

Rank Xerox 914

Key Operator's Manual



Introducing your new office helper

By simple push-button operation, your Rank Xerox 914 Copier makes high-quality copies from any original.

Any number of copies - without any loss of quality - may be made on ordinary paper

The instructions that follow will show you how to use your Rank Xerox 914 Copier.

Daily routine

Check Toner

Check the toner level by raising the cover on the front of the machine and:

1. Put print lever at 0.
2. Raise the lid on the toner dispenser well, gently cut the toner and then check the level with the dipstick.
3. If the level is near the **FILL** mark on the dipstick, add toner as shown on page 17.
4. Re-set the print lever to the normal setting of 2-3.

Warming-up

If when you open the side doors of the copier you see a short steel stub protruding from a plate between the drum and the fuser, your machine is fitted with a fuser thermostat. For normal weight copy paper 80 gsm (20 lb. LP) the **FUSER** buttons should be set at L0 2. Start the copier by pressing the **ON** button, dial the number of copies you require and press the **PRINT** button. If you use other weights of paper, the **FUSER** buttons should be re-set as shown on page 9. If your machine is not fitted with a fuser thermostat, the following procedure must be adhered to:

1. Set **FUSER** buttons at HI 3, press **ON** button. Do **not** press **PRINT** button.
2. Allow the machine to turn itself off. DO THIS TWICE MORE.
3. Next set the **FUSER** buttons at HI 1 and make your first 15 copies at this setting. Firmly rub your fingers over these to make sure that the image is properly fused.
4. Now set the **FUSER** buttons at L0 2 (for normal 80 gsm 20 lb. LP copy paper). If your copier is being used infrequently, set **FUSER** buttons at HI 1.

If you have not used the machine for about an hour, go through the warm-up procedure again.

Clean Platen Cover

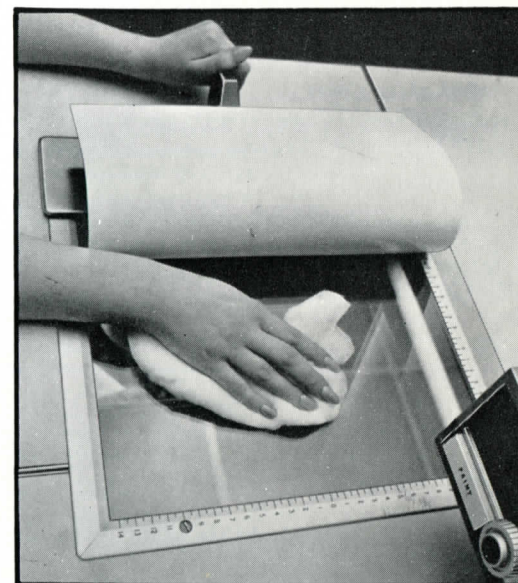
Clean the white underside of the platen cover with a damp cloth using a mild soap and water solution, or other recommended cleaner. Be sure to dry it thoroughly.

Clean Glass Platen

Clean the glass platen with a soft damp cloth. Dry the glass thoroughly. Be careful not to scratch the glass.

Load Paper

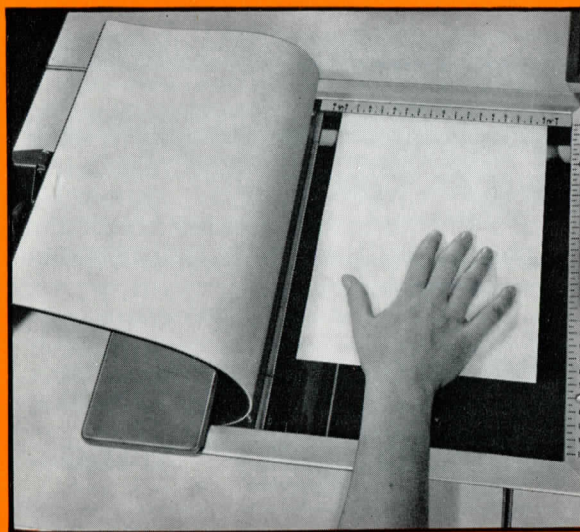
Load the paper supply tray as shown on pages 10 to 13.



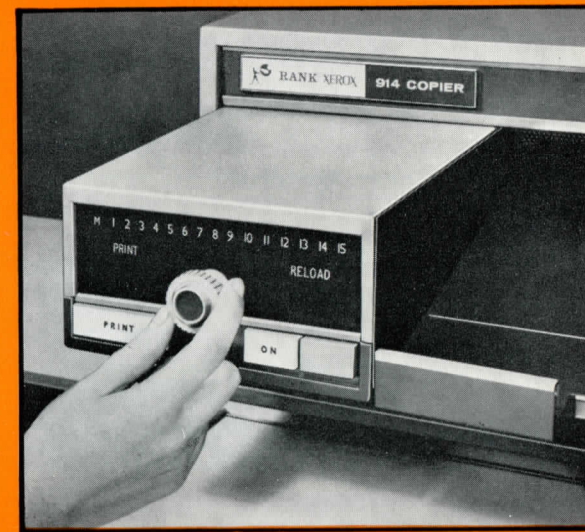
Let's make copies



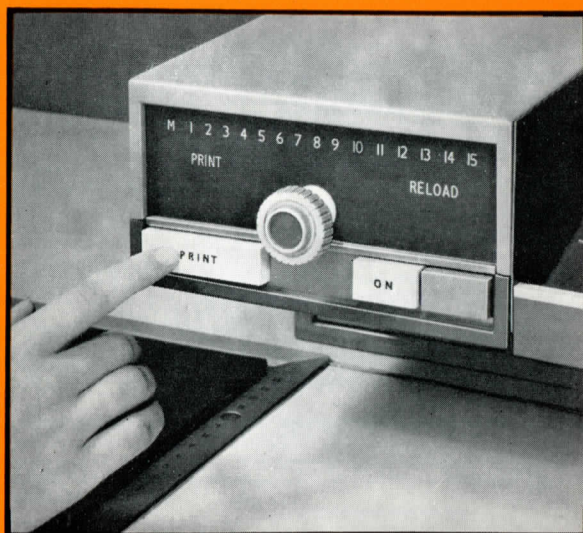
1 To start the copier, push the **ON** button.



