

# 1 Features

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## System Tour

This section includes:

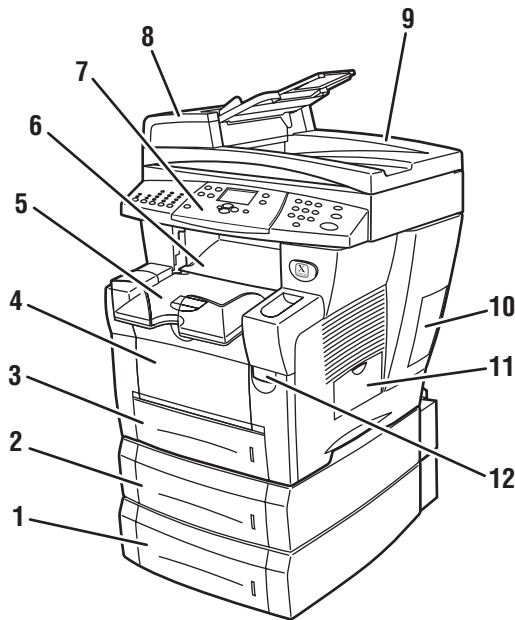
- "System Features" on page 1-2
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## System Features

The WorkCentre C2424 Copier-Printer embodies many features to meet your office needs:

- Great performance and superior print quality
  - 24 pages per minute (ppm) with consistent, vibrant, artifact-free color prints and copies
  - 6 second first page out color prints
  - 256 MB of RAM standard; optional up to 1 GB of RAM
  - Job pipelining
- Fast and easy copying and scanning
  - Duplex automatic document feeder for 1- and 2-sided originals
  - First page out color copies under 15 seconds, with subsequent copies at printer speed
  - Preset copy adjustments for bound originals, enlargements/reductions, and 4x4 posters
  - Scan resolutions up to 600 dpi
- Flexible paper handling
  - Tray 1: 100-sheet capacity
  - Tray 2: 525-sheet capacity
  - Tray 3: optional 525-sheet capacity
  - Tray 4: optional 525-sheet capacity
  - Accommodates a wide range of media types and custom size paper
- Wide variety of productivity features
  - High quality color
  - Easy to replace ink sticks
  - PhaserSMART online troubleshooting
  - CentreWare IS provides an embedded web server to help manage, configure, and troubleshoot the system from your computer.
  - Usage Analysis Tool provides cost tracking that logs each job and the cost for each page.
  - PrintingScout provides on-screen notification and guidance if the system needs help.
  - MaiLinX email notifies a specific person when supplies or maintenance are needed.
  - MaiLinX allows printing to your network system from anywhere you have email.

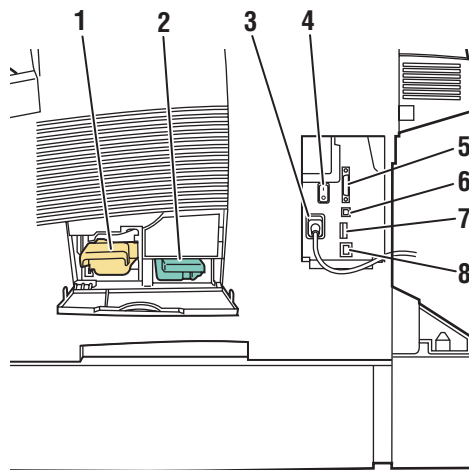
## Front View



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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 access cover
9. Duplex automatic document feeder
10. Interface cover
11. Side door
12. Front cover release (product serial number is behind the front cover)

