

Quick Reference Guide

604P18228

MAXIMIZE YOUR PRODUCTIVITY...

...by taking advantage of all the capabilities of your device. A Training and Information CD was supplied with your product. The CD provides animated tutorials and interactive screens. When installed on your network it will always be available to everyone, or load it on your hard drive for easy access.

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1 Welcome

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Introduction

Welcome to your new Xerox machine.

This *Quick Reference Guide* provides you with an overview of the features and options that may be available on your machine. To help you familiarize yourself with your new machine please refer to:

Chapter 2 Product Overview

Chapter 3 Getting Started

Further chapters within this guide offer additional information on the features and options available.

For additional assistance at the machine press the *Help* button. If your machine is connected to the network, use the *CentreWare Help* system or click on the *Help* button in the *Print Driver*.

NOTE: *The graphic representations of the Touch Screen displayed throughout this Quick Reference Guide are based on a fully configured WorkCentre Pro. The appearance of the Touch Screens may differ slightly on other configurations. However, feature descriptions and functionality as described remain the same.*

Additional Resources

System Administration CD (CD1)

Contained in the *CD Pack* delivered with your machine, the *System Administration CD (CD1)* offers detailed information on configuring your machine for network printing and instructions on installing any of the optional features.

The *System Administration CD (CD1)* is intended for *System/Machine Administrators*.

Training and Information CD (CD2)

For detailed information on any of the features or functions available on your machine, please refer to the *Training and Information CD (CD2)*, contained in the *CD Pack* delivered with your machine.

The *Training and Information CD* is intended for all users, including *Machine Administrators*. It contains comprehensive information about your new product including interactive how-to's and tutorials. To ensure maximum productivity is gained from your machine, please copy the program contained on the CD onto your network so that all users have access.

Utilities CD (CD3)

Contained in the *CD Pack*, the *Utilities CD (CD3)* contains a utility for upgrading to new versions of software on the machine.

NOTE: *This CD is not required during installation.*

Conventions

Throughout this Guide, you will find that some terms are used interchangeably:

- Paper is synonymous with media.
- Document is synonymous with original.
- *CopyCentre/WorkCentre/WorkCentre Pro* is synonymous with the machine.

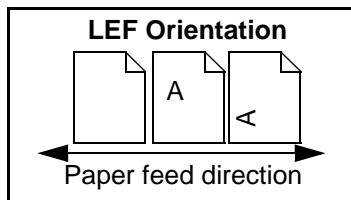
The following pages offer further information about the conventions used within this Guide.

Orientation

Orientation refers to the direction of images on the page. When the image is upright, the paper (or other media) can be one of two ways:

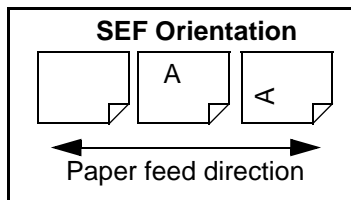
Long Edge Feed (LEF) / Portrait

When observed from the front of the machine, paper or originals with the long edges to the left and right of the paper tray or document handler.



Short Edge Feed (SEF) / Landscape

When observed from the front of the machine, paper or originals with the short edges to the left and right of the paper tray or document handler.



Italic typeface

The *Italic* typeface is used to emphasize a word or phrase. In addition, references to other publications are displayed in *Italic typeface*. For example:

- For more information refer to the *System Administration CD (CD1)*, contained in the *CD Pack* delivered with your machine.

Bracket text typeface

The **[Bracket Text]** typeface is used to emphasize the selection of a feature mode or button. For example:

- Select **[Machine Details]**.

Notes

Notes are statements that provide additional information. For example:

NOTE: *Originals must be loaded in the document handler when using this feature.*

Hints

Hints help users to perform a task. For example:



HINT: *This option is useful for saving dry ink consumption for images with a dark background and white text.*

Specification note

Offers more in-depth specification information relating to the machine. For example:

- ① *Tray 2 holds 550 sheets of 20 lb paper. Weight ranges from 16 - 53lb. Sizes range from 8.5 x 5.5" LEF to 11 x 17" SEF.*

Cautions

Cautions are statements that suggest *mechanical* damage as a result of an action. For example:



CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Warnings

Warnings are statements that alert users to the possibility of *personal* injury. For example:



WARNING: This product must be connected to a protective earthing circuit.

Overview of Features at the Machine

Using the powerful features available on your machine you can:

Scan Once and Print Many

When making copies your machine only has to scan a document once regardless of the number of copies needed. This reduces the risk of jams and damage to originals.

Perform Different Tasks Simultaneously

Your machine performs different tasks simultaneously. A job can be added to the job queue by scanning it, even while the machine is printing another job.

Make Copies Look Like Originals

Your machine allows the reproduction of high quality images, especially photographs, graphics, text, or a combination. Compare your output to that from other copiers and see the difference.

Customize Image Size and Placement

You can manipulate the appearance of the image on the output stock.

- Shift the image to create margins for binding.
- Automatically reduce, enlarge, or center your images.
- Print multiple reduced images on a single page.

Use Digital Features to Simplify your Work Process

Use the **Build Job** feature to divide a copy or embedded fax job into different segments and apply different settings to each of the segments. This allows you to:

- Combine originals from the document glass and the document handler into a single job.
- Create a single job, using different programming features for each original.
- Feed more than the maximum number of originals through the document handler without reprogramming.

Use the **Transparency** feature to produce transparencies with transparency separators in one step.

Use the **Booklet Creation** feature to automatically reduce or enlarge and sequence the images when making booklets.

Use the **Covers** feature to automatically add covers to your documents.

Use the **Mixed Size Originals** feature to copy mixed size originals simultaneously. Produces copies on uniform size paper or mixed size paper.

Use the **Annotation** feature to add a comment, page number or date to your copy output.

Be Environmentally Friendly

This product complies with a variety of international standards for environmental protection and is compatible with most recycled paper.

Scan Documents to Create Electronic Files (Optional)

This feature, available on the *WorkCentre Pro*, allows you to create electronic files from your originals which can be:

- Filed on the server.
- Transferred over the network to your desktop.
- Distributed through an e-mail system.
- Automatically placed into a Document Management Application.
- Converted into an electronic digital document which can be edited, managed, shared and distributed, using a wide variety of software applications.

Fax Documents (Optional)

The optional *Embedded Fax* service is a walk up feature that enables you to transmit and receive hard copy faxes using a telephone network.

The optional *Server Fax* service is a walk up feature available only on the *WorkCentre Pro*. When enabled you will be able to scan your documents and send them to any type of fax machine that is connected to a telephone network, via your fax server.

NOTE: *Both Embedded and Server Fax can be installed on the WorkCentre Pro at the same time, however only one service can be enabled for use.*

The optional *Internet Fax* service, available only on the *WorkCentre Pro*, allows users to transmit and receive documents as an e-mail attachment. This type of fax travels over the internet or intranet.

Overview of Features at the Workstation

If your machine is connected to a network you can use the following features. Contact your *System Administrator* to get connected.

CentreWare Print Drivers

The *Print Driver* extends the productivity power of your machine to your desktop. Options include:

- 1-sided or 2-sided
- Collated and stapled sets, depending on the finisher options available on the machine
- Resolutions up to 1200x1200 dpi
- Adding standard or customized watermarks
- Printing multiple images on one page

CentreWare Tools

The *CentreWare* software suite also offers optional *User Management Tools*.

CentreWare Internet Services

A 'built in' web *Home Page* which allows print-ready files to be sent via the *World Wide Web*. This feature is accessed via *Internet Services*.

FreeFlow™ SMARTsend™

The FreeFlow™ SMARTsend™ or FreeFlow™ SMARTsend™ Professional offer optional Network Scanning tools.

Safety

Introduction

To ensure you operate the equipment safely please read these safety notes carefully before using this product

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

The safety and environment testing and performance of this product have been verified using Xerox materials only.

WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized local dealer for more information

Warning Markings

All warning instructions marked on or supplied with the product should be followed.



This WARNING alerts users to areas of the product where there is the possibility of personal injury



This WARNING alerts users to areas of the product where there are heated surfaces, which should not be touched.

Electrical Supply

This product should be operated from the type of electrical supply indicated on the data plate label located on the rear cover. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.



WARNING: This product must be connected to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

Operator Accessible Areas

This equipment has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove these covers or guards.

Maintenance

Any operator maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance on this product, which is not described in the customer documentation.

Cleaning Your Product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

WARNING - Electrical Safety Information

- Use only the power cord supplied with this equipment.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- This equipment is to be used on an appropriate branch circuit/electrical outlet. If this machine needs to be moved to a different location, contact a Xerox service representative or your authorised local representative or service support organisation.
- Improper connection of the equipment-grounding conductor can result in electrical shock.
- Do not place this equipment where people might step on or trip on the power cord.
- Do not place objects on the power cord.
- Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings.
- Never push objects of any kind into slots or openings on this equipment.
- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorised local service representative to correct the problem.
 - The equipment emits unusual noise or odors.
 - The power cord is damaged or frayed.
 - A wall panel circuit breaker, fuse, or other safety device has been tripped.
 - Liquid is spilled into the copier/printer.
 - The equipment is exposed to water.
 - Any part of the equipment is damaged.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Laser Safety Information

This product complies with safety standards and is certified as a Class 1 Laser product under the US Department of Health and Human Services (DHSS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This product does not emit hazardous laser radiation.



CAUTION: Use of controls, adjustments or performance of procedure other than those specified herein may result in hazardous light exposure.

Since radiation emitted inside this product is completely confined within the protective housing and external covers, the laser beam cannot escape from the machine during any phase of the user operation.

The Center for Devices and Radiological Health (CDRH) of the US Food and Drug Administration implemented regulations for laser products on August 1 1976. These regulations apply to laser products marketed in the United States. The label on the machine indicates compliance with CDRH regulations and must be attached to laser products marketed in the United States.

This product contains laser warning labels. These labels are intended for use by Xerox Service Representatives and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas inside these covers.

Operational Safety Information

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times.

Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
- This equipment must be connected to a protective earth circuit.
- This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.
- Always locate the equipment in an area that has adequate ventilation, and the room for servicing. See Install guide for minimum dimensions.

- Always use materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance.
- Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These:

- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance function that is not specifically described in this documentation.
- This equipment should not be placed in a built-in installation unless proper ventilation is provided, please contact your authorized local dealer for further information.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the equipment near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or "cheat" any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately.

Maintenance Information

Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your copier/printer.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.
- Use supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

Ozone Safety Information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorised local dealer or Service Provider.

For Consumables

Store all consumables in accordance with the instructions given on the package or container.

- Keep all consumables away from the reach of children.
- Never throw dry ink, dry ink cartridges or dry ink containers into an open flame.

Radio Frequency Emissions

United States, Canada, Europe:

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

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

Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed.

Agency	Standard
Underwriters Laboratories Inc	UL60950-1 1st (2003) (USA/Canada)
	IEC60950-1 Edition 1 (2001)

This product has been manufactured under a registered ISO9001 Quality system.

Regulatory Information

ICES-003

This Class A digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

US Regulatory Information for the Fax Kit option

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 FAX machines, 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.) The country location, telephone number identifying the machine, the header text information (business name), the send and receive behavior and dial type must be entered when installing the Embedded Fax kit option. Refer to the System Administration CD (CD1) for further information on installing Embedded Fax and the Training and Information CD (CD2) for information about the Transmit Header Print feature.

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). A label is fixed to the safety cover of the fax kit 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.

An FCC compliant telephone cord and modular plug is provided with this equipment. It is designed to be connected to the telephone network or premises wiring using a compatible modular jack that is Part 68 compliant.

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.

To order the correct service from the local telephone company please quote the codes listed below: Facility Interface Code (FIC), Service Order Code (SOC), USOC Jack code and Ringer Equivalence Number (REN).

FIC	SOC	USOC Jack	REN
02LS2	9.0F	RJ-11C	0.3



WARNING:Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can

damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

The 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. 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., 02 is a REN of 0.2).

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 isn't 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 Xerox Welcome Center telephone number 800-821-2797. 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 representative or an authorized Xerox service agency. 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, ensure 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.

Canadian Regulatory Information for the Fax Kit Option

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of devices 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 RENs of all the devices does not exceed five. The Canadian REN value of this equipment is 0.3.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility 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 ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, 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.

Illegal Copying

Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies.

- Obligations or Securities of the United States Government, such as:
 - Certificates of Indebtedness
 - Coupons from Bonds
 - Silver Certificates
 - United States Bonds
 - Federal Reserve Notes
 - Certificates of Deposit
 - National Bank currency
 - Federal Reserve Bank Notes
 - Gold Certificates
 - Treasury Notes
 - Fractional Notes
 - Paper money
 - Bonds and obligations of certain agencies of the government, such as FHA
 - Bonds (US 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 copy a legal document on which there is a cancelled 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 black and white and less than 3/4 or more than 1 1/2 times the linear dimensions of the original.)
 - Postal Money Orders
 - Bills, checks, or drafts for money drawn by or on authorized officers of the United States
 - Stamps and other representatives of value, of whatever denomination, which may be or have been issued under any Act of Congress
- Adjusted compensation Certificates for veterans of the World Wars
- Obligations or Securities of any foreign government, bank, or corporation

- Copyrighted material (unless permission of the copyright owner has been obtained or the copying falls within the “fair use” or library reproduction provisions of the copyright law). Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, DC 20559 (circular R21)
- Certificates of Citizenship or Naturalization. (Foreign naturalization certificates may be photographed.)
- Passports (Foreign passports may be photographed.)
- Immigration papers
- Draft Registration cards
- Selective Service Induction papers which bear any of the following information:
 - Registrant’s earnings or income
 - Registrant’s dependency status
 - Registrant’s court record
 - Registrant’s previous military service
 - Registrant’s physical or mental condition

NOTE: *Exception:* *US Army and Navy discharge certificates may be photographed.*

- Badges, identification cards, passes or insignias carried by military or Naval personnel, or by members of the various Federal Departments and Bureaus, such as the FBI and Treasury (unless the photograph is ordered by the head of such Department or Bureau)

CAUTION: Copying of the following is also prohibited in certain states: automobile licences, driver’s licenses, and automobile Certificates of Title. This list is not all-inclusive. In case of doubt, consult your attorney.European Regulatory Information for the Embedded Fax Kit option

Environmental Compliance

USA



Energy Star

As an ENERGY STAR partner, Xerox Corporation has determined that (the basic configuration of) this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption in half when compared to conventional equipment.

Canada



Environmental Choice

Terra Choice Environmental Serviced, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products.

Product Recycling and Disposal

If you are managing the disposal of your Xerox product, please note that the product contains lead, mercury and other materials whose disposal may be regulated due to environmental considerations in certain countries or states. The presence of lead and mercury is fully consistent with global regulations applicable at the time that the product was placed on the market.

European Union



Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation end of life electrical and electronic equipment subject to disposal, must be managed within agreed procedures.

Prior to disposal please contact your local dealer or Xerox representative for end of life take back information.

North America

Xerox operates an equipment take back 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 or for recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.

Other Countries

Please contact your local waste authorities and request disposal guidance

2 Product Overview

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Introduction

Your new machine is not simply a conventional copier, it is a digital device capable of copying, faxing, printing and scanning, dependent on your model and configuration.

There are three models available:

- **CopyCentre** - A stand-alone digital device capable of copying and faxing (optional). The copying function provides all the features available on conventional copiers, with the added advantages of digital copier technology. A fax kit can also be purchased to enable faxing.
- **WorkCentre** - A multi-functional digital device capable of copying, printing and faxing (optional).
- **WorkCentre Pro** - An advanced multi-functional device offering a high specification of features and functions. This model is capable of copying, printing, faxing (optional) and scanning (optional).

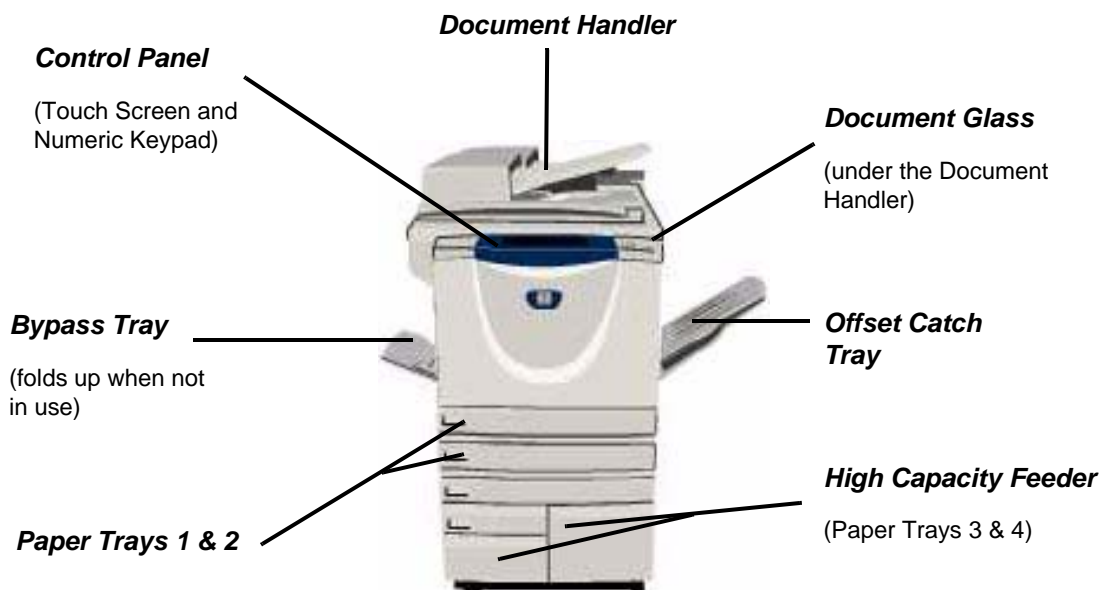
Each model has six configurations available which provide either 32, 38, 45, 55, 65 or 75 copies/prints a minute.

All configurations are fully upgradable so as to meet any future requirements you may have. Please contact your local Xerox representative for further information.

For further assistance in identifying your model, configuration and the additional options available please refer to the relevant pages.

NOTE: *All features and functions described within this Quick Reference Guide relate to a fully configured WorkCentre Pro and may not be available on your machine. If you require further information on any of the optional components, or information on any of the other machine configurations please contact your local Xerox representative.*

CopyCentre



CopyCentre Options

The following options are available for the *CopyCentre*:

NOTE: To identify which options are compatible with your machine configuration, please refer to "Option Compatibility" on page 2-5.

- | | |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Glass Cover | A flat hinged cover for the document glass. Fitted instead of the document handler. |
| Document Handler | Feeds up to 75 single or double sided documents. Documents from 8.5 x 5.5" to 11 x 17" can be fed. Fitted instead of the document cover. |
| High Capacity Feeder | Holds paper trays 3 and 4. Both trays have a larger capacity than trays 1 and 2, therefore reducing the number of times you need to replace paper in the machine. |
| Offset Catch Tray | Delivers output either face up or face down, collated or uncollated. Each set or stack will be offset from the previous to enable easy separation. Fitted instead of a finisher. |
| Finisher | There are 4 finisher types available: <ul style="list-style-type: none"> - Basic Office Finisher - Office Finisher - Advanced Office Finisher - Professional Finisher |

To identify your finisher type and for more information about each finisher, refer to *"Finishing Devices" on page 2-14.*

Your chosen finisher is fitted instead of the *Offset Catch Tray*.

Hole Punch This option is available if your machine is equipped with any of the three finishers fitted with a *Hole Punch*. The kits available are *2 Hole* or *3 Hole*. Each sheet is drilled individually, so there is no limit to the number of sheets in the set. *Additional Hole Punch* kits can be purchased as an option, although only one kit can be fitted at one time.

Convenience Stapler Up to 50 sheets of 20lb paper can be stapled manually using the *Convenience Stapler*. The staple cartridge holds 5000 staples.

NOTE: *The Convenience Shelf must be fitted to your machine before the Convenience Stapler can be installed.*

Envelope Tray This tray is inserted inside paper tray 2 to enable envelope printing. Up to 55 C10 envelopes can be loaded in the tray.

Basic Fax Kit (Embedded) This kit enables a single telephone line connection. *Basic Fax*, also referred to as *Embedded Fax*, will scan your documents and send them to most types of fax machine connected to a telephone network. The images are sent from your machine directly to the fax number entered. This type of fax uses normal telephone lines to transmit data and standard telephone rates will apply.

Extended Fax Kit (Embedded) Enables two telephone lines to be attached to the machine. This provides all the features of the *Basic Fax* kit plus the capability to send and receive faxes same time.

Foreign Interface Device Enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.

256MB Electronic Pre-Collation (EPC) Memory Additional temporary storage area for scanned information.

