How to make a copy

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents OR lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

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

3. Press the Services Home button on the Control Panel.

4. Select the Copy button on the touch screen.

5. If required, select the Copy tab. This is usually the active tab when the Copy service opens.

6. Select any options required.

7. Enter the number of prints required using the numeric keypad on the Control Panel.

8. Press the Start button on the Control Panel to scan the original.

For more information
Please refer to: user guides - available via http://www.support.xerox.com
How to Send a Fax

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents OR lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

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

3. Press the Services Home button on the Control Panel.

4. Select the Fax button on the touch screen.

5. If required, select the Fax tab. This is usually the active tab when the Fax service opens.

6. Select the Enter Fax Number entry box and use the numeric keypad, or the touch screen keypad to enter the recipient’s fax number.

7. Select the Add button. If you want to send the document to more than one recipient enter the additional details, one recipient at a time, and select the Add button again until all the recipients have been added.

8. Select the Close button to save the information you entered.

9. Select any options required.

10. Press the Start button on the Control Panel to scan the original.
How to Send a Server Fax

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents OR lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

2. Press the Clear All (AC) button to cancel any previous programing selections.

3. Press the Services Home button on the Control Panel.

4. Select the Server Fax button.

5. If required, select the Server Fax tab. This is usually the active tab when the Server Fax service opens.

6. Select the Enter Fax Number entry box and use the numeric keypad, or the touch screen keypad to enter the recipient’s fax number.

7. Select the Add button. If you want to send the document to more than one recipient enter the additional details, one recipient at a time, and select the Add button again until all the recipients have been added.

8. Select the Close button to save the information you entered.

9. Select any options required.

10. Press the Start button on the Control Panel to scan the original.

For more information
Please refer to: user guides - available via http://www.support.xerox.com

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How to Send an Internet Fax

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents OR lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

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

3. Press the Services Home button on the Control Panel.

4. Select the Internet Fax button.

5. If required, select the Internet Fax tab. This is usually the active tab when the Internet Fax service opens.

6. Select the New Recipient... button.

7. Use the touch screen keyboard to enter the e-mail address of the recipient.

8. Select the Add button. If you want to send the document to more than one recipient enter the additional details, one recipient at a time, and select the Add button again until all the recipients have been added.

9. Select the Close button to save the information you entered.

10. Select any options required.

11. Press the Start button on the Control Panel to scan the original.

For more information
Please refer to: user guides - available via http://www.support.xerox.com

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1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents OR lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

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

3. Press the Services Home button on the Control Panel.

4. Select the E-mail button on the touch screen.

5. If required, select the E-mail tab. This is usually the active tab when the E-mail service opens.

6. Select the New Recipient... button.

7. Use the touch screen keyboard to enter the recipient’s e-mail address.

8. Select the Add button.

9. Select the Close button to save the information you entered.

10. Select any options required.

11. Press the Start button on the Control Panel to scan the original.

For more information
Please refer to: user guides - available via
http://www.support.xerox.com
How to Save and Reprint Jobs

Saving Jobs using the Print Driver
1. Open the document to be printed on your computer.
2. Select the Xerox driver from the list of print drivers available.
3. Open the print driver properties window.
4. If required, click the Printing Options tab. This is usually the active tab when the print driver opens.
5. Select Saved Job from the Job Type dropdown menu.
6. Select the folder where your job should be saved from the Save To menu.
7. Click the OK button.
8. Select the option(s) required.
9. Click the OK button to save your settings.
10. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the OK or Print button.

Reprinting Saved Jobs
1. Press the Services Home button on the Control Panel.
2. Select the Print From button on the touch screen.
3. Select the Saved Jobs... button on the touch screen. The saved jobs folders are displayed.
4. Select the required folder.
5. Select the saved job required. If necessary, use the Up and Down arrows to scroll through the list until the job is displayed.
6. Select any options required.
7. Press the Start button on the Control Panel to print the job.

For more information
Please refer to: user guides - available via http://www.support.xerox.com

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How to Scan to Your Network

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents OR lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

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

3. Press the Services Home button on the Control Panel.

4. Select the Workflow Scanning button on the touch screen.

5. If required, select the Workflow Scanning tab. This is usually the active tab when the Workflow Scanning service opens.

6. Select a template type from the All Templates dropdown menu.

7. Select the required template from the list

8. Select any options required.

9. Press the Start button on the Control Panel to scan the original.

For more information
Please refer to: user guides - available via http://www.support.xerox.com
Machine Overview

Depending on the configuration of your device, it is capable of the following:

- Copy
- ID Card Copy
- One-Touch Scan
- Scan To...
- Workflow Scanning
- Fax
- Server Fax
- Internet Fax
- E-mail
- Print From...
- Xerox Online Support

Features

1. Document Feeder and Document Glass
2. Control Panel
3. Paper Trays 1 and 2
4. Paper Tray 3 and 4
5. Bypass Tray
6. Tray 6 (optional)
7. Inserter tray 7 (optional)
8. High Volume Finisher (optional)
9. Tri-folder (optional)

Control panel

1. Services Home
2. Services
3. Job Status
4. Machine Status
5. Touch Screen
6. Log In / Out
7. Numeric Keyboard
8. Help
9. Interrupt
10. Start
11. Clear all
12. Stop
13. Language

For more information

Please refer to: user guides - available via http://www.support.xerox.com

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How to Load Paper

Machine Overview

Trays 1 and 2
1. Open the tray.
2. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the guides just touch the paper.
4. Close the paper tray.
5. If the tray is set to Dedicated this is the end of the loading process.
6. If the tray is set to Fully Adjustable the paper tray settings will be displayed on the screen. If the settings are correct select the Confirm button. If the settings are not correct change the settings as required.

Bypass Tray
1. Make sure the tray is in the down position. For larger media, use the tray extension.
2. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the paper guides just touch the paper.
4. If the tray is set to Dedicated this is the end of the loading process.
5. If the tray is set to Fully Adjustable the paper tray settings will be displayed on the screen. If the settings are correct select the Confirm button. If the settings are not correct change the settings as required.

Tray 6
1. Press the button to open the door.
2. Wait for the paper tray to lower.
3. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
4. Close the door.

Tray 7 (Inserter)
1. Place the media in the correct orientation for the job. The labels on the top of Tray 7 (Inserter) provide instructions for input and output orientations.
2. Register the paper to the left edge of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the guide just touches the paper.

For more information
Please refer to: user guides - available via http://www.support.xerox.com