
WorkCentre XK35c/25c



User Guide

DIGITAL
THE DOCUMENT COMPANY
XEROX

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As an ENERGY STAR® Partner, Xerox Corporation has determined that this product meets the ENERGY STAR® guidelines for energy efficiency. This machine meets all low power and sleep mode requirements in standby mode.

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Preface

Safety Notes

Your Xerox WorkCentre XK35c/25c and Xerox supplies are designed and tested to meet strict safety requirements. Included are safety agency examination and approval and compliance to established environmental standards. Please read the following instructions carefully before operating the WorkCentre XK35c/25c, 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.

Unplug the WorkCentre from the wall outlet before cleaning. Always use materials specifically designated for this product. 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 spray anything onto or inside of the WorkCentre.

Use supplies or cleaning materials only as directed. Keep all supplies and materials out of reach of children.

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

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

Safety Notes *(continued)*

This product is equipped with a **grounding type plug**. The plug will fit only into a grounded 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 an adapter to connect the WorkCentre to a power source receptacle that lacks a ground connection terminal.

The WorkCentre should be operated from the type of power source indicated on the 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 people will step on the cord.

The power supply cord is the **disconnect device** for this equipment. The On/Off power switch does not electrically disconnect the machine from its power source. You must unplug the power supply cord to electrically disconnect the WorkCentre. Ensure that the WorkCentre is installed near an 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.

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. The 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 the covers of the WorkCentre.

Safety Notes *(continued)*

Never defeat interlock switches. This WorkCentre is 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.

If you need **additional safety information** concerning the WorkCentre XK35c/25c or Xerox supplied materials, you may call the following toll-free number.

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

Helpful Hints

WorkCentre Location

For reliable operation and copy quality, Xerox recommends:

- Locate your WorkCentre in a well-ventilated room.
- Place the WorkCentre on a flat, level surface.
- Do not block any WorkCentre vents or openings.
- Keep the WorkCentre environment at 60° to 90° F (16° to 32° C) and 40% to 70% humidity.
- Avoid locating the WorkCentre in direct sunlight or extreme changes in temperature or humidity.

Care of Your WorkCentre

- Clean the WorkCentre Document Glass daily or as required.
- Apply cleaning liquids to a cloth first before applying cleaners to the WorkCentre.
- Store media in a dry area, on a flat surface and in a closed cabinet.
- Wrap partially used reams of media tightly.

Calling for Service and Supplies

Service

A Xerox Customer Support Center Representative will assist you in keeping your WorkCentre operational and, if required, will arrange for service. Call one of the following numbers for service. Have your model and serial numbers handy. These numbers are found on the Xerox label on the middle lower back of the machine.

Model	Xerox WorkCentre XK35c or XK25c
Serial Number	f i l l i n

Country	Phone
USA or Canada	1-800-TEAM XRX, or 1-800-832-6979
(your country)	

Visit the Xerox Web site at <http://www.xerox.com> for additional product information.

Supplies

To order supplies for your WorkCentre, call or visit your local retailer or visit their Web site. If your store does not stock these items, you may call the following number.

In the United States and Canada:

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

Part Numbers for Consumables:

Black Ink Cartridge: 8R7881

Color Ink Cartridge: 8R12591

CAUTION: Non-Xerox ink cartridges will not fit correctly into the WorkCentre cartridge compartment, and may damage the machine.

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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.

Machine Registration

In order to activate your WorkCentre warranty, please take a moment to register this product. Use one of the following methods:

- FAX your registration (model number, serial number and date of purchase) to 1-800-594-5023, or
- Mail in the registration card (the mailing portion of the Warranty Card), or
- Call 1-800-TEAMXRX (1-800-832-6979)

You will need the model number, serial number and date of purchase when registering your WorkCentre.

NOTE: Save a copy of the registration card and the bill of sale as proof of purchase for future reference.

System Requirements

Proper operation of the WorkCentre for printing (XK35c and XK25c) and scanning (XK35c only) requires that your PC meets or exceeds the following system requirements:

- IBM compatible personal computer:
 - Minimum configuration: 486DX, 200MHz, 16 MB RAM, 20 MB free hard disk space*, Windows 3.1x
 - Recommended configuration: Pentium II, 200MHz, 32 MB RAM, 20 MB free hard disk space*, Windows 3.1x
- Windows® operating environment (Windows® 3.1x, Windows® 95, Windows® 98, Windows® NT 4.0)
- 16 MB or more RAM (Windows® 3.1x), 32 MB RAM (Windows® 95, 98), and 32 MB RAM (Windows® NT 4.0)
- A USB cable is supplied for printing and scanning functions. If you do not have a USB port on your PC and you want printing and scanning (XK35c only) functions, you must supply an IEEE 1284 bi-directional parallel cable, maximum 6 feet.

* 20 MB minimum hard disk space required for driver installation only. If installing the additional software, an additional 90MB free hard disk space is required (70MB for Pagis Pro®, 20MB for MGI PhotoSuite®).

Xerox provides a print driver, TWAIN scanner driver and Control Program (for ink cartridge management). Pagis Pro and MGI PhotoSuite are provided (XK35c only) if you do not already have a scanner/image editor program; these two software applications require Windows 95/98 or NT 4.0.

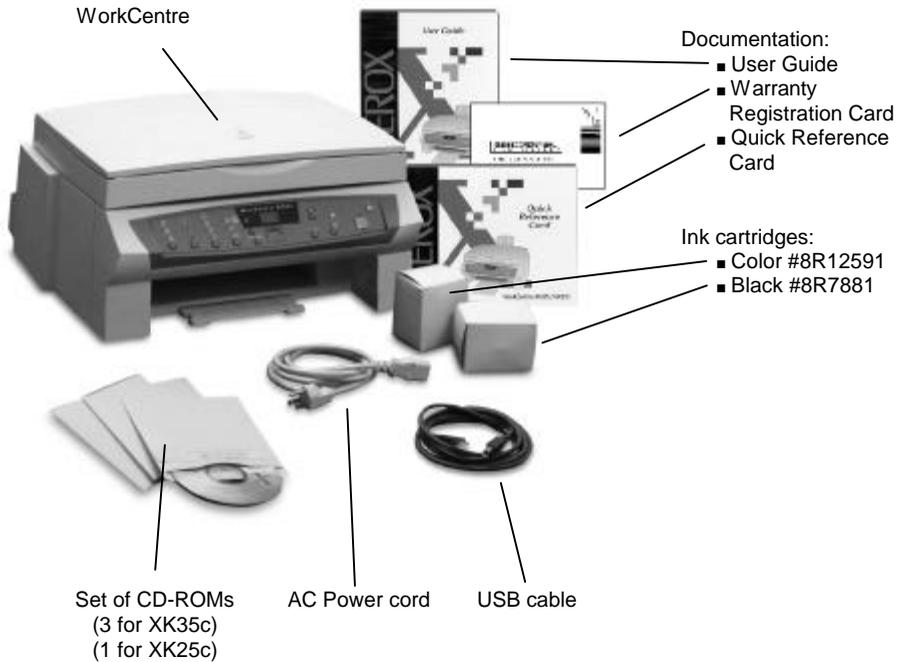
1. Getting Started

This section describes the installation and setup of your WorkCentre. The following topics are included:

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Components

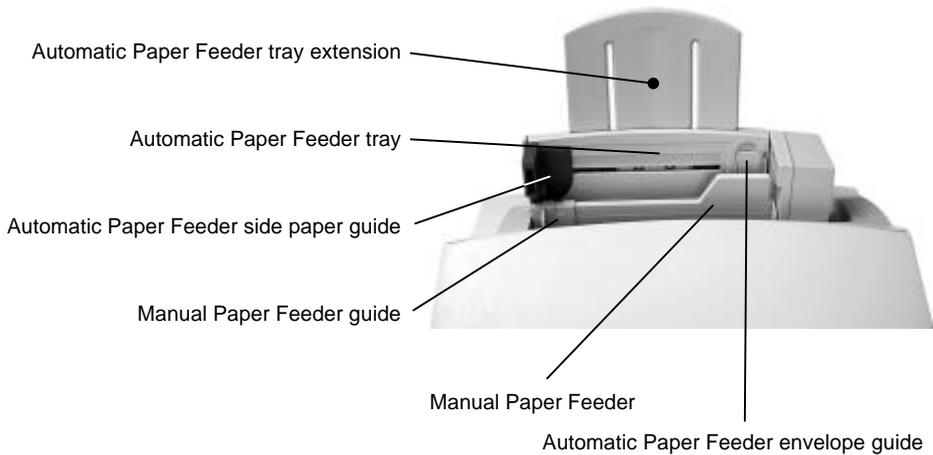
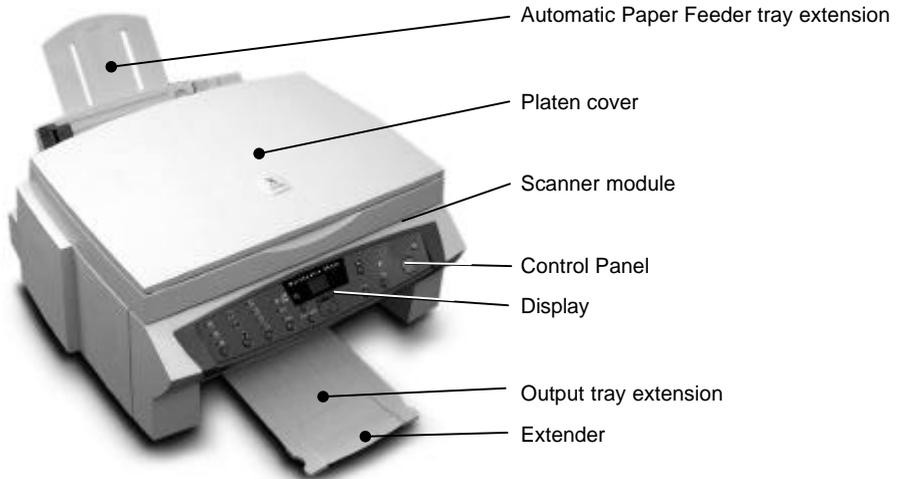
The following components are provided with your WorkCentre. Please examine the carton contents. If any component is missing, contact the Xerox Customer Support Center (see *Calling for Service and Supplies*).



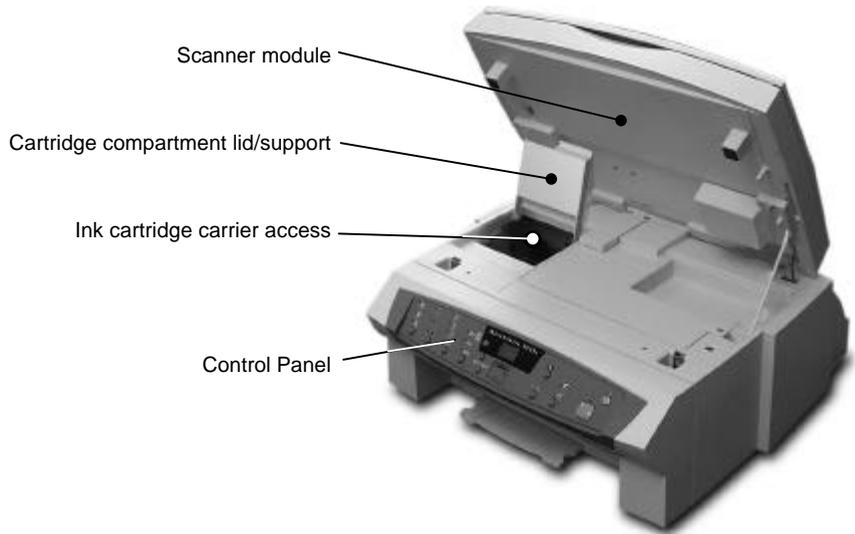
NOTE: The black ink cartridge that is initially supplied with the WorkCentre is a standard capacity cartridge. This initial black cartridge may run out of ink before the low ink Diagnostic Display LED turns on. Replacement black cartridges (#8R7881) are high capacity.

