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# **Xerox DocuPrint 4050/4090 IPS**

## **Guide to Performing Routine Maintenance**

**THE DOCUMENT COMPANY**  
**XEROX**

Version 7.1  
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Printing Systems Documentation and Education  
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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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## Laser safety

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**Warning:** Adjustments, use of controls, or performance of procedures other than those specified herein may result in hazardous light exposure. ⚠

The Xerox DocuPrint printers are certified to comply with the performance standards of the U.S. Department of Health, Education, and Welfare for Class 1 laser products. Class 1 laser products do not emit hazardous radiation. The DocuPrint printers do not emit hazardous radiation because the laser beam is completely enclosed during all modes of customer operation.

The laser danger labels on the system are for Xerox service representatives and are on or near panels or shields that must be removed with a tool. **DO NOT REMOVE LABELED PANELS OR PANELS NEAR LABELS. ONLY XEROX SERVICE REPRESENTATIVES HAVE ACCESS TO THESE PANELS.**

**DANGER**

**LASER RADIATION WHEN OPEN  
AVOID DIRECT EXPOSURE TO BEAM**

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## Ozone information

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This product produces ozone during normal operation. The amount of ozone produced depends on copy volume. Ozone is heavier than air. The environmental parameters specified in the Xerox installation instructions ensure that concentration levels are within safe limits. If you need additional information concerning ozone, call 1-800-828-6571 to request the Xerox publication 600P83222, *OZONE*.

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## Operation safety

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Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements. They have been approved by safety agencies, and they comply with environmental standards. Please observe the following precautions to ensure your continued safety.

- Always connect equipment to a properly grounded electrical outlet. If in doubt, have the outlet checked by a qualified electrician.



**Warning:** Improper connection of the equipment grounding conductor may result in risk of electrical shock. ⚠

- Never use a ground adapter plug to connect equipment to an electrical outlet that lacks a ground connection terminal.
- Always place equipment on a solid support surface with adequate strength for its weight.
- Always use materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance and may create a hazardous situation.
- Never move either the printer or the Printer Controller without first contacting Xerox for approval.
- Never attempt any maintenance that is not specifically described in this documentation.
- Never remove any covers or guards that are fastened with screws. There are no operator-serviceable areas within these covers.
- Never override electrical or mechanical interlocks.
- Never use supplies or cleaning materials for other than their intended purposes. Keep all materials out of the reach of children.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and call service to correct the problem.

If you need any additional safety information concerning the equipment or materials Xerox supplies, call Xerox Product Safety at the following toll-free number in the United States:

**1-800-828-6571**

For customers outside the United States contact your local Xerox representative or operating company.

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# Introduction

The *Xerox DocuPrint 4050/4090 IPS Guide to Performing Routine Maintenance* provides information on how to perform basic maintenance tasks on the Xerox DocuPrint IPS 4050 and 4090.

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## About this guide

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This guide is designed for operators whose job consists of operating each of the system components, running print jobs, solving simple system problems, and performing basic maintenance tasks, such as replenishing printer supplies.

Refer to the entire Xerox DocuPrint IPS Series documentation for information on other tasks required for printing with your DocuPrint printer.

Users should have an understanding of Printer Controller operations.

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

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## Contents

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This section lists the contents of this guide.

- Chapter 1, “Feeder trays,” provides information on how to load feeder trays for your DocuPrint printer.
- Chapter 2, “Output trays,” describes how to unload output trays for the DocuPrint printer.
- Chapter 3, “Stitcher wire,” provides information on how to continue printing when the spool is out of wire.
- Chapter 4, “Fuser lubricant and pressure roll wiper,” describes how to refill the fuser agent reservoir, and how to replace the pressure roll wiper.
- Chapter 5, “Adding dry ink,” describes how to add dry ink.
- Chapter 6, “Cleaning,” provides instructions on how to clean the various printing system components.
- Chapter 7, “Maintenance and support services,” provides information on how to call for service, order supplies, and report meter readings.

An index is provided at the back of the guide.

## Conventions

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This guide uses the following conventions:

- *Italics* — Document and library names are shown in italics (for example, the *Xerox DocuPrint 4050/4090 IPS Guide to Performing Routine Maintenance*).
- Capitalization of graphical user interface (GUI) window titles matches the titles as they appear on the screen. In cases where a window does not have a title, it is referenced using all lower case. For example:
  - At the graphical user interface, use the Output Configuration window to group the trays.
  - The main window displays the current system status.



**Note:** Notes are hints that help you perform a task or understand the text.



**Caution:** Cautions alert you to an action that could damage hardware or software.



**Warning:** Warnings alert you to conditions that could affect the safety of people.



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## Related publications

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This document is part of the Xerox DocuPrint IPS publication set.

### **Xerox documents**

Following is a list of all Xerox DocuPrint IPS documents. For a complete list and description of available Xerox documentation, refer to the *Xerox Customer Documentation Catalog* (publication number 610P17517), or call your service representative.

*Application Programmer/System Administrator Quick Reference Card*

*Customer Information Quick Reference Card*

*Generic MICR Fundamentals Guide*

*Glossary*

*Guide to Configuring and Managing the System*

*Guide to Performing Routine Maintenance*

*Helpful Facts About Paper*

*Installation Planning Guide*

*Master Index*

*Messages Guide*

*Solutions Guide*

*System Overview Guide*

*Troubleshooting Guide*

*Xerox Standard Font Library Font User Guide*

The documentation set also includes an electronic version, the *DocuPrint IPS Interactive Customer Documentation CD*.

### **IBM documents**

Following are related IBM documents. Contact your local IBM representative for ordering instructions for IBM AFP/PSF manuals that might be useful for your specific installation.

*IBM 3825 Page Printer Product Description*

*IBM Intelligent Printer Data Stream Reference*

*IBM Advanced Function Presentation Printer Summary*

*IBM ITSC Distributing AFP Printing from a Host System*

*IBM Advanced Function Printing Data Stream Reference*

*IBM Data Stream and Object Architectures: Mixed Object Document Content Architecture Reference*

*Guide to Advanced Function Presentation*



# 1.

## Feeder trays

This chapter describes the processes for loading paper in the 4050/4090 IPS feeder trays, and explains what actions are necessary if a paper stock is changed.

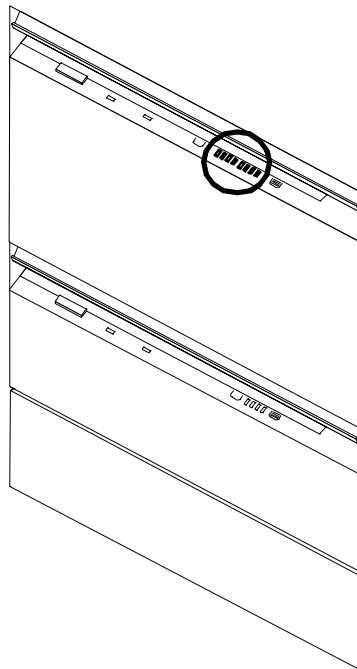
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### Checking feeder trays

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Check the amount of paper in each feeder tray by examining the green lights on the door of the tray. Each light represents 25 percent of a ream, or about 125 sheets of 20-pound or 80 gsm (grams per square meter) paper.

Figure 1-1. Feeder tray lights



- You do not have to interrupt a print job to load paper since you can refill one tray while the printer is feeding from another tray.
- If you try to load a tray that is currently in use, the feeding switches to a backup tray if one is available. If a backup tray is not available, the printer stops.
- The printer does not feed all the paper out of a tray. A stack of approximately 1/4 inch / 6 mm remains in the tray.

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## Loading feeder trays

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It is important to load paper properly in the feeder trays to prevent jams and loss of production time. The following guidelines will help ensure maximum efficiency of your IPS printer's operation.

