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# ***Xerox Production Services Platform Series***

## ***DocuTech 61xx Installation Planning Guide***

**THE DOCUMENT COMPANY  
XEROX**

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# 1. Introduction

This *Xerox Document Services Platform Series DocuTech 61xx Installation Planning Guide* contains information on preparing for the delivery and installation of the Xerox DocuTech 6100, 6115, 6135, 6155, or 6180 printer.

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## About this guide

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This *Xerox Document Services Platform Series DocuTech 61xx Installation Planning Guide* is intended for the person responsible for coordinating the installation of the DocuTech printer and controller at your site. It lists the tasks you need to complete before installation can begin. This Guide is a companion to the *Xerox Document Services Platform Getting Ready for the DocuSP Installation*.

This guide is one of several manuals available for your new DocuTech printer. You receive it in advance of hardware delivery to help you prepare your site for the delivery and installation of the system. A set of Xerox Document Services Platform Series user manuals will be delivered on CD ROM with the system.

Before using this guide, become familiar with its contents and conventions.

## Contents

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This section lists the contents of this guide.

- Chapter 1, "Overview," describes basic DocuTech 61xx printer hardware and software components.
- Chapter 2, "Planning for the installation," describes the tasks and processes that you and your Xerox representative follow when preparing for the installation of the DocuTech 61xx system.

- Chapter 3, "Select and prepare an installation site," contains information about the requirements a site must meet for the DocuTech 61xx system to be installed. Electrical specifications and space planning diagrams are provided to help you select an appropriate installation area.
- Chapter 4, "Installation," describes the activities that you and your Xerox representative perform during the installation of the DocuTech 61xx system.
- Chapter 5, "Maintenance," provides descriptions and telephone numbers of the various Xerox service, supply, training, and documentation support services available in the United States. Routine maintenance procedures and a list of supplies are also outlined in this chapter.

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## **Customer Support**

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For customer service assistance, call the Xerox Welcome Center. The number is 1-800-821-2797.

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## 2. Overview

This chapter is an overview of the hardware and software for the Xerox DocuTech printer.

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### Functional overview

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The DocuTech system enables personal computer (PC), Sun Workstation, and Apple Macintosh users to print PostScript (Levels 1, 2, and 3), HP PCL 5e, ASCII, PDF (1.4 version), and TIFF images on a high-speed Xerox printer.

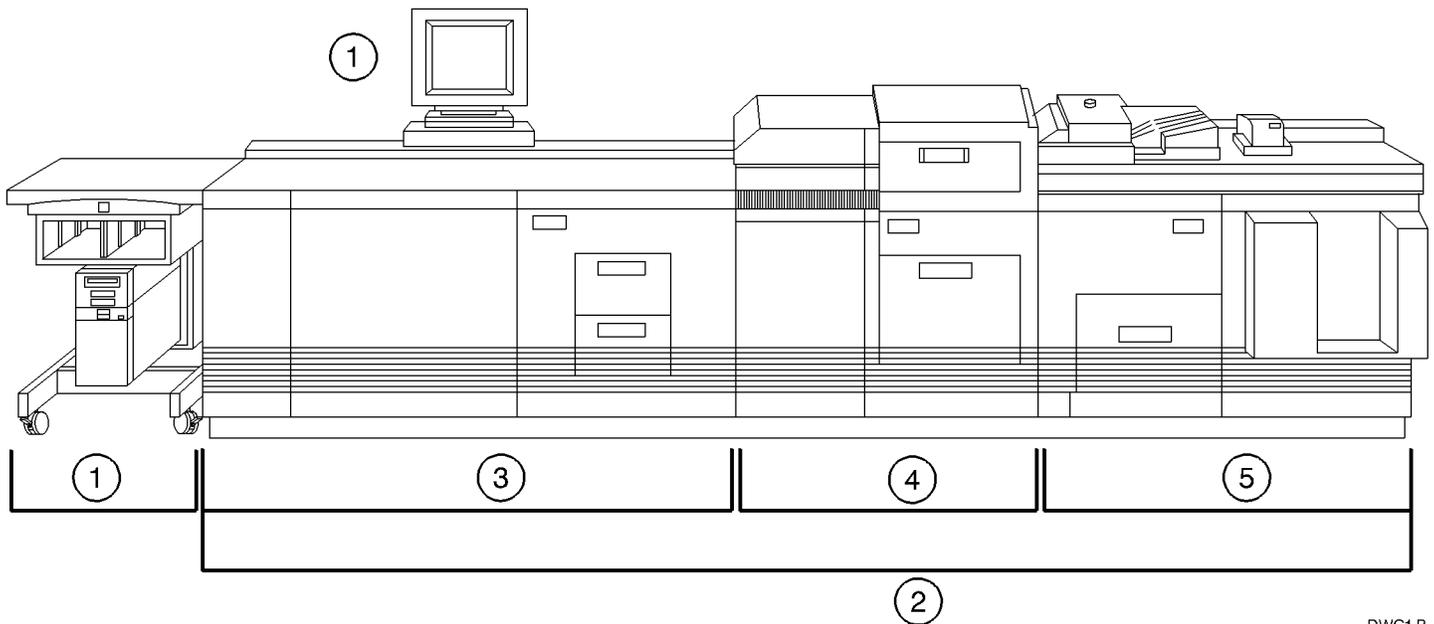
The DocuSP controller supports job submission transported over the network using TCP/IP, IPX/SPX, Socket TCP/IP, or EtherTalk protocol running on an Ethernet local area network (LAN).

### DocuTech system components

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The components of the DocuTech system are:

- (1) DocuSP controller (monitor, processor, keyboard, mouse): The Sun platform, running DocuSP software, accepts the print job from the client workstation, converts the files as needed, and sends the job to the printer. The graphical user interface (GUI) at the DocuSP controller allows you to perform such tasks as monitoring job status, prioritizing jobs, and configuring the system.
- (2) Printer: Prints the document according to the print options specified by the user. The printer can then collate, stitch, bind, or pass the document to a third-party finishing device.



DWG1-B

### **DocuSP controller hardware specifications**

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DocuSP controller hardware consists of the following components and features:

- Monitor: either
  - 21-inch (533mm) color monitor
  - 17-inch flat panel Viewsonic
- Cartridge tape drive (optional)
  - 8GB, 4mm cartridge tape drive
- Modem
  - 28800 bps / v.34 bis (automatic error correction) external modem
- Optional external disk drive
  - 9 GB or higher disk drive
- Processor (Sun workstation)
  - Sun Ultra 60
    - Minimum dual 300 MHz CPU
    - 256MB or higher of main memory
    - Two 9GB or higher disk drives
    - 1.44MB 3.5-inch diskette drive

- Sun Blade 1000
  - One (6100/6115/6135) or two (6155/6180) 750 MHz processors
  - One 36 GB disk drive
  - One GB RAM per processor
  - Printer interface boards:
    - DocuTech 6100/6115/6135 - 1 or optionally 2 PDCIMU2a boards
    - DocuTech 6155/6180 - 2 PDCIMU2a boards
- CD ROM drive
  - 644 MB
- Keyboard and mouse
  - Type 5 keyboard
  - 3-button, mechanical mouse with pad

*NOTE: DocuSP controller hardware configurations are subject to change with upgraded systems. Refer to your customer representative for more information on the controller hardware you received.*

### **DocuSP software**

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DocuSP software, provided on CD ROM, is installed by Xerox personnel after the hardware components are in place and properly connected.

The following is a summary of major software components installed on the DocuSP controller:

- Solaris 2.8 UNIX operating system
- Xerox DocuSP software, application software components for the graphical user interface, printer driver, PDL decomposer, Job Pool Manager, and utilities.
- PostScript Adobe Type 1 and PCL fonts.
- Optional Xerox Diagnostic software.

## **Client workstations and operating system software**

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To send print jobs to the DocuTech printer, you must provide the proper client hardware and operating system software. In addition to the Xerox client software, third-party TCP/IP or IPX/SPX network software must be loaded on each client workstation before the workstation can submit jobs to the printer. The Xerox Production Print Services client software enables job submission to the DocuSP controller.

Briefly, you must supply:

- PC or workstation (client): Users create their documents at the networked client PCs or workstations using software applications that generate either PostScript (Levels 1, 2, and 3), HP PCL 5e, PDF (1.4 version), TIFF images, or ASCII output. When ready to print, users submit the documents to the DocuSP controller. Other than the Xerox client software, it is your responsibility to supply, install, and maintain hardware and software on any PC, Sun workstation, or Macintosh used to generate documents for printing on the DocuTech printer.
- Ethernet and TCP/IP, IPX/SPX, or AppleTalk software: The Ethernet LAN running TCP/IP, IPX/SPX, or AppleTalk as the network protocol transports the print job from the client PC or workstation to the DocuSP controller. You are responsible for obtaining, installing, and maintaining the required Ethernet LAN, transceivers, and connecting cables.

## **Supported hardware and operating systems**

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DocuTech supports the following types of networked client workstations and operating systems:

- Sun UNIX workstation running Solaris 2.x
- PC x86, running MS-DOS, version 5.0 or higher (Windows 95, Windows NT, Windows 98, Windows ME, or Windows 2000 is required for the graphical user interface client), with one of the following network protocol packages:
  - PathWay Access 2.1.1 or higher, Wollongong Integrated Networking/Transmission Control Protocol (WIN/TCP) for DOS, release 5.0 or higher
  - FTP software, PC-TCP/IP, release 2.2 or higher
  - Sun Personal Computer-Network File Services (PC-NFS), version 5.2 or higher

- Novell IPX/SPX network client. This protocol requires that your network has a Novell server.
- Apple Macintosh, System 8.6 or higher with EtherTalk phase 2.

