XEROX®

User Guide

Guide d'utilisation

Guida dell'utente

Benutzerhandbuch

Guía del usuario

Guia do Usuário

Gebruikershandleiding

Användarhandbok

Betjeningsvejledning

Руководство пользователя

Εγχειρίδιο χρήστη

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Printer Features

1

This chapter includes:

Parts of the Printer

This section includes:

Front View

**Phaser 8560MFP/D Printer and
Phaser 8860MFP Printer**
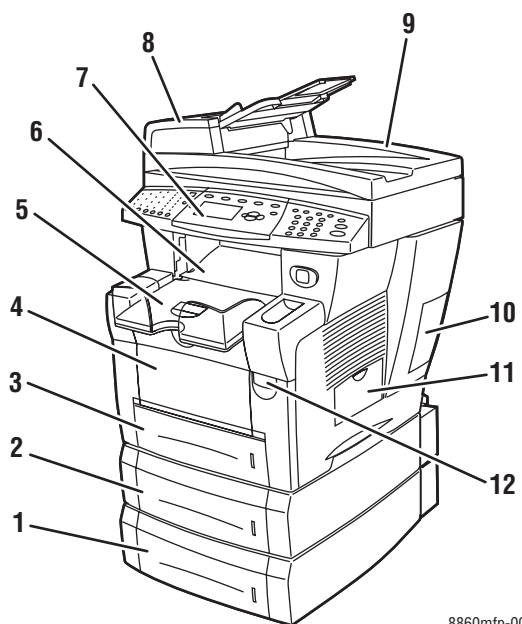
Phaser 8560MFP/N Printer

8860mfp-001

8860mfp-134
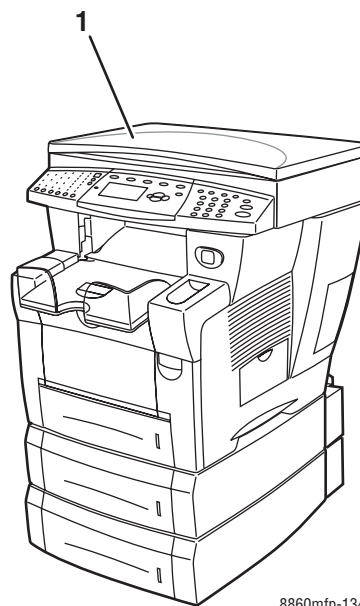
1. Tray 4 (optional)
2. Tray 3 (optional)
3. Tray 2
4. Tray 1
5. Output tray
6. Exit cover
7. Control panel
8. Document feeder
9. Duplex automatic document feeder
10. Interface cover
11. Side door
12. Front cover release

1. Document cover

Side View
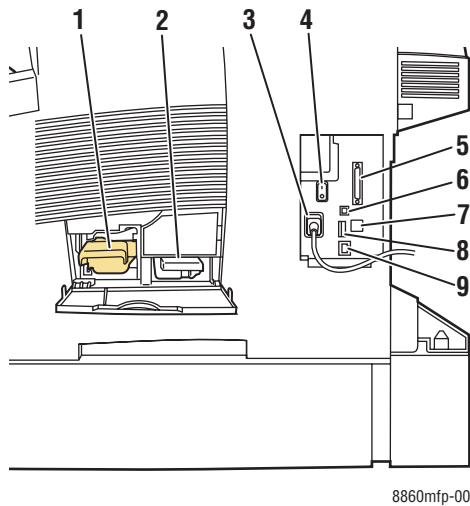
8860mfp-002

1. Maintenance kit
2. Waste tray
3. Power cord connection
4. Power switch
5. Scanner cable connection
6. USB connection
7. RJ-11 fax modem connection
8. Configuration card
9. Ethernet 10/100 Base-Tx connection

Back View

8860mfp-003
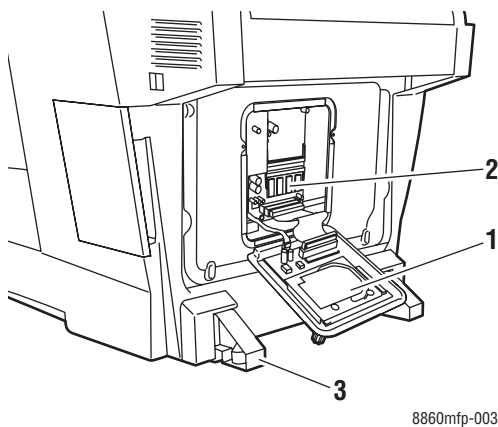
8860mfp-135

1. Hard drive
2. RAM slots
3. Stabilizer
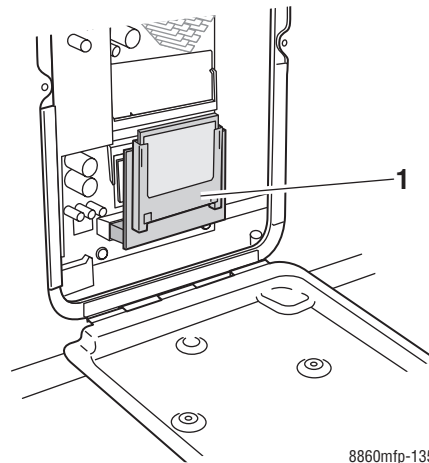
1. Flash memory

Open View
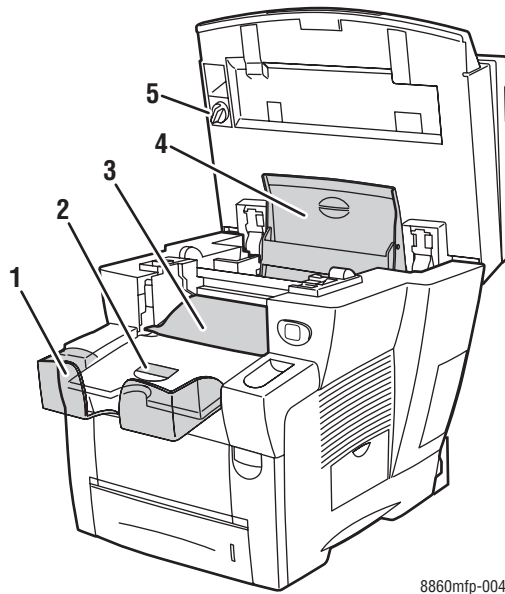
8860mfp-004

1. Long paper extension
2. Short paper stop
3. Exit cover
4. Ink cover
5. Scanhead transportation lock

Printer Configurations

This section includes:

Standard Features

Your Phaser 8560MFP/8860MFP Multifunction Printer offers many standard features to meet your office needs.

- Maximum print speed (pages per minute) based on letter-size plain paper:

Phaser 8560MFP Printer	Phaser 8860MFP Printer
PostScript Print-Quality Modes	**PostScript Print-Quality Modes**
■ Fast Color: 30 ppm	■ Fast Color: 30 ppm
■ Standard: 24 ppm	■ Standard: 24 ppm
■ Enhanced: 16 ppm	■ Enhanced: 16 ppm
■ High-Resolution/Photo: 10 ppm	■ High-Resolution/Photo: 10 ppm
PCL Print-Quality Modes	**PCL Print-Quality Modes**
■ 600 x 300 dpi: 16 ppm	■ 600 x 300 dpi: 16 ppm
■ 600 x 600 dpi: 8 ppm	■ 600 x 600 dpi: 8 ppm

- First-page-out speed (pages per minute): 6 seconds for color prints, 12 seconds for color copies
- Copy, print, scan, fax capabilities
- Fonts: PostScript and PCL
- Trays: Tray 1 and Tray 2
- Connection: USB, Ethernet 10/100 Base-Tx

See also:

Available Configurations

Phaser 8560MFP Printer

Standard System Configurations				
	8560MFP/N	**8560MFP/D**	**8560MFP/T**	**8560MFP/X**
Memory	512 MB	512 MB	512 MB	1 GB (2x512)
Hard Drive	Yes	Yes	Yes	Yes
Flash Memory	No	No	No	No
Automatic 2-Sided Printing	No	Yes	Yes	Yes
Duplex Automatic Document Feeder	No	Yes	Yes	Yes
525-Sheet Feeder (Tray 3)	Optional*	Optional*	Yes	Yes
525-Sheet Feeder (Tray 4)	Optional*	Optional*	Optional*	Yes
System cart	Optional*	Optional*	Yes	Yes
Copy	Yes	Yes	Yes	Yes
Scan to PC or Macintosh computer	Yes	Yes	Yes	Yes
Scan to Email	Yes	Yes	Yes	Yes
Scan to System Hard Drive	Yes	Yes	Yes	Yes
Fax	Yes	Yes	Yes	Yes

* This option can be purchased separately for this configuration.

Phaser 8860MFP Printer

Standard System Configuration	
	8860MFP
Memory	512 MB
Hard Drive	Yes
Flash Memory	No
Automatic 2-Sided Printing	Yes
Duplex Automatic Document Feeder	Yes
525-Sheet Feeder (Tray 3)	Optional*
525-Sheet Feeder (Tray 4)	Optional*
System cart	Optional*
Copy	Yes
Scan to PC or Macintosh computer	Yes
Scan to Email	Yes
Scan to System Hard Drive	Yes
Fax	Yes

* This option can be purchased separately for this configuration.

Options

You can order additional trays, and memory if these items are not standard on your system. Print the Configuration page to see which options are installed on your system. To print the Configuration page, see Information Pages on page 1-14.

Additional Trays

■ 525-Sheet Feeder (Tray 3)
■ 525-Sheet Feeder (Tray 4)

Memory

RAM memory cards: 256 MB and 512 MB (up to a total of 1 GB)

Upgrade

The Phaser 8560MFP/N to Phaser 8560MFP/D upgrade kit contains the duplex automatic document feeder and a configuration card. To order the upgrade kit, contact your local reseller or go to www.xerox.com/office/8560MFPsupplies.

Accessory

The system cart is the only accessory for the Phaser 8560MFP/8860MFP printer. For more information on accessories, go to www.xerox.com/office/8560MFPsupplies or www.xerox.com/office/8860MFPsupplies

Printer and Scan Drivers

To access all your system's features, install the printer and scan drivers from the *Software and Documentation CD-ROM* or the Xerox Drivers and Downloads website:

■ www.xerox.com/office/8560MFPdrivers (Phaser 8560MFP printer)
■ www.xerox.com/office/8860MFPdrivers (Phaser 8860MFP printer)

Printer drivers enable your computer and system to communicate and provide access to your system features. Xerox makes printer driver installation easy with its Walk-Up Technology.

Scan drivers enable you to scan images directly to your personal computer and place scanned images directly into an application.

Control Panel

This section includes:

Control Panel Features

The control panel:

- Displays the system's operating status (for example, **Printing, Ready to Print**), system errors, and warnings.
- Prompts you to load paper, order and replace supplies, and clear jams.
- Enables you to access tools and information pages to help resolve problems.
- Enables you to change system and network settings.

Control Panel Layout

The control panel is divided into three major areas.
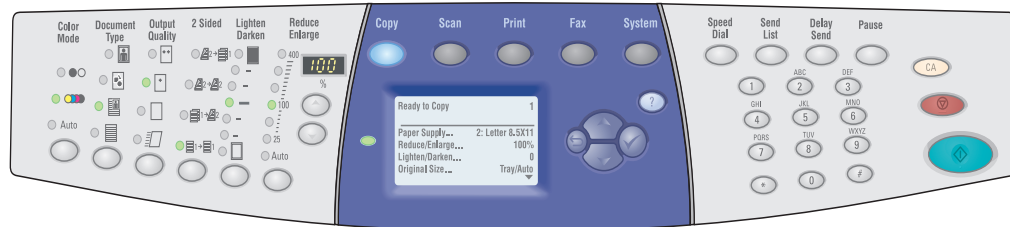
8860mfp-097

Left side	**Middle**	**Right side**
Copying, scanning, and faxing function buttons and LEDs	Function buttons, graphic display screen, mode buttons, menu navigation buttons, and status LED	Fax function buttons, numeric keypad, **Clear All**, **Stop**, and **Start** buttons

Left Side of the Control Panel
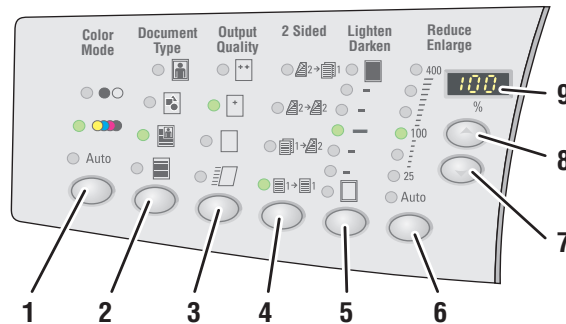
8860mfp-007

The left side of the control panel contains the following copy, scan, and fax function buttons and LEDs. A lighted LED indicates the current selection.

1. **Color Mode** button and LEDs

    Press the **Color Mode** button to select black and white or color for your copy or scan job.

2. **Document Type** button and LEDs

    Press the **Document Type** button to select the type of document for your copy or scan job: photo, graphic, mixed (text and graphics), text only.

3. **Output Quality** button and LEDs (copy only)

    Press the **Output Quality** button to select the output quality mode for the copy job: fast color, standard, enhanced, and high-resolution/photo.

4. **2-Sided** button and LEDs

    Press the **2-Sided** button to select either one- or 2-sided for the original and one- or 2-sided for the output.

5. **Lighten/Darken** button and LEDs

    Press the **Lighten/Darken** button to select a setting for your copy, scan, or fax job.

6. **Reduce/Enlarge** button and LEDs

    Press the **Reduce/Enlarge** button to select reduce/enlarge percentage options for your output: 25, 50, 100, 150, 200, 400.

7. **Reduce/Enlarge Down Arrow** button

    Press the **Down Arrow** button to reduce the percentage in one percent increments.

8. **Reduce/Enlarge Up Arrow** button

    Press the **Up Arrow** button to increase the percentage in one percent increments.

9. **Reduce/Enlarge Percentage** LED

    The LED displays the percentage selected.

See also:

Middle of the Control Panel

8860mfp-006
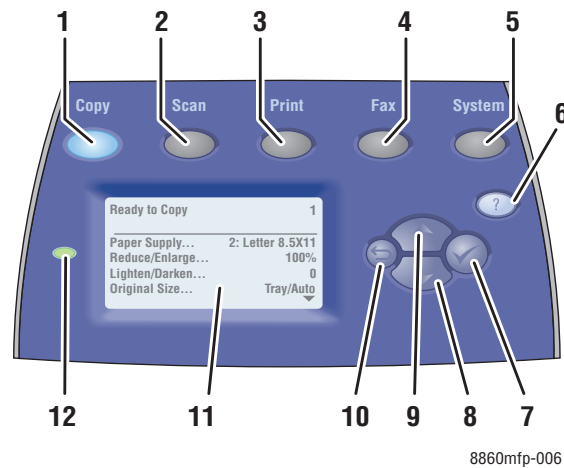
1. **Copy** button

   Press to view the **Copy** menu on the display screen.

2. **Scan** button

   Press to view the **Scan** menu on the display screen.

3. **Print** button

   Press to view the **Print** menu on the display screen.

4. **Fax** button

   Press to view the **Fax** menu on the display screen.

5. **System** button

   Press to view the **System Setup** menu on the display screen.

6. **Help (?)** button

   Press to read a help message explaining the menu or message that appears on the display screen.

7. **OK** (✔) button

   Press to accept the setting selected.

8. **Down Arrow** button

   Press to scroll down through menu options.

9. **Up Arrow** button

   Press to scroll up through menu options.

10. **Back** button

    Press to return to the previous menu.

11. Graphic display screen indicates status messages and menus.

12. Status indicator LED:

    Green: System is ready to print, copy, scan, or fax.

    Yellow: Warning condition, system continues to print, copy, scan or fax.

    Red: Startup sequence or error condition exists for the current function.

    Blinking: System is busy or warming up.

Right Side of the Control Panel

8860mfp-008
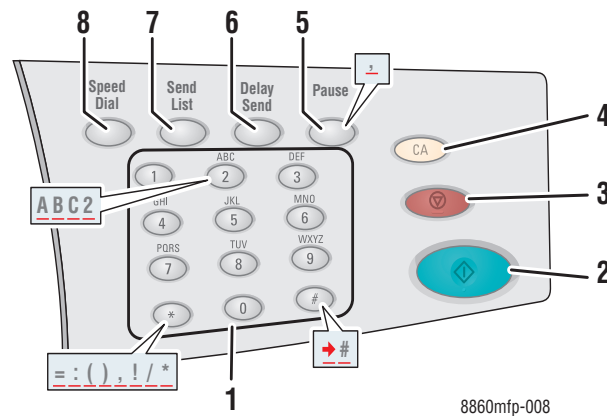
1. Alphanumeric keys
   - Press each alphanumeric key several times to cycle through numbers and letters.
   - Press the ***** and **#** keys several times to cycle through characters when using speed dial.

   The cursor advances after one second.

2. **Start** button

   Press to start a copy, scan, or fax job.

3. **Stop** button

   Press to interrupt print, copy, scan, or fax jobs. To cancel the job, follow the instructions indicated on the graphic display.

4. **Clear All** button

   Press once to return to the default main menu. All job settings are reset to default.

5. **Pause** button

   Press to enter pauses (represented by commas) in fax numbers.

6. **Delayed Send** button

   Press to select a later time for sending your fax.

7. **Send List** button

   Press to view or add a fax telephone number, an individual, or group speed dial numbers.

8. **Speed Dial** button

   Press to access directories of group or individual fax telephone numbers.

Information Pages

Your system comes with a set of information pages to help you obtain the best results from your system. Access these pages from the control panel. Print the Menu Map to see where these information pages are located in the control panel menu structure.

Note: This print icon appears before the titles of information pages that can be printed. When the information page is highlighted on the control panel, press the **OK** button to print that page.

For example, to print the Configuration page, which displays current information about your system, do the following:

1. On the control panel, press the **System** button.
2. Select **Information**, and then press the **OK** button.
3. Select **Information Pages**, and then press the **OK** button.
4. Select **Configuration Page**, and then press the **OK** button to print.

Note: You can also print the Configuration page from CentreWare IS and from the printer driver.

Menu Map

The Menu Map helps you navigate the control panel menus. To print the Menu Map:

1. On the control panel, press the **System** button.
2. Select **Information**, and then press the **OK** button.
3. Select **Menu Map**, and then press the **OK** button to print.

Note: Print the Menu Map to see other information pages available for printing.

Sample Pages

Your system comes with a set of sample pages that demonstrate different printer functions.

To print sample pages:

1. On the control panel, press the **System** button.
2. Select **Information**, and then press the **OK** button.
3. Select **Sample Pages**, and then press the **OK** button.
4. Select the desired sample page, and then press the **OK** button to print.

Color Sampler Pages

The color sampler pages are designed to help you select colors to use in your print jobs. Each sampler page lists either the percentages of cyan, magenta, yellow, and black that are used, or the amounts (from 0 to 255) of red, green, and blue that are used.

Note: Before you print the sampler pages, select the appropriate default print-quality mode and color correction for your print job on the control panel.

To print the color sampler pages:

1. On the control panel, press the **System** button.
2. Select **Information**, and then press the **OK** button.
3. Select **Sample Pages**, and then press the **OK** button.
4. Select one of the following options, and then press the **OK** button to print:
   - **CMYK Sampler Pages** or **RGB Sampler Pages** (Phaser 8560MFP printer)
   - **PANTONE Color Sampler Pages**, **CMYK Sampler Pages**, or **RGB Sampler Pages** (Phaser 8860MFP printer)

See also:

Advanced Features Guide at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport

More Information

This section includes:

Obtain information regarding your system and its capabilities from the following sources.

Resources

Phaser 8560MFP Printer:

Information	Source
Installation Guide*	Packaged with system
Quick Use Guide*	Packaged with system
User Guide (PDF)*	www.xerox.com/office/8560MFPsupport
Advanced Features Guide (PDF)	www.xerox.com/office/8560MFPsupport
Quick Start Tutorials	www.xerox.com/office/8560MFPsupport
Video Tutorials	www.xerox.com/office/8560MFPsupport
Recommended Media List	Recommended Media List (United States) Recommended Media List (Europe)
Printer Management Tools	www.xerox.com/office/8560MFPdrivers
Online Support Assistant	www.xerox.com/office/8560MFPsupport
PhaserSMART	www.phaserSMART.com
Technical Support	www.xerox.com/office/8560MFPsupport
Information about menu selection or error messages on control panel	Control panel **Help** (**?**) button
Information pages	Control panel menu

* Also available on the Support website.

Phaser 8860MFP Printer:

Information	Source
Installation Guide*	Packaged with system
Quick Use Guide*	Packaged with system
User Guide (PDF)*	www.xerox.com/office/8860MFPsupport
Advanced Features Guide (PDF)	www.xerox.com/office/8860MFPsupport
Quick Start Tutorials	www.xerox.com/office/8860MFPsupport
Video Tutorials	www.xerox.com/office/8860MFPsupport
Recommended Media List	Recommended Media List (United States)
	Recommended Media List (Europe)
Printer Management Tools	www.xerox.com/office/8860MFPdrivers
Online Support Assistant	www.xerox.com/office/8860MFPsupport
PhaserSMART	www.phaserSMART.com
Technical Support	www.xerox.com/office/8860MFPsupport
Information about menu selection or error messages on control panel	Control panel **Help** (**?**) button
Information pages	Control panel menu

* Also available on the Support website.

Xerox Support Centre

The **Xerox Support Centre** is a utility that is installed during printer driver installation. It is available for systems with Windows 2000 and later or Mac OS X, version 10.3 and higher.

The **Xerox Support Centre** icon appears on the desktop for Windows systems or is placed in the Mac OS X dock. It provides a central location for accessing the following information:

■ User manuals and video tutorials
■ Solutions to troubleshooting problems
■ Printer and supplies status
■ Supplies ordering and recycling
■ Answers to frequently asked questions
■ Default printer driver settings (Windows only)

Note: You can install the Xerox Support Centre utility from the Xerox Drivers and Downloads website:

■ www.xerox.com/office/8560MFPdrivers (Phaser 8560MFP printer)
■ www.xerox.com/office/8860MFPdrivers (Phaser 8860MFP printer)

To start the Xerox Support Centre utility:

1. Select one of the following options:
   ■ **Windows**: Double-click the **Xerox Support Centre** icon on your desktop.
   ■ **Macintosh**: Click the **Xerox Support Centre** icon in the dock.
2. Select your printer from the **Select Printer** drop-down list.

Xerox Support Centre

See also:

   Using the Xerox Support Centre tutorial at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport

Note: If you have a USB connection, some of the status information is not available. You must have an Internet connection to view manuals and videos on the website.

Network Basics

2

This chapter includes:

- [Overview of Network Setup and Configuration](#) on page 2-2
- [Setting Up the Network](#) on page 2-3
- [Configuring the Network Address](#) on page 2-5
- [Installing the Printer Drivers](#) on page 2-10

This chapter provides basic information about setting up and connecting to your product.

See also:

Advanced Features Guide at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport

Overview of Network Setup and Configuration

To set up and configure the network:

1. Turn on the product and the computer.
2. Connect the product to the network using the recommended hardware and cables.
3. Configure the product's network address, which is required to identify the product on the network.
    - Windows operating products: Run the Installer on the *Software and Documentation CD-ROM* to automatically set the product's IP address if the product is connected to an established TCP/IP network. You can also manually set the printer's IP address on the control panel. Once the IP address is set, continue the installation procedure to install the driver software.
    - Macintosh products: Manually set the product's network address (for TCP/IP) on the control panel. Install the driver software on the computer from the *Software and Documentation CD-ROM*.

Note: For information on driver installation, see the section in this chapter for the specific operating product you are using.

If the *Software and Documentation CD-ROM* is not available, you can download the latest driver from the Xerox Drivers and Downloads website:

- www.xerox.com/office/8560MFPdrivers (Phaser 8560MFP printer)
- www.xerox.com/office/8860MFPdrivers (Phaser 8860MFP printer)

See also:

Advanced Features Guide at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport

Setting Up the Network

This section includes:

■ Choosing a Connection Method on page 2-3
■ Connecting via USB on page 2-3
■ Connecting via Ethernet (Recommended) on page 2-3

Choosing a Connection Method

Connect the product via Ethernet or USB. A USB connection is a direct connection and not used for networking. An Ethernet connection is used for networking. Hardware and cabling requirements vary for the different connection methods. Cabling and hardware are generally not included with your product and must be purchased separately.

Connecting via USB

If you are connecting to one computer, a USB connection offers fast data speeds. However, a USB connection is not as fast as an Ethernet connection. To use USB, PC users must have Microsoft Windows 2000, Windows XP, Windows Server 2003, or a newer operating system. Macintosh users must use Mac OS X, version 10.3 and higher.

USB Connection

A USB connection requires a standard A/B USB cable. This cable is not included with your product and must be purchased separately. Verify that you are using the correct USB cable for your connection.

1. Connect one end of the USB cable to the product and turn it on.
2. Connect the other end of the USB cable to the computer.

See also:

Installing the Printer Drivers on page 2-10

Connecting via Ethernet (Recommended)

Ethernet can be used for one or more computers. It supports many printers and products on an Ethernet network. An Ethernet connection is recommended because it is faster than a USB connection. It also allows you direct access to CentreWare Internet Services (IS). CentreWare IS provides a simple interface that enables you to manage, configure, and monitor networked printers from your desktop using an embedded web server. For complete information about CentreWare IS, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

Network Connection

Depending on your particular setup, the following hardware and cabling is required for Ethernet.

■ If you are connecting to one computer, an Ethernet RJ-45 crossover cable is required.

■ If you are connecting to one or more computers with a hub, an Ethernet hub and two twisted-pair (category 5/RJ-45) cables are required.

■ If you are connecting to one or more computers using a cable or DSL router, a cable or DSL router and two or more twisted-pair (category 5/RJ-45) cables are required. (One cable for each device.)

■ If you are connecting to one or more computers with a hub, connect the computer to the hub with one cable, and then connect the product to the hub with the second cable. Connect to any port on the hub except the uplink port.

TCP/IP and EtherTalk are the most common protocols used with Ethernet. To print using a TCP/IP protocol, each computer and product requires a unique IP address.

See also:

Configuring the Network Address

This section includes:

-
-
-
-

TCP/IP and IP Addresses

If your computer is on a large network, contact your network administrator for the appropriate TCP/IP addresses and additional configuration information.

If you are creating your own small Local Area Network or connecting the product directly to your computer using Ethernet, follow the procedure for automatically setting the product's Internet Protocol (IP) address.

PCs and products primarily use TCP/IP protocols to communicate over an Ethernet network. With TCP/IP protocols, each product and computer must have a unique IP address. It is important that the addresses are similar, but not the same; only the last digit needs to be different. For example, your product can have the address 192.168.1.2 while your computer has the address 192.168.1.3. Another device can have the address 192.168.1.4.

Generally, Macintosh computers use either TCP/IP or the EtherTalk protocol to talk to a networked printer. For Mac OS X products, TCP/IP is preferred. Unlike TCP/IP, however, EtherTalk does not require products or computers to have IP addresses.

Many networks have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically programs an IP address into every PC and product on the network that is configured to use DHCP. A DHCP server is built into most cable and DSL routers. If you use a cable or DSL router, see your router's documentation for information on IP addressing.

See also:

Online Support Assistant at www.xerox.com/office/8560MFPsupport or
www.xerox.com/office/8860MFPsupport

Automatically Setting the Printer's IP Address

If the product is connected to a small established TCP/IP network without a DHCP server, use the installer on the *Software and Documentation CD-ROM* to detect or assign an IP address to your product. For further instructions, insert the *Software and Documentation CD-ROM* into your product's CD-ROM drive. After the Installer launches, follow the prompts for installation.

Note: For the automatic Installer to function, the product must be connected to an established TCP/IP network.

Dynamic Methods of Setting the Printer's IP Address

Set the product's IP address using any of the following methods. DHCP is enabled by default on all Phaser printers.

- DHCP
- CentreWare IS
- AutoIP

Information Required for Manual IP Addressing

Information	Comments
Internet Protocol (IP) address of the product	Format is *xxx.xxx.xxx.xxx*, where *xxx* represents a decimal number from 0–255.
Network Mask	If you are unsure, leave this blank; the product chooses an appropriate mask.
Default Router/Gateway address	Router address is required to communicate with the host device from anywhere other than the local network segment.

Enabling DHCP on the Printer

Verify that the product DHCP protocol is enabled by setting the control panel or by using CentreWare IS. DHCP is enabled by default.

Note: To determine the product's IP address, select **Product Identification**. On the control panel, press the **System** button, select **Information**, press the **OK** button, select **Product Identification**, and then press the **OK** button to view the product's IP address.

See also:

Changing or Modifying the IP Address Using CentreWare IS

CentreWare IS provides a simple interface that enables you to manage, configure, and monitor networked products from your desktop using an embedded web server. For complete information about CentreWare IS, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

After setting the product's IP address, you can modify TCP/IP settings using CentreWare IS.

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field.
3. Click **Properties**.
4. Select the **Protocols** folder on the left navigation panel.
5. Select **TCP/IP**.
6. Enter or modify the settings, and then click **Save Changes** at the bottom of the page.

Using Host Names with the Domain Name Service (DNS)

The product supports DNS through an embedded DNS resolver. The DNS resolver protocol communicates with one or more DNS servers to resolve the IP address for a given host name or the host name for a given IP address.

To use an IP host name for the product, the product administrator must configure one or more DNS servers and a local DNS domain name space database. To set up the printer for DNS, supply a maximum of two DNS name server IP addresses.

Dynamic Domain Name Service (DDNS)

The product supports Dynamic DNS through DHCP. You must have DHCP enabled on the product for DDNS to function. Your network's DHCP server must also support Dynamic DNS updates through option 12 or option 81 support. See your network administrator for details.

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field.
3. Select **Properties**.
4. Select the **Protocols** folder on the left navigation panel.
5. Select **TCP/IP**.
6. In the BOOTP/DHCP Settings section, set the **BOOTP/DHCP** option to **ON**.
7. To enable DDNS, enter the following DDNS/WINS settings information:
   - **DDNS:** Set to **ON**.
   - **Release Host Name:** Set to **NO**.
   - **DDNS/WINS Name:** Use the default name provided by Xerox or enter another name.
   - **Primary WINS Server** (optional)
   - **Secondary WINS Server** (optional)
8. Click **Save Changes** when you are finished entering the settings.

Manually Setting the Printer's IP Address

Note: Verify that your computer has a properly configured IP address for your network. Contact your network administrator for more information.

If you are on a network without a DNS server, or in an environment where the network administrator assigns product IP addresses, you can use this method to manually set the IP address. Manually setting the IP address overrides DHCP and AutoIP. Alternatively, if you are in a small office with a single PC and use a dialup modem connection, you can manually set the IP address.

1. On the control panel, press the **System** button.
2. Select **Connection Setup**, and then press the **OK** button.
3. Select **Network Setup**, and then press the **OK** button.
4. Select **TCP/IP Setup**, and then press the **OK** button.
5. Select **DHCP/BOOTP**, select **Off**, and then press the **OK** button.
6. Select **TCP/IP Address**, and then press the **OK** button.
7. Enter the product's IP address, and then press the **OK** button.

See also:

> *Advanced Features Guide* at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport

Installing the Printer Drivers

This section includes:

■ Available Drivers on page 2-10
■ Windows 2000 or Later on page 2-11
■ Macintosh OS X, Version 10.3 and Higher on page 2-12

Available Drivers

To access special printing options, use a Xerox printer driver.

Xerox provides drivers for a variety of page description languages and operating products. The following printer drivers are available:

Printer Driver	Source*	Description
Windows PostScript Driver	CD-ROM and Web	The PostScript driver is recommended to take full advantage of your product's custom features and genuine Adobe® PostScript®. (Default printer driver)
PCL Driver	Web only	The Printer Command Language driver can be used for applications requiring PCL. **Note:** For Windows 2000 and Windows XP only.
Xerox Walk-Up Printing Driver (Windows and Macintosh)	Web only	This driver enables printing from a PC to any Xerox PostScript-enabled printer. This is especially helpful for mobile professionals who travel to multiple locations and need to print to different printers.
Mac OS X (version 10.3 and higher) Driver	CD-ROM and Web	This driver enables printing from a Mac OS X (version 10.3 and higher) operating product.
UNIX Driver	Web only	This driver enables printing from a UNIX operating product.

* Go to the Xerox Drivers and Downloads website for the latest printer drivers:

■ www.xerox.com/office/8560MFPdrivers (Phaser 8560MFP printer)
■ www.xerox.com/office/8860MFPdrivers (Phaser 8860MFP printer)

Note: For information about scan driver installation, see the Scanning chapter.

Windows 2000 or Later

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the computer's CD-ROM drive. If the installer does not launch, do the following:

    a. Click **Start**, and then click **Run**.

    b. In the **Run** window, type: **<CD drive>:\INSTALL.EXE**.

2. Select your desired language from the list.

3. Select **Install Printer Driver**.

4. Select the installation method you want to use, and then follow the onscreen instructions.

See also:

    For the Phaser 8560MFP:

    Advanced Features Guide at www.xerox.com/office/8560MFPsupport

    Online Support Assistant at www.xerox.com/office/8560MFPsupport

    For the Phaser 8860MFP:

    Advanced Features Guide at www.xerox.com/office/8860MFPsupport

    Online Support Assistant at www.xerox.com/office/8860MFPsupport

Macintosh OS X, Version 10.3 and Higher

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive. If the installer does not launch, click **Applications**, **Utilities**, and then click the **Printer Setup Utility**.
2. Double-click the **VISE Installer** icon.
3. Enter your password in the password field on the **Authenticate** screen, and then click the **OK** button.
4. Click **I Agree** on the license agreement screen.
5. Select the installation method you want to use, and then follow the onscreen instructions.
6. Click **Finish** when the installation completes.

See also:

For the Phaser 8560MFP:

Advanced Features Guide at www.xerox.com/office/8560MFPsupport
Online Support Assistant at www.xerox.com/office/8560MFPsupport

For the Phaser 8860MFP:

Advanced Features Guide at www.xerox.com/office/8860MFPsupport
Online Support Assistant at www.xerox.com/office/8860MFPsupport

Printing Basics

3

This chapter includes:

See also:

Using paper trays video tutorials at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport

Overview of Basic Steps

1. Load paper in the tray.
2. If you are prompted by the control panel, either confirm the paper type and size or change it as required.
3. From the software application, access the **Print** dialog box, and then select printing options in the printer driver.
4. Send the job to the system from the software application's **Print** dialog box.

See also:

Supported Paper and Media

This section includes:

- Paper Usage Guidelines on page 3-4
- Duplex Automatic Document Feeder Guidelines on page 3-4
- Paper That Can Damage Your Printer on page 3-5
- Paper Storage Guidelines on page 3-5
- Supported Paper Sizes and Weights on page 3-6

Your system is designed to be used with a variety of paper types. Follow the guidelines in this section to ensure the best print quality and to avoid jams.

For best results, use Xerox printing media specified for your Phaser 8560MFP/8860MFP printer. They are guaranteed to produce excellent results with your system.

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website for your printer:

- www.xerox.com/office/8560MFPsupplies (Phaser 8560MFP printer)
- www.xerox.com/office/8860MFPsupplies (Phaser 8860MFP printer)

Caution: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

See also:

For the Phaser 8560MFP:

Recommended Media List (United States)

Recommended Media List (Europe)

For the Phaser 8860MFP:

Recommended Media List (United States)

Recommended Media List (Europe)

Paper Usage Guidelines

The system trays accommodate most sizes and types of paper, transparencies, or other specialty media. Follow these guidelines when loading paper and media in the trays:

- Use only recommended Xerox transparencies; print quality may vary with other transparencies.
- Do not print on label stock once a label has been removed from a sheet.
- Use only paper envelopes. Print all envelopes single-sided only.
- Do not overload the paper trays.
- Adjust the paper guides to fit the paper size.

See also:

Printing Transparencies on page 3-30
Printing Envelopes on page 3-37
Printing Labels on page 3-43
Printing Glossy Paper on page 3-49
Printing Custom Size Paper on page 3-55

Duplex Automatic Document Feeder Guidelines

The document feeder accommodates original sizes from 114 x 140 mm (4.5 x 5.5 in.) to 216 x 356 mm (8.5 x 14.0 in.). The weight range includes 60-120 g/m^2 (16-32 lb. Bond) (22-45 lb. Cover).

Follow these guidelines when loading originals into the document feeder:

- Load originals faceup so that the top of the document enters the system first.
- Place only loose sheets of paper in the document feeder.
- Adjust the paper guides so that they fit against the originals.
- Insert paper in the document feeder only when the ink on the paper is completely dry.

Document Glass

Use the document glass rather than the document feeder to copy or scan the following types of originals:

- Paper with paper clips or staples attached
- Paper with wrinkles, curls, folds, tears, or notches
- Coated or carbonless paper, transparencies, or items other than paper such as cloth or metal
- Envelopes

Paper That Can Damage Your Printer

Your system is designed to use a variety of media types for print and copy jobs. However, some media can cause poor output quality, increased paper jams, or damage to your system.

Unacceptable media includes:

- Rough or porous media
- Paper that has been photocopied
- Paper with cutouts or perforations
- Paper with a pre-punched hole in the center of the short edge
- Paper with staples attached
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips

Paper Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper items are susceptible to damage from ultraviolet (UV) and visible light. UV radiation, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper items. The intensity and length of exposure to visible light on paper items should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid attics, kitchens, garages, and basements for storing paper. Inside walls are drier than outside walls where moisture can collect.
- Store paper flat. Paper should be stored on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the system. Leave paper in the original packaging. For most commercial cut-size grades, the ream wrapper contains an inner lining that protects the paper from moisture loss or gain.
- Leave the media inside the bag until you are ready to use it; reinsert unused media in the bag and reseal it for protection. Some specialty media is packaged inside resealable plastic bags.

