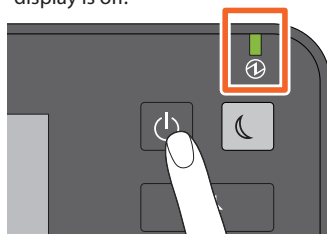# TURNING THE POWER ON/OFF

Turning ON

When the MAIN POWER lamp (green) on the control panel is ON and the touch panel display is off.
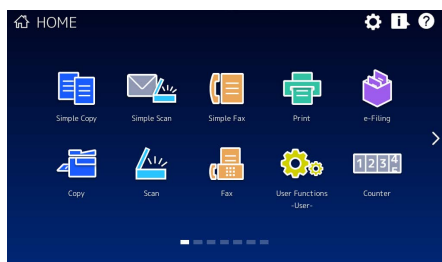
Press the [POWER] button to turn on system.

- The equipment starts warming up. The message is displayed to inform you that the equipment is warming up. This may take longer than normal depending on the status and condition of the system.
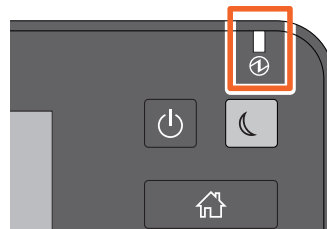
Tip
While the equipment is warming up, you can use the **Auto Job Start** function. to pre-program your first copy job. For details, see the following guide: 📖 *Copy Guide* (PDF) "Chapter 2: HOW TO MAKE COPIES" - "Basic Copying Procedure"

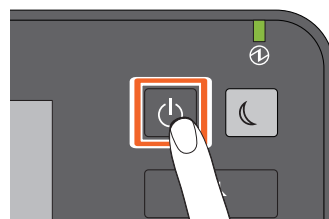The home screen is displayed when ready.

If the MAIN POWER lamp (green) on the control panel is OFF make sure that the system is plugged in.

Turning OFF

When turning OFF, you need to shut down by pressing the [POWER] button on the control panel. Do not simply unplug the system.

Press the [POWER] button until you hear a beep.

Next, select [Shut Down] on the touch panel to power down the system.

Check the following items before turning off the system.

- No jobs should be left in the print job list.
- The PRINT DATA lamp (blue) or the MEMORY RX lamp (green) should not be flashing. (If the equipment is shut down while any of the above lamps are flashing, jobs in progress such as FAX reception will be aborted.)
- No computer should access the equipment over a network, such as TopAccess.

Notes
- When the [ENERGY SAVER] button (green) is ON or Flashing or if the touch panel is still ON, DO NOT unplug the system. Power it down as instructed above first. Stored data may be lost or the hard disk may be damaged.
- If you press the [POWER] button while a job is running, a message is displayed asking if you want to delete current job and turn off system.
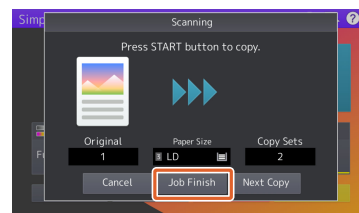
BASIC COPYING

Using Simple Copy

1 Press [Simple Copy].

2 Load the original document.

3 Specify the ❶ number of copies and ❷ desired settings, then press ❸ [Start].
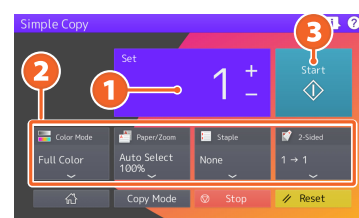
Tip
Press [Stop] if you want to cancel an active copy job.

4 If you have placed the original document on the original glass, press [Job Finish] to finish and begin copying.

SCAN ME

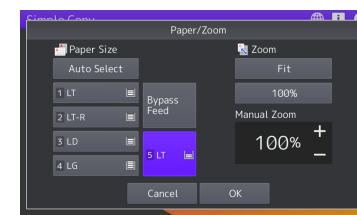## Simple Copy Settings

Sets
Specify the number of copies.

