



D330E Series

USER MANUAL/Maintenance

- Before using this Product, please read the USER MANUAL carefully and keep it for your reference.





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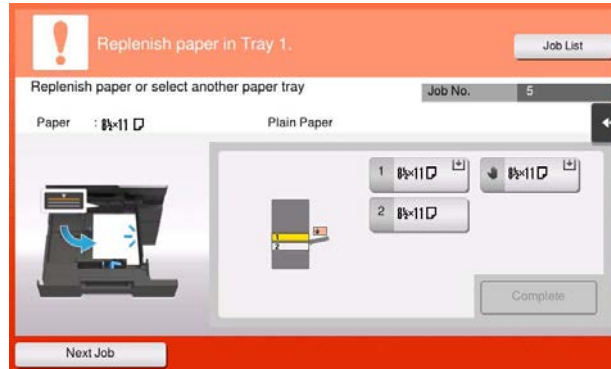


Adding Paper

1 Adding Paper

1.1 Paper Addition Message

If a paper-out occurs during printing, a message appears to prompt you to add paper. Check the paper size and type, and add paper into the tray or select another tray.



1.2 Adding Paper

Confirming available paper

For details on the paper that can be loaded into the paper tray, refer to "User's Guide[Introduction]/[Loading Paper]".

NOTICE

Do not load paper that is not supported in this machine. Not observing these precautions may lead to reduced print quality, a paper jam, or a damage to the machine. For details on the precautions related to paper, refer to "User's Guide[Introduction]/[Loading Paper]".

Adding paper into Tray 1 to Tray 4

For details on how to add paper into **Tray 1 to Tray 4**, refer to "User's Guide[Introduction]/[Loading Paper]".

Adding paper into the LCT (built-in)

For details on how to add paper into the **LCT (built-in)**, refer to "User's Guide[Introduction]/[Loading Paper]".

Adding paper into the Bypass Tray

For information on how to add paper into the **Bypass Tray**, refer to "User's Guide[Introduction]/[Loading Paper]".



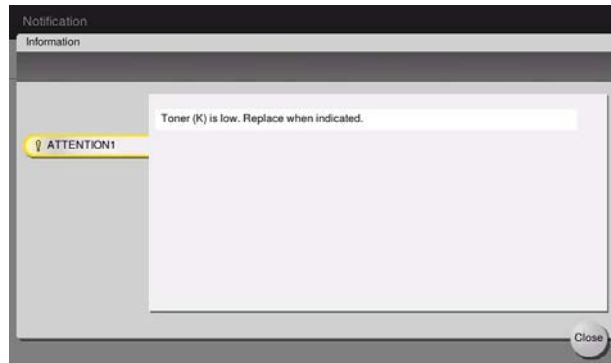
Confirming Consumables Replacement Messages

2 Confirming Consumables Replacement Messages

2.1 About Toner Cartridge

When toner is running out in the Toner Cartridge

When it is almost time to replace a **Toner Cartridge**, an advanced warning message appears. Prepare a **Toner Cartridge** for replacement based on the maintenance contract.



When it is time to replace a Toner Cartridge

When it is time to replace a **Toner Cartridge**, a replacement prompt message appears. Replace it based on the maintenance contract. You can tap [Start Guidance] to display the replacement procedure on the screen and check it.



Tips

- Do not replace a **Toner Cartridge** of a color that is not displayed.
- When it is time to replace a **Toner Cartridge** of a color other than black, printing can be forcibly continued using black. Tap [Continue], and then select a desired print job.

Reference

Replacing a **Toner Cartridge** (page 3-2)

2.2 About Drum Unit

When it is time to replace a **Drum Unit**, a message appears to prompt you to contact your service representative. If the message appears, contact your service representative.

Tips

- The settings by the service representative are required to display a message about **Drum Unit**. By the factory default status, this message is displayed only in some area. For details, contact your service representative.

Reference

*Replacing a **Drum Unit** (page 3-6)*

2.3 About Developing Unit

When it is time to replace a **Developing Unit**, a message appears to prompt you to contact your service representative. If the message appears, contact your service representative.



Tips

- The settings by the service representative are required to display a message about **Developing Unit**. By the factory default status, this message is displayed only in some area. For details, contact your service representative.

2.4 About Imaging Unit

When it is time to replace an **Imaging Unit**, a message appears to prompt you to contact your service representative. If the message appears, contact your service representative.

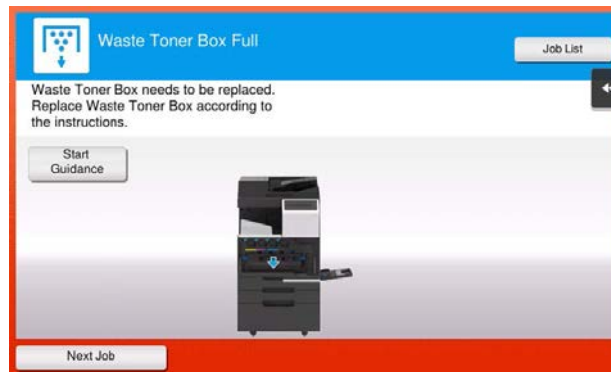


Tips

- The settings by the service representative are required to display a message about **Imaging Unit**. By the factory default status, this message is displayed only in some area. For details, contact your service representative.
- When it is time to replace an **Imaging Unit**, printing can be forcibly continued using black. Tap [Continue], and then select a desired print job.

2.5 About Waste Toner Box

When the **Waste Toner Box** is full, a message appears to prompt you to replace it (at replacement by user). Tap [Start Guidance], then follow the displayed guidance to take an action.

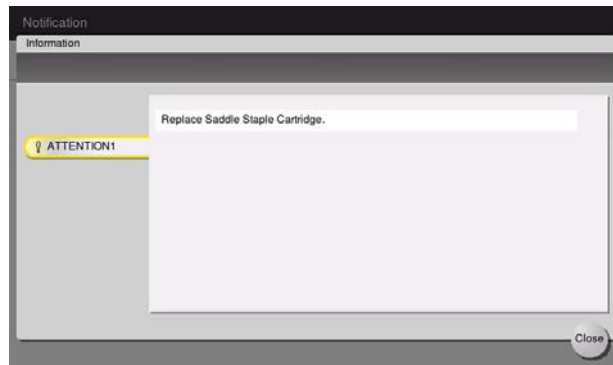


Reference

When the Waste Toner Box is Full (page 3-4)

2.6 About Staple Cartridge

When staples in the **Finisher** have run out, a message appears to prompt you to make replenish them. Take action while referring to the label inside the machine.