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### Guidelines for loading paper

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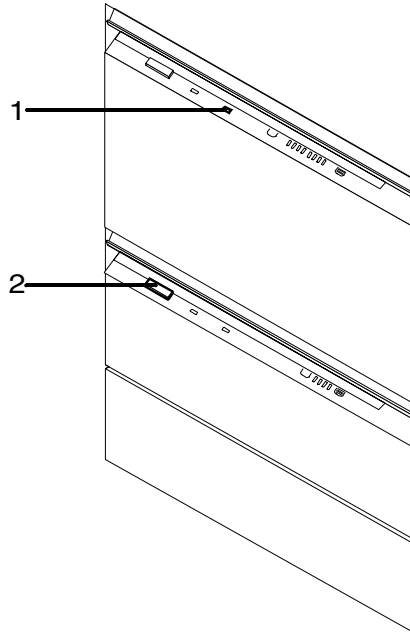
When you are loading the paper, follow these guidelines to prevent paper jams:

- Remove damaged sheets.
- Load the paper with the package wrapper seam side up.
- Make sure that the direction of the curl is consistent.
- Avoid fanning the paper unless the stock is predrilled.
- Do not load the paper above the MAX line on the length guide.
- Place any paper left in the bottom of the tray on top of the new paper stack.
- When loading **predrilled** paper, fan the paper and remove loose paper plugs.

## Loading the trays

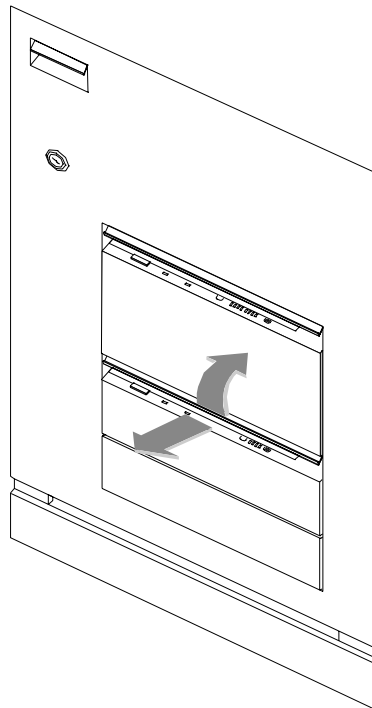
Follow these steps to load a feeder tray:

1. If the Ready To Open indicator on the feeder tray door is not lit, press the Tray Unlock button and wait for the tray to descend and the Ready To Open indicator light before opening the tray.

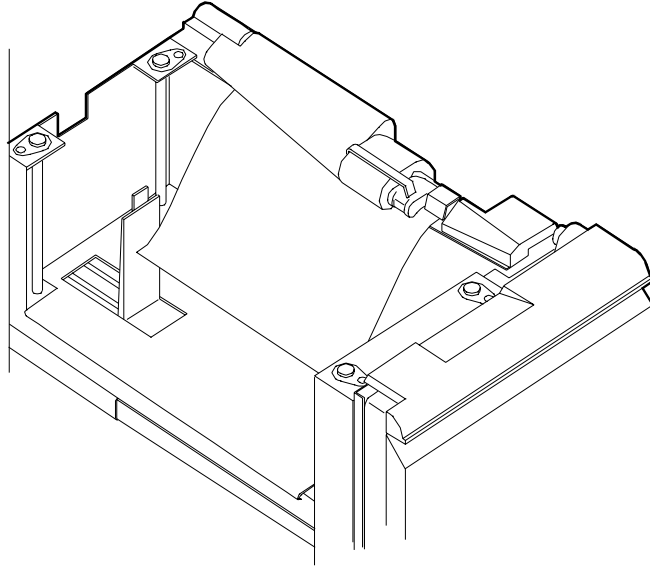



- 1 Ready to Open Indicator**
- 2 Tray Unlock button**

2. Lift and pull out the bar along the top of the feeder tray. Slide the tray all the way out for best access and ease of loading.

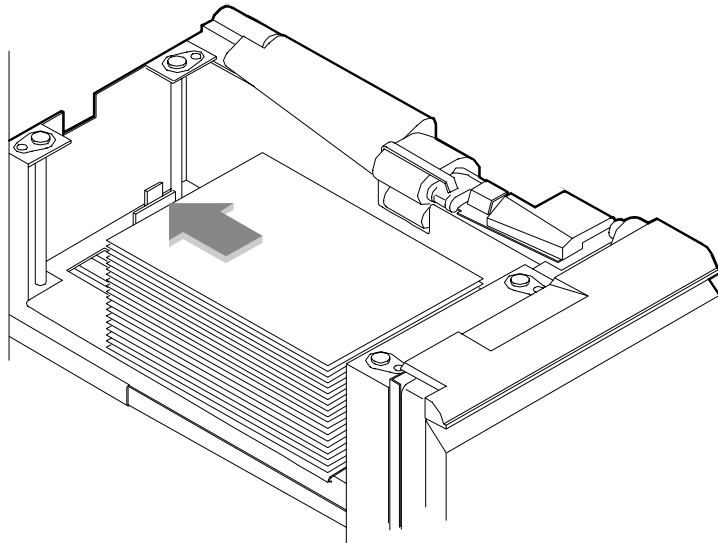


3. Press the green lever down to unlatch the paper feeder assembly.



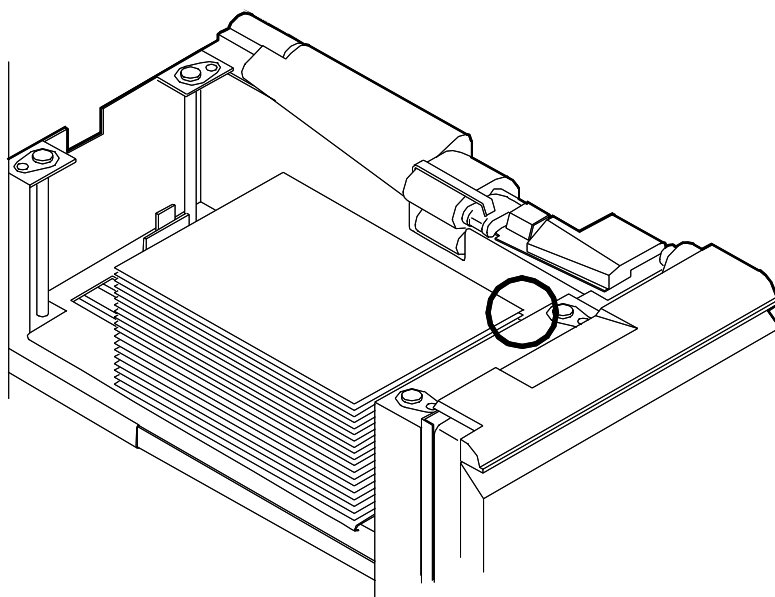
**Caution:** Attempting to move the lever in any other direction can break it. 

4. Pull out any partially fed paper from the feeder assembly and discard it. There will be some resistance.
5. Squeeze the lever against the back of the length guide and slide the guide toward the back of the printer.

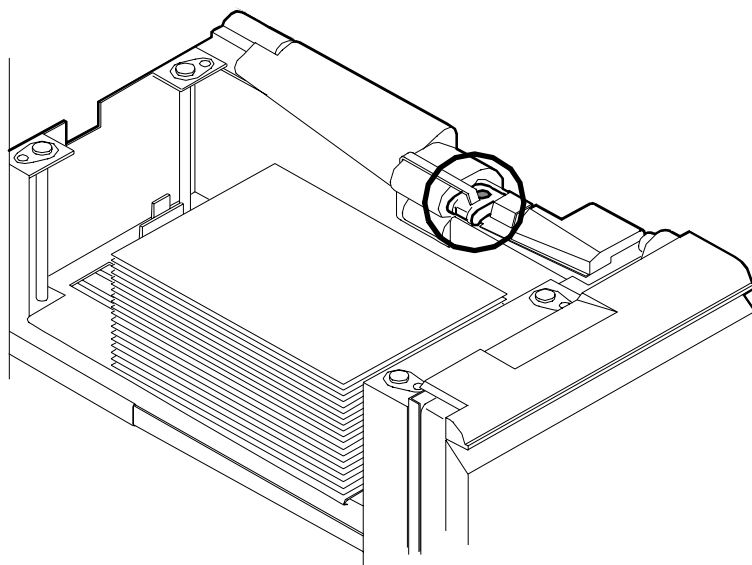


6. Remove any paper remaining in the tray and set it aside to be placed on top of the new paper.

7. Load paper, following the instructions at the front of the feeder tray and carefully positioning the paper in the right-front corner of the tray.



