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# **A3 Multi-Function Copier Quick Start Guide**

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**Avision Inc.**

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# 1

## Removing the Box and Packing Material

1. Open the carton with a utility knife, and then take out all the accessories [including (1) Developing Unit, (2) Power Cord/CD, (3) Drum Unit, (4) Toner Cartridge, as shown in below:



2. Remove four box supports.



3. Remove all buckles on the sides of the printer box.

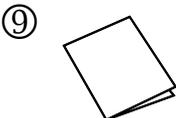
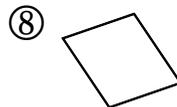
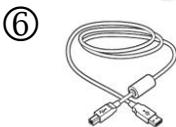
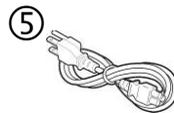


4. Pull the printer box upward.



5. Check all items against the check list. If anything missing, contact your authorized distributor.

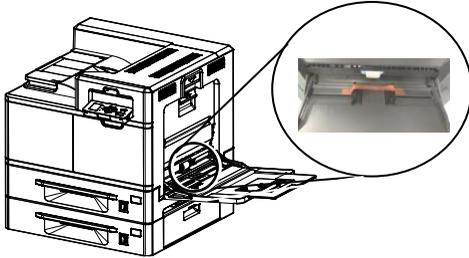
No.	Item	Quantity
1	MFP main unit	1
2	Drum unit	1
3	Toner Cartridge	1
4	Developing unit	1
5	Power Cord	1
6	USB Cable	1
7	DVD-ROM (driver and manual)	1
8	Warranty Card	1
9	Quick Installation Guide ( This Document)	1



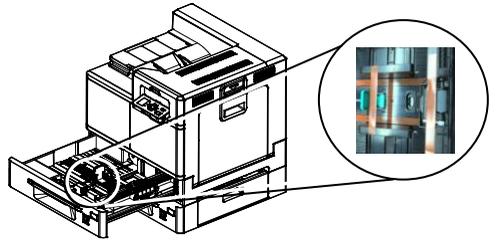
# 2

## Removing the Tapes and Latch

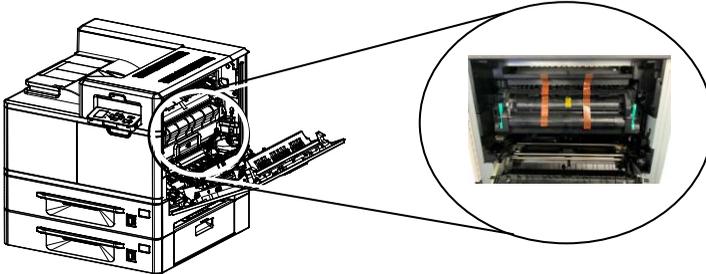
1. Pull down the manual tray and remove the tape.



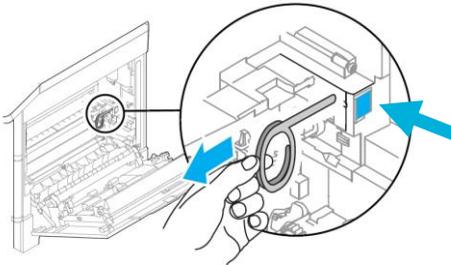
2. Pull the Paper Tray and remove the tapes on the Tray.



3. Open Side Door and remove the tapes on the fuser.



4. Remove the Latch and its instruction sheet by pressing the bolt with one hand and pulling the latch with the other hand as shown in below.



# 3

## Install the Toner Cartridge



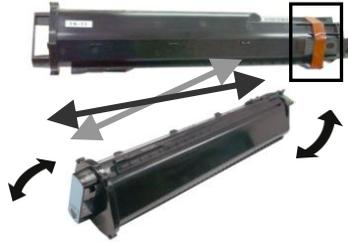
### WARNING!

