

CX 3240

CREATIVE DUPLEX  
PRINTER



# Quick Reference Guide

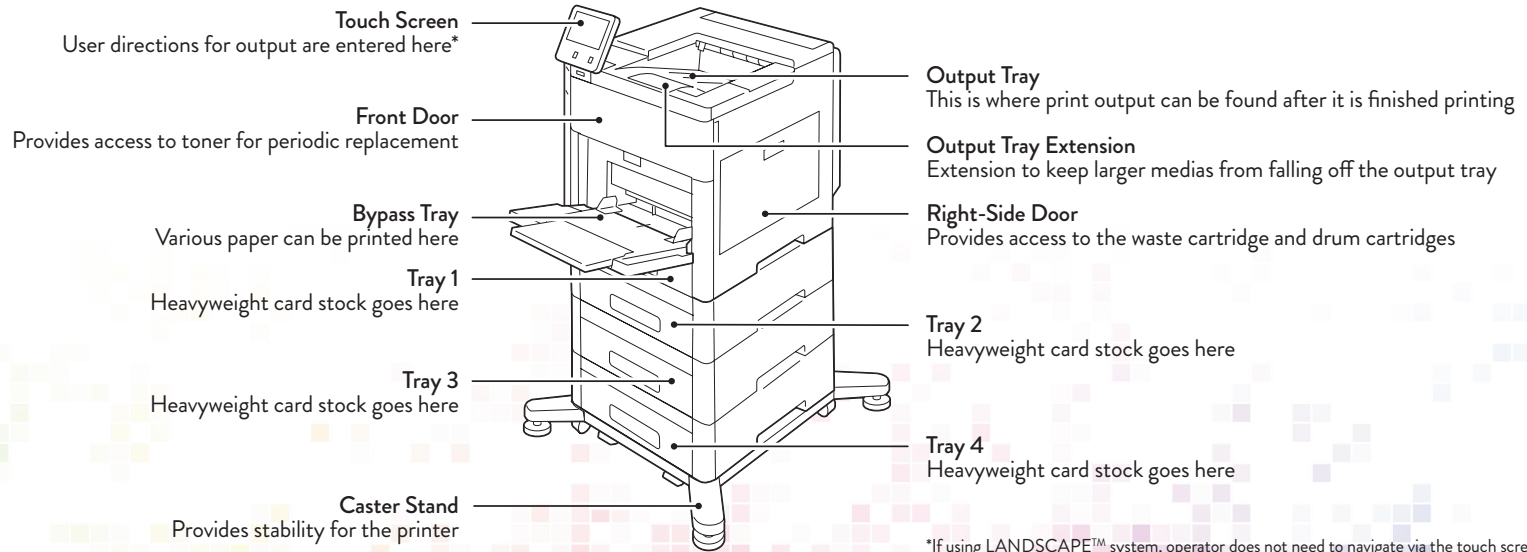
EASY ACCESS TO FREQUENT TASKS

**FUJIFILM**

GETTING  
STARTED

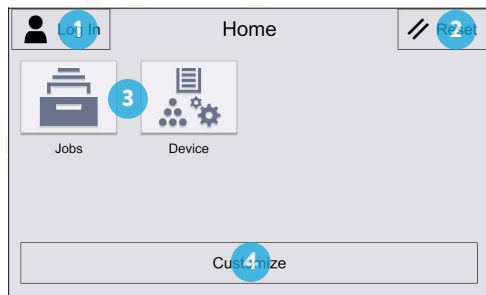
# GETTING STARTED

FUJIFILM CX 3240  
QUICK REFERENCE GUIDE



\*If using LANDSCAPE™ system, operator does not need to navigate via the touch screen.

## TOUCH SCREEN



1. **Log In:** Select this button to log in.
2. **Reset:** Resets the printer.
3. **Tiles:** Displays the tiles of the functions you can select from.
4. **Customize:** Select this button to change the tile layout.

