Xerox® AltaLink® B8045/55/65/75/90 Multifunction Printer Customer Training Maintenance

Consumables are supplies that are depleted during the operation of the device. The device can be configured to display an alert on the touch screen and via email if a consumable is nearing the end of its life and needs replacing. If a consumable has reached the end of its life and must be replaced, an error message is displayed on the touch screen.

Genuine Xerox consumables are specially formulated to provide the best image quality and most reliable printing. Customers can order Xerox consumables online or by contacting their local Xerox Representative and giving the company name, product number and the machine serial number. The Supplies Plan feature on the device can be used so that it contacts Xerox® automatically to re-order consumables.

To replace a consumable, follow the instructions on the touch screen or use the instructions provided with the consumable. For guidance, orange colored information labels are affixed to parts of the device. **WARNING When replacing consumables do not remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your device.**

You can replace the following consumables:
- Toner Cartridge
- Fuser Module
- Print Cartridge
- Transfer Roller

Replacing the Toner Cartridge R1

1. Open the front door.
2. Rotate the orange toner cartridge locking lever counterclockwise to release the toner.
3. Remove the used toner cartridge and dispose of it according to the instructions provided in the box.
4. Unpack the new toner cartridge and shake the cartridge gently from side to side to loosen the toner. Keep the cartridge upright to avoid spilling any toner.

   NOTE: If you spill toner onto your skin or clothing, shake off as much as possible then brush with a dry cloth. Use a vacuum cleaner to remove spills from carpet.
5. Insert the new cartridge into the device.
6. Rotate the orange toner cartridge locking lever clockwise to lock the toner cartridge into place and close the front door.
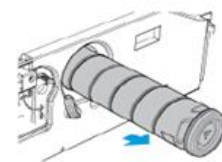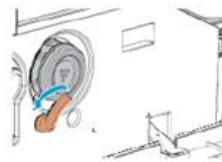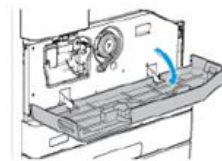
Replacing the <u>Print</u> Cartridge R2

WARNING Keep print cartridges upright to avoid spillage and do not place on unprotected surfaces.

1&2. Open the front door. Immediately open and gently lower the clearance door on the **left side** of the device using the handle. **Open left side clearance door <u>BEFORE</u> removing R2 Print Cartridge.**

3. Open the new print cartridge box, remove the card liner and place it next to the box.

4. Open the re-sealable bag, Remove the top packaging and place it on top of the card liner.

5. Unpack the new print cartridge and place it on top of the packaging, next to the box.

6. Rotate the orange print cartridge locking lever counterclockwise until it clicks. The lever is to the right of the print cartridge R2.

7. Lift the orange cartridge handle slightly and pull the cartridge half out of the device. Lift the carrying handle on the top of the cartridge and use it to support the weight while you remove it from the device.

8. Place the old print cartridge in the box the new cartridge came in and reseal the bag.

9. Insert the new print cartridge into the device using the orange handle on the top to lift it. Rotate the orange lever clockwise to latch the print cartridge into place.

10. Close the front door.

11. Close the door on the left side of the device, lift and gently push it towards the device until you hear it click into place.
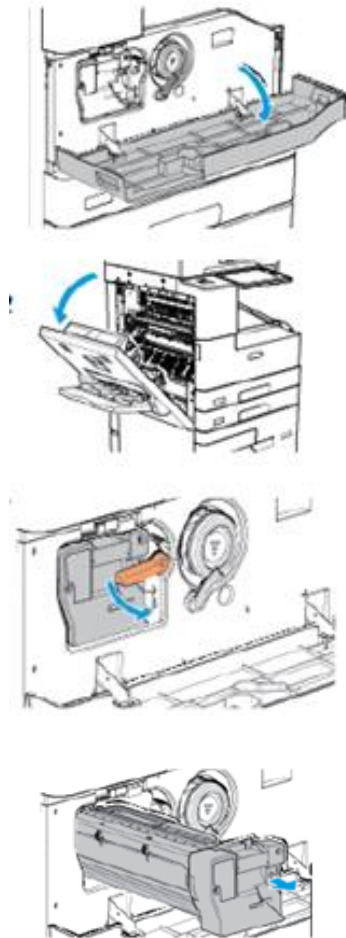

Clean the <u>Print</u> <u>Head</u>

To clean the print head:

1. Open the front door.

2. Rotate the orange print cartridge locking lever counterclockwise until it clicks. The lever is to the right of the print cartridge unit, which is labelled R2.

3. Locate the blue handle of the print cleaning head tool at the top right of the print cartridge and pull it out of the device until it stops (about 40 cm or 16").

4. Push the blue handle slowly and gently back into the device again to wipe the print head clean.

5. Pull the blue handle out of the device and push it in again two more times.

6. Rotate the orange print cartridge locking lever clockwise to latch the print cartridge and print head cleaning tool in place.

