



# Quick Start Guide

**WorkCentre 7655**

**WorkCentre 7665**



**701P44893**

**May 2006**

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*NOTE: BLUE title is for IT administrator type personnel, GREEN for end users and RED means machine needs attention. Depending on the configuration of the machine, some User Interface screens may vary.*

## Table of Contents

<b>Control Panel</b>	<b>3</b>
<b>Simple Copying</b>	<b>5</b>
<b>Simple Faxing - Embedded</b>	<b>7</b>
<b>Simple Internet Faxing</b>	<b>9</b>
<b>Simple Scan to E-mail</b>	<b>11</b>
<b>Simple Network Scanning</b>	<b>13</b>
<b>Printing a configuration report</b>	<b>15</b>
<b>Billing Information/Usage Counters</b>	<b>17</b>
<b>Tools Overview</b>	<b>19</b>
<b>Configuring the Auditron</b>	<b>21</b>
<b>Tray Settings</b>	<b>23</b>
<b>Replacing the Toner Cartridges</b>	<b>25</b>

## Control Panel



1. **Touch Screen**  
The touch screen allows you to select all the available programming features. It also displays fault clearance procedures and general machine information.
2. **Job Status**  
Displays job progress information on the touch screen.
3. **Services button**  
Displays the job features on the touch screen.
4. **Machine Status**  
Displays the current status of the machine on the touch screen.

## Control Panel

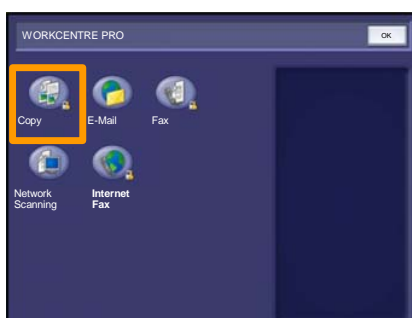
- 5. **Help**  
Accesses additional online information about a specific task.
- 6. **Language**  
Changes text to an alternative language (when available).
- 7. **Log In/Out**  
Provides password protected access to the Setup Tools used to adjust the defaults of the machine.
- 8. **Clear All**  
If pressed once, resets the default settings and displays the first screen for the current pathway. If pressed twice, resets all the features to their machine default settings.
- 9. **Interrupt**  
Temporarily stops the current copy job to allow a priority job to be run.
- 10. **Stop**  
Temporarily stops the current job. Follow the message to cancel or resume your job.
- 11. **Start**  
Starts the job.
- 12. **# (Hash)**  
Indicates the dialing character or designates a group dial number.
- 13. **Clear**  
Deletes numeric values or the last digit entered.
- 14. **Dial Pause**  
Enters a pause in a telephone number when transmitting a fax.