## BASIC OPERATIONS ON THE TOUCH SCREEN

You can operate the touch screen the same way as a smart phone or tablet.

To select an item on the screen, *touch the screen*.

- To scroll the screen or the listed items, *swipe the screen* by dragging your finger on the screen.
- To scroll faster, *flick the screen*.

**Note:** You cannot *swipe* or *flick* on some screens depending on the screen design and specifications. In this case, operate by *touching the buttons shown on the screen*.

## MOVING, ADDING OR REMOVING THE TILES

Touch [*Customize*] to change the tile layout.

### To move the tiles

1. Touch and hold the tile you want to move, and drag it to the desired place.
2. Touch [*Done*] to save the changes.

### To add the tiles

1. Touch [*Add*] and select the item you want to add.
2. Touch [*Done*] to save the changes.

### To remove the tiles

1. Touch the [*X*] icon on the tile you want to remove.
2. Touch [*Done*] to save the changes.

## LOADING PAPER IN TRAYS 1-4

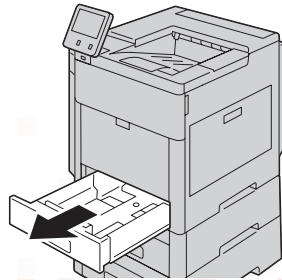
### PAPER STORAGE AND CONDITIONING

For optimum conditioning and performance from the CX 3240, follow these guidelines for proper paper storage.

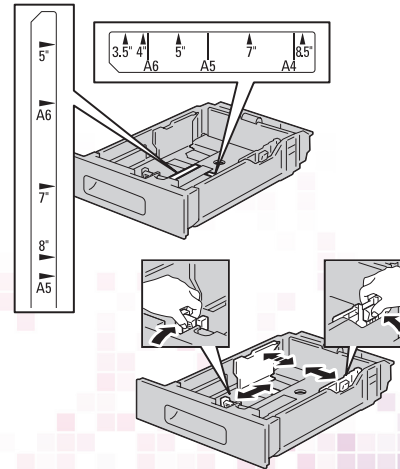
1. Do not open paper until you are ready to use it.
2. Leave paper in its wrapper until you are ready to load it in the machine.
3. Do not store paper directly on the floor. Keep it on pallets or shelves or in cabinets.

- 1** Pull out the tray until it stops, and then lift the front of the tray slightly. Now you can remove the tray from the printer.

**Important:** Do not pull out multiple trays at the same time. Otherwise the printer may tip and cause injuries.

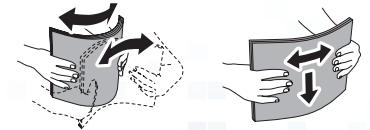


- 2** Adjust the paper guides as illustrated below.



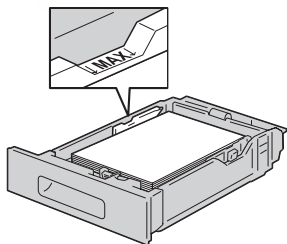
- 3** Fan the paper well, and align the edges of the paper stack on a level surface to avoid paper jams and mis-feeds.

**Note:** Do not fan the paper over the trays or prints to prevent paper dust or particles from entering these areas.

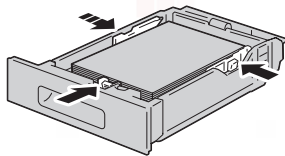


- 4** Load paper into the tray with the print side face up. If loading folded card stock, load with the fold peak facing up.

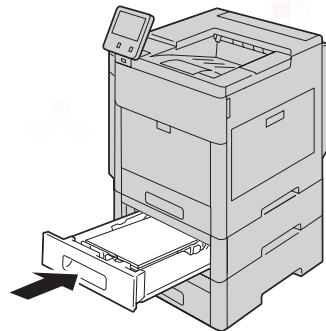
**Note:** Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.



- 5** Adjust the paper guides to align the edges of the paper loaded.