Option Compatibility

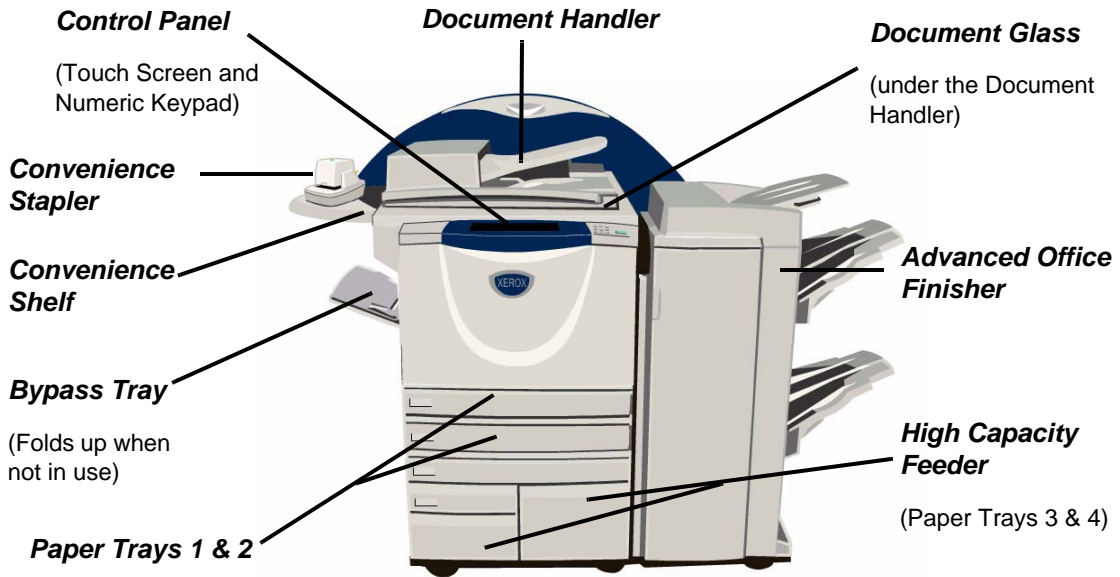
Option	CopyCentre					
	32	38	45	55	65	75
Document Glass Cover	●	●	●	-	-	-
Document Handler	○	○	○	●	●	●
High Capacity Feeder	○	○	○	○	●	●
Offset Catch Tray	○	○	○	○	○	○
Basic Office Finisher	○	○	○	-	-	-
Office Finisher	○	○	○	○	○	○
Advanced Office Finisher	-	-	-	-	○	○
Professional Finisher	○	○	○	○	○	○
2 Hole Punch Kit	○	○	○	○	○	○
3 Hole Punch Kit	○	○	○	○	○	○
Convenience Stapler & Shelf	○	○	○	○	○	○
Envelope Tray	○	○	○	○	-	-
Basic Fax Kit	○	○	○	○	○	○
Extended Fax Kit	○	○	○	○	○	○
Foreign Interface Device	○	○	○	○	○	○
Additional 256MB Electronic Pre-Collation (EPC) Memory	○	○	○	○	●	●

Key: ● Standard

○ Optional

- Not Available

WorkCentre



WorkCentre Options

The following options are available for the *WorkCentre*:

NOTE: To identify which options are compatible with your machine configuration, please refer to "Option Compatibility" on page 2-9.

- | | |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Glass Cover | A flat hinged cover for the document glass. Fitted instead of the document handler. |
| Document Handler | Feeds up to 75 single or double sided documents. Documents from 8.5 x 5.5" to 11 x 17" can be fed. Fitted instead of the document cover. |
| High Capacity Feeder | Holds paper trays 3 and 4. Both trays have a larger capacity than trays 1 and 2, therefore reducing the number of times you need to replace paper in the machine. |
| Offset Catch Tray | Delivers output either face up or face down, collated or uncollated. Each set or stack will be offset from the previous to enable easy separation. Fitted instead of a finisher. |

Finisher There are 4 finisher types available:

- Basic Office Finisher
- Office Finisher
- Advanced Office Finisher
- Professional Finisher

To identify your finisher type and for more information about each finisher, refer to *"Finishing Devices" on page 2-14.*

Your chosen finisher is fitted instead of the *Offset Catch Tray*.

Hole Punch This option is available if your machine is equipped with any of the three finishers fitted with a *Hole Punch*. The kits available are *2 Hole* or *3 Hole*. Each sheet is drilled individually, so there is no limit to the number of sheets in the set. Additional *Hole Punch* kits can be purchased as an option, although only one kit can be fitted at one time.

Convenience Stapler Up to 50 sheets of 20lb paper can be stapled manually using the *Convenience Stapler*. The staple cartridge holds 5000 staples.

NOTE: *The Convenience Shelf must be fitted to your machine before the Convenience Stapler can be installed.*

Envelope Tray This tray is inserted inside paper tray 2 to enable envelope printing. Up to 55 C10 envelopes can be loaded in the tray.

Basic Fax Kit (Embedded) This kit enables a single telephone line connection. *Basic Fax*, also referred to as *Embedded Fax*, will scan your documents and send them to most types of fax machine connected to a telephone network. The images are sent from your machine directly to the fax number entered. This type of fax uses normal telephone lines to transmit data and standard telephone rates will apply.

Extended Fax Kit (Embedded) Enables two telephone lines to be attached to the machine. This provides all the features of the *Basic Fax* kit plus the capability to send and receive faxes same time.

E-mail Allows an image to be scanned and sent to any valid e-mail address. The scanned image is sent as an e-mail attachment to the specified recipient(s).

Foreign Interface Device Enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.

Xerox Standard Accounting A tool which can be used by administrators to track the number of *Copy*, *Print*, *Network Scanning*, *Server Fax* and *Embedded Fax* jobs for each user, provided these services are installed on the machine. Usage limits can be applied to users and the administrator can print a report which contains all *Xerox Standard Accounting* data.

Image Overwrite Security A security feature which provides *On Demand Image Overwrite* and *Immediate Image Overwrite*. Both features offer the ability to overwrite the machine's hard disk to protect classified or private information.

PostScript® Emulation Allows PostScript® Emulation printing via the PostScript® Emulation printer drivers

256MB Electronic Pre-Collation (EPC) Memory Additional temporary storage area for scanned information.

Option Compatibility

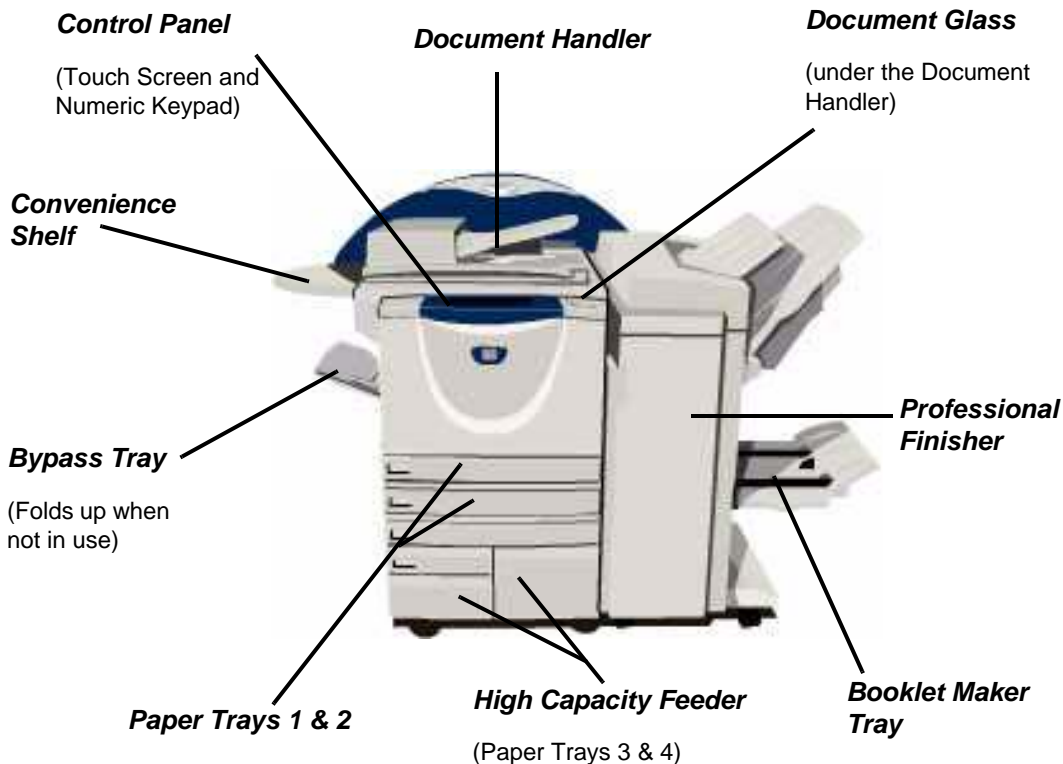
Option	WorkCentre					
	32	38	45	55	65	75
Document Glass Cover	●	●	●	-	-	-
Document Handler	○	○	○	●	●	●
High Capacity Feeder	○	○	○	●	●	●
Offset Catch Tray	○	○	○	○	○	○
Basic Office Finisher	○	○	○	-	-	-
Office Finisher	○	○	○	○	○	○
Advanced Office Finisher	-	-	-	-	○	○
Professional Finisher	○	○	○	○	○	○
2 Hole Punch Kit	○	○	○	○	○	○
3 Hole Punch Kit	○	○	○	○	○	○
Convenience Stapler	○	○	○	○	○	○
Convenience Shelf	●	●	●	●	●	●
Envelope Tray	○	○	○	○	-	-
Basic Fax Kit	○	○	○	○	○	○
Extended Fax Kit	○	○	○	○	○	○
E-mail	○	○	○	○	○	○
Xerox Standard Accounting	●	●	●	●	●	●
Foreign Interface Device	○	○	○	○	○	○
Image Overwrite Security	○	○	○	○	○	○
PostScript® Emulation	○	○	○	○	○	○
Additional 256MB Electronic Pre-Collation (EPC) Memory	○	○	○	○	●	●

Key: ● Standard

○ Optional

- Not Available

WorkCentre Pro



WorkCentre Pro Options

The following options are available for the *WorkCentre Pro*:

NOTE: To identify which options are compatible with your machine configuration, please refer to "Option Compatibility" on page 2-13.

- Document Handler** Feeds up to 75 single or double sided documents. Documents from 8.5 x 5.5" to 11 x 17" can be fed. Fitted instead of the document cover.
- High Capacity Feeder** Holds paper trays 3 and 4. Both trays have a larger capacity than trays 1 and 2, therefore reducing the number of times you need to replace paper in the machine.
- Offset Catch Tray** Delivers output either face up or face down, collated or uncollated. Each set or stack will be offset from the previous to enable easy separation. Fitted instead of a finisher.
- Finisher** There are 4 finisher types available:
- Basic Office Finisher

- Office Finisher
- Advanced Office Finisher
- Professional Finisher

To identify your finisher type and for more information about each finisher, refer to *"Finishing Devices" on page 2-14.*

Your chosen finisher is fitted instead of the *Offset Catch Tray*.

- Hole Punch** This option is available if your machine is equipped with any of the three finishers fitted with a *Hole Punch*. The kits available are *2 Hole* or *3 Hole*. Each sheet is drilled individually, so there is no limit to the number of sheets in the set. Additional *Hole Punch* kits can be purchased as an option, although only one kit can be fitted at one time.
- Convenience Stapler** Up to 50 sheets of 20lb paper can be stapled manually using the *Convenience Stapler*. The staple cartridge holds 5000 staples.
- NOTE:** *The Convenience Shelf must be fitted to your machine before the Convenience Stapler can be installed.*
- Envelope Tray** This tray is inserted inside paper tray 2 to enable envelope printing. Up to 55 C10 envelopes can be loaded in the tray.
- Basic Fax Kit (Embedded)** This kit enables a single telephone line connection. *Basic Fax*, also referred to as *Embedded Fax*, will scan your documents and send them to most types of fax machine connected to a telephone network. The images are sent from your machine directly to the fax number entered.
- Extended Fax Kit (Embedded)** Enables two telephone lines to be attached to the machine. This provides all the features of the *Basic Fax* kit plus the capability to send and receive faxes same time.
- LAN Fax** Enables a document to be sent to a fax machine that is connected to a telephone network. The images are sent from the PC directly to the fax number entered.
- Server Fax** Enables users to send and receive hard copy faxes via a fax server. The images are sent from your machine to a third party fax server, which relays them to the fax number entered.
- Internet Fax** Allows users to send or receive faxes over the internet or intranet.
- E-mail** Allows an image to be scanned and sent to any valid e-mail address. The scanned image is sent as an e-mail attachment to the specified recipient(s).
- Network Scanning** Used to scan an original document and convert it into an electronic file. The file can be distributed and archived in a variety of ways. The final destination of the electronic file will depend on the scan path chosen by the user.
- Network Accounting** Enables the tracking of machine usage for *Print*, *Copy* and *Scan* jobs from multiple machines over the network.

Xerox Standard Accounting A tool which can be used by administrators to track the number of *Copy*, *Print*, *Network Scanning*, *Server Fax* and *Embedded Fax* jobs for each user, provided these services are installed on the machine. Usage limits can be applied to users and the administrator can print a report which contains all *Xerox Standard Accounting* data.

Foreign Interface Device Enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.

Image Overwrite Security A security feature which provides *On Demand Image Overwrite* and *Immediate Image Overwrite*. Both features offer the ability to overwrite the machine's hard disk to protect classified or private information.

USB (Universal Serial Bus) Printing Used for printing directly from a PC connected via a USB cable.

256MB Electronic Pre-Collation (EPC) Memory Additional temporary storage area for scanned information.

Option Compatibility

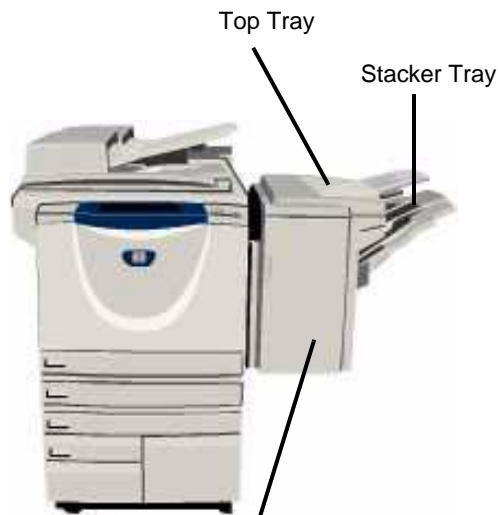
Option	WorkCentre Pro					
	32	38	45	55	65	75
Document Glass Cover	-	-	-	-	-	-
Document Handler	●	●	●	●	●	●
High Capacity Feeder	●	●	●	●	●	●
Offset Catch Tray	○	○	○	○	○	○
Basic Office Finisher	○	○	○	-	-	-
Office Finisher	○	○	○	○	○	○
Advanced Office Finisher	-	-	-	-	○	○
Professional Finisher	○	○	○	○	○	○
2 Hole Punch Kit	○	○	○	○	○	○
3 Hole Punch Kit	○	○	○	○	○	○
Convenience Stapler	○	○	○	○	○	○
Convenience Shelf	●	●	●	●	●	●
Envelope Tray	○	○	○	○	-	-
Basic Fax Kit	○	○	○	○	○	○
Extended Fax Kit	○	○	○	○	○	○
LAN Fax	○	○	○	○	○	○
Server Fax	○	○	○	○	○	○
Internet Fax	○	○	○	○	○	○
E-mail	○	○	○	○	○	○
Network Scanning	○	○	○	○	○	○
Network Accounting	○	○	○	○	○	○
Xerox Standard Accounting	●	●	●	●	●	●
Foreign Interface Device	○	○	○	○	○	○
Image Overwrite Security	○	○	○	○	○	○
USB Printing	○	○	○	○	○	○
Additional 256MB Electronic Pre-Collation (EPC) Memory	○	○	○	○	●	●

Key: ● Standard

○ Optional

- Not Available

Finishing Devices



Basic Office Finisher



Office Finisher



Advanced Office Finisher



Professional Finisher

(with Booklet Maker)

Basic Office Finisher Holds up to 250 sheets of paper in the *Top Tray*, and up to 1000 sheets in the *Stacker Tray*.

The Stacker can collate, stack and staple your output, depending on the features selected.

The staple cartridge for the *Basic Office Finisher* contains 3000 staples.

NOTE: *Double Staple is not available with the Basic Office Finisher.*

Office Finisher Holds up to 250 sheets of paper in the *Top Tray*, and up to 2000 sheets in the *Stacker Tray*.

The stacker can collate, stack, staple and hole drill your output depending on the features selected.

The staple cartridge for the *Office Finisher* contains 5000 staples.

Advanced Office Finisher Holds up to 250 sheets of paper in the *Top Tray*, and up to 1500 sheets in each of the 2 *Stacker Trays*.

The *Advanced Office Finisher* can collate, stack, staple and drill your output depending on the features selected.

The staple cartridge for the *Advanced Office Finisher* contains 5000 staples.

Professional Finisher Holds up to 250 sheets of paper in the *Top Tray*, and up to 1500 sheets in the *Stacker Tray*.

The stacker can collate, stack, staple and hole drill your output depending on the features selected.

The *Professional Finisher* also incorporates a *Booklet Maker* which can fold and staple your output. The *Booklet Maker* stapler requires 2 staple cartridges, each containing 2000 staples. The finisher stapler has 1 staple cartridge containing 5000 staples.

3 Getting Started

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Control Panel Overview

NOTE: The Touch Screen displayed is for a fully configured WorkCentre Pro.

Touch Screen

Displays and selects all the available programming features, plus fault clearance procedures and general machine information.



Help

Accesses additional information.



Language

Changes text to an alternative language.



Access

Accesses *Tools*, used to adjust the defaults of the machine.

AC Clear All

Resets all the features to their default settings.



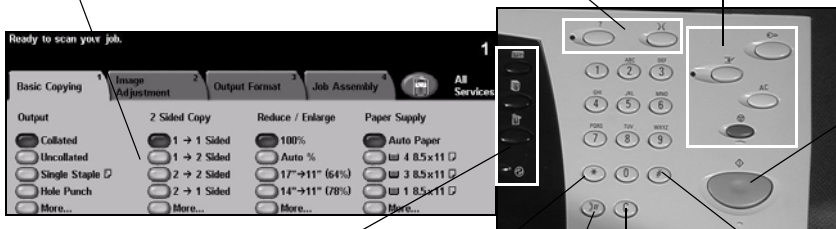
Interrupt

Temporarily stops the current job to allow a priority job to be run.



Pause

Temporarily stops the current job.



Start

Starts the job.



Features

Displays the job features on the screen.



Job Status

Displays job progress information.



Machine Status

Displays the current status of the machine.



Power Saver Indicator

Indicates when the machine is in Power Saver Mode.

* Asterisk

Use to start a DTMF (Dual Tone Multi-frequency) operation.

C Clear

Deletes numeric values or the last digit entered.

Pound

Indicates the dialing character or designates a group dial number. Also used when entering a password.



Dial Pause

Enters a pause in a telephone number when transmitting a fax.

Power On or Off

1 To power ON:

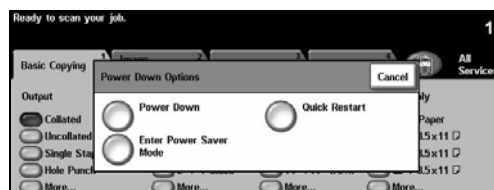
- Press the **[Power]** switch. The entire powering on process (to power on all installed options) takes less than 165 seconds.

NOTE: Certain functions of the machine e.g. copying and scanning will be available before others.



2 To power OFF:

- Press the **[Power]** switch. A confirmation screen will appear requesting a power down option.



3

- If **[Power Down]** is selected the *Power Down Confirmation* screen displays a warning that data may be lost if the machine is powered down.

NOTE: Confirmation of this screen will result in the deletion of any jobs currently in the queue.

- Touch the **[Confirm]** button to power off the machine.

NOTE: The machine remains on for approximately 45 seconds before the power is terminated.

- If **[Enter Power Saver Mode]** is selected, the machine will immediately enter the *Power Saver Mode* appropriate to its configuration. If there are any jobs in the queue, a second pop-up screen displays.

NOTE: To re-activate the machine when in this mode, touch a button on the Touch Screen or control panel.

- If **[Quick Restart]** is selected and confirmed the machine will restart. A pop-up screen will appear warning that any jobs in the queue will be deleted.

NOTE: Any copy jobs in the queue will be deleted, print jobs in the queue are recovered.

- If **[Cancel]** is selected the power down options will be cancelled and the machine will be available for use.

Loading Paper

1

- Open the required paper tray.