Supported Paper Sizes and Weights

The following sections provide information about paper sizes and weights that can be used in the system trays. For more information about supported paper and other media, print the Paper Tips page:

1. On the control panel, press the **System** button.
2. Select **Information**, and then press the **OK** button.
3. Select **Information Pages**, and then press the **OK** button.
4. Select **Paper Tips**, and then press the **OK** button to print.

See also:

For the Phaser 8560MFP:

Recommended Media List (United States)

Recommended Media List (Europe)

For the Phaser 8860MFP:

Recommended Media List (United States)

Recommended Media List (Europe)
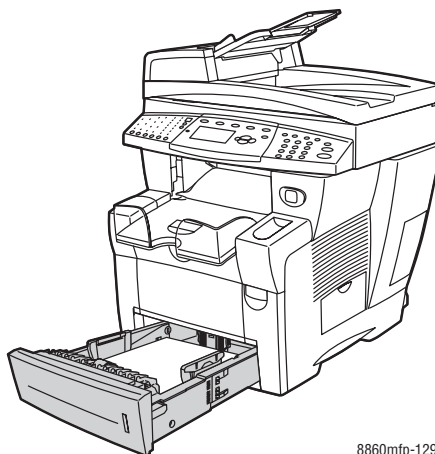
Paper Sizes and Weights for Tray 1
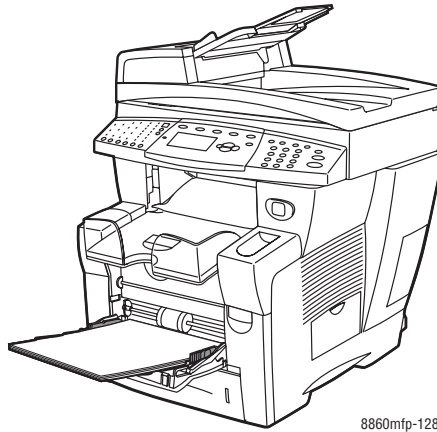
8860mfp-128

60–220 g/m^2 (16–40 lb. Bond, 50–80 lb. Cover)

Index Card	3.0 x 5.0 in	**Custom Sizes**
Statement	5.5 x 8.5 in.	Width: 76–216 mm (3.0–8.5 in.)
Executive	7.25 x 10.5 in.	Height: 127–356 mm (5.0–14.0 in)
		Margins
Letter	8.5 x 11.0 in.	5 mm on all sides
US Folio	8.5 x 13.0 in.	
Legal	8.5 x 14.0 in.	
A4	210 x 297 mm	
A5	148 x 210 mm	
A6	105 x 148 mm	
B5 JIS	182 x 257 mm	
ISO B5	176 x 250 mm	

#10 Commercial	4.12 x 9.5 in.	**Margins**
Monarch	3.87 x 7.5 in.	■ 5 mm on the sides, 15 mm on the top and bottom:
A7	5.25 x 7.25 in.	Monarch
Baronial (#5 ½)	4.375 x 5.75 in.	#10 Commercial
		A7
#6 ¾	3.625 x 6.5 in.	Baronial (#5 ½)
6 x 9	6.0 x 9.0 in.	#6 ¾
DL	110 x 220 mm	■ 5 mm on the side, 20 mm on the top and bottom:
C5	162 x 229 mm	6 x 9
		DL
		C5

Paper Sizes and Weights for Tray 2, 3, or 4

8860mfp-129

60–120 g/m^2 (16–32 lb. Bond, 22–45 lb. Cover)

Statement	5.5 x 8.5 in.	**Margins**
Executive	7.25 x 10.5 in.	5 mm on all sides
Letter	8.5 x 11.0 in.	
US Folio	8.5 x 13.0 in.	
Legal	8.5 x 14.0 in.	
A4	210 x 297 mm	
A5	148 x 210 mm	
B5 JIS	182 x 257 mm	
ISO B5	176 x 250 mm	
#10 Commercial	4.12 x 9.5 in.	**Margins**
C5 (side flap only)	162 x 229 mm	■ 5 mm on the sides, 15 mm on the top and bottom:
DL	110 x 220 mm	#10 Commercial
		■ 5 mm on the side, 20 mm on the top and bottom:
		C5
		DL

Loading Paper

This section includes:

Loading Paper in Tray 1

Use Tray 1 for a wide range of media including:

■ Plain paper, letterhead, colored paper, and preprinted paper
■ Card stock
■ Labels
■ Envelopes
■ Transparencies
■ Specialty media (including business cards, photo paper, postcards, pre-punched paper, duradocument paper, and trifold brochures)
■ Pre-printed paper (paper already printed on one side)
■ Custom size paper

See also:

Paper Sizes and Weights for Tray 1 on page 3-7

Note: If you change the paper in Tray 1, select the correct paper type and size on the control panel.

The media capacity for Tray 1 is:

■ 100 sheets of plain paper (20 lb. Bond)
■ 50 sheets of transparencies or card stock
■ 10 envelopes or sheets of labels

To load paper or other media in Tray 1:

1. Pull up and out on the handle to open Tray 1.
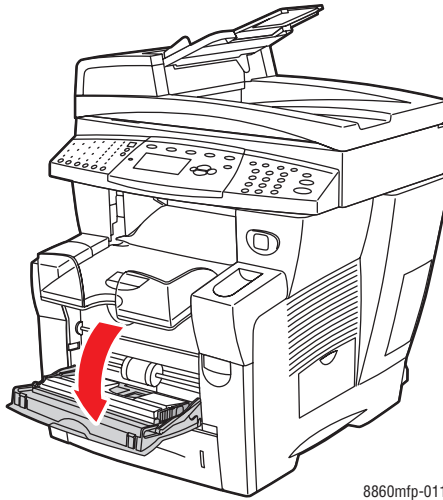
8860mfp-011

2. Open the tray extension.
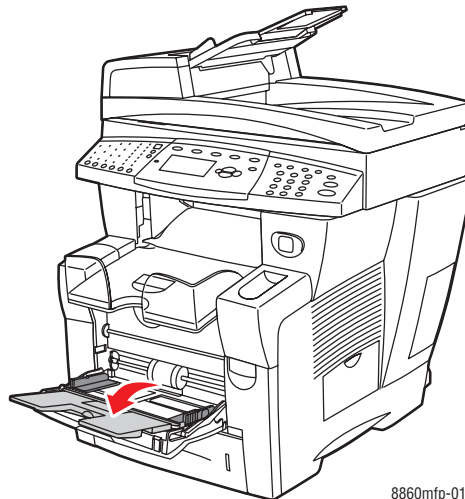
8860mfp-012

3. Insert paper or other media into the tray.

■ **Single-sided printing**: Insert the side to be printed **facedown** with the **top** of the page entering the system first.
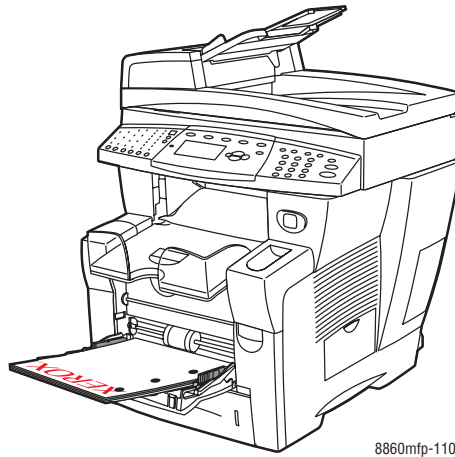

8860mfp-109
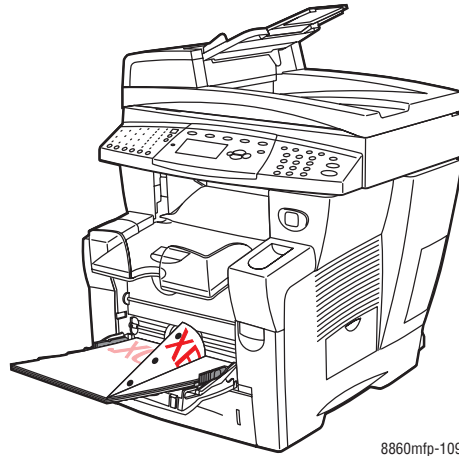
Note: When using pre-punched paper, adjust the print margins to accommodate the holes. Printing over the holes may cause ink to transfer onto subsequent pages. A minimum margin of 19 mm (0.75 in.) is recommended.

■ **Side-flap envelopes**: Insert envelopes with the **flap side up** and the flap toward the **left** side of the tray.
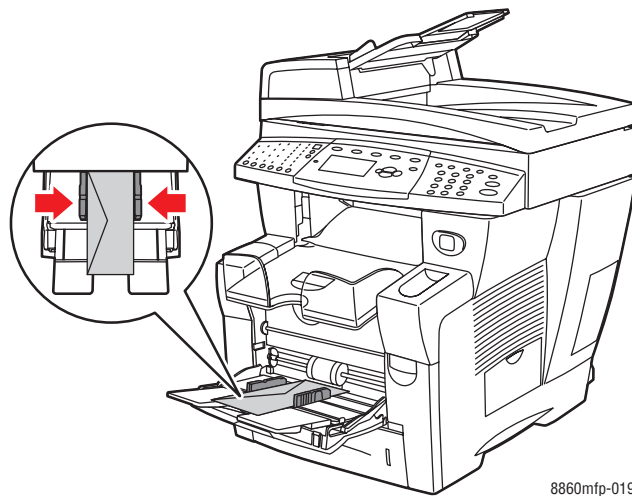
8860mfp-019

■ **2-sided printing**: Insert side one **faceup** with the **bottom** of the page entering the system first.

8860mfp-110

4. Adjust the paper guides to fit the paper loaded in the tray.
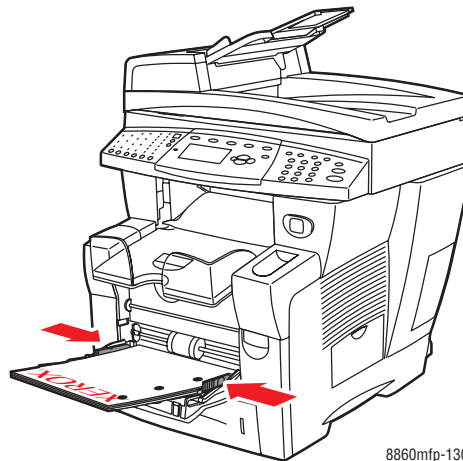
8860mfp-130

5. On the control panel, press the **OK** button to use the paper size and type displayed as the current setup, or change the paper size and type:
   a. Select **Change setup**, and then press the **OK** button.
   b. Select the paper size, and then press the **OK** button.
   c. Select the paper type, and then press the **OK** button.

Tray 1 Mode

Tray 1 Mode defines the printer's media handling behavior to better fit the kind of printing you want to do. Three modes determine how paper size and type are set for Tray 1, and which tray is used if you do not select a specific tray:

Automatic: The automatic setting enables incoming print jobs to set paper size and type. It prints from Tray 1 if paper is present at the start of a job unless the job has selected another tray.

Dynamic (Default): The dynamic setting enables incoming print jobs to set paper size and type. It prints from Tray 1 if the tray is selected or Tray 1 contains the requested paper. If no tray has the requested paper, you can select Tray 1 when prompted on the control panel.

Static: The static setting requires the user to select the paper size and type settings for the tray when you load the paper, or later using the Paper Tray Setup menu option on the control panel. It prints from Tray 1 if the tray is selected or Tray 1 contains the requested paper. If no tray has the requested paper, you can select Tray 1 when prompted on the control panel.

See also:

> *Advanced Features Guide* at www.xerox.com/office/8560MFPsupport or
> www.xerox.com/office/8860MFPsupport

Using Manual Feed

If you are using paper, such as letterhead, and do not want others to use it by mistake, you can set the system to prompt you when it is time to load the paper for your print job.

Windows

To select manual feed using Windows 2000, Windows XP, Windows Server 2003, or Windows Vista:

1. In the Windows printer driver, click the **Paper/Output** tab.
2. Click the button to the right of the paper summary, select **Select By Tray**, and then select **Manual Feed Tray 1** from the list.
3. Click **Yes** on the **Manual Feed** dialog box.
4. Click **OK** to save the driver settings.
5. Submit your print job.
6. When prompted by the control panel, remove the paper from Tray 1.
7. Load the appropriate paper for your job into the tray.

Macintosh

To select manual feed using Macintosh OS X, version 10.3 or higher:

1. In the **Print** dialog box, select **Paper Feed** from the drop-down list.
2. Select **Manual Feed** in the **All pages from** drop-down list.
3. Submit your print job.
4. When prompted by the control panel, remove the paper from Tray 1.
5. Load the appropriate paper for your job into the tray.

See also:

Loading Paper in Tray 2, 3, or 4

Use Tray 2, 3, or 4 for a wide range of media including:

- Plain paper and letterhead
- Card stock
- Labels
- Envelopes
- Transparencies
- Specialty media (including photo paper, postcards, pre-punched paper, duradocument paper, and trifold brochures)
- Pre-printed paper (paper already printed on one side)

See also:

The media capacity for Tray 2, 3, or 4 is:

- 525 sheets of plain paper (20 lb. Bond)
- 400 sheets of transparencies, glossy paper, or labels
- 40 envelopes

To load paper, envelopes, or other media in Tray 2, 3, or 4:

1. Remove the tray from the system.
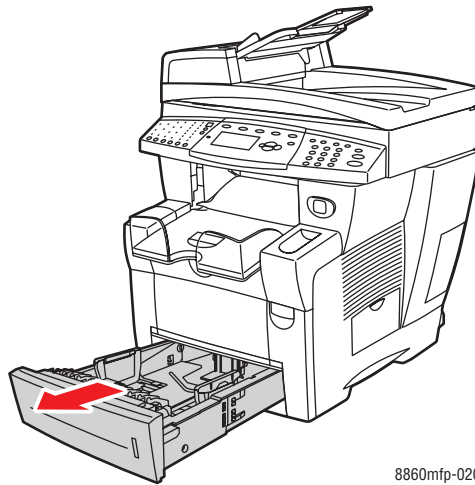
8860mfp-020

2. Insert paper, transparencies, envelopes, or specialty media into the tray.

- **Single-sided printing**: Insert the side to be printed **faceup** with the **top** of the page toward the **front** of the tray.
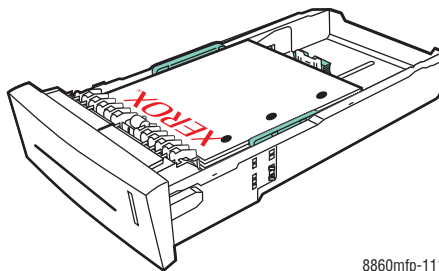
8860mfp-111

Note: When using pre-punched paper, adjust the print margins to accommodate the holes. Printing over the holes may cause ink to transfer onto subsequent pages. A minimum margin of 19 mm (0.75 in.) is recommended.

■ **Envelopes**: Insert the envelopes with the **flap side down** and the flap toward the **left** side of the tray.
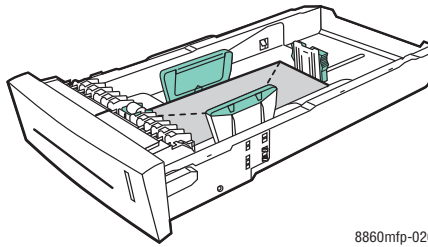
8860mfp-026

■ **2-sided printing**: Insert side one **facedown** with the **top** of the page toward the **back** of the tray.
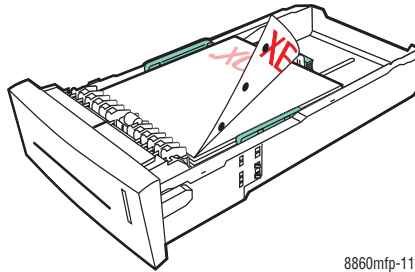
8860mfp-112

Caution: Do not load paper or media above the fill line indicated on the tray. Overloading the tray may cause jams.
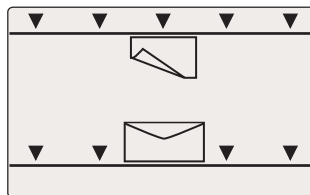
3. Adjust the paper guides to fit the paper loaded in the tray (if necessary).

- ■ **Length guide**: Press the sides, then slide the guide until the arrow on the guide points to the appropriate paper size imprinted on the bottom of the tray. When properly positioned, the guide clicks into place.


8860mfp-121

- ■ **Width guides**: Slide the width guides until the arrows on the guides point to the appropriate paper size labeled on the bottom of the tray. When properly positioned, the guides click into place.

8860mfp-122
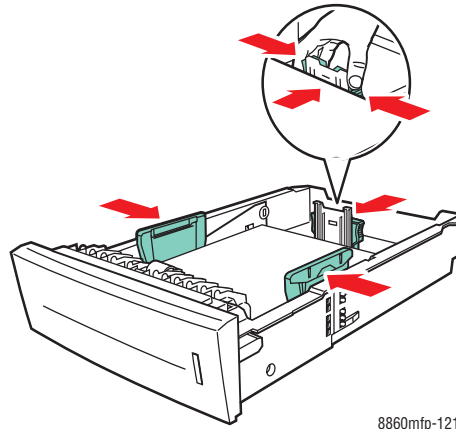
Note: When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

4. Insert the tray into the slot and push it completely into the system.
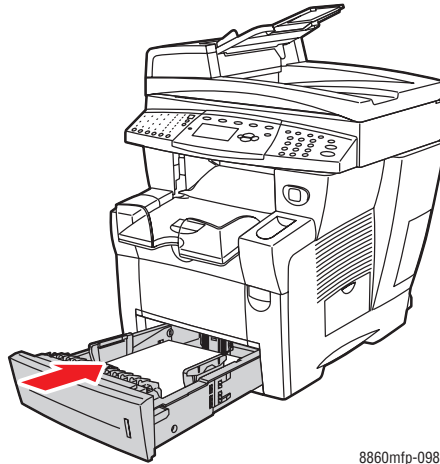
8860mfp-098

5. Adjust the output tray for short or long media.
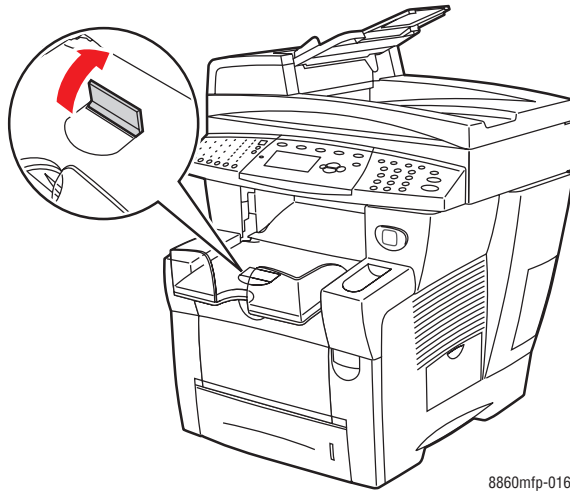
8860mfp-016

8860mfp-017

For media shorter than 190 mm (7.5 in.), flip up the paper stop.
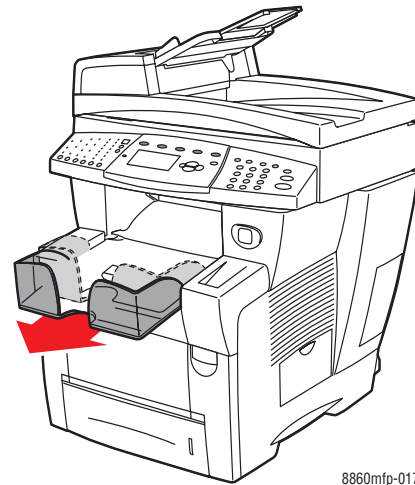
For media longer than 297 mm (11.7 in.), extend the output tray.

6. On the control panel, press the **System** button.

    a. Select **Paper Tray Setup**, and then press the **OK** button.

    b. Select **Tray 2 Paper**, **Tray 3 Paper**, or **Tray 4 Paper**, and then press the **OK** button.

    c. Select **Use current setup** if the correct paper type is displayed as the current setup, or change the paper type:

        ■ Select **Tray 2 Paper Type**, **Tray 3 Paper Type**, or **Tray 4 Paper Type**, and then press the **OK** button.

        ■ Select the appropriate paper type from the list displayed, and then press the **OK** button.

See also:

Printing on Specialty Media on page 3-30

Printing Custom Size Paper on page 3-55

Selecting Printing Options

This section includes:

See also:

> *Advanced Features Guide* at www.xerox.com/office/8560MFPsupport or
> www.xerox.com/office/8860MFPsupport

Selecting Printing Preferences (Windows)

Printer preferences control all of your print jobs, unless you override them specifically for a job. For example, if you want to use automatic 2-sided printing for most jobs, set this option in printer settings.

To select printer preferences:

1. Select one of the following options:
    ■ **Windows 2000**, **Windows Server 2003**, and **Windows Vista**: Click **Start**, select **Settings**, and then click **Printers**.
    ■ **Windows XP**: Click **Start**, and then select **Printers and Faxes**.
2. In the **Printers** folder, right-click the icon for your printer.
3. From the pop-up menu, select **Printing Preferences** or **Properties**.
4. Make selections on the driver tabs, and then click the **OK** button to save your selections.

Note: For more information about Windows printer driver options, click the **Help** button on the printer driver tab to view the online help.

Selecting Options for an Individual Job (Windows)

If you want to use special printing options for a particular job, change the driver settings before sending the job to the system. For example, if you want to use the High-Resolution print-quality mode for a particular graphic, select this setting in the driver before printing that job.

1. With the desired document or graphic open in your application, access the **Print** dialog box.
2. Select the Phaser 8560MFP/8860MFP printer and click the **Properties** button to open the printer driver.
3. Make selections from the driver tabs. See the following table for specific printing options.

   Note: In Windows 2000, Windows XP, Windows Server 2003, and Windows Vista you can save current printing options with a distinctive name and apply them to other print jobs. Select **Saved Settings** at the bottom of the tab. Click the **Help** button for more information.

4. Click the **OK** button to save your selections.
5. Print the job.

See the following table for specific printing options:

Printing Options for Windows Operating Systems

Operating System	Driver Tab	Printing Options
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	**Paper/Output** tab	■ Job type ■ Document size, paper type, and tray selection ■ 2-sided printing ■ Print quality ■ Output destination
	Color Options tab	■ Color corrections ■ Black and white conversion ■ Color adjustments
	Layout/Watermark tab	■ Pages per sheet ■ Booklet layout ■ Orientation ■ 2-sided printing ■ Watermark
	Advanced tab	■ Paper/Output: copies, collate ■ Image options: reduce/enlarge, image smoothing ■ Booklet layout

Note: If your driver does not display the options listed in the table above, go to the Xerox Drivers and Downloads website to download the latest driver:

■ www.xerox.com/office/8560MFPdrivers (Phaser 8560MFP printer)
■ www.xerox.com/office/8860MFPdrivers (Phaser 8860MFP printer)

Selecting Options for an Individual Job (Macintosh)

To select print settings for a particular job, change the driver settings before sending the job to the printer.

1. With the document open in your application, click **File**, and then click **Print**.
2. Select the desired printing options from the menus and drop-down lists that are displayed.

    Note: In Macintosh OS X, click **Save Preset** on the **Print** menu screen to save the current printer settings. You can create multiple presets and save each with its own distinctive name and printer settings. To print jobs using specific printer settings, click the applicable saved preset in the **Presets** list.

3. Click **Print** to print the job.

See the following table for specific printing options:

Macintosh PostScript Driver Settings

Operating System	Driver Drop-Down Title	Printing Options
Mac OS X, Version 10.4 and 10.5	**Copies & Pages**	■ Copies ■ Pages
	Layout	■ Pages per sheet ■ Layout direction ■ Border ■ Two-sided printing
	Paper Handling	■ Reverse page order ■ Print (all, odd, even)
	ColorSync	■ Color conversion
	Cover Page	■ Cover pages
	Paper Feed	■ Paper source
	Job Type	■ Secure prints, personal prints, personal saved prints, proof prints, saved prints, print with, and fax
	Image Quality	■ Print quality ■ Color correction or color conversion ■ Image smoothing
	Printer Features	■ Paper types ■ Separation pages

Macintosh PostScript Driver Settings (Continued)

Operating System	Driver Drop-Down Title	Printing Options
Mac OS X, Version 10.3	**Copies & Pages**	■ Copies ■ Pages
	Layout	■ Pages per sheet ■ Layout direction ■ Border ■ Two-sided printing
	Paper Handling	■ Reverse page order ■ Print (all, odd, even)
	ColorSync	■ Color conversion
	Cover Page	■ Cover pages
	Paper Feed	■ Paper source
	Finishing Options	■ Stapling ■ Hole punching ■ Paper destination ■ Offset collated sets
	Job Types	■ Secure prints, personal prints, proof prints, and saved prints
	Image Quality	■ Print quality ■ RGB color corrections neutral grays ■ Image smoothing
	Printer Features	■ Paper types ■ Separation pages

Printing on Both Sides of the Paper

This section includes:

- Automatic 2-Sided Printing Guidelines on page 3-26
- Manual 2-Sided Printing on page 3-28

Note: For information about manual two-sided printing, go to the Online Support Assistant at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport.

Automatic 2-Sided Printing Guidelines

Automatic 2-sided printing is available from all trays. Before printing a 2-sided document, verify the following requirements:

- The system has a duplex automatic document feeder that supports 2-sided printing.
- The paper weight is within the appropriate weight range: 60-122 g/m^2 (16-32 lb. Bond).

The following paper and media cannot be used for 2-sided printing:

- Transparencies
- Envelopes
- Labels
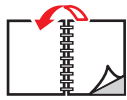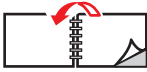
See also:
   Supported Paper and Media on page 3-3
   Printer Configurations on page 1-6

Binding Edge Options

When you use the printer driver to select 2-sided printing, also select the binding edge, which determines how the pages turn. The actual outcome depends on the orientation (portrait or landscape) of images on the page, as displayed in the following illustrations.

Portrait		Landscape	
Bind on Side Edge Flip on Long Edge	Bind on Top Edge Flip on Short Edge	Bind on Side Edge Flip on Short Edge	Bind on Top Edge Flip on Long Edge

Selecting 2-Sided Printing

To select automatic 2-sided printing:

1. Load paper in the tray.
   - **Tray 1**: Insert side one **faceup** with the **bottom** of the page entering the system first.
   - **Tray 2, 3, or 4**: Insert side one **facedown** with the **top** of the page toward the back of the tray.
2. Select 2-sided printing in the printer driver.

To select automatic 2-sided printing:

Operating System	Steps
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	1. Select the **Paper/Output** tab. 2. Select an option under **2-Sided Printing:** ■ **2-Sided Print** ■ **2-Sided Print, Flip on Short Edge**
Mac OS X, version 10.3 and higher	1. In the **Print** dialog box, select **Layout**. 2. Select **Print on Both Sides**. 3. Click the **Binding** icon that matches the edge to bind.

Note: If your driver does not display the options listed in the table above, go to the Xerox Drivers and Downloads website to download the latest driver:

- www.xerox.com/office/8560MFPdrivers (Phaser 8560MFP printer)
- www.xerox.com/office/8860MFPdrivers (Phaser 8860MFP printer)

See also:

Manual 2-Sided Printing

You can manually print on both sides of the paper when you are using paper types that are either too small or too heavy for automatic 2-sided printing. You can also manually print on the second side of paper that has been pre-printed on side one by this system or another solid-ink system or printer.

Note: Before printing the second side of your paper, always select **2nd Side** as the paper type on the control panel and in the printer driver. Selecting **2nd Side** ensures good print quality for manual two-sided printing.

See also:

Printing Side One

1. Load paper in the tray.
   - **Tray 1:** Insert side one **facedown** with the **top** of the page entering the system first.
   - **Tray 2, 3, or 4**: Insert side one **faceup** with the **top** of the page toward the **front** of the tray.
2. Select the appropriate control panel and printer driver options for paper size and paper type, and then print side one.

Printing Side Two

1. Remove the paper from the output tray and reload it in the paper tray:

   ■ **Tray 1**: Insert side two **facedown** with the **top** of the page entering the system first.

   ■ **Tray 2, 3, or 4**: Insert side two **faceup** with the **top** of the page toward the **front** of the tray.

2. Select **2nd Side** on the control panel:

Tray 1	Tray 2, 3, or 4

a. Select **Change setup**, and then press the **OK** button.
b. Select the appropriate paper size, and then press the **OK** button.
c. Select **2nd Side**, and then press the **OK** button.
	a. Press the **System** button.
	b. Select **Paper Tray Setup**, and then press the **OK** button.
	c. Select either **Tray 2 Paper**, **Tray 3 Paper**, or **Tray 4 Paper**, and then press the **OK** button.
	d. Select one of the following options:
	  ■ Select **Use current setup,** and then press the **OK** button.
	  ■ Select **Change setup**, and then press the **OK** button. Go to Step e.
	e. Select **2nd Side**, and then press the **OK** button.

3. In the printer driver, select **2nd Side** as the paper type or the appropriate tray as the paper source.

Printing on Specialty Media

This section includes:

- Printing Transparencies on page 3-30
- Printing Envelopes on page 3-37
- Printing Labels on page 3-43
- Printing Glossy Paper on page 3-49
- Printing Custom Size Paper on page 3-55

Printing Transparencies

Transparencies can be printed from any tray. They should be printed on one side only. For best results, use only recommended Xerox transparencies.

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website for your printer:

- www.xerox.com/office/8560MFPsupplies (Phaser 8560MFP printer)
- www.xerox.com/office/8860MFPsupplies (Phaser 8860MFP printer)

Caution: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

See also:

For the Phaser 8560MFP:

Recommended Media List (United States)

Recommended Media List (Europe)

For the Phaser 8860MFP:

Recommended Media List (United States)

Recommended Media List (Europe)

Guidelines

■ Remove all paper before loading transparencies in the tray.

■ Handle transparencies by the edges using both hands. Fingerprints or creases can cause poor print quality.

■ Do not load more than 50 transparencies in Tray 1. Do not load more than 400 transparencies in Tray 2, 3, or 4. Overloading the tray can cause the system to jam.

■ Do not use transparencies with stripes on the side.

■ After loading transparencies, change the paper type at the control panel:

   a. Press the **System** button.

   b. Select **Paper Tray Setup**, and then press the **OK** button.

   c. Select the appropriate tray, and then press the **OK** button.

   d. Select **Change setup**, and then press the **OK** button.

   e. Select paper size and type for Tray 1; select paper type for Tray 2, 3, or 4.

   f. Press the **OK** button.

Printing Transparencies from Tray 1

To print transparencies:

1. Pull down and out on the handle to open Tray 1.

8860mfp-011

2. Open the tray extension.

8860mfp-012
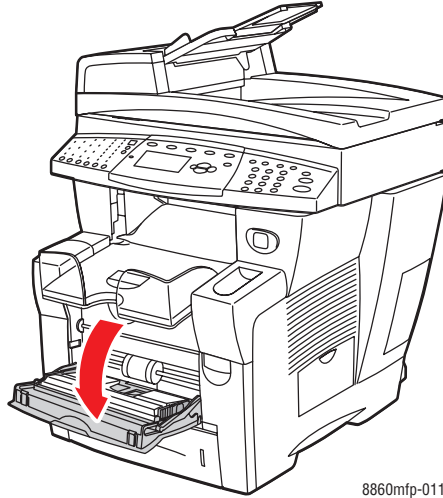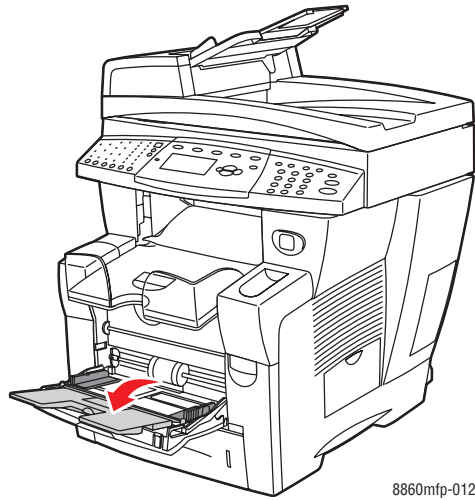
3. Insert transparencies into the tray.

8860mfp-028
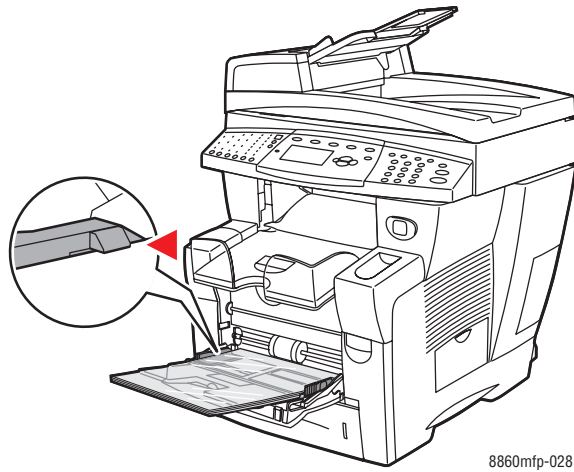
Note: Do not load transparencies above the transparency fill line inside the tray.

4. On the control panel, press the **OK** button if the correct paper size and **Transparency** are displayed as the current setup, or select the transparency size and type:

a. Select **Change setup**, and then press the **OK** button.

b. Select the appropriate transparency size, and then press the **OK** button.

c. Select **Transparency**, and then press the **OK** button.

5. In the printer driver, select either **Transparency** as the paper type or **Tray 1** as the paper source.

Printing Transparencies from Tray 2, 3, or 4

To print transparencies:

1. Remove the tray from the system.
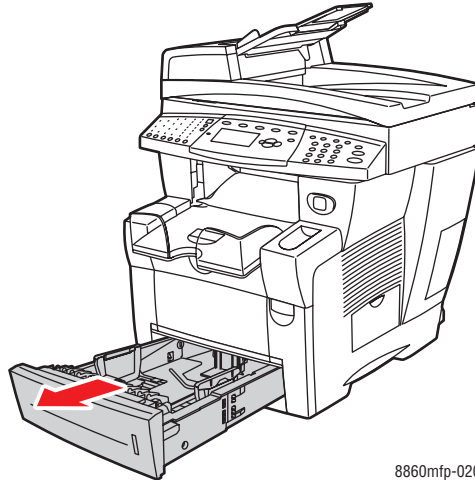
8860mfp-020

2. Insert transparencies into the tray.
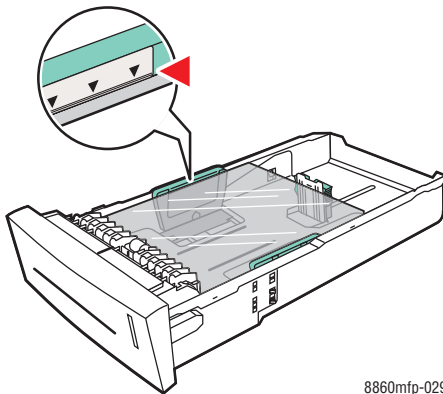
8860mfp-029

Note: Do not load transparencies above the transparency fill line inside the tray.

3. Adjust the paper guides to fit the transparencies (if necessary).

■ **Length guide**: Press the sides, and then slide the guide until the arrow on the guide points to the appropriate paper size imprinted on the bottom of the tray. When properly positioned, the guide clicks into place.

8860mfp-030

■ **Width guides**: Slide the width guides until the arrows on the guides point to the appropriate paper size labeled on the bottom of the tray. When properly positioned, the guides click into place.
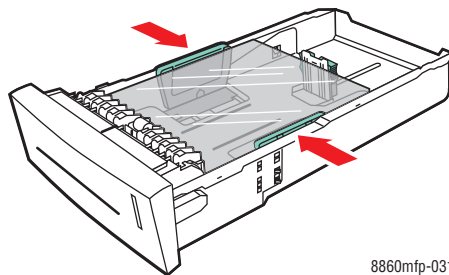
8860mfp-031

Note: When the paper guides are adjusted correctly, there may be a small space between the transparencies and the guides.

4. Insert the tray into the tray slot, and then push it completely into the system.
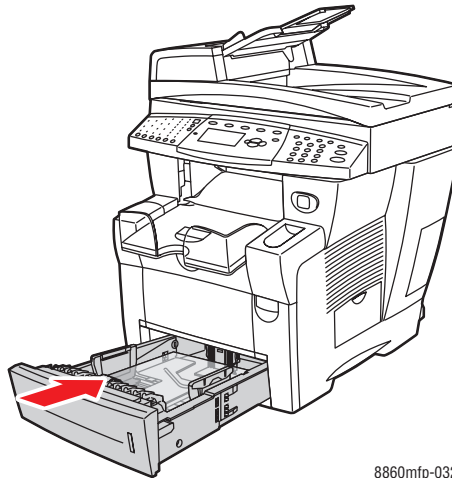
8860mfp-032

5. On the control panel, press the **System** button.

   a. Select **Paper Tray Setup**, and then press the **OK** button.

   b. Select **Tray 2 Paper**, **Tray 3 Paper**, or **Tray 4 Paper**, and then press the **OK** button.

   c. Select **Use current setup** if **Transparency** is displayed as the current paper type, or change the paper type:

   ■ Select **Tray 2 Paper Type**, **Tray 3 Paper Type**, or **Tray 4 Paper Type**, and then press the **OK** button.

   ■ Select **Transparency** from the list displayed, and then press the **OK** button.

6. In the printer driver, select either **Transparency** as the paper type or the appropriate tray as the paper source.

Printing Envelopes

Envelopes can be printed from any tray depending on the type of envelope you are using.

See also:

Guidelines

■ Use only paper envelopes specified in the Supported Papers table. Successful envelope printing is highly dependent on the quality and construction of the envelopes.

■ Maintain constant temperatures and relative humidity.

■ Store unused envelopes in their packaging to avoid the effects of moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.

■ Avoid padded envelopes; purchase envelopes that lie flat on a surface.

■ Remove air bubbles from the envelopes before loading them into the tray by setting a heavy book on top of them.

