

# CA PRINTER GUIDE

## Position Original Copy

### ON TRAY

8 1/2" x 11" or 8 1/2" x 14"



Place loose,  
unstapled  
original  
face up

↑ Move guide position  
until it touches the paper

The tray is recommended for loose sheets.

### TAKE Note



Each copy costs 10¢ regardless  
of size. Double-sided copies cost  
10¢ per side.

### MAX SIZE

The largest paper size available  
is 14" long.

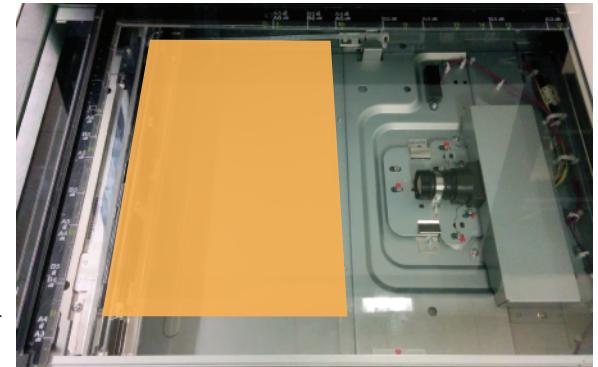
### WARNING

While using the tray, if the number of scans are more than 15 (not including double sided pages), previewing will take time loading the many scans it is recommended to print with START instead.

### ON GLASS PLATE

#### PORTRAIT

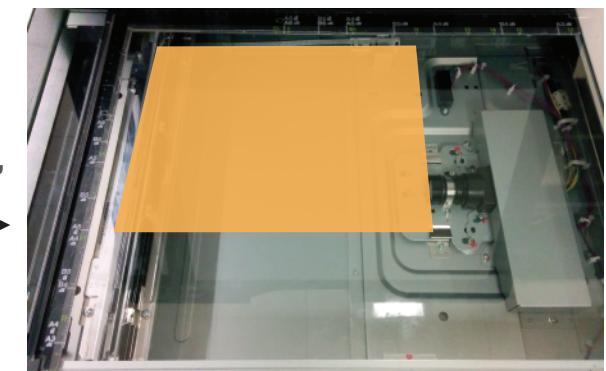
8 1/2"



..... OR .....

#### LANDSCAPE

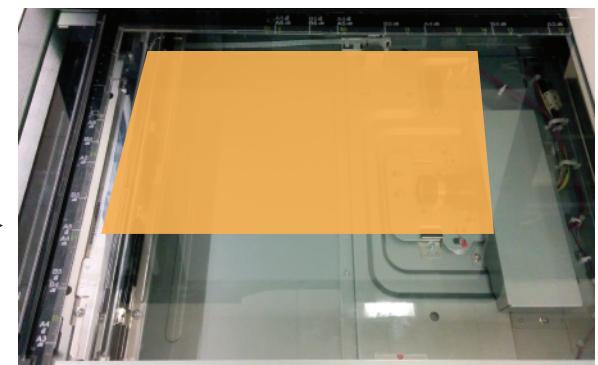
11"



..... OR .....

#### LANDSCAPE

14"



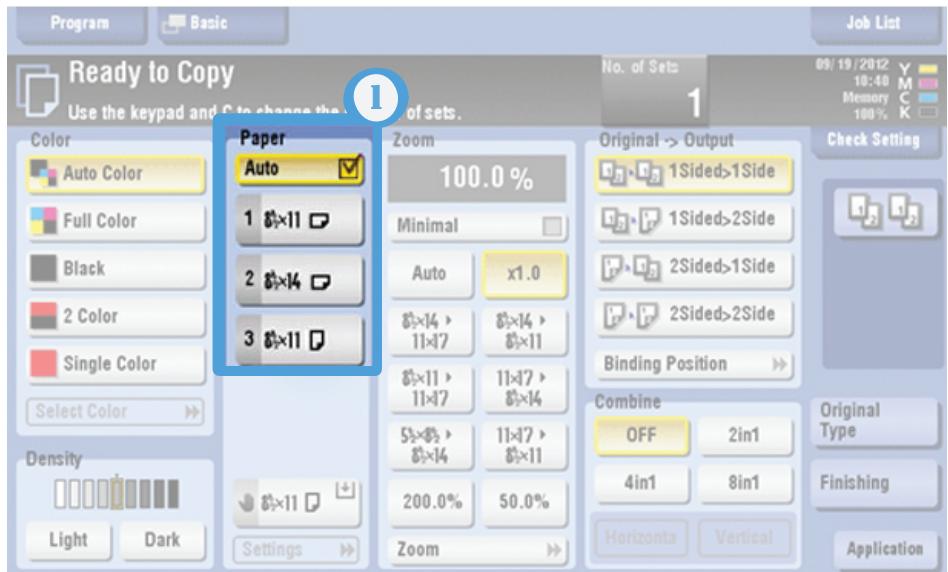
# ONE-SIDED COPY & PREVIEW

## PAPER SIZE

- 1** Tap desired **paper size** that matches your original's orientation on the glass plate (refer to page 1 for original placement).

