

WorkCentre[®] 4150

Getting Started Guide

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Xerox WorkCentre 4150

Getting Started Guide

Thank you for choosing the WorkCentre 4150. If you work through the procedures in this book in the order they are presented you will successfully:

- Connect the WorkCentre
- Set-up the WorkCentre
- Install optional features
- Operate the WorkCentre

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For information about Safety, Regulatory Information, Environmental Compliance, Illegal Copies, and Product Recycling and Disposal, please refer to the relevant sections in the User Guide.

If you require more detailed information about any of the features available on your WorkCentre, please refer to the User Guide and the System Administration CD.

For product support and information about ordering consumables and print media go to the Xerox website www.xerox.com/support.

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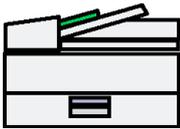
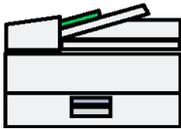
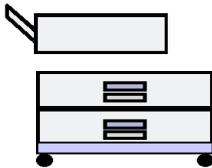
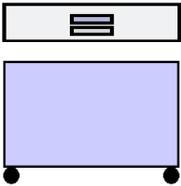
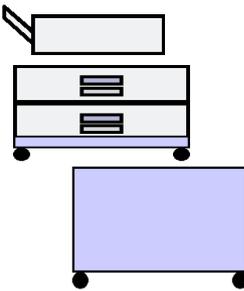
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For the latest information go to www.xerox.com/support.

Install the WorkCentre

- 1 Unpack the WorkCentre and any hardware options and locate the Installation Instructions.
- 2 Follow the Installation Instructions to assemble the WorkCentre and hardware options. The result will be one of these four configurations.

| | WorkCentre 4150 | WorkCentre 4150s | WorkCentre 4150x | WorkCentre 4150xf |
|-------------------|--|--|---|---|
| Standard Features |  <p>Copy Tray 1 and Bypass Tray</p> |  <p>Copy, Print and E-mail Tray 1 and Bypass Tray</p> |  <p>Copy, Print, E-mail and Fax Trays 1 and 2 and Bypass Tray</p> |  <p>Copy, Print, E-mail, Fax Trays 1, 2, 3, 4 and Bypass Tray Finisher</p> |
| Optional Hardware |  |  |  | Foreign Device Interface 256 Mb Memory |
| | Tray 2 and Stand Tray 3/4, Short Stand Finisher Fax Foreign Device Inter- face. | Tray 2 and Stand Tray 3/4, Short Stand Finisher Fax Foreign Device Inter- face. 256 Mb Memory | Stand Tray 3/4, Short Stand Finisher Foreign Device Inter- face 256 Mb Memory | |
| Optional Features | | Image Overwrite Network Scanning Network Accounting Server Fax | Image Overwrite Network Scanning Network Accounting Server Fax | Image Overwrite Network Scanning Network Accounting Server Fax |

In addition you will have:

Power Cord, User Documentation CD, Print Driver CD (WorkCentre 4150s, 4150x and 4150xf configurations only), Getting Started Guide (this book) and a Telephone Cable (Fax Option only).

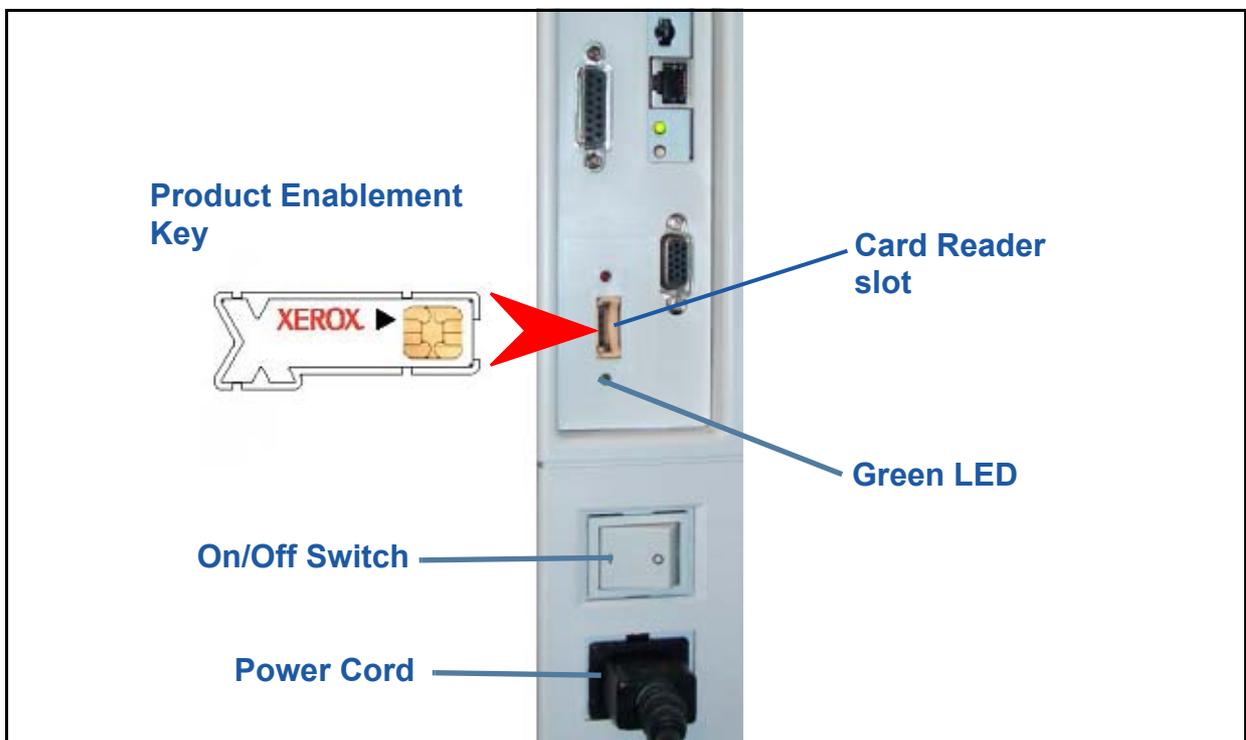
Switch On the WorkCentre

Once the WorkCentre has been assembled it must be configured. This is done using the Product Enablement Key when the machine is switched on for the first time.

The Product Enablement Key is delivered in a plastic tube inside the box with the machine. The procedure to configure the machine is as follows:



- 1 Locate the tube containing the **Product Enablement Key**. Remove the plastic card and carefully press out the key.
- 2 Install the Product Enablement Key into the Card Reader Slot on the left side of the machine.



- 3 Connect the Power Cord to the machine and a suitable power supply outlet.
- 4 Switch on the machine.
- 5 The *Language Default* screen will be displayed. Select your chosen language and then select **Save**.
- 6 The *Installation Wizard* screen will be displayed. Select **Next**.
- 7 The *Product Enablement Settings* screen will be displayed. Follow the instructions on the screen.

NOTE: When the Green LED light stops blinking and remains on continuously (about 10 seconds), the configuration is successful.

Remove the Product Enablement Key and select **Next** on the display

- 8 The *Machine Configuration* screen asks you to confirm that the WorkCentre has correctly recognized the Configuration that you ordered. If there are any errors, follow the instructions on the screen. If the configuration is correct, select **Next**.
- 9 The *Default Paper Size* screen is displayed. Select either A4 or 8.5 x 11 inches and **Next**.
- 10 The *Customer Support and Supplies Numbers* screen is displayed. Enter the **Customer Support Telephone Number** and the **Supplies Telephone Number** and select **Next**.
NOTE: *This is for reference only. You may leave these fields blank if you do not have the information.*
- 11 The next 4 screens will allow you to set the **Date Format**, **Date**, **Clock Format** and **Time**. Follow the instructions to enter the appropriate information and select **Next** on each screen.
- 12 The *Set Greenwich Meantime Offset* screen will be displayed.
Greenwich Mean Time (GMT) is World Time and is the basis for every world time zone. A table of GMT Offset is included at the end of this book. Either locate the GMT Offset for your location from the table, or access <http://wwp.greenwichmeantime.com/> for additional time zones.
When you have input the GMT Offset select **Next**.
- 13 The *Congratulations* screen will be displayed. This indicates that you have successfully completed the System Settings portion of the Xerox Installation Wizard. Select **Finish** to continue.
NOTE: *In some locations a popup screen will appear asking for the Page Pack Passcode. If this occurs, contact your Customer Support Representative for the passcode.*
- 14 The machine will display a *Machine self test in progress* screen while the machine applies the configuration settings. When this is complete the machine will display the *Basic Copying* screen. Your WorkCentre is now ready for you to use.