Color Mode
Specify the color mode and exposure / density.
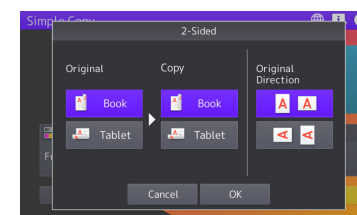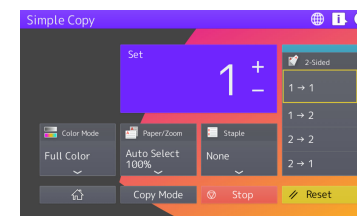
Paper/Zoom
Specify the size of the copy paper and zoom.

Staple
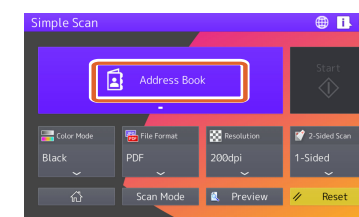Specify staple location (requires optional finisher).

2-Sided
Specify the duplex setting for the original and copies.
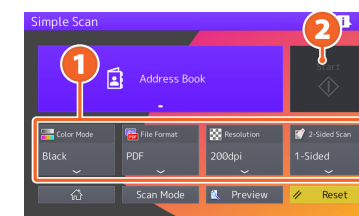
BASIC SCANNING

Using Simple Scan

1 Press [Simple Scan].

2 Load the original document.

3 Press [Address Book] and specify the recipient E-mail address.

Tip
When you press [Address Book], you can select whether to use a registered E-mail address or enter an E-mail address directly.

4 Specify the ❶ color mode or other items, and press ❷ [Start].

Tip
Select [Preview] to view on preview image of your scan file to check your settings prior to sending.

SCAN ME

Simple Scan Settings

Color Mode
Specify color mode for scan (Black/Gray Scale/Color).
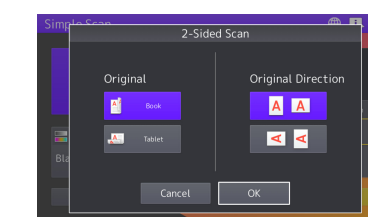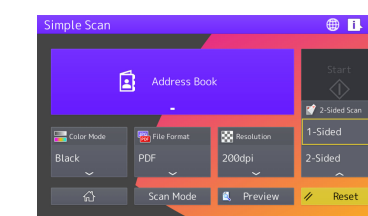
File Format
Specify the file format (PDF/JPEG/Secure PDF, etc.).

Resolution
Specify the resolution (up to 600dpi).

2-Sided
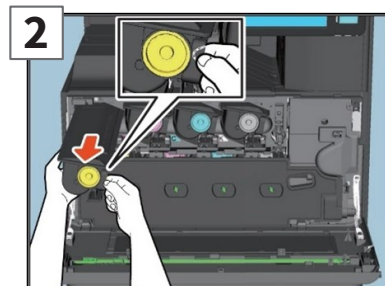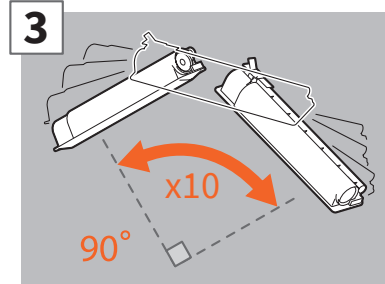Specify the 2-Sided scan setting for the original.