- 6** Insert the tray into the printer.

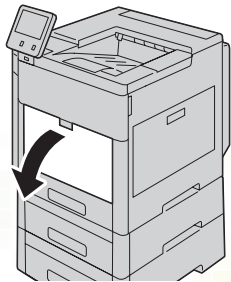


- 7** If [Tray Mode] is set to [Fully Adjustable], set the paper setting after a confirmation screen appears on the touch screen.

# LOADING PAPER IN BYPASS TRAY

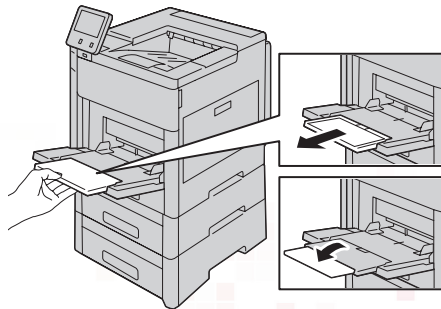
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- 1 Open the Bypass Tray. If the Bypass Tray is loaded with paper already, remove any different size or type of paper.

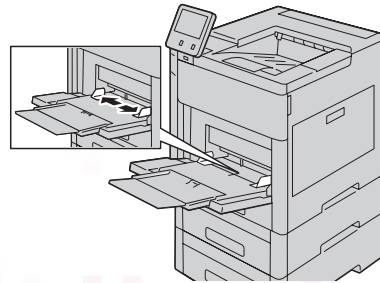


SEE PAPER STORAGE AND  
CONDITIONING IN PRIOR SECTION.

- 2 Pull out the extension tray for larger sizes.

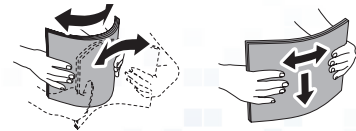


- 3 Move the paper guides toward the outside edges of the tray.



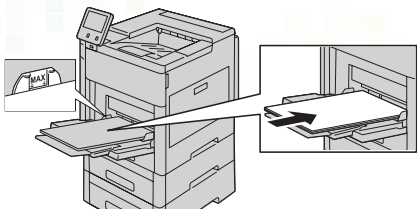
- 4 Fan the paper well, and align the edges of the paper stack on a level surface to avoid paper jams and mis-feeds.

**Note:** Do not fan the paper over the trays or prints to prevent paper dust or particles from entering these areas.

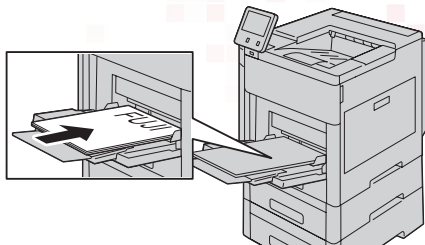


**5** Load the paper in the tray.

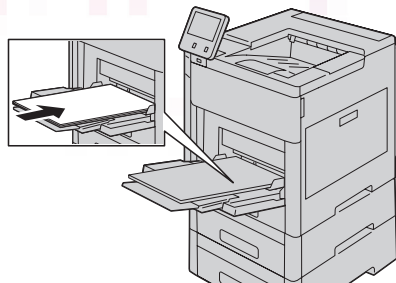
**Note:** Do not load paper above the maximum fill line on the paper guides. It may cause jams or machine malfunction.



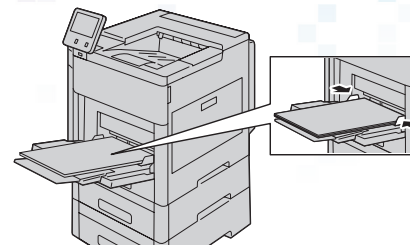
**6** For 1-sided printing, load paper face up with the top edge going into the printer.



