User Guide

WorkCentre XL Series

User Guide

FCC Compliance in the USA

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

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

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the authority granted by the FCC to operate this equipment.

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

ENERGY STAR

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

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

Model Number:	E4Y, FCE, FCD (pre-installed)
Contact:	Xerox Corporation
Phone:	1-800-828-6571
Address:	800 Phillips Road
	Webster, New York 14580
	USA

Xerox   **E4Y, FCE, FCD**

FC   Tested to comply with FCC Standards

FOR HOME OR OFFICE USE

Information

To get answers for any other questions you might have regarding your WorkCentre, to register your warranty by phone, or for assistance with the installation of your WorkCentre you may call: **(716) 347-9922**

Supplies

To order supplies for your WorkCentre, visit your local retailer or their website. If your local retailer does not stock these items, you may call the Xerox SupplyNet or go to **www.xerox.com**.

In the United States and Canada:

Xerox SupplyNet toll free at: **1 – 800 – 822 – 2200**

Toner Cartridge: 106R482

Drum Cartridge: 13R551

Service

A Customer Service Support Representative will assist you in keeping your WorkCentre operational and, if required, will arrange for service. Contact our experts at:
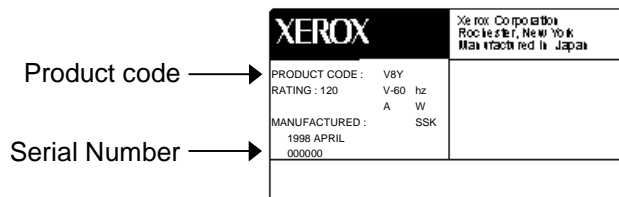
- **Website – www.xerox.com/support**
- **Email – TeamXRX@usa.xerox.com**
- **Call (716) 347-9922**

The following information will be needed when you call Xerox:

Machine Type: **XL** _____

Machine serial number: ___ ___ ___ and the ___ ___ ___ ___ ___ ___.
      (Product Code)   (Serial number)

The serial number is located on the back cover of the WorkCentre, to the left of the power cord.

Product code ⟶

Serial Number ⟶

```
XEROX          Xerox Corporation
               Rochester, New York
               Manufactured in Japan

PRODUCT CODE :   V8Y
RATING : 120    V-60  hz
                A     W
MANUFACTURED :        SSK
  1998 APRIL
  000000
```

Visit the Xerox Web site at: http://www.xerox.com

Information

How to obtain a French User Guide

Au Canada et aux États-Unis, pour obtenir la version française du présent guide d´utilisation, procédez comme suit:
- **Visitez le site Web – www.xerox.com**
- **Utilisez le courriel – TeamXRX@usa.xerox.com**
- **Veuillez composer le (716) 347-9922**

À l´extérieur des États-Unis et du Canada, veuillez communiquer avec votre représentant Xerox.

It's Illegal

In the USA

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In Canada

In Canada it is against the law to copy copyrighted material without permission of the copyright owner, unless the copying falls within the private study, research or criticism provision of the copyright law. Copying of other items may be prohibited. If you have any questions, seek legal advice.

Product Recycling and Disposal

This product may contain lead, mercury and other materials whose disposal may be regulated due to environmental considerations. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.

For information on Xerox's worldwide equipment return and recycling programs, visit www.xerox.com (refer to "About Xerox" section).

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Safety Notes

Your WorkCentre and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the WorkCentre and refer to them as needed to ensure the continued safe operation of your WorkCentre.

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

Symbology: ⚠= High Voltage, ♨ = Heated Surface, ⚠ = Warning

⚠ = **Laser Caution** use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Unplug this WorkCentre from the wall outlet before cleaning. Always use materials specifically designated for this WorkCentre. Use of other materials may result in poor performance and could create a hazardous situation.

Do not use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods.

Never use supplies or cleaning materials for purposes other than what they were intended. Keep all supplies and materials out of reach of children.

Do not use this WorkCentre near water, wet locations, or outdoors.

Do not place this WorkCentre on an unstable cart, stand, or table. The WorkCentre may fall, causing personal injury or serious damage to the WorkCentre.

This product is equipped with a 3-wire grounding type plug (e.g., a plug having a third grounding pin). This plug will fit only into a grounding-type power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use a grounding adapter plug to connect the WorkCentre to a power source receptacle that lacks a ground connection terminal.

This WorkCentre should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.

Do not allow anything to rest on the power cord. Do not locate the WorkCentre where persons will step on the cord.

The power supply cord is the disconnect device for this equipment. Insure that installation is near the outlet and is easily accessible.

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

Safety Notes

Slots and Openings in the cabinet and in the back and sides of the WorkCentre are provided for ventilation. To ensure reliable operation of the WorkCentre and to protect it from overheating, these openings must not be blocked or covered. The WorkCentre should never be located near or over a radiator or heat register. This WorkCentre should not be placed in a built-in installation unless proper ventilation is provided.

Never push objects of any kind into the slots of the WorkCentre as they may touch dangerous voltage points or short out parts which could result in a fire or electric shock.

Never spill liquid of any kind on the WorkCentre.

Never remove covers or guards that require a tool for removal. There are no casual operator serviceable areas within these covers.

Never defeat interlock switches. Machines are designed to restrict operator access to unsafe areas. Covers, guards, and interlock switches are provided to ensure that the machine will not operate with covers opened.

Use of an extension cord with this WorkCentre is not recommended or authorized.

Avoid direct viewing of the document lights. The lamps are bright and, while not harmful, they may cause an annoying afterimage. Always keep the document cover closed during operation and storage.

Avoid exposing the drum cartridge to light for extended periods of time.

Do not touch the green photoreceptor. Scratches or smudges that appear on the photoreceptor will result in poor copy quality and may shorten the service life.

Do not put your hands into the fuser area, as you may be burned.

Ozone: This product produces ozone during normal operation. The ozone produced is dependent on copy volume and is heavier than air. Providing the correct environmental parameter, as specified in the Xerox installation procedures, ensure that concentration levels meet safe limits.

If you need additional safety information concerning the WorkCentre or Xerox supplied materials, you may call the following toll-free number.

In the United States or Canada: **1 – 800 – 828 – 6571**

Helpful Hints

Care of your WorkCentre

- Do not place heavy objects on any surface of the WorkCentre.
- Take care not to place liquids on or near the WorkCentre.
- Avoid placing clips or staples on any WorkCentre surface.

Maintenance

- Clean the Document Glass daily and as required.
- Do not apply cleaning liquids or sprays directly to the WorkCentre; apply to the cloth first.
- Store paper in a dry area, on a flat surface, and in a closed cabinet.
- Wrap partially-used reams of paper tightly.

WorkCentre location

For reliable WorkCentre operation and copy quality, Xerox recommends:

- Place your WorkCentre in a well-ventilated room.
- Recommended environment:
  - Temperature: 50° to 90°F / 10° to 32°C.
  - Humidity: 20% - 60% for up to 90°F / 32°C
              20% - 85% for up to 86°F / 30°C
- Place the WorkCentre on a flat, level surface.
- Avoid locations that subject the WorkCentre to:
  - Direct sunlight.
  - Extreme changes in temperature or humidity.

Getting to Know Your WorkCentre

Original Exit Area

Original Guides

Original Feeder Tray

Automatic Document Feeder (XL2130f, XL2140df)

Document Cover

Document Glass

Control Panel

Bypass Tray Paper Guides

Exit Tray

Paper Tray

Paper Tray 2 XL2140df

Paper Guides

Front Cover

Side Cover

Release Latch

Alternate Paper Tray XL2140df only

Exit Tray

Serial Number

Power Connection

Parallel Port

Power Switch

Lift Area

Installation

As you unpack the WorkCentre, familiarize yourself with its contents. After the WorkCentre is installed, and the Ready Indicator is lit, the WorkCentre is ready to make copies.

Power Cord

IEEE-1284 Parallel Cable **

Packing Material

User Documentation/
Installation CD

Drum Cartridge
(installed in the
machine)

Starter Toner Cartridge
(approximately 2000
copies at 5% coverage)
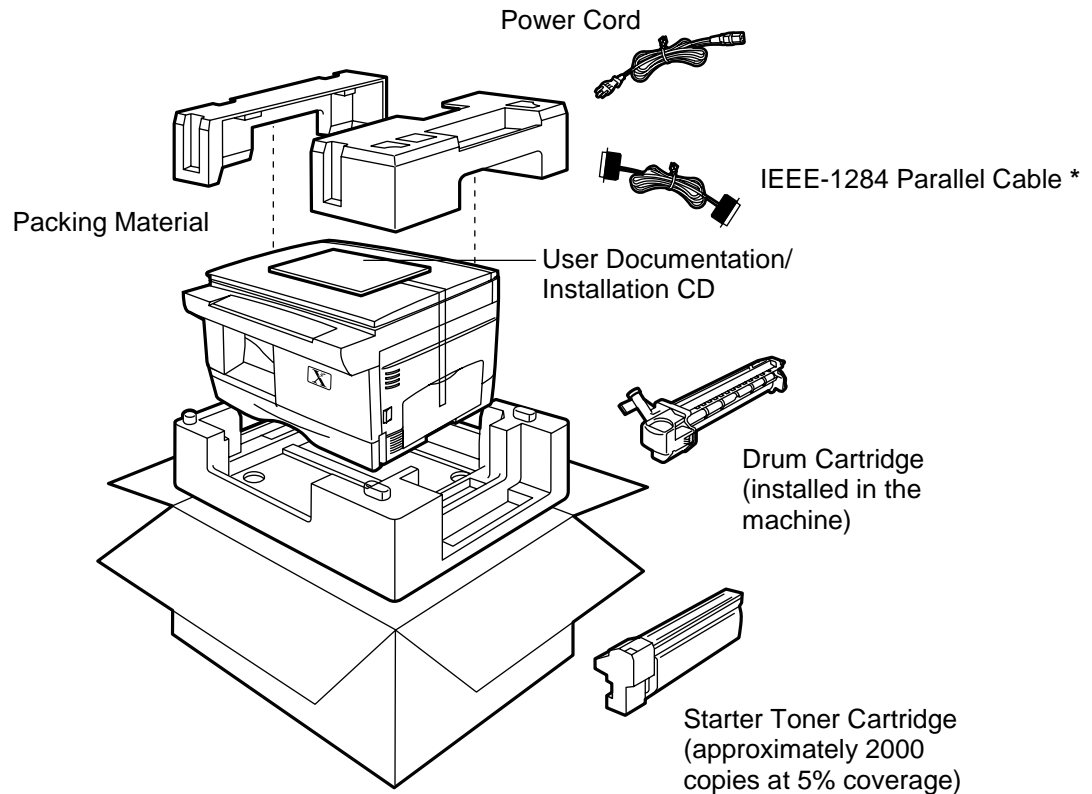
* Note: To ensure reliability of the WorkCentre use the IEEE-1284 compliant parallel cable that is supplied with the machine. Only cables labeled "IEEE-1284" can be used with your WorkCentre, can only be supported by this cable.

