

Maintenance

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For safety information, go to [Reference/Troubleshooting/User Safety](#) on the *User Documentation CD-ROM*.

Your printer needs little maintenance to keep it producing quality prints. Order an extra maintenance kit (standard capacity or extended capacity) when the printer's front panel displays a warning that the maintenance kit is low or near the end of its life. You must replace the kit when the front panel displays an error message that the kit is empty or at the end of its life.

To view information about supplies, access the "Supplies Usage" menu from the printer's front panel, from CentreWare IS, or print the "Usage Profile" at the printer's front panel.

For information about supplies, go to www.xerox.com/office/8400supplies. Each supply includes installation instructions with the packaging.

Adding Ink

You can load ink any time the printer is idle, or when the front panel displays the **Ink low** or **Ink out** message.

Note

To minimize waste ink and optimize performance, leave the printer on all the time.

- Keep ink in its packaging until you are ready to use it.
- Identify ink by number and shape, not color.
- To avoid ink jams, never insert broken ink sticks into the ink-loading bins.

Caution

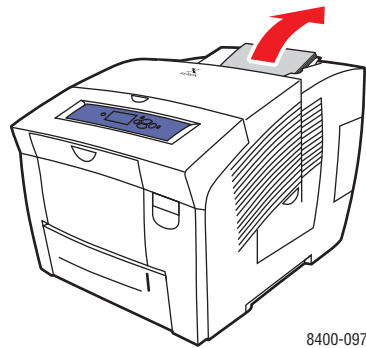
Use of other than Genuine Xerox Solid Ink 8400 may affect print quality and printer reliability. It is the only ink designed and manufactured under strict quality controls by Xerox for specific use with this printer. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies or consumables, or the use of Xerox supplies not specified for this printer.

Note

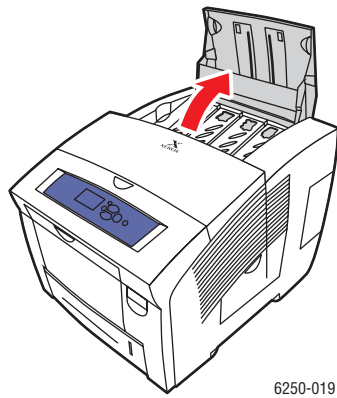
The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas, please contact your local representative for details. (Free Color Printer customers are not eligible for this coverage.)

Follow these steps to load ink.

1. Remove paper from the output tray.



2. Open the top cover.



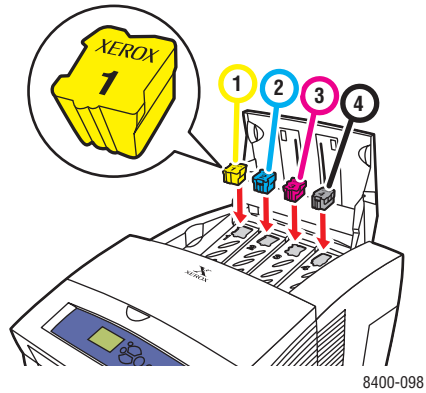
3. Determine which ink-loading bin appears low. A label above each bin indicates the color and color number of that bin.

Note

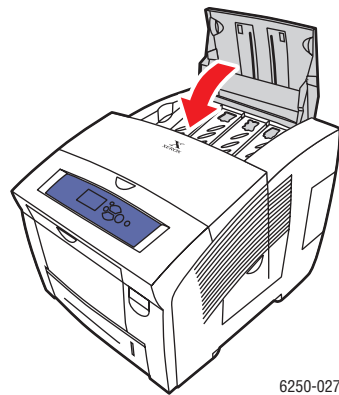
Each ink stick has a number that corresponds to the number on the ink-loading bin and is designed to fit into the correct ink-loading bin.

4. Remove the ink stick from its packaging.

5. Place the ink stick into the opening of the appropriate ink-loading bin. Do not force the ink stick into the ink-loading bin. Each ink stick is uniquely shaped to fit into the correct ink-loading bin.



6. Close the top cover. The front panel may read **Warming Up** until the printer is ready for printing.



To order ink, contact your local reseller or visit the Xerox web site at www.xerox.com/office/8400supplies. Installation instructions are included with the packaging.

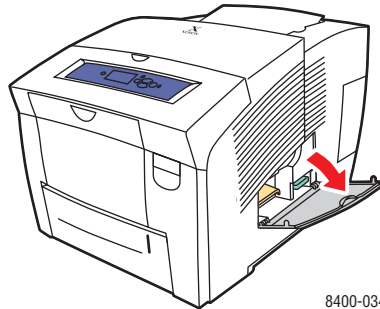
Emptying the Waste Tray

Empty the green waste tray (labeled B) when the front panel displays a message stating that the waste tray is full.

Caution

The printer's interior may be hot. Do not touch the hot surfaces!

