

Getting to Know Your WorkCentre Pro/CopyCentre

THE DOCUMENT COMPANY

XEROX[®]

This package is designed to help the delivery team explain the features available on the WorkCentre Pro[®]/CopyCentre[™] with optional finisher. It is for demonstration purposes only and is not the formal customer product training given by Xerox.

The delivery team demonstrates these exercises:

Page

3	EXERCISE 1 - Power Switch Locations
4	EXERCISE 2 - Major Components
5	EXERCISE 3 - Fill Trays 1, 5, 6
6	EXERCISE 4 - User Interface Components
7	EXERCISE 5 - The Document Glass
8	EXERCISE 6 - The Document Feeder
9	EXERCISE 7 - The Bypass Tray (Tray 5)
10	EXERCISE 8 - Customer Replaceable Units
11	EXERCISE 9 - Machine Status Pathway

These are self-instruction exercises for customers:

13	EXERCISE 10 - Select Paper Orientation
14	EXERCISE 11 - Copy from the Document Glass
15	EXERCISE 12 - Copy Mixed Size Originals
16	EXERCISE 13 - Make a 2-1 Sided Copy
17	EXERCISE 14 - Enlarge An Image
18	EXERCISE 15 - Use Build Job
20	EXERCISE 16 - View Finisher Options
21	EXERCISE 17 - Finisher: Make a 1 sided Tri-Fold
23	EXERCISE 18 - Finisher: Make a 2 Sided Tri-Fold
25	EXERCISE 19 - Finisher: Make a Booklet
30	EXERCISE 20 - Send an E-mail or Internet Fax



If the customer has questions refer them to the Information CD. If that does not answer their question have them contact the Xerox Welcome Centre.

What the Delivery Team needs to know

This document serves two purposes.

- Providing the Xerox Installation team with information to share with the customer during installation.
- Provides initial getting started information for the customer.



Important customer information is indicated by an arrow icon.

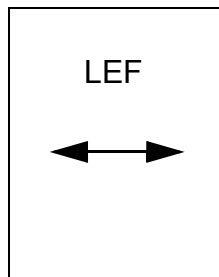
Terms:

- **CopyCentre™** is a Digital Copier which a user has to be at the machine to make copies.
- **WorkCentre Pro®** is a System which a user can either print jobs from a computer *or* go to the machine to make copies, or (optionally) do a Network Scanning job.

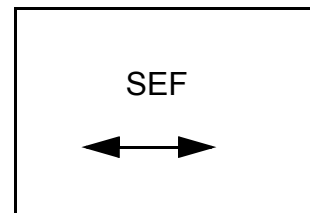
How to place originals when using the copier functions of either the WorkCentre Pro® or CopyCentre™.

- Place originals face side up when using the Document Feeder.
- Place originals face side down when using Document Glass.
- Paper orientation depends on which edge of the paper is fed into the machine first.

Remember: There are two ways of feeding originals and copy paper: Long Edge Feed (LEF) and Short Edge Feed (SEF).

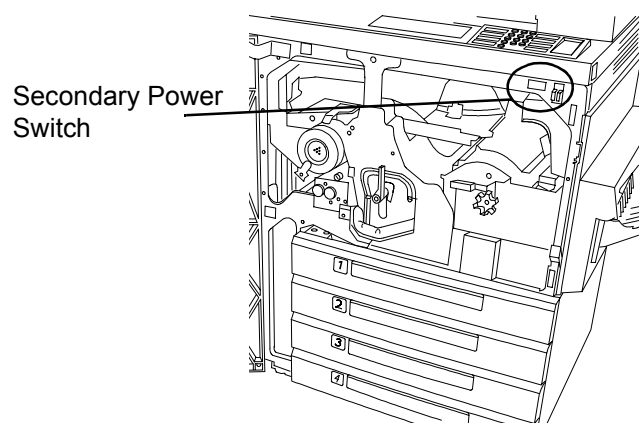
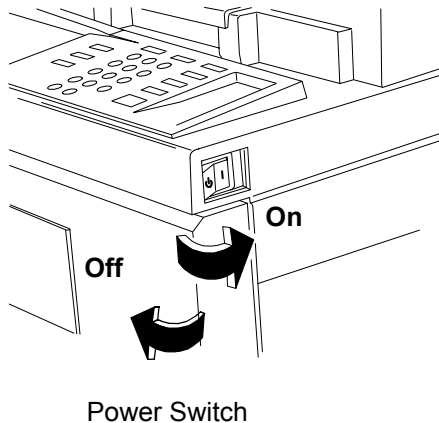


When you see LEF, position the original or copy paper so that the long edge is fed first.



When you see SEF, position the original or copy paper so that the short edge is fed first.

EXERCISE 1 - Power Switch Locations



Preferred Power Switch procedure

1. The Power switch is located on the right side of the machine. When the switch is pressed towards the rear of the machine, the power is turned on. When the switch is pressed towards the front of the machine, the power is turned off. This is the preferred power off/on procedure.
2. When powering off the machine, pop-up screens will appear asking you to select either power-off or power-saver mode. Press your selection. There may be a short delay if a copy job or adjustment are in process. If there are jobs in the queue, a second User Interface (UI) confirmation screen will appear, warning that jobs will be lost if the power off confirmation is selected.
3. When the machine is in the Power Saver Mode, the User Interface Green Power Saver light is on and the power switch is disabled. Press any button or touch the screen to activate the power-off switch and then press it towards the front of the machine to turn off power.

Secondary procedure

The red button located inside the machine is a secondary option to power off the machine. Pressing this button will immediately turn the power off. **UNLESS OTHERWISE DIRECTED, DO NOT USE THE RED SWITCH TO POWER OFF A NETWORK CONNECTED MACHINE.** The processor may be damaged.

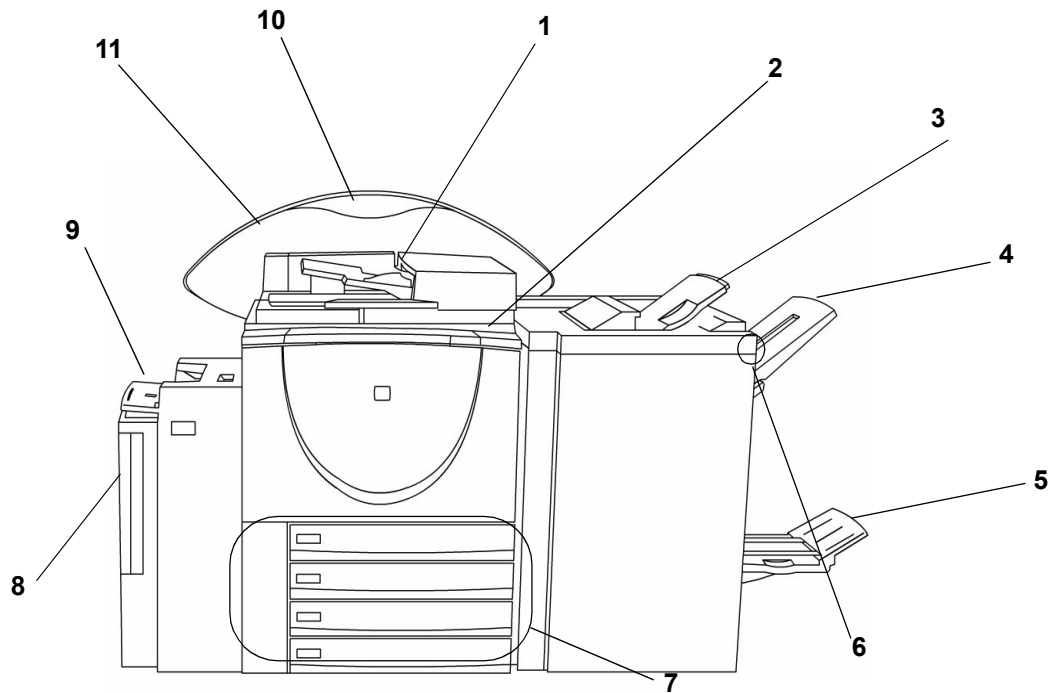
Emergency procedure



The only method to cut power to the machine COMPLETELY is to disconnect the power cord.

