



Océ TDS100

Quick reference guide





Océ-Technologies B.V.

This manual is a part of a documentation set. The following table displays the complete list.

Document	Publication medium	Contents
Safety manual	Paper book	<ul style="list-style-type: none">■ Instructions for safe use.■ Safety data sheets.
Quick reference guide	Paper book	<ul style="list-style-type: none">■ A short description on how to operate the Océ TDS100.
User manual	CD-ROM	<ul style="list-style-type: none">■ A complete description on how to operate and maintain the Océ TDS100.

Note: Visit Océ on the internet at www.oce.com for more information.

Copyright

© 2005, Océ-Technologies B.V. Venlo, The Netherlands

All rights reserved. No part of this work may be reproduced, copied, adapted, or transmitted in any form or by any means without written permission from Océ.

Océ-Technologies B.V. makes no representation or warranties with respect to the contents hereof and specifically disclaims any implied warranties of merchantability or fitness for any particular purpose.

Further, Océ-Technologies B.V. reserves the right to revise this publication and to make changes from time to time in the content hereof without obligation to notify any person of such revision or changes.

Contents

Chapter 1

About the Océ TDS100

The components 6

The operator panel 8

Make copies 11

Replace media rolls 12

Add toner 13

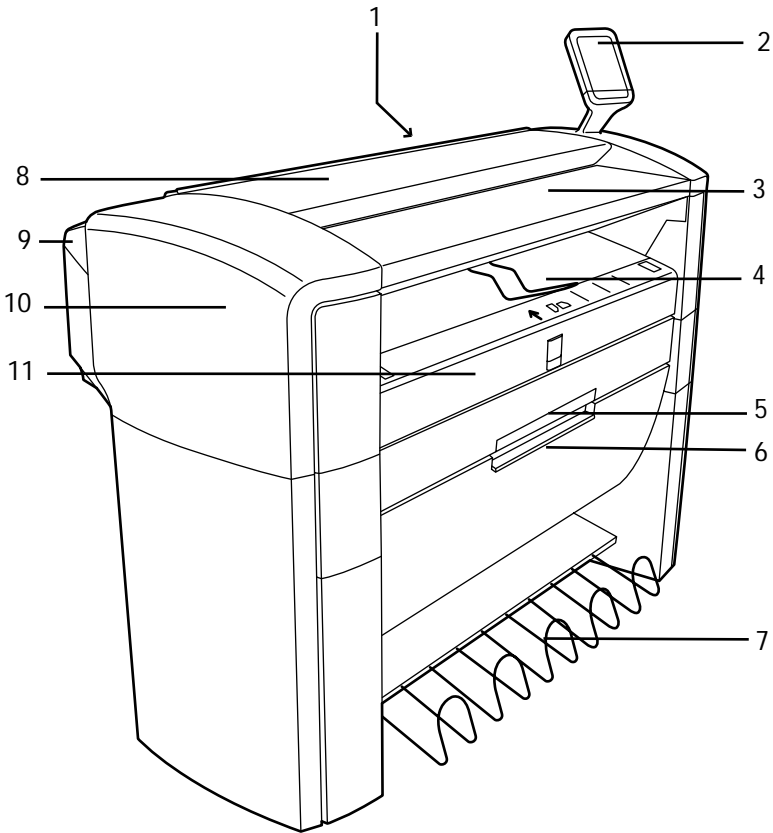
Clear jams 15

Chapter 1

About the Océ TDS100



The components

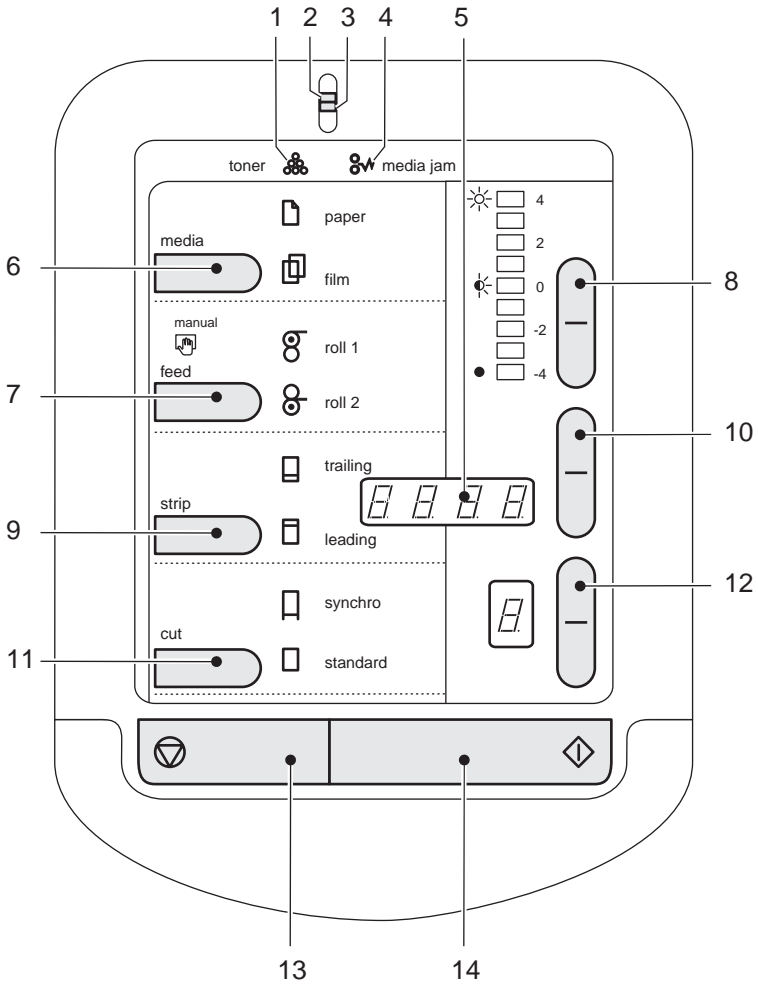


Nr.	Component	Function
1	On / off switch	Turn on and off the Océ TDS100. Note: <i>The on / off switch is not visible in the illustration.</i>
2	Operator panel	Set up, start and control the copy jobs.
3	Original feed table	Feed the original.
4	Manual feed table	Feed the media manually.
5	Roll 1 (drawer)	Feed the media automatically from roll 1.
6	Roll 2 (door)	Feed the media automatically from roll 2.

Nr.	Component	Function
7	Integrated receiving tray	Receive the copies.
8	Top cover	Give access to the transparent plate.
9	Fuser cover	Give access to the fuser. Note: <i>The fuser is not visible in the illustration.</i>
10	Left cover	Give access to the fill opening of the toner reservoir, the waste toner bag and to the handle of the fuser cover.
11	Middle cover	Give access to the underside of the manual feed table.

Note: *Some components may not be available on your Océ TDS100 due to the differences between the configurations.*