NOTE: Paper trays 1 and 2 are fully adjustable for all stock sizes between 8.5 x 5.5" and 11 x 17". Paper trays 3 and 4 are dedicated paper trays which can be adjusted to hold either A4 or 8.5 x 11" long edge feed paper only.



2

- Load paper. Paper must not be loaded above the fill line.
- Close the tray.

NOTE: For paper trays 1 and 2, ensure the guides are just touching the paper, otherwise the size automatically detected may be incorrect.



3

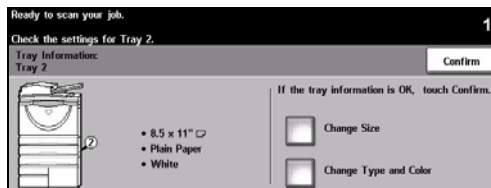
- Select **[Confirm]** OR select **[Change Size]** and/or **[Change Type and Color]** to reprogram the tray if the paper size, type or color has changed.

NOTE: Ensure the Size, Type and Color are all correct. For standard copy paper the following should apply:

Size - 8.5 x 11"

Type - Plain paper

Color - White



NOTE: Some machine configurations do not support envelope printing, please refer to the Product Overview chapter for more information.

Making Copies

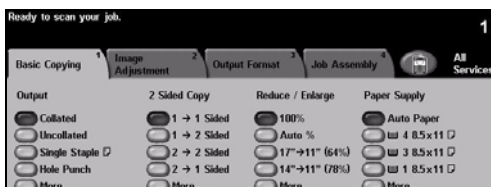
1

- Load the documents either in the document handler or on the document glass.

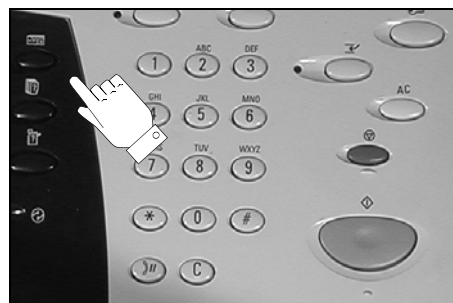
NOTE: Documents are only scanned once.



2

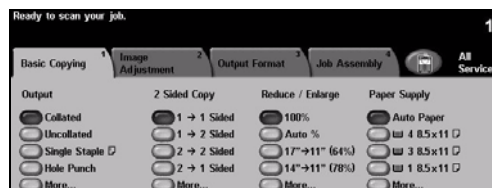


- Access the *Basic Copy* screen - if necessary select the **[Features]** button on the control panel.



3

- Select the required features on the *Touch Screen*.
- Select the number of copies required.
- Press **[Start]**.



Copy features include...

- Producing stapled or hole drilled sets, if there is a finisher available
- Image Quality adjustment
- Auto Reduce/Enlarge
- Copying mixed size originals
- Adding printed or blank dividers into transparency sets
- Arranging multiple images on a page
- Adding printed or blank covers
- Adding Annotations
- Inserting printed or blank sheets or tabs
- Image Shift
- Erasing edges and borders
- Build Job to apply different programming within a set of documents
- Storing the programming for frequently run jobs
- Creating booklets

Sending an Embedded Fax

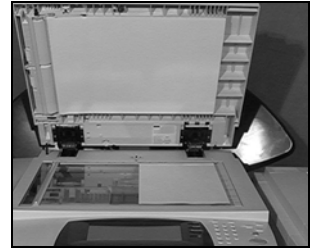
Embedded Fax is an optional walk up fax feature on your machine. If the *Basic Fax* screen matches that displayed in step 2 then *Embedded Fax* is enabled. Please contact your *System Administrator* for more information.

NOTE: Both *Embedded* and *Server Fax* can be installed on the *WorkCentre Pro* at the same time, however only one service can be enabled for use.

1

- Load the documents either in the document handler or on the document glass.

NOTE: Documents are only scanned once.

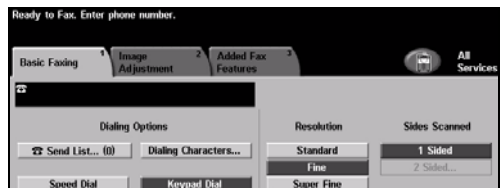


2

- Select **[Fax]**.

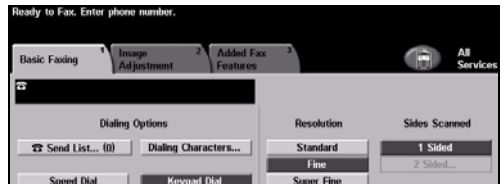
NOTE: You may need to select **[All Services]** first to access the fax option.

- Enter the telephone number.



3

- Select the required features on the *Touch Screen*.
- Press **[Start]**.



Fax features include...

- Adjusting the Resolution
- Faxing double sided originals
- Programing the size of the originals being scanned
- Image Quality adjustment
- Delaying the start time of a fax
- Adding a Cover Letter
- Sending to more than one recipient
- Mailbox storage and polling to and from your machine
- Setting the transmission speed

Sending a Server Fax

Server Fax is an optional feature which is only available on the *WorkCentre Pro*. If the *Basic Fax* screen matches that displayed in step 2 then *Server Fax* is enabled. Please contact your *System Administrator* for more information.

NOTE: *Both Embedded and Server Fax can be installed on the WorkCentre Pro at the same time, however only one service can be enabled for use.*

1

- Load the documents either in the document handler or on the document glass.

NOTE: *Documents are only scanned once.*

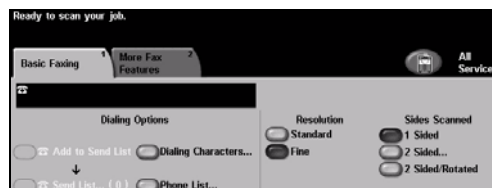


2

- Select **[Fax]**.

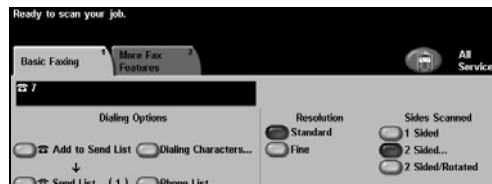
NOTE: *You may need to select **[All Services]** first to access the fax option.*

- Enter the telephone number.



3

- Select the required features on the *Touch Screen*.
- Press **[Start]**.



Fax features include...

- Adjusting the Resolution
- Faxing double sided originals
- Programing the size of the originals being scanned
- Image Quality adjustment
- Delaying the start time of a fax

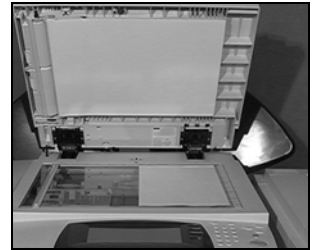
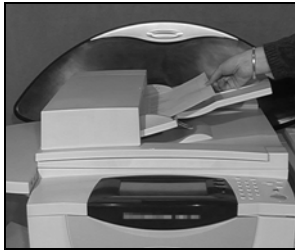
Sending an Internet Fax

Internet Fax is an optional feature which is only available on the *WorkCentre Pro*. Please contact your *System Administrator* for more information.

1

- Load the documents either in the document handler or on the document glass.

NOTE: Documents are only scanned once.

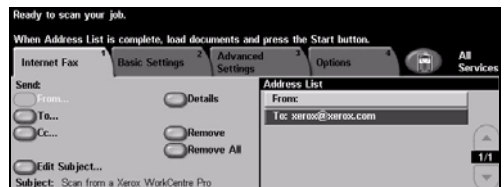


2

- Select **[Internet Fax]**.

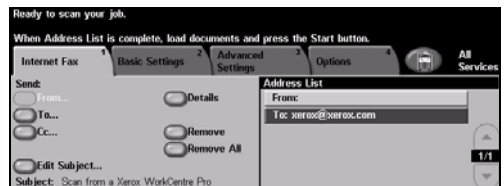
NOTE: You may need to select **[All Services]** first to access the Internet Fax option.

- Select **[To.]**, enter the recipient e-mail details and select **[Save]**.
- Select **[Edit Subject]**, enter a subject and select **[Save]**.



3

- Select the required features on the *Touch Screen*.
- Press **[Start]**.



Internet Fax features include...

- Setting up a Public or Internal Address Book
- Adjusting the Resolution
- Scanning double sided originals
- Programing the size of the originals being scanned
- Image Quality adjustment
- Changing the default file format setting

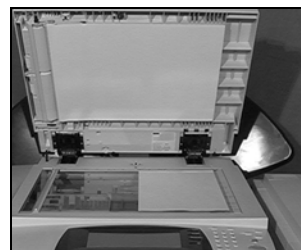
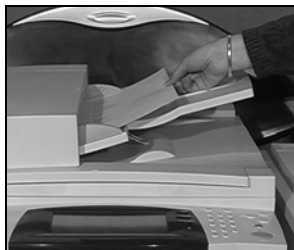
Scanning a Document to a File

Network Scanning is only available on the *WorkCentre Pro*. Please contact your *System Administrator* for more information.

1

- Load the documents either in the document handler or on the document glass.

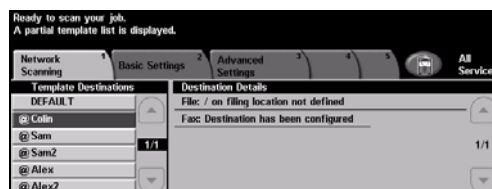
NOTE: Documents are only scanned once.



2

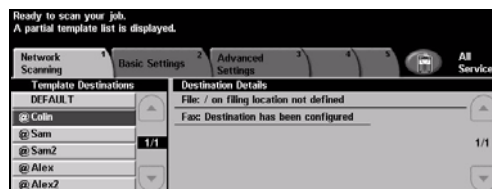
- Select **[Network Scanning]**.

NOTE: You may need to select **[All Services]** first to access the Network Scanning option.



3

- Select the template required.
- Select the required features on the *Touch Screen*.
- Press **[Start]**.
- On completion access your job at your workstation.



Network Scanning features include...

- Adjusting the image output requirements
- Adjusting the Resolution
- Scanning double sided originals
- Programing the size of the originals being scanned
- Changing the destination for the scanned image

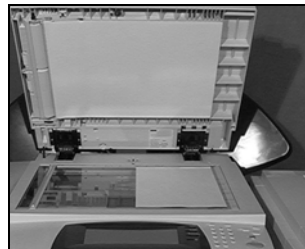
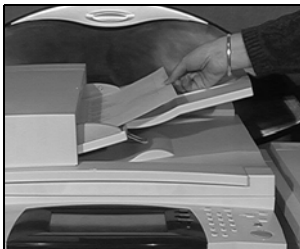
Sending an E-mail

E-mail is an optional feature which is only available on the WorkCentre and *WorkCentre Pro*. Please contact your *System Administrator* for more information.

1

- Load the documents either in the document handler or on the document glass.

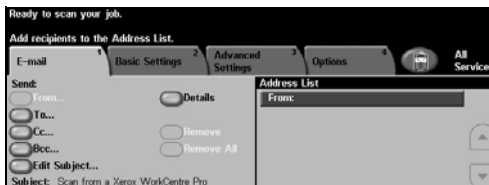
NOTE: Documents are only scanned once.



2

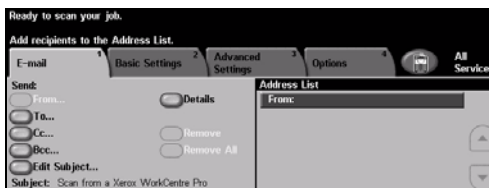
- Select **[E-mail]**.

NOTE: You may need to select **[All Services]** first to access the e-mail option.



3

- Select **[To]**, enter the recipient e-mail details and select **[Enter]**.
- Select **[Edit Subject]**, enter a subject and select **[Save]**.
- Select the required features on the *Touch Screen*.
- Press **[Start]**.



E-mail features include...

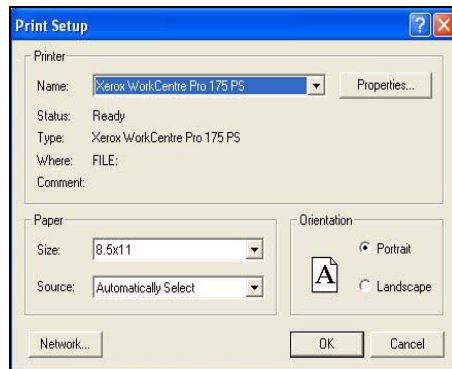
- Setting up a Public or Internal Address Book
- Adjusting the Resolution
- Scanning double sided originals
- Programing the size of the originals being scanned
- Image Quality adjustment

Printing from a PC

If your machine is connected to a network, documents can be printed directly from your PC using the *CentreWare Print Driver* supplied. The *Print Driver* must be loaded on each PC which uses the machine for printing.

1

- Select **[Print]** in your application.
- Select your machine as the printer.



2

- Select **[Properties]**, make your selections and click **[OK]**.
- Click **[OK]** to print your document.

NOTE: *Instructions may vary depending on the application being used.*



Print features include...

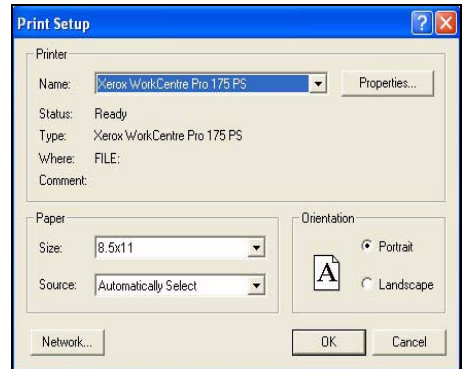
- Printing 1 or 2 sided
- Producing stapled or hole drilled sets, if available
- Changing the printing Resolution
- Adding a Banner Sheet
- Adding a front cover
- Adjusting the Image Quality
- Adding a Watermark

Sending a LAN Fax

LAN Fax is an optional feature which is only available on the *WorkCentre Pro*. Please contact your *System Administrator* for more information.

1

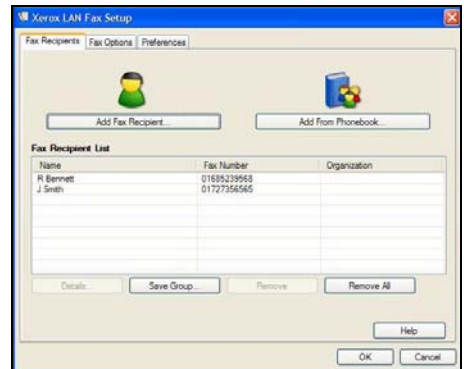
- Select **[Print]** in your application.
- Select your machine as the printer.



2

- Select **[Properties]**.
- Select **[Job Type]** and then **[Fax]** from the pull down menu.
- Enter the recipient details and select the features required.
- Click **[OK]** to send your document.

NOTE: *Instructions may vary depending on the application being used.*



LAN fax features include...

- Creating a Phone book
- Confirmation Sheet
- Send Speed
- Resolution
- Send Time
- Cover sheet

Printing with Internet Services

Printing with *Internet Services* is available on the *WorkCentre Pro*, and on the *WorkCentre* if the postscript option is installed. *Internet Services* uses a Web User Interface embedded in the machine to communicate between the HTTP server and the machine. This option is only available when the machine is connected to a network.

1

- Open your Web Browser, then enter: `http://` and the printer TCP/IP address.
- Press the **[Enter]** key on your workstation keyboard.

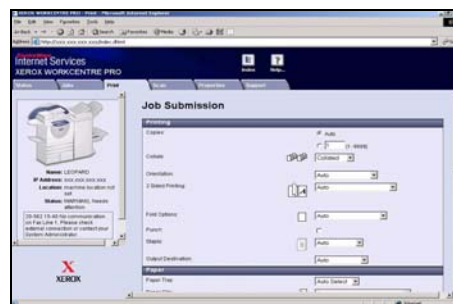
The default *Status* window displays.

HINT: If you do not have the TCP/IP address for your machine, contact your System Administrator.



2

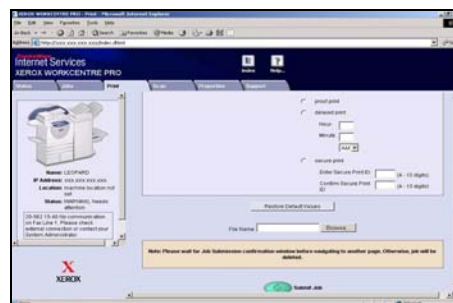
- Click on **[Print]** and make your selections.
- Use the scroll bar on the right to move to the bottom of the page.



3

- Click on **[Browse]** and locate the file to be printed.
- Click on **[Submit Job]**.

NOTE: For more detailed information on using *Internet Services* please contact your System Administrator.



Internet Services features include...

- Creating, modifying and deleting scan templates if Network Scanning is available
- Promoting, deleting or releasing a job in the Print Queue
- Reviewing the status of your machine

Logging On / Logging Off

If the *Internal Auditor* or the optional *Network Accounting* has been enabled, a valid User Number needs to be entered in order to access the machine functions. The *Internal Auditor* automatically tracks *Copy* jobs for billing purposes, as well as preventing unauthorized access to the machine. *Network Accounting* is used to track jobs completed over the network. Contact your *System* and/or *Auditor Administrator* for more information.

1

- To *Log On* when the *Internal Auditor* has been enabled, use the keypad to enter a 4 digit password and then select **[Enter]**.



Internal Auditor
Log on screen

- To *Log On* when *Network Accounting* has been enabled, enter a valid *User ID* and *Account ID* and select **[Enter]**.




Network Accounting
Log on screen

2

- Complete your job.

3


To *Log Off*:

- Press **[Access **] on the control panel.
- Select **[Logout]** on the *Touch Screen*.

Customizing your Machine

Your machine can be customized to suit your working environment and practices. The *System Management Tools* enable your *System* or *Machine Administrator* to set-up, customize and maintain the machine.

After your machine is installed, it is recommended that the settings and options are customized to fully meet the requirements of the Users. Please discuss your requirements with your *System* or *Machine Administrator* to ensure you get optimum performance from your machine.

The *Tools* facility is accessed using the Access  button on the control panel. Some of the settings within *Tools* are critical to the operation of the machine, therefore the screens are password protected so they cannot be accidentally changed or corrupted.

Full instructions for accessing and customizing the *System Management Tools* are located in the *Training and Information CD (CD2)*, contained in the CD Pack delivered with your machine.

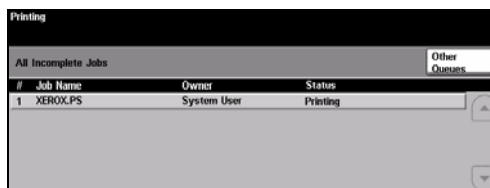
System Management Tools include...

- System Settings
- Screen Defaults
- Access and Accounting
- Feature Defaults
- Connectivity and Network Setup
- Consumables Management
- Machine Tests
- Power Saver Administration
- Fax Setups

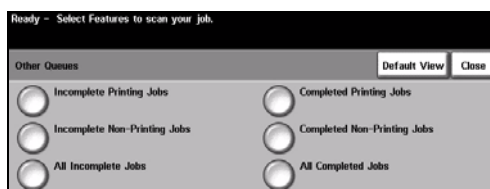
Further Assistance

1 Access the Job Queue

- Press the **Job Status** button on the control panel. The *All Incomplete Jobs* queue displays.
- Review the status of the job.

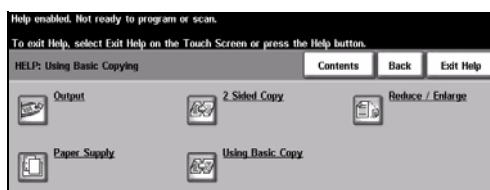


- Select **[Other Queues]** to access and review the other queues available.



2 Access the online Help

- **?** Press **Help** at any time to access the online help screens.
- Messages, screen instructions and graphics provide additional information.

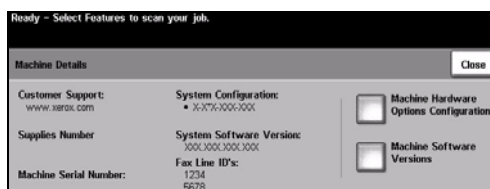


3 For additional Help

If you need any additional help on using your machine you can:

- Refer to the *Training and Information CD (CD2)*, contained in the CD Pack delivered with your machine.
- Contact your *System and/or Machine Administrator*.
- Visit our *Customer Web Site* at **www.xerox.com** or contact the *Xerox Welcome and Support Centre* quoting the machine serial number.
- Press the **[Machine Status]** button on the control panel.
- Select **[Machine Details]** to display the machine serial number.

NOTE: The serial number can also be found on a metal plate inside the front door.