8. Pull the length guide forward to touch the back of the paper stack.
9. Latch the paper feeder assembly by pressing the green dot next to the green release lever until the assembly clicks into position.



10. Slide the tray into the printer until it latches. The tray rises automatically into position.
11. Press the Continue button to resume printing.



**Note:** If you change the paper stock, you must use the Set Tray Command to reset the trays. If you change to larger paper after an extended run of smaller paper, run 20 copies of a sample document to clean the fusing system. Otherwise, the first pages of the new job may be of poor quality. □



**Note:** When you change the paper size in one of the feeder trays, a message displays asking you to make sure the printer is warmed up, ready, and loaded with the proper media. The message displays the media defined for the tray, as well as the paper currently loaded in the tray.

Currently, there is no method of restoring the Input Configuration to its original state. Once you select Modify, the Input Configuration window appears. Make changes on the window as appropriate, then save your changes. For detailed information on the Input Configuration window, refer to the *Xerox DocuPrint 4050/4090 IPS Guide to Configuring and Managing the System*. □



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## 2.

## Output trays

Your print jobs are sent to printer output trays which you must unload. You can unload each of the output trays while the system is printing. How you do so, however, depends on the type of tray. This chapter discusses how to check and unload the types of trays available.

In all cases, if the printer has stopped due to a full output tray and does not resume automatically when the tray is emptied, press the Continue button on the printer control console.

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### Checking and unloading dual stacker trays

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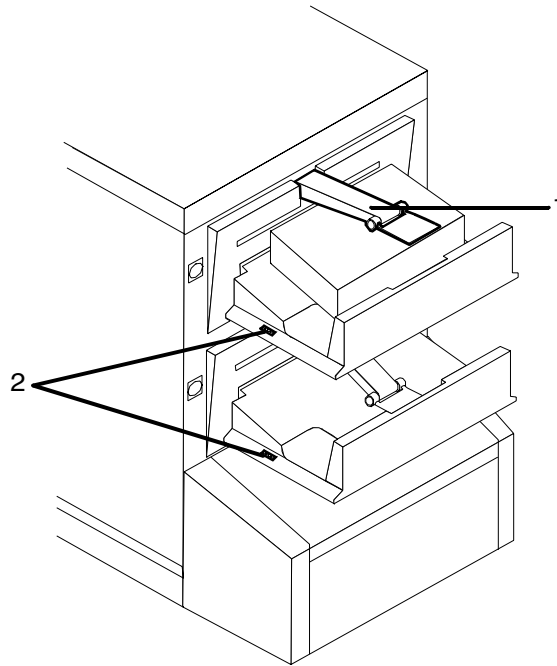
When a stacker tray is full, the following occurs:

- The Tray Full indicator lights on the appropriate stacker tray.
- The printer control console displays a message indicating which output tray is full.
- The picture on the graphic display shows the location of the full tray.
- If you select only one tray, the printer stops when that tray is full.
- If the first tray is not emptied by the time the second output tray is full, the printer stops and displays the message that both output trays are full.

Each stacker tray holds 750 sheets of 20-pound or 80 gsm (grams per square meter) paper.

**Unloading the dual stacker trays**

To unload each dual stacker tray, raise the scuffer arm and remove the printed pages.



- 1 Scuffer arm
- 2 Tray Full indicators



**Note:** When both trays are full, you must empty at least one tray before you can resume printing.

## Checking and unloading the stitcher/stacker tray

An electronic counter in the stitcher/stacker keeps track of the number of sheets printed and the number of stapled sets produced.

When a stacker tray is full, printing stops and a message appears on the printer control console that the output tray is full.



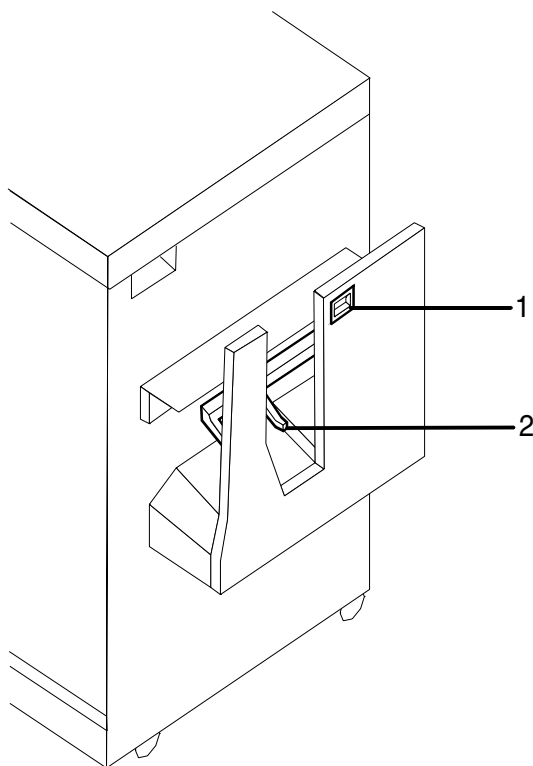
**Note:** A false tray full condition may occur when you remove small stapled sets without pulling the tray out. The counter is not reset, causing the printer to stop before the tray is actually full.

Each stitcher/stacker tray holds 2000 sheets of 20lb (80 gsm) paper.

### Unloading the stitcher/stacker tray

To unload the stitcher/stacker tray:

1. Lift the black handle on the outside of the tray.



- 1 **Tray handle**
- 2 **Stacker arms**

2. Carefully slide the tray up and out and remove the printed pages.



**Note:** A false Tray Full condition may occur when you remove small stapled sets without pulling the tray out. The counter is not reset, causing the printer to stop before the tray is actually full.



3. Close the tray by sliding it back under the stacker arms.

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## Checking and unloading sample trays

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The sample tray holds up to 100 sheets of paper from 8.5 by 11 inches / 216 by 279 mm to 8.5 by 14 inches / 216 by 356 mm. No message appears when the sample tray is full. Since a paper jam can occur if the tray is overfilled, empty the sample tray regularly, if it is in use.

To empty the sample tray, simply remove the printed pages.



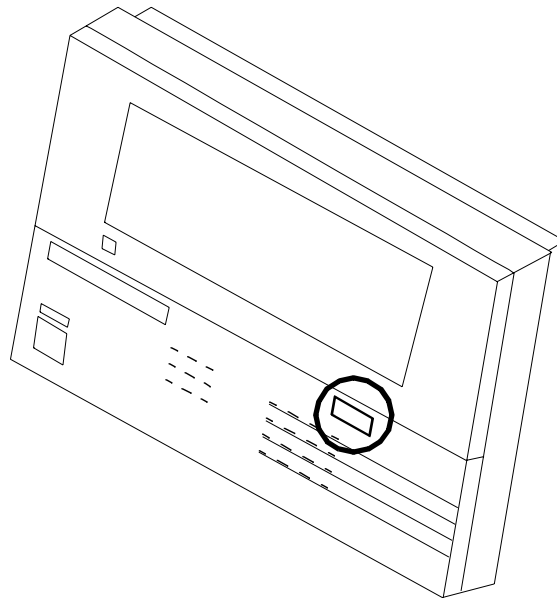
**Note:** Since the sample tray can receive waste sheets purged after a paper jam, always clear the sample tray after clearing a jam. This prevents waste sheets from being confused with good sheets.

### 3.

## Stitcher wire

The Wire Percentage indicator is located on the printer control console of IPS systems configured with a stitcher/stacker. It displays an approximate percentage of stitcher wire remaining on the spool. Your service representative can set the display to flash at a predetermined percentage as a warning that you are running low on stitcher wire.

Figure 3-1. **Stitcher wire indicator on the 4050/4090 printer control console**



**Note:** The percentage that displays on the wire percentage indicator is an approximation and has a small margin of error.

When the stitcher spool empties, the printer stops, and you see the following displays on the printer control console:

- The print quantity display shows the fault code L152.
- The message window displays the following sequence of messages, with the next message appearing each time you press **i**:
  - STITCHER IS OUT OF WIRE OR  
SPOOL NOT ROTATING. PRESS **i**
  - TRAINED OPERATOR CHECK WIRE  
MANAGEMENT SYSTEM. PRESS **i**
  - IF UNABLE TO FIX, PRESS CONTINUE  
TO RESUME WITHOUT STITCHING
  - STITCHER IS OUT OF WIRE  
PRESS 'CONTINUE' TO RESUME PRINTING.