REPLACING TONER CARTRIDGE

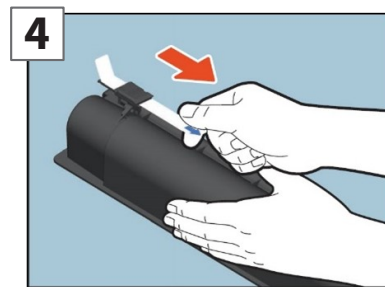**e-STUDIO2520AC/3525AC/4525AC/5525AC/6525AC**

1
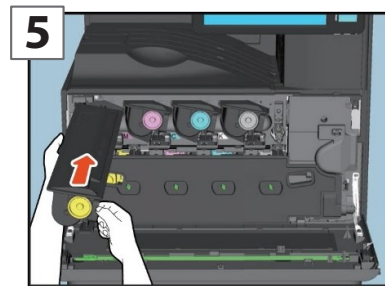Open the front cover.

2
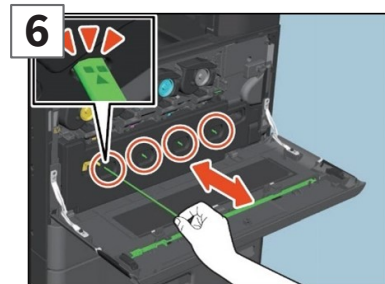Insert hand into recessed area and Remove toner cartridge.

3
x10
90°
Shake the new toner cartridge well to loosen the toner inside.

4
Pull off the seal.

5
Align the new toner cartridge to the guide. Insert it up to the black line.

6
Pull out the main charge cleaner until the mark appears and return it. Repeat this 3 times for each toner color. Close the front cover when done.

⚠️ **WARNING**
Never attempt to incinerate waste toner boxes.
Please dispose of used toner cartridges and waste toner boxes in accordance with local regulations.

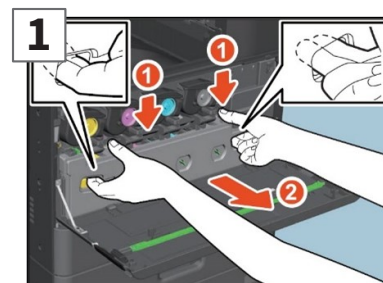SCAN ME

REPLACING WASTE TONER BOX

e-STUDIO2520AC/3525AC/4525AC/5525AC/6525AC

When waste toner box becomes full the symbol for replacement of the waste toner box blinks and the message "Dospose of used toner" appears. Replace the waste toner box following procedures below.
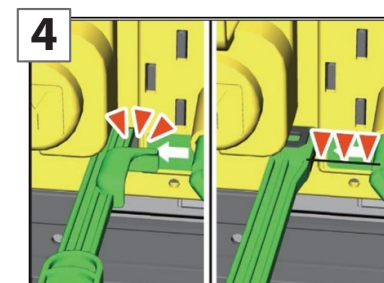
1
Open the front cover and put your fingers in the waste toner box front grooves, pull it toward you while pushing down the top latch.
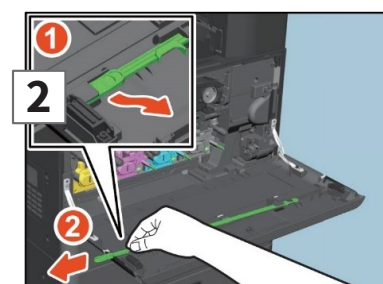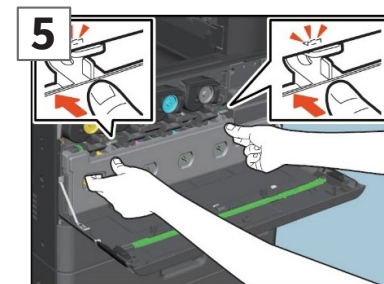
2
Take out the slit glass cleaner inside the cover.
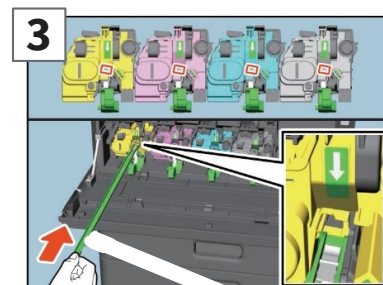
3
Insert the cleaner through the service hole of the developer until you reach the end.

