



Xerox® ColorQube™
9201/9202/9203
Quick Use Guide



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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Xerox® ColorQube™ Series

Quick Use Guide

Thank you for choosing this Multifunctional Device. This guide is for all users and administrators who will use and maintain the ColorQube™ 9201/9202/9203.

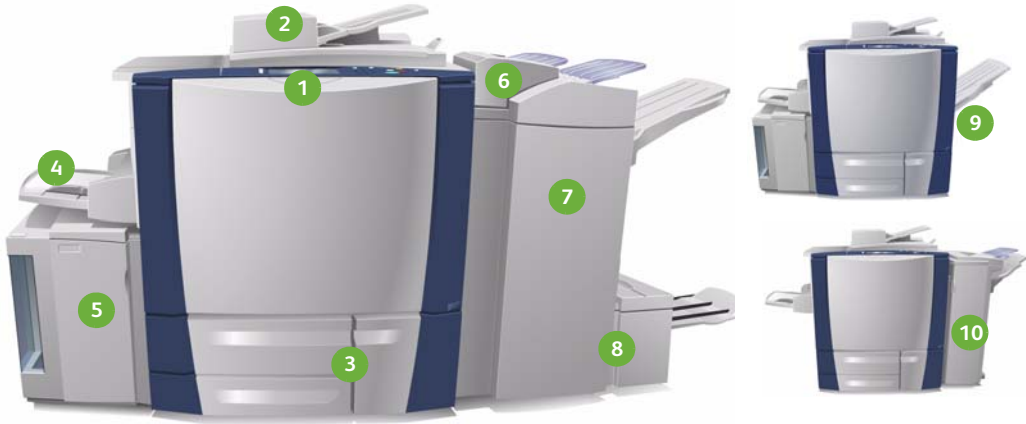
Purpose of this Guide

This Quick Use guide will give you an overview of the features and options that may be available on your device and your resources for maximizing system performance and productivity.

Before you get started

- The device must be installed.
- The device must be configured for use, see the System Administrator Guide.
- The device must be set up on a network, see the System Administrator Guide.
- The drivers must be installed, see the System Administrator Guide.

Multifunctional Device Overview



- 1 **Control Panel:** Touch Screen and Numeric Keypad.
- 2 **Document Feeder and Document Glass:** Used for scanning single or multiple documents. The document glass can be used for scanning single, bound, custom size or damaged documents.
- 3 **Paper Trays 1, 2 and 3:** These trays are standard on the device. Trays 1 and 2 are used for media sizes 5.5x8.5" to 11x17" / A5 to A3. Tray 3 is used for 8.5x11" / A4 media.
- 4 **Tray 4 (Bypass):** Used for non-standard printing media.
- 5 **Tray 5:** An optional high capacity paper source which feeds A4 or 8.5x11" Long Edge Feed (LEF) media as standard. Additional kits can be purchased to enable different paper sizes to be fed.
- 6 **Tray 6 (Post Process Inserter):** An optional paper tray for use with the High Volume Finisher. It is used to insert post process sheets into copy sets.
- 7 **High Volume Finisher:** This optional finisher collates, offsets, stacks and staples your output. Booklet Maker, Trifold and Hole Punch kits can be installed with this finisher.
- 8 **Booklet Maker and Trifolder:** These are optional devices which can be installed with the High Volume Finisher to staple and fold booklets or leaflets.
- 9 **Offset Catch Tray:** This optional device stacks, collates and offsets your output.
- 10 **Office Finisher:** This optional device stacks, collates, staples and offsets your output. Hole punch kits are also available for this finisher.

For information about all the features and finishing options, refer to the User Guide.

Device Configuration

Following the installation and assembling of the device and hardware options, the result will be one of the following configurations.

	ColorQube™ 9201	ColorQube™ 9202	ColorQube™ 9203
Digital Copying	Standard	Standard	Standard
Network Printing	Standard	Standard	Standard
Workflow Scanning	Standard	Standard	Standard
E-mail	Standard	Standard	Standard
Fax (1 or 2 line embedded)	Option	Option	Option
Internet Fax & Server Fax	Option	Option	Option
Network Accounting	Standard	Standard	Standard
Tray 1, 2, 3 & 4 (Bypass)	Standard	Standard	Standard
Tray 5 (Paper Feed Platform)	Option	Option	Option
Tray 6 (Post Process Inserter)	Option	Option	Option
80 GB Hard Drive	Standard	Standard	Standard
Office Finisher	Option	Option	Option
Offset Catch Tray	Option	Option	Option
High Volume Finisher (HVF)	Option	Option	Option
High Volume Finisher with Booklet Maker/Trifolder	Option	Option	Option
Foreign Device Interface	Option	Option	Option
User Guide	Standard	Standard	Standard
Quick Use Guide (this guide)	Standard	Standard	Standard
System Administrator Guide	Standard	Standard	Standard
Telephone Cable	Standard	Standard	Standard
Power Cable	Standard	Standard	Standard
Document Folder	Standard	Standard	Standard

