



# Troubleshooting Guide





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## Resources

A large amount of information is stored in your printer as printable pages. The following pages show the **Help Guide**, a printable page listing resouces for getting help.



All the printable pages have this format, with color bars at the top and at the bottom of the page. Print these pages at the printer's front panel.

#### Accessing printable pages

Access these pages from the **Printable Pages Menu**:

- 1. At the front panel, scroll to the **Printable Pages Menu** using the **Down Arrow** or **Up Arrow** key and press the **OK** key.
- 2. Scroll to the desired printable page (such as **Print Help Guide**) using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

For a complete list of printable pages, print the Menu Map.

## **Error Messages**

When there is a problem with the printer, the front panel display (1) shows the error message. Press the **i** button (2) for more information about the error message and ways to solve the problem.





## Resources

## **CentreWare® Internet Services (IS)**

Printer management tool that helps System Administrators:

- Configure and manage multi-vendor printers.
- Provide remote diagnostics and troubleshooting for printer problems.
- Monitor printer and consumable status.
- Hotlink to software updates and Technical Support.

CentreWare IS uses TCP/IP to communicate directly with the printer's embedded web server and runs on any computer with a web browser.

To launch CentreWare IS, enter your printer's IP address in a web browser (xxx.xxx.xxx). The IP address is listed on your front panel. To view the IP Address on the front panel, highlight **Printer Identification** and press **OK**.

For detailed information on CentreWare IS software, refer to its online help.

## PhaserSMART<sup>™</sup> (English Only)

Automated printer diagnostics and troubleshooting through the web and your web browser.

Launch CentreWare IS: From a web browser, enter your printer's IP address. Select **Support**. Select the **Technical Support** link to access PhaserSMART.

For Windows: From your Phaser printer driver properties, select the **Troubleshooting** tab. Select the **PhaserSMART Technical Support** web link.

### infoSMART<sup>™</sup> (English Only)

This is the same troubleshooting knowledge base used by Xerox Customer Support. Provides solutions for printer issues, such as error codes, print quality, media jams, software installation, networking, and more.

www.xerox.com/officeprinting/infoSMART

#### Interactive Documentation CD-ROM

Detailed printer information in the form of topics, instructions, and videos. Information includes printer setup, networking, loading trays/paper, driver and printer features, troubleshooting, and support.

### **Front panel**

The front panel offers a suite of tools along with information pages to help solve print-quality, paper feed, supplies, and printer administration problems.



Page 1 of 3

#### i Button

You can press the **Information** button at any time to get additional information about the message displayed on the front panel.

#### **Printable pages**

To print a Menu Map, navigate the front panel and its menu items:

- 1. Select Menus and press OK.
- 2. Select Print Menu Map and press OK.

#### **Driver help**

If you are using Windows 95/98, Windows 2000/XP, or Windows NT, install the driver from your printer's software CD-ROM and access the printer driver to:

- Link to relevant web sites from the Troubleshooting tab.
- View information about the printer features on the driver tabs by clicking the **Help** button on the tab.
- View troubleshooting information by clicking a Help button, then selecting the Troubleshooting Guide.

## Troubleshooting

### **Paper jams**

#### PhaserSMART

After you launch PhaserSMART, select the **Troubleshooting Guide** to help identify your printer's problem. If your printer detects a jam error, PhaserSMART will point you to a specific solution. Otherwise, select **Media Jams** for PhaserSMART to lead you to the best solution.

#### Interactive Documentation CD-ROM

For paper jams and error messages, see the Troubleshooting section.

#### **Driver help**

In the Troubleshooting Guide, refer to Error Messages for Paper Jams.

#### **Print-quality problems**

Ensure the paper type selected in the front panel matches the paper loaded in the trays and the Multi-Purpose Tray (MPT). Tray settings can be found by selecting Printer Setup Menu and then Tray Setup Menu.

