

1 Installing the Machine

Depending on where you purchased your Document WorkCentre the delivery company will install and set up your machine. If this service is not offered from where you purchased the machine, this chapter provides information on the system requirements and describes the steps you will need to follow to unpack and install machine.

System Requirements

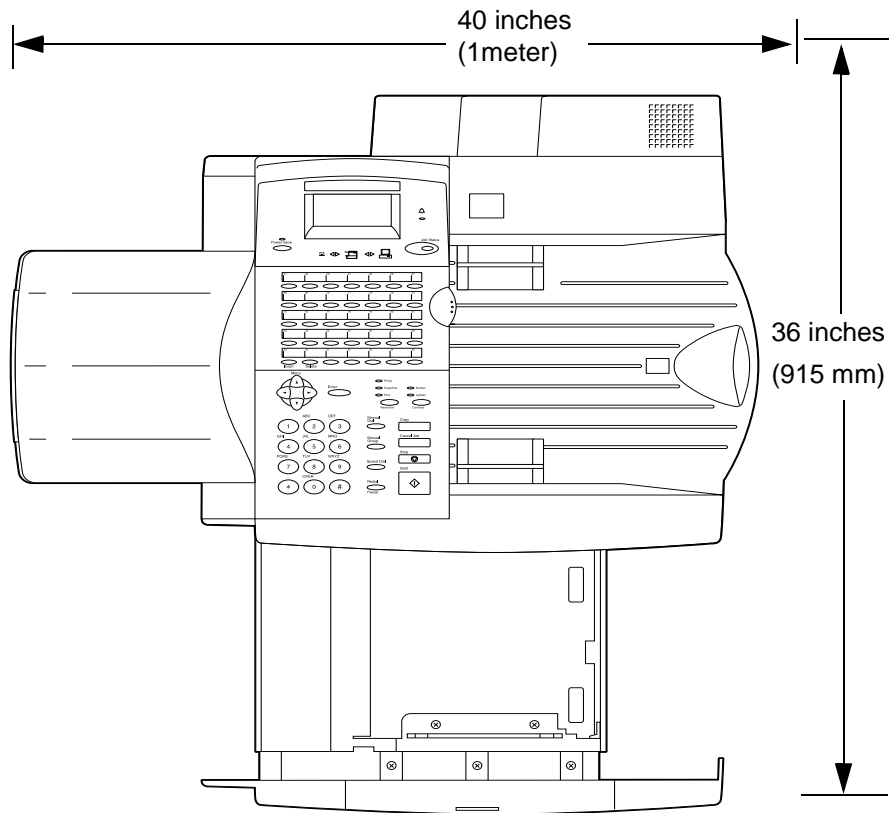
When choosing an installation location, follow these guidelines:

- Avoid dusty locations, extreme heat, humidity, direct sunlight, or areas subject to heavy vibration.
- Avoid areas where interference from other electrical devices may be present.
- Avoid using an AC outlet that shares the same circuit as an electrical device, which may create interference.
- Locate the machine within reach of a telephone outlet. Use a dedicated single line telephone connection.
- Place the machine on a level surface. An uneven surface can cause performance problems such as poor copy quality and paper jams.

Installing the Machine

Space Requirements

Adequate space is required for ventilation, ease of operation, maintenance, and replacement of consumables. Provide the minimum space as shown in the following figure.



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Height: 30 inches (762 mm)

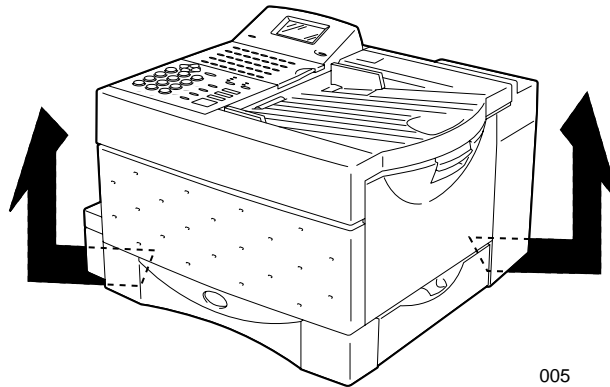
Height (with Optional Paper Tray): 33 inches (838 mm)

Unpacking and Installing the Machine



CAUTION

When lifting or moving the WorkCentre, hold the machine on the bottom as shown in the following figure. Failure to do so could result in damage to the machine.



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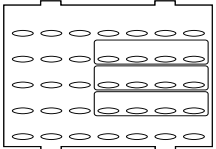
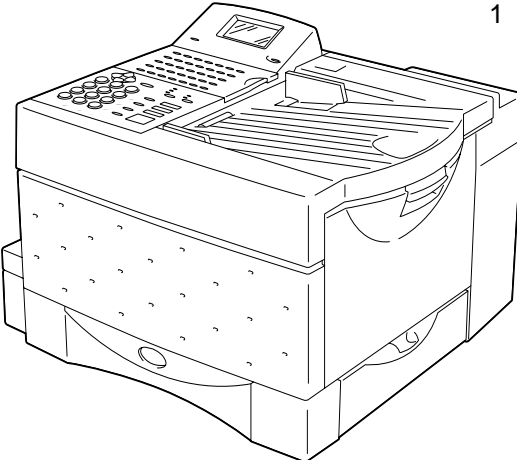
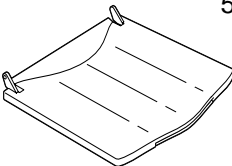
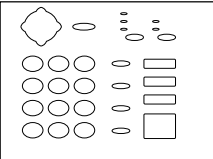
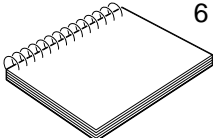

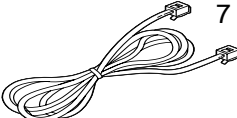
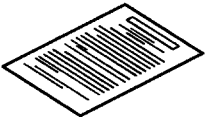
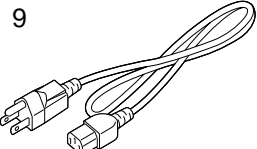
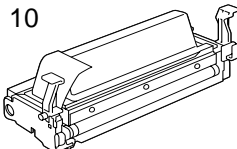
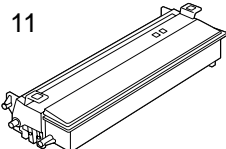
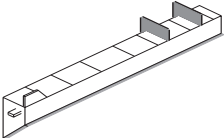
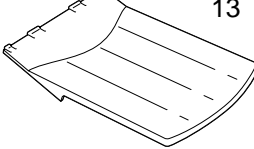
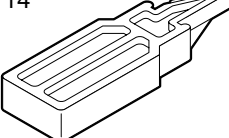
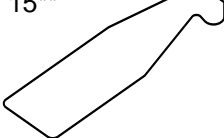
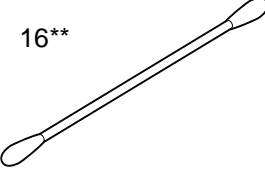
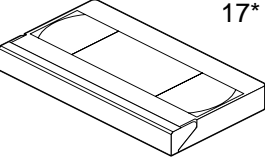
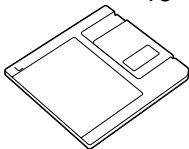
Unpacking Procedure

1. Remove packaging inserts from the carton.
2. Remove the machine from the carton.
3. Remove the plastic bag from the machine.
4. Remove all tape from the outside covers.
5. Remove and check the contents of the carton against the packing list.

