
Xerox Document Services Platform Series

***DocuTech 65/DocuPrint 65
Installation Planning Guide***

**THE DOCUMENT COMPANY
XEROX**

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DocuSP version 2.0.x
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Introduction

The DocuTech 65/DocuPrint 65 Installation Planning Guide contains information on preparing for the delivery and installation of the Xerox DocuTech 65/DocuPrint 65 Printer.

About this guide

This guide is intended for the person responsible for coordinating the installation of the Xerox DocuTech65/DocuPrint 65 printer and controller at your site. It lists the tasks you need to complete before installation can begin.

If you are a lead operator, or your job involves some programming and systems administration tasks, as well as coordinating the install of the DocuTech 65/DocuPrint 65 system, use the DocuTech 65/DocuPrint 65 Operator Guide to supplement the information in this manual.

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

Contents

This section lists the contents of this guide.

- “Introduction” gives a basic overview of the Installation Planning Guide and its contents. It also contains information on requirements and certifications required by USA and Canadian regulations.
- “Safety Notes” explains the various symbols, Cautions, and Warnings pertaining to the safe use and operation of the DocuTech 65/DocuPrint 65 systems. It also contains information on requirements and certifications required by the European Union Declaration of Conformity and The UK Electricity at Work Regulation.
- Chapter 1 “Planning for the installation” covers the roles and responsibilities for site selection and installation of the DocuTech 65/DocuPrint 65.
- Chapter 2 “Installation” provides electrical and space requirements for the installation of the DocuTech 65/DocuPrint 65.
- Chapter 3 “Product overview” provides a brief overview of the DocuTech 65/DocuPrint 65 system and components.
- Chapter 4 “Maintenance and supplies” contains information about the available support services and necessary supplies to maintain the DocuTech 65/DocuPrint 65, as well as supplies ordering information.

Requirements

Telephone requirements

USA FCC requirements:

1. The FCC has established rules that permit the device to be directly connected to the telephone network. Standardized jacks are used for these connections. This equipment should not be used on party lines or coin lines.
2. If this device is malfunctioning, it may also be causing harm to the telephone network; this device should be disconnected until repair has been made. If this is not done, the telephone company may temporarily disconnect service.
3. The telephone company may make changes in its technical operations and procedures; if such changes affect the compatibility or use of this device, the telephone company is required to give adequate notice of the changes. You will be advised of your right to file a complaint with the FCC.
4. If the telephone company requests information on what equipment is connected to their lines, inform them of:
 - a. The telephone number this unit is connected to
 - b. The ringer equivalence number
 - c. The USCO jack required
 - d. The FCC Registration number

Items "b" and "d" are indicated on the label.

The Ringer Equivalence Number (REN) is used to determine how many devices can be connected to your telephone line. In most areas, the sum of the RENs of all devices on any one line should not exceed five (5.0). If too many devices are attached, they may not ring correctly.

Service requirements

In the event of equipment malfunction, all repairs should be performed by Xerox or authorized agent. It is the responsibility of users requiring service to report the need for service to Xerox or to an authorized agent. Service can be obtained at:

Xerox Customer Support

1301 Ridgeview Drive, Bldg. 301

Lewisville, TX 75067

Telephone: (800) 821-2797

Canadian industry requirements

Notice: The Canadian Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

1. Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.
2. Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.
3. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION

Users should not attempt to make such connections themselves, but should contact the electric inspection authority, or electrician, as appropriate.

4. The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop that is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the Load Numbers of all the devices does not exceed 100.

For service in Canada call (800) 939-3769

Electromagnetic comparability

United States

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

This Class "A" digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe "A" est conforme à la norme NMB-003 du Canada.

European Union

WARNING

This is a Class A product. In a domestic environment, this product may cause radio interference, in which case the user may be required to take adequate measures.

Changes or modifications to this equipment not specifically approved by Xerox Europe may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive (89/336/EEC).

WARNING

In order to allow this equipment to operate in proximity to Industrial, Scientific, and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

Safety notes

Please read the following instructions carefully before planning your install and/or operating the DocuTech 65/DocuPrint 65. Refer to them as needed to ensure the safe installation and operation of your equipment.

The safety testing and performance of this product have been verified using Xerox materials only

Your Xerox DocuTech 65/DocuPrint 65 and its supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance to established environmental standards.

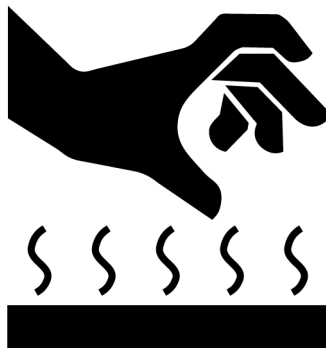
Follow all warnings and instructions marked on or supplied with the product.

Symbology

Various symbols are used on the printer and in the documentation.

The symbol on the printer that indicates a hot surface is shown in Figure 1.

Figure 1. Hot surface symbol



Another symbol that indicates a heated surface is shown in Figure 2.

Figure 2. Heated surface symbol



WARNING

Warnings indicate possible serious personal injury if you do not strictly follow the practice, procedure, condition, or statement that follows the **WARNING**.

CAUTION

Cautions indicate that possible system damage or data loss will occur if you do not carefully follow the practice, procedure, condition or statement that follows the CAUTION.

European Union declaration of conformity

Approvals and certification

The CE marking applied to this product symbolizes Xerox Europe Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated below.

January 1, 1995: Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

A full declaration, defining the relevant directives and referenced standards can be obtained from your Xerox Europe representative or by contacting:

Xerox Europe Product Safety,
Xerox Europe Technical Centre,
PO Box 17,
Bessemer Road,
Welwyn Garden City,
Herts AL7 1HE, England

WARNING

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

WARNING

This system is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please contact your local Xerox Europe representative for a list of approved accessories.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive (89/336/EEC).

This equipment is not primarily intended for use in a domestic environment.

WARNING

In order to allow this equipment to operate in proximity to industrial, scientific and medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

Electricity at Work Regulation - UK

The Electricity at Work Regulation applies only to England and Wales.

The Regulation

The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty on all employers and self-employed persons to ensure the electrical systems in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably practical, danger. This includes ensuring all electrical equipment connected to such electrical systems are safely constructed, maintained and operated.

All Xerox equipment have been designed to exacting safety standards. They have all undergone a variety of stringent safety tests including earth bond, insulation resistance and electrical strength tests. Xerox Europe manufacturing plants have been awarded ISO 9000 quality certification and are subject to regular audits by the British Standards Institution or equivalent national standards body.

Xerox equipment which has been properly and regularly serviced and maintained should not have to undergo additional specific safety tests pursuant to the 1989 Regulation. Customers wishing to complete safety testing should contact Xerox Europe Technical Centre for advice prior to any test implementation. The address of the Xerox Technical Centre is provided in the previous section, European Union declaration of conformity.

Xerox equipment should, however, be properly and regularly serviced and maintained at all times.

Check your understanding

Please review the questions and answers that follow to ensure that you understand the Electricity at Work Regulation in England and Wales.

Question **What is the Electricity at Work Regulation?**

Answer The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty on **all employers and self-employed persons** to ensure the electrical systems in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably practicable, danger. This includes ensuring all electrical products connected to such electrical systems are safely constructed, maintained and operated.

Question **Does Xerox Europe comply with the Electricity at Work Regulation?**

Answer The regulation places a duty on **all employers and self-employed persons** to ensure the electrical systems in their premises are, effectively safe.

This regulation does not impose on, amongst others, **manufacturers or suppliers** of such electrical systems. However, rest assured that all Xerox equipment which Xerox Europe and its authorized distributors supply to customers, conform with all the relevant safety legislation and standards.

Question **Is Xerox equipment safe?**

Answer All Xerox equipment supplied by Xerox Europe and their authorized distributors conform to all relevant safety legislation and standards.

Question **Is the Xerox equipment in my premises safe?**

Answer All Xerox equipment supplied by Xerox Europe and their authorized distributors conform to all relevant safety legislation and standards. However, like all electrical equipment, they have to be regularly serviced and maintained by competent persons.

Xerox Europe Customer Service Engineers ensure Xerox equipment is serviced and maintained to exacting Xerox safety standards. If you would like your Xerox equipment to be serviced and maintained to such high standards, please contact your local Xerox Europe Customer Service Organization. They will be pleased to assist you.

Question Does the Xerox equipment in my premises comply with the Electricity at Work Regulations?

