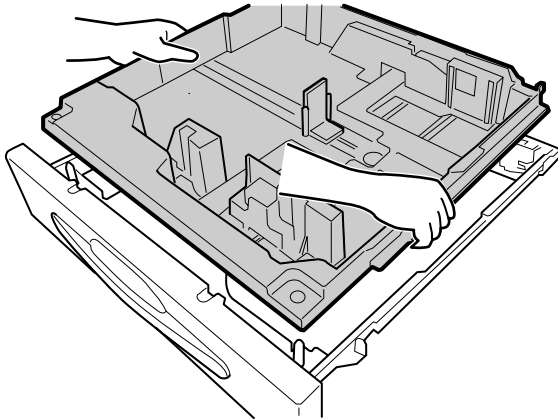
8. Push tray 2 back inside the machine.
9. Set the inner tray back inside tray 1, and then push tray 1 back inside the machine.

Tray 3 (Bottom Tray)

To replace the rollers for tray 3, you first must remove the inner trays of both of tray 1 and tray 2.

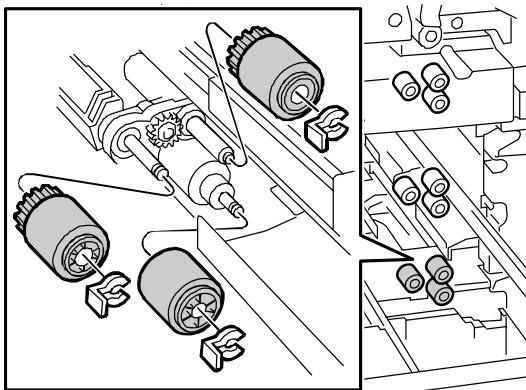
The procedure for removing and reattaching the rollers for tray 3 is the same as that for tray 1.

1. Open the left and right front covers.
2. Pull out tray 1 until it stops, and then remove the inner tray in tray 1.
(See "Tray 1 (Top Tray)".)
3. Pull out tray 2 until it stops, and then remove the inner tray in tray 2.
(See "Tray 2 (Middle Tray)".)
4. Pull out tray 3 until it stops. If there is any paper in the tray, remove it.
5. Lift the inner tray out of tray 3 and set it aside.



BTJ192.EMF

6. Remove the three snap rings, and then remove each roller.

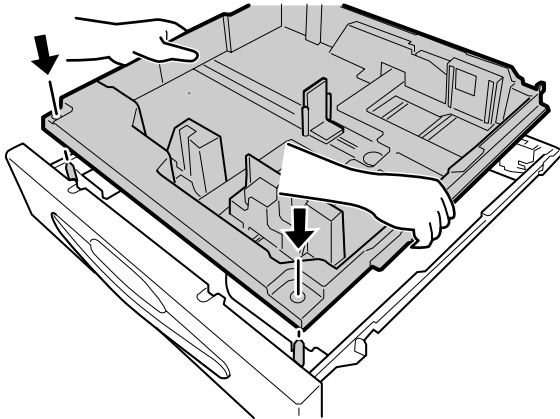


BTJ195.EMF

7. Attach the new rollers, and then secure them with the snap rings.

11 Paper Feed Roller Replacement

8. Set the inner tray back inside tray 3, taking to care to align the holes of the inner tray with the pegs.



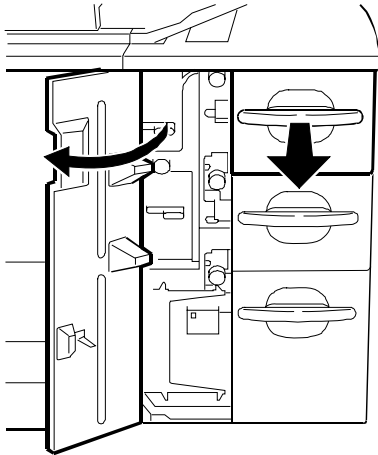
BTJ193.EMF

9. Push tray 3 back inside the machine.
10. Set the inner tray back inside tray 2, and then push tray 2 back inside the machine.
11. Set the inner tray back inside tray 1, and then push tray 1 back inside the machine.

11.3 Large Capacity Tray

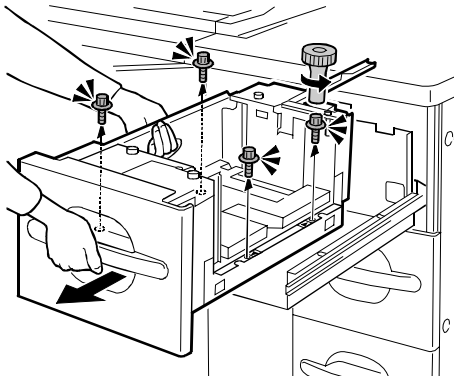
Tray 4 (Top Tray)

1. Open the front cover.



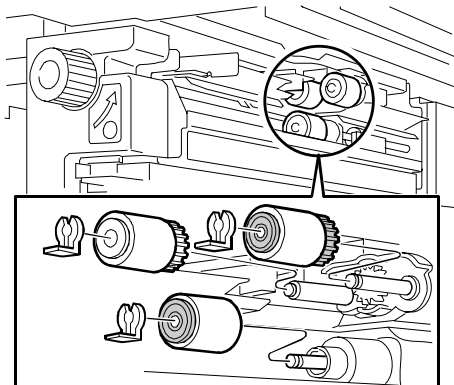
BTJ153.EMF

2. Pull out tray 4 until it stops. If there is any paper in the tray, remove it.
3. Using the provided accessory hex screwdriver, remove the four screws.