Installation (continued)
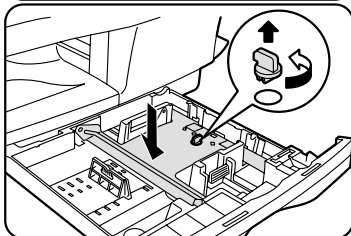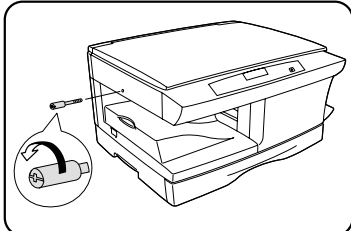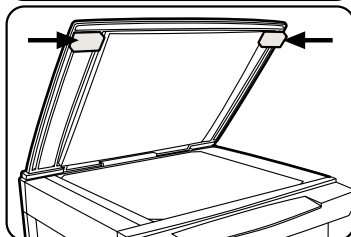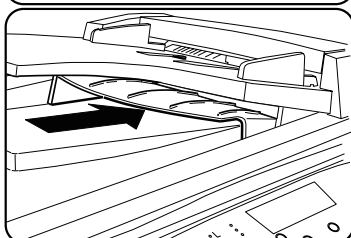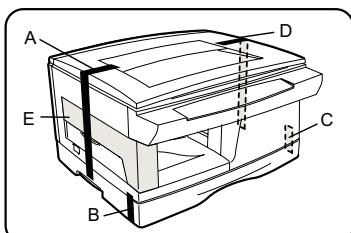
Follow the steps below to properly set up your Xerox WorkCentre.

1. Remove the bag from the WorkCentre.

2. Remove the pieces of tape A, B, C, D, and the packing material E.

XL2140df only

Remove the tape and the packing material supporting the clear plastic 2-sided tray.

NOTE: To ensure the 2-sided tray is in the correct position, gently push it in the direction shown by the arrow.

3. Open the Document Cover and remove the packing materials shown.

NOTE: The XL2130f and XL2140df have a single piece of packing material.

4. Unscrew and remove the Shipping Screw from the left side of the WorkCentre. See step 6 for securing the Shipping Screw.

CAUTION: If the Shipping Screw is not removed, the WorkCentre will malfunction and an L1 status code will be displayed.

5. Lift and pull open the Paper Tray. Turn and remove the Paper Tray lock. See step 6 for securing the Paper Tray Lock.
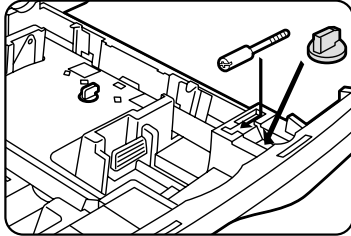
CAUTION: Paper will misfeed if the Paper Tray lock is not removed.

XL2140df only

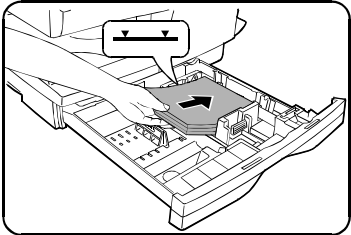**Note:** Be sure to remove the Paper Tray Lock from both Paper Trays.

Installation (continued)

6. Secure the Paper Tray Lock and the Shipping Screw in the locations shown.

- Turn the Paper Tray Lock to secure.

Note: Save the Paper Tray Lock and the shipping screw. They will be needed if the WorkCentre has to be moved.

7. Load paper into the tray.

- Refer to the **Loading Paper** section of the User Guide for additional information.

- Do not fill above the max line.

8. Push the Paper Tray firmly back into the WorkCentre.
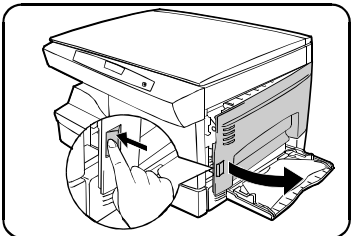
XL2140df only

Note: Ensure that the Alternate Paper Tray is lowered.

9. Press the Release Latch to open the Side Cover.
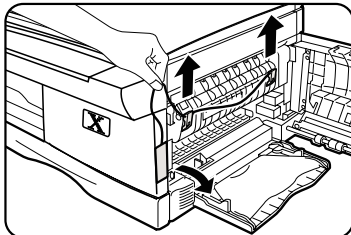
10. Remove the Caution tape from the cover.

11. Remove the two red Fuser Pins, one at a time, by pulling the string upward.

- Discard the Fuser Pins.

Note: Misfeeds will occur if the Fuser Pins are not removed.

CAUTION: Ensure that the Side Cover is always open before opening the Front Cover.
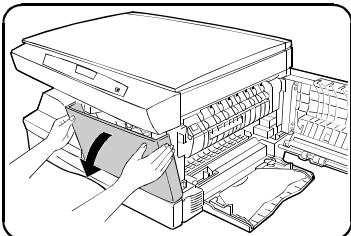
12. Press the Front Cover Release Button, located on the top left side of the Front Cover, to open.

Installation (continued)
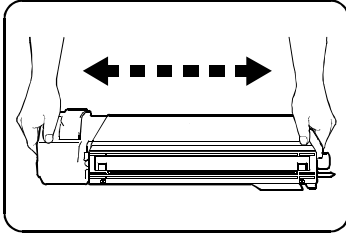
13. Remove the Starter Toner Cartridge from the silver bag. Vigorously shake the cartridge to loosen the toner.

    - Thoroughly shaking the cartridge will assure maximum copies per cartridge.

    - Xerox has included a 2000 page yield Starter Toner Cartridge. Purchased replacement toner cartridges will yield approximately twice the number of copies at 5% coverage.
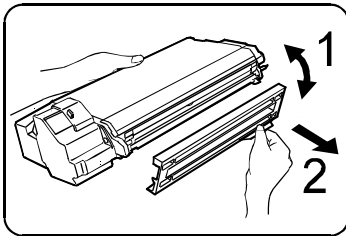
14. Remove the Toner Cartridge Cover.
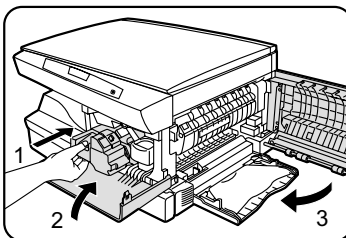
15. Slide the Toner Cartridge into the WorkCentre until it locks into place.

16. Close the Front Cover and the Side Cover.
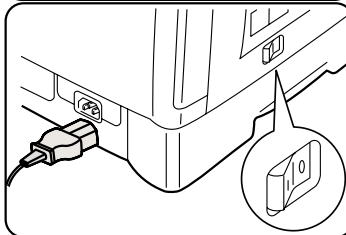
17. Plug the Power Cord into the WorkCentre and then into a grounded outlet.

Turn on the Power Switch. In approximately two seconds the ready indicator will light. Copying is now possible.

Note: Save the carton and packing materials. They should be used to repack the WorkCentre if it has to be moved or shipped for servicing.

18. Skip to the Printer Driver Software Installation section in this User Guide to set up the WorkCentre for printing

Control Panel
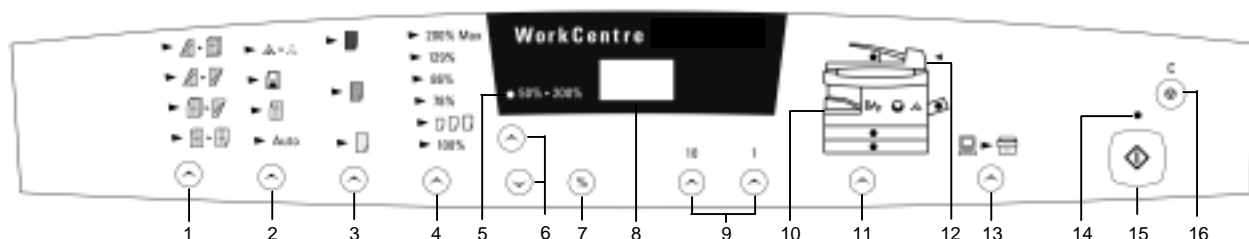
The control panel has keys and lights that are used to control and display the conditions of the WorkCentre.

1. **1-Sided/2-Sided Mode (XL2140df only):** Use the 2-Sided copy feature to make one or two-sided copies from one or two-sided originals. Refer to the **Making Copies on the Automatic Document Feeder** section for detailed information.

2. **Image Quality Mode:** The image quality mode is used to maximize copy quality.

    Auto– for originals with a colored background or mixed text and graphics.

    Text – for originals that contain mainly text.

    Photo – for copying photographs.

    Toner Save – decreases the overall copy density.

3. **Copy Contrast:** Press the contrast keys to lighten or darken copies while in the Text, Photo, or Toner Save settings. Refer to the **Image Quality** section for detailed information.

4. **Preset Reduction/Enlargement:** Press this key to select any of the preset reductions or enlargements.

   *   The ⊡⊡⊡ (customer settable) percentage has been set at the factory for 50%. Refer to **Customizing Your WorkCentre** for information about changing this percentage.

5. **Percentage Indicator:** The indicator will light when any reduction or enlargement setting is selected.

6. **Variable Percentage:** Press the **down** key to **decrease** the percentage. Press the **up** key to **increase** the percentage. Any percentage from 50% to 200% may be selected.

7. **%:** Press this key to display the reduction/enlargement percentage selected**.**
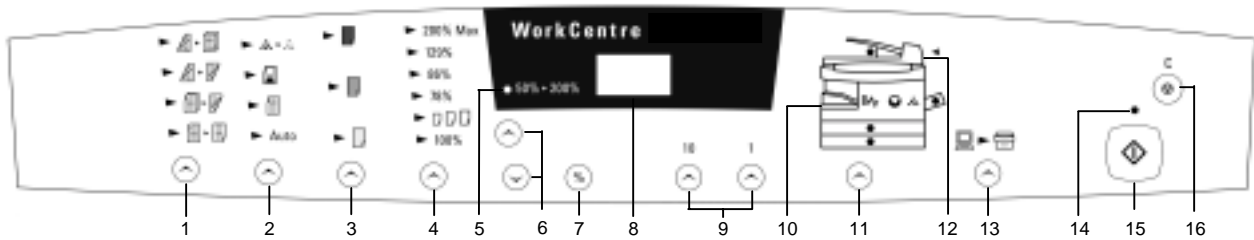
8. **Display Window:** Copy quantity, reduction/enlargement settings, and status codes appear in this area.

9. **Quantity Keys:** Select up to 100 copies. Press the **1** key to increase the quantity by one. Press the **10** key to increase the quantity by 10.

  - To display the number of copies requested during the copy run press the 10 key.

  - Press the Clear key to clear the selected quantity.

10. **WorkCentre Diagram:** Helps you locate areas that require your attention. The indicators will flash in the area requiring attention. For additional information refer to the **Problem Solving** section.

