PolyCard Printer
Dell S5840cdn
Instructions
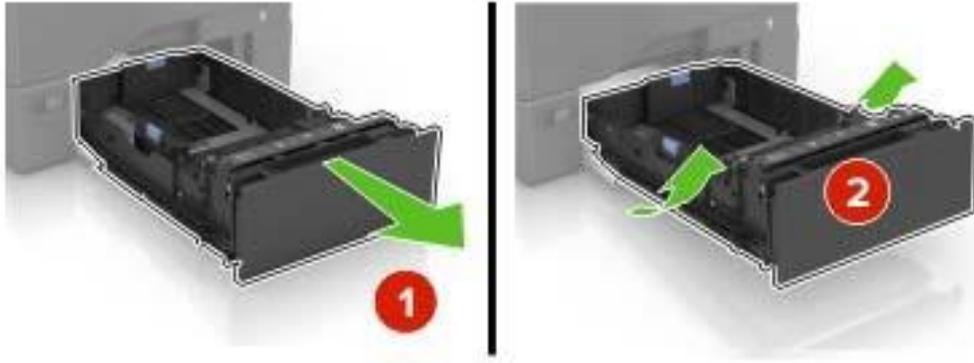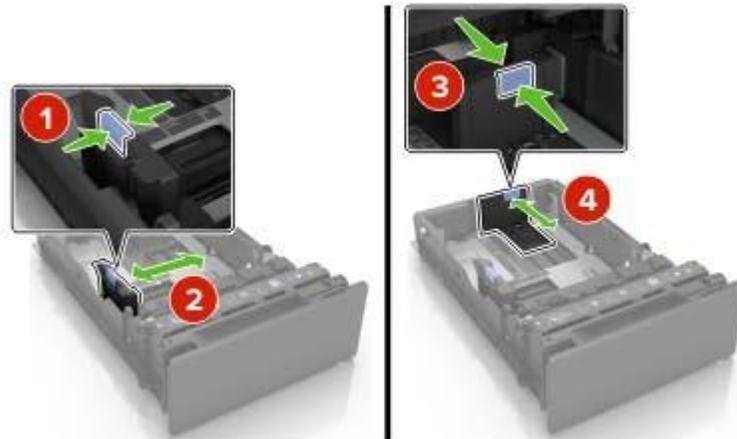
Table of Contents

Loading Paper

1 Remove the tray.

Note: To avoid jams, do not remove trays while the printer is busy.

2 Adjust the guides to match the size of the paper you are loading.

Note: Use the indicators on the bottom of the tray to position the guides.

3 Flex, fan, and align the paper edges before loading.

4 Load the paper stack with the printable side face up.

Notes:

- For one-sided printing, load letterhead face up with the header toward the front of the tray.
- For two-sided printing, load letterhead facedown with the header toward the back of the tray.
- Do not slide paper into the tray.
- Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.
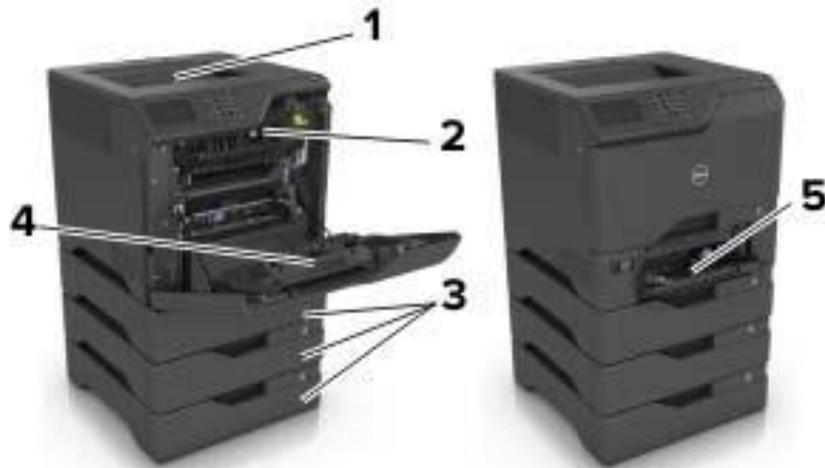

5 Insert the tray.

Paper Jam Solutions

Identifying jam locations

Notes:

- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.

