



TEAMWORKS
COPIER SERVICE

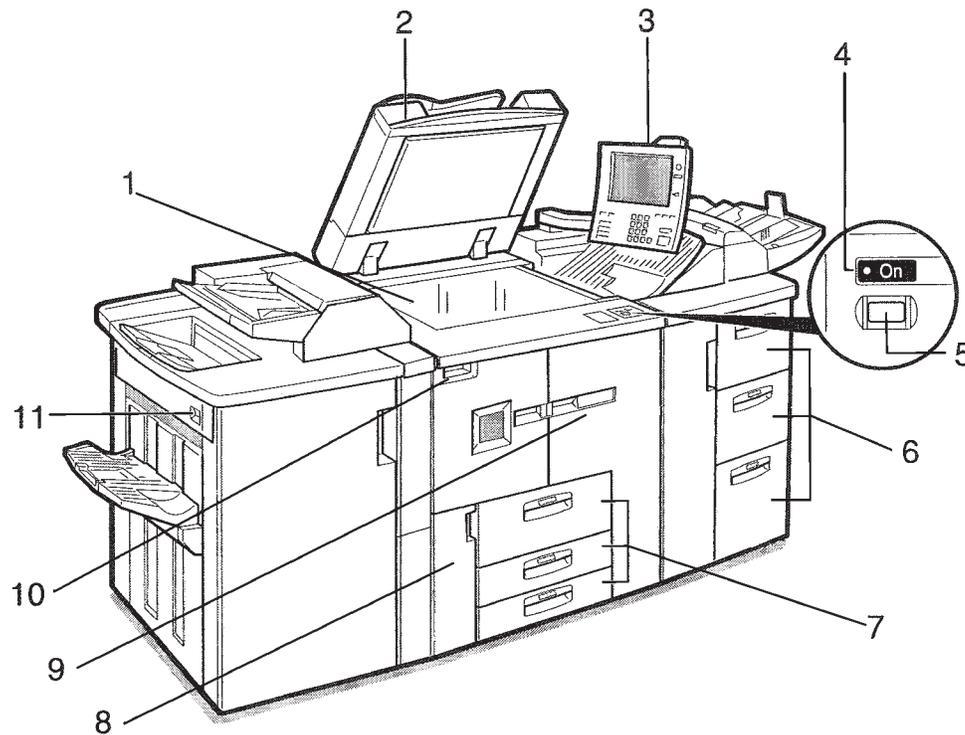
Copier Operations Guide



TeamWorks
Copier Service

Rockville, Maryland

TeamWorks@mcpsmd.org



1. Exposure glass

Place single-page originals here face down for copying.

2. Auto Document Feeder (ADF)

The ADF automatically feeds a stack of originals one by one.

3. Control panel

4. On indicator

This indicator lights when you press the operation switch.

5. Operation switch

Press when you want to use the machine. The On indicator lights when this switch is pressed.

6. Paper Trays 4, 5 & 6

MCPS large copiers include this additional set of three paper trays.

7. Paper Trays 1, 2 & 3

Tray 1 is a tandem tray where paper on the left side automatically moves to the right when paper has run out.

8. Toner cover

Open to change the toner bottle.

9. Front cover

Open to remove misfed paper.

10. Main power switch

Press to turn the main power on or off. To save energy, please turn the copier off at the end of each school day.