Control Panel Overview



- 1 **Services Home:** Provides access to the services available on the device.
- 2 **Services:** Returns the display to the previous copy, fax, or scan feature screen when the Job Status screen or Machine Status screen is displayed.
- 3 **Job Status:** Use to check the progress of active jobs, or display detailed information about completed jobs.
- 4 **Machine Status:** Use to check the device status, the billing meter, and the status of consumables, or print various reports. Use this button also when accessing the System Administrator mode.
- 5 **Touch Screen:** Use to select programming features and display fault clearance procedures and general device information.
- 6 **Log In/Out:** Use to enter log in details, and to log out.
- 7 **Numeric Keypad:** Use to enter alphanumeric characters.
- 8 **Help:** Displays help messages for device features.
- 9 **Interrupt:** Use to pause the job which is currently printing, to run a more urgent copy job.
- 10 **Start:** Use to start a job.
- 11 **Clear All:** Press once to clear a current entry. Press twice to return to default settings.
- 12 **Stop:** Stops the job in progress.
- 13 **Energy Save:** Use to select energy saver mode or perform a quick restart.
- 14 **Language:** Use to select a different language for the touch screen options.
- 15 **Dial Pause:** Use to insert a pause when dialing a fax number.
- 16 **'C' Cancel Entry:** Cancels the previous entry made on the Numeric Keypad.

Power On and Off

1. **To power ON:** Press the **Power ON/OFF** switch on the left side of the device to switch on the device. Some functions will be ready before others. The device will be ready to scan in approximately 3 minutes.
2. **To power OFF:** Press the **Power ON/OFF** switch on the left side of the device. A confirmation screen will appear, touch the **Power Down** button.

Note: The device will automatically shut down after 60 seconds if you do not touch the **Power Down** button. Power Down will result in the deletion of any jobs currently in the list. **Do not** switch on until the device has completely powered off. **Do not** physically move the device unless it has been powered off for more than 30 minutes.

Energy Saver and Quick Restart

The **Energy Save** button on the control panel can be used for additional power functions.

Select the **Energy Save** button on the control panel.

- If **Energy Saver** is selected, the device will immediately enter the *Power Saver Mode* appropriate to its configuration. If there are any jobs in the job list, a second screen displays.
To re-activate the device when in this mode, touch a button on the touch screen or control panel.
- If **Quick Restart** is selected and confirmed the device will restart. Any copy jobs in the job list will be deleted, print jobs in the job list are recovered.
- If **Cancel** is selected the power down options will be cancelled and the device will be available for use.

Load Paper into the Paper Trays

Energy Saver Options

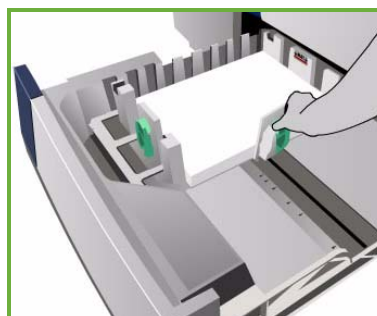
The device is designed to be energy efficient and automatically reduces its power consumption after periods of inactivity. The System Administrator can setup the following **Energy Saver** options.

- **Intelligent Ready** wakes up and sleeps automatically based on previous usage. The device uses algorithms and data gathered on a usage profile to anticipate periods when the device is likely to be busy. Using this information it automatically wakes up the device.
- **Job Activated** wakes up when activity is detected.
- **Scheduled** wakes up and sleeps at set times on a daily basis. The device can be set to wake up when activity is detected, or a specific time can be entered.
- **Fast Resume** reduces the time taken to wake up. This changes the default sleep / low power timeouts and increases energy usage.

For information about setting up the **Energy Saver** options, refer to the System Administrator Guide.

Load Paper into the Paper Trays

1. Open the Paper Tray and load paper into the tray. Do NOT fill above the Max line.
2. Adjust the guides to hold the paper against the side of the tray.



3. When you close the tray, the *Paper Settings* screen is displayed. Input the size, type and color of the paper you have loaded and touch **Confirm**.

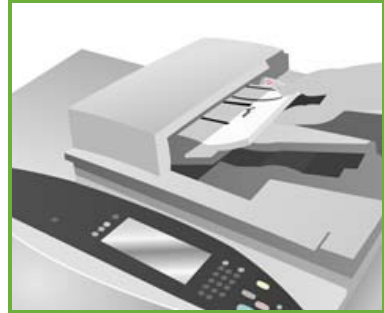
Note: A paper jam may occur if a tray is opened while it is being used to feed stock. Do not open Tray 1 if Tray 2 is open.

For further information about loading paper and paper trays, refer to the User Guide.

Loading Documents

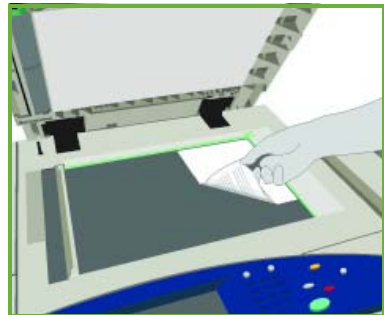
Original documents can be loaded either into the Document Feeder or onto the Document Glass.