The operator panel



The indicators

Nr.	Indicator	Function
1	'Toner'	Indicate that the Océ TDS100 has run out of toner.
2	Green light	Indicate that the copier is ready. A blinking green light indicates that the copier runs a copy job.
3	Red light	Indicate that an error has occurred.
4	'Media jam'	<ul style="list-style-type: none">■ Indicate that the original or copy media has jammed.■ Indicate that the media roll is empty for a 1 roll and 2 roll configuration.■ Indicate that you can remove the cut off strip
5	Display	<ul style="list-style-type: none">■ Display the media size when you change a roll.■ Display the strip length when you add or remove a strip.■ Display a message code.■ Display the length of the original when you copy manually on cut sheet media

The keys

Nr.	Key	Function
6	'Media'	Select the media type.
7	'Feed'	Select the media feed method.
8	Exposure	Adjust the exposure. Use the exposure setting to correct the background of the copy.
9	'Strip'	Select the edge for the strip. <ul style="list-style-type: none"> ■ 'Trailing' Use the adjustment key to set the trailing strip length. A positive value adds a strip, a negative value removes a strip. ■ 'Leading' Use the adjustment key to set the leading strip length. A positive value adds a strip, a negative value removes a strip.
10	Adjustment key	<ul style="list-style-type: none"> ■ Adjust the strip length. ■ Adjust the media size for a new roll. ■ Adjust the media size for the standard cut size.
11	'Cut'	Select the cut method. <ul style="list-style-type: none"> ■ 'Synchro' enables you to cut the copy to the same size as the original. ■ 'Standard' enables you to cut the copy to the same size as a standard size. Use the adjustment key to set the standard size.
12	Copies	Adjust the number of copies.
13	Stop	<ul style="list-style-type: none"> ■ When you press the stop key while the copier runs a copy job, the copy job will stop. ■ When you press the stop key once while you set up a copy job, the number of copies returns to 1. ■ When you press the stop key twice while you set up a copy job, the default values return.
14	Start	Start the copy job.

Note: Some functions may not be available on your Océ TDS100 due to the differences in the configurations.

Make copies

How to copy on a roll medium (automatically)

Step	Action
1	Place the original centrally and face down on the original feed table. The Océ TDS100 moves the original to the back.
2	Make the required settings.
3	Press the green start key.

