

bizhub C360i/bizhub C300i/bizhub C250i INSTALLATION MANUAL

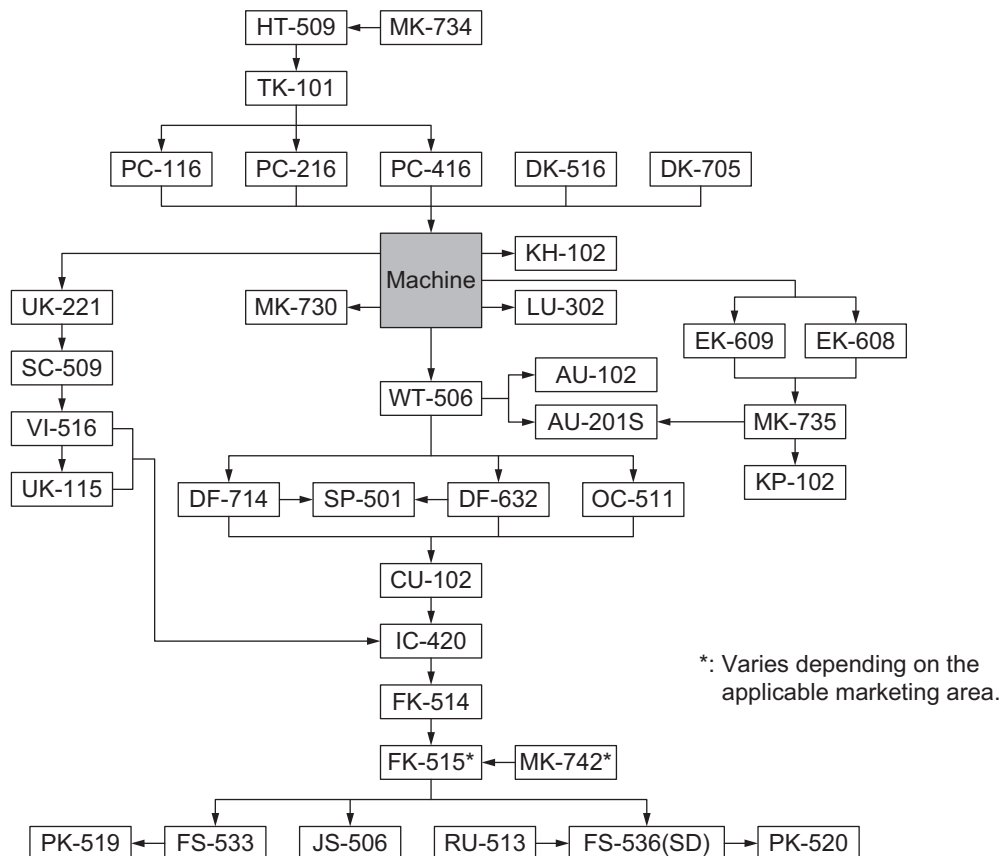
KONICA MINOLTA, INC.

Applied Machines: bizhub C360i/bizhub C300i/bizhub C250i

[Important]

Be sure to correctly follow the procedures in order as explained in this Installation Manual. If you do not follow the procedure in order, the image trouble may occur.

1. Outline of installation procedures



When installing the main body and associated options as a system, follow the order shown on the upper.

CAUTION

Main body mass: approx. 85 kg (187-3/8 lb)



- Lifting the main body in an awkward position or transporting it in a poorly balanced position could result in personal injury. When transporting the main body, assign an adequate number of persons to the job and ensure that each person can take a good position of not being excessively loaded.

Note:

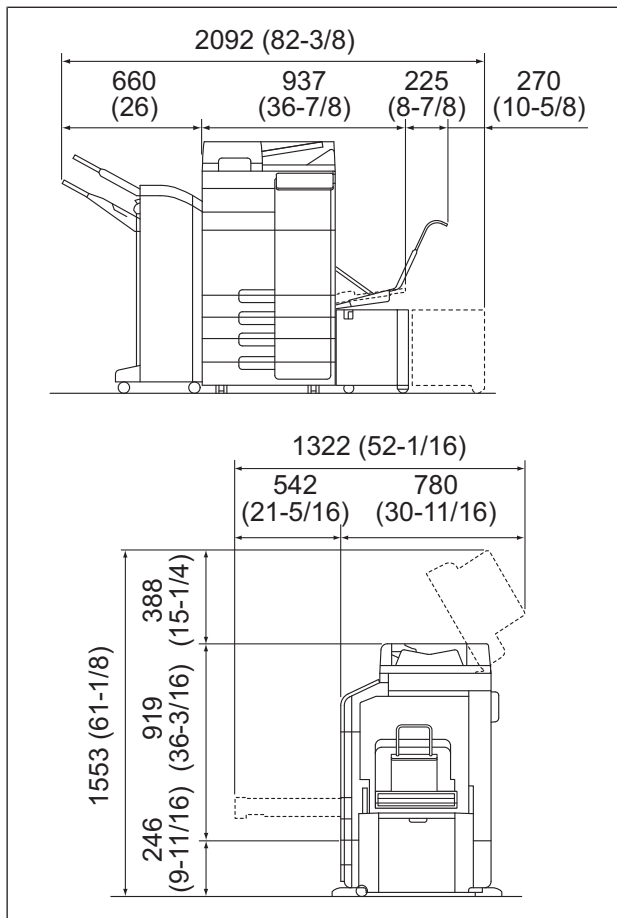
- For the detailed installation procedures for each option, follow the instructions given in the corresponding installation manual and perform the procedures correctly.
- When placing the main body on the floor, make sure to use the paper feed cabinet or the desk to secure the performance and the quality of the product.
- To use this machine, install the Reverse Automatic Document Feeder (DF), or the Original Cover.
- Once the Power Switch is turned ON, do not turn OFF it until the installation work has been completed.



2. Installation space

(Unit: mm (inch))

bizhub C360i/bizhub C300i/bizhub C250i + DF-714
+ PC-216 + FS-536 + MK-730 + LU-302



3. Pre-installation check items

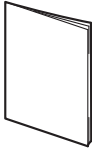
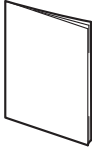




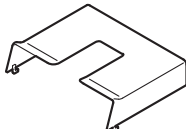

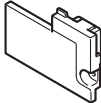
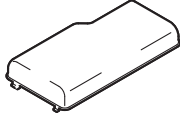
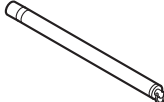
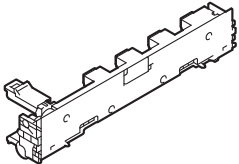
- (1) Select a level and stable place for installing the machine.
- (2) Be sure to use a power source of the voltage and frequency indicated in the product specifications. Ensure that the current carrying capacity of the power outlet is at least equal to the current listed in the product specifications.
- (3) Power the machine directly from a dedicated power outlet. (Do not use an extension cord.)
- (4) Do not plug or unplug the power cord with wet or dirty hands, otherwise you may get an electric shock.
- (5) Avoid a hot and humid environment, or a place exposed to direct sunlight.
- (6) Avoid a dusty location, or a place near volatile and flammable substances.
- (7) Avoid a poorly ventilated place.

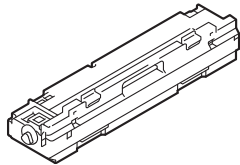



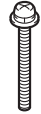
4. Notes on using touch panel

Be sure to instruct users on the following points.

- This machine uses a capacitive touch panel. When you touch the touch panel, use your finger or the stylus pen supplied with the machine. If you touch the panel using your nail or a pen tip instead of using your finger or the stylus pen, the touch panel does not respond normally.
- Pressing the touch panel hard may cause damage.
- Do not strongly press the panel or press it using the sharp tip of mechanical pencils.
- The key is a finger tapping (quick light touch using a finger) operation.

5. Accessory parts

No.	Name	Shape	Q'ty
1.	Installation manual		1 set
2.	Quick start guide		1
3.	User's guide CD *1		1
4.	DVD *1		1
5.	Paper size label *2		1
6.	NFC label		1
7.	User's guide holder		1
8.	Cap		4
9.	Paper feed cabinet connector cover		1
10.	Duct cover		1
11.	Stylus pen		1
12.	Waste toner conveyance unit		1

No.	Name	Shape	Q'ty
13.	Waste toner box		1
14.	Cable clamp *1		2
15.	Screw A (3 x 10 mm) *1		1
16.	Screw B (3 x 8 mm)		1
17.	Screw C (3 x 30 mm) *1		1

*1 Varies depending on the applicable marketing area.