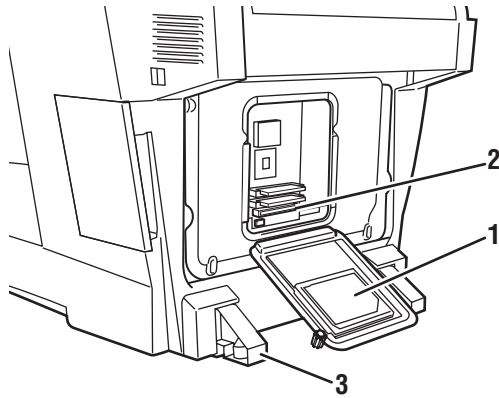
## Side View



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

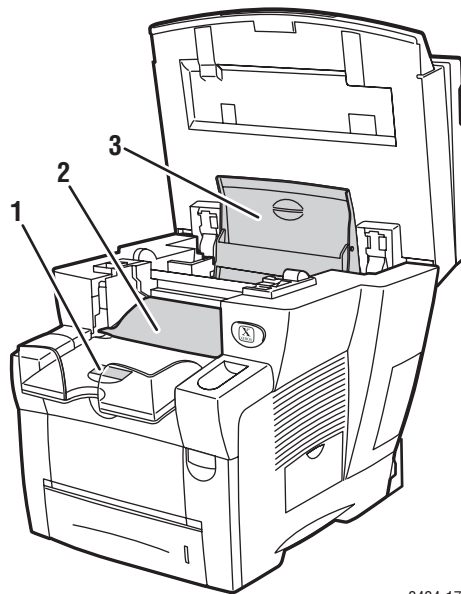
## Back View



- 1. Hard drive
- 2. RAM slots
- 3. Stabilizer

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## Open View



- 1. Short paper stop
- 2. Exit cover
- 3. Ink cover

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## System Options and Accessories

### Options

- Two RAM slots, supporting 128, 256, and 512 MB memory cards (maximum 1 GB)
- Two 525-Sheet Feeders

### Accessory

- System Cart

For more information on options and accessories, go to [www.xerox.com/office/c2424supplies](http://www.xerox.com/office/c2424supplies).

## Printer and Scanner Drivers

In order to access the full features of your system, install the printer and scanner drivers from the *WorkCentre C2424 Software CD-ROM* or the driver web site at: [www.xerox.com/office/drivers](http://www.xerox.com/office/drivers).

Printer drivers enable your computer and printer to communicate and provide access to your printer features. Xerox makes driver installation easy with its Walk-Up Technology. For more information about printer drivers, see the video at [www.xerox.com/office/drivers](http://www.xerox.com/office/drivers).

For more information about using the printer driver to access special features, see the [Printing](#) chapter of this guide.

Scanner drivers enable you to:

- Scan images directly to your personal computer
- Acquire scanned images directly into an application

For more information about installing and using the scanner driver, see the [Scanning](#) chapter of this guide.

## Additional Resources

You can obtain information regarding your system and its capabilities from the following sources:

Information	Source
Setup Guide*	Packaged with system
Quick Reference Guide*	Packaged with system
Supplies and Services Guide	Packaged with system
User Guide and videos*	Packaged with system ( <i>User Documentation CD-ROM</i> )
Printer Management Tools	<a href="http://www.xerox.com/office/pmtools">www.xerox.com/office/pmtools</a>
infoSMART Knowledge Base	<a href="http://www.xerox.com/office/c2424infoSMART">www.xerox.com/office/c2424infoSMART</a>
PhaserSMART	<a href="http://www.phaserSMART.com">www.phaserSMART.com</a>
Technical Support	<a href="http://www.xerox.com/office/c2424support">www.xerox.com/office/c2424support</a>
Information about menu selection or error messages on control panel	Control panel <b>Help (?)</b> button
Information pages	Control panel menu

\* Also available on the Technical Support web site.

## The Control Panel

This section includes:

- "Control Panel Features" on page 1-7
- "Control Panel Layout" on page 1-7
- "Menu Map" on page 1-10
- "Information Pages and Sample Pages" on page 1-11

## Control Panel Features

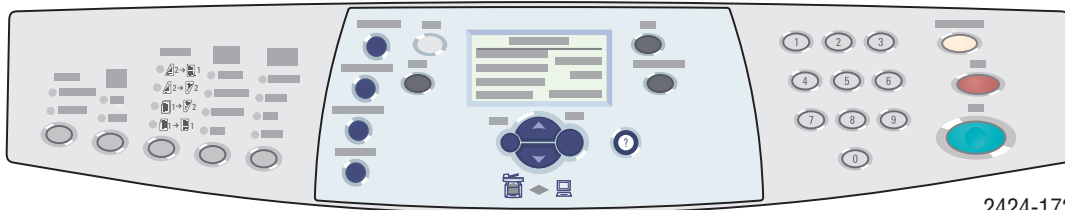
The control panel:

- Displays the system's operating status or errors and warnings.
- Prompts you to load paper, replace supplies, and clear jams.
- Enables you to select settings for your print, copy, and scan jobs.
- Displays menus that enable you to change system settings and access tools to help resolve problems.

See "System Settings" on page 1-14 for details about changing system settings.

## Control Panel Layout

The control panel is divided into three major areas.