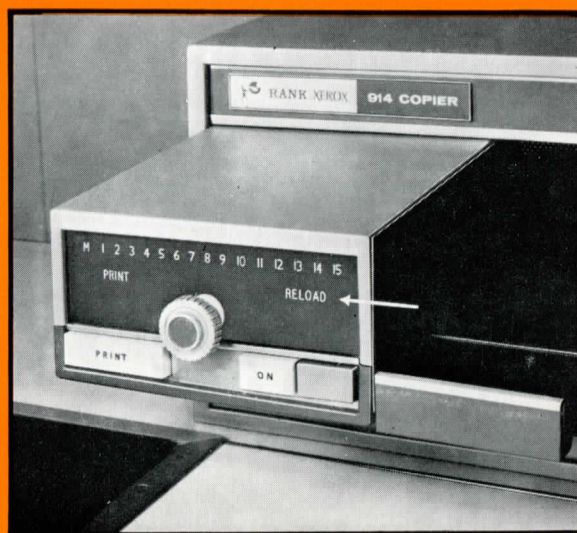
2 Raise the platen cover, place the document to be copied (original) face down on the glass platen.



3 Dial number of copies to be made by turning the print-selector knob until the light is on the number needed. This light is called the stationary light. If more than 15 copies are needed, dial **M** (multiple).



- 4** Press the **PRINT** button. Within a short time the copier will start to make copies. The travelling light will tell you which copy you are making. When the selected number of copies has been made, the **RELOAD** signal will appear on the control panel.



- 5** When the **RELOAD** signal appears you can place the next original document on the glass platen.

Unless the **PRINT** button is pushed the copier will automatically shut off about 50 seconds after the **RELOAD** signal appears. Multiple copying is stopped by turning the selector knob from M to 1: the copier will make one more copy, then the **RELOAD** signal will appear.

The 914 copier normally shuts off automatically. In case of an extreme emergency, shut off the copier by pushing the **RED** button.

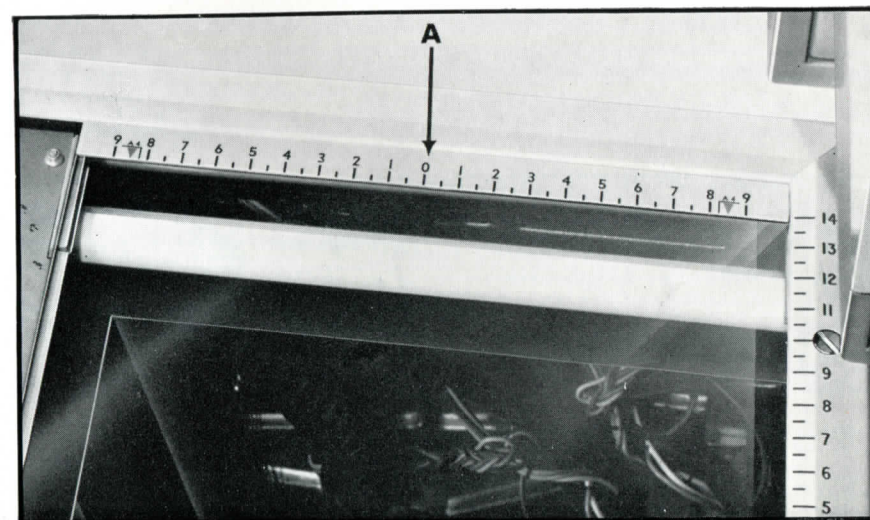
Operating hints

Print selector knob



The number of copies may be increased during a copying cycle by moving the stationary light to a higher number. To stop making copies—move the stationary light one number **above** the travelling light. The copier will make one more copy then the **RELOAD** signal will appear. **DO NOT TURN THE STATIONARY LIGHT TO A NUMBER LOWER THAN THE TRAVELLING LIGHT.**

Positioning original document



You may copy original documents with images up to 9 inches by 14 inches.

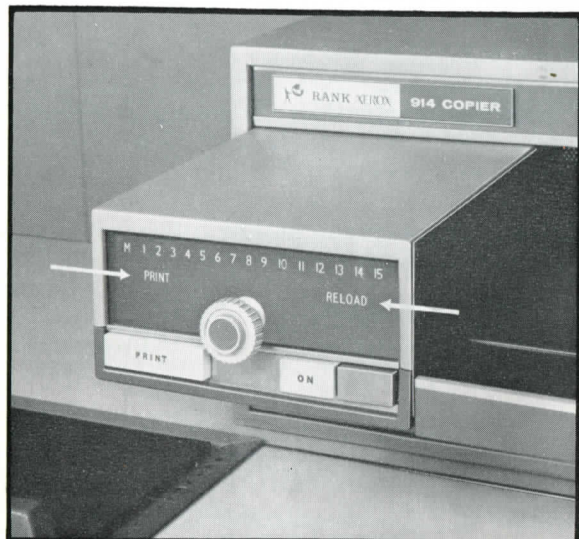
Place the top of the original along guide A, using the '0' mark as the centre line.

Your copier can use copy paper in sizes from 5 inches to 15 inches long (127 to 380 mm) and from 8 inches to 10 inches wide (180 to 250 mm). There are indications for both British and metric paper sizes on the paper supply tray.

You must adjust the paper supply tray and the receiving tray when you change the size of the copy paper.

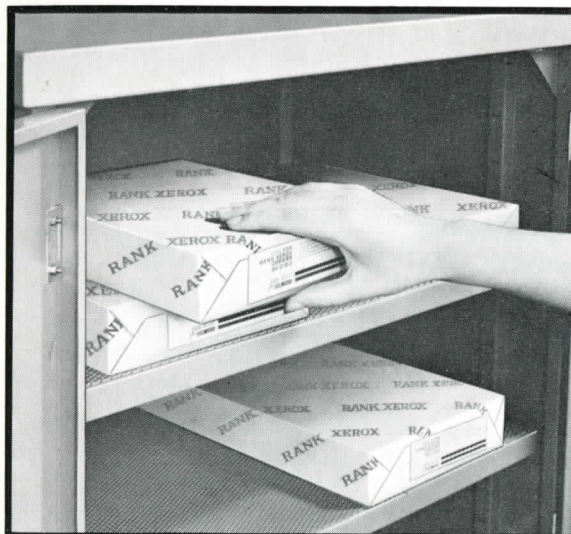
For best results you should use paper supplied or recommended by Rank Xerox Limited.