BTJ156.EMF

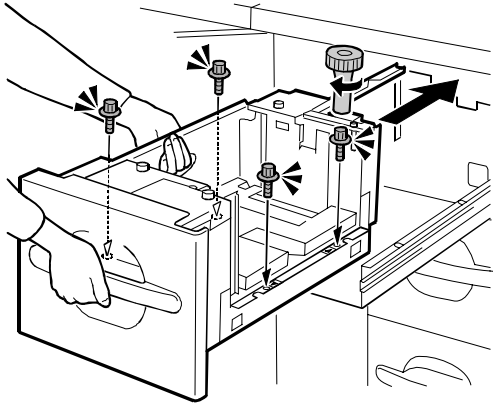
4. Lift the tray out of the drawer and set it aside.
5. Remove the three snap rings, and then remove each roller.



BTJ157.EMF

11 Paper Feed Roller Replacement

6. Attach the new rollers, and then secure them with the snap rings.
7. Set the tray in the drawer and align the holes.

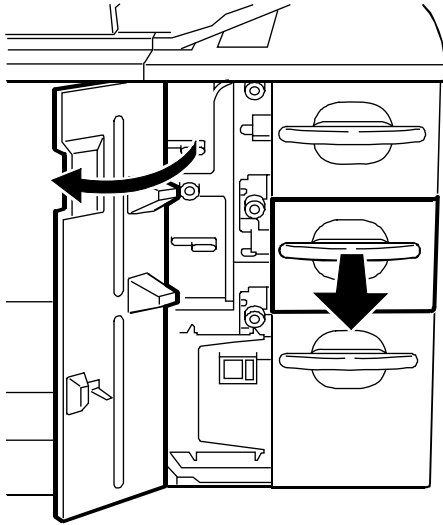


BTJ158.EMF

8. Reattach the four screws.
9. Push tray 4 back inside the machine.

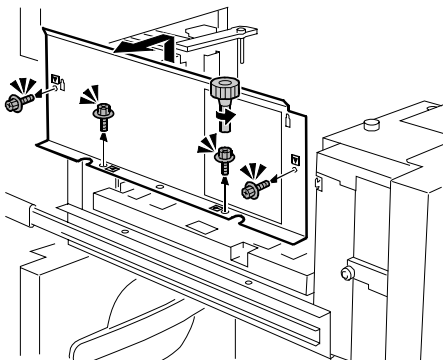
Tray 5 (Middle Tray)

1. Open the front cover.



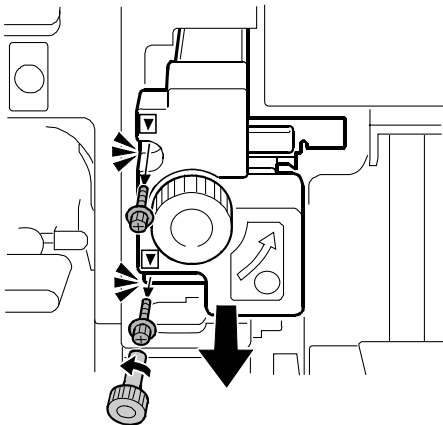
BTJ154.EMF

2. Pull out tray 5 until it stops. If there is any paper in the tray, remove it.
3. Using the provided accessory hex screwdriver, remove the four screws, and then remove the side plate.



BTJ159.EMF

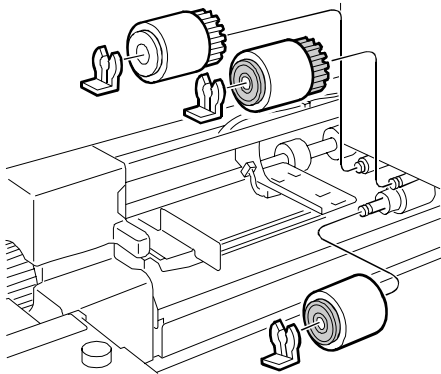
4. Remove the two screws from paper feed unit **U4**, and then pull out **U4**.



