SHARP

DX-C200

Quick Guide

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Read this manual carefully before you use the product and keep it handy for future reference. For safe and correct use, please be sure to read "Safety Information" before using the machine.

Table of Contents

Exterior

Exposure Glass
Open the cover and place originals here sheet by sheet.

ADF (Auto document feeder) Cover
Open this cover to remove originals jammed in the ADF.

Input Tray for the ADF
Place stacks of originals here. They will feed in automatically.

Output Tray for the ADF
Originals scanned with the ADF are output here.

Output Tray/Top Cover
Printed paper is output here. Open here to replace the print cartridges.

Front Cover
Open this cover to replace the waste toner bottle or remove jammed paper.

Tray 1

Tray 2 (option)

Control Panel

USB Flash Disk Port
Insert a USB flash disk for using the Scan to USB function or connect a digital camera using a USB cable for PictBridge printing.
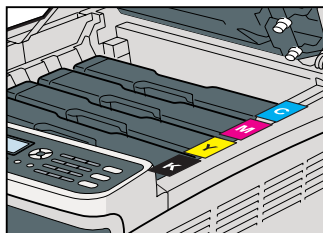
1

Interior

Print Cartridges

Load from the machine rear, in the order of cyan (C), magenta (M), yellow (Y), and black (K).

CES406

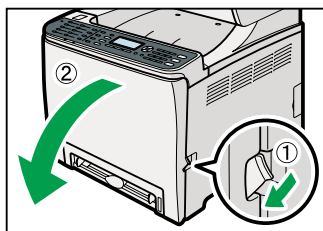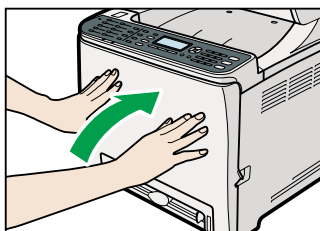### Waste Toner Bottle

Collects excess toner during printing.

Transfer Unit

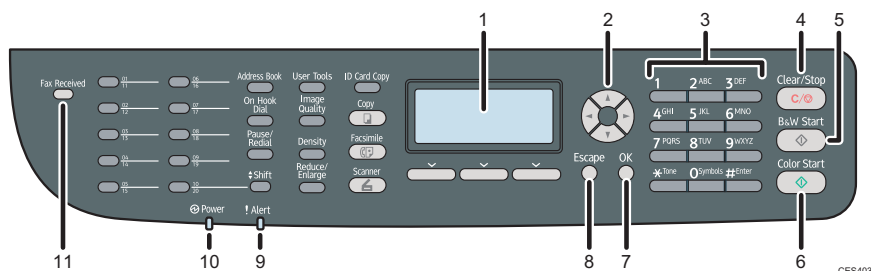Remove this unit when replacing the waste toner bottle.

CES141

CES142

1

Control Panel

CES403

1 | Screen
Displays current status and messages.

2 | Scroll keys
Press to move the cursor in the directions indicated by each scroll key.
Pressing the [◀][▶] keys while the machine is in standby mode will display the menu for configuring the settings of the machine's current operation mode (copier, scanner, or fax).

3 | Number keys
Use to enter numerical values when specifying settings such as fax numbers and copy quantities, or enter letters when specifying names.

4 | [Clear/Stop] key
• While the machine is processing a job: press to cancel the current job.
• While configuring the machine: press to cancel the current setting and return to standby mode.
• While in standby mode: press to cancel temporary settings such as the image density or resolution.

5 | [B&W Start] key
Press to scan or copy in black and white, or start sending a fax.

6 | [Color Start] key
Press to scan or copy in color.

7 | [OK] key
Press to confirm settings or enter the next level of the menu tree.

8 | [Escape] key
Press to cancel the last operation or exit to the previous level of the menu tree.

9 | Alert indicator
Flashes yellow when the machine will require maintenance soon (such as replacing consumables), or lights up red when a machine error occurs.
When an alert is issued, check the messages on the screen and follow the instructions as provided in "Error and Status Messages on the Screen" on page 23.
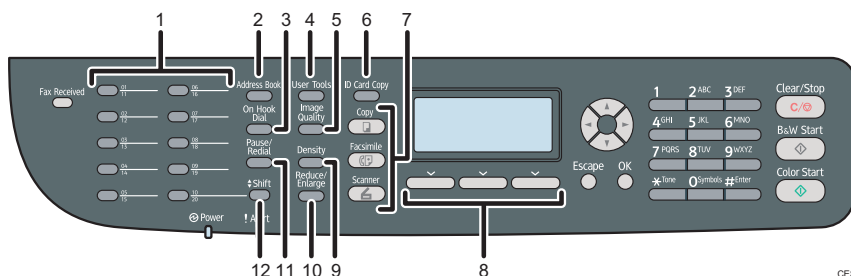
10 | Power indicator
Remains lit while the power is on. It is unlit when the power is off.

11 | Fax Received indicator
Lights up when received faxes that have not been printed out exist in the machine's memory. Flashes when the machine is unable to print out the faxes due to machine errors such as an empty paper tray or a paper jam.

1

Control Panel

CES404

1 │ One Touch buttons
Press to select a scan or fax Quick Dial destination.

2 │ [Address Book] key
Press to select a scan or fax destination from the Address Book.

3 │ [On Hook Dial] key
Press to use on-hook dialing to check the destination's status when sending a fax.

4 │ [User Tools] key
Press to display the menu for configuring the machine's system settings.

5 │ [Image Quality] key
Press to select scan quality for the current copy, scan, or fax job.

6 │ [ID Card Copy] key
Press to enter ID card copy mode for the current job.

7 │ [Copy]/[Facsimile]/ [Scanner] key
Press to switch the machine's operation mode.

8 │ Selection keys
Press the key that corresponds to an item shown on the bottom line of the screen to select it.

9 │ [Density] key
Press to adjust image density for the current copy, scan, or fax job.

10 │ [Reduce/Enlarge] key
Press to specify the reduction/enlargement ratio for the current copy job, or the document size for the current scan job.
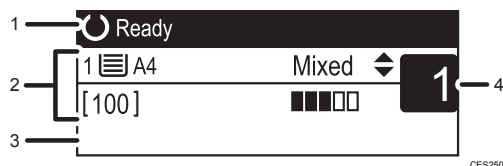
11 │ [Pause/Redial] key
Press to insert a pause in a fax number, or display the last used scan or fax destination.