■ Use envelopes with diagonal seams, not side seams.
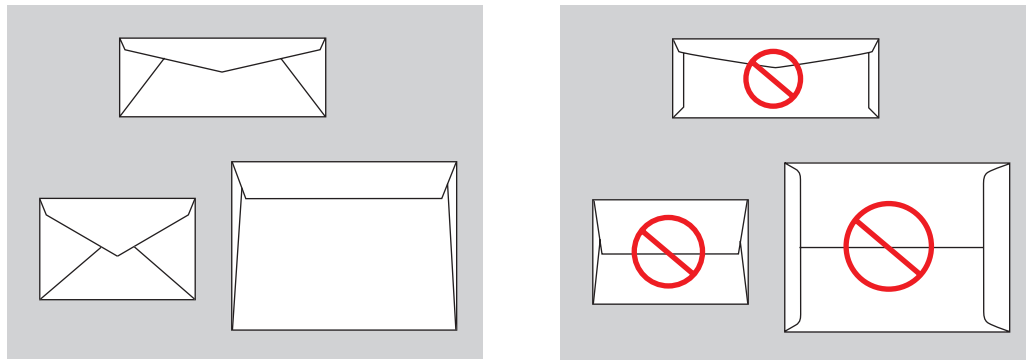
Caution: Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas, please contact your local representative for details.

Printing Envelopes from Tray 1

To print envelopes:

1. Pull down and out on the handle to open Tray 1.

8860mfp-011

2. Open the tray extension.

8860mfp-012
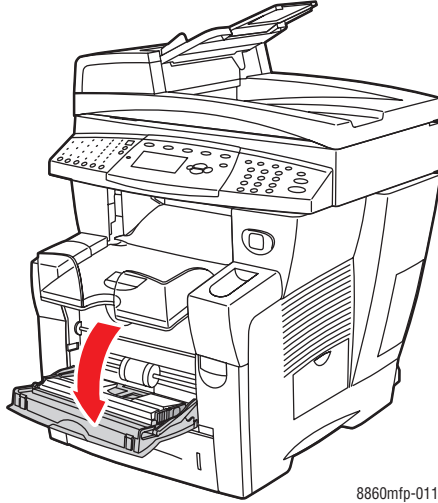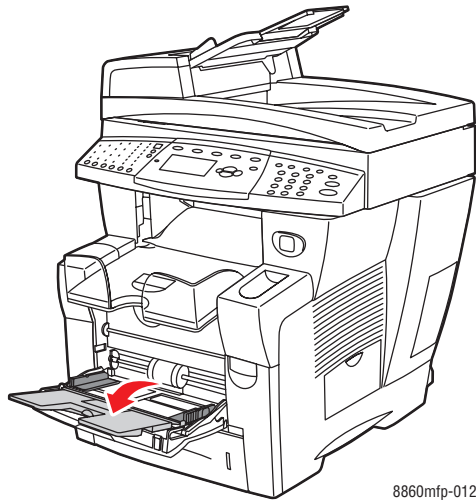
3. Insert envelopes into the tray with the **flap side up** and the flap of the envelopes toward the **left** side of the tray. Adjust the paper guides to fit the envelopes.

8860mfp-019
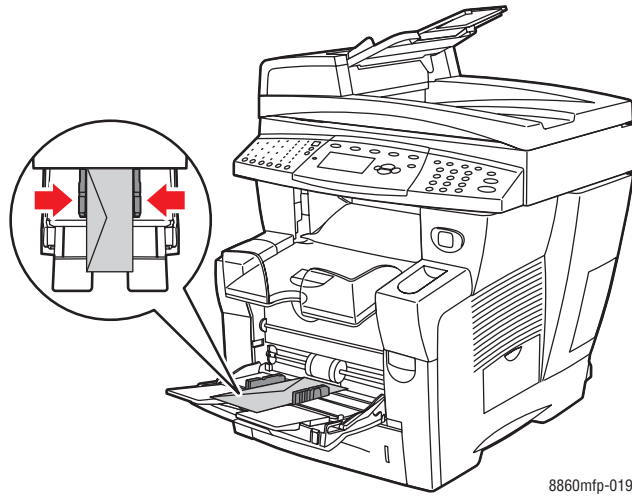
4. On the control panel, press the **OK** button if the correct envelope size and type are displayed as the current setup, or select the envelope size and type:

   a. Select **Change setup**, and then press the **OK** button.

   b. Select the appropriate envelope size, and then press the **OK** button.

   c. Select **Envelope**, and then press the **OK** button.

5. In the printer driver, select either **Envelope** as the paper type or **Tray 1** as the paper source.

Printing Envelopes from Tray 2, 3, or 4

To print envelopes:

1. Remove the tray from the system.
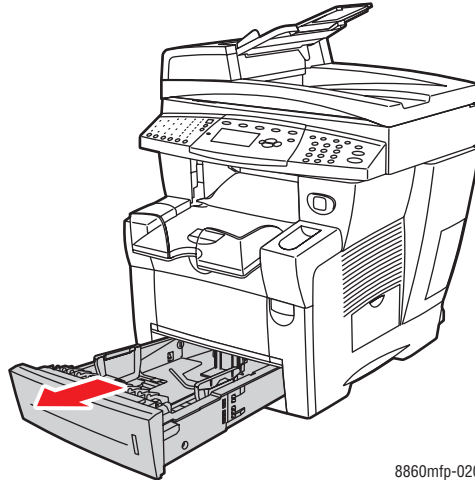
8860mfp-020

2. Insert envelopes into the tray, **flap side down** with the flap toward the **left** side of the tray.
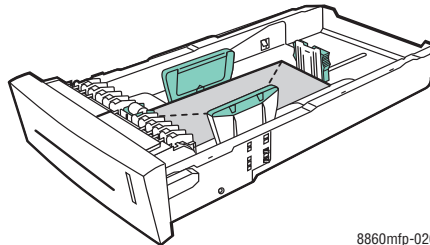
8860mfp-026

3. Adjust the paper guides to fit the envelopes.

- **Length guide**: Press the sides, and then slide the guide until the arrow on the guide points to the appropriate paper size imprinted on the bottom of the tray. When properly positioned, the guide clicks into place.

8860mfp-034

- **Width guides**: Slide the width guides until the arrows on the guides point to the appropriate paper size labeled on the bottom of the tray. When properly positioned, the guides click into place.

8860mfp-035
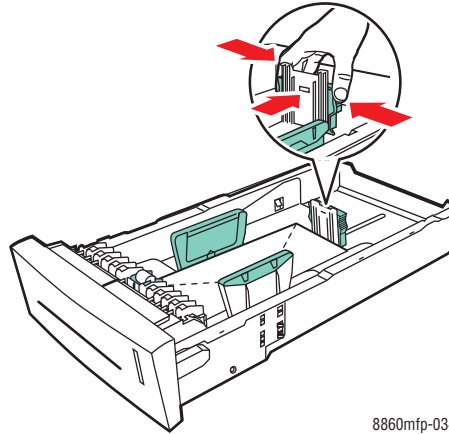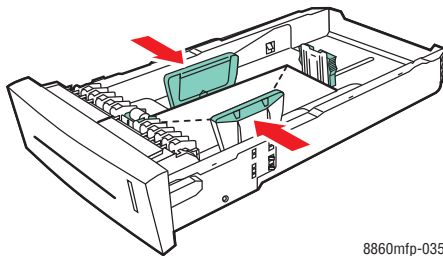
Note: When the paper guides are adjusted correctly, there may be a small space between the envelopes and the guides.

4. Insert the tray into the tray slot, and then push it completely into the system.
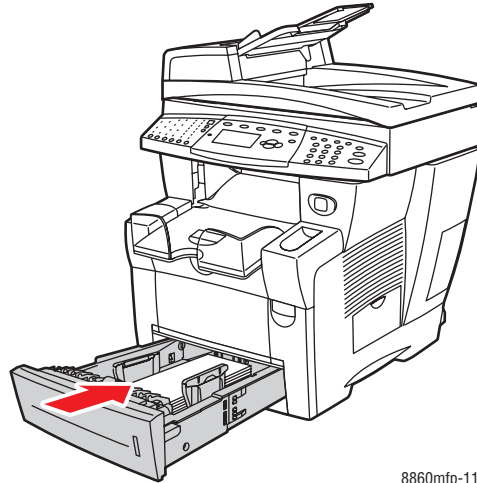
8860mfp-119

5. On the control panel, press the **System** button.

   a. Select **Paper Tray Setup**, and then press the **OK** button.

   b. Select **Tray 2 Paper**, **Tray 3 Paper**, or **Tray 4 Paper**, and then press the **OK** button.

   c. Select **Use current setup** if **Envelope** is displayed as the current paper type, or change the paper type:

      ■ Select **Tray 2 Paper Type**, **Tray 3 Paper Type**, or **Tray 4 Paper Type**, and then press the **OK** button.

      ■ Select **Envelope** from the list displayed, and then press the **OK** button.

6. In the printer driver, select either **Envelope** as the paper type or the appropriate tray as the paper source.

Printing Labels

Labels can be printed from any tray.

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website for your printer:

■ www.xerox.com/office/8560MFPsupplies (Phaser 8560MFP printer)

■ www.xerox.com/office/8860MFPsupplies (Phaser 8860MFP printer)

See also:

Paper Sizes and Weights for Tray 1 on page 3-7
Paper Sizes and Weights for Tray 2, 3, or 4 on page 3-8

Guidelines

■ Do not use vinyl labels.

■ Print only on one side of the sheet of labels.

■ Do not use any sheet where labels are missing; it may damage the system.

■ Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.

■ Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause print quality problems or cause them to jam in the system.

■ Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam the system.

Printing Labels from Tray 1

To print labels:

1. Pull down and out on the handle to open Tray 1.
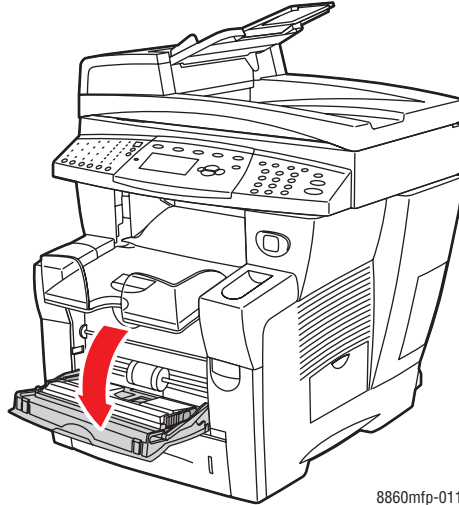
8860mfp-011

2. Open the tray extension.
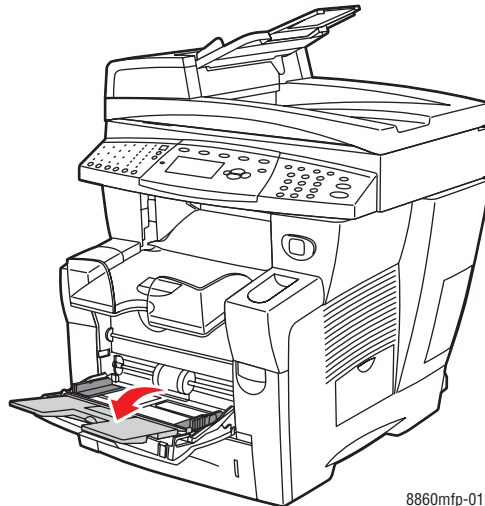
8860mfp-012

3. Insert labels into the tray with the side to be printed **facedown** and the **top** of the page entering the system first.
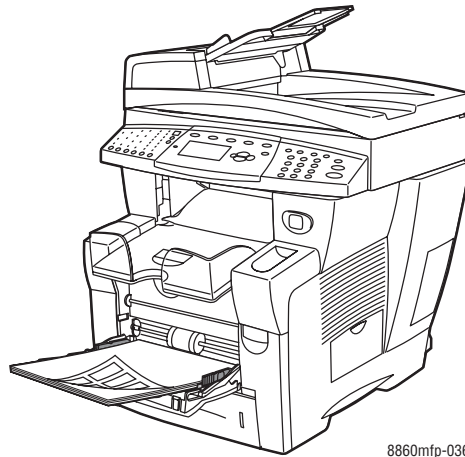
8860mfp-036

4. Adjust the paper guides to fit the labels loaded in the tray.
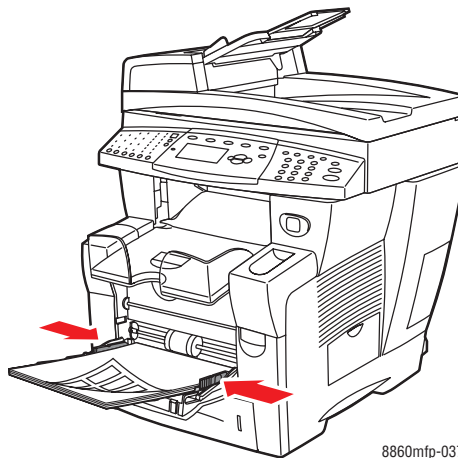
8860mfp-037

5. On the control panel, press the **OK** button if the correct paper size and **Labels** are displayed as the current setup, or select the label size and type:

   a. Select **Change setup**, and then press the **OK** button.

   b. Select the appropriate paper size, and then press the **OK** button.

   c. Select **Labels**, and then press the **OK** button.

6. In the printer driver, select either **Labels** as the paper type or **Tray 1** as the paper source.

Printing Labels from Tray 2, 3, or 4

To print labels:

1. Remove the tray from the system.
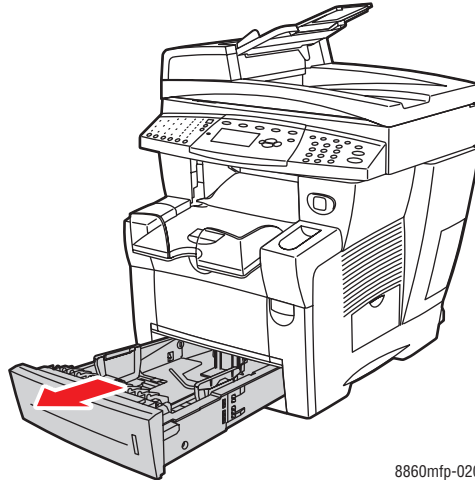
8860mfp-020

2. Insert a maximum of 400 sheets of labels into the tray with the side to be printed **faceup** and the **top** of the page toward the **front** of the tray.
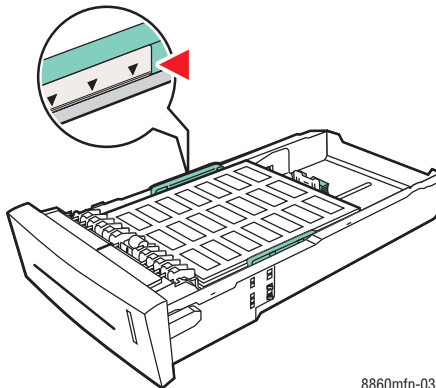
8860mfp-038

3. Adjust the paper guides to fit the labels (if necessary).

- **Length guide**: Press the sides, and then slide the guide until the arrow on the guide points to the appropriate paper size imprinted on the bottom of the tray. When properly positioned, the guide clicks into place.
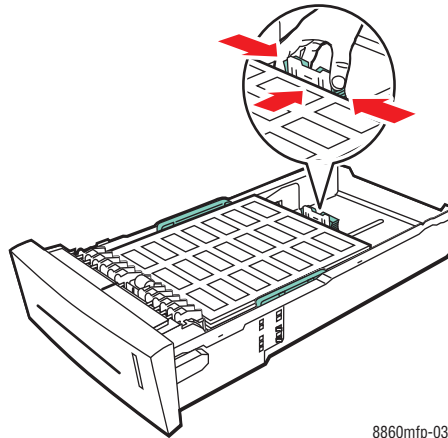
8860mfp-039

- **Width guides**: Slide the width guides until the arrows on the guides point to the appropriate paper size labeled on the bottom of the tray. When properly positioned, the guides click into place.
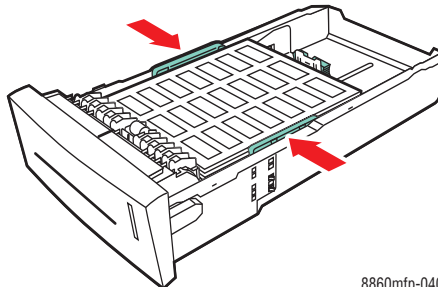
8860mfp-040

Note: When the paper guides are adjusted correctly, there may be a small space between the labels and the guides.

4. Insert the tray into the tray slot, and then push it completely into the system.
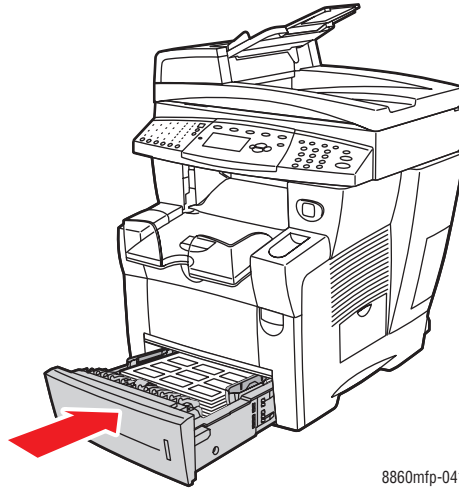
8860mfp-041

5. On the control panel, press the **System** button.

   a. Select **Paper Tray Setup**, and then press the **OK** button.

   b. Select **Tray 2 Paper**, **Tray 3 Paper**, or **Tray 4 Paper**, and then press the **OK** button.

   c. Select **Use current setup** if **Labels** is displayed as the current paper type, or change the paper type:

      ■ Select **Tray 2 Paper Type**, **Tray 3 Paper Type**, or **Tray 4 Paper Type**, and then press the **OK** button.

      ■ Select **Labels** from the list displayed, and then press the **OK** button.

6. In the printer driver, select either **Labels** as the paper type or the appropriate tray as the paper source.

Printing Glossy Paper

Glossy paper can be printed, 1- or 2-sided, from any tray.

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website for your printer:

■ www.xerox.com/office/8560MFPsupplies (Phaser 8560MFP printer)
■ www.xerox.com/office/8860MFPsupplies (Phaser 8860MFP printer)

Guidelines

■ Do not open sealed packages of glossy paper until you are ready to load them into the system.
■ Leave glossy paper in the original wrapper, and leave the packages in the shipping carton until ready to use.
■ Remove all other paper from the tray before loading glossy paper.
■ Load only the amount of glossy paper you are planning to use. Do not leave glossy paper in the tray when you are finished printing. Reinsert unused glossy paper in the original wrapper and seal.
■ Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam the system.

Printing Glossy Paper from Tray 1

To print glossy paper:

1. Pull down and out on the handle to open Tray 1.
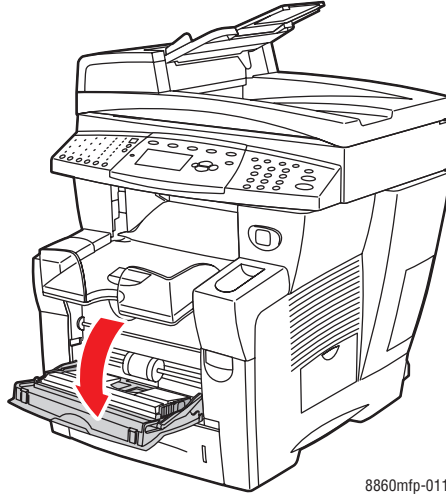
8860mfp-011

2. Open the tray extension.
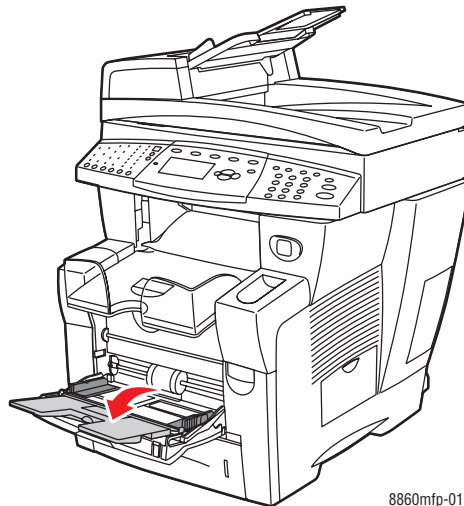
8860mfp-012

3. Insert glossy paper in the tray. Adjust the paper guides to fit the paper.
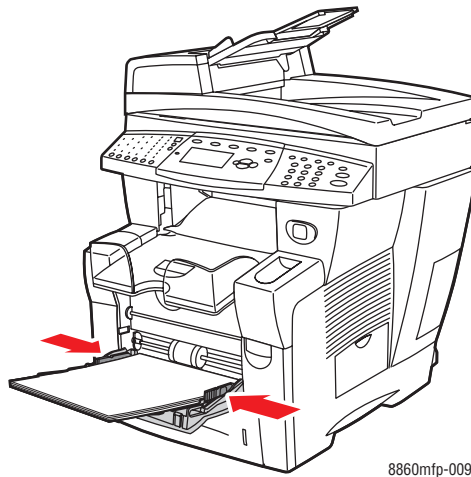
8860mfp-009

4. On the control panel, press the **OK** button if the correct paper size and type are displayed as the current setup, or select the appropriate paper size and type:

   a. Select **Change setup**, and then press the **OK** button.

   b. Select the appropriate paper size, and then press the **OK** button.

   c. Select the appropriate paper type, and then press the **OK** button:

   ■ **Card Stock** (Phaser 8560MFP printer)

   ■ **Glossy Paper** (Phaser 8860MFP printer)

5. In the printer driver, select the appropriate paper type or **Tray 1** as the paper source.

Printing Glossy Paper from Tray 2, 3, or 4

To print glossy paper:

1. Remove the tray from the system.
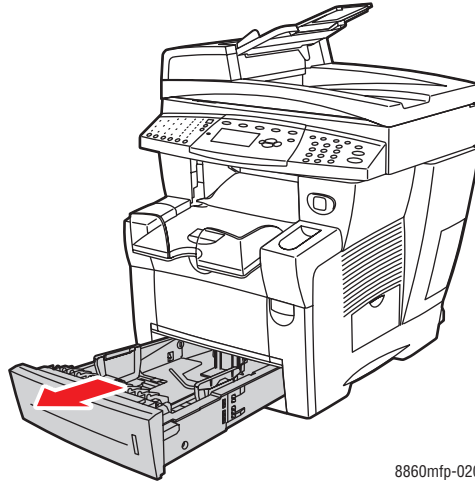
8860mfp-020

2. Insert glossy paper into the tray.
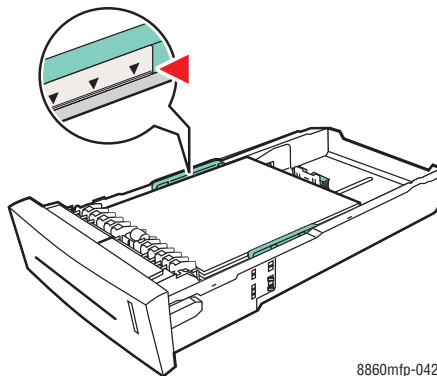
8860mfp-042

3. Adjust the paper guides to fit the glossy paper (if necessary).

- ■ **Length guide**: Press the sides, and then slide the guide until the arrow on the guide points to the appropriate paper size imprinted on the bottom of the tray. When properly positioned, the guide clicks into place.

8860mfp-121

- ■ **Width guides**: Slide the width guides until the arrows on the guides point to the appropriate paper size labeled on the bottom of the tray. When properly positioned, the guides click into place.

8860mfp-122

Note: When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

4. Insert the tray into the tray slot, and then push it completely into the system.
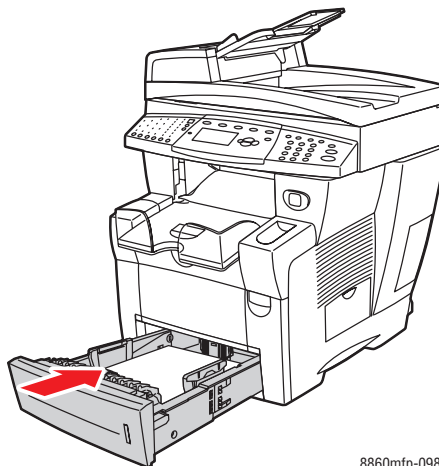
8860mfp-098

Note: Do not load glossy paper above the transparency fill line inside the tray. Overloading the tray may cause jams.

5. On the control panel, press the **System** button.

   a. Select **Paper Tray Setup**, and then press the **OK** button.

   b. Select **Tray 2 Paper**, **Tray 3 Paper**, or **Tray 4 Paper**, and then press the **OK** button.

   c. Select **Use current setup** if the appropriate paper type is displayed, or select **Change setup** if the appropriate paper type is not displayed. Select the appropriate paper type, and then press the **OK** button:

      ■ **Card Stock** (Phaser 8560MFP printer)

      ■ **Glossy Paper** (Phaser 8860MFP printer)

6. In the printer driver, select the appropriate paper type or the appropriate tray as the paper source.

Printing Custom Size Paper

In addition to the wide variety of standard paper sizes that you can use for printing, you can also print on custom size paper within the following dimensions.

Note: Print custom size paper from Tray 1 only.

	Single-Sided Printing	**2-Sided Printing**
Short edge	76–216 mm (3.0–8.5 in.)	140–216 mm (5.5–8.5 in.)
Long edge	127–356 mm (5.0–14.0 in.)	210–356 mm (8.3–14.0 in.)
Weight	60–220 g/m^2 (16–40 lb. Bond) (22–80 lb. Cover)	60–120 g/m^2 (16–32 lb. Bond) (22–45 lb. Cover)

See also:

Printing Custom Size Paper from Tray 1

To print custom size paper:

1. Pull down and out on the handle to open Tray 1.

8860mfp-011

2. Open the tray extension.

8860mfp-012
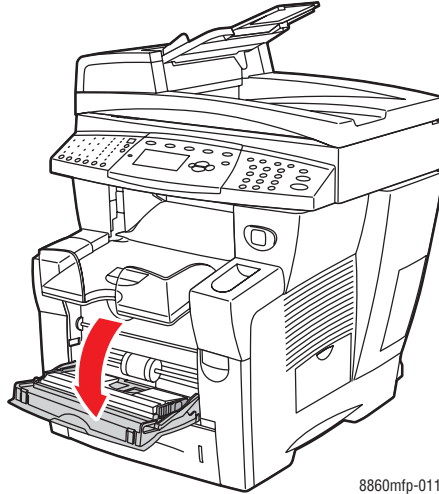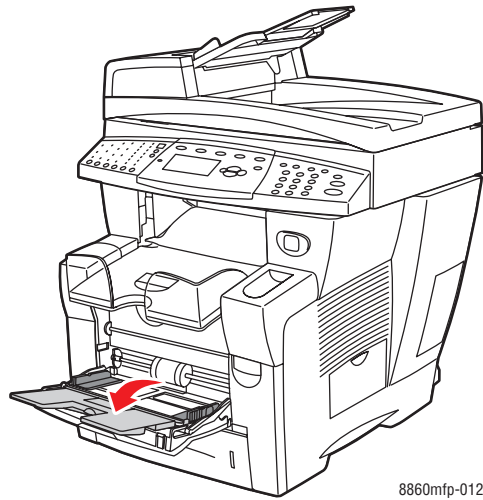
3. Insert custom size paper into the tray.

■ **Single-sided printing**: Insert the side to be printed **facedown** with the **top** of the page entering the system first.
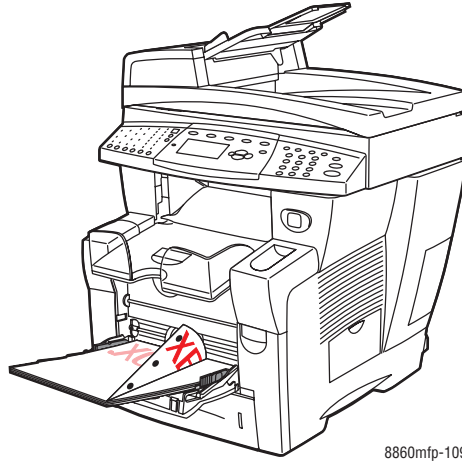
8860mfp-109

■ **2-sided printing**: Insert side one **faceup** with the **bottom** of the page entering the system first.
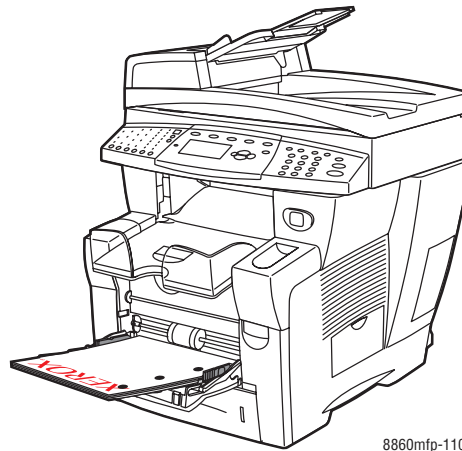
8860mfp-110

4. Adjust the paper guides to fit the paper loaded in the tray.

5. Adjust the output tray for short or long media.
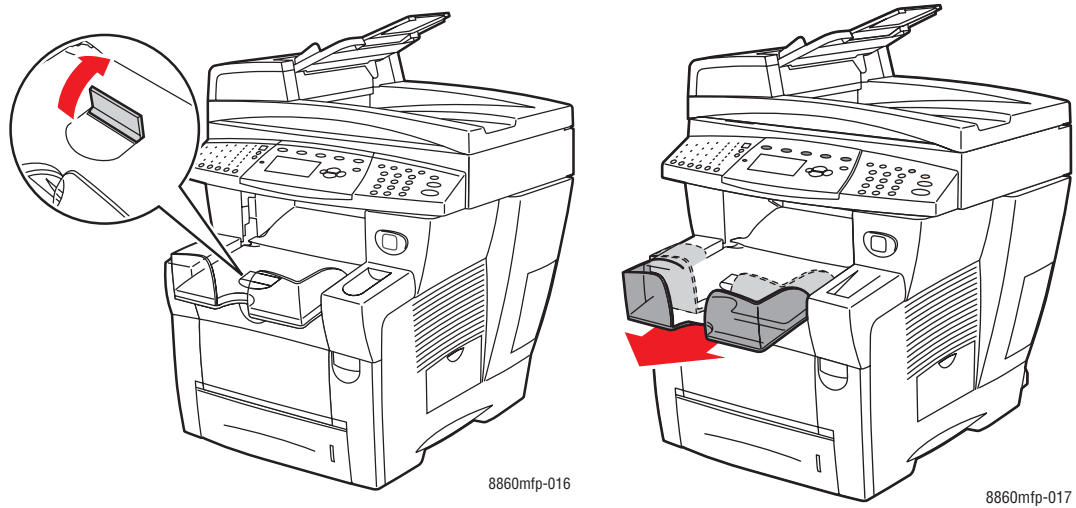
8860mfp-016

8860mfp-017

For media shorter than 190 mm (7.5 in.), flip up the paper stop.

For media longer than 297 mm (11.7 in.), extend the output tray.

6. On the control panel, press the **OK** button if the correct paper size and type are displayed as the current setup, or select the appropriate paper size and type:

   a. Select **Change setup**, and then press the **OK** button.

   b. Select **New Custom Size**, and then press the **OK** button.

   c. Select one of the following options for selecting the short edge size:

      ■ If the size displayed is correct, press the **OK** button.

      ■ If the size displayed is not correct, select **Change**, press the **OK** button, press the **Up Arrow** or **Down Arrow** button to select the correct size, and then press the **OK** button.

   d. Select one of the following options for selecting the long edge size:

      ■ If the size displayed is correct, press the **OK** button.

      ■ If the size displayed is not correct, select **Change**, press the **OK** button, press the **Up Arrow** or **Down Arrow** button to select the correct size, and then press the **OK** button.

7. Select the appropriate paper type, and then press the **OK** button.

8. In the printer driver, select **Tray 1** as the paper source.

Creating Custom Paper Types

Using CentreWare IS, you can create your own custom paper type with specific settings that you can reuse for routine print jobs, such as, monthly reports. Access these custom types in the printer driver, control panel, and CentreWare IS.

Note: Creating custom paper types is not available on Phaser 8560MFP printers.

To create custom paper types:

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field.
3. Click **Properties**.
4. Select the **General** folder on the left navigation panel.
5. Select **Custom Paper Types**.
6. Enter or modify the settings, and then click **Save Changes** at the bottom of the page.

Note: For more information about creating custom paper types, click the **Help** button on the **Properties** tab to view the online help.

Copying

4

This chapter includes:

■ Basic Copying on page 4-2
■ Adjusting Copying Options on page 4-3
■ Managing Copy Functions on page 4-20

Note: Some of the features described in this chapter may not be available on your system configuration.

Basic Copying

Use either the document glass or the document feeder to make copies. Load the originals to be copied and follow the steps below to make copies. To clear the settings from the previous job, press the **Clear All** button once.

Note: For additional copying information, print the Copying Guide. On the control panel, press the **Copy** button, select **Copying Guide**, and then press the **OK** button to print the guide.
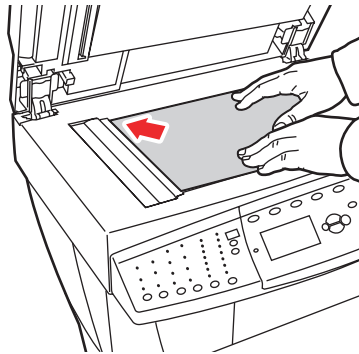
8860mfp-044

8860mfp-045

Document Glass

Lift the document feeder or the document glass cover, and then place the original **facedown** on the **back**, **left** corner of the document glass.

Document Feeder

Insert originals **faceup** with the **top** of the page entering the feeder first. Adjust the paper guides so they fit against the originals.

1. On the control panel, press the **Copy** button.
2. Enter the desired number of copies using the control panel keypad. The number of copies appears on the upper, right corner of the display.
3. Select **Collate**, and then press the **OK** button.
4. Select **On**, **Off**, or **Auto**, and then press the **OK** button.
5. Press the **Start** button.
   - ■ If you placed originals in the document feeder, copying continues until the document feeder is empty.
   - ■ When collation is on and you are copying from the document glass, the system copies the first page and then displays the prompt **Another original to copy?**. If you do not want to see this message, turn collation off before starting your copy job.

Note: Because the Phaser 8560MFP/8860MFP printer is often used on networks, the system may be printing a job when you want to use the copy or fax features. The system can be set up to allow copy or fax jobs to interrupt print jobs. See page 4-20 for information on setting this option.

Adjusting Copying Options

This section includes:

Basic Settings

You can change the following basic settings:

Selecting a Tray to Use for Copies

In some cases, you may want to make copies on letterhead, colored paper, or transparencies. After loading the special paper in a tray, select the tray to use for your copies.

To select the tray for copying special paper:

1. On the control panel, press the **Copy** button.
2. Select **Paper Supply**, and then press the **OK** button.
3. Select one of the following trays to use for the copies, and then press the **OK** button.

   - **Tray 1**
   - **Tray 2**
   - **Tray 3** (if available on your system)
   - **Tray 4** (if available on your system)

Note: For best results, specify the size and type of paper if using Tray 1. Specify the paper type if using Tray 2, 3, or 4.

Setting the Copy Default Tray

To set the default paper supply tray for copy jobs:

1. On the control panel, press the **System** button.
2. Select **Job Defaults Setup**, and then press the **OK** button.
3. Select **Copy Defaults Setup**, and then press the **OK** button.
4. Select **Paper Supply**, and then press the **OK** button.
5. Select the desired tray, and then press the **OK** button to save the changes.

Selecting Color or Black and White Copies

If the original document has color, you can create copies in color or in black and white. Press the **Color Mode** button on the control panel to change the selection to color, black and white, or **Auto**.

8860mfp-046
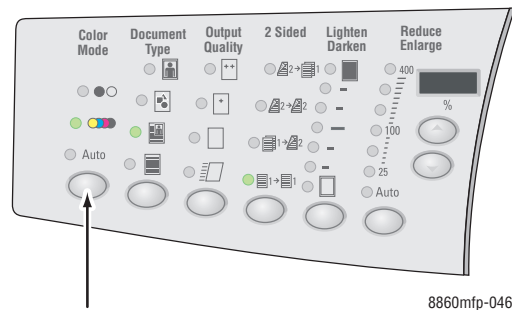
If you select the color option and the system prompts you for a password, enter the password using the numeric keypad, and then press the **OK** button.

Note: An administrator can limit the use of the color copy function by setting a password. For more information, see Using a Color Copy Password on page 4-20.

Specifying 2-Sided Originals or Copies

When you use the document feeder with 2-sided originals, one or both sides can be scanned for copying. You can also create 1-sided or 2-sided copies.

Press the **2-Sided** button on the control panel to select one of the following options:

■ **1 to 1**: Scans only one side of the originals and produces 1-sided copies.

■ **1 to 2**: Scans only one side of the originals and produces 2-sided copies.

■ **2 to 2**: Scans both sides of the originals and produces 2-sided copies.

■ **2 to 1**: Scans both sides of the originals and produces 1-sided copies.

Note: The factory default is 1 to 1.
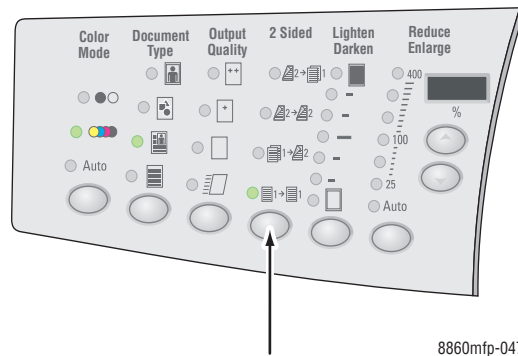
8860mfp-047

Copies do not begin printing until the system has scanned all the originals for the first page. When making two sided copies (1 to 2 or 2 to 2), printing does not begin until enough pages have been scanned for two sides.

Note: The **1 to 2** and **2 to 2** options are not available on systems without the document feeder.