*2 Keep the paper size label at hand. It is necessary for mounting the Large Capacity Unit LU-302.

WARNING



Keep this bag away from babies and children. Do not use in cribs, beds, carriages, or playpens.



The thin film may cling to nose and mouth and prevent breathing. This bag is not a toy.

WARNING

If a power cord is not supplied, use only the power cord that meets the following conditions.

Failure to do this could result in a fire or electrical shock.



- The power cord has voltage and current rating appropriate for the rating plate on this machine.
- The power cord meets regulatory requirements for the area.
- The power cord is provided with grounding pin/terminal.

* Power supply: 120V 12A, 220-240V 8A

Note:

- This manual provides the illustrations of the accessory parts and machine that may be slightly different in shape from yours. In that case, instead of the illustrations, use the appearance of your machine to follow the installation procedure.
This does not cause any significant change or problem with the procedure.
- If none of the later steps instruct you to use the parts including screw and cover that you removed following the instructions described in this manual, discard them.

6. Installing the main body and the Paper Feed Cabinet (or the Desk)

- (1) Take the main body and the Paper Feed Cabinet (or the Desk) out from its packaging.

CAUTION

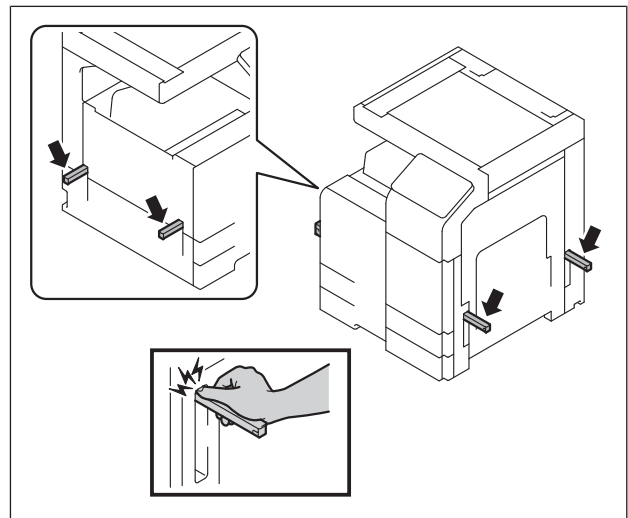
Main body mass: approx. 85 kg (187-3/8 lb)



- Make available collective manpower of an appropriate size for transporting the main body.
- When holding the transportation handles, be careful not to catch your fingers in the machine.

Note:

Remove the main body, holding it by the handles on the right and left sides as shown in the illustration and keeping it level.



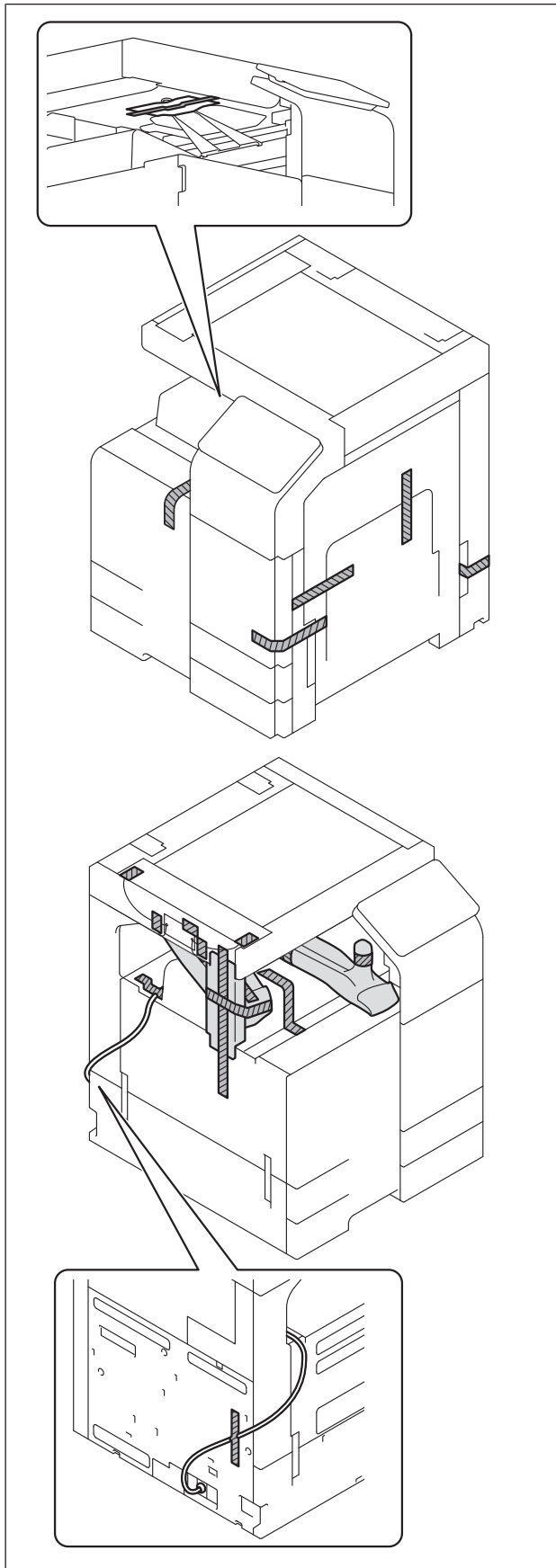
- (2) Refer to the installation manual for the Paper Feed Cabinet (or the Desk) and follow the "Installation Procedures."

Note:

If installing either the Heater HT-509, the Transformer kit TK-101, or the Power Supply BOX MK-734, install them at the same time as the installation of the Paper Feed Cabinet (or the Desk).

7. Removing protective tape, packing and other shipping materials

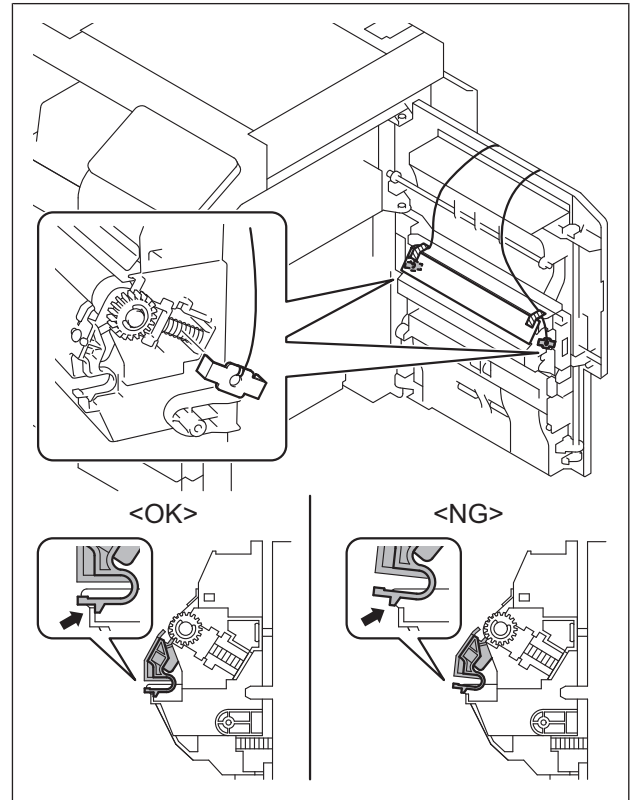
- (1) Remove the protective tape and the protective materials.



- (2) Open the right door and remove the protective sheet and locking materials.

Note:

- After removing the locking materials, make sure that the transfer roller assembly is secured in place. In the case of <NG>, press the transfer roller assembly into place so that it is secured as shown in <OK>.
- Save the packaging materials removed in this and subsequent steps of (6), (8), and (13) for later use when transporting the machine.

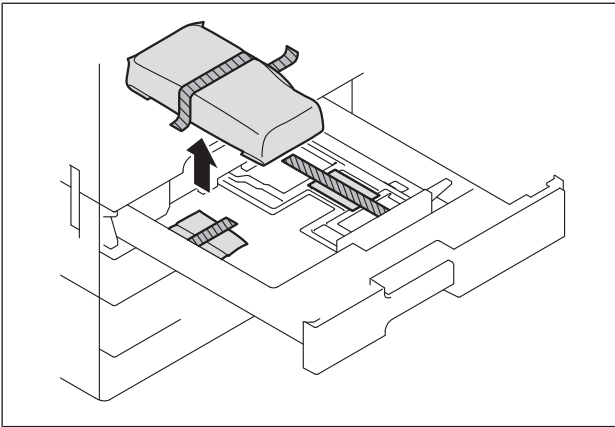


- (3) Close the right door.