If you continue printing the job without replacing the wire, the documents print without being stapled. The printer status display shows the following message:

OUT OF WIRE

Contact your key operator or your service representative when you see this message. This should seldom happen because your service representative checks the wire supply on each service call and replaces the spool as needed.

To continue printing without replacing the wire, press the Continue button. The document is then printed without being stapled.

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## 4. Fuser lubricant and pressure roll wiper

This chapter describes how to add fuser lubricant and how to replace the pressure roll wiper on your system.

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### Adding fuser lubricant

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The fuser uses heat to fuse the print image to the paper. It is critical that the fuser be kept lubricated with fuser lubricant and that its reservoir be kept full. This chapter describes the procedure for adding fuser lubricant in the printer.

Your service representative usually adds fuser lubricant. However, you might choose to add the fuser lubricant yourself if you have been trained in this procedure.

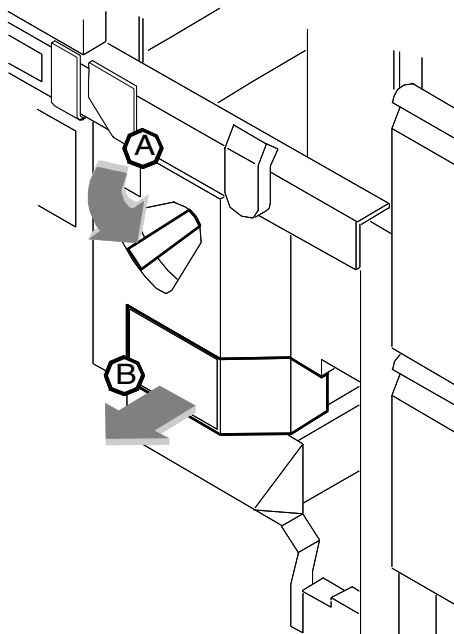
To add fuser lubricant:

1. Open the printer doors.
2. Place a dropcloth on the floor under the fuser area.



**Warning:** If any fuser lubricant is spilled, clean it immediately. Fuser lubricant spills cause the floor to be very slippery. ⚠

3. Press down on the green lever (A), moving it counterclockwise.
4. Hold the lever down while you grasp the green fuser drawer handle (B) and pull out the drawer until it stops.

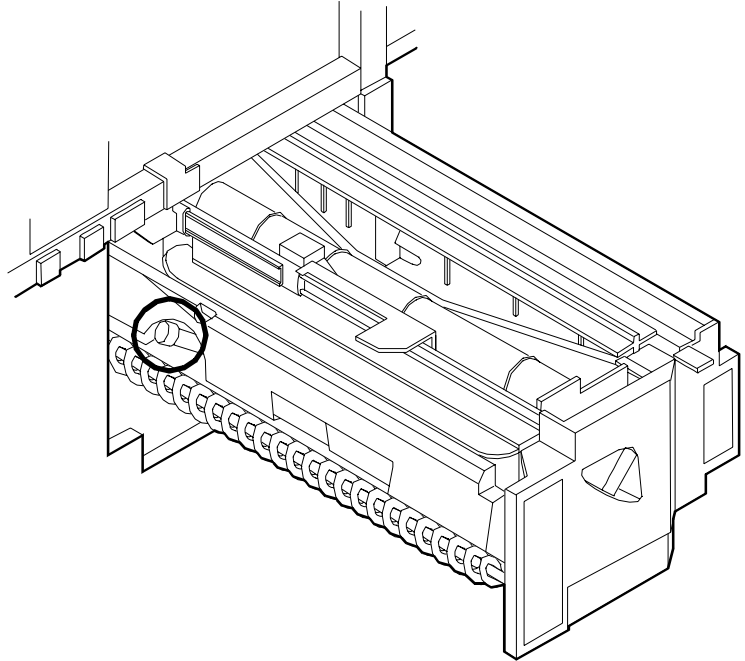


5. Put on gloves.



**Warning:** Fuser lubricant contains silicone, which can cause eye irritation upon contact. Wash your hands with soap and water after you finish this procedure. ⚠

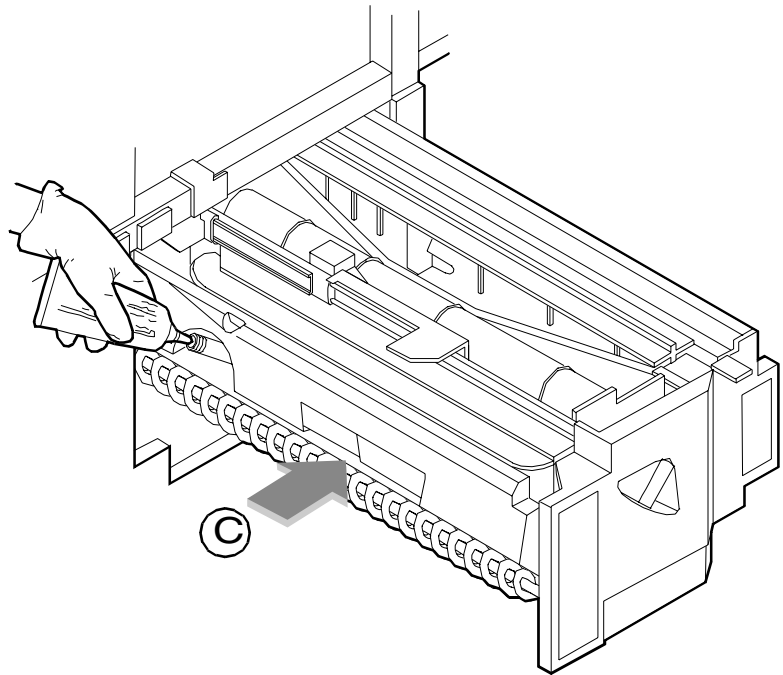
6. Locate the fuser reservoir and remove the cap by turning it counter-clockwise.



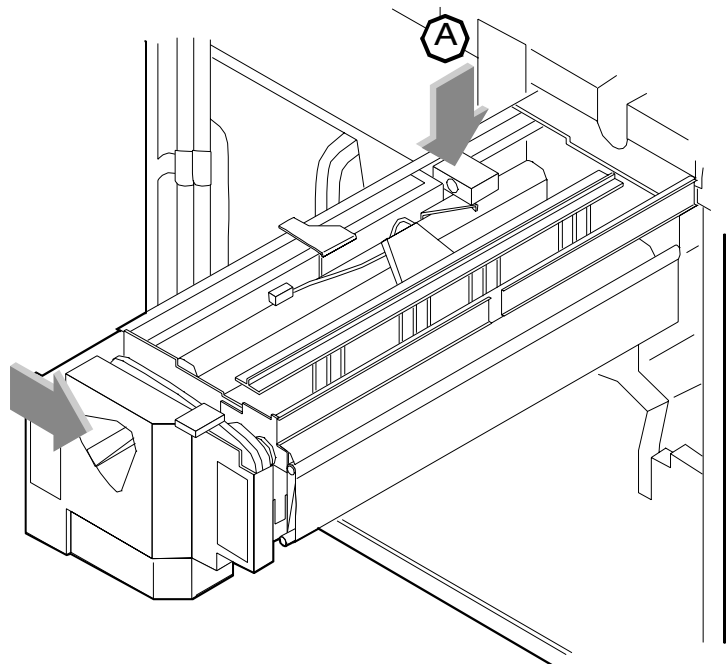
**Caution:** There is an orange float that indicates the lubricant level. It may stick to the reservoir wall. Be careful not to overfill the reservoir or an overflow of lubricant may occur. ⚠



7. Open a tube of fuser lubricant and cut the pointed spout diagonally. Carefully squeeze the lubricant into the reservoir until the orange float reaches the top (C), or until you see the oil reach the top edge below the fuser cap. The reservoir may require up to two tubes of lubricant if it was empty.