Selecting the Quality of the Copies

Press the **Output Quality** button on the control panel to select one of the following output-quality modes:

Output-Quality Mode	Type of Copy Job
Hi-Res/Photo	Highest-quality mode for copies. Provides the best detail and smoothness for photographic images. Produces highest-quality copies, with the best text resolution and smoothest images. This mode takes longer to process and print than the other modes.
Enhanced **(factory default setting)**	Best mode for business presentations. Produces superior text resolution and very smooth images. This mode takes longer to process and print than Standard or Fast.
Standard	General-purpose mode for copies. Produces crisp, bright copies at high speed. Recommended for vibrant prints.
Fast	Fastest mode, useful for many images and previewing your work. Rapidly produces review documents; useful for rush jobs. Not recommended for documents containing small text, fine detail, or large areas of solid fill.
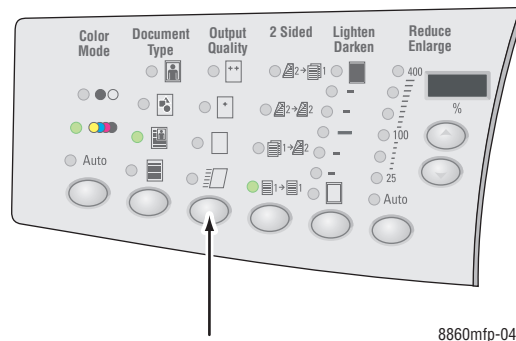
8860mfp-048

Selecting the Document Type

The scanner optimizes the appearance of the output based on the contents of the original.

Press the **Document Type** button on the control panel to select one of the following options:

■ **Photo**: For photograph prints
■ **Graphics**: For constant-colored areas
■ **Mixed**: For both text and photographs, such as magazines or newspapers
■ **Text**: For black and white or colored text
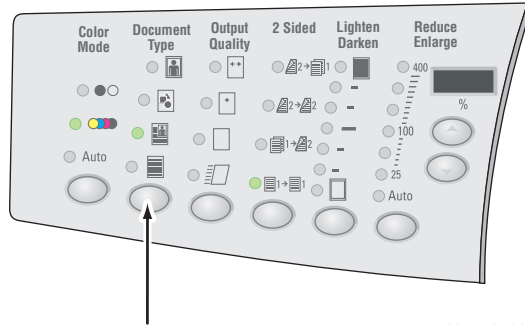
8860mfp-049

Image Adjustments

You can change the following image adjustment settings:

- Selecting an Original Size on page 4-8
- Using the Prescan Glass Option on page 4-9
- Reducing or Enlarging the Image on page 4-9
- Lightening or Darkening the Image on page 4-10
- Adjusting the Contrast of the Image on page 4-10
- Automatically Suppressing Background Variations on page 4-10
- Adjusting Scan Sensitivity to Laser Originals on page 4-10
- Adjusting the Color Balance on page 4-11
- Erasing the Edges of Copy Documents on page 4-12

Selecting an Original Size

When using the document feeder, or when using the document glass when the prescan glass option is turned off, you can specify the size of the original so that the correct area is copied.

To specify the original size:

1. On the control panel, press the **Copy** button.
2. Select **Original Size**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button:
   - A paper size from the list displayed
   - **Use Paper Supply Size**: This option sets the copied area to the same size as the current paper supply.

Note: The factory default is Use Paper Supply Size.

Using the Prescan Glass Option

When using the document glass, you can prescan originals when using the auto center, edge erase, auto reduce/enlarge, and poster options.

To select a prescan setting:

1. On the control panel, press the **Copy** button.
2. Select **Prescan Glass**, and then press the **OK** button.
3. Select one of the following options:
   - **Off**: Turns off prescanning. Select an original size for your copy.
   - **On**: Turns on prescanning when any of the auto center, edge erase, auto reduce/enlarge, and poster options are turned on. When all these options are turned off, the copy area is calculated based on the current paper supply size.

Note: The book copy option always prescans.

See also:

Reducing or Enlarging the Image

You can reduce the image to 25% of its original size or enlarge it to 400% of its original size.

To use reduce or enlarge the image:

1. On the control panel, press the **Copy** button.
2. Select one of the following options:
   - Select **Preset Reduce/Enlarge**, and then press the **OK** button. A list of preset values appears from which you can select the size of the original followed by the size of the copy paper.
   - Press the **Reduce/Enlarge** cascade button on the control panel to select these options:
     - **Auto**: Reduces or enlarges the image as needed to fit the full size of the copy paper.
     - **25%-400%**: Reduces or enlarges the image by a selected percentage: 25, 50, 100, 150, 200, and 400.
     - Press the up or down button below the three-digit LED to reduce or enlarge the copy size in increments of one percent. 100% keeps the copy image the same size as the original.

Note: The factory default is 100%.

Lightening or Darkening the Image

To lighten or darken an image when it is copied, press the **Lighten/Darken** button on the control panel to select a lighten/darken option.

Adjusting the Contrast of the Image

To reduce or increase the contrast of the image when it is copied:

1. On the control panel, press the **Copy** button.
2. Select **Contrast**, and then press the **OK** button.
3. Select a whole number from **Highest (+3)** to **Lowest (-3)**, and then press the **OK** button.

Note: The factory default is 0.

Automatically Suppressing Background Variations

When you are using originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side of the paper. To prevent this from happening in your copy document, use the **Auto Suppression** setting to minimize the sensitivity of the scanner to variations in light background colors.

To change this setting:

1. On the control panel, press the **Copy** button.
2. Select **Auto Suppression**, and then press the **OK** button.
3. Select either **On** or **Off**, and then press the **OK** button.

Note: The factory default is Off.

Adjusting Scan Sensitivity to Laser Originals

The **Laser Originals** option enables you to turn on/off optimizing scan sensitivity to originals printed on laser systems and printers.

To select an optimization option:

1. On the control panel, press the **Copy** button.
2. Select **Laser Originals**, and then press the **OK** button.
3. Select **On** or **Off**, and then press the **OK** button.

Note: The factory default is Off.

Adjusting the Color Balance

If colors on the copies do not match the colors on the original, you can adjust the levels of each primary color: cyan, magenta, yellow, and black to optimize the color.

Note: You can also change the color settings to achieve a special color effect for your copies.

To adjust these color levels:

1. On the control panel, press the **Copy** button.
2. Select **Color Balance**, and then press the **OK** button.
3. To adjust the level of cyan:
   a. Select **Cyan Color Balance**, and then press the **OK** button.
   b. Select a whole number from **Darkest (+3)** to **Lightest (-3)**, and then press the **OK** button.
4. To adjust the level of magenta:
   a. Select **Magenta Color Balance**, and then press the **OK** button.
   b. Select a whole number from **Darkest (+3)** to **Lightest (-3)**, and then press the **OK** button.
5. To adjust the level of yellow:
   a. Select **Yellow Color Balance**, and then press the **OK** button.
   b. Select a whole number from **Darkest (+3)** to **Lightest (-3)**, and then press the **OK** button.
6. To adjust the level of black:
   a. Select **Black Color Balance**, and then press the **OK** button.
   b. Select a whole number from **Darkest (+3)** to **Lightest (-3)**, and then press the **OK** button.

Note: The factory default is Off (0 adjustment for each color).

Erasing the Edges of Copy Documents

You can clean the edges of your copies, eliminating unwanted material from printing, by specifying the amount to erase on the right, left, top, and/or bottom edge.

To erase edges on copies:

1. On the control panel, press the **Copy** button.
2. Select **Edge Erase**, and then press the **OK** button.
3. To erase the left edge:
   a. Select **Left**, and then press the **OK** button.
   b. Select a number from **0.0** through **1.0** inches (in 0.1 inch increments) or from **0** through **25** mm (in 1 mm increments), and then press the **OK** button.
4. To erase the right edge:
   a. Select **Right**, and then press the **OK** button.
   b. Select a number from **0.0** through **1.0** inches (in 0.1 inch increments) or from **0** through **25** mm (in 1 mm increments), and then press the **OK** button.
5. To erase the top edge:
   a. Select **Top**, and then press the **OK** button.
   b. Select a number from **0.0** through **1.0** inches (in 0.1 inch increments) or from **0** through **25** mm (in 1 mm increments), and then press the **OK** button.
6. To erase the bottom edge:
   a. Select **Bottom**, and then press the **OK** button.
   b. Select a number from **0.0** through **1.0** inches (in 0.1 inch increments) or from **0** through **25** mm (in 1 mm increments), and then press the **OK** button.

When you select **Edge Erase**, a page icon displaying the edge erase setting appears on the right side of the control panel display.

Note: The factory default is Off (edge erase of 0 on all sides).

Image Placement Adjustments

You can change the following image placement adjustment settings:

Printing Multiple Images on a Sheet (N-Up)

You can copy two or four original page images onto one side of a sheet of paper. The size of the images are reduced proportionally to fit on the selected paper.

To select the N-Up option:

1. On the control panel, press the **Copy** button.
2. Select **N-Up**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button.

N-Up Options

Off	Copies one original page image onto one side of a sheet of paper.
2-Up Portrait	Copies two portrait original images onto one side of a sheet of paper.
2-Up Landscape	Copies two landscape original images onto one side of a sheet of paper, with the first page above the second.
4-Up Portrait	Copies four portrait original images onto one side of a sheet of paper, with the first and second image above the third and fourth.
4-Up Landscape	Copies four landscape page images onto one side of a sheet of paper, with the first and second images above the third and fourth.

Note: The copies do not begin printing until the system has scanned all the originals for the first page. When making two sided copies (1-2 or 2-2), printing does not begin until enough pages have been scanned for two sides. The factory default is Off.

Printing Posters

The poster option enables you to copy one original onto several pages that can be assembled into a poster. The current reduce/enlarge setting is applied.

To select the poster option:

1. On the control panel, press the **Copy** button.
2. Select **Poster**, and then press the **OK** button.
3. Select one of the following options:
   - ■ **On**: Turns on poster printing.
   - ■ **Off**: Turns off poster printing.

See also:

> Reducing or Enlarging the Image on page 4-9
>
> Printing Multiple Images on a Sheet (N-Up) on page 4-13

Repeating Images on a Sheet

You can have several copies of one original image copied onto one side of a sheet of paper. This is useful when you want to make multiple copies of a small image.

To have the image repeated on a sheet:

1. On the control panel, press the **Copy** button.
2. Select **Repeat Image**, and then press the **OK** button.
3. To repeat the image in several rows:
   a. Select **Rows**, and then press the **OK** button.
   b. Select a number from **1** to **10,** and then press the **OK** button.
4. To repeat the image in several columns:
   a. Select **Columns**, and then press the **OK** button.
   b. Select a number from **1** to 10, and then press the **OK** button.

Note: The factory default is Off (1 row and 1 column).

Centering the Image

You can automatically center the copy image on the page, or within each area of a page that has multiple copy images (N-Up).

To center the image:

1. On the control panel, press the **Copy** button.
2. Select **Auto Center**, and then press the **OK** button.
3. Select **On** (to automatically center the image) or **Off**, and then press the **OK** button.

Note: The factory default is Off.

Shifting the Image

In some cases, you may want to change the placement of the image on the copy page.

To change image placement:

1. On the control panel, press the **Copy** button.
2. In the menu, select **Margin Shift**, and then press the **OK** button.
3. To increase the margin on the long edge of the copy:
   a. Select **Long Edge**, and then press the **OK** button.
   b. Select a number from **0** through **2.0** inches (in 0.1 inch increments) or from **0** through **50** mm (in 1 mm increments), and then press the **OK** button.
4. To increase the margin on the short edge of the copy:
   a. Select **Short Edge**, and then press the **OK** button.
   b. Select a number from **0** through **2.0** inches (in 0.1 inch increments) or from **0** through **50** mm (in 1 mm increments), and then press the **OK** button.

When you select margin shift options, a page icon with arrows indicating the direction that the image shifts appears on the right side of the control panel display.

Note: The factory default is Off (long edge margin of 0 and short edge margin of 0).

Output Adjustments

You can change the following output adjustment settings:

■ Collating Copies on page 4-16
■ Making Copy Documents with Covers on page 4-16
■ Using Blank Separation Pages on page 4-17

Collating Copies

When you make several copies of a multi-page document, you can collate the output. For example, if you are making three single-sided copies of a six-page document, the copies are printed in this order when you select collated:

1, 2, 3, 4, 5, 6, 1, 2, 3, 4, 5, 6, 1, 2, 3, 4, 5, 6

If you select uncollated, the copies are printed in this order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

To select a collating option:

1. On the control panel, press the **Copy** button.
2. Select **Collate**, and then press the **OK** button.
3. Select **On**, **Off**, or **Auto**, and then press the **OK** button.

Note: The factory default is Auto.

Making Copy Documents with Covers

You can print the first and/or last pages of your copy job on paper from a diffent tray. That tray could contain colored paper or card stock.

To select the type of covers and the tray to use for the cover paper:

1. On the control panel, press the **Copy** button.
2. Select **Covers**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button.
    ■ **Off**: Prints all pages of your copy job on the same paper.
    ■ **Front**: Prints the first page of your copy job on paper from another tray.
    ■ **Back**: Prints the last page of your copy job on paper from another tray.
    ■ **Front & Back**: Prints the first and last pages of your copy job on paper from another tray.
4. Select a tray to use for the cover pages, and then press the **OK** button.

    When you select cover pages, the right side of the control panel screen displays a cover page icon.

Note: The factory default is Off.

Using Blank Separation Pages

When you create copies on transparencies or other special media, you can insert blank separation pages between each copy.

To turn on blank separation pages:

1. Select the tray that contains the media you want to use for the copies.
2. On the control panel, press the **Copy** button.
3. Select **Blank Separators**, and then press the **OK** button.
4. Select **On** to insert a blank separation page between every page of the copy job. The **Off** option does not insert separation pages between your copies.
5. Select the tray to use for the blank separators, and then press the **OK** button.

Note: The factory default is Off.

Advanced Copying

You can change the following advanced copying options:

- Copying Books on page 4-18
- Creating Booklets on page 4-19

Copying Books

When copying a book, magazine, or pamphlet, you can copy both the left and right pages as a separate image or you can copy only the left or right page.

Note: You must use the document glass to make copies from books, magazines, or pamphlets.

1. On the control panel, press the **Copy** button.
2. Select **Book Copy**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button.
   - **Off**: Copies an open book as one image.
   - **Both Pages**: Copies the left and the right pages of an open book as two images.
   - **Left Page Only**: Copies only the left page of an open book.
   - **Right Page Only**: Copies only the right page of an open book.

   When you select Book Copy, **Gutter Erase** is displayed with the appropriate icon.
4. Select one of the following measurements for the gutter (the distance between the left and right pages), and then press the **OK** button:
   - A value from **0.0** to **2.0** inches (in 0.1 inch increments).
   - A value from **0** to **50** mm (in 1 mm increments).

Note: The factory default is Off.

Creating Booklets

You can copy two document pages onto each side of a sheet of paper in the correct order so that you can fold the copy pages into a booklet. The size of the images are reduced proportionally to fit on the copy pages. You can combine this feature with the Book Copy option to reproduce bound documents.

To select booklet copies:

1. On the control panel, press the **Copy** button.
2. Select **Create Booklet**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button.
   - **Off**: Does not create a booklet.
   - **1-Sided Original**: Creates a booklet from 1-sided originals.
   - **2-Sided Original**: Creates a booklet from 2-sided originals.

When you select a booklet option, the right side of the control panel screen displays a booklet icon. When you create a booklet, the output is automatically collated and set to 2-sided with no blank separators.

The system does not print the copies until it has scanned all of the originals.

Note: The factory default is Off.

Managing Copy Functions

This section includes:

Setting the Print Job Interrupt Option

Print and fax jobs are normally interrupted when users make copies. Printing or faxing continues while the system scans the originals. When the copies are ready to print, the print or fax job pauses, the copies print, and then the print or fax job resumes.

Set the print interrupt option at the control panel.

1. On the control panel, press the **System** button.
2. Select **General Setup**, and then press the **OK** button.
3. Select **System Controls**, and then press the **OK** button.
4. Select **Print Job Interrupt**, and then press the **OK** button.
5. Select one of the following options, and then press the **OK** button:
   ■ **On**: Interrupts print jobs when you make copies.
   ■ **Off**: Allows print jobs to finish before printing copies.

Note: The factory default is On.

Using a Color Copy Password

You can set a password to limit access to the color copy function. The system prompts users to enter the password when they press the **Color Mode** button to select color copies.

Use the control panel to enable, disable, or change the color copy password.

1. On the control panel, press the **Copy** button.
2. Select **Color Copy Password**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button:
   ■ **Enable Password**: Sets a color copy password. At the prompt, use the numeric keypad to enter a 4-digit password.
   ■ **Disable Password**: Allows color copies without a password. At the prompt, use the numeric keypad to enter the current color copy password.
   ■ **Change Password**: Changes the existing color copy password. At the prompt, use the numeric keypad to enter the current color copy password, press the **OK** button, and then enter a new 4-digit password.

Note: The **Disable** and **Change Password** options are only available when a password has already been enabled. The **Enable Password** option disappears once you have set a password.

Scanning

5

This chapter includes:

See also:

Using the Scanner (Windows) tutorial at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport

Using the Scanner (Macintosh) tutorial at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport

Note: Some of the features described in this chapter may not be available on your system configuration.

Overview

The scanning procedure used with the Phaser 8560MFP/8860MFP printer differs from that of desktop scanners. Because the product is normally connected to a network rather than directly to a single computer, you select a destination for the scanned image at the printer.

You can store scanned images on the Phaser 8560MFP/8860MFP printer's hard drive in either the Public Folder or a private folder. You can also scan images directly to your computer where they can be placed in folders, attached to email, or imported into applications.

Note: Print, copy, and fax jobs can print while you are scanning originals or retrieving files from the Phaser 8560MFP/8860MFP printer hard drive.

Installing the Scan Driver

If you plan to import scanned images directly into an application (such as Photoshop or Word), or scan images directly to your computer, you must install the Xerox scan driver.

Xerox provides scan drivers for the Windows and Macintosh operating systems along with the printer drivers on the *Software and Documentation CD-ROM* that came with your system. Xerox scan drivers can also be found on the Xerox Drivers and Downloads website:

- www.xerox.com/office/8560MFPdrivers (Phaser 8560MFP printer)
- www.xerox.com/office/8860MFPdrivers (Phaser 8860MFP printer)

To install the scan driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into your computer's CD-ROM drive.

    Note: For Windows operating systems, if the installer does not launch, click **Start**, click **Run**, and then type: **<CD drive>:\INSTALL.EXE** in the **Run** window.

2. Select your desired language from the list.
3. Click the **Install Drivers** link.
4. Click the **Install Printer and Scan Drivers** link or the **Install Scan Drivers** link, and then follow the onscreen instructions to install the drivers.

Basic Scanning

This section includes:

Note: For additional scanning information, print the Scanning Guide. On the control panel, press the **Scan** button, select **Scanning Guide**, and then press the **OK** button to print the guide.

Follow the steps below for your Phaser 8560MFP/8860MFP printer to scan images at the control panel. To clear the settings from the previous job, press the **Clear All** button.

8860mfp-045

8860mfp-044

Document Feeder

Insert originals **faceup** with the **top** of the page entering the feeder first. Adjust the paper guides so they fit against the originals.
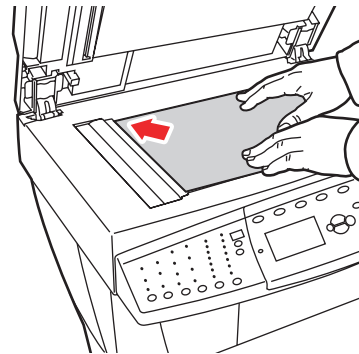
Document Glass

Lift the document feeder or the document glass cover, and then place the original **facedown** on the **back**, **left** corner of the document glass.

Scanning Originals at the Printer

Select one of three destinations for images when scanning originals at the printer's control panel: Public Folder, private folder, or user name.

Note: Printing can continue while you are scanning originals at the system.

Scanning to the Public Folder

To scan originals to the Public Folder at the control panel:

1. Press the **Scan** button, select **Scan To**, and then press the **OK** button.
2. Select **Public Folder**, and then press the **OK** button.
3. Change the scan options on the control panel, if desired.
4. Press the **Start** button. The image is stored in the Public Folder on the product's hard drive.
5. Return to your computer and retrieve the images using CentreWare IS.

See also:

Scanning to a Private Folder

To scan originals to a private folder at the control panel:

1. Press the **Scan** button, select **Scan To**, and then press the **OK** button.
2. Select **<private folder>**.

   Private folders are listed alphabetically below **Public Folder**. If there are more than 10 entries, the names are placed in alphabetic subgroups.

3. Select the alphabetic subgroup for your private folder, and then press the **OK** button.
4. Select your private folder, and then press the **OK** button.
5. If prompted, enter your four-digit password, and then press the **OK** button.
6. Change the scan options on the control panel, if desired.
7. Press the **Start** button. The image is stored in a private folder on the product's hard drive.
8. When you finish scanning, press the **Clear All** button. This prevents the next person who uses the product from scanning files to or deleting files from that location.
9. Return to your computer and retrieve the images using CentreWare IS.

See also:

Scanning to Your User Name

Your user name is the name that identifies your computer on a network.

Identifying Your User Name

To identify your user name:

■ If your user name is a company-assigned name, it could be your employee identification, or another name that may contain letters, numbers, or a combination of both, for example, XX09431 or jsmith.

■ If you do not have a company-assigned user name, your user name is the name you or someone else has given your computer. To locate your computer's name:
  ■ Windows users: Click **Start**, click **Control Panel**, and then click **System**. Select the **Computer Name** tab on the **System Properties** screen. The computer's name is displayed in the **Full computer name** field.
  ■ Macintosh users: Open **System Preferences** from the dock, and then click **Sharing** in the **Internet and Network** area of the screen. The computer's name is displayed in the **Computer Name** field.

Scanning Originals to Your User Name

To scan originals to a user name at the control panel:

1. Press the **Scan** button, select **Scan To**, and then press the **OK** button.

2. Select a **<user's name>**, and then press the OK button.

   User names are listed alphabetically below **Public Folder**. If there are more than 10 entries, the names are placed in alphabetic subgroups.

3. Select the alphabetic subgroup for your user name, and then press the **OK** button.

4. Select your user name, and then press the **OK** button.

5. If prompted, enter your four-digit password, and then press the **OK** button.

6. Select a template to use for this scan job, and then press the **OK** button. If you have not set up a template, select **Default**. The image is scanned using the current control panel settings.

7. Change the scan options on the control panel, if desired.

8. Press the **Start** button. The image is sent to a special folder on the hard drive of the user's computer.

9. When you finish scanning, press the **Clear All** button. This prevents the next person who uses the system from scanning files to or deleting files from that location.

10. Return to your computer and retrieve the images using the Xerox Scan Utility.

See also:

Using Walk-Up Scanning

With the Xerox Scan Utility, you can scan documents to your computer from any Xerox multifunction system that has Walk-Up scanning capability. You do not need to install the specific scan drivers for each system.

To perform Walk-Up scanning on the Phaser 8560MFP/8860MFP printer:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Walk-Up Scanning** tab.
3. Click the **Start Walk-Up Scanning** button.
4. Follow the instructions in the **Walk-Up Scanning** dialog box to scan the document at the system:
   a. Place the document **facedown** on the system's document glass or **faceup** in the document feeder.
   b. On the control panel, press the **Scan** button.
   c. Select **Scan To**, and then press the **OK** button.
   d. Select your user name, and then press the **OK** button.
   e. If prompted, enter your four-digit numeric password, and then press the **OK** button.
   f. Select a template from the list displayed. If you have not set up a template, select **Default**. The image is scanned using default settings.
   g. If desired, change the scan options on the control panel.
   h. Press the **Start** button.
5. At your computer, click the **Finished** button in the Xerox Scan Utility's **Walk-Up Scanning** dialog box, and then view or retrieve images on the **Scan to Email** or **Copy to Folder** tab.

See also:

Retrieving Scanned Images

This section includes:

- [Using CentreWare IS to Retrieve Images](#) on page 5-8
- [Using the Xerox Scan Utility](#) on page 5-9
- [Importing Images into an Application](#) on page 5-12

The method you use to view and retrieve images depends on how the system is connected to your computer, the destination you choose for the scanned image, and the operating system, as displayed in the following table.

Method	Windows Vista, 2000, XP, Server 2003	Macintosh OS X, Version 10.3 or Higher	Unix
Using CentreWare IS (page 5-8)	◁●●▷	◁●●▷	◁●●▷
Using the Xerox Scan Utility (page 5-9)	◁●●▷	◁●●▷	
	●⟵⟶	●⟵⟶	
Importing into another application (page 5-12)	◁●●▷	◁●●▷	
	●⟵⟶	●⟵⟶	

◁●●▷ = Available with a TCP/IP network connection.

●⟵⟶ = Available with a USB connection.

Note: Using a method other than CentreWare IS requires installation of the scan driver from the *Software and Documentation CD-ROM*.

Using CentreWare IS to Retrieve Images

If your Phaser 8560MFP/8860MFP printer is connected to a network, use CentreWare IS to view, retrieve, or delete images scanned from the Public Folder or from a private folder on the product's hard drive.

To retrieve a scanned image using CentreWare IS:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field.
3. Click the **Scans** button to view the **Scans** tab.
4. To retrieve images from the Public Folder:
   a. Select **Public Folder** on the left navigation panel.
   b. Click the thumbnail of the image you want to retrieve.
   c. Select the desired file format from the **Retrieve As** drop-down list next to the image.
   d. Click the **Go** button.
   e. Follow the prompts to save the image to the desired location on your computer (Windows), or save the image from the application in which it opened (Macintosh).
5. To retrieve images from a private folder:
   a. Select **Private Folders** on the left navigation panel.
   b. Select the name of the private folder in the list displayed.
   c. If prompted, enter the folder's four-digit password, and then click the **OK** button.
   d. Click the thumbnail of the image you want to retrieve.
   e. Select the desired file format from the **Retrieve As** drop-down list next to the image.
   f. Click the **Go** button.
   g. Follow the onscreen prompts to save the image to the desired location on your computer (Windows), or save the image from the application in which it opened (Macintosh).

Using the Xerox Scan Utility

This section includes:

■
■

Use the **Scan to Email** or **Copy to Folder** tabs in the Xerox Scan Utility to view and retrieve images scanned to your computer from a Phaser 8560MFP/8860MFP printer. You can save the images in a specific folder or include the images as attachments in email messages.

Including Scanned Images in Email

When sending scanned images as attachments to email, you can use an email profile that has been saved with specific settings, or you can attach scanned images to an email and select new settings without using a saved profile.

Using an Email Profile

To send scanned images as attachments in an email using an email profile:

1. Access the Xerox Scan Utility on your computer:
   ■ **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   ■ **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Scan to Email** tab.
3. Select one or more images you want to send in an email.
4. Select the profile you want to use from the **Email Profiles** drop-down list.

   The fields for **Attachment Base Name**, **To**, **CC**, **Subject**, and **Message** display information that applies to the saved profile.
5. If desired, enter a different name in the **Base Attachment Name** field and select new email settings. The Xerox Scan Utility adds the base name to the front of the file name.
6. Click the **Copy to Email** button to open your email application. The selected images are attached to the email.
7. If desired, make additional changes to the email message, and then send the email.

Using No Email Profile

To send scanned images as attachments in an email without using a profile:

1. Access the Xerox Scan Utility on your computer:
   ■ **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   ■ **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Scan to Email** tab.

3. Select one or more images you want to send in an email.

4. If desired, enter a different name in the **Base Attachment Name** field. The Xerox Scan Utility adds the base name to the front of the file name.

5. Enter the appropriate email information in the **To**, **CC**, **Subject**, and **Message** fields.

6. Click the **Copy to Email** button to open your email application. The selected images are attached to the email.

7. If desired, make additional changes to the email message, and then send the email.

See also:

Copying Scanned Images to Folders

When copying scanned images to a folder, you can use a folder profile that has been saved with specific settings, or you can copy scanned images to a folder and select new settings without using a saved profile.

Using a Folder Profile

To copy scanned images to a folder using a folder profile:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Copy to Folder** tab.
3. Select one or more images you want to copy to a folder.
4. Select the profile you want to use from the list displayed in the **Folder Profiles** field drop-down list.
5. If desired, enter a different name in the **Base File Name** field and select a new folder location. The Xerox Scan Utility adds the base file name to the front of the file name.
6. Click the **Copy to Folder** button to copy the selected images to the folder.

Using No Folder Profile

To copy scanned images to a folder without using a profile:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Copy to Folder** tab.
3. Select one or more images you want to copy to a folder.
4. If desired, enter a different name in the **Base File Name** field. The Xerox Scan Utility adds the base file name to the front of the file name.
5. Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.
6. Click the **Copy to Folder** button to copy the selected images to the folder.

See also:

Importing Images into an Application

This section includes:

You can import images scanned to your computer from a Phaser 8560MFP/8860MFP printer into Windows or Macintosh applications on your computer.

Importing Scanned Images into a Windows Application (TWAIN)

To import images into an application for Windows 2000, Windows XP, Windows Server 2003, and Windows Vista:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Word to place an image in a document:
   a. Select **Insert**.
   b. Select **Picture**.
   c. Select **From Scanner or Camera**.
   d. Select the scanner, and then click the **Custom Insert** button.

   The window displays thumbnails of the images in the folder. The date and time that the image was scanned appears below each thumbnail.

   ■ If you move your mouse over the thumbnail, a pop-up message displays information including the resolution and size of the image file.
   ■ If you recently scanned an image and do not see it displayed, click the **Refresh** button.
3. Select the image you want to import. Some applications allow you to import multiple images:
   ■ To select more than one image, hold down the **Ctrl** key on your keyboard as you select each image.
   ■ To import all of the images in the folder, select the **Edit** menu, and then select **Select All**.
4. Click the **Retrieve** button. A copy of the image is transferred to the location in your application. If you want to delete the images you selected, click the **Delete** button.

Note: For more information, click the **Help** menu to view online help.

Using the WIA Image Manager in a Windows Application

You can import images that you scanned from the product to your computer into an application using the WIA Image Manager on Windows XP, Windows Server 2003, and Windows Vista.

To import scanned images into an application:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Microsoft Word to place an image in a document:
   a. Select **Insert**.
   b. Select **Picture**.
   c. Select **From Scanner or Camera**.
   d. Select the scanner, and then click the **OK** button.
3. In the **Get Pictures from WIA Xerox Phaser 8560MFP** (or **Phaser 8860MFP)** window, open the folder to view thumbnails of the images. The filename appears below each thumbnail.
4. To see details of an image file:
   a. Select the image.
   b. Click **View picture information**. The **Properties** dialog box displays information about the file size and the date and time that the image was scanned.
   c. Click the **OK** button to close the dialog box.
5. Select the image you want to import. Some applications enable you to import multiple images:
   - To select more than one image, hold down the **Ctrl** key on your keyboard as you select each image.
   - To import all of the images in the folder, select the **Edit** menu, and then select **Select All**.
6. Click the **Get Pictures** button.

   A copy of the image is transferred to the location selected in your application.

   Note: If you want to delete the images you selected, click the **Delete** button.

Using the Xerox Scan Utility in a Macintosh OS X Application (TWAIN)

To import images into an application:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Word to place an image in a document:

   a. Select **Insert**.
   b. Select **Picture**.
   c. Select **From Scanner or Camera**.
   d. Select the scanner, and then click the **Acquire** button.

   The **Scan to Email** and **Copy to Folder** tabs on the Xerox Scan Utility display thumbnails of the images. Information about each image, including the template used, resolution, size of the image file, and the profile name and settings appears to the right of the thumbnail.

3. Select one or more images to import. Some applications allow you to select multiple images:

   ■ To select more than one image, hold down the **Command** button on your keyboard as you select each image.
   ■ To import all the images in a folder, click the **Select All** check box.

4. Click the **Import** button. A copy of the image is transferred to the location selected in your application. If you want to delete the images you selected, click the **Delete** button.

Scanning Options

This section includes:

See also:

Setting the Scan Resolution

You may want to change the scan resolution depending on the way you plan to use the scanned image. Scan resolution affects both the size and image quality of the scanned image file. The higher the scan resolution, the larger the file size.

To select the scan resolution:

1. On the control panel, press the **Scan** button.
2. Select **Scan Resolution**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button.
   - **100x100**: Produces the lowest resolution and smallest file size.
   - **200x200**: Produces low resolution and a small file size.
   - **300x300**: Produces medium resolution and a medium file size.
   - **400x400**: Produces high resolution and a large file size.
   - **600x600**: Produces the highest resolution and largest file size.

Automatically Suppressing Background Variations

When you are using originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side of the paper. To prevent this from happening in your scanned document, and to improve the quality for two-sided scanned pages, use the **Auto Suppression** setting on the control panel. This setting minimizes the sensitivity of the scanner to variations in the light background colors.

To turn on/off automatic suppression:

1. On the control panel, press the **Scan** button.
2. Select **Auto Suppression**, and then press the **OK** button.
3. Select either **On** or **Off**, and then press the **OK** button.

Note: The factory default is **Off**.

Setting the Color Mode

You can scan an image in color or in black and white. Selecting black and white significantly reduces the file size of the scanned images. An image scanned in color will have a larger file size than the same image scanned in black and white.

Press the **Color Mode** button on the control panel to change the selection.

8860mfp-046
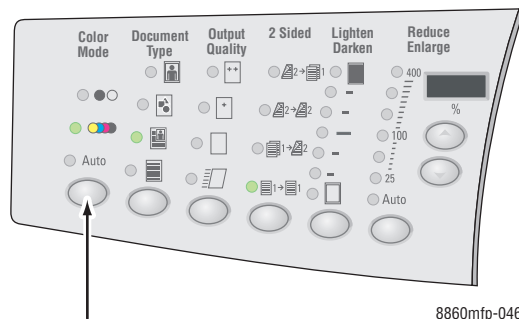
Setting 1-Sided or 2-Sided Originals

Note: If your system does not have a document feeder, you can manually perform 2-sided scanning from the document glass.

When you use the document feeder to scan 2-sided originals, select a 2-sided option to scan both sides of the paper to produce a multi-page scanned image file.

Press the **2-Sided** button on the control panel to change the selection to:

- **1 to 1**: Scans just one side of the originals. (Factory default value)
- **2 to 1**: Scans both sides of the originals.

8860mfp-047
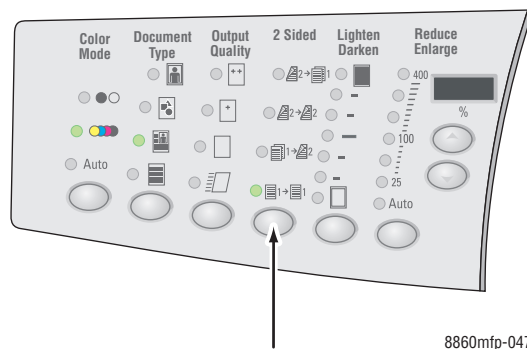
Setting the Document Type

You can optimize the appearance of the scanned output according to the type of information contained in the original.

Press the **Document Type** button on the control panel to change the selection to:

- **Photo**: Optimizes for photograph prints.
- **Graphics**: Optimizes for constant-colored areas.
- **Mixed**: Optimizes for magazines and newspapers.
- **Text**: Optimizes for black and white or colored text.
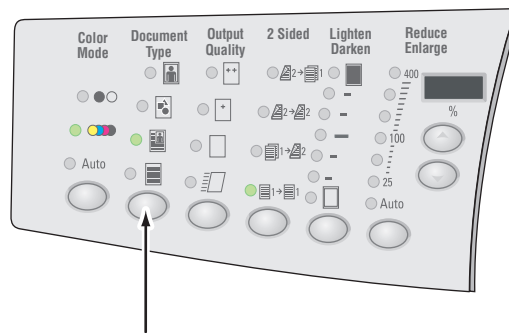
8860mfp-049

Setting the Original Size

To specify the size of the original:

1. On the control panel, press the **Scan** button.
2. Select **Original Size**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button:
   - **Automatic**
     - **Document Glass**: Each original is prescanned to determine the size for each page in the scan job. Each scanned image is placed in a separate file.
     - **Document Feeder**: Each original is scanned at 8.5 inches wide by the length of paper that feeds through the document feeder to determine the size for each page in the scan job. Each scanned image is placed in a separate file.
   - **Automatic (1st Page)**
     - **Document Glass**: The first original is prescanned to determine the size for all pages in the scan job. All scanned images are placed in one file.
     - **Document Feeder**: The first original is scanned at 8.5 inches wide by the length of paper that feeds through the document feeder to determine the size for all pages in the scan job. All scanned images are placed in one file.
   - **<paper sizes>**: Select a specific paper size to determine the area to be scanned. All scanned images are placed in one file.

Note: The factory default is **Automatic (1st Page)**.

Managing Scan Templates

This section includes:

You can create scan templates that contain specific settings, such as file type, resolution, and original size. Templates are created before you scan images and are only used when scanning to your computer. If you want to automatically save the scanned images in a particular folder, you also include the folder information in the template.

Creating a Template with the Thumbnail Image Option

To create a new template or edit an existing template with the option to retain thumbnail images in the Scan to Email or Copy to Folder tabs:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Scan Settings** tab, and then select the settings you want to use with the template: **Color** or **Black and White**, **Original Size**, **Resolution**, **Original Type**, **File Format**, and **Sides to Scan**.
3. Select the **Preview image in Xerox Scan Utility** option if you want to preview the scanned image in the **Scan to Email** or **Copy to Folder** tabs. From these tabs, you can select the appropriate folder or email profile settings to use with your scanned images.
4. Select one of the following options:
   - To create a new template for the settings you selected: Enter the name for the new template in the **Saved Templates Settings** field.
   - To edit an existing template with the settings you selected: Select a template from the list displayed in the **Saved Templates Settings** drop-down list.
5. Click the **Save** button to save the settings for the new or revised template.