The following table provides a list of printable pages that are accessible from the Support Menu and Improve Print Quality?:

Condition	Printable page
For additional paper tips:	Print Paper Tips Page
To troubleshoot print-quality symptoms:	Print Diagnostic Pages
To correct colors:	Print-Quality Tips Page



#### PhaserSMART

After you launch PhaserSMART, select the **Troubleshooting Guide** to help identify your printer's problem. Starting with **Print/Image Quality Issues**, PhaserSMART will walk you through a decision tree to resolve print-quality problems.

#### Interactive Documentation CD-ROM

For print-quality problems, see the Troubleshooting section.

#### **Networking problems**

#### **Printable pages**

To obtain information on printer options, configurations and settings:

- 1. On the front panel, highlight Printable Pages and press OK.
- 2. Scroll to Print Configuration Pages and press OK.

To obtain information on network, parallel and USB connections and setting:

- 1. On the front panel, highlight Menus and press OK.
- 2. Scroll to Connection Setup Menu and press OK.
- 3. Scroll to Print Connection Setup Page and press OK.

#### Interactive Documentation CD-ROM

For network setup and troubleshooting, see the Networking section.

#### **Replacing consumables**

#### Interactive Documentation CD-ROM

Refer to the **Support** section for instructions and videos that walk you through the replacement of consumables.

#### **Instruction Sheets**

Each consumable comes with instructions included in the original packaging.

## Web links

To link to product and supplies information, download printer drivers, view documents, and access support information:	www.xerox.com/officeprinting
To access the troubleshooting knowledge base used by Xerox Customer Support staff:	www.xerox.com/officeprinting/infoSMART
To link to a color resource for tools and information, such as interactive tutorials, color printing templates, helpful tips, and customized features to meet your individual needs:	www.colorconnection.xerox.com
To view technical support information:	www.xerox.com/officeprinting/6200support
To order Xerox supplies:	www.xerox.com/officeprinting/6200supplies
To find your local sales and support center:	www.xerox.com/officeprinting/contacts

Tektronix XEROX

## **Diagnosing Print Quality**

A large amount of information is stored in your printer as printable pages. The following pages show the **Diagnose Print Quality** printable page, which describes solutions for print quality problems.



All the printable pages have this format, with color bars at the top and at the bottom of the page. Print these pages at the printer's front panel.

#### Accessing printable pages

Access these pages from the **Printable Pages Menu**:

- 1. At the front panel, scroll to the **Printable Pages Menu** using the **Down Arrow** or **Up Arrow** key and press the **OK** key.
- 2. Scroll to the desired printable page (such as **Print Diagnostics Pages**) using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

#### Menu Map

For a complete list of printable pages, print the Menu Map:

- 1. Select **Menus** on the front panel and press the **OK** key.
- 2. Select **Print Menu Map** and press the **OK** key.



### **Diagnose Print Quality**

#### Problem

#### Solution

#### Dark Lines/Smudges or Streaks-All Colors

Black and/or colored areas appear on the page in all colors and/or in non-print areas.



### **Repeating Defects**

Marks or voids recur uniformly in only one color. Marks of any color or voids recur uniformly in all colors and/or in non-printed areas.



**Note:** Print the Repeating Defects Page for guides to identify defect.

## **Color Misregistration**

Color has shifted outside of the designated area or has been superimposed over another color area.



1. From the printer's front panel Support Menu select Improve Print Quality?, then select Print Paper Tips Page and press **OK**.

- **2.** Ensure the paper you are using is the correct type for the printer and is properly loaded.
- 3. Ensure the paper loaded in the tray matches the paper type selected on the printer's front panel and in the printer driver.
- From the printer's front panel Support Menu select Improve Print Quality?, then select Remove Print Smears and press OK. Three cleaning pages will run through the printer.
- 5. If the problem continues, replace the Imaging Unit.
- 1. Replace the **Imaging Unit** if defects occur every:
  - 23.3 mm (.91 in.) 28.5 mm (1.12 in.) 62.0 mm (2.44 in.) 131.8 mm (5.19 in.)
- 2. Replace the Transfer Roller if defects occur every:
  - 63.6 mm (2.5 in.)
- 3. If the defect occurs every:
  - 82.25 mm (3.24 in.)
  - a. From the printer's front panel Support Menu select Improve Print Quality?, then select Remove Print Smears and press OK.
  - **b.** If the problem continues, replace the **Fuser**.
- 1. Ensure the printer is on a solid, level, flat surface.
- 2. If the horizontal registration is off:
  - a. From the front panel Support Menu, select Improve Print Quality?, and press OK.
  - b. Select Color Registration Menu and Press OK.
  - **c.** Follow the instructions on the Color Registration Page just printed.
- 3. If the vertical registration is off:
  - a. Turn the printer off and then back on to correct.





