LJ6300 Series

User Guide

Statement

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Safety Notes

Read these safety notes carefully before using this product to make sure you operate the equipment safely.

Your product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully.

⚠ WARNING

- Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized Service Provider for more information.

All warning instructions marked on or supplied with the product should be followed.

⚠DANGER	Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.
⚠WARNING	Used for items that if not followed strictly, can lead to severe or fatal injuries.
⚠CAUTION	Used for items that if not followed strictly, can cause injuries to user or damages to machine.

⚠ A symbol for items to pay attention to when handling machine. Follow instructions carefully to use machine safely.

⃠ A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts.

● A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.

Electrical Safety

⚠WARNING

Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord, a multi-plug adaptor or a multiple connector. It may cause the outlet to overheat and cause fire. Ensure to operate the machine on a sole-use receptacle. If you do not know whether an outlet is grounded, consult a qualified electrician.

Never touch a power cord with wet hands. Danger of electric shock exist. It can cause electric shocks.

Do not place objects on the power cord.

Always ensure the plug connection is free of dust. In a damp environment, a contaminated connector can draw a significant amount of current that can generate heat and eventually cause fire over an extended period of time.

Only use the power cord supplied with the equipment.

Do not use it on any other power source, doing so can cause fire, electric shocks or machine faults. Using a different power cord may cause fire or electric shock. Do not use power cord supplied with the equipment on any other equipment.

This equipment is to be used on a branch circuit or outlet that has larger capacity than rated ampere and voltage of this machine. See data plate on the rear panel for the rated ampere and voltage of this equipment.

Once a month, unplug the machine and check the power cord for the following:

- The power cord is plugged firmly into a receptacle.
- The plug is not excessively heated, rusted, or bent.
- The plug and receptacle are free of dust.
- The cord is not cracked or frayed.

If you notice any unusual conditions, contact your Customer Support Center.

Machine Installation

⚠WARNING

Do not place this equipment where people might step on or trip over the power cord.

⚠CAUTION

Never locate the equipment;

- Near radiator or any other heat source
- Near volatile, flammable or combustible materials such as curtains
- In a hot, humid, dusty or poorly

Do not attempt to rework, pull, bend, chafe, or otherwise damage the power cord. A damaged cord can cause fire or electric shocks. If the power cord is broken or insulated wires are exposed, ask your Customer Support Center for a replacement. Using a damaged cord can cause fire or electric shocks.

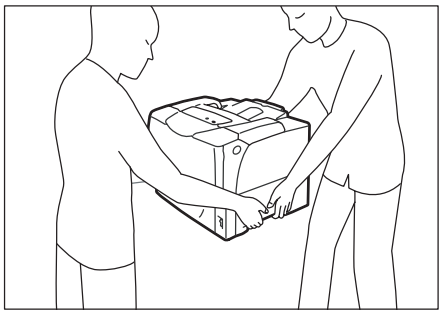
⚠CAUTION

Before cleaning this product, ensure to switch off and unplug the product from the electrical outlet. Access to a live machine interior can cause electric shocks.

Do not unplug or replug the machine while it is switched on. Unplugging a live connector can deform the plug and cause fire.

When unplugging the machine, grasp the plug instead of the cord. Pulling on a cord can damage the cord and cause fire or electric shocks.

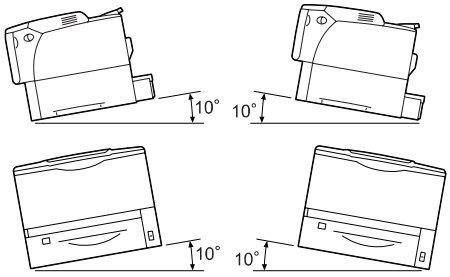
Always switch off and unplug the machine when it is not used over weekends or long holidays.



ventilated environment
- In a place receiving direct sunlight
- Close to a cooker or humidifier that emits oily fumes or steam

When lifting the machine, firmly grip the recessed areas provided on both sides of the machine. Never try to lift the machine by gripping any other areas. Lifting the machine by gripping any other areas can cause the machine to fall and result in injuries.

Do not incline the product more than 10 degrees.



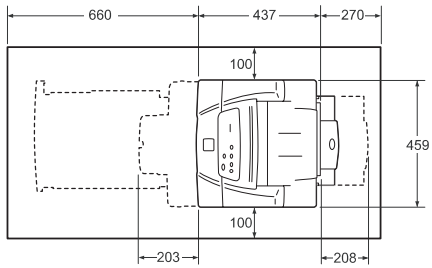
Others

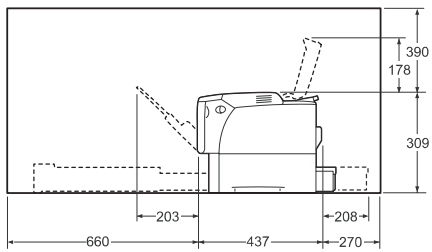
In order to use and maintain this product in a good performance and condition, make sure to use the product within the following environment:

- Temperature: 10~32℃
- Humidity: 35~85%

When the product is left in a freezing cold room and the room is rapidly warmed up by heater, it can generate water drops inside the machine and cause a partial deletion on printing.

Do not obstruct the ventilation openings. The machine has ventilation opening. Poor ventilation may cause overheat inside the machine and can lead a fire.
Always locate the equipment in an area that has adequate ventilation, and space for servicing. See installation instructions for minimum dimensions. Keep the ventilation and service space clear to allow an access to the power plug. You would be required to unplug the machine when an abnormal condition is encountered.





- The equipment emits smoke or a surface of the equipment becomes unusually hot.
- The equipment emits unusual noises or odors.
- The power cord is damaged or frayed.
- A wall panel circuit breaker,

Operational Safety

⚠WARNING

Any operator product maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance procedures on this product which are not described in the customer documentation.

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.

⚠CAUTION

Always follow all warnings and instructions that are marked on or supplied with the equipment.

Do not override or disable electrical or mechanical interlocks. Do not place a magnet near the safety switch of the machine. A magnet can activate the machine accidentally, resulting in injuries.

fuse, or other safety device has been tripped.
- Liquid has spilled into the equipment.
- The equipment is exposed to water.
- Any part of the equipment is damaged.

Never push objects of any kind into slots or openings on the equipment. Do not place any of the followings on the machine;

- Liquid container such as a vase or coffee cup
- Metal parts such as staples or clips
- Heavy object

When those are spilled over, slipped into or fall from the machine, it can cause electric shock, fire or injury.

Do not use conductive paper, e.g. carbonic paper or coated paper. When paper jam occurs, they can cause a short-circuit and fire.

Always use materials specified for this product. The use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

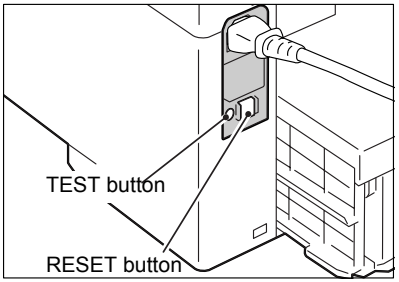
Laser Safety

CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

The machine has a circuit breaker. In the event of a current leakage, the breaker will automatically cut off the power circuit to prevent any leakages or fire.
The breaker is normally On ("|"). Once a month, check the breaker for correct operation by using the following procedure.

1. Press the Test button. The breaker switch turned Off. ("O") (This means that the breaker is OK.)
2. Return the breaker switch to On ("|").

If you notice any unusual condition, contact your Customer Support Center.



When removing jammed paper, do not try to remove paper or paper piece deep inside the machine. Also, do not try to remove paper wrapped around the heat roller. It can cause injury or burn.
Switch off the machine immediately and contact your Customer Support Center.

Consumable

With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Do not use a vacuum cleaner for cleaning the spilled toner. Use a broom or a soaked cloth to clean any spills. Vacuumed toner inside the cleaner can ignite or explode by an electric spark of the cleaner and may cause an injury.

Never throw a toner cartridge into fire. Remaining toner in the cartridge may catch fire and cause burn injuries. If you have a used toner cartridge no longer needed, contact Customer Support Center for its disposal.

⚠CAUTION

Keep drum and toner cartridges out of reach of children. Should toner be swallowed, spit it out, rinse mouth with water and drink plenty of water. Consult a physician immediately.

When replacing the drum and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with skin and clothing, as well as inhalation and contact with eyes and mouth.

⚠WARNING

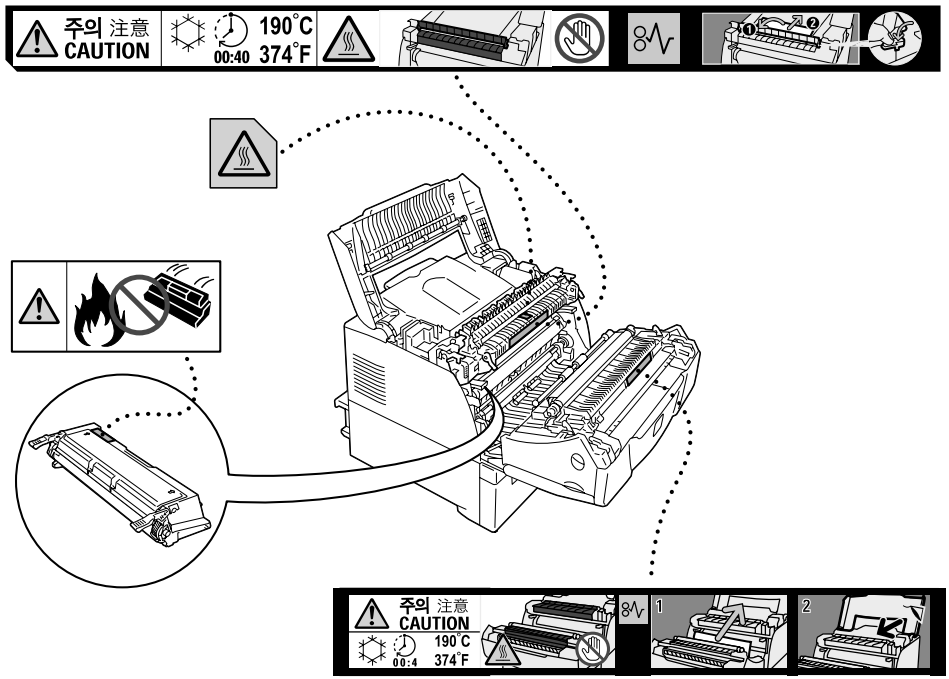
Store all consumables in accordance with the instructions given on the package or container.

In case of any toner spills onto your skin and clothing, wash with soap and water. Should toner particles get into your eyes, flush with plenty of water for at least 15 minutes until the irritation is gone. If necessary, seek medical treatment from a doctor.
If toner particles are inhaled, move to a location with fresh air and gargle with plenty of water. Should toner be swallowed, spit it out, rinse mouth with water and drink plenty of water. Consult a physician immediately.

Fuser Safety:
When removing the fuser unit, make sure you switch off the power first and wait for 40 minutes before removing it.

Warning and Caution Labels

Be sure to follow the warning and caution labels placed on the machine. Do not touch areas with labels indicating high voltage or temperature. This can cause an electric shock or burn.



1 Connecting a Cable

1.1 Connecting a Cable 1-2

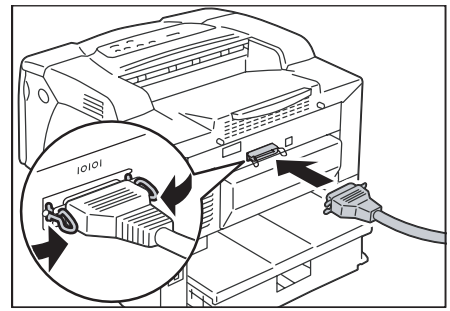
1.1 Connecting a Cable

Connect the printer to your computer using an interface cable appropriate for your connection method.
An interface cable is not included with the printer. You must purchase it separately.

Parallel Connection

1. Switch the printer off.

2. Plug the parallel cable into the interface connector on the printer.



Secure the parallel cable into the connector using the metal pieces on both sides of the connector.

3. Plug the other end of the parallel cable into your computer.

4. Switch the printer on.

USB Connection

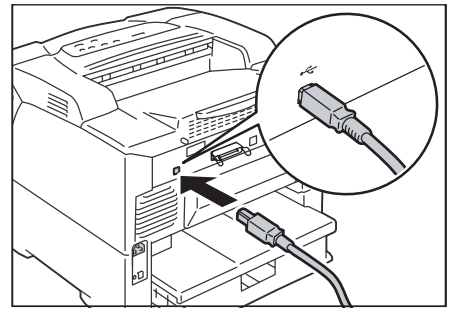
When using USB connection, install a print driver on your computer before connecting the cable.

1. Switch the printer off.

2. Plug the USB cable into the interface connector on the printer.

3. Plug the other end of the USB cable into your computer.

4. Switch the printer on.



2 Basic Operation

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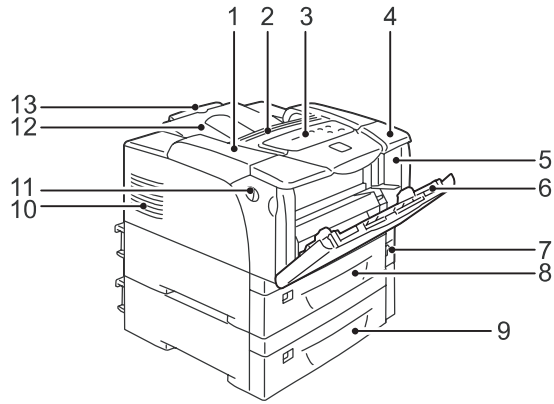
2.1 Main Components and Functions

Main Unit

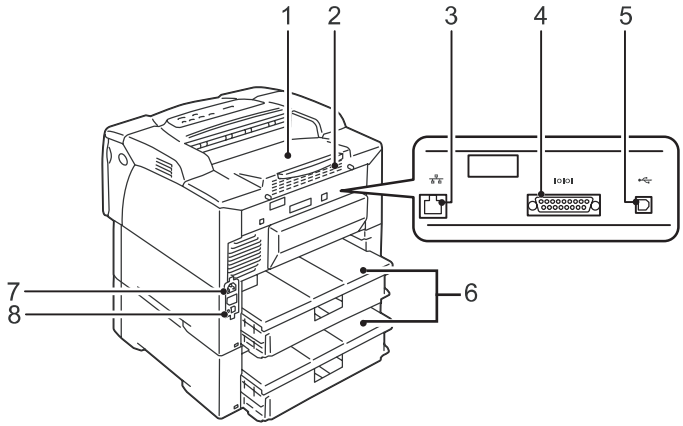
Front/Left View



No.	Name	Description
1	Top cover	Opened when replacing the print cartridge or clearing paper jams.
2	Ventilation hole	Releases heat to prevent the interior of the printer from overheating. Important ● Do not place any objects on the ventilation hole. Locking the ventilation hole causes heat build-up in the printer, which causes the printer to malfunction.
3	Control panel	Consists of the control buttons, and indicator lamps. For details, refer to "Control Panel" (P. 2-5).
4	Upper cover	Opened when installing the duplex unit or cleaning the feed rolls.
5	Front cover	Opened when replacing the print cartridge or clearing paper jams.
6	Bypass tray	Load paper here when printing using the bypass tray. The bypass tray can accommodate plain paper and special media such as postcards and envelopes. It can be extended in two stages as necessary.

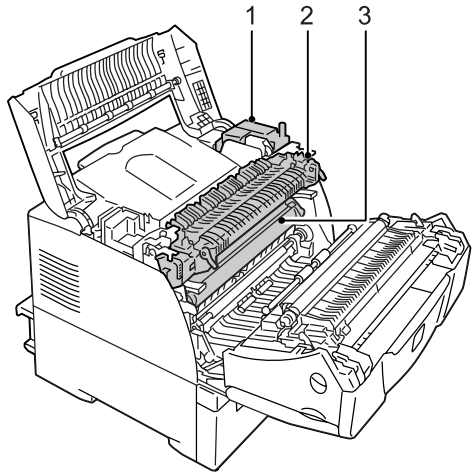
7	Power switch	Switches the printer on/off. Pressing this to the <|> position switches the power on, and pressing it to the <O> position switches the power off.
8	Tray 1	Load paper here. This is the standard paper tray.
9	Trays 2, 3 (250) (optional)	Load paper here when the optional 250 (hereinafter referred to as “sheet feeders”) are installed. .
10	Ventilation hole	Releases heat to prevent the interior of the printer from overheating.
11	Front cover release lever	Pulled towards you to open the front cover when replacing the print cartridge or clearing paper jams.
12	Output tray	Delivers printed output face down.
13	Extension output tray	Extended to prevent output from falling off the output tray.