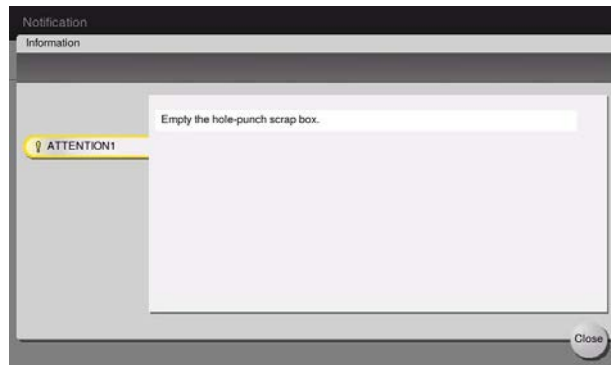
Reference

Replacing a Staple Cartridge (page 3-8)

Replacing a Saddle Staple Cartridge (page 3-13)

2.7 About Hole-Punch Scraps

When the punch scrap box is full, a message appears to prompt you to dispose of the punch scraps (at replacement by user). Take action while referring to the label inside the machine.



Reference

Punch Scrap Processing (page 3-18)

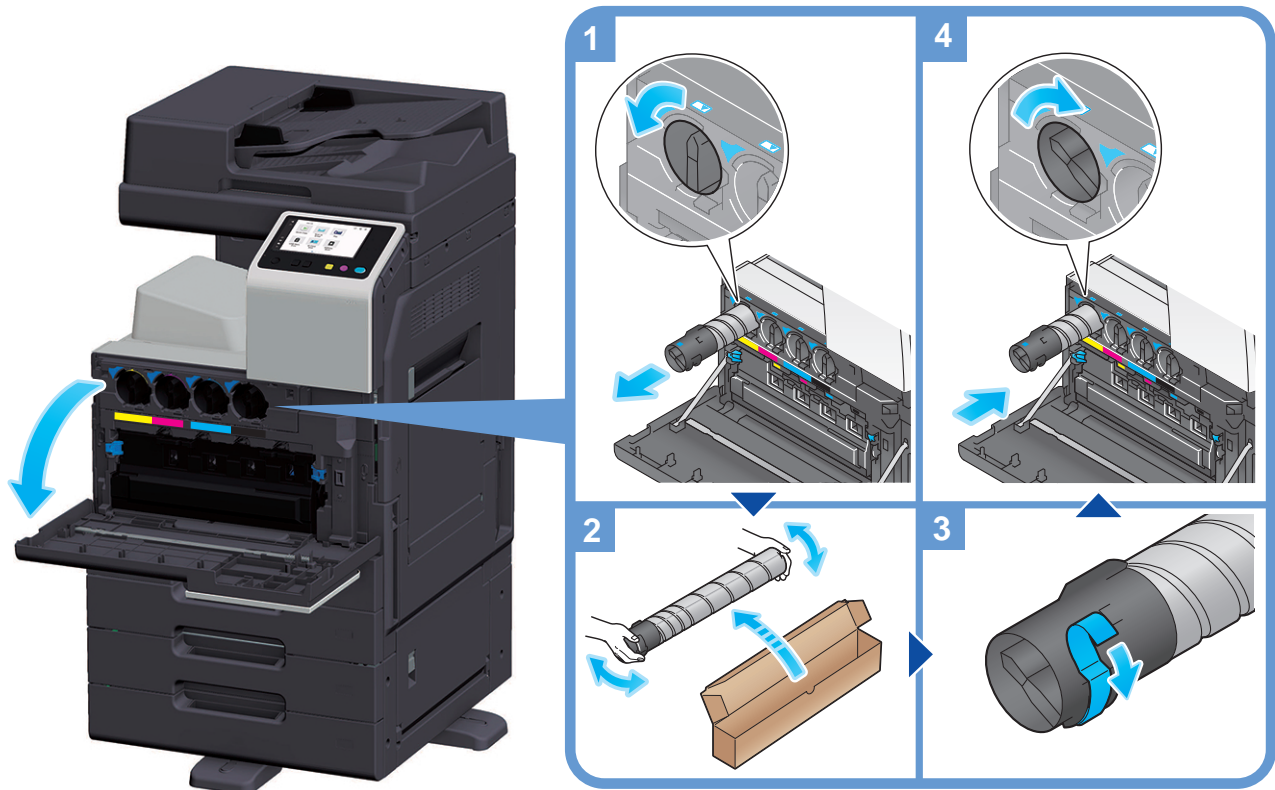


Replacing Consumables

3 Replacing Consumables

3.1 Replacing a Toner Cartridge

The following example shows how to replace a **Yellow Toner Cartridge**.



Tips

- Shake a new **Toner Cartridge** well, approximately 5 to 10 times, before installing it.
- If a toner cartridge other than for black is empty, printing can be continued forcibly using black. Tap [Continue], and then select a desired print job.
- Do not forcibly open or disassemble a **Toner Cartridge** (toner container).
- Do not forcibly remove or dispose of toner that remains in a **Toner Cartridge** (toner container).

NOTICE

Install a **Toner Cartridge** for each label color. If you try to forcibly install a Toner Cartridge in the incorrect position, it may result in a failure.