Your WorkCentre

1
Control Panel:
Touch Screen and
Numeric Keypad.

3
Finisher:
Optional Finisher
collates and staples
output.

4
Paper Trays:
Tray 1 is standard, Trays
2, 3 and 4 are optional.
All the trays are
functionally the same.
Trays 2, 3 and 4 are
interchangeable.



2
Document Feeder:
Used for scanning multiple
documents. The
Document Glass
underneath is used for
scanning single
documents, bound
documents etc.

5
Bypass Tray:
Used for non-standard
printing media.

6
Stand:
Note that a cabinet is
available when trays 3 and
4 are not installed.

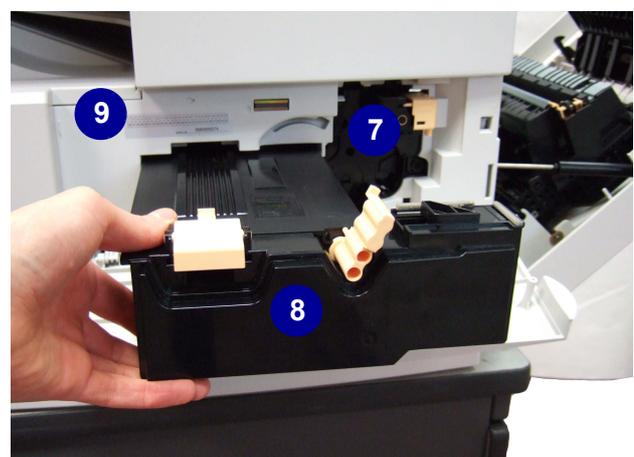
Inside the WorkCentre

There are 2 Customer Replaceable Units in the WorkCentre, the SMART Kit Drum Cartridge (7) and the Toner Cartridge (8).

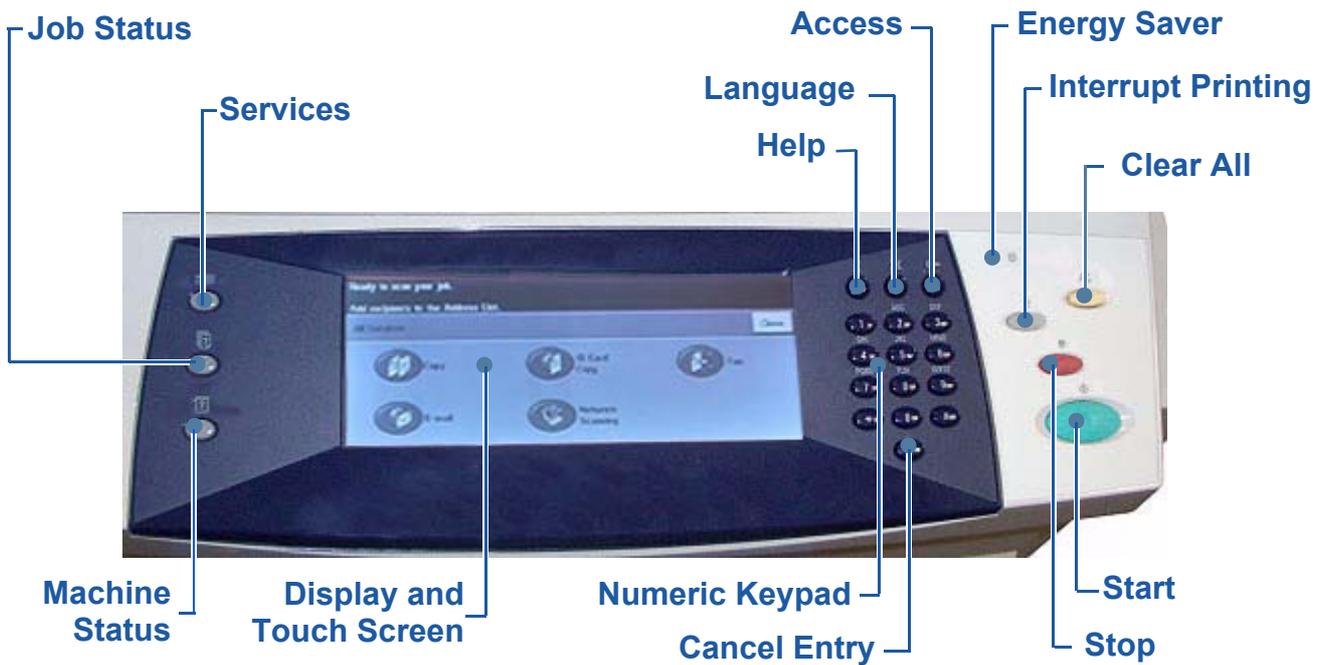
If the Finisher option is installed there is also a replacement Staple Cartridge.

The Serial Number (9) is also located here.

If the machine display is on, the Serial Number can also be seen by pressing the **Machine Status** button.



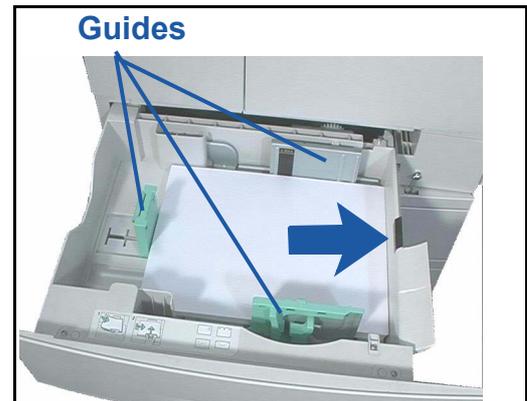
Control Panel Overview



| Item | Description |
|--------------------------|---|
| Services | Displays the Services screen to enable selection of features. |
| Job Status | Use to view the current job status and other job queues. |
| Machine Status | Use to access machine information, status, Serial Number and to print reports. |
| Display and Touch Screen | Displays the current WorkCentre status and screens to select machine features. |
| Help | Displays help messages for features and error messages. |
| Language | Used to select the language shown on the display. |
| Access | Provides access to machine setups for the Administrator. |
| Numeric Keypad | Use to enter alphanumeric characters. |
| Cancel entry | Cancels the entry made on the Numeric Keypad. |
| Energy Saver Indicator | Indicates when the machine is in energy saving mode. |
| Clear/Clear All (AC) | Press once to clear a current entry. Press twice to return to default settings. |
| Interrupt Printing | Use to interrupt the current job to run a more urgent job. |
| Stop | Stops the current job or the job in progress. |
| Start | Use to activate a job. |

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 right side of the tray.
- 3 When you close the tray, the *Tray Information* screen will display. Input the size, type and color of the paper you have loaded and press **Confirm**.



Loading Documents

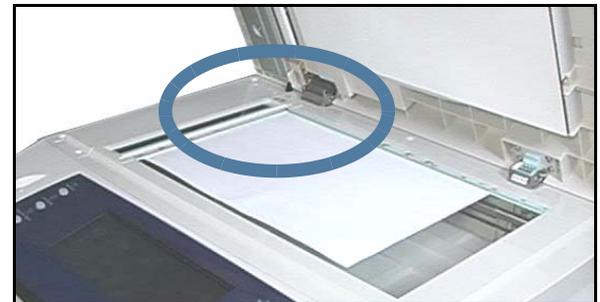
Documents can be loaded either into the Document Feeder or onto the Document Glass.

- 1 Load documents to be copied face up in the input tray of the Document Feeder with the top of the document to the left or rear of the tray.
- 2 Move the Document Guide to just touch both sides of the document.
Or.....