*NOTE: DocuSP software may be compatible with workstation models and software versions other than those listed above. Refer to the Xerox Production Print Services documentation for more information.*

## **Client networking software**

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Xerox client software, a third-party TCP/IP lpd (line printer daemon) networking software, or Apple/Macintosh Printer Access Protocol (PAP) networking software must be installed on your client workstations. This software provides an interface with the DocuSP controller which allows you to submit print jobs and check job status.

*NOTE: The DocuTech printing options available to a client user vary according to the networking software loaded on the client workstation.*

For additional information on submitting jobs from a client workstation, refer to the appropriate client documentation provided with your system.



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## 3. Planning for the installation

This chapter is an overview of the planning process involved when installing a DocuTech 61xx printer.

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### Installation planning responsibilities

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This section describes your responsibilities and the responsibilities Xerox has to you. You will see that some areas overlap and are joint responsibilities.

#### Xerox responsibilities

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Your Xerox representative's responsibilities prior to, during, and after installation of the DocuTech printer are:

- Site Selection**
  - Assist in site selection.
  - Inspect and approve the site.
  
- Installation**
  - Schedule the delivery of the hardware.
  - Monitor installation activities.
  - Assist you in ordering any supplies required.
  - Install the DocuTech printer.
  
- Training**
  - Provide initial operations training.
  - Provide information and assistance in registering for Xerox Customer Education classes.
  
- Service**
  - Review preventive maintenance schedules and service procedures.
  - Provide ongoing DocuSP controller and DocuTech printer maintenance.
  - Assist in resolving hardware and software problems.

## **Customer responsibilities**

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Your responsibilities prior to, during, and after installation of the DocuTech printer are:

**Site personnel** Identify a person at your site to be the primary interface with Xerox.

**Site selection and preparation** Select and prepare the site for the DocuTech printer installation. The following electrical, telephone, and network services are required:

- Refer to the chapter, “Select and prepare an installation site”, for the necessary electrical requirements for your site.
- One 10BaseT or 100BaseT Ethernet connection for the controller.
- One telephone line

For additional details, refer to the chapter, “Select and prepare an installation site”.

- Training**
- Select personnel to train.
  - Set up training schedule.

**Client workstations** Make sure all client workstations that will be submitting print jobs have the proper hardware, operating system, and networking software required by the DocuTech printer as client platforms.

**Applications** Work with your Xerox systems analyst to determine requirements for initial applications.

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## **Installation planning tasks**

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To aid you in installation planning, this section provides a list, describing tasks you and your Xerox representative must complete in the weeks before scheduling installation. If you have questions about any of these activities, contact your sales or service representative.

## **Before scheduling delivery of the DocuTech system**

---

The following activities should be completed before you schedule a delivery date for the DocuTech system:

- Select a location for the DocuTech system.
- Prepare the site:
  - Install any required electrical service. Order Xerox receptacle kits if required. Refer to the section, “Electrical requirements”, in chapter 3 for further information.
  - Install any required Ethernet hardware.
  - Complete the heat management worksheets included in the section, “Heat management”, in chapter 3. Perform any modifications to the air handling capabilities of the installation site based on the results of your assessment.
  - Reserve a network address and hostname for each DocuSP controller workstation.
- Identify networked client workstations that will submit jobs. Ensure that the hardware, operating system, and network protocols are supported by the DocuSP controller.
- Complete the Installation Worksheets from the *Getting Ready for the DocuSP Installation* guide.

After the preceding activities are complete, schedule a delivery date for the DocuTech hardware. This should be done with your Xerox sales representative.

## **After scheduling delivery**

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The following activities should begin at least two weeks prior to the scheduled delivery date of the DocuTech system to your location:

- Perform a final inspection of the installation site.
- Order the required consumable supplies that will be used during the installation process. The minimum supplies required during installation are:
  - Paper, 2 cartons
  - Developer, 1 carton
  - Fuser agent, 2 cartons
  - Binder tape and stitcher wire

Refer to the section, "Ordering supplies for the installation", in Chapter 3 for specific information on the required supplies.

- Register with Xerox Documentation and Software Services. Order additional documentation if required.
- Register DocuTech operators and administrators for Xerox Customer Education classes.
- Schedule operator training classes with your Xerox representative.

### **On the day of delivery and installation**

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The following activities should take place on the day the DocuTech system is delivered to your location:

- Ensure that the route between the delivery door and the installation site is clear of all obstructions.
- Ensure that all supplies required during the installation are available.
- Ensure that a system administrator for your network is available to work with the Xerox personnel performing the installation.
- Ensure that the completed Installation Worksheets from the *Getting Ready for the DocuSP Installation* guide are available for the Xerox personnel performing the installation.

### **After installation of the DocuTech system**

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The following activities should take place following the installation of the DocuTech system:

- Work with your Xerox representative to become familiar with the various support services available.
- Establish a supplies maintenance procedure.

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## 4. Select and prepare an installation site

This chapter assists you in selecting a suitable location for installing your DocuTech system. You should consider the following factors when deciding where to place the printer:

- Adequate work space and service clearance around the equipment.
- Availability of electrical and network connections.
- Security of the work area. You may need to place the system in an area where you can restrict access to it. This may be important if your personnel need to print confidential documents or if you are concerned with unauthorized use.

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### Space requirements

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This section describes the space requirements for installing one or more DocuTech printers.

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### Module dimensions and weight

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The physical dimensions of the DocuTech printers are shown in the tables below.

**Table 4-1. Physical dimensions for the DocuTech 6100, 6115, and 6135**

Dimension	Without an Interposer	With an Interposer
Width	133 inches (338 cm)	180 inches (457 cm)
Depth	36 inches (117 cm)	36 inches (91 cm)
Height	48 inches (122 kg)	48 inches (122 cm)
Weight	2,517 pounds (1,143 kg)	3227 pounds (1465 kg) NOTE: Ensure that the floor is level and strong enough to support the weight of the system.
DocuSP Controller Stand (optional)	30 inches x 30 inches	30 inches x 30 inches

**Table 4-1. Physical dimensions for the DocuTech 6100, 6115, and 6135**

<b>Total space requirement</b>	Refer to the following footprint diagrams	Refer to following footprint diagrams
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**Table 4-2. Physical dimensions for the DocuTech 6155 and 6180**

<b>Dimension</b>	<b>Specification</b>
Width	180 inches (457 cm)
Depth	36 inches (91 cm)
Height	48 inches (122 cm)
Weight	3227 pounds (1465 kg) NOTE: Ensure that the floor is level and strong enough to support the weight of the system.
DocuSP Controller Stand (optional)	30 inches x 30 inches
<b>Total space requirement</b>	Refer to following footprint diagrams

### **Room dimensions required for a single DocuTech installation**

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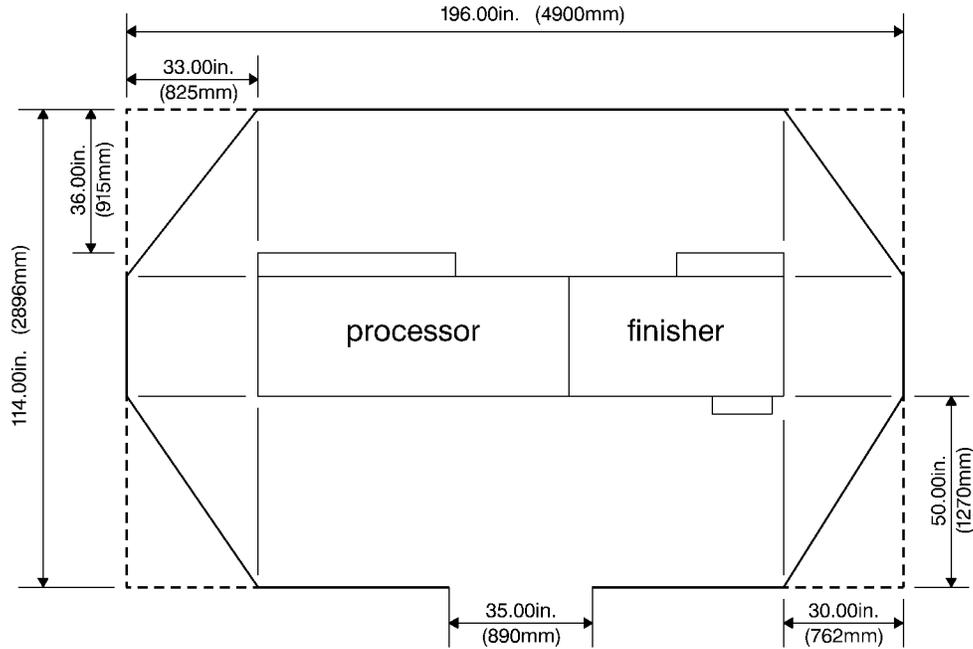
The printer must be installed in a fixed location that provides the following clearance space:

- 36 inches (910 mm) of clearance in back of each component.
- 78 inches (1980 mm) of vertical clearance throughout the entire area.
- 50 inches (1270 mm) of exclusive operator/service area in front of each component.
- 33 inches (825 mm) to the left of the printer to accommodate the DocuSP controller with or without the stand.