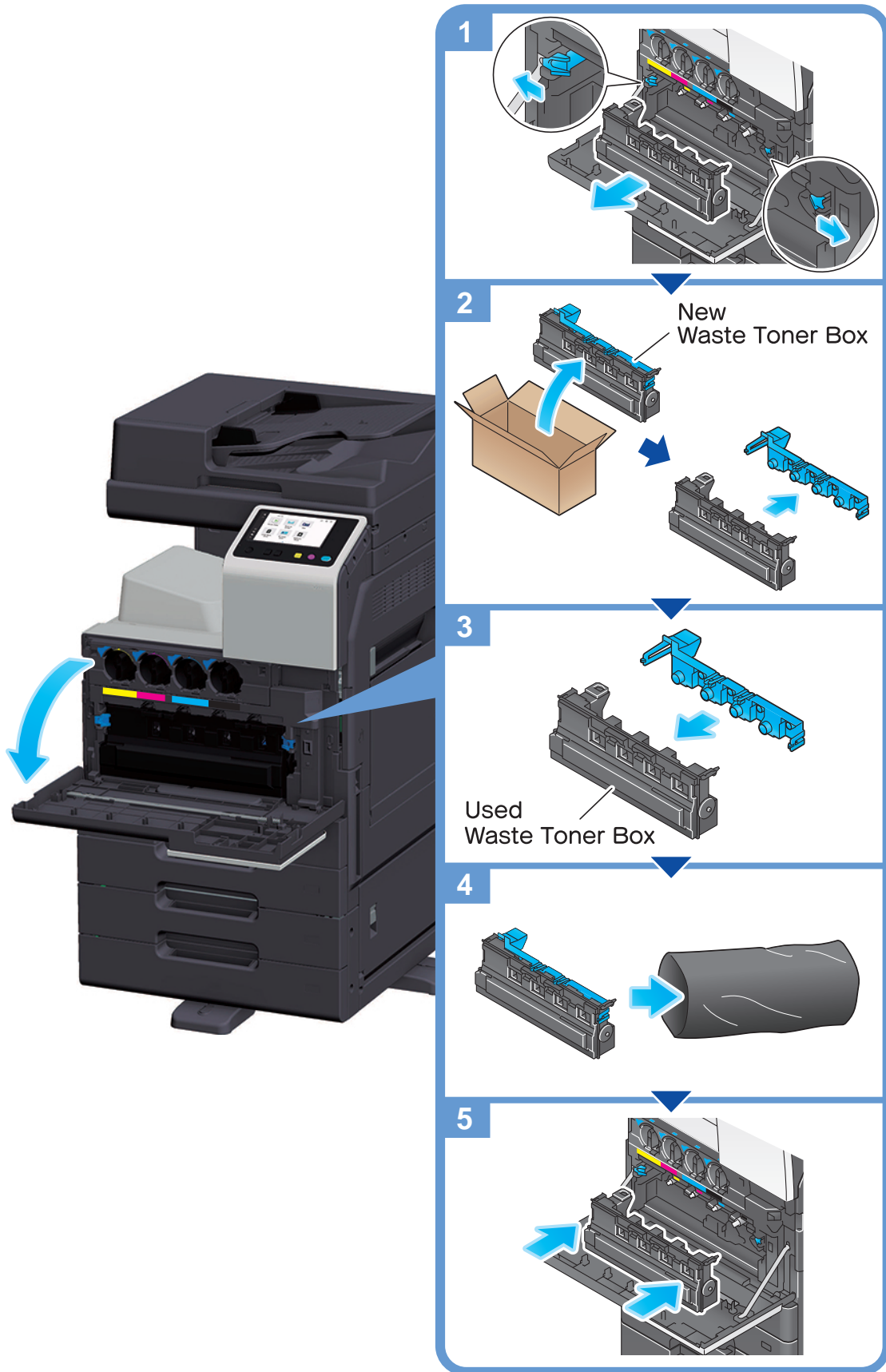
⚠ WARNING

- Do not throw toner or a container that contains toner (e.g., toner cartridge, developing unit and Waste Toner Box) into an open flame. The hot toner may scatter and cause burns or other damage.

⚠ CAUTION

- Do not leave toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.
- Do not store toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.
- Do not force open the toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.
- If toner lands on your skin or clothing, wash thoroughly with soap and water.
- If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.
- If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.
- If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.

3.2 Replacing a Waste Toner Box



 **Tips**

- After removing the **Waste Toner Box**, quickly install the cap. If the **Waste Toner Box** is tilted, waste toner may spill.
- Your service representative will collect your used **Waste Toner Box**. Put it in a plastic bag, and store it in a box by itself.

⚠ WARNING

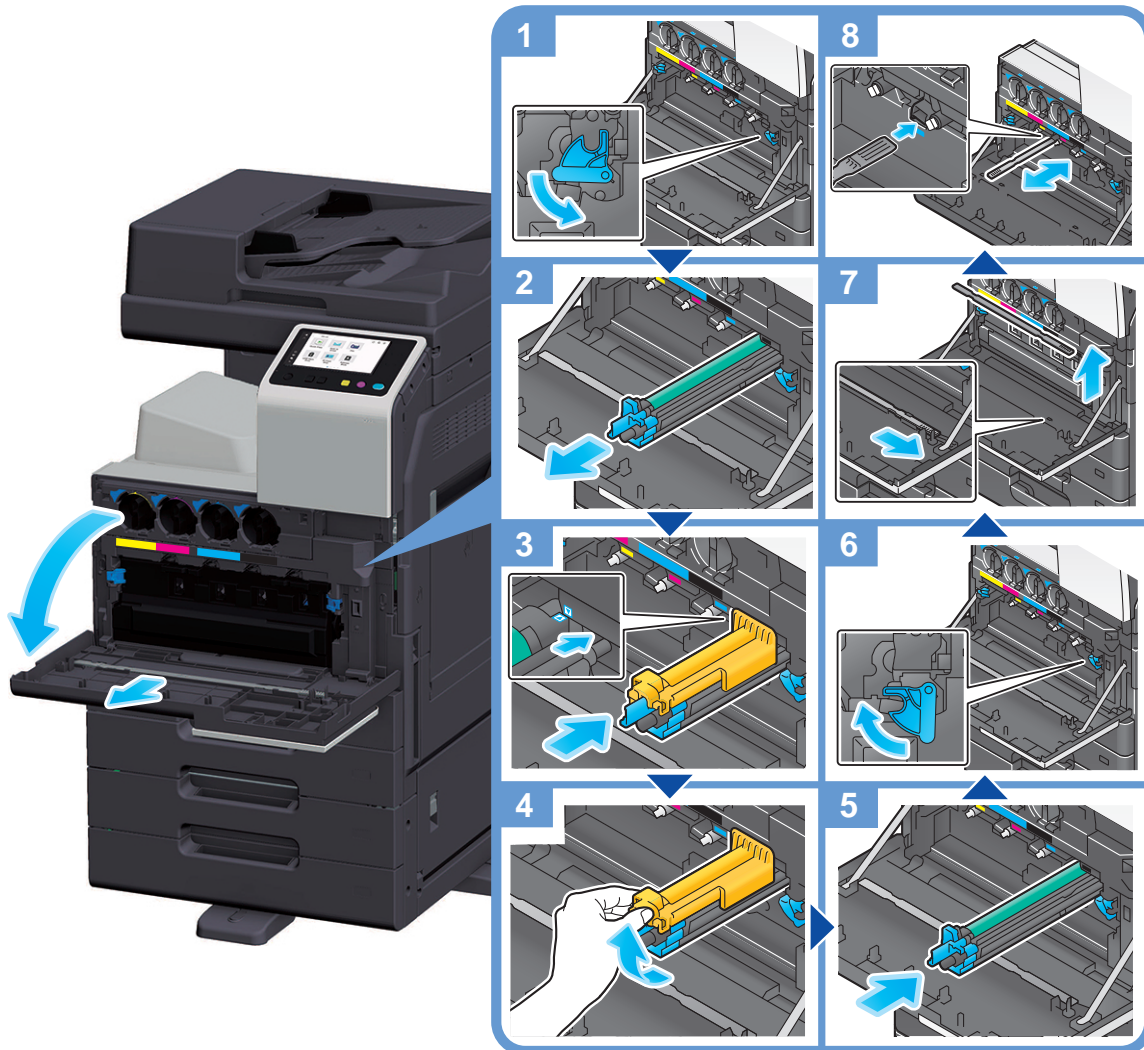
- Do not throw toner or a container that contains toner (e.g., toner cartridge, developing unit and Waste Toner Box) into an open flame. The hot toner may scatter and cause burns or other damage.