- Be careful not to inhale toner.
- To avoid print quality problems, DO NOT touch the toner rollers.
- If toner gets on your clothing or other fabric, wipe off the toner with a dry cloth. Wash the items in cold water and dry them in the shade.
- To prevent the toner cartridge from damage, do not expose it more than several minutes.

5. Open the front cover by pulling the handle as shown.



6. Remove the package cushion and tapes on the toner cartridge. Tilt the toner cartridge up and down and then right and left 10 times to distribute the toner evenly inside the toner cartridge.



7. Hold the handle of the toner cartridge and insert it to its proper position as shown.



8. Close the front cover.



# 4

## Install the Developing Unit



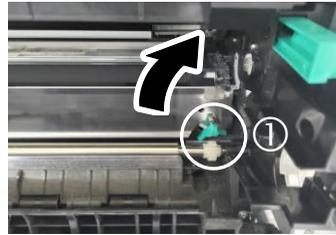
### Caution!

To prevent damage to the Developing Unit, do not expose it to light for more than a few minutes

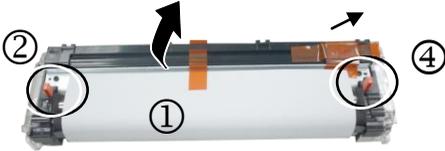
1. Pull the handle down to open the Side Door as shown.



2. Open the paper guide latch ① in a clockwise direction, and then push the paper guide ② up to fix the paper guide.



3. Remove the tape ①, protective film ②, and the plugs ③ on both sides.



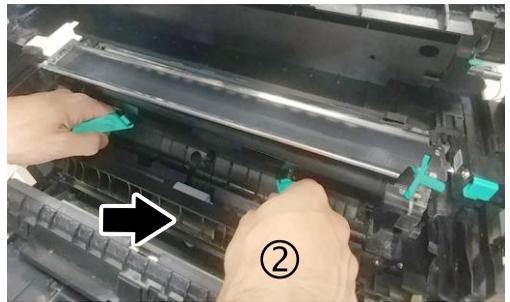
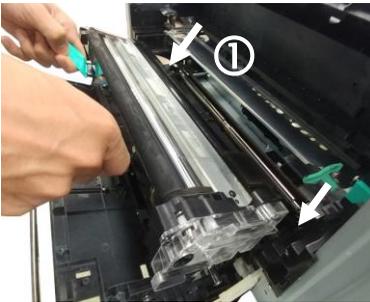
**Important** : Do not remove the transparent plastic protective cover on the surface of the developing unit as shown in the figure to avoid abnormal images ◦



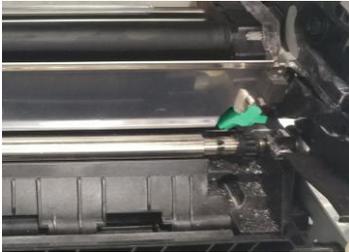
4. Open the handle of the developing unit and hold the handle with both hands, as shown in the figure below.



5. Hold the handle with both hands, placing the front end of the developing unit to the top of the rails on both sides ①, and then gently push the developing unit into the machine along the rails ②. Make sure the handles are closed and left flat on the surface of the developing unit as shown in below ③.



6. Pull down the latch of the paper guide counterclockwise to restore the latch of the paper guide to its original status.



7. Close the Side Door and then the Manual Tray as shown.



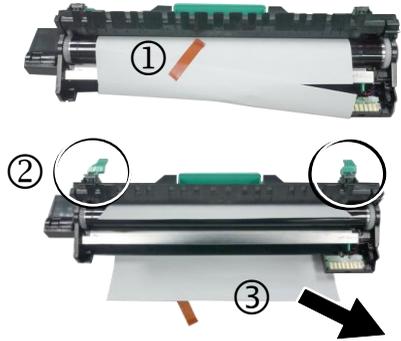
# 5

## Install the Drum Unit

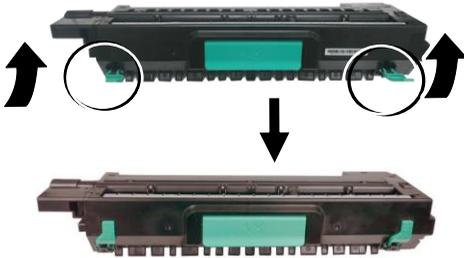
1. Open the side door by pulling the handle as shown.