Answer All employers and self-employed persons must ensure that the electrical systems in their premises are safe. This will include ensuring Xerox equipment in such premises is safe.

Xerox Europe's Product Safety function has prepared a guide which contains a list of tests which may be completed by your Xerox Europe Customer Service Organization. **THESE TESTS MUST BE CARRIED OUT ONLY BY PERSONS WHO POSSESS THE RELEVANT SKILL, KNOWLEDGE AND EXPERIENCE TO CARRY OUT SUCH TESTS.**

Please contact the Xerox Europe Customer Service Organization for further information.

THE USE OF INAPPROPRIATE TEST PROCEDURES AND TEST EQUIPMENT MAY PROVIDE MISLEADING RESULTS AND MAY CAUSE DEATH, PERSONAL INJURY AND/OR DAMAGE TO PROPERTY.

Question I would like to carry out my own safety tests on the Xerox temperament in my premises.

Answer You may, of course, request such tests as you deem necessary to satisfy yourself that your Xerox equipment is safe. Your Xerox Europe Customer Support will be pleased to advise you on such testing.

Question I require records of all tests.

Answer After safety testing, your Xerox Europe Customer Service Engineer will provide you with a certificate which details the results of all tests completed.

In the event of any defect being noted, the Xerox equipment will be switched off and disconnected from the supply until the defect has been corrected. You will be advised of such action to enable such defects to be corrected.

Your responsibility

YOU MUST ENSURE THAT YOUR XEROX EQUIPMENT IS SAFE AT ALL TIMES.

Additional queries

Please contact the Xerox Europe Technical Centre if you have any queries regarding the information provided in this document. The address of the Xerox Europe Technical Centre is provided in the previous section, European Union declaration of conformity.

Electrical safety

Attention to the following requirements ensures the safe operation of your equipment.

Printer

USA/Canada The printer requires a 115V AC outlet, dedicated 20 Amp, 3-wire circuit.

Europe The printer requires a 220-240V outlet, dedicated 13 Amp or 10 Amp circuit. The equipment must be connected to a grounded mains outlet.

CAUTION

Ensure that the power connection for your printer satisfies these requirements.

- The power receptacle for the printer must meet the requirements stated on the data plate on the rear of the printer.
- The socket outlet shall be installed near the equipment within reach of the 10 ft. (3 m) cable and shall be easily accessible.
- Use the power cable that is supplied with your printer and controller. Do not use an extension cord, or remove or modify the power cord plug.
- Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult a qualified electrician.
- Do **not** use an adapter to connect the printer to an electrical outlet that lacks a ground connection terminal.
- The power cord is the disconnect device for this printer.
- Do **not** override or disable electrical or mechanical interlocks.
- Do **not** push objects into slots or openings on the printer. Electrical shock or fire may result.
- Do **not** obstruct ventilation openings. These openings prevent overheating of the printer.

Controller

USA/Canada The controller requires a dedicated 115V AC 20 Amp grounded receptacle.

Europe The controller requires a 220-240V, 13 or 10 Amp grounded receptacle.

CAUTION

Follow all safety cautions, warnings, and instructions marked on the controller.

- Ensure that the voltages and frequency rating of the power receptacle match the electrical rating label on the equipment.
- Do not make electrical or mechanical modifications to the equipment.
- Use the power cable that is supplied with your controller. Do not use an extension cord, or remove or modify the power cord plug. If the plug must be changed, a qualified electrician must install the plug correctly on the power cord.
- Plug the power cable directly into a correctly grounded electrical outlet or into the power strip that is connected to this outlet. If you are not sure whether or not the outlet is correctly grounded, consult a qualified electrician.
- Do **not** use an adapter to connect the controller to an electrical outlet that lacks a ground connection terminal.
- The power switch functions as a standby type of device only. The power cord serves as the primary disconnect device for the system.
- Do **not** push objects into slots or openings on the equipment. Electrical shock or fire may result.
- Do **not** obstruct ventilation openings. These openings prevent overheating of the controller.

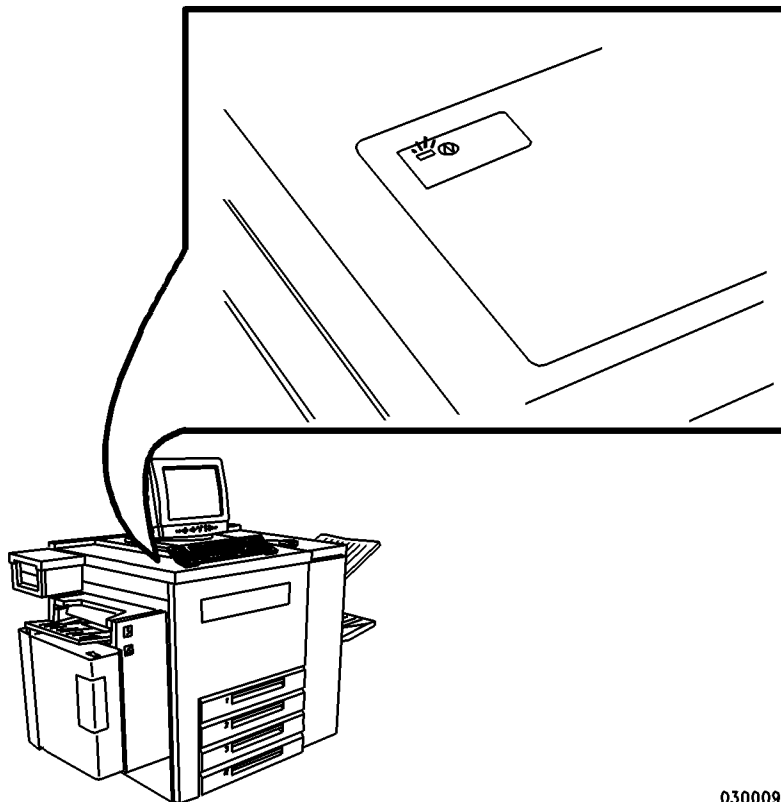
Printer power on/off indicator

A power-on/power-off indicator shows the state of the power for the printer. This indicator is located on the top front of the printer and has a rectangular shape. This indicator glows green when printer power is on and emits no light, is colorless, when the printer power is off.

When you need to determine whether the printer power is on or off, view the power-on/power-off indicator rather than the message pane on the DocuSP Print Services main window. Under some conditions, the main window may not accurately indicate the state of the printer.

The printer power on/off indicator is shown in Figure 3.

Figure 3. Power on/off indicator



0300099A-TAH

Printer or controller - emergency power off

If any of the following conditions occur, turn off the equipment immediately and disconnect the power cable from the electrical outlet. Contact an authorized Xerox Service Representative to correct the problem:

- The equipment emits unusual odors, or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the equipment.
- The equipment is exposed to water damage or flood.
- Any part of the equipment is physically damaged.

NOTE: The only method to remove all power from the printer is to disconnect the power cable from the electrical outlet.

Printer - ozone information

This product produces ozone during normal operation. The ozone produced is dependent on print volume and is heavier than air. Install the system in a well ventilated room with the minimum cubic requirements size listed below. Providing the correct environmental parameter will ensure that the concentration levels meet safe limits.

The minimum cubic volume requirement is: 1,765 cubic feet (50 cubic meters).

To determine if the room has the required volume to meet the ozone requirement, the length of the room multiplied by its width and height should be equal to or greater than the cubic volume listed above.

If you need additional information about ozone, please request the Xerox publication Ozone (part number 600E74140) by calling 1-800-828-6571 in the United States and Canada. In Xerox Europe countries, call the local welcome center.

Printer - laser safety

CAUTION

The use of controls, adjustments or performance of procedures other than those specified in this guide may result in hazardous light exposure.

With specific regard to lasers, the equipment complies with laser product performance standards set by governmental, national, and international agencies as a Class 1 Laser Product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Printer - operational safety

Safety Quality Standards The equipment is manufactured under a BS5750 Quality system accepted by the British Standards Institution.

Other National Standards The Xerox DocuTech 65/DocuPrint 65 is also certified in compliance with applicable standards by various national bodies.

Do these To ensure the continued safe operation of your printer, follow these safety guidelines at all times:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
- Always follow all warnings and instructions that are marked on or are supplied with the equipment.
- Always exercise care when moving or relocating the equipment. Please contact your local Xerox Service Department to arrange relocation of the printer to a location outside of your building.
- Always locate the printer on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the printer.
- Always locate the printer in an area that has adequate ventilation and room for servicing. Refer to the space requirements figures in Chapter 2, Installation and planning.
- Always use materials and supplies that are specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance and possibly a hazardous situation.