Control Locations

Take a moment to familiarize yourself with the machine's components and controls and their locations.



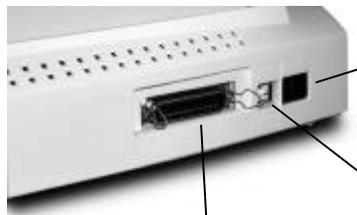
Control Locations *(continued)*



Lower left back of machine

Spare ink cartridge compartment

AC power cord socket



Lower right back of machine

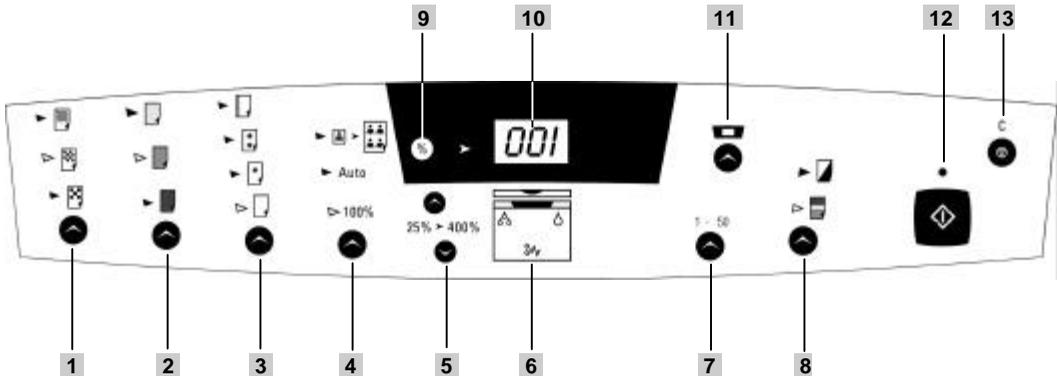
On/Off power switch

USB port

IEEE 1284 Parallel port

Control Panel

Use the following graphic to locate the buttons, Diagnostic Display LEDs and Display on the WorkCentre Control Panel.



1 Resolution

Press to select the print resolution.



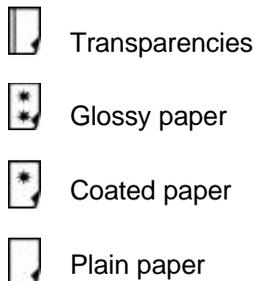
2 Contrast

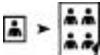
Press to lighten or darken the image appearance.



3 Media Type

Press to choose the media type to be used.



-
- 4 Special Copy** Press to set an option.
-  Fits multiple copies on one sheet (clone).
- Auto* Reduces or enlarges the original to fit paper size.
- 100%* Makes a copy the same size as the original.
- 5 Copy Size/Scroll** Press and hold one of these two buttons to reduce or enlarge the copy size from 25% to 400% of the original document in 1% increments. Also used to scroll through the menu choices as shown in the Display.
- 6 Diagnostic Display LEDs**
-  Lights up when color cartridge ink level is low.
-  Lights up when black cartridge ink level is low.
-  Lights up when a paper jam occurs or the paper feeder is empty.
- 7 Number of Copies** Press to set the number of copies from 1 to 50.
- 8 B&W/Color Mode** Press to alternate between black and white mode and color mode.
-  Black and white mode
-  Color mode
- 9 Percent button** Press to change the Display. When this % LED light is on, the Display shows the current copy size. When the LED light is off, the Display shows the current status of the machine.
- 10 Display** Used to display machine status, copy size, menu codes and error codes.



11 Menu

Press this button to enter Menu Mode. Each time you press this button, the Display shows the menu code:

U01

Change cartridges

U02

Align cartridges

U03

Set paper size

U04

Ink nozzle self test/cleaning

12 Start

Press to start operation or activate your selection.

13 Stop/Cancel

Press to stop an operation or cancel a selection. This action restores all copy menus to default settings in standby mode.

Setup

Use the following procedure to initially set up your WorkCentre.

- 1 Open the **shipping carton** on a flat, stable surface. Remove all packing materials and components. Check the set of components with the component list. If any components are missing, call 1-800-TEAM XRX (1-800-832-6379).
- 2 Remove the **wrapping** from the machine, and place the machine in its work location. To help guarantee trouble-free operation of your machine, place it on a flat, stable surface near your workstation. Leave enough space to allow for easy paper loading, paper unloading, and opening of the front cover.

NOTE: Do not place your machine:

- ◆ *In direct sunlight.*
- ◆ *Near heat sources or air conditioners.*
- ◆ *In dusty or dirty environments.*

- 3 Carefully remove the **shipping tapes** from the machine: the paper exit tray in the front bottom area, both top sides and the paper feeder tray in the back of the machine.



Paper exit tray



Top side



Paper feeder tray

- 4 Pull the **extension tray** upwards out of the Automatic Paper Feeder until it snaps into place. Also pull the **paper exit tray** outward from the front base of the machine. Fold out the **extender** from the paper exit tray when copying or printing.



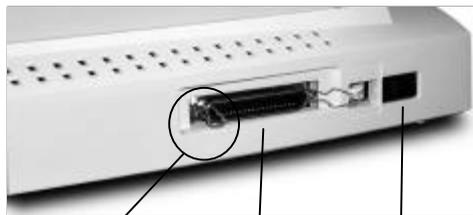
5 Attach a **printer cable**.

- **USB cable** (only for Windows 98 PCs): Plug one end into the USB port on the back of the WorkCentre, and the other USB cable end into the USB port on your PC.

Or

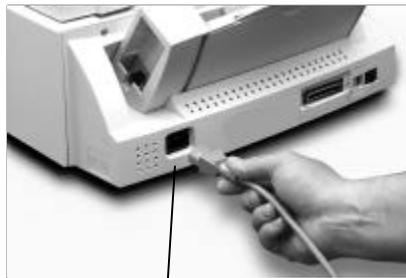
- **Parallel cable** (not supplied, use IEEE 1284 cable for bi-directional communications): Plug one end of the parallel cable into the matching parallel port on the back of the WorkCentre, and plug the other end of the parallel cable into the matching parallel port on your PC. Swing the two wire clips on the sides of the WorkCentre parallel port inward until they lock firmly inside the notches on the parallel cable connector. Refer to your computer documentation for assistance with this parallel cable procedure.

CAUTION: Use only one cable – USB or parallel cable. If your PC does not have both a USB port and Windows 98, you must use a parallel cable.



Wire clip Parallel port USB port

- 6 Plug one end of the supplied AC **power cord** into the power socket on the back of the machine. Plug the other end into a standard AC power outlet.



AC power cord socket



Setup *(continued)*

- 7 Turn the WorkCentre **power switch** on. The switch is located on the rear of the machine, next to the printer ports. Pressing the right, outer side turns the power on; pressing the left, inner side turns the power off.



Power switch

- 8 The Control Panel Display will show **000** in a scrolling manner while the machine is initializing.
- 9 The Control Panel Display will show **001** when it is ready for use. Control Panel mode indicators are set to default values for this setup procedure. When you first power the machine on and there are no cartridges installed, you will see the error code **E02** shown in the Display. This means there is no left (color) cartridge installed. This error code will disappear when you start the next procedure.
- 10 Proceed to the next step *Installing & Aligning Ink Cartridges*.

Installing & Aligning Ink Cartridges

Your machine is a dual cartridge inkjet printer. You must use a black ink cartridge and a color ink cartridge. When viewed from the front of the machine, the color ink cartridge is installed in the left cartridge holder and the black ink cartridge is installed in the right cartridge holder. Use the following procedure to install the two ink cartridges and align them.

When installing ink cartridges, you must provide specific information to the WorkCentre about the cartridges you install. This allows the printer to monitor ink cartridge utilization.

There are two methods of entering cartridge information.

- Using the WorkCentre Control Panel buttons
- Using the WorkCentre Control Program software and a PC

The procedures in this section describe ink cartridge installation without using the WorkCentre Control Program. To install ink cartridges using the WorkCentre Control Program, see Section 5 *Maintenance/Control Program*.

- 1 Load sheets of paper (8.5 x 11 inches) into the Automatic Paper Feeder against the right edge of the paper feeder. Squeeze the side paper guide with two fingers to release the guide, and slide the guide all the way to the left side of the paper tray.



Ensure that the guide is against the left edge of the paper. For best results, use high quality xerographic copy paper or inkjet paper.

- 2 Open the entire scanner module (not just the document cover) by lifting the front edge upwards.
- 3 Support the scanner module by lifting the cartridge compartment lid/support up so the scanner module rests on the top edge of the lid/support.
- 4 Press the **Menu** button. A **U01** message will appear in the Display. Press **Start**. The cartridge holder will move left to the open change area. The **L-C** message (left cartridge) will appear.



Installing & Aligning the Ink Cartridges *(continued)*

- 5 Unpack the black ink cartridge. Remove the sealing tape.

NOTE: Hold the cartridge carefully. Do not touch the electrical contacts on the side and bottom of the cartridge. Ensure that there are no pieces of tape remaining on the cartridge.



- 6 Insert the black cartridge down into the cartridge holder on the right side of the carrier assembly. Push the cartridge toward the back of the machine until it snaps into place.

- 7 Unpack the color ink cartridge. Remove the sealing tape.

- 8 Insert the color cartridge down into the cartridge holder on the left side of the carrier assembly. Push it toward the back of the machine until it snaps into place.



- 9 Close the cartridge compartment lid/support and scanner module.

- 10 The **L-C** message (left cartridge) still appears in the Display. Press **Start** to indicate you have just installed the color ink cartridge in the left cartridge holder. Pressing **Stop** indicates that a new color ink cartridge was not installed (this avoids the alignment procedure).

- 11 The **r-C** message (right cartridge) will appear in the Display. Press **Start** to indicate you have just installed the black Ink cartridge in the right cartridge holder. Pressing **Stop** indicates that a new black Ink cartridge was not installed (this avoids the alignment procedure).



Installing & Aligning the Ink Cartridges *(continued)*

- 12 If you pressed Start to either of the two LED messages, the alignment procedure will start. An alignment test pattern sheet will print during which time the Display will show **L-P**. Review this sheet in response to the next series of six LED messages. See an illustration of the alignment sheet in Section 5 *Maintenance/Cartridge Alignment*.
- 13 For the first alignment message, the Display will show “A” plus a number, as, **A15**. Look this number up on the alignment sheet. If the printed lines associated with this number are aligned better than any of the other printed lines in group “A”, press **Start**. If there is another set of printed lines that are aligned better, press the appropriate **Copy Size/Scroll** button until the number associated with the best-aligned set appears in the Display. Press **Start**.

*NOTE: The machine will time out after one minute if **Start** is not pressed, and will return to Standby Mode. The Display will then show **001**. Press **Menu** repeatedly until you see the code **U02** displayed, then press **Start** to repeat the cartridge alignment process.*

- 14 The Display will show the next alignment message in the series. Repeat step 13 for these remaining five steps, from “B” through “F”.
- 15 The Ink Cartridge alignment is completed. Proceed to the next section *Using the Automatic Paper Feeder*.

Using the Automatic Paper Feeder (APF)

Loading Paper

You can load paper, envelopes, card stocks, labels, or transparencies in the Automatic Paper Feeder. If there is no paper loaded and you attempt to copy or print, the error message **E01** will appear in the Display. The Automatic Paper Feeder can hold a maximum of 100 sheets of plain paper, or 10 envelopes or other print media. Depending upon media thickness, maximum capacity may be reduced.