8. Replace the reservoir cap by turning it clockwise.
9. Close the fuser drawer by pressing down on the green latch (A) and pushing the fuser drawer in until it latches in place.



10. Dispose of the dropcloth and any empty lubricant tubes in a trash receptacle. If there is any lubricant left in the tube, cap the tube and store it for future use.

11. Remove and dispose of the gloves in a trash receptacle, being careful not to let any residue come in contact with your skin.
12. Close the printer doors.
13. Wash your hands to remove any fuser lubricant.

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## Replacing the pressure roll wiper

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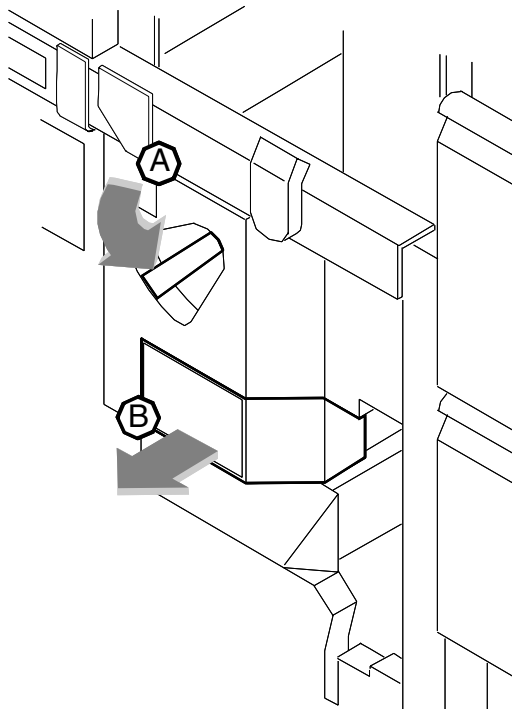
You need to replace the pressure roll wiper when any of the following occur:

- Excessive oil or dirt buildup appears on the wiper.
- The first few prints of a job have oil or dirt on them.
- An interval of 80,000 to 100,000 prints are made. (The number of prints made is tracked by the billing meter, which you can view through the Administration pull-down menu on the IPS main window.)

Your service representative usually replaces the pressure roll wiper for the DocuPrint System. However, you might choose to replace the pressure roll wiper yourself if you have been previously trained in this procedure.

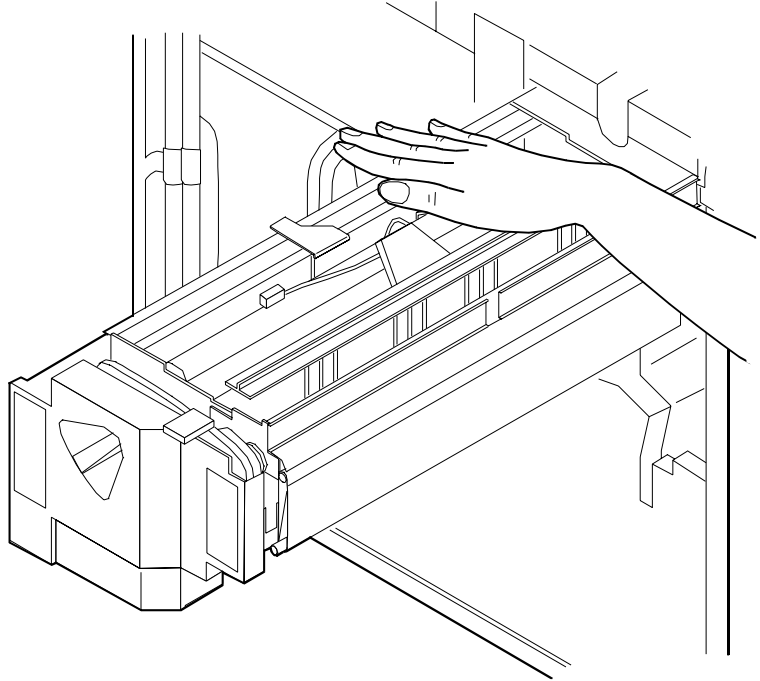
To replace the wiper:

1. Power off the printer.
2. Open the printer doors and locate the fuser drawer.
3. Move the green lever (A) counter-clockwise, grasp the green handle on the fuser drawer, (B) and pull it out until it stops.



4. Determine if the fuser is cool.

Place your hand approximately 1 inch (25mm) above the fuser area.



If you feel heat, STOP, leave the fuser drawer out, and wait for the fuser to cool. DO NOT touch the fuser while it is hot.

If you DO NOT feel heat, continue with the procedure.



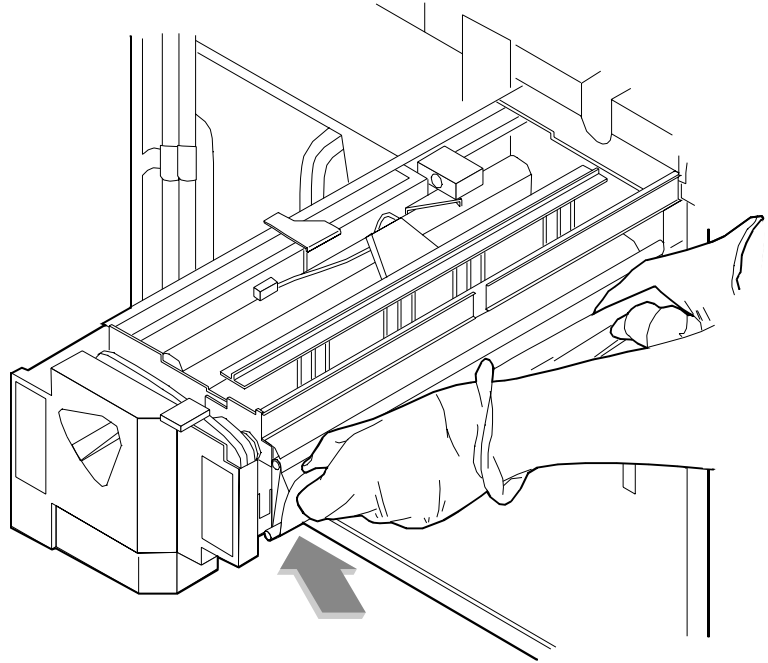
**Warning:** Perform this task only when the fuser is cool. Exercise care to prevent burns when working in this area. Do not perform this task if the fuser is hot. ⚠

5. Put on gloves.

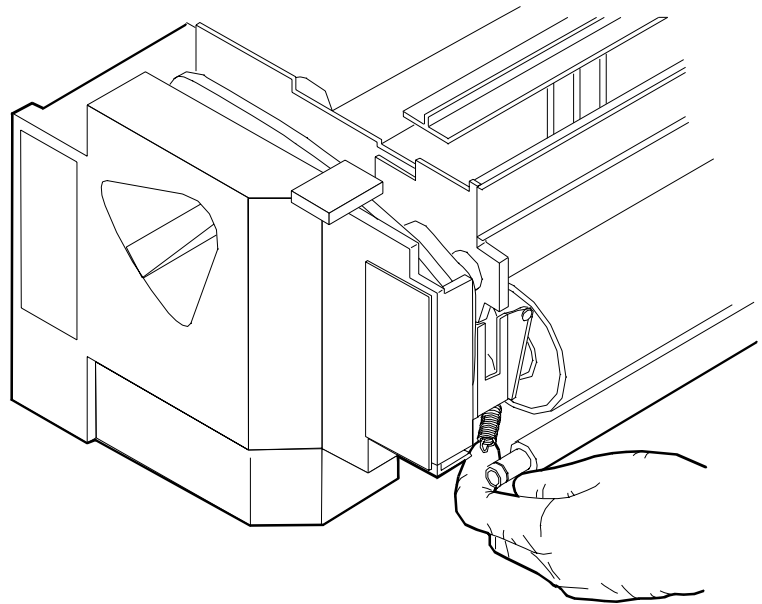


**Warning:** Fuser agent contains silicone that causes eye irritation upon contact. Wash your hands with soap and water after you finish this procedure. ⚠