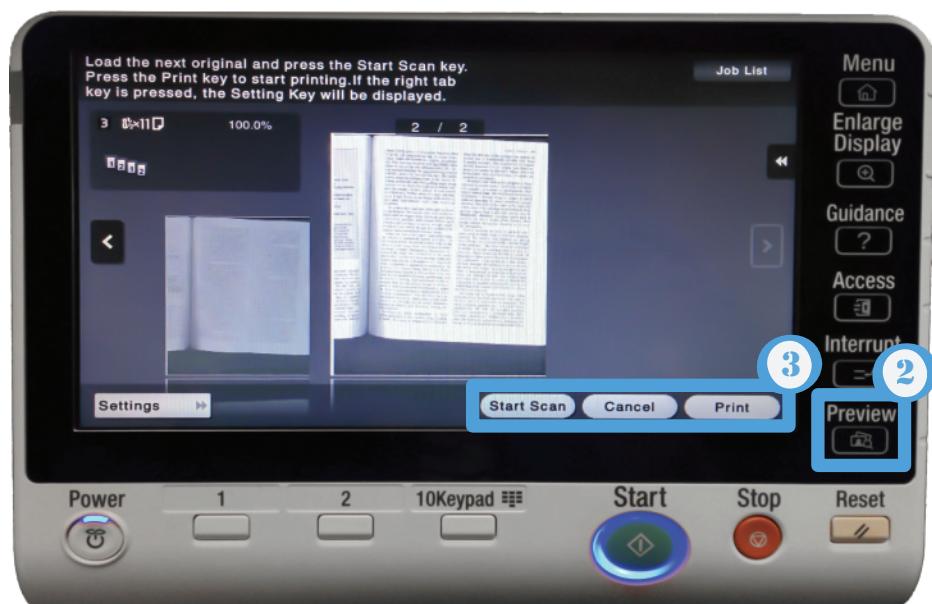
..... **OR** .....

- Tap **auto** if you're copying loose sheets using the tray. (refer to page 1 for original placement).

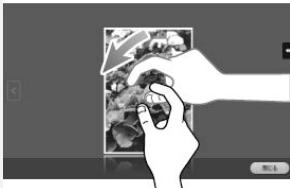


## PREVIEW

- 2** Tap **Preview**. After preview popup, tap **Preview** again to start scan.
- 3** If you used the glass plate, place second side and tap **Start Scan**. If you used the tray, wait a moment for all the scanned pages to show.



## TAKE Note



**ROTATE**



**PINCH**



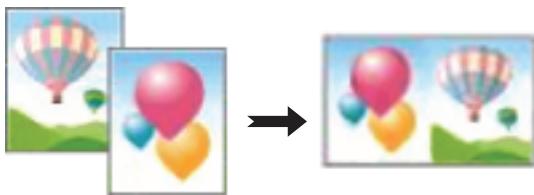
**PAN**



**FLICK**

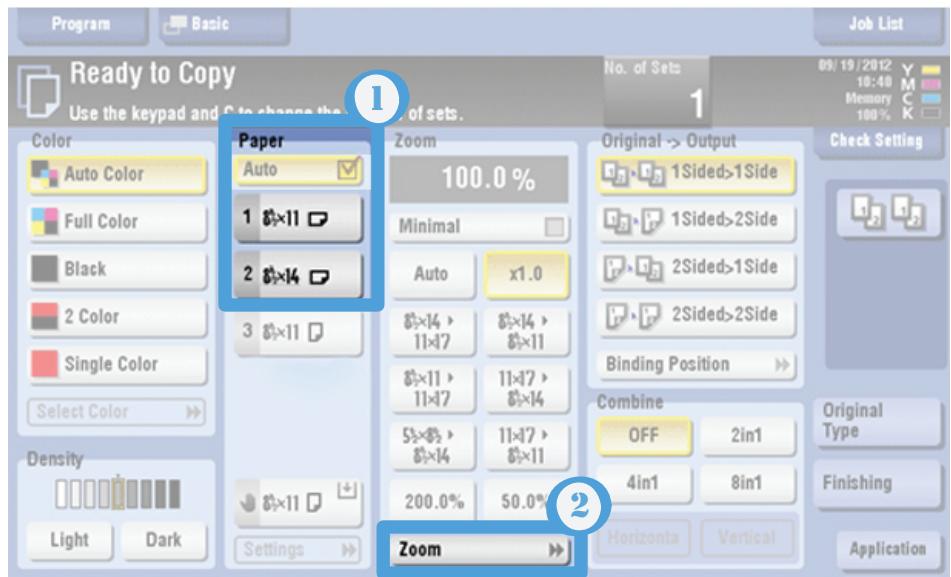
You can use gestures to inspect your scan before printing it.

# TWO-IN-ONE & ZOOM



## PAPER SIZE

- 1 Tap on desired paper size with landscape orientation.
- 2 Tap Zoom.



## ZOOM

Use the [+/-] and the keypad to specify the Zoom Ratio.  
Press [C] to set the zoom to 100.0%.



- 3 Tap a **Zoom Preset** based on original (a) and copy (b):

- (a) This number represents the size of your original. (Check glass plate ruler to find the approximate size. Refer to page 1).
- (b) Match this number to the paper size you chose in step 1.

- 4 Tap **-/+** to decrease or increase zoom.

Make changes by 8% (recommended).

- 5 Tap **OK**.

- 6 Preview & Print (refer to page 2).

## TAKE Note

- 7 With the **Manual** function you can change the **width** and **height** zoom separately.