11. Suspend/Resume switch

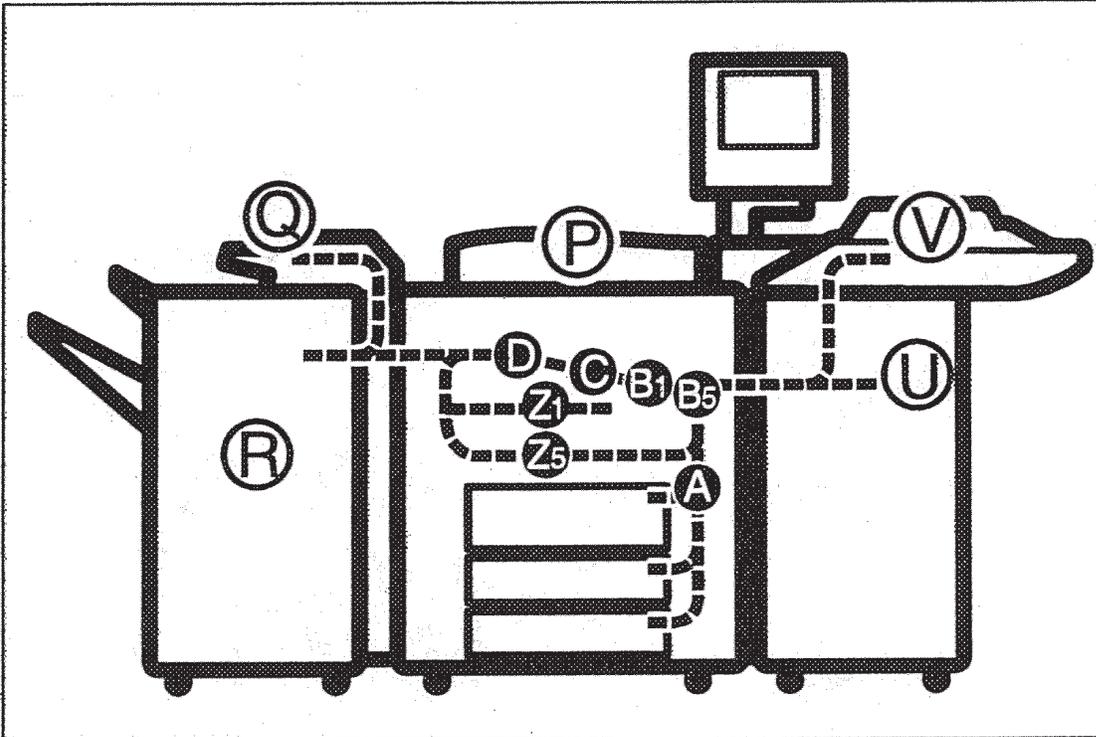
Press to momentarily stop copying. Pressing again resumes the stopped operation.

Troubleshooting Chart

Machine Status	Problem/Cause	Action
“Please wait” message	This message appears when you turn on the operation switch or change the toner bottle.	Wait for the machine.
	The machine is preparing for copying images.	Wait for 30 to 40 seconds.
The display panel is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position for proper viewing of the display panel.
	The machine is in Low Power mode.	Press the (Energy Saver] key to cancel Low Power mode.
	The operation switch turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on on the main power switch.
Memory is full.	The number of scanned pages exceeds the capacity of the hard disk.	Press [Delete File] to delete unnecessary documents.
The function status indicator is red.	The function associated with the red indicator has been interrupted.	Press the function key corresponding to the indicator. Follow the instructions displayed in the display panel.
The operation switch continues blinking and does not turn off when pressed.	This occurs in the following cases: <ul style="list-style-type: none"> • The machine is in communication with external equipment. • The hard disk is in operation 	Check that the computer does not control the machine when you turn off the main power switch.
The original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper into the LCT another with the print side up, or into a paper tray with the print side down.
Misfeeds occur frequently.	The side guides of the paper tray may not be locked.	Check that the side guides are locked.
	The end guide of the paper tray may not be locked.	Lock the end guide of the paper tray.
	You may have loaded paper whose size cannot be detected automatically.	When you use paper of a size that cannot be detected automatically, set the paper size.
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the covers, as required.	Clear misfed paper and close the front cover.
Cannot duplex print.	You cannot use the paper in the multi bypass tray (Tray 7) for duplex printing.	For duplex printing, select Tray 1-3 in copier mode with the printer driver.
	The setting for the paper Type: Tray 1-3 is “1 Sided Copy”.	Select “2 Sided Copy” for paper Type: Tray 1-3.
During saddle stitching, paper comes out open and not neatly stacked.	Depending on the type of paper, the paper opens as it rebounds when it is folded.	Select a paper type with low rebound.
The user code entry dialog box is displayed.	Users are restricted by user management.	Enter the user code (up to 8 digits), and then press the # key.