### Left side

Copying and scanning function buttons and LEDs

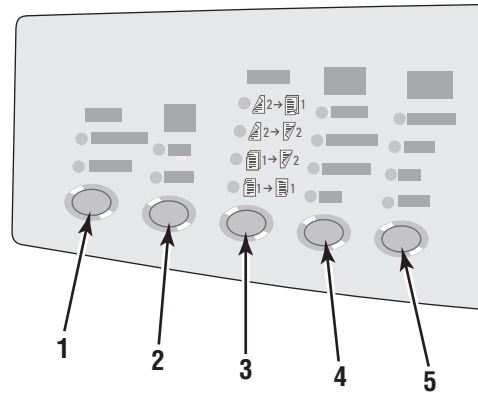
### Middle

Graphic display screen, mode buttons, menu navigation buttons, shortcut buttons, and status LEDs

### Right side

Numeric keypad, **Clear/Clear All**, **Stop**, and **Start** buttons

## Left Side of the Control Panel



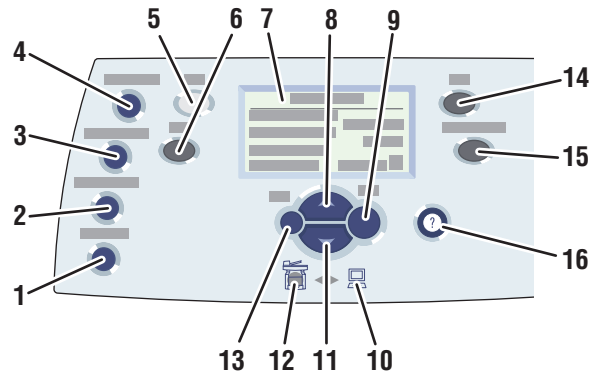
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The left side of the control panel contains the following copy and scan function buttons and LEDs. A green LED shows the current selection. More details about using these buttons are provided in the [Copying](#) and [Scanning](#) chapters of this guide.

1. **Output** button and LEDs (copy only)  
Press to select **Uncollated** or **Collated** for your copies.
2. **Color Mode** button and LEDs  
Press to select **B/W** (black and white) or **Color** for your copy or scan job.
3. **2-Sided** button and LEDs  
Press to select whether the original is 2-sided and whether you want the output 2-sided.
4. **Output Quality** button and LEDs (copy only)  
Press to select the output quality for the copy job.
5. **Original Type** button and LEDs  
Press to select the type of original for your copy or scan job.



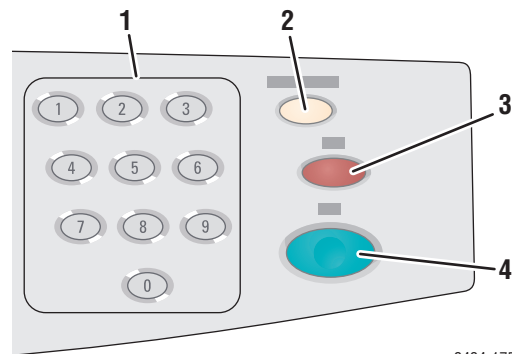
## Middle of the Control Panel



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- |  |   |
|--|---|
| <p><b>1. Original Size</b> button<br/>Press to jump to <b>Original Size</b> option on the menu.</p> <p><b>2. Lighten/Darken</b> button<br/>Press to jump to the <b>Lighten/Darken</b> option on the menu.</p> <p><b>3. Reduce/Enlarge</b> button<br/>Press to jump to <b>Reduce/Enlarge</b> option on the menu.</p> <p><b>4. Paper Supply</b> button<br/>Press to jump to the <b>Paper Supply</b> option on the menu.</p> <p><b>5. Copy</b> button<br/>Press to display the <b>Copy</b> menu on the graphic display.</p> <p><b>6. Scan</b> button<br/>Press to display the <b>Scan</b> menu on the graphic display.</p> <p><b>7.</b> Graphic display shows status messages and menus.</p> <p><b>8. Up Arrow</b> button<br/>Scrolls upward.</p> | <p><b>9. Enter</b> button<br/>Accepts the setting selected.</p> <p><b>10.</b> Status Indicator LED:<br/><b>Blinking green</b> = System is busy or in Standby or PowerSaver mode<br/><b>Steady green</b> = Ready</p> <p><b>11. Down Arrow</b> button<br/>Scrolls downward.</p> <p><b>12.</b> Status Indicator LED:<br/><b>Blinking red</b> = Error condition, stops job<br/><b>Yellow</b> = Warning, continues job</p> <p><b>13. Back</b> button<br/>Returns to the previous menu item.</p> <p><b>14. Print</b> button<br/>Press to display the <b>Print</b> menu on the graphic display.</p> <p><b>15. System Setup</b> button<br/>Press to display the <b>System Setup</b> menu on the graphic display.</p> <p><b>16. Help (?)</b> button<br/>Press to display a help message explaining the menu or message shown on the graphic display.</p> |
|--|---|