*Try it!*

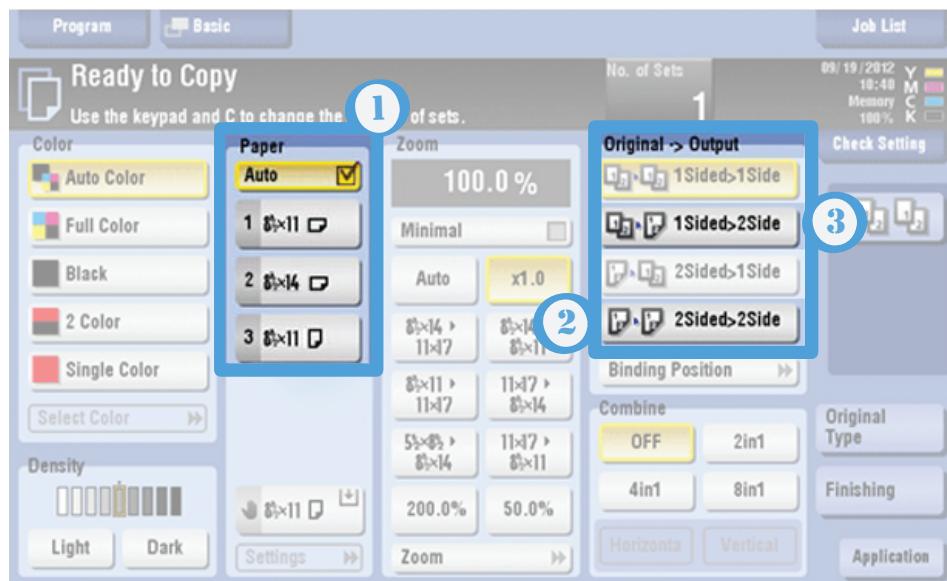
# DOUBLE-SIDED COPY & PREVIEW

## Step 1: Select Output

- 1** Tap desired paper size that matches your original's orientation on the glass plate (refer to page 1 for original placement).

OR

- Tap auto if you're copying loose sheets using the tray. (refer to page 1 for original placement).



### 2-Sided > 2 Side

Front & Back



Front & Back



- 2** Tap on 2-Sided > 2-Side for double sided copying using tray or glass plate.

### 1-Sided > 2 Side

1



2



Front & Back

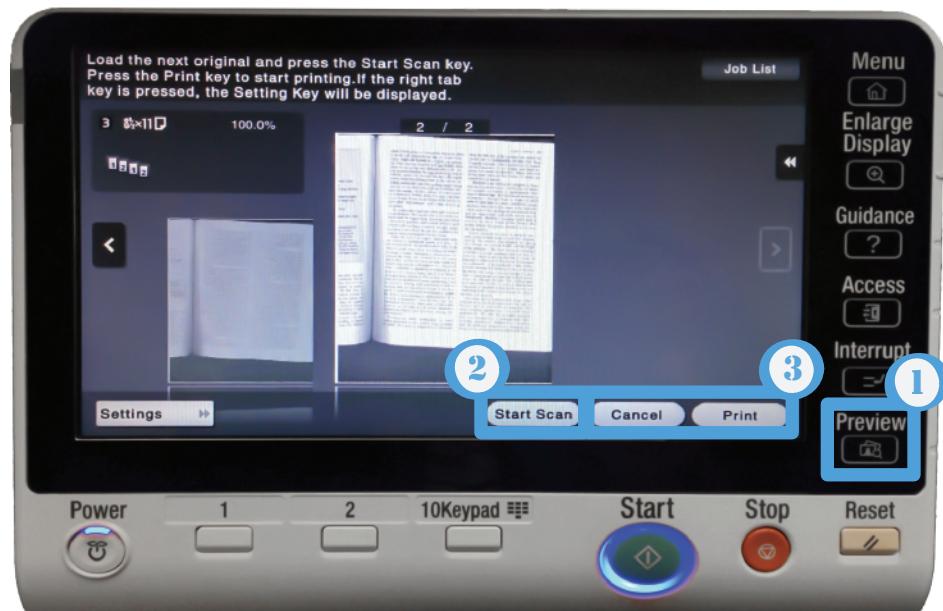


OR

- 3** Tap on 1-Sided > 2 Side for copying 2 or more single-sided loose sheets using the tray onto the front and back of 1 or more sheets.

## Step 2: Preview & Print

- 1** Tap Preview. After preview popup, tap Preview again to scan first side.
- 2** If you used the glass plate, place second side and tap Start Scan. If you used the tray, wait a moment for all the scanned pages to show.
- 3** Tap Cancel to start over or Start Scan for additional scans. Tap Print to print scans.

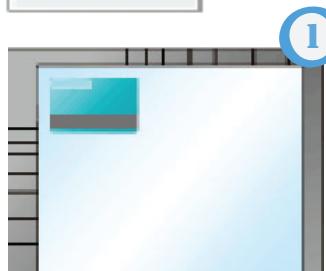


# ID CARD COPY

Front & Back



- ① Place card on top left corner of glass plate, half an inch away from the rulers.
- ② Tap Program.
- ③ Tap ID Card.
- ④ Tap Recall.
- ⑤ Preview & Print (refer to page 4).

