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Xerox® Color J75 Press

Quick Start Guide



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Product overview

This machine is a full color/black and white copier and network printer that operates at a speed of 75 copies/prints per minute.

User Interface (UI)



1. Touch screen
2. Services Home
3. Services
4. Job Status
5. Machine Status
6. Log In/Out
7. Energy Saver
8. Clear All
9. Stop
10. Start
11. Interrupt
12. Keypad
13. Language
14. Help

Power on/off

Two power switches



The machine has two power switches:

1. Power switch: Use this switch to turn on or turn off the machine.
2. Main power switch: This switch is located behind the front door/cover. It is used mainly by the Xerox Service Representative when servicing the machine. In rare problem solving cases, you may be directed to power off the machine with this switch.

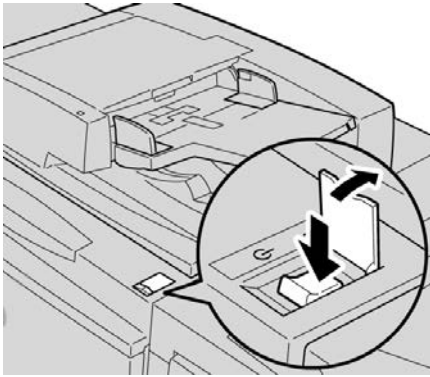
Important

Always power off the Power Switch first and then power off the Main Power Switch.

Power on

After turning the power on, the machine takes approximately 3 minutes to warm up before you can start making copies.

Product overview



1. Open the cover.
2. Press the power switch to the On position.
The Please wait... message indicates that the machine is warming up. The machine cannot be used while it is warming up.

Power off

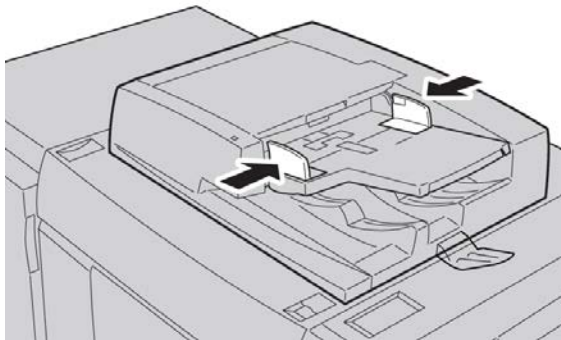
1. Press the power switch to the Off position.
2. Verify that the UI display is turned off completely, before turning on the machine again.

2

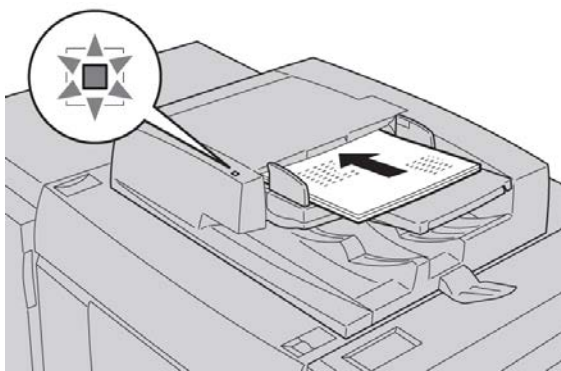
Copy

Basic copy using the document feeder

1. Adjust the movable document guides to their widest position.



2. Load the documents face up with the first page on top and with the headings toward the back or left of the machine.
The confirmation indicator lights to show that the documents are loaded correctly.



3. Press the **Services Home** button.
4. Select **Copy** on the **Services Home** screen.
5. From the Copy screen, select the desired features/options.

Copy

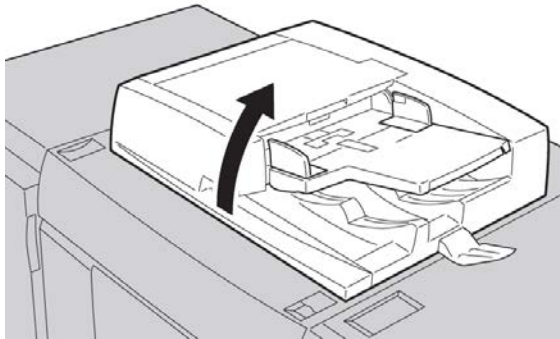
- Reduce/Enlarge
- Paper Supply
- Output Color
- Copy Output
- 2-Sided Copying
- Original Type
- Lighten/Darken

The features displayed on the main Copy screen vary depending on how the main Copy screen is configured by the administrator.