Installing the Machine

Packing List

Confirm that the following items are included in the shipping carton.
Refer to the table on the next page for contents descriptions.

 2*	 1		 5
 3*			 6
 4			 7
 8*	 9	 10	 11
 12	 13	 14**	 15**
 16**	 17*	 18***	

* Not available in all markets.

** Store all cleaning kit items in a safe place for future use.

*** To load software for PC usage.

Packing List

Item	Description
1	Machine
2	Direct Access Card*
3	Control Panel Overlay*
4	Paper Size Indicator Sheet (located on paper tray handle)
5	Document Output Tray
6	User's Guide
7	Phone Line Cord
8	Quick Reference Guide*
9	Power Cord (US)
10	Developer Assembly
11	Drum Unit
12	Fuser Cleaner
13	Copy Output Tray
14	Charger Cleaner (Cleaning Kit)**
15	Scraper (Cleaning Kit)**
16	Cotton Swab (Cleaning Kit)**
17	Video*
18	Floppy Disk (supplied software)***

* Not available in all markets

** Store all cleaning kit items in a safe place for future use.

*** To load software for PC usage.

Installing the Machine

Installing the Developer Assembly and Drum Unit



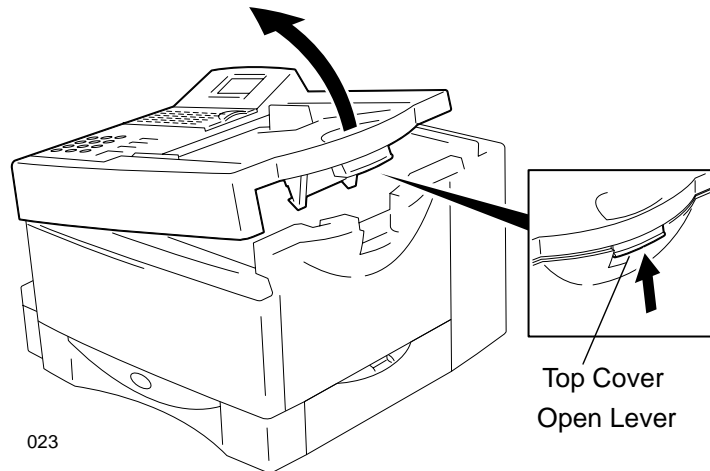
CAUTION

To prevent damage or poor print quality, do not touch the green drum, or expose it to light for more than 3 minutes. Never expose the drum to direct sunlight

Note: If installing the optional paper tray assembly, it would be best done before loading supplies (machine is lighter). Go to *Paper Trays optional* in this chapter.

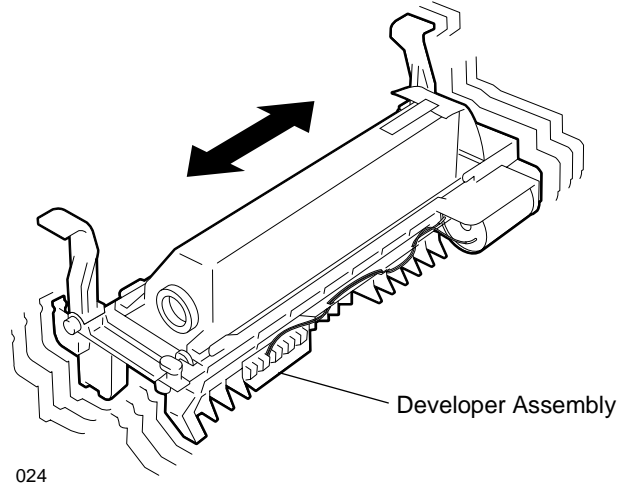
To install the Developer Assembly and Drum Unit:

1. Grasp the Top Cover Open Lever and open the top cover.

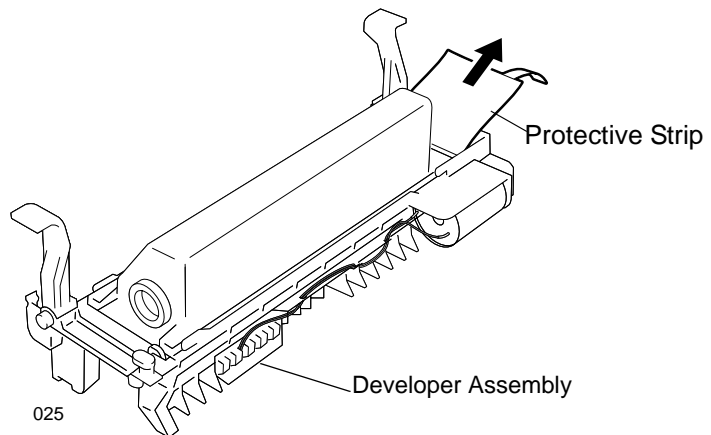


Installing the Machine

2. Hold the Developer Assembly with both hands and shake the cartridge back and forth several times. The following figure shows how to hold the developer assembly.

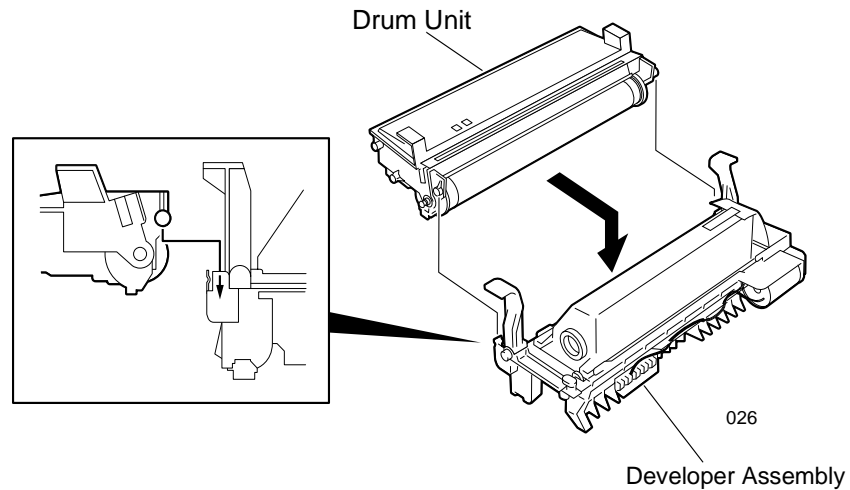


3. Holding the Developer Assembly with one hand, grasp the edge of the protective strip under the toner housing. Pull the strip firmly to completely remove it from the cartridge.