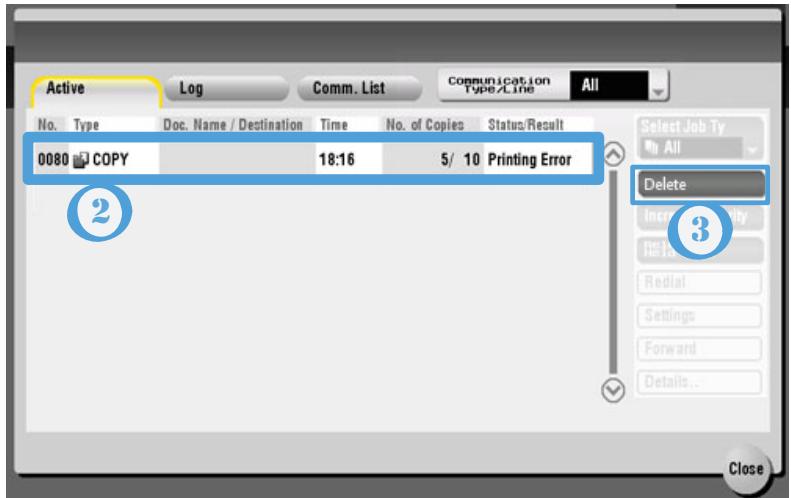
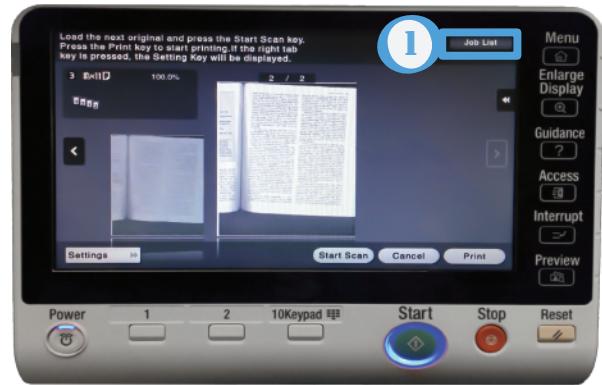


# JOB LIST & PROGRAM

## Deleting a Job

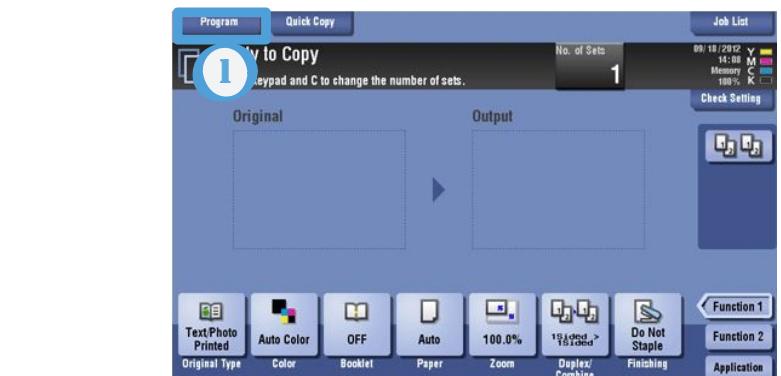
- 1** Two main reasons for needing to delete a job: **One**, after deleting a job, you will return to the main screen with all your settings intact. This will allow you to make changes to your print settings faster, such as previewing zoom levels. **Two**, in order to **eject a Print Card**, you must be in the main menu. At times, students try to eject the card while they are in the preview menu or print menu. In this case only deleting the job will allow you to proceed. To begin tap **Job List**.

- 2** Tap the copy you wish to delete.
- 3** Tap **Delete** and tap **OK** at popup window.



## Saving Copy Settings

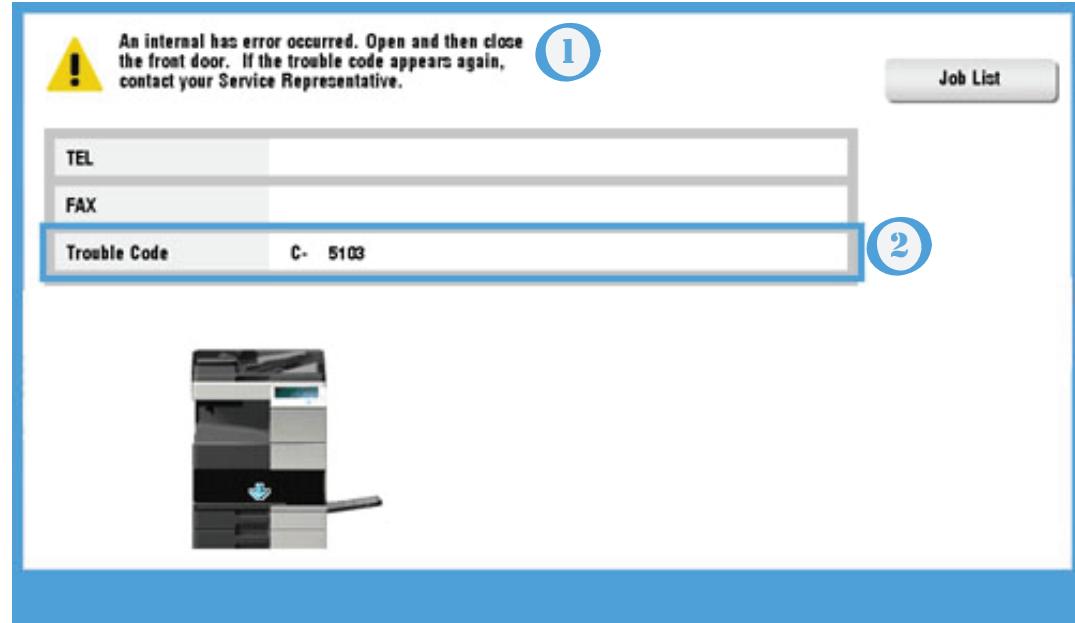
- 1** The program function allows you to save copy settings that you can recall later. To begin, select the various settings you wish to save from the main menu. Then tap **Program**.
- 2** Tap a **Not Registered** profile.
- 3** Tap **New** and type your desired name.



# ERROR MESSAGE & PAPER JAM

## Error Message

- 1** If an error occurs, follow the error on-screen instructions to solve it.
- 2** If you cannot solve the problem, write down the error code and report it to your supervisor.



## Paper Jam

- 1** This number shows the area that needs attention. In this case, it is the side door.
- 2** The next pages will help you remove any possible paper jam.  
Tap Start Guidance to watch an animated help guide if needed.