**7** For 2-sided printing, load paper face down with the top edge going into the printer.



**8** Adjust the paper guides to align the edges of the paper loaded.



**9** Set the paper setting after a confirmation screen appears on the touch screen.

## REPLACING A TONER CARTRIDGE



### WARNING

Use a broom or a wet cloth to wipe off spilled toner. Sweep slowly to minimize generation of dust during clean up. Avoid using a vacuum, however, if a vacuum must be used, the unit should be designed for combustible dusts (e.g. explosion rated motor or conductive hose).



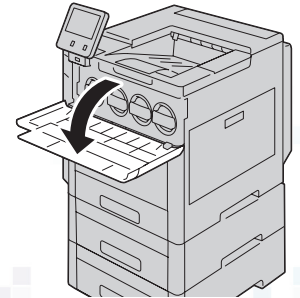
### CAUTION

Keep drum cartridges (or drum if not a cartridge type) and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

When replacing drum cartridges (or drum if not a cartridge type) and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

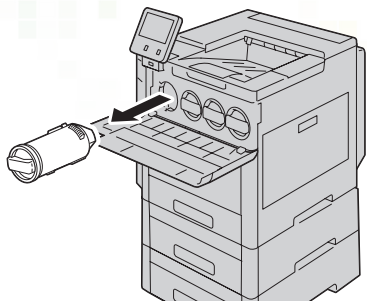
If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until the irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

- 1 Make sure that the printer is not operating, and open the front door.





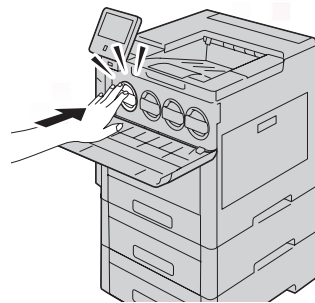
- 2** Hold the handle and pull out the toner cartridge slowly.



- 3** Take the new toner cartridge out of the box, and shake the cartridge up and down and left and right five or six times.



- 4** Push the cartridge in slowly until it stops.



- 5** Close the front door.

## REPLACING A WASTE CARTRIDGE



### WARNING

Use a broom or a wet cloth to wipe off spilled toner. Sweep slowly to minimize generation of dust during clean up. Avoid using a vacuum, however, if a vacuum must be used, the unit should be designed for combustible dusts (e.g. explosion rated motor or conductive hose).



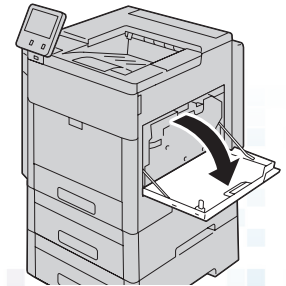
### CAUTION

Keep drum cartridges (or drum if not a cartridge type) and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

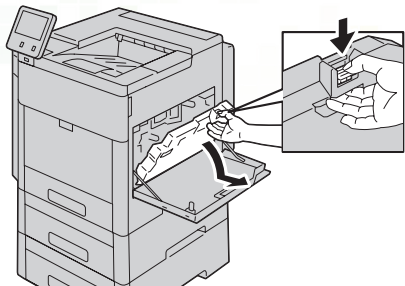
When replacing drum cartridges (or drum if not a cartridge type) and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until the irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

- 1 Make sure that the printer is not operating, and open the right side door.

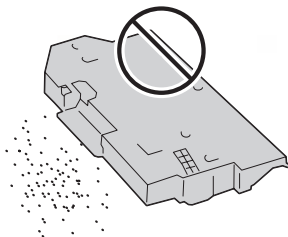


- 2** To remove the waste cartridge, pinch the latch and then lower the top of the cartridge and lift it away from the printer.

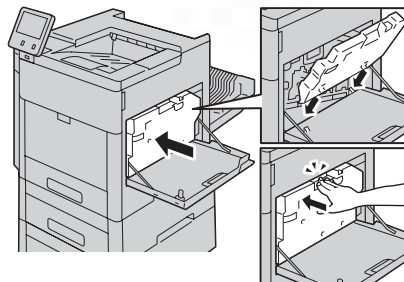


- 3** To prevent toner spills, keep the openings facing up.