### **Single DocuTech system without an Interposer**

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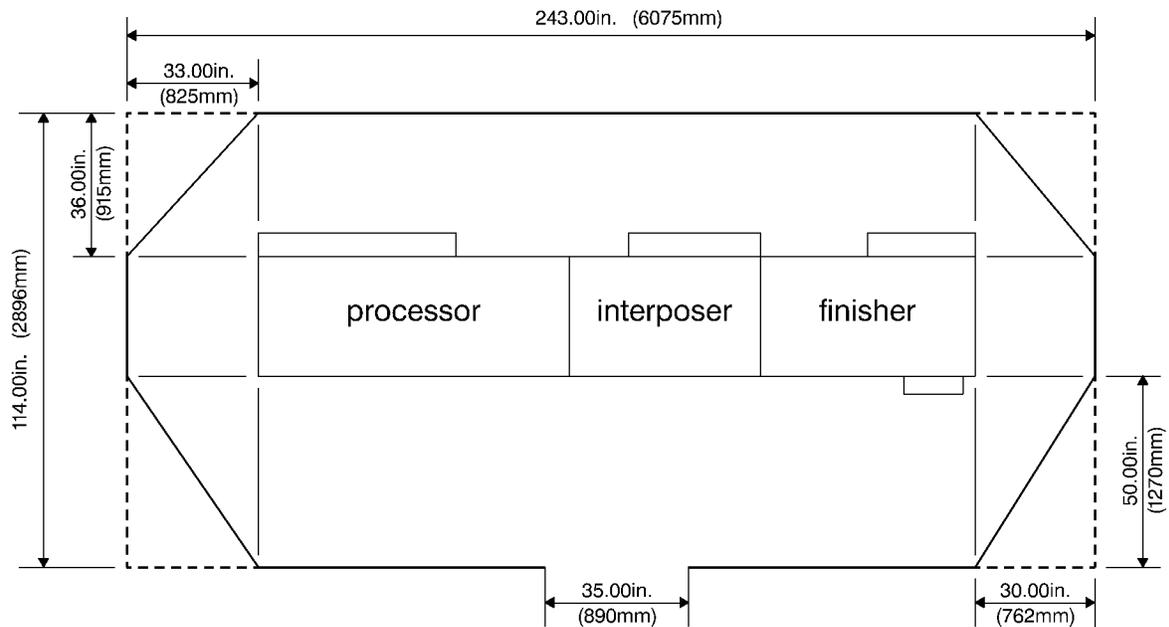
When installing a single DocuTech system without an Interposer, the clearance space shown in the following diagram must be maintained.



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### Single DocuTech system with an Interposer

When installing a single DocuTech system with the optional Interposer module, the clearance space shown in the following diagram must be maintained.



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## Room dimensions required for multiple DocuTech installation

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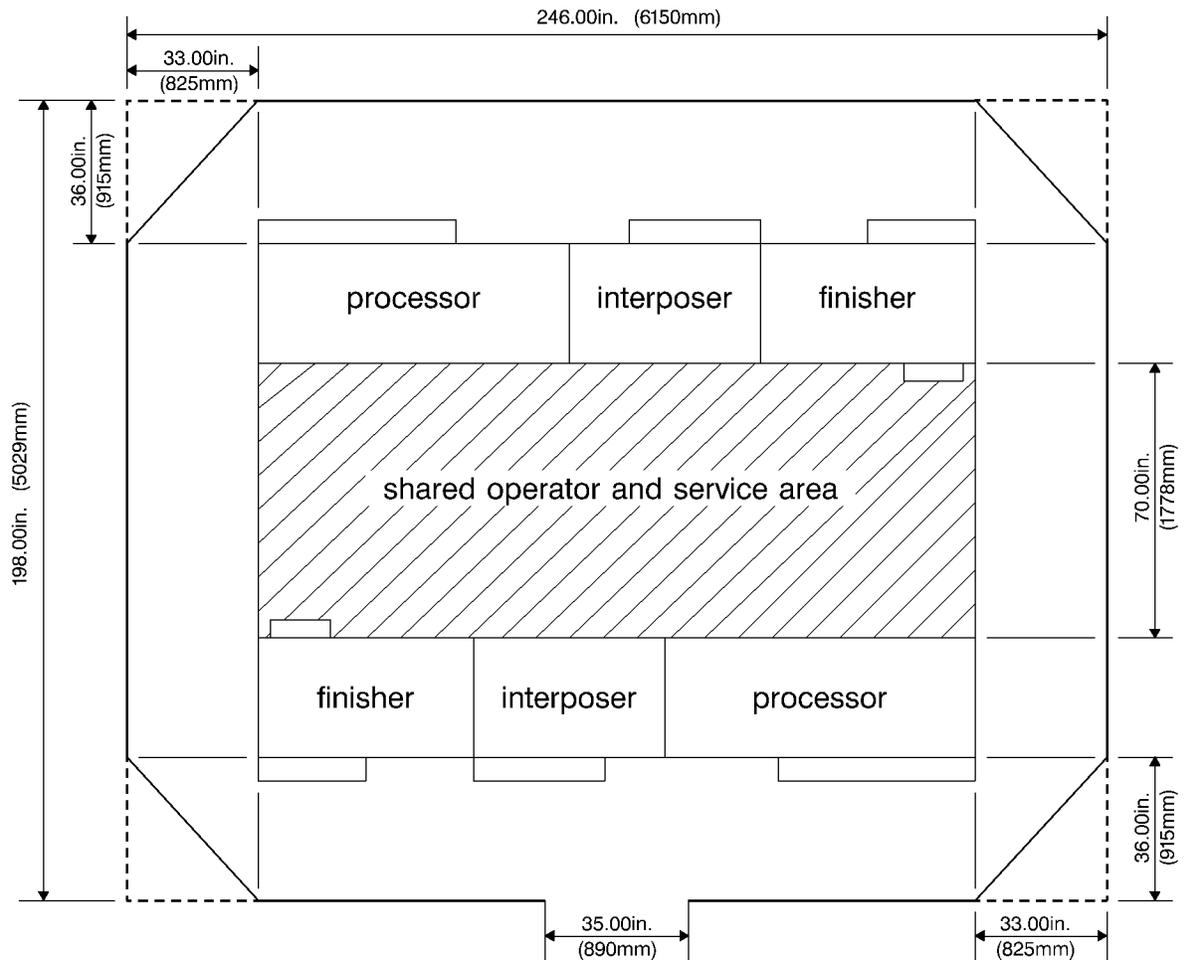
When multiple DocuTech systems are installed in one room, part of the required clearance space can be shared between the systems. When sharing space, the following restrictions apply:

- Instead of 50 inches (1270 mm) in front of each printer, a shared space of 70 inches (1778 mm) is maintained for operator/service space.
- The space can only be shared with another Xerox printer.
- There must be 78 inches (1980 mm) of vertical clearance throughout the entire area.

### Front to front

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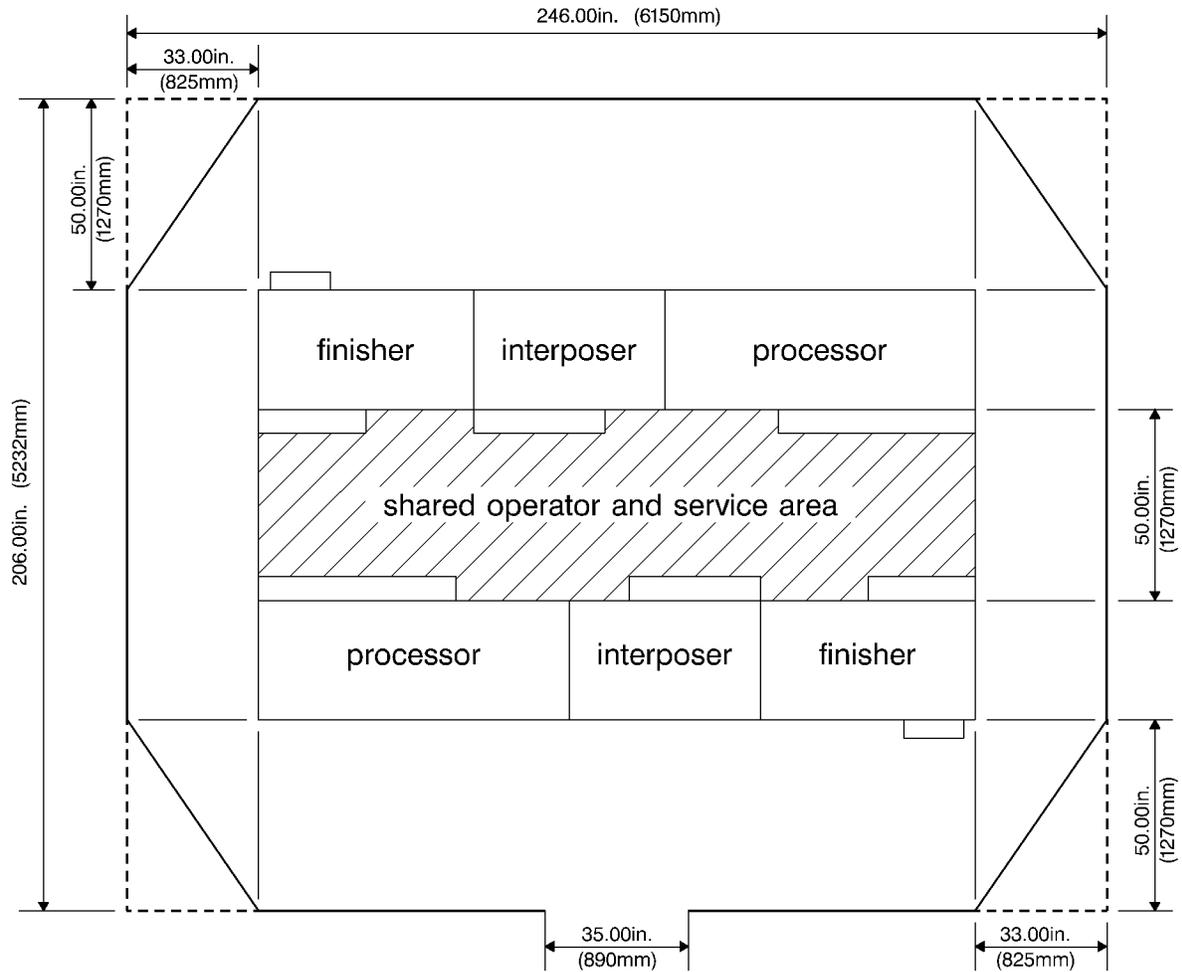
The following figure illustrates the minimum required clearance space when two DocuTech systems are installed in a front-to-front orientation.