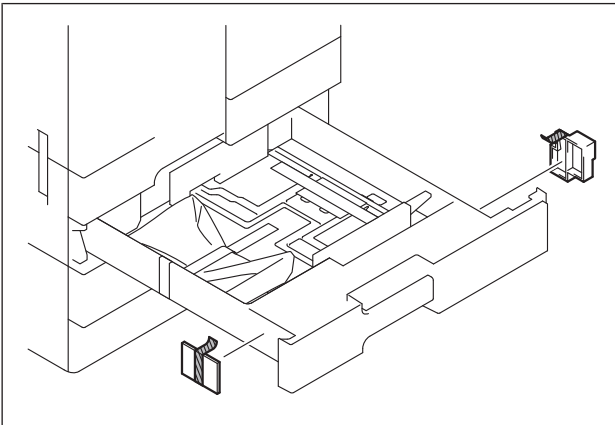
- (4) Slide out the tray 1.
- (5) Remove the protective tapes from the inside of the tray 1 and remove accessory parts.

Note:

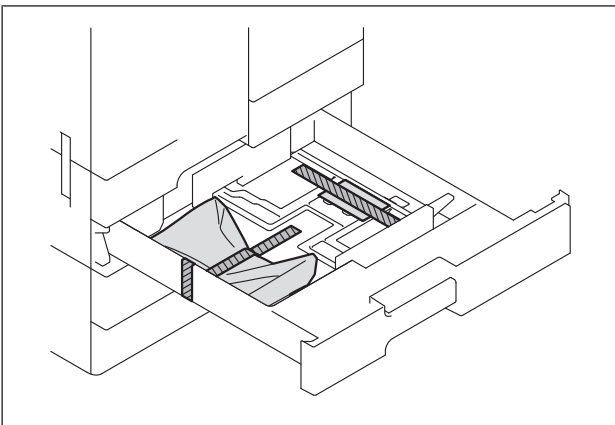
See the User's Guide for instructions on setting paper in each tray and configuring the paper types.



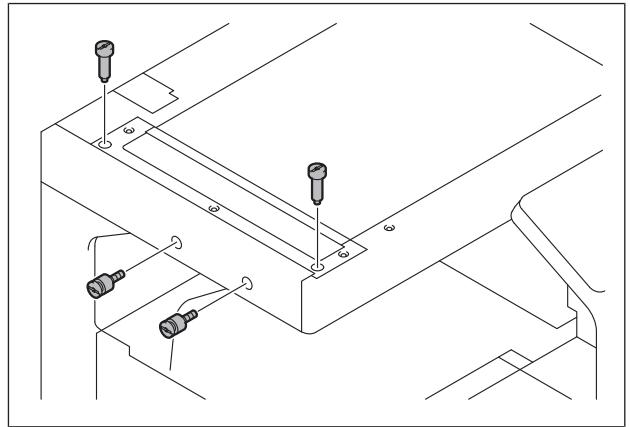
- (6) Slide out the tray 2 and remove the tray locking materials.



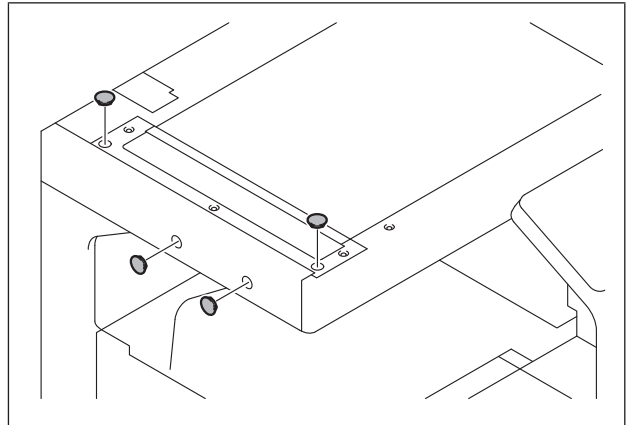
- (7) Remove the protective tapes from the inside of the tray 2 and remove accessory parts.



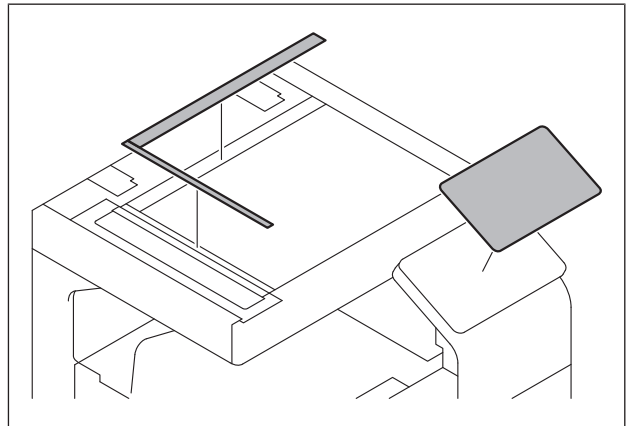
- (8) Remove the four locking screws.



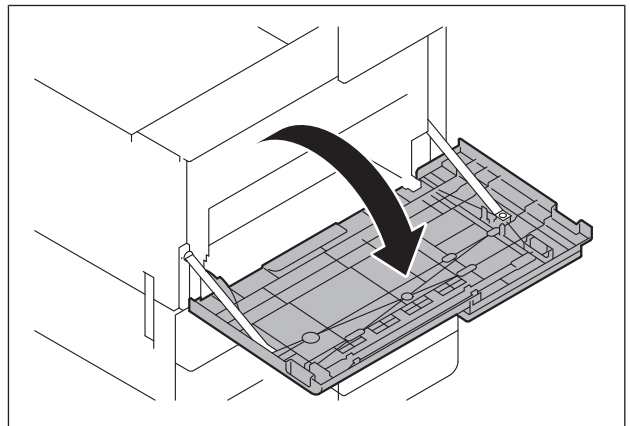
- (9) Attach the four supplied caps.



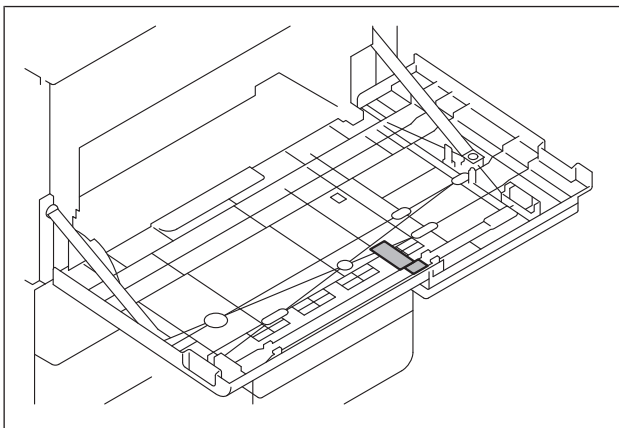
- (10) Remove the protective sheets.



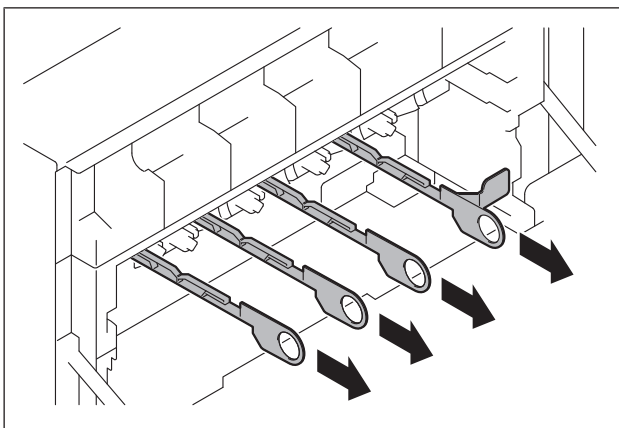
- (11) Open the front door of the main body.



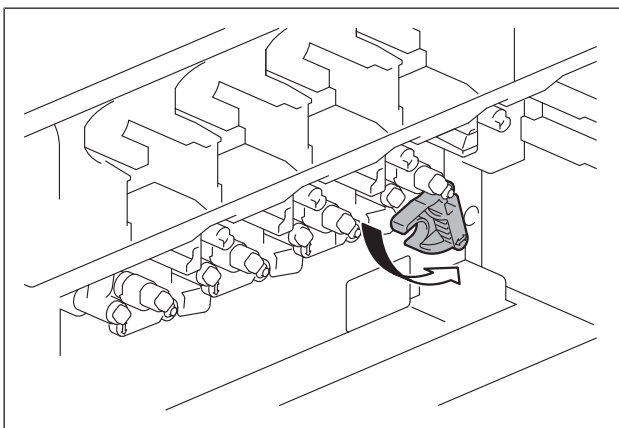
(12) Remove the protective tape on the front door.