# Simple Copying

## 1. Load the documents



## 2. Press the Services button, select the Copy icon, then touch OK on the touch screen

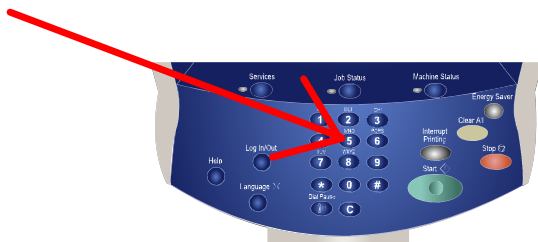


## 3. Select the Features

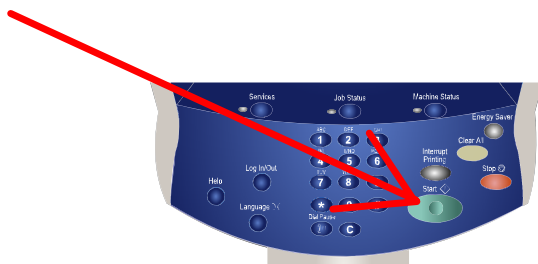


# Simple Copying

## 4. Enter the Quantity



## 5. Press Start



## 6. Identify your job in Job Status mode.

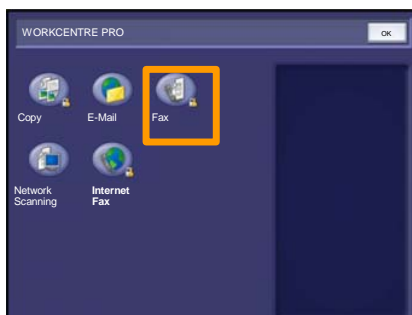


## Simple Faxing - Embedded

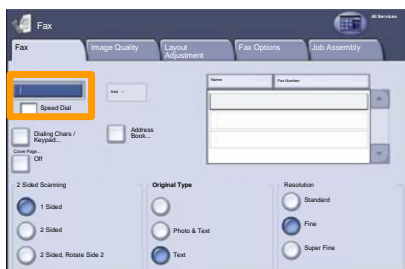
### 1. Load the documents



### 2. Press the Services button, select the Fax icon, then touch OK on the touch screen



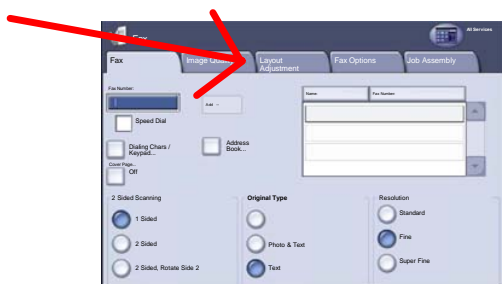
### 3. Enter the Fax number



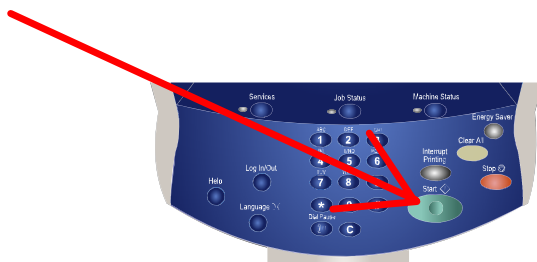


## Simple Faxing - Embedded

### 4. Change the Settings



### 5. Press Start



### 6. Identify your job in Job Status mode.

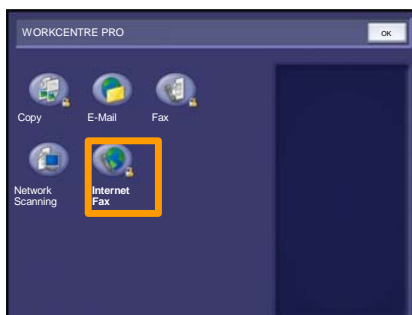


# Simple Internet Faxing

## 1. Load the documents



## 2. Press the All Services button, select the Internet Fax icon, then touch OK on the touch screen

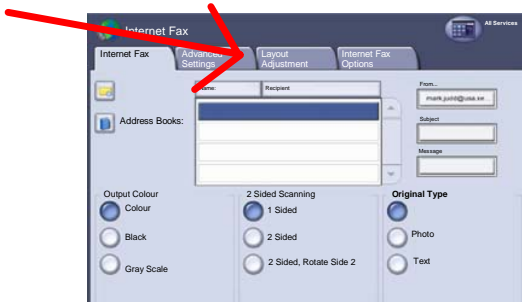


## 3. Enter the Recipient Details

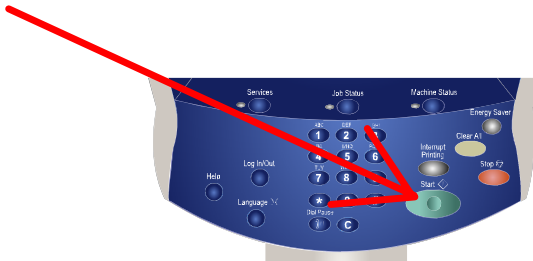


# Simple Internet Faxing

## 4. Change the Settings



## 5. Press Start



## 6. Identify your job in Job Status mode.

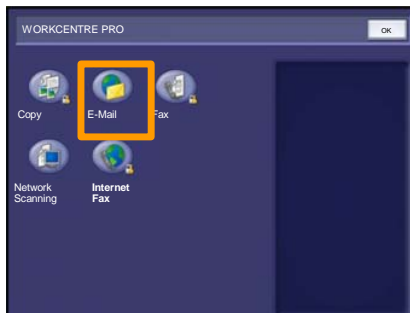