1. Load your documents face up in the Document Feeder Input Tray. Adjust the top and bottom guide to just touch the documents.
Or.....



2. Lift up the Document Feeder. Place the document face down onto the Document Glass and register it to the arrow at the top right rear corner. Close the Document Feeder.

Note: Original documents are only scanned once even when several copies are selected.



For further information on loading documents, refer to the **How To** section of the User Guide.

Making Copies

1. Load your documents face up in the Document Feeder Input Tray. Adjust the top and bottom guides to just touch the documents.

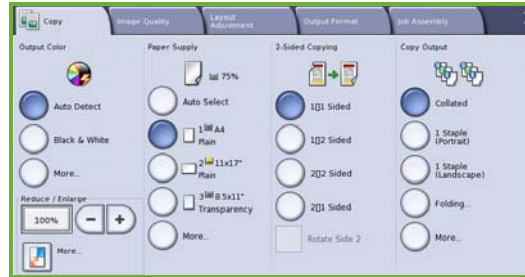
Or.....

Lift up the Document Feeder. Place the document face down onto the Document Glass and register it to the arrow at the top right rear corner. Close the Document Feeder.

2. Press the **Clear All (AC)** button once to cancel any previous screen programming selections.

3. Press the **Services Home** button and select the **Copy** option.

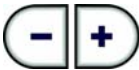
The *Copy* features are displayed.



4. Select the required features using the touch screen:



Output Color is used to replicate the original colors or to change the output to black and white, color or a single color.



Reduce / Enlarge can be used to reduce or enlarge the image by 25 % to 400 %.



2-Sided Copying is used to produce 1 or 2 sided copy output.



Paper Supply is used to select the required tray and size of paper for the copy output.



Copy Output is used to select collate, staple or fold options (depending on the finishing device available).

5. Enter the copy quantity using the numeric keypad and press **Start** to scan the originals.
6. Remove the originals from the Document Feeder or glass when scanning has completed.

Note: The Copy job enters the job list ready for printing.

7. Select **Job Status** to view the job list and check the status of your job. If your job is held in the list it requires additional resources to print. To identify the resources required, select the job and select **Job Details**. Once the resources are available the job will print.

Additional Copy Features



Image Quality tab

You can enhance the copy quality of the output based on the type and quality of the original being scanned.

- **Original Type:** Optimizes the quality (e.g. color) of your scanned output images based on the content in your original documents.
- **Lighten / Darken:** Adjusts the lightness or darkness of the output.
- **Background Suppression:** Use to automatically reduce or eliminate the dark background resulting from copying colored paper or newspaper originals.
- **Color Presets:** Use to optimize the image quality features.
- **Color Balance:** Use to enhance the balance of the overall mixture colors on the output copies.



Layout Adjustment tab

- **Original Orientation:** Use to set the direction the originals are loaded in the Document Feeder.
- **Original Size:** Use this option to specify how the system determines the size of the originals, or to select Custom or Mixed Size originals.
- **Image Shift:** Use this feature to adjust the position of image on the copy output, for example adjust it nearer or further from the lead edge.
- **Book Copying:** Allows you to set the options for copying books and other bound originals.
- **Edge Erase:** Use this feature to erase spots, unwanted lines, marks and punched holes that appear on your original but are not required on the output.
- **Invert Image:** Use to copy an exact, or a mirrored, or negative copy of the original.



Output Format tab

- **Booklet Creation:** Use this feature to convert an ordered set of originals into booklet format output.
- **Special Pages:** Use this feature to add special pages to a job, such as covers, inserts, and chapter starts.
- **Annotations:** Use to provide customers with the facility to add a comment, page number and a date to copy output images.
- **Transparency Separators:** Use this feature to insert a blank page between each transparency.
- **Page Layout:** This feature places a defined number of originals on one or both sides of the paper.



Job Assembly tab

- **Build Job:** Use to build a job that requires different settings for each page(s) of the original, into a single copy job.
- **Sample Job:** Allows you to print one complete set of your job reflecting all copy settings. The remaining sets are held while you inspect the document.
- **Save Current Setting / Retrieve Saved Setting:** Allows you to save the current copy setting or to retrieve a saved setting.

For further information about copying, refer to the User Guide.

Printing a Document

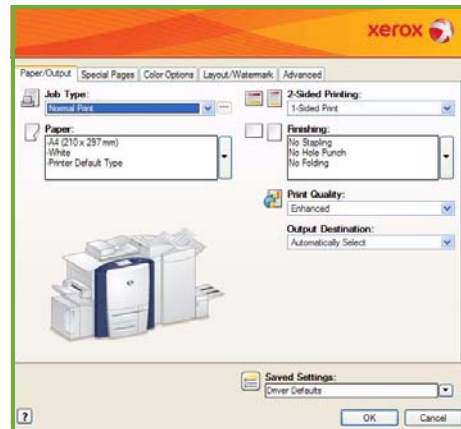
1. Ensure that the correct Xerox ColorQube™ driver has been installed on your PC. To install the print drivers refer to the System Administrator Guide.

You can also access the Print Drivers by referring to the Print and Fax Services CD.