2. Remove the plastic bag, tape ①, and then press down the Release Arms ② to pull out the protective film ③.

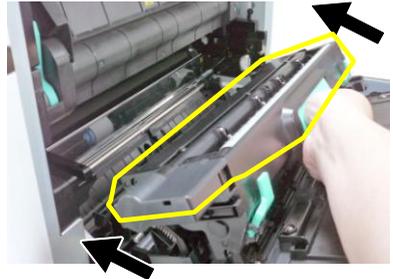


3. Pull up the Release Arms on both ends.



▲ **Note!** To prevent damage to the Developing Unit, do not expose it to light for more than a few minutes.

4. Holding the handle of the Drum Unit, insert the Drum Unit horizontally into the slot along the top of the support frame on both sides.



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5. Close the Side Door and then the Manual Tray as shown.



# 6

## Raise the Paper Stopper

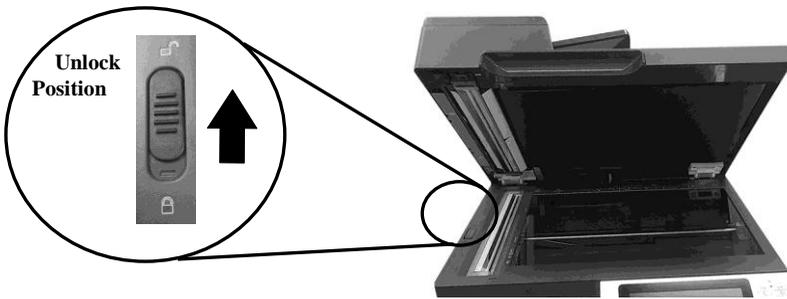
According to your paper length, raise its paper stopper.



# 7

## Releasing the Lock Switch

The product is designed with a lock switch to protect the machine from damage during transportation. As a result, before using the product, please move the lock switch to the [Unlocking position], otherwise the product may not work.

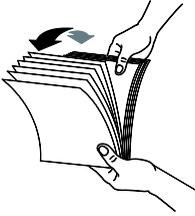


**▲ Note:** To transport the machine, be sure to move the lock switch back to the locked position.

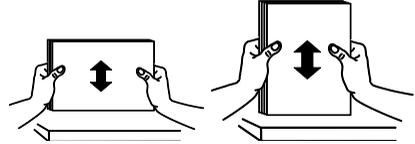
# 8

## Load Paper into the Main Tray

1. Fan your paper first to ensure that the pages do not stick together.



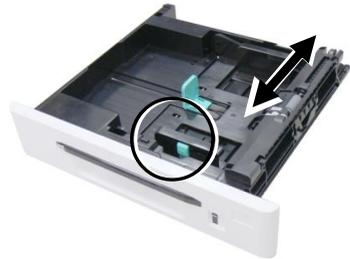
2. Align the edges of the documents by tapping the bottom of the stack against the table top. Rotate the stack 90 degrees and repeat.



3. Pull out the main input tray.



4. Push the center of the [Width guide tab] as shown, and move the width guide to the correct position for the paper size being loaded.



5. Unlock the length guide, squeeze the bottom of the [Length guide tab] inward as shown, and slide the guide to the correct position for the paper size being loaded.



6. Load the paper stack **face up**. Note the print side **face up** for single-sided printing.



7. Pull back the main tray.



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## Load Paper into the Manual Tray:

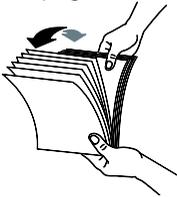
1. Open the manual tray by grasping the handle and pull it down.



