

BASIC COPIER SETUP

- Check the Model & Serial # of the unit to those on the setup request.
- Verify the equipment is available by looking up the Serial#(Last 6 digits) in the OMD database. Should say available or the Customer's name listed.
- Verify the unit has all accessories listed on the setup sheet. (IIE: Print, Scan, Fax ETC)
- Remove all Packing Materials & Tape From the Copier/Finisher
- Install the model labels/Decals
- Add Toner per instructions. (CheckM2555 Series) & Developer (if Needed) 2801 Perform Developer Initialization if required (2963) on Larger copiers
- Add Paper

- Turn the unit on. Program/Change Admin Screen to reflect "NO Password"
- New Panel, CLASSIC S
Select Scan-Send, change TIFF to Multiple PDF.
- Select copier, Set Duplex for 1 to 1 COPYING using Program Key (Set as new default) Repeat using SIMPLIFIED DISPLAY

Service Mode Settings (Clear/mode-07-Clearstop OR Reset-806182-C,
Hold clear stop/C down

5104 Check Double Count setting, should be (yes) or (1)

5812 Input Phone #'s; Service (770-734-5450) & Fax (770-242-7770)

2801 Perform Developer Initialization if required (2963) on Larger copiers

5061 (If available) Turn on (Add Toner Indicator)-(set to 1) Reboot copier

- User Tools – Select system setting

Select General Features – set the output to Trays wanted. Set Fax to Internal Tray 1

Paper Tray Settings – make any changes needed.

Timer Settings

- Auto Off (240)
- Energy Saver (240)
- Panel Off (5)
- System reset (60)
- Date/Time
- If the unit has print/scan, set the machine IPv4 to (172.16.16.4)
- Sub Net mask (255.255.255.0)

- Select printer,-System, turn ROTATE SORT AUTO PAPER -ON.
- Select Scanner Features, Select Send; Turn off Divide/Send & Max E features Mail.

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- Select Admin tool – Admin Auth. Mgmt – ON.
- Go back to Admin tool & login (admin)
- Select ADMIN, Turn AUTO Erase Memory ON Set to NSA
- Select Interface settings, set Internet Speed to 1 GIG.
- Back to Admin Auth. Mgmt turn OFF
- Make a min of 25- 40 test copies, utilizing multiple drawers and duplex.
- Check the Fax, dial 5266 to perform a in house fax test.
- Check Printing; using the computer, select the proper Print Driver and select print a test
- Finisher Attached, Check Staple Cartridge is FUL
- Check Firmware and update if needed.
- Fill out the Customer Letter (Model, Serial#, Staple part#) and a Milner Label listing the model and Serial # (last 8 digits)

Paperwork

- Print the counter report, list the results on the setup sheet.
- Attach a service history holder to the rear of the unit. (Do not overlay any vents or screws)
- Place the Milner label.
- Check the Op Guides/CD's are with the unit
- Send Copy of Completed Setup Request, Sample Fax & Print, Total Copy Count, and Customer Letter, with the unit.
- Input the setup sheet information into the computer data file.
- Make copies of the completed setup sheet and place them in the file cabinet, completed setup box and sales box

FINNISHER	CARTRIDGE REFILL	TYPE
SR3110	410802	SS 411241
SR3120	415010	INTERNAL
SR3130	415010	
SR3140	415010	
SR3160	415010	
SR3170	415010	BK 416710
SR3210	415010	
SR3220	410802	BK 412874
SR3230	415010	
SR3240	410802	BK 416712
SR4000	410802	BK 411241
SR4010	410802	
SR4020	410802	BK 411241
SR4030	410802	
SR4040	410802	BK 411241
SR4090	416711	
SR4100	416711	BK 416712
SR4120	416711	
SR4130	416711	BK 416712
SR5000	413026	BK 411241
SR5020	415010	
SR5050	413013	
SR5210	415010	