7. Close the front door.
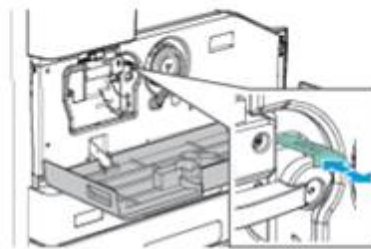
Replacing the <u>Fuser</u> Module – Careful in this area may be <mark>HOT</mark>
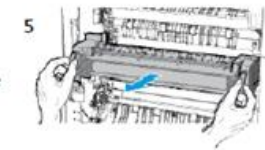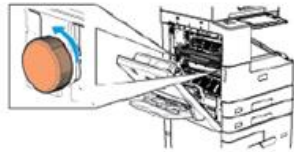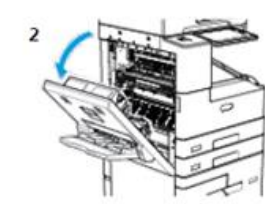
1. Power off the device, then disconnect the power cord **from the device**.
2. Remove any paper from Tray 5. Open the left side door of the device.
3. Locate the fuser module in the side of the printer. It is labeled R3.
4. To release the fuser module, rotate the orange thumbscrews counterclockwise. The thumbscrews are at each end of the fuser module.
5. Pull out the used fuser module.
6. Unpack the new fuser module. Retain the packaging.
7. Insert the new fuser module.
8. To fasten the fuser module, rotate the orange thumbscrews clockwise.
9. Place the used fuser module in the packaging that came with the new fuser module.
10. Close the left side door of the device. Reconnect the device to the power cord, then power up the device.

Replacing the <u>Transfer</u> <u>Roller</u> - When the Transfer Roller is replaced you must reset the Supply Counter.
1. Power off the device, then disconnect the power cord from the device.
2. Remove any paper from Tray 5.
3. Open the left side door of the device.
4. Locate the transfer roller in the printer side door. It is labeled R4.
5. To remove the used transfer roller, squeeze the orange tabs at both ends of the transfer roller and lift the transfer roller out of the printer.
6. Unpack the new transfer roller. Retain the packaging.
7. To install the new transfer roller, position the transfer roller in the side door as shown. Squeeze the orange tabs at both ends of the transfer roller and press down gently, until it clicks into place.
8. Place the used transfer roller in the packaging that came with the new transfer roller.
9. Close the left side door of the device.
10. **Reset** the **supply life counter**. To reset the counter manually:
    1. Touch Device and then Tools.
    2. Touch Device Settings and then in the Features list, touch Supplies > Supply Counter Reset.
    3. Touch Transfer Roller and then Reset Counter. The Reset Confirmation Counter screen is displayed.
    4. To reset the counter, touch Reset. The counter is set to 100% remaining.
    5. Close the window.
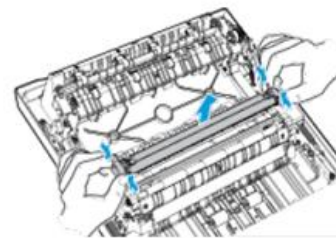
Cleaning the Device

Clean the exterior of the device once a month. Wipe the paper tray, output tray, control panel, and other parts with a damp, soft cloth. After cleaning, wipe with a dry, soft cloth. For stubborn stains, apply a small amount of mild detergent to the cloth and gently wipe the stain off.

To maintain print quality, the print head should be cleaned regularly. The print head can be cleaned at any time - we recommend that it is cleaned when toner is replaced.

To clean the control panel, touch screen, Document Feeder and output trays, use a soft, lint-free cloth, lightly dampened with water to wipe clean the control panel, including the touch screen. Wipe clean the Document Feeder, output trays, paper trays and other outside areas of your device. Remove any residue with a clean cloth or paper towel.

Document Feeder rollers should be cleaned once a month. To clean the document feeder rollers in the document handler:

1. Open the top cover of the document feeder.
2. While turning the rollers, wipe each one with a clean, lint free cloth moistened with water.
3. Wipe the separation pad until it is clean.
4. Once completed close the document feeder.

Clean the Glass - To ensure optimum print quality by preventing output with streaks, smears and other marks that may transfer from the glass areas when scanning, you should regularly clean the glass areas of the device.
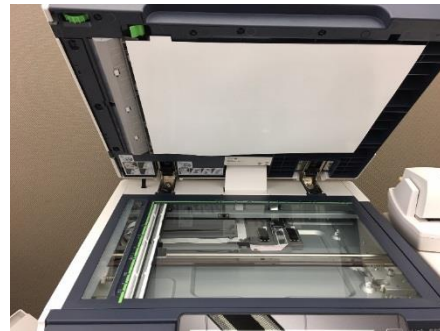
To clean the Document Glass and Constant Velocity Transport Glass:

1. Lightly dampen a lint-free cloth with water, Xerox cleaning fluid or Xerox film remover. Apply Xerox® Cleaning Fluid or Xerox® Anti-Static Cleaner, to a lint-free cloth. Liquid should never be poured directly onto the glass.

2. Open the Document Feeder.

3. Clean the Document Glass (the large glass area) and the Constant Velocity Transport Glass (the thin strip of glass used to scan side 1 to the left of the Document Glass).

   NOTE: To remove any particles that stick to the glass, use a folded sheet of paper or run the edge of a plastic card across the glass.

4. Wipe away any residue with a clean cloth or paper towel.

5. Clean the large white pad on the underside of the Document Feeder.

6. Release the green catch on the underside of the Document Feeder to the left of the white pad and clean the assembly used to scan side 2.

See the User Guide or xerox.com/support for additional support information.