How to copy on a cut sheet (manually)

Step	Action
1	Place the original centrally and face down on the original feed table. The Océ TDS100 moves the original to the back.
2	Place the cut sheet centrally on the manual feed table. The Océ TDS100 pulls in the sheet.
3	Make the required settings.
4	Press the green start key.

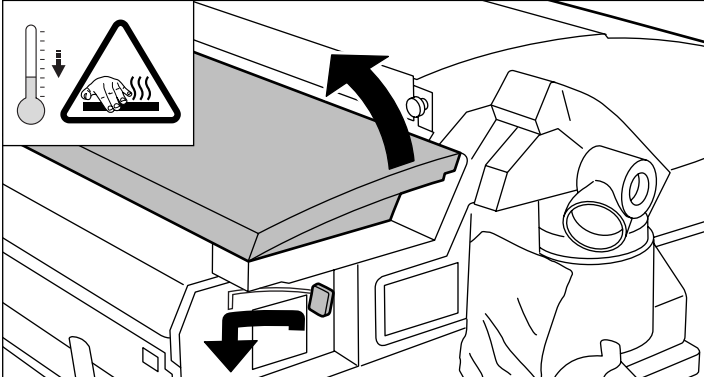
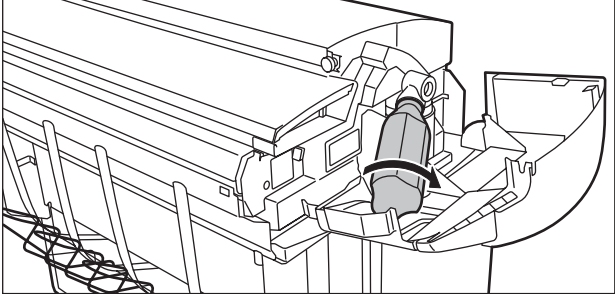
Replace media rolls

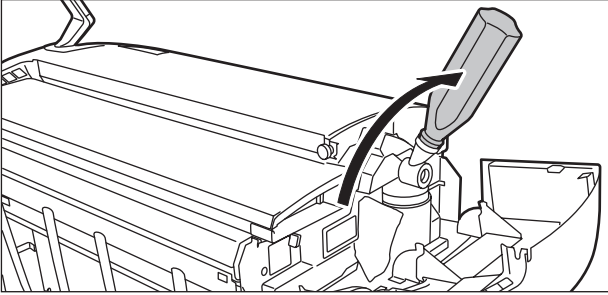
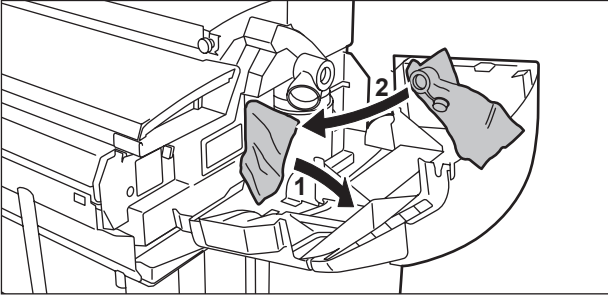
How to replace a media roll

Step	Action
1	Open the drawer with roll 1 or the door in front of roll 2.
2	Replace the media roll and follow the instructions on the sticker.
3	Use the 'Feed' key to select the roll number of the new roll.
3	Use the 'Media' key to select the media type of the new roll.
4	Use the adjustment key to select the media size of the new roll.
5	Close the drawer with roll 1 or the door in front of roll 2.

Add toner

How to add toner

Step	Action
1	<p data-bbox="348 316 710 373">Loosen the nut at the left back side. Open the left cover.</p> 
2	<p data-bbox="348 783 972 879">Before you open the bottle, shake the toner bottle thoroughly. Put the toner bottle in the bottle holder. Turn the bottle clockwise to fasten the bottle.</p> 

Step	Action
3	Turn the bottle in the vertical position. 
4	Wait until the bottle is empty. Return the bottle into the original position.
5	Turn the bottle anticlockwise to loosen the bottle from the bottle holder.
6	Pull the waste toner bag from its holder. Close the waste toner bag. 
7	Slide the new waste toner bag over the holder.
8	Close the left cover and tighten the nut at the left back side.