NOTE: If you experience problems feeding any media in the Automatic Paper Feeder, place the media into the Manual Paper Feeder one sheet at a time.

- 1 Pull the Extension Tray on the Automatic Paper Feeder all the way up until it snaps into place.
- 2 Prepare the print material for loading. For paper, flex paper back and forth. For transparencies, fan the stack to prevent feeding failures. Do not fold or crease the paper. Straighten the edges on a level surface.

NOTE: For transparencies, be sure to use transparency stock approved for use with inkjet printers. Refer to the packaging for the transparency stock to determine the print side. Hold the transparencies by the edges and avoid touching the print side. Be careful not to scratch or leave fingerprints on the print side.

- 3 Load the sheets in the Automatic Paper Feeder. It is located behind the Manual Paper Feeder. Ensure that the right edge of the media is in contact with the right side of the feeder. Do not exceed the rated capacity. Do not mix different types of print media. Refer to the following instructions for loading each type of print material.
 - Load paper or transparencies with the print side facing you.
 - Load letterhead paper with the design side facing you. The top edge of the sheet with the logo should enter the printer first.
 - Load 3-hole paper with the hole punches on the left side when printing in landscape orientation or right side (portrait orientation) and the print side facing you.



Using the Automatic Paper Feeder/Loading *(continued)*

- 4 Move the side paper guide to the right while squeezing the tab on the side paper guide. Slide the side paper guide until it lightly touches the side of the print media.

NOTE: Do not press the guide too tightly to the edge of the print media. The guide may bend the media or prevent the media from feeding.

- 5 When you print a file from your PC using the Automatic Paper Feeder, make sure that you select the source and the correct paper size from your PC software application before starting your print job. You can also set paper size at the Control Panel.

Loading Envelopes

When printing envelopes, remember to use the envelope guide in the Automatic Paper Feeder.

To load envelopes:

- 1 Pull the envelope guide out towards you until it snaps into place at a right angle to the paper tray.
- 2 Load envelopes with the address side facing you. The end of the envelope with the stamp area must enter the feeder first. The right edge of the envelope must align with the raised edge of the envelope guide.
- 3 Squeeze the side paper guide and move it to the right until it lightly touches the envelopes.



NOTE: If envelopes jam while printing, try reducing the number of envelopes in the Automatic Paper Feeder. Fan the envelopes back and forth.

CAUTION: Do not feed stamped envelopes. Never use envelopes with clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

Using the Manual Paper Feeder

The Manual Paper Feeder is located in front of the Automatic Paper Feeder. Use the Manual Paper Feeder to feed paper one sheet at a time into your machine.

When you print a file from your PC using the Manual Paper Feeder, ensure that you select the source and the correct paper size from the Control Panel or your PC software application before starting your print job.

- 1 Place the paper in the Manual Paper Feeder and adjust the Manual Paper Feeder guide to the width of the print material.
- 2 Slide the guide to the right until it lightly touches the left edge of the print media.

NOTE: Do not press the guide too tightly to the edge of the print media. The guide may bend the media or prevent the media from feeding.

- 3 Ensure that the media is fed into the machine as far as it will go.

Using the Menu Button

The **Menu** button (located to the right of the Control Panel Display) is used for ink cartridge functions. Each function is associated with a message code starting with the letter “U”.

When you first press the **Menu** button, you will see the code **U01**. Repeated pressing of the **Menu** button will cycle through the codes. When you select the function you want, press **Start** to begin the procedure. The functions are:

U01 ..Changing cartridge

U02 ..Aligning the ink cartridges

U03 ..Setting paper size

U04 ..Ink nozzle self test/cleaning

*NOTE: During any Menu operation, if you do not take any action (press any buttons) for one minute, the machine will return to standby mode. The Display will then show **001**.*

Changing Ink Cartridges

Press the **Menu** button until you see the code **U01**. See *Installing & Aligning Ink Cartridges* earlier in this section or Section 5 *Maintenance/Replacing Ink Cartridges* for details.

Aligning Ink Cartridges

Press the **Menu** button repeatedly until you see the code **U02**. See *Installing & Aligning Ink Cartridges* earlier in this section or Section 5 *Maintenance/Aligning Ink Cartridges* for details.

Setting Paper Size Using the Control Panel

You can load A4, letter or legal-sized paper. Your WorkCentre is preset to letter size. If you load A4 or legal-sized paper, you must set the machine to the correct paper size.

- 1 Press the **Menu** button on the Control Panel repeatedly until **U03** is shown in the Display.
- 2 Press **Start**. **P01** is displayed (letter size).
- 3 If necessary, press one of the **Scroll** buttons to choose either **P02** for A4 paper or **P03** for legal-sized paper.
- 4 Press **Start** to confirm the new setting.

Display	Paper Size
P01	Letter
P02	A4
P03	Legal

Testing the Print Nozzles

Press the **Menu** button repeatedly until you see the code **U04**. See Section 5 *Maintenance/Clean Print Head Procedure* for details.

Paper Guidelines

When selecting or loading paper, envelopes or other special media, keep these guidelines in mind:

- Attempting to print on damp, curled, wrinkled or torn paper can cause paper jams and poor print quality.
- Use only high quality, inkjet-grade paper. Avoid paper with embossed lettering, perforations or texture that is too smooth or rough.
- Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture, or other conditions that can cause it to wrinkle or curl.
- Moisture-proof wrap (any plastic container or bag) should be used during storage to prevent dust and moisture from contaminating your paper.
- Always use paper and other media that conform to those listed under Specifications in the Appendix.
- Use only well constructed envelopes with sharp, well creased folds.
 - DO NOT use envelopes with clasps and snaps.
 - DO NOT use envelopes with windows, coated linings, self-stick adhesives or other synthetic materials.
 - DO NOT use damaged or poorly made envelopes.

Paper Selection

One of the most important things you can do to assure the best possible printing performance of your machine is to select the correct paper. Your machine produces letter quality print on most plain bond papers, including cotton bond and photocopying papers; it does not require special ink jet papers. However, the print quality varies with different paper types. Be sure to test a type of paper before you purchase a large quantity.

Plain Paper

The machine supports paper sizes of letter, legal and A4 in portrait orientation. You can use regular copier paper, cotton bond papers and typical letterhead. Always use paper without curls, folds, staples or damaged edges.

Inkjet Paper

This paper has been developed specifically for printing with inkjet printers. It will produce high quality documents that compare favorably to those produced with a laser printer.

Coated Paper

The coated paper has been developed for high quality printing with minimal or no smearing or running when in contact with water or damp surfaces, making it a good choice for damp or rainy environments.

Glossy Photo Paper

Glossy photo paper is a high gloss, thicker paper that produces the look and feel of a photograph. Use this paper to produce photo-realistic prints.

Transparencies

Your transparencies will possess excellent contrast, sharpness and color.

Iron-on Transfers

Use inkjet T-shirt transfer paper to create and personalize T-shirts, sweatshirts, aprons, tablecloths, napkins, tote bags, and anything else your imagination allows! Use on any cotton or cotton/poly blend fabric. Follow instructions that come with the transfer paper.

Greeting Card Stock

Get the most out of card making software with Greeting Cards. These cards give your unique, personalized cards the look and feel of professional cards. You can create cards, invitations, announcements and more.

Guidelines for Special Paper and other Media

Be sure to read any instructions that come with your special paper. These instructions provide important information regarding how to achieve the highest print quality with these papers.

- It is recommended that you feed special paper types one sheet at a time.
- Store unused media flat. Do not remove papers from their protective packaging until you are ready to use them.
- Store unused media at temperatures between 59 and 86 degrees Fahrenheit (15 to 30 degrees Centigrade). The relative humidity should be between 10% and 70%.
- If the print density of your page is very high, light paper stock may curl slightly due to the large amount of ink. If you need to print dense graphics, try printing on heavier stock.
- Do not use thicker paper than meets the specifications for this machine. Printing with a paper that is thick enough to come in contact with the print head nozzles may damage the cartridge.

Transparencies and glossy photo paper

- Let the printed sheets dry completely before storing them.
- When a printed sheet has dried completely, cover the printed side with a sheet of plain (not coated) paper before storing it; this is recommended even if you place the sheets in a clear file or plastic holder.
- Do not leave the sheets in the paper tray for long periods of time. Dust and dirt may accumulate on the sheets resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle transparencies and glossy photo paper carefully.
- To avoid fading, do not expose the printed sheets to prolonged sunlight.

Installing Software

Overview of WorkCentre Software

Before the WorkCentre can interface with your computer, you must install print and TWAIN (scanner – XK35c only) driver files. These drivers will enable your computer to properly communicate with the WorkCentre for printing and scanning operations.

All of the necessary print drivers are contained on the Xerox CD-ROM included with your WorkCentre.

Also included on the Xerox CD-ROM is the WorkCentre Control Program. This program helps to manage the WorkCentre machine. See Section 5 *Maintenance/Xerox WorkCentre Control Program*.

In addition to the Xerox software, two optional software applications (XK35c only) are included on separate CD-ROMs. These two applications work with Windows® 95/98/NT 4.0, but not with Windows® 3.1X.

- Pagis Pro® 2.0 - a suite of scanning applications. See Pagis Pro documentation on the Pagis Pro 2.0 CD-ROM or Pagis Pro online Help for details. You will need to install Pagis Pro using the **setup.exe** file on the Pagis Pro CD-ROM if you do not have a scanning program installed on your PC capable of using the XK35c scanner driver. See Section 3 *Scanning*.
- MGI PhotoSuite® - a suite of graphics processing tools. See MGI PhotoSuite documentation on the MGI PhotoSuite CD-ROM or MGI PhotoSuite online Help for details. You can use this software for editing any images scanned by the XK35c. You can install this software using the **setup.exe** file on the MGI PhotoSuite CD-ROM.

When you complete the Xerox software installation, the following items will be installed on your PC:

- Print driver for printing
- TWAIN driver for scanning (XK35c only)
- Control Program for managing the WorkCentre

NOTE: When you install this software, make sure no other programs are running.

General Installation

- 1 Make sure the WorkCentre is connected to your PC.
- 2 Power on the WorkCentre.
- 3 Turn on your PC and start Windows.
- 4 Insert the WorkCentre CD-ROM into your CD ROM drive.

Installation for Windows® 3.1X continued...

- 5 From the File menu of the Windows Program Manager, select **File>Run**.
- 6 Type **d:\Xinstall.exe** (replace "d" with the letter designation of your PC's CD-ROM drive), and click **OK**. Continue with step 7.

Installation for Windows® 95/98 or Windows® NT 4.0 continued...

NOTE: For USB (Windows 98 only):

- a) You will see an **Add New Hardware** dialog. Select **NEXT**.
- b) Follow screen instructions to load USB driver. When asked for USB driver source, point to Xerox CD. Continue with screen instructions.
- c) Go to Step 5 to manually install the XK Series printer and TWAIN drivers.

- 5 If AutoPlay is not enabled to automatically recognize the CD-ROM, select **Start>Run** (Windows 95/98 and NT 4.0).
- 6 Type **d:\Xinstall.exe** (replace "d" with the letter designation of your PC's CD-ROM drive), and click **OK**. Continue with step 7.

General Installation continued...

- 7 The WorkCentre software installation program will begin. Follow the on-screen instructions for the rest of the installation.
- 8 Restart your PC to complete the installation process.

