

Document Centre
490/480/470/460 DC/ST
User Guide

August 2001

701P36438

Xerox Document Centre Model _____

Serial Number _____

If you have a problem or need supplies:

In the USA

Calling for Service and ordering Replaceable Units 1-800-821-2797 (USA)

Ordering Supplies 1-800 822-2200 (USA)

In Canada

Calling for Service 1-800-939-3769 (Canada)

Ordering Supplies and Replaceable Units 1-800-668-0199 (Canada)

Xerox Corporation
Global Knowledge & Language Services
800 Phillips Road - Bldg 845-17S
Webster, New York 14580
USA

©2001 by Xerox Corporation. All rights reserved.

Printed in the United States of America

Copyright protection claimed includes all forms and matters of copyrighted material and information now allowed by statutory or judicial law or hereinafter granted, including without limitation material generated from the software programs that are displayed on the screen such as icons, screen display looks, etc.

XEROX®, The Document Company® and the stylized X and identifying product names and numbers are registered trademarks of XEROX CORPORATION and Xerox Canada Ltd. is a licensee of all the trademarks.

Xerox^{md}, Les Gens De Documents^{md}, le X stylisé et Document Centre sont des marques de commerce de Xerox Corporation pour lesquelles Xerox Canada ltée détient des permis d'utilisation.

The Document Centre ST model includes an implementation of LZW licensed under U.S. Patent 4,558,302.

Product names used in this guide may be trademarks or registered trademarks of their respective companies and are hereby acknowledged.

This document contains images of screens that were created using Zinc Application Framework software version 3.5
© January 1997 Zinc Software Inc.



As an ENERGY STAR® partner, Xerox Corporation has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.



Terra Choice Environmental Services Inc. of Canada has verified that this Xerox product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

While the information in this Guide is correct at the time of first publication, Xerox reserves the right at any time to change the information without notice. Changes are made periodically to this document. Changes and technical updates will be added in subsequent editions.

The Document Centre ST model includes software provided by the Internet Software Consortium.

Copyright (c) 1995, 1996, 1997, 1998, 1999, 2000, 2001

The Internet Software Consortium - DHCP. All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

Neither the name of The Internet Software Consortium - DHCP nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

This Software Is Provided By The Internet Software Consortium And Contributors "As Is" And Any Express Or Implied Warranties, Including, But Not Limited To, The Implied Warranties Of Merchantability And Fitness For A Particular Purpose Are Disclaimed. In No Event Shall The Internet Software Consortium Or Contributors Be Liable For Any Direct, Indirect, Incidental, Special, Exemplary, Or Consequential Damages (Including, But Not Limited To, Procurement Of Substitute Goods Or Services; Loss Of Use, Data, Or Profits; Or Business Interruption) However Caused And On Any Theory Of Liability, Whether In Contract, Strict Liability, Or Tort (Including Negligence Or Otherwise) Arising In Any Way Out Of The Use Of This Software, Even If Advised Of The Possibility Of Such Damage.

US Federal Communications Commission

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Contact: Xerox Corporation
Phone: 1-800-828-6571
Address: 800 Phillips Road
Webster, New York 14580
USA

Canadian EME

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme la norme NMB-003 du Canada.

Telephone Requirements Notice

US Federal Communications Commission

1. The FCC has established rules that permit this device to be directly connected to the telephone network. Standardized jacks are used for these connections. This equipment should not be used on party lines or coin lines.
2. If this device is malfunctioning, it may also be causing harm to the telephone network; this device should be disconnected until repair has been made. If this is not done, the telephone company may temporarily disconnect service.
3. The telephone company may make changes in its technical operations and procedures; if such changes affect the compatibility or use of this device, the telephone company is required to give adequate notice of the changes. You will be advised of your right to file a complaint with the FCC.
4. If the telephone company requests information on what equipment is connected to their lines, inform them of:
 - A. the telephone number this unit is connected to.
 - B. the ringer equivalence number.
 - C. the USOC jack required.
 - D. the FCC Registration number.

Items 'B' and 'D' are indicated on the label.

The Ringer Equivalence Number (REN) is used to determine how many devices can be connected to your telephone line. In most areas, the sum of the RENs of all devices on any one line should not exceed five (5.0). If too many devices are attached, they may not ring correctly.

Service Requirements

In the event of equipment malfunction, all repairs should be performed by Xerox or authorized agent. It is the responsibility of users requiring service to report the need for service to Xerox or to an authorized agent. Service can be obtained at:

Xerox Customer Support
1301 Ridgeview Drive, Bldg. 301
Lewisville, TX 75067
Telephone: (800) 821-2797

Canadian Industry Requirements

Notice: The Canadian Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the electric inspection authority, or electrician, as appropriate.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop that is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the Load Numbers of all the devices does not exceed 100.

For service in Canada call (800) 939-3769

In the USA, it's Illegal to copy the following

Congress, by statute, has forbidden the copying of the following items. Penalties of fine or imprisonment may be imposed on those guilty of making such copies. This list is not all-inclusive. In case of doubt, consult your attorney.

1. Copyrighted material, unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, DC 20559 (circular R21).
2. United States Government obligations or securities such as:
 - Certificates of Indebtedness
 - Coupons from Bonds
 - Gold and Silver Certificates
 - Treasury Notes and United States Bonds
 - Federal Reserve and Federal Reserve Bank Notes
 - Certificates of Deposit
 - National Bank currency
 - Fractional Notes
 - Paper money and Postal Money Orders
 - Bonds and obligations of certain agencies of the government, such as FHA
 - Bonds. (US Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds)
 - Internal Revenue Stamps. (If it is necessary to copy a legal document on which there is a cancelled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes)
 - Postage Stamps, cancelled or uncanceled. (For philatelic purposes, postage stamps may be photographed provided the reproduction is black and white and less than 3/4 or more than 1 1/2 times the linear dimensions of the original)
 - Bills, checks, or drafts for money drawn by or on authorized offices of the United States

- Stamps and other representatives of value, of whatever denomination, which may be or have been issued under any Act of Congress
3. Adjusted compensation Certificates for veterans of the World Wars.
 4. Obligations or Securities of any foreign government, bank, or corporation.
 5. Certificates of Citizenship or Naturalization. (Foreign naturalization certificates may be photographed).
 6. Passports. (Foreign passports may be photographed).
 7. Immigration papers.
 8. Badges, identification cards, passes or insignias carried by military or Naval personnel, or by members of the various Federal Departments and Bureaus, such as the FBI and Treasury (unless the photograph is ordered by the head of such Department or Bureau).
 9. Copying of the following is also prohibited in certain states: automobile licences, driver's licenses, and automobile Certificates of Title.
 10. Draft Registration cards and Selective Service Induction papers which bear any of the following information:
 - Registrant's earnings or income
 - Registrant's dependency status
 - Registrant's court record
 - Registrant's previous military service
 - Registrant's physical or mental condition

Exception: US Army and Navy discharge certificates may be photographed.

Table of Contents

Safety Notes	1
Symbology	2
Electrical Safety	2
Emergency Power Off	4
Ozone Information	5
Laser Safety	6
Operational Safety	7
Safety Extra Low Voltage Approval	9
Welcome	11
Features for printing from your workstation	12
Printing from the Embedded Web Server (Internet Services)	13
Features at the machine	14
Quick Reference	17
Quick Start	23
Making Copies	24
Authentication Overview	26
Authentication Login	27

Scanning Documents (Optional Feature)	28
Faxing Documents (Optional Feature)	30
Loading paper	32
Using the Job Queue	33
Internal Auditron Login	34
Network Accounting (Optional Feature) Login	35
Getting a Secure Print (for ST models)	36
Try These Jobs	37
Making Copies	38
Stapling Copy Jobs	39
Making 2-Sided Copies	42
Improving Image Quality	43
Removing Unwanted Marks on the Edges of Copies	44
Copying Pages from Books or other Bound Documents	45
Using Reduction/Enlargement	46
Shifting an Image	47
Adding covers	48
Placing Multiple Images on a Single Page	49
Making Transparencies with Dividers	50
Making Brochures and Booklets	51
Copying Mixed Size Originals	52
Build Job - Overview	53
Copying Bound Documents using Build Job	54
Using Build Job and Sample Set	55
Network Faxing Overview (Optional Feature)	56

Faxing a Document	58
Network Scanning Overview (Optional Feature)	60
Scanning Options	61
E-mail Overview (Optional Feature)	63
E-mailing a Document without a template	64
Document Management Fields Overview	65
Creating Document Management Fields	66

Index

Safety Notes

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the machine and refer to them as needed to ensure the continued safe operation of your machine. **The safety testing and performance of this product have been verified using Xerox materials only.**

Follow all warnings and instructions marked on or supplied with the product.

Symbology



This symbol on the machine indicates heated surface

Electrical Safety

CAUTION



Ensure that the power connection for your machine satisfies these requirements.

Document Centre Model	Power Requirements
490 DC or ST	208V Outlet Dedicated 20A circuit
480/470/460 DC or ST	115V Outlet Dedicated 20A circuit

1. The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine.
2. The socket outlet shall be installed near the equipment and shall be easily accessible.
3. Use the power cable that is supplied with your Document Centre. Do *not* use an extension cord or remove or modify the power cord plug.

4. Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure, consult an electrician.
5. Do *not* use an adapter to connect the Document Centre to an electrical outlet that lacks a ground connection terminal.
6. The power cord is the disconnect device for this machine.
7. Do *not* override or disable electrical or mechanical interlocks.
8. Do not push objects into slots or openings on the machine. Electrical shock or fire may result.
9. Do *not* obstruct ventilation openings. These openings prevent overheating of the Document Centre.

Emergency Power Off

If any of the following conditions occur, turn off the Document Centre immediately and **disconnect the power cable from the electrical outlet**. Contact an authorized Xerox Service Representative to correct the problem.

- The Document Centre emits unusual odors, or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the Document Centre.
- The Document Centre is exposed to water.
- Any part of the Document Centre is damaged.

NOTE

The only method to remove all power from the Document Centre is to disconnect the power cable from the electrical outlet.

Ozone Information

This product produces ozone during normal operation. The ozone produced is dependent on copy volume and is heavier than air. Install the system in a well ventilated room with the minimum cubic requirements size listed below. Providing the correct environmental parameter will ensure the concentration levels meet safe limits.