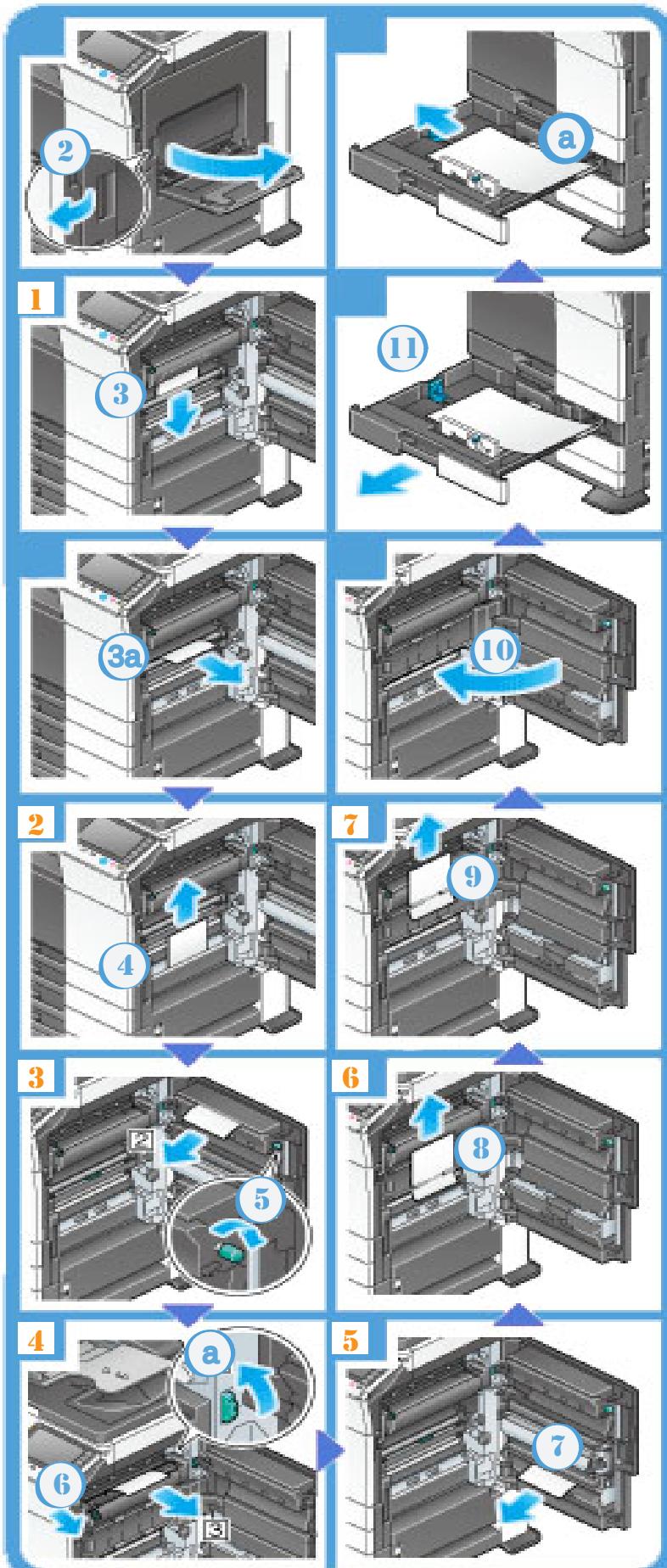
## Persistent Paper Jam

- a** If the paper jam continues, check that there are no pieces of paper still trapped. If you see any and cannot easily remove them contact your supervisor.
- b** If there are no pieces of paper visible, close and re-open the side door and close it again. This may clear the message. Otherwise, contact your supervisor.