When to add copy paper



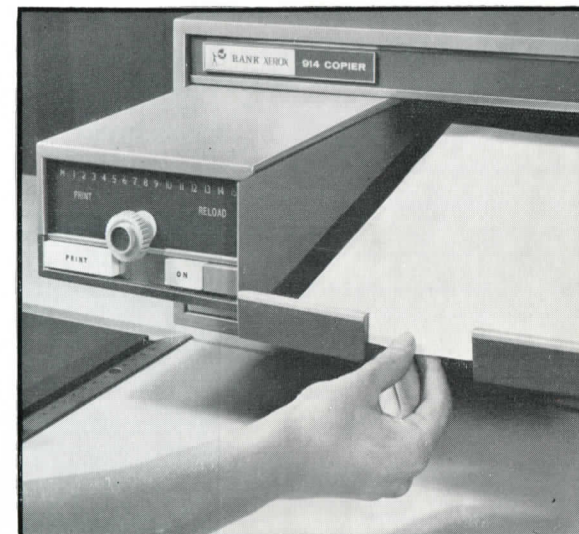
Low copy paper supply is indicated by continuous blinking of either the **PRINT** light or **RELOAD** light.

Copy paper



Rank Xerox copy paper is supplied in moisture-proof wrapping. Unused paper should, therefore, be kept in this protective wrapping, resealed and stored in a dry cupboard on a flat surface. If this is not done the paper may curl or buckle and result in paper feed problems in the machine. Remove the top six sheets of paper from the stack if the paper has been left unwrapped or in the paper supply tray overnight.

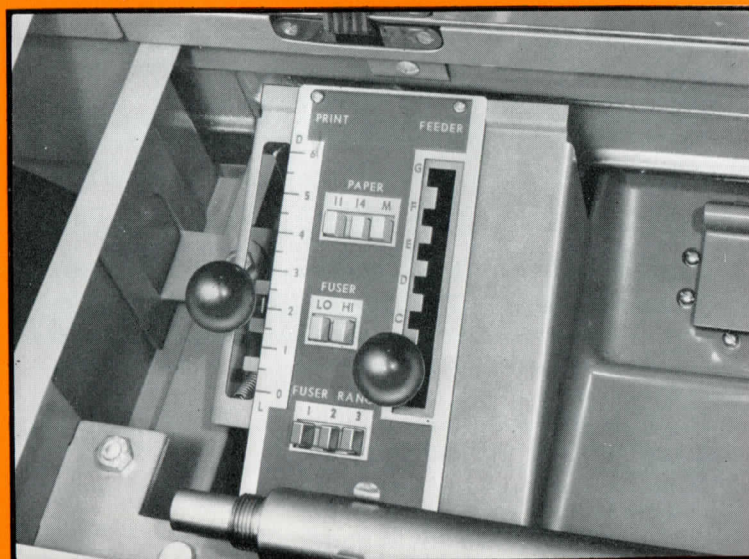
Receiving tray



Do not allow more than 25-30 copies to stack up in the receiving tray.

Things to know

Print lever

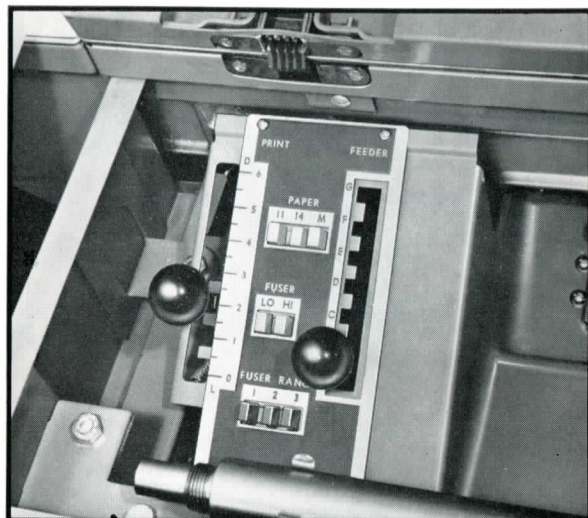


Setting of the **PRINT** lever affects the darkness of the image and cleanliness of the copy. It has a control range from '0' (at L – light-end of scale) to '6' (at D – dark-end of scale). Normal setting is 2–3.

If the copies are too light, first check your original document—if it is light, your copies will be light. If this is not so, then gently cut the toner in the well. The **PRINT** lever should be at 0 when toner is stirred. If copies are still too light then move the **PRINT** lever to position 6 and hold it there for 6 copies; then move the lever back to the normal setting of 2–3.

If the background on your copy appears generally greyish but your original is clean, move the **PRINT** lever to position '0', leave it there until a satisfactory copy is obtained; then move the lever back to the normal setting of 2–3.

Key operator's control



Fuser buttons

There are six settings for the fuser range. These settings control the heat which fuses the toner image into the copy paper.

FUSER	FUSER RANGE
L0	1 (cool)
L0	2
L0	3
HI	1
HI	2
HI	3 (hot)

One **FUSER** button and one **FUSER RANGE** button are pressed simultaneously.

Different kinds of paper need different fuser settings:

Standard weight paper

80 gsm (20 lb. LP) L0 2

Card stock or

heavier paper stock HI 1

If your copies are scorching, lower the fuser temperature by one setting in the range.

If your copies are smudging when you run your fingers over them, raise the fuser temperature by one setting in the range.

Paper button

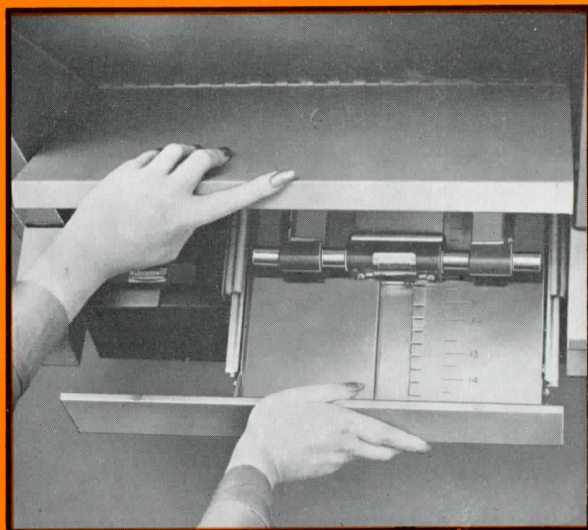
For all lengths of paper stock, push paper button 14.