BTJ160.EMF

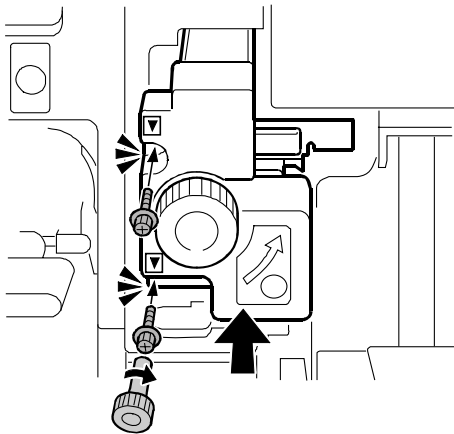
11 Paper Feed Roller Replacement

5. Remove the three snap rings, and then remove each roller.



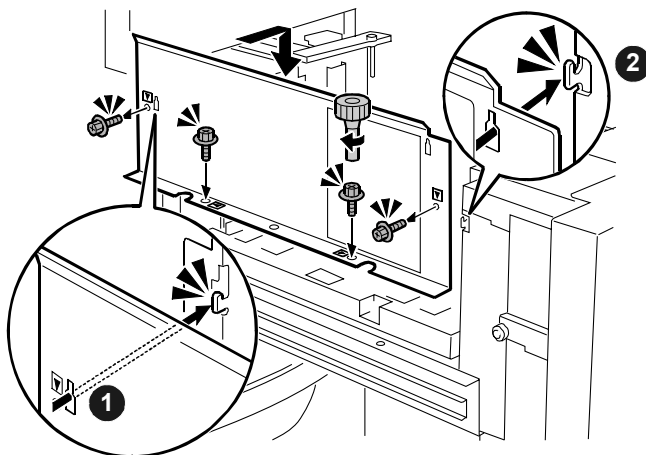
BTJ162.EMF

6. Attach the new rollers, and then secure them with the snap rings.
7. Push paper feed unit **U4** into the machine.
8. Reattach the two screws to paper feed unit **U4**.



BTJ163.EMF

9. Set the cutouts in the side plate over the hooks **1** and **2**.

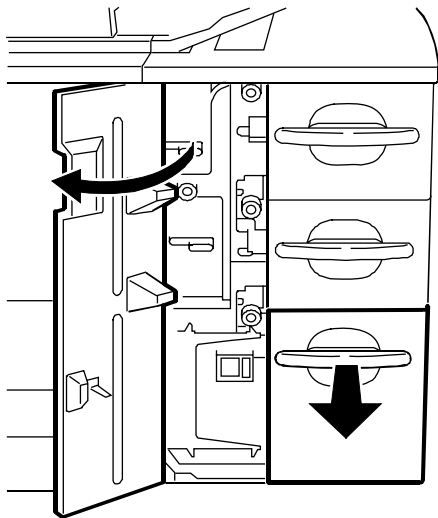


BTJ165.EMF

10. Reattach the four screws to the side plate.
11. Push tray 5 back inside the machine.

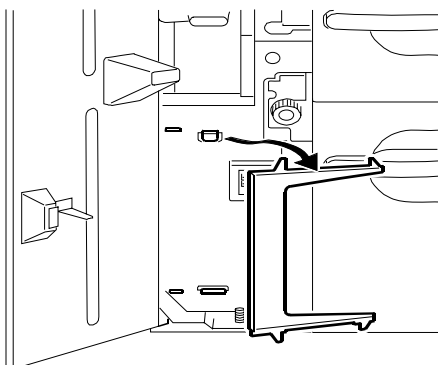
Tray 6 (Bottom Tray)

1. Open the front cover.



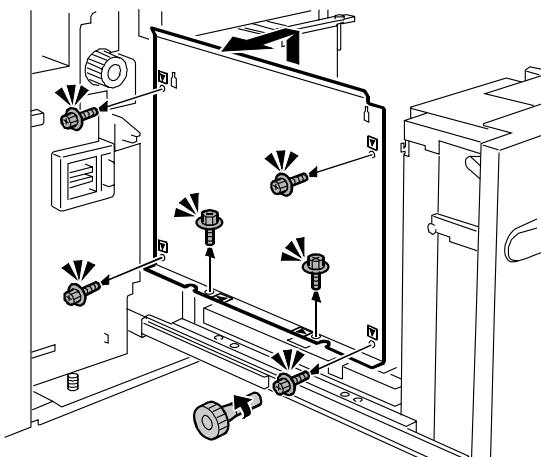
BTJ155.EMF

2. Remove the tab paper end fence.



BTJ168.EMF

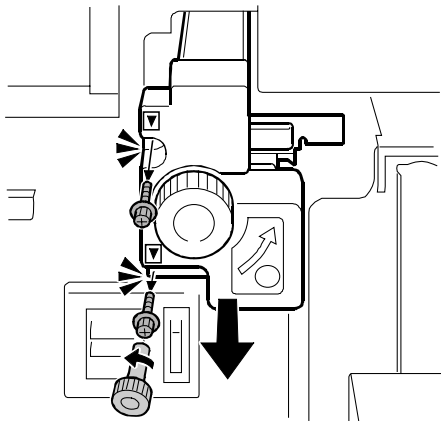
3. Pull out tray 6 until it stops. If there is any paper in the tray, remove it.
4. Using the provided accessory hex screwdriver, remove the six screws, and then remove the side plate.