EXERCISE 2 - Major Components

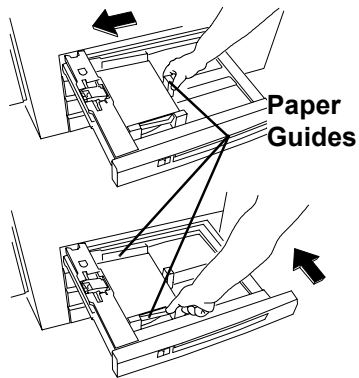
The High Capacity Feeder, Convenience Stapler (not shown), Bypass Tray and Finisher are optional..



Number	Description
1	Document Feeder
2	User Interface and Touch Screen
3	Top Tray - receives single sheets and unstapled jobs
4	Main Tray - receives purged sheets, stapled and unstapled jobs
5	Bottom Tray - receives fold jobs from the Booklet Maker
6	Finisher Pause Button - use to unload the Main Tray while printing
7	Trays 1 to 4
8	High Capacity Feeder (Tray 6)
9	Bypass Tray (Tray 5)
10	Functional Information Badge - identifies installed optional features
11	Rear Wall

EXERCISE 3 - Fill Trays 1, 5, 6

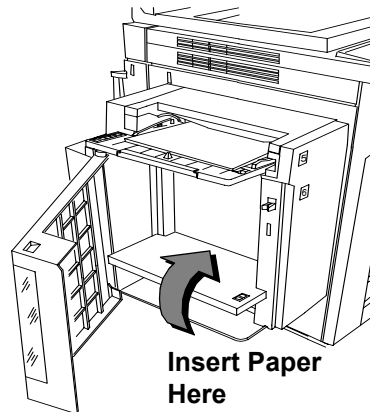
Loading Tray 1



1. Pull out the paper tray.
2. Place the paper into the tray.
Do not load paper above the maximum fill label (500 sheets) located on the back paper guide.
3. Adjust the paper guides.
4. Slide the tray back into place.
5. You may need to confirm the paper stock and size. Touch the screen to confirm or change the selection.

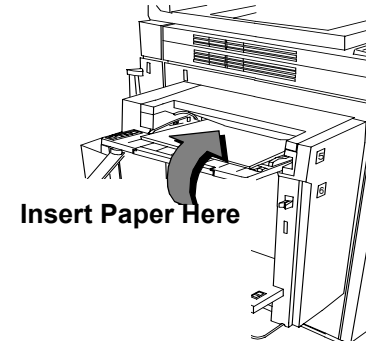
Note: Follow the identical procedure to fill trays 2, 3, 4.

Loading Tray 6



1. Open the cover.
2. Wait for the tray to lower.
3. Fully insert LEF paper into the tray.
4. Close the cover.
Note: Tray 6 can be dedicated to either 8.5 x 11 or A4 LEF paper. See directions for adjusting the side guides in the Reference Guide.

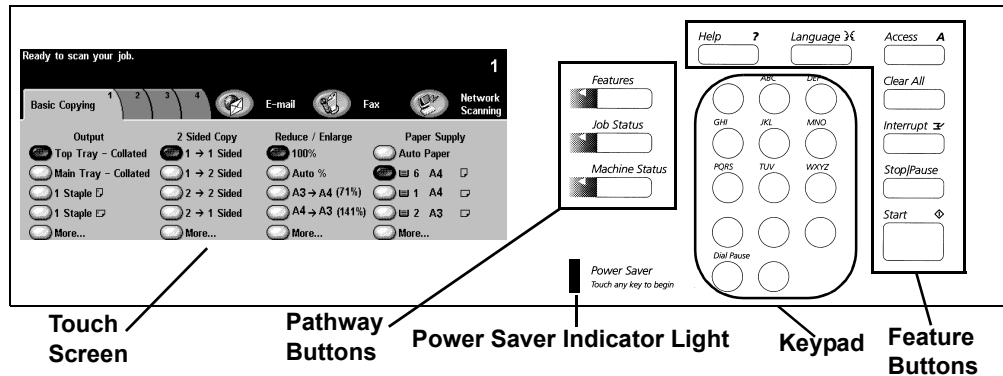
Loading Tray 5



1. Insert paper as shown.
2. Adjust side guides as necessary.
3. To use longer paper simply extend the extension bar.
4. You may need to confirm the paper stock and size. Touch the screen to confirm or change the selection.

EXERCISE 4 - User Interface Components

Consists of a Touch Screen, Pathway Buttons, a Keypad, Feature Buttons.



Touch Screen

Where you make job selections.

Pathway Buttons

Features - Contains the programming screens used to make copies.
Job Status - Displays job information.
Machine Status - See EXERCISE 9 - Machine Status Pathway.

Keypad and Power Saver Indicator

Power Saver Indicator light Indicates the machine is in Power Saver Mode when lit. Touch any key to active the machine.

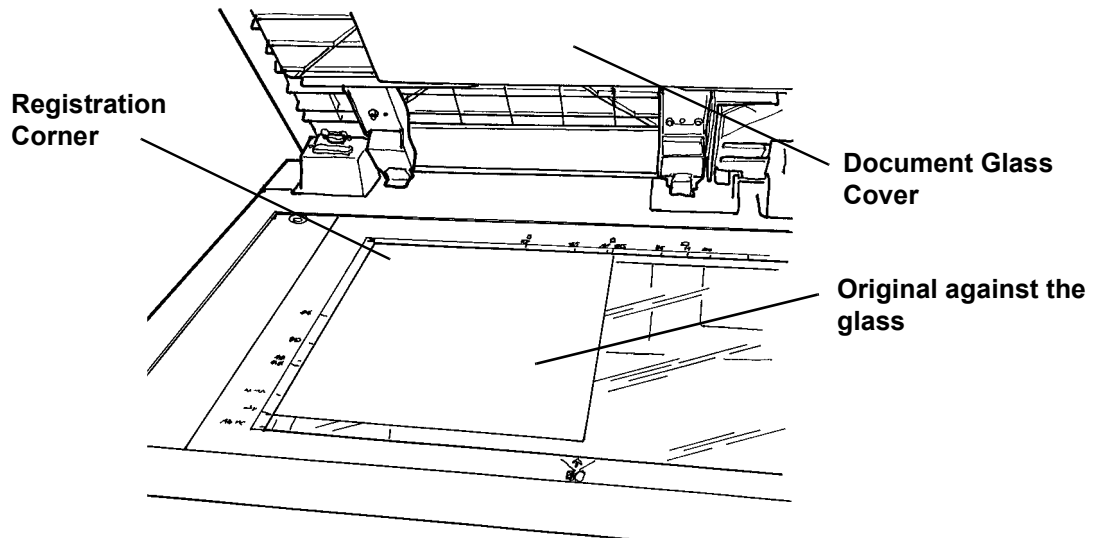
Use the *Keypad* to enter number of copies and password.