2. Open the document to be printed. Click **File > Print** and select the Xerox ColorQube™ device from the list of printers displayed.
3. To change the default printing properties click **Properties**.

The print driver has various tabs that contain options and properties.

- Use the **Paper/Output** tab to choose the type of media, size and color and output choices such as 2 sided prints.
- The **Special Pages** tab allows you to add covers, inserts and exceptions.
- The **Color Options** tab enables you to select the output color variation.
- The **Layout/Watermark** tab has various options to add watermarks to pages, change image orientation (landscape or portrait) and enable booklet and multi-up printing.
- The **Advanced** tab contains various font, document and printing options.



Choose the options required for your printing job and click **OK** to print the document.

4. The print job will be sent to the device and will appear in the *Active Jobs* list. To view the list at the device, press the **Job Status** button on the control panel.

If your job is held in the list it requires additional resources or a passcode to print. To identify the resources required, select the job and select **Job Details**. Once the resources are available the job will print. If a passcode is required, select **Release** and enter the secure passcode.

For further information about printing, refer to the User Guide.

Additional Print Features

Rotate Image

This feature enables you to rotate the page through 180 degrees. To use this option, click the **Advanced** tab and click on **Image Options**. Select **Enabled** to rotate page images 180 degrees from their current orientation. Select **Disabled** to disable the feature.

Saved Settings

Frequently used features of a print job can be saved with the *Saved Settings* option. This enables you to name, save, and recall almost all selectable features of a print job. You can store up to 50 different job settings. To use this option, click the **Paper/Output** tab. From the **Saved Settings** drop-down menu, select **Save as...** to save current settings. To load a previously saved setting, from the **Saved Settings** drop-down menu, select the previously saved setting.

Sending a Fax

1. Load your documents face up in the Document Feeder Input Tray. Adjust the top and bottom guides to touch the documents.

Or.....

Lift up the Document Feeder. Place the document face down onto the Document Glass and register it to the arrow at the top right rear corner. Close the Document Feeder.

2. Press the **Clear All (AC)** button once to cancel any previous screen programming selections.
3. Press the **Services Home** button and select the **Fax** option. The *Fax* features are displayed.



4. Enter the recipient's fax number by:
 - **Keypad Dial** - select the Enter Number area on the touch screen and enter the number using the numeric keypad.
 - **Manual Dial** - if a telephone handset is attached to the device, select the Manual Dial key and dial the number using the handset or the numeric keypad.
 - **Speed Dial** - select the Enter Number area and enter the 3 digit speed dial number, then select the **Speed Dial** option.
 - **Address Book** - select the **Address Book** button to access the fax address book. Select an entry from the Address Book to add to the Recipients list. Continue adding recipients as required and select **Close** to return to the previous screen.
5. If required, select **Add** to add the number entered to the Recipients list. Enter additional numbers as required. The fax will be sent to all the numbers in the Recipients list.

Sending a Fax

6. Select the required features for your fax job using the touch screen:



Dialing Characters are alphanumeric characters which have a specific fax function and can be entered as part of the fax number.



Cover Sheet allows you to send a fax with a cover sheet.



2-Sided Scanning is used to select whether your originals are 1 sided or 2 sided.



Original Type is used to define the original document as text, text and photo, or photo.



Resolution can be used to optimise the resolution settings.

7. Press **Start** to scan the originals and process the fax job.
Remove the originals from the Document Feeder or Document Glass when scanning has completed.
Note: The *Fax* job enters the job list ready for sending.
8. Select **Job Status** to view the job list and check the status of your job.

Additional Fax Features



Image Quality tab

This feature enhances the quality of the output based on the type and quality of the originals being scanned.

- **Image Options:** Adjusts the lightness or darkness of the output.
- **Image Enhancement:** Use to automatically reduce or eliminate the dark background resulting from faxing colored paper or newspaper.



Layout Adjustment tab

- **Original Size:** Use this option to specify how the system determines the size of the originals, or to select Custom or Mixed Size originals.
- **Reduce / Split:** This feature determines how the receiving device will handle images that are too large. Set the receiving device to either reduce a large document to fit on a smaller sized paper, or split a large document onto several pages.
- **Book Faxing:** Allows you to set the options for copying books and other bound originals.



Fax Options tab

- **Confirmation Report:** Use this feature to request a confirmation report after a fax is sent.
- **Starting Rate:** Allows you to set the starting fax transmission speed rate.
- **Delay Send:** This feature enables you to specify the time the fax is transmitted.
- **Send Header Text:** Use this feature to add a header text on the fax document.
- **Mailboxes:** Used to store incoming faxes for retrieval and printing at a later time. Mailboxes are also used to store documents for polling activities.
- **Local Polling:** Documents can be stored on your device and retrieved by another fax device. Security options are available to restrict access to the documents if required.
- **Remote Polling:** Poll another device to retrieve scanned documents.

Sending a Fax



Job Assembly tab

- **Build Job:** Use to build a job that requires different settings for each page(s) of the original, into a single fax job.

For further information about *Fax*, refer to the User Guide.