11. **Paper Supply Selection (XL2130f/XL2140df):** Press to change the selected paper supply. The selected paper supply location will be indicated by a green light on the WorkCentre diagram.

12. **ADF Misfeed Indicator:** This indicator will light when a misfeed occurs in the Automatic Document Feeder.

13. **On-line/Off-line Key:** Press this button to alternate between On-line and Off-line status. When the light is lit, the printer is On-line.

14. **Ready Indicator:** When the light is ON (not flashing), the WorkCentre is ready to make copies. When the light is flashing after the Start key is pressed, the WorkCentre is warming up and the copy cycle will begin automatically.

15. **Start:** Press this key to begin copying.

  - The display will change to 1 and increases by 1 as each copy is made.

16. **Clear/Stop:** Press this key to stop the WorkCentre while making copies or to clear copy quantity. If the key is pressed twice quickly, all programming will be cleared.

Power Reduction / Auto Clear

Power Reduction Modes automatically reduce power consumed by the WorkCentre when the WorkCentre has not been used for a set period of time. There are two modes of power reduction; **Power Save**, and **Power Shut-off**.

Power Save Mode – The Ready Indicator will flash and the other indicators will remain on. To copy from the Power Save mode select the desired features and press Start. The copies will be made automatically.

Power Shut-Off Mode – When the WorkCentre enters the power shut-off mode the Ready Indicator will flash and the other indicators will turn off. To copy from the power shut-off mode, press the Start button, then, select the desired features and press Start again. The copies will be made automatically.

Auto Clear – This WorkCentre is enabled at the factory to return to the Normal Copy Mode approximately one minute after a job is completed. Unless otherwise programmed, the Normal copy Mode settings are as follows:

- Copy Quality – Auto
- Copy Lighter/Darker – Normal
- Priority Tray – Tray 1
- Priority Magnification – 100%
- Quantity Selected – 1

Note: Time periods for the Power Shut-Off, Power Save, and Auto Clear modes can be modified to meet your specific copying needs. Refer to **Customizing Your WorkCentre** section of this User Guide for information about changing these settings.

Paper Specifications

Paper Storage

Note: Paper affected by humidity, and curled paper can cause jams and copy quality problems.

For reliable copier operation and good copy quality, Xerox recommends that paper be stored:

- on a flat surface.

- in a closed container.

- in a low humidity area.

- tightly wrapped, if the ream is partially used.

The Specifications Chart below provides information about the types of paper that can be used at each of the paper input areas.

Paper Input	Paper Tray 1 and 2	Alternate Paper Tray/ Bypass Tray
Paper Sizes	5.5×8.5" to 8.5×14" / A5 to 216×356mm	3.5×5.5" to 8.5×14" / A6 to 216×356mm
Paper Weights Optimum Range	 20 lb / 80 gsm 15 – 24 lb / 56 – 90 gsm	 20 lb / 80 gsm 14 – 34 lb / 52 – 130 gsm
Paper Capacities Copy, letterhead, and predrilled XL2120/XL2130f XL2140df	 20 lb / 80 gsm 250 sheets 2×250 sheets	 20 lb / 80 gsm single sheet multi-sheet
Labels, Envelopes, & Transparencies *	No	Yes (1 at a time)

* Use labels, envelopes, and transparencies specifically designed for copiers and laser printers (high temperatures).
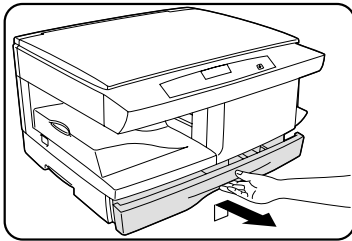
Loading Paper

P will flash in the copy quantity display and the green indicator in the copier diagram will flash when:

- a paper tray is empty.
- paper misfeeds: paper has **not** fed all the way into the copier.
- a paper tray is not closed properly.

If the paper has misfed, open the paper tray indicated by the flashing green light on the copier diagram and remove the misfed paper.

- Do not reuse the misfed paper.
- Ensure that the paper is under the corner snubbers.
- Close the Paper Tray.
- If copying, press the Start key to make the remaining copies. If printing, the job will automatically resume when paper is added.

1. Lift and pull open the Paper Tray.
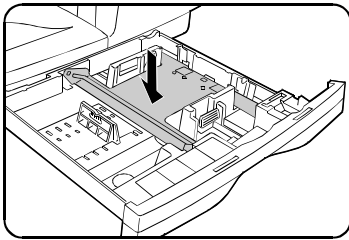
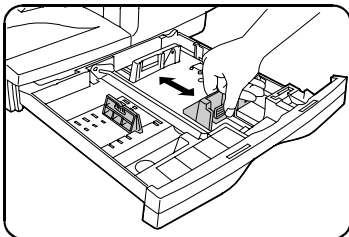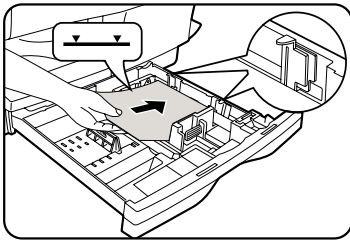
2. Push down on the Pressure Plate until it locks in position.

Note: The procedures for loading paper into tray 1 and tray 2 are identical.

3. Adjust the paper guides to the desired paper size.
    - Squeeze the Side Guide.
    - Lift and insert the Rear Guide.
    - When adding paper larger than 8.5×11/A4, remove the Rear Guide and store it in the pocket in front of the Side Guide.

Loading Paper

4. Fan the paper and insert it into the tray.

   - Ensure that the paper corners are under the corner snubbers.

   - Do not fill above the max fill line.

5. Close the Paper Tray.

6. If copying, press Start to continue. If printing, the job will automatically resume.

   - To cancel the flashing *P* without restarting copying, press the Clear key.

Flashing P

When the Alternate Paper Tray runs out of paper, or the paper misfeeds, the *P* will flash in the display and the green indicator in the WorkCentre diagram will flash.

XL2140df only

Alternate Paper Tray
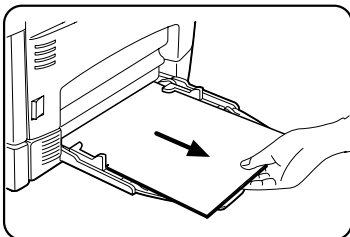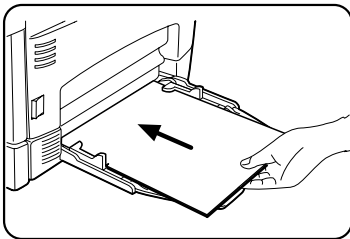
1. Add paper if the Alternate Paper Tray is empty

2. If paper has misfed, remove it by carefully pulling the edge of the paper in the direction of the arrow.

3. If copying, press the Start key to continue.

   If printing, press the On-line/Off-line key to continue.

Making Copies on the Document Glass
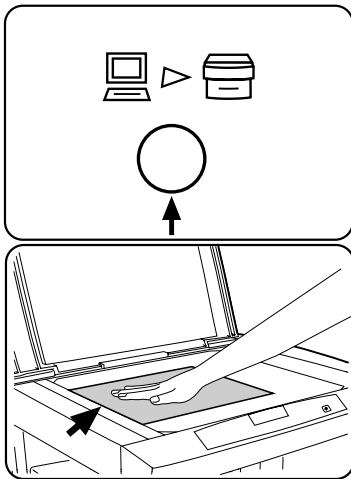
1. Select the desired copy features from the control panel.
2. Select the number of copies.
   - Press the **10** to increase the quantity by 10. Press the **1** key to increase the quantity by 1.
   - To clear the selected quantity, press the Clear key.

3. Lift the Document Cover.
4. Place the original face down and align it with the registration guide on the Document Glass.

5. Close the Document Cover.

Note: Leaving the cover open while copying will affect copy quality and toner consumption.

6. Press Start to begin copying.
   - The number in the display window returns to 1 and advances as each copy is made.

If system is printing, the copy job can be set up by pressing the start button. It will be taken off line automatically. To return to printing without waiting for Auto Return, press the On-line/Off line key.

Making Copies on the Automatic Document Feeder *(XL2130f)*

The XL2130f ADF, with one scan, allows you to make one, single sided, collated copy (1, 2, 3,…). You can also make multiple single sided copies of each original (111…, 222…, 333…). <u>The ADF holds up to 30 originals</u> (20 lb/80 gsm) in one job. Ensure originals are in good condition, and that all staples and paper clips have been removed. Use the Document Glass to make copies from transparencies, facsimile paper, or originals having other unusual characteristics. For reliable copying operation, use originals within the following ranges:

Paper weight range: 16 to 24 lb/60 to 90 gsm

Paper size range: 5.5×8.5"/A5, 8.5×11"/A4 and 8.5×14"/216×353 mm

The ADF comes from the factory with the **Auto Start** feature enabled. Refer to **Customizing Your Copier** section of this User Guide for information about changing this setting.

1. Select the required Paper Tray.
2. Select the desired copy features from the Control Panel.
   - The maximum copy quantity is 1. Reinsert the originals into the ADF for each set required.
3. Adjust the Original Guide to the original size.
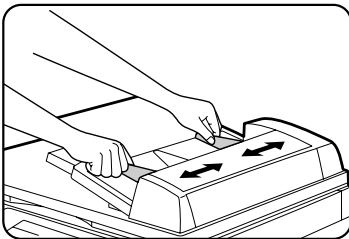
Note: Writing that is very close to the leading or trailing edge of the original may not copy. Turning the original around in the ADF may help.
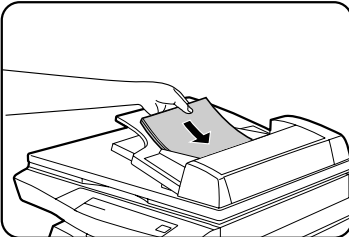
4. Insert up to 30 originals **face up** into the ADF until the green SPF light on the WorkCentre diagram comes on.

Making Copies on the Automatic Document Feeder *(XL2140df)*

The XL2140df Automatic Document Feeder (ADF) allows you to automatically make single sided or two-sided copies. The ADF holds up to 30 originals (20 lb/80 gsm). Ensure originals are in good condition, and that all staples and paper clips have been removed. Use the Document Glass to make copies from transparencies, facsimile paper, or originals having other unusual characteristics. For reliable copying operation, use originals within the following ranges:

Paper weight range: 16 to 24 lb/60 to 90 gsm

Paper size range: 5.5×8.5"/A5 (Short Edge feed only)
8.5×11"/A4 and 8.5×14"/216×353 mm

The ADF comes from the factory with the Auto Start feature disabled. Refer to **Customizing Your WorkCentre** section of this User Guide for information about changing this setting.

Note: Automatic two-sided copying is available only in the copying mode, not the print mode.