Feature Buttons

Help - Provides context sensitive point of need information.
Language - Displays text in the installed languages.
Access - Provides entry into System Tools and requires a password. Refer to the Reference Guide for additional information.
Clear All - This clears the current programming selections.
Interrupt - Inserts a job at the top of an existing queue.
Stop/Pause - Allows you to temporarily stop a job.
Start - Initiates a job.

EXERCISE 5 - The Document Glass

OBJECTIVE: Demonstrate how to place originals and programme copies when using the Document Glass.

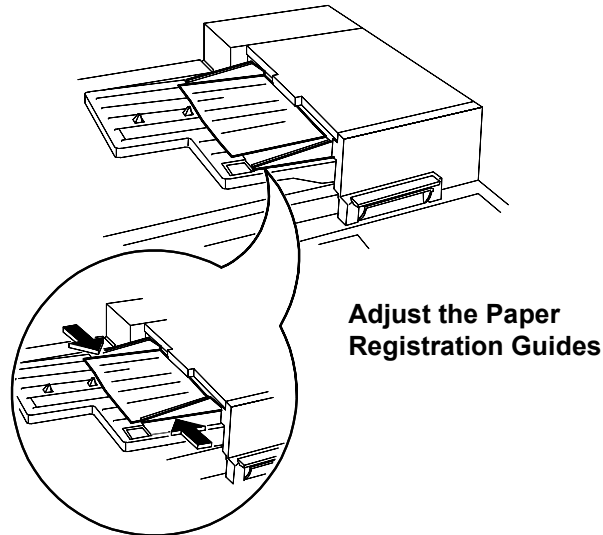


1. Raise the Document Glass cover.
2. Place the first page of the *Getting to Know Your WorkCentre Pro/CopyCentre* package face down and flush against the upper left corner of the Document Glass. LEF against the left side of the glass. Close the cover.
3. Under Paper Supply on the Touch Screen Select Tray 1.
4. Under 2 sided Copy Select 1-1 sided output.
5. Under Reduce/Enlarge select 100%.
6. Select 2 copies on the keypad.
7. Press the Start Button.
8. The Job Monitor window will pop-up after you press Start. This will show the status of the job you just started. You can select *Programme Next Job* to close the window or wait until the job is completed when it will close automatically.
9. Check the copy quality. Save these copies for use in the next copy job.
10. Remove the original from the Document Glass and lower the Cover.
11. Press Clear All.

RESULT: 2 copies delivered to the output tray.

EXERCISE 6 - The Document Feeder

OBJECTIVE: Demonstrate how to place originals and reduce the image size when using the Document Feeder.

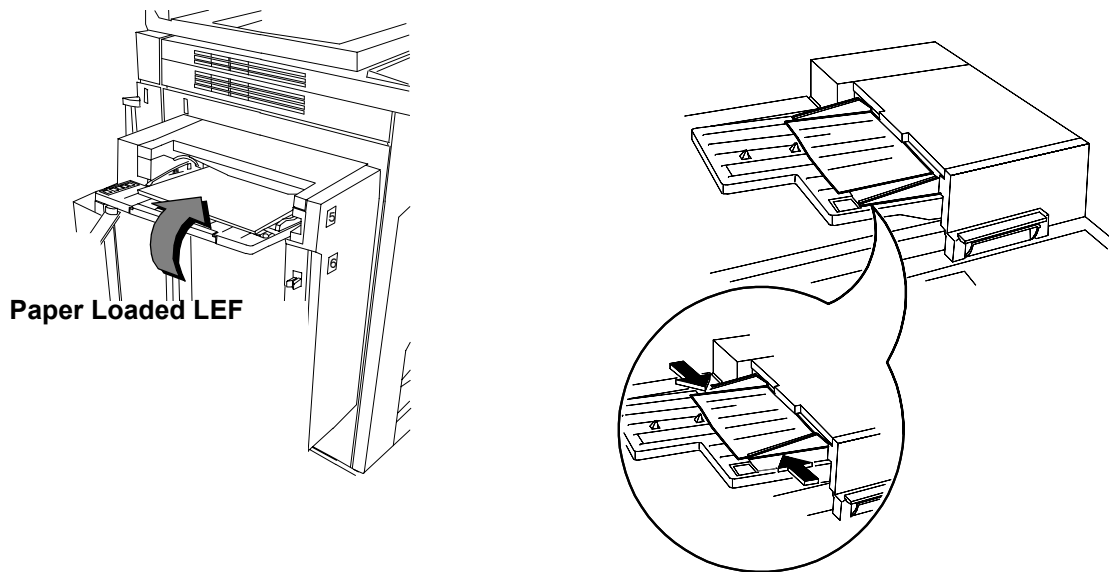


1. Place the 2 copies from the previous exercise face up in the Document Feeder LEF orientation. Adjust the paper registration guides if necessary.
2. Under Paper Supply on the Touch Screen select Tray 1.
3. Select 1-2 Sided.
4. Under *Reduce/Enlarge* select 71%.
5. Select 1 copy on the keypad.
6. Press the Start button.
7. Check that the copy produced is two-sided and the copy image is smaller than the original. Save this copy for use in the next copy job.
8. Press Clear All.

RESULT: 1 copy with the image at 71% on both sides.

EXERCISE 7 - The Bypass Tray (Tray 5)

OBJECTIVE: Demonstrate how to make copies using the Bypass Tray paper supply.