Feeder lever

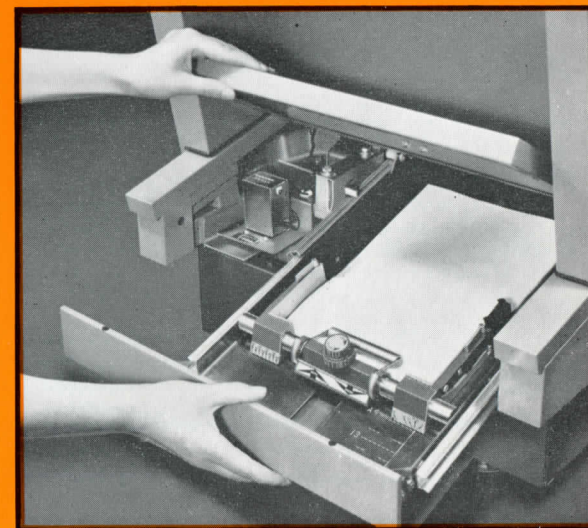
For standard paper stock 80 gsm (20 lb. LP), set **FEEDER** lever to A or B.

For heavier paper stock, set **FEEDER** lever between B and D so that only one sheet at a time is fed through the machine.

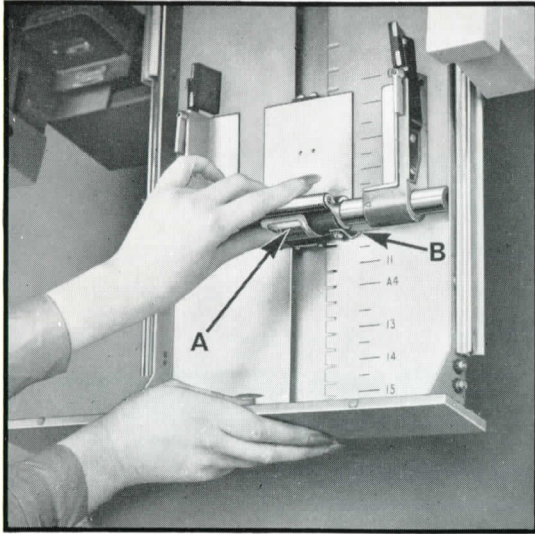
Loading the paper supply tray



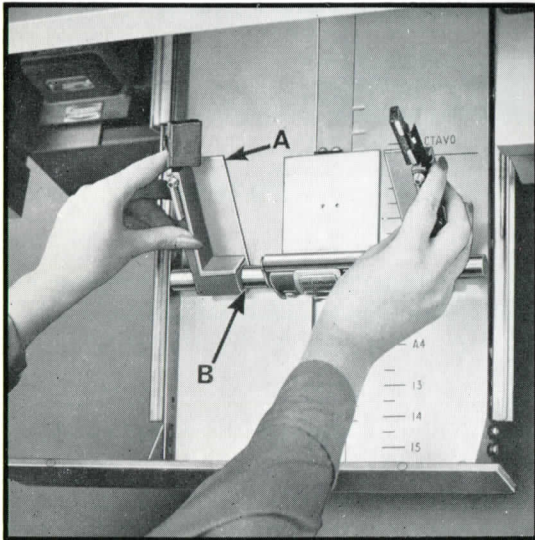
The Copier is fitted with one of two types of paper supply tray: type A is shown on the left and type B on the right. Raise the cover and pull out the tray. The instructions on page 11 tell you how to change the setting of the paper tray when you change the size of copy-paper. The instructions on pages 12 and 13 tell you how to load paper into a tray that has been set to the required size.



Type A paper supply tray

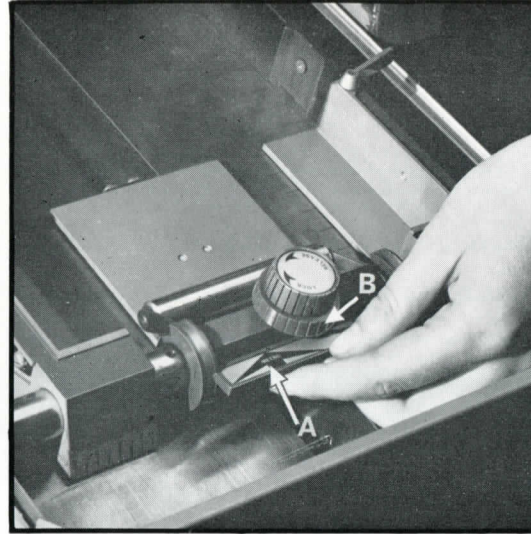


Press latch A; move the bottom paper guide until pointer B is set at the graduation for the length of copy-paper being used. Release the latch and let the paper guide click into place.

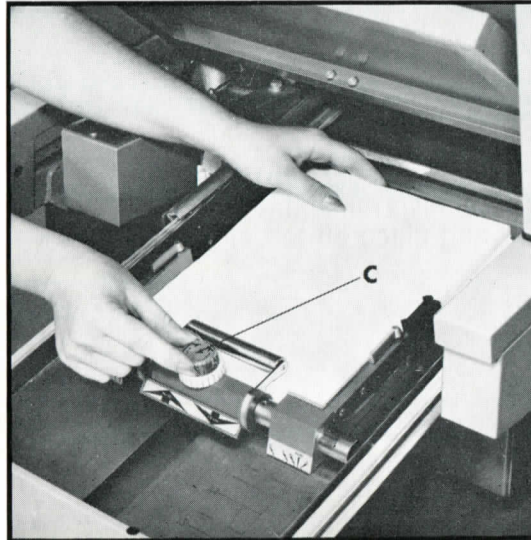


Your service engineer will have set the cross bar for British or metric widths of paper you are to use. Raise guides A; move the guides until the inner edges are opposite the appropriate paper width marks B and lower them in the new positions. Load the new size paper according to pages 12 and 13.