1. Open the side door.

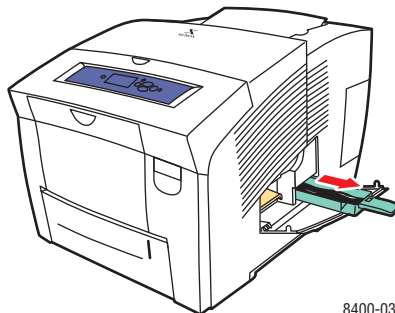


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2. Pull the green waste tray (labeled B) completely out of the printer.

Caution

The waste tray may be hot; handle it carefully.

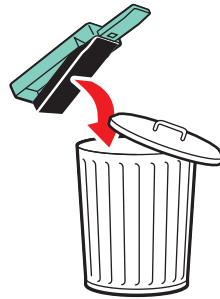


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Note

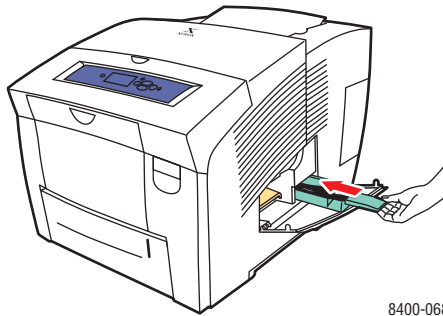
The green waste tray may be locked if the printer is in a warm-up cycle or if the ink is cooling following the **Eliminate Light Stripes** troubleshooting routine. If the tray is locked, close the door and wait 15 minutes before repeating Steps 1 and 2.

3. Empty the waste tray in a waste container. Ink is non-toxic and can be discarded as normal office waste.



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4. Insert the waste tray and push it completely into the printer.

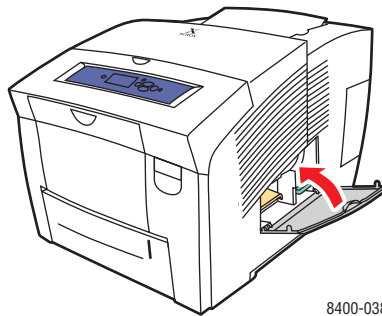


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Note

The waste tray must be out of the printer for more than 5 seconds or you will continue to receive a **Waste Tray Full** message on the Front Panel.

5. Close the side door.



Caution

Do not attempt to reuse the waste ink in the printer; it may damage the printer. This damage is not covered under the printer warranty.

Replacing the Maintenance Kit

The orange maintenance kit (labeled A) contains a maintenance roller that keeps the surface of the imaging drum clean and oiled.

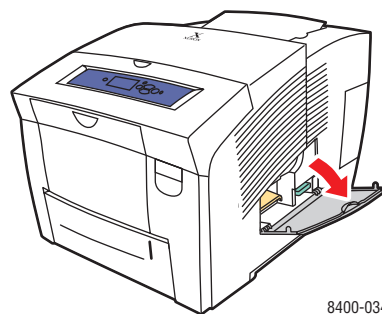
Note

Order a new maintenance kit when the front panel displays a message telling you that the maintenance kit is low. Replace it when the front panel displays a message telling you to replace the maintenance kit. To order a new maintenance kit, contact your local reseller or visit the Xerox web site at www.xerox.com/office/8400supplies.

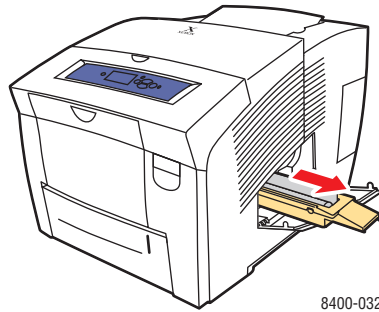
Caution

The printer's interior may be hot. Do not touch the hot surfaces

1. Open the side door.

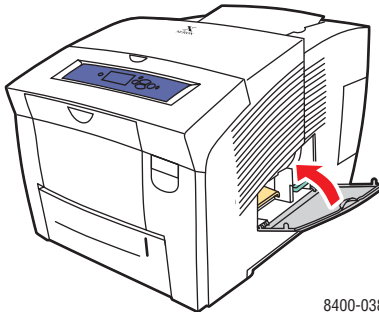


2. Pull the orange maintenance kit (labeled A) completely out of the printer.



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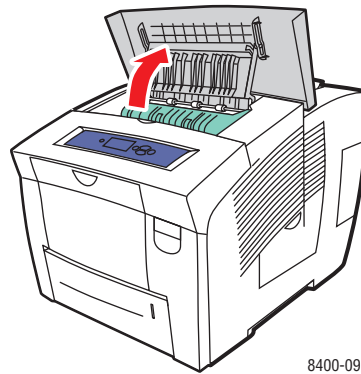
3. Refer to the detailed, illustrated instructions included with the new maintenance kit for full installation and disposal.
4. Close the door.