- 3open the Document Feeder and place single documents face down on the Document Glass aligned with the rear left corner.

NOTE: Documents are only scanned once even when several copies are selected.



Connecting to the Network

If your WorkCentre is a 4150s, 4150x or 4150xf, follow these instructions to connect the WorkCentre to an Ethernet TCP/IP network.

If you are connecting your WorkCentre to a different type of network, or you wish to use other protocols, refer to the *System Administration CD*.

Test the WorkCentre

Before connecting the WorkCentre to your network, make sure that it is operating correctly as a copier.

- 1 Place a document in the Document Feeder and make 3 copies.
- 2 If the copies are made successfully, install the network connection as described in the next steps. If copying is not successful, refer to *Troubleshooting on page 31*.

Network Connection using TCP/IP

You can set up the TCP/IP network connection using either of the following methods:

- **DHCP:** Use this method to allow a DHCP server to automatically assign an IP address. This is the factory default setting.
- **Static IP address:** Use this method to manually assign an IP address provided by the network administrator.

When the WorkCentre is powered on, it automatically uses DHCP to obtain its network configuration. To use a static IP address, DHCP must be turned off and the IP address, gateway address, subnet mask, and DNS Server address must be entered manually.

- 1 Connect the Ethernet cable to the RJ45 connector on the WorkCentre.

NOTE: *The Ethernet cable is not supplied by Xerox.*

- 2 Continue on to the next step to setup the address using DHCP. If you want to set a static IP address, skip to *Network Setup Using a Static IP Address on page 10*.



Network Setup Using DHCP

- 1 After the WorkCentre starts, it negotiates with the DHCP server for an IP address. Wait two minutes for the network setup to complete and then check the allocated IP address as follows:
 - On the Control Panel, select the **Access** button and then enter the Administrator passcode [1111] and select **Enter**.
 - Select **Go to Tools > Connectivity and Network Setup > Network Setup > TCP/IP Options > TCP/IP Settings**.
 - The allocated TCP/IP address is in the *Name/Address* field.

- 2 Confirm that an IP address has been allocated and that it is an appropriate IP address for your network.

NOTE: If the IP address starts with 169.xxx.xxx.xxx, the DHCP server has not properly allocated an address or DHCP is not enabled on your network. Contact your network administrator for assistance.

Network Setup Using a Static IP Address

Before you begin, obtain the following information from your network administrator:

- IP Address
- Gateway Address
- Subnet Mask
- DNS Server Address

- 1 Press the **Access** button on the Control Panel, enter the Administrator's passcode [1111] and select **Enter**.
- 2 On the screen select **Go to Tools > Connectivity and Network Setup > Network Setup > TCP/IP Options**.
- 3 Select **HTTP** and **Enable**. Select **Save**.
- 4 Select **TCP/IP Settings**.
- 5 Touch the **Dynamic Addressing** button. By default, DHCP will be selected. Select **Disabled** to disable DHCP and touch **Save**.
- 6 Select **Name/Address**. Enter the *Host Name*, by touching the Keyboard symbol. Enter the *IP Address* by touching each box and entering the number using the *Numeric Keypad*. Select **Save**.
- 7 Select **Subnet and Gateway**. Enter the *Subnet Mask* and *IP Gateway*. Select **Save**.
- 8 If you do not wish to configure DNS settings proceed to the next step. If you wish to configure DNS settings select the **DNS Configuration** button. Enter the *Domain Name* and the *Preferred DNS Server* address. Select **Save**.
- 9 The static IP address is now set. Select **Exit Tools**.



Install Print Drivers

This procedure describes how to install Print Drivers using the Print Driver CD.

NOTE: *If you wish to install different print drivers or are using a different operating system refer to the System Administration CD for full details.*

The Print Drivers are on the Print Driver CD that was delivered with your WorkCentre.

You can use the CentreWare Print and Fax Drivers CD to install multiple components such as printer drivers, user documentation and PPDs (PostScript® Printer Description) at the same time. To use the installer, load the *CentreWare Print and Fax Drivers CD-ROM* delivered with your WorkCentre.

NOTE: *CentreWare is a group of applications, internet services and printer drivers which provide assistance to customers configuring and installing the device.*

- 1** At the client workstation insert the *Driver CD* into the CD drive.
 - 2** If the CD does not start automatically, go to the **Start** menu, select **Run** and browse to the CD drive. Select **Setup** and click **OK**. Click **OK** to start the installation procedure.
 - 3** Select the language for the installation and select **Continue**. The driver screen is displayed.
 - 4** Select **Install Drivers**.
 - 5** Select **Install Print Drivers**.
- NOTE:** *The Adobe® PostScript® 3™ Driver is installed by default.*
- 6** To install the PCL 5 or PCL 6 Print Drivers, select **Option** and check the boxes for the drivers required.
 - 7** Enter the Printer's IP address, DNS name or UNC path for the WorkCentre.
 - 8** Select **Install**.
 - 9** Follow the on screen messages to complete the installation.
 - 10** When the Print Driver is successfully installed, either send a test print from the print driver or submit a job to the WorkCentre.
 - 11** If the printing operation is successful, continue on to the next setup procedure in this document. If the print operation failed, refer to *Troubleshooting on page 31*.

For a full explanation refer to the System Administration CD that accompanied your WorkCentre.

E-mail Setup

If you wish to setup the E-mail service follow this procedure. If you do not want to setup this service at this time continue on to *Fax Setup*.

If your WorkCentre is a network connected configuration, it will arrive with the E-mail service enabled.

NOTE: *If you do not see the E-mail button on the All Services screen, enable E-mail in the Tools Pathway. (Select **Access** > **Passcode [1111]** > **Enter** > **Go to Tools** > **More** > **Optional Services** > **E-mail**.)*

Before starting the setup procedure, please ensure the following items are available or have been performed.

- Ensure the WorkCentre is fully functioning on the network and that the E-mail service is available on the *All Services* screen.
- Ensure that the TCP/IP and HTTP protocols are configured on the device and fully functional. Refer to *Network Setup Using a Static IP Address* on page 10.
- Obtain the IP Address of a functional SMTP mail server that accepts inbound mail traffic.
- Ensure the DNS settings are configured correctly and obtain the Domain Name address, if applicable.
- Create an E-mail account which the WorkCentre will use as the default *From* address.
- Test the E-mail account by sending an E-mail to the Xerox device account. This task should be completed at a mail client on your network that supports SMTP (Simple Mail Transfer Protocol) and POP3 (Post Office Protocol 3).

You will use Internet Services to configure E-mail settings and this is accessed through your web browser.

- 1** Open your Web browser and enter the TCP/IP address of the WorkCentre in the Address bar. Press **Enter**.
- 2** Select **Properties** > **Connectivity** > **Protocols** > **TCP/IP**.
- 3** Enter the domain name in the *Domain Name* box (for example: abc.xyz.company.com). It is only necessary to configure the DNS settings if Host Names are to be used.
NOTE: *If Dynamic Addressing has been set on the WorkCentre (DHCP or BootP) the Domain Name will not be accessible. If you need to change it, select **Static** from the IP Address Resolution menu list.*
- 4** Scroll to the bottom of the screen and click the **Apply** button to implement any changes. Enter the current administrator tools *User Name* and *Password*. The default is **[admin]** which is case sensitive, and **[1111]**.
- 5** From the *Protocols* menu select **SMTP Server**.
- 6** Select either *IP Address* or *Host Name* and enter the *Host Name* or the *IP Address* and *Port Number* (1-65535) of the SMTP Server. The default Port is 25.
- 7** Check the box if your *Server Requires SMTP Authentication*.
- 8** Enter the *Login Name* and *Password*.

9 If your server requires POP3 authentication before SMTP select **Enable** and either **Login with User Credentials** or **Login with Device Credentials**.