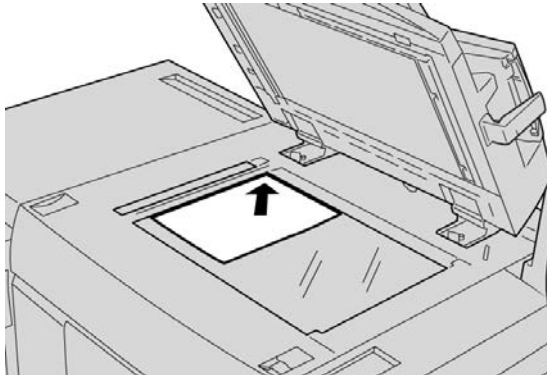
6. Enter the quantity.
7. Press **Start**.

Basic copy using the document glass

1. Open the document feeder.



2. Place the document face down by aligning it as shown in the illustration.



3. Press the **Services Home** button.
4. Select **Copy** on the **Services Home** screen.
5. From the Copy screen, select the desired features/options.
 - Reduce/Enlarge
 - Paper Supply

- Output Color
- Copy Output
- 2-Sided Copying
- Original Type
- Lighten/Darken

The features displayed on the main Copy screen vary depending on how the main Copy screen is configured by the administrator.

6. Enter the quantity.
7. Press **Start**.

Copy

3

Where to find help

Help on the World Wide Web

Xerox on the World Wide Web: For system support, user help, customer documentation, and service support, go to www.xerox.com and click the **Contact Us** link for specific contact information/telephone numbers in your area.

Note

You can get the latest customer documentation updates for your product by going to www.xerox.com. Be sure to periodically check this website for the latest information on your product.

It may be helpful to know your machine serial number before calling for support. The machine serial number is shown on the Machine Information tab: **Machine Status > Machine Information**.

Print server customer documentation

Supporting customer documentation for your print server is on a CD/DVD and is shipped with the print server. You or your System Administrator should print these documents, after the installation is complete.

Where to find help

4

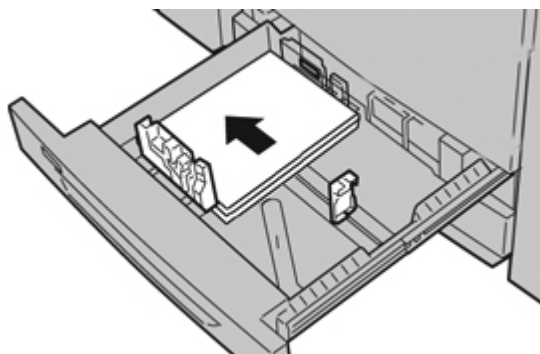
Paper and other media

Loading paper in trays 1, 2, and 3

Note

A paper jam may occur if a tray is opened while it is being used to feed stock.

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load and align the edge of the paper against the left edge of the tray.



Paper can be loaded either in the LEF/portrait or SEF/landscape direction.

6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
Do not load materials above the MAX line located on the rear Edge Guide.
7. Gently push in the tray until it comes to a stop.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.

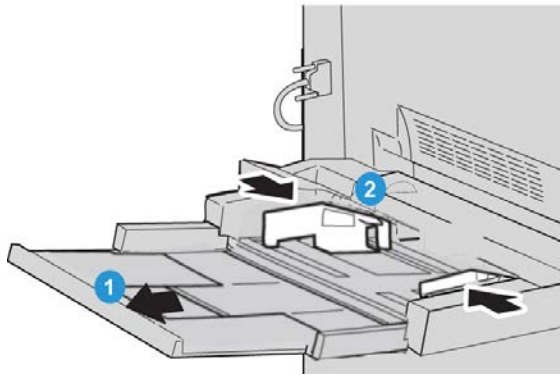
8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight, Paper Size, and Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.

Note

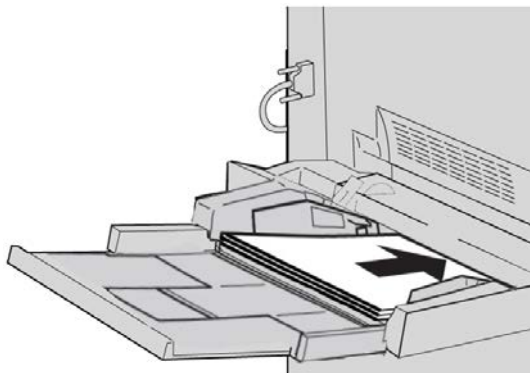
Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.

- c) Select **Save** until you are returned to the tray settings window.
9. Select **Confirm** to close the window.

Loading paper in the Bypass tray (Tray 5)



1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the paper.
2. Hold the center of the paper guides and slide them to the desired paper size.
3. Select the appropriate paper stock for your print job.
4. Open the ream of paper with the seam side facing up.
5. Fan the sheets before loading them into the tray.
6. Insert the paper or media into the tray until it stops.



7. Adjust the paper guides so that they touch the edges of the stack.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight, Paper Size, and Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.

Note

Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.

- c) Select **Save** until you are returned to the tray settings window.
9. Select **Confirm** to close the window.