The available copy options are:

Icon	Original	Copy	Max Quantity
(2→1)	Two-sided	Single sided	100 sets
(2→2)	Two-sided	Two-sided	1 set
(1→2)	Single sided	Two-sided	1 set
(1→1)	Single sided	Single sided	100 sets

Single sided original to single sided copies (1→1)

This mode will create single sided copies from your originals.

1. Place the originals **face up** in the ADF.

2. Select the icon (1 to 1) and any additional features and the desired quantity.

3. Press Start to begin copying.

   The WorkCentre will produce the requested number of uncollated (1,1,1…2,2,2…3,3,3…) single sided sets.

(2→1)

(2→2)

(1→2)

(1→1)
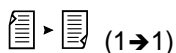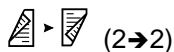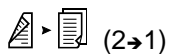
Making Copies on the Automatic Document Feeder *(XL2140df)*

Single sided originals to two-sided copies (1➜2)

This mode will create two-sided copies from your single sided originals.

1. Place the originals **face up** in the ADF.

2. Select the ▭ ➤ ▧ icon (1 to 2) and any additional features.
    *   The maximum copy quantity is 1. Reinsert the originals into the ADF for each set required.

3. Press Start to begin copying.

The WorkCentre will produce one set of two-sided copies.
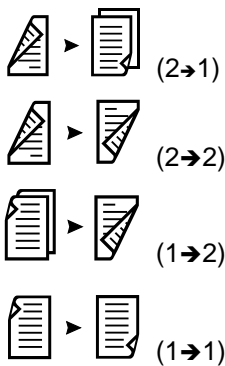
Two-sided originals to two-sided copies (2➜2)

This mode will create two-sided copies from your two-sided originals.

1. Place the originals **face up** in the ADF.

2. Select the ▧ ➤ ▧ icon (2 to 2) and any additional features.
    *   The maximum copy quantity is 1. Reinsert the originals into the ADF for each set required.

3. Press Start to begin copying.

The WorkCentre will produce one set of two-sided copies.

Two-sided originals to single sided copies (2➜1)

This mode will create single sided copies from your two-sided originals.

1. Place the originals **face up** in the ADF.

2. Select the ▧ ➤ ▭ icon (2 to 1) and any additional features and the desired quantity.

3. Press Start to begin copying.

The WorkCentre will produce the number of uncollated single sided sets that you requested.

(2➜1)

(2➜2)

(1➜2)

(1➜1)

Image Quality

The image quality features described on this page can be used to improve copies of documents printed on colored paper, photographs, or are of poor quality.
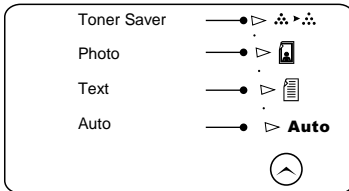
Auto: Use Auto when copying from originals with a colored background or mixed text and graphics.

Note: When Auto is selected, the copier automatically varies the contrast of your copies. Lighter/Darker settings are not available.

Text: Use Text to copy documents containing mostly text.

Photo: Use Photo when the originals are photographs.

Toner Save: Toner Save mode lowers overall copy density on each page. This feature can be used when making draft copies.

Copy Contrast

You can vary the copy contrast of your copies in small increments when Text, Photo, or Toner Save settings are selected.

Note: When Auto is selected the copy contrast settings are not available.

Press the Copy Contrast key to lighten or darken copies while in the Text, Photo, or Toner Save settings.
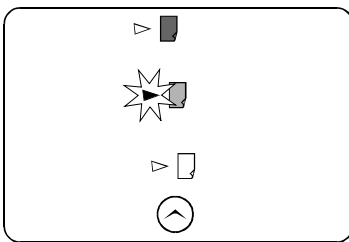
Reduction/Enlargement
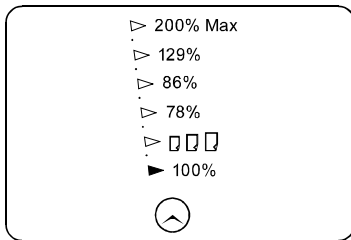
Preset Reduction/Enlargement

Press the Preset Reduction/Enlargement key to quickly select one of the 6 preset percentages. **The customer settable percentage (⬜⬜⬜) has been set at the factory for 50%.** Refer to Customizing Your WorkCentre for information about changing the default percentage.
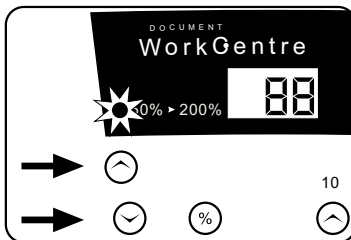
Variable Percentage

Press the Variable Percentage key to increase or decrease the reduction or enlargement by 1% increments. You may select any percentage from 50 – 200%. Press the % key to display the current percentage. When any reduction or enlargement is selected the variable percent indicator will light.
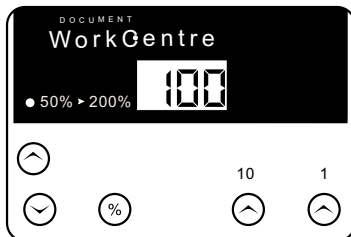
Display Window

Preset or variable reduction/enlargement percentages appear in the Display Window at the time selections are made. After a few seconds, the reduction/enlargement percent is replaced with the number of copies selected. Press the % key to recall the current reduction/enlargement ratio.

Reduction/Enlargement Reference Table

Original Size	Copy Size	% to Use
5.5 x 8.5	8.5 x 14	154%
5.5 x 8.5	8.5 x 11	129%
8.5 x 14	8.5 x 11	78%
8.5 x 11	5.5 x 8.5	64%
A4	A3	141%
B4	A4	81%
A4 / A3	A5 / A4	71%

Copying Oversized Documents

The Document Cover may be removed in order to position an oversized document on the Document Glass.

Note: If your copier is equipped with an Automatic Document Feeder (ADF) the cover cannot be removed.
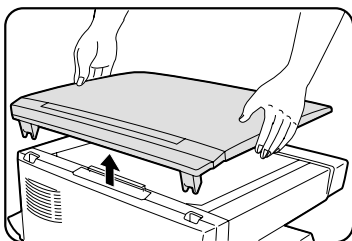
1. Lift the Document Cover straight up.

Note: Do not leave the cover off for extended periods of time.

2. Reattach the Document Cover by reversing the above step.

Bypass Tray (XL2120 / XL2130f)

Use the Bypass Tray to copy onto paper that is different from that loaded in the paper tray and to copy onto special stock such as envelopes, labels, or transparencies. Stock is fed one sheet at a time into the Bypass Tray.

The minimum copy size is 3.5×5.5"/ A6. The maximum copy paper size is 8.5×14" / 216×356mm.

Load special stock as follows:

Predrilled paper: holes toward the rear of the copier.

Letterhead paper: face down with the top toward the left.

Envelopes: flap side up and toward the rear.

Labels: face down.

Transparencies: removable stripe face up and toward the rear.

- Use labels, transparencies, and envelopes specifically designed for copiers (high temperatures).
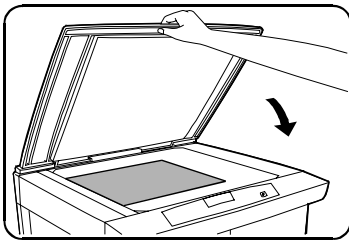
1. Place the original **face down** and align it with the Registration Guide on the Document Glass and close the Document Cover.

    XL2130f

    Unless the Automatic Document Feeder (ADF) auto start has been disabled, the Bypass Tray cannot be selected.
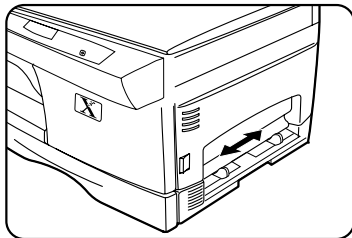
2. Adjust the Bypass Tray Paper Guide to the width of the copy paper.

Alternate Paper Tray (XL2140df)

The Alternate Paper Tray can be used to feed multiple sheets of standard paper, or it can be used to feed single sheets of special or heavy papers such as note cards, transparencies, and labels.

The Alternate Paper Tray holds up to 50 sheets of 20 lb/ 80 gsm paper ranging in size from 3.5×5.5" to 8.5×14"/ A6 to 216×356mm.

Load special stock as follows:

**Predrilled paper:** holes toward the rear of the copier.

Letterhead paper: face down with the top toward the left.

Envelopes: flap side up and toward the rear, one at a time.

Labels: face down, one at a time.

Transparencies: removable stripe face up and toward the rear, one at a time.

- Use labels, transparencies, and envelopes specifically designed for copiers (high temperatures).
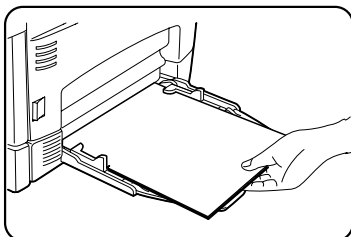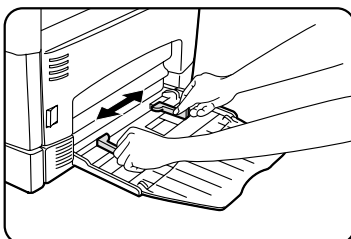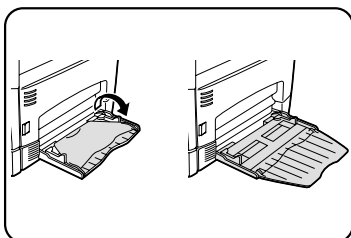
1. Place the original **face down** and align it with the Registration Guide on the Document Glass.

2. Lower the Alternate Paper Tray, located on the right side of the copier.

3. Unfold the Paper Support Extension as shown.

4. Adjust the Paper Guides to the width of the copy paper.

5. Insert the copy paper all the way into the Alternate Paper Tray until it stops (do not force).

   - 50 sheets max.

Note: When loading envelopes, labels, or transparencies insert one at a time.

6. Press the Paper Supply key to select the Alternate Paper Tray.

7. Select other required features.

8. Press the Start button.

Two-Sided Copying *(for all models except the XL2140df)*
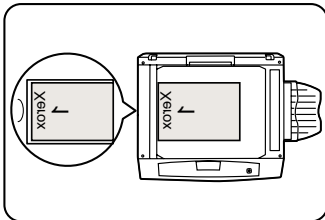
1. Place side 1 original **face down** on the Document Glass, with the **TOP** toward the **LEFT**. Lower the Document Cover.

Note: 16 lb / 60 gsm copy paper is not recommended for two-sided copying.

2. Select quantity required.

3. Press Start to make side 1 copies.

4. Remove the first original and place the second original **face down** on the Document Glass with the **TOP** toward the **RIGHT**, and lower the Document Cover.

XL2120 / XL2130f

5. Remove the side 1 copies from the output tray and insert one of the copies **face up**, **TOP** toward the **RIGHT**, into the Paper Tray Bypass. Continue feeding the Side 1 copies until all the two sided copies are made.
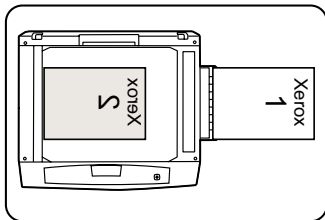
Envelopes

Various types and sizes of envelopes can be printed/copied on the WorkCentre using the Bypass Tray or Alternate Paper Tray.