## Right Side of the Control Panel



- 1. Number keys**  
Press to enter a number, such as for the number of copies or a numeric password.
- 2. Clear/Clear All button**  
Press once to reset the current menu selection; press twice to reset the system.
- 3. Stop button**  
Press to pause the printing of the current copy or print job. To then cancel the job, follow the instructions shown on the graphic display.
- 4. Start button**  
Press to start a copy or scan job.

## Menu Map

The Menu Map is a visual representation of the control panel menu structure. You can use it to see how to access the system settings and information pages. To print the Menu Map:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **Information**, then press the **Enter** button.
3. Select **Menu Map**, then press the **Enter** button to print.

## Information Pages and Sample Pages

Your system comes with a set of information and sample pages to help you obtain the best results from your system. You 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.



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 **Enter** button to print that page.

For example, to print the “Configuration Page”, which shows current information about your system, do the following:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **Information**, then press the **Enter** button.
3. In the menu, select **Information Pages**, then press the **Enter** button.
4. In the menu, select **Configuration Page**, then press the **Enter** button to print.

### Note

You can also print the “Configuration Page” from CentreWare IS and from the printer driver.

## Color Sampler Pages

The printing function of the system uses color corrections to translate color from your computer to the system. To view the CMYK or RGB colors printed by the system, print the color sampler pages:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **Information**, then press the **Enter** button.
3. Select **Sample Pages**, then press the **Enter** button.
4. Select either **CMYK Sampler Pages** or **RGB Sampler Pages**, then press the **Enter** button to print.

### Note

Color samples print based on your system PostScript settings for print quality and color correction. For information about adjusting these settings, see the [Printing](#) chapter of this guide.

## Managing Your System

When the system is connected to your computer over a network, there are a number of resources available to help you manage the system.

This section includes:

- "System's IP Address" on page 1-12
- "CentreWare Internet Services (IS)" on page 1-12
- "PhaserSMART" on page 1-13
- "PrintingScout" on page 1-13

### System's IP Address

You need your system's IP address to view the status of your system and change system settings through CentreWare Internet Services. To see your system's IP address:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **Information**, then press the **Enter** button.
3. Select **System Identification**, then press the **Enter** button.
4. Scroll down to locate the **IP Address**.

### CentreWare Internet Services (IS)

CentreWare IS is a tool that you can use on your computer to manage tasks on networked printers and multifunction products. CentreWare IS uses TCP/IP and a web browser to communicate directly with an embedded web server in the printer or system. With CentreWare IS you can:

- Configure and manage multi-vendor printers and multifunction products.
- Access remote diagnostics and troubleshooting information for problems.
- Monitor printer and system status.
- Monitor supply status.
- Link to software updates and Technical Support.

### Launching CentreWare IS

To launch CentreWare IS:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. For detailed information about the information on the CentreWare IS screen, click the **Help** button on the upper-right of the CentreWare IS screen.

For more information about CentreWare IS, see the [Networking](#) chapter of this guide.

## **PhaserSMART**

PhaserSMART Technical Support is an automated, Internet-based support system. Use your default web browser to send diagnostic information from your system to our web site 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](http://www.phaserSMART.com).
2. Enter your system's IP address in the browser window.
3. Follow the instructions on the screen.

## **PrintingScout**

PrintingScout is a tool that is installed with your Windows 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 a message on your computer screen to let you know that the printer needs attention. The message also explains how to fix the problem.

### **Note**

PrintingScout is available from the Windows printer driver for printer connected to the network via TCP/IP.

# System Settings

This section includes:

- "Controlling the Printing of the Startup Page" on page 1-14
- "Changing the Power Saver Timeout" on page 1-15
- "Changing Intelligent Ready Mode" on page 1-16
- "Locking the Control Panel Menus" on page 1-17
- "Changing the Load Paper Timeout" on page 1-18
- "Adjusting Control Panel Brightness" on page 1-19
- "Adjusting Control Panel Contrast" on page 1-19
- "Setting the Control Panel Language" on page 1-19
- "Setting the System Date and Time" on page 1-20

## Note

You can print the Menu Map to see the path through the menus to make other selections; see "Menu Map" on page 1-10. You can also press the **Help (?)** button at any time to get more information about menu selections.