Uninstalling Software

To remove the Xerox-supplied software from your PC:

Windows® 3.1x

- 1 In Windows 3.1x, all WorkCentre software components are installed into a single program group.
- 2 Start Windows 3.1x.
- 3 In the Program Manager, double click on the **WorkCentre XK Series Program Group**.
- 4 The WorkCentre Program Group will open.
- 5 Double click on the Program Group containing the component you wish to uninstall.
- 6 The Program Group will open.
- 7 Double Click on the **Uninstall** icon.
- 8 The selected component is uninstalled.

Windows® 95/98, or Windows® NT

- 1 Start Windows.
- 2 Select **Start > Programs**.
- 3 Locate the Start Menu Program Item for the component you wish to uninstall.
- 4 Click on the Submenu Uninstall icon for the component you wish to remove.
- 5 A window will open prompting you to confirm that you wish to remove the selected application.
- 6 Click **Yes**.
- 7 Uninstall Shield launches and the component is uninstalled.
- 8 Each software component must be uninstalled one at a time.

2. *Printing*

This section describes printing from your PC to your Xerox WorkCentre. It includes the following topics:

	Page
<i>Printing a Document From an Application</i>	26
<i>Printer Settings</i>	27
Windows 95/98 and 3.1x Printer Settings.....	28
Windows NT 4.0 Printer Settings	28
Printer Properties Tabs	29
Printer Properties Buttons & Icons	29

Printing a Document From an Application

This procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application's documentation for the exact printing procedure.

The following steps describe the typical process to print from a Windows environment:

- 1 Ensure that your WorkCentre is properly connected to the computer, the machine is powered on, there is paper in one of the paper feeders and the Display shows the message **001**.
- 2 Verify that you have installed the print driver software for your machine. See *Installing Software*.
- 3 Start the program you are using to create the document, and create or open the document you want to print.
- 4 Choose **Print** or **Print Setup** from the **File** menu. Make sure the WorkCentre is selected as your default printer. Click **Properties** or **Setup** if you want to make any adjustments that are appropriate for printing your document. (See *Printer Settings*)
- 5 Click **OK** to close the Properties dialog box.
- 6 After making any necessary changes to the printing parameters, click **OK** to start the print job.
- 7 During the printing process, the WorkCentre Display will show the message **PCP**, and the WorkCentre Control Program tab menu will appear on your PC screen showing printing progress.

NOTE: The WorkCentre supports DOS printing when the DOS application is run within the control of the Windows MS/DOS dialog. See Section 5 Maintenance/Xerox WorkCentre Control Program for more information.

Printer Settings

You can use your machine with all your Windows 3.1x, Windows 95/98 or Windows NT 4.0 applications. Be sure to set the WorkCentre as the default printer for all your Windows operations.

Most Windows software applications allow you to make changes to the printer settings. This includes settings that determine how a print job looks such as page size, paper orientation, and margins. Settings made in the application to create the document will usually override settings made in the printer driver.

All screen captures for the following section are from the Windows 95/98 environment.

NOTE: You do not need to use any of the Control Panel buttons to use the machine as a PC printer. For example, if you are printing a color document, you do not have to press the Color button on the Control Panel. The Control Panel buttons are used primarily for copying.

Windows 95/98 and 3.1x Printer Settings

You can access printer settings by using either of these methods:

- Select the **File>Print>Properties** or **File>Print Setup** command from within any Windows application. This method will provide access to the Job Finishing, Paper, Document/Quality and Advanced tabs.

Or

- Select the Xerox WorkCentre printer from the Printers folder, then select **File>Properties** (or select the printer icon in the Printers folder, and click the right mouse button). This method will provide access to the General and Details tabs, as well as the Job Finishing, Page, Main, and Advanced tabs.

NOTE: Windows 98 also shows the Color Management tab.

NOTE: In Windows 3.1x: Go into Print Manager and select the Xerox WorkCentre printer; pull down the Options menu and select Printer Setup. Click the Setup button to view the Page, Main, and Advanced tabs.

Windows NT 4.0 Printer Settings

The Windows NT 4.0 printer drivers contain many of the same features as the printer drivers for Windows 3.1 and Windows 95/98. However, the names of the tabs and some of the features are different.

You can access the various printer settings by using either of these methods:

- Select **File>Print>Properties** or **File>Print Setup** command from within any Windows application. This provides access to the Page Setup, Color, and Features tabs.

Or

- Select **Xerox WorkCentre XK Series printer** from the Printers folder, click the right mouse button, then select **Document Defaults** from the drop-down list. This provides access to the General, Ports, Scheduling, Sharing, Security and DOS Printing tabs.

Printer Properties Tabs

When the Printer Properties are displayed, you can review and change whatever settings are needed for your print job. If accessed through the Printers folder, the Printer Properties Tab Menu consists of six tabs (seven for Windows 98):

- General tab - for viewing and changing general Windows 95 printer information. See your Windows 95/98 User Guide for details.
- Details tab - for viewing and changing port and timeout parameters. See your Windows 95/98 User Guide for details.
- Color Management tab - for adding and removing color profiles associated with your printer. This tab is not shown in Windows 95, only in Windows 98.
- Job Finishing tab – for settings Finishing options of booklet, poster, handout or two-sided printing.
- Paper tab - for paper sources and sizes, number of copies, and orientation.
- Document/Quality tab - for document and paper types and for print quality.
- Advanced tab - this tab provides access to controls for print image quality.

Printer Properties Buttons & Icons

- Click **OK** when done reviewing or making changes.
- Click **Cancel** if you want to exit the tab menus without applying any changes.
- Click **Help** to view the online Help feature and tab menu details.
- Click the ? icon in the tab dialog menu bar. Position the ? pointer over the parameter in question and click to see a pop up window explaining that parameter.
- Click the **Defaults** button to reset the parameter values for all tabs to their default settings (i.e., before you made any pending changes).
- Click the **About** button to view the date and version of the print driver software.

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3. Scanning with the XK35c

This section describes scanning with the Xerox WorkCentre XK35c. The WorkCentre XK25c does not have a Scan To PC function. The following topics are included:

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<i>Starting the Scan Process</i>	32
<i>Scanner Tab Menus</i>	34
Tab Menu Image Window	34
Using the Tab Menus.....	34

Scanning

You can scan a document with the XK35c. When you installed the XK35c software, the TWAIN driver was also installed. By using a scanning program, such as Pagis Pro (supplied by Xerox on a separate CD-ROM), you can use the XK35c scan function.

While every scanning program is different, follow the basic steps outlined here to invoke the scanner driver tab menus.

Starting the Scan Process

To start the scanning process:

- 1 Ensure that your WorkCentre XK35c machine is properly connected to the computer, the machine is powered on and the Display shows the message **001**.
- 2 Verify that you have installed the TWAIN driver software for your machine. See *Installing Software*.
- 3 With your PC and Windows running, start your scan program. You may have the program represented on your desktop with an icon, or it may be accessed by selecting **Start>Programs>**[program name].
- 4 Select **File>Acquire** or **Acquire Image>Select Source** in the File menu to bring up a list dialog. Select **Xerox WorkCentre XK Series**, then select **OK**. If the **Acquire** command is not available, you will need to use another scan program. The Pagis Pro software program provides an Acquire function.
- 5 Select **File>Acquire Image >Acquire** to invoke the XK35c scanner driver.



-
-
- 6 Lift the platen cover, and place your document on the document glass.
 - 7 Once you have invoked the scanner driver, the tab menu will be displayed. Click the **Scan** button in the tab menu to start the scan process. When the scanning process begins, the WorkCentre Display will show the message **PCS**.



NOTE: If the scanning process does not begin, try lowering the resolution rate in the tab menu, and repeat the scan step.

- 8 Once you have generated a scanned image, you can edit the image using the image editor functions (e.g., MGI PhotoSuite), or print the image using the Print function in the scanning program, or save the image to disk using a function such as Save As in the scanning program.

NOTE: If you do not close the platen cover or do not contact the document completely with the document glass, scanning quality will be severely reduced.

Scanner Tab Menus

Tab Menu Image Window

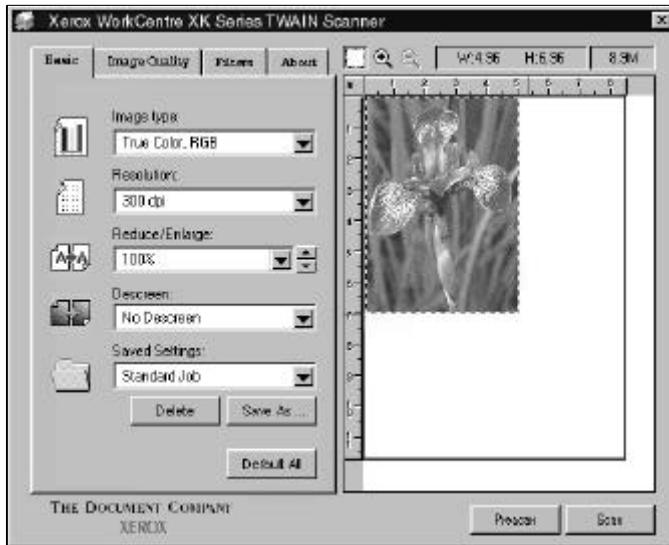
The Tab Menu displays an image window on the right half of the dialog window. This image window has ruler reference lines for editing. The left half of the dialog window contains the four tab menus and their parameters.

To scan, click the **Scan** button in the lower right corner of the tab menu.

Using the Tab Menus

The Basic Tab Menu is the first of the scanning driver tab menus, and provides the features of:

- Image Type
- Resolution
- Reduce/Enlarge
- Descreen
- Saved Settings



Click on this or the other tab menus to view and change any scanning parameters.

4. Copying

This section describes copying on your Xerox WorkCentre. It includes the following topics:

	Page
<i>Features</i>	36
<i>Making One Quick Copy</i>	37
<i>Using the Copy Menu Features</i>	38
Adjusting Resolution	38
Adjusting Contrast or Color Intensity	38
Selecting Media Type	39
Setting Special Copy Features	39
Enlarging or Reducing the Image	40
Choosing Color or B&W Mode	40
Using the Menu Button	41
Changing the Number of Copies	41

Features

Your WorkCentre is a high quality copier that offers the following features:

- **Adjustable Resolution** – improves the clarity and sharpness of your copies.
- **Adjustable Contrast** – obtains the best copy quality for documents containing faint markings or dark images.
- **Selectable Paper Type** – obtains the best copy quality for transparency, glossy paper, coated paper or plain paper.
- **Clone** – multiple images can be printed on one sheet with this feature.
- **Autofit** – allows you to reduce or enlarge the original to fit the paper you are using.
- **Enlarge/Reduce** – reduces or enlarges the copied image from 25% to 400% of the original document.
- **Multiple Copies** – 1 to 50 copies of the document can be made.
- **B&W/Color Mode Selection** – allows you to select color mode for a color document.

Making One Quick Copy

Follow this procedure when you need to make one quick copy of your original document.

- 1 Make sure the WorkCentre is powered on. Load paper in one of the paper feeders. The Display should show the message **001**.
- 2 Open the platen cover. Make sure the glass is clean. Load the document on the document glass facing down and pushed against the left and rear guides.
- 3 Close the platen cover.



NOTE: If you do not close the platen cover or do not contact the document completely with the document glass, scanning quality will be severely reduced.

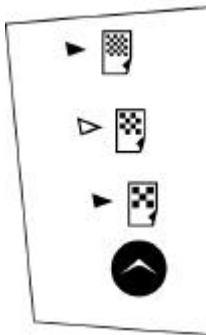
- 4 Press the **Start** button. The machine will make one copy with the following features:
 - Normal resolution
 - Normal contrast
 - Plain paper type
 - 100% copy size (same as original)
 - Single copy
 - Color mode
- 5 For other copy features and functions, see the next section *Using the Copy Menu Features*.