Creating a Template to Scan Images Directly to a Folder

To create a template that places scanned images in a specific folder destination:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.

2. Select the **Scan Settings** tab, and then select the settings you want to use with the template: **Color** or **Black and White**, **Original Size**, **Resolution**, **Original Type**, **File Format**, and **Sides to Scan**.

3. Select the **Send image directly to folder** option if you want to send the scanned images automatically to a designated folder without first viewing the images. Enter information in the following fields:
   a. To enter the base name to be used for naming the scanned images, enter a file name in the **Base File Name** field. The Xerox Scan Utility adds the base file name to the front of the file name.
   b. Enter the folder path where you want to save the file in the **Save to Folder** field, or click the **Browse** button to locate the folder.
   c. Select one of the following options:
      - Leave the **Save a copy in Xerox Scan Utility** option checked. This enables thumbnail views of the scanned images to remain in the **Copy to Folder** or **Scan to Email** tabs. This is the default setting.
      - The **Save a copy in Xerox Scan Utility** option is automatically checked. If you only want to save the images to the specified folder, remove the check from the check box.

4. Select one of the following options:
   - To create a new template for the settings you selected: Enter the name for the new template in the **Saved Templates Settings** field.
   - To edit an existing template with the settings you selected: Select a template from the list displayed in the **Saved Templates Settings** drop-down list.

5. Click the **Save** button to save the settings for the new or revised template.

Deleting Templates

To delete a template:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Scan Settings** tab.
3. Select the template you want to delete in the **Saved Template Settings** drop-down list.
4. Click the **Delete** button.
5. When prompted, confirm that you want to delete the file.

Managing Folder and Email Profiles

This section includes:

- [Creating or Editing Email Profiles](#) on page 5-25
- [Deleting Email Profiles](#) on page 5-25
- [Creating or Editing Folder Profiles](#) on page 5-26
- [Deleting Folder Profiles](#) on page 5-26

With the Xerox Scan Utility, you can create profiles to be reused when sending scanned images as email attachments or when copying scanned images to specific folders. Profiles eliminate the need for re-entering the same email or folder destination information.

Creating or Editing Email Profiles

To create or revise an email profile:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Scan to Email** tab.
3. Select one of the following options:
   - To create a new profile: Enter the name for the new profile in the **Email Profiles** field.
   - To edit an existing profile: Select a profile from the list displayed in the **Email Profiles** drop-down list.
4. If desired, change the base name in the **Base Attachment Name** field.
5. Enter the appropriate information in the **To**, **CC**, **Subject**, and **Message** fields.
6. Click the **Save** button to save the settings for the new or revised profile.

Deleting Email Profiles

To delete an email profile:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Scan to Email** tab.
3. Select the profile you want to delete in the **Email Profiles** drop-down list.
4. Click the **Delete** button.
5. When prompted, confirm that you want to delete the profile.

Creating or Editing Folder Profiles

To create or revise a folder profile:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Copy to Folder** tab.
3. Select one of the following options:
   - To create a new profile: Enter the name for the new profile in the **Folder Profiles** field.
   - To edit an existing profile: Select a profile from the list displayed in the **Folder Profiles** drop-down list.
4. If desired, change the base name in the **Base File Name** field.
5. Enter the folder path where you want to save the file in the **Save to Folder** field, or click the **Browse** button to locate the folder.
6. Click the **Save** button to save the settings for a new or revised profile.

Deleting Folder Profiles

To delete a folder profile:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Copy to Folder** tab.
3. Select the profile you want to delete in the **Folder Profiles** drop-down list.
4. Click the **Delete** button.
5. When prompted, confirm that you want to delete the profile.

Managing Files and Scanning Policies

This section includes:

Deleting Image Files from the System

You can delete image files on the Phaser 8560MFP/8860MFP printer that no longer need to be stored on the product's hard drive. Deleting unnecessary images allows space for new images.

When you press the **Scan** button on the control panel, the **<%> Full** display indicates how much hard drive space has been used to store scanned images. If a new scanned image would exceed the available space on the hard drive, the control panel displays an error message indicating that the hard drive is full. Scanning cannot continue until some files are deleted to create enough space.

Note: The size of scanned image files varies based on the scan resolution and color options selected.

To save space on the hard drive, periodically delete scanned images that are no longer needed. You can delete files using:

- Control panel
- CentreWare IS

Using the Control Panel

To remove all scan files from the Public Folder:

1. On the control panel, press the **Scan** button.
2. Select **Scan To**, and then press the **OK** button.
3. Select Public Folder, and then press the **OK** button.
4. Select **Clear Folder**, and then press the **OK** button.
5. When prompted to remove all scan files from this folder, select **Yes**, and then press the **OK** button.

Using CentreWare IS

To remove one or more scan files from the Public Folder or a private folder:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field.
3. Click the **Scans** button to view the **Scans** tab.
4. To delete scanned images from the Public Folder:
   a. Select **Administrative** on the left navigation panel.
   b. Click **Folder Cleanup**.
   c. If prompted, enter a four-digit password, and then press the **OK** button.
   d. Select options from the items displayed.
   e. Click **Save Changes** when you are finished.
5. To delete scanned images from a private folder:
   a. Select **Private Folders** on the left navigation panel.
   b. Click the name of the private folder in the list displayed.
   c. If prompted, enter a four-digit password, and then press the **OK** button.
      - If you want to delete all image files in a folder, click the **Delete All** button.
      - If you want to delete a specific file, click the **Delete** button to the right of the file.

Note: For more information, click the **Help** button to view online help.

Deleting Image Files from the Xerox Scan Utility

Scanned images displayed in the Xerox Scan Utility are stored on your computer's hard drive.

To delete scanned images that are no longer needed from the Xerox Scan Utility:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Scan to Email** or **Copy to Folder** tab.
3. Select the images you want to delete.
4. Click the **Delete Scanned Image** button.

Adding a Password for Scanning to Your Computer

To require a password when scanning to your computer, access the **Security Settings** tab on the Xerox Scan Utility to specify a numeric, four-digit password.

To add a password using the Xerox Scan Utility:

1. Access the Xerox Scan Utility on your computer:
   - **Windows**: Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.
   - **Macintosh**: Click the Xerox Scan Utility icon in the dock.
2. Select the **Security Settings** tab.
3. Select the **Require password for scanning to this computer** box.
4. Enter the same four-digit numeric password in the **Enter Numeric Password** and **Confirm Numeric Password** boxes.
5. Click the **Save Password** button.
6. Click the **Close** button to exit the Xerox Scan Utility.

Creating a Private Folder

You can create a private folder on the Phaser 8860MFP printer's hard drive for your scanned images. You can also protect your private folder with a password to prevent others from viewing or retrieving your scanned images.

To create a private folder on the system's hard drive using CentreWare IS:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field.
3. Click the **Scans** button to view the **Scans** tab.
4. Under **Private Folders** on the left side of the screen, click **Create Folder**.
5. In the **Create Folder** window, enter the name for the private folder. The name can be a maximum of 10 alphanumeric characters.

   Note: If you want to protect your private folder with a password, type the same four-digit numeric password in both the **Numeric Password** and **Confirm Numeric Password** fields.

6. Click the **Save Changes** button.

Controlling Scanning Policies

Administrators can control the scanning policies, including requirements for passwords, when setting up private folders.

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field.
3. Click the **Scans** button to view the **Scans** tab.
4. Under **Administrative** on the left side of the screen, click **General**, and then enter your password (if prompted).
5. Make desired changes to the scan policy settings.

Note: For more information, click the **Help** button to view online help.

Calibrating the Scanner

This section includes:

Perform the scanner calibration procedure if your scanner, document feeder, or document cover is replaced. Scanner calibration adjusts the output quality of the front and back pages of 2-sided originals in relation to each other. **This procedure should not be performed as part of normal system operation.**

Calibrate the scanner using the Scanner Calibration page that came with your replacement scanner, document feeder, or document cover. After you begin the calibration procedure at the control panel, calibrate the scanner using a two-step process:

- The first step scans the calibration page from the document glass. Follow the steps in the **Document Glass** section. (For systems without a document feeder, only use the steps in this section to calibrate the scanner.)
- The second step scans the calibration page through the document feeder. Follow the steps in the **Document Feeder** section.
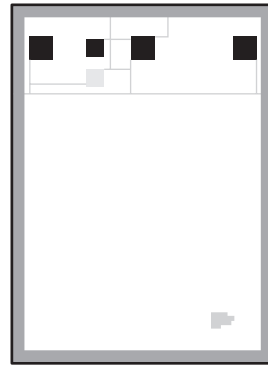
Starting the Calibration Procedure

1. On the control panel, press the **System** button.
2. Select **Information**, and then press the **OK** button.
3. Select **Troubleshooting**, and then press the **OK** button.
4. Select **Service Tools**, and then press the **OK** button.
5. Select **Calibrate Scanner**, and then press the **OK** button. Continue with the Document Glass steps.

Calibrating the Scanner at the Document Glass

To calibrate the scanner at the document glass:

1. Place the Scanner Calibration page on the document glass, with the **top** edge of the page toward the **left**.
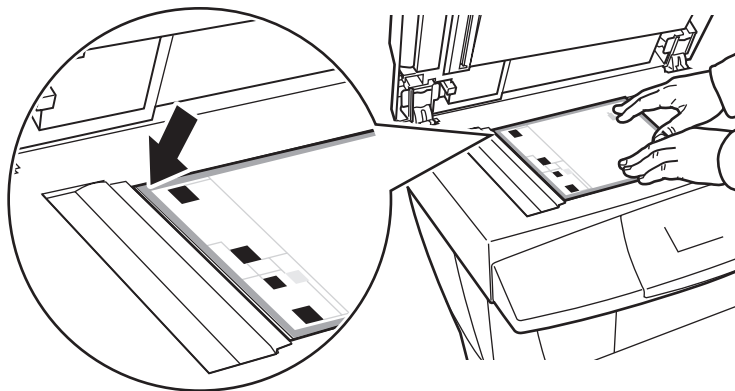
Note: Make sure the calibration page is aligned correctly. If the page is misaligned, the calibration procedure will fail.

2. Close the document feeder.
3. On the control panel, select **Document Glass Step**, and then press the **OK** button to scan the calibration page.
4. Wait for the scan to be completed, and then select one of the following options:
   - If the control panel indicates **Success**, press the **OK** button, and then go to Step 5.
   - If the control panel indicates **Failure**, press the **OK** button, and then repeat Steps 1–4.
5. Remove the Scanner Calibration page from the document glass.
   - If you have a document feeder, continue with the steps in the **Document Feeder** section.
   - If you have a document glass cover, you have completed scanner calibration.

Calibrating the Scanner at the Document Feeder

To calibrate the scanner at the document feeder:

1. Place the Scanner Calibration page in the document feeder, so that the **top** edge of the page enters the feeder **first**. Adjust the paper guides to fit against the page.
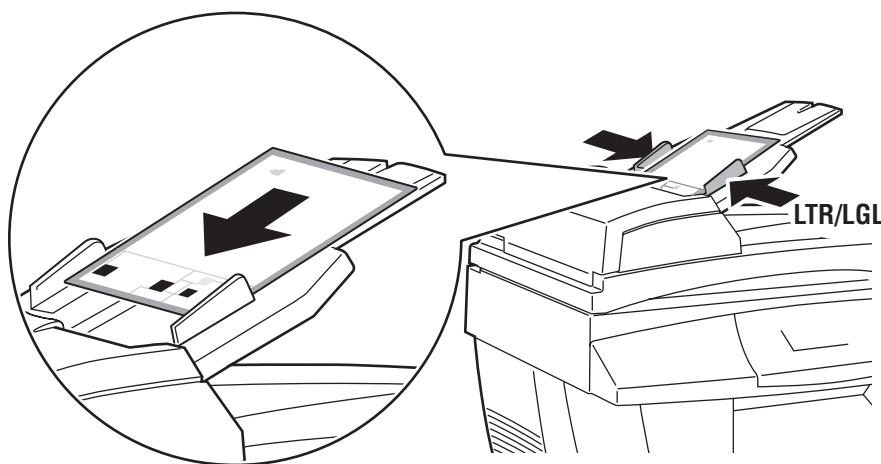
Note: Make sure the Scanner Calibration page is aligned correctly and the paper guides are adjusted to fit against the paper. If the page is misaligned, the calibration procedure will fail.

2. On the control panel, select **Document Feeder Step**, and then press the **OK** button to scan the calibration page.

3. Wait for the scan to be completed, and then select one of the following options:

- If the control panel indicates **Success**, press the **OK** button. The calibration procedure is complete.
- If the control panel indicates **Failure**, press the **OK** button, and then repeat Steps 1–3.

Note: For more information about calibrating the scanner, see the Online Support Assistant at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport.

Faxing

6

This chapter includes:

See also:

Using the Fax tutorial at www.xerox.com/office/8560MFPsupport or
www.xerox.com/office/8860MFPsupport

Note: Some of the features described in this chapter may not be available on your system
configuration.

Basic Faxing

This section includes:

■ Sending a Fax from the Printer on page 6-2
■ Sending a Fax from Your Computer on page 6-3

Note: For additional faxing information, print the Faxing Guide. On the control panel, press the **Fax** button, select **Faxing Guide**, and then press the **OK** button to print the guide.

Sending a Fax from the Printer

To quickly send a fax from the system to a single recipient using factory defaults:

1. Select one of the following methods:
   ■ **Document Glass**: Place the first page of the document you are faxing **facedown** on the document glass with the top of the page toward the **left** side of the system.
   ■ **Document Feeder**: Remove any staples and paper clips from pages and insert them **faceup** in the document feeder with the **top** of the page entering the document feeder first.
2. On the control panel, press the **Fax** button.
3. Using the alphanumeric keypad, enter the fax telephone number, and then press the **Start** button.
4. If you use the document feeder, the system scans the pages and transmits the fax. If you use the document glass, the system scans the first page and then prompts you to **Scan Another Fax?** Select one of the following options:
   ■ If you want to scan another fax page, select **Yes**, and then press the **OK** button. Remove the first scanned fax page, place the next page on the document glass, and then press the **Start** button.
   ■ If you have no other pages to fax, select **No**, and then press the **OK** button; the system transmits the fax.

Note: To print a confirmation page displaying the fax transmission status, turn on the transmission report option.

See also:

Managing Fax Functions on page 6-17
Printing a Transmission Report on page 6-17
Inserting Pauses in Fax Numbers on page 6-23
Changing Default Settings on page 6-24

Sending a Fax from Your Computer

You can send a fax to the system from an application on your Windows or Macintosh computer.

Windows Applications

To send a fax from a Windows 2000, Windows XP, Windows Server 2003, or Windows Vista application:

1. Access the application's **Print** dialog box, select your Phaser 8560MFP/8860MFP printer, and then click the **Properties** button to open the printer driver.
2. On the **Paper/Output** tab, select **Fax** from the **Job Type** drop-down list.
3. Add the recipients to the Fax Recipient table. For more information, click the **Help** button to view the online help.

   Note: If you want to change fax options, such as the fax resolution or the send time, make the changes on the **Options** tab.

4. Click the **OK** button to save the fax settings for this job.
5. Click the **OK** button to save the printer driver settings.
6. Print the job.
7. When the **Fax Confirmation** dialog box appears, click the **OK** button to send the fax job to the recipients in the list.

Macintosh Applications

To send a fax from a Macintosh OS X, version 10.3 and higher application:

1. Access the application's **Print** dialog box.
2. Select your Phaser 8560MFP/8860MFP printer in the **Printer** drop-down list.
3. Select **Fax** from the **Job Type** drop-down list, and then click the **Lan Fax Setup** button.
4. Click the **Fax Recipients** button and then select one of the following options:
   - **Add Fax Recipients**: Select this option to access the Add Fax Recipient screen. Add information in the **Name** and **Fax Number** fields. Adding information in the remaining fields is optional. Click the **OK** button.
   - **Add From Address Book**: Select this option to access the Add From Address Book screen. Select items from the list displayed, and then click the **Add** button.
5. To make additional changes:
   - Click the **Fax Options** button to make selections for the fax send speed, fax resolution, send time, fax dialing options, and cover sheet options, and then click the **OK** button.
   - Click the **Preferences** button to select prompt options, and then click the **OK** button.
6. Click the **Print** button.

Adding Individual and Group Speed Dial Entries

This section includes:

■ Adding an Individual on page 6-6
■ Adding a Group on page 6-8
■ Editing or Deleting an Individual Speed Dial Entry on page 6-10
■ Editing or Deleting a Group Speed Dial Entry on page 6-11

You can create and save fax information for individuals or groups to whom you often send faxes. This saves time so that you can quickly select saved names and numbers without having to re-enter them each time you want to send a fax.

Use the control panel keypad to enter individual and group names and individual fax numbers.
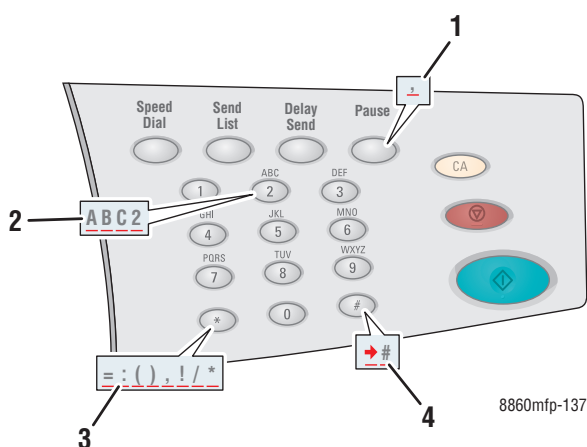
1. Press the **Pause** button to enter pauses, represented by commas, in phone numbers.

2. Press each alphanumeric key several times to cycle through letters when entering individual or group names and numbers when entering fax numbers.

3. Press the ***** key several times to cycle through characters that can be used when entering names or numbers.

4. Press the **#** key several times to cycle through characters that can be used when entering names or numbers.

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Adding an Individual

Set up and save individual names and fax numbers to easily access them when you want to send a fax.

Using the Control Panel

To add an individual speed dial entry:

1. On the control panel, press the **Speed Dial** button.
2. Select **Individual**, and then press the **OK** button. The **Individual** screen appears. If names and numbers have been previously entered, they are displayed.
3. Select a blank number in the list displayed, and then press the **OK** button.
4. Using the alphanumeric keypad:
   a. Enter a name in the **Individual Name** screen, and then press the **OK** button.
   b. Enter a fax phone number in the **Fax Number** screen, and then press the **OK** button.
5. Select a fax transmission speed from the list displayed on the **Starting Rate** screen, and then press the **OK** button.
6. Select one of the following options:
   ■ If you want to add more names and fax numbers, repeat Steps 2 through 5.
   ■ If you are finished adding individual names, press the **Back** button until you return to the main Fax menu screen.

See also:

Sending a Fax from the Printer on page 6-2
Setting the Fax Destination on page 6-14

Using CentreWare IS

To add an individual speed dial entry:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field.
3. Select the **Properties** tab, and then click **Individual Directory** in the **Fax Settings** folder.
4. Select one of the following options:
   a. **Import**: Click the **Import** option in the **Individual Directory** field, and then browse to select an individual's information stored on your computer's hard drive. Follow the onscreen prompts, and then click the **Import** button.
   b. **Add**: Click the **Add** option in the **Individual Directory** field to manually enter the following individual information:
      - **No**: Select a number from the drop-down field. This determines where the individual will appear in the list.
      - **Name**: Enter the individual's name.
      - **Phone Number**: Enter the individual's fax number.
      - **Starting Rate**: Select a transmission rate from the drop-down field.
5. Click the **Save Changes** button.

Adding a Group

Set up and save group names to easily access them when you want to send a fax to a group. Groups can include both individual and group entries once they have been set up.

Note: Individual entries must be set up before groups can be defined.

Using the Control Panel

Use the control panel to add or remove individuals or groups from the speed dial group.

Setting Up a Group

To set up a group:

1. On the control panel, press the **Speed Dial** button.
2. Select **Group**, and then press the **OK** button.
3. Select a blank number in the list displayed, and then press the **OK** button.
4. Using the alphanumeric keypad, enter a group name, and then press the **OK** button.
5. To add individuals to this group:
    a. Select **Add Individual**, and then press the **OK** button. This option appears when one or more individuals can be added to this group.
    b. Select an individual from the list displayed, and then press the **OK** button.
    c. Repeat the above steps to continue adding individuals to the group.
6. To add a group to this group:
    a. Select **Add Group**, and then press the **OK** button. This option appears when one or more groups can be added to this group.
    b. Select a group from the list displayed, and then press the **OK** button.
    c. Repeat the above steps to continue adding groups to the group.
7. When you have finished adding individuals and other groups, select **Done**, and then press the **OK** button.

Removing an Entry from a Group

To remove an entry:

1. On the control panel, press the **Speed Dial** button.
2. Select **Group**, and then press the **OK** button.
3. Select the group you want to change from the list displayed, and then press the **OK** button.
4. To remove an individual from this group:
   a. Select **Remove Individual**, and then press the **OK** button. This option appears when there are one or more individuals in this group.
   b. Select an individual from the list displayed, and then press the **OK** button.
   c. Repeat the above steps to continue removing individuals from the group.
5. To remove a group from this group:
   a. Select **Remove Group**, and then press the **OK** button. This option appears when there are one or more groups in this group.
   b. Select a group from the list displayed, and then press the **OK** button.
   c. Repeat the above steps to continue removing groups from the group.
6. When you have finished removing individuals and other groups, select **Done**, and then press the **OK** button.

See also:

Using CentreWare IS

To add a group speed dial entry:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field.
3. Select the **Properties** tab, and then click **Group Directory** in the **Fax Settings** folder.
4. Click the **Add** button and then enter the appropriate information in the following fields:
   - **Group No.**: Select a number from the drop-down field. This determines where the group appears in the list.
   - **Group Name**: Enter the group's name.
5. Click the **Next** button.
6. Select members to add to the group from the **Select New Members** list. To select a member, click in the box next to the member's name to insert a check mark.
7. When you are finished adding members to the group, click the **Add to Group** button.

Editing or Deleting an Individual Speed Dial Entry

To revise or remove individual names and fax numbers:

1. On the control panel, press the **Speed Dial** button.
2. Select **Individual**, and then press the **OK** button.
3. Select a name from the list displayed on the **Individual** screen, and then press the **OK** button.
4. Select one of the following options, and then press the **OK** button:
   - **Use As Destination**: Returns you to the main fax screen. The selected individual's name and fax number is displayed in the **Fax To** field.
   - **Make Changes**: Edits the existing values for this individual. You can change the individual's name, fax number, or starting rate.
   - **Remove It**: Removes the individual from the speed dial directory.
5. To revise or remove the individual name and fax number information, follow the onscreen prompts.

Editing or Deleting a Group Speed Dial Entry

To revise or remove groups:

1. On the control panel, press the **Speed Dial** button.
2. Select **Group**, and then press the **OK** button.
3. Select a group name in the list displayed, and then press the **OK** button.
4. Select one of the following options:
   - **Use As Destination**: Returns you to the main fax screen. The selected group is displayed in the **Fax To** field.
   - **Make Changes**: Edits the existing values for this group. You can change the group name or edit the group components, such as adding or removing an individual or group entry.
   - **Remove It**: Removes the group from the speed dial directory.
5. To revise or remove the group information, follow the onscreen prompts.
6. Press the **Back** button until you are returned to the main Fax menu screen.

Faxing Multiple Recipients Using Send List

This section includes:

■ Setting Up a Send List of Fax Recipients on page 6-12
■ Viewing or Editing the Send List on page 6-13

Setting Up a Send List of Fax Recipients

You can select one or more recipients when sending a fax. The Send List fax feature enables you to create a list of recipients that includes fax numbers, individuals, and groups.

Creating a List of Recipients for Sending a Fax

To create a send list of fax numbers, individuals, and/or groups:

1. On the control panel, press the **Send List** button.
2. Select one of the following options, and then press the **OK** button:
   a. **Add Fax Number**
      ■ Select **Add Fax Number**.
      ■ Using the alphanumeric keypad, enter a fax number.
      ■ Press the **OK** button.
   b. **Add Individual** (This option appears only if you have saved an entry in the individual directory.)
      ■ Select **Add Individual**.
      ■ Select an individual from the list displayed.
      ■ Press the **OK** button.
   c. **Add Group** (This option appears only if you have saved an entry in the group directory.)
      ■ Select **Add Group**.
      ■ Select a group from the list displayed.
      ■ Press the **OK** button.
3. Repeat Step 2 to enter additional fax numbers, individuals, or groups to the send list.
4. Select **Done**, and then press the **OK** button when you are finished adding entries.
5. If desired, select other control panel options, and then press the **Start** button.

See also:
Setting the Fax Destination on page 6-14

Viewing or Editing the Send List

Before sending a fax, you may want to verify or edit the list of recipients you selected for the fax. To do this:

1. On the control panel, press the **Send List** button.
2. Select **View/Edit Send List**, and then press the **OK** button. A list appears displaying the fax numbers, individuals, or groups you have selected to receive the fax you are sending.
3. To delete an entry from the Send List:
   a. Select an entry from the list displayed, and then press the **OK** button.
   b. Select **Delete**, and then press the **OK** button. This option removes the item selected and returns you to the Send List. The deleted number, individual or group is no longer displayed as a recipient for the fax you are sending.

   Note: Select **Do Not Delete** if you do not want to remove the number, individual or group from the Send List. Selecting this option returns you to the Send List. No changes are made to the list of recipients for the fax you are sending.

4. If desired, select other control panel options, and then press the **Start** button to send the fax.

Selecting Fax Options

This section includes:

Setting the Fax Destination

To set the destination for the current fax:

1. On the control panel, press the **Fax** button.
2. Select **Fax To**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button:
   - **Fax Number**: Enables you to enter a fax number or individual or group speed dial directory number using the alphanumeric keypad.
     - **Individual**: Enter the number assigned to the individual in the individual directory, and then press the **Start** button.
     - **Group**: Press the **#** button, enter the number assigned to the group in the group directory, and then press the **Start** button.
   - **Speed Dial**: Enables you to select an individual or group entry.
   - **Send List**: Enables you to send the fax to a list of selected recipients.

Note: Press any key on the alphanumeric keypad to view the **Fax Number** item.

See also:

Setting the Fax Resolution

To set the fax resolution:

1. On the control panel, press the **Fax** button.
2. Select **Resolution**, and then press the **OK** button.
3. Select an option from the list displayed, and then press the **OK** button.

Note: The factory default is Fine.

Selecting the Original Size

To select the size of the original for the fax:

1. On the control panel, press the **Fax** button.
2. Select **Original Size**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button:
   - **Automatic**
     - **Document Glass**: Each original is prescanned to determine the size for each page.
     - **Document Feeder**: Each original is scanned at 8.5 inches wide by the length of paper that feeds through the document feeder to determine the size for each page.
   - **<paper sizes>**: Select a specific paper size from the list displayed.

Note: The factory default is Automatic.

Selecting Auto Suppression

When you are using originals printed on thin paper, images printed on one side of the paper can sometimes be seen on the other side of the paper.

To prevent this from happening in your fax document, select the **Auto Suppression** setting on the control panel:

1. On the control panel, press the **Fax** button.
2. Select **Auto Suppression**, and then press the **OK** button.
3. Select **On**, and then press the **OK** button.

Note: The factory default is Off.

Selecting the Starting Rate

Select the highest starting rate unless the fax destination for the fax you are sending has special requirements.

To select the transmission speed for a fax:

1. On the control panel, press the **Fax** button.
2. Select **Starting Rate**, and then press the **OK** button.
3. Select an option from the list displayed, and then press the **OK** button.

Delay Sending a Fax

To send a fax at a specified time (within 24 hours):

1. On the control panel, press the **Delayed Send** button.
2. Select **Send later**, and then press the **OK** button.
3. Select the time to send the fax:
   - **Hour to send**: Select a number from **0** to **23**, and then press the **OK** button.
   - **Minute to send**: Select a number from **0** to **59**, and then press the **OK** button.
4. Select one of the following options on the **Time to send** screen:
   - Select **OK** to accept the delayed send time.
   - Select **Change** to change the delayed send time. Follow the prompts to revise the delayed send time.
5. If desired, select other control panel options, and then press the **Start** button. The fax is scanned and saved to be sent at the time you specified.

Managing Fax Functions

This section includes:

Printing a Transmission Report

Set a default option for printing a fax transmission report, and then turn on/off printing the transmission report for each job.

To select a default option for printing a fax transmission report:

1. On the control panel, press the **System** button.
2. Select **Job Defaults Setup**, and then press the **OK** button.
3. Select **Fax Defaults Setup**, and then press the **OK** button.
4. Select **Fax Send Setup**, and then press the **OK** button.
5. Select **Transmission Report**, and then press the **OK** button.
6. Select one of the following options, and then press the **OK** button:

   - **Always**: A transmission report is always printed.
   - **Never**: A transmission report is never printed.
   - **Error Only**: A transmission report is only printed when an error occurs with the fax transmission.

   Note: The factory default is Error Only.

To turn on/off printing a transmission report for a specific fax job:

1. On the control panel, press the **Fax** button.
2. Select **Transmission Report**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button.

   - **On**: Select this option to print a transmission report. This option overrides the **Never** or **Error Only** options in Step 6 above.
   - **Off**: Select this option to prevent printing a transmission report unless there is an error, and the default set in Step 6 above is **Error Only**.

Enabling or Disabling Secure Faxes

Additional security may be set for receiving faxes. When the Secure Fax option is enabled, a password is required before faxes can be printed or removed.

To enable or disable a Secure Receive fax:

1. On the control panel, press the **System** button.
2. Select **Job Defaults Setup**, and then press the **OK** button.
3. Select **Fax Defaults Setup**, and then press the **OK** button.
4. Select **Fax Receive Setup**, and then press the **OK** button.
5. Select **Secure Receive**, and then press the **OK** button.
6. Select one of the following options, and then press the **OK** button:
   - **Off**: This option turns off the secure fax receive option if it is on. Follow the onscreen prompts to enter a four-digit numeric password.
   - **On**: This option turns on the secure fax receive option if it is off. Follow the onscreen prompts to enter a numeric password.
7. If you want to change your password, select **Change Secure Receive Password**, and then press the **OK** button. Follow the onscreen prompts to enter the current password and then enter the new password you want to use.

Printing or Clearing Secure Faxes

If the Secure Fax option is enabled, you must enter your numeric password to print or clear a received fax:

Using the Control Panel

To print or clear all secure faxes:

1. On the control panel, press the **Fax** button.
2. Select one of the following options, follow the onscreen prompts, and then press the **OK** button:
   - **Print Secure Faxes**: You can print and delete all received faxes after you enter your numeric password.
   - **Clear Secure Faxes**: You can clear all received faxes after you enter your numeric password.
3. When prompted, enter your four-digit password, and then press the **OK** button.

Using CentreWare IS

To print or clear a secure fax:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field.
3. Select the **Jobs** tab, and then click **Clear Fax Received Jobs**.
4. Click the **Clear Fax Received Jobs** button to remove all received faxes.
5. When prompted, enter your four-digit password, and then press the **OK** button.

Clear Pending Faxes

You can view the faxes waiting to be sent. If needed, you can clear one or more faxes.

Using the Control Panel

To clear pending faxes:

1. On the control panel, press the **Fax** button.
2. Select **Clear Pending Faxes**, and then press the **OK** button.
3. Select **Pending Jobs Report,** and then press the **OK** button. The Pending Jobs Report prints.
4. Select one of the following options, and then press the **OK** button:
   - **Clear All**: Deletes all fax jobs waiting to be sent.
   - **Clear One**: Enter the job number from the Pending Jobs report for the fax you want to remove.

Using CentreWare IS

To clear pending faxes:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field.
3. Select the **Jobs** tab, and then click **Clear Fax Pending Jobs**.
4. Select one of the following options:
   - **Clear All Pending Fax Job**s: Deletes all fax jobs waiting to be sent.
   - **Clear One Pending Fax Job**: In the **Job ID from the Pending Jobs Report** field, enter the job number from the Pending Jobs report for the fax you want to remove.
5. Click the **Clear Fax Job(s)** button to remove the faxes you selected.

Enabling or Disabling Junk Fax Prevention

Junk fax prevention allows you to turn off/on printing faxes received from phone numbers in the individual speed dial directory.

Using the Control Panel

To turn off/on the junk fax prevention option:

1. On the control panel, press the **System** button.
2. Select **Job Defaults Setup**, and then press the **OK** button.
3. Select **Fax Defaults Setup**, and then press the **OK** button.
4. Select **Fax Receive Setup**, and then press the **OK** button.
5. Select **Junk Fax Prevention**, and then press the **OK** button.
6. Select one of the following options, and then press the **OK** button:
   - **Off**: This option turns off the junk fax prevention option if it is on. Selecting Off enables printing faxes from phone numbers in the individual speed dial directory.
   - **On**: This option turns on the junk fax prevention option if it is off. Selecting On prevents printing faxes from phone numbers in the individual speed dial directory.

Using CentreWare IS

To turn off/on the junk fax prevention option:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field.
3. Select the **Properties** tab, click to expand the **Fax Settings** folder, and then click **Defaults**.
4. In the **Fax Receive Setup** section, select an option in the **Junk Fax Prevention** field:
   - **Off**: This option turns off the junk fax prevention option if it is on. Selecting Off enables printing faxes from phone numbers in the individual speed dial directory.
   - **On**: This option turns on the junk fax prevention option if it is off. Selecting On prevents printing faxes from phone numbers in the individual speed dial directory.
5. When you are finished making your selection, click the **Save Changes** button.

Printing Fax Reports

Several fax reports are available to provide information about faxing activities, directories, and pending jobs. The Activity Report provides information about completed fax jobs. The Dial Directory Report and the Group Directory Report display information about fax numbers, individual, or group recipients. The Pending Jobs Report provides a list of faxes waiting to be sent.

Using the Control Panel

To print a fax report:

1. On the control panel, press the **Fax** button.
2. Select **Fax Reports**, and then press the **OK** button.
3. Select one of the following reports, and then press the **OK** button to print the report:
   - **Activity Report**
   - **Dial Directory Report**
   - **Group Directory Report**
   - **Pending Jobs Report**

See also:

Using CentreWare IS

To print a fax report:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field.
3. Select the **Support** tab, and then click **Print Fax Reports**. The Print Fax Reports screen appears displaying five report options:
   - **Activity Report**
   - **Dial Directory Report**
   - **Group Directory Report**
   - **Pending Jobs Report**
   - **Protocol Monitor Report**
4. Select the report you want to print, and then click the large button on the bottom of the screen.

Inserting Pauses in Fax Numbers

Some fax numbers require one or more pauses during the dialing sequence.

To insert pauses in a fax number:

1. On the control panel, press the **Fax** button.
2. Select **Fax To**, and then press the **OK** button.
3. When entering a fax number using the alphanumeric keypad, press the **Pause** button to insert a pause (represented by a comma) in the fax number where appropriate.
4. Press the **Start** button to send the fax.

Changing the Pause Setting

To change the pause setting:

1. On the control panel, press the **System** button.
2. Select **Troubleshooting**, and then press the **OK** button.
3. Select **Fax Problems**, and then press the **OK** button.
4. Select **Dial Delay**, and then press the **OK** button.
5. Follow the onscreen prompts to select a new time setting for pause entries, and then press the **OK** button.

Note: The factory default is three seconds.

Changing Default Settings

Select one of the following methods to change the default settings for the system's fax function.

Using the Control Panel

To change default settings:

1. On the control panel, press the **System** button.

2. Select **Job Defaults Setup**, and then press the **OK** button.

3. Select **Fax Defaults Setup**, and then press the **OK** button.

4. Select one of the following options, and then press the **OK** button:

- **Fax Send Setup**: View or change settings for each item listed in the Fax Send Setup menu, and then press the **OK** button.
- **Fax Receive Setup**: View or change settings for each item listed in the Fax Receive Setup menu, and then press the **OK** button.
- **Fax Configuration**: View or change settings for each item listed in the Fax Configuration menu, and then press the **OK** button.

Using CentreWare IS

To change default settings:

1. Launch your web browser.

2. Enter your system's IP address in the browser's **Address** field.

3. Select the **Properties** tab, click to expand the **Fax Settings** folder, and then click **Defaults**.

4. If desired, change the settings in these options for your fax job:

- **Fax Configuration**
- **Fax Send Setup**
- **Fax Receive Setup**

5. When you are finished making changes, click the **Save Changes** button.

Solving Fax Problems

This section includes:

■ Configuring the Modem on page 6-25
■ Printing the Protocol Monitoring Report on page 6-25
■ Resetting Fax Options to the Factory Default on page 6-26

Configuring the Modem

To adjust modem settings:

1. On the control panel, press the **System** button.
2. Select **Troubleshooting**, and then press the **OK** button.
3. Select **Fax Problems**, and then press the **OK** button.
4. Select **Modem Configuration**, and then press the **OK** button.
5. Select one or more of the following options, and then press the **OK** button:
   ■ **Dial Pause**: Sets the duration of each pause entered in a fax number when sending a fax.
   ■ **Dial Delay:** Sets the delay between hearing the dial tone and the sound of the fax number being dialed.
   ■ **Max Compression**: Sets the highest compression method used for both incoming and outgoing faxes.

Printing the Protocol Monitoring Report

The Protocol Monitoring Report provides information about the previous fax job as an aid in determining fax protocol problems.

To print the report:

1. On the control panel, press the **System** button.
2. Select **Troubleshooting**, and then press the **OK** button.
3. Select **Fax Problems**, and then press the **OK** button.
4. Select **Protocol Monitor Report**, and then press the **OK** button to print the report.

Resetting Fax Options to the Factory Default

When you reset fax settings, all settings are returned to factory default values. Any incoming or outgoing faxes are cancelled or deleted.

Note: Speed Dial entries and the Country and Line ID settings are not affected when you select the **Reset Fax** option.