10 If you selected *Login with Device Credentials*, enter the SMTP Server *Login Name* and *Password*.

11 Select **Apply** to confirm your settings.

12 From the *Properties* menu, Select **Services > E-mail Settings > E-mail Setup**.

13 On the E-mail Setup screen you can select the following options:

- Scan Resolution
- Attachment Type
- Output color
- Date/Time stamp on Pdf documents
- “From” and “To” Security Options
- Auto send to self
- Specify default Subject field text
- Specify default Message Body text
- Specify default Signature text
- Programmable SmartKeys
- Choose E-mail/Fax Forwarding rules
- Choose Confirmation Sheet rules

14 When you have made your selections select **Apply**.

NOTE: *For more information on all of the E-mail features including setting up address books, please refer to the System Administration CD.*

Fax Setup

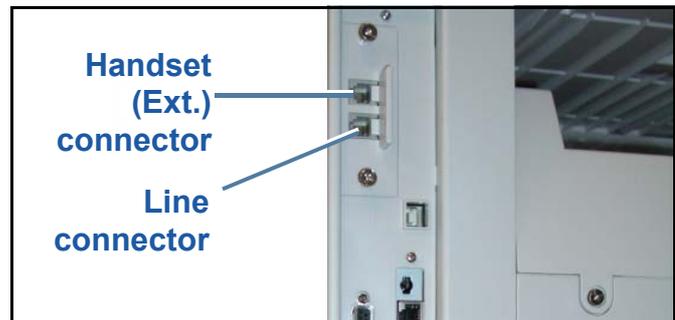
The WorkCentre 4150 and 4150s can have Fax installed as a optional feature. The Fax Kit will require both installation and setup. Fax on the WorkCentre 4150x and 4150xf is a standard feature but will require setup when the WorkCentre is installed.

Installing the Fax Kit (4150 and 4150s only)

- 1 Install the Fax Kit using the instructions in the Kit.

Connecting

- 2 Connect the telephone line to the *Line* connector on the WorkCentre.
- 3 If you wish to attach a handset to the WorkCentre, connect the handset to the *Ext.* connector.



Setting up

- 4 Press the **Access** button to enter the Tools pathway.
- 5 On the numeric keypad enter **[1111]** or the current passcode and touch **Enter**.
- 6 Select **Go to Tools > More > Optional Services > Embedded Fax**. The Fax Install Screen will appear.
- 7 Select the required (or nearest) country location by touching the entry in the *Country Setup* list and select **Next**.
- 8 Select the required dialing method. For a tone line select **Tone**. For a 10 pulse per second line select **Pulse**. If in doubt, select **Tone**.
- 9 Touch the keypad symbol for *Fax Number* and enter the fax telephone number for the WorkCentre.
- 10 Touch the keypad symbol for *Machine Name* and enter the friendly name for the WorkCentre.
- 11 Select **Save** and **Close** and **Exit Tools**. The WorkCentre will now send and receive fax transmissions using default settings. If you wish to change the Fax Setup enter the Tools Pathway as described in steps 4 and 5 and select **Go to Tools > More > More > Fax Setup**. The various Fax options can be selected and changed.

Installing Option Kits

This section provides instructions on how to install and configure optional features:

- Network Scanning
- Hard Disk Overwrite
- Server Fax
- Network Accounting

NOTE: For instructions on installing and configuring Server Fax and Network Accounting, refer to the System Administration CD.

Installing Option Kits

All the Option Kits are installed in the same way. Each kit will contain a Feature Enablement Key and instructions.

- 1** With the WorkCentre switched on, insert the Feature Enablement Key into the Card Reader slot just above the On/Off switch on the left hand side of the machine.
- 2** When the feature is successfully installed a pop-up message will tell you that the feature is configured and ask you to remove the Feature Enablement Key.



Network Scanning

Network Scanning is an optional feature, available for the WorkCentre 4150s, 4150x and 4150xf, and can be purchased from your Xerox Sales Representative.

Network Scanning enables you to convert your hard copy documents to electronic files and retrieve them from a server or workstation on the network.

There are two ways to configure Network Scanning:

- Use *Internet Services*, the WorkCentre's embedded web server, to set up the Network Scanning feature. Installation and setup of this feature is described below.
- *FreeFlow™ SMARTsend™* is an optional application that will scan to a variety of destinations. Installation and setup of this feature is described in the *FreeFlow™ SMARTsend™* System Administrators CD that comes with the application.

NOTE: Scanning services should be enabled on your network before you enable the Network Scanning option.

Install Internet Services Network Scanning

- 1** Configure the option. Refer to *Installing Option Kits* on page 15

Create a Network Scanning Repository

- 2** At your PC, open your web browser and enter the Host Name or IP address of the WorkCentre.
- 3** Select **Properties > Services > Network Scanning > File Repository Setup**.

- 4 In the *Default File Destination* box select **Add** and enter a name to describe the filing destination.
- 5 Select the correct protocol for the repository in the *Protocol* menu.
- 6 Select and enter either the *IP Address* or *Host Name* of the server you want to send your scanned images to.
- 7 In *Document Path* enter the path to the location of the folder on the server where you want to store your images. Enter the full path to the folder, starting from the root of FTP services.
- 8 Enter the *Login Name* and *Password* of the Server to enable the WorkCentre to access the default repository.
- 9 Click **Apply**.
- 10 A default template can now be used on the WorkCentre. You can modify the template or create new templates from *Internet Services*.

For more detailed information on Network Scanning, repositories and templates, refer to the *System Administration CD*.

Image Overwrite

The Image Overwrite Security Kit is an option kit available for purchase from your Xerox Sales Representative for all connected WorkCentres.

When a job is processed it is stored on the hard drive. For security, you can delete the processed jobs from the hard drive using either Immediate Image Overwrite or On Demand Image Overwrite. On Demand Image Overwrite is initiated as required by the WorkCentre administrator whereas Immediate Image Overwrite clears the memory on a job by job basis immediately after each job has been processed.

NOTE: *Copy jobs are not sent across the network or stored in the same way as other types of jobs, so they do not need to be overwritten.*

Installing the kit

- 1 Install the kit. Refer to *Installing Option Kits on page 15*.

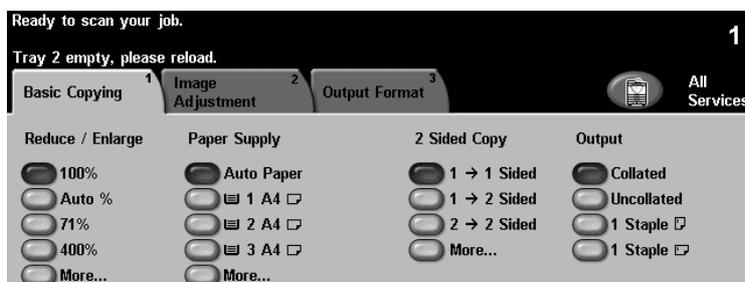
Enable Immediate Image Overwrite

- 2 Press the **Access** button to access the Tools pathway.
- 3 On the keypad enter **[1111]** or the current passcode. Touch **Enter**.
- 4 Select **Go to Tools > More > Optional Services > Immediate Image Overwrite**.
- 5 Select **Enable**, **Save** and **Exit Tools**. The feature becomes immediately operational and requires no further configuration by the System Administrator.

Making Copies

- 1 Load the documents to be copied either face up in the Document Feeder or face down to the rear left corner of the Document Glass.
- 2 Select the **Services** button. If the *Basic Copying* screen is not displayed, touch the **All Services** button and then **Copy**. The *Basic Copying* screen will be displayed.
- 3 Select the required features using the Touch Screen.

The features are shown in the table below.

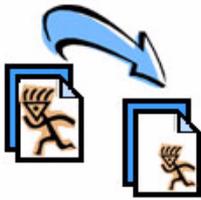


| Basic Copying | Image Adjustment | Output Format |
|---|---|--|
| Reduce/Enlarge - reduce or enlarge the image 25% to 400% | Image Quality - adjust settings to improve image quality | Booklet Creation - automatically print document as a booklet |
| Paper Supply - Select the tray/size of paper | Edge Erase - deletes the edges of the image | Multi -Up - prints several images on 1 page |
| 2 Sided Copy - 1 or 2 sided copy options | Book Copying - copy bound documents | Covers - insert covers |
| Output - collated and stapled options | Image Shift - moves the image on the page | Transparency Separators - insert dividers between each transparency |
| | Original Size - Set size of original | |

- 4 Enter the number of copies required, using the numeric keypad and then press **Start**.
NOTE: To confirm the Copy job, press the **Job Status** button on the Control Panel to display the Job Status screen. The queued copy job will be displayed in the queue.