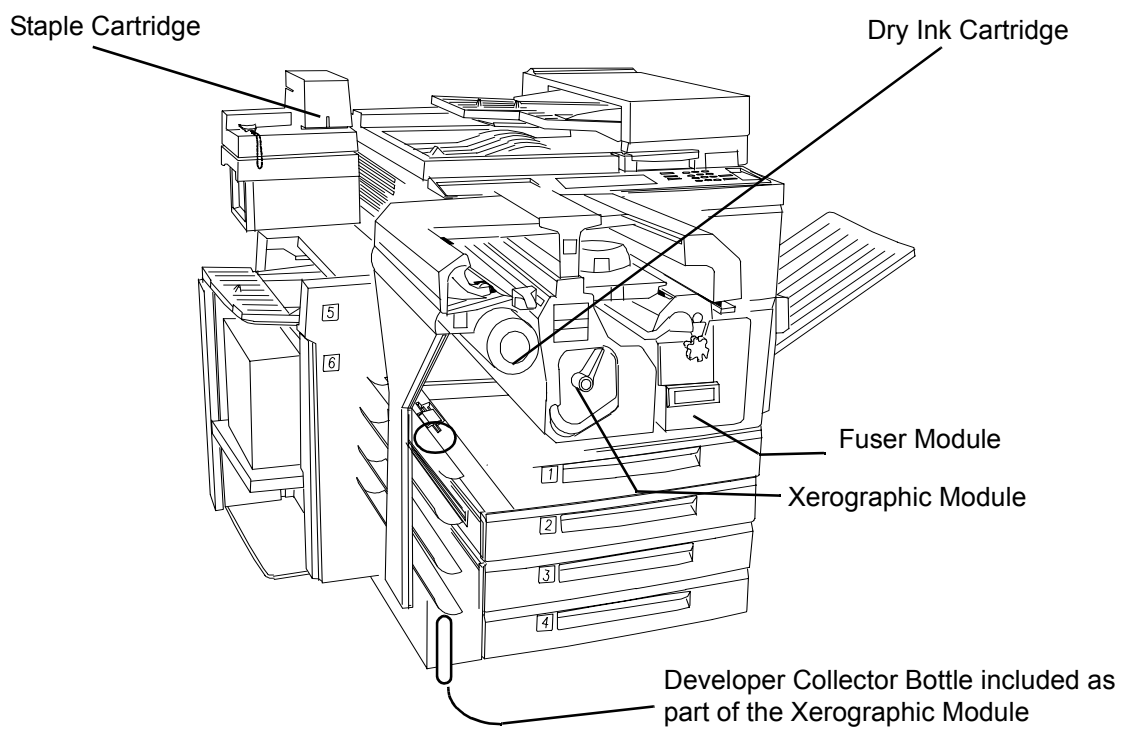
1. Place the original from the previous exercise face up, LEF in the Document Feeder. Adjust the guides if necessary.
2. Select Tray 5 on the Touch screen.
3. Ensure 1-1 Sided is selected.
4. Ensure *Reduce/Enlarge* is 100%.
5. Select 1 copy on the keypad.
6. Press the Start button.
7. Check that the copy is 1 sided and the copy image is 100%.
8. Press Clear All.

RESULT: 1 copy with the image at 100% on 1 side only.

EXERCISE 8 - Customer Replaceable Units

OBJECTIVE: Identify the position of the Customer Replaceable Units.

Note: Installation instructions accompany the new replaceable units.



EXERCISE 9 - Machine Status Pathway

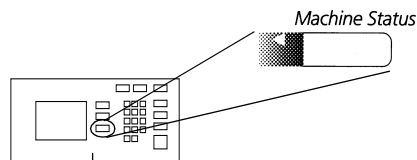
OBJECTIVE: Provide an overview of the Machine Status Pathway and Jam Clearance information.



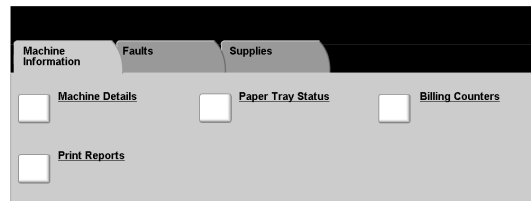
The Machine Serial number is also located inside the front cover of the machine.

The system provides animated 3-D graphics and messages to lead you through fault and jam clearance procedures. However, you may occasionally need to contact the Xerox Welcome Centre and provide them with additional information.

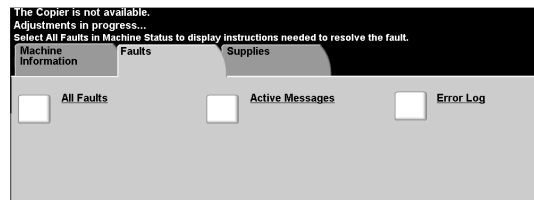
The Machine Status Pathway
Provides access to information that can help you describe the problem to the Welcome Centre.



- The Machine Information Tab
Contains details specific to your system configuration, tray and billing setup.



- The Faults Tab
Lists all the codes of the active faults, messages, and recent fault history.



Jam Clearance Screen
Identifies the location of a jam or other fault and how to clear it.



This concludes the Delivery Crew instructions. Instruct the customer to complete the remaining exercises.

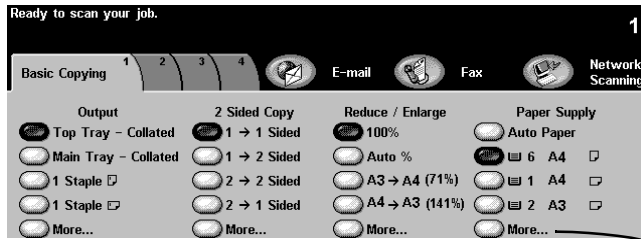


If you have any questions, please contact the Xerox Welcome Centre.

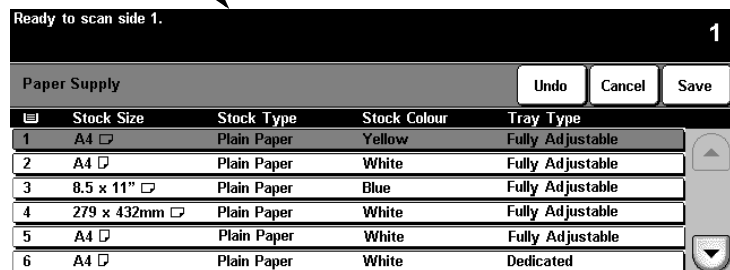


EXERCISE 10 - Select Paper Orientation

OBJECTIVE: Practice selecting Paper Supply attributes.



When you press More... the Paper Supply Selection screen will open.



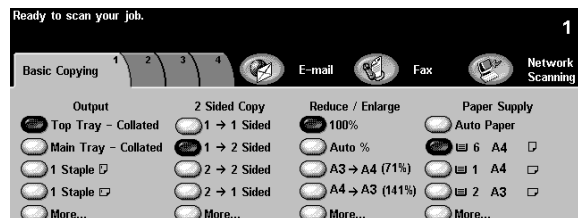
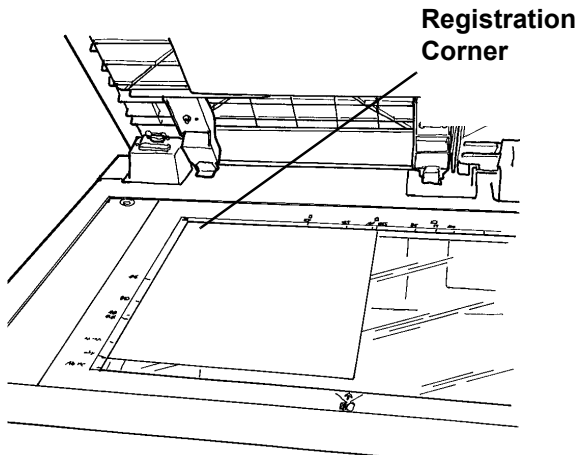
All letter and booklet folds require SEF stock. If you fill a Paper Tray in SEF orientation a message box might appear. To clear the message, select Close > Confirm. After your job has finished you can reorient the paper. To optimize your output, make paper selection the first step in job programming.

1. Place an original in the Document Feeder, SEF orientation (use the first page of this package if necessary). Adjust the Document Feeder paper guides as required.
2. Select More... in the Paper Supply column.
3. Select a Paper Tray with, SEF paper > Save. You might have to fill the Paper Tray with the desired paper.
4. Select 1>1 Sided > 100% Reduce/Enlarge.
5. Select 2 on the keypad > Start.
6. Check the copy quality. Save these copies for use in the next copy job.
7. Remove the original > Press Clear All.