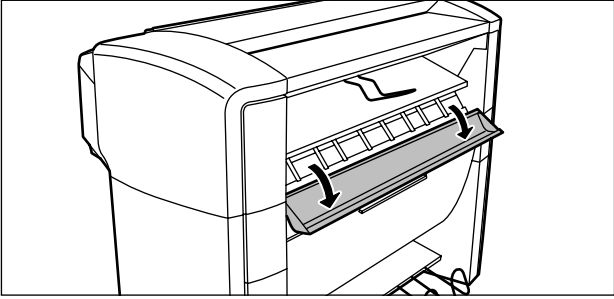
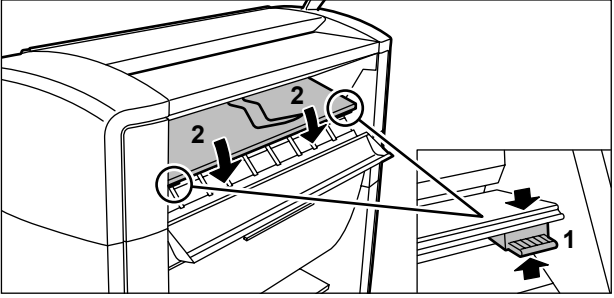
Clear jams

How to remove a jammed original

Step	Action
1	Open the top cover in case of a fragile original. Pull the top cover towards you and lift the top cover to open it.
2	Pull the original carefully with two hands towards you
3	Check on a media jam also and clear the media jam if necessary

How to remove the media from the manual feed table

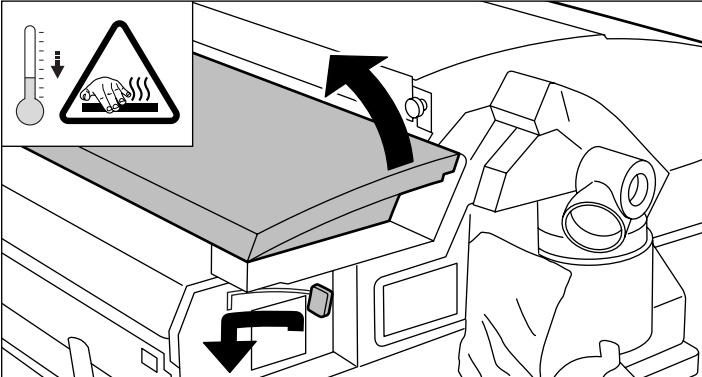
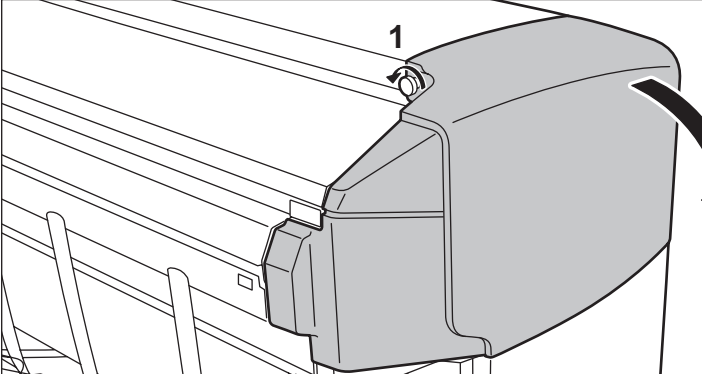
Attention: *Make sure you lower the sheet feeder before you remove the media.*

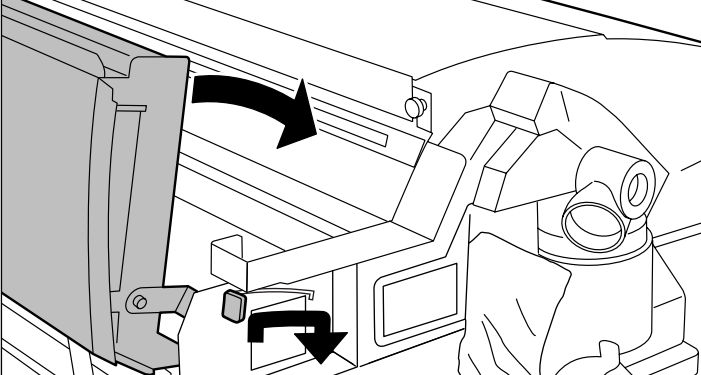
Step	Action
1	Open the middle cover. 
2	Press the two handles at the underside of the manual feed table to lower the manual feed table. 
3	Remove the jammed media carefully
4	Lift the manual feed table until you hear or feel a click.

How to remove the media from the fuser unit

Caution: *The fuser section can be hot.*

Attention: *The jammed media can contain loose toner.*

Step	Action
1	Turn off the Océ TDS100.
2	Loosen the nut at the left back side. Open the left cover. 
3	Lift the green handle and open the fuser cover. 
4	Remove the jammed media carefully. Note: <i>Make sure that you remove all jammed media.</i>

Step	Action
5	<p>Lift the green handle and close the fuser cover.</p> 
6	<p>Close the left cover. Tighten the nut at the left back side.</p>
7	<p>Turn on the Océ TDS100.</p>