12 │ [Shift] key
Press to switch between Quick Dial numbers 1 to 10 and 11 to 20 when specifying a scan or fax destination using the One Touch buttons.

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Initial Screen and Basic Operation

The following is the initial screen in copier mode.

CES250

1. Current status or messages
2. Current settings
3. Selection key items
   If function names appear here, press a corresponding selection key to use that function.
4. Copy quantity

⭐ **Important**

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
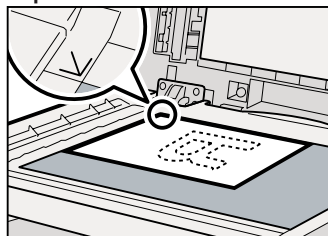
1 **Press the [Copy] key.**
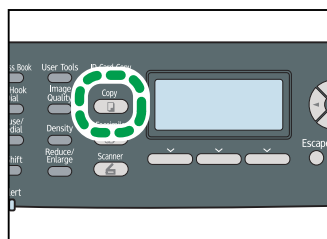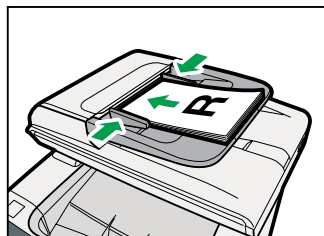

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2 **Place the original face down on the exposure glass or face up in the ADF.**

Lift the ADF carefully without holding the input tray. Otherwise, the ADF might be damaged.

Exposure Glass

CES070

ADF

CES109

↓ **Note**

- If necessary, configure advanced photocopy settings. For more details, see "Advanced Photocopy Settings" on page 9.

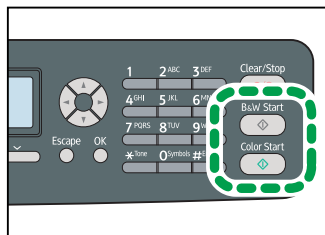**3** To make multiple copies, enter the number of copies using the number keys

↓**Note**

• The maximum number of copies is 99.

4 Press the [B&W Start] or [Color Start] key.

CES169

↓**Note**

• To cancel photocopying, press the [Copy] key, press the [Clear/Stop] key, and then press [Yes] for confirmation.
• You can change the paper tray for the current job by pressing the [▲][▼] keys. If tray 2 is installed, you can select to change the paper tray automatically according to the paper size (A4 or Letter).
• If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.
• If a scanning jam occurs in the ADF, copying is canceled immediately. In this case, copy the originals again starting from the jammed page.

▤ **Reference**

• For information about originals, see "Getting Started", *User Guide*.
• For information about removing jammed paper, see "Removing Paper Jams" on page 29.

Advanced Photocopy Settings

❖ Making Enlarged or Reduced Copies

You can specify the reduction or enlargement ratio for the current job. There are two ways to set the scaling ratio: using a preset ratio or manually specifying a custom ratio.

1. Press the [Reduce/Enlarge] key.
2. Press [Reduce] or [Enlarge], press the [▲][▼][◀][▶] keys to select the desired ratio, and then press the [OK] key.
3. If [Zoom] has been selected, specify the desired ratio using the number keys, and then press the [OK] key.

❖ Copying Multiple Pages onto One Sheet

⭐ **Important**

• This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
• To use this function, the paper size used for printing copies must be set to A4, Letter, or Legal.

You can set 2-in-1/4-in-1 copy mode for the current job.

1. Press the [Reduce/Enlarge] key.
2. Press [Reduce], press the [▲][▼][◀][▶] keys to select [Comb. 2 on 1] or [Comb. 4 on 1].
3. Press the [▲][▼] keys to select the desired printout format, and then press the [OK] key.
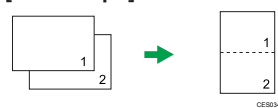
The following types of printout format can be selected depending on your preference.
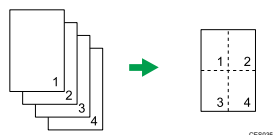
Printout formats for 2-in-1 copying

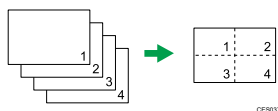[Portrait]   [Landscape]

CES033   CES034

Printout formats for 4-in-1 copying

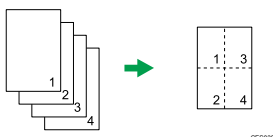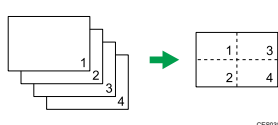[Portrait: L to R] (Left to Right)   [Landscape: L to R] (Left to Right)

CES035   CES037

[Portrait: T to B] (Top to Bottom)   [Landscape: T to B] (Top to Bottom)

CES036   CES038

2

Advanced Photocopy Settings

❖ Making 2-sided Copies

⭐ **Important**

* This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
* Paper must be fed from tray 1 or tray 2, not from the bypass tray. In addition, paper size must be A4, B5, Letter, Legal, Executive, 8" x 13", 8 $^1/_2$" x 13", Folio, or 16K, and paper type must be thin, plain, middle thick, recycled, color, preprinted or prepunched.

You can set the machine to copy in 2-sided copy mode.
1. Press the [Copy] key.
2. Press the [◀][▶] keys.
3. Press the [▲][▼] keys to select [2 Side Copy], and then press the [OK] key.
4. Press the [▲][▼] keys to select the printout format, and then press the [OK] key.
5. Press the [User Tools] key to return to the initial screen.
   "2 Sided Copy" appears on the display, indicating that the machine is now in 2-sided copy mode.

The following types of printout format can be selected depending on your preference.

Printout formats for Top-to-Top copying

    [Top to Top ▯]   **[Top to Top ▭]**

CES125
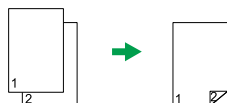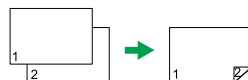
CES126

Printout formats for Top-to-Bottom copying

    [Top to Bottom ▯]   **[Top to Bottom ▭]**

CES127
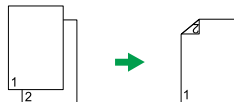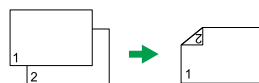
CES128

⬇ **Note**

* After this function is set, all subsequent copies will be 2-sided, unless you cancel the setting by selecting [Off] for [2 Side Copy].

