bizhub 4000i
QUICK GUIDE

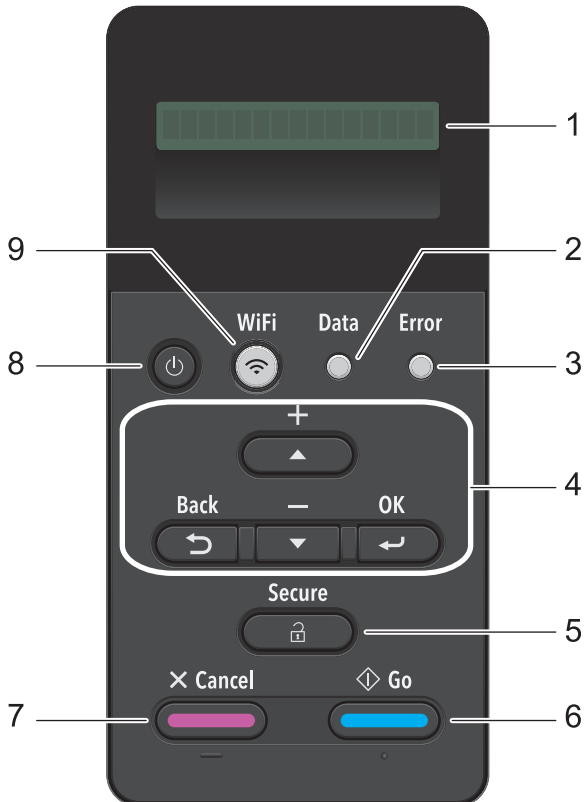KONICA MINOLTA

Giving Shape to Ideas

User's Guides

Which Guide?	What's in It?
Safety Information	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.
Installation User's Guide	Follow the instructions for setting up your machine, and installing the drivers and software for the operating system and connection type you are using.
Quick Guide	Learn the basic operations and basic machine maintenance. See troubleshooting tips.
User's Guide	This guide includes the additional contents of the Quick Guide. In addition to information about the Print operations, useful information is included about using the machine on a network.
Google Cloud Print Guide	This Guide provides details about how to use Google Cloud Print™ services for printing over the Internet.

1 General Information

Control Panel Overview

The control panel may vary depending on your model.

1. Liquid Crystal Display (LCD)

Displays messages to help you set up and use the machine.

A four-level indicator shows the wireless signal strength if you are using a wireless connection.

0   Max

2. Data LED

The **Data** LED blinks depending on the machine's status.

When the **Data** LED is on, data is in the machine's memory. When the **Data** LED blinks, the machine is receiving or processing data.

3. Error LED

The **Error** LED blinks when the LCD displays an error or an important status message.

4. **Menu Buttons**

   OK

   Press to store your machine's settings. After you change a setting, the machine returns to the previous menu level.

   Back

   - Press to go back one level in the menu.
   - Press to select the previous digit when entering numbers.

   ▲ or ▼ (+ or -)

   - Press to scroll through menus and options.
   - Press to enter a number or to increase or decrease the number. Hold down ▲ or ▼ to scroll faster. When you see the number you want, press **OK**.

5. **Secure**

   Press to print jobs saved in the memory when you enter your four-digit password.

6. **Go**

   - Press to clear certain error messages. To clear all other errors, follow the LCD instructions.
   - Press to print any data remaining in the machine's memory.
   - Press to select the displayed option. After you change a setting, the machine returns to Ready Mode.

7. **Cancel**

   - Press to cancel the current setting.
   - Press to cancel a programmed print job and clear it from the machine's memory. To cancel multiple print jobs, hold down **Cancel** until the LCD displays [Cancel All Jobs].

8. ⏻ **Power On/Off**

   - Turn the machine on by pressing ⏻.
   - Turn the machine off by pressing and holding down ⏻. The LCD displays [Shutting Down] for a few seconds before going off.

9. **WiFi**

   Launch the wireless installer on your computer and press the **WiFi** button. Follow the on-screen instructions to set up a wireless connection between your machine and your network.