Using the Copy Menu Features

This section describes all the WorkCentre features available for copying. Use the copy menu buttons to change feature settings before pressing the Start button to begin copying. When you press a feature button, the LED light corresponding to the icon selected will turn on. To select the next option, press the feature button again.

Adjusting Resolution

Each time you press the **Resolution** button, you can choose **Best**, **Normal** or **Draft** mode.



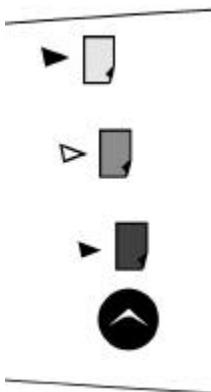
Best mode is good for documents with fine detail. The copy quality is very good but the copy speed is slow.

Normal mode works well for normal documents (text).

Draft mode can be used for fast copying with lower resolution.

Adjusting Contrast or Color Intensity

In black and white mode, the **Contrast** button can adjust the contrast for a document containing faint markings or dark images. In color mode, the **Contrast** button adjusts the color intensity.



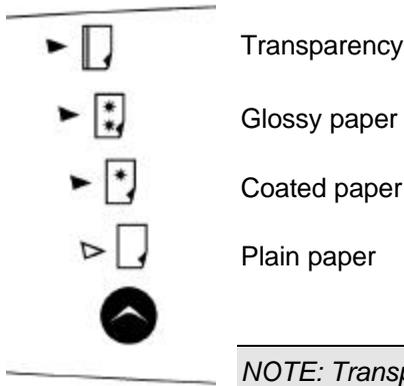
Low contrast is good for documents containing dark images.

Normal contrast works well with standard documents.

High contrast works well with light print or faint pencil markings.

Selecting Media Type

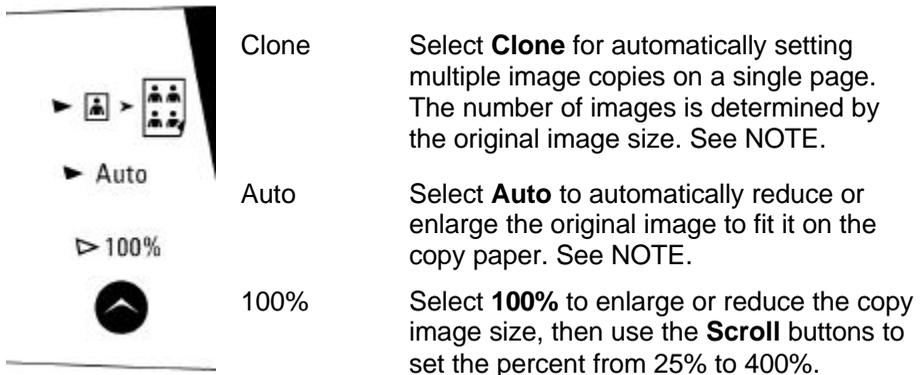
Press the **Media Type** button to select the desired media type.



NOTE: Transparencies may be smeared if you store the transparencies in a humid area for a long time.

Setting Special Copy Features

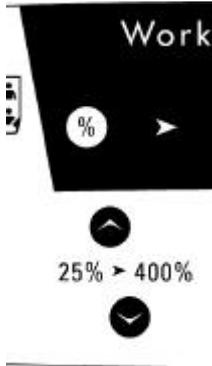
You can set the following special features by pressing the **Special Copy** button.



NOTE: When copying Multiple images per page or using Auto, the copy size cannot be adjusted.

Enlarging or Reducing the Image

You can reduce or enlarge the size of a copied image from 25% to 400% in increments of 1% using the **Copy Size/Scroll** buttons.



% Button

Press the **Percent** button to alternate between copy count and copy size in the Display.

25%>400%
Copy Size/
Scroll
Buttons

Press down the upper or lower **Scroll** button to increase or decrease image size percent by 1% increments, or press and hold to quickly decrease or increase the image size percent. Press Stop to reset the percent to 100%.

Choosing Color or B&W Mode

Each time you press the **B&W/Color Mode** button, Black&White and Color modes are alternatively selected.

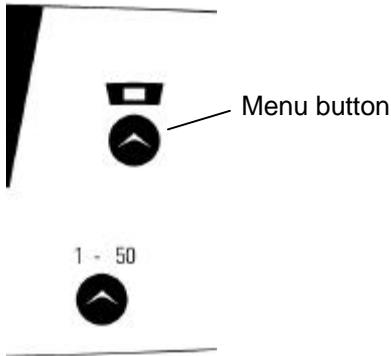


Select the top icon for Black and White copying.

Select the bottom icon for Color copying.

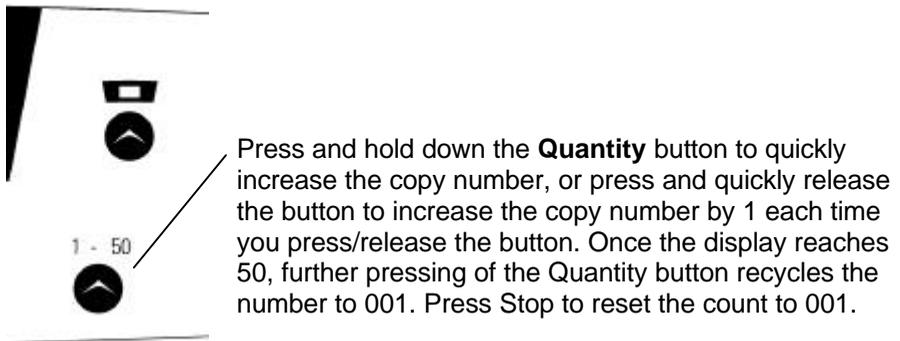
Using the Menu Button

The Menu button provides a number of functions that let you manage components of the WorkCentre. See Section 1 *Getting Started/Using the Menu Button* for details.



Changing the Number of Copies

You can set the number of copies from 1 to 50. The Control Panel Display shows the selected number.



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5. Maintenance

This section describes maintenance procedures for the Xerox WorkCentre. It includes the following topics:

	Page
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Tips for your ink cartridges.....	44
Clean Print Head Procedure	44
Wiping the Ink Cartridge Nozzles and Contacts.....	47
Cleaning the Cartridge Carrier Contacts.....	48
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Cartridge Alignment.....	51
<i>The Xerox WorkCentre Control Program</i>	54
Starting the Xerox WorkCentre Control Program.....	54
Xerox WorkCentre Control Program Tab Menus	55
<i>Cleaning the Scanning Glass</i>	56

Managing the Ink Cartridges

Tips for your ink cartridges

To get the maximum benefit from your ink cartridges:

- Do not remove an ink cartridge from its packaging until you are ready to install it.
- Do not refill the ink cartridge. The warranty will not cover damage caused by using refilled cartridges.
- Store the ink cartridge in the same environment as the printer.
- Do not remove an ink cartridge from the printer except to replace it. Immediately replace the ink cartridge or store it in the storage unit. The ink cartridge will not print correctly if removed from the machine and left exposed for an extended period.
- Do not swap the color cartridge with the black cartridge. The color cartridge should be installed in the Left carrier and the black cartridge should be installed in the Right carrier.
- If you have an opened ink cartridge you are not currently using and do not have an available print cartridge storage unit, store it in an airtight plastic bag. Do not leave it exposed to the air for an extended period; this promotes drying out and clogging of the print nozzles.

Clean Print Head Procedure

You should test the print cartridge when the print is not clear or image information is missing. The problem may be caused by blocked nozzles on the ink cartridge.

This procedure cleans the ink cartridge by purging the nozzles. Then it prints a test so you can see the results.

Use the procedure:

- When you suspect the nozzles are clogged.
- When characters are not printing completely.

Cleaning the Print Head Nozzles From the Control Panel

This procedure cleans the print nozzles and removes any deposits that may impair printing functions.

To run the procedure:

1 Press the **Menu** button repeatedly until the code **U04** appears in the Display. Ensure there is paper in the Automatic Paper Feeder.

2 Press **Start**.

The WorkCentre prints a head cleaning test pattern. Notice the series of diagonal lines across the top and bottom of the test pattern. Breaks within a line of the same color indicate a clogged nozzle. Try running this procedure again if you see breaks in the diagonal lines. If the print quality is satisfactory after running the test three times, the print nozzles are clean.

If the print quality of the test pattern is still not satisfactory, go to step 3.

3 Remove and reinstall the print cartridge.

4 Repeat the Print Head Nozzle procedure.

5 If the diagonal lines are still broken, wipe the print cartridge nozzles. See *Wiping the Print Nozzles and Contacts*.

To clean the Print Head Nozzles from your PC:

In Windows 95/98 or Windows NT 4.0:

- 1 Go to **Start>Programs>Xerox WorkCentre XK Series**. Ensure there is paper in the Automatic Paper Feeder.
- 2 Select Xerox WorkCentre Control Program on LPT1.
- 3 The Control Program window opens.

NOTE: For Windows 3.1: At system startup, open the Xerox WorkCentre group from Program Manager. Double-click on the Xerox WorkCentre Control Program icon.

- 4 Click the **Cartridges** tab, then click **Clean Print Nozzles**. The printer feeds a sheet of paper and prints the nozzle test pattern.

NOTE: There are minor differences in the appearance of the Cartridges Tab between Windows 95/98 and Windows NT 4.0

Examine the test pattern. Compare the diagonal same-color lines at the top and bottom of the test pattern. Look for a break in the diagonal lines; a broken line shows clogged nozzles.

If the bottom line shows improvement, rerun this test. If improvement continues, rerun the test. If all nozzles are not printing after running the test three times, continue with step 5.

- 5 If print quality does not improve, remove and reinstall the ink cartridge. Repeat the Print Head Nozzle procedure.
- 6 If the line is still broken, wipe the nozzles and contacts. Refer to *Wiping the Ink Cartridge Nozzles and Contacts*.

Wiping the Ink Cartridge Nozzles and Contacts

If print quality does not improve after repeating the Print Head Nozzle procedure, the problem may be caused by dried ink on the ink cartridge:

- nozzles
- contacts
- carrier contacts in the printer

Follow this procedure:

- 1 Lift the scanner module. Lift the cartridge compartment lid/support up so the scanner module rests on the top edge of the lid/support.
- 2 Press **Menu** until the code **U01** appears in the Display.
- 3 Press **Start**. The cartridge carrier assembly will move into the open area.
- 4 Remove the ink cartridge. See *Replacing the Ink Cartridge*.
- 5 Use a clean, lint free cloth, dampened with water only, to gently clean the entire copper colored area, including the nozzles and contacts. To dissolve any dried ink, hold the damp cloth against the nozzles for about three seconds. Gently blot and wipe dry.

NOTE: If you are cleaning a color ink cartridge, be especially careful to wipe the nozzles in only one direction so the colors do not mix.

- 6 Allow the copper-colored area to dry, then reinstall the ink cartridge
- 7 Close the cartridge compartment lid/support and scanner module.
- 8 Repeat the nozzle test. See *Cleaning the Print Nozzles*.
- 9 If the line is still broken, clean the print cartridge carrier contacts in your machine. See *Cleaning the Cartridge Carrier Contacts*.
- 10 If print quality still has not improved, replace the ink cartridge.