Clearing Misfeeds

- When clearing misfeeds, do not turn off the operation switch or your copy settings will be cleared.
- To prevent future misfeeds, do not leave any torn scraps of paper inside the machine.
- If paper misfeeds occur repeatedly or you cannot remove the misfed paper, contact *TeamWorks Central*. You might be requested to check the jam code number displayed in the upper part of the screen.
- More than one misfeed area may be indicated. In this case, check every applicable area. Refer to the following chart: A, B, C, D, U, P, Q, R (R1-R6), V, Z.



CAUTION:

The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.

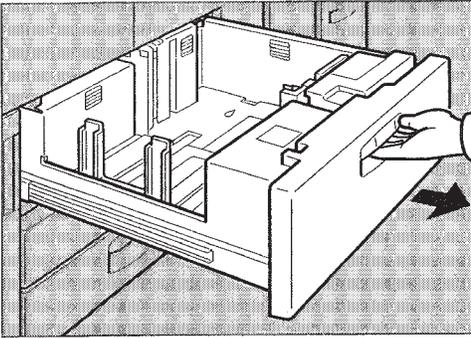
Loading Paper in Tray 1 (Tandem Tray)

When paper on the right side in tray 1 runs out, paper on the left will automatically move to the right. While the paper is moving, the machine instructs you to wait. At this time, do not pull out the tray.

- You can load paper even while making copies using paper in tray 1. During copying, you can pull out the left half of the tray.

Load the same size and orientation paper in the other half of the tray.

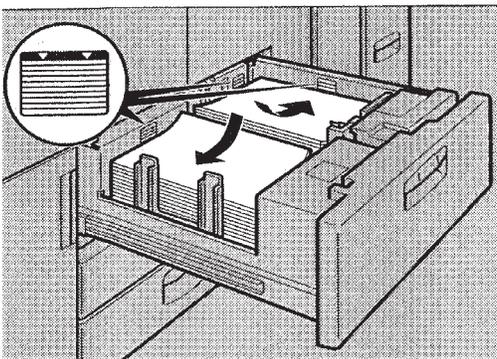
1. Carefully pull out the paper tray until it stops.



2. Square the paper, and then load it in the tray.

When the whole tray is pulled out

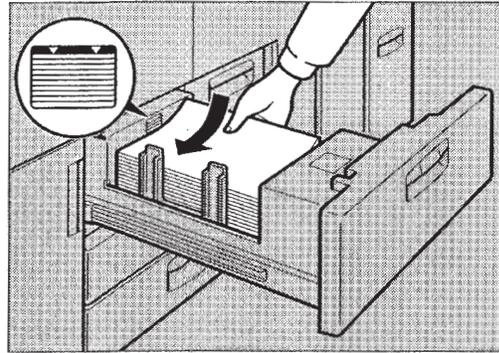
Load the paper.



- Confirm that the top of the stack is not higher than the limit mark inside the tray.
- Align the right edge of the copy paper stack in the right tray to the right edge of the tray, and the left one to the left edge of the tray.

When the left half of the tray is pulled out

Load the paper in the left tray.



- Confirm that the top of the stack is not higher than the limit mark inside the tray.
- Align the left edge of the paper stack to the left edge of the tray.

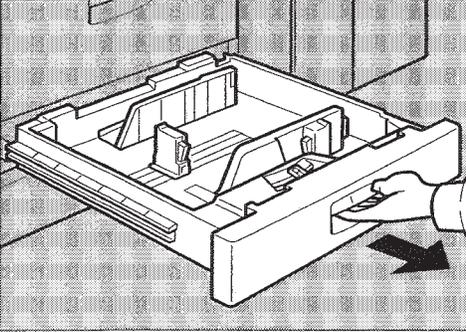
3. Gently push the paper tray in until it stops.

- You can change the paper size in tray 2 and 3. Both 8.5 x 14" and 11 x 17" can be accommodated.
- Fan the paper before loading.