BTJ166.EMF

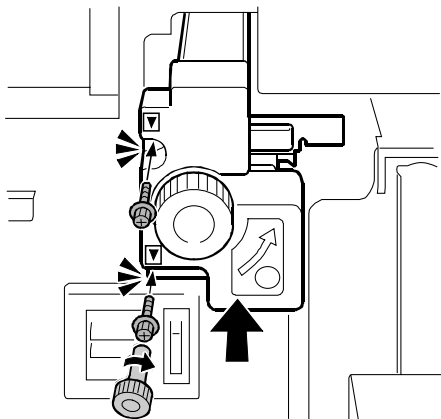
11 Paper Feed Roller Replacement

5. Remove the two screws from paper feed unit **U5**, and then pull out **U5**.



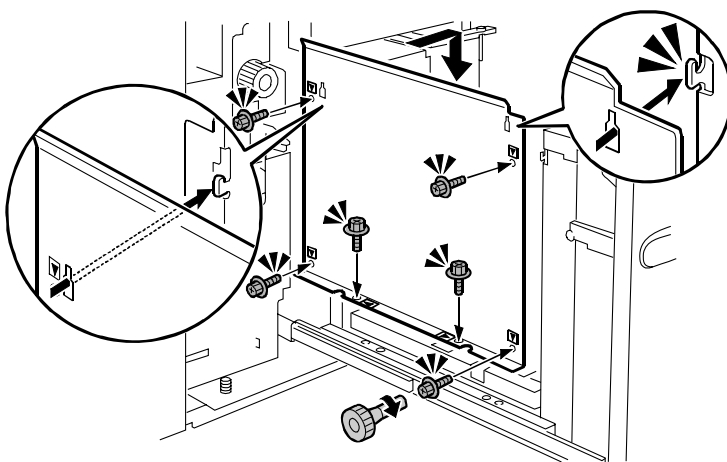
BTJ161.EMF

6. Remove the three snap rings, and then remove each roller.
7. Attach the new rollers, and then secure them with the snap rings.
8. Push paper feed unit **U5** into the machine.
9. Reattach the two screws to paper feed unit **U5**.



BTJ164.EMF

10. Reattach the six screws to the side plate.



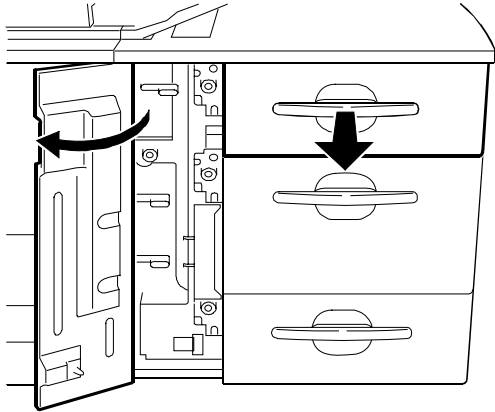
BTJ167.EMF

11. Push tray 6 back inside the machine.

11.4 Wide Large Capacity Tray

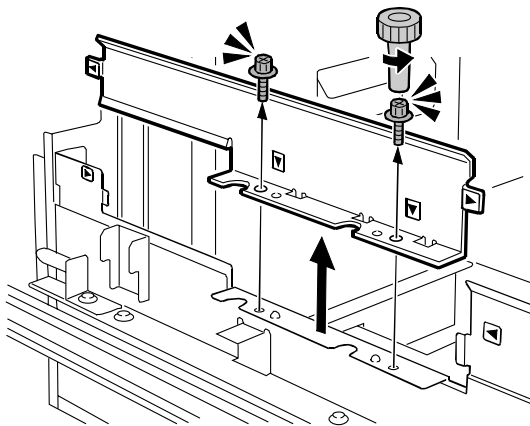
Tray 4 (Top Tray)

1. Open the front cover.



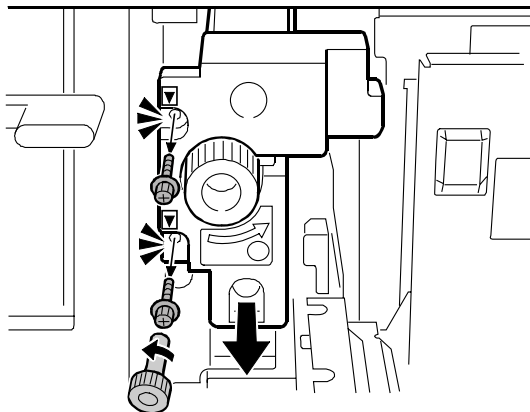
BTJ169.EMF

2. Pull out tray 4 until it stops. If there is any paper in the tray, remove it.
3. Using the provided accessory hex screwdriver, remove the two screws, and then remove the side plate.