Cleaning the Cartridge Carrier Contacts

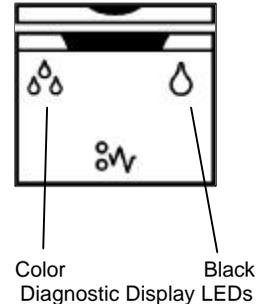
- 1 Lift the scanner module. Lift the cartridge compartment lid/support up so the scanner module rests on the top edge of the lid/support.
- 2 Press the **Menu** button until the code **U01** appears in the Display.
- 3 Press **Start**.
- 4 Unplug the power cord from the rear of the WorkCentre.
- 5 Remove both ink cartridges.
- 6 Use a CLEAN, LINT FREE, DRY CLOTH to clean the ink cartridge carrier contacts on the back wall of the carrier.
- 7 Reinstall the ink cartridges.
- 8 Close the cartridge compartment lid/support and the scanner module.
- 9 Plug the power cord into the WorkCentre.
- 10 Test the ink cartridges by running the Clean Print Head procedure. If the print quality is still unacceptable, contact the Xerox Customer Support Center at 1-800-TEAM XRX (see *Preface/Calling for Service and Support*).

Replacing the Ink Cartridge

The ink cartridge includes the ink supply and the print head. Each time you replace the ink cartridge, you are replacing the print head as well.

When you notice the print becomes light or one of the low ink Diagnostic Display LEDs lights turns on, replace your cartridge.

NOTE: When either of the two ink cartridge Diagnostic Display LED lights turns on during PC printing, the machine continues printing. After PC printing is completed, replace the ink cartridge. Your machine counts ink droplets, and keeps ink low counts for both ink cartridges.



To replace the ink cartridge, perform the following steps:

- 1 Load paper into the Automatic Paper Feeder.
- 2 Lift and open the entire scanner module. Support the scanner with the cartridge compartment lid/support.
- 3 Press the **Menu** button. A **U01** message will appear in the Display.
- 4 Press **Start**. The cartridge assembly will move to the open change area.
- 5 The LCD window will display the **L-C** message. If you want to change the left cartridge (color) press Start, otherwise press Stop. The message will then change to message **r-C**. If you want to change the right cartridge (black), press Start, otherwise press Stop.
- 6 Pull the handle of the ink cartridge(s) you want to replace toward you until there is a click. Remove the ink cartridge(s).
- 7 Remove a new ink cartridge from its packaging and carefully remove the tape covering the print head. Hold the ink cartridge by the colored tab or black areas only. Do not touch the copper area.



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- 8 Insert the ink cartridge in the cartridge holder, then push the ink cartridge firmly to the rear of the machine until it snaps into place.

If the ink cartridge moves loosely in the carrier, it has not snapped into place. Repeat this step.

- 9 If you changed the left cartridge (color) press **Start**, otherwise press **Stop**. The message will then change to **I-C**. If you changed the right cartridge (black) press **Start**, otherwise press **Stop**.

If you pressed Start to either of the two LED messages, the alignment procedure will start. An alignment test pattern sheet will print during which time the LED display will show **L-P**.

- 10 Close the cover and proceed to the *Cartridge Alignment* procedure. Use that particular procedure named *To Align the Cartridge Using the WorkCentre Control Panel*, starting with step 4.

NOTE: If you are interrupted and leave the print carrier in the left side access location for more than 30 minutes, the print cartridge carrier moves to the standby position.

Cartridge Alignment

You should print the cartridge alignment test if vertical lines or characters appear crooked. The cartridge alignment test will straighten the vertical lines.

To Align the Cartridge from your PC:

- 1 Open the Xerox WorkCentre Control Program on LPT1. Refer to *Starting the Xerox WorkCentre Control Program* and to *Using the Cartridges Tab*.
- 2 Click **Align Cartridges**.
- 3 The printer feeds a sheet of paper and prints the alignment test pattern.
- 4 Examine the test print.

If the vertical lines are straight, no adjustment is needed.

If the lines are not straight, select the number in which the lines appear the straightest and click **OK**.

To Align the Cartridge Using the WorkCentre Control Panel:

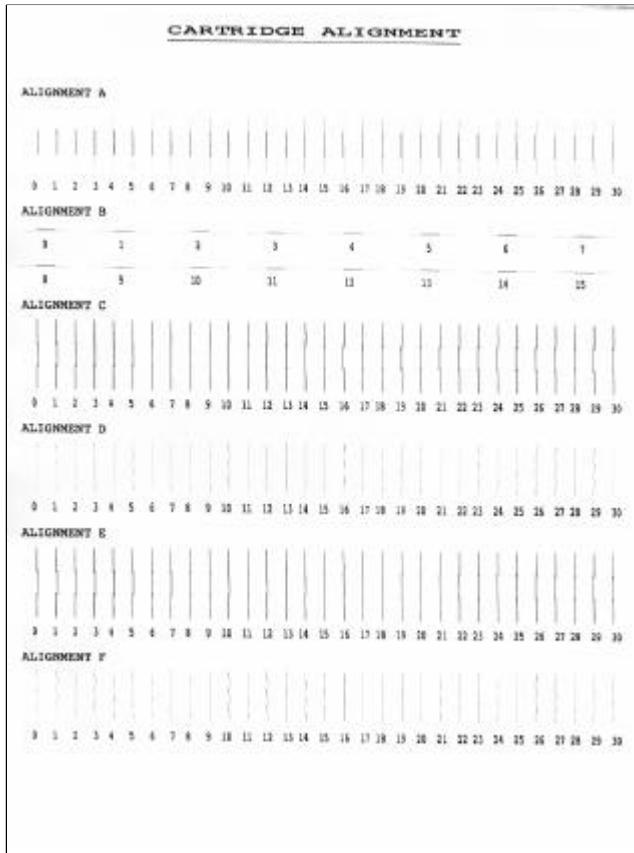
- 1 Press the Menu button on the Control Panel repeatedly until the Message Code **U02** appears in the Display.
- 2 Press **Start**.

*NOTE: The machine will time out after one minute if **Start** is not pressed, and will return to Standby Mode. The Display will then show **001**. Press **Menu** repeatedly until you see the code **U02** displayed, then press **Start** to repeat the cartridge alignment process.*

- 3 An alignment test pattern sheet will print during which time the Display will show **L-P**. Review this sheet in response to the next series of six Display messages.



The alignment sheet looks like the following example:



- 4 For the first alignment message, the Display will show “A” plus a number, as, **A15**. Look this number up on the alignment sheet. If the printed lines associated with this number are aligned better than any of the other printed lines in group “A”, press the **Start** button. If there is another set of printed lines that is aligned better, press one of the Scroll buttons until the number associated with the best aligned set appears in the Display. Press Start.



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- 5 The Display will show the next number in the series, from “B” through “F”. Repeat step 4 for these remaining five steps.
 - 6 The Ink Cartridge alignment is completed. The Display will return to showing **001**.

The Xerox WorkCentre Control Program

In addition to the printer driver, the printer software also includes the Xerox WorkCentre Control Program. The Control Program contains setup options that define the operation of your machine.

The Control Program includes five tabs:

- Status - Displays the printer status, ink levels, and print job status
- Options - Includes setup options
- Cartridges - Installs, cleans, or aligns the cartridge
- DOS Printing - Includes settings for printing directly from DOS
- About - Displays the Control Program version

NOTE: Select the tab menu Help button for online help with tab menu terms and parameters.

Starting the Xerox WorkCentre Control Program

Windows 95/98 and Windows NT 4.0

- 1 Select **Start>Programs**.
- 2 Choose **Xerox WorkCentre XK Series** from the program list.
- 3 Select **Xerox WorkCentre Control Program**. The **Xerox WorkCentre Control Program** window opens.

Windows 3.1x

- 1 From the Program Manager at system startup, open **the Xerox WorkCentre XK Series** group.
- 2 Double-click on the Xerox WorkCentre Control Program icon. The **Xerox WorkCentre Control Program** window opens.

Xerox WorkCentre Control Program Tab Menus

When the **Xerox WorkCentre Control Program on LPT1** window opens, click the appropriate tab for the options you want to display. On the appropriate tab, specify your changes. Click **Close** when you are done. Click **Help** on any of the tabs to use the online Help feature.

Using the Status tab



This tab shows the printer status, ink levels, and print job status. The Status tab includes these buttons:

- **Cancel Print** – select this to cancel your print job.
- **Pause** – select this to temporarily pause your print job. Select again to restart the print job.
- **Print Test Page** – select this to print a sample page.

The information area displays which job is printing, page and copy counts, printing time, any alert/error messages and status. See graphic example above that shows print job progress at 39% and a print time of 35 seconds.

Cleaning the Scanning Glass

Carefully wipe the scanning glass with a **SOFT, DRY CLOTH**. If the glass is very dirty, first wipe it with a slightly dampened cloth, then with a dry cloth. Be very careful not to scratch the glass surface.

CAUTION: Never spray liquid directly onto the scanning glass.

6. Troubleshooting

This section describes WorkCentre troubleshooting for the following problem areas and messages:

	Page
<i>Clearing Jams</i>	58
Paper Jams While the WorkCentre is Printing.....	58
Tips for Avoiding Paper Jams	59
<i>Display Error Codes</i>	60
<i>Printer Problems</i>	61
<i>Print Quality Problems</i>	64
<i>Paper Feeding Problems</i>	69
<i>Scanning Problems (XK35c only)</i>	71
<i>Diagnostic Display LEDs on the Control Panel</i>	72
<i>General Tips</i>	73
<i>Status Message Codes on the Control Panel</i>	74

Refer to the specific subsection for a description of the problem and associated solutions.

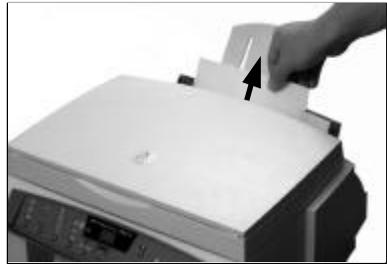
Clearing Jams

Paper Jams While the WorkCentre is Printing

By carefully selecting the correct paper type and loading them properly, you should be able to avoid most paper jams. If paper jams occur, an error message **E01** appears in the Display and the paper jam Diagnostic Display icon lights up on the Control Panel. Follow the steps below to clear jam. To avoid tearing paper, pull the jammed paper out gently and slowly.

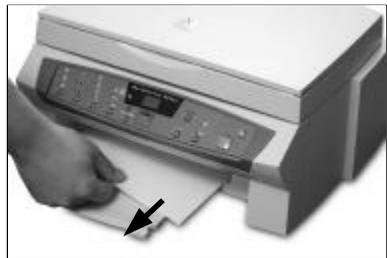
If Paper is Jammed in the Paper Feed Area at the Rear of the WorkCentre

- 1 Remove the stack of paper (if necessary).
- 2 Remove the jammed paper by gently pulling it straight up as shown in the graphic.
- 3 After you remove the jammed paper, reload the stack of paper back into the Automatic Paper Feeder with the print side facing you. Before loading, ensure the edges of the stack of paper are even and straight.
- 4 Adjust the paper guide to match the width of the paper.
- 5 Press **Stop**.



If Paper is Jammed in the Printer Output Area

If the paper jams as it moves to the printer exit tray, remove the jammed paper by pulling gently on the paper as shown in the graphic and then press **Stop**.



Tips for Avoiding Paper Jams

By carefully selecting print materials and loading them properly, you should be able to avoid most paper jams. If jams do occur, follow the steps outlined in *Clearing Jams*. If jams occur frequently, make sure that you are following these tips to avoid jams.

- Follow the procedures in *Loading Paper* to load paper properly. Make sure the adjustable paper guides are positioned correctly.
- Do not overload the paper. Never exceed the maximum capacity of 100 sheets of paper in the Automatic Paper Feeder.
- Flex, fan, and straighten paper before loading it.
- Do not load wrinkled, creased, damp, highly curled, or previously stapled paper.
- Do not mix paper types.
- Use only recommended print paper. See Section 1 *Getting Started/Paper Guidelines*
- Ensure that the recommended print side is facing up when loading paper into the feeder.
- Store print materials in an acceptable environment.