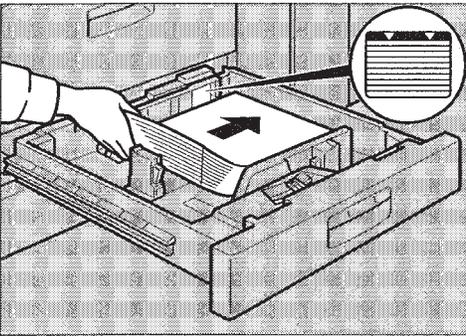
Paper stock is packaged in sets of 500 sheets (one ream). Each box contains 10 reams, or 5,000 sheets of paper. Paper is wrapped to keep the moisture content steady. When paper has a curl, it's usually due to having absorbed humidity. Thus, it is better to keep paper wrapped and boxed.

Loading Paper in Tray 2 and 3 for larger paper stock (8.5" x 14" and 11" x 17")

1. Pull out paper tray 2 or 3 until it stops.



2. Square the paper, and then load it in the tray.



- Confirm that the top of the stack is not higher than the limit mark inside the tray.
- Align the left edge of the paper stack to the left edge of the tray.

3. Gently push the paper tray in until it stops.

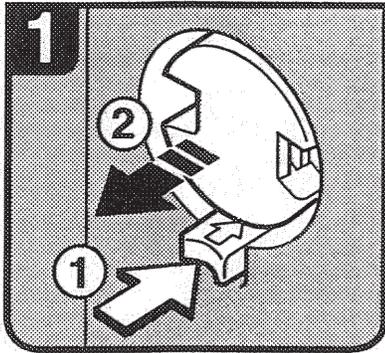
Adding Toner

When  is displayed, it is time to supply toner.

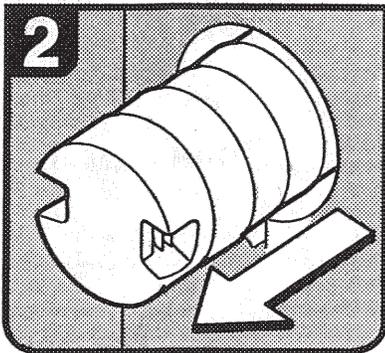
- When changing toner, do not turn off the operation switch or your settings will be cleared.
- Always add toner when the machine instructs you to.
- The copier has two toner cartridges. Both need to be empty in order for the copier to stop functioning..
- Be sure to set the new toner bottle in the lower hole first.
- If both toner bottles are empty,  will appear.
- You can still make about 200 copies after  appears, but replace the toner early to copy degradation.
- If one of the toner bottles is empty, you can keep copying by using the other bottle, which happens automatically.
- You can change the toner bottle during copying.

Replacing Toner

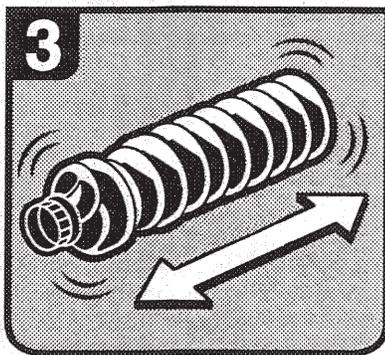
- Open the toner cover.
- Push the green button to release the toner bottle.



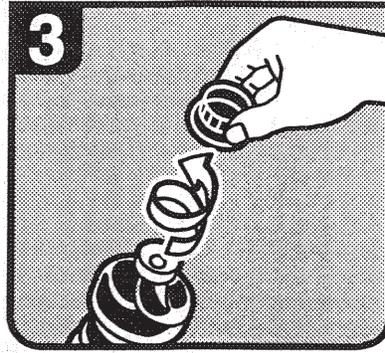
- Gently pull out the toner bottle.



- Gently shake the toner bottle side to side.



- Remove the outer cap—Do not remove the inner cap.



- Place the toner bottle in position, and then push it in until the green button clicks.
- Be sure to set the new toner bottle in the lower hole 2.