Do not do these To ensure the continued safe operation of your printer:

- Never use an adapter plug to connect equipment to a power source that lacks a ground connection terminal.

- Never obstruct ventilation openings. They are provided to prevent overheating.
- Never push objects of any kind into the ventilation openings.
- Never attempt any maintenance function that is not specifically described in the DocuTech 65/DocuPrint 65 documentation.
- Never remove any covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the printer near a radiator or any other heat source.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the power outlet and call the Xerox Welcome Center.

Your Xerox DocuTech 65/DocuPrint 65 printer is certified, manufactured, and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration that includes the addition of new functions or the connection of external devices may invalidate this certification. Please contact your local Xerox representative or the Xerox Welcome Center for a list of approved accessories.

Welcome Center phone numbers:

- USA - (800) 821-2797
- Canada - (800) 939-3769
- Europe - local Welcome Center

Additional information - USA

If you need any additional safety information concerning the equipment or the Xerox supplied materials, please contact the Xerox Welcome Centre.

Additional information - Europe

If you need any additional safety information concerning the equipment or the Xerox supplied materials, you may call the following number: **01707 353434**

1. Planning for the installation

Installation planning responsibilities

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

Your Xerox representative's responsibilities prior to, during, and after installation of the DocuTech 65/DocuPrint 65 printer are:

- | | |
|-----------------------|---|
| Site Selection | <ul style="list-style-type: none">• Assist in site selection.• Inspect and approve the site. |
| Installation | <ul style="list-style-type: none">• Schedule the delivery of the hardware.• Monitor installation activities.• Assist you in ordering any supplies required.• Install the DocuTech 65/DocuPrint 65 printer. |
| Training | <ul style="list-style-type: none">• Provide initial operations training.• Provide information and assistance in registering for Xerox Customer Education classes. |
| Service | <ul style="list-style-type: none">• Review preventive maintenance schedules and service procedures.• Provide ongoing DocuSP controller and DocuTech 65/DocuPrint 65 maintenance.• Assist in resolving hardware and software problems. |

Customer responsibilities

Your responsibilities prior to, during and after installation of the DocuTech 65/DocuPrint 65 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 DocuTech 65/DocuPrint 65 printer installation. The following electrical, telephone, and network services are required:

Electrical requirements

USA/Canada The **printer** requires a dedicated 115V AC 20 Amp grounded receptacle. The power receptacle for the printer must meet the requirements stated on the data plate on the rear of the printer.

The **controller** requires a dedicated 115V AC 20 Amp grounded receptacle.

Europe The **printer** requires a 220-240V 13 or 10 Amp grounded receptacle. The power receptacle for the printer must meet the requirements stated on the data plate on the rear of the printer

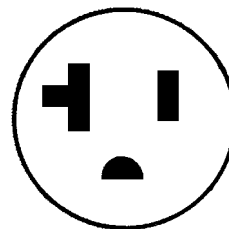
The **controller** requires a 220-240V 13 or 10 Amp grounded receptacle.

CAUTION

Do not remove or modify the power cord plug. Do not use a two-prong adapter to connect the three-prong plug to an ungrounded receptacle. Personal injury or damage to the printer could occur.

A typical USA 20 Amp receptacle is illustrated in Figure 1-1.

Figure 1-1. USA 20 Amp receptacle



- The power receptacle for the printer must be within easy reach of the printer's 10 ft. (3 m) power cord from the right rear corner of the printer, and the receptacle shall be easily accessible. **Do not** use an extension cord.
- If a Phone Share device is used an additional 115V AC 15 or 20 Amp power receptacle is required within 6 ft. (1.8 m) of the PhoneShare device location. (For detailed information about using a Phone Share device, refer to the section, Telephone line requirements.

- All configurations require one 115 VAC, 3 wire, 15 Amp receptacle for the outlet strip that provides receptacles for the controller and its peripheral devices.
- Use the power strip to connect the telephone line with the controller external modem. The power strip has two special surge-suppressor jacks, one labeled “In” and the other labeled “Out.” From the wall jack, insert the phone line into the power strip “In” jack. From the power strip “Out” jack, insert the phone line into the controller external modem.

Telephone line requirements

NOTE: The telephone line for the Sixth Sense feature must be an analog telephone line (not a digital telephone line).

- The Sixth Sense connection requires either a dedicated analog telephone line or a PhoneShare device to share an analog telephone line with up to three other devices.
- The telephone jack or PhoneShare device must be within the 14 ft. (4.25 m) length of the printer's telephone cord. If a PhoneShare device is used, it must also be placed within the 25 ft. (7.6 m) length of the telephone cord from the telephone jack, and within the 6 ft. (1.8 m) length of the power cord from its assigned power receptacle.
- Call the Xerox Welcome Center and provide the telephone number of this line for entry into the Sixth Sense on-line support system. If a PhoneShare device is used, also provide the port number on the PhoneShare device that the printer is using.
- One 10BaseT or 100BaseT Ethernet connection for the controller.
- One telephone line.

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, operation system, and networking software required by the DocuTech 65/DocuPrint 65 printer as client platforms.

Applications

Work with your Xerox Systems Analyst to determine requirements for initial applications.

Installation planning tasks

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

Before scheduling delivery of the DocuTech 65/DocuPrint 65 system

The following activities should be completed before you schedule a delivery date for the DocuTech 65/DocuPrint 65 Printer:

- Select a location for the DocuTech 65/DocuPrint 65 Printer.
- Prepare the site:
 - Install any required electrical service. Order Xerox receptacle kits if required. Refer to the section, Electrical Requirements if necessary.
 - Install any required Ethernet hardware.
 - Reserve a network address and hostname for each DocuSP controller workstation.
- Identify networked client workstations that will submit jobs. Ensure that the hardware, operation system, and network protocols are supported by the DocuSP control.

After the preceding activities are complete, schedule a delivery date for the DocuTech 65/DocuPrint 65 Printer. This should be done with your Xerox sales representative.

2. Installation

This chapter provides the information you need when you plan the first installation of the DocuTech 65/DocuPrint 65 by the carrier or Xerox service representative. It is also needed when you want to relocate the equipment at some time in the future.

If you encounter a problem

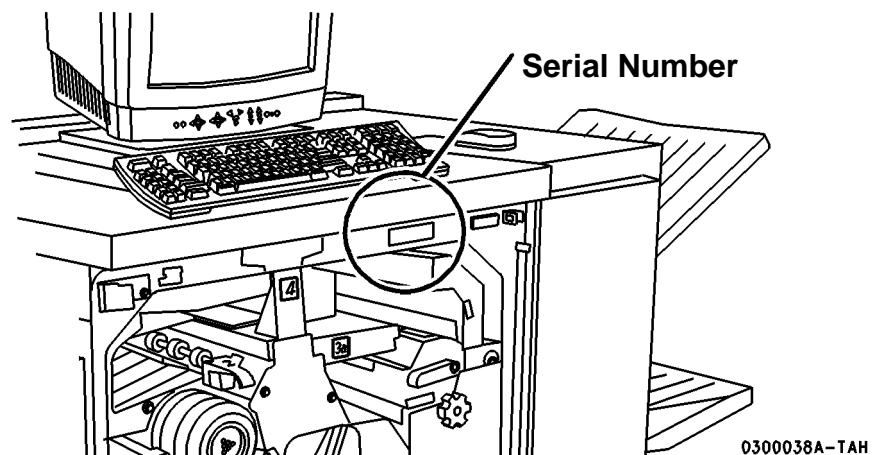
In case of problems with the DocuTech 65/DocuPrint 65 installation, consult the chapter, Problem solving. If you still cannot resolve the problem, please contact your printer administrator for assistance.

In some cases, the printer administrator may not be available, or the problem may require more assistance. In those situations, please locate the printer serial number inside the printer's front door, to the left of the red button, as shown in Figure 2-1.