RESULT: 2 copies of your 1-sided original on white, SEF paper.

EXERCISE 11 - Copy from the Document Glass

OBJECTIVE: Use the 2 Sided Copy feature.

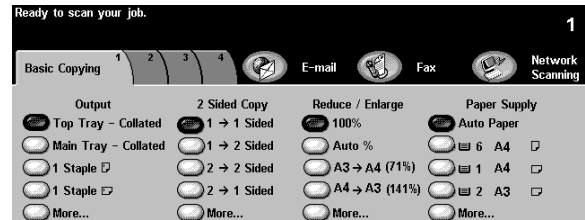
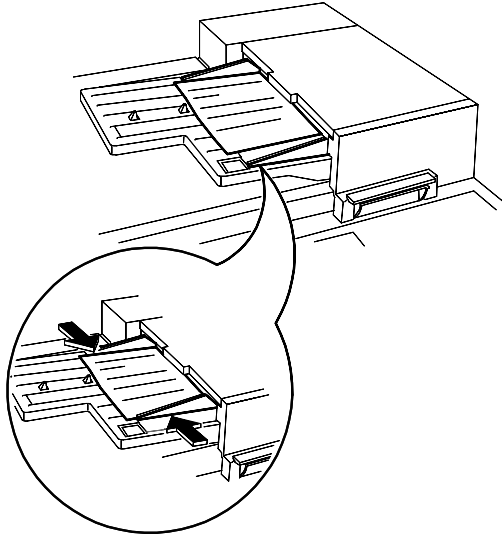


1. Raise the Document Glass Cover.
2. Place the copies from the previous exercise face down and flush against the upper left corner of the Document Glass. Lower the Document Cover.
3. Select a Paper Tray with LEF paper > Save. You might have to fill the Paper Tray with the desired paper.
4. Select 1>2 Sided in the 2 Sided Copy column.
5. Select 100% Reduce/Enlarge.
6. Select 2 copies on the keypad > Start.
7. Note: The Job Monitor window will pop-up after you press Start. This will show the status of the job you just started. You can select Programme Next Job to close the window or wait until the job is completed when it will close automatically.
8. Check the copy quality. Save these copies for use in the next copy job.
9. Remove the originals > Close the Document Glass Cover.
10. Press Clear All.

RESULT: 2-sided copies from your 1-sided original.

EXERCISE 12 - Copy Mixed Size Originals

OBJECTIVE: Practice making mixed size copies.



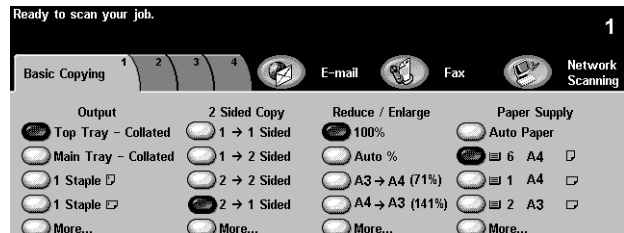
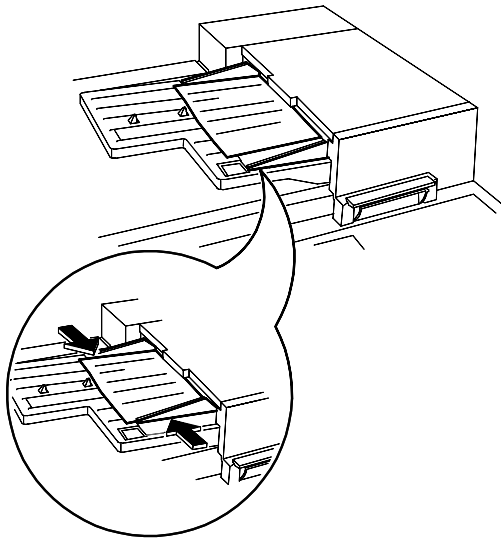
Follow the directions on the screen regarding valid pairs of sizes which can be fed as Mixed Size Originals.

1. Place originals face up in the Document Feeder. The originals can be different sizes but must be the same width.
2. Select tab 2, Image Adjustment.
3. Select Original Input > Mixed Size Originals > Save.
4. Select the Basic Copying tab.
5. Select Auto Paper, Paper Supply to produce the same size output as the original mixed sizes.
Note: to produce common size output you must select a Paper Supply, Auto% Reduce/Enlarge, Auto Centre on tab 2, Image Adjustment. The system will determine the reduction%.
6. Enter a copy quantity on the keypad > Press the Start button.
7. Remove the originals > Press Clear All.

RESULT: Copies that are the same sizes as the originals.

EXERCISE 13 - Make a 2-1 Sided Copy

OBJECTIVE: Practice programming a 1 sided copy from a 2 Sided original.

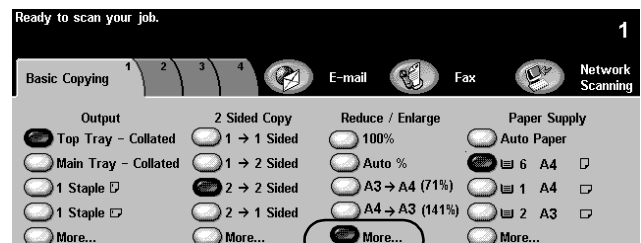
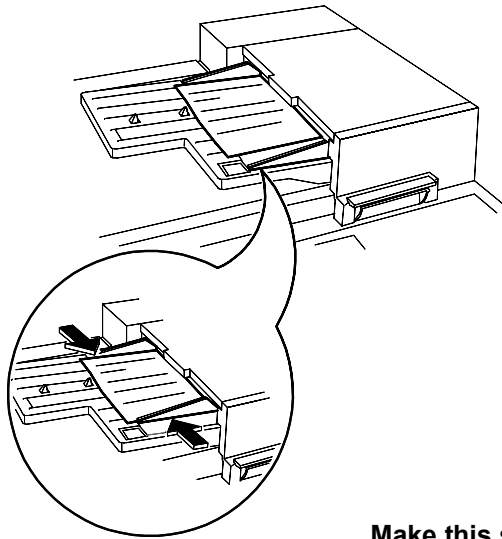


1. Place a 2 sided original into the Document Feeder in LEF orientation.
2. Select a Paper Tray with LEF paper > Save.
3. Select 2-1 Sided.
4. Select 100% Reduce/Enlarge.
5. Select 1 copy on the Keypad > Start.
6. Check that two 1 sided copies are produced.
7. If you have a Finisher, save the original to reuse later.
8. Remove the original > Press Clear All.

RESULT: 2 copies with images on 1 side.

EXERCISE 14 - Enlarge An Image

OBJECTIVE: Practice programming a 2 Sided enlarge copy job.



Make this selection last because it will change the screen

1. Place the output from the previous exercise in the Document Feeder in LEF orientation.
2. Select a Paper Tray with LEF paper > Save.
3. Select 2-2 sided.
4. Under Reduce/ Enlarge select More...and select 200%.
5. Select Save.
6. Select 1 copy on the keypad.
7. Press the Start button.
8. Ensure the copy is two sided and the copy image is larger than the original image. You may discard this copy.
9. Remove the originals > Press Clear All.