**Note:** To avoid toner spills or malfunction, do not lay the waste cartridge on its side, or with the openings facing down.

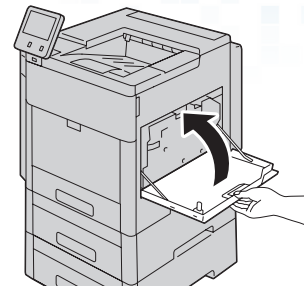


- 4** To reinsert the new waste cartridge, lower the bottom of the cartridge into position. To lock the cartridge into place, push the top forward until the latch clicks into place.



- 5** Close the right-side door.

**Note:** If the right-side door is not closed completely, a message appears and the printer will remain paused.



## REPLACING A DRUM CARTRIDGE



### WARNING

Use a broom or a wet cloth to wipe off spilled toner. Sweep slowly to minimize generation of dust during clean up. Avoid using a vacuum, however, if a vacuum must be used, the unit should be designed for combustible dusts (e.g. explosion rated motor or conductive hose).



### CAUTION

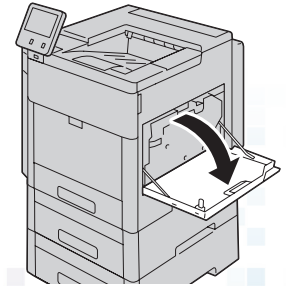
Keep drum cartridges (or drum if not a cartridge type) and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

When replacing drum cartridges (or drum if not a cartridge type) and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

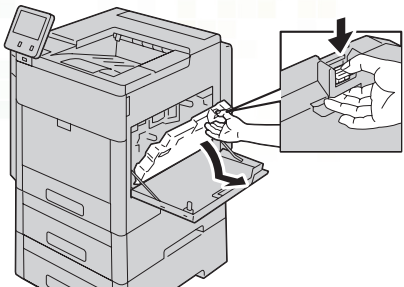
If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until the irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

1

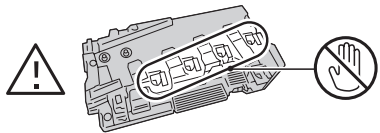
Make sure that the printer is not operating, and open the right side door.



**2** First, remove the waste cartridge by pinching the latch and then lower the top of the cartridge and lift it away from the printer.

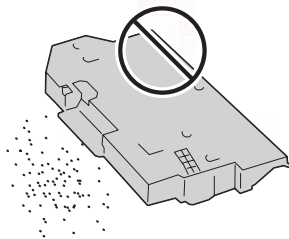


**Note:** After removing the waste cartridge, do not touch the area shown in the illustration below.

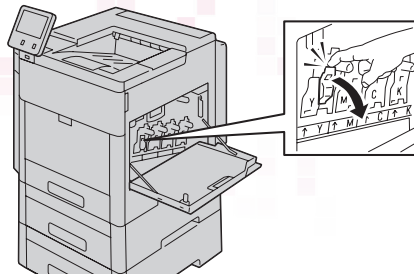


**3** To prevent toner spills, keep the openings facing up.

**Note:** To avoid toner spills or malfunction, do not lay the waste cartridge on its side, or with the openings facing down.

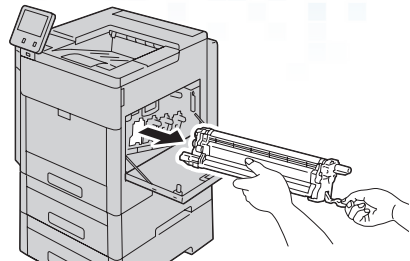


**4** Pull down the release lever of the drum cartridge Y, M, C, or K.



**5** Slide the drum cartridge gently while holding its bottom, and pull it out from the printer.

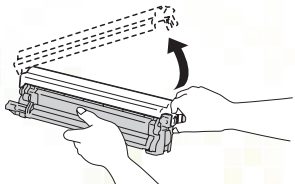
**Note:** When removing the drum cartridge, be careful not to drop it on the floor. Be careful not to touch the toner attached to the cartridge.