#### Problem

#### **Incomplete Fusing**

Toner appears to be pulled off print, or is easy to rub off.



#### Solution

- 1. From the printer's front panel Support Menu select Improve Print Quality?, then select Print Paper Tips Page.
- 2. Ensure the paper you are using is the correct type for the printer and is properly loaded.
- **3.** Ensure the paper loaded in the tray matches the paper type selected on the printer's front panel and in the printer driver.
- 4. If the problem persists, select the appropriate Tray Setup Menu for the tray you are using and set the paper type to the next heaviest type of paper. Refer to the Paper Tips Page for media types and weight.

Note: To access the Paper Type Menu, open and close the selected paper tray or re-insert the paper loaded in the MPT. The front panel will then prompt you to select the paper type.

#### **Image Offset**

Toner appears to have been pulled off the page and placed about 82.25 mm down the page from where it should be.



- From the printer's front panel Support Menu select Improve Print Quality?, then select Print Paper Tips Page and press OK.
- 2. Ensure the paper you are using is the correct type for the printer and is correctly loaded in tray.
- **3.** Ensure the paper loaded in the tray matches the paper type selected on the printer's front panel and in the printer driver.
- 4. If the problem persists, select the appropriate Tray Setup Menu for the tray you are using and set the paper type to the next lightest type of paper. Refer to the Paper Tips Page for media types and weight.

Note: To access the Paper Type Menu, open and close the selected paper tray or re-insert the paper loaded in the MPT. The front panel will then prompt you to select the paper type.



Light and/or Dark spots

Light Bands on print

**Smeared Toner** 

Printing Is Too Light or Too Dark in All Colors	<ol> <li>Try a different Color Matching mode. From the printer's front panel Support Menu select Improve Print Quality?, then select Print-Quality Tips Page. and press OK.</li> </ol>
	Note: The TekColor Correction set to Automatic provides the best results for most documents.
	<ol> <li>If the print is too light, verify that the printer driver Print Quality Mode or Front Panel Defaults is <b>not</b> set to Draft Mode.</li> </ol>
	<b>3.</b> Adjust the light or darkness levels. From the front panel Support Menu select Improve Print Quality?, then select Calibrate Colors Menu, then selet Print Tutorial Page. Follow the procedure for Lighten/Darken Colors.
Transparency Print Quality	Use <b>only</b> Phaser <sup>®</sup> 6200 Transparency.
Possible Print Quality defects occurring on Transparency media such as:	Using non-Phaser <sup>®</sup> 6200 Transparencies may cause print- quality problems or damage the printer's Fuser.

Damage caused by using non-supported media will not be covered under the warranty, service agreement or Total Satisfaction Guarantee.

For a list of Transparency part numbers, refer to the printer's Paper Tips Page.

See www.xerox.com/officeprinting/infoSMART on the world wide web for more on-line support information.



## Calibration

A large amount of information is stored in your printer as printable pages. The following pages show the **Color Registration Menu**, **Color Calibration Tutorial**, and **Calibrate for Margins** printable pages, which explain how to calibrate the printer.



All the printable pages have this format, with color bars at the top and at the bottom of the page. Print these pages at the printer's front panel.