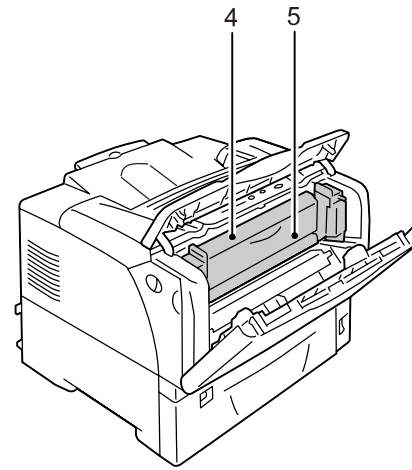
Right/Back View



No.	Name	Description
1	Rear cover	
2	Ventilation hole	Releases heat to prevent the interior of the printer from overheating. Important • Locking the ventilation hole causes heat build-up in the printer, which causes the printer to malfunction.
3	Tray covers	The rear covers for the paper trays.
4	Parallel connector	Connects a parallel cable to the printer.
5	USB connector	Connects a USB cable to the printer.
6	Power cord connector	Connects a power cord to the printer.
7	Circuit breaker	Cuts off the power circuit automatically in the event of current leakage.

Interior

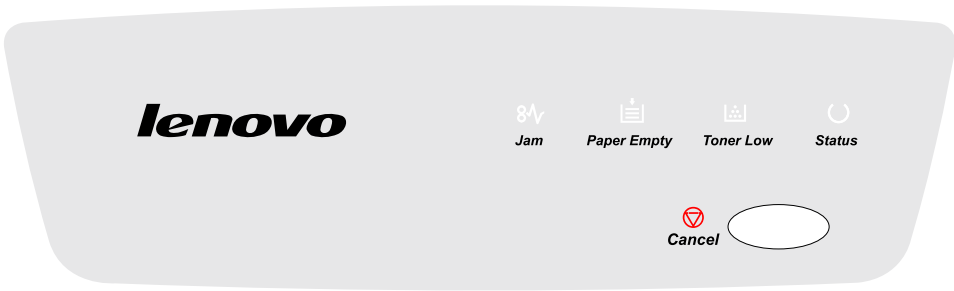




No.	Name	Description
1	Duplex unit (Duplex unit B)	The unit that composes the duplex unit. When the duplex unit is installed, 2-sided printing can be performed.
2	Fuser unit	Fuses toner onto paper by means of heat and pressure. Important ● Do not touch the fuser unit while the printer is in operation. The fuser unit becomes very hot during printing.
3	Print cartridge	A cartridge that integrates the toner, photoconductor (drum), and development unit. Replaced when output becomes light or print quality becomes poor.
4	Duplex unit (Duplex unit A)	The unit that composes the duplex unit.
5	Inner cover	The cover of the duplex unit. Opened when clearing paper jams.

2.2 Operation Panel

Illustration of the Panel



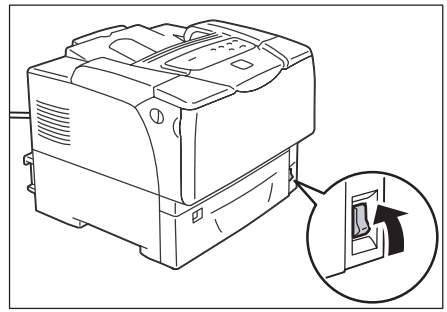
There are four LEDs and one button on the operation panel:
Jam LED, Paper Empty LED, Toner Low LED, Status LED and Cancel button.
To cancel the printing job, press the Cancel button.
The Jam, Paper Empty or Toner Low LEDs are Red, and the Status LED is Red or Green.
Different combinations of the four indicator LEDs indicate the current printer status:

	Jam LED (Red)	Paper Empty LED (Red)	Toner Low LED (Red)	Status LED (Red/Green)
Turn off	Off	Off	Off	Off
Warming up	Off	Off	Off	Blinking in green
Ready	Off	Off	Off	Litting in green
Sleeping	Off	Off	Off	Blinking slowly in green
Receiving data/Printing	Off	Off	Off	Blinking in green
Paper jam	On	Off	Off	Off
No paper	Off	On	Off	Off
Toner empty	Off	Off	On	Off
No drum	Off	Off	On	Off
Fatal error	Off	Off	Off	Litting in red

2.3 Switching On/Off the Power

Switching On the Power

1. Press *the* power switch to the <|> position.
2. When the power is switched on, wait until the Status LED changes to green, the printer is ready.

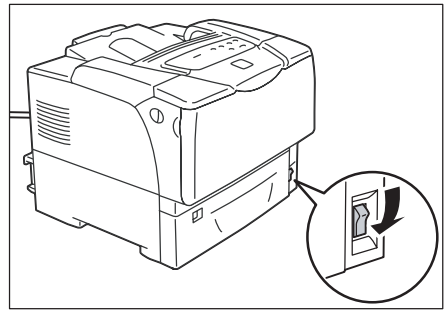


Switching Off the Power

Important

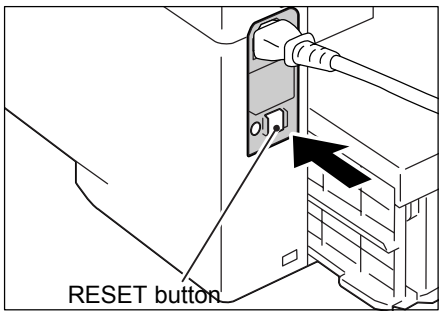
- Do not switch the power off during printing. Doing so can cause paper jams.
- Switching the power off erases the print data remained in the printer and the information stored in the printer's memory.

1. Make sure that the printer is not in operation by checking the display or indicator lamps.
2. Press the power switch to the <O> position.



2.4 About the Circuit Breaker

The printer has a circuit breaker on its rear left side.
In the event of current leakage, the breaker will automatically cut off the power circuit to prevent any current leakages or fire from occurring. If the circuit breaker trips, check insulation condition of the printer and then press the <RESET> button. If the insulation condition of the printer is not recovered, the circuit breaker trips again immediately. In such case, contact our Customer Support Center.



Once a month, switch the printer off and test if the breaker is functioning normally. Using a failed breaker puts your printer at risk of electric shock.
If your circuit breaker is not functioning normally, contact our Customer Support Center.

Refer to

- For information on how to test the circuit breaker, refer to " Operational Safety" (P. v).

3 Printing on Envelopes

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3.4 Printing by Changing the Paper Types of the Trays 3-8

3.1 Printing on Envelopes

This section describes how to print on envelopes.
Envelopes can be loaded in all paper trays.

Note
- For more information on how to load paper in the bypass tray, refer to " Loading Paper in the Bypass Tray" (P. 4-7).
- For more information on how to load paper in the trays 1 - 3, refer to " Loading Paper in the Trays 1 - 3" (P. 4-10).

Loading Envelopes

The printer can print on envelopes only on the address side, and not on the reverse side. The following types of envelopes can be loaded in the printer.

- Youkei 4 (105 x 234 mm)
- Choukei 3 (120 x 235 mm)
- COM-10 (241.3 x 104.8 mm)
- Monarch (190.5 x 98.4 mm)
- DL (220 x 110 mm)
- C5 (162 x 229 mm)

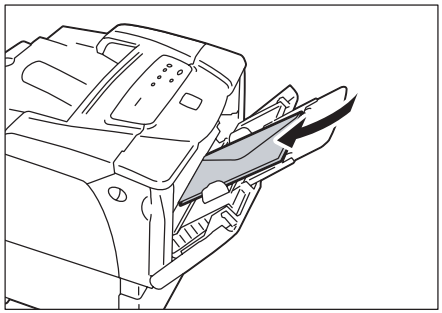
Important
- For best print quality, do not use envelopes that:
- are curled or twisted.
- are stuck together or damaged.
- have windows, holes, perforations, cutouts, or embossments.
- use tie strings, metal claps, or metal folding bars.
- have postage stamps attached.
- have any exposed adhesive when the flaps are in the sealed position.
- have deckle edges or creased corners.
- have rough, cockled, or laid finishes.

Loading Envelopes in the Bypass Tray

■ Envelopes with Adhesive Flaps

1. Load the envelopes with the address side facing down and the edge with the flaps on your right. Make sure that the flaps are closed.

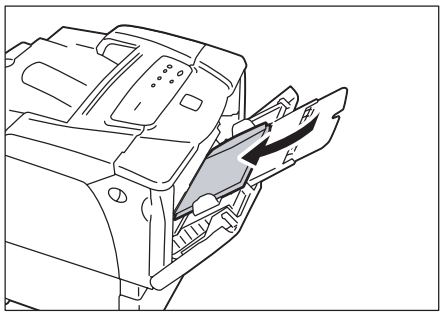
2. Adjust the paper guides to the size of the envelopes.



■ Envelopes with Non-adhesive Flaps

1. Load the envelope with the address side facing down and the edge with the flaps on your right. Make sure that the flaps are open.

2. Adjust the paper guides to the size of the envelopes.



Note

- When loading the envelopes in the tray, make sure that the flaps are completely open.

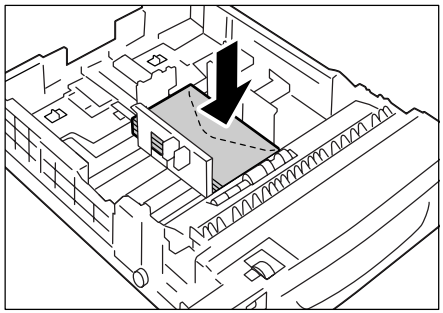
Loading Envelopes in the Tray 1 - 3

■ Envelopes with Adhesive Flaps

1. Load the envelopes with the address side facing up and the edge with the flaps on your right. Make sure that the flaps are closed.

2. Adjust the paper guides to the size of the envelopes.

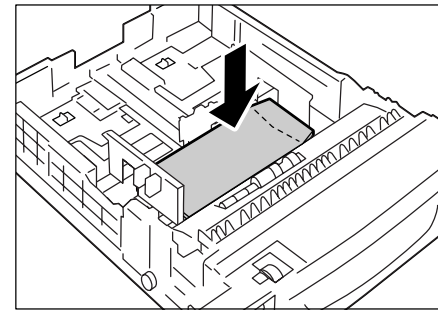
3. Set the paper size dial to [*].



■ Envelopes with Non-adhesive Flaps

1. Load the envelope with the address side facing up and the edge with the flaps on your right. Make sure that the flaps are open.

2. Adjust the paper guides to the size of the envelopes.



Note

- When loading the envelopes in the tray, make sure that the flaps are completely open.

3. Set the paper size dial to [*].

3.2 Printing on Transparencies

This section describes how to print on transparencies.

Loading Transparencies

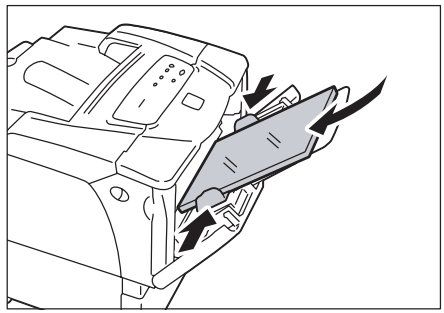
Transparencies can be loaded in all paper trays.

Note
- For more information on how to load paper in the bypass tray, refer to " Loading Paper in the Bypass Tray" (P. 4-7).

For more information on how to load paper in the trays 1 - 3, refer to " Loading Paper in the Trays 1 - 3" (P. 4-10).

■ To Load Transparencies in the Bypass Tray

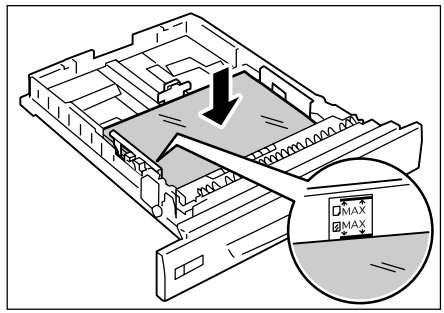
Important
- Transparencies for full-color printing cannot be used.



1. Fan the transparencies, and load them in the bypass tray with the print side facing down. Load only a few sheets at a time.

2. Adjust the paper guides to the size of the transparencies.

■ To Load Transparencies in the Trays 1 - 3



1. Remove the paper tray from the printer, and adjust the paper guides to the size of the transparencies.

2. Load the transparencies in the tray with the print side facing up.

Make sure that the transparencies do not exceed the maximum fill-line for transparencies.

3. Slide the tray back into the printer.

Important

- When inserting the tray, be careful not to get your fingers caught between the tray and the printer or another tray (if the optional sheet feeders are installed).

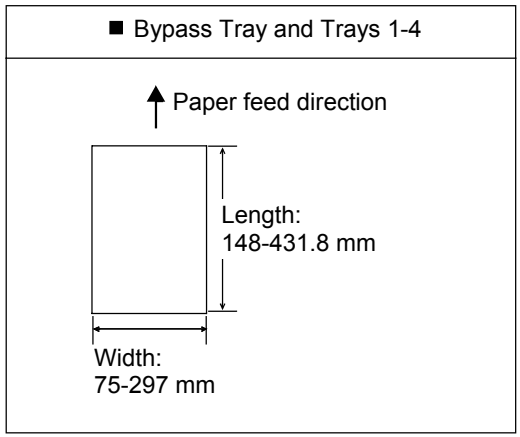
4. Set the paper size dial to match the paper size loaded in the tray.

Note

- You can also change the paper type setting on your print driver when requesting a print job. For more information, refer to " Printing by Changing the Paper Types of the Trays" (P. 3-8).

3.3 Printing on Non-standard Size Paper

This section describes how to load non-standard size paper in the paper trays. The paper trays can accommodate paper of the following sizes:



Loading Non-standard Size Paper

The procedure for loading non-standard size paper is the same as for standard-size paper. Refer to "Loading Paper" (P. 5-17).

3.4 Printing by Changing the Paper Types of the Trays

The bypass tray and trays 1 - 3 accept plain paper and special media such as heavyweight paper and transparencies.

It will print by changing the paper type setting of the trays of the driver.

Note

- The method of displaying the Properties dialog box varies depending on the application being used. Consult the documentation for your application.

4 Paper

4.1 About Paper 4-2
4.2 Loading Paper 4-7

4.1 About Paper

Using paper that is not appropriate for the printer can cause paper jams, image quality problems, or printer failure. To use the printer at its best performance, we recommend you to use only the paper described in this section.
When using paper other than that recommended, contact our Customer Support Center.

Supported Paper

Supported Paper Sizes and Types

The following table lists the supported paper sizes, paper types, and the capacity of each paper tray.

Note

- G.S.M (gram per square meter) refers to a weight in grams of one square meter of paper.

Paper Tray	Paper Size	Paper Type (G.S.M.)	Maximum Capacity
Bypass tray	A3🗋, B4🗋 , A4🗋 , B5🗋 , A5🗋 , 11x17" 🗋, 8.5x13"🗋 , 8.5x14" 🗋, 8.5x11" 🗋, 5.5x8.5"🗋 , 7.25x10.5" 🗋, Japanese Postcard (148 x 100 mm) 🗋, Pre-paid Postcard (148 x 200 mm) 🗋, envelope (COM-10🗋 , Monarch 🗋 , DL 🗋, C5 🗋), custom size paper (width: 75 - 297 mm; length: 148 - 431.8 mm), long paper (297 x 900 mm)	Plain 1 (60 - 80 g/m2), Plain 2 (70 - 80 g/m2), Heavyweight 1 (106 - 163 g/m2), Heavyweight 2 (164 - 216 g/m2), Transparency,	FX P paper: Approx. 150 sheets Postcard: Approx. 50 sheets Envelope : Approx. 10 sheets Transparency: Approx.75 sheets Or up to 17.5 mm high

Paper Tray	Paper Size	Paper Type (G.S.M.)	Maximum Capacity
Tray 1 (standard), Trays 2 -3 (optional)	A3🗋, B4🗋, A4🗋 , B5🗋, A5🗋, 11×17"🗋 , 8.5×13"🗋 , 8.5×14"🗋 , 8.5×11"🗋 , 5.5×8.5"🗋 , 7.25× 10.5"🗋 , Japanese Postcard (148 x 100 mm) 🗋, Pre-paid Postcard (148 x 200 mm) 🗋, envelope (COM-10🗋 , Monarch🗋 , DL🗋 , C5 🗋), custom size paper (width: 75 -297 mm; length: 148 -431.8 mm)	Plain 1 (60 -80 g/m^2), Plain 2 (70 -80 g/m^2), Heavyweight 1 (106 -163 g/m^2), Heavyweight 2 (164 -216 g/m^2), Transparency,	• 250-sheet tray FX P paper: Approx. 250 sheets Postcard: Approx. 100 sheets Envelope: Approx. 20 sheets Label: Approx. 180 sheets Transparency: Approx. 100 sheets Or up to 27.6 mm high

■ Paper for 2-Sided Printing

The following sizes and types of paper can be used for 2-sided printing using the duplex unit.