	Jam locations
1	Standard bin
2	Fuser
3	Trays
4	Duplex unit
5	Multipurpose feeder

Paper jam in trays

1 Pull out the tray.

Warning—Potential Damage: A sensor inside the optional tray is easily damaged by static electricity. Touch a metal surface before removing the jammed paper in the tray.

2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

3 Insert the tray.

Paper jam in the multipurpose feeder

1 Remove paper from the multipurpose feeder.

2 Pull out the tray.

3 Remove the jammed paper.

   Note: Make sure that all paper fragments are removed.

4 Insert the tray.
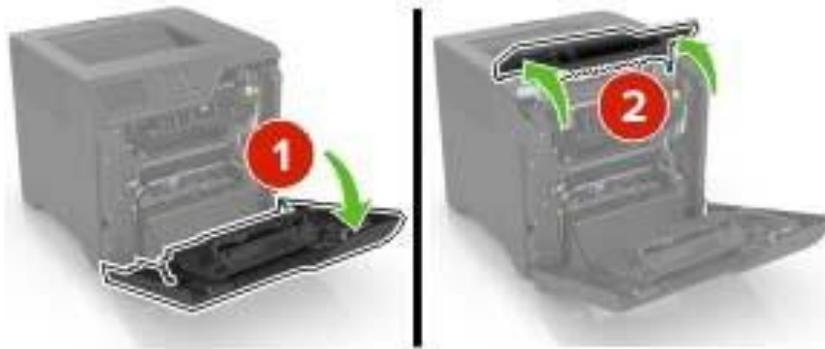
Paper jam in the standard bin

1 Remove the jammed paper.

   Note: Make sure that all paper fragments are removed.

2 Open doors A and D, and then remove any paper fragments.

> ⚠ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

3 Close doors D and A.
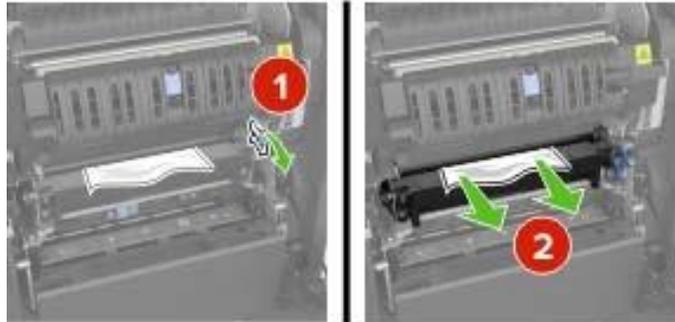
Paper jam in door A

Paper jam in the fuser

1 Open door A.

> ⚠ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
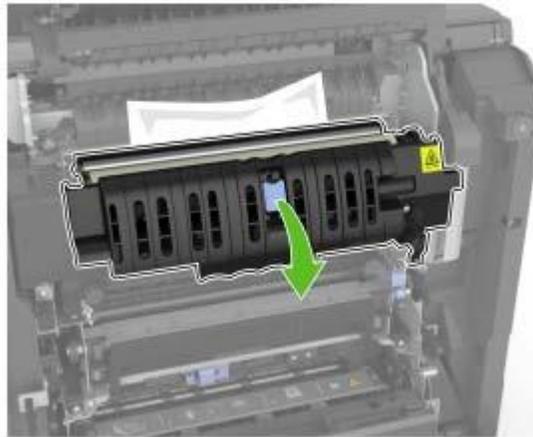
2 Remove the jammed paper.
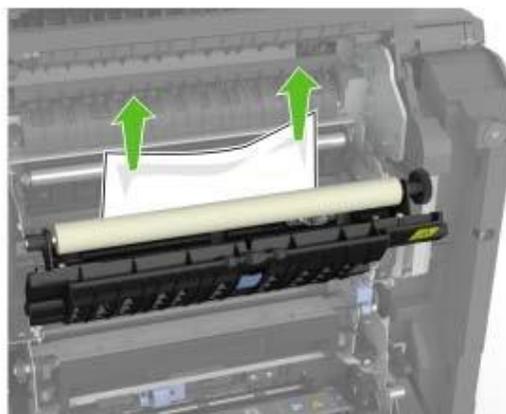
   Note: Make sure that all paper fragments are removed.