With the serial number ready, contact the Xerox Customer Support Center via the Welcome Center phone number:

- In USA: 1-800-821-2797
- In Canada: 1-800-939-3769
- In Xerox Europe countries: call the local welcome center

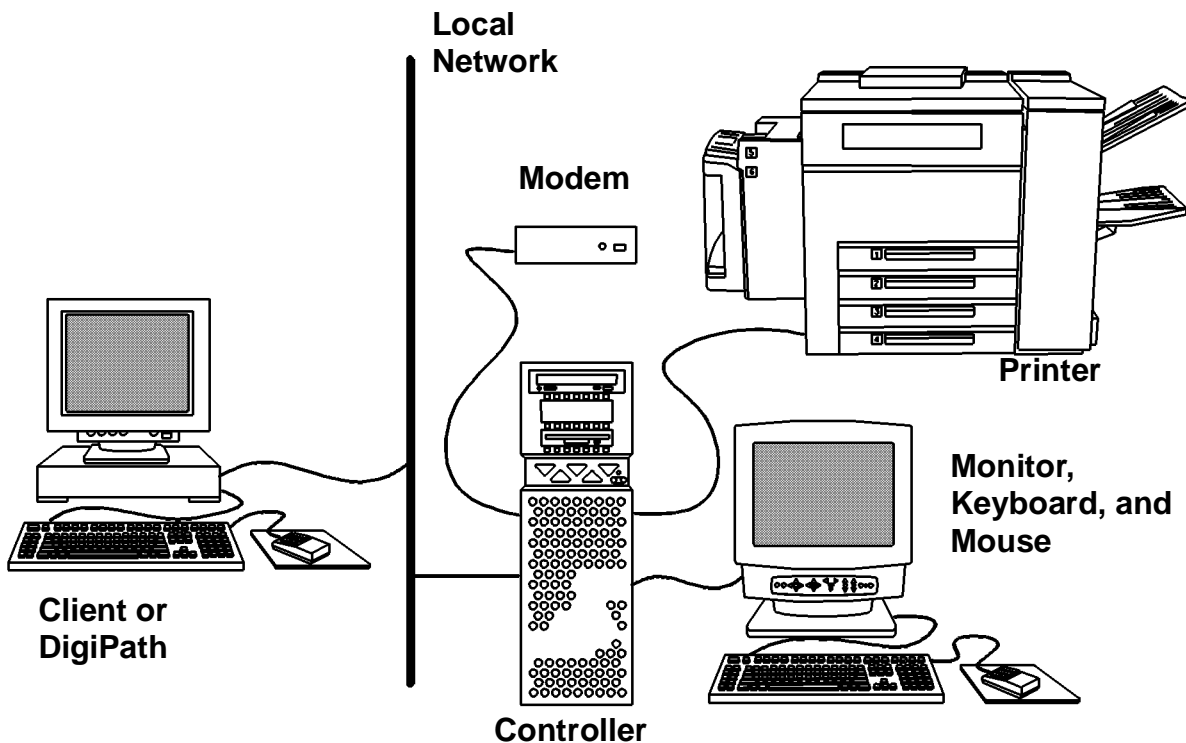
Figure 2-1. Printer serial number



Preparing a location for the DocuTech 65/DocuPrint 65

The printer and controller components are shown in Figure 2-2. The client workstations and the local network are provided by the customer site.

Figure 2-2. Controller and printer components



0300003A-TAH

The controller consists of a CPU, a monitor, a keyboard, a mouse, and an external modem. The controller may have other accessories such as an external disk drive and a tape drive for backups.

The printer has an attachable shelf for holding any peripherals. In addition, the printer has an internal modem.

Only one wall outlet is required to power the controller provided that you use the power strip. The power strip has eight outlets and a ten-foot cord.

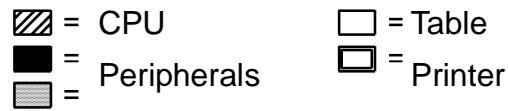
NOTE: Xerox Europe provides its own modems and power strip.

NOTE: In the USA & Canada only, if installing in a hallway or exit route, allow a minimum of 44 inches (1118 mm) additional clearance in front of the printer in order to meet the fire code regulations.

Figures 4 through 8 in the following section are presented in the order of preferred placement. The dimensions assume a movable installation (carpet no deeper than 0.25 inches or 7 mm). Additional access measurements are shown in Table 2-2.

The symbols used in the space requirements figures are defined in Figure 2-3.

Figure 2-3. Symbols used in figures



T300036A-TAH

Always attempt to place the equipment in the standard location before selecting any other location.

Standard equipment location - space requirements

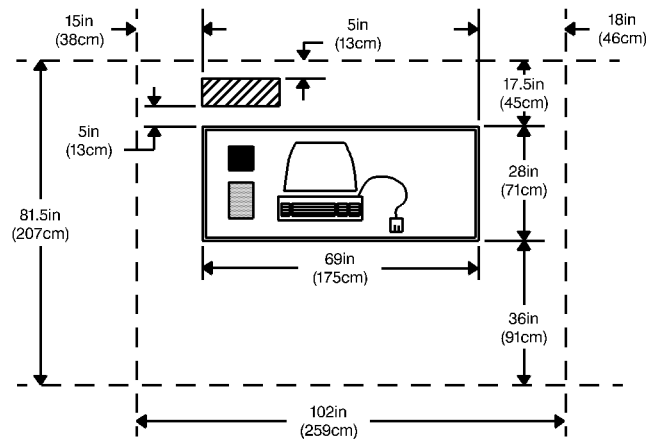
The preferred location of the equipment is called the standard location, shown in Figure 2-4. The standard location requires:

- CPU on floor, between the printer and the wall
- Monitor, controller modem, keyboard and mouse on top of the printer

CAUTION

There must be a minimum of 5 inches (127 mm) between the controller CPU and the wall.

Figure 2-4. Standard location space requirements



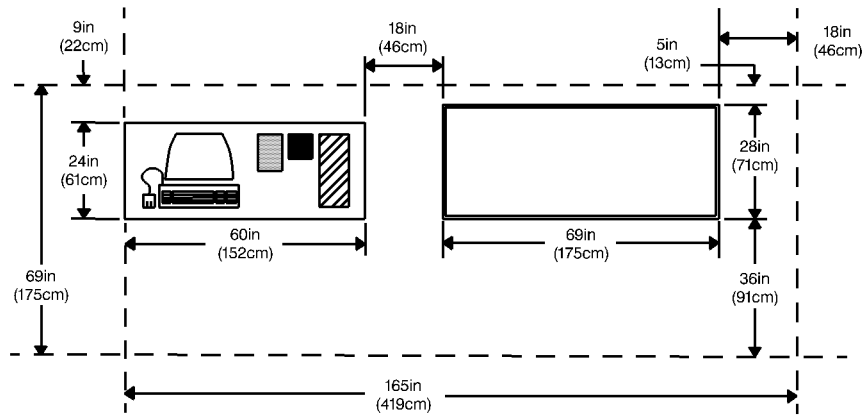
0300030A-TAH

Other locations - space requirements

If you cannot use the standard location, it is recommended that you place all of the controller equipment on a table. When you use a table, be sure to place the CPU on the side of the table that is closest to the printer.

The location of all controller components on a table to the left of the printer is shown in Figure 2-5.

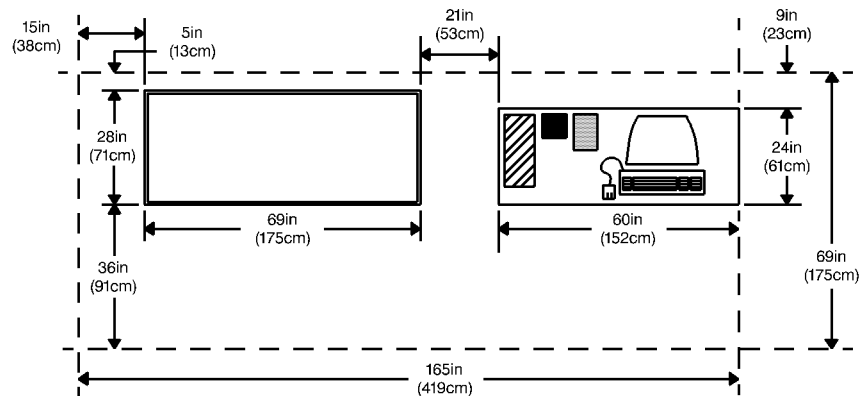
Figure 2-5. All controller components on a table to the left of the printer



0300033A-TAH

If necessary, you can place all controller components on a table to the right of the printer as shown in Figure 2-6.