To reset fax options to factory default settings:

1. On the control panel, press the **System** button.
2. Select **Troubleshooting**, and then press the **OK** button.
3. Select **Fax Problems**, and then press the **OK** button.
4. Select **Reset Fax**, and then press the **OK** button.
5. Select **Reset Fax Now**, and then press the **OK** button.

Print Quality

7

This chapter includes:

Controlling the Quality of Your Prints

This chapter includes:

■ Selecting a Print-Quality Mode on page 7-2
■ Adjusting Color on page 7-4

The print-quality mode and color correction directly control the quality of your prints. The print-quality mode and paper type directly control the print speed. You can change these settings in the printer driver or on the control panel.

Note: Driver settings override the control panel settings.

See also:

> *Advanced Features Guide* at www.xerox.com/office/8560MFPsupport or
> www.xerox.com/office/8860MFPsupport

Selecting a Print-Quality Mode

Print-quality modes available with the Phaser 8560MFP/8860MFP printer include:

Print-Quality Mode	Type of Print Job
Fast Color	Fastest full-color mode, useful for many images and previewing your work. Rapidly produces review documents; useful for rush jobs. not recommended for documents containing small text, fine detail, or large areas of bright solid fill.
Standard	General-purpose mode for full-color printing. Produces crisp, bright prints at high speed. Recommended for vibrant, saturated color prints.
Enhanced	Best mode for business presentations. Produces superior text resolution and very smooth light colors. This mode takes longer to process and print than Standard or Fast Color.
High-Resolution/Photo	Highest-quality mode for color prints. Provides the best detail and smoothness for photographic images. Produces highest-quality color prints, with the best text resolution and smoothest light colors. This mode takes longer to process and print than the other modes.

To select the print-quality mode in a supported driver:

Operating System	Steps
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	**1.** Select the **Paper/Output** tab. **2.** Select a print-quality mode.
Mac OS X, version 10.3 and higher	**1.** In the **Print** dialog box**,** select **Image Quality** from the drop-down list. **2.** Select a print-quality mode from the **Print Quality** drop-down list.

Note: If your driver does not display the options listed in the table above, go to the Xerox Drivers and Downloads website to download the latest driver:

- www.xerox.com/office/8560MFPdrivers (Phaser 8560MFP printer)
- www.xerox.com/office/8860MFPdrivers (Phaser 8860MFP printer)

Adjusting Color

The color correction options provide simulations of different color devices. **Automatic** is the default correction for general image processing. See the following table to determine what option you want to use.

Color Correction		Description
Automatic		Applies the best color correction to each graphic element: text, artwork, and photographs.
Office Color	**sRGB Display**	Approximates the colors on a CRT computer display.
	sRGB Vivid	Produces brighter, more saturated colors than sRGB Display.
	LCD Display	Approximates the colors on a LCD computer display.
Press Match	**SWOP Press**	Matches Specifications for Web Offset Publications.
	Euroscale Press	Matches FOGRA glossy paper specification.
	Commercial Press	Approximates U.S. commercial press target.
	SNAP Press	Matches Specifications for Newsprint Advertising Production.
	Japan Color	Matches Japan Color 2001 specification.
	ISO Coated	Matches FOGRA 27L specification.
	ISO Uncoated	Matches FOGRA 29L specification.
None		Applies no color correction. Use with other color management tools, such as ICC (International Color Consortium) profiles, ColorSync, or the PANTONE® Color Chart for your printer.
Black and White		Converts all colors to shades of gray.
User Printer Control Panel Setting		Uses the color correction set in the printer. The color correction can be set using either the control panel or the CentreWare software (if available).

See also:

Online Support Assistant at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport.

To select the color correction in a supported driver:

Operating System	Steps
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	1. Select the **Color Options** tab. 2. Select the desired color correction. Some of the color corrections are grouped under **Office Color** or **Press Match**.
Mac OS X, version 10.3 and higher	1. In the **Print** dialog box**,** select **Image Quality** from the drop-down list. 2. Select the desired color correction from the **Color Correction** drop-down list.

Note: If your driver does not display the options listed in the table above, go to the Xerox Drivers and Downloads website to download the latest driver:

■ www.xerox.com/office/8560MFPdrivers (Phaser 8560MFP printer)
■ www.xerox.com/office/8860MFPdrivers (Phaser 8860MFP printer)

Solving Print-Quality Problems

This section includes:

Smudges or Smears

Problem

Smudges or smears appear on the page.

Solution

To prevent smudges or smears from appearing on the page:

1. Verify that the paper you are using is the correct type for the system and is properly loaded in the tray. For information on support paper types and weights, print the Paper Tips page.
   a. On the control panel, press the **System** button.
   b. Select **Information**, and then press the **OK** button.
   c. Select **Information Pages**, and then press the **OK** button.
   d. Select **Paper Tips Page**, and then press the **OK** button.
2. If the problem continues, run cleaning pages through the system:
   a. On the control panel, press the **System** button.
   b. Select **Troubleshooting**, and then press the **OK** button.
   c. Select **Print Quality Problems**, and then press the **OK** button.
   d. Select **Remove Print Smears**, and then press the **OK** button. The system cleans the ink from the rollers by running several sheets of paper through the system. Repeat Step 2 up to three times if the smears continue to appear.
3. If the problem continues:
   a. Open the door on the side of the system and remove the maintenance kit.
   b. Wipe the plastic wiper blade with a lint-free cloth.
   c. Replace the maintenance kit and close the door.

Note: Smudges or smears may appear if you print on side two of pre-printed paper, but do not select 2nds Side as the paper type. Select the **2nd Side** option on the control panel and in the printer driver.

See also:

Random Light Stripes

Problem

Light stripes appear randomly on the test page when one or more color bars is missing.
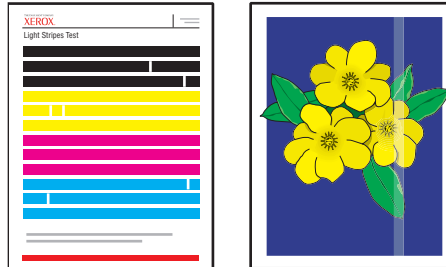
Solution

To prevent random light strips from appear on the page:

1. On the control panel, press the **System** button.
2. Select **Troubleshooting**, and then press the **OK** button.
3. Select **Print Quality Problems**, and then press the **OK** button.
4. Select **Eliminate Light Stripes**, and then press the **OK** button.
   a. Select **Basic**, and then press the **OK** button. Repeat this procedure up to two times to eliminate light stripes.
   b. If the problem continues, select **Advanced**, and then press the **OK** button. Follow the control panel prompts to select the missing jet's color and number. See the Light Stripes Test page to determine the color and jet number.
5. If light stripes continue to appear:
   a. Turn off the system for at least four hours.
   b. Turn on the system and, if necessary, repeat the Basic procedure once.

6. If the problem continues, call your local service provider or Xerox technical support. To continue printing until your system can be serviced, select Jet Substitution Mode to substitute a jet for the malfunctioning jet causing the light stripe.

To select Jet Substitution Mode:

a. On the control panel, press the **System** button.

b. Select **Troubleshooting**, and then press the **OK** button.

c. Select **Print Quality Problems**, and then press the **OK** button.

d. Select **Eliminate Light Stripes**, and then press the **OK** button.

e. Select **Jet Substitution Mode**, and the press the **OK** button.

f. Follow the control panel prompts to select the color and malfunctioning jet number indicated on the Light Stripes Test page.

See also:

Online Support Assistant at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport.

Predominate Light Stripes

Problem

Light stripes appear prominently on the test page when all four color bars are missing.
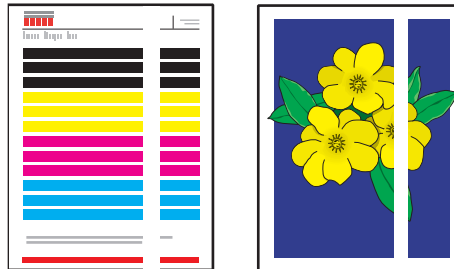
Solution

To prevent predominate light stripes from appear on the page:

1. Open the exit cover:
   a. Remove debris from the paper-exit area.
   b. Raise the lower paper guide and wipe the plastic paper release blade with a lint-free cloth.
2. Close the exit cover.
3. Open the door on the side of the system:
   a. Remove the maintenance kit.
   b. Wipe the plastic wiper blade with a lint-free cloth.
   c. Replace the maintenance kit.
   d. Close the door.
4. If the problem continues, follow the steps for Random Light Stripes.

Transparency Images Are Too Light or Too Dark

Problem

Text or graphics printed on transparencies are either too light or too dark.

Solution

To prevent transparency text or graphics from being too light or too dark:

1. Verify that **Transparency** is select in the software application or in the printer driver.
2. Verify that the tray containing the transparencies is set to print transparencies:
   a. On the control panel, press the **System** button.
   b. Select **Paper Tray Setup**, and then press the **OK** button.
   c. Select **Tray 1 Paper**, **Tray 2 Paper**, **Tray 3 Paper**, or **Tray 4 Paper**, and then press the **OK** button.
   d. Select **Transparency**, and then press the **OK** button.
3. Print the Paper Tips page for more information about transparencies:
   a. On the control panel, press the **System** button.
   b. Select **Information**, and then press the **OK** button.
   c. Select **Information Pages**, and then press the **OK** button.
   d. Select **Paper Tips Page**, and then press the **OK** button.

Note: Use only recommended Xerox transparencies.

See also:

For the Phaser 8560MFP:
Recommended Media List (United States)
Recommended Media List (Europe)

For the Phaser 8860MFP:
Recommended Media List (United States)
Recommended Media List (Europe)

Colors Are Wrong

Problem

The color produced by the system is wrong or differs from the color that it must match.

Solution

See the Online Support Assistant for information about color matching at
www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport.

PANTONE Colors Do Not Match

Problem

The colors printed on the document do not match the Phaser 8560MFP/8860MFP printer PANTONE color chart.

Solution

To match the document colors to the color chart:

■ If the application software allows the user to select a printer PPD file for printing a document, make sure the Phaser 8560MFP/8860MFP printer PPD is selected. The PANTONE colors in the printer are calibrated for the printer's default halftone; overriding the printer's default halftone will change the printer's color reproduction. For more information about software settings for your applications, consult your application's user manual.

■ Turning off other color matching software, such as ColorSync or ICM color matching, when trying to match PANTONE Colors is recommended. Using other color matching software while matching PANTONE Colors can cause unpredictable color output. If you choose to use a Color Management software, set the printer's color correction to none, and do not use the printer specific charts.

■ To match PANTONE spot colors, in the printer driver select **Properties**, click the **Color Options** tab, select **Automatic** color correction, select **Custom** from the drop-down list, and then select the **Spot Colors** tab. For example, print documents using the **None** color correction if the PANTONE Color chart was printed using **None** (the recommended setting). Also verify that the color's CMYK values match the CMYK values on the chart.

■ The printed PANTONE charts can fade over time or when exposed to sunlight. Check the color charts you printed against the PANTONE Color swatch book available from PANTONE, Inc. You may need to re-print the chart, especially if it has been exposed to light for some time. Storing the charts in a dark place helps preserve the color.

■ Print a test page from your control panel to check the colors. If your printer has media that is out of specification, or other supplies that are at the end of useful life, color adjustments may not be able to get the printer to match PANTONE Colors.

See also:

Advanced Features Guide at www.xerox.com/office/8560MFPsupport or
www.xerox.com/office/8860MFPsupport

Maintenance

8

This chapter includes:

See also:

Maintenance video tutorials at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport

Replacing supplies video tutorials at www.xerox.com/office/8560MFPsupport or www.xerox.com/office/8860MFPsupport

Maintenance and Cleaning

This section includes:

■ Routine Maintenance on page 8-2
■ Cleaning the Paper Release Blade on page 8-11
■ Cleaning the Maintenance Kit Wiper Blade on page 8-15
■ Cleaning the Outside of the Printer on page 8-18
■ Cleaning the Document Glass and Document Feeder on page 8-18

See also:
    User Safety on page A-1

Routine Maintenance

Your system needs little maintenance to keep it producing quality prints. Add ink, empty the waste tray, and replace the maintenance kit when needed to keep your printer functioning properly.

Adding Ink

You can load ink any time the system is idle, or when the control panel displays the **Ink low** or **Ink out** message.

■ Keep ink in its packaging until you are ready to use it.
■ Identify ink by number and shape, not color.
■ To avoid ink jams, never insert broken ink sticks into the ink-loading bins.

To load ink:

1. Lift the control panel.

8860mfp-052
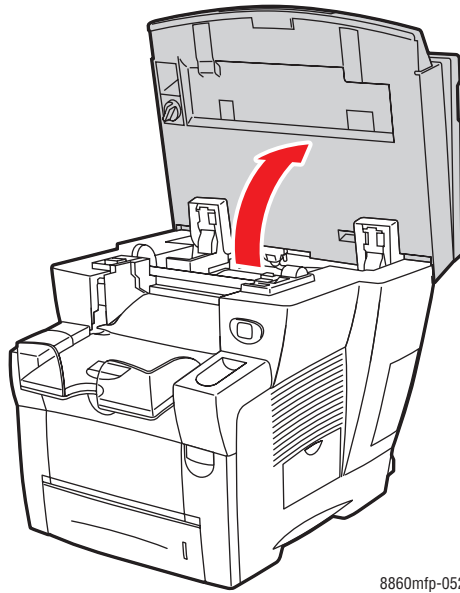
2. Open the ink cover.

8860mfp-053
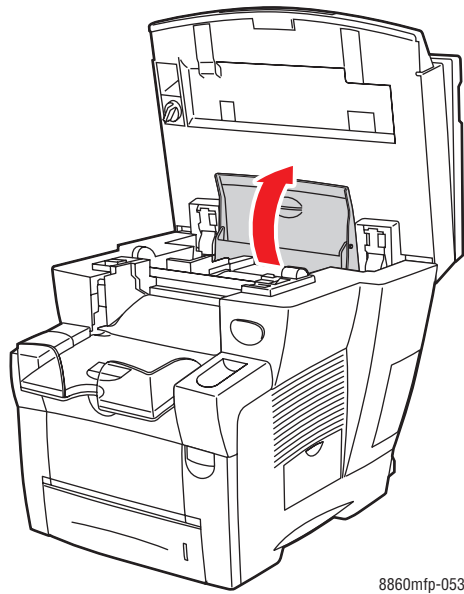
3. Locate the ink-loading bin that is low. A label above each bin indicates the ink stick color and shape for that bin.

4. Remove the ink stick from its packaging, and then insert the ink stick into the opening of the appropriate ink-loading bin. Do not force the ink stick into the ink-loading bin. Each ink stick is uniquely shaped to fit into the correct ink-loading bin.

8860mfp-107
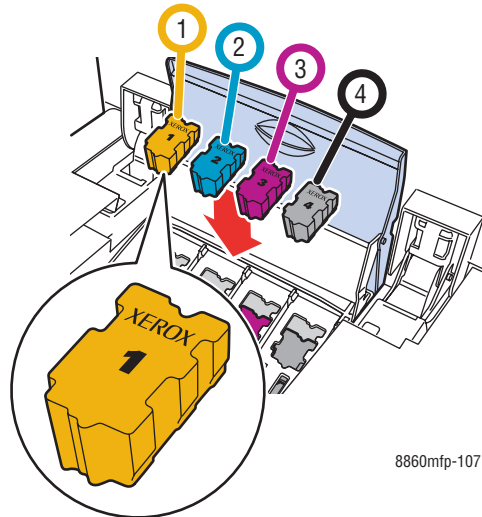
5. Close the ink cover.

6. Close the control panel. **Warming Up** is displayed on the control panel until the system is ready for printing.

Note: To minimize ink waste and optimize performance, leave the system on at all times.

To order ink, contact your local reseller or go to the Xerox Supplies website for your printer:

■ www.xerox.com/office/8560MFPsupplies (Phaser 8560MFP printer)
■ www.xerox.com/office/8860MFPsupplies (Phaser 8860MFP printer)

Caution: Use of ink other than Genuine Xerox Phaser 8560MFP/8860MFP Solid Ink may affect print quality and system reliability. It is the only ink designed and manufactured under strict quality controls by Xerox for specific use with this system.

Emptying the Waste Tray

Empty the waste tray when the control panel displays a message stating that the waste tray is full.

> **Warning:** The system's interior may be hot. Do not touch the hot surfaces!

To empty the waste tray:

1. Open the side door.
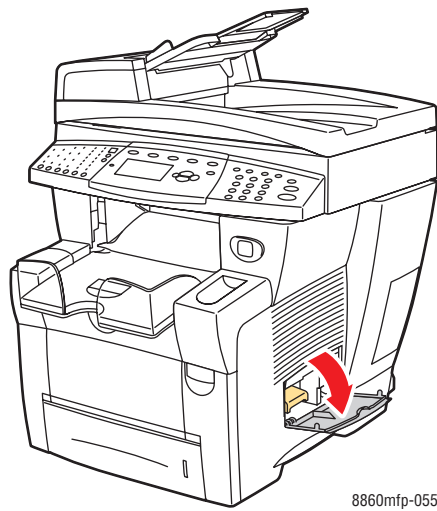
8860mfp-055

2. Pull the waste tray (labeled **B**) completely out of the system.

> **Warning:** The waste tray may be hot; handle it carefully.
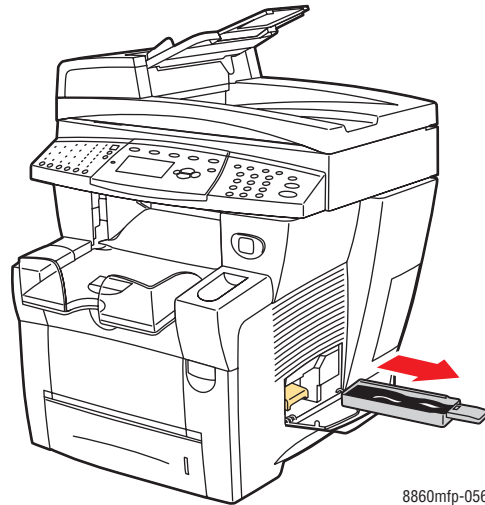
8860mfp-056

> **Note:** The waste tray may be locked if the system is in a warm-up cycle or if the ink is cooling following the **Eliminate Light Stripes** troubleshooting routine. If the tray is locked, close the door and wait 15 minutes before repeating Steps 1 and 2.

3. Empty the waste tray in a waste container. The ink is non-toxic and can be discarded as normal office waste.
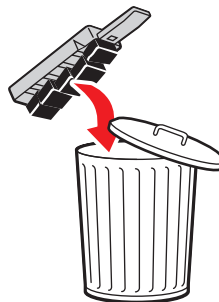
8860mfp-057

> **Note:** The waste tray must be out of the system for more than five seconds or you will continue to receive a **Waste Tray Full** message on the control panel.

4. Insert the waste tray into the system and push it completely into the waste tray slot.

8860mfp-058

5. Close the side door.

8860mfp-059
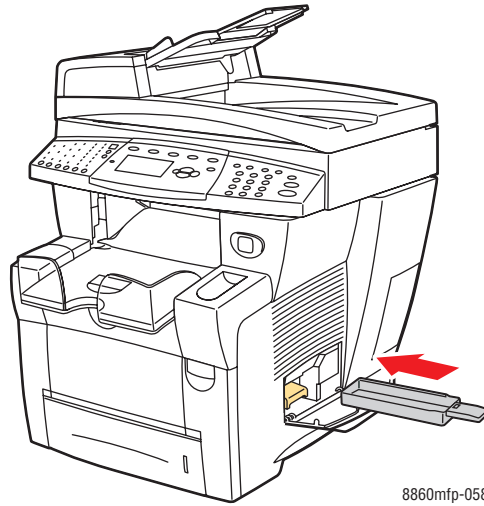
Caution: Do not attempt to reuse the waste ink in the system; it can damage the system. This damage is not covered under the system warranty.

Replacing the Maintenance Kit

The maintenance kit contains a maintenance roller that keeps the surface of the imaging drum clean and oiled.

Order a new maintenance kit when the control panel displays a message that the maintenance kit is low. Replace it when the control panel prompts you to replace the maintenance kit. To order a replacement maintenance kit, contact your local reseller or go to the Xerox Supplies website for your printer:

■ www.xerox.com/office/8560MFPsupplies (Phaser 8560MFP printer)
■ www.xerox.com/office/8860MFPsupplies (Phaser 8860MFP printer)

To replace the maintenance kit:

1. Open the side door on the system.
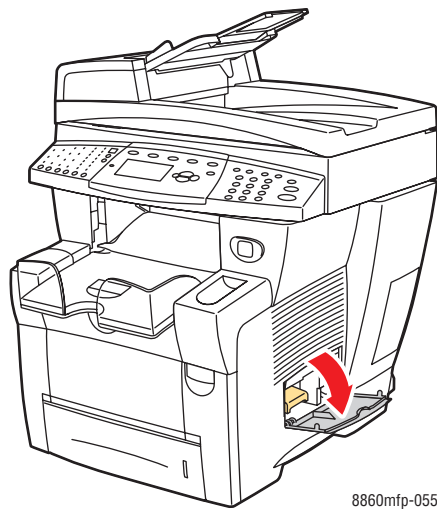
8860mfp-055

Warning: The system's interior may be hot. Do not touch the hot surfaces!

2. Remove the maintenance kit (labeled **A**) from the maintenance kit slot.

8860mfp-060
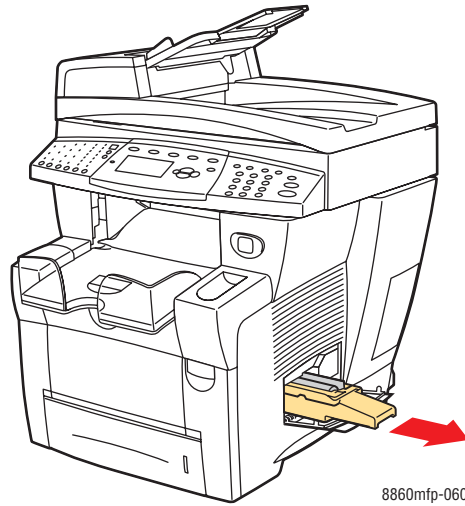
3. Insert the replacement maintenance kit and push it completely into the maintenance kit slot. Follow the illustrated instructions included with the maintenance kit for full installation and disposal information.

8860mfp-061
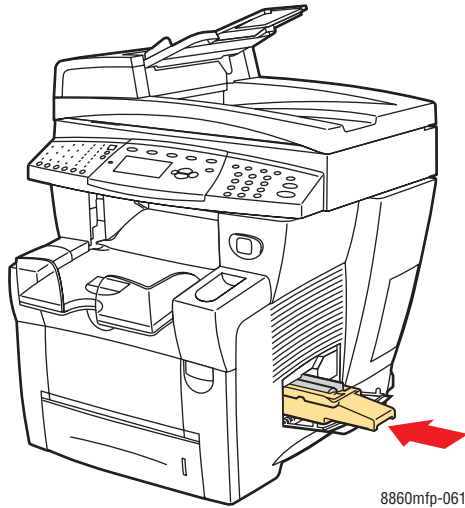
4. Close the side door.

8860mfp-059

Cleaning the Paper Release Blade

To clean the paper release blade:

1. Lift the control panel.

8860mfp-052

2. Remove paper from the output tray.

8860mfp-076

3. Open the exit cover.

8860mfp-077
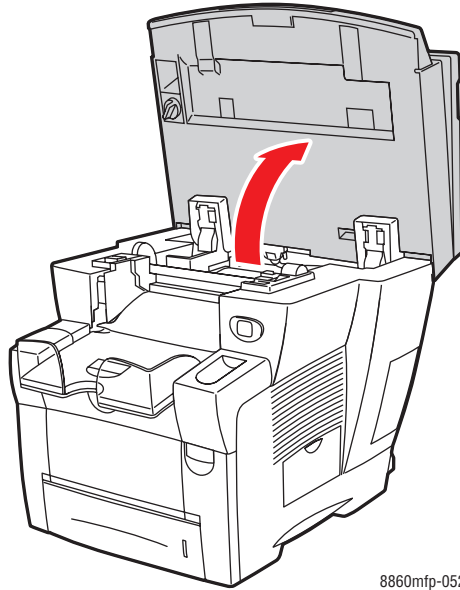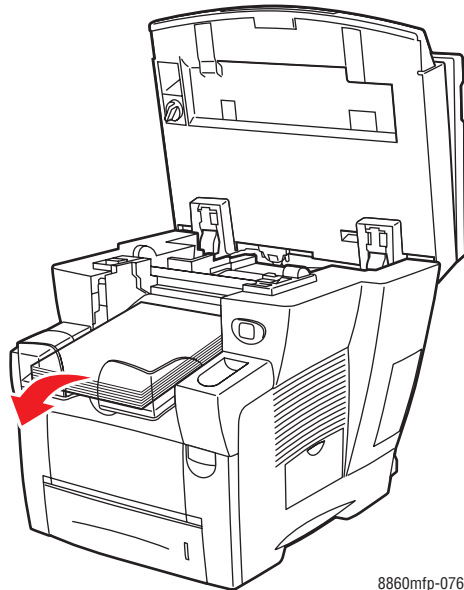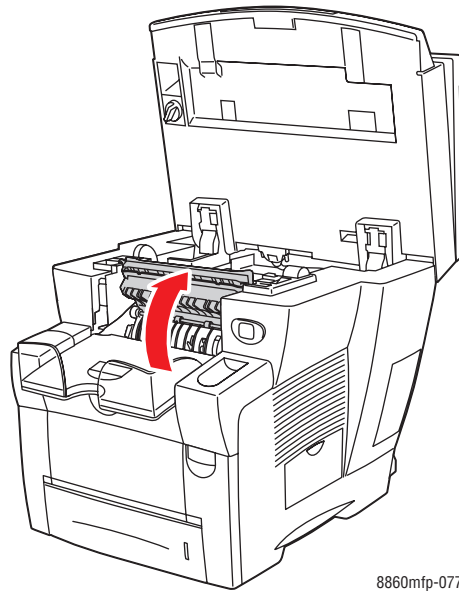
4. Lift the lower paper guide toward the front of the system.

8860mfp-079
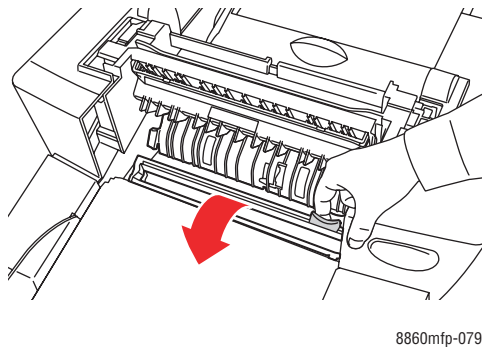
5. Wipe the plastic paper release blade on the paper guide with a pre-soaked alcohol cloth (using 90 percent isopropyl alcohol).

8860mfp-062
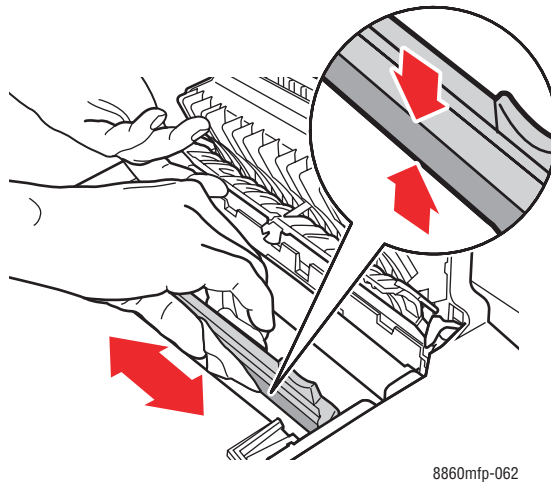
6. Return the paper guide to its original position.

8860mfp-063

7. Close the exit cover.

8860mfp-081

8. Close the control panel.

8860mfp-082
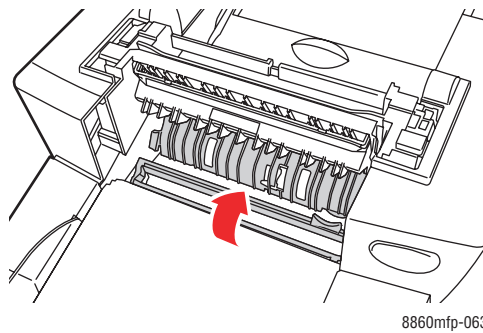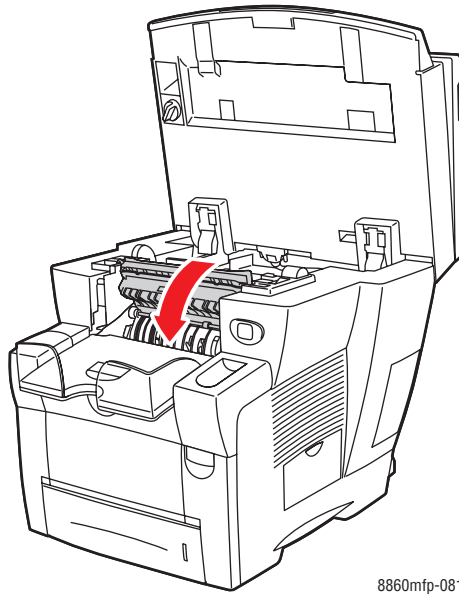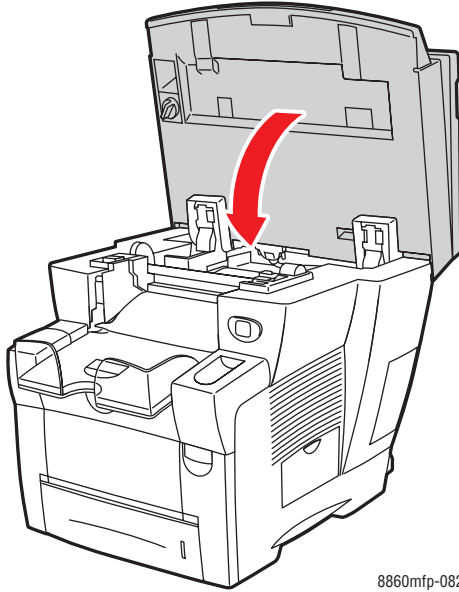
Cleaning the Maintenance Kit Wiper Blade

The maintenance kit contains a wiper blade that removes excess ink. To clean the maintenance kit wiper blade:

1. Open the side door on the system.

8860mfp-055

2. Remove the maintenance kit (labeled **A**) from the maintenance kit slot.
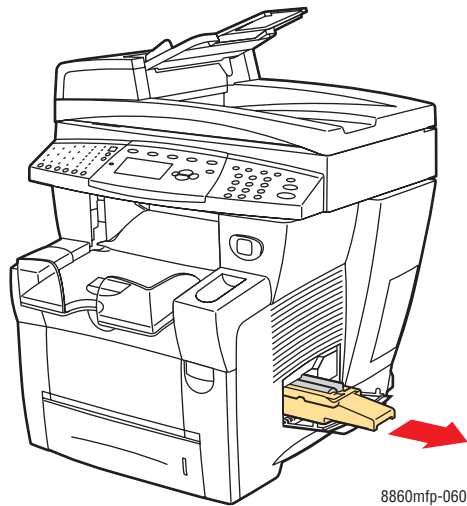
8860mfp-060

3. Use a lint-free cloth to clean the top and upper edges of the flexible plastic wiper blade located next to the roller.
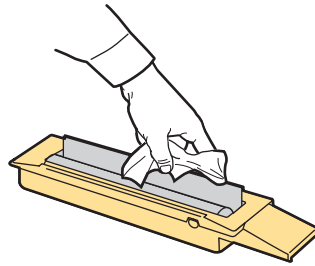
8860mfp-064

4. Insert the maintenance kit and push it completely into the maintenance kit slot.
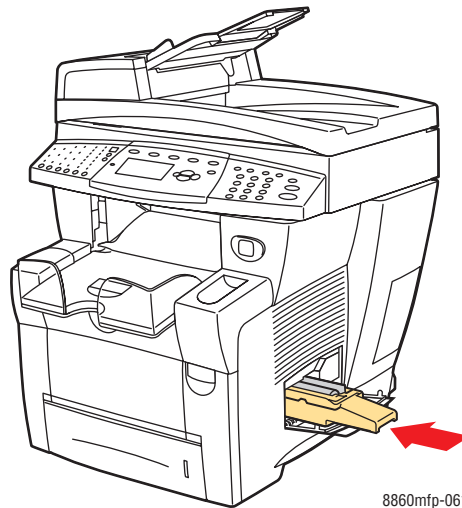
8860mfp-061

5. Close the side door.

8860mfp-059

Cleaning the Outside of the Printer

To remove stains, clean the outside of the system using a soft, damp, cloth moistened with a mild neutral detergent. Do not spray detergent directly onto the system.

Warning: To prevent electric shock, turn the system off and unplug the power cord from the electrical outlet before cleaning the system.

Cleaning the Document Glass and Document Feeder

Periodically clean the document glass and document feeder to remove debris or paper residue which may affect the quality of your copies and scanned images.

Document Glass

To clean the document glass:

1. Lift the document feeder.

8860mfp-093
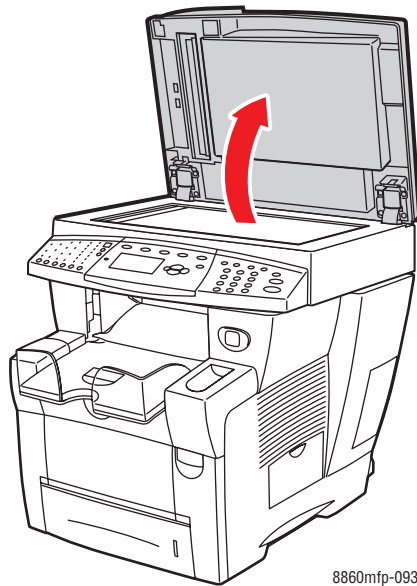
2. Moisten a soft cloth or cotton swab with alcohol (90 percent isopropyl alcohol).

3. Wipe the document glass with the cloth or cotton swab.

8860mfp-065
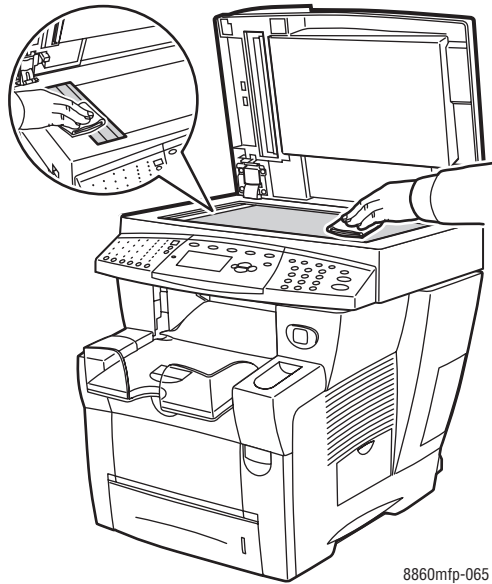
4. Close the document feeder.

8860mfp-095
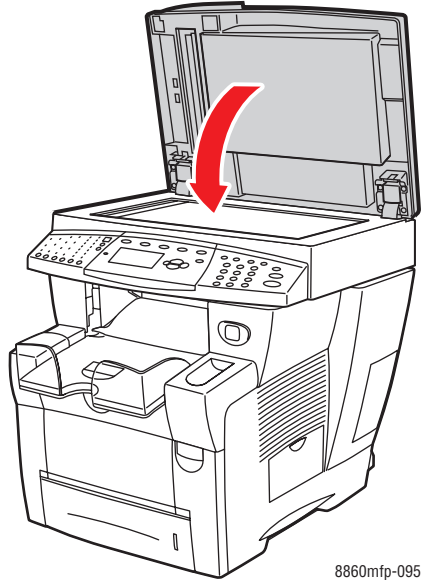
Document Feeder

To clean the document feeder:

1. Open the jam access door on the document feeder.

8860mfp-090
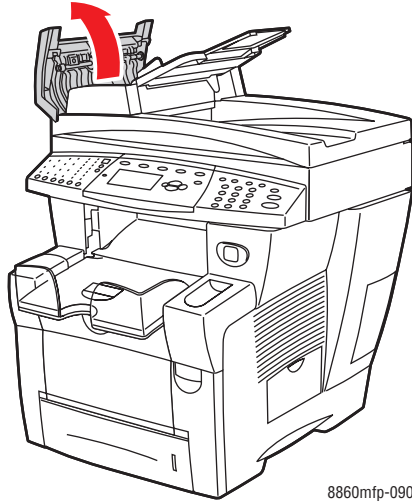
2. Moisten a soft cloth or cotton swab with alcohol (90 percent isopropyl alcohol).
3. Wipe the feeding roller and inside the document feeder with the cloth or cotton swab.
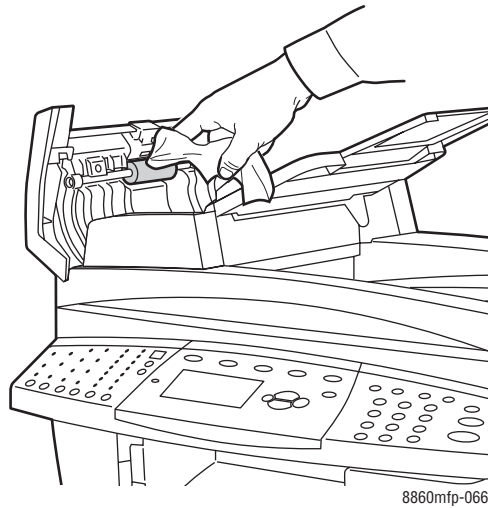
8860mfp-066

4. Close the jam access door.

8860mfp-092
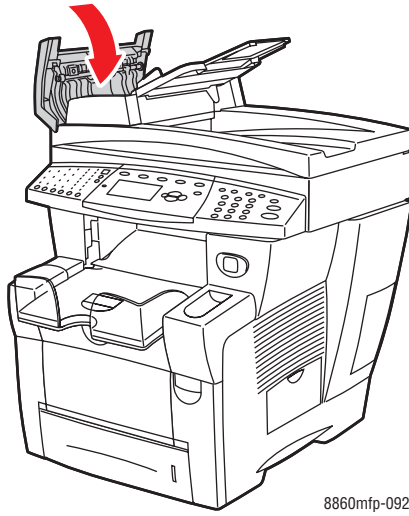
5. Lift the document feeder.
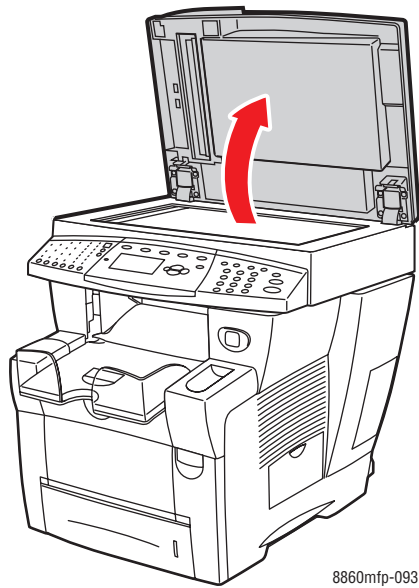
8860mfp-093

6. Wipe the underside of the document feeder with the cloth or cotton swab.
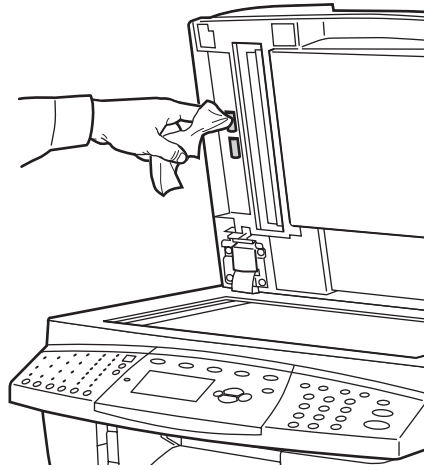
8860mfp-067

7. Close the document feeder.
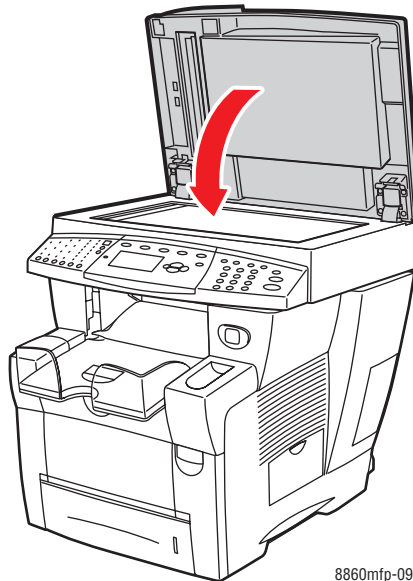
8860mfp-095

Ordering Supplies

This section includes:

- Consumables on page 8-23
- Routine Maintenance Items on page 8-24
- When to Order Supplies on page 8-24
- Recycling Supplies on page 8-24

Certain consumables and routine maintenance items need to be ordered occasionally. Each item includes installation instructions in the package.