Paper Size	Paper Type
A3🗋, B4🗋 , A4🗋 , B5 🗋, A5 🗋, 11×17"🗋 , 8.5×13"🗋 , 8.5×14" 🗋[*1], 8.5×11"🗋 , 5.5×8.5"🗋 , 7.25 ×10.5"🗋 , Japanese Postcard (148 x 100 mm) 🗋 , Pre-paid Postcard (148 x 200 mm) 🗋 custom size paper (width: 100 - 297 mm; length: 148 - 431.8 mm)	Plain 1 (60 - 80 g/m^2), Plain 2 (70 - 80 g/m^2), Heavyweight 1 (106 - 163 g/m^2), Heavyweight 2 (164 - 190 g/m^2)

Supported Paper Specifications

If using general paper (commercially available paper), make sure that it meets the following specifications. To achieve the best print quality, however, we recommend you to use the standard paper (introduced in this page) instead.

Paper Tray	Specifications (G.S.M.)
Bypass tray	60 -216 g/m2
Tray1	60 -216 g/m2
Tray 2 - 3 (optional)	60 - 216 g/m2

Recommended/Tested Paper

The following paper or media are recommended or have been tested with the printer. For information about other paper or media, contact our Customer Support Center.

Product Name	G.S.M.	Paper Type Menu Name	Description
FX P Paper *Standard paper (for monochrome printing)	64 g/m^2	Plain	Medium weight paper for internal office documents and general business use.
C2 paper	70 g/m^2	Plain	Paper for general business use with minimum seethrough.
C2r paper	70 g/m^2	Plain	70% recycled pulp paper.
EPR	67 g/m^2	Plain	70% or more recycled pulp paper.
WR100 paper	67 g/m^2	Plain	100% recycled pulp paper with the whiteness of bond paper.
Green 100 paper	67 g/m^2	Plain	100% recycled pulp paper with minimum whiteness.
FX P Paper (Heavy weight)	78 g/m^2	Plain	Heavy weight paper for internal office documents and general business use. Suitable for 2-sided printing with minimum see-through.
RX60	60 g/m^2	Plain	Paper for internal office documents and general business use with extra whiteness.
RX80	80 g/m^2		
RX120	120 g/m^2	Heavyweight 1	
Transparency (Clear) Product code: GAAA5224	-	Transparency	Transparencies without frames.
Label (A4 20 labels per sheet)	-	Heavyweight 1	Self-adhesive label sheet that fully covers the adhesive backing with 20 labels per sheet.

Postcard (100 x 148 mm) Pre-paid postcard (200 x 148 mm)	190 g/m^2	Postcard	Postcard, Pre-paid Postcard
Envelope	-	Envelope	Commercially available envelopes. Refer to "Supported Paper Sizes and Types" (P. 4-2) for the supported envelope sizes.

Unsupported Paper

Do not use the following types of paper or media. They can cause paper jams or printer failure.

- Bond paper
- Coated paper
- Transparencies other than those recommended
- Ink jet paper, ink jet transparencies, or ink jet postcards
- Paper that is too heavyweight or too lightweight
- Paper pre-printed with other printer or copier
- Wrinkled, creased, or ripped paper
- Damp or wet paper
- Lumpy or curled paper
- Static-cling paper
- Pasted-up or glued paper
- Postcards with pre-printed pictures
- Specially coated paper
- Color paper with surface treatments
- Paper that is coated with anti set-off white powder (micro powder)
- Paper that has perforations
- Paper that uses ink that deteriorates with heat
- Photosensitive paper
- Carbon paper
- Paper with staples, clips, ribbons, or tape
- Paper with rough surface, such as pulp paper or fibrous paper
- Acid paper (Texts printed on acid paper may blur. In such case, use alkaline paper instead.)
- Envelopes that are with self-sealing adhesive, that are not flat, or that have clasps
- Label paper with some labels already peeled off.
- Tack film
- Water transfer paper
- Textile transfer paper

Important

- If you load postcards with pre-printed pictures, the anti set-off powder sticks to the feed rolls, preventing the postcards from being fed properly.

Storing and Handling Paper

Paper stored in poor conditions can get deteriorated, resulting in paper jams, curled paper, image quality problems, or printer failure. Use the following guidelines when storing paper.

Paper Storage Environment

- Temperature: 10 - 30 C
- Relative humidity: 30 - 65%

Paper Storage Guidelines

- Re-wrap partly used packages of paper, and store them away from humidity such as in a cabinet.
- Store paper flat. Do not store it upright.
- Avoid paper from getting wrinkled, curled, or creased.
- Do not expose paper in direct sunlight.

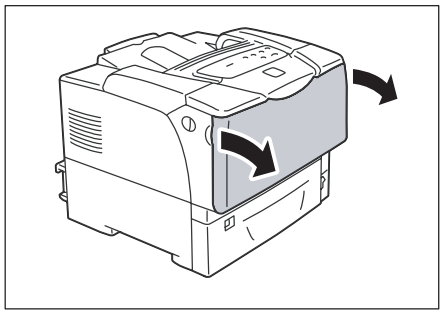
4.2 Loading Paper

This section explains how to load paper in the bypass tray or trays 1 - 3.

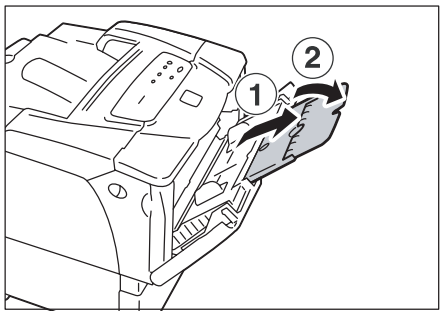
Loading Paper in the Bypass Tray

Important
- Load paper when the power is switched on.
- Do not load paper of different types simultaneously.
- Do not remove or add paper to the bypass tray while printing from the bypass tray. Doing so can cause paper jams.
- Do not place any objects other than paper on the bypass tray. Do not push down the tray or apply an excessive force to the tray.

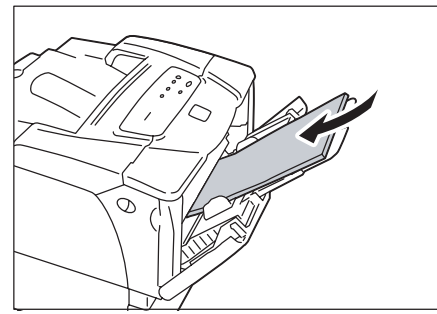
1. Pull the bypass tray open.



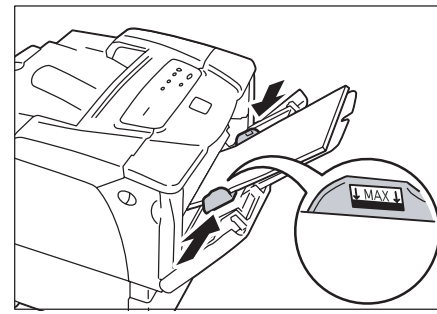
2. When loading long paper, extend the extension tray until it stops (until it clicks into place). If the tray is not long enough, extend it all the way.



3. Load the paper with the print side facing down.



4. Adjust the paper guides to the size of the paper.



Important

- Make sure that the guides are positioned just lightly against the paper. The guides that are too tight or too loose can cause paper jams.

Note

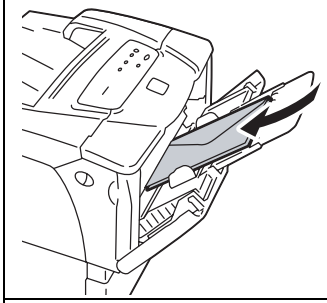
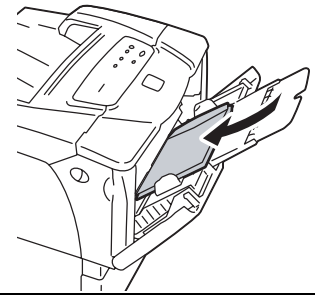
- Do not fill paper above the maximum fill-line. Doing so can cause paper jams.

Note

- When printing from the bypass tray, set the size and type of the paper on your print driver. For more information, refer to the online help provided for the print driver.

Feed Orientations for Envelopes in the Bypass Tray

When loading envelopes in the bypass tray, be sure to load them in the correct orientations.

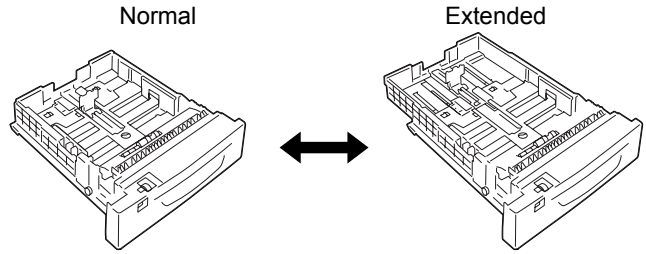
Envelopes with Adhesive Flaps	Envelopes with Non-adhesive Flaps
Example) Youkei 4 	Example) Choukei 3 
Load envelopes with the address side facing down and the edge with the flaps on your right. Make sure that the flaps are closed.	Load envelopes with the address side facing down and the edge with the flaps on your right. Make sure that the flaps are open.

Important

- For best print quality, do not use envelopes that:
- are curled or twisted.
- are stuck together or damaged.
- have windows, holes, perforations, cutouts, or embossments.
- use tie strings, metal claps, or metal folding bars.
- have postage stamps attached.
- have any exposed adhesive when the flaps are in the sealed position.
- have deckle edges or creased corners.
- have rough, cockled, or laid finishes.

Loading Paper in the Trays 1 - 3

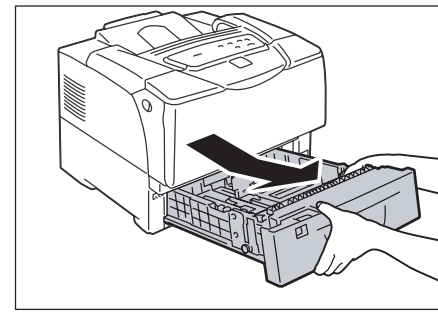
When loading paper longer than 14" (279.4 mm) such as B4, A3, and 11 x 17" in the tray 1, 2, 3, you must extend the tray. When the tray is extended, the extended portion sticks out from the back of the printer.
A5, B5, A4, and 8.5 x 11" size paper cannot be loaded in landscape orientation when a tray is extended. When loading A5, B5, A4, or 8.5 x 11" size paper in landscape orientation, unextend the tray by pushing the extended portion back into the tray.
For instructions on how to extend or unextend a tray, refer to Steps 2 and 3 in the following procedure.
If you do not need to extend or unextend a tray, skip Steps 2 and 3.



The following explains how to load paper in the tray 1. The procedure is the same also for the trays 2 and 3.

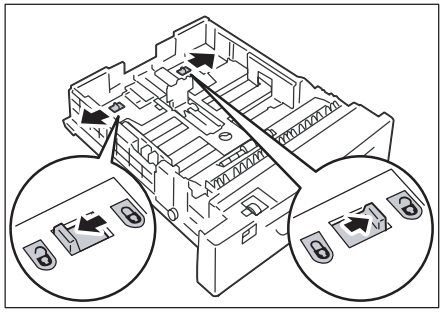
Important
- Do not remove or add paper to the paper trays during printing. Doing so can cause paper jams.
- Make sure to load paper when the power is on.

1. Pull out the tray until it stops. Hold the tray with both hands, lift it up slightly, and then pull it out completely.

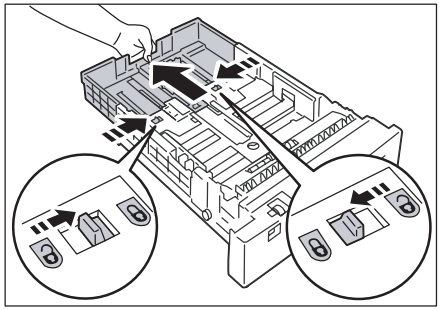


2. If you do not need to extend the tray, proceed to Step 4.

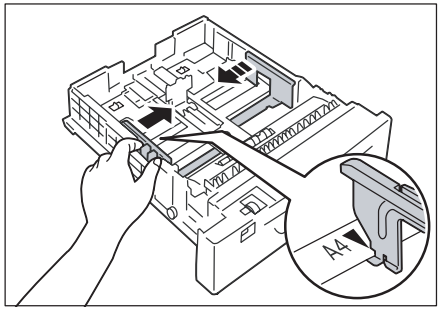
If you need to extend the tray, release the extension lock by sliding the left and right tabs in the tray outward.



3. Extend (or unextend) the tray until the lock released in Step 2 is locked automatically. (Example: The tray is extended.)

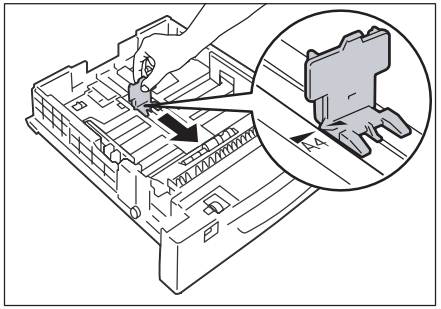


4. Pinch the guide clip on the left side of the tray and slide it to the size of the paper. (Example: A4 landscape)

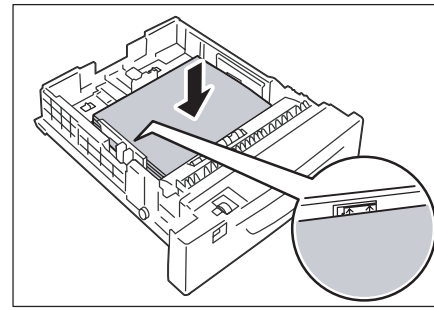


5. Pinch the rear guide clip and slide it to the size of the paper.

Align the ► mark of the paper size with the ◄ mark on the guide.



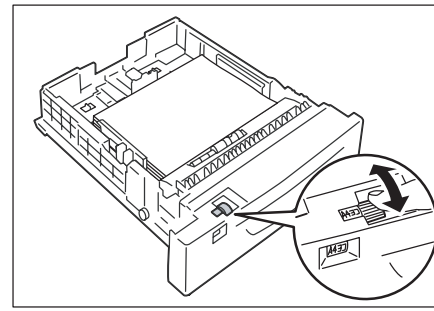
6. Load the paper with the print side facing up.



Note

- Do not fill paper above the maximum fill-line. Doing so can cause paper jams.

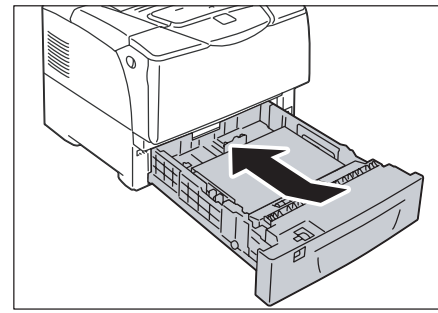
7. Set the paper size dial to match the paper size loaded in the tray.



Note

- When loading postcards, envelopes, or non-standard size paper in the tray, set the paper size dial to [*].

8. Push the tray all the way into the printer. If the tray is extended, the extended portion sticks out from the back of the printer.

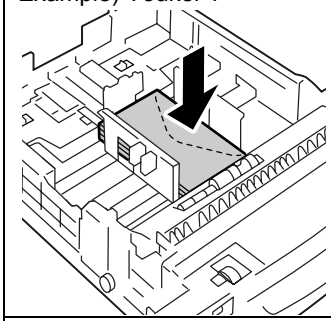
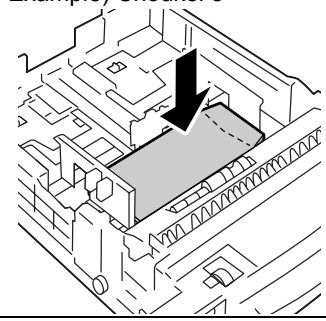


Important

- When inserting the tray, be careful not to get your fingers caught between the tray and the printer or other tray (if the optional sheet feeders are installed).