0300402A

## Back to back

The following figure illustrates the minimum required clearance space when two DocuTech systems are installed in a back-to-back orientation. In this configuration, the shared operator/service space is 50 inches (1270 mm).



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## **Mobility assist device**

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The optional mobility assist device is a rail system that enables a Xerox service representative to move the printer along its long axis during service. This reduces the installation clearance required to 30 inches (76 cm) at the processor end of the printer and 15 inches (38 cm) at the finisher end, reducing the required width of the room to 225 inches (5715 cm).

## **Floor leveling**

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For proper operation, the printer must be perfectly level. The floor must be level within 2 degrees in any direction. For your reference, 2 degrees represents a height discrepancy of approximately 3.8 inches (96 mm) measured at the casters with the printer tilting from left to right, or approximately 0.7 inches (18 mm) with the printer tilting from back to front.

On floors less than 2 degrees out of level, installation personnel install a leveling kit to level the machine.

If the floor is more than 2 degrees out of level, this condition cannot be corrected by the leveling kit. Another suitable location must be found for the printer to be installed properly.

If you move the printer after its initial installation, it is your responsibility to ensure that the printer can be leveled properly. If you do not have the leveling kit (the printer in its initial location did not require it), and you need one to level the printer in a new location, contact your Xerox site representative to obtain one.

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## **Delivery access requirements**

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It is easy to overlook how the equipment is going to get from the truck to the installation site:

- Is there a loading dock or a specific door to which the equipment should be delivered?
- Are the hallways and doorways between the loading dock and the installation site wide enough for the modules to pass through?
- If the printer is to be located above the first floor, is there an elevator large enough to carry the modules?

You need to review these issues prior to, or at the time of, the site inspection conducted by your Xerox service representative.

### **Required passage and doorway width**

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Although the passageways may be wide enough to allow the modules to pass through, do not overlook the width of any doorways that must be used when delivering the equipment. The minimum required width for doorways is 35 inches (89 cm.) when the module can pass straight through.

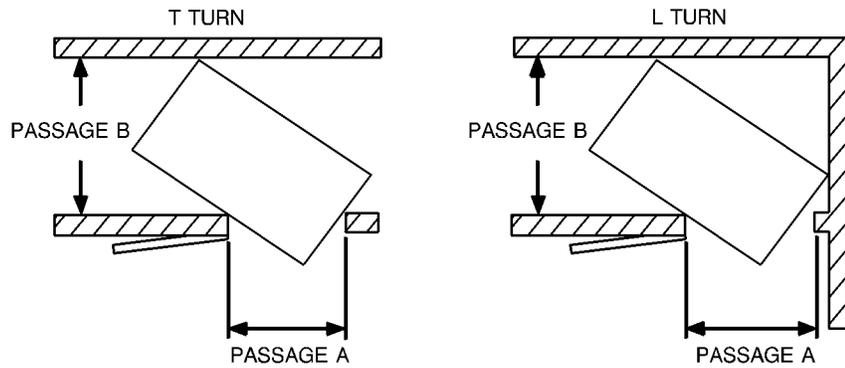
### **Required turning radius**

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When the system modules must negotiate a corner during delivery, additional passageway width requirements must be considered. Such cases arise when a module must be able to turn to negotiate a corner, turn to pass through a door, or turn to enter an elevator.

There are L-shaped turns and T-shaped turns. The diagrams and the tables that follow show the minimum space needed to maneuver through the turns. To use the tables, follow these steps:

1. Measure the minimum width of the passage or doorway through which the hardware module must be moved. This is Passage A.
2. Locate the number (or the next higher number) in the left column of Table 3-2.
3. Read across the row to the corresponding minimum value for Passage B, depending on the type of turn the equipment must negotiate (L-turn or T-turn).



0800101A-XEN

**Table 4-3. Minimum passage widths**

If passage or doorway A is: inches (mm)	Minimum passage B width must be:		
	Finisher* inches (mm)	Processor* inches (mm)	
		Not separated (on casters)	Separated (on casters)
29.0 (737)	55.5 (1410)	83.0 (2108)	74.5 (1892)
30.0 (762)	54.0 (1372)	76.0 (1930)	64.5 (1638)
31.0 (787)	52.0 (1321)	73.0 (1854)	62.0 (1575)
32.0 (813)	51.0 (1295)	70.5 (1791)	59.5 (1511)
34.0 (864)	47.0 (1194)	66.5 (1690)	56.0 (1422)
36.0 (914)	45.0 (1143)	63.5 (1613)	53.0 (1346)
38.0 (965)	43.0 (1092)	61.5 (1562)	50.0 (1270)
40.0 (1016)	41.0 (1041)	58.0 (1473)	48.0 (1219)
42.0 (1067)	39.0 (991)	55.0 (1397)	45.5 (1156)

\*The Finisher module is smaller than the separated Processor module. If there is sufficient passage width for the Processor module, there also will be sufficient clearance for the Finisher module.

## Electrical requirements

This section describes the electrical requirements for installing one or more DocuTech printers. When selecting a location for the printer, the electrical requirements described in this section must be met.

*NOTE: The power lines that provide electrical service for the DocuTech printer can not be shared with other devices.*

## **Electrical requirements for 60 hertz systems**

---

The type of electrical service that is installed depends on the existing electrical service, and the power cord configuration that works for your location.

All configurations require a 110 VAC, 15 amp receptacle for the outlet strip that provides receptacles for the controller and its peripheral devices (monitor, modem, cdrom drive, and tape drive).

A single power cable is the default configuration for the DocuTech 6100, 6115, or 6135 printer.

This configuration consists of one single-phase (two lines and neutral, plus ground, four wire system, 50 amp outlet.

- Line to neutral: 120V (nominal); range 107 VAC to 127 VAC
- Line to neutral: 240V (nominal); range 205 VAC to 254 VAC

The following kit is available through your Xerox representative: 600S3779: for the 50 amp receptacle kit.

### **Required electrical service**

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The following electrical service options are available:

- Only available in **DMO Latin** 3-phase, single power cord configuration

This configuration consists of one 120/208 VAC, 4 wires plus ground, 50 amp, 3-phase power cord. The following kits must be ordered through your Xerox representative:

- 600K59310: for a wall mounted receptacle.
  - 600K59300: for a drop receptacle.
  - 98K59570: contains a 3-phase, single power cord and associated components.
- For the **USA and Canada only**: 2-phase, dual power cord configuration

This configuration consists of one 120/208 VAC, 3 wires plus ground, 50 amp, 2-phase power, and one 120/208 VAC, 3 wires plus ground, 30 amp, 2-phase power cords. The following kits must be ordered through your Xerox representative:

- 600S3779: for the 50 amp receptacle, 4 wires plus ground
- 600S3277: for the 30 amp receptacle, 4 wires plus ground
- 98K59580: contains a 2-phase, dual power cord and associated components

### **Optional electrical service**

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The following electrical service options are available:

- If the system includes an optional Interposer module, a separate 120 VAC, 3 wire, 15 amp electrical service is required. The following kit must be ordered through your Xerox representative: - 600S3704: for the 15 amp receptacle kit.

### **Electrical requirements for 50 hertz printers**

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This section describes the electrical requirements for 50 hertz systems.

#### **3-phase star ("Wye"), single power cord configuration**

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- Dedicated line voltage
  - Line to Neutral
    - 220 x 6%
    - 230 x 6%
    - 240 x 6%
    - 250 x 6%
  - Line to Line
    - 380 VAC (nominal)
    - 400 VAC (nominal)
    - 415 VAC (nominal)
    - 440 VAC (nominal)
- 4 wires plus ground

- 32 amps per phase
- If you have existing 3-phase, 220/230 VAC, 25 amp/phase electrical service, or plan to have this service installed, it must meet the following specifications: 30 amps per phase minimum
  - Line to Neutral
    - 220 x 6%
    - 230 x 6%
    - 240 x 6%
    - 250 x 6%
  - Line to Line
    - 380 VAC (nominal)
    - 400 VAC (nominal)
    - 415 VAC (nominal)
    - 440 VAC (nominal)

## **Power cable locations**

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The orientation of the printer and the location of the power cord or cords determines where the receptacles should be installed.

The lengths of each cable are listed in the section, Power cable lengths.

### **Single power cable configuration (50 Hz, 60 Hz)**

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- 50 amp cable: the printer 50 amp cable is located at the rear of the printer at the left, or processor, end of the printer.
- 15 amp cable: the 15 amp Sun controller cable is located at the rear of the Sun controller. Be sure to note the location of the controller when planning the electrical connections.

### **Dual power cable configuration (60 Hz)**

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- 50 amp and 30 amp cables: the 50 amp and 30 amp cables are located to the rear at the left, or processor, end of the printer.
- 15 amp cable: the 15 amp cable is located to the rear of the Sun controller. Be sure to plan the location of the controller when planning the electrical connections.

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## Power cable lengths

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Power cables supplied with the DocuTech printer are of sufficient length to meet the needs of most installations. Some of these cables are specific lengths to conform to engineering and safety standards.

### WARNING

**WARNING: Using an inappropriate alternate cable may degrade the performance of your equipment and can be hazardous.**

### 60 hertz power cables

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The following 60 hertz cable lengths determine the maximum distance between the processor module and the receptacle locations.

**Table 4-4. Power cable length**

Power cable configuration	Cable type	Cable length
Single printer power cable	15 amp, 110 VAC	10 feet
	50 amp, 120/208 VAC	12 feet
Dual printer power cables	15 amp, 110 VAC	10 feet
	30 amp, 120/208 VAC	12 feet
	50 amp, 120/208 VAC	12 feet

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## Network and telephone requirements

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This section describes the network and telephone requirements for installing one or more DocuTech printers.

### Network requirements

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Work with your Network Administrator to assess what type of network you have and what modifications need to be made to supply an Ethernet connection for the DocuSP controller.

