

Use the Tools button on the Copier Control Panel to access Tools Mode on your DocuColor 2006. The Tools Mode feature provides access to meter information and the administrative features that allow you to customize and service your copier.



*For the Administration features, the default administrator password is 9999. Change the password as soon as possible to prevent unauthorized personnel from accessing the Administrator Menu and its options.*

## Meter Check

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The Meter Check feature provides a statistical report on the number of images produced on your DocuColor 2006. The Billing Meters screen displays the following image counts:

- **Meter 1** displays the total number of color prints and copies made.
- **Meter 2** displays the total number of black and white prints and copies made.
- **Meter 3** displays the total number of copies and prints made to date by your DocuColor 2006.

The Meter Check feature tracks the use of your copier/printer so that you may follow maintenance and service requirements accurately.

The Meter Check feature also tracks the types of copies and prints made on your DocuColor 2006 so that you may customize your copy functions for this purpose.

For example, if Meter 2 readings are always higher than Meter 1 readings, your copier/printer is used more for color images than for black and white images. You may change your default settings to reflect this function.

Use the following procedure to access the Meter Check screen:

1. Press the **Tools** button on the Copier Control Panel to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the **Meter Check** option.
3. Press the **Select** button. Meter Check is displayed on the Copier Screen.
4. To exit the Meter Check feature, press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
5. Press the **Tools** button in order to exit Tools Mode.

## **Administrative Features**

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Accessing the Tools Mode allows you to alter several administrative features available with the DocuColor 2006. Those features include

- Defaults for Copy
- Color
- Auto Color Adjust
- Detect Doc. Size
- Auto Mode Change
- Limit Copy Set Size
- Timer Preset
- Sound Preset
- User Password
- Admin Password
- Version Info
- Self Diag
- Transporting Scanner

Use the following procedure to access the Administrative Features menu:

1. Press the **Tools** button on the Copier Control Panel to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the **Admin Menu** option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.



*The default system administrator password is 9999. Change the password as soon as possible to prevent unauthorized personnel from accessing the Administrator Menu and its options. For directions on changing the Administrator Password, go to the Administrator Password procedure*

4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering a password, press the **Clear (C)** button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Use the Arrow Buttons to highlight your desired feature. Press the **Select** button to view the feature options.



*Specific information on each of the available Administrative features is discussed in the following sections.*

7. To exit the Administrator Menu, press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
8. To exit Tools Mode, press the **Tools** button.

## Defaults for Copy

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The DocuColor 2006 automatically restores default feature settings

- When the power is switched on.
- When restoring power from energy saver mode.
- When the **Clear All** button is pressed.

To change the default settings for the following features, select the Defaults for Copy option from the Administrator menu in Tools Mode:

- **Paper:** This option allows you to change the default setting for the Paper Supply feature.

The Paper Supply default can be set at Auto, Tray 1, Tray 2 or Tray 3.



*The Paper Supply default cannot be Auto if the Reduce/Enlarge default setting is Auto %.*

- **R/E:** This option allows you to change the default setting for the Reduce/Enlarge feature.

The Reduce/Enlarge default can be set to Auto %, 100 %, or to any of the Preset % options listed on the Copier Control Panel.



*The Reduce/Enlarge default setting cannot be Auto % if the Paper Supply default setting is Auto.*

- **Density:** This option allows you to change the default setting for the Lighten/Darken feature.

The Lighten/Darken default can be set to Auto or any of the five density levels between Darken and Lighten.

- **Color Mode:** This option allows you to change the default setting for the Original Type feature.

The Original Type default can be programmed to one of the following:

- Black Text
- Black Text/Photo
- Black Photograph
- Color Text/Photo
- Color Prnt Photo
- Color Photograph
- Auto



*Setting a default value for the Color Mode feature is useful when most originals are of the same type.*

- **Output:** This option allows you to change the default Output location for copies.

The Output destination default can be set to the Exit Tray or the Top Tray.



*Media types other than Plain will automatically output to the Exit Tray, even if Top Tray is selected. Additional output selections are available if the Sorter/Stacker option is part of the configuration. Refer to Determining Output with the optional Sorter/Stacker in the Copy Features section for more information.*

*All paper fed from the Bypass Tray automatically outputs to the Exit Tray, even if the Top Tray is set as the default.*

- **Erase:** The option allows you to change the default measurements for the Erase feature when it is on.

