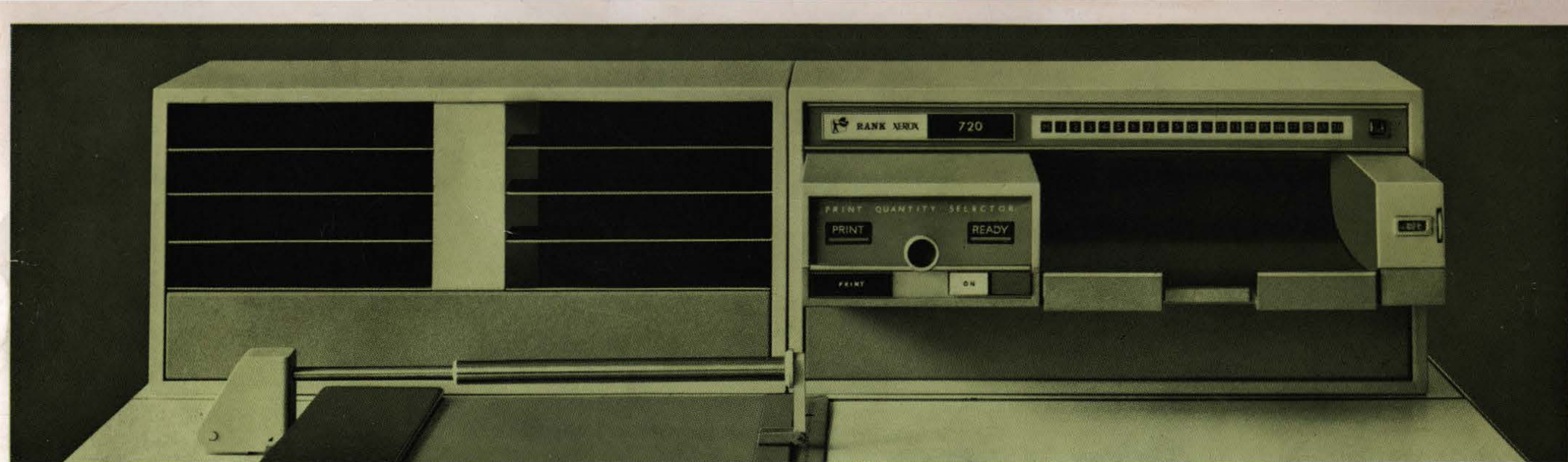
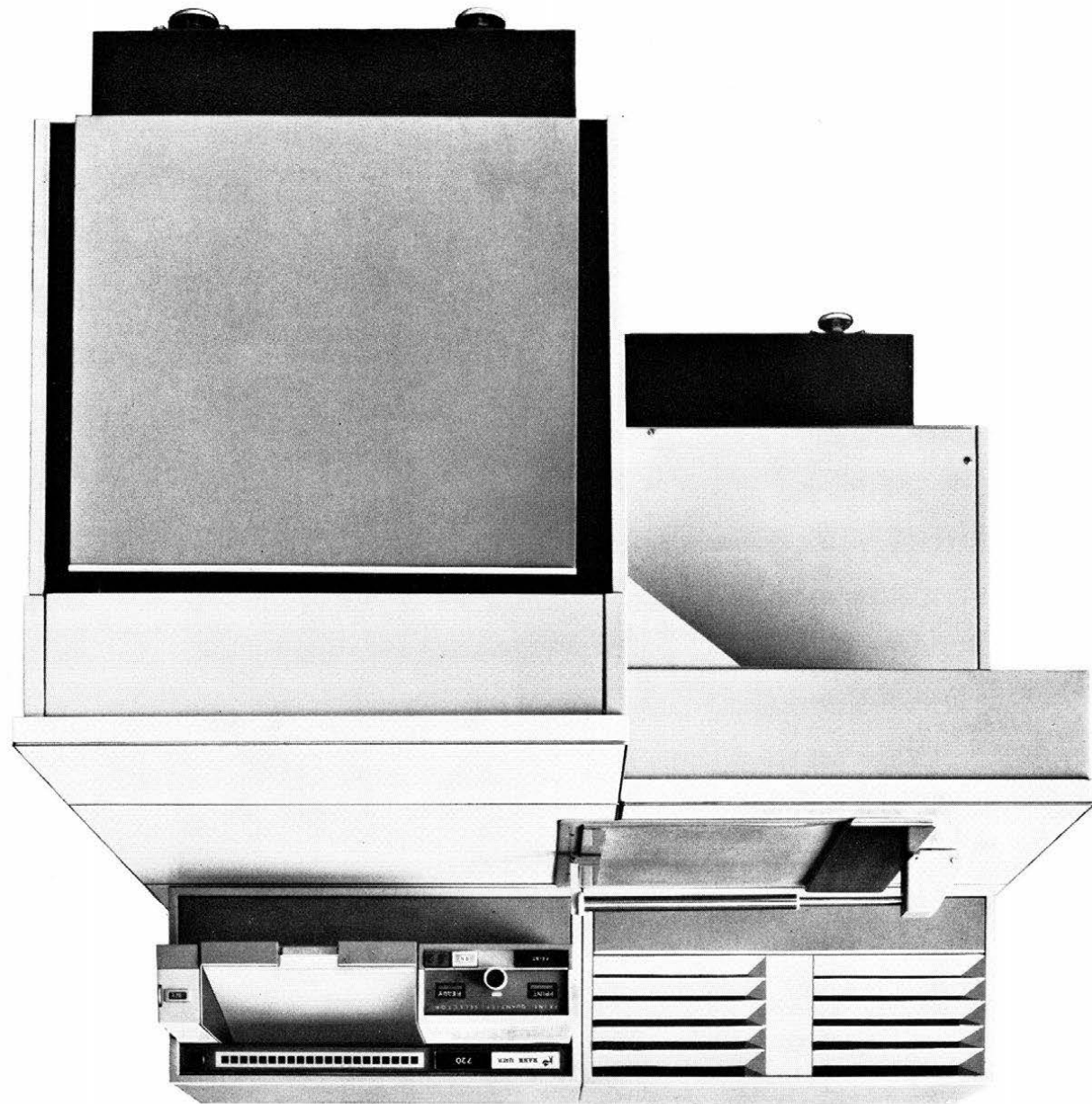


The Rank Xerox 720 - **Key Operator's Instruction Manual**

The Rank Xerox* 720 Key Operator's manual

CONTENTS	PAGE
Introduction	3
Daily routine	4
Making prints	5
Key operator controls	8
Original documents	9
Paper	10
Adding paper	10
Changing sizes of paper	13
Checking and adding toner	15
Paper mis-feeds	16
Mis-puff	16
Removing the drum	16
What to do	20
Things to remember	21
720 preventive maintenance	21
The 720 meter card	21
Consumables	22

*'Rank Xerox' and 'Xerox' are registered trade marks of Rank Xerox Ltd.



Introducing your Rank Xerox 720

This manual has been prepared for you, the key operator, to guide you in the use and care of your 720. In it you will find all the information you need to keep your 720 in the best operating condition.

