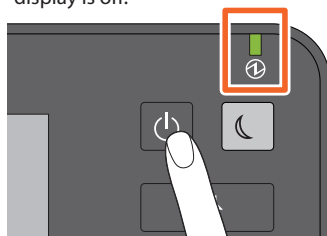# TURNING THE POWER ON/OFF

Turning ON

When the MAIN POWER lamp (green) on the control panel is ON and the touch panel display is off.
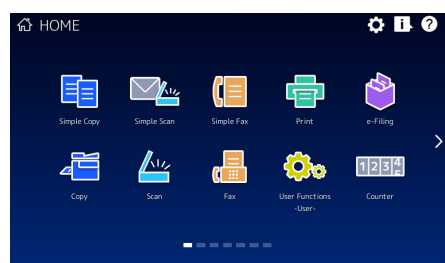

Press the [POWER] button to turn on system.

- 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.
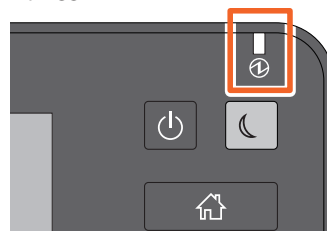
Tip
While the equipment is warming up, you can use the **Auto Job Start** function to pre-program your first copy job. For details, see the following guide: 📖 **Copy Guide** (PDF) "Chapter 2: HOW TO MAKE COPIES" - "Basic Copying Procedure"

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.
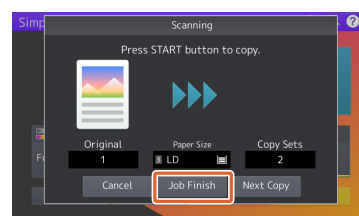
BASIC COPYING

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].
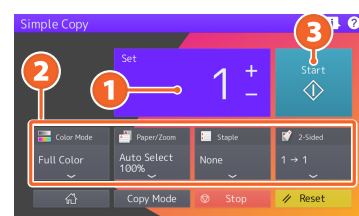
Tip
Press [Stop] if you want to cancel an active copy job.

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

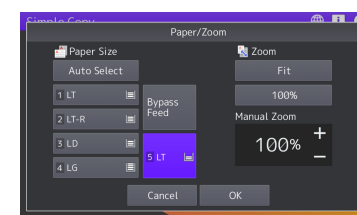## Simple Copy Settings

Sets
Specify the number of copies.

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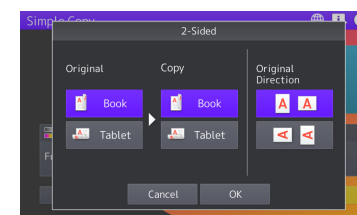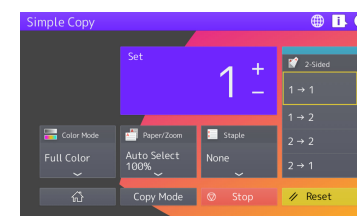
Paper/Zoom
Specify the size of the copy paper and zoom.

Staple
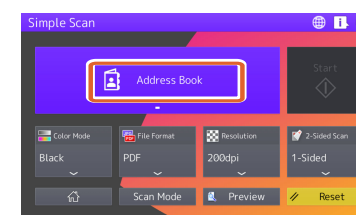Specify staple location (requires optional finisher).

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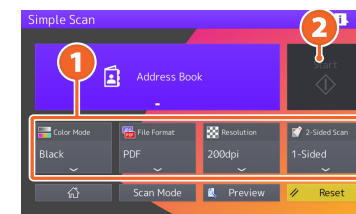

BASIC SCANNING

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.