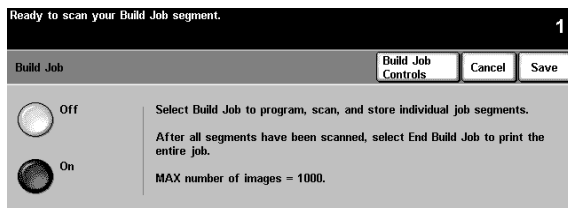
RESULT: A 2-sided copy with enlarged images on each side.

EXERCISE 15 - Use Build Job

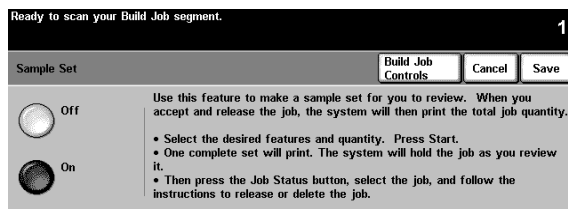
OBJECTIVE: Practice programming job segments.

Build Job allows you to divide a job into individual segments, apply unique programming to each individual segment then combine the segments and print them as a single job.

1. Place the originals face up in the Document Feeder for the first job segment.
2. Press tab 4, Job Assembly.
3. Select Build Job > On > Save.

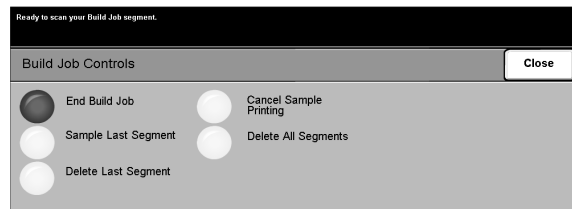


4. Select Sample Set > On > Save.



5. Select the Basic Copying tab. Programme the appropriate features for the first segment of the job.

6. Press the Start button.
7. Repeat this procedure for each remaining segment.
8. After the final segment has been scanned select Build Job Controls > End Build Job.






NOTE: A single review set will be produced because Sample Set was selected.

9. After you review the sample set, press the Job Status button to display a listing of queued jobs.
10. Touch your job to select it.
If you are satisfied with your initial set press Release. Otherwise, delete it and start again.
11. Remove the originals > Press Clear All.

RESULT: The number of complete sets programmed.

EXERCISE 16 - View Finisher Options

OBJECTIVE: Identify the finisher that you have. If there is no finisher skip this exercise.

Office Finisher	 A compact, light-colored office copier with a black top cover and a single paper tray on the right side.
Advanced Office Finisher	 A compact, light-colored office copier with a black top cover, a paper tray on the right, and a smaller tray on the left.
Professional Finisher	 A compact, light-colored office copier with a black top cover, a paper tray on the right, and a larger tray on the left.

EXERCISE 17 - Finisher: Make a 1 sided Tri-Fold

OBJECTIVE: Make a Z-configuration Tri-Fold from the Document Glass.

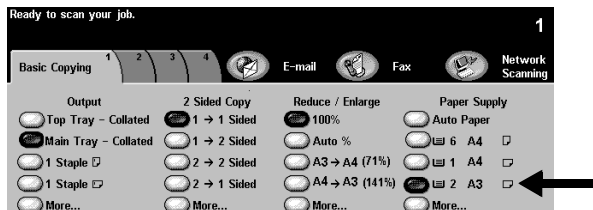
Note: Professional Finisher models only.



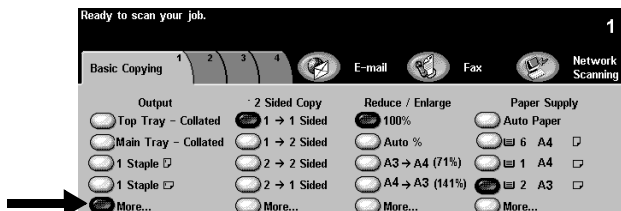
All letter and booklet folds require SEF stock. If you fill a Paper Tray in SEF orientation a message box might appear. To clear the message, select Close > Confirm. After your job has finished you can reorient the paper.

Use the Tri-Fold Z-Configuration feature to produce folded letters 8.5 x 11" or A4. The name and address can be set up so it will show through on a standard window envelope.

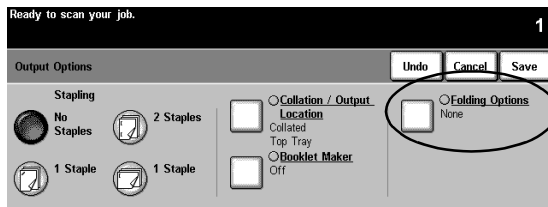
1. Place an original face down on the Document Glass, in the SEF orientation (use the first page of this package if necessary).
2. In the Paper Supply column, select a Paper Tray loaded with 8.5 x 11" or A4 SEF stock.



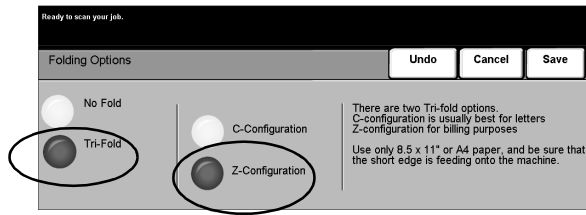
3. Select More... in the Output Column. The Output Options screen will appear.



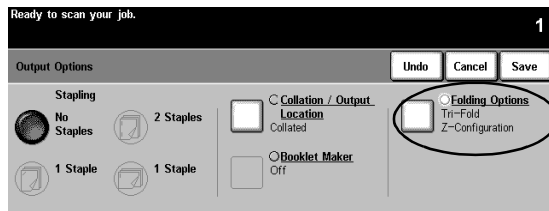
4. Select Folding Options. The Folding Options screen will appear.



5. Select Tri-Fold > Z-Configuration > Save. You return to the Output Options screen.



6. Notice that the Folding Options button is highlighted, indicating that Tri-fold Z-Configuration has been selected. Select Save to confirm these settings. You return to the Basic Copying tab.



7. Select 1-1 sided from the 2 Sided Copy column.
8. Select 100% from the Reduce / Enlarge column.
9. Enter a quantity of 2 copies on the keypad then press the Start Button.
10. After the job has completed, remove the original from the Document Glass then press Clear All.
11. Remove your copy output from the finisher bottom tray.

RESULT: 2 copies of a Z -Configuration Letter Fold.

EXERCISE 18 - Finisher: Make a 2 Sided Tri-Fold

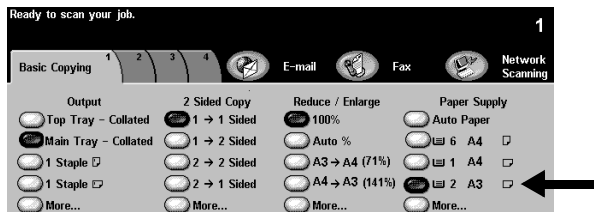
OBJECTIVE: Make a C-configuration Tri-Fold from the Document Feeder.

Note: If there is no Professional Finisher, skip this task.