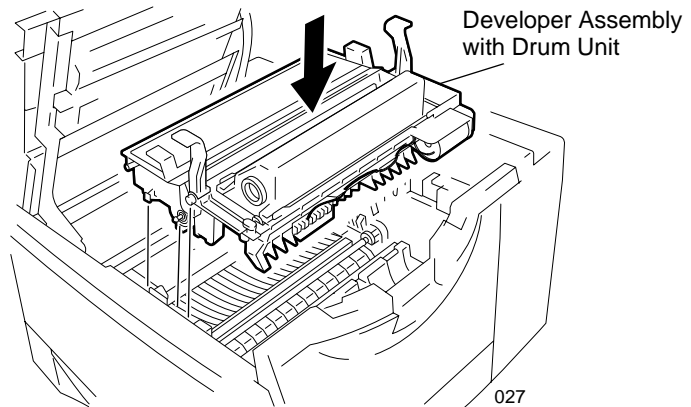
Installing the Machine

4. Position the Drum Unit with the green drum surface facing the black Toner Roller on the Developer Assembly. Without touching the green drum surface, hook the Drum Unit to the developer assembly. The following figure shows how to join the Drum Unit and the Developer Assembly.

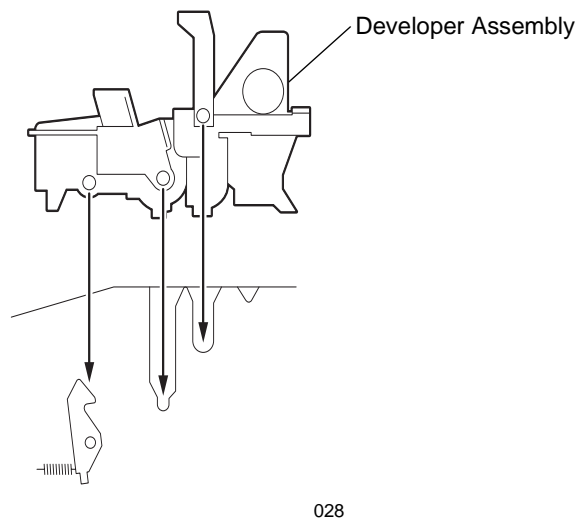


Installing the Machine

5. Holding the Developer Assembly by the green handles, align the three shafts on the Developer Assembly sides with the slots in the machine frame. Lower the unit into the machine.

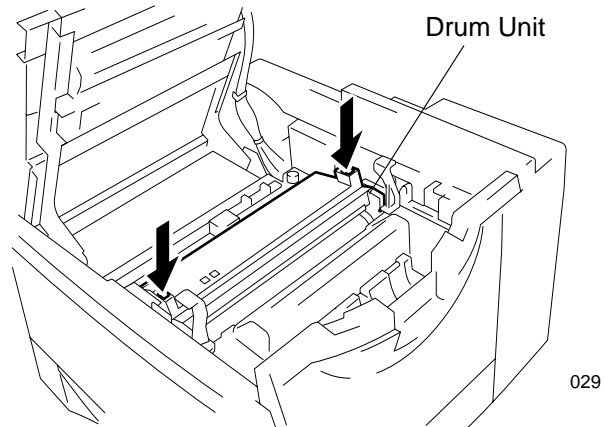


The following figure shows how the shafts on the Developer Assembly align with the slots.

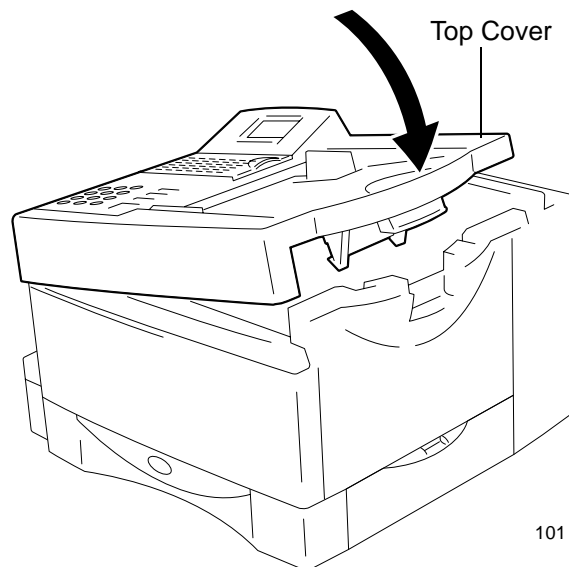


Installing the Machine

6. Press firmly on the green squares on the Drum Unit until the Drum Unit clicks into place. The following figure shows how to press the Drum Unit into place.



7. Close the Top Cover. Press down on the Top Cover until a “click” is heard to ensure the cover is closed.



Installing the Fuser Cleaner

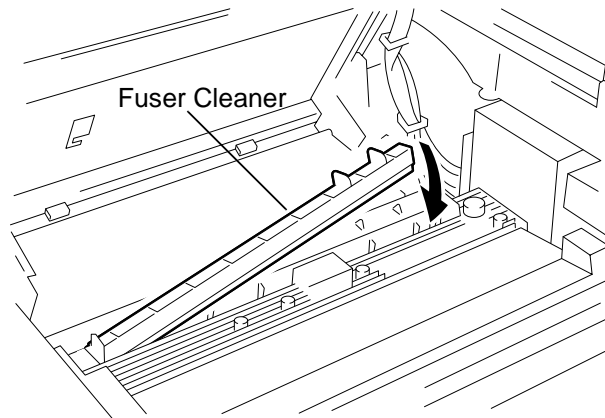
The fuser cleaner is located in the black fuser housing.



CAUTION

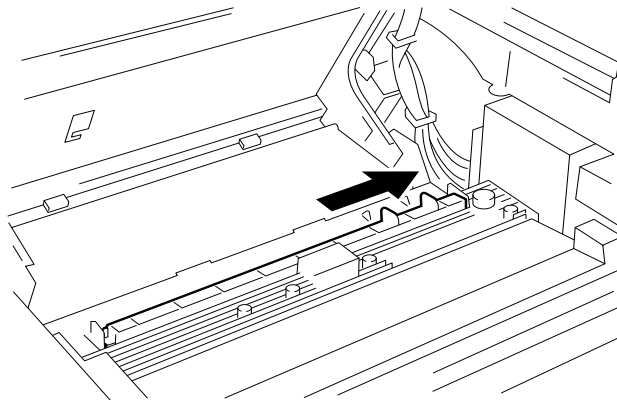
The black colored fuser housing may be hot if the machine was in use prior to this servicing.