Daily routine

CHECK TONER

1. Raise the cover on the front of the machine.
2. Raise the lid of the toner well; make sure the toner is evenly distributed and then check the level with the dipstick.
3. If the level is below the fill mark on the dipstick, add one container of toner (as shown on page 15).

CHECK CONTROLS

1. Fuser Buttons at LO 2.
2. Paper Registration Button at 14.
3. Paper Feeder Lever at A or B.
4. Print Lever at 2½.

LOAD PAPER

Load the paper supply tray (as shown on pages 11 and 12).

CLEAN PLATEN COVER

Clean the white underside of the platen cover with a damp cloth, using a mild soap and water solution, or other recommended cleaner. Be sure to dry it thoroughly.

CLEAN GLASS PLATEN

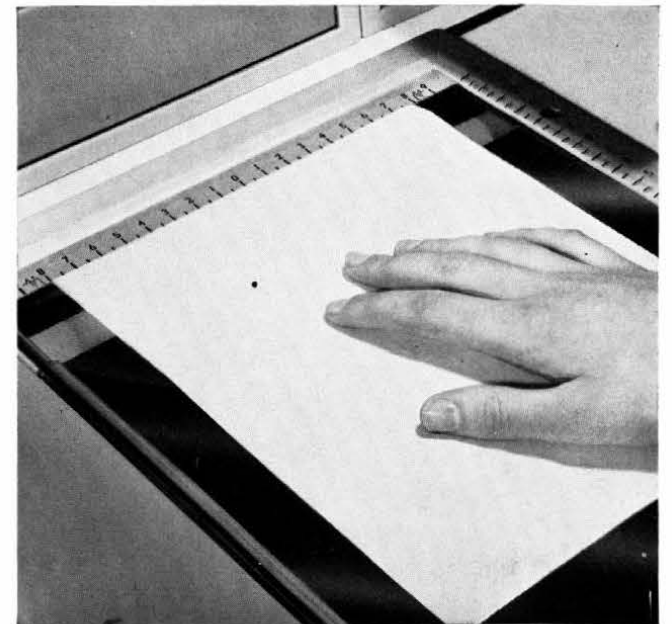
Clean the glass platen with a soft damp cloth. Dry the glass thoroughly. Be careful not to scratch the glass.



Making prints

1 To start the machine push the ON button.

2 Raise the platen cover and place the document to be copied face down on the glass platen. Close platen cover before pushing PRINT button – except when reproducing 3-D originals.



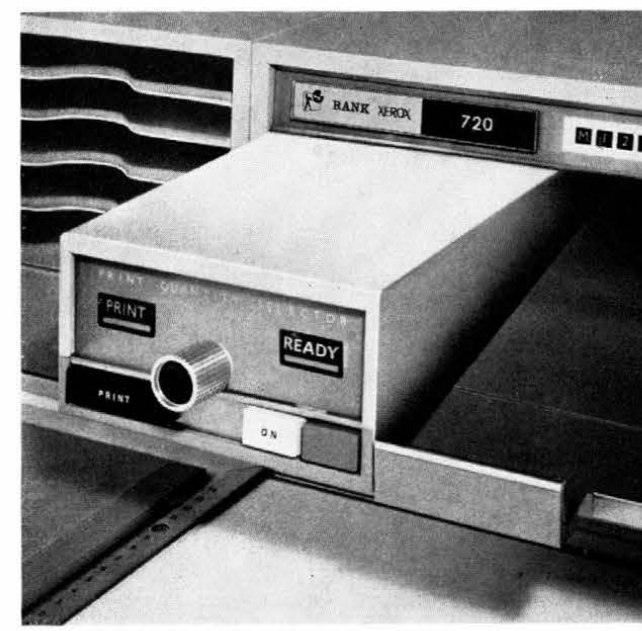
Making prints

3 Dial for the number of prints by turning the print quantity selector knob until the light is on the number needed. This light is called the stationary light.

4 Press the PRINT button. Within a short time the machine will start to make prints. The travelling light will tell you which print is being made. When you are making prints, the PRINT light is illuminated.

5 When the selected number of prints has been made, the PRINT light goes out and the machine buzzes briefly. The original document can now be removed. The machine reverts to the READY condition automatically.

Note: If more than 20 prints are needed dial M (Multiple). A multiple run is stopped by turning the print quantity selector knob from M to 1; the 720 will make one more print then revert to the READY condition. The copy counter at the right of the receiving tray records the number of prints made on the multiple run and can be turned back to zero when required.



Switching the machine on and off

When first switched on at the beginning of the day, the machine takes approximately two minutes to warm up.

After the warm-up period the machine is ready to print, and remains in a standby condition all day ready for immediate use.

At the end of the day, the machine should be switched off by pressing the red button.

Note: The machine should be switched off before the doors are opened.

Changing the print quantity selector knob

The number of prints may be increased at any time during a print run by moving the stationary light to a higher number.

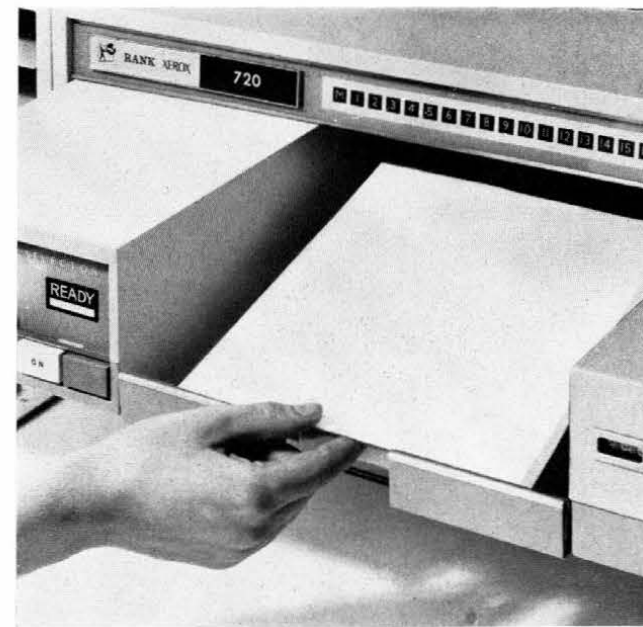
To stop making prints – move the stationary light to one number above the travelling light. The 720 will make one more print, then stop.

Do not turn the stationary light to a number lower than the travelling light. To do so would interrupt the normal cycle and cause the 720 to make prints until the travelling light reaches 20 – this is called a 'Runaway', and should it inadvertently happen can be stopped in the following way. Turn the print quantity selector knob up again to one above the travelling light. The machine will scan once more and then stop.

Receiving tray

Do not allow more than 40 prints to stack in the receiving tray.

Set receiving tray length $\frac{1}{2}$ " – $\frac{3}{4}$ " (1.2 – 1.9 cm) longer than length of copy paper being used.