# PAPER JAM CONTINUED

## Side Door Paper Jam

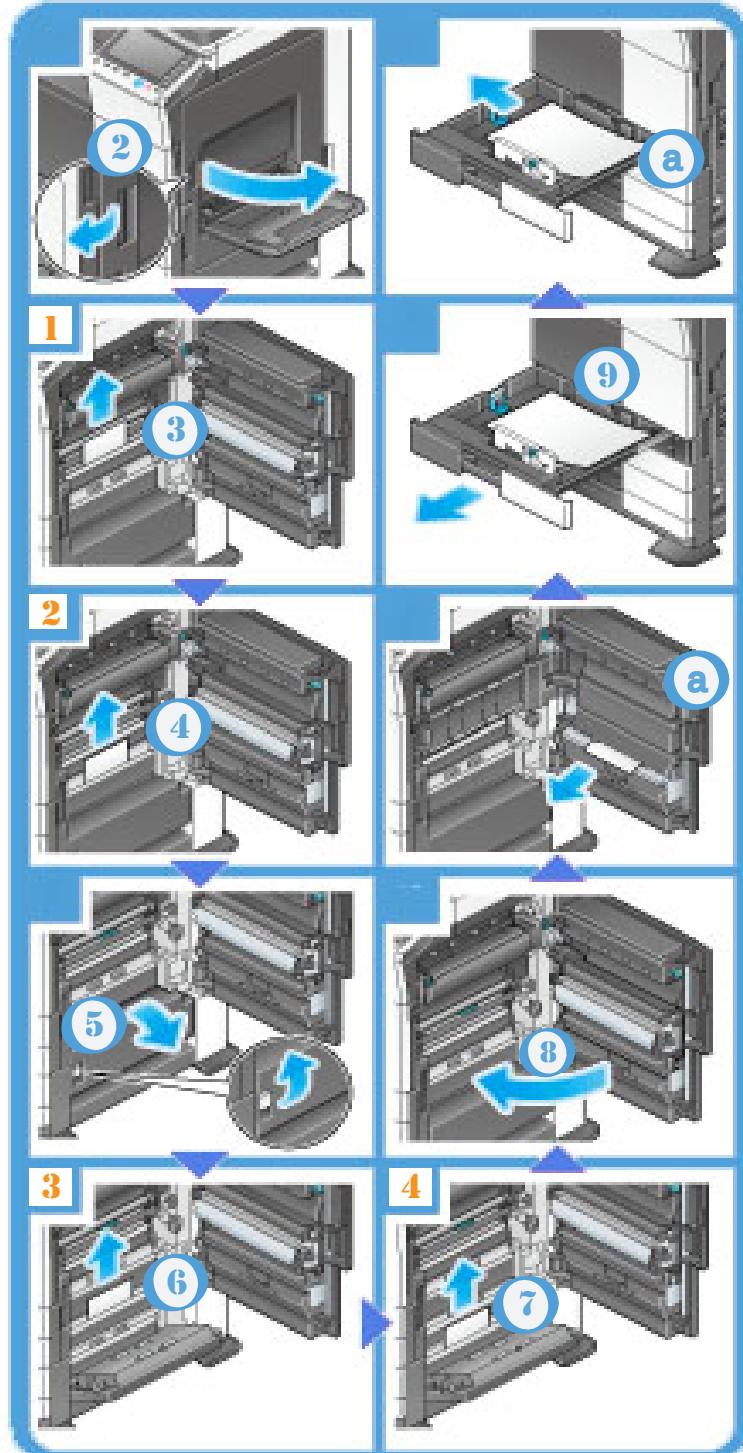
- ① The panels on the right show the exact locations where the paper can get stuck and how to remove it.
- ② First: Open side door with the handle.
- ③ Jam 1: Fold paper towards you.  
a Slowly pull the paper out.
- ④ Jam 2: Slowly pull paper upwards.
- ⑤ Jam 3: Rotate knob to bring the paper out.
- ⑥ Jam 4: Open secondary door.  
a Turn knob to bring the paper out
- ⑦ Jam 5: Slowly pull paper out.
- ⑧ Jam 6: Detach the paper feeder from the door and pull the paper behind it upwards.
- ⑨ Jam 7: Slowly pull paper upwards.
- ⑩ Next to the handle that opens the side door, you will see a hand icon. Press against it to **close the side door**.
- ⑪ Last: make sure the paper inside the paper tray is not out of place. Open the drawer that was in use (if unsure which, check all of them).  
a Re-position paper to avoid another jam. Also, make sure the paper guides are pressing against the paper.



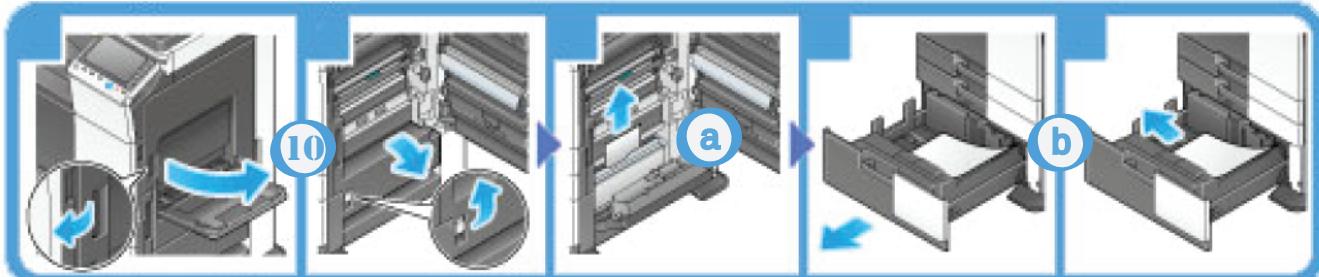
# PAPER JAM CONTINUED

## Paper Jam Caused By Paper Tray Misfeed

- 1 The panels on the right show the exact locations where the paper can get stuck and how to remove it.
- 2 Open side door with the handle.
- 3 Jam 1: Slowly pull paper upwards.
- 4 Jam 2: Slowly pull paper upwards.
- 5 Open bottom secondary side door with the indicated handle.
- 6 Jam 3: Slowly pull paper upwards.
- 7 Jam 4: Slowly pull paper upwards.
- 8 Dettach the paper feeder from the side door.
- a Slowly pull paper out.
- 9 Make sure the paper inside the tray paper is not out of place. Open the tray that was in use (if unsure which, check all of them).
  - a Re-position paper to avoid another jam. Also, check that the paper guides are pressing against the paper.
- 10 LCT (Large Capacity Tray): Open side door and bottom secondary side door.
  - a Slowly pull paper upwards.
  - b Open LCT drawer and re-position the paper to avoid another jam.