BTJ172.EMF

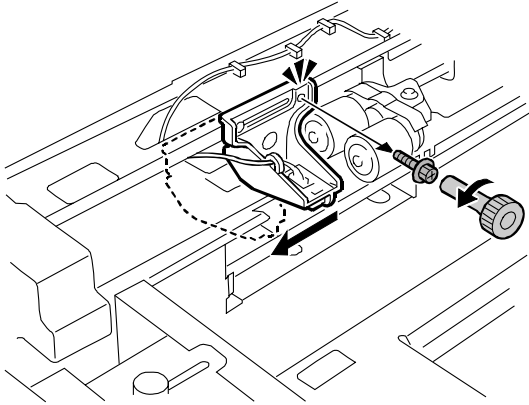
4. Remove the two screws from paper feed unit **U2**, and then pull out **U2**.



BTJ173.EMF

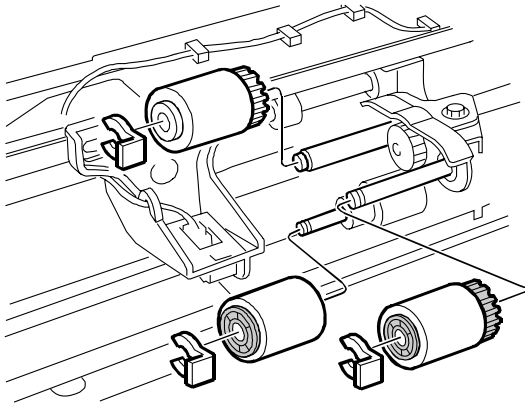
11 Paper Feed Roller Replacement

5. Remove the screw from the bracket.



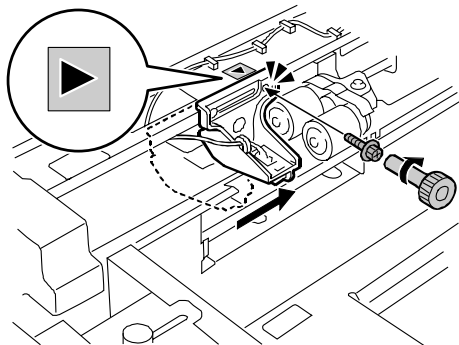
BTJ176.EMF

6. Slide the bracket to the left so you can reach the rollers.
7. Remove the three snap rings, and then remove each roller.



BTJ177.EMF

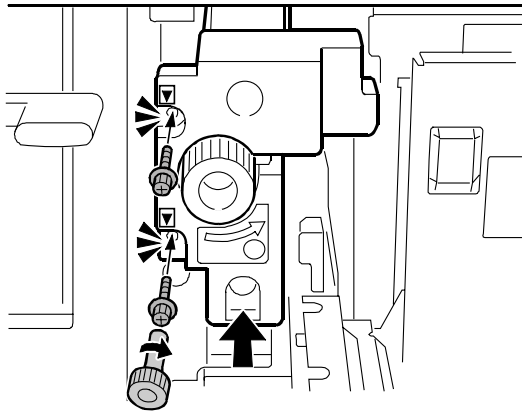
8. Attach the new rollers, and then secure them with the snap rings.
9. Slide the bracket back to its original position, taking care to align the screw hole with the triangular marking, and then reattach the screw.



BTJ178.EMF

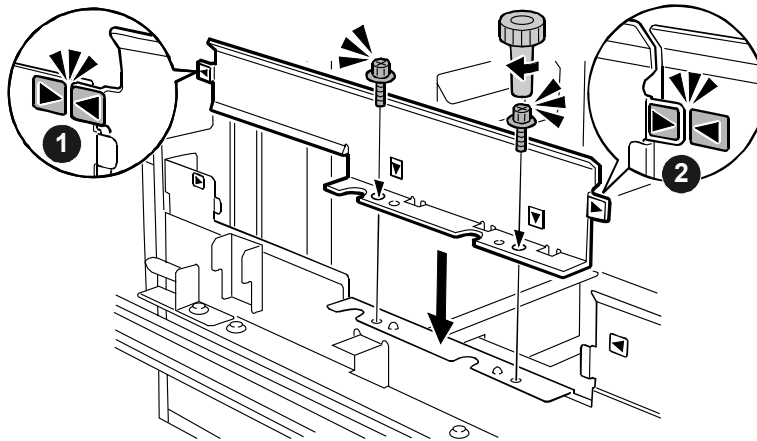
10. Push paper feed unit **U2** into the machine.