Key operator controls

Fuser Buttons. There are six settings for the fuser. The settings control the heat which fuses the toner image onto the copy paper:

FUSER	LO	LO	LO	HI	HI	HI
FUSER RANGE	1	2	3	1	2	3

One red FUSER button and one yellow FUSER RANGE button are pressed simultaneously.

The normal setting for Rank Xerox copy paper 80 G.S.M. (20 lb. L.P.) is LO.2.

If your prints are scorching, lower the fuser temperature by one setting in the range.

If your prints are smudging when you run your fingers over them, raise the fuser temperature by one setting in the range.

Print Lever. The setting of the PRINT lever affects the density of the image and cleanliness of the print. It has a control range from '0' (at L – Light end of scale) to '6' (at D – dark end of scale). Normal setting is $2\frac{1}{2}$. If the prints are lighter than you want move the PRINT lever to position 6 and hold it there for 10 prints; then move the lever back to normal setting of $2\frac{1}{2}$. If the prints are darker than you want (but your original is clean) move the PRINT lever to position '0'; leave it there until a satisfactory print density is obtained, then move the lever back to normal setting of $2\frac{1}{2}$.

(For further information, see 'What To Do' section, page 20).

Feeder Lever. The paper feeder lever controls the pressure on the feed rollers. For Rank Xerox copy paper 80 G.S.M. (20 lb. L.P.) set the feeder lever on A or B.

Registration Buttons. For all lengths of paper stock, press paper button 14.

The other registration buttons are not described in this manual and are dealt with during Key Operator Training classes.

N.B. Always be certain that only one registration button is pressed firmly down. If this is not done the lamps will scan the original but paper will not feed from the paper tray.

Short Scan Switch. The Rank Xerox 720 can be set to duplicate at two speeds – normal, and fast, by using the short scan switch, located to the right of the Paper Registration buttons. At the normal setting (15), prints

are made at the rate of 12 per minute and this setting is used for documents longer than A4 (approximately $11\frac{3}{4}$ " (29.7 cm)).

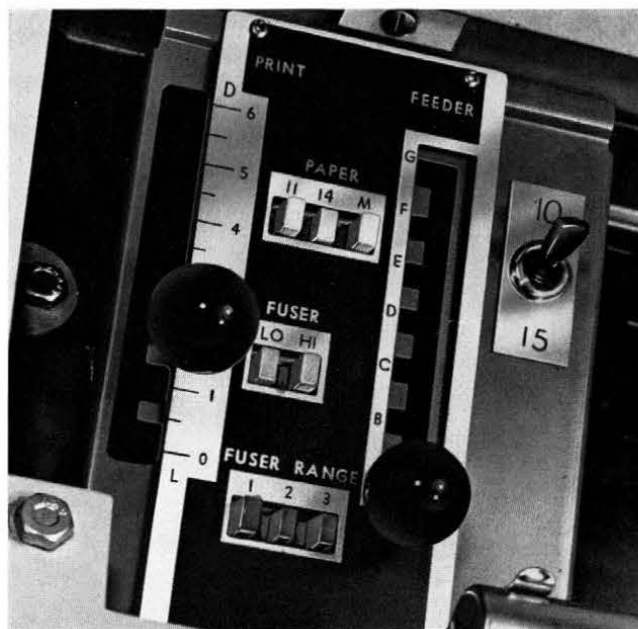
Prints can be made at a faster rate when the original documents are $11\frac{3}{4}$ " or shorter. The fast copying length is preset to one of three positions by the Service Engineer, according to the length of documents most commonly used by the customer and this length is marked on the switch.

(Some machines have an automatic short scan feature incorporated, which adjusts itself to the length of paper in the paper tray. In this case the short scan switch is not present.)

The three document lengths suitable for fast duplicating are:

Document Length	Copying Speed
$11\frac{3}{4}$ " (29.7 cm)	14 copies per minute
11" (28 cm)	$14\frac{1}{2}$ copies per minute
10" (25.4 cm)	16 copies per minute

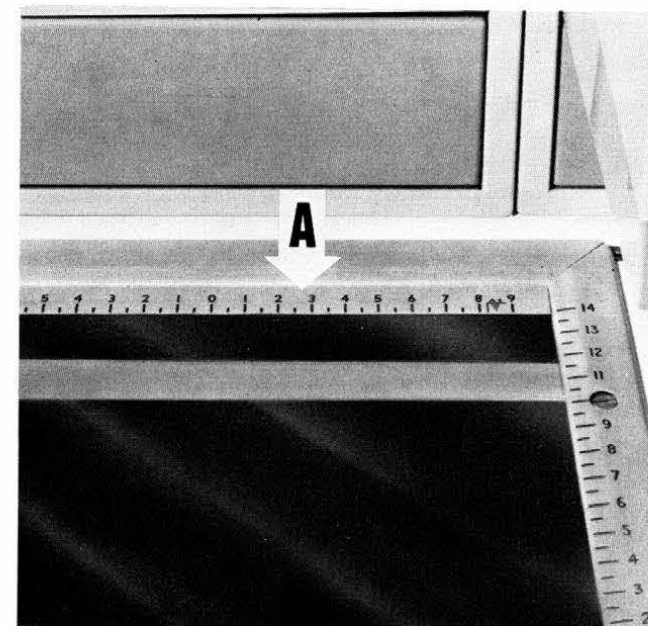
N.B. Only one of these lengths can be made available on each machine.



Original documents

Place the top of the original along guide A, using the '0' mark as the centre line.

The maximum image area that can be copied is 14" x 9" (35.6 x 22.8 cm). Documents with a print area in excess of this size can be copied in sections.



Copy paper

Your 720 can use copy paper in sizes from 10" to 15" long (254 to 381 mm) and from 8" to 10" wide (203 to 254mm). There are indications for both British and Metric paper sizes on the paper supply tray.

For best results you should use paper supplied or recommended by Rank Xerox Ltd.

The paper used should be 80 G.S.M. (20 lb. L.P.)

Copy paper should be kept in its protective wrapping until used. It should be stored on a flat surface to prevent curling or damage to the sheets.