Each Erase dimension can be set at a value between 0 and 50 mm. The new value is the default measurement for that dimension when the Erase feature is on.



*The default setting for the Erase option is Off. Changing the dimensional values does not set the default to On; it only changes the default dimensional values when the Erase feature is switched on.*

Use the following procedure to change a Defaults for Copy setting:

1. Press the **Tools** button on the Copier Control Panel to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin Menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering the password, press the Clear (C) button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Use the Arrow Buttons to highlight the Defaults for Copy option.
7. Press the **Select** button. Defaults for Copy selection is displayed on the Copier Screen.
8. Using the Arrow Buttons, highlight the feature whose defaults you wish to change.
9. Press the **Select** button. The feature selections are displayed on the Copier Screen.
10. Use the Arrow Buttons to highlight a new default setting.



*To change the default for the Erase feature, you must enter an erase measurement using the Numeric Keypad. If you enter a wrong number, press the Clear button (C) and enter the correct number.*

11. Press the **Select** button. Defaults for Copy selection are displayed on the Copier Screen. The new default setting displays next to the appropriate feature.
12. To change the default for another feature, repeat steps 8 through 11.
13. Press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
14. To exit Tools Mode, press the **Tools** button.

## Color

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The color balance setting changes the toner density for the colors yellow, magenta, cyan and black. Each color is set for a high, medium and low density. Each color has a density setting for three document types: Text/Photo, Print Photo, and Photograph.



*The color balance adjustment is for copies only. When the machine is in the printer mode, color adjustments do not affect the output.*

Use the following procedure to adjust the Color settings:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin Menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering a password, press the Clear button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Using the Arrow Buttons, highlight the Color option.
7. Press the **Select** button. Color Types are displayed on the Copier Screen.
8. Using the Arrow Buttons, highlight one of the following:
  - Text/Photo
  - Print Photo for documents that are printed photographs, photographs printed in magazines or newspapers.
  - Photograph for documents that are photographs on photographic paper.

9. Press the **Select** button. Color selection is displayed on the Copier Screen.
10. Using the Arrow Buttons, highlight one of the following: Y for yellow, M for magenta, C for Cyan and B for Black. Press the **Select** button.
11. Using the Arrow Buttons, adjust the color density between -3 and +3 for each of the three density levels, Low, Middle and High.



*Use the up and down arrows to increase or decrease the density level. Use the left and right arrows to switch between low, medium, and high density.*

*Pressing the Clear (C) button will return all color densities to 0.*

12. Press the **Select** button. Color selection is displayed on the Copier Screen. The new density value displays next to the appropriate color.
13. To change the density of other colors, repeat steps 10 through 12.
14. Press the **Exit** button. Document Type selection is displayed on the Copier Screen.
15. To change the color density for other document types, repeat steps 8 through 14.
16. Press the **Exit** button. The Administrator Menu is displayed on the Copier Screen.
17. Press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
18. Press the **Tools** button to exit Tools Mode.



## Auto Color Adjust

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The Automatic Color Adjust option allows you to correct any color degradation that occurs from use to maintain the optimum copy quality for the copier/printer.



*The color adjustment is for copying only. When the DocuColor 2006 is in the printer mode, the adjustments have no effect.*

Use the following procedure to apply the Auto Color Adjust feature:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering a password, press the Clear (C) button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Use the Arrow Buttons to highlight the Auto Color Adjust feature.
7. Press the **Select** button. Auto Color Adjust Document Type selection is displayed on the Copier Screen.
8. Using the Arrow Buttons highlight one of the following document types:
  - Text/Photo
  - Print Photo for originals that are photographs printed in magazines or newspapers.
  - Photograph for originals that are photographs on photographic paper.
9. Press the **Select** button.

10. Confirm that the Printout Document option is highlighted. Press the **Select** button.
11. Load 8.5 in. x 11 in. or A4 paper in the Bypass Tray and press the **Start** button. Load by long edge first.