Simple Scan Settings

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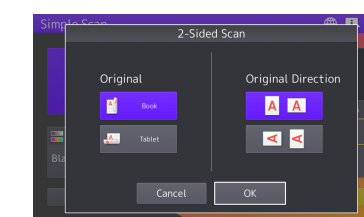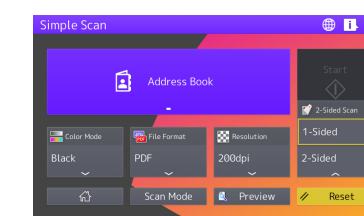
File Format
Specify the file format (PDF/JPEG/Secure PDF, etc.).

Resolution
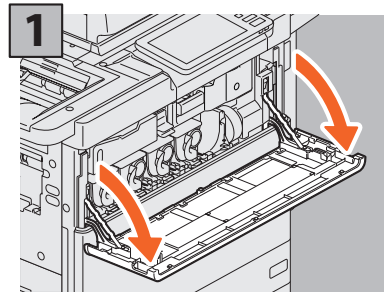Specify the resolution (up to 600dpi).

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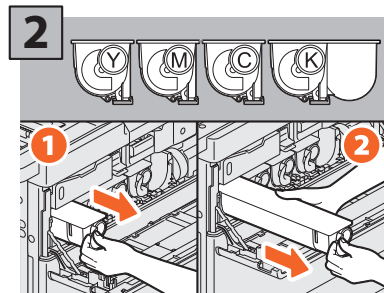

For Service Contact

REPLACING TONER CARTRIDGE
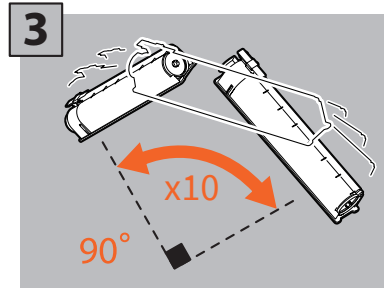
e-STUDIO6527AC/7527AC

When a toner cartridge runs out, the message "Install New *** (color name) toner cartridge" appears.
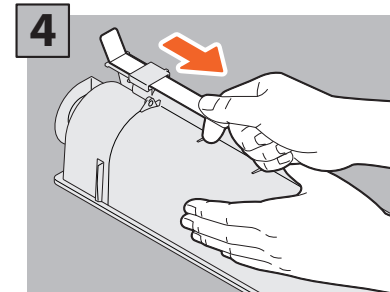Replace the toner cartridge following procedures below.
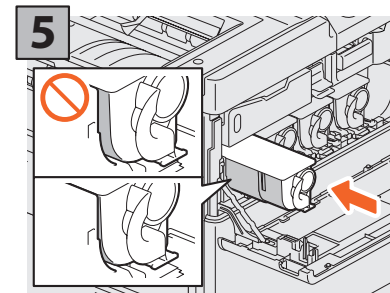
1

Open the front cover.

2

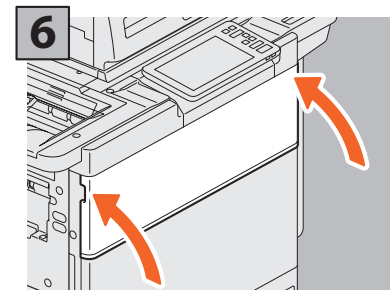Remove the color toner cartridge.

3

x10
90°

Shake the new toner cartridge strongly to loosen the toner inside.

4

Pull seal straight out.

5

Insert the new toner cartridge until its front surface aligns with the left side wall.
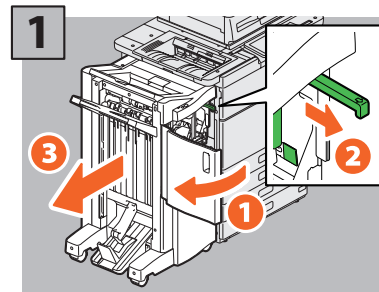
6

Close the front cover.