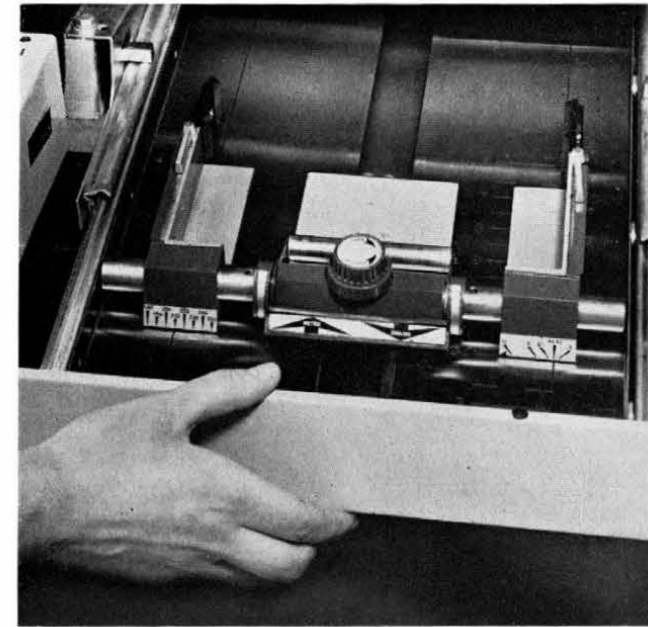


Adding copy paper

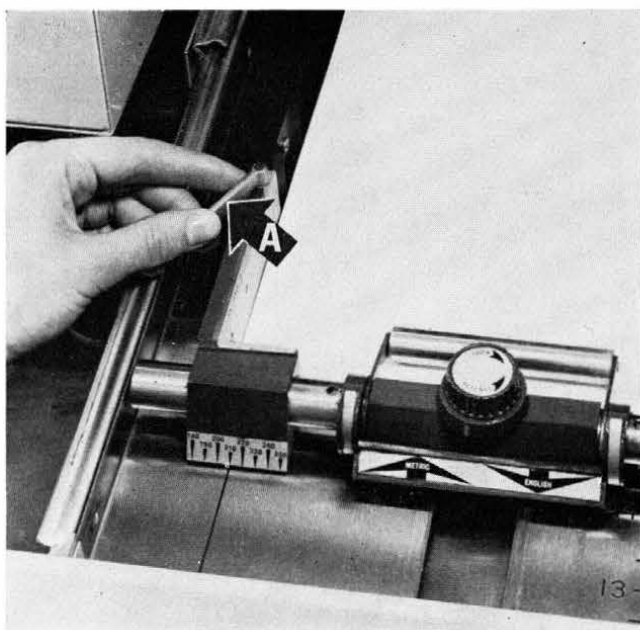
Low copy paper supply is indicated by a buzzer. When the stack of copy paper in the supply tray has diminished to between 10–30 sheets, the buzzer sounds intermittently. The Key Operator should load copy paper as soon as practicable after the buzzer sounds again.

Some machines are equipped with modified paper tray which incorporates automatic short scan and low paper shut down. Low paper is indicated by a buzzer and the machine cannot be started again until the paper tray has been replenished.

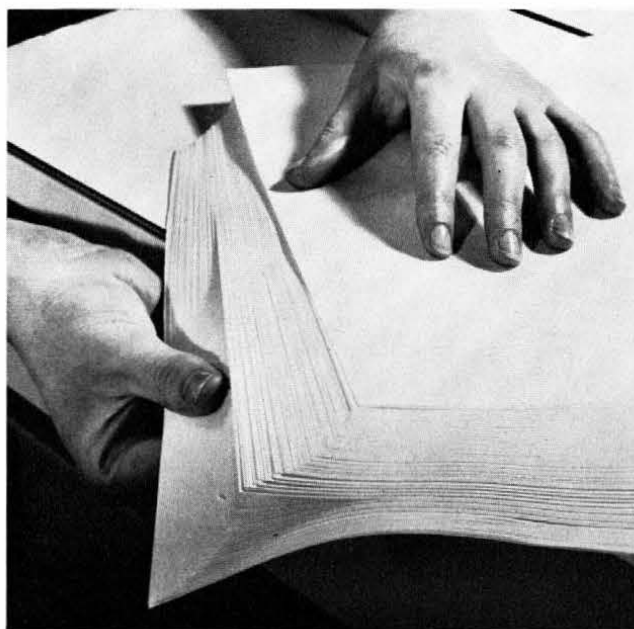
1 Open the front door of the machine and pull out the paper tray.



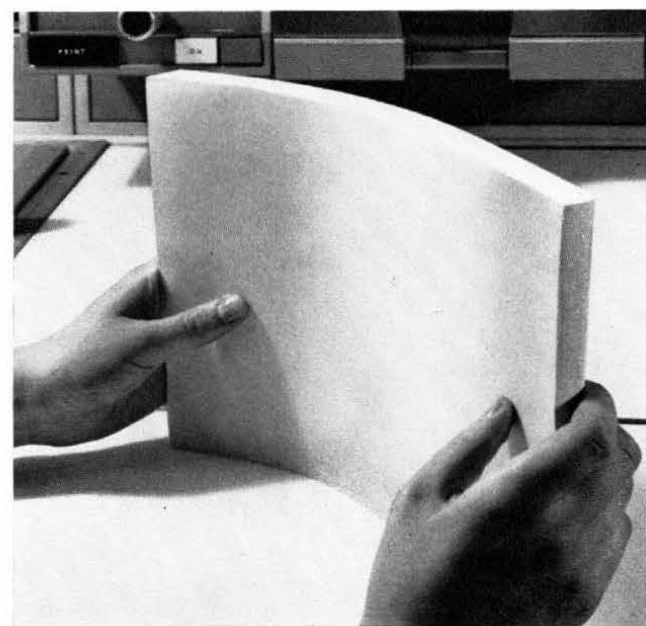
2 Turn the cam levers (A) outward. Then remove remaining sheets of copy paper.



3 Take a stack of copy paper (about 200 sheets, $\frac{1}{3}$ of a packet) from the ream. Close and reseal ream. Place old paper on top of new stack. Fan the entire stack of paper.



4 Block the stack of copy paper so that all the edges are even.

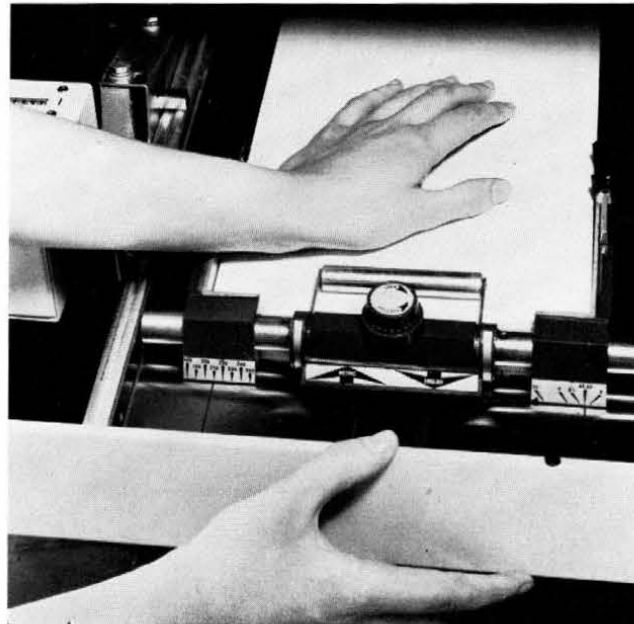


Adding copy paper

5 Place stack of copy paper in the paper tray. Close the cam levers inward.

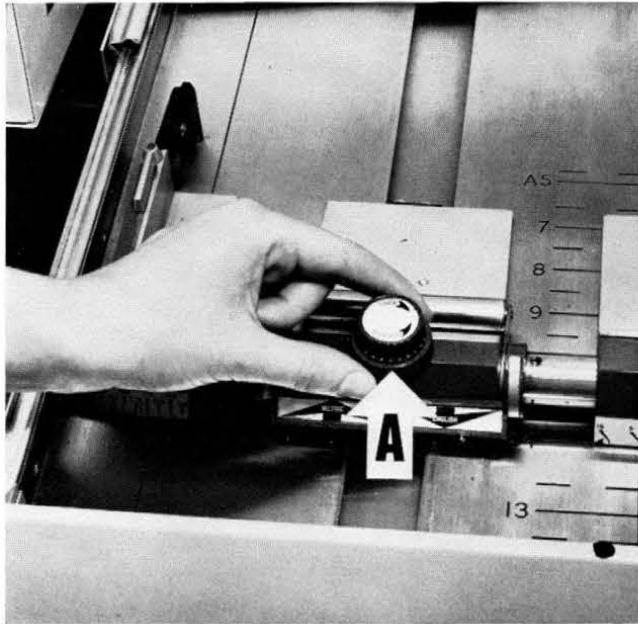
6 Gently push the paper tray in while holding the paper in place. Close the front door of the machine.