*For directions on loading paper in the Bypass tray, go to the Copy Features chapter.*

12. The Auto Color Adjustment Patch Page prints out to the Exit Tray.
13. Place the Auto Color Adjustment Patch Page face down on the Document Glass. Position the magenta patches on the left-hand side of the glass.
14. Cover the Auto Color Adjustment Patch Page with 5 sheets of white paper.
15. Press the **Start** button. The copier/printer begins the color adjustment process.
16. Press the **Exit** button when the color adjustment is complete. The copier/printer prompts you to print a confirmation page.
17. Load 8.5 in. x 11 in. LEF or A4L paper in the bypass tray and press the **Start** button. Load long edge first.
18. Retrieve the printout from the Exit Tray and inspect it to see if an accurate color compensation has taken place.
19. Use the Arrow Buttons to highlight one of the following:
  - No if the printout results are not satisfactory and to cancel the color adjustment.
  - Yes if the printout results are satisfactory and to apply the color adjustment.
20. Press the **Select** button. Auto Color Adjustment Document Type selection is displayed on the Copier screen.
21. To perform the color adjustment for other document types, repeat steps 8 through 20.
22. Press the **Exit** button. The Administrator Menu is displayed on the Copier Screen.
23. Press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
24. Press the **Tools** button to exit Tools Mode.

## Detect Doc Size

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The DocuColor 2006 can automatically detect the size of an original if it is a certain size. The copier measures original document sizes in **millimeters** or in **inches**.



*For a complete list of all paper sizes the DocuColor 2006 can automatically detect, go to the Basic Copying chapter.*

Use the following procedure to set the default unit of size:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin Menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering a password, press the Clear (C) button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Use the Arrow Buttons to highlight the Detect Doc Size option.
7. Press the **Select** button. Unit of Size selection is displayed on the Copier Screen.
8. Using the Arrow Buttons highlight the desired unit of measurement: mm (millimeters) or inch (inches).
9. Press the **Select** button. The Administrator Menu is displayed on the Copier Screen.
10. Press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
11. Press the **Tools** button to exit Tools Mode.

## Auto Mode Change

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The DocuColor 2006 can enter copy mode when originals are loaded into the Document Feeder or the platen cover is opened if the Auto Mode Change option is set to Copy. You do not need to press the **Copy** button to enter copy mode.



*For further information on using the Copy button to enter copy mode, go to the Basic Copying chapter.*

Use the following procedure to access the Auto Mode Change option:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin Menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers displays as asterisks (\*).



*If you make a mistake while entering a password, press the Clear (C) button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Use the Arrow Buttons to highlight the Auto Mode Change option.
7. Press the **Select** button. Auto Mode Change selection is displayed on the Copier Screen.
8. Use the Arrow Buttons to highlight one of the following:
  - Off to switch the Auto Mode Change feature off. Copy mode can only be entered by pressing the Copy button.
  - On to switch the Auto Mode Change feature on. The copier/printer enters copy mode when originals are loaded into the Document Feeder or the scanner cover is open.
9. Press the **Select** button. The Administrator Menu is displayed on the Copier Screen.
10. Press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
11. Press the **Tools** button to exit Tools Mode.

## Limit Copy Set

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The maximum number of copies allowed for a single job can be set between 1 set and 99 sets.

Use the following procedure to select a Limit Copy Set number:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin Menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering a password, press the Clear (C) button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Use the Arrow Buttons to highlight the Limit Copy Set option.
7. Press the **Select** button. The Limit Copy Set screen is displayed on the Copier Screen.
8. Use the Numeric Keypad to enter a maximum set limit between 1 and 99.
9. Press the **Select** button. The Administrator Menu is displayed on the Copier Screen.
10. Press the **Exit** button. The Tool Main Menu is displayed on the Copier Screen.
11. Press the **Tools** button to exit Tools Mode.

## Timer Preset

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The DocuColor 2006 has time limits for certain conditions. In Tools Mode, you can change the timer settings for the following options:

- **Auto Reset:** If the copier/printer is not operated within a designated amount of time, the machine returns to print mode. The time-out before returning to print mode can be 1 – 4 minutes.
- **Reset Time:** When the DocuColor 2006 is in an error condition, the error message automatically returns to the main screen after a certain time. This allows printing to resume. The reset time for when the original screen will display after an error message can be 1 – 120 minutes. To use copy mode, the error condition will have to be addressed. To clear error conditions, refer to the problem solving section.
- **Energy Saver Time:** If the copier is not operated for a designated amount of time, the copier will enter energy-saving mode. The time out before changing to the energy saving mode can be 1 – 60 minutes.