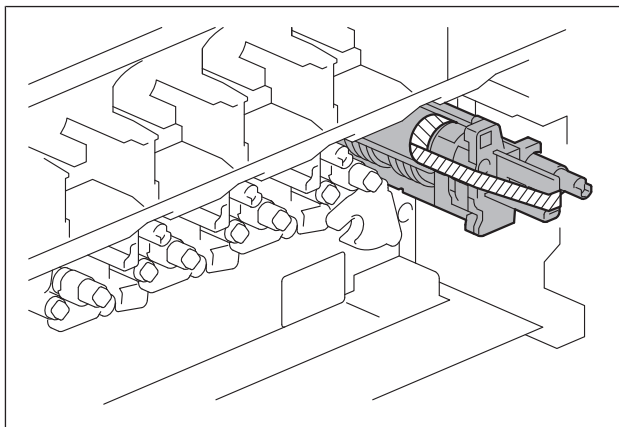
(13) Remove the four locking materials.



(14) Release the lever of the drum unit.



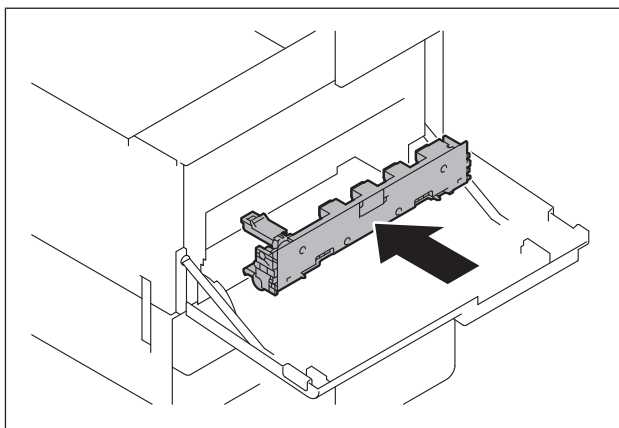
(15) Slightly slide the drum unit out and remove the protective tape



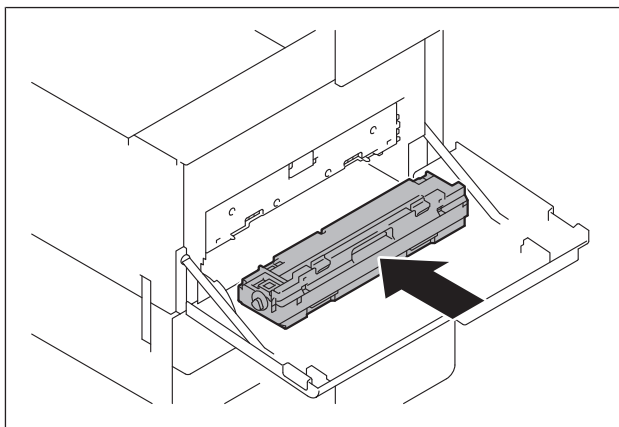
(16) Slide the drum unit into the main body.

(17) Lock the drum unit with the lever.

(18) Install the supplied waste toner conveyance unit to the main body.



(19) Install the supplied waste toner box to the main body.



8. Installing the toner cartridge

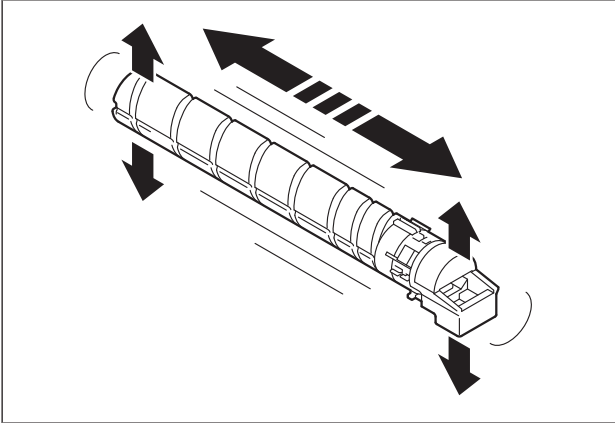
Note:

Since cartridge is not supplied with the machine, purchase toner cartridge separately.

- (1) Shake the toner cartridge up and down and left to right 5 to 10 times respectively.

Note:

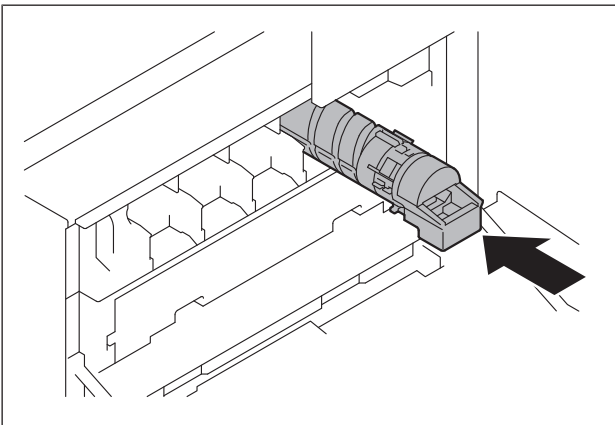
Shake the cartridge adequately. Otherwise, it may cause trouble.



- (2) Insert the toner cartridge into the main body.

Note:

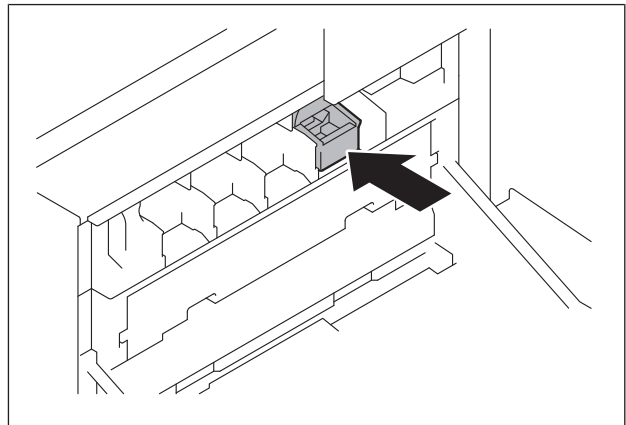
Make sure that the color of the label of the toner cartridge is matched with the one of the main body side.



- (3) Push the toner cartridge all the way in.

Note:

Make sure that the toner cartridge is pushed all the way in.



- (4) Using the same procedure, install the toner cartridges for other colors of toner.
- (5) Close the front door.

9. Installing other options

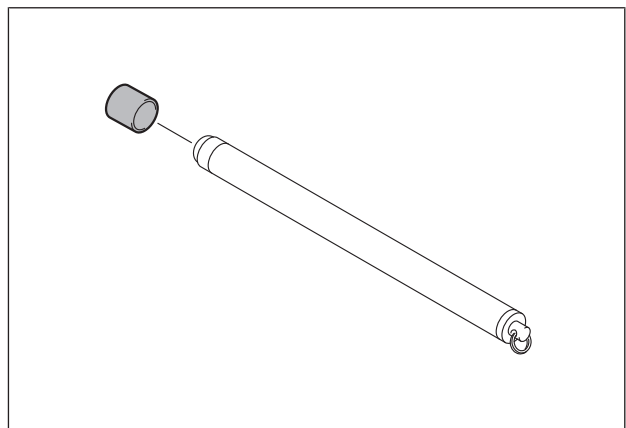
To install other options, refer to the installation manual for each option and follow the "Installation Procedures."

10. Mounting the accessory parts

- (1) Remove the protective cover from the supplied stylus pen.