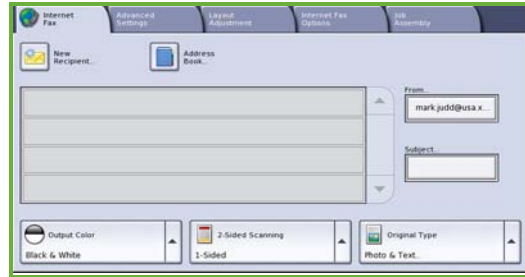
Internet Fax

1. Load your documents face up in the Document Feeder Input Tray. Adjust the top and bottom guides to touch the documents.

Or.....

Lift up the Document Feeder. Place the document face down onto the Document Glass and register it to the arrow at the top right rear corner. Close the Document Feeder.

2. Press the **Clear All (AC)** button once to cancel any previous screen programming selections.
3. Press the **Services Home** button and select the **Internet Fax** option. The *Internet Fax* features are displayed.



4. Enter the recipient's e-mail address by selecting the:
 - **New Recipient** button. Ensure **To** is displayed on the drop-down menu. Using the touch keyboard, enter the e-mail address of the recipient. To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**. To enter a *Copy To* e-mail address, select **Cc** using the drop-down menu and enter the e-mail address of the copy recipient.
 - Select **Add** to add the e-mail address to the recipient list. Select **Close** to save and return to the previous screen.
 - **Address Book** button - click on an entry from the Address Book and click on **Add** to add to the Recipient list and touch the **Close** button.
5. Select the required features for your fax job using the touch screen:



Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.



2-Sided Scanning is used to select whether your originals are 1 sided or 2 sided.



Original Type is used to define the original document as text, text and photo, or photo.

6. Press **Start** to scan the originals and process the *Internet Fax* job. Remove the originals from the Document Feeder or glass when scanning has completed.

Note: The *Internet Fax* job enters the job list ready for sending.

7. Select **Job Status** to view the job list and check the status of your job.

Additional Internet Fax Features



Advance Settings tab

This feature enhances the quality of the output based on the type and quality of the originals being scanned.

- **Image Options:** Adjusts the lightness or darkness of the output.
- **Image Enhancement:** Use to automatically reduce or eliminate the dark background resulting from faxing colored paper or newspaper.
- **Resolution:** Use to adjust the output resolution, to achieve the required faxed output.
- **Quality / File Size:** Use to enhance the quality of the output based on the type and quality of the output required.



Layout Adjustment tab

- **Original Orientation:** Set the direction the original documents are loaded into the Document Feeder.
- **Original Size:** Use this option to specify how the system determines the size of the originals, or to select Custom or Mixed Size originals.



Internet Fax Option tab

- **File Format:** Use this option to determine the type of file created and can be temporarily changed for the current job.
- **Message:** Use this option to create a message to accompany the internet fax.
- **Reply To:** Use this option to reply to a set e-mail address.
- **Acknowledgement Report:** By enabling this option, a delivery report will print to confirm the acknowledgement of the fax.



Job Assembly tab

- **Build Job:** Use to build a job that requires different settings for each page(s) of the original, into a single fax job.

For further information about *Internet Fax*, refer to the User Guide.

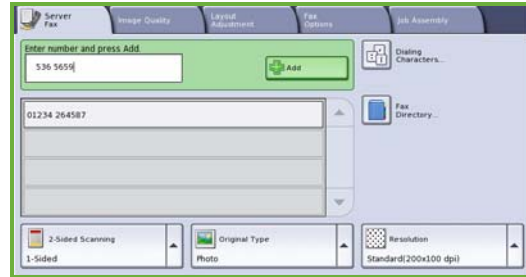
Server Fax

1. Load your documents face up in the Document Feeder Input Tray. Adjust the top and bottom guides to touch the documents.

Or.....

Lift up the Document Feeder. Place the document face down onto the Document Glass and register it to the arrow at the top right rear corner. Close the Document Feeder.

2. Press the **Clear All (AC)** button once to cancel any previous screen programming selections.
3. Press the **Services Home** button and select the **Server Fax** option. The *Server Fax* features are displayed.



4. Enter the recipient's fax number by:
 - **Keypad Dial** - select the Enter Number area on the touch screen and enter the number using the numeric keypad.
 - **Fax Directory** - select the **Fax Directory** button, select an entry from the Fax Directory to add to the Recipient list.
5. Select **Add** to add the number to the Recipient list.
6. Select the required features for your fax job using the touch screen:



Dialing Characters are alphanumeric characters which have a specific fax function and can be entered as part of the fax number.



2-Sided Scanning is used to select whether your originals are 1 sided or 2 sided.



Original Type is used to define the original document as text, text and photo, or photo.



Resolution can be used to optimise the resolution settings.

7. Press **Start** to scan the originals and process the *Server Fax* job. Remove the originals from the Document Feeder or glass when scanning has completed.

Note: The *Server Fax* job enters the job list ready for sending.

8. Select **Job Status** to view the job list and check the status of your job.

Additional Server Fax Features



Image Quality tab

This feature enhances the quality of the output based on the type and quality of the original being scanned.