# Simple Scan to E-mail

## 1. Load the documents



## 2. Press the Services button, select the EMail icon, then touch OK on the touch screen

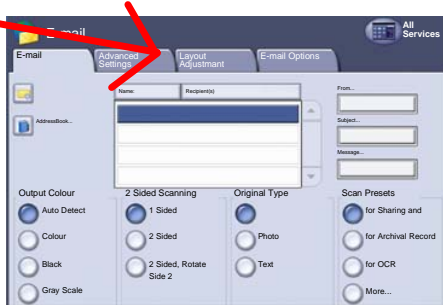


## 3. Enter the Recipient Details

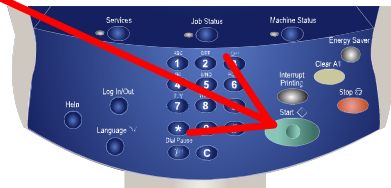


## Simple Scan to E-mail

### 4. Change the Settings



### 5. Press Start



### 6. Identify your job in Job Status mode.

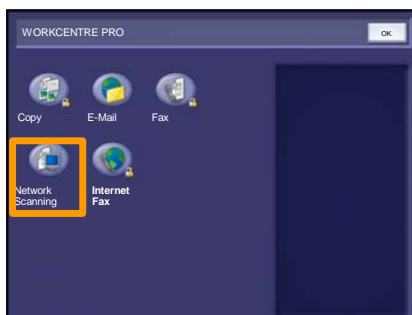


# Simple Network Scanning

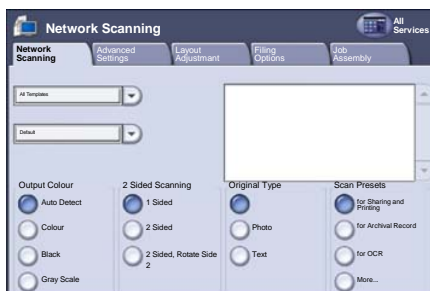
## 1. Load the documents



## 2. Press the Services button, select the Network Scanning icon, then touch OK on the touch screen

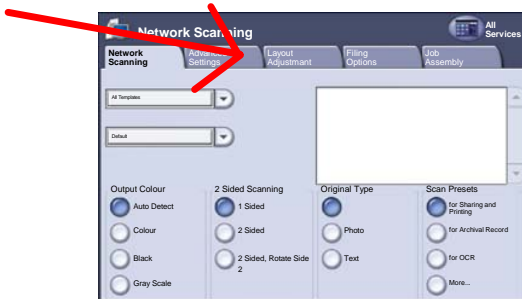


## 3. Select the template

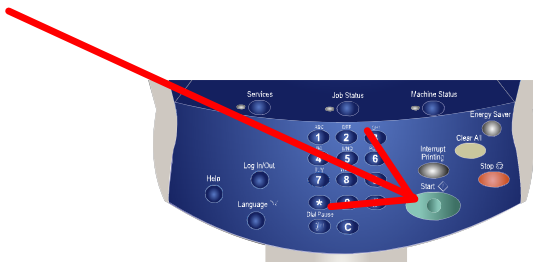


# Simple Network Scanning

## 4. Change the Settings



## 5. Press Start



## 6. Identify your job in Job Status mode.

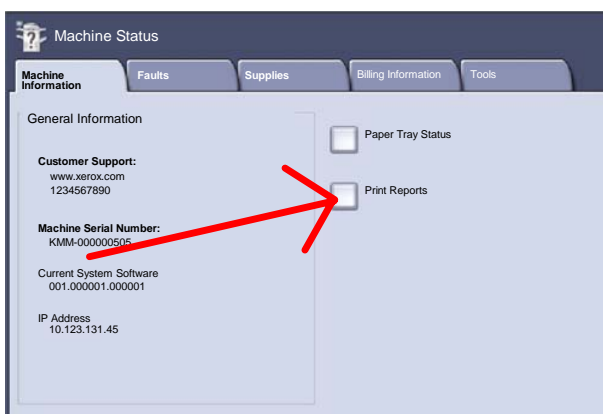


## Printing a configuration report

To print a configuration report select the **Machine Status** button.



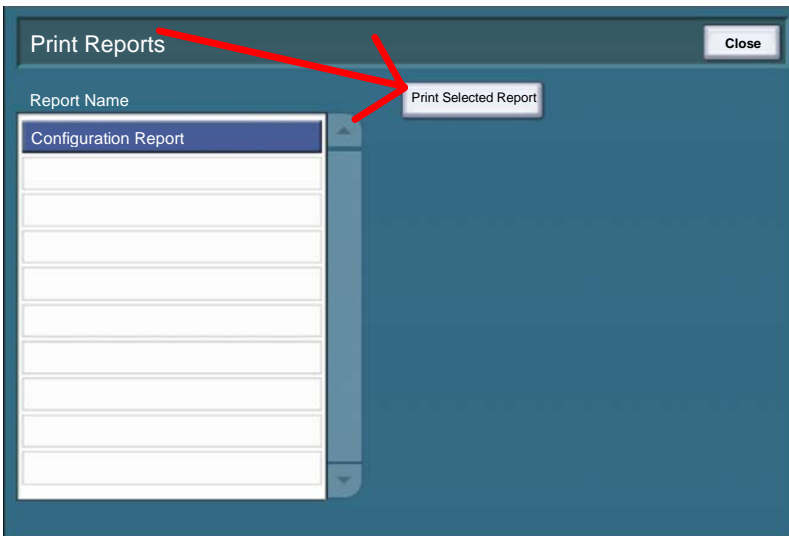
From the Machine Information tab, select the **Print Reports** button to access the type of reports you can print.