Note:

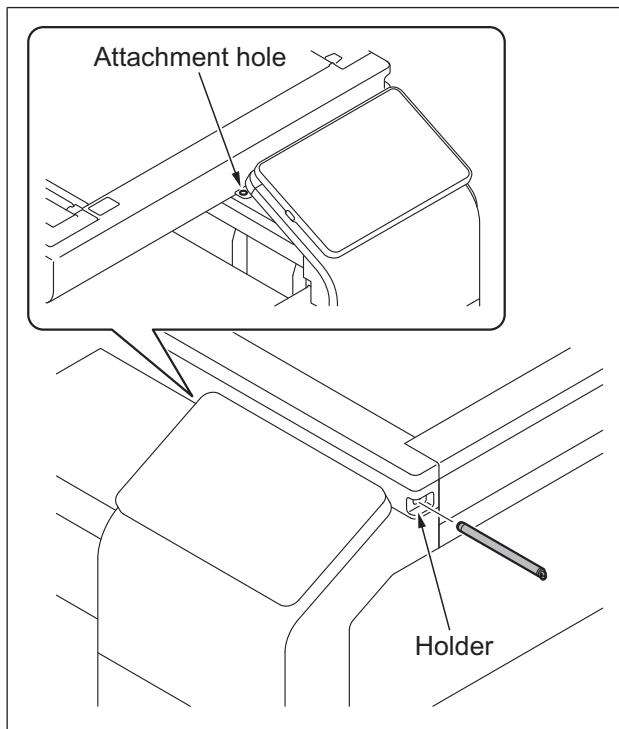
Discard the removed protective cover.



- (2) Insert the stylus pen into the holder at the right side of the main body.

Note:

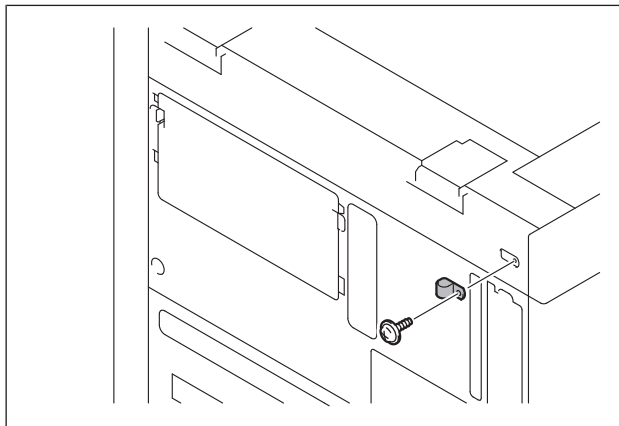
The attachment hole at rear of the control panel can be used to attach the stylus pen with a string.



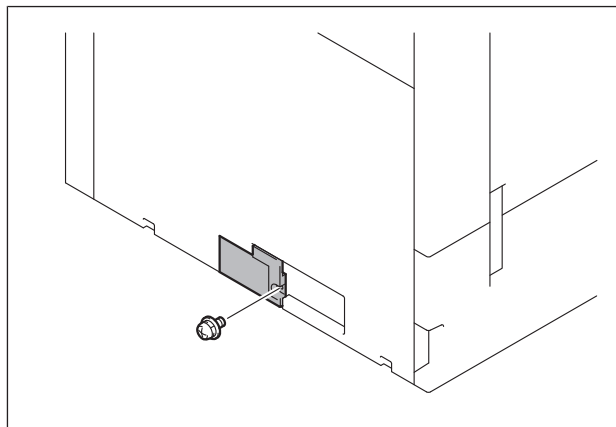
- (3) Attach the supplied cable clamp to the scanner rear cover of the main body. (One supplied screw A)

Note:

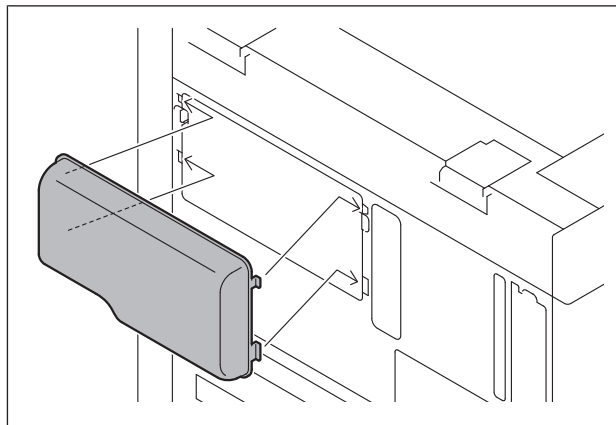
This may not be performed depending on the applicable marketing area.



- (4) Attach the supplied paper feed connector cover. (One supplied screw B)



- (5) Attach the supplied duct cover.



I SERVICE MODE

1. Outline

NOTE

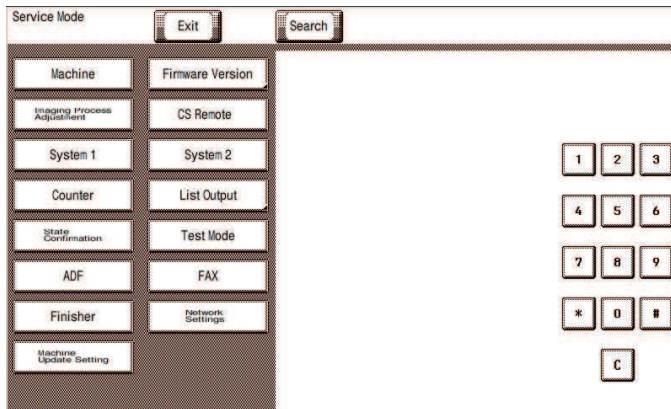
- **Ensure appropriate security for Service Mode function setting procedures. They should NEVER be shown to any unauthorized person not involved with service jobs.**

Starting procedure

1. Touch [Utility] on the Home screen.
2. Touch [Counter].
3. Touch [Display Keypad].
4. Press the following keys in this order.
 - Stop -> 0 -> 0 -> Stop -> 0 -> 1
5. Enter the CE password and touch [END]. (The CE password is initially set to "9272927292729272.")

NOTE

- **When [Administrator] -> [Security] -> [Enhanced Security Mode] is set to "ON", CE password authentication is necessary.**
 - **If a wrong CE password is entered, re-enter the right password.**
The machine will not enter Service Mode unless the CE password is entered correctly. To return to the basic screen, turn OFF the main power switch and turn it ON again.
 - **When [Administrator] -> [Security] -> [Security Details] -> [ProhibitFunctions] is set to "Mode 2", operation will be prohibited since it indicates authentication failure by failing to enter the correct CE password within the specified number of times.**
If the access lock is activated, the lock release timer starts to operate by input the Stop -> 0 -> 9 -> 3 -> 1 -> 7 in [Utility] -> [Counter] -> [Print List] -> [Display Keypad] after the main power switch is turned OFF and On.
When the timer reaches the time specified in this setting, the access lock is released.
 - **The service code entered is displayed as " * "**
6. The Service Mode menu will appear.



NOTE

- **Be sure to change the CE password from its default value.**
- **For the procedure to change the CE password, see [Enhanced Security] -> [CE Password].**
- **NEVER forget the CE password.**

Setting procedure

1. Press the key corresponding to the function you would like to change the setting for. Keys or setting screens will appear for each function.
2. Press the key for the item that you would like to change the setting for. Setting screens will appear for each item.
3. Press the key for the setting you would like to change. You can also input the numerical value using the 10-key pad. (the [+]/[-] keys can also be used for settings. Follow the directions on the screen to input numerical values.)

NOTE

- **For more details, see the description pages for each setting item.**
4. Touch [END]. This closes the setting screen and returns to the Service Mode screen. (If deep within the hierarchy of the setting screen, it may be necessary to touch [END] several times)
 5. Touch [Exit]. This will close the Service Mode screen and exit the Service Mode.
 6. Turn OFF the main power switch. Wait 10 seconds or longer, then turn ON the main power switch again.

NOTE

- **Simply exiting the Service Mode will not make the changed settings take effect. You must turn the main power switch OFF and then ON again.**

Exiting procedure

1. Call the initial screen of Service Mode.
2. Touch [Exit] on the Service Mode screen.
3. Turn OFF the main power switch. Wait 10 seconds or longer, then turn ON the main power switch again.

2. SETUP WIZARD

- Use of the Setup Wizard function allows those items that need to be set during the setup procedure to be extracted from the Service Mode and set.
- This enables efficient selection and setting of Service Mode functions during the setup procedure.

NOTE

- **The specific function may be set either via the “Service Mode” or the “Setup Wizard”. The setting made last is the valid setting.**

Starting procedure

1. Call the initial screen of Service Mode.
2. Press the following keys in this order.
 - Stop -> 3
3. Touch the [Prev.] key or [Next] key to select the mode.

e.g.