- **Image Options:** Adjusts the lightness or darkness of the output.
- **Image Enhancement:** Use to automatically reduce or eliminate the dark background resulting from faxing colored paper or newspapers.



Layout Adjustment tab

- **Original Orientation:** Set the direction the original documents are loaded into the Document Feeder.
- **Original Size:** Use this option to specify how the system determines the size of the originals, or to select Custom or Mixed Size originals.



Fax Options tab

- **Delay Send:** This feature enables you to specify the time the fax is transmitted.



Job Assembly tab

- **Build Job:** Use to build a job that requires different settings for each page(s) of the original, into a single fax job.

For further information about *Server Fax*, refer to the User Guide.

Workflow Scanning

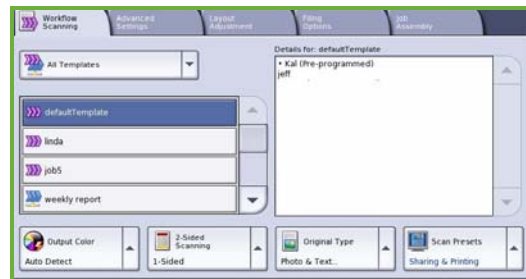
Workflow Scanning allows the user to scan a hard copy original and convert it into an electronic file. The file is placed into a specified filing location on a networked server, workstation or the device hard drive. The settings used for scanning the original are stored in a template.

1. Load your documents face up in the Document Feeder Input Tray. Adjust the top and bottom guides to touch the documents.

Or.....

Lift up the Document Feeder. Place the document face down onto the Document Glass and register it to the arrow at the top right rear corner. Close the Document Feeder.

2. Press the **Clear All (AC)** button once to cancel any previous screen programming selections.
3. Press the **Services Home** button and select the **Workflow Scanning** option. The *Workflow Scanning* features are displayed.



4. Select a Template for the job from the templates displayed in the list. All the current settings are changed to the settings in the template.
5. Select the required features for your scanning job using the touch screen. If required, modify the template settings from the options on the *Workflow Scanning*, *Advanced Settings*, *Layout Adjustment* and *Filing Options* tabs:



Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.



2-Sided Scanning is used to select whether your originals are 1 sided or 2 sided. The second side can be rotated.



Original Type is used to define the original document as text, text and photo, or photo.



Scan Presets is used to set the scan settings to suit how the scanned image will be used.

Workflow Scanning

6. Press **Start** to scan the originals and process the *Workflow Scanning* job. Remove the originals from the Document Feeder or glass when scanning has completed.

Note: The *Workflow Scanning* job enters the job list ready for filing.

7. The scanned images are filed to the location specified on the template ready for retrieval by the user.

Additional WorkFlow Features



Advanced Settings tab

- **Image Options:** Use this feature to adjust the lightness or darkness of the output.
- **Image Enhancement:** Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper.
- **Resolution:** Adjust the output resolution, to achieve the required scan output.
- **Quality/File Size:** Use to enhance the quality of the output based on the type and quality of the output required.
- **Update Template:** Update existing templates that have been changed or new templates have been created since the last update.



Advanced Settings tab

- **Original Orientation:** Set the direction the originals are loaded in the Document Feeder.
- **Original Size:** Use this option to specify how the system determines the size of the originals, or to select Custom or Mixed Size originals.
- **Edge Erase:** Use this feature to erase spots, unwanted lines, marks and punched holes that appear on your original but are not required on the scanned image.



Filing Options tab

- **File Name:** Set the file name of the document to be scanned and choose what to do if a file with the same name already exists.
- **File Format:** Use this option to set the best file format to save as and to optimize the file for viewing and printing only.
- **Document Management:** Allows you to setup customizable fields that needs to be completed as part of the template.
- **Add File Destinations:** Add additional scan destinations to the template.



Job Assembly tab

- **Build Job:** Use to build a job that requires different settings for each page(s) of the original, into a single scan job.

For further information about *Workflow Scanning* and creating templates, refer to the User Guide.

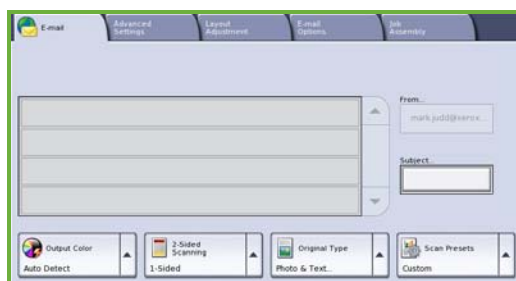
Sending an E-mail

1. Load your documents face up in the Document Feeder Input Tray. Adjust the top and bottom guides to touch the documents.

Or.....

Lift up the Document Feeder. Place the document face down onto the Document Glass and register it to the arrow at the top right rear corner. Close the Document Feeder.

2. Press the **Clear All (AC)** button once to cancel any previous screen programming selections.
3. Press the **Services Home** button and select the **E-mail** option. The *E-mail* features are displayed.



4. Touch **From** and enter the address you want to appear in the *From* field of the e-mail.

Note: This field may have been preset by the Administrator and may not be editable.