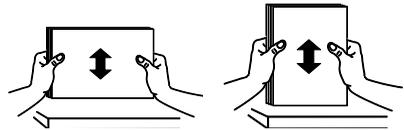
2. Pull out the manual tray extension to meet your paper size.



3. Fan your paper first to ensure that the pages do not stick together.



4. Align the edges of the documents by tapping the bottom of the stack against the table top. Rotate the stack 90 degrees and repeat.

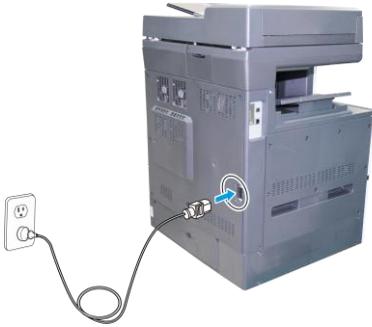


5. Load the paper stack **face down** and slide the paper guides so that they slightly touch the paper stack.



## 9 Connect to Power

1. Connect one end of the power cable to the power jack of your product. Connect the other end to an appropriate power outlet.



2. Press the Power button on the bottom of the Control Panel to turn on the machine.

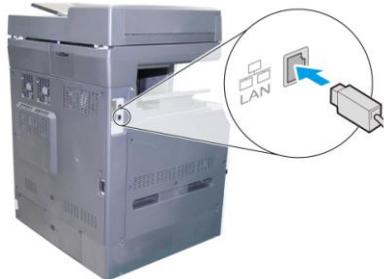


## 10 Connect to a Wired Network

1. Connect one end of your network cable to an available port of your Ethernet Hub.

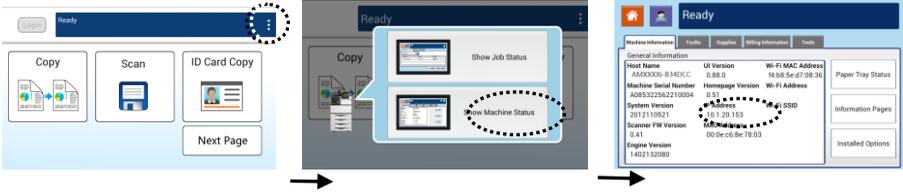


2. Connect the other end to the LAN port at the back of the product as shown.



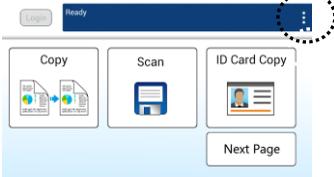
## Obtain the Product's IP Address:

Tap **[More Settings]** on main screen and then choose **[Show Machine Status]**, the IP address can be found.



# 11 Specify a Static IP Address

1. Tap **[More Settings]** on main screen and then choose **[Show Machine Status]**. This will prompt the **[Machine Status]** page.



2. Tap the **[Tools]** tab to prompt the **[Tools]** page.



3. Tap the **[Network Settings]** > **[TCP/IP Settings]** option. The following TCP/IP screen will be displayed. Disable DHCP, be sure to enter the address information in the **[IP address]**, **[Subnet Mask]**, and **[Gateway]** respectively.



4. Tap **[Back]** to leave the screen.

5. Tap the **[Home]** button on the Control Panel to show the main operation screen.

# 12

## Install the Printer Driver

### Windows

System Requirements: Windows 7, Windows 8, Windows 10, Windows 11

#### ▲ Note:

The printer driver includes the following programs: the scanner driver, Capture Tool (Scanning Tool), and Printer Status Monitor. After the printer driver has been installed, the scanner driver, Capture Tool and Printer Status Monitor programs are also installed on your computer. The scanner driver and Capture Tool let you scan through your computer; The Printer Status Monitor allows you monitor the printer status including the status of the consumables, and error conditions.