4 Copy

➤ Copy	4-2
➤ Basic Copying	4-3
➤ Image Adjustment.....	4-10
➤ Output Format.....	4-17
➤ Job Assembly	4-25

Copy

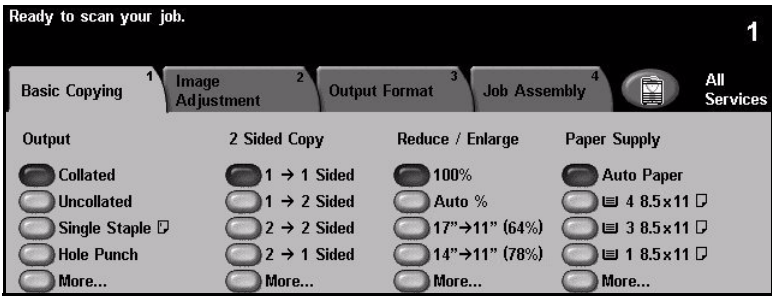


The *Copy* feature is standard on your machine.

Access to the *Copy* features is gained using the *Features* button on the control panel.

Depending on the options enabled and how your machine has been configured, you may have to select *All Services* and *Copy* to display the *Copy* feature tabs.

This chapter contains information about the options available within *Copy*.



The tabs available for selecting the *Copy* features are:

- Basic Copying
- Image Adjustment
- Output Format
- Job Assembly

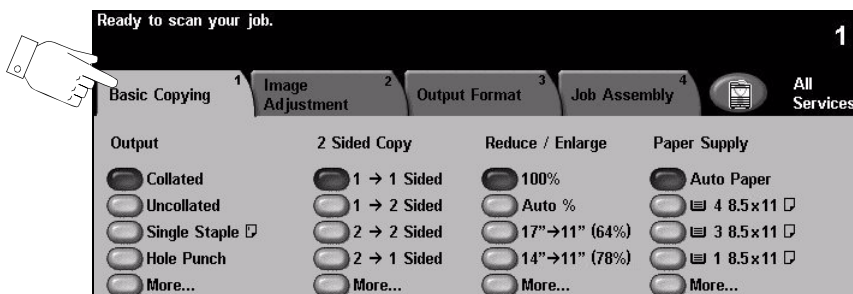


HINT: If some of the *Copy* feature tabs are not displayed, selecting tab 2 displays them.

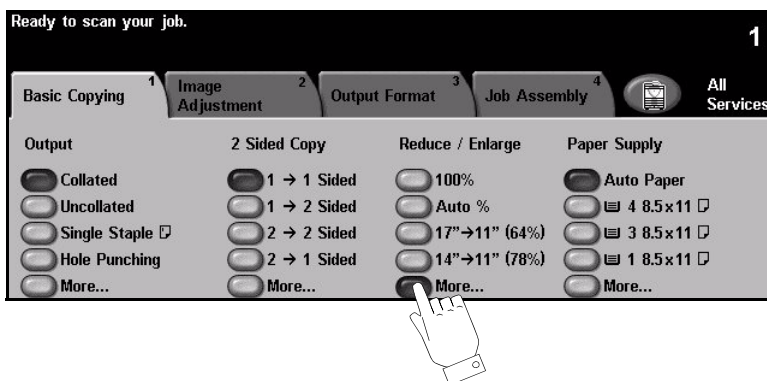
Basic Copying

The *Basic Copying* tab is the default *Copy* screen. Use the *Basic Copying* tab to select the standard features for a copy job.

Depending on the options enabled and how your machine has been configured, you may have to select *All Services* and *Copy* to display the *Copy* feature tabs.



Touch any of the top level buttons to select a feature. One button can be selected in each column. Multiple options can be selected for each job if required. To view all the options for a feature, select *More...*



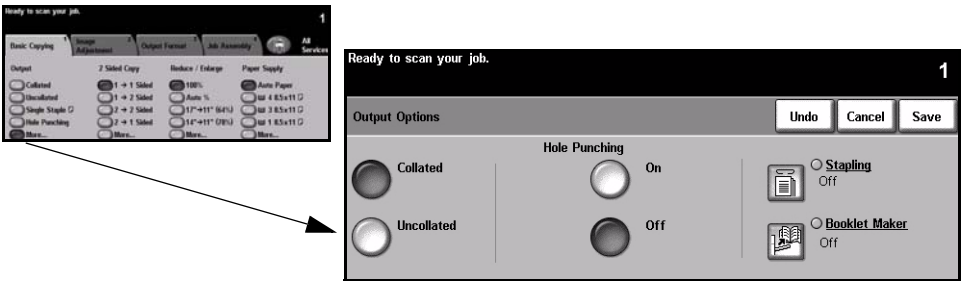
Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Output

Output is used to select the finishing requirements for the job. The options will depend on the finishing output device installed.

HINT: For an explanation of all the finishing devices available refer to “Finishing Devices” on page 2-14.



Options:

Collated Select *Collated* for output stacked in sets to match the sequence of the originals.



Uncollated Select *Uncollated* for output sorted into stacks of individual pages.



Hole Punching This option is available if your machine is equipped with a finisher and 2 *Hole Punch* or 3 *Hole Punch*. Each sheet is drilled individually, so there is no limit to the number of sheets in the set. Additional *Hole Punch* kits can be purchased as an option. Only one *Hole Punch* kit can be fitted at one time.



i *Hole punching can only be selected for 8.5 x 11" long edge feed and 11 x 17" paper.*

NOTE: Some stapling options can be used in conjunction with Hole Punching.

Stapling The *Stapling* options are as follows:



No Staples	The output will not be stapled.
Single Staple	Use this option to add a single staple to your output.
Double Staple	Use this option to add 2 staples to your output. Staples can be added to the Left Edge or Right Edge of your output. <i>This option is not available on the Basic Office Finisher.</i>

Multi-Staple	Use this option to add 3 or 4 staples to your output, depending on the size of the paper being used. Multiple staples can be added to the Left Edge or Right Edge of your output. <i>This option is only available on the Advanced Office Finisher and the Professional Finisher.</i>
---------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Collated and uncollated stapled sets will be delivered offset.

NOTE: *The staple positions available are dependent on the type of finisher installed.*

- ① *Basic Office Finisher staples 2 - 30 sheets of 20lb paper. Other finishers staple 2 - 50 sheets of 20lb paper. The maximum number of sheets is 20 when stapling heavyweight paper.*

Booklet Maker



If your machine is fitted with the *Professional Finisher* the *Booklet Maker* option can be used to fold and staple (saddle stitch) your output to produce booklets. The *Booklet Maker* options are as follows:

Off	The <i>Booklet Maker</i> option is switched off.
Folded and Stapled	Use this option to fold and staple your booklet. The <i>Professional Finisher</i> will place 2 staples on the spine of the booklet.
Folded Only	Use this option to fold your booklet output.

- ① *The paper sizes that can be used are A3, 11" x 17", A4, 8.5" x 11", 8.5" x 13" and 8.5" x 14".*

All paper must be loaded short edge feed in the paper tray.

The media types that can be used are Plain Paper, Bond, Index and Cover.

If using the Folded and Stapled option, the maximum number of 20lb bond sheets is 15.

If using the Folded Only option, the maximum number of 20lb bond sheets is 5.

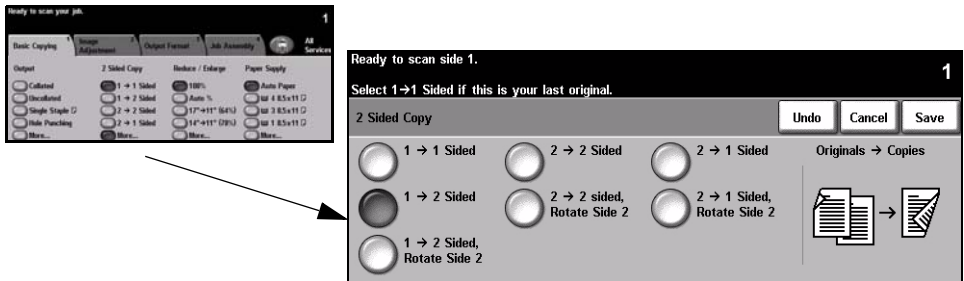
The maximum number of sheets for both options is reduced when using heavier weight paper.



HINT: For information about using the *Booklet Creation* option, refer to "Booklet Creation" on page 4-19.

2-Sided

Double-sided copies, ranging in size from 8.5 x 5.5" to 11 x 17" can be made automatically from one or two-sided originals.



Options:

1 → 1 Sided Use this option for 1 sided originals when 1 sided copies are required.



1 → 2 Sided Use this option for 1 sided originals when 2 sided copies are required.



1 → 2 Sided, Rotate Side 2 This option produces 2 sided copies from 1 sided originals and rotates every second side image. Use this option to create documents which can be read in a “head to toe” manner, for example a calendar.



2 → 2 Sided Use this option for 2 sided originals when 2 sided copies are required.



2 → 2 Sided, Rotate Side 2 This option produces 2 sided copies from 2 sided originals and rotates every second side image. The “read” orientation for this option varies depending on the input originals. For example, if “head to head” orientation originals are scanned, the output will be “head to toe”. If “head to toe” orientation originals are scanned the output produced will be “head to head”.



2 → 1 Sided Use this option for 2 sided originals when 1 sided copies are required.



2→ 1 Sided, Rotate Side 2

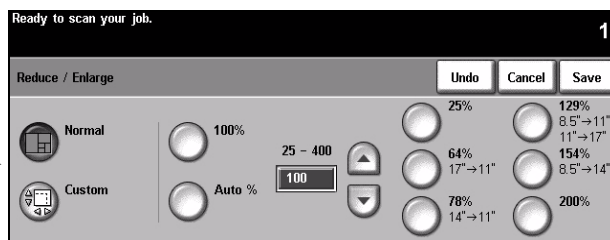
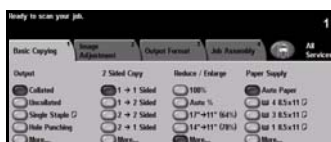


This option produces 1 sided copies from 2 sided originals and rotates every second side image. It should be used for “head to toe” orientation or calendar style originals, to ensure the output images are all in the same orientation.

Copy

Reduce/Enlarge

The *Reduce / Enlarge* option provides a variety of reduction and enlargement options. Originals placed on the document glass or sent to the machine electronically can be reduced or enlarged between 25% and 400%. Originals fed through the document handler can be reduced or enlarged between 25% and 200%.



Options:

Normal



Use this option to proportionately reduce or enlarge the output image in both directions by the % selected.

Normal options are as follows:

100%	Produces an image on the copies the same size as the image on the original.
Auto %	Proportionally reduces or enlarges the image on the copies based on the size of the original and the size of the selected output paper.
% Set 25 - 200 / 400	<p>Use this option to select the percentage of reduction or enlargement required using the keypad on the control panel. To use the keypad, select the box displaying the current reduce/enlarge percentage.</p> <p><i>200% will be displayed when using the document handler and 400% when using the document glass.</i></p> <p>The up/down scroll buttons can also be used to adjust the reduce/enlarge percentage, in 1% increments.</p>
Preset Options	The most commonly used reduce/enlarge percentages have been provided as preset options. These preset options can be customized by your <i>System</i> or <i>Machine Administrator</i> to meet individual needs.

Custom Use this option to adjust the height (Y) and the width (X) dimensions for reduction or enlargement of each dimension independently.



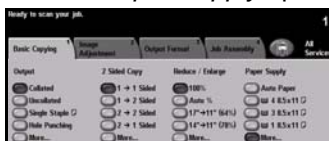
NOTE: *Output will NOT be reduced or enlarged proportionally.*

Custom options are as follows:

100%	Produces an image on the copies the same size as the image on the original.
Auto %	Automatically fits the image of the original onto the paper selected.
X50% Y100%	Enables you to customize the width (x) and height (y) reduction or enlargement to suit your own requirements. A percentage can also be entered by touching the X or Y box and using the keypad.

Paper Supply

Use the *Paper Supply* options to select Auto Paper or a paper tray for the copy job.



Ready to scan your job. 1				
Paper Supply				Undo Cancel Save
	Paper Size	Paper Type	Paper Color	Tray Type
1	8.5 x 11" □	Plain Paper	White	Fully Adjustable
2	8.5 x 11" □	Plain Paper	White	Fully Adjustable
3	8.5 x 11" □	Plain Paper	White	Dedicated
4	8.5 x 11" □	Plain Paper	White	Dedicated
	8.5 x 14" □	Plain Paper	White	Fully Adjustable
Auto	Auto Paper	Plain Paper	White	

Options:

Auto Paper With this option selected the machine chooses the correct paper for the copy job based on the size of the originals being scanned.

Tray 1 Use this option to select the paper loaded in Tray 1.

- ① *Tray 1 holds 550 sheets of 20lb paper. Weight ranges from 16 - 53lb . Sizes range from 8.5 x 5.5" LEF to 11 x 17"SEF. Most stocks can be used, except for transparencies, labels and envelopes.*

Tray 2 Use this option to select the paper loaded in Tray 2.

- ① *Tray 2 holds 550 sheets of 20lb paper. Weight ranges from 16 - 53lb. Sizes range from 8.5 x 5.5" LEF to 11 x 17"SEF. Most stocks can be used, except for transparencies and labels. The Envelope Tray must be used to load envelopes.*

NOTE: *Some machine configurations do not support envelope printing, please refer to the Product Overview chapter for more information.*

Tray 3 (Optional) Use this option to select the paper loaded in Tray 3.

- ① *Tray 3 holds 2000 sheets of 20lb paper. Weight ranges from 16 - 53lb. The tray can be adjusted to hold either A4 or 8.5" x 11" LEF size paper.*

Tray 4 (Optional) Use this option to select the paper loaded in Tray 4.

- ① *Tray 4 holds 1600 sheets of 20lb paper. Weight ranges from 16 - 53lb. The tray can be adjusted to hold either A4 or 8.5" x 11" LEF size paper.*

Bypass Tray Use this option when feeding individual types of stock, for example letterhead or labels for one-off jobs.

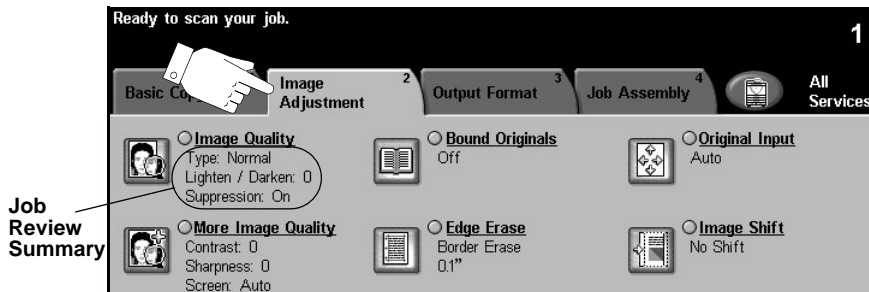
- ① *The Bypass Tray holds 100 sheets of 20lb paper. Weight ranges from 13 - 57lb. Sizes range from 4.25 x 5.5" SEF to 11 x 17" SEF. Most stocks can be used, except for envelopes.*

Image Adjustment

The *Image Adjustment* tab provides copy features used for adjusting the appearance of the copy output.



HINT: If some of the Copy feature tabs are not displayed, selecting tab 2 displays them.



Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each copy job if required.

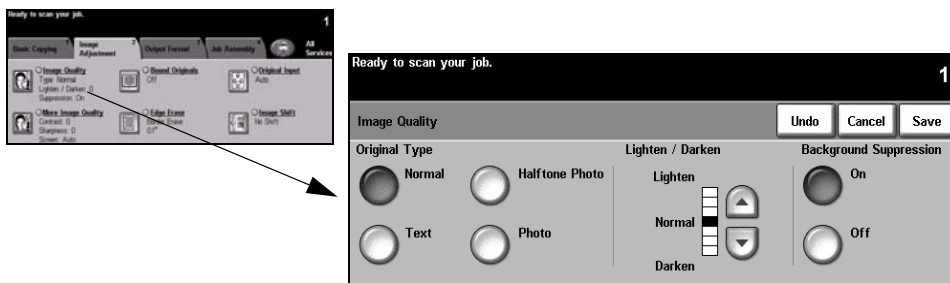
The text next to the feature button, called a *Job Review Summary*, reflects the current settings for that feature. A checked circle indicates that this feature has been modified from its initial default settings.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Image Quality

Use this feature to enhance the quality of your output.



Options:

Original Type Use this option to enhance the copy quality of the output based on the type of original being scanned.



Original Type options are as follows:

Normal	This is the standard setting and can be used for most originals.
Text	Use for originals containing text or line art.
Halftone Photo	Use for high quality lithographic images or continuous tone photos with text and/or graphics.
Photo	Use for continuous tone photographs or printed half-tone originals.

Lighten / Darken Adjusts the lightness or darkness of the output. To darken the output, select the scroll down button. To lighten the output, select the scroll up button.



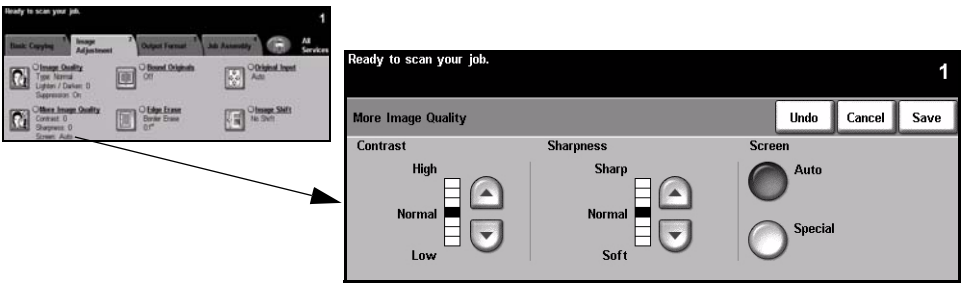
Background Suppression Use to automatically reduce or eliminate the dark background resulting from copying colored paper or newspaper originals.



NOTE: *Background Suppression is disabled if the Original Type is Photo.*

More Image Quality

Use this feature in addition to the settings selected using the *Image Quality* option, to further enhance the quality of your output.



Options:

Contrast This option controls the differences between the image densities within the copy. Select a lower setting to improve the copy quality of pictures. Select a higher setting to produce more vivid blacks and whites for sharper text and lines.



Sharpness This option controls the balance between sharp text and moiré (wavy patterns within the image). Use the up/down scroll buttons to adjust the sharpness values from sharper to softer, based on the quality of the input images.



Screen This option is preset at the factory to be on with *Normal*, *Text* and *Halftone Photo Original Type* options.



Screen options are as follows:

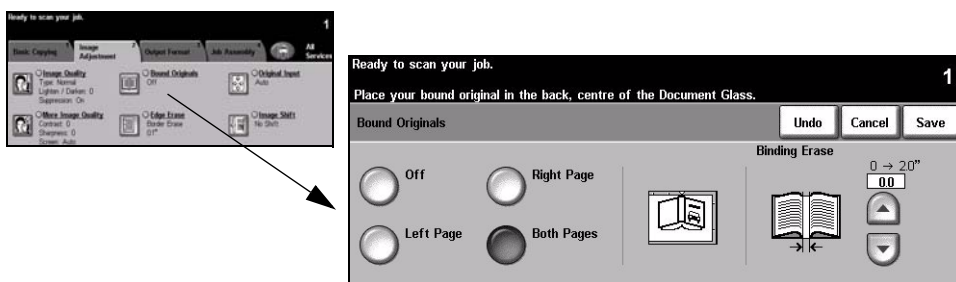
Auto	Eliminates the risk of blotches or small areas that have a different texture or pattern appearance than the surrounding area, but produces a slightly grainier picture than if <i>Special</i> is used.
Special	Enhances continuous tone photographs or high frequency halftone images. It is used to create smoother, less grainy output for continuous tone and halftone images, but the risk of blotchy copy quality defects is higher.

Bound Originals

This feature is used to copy pages from bound documents onto separate single-sided or double-sided pages.

The bound original is placed face down on the document glass with the spine lined up with the marker on the rear edge of the glass. Align the top of the bound original against the rear edge of the document glass. Do not close the document handler during the copying process if *Auto Reduce/Enlarge* is selected.

NOTE: *It is recommended that users avoid looking at the scan bar light when the document handler is open.*



HINT: *If necessary, apply a little pressure to the center of the bound original to flatten it during scanning.*

Options:

Off The feature is switched off.



Left Page Copies only the page on the left when looking at the open bound original, face up.



Right Page Copies only the page on the right when looking at the open bound original, face up.



Both Pages Copies both pages of an open bound original and places each page on a separate sheet of paper.