#### Accessing printable pages

Access most printable pages from the **Printable Pages Menu**. Access the calibration pages from the **Support Menu**:

- 1. At the front panel, scroll to **Support Menu** using the **Down Arrow** or **Up Arrow** key and press the **OK** key.
- 2. Scroll to Improve Print Quality? using the Down Arrow or Up Arrow key and press the OK key.
- 3. Scroll to the Color Registration Menu, Calibrate Colors Menu, or Calibrate Margins Menu using the Down Arrow or Up Arrow key and press the OK key.
- 4. Scroll to the desired printable page (such as Print Color Registration Page, Print Tutorial Page, or Print Calibrate Margins Page) and press the OK key.

#### Menu Map

For a complete list of printable pages, print the Menu Map:

- 1. Select **Menus** on the front panel and press the **OK** key.
- 2. Select **Print Menu Map** and press the **OK** key.



## **Color Registration Menu**

The Color Registration Menu allows you to adjust the printer's cyan, magenta and yellow against black to ensure that the colors are properly aligned.

#### Steps:

You can adjust the settings from -7 to +7 units. (left to right). See the images on the left. 0 is always the printer's current color registration setting.

- 1. From the printer's front panel Support Menu, scroll to Improve Print Quality? and press OK.
- 2. Scroll to the Color Registration Menu and press OK to print this page.
- 3. To adjust the color registration, select Adjust Cyan and press OK.
  - **a.** Using the page just printed, select the number for the heaviest Cyan area.
  - b. The Cyan lines above that number should form a straight line with the black lines.
  - c. Enter that number by using the Up Arrow or Down Arrow keys and press OK.
- 4. Repeat steps a through c for Adjust Magenta and Adjust Yellow.
- **Note:** The adjustment value entered is stored and is now the new 0 positon for that color. Repeat the process until all three colors are aligned at the 0 position.
- 5. Reprint this page to verify the adjustment.













### **Color Calibration Tutorial**

## **Overview**

Color calibration procedures adjust the printer for optimal color output. Color settings may need adjustment upon initial printer set-up or when toners and imaging units are replaced. There are two procedures: Lighten/Darken Colors and Balance Colors. If the overall image appears either too light or dark, use the Lighten/Darken Colors procedure. If a finer adjustment of the primary colors (cyan, magenta and yellow) are needed, continue with the Balance Colors procedure.

## Lighten/Darken Colors

The Lighten/Darken Colors procedure uniformly increases or decreases each primary color (cyan, magenta, yellow and black) to produce a lighter or darker image.

#### Procedure:

- 1. Select Lighten/Darken Colors from the Calibrate Colors Menu and press OK. Use the printed Color Reference Page to evaluate the lightness/darkness of the image. The printer's current Lighten/Darken Value is listed on the page.
- 2. Use the Up Arrow and Down Arrow keys to change the value from -5 (lightest) to 5 (darkest) and press OK.
- 3. The Color Reference Page automatically prints using the new lighten/darken value. Repeat this procedure until you achieve the desired result.
- 4. To finish the procedure select one of the following:

Accept Changes and Continue: Saves the new value and returns to the Calibrate Colors Menu.

Accept Changes and Exit: Saves the new value and returns to the Main Menu.

Discard Changes and Exit: Returns to the Main Menu without saving

### **Balance Colors**

The Balance Colors procedure sets the balance between the primary colors (cyan, magenta and yellow) to simulate black.

Each of the color balance pages (like the page illustrated on the right) contains a large cluster of circles, numbered from 0 to 54, that vary in hue.

The center circle (0) should match or appear to blend with some portion of its surrounding hexagonal gray ring. The circle can show a color shift if one or more of the colors are printing with a different density. For example, if cyan is printing lighter than normal, the circle will appear redder.



#### Procedure:

- 1. Select Balance Colors from the Calibrate Colors Menu; The Light Color Balance page prints automatically.
- 2. Follow the steps on the Light Color Balance page until the desired adjustment is achieved.
- 3. Follow the steps on the Dark Color Balance page until the desired adjustment is achieved.





### **Calibrate for Margins**

The Calibrate Margins Menu allows you to adjust the printer's imaging area relative to the edges of the paper. The imaging area is shown as a dashed rectangle; the printer will not print outside this rectangle.