## **Network hardware**

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The Ethernet interface on the DocuSP controller is a 10/100 MB per sec twisted pair standard (10BaseT or 100Base T). Attachment Unit Interface (AUI) Coax Ethernet is enabled with an optional adapter cable.

The Ethernet connection to the DocuSP controller must be compatible with the Institute of Electrical and Electronics Engineers (IEEE) 802.3 standard.

## **Network protocols**

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The DocuSP controller supports TCP/IP, IPX/SPX, Socket TCP/IP, and EtherTalk Link Access Protocol (ELAP) protocols if the proper gateways are installed on the controller.

*NOTE: The DocuSP controller does not provide Novell server network services. If you plan to use the IPX/SPX protocol, you must have a Novell server installed on your network.*

## **Telephone requirements**

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One telephone line is recommended where the DocuTech printer is installed.

## **Customer support**

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There will be times when the operator or administrator will need to read the screen information from the DocuSP controller dialogs to the customer support personnel. Therefore, it is necessary to provide a telephone in close proximity to the DocuTech system so that the operator or administrator can easily view the screen and operate the system while remaining on the telephone.

## **Modem**

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The installation of the modem requires that a dedicated telephone line is available at the DocuTech site. The telephone line specifications are:

- Standard voice grade telephone line, 2-wire switched.
- Dedicated, non-shared line.

- Standard RJ11 (6-position, 4-connector) phone wall jack. The phone wall jack must be installed within 6 feet (2 meters) of the controller.
- Any third-party telephone company that may be involved must be contacted about the installation.

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## Environmental requirements

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This section describes the environmental requirements for installing one or more DocuTech printers.

### Temperature, humidity, and altitude specifications

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When you select a site location for your DocuTech printer, avoid environments with extreme variations in temperature and other hazards, such as excessive dust or humidity.

The recommended environmental ranges for the work area are as follows:

**Table 4-5. Environmental ranges for the work area**

Condition	Range	
Temperature:	Recommended:	68°Fahrenheit (F) to 76°F 20°Centigrade (C) to 24°C
	Minimum:	50°F (10°C)
	Maximum:	85°F (29°C)
Humidity:	Recommended:	45% +10%
	Minimum:	15%
	Maximum:	85%
Altitude:	Normal:	up to 6,000 feet (1,830 m) above sea level
	Maximum:	9,000 feet (2,743 m) above sea level.

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## Heat management

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The DocuTech system produces significant amounts of heat when running in a production environment. The heat produced by the system must be planned for when selecting a suitable location for the system.

This section contains the Heat Management Worksheets that should be completed if you have a DocuTech. It also includes the tables and figures that are used to complete the Heat Management Worksheets.

### Heat produced by selected components and systems

The table below lists the amount of heat produced by some of the devices included as part of the DocuTech system.

**Table 4-6. Heat dissipation for the DocuTech printer and devices**

Device	Heat dissipation
Controller (Sun workstation)	683 BTU per hour
Monitor	408 BTU per hour
DocuTech printer (processor, interposer, finisher, and binder)	Binder on: <ul style="list-style-type: none"><li>• 22,165 BTU per hour</li><li>• 14,185 BTU per hour with heat vent kits</li></ul> Binder off: <ul style="list-style-type: none"><li>• 21,265 BTU per hour</li><li>• 13,609 BTU per hour with heat vent kits</li></ul>

Refer to the following sections for instructions on ways to calculate and handle the heat produced by the system.

### Heat production of selected systems

The following table lists the heat output (BTU per hr.) for the Xerox 9900, 5090, 9700, and 9500 copiers, and for the Eastman Kodak 235, 250, and 300 copiers.

Use the following table to find the appropriate system and venting configuration in the column labeled: Replaced system. Read across that row to find the Heat output for that system. Record this value on the Heat Management Worksheet.

**Table 4-7. Copier heat output**

Replaced system	Heat output (BTU per hr.)
9900 Vented	17,000
9900 Unvented	25,000
5090 Vented	19,000
5090 Unvented	27,000
9700 Vented	24,000
9700 Unvented	31,000
9500 Vented	17,000
9500 Unvented	24,000
1090 Unvented	12,000
EK235â Unvented	14,000
EK250â Unvented	22,000
EK300â Unvented	22,000

*NOTE: Vented heat output values assume a vented airflow of 200 CFMs.*

## Heat management process

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The procedure that follows describes the heat management assessment process.

1. Assess current conditions: Consider the following items when assessing the current conditions:
  - Maximum heat load in the room with existing equipment.
  - High outside temperatures.
  - Properly functioning HVAC.
2. Determine acceptable maximum temperature: Consider the following items when determining the maximum acceptable temperature:
  - Operator comfort and safety.

- System environmental requirements.
3. Complete the heat management worksheets.
  4. Is the temperature acceptable?
    - If yes, no changes are required.
    - If no, go to the next step.
  5. Determine if reserve cooling capacity exists.
    - If yes, revise the worksheet data and return to step 3.
    - If no, change the room heat management capacity or reject the chosen location.

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## Heat management worksheets

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The worksheets in this section are used to calculate the potential change in room temperature resulting from the installation of a DocuTech system. Use the results from these calculations to determine if additional heat handling capability is required.

### Gather existing room characteristics

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Record the following information about the room in which the DocuTech will be installed. These figures will be used in later calculations. Proceed to the next section to calculate the change in heat load to the room.

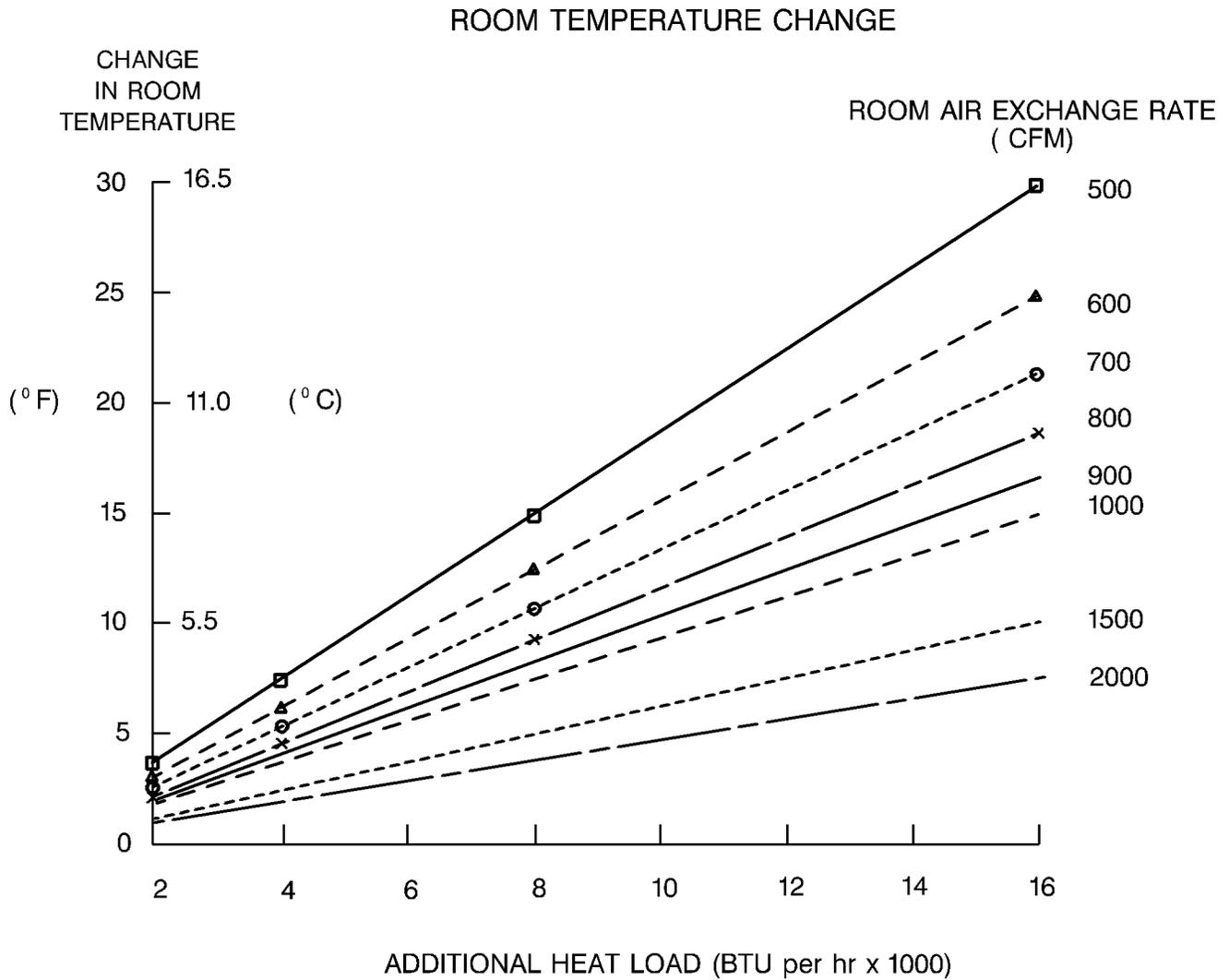
**Table 4-8. Existing room characteristics**

1a. Room airflow rate in total cubic feet per minute (CFM) and under maximum heat load conditions with present equipment  1b. Temperature of incoming air (° F or ° C)  <i>NOTE: The site HVAC engineer or contractor should be consulted for this information.</i>	1a. Room airflow rate _____ CFM  1b. Air temperature _____ ° F or ° C
2. Temperature of the room (° F or ° C) under maximum heat load conditions.	2. Room temperature _____ ° F or ° C
3. Maximum acceptable room temperature (° F or ° C).  <i>NOTE: Although the system will operate in temperatures from 50° to 90°F (10° to 32° C), operator safety, comfort, and the humidity must be considered when determining an acceptable room temperature.</i>	3. Room temperature _____ ° F or ° C