Selecting Envelopes

The construction of envelopes is critical to printing performance and varies widely. Use high-quality envelopes that are thin and sharply creased. Test a few envelopes before you purchase large quantities.

Sizes: Minimum: 3 x 5" / 76 x 127mm
Maximum 8.5 x 14" / 216 x 356mm

Hints: Try to avoid printing over the area where the envelope's three back flaps meet.

Note: Tuck flap inside before reading.

Printing /copying on an envelope:

When printing on the WorkCentre XL2120 or XL2130f

- Wait until prompted by the status monitor to load the envelope into the Paper Tray Bypass.
- Only load one envelope at a time into the Paper Tray Bypass, flap side up.
- Make sure that the leading edge of the envelope is straight and firmly creased.
- For the best print quality, position margins no closer than .5"/ 13mm from the edges of the envelope.

When printing on the WorkCentre XL2140df

- Only load one envelope at a time into the Alternate Paper Tray, flap side up.
- Make sure that the leading edge of the envelope is straight and firmly creased.
- For the best print quality, position margins no closer than .5"/ 13mm from the edges of the envelope.

Envelopes (continued)

Caution: The types of envelopes described below can severely damage your machine.

- Never use envelopes with clasps, snaps, windows, coated linings, exposed self-stick adhesives, or other synthetic materials.
- Never use envelopes with glues, inks, and adhesives that could discolor, scorch, or melt when heat is applied.
- Never try to print on both sides of an envelope. Jamming and damage can result.

Envelope Storage:

Proper storage of envelopes helps ensure successful feeding and printing.

- Envelopes should be protected from moisture. Excessive moisture can cause wrinkles and sealed flaps.
- Envelopes should be stored flat. Air can become entrapped during printing and cause creases to form. Flat storage helps prevent air entrapment.

Customizing Your WorkCentre

Programmable Feature Settings 0 – 9 and 11 – 19

To change the programmable features, find the Program Number and the desired Option Number in the Programmable features chart on the following pages. Follow the instructions below.

Note: The WorkCentre must be off-line and in the Ready mode.
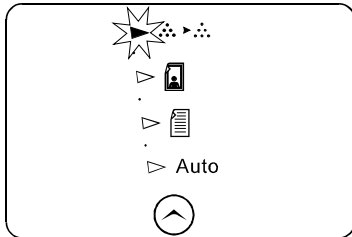
1. Select the Toner Saver mode.
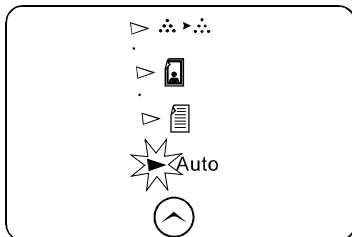
2. Press again and hold the Auto Button (Image Quality) key for approximately 4 to 6 seconds.
    - The light next to Auto mode will light.
    - The lights within the WorkCentre Diagram will flash.
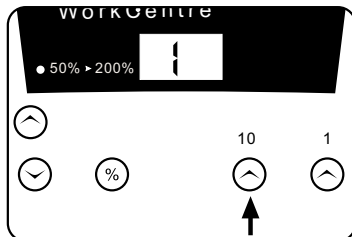
3. Press the 10 key to select the Program Number of the feature to be changed.
    - You will not be given the choice to change an option if your machine does not have the feature.
4. Press Start.
    - The current setting for that program will flash.
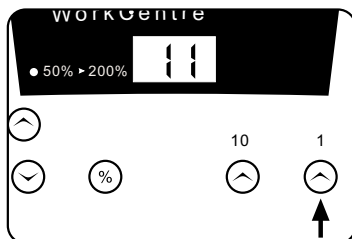
5. Press the 1 key until the option number you want is displayed.
6. Press Start to store the selection.
7. Press the Clear key to continue making other changes.
   Press the Image Quality key to return to the copy mode.

Programmable Feature Setting 10

Use the following procedure to change the preset Reduction/Enlargement default setting (⧄⧄⧄). This feature allows you to set a specific preset reduction or enlargement between 50 – 200%.
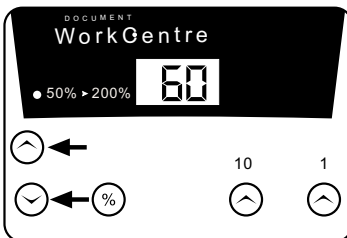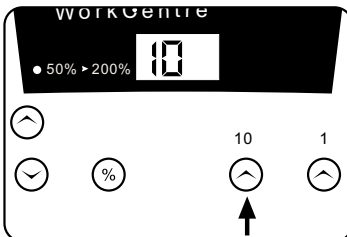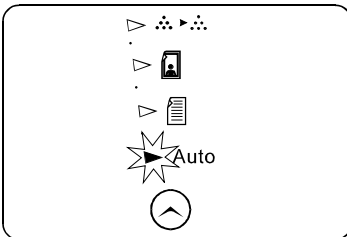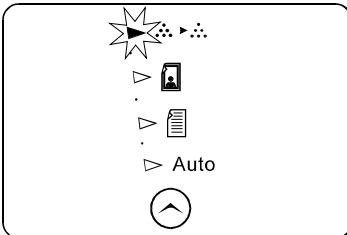
1. Select the Toner Saver mode.

2. Press again and hold the Image Quality key for approximately 4 to 6 seconds.

    - The light next to Auto mode will light.
    - The lights within the WorkCentre Diagram will flash.

3. Press the 10 key until the number 10 is displayed.

4. Press Start.

    - The current reduction/enlargement setting will flash.

5. Press the variable percentage keys until the desired percentage is displayed.

6. Press Start to store the selection.

7. Press the Clear key to continue making other changes. Press the Image Quality key to return to the copy mode.

Programmable Features

The default settings for various machine features may be changed to suit your individual needs. All of these features remain set until this process is repeated.

Each of the programmable features, along with its program number and options are contained in the chart below. The procedure to change the default settings follows the chart.

Note: The procedures written in this manual are based on the factory default settings.

Feature	Program Number	Option Number * Factory Setting
Priority Tray: This feature allows you to set the default paper tray. At power on or auto clear, the copier will return to the selected priority paper tray. *(XL2140df)*	0	0 – Main paper tray * 1 – Alternate paper tray 2 – Second paper tray
Auto Clear Time Out: This feature allows you to select the time it takes for the copier to return to the normal copy mode after a copy cycle is complete.	1	0 – Off 1 – 30 seconds 2 – 60 seconds * 3 – 90 seconds 4 – 120 seconds
Time Out to Power Saver: • Temperature of the fusing unit in this mode is lower than in the Ready mode. • Fan speed is reduced. • Return to Ready mode at the press of Start button	2	0 – Off 1 – 45 seconds 2 – 90 seconds * 3 – 2 minutes 4 – 5 minutes
Time Out to Power Shut-Off: • Lowest power mode • Fuser and fans are off • Return to Ready mode at press of Start button	3	<u>**Prog #**</u> <u>**Option**</u> 0 – 15 minutes 1 – 30 minutes* 2 – 60 minutes 3 – 90 minutes 4 – 120 minutes 5 – 240 minutes
Default Magnification: This feature allows you to make copies slightly larger or smaller than the original, or the same size.	4	0 – 100% * 1 – 99% 2 – 101%

Feature	Program Number	Option Number * Factory Setting
Default Image Quality: This feature allows you to select the default Image Quality mode.	5	0 – Auto Exposure* 1 – Text 2 – Photo
Auto Contrast Adjustment: The copy contrast range may be adjusted when the copy image is consistently too light or too dark in the Auto Image Quality mode.	6	0 – Lightest 1 – Lighter 2 – Normal * 3 – Darker 4 – Darkest
Paper Trail Edge Deletion: The trail edge deletion can be turned **Off** to accommodate originals that have print to the very bottom edge. When Off, another 4 mm will copy, however the image quality may deteriorate as it gets closer to the bottom edge. When this feature is **On** each time the paper tray is opened edge deletion is disabled for the first copy. Edge deletion is enabled for the following copies.	7	0 – On * 1 – Off
Paper Tray Bypass Auto Start: When enabled, the copier will begin to copy as soon as paper is fed into the paper tray bypass. *(XL2120 / XL2130f.)*	8	0 – On * 1 – Off
Automatic Document Feeder Auto Start: When enabled, the ADF will begin to copy as soon as paper is placed in the ADF. *(XL2140df.)*	9	0 – On 1 – Off*
Reduction/Enlargement Preset: This feature allows you to set a specific preset reduction or enlargement setting for the ⏷⏷⏷ key.	10	50 – 200% Default 50% *

Feature	Program Number	Option Number * Factory Setting
Auto Paper Tray Switching: When enabled, the copier will automatically switch to another paper tray when the selected tray runs out of paper. *(XL2140df)*	11	0 – On 1 – Off *
Automatic Document Feeder (ADF) Contrast Adjustment/ Automatic Document Feeder: The copy exposure range may be adjusted when the copy image is consistently too light or too dark. *(XL2130f / XL2140df)*	12	0 – lightest 1 – lighter 2 – Normal * 3 – darker 4 – darkest
Return to Print Mode: This feature allows you to select the time it takes for the copier to return to the print mode after a copy job is complete.	14	0 – 60 seconds * 1 – 90 seconds 2 – 120 seconds 3 – 150 seconds 4 – 180 seconds 5 – Off - no time out
Default 1-sided/2-sided Mode: This feature allows you to select the default copy mode. *(XL2140df)*	17	0 – 1 to 1 * 1 – 1 to 2 2 – 2 to 2 3 – 2 to 1

Default copy paper size for 2-sided copying from the document glass:

Feature	Program Number	Option Number * Factory Setting
Top paper tray default: This feature allows you to select the default copy paper size for the upper paper tray. *(XL2140df)*	18	0 – 8.5 × 14 1 – 8.5 × 13 2 – 8.5 × 12.4 3 – A4/ 210 × 297mm 4 – 8.5 × 11 * 5 – B5/ 182 × 257mm 6 – 5.5 × 8.5 7 – A5/ 148 × 210mm
Lower paper tray default: This feature allows you to select the default copy paper size for the lower paper tray. *(2140df)*	19	0 – 8.5 × 14 1 – 8.5 × 13 2 – 8.5 × 12.4 3 – A4/ 210 × 297mm 4 – 8.5 × 11 * 5 – B5/ 182 × 257mm 6 – 5.5 × 8.5 7 – A5/ 148 × 210mm

WorkCentre Care

Cleaning the Document Glass and Cover

Keeping the Document Glass clean helps ensure the best possible copies. Xerox suggests that you clean the Document Glass at the start of each day and during the day as needed.