Feed Orientations for Envelopes in the Trays 1 - 3

When loading envelopes in the Trays 1 - 3, be sure to load them in the correct orientations.

Envelopes with Adhesive Flaps	Envelopes with Non-adhesive Flaps
Example) Youkei 4 	Example) Choukei 3 
Load envelopes with the address side facing up and the edge with the flaps on your right. Make sure that the flaps are closed.	Load envelopes with the address side facing up and the edge with the flaps on your right. Make sure that the flaps are opened.

Note
- When loading envelopes in the tray, set the paper size dial to [*].

Important
- For best print quality, do not use envelopes that:
- are curled or twisted.
- are stuck together or damaged.
- have windows, holes, perforations, cutouts, or embossments.
- use tie strings, metal claps, or metal folding bars.
- have postage stamps attached.
- have any exposed adhesive when the flaps are in the sealed position.
- have deckle edges or creased corners.
- have rough, cockled, or laid finishes.

Paper Sizes/ Paper Types of the Trays

If you loaded standard-size paper in the trays 1 - 3, set the size and orientation of the paper in each paper tray using the paper size dial. If you loaded non-standard-size paper into the trays 1 - 3, set the paper size dial to [*].
If you loaded non-standard-size paper into the bypass tray or trays 1 - 3, manually set its paper size on the control panel.
The printer does not have ability to sense the type of the paper loaded in each tray. The default paper types for the bypass tray or trays 1 - 3 are [Plain Paper]. If you loaded paper other than plain paper into the trays, manually change its paper type on the control panel. Make sure to set the paper type correctly on the control panel. If the paper type setting does not match the actual type of the paper, toner may not fuse properly onto the paper, resulting in smearing and poor print quality.

Note

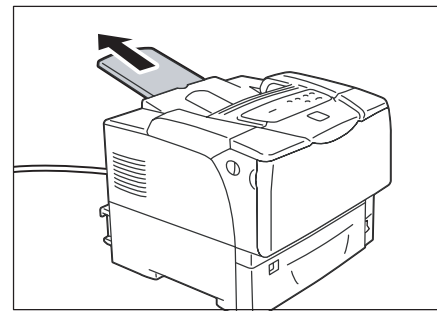
- You can change the paper type from your print driver when requesting a print job.

Refer to

- For information on how to set a paper type on your print driver, refer to " Printing by Changing the Paper Type Setting" (P. 3-8).

Extending the Extension Output Tray

The extension output tray prevents printed output from falling off the printer.
When printing documents, extend the extension output tray.



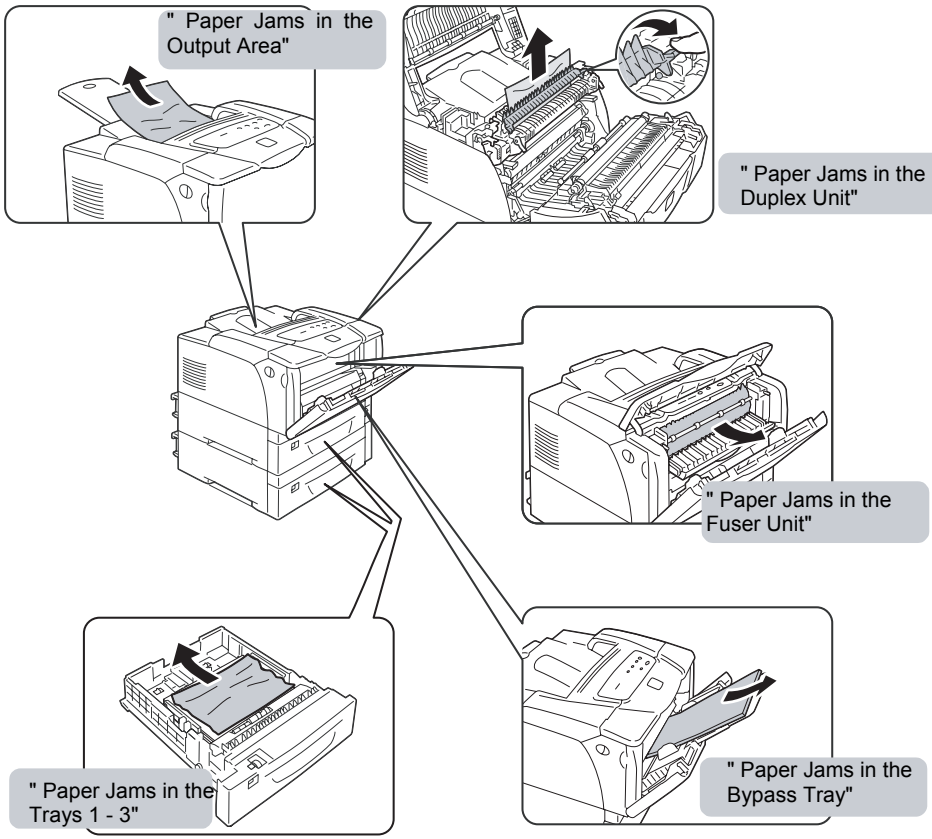
5 Troubleshooting

5.1Clearing Paper Jams 5-3
5.2 Hardware Problems 5-11
5.3 Print Quality Problems 5-12
5.4 Paper Feeding Problems 5-16

If you encounter a problem while using this printer and have trouble solving the problem, see if any of the symptoms in the following pages matches your problem.
If your problem is described in the following pages, apply the suggested solution provided for the problem.
If your problem is not described, or could not be solved with the suggested solution, contact our Customer Support Center.

5.1 Clearing Paper Jams

When a sheet of paper jams inside the printer, the control panel displays an error message. Follow the instructions in the message to open the appropriate cover and identify the jammed area.
Before opening the front cover, make sure to remove paper from the bypass tray (if any paper is loaded) and close the bypass tray cover. Then, remove the jammed paper according to the procedure provided for each jammed area.
See the following diagram for the reference pages to the jam clearance procedures.



CAUTION

- When removing jammed paper, do not try to remove paper or paper piece deep inside the machine. Also, do not try to remove paper wrapped around the heat roller. It can cause injury or burn. Switch off the machine immediately and contact your Customer Support Center.

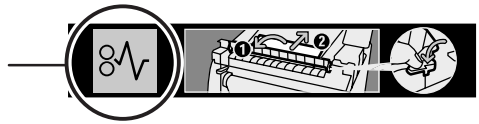
Important

- Fuser is hot. Do not touch areas with labels indicating high temperature and the surrounding areas. Otherwise, you can get burnt.
- Before opening the front cover or pulling out the paper trays, remove paper from the bypass tray (if any paper is loaded) and close the bypass tray cover.
- Be careful not to pinch your fingers when closing a cover after removing jammed paper.

Note

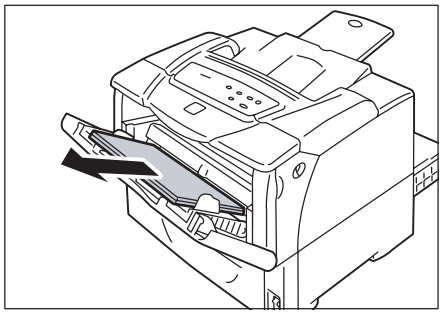
- The labels with the following symbol provide jam clearance procedure. Use the labels also as guides when clearing paper jams.

Paper clearance instruction

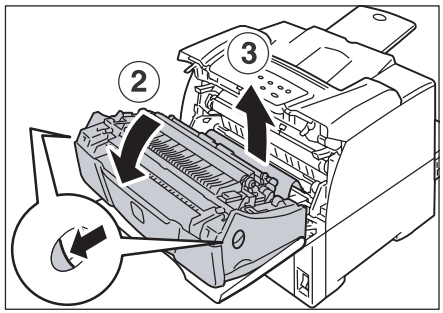


Paper Jams in the Bypass Tray

1. Leave the jammed paper where it is and remove the rest of the paper from the bypass tray.



2. Pull the front cover release levers ("A") on both sides of the printer towards you and open the front cover.



Important

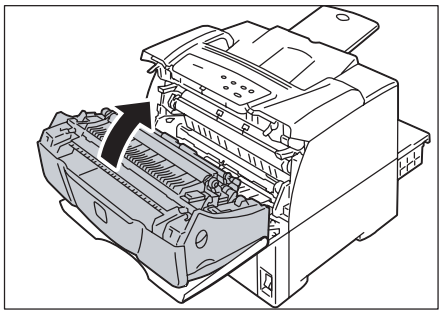
- When opening the front cover with the bypass tray cover opened, be careful not to get your fingers caught between (the left or right edge of) the bypass tray cover and the front cover.

3. Remove the jammed paper.

Important

- Fuser is hot. Do not touch areas with labels indicating high temperature and the surrounding areas. Otherwise, you can get burnt.

4. Close the front cover.



Important

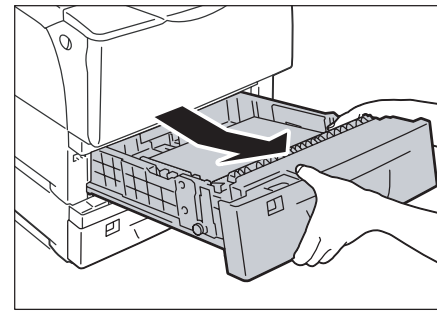
- When closing the front cover, be careful not to get your fingers caught between (the left, right, top, or bottom edge of) the cover and the printer.

Paper Jams in the Trays 1 – 3

1. If paper is loaded in the bypass tray, remove the paper and close the bypass tray cover.

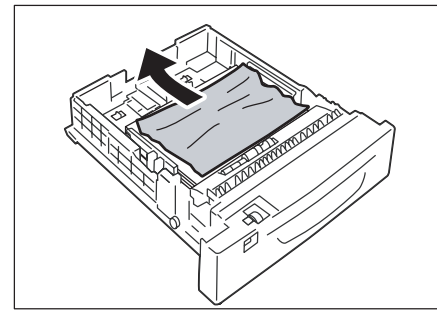
Important
- When closing the bypass tray cover, be careful not to get your fingers caught between (the left or right edge of) the cover and the printer.

2. Gently pull the tray out of the printer. If sheet feeders are installed, check each tray, starting from the bottom one to the top one.

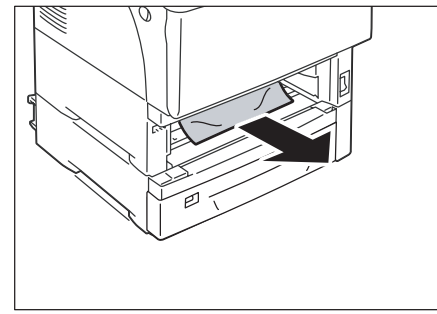


Important
- Paper is fed into the printer via the front side of the tray. If paper is jammed in this area, you may not be able to pull out the tray unless you remove the trays below it.
- Do not pull out more than one tray at a time. Otherwise, the printer may topple over.

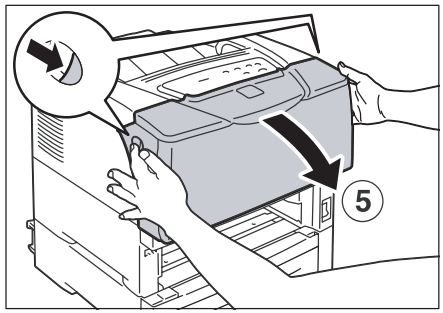
3. Remove the jammed paper and any paper that is wrinkled.



4. If paper is jammed in the printer, gently remove the paper carefully without tearing.



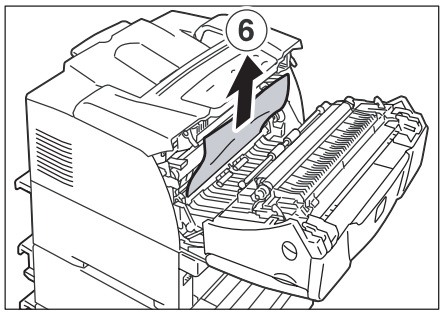
5. Pull the front cover release levers ("A") on both sides of the printer towards you and open the front cover.



Important

- Open the front cover even when there is no jammed paper in the printer. The error will not clear unless you open and close the front cover.

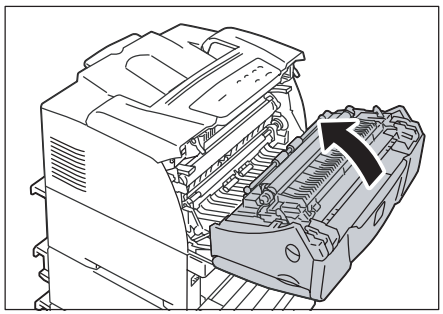
6. Remove any jammed paper. Make sure no torn pieces remain inside.



Important

- Fuser is hot. Do not touch areas with labels indicating high temperature and the surrounding areas. Otherwise, you can get burnt.

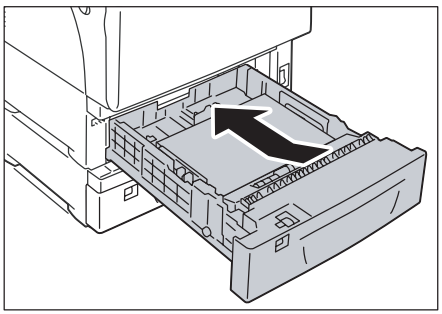
7. Close the front cover.



Important

- When closing the front cover, be careful not to get your fingers caught between (the left, right, top, or bottom edge of) the cover and the printer.

8. Push the tray all the way into the printer.

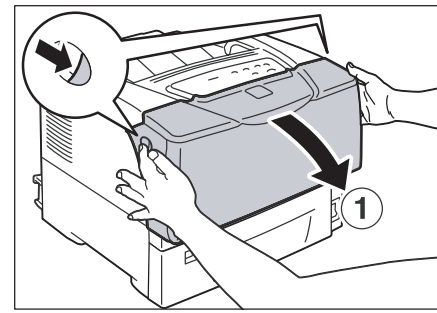


Important

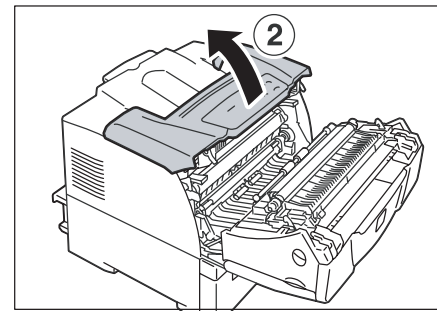
- When inserting the tray, be careful not to get your fingers caught between the tray and the printer or another tray (if the optional sheet feeders are installed).

Paper Jams in the Fuser Unit

1. Pull the front cover release levers ("A") on both sides of the printer towards you and open the front cover.



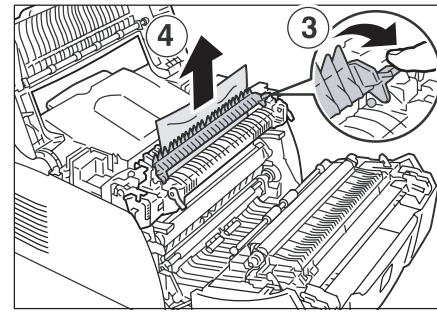
2. Open the top cover.



3. As necessary, hold the lever on the right side of the fuser cover and open the fuser cover.

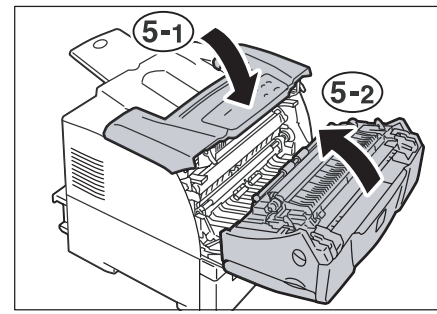
Important

- Fuser is hot. Do not touch areas with labels indicating high temperature and the surrounding areas. Otherwise, you can get burnt.