N.B. If there are persistent mis-feeds, turn the paper over, re-fan and replace in the tray.



Changing sizes of copy paper

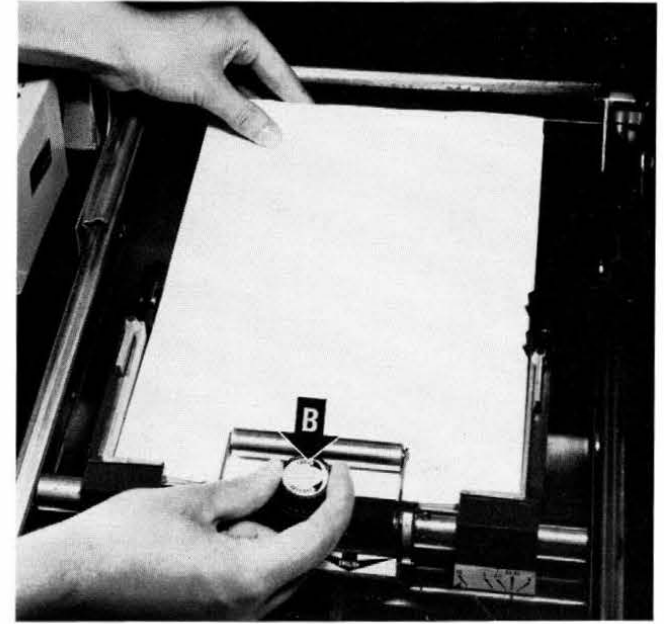
1 Open the cam levers. Remove all copy paper from the tray. Set the British/Metric lever to the system to be used (upper position for Metric sizes, lower position for British sizes). Turn bottom knob (A) until the size is one setting wider than the width of the copy paper to be used. Prepare a stack of the new size of copy paper as described on page 11, and place it in the tray.



2 Turn the bottom knob to adjust the guides to meet the width of the copy paper. Close the cam levers.

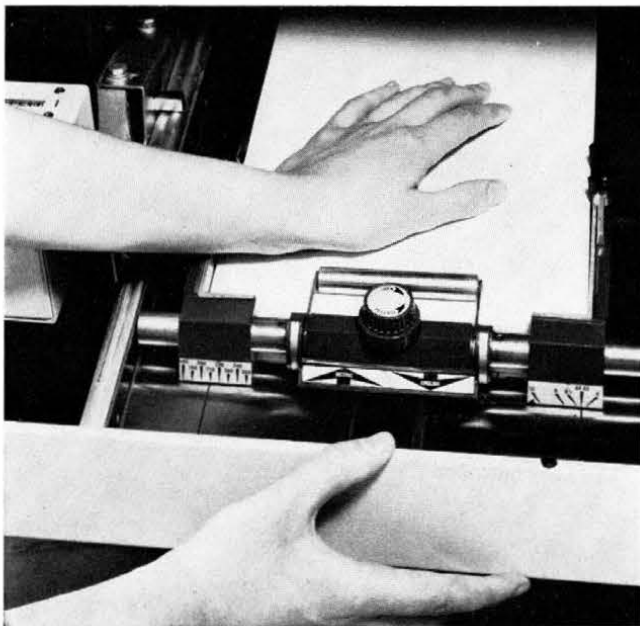


3 Release top knob (B) by turning it anti-clockwise. Slide the entire paper guide up or down until the copy paper in the tray is even with the top edge of the tray. Turn the top knob firmly clockwise to *lock* the paper guide in place.



Changing sizes of copy paper

4 Gently push the paper tray in while holding the paper in place. Close the door.



Checking and adding Rank Xerox toner powder

Part No: 04C089

Toner is a fine, black powder which is itself non-toxic and quite innocuous. However, like any fine powder, it can cause irritation to sensitive areas such as the eyes, or open cuts. If it is spilt, first dust off any excess carefully and then wash the affected skin area with soap and water or, where necessary, bathe the eyes.

If toner powder is spilt on clothes, it should be brushed off.

CAUTION

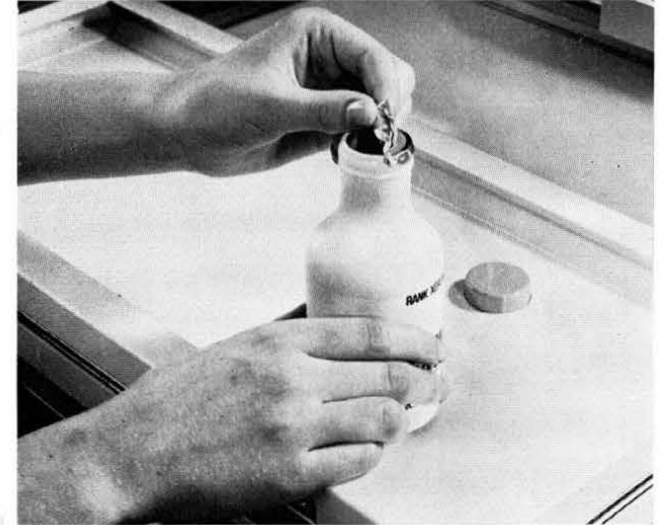
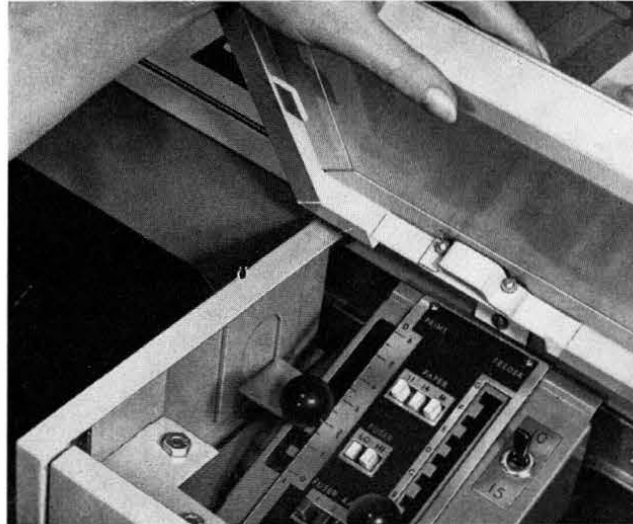
Heat or dry-cleaning agents applied to the powder will make it permanent.