CAUTION: Do not pour or spray water directly onto any part of the WorkCentre.
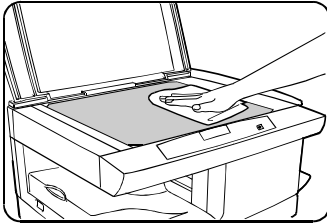
1. Slightly dampen a soft lint-free cloth or paper towel with water.
2. Wipe the surface of the Document Glass until it is clean and dry.
3. Wipe the underside of the white Document Cover until it is clean and dry.
4. Close the Document Cover.

Cleaning the Corotron Wire

If copies start getting streaks or blotches, the Corotron Wire may be dirty.

Note: Ensure that the Alternate Paper Tray is lowered **(XL2140df)**
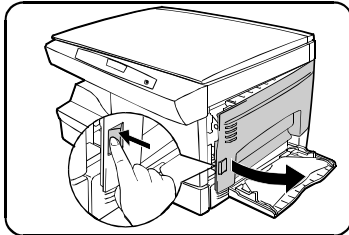
1. Press the Release Latch to open the Side Cover.
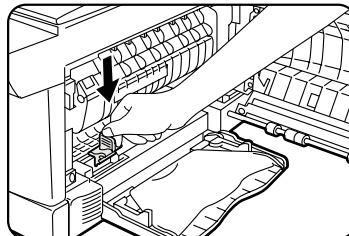
2. Remove the Green Corotron Wire Cleaner from inside the copier (near the front corner of the machine).
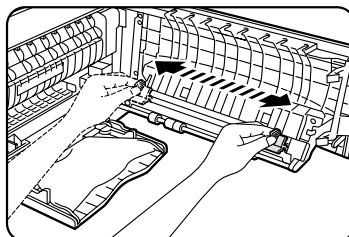
3. Insert the Corotron Cleaner into the Corotron Wire Unit.
4. Wipe the Corotron Wire with the Corotron Cleaning Tool as shown.

5. Replace the cleaner and close the Side Cover.

A1-A2 *Automatic Document Feeder Misfeed*

When a misfeed occurs in the feeder, the red ADF misfeed indicator flashes on the WorkCentre Diagram, and an A1 or A2 status code will flash in the Display Window. The status code indicates the number of originals that must be returned to the feeder after clearing the misfeed.

A1 status code- refeed the last original.

A2 status code- refeed the last 2 originals.

This code will disappear when copying is resumed or the Clear key is pressed.

Details for clearing the three types of feeder misfeeds are given below.

Input Misfeed
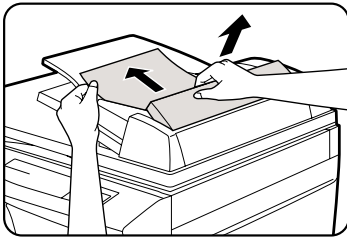
1. Open the Feeding Roller Cover and pull the original gently to the left and out of the Document Feeder Tray.

2. Close the Feeding Roller Cover.

3. Open and close the Document Cover to clear the misfeed indicator.

4. Press Start to continue copying.

Exit Misfeed

1. Open the document cover and turn the Roller Knob to remove the misfed original from the exit area.

Note: If paper cannot be easily removed, skip to the Roller Misfeed.

2. Close the Document Cover.

3. Press Start to continue copying.

Roller Misfeed
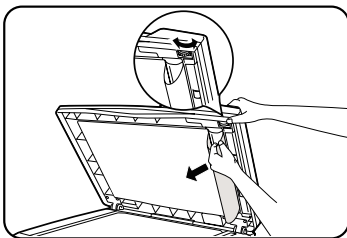
1. Open the Document Cover and turn the Roller Knob to remove the misfed original from the document Feeder Tray or the exit area. If the original is difficult to remove, gently remove it from under the feeding roller.

2. Close the Document Cover.

3. Press Start to continue copying.

Clearing the Paper Path
☌ *– E-1, E-2, E-3, E-4, E-5*

When a paper misfeed occurs the red misfeed indicator flashes on the WorkCentre diagram, and an E status code will flash in the Display Window. Paper misfeeds may occur in the areas shown below. Follow the steps below to locate and clear the misfeed.

Fuser Area

Exit Area

Side Cover

Paper Feed Area
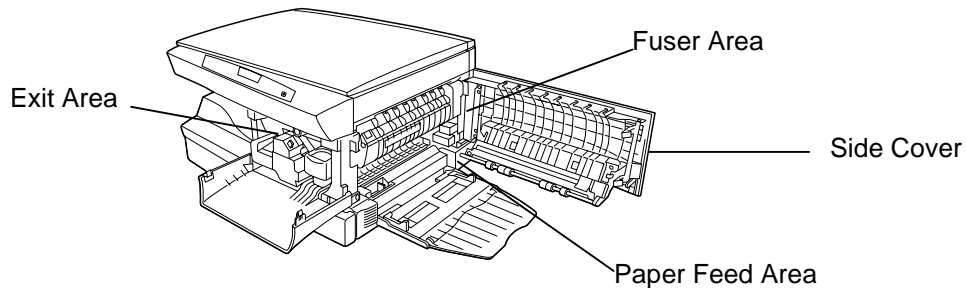
Note: Ensure that the alternate paper tray is lowered **(XL2140df only).**

Caution: Do not touch the shiny drum cartridge surface. Scratches or smudges will result in poor copy quality.

Do not remove paper through the bypass. Unfused toner may adhere in the area, resulting in smudged copies.

E-1
Steps 1-2 for XL2140df only
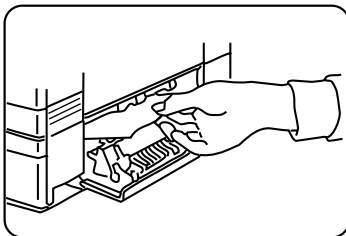
1.   Lower the right Side Tray 2 Access Door.

2.   Remove the misfed paper.

3.   Close the Access Door.

If paper cannot be removed, open drawer (2) clear misfed paper.

4.   Close the Side Cover.

E-2
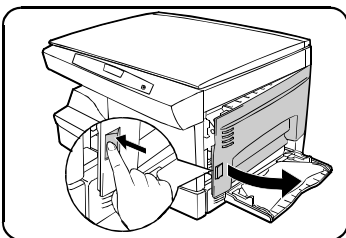
1.   Press the Release Latch to open the Side Cover.
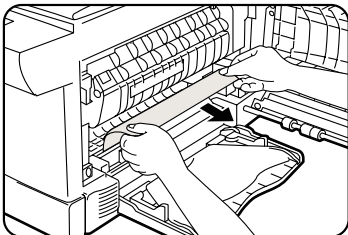
$\overset{\circ}{\mathbb{N}}$ *– E-1, E-2, E-3, E-4, E-5* (continued)

Caution: Do not touch the shiny Drum Cartridge surface. Scratches or smudges will result in poor copy quality.

2.   Carefully remove the misfed paper in the direction shown.

If paper cannot be reached, open the paper trays and remove misfed paper.

E-3
Fuser Area

Warning: The fuser area is hot. Take care when removing paper from the fuser area.

Note: Ensure that the Alternate Paper Tray is lowered **(XL2140df only).**
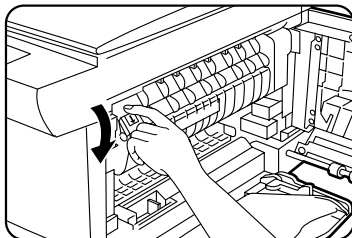
1.   Press the Release Lever to open the Side Cover.

2.   Pull down on the fuser lever.

- This will release pressure on the paper.

Caution: Do not pull paper up through the fusing unit. Unfused toner may adhere in the area, resulting in smudged copies.
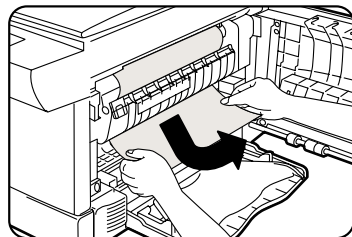
3.   Remove the sheet of paper in the direction shown.

4.   Close the Side Cover.

E-4 and E-5 (2-sided Reverse Copy XL2140df only)
Exit Area
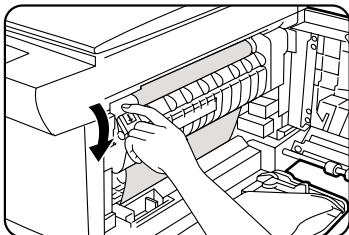
1.   Pull down on the fuser lever.

- This will release pressure on the paper.

2.   Gently pull the paper out through the exit area.

⊗ *– E-1, E-2, E-3, E-4, E-5* (continued)
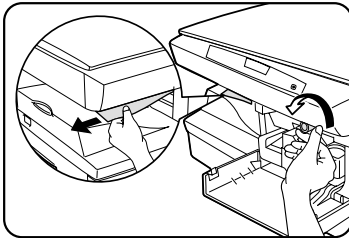
3. If not accessible, turn the knob in the direction of the arrow to move the paper to the exit area.

4. Gently pull the paper out through the exit area.

5. Close the Front Cover and Side Cover.

∴ *Toner Cartridge Replacement*

Note: Yield is approximately 4000 copies at 5%area coverage.

When loading or printing the toner indicator on the WorkCentre diagram will light when the toner supply is low. Approximately 10 more copies can be made, but you should have a replacement cartridge in stock. When the J1 status code is displayed, the machine will stop operating until the toner cartridge is replaced.

Note: Replacement toner cartridge yield approximately 4K copies at 5% coverage.

Note: Ensure that the Alternate Paper Tray is lowered **(XL2140df).**
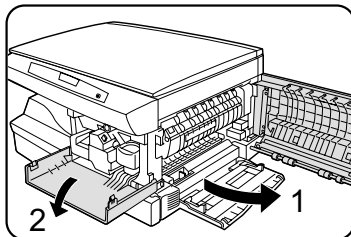
1. Press the Release Latch to open the Side Cover.

2. Press the Front Cover Release Button, located on the top left side of the Front Cover, to open the Front Cover.
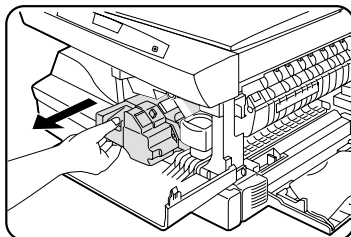
3. Press down on the green lever on the front of the old Toner Cartridge and pull the cartridge out.

Note: Help the environment by recycling your used toner cartridge. Refer to the recycling brochure packed with the Toner Cartridge for details on Xerox's Green World Alliance Recycling Program.
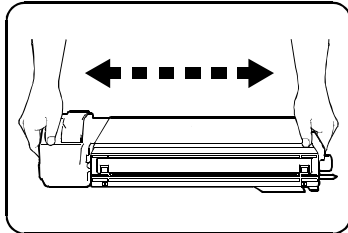
4. Shake the new Toner Cartridge horizontally four or five times.
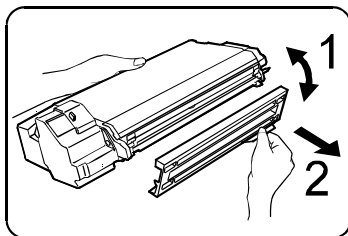
5. Remove the Toner Cartridge Cover.