The minimum cubic requirements are listed below:

Table 1: Ozone requirements

Document Centre Product	Ozone Cubic requirement
490/480/470/460 DC or ST	1,060 ft ³

To determine if the room has the required volume to meet the ozone requirement, the length of the room multiplied by its width and height should be equal to or greater than the cubic volume listed above.

If you need additional information about ozone, visit www.xerox.com or request the Xerox publication *Facts about Ozone (part number 610P64653)* by calling 1-800-828-6571 in the United States and Canada.

CAUTION



Use of controls, adjustments or procedures other than those specified in this guide may result in hazardous light exposure.

The Document Centre complies with international safety standards and is certified as a Class 1 Laser Product.

With specific regard to lasers, the equipment complies with laser product performance standards set by governmental, national, and international agencies as a Class 1 Laser Product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Xerox equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval and compliance with established environmental standards.

Follow these safety guidelines at all times:

Always Do These

- **Always** connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
- **Always** follow all warnings and instructions that are marked on or are supplied with the equipment.
- **Always** exercise care when moving or relocating the equipment. Please contact your local Xerox Service Department to arrange relocation of the machine to a location outside of your building.
- **Always** locate the machine on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- **Always** locate the machine in an area that has adequate ventilation and room for servicing.
- **Always** use materials and supplies that are specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance and possibly a hazardous situation.

NOTE

Your Document Centre is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Never Do These

- **Never** use an adapter plug to connect equipment to a power source that lacks a ground connection terminal.
- **Never** obstruct ventilation openings. They are provided to prevent overheating.
- **Never** push objects of any kind into the ventilation openings.
- **Never** attempt any maintenance function that is not specifically described in the documentation.
- **Never** remove any covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- **Never** position the machine near a radiator or any other heat source.
- **Never** override or “cheat” any of the electrical or mechanical interlock devices.
- **Never** operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the power outlet and contact Xerox.

Safety Extra Low Voltage Approval

These Xerox Digital Copiers/Printers are in compliance with various governmental agencies and national safety regulations. All system ports meet the requirements for Safety Extra Low Voltage (SELV) circuits for connection to customer-owned devices and networks. Additions of customer-owned or third-party accessories that are attached to these printers/copiers must meet or exceed the requirements previously listed. All modules that require external connection must be installed per Xerox installation procedures.

Welcome

This User Guide supports the Document Centre 490/480/470/460 DC and ST models. DC models produce copies at the machine. ST models can print, scan, e-mail, fax and copy. Scan, E-mail, and Fax are optional features.

Because of the digital design of the Document Centre you can expect:

- more output options. The digital design allows you to create booklets, put multiple images on a single page, insert dividers into a transparency set, and combine multiple segments into a single job.
- fewer jams and damaged originals.
- high quality output.
- to enhance and customize your output to your unique specifications.
- the machine to perform more than one function at a time. You can begin to scan your copy job while the machine is printing another job.

For additional assistance at the machine press the *Help* button. If you have an ST model, use the CentreWare Help system or click on the *Help* button in the Print Driver.

Features for printing from your workstation

If your Document Centre is connected to a network, you can use the following features. See your System Administrator to get connected.



CentreWare™ Print Drivers

The Print Driver extends the productivity power of the Document Centre to your desktop.

Some of the types of print jobs you can do are:

- 1-sided or 2-sided
- Stapled sets if you have a Finisher
- Resolutions up to 1800x1800 dpi
- Add standard or customized watermarks
- Secure Printing (print your confidential document after you get to the printer)

CentreWare Tools

The CentreWare software suite also offers optional User Management Tools and Network Scanning tools.

Embedded Web Server (Internet Services)

Every Document Centre has a Home Page. This web page allows you to send print-ready files to any Document Centre via the World Wide Web.

Printing from the Embedded Web Server (Internet Services)

Internet Services allows you to:

- print a document when your print driver is not available
- send print jobs to your Document Centre when you are working from a remote location

Access Internet Services through your web browser. This feature supports print-ready file formats only. All files must be submitted in formats such as PDF, PostScript, TIFF.

Follow these steps to send a job:

1. Type the Document Centre's Internet Protocol (IP) address in your browser. The Document Centre's Home Page will open.
2. Select *Services*
3. Make your *Job Submission* selections such as printing, paper, and delivery.
4. Select *Browse* to choose your file.
5. Select *Submit Job*.

NOTE

If you do not know the machines' IP address, ask your Key Operator or Administrator.

Using the powerful Document Centre features you can:

Scan Once and Print Many

When making copies the Document Centre only has to scan a document once regardless of the number of copies needed. This reduces the risk of jams and damage to originals.



Perform Different Tasks Simultaneously

You can add a job to the job queue by scanning it, even while the Document Centre is printing another job.

Make Copies Look Like Originals

The Document Centre allows the reproduction of high quality images, especially photographs, graphics, text, or a combination. Compare your output to that from other copiers and see the difference.

Customize Image Size and Placement

You can manipulate the appearance of the image on the output stock.

- Shift the image to create margins for a binding device.
- Automatically reduce, enlarge, or center your images.
- Print multiple reduced images on a single page.

Use Digital Features to Simplify your Work Process

Use the **Build Job** feature to divide a copy job into different segments and apply different settings to each of the segments. This allows you to:

- combine originals from the Document Glass and the Document Feeder into a single job.
- create a single job, using different programming features for each original.
- feed more than the maximum number of originals through the Document Feeder without reprogramming.

Use the **Transparency** feature to produce transparencies with transparency separators in one step.

Use the **Booklet Creation** feature to automatically sequence and reduce or enlarge the images when making booklets.

Use the **Covers** feature to automatically add covers to your documents.

Use the **Mixed Size Originals** feature to copy mixed size originals simultaneously. Produce copies on uniform size paper or mixed size paper.

Be Environmentally Friendly

This product complies with a variety of international standards for environmental protection.

- This machine is compatible with most recycled paper.
- The Replaceable Units as well as the Dry Ink cartridges are returned to Xerox where they are remanufactured and thereby kept out of landfills.



Scan Documents to Create Electronic Files

This optional feature allows you to create electronic files from your originals which can be:

- filed on the server
- routed over the network to your desktop
- distributed through an e-mail system
- automatically placed into a Document Management Application

Once your original paper document has been converted to an electronic digital document you can change, manage, share and distribute the document in electronic form, using a wide variety of software applications.



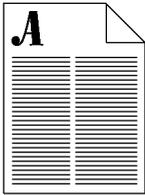
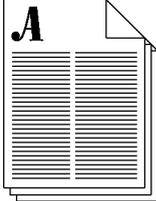
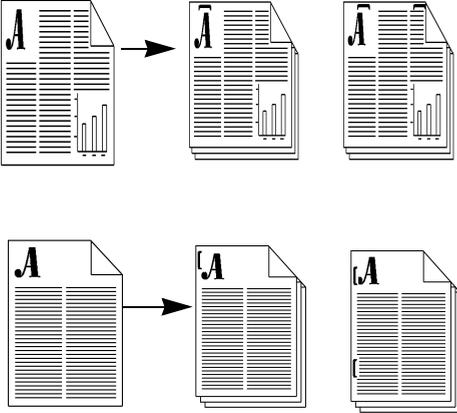
Fax Documents

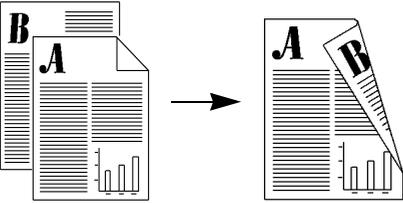
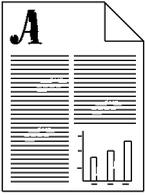
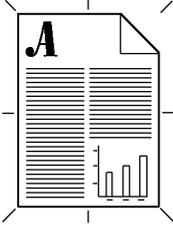
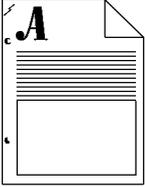
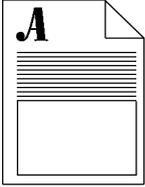
The optional Network Fax connection allows you to send and receive faxes using the Document Centre and your computer network.

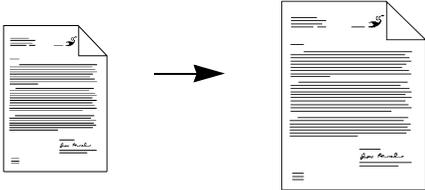
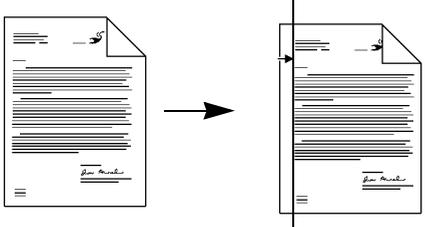
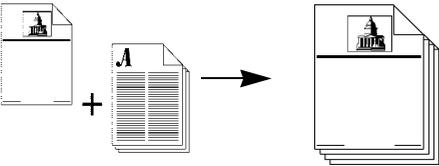
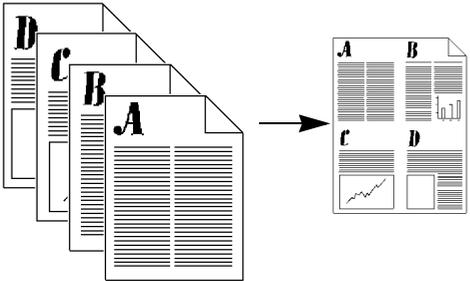
Quick Reference

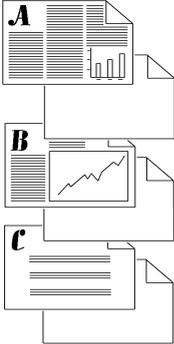
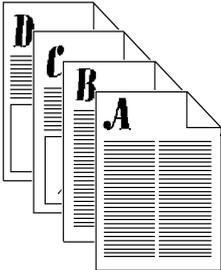
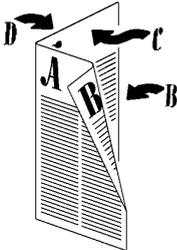
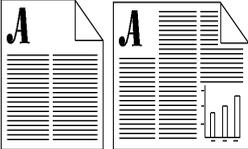
In addition to the typical everyday documents you can produce on the Document Centre, the table below lists several applications that you may not have considered.