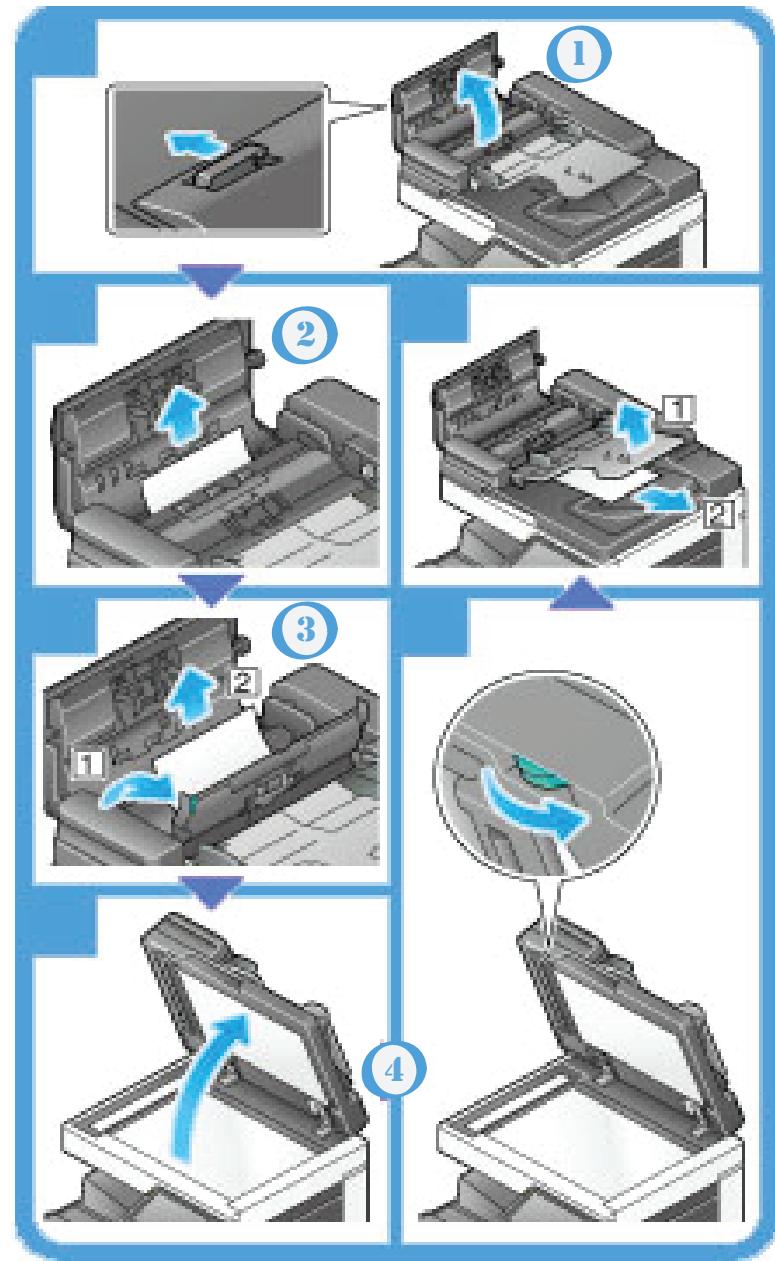
LCT



# PAPER JAM CONTINUED

## Original Tray Paper Jam

- ① Press the switch and raise the first cover.
- ② If the paper is **not** under the second cover, slowly remove it by pulling it upwards.
- ③ If the paper is under the secondary cover, raise it by using the small green handle. Try removing the paper by slowly pulling it upwards.
- ④ If you could not remove the paper in step 2 and 3, raise the glass plate cover and use the indicated wheel to move the paper out and remove it from under the tray.