Step 1. Adjust Side 1 Margins. To move the dashed rectangle to the postion you want it on the page:

- 1. From the printer's front panel Support Menu, scroll to Improve Print Quality? and press OK.
- 2. Scroll to the Calibrate Margins Menu and press OK. Select Print Calibrate Margins Page and press OK to print this page.
- 3. To move the dashed rectangle you see on the page printed to the position you want, use the front panel menu items Adjust Side 1 "A" Margin and Adjust Side 1 "B" Margin as illustrated below.
- 4. Reprint this page to verify the adjustment.

You can adjust the settings from -40 to +40 units. The thickness of the rectangle's dashed lines is 1 unit. 12 units move the rectangle 1 mm. The maximum distance the rectangle can be moved (-40 to +40) is 6.7 mm.



#### Step 2. If the printer has the duplex option, adjust Side 2 Margins.

- 1. With Side 1 facing you, hold the print up to a strong light. Note the shadow of the solid lines printed on Side 2.
- 2. Use the front panel menu items Adjust Side 2 "A" Margin and Adjust Side 2 "B" Margin to move the Side 2 solid lines until they align with the Side 1 rectangle. Reprint to verify your adjustment.





## **Paper Jams**

In addition to information on preventing jams and what causes a paper jam, this section includes instructions for clearing the following jams:

- **1** Jam at the fuser see page 5.
- **2**—Jam at the duplex unit see page 7.
- **3**—Jam at the Multi-Purpose Tray see page 8.
- 4 Jam at the registration roller see page 9.
- **5** Jam at the tray see page 11.



When there is a paper jam, the printer's front panel display (1) shows the jam error message. Press the **i** button (2) for more information about how to clear the jam.



#### Caution

Be careful not to touch the toner located on the jammed paper, because the toner might not be fused to the paper and might rub off.



Videos are available for clearing jams. Videos are located on the **Interactive Documentation CD-ROM** and the Xerox web site at: **www.xerox.com/officeprinting/6200support**/

### **Preventing jams**

- To reduce the frequency of paper and transparency jams, use only Xerox Phaser branded paper and media designed for the Phaser® 6200 printer. See the *Supplies* section in the *Support Guide* on the **Interactive Documentation CD-ROM** or go to the Xerox web site at: <a href="http://www.xerox.com/officeprinting/6200supplies">http://www.xerox.com/officeprinting/6200supplies</a> to order supplies.
- Fan paper prior to loading in the trays or the Multi-Purpose Tray.
- For supported paper sizes, see the *Supported Papers* section in the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
- For proper paper-loading instructions, see the *Loading Trays* section in the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
- Use clean, undamaged paper. Do not use paper that is curled.
- Load paper from a newly opened package.
- Do not add paper above the tray's fill line.
- Make sure that the tray guides are properly set for the paper size.

#### What causes a paper jam?

Paper jams occur most often under these conditions:

- An incorrect paper type was selected in the printer driver.
- The paper does not meet specifications.
- The loaded paper size or weight is not supported by the paper tray.
- The paper is damaged, moist, curled, creased, or folded.
- The paper is not loaded properly.
- The tray's side and rear guides are not adjusted properly for the paper.
- The tray is overfilled; paper is loaded above the tray's fill line.

#### Jam at the fuser

Follow these steps to clear the jam. Refer to the labels inside the printer for jam-clearing instructions.

1. Use the latch on the right side of the printer to open Front Door B.



2. Rotate the two green levers at both ends of the fuser unit upward.

#### Warning

The fuser is hot. To prevent burns, do not touch the black part of the fuser.





3. Remove the jammed paper. Make sure that all scraps of paper are removed.



4. Completely push down the two green levers at both ends of the fuser.



**5.** Close the front door.



For additional information, access PhaserSMART.

### Jam at the duplex unit

Follow these steps to clear the jam. Refer to the labels inside the printer for jam-clearing instructions.

**1.** Open Front Door B.



2. Remove the jammed paper. Make sure that all scraps of paper are removed.



**3.** Close the front door.



For additional information, access PhaserSMART.