⚠ CAUTION

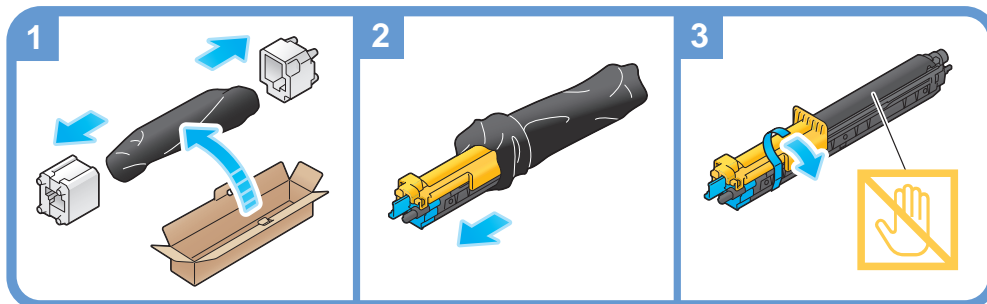
- Do not leave toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.
 - Do not store toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.
 - Do not force open the toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.
 - If toner lands on your skin or clothing, wash thoroughly with soap and water.
 - If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.
 - If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.
 - If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.
-

3.3 Replacing a Drum Unit

The **Drum Unit** only for black is targeted for replacement.



Unpacking the Drum Unit



Tips

- Your service representative will collect your used **Drum Unit**. Put it in a black plastic bag and store it in a box by itself.
- A **Drum Unit** may be damaged due to exposure to light. Do not take it out of a black plastic bag until just before it is to be installed.

- After replacing a **Drum Unit**, be sure to clean the **Print Head Glass** for each color. For details on how to clean the **Print Head Glass**, refer to "User's Guide[Troubleshooting]/[When Printing Quality Has Deteriorated]".
-

⚠ WARNING

- Do not throw toner or a container that contains toner (e.g., toner cartridge, developing unit and Waste Toner Box) into an open flame. The hot toner may scatter and cause burns or other damage.
-

⚠ CAUTION

- Do not leave toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.
 - Do not store toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.
 - Do not force open the toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.
 - If toner lands on your skin or clothing, wash thoroughly with soap and water.
 - If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.
 - If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.
 - If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.
-

3.4 Replacing a Staple Cartridge of the Finisher or Saddle Stitcher

3.4.1 Replacing a Staple Cartridge

Finisher FS-539/Finisher FS-539 SD

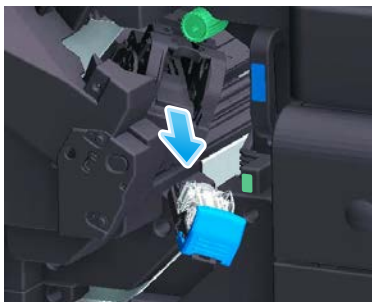
- 1 Open the **Front Door** of the **Finisher**.



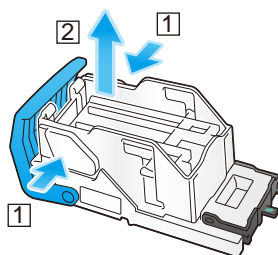
- 2 Unlock the **Staple Cartridge**.



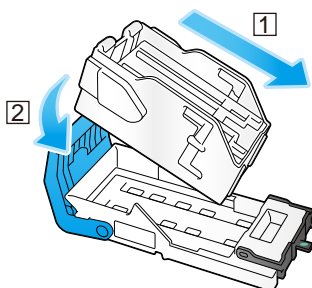
3 Pull out the **Staple Cartridge**.



4 Remove any empty staple cases from the **Staple Cartridge**.



5 Attach a new staple case to the **Staple Cartridge**.



6 Attach the **Staple Cartridge**.



- 7 Close the **Front Door** of the **Finisher**.



Tips

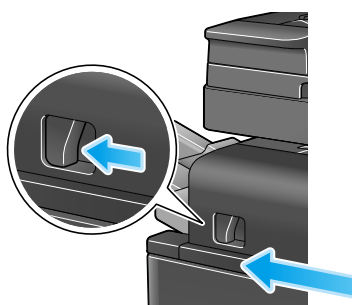
- Do not remove staples that remain in the machine. Otherwise, the stapling function will activate but no sheets will be stapled.

NOTICE

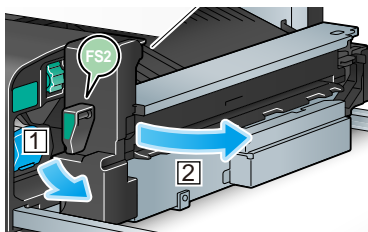
Be sure to replace the **Staple Cartridge** after the relevant message has appeared. If a **Staple Cartridge** is removed before the relevant message appears, it may result in a failure.

Finisher FS-533

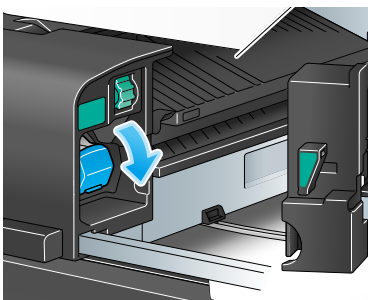
- 1 Pinch the **Lock Release Lever**, and slide the **Finisher**.



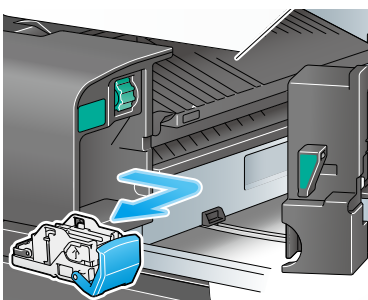
- 2 Pull the **Punch Kit Release Lever [FS2]** in the arrow direction, and open the **Punch Kit**.



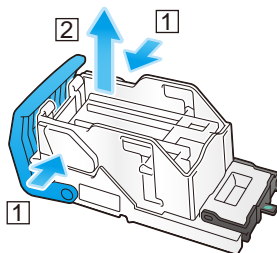
- 3 Unlock the **Staple Cartridge**.



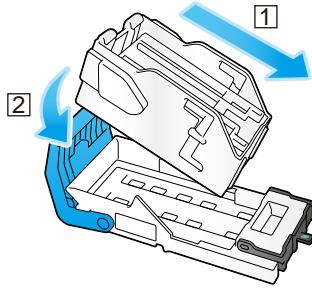
- 4 Pull out the **Staple Cartridge**.



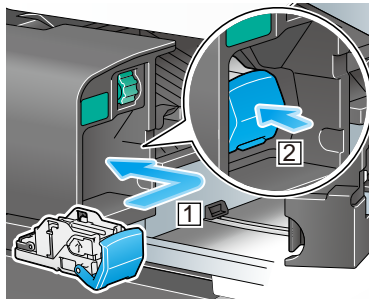
- 5 Remove any empty staple cases from the **Staple Cartridge**.