4. While holding the cover open, use your other hand to remove the jammed paper.

5. Close the top cover and then the front cover.

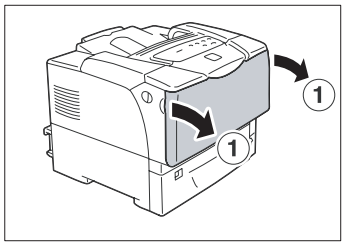


Important

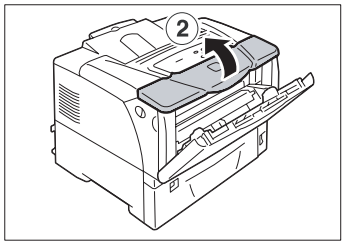
- When closing the front cover, be careful not to get your fingers caught between (the left, right, top, or bottom edge of) the cover and the printer.

Paper Jams in the Duplex Unit

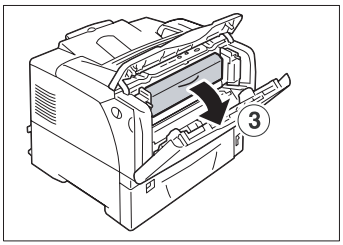
1. Open the bypass tray cover.



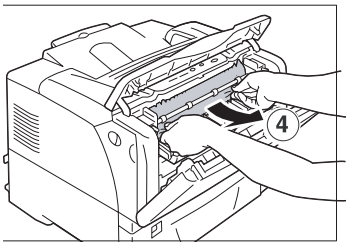
2. Open the upper cover.



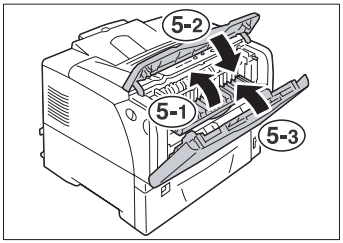
3. Hold the handle on the center part of the inner unit cover and open the inner cover.



4. Remove the jammed paper.

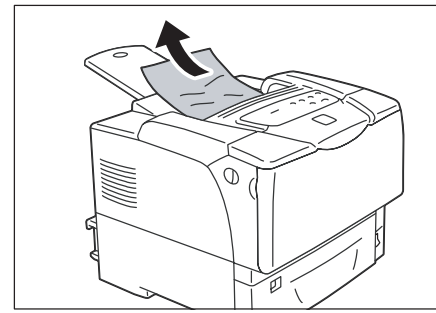


5. Close the inner cover, the upper cover, and then the bypass tray cover.

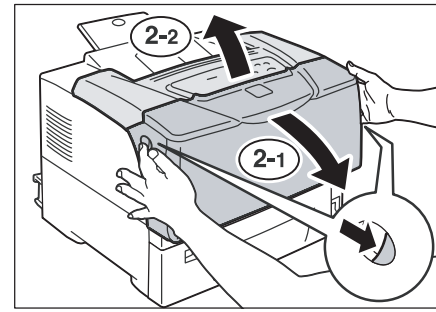


Paper Jams in the Output Area

1. Remove the jammed paper.



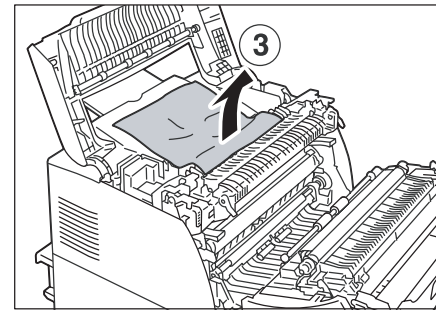
2. If paper is jammed inside the top cover, pull the front cover release levers ("A") on both sides of the printer towards you and open the front cover. Then open the top cover.



3. Remove the jammed paper.

Important

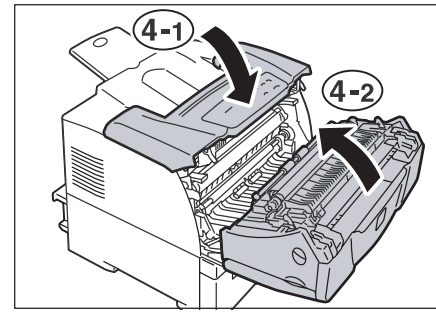
- Fuser is hot. Do not touch areas with labels indicating high temperature and the surrounding areas. Otherwise, you can get burnt.



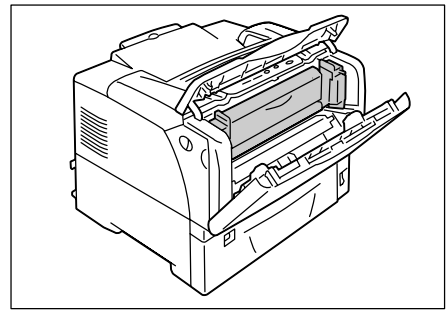
4. Close the top cover and then the front cover.

Important

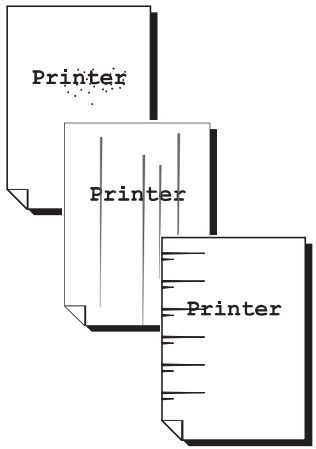
- When closing the front cover, be careful not to get your fingers caught between (the left, right, top, or bottom edge of) the cover and the printer.

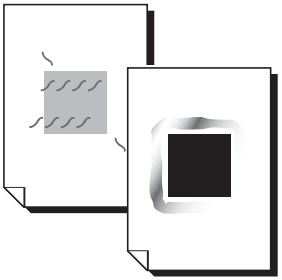
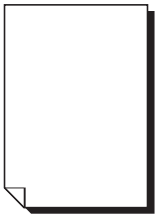


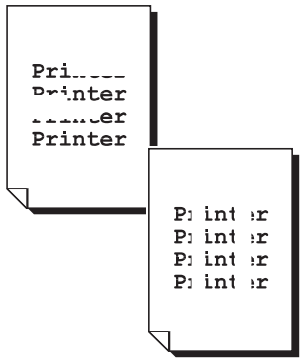
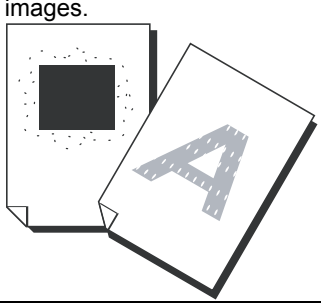
5.2 Hardware Problems (Power Failure, Abnormal Noise, etc.)

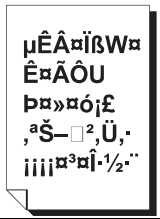
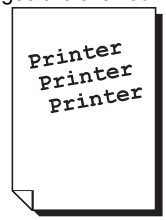
Symptom	Cause/Remedy
The printer will not switch on.	Is the power switched on? Switch the power on by pressing the power switch to the <|> position.
	Is the power cord firmly plugged into the power outlet? Switch the power off, plug the power cord firmly into the power connector or power outlet, and switch the power back on.
	Is the printer plugged into a power outlet that supplies proper voltage? Connect the printer to a power outlet that supplies the proper rated voltage or current. And do not share the power outlet with other devices.
The printer makes odd noise.	Is the printer installed on a level surface? Move the printer on a level and sturdy surface.
	Are the paper trays pushed in completely? Push the trays firmly into the printer.
	A foreign object may be in the printer. Switch the power off and remove the object. If the object cannot be removed without dismantling the printer, contact our Customer Support Center.
Requested 2-sided printing, but the printer prints 1-sided.	The duplex unit may not be installed properly. Check if the duplex unit is plugged correctly into the connector on the printer.  Refer to ● 'Duplex Unit Installation Guide'

5.3 Print Quality Problems

Symptom	Cause/Remedy
Output is too light. (faded or unclear) 	The paper is damp. Load fresh paper.
	The paper is not appropriate for the printer. Load appropriate paper. Refer to • "Supported Paper" (P. 4-2)
	The print cartridge or fuser unit is damaged or deteriorated. The print cartridge or fuser unit may need replacement depending on its condition. Contact our Customer Support Center.
	Is the toner save feature enabled? On the [Detailed Settings] tab on your print driver, clear the [Draft Mode] check box. Refer to • Online help for the print driver.
	Change the [Paper Type] setting and try printing again.
Equally spaced smears appear on output. 	The paper path may not be clean. Print a couple of sheets or so to remove dirt from the paper path.
	The interior of the printer may not be clean. Clean the interior of the printer. Refer to • " Cleaning the Rib Plate" (P. 6-11).
	The print cartridge or fuser unit is damaged or deteriorated. The print cartridge or fuser unit may need replacement depending on its condition. Contact our Customer Support Center.

Symptom	Cause/Remedy
Streaks appear inside or outside of halftone images. Shadow is printed around solid-filled images. 	The paper that had been stored unwrapped for an extended period of time (especially in low humidity condition) may be used. Load fresh paper.
	The paper is not appropriate for the printer. Load appropriate paper. Refer to • "Supported Paper" (P. 4-2)
Ink smudges off when rubbed with a finger. Toner is not fused to the paper. Output is smudged with toner.	The paper type of the selected paper tray is not appropriate. Change the [Paper Type] setting and try printing again. For example, if [Paper Type] is set to [Heavyweight 1], try changing it to [Heavyweight 2].
	The paper is damp. Load fresh paper.
	The paper is not appropriate for the printer. Load appropriate paper. Refer to • "Supported Paper" (P. 4-2)
	The fuser unit is damaged or deteriorated. The fuser unit may need replacement depending on its condition. Contact our Customer Support Center.
The whole page is printed black.	The print cartridge is damaged or deteriorated. The print cartridge may need replacement depending on its condition. Contact our Customer Support Center.
	The high-voltage power supply may be at fault. Contact our Customer Support Center.
Output is blank. 	Multiple sheets were fed at once. Fan the paper and reload it in the tray.
	The print cartridge is damaged or deteriorated. The print cartridge may need replacement depending on its condition. Contact our Customer Support Center.
	The high-voltage power supply may be at fault. Contact our Customer Support Center.

Symptom	Cause/Remedy
Output is partially blanked-out. Vertical white streaks appear on output. 	The paper is not appropriate for the printer. Load appropriate paper. Refer to ● "Supported Paper" (P. 4-2)
	The paper is damp. Load fresh paper.
	The print cartridge or feed rolls is not installed correctly. Correctly install the print cartridge or feed rolls.
	The printer's interior may not be clean. Clean the interior of the printer. Refer to ● " Cleaning the Rib Plate" (P. 6-11)
	The print cartridge or fuser unit is damaged or deteriorated. The print cartridge or fuser unit may need replacement depending on its condition. Contact our Customer Support Center.
White patches appear on output. Toner scatters around images. 	Change the [Paper Type] setting and try printing again.
Texts are smeared. 	The paper is not appropriate for the printer. Load appropriate paper. Refer to ● "Supported Paper" (P. 4-2)
	The paper is damp. Load fresh paper.
	Dew condensation may have formed in the printer.

Symptom	Cause/Remedy
Texts are garbled. Output printed is not the same as the original data displayed on your computer screen. 	The data was printed using a font that does not come standard with the printer. Check the font used by the application. If using PostScript (optional), download fonts as necessary.
Images are skewed. 	The paper guides are not adjusted properly. Adjust the paper guides properly. Refer to ● " Loading Paper" (P. 5-17).
Photos are blurred.	Isn't the original image blurred? Adjust the sharpness of the original image and try printing it again. If you cannot adjust the sharpness of the original image, change the sharpness setting under the [Detailed Settings] tab > [Other Settings] > [Sharpness adjustment] on your print driver and try printing the image again. Refer to ● Online help for the print driver.
Print quality on transparencies, postcards, or envelopes is poor.	The transparencies, postcards, or envelopes loaded in the printer cannot be used with the printer. Load appropriate media. Refer to ● "Supported Paper" (P. 4-2)
	Check if the paper type setting on the print driver or control panel is set correctly. Refer to ● "[Paper Type]" ● Online help for the print driver.
	The toner save feature is enabled or the resolution is set low on your print driver. Change these settings on the [Detailed Settings] tab on your print driver. Refer to ● Online help for the print driver.

5.4 Paper Feeding Problems

Symptom	Cause/Remedy
Paper does not feed properly. Paper jams occur. Multiple sheets feed at once. Paper feeds skewed. Output is wrinkled.	Is the paper loaded correctly? Reload the paper correctly. Before loading transparencies, postcards, or envelopes, fan them to make sure that they are separated.
	Isn't the paper damp? Load fresh paper.
	Is the paper appropriate for the printer? Load appropriate paper. Paper may still wrinkle depending on its type or condition. Refer to • "Supported Paper" (P. 4-2)
	Are the paper trays pushed in completely? Push the trays firmly into the printer.
	Is the printer installed on a level surface? Install the printer on a level and sturdy surface.
	Are the paper guides adjusted properly? Adjust the paper guides properly. Refer to • "Loading Paper" (P. 5-17)
	These problems can happen if you add paper on top of paper that is still in a paper tray. Fan the paper loaded in the tray and reload it into the tray. Add paper to the tray only when the tray is out of paper.
	Are you trying to print on postcards with pre-printed pictures? If you load postcards with printed pictures, the anti set-off powder sticks to the feed rolls preventing the postcards from being fed properly. In such case, clean the feed rolls. Refer to • "Cleaning the Feed Rolls" (P. 6-13)
	The feed rolls may be worn out or have reached their end-of-life. Clean the feed rolls. If the problem persists, the feed rolls must be replaced depending on their conditions. Contact our Customer Support Center. Refer to • "Cleaning the Feed Rolls" (P. 6-13)

6 Maintenance

6.1 Replacing Consumable 6-2
6.2 Cleaning the Printer 6-10
6.3 Moving the Printer 6-21

6.1 Replacing Consumable

Type of Consumable

The following consumable is provided for the printer. To order it, contact Lenovo (Beijing) Limited.

Important

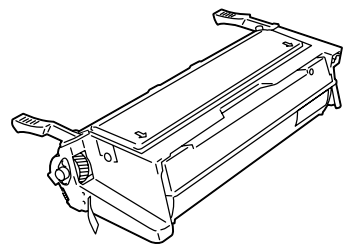
- This printer is designed to provide the most stable performance and print quality when used with the genuine consumable. If you use consumable with specifications different from those of the genuine consumable, the performance of the printer may not be at its optimum. And if the printer breaks due to the use of non-genuine consumable, you may incur the repair charges. To receive full support and to use the printer at its best performance, we recommend you to use only the genuine consumable.

Caution:

When the drum reaches the life value, LJ6300 will decreases the speed of printing to ensure optimum print quality. In this case, replace the drum with a new one as soon as possible.

■ Print Cartridge

A print cartridge is one that integrates the toner, photoconductor (drum), and development unit. The print cartridge needs replacement when output becomes light or print quality becomes poor. For information on when and how to replace the print cartridge, refer to "Life of Consumable and Regular Replacement Parts" (P A-5) and "Replacing the Print Cartridge" (P 6-4).



Product Name	Page Yield (Reference Value)
Print Cartridge LD2663	Approx. 10,000 pages
Drum supplied with the printer	Approx.6,000pages

Handling Consumables

- Do not store consumables upright.
- Do not unpack consumable parts until they are ready to be used.
- Avoid storing consumable parts in the following locations:
  - in high temperature and humidity
  - near heat sources
  - in direct sun light
  - in dusty places
- When using consumable, make sure to follow the precautions stated on its packaging.
- We recommend you to keep backup supplies of consumable.

Replacing the Print Cartridge

When the print cartridge is near or reaches the end of its life, the following messages appear on the printer's driver.

Message	Action
Ready to print Toner ↑ ↓ Ready to print Replace soon	The print cartridge does not need to be replaced right away, but have a new print cartridge ready.

⚠ WARNING

- Do not use a vacuum cleaner for cleaning the spilled toner. Use a broom or a soaked cloth to clean any spills. Vacuumed toner inside the cleaner can ignite or explode by an electric spark of the cleaner and may cause an injury.
- Never throw a toner cartridge into fire. Remaining toner in the cartridge may catch fire and cause burn injuries. If you have a used toner cartridge no longer needed, contact Customer Support Center for its disposal.