The screenshot shows the 'Setup Wizard' screen with the following elements:

- Header:** 'Setup Wizard' title, '1/5' page indicator, and 'Prev.', 'Next', 'Service' navigation buttons.
- Time Zone Setting:** A digital display shows '+00 : 00' with '-12:00 - +13:00' below it. Buttons for '-1hour', '-30Min.', '+30Min.', and '+1hour' are present, along with an 'Entry' button.
- Date & Time Setting:** A digital display shows '2018 8 29 2 21' with 'Year Month Date Hour Min.' labels below it. An 'Entry' button is present.
- Date/Time:** A digital display shows '2018 8 29 2 21 33' with 'Year Month Date Hour Min. Sec.' labels below it.
- Time Zone Options:** Buttons for '-08:00', '-06:00', '-05:00', '+00:00', '+01:00', '+08:00', and '+09:00' are displayed.
- Navigation:** A numeric keypad (1-9, *, 0, #) and a 'C' (Clear) button are on the right side.
- Apply:** An 'Apply' button is located at the bottom center.

Exiting procedure

1. Touch [Service]. The home Service Mode screen reappears.
2. Touch [Exit].
3. Turn OFF the main power switch. Wait 10 seconds, then turn ON the main power switch again.

11. Connecting the power cord

Note:

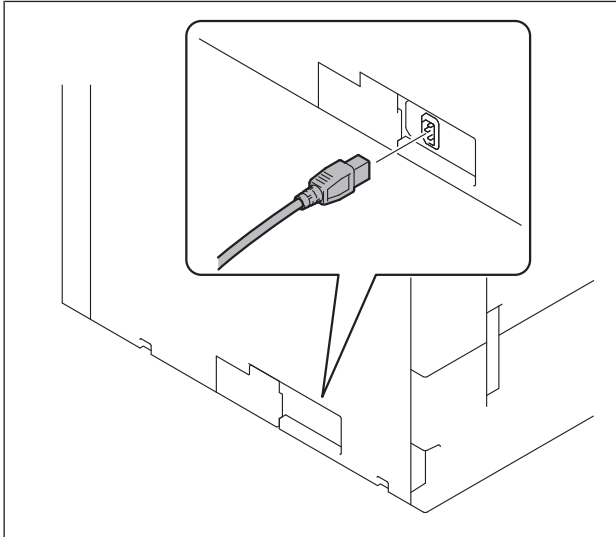
Steps (1) and (2) may be unnecessary depending on the applicable marketing area.

- (1) Connect the connector of the power cord to the main body.

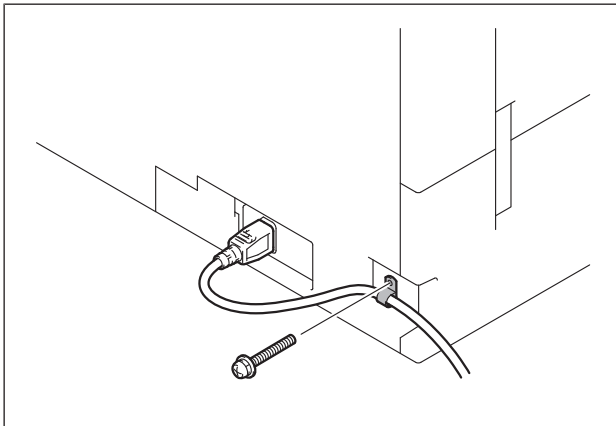
WARNING



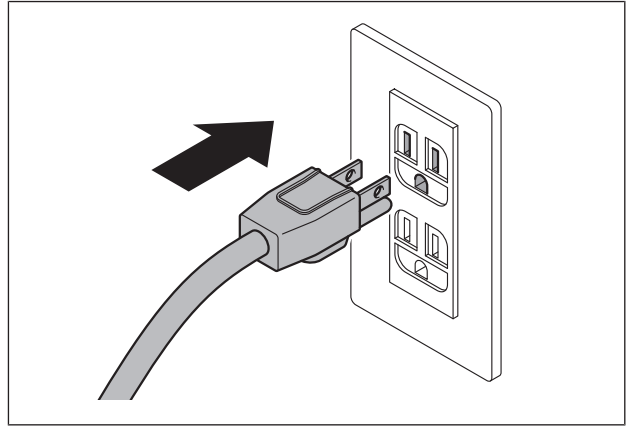
Use the appropriate power cord.
Failure to do this could result in a fire or electrical shock.



- (2) Fit the supplied cable clamp over the power cord. (One supplied screw C)



- (3) Plug the power cord into the power outlet.



12. Starting the machine

Open the power switch cover on the right side of the main body, and turn ON the main power switch.

13. Date & Time Setting/Time Zone Setting (Service Mode)

- (1) Display the Service Mode screen. (For details of how to display the Service Mode screen, see the service manual.)
- (2) Display the Date & Time Setting/Time Zone Setting screen. (To display the Date & Time Setting/Time Zone Setting screen, press Stop → 3 on the control panel.)
- (3) Do not input date and time but touch "Entry" of the Date & Time Setting.
- (4) Input the time zone using up/down keys or direct keys.
- (5) Touch "Entry" of the Time Zone Setting.
- (6) Touch "Apply."
- (7) Touch "OK."
- (8) Touch "Next."

14. Serial number input

Note:

Serial number input is needed only for the optional devices that have been or will be installed.

- (1) Touch the item you want to enter and input the serial number.
- (2) Touch "END."
- (3) For other devices, enter their serial number in the same way.
- (4) Touch "END."
- (5) Touch "Next."

15. Unit change

Note:

This function allows the user to select the type of message that will appear when the replacement time arrives for each of the different units.

- (1) Select the appropriate message type for each unit.
- (2) Touch "Service."

16. Performing Non-Image Area Erase Check

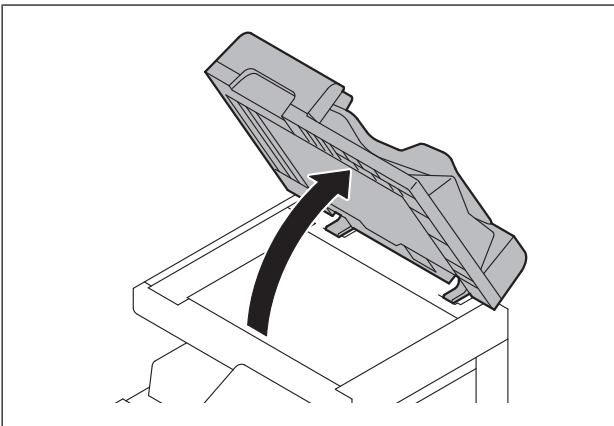
Note:

Perform the below at the site where customer uses the machine.

- (1) Select the Non-Image Area Erase Check function as follows: Machine → Non-Image Area Erase Check.
- (2) Open fully the DF, or the original cover if loaded.

Note:

- Do NOT place a document on the document glass.
- Clean the document glass if dirty.



- (3) Touch the "Start" key.
- (4) Make sure that "Result" is "OK."

Note:

If "Result" is "NG1" or "NG2", review the place and direction of installation, or take measures to block the light source (by covering it, etc.), then perform installation checking again.

(If a fluorescent light or other bright light sources exist right above the main body, the light source can hinder installation checking and cause operation errors in the Non-Image Area Erase Check.

For detailed information, see the service manual.)

- (5) Touch "OK."

17. Configuring other options

- (1) If any of the following options are installed, refer to the "Configuration procedures" of the installation manual for each option and configure the option(s).
 - Reverse Automatic Document Feeder DF-714/DF-629
 - Stamp Unit SP-501
 - Fax Kit FK-514/FK-515
 - Punch Kit PK-520/PK-519
 - Upgrade Kit UK-221
 - Paper Feed Cabinet PC-416
 - Large Capacity Unit LU-302
 - Local Interface Kit EK-609
 - Security Kit SC-509
 - Authentication Unit AU-201S/AU-102
 - Clean Unit CU-102
 - Network Fax
- (2) Exit from the Service Mode and return to the initial screen.

18. Restarting the machine

Open the power switch cover on the right side of the main body, turn OFF the main power switch, then turn it ON again after more than 10 second.

19. Adjusting each option

If any of the following options are installed, adjust each option as necessary. (Refer to the "Adjustment procedures" of the installation manual for each option.)