Additional Copy Features

Reduce / Enlarge



Originals can be reduced or enlarged between 25% and 400%. To use this option, select the **Basic Copying** tab. Select any one of the preset *reduce/enlarge* ratios or touch **More** to access custom settings.

Image quality adjustment



You can enhance the copy quality of the output based on the type and quality of the original being scanned. To use this option, select the **Image Adjustment** tab and select **Image Quality**.

Original Type: Select the type of document to be copied, either Text, Text and Photo or Photo.

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.

Creating booklets



A sequential set of either 1-sided or 2-sided originals can be copied to create handy booklets. The WorkCentre produces 2-sided prints automatically, which when folded, produces a booklet with all the pages in the correct sequence. The WorkCentre will also reduce and correctly position each image to fit on the selected paper.

To use this option, load the originals in the Document Feeder and select the **Output Format** tab and **Booklet Creation**.

Multiple images



This feature is used to copy two or more documents, in a reduced size, onto one sheet of paper. It is ideal for creating handouts, storyboards or documents used for archival purposes. To use this option, load the originals in the Document Feeder and select the **Output Format** tab and choose **Multiple Up**. You can copy one, two or four separate originals onto one sheet of paper.

Printing a Document

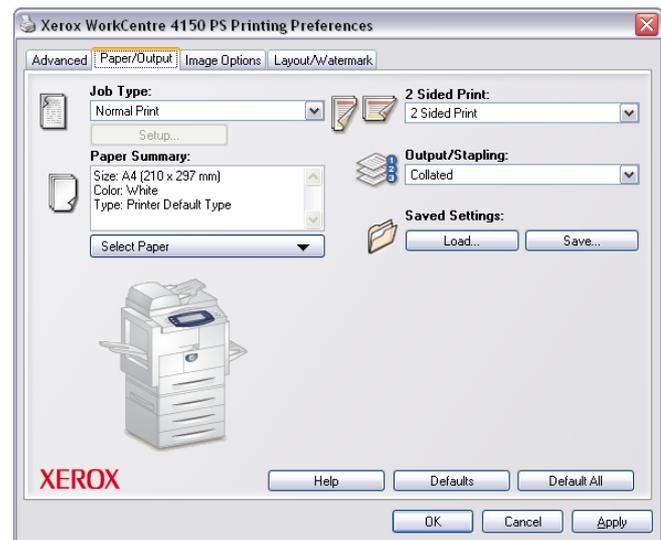
- 1 Ensure that the correct Xerox WorkCentre 4150 printer driver has been installed on your PC. To install the print drivers refer to *Install Print Drivers on page 11*.

You can also access the Print Drivers by referring to the CentreWare Print and Fax Services CD or you can download the latest versions from the Xerox website at www.xerox.com/support.

- 2 Open the document to be printed. Select **File > Print** and select the Xerox WorkCentre 4150 from the list of printers displayed.
- 3 To change the default printing properties select **Properties**.

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

- The *Advanced* tab contains various font and printing options.
- Use the *Paper/Output* tab to choose the type of media, size and color and output choices like Staple and 2 Sided Prints.
- *Image Options* enables you to adjust the look of your prints. You can reduce and enlarge the image size, save toner and set the resolution.
- 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.



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

- 4 The print job will be sent to the WorkCentre and will appear in the *Incomplete Jobs* queue. To view the queue at the WorkCentre, select the **Job Status** button.

Additional Print Features

Rotate image



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

Saved settings



Frequently (or rarely) 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, select the **Paper/Output** tab, click on **Save** to save current settings. Click on **Load** to load previously saved settings.

Toner Saver



If you are printing draft documents you can reduce the toner (dry ink) used by selecting the *Toner Saver* feature. The image will be lighter than normal but will be legible and ideal for checking or proofreading a document. Select the **Image Options** tab and click on the **Conserve Dry Ink** checkbox to use this feature.

Add watermark

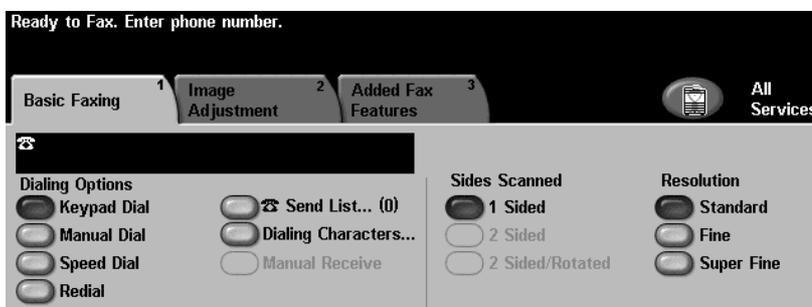


The *Watermark* feature lets you create and print background text or bitmaps, across the pages of your documents. You can create your own watermarks or edit existing ones. You can also specify watermarks to be printed in the foreground or background or printed only on the first page. To use this option, select the **Layout/Watermark** tab and select the appropriate choices from the **Watermark** section.

Sending a Fax

1 Load the documents to be faxed either face down on the Document Glass or face up into the Document Feeder.

2 Press the **Services** button on the Control Panel. Select the **All Services** button and choose the **Fax** option. This displays the *Basic Fax* screen.



3 Enter the recipient's fax number by:

- Keypad Dial - enter the number on the numeric keypad.
- Manual Dial - if a telephone handset is attached to the WorkCentre, select **Manual Dial** and dial the number on the handset.
- Speed Dial - Select Speed Dial and enter a pre-set speed dial number.
- Send List - Add several recipients to the Send List to send the same fax to several recipients. This button provides access to the dial directory for individuals and groups.

4 Select the required features for your fax job. They are shown in the following table:

| Basic Faxing | Image Adjustment |
|---|---|
| Sides Scanned - 1-sided or 2-sided originals | Image Quality - adjust settings to improve image quality |
| Resolution - sets the quality of image | Color Mode - mono or color |
| | Original Size - set size of original |

NOTE: The *Added Fax Features* tab provides access to fax setup features such as creating mailboxes, adding names to a dial directory and other useful options.

5 Press **Start** to transmit your fax.

NOTE: To confirm the Fax job, press the **Job Status** button on the Control Panel to display the Job Status screen. The queued job will be displayed.

Additional Fax Features

Delayed send



This feature enables you to specify the time the fax is transmitted. This option can be used to delay transmission of a fax job to an off-peak period to reduce the cost of the call. To use this option, select the **Added Fax Features** tab. Select **Fax Sending Features > Delay Send**.

Change the resolution



The Resolution effects the appearance of the fax at the receiving fax terminal. To use this option, select the **Basic Faxing** tab and choose from the available options under *Resolution*. You can select **Standard** for most text documents, **Fine** for line art and photos and **SuperFine** for photos and halftones or images that have gray tones.

Set up a dial directory



Use this feature to store destination names, fax numbers and transmission settings in your WorkCentre. Entries stored here will be available for selection within the *Send List* feature on the *Basic Faxing* tab. Select the **Added Fax Features** tab and then **Dial Directory Setup**. Enter *Individual* fax details. Dialing *Groups* can also be set up comprising several *Individual* entries.