❖ Adjusting Image Density
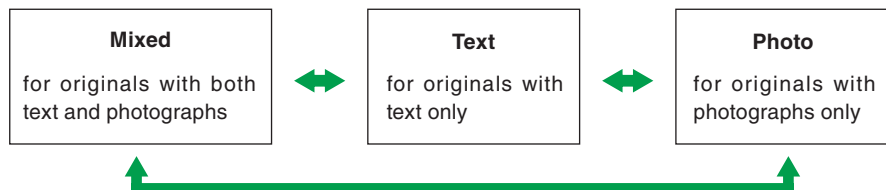
You can adjust the image density for the current job.
1. Press the [Density] key.
2. Press the [◀][▶] keys to select the desired density level, and then press the [OK] key.

(Lightest)   (Darkest)

❖ Selecting the Document Type

You can select the best document type for the original that you are scanning.
1. Press the [Image Quality] key.
2. Press the [▲][▼] keys to select the desired document type, and then press the [OK] key.

| **Mixed**	**Text**	**Photo**
for originals with both text and photographs	for originals with text only	for originals with photographs only

2

🗐 **Reference**

• For more details about the copier function, see "Using the Copier Function", *User Guide*.
• If you would like to change the default settings of the machine, see "Configuring the Machine Using the Control Panel", *User Guide*.

Initial Screen and Basic Operation

The following is the initial screen in scanner mode.
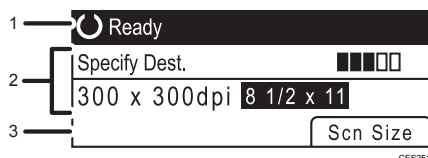
1. Current status or messages
2. Current scanning mode and settings
3. Selection key items

CES251

- When "Specify Dest." is displayed:
  Scan to E-mail, Scan to FTP, or Scan to Folder functions can be used.
- When "Save Scn Data to USB" is displayed:
 A USB flash disk is inserted in the machine, and the Scan to USB function can be used.

⭐ **Important**

- If a USB flash disk is inserted in the machine, scanning operations other than Scan to USB are disabled on the control panel.
- Scan to E-mail, Scan to FTP, and Scan to Folder destinations must be registered using Web Image Monitor in advance (the Scan to USB function does not require destinations registered). For details, see "Using the Scanner Function", *User Guide*.
- To send files via e-mail, SMTP and DNS settings must be configured properly in advance. For details, see "Configuring the Machine Using Web Image Monitor", *User Guide*.
- It is recommended that you call the receiver and confirm with them when sending important documents.
- Certain types of USB flash disks cannot be used for the Scan to USB function.
- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

❖ Basic Operation for Scan to E-mail/FTP/Folder

1 **Press the [Scanner] key.**

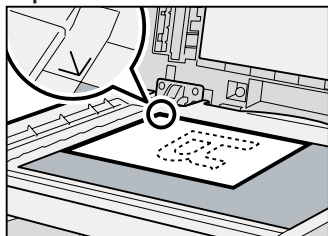Confirm that "Specify Dest." is shown on the screen.
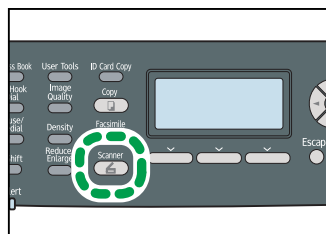
CES175

2 Place the original face down on the exposure glass or face up in the ADF.

Lift the ADF carefully without holding the input tray. Otherwise, the ADF might be damaged.
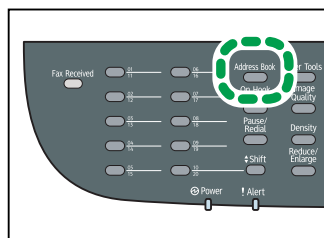
Exposure Glass

CES070

ADF
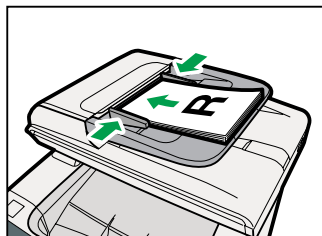
CES109

⬇ **Note**

• If necessary, configure advanced scan settings. For more details, see "Advanced Scan Settings" on page 22.

3 Press the [Address Book] key.

CES180

4 Search for the desired destination by pressing the [▲][▼] keys to scroll the Address Book, and then press the [OK] key.

5 **Press the [B&W Start] key or the [Color Start] key.**

CES169
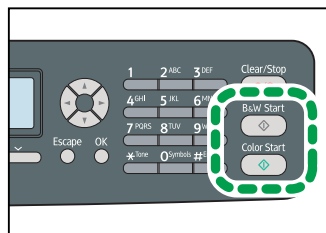
Depending on the machine's settings, you may see the screen on the right on the display when scanning from the exposure glass. If you see this screen, proceed to the next step.

Scan Next Original?

Yes   No

6 **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.**

7 **When all originals have been scanned, press [No] to start sending the scanned file.**

3

❖ Basic Operation for Scan to USB

1 **Insert your USB flash disk into the USB flash disk port.**
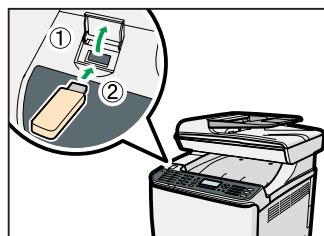
CES199

🔽 **Note**

• This machine does not support the use of USB flash disks connected to external USB hubs. Insert your USB flash disk directly into the USB flash disk port.

2 **Press the [Scanner] key.**

"Loading..." appears on the display. Wait until the display changes to show "Save Scn Data to USB" (the duration depends on your USB flash disk).
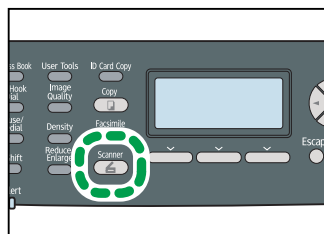
CES175

3

Initial Screen and Basic Operation

3 Place the original face down on the exposure glass or face up in the ADF.

Lift the ADF carefully without holding the input tray. Otherwise, the ADF might be damaged.

Exposure Glass

CES070

ADF
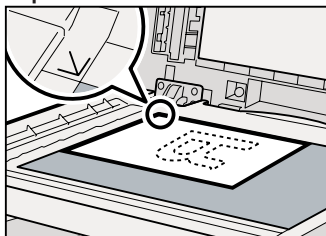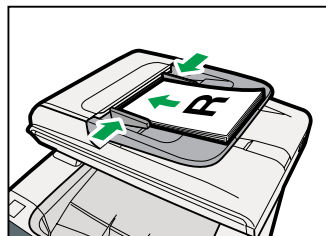
CES109

🡇 **Note**

• If necessary, configure advanced scan settings. For more details, see "Advanced Scan Settings" on page 22.

4 Press the [B&W Start] key or the [Color Start] key.

Depending on the machine's setting, the following screen appears on the display.
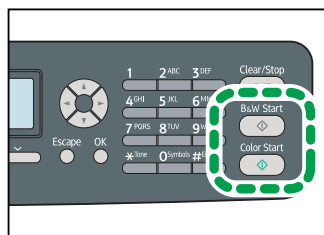
CES169

Halftone black-and-white

Select File Format:

TIFF   PDF

Color or gray scale black-and-white

Select File Format:

JPEG   PDF

16

5 **Press the appropriate selection key for the desired file format.**

Depending on the machine's settings, you may see the screen on the right on the display when scanning from the exposure glass. If you see this screen, proceed to step 6. If not, proceed to step 8.

```
Scan Next Original?



            Yes        No
```

6 **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.**

**7** **When all originals have been scanned, press [No] to start sending the scanned file.**

8 **Confirm that "Ready" appears on the display.**

The scanned file is created in the root directory of the USB flash disk.

9 **Remove the USB flash disk from the machine.**

3

⬇ **Note**

• To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.
• You can configure the machine to perform black-and-white scanning in halftone or grayscale by changing the machine's default settings. For details, see "Configuring the Machine Using the Control Panel", *User Guide*.
• If paper is jammed in the ADF, the scan job will be put on hold. To resume the current job, remove the jammed paper and scan the originals again starting from the jammed page.

🖹 **Reference**

• You can also specify a destination using the One Touch buttons or [Pause/Redial] key. For details, see "Using the Scanner Function", *User Guide*.
• For information about originals, see "Getting Started", *User Guide*.
• For information about removing jammed paper, see "Removing Paper Jams" on page 29.

Advanced Scan Settings

❖ Specifying the Scanning Size

You can specify the scanning size according to the size of the current original.
1. Press the [Reduce/Enlarge] key or [Scn Size].
2. Press the [▲][▼] keys to select the size of the original, and then press the [OK] key. If you would like to specify a custom scanning size, see "Specifying the scanning size according to the size of the original", *User Guide*.

❖ Adjusting Image Density

You can adjust the image density for the current job.
1. Press the [Density] key.
2. Press the [◀][▶] keys to select the desired density level, and then press the [OK] key.

(Lightest)   (Darkest)

❖ Specifying Resolution

You can specify the scan resolution for the current job.
1. Press the [Image Quality] key.
2. Press the [▲][▼][◀][▶] keys to select the desired resolution, and then press the [OK] key.

Reference

• For more details about the scanner function, including how to scan originals from a computer (TWAIN scanning), see "Using the Scanner Function", *User Guide*.
• If you would like to change the default settings of the machine, see "Configuring the Machine Using the Control Panel", *User Guide*.

3

Initial Screen and Basic Operation for Sending a Fax

The following is the initial screen in fax mode.

1 → Ready
2 → Standard 2011-02-01
    Normal 21:32 ← 4
3 → AutoPrnt

CES252
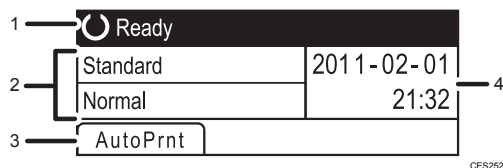
1. Current status or messages
2. Current settings
3. Selection key items
4. Current date and time

⭐ **Important**

- Make sure to establish a telephone line connection, and configure the settings for fax transmission in advance.
- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
- It is recommended that you call the receiver and confirm with them when sending important documents.

1 **Press the [Facsimile] key.**

CES176

2

Place the original face down on the exposure glass or face up in the ADF.
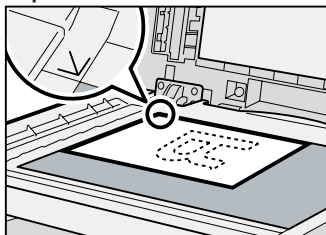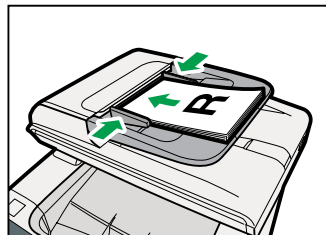
Lift the ADF carefully without holding the input tray. Otherwise, the ADF might be damaged.

Exposure Glass

CES070

ADF

CES109

🔽**Note**

• If necessary, configure the advanced scan settings. For details, see "Advanced Scan Settings" on page 22.

3

Enter the fax number (up to 40 characters) using the number keys.

If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number before the fax number.

4

4

Press the [B&W Start] key.

• Depending on the machine's settings, you may be prompted to enter the fax number again. Enter the fax number within 30 seconds. If the fax numbers do not match, go back to step 3.

• Depending on the machine's settings, you may be prompted to place another original on the exposure glass. In this case, proceed to the next step.

CES172
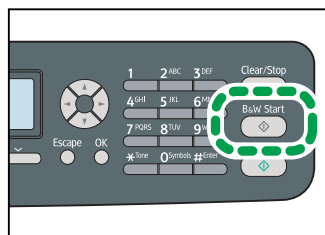
5 **If you have more originals to scan, press [Yes] within 60 seconds, place the next original on the exposure glass, and then press [OK]. Repeat this step until all originals are scanned.**

If you do not press [Yes] within 60 seconds, the machine will start to dial the destination.

6 **When all originals have been scanned, press [No] to start sending the fax.**

↓Note

- To cancel sending a fax, press the [Facsimile] key, and then press the [Clear/Stop] key.
- A fax number can contain 0 to 9, pause, "✱", "#", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause.
- To use tone services on a pulse-dialing line, insert "✱" in a fax number. "✱" switches the dialing mode from pulse to tone temporarily.
- If paper is jammed in the ADF, the jammed page has not been scanned properly. When the machine is in Immediate Transmission mode, resend the fax starting from the jammed page. When in Memory Transmission mode, scan the entire originals again.

Reference

- You can also specify a fax destination using the Quick Dial, Speed Dial, Broadcast, or Redial functions. For details, see "Using the Fax Function", *User Guide*.
- By default, the machine is set to print a transmission report automatically after a fax transmission. To change this setting, see "Configuring the Machine Using the Control Panel", *User Guide*.
- For information about originals, see "Getting Started", *User Guide*.
- For information about removing jammed paper, see "Removing Paper Jams" on page 29.

4

Advanced Scan Settings

❖ Adjusting Image Density

You can adjust the image density for the current job.
1. Press the [Density] key.
2. Press the [▲][▼] keys to select the desired density level, and then press the [OK] key.

Normal	⬌	Dark	⬌	Light

❖ Specifying Resolution

You can specify the scan resolution for the current job.
1. Press the [Image Quality] key.
2. Press the [▲][▼] keys to select the desired resolution, and then press the [OK] key.

Standard — for originals with normal-sized characters	⬌	Detail — for originals with small print	⬌	Photo — for originals with images
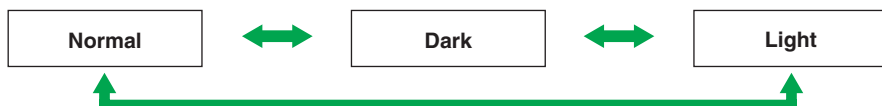
🔖 Reference

- For more details about the fax function, see "Using the Fax Function", *User Guide*.
- If you would like to change the default settings of the machine, see "Configuring the Machine Using the Control Panel", *User Guide*.

4

Error and Status Messages on the Screen

"X" indicates the parts of the messages that appear differently depending on a specific situation, such as the paper sizes or types, tray names, or toner colors.

Message (alphabetical order)	Causes	Solutions
ADF Original Misfeed Open ADF Cover and Remove paper.	An original has been jammed inside the ADF.	• Remove jammed originals, and then place them again. See "Removing from the ADF" on page 34. • Check the originals are suitable for scanning. See "Placing Originals", *User Guide*.
Check Paper Size	The paper size set for the document differs from the size of the paper in the tray.	Press [FormFeed] to begin printing, or press [JobReset] to cancel the job.
Check Paper Type	The paper type set for the document differs from the type of the paper in the tray.	Press [FormFeed] to begin printing, or press [JobReset] to cancel the job.
Cover open	A cover is open.	Close the cover completely.
Dest. is not Programmed	No Quick Dial entry is associated with the One Touch button you pressed.	• Press a different One Touch button. • Assign a registered destination to the One Touch button. See "Registering Scan Destinations", *User Guide*.
Failed to Access File Press Clear key	The Scan to USB function failed because the machine could not access the USB flash disk properly.	Use a USB flash disk that is not password- or write-protected.
Failed to Create File Press Clear key	The Scan to USB function failed because there was not enough memory on the USB flash disk.	Use a USB flash disk with enough memory.

5

Error and Status Messages on the Screen

Message (alphabetical order)	Causes	Solutions
I/O Timeout	The timeout period set in [I/O Timeout] expires when printing is frequently interrupted by data from other ports, or when printing data is large and takes time for processing.	If [I/O Timeout] is set to 15 seconds, increase the time period. For details, see "Machine Settings", *User Guide*.
Internal Misfeed	Paper has been jammed in the machine.	Remove the jammed paper. See "Removing Paper Jams" on page 29.
Memory Almost Full	Memory has almost reached capacity during sort copy.	If several originals are still to be scanned, it is recommended to start printing now, and copy the remaining originals separately. If originals are being scanned from the ADF, remove any remaining pages from the ADF.
Misfeed: Dup. Unit Remove Paper	Paper has been jammed in the duplex unit.	Remove the jammed paper. See "Removing Paper Jams" on page 29.
Misfeed: Paper Tray	Paper has been jammed in the paper tray.	Remove the jammed paper. See "Removing Paper Jams" on page 29.
Misfeed: Stnd. Tray	Paper has been jammed in the paper exit area.	Remove the jammed paper. See "Removing Paper Jams" on page 29.
Misfeed: Tray 1	Paper has been jammed in the ADF input tray.	Remove the jammed paper. See "Removing Paper Jams" on page 29.
Misfeed: Tray 2	Paper has been jammed in the ADF output tray.	Remove the jammed paper. See "Removing Paper Jams" on page 29.

5

Message (alphabetical order)	Causes	Solutions
Out of Paper: X	The indicated tray has run out of paper.	Load paper to the indicated tray. See "Loading Paper in the Bypass Tray", *User Guide*.
Out of Toner: X Continue printing?	The machine has run out of the indicated toner.	• Press [No] to cancel the job and replace the indicated print cartridge. See "Print Cartridges" on page 37. • Press [Yes] to finish printing before replacing the indicated print cartridge.
Toner Almost Empty Replace Required Soon: Toner Cartridge (X)	The print cartridge is almost empty.	Prepare a new print cartridge.
Toner Set Error: X	The print cartridge has not been installed or has not been installed correctly.	Reinstall the print cartridge. See "Print Cartridges" on page 37.
Unsupported Device Please Remove	The Scan to USB function failed because a USB device other than a USB flash disk or a USB flash disk with an unsupported file system was used.	Use a USB flash disk that is compatible with the Scan to USB function.
Unsupported Device Press Clear key	The Scan to USB function failed because a USB device other than a USB flash disk or a USB flash disk with an unsupported file system was used.	Use a USB flash disk that is compatible with the Scan to USB function.

5

Error and Status Messages on the Screen

Message (alphabetical order)	Causes	Solutions
Unsupported USB Hub Please Remove	The Scan to USB function failed because a USB device other than a USB flash disk or a USB flash disk with an unsupported file system was used.	Use a USB flash disk that is compatible with the Scan to USB function.
USB Disconnected Press Clear key	The Scan to USB function failed because the USB flash disk was removed before the operation could be completed.	Check that the USB flash disk is securely inserted in the machine. Do not pull out the USB flash disk until "Ready" appears on the display.
USB Memory Overflow Press Clear key	The Scan to USB function failed because there was not enough memory on the USB flash disk.	Use a USB flash disk with enough memory.
Write Protect Press Clear Key	The Scan to USB function failed because the machine could not access the USB flash disk properly.	Use a USB flash disk that is not password- or write-protected.

5

Printing or Scanning Problems

❖ Images are too dark or too light on the copied pages or scanned files

Image density is too dark or too light. Adjust the image density.

❖ Copied pages or scanned files are dirty

Ink or correction fluid on the original is not dry. Before placing originals on the exposure glass, make sure that ink or correction fluid is dry.
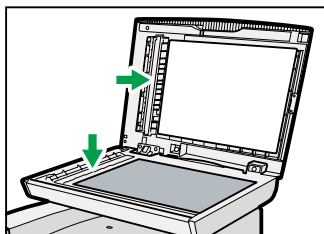
❖ The same area is dirty whenever making copies or scanning files

The exposure glass or ADF is dirty. Clean the exposure glass or ADF. Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture. For more details, see "Cleaning", *User Guide*.

Exposure Glass

CES090

ADF

CES091

5
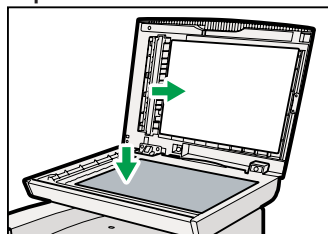
Fax Transmission Problems

❖ Cannot send or receive faxes

The modular cable may be disconnected. Make sure that the modular cable is correctly connected. For more details, see "Connecting to a Telephone Line", *User Guide*.

❖ Cannot receive faxes even when sending them is possible

- A print cartridge is empty. Replace the print cartridge. For more details, see "Print Cartridges" on page 36.
- A tray is empty. Load paper into the tray. For more details, see "Loading Paper", *User Guide*.

❖ A fax you sent appears blank when received

The original was placed upside down. Place the original in the correct orientation. For more details, see "Placing Originals", *User Guide*.

❖ Cannot print the received faxes

- The paper tray is empty. Load paper in the paper tray. For more details, see "Loading Paper", *User Guide*.
- The tray for printing faxes does not contain A4, Letter, or Legal size paper. Change the tray setting, and load paper of the appropriate size. For more details, see "Fax System Settings", *User Guide*
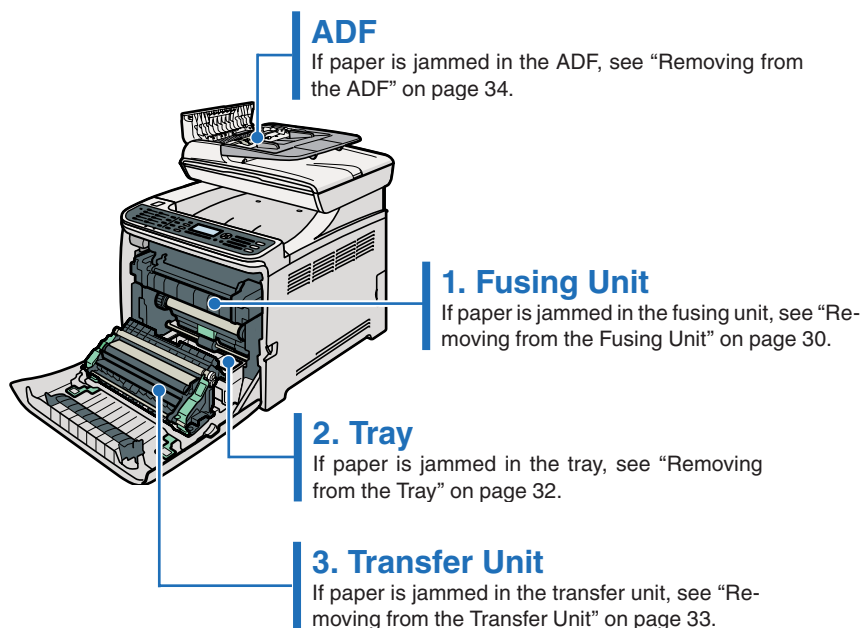
⬇Note

- If you cannot solve the problem, contact your local sales or service representative.

5

⭐ **Important**

- Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.
- Toner on prints made immediately after clearing a paper jam may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.
- Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.
- Paper jams can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.

If a paper jam occurs, paper may be jammed inside the machine or in the ADF. If paper is jammed inside the machine, check the following positions, in the indicated order, to locate the jammed paper.

ADF
If paper is jammed in the ADF, see "Removing from the ADF" on page 34.

1. Fusing Unit
If paper is jammed in the fusing unit, see "Removing from the Fusing Unit" on page 30.

2. Tray
If paper is jammed in the tray, see "Removing from the Tray" on page 32.

3. Transfer Unit
If paper is jammed in the transfer unit, see "Removing from the Transfer Unit" on page 33.

6

Removing from the Fusing Unit

> ### ⚠ CAUTION
> • The inside of this machine becomes very hot. Do not touch the parts labelled "⚠" (indicating a hot surface).
> • Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.

⭐ **Important**

• Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.

1 **Pull the opening lever on the front cover, and then carefully lower the front cover.**

2 **Lower the fusing unit levers.**

CES257
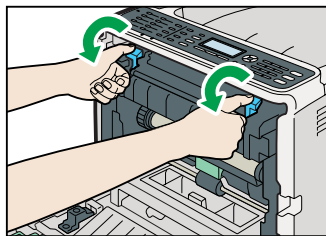
3 **Pull out the jammed paper carefully.**

Pull the paper downward to remove it. Do not pull it upward.
If you cannot find the jammed paper, check for it by pulling down the guide.

CES144

CES145

6
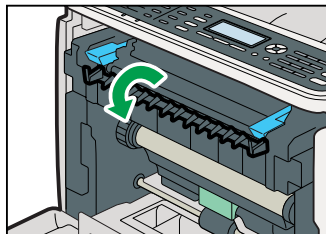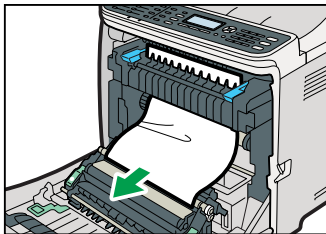
| **4** | **Pull up the fusing unit levers.** |

CES258
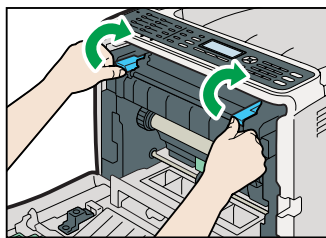
| **5** | **Using both hands, carefully push up the front cover until it closes.** |

⬇️**Note**

- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.
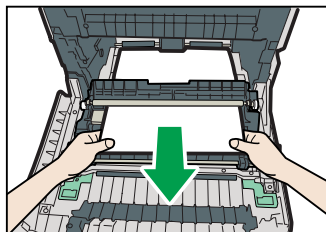
6

Removing from the Tray

1 Pull the opening lever on the front cover, and then carefully lower the front cover.

2 Pull out the jammed paper carefully.
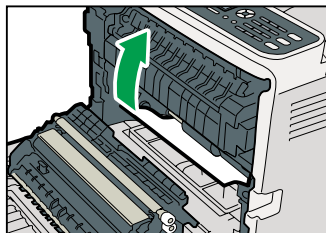
CES083

If paper has jammed inside the transfer unit, holding both sides of the paper, pull the paper carefully forward and out.

CER063

↓Note

- Do not pull out the paper tray (Tray 1).
- If paper is jammed in tray 2 but is difficult to locate, pull out tray 2 to remove it. After removing the paper, carefully push tray 2 all the way back inside the machine.

**3** Using both hands, carefully push up the front cover until it closes.

↓Note

- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.

6

Removing from the Transfer Unit

---

1 Pull the opening lever on the front cover, and then carefully lower the front cover.

---

2 Carefully remove any paper that is jammed under the transfer unit.

If you cannot find the jammed paper, look inside the machine
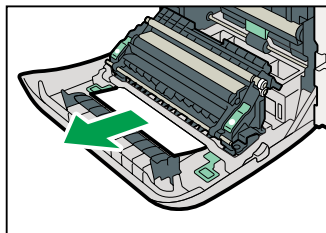
CER046

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3 Using both hands, carefully push up the front cover until it closes.

Note

• When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.
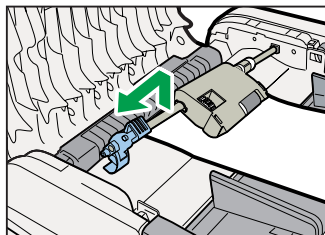
Removing from the ADF

1	**Open the ADF cover.**	
		CES100
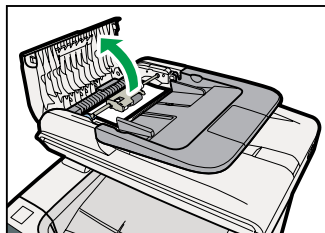
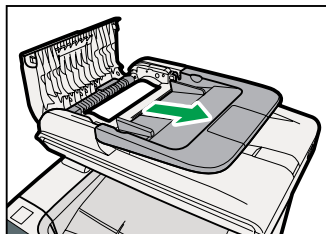| **2**	**Gently pull the jammed original to remove it.** **Be careful not to pull the original too hard, as it may rip.**	
		CES101
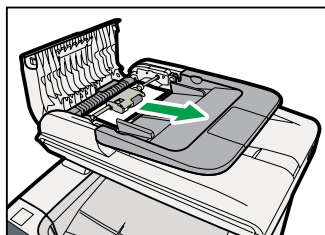
| **3**	**If you cannot pull out the jammed original easily, move the lever slightly to the machine rear, and then pull it up to unlock the paper feed roller.**	
		CES044
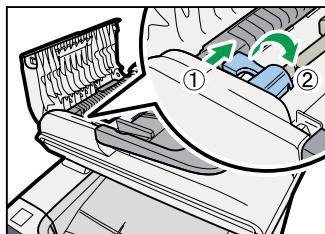
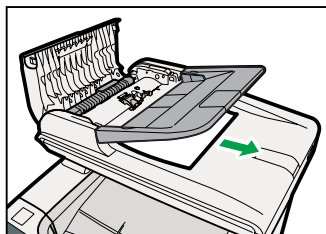| **4**	**Lift the paper feed roller slightly and pull it out toward you.**	
		CES113

6

5   **Gently pull the jammed original to remove it.**

CES114

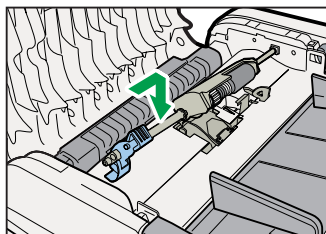**6**   **If you cannot pull out the jammed original easily, raise the input tray to see if the original is jammed in the output area.**

CES120
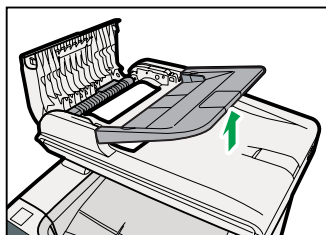
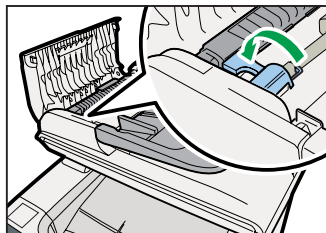**7**   **Gently pull the jammed original to remove it.**

CES121

8   **Put the paper feed roller back in with the roller part facing downwards.**
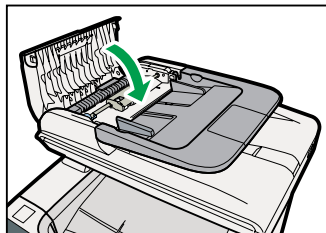
CES115

6

9	Lower the lever until it clicks into place.	

CES116

10	Close the ADF cover.	

CES102

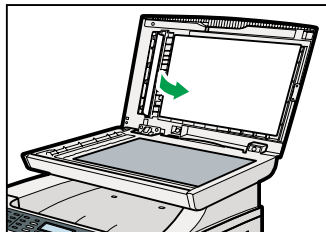| **11**	Lift the ADF, and if there is original remaining in the ADF, gently pull the jammed original to remove it. Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.	

CES153

12	Close the ADF.	

6

Before Replacing Print Cartridges

> ### ⚠ WARNING
> - Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.
> - Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns of a fire.

> ### ⚠ CAUTION
> - Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.
> - Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.
> - If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
> - When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.
> - When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
> - If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
> - If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

⭐ **Important**

- Store print cartridges in a cool dark place.
- The actual number of printed pages varies depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time. Early replacement of print cartridges might be necessary. Therefore, we recommend you always keep new print cartridges ready.
- For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.
- The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

7

Replacing Print Cartridges

❖ **Messages for Preparing Print Cartridges**

Prepare the indicated print cartridge when any of the following messages appear on the screen:

• "Toner Almost Empty Replace Required Soon: Toner Cartridge (Black)"
• "Toner Almost Empty Replace Required Soon: Toner Cartridge (Magenta)"
• "Toner Almost Empty Replace Required Soon: Toner Cartridge (Cyan)"
• "Toner Almost Empty Replace Required Soon: Toner Cartridge (Yellow)"

⬇️**Note**

• To purchase print cartridges, contact your service representative.

❖ **Messages for Replacing Print Cartridges**

Replace the indicated print cartridge when any of the following messages appear on the screen:

• "Out of Toner: Black"
• "Out of Toner: Magenta"
• "Out of Toner: Cyan"
• "Out of Toner: Yellow"

⭐**Important**

• Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
• Do not expose the print cartridge without its cover to direct sunlight for a long time.
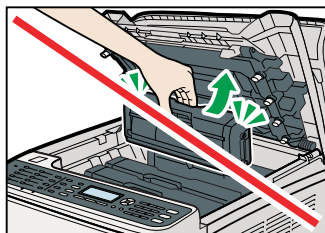• Do not touch the print cartridge's photo conductor unit.

CER088
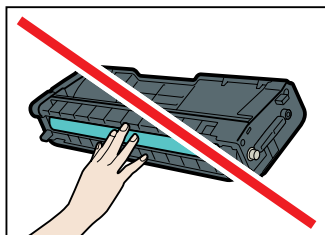
• Do not touch the ID chip on the side of the print cartridge as indicated in the illustration.

CES032

7
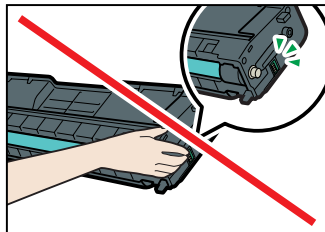
⭐ **Important**

- When removing print cartridges, be careful not to touch the Laser Scanning Unit on the underside of the upper cover (the position shown by the arrow in the illustration).
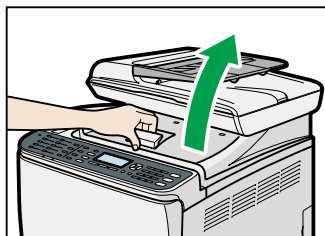
CES137

- If cyan, magenta, or yellow toner runs out, you can print in black and white using just the black toner. Change the color mode setting to Black and White using the machine's driver.
- If black toner runs out, you cannot print in black and white or color until the black print cartridge is replaced.

1 **Pull up the lever on the top cover, and then carefully raise the top cover.**
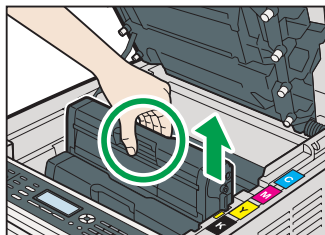
Make sure that the ADF is closed.

CES138

2 **Carefully lift out the print cartridge vertically, holding its center.**
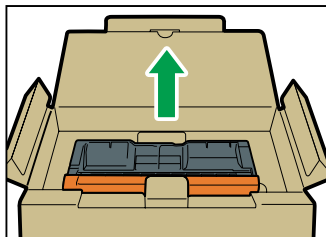
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the old print cartridge on paper or similar material to avoid dirtying your workspace.
- The toner color is indicated by the label on each print cartridge.

CES408
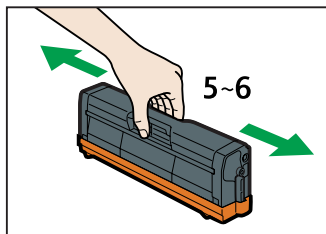
7

Replacing Print Cartridges

3 **Take the new print cartridge out of the box, and then take it out of the plastic bag.**
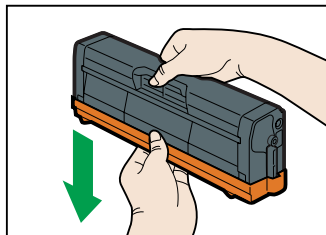
CBK123

4 **Hold the print cartridge and shake it from side to side five or six times.**

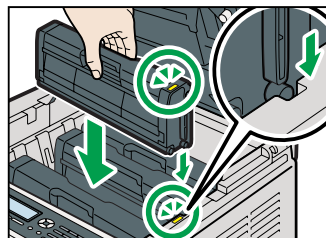Even distribution of toner within the bottle improves print quality.

5~6

CER236

5 **Remove the cover from the print cartridge.**

CER010

6 **Check the toner color and corresponding location, and then carefully insert the print cartridge vertically.**
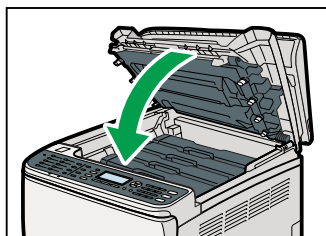
CES255

7

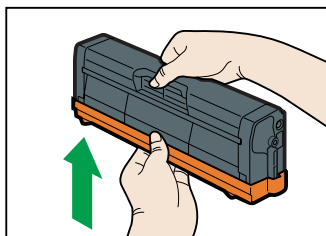| 7	**Using both hands, hold the center of the top cover and close the cover carefully. Be careful not to trap your fingers.**

After closing the top cover, wait until the initial screen is displayed.

CES140

8	**Put the cover that you removed in step 5 on the old print cartridge. Then, put the old print cartridge into the bag, and then put it into the box.**

CER055

↓Note

- Make sure to cover the old print cartridge with the protective cover for recycling and environmental purposes.
- Comply with the print cartridge recycling program, whereby used print cartridges are collected for processing. For details, ask your sales or service representative.

7

Appendix

Where to Inquire

Contact your sales or service representative for further information about topics covered in this manual or to inquire about topics not covered in this manual.

Saving Energy

This machine is equipped with the following Energy Saver modes: Energy Saver mode 1 and Energy Saver mode 2. In Energy Saver mode, the machine's power consumption is reduced from its normal state.

By default, this machine is set to enter Energy Saver mode 1 if it has been idle for 30 seconds. If another 10.1 minutes pass, the machine will then enter Energy Saver mode 2. The machine takes about 10 seconds to recover from Energy Saver mode 1, and about 30 seconds to recover from Energy Saver mode 2.

According to your convenience, you can change how long the machine waits before entering Energy Saver mode 2 by configuring [Energy Saver Mode] under [Admin. Tools].

Note

• If the machine is in Energy Saver mode 2 for 24 hours continuously, the machine automatically returns to normal state and performs self-maintenance.

Reference

• For details about Energy Saver modes, see "Administrator Settings", *User Guide*.

❖ Opening Manuals

The manual CD-ROM provided with the machine contains manuals in HTML format and PDF. Install the manuals before using the machine.
There are two ways to view the manuals.

- Double-click the manual icon on your desktop.
- On the [Start] menu, point to [All Programs], point to [Product Name], and then click [Manual Name].

↓Note

- The menu options may appear differently, depending on the options chosen during installation.

▤ Reference

- For details about installing the manuals, see "Guide to the Machine", *User Guide*.

DX-C200

Quick Guide

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