## Printing a configuration report

Touch the **Configuration Report** option, then select the **Print Selected Report** button.



A message will confirm that the report is being printed and the report will be delivered to the output tray.

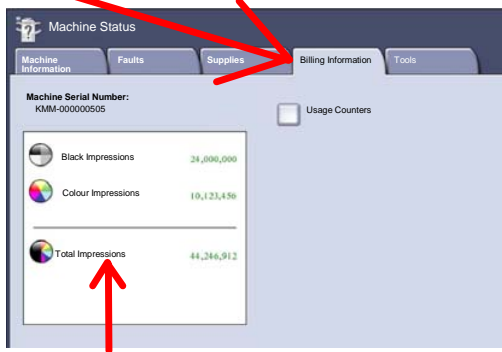
## Billing Information/Usage Counters

Billing information can be accessed by touching the **Machine Status** button, then touching the **Billing Information** tab.

### 1. Machine Status



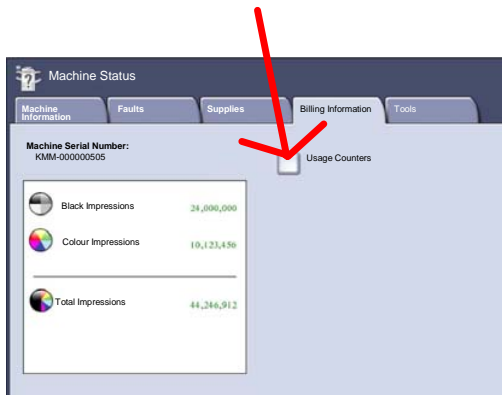
### 2. Billing Information



**Black Impressions, Colour Impressions, and Total Impressions** are shown on the Billing Information Tab.

## Billing Information/Usage Counters

The **Usage Counters** feature provides access to machine usage and billing information. This feature is accessed by touching the **Machine Status** button, then touching the **Usage Counters** button on the **Billing Information** tab.

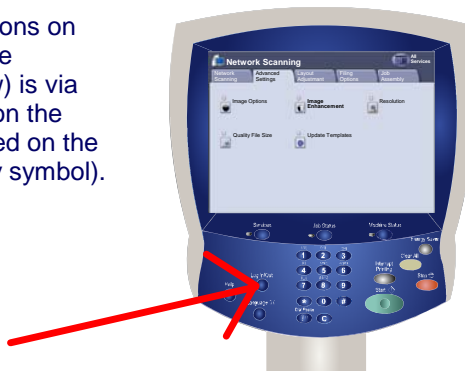


The **Total Impressions** counter is always displayed at the top of the list.



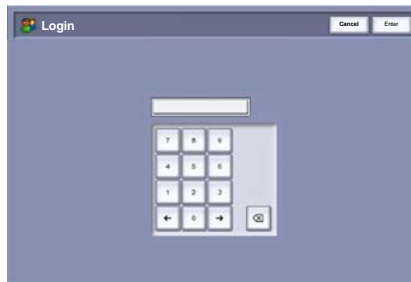
## Tools Overview

Access to all of the options on the **Tools** tab (within the Machine Status window) is via the **Log In/Out** button on the control panel (highlighted on the control panel with a key symbol).