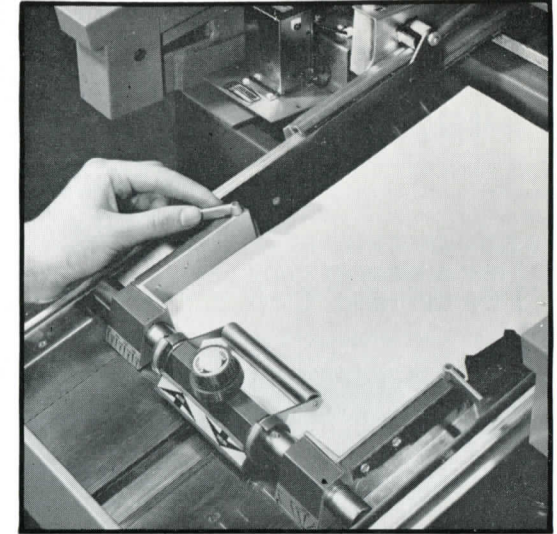
Type B paper supply tray



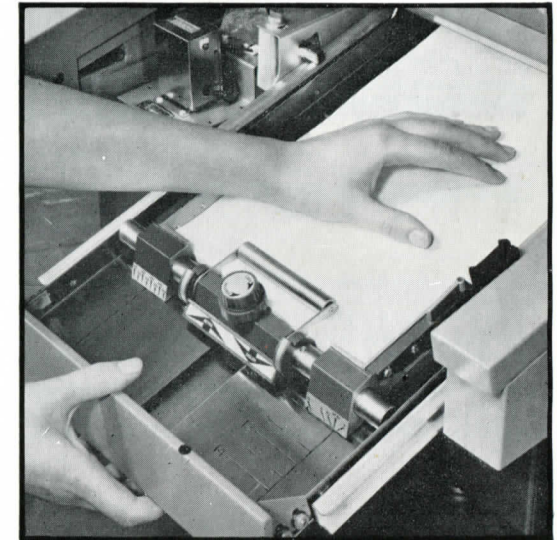
Open the cam levers side arms. Remove all copy paper from the tray. Set the British/metric lever (A) to the system to be used. Turn bottom knob (B) until the size is one setting wider than the width of copy-paper to be used. Prepare a stack of the new size of copy-paper according to page 12 and place it in the tray.



Release top knob (C) by turning it to the left. Slide the entire paper guide up or down until the copy-paper in the tray is even with the top edge of the tray. Turn the top knob firmly to the right to **lock** the paper guide in place.



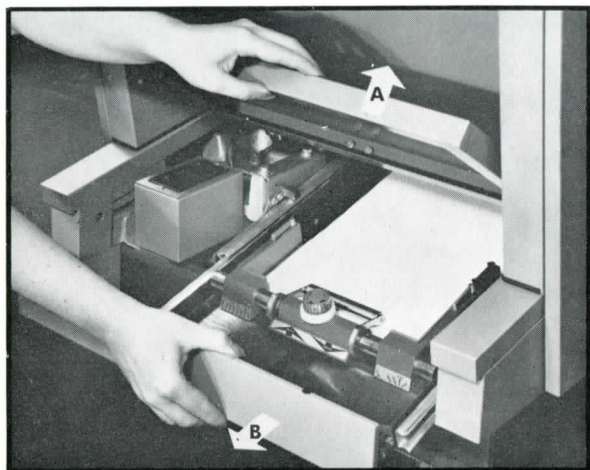
Turn the bottom knob to adjust the guides to meet the width of the copy-paper. Close the cam levers.



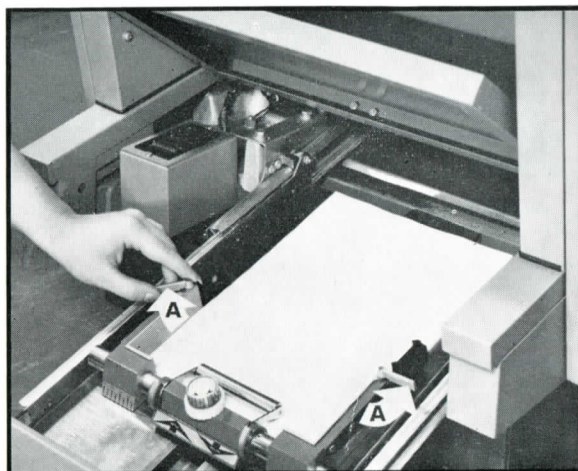
Gently push the paper tray in while holding the paper in place. Close the lid.

Reloading the paper supply tray

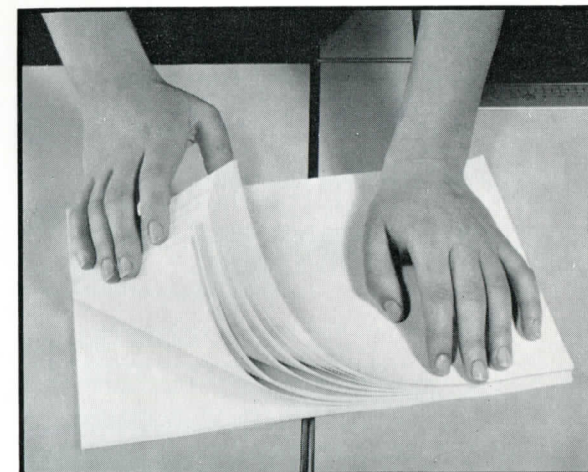
Take a stack of copy paper (about $\frac{3}{4}$ " thick) from the ream. Close and reseal the ream.



- 1** Raise the cover (A) and pull out the paper tray (B).

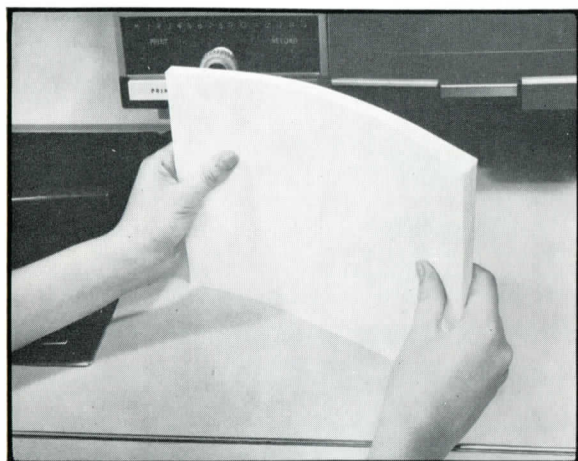


- 2** Turn the cam levers (A) outward. Then remove remaining sheets of copy paper and place on top of the new stack.

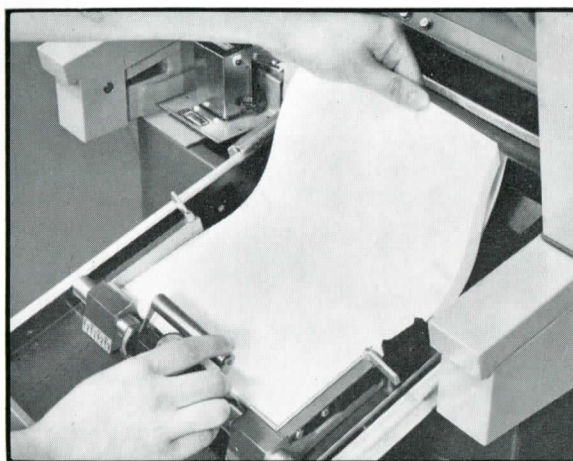


- 3** Lightly fan the entire stack of paper.