3 Open the fuser access door.

4 Remove the jammed paper.

   Note: Make sure that all paper fragments are removed.
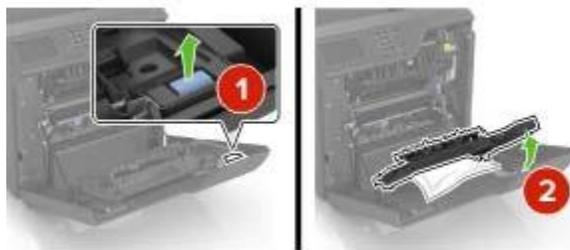

5 Close door A.

Paper jam in the duplex unit

1 Open door A.

⚠ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
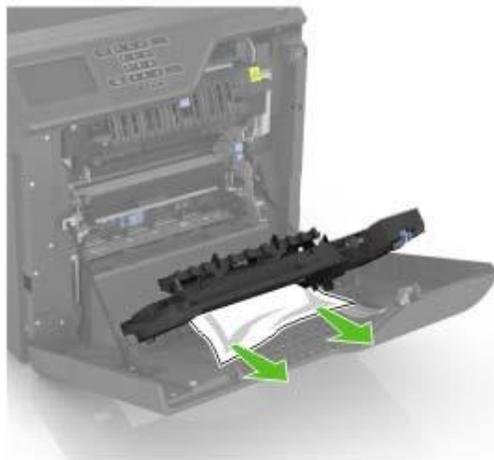
2 Open the duplex cover.

3 Remove the jammed paper.
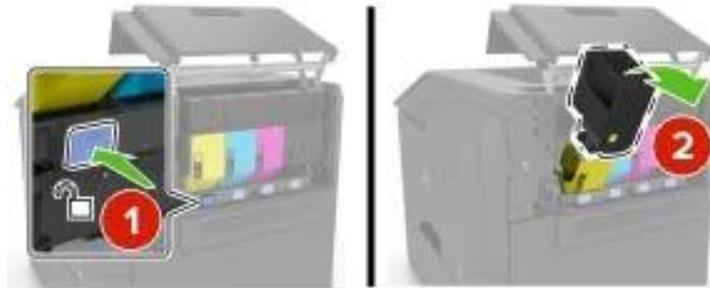
Note: Make sure that all paper fragments are removed.