Use the following procedure to change the timer settings:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering a password, press the Clear (C) button.*

5. Once the correct password is entered, the Admin Menu is displayed on the Copier Screen.

6. Use the Arrow Buttons to highlight the Timers option.
7. Press the **Select** button. Timer Selection is displayed on the Copier Screen.
8. Use the Arrow Buttons to highlight the desired Timer option that you wish to change. Press the **Select** button.



*If you are setting the Energy Saver Timer you must first turn the Energy Saver Mode on and then you may set a time. Using the Arrow Buttons, highlight On and then press the **Select** button. The Copier Screen prompts you to enter a timer setting.*

9. Using the Numeric Keypad, enter a new time limit for the specified item.



*You may only enter a value within the time range of the timer option you are setting. The copier/printer will not allow you to save any time settings outside of the allowed values for the feature.*

10. Press the **Select** button. Time selection is displayed on the Copier Screen.
11. If you wish to change the timer setting for any other option, repeat steps 8 through 10.
12. Press the **Exit** button. The Administrator Menu is displayed.
13. Press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
14. Press the **Tools** button to exit **Tools Mode**.

## Sound Preset

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The DocuColor 2006 emits tones when it is in certain conditions. These tones alert you when the copier/printer has reached a certain state.

The following Audio Tone options are available on the DocuColor 2006:

- **Valid Tone:** An entry can be made so that a tone is produced when the buttons of the control panel are pressed accurately.
- **Invalid Tone:** An entry can be made so that a tone is produced when copying ends abnormally, such as when paper runs out or there is a paper or document jam.
- **Job Complete Tone:** An entry can be made so that a tone is produced when copying ends.
- **Ready Tone:** An entry can be made so that a tone is produced when the machine shifts from energy saver status to the use status.
- **Alarm CRU Tone:** An entry can be made so that a tone is produced when the toner cartridge or drum cartridge requires replacement.

Use the following procedure to change the Audio Tone settings:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin Menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering a password, press the Clear (C) button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.



6. Use the Arrow Buttons to highlight the Sound Preset option.
7. Press the **Select** button. Audio Tones selection is displayed on the Copier Screen.
8. Use the Arrow Buttons to select the audio tone feature you would like to change.
9. Press the **Select** button to open the selection screen for the selected audio tone option.
10. Use the Arrow Buttons to highlight Off or On for the selected audio tone option.
11. Press the **Select** button. Audio Tone selection is displayed on the Copier Screen.
12. If you wish to change the Audio Tone settings for any other option, repeat steps 8 through 11.
13. Press the **Exit** button. The Administrator Menu is redisplayed.
14. Press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
15. Press the **Tools** button to exit out of Tools Mode.

## User Password

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The DocuColor 2006 allows you to restrict user access to the copier by setting up user passwords.

If a User Password is set up, a user is required to enter a 4 digit number to gain access to copy mode. If they do not have a user password, they cannot use the copier.



*For more information on accessing copy mode with a user password, go to the Basic Copying chapter.*

Use the following procedure to set up a user password:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin Menu option.

3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering a password, press the Clear (C) button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Use the Arrow Buttons to highlight the User Password option.
7. Press the **Select** button. User Password selection is displayed on the Copier Screen.
8. Use the Arrow Buttons to turn the user password option On or Off.



*Highlight the On option if you are assigning a new user password. Highlight the Off option if you are changing a user password. To change a user password, you must first turn the old password off and then assign a new password.*

9. Press the **Select** button. The copier/printer prompts you to enter a 4-digit number.
10. Using the Numeric Keypad enter a four-digit password.



*If you make a mistake while entering the password, press the Clear (C) button.*

11. Press the **Select** button. When the change is confirmed the Administrator Menu is displayed on the Copier Screen.
12. Press the Exit button. The Tools Main Menu is displayed on the Copier Screen.
13. Press the **Tools** button to exit Tools Mode.