Fax Reports

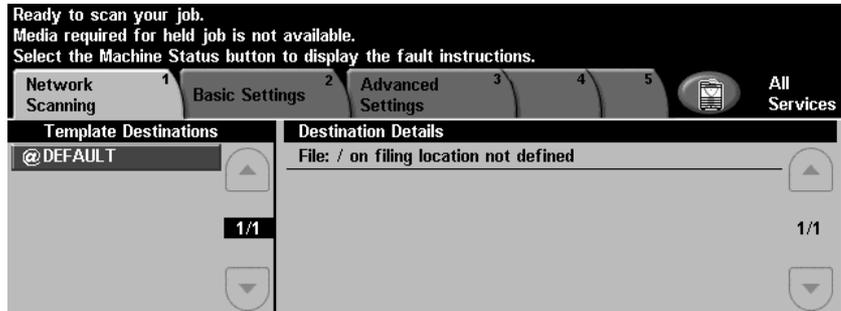


Numerous fax reports can be printed by selecting the **Added Fax Features** tab and **Fax Reports**. Select the report you require and then touch the **Print Report** button.

Network Scanning

Network Scanning enables you to scan your hard copy documents and store them as electronic files. You can retrieve the files from the server using your workstation.

- 1 Load the documents to be scanned either face down on the Document Glass or face up into the Document Feeder.
- 2 Press the **Services** button on the Control Panel. Touch the **All Services** button and choose the **Network Scanning** option. This displays the *Network Scanning* screen.
- 3 Select the Scanning Template you require from the *Template Destinations* list.
- 4 If required, modify the template settings from the options on the *Basic* and *Advanced Settings* tabs



| Basic Settings | Advanced Settings |
|---|---|
| Color - Black and white or color scan | Image Options - Lighten or darken the image |
| 2-Sided - Original can be 1 or 2 sided | Scan to Edge - Scan the complete page |
| Original Type - Text or photo | Original Size - Set size of original |
| Scan Presets - Sets the scan settings to suit how the scanned image will be used | File format - PDF, TIF or JPEG |
| | Resolution - from 72x72 to 600x600 dpi |
| | Quality/File Size - optimum quality versus file size |

NOTE: The *Option* tab enables Document Management options. The *Refresh Destinations* tab will refresh the *Template Destinations* list if new templates have been created.

- 5 Press **Start** to scan your documents.

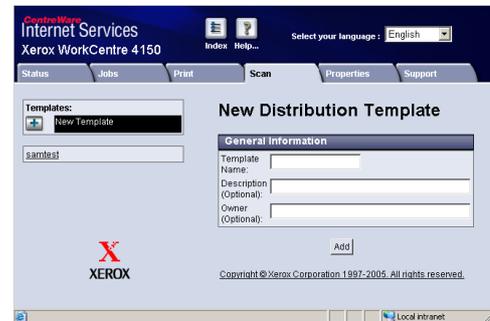
NOTE: To confirm the scan job, press the **Job Status** button on the Control Panel to display the *Job Status* screen. The queued job will be displayed.

Additional Network Scanning Features

Creating a Scanning Templates

Templates are used in network scanning to define the destination and scan settings for your scan job. Your workflow will be more efficient if you create specific templates for your most frequent scanning jobs.

New templates are based on the settings configured for the Default Template or you can copy and modify existing templates. Up to 250 templates can be created.



- 1 Open your Web browser and enter the TCP/IP address of the machine in the Address bar. Press **Enter** and click the **Scan** tab.
- 2 In the *General Information* window, enter a name for your template in the *Template Name* box. Optionally you can add a description and the name of the owner.
- 3 Select **Add** to create the new template. Input the Administrator's user name and passcode [**admin/1111**]. The template will appear in the **Templates** list on the left hand side.

Name / Format

- 4 To select the name and the format of the scanned document, select **Edit**. Enter a name for the scanned document and choose the format from: PDF, Multi-Page TIFF, TIFF or JPEG-JIF. Select **Apply**.

Destination Services

- 5 The scan can be sent to a file repository setup by the System Administrator or transmitted as a fax if *Fax Server* is enable on the WorkCentre. Select **File** and/or **Fax** as appropriate. If you select File, select the file repository to which your scanned images will be sent.

Document Management Fields

- 6 If you wish to add data to assist document management of your scanned images, select **Add** and complete the appropriate information.

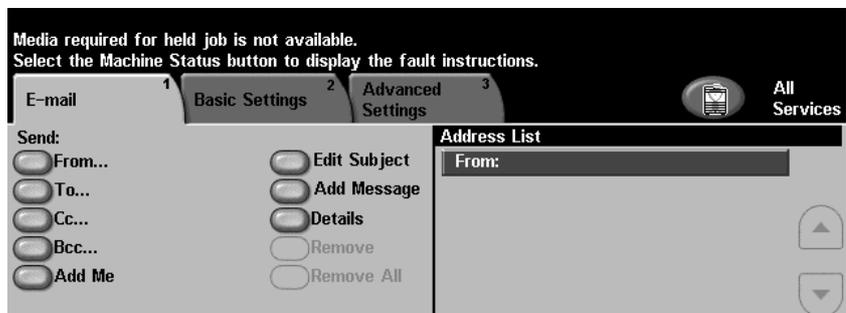
Scan Options

- 7 To change the scanning options select **Edit**. You will be able to set *2-Sided*, *Original Type* and advanced scanning settings such as *Lighten/Darken*, *Contrast*, *Original Input* and *Resolution*. You may also choose to print a confirmation report and job log.
- 8 When you have made your selections, select **Apply**. Your new template will appear in the *Template Destinations* list on the WorkCentre.

Sending an E-mail

1 Load the documents to be E-mailed either face down on the Document Glass or face up into the Document Feeder.

2 Press the **Services** button on the Control Panel. Touch the **All Services** button and choose the **E-mail** option. This displays the *E-mail* screen.



3 Touch **From** and enter the address you want to appear in the *From* field of the fax .

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

4 Touch **To** and enter the E-mail address of the recipient. If an address book has been set up you can just enter the name of the recipient and press **Enter**. 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 *Address List* in this way.

5 Touch **CC...** and/or **BCC...** to copy the E-mail to other recipients.

6 Select **Edit Subject** and enter the *Subject* of the E-mail.

7 Select any setting appropriate for your document from either the *Basic Settings* tab or the *Advanced Settings* tab.

| Basic Settings | Advanced Settings |
|---|---|
| Color - Black and White or Color | Image Options - Lighten or darken the image |
| 2-Sided - Original can be 1 or 2 sided | Scan to Edge - Scan the complete page |
| Original Type - Text or photo | Original Size - Set size of original |
| Scan Presets - Sets the scan settings to suit how the scanned image will be used | File format - PDF, TIF or JPEG |
| | Resolution - from 72x72 to 600x600 dpi |
| | Quality/File Size - optimum quality versus file size |

8 Press **Start** to scan your document and send it as an attachment to an E-mail.

NOTE: *To confirm the job, press the **Job Status** button on the Control Panel. The job will be displayed in the job queue.*

Additional E-mail Features

Scan Presets



Scanned images are a compromise between image quality (resolution) and file size. This feature enables you to select the optimum settings according to how the scanned image will be used with just one button press.

The options are:

| Preset | Output |
|----------------------|--|
| Sharing and Printing | A medium quality scan and file size |
| High Quality | Use to produce a high quality image on photos and halftones |
| Archival Record | Produces small file size for electronic storage |
| OCR | High image quality to enable the use of Optical Character Recognition applications |
| Simple Scan | A low quality scan for a smaller file size |
| Custom | Individual options selected by the user. This is the default. |

Color Scanning



While the WorkCentre is a mono printer you can scan in color to both E-mail and fax. When the Color scan option is selected you will also be able to save the image as a JPEG-JIF format which is a better compression format for color bitmaps.

To enable Color scan to E-mail select the *Basic Settings* tab and choose the *Color* option. Select **Color**.