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

# REPLACING WASTE TONER BOX

e-STUDIO6527AC/7527AC

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.
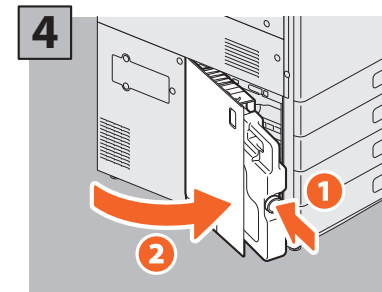
1

Open the front cover of the Finisher, pull the green lever to unlock the Finisher, and then separate the Finisher (see **Note** below).
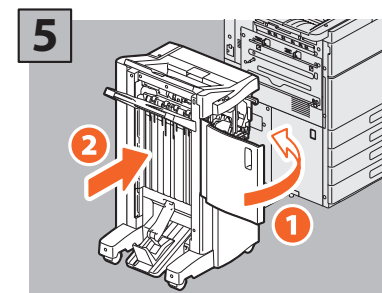
2
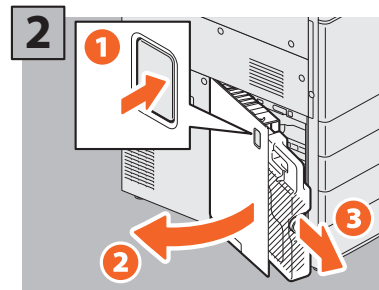
Press button to open the waste toner box cover and remove the waste toner box.

3
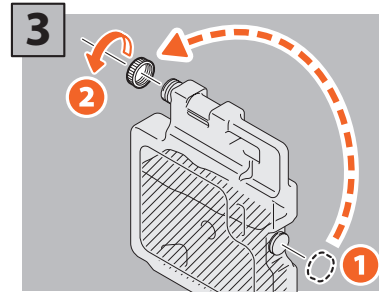
Put the cap on the full waste toner box.

4

Install a new waste toner box and close the cover.

5

Close the front cover of the Finisher and connect the Finisher to the equipment.

> **Note**
> The knob of step 1 is inside the cover of the Hole Punch Unit when it is installed.

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

REGULAR CLEANING

e-STUDIO6527AC/7527AC

Cleaning for the scanning area, original glass, guides, and platen sheet
We recommend cleaning the following items weekly, so that the originals can be scanned cleanly.

> **Notes**
> • **Be careful not to scratch the parts.**
> • **When cleaning the surface of the equipment, do not use such organic solvents such as thinner or benzine.**
>   - This could warp the shape of the surface or leave it discolored.
> • **When using a chemical cleaning pad, follow the instructions provided with the pad.**
> • **Do not use a hard cloth or dirty cloth or tissue**
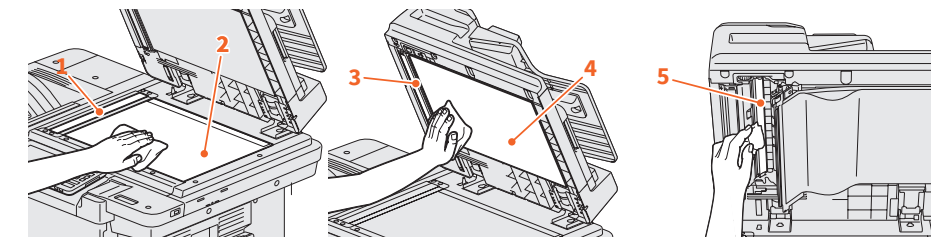
1. **Scanning area (surface of the long rectangular glass) /2. Original glass**
   Clean the surface with the cloth provided or a soft dry cloth. If there are still stains remaining, wipe with a piece of soft cloth which has been moistened with water and then squeezed well.
   Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).
3. **Guide / 4. Platen sheet**
   Clean the surface as follows depending on the stain.
   • Clean it with a soft cloth.
   • Clean it with a soft cloth lightly moistened with water.
   • Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
   • Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.
5. **Scanning area of Dual Scan Document Feeder (surface of the long rectangular glass)**
   Clean the surface with the cloth provided or a soft dry cloth. If there are still stains remaining, wipe with a piece of soft cloth which has been moistened with water and then squeezed well.
   Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

For Service Contact