6. Locate the pressure roll wiper assembly and release the top rod by pulling upward as shown.

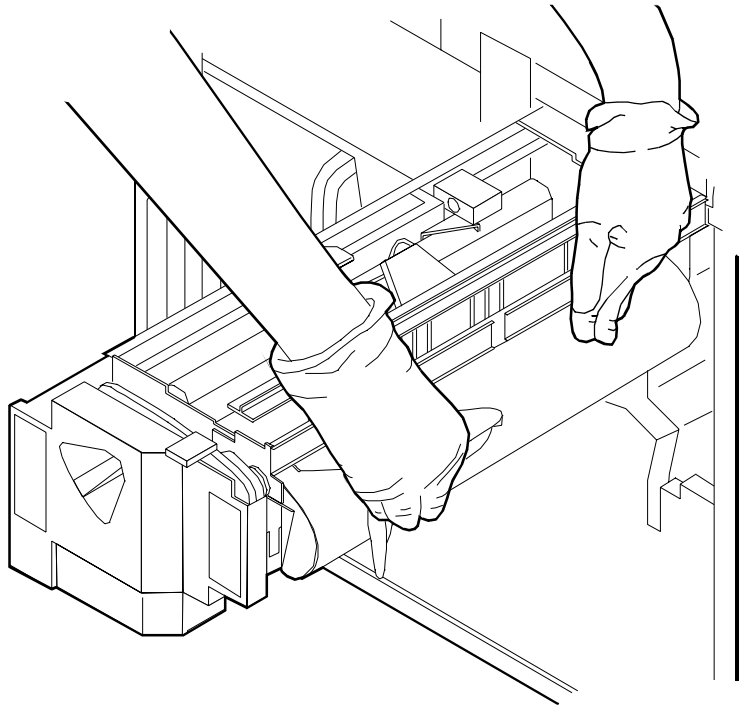


7. Remove the lower rod from the springs and lift the wiper assembly away.

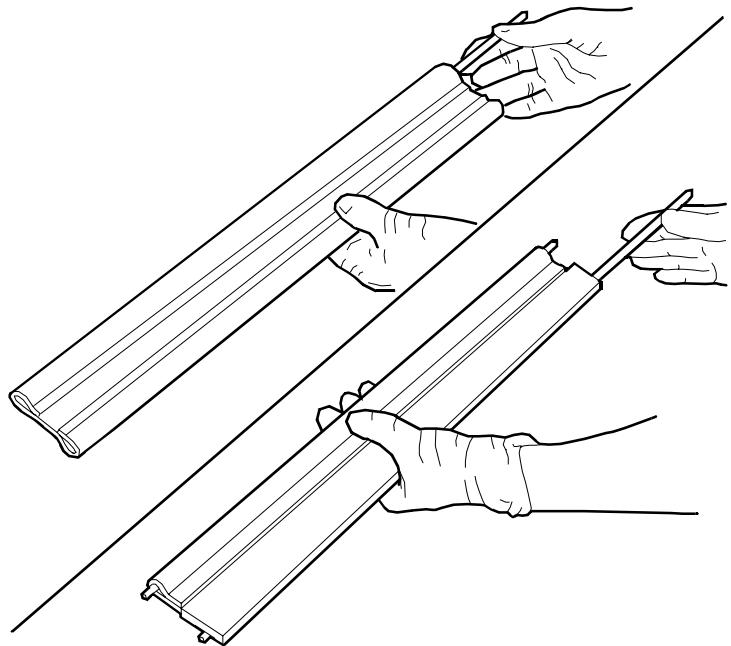



8. Place the used wiper in the plastic bag that came with the new wiper and dispose of the bag in a trash receptacle.

9. Rotate the pressure roll while wiping the dirt off with a clean cloth. Discard the cloth in the trash receptacle when you are finished.

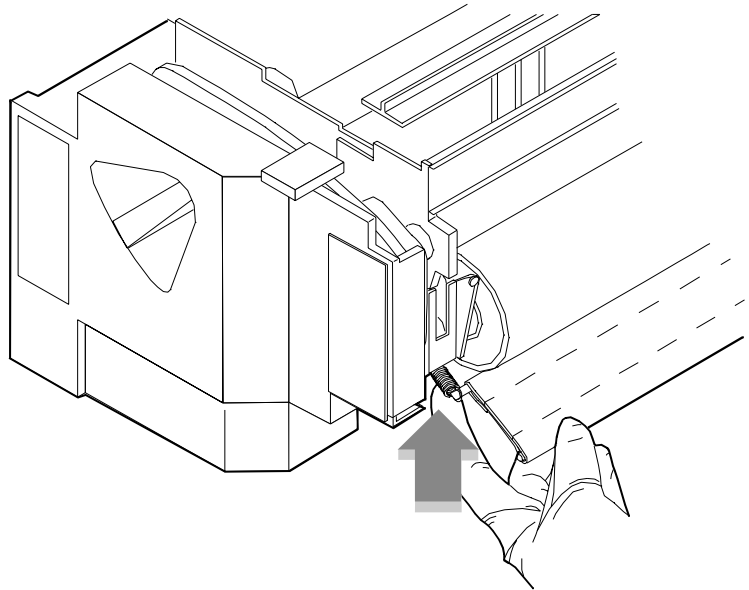


10. Insert the short rod in the upper loop of the new wiper.
11. Insert the long rod through the lower loop of the new wiper.
12. Insert the lower rod into the springs on both ends of the pressure roll.

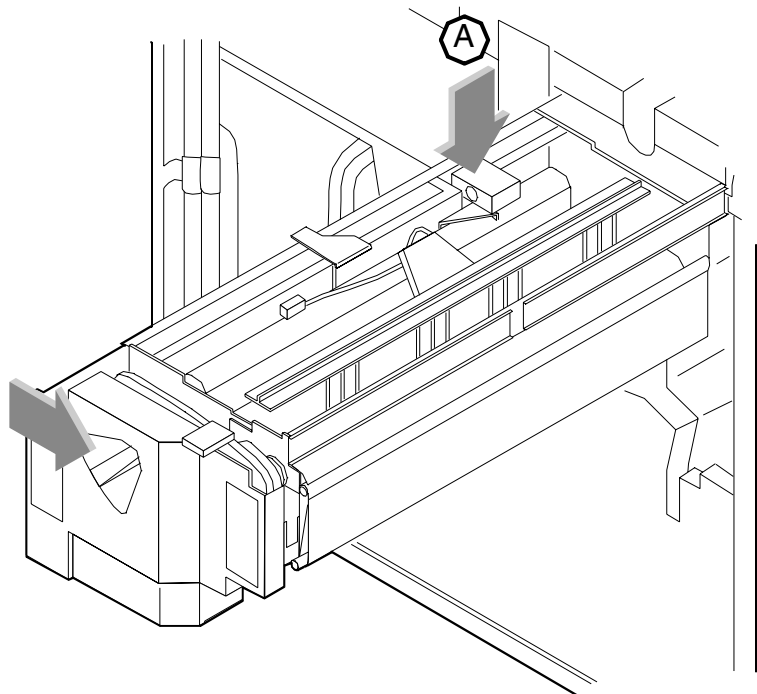


**Caution:** Make sure the smooth side of the wiper is facing the pressure roll. 

13. Center the wiper on the pressure roll. Pull up the wiper and place the upper rod onto the brackets on both ends of the pressure roll, as shown.



14. Remove and dispose of the gloves in a trash receptacle, being careful not to let any residue come in contact with your skin.
15. Close the fuser drawer by pressing down on the green latch (A), and push the fuser drawer in until it latches in place.



16. Close the printer doors and power on the printer.
17. Wash your hands to remove any fuser agent.

## 5.

## Adding dry ink

Dry ink is the black powder that forms the image on the printed page. This chapter describes the procedure for adding dry ink to the printer.

When the printer is low on dry ink, the message DRY INK BOTTLE IS EMPTY appears on the printer control console. The graphic display indicates the location of the dry ink bottle.

You do not need to monitor the amount of dry ink remaining in the bottle at any given time; the system monitors it for you.

If you do not add dry ink, the printer eventually stops printing. It does not resume printing until you replace the dry ink bottle.