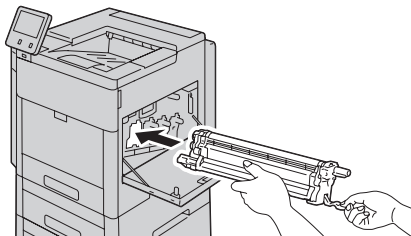
- 6** Take the new drum cartridge out of the box, and insert the used drum cartridge into the supplied plastic bag and place it into the box.

**Important:** Do not place the new drum cartridge in an upright position. If you have a used cartridge no longer needed, contact your local dealer for its disposal.

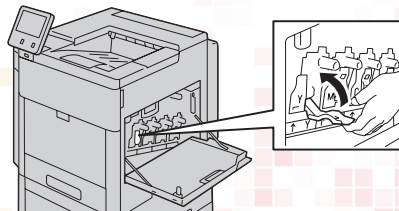
- 7** Remove the protection cover from the drum cartridge.



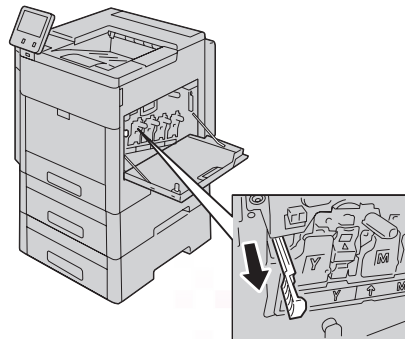
- 8** Insert the new drum cartridge straight in the housing until it clicks into place.



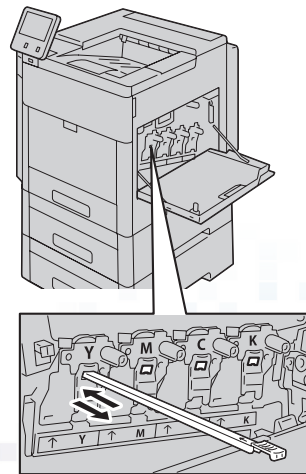
- 9** Pull up to return the release lever of the drum cartridge Y, M, C, or K.



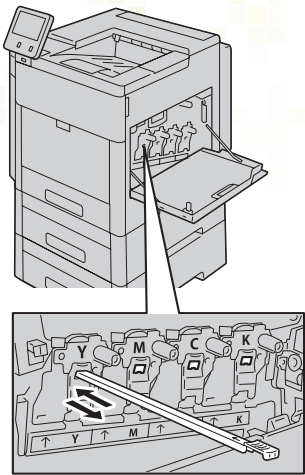
- 10** Remove the cleaning rod from inside the printer.



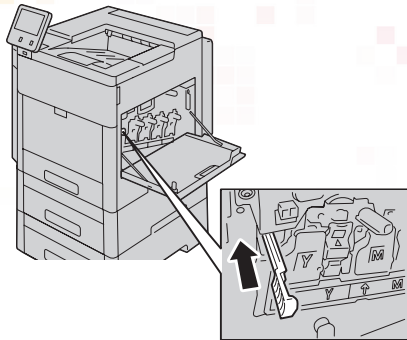
- 11** Insert the cleaning rod into one of the four cleaning holes until it stops, then pull out the rod. Repeat this two more times.



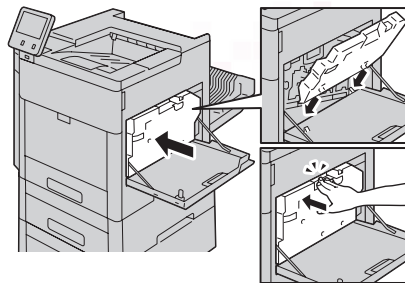
- 12** Repeat the procedure for the holes in the other three slots.