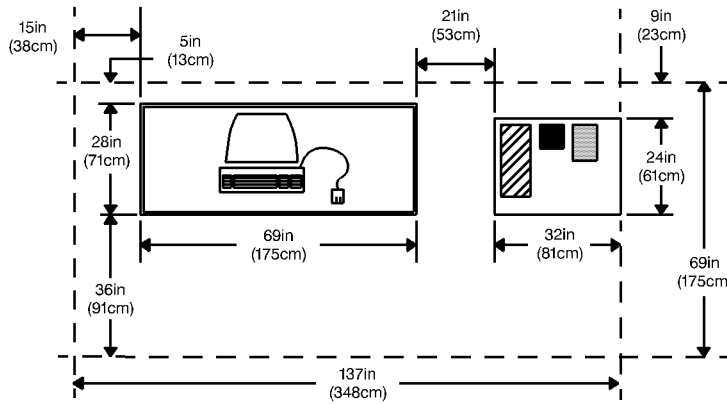
Figure 2-6. All controller components on a table to the right of the printer



0300034A-TAH

A less desirable alternative is to place the CPU on a table to the right of the printer as shown in Figure 2-7. Other components would then be placed on top of the printer.

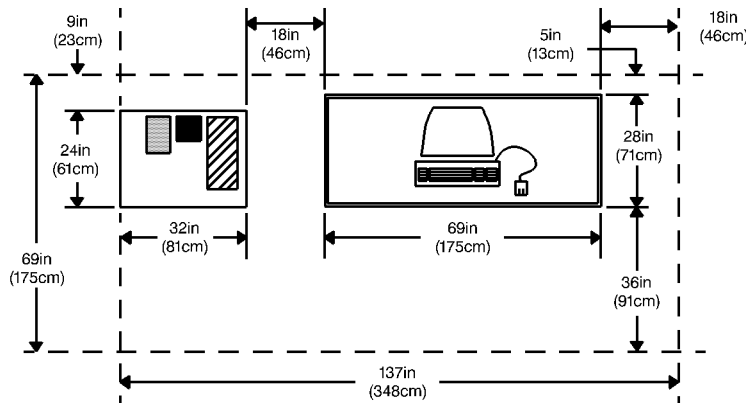
Figure 2-7. CPU on a table to the right of the printer



0300031A-TAH

Your last choice is to place the CPU on a table to the left of the printer as shown in Figure 2-8.

Figure 2-8. CPU on a table to the left of the printer



0300032A-TAH

Product dimensions

The dimensions for the table on which the controller components may be placed are shown in the space requirements figures.

The unpackaged dimensions and weights of the printer and various options are listed below in Table 2-1. Take these into account when determining the installation location.

Table 2-1. Unpackaged dimensions

Product	Unpackaged Weight	Unpackaged Dimensions D x W x H
Printer	353 lb (161 kg)	28 x 30 x 40 in.(711 x 762 x 1016 mm)
Bypass Tray	8 lb(4 kg)	19.25 x 16.5 x 5 in.(489 x 419 x 127 mm)
High Capacity Feeder with Integral Bypass Tray	38 lb(17 kg)	19.5 x 17.75 x 22.5 in.(495 x 451 x 572 mm)
Finisher	92 lb(43 kg)	26 x 25 x 40 in.(660 x 610 x 1016 mm)

Access dimensions to the printer are shown in Table 2-2. The HCF/Bypass is a combination of the High Capacity Feeder with the Bypass Tray.

Table 2-2. Access dimensions

Input Device	Output Device	Left Side Access to Printer	Right Side Access to Printer	Total Access to Printer	Printer
Bypass Tray	Finisher	15 in. (381 mm)	18 in. (457 mm)	102 in. (2591 mm)	69 in. (1753 mm)
HCF/Bypass	Finisher	15 in. (381 mm)	18 in. (457 mm)	102 in. (2591 mm)	69 in. (1753 mm)

Electrical requirements

CAUTION

Do not connect the power cord at this time.

USA/Canada The **printer** requires a dedicated 115V AC 20 Amp grounded receptacle.
The **controller** requires a dedicated 115V AC 20 Amp grounded receptacle.

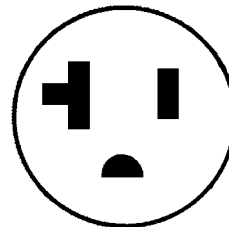
Europe The **printer** requires a 220-240V 13 or 10 Amp grounded receptacle.
The **controller** requires a 220-240V 13 or 10 Amp grounded receptacle.

CAUTION

Do not remove or modify the power cord plug. Do not use a two-prong adapter to connect the three-prong plug to an ungrounded receptacle. Personal injury or damage to the printer could occur.

A typical USA 20 Amp receptacle is illustrated in Figure 2-9.

Figure 2-9. USA 20 Amp receptacle



- The power receptacle for the printer must be within easy reach of the printer's 10 ft. (3 m) power cord from the right rear corner of the printer, and the receptacle shall be easily accessible. **Do not** use an extension cord.
- If a PhoneShare device is used an additional 115V AC 15 or 20 Amp power receptacle is required within 6 ft. (1.8 m) of the PhoneShare device location. For detailed information about using a PhoneShare device, refer to the section, Telephone line requirements.
- All configurations require one 115 VAC, 3 wire, 15 Amp receptacle for the outlet strip that provides receptacles for the controller and its peripheral devices.
- Use the power strip to connect the telephone line with the controller external modem. The power strip has two special surge-suppressor jacks, one labeled "In" and the other labeled "Out." From the wall jack, insert the phone line into the power strip "In" jack. From the power strip "Out" jack, insert the phone line into the controller external modem.

Telephone line requirements

NOTE: The telephone line for the Sixth Sense feature must be an analog telephone line (not a digital telephone line).

- The Sixth Sense connection requires either a dedicated analog telephone line or a PhoneShare device to share an analog telephone line with up to three other devices.
- The telephone jack or PhoneShare device must be within the 14 ft. (4.25 m) length of the printer's telephone cord. If a PhoneShare device is used, it must also be placed within the 25 ft. (7.6 m) length of the telephone cord from the telephone jack, and within the 6 ft. (1.8 m) length of the power cord from its assigned power receptacle.
- Call the Xerox Welcome Center and provide the telephone number of this line for entry into the Sixth Sense on-line support system. If a PhoneShare device is used, also provide the port number on the PhoneShare device that the printer is using.

Relocating the DocuTech 65/DocuPrint 65

Before relocating the DocuTech 65/DocuPrint 65, review the following information:

- In the previous chapter, Safety notes
- In this chapter, Preparing a location for the DocuTech 65/DocuPrint 65

Relocation to a site on the same floor or to a different floor **via** an elevator can be handled without assistance from Xerox. If you need to relocate to a different building, contact Xerox.

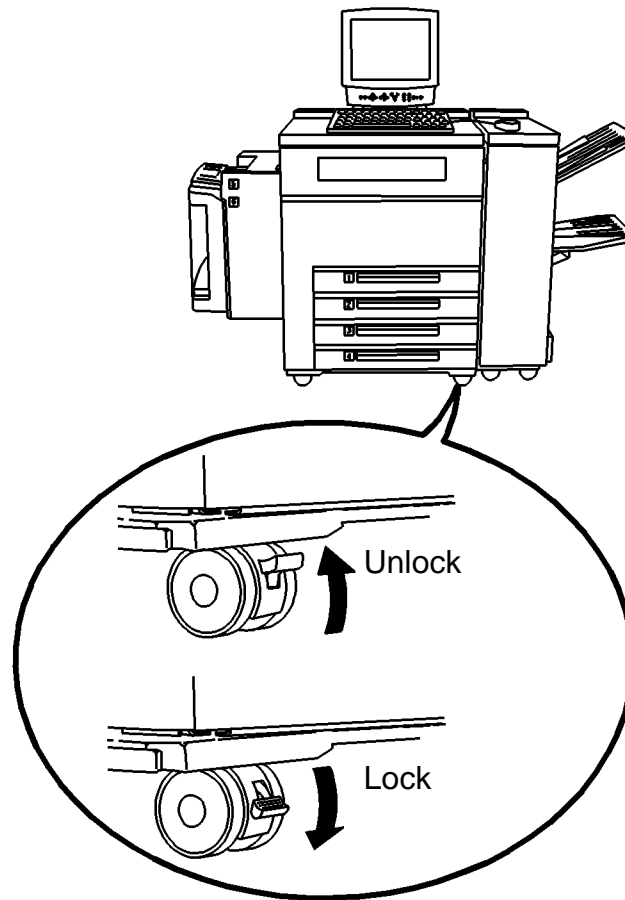
Procedure

Use the following procedure to relocate your printer and controller:

- Power-off the printer and unplug the telephone cord, power cord and any network connections.
- Power-off the peripherals, the modem, the CPU, and then the monitor using the correct shutdown procedure.
- Unplug the power strip from the wall.
- Unplug the CPU, the monitor, the modem, and the peripherals from the power strip.
- Disconnect the CPU from the printer.
- Disconnect the CPU from the monitor, keyboard, and mouse.
- If the monitor, keyboard, and mouse are on the top of the printer, remove them before moving the printer.