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Replacing consumable supplies

Ordering supplies

Xerox supplies, paper, and throughput material can be ordered from Xerox by going to www.xerox.com and clicking on either the Contact Us link for specific contact information/telephone numbers in your area or by clicking on the Supplies and entering/selecting your specific machine information (product family and model type).

Store supply items and Xerox parts in their original packages in a convenient location.

Note

Always refer to www.xerox.com for the latest Customer Replaceable Units (CRUs) part numbers.

The following items are consumables for this machine. It is recommended that you have a supply of these items available to eliminate downtime when they need to be replaced.

Customer Replaceable Units (CRUs)

Toner/dry ink cartridges

- Black Toner Cartridge; reorder quantity: 2/box
- Cyan Toner Cartridge; reorder quantity: 1/box
- Magenta Toner Cartridge; reorder quantity: 1/box
- Yellow Toner Cartridge; reorder quantity: 1/box

Replacing consumable supplies

Customer Replaceable Units (CRUs)

Drum cartridges

- Black Drum Cartridge; reorder quantity: 1/box
- Cyan Drum Cartridge; reorder quantity: 1/box
- Magenta Drum Cartridge; reorder quantity: 1/box
- Yellow Drum Cartridge; reorder quantity: 1/box

Other CRUs

- Toner Waste Bottle; reorder quantity: 1/box
- Fuser Module; reorder quantity: 1/box

Replacing a toner cartridge

Warning

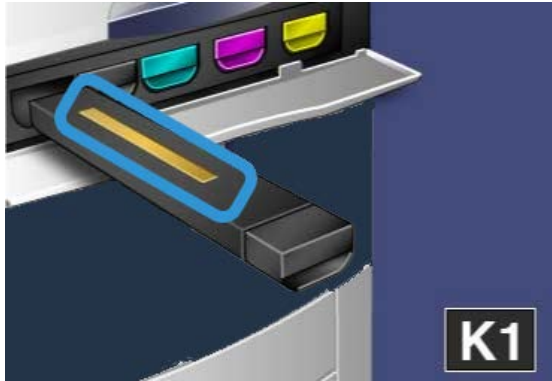
Replace a toner cartridge while the machine is ON. Before replacing a cartridge, ensure that the machine is given time to cool down. Failure to do so may result in burns to the skin if certain parts of the machine are touched.

1. Open the toner cover, located just above the machine front door/cover.

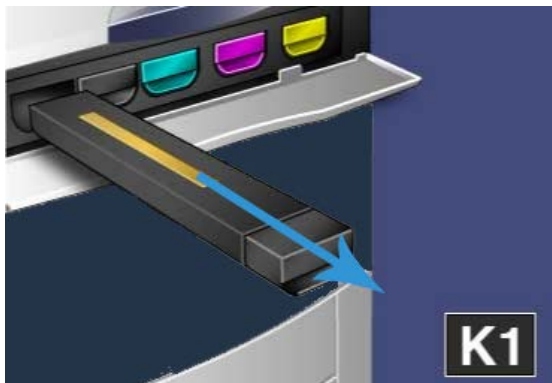


2. Lay paper on the floor before removing the cartridge. This will allow any excess toner to fall on the paper.

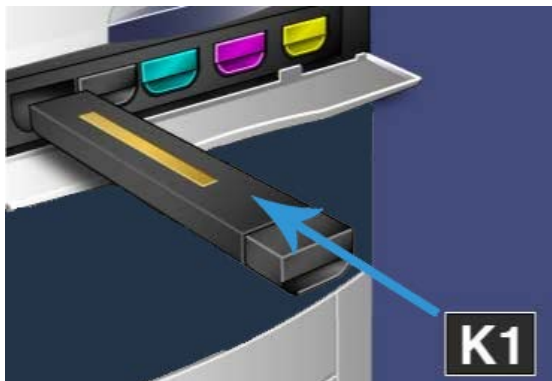
3. Grasp the handle of the color indicated in the message.



4. Remove the toner cartridge by gently pulling it straight out. Be careful to not get toner on clothing.



5. Dispose the old toner cartridge as normal office waste or recycle the cartridge.
6. Remove the new toner cartridge from its packaging.
7. Gently tilt the new cartridge up and down and then left and right to redistribute the toner.
8. Install the new toner cartridge by aligning the arrows on the cartridge evenly with the printer, and gently sliding the cartridge into the machine until you hear a click.



Replacing consumable supplies

9. Close the toner cover. If the cover does not close completely, make sure the cartridge is in the lock position and is installed into the appropriate toner location.

 **Caution**

Never use a vacuum cleaner when cleaning up spilled toner. It can cause a small explosion as the toner fills the vacuum cleaner and creates sparks. Use a broom, brush, or a cloth moistened with a neutral detergent.

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