- 13** Return the cleaning rod to its original location.

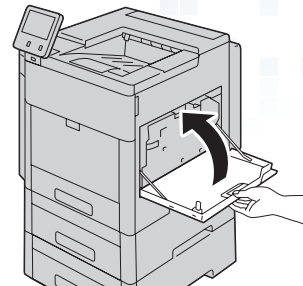


- 14** To reinsert the waste cartridge, lower the bottom of the cartridge into position. To lock the cartridge into place, push the top forward until the latch clicks into place.



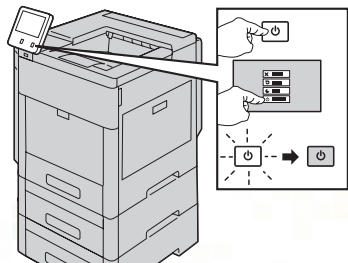
- 15** Close the right-side door.

**Note:** *If the right-side door is not closed completely, a message appears and the printer will remain paused.*

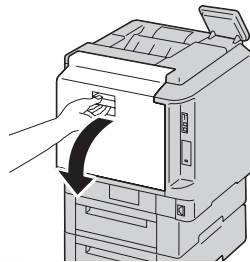


## REPLACING THE TRANSFER ROLLER

- 1** Power off the printer.

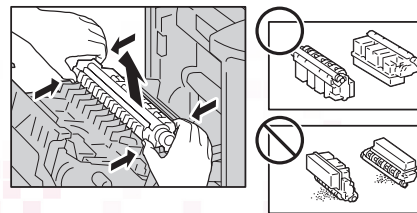


- 2** Open the rear door.

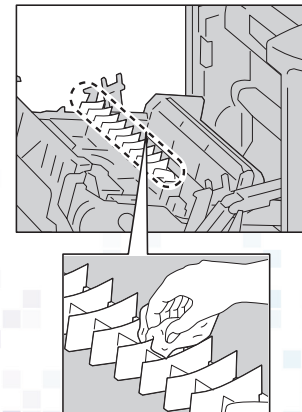


- 3** Grasp the Transfer Roller unit at each end as indicated by the beige dots and pull straight out of the printer.

**Note:** To avoid toner spills, do not lay the transfer roller with opening facing down.

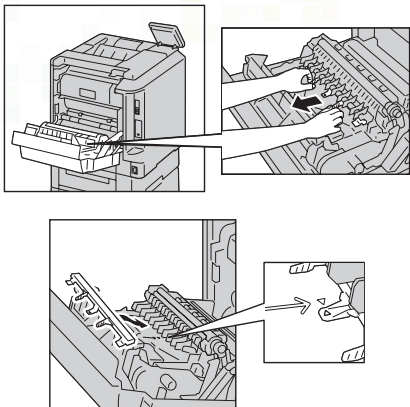


- 4** Clean the area indicated in the illustration below with the cleaning cloth included in the package.



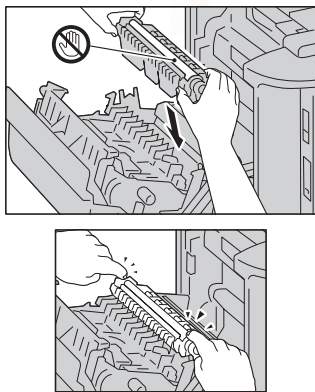


- 5** Slide out the filter and replace it with the new filter assembly included in the package.

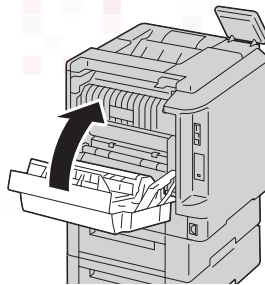


- 6** Grasp the new transfer Roller Unit at each end, as indicated by the beige dots and slide it into place.