- Paper Feed Cabinet PC-416/PC-216/PC-116
- Large Capacity Unit LU-302
- Reverse Automatic Document Feeder DF-714/DF-632
- Finisher FS-536SD
- Punch Kit PK-520/PK-519

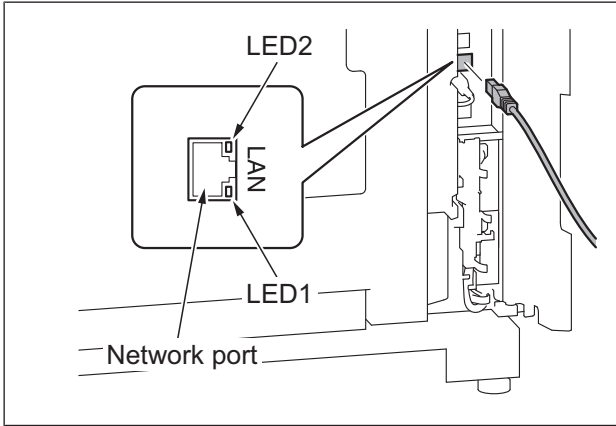
20. Connecting the network cable

- (1) Connect the main body and networking equipment (HUB) using the network cable.

Note:

The following shows the recommended network cables that correspond to each communication speed.

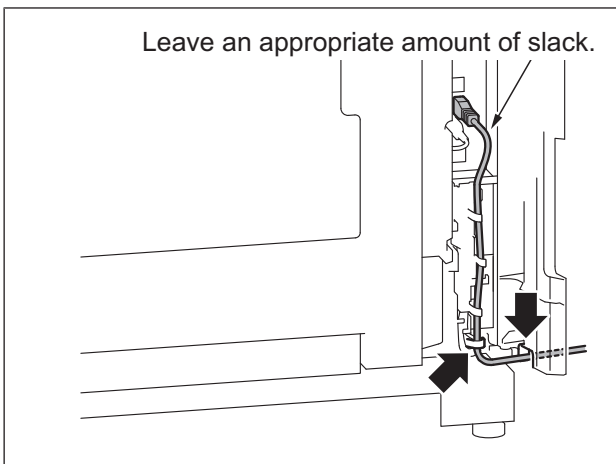
- 10BaseT/100BaseTX: Category5
- 1000BaseT: Category 5E, Category 6



- (2) Check LEDs for lighting conditions.
 - LED1:
Should light up steadily if the link network connection has been made.
 - LED2:
Should blink according to the communications status of the ACT network.
- (3) Route the network cable.
 - <When adding no paper feed options/desk or when using the Desk DK-705>
 - a) Route the network cable through the harness guide and pass it through the notch.

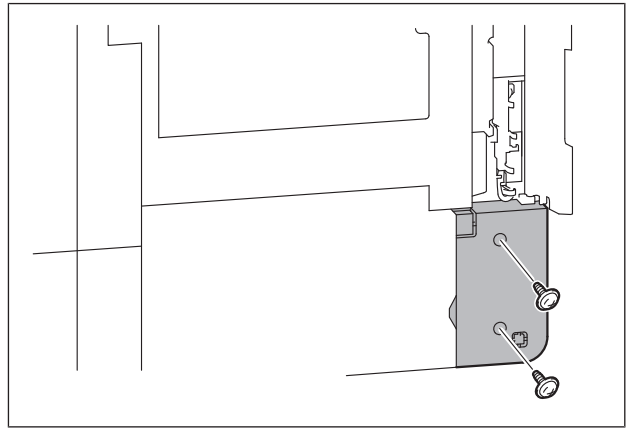
Note:

Leave an appropriate amount of slack in the portion of the cable between the plug and the harness guide in a manner which does not interfere with the opening and closing of the cover.

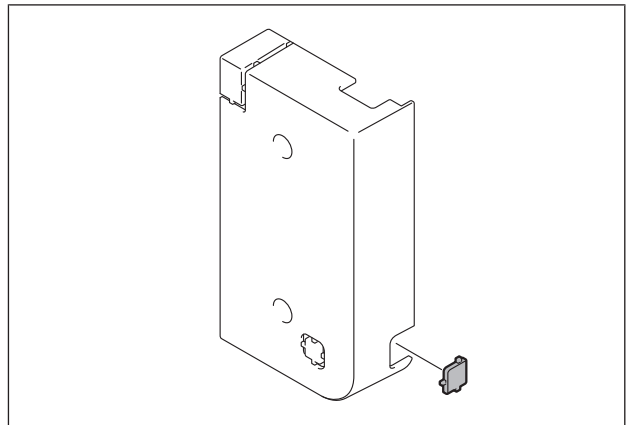


<When using the Paper Feed Cabinet PC-416/PC-216/PC-116 or the Desk DK-516>

- a) Remove the rear right cover from the paper feed cabinet or the desk. (Two screws)



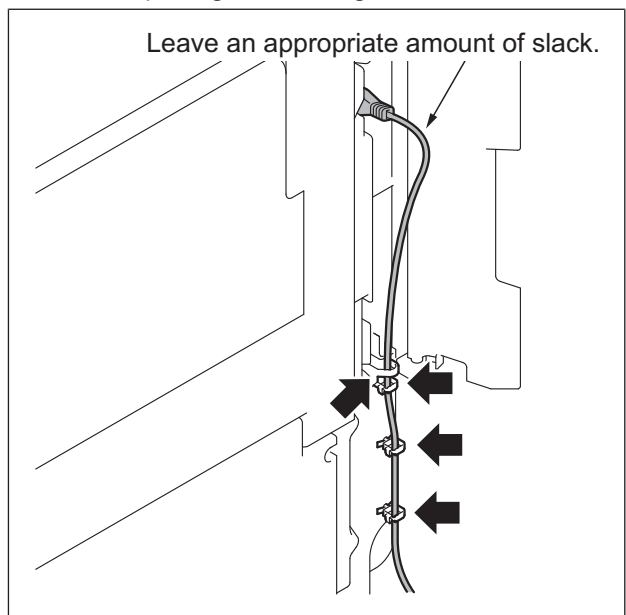
- b) Cut out the knockout from the rear right cover using nippers.



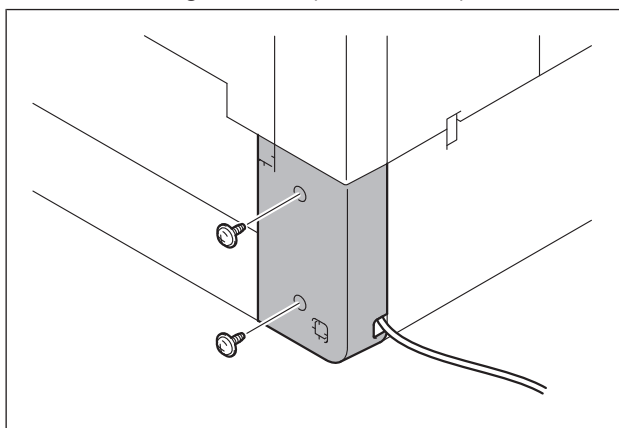
- c) Route the network cable through the harness guide and three wire saddles.

Note:

Leave an appropriate amount of slack in the portion of the cable between the plug and the harness guide in a manner which does not interfere with the opening and closing of the cover.



- d) Route the cable through the notch and attach the rear right cover. (Two screws)



21. Network setting

Make the TCP/IP address setting for the network.

Note:

Consult the network administrator for the setting value to be entered and make settings as required.

- (1) Touch "Utility."
- (2) Touch "Administrator."
- (3) Enter the administrator password and then touch "OK."
The administrator setting screen will be displayed.
- (4) Touch "Network" → "TCP/IP Setting" → "TCP/IP Setting1."
- (5) Select "Manual Setting" radio button of "IP Address Setting Method*," and perform the following settings.
IP Address:
IP address of the controller
Subnet Mask:
Subnet mask of the network, to which the machine is connected
Default Gateway:
IP address of the default gateway
- (6) Touch "OK."
- (7) Touch "OK" on the pop-up window.
- (8) Touch "IPsec."
- (9) Select the "Communication Check" radio button, and touch "OK."
- (10) Perform operation check of the TCP/IP.
- (11) Touch the "X" icon on the upper right of the screen and return to the Utility screen.

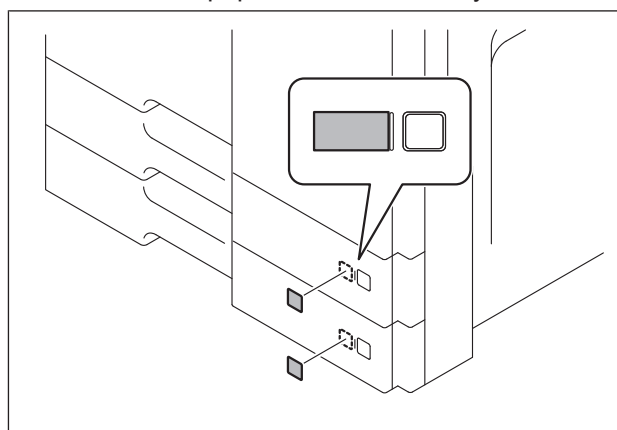
22. Confirming the copy sample

After completing all the steps, take a sample copy in color mode, and confirm the image.