Check toner level every morning.

Never let the level go below FILL MARK on the dipstick.

- 1 Raise the cover at the front of the machine.
- 2 Raise the lid of the toner well; make sure the toner is evenly distributed, and then check the level with the dipstick.
- 3 If the level is below the FILL MARK on the dipstick, add a container of toner to the well. Before opening the container, hold it upright and tap the base firmly on a hard surface. This settles the toner and prevents it from spilling. Then remove the cap and peel off the inside seal.
- 4 Carefully place the neck of container in the well, then gently move it along the length of the well to ensure even distribution of toner.

After adding toner, close the lid of the well and clear up any excess.



Paper mis-feeds

If the travelling light passes 4 and no print reaches the receiving tray, there may be one or more sheets of paper jammed in the machine.

1 Withdraw the paper supply tray, so that no further sheets are fed into the machine.

2 Move the stationary light to one number above the travelling light. The machine will scan the original on the platen glass once more and then the READY light will appear.

3 Press the red button on the control panel to switch the machine off.

4 Open the side doors and look for jammed paper:

- (a) At the register roller just after the paper tray.
- (b) At the horizontal transport under the fuser.
- (c) In the vertical transport rollers at the back of the machine.

5 Remove all jammed paper – it will be necessary to remove the drum to clear the horizontal transport (see pages 16 & 17). If you cannot clear all the jammed paper, call the Rank Xerox Service Engineer.

6 After you have removed the jammed paper, check that:

- (a) The paper is placed in the tray correctly (see page 12).
- (b) The side and bottom paper guides are properly set (refer to 'Changing sizes of Paper' – page 13).
- (c) The paper is properly fanned – remove the paper from the tray and fan it again (see 'Adding Paper' – page 10).
- (d) The paper feed lever is correctly set (see 'Key Operator Controls' – page 8).

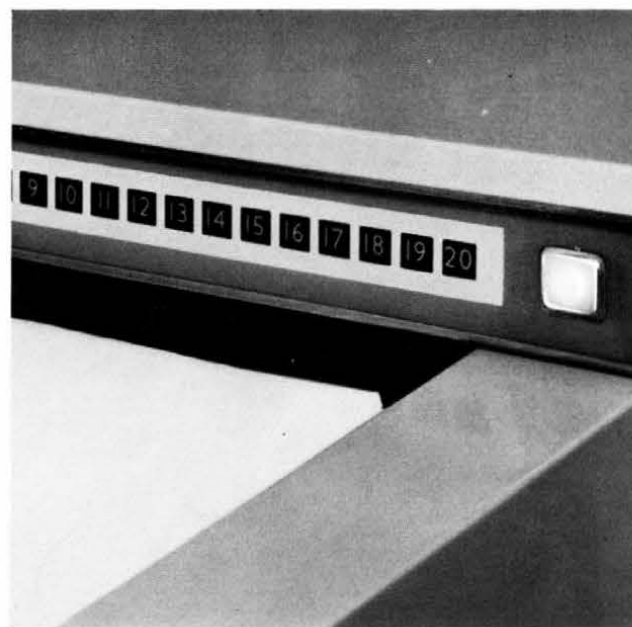
7 Re-insert the paper tray (page 12), re-start the machine (page 6) and proceed with making your prints.

N.B. Care must be taken near the fuser area as it could still be very warm. When the doors are open the heat supply is automatically cut off from the fuser but it will take a few minutes to cool down completely.

Mis-puff

If the 720 shuts off during a print cycle and the mis-detector light glows, a sheet of paper has become wrapped around the drum. When the machine is in this condition, it cannot be re-started until:

- (a) the drum has been removed.
- (b) the paper withdrawn from the drum cavity.
- (c) the drum replaced.



Removing the drum

1 Turn the two black knobs on the developing unit clockwise.

N.B. Be careful not to scratch the drum surface or to place your fingers on the drum.

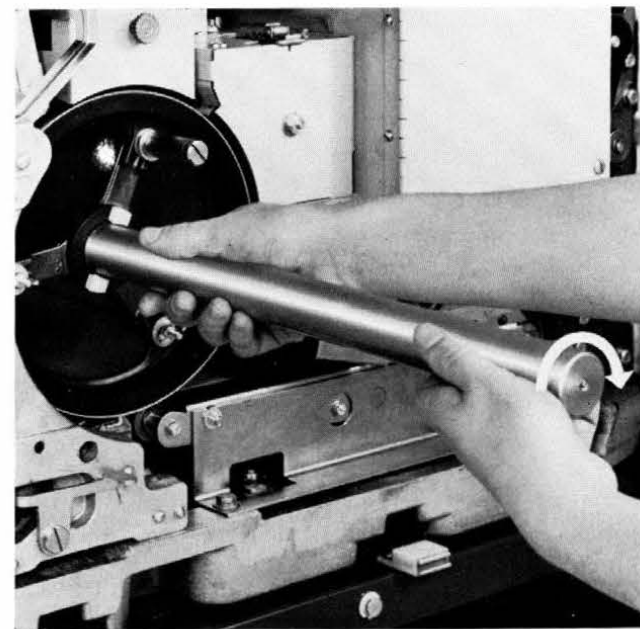
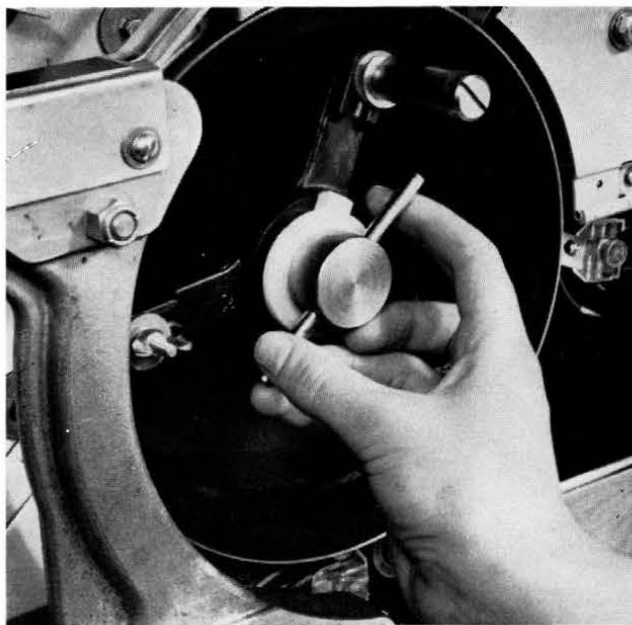
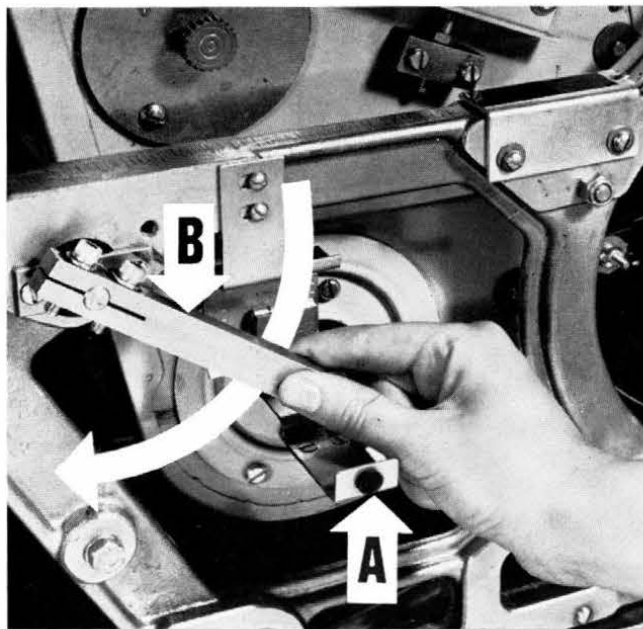
Care must be taken if you are wearing rings, bracelets or pendants.