### USB Interface Users

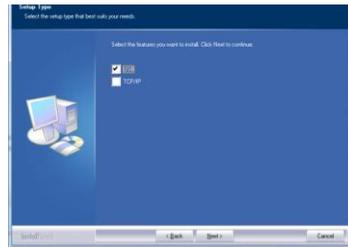
#### ▲ Important !

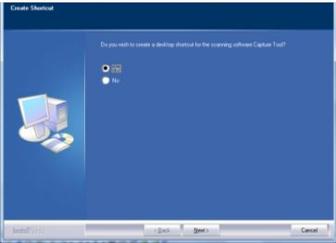
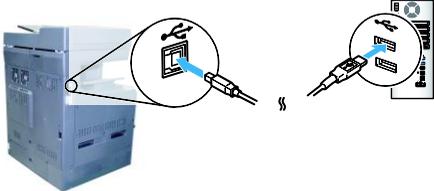
DO NOT connect the USB cable before installing the scanner, and printer drivers.

1. Insert the supplied CD into your CD-ROM drive. The installation menu will be displayed.

Click 「**Install Printer Driver**」and follow the on-screen instructions to complete the installation.

2. When the Setup Type dialog box appears, select [**USB**].

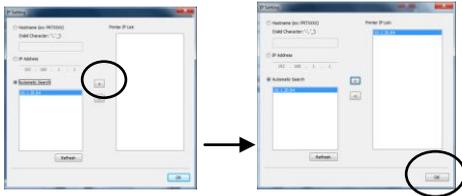


<p><b>3.</b> Select if you wish to create a Capture Tool shortcut on your desktop.</p> 	<p><b>4.</b> During installation, the USB Connection dialog box will be prompted to instruct you to connect the MFP to your computer with a USB cable.</p> 
<p><b>5.</b> When the 「Found New Hardware」screen appears, click <b>[Next]</b> to continue.</p>	<p><b>6.</b> When the <b>Finish</b> dialog box appears, click <b>Finish</b> to complete.</p> <p>If you have successfully installed the printer's driver, you will find a printer, 「Avison AMXXXX Printer」, has been added in the 「Printers and Faxes」 option from the Control Panel. (xxxx indicates model name)</p>

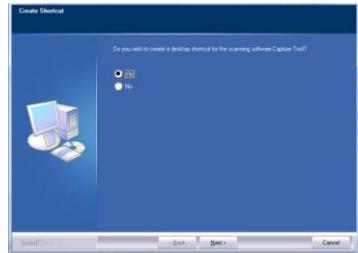
## Network Interface Users

<p><b>1.</b> Insert the supplied CD into your CD-ROM drive. The installation menu will be displayed.</p> <p>Click 「<b>Install Printer Driver</b>」and follow the on-screen instructions to complete the installation.</p>	<p><b>1.</b> When the <b>Setup Type</b> dialog box appears, check <b>[TCP/IP]</b> and click <b>[Next]</b> to continue.</p> 
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2. When the following **Set IP** dialog box appears, choose one of the following options and click **[Add]** to add to the printer list. When the desired option setting is completed, click **[OK]**.



3. Select if you wish to create a Capture Tool shortcut on your desktop.



4. When the Finish dialog box appears, choose **「Finish」** to complete.

If you have successfully installed the printer's driver, you will find a printer, **「Avison AMXXXX NetWork」**, has been added in the **「Printers and Faxes」** option from the Control Panel. (xxxx indicates model name)

## Uninstalling the Scanner Driver and Printer Driver

1. From the **「Start」** menu, select **「All Programs」**, **「Avison AMXXXX MFP」**, and then **「Uninstall Driver」**.

Or from the **「Start」** menu, select **「Control Panel」**, **「Add or Remove Programs」**, **「Avison AMXXXX MFP」**, and then **「Remove」**.

2. Follow the instructions on the screen to complete removing the scanner driver and the printer driver.

### Note

- For more information, please refer to the user manual on the CD.
- The contents of this document are subject to change without notice.



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