5. To enter a subject for the e-mail, select the **Subject** box. Using the touch keypad, enter the subject. Select **Save** to save and return to the previous screen.
6. Enter the recipient's e-mail address by selecting the:
 - **New Recipient** button. Ensure **To** is displayed on the drop-down menu. Using the touch keyboard, enter the e-mail address of the recipient. To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**. To enter a *Copy To* or *Blind Copy To* e-mail address, select **Cc** or **Bcc** using the drop-down menu and enter the e-mail address of the recipient.
 - Select **Add** to add the e-mail address to the Recipient list. Select **Close** to save and return to the previous screen.

Continue adding e-mail addresses until all the recipients have been added to the list.

7. If an address book has been set up, touch **Address Book** and enter the name of the recipient. The address book will be searched and the recipient can be selected from the resulting list of names. Multiple recipients can be added to the Recipient list in this way.

8. Select the required features for your e-mail using the touch screen:



Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.



2-Sided Scanning is used to select whether your originals are 1 sided or 2 sided. The second side can be rotated.



Original Type is used to define the original document as text, text and photo, or photo.



Scan Presets is used to set the scan settings to suit how the scanned image will be used.

9. Press **Start** to scan your originals and process the *E-mail* job. Remove the originals from the Document Feeder or glass when scanning has completed.

Note: The *E-mail* job enters the job list ready for sending.

10. Select **Job Status** to view the job list and check the status of your job.

Additional E-mail Features



Advanced Settings tab

- **Image Options:** Use feature to adjust the lightness or darkness of the output.
- **Image Enhancement:** Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper.
- **Resolution:** Use to adjust the output resolution, to achieve the required scan output.
- **Quality/File Size:** Use to enhance the quality of the output based on the type and quality of the output required.



Layout Adjustment tab

- **Original Orientation:** Set the direction the originals are loaded in the Document Feeder.
- **Original Size:** Use this option to specify how the system determines the size of the originals, or to select Custom or Mixed Size originals.
- **Edge Erase:** Use this feature to erase spots, unwanted lines, marks and punched holes that appear on your original but are not required on the scanned image.



E-mail Options tab

- **Attachment Name:** Set the file name of the attached job.
- **File Format:** Use this option to set the best file format to save as and to optimize the file for viewing and printing only.
- **Message:** This feature allows you to create a message, to accompany the e-mail attachment.
- **Reply To:** Use this feature to set a “reply to” e-mail address, that the receiving e-mail recipient can respond to.



Job Assembly tab

- **Build Job:** Use to build a job that requires different settings for each page(s) of the original, into a single e-mail attachment.

For further information about *E-mail*, refer to the User Guide.

Enhance Productivity

Your Xerox ColorQube™ series device is a powerful multi functional device with many digital functions integrated into one sleek system. It is designed to support large workgroups in different production environments. You can do more with less and streamline your workflow with these productivity enhancing features, for example:

- Online address books
- Customization to meet own work processes
- Powerful documentation features for example, Booklet Creation, Special Pages, Build Job and Annotations

To maximize job productivity, use the **Job Status** button to access the *Active* jobs list and manage your jobs. If a job is urgent, use the **Promote** option to prioritize your jobs.

If a job is **Held** in the list, it may require additional resources or a secure code to print. The reason for the held status is displayed in **Job Details**. Once the requirement has been met or the secure code entered, the job is released for printing.

For further information about customizing or using your device refer to the User Guide and the System Administrator Guide.

Maintenance and Consumables

There are a number maintenance tasks which need to be performed to ensure your device performs at optimum levels:

- Replenish the Ink Sticks
- Empty the Waste Ink Tray
- Replace the Cleaning Unit
- Replace the Staple Cartridges (Office Finisher / High Volume Finisher only)
- Empty the Hole Punch Waste Container (Office Finisher / High Volume Finisher only)
- Cleaning Tasks
- Print Quality Maintenance

To place an order for consumables or replacement units, please contact your Xerox Representative giving your Company Name, product number and the device serial number.

Ink Sticks

Load Solid Ink Sticks in the Ink Loading area **1**, up to 6 Solid Ink Sticks per color can be loaded while the device is running.

When loading Solid Ink Sticks, check that the correct color is loaded in the correct ink loading slot.



Waste Ink Tray

The Waste Ink Tray **2** accumulates ink debris resulting from printhead maintenance. You must occasionally empty the Waste Ink Tray. The device will not work if the waste ink tray is full. The waste ink is non-toxic and can be disposed of through your normal refuse collection.



Cleaning Unit

The Cleaning Unit **3** applies a silicone oil release agent to the print drum. Replace the unit using the instructions provided on the touch screen and within the packaging of the new unit. Recycle the old unit as directed on the packaging or by your local Xerox Representative.

Staple Cartridges and Hole Punch Waste

If your device is equipped with the Office Finisher or High Volume Finisher, you will be required to replace the staple cartridge or cartridges when the device displays a message instructing you to do so. If your finisher has the optional hole punch unit, you will also be required to empty the hole punch waste container when prompted by the device.

Detailed instructions are provided on the touch screen. Follow the instructions and labels provided to perform the tasks.