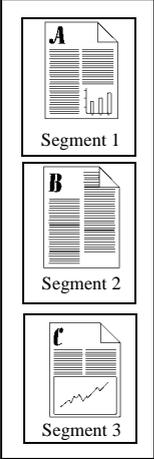
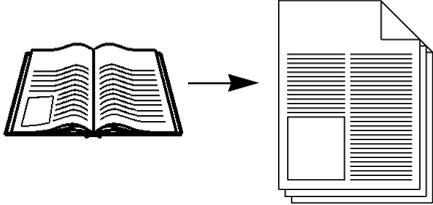
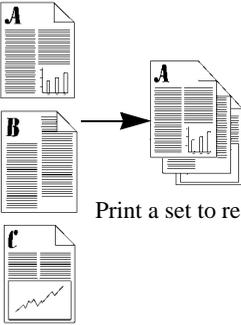
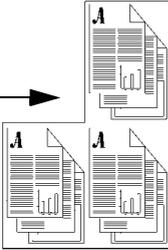
Most of these jobs can also be done from the Print Driver if you are connected to an ST model machine.

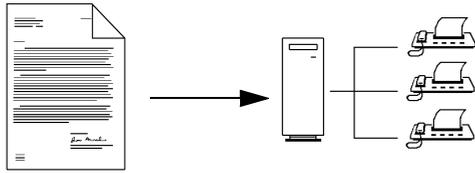
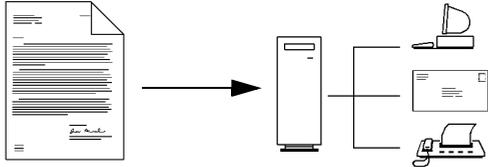
	Your Original	Desired Output	Refer to Page
Making Copies			Page 38
Stapling			Page 39

	Your Original	Desired Output	Refer to Page
2-Sided Copies			Page 42
Improving Image Quality			Page 43
Removing Unwanted Marks			Page 44
Copying Pages From Books or Other Bound Documents			Page 45

	Your Original	Desired Output	Refer to Page
Using Reduction/Enlargement			Page 46
Shifting an Image			Page 47
Adding Covers			Page 48
Placing Multiple Images on a Single Page			Page 49

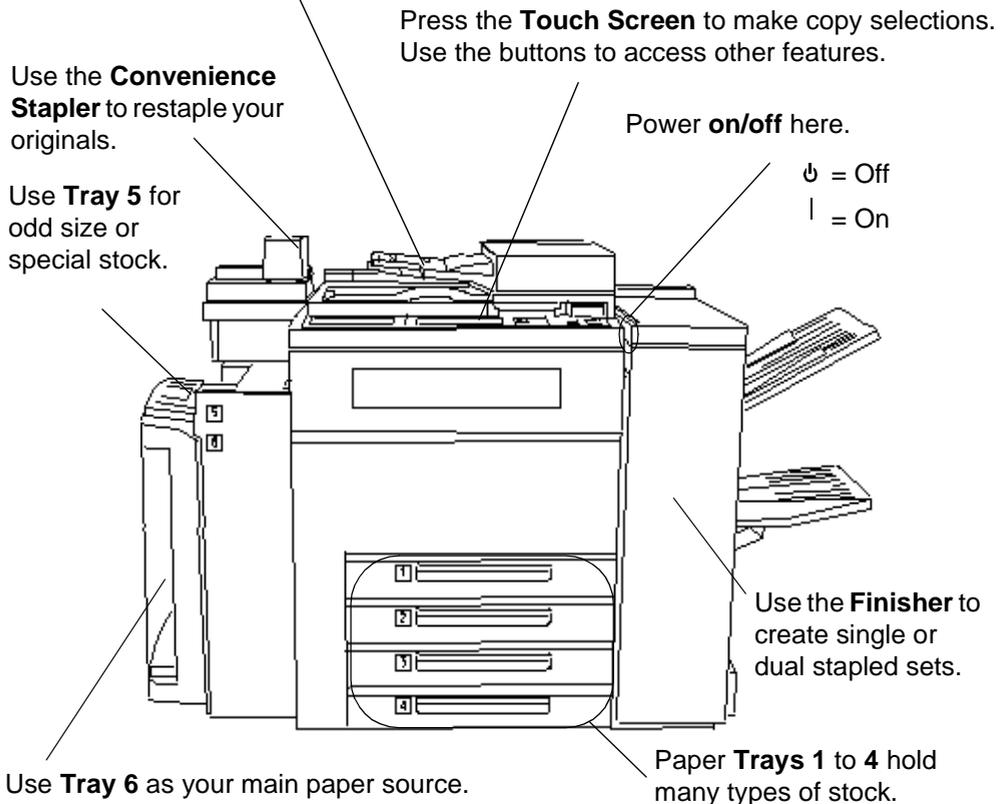
	Your Original	Desired Output	Refer to Page
<p>Making Transparencies with Dividers</p>			<p>Page 50</p>
<p>Making Brochures and Booklets</p>			<p>Page 51</p>
<p>Copying Mixed Size Originals</p>			<p>Page 52</p>

	Your Original	Desired Output	Refer to Page
<p>Build Job - Overview</p> <p>Unique Programming for Each Segment</p>			Page 53
<p>Copying Bound Documents Using Build Job</p>			Page 54
<p>Using Build Job and Sample Set</p>	 <p>Print a set to review.</p>	 <p>Print the rest.</p>	Page 55

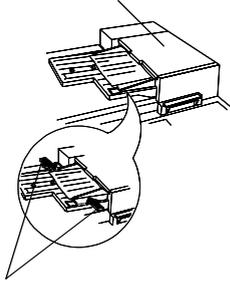
	Your Original	Desired Output	Refer to Page
<p>Network Faxing</p> <ul style="list-style-type: none"> ● to a Single Number ● to Multiple Numbers 		<p>Page 58</p>	
<p>Network Scanning</p> <ul style="list-style-type: none"> ● to File ● to Desktop ● to E-Mail ● to Fax 		<p>Page 61</p>	

Quick Start

Scan your originals once using the **Document Feeder** or use the **Document Glass** underneath the cover to scan originals that will not feed through the Document Feeder.



Document Feeder



Edge Guides

1. Load your Originals

- *If using the Document Feeder...*

Place the originals into the *Document Feeder* face up, with page one on top. The originals should be in good condition, and without staples or paper clips.

Adjust the edge guides against the original.

Otherwise, the copies may print incorrectly or the originals may jam.

For fastest performance, place the originals Long Edge Feed with the top of the document away from you.

- *If using the Document Glass...*

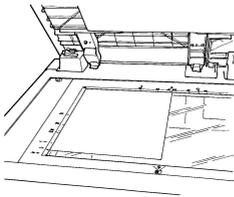
Use the *Document Glass* to copy bound, stapled, folded or wrinkled originals, odd or oversize documents, books, or glossy photographs.

Raise the Document Glass Cover.

Place the original face down into the top left corner of the glass. Ensure that the top left corner of the original fits into the corner of the registration edge.

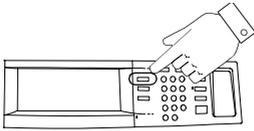
When using the copy features; *Auto Paper*, *Auto%*, *Auto Center*, or *Bound Originals*, the cover must be raised.

Document Glass



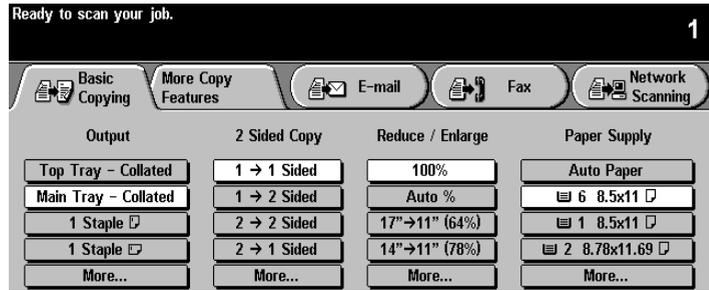
Press Clear All

If necessary, press the *Clear All* button to reset the selections that were made for the previous job.



Press the Features button to display Copy, Fax, or Scan Screens

2. Make your selections on the Touch Screen

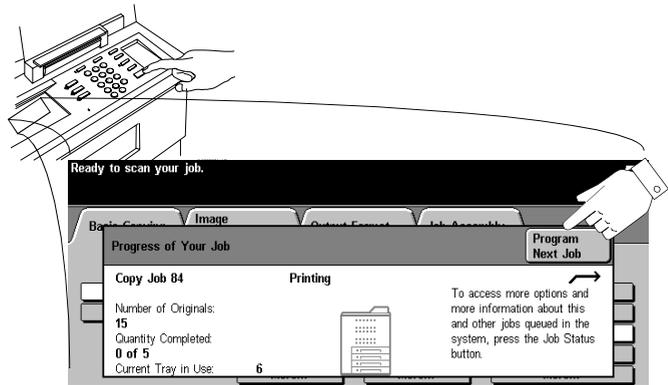


Touch the screen to make your copy selections.

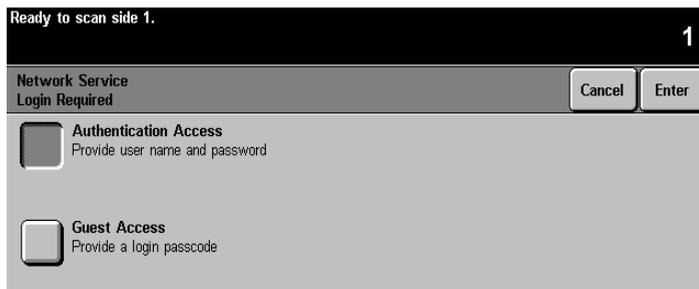
Use the keypad to enter the number of sets.

3. Press Start

After *Start* (◊) has been pressed, the *Job Progress* screen will appear. This screen displays information about your job. After your job is complete, or you press the *Program Next Job* button, it will close.



Authentication Overview



Authentication is the verification of user identity and authorization. The Administrator can limit access to Document Centre services such as E-mail, Network Scanning, and Network Fax by enabling Authentication.

If Authentication is enabled, you will be presented with a Login Required screen. ***Network Authenticated Access*** requires a Login Name and Password. See the Administrator to login using the ***Guest Access*** passcode.