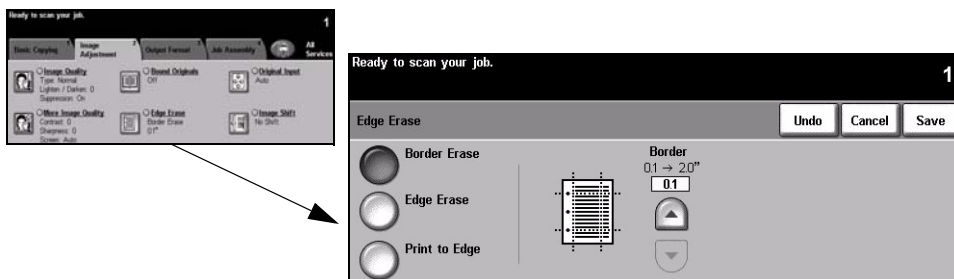


Binding Erase Erases a specified area from the center of the bound original to eliminate unwanted marks caused by scanning the binding. When *Left Page* or *Right Page* is selected, between 0 and 1.0" can be erased. When *Both Pages* is selected, between 0 and 2.0" can be erased.



Edge Erase

Use this feature to “refresh” the quality of an original that has become torn or frayed at the edges, or that has hole punch, staple or other marks.



Options:

Border Erase Erases equal amounts on all edges of the copies. From 0.1- 2.0" in 0.1" increments can be erased.



Edge Erase Use to erase a specific amount from a specific edge of the copy. From 0.1 - 2.0" in 0.1" increments can be erased from each edge.



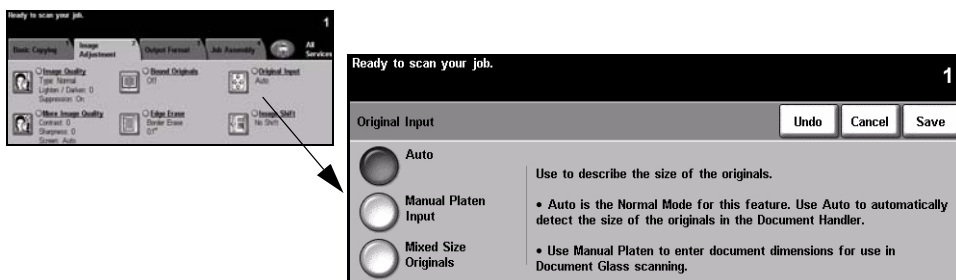
Print to Edge Use this option to print to the edge of the output stock.



NOTE: This option may reduce the ability of the system to clean itself and can cause defects on the output if used excessively.

Original Input

Use this option to program the size of the originals being scanned or enable the machine to recognize the size of the originals.



Options:



Auto Use this option to allow the machine to recognize the size of the originals being fed through the document handler.

NOTE: When originals are scanned using the document glass and an Auto feature such as Auto Paper, Auto% or Auto Center is selected, the machine will scan the original twice.

Manual Platen Input



Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several dimensions that correspond to common document sizes and orientations.

Select a standard size or use *Custom* to manually adjust the scanning dimensions.

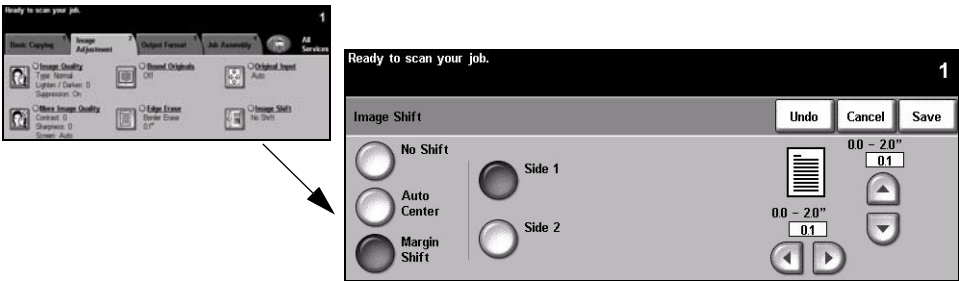
Mixed Size Originals



Use this feature to copy a document containing mixed size originals. The originals must be the same width, for example 8 x 11" long edge feed and 11x 17" short edge feed. Load documents in the document handler when using this feature.

Image Shift

This feature enables the position of the image on the page to be adjusted.



Options:

No Shift The image position is not adjusted.



Auto Center Use to automatically center the scanned image on the output paper.



Margin Shift Use to create a binding edge for the document. The image can be adjusted up or down on the page and/or shifted to the right or left. Use the up/down scroll buttons to adjust the amount of shift. The image can be shifted between 0 and 2.0", in 0.1" increments.



Margin Shift options are as follows:

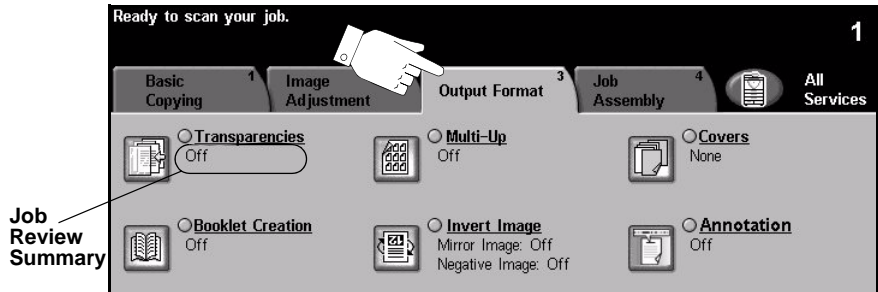
Side 1	Shifts the image on Side 1.
Side 2	Shifts the image on Side 2. The shift on Side 2 can be set to mirror the shift on Side 1 or adjusted independently.

Output Format

The *Output Format* tab is used to produce different options for the finished output.



HINT: If some of the Copy feature tabs are not displayed, selecting tab 2 displays them.



Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each copy job if required.

The text next to the feature button, called a *Job Review Summary*, reflects the current settings for that feature. A checked circle indicates that this feature has been modified from its initial default settings.

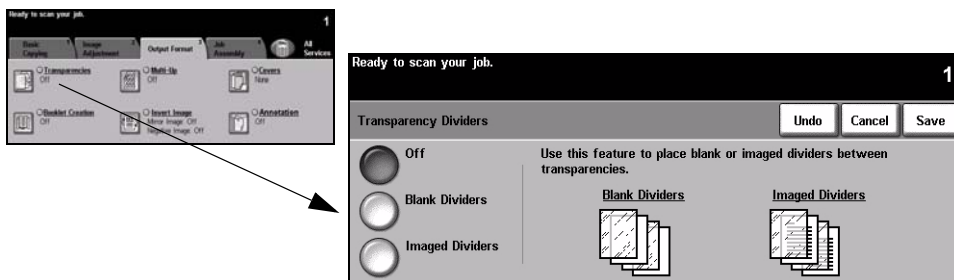
Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Transparencies

Use this feature to add either a blank or printed divider between each transparency within a set. Always load transparencies in the Bypass Tray. Transparency jobs will be delivered single-sided, and collated with no finishing.

The quantity can only be set to one for this feature.



Options:

Off The feature is switched off.



Blank Dividers Use this option to place a blank sheet between each transparency.



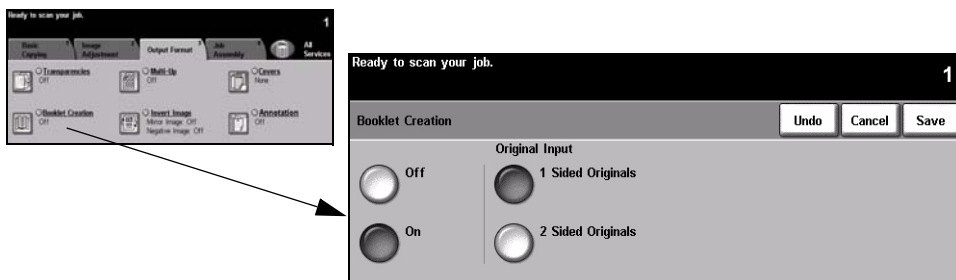
Imaged Dividers Use this option to place the same image on the divider sheet as printed on the transparency.



Booklet Creation

Use this feature to create multipage booklets from a sequential set of either single-sided or double-sided originals. The machine produces 2 sided output automatically, which when folded produces a booklet with all the pages in the correct location. The machine will also reduce and correctly position each image to fit on the selected paper.

NOTE: *Your originals should be loaded Long Edge Feed (LEF) in the document handler with the output paper loaded Short Edge Feed (SEF) in the paper tray.*



Options:

Off The feature is switched off.



On Use this option to enable the *Booklet Creation* feature. *Booklet Creation On* options are as follows:



1 Sided Originals	Select this option if the originals are single-sided.
2 Sided Originals	Select this option if the originals are double-sided.

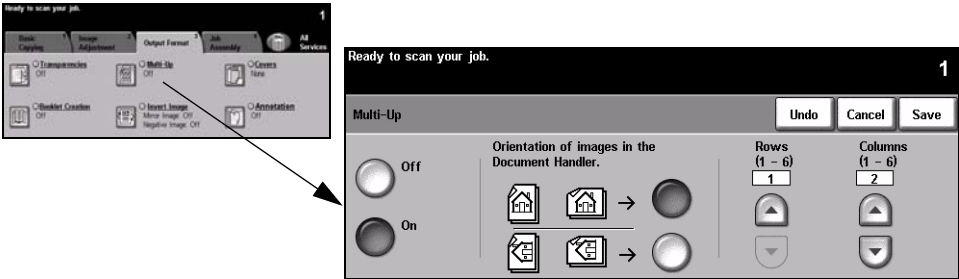
A cover can be inserted onto the booklet automatically by selecting the *Covers* option from the *Output Format* tab. Refer to “*Covers*” on page 4-22 for more information.

If your machine is fitted with the *Professional Finisher*, you can use the *Booklet Maker* feature to fold and if required, staple (saddle stitch) your booklet output. For more information, refer to “*Booklet Maker*” on page 4-5.

Multi-Up

This feature is used to create documents with multiple images on each page. It is ideal for creating handouts, storyboards or documents used for archival purposes.

NOTE: *Originals must be loaded in the document handler when using this feature.*



Options:

- ☐

Off The feature is switched off.
- ☐

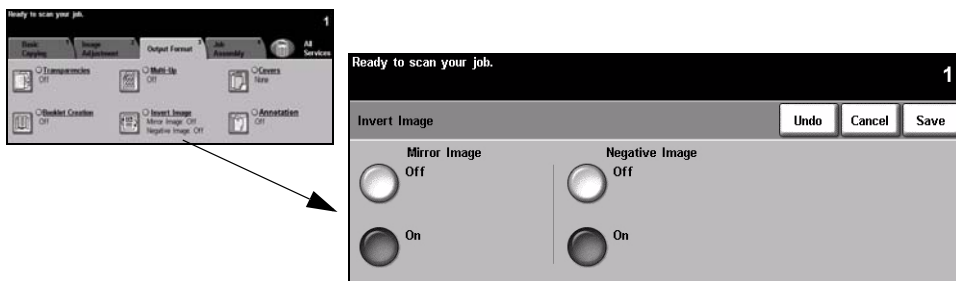
On Use to enable the Multi-Up feature.
Multi-Up On options are as follows:

Orientation	Use to select the image and load orientation of the input originals.
Rows	Selects the required number of Rows, between 1 and 6.
Columns	Selects the required number of Columns, between 1 and 6.

NOTE: *The number of images will be limited by the minimum reduction value of 25% and the size of the selected output.*

Invert Image

This feature enables *Mirror Image* or *Negative Image* copies to be produced.



Options:

Mirror Image



Use this option to change the direction of the original image, creating a mirror of the original. This option is primarily used to change the orientation of a graphic.

Negative Image



Use *Negative Image* to create copies that are the inverse of the original document, the white areas become black and the black areas become white.



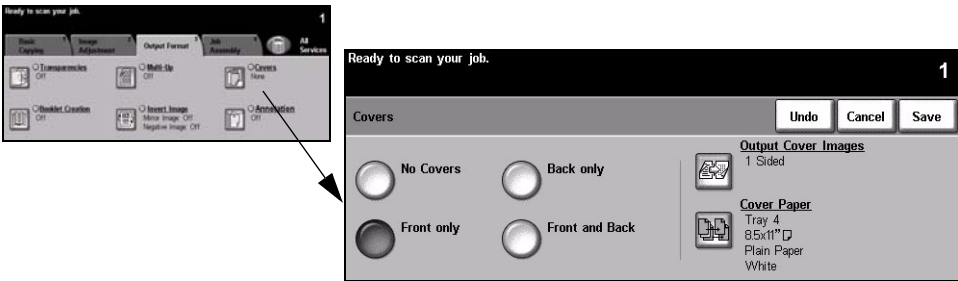
HINT: This option is useful for saving dry ink consumption for images with a dark background and white text.

Covers

Use this feature to automatically add covers to your copied set using stock taken from a different tray than the copies. Covers must be the same size and orientation as the main body of the job.



HINT: Covers and Inserts can be selected in the same job.



Options:

No Covers The feature is switched off.



Front Only Use this option to add a front cover to the copies.



Back Only Use this option to add a back cover to the copies.



Front and Back Use this option to add both a front and back cover to the copies.



Output Cover Images Use this option to select the imaging requirements for the covers. *Output Cover Images* options are as follows:



Blank Cover	Adds Blank covers to the copies.
1 Sided	Places the first original in the job as the front cover image, and the last image as the image on the inside back cover of the document.

2 Sided	Places the first two images of the original set on the front and back of the front cover. The back cover will use the last two images in the job.
2 Sided, Rotate Side 2	Produces 2 sided covers with the second side rotated to enable a "head to toe" style output.

Cover Paper Use this option to select the tray required for the cover stock.



Annotation

Use this feature to add a comment, page number and a date to your copy output. Select any or all of the annotation options and specify where on the copy output they should appear. The Annotation feature enables you to organize groups of copied output by marking them with related information such as Confidential or a Company name.



Options:

Off The feature is switched off.



On Use to enable the Annotation feature.



Annotation On options are as follows:

Format	Use to select whether your originals are <i>Portrait</i> or <i>Landscape</i> . Select the <i>Font Size</i> required for your annotation, from 6 - 18 point. Select <i>Opaque</i> or <i>Transparent</i> to specify the appearance of the Annotation.
Date	Prints the current date on your copy output. The date printed is the current date set in your machine. Select <i>Top</i> or <i>Bottom</i> for the date location. Select <i>Left</i> , <i>Center</i> or <i>Right</i> for the date position. Select the date format required and the pages you want printed with the date.

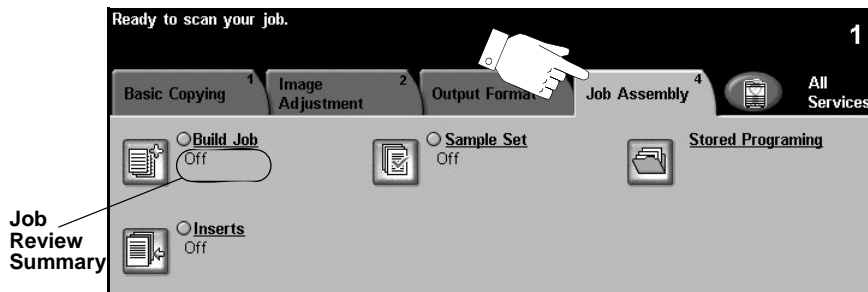
Comment	<p>Use to add a comment to your copy output. A new or existing comment can be added.</p> <p>Select <i>Top</i> or <i>Bottom</i> for the comment location and then <i>Left</i>, <i>Center</i> or <i>Right</i> for the comment position.</p> <p>Select the comment required using the up/down scroll buttons or enter a new comment using the <i>Keypad</i> button. To edit an existing comment, select the comment in the list and select the <i>Keypad</i> button.</p> <p>Select which pages you want to print on.</p>
Pagination	<p>Use to print a page number on your copy output. A prefix can also be added to the page number using the <i>Bates Stamp</i> option. Page numbers are automatically sequenced by 1. For 2-sided output, the page number is printed on both sides and count as 2 pages.</p> <p>Select <i>Page Number</i> or <i>Bates Stamp</i>.</p> <p>Select <i>Top</i> or <i>Bottom</i> for the number location and then <i>Left</i>, <i>Center</i> or <i>Right</i> for the number position.</p> <p>Select the comment required using the up/down scroll buttons or enter a new comment using the <i>Keypad</i> button. Enter the page number you wish to start at in the <i>Page Number</i> box. If <i>Bates Stamp</i> is selected, use the keypad to enter the prefix required. Up to 8 characters can be added.</p>

Job Assembly

The *Job Assembly* tab is used to combine multiple documents into a single job, produce a sample set of a job, store the programming of up to 10 jobs and add inserts to your sets.



HINT: If some of the Copy feature tabs are not displayed, selecting tab 2 displays them.



Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each copy job if required.

The text next to the feature button, called a *Job Review Summary*, reflects the current settings for that feature. A checked circle indicates that this feature has been modified from its initial default settings.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

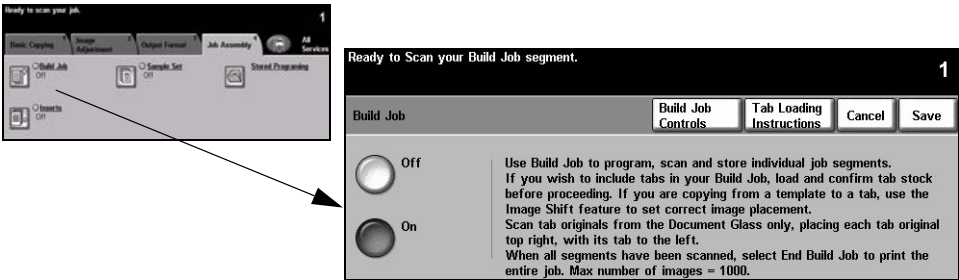
Build Job

Use this feature to build a job that requires different settings for each page. For example, if a set of documents consists of some pages with text and some with photos, the appropriate setting for each original can be applied and the job can still be completed as a single job. This feature is also useful if your job has more than 70 pages, which exceeds the maximum capacity of the document handler.



HINT: *Quantity, Stapling and Collation options can be adjusted at any time and will assume the values of the last job segment.*

To use Build Job, split the job into programing and scanning segments. Select the *Build Job* option and select *On*. Program and scan the first segment. Continue to program and load segments until the whole job has been scanned. When the entire job has been scanned, select *Build Job Controls* and select *End Build Job*. The job is processed and printed as a single job.



Options:

Off The feature is switched off.



On Use to enable the *Build Job* feature.



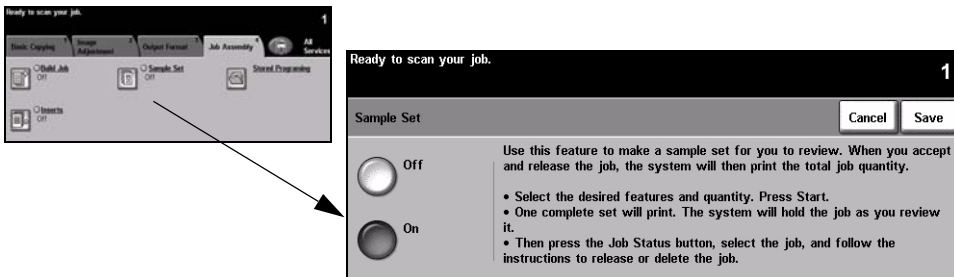
Build Job Controls Provides options which can be selected when using *Build Job*.
Build Job Controls options are as follows:

End Build Job	Select this option after the last segment of the job has been scanned. The job will be sent to print.
Sample Last Segment	Select to see a proof of the last segment scanned.
Delete Last Segment	Use to delete the last segment scanned.

Cancel Sample Printing	Use to stop and cancel the sample segment that is currently printing.
Delete All segments	Use to delete the current job and return to the main <i>Build Job</i> screen.

Sample Set

This feature is used to review the output to ensure that it is exactly what is required prior to printing a large quantity.



Options:

Off The feature is switched off.



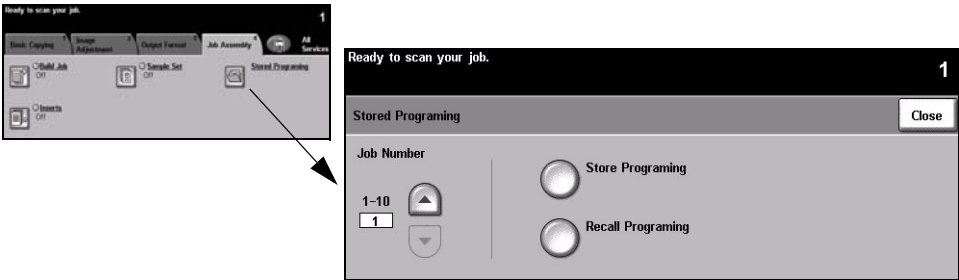
On Use to enable the *Sample Set* feature. One complete set of the job will be printed. To print the whole job, press the *Job Status* button and select your job in the queue. If the output is acceptable, select *Release*, the job will be completed. If the output was not acceptable or the job is no longer required, select *Delete* to delete the job from the queue. Reprogram and rescan the entire job.