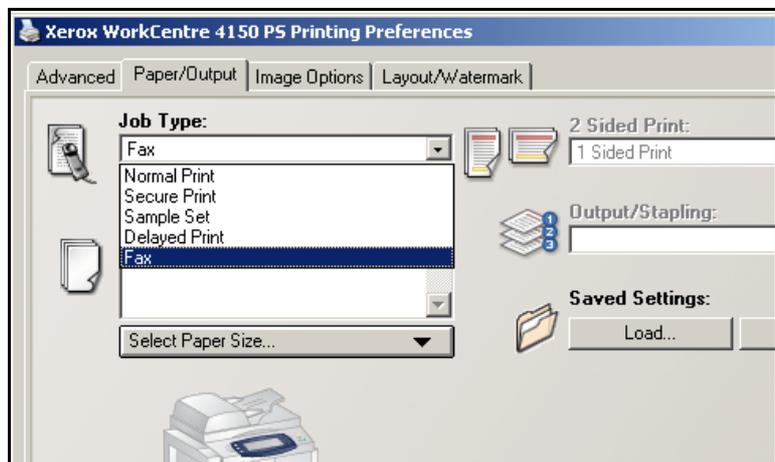
NOTE: When color scanning is selected, the maximum image resolution is 300x300 dpi.

LAN Fax

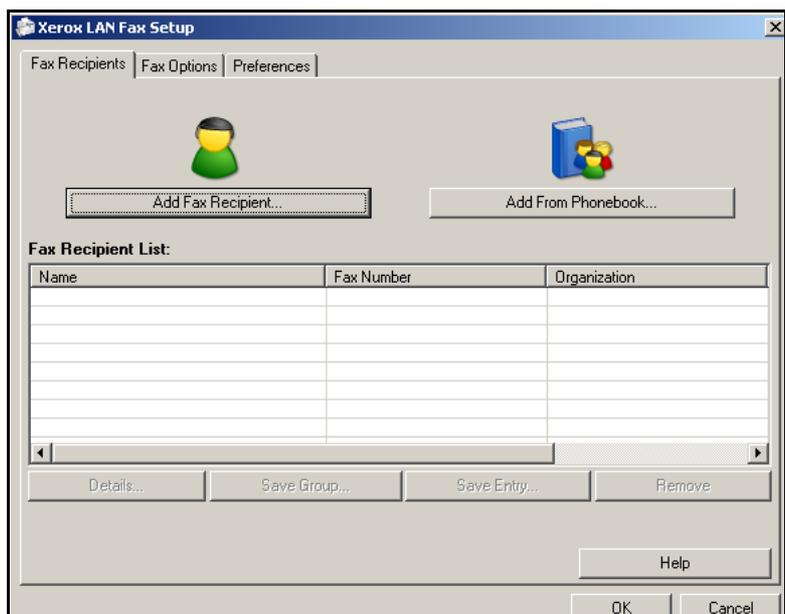
The optional *LAN Fax* feature enables you to send a fax to any fax machine over the telephone network from your PC or workstation. The document does not have to be printed first, and you can send it to the required destination without leaving your workstation.

NOTE: *LAN Fax is only available on WorkCentres that have Embedded Fax and are network connected. LAN Fax is NOT available on the PCL 5e print driver.*

- 1 Enable *LAN Fax* on your Print Driver as follows:
- 2 From the *Properties* screen for the WorkCentre 4150 print driver select **Configuration > Installable Options** and set *LAN fax* to *Installed*.
- 3 To send a *LAN Fax*, simply select **Print** from your application. Select the *WorkCentre 4150* as the printer.
- 4 Select **Properties** to display the *Print Driver* options.
- 5 On the *Paper/Output* tab, select **Fax** as your *Job Type* and select **OK**.



- 6 When you select **OK** on the *Print* window, the *LAN Fax Setup* window will be displayed. Enter the fax recipient as follows:
 - Select **Add Fax Recipient** and enter the fax number of the recipient or recipients.
 - If phonebooks have been setup, select **Add From Phonebook** and select the recipients.
- 7 Select **OK** and the fax will be sent to the WorkCentre which will send it to the Fax recipients.



Additional LAN Fax Features

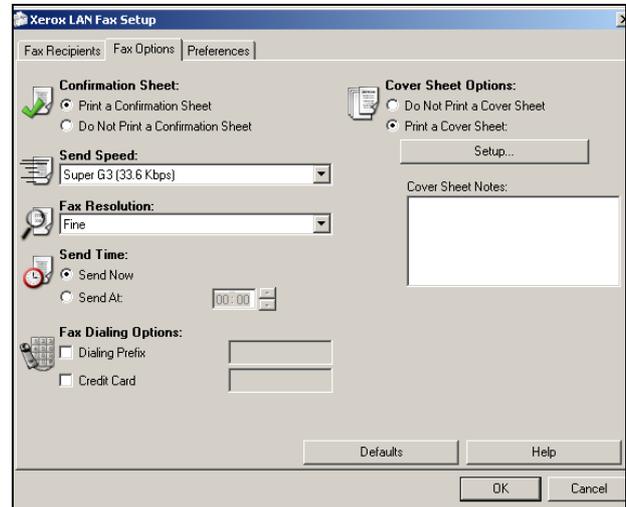
Fax Options

Select *Job Type* as **Fax** and then press **Setup**.

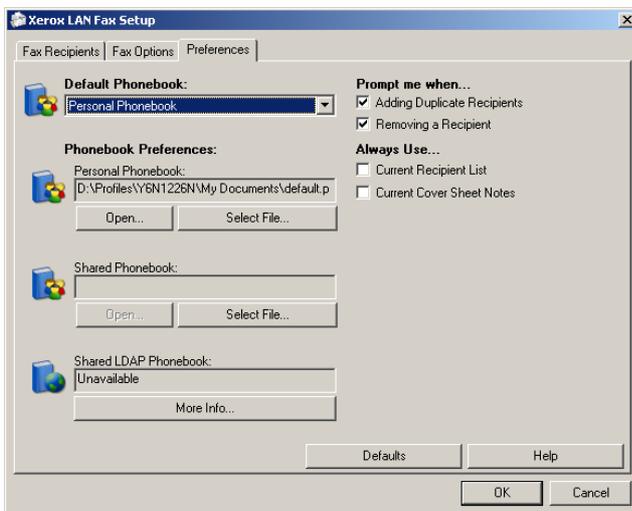
From the *LAN Fax Setup* screen select the **Fax Options** tab. Use this tab to select the options required for your fax job. A *Confirmation Sheet* can be printed to confirm the fax has been sent. A *Cover Sheet* with personalized notes can be sent with your fax.

Use *Send Speed* to select a specific rate at which to send your fax, and use *Fax Resolution* to adjust the quality.

A *Send Time* can be entered to send the fax at a specified time. Use the *Fax Dialing Options* to add a dialing prefix or credit card number.



Preferences



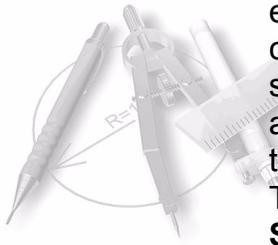
Use the *Preferences* tab to setup your phonebooks, settings and preferences.

Personal phonebooks can be created, edited and saved using the *Phonebook Preferences* options. Shared phonebooks can also be selected using these options.

Enhance your WorkCentre's productivity

The WorkCentre 4150 is a powerful multi function 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.

Customize your WorkCentre



The WorkCentre can be setup to reflect your office's workflow. For example, the initial screen you see when you walk up to the WorkCentre can be either the *Machine Status*, *Job Status* or one of the *Services*. Default settings for each of the *Services* can be set to your own requirements such as the default paper tray, customized reduction ratios and 2-sided copying to save on paper.

To explore the options, access **Tools** and explore the **Screen Defaults** and **System Settings**.

On-line Address Book

The Address Book comes in handy when you have built up a list of frequent fax or mail recipients. Use this feature to program the Address Book with recipients' details like E-mail address or fax numbers. Address Numbers registered for the Address Book can also be used as speed dial codes.

If configured, your machine is able to support both company (LDAP) and Local Address books. Local address books can be imported from a .csv file in **Internet Services > Properties > Services > E-mail Settings**.



Remote Administration

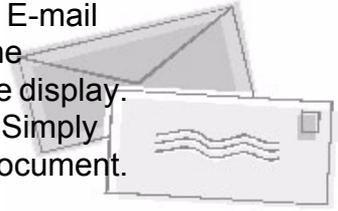


Your multi function machine contains its own *Internet Services* site. The site is accessed from your web browser. As a user, you can obtain information about the machine, and any jobs sent to the machine, from the comfort of your own desktop.