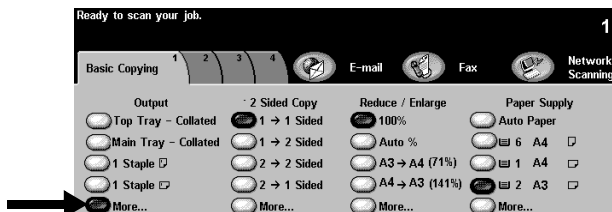


Use the Tri-Fold C-Configuration feature to produce folded 8.5 x 11" or A4 documents for inserting in standard envelopes or handing out as a folded brochure.

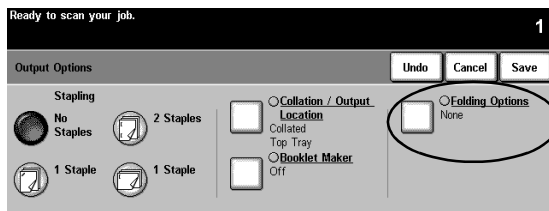
1. Place 2 originals in the Document Feeder face up, in SEF orientation. Arrange the originals so that the top edge of the first sheet feeds first and the top edge of the second sheet feeds into the Document Feeder last (use the first 2 pages from this package if necessary).
2. In the Paper Supply column, select a Paper Tray loaded with 8.5 x 11" or A4 SEF stock.



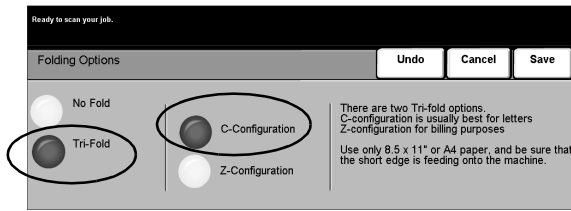
3. Select More... in the Output Column. The Output Options screen will appear.



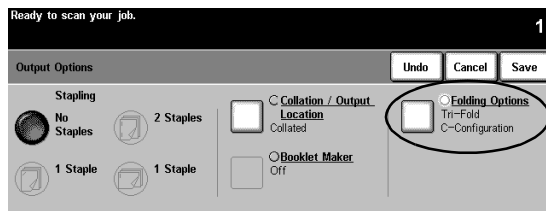
4. Select Folding Options. The Folding Options screen will appear.



5. Select Tri-Fold > C-Configuration > Save. You return to the Output Options screen.



6. Notice that the Folding Options button is highlighted, indicating that Tri-fold C-Configuration has been selected. Select Save to confirm these settings. You return to the Basic Copying tab.



7. Select 1-2 sided from the 2 Sided Copy column.
8. Select 100% from the Reduce / Enlarge column.
9. Enter a quantity of 2 copies on the keypad then press the Start Button.
10. After the job has completed, remove the originals from the Document Feeder. Press Clear All.
11. Remove your output from the finisher bottom tray.

RESULT: 2 copies of a C -Configuration Letter Fold with images on two sides.

EXERCISE 19 - Finisher: Make a Booklet

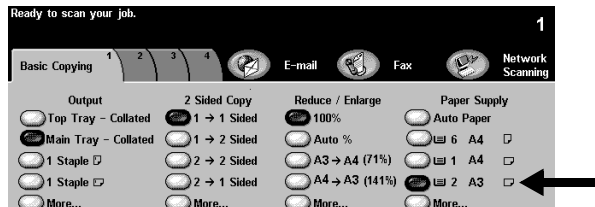
OBJECTIVE: Make a stapled booklet with Front and Back covers.

Note: If there is no Professional Finisher, skip this task.

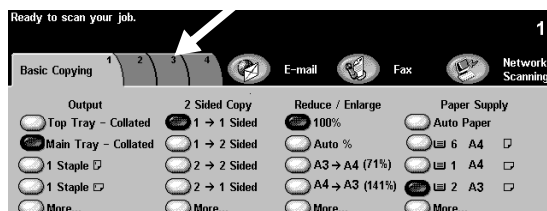
You can create Folded Only or Stapled and Folded booklets; sizes 8.5 x 11", 8.5 x 14", 11 x 17", A4, 215 x 330 mm, or A3. The fold capacity is 1-5 Folded Only sheets and 2-15 Folded and Stapled sheets.

Optional: You can use coloured paper for the booklet covers.

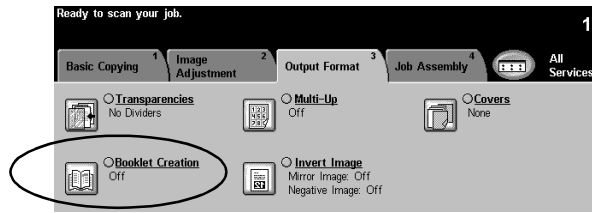
1. Place 12 originals face up, in LEF orientation, in the Document Feeder (use the first 12 pages of this package if necessary).
2. Select a Paper Tray loaded with 8.5 x 11" or A4 SEF, white stock from the Paper Supply column. The system will use this tray for the body of the booklet.



3. Fill a different Paper Tray with 8.5 x 11" or A4 SEF, stock. Change the Paper Description to match the colour of your stock if necessary. Later, you will select this Paper Tray for the booklet covers.
NOTE: A message box might appear advising you that this is not the desired paper orientation for print applications. To clear the message select Close.
4. Review the tray information. If it is correct, select Confirm to save the Paper Tray settings.
5. Touch tab 3. The Output Format tab will appear.

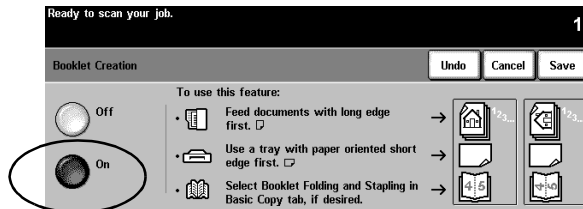


6. Select Booklet Creation. The Booklet Creation screen will appear. Use this feature to programme the system to format the scanned pages into a booklet.

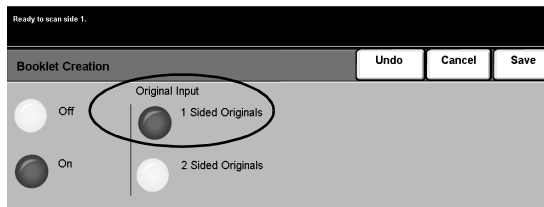


7. This screen tells you how to place the originals and reinforces the need to use a paper tray with paper oriented SEF. It also reminds you to select the booklet stapling option.

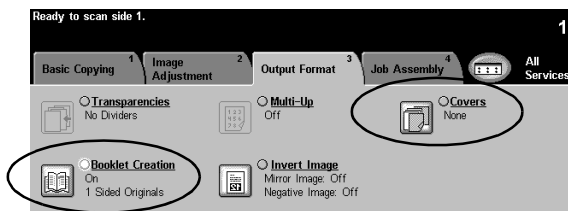
Select On to activate the Booklet Creation feature.



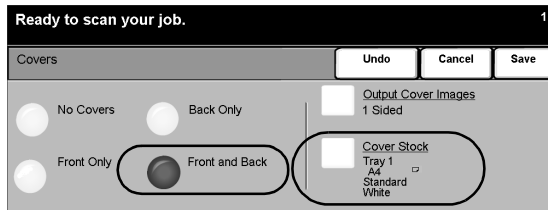
8. Select 1 Sided Originals > Save. You return to the Output Format tab.