11. Reattach paper feed unit **U2** with the two screws.



BTJ179.EMF

12. Align the markers at **1** and **2**, and then set the side plate.



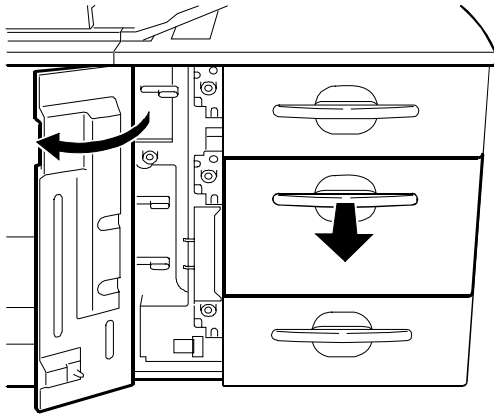
BTJ182.EMF

13. Reattach the two screws to the side plate.

14. Push tray 4 back inside the machine.

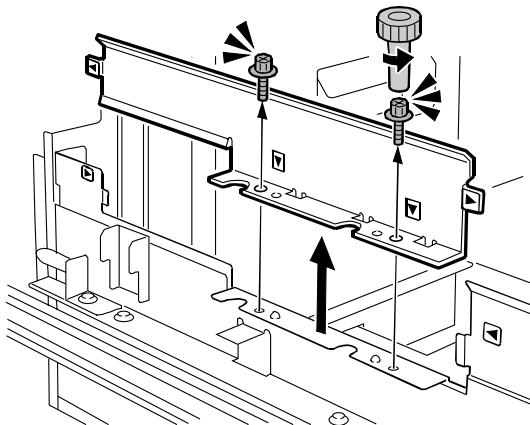
Tray 5 (Middle Tray)

1. Open the front cover.



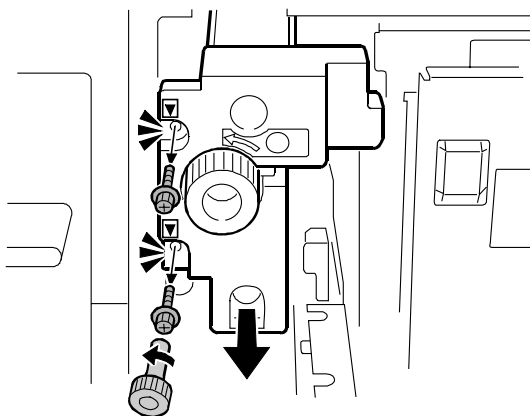
BTJ170.EMF

2. Pull out tray 5 until it stops. If there is any paper in the tray, remove it.
3. Using the provided accessory hex screwdriver, remove the two screws, and then remove the side plate.



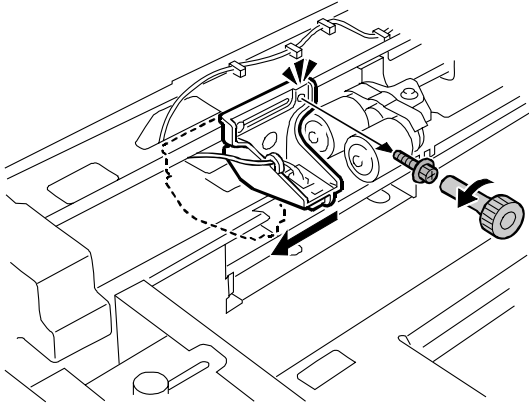
BTJ172.EMF

4. Remove the two screws from paper feed unit **U4**, and then pull out **U4**.



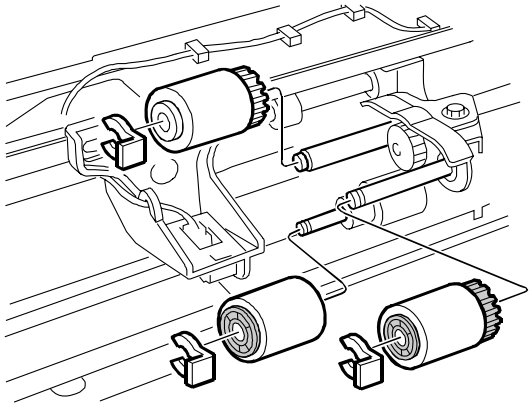
BTJ174.EMF

5. Remove the screw from the bracket.



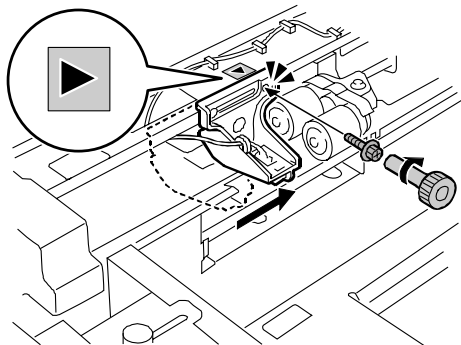
BTJ176.EMF

6. Slide the bracket to the left so you can reach the rollers.
7. Remove the three snap rings, and then remove each roller.



BTJ177.EMF

8. Attach the new rollers, and then secure them with the snap rings.
9. Slide the bracket back to its original position, taking care to align the screw hole with the triangular marking, and then reattach the screw.