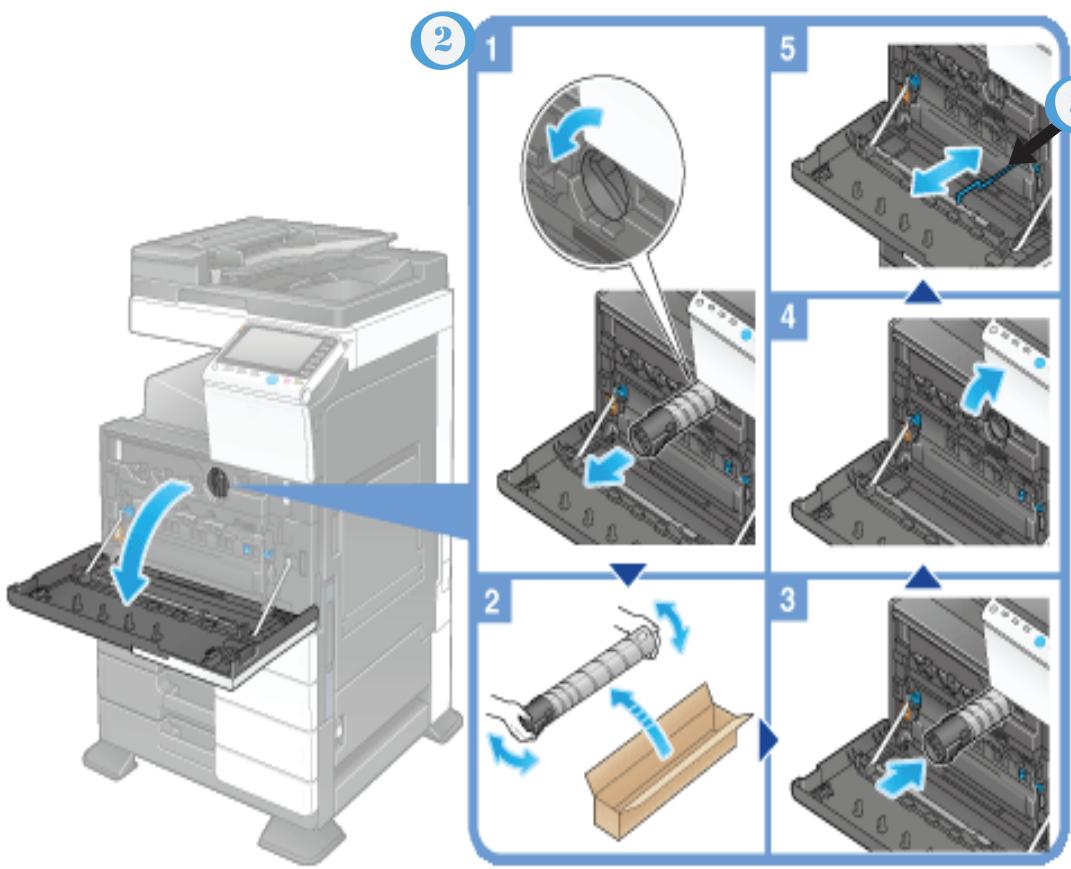
## TAKE Note

For reference, this guide takes into consideration that the Reverse Automatic Document Feeder optional attachment is installed for the tray in this 364e printer. This guide does not cover solutions for a tray with Dual Scan Document Feeder optional attachment. Both of these attachments are used for duplex scanning, but work differently and, as a result, have different paper jam solutions.

# Replacing Toner & Cleaning Electrostatic Charger

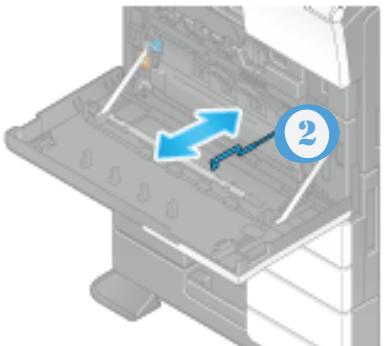
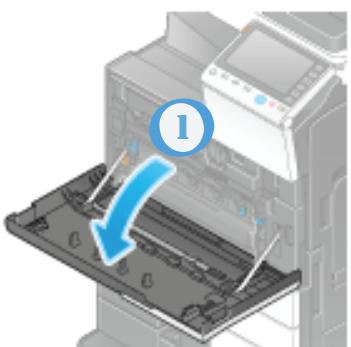
## Replace Toner

- ① Shake Toner Cartridge approximately 10 to 15 times before installing it.
- ② Follow steps 1-4 to install the toner.
- ③ Once you have installed the cartridge, clean the electrostatic charger.



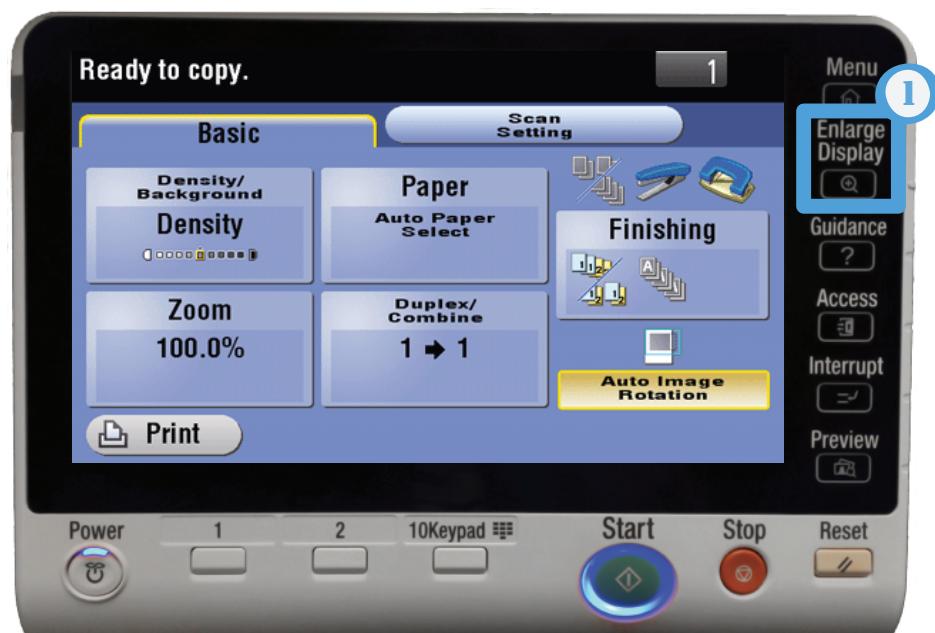
## Clean Electrostatic Charger

- ① Open the front door of the machine.
- ② Carefully pull out the Charger Cleaner towards yourself up to the position at which it stops. Then, carefully press it against the back side. Repeat this operation three times.
- ③ Securely press the Charger Cleaner, and close the front door of the machine.



# Enlarge Display

**(1)** If the **Enlarge Display** button is tapped, it will light blue and the display will change from the default to the one shown on the right. To return to the default display, tap **Enlarge Display** once again to de-activate it.



# LOADING PAPER

**①** Move guides away before inserting the paper. Failure to do so could cause the paper you are inserting to fold, later causing a paper jam. To move the guides, grip them tightly with your fingers to unlock them and make the adjustments. The guides should move smoothly.

The top tray (tray 1) is for landscape printing with paper 8 1/2 x 11. The middle tray (tray 2) is for landscape printing with paper 8 1/2 x 14. The bottom tray (tray 3) is for portrait printing with paper 8 1/2 x 11.

**②** Place the paper as shown and move the guides until they press against it, pushing the paper towards the walls of the drawer. **Do this for tray 1 and tray 2.**

**③** **Tray 3 (LCT)** can hold two stacks of paper.

**a** Insert the first stack of paper as shown. Make sure to look at the indicated line inside the drawer showing where the paper should be.

**b** Insert the second stack of paper as shown. However, it will be hard to insert. Break all the paper you are adding into small groups rather than inserting the entire badge in one go.

**④** **Avoid** overfilling the trays. Stop **before** reaching the warning lines.

**⑤** **Avoid** touching the film.