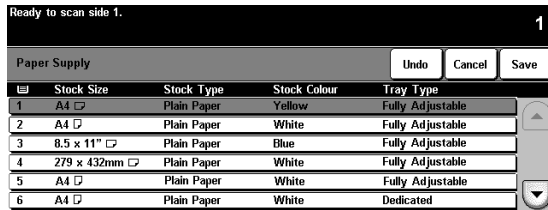
9. Notice that the Booklet Creation button is highlighted, indicating that the Booklet Creation feature is active and displays your selections. Select Covers. The Covers screen will appear.



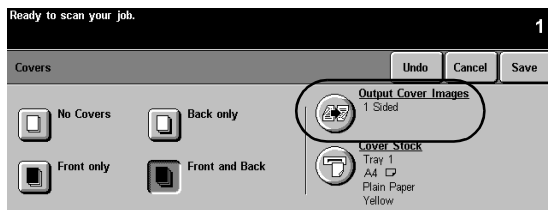
10. Select Front and Back > Cover Stock > Save. The Cover Stock Selections screen will appear.



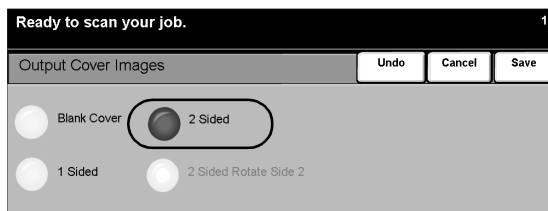
11. Select the Paper Tray you filled with SEF, colored stock in Step 3. This selection instructs the system to use this Paper Tray to print the covers for this job.
 Select Save. You return to the Covers screen.



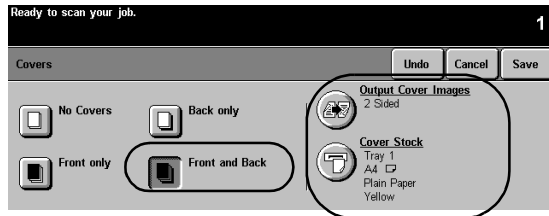
12. Select Output Cover Images. The Output Cover Images screen will appear.



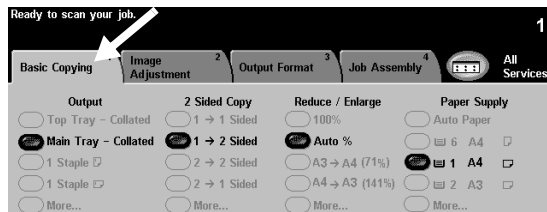
13. Select 2 Sided. This selection programmes the system to place images on both sides of the front and back covers.
 Then select Save. You return to the Covers screen.



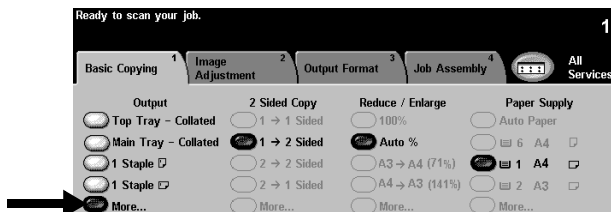
14. Notice that the Output Cover Images option displays 2 Sided and the Cover Stock option displays the Paper Tray and paper attributes you selected for the covers. If the settings are correct, select Save to confirm. You return to the Output Format tab.



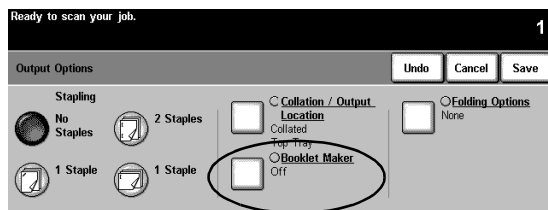
15. Touch the Basic Copying tab. The Basic Copying tab will appear.



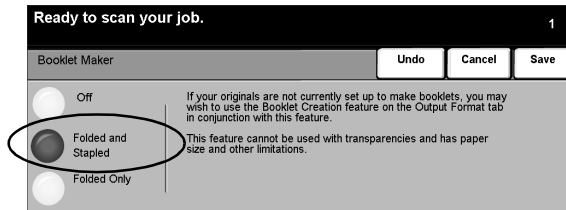
16. Select More... in the Output Column. The Output Options screen will appear.



17. Select Booklet Maker. The Booklet Maker screen will appear. Use this feature to programme the system to send the output to the Booklet Maker for finishing.

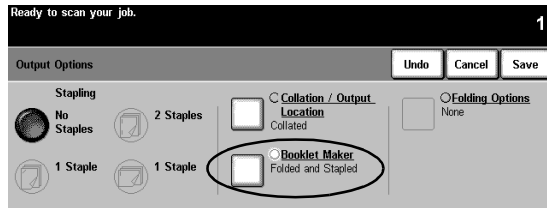


18. Select **Folded and Stapled** > **Save**. You return to the **Output Options** screen.



19. Notice that the **Booklet Maker** button is highlighted, indicating **Folded and Stapled** booklets are the selected output.

Select **Save** to confirm the **Output Options** settings. You return to the **Basic Copying** tab.



20. Select a quantity of 1 copy on the keypad.

21. Press the Start button.

22. After the job has completed, remove the originals from the Document Feeder then press Clear All.

23. Remove your output from the finisher bottom tray.

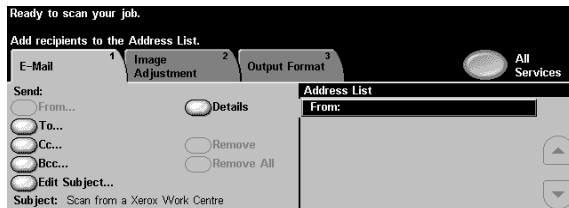
RESULT: A folded and stapled booklet with printing on both sides of the front and back covers.

EXERCISE 20 - Send an E-mail or Internet Fax

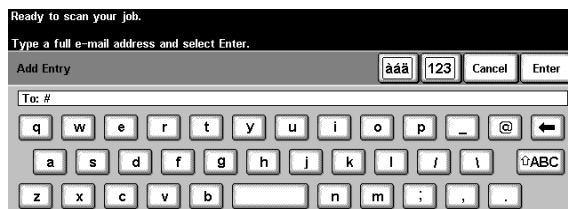
OBJECTIVE: Practice sending an attachment with an e-mail message.

Note: This is an optional feature, if there is no E-mail or Internet Fax, skip this task.

1. Place original face up in the Document Feeder. Adjust the guides.
2. Select the E-mail or Internet Fax button. If Authentication is active, you must complete a login sequence. Remember to log out after you have completed your job to prevent unauthorised access.
3. Select tab 2, Image Adjustment.
4. Select the desired resolution and number of sides scanned. If the originals are 2 Sided, press 2 Sided Originals.
5. Select the E-Mail tab > To...



6. Enter an SMTP-compliant recipient name. Example: Anyone@usa.xerox.com



You can choose an Address Book and enter the full name or a portion of the name of the recipient. The system will search the Address Book and list all the names that match.

7. Repeat steps 4 through 6 until the last recipient has been added to the list (up to 128 recipients may be entered).
8. Press the Start button.
9. Remove the originals > Press Clear All.

RESULT: An e-mail message with an attached document in the mailbox of your recipient(s).