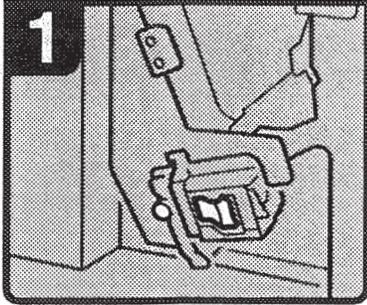
- If you cannot get it to click in, pull out the toner bottle a little, slightly rotate it to the left or right, then try again.
- Return the button under the toner bottle to its original position.
- Close the toner cover.



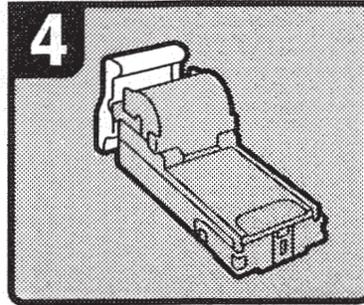
Adding Staples

When removing jammed staples, staples may not eject the first few times you try to use the stapler.

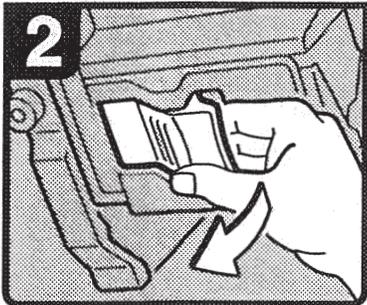
Open the finisher front cover.



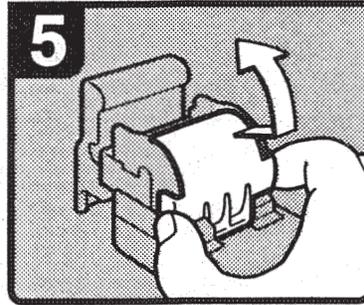
Put the cartridge down on a level surface.



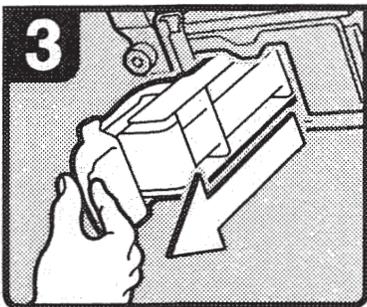
Pull out the cartridge lever.



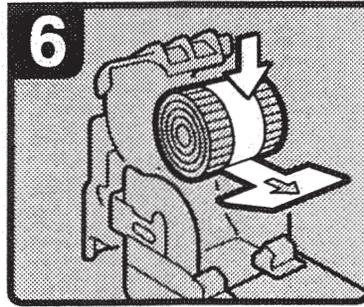
Raise the cover up.



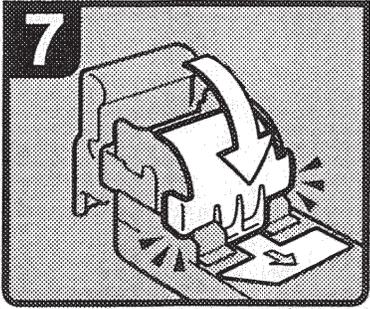
Pull out the cartridge.



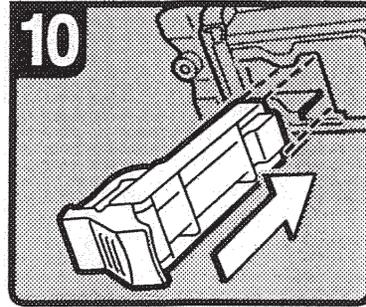
Set the new refill.



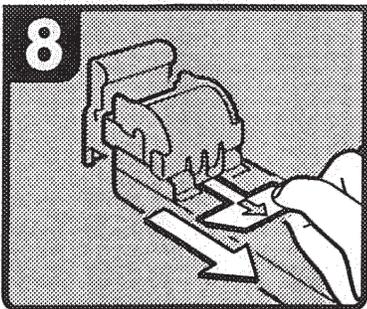
Lower the cover until it clicks.



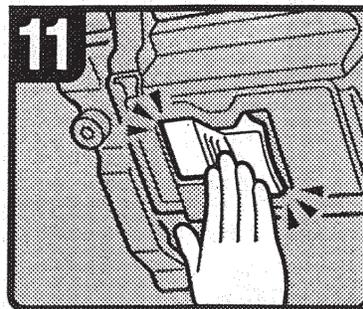
Reinstall the cartridge.