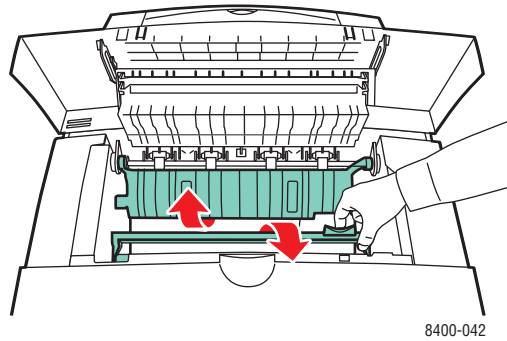
8400-038

Cleaning the Paper Release Blade

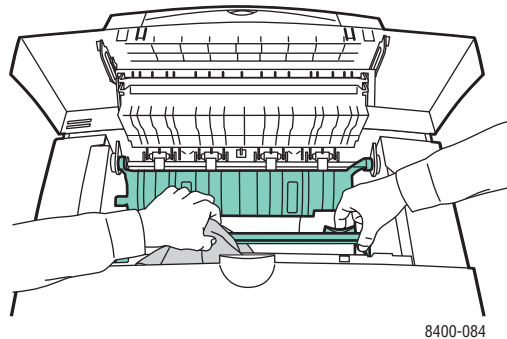
1. Open the exit cover.



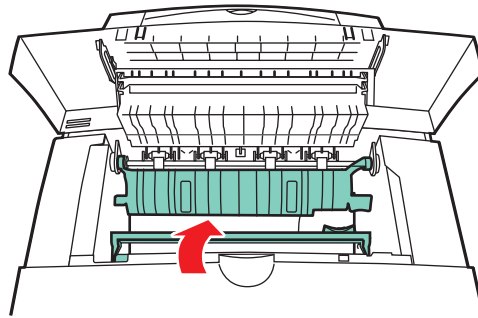
2. Tilt up the green paper guide toward the front of the printer.



3. Clean the white plastic paper release blade on the green paper guide by wiping it with a pre-soaked alcohol cloth (using 90 percent isopropyl alcohol).

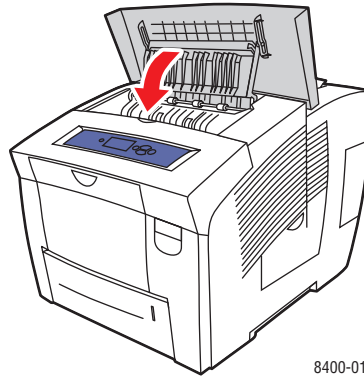


4. After the paper release blade is clean, put the green paper guide back in its original position.



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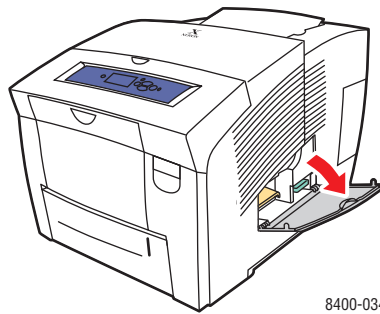
5. Close the exit cover.



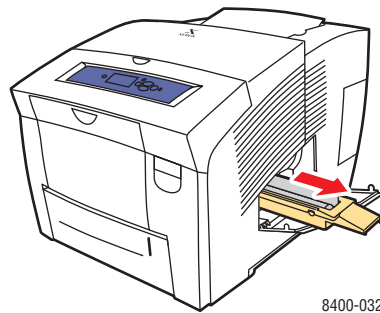
8400-018

Cleaning the Maintenance Kit Wiper Blade

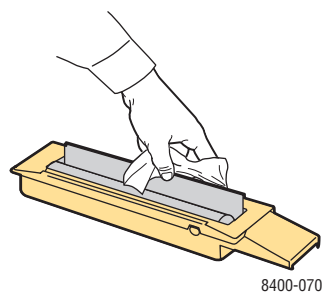
1. Open the side door.



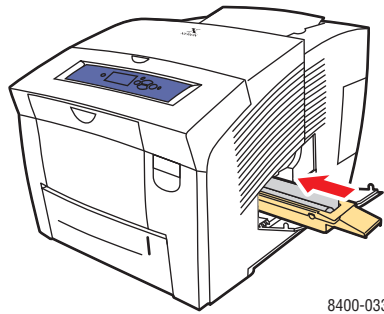
2. Pull the orange maintenance kit (labeled A) completely out of the printer.



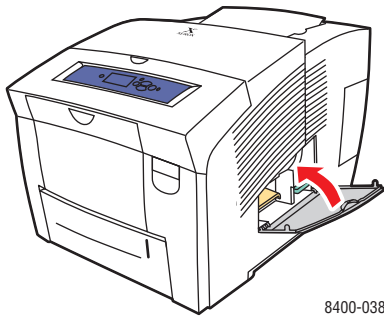
3. Use a lint-free cloth to clean the top and upper edges of the flexible plastic wiper blade located next to the roller.



4. Replace the maintenance kit.



5. Close the door.



Cleaning the Outside of the Printer

You can clean the outside of the printer with a soft, damp, cloth. You can use a cloth moistened with a mild neutral detergent to remove stains; do not spray detergent directly onto the printer.

Warning

To prevent electric shock, turn the printer off and unplug the power cord from the electrical outlet before cleaning the printer.

Do not use a vacuum cleaner to clean the printer. Do not lubricate the printer with oil.