Authentication Login

Using the touch screen:

1. Select Network Authenticated or Guest Access level.
2. Depending on the access level selected, enter the Guest Passcode or your network Login Name and Password
3. Press the Enter button.

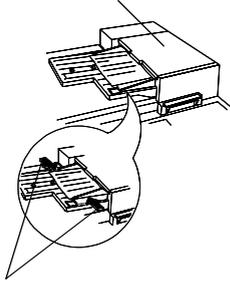
The system will validate the login information. If the account information is authenticated the restriction will be released. **Remember to logout to prevent unauthorized access.**

NOTE

The system will allow 5 login attempts. If login fails after the last attempt, you will be notified on the local user interface and all users will be locked out of all services offering authentication for a period of 5 minutes.

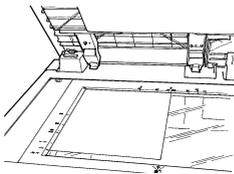
Scanning Documents (Optional Feature)

Document Feeder



Edge Guides

Document Glass



1. Load your Originals

- *If using the Document Feeder...*

Place the originals into the *Document Feeder* face up, with page one on top. The originals should be in good condition, and without staples or paper clips.

Adjust the edge guides against the original.

Otherwise, the copies may print incorrectly or the originals may jam.

For fastest performance, place the originals Long Edge Feed with the top of the document away from you.

- *If using the Document Glass...*

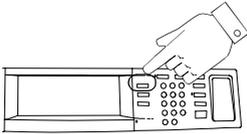
Raise the Document Glass Cover.

Place the original face down into the top left corner of the glass. Ensure that the top left corner of the original fits into the corner of the registration edge.

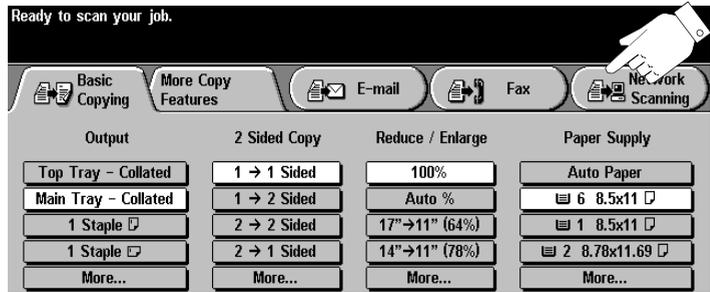
Press Clear All

If necessary, press the *Clear All* button to reset the selections that were made for the previous job.

2. Make your selections on the Touch Screen

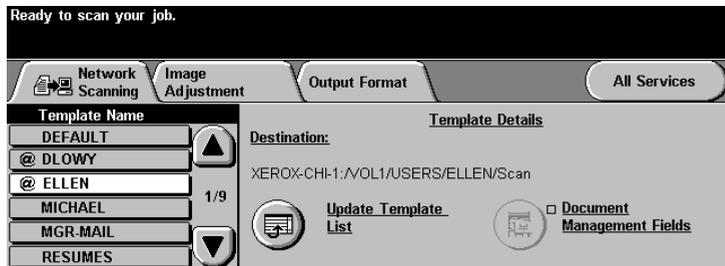


Press the Features button to display Copy, Fax, or Scan Screens



Touch the *Network Scanning* button. If Authentication is active, you must complete a login sequence. Remember to log out to prevent unauthorized access.

Select a template from the *Template Name* list.



Templates tell the Document Centre how to create the scan file and where to send it after it is processed.

For information about templates, refer to page 60.

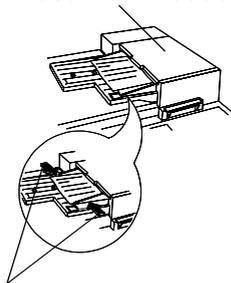
Select additional scan features and resources in the *More Scan Features* Tab.

3. Press Start

After *Start* (◊) has been pressed, the Job Progress screen will appear and display information about your job. After your job is complete, or you press the *Program Next Job* button, it will close.

Faxing Documents (Optional Feature)

Document Feeder



Edge Guides

1. Load your Originals

- *If using the Document Feeder...*

Place either 1 or 2 sided originals into the *Document Feeder* face up, with page one on top. The originals should be in good condition, and without staples or paper clips.

Adjust the edge guides against the original.

Otherwise, the copies may print incorrectly or the originals may jam.

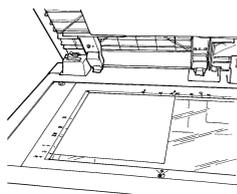
For fastest performance, place the originals Long Edge Feed with the top of the document away from you.

- *If using the Document Glass...*

Raise the Document Glass Cover.

Place the original face down into the top left corner of the glass. Ensure that the top left corner of the original fits into the corner of the registration edge.

Document Glass

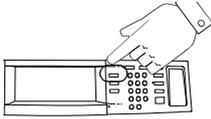


Press Clear All

If necessary, press the *Clear All* button to reset the selections that were made for the previous job.

NOTE

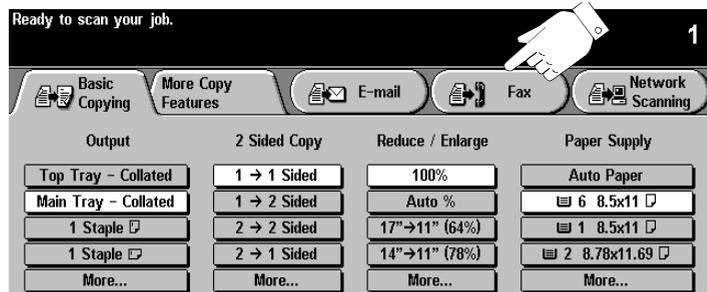
The Document Centre has an Image Rotation feature that enables you to feed originals Long Edge Feed (LEF) even if the destination Fax can only print Short Edge Feed (SEF).



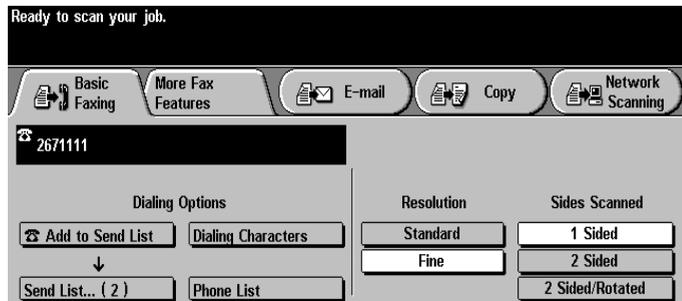
Press the Features button to display Copy, Fax, or Scan Screens

2. Make your selections on the Touch Screen

Touch the *Fax* button. Touch the screen to make your selections. If Authentication is active, you must complete a login sequence. Remember to log out to prevent unauthorized access.



Enter the fax number using the numeric keypad. For multiple numbers Touch the *Add To Send List* button and enter another number. For more information, refer to page 56.

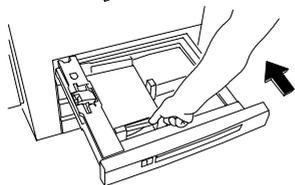
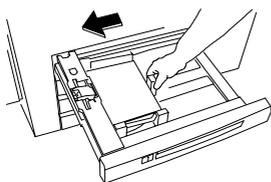


If you have 2 sided originals, select 2 Sided.

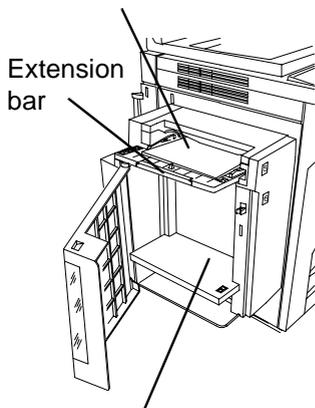
3. Press Start

After *Start* (◊) has been pressed, the Job Progress screen will appear. This screen displays information about your job. After your job is complete, or you press the *Program Next Job* button, it will close.

Loading paper



Insert the paper for Tray 5



Insert paper for Tray 6.

Loading Paper in Trays 1 - 4

1. Pull out the paper tray.
2. Load the paper neatly in the tray. Do not load paper above the maximum fill line mark on the edge guide.
3. Ensure that the edge guides are against the top, bottom, and side edges of the paper.
4. Push in the paper tray.

A pop-up screen may appear on the screen asking you to confirm the paper stock settings or to load the required paper for the tray. Confirm or change the paper and size descriptions as required.

Loading paper in Tray 5, the Bypass Tray

Use Tray 5 to load special or odd-size stock. Insert paper as shown. Do not load paper above the maximum fill line. Pull out the extension bar to accommodate paper that is longer than the tray. Confirm or change the paper and size descriptions as required.

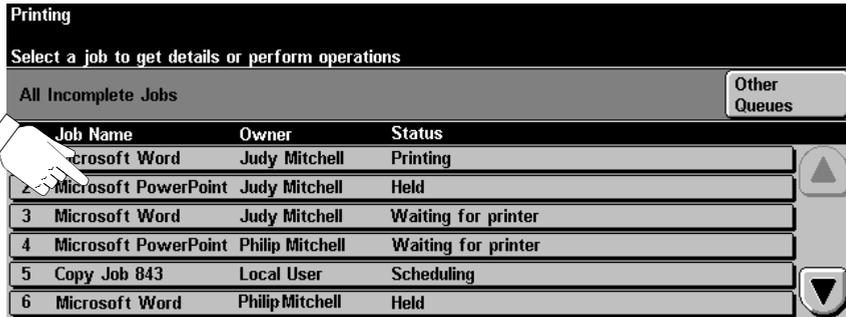
Loading Paper in Tray 6, the High Capacity Feeder

To load paper, open the cover and wait for the tray to lower. When the paper has been loaded, close the cover to raise the tray. Tray 6 can only handle 8.5 x 11 inch or A4 size paper.

NOTE

Use the labels for instruction on how to orient special stock such as transparencies, labels, or hole-punched stock.