4 Close the duplex cover and door.
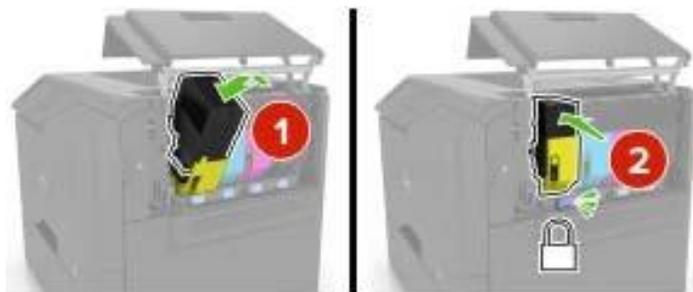
Replacing Toner

1 Open door B.

2 Remove the toner cartridge.

3 Unpack the new toner cartridge.

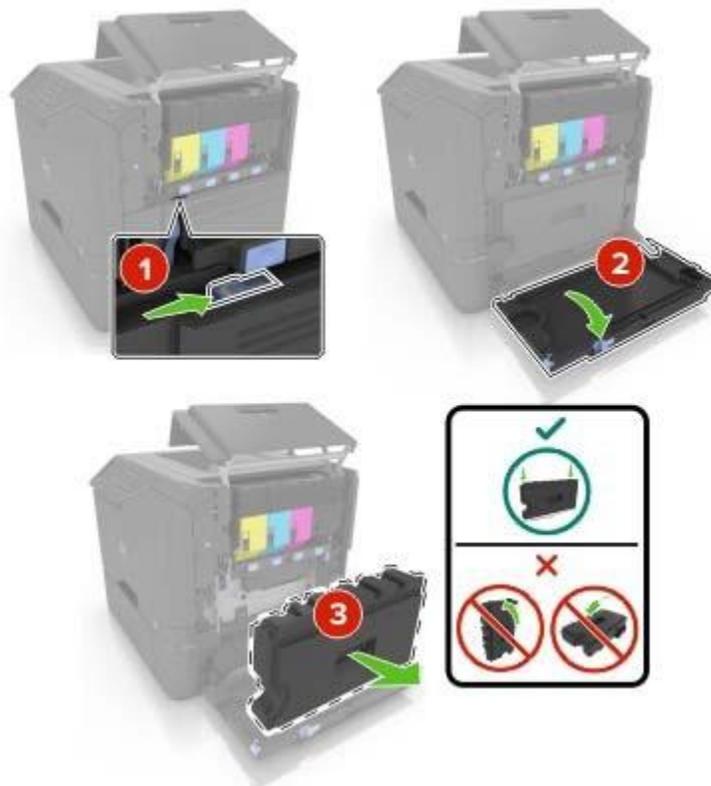**4** Insert the new toner cartridge.

5 Close door B.

Replacing Waste Toner
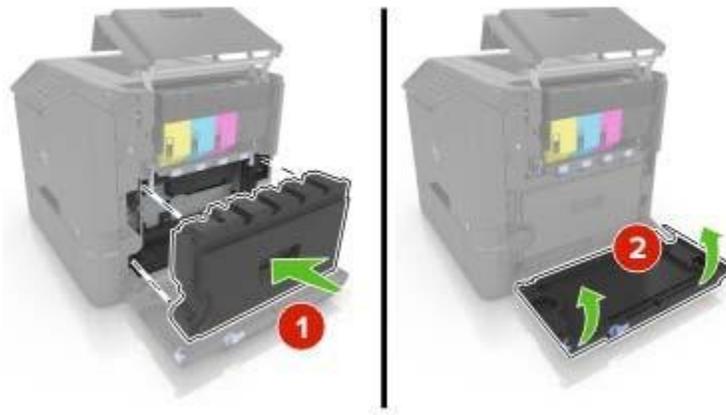
1 Open door B.

2 Remove the waste toner bottle.

3 Unpack the new waste toner bottle.

4 Insert the new waste toner bottle.

5 Close door B.

Replacing Imaging Kit
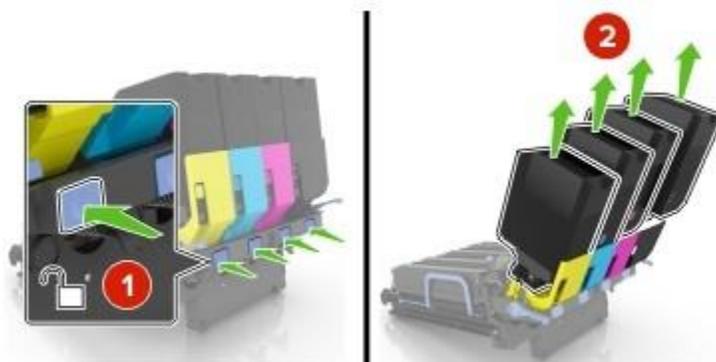
1 Open door B.

2 Remove the waste toner bottle.

3 Remove the imaging kit.

4 Remove the toner cartridges.

5 Unpack the new imaging kit, and then remove the packing material.

Note: The imaging kit includes the imaging kit and the cyan, magenta, and yellow developer units.
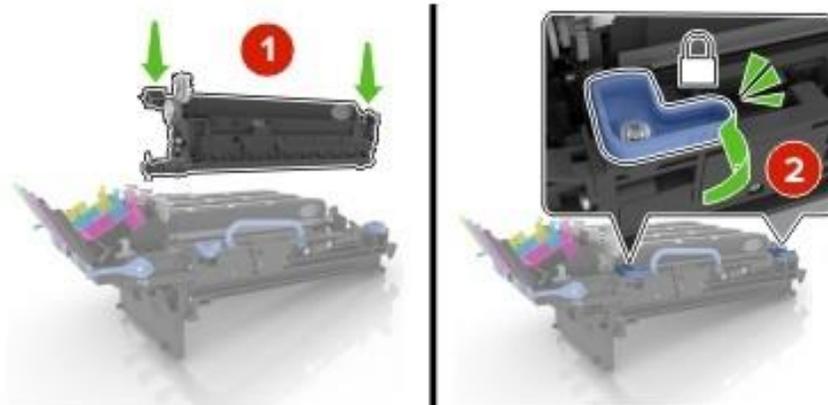
6 Remove the black imaging unit.