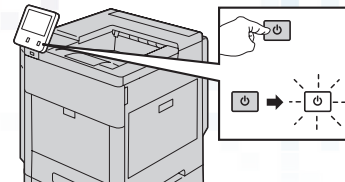
**Note:** Do not touch the main part of the unit with your hands.



- 7** Close the rear door.



- 8** Power the printer on.



- 9** Touch **[Device] > [Supplies] > [Transfer Roller] > [Reset]** on the control panel to reset the counter. If the item is not displayed, login to the system administration mode.

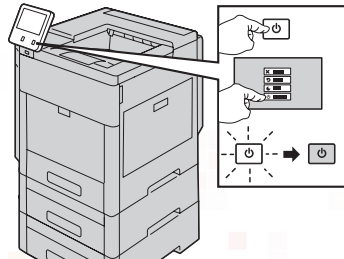
## REPLACING THE FUSING UNIT



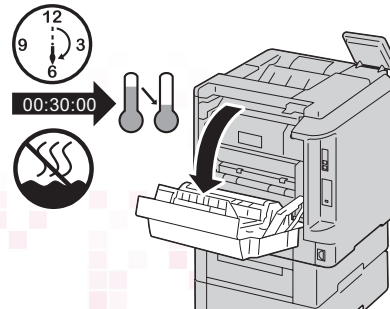
IF YOU REMOVE THE FUSING UNIT WITHOUT FOLLOWING THIS PROCEDURE, YOU CANNOT SET A NEW FUSING UNIT INTO THE PRINTER.

- 1 Touch [Device] > [Support] > [Fusing Unit Replacement] and then [Start].

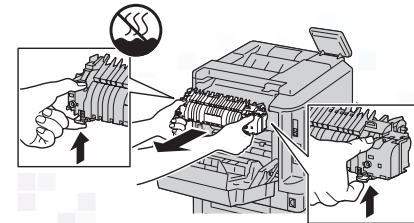
- 2 Power off the printer.



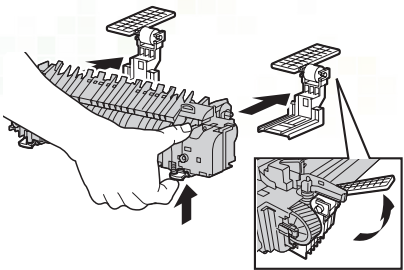
- 3 Open rear door, and wait for 30 minutes until the Fusing Unit cools down.



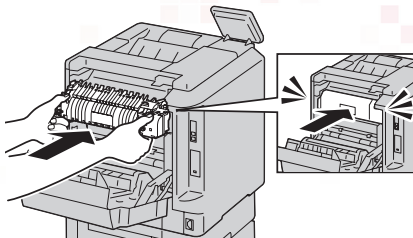
- 4 Locate the spring loaded squeeze latch on each end of the Fusing Unit. Squeeze the latch and pull the Fusing Unit straight out of the printer.



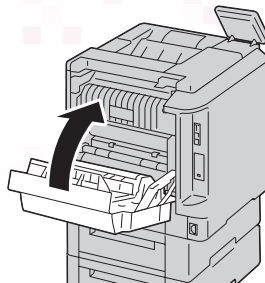
- 5** Before replacing the Fusing Unit, remove the orange levers fixing the nip retract shaft from the new Fusing Unit.



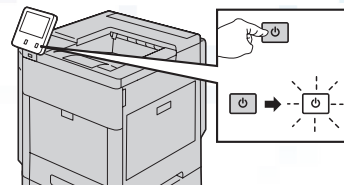
- 6** Slide the new Fusing Unit into place, until it locks into the printer.



- 7** Close the rear door.



- 8** Power the printer on.



- 9** Touch **[Device] > [Supplies] > [Fusing Unit] > [Reset]** on the control panel to reset the counter. If the item is not displayed, login to the system administration mode.