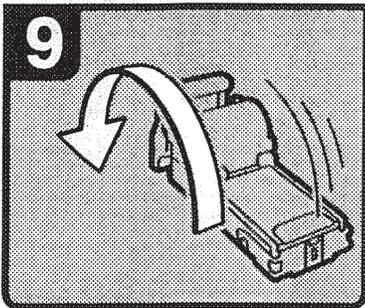
Pull out the ribbon.



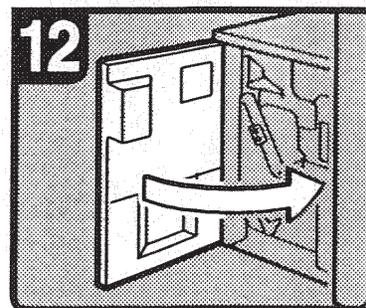
Push the cartridge in until it clicks.



Turn the cartridge around.



Close the finisher front cover.



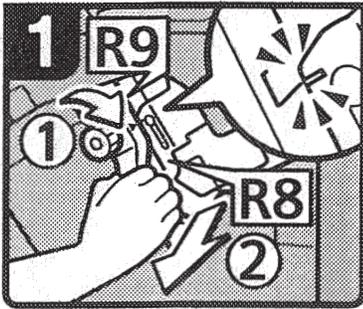
Removing Jammed Staples

- When removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

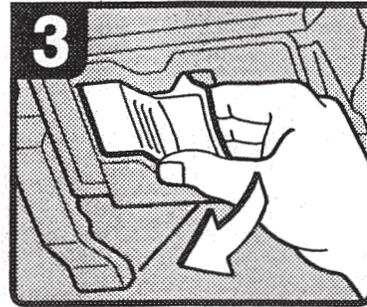
Open the finisher front cover.

Turn knob R9 until the markings align.

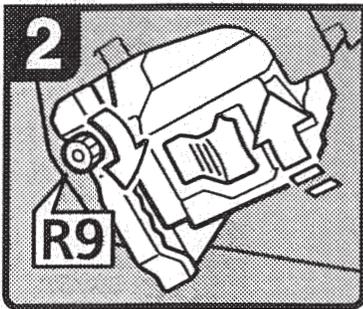
Pull lever R8 and pull the staple unit completely out.



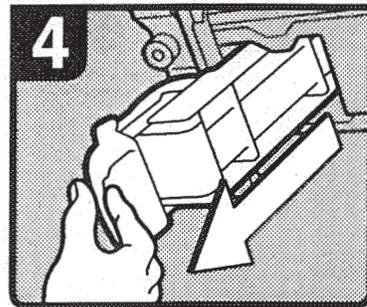
Pull out the cartridge lever.



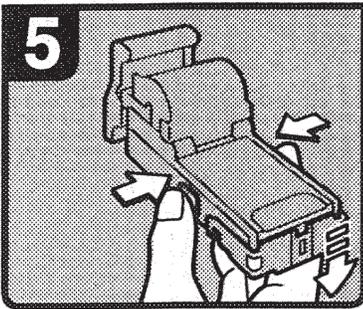
Turn knob R9 to rotate the staple unit.



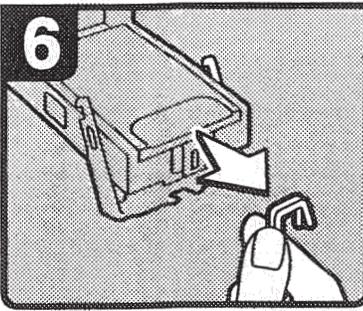
Pull out the cartridge.



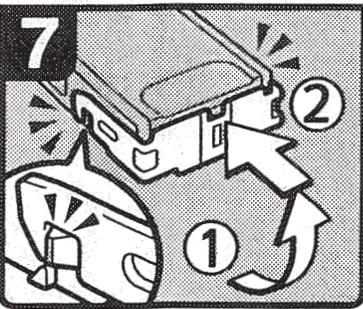
Push the buttons on the both sides of the cartridge and open the face plate.