### Jam at the Multi-Purpose Tray

**1.** Remove the jammed paper from the Multi-Purpose Tray.



**2.** Use the latch on the front of the printer to open Front Door A.



3. Remove any jammed paper. Make sure that all scraps of paper are removed.

**4.** Close the front door.



**5.** Open the Multi-Purpose Tray and load the paper. Do not load paper above the fill line. Make sure that the guides are set flush against the paper. Make sure that the paper is clean and not stuck together.



### Jam at the registration roller

Follow these steps to clear the jam. Refer to the labels inside the printer for jam-clearing instructions.

**1.** Remove Tray 1 completely.



2. Remove the jammed paper from up inside the printer tray slot. Make sure that all scraps of paper are removed.



**3.** Insert Tray 1 and push it completely into the printer.



4. Use the latch on the front of the printer to open Front Door A.



**5.** Remove any jammed paper.



**6.** Close the front door.



For additional information, access PhaserSMART.

#### Jam at the tray

Follow these steps to clear the jam. Refer to the labels inside the printer for jam-clearing instructions.

**1.** Pull out the tray specified on the front panel.



**2.** Remove any jammed paper.



**3.** Make sure that the paper is loaded correctly in the tray and the guides are set flush against the paper.



**4.** Remove any jammed paper from up inside the printer tray slot. Make sure that all scraps of paper are removed.



**5.** Insert the tray and push it completely into the printer.



**6.** Use the latch on the front of the printer to open Front Door A.



- 7. Remove any jammed paper.
- 8. Close the front door.



## **Regular Printer Maintenance**

Your printer needs little maintenance other than periodic cleaning of the density sensor and replacing the following Customer-Replaceable Consumables (CRCs) and Customer-Replaceable Units (CRUs):

- Toner cartridges (black, cyan, magenta and yellow) see page 17
- Imaging unit see page 18
- Transfer roller see page 23
- Fuser see page 20
- Feed rollers see page 25

Order extra printer supplies when the printer's front panel displays a warning that the consumable is low or near the end of its life. You must replace the consumable when the front panel displays an error message that the consumable is empty or at the end of its life. For part number information, refer to the *Supplies* section of the *Support Guide* on the **Interactive Documentation CD-ROM**. To order consumables and other supplies, visit the <u>Phaser® 6200 Supplies and Accessories web site</u>. Each item includes installation instructions in the package.

#### Caution

Keep the imaging unit out of direct sunlight. Otherwise, faded images, light areas or dark bands may result. Do not place the printer near vents or dust-producing equipment.

#### Warning

Do not burn the old toner cartridges, the imaging unit, the transfer roller, or the fuser.

#### Cleaning the outside of the printer

You can clean the outside of the printer with a soft, damp well-wrung cloth. You can use a cloth moistened with a mild neutral detergent to remove stains; do not spray detergent directly onto the printer.

#### Warning

To prevent electric shock, turn the printer off and unplug the power cord before cleaning the printer.

#### Caution

Do not use a vacuum cleaner to clean the printer. Do not lubricate the printer with oil.

## **Cleaning the density sensor**

The printer stops printing when the density sensor is dirty. To clean the density sensor:

**1.** Use the latch on the front of the printer to open Front Door A.



2. Remove the transfer roller. Squeeze the orange tabs at both sides of the transfer roller and gently lift it out of the printer.



**3.** Use a dry towel or cotton swab to wipe the density sensor.



#### Caution

Do not use canned air or isopropyl alcohol on the sensor.

4. Reinstall the transfer roller. Insert the rounded ends of the transfer roller into the curved black guides inside the printer. Lock the transfer roller into the printer by pushing down on the orange tabs until you hear a click.



**5.** Close the front door.





## **Replacing a Toner Cartridge**

## **Replacing the Imaging Unit**













## **Replacing the Fuser**







## **Replacing the Transfer Roller**





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## **Replacing the Feed Rollers**





## **Repacking Instructions**















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