   • Save the box and the cover for shipping your used toner cartridge to Xerox.
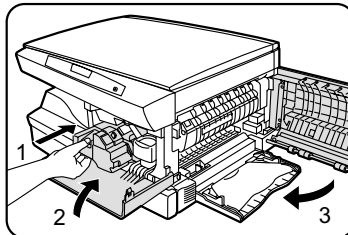
6. Slide the new Toner Cartridge in until it locks in place, making sure not to touch the surface of the Drum Cartridge.

7. Close the Front Cover and the Side Cover.

   • Wait for the ready indicator to light.

◯ *J2 Drum Cartridge Replacement*

The useful life of the Drum Cartridge is approximately 18,000 copies. The Drum Cartridge Indicator on the WorkCentre diagram lights when the drum is near the end of life. Approximately 1,000 more copies can be made, but you should have a replacement cartridge in stock. When the J2 Status Code is displayed, the machine will stop operating until the Drum Cartridge is replaced.
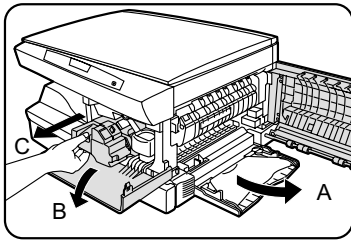
Note: Ensure that the Alternate Paper Tray is lowered (XL2140df only).

1. Press the Release Latch to open the Side Cover (**A**).

2. Press the Front Cover Release Buttons to open the Front Cover (**B**).

3. Press the green button (**C**) on the front of the Toner Cartridge and pull out the cartridge.

Note: The Toner Cartridge must be removed before removing the Drum Cartridge.

4. Pull out the Drum Cartridge.
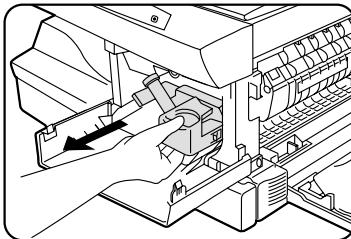
Note: Help the environment by recycling your used Drum Cartridge. Refer to the recycling brochure packed with the Drum Cartridge for details on Xerox's Green World Alliance Recycling Program.
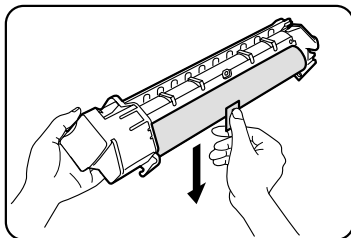
5. Remove the cover from the new Drum Cartridge.

CAUTION: Do not touch the shiny surface of the drum.
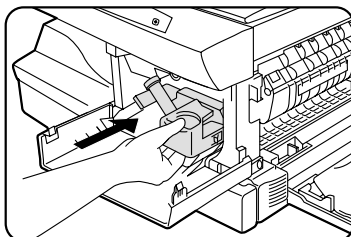
6. Slide the new Drum Cartridge into place.

7. Reinstall the Toner Cartridge, making sure not to touch the surface of the Drum Cartridge.

8. Close the Front Cover and the Side Cover.

Counter access

Copies on Photo Cartridge

This counter displays the total number of copies/prints remaining on the drum in the machine. The count can be used to determine when to reorder a new Drum Cartridge.

The count will be displayed in the Display Window as a sequence of 2- 3 digit values.

Example 1: 10,145 copies/prints will be displayed as 010 followed by 145

Example 2: 361 copies/prints will be displayed as 000 followed by 361
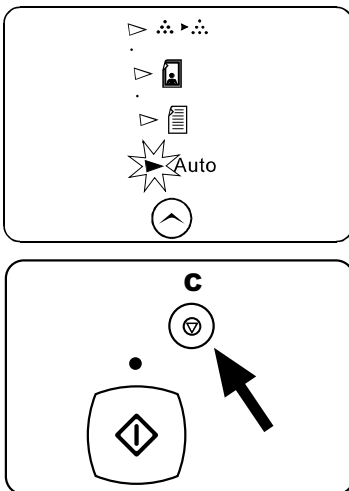
1. Select the Toner Saver mode.

2. Press again and hold the Image Quality key for approximately 4 to 6 seconds.

   • The light next to Auto mode will light.

   • The lights within the WorkCentre Diagram will flash.

3. Press and hold the Clear key for 5 seconds.

   • The count will continually be displayed until the Clear key is released. There will be a slight pause at the end, before displaying the count again.

   • Press the Image Quality key to return to the copy mode.

Total images made on the WorkCentre

This counter displays the total number of images made on the machine. The count will be displayed in the display window as a sequence of two 3 digit values.

1. At ready state, press and hold the Clear key for at least 5 seconds. The count is then displayed (see examples above) until the Clear key is released.

2. Releasing the Clear key restores the ready state.

Printer Driver Software Installation

The printer driver software is the program that runs the printer. It converts the data in the file you want to print into information that the printer can understand. It also controls communication between the printer and computer as the data is printed.

You will need the following PC hardware and software in order to use the printer driver:

Computer type	IBM PC/AT or Compatible Computer
Operating system	Windows 95/98, Windows NT 4.0, 2000, Me
CPU	Pentium II or better
Connection IEEE-1284 parallel cable	To ensure reliability use the IEEE-1284 compliant parallel cable that is supplied with the machine. Only cables labeled "IEEE-1284" can be used with WorkCentre.

Printer Cable Connection

IEEE 1284 Parallel connection
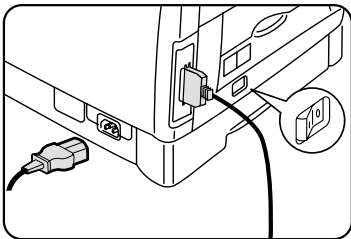
1. Ensure that the computer and the WorkCentre are turned off.

2. Plug the IEEE-1284 cable into the parallel port on the WorkCentre.

3. Plug the other end of the IEEE-1284 cable into the computer.

4. Ensure that the power cord is plugged into the WorkCentre and then into a grounded outlet.

5. Do not attach your WorkCentre to a pass-through port of another device (scanner, CD-ROM drive, tape drive, Zip™ drive or external disk).

6. Turn on the PC.

ALERT: Windows 2000 Users

A Microsoft "Digital Signature Not Found" message may appear during Printer Driver installation on systems with Windows 2000. The XL series Printer Driver has been thoroughly tested by Xerox and is compatible with Windows 95, 98, Me, 2000, NT, 4.0, and xp. Click **Yes** to complete the installation.

ALERT: Windows XP Users

A Microsoft "Hardware Installation" message will appear during Printer Driver installation on systems with Windows XP. The XL series Printer Driver has been thoroughly tested by Xerox and is compatible with Windows 95, 98, Me, 2000, NT, 4.0, and xp. Click **Continue Anyway** to continue with the installation.

Printer Driver Installation

Windows 9x, NT4.0, 2000, Me, xp

1. Ensure that the printer is powered off, then load the CD into your PC.

2. Select "Start" from the menu bar, then "Settings" and then "Printers".

3. Select "Add Printer", then click on "Next".

4. Click on "Next" to accept "Local printer" or "My Computer" setting.

5. Select "Local Port (LPT1)", then click on "Next".

6. Click on "Have Disk", then change drive location to match your CD-ROM drive (D:\ or E:\).

7. Click on "Browse", then select "Enu" folder.

8. Select your operating system folder. NOTE: WIN-Me is located under WIN-9X folder.

9. Click on "Open" or on "OK" to accept "INF" file.

10. Click on "OK", then select your XL product.

11. Click on "Next" for all remaining driver installation options.

12. Select "No" for "Print Test Page", then on "Finish".

13. Turn-On your WorkCentre XL Product, then Restart your PC.

Notes:

WorkCentre Properties (Printer Driver)

The purpose of this section is to provide information about how to access and use the options in WorkCentre Printer Driver Properties dialog. Use the WorkCentre Properties dialog to change the settings used for printing.

There are several ways to display the Printer Driver dialog, including:

- **Displaying the Driver Properties <u>dialog from an application</u>**
- **Displaying the Properties dialog <u>from the Start Menu</u>**
- **Displaying the Properties dialog <u>from the Xerox Printer Services Program</u> (Status Monitor)**

Displaying the Driver Properties dialog from an application

Control of the driver settings is provided from the WorkCentre Properties (Printer Driver) dialog box. The new driver settings will be active while the application is open. The driver settings will return to the prior values when the application is exited.

Access to the Properties dialog will vary depending upon the application that is in use.

Note: The application may override any options that are selected using the Properties Dialog.

1. Click **Print** on the application's **File** menu
2. If not selected, select the **WorkCentre** printer
3. Click on **Properties** button
4. Change the print options and click **OK**

Displaying the Properties dialog from the Start Menu

1. On the **Start** Menu, click **Settings**. On the Settings submenu, click **Printers.**
2. Right click on the **WorkCentre** printer icon and click **Properties**, or click **Properties** from the File menu.

Displaying the Properties dialog from the Xerox Printer Services Program (Status Monitor)

Click on the Properties button in the Xerox Printer Services window.

Properties Tabs

The WorkCentre Printer Driver Properties dialog contains tabs from which you can make selections that best suit your printing requirements.

Note: Refer to on-line Help for detailed information.

Paper/Output – to select desired paper source (tray), number of copies, paper size, document orientation (portrait or landscape).

Image Quality
- lighter
- darker
- contrast
- output type
- resolution

Advance
- performance
- gray output
- fill patterns
- font

About displays the driver version and copyright information.

On-Line Help

The WorkCentre Printer Driver includes a comprehensive on-line help system, designed to answer all your questions about using the WorkCentre Properties dialog.

The help system is your on-line user guide, providing complete introductory and reference information. It also provides troubleshooting information, in case you should run into any problems.

When you have a question simply click on the Help button on the WorkCentre Properties dialog.

The main Help Topics window will be displayed.

? Printer Driver Help

To view an explanation of any field or button in the dialog window:

1. Click the ? icon located in the upper right corner of the dialog window, and release the mouse button.

    - The cursor will change to a question mark.

2. Place the question mark on the field or button that you want defined, and release the mouse button.

    - The on-line Help file will display information on the selected subject.

Enabling High Speed Printer Communications

Your Xerox WorkCentre has been designed to provide excellent copy and print quality with high productivity. To ensure the highest print performance, the Xerox WorkCentre was designed to take advantage of high speed parallel port communications between your personal computer and your Xerox WorkCentre. This can be accomplished by enabling the **Extended Capabilities Port (ECP)** mode for your personal computer parallel port (LPT1, LPT2 etc.).