## Controlling the Printing of the Startup Page

The system automatically produces a "Startup Page" each time the system is turned on or reset. You can turn off the automatic printing of the "Startup Page" and later print it from the information pages menu.

To turn on/off the "Startup Page", use either:

- The control panel
- CentreWare IS

## Using the Control Panel

To turn on/off automatic printing of the "Startup Page":

1. On the control panel, press the **System Setup** button.
2. In the menu, select **General Setup**, then press the **Enter** button.
3. Select **System Controls**, then press the **Enter** button.
4. Select **Startup Page**, then press the **Enter** button.
5. Select **On** or **Off**, then press the **Enter** button.

## Using CentreWare IS

To turn on/off the automatic printing of the “Startup Page”:

1. Launch your web browser.
2. Enter your system’s IP address in the browser’s **Address** field (http://xxx.xxx.xxx.xxx).
3. Select **Properties**.
4. Click the **General** folder on the left sidebar, then click **Printer Defaults**.
5. Under **User Preferences**, select **Off** or **On** from the **Startup Page** drop-down list to change the setting.
6. Click **Save Changes** at the bottom of the page.

## Printing the Startup Page

To print the “Startup Page”:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **Information**, then press the **Enter** button.
3. Select **Information Pages**, then press the **Enter** button.
4. Select **Startup Page**, then press the **Enter** button to print.

### Note

You can also print the Startup Page from the Troubleshooting tab of the Windows printer driver.

## Changing the Power Saver Timeout

To save energy, the system enters a Power Saver, low-energy consumption mode after a pre-defined period of time since its last activity. In this mode, most electrical systems are shut down. When a print job is sent to the system, the system enters Warmup Mode. You can also warm up the system by pressing the **Enter** button on the control panel.

### Note

When the system enters Power Saver mode, you will hear the printhead moving. This is part of the normal system operation.

If you find that the system is going into Power Saver mode too often and you do not want to wait while the system warms up, increase the length of time before the system goes into Power Saver mode.

To change the Power Saver timeout value, use either:

- The control panel
- CentreWare IS

## Using the Control Panel

1. On the control panel, press the **System Setup** button.
2. In the menu, select **General Setup**, then press the **Enter** button.

3. Select **System Controls**, then press the **Enter** button.
4. Select **Power Saver Timeout**, then press the **Enter** button.
5. Press the **Down Arrow** or **Up Arrow** button to scroll to a selected Power Saver timeout value. Select a larger value if you want to extend the length of time before the system goes into Power Saver mode.
6. Press the **Enter** button.

### Using CentreWare IS

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Select **Properties**.
4. Click the **General** folder on the left sidebar, then click **Warmup**.
5. Select a value from the **Power Saver Timeout** drop-down list to change the setting.
6. Click **Save Changes** at the bottom of the page.

## Changing Intelligent Ready Mode

Intelligent Ready mode is an automated system that:

- Monitors the system's usage.
- Warms up the system when you are most likely to need it based on past usage patterns.

To turn on/off Intelligent Ready mode, use either:

- The control panel
- CenterWare IS

### Using the Control Panel

To turn Intelligent Ready mode on/off:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **General Setup**, then press the **Enter** button.
3. Select **System Controls**, then press the **Enter** button.
4. Select **Intelligent Ready**.
5. Select **On** or **Off**, then press the **Enter** button.



## Using CentreWare IS

To select Intelligent Ready mode or to schedule warmup/standby settings:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Click the **General** folder on the left sidebar, then click **Warmup**.
5. Click the **Warmup Mode** drop-down list and select **Intelligent Ready**, **Scheduled**, or **Job Activated**.
6. If you select **Scheduled** in Step 5, make selections for each day's warmup setting and standby setting.
7. Click **Save Changes** at the bottom of the screen.

### Note

Although the control panel selections only allow you to turn Intelligent Ready Mode on or off, CentreWare IS allows you to specify particular system Warmup Modes and settings.

## Locking the Control Panel Menus

Lock the control panel menus to prevent others from changing settings in the system setup menus. To lock or unlock the system setup menus, use CentreWare IS.