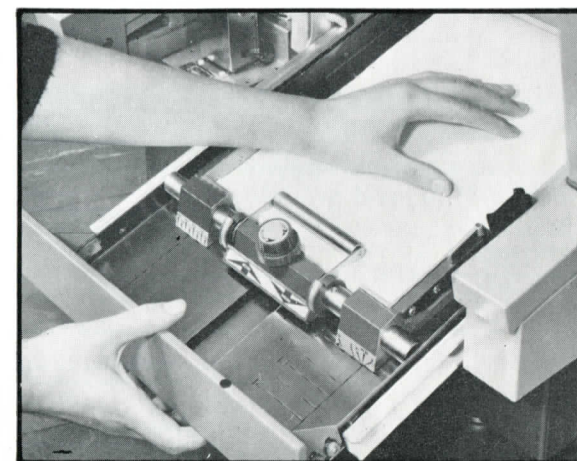
Note: When the **PRINT** light or **RELOAD** light begins to flicker, there are approximately 10 to 15 sheets of copy paper remaining in the paper tray. You should stop copying and add copy paper.



4 Block the stack of copy paper so that all the edges are even.



5 Place stack of copy paper in the paper tray. Close the cam levers inward.



6 Gently push the paper tray in while holding the paper in place. Close the lid.

Checking and adding Rank Xerox toner Part No. 04C089

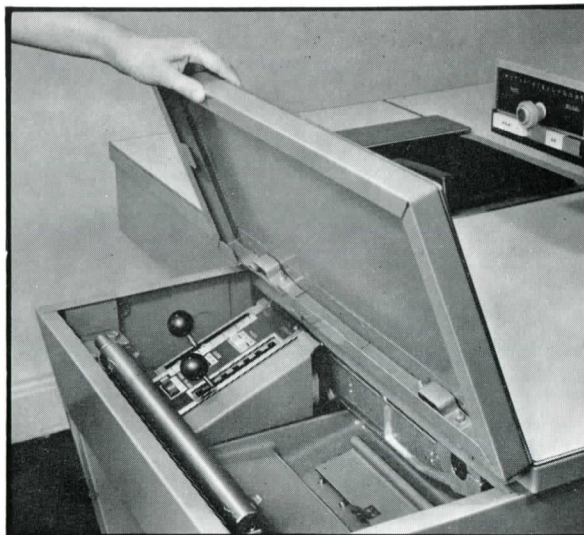
Check toner level regularly every morning. Never let the level go below **FILL** mark on the dip stick.

Add one entire container to the toner well when the level approaches the **FILL** mark.

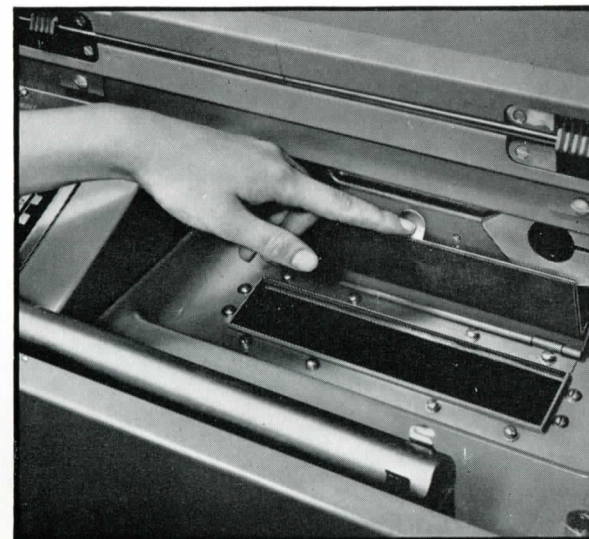
- 1** Raise the cover in the front of the machine and set the **PRINT** lever at 0.
- 2** Raise the lid of the toner well, and check the level with the dip stick.
- 3** If the level is near the **FILL** mark on the dip stick, add a container of toner to the well. Close the lid of the well. Mop up any spillage with rayon wool.

Opening the Toner container

- 4** Before opening the container, hold it upright and tap the base firmly on a hard surface. Remove the cap and peel off the inside seal. Carefully place the neck of the container in the well, then gently move it along the length of the well to ensure even distribution.



1



2

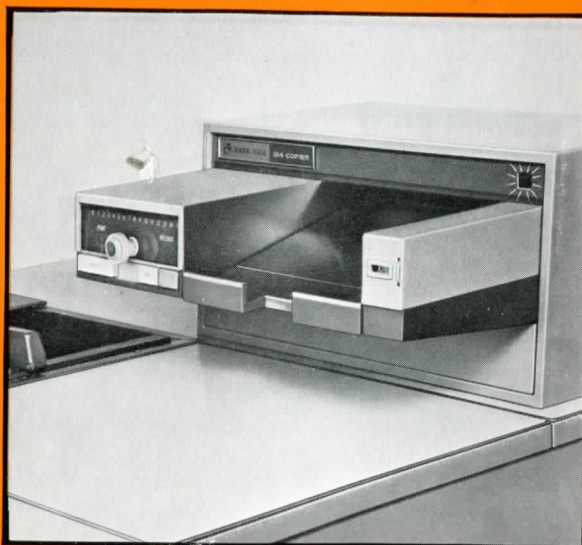


3



4

Mis-puff

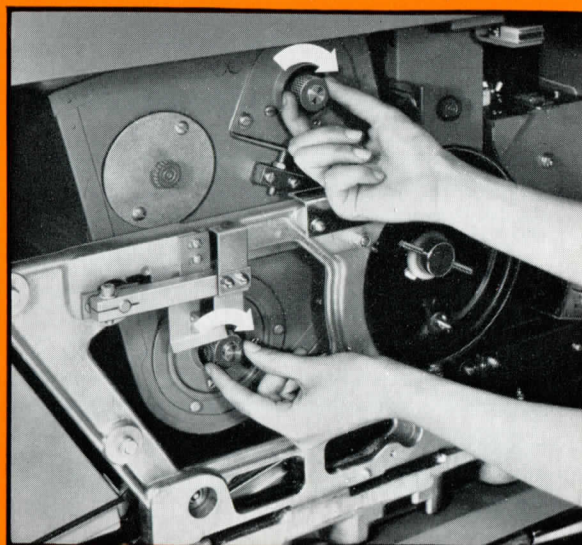


If the copier shuts off during a printing cycle and the miss detector light glows, a sheet of paper has become wrapped around the drum. When the copier is in this condition, it cannot be re-started until (a) the drum has been removed (b) the paper withdrawn from the drum cavity and (c) the drum replaced.