1. Install the new Fuser Cleaner by positioning its left side first.



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2. Place the Fuser Cleaner on the fuser housing from its front side first. At this time, the guides of the fuser cleaner should be positioned on the right side. Then, move the fuser cleaner to the back side so that the guides of the fuser cleaner align with the guides of the fuser housing.

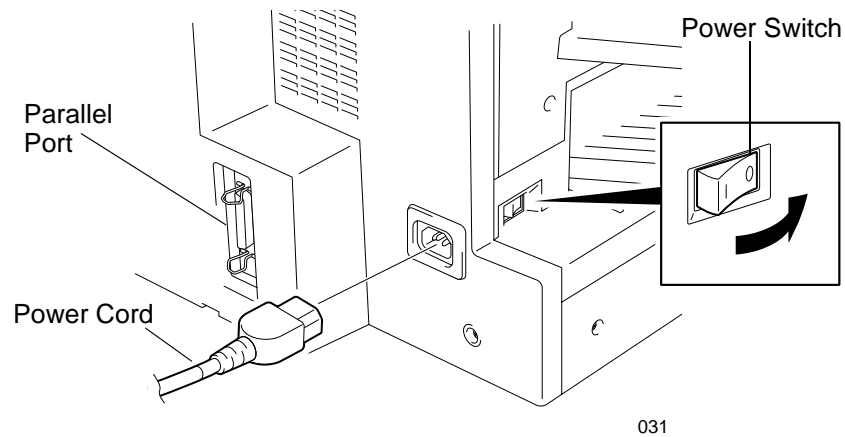


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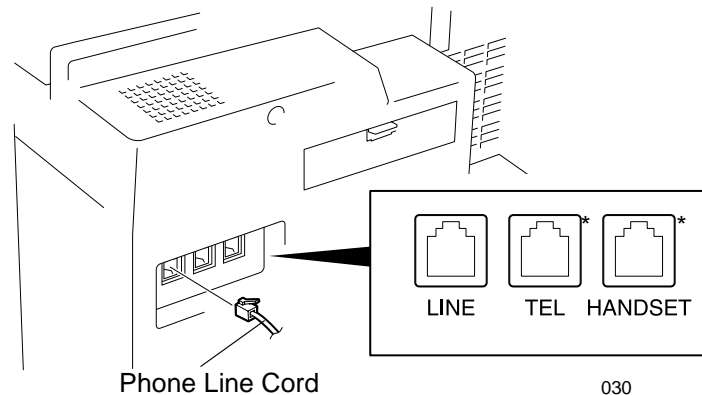
Installing the Machine

Connecting the Cords and PC Cable

1. Ensure the Power Switch is turned OFF.
2. Plug in the Power Cord to the machine.



3. Plug in the Power Cord to the wall AC outlet.
4. Connect the Modular Cord to the LINE connector on the machine and the wall jack.



5. Connect the Bi-directional parallel cable (optional) between the WorkCentre and the PC's parallel port (See page 1-28).
6. Switch ON machine power.

*Not available in all markets

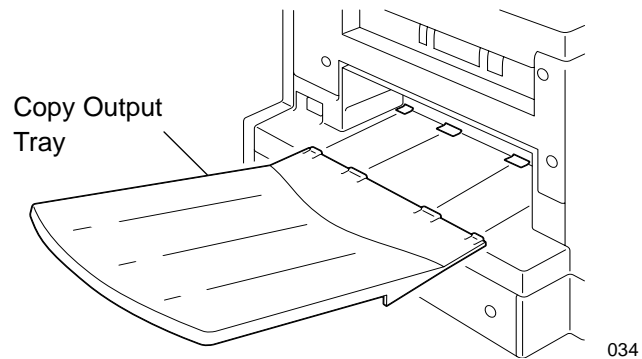
Installing the Document Output Tray and Copy Output Tray

1. Insert the hooks of the Copy Output Tray into the slots on the left side of the machine.



CAUTION

Do not place heavy objects on the copy output tray.

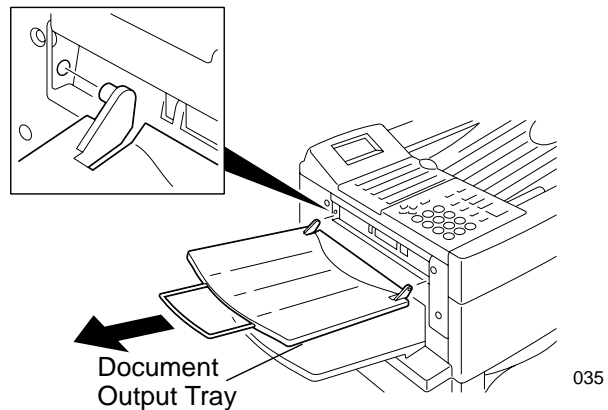


2. Insert the pins of the Document Output Tray into the holes on the left side of the machine. Extend the document output tray extension for large documents.



CAUTION

Do not place heavy objects on the Document Output Tray.

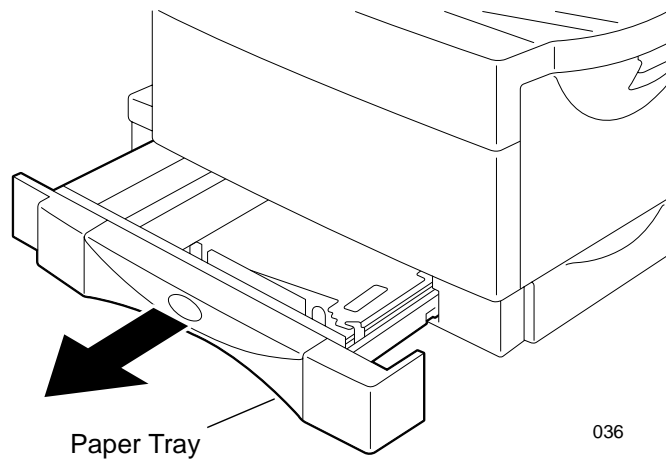


Installing the Machine

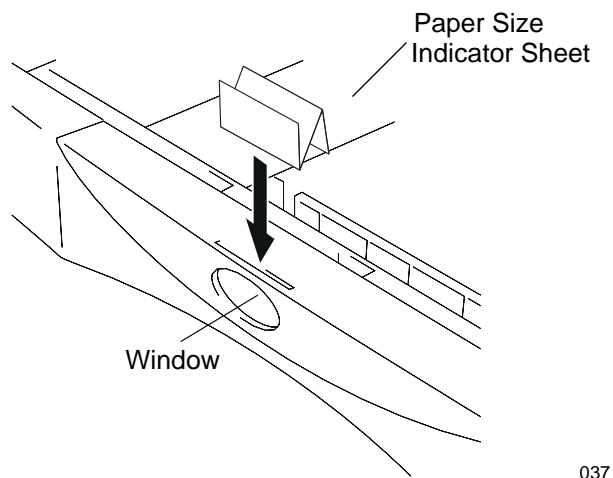
Installing the Paper

Refer to Chapter 17, "Specifications" for paper specifications.