If image troubles occur, first turn OFF and ON the Main Power Switch, and then redo the steps from "13.Date & Time Setting/Time Zone Setting (Service Mode)▶ E-10" to "15.Unit change▶ E-11".

23. Affixing the labels

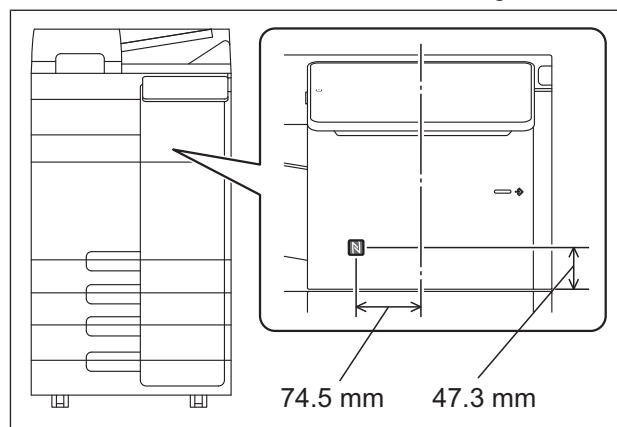
- (1) Affix the paper size labels that correspond to the sizes of paper used in each tray.



- (2) Affix the NFC label to the position shown in the illustration.

Note:

Confirm with your customer about whether the label should be used or not before affixing it.



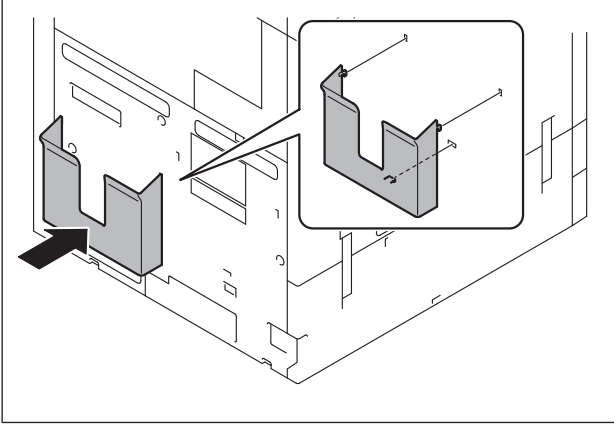
24. Installing the user's guide holder

Install the user's guide holder.

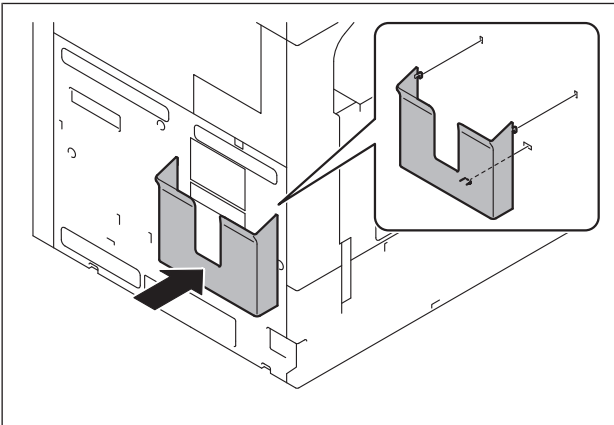
Note:

If the optional Fax Mount Kit MK-742 and/or Image Controller IC-420 are installed, the holder cannot be installed in the position shown in <Installation position ①> (the left side of the rear surface of the main body).

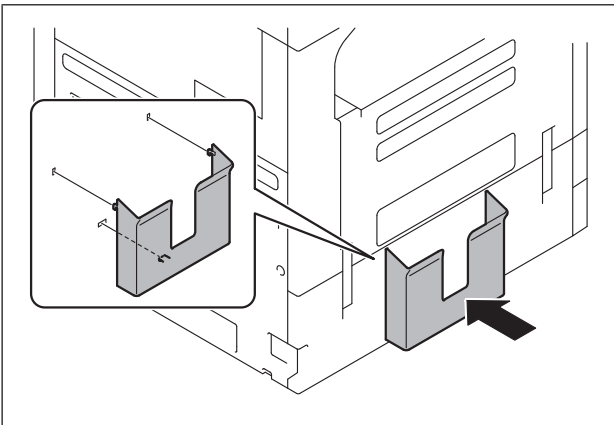
<Installation position ①>



<Installation position ②>



<Installation position ③>

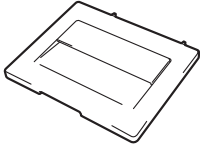
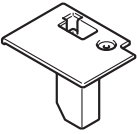



OC-511

Original cover

INSTALLATION MANUAL

1. Accessory parts

No.	Name	Shape	Q'ty
1.	Original cover		1
2.	Hinge cover		2
3.	Screw (3 x 8 mm)		2

WARNING



Keep this bag away from babies and children. Do not use in cribs, beds, carriages, or playpens.



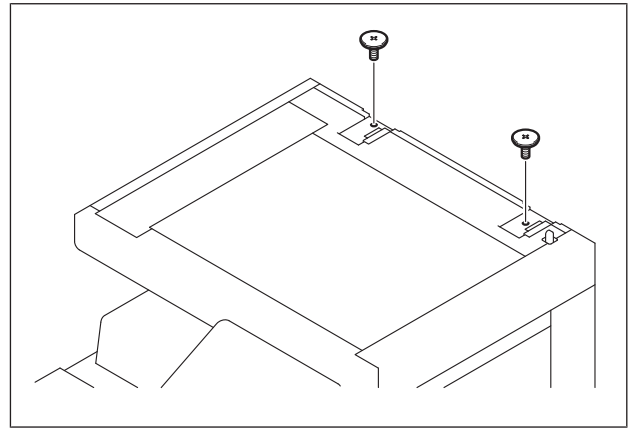
The thin film may cling to nose and mouth and prevent breathing. This bag is not a toy.

2. Installation procedures

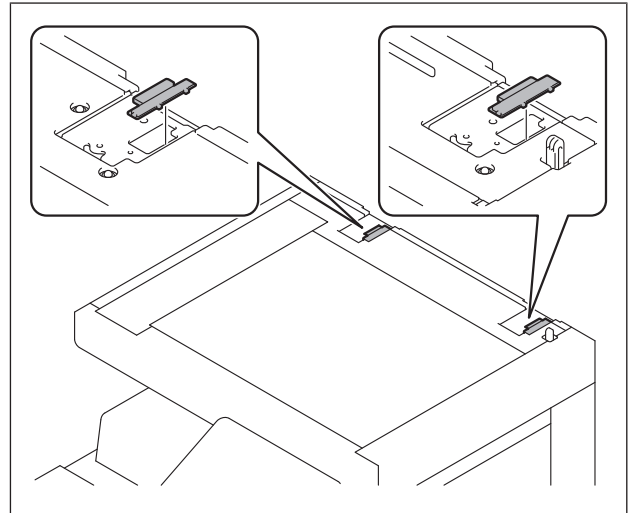
(1) Remove the two indicated shoulder screws of the main body.

Note:

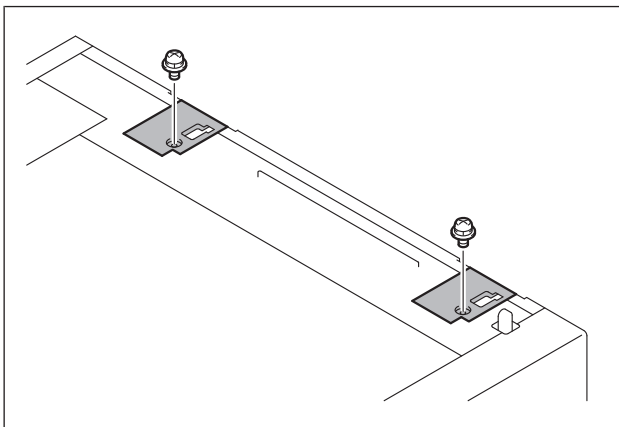
Discard the removed shoulder screws.



(2) Using nippers to cut out the two knockouts shown in the illustration.



(3) Attach the two supplied hinge covers. (One supplied screw for each)



(4) Install the original cover.