Using the Job Queue



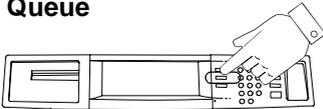
Printing

Select a job to get details or perform operations

All Incomplete Jobs Other Queues

Job Name	Owner	Status
1 Microsoft Word	Judy Mitchell	Printing
2 Microsoft PowerPoint	Judy Mitchell	Held
3 Microsoft Word	Judy Mitchell	Waiting for printer
4 Microsoft PowerPoint	Philip Mitchell	Waiting for printer
5 Copy Job 843	Local User	Scheduling
6 Microsoft Word	Philip Mitchell	Held

Press the Job Status button to view the Job Queue

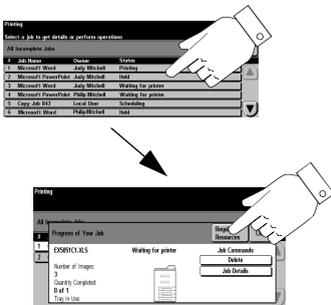


The Document Centre provides a queuing feature that sequences the printing of jobs. To view the Job Queue, press the *Job Status* button.

Touch a job in the queue for additional options.

- Press *Delete* to remove a job from the queue. Anyone can delete any job in the Job Queue.
- Press *Promote* to move near the top of the job queue.
- Press *Release* to start to print a held job. This feature is used to print the sets that are automatically held after using the *Sample Set* or *Secure Print* feature.
- Press the *Job Details* button to view detailed information about a job.
- Press *Hold* to hold a job in the queue and print later.
- Press *Required Resources* for information about the resources that are needed for the job.

Touch a job in the queue for additional options.



Internal Auditron Login



The Document Centre is equipped with a standard feature known as the Internal Auditron. This feature controls access to the machine and tracks copy usage.

If the tracking feature is active you will see a screen similar to the one above.

An administrator will assign you a User Number. Use this number in the following procedure to login.

Remember:
Log out to prevent unauthorized access

Press the *Access* Button on the User Interface then press the *Logout* button on the Touch Screen.

1. At the login screen enter your assigned User Number using the keypad. Press *Enter*.
2. Press *Login to a General Account* or *User Pathways*.
If *User Pathways* is selected, copies will be charged to your User Account.
If *Login to General Accounts* is selected enter the General Account number. Copies will be charged against the General Account number you enter.
3. Make copies as needed.

Network Accounting (Optional Feature) Login



If you see this screen on the Document Centre, your site is using a network tracking feature that provides the ability to track copy, print, fax and scan usage.

An administrator will assign you a User and Account ID. Use them to login to the Document Centre to access any of the Document Centre functions.

Use the following procedure to login:

From the Document Centre

1. Press the *User ID* button and enter your User ID using the keypad that appears on the *Touch Screen*. Press the *Save* button.
2. Press the *Account ID* button and enter your Account ID using the keypad that appears on the *Touch Screen*. Press the *Save* button. Press the *Enter* button.
3. Start your job.

From the Workstation

When printing to the Document Centre with Network Accounting enabled a screen will appear after you select *Print* from the File menu.

1. Enter your User and Account ID then click *OK*.
2. Enter your Account ID and click *OK*.

Remember:
Log out to prevent unauthorized access

Press either the *Clear All* button or the *Access Button* on the User Interface.

Press the *Logout* button on the Touch Screen.

Getting a Secure Print (for ST models)

Follow these steps to get a secure print.

At the Workstation

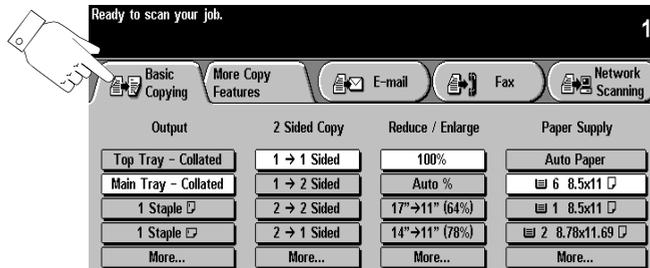
1. In the Windows print driver, click *Properties* to get to a Document Centre Print Driver.
2. Once in the Document Centre Print Driver select the *Paper/Output* Tab and click the *Job Type* pull down menu.
3. Select *Secure Print*.
4. Select *Secure Print Setup*, enter a *4-Digit Secure Print ID* then click *OK*.
5. When you are ready to retrieve your secure print job go to the Document Centre.

At the Document Centre

1. Press the *Job Status* button to display the job queue. Touch your held job on the touch screen. It should be easily identified by the file name.
2. This will display a screen with additional options.
3. Press *Release Job*. You will be prompted for the Secure Print ID you assigned the job at your workstation.
4. As soon as the correct Print ID is entered, your job will print.

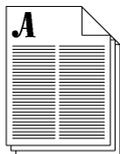
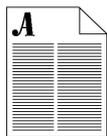
Try These Jobs

This section contains step-by-step instructions to help you get the most from your Document Centre.



Hints and Tips

- This screen will appear when you load your originals. If the scanning, faxing, or e-mail options are not installed, the appearance of this screen will be different.
- Touch the screen to make the most of your selections. Use the keypad to enter numbers (for example, copy quantities and Fax telephone numbers)
- The most used copy features are on the *Basic Copying* Tab.
- To access the E-mail, Fax and Network Scanning features, press the appropriate button.

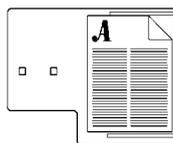


Typical Application

Standard copying tasks.

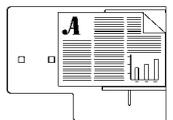
Procedure

1. Load your originals. Adjust the edge guides as necessary.



LEF →

Use Long Edge Feed (LEF) for the fastest performance.



SEF →

Short Edge Feed (SEF) originals require more time to scan.

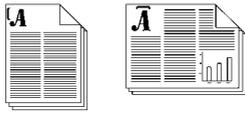
2. Make your programming selections by touching the screen. The most common selections are on the *Basic Copying* Tab (Output, 2-sided Copy, Reduction/Enlargement, and Paper Supply).
3. Use the keypad to enter the number of copy sets.
4. Press the *Start* (◀▶) button.

HINT

Auto% automatically Reduces or Enlarges your copy based on the paper size in the paper tray you select.

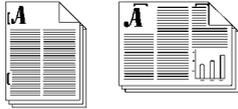
Auto Paper automatically picks the tray holding the paper size based on the size of your original.

Stapling Copy Jobs



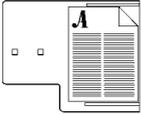
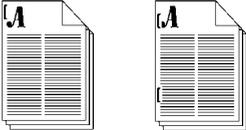
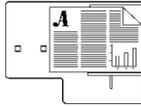
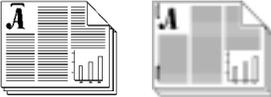
Typical Application

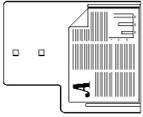
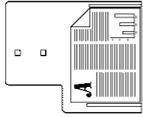
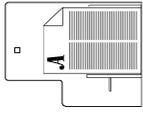
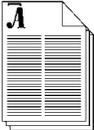
Standard copying tasks with 1 or 2 staples.

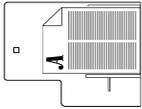
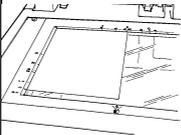


Procedure

1. Load your originals and make your paper and programming selections based on the table below. Press the **More...** button to access 2 staples.
2. Use keypad to enter the number of copy sets.
3. Press the *Start* (◊) button.

Feed Direction of Common Paper Sizes	Desired Staple Location	Paper Supply	Output Options Select this Staple Button
 8.5 x 11		Auto Paper Supply or select the appropriate size LEF paper.	
 8.5 x 11 11 x 17 8.5 x 14		Auto Paper Supply or select the appropriate size SEF paper	

Feed Direction of Common Paper Sizes	Desired Staple Location	Paper Supply	Output Options Select this Staple Button
 8.5 x 11		Auto Paper Supply or select the appropriate size SEF paper	
 8.5 x 11		Auto Paper Supply or select the appropriate size LEF paper.	
 8.5 x 11 8.5 x 14		To achieve optimum staple location with this feed direction you must select 8.5 inch, SEF Paper Supply.	

Feed Direction of Common Paper Sizes	Desired Staple Location	Paper Supply	Output Options Select this Staple Button
 <p data-bbox="198 412 290 505">8.5 x 11 11 x 17 8.5 x 14</p>		<p data-bbox="723 201 959 293">Auto Paper Supply or select the appropriate size SEF paper.</p>	
	<p data-bbox="395 586 690 773">Build Job is required when stapling copies made from the document glass. See page 53 for more information about Build Job.</p>	<p data-bbox="723 586 973 678">Auto Paper Supply or select the appropriate size LEF or SEF paper.</p>	

Try These Jobs

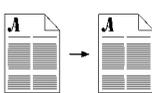
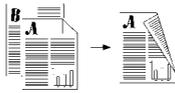
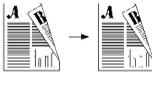
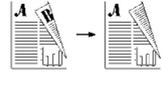
Making 2-Sided Copies

Typical Application

Standard office copying tasks with or without staples.

Procedure

1. Load your originals.
2. Make your programming selections by touching the screen. The most common selections are on the *Basic Copying* Tab (Output, 2-sided Copy, Reduction/Enlargement, and Paper Supply).
3. Select which 2-sided option you want. These options are displayed when the *2-sided Copy, More...* selection is pressed.

Option	Originals → Copies	Option	Originals → Copies
1 → 1		2 → 1	
1 → 2		1 → 2 Rotate Side 2	
2 → 2		2 → 2 Rotate Side 2	

4. Use the keypad to enter the number of copy sets.
5. Press the *Start* (◊) button.



Typical Application

Create copies with the best possible image quality.

Procedure

1. Load your originals.
2. Make your desired programming selections from the *Basic Copying* Tab.
3. Use the keypad to enter the number of copy sets.
4. Depending on the configuration of your machine press either the *More Copy Features* Tab or the *Image Adjustment* Tab. Press the *Image Quality* button.
5. Select the setting that best matches your original then press the *Save* button.



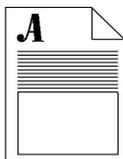
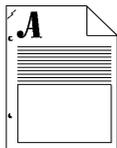
<i>Normal</i>	This default setting provides excellent copies for most types of originals.
<i>Halftone Photo</i>	Use for high quality lithographic images such as magazines.
<i>Text</i>	Use for originals that are primarily text and lines.
<i>Photo</i>	Use for photographs without text or graphics.