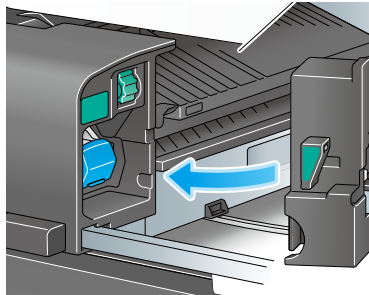
- 6 Attach a new staple case to the **Staple Cartridge**.



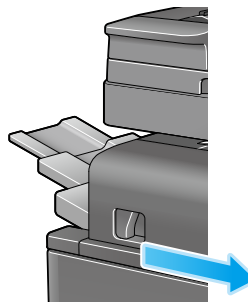
- 7 Attach the **Staple Cartridge**.



- 8 Close the **Punch Kit**.



- 9 Close the **Finisher**.



Tips

- Do not remove staples that remain in the machine. Otherwise, the stapling function will activate but no sheets will be stapled.

NOTICE

Be sure to replace the **Staple Cartridge** after the relevant message has appeared. If a **Staple Cartridge** is removed before the relevant message appears, it may result in a failure.

3.4.2 Replacing a Saddle Staple Cartridge

Finisher FS-539 SD

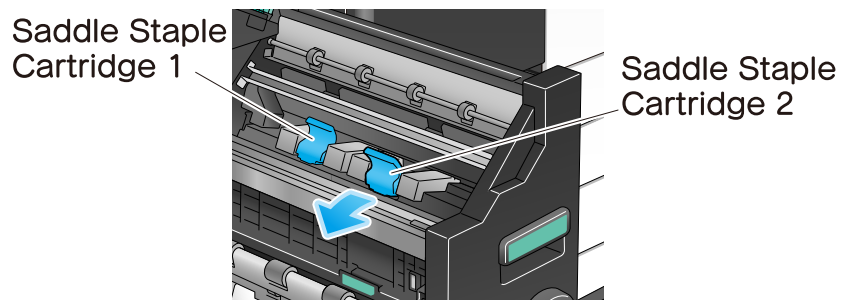
- 1 Open the **Front Door** of the **Finisher**.



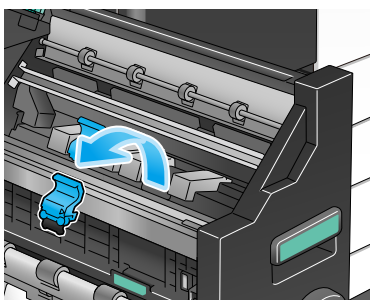
- 2 Pull out the **Saddle Stitcher**.



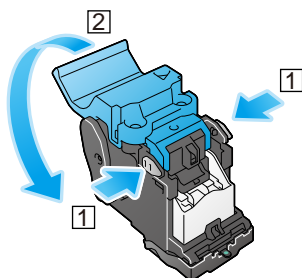
- 3** Tilt the blue knob of the **Saddle Staple Cartridge** toward you.



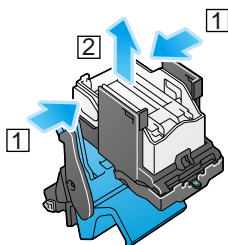
- 4** Pull out the **Saddle Staple Cartridge**.



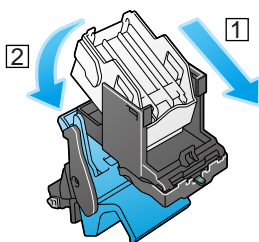
- 5** Open the **Saddle Staple Cartridge** cover.



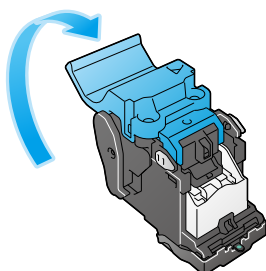
- 6** Remove any empty staple cases from the **Saddle Staple Cartridge**.



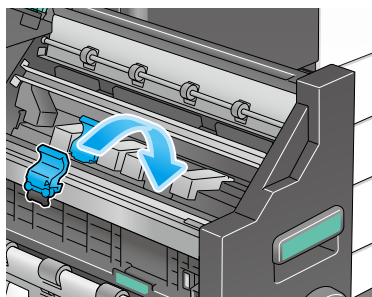
- 7 Attach a new staple case to the **Saddle Staple Cartridge**.



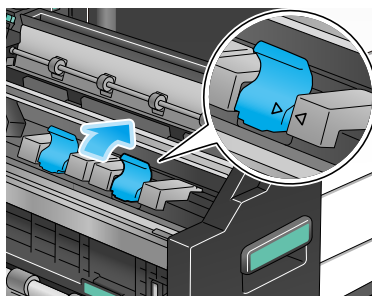
- 8 Close the **Saddle Staple Cartridge** cover.



- 9 Attach the **Saddle Staple Cartridge**.



- 10 Push the blue knob of the **Saddle Staple Cartridge** to the back.
→ Check that the mark of the **Saddle Staple Cartridge** matches that of the **Saddle Stitcher**.



11 Push in the **Saddle Stitcher**.



12 Close the **Front Door** of the **Finisher**.



 **Tips**

- Do not remove staples that remain in the machine. Otherwise, the stapling function will activate but no sheets will be stapled.