   When the **WiFi** light is on, your machine is connected to a wireless access point. When the **WiFi** light blinks, the wireless connection is down, or your machine is in the process of connecting to a wireless access point.
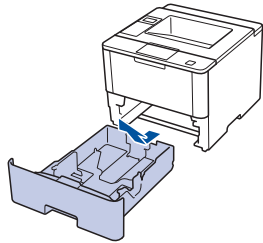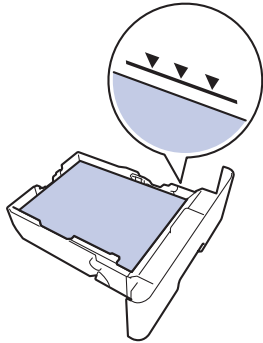
2 Load Paper

Load Paper in the Paper Tray

Use the paper tray when printing on the following media:

Plain paper	
Thin paper	
Recycled paper	
Letterhead	
Coloured paper	
Thick paper [1]	
	• Adjust the guides
	• Fan the paper

[1] Open the back cover (face up output tray) before printing to let the printed paper exit onto the face up output tray.

For more detailed information, see the *User's Guide*: *Load and Print Using the Paper Tray*.
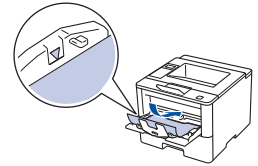
Load Paper in the Multi-purpose Tray (MP Tray)

Use the MP tray when printing on the following media:

Plain paper	
Thin paper	
Recycled paper	
Bond paper	
Letterhead	
Coloured paper	
Thick paper [1]	• Adjust the guides
Labels [1]	• Fan the paper
Envelopes [1]	

[1] Open the back cover (face up output tray) before printing to let the printed paper exit onto the face up output tray.

For more detailed information, see the *User's Guide*: *Load and Print Using the Multi-purpose Tray (MP Tray)*.

3 **Print**

Print from Your Computer

Print a Document

For labels, thick paper, and envelopes, set the paper size and paper type in the printer before printing the document.

1 From the document that you are trying to print, open the Print dialog.

2 If necessary, adjust the settings.

3 Print the document.

For details of the function of the printer driver, refer to the Help of the printer driver.

A Troubleshooting

Use this section to resolve problems you may encounter when using your machine.

Identify the Problem

Even if there seems to be a problem with your machine, you can correct most problems yourself.

First, check the following:

- The machine's power cord is connected correctly and the machine's power is on.
- All of the machine's orange protective parts have been removed.
- The access point, router, or hub is turned on and its link indicator is blinking.
- Paper is inserted correctly in the paper tray.
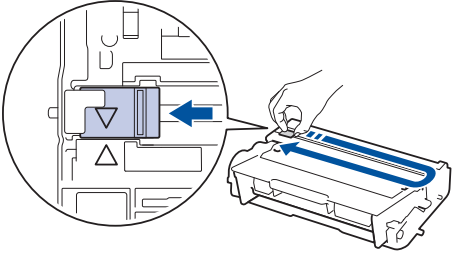- The interface cables are securely connected to the machine and the computer.

Find the Error	Find the Solution
Using the LCD Toner Low	1. Follow the messages on the LCD. 2. See the instructions in the following table. 3. If you cannot resolve the error, see the *User's Guide*.

Error and Maintenance Messages

The most common error and maintenance messages are shown in the table.

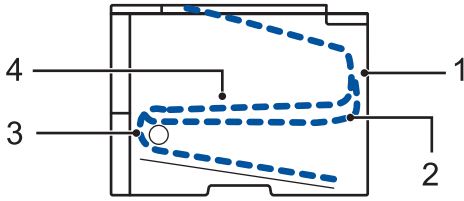| Error Message	Cause	Action
Cartridge Error	The toner cartridge is not installed correctly.	Remove the toner cartridge and imaging unit assembly. Take out the toner cartridge, and put it back in the imaging unit again. Reinstall the toner cartridge and imaging unit assembly in the machine. If the problem continues, contact customer support.