Lighten/Darken provides controls to adjust the lightness or darkness of the output.

Background Suppression automatically reduces or eliminates the background from colored originals.

6. Press the *Start* (\blacktriangleleft) button.

Removing Unwanted Marks on the Edges of Copies



Typical Application

Remove distracting marks on your copies.

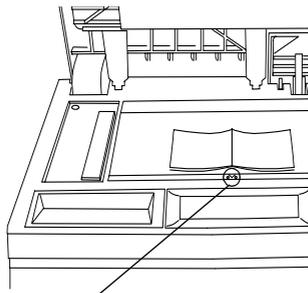
Procedure

1. Load your originals.
2. Make your programming selections by touching the screen. The most common selections are on the *Basic Copying* Tab (Output, 2-sided Copy, Reduction/Enlargement, and Paper Supply).
3. Use the keypad to enter the number of copy sets.
4. Depending on the configuration of your machine press either the *More Copy Features* Tab or the *Image Adjustment* Tab.
5. Press the *Edge Erase* button.
6. Select either *Edge Erase* or *Border Erase*.
Use *Edge Erase* to erase any of the margins on the copies independently.
Use *Border Erase* to create a uniform border around your copies.
7. Press the *Save* button.
8. Press the *Start* (◊) button.

HINT

To erase drill hole marks on your copies, set the edge deletion to 0.7 inches.

Copying Pages from Books or other Bound Documents



Book Binding Guide
mark

Typical Application

Copy a page from a book or other bound original.

Procedure

1. Open the Document Cover and place the bound original on the Document Glass. Align the spine of the bound document with the Book Binding mark.
2. Touch the screen to make your selections from the *Basic Copying* Tab (Output, 2-sided Copy, Reduction/Enlargement, and Paper Supply).
3. Use the keypad to enter the number of copy sets.
4. Depending on the configuration of your machine press either the *More Copy Features* Tab or the *Image Adjustment* Tab.
5. If necessary, change the image quality setting by pressing the *Image Quality* button. Make the required image adjustments then press the *Save* button.
6. Press the *Bound Originals* button then press the button that identifies which pages you want to copy. (either left, right, or both pages). Press the *Save* button.
7. Press the *Start* (\blacklozenge) button and your copies will print.
8. Repeat step 6 until all pages are copied.

TIP

If your original has information within 0.25 inches from the bottom, place the original anywhere on the glass at least 0.25 inches away from the front edge.

Using Reduction/Enlargement



Typical Application

Use the automatic Reduction/Enlargement features to adjust the size of the output image.

Procedure

1. Load your originals.
2. Make your programming selections by touching the screen. The most common selections are on the *Basic Copying* Tab (Output, 2-sided Copy, Reduction/Enlargement, and Paper Supply).
3. Use the keypad to enter the number of copy sets.
4. In the *Basic Copying* Tab under *Reduce/Enlarge*, select an existing preset or press the *More...* button. Select from the additional presets or enter your desired Reduction/Enlargement percentage and press the *Save* button.
5. Press the *Start* (◀▶) button.

HINT

Custom Auto% will fill the copy page by stretching the image to the edges of the copy page.

Normal Auto% will proportionally enlarge the image until it fills the copy page.

TIP

When using the Document Glass, you can enlarge an image up to 400%. Using the Document Feeder you can enlarge up to 200%.

Typical Application

Shift the image on a copy to create a binding edge.

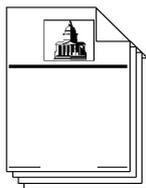
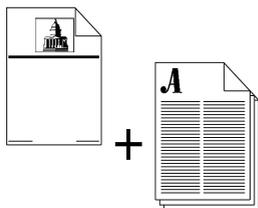
Procedure

1. Determine the amount of space needed to shift the content away from the binding edge.
2. Load your originals.
3. Make your programming selections by touching the screen. The most common selections are on the *Basic Copying* Tab (Output, 2-sided Copy, Reduction/Enlargement, and Paper Supply).
4. Use the keypad to enter the number of copy sets.
5. Depending on the configuration of your machine press either the *More Copy Features* Tab or the *Image Adjustment* Tab.
6. Press the *Image Shift* button, then press the *Margin Shift* button.
7. Enter the amount of margin shift determined in Step 1 and press the *Save* button.
8. Press the *Start* (\diamond) button.



TIP

This feature allows you to shift the image up and down on the page as well as left or right.



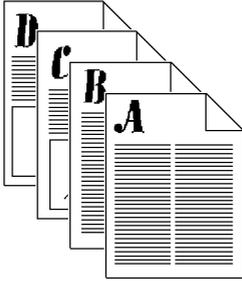
Typical Application

Add covers to any set of documents.

Procedure

1. Load the cover stock into the Bypass Tray or any appropriate paper tray.
2. Load your originals into the Document Feeder.
3. Make your programming selections by touching the screen. The most common selections are on the *Basic Copying* Tab (Output, 2-sided Copy, Reduction/Enlargement, and Paper Supply).
4. Use the keypad to enter the number of copy sets.
5. Depending on the configuration of your machine press the *More Copy Features* Tab or the *Image Adjustment* Tab.
6. Press the *Image Quality* button then select the appropriate *Original Type*.
7. Press the *Output Format* Tab and select *Covers*. Select where you want the cover positioned - Front, Back, or Front and Back then press the *Save* button.
8. Press *Output Cover Images* to select the sides imaged for the cover and press the *Save* button.
9. Press the *Cover Stock* button to select the tray where the cover stock is loaded.
10. Press the *Start* (◀▶) button.

Placing Multiple Images on a Single Page



Typical Application

Any situation where you want to present multiple reduced images (thumbnail images) to a reader.

Procedure

1. Load your Originals.
2. Depending on the configuration of your machine press either the *More Copy Features* Tab or the *Output Format* Tab. If the *More Copy Features* Tab is selected press *Output Format* Tab.
3. Press the *Multi-Up* button then press *On*.
4. Select the correct orientation of your originals based on the information displayed on the screen.
5. Select the number of rows and columns. Press the *Save* button.
6. Ensure the originals are loaded into the Document Feeder as illustrated on the Multi-Up screen.
7. Make your programming selections by touching the screen. The most common selections are on the *Basic Copying* Tab (Output, 2-sided Copy, Reduction/Enlargement, and Paper Supply).
8. Use the keypad to enter the number of copy sets.
9. Press the *Start* (◊) button.

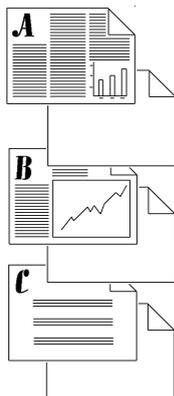
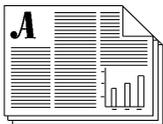


HINT

Sixteen 8.5 x 11 inch images can be displayed on 8.5 by 11-inch paper (4 rows x 4 columns).

Making Transparencies with Dividers

Originals



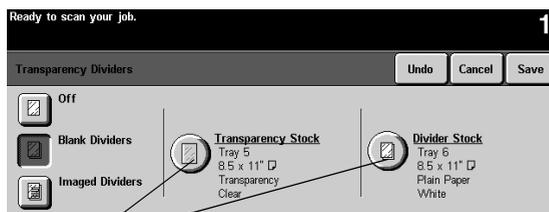
Transparencies with Dividers

Typical Application

Produce transparency sets with divider inserts.

Procedure

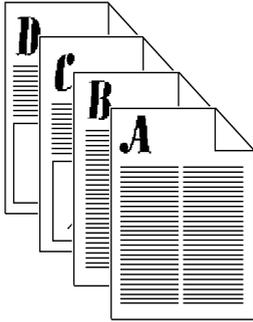
1. Ensure that transparencies and divider separator stock are loaded into different paper trays.
2. Load the originals into the Document Feeder.
3. Depending on the configuration of your machine press either the *More Copy Features* Tab or the *Output Format* Tab. If *More Copy Features* Tab is selected press *Output Format* Tab.
4. Press the *Transparencies* button.
5. On the Transparency Dividers screen, select either *Blank* or *Imaged Dividers*. Selecting *Imaged Dividers* will produce dividers with the same image as on the transparency.



Ensure both tray selections are correct.
Press a button to change the selection.

6. Press the *Transparency Stock* button to change the current tray selection. Press the *Divider Stock* button to change the current divider stock selection.
7. Press the *Start* (◊) button.

Making Brochures and Booklets



Typical Application

Produce a newsletter.

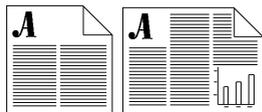
Procedure

1. Load the originals into the Document Feeder. The originals *must* be oriented Long Edge Feed.
2. Depending on the configuration of your machine press either the *More Copy Features* Tab or the *Output Format* Tab. If the *More Copy Features* Tab is selected press *Output Format* Tab.
3. Press the *Booklet Creation* button. Follow the instructions on the screen.
4. Press the *Booklet Creation On* button then press the *Save* button.
5. Press *One- or Two-sided Originals* then press the *Save* button.
6. Make any other necessary selections from the *Basic Copying* Tab. Some selections will have already been made when you selected the *Booklet Creation* feature.
7. Select a paper tray. The paper stock *must* be Short Edge Feed.
8. Press the *Start* (◊) button.

HINT

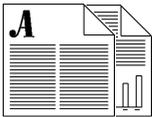
Ensure you do not accidentally select Tray 6, as it will not have the short edge paper needed to complete the job.

Copying Mixed Size Originals



Typical Application

Produce copies of mixed size originals on either the original sizes or a common size automatically.