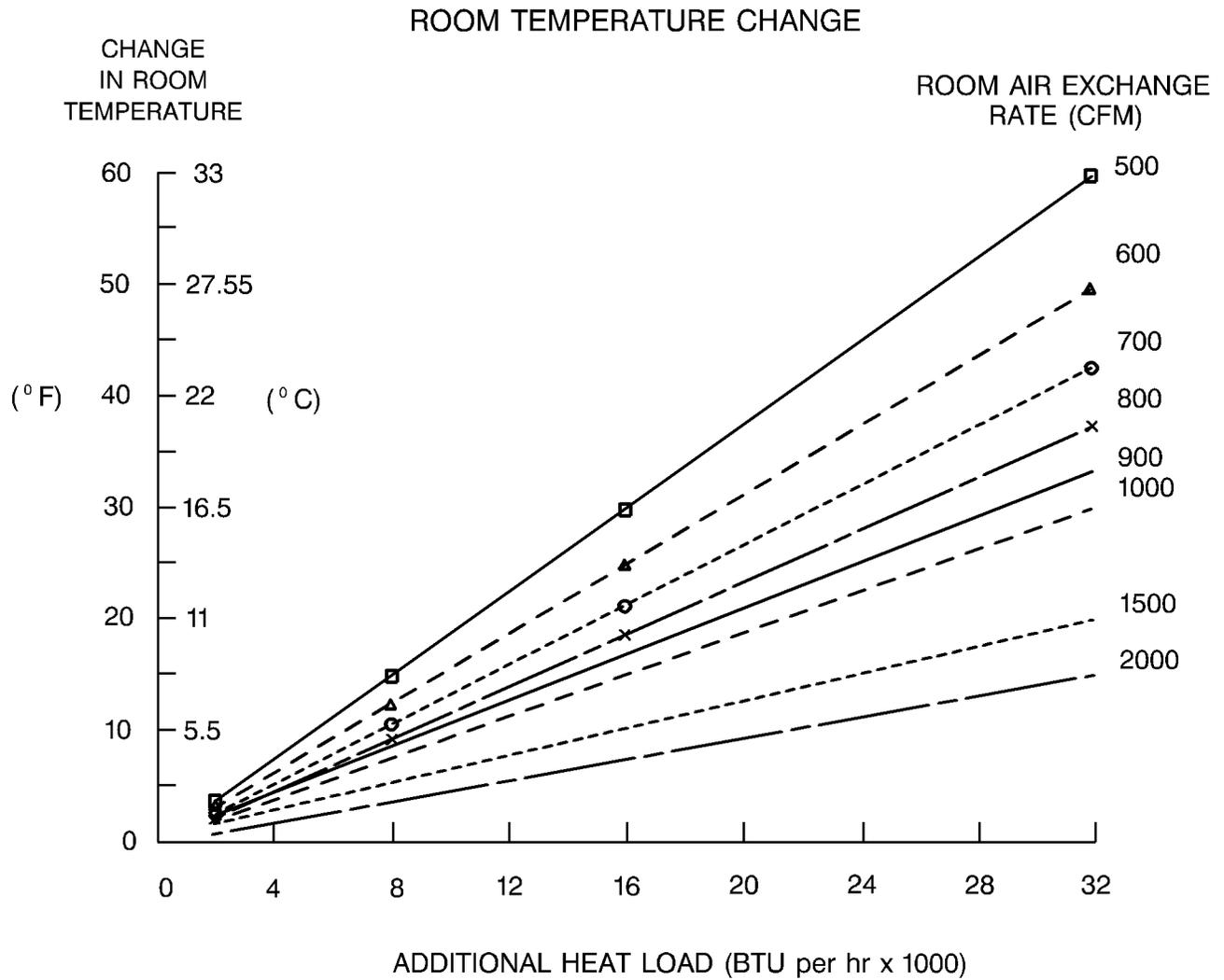


Figure 4-2. Room temperature change (system replaced)



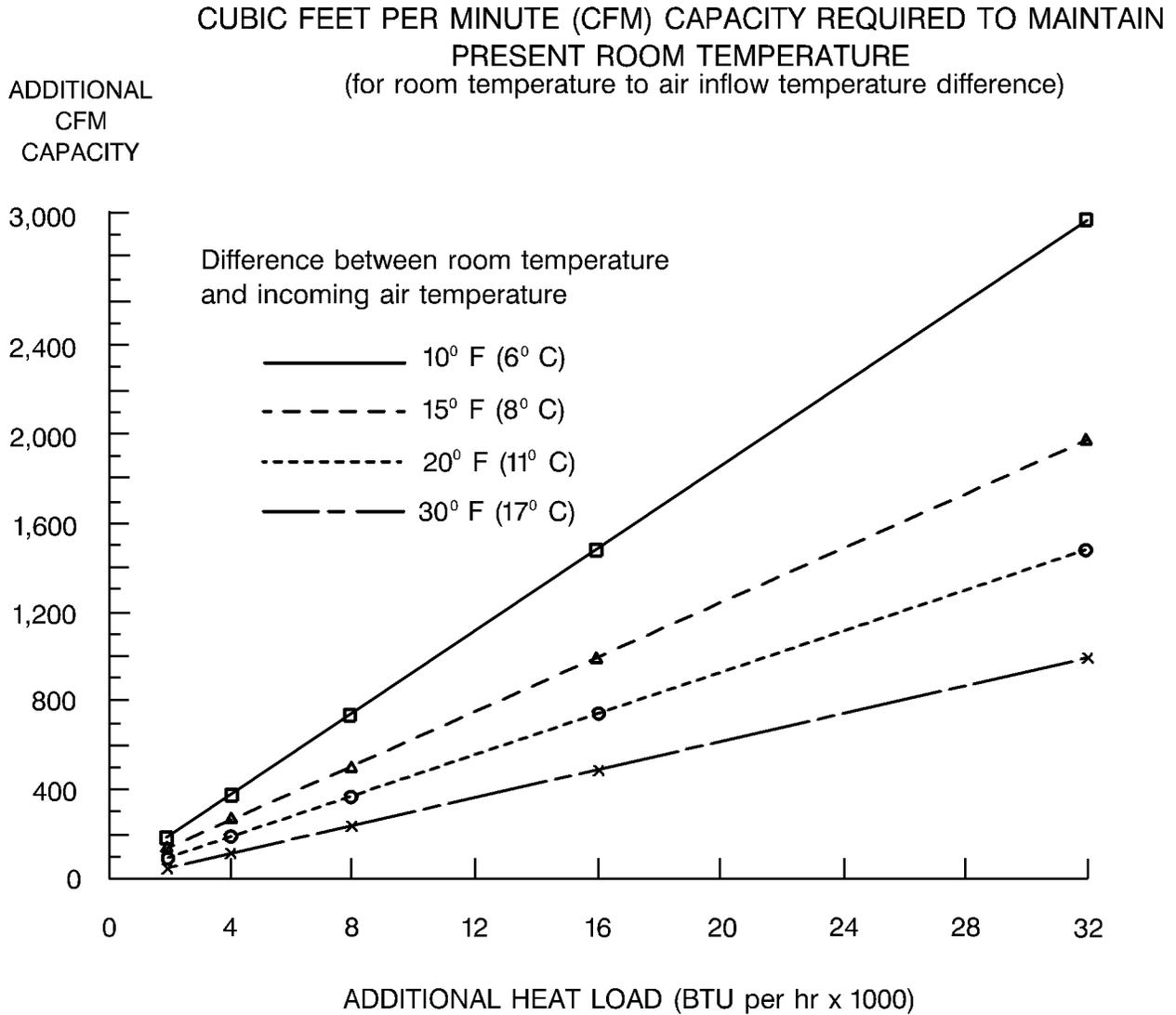
0800103A-XEN

**Figure 4-3. Room temperature change (no system removed or replacement exceeds 16,000 BTUs)**



0800104A-XEN

**Figure 4-4. ExaCFM capacity required to maintain present room temperature**



0800105A-XEN

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## Heat management alternatives

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The change in room temperature that was determined from the Heat Management Worksheets can be eliminated or reduced to an acceptable level by employing one or a combination of heat management alternatives.

## Explore the reserved building capacity

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Consult the site HVAC engineer or contractor to determine if the added heat load can be managed by means of reserved cooling capacity available from the building source. This could be a change in the rate of incoming air or a reduction in the incoming air temperature.

If this is possible, use the Heat Management Worksheets again with the new airflow rate (step 1a) and the incoming air temperature (step 1b) that is obtained. When recalculating the temperature of the room under maximum heat load conditions (step 2), use the following formula to compensate for the airflow not considered before:

1. Divide the change in airflow rate (CFMs) by the new total CFMs.

For example, if an additional 500 CFMs have been added to the airflow rate, which used to be 1000 CFMs (step 1a), the new total CFMs would be 1500. Five hundred would then be divided by 1500. The result would be 1/3.

2. Subtract the incoming air temperature (step 1b) from the present maximum temperature (step 2).

For example, if the present maximum temperature is 75° F (24° C), and the incoming air temperature is 55° F (13° C), the result would be 20° F (11° C).

3. Multiply the result from step 1 (above) by the difference in temperature from step 2 (above). The result would be subtracted from the old number in step 2 of the Heat Management Worksheet.

In using the above example, 1/3 would be multiplied by 20° F (11° C). The result of 7° F (4° C) would be subtracted from step 2 of the Heat Management Worksheet.

If the available reserve capacity still results in an unacceptable change in room temperature, consider other alternatives.

## Heat vent kits

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If heat output for the DocuTech without the heat vent kits was assumed, use the heat output value with the vent kits and recalculate the Heat Management Worksheets. The combination of vent kits and reserved capacity may be all that is required to yield an acceptable change in room temperature. If not, the facility may have to be upgraded to provide adequate cooling capacity.