4
Insert the cleaner until you hit the end, and then pull it out. Repeat this 3 times for each color. When you finish cleaning, attach the cleaner so that its head is on the right and the handle is on the left.

5
Push the waste toner box until the top latches click. Close the front cover by pressing both edges.

Note
Ensure the slit glass cleaner is fully inserted back in the door after cleaning.
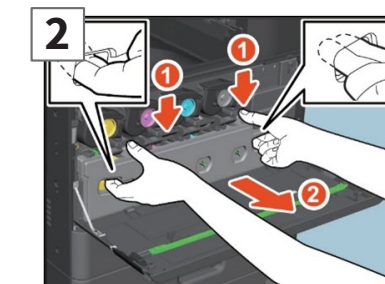
SCAN ME

CLEANING MAIN CHARGERS

e-STUDIO2520AC/3525AC/4525AC/5525AC/6525AC

**Cleaning Main Chargers and Slit Glass**
If the inside of the main chargers and the print heads of the LED or slit glass are dirty, the dirt will be transferred to the copied image. Clean them following the procedures below.
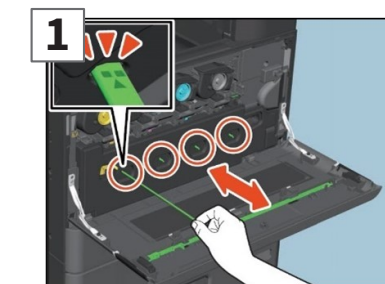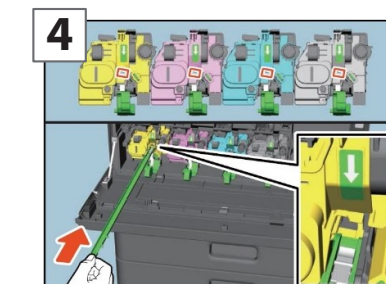
1
Open the front cover and pull out the main charger cleaner until the mark appears and return it. Repeat this 3 times for each toner color.
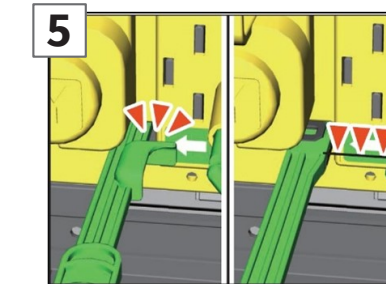
2
Remove waste container (See steps to the left).
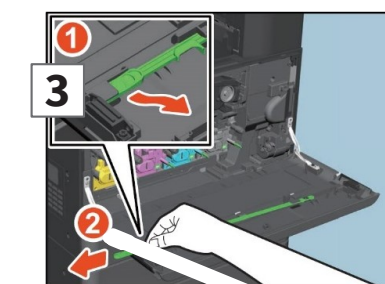
3
Remove slit glass cleaner from the door and then insert it through the service hole of the developer until you reach the end.

4
Insert the cleaner through the service hole of the developer until you reach the end.

5
Insert the cleaner until you hit the end, and then pull it out. Repeat this 3 times for each color. When you finish cleaning, attach the cleaner so that its head is on the right and the handle is on the left.
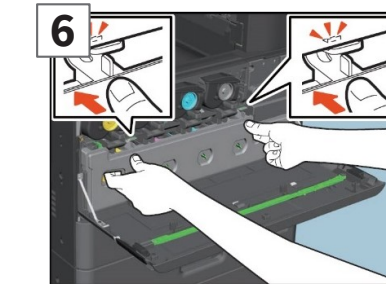
6
Push the waste toner box until the top latches click. Close the front cover by pressing both edges.

Note
Ensure main charge cleaner rods and slit glass cleaner are fully inserted after cleaning.

For Service Contact