To remove the monitor:

1. Ensure that the monitor is unplugged from the power strip.
 2. Face the back of the monitor.
 3. Tilt the back of the monitor upwards
 4. Locate the two retainers (one on each side of the base of the monitor, holding the wire brackets in place).
 5. Unscrew the two 12 mm screws from each of the two retainers.
 6. Remove the retainers.
 7. Save all removed hardware. (You will need this hardware when you attempt to reinstall the monitor.)
 8. With the monitor back tilted upwards, rotate the rear wire bracket upward, then lift upward to remove.
 9. Face the front of the monitor.
 10. Tilt the front of the monitor upward.
 11. Rotate the front wire bracket upward, then lift to remove.
 12. Save all removed hardware. (You will need this hardware when you attempt to reinstall the monitor.)
 13. Lift up the monitor and place it on a wheeled-cart for transport to the new location.
- Unlock the printer front and rear right wheels by pressing the lever upward on each set of casters, as shown in Figure 2-10. Do not attempt to unlock the left wheels. After the right wheels are unlocked, to enable better steering and avoid tipping, move the printer from the left to right.

Figure 2-10. Unlock and lock actions for the casters

0300039A-TAH

- Push the printer from the right side (the side with the swivel casters) so that you can steer it easily.
- At the new location, ensure that the safety requirements can be met.
- Attempt to place the equipment in the preferred location as shown in this chapter, in Figure 2-4. If the standard location is not possible, use one of the other locations.
- Ensure that the space requirements are met.
- Re-establish all power strip, controller, modem, and printer connections.

To replace the monitor:

1. Place the monitor on the printer.
2. Tilt the front of the monitor upwards.
3. Install the ends of the front wire bracket into the front two holes. (The wire bracket crosses over the base of the monitor.)
4. Rotate the wire bracket down into place.
5. Tilt the back of the monitor upward.
6. Install the ends of the rear wire bracket into the rear two holes. (The wire bracket crosses over the base of the monitor.)

7. Rotate the wire bracket down into place.
 8. Install the two retainers around the two wire brackets.
 9. Secure the retainers using two 12 mm screws per retainer.
- Ensure that you have used the “In” and “Out” surge-suppressor jacks when you re-established the modem connections.
 - Plug the power strip into the wall receptacle.
 - Power on the controller using the correct power-on procedure.
 - Power on the printer using the correct power-on procedure. Reenter the printer telephone number if it has changed and inform the Welcome Center of the new number.
 - Lock the printer casters in position by pressing the caster wheel lever down.

Space requirements

The dimensions shown in Figures 4 through 8 and in Table 2-2 in this chapter are also required when you relocate the controller and printer.

3. Product overview

This chapter will introduce the controller and overview the capabilities of the printer.

Hardware components

The main DocuTech 65/DocuPrint 65 components are:

- Controller (CPU with external modem, CD-ROM drive, diskette drive, monitor, keyboard, and mouse)
- Printer (with internal modem)

Peripheral components may include:

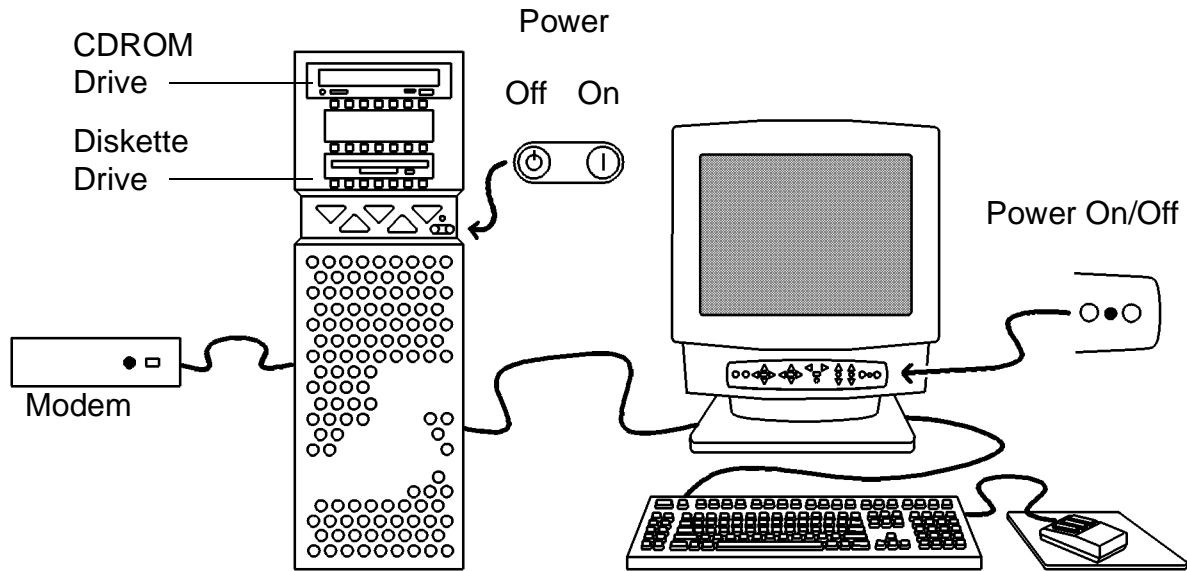
- External SCSI Hard Drive
- External Tape Drive

Peripheral components may be contained within a special accessory shelf that is attached to the printer.

Controller components

The main controller components are shown in Figure 3-1.

Figure 3-1. Controller components

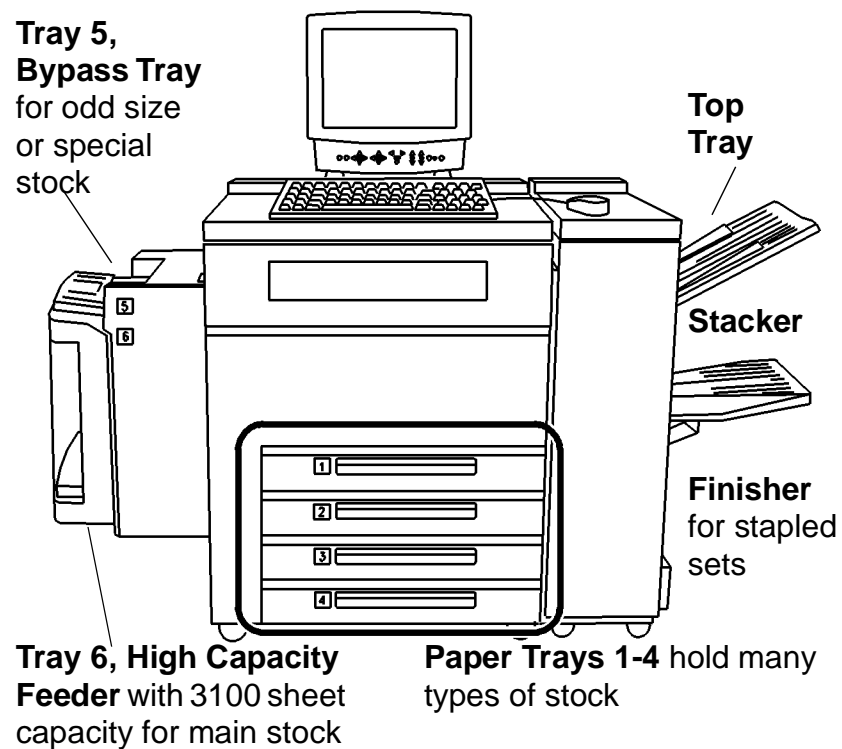


0300004A-TAH

Printer components

The main components of the printer are shown in Figure 3-2.