2 Move the developing unit away from the drum by releasing latch A and pulling lever B down clockwise $\frac{1}{4}$ turn.

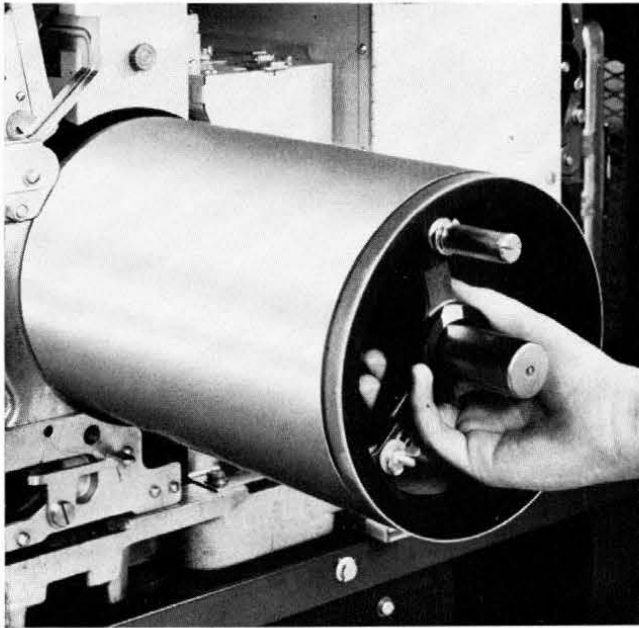
3 Remove the wing bolt from the centre of the drum.

4 Screw in the extension shaft turning it clockwise.



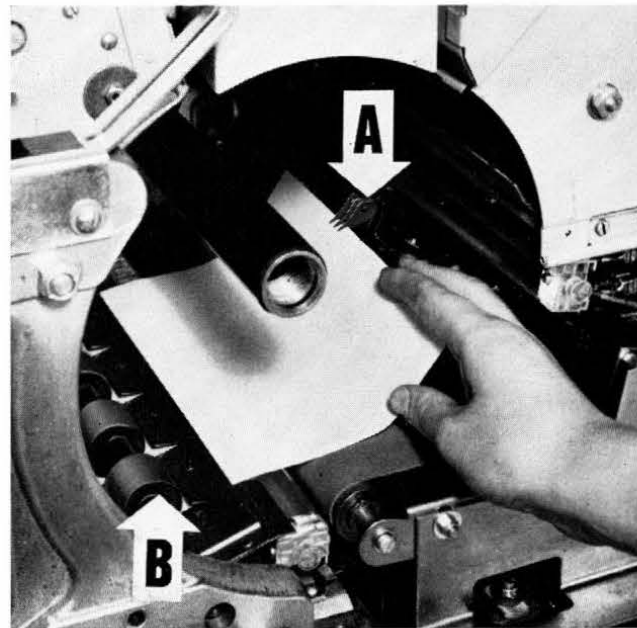
Removing the drum

5 Pull the drum out to the end of the extension shaft while turning it *clockwise*. Remove the drum completely and place it on top of the machine.



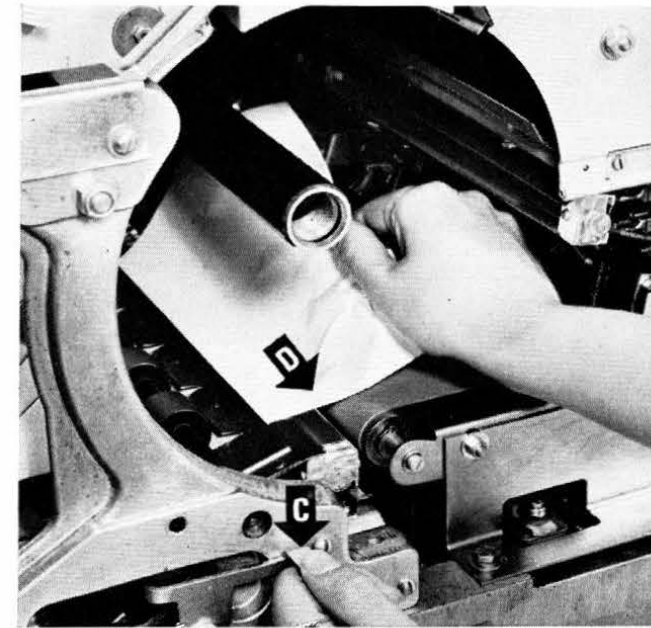
Clearing a mis-puff

1 The jammed sheet of paper is located under the register roller 'B' and in the mis-detector probes 'A'.



2 To remove the paper, first release it from the probes, then separate the register rollers by pressing the lever 'C' and withdraw the paper in the direction of arrow 'D'.

Replace the drum as directed on page 19.



Replacing the drum

Insert the drum completely into the machine while turning it in a clockwise direction.

Never turn the drum in an anti-clockwise direction.

Remove the extension shaft.

Screw in the wing bolt securely, ensuring white nylon spring washer is in position on bolt.

Bring the lever on the developing unit forward and latch it in place.

Close the side doors.

To the Key Operator

On rare occasions a paper jam under the fuser may cause the copy paper to smoulder. This should cause no alarm since the paper will always be contained within the machine and is self extinguishing. Therefore if you smell or see any sign of smoke, the following procedure should be adopted:

1. As soon as the scan lamps return to the home position, press the RED BUTTON.
2. Wait at least three minutes before opening the side doors. If the doors are accidentally opened and paper ignites, close the doors immediately and let the sheet of paper burn itself out.
3. Open the side doors and take out the drum. Remove scorched and charred paper from under the fuser and from the entry to the vertical transport. Dust the drum with a dry lint-free cloth.
4. Replace the drum checking that the fuser buttons are set and in the correct place, and resume copying. N.B. If it is not possible to remove all charred paper, call a Rank Xerox Service Engineer.

WARNING: Foam or water-type fire extinguishers must NOT be used on electrical equipment.