⚠ CAUTION

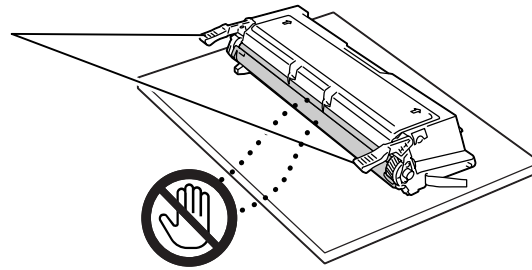
- Keep drum and toner cartridges out of reach of children. Should toner be swallowed, spit it out, rinse mouth with water and drink plenty of water. Consult a physician immediately.
- When replacing the drum and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with skin and clothing, as well as inhalation and contact with eyes and mouth.
- In case of any toner spills onto your skin and clothing, wash with soap and water. Should toner particles get into your eyes, flush with plenty of water for at least 15 minutes until the irritation is gone. If necessary, seek medical treatment from a doctor. If toner particles are inhaled, move to a location with fresh air and gargle with plenty of water.

Should toner be swallowed, spit it out, rinse mouth with water and drink plenty of water. Consult a physician immediately.

Important

- Make sure that the power is on when replacing the print cartridge. Switching the power off erases the print data in the printer and information accumulated in the memory.
- Do not expose the print cartridge to direct sunlight or strong light.
- Avoid exposure to strong light when installing the print cartridge and complete the installation in less than one minute.
- Do not touch the surface of the photoconductor (drum). Do not place the print cartridge upright or upside down. Doing so can damage the photoconductor (drum).
- The photoconductor (drum) protection shutter protects the photoconductor (drum) from exposure to light.
- Do not open the photoconductor (drum) protection shutter unless necessary.
- We recommend you to use up the print cartridge within one year after removing it from the packaging.
- Place the print cartridge only on a flat surface.

Place the side with the handles facing up.



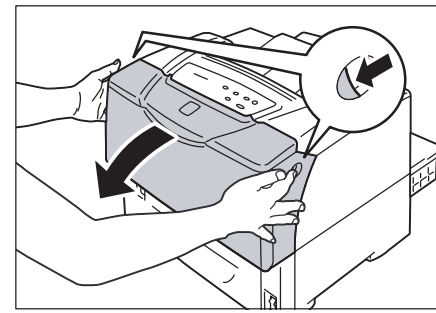
Replacement Procedure

Use the following procedure to replace the print cartridge and to clean inside the printer.

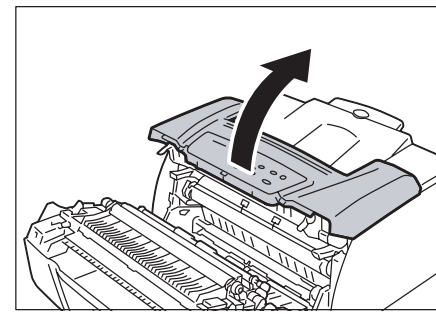
1. If paper is loaded in the bypass tray, remove the paper and close the bypass tray cover.

Important
- When closing the bypass tray cover, be careful not to get your fingers caught between (the left or right edge of) the cover and the printer.

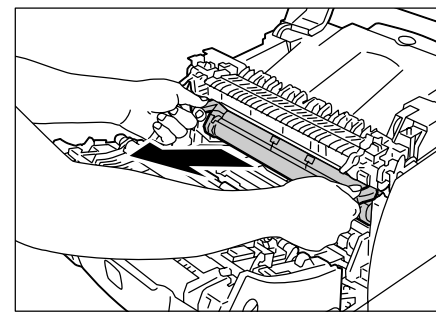
2. Pull the front cover release levers ("A") towards you and open the front cover.



3. Open the top cover.



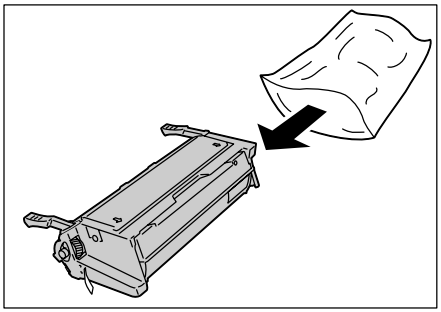
4. Hold the print cartridge by the handles as shown in the figure and remove the print cartridge from the printer.



Note
- When removing the print cartridge, slide the cartridge towards you.

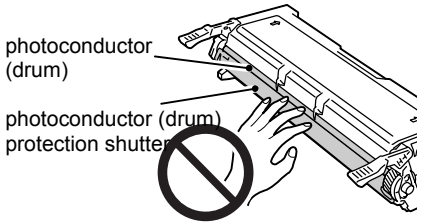
Important
- Be careful not to dirty your hands or clothes with toner. If toner gets on your hands or clothes, wash it off immediately.

5. Remove the new print cartridge out of its packaging.



Important

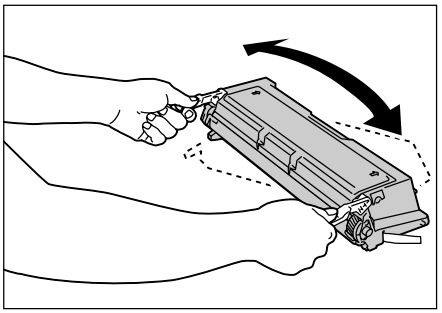
- Do not touch the photoconductor (drum) protection shutter and photoconductor (drum) of the print cartridge.



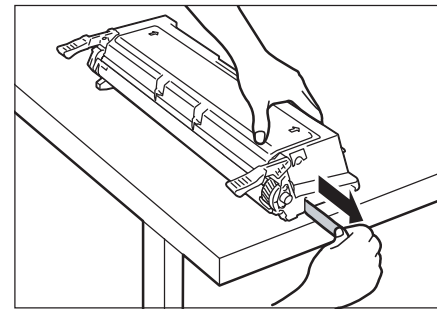
6. Hold the print cartridge horizontally. Gently shake the cartridge ten times or so in the direction shown in the figure to even out the toner inside.

Important

- Make sure to hold the cartridge by the handles at both ends as shown in the figure and slowly shake it.

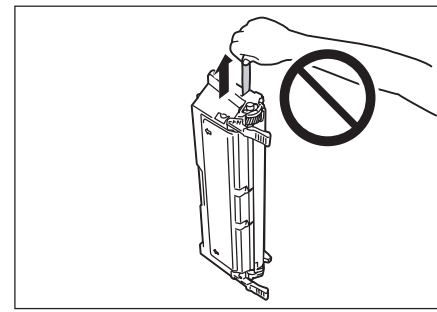


7. Place the print cartridge on a flat surface, such as on a desk, with the handles facing you. Hold the end of the toner seal and slowly pull it out from the side of the cartridge.

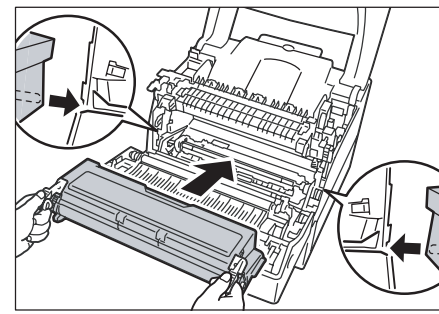


Important

- Make sure to pull the toner seal straight out horizontally. If pulled out diagonally, the seal may rip.
- The toner seal will be approximately 70 cm long if pulled out properly. If the toner seal was not pulled out properly, contact the dealer where you purchased the printer.
- When pulling out the toner seal, a small amount of toner may spill out. Be careful not to dirty your hands or clothes with toner. If toner gets on your hands or clothes, wash it off immediately.
- When pulling out the toner seal, do not place the print cartridge upright. The seal may not be pulled out completely or the seal may rip.
- Installing the print cartridge when the seal is ripped or is not completely pulled out can impair print quality, resulting in printer failure.
- After pulling out the toner seal, do not shake or bump the print cartridge.



8. Hold the print cartridge by the handles as shown in the figure. Insert the print cartridge into the printer, sliding the projections on both sides of the cartridge along the arrow labels inside the printer.



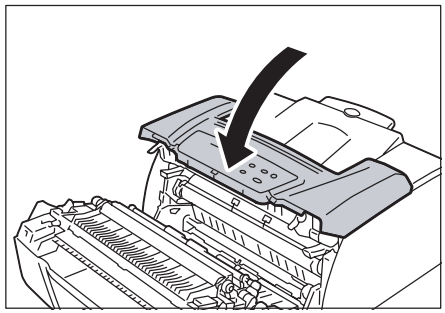
Note

- Make sure the print cartridge is not inserted only halfway or at an angle, but is firmly loaded into the printer.

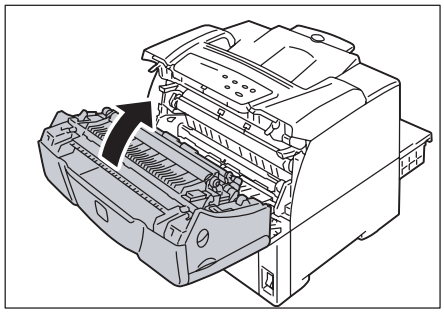
Important

- Do not touch any parts inside the printer.
- Make sure the print cartridge is firmly installed.

9. Close the top cover.



10. Close the front cover.



6.2 Cleaning the Printer

This section explains how to clean the printer to keep it in good condition and to ensure optimum print quality.

⚠ CAUTION

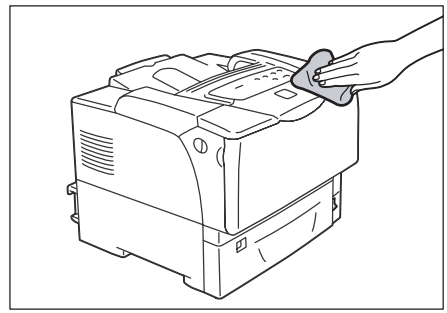
- Before cleaning this product, ensure to switch off and unplug the product from the electrical outlet. Access to a live machine interior can cause electric shocks.

Cleaning the Exterior

Clean the exterior of the printer monthly or more often if needed. To clean the exterior surfaces, wipe them with a soft, firmly wrung cloth moistened with water. Then, wipe off any excess water with a soft dry cloth. If dirt or smudges do not come off easily, gently wipe them off with a soft, firmly wrung cloth moistened with a small amount of neutral cleaner.

Important

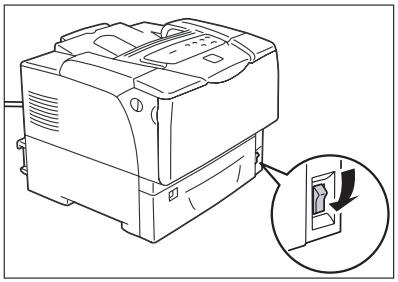
- Do not spray cleaning agents directly on the printer. The fluid may seep through the cracks and cause problems. Do not use cleaning agents other than neutral cleaners.



Cleaning the Rib Plate

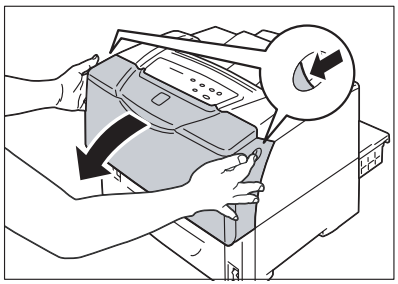
Clean the rib plate when output is faded vertically in feed orientation, white streaks appear on output, or the outline of black area or text is blurred.

1. Switch the power off by pressing the power switch located on the front lower right of the printer to the <O> position.

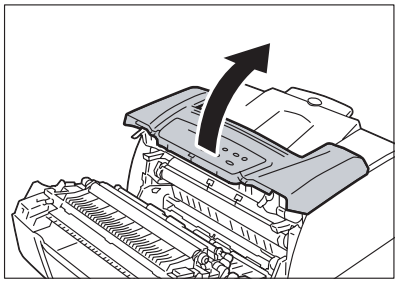


2. Unplug the power cord from the power outlet and the printer.

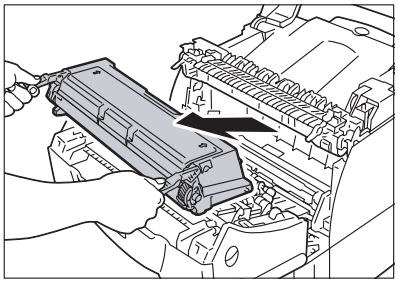
3. Pull the front cover release levers ("A") on both sides of the printer towards you and open the front cover.



4. Open the top cover.



5. Hold the print cartridge by the handles as shown in the figure, and remove the cartridge from the printer.



Note

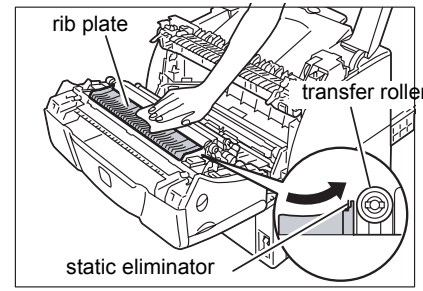
- When removing the print cartridge, slide it towards you.

Important

- Be careful not to dirty your hands or clothes with toner. If toner gets on your hands or clothes, wash it off immediately.

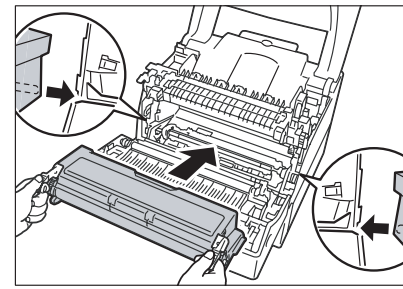
Note
- After removing the print cartridge, do not place the cartridge upright or upside down. Avoid placing the cartridge in direct sunlight and in dusty place. Place the cartridge on a flat surface.

6. Wipe the dirt on the rib plate with a soft dry cloth.



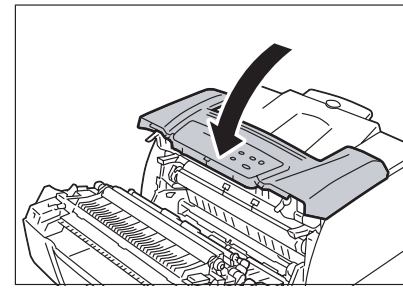
Important
- Do not touch the transfer roller and the static eliminator.

7. Insert the print cartridge back into the printer.



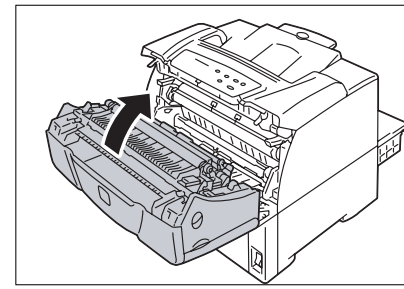
Note
- Hold the print cartridge by the handles as shown in the figure. Insert the print cartridge into the printer, sliding the projections on both sides of the cartridge along the arrow labels inside the printer.
- Make sure the print cartridge is not inserted only halfway or at an angle, but is firmly loaded into the printer.

8. Close the top cover.



9. Close the front cover.

10. Plug the power cord to the connector on the rear side of the printer. Then plug the other end of the power cord into a power outlet.

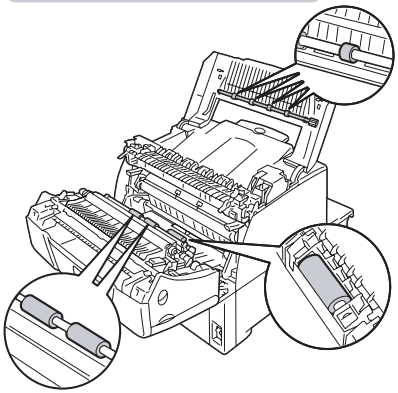


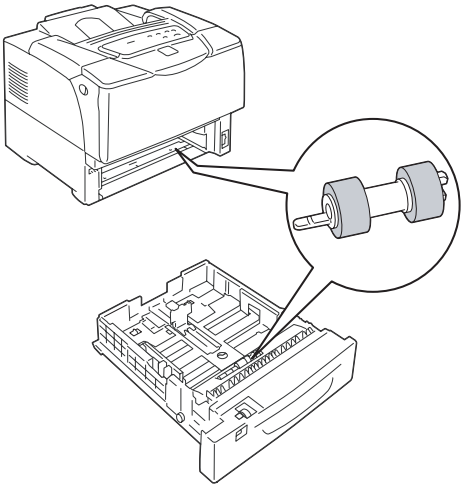
11. Switch the power on by pressing the power switch located on the front lower right of the printer to the <|> position.