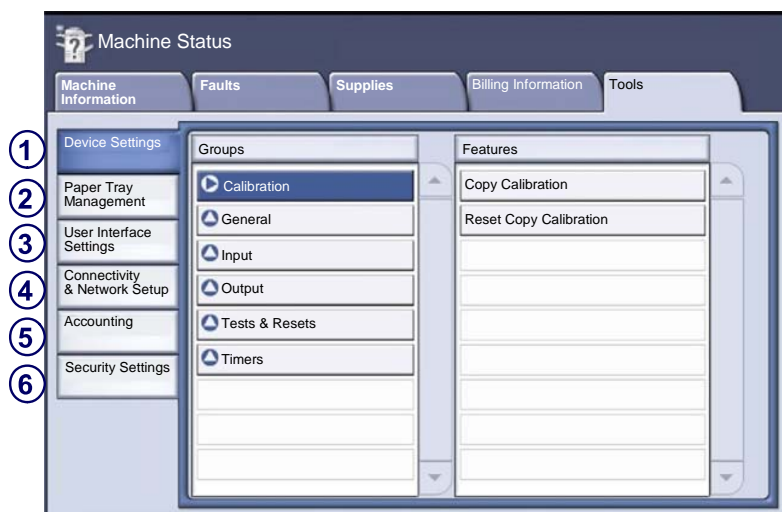


The Log In Window opens. Use the keypad to enter a 4 digit passcode in the Log In Window and then press **Enter** on the screen.

The factory preset passcode is 1111. It is strongly recommended that you change the passcode. Refer to the System Administration CD1 for information on changing the passcode.



## Tools Overview



1. The **Device Settings** section includes utilities for Calibration Settings, General Settings, Input Settings, Output Settings, Test Settings, and Timer Settings.
2. The **Paper Tray Management** section includes utilities for Paper Type and Colour Settings, Standard Size Required Settings, Paper Substitution Settings, Tray Settings, and Tray Contents Settings.
3. The **User Interface Settings** section includes utilities for General Settings, Common Service Settings, Copy Service Settings, Fax Service Settings, Service Enablements Settings, and Job Sheet Settings.
4. The **Connectivity and Network Setup** section includes utilities for General Settings, HTTP Settings, Reports, and TCP/IP Settings.
5. The **Accounting** section includes utilities for Accounting Mode Settings and Copy Activity Report Settings.
6. The **Security Settings** section includes utilities for Tools Access Settings, Service Access Settings, Immediate Overwrite Settings, and On Demand Overwrite Settings.

## Configuring the Auditron

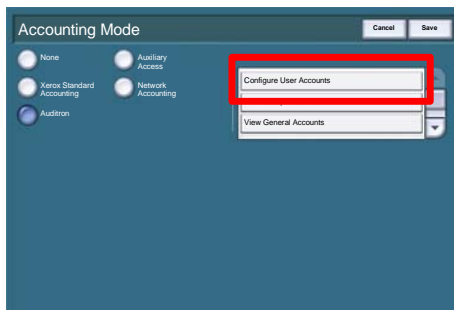
The Auditron needs to be configured before users can access the Auditron features.

### Pathway

- **Control Panel** - Press the **Log In/Out** Button.
- **Login Screen** - Input Passcode and select **Enter**.
- **Control Panel** - Press the **Machine Status** button.
- **Machine Status Screen** - Select the **Tools** tab.
- **Tools tab** - Select **Accounting**.
- **Groups Column** - Select **Accounting Enablement**.
- **Features Column** - Select **Accounting Mode**.

Selecting the **Auditron** button, followed by the **Save** button enables the auditron and allows you to proceed with the Auditron setup.

The **Configure User Accounts...** option allows the Auditron Administrator to configure all of the User Accounts and set the Accounting Privileges for each account.

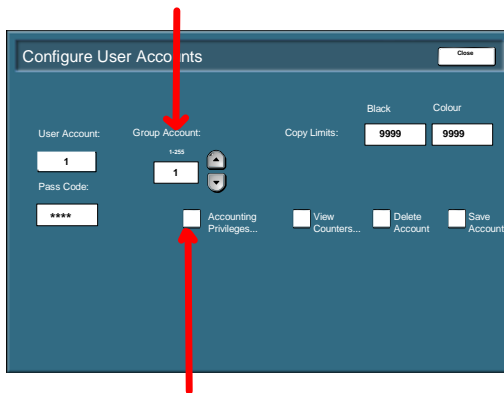


## Configuring the Auditron

The **User Account** and **Group Account** boxes display information for the currently selected User Account.

If the User Account selected is unused, the User Account field is blank and the Group Account is 1.

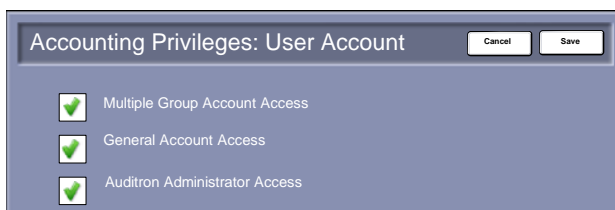
The User Account and Group Account are entered, or amended, by touching the required numeric display region and typing the new number on the keypad.