Warning—Potential Damage: Do not expose the photoconductor unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

Warning—Potential Damage: Do not touch the shiny photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs.
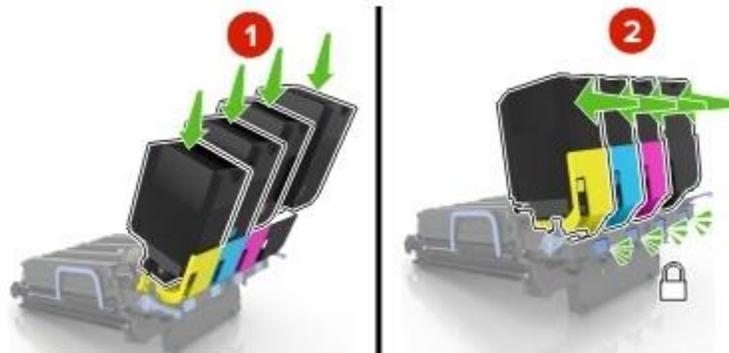

Note: The black imaging unit includes the black developer unit and photoconductor unit.

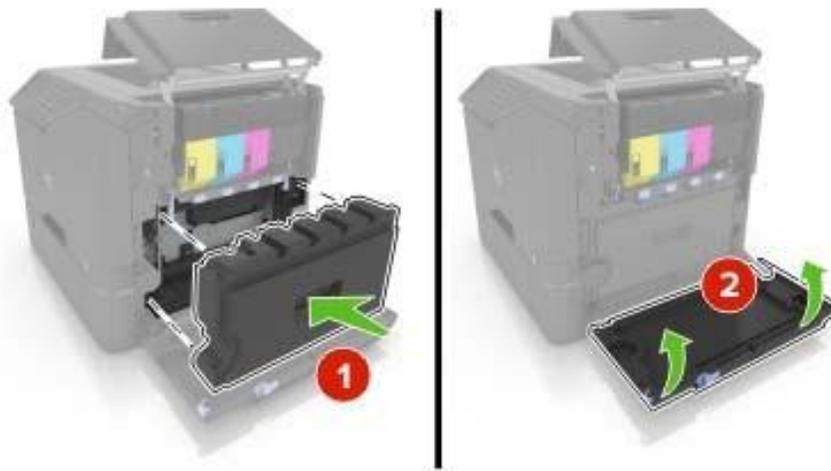**7** Insert the black imaging unit into the new imaging kit.

8 Insert the toner cartridges.

9 Insert the new imaging kit.

10 Insert the waste toner bottle.

11 Close door B.

Ordering Guide

To order go to the Dell Premier site and login to order.

Connecting to the Dell Premier site:

1. Go to http://premier.dell.com and create an account if you don't already have one. You must use your calpoly.edu email account to create this account.

2. Go to http://pilot.search.dell.com/s5840cdn%20consumablies for the list of consumables

Part Name	Part #	Price
Toner Waste Box (90,000 page)	591-BBCN	$22.99
Black imaging drum* (150,000 page)	593-BBYH	$69.99
Color imaging drum* (150,000 page)	593-BBYJ	$239.99
Black cartridge*[1] (20,000 page)	593-BBYF	$179.99
Cyan cartridge*[1] (12,000 page)	593-BBXY	$245.99
Magenta cartridge*[1] (12,000 page)	593-BBYD	$309.99
Yellow cartridge*[1] (12,000 page)	593-BBYB	$245.99

*Use and return, [1]High yield

NOTES:

1. For the imaging drums, be sure to order the use and return items. They are much cheaper. The Dell rep has said that you can order as many as you want (to have extras on hand). You will have to keep the box that the items come in to return the used part.

2. For the toner cartridges, he sure to order the high yield, use and return items. Same reason as with the imaging. Also, the high capacity will allow longer intervals between changing.