NOTE: If the remedies described above do not eliminate the error code in the Display and you are sure that no paper remains in the paper path, do the following:

Turn off the power switch, pull the power cord from the wall outlet, wait for at least one minute, then insert the power cord back into the wall outlet. Turn the power switch on. The machine should be at the normal standby mode.

Display Error Codes

The following error codes appear in the Control Panel Display when your machine has a problem. Use it to identify and solve problems.

LED	Meaning	Solution
E01	Paper is jammed inside the unit, or the paper feeder is empty.	<ul style="list-style-type: none">■ Remove jammed paper from the paper feeder or the paper exit tray, and press Stop.■ If there is no paper in the paper feeder, load and press Stop.■ If there is paper in the paper feeder, remove the paper, then reload paper and press Stop.
E02	No left cartridge	Install the color ink cartridge. See <i>Installing the Ink Cartridges</i> .
E03	No right cartridge	Install the black ink cartridge. See <i>Installing the Ink Cartridges</i> .
E04	One of the ink cartridges is not installed correctly. See CAUTION.	Push each ink cartridge firmly toward the back of the machine until it snaps into place and press Stop .
E05	One or both cartridges are not in good condition.	<ul style="list-style-type: none">■ Align the ink cartridges. See <i>Aligning the Ink Cartridges</i>.■ Clean the cartridge nozzles and contacts. See <i>Wiping the Print Nozzles and Contacts</i>.■ Replace the ink cartridges. See <i>Replacing the Ink Cartridge</i>.

CAUTION: Non-Xerox ink cartridges will not fit correctly into the WorkCentre cartridge compartment.

Printer Problems

Symptom	Cause and Solution
The printer does not print.	<ul style="list-style-type: none">■ The USB or parallel cable is not connected properly.■ The USB or parallel cable is defective. Swap the cable with one known to work. If necessary, replace the cable.■ If using a parallel cable, ensure that it is compliant with the IEEE 1284 standard.■ The printer port is configured incorrectly. Check Printer Setting in Windows to make certain that the print job is being sent to the correct port (for example, LPT1).■ A paper jam has occurred. See Section 6 <i>Troubleshooting/Clearing Jams</i>.■ The printer may be configured incorrectly within the PC application. Check the application to verify that all print settings are correct.■ The printer driver may be incorrectly installed. Remove the existing printer driver, and re-install the printer driver. See Section 1 <i>Getting Started/Uninstalling Software</i>. Try printing a test page.
The paper does not feed into the printer.	<ul style="list-style-type: none">■ Paper has not been loaded properly. Remove and re-insert the paper correctly. See Section 1 <i>Getting Started/Loading Paper</i>.■ There is too much paper in the Automatic Paper Feeder. Remove some paper.



Printer Problems *(continued)*

Symptom	Cause and Solution
Part of the printed page is blank.	<ul style="list-style-type: none">■ The page layout is too complex. Simplify the page layout, and remove any unnecessary graphics from the document.■ The page orientation setting may be incorrect in the print driver. Change the page orientation in the Print Setup dialog box.■ The paper size and the software paper size settings do not match. Load the correct paper in the printer or change the software paper size settings in the Print Setup dialog box.■ Scaling may be set to less than 100%. Change the scaling setting in the Paper/Output dialog box.■ The printer cable may be incorrect. Replace the cable with a correct cable. See Section 1 <i>Getting Started/Setup</i>.■ One of the ink cartridges may be empty.
The printer prints the wrong data, or it prints incorrect characters.	<ul style="list-style-type: none">■ The printer cable may be connected improperly. Check the cable connection.■ There may be a problem with the printer driver software. Exit Windows and reboot the computer. Turn the printer off and on.■ The printer cable may be incorrect. Replace the cable with a correct cable. See Section 1 <i>Getting Started/Setup</i>.



Printer Problems *(continued)*

Symptom	Cause and Solution
The paper constantly jams.	<ul style="list-style-type: none">■ There is too much paper in the Automatic Paper Feeder. Remove some of the paper. If printing onto transparencies or labels, insert them one at a time in the Manual Paper Feeder.■ An incorrect type of paper is being used. Use only paper that meets the specifications required by the printer. See Section 1 <i>Getting Started/Paper Guidelines</i>.■ The paper setting method may be incorrect. If printing onto envelopes, insert the envelopes so that there is a gap of approximately 1 mm (1/32") between the left and right edges of the envelopes at the paper guide.
Printing is too slow.	<ul style="list-style-type: none">■ If using Windows 3.1, Print Manager may be disabled. From the Control Panel Printers menu, check the Use Print Manager box.■ If using Windows 3.1, the Background Printing item in the Option menu of Print Manager may be set incorrectly. Select Background Printing from the Option menu in the Print Manager.■ If using Windows 95/98/NT 4.0, the Spooling Setting may be set incorrectly. Select Start > Settings > Printers. Click the WorkCentre icon with the right mouse button, select Properties, click the Details tab, and then click the Spool Settings button. Select the desired spool setting from the available choices.

Print Quality Problems

Symptom	Cause and Solution
Light or blurred characters.	<ul style="list-style-type: none">■ You may be using Draft quality or Normal quality mode. Try using High 1200 dpi print quality mode.■ The print cartridge may be running out of ink. Replace the print cartridge. The PC Control Program Status Monitor shows the amount of ink left in the cartridge.■ Make sure you are using the correct type of paper. Try another type of paper. See Section 1 <i>Getting Started/Paper Guidelines</i>.■ You may be printing on the wrong side of the paper.■ The print head may need cleaning. See Section 5 <i>Maintenance/Print Head Nozzle procedure</i>.
Solid black areas on transparencies contain white streaks.	Try changing the fill pattern in your application software. The print head may need cleaning. See Section 5 <i>Maintenance/Print Head Nozzle procedure</i> .
Smudged or dark characters.	<ul style="list-style-type: none">■ Make sure you are using the correct type of paper. Try another type of paper. Make sure the paper is straight and unwrinkled.■ Let ink dry before handling the paper. You can use 'Dry Time Delay' check box in the print driver setting. Change the Print Quality setting to Normal quality mode. The print head may need cleaning. See Section 5 <i>Maintenance/Print Head Nozzle procedure</i>.



Print Quality Problems *(continued)*

Symptom	Cause and Solution
Characters with white lines	<ul style="list-style-type: none">■ The print cartridge may be running out of ink. Replace the print cartridge. The Status monitor shows the amount of ink left in the cartridge.■ Remove and reinstall the print cartridge. See Section 5 <i>Maintenance/Replacing the Ink Cartridge</i>.■ The print head may need cleaning. See Section 5 <i>Maintenance/Print Head Nozzle procedure</i>.■ If printing on transparencies, try changing the fill pattern in your application software.
Incorrect format or characters do not align correctly at left margin.	<ul style="list-style-type: none">■ The media is incorrectly loaded or is an unsupported size or type. See Section 1 <i>Getting Started/Paper Guidelines</i>. For special media, it is recommended to feed one sheet at a time.■ Make sure you do not have hard-coded spaces at the left margin in your application.■ The print head may need cleaning. See Section 5 <i>Maintenance/Print Head Nozzle procedure</i>.■ The print cartridge may be mis-aligned. See Section 5 <i>Maintenance/Cartridge Alignment</i>.



Print Quality Problems *(continued)*

Symptom	Cause and Solution
Vertical straight lines are not smooth in tables, borders, and graphs.	The print cartridge may be mis-aligned. See Section 5 <i>Maintenance/Cartridge Alignment</i> .
Printed color does not match screen colors.	<ul style="list-style-type: none">■ The color print cartridge has run out of one or more inks. Install a new cartridge. See Section 5 <i>Maintenance/Replacing the Ink Cartridge</i>.■ The print head may need cleaning. See Section 5 <i>Maintenance/Print Head Nozzle</i> procedure.
Black and white is printing instead of expected color printing.	<ul style="list-style-type: none">■ The print settings may be incorrect. Check Document Type setting in the Document/Quality dialog in the print driver.■ A black cartridge may be installed instead of a color cartridge. Replace with a color cartridge. See Section 5 <i>Maintenance/Replacing the Ink Cartridge</i>.



Print Quality Problems *(continued)*

Symptom	Cause and Solution
Color print quality is poor.	<ul style="list-style-type: none">■ Ensure that you are using the correct type of paper. See Section 1 <i>Getting Started/Paper Guidelines</i>.■ Ensure that the Media/Paper Type setting in the print driver is correct for the type of paper loaded.■ Change the Print Quality setting in the print driver to High or Normal
Printer power is on, but nothing prints.	<ul style="list-style-type: none">■ The printer is improperly connected to the computer. Make sure the printer cable is firmly connected to the printer and the computer.■ Make sure the printer cable is correct. See Section 1 <i>Getting Started/Setup</i>.■ Bad printer cable or computer port. Try another cable. See Section 1 <i>Getting Started/Setup</i>.■ Make sure your application has the WorkCentre selected as the default printer.
Printer seems to be printing, but no characters are printing.	<ul style="list-style-type: none">■ Check the print cartridge. Tape may be covering the ink nozzles of the print cartridge.■ The print cartridge may be out of ink. Replace with a new one. See Section 5 <i>Maintenance/Replacing the Ink Cartridge</i>. The PC Control Program Status Monitor shows the amount of ink left in the cartridge.■ Clean the cartridge carrier contacts. See Section 5 <i>Maintenance/Cleaning Carrier Contacts</i>.



Printer Quality Problems *(continued)*

Symptom	Cause and Solution
Unexpected characters are printed or characters are missing.	<ul style="list-style-type: none">■ Make sure your application has the WorkCentre selected as the default printer.■ The printer cable may not be securely connected to the printer and the computer, or the printer cable may not be the correct type. Check the printer cable.■ The print head may need cleaning. See Section 5 <i>Maintenance/Print Head Nozzle</i> procedure.
Printer prints very slowly.	<ul style="list-style-type: none">■ You may be using High 1200 dpi print quality. Change the Print Quality setting in the print driver to Normal.■ Graphics print more slowly than text.■ Color prints more slowly than black. Special media prints more slowly than plain paper.■ Another application currently open affects print speed. Close the running program if not required.
Control panel of your machine does not respond.	<ol style="list-style-type: none">1) Turn power switch off, then on. If this does not work, try step 2.2) Unplug the power cord, wait one minute, then plug in the machine.
Page does not print.	Simplify the page format or use fewer fonts. Some complicated page formats may not be printable on the printer. If you are using too many fonts, or printing complex graphics, you can experience this problem.