1. Open the Paper Tray.

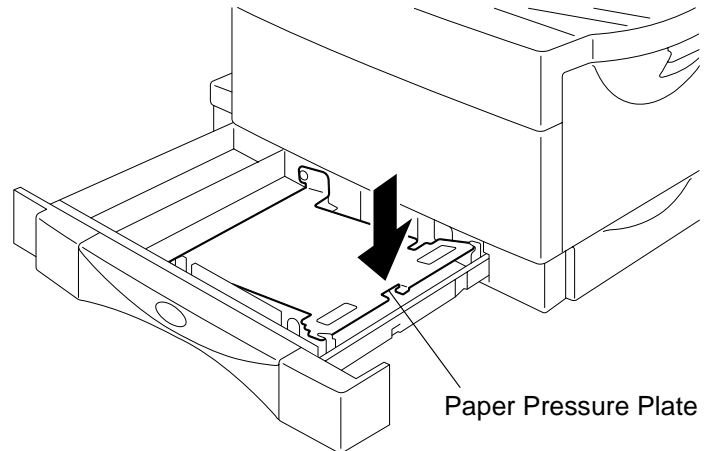


2. If not already at the correct paper size, insert the Paper Size Indicator Sheet into the slot of the tray with the appropriate paper size showing through the window.



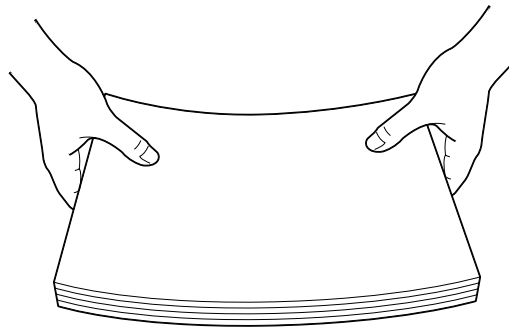
Installing the Machine

3. Press down the Paper Pressure Plate until it clicks.



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4. Make sure that the corners of paper are neatly aligned.



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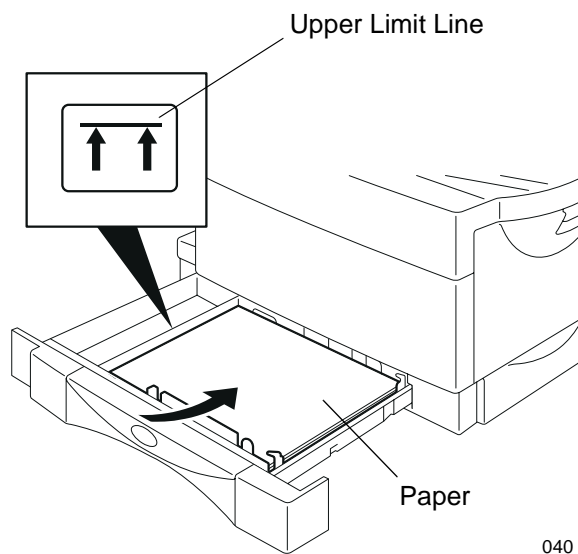
Installing the Machine

5. Insert up to 250 sheets into the paper tray.

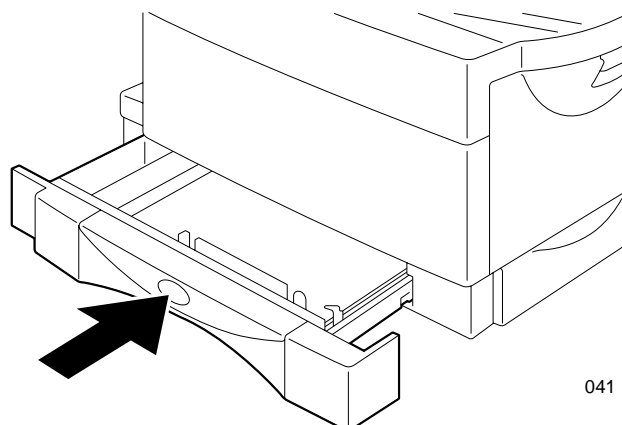


CAUTION

To avoid paper jams, do not exceed the upper limit line on the paper guide.

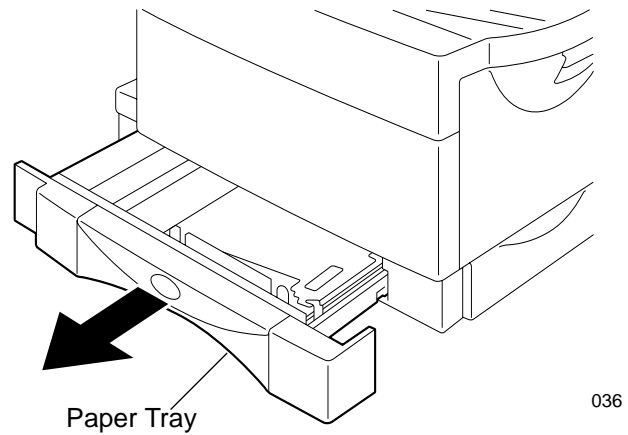


6. Push the paper tray all the way into the machine.



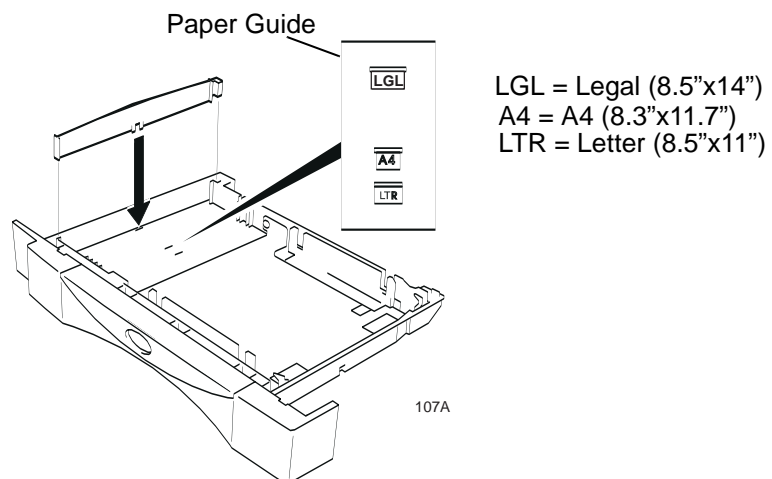
Adjusting the Paper Tray for Different Paper Sizes