Cleaning Tasks

Performing regular cleaning activities ensures the device is kept free of dust and debris. The device covers, control panel and touch screen should all be cleaned using a soft lint-free cloth, lightly dampened with water. Xerox Cleaning Fluid or Anti-Static Cleaner can be used to clean the document glass, but must be applied using a cloth and not poured directly on the glass. Remove any residue with a clean cloth or paper towel.

Print Quality Maintenance

There are a number of tasks which are performed automatically by the device to maintain print quality. It periodically monitors the quality of the image being put on the drum and will automatically detect and correct parameters as required. In addition to this, if a problem occurs the device may need to run blank sheets through the paper path to clean the system. These pages will be directed to the top tray and should be discarded. Calibration tasks can also be performed by the user if image quality problems persist.

For further information about these and all the maintenance tasks, refer to the User Guide.

Troubleshooting

A variety of situations can effect the quality of your output. For optimal performance, ensure the guidelines in the User Guide are followed. The animations and fault messages on the device help you to locate and resolve a problem easily.

Some problems can be resolved by restarting your device. If after rebooting your device the problem has not been resolved, have a look at some of the areas below to identify solutions.

Problem	Solution
The device will not power on	<ul style="list-style-type: none"> • Check to see that the device is not in Low Power Mode as indicated by the green light on the Control Panel. Touch the user interface screen to re-activate. • Check to see that the power cord is correctly inserted.
Documents will not feed through the Document Feeder	<ul style="list-style-type: none"> • Ensure you are on the correct Service screen. • Ensure that all staples or paper clips have been removed from the originals. • Ensure the Document Feeder is not overloaded, a maximum of 100 documents can be loaded. • Ensure that the edge guides are adjusted to touch the sides of the originals.
The device will not print from a workstation	<ul style="list-style-type: none"> • Make sure that an active network cable is connected to the workstation. • Check that the Network Setup is correct. For further information refer to the System Administrator Guide.
Cannot send an E-mail	<ul style="list-style-type: none"> • Check if the device is connected on the network. • Check that E-mail is enabled. For further information, refer to the System Administrator Guide.
Avoiding Paper jams	<ul style="list-style-type: none"> • If the paper curls excessively, flip the paper over in the applicable paper tray. • Use paper from a fresh package.
Cannot fax a document	<ul style="list-style-type: none"> • Ensure the <i>Fax</i> feature is enabled. • Ensure your device is connected to a telephone socket if using <i>Fax</i>, or the network for other fax services.
The job has been scanned or sent from the PC but does not print	<ul style="list-style-type: none"> • Select the Job Status button and check the status. • If the job is <i>Held</i>, use the Job Details option to identify the resources required to enable the job to print. • If the job is a <i>Secure Print</i> job, select Release and enter the passcode required.

Jam Clearance

Paper and media jams happen for a variety of reasons. When a jam occurs, the machine presents instructions on the screen explaining how to remove the jam.

Paper jams

The display will indicate the location of the jam.

- Follow the instructions on the display to clear the paper from the paper path.
- Ensure that all clearance doors and covers are returned to their correct positions.



Note: Paper Clearance areas may vary depending on your device model and configuration.

Clearing the Document Feeder

The display will indicate when a document jam has occurred.

- Follow the instructions on the display and remove all the documents from the Document Feeder and Document Glass as instructed. The illustration below shows the Document Feeder jam clearance areas.



- When instructed to do so, re-order the documents as at the start of the job and reload into the Document Feeder. The documents will be fed automatically to recover the job integrity.

For further information and help refer to the User Guide.

Help

Help

When using your device, detailed and timely help is available at your fingertips. You can access Help information and tips from a variety of sources.

On the Device

Press the **Help** button at any time to access the online help screens. Messages, screen instructions and graphics provide additional information.



Device Reports

Device information can be accessed at the device, to view or print reports: Press the **Machine Status** button, touch **Machine Information** and **Information Pages**.

Select the required information from the list and touch **Print**.

Faults

Faults on the device can be accessed at the device. The screen displays fault listings, and the device error logs. The fault page is separated into three options:

- **Current Faults**
- **Current Messages**
- **Fault History**

To access the Faults page: Press the **Machine Status** button, touch **Faults** and select the required option.

Documentation

Most answers to your questions will be provided by the documentation that is supplied with the ColorQube™ Series.

- **User Guide** - provides instructions and information about the features on the device using an interactive program and online guides.
- **System Administrator Guide** - provides detailed instructions and information about connecting your device to the network and installing optional features.

On the Print Driver

Click ? on the printer driver screen or press [F1] on the PC keyboard for information on the displayed printer driver screen.

On Internet Services

To access Internet Services, open the web browser from your workstation. In the URL field, enter `http://` followed by the IP Address of the device and press **Enter** to view the Home page.

Click **Index** to view the contents of the Internet Services site.

Click **Help** to take you to the Xerox online support web site.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Welcome and Support Centre* quoting the device serial number.

To locate the device serial number and contact information, press the **Machine Status** button on the control panel. The Customer Support information and the Machine Serial Number is displayed on the **Machine Information** tab.