Stored Programming

Use this feature to program up to 10 commonly used programing sequences. For example, combinations of selections such as *Edge Erase* and *Bound Originals*. The machine stores only the programing features for the job, NOT the images. Each time a stored job is used the images must be scanned.

To use this feature, use the up/down scroll buttons to select the required storage location, then select a function button - *Store* or *Recall Programming*.



Options:

Job Number Use to scroll to a job number between 1 and 10.



Store Programming Use this option to store the current programing selections. If a job has already been stored under the selected *Job Number*, a confirmation pop-up screen appears. If *Confirm* is selected, the new programing will be stored.



Recall Programming Use this option to retrieve programing that has been stored under a specified job number. First select a *Job Number*, then select *Recall Programming*. The recalled programing will overwrite the current copy programing. After being recalled, the selection can be modified further and re-stored if required.



Inserts

This feature enables different types of stock to be inserted within a set automatically. Up to 40 inserts can be added per copy set. Inserts are useful for separating or highlighting sections and can be blank or printed.

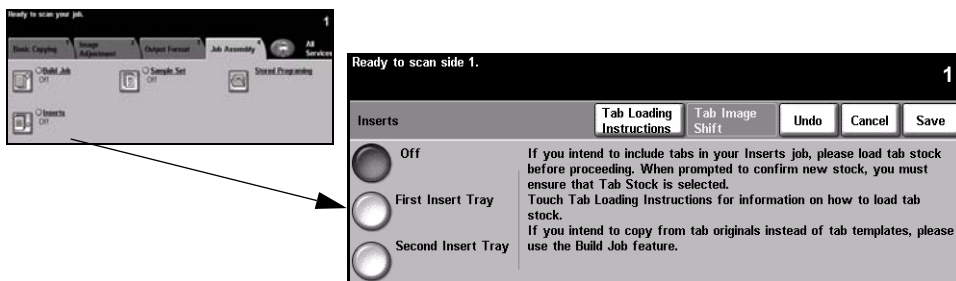


HINT: This feature can only be used with 1-1 or 2-2 sided copying and is not available with Auto Paper. Inserts and Covers can be selected in the same job.

Up to two different stocks can be used for the inserts. Use a combination of standard size media, tab stock, card or colored paper. Load your insert stock into one of the paper trays. If two different insert stocks are required, load them in different paper trays. The recommendation is to use trays 1 and 2 for your insert stocks. If using tab stock and printed inserts, the image can be shifted to print on the tab.

- ① Use the *Tab Loading Instructions* provided when loading tab stock. Tab stock must be placed in the *Bypass Tray* or trays 1 or 2. Ensure Tab Stock is selected as the *Paper Type* on the *Tray Information* screen.

To prepare your document for programming the inserts, identify the page number where the insert is required by counting through the pages. If you require blank inserts, add blank sheets to your document where the inserts are to be placed.



Options:

Off The feature is switched off.



First Insert Tray Select this option to program the inserts requiring the first stock loaded.



Using the up/down scroll buttons, enter the page number of the first insert and select *Add Insert*. The page number displays in the *Insert Page as Side* window. If a page number is entered incorrectly, use the *Delete Last Insert* option to remove it from the window. Continue entering page numbers until all the inserts requiring the first stock have been programmed.

Select the paper tray containing the first stock using the *Insert Tray* option on the right of the screen.

If printing on tab stock and the image requires shifting, use the *Tab Image Shift* option to enter the shift amount required.

Second Insert Tray



If a second stock is required, use this option to program the inserts requiring a different stock.

Select the *Second Insert Tray* option. Using the up/down scroll buttons, enter the page number of the first insert requiring the second stock and select *Add Insert*. The page number displays in the *Insert Page as Side* window. If a page number is entered incorrectly, use the *Delete Last Insert* option to remove it from the window. Continue entering page numbers until all the inserts requiring the second stock have been programmed.

Select the paper tray containing the second stock using the *Insert Tray* option on the right of the screen.

If printing on tab stock and the image requires shifting, use the *Tab Image Shift* option to enter the shift amount required.

HINT: You can switch between the *First Insert Tray* and *Second Insert Tray* options at anytime during programing.

5 Fax

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➤ Basic Faxing - Embedded Fax.....	5-4
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Fax



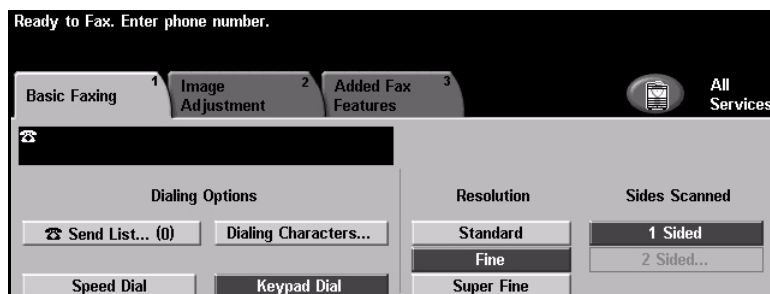
Fax is an optional feature which may not be available on your machine. There are two types of *Fax* service - *Embedded Fax* and *Server Fax*. Although both fax services can be installed, only one fax service can be enabled. Your *System Administrator* will set up the default fax service. This chapter contains information about the options available within both fax services.

NOTE: *Embedded Fax* is the default service when both fax services are installed.

Embedded Fax Once enabled on your machine, you will be able to transmit and receive hard copy fax jobs over the telephone network directly to and from another fax machine. Your images are sent from your machine directly to the fax number entered. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates. If the *Basic Faxing* screen looks like the one shown below, with the *Superfine* option shown, then *Embedded Fax* is enabled.

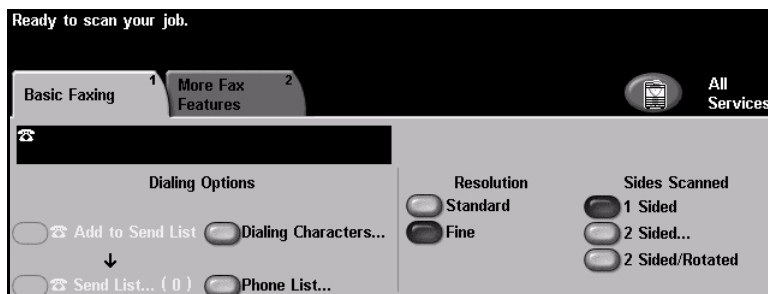
NOTE: *An optional 2 line fax kit with more memory is available to replace the single line fax if required.*

For information about the *Embedded Fax* options available please refer to “*Basic Faxing - Embedded Fax*” on page 5-4.



Server Fax Available on the *WorkCentre Pro* only. Once enabled on your machine, you will be able to transmit and receive hard copy faxes without a dedicated telephone line on the machine. Your images are sent from your machine to a Third Party fax server which forwards them on to the fax number you entered. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates. If the *Basic Faxing* screen looks like the one shown below then *Server Fax* is enabled.

For more information about the *Server Fax* options available please refer to “*Basic Faxing - Server Fax*” on page 5-26.



Basic Faxing - Embedded Fax

The *Basic Faxing* tab is the default *Embedded Fax* screen. Use the options available on this screen to enter the recipient telephone number and to select the standard features for your fax job.

Access to the *Basic Faxing* features is gained using the *Features* button on the control panel.

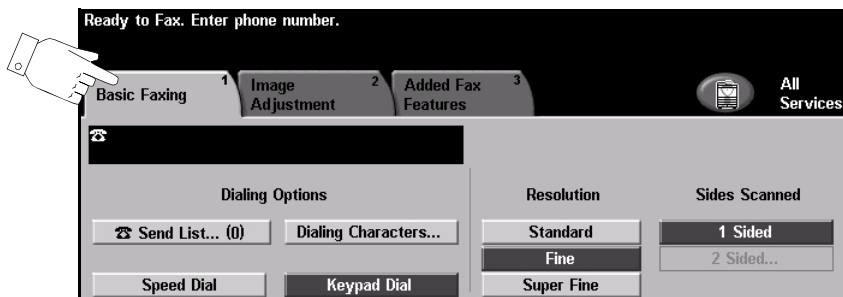
Depending on the options enabled and how your machine has been configured, you may have to select *All Services* and *Fax* to display the *Fax* feature tabs.

The tabs available for selecting *Fax* features are:

- Basic Faxing
- Image Adjustment
- Added Fax Features



HINT: If some of the *Fax* feature tabs are not displayed, selecting tab 2 displays them.



Touch any of the top level buttons to select a feature. Multiple options can be selected for each fax job if required.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

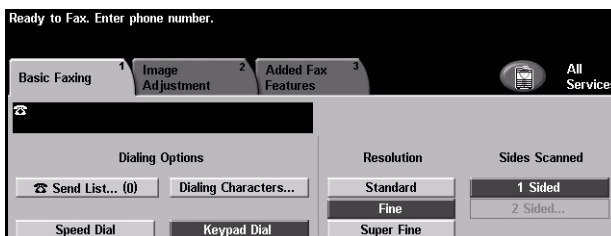
Dialing Options

Use the *Dialing Options* to enter the destination fax number or numbers for the fax job. Individual fax numbers can be entered using the keypad, using the *Speed Dial* function or selected from the *Directory*.

The *Directory* is a listing of Individual or *Group* numbers which have been previously setup and stored. The *Directory* is accessible when the *Send List* option is selected. Individual numbers can also be accessed from the *Directory* using the *Speed Dial* function.

To send a fax to multiple destinations, the *Send List* option is used. Destination numbers for the fax can be added to the *Current Send List* using any of the dialing methods available.

Special dialing characters can also be added to your fax number using the *Dialing Characters* option.



Options:

Keypad Dial There are many ways to enter a fax number, but the simplest method is to manually enter the number using the numeric keypad. The number entered appears in the fax window. If a pause is required, press the *Dial Pause* button on the control panel. If an incorrect entry is made, use the *C* button to delete the number and then enter the correct number.

Use the *Keypad Dial* option to return to using the keypad to enter fax numbers after using alternative methods.

Speed Dial *Speed Dial* numbers are automatically created when a fax number is stored in the *Individual Directory*. Using the *Speed Dial* number saves time typing the complete fax destination number. To use *Speed Dial*, select the *Speed Dial* option and enter the 3 digit *Speed Dial* number required.

To find out the *Speed Dial* number for an entry in the *Individual Directory*, select the *Send List* option and scroll through the *Individual Directory* to view the numbers assigned.

Send List The *Send List* is used when the fax is being sent to multiple destinations. Fax numbers can be entered into the *Send List* manually using the keypad, using *Speed Dial* or by using the *Directory*.

The *Directory* stores and displays the fax recipient details. Information includes the recipient's name, fax number and transmission preferences, for example the resolution and communication mode. *Individual* and *Group* entries are stored in the *Directory*.

The *Group Directory* allows a combination of specific individual names and numbers to be stored within a group. *Group* members must first be programed into the *Individual Directory* and then added to a *Group*. When sending a fax to a *Group*, simply enter the group number assigned or select the *Group* from the directory, and each individual within the *Group* will receive the document.



HINT: When *Individual Directory* numbers are deleted from the *Directory* they will also be deleted from any *Groups* they have been assigned to.

The *Current Send List* displays a list of all the recipients for the fax. The list holds up to 20 or 100 entries, depending on the memory installed.

Dialing Characters Dialling characters are special characters used for entering fax numbers. They are entered as part of the telephone number:

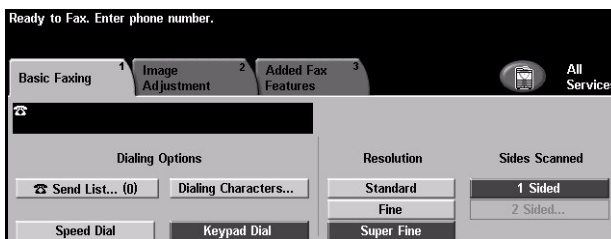
Begin DTMF [*]	Starts a sequence of DTMF (Dual Tone Multi-frequency) characters.
End DTMF [#]	Ends a sequence of DTMF (Dual Tone Multi-frequency) characters.
Wait for Dial Tone [=]	Suspends dialing until an expected network dial tone is detected. Can also be used to detect a specific tone when accessing an outside line or other services.
Pulse to Tone Switch [:]	Used to switch from pulse dialing to DTMF (tone or one-touch) dialing. After switching from pulse to tone, you cannot switch back to the original mode during the fax procedure.
Readability Digits [()]	Identifies the different components of the fax number, for example the dialing code (1234) 56789.
Start Mailbox Signalling [!]	Pauses regular fax dialing and starts DTMF (Dual Tone Multi-frequency) procedure for the fax mailbox.
Pause [.]	Gives the machine time to switch from an inside line to an outside line during automatic dialing. For additional pause time, add multiple pauses. For charge code numbers, enter a pause after the fax number but before the charge code number.
Private Data Delimiter [/]	Protects confidential information, For example, if a special charge code or credit card number is required for a call. The / character should be selected before and after entering confidential numbers. The numbers and characters entered between this character will appear as asterisks (*).
Line Selection Identifier [<1>]	Used to select Line 1 to dial the number. Selecting this character temporarily overwrites the fax settings and is for the current job only.

Line Selection Identifier [<2>]	Used to select Line 2 (if installed) to dial the number. If a second line is not installed then this option will not be available. Selecting this character temporarily overwrites the fax settings and is for the current job only.
----------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Chain Dialing This feature allows users to create a single fax recipient by adding two or more fax numbers together. For example, an area code may be stored separately to the telephone number, *Chain Dialing* combines these entries into a single fax number. *Chain Dialing* is accessed from the *Send List*.

Resolution

The Resolution affects the appearance of the fax at the receiving fax terminal. A higher resolution produces better quality for photos. However, a lower resolution reduces communication time.



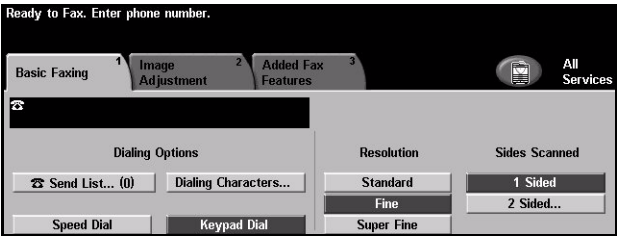
Options:

- Standard** 200 x 100 dpi - Recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.
- Fine** 200 x 200 dpi - Recommended for line art and photos. This is the default resolution and the best choice in most cases.
- SuperFine** 600 x 600 dpi - Recommended for photos and halftones, or images that have gray tones. It requires more communication time, but produces the best image quality.

NOTE: *Manufacturer's definitions of Superfine may vary.*

Sides Scanned

This is used to specify whether the originals are single-sided or double-sided. For 2-sided originals the orientation can also be programmed.

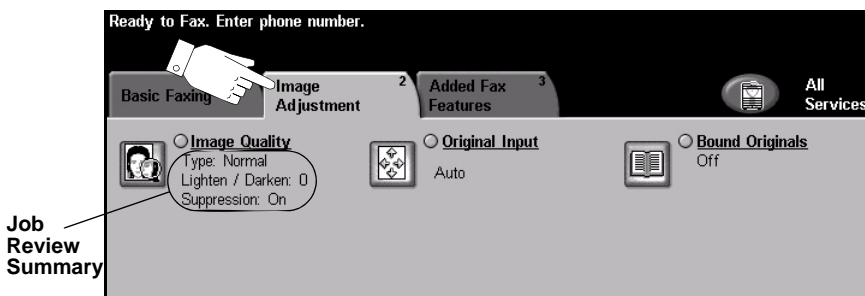


Options:

- 1 Sided** Use this option for originals that are printed on one side only.
- 2 Sided** Use this option for originals that are printed on both sides.

Image Adjustment

The *Image Adjustment* tab provides further features that can be applied to your fax job.



Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each fax job if required.

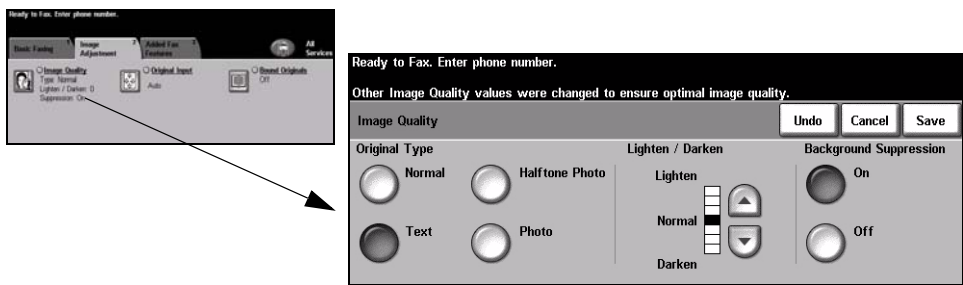
The text next to the feature button, called a *Job Review Summary*, reflects the current settings for that feature. A checked circle indicates that this feature has been modified from its initial default settings.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Image Quality

Use this feature to enhance the quality of the outgoing fax.



Options:

Original Type Use this option to enhance the quality of the fax based on the type of original being scanned.



Original Type options are as follows:

Normal	This is the standard setting and can be used for most originals.
Text	Use for originals containing text or line art.
Halftone Photo	Use for high quality lithographic images or continuous tone photos with text and/or graphics.
Photo	Use for continuous tone photographs or printed half-tone originals.

Lighten / Darken Adjusts the lightness or darkness of the fax. To darken the fax, select the scroll down button. To lighten the fax, select the scroll up button.



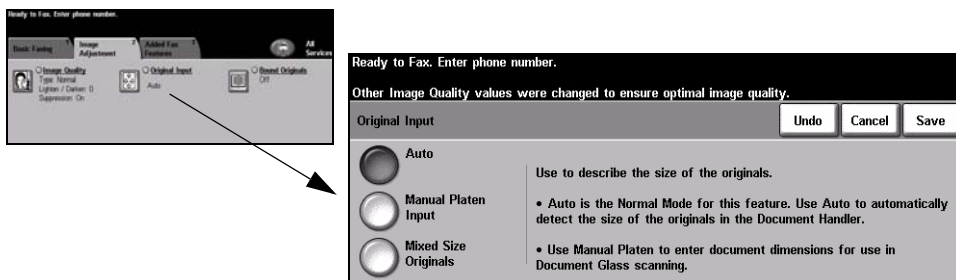
Background Suppression Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.



NOTE: *Background Suppression is disabled if the Original Type is Photo.*

Original Input

This feature enables users to specify the size of the original document when scanning from the document glass or document handler. The machine uses this information to calculate the size of your original and the scanned image.



Options:



Auto

This is the default option. Auto automatically detects the size of the originals in the document handler.

Manual Platen Input



Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several pre-set dimensions that correspond to common document sizes and orientations.

Mixed Size Originals



Use this feature to scan a document containing mixed size originals. The originals must be the same width, for example 8.5 x 11" long edge feed and 11 x 17" short edge feed. Load documents in the document handler when using this feature.

Bound Originals

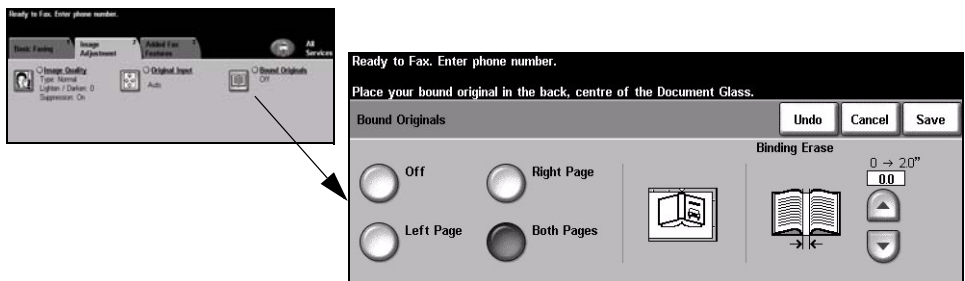
Use this option to program which page or pages of a bound document are to be scanned and faxed.

The bound original is placed face down on the document glass with the spine lined up with the marker on the rear edge of the glass. Align the top of the bound original against the rear edge of the document glass. Do not close the document handler during the faxing process.

NOTE: *It is recommended that users avoid looking at the scan bar light when the document handler is open.*



HINT: *If necessary, apply a little pressure to the center of the bound original to flatten it during scanning.*



Options:

Off The feature is switched off.



Left Page Faxes only the page on the left when looking at the open bound original, face up.