Figure 3-2. Printer components



0300005A-TAH

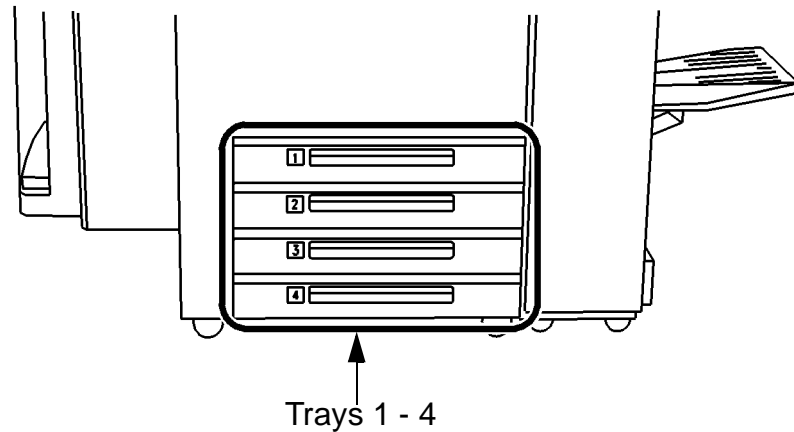
The following information sources are provided to assist you:

- **Power-on/power-off indicator** is on the top front of the printer. It glows green when on and emits no light when off.
- **Labels** are affixed at the points of need throughout the system. They depict information about loading the paper stock.
- **Green or Gold colored areas** act as markers.
 - **Gold colored areas** typically indicate the handle or levers to push or pull when removing Replaceable Modules or Cartridges.
 - **Green colored areas** are where you clear jams.

Paper trays (trays 1-4)

Paper trays 1-4 are shown below in Figure 3-3.

Figure 3-3. Trays 1-4



030006A-TAH

The Paper Trays hold up to 500 sheets of 20 lb (75 gsm) stock each. You can adjust the trays to hold many sizes of paper, from 5.5 x 8.5 inches (140 x 216 mm) up to 11 x 17 inches (279 x 432 mm or A3). To handle 12 x 18 inch paper, a tray must be specially set up. If you wish to dedicate a tray permanently to handle this size paper please contact the Xerox Welcome Center.

Refer to the chapter on Maintenance and supplies for a listing of acceptable stock and paper sizes, orientations, and weights.

NOTE: To achieve the maximum copying speed, paper should be loaded Long Edge Feed in the paper trays whenever possible.

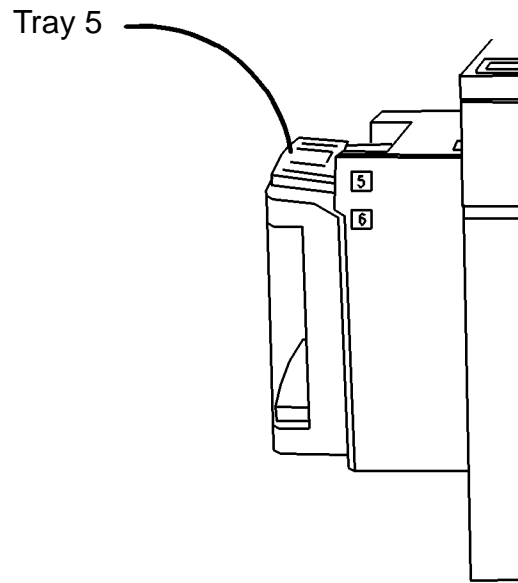
Bypass tray (tray 5)

The Bypass Tray (Tray 5) is an additional paper tray designed for quick and easy loading of both standard and non-standard paper. It can physically extend to accommodate different stock sizes and orientations. You can load a maximum of 50 sheets of standard weight 20 pound (75 gsm) stock. If using a heavier stock, fill the tray only to the maximum-fill line.

The Bypass Tray has a capability of 4 to 12 inches (102 to 305 mm); 5.83 to 18 inches (148 x 457 mm).

The Bypass Tray can also hold non-standard size and weight paper such as transparencies, labels, covers, index, and bond paper. The Bypass Tray is shown below in Figure 3-4.

Figure 3-4. Bypass Tray

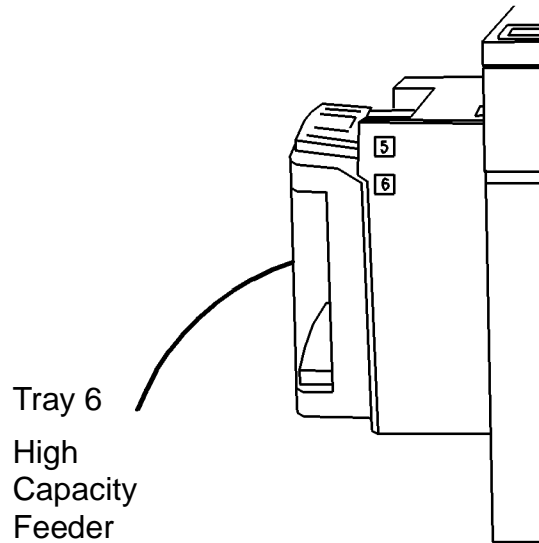


0300007A-TAH

High Capacity feeder (tray 6)

The High Capacity Feeder (Tray 6) is located under the Bypass Tray and saves you from having to load the other individual paper trays with 8.5 x 11 inch (216 x 279 mm) paper often. You can load 3100 sheets of 20 pound (75 gsm) 8.5 x 11 inch (216 x 279 mm) Long Edge Feed (LEF) paper. The High Capacity Feeder can feed only 8.5 x 11 inch (216 x 279 mm) or A4 LEF paper and cannot be adjusted to hold any other sizes or orientations.

Figure 3-5. High Capacity Feeder

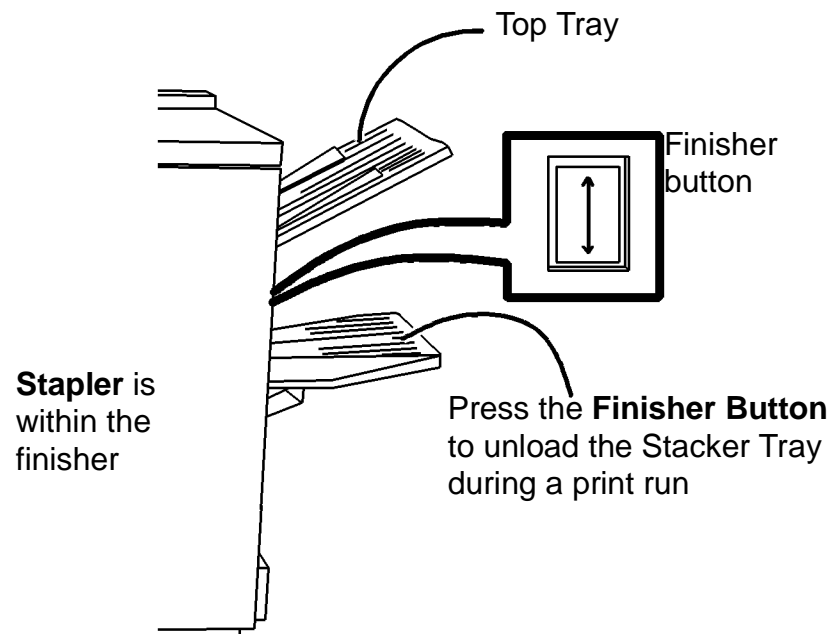


0300008A-TAH

Finisher

The **Finisher** consists of the Top Tray and the Stacker Tray, as shown below in Figure 3-6.

Figure 3-6. Finisher components



0300011A-TAH

Top Tray

The Top Tray holds sheets that are purged from the system or up to 250 prints on small paper that cannot be stapled. It cannot be selected as an output destination.

Stacker Tray

The Stacker Tray is the output tray for all other jobs. The Stacker Tray has two staplers, each with a 5000-staple cartridge, that can staple sheets ranging in size from 6.7 x 8 inch (170 x 203 mm) to 12 x 18 inch (305 x 457 mm) of 16 to 110 lb (60 to 200 gsm) stock. Up to a maximum of 50 sheets of 20 lb (80 gsm) can be stapled.

Stapling

Removing any of the output while the printer is running may produce finished sets that are incorrectly staple.

To ensure that the stapling of thin sets is satisfactory, the printer performs the following actions.

Finishers before the end of 1998

After 30 finished sets of 15 sheets, the printer:

1. cycles down
2. may raise a message to empty the Finisher (Stacker Tray)
3. waits briefly, whether the sets are removed or not
4. cycles up and resumes printing.

Finishers after the end of 1998

After 30 finished sets of 15 sheets, the printer:







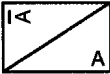
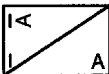
1. cycles down
2. raises a message to empty the Stacker
3. waits until the sets are removed
4. raises the Stacker Tray
5. cycles up and resumes printing.

If these parameters are not satisfactory for your printing, contact Xerox.

Staple placement

For information about the limitations of portrait and landscape staple placement, refer to the Staple Placement table below.