Consumables

Solid ink is the only consumable for Phaser 8560MFP/8860MFP printers:

- **Phaser 8560MFP products**: Genuine Xerox Phaser 8560MFP Solid Ink (Cyan, Magenta, Yellow, and Black)
- **Phaser 8860MFP printers**: Genuine Xerox Phaser 8860MFP Solid Ink (Cyan, Magenta, Yellow, and Black)

Note: When ordering ink from your local reseller or from the Xerox Supplies website at www.xerox.com/office/8560MFPsupplies or www.xerox.com/office/8860MFPsupplies, be sure to order the correct ink for your system. Ink shapes differ for both products. Ink used with Phaser 8560MFP products cannot be used with Phaser 8860MFP printers.

Caution: Use of ink other than Genuine Xerox Phaser 8560MFP/8860MFP Solid Ink may affect print quality and system reliability. It is the only ink designed and manufactured under strict quality controls by Xerox for specific use with this system.

To save ink, leave the system turned on. For more information about minimizing ink usage, go to the Xerox Support website for your printer:

- www.xerox.com/office/8560MFPsupplies (Phaser 8560MFP printer)
- www.xerox.com/office/8860MFPsupplies (Phaser 8860MFP printer)

See also:
Adding Ink on page 8-2

Routine Maintenance Items

Routine maintenance items are printer parts that have a limited life and require periodic replacement. Replacements may be parts or kits. Routine maintenance items are typically customer replaceable.

The maintenance kit is the only routine maintenance item for the Phaser 8560MFP/8860MFP printer. To order a replacement maintenance kit, contact your local reseller or go to the Xerox Supplies website for your printer:

■   www.xerox.com/office/8560MFPsupplies (Phaser 8560MFP printer)
■   www.xerox.com/office/8860MFPsupplies (Phaser 8860MFP printer)

To view information about the remaining life of the maintenance kit:

1.   On the control panel, press the **System** button.
2.   Select **Information**, and then press the **OK** button.
3.   Select **Supplies Info**, and then press the **OK** button.
4.   Select **Maintenance Kit Life**, and then press the **OK** button.

See also:
   Replacing the Maintenance Kit on page 8-8

When to Order Supplies

The control panel displays a warning when the supply nears its replacement time. Verify that you have replacements on hand. It is important to order these supplies when the messages first appear to avoid interruptions to your printing. The control panel displays an error message when the supply must be replaced.

To order supplies, contact your local reseller or go to the Xerox Supplies website:

■   www.xerox.com/office/8560MFPsupplies (Phaser 8560MFP printer)
■   www.xerox.com/office/8860MFPsupplies (Phaser 8860MFP printer)

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this system. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Recycling Supplies

For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Moving and Repacking the Printer

This section includes:

Caution: Parts of the system are hot. To avoid personal injury or damage to the system, allow the ink to solidify. Run the **Shutdown for Moving System** procedure on the control panel to cool the system quickly.

Precautions for Moving the Printer

To view precautions and guidelines for safely moving your system, see User Safety on page A-1 in this user guide.

Moving the Printer Within the Office

To move the system within the office:

1. Close the system's door and covers.

2. Press the power switch located under the interface cover on the side of the system.
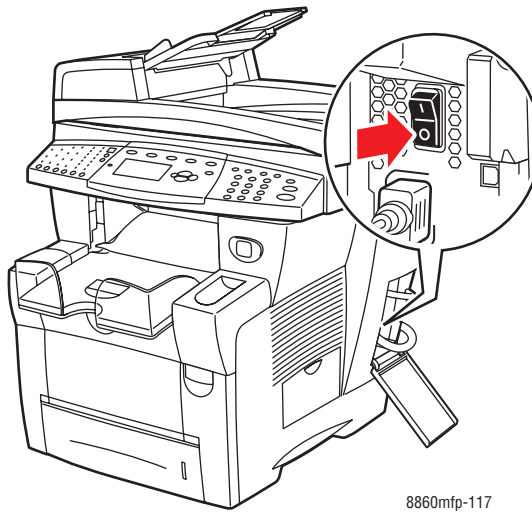
8860mfp-117

3. Within 10 seconds after turning off the system, select **Shutdown for Moving System** on the control panel.

Note: If you receive a **Power Down Error-Head not Parked** message at the control panel, the system is not ready to be moved. If the printhead is not locked, the system can be damaged during shipment.

4. Wait for the system to complete the cool-down period for the ink to solidify. The fan shuts down when it is cool enough to move the system.

> **Caution:** If you turn off the system but do not select **Shutdown for Moving System** on the control panel, the fan does not run, so you must wait longer for the ink to solidify. Wait at least **30 minutes** for the system to cool completely before moving or packing it.

5. Unplug the system after the cool-down cycle is complete.
6. Use the hand holds on each side of the system to lift it.
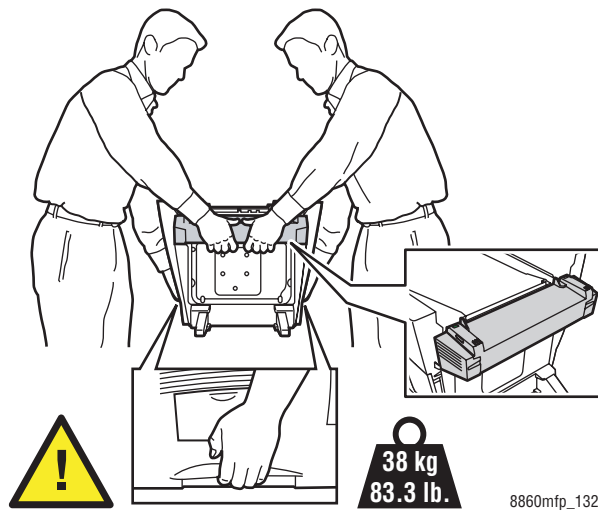
> **Caution:** If the system has an optional Tray 3 or 4, lift the system off the trays.

Preparing the Printer for Shipment

Before shipping the system:

1. Remove the maintenance kit and waste tray. See Removing the Maintenance Kit and Waste Tray on page 8-28.
2. Turn off the system. See Turning Off the Printer on page 8-30.
3. Remove the document feeder and scanner. See Removing the Document Feeder and Scanner on page 8-32.
4. Pack the system. See Packing the Printer on page 8-34.

Repack the system using the original packing material and boxes or a Xerox repackaging kit. Additional instructions for repacking the system are provided in the repackaging kit. If you do not have all the original packaging, or are unable to repackage the system, contact your local Xerox service representative.

Caution: Damage to the system resulting from improper moving or failure to repackage the system properly for shipment, is not covered by the warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Removing the Maintenance Kit and Waste Tray

Before turning off the system, remove the maintenance kit and waste tray.

1. Open the side door on the system.

8860mfp-055

2. Remove the maintenance kit (labeled **A**) and place it in a plastic bag for storage.

8860mfp-060
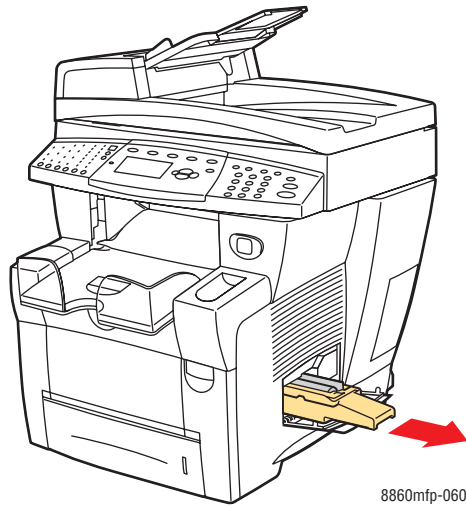
3. Remove the waste tray (labeled **B**) from the waste tray slot.

8860mfp-056
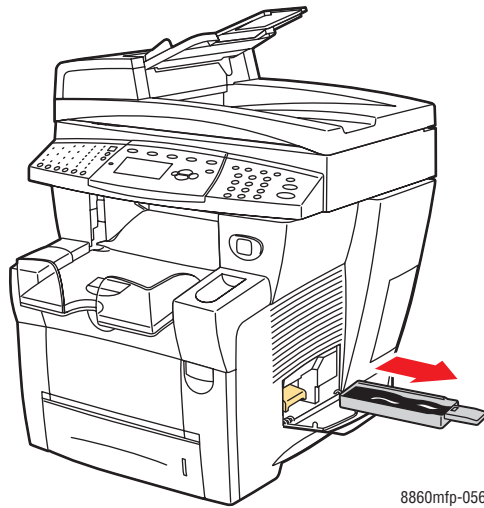
Warning: The waste tray may be hot; handle it carefully.

4. Empty the waste, and then place the tray in a plastic bag for storage.

8860mfp-057
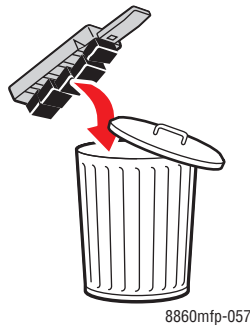
Caution: Shipping the system with the maintenance kit and waste tray installed can damage the system.

5. Close the system's door and covers.

Turning Off the Printer

To turn off the system:

1. Press the power switch located under the interface cover on the side of the system.

8860mfp-117
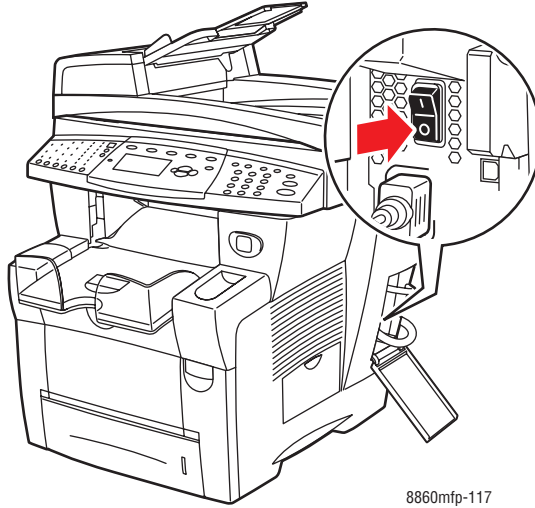
2. Within **10 seconds** after turning off the system, select **Shutdown for Moving System** on the control panel.

> **Caution:** If you receive a **Power Down Error-Head not Parked** message at the control panel, the system is not ready to be moved. If the printhead is not locked, the system can be damaged during shipment.

3. Turn the scanhead transportation lock clockwise to lock the scanhead.

Caution: Scanhead damage can occur if the lock is not fully tightened.
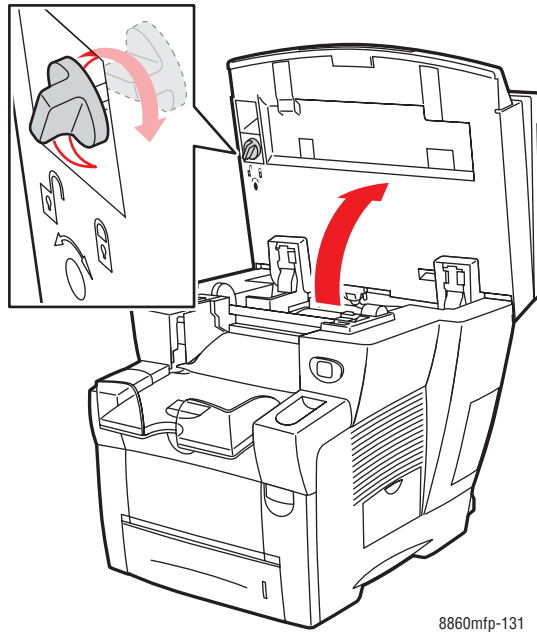
8860mfp-131

4. Wait for the system to complete the cool-down period for the ink to solidify. The fan shuts down when it is cool enough to move the system.

Caution: If you turn off the system but do not select **Shutdown for Moving System** on the control panel, the fan does not run, so you must wait longer for the ink to solidify. Wait at least **30 minutes** for the system to cool completely before moving or packing it.

5. Unplug the system after the cool-down cycle is complete.

Removing the Document Feeder and Scanner

1. Remove the document feeder and scanner, pack them separately from the rest of the system.

2. Disconnect the cable between the document feeder and the scanner.

3. Lift the document feeder.

8860mfp-093
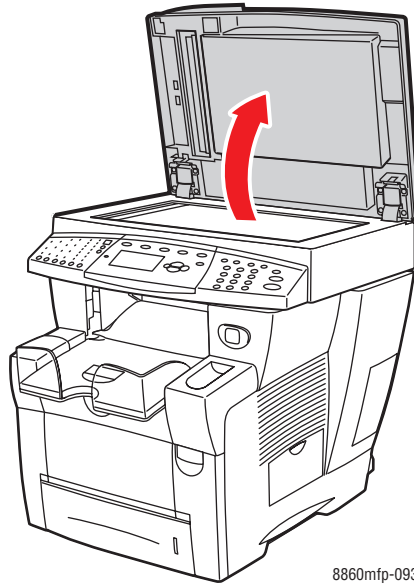
a. Pinch the hinges, and then lift the document feeder away from the document glass.
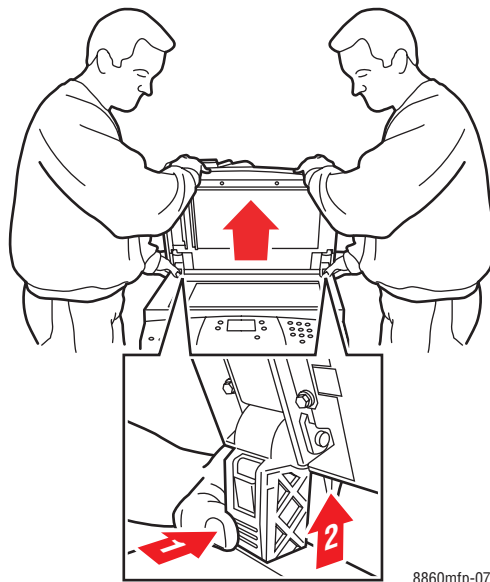
8860mfp-071

b. Disconnect the cable between the scanner and the rest of the system.

c. Using a pen, slide both the scanner latches to the unlocked position, and then slide the scanner back and lift it away from the system.
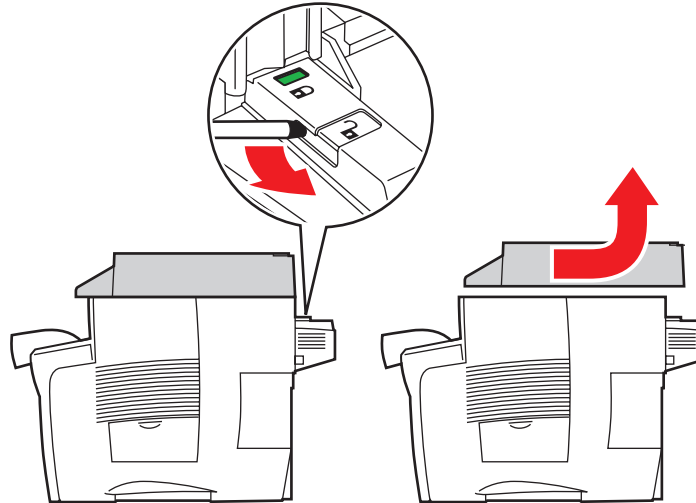
8860mfp-072

d. Pack the scanner separately from the rest of the system.

4. Fold the stabilizers in toward the system.
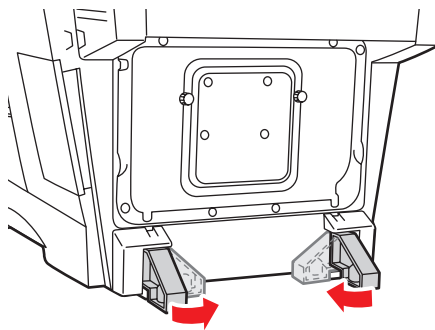
8860mfp-073

5. Use the hand holds on each side of the system to lift it.

8860mfp_132
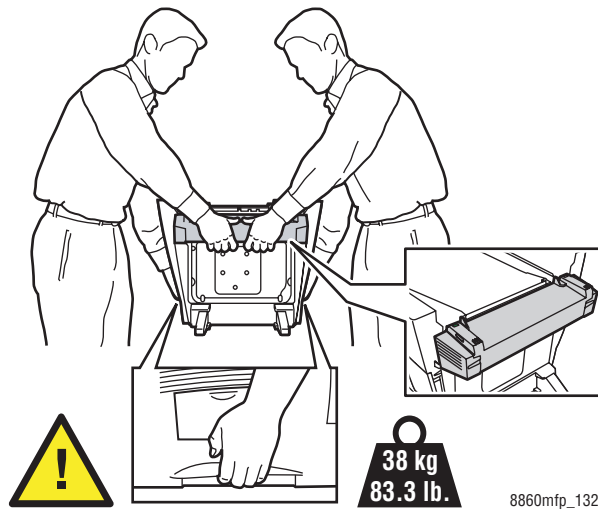
Caution: If the system has an optional Tray 3 or 4, lift the system off the trays.

Packing the Printer

Repack the system using the original packing material and boxes or a Xerox repackaging kit. Additional instructions for repacking the system are provided in the repackaging kit. If you do not have all the original packaging, or are unable to repackage the system, contact your local Xerox service representative.

Caution: Damage to the system resulting from improper moving or failure to repackage the system properly for shipment, is not covered by the warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Troubleshooting

9

This chapter includes:

- [Clearing Paper Jams](#) on page 9-2
- [Getting Help](#) on page 9-27

See also:

Troubleshooting video tutorials at [www.xerox.com/office/8560MFPsupport](#) or [www.xerox.com/office/8860MFPsupport](#)

[Print Quality](#) on page 7-1

Clearing Paper Jams

This section includes:

See also:

Jam at Exit Cover

To clear a jam at the exit cover:

1. Lift the control panel.

8860mfp-075

2. Remove paper from the output tray.
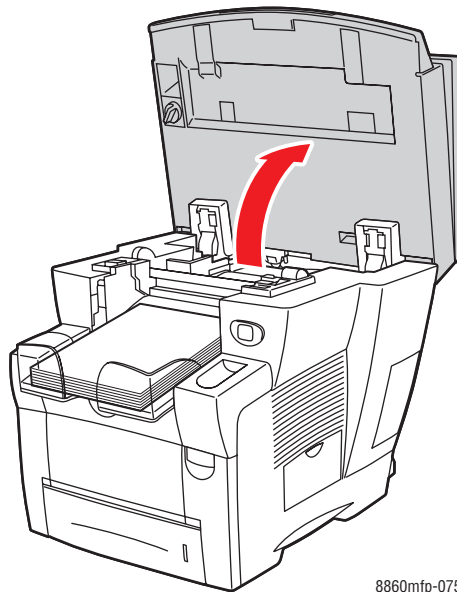
8860mfp-076
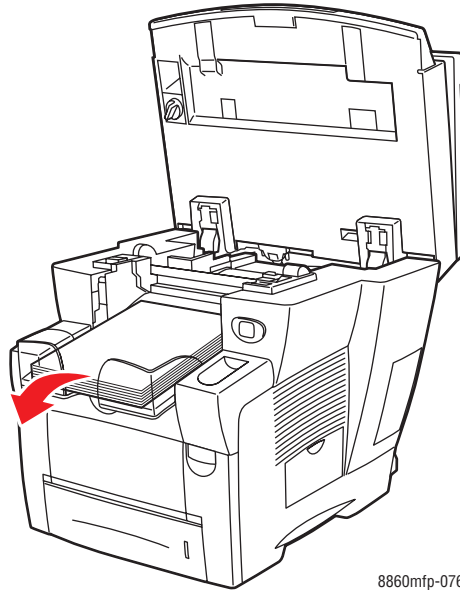
3. Open the exit cover.
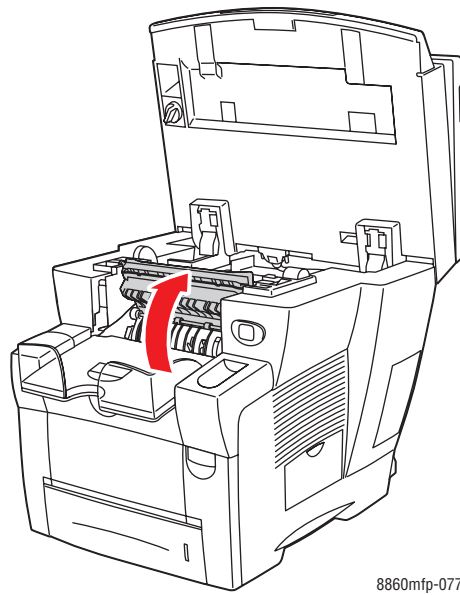
8860mfp-077

4. Pull the jammed paper slowly out of the system. Confirm that all paper fragments are removed.
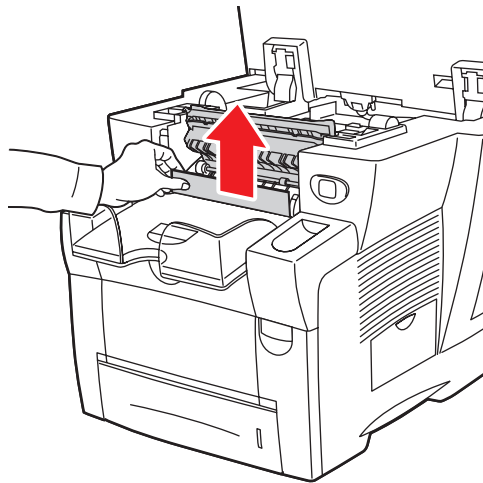
8860mfp-078

5. If you did not find paper in Step 4, lift the paper guides.
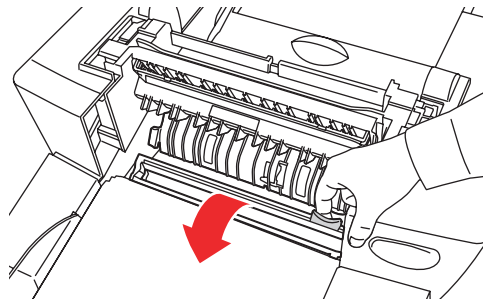
8860mfp-079

6. Remove any jammed paper.
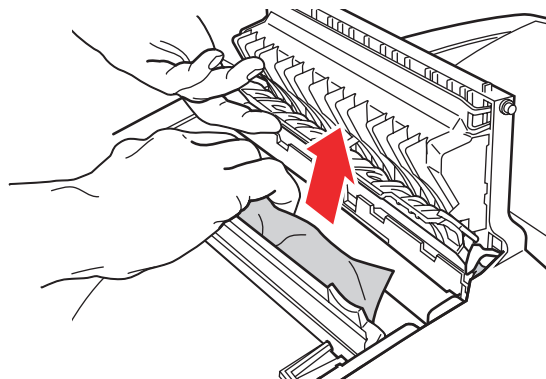
8860mfp-080

7. Close the exit cover.

8860mfp-081

8. Close the control panel.

8860mfp-082
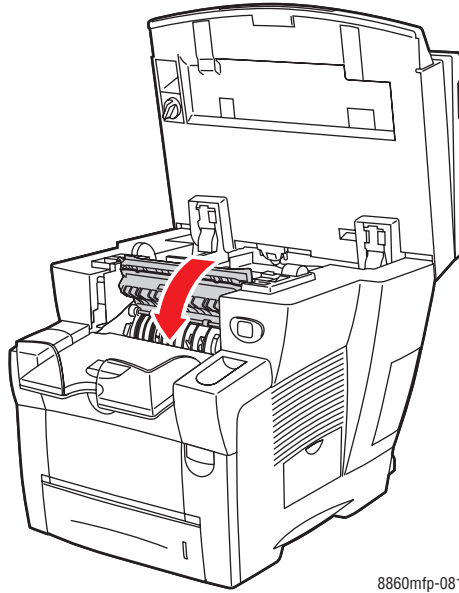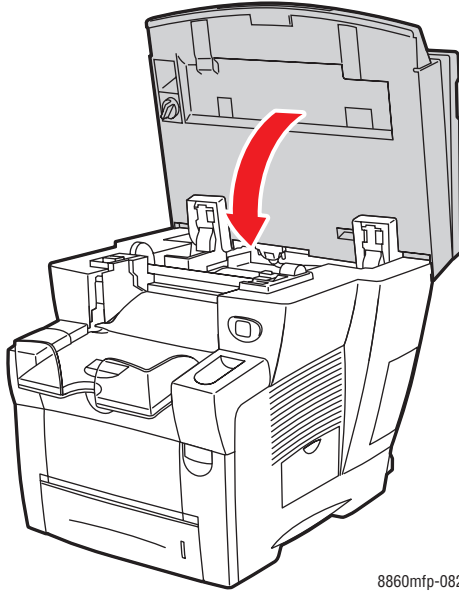
9. If you did not find paper in the previous steps, follow these steps.

    a. Pull up the latch on the front of the system to open the front cover.
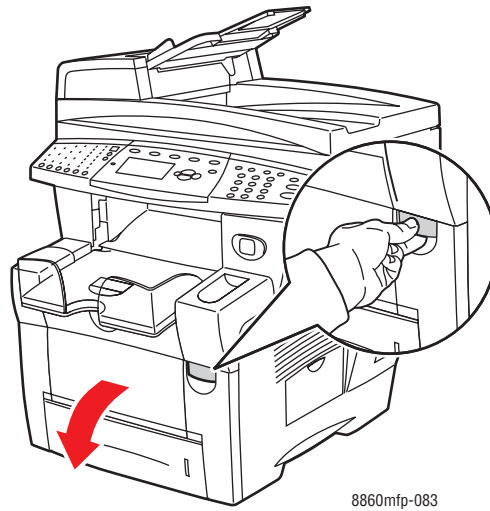
8860mfp-083

    b. Pull the jammed paper slowly out of the system. Confirm that all paper fragments are removed.

8860mfp-084
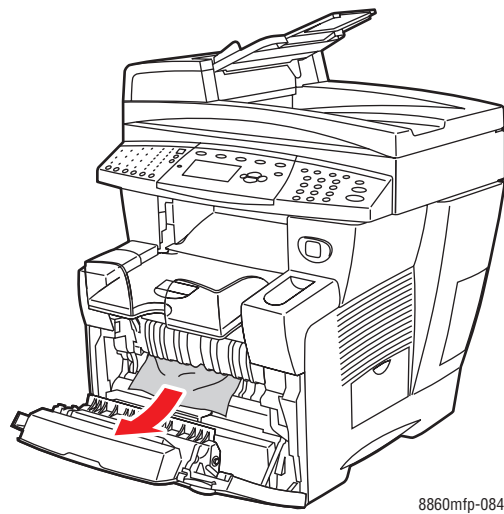
c. Close the front cover.

8860mfp-085
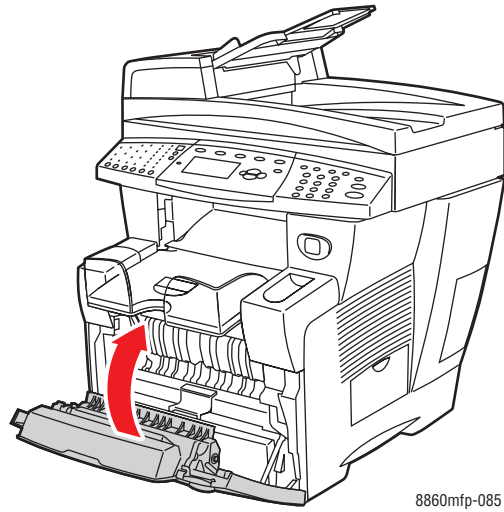
Jam at Exit Path

To clear a jam at the exit path:

1. Lift the control panel.
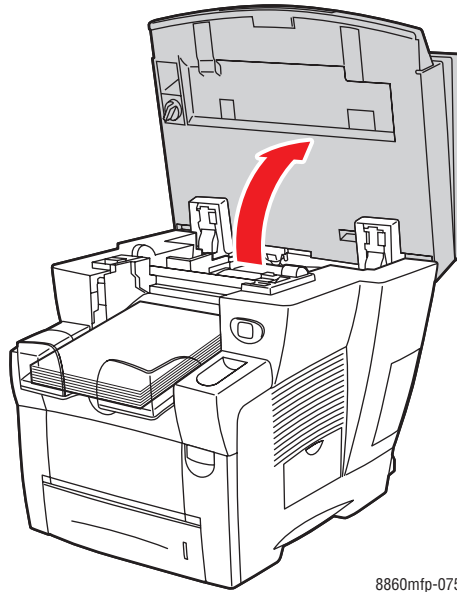
8860mfp-075

2. Pull the jammed paper slowly out of the system. Confirm that all paper fragments are removed.

8860mfp-086
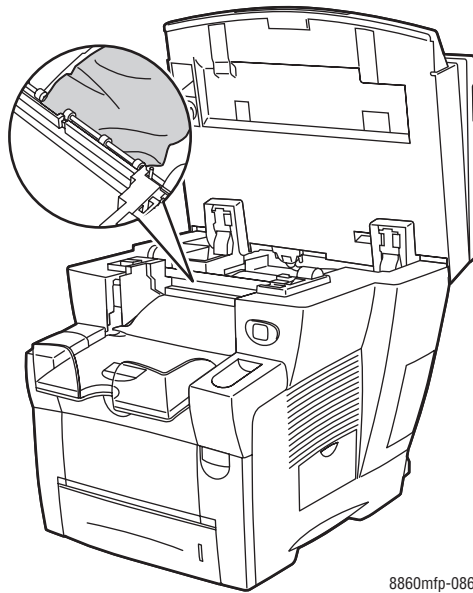
3. Remove paper from the output tray.

8860mfp-076
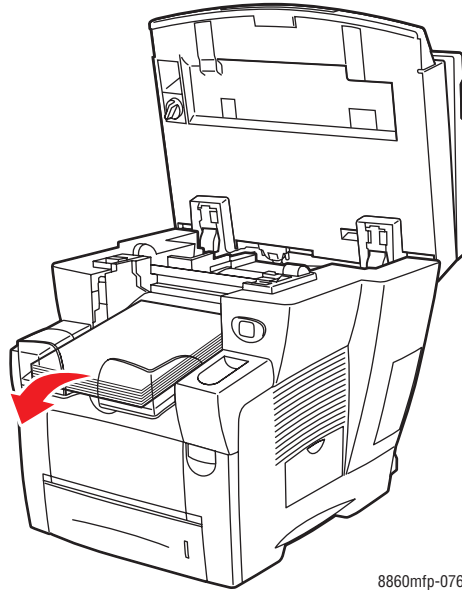
4. Close the control panel.

8860mfp-082
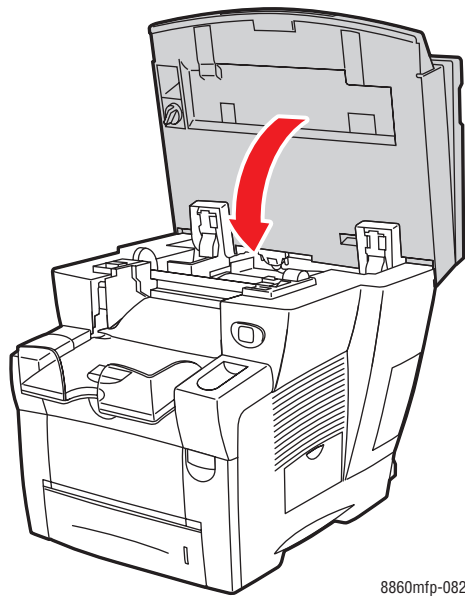
5. Adjust the output tray for short or long paper.
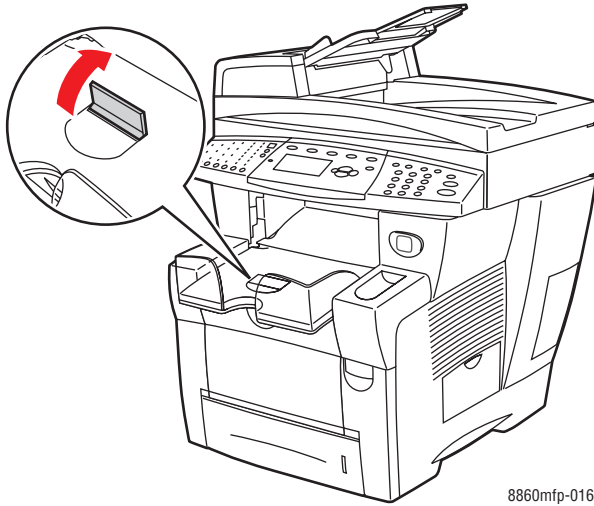
For media shorter than 190 mm (7.5 in.), flip up the paper stop.
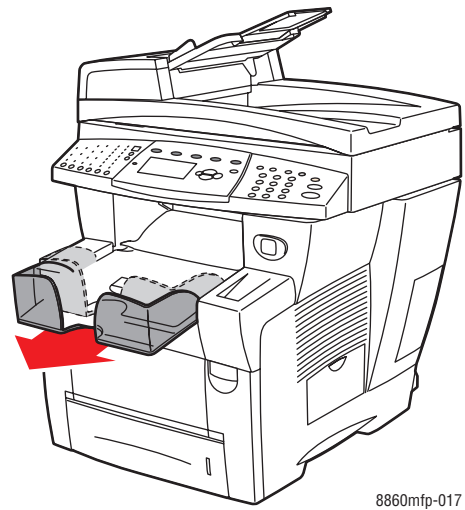
For media longer than 297 mm (11.7 in.), extend the output tray.