Right Page Faxes only the page on the right when looking at the open bound original, face up.



Both Pages Faxes both pages of an open bound original, in left to right order when looking at the original face up. Each page is placed on a separate sheet of paper.



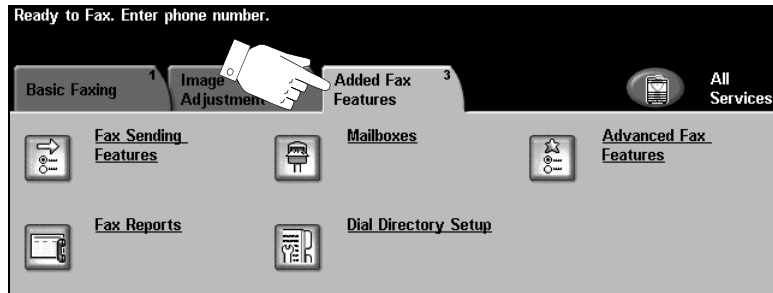
Binding Erase Erases a specified area from the center of the bound original to eliminate unwanted marks caused by scanning the binding area. Up to 1.0" can be erased.



Added Fax Features

The *Added Fax Features* tab provides further fax features which can be used when transmitting faxes.

NOTE: If the 'More Fax Features' tab is displaying, this must be selected to access the Added Fax Features tab.



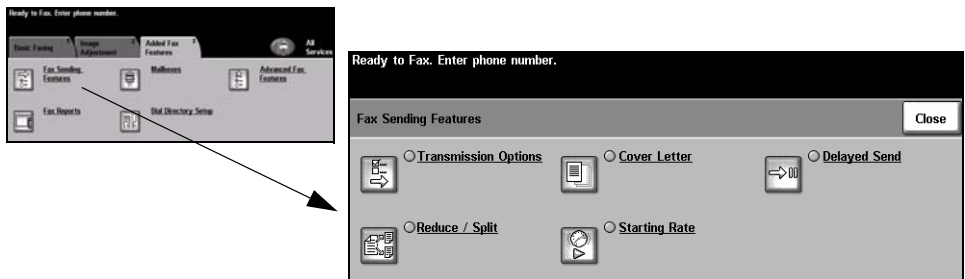
Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each fax job if required.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

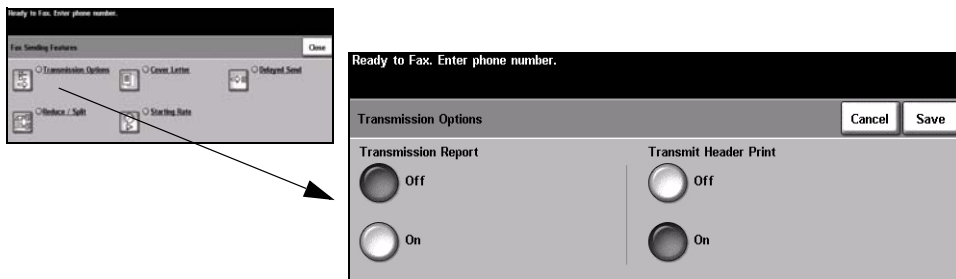
Fax Sending Features

Select this feature to access the options which enable you to apply additional transmission features to your fax job.



Transmission Options

Allows transmission information to be included with your fax job.



Options:

Transmission Report



This report contains details about the fax together with a reduced copy of the image from the first page. When sending a fax to multiple recipients, a Transmission Report will be printed listing all of the recipients.

Transmit Header Print



Prints partial or full details of the transmission in the header of each page of your fax job.

Partial header details include:

- the sending fax machine's telephone number
- the date and time the fax was sent
- the page number.

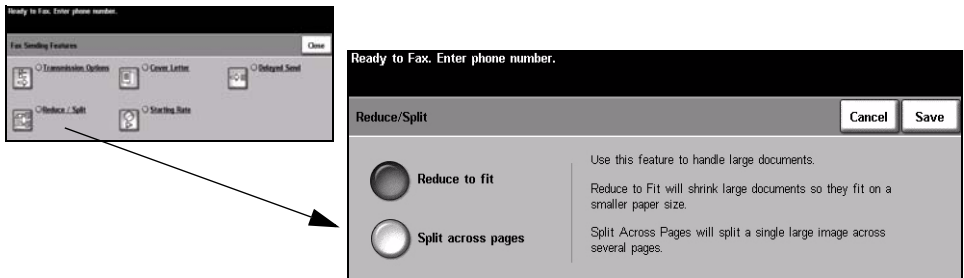
Full header details include:

- the sending fax machine's telephone number and name
- the date and time the fax was sent
- the page number.

NOTE: The machine telephone number and name are set up when Embedded Fax is installed. The time is displayed as a 12 or 24 hour clock, depending on the system settings.

Reduce/Split

Use this option to choose how your faxed document is printed if your document paper size is larger than the receiving machine's capability.



Options:

Reduce to fit Reduces the faxed document to fit the paper size of the receiving fax machine.



Split across pages If this option is selected the receiving fax machine will either split the faxed document into two equal parts, or print the majority of the image on to one page and the remainder on the next page.

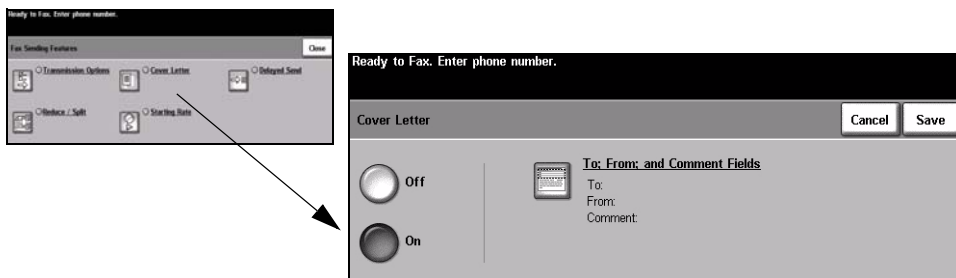


NOTE: This option cannot be used with the Standard Resolution setting. Due to print margins, some of the image may be lost around the edges when using the Split feature.

Cover Letter

Use this option to add a cover letter to your fax job. Users can add text in the 'To', 'From' and 'Comment' fields.

NOTE: *The Cover Letter title is added automatically.*



Options:

Off The feature is switched off.



On Use to enable the *Cover Letter* feature.



To; From and Comment Fields



This feature allows you to create, modify or delete comments that you want to appear on the fax *Cover Letter*. Up to 10 comments can be stored on the machine. The options are as follows:

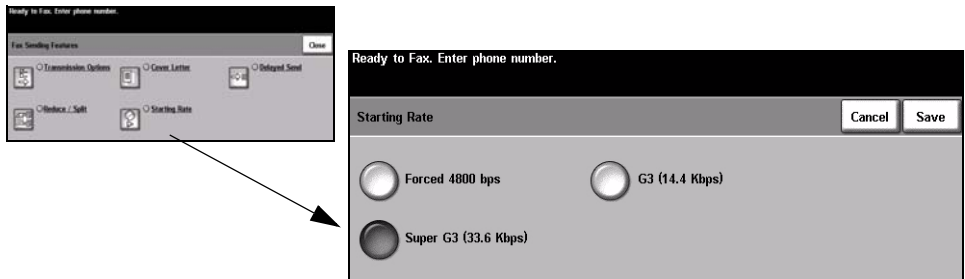
To	Displays the recipient's fax number or name. Select the keyboard button to amend the recipient's name.
From	Displays the sending machines local name. Select the keyboard button to amend the sender's name.
Comment	Use the up/down scroll buttons to move through the list. The selected <i>Comment</i> displays in the comment area on the <i>Cover Letter</i> . Selecting <i>No Comment</i> will leave the comment text region blank. To add or modify a comment select a numbered comment box from the comment list and select <i>Edit</i> . Using the keyboard enter the comment you wish to store or modify the existing comment. A maximum of 30 characters can be entered. To delete a comment, select the comment box from the list and select <i>Delete</i> .



HINT: *Only one Comment can be selected at a time.*

Starting Rate

Use this option to set the transmission speed of your fax job.



Options:

Forced 4800 bps Used in areas of low quality communication, when experiencing telephone noise or when fax communications are susceptible to errors.



Super G3 (33.6 kbps) Determines the communication mode to be used based on the maximum capabilities of the remote machine. The initial transmission speed will be 33,600 Bits per second.



G3 (14.4 Kbps) Selects the communications mode based on the maximum capabilities of the remote machine. The initial transmission speed will be 14,400 Bits per second.

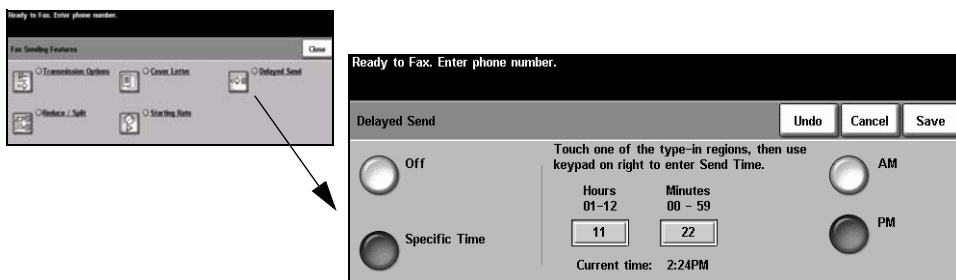


Delayed Send

Use *Delayed Send* to specify a time within the next 24 hours that you want the fax to be transmitted. This feature is very useful when transmitting faxes during off-peak hours or when sending to another country or time zone.

A 12 or 24 hour clock can be set. If the 12 hour clock is set, you must also select either the *AM* or *PM* button.

NOTE: *Batch Send* is a feature which is set up by your System Administrator. It allows multiple fax jobs to be sent to the same destination during the same transmission session. If sending a fax job that has the same destination as a job already held as a *Delayed Send* job, a pop-up window displays on the Touch Screen. Select whether to send your fax now or add it to the job being sent at a later time.



Options:

Off The feature is switched off.

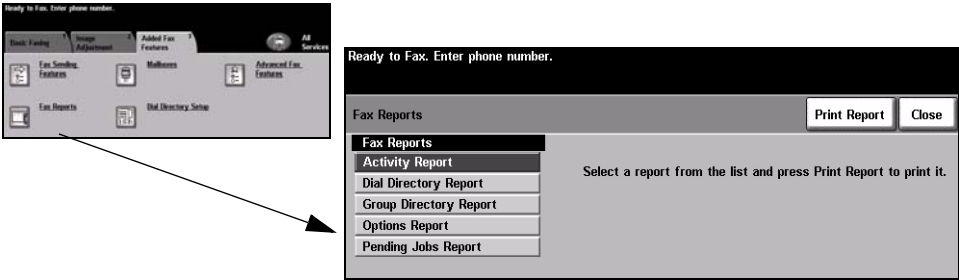


Specific Time Enables users to enter the actual time the fax is to be sent.



Fax Reports

This feature enables you to obtain hard copy information about the status of the fax feature on your machine.



Options:

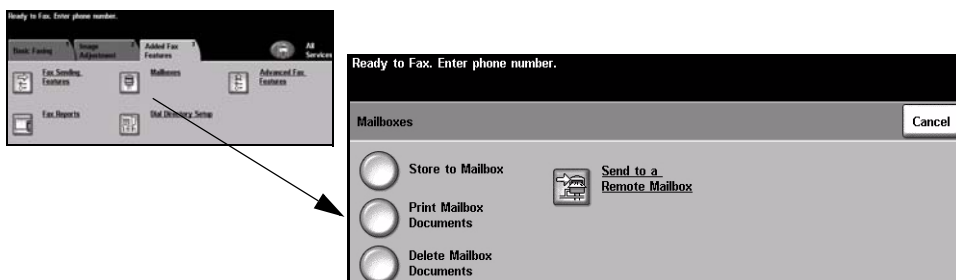
Fax Reports options are as follows:

Activity Report	Displays the last 50 fax activities completed on the machine.
Dial Directory Report	Lists all the numbers stored in the <i>Dial Directory</i> .
Group Directory Report	Lists all the numbers stored within each group within the <i>Group Directory</i> .
Options Report	Provides the fax details and configuration.
Pending Jobs Report	Displays the fax jobs in the machine's memory waiting to be sent or printed. This report also gives a percentage of available memory on the machine.

Mailboxes

Enabled by your *System Administrator*, this option allows you to store documents in a mailbox. The mailbox can be located on the same machine you are using (local mailbox), or sent to a mailbox on a remote machine (remote mailbox). Documents held within the local mailbox are recognized as stored for polling, printing or deleting by the user. To access a mailbox you must enter the 3 digit mailbox number and 4 digit mailbox passcode. Please contact your *System Administrator* for more information.

NOTE: *The storage time for faxes is set up by your System Administrator.*



Options:

Store to Mailbox Allows users to scan and store fax documents for polling. Documents are stored in your mailbox and automatically sent to a remote fax machine when requested.



Print Mailbox Documents Allows you to print a hard copy of the documents stored in a mailbox.



Delete Mailbox Documents Allows you to delete all the documents stored within a mailbox.



NOTE: *If the Delete Mailbox Documents or Print Mailbox Documents button is selected then both received and stored documents within the selected mailbox will be printed or deleted.*

Send to a Remote Mailbox Allows you to send a fax document directly to an individual's private mailbox on a remote machine.



NOTE: *This feature will only be available when the remote machine has mailbox capability and when the user sending the document knows the mailbox number of the recipient.*

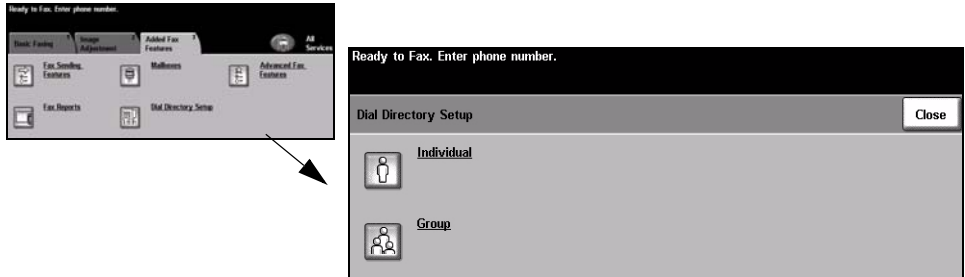
Dial Directory Setup

Use this feature to store destination names, fax numbers and transmission settings in your machine. Entries stored here will be available for selection within the *Send List* feature on the *Basic Faxing* tab.

Dialing Groups can also be set up, comprising of many individual entries.



HINT: *This feature saves time when sending faxes to frequently used destinations.*



Options:

Individual Use this option to set up individual fax destination names, numbers and settings.



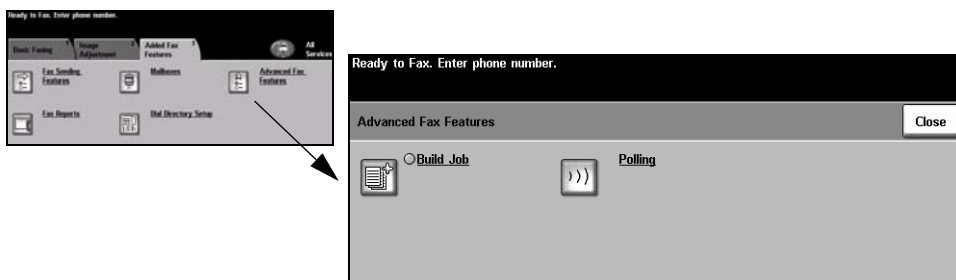
Group Use this option to set up a group of directory locations under one number. Using a *Group Dial Directory* means that you only have to enter one group number to send to multiple destinations.



NOTE: *A new Group Dial List must be created using those destinations already stored as an Individual Directory or Group Directory list.*

Advanced Fax Features

Offers advanced features which enable you to transmit large, complex jobs; scan and store fax jobs for retrieval by another fax machine, or poll another fax machine.

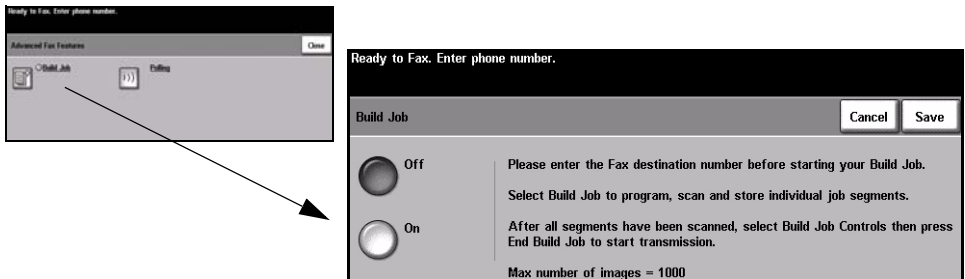


Build Job

Use this feature to build a job that requires different settings for each page. For example, if a set of documents consists of some pages with text and some with photos, the appropriate setting for each original can be applied and the job can still be completed as a single job. This feature is also useful if your fax job has more than 70 pages, which exceeds the maximum capacity of the document handler.

To use Build Job, split the job into programming and scanning segments. Select the *Build Job* option and select *On*. Program and scan the first segment. Continue to program and load segments until the whole job has been scanned. When the entire job has been scanned, select *Build Job Controls* and select *End Build Job*. The job is processed and transmitted as a single job.

NOTE: *The destination fax number must be entered prior to using Build Job.*



Options:

Off The feature is switched off.



On Use to enable the *Build Job* feature.



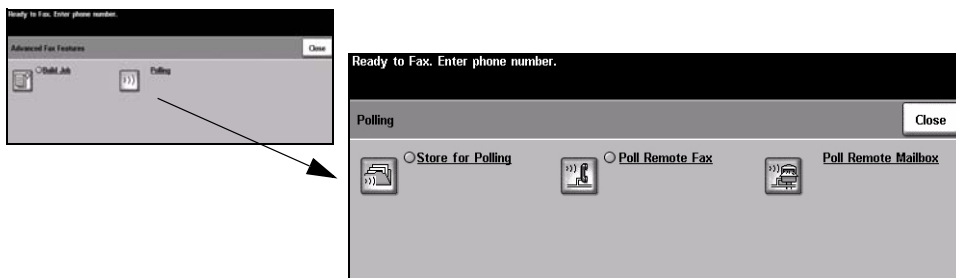
Build Job Controls Offers options which can be selected when using *Build Job*.

Build Job Controls options are as follows:

End Build Job	Select this option after the last segment of the job has been scanned. The job will be sent to print.
Delete Last Segment	Use to delete the last segment scanned.
Delete All segments	Use to delete the current job and return to the main <i>Build Job</i> screen.

Polling

Polling enables you to store fax documents into the machine's memory for retrieval by another remote fax machine, or poll a remote fax machine or mailbox.



Options:

Store for Polling



This option allows users to scan documents and store them. When remote machines poll the device, they are able to retrieve the scanned document(s). Passcodes can be set up to control which machines have access to the documents stored.

Poll Remote Fax



This option allows users to set up their machine to contact a remote fax machine to locate and receive faxes stored by the remote machine.

Poll Remote Mailbox



This option allows users to set up their machine to contact a remote mailbox which is set up on a remote fax machine. When contact has been made the remote machine sends the faxes stored within the mailbox.

Basic Faxing - Server Fax

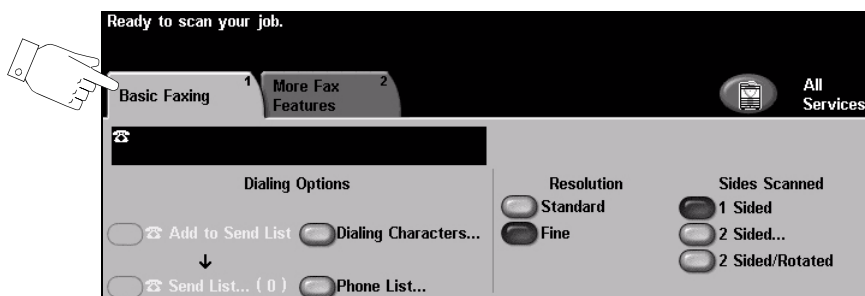
The *Basic Faxing* tab is the default *Server Fax* screen. Use the options available on this screen to enter the recipient telephone number and to select the standard features for a fax job.

Access to the *Basic Faxing* features is gained using the *Features* button on the control panel.

Depending on the options enabled and how your machine has been configured, you may have to select *All Services* in the top right-hand corner first.

The tabs available for selecting *Fax* features are:

- Basic Faxing
- More Fax Features



Touch any of the top level buttons to select a feature. Multiple options can be selected for each fax job if required.