Cleaning the Feed Rolls

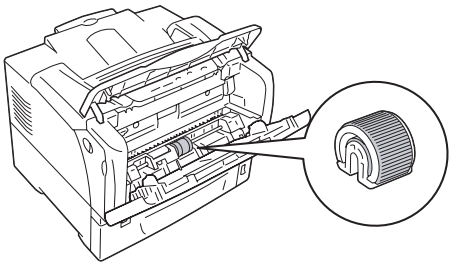
If you load postcards with pre-printed pictures, the anti set-off powder sticks to the feed rolls, preventing the postcards from being fed properly. If this happens, wipe the feed rolls thoroughly with soft, firmly wrung cloth moistened with water.
The feed rolls can be found in the following locations. Clean each feed roll according to the instructions provided for each location.

"Feed Roll Inside the Printer" (P. 6-14)





"Feed Rolls for the Trays 1 - 3" (P. 6-16)



"Feed Roll for the Bypass Tray" (P. 6-18)

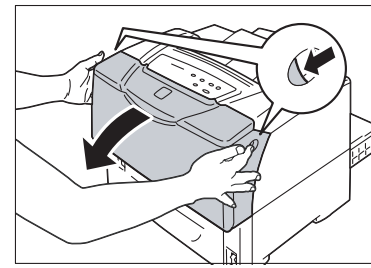
Feed Roll Inside the Printer

1. If paper is loaded in the bypass tray, remove the paper and close the bypass tray cover.

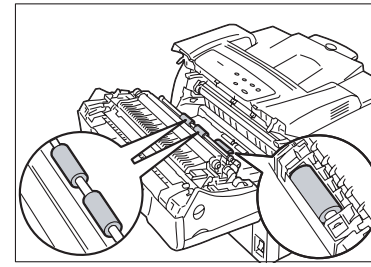
Important

- When closing the bypass tray cover, be careful not to get your fingers caught between (the left and right edge of) the cover and the printer.

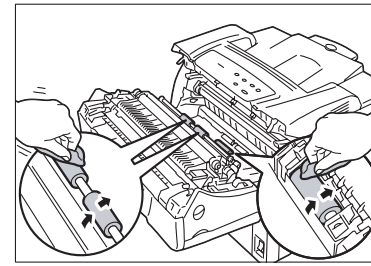
2. Pull the front cover release levers ("A") on both sides of the printer towards you and open the front cover.



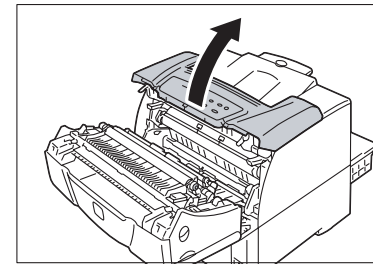
3. Identify the location of the feed rolls.



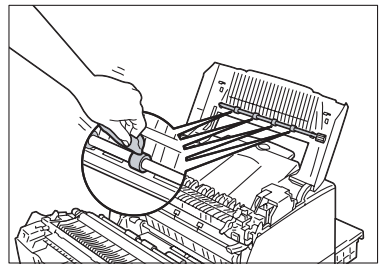
4. While rotating the feed rolls, wipe the rubber part with a soft, firmly wrung cloth moistened with water.



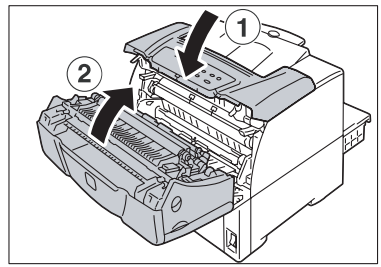
5. Open the front cover.



6. While rotating the feed roll, wipe the rubber part with a soft, firmly wrung cloth moistened with water.



7. Close the top cover and then front cover.



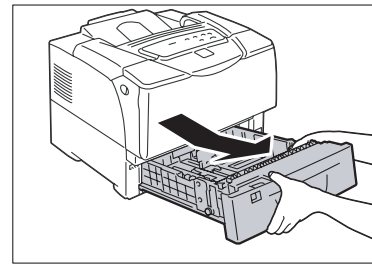
Important

- When closing the front cover, be careful not to get your fingers caught between (the left and right edge of) the cover and the printer.

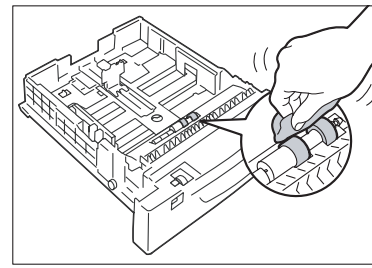
Feed Rolls for the Trays 1 - 3

The following explains how to clean the feed rolls for the tray 1-3. The procedure is the same for all three trays.

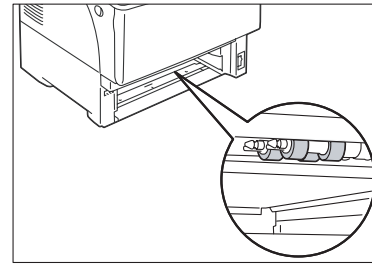
1. Pull out the tray until it stops. Hold the tray with both hands, lift it up slightly, and then pull it out completely.



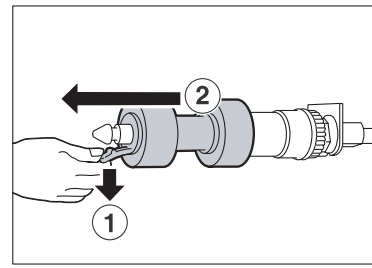
2. Open the roll cover by holding its both sides. While rotating the feed roll, wipe the rubber part with a soft, firmly wrung cloth moistened with water.



3. Clean the feed rolls inside the printer. First, identify the location of the feed rolls. There are two orange feed rolls on the upper side of the tray slot.

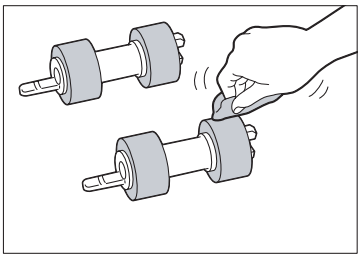


4. Remove the tab of the feed roll on the front shaft to unlock the feed roll, and pull the feed roll out of the shaft.

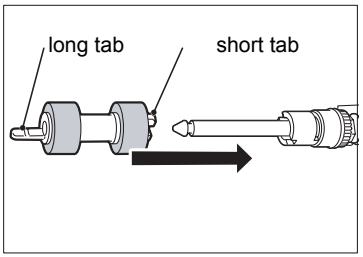


5. Remove the feed roll from the back shaft in the same manner.

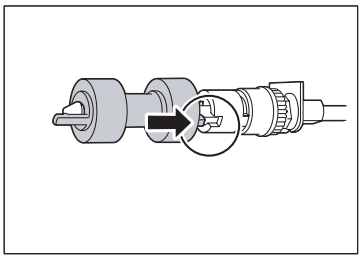
6. Wipe the rubber part of both feed rolls thoroughly with a soft, firmly wrung cloth moistened with water.



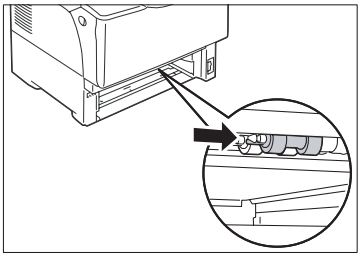
7. After cleaning the feed rolls, place them back on the printer. Place one of the feed rolls on the back shaft from the side with the short tab first.



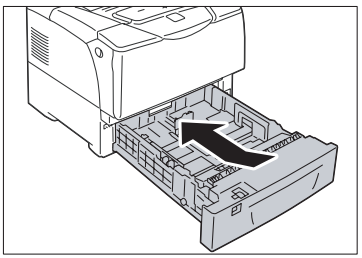
8. Align the short tab of the feed roll with the indentation on the shaft, and push the feed roll firmly onto the shaft.



9. Place other feed roll back on the front shaft in the same manner.



10. Push the tray all the way into the printer.

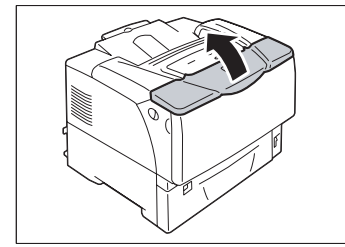


Important

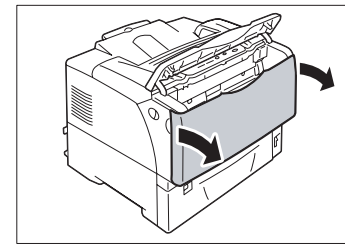
- When inserting the tray, be careful not to get your fingers caught between the tray and the printer or other tray (if the optional sheet feeders are installed).

Feed Roll for the Bypass Tray

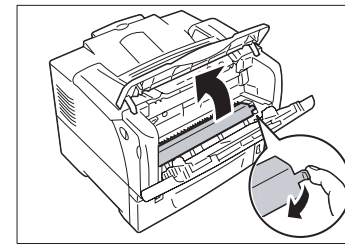
1. Open the upper cover.



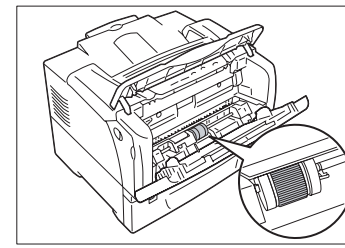
2. If paper is loaded in the bypass tray, remove the paper. If the bypass tray is not open, open the tray.



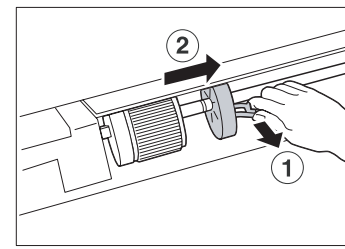
3. Remove the roll cover.



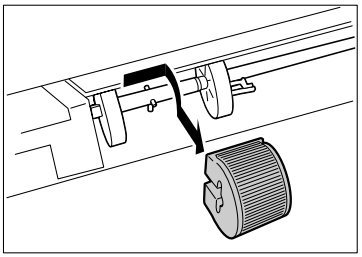
4. Identify the location of the feed roll in the printer.



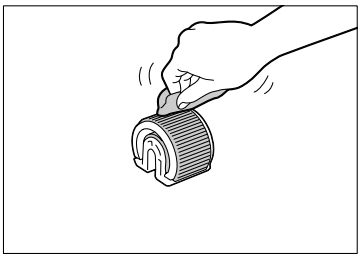
5. Remove the tab on the right side of the feed roll to unlock the feed roll, and slide only the white part to the right until it stops.



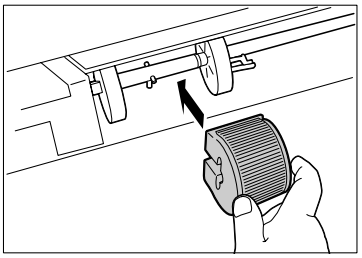
6. Slide the feed roll to the right toward the white part, rotate it 90 degrees to the front, and pull it out of the printer.



7. Wipe the feed roll with a soft, firmly wrung cloth moistened with water.



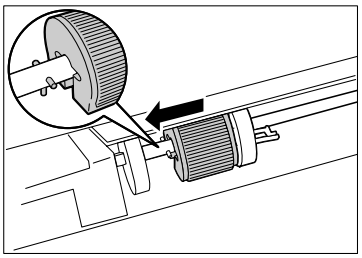
8. After cleaning the feed roll, place it back on the printer.
Hold the feed roll with the flat side to the right and push it horizontally onto the shaft.



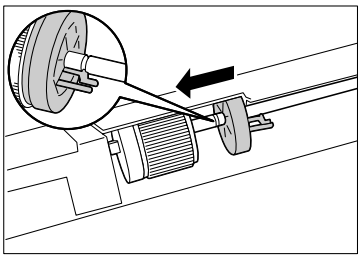
Note

- The surface of the feed roll is flat on one side and jagged on the other side. Make sure to correctly orient the feed roll when placing it on the printer.

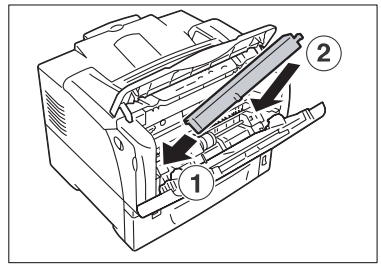
9. Rotate the feed roll 90 degrees to the back and slide it to the left so that the pins on the shaft fit into the indentations on the feed roll.



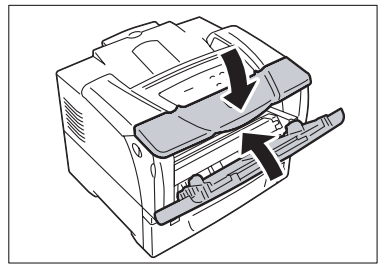
10. Slide the white part to the feed roll.
Slide it to the left until the tab on its right side is inserted into the indentation on the shaft.



11. Place the roll cover back inside printer.



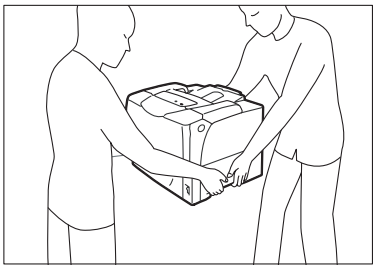
12. Close the bypass tray and the upper cover.



6.3 Moving the Printer

Use the following procedure when moving the printer.

⚠ CAUTION
- The machine weighs 25 kg. Make sure to carry the equipment by two or more persons.
- When lifting the machine, firmly grip the recessed areas provided on both sides of the machine. Never try to lift the machine by gripping any other areas. Lifting the machine by gripping any other areas can cause the machine to fall and result in injuries.



Important
- If the optional sheet feeders are installed, remove them before moving the printer. If they are not securely installed, they may fall and cause injuries. For information on how to uninstall the sheet feeders, refer to the installation guide provided with the sheet feeders.

1. Remove the paper from the bypass tray, and close the bypass tray cover. Re-wrap the paper and store it away from dust and humidity.

Important
- When closing the bypass tray cover, be careful not to get your fingers caught between (the left or right edge of) the cover and the printer.

2. Remove the print cartridge from the printer.

Important
- Do not touch the interior of the printer. Some parts may be hot.
- Make sure to remove the print cartridge before moving the printer. Otherwise, the toner may spill in the printer.
- Do not shake the print cartridge after removing them. The toner may spill.

Note
- For information on how to remove the print cartridge, refer to "Replacing the Print Cartridge" (P. 6-4)

3. Switch the power off by pressing the power switch located on the front lower right of the printer to the <O> position.

4. Unplug the power cord, interface cable, and all the other cables from the printer.

5. Pull the front cover release levers ("A") on both sides of the printer towards you and open the front cover.

6. Open the top cover.

7. Hold the print cartridge by the handles, and remove it from the printer.

Note
- When removing the print cartridge, slide it towards you.

Important
- Make sure to remove the print cartridge before moving the printer. Otherwise, the toner may spill in the printer.
- Be careful not to dirty your hands or clothes with toner. If toner gets on your hands or clothes, wash it off immediately.

Note
- After removing the print cartridge, do not place the cartridge upright or upside down. Avoid placing the cartridge in direct sunlight and in dusty place. Place the cartridge on a flat surface.

8. Close the top cover and then the front cover.

Important
- When closing the covers, be careful not to get your fingers caught between the covers and the printer.

9. Remove the tray out of the printer, and remove the paper in the tray. Re-wrap the paper and store it away from dust and humidity.

10. If the tray is extended, slide the right/left lock tabs in the tray outward to release the lock, and push the extended portion back into the tray.

11. Push the tray all the way into the printer.

Important
- When inserting the tray, be careful not to get your fingers caught between the tray and the printer.

12. Lift the printer and move it gently. If moving it over a long distance, pack it in a box.

Important
- When lifting the printer, make sure to follow the precautions stated in ⚠CAUTION (P. 6-21).

7 Driver

7.1 Overview 7-2
7.2 Software Installation 7-4

7.1 Overview

Contents of Supplied CD-ROM

LJ6300 series printer has been supplied with a CD-ROM.

The CD-ROM includes LJ6300 series printer driver, User Guide (in pdf format) and Quick Setup Guide (in pdf format).

To read these pdf documents, you need the Acrobat reader 5.0 or later.You should visit the website of Adobe Systems Incorporated to download the Acrobat Reader software due to the copyright.

The printer driver is a software product that converts print data and instructions on the computer to data interpretable for the printer.