Error Message	Cause	Action
Drum !	The corona wire on the imaging unit must be cleaned.	Clean the corona wire on the imaging unit. See the *User's Guide*: *Clean the Corona Wire*. If the problem continues, replace the imaging unit with a new one.
	The imaging unit or the toner cartridge and imaging unit assembly is not installed correctly.	Remove the imaging unit, remove the toner cartridge from the imaging unit, and put the toner cartridge back into the imaging unit. Reinstall the imaging unit in the machine.
Drum End Soon	The imaging unit is near the end of its life.	Order a new imaging unit before the LCD displays Replace Drum.
Jam 2-sided	The paper is jammed in the 2-sided tray or inside the back cover.	Remove the 2-sided tray and open the back cover to pull out all jammed paper.
Jam Inside	The paper is jammed inside the machine.	Open the front cover, remove the toner cartridge and imaging unit assembly, and pull out all jammed paper. Close the front cover.
Jam MP Tray	The paper is jammed in the MP tray.	Remove all jammed paper from in and around the MP tray. Press **Go**.
Jam Rear	The paper is jammed in the back of the machine.	Open the fuser cover and remove all jammed paper. Close the fuser cover.
Jam Tray 1 Jam Tray 2 Jam Tray 3	The paper is jammed in the indicated paper tray.	Pull out the paper tray indicated on the LCD and remove all jammed paper.
No Drum Unit	The imaging unit is not installed correctly.	Reinstall the toner cartridge and imaging unit assembly.
No Paper	The machine is out of paper, or paper is not loaded correctly in the paper tray.	• Refill paper in the paper tray. Make sure the paper guides are set to the correct size. • If paper is in the tray, remove it and load it again. Make sure the paper guides are set to the correct size.

Error Message	Cause	Action

`No Paper Fed T1`
`No Paper Fed T2`
`No Paper Fed T3`
	The machine failed to feed paper from the indicated paper tray.	Pull out the paper tray indicated on the LCD and remove all jammed paper.

`No Paper MP`	The MP tray is out of paper, or paper is not loaded correctly in the MP tray.	Do one of the following: • Refill paper in the MP tray. Make sure the paper guides are set to the correct size. • If paper is in the tray, remove it and load it again. Make sure the paper guides are set to the correct size.

`No Paper T1`
`No Paper T2`
`No Paper T3`
	The machine failed to feed paper from the indicated paper tray.	Do one of the following:
		• Refill paper in the paper tray indicated on the LCD. Make sure the paper guides are set to the correct size.
		• If paper is in the tray, remove it and load it again. Make sure the paper guides are set to the correct size.

`No Toner`	The toner cartridge or the toner cartridge and imaging unit assembly is not installed correctly.	Remove the toner cartridge and imaging unit assembly. Remove the toner cartridge from the imaging unit, and reinstall the toner cartridge back in the imaging unit. Reinstall the toner cartridge and imaging unit assembly back in the machine. If the problem continues, replace the toner cartridge with a new one.
`Replace Drum`	It is time to replace the imaging unit.	Replace the imaging unit with a new one.
	The imaging unit counter was not reset when a new imaging unit was installed.	Reset the imaging unit counter. See the instructions included with the new imaging unit.
`Replace Toner`	The toner cartridge is at the end of its life. The machine stops all print operations.	Replace the toner cartridge with a new one.
`Toner Low`	If the LCD displays this message, you can still print. The toner cartridge is near the end of its life.	Order a new toner cartridge now so you have it ready when the LCD displays `Replace Toner`.

Paper Jams

An error message indicates where the paper is stuck in your machine.

Error messages:

1. Jam Rear
2. Jam 2-sided
3. Jam Tray
4. Jam Inside

Solutions for Wireless Connection

If you cannot connect your machine to the wireless network, see the following:

- *User's Guide*: *Print the WLAN Report*
- *Installation*: *Alternate wireless configuration method*

B Appendix

How to Enter Text on Your Machine

When setting certain options, such as the Network Key, you must enter characters on the machine:

- Hold down or repeatedly press ▲ or ▼ to select a character from this list:

  0123456789abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ(space)!"#$%&'()*+,-./:;<=>?@[]^_

- Press **OK** when the character or symbol you want is displayed, and then enter the next character.

- Press **Back** to delete characters entered incorrectly.