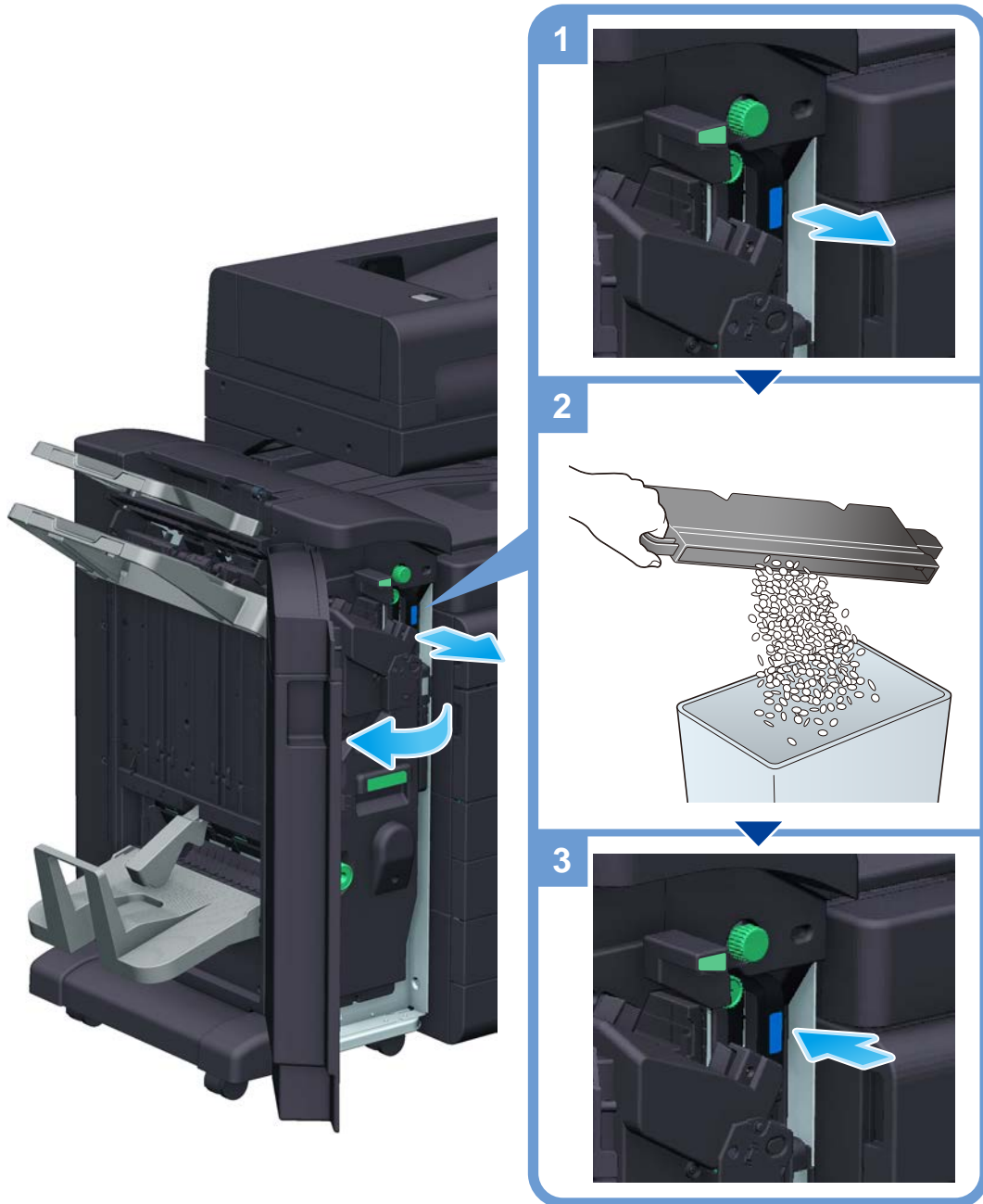
NOTICE

*When moving the **Saddle Stitcher**, be sure to only hold the handle. Otherwise, your hand or finger may get caught in the machine.*

*Be sure to replace the **Saddle Staple Cartridge** after the relevant message has appeared. If a **Saddle Staple Cartridge** is removed before the relevant message appears, it may result in a failure.*

3.5 Punch Scrap Processing

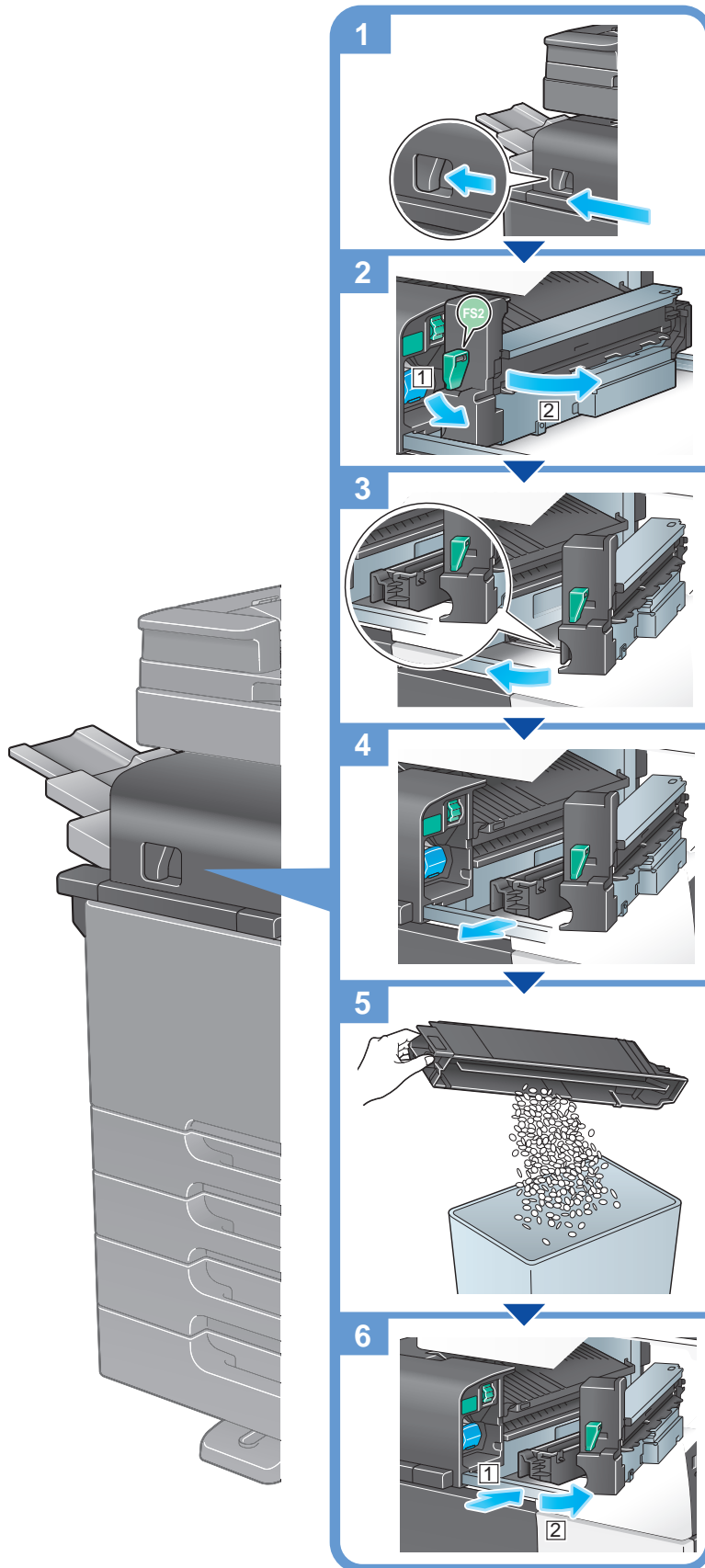
Finisher FS-539/Finisher FS-539 SD



Tips

- The figure shows the **Finisher FS-539 SD** equipped with **Punch Kit PK-524** and **Relay Unit RU-514**.

Finisher FS-533

 **Tips**

- The figure shows the **Finisher FS-533** equipped with **Punch Kit PK-519**.