Selecting the **Accounting Privileges...** button allows the Administrator to set access levels for the account currently displayed.

The access levels available are **General Account Access**, **Multiple Group Account Access** and **Auditron Administrator Access**.

Any combination of these access levels may be set.

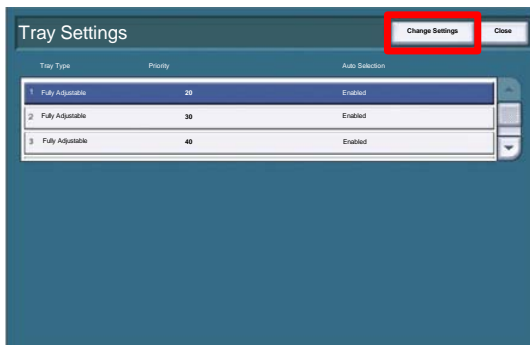


# Tray Settings

## Pathway

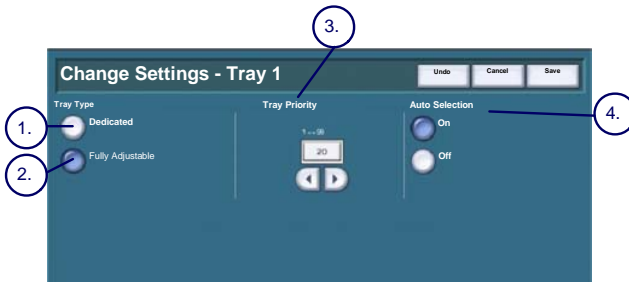
- **Control Panel** - Press the **Log In/Out** Button.
- **Login Screen** - Input Passcode and select **Enter**.
- **Control Panel** - Press the **Machine Status** button.
- **Machine Status Screen** - Select the **Tools** tab.
- **Tools tab** - Select **Paper Tray Management**.
- **Groups Column** - Select **Tray Settings**.
- **Features Column** - Select **Tray Settings**.

The Tray Settings screen shows the properties of each tray in the machine. To change the properties of a tray, touch the appropriate tray line in the list and then select the **Change Settings** button.





## Tray Settings



1. A **Dedicated** tray is set to contain one size and type of media. When the tray requires more media a pop-up message will appear telling the user what size and type of media to load.
2. **Fully Adjustable** allows the user to load any size and type of media, within the specified range, into the tray. The machine will detect standard sizes of paper but a pop-up screen will appear after the tray has been closed asking the user to confirm the size, type and colour of the media loaded.
3. The **Priority** setting:
  - Determines which tray is used when two trays are loaded with the same paper and **Auto Paper Select** is chosen.
  - Determines which paper trays are displayed on the **Basic Copy** tab. The trays with the highest priority are displayed. 1 is the highest priority and 99 is the lowest.
4. With Auto Selection On the machine chooses which tray to feed from to best meet the users requirements.

If **Auto Paper Select** is chosen for a copy job the machine will feed paper from a tray that contains the best fit paper for the size of the image and the reduction/enlargement selected. However, auto selection only works with trays that contain the default colour and type to prevent special media being used on ordinary copy jobs.

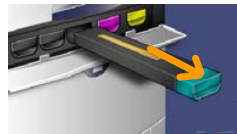
## Replacing the Toner Cartridges

1. Replace the toner cartridge while the machine is on. Open the toner cover, located just above the machine front door.

**CAUTION:** Before you begin the procedure, ensure that the machine has been allowed to cool down. Failure to do so may result in burns if certain parts of the machine are touched.



2. Lay paper on the floor before removing the cartridge. This will allow any excess toner to fall on the paper. Hold the handle of the colour indicated in the message, and gently pull it out.



3. Remove the toner cartridge by holding the handle on the top of the cartridge while gently pulling it straight out. Be careful to not get toner on clothing.



4. Dispose the toner cartridge as normal office waste or recycle the cartridge.



## Replacing the Toner Cartridges

5. Remove the new toner cartridge from its packaging.

6. Gently tilt the new cartridge up and down, and then left and right to redistribute the toner.

7. Install the toner cartridge by aligning the arrows on the cartridge evenly with the printer until you hear a click.



8. Close the Front Door. If the door will not close completely, make sure the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.



**CAUTION:** Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a cloth moistened with a neutral detergent.

That completes the procedure for replacing the toner cartridge.