Jam at Front Cover

To clear a jam at the front cover:

1. Pull up the latch on the front of the system to open the front cover.
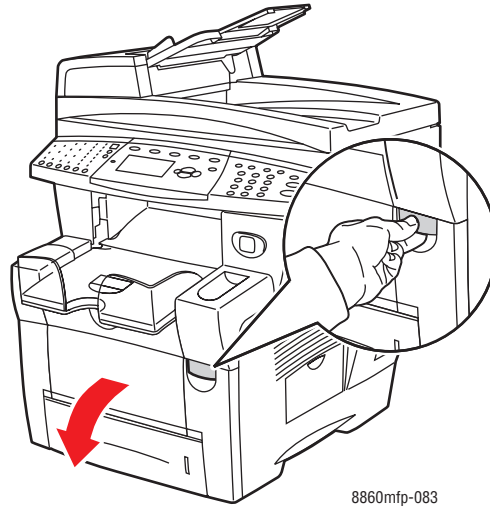
8860mfp-083

2. Pull the jammed paper slowly out of the system. Confirm that all paper fragments are removed.

8860mfp-084
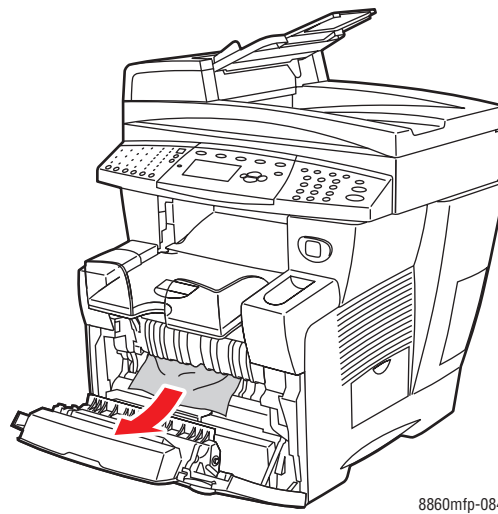
3. Close the front cover.
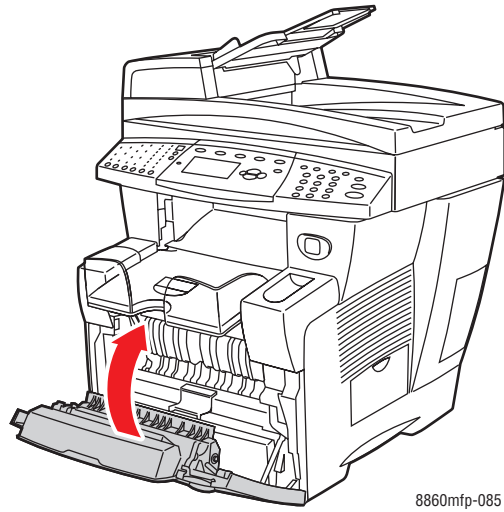
8860mfp-085

4. If you did not find paper in Step 2, follow these steps:

   a. Lift the control panel.
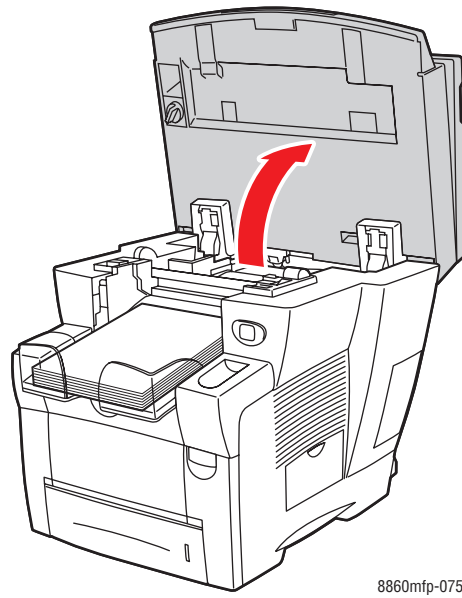
8860mfp-075

b. Open the exit cover.
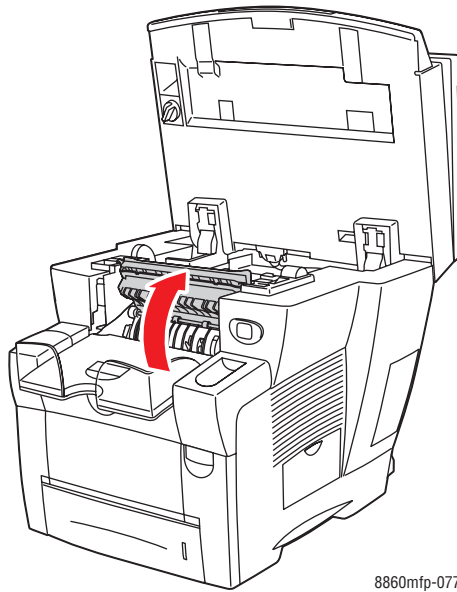
8860mfp-077

c. Pull the jammed paper slowly out of the system. Confirm that all paper fragments are removed.
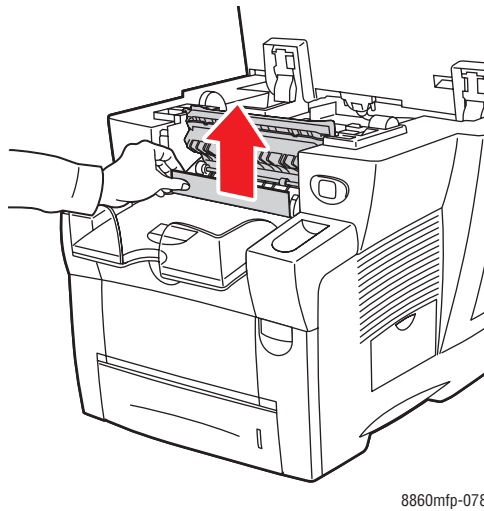
8860mfp-078

d. Lift the paper guides.
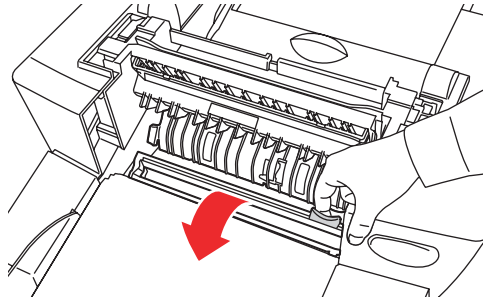
8860mfp-079

e. Remove jammed paper.
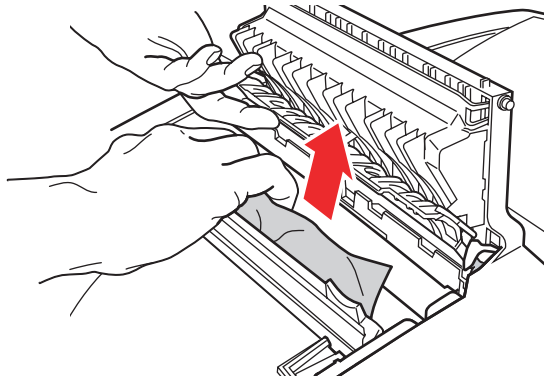
8860mfp-080

f. Close the exit cover.
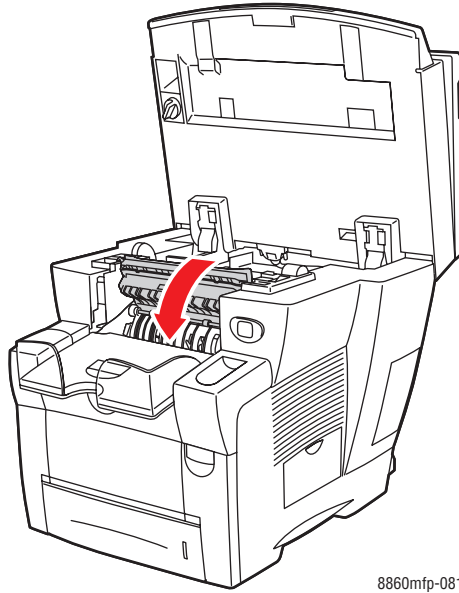
8860mfp-081

g. Close the control panel.
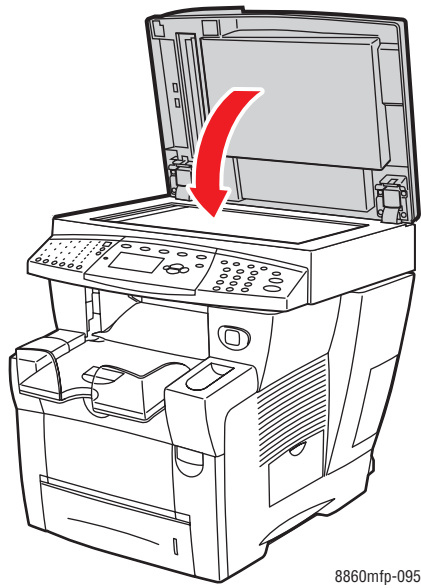
8860mfp-095

5. If you did not find jammed paper in the previous steps, follow these steps.

    a. Pull all the trays completely out of the system and removed jammed paper.
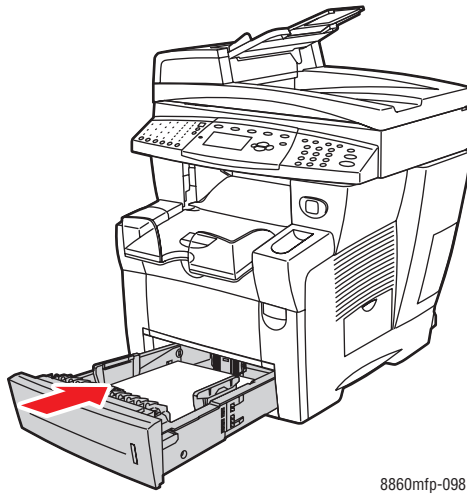
8860mfp-098

    b. Pull the jammed paper slowly out of the system. Confirm that all paper fragments are removed.
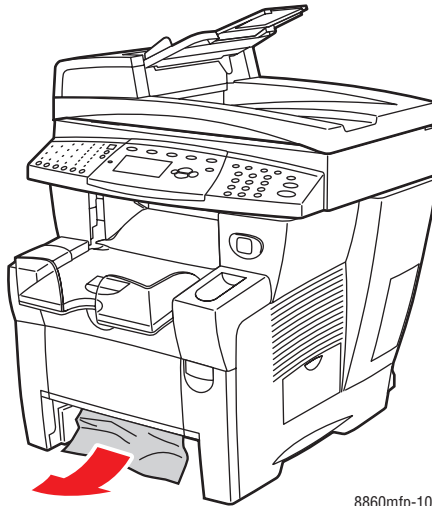
8860mfp-100

c. Replace all trays and push each one completely into the system.
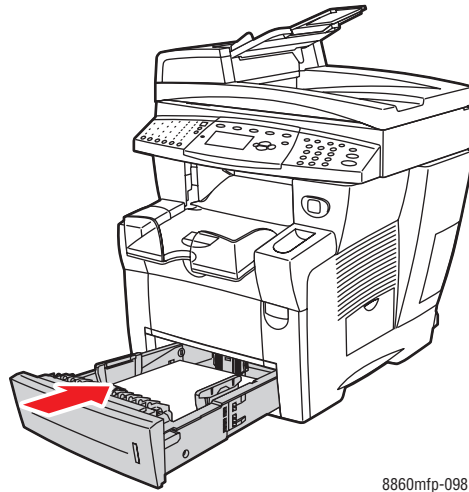
8860mfp-098

Note: Use only the approved paper type, weight, and size for this tray. Print custom size paper from Tray 1 only.

Jam at Tray 2, 3, or 4

To clear a jam from the tray specified on the control panel:

1. Pull the tray specified on the control panel completely out of the system.
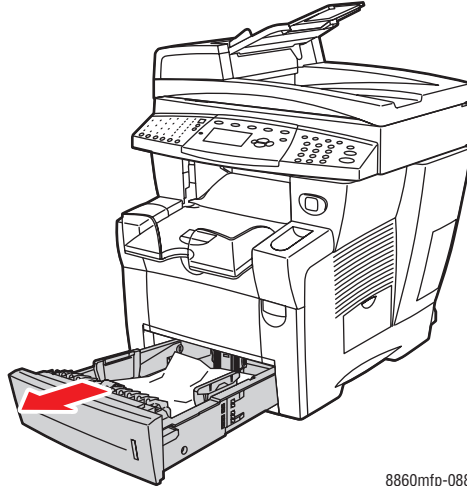
8860mfp-088

2. Remove the top sheet from the tray.
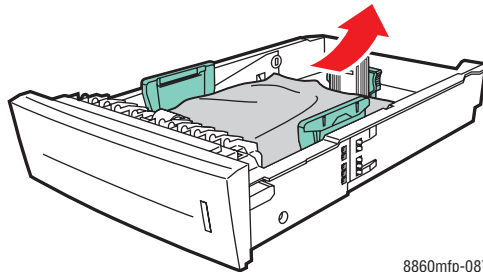
8860mfp-087

3. Remove jammed paper inside the system tray slot. Verify that any torn pieces of paper are removed.

8860mfp-100
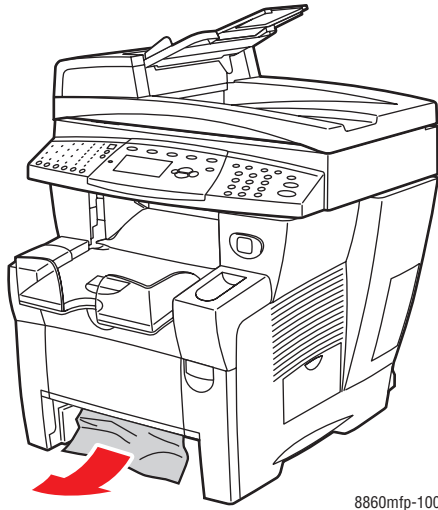
4. Push the tray completely into the system.
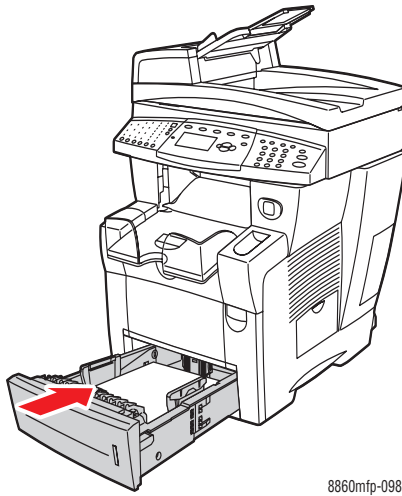
8860mfp-098

5. If you did not find paper in the previous steps, follow these steps.

    a. Pull all the trays completely out of the system.
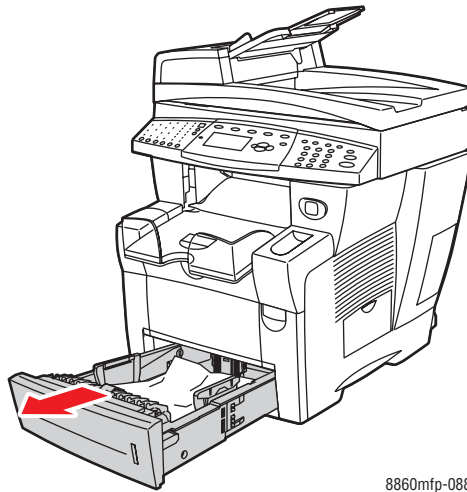
8860mfp-088

    b. Pull up the latch on the front of the system to open the front cover.
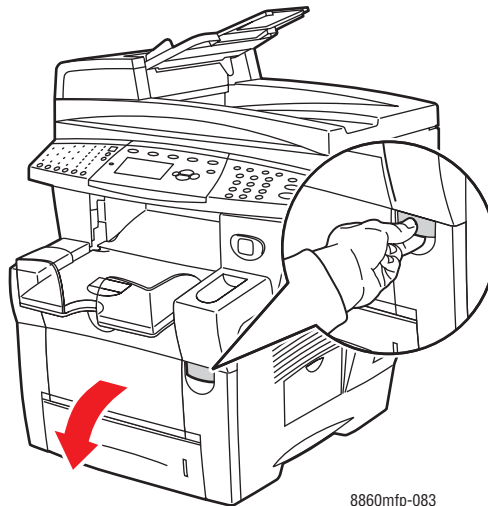
8860mfp-083

c. Remove any jammed paper. Verify that any torn pieces of paper are removed.

8860mfp-084
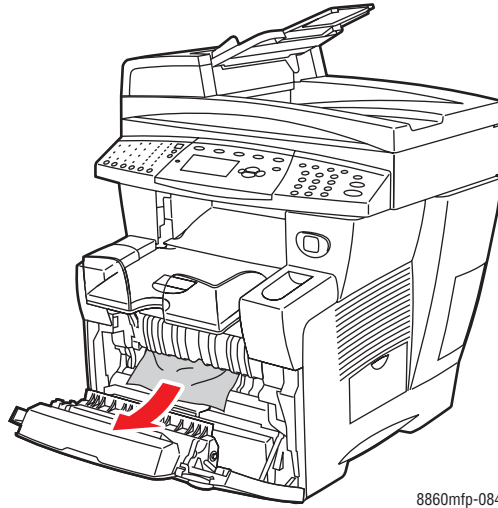
d. Verify that the paper is loaded correctly in the tray. Adjust the length and width tray guides for the paper loaded in the tray.

- ■ **Length guide**: Press the sides, then slide the guide until the arrow on the guide points to the appropriate paper size imprinted on the bottom of the tray. When properly positioned, the guide clicks into place.

8860mfp-099
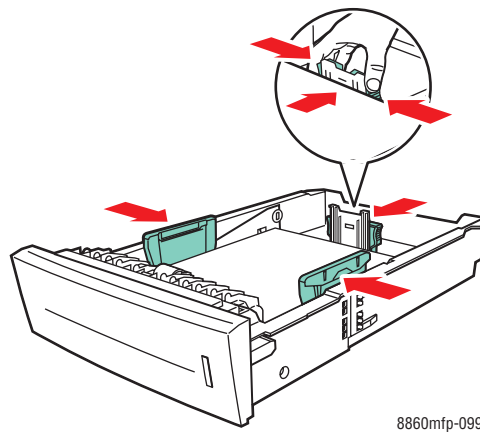
- ■ **Width guides**: Slide the width guides until the arrows on the guides point to the appropriate paper size labeled on the bottom of the tray. When properly positioned, the guides click into place.

e. Close the front cover.

8860mfp-085
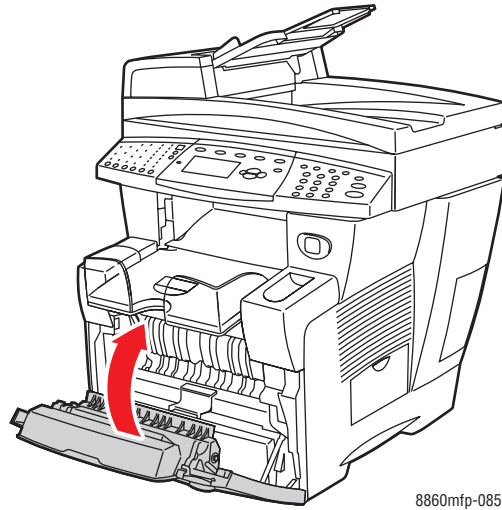
f. Replace all trays and push each tray completely into the system.

8860mfp-098
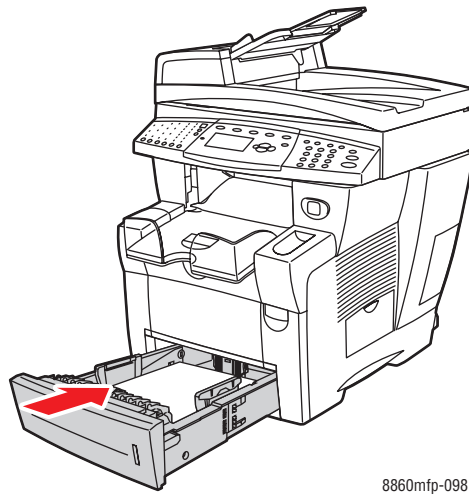
6. Verify that you are printing custom paper sizes from Tray 1 only.

Jam at the Document Feeder

Note: A jam at the document feeder prevents faxing or scanning but does not prevent printing activities.

To clear a jam at the document feeder:

1. Remove the originals from the document feeder and catch tray.

8860mfp-089
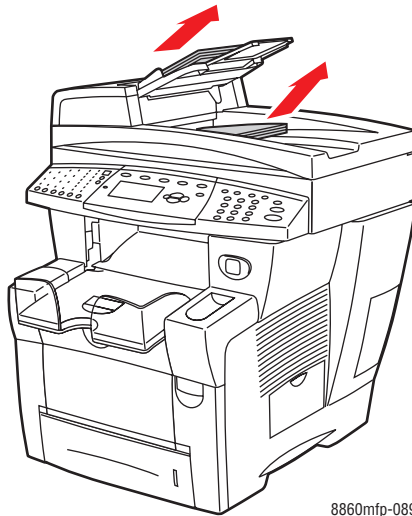
2. Open the jam access cover on the document feeder.

8860mfp-090
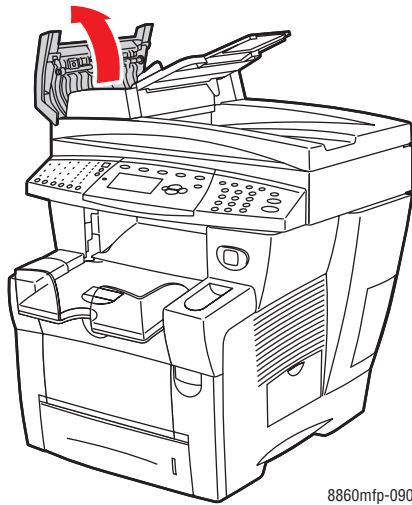
3. Remove jammed paper from the document feeder.

8860mfp-091
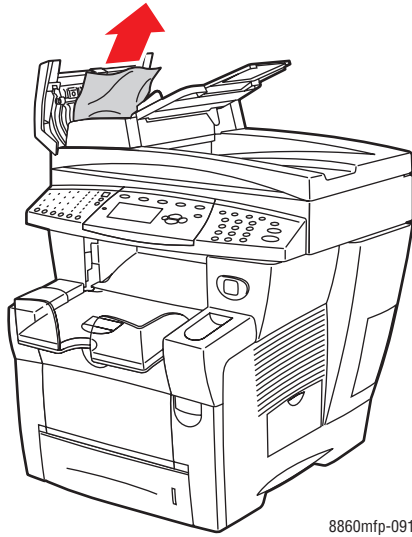
4. Close the jam access cover on the document feeder.

8860mfp-092

5. Lift the document feeder.

8860mfp-093
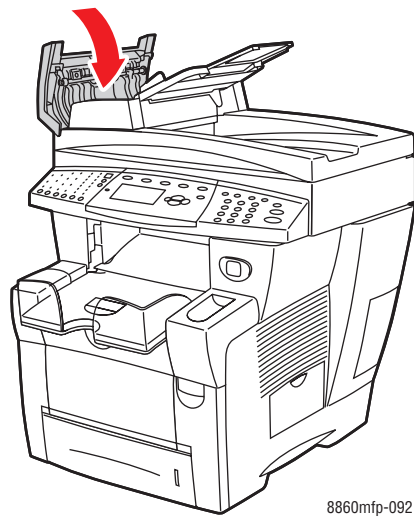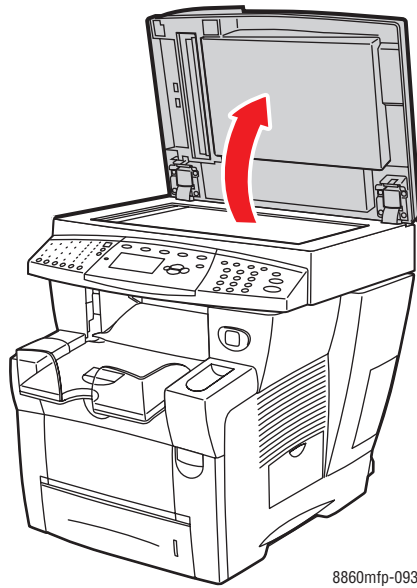
6. Remove any jammed paper from under the document feeder or from the document glass.

8860mfp-094

7. Close the document feeder.

8860mfp-095
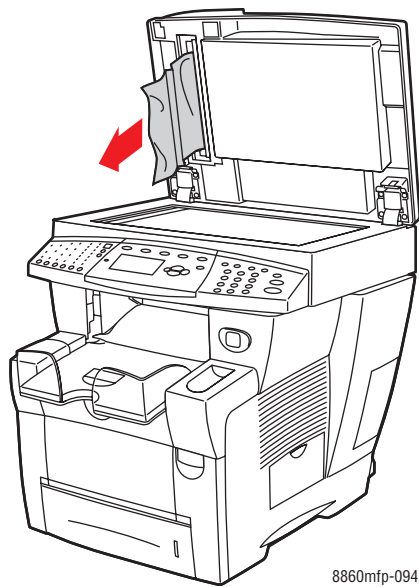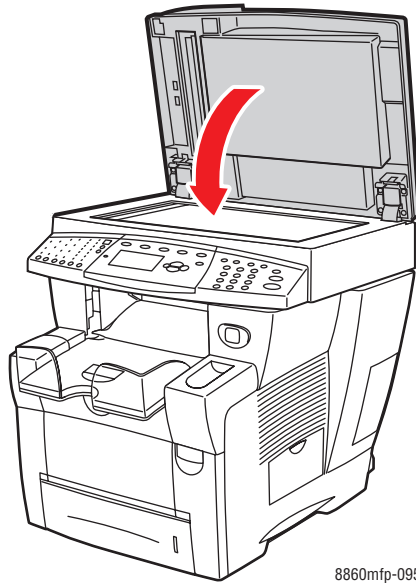
8. Reinsert originals in the document feeder.

8860mfp-096
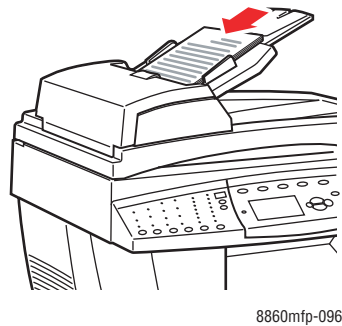
Getting Help

This section includes:

- Control Panel Messages on page 9-27
- PrintingScout Alerts on page 9-27
- Fax and Scan Alerts on page 9-28
- PhaserSMART Technical Support on page 9-28
- Online Support Assistant on page 9-28
- Web Links on page 9-29

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

See also:

Xerox Support Centre on page 1-18

Control Panel Messages

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel displays a message informing you of the problem. In many cases, the control panel also displays an animated graphic showing the location of the problem, such as the location of a paper jam.

Press the **Help** button on the control panel to view additional information about the message or menu displayed. The **Help** button is labeled with a **?** symbol.
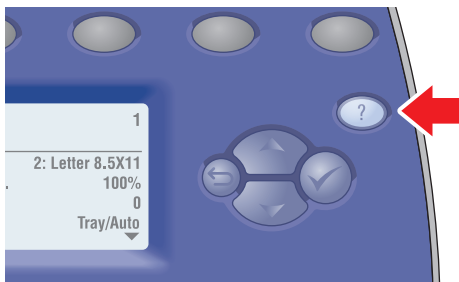
8860mfp-127

PrintingScout Alerts

PrintingScout is a tool that is installed with your Xerox printer driver. It automatically checks the printer status when you send a print job. If the printer is unable to print your job, PrintingScout automatically displays an alert on your computer screen to let you know that the printer needs attention. Click the alert to view instructions explaining how to fix the problem.

Fax and Scan Alerts

Alerts provide messages and instructions for helping the user solve problems that may arise when faxing or scanning. Alerts can be viewed through CentreWare IS or through the Xerox Support Centre utility.

Note: Fax errors do not prevent scanning, copying, or printing activities.

PhaserSMART Technical Support

PhaserSMART Technical Support is an automated, internet-based support system that uses your default web browser to send diagnostic information from your system to the Xerox website for analysis. PhaserSMART Technical Support examines the information, diagnoses the problem, and proposes a solution. If the problem is not resolved with the solution, PhaserSMART Technical Support assists you in opening a Service Request with Xerox Customer Support.

To access PhaserSMART Technical Support:

1. Open your browser and go to www.phaserSMART.com.
2. Enter your system's IP address in the browser window.
3. Follow the instructions on the screen.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for print quality, media jams, software installation, and much more.

To access the Online Support Assistant, go to the Xerox Support website for your printer:

■ www.xerox.com/office/8560MFPsupport (Phaser 8560MFP printer)
■ www.xerox.com/office/8860MFPsupport (Phaser 8860MFP printer)

Web Links

Xerox provides several websites that offer additional help on your Phaser 8560MFP/8860MFP printer. A set of Xerox links is installed in your web browser's **Favorites** folder when you install the Xerox printer drivers on your computer. Use the following websites to obtain more information.

Phaser 8560MFP Printer

Resource	Link
PhaserSMART Technical Support automatically diagnoses problems on your networked system and proposes solutions:	www.phasersmart.com
Technical support information for your system, includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, video tutorials, and much more:	www.xerox.com/office/8560MFPsupport
Supplies for your system:	www.xerox.com/office/8560MFPsupplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs:	www.xerox.com/office/businessresourcecenter
Local sales and support center:	www.xerox.com/office/worldcontacts
System registration:	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials:	www.xerox.com/msds (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies:	www.xerox.com/gwa

Phaser 8860MFP Printer

Resource	Link
PhaserSMART Technical Support automatically diagnoses problems on your networked system and proposes solutions:	www.phasersmart.com
Technical support information for your system, includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, video tutorials, and much more:	www.xerox.com/office/8860MFPsupport
Supplies for your system:	www.xerox.com/office/8860MFPsupplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs:	www.xerox.com/office/businessresourcecenter
Local sales and support center:	www.xerox.com/office/worldcontacts
System registration:	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials:	www.xerox.com/msds (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies:	www.xerox.com/gwa

User Safety

A

Your system and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your system.

Electrical Safety

■ Use the power cord supplied with your system.

■ Plug the power cord directly into a properly grounded electrical outlet. Make sure each end of the cord is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.

■ Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.

■ Do not use an extension cord or power strip.

■ Verify that the system is plugged into an outlet that is capable of providing the correct voltage and power. Review the system's electrical specification with an electrician if necessary.

Warning: Avoid the potential of electrical shock by ensuring that the system is properly grounded. Electrical products may be hazardous if misused.

■ Do not place the system in an area where people might step on the power cord.

■ Do not place objects on the power cord.

■ Do not block the ventilation openings. These openings are provided to prevent overheating of the system.

■ Do not drop paper clips or staples into the system.

Warning: Do not push objects into slots or openings on the system. Making contact with a voltage point or shorting out a part could result in fire or electrical shock.

If you notice unusual noises or odors:

1. Turn off the system immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative to correct the problem.

The power cord is attached to the system as a plug-in device on the side of the system. If it is necessary to disconnect all electrical power from the system, disconnect the power cord from the electrical outlet.

Warning: Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be **OFF** when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

Note: Leave the system on for optimum performance; it does not pose a safety hazard.

The following are hazards to your safety:

■ The power cord is damaged or frayed.
■ Liquid is spilled into the system.
■ The system is exposed to water.

If any of these conditions occur, do the following:

1. Turn off the system immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

Caution: To reduce the risk of fire, use only No. 26 American Wire Gauge (AWG) or larger telecommunication line cord.

Maintenance Safety

■ Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your system.
■ Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance and could create a hazardous condition.
■ Do not burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Operational Safety

Your system and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your system.

Printer Location

■ Place the system in a dust-free area within a temperature range of 50° F to 90° F (10° C to 32° C) and a relative humidity range of 10 percent to 80 percent.

■ Place the system in an area where there is adequate space for ventilation, operation, and servicing.

■ Do not place the system on a carpeted location such as a carpeted floor. Airborne carpet fibers can be pulled into the system and cause print- and copy-quality problems.

■ Do not place the system near a heat source.

■ Do not place the system in direct sunlight to avoid exposure to light-sensitive components.

■ Do not place the system where it is directly exposed to the cold air flow from an air conditioning system.

Printer Clearance

The recommended minimal spacing is:

■ 30 cm (11.8 in.) above, measuring from the top of the document feeder or document cover

■ 24 cm (9.5 in.) behind the system

■ 10 cm (4 in.) on the left side of the system

■ 37 cm (14.5 in.) on the right side of the system, to allow access to the maintenance unit and waste tray

Operational Guidelines

■ Do not block or cover the slots and opening on the system. The system may overheat without adequate ventilation.

■ Use the system at elevations below 2,438 m (8,000 ft.).

■ Place the system on a level, solid non-vibrating surface with adequate strength to hold the weight of the system. It should be within two degrees horizontal with all four feet in solid contact with the surface. The base system weight without any packaging materials is approximately 38 kg (83.3 lb.).

Printing Safety Guidelines

■ Keep hands, hair, neckties, etc., away from the exit and feed rollers.

■ Do not remove the paper source tray that you selected in either the printer driver or control panel.

■ Do not open the doors when the system is printing.

■ Do not move the system when it is printing.

System Supplies

■ Use the supplies specifically designed for your system. The use of unsuitable materials may cause poor performance and a possible safety hazard.

■ Follow all warnings and instructions marked on, or supplied with, the system, options, and supplies.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this system. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Moving the Printer

Follow these guidelines to avoid injuring yourself or damaging the system:

- Use the **Shut Down** mode on the control panel for best results.
- Always allow the system to cool before it is moved to avoid ink spills which can damage the printer

  Warning: Parts of the system may be hot. To avoid personal injury or damage to the system, allow **30** minutes for it to cool down before moving or packing the system. This allows the ink to solidify.

- Always turn off the system using the power switch, located on the side of the system. Unplug all cables and cords. Never turn off the system by pulling the power cord or using a power-strip with an on/off switch.
- Never move the system if you receive a **Power Down Error-Head not Parked** message on the control panel. The system is not ready to be moved. If the printhead is not locked, the system can be damaged during shipment.
- Always lock the scanhead transportation lock on the left side of the system before removing the scanner portion of the system. Shipping the scanner with the scanhead unlocked can damage the scanner.

8860mfp-131
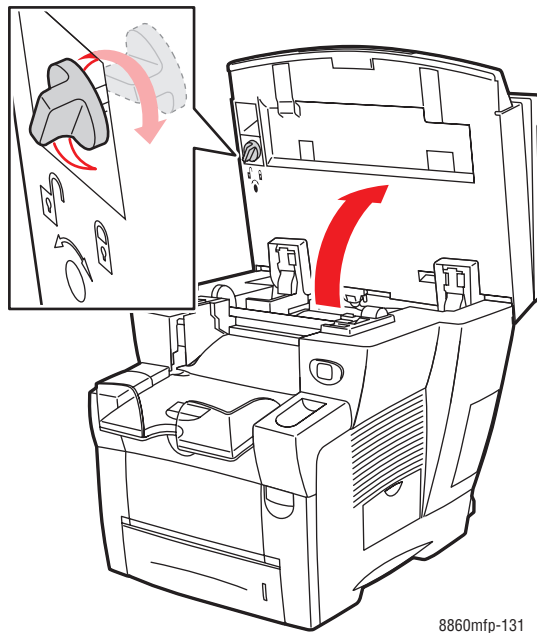
- Always remove the document feeder before shipping the system.
- Always remove the scanner before shipping the system.
- Always move the system separately from optional Trays 3 and 4.
- The system is heavy and **must** be lifted by **two** people.

42.5 kg
94 lb.

8860mfp_069
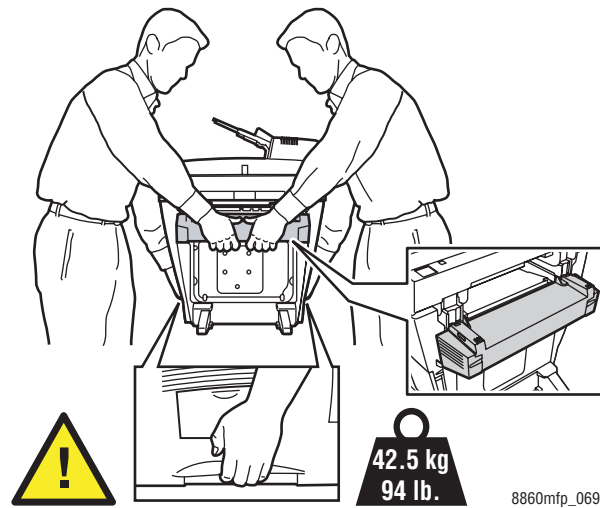
- Never place food or liquids on the system.

Caution: Damage to the system resulting from improper moving or failure to repackage the system properly for shipment, is not covered by the warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Symbols Marked on Product

⚠	Use caution (or draws attention to a particular component). See the manual(s) for information.
🖐	Avoid pinching fingers in the system. Use caution to avoid personal injury.
♨ ⚠	Hot surface on or in the system. Use caution to avoid personal injury.
🚫	Keep hands clear to avoid personal injury.

Product Recycling and Disposal for North America

Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.

If you are managing the disposal of your Xerox product, please note that the product may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated to environmental considerations. The presence of lead, mercury, and perchlorate is fully consistent with regulations applicable at the time that the product was placed on the market. For disposal information, contact your local authorities. Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply. Please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

Copy Regulations

B

United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

   Bonds and Obligations of certain agencies of the government, such as FHA, etc.

   Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

   Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.

   Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.

   Postal Money Orders

   Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.

   Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.

3. Obligations or Securities of any Foreign Government, Bank, or Corporation.

4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

5. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.

6. Passports. Foreign Passports may be photographed.

7. Immigration papers.
8. Draft Registration Cards.
9. Selective Service Induction papers that bear any of the following Registrant's information:
   ■ Earnings or Income
   ■ Court Record
   ■ Physical or mental condition
   ■ Dependency Status
   ■ Previous military service

   Exception: United States military discharge certificates may be photographed.
10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (Unless photograph is ordered by the head of such department or bureau.)

   Reproducing the following is also prohibited in certain states:
   ■ Automobile Licenses
   ■ Drivers' Licenses
   ■ Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

C

United States

Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

In order to program this information into your machine, refer to customer documentation and follow the steps provided.

Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

To order the correct service from the local telephone company, please provide the Facility Interface Code (FIC) and Service Order Code (SOC) listed below:

FIC: 02LS2

SOC: 9.0Y

You may also have to provide the USOC Jack code and the Ringer Equivalence Number (REN).

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox equipment does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

Note: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

Europe

Radio Equipment & Telecommunications Terminal Equipment Directive

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	Germany	Luxembourg	Sweden
Belgium	Greece	Netherlands	Switzerland
Denmark	Iceland	Norway	United Kingdom
France	Ireland	Portugal	Finland
Italy	Spain		

In the event of a problem you should contact your authorized local dealer in the first instance. This product has been tested to and is compliant with TBR21, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

Note: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

South African Statement

This modem must be used in conjunction with an approved surge protection device.

New Zealand Telecom Warning Notice

1. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

   The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility should difficulties arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, and arrange for its disposal or repair.

3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.

4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

   Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and may also cause a false answer condition. Should such problems occur, the user should NOT contact the Telecom Faults Service.

   The preferred method of dialing is to use DTMF tones, as this is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.

5. Warning Notice: No '111' or other calls can be made from this device during a mains power failure.

6. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

7. Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom's Specifications:

   For repeat calls to the same number:

   ■ There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and

   ■ The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

   For automatic calls to different numbers:

   ■ The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than 5 seconds between the end of one call attempt and the beginning of another.

8. For correct operation, total of the RN's of all devices connected to a single line at any time should not exceed 5.

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