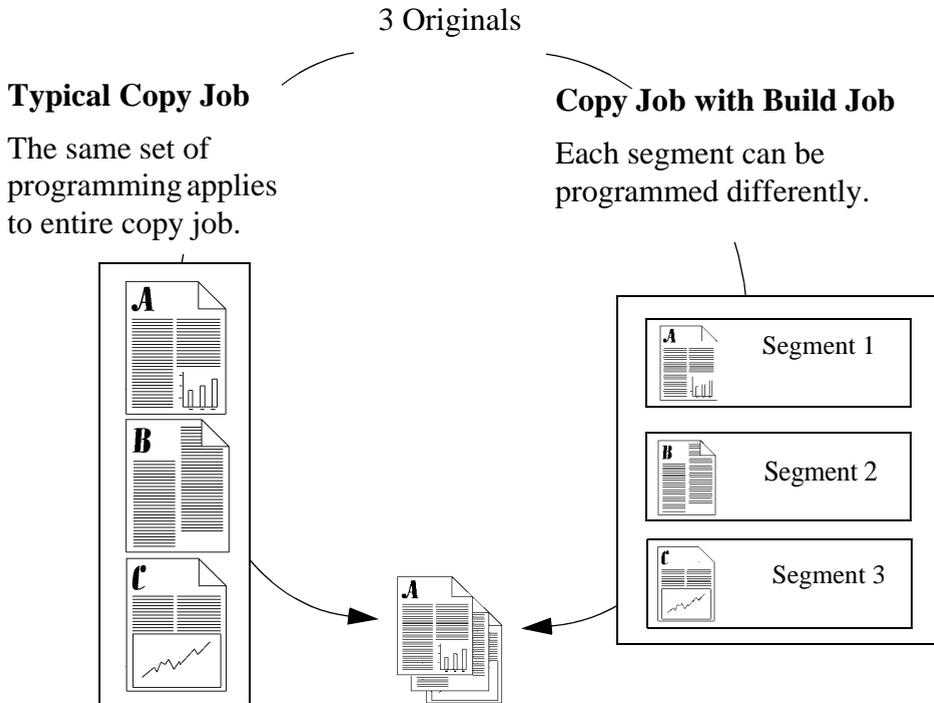
Input	What to do
	<p>If you want the same size output, load your originals, select a paper size and press Auto% on the Basic Copying Tab.</p> <p>If you want the mixed size output follow the procedure below</p>

Procedure for creating mixed size output

1. Load the originals in the Document Feeder. The originals *must* be the same width.
2. Depending on the configuration of your machine press either the *More Copy Features* Tab or the *Image Adjustment* Tab.
3. Press the *Original Input* button then press the *Mixed Size Originals* button.
4. Press *Save* then press the *Basic Copying* Tab.
5. On the *Basic Copying* Tab press the *Auto Paper* selection to produce the same size output as the original mixed sizes. Make any other selections.
6. Enter the number of copy sets and press *Start* (◊).

Build Job - Overview

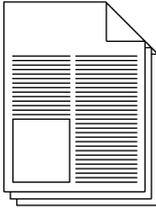
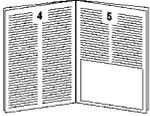
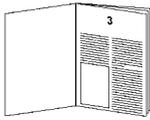
Build Job is a feature that allows you to divide a job into individual segments and apply unique programming to each individual segment.



Build Job Examples

- Make image quality settings on one segment that are not required on other segments
- Copy 2-sided and 1-sided originals at the same time
- Make special reductions or enlargements on a segment
- Combine originals from the Document Feeder and the Glass
- Feed more than the maximum number of originals through the Document Feeder.

Copying Bound Documents using Build Job



Typical Application

Copy a multipage article that is spread throughout a bound document all at once.

Procedure

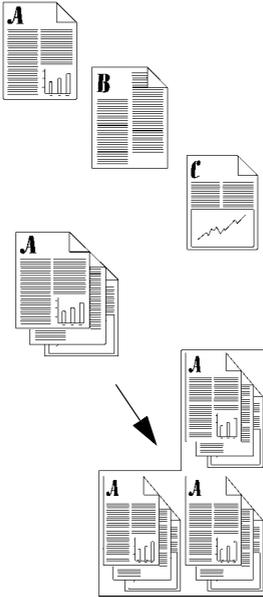
1. Open the Document Cover and place the bound original on the Document Glass. Align the spine of the bound document with the Book Binding mark.
2. Make your programming selections by touching the screen. The most common selections are on the *Basic Copying* Tab (Output, 2-sided Copy, Reduction/Enlargement, and Paper Supply).
3. Use the keypad to enter the number of copy sets.
4. Depending on the configuration of your machine press the *More Copy Features* Tab or the *Job Assembly* Tab.
5. Select *Build Job* then the *Build Job On* button. Press *Save*.
6. Press the *Bound Originals* button then press the button that identifies which pages you want to copy.
7. Press the *Start* (\diamond) button.

NOTE

Use the *Build Job Controls* button to see a sample of the last segment scanned, delete the last segment scanned, or cancel a sample print job that is currently running.

8. Repeat this process until all the pages you want to copy have been scanned.
9. Press the *Build Job Controls* button then select *End Build Job*.

Using Build Job and Sample Set



Typical Application

Produce multiple sets of a document where individual segments require unique feature program selections.

Procedure

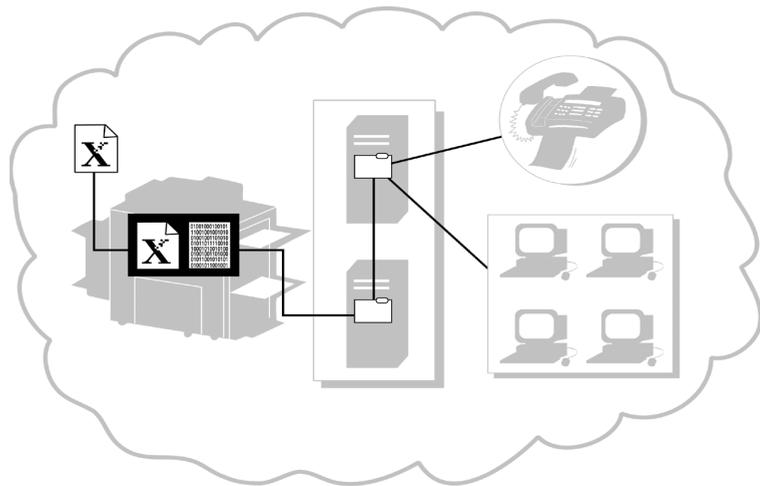
1. Load the originals for the first job segment.
2. Press the *Basic Copy* Tab and program the appropriate features for the first segment of the job.
3. Depending on the configuration of your machine press the *More Copy Features* Tab or the *Job Assembly* Tab. If the *More Copy Features* Tab is selected press the *Job Assembly* Tab.
4. Press *Build Job* then press the *Build Job On* button. Press the *Save* button. Select *Sample Set* and *Save* to produce a single complete set for review.
5. Press the *Start* (\diamond) button.
6. Repeat this procedure for each remaining segment.
7. After the final segment has been scanned press *Build Job Controls* then press *End Build Job*.

A single review set will be produced because *Sample Set* was selected.
8. After you review the initial set, press the *Job Status* button to display a listing of queued jobs.
9. Touch your job to select it.
10. If you are satisfied with your initial set press *Release*. Otherwise, delete it and start again.

Network Faxing Overview (Optional Feature)

Network Faxing is an optional feature that allows you to send and receive faxes using a networked Document Centre connected to network fax solution software.

The Key Operator or Administrator can limit access to this feature by enabling Authentication. When Authentication is active you will be required to login before using the Network Fax feature. Remember to log out to prevent unauthorized access.



Getting to Know the Process

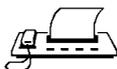
Sending a FAX

1. The Document Centre scans the original paper document and creates a digital file.

2. The digital file and routing information is transferred to a Fax Repository on a Server.
3. The Network Fax Server retrieves the digital file from the Fax Repository, processes it and sends it to the destination.

Receiving a FAX

The Network Fax Server receives an incoming Fax. After it processes the file, the Network Fax software determines the destination of the incoming fax and sends it to the destination.



Typical Application

Fax a document to a single number or multiple numbers.

Procedure

1. Load your original face up in the Document Feeder.
2. Press the *Fax* button on the Touch Screen. If Authentication is active, you must complete a login sequence. Remember to log out to prevent unauthorized access.
3. Enter the fax number using the numeric keypad (some configurations require entering a digit and the Dial Pause button to reach an outside line).
4. If originals are 2 Sided, press 2 Sided Originals.

If you are faxing to a single number, skip to step 11.

5. Press *Add to Send List* on the *Touch Screen*.
6. Enter the next fax number using the numeric keypad.
7. Repeat steps 3 and 4 until the last fax number has been added to the list (up to 50 fax numbers may be entered).

8. Press the *Send List* button to verify the numbers entered have been added to the *Send List*.
9. Press the *Close* button after verification.
10. Once all numbers have been entered you may select the desired resolution and number of sides scanned.
11. Press the *Start* (◊) button.
12. If enabled by the network fax solution software, the machine will print a Transmission Report once the fax has been received at the destination fax number.

TIP

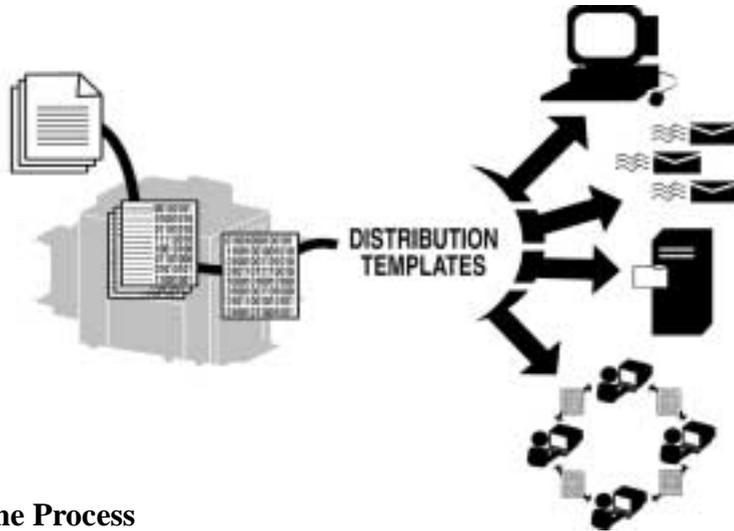
Use the Phone List to store up to 30 destination fax numbers to save time when sending a fax.

HINT

You can use the Phone List button to add preprogrammed numbers to the Send List.

Network Scanning Overview (Optional Feature)

Network Scanning is an optional feature that allows you to create and distribute an electronic file from a scanned original.