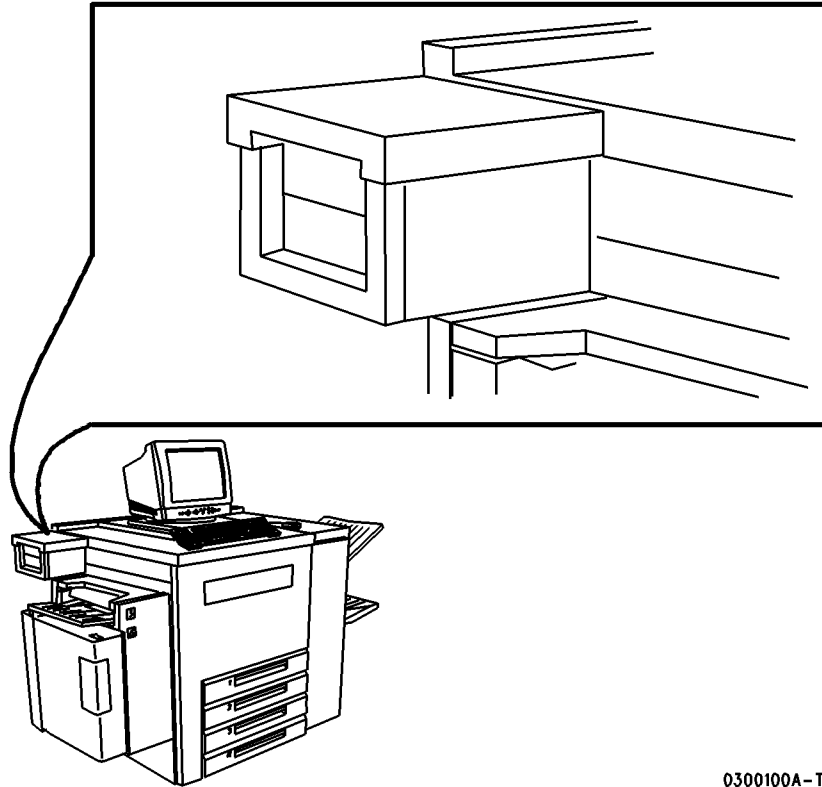
Table 3-1. Staple placement

Edge Feed Orientation	Portrait Staple	Landscape Staple	Dual Portrait Staple	Dual Landscape Staple
Long		FAULT	FAULT	
Long	N/A	N/A	N/A	N/A
Short	FAULT			FAULT
Short	FAULT			FAULT
Short	FAULT			FAULT

Peripheral hardware components

You may have peripheral components such as an External SCSI Hard Drive and an External Tape Drive on a special accessory shelf as shown in Figure 3-7.

Figure 3-7. Special accessory shelf



0300100A-TAH

Controller software

The controller runs the DocuSP Print Services software. This software gives the printer operator the ability to manage the jobs and the printer. For detailed information on how to use the DocuSP Print Services software, refer to the DocuSP on-line Help.

Modems

The controller has an external modem that is on or off according to the site requirements for this modem or as needed by Xerox service.

The printer has an internal modem that is normally on to enable the Sixth Sense diagnostics feature or as needed by Xerox service.

4. Maintenance and support services

After the installation of your DocuTech 65/DocuPrint 65 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

Xerox support services

Many services are provided in support of your Xerox 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

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

Operator training is conducted either at your location or at a Xerox Customer Education Center shortly after the 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

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.

Table 4-1. Telephone numbers for orders

Type of Order	Number to Call
Supplies	USA: (800) 822-2200 (T&M) Canada - English: (800) 668-0199 Canada - French: (800) 733-9400 (T&M) Xerox Europe: Contact your local representative.
CRUs	USA: (800) 821-2797 (FSMA only) Canada: (800) 668-0199 Canada - Toronto: (800) 733-9400 (T&M) Xerox Europe: Contact your local representative.

Please provide the following information when placing orders:

- Your customer number (provided by your sales representative)
- Your 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

Routine maintenance

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

- Replacing the Customer Replaceable Units (CRUs) as necessary
- Cleaning the exterior surfaces of the system

Step-by-step instructions on performing these routine maintenance tasks are contained in your DocuTech 65/DocuPrint 65 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.

Meter reading and reporting

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.

Consumable supplies tables

The following tables list the supplies that are available from Xerox for your printer. Use these tables to help you determine your needs.

The following symbols are used in the consumable supplies 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 4-2. Life expectancy for CRUs and consumable supplies

Item	Description and Life Expectancy	Part Number
Fuser CRU	108R148 USA and Canada 108R150 XE or DMO Latin 400K imps.hard stop, 310K average Note: DocuTech 65/DocuPrint 65 ignores the hard stop but displays a CRU message.	USA and Canada: FSMA 109R330 N/A T&M 109R329 XE: 65PPM FSMA109R334 65PPM Sold 109R333 DMO Latin: 65PPM/115V FMSA 109R345 65PPM/115V Sold 109R344 65PPM/230V FMSA 109R341 65PPM/230V Sold 109R340
Xerographic CRU	(Includes one Developer Collector) 200K imps. hard stop Note: DocuTech 65/DocuPrint 65 ignores the hard stop but displays a CRU message.	USA and Canada: FSMA 113R132 N/A T&M 113R131 XE: FSMA 113R134 Sold 113R133 DMO Latin: FMSA 113R175 Sold 113R174
Paper Feed Roll Cartridge CRU	All paper tray feeders are 100-125K feeds.	USA and Canada: FSMA 108R148 N/A T&M N/A* XE and DMO Latin: 108R150
Dry Ink (Toner)	2 Pack (contains 2 cartridges) 6 Pack (contains 6 cartridges) XL 6 Pack (contains 6 cartridges) Each cartridge yields 21.7K at 6% coverage.	USA, Canada, and DMO Latin: 6R849 for 2 Pack 6R821 for 6 Pack XE: 6R90252 for 6 Pack

Table 4-2. Life expectancy for CRUs and consumable supplies

Item	Description and Life Expectancy	Part Number
Staple Cartridge	Each cartridge contains 5K staples. 3 Pack contains 3 cartridges	World wide: 108R53 for 3 Pack

* Obtain the Paper Feed Roll Cartridge through the Xerox service representative.

Table 4-3. Consumable supplies

Item	Description	U.S. part number
Paper	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
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

Table 4-3. Consumable supplies

Item	Description	U.S. part number
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
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
Transparencies	Xerox transparencies are packaged 100 sheets to a box	
8.5 x 11 inch	Clear, with a white strip on the edge	3R2780
Labels (Gummed)	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

Table 4-3. Consumable supplies

Item	Description	U.S. part number
8.5 x 11 inch	Custom form (uncut)	Contact Xerox Supplies Order Service
Cleaning supplies	Lint-free towels	35P2163
Cartridge tape	4 mm blank cartridge, 8 GB	109R00314
Diskettes	3.5 inch, double sided, dual density, 1.44 MB, unformatted. Packaged 10 per box.	8R3704

Dry ink (toner) and “dry ink low” message

Dry ink (toner) usage is related to the amount of area that needs to be printed (covered). The greater the area of coverage, the more dry ink used; for example, a typical office memo would have these approximate values:

- text only - 6% area coverage
- a solid area of 1 x 2 inches (25 x 51 mm) - 8% area coverage
- a solid area of 1.25 x 7.5 inches (32 x 191mm) that is 8.75% of the memo area - 15% area coverage.

Table 3 shows the dry ink usage and area coverage. For example, at 6% area coverage, the system will produce approximately 21,700 prints. This information will help you estimate how long it will be before the system displays a “dry ink low” message.

Table 4-4. Dry ink (toner) usage and area coverage

AREA COVERAGE	PRINTS PER CARTRIDGE	PRINTS PER CARTON - 2 PACK 6R849	PRINTS PER CARTON - 6 PACK 6R821
4%	30,400	60,800	182,400
5%	25,000	50,000	150,000
6%	21,700	43,400	130,200
7%	19,100	38,200	114,600
8%	17,100	34,200	102,600
9%	15,400	30,800	92,400
10%	14,000	28,200	84,600
15%	9,700	19,400	58,200

Supplies checklist

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 4-5. Supplies checklist

Item	Description	Quantity	Date of order	Date ordered
Paper				
Fuser CRU				
Xerographic CRU				
Paper Feeder CRU				
Paper Feed Roll Cartridge				
Dry Ink (Toner)				
Staple Cartridge				
Labels				
Transparencies				
Cleaning supplies				
Other				