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Open the **General** folder on the left sidebar, then click **Printer Defaults**.
5. Click the **Control Panel Menus** drop-down list, then select **On** or **Off**.
  - Select **On** to have all menus available from the control panel.
  - Select **Off** to prevent access to system setup menus at the control panel.
6. Click **Save Changes** at the bottom of the page.

## Changing the Load Paper Timeout

When your print job is formatted for a type or size of paper that is not loaded in the system, the control panel displays a message requesting you to load the appropriate paper. The Load Paper Timeout controls the amount of time the system waits before printing on another type or size of paper.

To change the load paper timeout, use either:

- The control panel
- CentreWare IS

### Using the Control Panel

To change the load paper timeout:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **Job Defaults Setup**, then press the **Enter** button.
3. Select **Print Defaults Setup**, then press the **Enter** button.
4. Select **Paper Handling Setup**, then press the **Enter** button.
5. Select **Load Paper Timeout**, then press the **Enter** button.
6. Scroll to the desired timeout value. The values (**None**, **1**, **3**, **5**, or **10** minutes, **1** hour or **24** hours) indicate the length of time you want the printer to wait for you to load paper before printing. If you select a value of **None**, the printer does not wait for paper to be inserted and immediately picks paper from the default tray.
7. Press the **Enter** button to save the change.

### Using CentreWare IS

To change the load paper timeout:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Click **Properties**.
4. Click the **General** folder on the left sidebar, then click **Printer Defaults**.
5. Scroll to **Timeout Settings**, then select a value from the **Load Paper Timeout** drop-down list. The values (**None**, **1**, **3**, **5**, or **10** minutes, **1** or **24** hours) indicate the length of time you want the system to wait for you to load paper before printing. If you select a value of **None**, the system does not wait for paper to be inserted and immediately picks paper from the default tray.
6. Click **Save Changes** at the bottom of the screen.

## Adjusting Control Panel Brightness

To adjust the brightness of the control panel's background lighting:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **General Setup**, then press the **Enter** button.
3. Select **Control Panel Setup**, then press the **Enter** button.
4. Select **Control Panel Brightness**, then press the **Enter** button.
5. Press the **Down Arrow** or **Up Arrow** button or use the keypad to increase or decrease the control panel brightness value. The brightness values range from **0** (no background light) to **10** (brightest background light).
6. Press the **Enter** button to save your change.

## Adjusting Control Panel Contrast

To adjust the contrast between the text and the background to make the control panel text more readable:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **General Setup**, then press the **Enter** button.
3. Select **Control Panel Setup**, then press the **Enter** button.
4. Select **Control Panel Contrast**, then press the **Enter** button.
5. Press the **Down Arrow** or **Up Arrow** button or use the keypad to increase or decrease the control panel contrast value. The contrast values range from **1** (least contrast) to **10** (highest contrast).
6. Press the **Enter** button to save your change.

## Setting the Control Panel Language

To select the default control panel language, use either:

- The control panel
- CentreWare IS

## Using the Control Panel

To select the default control panel language:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **General Setup**, then press the **Enter** button.
3. Select **Control Panel Setup**, then press the **Enter** button.
4. Select **Control Panel Language**, then press the **Enter** button.
5. Select the desired language, then press the **Enter** button.

## Using CentreWare IS

To select the default control panel language:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Click the **General** folder on the left sidebar, then click **Printer Defaults**.
5. In the **User Preferences** box, select the language from the **Set Control Panel Language** drop-down list.
6. Click **Save Changes** at the bottom of the screen.

## Setting the System Date and Time

The system creates file names for scanned images using the current date and time. To change the system date and time, use either:

- The control panel
- CentreWare IS

### Using the Control Panel

To change the system date and time:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **General Setup**, then press the **Enter** button.
3. Select **System Controls**, then press the **Enter** button.
4. Select **Date and Time**, then press the **Enter** button. The system displays the current settings for the **Year**, **Month**, **Day**, **Hour**, **Minute**, and **Second**.
5. To change one of the date/time settings, select the appropriate setting, press the **Enter** button, press the **Up Arrow** or **Down Arrow** button or use the keypad to enter a value, then press the **Enter** button.

### Using CentreWare IS

To change the system date and time:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Click the **General** folder on the left sidebar, then click **Date and Time**. The window displays the system's current date and time.
5. To change the date or time, select the a value from the **New Day** or **New Time** drop-down boxes.
6. Click **Save Changes** at the bottom of the screen.

### Note

For more information about scanned image files, see the [Scanning](#) chapter of this guide.