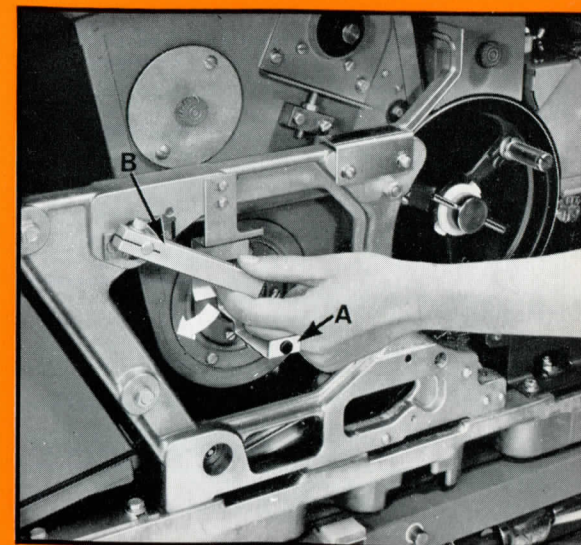
Removing the drum

Be very careful when removing the drum not to scratch or place your fingers on it. Special care must be taken if you are wearing rings, bracelets or pendants.

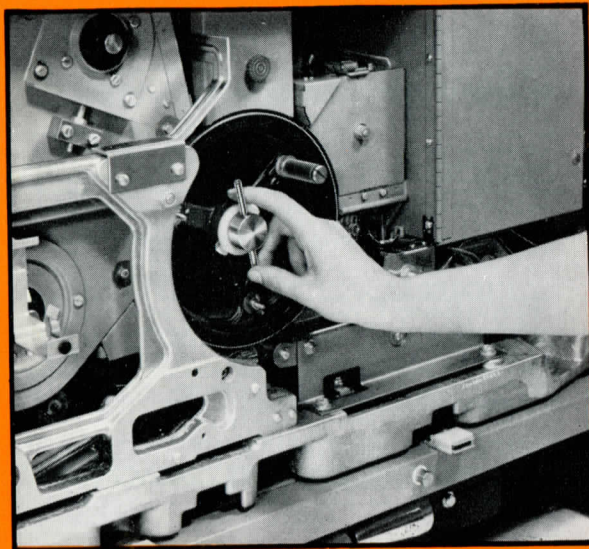
Always use the extension shaft when removing or replacing the drum.



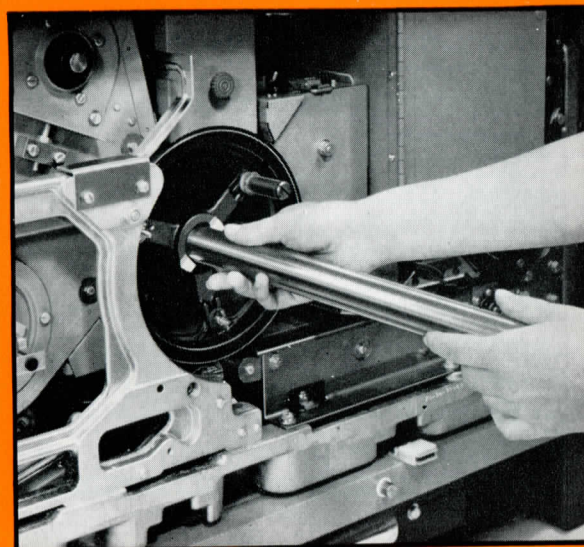
- 1 Turn the two black knobs on the developing unit clockwise as far as possible. This will empty the developer from the bucket at the top of the conveyor into the developing unit, and prevent developer from spilling into the drum cavity when the developing unit is moved away from the drum as in the next step.



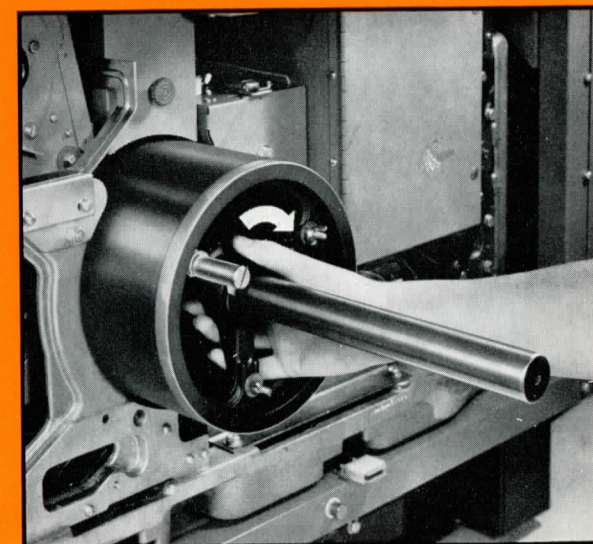
- 2 Move the developing unit away from the drum by releasing latch A and turning lever B clockwise $\frac{1}{4}$ turn.



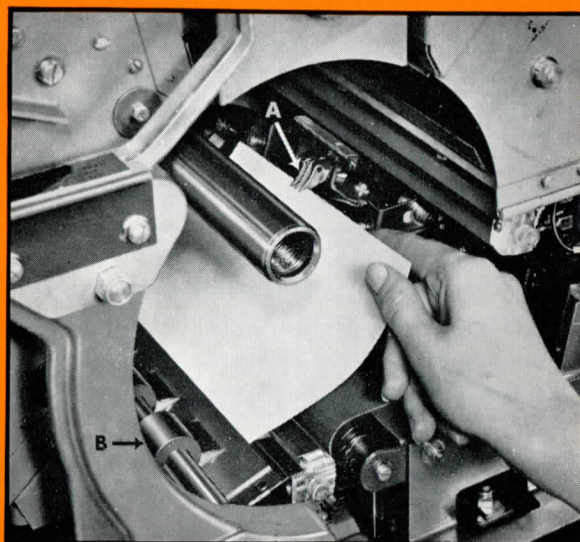
3 Remove the wing bolt from the centre of the drum.



