

Xerox[®] Versant[™] 3100 Press

Quick Reference for Routine Maintenance

Dry Ink Cartridges

To replace Dry Ink Cartridges:

1. You can replace Toner Cartridges while the machine is printing. Open the Toner Cover, located just above the print engine front door. There is a finger hold at the top-center of the panel.
2. Lay paper on the floor before removing the cartridge to catch any excess toner that falls.
3. Remove Toner Cartridge by placing fingers under the end of the cartridge and pulling straight out. While pulling out, hold the bottom of the cartridge with your other hand to give it support.
4. Recycle the old Toner Cartridge or dispose as office waste. Remove the new Toner Cartridge from its packaging.
5. With one hand on either side of the cartridge, vigorously shake and rotate the new cartridge up and down and left and right for 30 seconds to redistribute the toner.
6. Install the Toner Cartridge by aligning it straight out from the press and pushing in until it stops.
7. Close the Toner Cover.



Dry Ink Waste Bottle

To replace a Dry Ink Waste Bottle:

1. While the press is not printing, open the smaller center front door and locate the waste bottle at the bottom-right of the machine near the door hinge.
2. Grasp the handle of the bottle, with the orange strip, and pull the bottle halfway out of the machine.
3. Support the underside of the bottle with your other hand as you continue pulling it out from the machine.
4. Place the full waste bottle into the plastic bag provided with the bottle.
5. Hold the center part on the top of a new bottle and insert it until it comes to a stop.
6. Close the front door of the press.



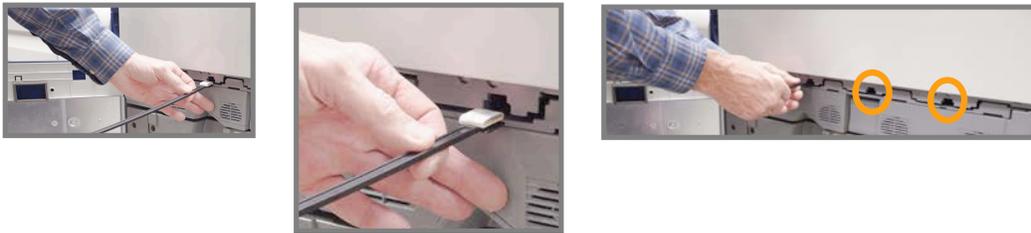
Cleaning the ROS Windows

If you notice white or light streaks on prints, you should try to resolve this IQ problem by cleaning the ROS windows. The ROS is a Raster Output Scanner, an important xerographic component. There is a tool designed for this cleaning that is stored inside the front door of the print engine. Follow this procedure to clean the ROS:

1. Open the front door of the press, and locate the ROS Cleaning Tool on the inside of the door. It is a long wand with a small felt tip at the end.



2. Remove the wand from the door.
3. Insert the tool, with the felt-tip first, gently into one of the four small holes at the top of the opening, as shown in the photo. The **felt tip should be facing up**.



4. Gently push the tool all the way in, and then pull it out half way. Repeat this motion 2 or 3 times.
5. Remove the tool, insert it into the next hole, and repeat the procedure. Continue until you have completed the procedure for all four holes.
6. Replace the wand behind the storage clips on the inside of the front door.

You will notice that the felt tip becomes dirty with use. After several cleanings, **when you notice that the felt is becoming dark, replace the tip with the extra tips provided with your press.** It is important to not use a dirty felt tip, because this will cause further IQ problems.