1. Remove the Paper Tray from the machine and remove the paper.



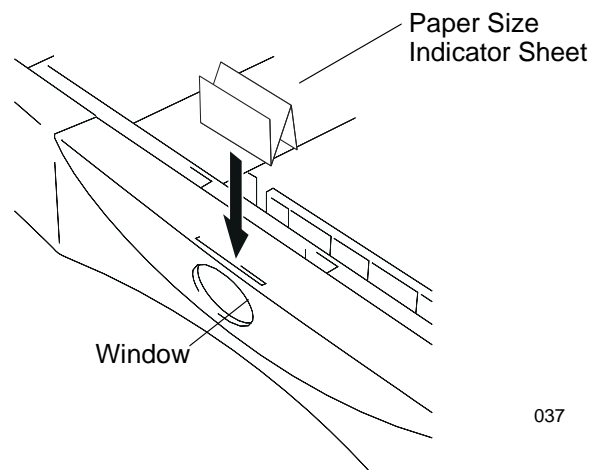
2. Remove the Paper Guide. Install the paper guide in the correct position for the new paper size.

Note: The paper size positions are indicated on the base of the paper tray.

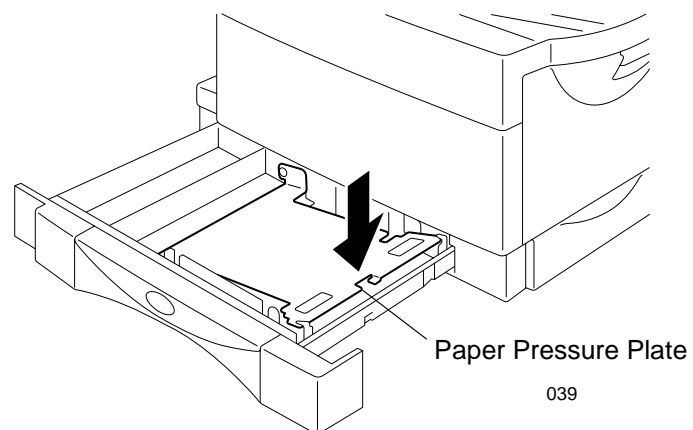


Installing the Machine

3. Remove the Paper Size Indicator Sheet and re-insert it so that the new paper size shows through the window.

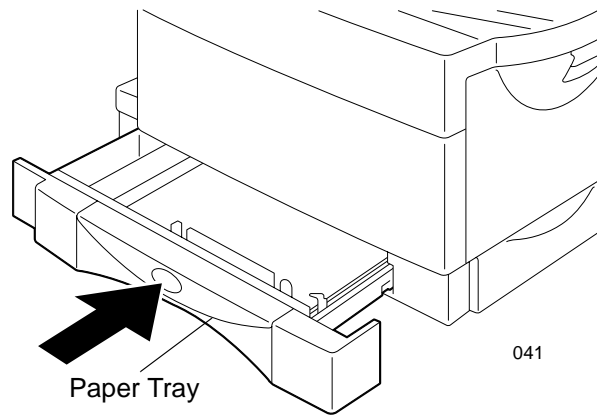


4. Press down the Paper Pressure Plate until it clicks.



Installing the Machine

5. Install the paper and push the paper cassette all the way into the machine.



Installing the Machine

Installing the Accessories

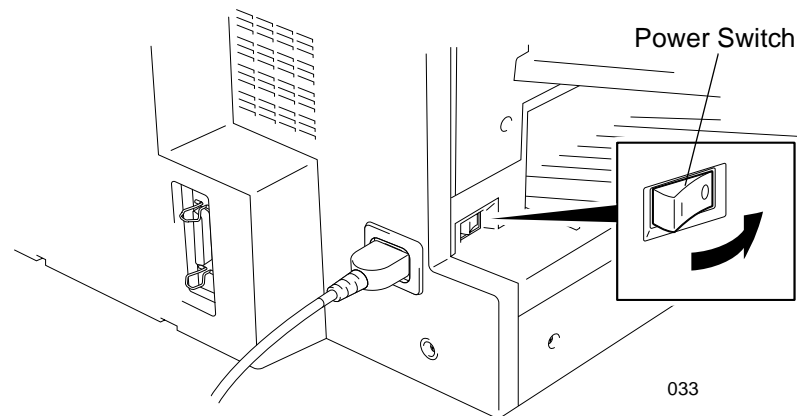
Options are available to enhance your WorkCentre. Refer to Chapter 15, "Supplies and Optional Equipment" for ordering information.

Handset and Cradle* (Optional)

An optional handset is available that connects to the WorkCentre handset connector, allowing the machine to be used as a telephone.

To install the Handset and Cradle:

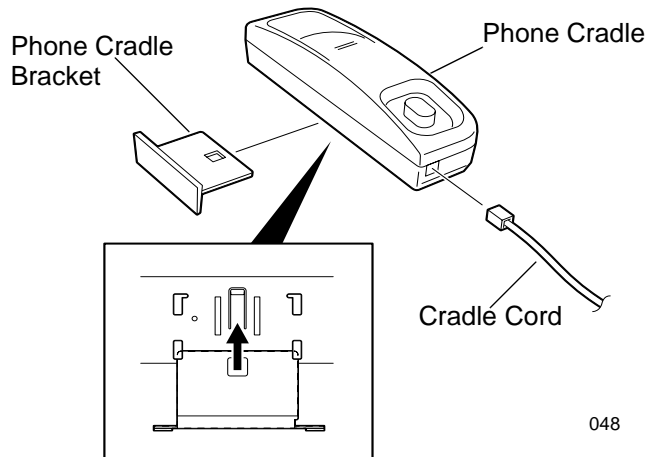
1. Turn off the power switch.



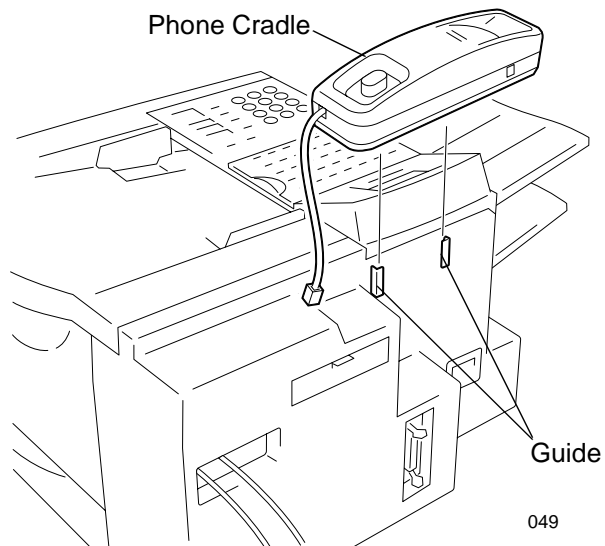
*Not available in all markets.