What to do

IF PRINTS HAVE A GREY BACKGROUND

1 You may be feeding too much toner – move the PRINT lever to a lower setting (refer to Key Operator Controls, Page 8). If overtoneing has been excessive you may have to make several prints with the PRINT lever at 'O' before normal print is obtained.

2 Check your original – a dirty original will give dirty prints.

If the print quality cannot be improved call the Service Engineer.

IF PRINTS ARE LIGHT

1 Look at original – if original is light, print may be light.

2 Inspect level of toner – add toner if required.

3 Move PRINT lever position (refer to Key Operator Controls, page 8).

4 If after 6 – 10 prints image does not darken move PRINT lever to 'O' and gently draw the dipstick once through the toner powder in the well. Then return lever to normal setting.

If the prints are still light, call the Service Engineer.

IF 720 WILL NOT START

1 Make sure side doors are closed.

2 Make sure machine is connected to electricity supply and that the main switch is ON.

3 Is mis-detector light on? Indicating paper is wrapped around the drum.

4 Make sure drum is properly located on the key at the rear of the drum shaft.

If the machine still cannot be started call the Service Engineer.

IF MACHINE SHUTS OFF DURING PRINT CYCLE

1 Check to make sure side doors are closed.

2 Copy paper may be wrapped around drum. Is the mis-detector light on? Remove paper from drum (see page 16).

3 Check mains supply to machine.

If the machine will not re-start, call the Service Engineer.

IF IMAGE IS NOT CENTRED ON COPY

1 You may not be placing original on the platen glass correctly.

2 Paper tray side guides may not be set according to copy-paper width.

If the image is too low, you may have pressed the wrong registration button. (Refer to 'Key Operator Controls', page 8).

IF IMAGE IS NOT FUSED ON COPY PAPER

1 See page 8, 'Fuser Buttons'.

2 Make sure that two Fuser Buttons are pressed down simultaneously, i.e. one red fuser button HI or LO and one yellow fuser button 1, 2 or 3.

Things to remember

Image Area. The maximum image area that can be reproduced on the 720 is 14 x 9 in (35.6 x 22.8 cm). Documents with a print area in excess of this size may be reproduced in sections.

Copy Paper Sizes. Minimum 10 x 8 in (25.4 x 20.3 cm); Maximum 15 x 10 in (38.1 x 25.4 cm).

Copy Paper Weight. 80 G.S.M. 20 lb. L.P.

Paper Supply Tray Capacity. 200 sheets.

Paper Receiving Tray Capacity. 40 copies.

Work Organiser. The work organiser is a ten-drawer unit fitted at the side of the control island. The shelves are used for collating prints and can easily be removed if necessary.

The 720 Meter

Meter 1 indicates the number of prints made in the first mode, meter 2 indicates the total number of prints made.

N.B. It is important to remember that if prints are made with the platen cover raised or if it is raised during a print run, the meter will automatically record at the highest cost per print.

When reproducing from books or other three dimensional originals, make one print with the platen cover open, then make the remaining prints from the first print with the platen cover down.

Preventive maintenance

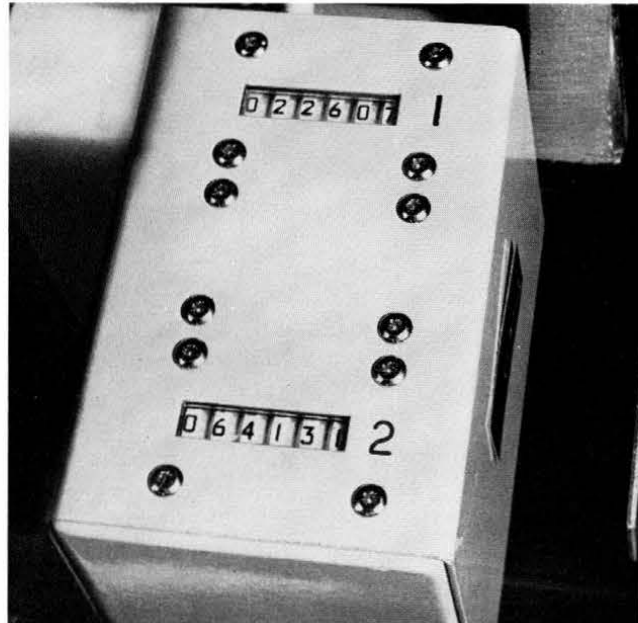
Your 720 must be serviced at regular intervals. When Meter 2 coincides with the figure written on the card attached to the meter, you should telephone Rank Xerox Service Control.

Sending in the meter card

On the last working day of each month you should fill in the meter card, obtain an authorised signature and send it to Rank Xerox.

Retain the stub of the card as a record.

Below is the meter relating to the 720 together with a completed meter card.



RANK XEROX		EQUIPMENT		SERVICING RECORD FOR RANK XEROX USE ONLY				
720		MONTHLY METER READING REPORT		DATE DAY MTH	SERVICE REPORT No.	SERV CODE	ENGINEERS CODE	CREDIT COPIES
EQUIPMENT				13 Aug	22361	1	401	10
0022607		0022607						
0064131		0064131						
XXXXXX		XXXXXX						
XXXXXX		XXXXXX						
CREDIT COPIES		SERVICE CREDIT COPIES		CODES: 1. NORMAL SERVICE 2. INSTALLATION 3. METER CHANGE 4. DISCONNECTION 5. SALESMAN 6. C.R.O. TRAINING				
10		TOTAL 10		METER CHANGE				
MONTH		DATE CARD COMPLETED		OLD METER FINISH READ NEW METER START READ				
Aug		30 Aug		1				
PLEASE RETAIN THIS PORTION		SIGNATURE <i>A. Smith</i>		2				
				3				
				4				

Consumables for your 720

Always ensure that you have an adequate supply of consumables.

PART NO.	DESCRIPTION
04C089	Toner 4 x $\frac{1}{4}$ lb. packs

Copy Paper. (Packed for use in xerography and supplied in cartons containing five reams.)

PART NO.	DESCRIPTION
04C013	Copy paper 10" x 8" (25.4 x 20.3 cm)
04C016	Copy paper 11" x 8 $\frac{1}{2}$ " (28 x 21.6 cm)
04C014	Copy paper A4 11 $\frac{3}{4}$ " x 8 $\frac{1}{4}$ " (29.7 x 21 cm)
04C012	Copy paper 13" x 8" (33 x 20.3 cm)
04C018	Copy paper 13" x 8 $\frac{1}{2}$ " (33 x 21.6 cm)
04C017	Copy paper 14" x 9" (35.6 x 22.8 cm)
04C015	Copy paper 15" x 10" (38.1 x 25.4 cm)

502S90001 Document Carrier and Screen

Do not hesitate to call Rank Xerox for information or service on your 720.

Phone Number

Notes

Rx485 Edition E Printed in England (R) 0371678

ZELO

RANK XEROX

RANK XEROX LIMITED, P.O. BOX 98, RANK XEROX HOUSE, 338 EUSTON ROAD, LONDON, N.W.1. TELEPHONE: 01-387 1244