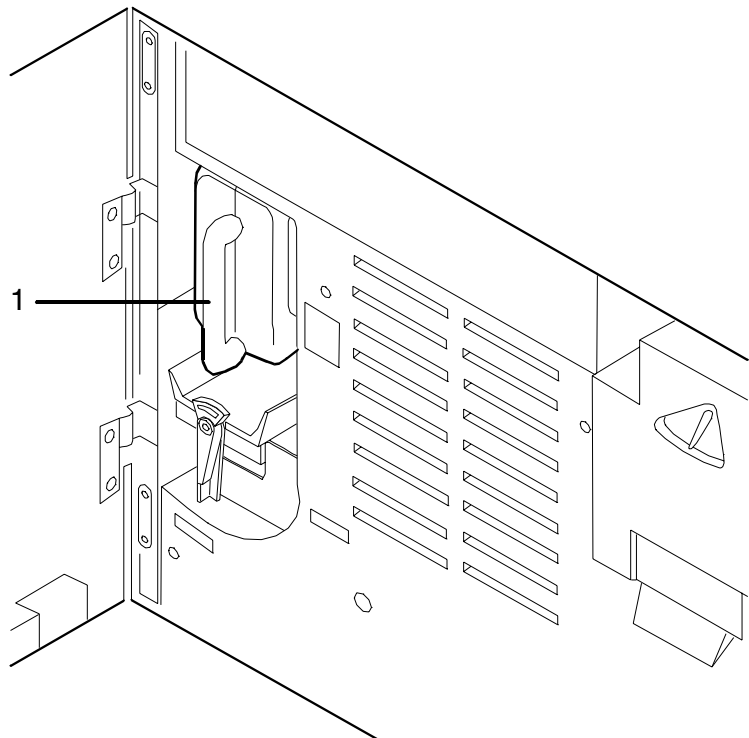
**Note:** Do not discard damaged, unused dry ink bottles. Return the bottles to Xerox for exchange (for credit in the USA). □



**Caution:** To prevent dry ink spillage, remove the cartridge only when directed to do so by a message on the printer control console. ⊘

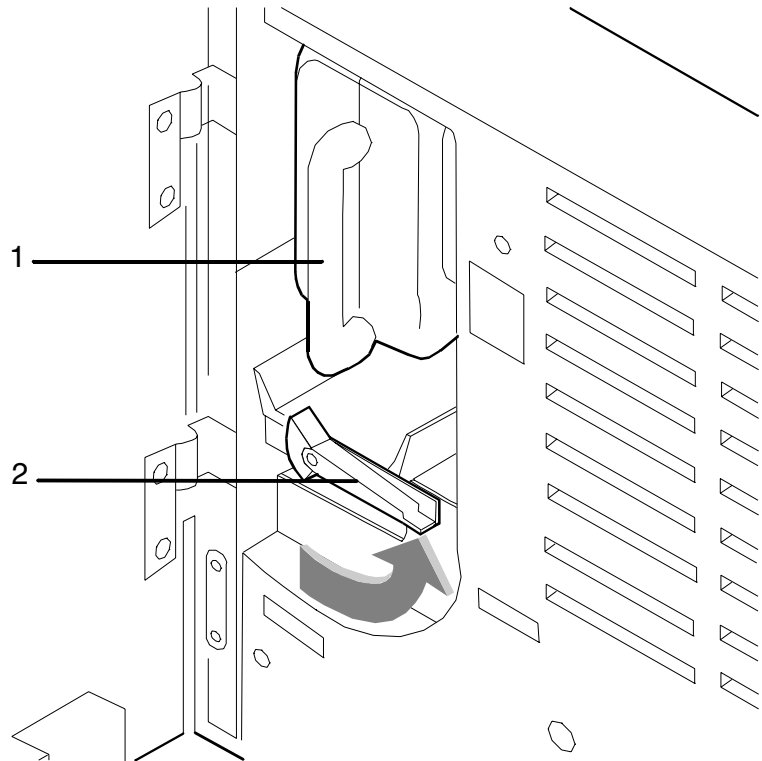
To add dry ink:

1. Open the printer doors and locate the dry ink area on the left side of the printer.




**1 Dry ink bottle**

2. Spread a dropcloth on the floor under the dry ink area.
3. Rotate the green handle toward the right to unlatch the lid.



- 1 Dry ink bottle
- 2 Latch

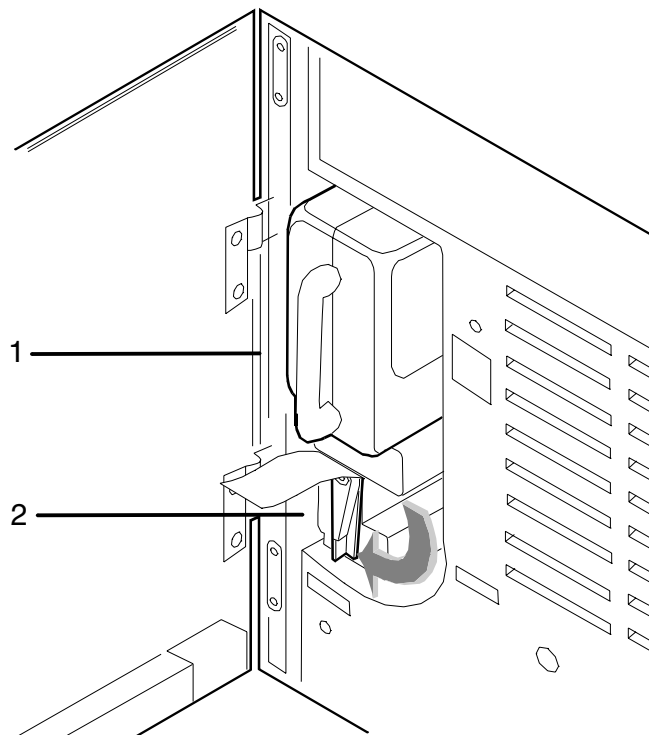


**Caution:** If there is still dry ink in the bottle, the ink may spill as you move the bottle back onto its lid. 

4. Pull the empty dry ink bottle toward you until it stops.
5. Remove the empty bottle and discard it.
6. Shake the new ink bottle at least ten rotations, taking care to support the bottle cap. It is important that you mix the contents thoroughly by allowing the material inside the bottle to fall and settle toward the cap at each rotation.
7. Insert the new bottle into the printer until it is latched into place. The cap remains in the front of the compartment as you push the bottle toward the back.

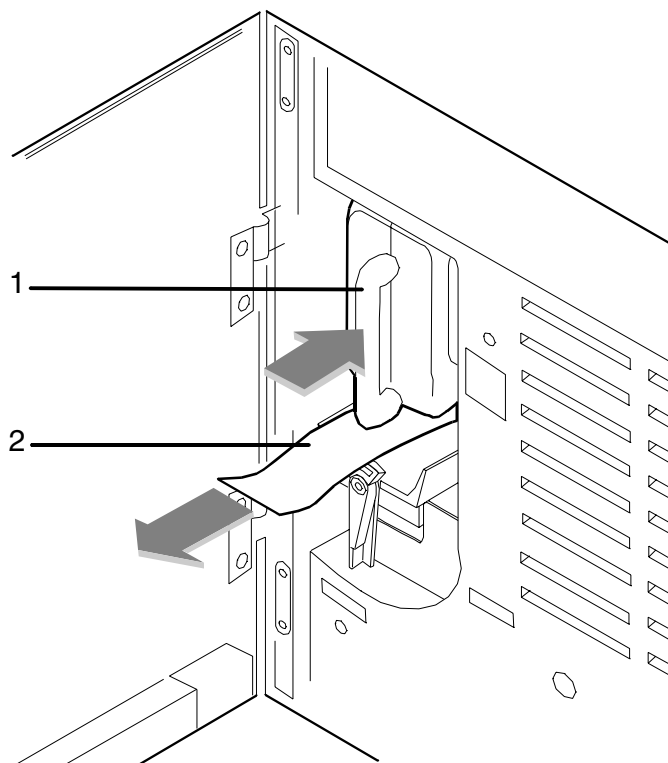


8. Move the green handle to the latched position.



- 1 Dry ink bottle
- 2 Latch


9. Hold the cartridge in place and pull the paper off the mouth of the bottle.



- 1 Dry ink bottle
- 2 Paper seal

10. Discard the seal along with the dropcloth.



**Caution:** If any dry ink gets on your hands, wash them with soap and cold water. If any dry ink gets on your clothes, brush them with a dry paper towel or a stiff-bristled brush. If this does not remove the ink, immediately launder with detergent and cold water. Heat sets the ink permanently. Inform dry cleaners that the spot is dry ink for a printer so they do not use a solvent that sets the stain. 