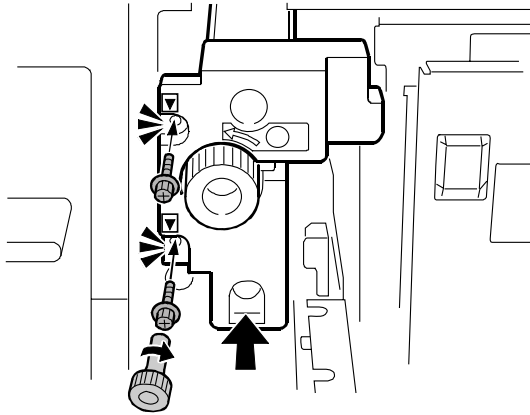


BTJ178.EMF

11 Paper Feed Roller Replacement

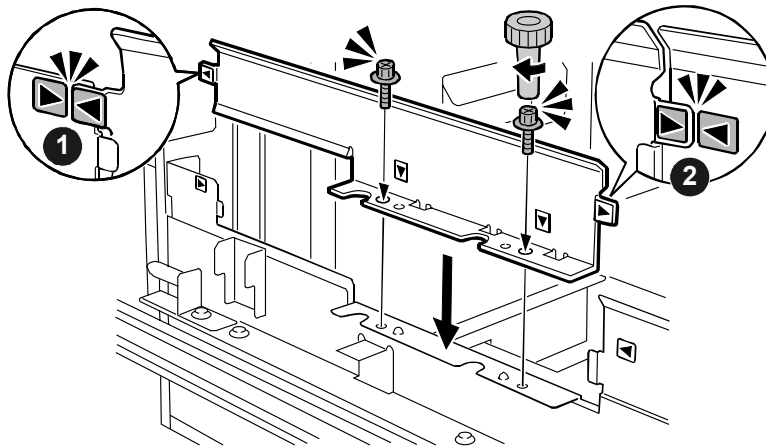
10. Push paper feed unit **U4** into the machine.

11. Reattach paper feed unit **U4** with the two screws.



BTJ180.EMF

12. Align the markers at **1** and **2**, and then set the side plate.



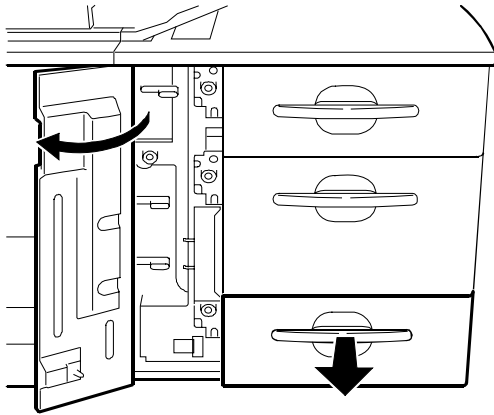
BTJ182.EMF

13. Reattach the two screws to the side plate.

14. Push tray 5 back inside the machine.

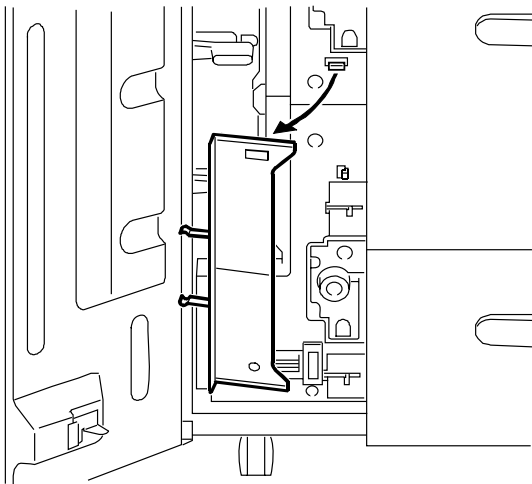
Tray 6 (Bottom Tray)

1. Open the front cover.



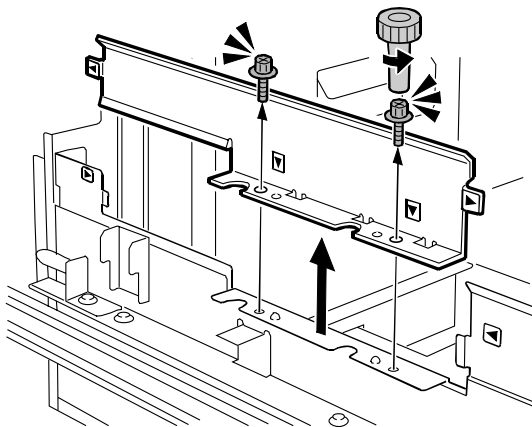
BTJ171.EMF

2. Remove the tab paper end fence.



BTJ183.EMF

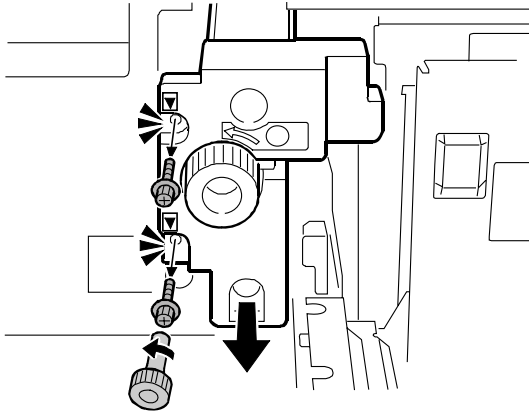
3. Pull out tray 6 until it stops. If there is any paper in the tray, remove it.
4. Using the provided accessory hex screwdriver, remove the two screws, and then remove the side plate.