*NOTE: Heat vent kits are available for the DocuTech printer. When using the heat output values with the vent kits, remember that a minimum airflow of 200 CFMs is assumed. At the time of installation of a heat vent kit, it is recommended that the site HVAC engineer or contractor verify the minimum airflow.*

## Required change in room airflow

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Estimate how much additional room airflow would be required to maintain the present room temperature, thus offsetting the additional heat load.

The amount of additional airflow depends on the difference between the incoming air temperature and the present room temperature, as well as the amount of added heat load.

To estimate this airflow requirement, refer to figure \_\_\_ and the steps outlined below. The figure shows the estimated additional room airflow that is needed in order to maintain present room temperature conditions.

1. Subtract the incoming air temperature (worksheet step 1) from the present maximum room temperature (worksheet step 2).
2. In the figure, select the appropriate heat load (worksheet step 4 or 6), and refer to the temperature difference curve that corresponds to the result in the above step 1.
3. Refer to the required additional room airflow.

If the incoming air temperature is 55° F (13° C), the required room airflow (in CFM) can be expressed in terms of tons of air conditioning by dividing the number by 450.

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## Ordering supplies for the installation

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You need to order consumable supplies (those that are depleted during operation of the printer), such as paper, dry ink, developer, fuser agent, stitcher wire, and binder tape. It is important that you have an adequate supply on hand for installation and that you maintain the supply after installation.

This section describes the supplies needed for installation. Your sales representative will help you place your initial order for supplies. The "Maintenance and support services" chapter provides you with the information you need to order additional supplies as you require them, a consumable supplies table, and a supplies checklist.

### Paper

---

You need to select your paper carefully. If you do not use the proper paper, you increase the probability of paper jams and misfeeds.

#### Acceptable paper stocks and sizes

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Paper trays 1 and 2 accept 8.5 by 11 inch, 9 by 11 inch, 9 by 14 inch, and A4 (210 by 297 mm) cut sheet paper. Paper trays 3, 4, and 5 accept paper up to 17 by 11 inches (432 by 279 mm).

You can use standard white, colored, pre-drilled, and preprinted (letterhead and forms) paper, labels, and transparencies. The stock you use must meet the specifications set forth by Xerox for operability in the printer.

For additional information about paper specifications, refer to the *Xerox Document Services Platform Series DocuTech 61xx Operator Guide*.

#### Recommended weight and grade

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Use a good quality, xerographic-grade paper. For best results, use paper that is 20-pound or 75-grams per square meter (gsm) bond, xerographic grade. Xerox 4024 Dual Purpose Paper provides optimal performance in the printer. Refer to the consumable supplies table in the "Maintenance and support services" chapter.

Use paper within these parameters:

- Lightest: 20-pound or 75-gsm
- Heaviest: 110-pound or 200-gsm.

Paper is fed into the printer with the long side as the leading edge. When you purchase paper, buy long-grain paper. Make sure the grain is parallel with the long side (long grain) for the most reliable feeding and stacking.

### **Storing paper**

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Paper has a tendency to curl under the heat that is present inside xerographic equipment. To minimize the amount of curling, use paper with low moisture content. Paper with excessive moisture content has a tendency to jam because of the greater curl. The maximum recommended moisture content is 5.7 percent.

Keep these points in mind when preparing your paper storage area:

- Store paper in its own wrapper; do not leave it unwrapped or where it can be damaged by dampness or heat.
- Store paper on a flat surface and not on its side or edge.
- Store reams of paper in a closed cabinet.
- Always store paper in a cool, dry area. Store on pallets or shelves, not on the floor.
- Plan ahead and keep at least a day's supply of paper in the same area as the printer to allow environmental stabilization prior to printing.

### **Dry ink**

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Dry ink (also referred to as toner) is the black powder which forms the image on the printed page. There are three cartridges of dry ink in each carton. You should keep at least one extra cartridge on hand at all times. The disposable cartridges are easily changed with no mess. The consumption rate of Xerox dry ink is approximately one cartridge per 45,000 pages. Use only dry ink that is specified for use in the DocuTech printer as described in the consumable supplies table.

## **Fuser agent**

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Fuser agent is a consumable item required by the printer. You should keep at least one bottle on hand for installation by the service representative. The consumption rate of Xerox fuser agent is approximately one bottle per 250,000 pages. For product information, refer to the consumable supplies table in the "Maintenance and support services" chapter.

## **Developer**

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Developer is not consumed by the printer but it does have an effective life that is dependent upon the number of charged images printed and the size of the stock. Xerox developer is guaranteed by Xerox for 500,000 pages of 8.5 x 11 inches (216 x 279 mm or A4) stock. Developer is also a required item you need to order and keep on hand. It is changed by the service representative. Use only developer specified for use in your DocuTech printer. For product information, refer to the consumable supplies table in the "Maintenance and support services" chapter.

## **Diskettes**

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Diskettes are optional items that provide loading and backup of fonts and user files to and from the DocuSP controller. The controller accepts 3.5 inch diskettes.

## **Stitcher wire**

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Stitcher wire is a consumable item for a printer equipped with the stitcher/stacker option. You need to order stitcher wire reels and keep them on hand. Stitcher wire A can be installed by the printer operator. Stitcher wire B is installed by the service representative or operators who have completed the eXcellerate workshop offered by Xerox. Refer to the "Maintenance and support services" chapter for information about training and supplies.

## **Binder tape**

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When a DocuTech job requires bound output, the binder presses a length of pre-glued paper tape along the edge of the print set, and with heat and pressure securely binds the adhesive tape to the set. Binder tape is available in six colors. One reel of binder tape yields approximately 425 binds. Use only binder tape that is specified for use in the DocuTech printer as described in the consumable supplies table.

## **4mm cartridge tape**

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The 4mm cartridge tape drive uses 8GB capacity (120 meter) DDS-2 tapes. For product information, refer to the consumable supplies table in the "Maintenance and support services" chapter.



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## 5. Installation

This chapter describes the activities you and Xerox perform during the installation of the Xerox DocuTech hardware and software components. Before installation can begin, you must complete the tasks described in the “Select and prepare an installation site” chapter.

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### Installation process

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Xerox is responsible for the physical installation of the DocuTech printer hardware components and the initial loading of the Xerox DocuSP controller software.

The installation process can take one or several days to complete. Equipment, software kits, and documentation kits may all arrive in one day or over the course of several days. When all necessary items are in place, the Xerox personnel will complete the installation of the DocuTech printer components.

The steps in the installation process typically occur in the following order:

1. Xerox personnel install all DocuTech printer hardware and connect the DocuSP controller to the site network through the Ethernet connector you supply. This process takes approximately four hours if all of the necessary network and electrical connectors are in place.
2. Xerox personnel load the DocuSP software on the DocuSP controller. If optional Xerox software has been purchased, it is installed at this time. This process takes approximately 3 hours.
3. Xerox personnel install Xerox client software on one client workstation to validate the installation (15 minutes). All other client software installations are your responsibility.
4. Xerox personnel test the system and run sample jobs (30 minutes).
5. Xerox personnel conduct initial operations training (1 to 2 hours).

6. Xerox personnel schedule comprehensive customer training (2 to 3 days).
7. Xerox personnel review preventive maintenance schedules and service call procedures.

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## Your responsibilities

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Xerox is responsible for the physical installation of the printer and DocuSP controller hardware and software components. You have the general site responsibility of ensuring that the right personnel, supplies, and network information are available.

At the time of installation, you should do the following:

- Ensure that a System Administrator for your network is available while software is loaded.
- Network addresses and host names are required during the software installation. Be prepared to provide Xerox personnel with the completed worksheets from the *Getting Ready for the DocuSP Installation* guide. The installation can not be completed without this information.
- Designate two client workstations for Xerox client software installation: one for initial system validation and another for use in operator training provided by your systems analyst.
- Check the documentation and software kits with their packing lists for completeness.
- Load Xerox client software on any additional client workstations.

Remember that you are responsible for supplying, installing, and maintaining your client workstations and the Ethernet local network (LAN) that connects them to the DocuSP controller.

- Have test jobs ready to run.
- Have your operators available for training.

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## 6. Maintenance and support services

After the installation of your DocuTech printer, there are a few ongoing tasks that must be performed. These tasks may include all or some of the following:

- Maintaining an adequate inventory of consumable supplies
- Overseeing routine maintenance and meter reporting
- Arranging additional operator training
- Printing additional documentation
- Placing service calls for hardware problems

As installation coordinator, it is your responsibility to designate a person or persons to perform these tasks. This chapter describes these tasks and some of the support services available to customers. There is also a description of commonly used consumable supplies and a supplies checklist at the end of the chapter.

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### Xerox support services

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Many services are provided in support of your DocuTech printer. This section contains information on the following services:

- Customer Support Center
- Customer Education
- Supplies Order Service

Prior to installation, your sales representative is available to answer your questions about products, services, or billing. However, if you need assistance in resolving application-related problems or questions, call Customer Support (refer to the following section of this chapter). Your systems analyst is also available to assist you with applications development.

## **Customer support**

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The customer support center is available to address your applications problems or to direct you to the appropriate documentation.

The key to effective use of the support center is correct identification of the problem. Before calling the support center, it is helpful to have the following information available:

- A list of any error messages
- An explanation of how output is different from what you expected
- An assessment of whether the symptoms follow a pattern or occur randomly
- A list of special conditions that may have caused the problem:
  - New applications
  - Changes made to the software
  - Recent service performed
  - Previous conditions under which the application has printed properly

To contact the U.S. Xerox Customer Support Center, call: 1-800-821-2797. The Xerox Customer Support Center provides 24 hour support.

## **Operator training**

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Operator training is conducted either at your location or at a Xerox Customer Education Center shortly after the DocuTech printer is installed. The training includes hands-on practice running basic jobs, performing routine maintenance, and solving problems. Determine the number of operators you want to attend the initial training and schedule training dates and times through your sales representative.