This chapter describes the cleaning tasks you need to perform regularly on the 4050/4090 IPS.

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## Cleaning the keyboard, monitor, and the exterior of the Printer Controller


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Clean the exterior surfaces of your Printer Controller, including monitor and keyboard, as required. Clean daily, if possible.

Use the following supplies to clean the exterior surfaces:

- **Monitor:** Use a soft, lint-free cloth dampened with a glass cleaner. Do not spray the liquid directly onto the monitor, it may cause damage.
- **Keyboard:** Use a mild household detergent that has been poured or sprayed onto a cloth lightly dampened with water. Do not saturate the cloth; just dampen it.
- **Exterior:** Use a mild household detergent that has been poured or sprayed onto a cloth lightly dampened with water. Do not saturate the cloth; just dampen it.




**Caution:** Do not allow liquids to drip onto anything electrical or mechanical. For the same reason, never spray or pour the cleaner directly onto the keyboard or the exterior surfaces of the system. 

## Cleaning the 4mm cartridge tape drive

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Clean the 4mm cartridge tape drive every 25 hours of actual tape operation. Use only a cleaning cartridge designed for the 4mm cartridge tape drive. No fluids or other preparations are necessary with the use of these cartridges.




**Caution:** Do not use cleaning cartridges or any types of fluids designed for use in audio devices as these can damage your tape drive. 

To clean the tape drive:

1. Insert the cleaning cartridge into the tape drive as you would a regular tape cartridge.
2. Observe the green LED blinking slowly to indicate that the tape drive is automatically performing a cleaning cycle.



**Note:** If the cleaning cartridge has been used for more than approximately 30 cleaning cycles, the amber LED blinks rapidly. Press the Unload button to eject the cleaning cartridge and discard it. 

3. Remove the cleaning cartridge after it is automatically ejected following the cleaning cycle.


You can use the cartridge tape drive immediately after cleaning.

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## 7. Maintenance and support services

This chapter provides information on the services Xerox provides to help you keep your DocuPrint printer running efficiently. It describes the services available to you and how to take advantage of these services.



**Note:** The support services described in this chapter apply to the United States only. For information on the support services available internationally, consult your Xerox representative. 

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### Xerox Customer Services Support Center

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Before calling your Customer Service Support Center, make sure you have tried the corrective actions described in the *Troubleshooting Guide*. If a problem persists, gather the necessary information and call your customer service support center (or contact your local Xerox operating company).

Refer to the *Xerox DocuPrint 4050/4090 Troubleshooting Guide* chapter “Calling for service” for the information you should have ready when you call.

In the United States, call the following number to report DocuPrint hardware or software problems:

**1-800-822-2979**



**Note:** This phone number is attached to your printer at installation time. 

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## Xerox Documentation and Software Services

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XDSS distributes the documents you need to install and use the DocuPrint printer, other Xerox printers, and associated software. If you register for site subscription service, XDSS will automatically send you updates and revisions as they become available.

To order this documentation, call Xerox Documentation and Software services:

**1-800-327-9753** (U.S. only), between the hours of 6:00 a.m. and 4:00 p.m., Pacific time.

XDSS representatives will explain the services available, answer your questions, and take orders for documentation.

You can also order on the web:

**[www.xdss.com](http://www.xdss.com)**

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## Xerox Font Center

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The Xerox Font Center (or your local Xerox operating company) can send you samples and catalogs of the fonts available for your printer.

To receive font samples, obtain price information, obtain technical support, or order licensed or custom fonts, call:

**1-800-445-FONT (3668)** between 6:00 a.m. and 5:00 p.m., Pacific time.

You can get font information on the web:

**[www.font.net](http://www.font.net)**

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## Operator Training

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Operator training is conducted at your location shortly after your DocuPrint printer is installed. Training takes approximately two to four hours, depending on the system configuration. It 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, schedule training dates and times through your Xerox sales representative.

Additional training classes, such as Advanced Customer Training (ACT) for operators, teach advanced service and maintenance skills. A variety of classes and workshops are available through Xerox Customer Education.

## Xerox Customer Education

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Xerox offers classes and tutorial documents on various topics relating to printing systems and document production. For information about Xerox training courses, or to receive a catalog, call Xerox Customer Education at:

**1-800-445-5554** (U. S. only)

You can also obtain information on the web:

**<http://www.xerox.com/services/training/customer-ed>**

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## Reporting billing meters

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On a regular basis, usually every month, you need to report your printer billing meter readings to Xerox.

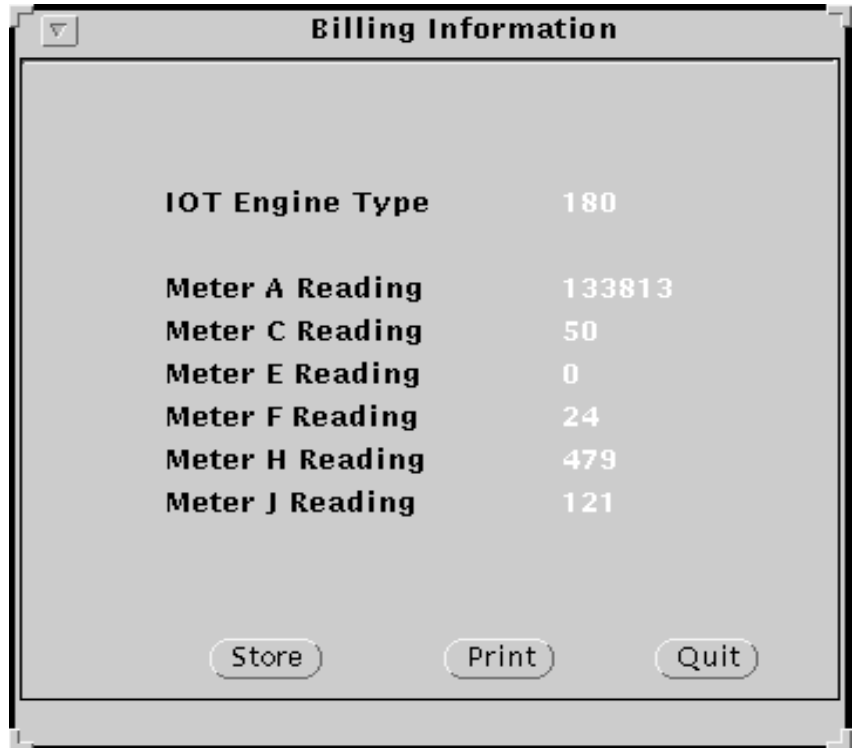
To do this, you need the serial number for your system. The serial number is located behind the narrow door to the far left, on the front of the printer. If you are reporting meters for other Xerox printers during the same call, make sure you have the serial number available for each one before calling.

If you know how to read the billing meters for your system, you can have that information ready when you call. Otherwise, the service representative will provide you with instructions when you call.

To report billing meter readings, call **1-800-891-8405** (all U.S. locations) or contact your local Xerox operating company.

Your printer maintains the page count in the Billing window. You can read the meters any time the printer is not running. To display the Billing Information window: From the Administration menu, select Billing Information.

Figure 7-1. **Billing Information window**



**Note:** The information in the IOT Engine Type field varies, depending on your IPS model.

- Meter A gives the total impressions successfully delivered by the printer. This meter keeps a permanent cumulative record of how many sheets are delivered to an output destination. It cannot be cleared or reset. This recording is reported by the customer.
- Meter C counts all sheets fed into the paper path from trays 1, 2, 3, or 4. It is a user meter and can be cleared by the controller.
- Meter E counts all good sheets sent to the intended output destination. It is a user meter and can be cleared by the controller.
- Meter F performs the same function as Meter A (total impressions successfully delivered), except it can be cleared by the controller.
- Meter H counts all good duplex sheets delivered to the intended output destination. It is a user meter and can be cleared by the controller.
- Meter J is not used.



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