Installing the Machine

2. Slide the phone cradle bracket into the phone cradle until it clicks. Connect the cradle cord to the phone cradle jack.

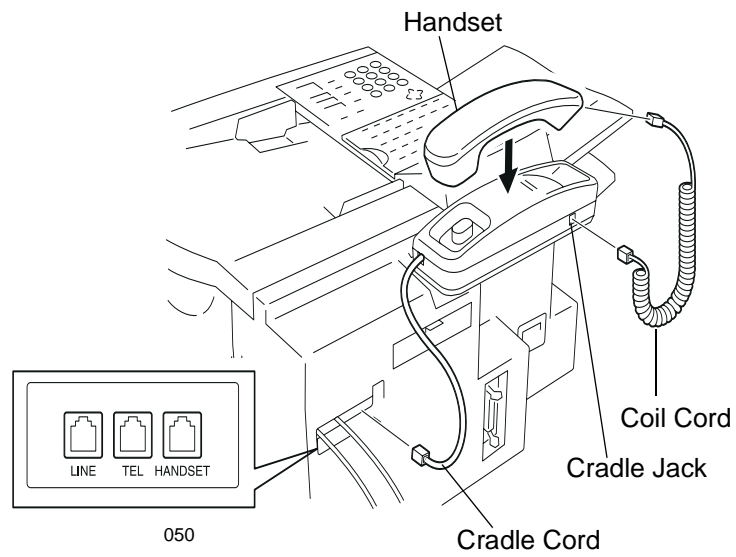


3. Attach the phone cradle bracket by sliding it into the guides on the rear cover.



Installing the Machine

4. Connect the cradle cord to the HANDSET connector. Connect the coil cord to the handset and cradle jack.



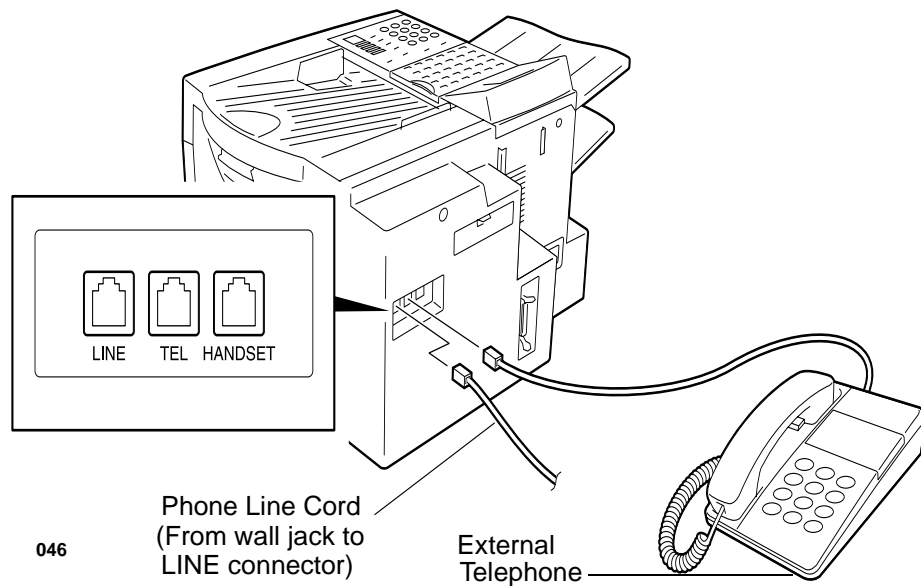
Installing the Accessories

External Telephone*

An external telephone can be connected to the WorkCentre allowing you to share a telephone line for both phone and fax activities.

To connect a telephone:

1. Connect the cord from the external telephone to the Tel Connector on the WorkCentre.



*Not available in all markets.

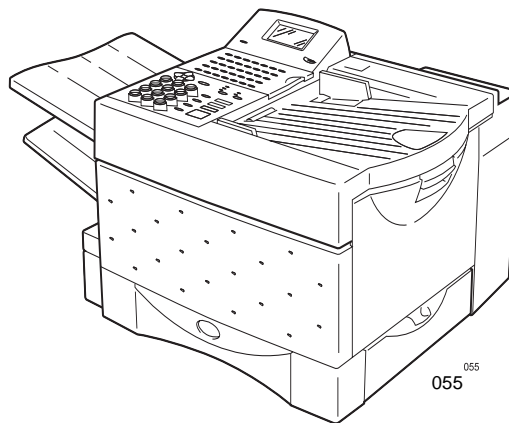
Installing the Machine

Paper Trays (Optional)

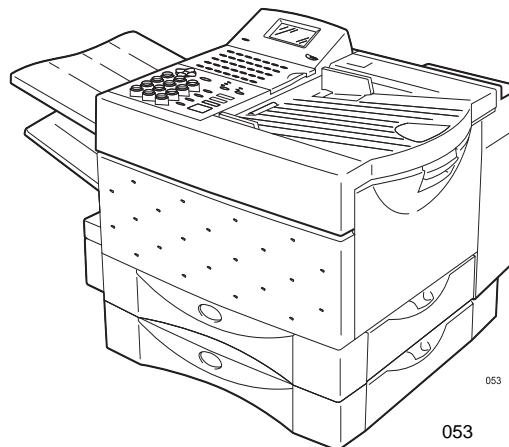
Note: Document WorkCentre Pro 657 comes with this option.

The WorkCentre can be fitted with an additional Paper Tray for increased paper capacity, or to provide multiple trays for different paper sizes. Each paper tray holds up to 250 sheets of 20 lb. paper. The paper tray is installed by your local carrier; however, some locations do not provide this service.