4

Checking Counters

4 Checking Counters

4.1 Checking Counters

The counter indicates the total number of pages printed on this machine on a function basis. When necessary, you can print the status of consumables in list form.

- 1 Tap [Utility] - [Counter].
- 2 Check the total number of pages printed after the count starting date.
 - To print the counter list, tap [Print List]. Use the Start key to start printing.

	Total	Large Size	Total (Copy + Print)
Black	133	0	133
Full Color	0	0	0
Single Color	0	0	-----
2 Color	0	0	0
Total	133	0	-----

02/05/2015 07:28



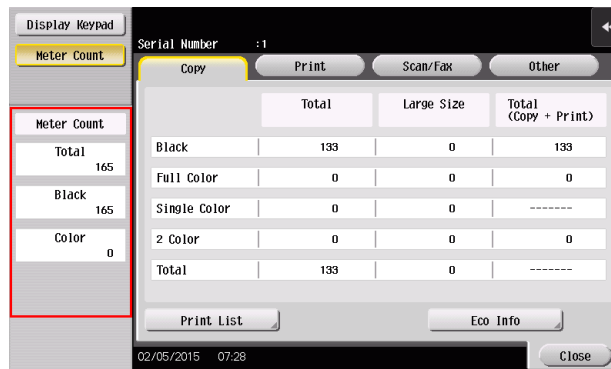
Reference

Notifying counter information by E-mail ("User's Guide[Web Management Tool]/[Managing the Machine Status]")

4.2 Details of Counter

About meter counter

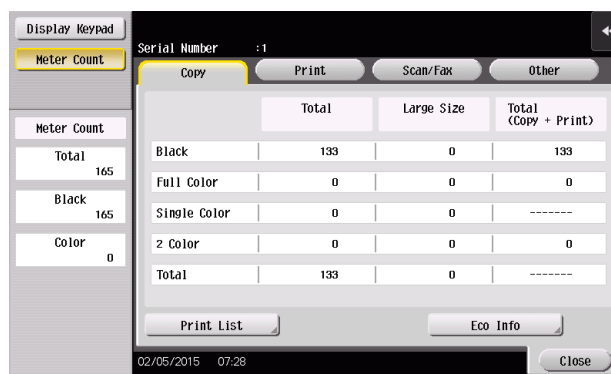
Check the total number of pages printed on this machine.



Item	Description
[Total]	Allows you to check the total number of printed pages.
[Black]	Allows you to check the total number of pages printed in Black mode.
[Color]	Allows you to check the total number of pages printed in Single Color, 2 Color, or Full Color modes.

About copy counter

Enables you to check the total number of pages copied. (This value includes the number of pages on which data saved in a User Box in copy mode is printed, and the number of pages list-output in Administrator Settings.)



Item	Description
[Black]	[Total]: Indicates the total number of pages copied in Black mode. [Large Size]: Indicates the total number of pages copied on large-size paper in Black mode. [Total (Copy + Print)]: Indicates the total number of pages copied in Black mode and that of pages printed in Black mode through a computer.
[Full Color]	[Total]: Indicates the total number of pages copied in full color. [Large Size]: Indicates the total number of pages copied on large-size paper in full color. [Total (Copy + Print)]: Indicates the total number of pages copied in full color and that of pages printed in full color through a computer.
[Single Color]	[Total]: Indicates the total number of pages copied in Single Color mode. [Large Size]: Indicates the total number of pages copied on large-size paper in Single Color mode.

Item	Description
[2 Color]	[Total]: Indicates the total number of pages copied in 2 Color mode. [Large Size]: Indicates the total number of pages copied on large-size paper in 2 Color mode. [Total (Copy + Print)]: Indicates the total number of pages copied in 2 Color mode and that of pages printed in 2 Color mode through a computer.
[Total]	[Total]: Indicates the total number of pages copied in all color modes. [Large Size]: Indicates the total number of pages copied on large-size paper in all color modes.

Tips

- [Large Size] is not counted in the initial state. For details on settings for counting [Large Size], contact your service representative.

About printer counter

Check the total number of pages printed through a computer.

	Total	Large Size	Total (Copy + Print)
Black	0	0	139
Full Color	0	0	0
2 Color	0	0	0
Total	0	0	-----

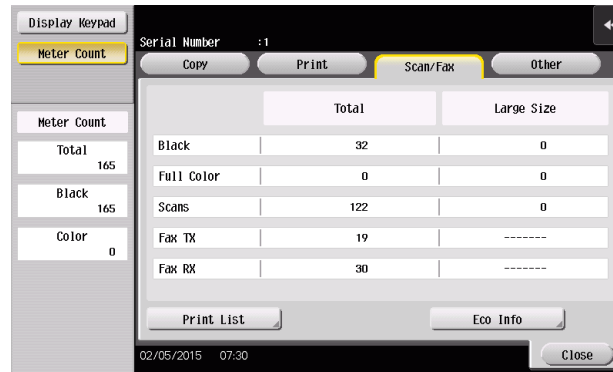
Item	Description
[Black]	[Total]: Indicates the total number of pages printed in Black mode. [Large Size]: Indicates the total number of pages printed on large-size paper in Black mode. [Total (Copy + Print)]: Indicates the total number of pages copied in Black mode and that of pages printed in Black mode through a computer.
[Full Color]	[Total]: Indicates the total number of pages printed in full color. [Large Size]: Indicates the total number of pages printed on large-size paper in full color. [Total (Copy + Print)]: Indicates the total number of pages copied in full color and that of pages printed in full color through a computer.
[2 Color]	[Total]: Indicates the total number of pages printed in 2 Color mode. [Large Size]: Indicates the total number of pages printed on large-size paper in 2 Color mode. [Total (Copy + Print)]: Indicates the total number of pages copied in 2 Color mode and that of pages printed in 2 Color mode through a computer.
[Total]	[Total]: Indicates the total number of pages printed in all color modes. [Large Size]: Indicates the total number of pages printed on large-size paper in all color modes.

Tips

- [Large Size] is not counted in the initial state. For details on settings for counting [Large Size], contact your service representative.

About scan/fax counter

Check the total number of original pages scanned in the Scan/Fax or User Box mode as well as the total number of pages on which a file in a User Box or a received file is printed. Also check the total number of pages sent and received in the fax mode.