Applicable Operating Systems

LJ6300 series provides a printer driver for the following computers (operating systems):

- Microsoft® Windows® 98 Operating System
- Microsoft® Windows® Millennium Edition
- Microsoft® Windows® 2000
- Microsoft® Windows® XP
- Microsoft® Windows® Vista

Supported Hardware Interfaces PnP Standards

LJ6300 series Printer supports the following PnP standards:

- Universal serial bus PnP standard, USB2.0(Full Speed)
- Universal parallel bus PnP standard, IEEE1284

Driver Upgrade

Lenovo will upgrade the printer driver duly to adapt to new version of your Windows OS.

You can obtain the latest information about the printer driver by the following three methods, which are subject to change without prior notice:

- Visit Company Website at: www.Lenovo.com
- Call Lenovo Technical Support Hotline: 010－82879600
- Contact your local dealer.

7.2 Software Installation

Please follow the instructions on the computer screen to install the printer driver and the status monitor program.

The sample below shows how to install the printer driver under Windows 2000. The installation steps under other Windows systems are almost similar.

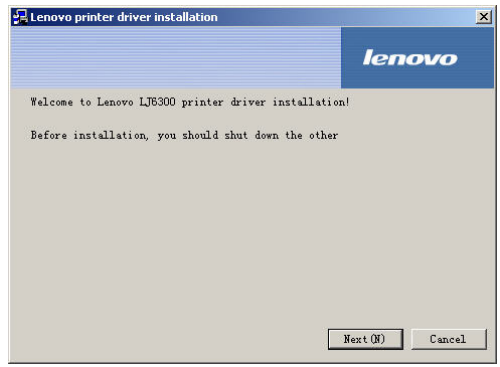
Warning: If the 'Found New Hardware Wizard' dialog box appears at any time, please click "Cancel" button to continue the installation.

1. Turn the computer power on, and then insert the CD-ROM of LJ6300 series driver into the CD-ROM drive.

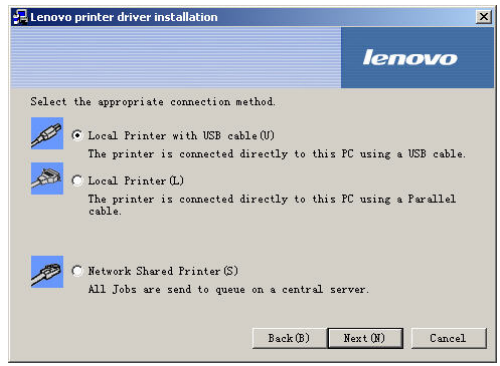
2. The below screen will appear:

3. Click "Software Installation".

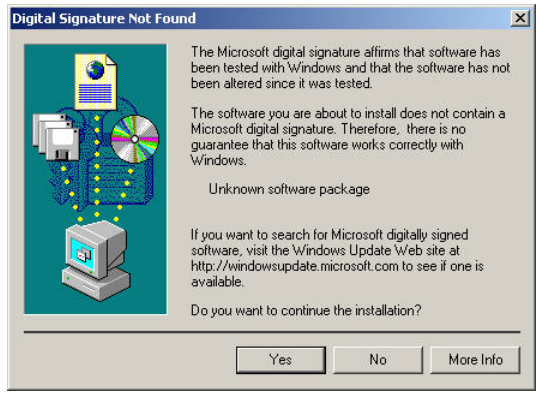
4. Click “Agree”, and then the installation of the printer driver will begin.



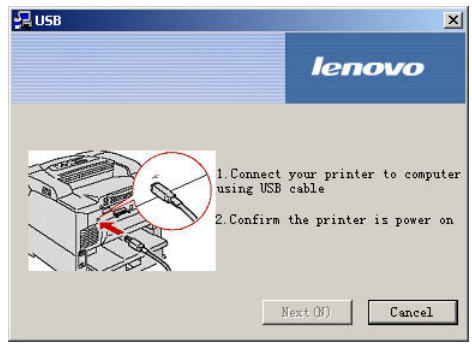
5. Click the “Next” button and follow the on-screen instructions to install.



Select the appropriate option in accordance with the actual connection method when the screen above appears.



If the screen above appears, please select “Yes” to continue the installation.



When the display above appears, please follow the on-screen instructions , and then click “Next”.

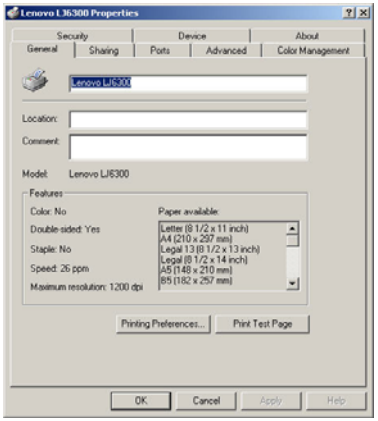
You can find the program option of LJ6300 printer driver after the driver installation is completed.

Driver

From the “Start” menu in the bottom left corner of the Windows screen, select “Control Panel”, “Printer and Faxes” and select “LJ6300 series” printer icon.

Device Options Tab
After changing the device options, please set them here to adapt the corresponding driver.

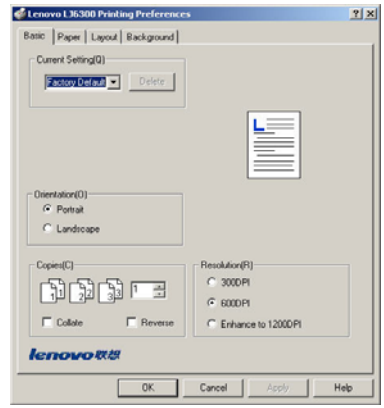
General Tab
You can set “Printing Preferences” and “Print Test Page” here.



Printing Preferences

Printing Preferences - Basic

You can select the document print orientation, the number of copies, print resolution and page order of multi-page printing options.
NOTE: The maximum copy count for print jobs is 99.



Printing Preferences - Paper

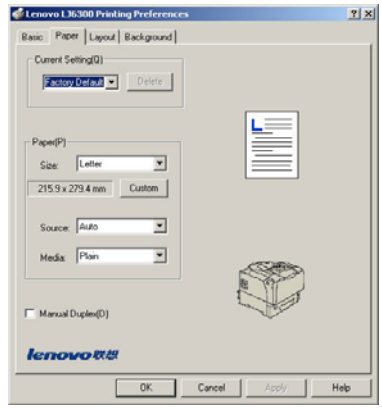
You can select the paper size, tray, paper type and whether to enable duplex printing.

Note:

- If the short edge of the custom paper is less than 148 mm or long edge is larger than 297 mm, please feed the paper from the side of the short edge.
- If the short edge of the custom paper is larger than 148 mm or the long edge is less than 297 mm, please feed the paper from the side of the long edge.

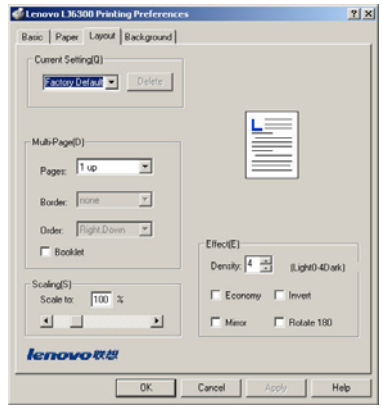
The limit of custom paper size:

Width rang of custom paper: 750mm – 2970mm, length rang of custom paper: 1480mm – 4318mm.



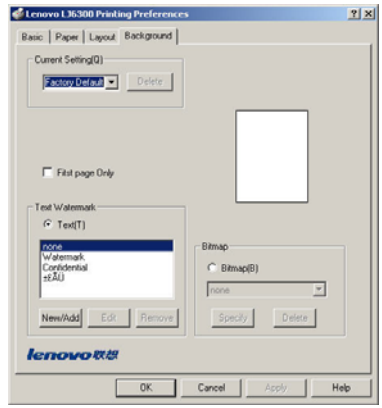
Printing Preferences - Layout

You can set the booklet mode, multi-page print mode, print density, toner save mode and scaling.



Printing Preferences - Background

You can set the printout background and the type of watermark.



Print Status Monitor Program

The program is used to display the print status and the relational information.

A Appendix

A.1 Main Specifications A-2
A.2 Optional Accessories A-6
A.3 Life of Consumable and Regular Replacement Parts A-7
A.4 Notes and Restrictions A-8
A.4 Notes and Restrictions A-7

A.1 Main Specifications

Specifications of LJ6300

Product Type	Laser Printer, LJ6300
Size	A3
Engine Type	Homare26
Engine Supplier	FujiXerox
Resolution	300/600dpi/ Enhanced 1200dpi
Print Speed	26ppm（A4）
Controller	GDI
Memory	Standard: 32M(Option: 64M)
OP	Windows9x/me/2000/XP/Vista
Network	External Print Server (Option, wireless/wire)
Interface Type	IEEE1284 Parallel port, USB2.0 (Full Speed)
Warm-up Time	< 16 s
First-Print-Out Time	< 6.5 s (A4)
Media Type	Plain paper, recycle paper, Thick paper, envelope paper, Transparency, Cardstock and tag paper
Media Size	A3(SEF),A4(LEF),A5(LEF),B4(SEF),B5(LEF)Letter(LEF),Legal14(SEF),Postcard(SEF),ReturnPostcard(SEF),Envelope(SEF), Customer (W: 75-297mm; L: 148-431.8mm), Long paper (297x900mm)
Capacity of input trays	Main tray: 250 sheets, Manual tray: 150 sheets
Capacity of output tray	250 sheets
Noise	Printing: 63dB(6.3B), Standby: 40dB(4.0B)
Power Consumption	Printing: <1100W, Sleeping: <12W
Size of the Body	459x506x309 (WxDxH)mm
Weight of the Body	19Kg (without Drum Cartridge)
Drum Life	Supplied Drum Cartridge: 6000 sheets, Retail Drum Cartridge: 10000 sheets
Driver	Chinese/English Version
Printing Function	Watermark Print
	Manual Duplex
	N in 1 (1, 2, 4, 9); Print Page Border; Page Order can select (Right and Down, Down and Right, Left and Down, Down and Left)
	Scaling Print (25 - 400%)
	Custom Paper Print
	Booklet Print
	Error Message (Animation)
Other Function	Reverse Print, Rotate the data 180 degrees, Reversing Print, Toner Save, Mirror Print
Options	Option tray (250 sheets)
Maximum Print	50000 pages/Month
Printer Life	600K pages or 5 Years
Safety code	GB9254，GB17625.1，GB4943，China RoHS
Authenticate	CCC

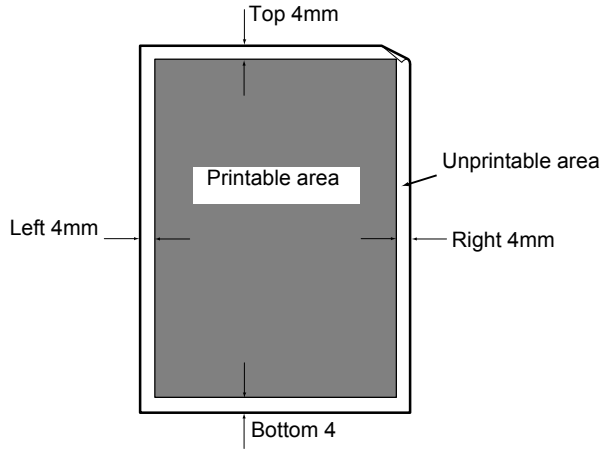
Specifications of LJ6300D

Product Type	Laser Printer, LJ6300D
Size	A3
Engine Type	Homare26
Engine Supplier	FujiXerox
Resolution	300/600dpi/ Enhanced 1200dpi
Print Speed	26ppm（A4）
Controller	GDI
Memory	Standard: 32M(Option: 64M)
OP	Windows9x/me/2000/XP/Vista
Network	External Print Server (Option, wireless/wire)
Interface Type	IEEE1284 Parallel port, USB2.0 (Full Speed)
Warm-up Time	< 16 s
First-Print-Out Time	< 6.5 s (A4)
Media Type	Plain paper, recycle paper, Thick paper, envelope paper, Transparency, Cardstock and tag paper
Media Size	A3(SEF),A4(LEF),A5(LEF),B4(SEF),B5(LEF)Letter(LEF),Legal14(SEF),Postcard(SEF),ReturnPostcard(SEF),Envelope(SEF), Customer (W: 75-297mm; L: 148-431.8mm), Long paper (297x900mm)
Capacity of input trays	Main tray: 250 sheets, Manual tray: 150 sheets
Capacity of output tray	250 sheets
Noise	Printing: 63dB(6.3B), Standby: 40dB(4.0B)
Power Consumption	Printing: <1100W, Sleeping: <12W
Size of the Body	459x506x309 (WxDxH)mm
Weight of the Body	19Kg (without Drum Cartridge)
Drum Life	Supplied Drum Cartridge: 6000 sheets, Retail Drum Cartridge: 10000 sheets
Driver	Chinese/English Version
Printing Function	Watermark Print
	Manual Duplex
	N in 1 (1, 2, 4, 9); Print Page Border; Page Order can select (Right and Down, Down and Right, Left and Down, Down and Left)
	Scaling Print (25 - 400%)
	Custom Paper Print
	Booklet Print
	Error Message (Animation)
Other Function	Reverse Print, Rotate the data 180 degrees, Reversing Print, Toner Save, Mirror Print
Duplex unit	Standard Configuration
Options	option tray (250 sheets)
Maximum Print	50000 pages/Month
Printer Life	600K pages or 5 Years
Safety code	GB9254，GB17625.1，GB4943，China RoHS
Authenticate	CCC

Printable Area

Note

- The actual printable area may vary depending on the printer control language.



A.2 Optional Accessories

The following table lists the main accessories available for the printer. To purchase them, contact Lenovo (Beijing) Limited.

Product Name	Product Code	Description
250 Sheet feeder		A paper tray that can accommodate standard paper (P paper) of up to 250 sheets. up to two sheet feeders can be installed.

A.3 Life of Consumable and Regular Replacement Parts

Consumable

Consumable	Page Yield
Print cartridge 10K	Approx. 10,000 pages
Drum supplied with the printer	Approx. 6,000pages

Important

- The page yields of the print cartridges are based on A4 size paper loaded in landscape orientation, printing 2 pages per job, 22 pC temperature, 55% humidity, and the standard density setting. The actual page yields, however, are dependent on the usage conditions, such as the paper size, paper type, usage environment, image quality adjustments, and printer initialization on powering on/off, and may differ substantially from the reference values.

Regular Replacement Parts

Part Name	Page Yield
Fuser unit	Approx. 100,000 pages
Roll Assy Kit	Approx. 200,000 pages

Note

- The page yield of each regular replacement part is based on A4 size paper (P paper) loaded in landscape orientation, printing 2 pages single-sided per job, 22 pC temperature, and 55% humidity. The actual page yield, however, is dependent on the usage conditions, such as paper size, paper type, usage environment, image quality adjustments, and printer initialization on powering on/off, and may differ substantially from the reference value.
- The regular replacement parts must be replaced by our customer engineers.

A.4 Notes and Restrictions

Notes and Restrictions on Using the Printer

This section lists the notes and restrictions that apply to the printer.

Meter Counts for 2-Sided Print Pages

If you print a job 2-sided, depending on the application being used and the print quantity setting, the application may automatically insert a blank page into the job. In such case, the blank page is counted as 1 page.

Name of Poisonous and Hazardous Substance or Element, and the identification of the content

Name of components	Poisonous and Hazardous Substance or Element					
	Pb	Hg	Cd	Cr^{6+}	PBB	PBDE
Shell	○	○	○	○	○	○
Drum Unit	×	○	○	○	○	○
Laser aperture Unit	○	○	○	○	○	○
Power/electric component	×	○	○	○	○	○
Fuser component	×	○	○	○	○	○
Paper Transport Unit	×	○	○	○	○	○
Paper tray	○	○	○	○	○	○
Control Card	×	○	○	○	○	○
Rack	○	○	○	○	○	○

○: shows that the content of poisonous and hazardous substance in all the homogeneous material of this component is low at the limit requirement of SJ/T11363-2006 standard

×: shows that the content of poisonous and hazardous substance in at least one homogeneous material of this component exceeds the limit requirement of SJ/T11363-2006 standard

Note: Regarding to the components marked“×”, the content exceeds because it has no mature or fungible technology yet in the current industry.