## Supplies service

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To avoid downtime, always have an adequate amount of the necessary supplies. To do this, you need to establish a procedure for checking and ordering supplies. A supplies checklist is provided at the end of this chapter to help you with this task. It lists the supplies needed for the printer and contains a column for you to enter the date when you want to place the order and a column to record the date of the actual order. The consumable supplies table, also located at the end of this chapter, contains a list of supplies available for the printer.

It is important that you check your supplies regularly and order before you run out. Plan on approximately five working days for the delivery after placing the order. You can make arrangements to receive them sooner in emergency situations.

Your sales representative can help you submit the initial order of supplies needed for installation. These items include paper, dry ink, fuser agent, and developer.

Once your printer volume is established, planning ahead and buying Xerox supplies in quantity can save you money. Your supply specialists can help you.

*NOTE: The supplies resources listed below are for the United States only. Multinational customers should contact their local representatives for supplies ordering information.*

There are two centers available to assist you:

- To order Xerox paper, transparencies, labels, dry ink, developer, fuser agent, stitcher wire, and diskettes, call the Xerox Supply Center weekdays between 7:30 a.m. and 6:00 p.m., Pacific Standard time.

If you prefer, you may mail orders to the following address:

Xerox Corporation  
P.O. Box 25075  
Santa Ana, CA 92799-5075

- To order cleaning supplies, call the Xerox Customer Parts and Product Support Center weekdays between 5:30 a.m. and 5:00 p.m., Eastern Standard time, at 1-800-828-5881 (U.S. only).

You may also mail cleaning supplies orders to the following address:

Xerox Corporation

Parts Marketing Center

Building 214-07S

P.O. Box 1020

Webster NY 14580

Please provide the following information when placing orders:

- Your customer number (provided by your sales representative)
- Your DocuTech printer model
- Your supply order, including the following information:
  - Item name
  - Part number
  - Quantity desired
  - If your company requires a purchase order for payment of an invoice, you need to provide the purchase order number to Xerox at the time you place the order

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## **Routine maintenance**

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There are a number of routine maintenance tasks that must be performed to ensure maximum efficiency of your printer. These tasks include the following:

- Adding dry ink
- Adding stitcher wire (with the stitcher/stacker option)
- Cleaning the exterior surfaces of the system

Step-by-step instructions on performing these routine maintenance tasks are contained in your DocuTech 61xx Operator Guide.

You need to decide how many operators will be responsible for performing these maintenance tasks. Most maintenance procedures are covered in the initial operator training provided shortly after installation.

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## **Meter reading and reporting**

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As print jobs are processed, the DocuSP controller accumulates, saves, and maintains usage data.

During the last five working days of each month, you need to review and transmit the data to Xerox for billing purposes.

Refer to the section on Billing in the Help on the DocuSP controller for complete information on how to view and print the billing meter readings.

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## Consumable supplies table

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The following table lists the supplies that are available from Xerox for your printer. Use this table to help you determine your needs.

The following symbols are used in the table:

\* 5/16-inch drilled holes

\*\* Rainbow pack contains 750 sheets each of blue and yellow, 500 sheets each of green and pink, and 250 sheets each of buff, gray, goldenrod, and ivory.

*NOTE: Non-United States customers: The part numbers in this table are for the United States only. Contact your local representative for supplies ordering information.*

**Table 6-1. Consumable supplies**

Item	Description	U.S. part number
<b>Paper</b>	Xerox paper quantities are 10 reams (5,000 sheets) to a carton unless otherwise noted below	
8.5 x 11 inch	4024 Dual Purpose Paper	3R721
A4	4024 Dual Purpose Paper	3R2594
8.5 x 14 inch	4024 Dual Purpose Paper	3R727
8.5 x 11 inch	4024 Dual Purpose Paper, 3-hole	3R723
8.5 x 11 inch	4024 Dual Purpose Paper, 3-hole*	3R2193
8.5 x 11 inch	4024 Dual Purpose Paper, 4-hole	3R1983
8.5 x 11 inch	4024 Dual Purpose Paper, 4-hole*	3R3008
8.5 x 11 inch	4024 Dual Purpose Paper, 7-hole	3R1984
8.5 x 11 inch	4024 Dual Purpose Paper, 7-hole*	3R3010
8.5 x 11 inch	4024 Smooth	3R2675
8.5 x 14 inch	4024 Smooth	3R2677
8.5 x 11 inch	Dual Purpose Colors, Blue	3R3052

**Table 6-1. Consumable supplies**

Item	Description	U.S. part number
8.5 x 11 inch	Dual Purpose Colors, Blue, 3-hole	3R3068
8.5 x 14 inch	Dual Purpose Colors, Blue	3R3084
8.5 x 11 inch	Dual Purpose Colors, Green	3R3056
8.5 x 11 inch	Dual Purpose Colors, Green, 3-hole	3R3072
8.5 x 14 inch	Dual Purpose Colors, Green	3R3088
8.5 x 11 inch	Dual Purpose Colors, Pink	3R3058
8.5 x 11 inch	Dual Purpose Colors, Pink, 3-hole	3R3074
8.5 x 14 inch	Dual Purpose Colors, Pink	3R3090
8.5 x 11 inch	Dual Purpose Colors, Yellow	3R3054
8.5 x 11 inch	Dual Purpose Colors, Yellow, 3-hole	3R3070
8.5 x 14 inch	Dual Purpose Colors, Yellow	3R3086
8.5 x 11 inch	Dual Purpose Colors, Buff	3R3060
8.5 x 11 inch	Dual Purpose Colors, Buff, 3-hole	3R3076
8.5 x 14 inch	Dual Purpose Colors, Buff	3R3092
8.5 x 11 inch	Dual Purpose Colors, Goldenrod	3R3062
8.5 x 11 inch	Dual Purpose Colors, Goldenrod, 3-hole	3R3078
8.5 x 14 inch	Dual Purpose Colors, Goldenrod	3R3094
8.5 x 11 inch	Dual Purpose Colors, Ivory	3R3064
8.5 x 11 inch	Dual Purpose Colors, Ivory, 3-hole	3R3080
8.5 x 14 inch	Dual Purpose Colors, Ivory	3R3096
8.5 x 11 inch	Dual Purpose Colors, Gray	3R3066
8.5 x 11 inch	Dual Purpose Colors, Gray, 3-hole	3R3802
8.5 x 14 inch	Dual Purpose Colors, Gray	3R3098
8.5 x 11 inch**	Dual Purpose Colors, Rainbow Pack 35,000 sheets/carton - 250 sheets/pack**	3R3107
8.5 x 11 inch	10 Series Dual Purpose Paper	3R2950
8.5 x 11 inch	10 Series Dual Purpose Paper, 3-hole	3R2952
8.5 x 11 inch	10 Series Dual Purpose Paper, 3-hole*	3R3016
8.5 x 14 inch	10 Series Dual Purpose Paper	3R2954

**Table 6-1. Consumable supplies**

Item	Description	U.S. part number
8.5 x 11 inch	10 Series Smooth	3R54
8.5 x 14 inch	10 Series Smooth	3R83
8.5 x 11 inch	4024 Dual Purpose, reinforced 3-hole	3R2057
Image LX (Laser Xerographic Paper)	White 8.5 x 11 inch (5000 sheets/carton)	3R3874
Image LX	White 8.5 x 11 inch 3-hole (5000 sheets/carton)	3R3875
Image LX	White 8.5 x 14 inch (4000 sheets/carton)	3R3876
Image LX	White 11 x 17 inch (4000 sheets/carton)	3R3877
<b>Transparencies</b>	Xerox transparencies are packaged 100 sheets to a box	
8.5 x 11 inch	Clear, with a white strip on the edge	3R2780
<b>Labels (Gummed)</b>	Xerox labels are packaged 100 sheets to a box	
8.5 x 11 inch	33 labels per sheet	3R3139
8.5 x 11 inch	6 labels per sheet	3R3146
8.5 x 11 inch	Custom form (uncut)	Contact Xerox Supplies Order Service
<b>Dry Ink</b>	Packaged 3 cartridges per carton. The consumption rate is approximately one cartridge per 45,000 pages	6R206
<b>Developer</b>	Packaged 2 bottles per carton. Developer effective life is dependent upon the number of charged images printed and the size of the stock. Xerox developer is guaranteed by Xerox for 500,000 pages of 8.5 x 11 inches (216 x 279 mm or A4) stock. Effective life is approximately one carton per 500,000 pages.	5R161
<b>Fuser agent</b>	1 bottle. Consumption rate is approximately one bottle per 250,000 pages.	8R2955

**Table 6-1. Consumable supplies**

Item	Description	U.S. part number
<b>Stitcher wire</b>	Packaged 1 reel per carton. Consumption rate is approximately 32,000 stitches per reel.	8R1174
<b>Binder tape</b>	Black	8R2928
	White	8R3601
	Gray	8R3602
	Blue	8R3603
	Brown	8R3604
	Red	8R3824
	Packaged 1 reel per carton. Consumption rate is approximately 425 binds per carton.	
<b>Cleaning supplies</b>	Foam-tipped swabs	99P87256
	Lint-free towels	35P2163
<b>Cartridge tape</b>	4 mm blank cartridge, 8 GB	109R00314
<b>Diskettes</b>	3.5 inch, double sided, dual density, 1.44 MB, unformatted. Packaged 10 per box.	8R3704

Use the following table to help record the supplies and accessories you require, the date on which the order should be placed, and the actual date of the order.

**Table 6-2. Supplies checklist**

Item	Description	Quantity	Date of order	Date ordered
Paper				
Dry ink				
Developer				
Fuser agent				

**Table 6-2. Supplies checklist**

Item	Description	Quantity	Date of order	Date ordered
Stitcher wire				
Labels				
Transparencies				
Cleaning supplies				
Other				