Getting to Know the Process

1. The user decides what type of settings are needed to process the scan job and where the scanned file will need to be sent after it is processed.
2. The user selects a Distribution Template that meets these requirements.
Not all scanning features require the use of a template. You can scan to fax or scan to e-mail without using a template.
3. When the *Start* button is pressed, the Document Centre scans the original document and creates a digital file based on the template selected.
4. The Document Centre transfers the file to a folder on a file server.
5. Software installed on either a user's workstation or a file server retrieves the file and sends it to the specified destination.

Scanning Options



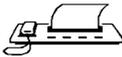
Option	Typical Application
Scan to File	Create an electronic file from a hard copy original to be shared on the network.
Scan to Desktop	Scan a document to your workstation.
Scan to E-mail Distribution	Scan a document to distribute through e-mail: <ul style="list-style-type: none">• using a CentreWare template• without a CentreWare template
Scan to Fax	Scan a document to a fax machine.

Procedure

1. Load your originals.
2. Press the *Network Scanning* button on the *Touch Screen*. If Authentication is active, you must complete a login sequence. Remember to log out to prevent unauthorized access.

NOTE

If you have recently created a new template or modified an existing one using CentreWare Network Scanning services tools, you must update the template list at the machine so it reflects the latest information.



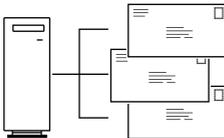
Press the *More Scan Features* Tab then the *Update Template List* button. Press the *Update Template List* button then the *Confirm* button.

This may take a few minutes depending upon the number of templates available.

3. Select the desired template in the *Template Name List*. If the desired template does not exist, refer to the *CentreWare Network Scanning Services* guide for information on creating a template.

You can modify your template by pressing the *Sides Scanned* button to select 1 sided, 2 sided, or 2 sided, Rotate Side 2.

4. Press the *Image Quality* button that corresponds to the correct image orientation of your originals then press the *Save* button.
5. Press the *Start* () button.



Scan to Desktop only:

6. If enabled, you will receive a message at your workstation indicating a scanned document is in your folder.
7. Use the PaperPort™ software included with the Document Centre to edit, or process scanned images.

E-mail Overview (Optional Feature)

E-mail is an optional feature that allows you to send electronic-mail messages without using a template. The Document Centre must be connected to the network.

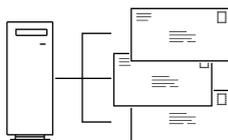
The Key Operator or Administrator can limit access to this feature by enabling Authentication. When Authentication is active you will be required to login before using the E-mail feature. Remember to log out to prevent unauthorized access.

Getting to Know the Process

Sending an E-mail Message

1. The Document Centre scans the original paper document and creates a digital file.
2. The Document Centre transfers the digital file and routing information to a Simple Mail Transfer Protocol (SMTP) Repository on a Server.
3. The Network Server retrieves the digital file from the SMTP Repository, processes it and sends it to the destination.

E-mailing a Document without a template



Typical Application

E-mail a document to a single recipient or multiple recipients.

Procedure

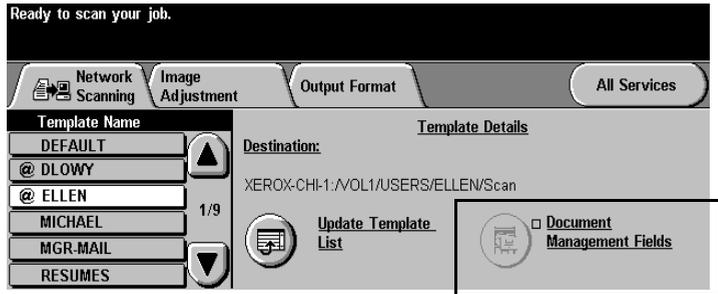
1. Load your original face up in the Document Feeder.
2. Press the *E-mail* button. If Authentication is active, you must complete a login sequence. Remember to log out to prevent unauthorized access.
3. Select the desired resolution and number of sides scanned. If the originals are 2 Sided, press 2 Sided Originals.
4. Select either the *To...*, *Cc...*, or *Bcc...* button. The *Add Entry* screen will display.

5. Using the touch screen, enter an SMTP-compliant recipient name.

You can choose an *Address Book* and enter the full name or a portion of the name of the recipient.

6. Select the enter button. The system will search the Address Book and list all the names that match.
7. You can examine detailed information on any matches by selecting any line in the search results window. When the correct match is found touch the enter button to add the recipient to the Address List.
8. Repeat steps 4 through 6 until the last recipient has been added to the list (up to 128 recipients may be entered).
9. Press the *Start* (◊) button.

Document Management Fields Overview

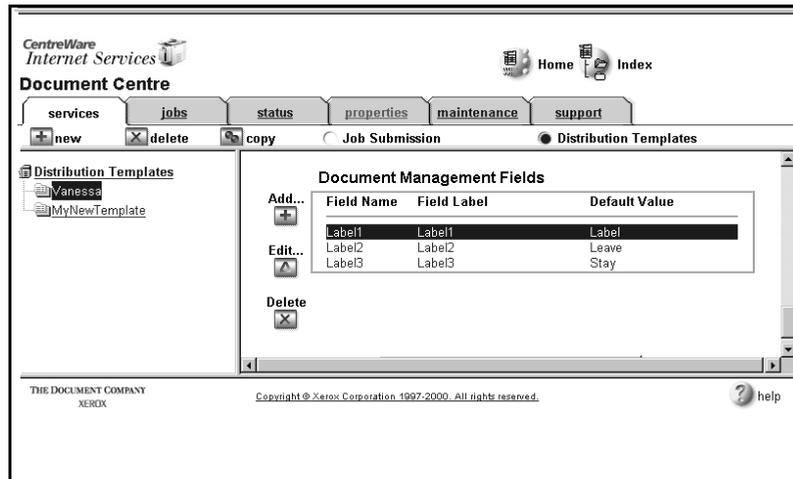


Document Management Fields allow you to create fields that contain variable programmable data. The information is stored in the Job Log with your scanned file. You can use your company's Document Management Information software to access the Job Log to retrieve or route the stored files.

NOTE

This feature is only available when you use a template containing Document Management Fields information. Up to 6 Document Management Fields can be programmed for each template.

Creating Document Management Fields



Use Internet Services to create Document Management Fields. You will need the Internet Protocol (IP) address of the Document Centre. Your Key Operator or Administrator can provide the address if you do not know it.

1. Type the Document Centre's IP address in your browser. The Document Centre's Home Page will open.
2. Select *Services*.
3. Select the *Distribution Templates* button.
4. Choose the desired template.

Use the Add, Edit or Delete buttons to create, modify or delete a Document Management Field.

5. Select Add New Field.

Up to 6 fields can be programmed for each template.

Index

A

Access to Copying 35
Account ID Number 35
Address 12
Auditron
 Establishing Accounts
 See Reference Guide
 Using when enabled 34
Authentication
 E-mail 61, 63, 64
 Fax 31, 56, 58
 Guest Access 26
 Login Procedures 27
 Network Access 26
 Overview 26
 Unauthorized Access 27
Auto Paper Selection 38
Auto Reduction Enlargement 38

B

Binding Edge 47

Booklet Creation feature 51
Border Erase 44
Bound Documents
 Copying 45
Brochures
 Making brochures 51
Build Job feature 55
Bypass Tray
 Loading Paper 32

C

CentreWare 12
Clear All button
 Copying 24
 Faxing 30
 Scanning 28
Copy Quality
 See Image Quality 43

Copying
 Adjusting Image Quality 43
 Books 45
 Mixed Size Originals 52

Covers
 Adding to a document 48

D

Deleting a job 33
Digital Features 14
Distribution Template 60

Dividers
 Transparency 50

Document Feeder
 Loading Originals
 Copying 24
 Faxing 30
 Scanning 28

Document Glass

 Copying 24
 Faxing 30
 Scanning 28

Document Management Fields

 Creating Fields 66
 Overview 65

Double sided copies 39

Duplex copies 39

E

Edge Erase 44

Electronic Auditron 35

E-mail

 Authentication 26, 63, 64
 E-mail without a template 61, 64
 Overview 63
 Using a template 61

Embedded Web Server 12

Enlargement/Reduction 46

Establishing Auditron Accounts

 See Reference Guide

F

Fail, Login 27

Faxing 16, 30
 Authentication 26, 31
 Overview 56
 Single or Multiple Numbers 58

Finisher 23

H

High Capacity Feeder

 Loading Paper 32

I

Image

 Rotating the second side 42

Image Quality 43

Internal Auditron 34

Internet Protocol (IP) 13

Internet Services 12, 13

J

Job Queue 33

Job Supplement

 See Build Job 53

L

- Login/Logout, Auditron 34
- Login/Logout, Authentication 27

M

- Mixed Size Originals feature 52
- Moving the image 47
- Multi-Up feature 49

N

- Network Accounting 35
- Network Authenticated Access 26
- Network Faxing 22
 - Authentication 56, 58
 - Description 16
 - Overview 56
 - Quick Start 30
 - To a Single Number 22
 - To Multiple Numbers 22
- Network Scanning 22
 - Authentication 26
 - Create electronic files 16
 - Document Management Fields 65
 - Overview 60
 - To Desktop 22, 61
 - To E-Mail 22, 61
 - To Fax 22, 61
 - To File 22, 61
- Normal 43

O

- On/Off button 23
- Ozone Information 5

P

- Paper
 - Loading 31
- Pathway 34
- Power 23
- Printing
 - Features 12
 - Internet Services 13
- Proof
 - See Sample Set 55

Q

- Queue
 - Managing the job queue 33

R

- Recycled Paper 15
- Reduction/Enlargement 46
- Relocation
 - Ozone requirements 5

S

- Safety
 - Electrical 2
 - Laser 6
 - Operational 7
- Sample Set 55

Scanning

- Authentication 26, 61
- Create electronic files 16
- Document Management 65
- Overview 60
- Scan to File 61
- Scanning Documents 28

Secure Print 36

Shifting an image 47

Signature Booklet

- See Booklet Creation 51

Stapling 39

Status of Job 33

T

Template

Creating

- Refer to CentreWare Network
- Scanning Services

E-mail without a template 63

Overview 60

Template List 62

Thumbnails 49

Touch Screen 23

Transparency Dividers 50

Trim

- See Border Erase 44

U

Unauthorized Access 27

User ID 35

User Pathway 34

W

Web Server (Internet Services) 12,
13