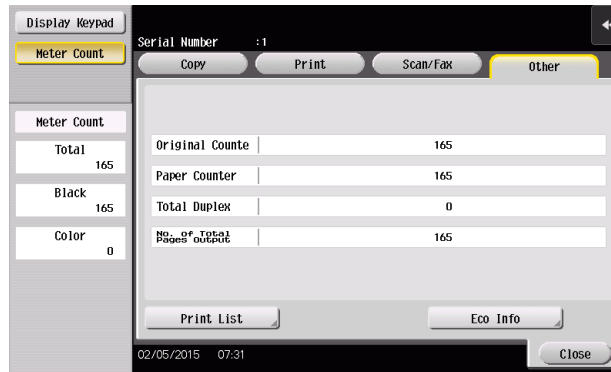
Item	Description
[Black]	[Total]: Indicates the total number of pages on which a file in a User Box or a received file is printed in Black mode. In the Memory RX mode, pages are counted when printed. [Large Size]: Indicates the total number of pages on which a file in a User Box or a received file is printed on large-size paper in Black mode. In the Memory RX mode, pages are counted when printed.
[Full Color]	[Total]: Indicates the total number of pages on which a file in a User Box or a received file is printed in full color. In the Memory RX mode, pages are counted when printed. [Large Size]: Indicates the total number of pages on which a file in a User Box or a received file is printed on large-size paper in full color. In the Memory RX mode, pages are counted when printed.
[Scans]	[Total]: Indicates the total number of original pages scanned in the Scan/Fax and User Box modes. [Large Size]: Indicates the total number of large-size original pages that are scanned in the Scan/Fax and User Box modes.
[Fax TX]	[Total]: Indicates the total number of pages in a sent fax (G3).
[Fax RX]	[Total]: Indicates the total number of pages in a received fax (G3).

Tips

- [Large Size] is not counted in the initial state. For details on settings for counting [Large Size], contact your service representative.

About other counters

Check the total number of scanned and printed original pages, total number of printed sheets, total number of pages printed on both sides, and the total number of printed pages regardless of functions or colors.



Item	Description
[Original Counter]	<p>Allows you to check the total number of original pages that are scanned and printed in the Copy, Print, and Scan/Fax modes.</p> <ul style="list-style-type: none"> • If a file is saved in a User Box, its pages are not counted unless they are printed. • Report or list output pages are not targeted for counting.
[Paper Counter]	<p>Allows you to check the total number of sheets that are printed in the Copy, Print, and Scan/Fax modes.</p> <ul style="list-style-type: none"> • If a file is saved in a User Box, its pages are not counted unless they are printed. • Report or list output pages are not targeted for counting.
[Total Duplex]	<p>Allows you to check the total number of pages printed on both sides.</p>
[No. of Total Pages Output]	<p>Allows you to check the total number of printed pages.</p>



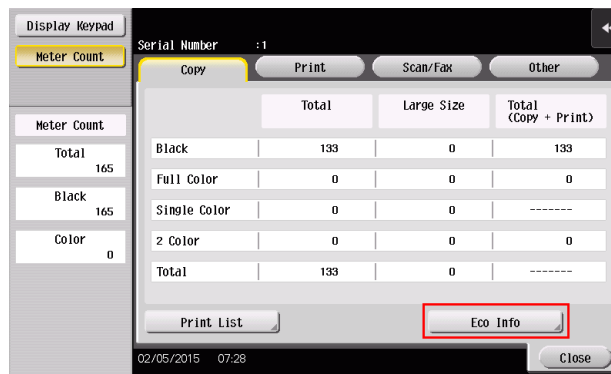
Checking the Economy Level (Eco Information)

5 Checking the Economy Level (Eco Information)

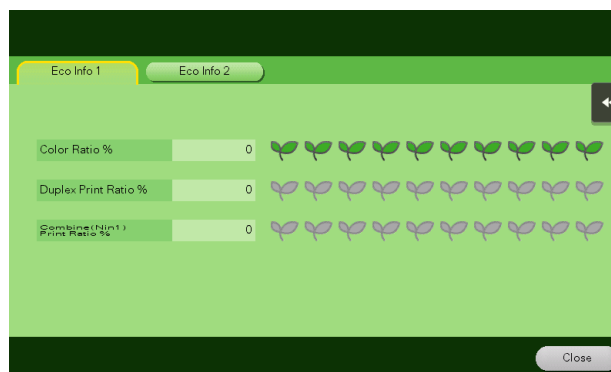
5.1 Checking the Eco Information

Eco information indicates the result of calculating the paper saving ratio and the accumulated time during power saving based on the user's use conditions. This information will help you gain an understanding of the usage status of this machine.

- 1 Tap [Utility] - [Counter].
- 2 Tap [Eco Info].



The Eco Info screen is displayed.



5.2 Contents of Eco Information

[Eco Info 1]

Indicates the rate of color print jobs or 2-sided print jobs for all print jobs or the rate of page combination for the number of scanned original pages. You can check the ratio of paper saved.



[Eco Info 2]

Indicates the accumulated monthly or hourly time during power-on, standby, power saving, or running. The display mode can be selected from the list or graph format.





Cleaning This Machine

6 Cleaning This Machine

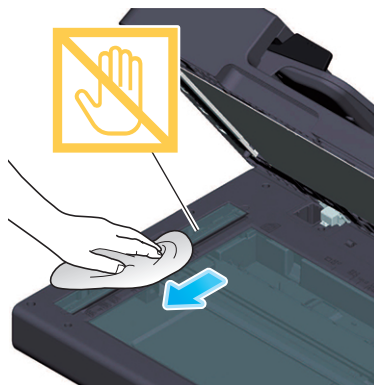
Cleaning the Slit Scan Glass

- ✓ Perform this procedure when the **Reverse Automatic Document Feeder DF-633** is installed on this machine.

- 1 Open the **ADF**.



- 2 Wipe stains off the **Slit Scan Glass** using a dry, clean cloth.

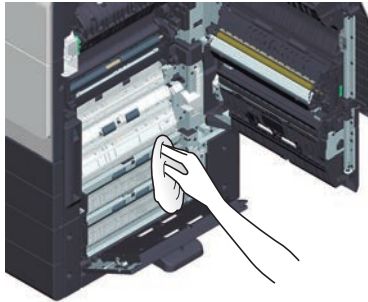


NOTICE

*Do not touch the **Slit Scan Glass**.*

Cleaning the Original Glass, Control Panel, and roller

Wipe the surface using a soft, dry cloth.



NOTICE

Do not press the **Control Panel** hard, otherwise the **Touch Panel** may be damaged.

⚠ CAUTION

- The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. A burn could result.

Cleaning the outer covers and Original Pad

Wipe the surface using a soft cloth moistened with a mild household detergent.



NOTICE

Never use solvents, such as benzene or thinner, to clean the **Original Pad**.

Notice to users

Type	Notice
<ul style="list-style-type: none">• Class A items (Broadcast communications unit for business use)	This class A product is registered in Electromagnetic Compatibility, and User may be required to take adequate measures for other purposes than household use.
<ul style="list-style-type: none">• Class B items (Broadcast communications unit for household use)	This class B product is registered in Electromagnetic compatibility and is for domestic environment and also for general use.

※ This device is in the Class A items in the North America.

※ This device is in the Class B items.