The various tabs on the web page contain different options to assess the status of the machine, media it contains, jobs in queue and Administrator setups. You can even send a print-ready job over the Internet with this feature. Simply open your web browser and enter the IP address of the WorkCentre.

Send paper documents as E-mail

Scanned documents can be sent as E-mail attachments to a specified E-mail recipient or recipients. Access to the E-mail features is gained using the **Services** button on the Control Panel and the **All Services** button on the display. This is an excellent feature for scanning documents for your own use. Simply select the E-mail feature, enter your own E-mail address and scan the document. Moments later it will be in your E-mail Inbox.



Easy Consumable Management

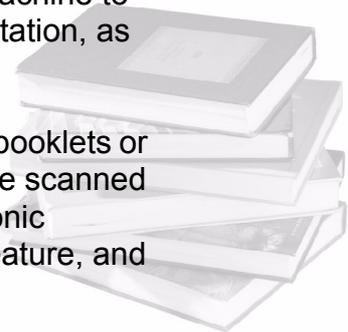
Consumables are items on the WorkCentre that need replenishing or replacing, such as paper, staples, and customer replaceable units. Units like the SMart Kit Drum Cartridge, Toner Cartridge and Staple Cartridge are customer replaceable, meaning you can replace the consumable without having to call out a Xerox service representative. This enables you to reduce down time.



Powerful Documents

The WorkCentre is not just any ordinary printer, you can use your machine to print and create documents tailored to your needs, be it for a presentation, as handouts or as meeting notes.

For example, the *Booklet Creation* feature enables the production of booklets or multi-page copies from 1 or 2-sided originals. *Bound Originals* can be scanned in color and sent to yourself using E-mail for inclusion in your electronic documents. Presentation packs can be created using the *Multi-up* feature, and many more. You are only limited by your imagination.



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 documentation and the fault messages on the WorkCentre help you to locate and resolve a problem easily.

Some problems can be resolved by switching off and switching on your WorkCentre. Wait approximately 20 seconds before switching the WorkCentre ON. If after rebooting your WorkCentre the problem has not been resolved, have a look at some of the areas below to identify solutions.

| Problem | Solution |
|---|--|
| The WorkCentre will not power on | <ul style="list-style-type: none">• Check to see that the WorkCentre 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 installed.• Press the ON/OFF button to ON (I). |
| Documents will not feed through the Document Feeder | <ul style="list-style-type: none">• Ensure that all staples or paper clips have been removed from the originals.• Ensure the document feeder is not overloaded. Max. 50 documents.• Ensure that the edge guides are adjusted to touch the sides of the originals. |
| The WorkCentre will not print from a workstation. | <ul style="list-style-type: none">• Make sure that an active network cable is connected to the WorkCentre.• Check that the Network Setup is correct. Refer to <i>Connecting to the Network on page 9</i>. |
| Cannot send an E-mail | <ul style="list-style-type: none">• Check if the WorkCentre is connected on the network as a printer.• Check that E-mail is enabled. Refer to <i>E-mail Setup on page 12</i>. |
| Paper jams | <ul style="list-style-type: none">• Load the paper in the paper trays with the seam side of the paper up.• Load the paper in the Bypass Tray with the seam side down.• 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 your WorkCentre is connected to a working telephone line and check for a dial tone.• Check that Fax is enabled. Refer to <i>Fax Setup on page 14</i>. |

NOTE: More detailed troubleshooting information can be found in the *Troubleshooting section of the User Guide*.

Paper jams

The screen will indicate the location of the jam.

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

NOTE: *Jam Clearance areas may vary depending on your WorkCentre model and configuration.*



Document jams

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.
- 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 recycled automatically to recover the job integrity.



Help

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

On the WorkCentre

Press Help at any time to access the on-line help screens. Messages, screen instructions and graphics provide additional information.



Documentation

Most answers to your questions will be provided by the documentation that is supplied on CDs with the WorkCentre. Alternatively you can access the documents from www.xerox.com/support.

- *User Guide* - contains instructions and information about all the features on the WorkCentre.
- *System Administration CD* - provides detailed instructions and information about connecting your WorkCentre to the network and installing optional features.

On the Print Driver



Select Help on the printer driver screen or [F1] on the PC keyboard for information on the displayed printer driver screen.

On Internet Services

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

Select **Help** to take you to the Xerox on-line support web site.



Greenwich Mean Time Offset

<http://www.greenwichmeantime.com/>.

| City/Region/ Country | GMT Offset | City/Region/ Country | GMT Offset | City/Region/ Country | GMT Offset |
|---------------------------------|---------------|-------------------------|---------------|-------------------------|---------------|
| International Date Line West | -12.0 | Switzerland | +1.0 | Chennai | +5.5 |
| Midway Island | -11.0 | Luxembourg | +1.0 | Kolkata | +5.5 |
| Samoa | -11.0 | Austria | +1.0 | Mumbai | +5.5 |
| Hawaii | -10.0 | Croatia | +1.0 | New Delhi | +5.5 |
| Alaska | -9.0 | Czech Republic | +1.0 | Almaty | +6.0 |
| Pacific Time (US, Canada) | -8.0 | Finland | +1.0 | Novosibirsk | +6.0 |
| Tijuana | -8.0 | Denmark | +1.0 | Astana, | +6.0 |
| Mountain Time (US, Canada) | -7.0 | Sweden | +1.0 | Dhaka | +6.0 |
| Central America | -6.0 | Poland | +1.0 | Sri Jayawardenepura | +6.0 |
| Central Time (US, Canada) | -6.0 | Norway | +1.0 | Rangoon | +6.5 |
| Guadalajara | -6.0 | Italy | +1.0 | Bangkok | +7.0 |
| Bogota | -5.0 | Greece | +2.0 | Hanoi | +7.0 |
| Lima | -5.0 | Turkey | +2.0 | Jakarta | +7.0 |
| Quito | -5.0 | Bulgaria | +2.0 | Krasnoyarsk | +7.0 |
| Eastern Time (US, Canada) | -5.0 | Egypt | +2.0 | Beijing | +8.0 |
| Atlantic Time (Canada) | -4.0 | Israel | +2.0 | Chongqing | +8.0 |
| Caracas | -4.0 | South Africa | +2.0 | Hong Kong | +8.0 |
| La Paz | -4.0 | Jordan | +2.0 | Urumqi | +8.0 |
| Newfoundland | -3.0 | Syria | +2.0 | Irkutsk | +8.0 |
| Brazilia | -3.0 | Finland | +2.0 | Ulaan Bataar | +8.0 |
| Buenos Aires | -3.0 | Moscow | +3.0 | Kuala Lumpur | +8.0 |
| Greenland | -3.0 | St. Petersburg | +3.0 | Singapore | +8.0 |
| Azores | -1.0 | Volgograd | +3.0 | Taipei | +8.0 |
| Cape Verde Islands | -1.0 | Kuwait | +3.0 | Seoul | +9.0 |
| Casablanca | 0.0 | Tehran | +3.5 | Yakutsk | +9.0 |
| Monrovia | 0.0 | Abu Dhabi | +4.0 | Guam | +10.0 |
| UK | 0.0 | Muscat | +4.0 | Port Moresby | +10.0 |
| Eire | 0.0 | Baku | +4.0 | Vladivostok | +10.0 |
| Portugal | 0.0 | Yerevan | +4.0 | Magadan | +11.0 |
| East Africa | 0.0 | Tbilisi | +4.0 | Soloman Islands | +11.0 |
| Holland | +1.0 | Kabul | +4.5 | New Caledonia | +11.0 |
| Belgium | +1.0 | Ekaterinburg | +5.0 | Fiji | +12.0 |
| France | +1.0 | Islamabad | +5.0 | Kamchatka | +12.0 |
| Spain | +1.0 | Karachi | +5.0 | Marshall Islands | +12.0 |
| Germany | +1.0 | Tashkent | +5.0 | Nuku'alofa | +13.0 |