

## Maintenance B7025/30/35 VersaLink NW



When a consumable or cartridge requires replacement, a message appears on the control panel. You can find directions in the box, User Guide and [www.xerox.com/support](http://www.xerox.com/support) Check in the Device App in the Supplies area for consumable information.

NOTE: The Power Wake button re-starts, powers up and down the device.

NOTE: The Fuser and Bias Transfer Roll is only ordered via service call by technician who may order on determination of need when the error or message occurs. Customers place the call.

### How to Replace Toner

1. Open the front door.
2. Place your fingers under the lip of the toner cartridge the touch screen tells you to replace when it says replace NOW.  
Tip: You can check in the Device App to make sure it is less than 5% left.
3. Remove the new toner from the box and tilt it up and down, left and right 10 times gently to loosen the toner.
4. Engage the new toner cartridge guides with the slot around the correct open housing and push it in until it stops.
5. Close the door.



### How to Replace the Drum Cartridge

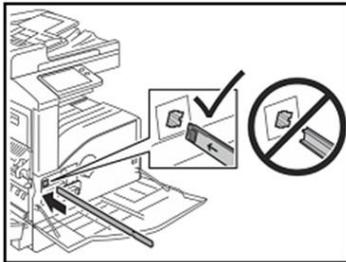
1. Open the clearance door on the **left side of the device FIRST!** (This releases the Drum from that side.)
2. Open the front door and remove the drum cartridge from the device using the unlock lever.
3. Carefully remove the protective shield from the new drum. Do not touch any shiny surfaces or the hot fuser by the open clearance door on the left.
4. CAUTION: Do not touch the left side of the Drum Cartridge. Do not leave the drum exposed to light for more than 5 minutes.
5. Insert the new drum cartridge and return the orange lever downward to lock the new cartridge in place. You will hear it click into place.
6. The **cleaning rod** is located below the drum cartridge on the inside of the front door. Shown above.
7. Insert the cleaning rod into the cleaning hole. Slide the rod as far as it will go then slide it out of the cleaning hole. Repeat this two more times.
8. Close the door.



CAUTION: Do not expose the drum cartridge to direct sunlight or strong indoor fluorescent lighting. Do not touch or scratch the surface of the drum.

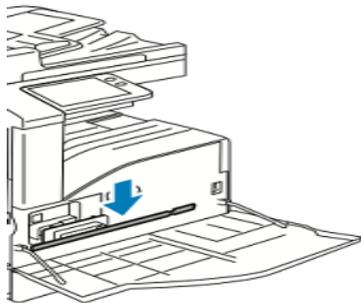
**WARNING:** Never throw drum cartridges into heat or flame. Never **touch** a labeled area on or near the heat roller in the fuser, you may be burned. If a sheet of paper wraps around the heat roller, do not try to remove it immediately. Turn off the printer and wait 40 minutes for the fuser to cool. Try to remove the jam after the printer has cooled.

**Solution: Clean the Printhead Lens**



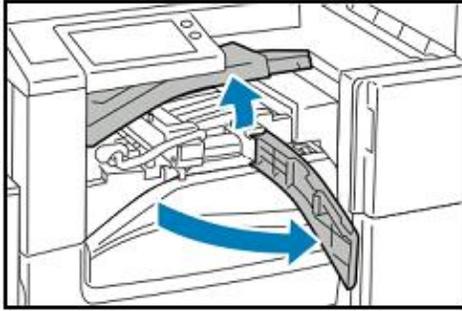
The print head LED lens requires regular cleaning to maintain print quality. Clean the print head LED lens every time the drum cartridge is replaced or if print quality starts to degrade.

1. Remove, then replace the drum cartridge.
2. Remove the print head LED lens-cleaning rod from **inside the front door**.
3. Slowly push the cleaning rod into the printer until it stops, then pull it out. Repeat this action two more times.
4. Return the cleaning rod to its original location and close the front door.

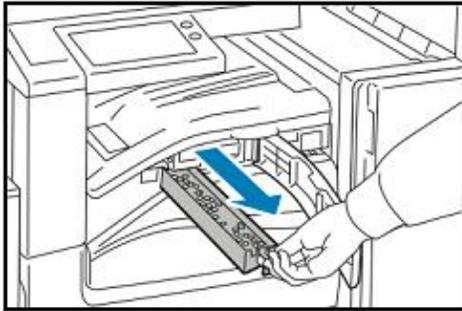


**Solution:** Empty the **Hole Punch** Waste Container. When the hole-punch waste container is full, a message appears on the touch panel.

1. Lift the finisher transport top cover, then open the front transport cover.
2. Pull out the hole-punch waste container. **EMPTY COMPLETELY.**
4. Insert the container, then slide it all the way into the finisher.
5. Close the finisher front transport cover, then close the top cover.