Paper Feeding Problems

Symptom	Cause and Solution
Paper is jammed during printing.	Clear the paper jam. See Section 6 <i>Troubleshooting/Paper Jams While the Machine is Printing.</i>
Paper sticks together.	<ul style="list-style-type: none">■ Ensure there is not too much paper in the Automatic Paper Feeder. Depending on the thickness of your paper, the feeder can hold up to 100 sheets of paper.■ Make sure you are using the correct type of paper. See Section 1 Getting Started/Paper Guidelines.■ Remove paper from the feeder and flex or fan the paper.■ Humid conditions may cause some paper to stick together.
Paper fails to feed.	<ul style="list-style-type: none">■ Make sure the envelope guide is not in the upright position.■ Remove any obstructions inside the machine.
Multiple sheets of paper do not feed.	<ul style="list-style-type: none">■ Different types of paper may be stacked in the Automatic Paper Feeder. Load the paper of only one type, size, and weight.■ When loading paper, do not force the paper down into the printer.■ If multiple sheets have caused a paper jam, clear the paper jam. See Section 6 <i>Troubleshooting/Clearing Jams.</i>



Paper Feeding Problems (continued)

Symptom	Cause and Solution
Paper skews or buckles	<ul style="list-style-type: none">■ Ensure there is not too much paper in the Automatic Paper Feeder. Depending on the thickness of your paper, the feeder can hold up to 100 sheets of paper.■ Make sure the paper guide does not cause the paper to bow in the Automatic Paper Feeder.■ Make sure you are using the correct type of paper. See Section 1 <i>Getting Started/Paper Guidelines</i>.■ When loading paper, do not force the paper down into the machine.■ Make sure the right side of the paper is aligned with the right edge of the feeder, and the left paper guide is set against the left side of the paper.■ Make sure the envelope guide is not in the envelope position.
Transparencies stick together in the paper exit.	Use only the transparencies specially designed for an ink jet printer. Remove each transparency as it exits from the printer.
Envelopes skew or fail to feed correctly.	<ul style="list-style-type: none">■ Ensure that the envelope guide has been turned upright to the envelope load position.■ Ensure that the paper guide is against the left side of the envelopes.

Scanning Problems (XK35c only)

Symptom	Cause and Solution
The scanner does not scan.	<ul style="list-style-type: none">■ Make sure you place the document to be scanned face down on the document glass.■ There may not be enough available memory to hold the document you want to scan. Try the Pre-Scan function to see if that works. Try lowering the scan resolution rate.■ The USB or parallel cable is not connected properly.■ The USB or parallel cable is defective. Swap the cable with one known to work. If necessary, replace the cable.■ If using a parallel cable, ensure that it is compliant with the IEEE 1284 standard.■ The scanner is configured incorrectly. Check scanner setting in scanner driver to make certain that the scanner job is being sent to the correct port (for example, LPT1).
The unit scans very slowly.	<ul style="list-style-type: none">■ Graphics are scanned more slowly than text.■ Communication speed becomes slow in scan mode because of the large amount of memory required to analyze and reproduce the scanned image. Set your computer to ECP printer mode through BIOS setting. It will help to increase the speed. For details on how to set BIOS, refer to your PC documentation.



Scanning Problems *(continued)*

Symptom	Cause and Solution
The following message appears on the computer screen: Scanner is busy receiving or printing data. When the current job is completed, try again.	There may be a copying or printing job in progress. When the current job is completed, try the job again.

Diagnostic Display LEDs on the Control Panel

There are three diagnostic conditions that may occur in the WorkCentre. When any one of these Diagnostic Display LED lights turns on, refer to this table.

LED Light	Meaning	Solution
	The color ink cartridge has a low ink supply.	Replace the color ink cartridge. See Section 5 <i>Maintenance/Replacing the Ink Cartridge</i> .
	The black cartridge has a low ink supply.	Replace the black cartridge. See Section 5 <i>Maintenance/Replacing the Ink Cartridge</i> .
	A paper jam has occurred inside the machine or the paper feeder is empty.	<ul style="list-style-type: none">■ Remove the jammed paper from the paper feeder or the paper exit tray, and press Stop.■ If there is no paper in the paper feeder, load paper and press Stop.■ If there is paper in the paper feeder, remove the paper from the feeder, reload the paper and press Stop.

General Tips

Installation



When installing the WorkCentre printer and scanner drivers, close all open programs first.



Improved results can be obtained by installing the WorkCentre drivers and Control Program software first before you install the Pagis Pro and MGI PhotoSuite software.



Use a direct connection (single cable) between your PC and the WorkCentre to avoid communications problems. Do not use an A/B printer switch or a pass-through port (as, a zip drive).

Performance



When running a memory intensive function (as, scanning), better and faster results can be achieved by closing any open programs (as, screensavers and other background applications).



If any hangup or freeze-up occurs in the PC or WorkCentre, try rebooting the PC or turning the WorkCentre off, then on (pulling the AC power cord from the AC outlet, then re-inserting the cord).



If a paper jam occurs, and the error code **E01** does not clear after removing the jam, pull the WorkCentre power cord from the outlet, wait one minute, then plug the cord in again. The Display should show **001**.



If scanning does not work, try reducing the resolution rate.



When using Clone for copying, if the number of images is not copied as expected, the original image size may be too large. Try reducing the image size before copying. Also try shifting the image document on the platen to different locations (as, the home registration marks).

Customization



To have the WorkCentre Control Program run in a minimized mode, select Start>Programs>Xerox WorkCentre XK Series> Printer Control Program>Options, then check "run minimized".

Status Message Codes on the Control Panel

The following codes provide information on the current status of the machine. These codes appear in the Control Panel Display.

Mode	Code	Descriptions
Standby	001	Standby mode
Copy	025 to 400	Copy size (reduction, enlargement)
	001 to 050	Copy quantity
Menu	U01	Change cartridge
	U02	Align cartridge. L-P appears in the Display as the alignment sheet is printed.
	A00 to A30	Horizontal alignment
	b00 to b15	Vertical alignment
	C00 to C30	Quick monochrome bi-directional alignment
	d00 to d30	Quick color bi-directional alignment
	E00 to E30	Normal monochrome bi-directional alignment
	F00 to F30	Normal color bi-directional alignment
	U03	Set paper size:
	P01	Letter
	P02	A4
	P03	Legal
	U04	Ink nozzle self test/cleaning
PC Scan	PCS	Scanning has been initiated from PC (XK35c only)
PC Print	PCP	Printing has been initiated from PC
Cartridge change	L-C	Left cartridge (color) changed?
	r-C	Right cartridge (black) changed?
	bsy	The machine is busy. Replace the cartridge after the current job is done.

Appendix

Machine Specifications

Scanner (XK35c only)

Item	Specification
Operating System	Windows 3.1x, Windows95/98/NT 4.0
Interface	IEEE 1284 (ECP Support), USB (without HUB Mode)
Compatibility	TWAIN Standard
Device	Platen Color CIS (Contact Image Sensor)
Scan Width	Max. 8.5" (216 mm), Effective 8.2" (210 mm)
Color Depth	Internal 30 bit, External 24 bit
Optical Resolution (H x V)	300 x 600 dpi
Interpolation Resolution	Maximum 4800 dpi
Pre-scan Mode	Yes, 75 dpi
Minimum PC spec	486DX, 100 MHz, 16 MB memory, 20 MB free disk space
Recommended PC spec	Pentium II, 200 MHz, 32 MB memory, 20 MB free disk space

Printer

Item		Specification
Technology		Color Thermal Inkjet
Engine Type		2-Pen (K and CMY)
Operating System		Windows 3.1x, Windows 95/98/NT 4.0
Interface		IEEE 1284 (ECP Support), USB (without HUB Mode)
Emulation		HBP (GDI)
Print Speed	Mono	8 ppm draft, 5 ppm normal
	Color	3 ppm draft, 1.5 ppm normal
Print Resolution (H x V)	Draft	300 x 600 dpi
	Normal	600 x 600 dpi
	Best	1200 x 1200 dpi (addressable)
Maximum Paper Size		A4/Letter/Legal
Effective Printing Width		8.0" (203 ± 1 mm)
Output Tray Capacity		Maximum 50 sheets
Input Paper Capacity		Maximum 100 sheets (20 lb. paper)
Maximum Printer Cable Length		6 ft. / 1.8 m.
Minimum PC spec.		486DX, 100 MHz, 16 MB memory, 20 MB free disk space
Recommended PC spec.		Pentium II, 200 MHz, 32 MB memory, 20 MB free disk space

Copier

Item	Specification
Copy Mode	Black and Color
Scanner Type	Flat-bed without ADF (Automatic Document Feeder)
Maximum Original size	A4/Letter
Maximum Paper Size	A4/Letter/Legal
Maximum Scan Width	8.5" (216 mm)
Optical Resolution (H x V)	300 x 600 dpi
Copy Quality	Draft, Normal, Best
Mono Copy Speed (A4)	Draft: 3 cpm, Normal: 2 cpm
Color Copy Speed (A4)	Draft: 1.5 cpm, Normal: 0.5 cpm
Effective Print-edge Margin	Top: 1/8" (3.4 mm), Bottom: 3/4" (19.05 mm), Each side: 1/4" (6.5 mm)
Multicopy	50 pages
Reduction and Enlargement	25% to 400% (1% increments)
Fixed R/E Settings	100%, AutoFit, Clone (multiple images)
Contrast Control	3 steps
Ink Saver Mode	Use Draft Mode
Auto Sensing	Check Paper (paper jam or no paper), Low ink

General Specifications

Item	Specification	
Rated AC power input	110 to 240V AC (Universal)	
Average power consumption	Under 15W (Standby) Under 50W (Copy Mode) Under 35W (Scan/Print Mode)	
Machine Size	17.4" x 18.1" x 8.5" / 44 x 46 x 21 cm.	
Machine Weight	18 lbs. / 8.25 kg. (machine without paper)	
Operating Condition	Temperature	5° to 40° C (40° to 104° F)
	Humidity	20% RH to 80% RH
Recommended Operating Condition	Temperature	16° to 32° C (60° to 90° F)
	Humidity	40% RH to 70% RH
Inkjet Cartridge Part Numbers	Color #8R12591	Black #8R7881

Media Specifications

Sizes

Type	Width x Length (mm x mm)	Width x Length (inch x inch)
Letter	216 x 279	8.5 x 11
Legal	216 x 356	8.5 x 14
B5	182 x 257	7.2 x 10.1
A4	210 x 297	8.3 x 11.7
Executive	184 x 267	7.25 x 10.5
A5	148 x 210	5.8 x 8.3
A6 Card	105 x 148	4.1 x 5.9
Post Card 4x6	102 x 152	4 x 6
Index Card 3x5	76 x 127	3 x 5
Hagaki	100 x 148	5.8 x 8.3
Envelope 7 ¾	98 x 190	3.9 x 7.5
Envelope 9	98 x 225	3.9 x 8.9
Envelope 10	105 x 241	4.1 x 9.5
Envelope DL	110 x 220	4.3 x 8.7
Envelope C5	162 x 229	6.4 x 9
Envelope C6	114 x 162	4.5 x 6.4
Envelope B5	176 x 250	6.9 x 9.8
Baronial	143 x 111	5.6 x 4.4
Custom	76.2 to 215.9 x 127.0 to 355.6	3.00 to 8.50 x 5.00 to 14.00

Media Specifications *(continued)*

Feeding by Media Type

Paper Type	Feeding Method
Normal copying paper	Auto Feed
Inkjet Paper	Auto Feed
Transparency	Auto Feed
Coated paper	Auto Feed
Label	Manual Feed
Envelope	Auto Feed (use envelope guide)
Ordinary card	Auto Feed (use envelope guide)
T-shirt paper	Manual Feed
Ordinary postcard	Auto Feed (use envelope guide)

The following media types are unusable:

- Erasable bond paper
- Synthetic paper
- Thermal reactive paper
- Multi-paged paper
- Embossing paper
- Envelopes with cutting lines, perforated paper, embossed paper, contents or self-adhesive envelopes.
- Label paper with slick back
- Auto Feed media weights greater than:
 - 24 lb. for paper and envelopes
 - 150 lb. for card stock

FCC Regulations: Radio Frequency Emissions

European Union:

Changes or modifications to this equipment not specifically approved by Xerox Europe may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive (89/336/EEC).

United States of America:

Note: 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 receiver.
- Connect the equipment into an outlet on a circuit different from that to 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.

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.

Contact Person: Gary E. Myers
Phone: (716) 422-4120
Address: Xerox Corporation
800 Phillips Road
Webster, New York 14580
USA

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

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