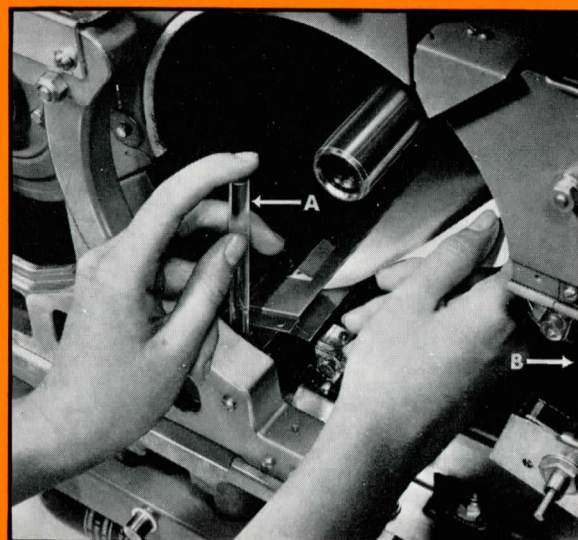
4 Screw in the extension shaft, turning it clockwise.



5 Pull the drum out to the end of the extension shaft while turning it clockwise.



6 Remove the drum, the jammed sheet of paper is located under the register rollers B and in the miss detector probes A.



7 To remove the paper, first release it from the probes, then separate the register rollers with the release rod A and withdraw the paper in the direction of arrow B. Replace the drum.

Replacing the Drum

Insert the drum completely into the machine while turning it in a clockwise direction.

Be sure it is positioned on the key at the back. Never turn the drum to the left.

- (i) Remove the extension shaft.
- (ii) Screw in the wing bolt securely.
- (iii) Bring the lever on the developing unit forward and latch it in place.
- (iv) Close the side doors.

If copier will not start

1. Make sure side doors are closed.
2. Make sure copier is connected to the electricity supply, that the main switch is ON and that the main fuse is intact.
3. Make sure paper is not wrapped around drum. Is the warning light on?
4. Make sure drum is properly located on the key at the rear of the drum shaft.
5. Make sure developer assembly locking lever is latched (refer to 'Drum removal and replacement', pages 15-17).

If the copier still cannot be started, call the service engineer.

If copy-paper appears grey

1. You may be feeding too much toner: move the **PRINT** lever to a lower setting (refer to 'Operating hints', page 6). If overtoning has been excessive, you may have to make as many as 100 copies with **PRINT** lever at '0', before normal copy is obtained.
2. Your original may be dirty—clean original.

If the copy-quality cannot be improved, call the service engineer.

If image is not fused on copy-paper

1. See page 9 'Fuser range button'.
2. Should the copies not fuse when the setting is at the maximum and five copies have been made, call the service engineer.

If image is not centred on copy

1. You may not be placing original on the glass platen correctly.
2. Paper tray side guides may not be set according to copy-paper width.
If the image is too high or too low, you may have pushed the wrong paper button (refer to 'Things to know', page 8).

If copies are light

1. Look at original—if original is light, the copy will be light.
2. Inspect level of toner—add toner if required.
3. Gently cut toner with dipstick. **PRINT** lever is at 0 when toner is cut.
4. If copies are still too light raise **PRINT** lever position to 6 and make 6 copies (refer to 'Things to know', page 8).

If the copies are still light, call the service engineer.

If copier shuts off during printing cycle

1. Check to make sure side doors are closed.
2. Copy-paper may be wrapped around drum, tripping the automatic stop. Remove paper from drum—see page 15.
3. Check mains supply to copier; e.g. fuse may have blown.

If the cause of the copier shutting off cannot be found, call the service engineer.

What to do

If the travelling light passes 4 and no copy reaches the receiving tray, there may be a copy paper jam.

1. Withdraw the paper supply tray, so that no further sheets are fed into the machine.
2. Move the stationary light to one number **above** the travelling light. The copier will scan the original on the platen glass once more and then the **RELOAD** signal will appear.
3. Wait the 50 seconds and the copier will shut off.
4. Open the side doors and look for jammed paper:
 - (i) At the register rollers just after the paper tray
 - (ii) At the horizontal transport under the fuser
 - (iii) In the vertical transport rollers at the back of the copier
5. Remove all jammed paper—it will be necessary to remove the drum to clear the horizontal transport (see page 15). If you cannot clear all the jammed paper, call the service engineer.
6. After you have removed the jammed paper, check that:
 - (i) The side and bottom paper guides are properly set (refer to 'Loading the paper supply tray'—page 11).
 - (ii) The copy paper is properly fanned—remove the copy-paper from the tray and fan it again (see 'Reloading the paper supply tray'—page 12).
 - (iii) The paper feed lever is correctly set (see 'Key operator's controls'—page 9).
7. Re-insert the paper tray (page 13), re-start the copier (page 4) and proceed with making your copies.

Consumables for your 914 copier

Always ensure that you have an adequate supply of consumables.

PART NO.	DESCRIPTION
04C089	Toner 4 x $\frac{1}{4}$ lb. packs
01C052	Rayon Wool in packets of six 1 lb. rolls

Copy Paper. (Packed for use in xerography and supplied in cartons containing five reams.)

PART NO.	DESCRIPTION
04C013	Copy paper 10" x 8" (25.4 x 20.3 cm)
04C016	Copy paper 11" x 8 $\frac{1}{2}$ " (28 x 21.6 cm)
04C014	Copy paper A4 11 $\frac{3}{4}$ " x 8 $\frac{1}{4}$ " (29.7 x 21.0 cm)
04C012	Copy paper 13" x 8" (33 x 20.3 cm)
04C018	Copy paper 13" x 8 $\frac{1}{2}$ " (33 x 21.6 cm)
04C017	Copy paper 14" x 9" (35.6 x 22.8 cm)
04C015	Copy paper 15" x 10" (38.1 x 25.4 cm)
502S90001	Document carrier and screen

At regular intervals

Record the number on the meter in the machine log book whenever you check and add toner.

Every 12,500 copies

Don't forget to telephone the Rank Xerox Service Control when the reading on the meter coincides with the figure written on the card attached to the counter. Our engineer will then call to service the machine.

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Do not hesitate to call for information or aid on your 914 Copier Phone Number.....

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