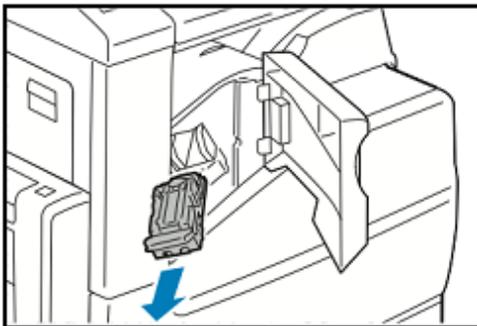
Pull out the hole-punch waste container.

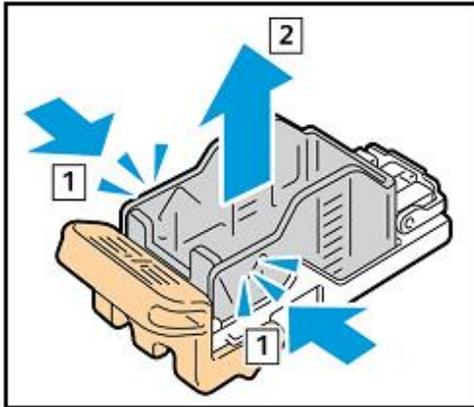


**Replace Staple Cartridges:** If the printer has the optional Integrated Office Finisher, Office Finisher, or Office Finisher with Booklet Maker installed, the control panel displays a message when a staple cartridge is empty and needs replacement.

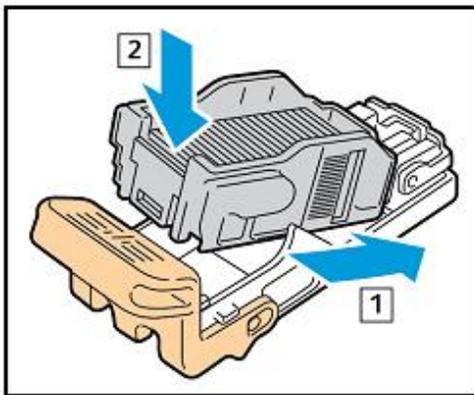
#### **Integrated Office Finisher**

1. Open Finisher Door.
2. To remove the staple cartridge - grasp the orange handle, then pull it firmly toward you.
3. Check inside the finisher for any loose staples and remove them.
4. Pinch both sides of the staple pack and remove the staple pack from the cartridge.
5. Insert the front side of the new staple pack into the staple cartridge, then push the rear side into the cartridge.
6. Grasp the new staple cartridge by the orange handle, then insert the cartridge into the stapler until it clicks.



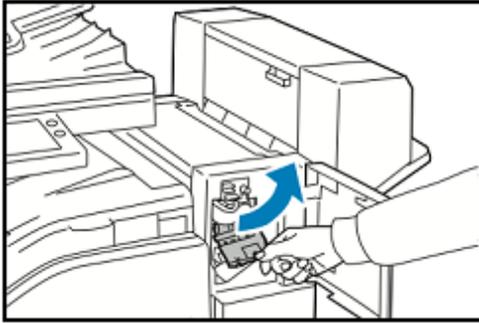


Insert the front side of the new staple pack into the cartridge.



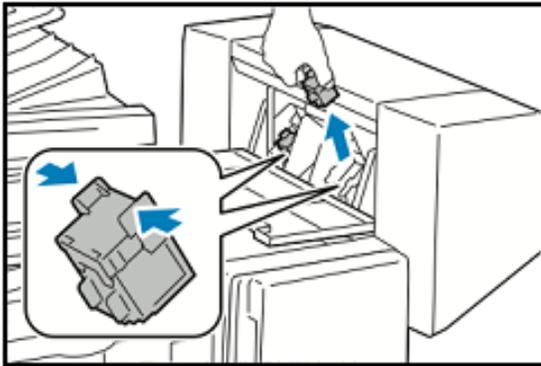
### **Office Finisher**

1. Open the Finisher door
2. Reach into the finisher cabinet and pull the stapler toward you until it stops.
3. Push the stapler assembly to the right.
4. To remove the staple cartridge, grasp the orange handle, then pull it firmly toward you.
5. Check inside the finisher for any loose staples and remove them.
6. Pinch both sides of the staple pack and remove the staple pack from the cartridge.
7. Insert the front side of the new staple pack into the staple cartridge, then push the rear side into the cartridge.
8. Grasp the staple cartridge by the orange handle inserting it into the stapler assembly. Push the staple cartridge in until it clicks. Then close the door.



### Replace Staples in the Booklet Maker for the Office Finisher

1. Open the door.
2. If the staple cartridges are not visible, grasp the vertical panels on each side of the opening and slide the staple cartridges to the center.
3. Hold the tabs on both sides of the staple cartridge, then pull the cartridge out of the finisher.



4. Remove the new stapler cartridge from its packaging. Hold the tabs on both sides of the new staple cartridge, then reinsert the staple cartridge into the original position in the finisher.

Note: The booklet maker uses two staple cartridges. Booklet stapling requires that both staple cartridges contain staples.