What is ECP?
ECP is a particular type of personal computer interface for printers that was established by the IEEE-1284 standard. Personal computers with this type of printer interface can enable printing up to four times faster than personal computers without ECP.

How do you know if ECP is enabled on your computer?
Many computers will give a status of the printer port settings through the Windows™ control panel and printer settings folders. Others may give the status by special software on the personal computer to view BIOS settings or CMOS settings. When you install the Xerox WorkCentre Digital Copier/Printer driver software on your personal computer, the install software will automatically check your personal computer for you. If your personal computer is not running in ECP mode, the driver software will remind you that higher printing performance would be achieved if ECP were enabled.

How will your printing performance be affected if you do not have an ECP compatible personal computer, or if you do not enable ECP mode?
Since the rated print speed of the Xerox WorkCentre Digital Copier/Printer has been verified with ECP mode, the only effect you may notice is a slight reduction in the print speed.

Are there any other requirements for ECP mode?
Always use an approved IEEE-1284 compliant cable (as the one supplied with your Xerox WorkCentre Digital Copier/Printer). Never use (scanners, CD devices, tape drives, switch boxes, etc.) attached to the same port as the WorkCentre operate. Each device should be on a separate parallel port (LPT1, LPT2 etc.) for the greatest reliability.

What can you do if your personal computer does not appear to have ECP mode enabled?

1. Check your personal computer documentation for a description of this feature. Particularly look for BIOS and/or CMOS settings, etc.

2. Call your personal computer's manufacturer. Be prepared with the model number and serial number.

3. Contact a computer sales or service near you, and inquire about an ECP board option for your personal computer that will allow your personal computer to operate in this mode.

Problem Solving

Problem Solving Chart

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. Refer to the Status Code Chart in this section for status code information. For up-to-date solutions you can visit the Xerox website at **www.xerox.com/support** under the Suport section. If the problem persists, please refer to the **Information** section for the appropriate telephone numbers.

Condition	Suggested solutions
Ready indicator does not light.	Check that the WorkCentre is plugged into an electrical receptacle. Ensure that there is power to the receptacle and that the WorkCentre power is in the ON position.
Copies are too light or too dark.	If the original is light, select the lower copy contrast position to darken the background of the copies. Check for a broken Corotron Wire. Refer to **WorkCentre Care** section for the location of the corotron wire. If the original is dark, select the upper copy contrast position to lighten the background of the copies.
Smears, lines, marks, or spots on copies.	If defects are on the original, press the Copy Contrast Key to lighten the background of your copies. If no defects are on the original, clean the Document Glass and underside of the Document Cover. (Refer to **WorkCentre Care**.) If the above solutions do not help, clean the Corotron Wire. (Refer to **WorkCentre Care**.)
Copy image is skewed.	Ensure that original is positioned correctly on Document Glass. Check that copy paper is loaded correctly.
Blank copies.	Ensure that the original is face down on the Document Glass. Check for a broken Corotron Wire. Refer to **WorkCentre Care** section for the location of the Corotron Wire.

Condition	Suggested solutions
Image rubs off the copy easily.	Replace the paper in the tray with paper from a new package.
	In high humidity do not leave paper in the WorkCentre for extended periods of time.
Frequent copy paper jams.	Fan the stack of paper, then turn it over in the tray.
	Replace paper in paper tray with a fresh supply.
	Check/adjust paper guides.
	Ensure that the paper is the proper paper weight. 20 lb / 80 gsm bond paper is recommended.
	Check for copy paper or pieces of copy paper remaining in the WorkCentre after a paper jam has been cleared. (Refer to **Clearing the Paper Path**.)
The three trouble indicators are lit in the WorkCentre Diagram.	The machine is in the program mode. Press the Image Quality key to exit.
Toner yield is lower than expected and the Toner Indicator is on.	Toner may be lodged in the cartridge. Remove the Toner Cartridge. Shake the Toner Cartridge and tap along the top of the Toner Cartridge over a waste receptacle. Take care not to touch the exposed toner on the left side of the cartridge.
Fewer copies from the Toner Cartridge than expected.	Originals contain pictures, solids, or heavy lines.
	Originals are forms, newsletters, books etc.
	The WorkCentre is being turned on and off frequently.
	The document cover is being left open while copies are being made. (Refer to the **Toner Cartridge Yield** section.)

Problem Solving

Status Code Chart

Status Code	Suggested Solution
P	Ensure that there is paper in the selected paper tray. Ensure that the Paper Tray is closed properly. Paper may not have fed all the way into the WorkCentre. (Refer to **Loading Paper and Flashing P**.)
E1 E2 E3 E4 E5	Copy paper has misfed. (Refer to **Clearing the Paper Path**.)
J1	The toner indicator on the WorkCentre diagram will light when the toner supply is low. Approximately 10 more copies can be made, but you should have a replacement cartridge in stock. When the **J1** status code is displayed, the machine will stop operating until the toner cartridge is replaced.
J2	The drum cartridge indicator on the WorkCentre diagram lights when the drum is near the end of life. Approximately 1,000 more copies can be made, but you should have a replacement cartridge in stock. When the **J2** status code is displayed, the machine will stop operating until the Drum Cartridge is replaced.
C1	The Front or Side Cover is open. Close the cover.
CH	Install the Toner Cartridge.
A1 – A2	Remove misfed paper from the Automatic Document Feeder. Refer to **A1 – A2 Automatic Document Feeder Misfeed** for detailed instructions.
L1	Ensure that the Shipping Screw is removed.
E7 H2 – H4 L3 – L5 U2 – U5	Switch OFF the main power. Wait approximately 5 seconds. Switch ON the main power. If the status code continues, visit website **www.xerox.com**.

Problem Solving

Printing Solution Chart

Problem	Probable Cause	Remedy
The WorkCentre does not print	The printer cable is not connected properly.	Check the cable connection.
	The printer cable is defective.	Check the cable with a computer and printer that work. If printing is still not possible, replace the cable.
	The WorkCentre is connected to a Pass-Through Device (A/B switch, Scanner, Jazz/Zip Drive…)	Make sure that the WorkCentre is connected directly to the computer's Parallel Port.
	There may be a conflict with the printer driver status monitor.	Uninstall or disable any other printer's status monitor.
	The Toner and Drum Cartridges are not installed properly.	Check that the toner and drum cartridges are installed properly.
	The printer driver may not be installed properly.	Reinstall the WorkCentre printing software.
	The parallel port cable specifications may not be correct.	Use the IEEE-1284 parallel port cable supplied with the machine or replace it with an IEEE-1284 compliant cable.
	The page layout is too complex.	Go to the Printer Driver Properties Image Quality Tab and Reduce the resolution from 600 dpi to 300 dpi. Install more RAM in the computer.
Half of the page is blank	The page orientation may be incorrect.	Change the page orientation in the printer setup dialog.

Problem	Probable Cause	Remedy
	There may be too many applications open.	Try closing other applications before printing. Reduce resolution from 600 dpi to 300 dpi. Install more RAM in the computer.
	The computer CPU specification may be incorrect.	Check that the computer meets the minimum specification.
Printing is too slow	The computer parallel port may not be set for high speed communications.	If your computer is equipped with an ECP parallel port, enable this mode of operation. Refer to the **Enabling High Speed Printer Communications** section and your computers user guide.
	Computer may not have enough memory (RAM).	Install more RAM in your computer.
	Print Job is too large	Reduce resolution from 600 dpi to 300 dpi.
Irregular faded patches of print	There is a paper quality problem.	Use only paper that meets the specifications required by the printer.
	Toner may be unevenly distributed.	Remove the toner cartridge and shake it gently to evenly distribute the toner. Then reinstall the toner cartridge.
Background scatter	The paper may be too damp.	Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.
	Printing over uneven surfaces.	If printing onto envelopes, change your printing layout to avoid printing over areas that have overlapping seams on the reverse side.

Problem	Probable Cause	Remedy
Missing characters	The paper may be too damp.	Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.
Back of printout is dirty	Clean the Corotron Wire.	Print a few blank pages to clean the transfer roller.
Incorrect fonts	TrueType fonts may be disabled.	Use the Advanced Setup in the Xerox WorkCentre Folder (Click on Start-Programs-Xerox WorkCentre-Advanced Setup) to enable TrueType fonts.
Faded graphics	Toner may be low.	Remove the Toner Cartridge and shake it gently to evenly distribute the toner. Then reinstall the Toner Cartridge. Ensure that you have a spare Toner Cartridge.
1. No message is displayed. 2. No output is received.	Status Monitor "Off"	1. Enable Status Monitor to be "On". 2. Check paper source to ensure proper media type is loaded.
1. A red "X" is displayed to say error. 2. No output is received.	Status Monitor "On" and "Minimized	1. Double click on Status Monitor icon to open. 2. Read displayed message. 3. Check paper source to ensure proper media type is loaded. 4. If empty, load appropriate media. 5. If correct media type is loaded, check to ensure media is feeding properly.
1. Message Displayed "Out of Paper. 2. No output is received.	Status Monitor "On" and "Maximized"	1. Check paper source to ensure proper media type is loaded. 2. If empty, load appropriate media. 3. If correct media type is loaded, check to ensure media is feeding properly.

Technical Data

Original Size: Maximum 10×14" / B4	

Copy Ratio Percentages: 1:1 ± 1%

      Preset: 50*, 78, 86,100,129, 200 customer settable
      Zoom: 50 - 200

Paper Size and Weight

   Tray 1 and Tray 2
      5.5×8.5 to 8.5×14"/ A5 to 216×356mm
      15 - 24 lb / 56 - 90 gsm
   Paper Tray Bypass
      3.5×5.5" to 8.5×14"/ A6 to 216×356mm
      14 - 34 lb / 52 - 130 gsm

Copy Rate (8.5×11" / A4 and smaller)

XL2120:	12 copies/minute
XL2130f:	13 copies/minute
XL2140df:	14 copies/minute

Print Rate (8.5×11" / A4 and smaller): up to 12 ppm

Paper Tray Capacity	Paper Tray	Paper Tray Bypass
XL2120:	250	1
XL2130f:	250	1
XL2140df:	2×250	50

First copy output time: 9 seconds (warm)   23 seconds (cold)

Electrical Requirements: AC 120V ± 10%, 50/60 Hz, 9.5A

Machine
Dimensions   Width × Depth × Height

XL2120:	20.4 × 17.76 × 11.9"/ 51.8 × 45.1 × 30.3cm
XL2130f	20.4 × 19.06 × 14.9"/ 51.8 × 48.4 × 37.9cm
XL2140df:	20.4 × 19.06 × 18.3"/ 51.8 × 48.4 × 46.4cm

Machine Weight (Includes Drum and Toner Cartridge)

XL2120:	40.9 lbs / 18.6kg
XL2130f:	55 lbs / 25kg
XL2140df:	57.2 lbs / 26kg

Power Consumption: Max: 1.0kW

        Shut off mode: 20 Watts

Notes:

Rear cover