BTJ172.EMF

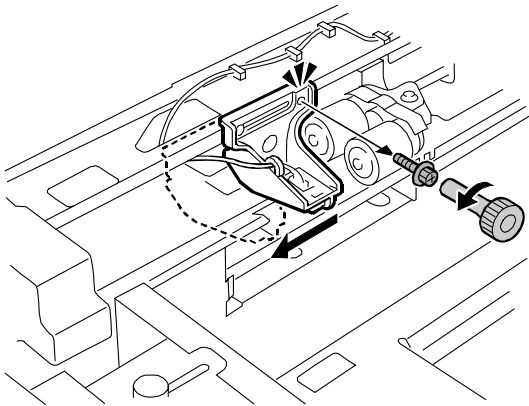
11 Paper Feed Roller Replacement

5. Remove the two screws from paper feed unit **U6**, and then pull out **U6**.



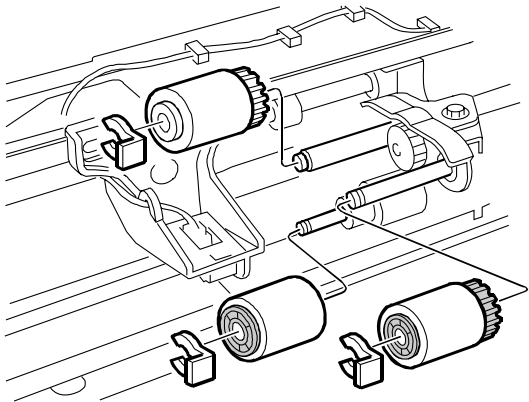
BTJ175.EMF

6. Remove the screw from the bracket.



BTJ176.EMF

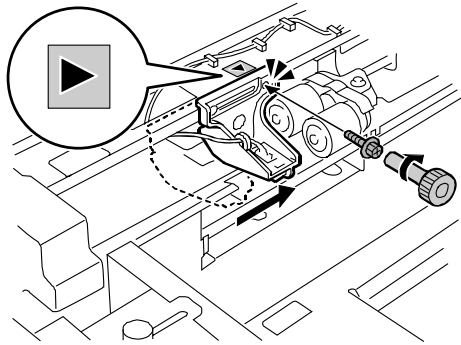
7. Slide the bracket to the left so you can reach the rollers.
8. Remove the three snap rings, and then remove each roller.



BTJ177.EMF

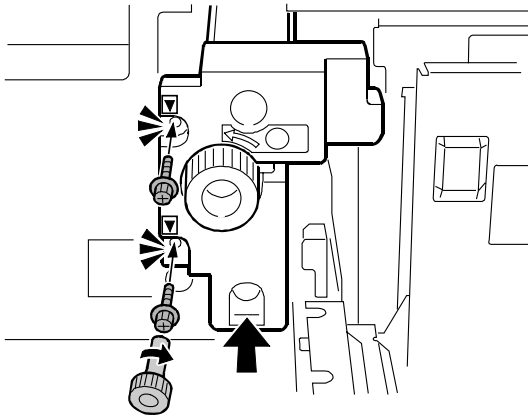
9. Attach the new rollers, and then secure them with the snap rings.

10. Slide the bracket back to its original position, taking care to align the screw hole with the triangular marking, and then reattach the screw.



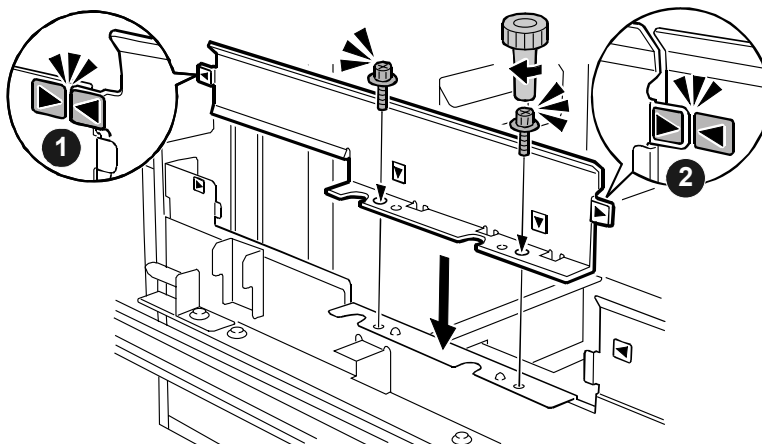
BTJ178.EMF

11. Push paper feed unit **U6** into the machine.
12. Reattach paper feed unit **U6** with the two screws.



BTJ181.EMF

13. Align the markers at **1** and **2**, and then set the side plate.



BTJ182.EMF

14. Reattach the two screws to the side plate.
15. Push tray 6 back inside the machine.