Standard configuration

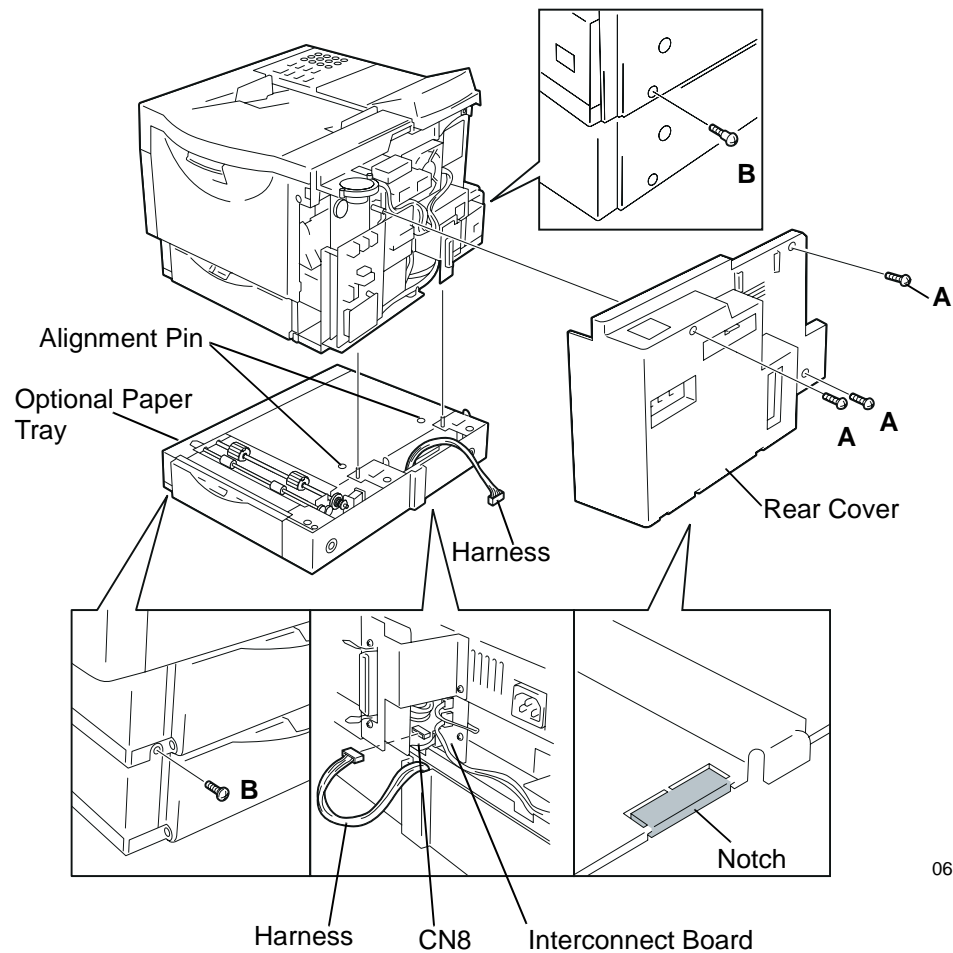


Optional Paper Tray



Paper Tray Installation

To install your Auxiliary Paper Tray:



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1. Switch off the power and disconnect the Power Cord from the outlet.
2. Disconnect the Line and Telephone cords.

Installing the Machine

3. Remove the following:
 - Handset and Cradle if installed
 - Document Output Tray Assembly
 - Paper Tray
 - Developer Unit
4. Remove the three screws that secures the rear cover (**A** in the above illustration).
5. Remove the Rear Cover.
6. Cut the notch under the rear cover.
7. Unpack the Optional Paper Tray assembly.
 - Remove packing material and tape.
 - Lay cable harness back the side of the Optional Paper Tray assembly.



CAUTION

When lifting or moving the WorkCentre, hold the machine on the bottom left and right sides. Failure to do so could result in damage to the machine.

8. Lift the machine and install it on the alignment pins of the Optional Paper Tray frame.
9. Connect the harness to the Interconnect Board at CN8.
10. Attach the Optional Paper Tray with the two screws (**B** in the above illustration). The screw with the spacer goes on the left side of the machine.
11. Reinstall rear cover and secure with the three screws "**A**".
12. Reinstall the following:
 - Document Output Tray Assembly
 - Paper Tray
 - Developer Unit
 - Handset and Cradle
 - Telephone Line Cords
 - Power Cord
13. Fill paper tray with desired paper size. Refer or see "Adjusting the Paper Tray" for different paper sizes in this chapter.

33.6K BPS Modem (Optional)

The WorkCentre can be upgraded with a high speed 33.6K BPS modem. Contact your local Xerox Representative for optional Modem information and installation.

Note: *Document WorkCentre Pro 657 comes with this option.*

Memory Module (2MB and 4MB) (Optional)

2 megabytes and 4 megabytes (MB) Memory Modules are available allowing your machine to store more pages. Contact your local Xerox Representative for Memory Module information and installation.



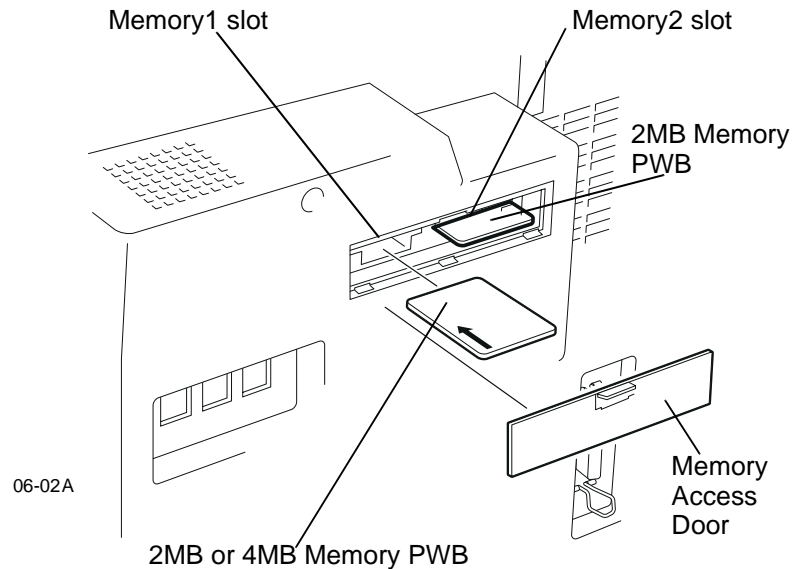
CAUTION

Turn off the power and disconnect the Power Cord from the outlet. These components are susceptible to electrostatic discharge. Observe all ESD procedures to avoid damage.

Note: *if the PC Interface software is installed and the WorkCentre is connected to a PC, upload the machine settings prior to installing the Optional Memory PWB.*

Installing the Machine

1. Remove the Memory Access door.



2. Insert the memory Card with the connector side down and the arrow pointing to the front of the machine. Seat the connector firmly.

Note: WorkCentre 645/657 already has the 2MB memory PWB in the MEMORY2 slot as standard. In the MEMORY1 slot, 2MB or 4MB memory PWB can be installed. With WorkCentre 635, 2MB or 4MB memory PWB can be installed in the MEMORY1 slot. (MEMORY2 slot must be empty).

3. Reinstall the memory Access door.
4. Perform a memory Clear by simultaneously holding down the 1, 3 and asterisk keys as you turn the Power Switch ON.
5. If the machine settings were uploaded to the PC, download the settings to the WorkCentre at this time. The machine will recognize the optional memory upon power up.

Bi-directional Parallel Cable (Optional)

A bi-directional parallel cable with a 36 pin Centronic connector is available to allow the WorkCentre to communicate with a PC. The cable is 6 feet (2 meters) long and meets IEEE 1284 standards. Contact your local Xerox Representative for order information.

Installing the Machine

Notes: