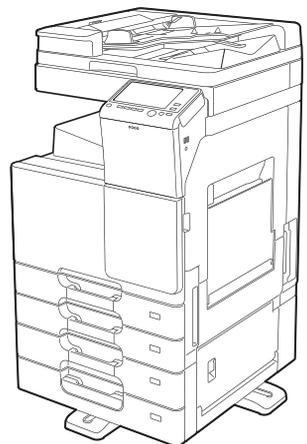




## D310 Series

### Quick Installation Guide



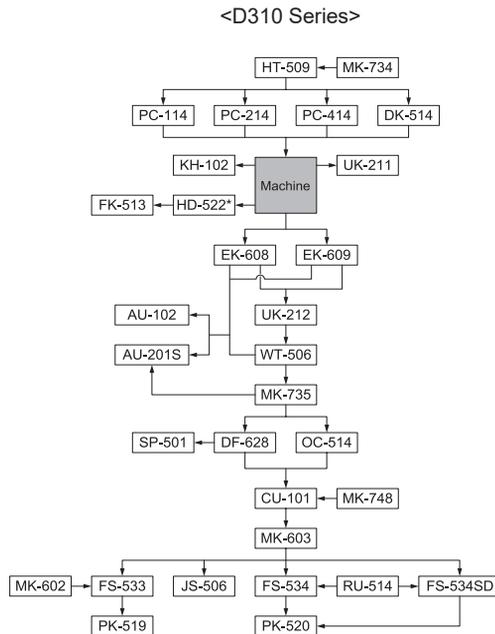
# Device Installation Procedure



## Important

- Be sure to correctly follow the procedures in order as explained in this Installation Manual. If you do not follow the procedure in order, the image trouble may occur.

## 1. Overview of Installation Procedure



\*: Varies depending on the applicable marketing area

When installing the main body and associated options as a system, follow the order shown on the upper.



## Warning

- Lifting the main body in an awkward position or transporting it in a poorly balanced position could result in personal injury. When transporting the main body, assign an adequate number of persons to the job and ensure that each person can take a good position of not being excessively loaded. (mass: approx. 72 kg (158-3/4 lb))

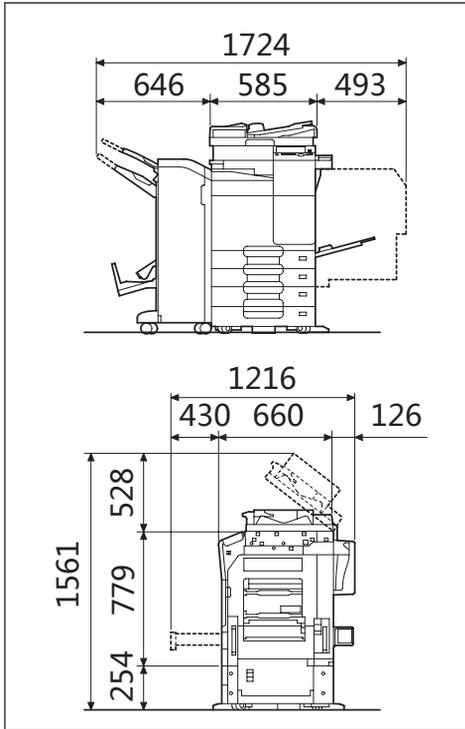


## Note

- For the detailed installation procedures for each option, follow the instructions given in the corresponding installation manual and perform the procedures correctly.
- When placing the main body on the floor, make sure to use the paper feed cabinet or the desk to secure the performance and the quality of the product.
- To use this machine, install the reverse automatic document feeder or the original cover.
- Once the Power Switch is turned ON, do not turn OFF it until the installation work has been completed.

## 2. Installation space (unit: mm)

D310 Series + DF-628 + PC-214 + MK-603 +  
RU-14 + FS-534 + SD-511 + MK-748 + CU-101



## 3. Pre-installation check items

- 1 Select a level and stable place for installing the machine.
- 2 Be sure to use a power source of the voltage and frequency indicated in the product specifications.  
Ensure that the current carrying capacity of the power outlet is at least equal to the current listed in the product specifications.
- 3 Power the machine directly from a dedicated power outlet. (Do not use an extension cord.)
- 4 Do not plug or unplug the power cord with wet or dirty hands, otherwise you may get an electric shock.
- 5 Avoid a hot and humid environment, or a place exposed to direct sunlight.

- 6 Avoid a dusty location, or a place near volatile and flammable substances.
- 7 Avoid a poorly ventilated place.

## 4. Notes on using touch panel

Be sure to instruct users on the following points.

- Pressing the touch panel hard may cause damage.
- Do not strongly press the panel or press it using the sharp tip of mechanical pencils.

## 5. Accessory parts

No.	Name	Q'ty
1	User's guide holder	1
2	Quick start guide	1
3	Installation manual	1 set
4	User's guide CD	1
5	CD-ROM	1 set
6	Paper size label	1
7	Panel sheet	1
8	Blank label	1
9	Power cord *	1
10	Connector cover	1
11	Duct cover	1
12	Screw	1
13	Stylus pen	1
14	Waste toner box	1
15	CORE *(used for the network cable Model Name: 28A2029-0A0)	1
16	CABLE TIE*	1

\* Varies depending on the applicable marketing area.

## WARNING



Keep this bag away from babies and children. Do not use in cribs, beds, carriages, or playpens.



The thin film may cling to nose and mouth and prevent breathing. This bag is not a toy.

## WARNING



If a power cord is not supplied, use only the power cord that meets the following conditions. Failure to do this could result in a fire or electrical shock.

- The power cord has voltage and current rating appropriate for the rating plate on this machine.
- The power cord meets regulatory requirements for the area.
- The power cord is provided with grounding pin/terminal.

\* Power supply: 120V 12A, 220-240V 8A



### Note

- This manual provides the illustrations of the accessory parts and machine that may be slightly different in shape from yours. In that case, instead of the illustrations, use the appearance of your machine to follow the installation procedure. This does not cause any significant change or problem with the procedure.

## 6. Installing the main body and the Paper Feed Cabinet (or the Desk)

- 1 Take the main body and the Paper Feed Cabinet (or the Desk) out from its packaging.



### Caution

- **Main body mass: approx. 72 kg (158-3/4 lb)**

**Make available collective manpower of an appropriate size for transporting the main body.**



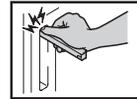
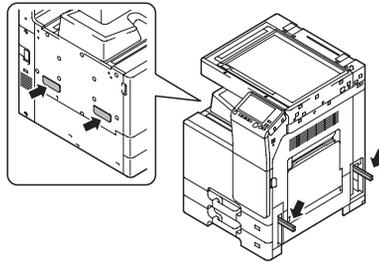
### Note

- Remove the main body, holding it by the locations on the left side and the handles on the right side as shown in the illustration and keeping it level.

## CAUTION



When holding the transportation handles, be careful not to catch your fingers in the machine.



- 2 Refer to the installation manual for the Paper Feed Cabinet (or the Desk) and follow the "Installation Procedures."

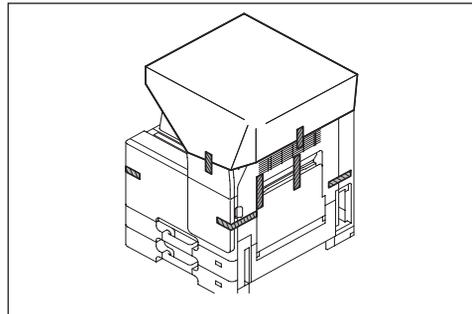


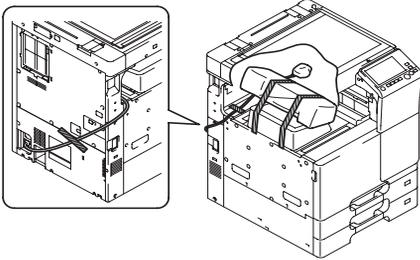
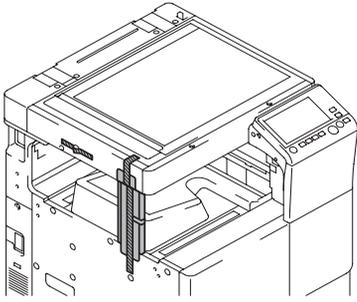
### Note

- If installing the Heater HT-509 and the Power Supply BOX MK-734, install them at the same time as the installation of the Paper Feed Cabinet (or the Desk).

## 7. Removing protective tape, packing and other shipping materials

- 1 Remove the protective tape and the protective materials.

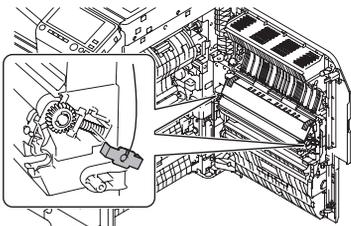




- 2** Open the right door and remove the locking materials.

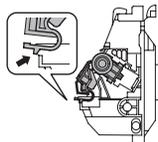
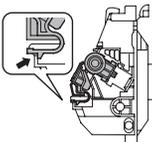
**Note**

- After removing the locking materials, make sure that the transfer roller assy is secured in place. In the case of <NG>, press the transfer roller assy into place so that it is secured as shown in <OK>.
- Save the locking materials removed in this and subsequent steps of **11** and **15** for later use when transporting the machine.

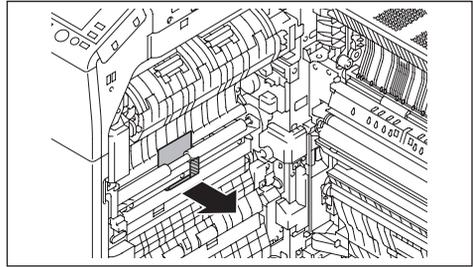


< OK >

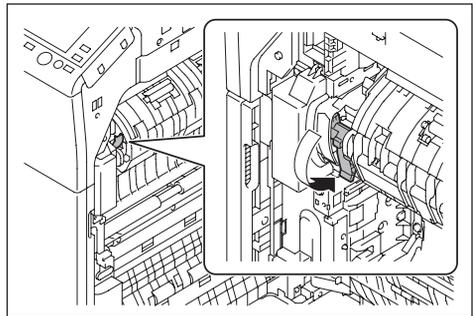
< NG >



- 3** Remove the protective sheet as shown in the illustration.

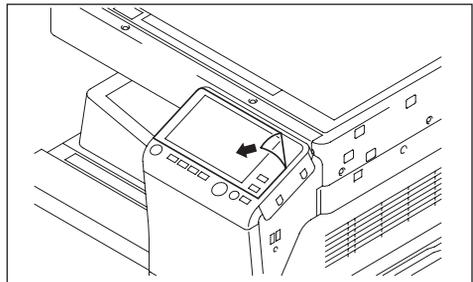


- 4** Move the fusing adjustment lever down to the printing position (bottom).



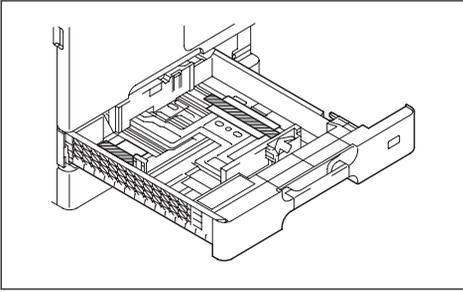
- 5** Close the right door.

- 6** Remove the protective film from the control panel.



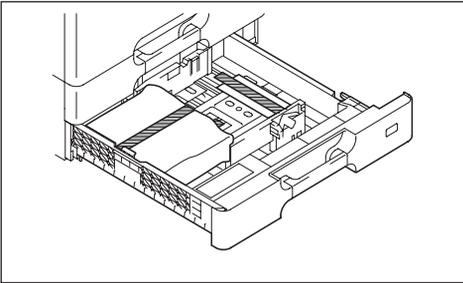
- 7** Slide out the tray 1.

- 8** Remove the protective tape from the inside of the tray 1 and remove accessory parts.

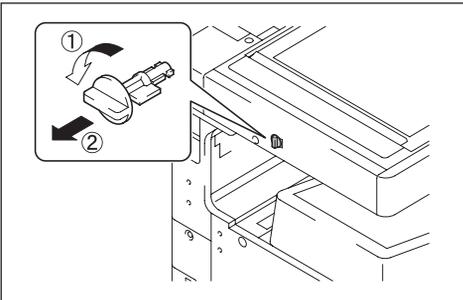


- 9** Slide out the tray 2.

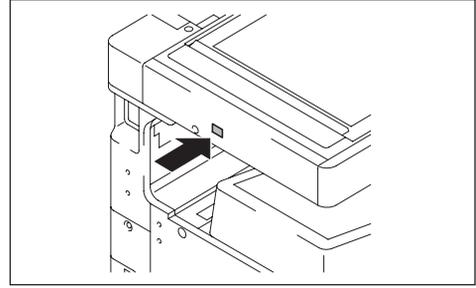
- 10** Remove the protective tape from the inside of the tray 2 and remove accessory parts.



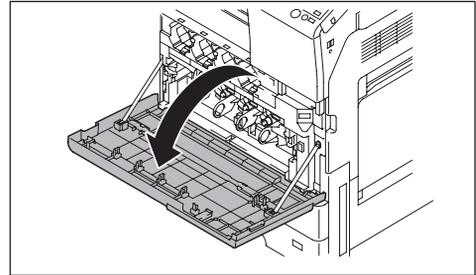
- 11** Remove the locking material at the left side of the scanner unit.



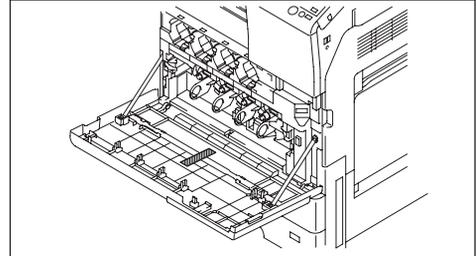
- 12** Affix the supplied blank label.



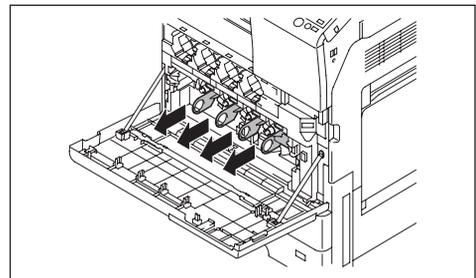
- 13** Open the front door.



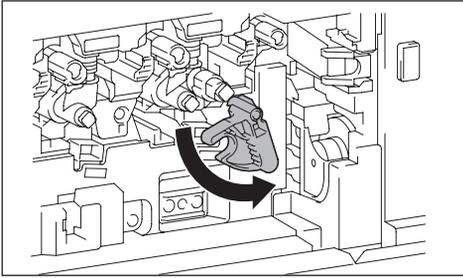
- 14** Remove the protective tape.



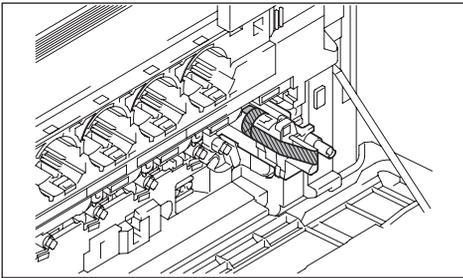
- 15** Remove the locking materials from the four places.



- 16 Release the lever of the drum unit (K).



- 17 Slightly slide the drum unit (K) out and remove the protective tape and protective material.



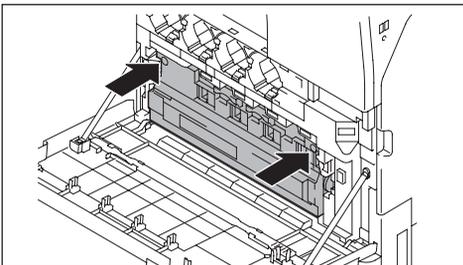
- 18 Slide the drum unit (K) into the machine.

- 19 Lock the drum unit (K) with the lever.

- 20 Install the supplied waste toner box.

 **Note**

- Push the areas indicated by the “” marks to set the waste toner box to the machine.
- Check the levers on the left and right sides that it is securely locked.



## 8. Installing the toner cartridge

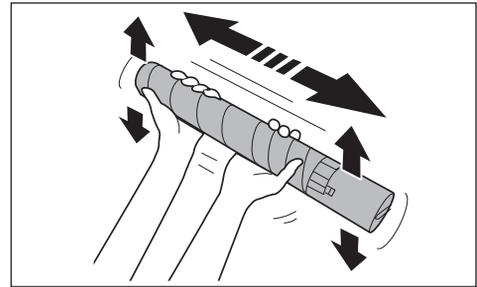
 **Note**

- Since a toner cartridge is not supplied with the machine, purchase one (of different colors) separately.

- 1 Shake the toner cartridge up and down and left to right 5 to 10 times respectively.

 **Note**

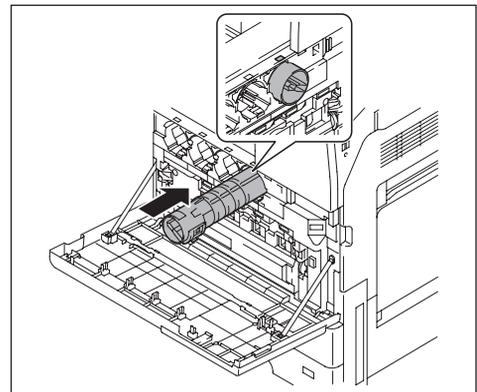
- Shake the cartridge adequately. Otherwise, it may cause trouble.



- 2 Insert the toner cartridge into the machine.

 **Note**

- Make sure that the color is same between inserting port and the toner cartridge.
- Make sure that the blue label position of the toner cartridge is matched with the one of the machine side.

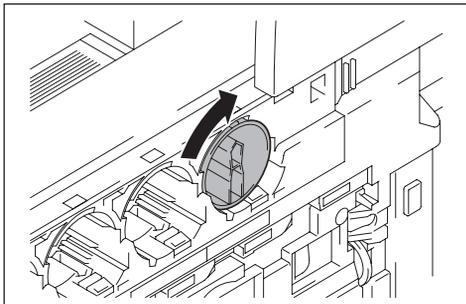


- 3 Push the toner cartridge all the way in and rotate it clockwise to lock it.



#### Note

- Make sure that the toner cartridge is pushed all the way in.



- 4 Using the same procedure, install the toner cartridges for other colors of toner.

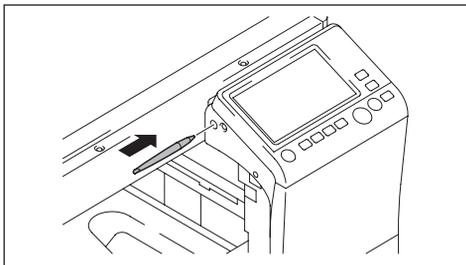
- 5 Close the front door.

## 9. Installing other options

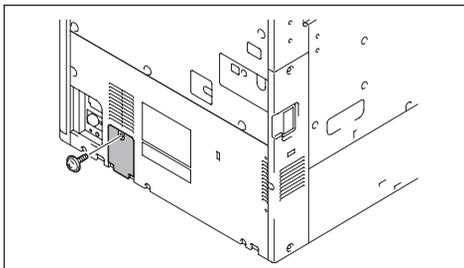
To install other options, refer to the installation manual for each option and follow the "Installation Procedures."

## 10. Mounting the accessory parts

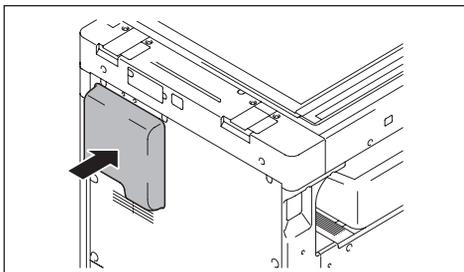
- 1 Set the stylus pen in the place shown in the illustration.



- 2 Attach the supplied connector cover to the machine. (One supplied screw)



- 3 Attach the supplied duct cover.



## 11. Connecting the power cord

- 1 Connect the power cord.



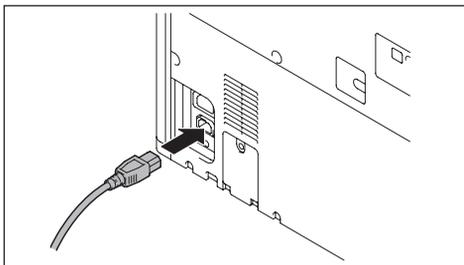
#### Note

- This may not be performed depending on the applicable marketing area.

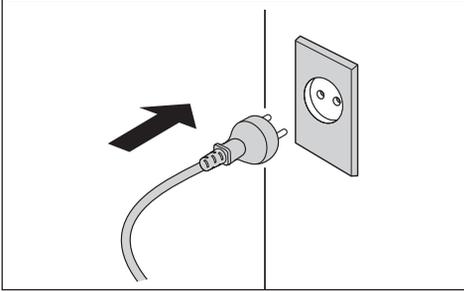
### WARNING



Use the appropriate power cord. Failure to do this could result in a fire or electrical shock.



- 2 Plug the power cord into the power outlet.



## 12. Starting the machine

Turn ON the power switch on the right side of the main body.

## 13. Date & Time Setting/Time Zone Setting (Service Mode)

- 1 Display the Service Mode screen.  
(For details of how to display the Service Mode screen, see the service manual.)
- 2 Display the Date & Time Setting/Time Zone Setting screen. (To display the Date & Time Setting/Time Zone Setting screen, press Stop → 3 on the control panel.)
- 3 Do not input date and time but touch **“Entry”** of the Date & Time Setting.
- 4 Input the time zone using up/down keys or direct keys.
- 5 Touch **“Entry”** of the Time Zone Setting.
- 6 Touch **“Apply.”**
- 7 Touch **“OK.”**
- 8 Touch **“Next.”**

## 14. Serial number input

### Note

- Serial number input is, if necessary, needed only for the optional devices installed in **“9. Installing other options.”**

- 1 Touch the item you want to enter and input the serial number.
- 2 Touch **“END.”**
- 3 For other devices, enter their serial number in the same way.
- 4 Touch **“END.”**
- 5 Touch **“Next.”**

## 15. Unit change

### Note

- This function allows the user to select the type of message that will appear when the replacement time arrives for each of the different units.

- 1 Select the appropriate message type for each unit.
- 2 Touch **“Service.”**

## 16. Performing Non-Image Area Erase Check

### Note

- Perform the below at the site where customer uses the machine.

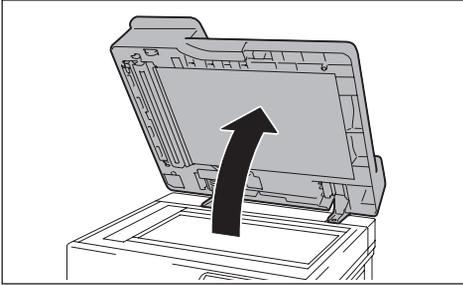
- 1 Select the Non-Image Area Erase Check function as follows:  
Machine → Non-Image Area Erase Check.

- 2 Open fully the reverse automatic document feeder or the original cover if loaded.



#### Note

- Do NOT place a document on the document glass.
- Clean the document glass if dirty.



- 3 Press the [⏏] key.

- 4 Make sure that “Result” is “OK.”



#### Note

- If “Result” is “NG1” or “NG2”, review the place and direction of installation, or take measures to block the light source (by covering it, etc.), then perform installation checking again. (If a fluorescent light or other bright light sources exist right above the machine, the light source can hinder installation checking and cause operation errors in the Non-Image Area Erase Check. For detailed information, see the service manual.)

- 5 Touch “OK.”

## 17. Configuring other options

- 1 If any of the following options are installed, refer to the “Configuration procedures” of the installation manual for each option and configure the option(s).

- Reverse Automatic Document Feeder DF-628

- Stamp Unit SP-501

- Fax Kit FK-513

- Punch Kit PK-520/PK-519

- Local Interface Kit EK-609

- Upgrade Kit UK-212/UK-211

- Paper Feed Cabinet PC-414

- Hard Disk HD-522

(Do not perform this procedure for options already installed as standard equipment.)

- Authentication Unit AU-201S/AU-102

- Clean Unit CU-101

- Network Fax

- 2 Exit from the Service Mode and return to the initial screen.

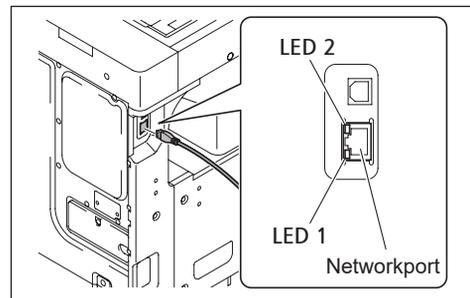
## 18. Connecting the network cable

- 1 Connect the main body and networking equipment (HUB) using the network cable.



#### Note

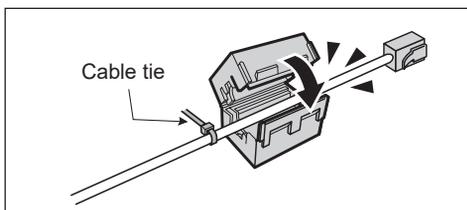
- The following shows the recommended network cables that correspond to each communication speed.
- 10BaseT/100BaseTX: Category5
- 1000BaseT: Category 5E, Category 6



- 2 Check LEDs for lighting conditions.
  - LED1 : Should light up steadily if the link network connection has been made.
  - LED2 : Should blink according to the communications status of the ACT network.

### Caution

- Connect the enclosed core to the cable additionally after connecting the network cable. Place and close the enclosed core until it clicks. Then, fix it with the cable tie as shown in the picture below.



## 19. Network setting

Make the TCP/IP address setting for the network.

### Note

- Consult the network administrator for the setting value to be entered and make settings as required.

- 1 Select the function to be used as follows:  
Menu → Utility → Administrator Settings → Enter the Administrator Password → Network Settings → TCP/IP Settings → IPv4 Settings.
- 2 Touch **“Manual Input”** of IP Application Method and make the following settings.  
IP Address: IP address of the controller  
Subnet Mask: Subnet mask of the network, to which the machine is connected  
Default Gateway: IP address of the default gateway
- 3 Touch **“OK.”**

- 4 Touch **“OK”** after the **“TCP/IP Settings”** screen is displayed.

- 5 Select the function to be used as follows:  
Forward → Forward → Detail Settings → PING Confirmation, and make the operation check of TCP/IP.

## 20. Restarting the machine

Turn the power switch on the right side of the main body OFF and ON again after 10 or more seconds have passed.

## 21. Adjusting each option

If any of the following options are installed, adjust each option as necessary. (Refer to the **“Adjustment procedures”** of the installation manual for each option.)

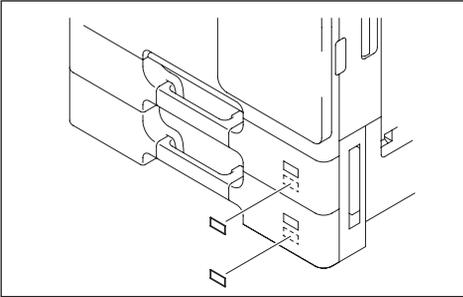
- Paper Feed Cabinet PC-414/PC-214/PC-114
- Reverse Automatic Document Feeder DF-628
- Finisher FS-534SD
- Punch Kit PK-520/PK-519

### Note

- After completing all the steps, take a sample copy in color mode, and confirm the image. If image troubles occur, first turn OFF and ON the Main Power Switch, and then redo the steps from 9 p. **“13. Date & Time Setting/Time Zone Setting (Service Mode)”** to 9 p. **“15. Unit change.”**

## 22. Affixing the paper size label

Affix the paper size labels that correspond to the sizes of paper used in each tray.



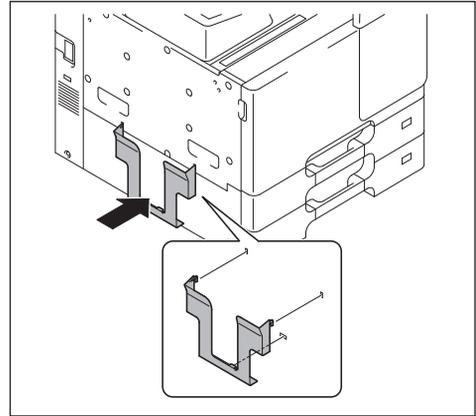
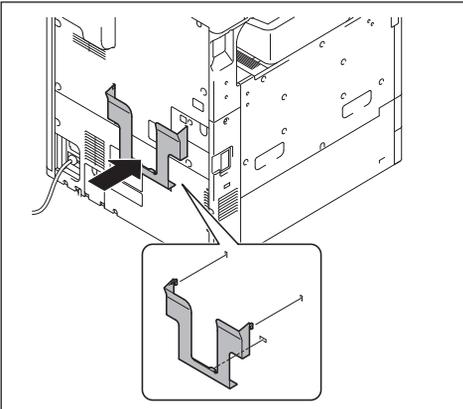
See the User's Guide CD for instructions on setting paper in each tray and configuring the paper types.

## 23. Installing the user's guide holder

Install the user's guide holder.

### Note

- When the user's guide holder is installed to the rear of the main body, the optional Clean Unit CU-101 cannot be installed at the same time.

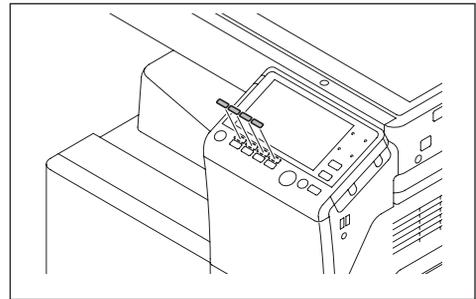


## 24. Affixing the panel sheet

Affix the supplied panel sheet to the surface of the operation panel.

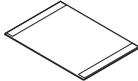
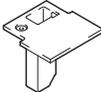
### Note

- The panel sheet is affixed on customer request.
- The panel sheet must be kept by the customer.



# OC-514 Original Cover INSTALLATION MANUAL

## 1. Accessory parts

No.	Name	Shape	Q'ty
1	Original cover		1
2	Original mat		1
3	Hinge cover (right)		1
4	Hinge cover (left)		1
5	Screw		2

### **WARNING**



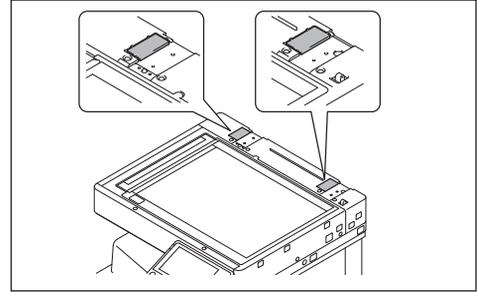
Keep this bag away from babies and children. Do not use in cribs, beds, carriages, or playpens.



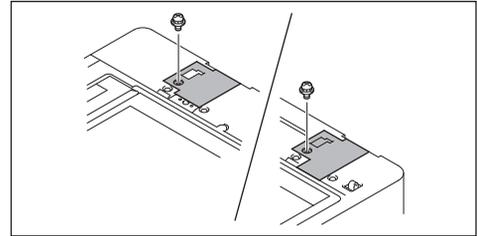
The thin film may cling to nose and mouth and prevent breathing. This bag is not a toy.

## 2. Installation procedures

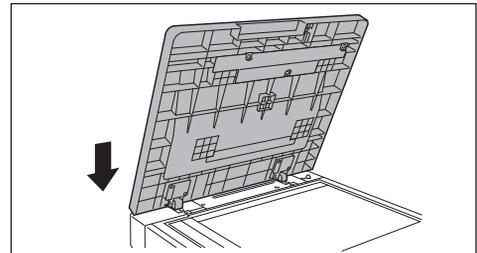
- 1 Remove the two knockouts using nippers or a similar tool.



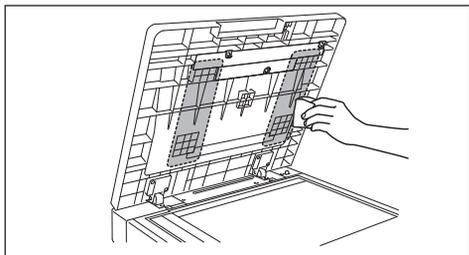
- 2 Attach the supplied hinge cover (right) and hinge cover (left). (Two screws supplied with the original cover)



- 3 Install the original cover.



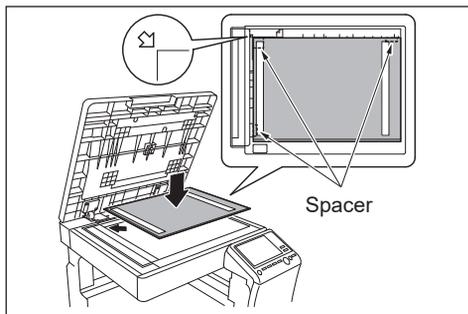
- 4** Using a cleaning pad dampened with alcohol, wipe the undersurface of the original cover, where the original mat is attached.



- 5** With the double-sided tape facing up, position the original mat on the original glass.

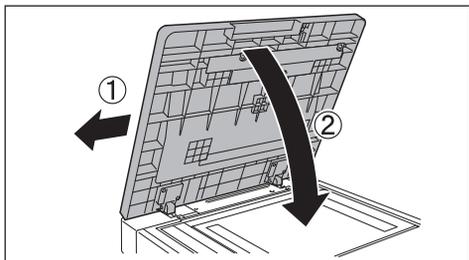
**Note**

- Place the original mat while pressing it up against the mark “” at the left back of the original scale.
- Make sure that the three spacers are not running on the original scale.

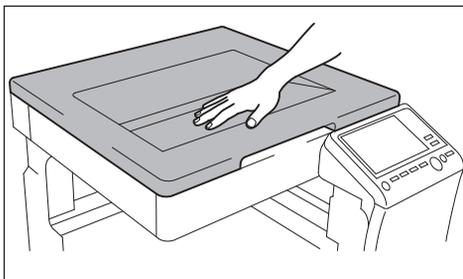


- 6** Peel the backing paper off the double-sided tape on the original mat.

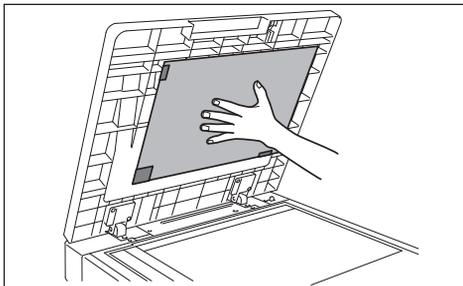
- 7** Slightly press the original cover to the left and close it.



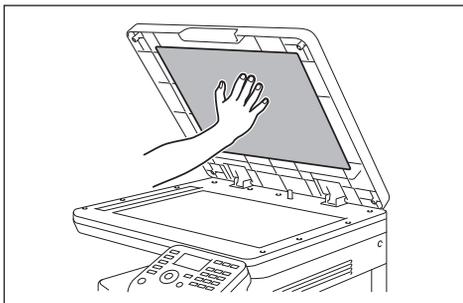
- 8** Gently press the original cover.



- 9** Open the original cover and press on the original mat firmly so that it does not peel off.



- 10** Remove the protective sheet while pressing the original mat to prevent it from peeling off.



- 11** Close the original cover.

■ Memo



A797-9714-00  
Printed in China