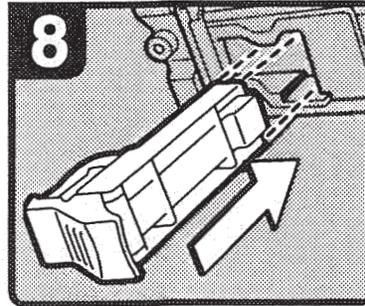
Remove jammed staples.



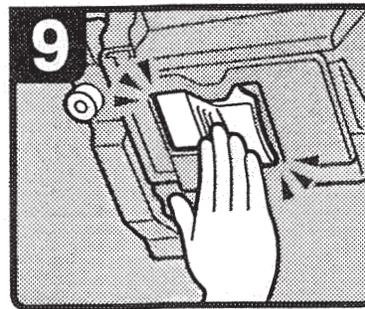
Lower the face plate until it clicks.



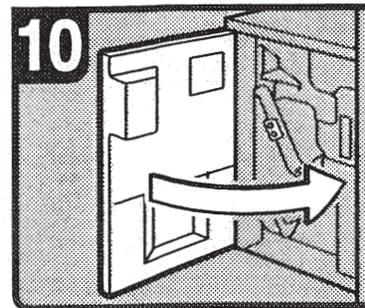
Reinstall the cartridge.



Push the cartridge in until it clicks.



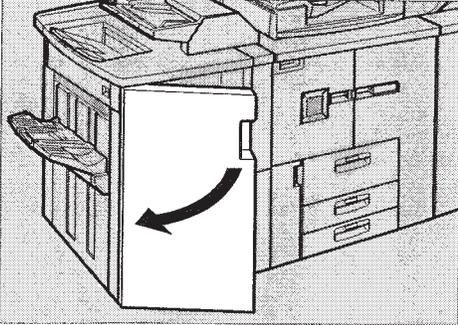
Close the finishers front cover.



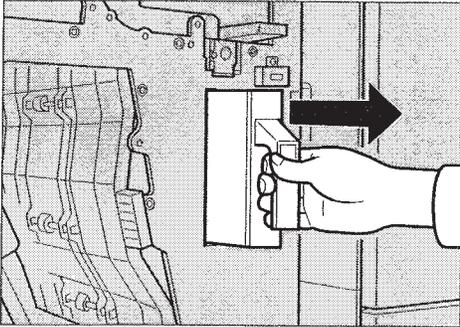
Removing Punch Waste

When the “Hole punch receptacle is full” message appears you cannot use the Punch function.

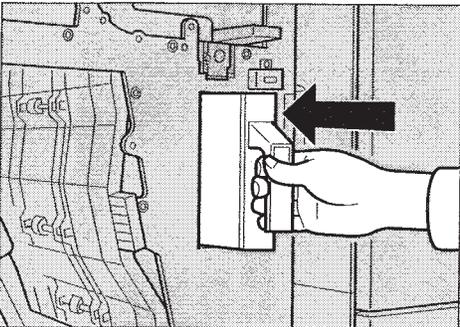
1. Open the finisher's front cover.



2. Pull out the punch waste box, then remove punch waste.



3. Reinstall the punch waste box



4. Close the front cover of the finisher.

The “Hole punch receptacle is full.” message disappears.

If the message is still displayed, reinstall the punch waste box.

Helpful Hints:

- Do not turn off the main power switch while the On indicator is lit or blinking.
- Do not touch areas on or around the fusing unit. These areas get HOT!
- Do not turn off the operation switch while copying or printing. Make sure all copying or printing has finished.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not place food or drinks on the copier. Spills can be fatal.
- Be gentle. The copier wants to be your friend.
- Push the “Clear Modes” button before you begin any new job.
- Don’t use paper stock that has been completely unwrapped for more than a day. Keep paper boxed and wrapped whenever possible.
- When loading color paper stock, only unwrap and load what you’ll need, then remove excess stock and place it back into the wrapper or box.
- Paper Tray 5 is the straightest path, so it is best for transparencies and heavier cover stock.

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