## Admin Password

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The password for the machine supervisor is set to **9999** when the machine ships from the factory. For secure control of the machine, please change this password as soon as possible.



*The Administrator password can not be checked after it is entered. Record this password so that it is not forgotten.*

Use the following steps to change the Administrator Password:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin Menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering a password, press the Clear (C) button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Use the Arrow Buttons to highlight the Administrator Password option.
7. Press the **Select** button.
8. Use the Numeric Keypad to enter a four-digit password. Each entered number displays as an asterisk (\*).



*If you make a mistake while entering the password, press the Clear (C) button.*

9. Use the Numeric Keypad to enter the same four-digit password as confirmation. Each entered number displays as an asterisk (\*).  
If the password entered as confirmation is identical to the first password entered, the password is changed and the Administrator Menu is displayed on the Copier Screen.  
If the password entered as confirmation is different from the first password entered, you must enter the password again. Repeat steps 8 and 9.
10. Press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
11. Press the **Tools** button to exit Tools Mode.

## Version Info

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If you should ever run into problems with your DocuColor 2006 and have the need to call for service, you may need to provide your software version information to the service engineer helping you. You can access all software version information through Tools Mode.

Use the following procedure to access Version Information:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin Menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The number displays as an asterisk (\*).



*If you make a mistake while entering a password, press the Clear (C) button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Use the Arrow Buttons to highlight the Version Information option.
7. Press the **Select** button. The Version Information screen is displayed on the Copier Screen.
8. All version information for the copier software and for all installed options is listed on the Version Information screen.
9. Press the **Exit** button. The Administrator Menu is displayed.
10. Press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
11. Press the **Tools** button to exit Tools Mode.

## Self Diag

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The Self Diagnostics test allows you to prompt the DocuColor 2006 to assess the hardware status.

Use the following procedure to begin the self-diagnostics test:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin Menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering a password, press the Clear (C) button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Use the Arrow Buttons to highlight the Self Diag feature.
7. Press the **Select** button. Diagnostics selection displays on the Copier Screen.
8. Use the Arrow Buttons to highlight Self Diag.
9. Press the **Start** button. The DocuColor 2006 automatically begins the Diagnostics test.
10. When the copier/printer has completed the diagnostics test, one of the following will happen:
  - The Copier Screen will display a message saying that the copier has passed the diagnostics test.
  - The Copier Screen will display an error code indicating that the copier did not pass the diagnostics test. If this should happen, call for service *immediately*.



*For information on calling for service, go to the Problem Solving chapter.*

11. Press the **Exit** button. The Administrator Menu is displayed.
12. Press the **Exit** button. The Tools Main Menu is displayed on the Copier Screen.
13. Press the **Tools** button to exit Tools Mode.

## Transporting the Scanner

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The scanner module must be locked when transporting the DocuColor 2006 to ensure against damage. Locking the module keeps it from sliding and either damaging itself or causing damage to other parts of the scanner.

Use the following procedure to lock the scanner module:

1. Press the **Tools** button to display the Tools Main Menu on the Copier Screen.
2. Using the Arrow Buttons highlight the Admin Menu option.
3. Press the **Select** button. Password Input is displayed on the Copier Screen.
4. Using the Numeric Keypad, enter your Administrator Password. The numbers display as asterisks (\*).



*If you make a mistake while entering a password, press the Clear (C) button.*

5. Once the correct password is entered, the Administrator Menu is displayed on the Copier Screen.
6. Use the Arrow Buttons to highlight the Transporting Scanner option.
7. Press the select button. Transporting Scanner selection is displayed on the Copier Screen.
8. Use the Arrow Buttons to select ON.



*The default setting for transporting the scanner is OFF. If you do not wish to transport the scanner at this time, press the **Exit** button to return to the Administrator Menu. The Tools Main Menu is displayed on the Copier Screen. To exit Tools Mode, press the **Tools** button.*

9. The copier/printer locks the scanner module. The copier then prompts you to turn off the power.
10. Turn the power off and proceed with moving the scanner.



*For directions on turning the power off, go to the Setting up the DocuColor 2006 chapter.*



*Once the scanner module is locked, you cannot return to any copy functions until the scanner power is switched off and then on again. This is the only way to unlock the scanner module.*