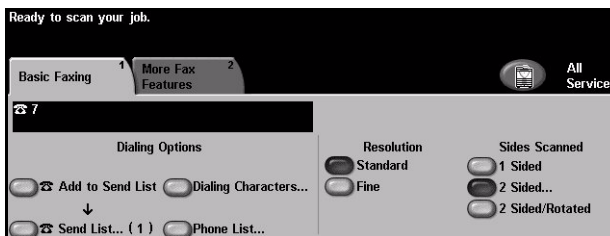
Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.


Dialing Options


The Dialing Options area contains a window where the telephone number entered displays. Once displayed, it can be added to a list of destination telephone numbers, a special character can be added, or a list of up to 30 stored telephone numbers can be accessed.

There are two methods of entering a phone number - *Manually* using the keypad or by selecting a number already stored in the *Phone List*.




Options:

Add to Send List  Used when you want to send a fax to more than one destination. Enter the number using the keypad or select the *Phone List* button and select a stored number. Then select the *Add to Send List* button. Continue to add numbers until all the locations have been entered.


Send List  The *Send List* is used when the fax is being sent to multiple destinations. The fax job will be sent to every destination displayed in the *Send List*. Numbers can be entered into the Send List manually using the keypad, or by using the Phone List option. The number of destinations currently in the *Send List* is shown in brackets on the *Send List* button.

Select the *Send List* button to view or delete destination fax numbers.

Dialing Characters  Dialing characters are special characters used for entering fax numbers and are entered as part of the telephone number:

Dial Pause [.]	Allows the machine enough time to switch from an inside line to an outside line. The delay depends on the fax server.
Long Pause [I]	This pause is used if a longer period is required to gain a dial tone.
Group Dial [N]	Indicates that an identifier for a previously set up group is about to be entered.
Mask Data [/]	Used to hide information on printed reports. Characters entered between two forward slash symbols will appear as asterisks.
Password Check Switch [S]	Used for remote terminal identification. This character verifies that the correct number has been dialled.

Pulse To Tone Switch [:]	Use to switch from Pulse dialing to Tone dialing.
Wait for Network Tone Detection [W]	Use to suspend dialing until an expected network tone is detected.
Local ID [+] Character Check [+]	Required as part of some international telephone numbers (in place of 00).
Local ID [space] Character Check []	Used to improve readability. For example, adding spaces to a telephone number as 1 234 5678 instead of 12345678.

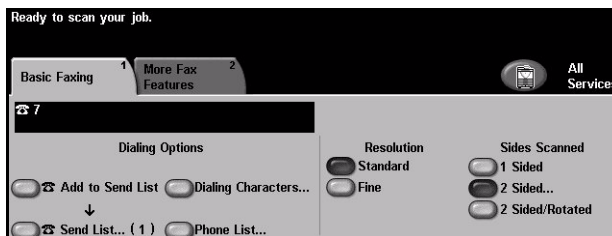
Phone List  The Phone List can store up to 30 fax numbers. Enter the fax number and select *Phone List*. Select an empty number and then select *Enter Number In Phone List*, the number will be stored. Fax numbers in the *Phone List* can be selected to add to the *Send List*. Entries displayed in the *Phone List* will not be deleted once a fax job has been completed.


To delete an entry from the *Phone List*, select the number requiring deletion and select the *Delete Phone List Number* button. A confirmation message displays.


Resolution

The Resolution affects the appearance of the fax at the receiving fax terminal. A higher resolution yields better quality for photos. A lower resolution reduces communication time.

Options:

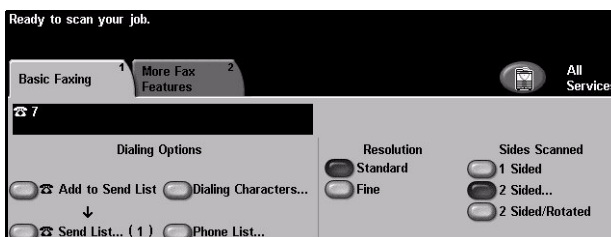


Standard  200 x 100 dpi - Recommend for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.

Fine  200 x 200 dpi - Recommended for line art and photos. This is the default resolution and the best choice in most cases.

Sides Scanned

This is used to specify whether the originals are single-sided or double-sided. For 2-sided originals the orientation can also be programmed.



Options:

1 Sided Use this option for originals that are printed on 1 side only.



2 Sided Use this option for originals that are printed on both sides.

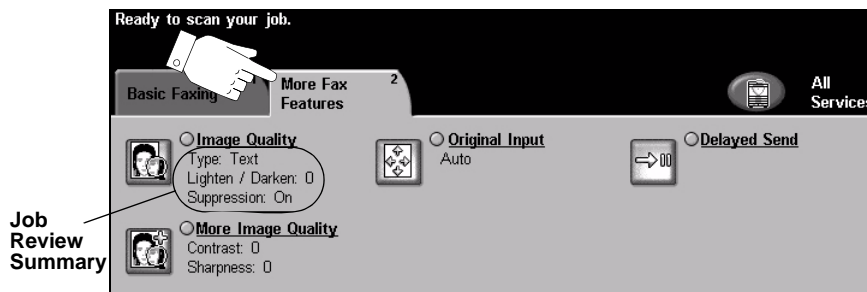


2 Sided/ Rotated Use this option for double-sided originals which are in the “head to toe” orientation.



More Fax Features

The *More Fax Features* tab provides additional fax features which can be used with your fax job.



Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each fax job if required.

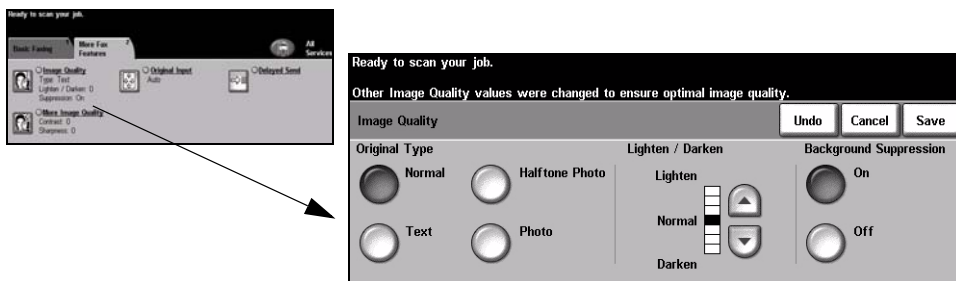
The text next to the feature button, called a *Job Review Summary*, reflects the current settings for that feature. A checked circle indicates that this feature has been modified from its initial default settings.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Image Quality

Use this feature to enhance the quality of the outgoing fax.



Options:

Original Type Use this option to enhance the quality of the fax based on the type of original being scanned.



Original Type options are as follows:

Normal	This is the standard setting and can be used for most originals.
Text	Use for originals containing text or line art.
Halftone Photo	Use for high quality lithographic images or continuous tone photos with text and/or graphics.
Photo	Use for continuous tone photographs or high quality printed half-tone originals.

Lighten / Darken Adjusts the lightness or darkness of the fax. To darken the fax, select the scroll down button. To lighten the fax, select the scroll up button.



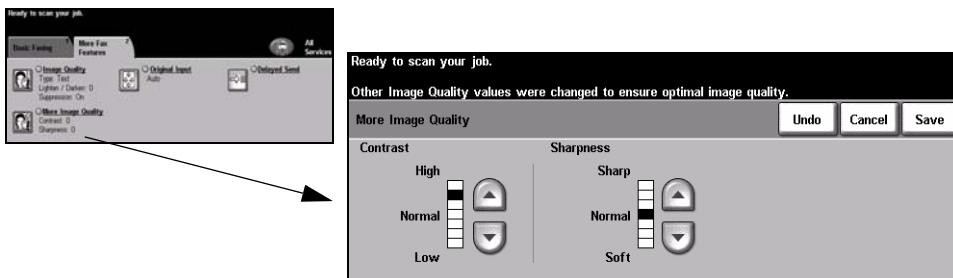
Background Suppression This option automatically reduces or eliminates the dark background resulting from colored paper or newspaper originals.



NOTE: *Background Suppression is disabled if the Original Type is Photo.*

More Image Quality

Use this feature in addition to the settings selected using the *Image Quality* option, to further enhance the quality of your output.



Options:

Contrast Adjusts the difference between the image densities within the scanned image. Select a higher setting to produce more vivid blacks and whites for sharper text and lines.

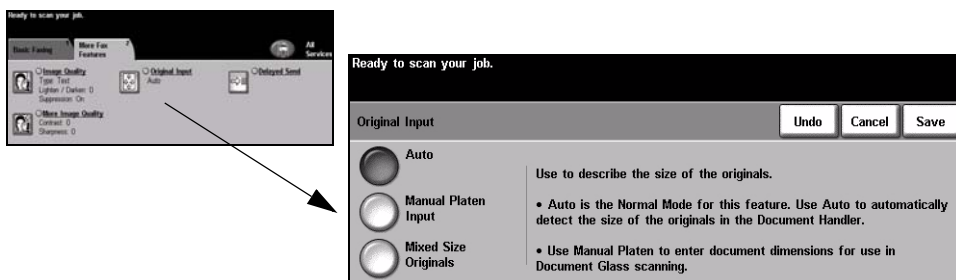


Sharpness Increasing sharpness improves the sharpness of text; decreasing sharpness reduces the moiré effect (wavy patterns) which sometimes affects halftone images.



Original Input

Use this option to program the size of the originals being scanned or enable the machine to recognize the size of the originals automatically.



Options:



Auto Use this option to enable the machine to recognize the size of the originals being fed through the document handler.

Manual Platen Input



Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several dimensions that correspond to common document sizes and orientations.

Select a standard size or use *Custom* to manually adjust the scanning dimensions.

Mixed Size Originals

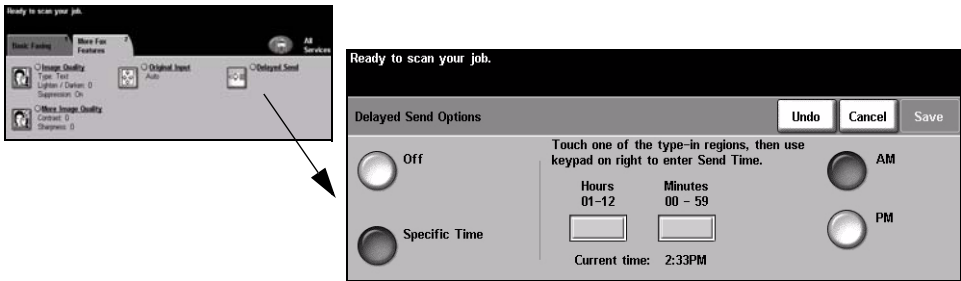


Use this feature to scan a document containing mixed size originals. The originals must be the same width, for example 8.5 x 11" long edge feed and 11 x 17" short edge feed. Load documents in the document handler when using this feature.

Delayed Send

Use *Delayed Send* to specify a time, within the next 24 hours, at which to send a fax. This feature can be used to transmit faxes during off-peak hours or is useful when sending to another country or time zone. The time to send is added to the job information sent to the fax server with the scanned image. The third party *Fax Server* retains the fax for sending at the specified time.

This feature can be set as a 12 or 24 hour clock. If the 12 hour clock is set, you must also select either the *AM* or *PM* button.



Options:

Off The feature is switched off.



Specific Time Enables users to enter the actual time the fax is to be sent.



Authentication Mode

Authentication is a useful network security management tool - limiting, restricting and monitoring access to the network via the machine. Authentication can be set up by the *System Administrator* to restrict access to the features within *E-mail*, *Network Scanning*, *Server Fax* and *Internet Fax*.



There are two authentication modes available:

- Network Authentication Access** Requires your network login name and password. If you do not have a network account on the local network you will not be authenticated using this mode.
- Guest Access** Requires a generic passcode that is set up by the *System Administrator*. You will need to obtain the passcode from the *System Administrator*. Contact your *System Administrator* for more information.

6 Internet Fax

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Internet Fax



Internet Fax is an optional feature which is only available on the *WorkCentre Pro* model. This chapter contains information about the options available within *Internet Fax*.

Internet Fax allows you to send your scanned images as an e-mail attachment to a specified recipient or recipients. This type of fax travels over the internet or intranet. The *Basic Internet Fax* screen allows you to enter the SMTP (Simple Mail Transfer Protocol) e-mail addresses for your fax. You can also use this screen to add and remove recipients and edit the subject line.

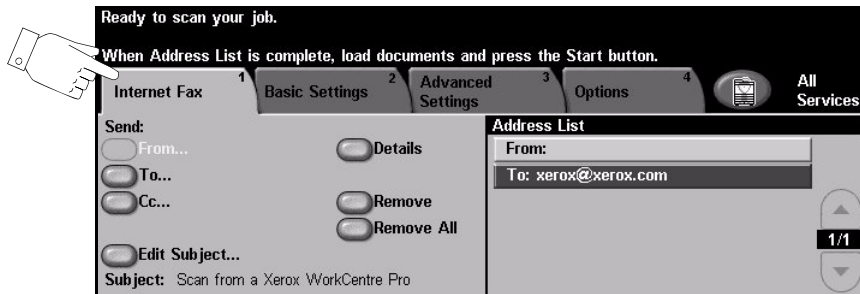
NOTE: An SMTP compliant e-mail address format must be used. For example, *anyone@anycompany.com*.

Access to the *Internet Fax* features is gained using the *Features* button on the control panel.

Depending on the options enabled and how your machine has been configured, you may have to select *All Services* and *Internet Fax* to display the *Internet Fax* feature tabs.

The tabs available for selecting the *Internet Fax* features are:

- Internet Fax
- Basic Settings
- Advanced Settings
- Options



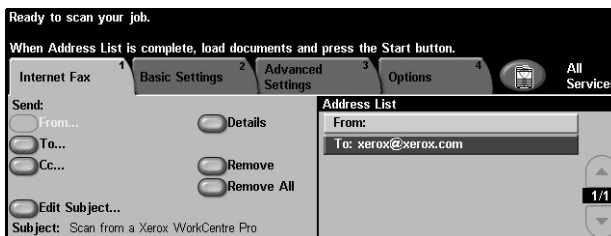
Touch any of the top level buttons to select a feature. Multiple options can be selected for each fax job if required.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Send:

Use the *Send* options to enter recipient information.



Options:

From This option provides information about the sender and is pre-set by the system or the *System Administrator* and cannot be changed.



NOTE: *If Internet Fax is accessed via Authentication Mode the information contained will be linked with the login name.*

To Use this option to enter the e-mail address of the required recipient.



Cc Use this option to enter the e-mail address of the required recipient you wish to be copied on the e-mail job.



Edit Subject Use this option to edit the default e-mail subject. The subject is the title of the e-mail and not the text contained within the e-mail. The subject line can contain up to 248 characters and displays on the *Touch Screen* under the Edit Subject button.



Details Use this option to view the details of the selected recipient. The information displayed is determined by how the address was originally added to the Address List - from either the *Internal* or *Public Address Book*, or entered manually.



Remove Use this option to delete the selected address from the Address List.



Remove All Use this option to delete all the addresses from the Address List. A confirmation pop-up message displays.



Address List Displays all the recipient addresses entered for the current *Internet Fax* job. Up to 128 recipient's addresses can be entered in the list.



Use the up/down scroll buttons located to the right of the Address List to move through the list.

Entering an E-mail Address for Internet Fax

E-mail addresses can be entered in one of two ways - manually or via an address book.

NOTE: *When entering e-mail details you can change the keypad to show upper or lower case, accented characters or numbers by selecting the appropriate button. Use the Back button to delete the previously entered character.*

Manually

If you already know the full SMTP e-mail address of your recipient, or if you know that the recipient is not in any of the configured address books, you can use the keypad on the *Touch Screen* to enter an e-mail address in the *To...* or *Cc...* fields. Your machine will check that an SMTP address has been entered. If it is not an SMTP address, your machine will search the address book for a matching entry.

The entered e-mail address will be shown in the Address List.

Selecting the details for a manually entered e-mail address will only display the e-mail address, no other details are available.

Address Books

Address books contain a list of e-mail addresses and details that are relevant to your company and/or you. If configured, your machine is able to support two types of e-mail address books - *Public* and *Internal*. When an entry is made in *To* or *Cc* the Address Book displays search results for one or both configured address books.

Use the keypad on the *Touch Screen* to enter the e-mail recipient's name. As with most search facilities you do not need to enter the full name and can search the address book on the first few letters.

When you have entered the required e-mail search criteria select the *Enter* button. If there are no matching entries select the *Change Address Book* button to search the other address book.

NOTE: *The Change Address Book button will only display if both the address books have been configured.*

If one or more matches are found based on the search criteria, the matches display on the *Touch Screen*. Use the up/down scroll bars to locate the required recipient. Highlight the recipient in the list and select the *Add* button. Continue this process until you have added all the required recipients and on completion select *Done*. The entered e-mail address will be shown in the Address List.

Address Book Types

If configured there are two different types of address book on your machine, *Public* and *Internal*.

Public Address Book

The Public Address Book stores external company addresses on the machine. The address book contains a list of user names and their e-mail addresses.

The file must be a CSV (Comma Separated Value) format for your machine to be able to read the file contents. The completed file is imported to the machine via *CentreWare Internet Services*. Your machine will not allow the import of a Public Address Book file that does not end with the .CSV file extension.

A valid CSV file is in the format: Name, SMTP e-mail address. For example the following are both valid CSV format file entries:

Smith, smith@company.com

"Smith, John", john.smith@company.com

The order in which the entries are sorted in the CSV file determines the order displayed in the Public Address Book at your machine.

Internal Address Book

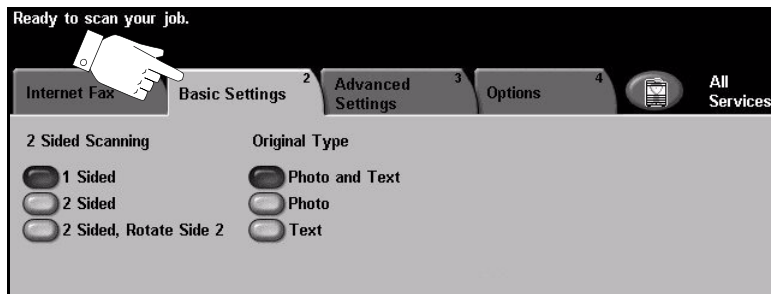
Otherwise known as the *LDAP (Lightweight Directory Access Protocol)*, the *Internal Address Book* stores internal company addresses on the company network. The *System Administrator* creates the *Internal Address Book*.

The display of the search results is defined by the LDAP. For example, the LDAP server can return a search query "*And*" as "*Andrew Smith*" when the result "*Andrews, James*" may have been expected. The lastname, firstname or first name, lastname display is controlled by the LDAP server and not your machine.

If you have successfully logged in via Authentication mode, your machine will automatically attempt to match your login name to your e-mail address. Your name will then be entered into the From e-mail address field. You will not be able to change this.

Basic Settings

The *Basic Settings* tab allows you to temporarily change the information relating to your original. Changing these settings allows you to achieve optimum scanning quality for each *Internet Fax* original.



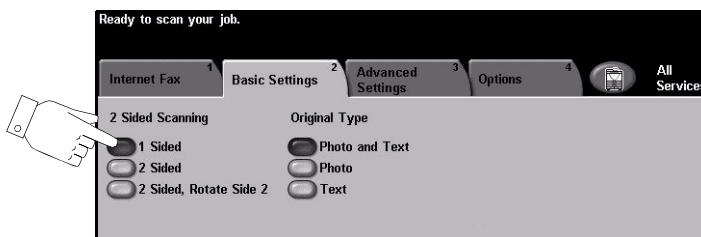
Touch any of the top level buttons to select a feature. One button can be selected in each column. Multiple options can be selected for each job if required.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Sides Scanned

This feature is used to specify whether the originals are single-sided or double-sided. For 2-sided originals the orientation can also be programmed.



Options:

1 Sided Use this option for originals that are printed on 1 side only.



2 Sided Use this option for originals that are printed on both sides.

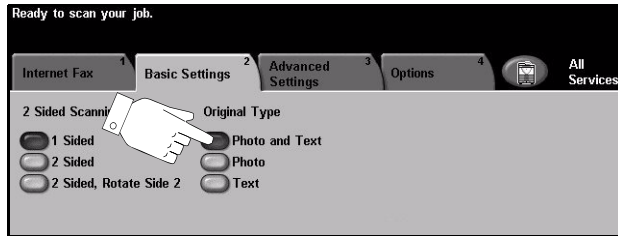


2 Sided, Rotate Side 2 Use this option for originals that are printed on both sides and the second side has been rotated. For example, if you are scanning a calendar which uses a “head to toe” format.



Original Type

Use this feature to select the type of original being scanned.



Options:

Photo & Text Use for originals containing photographs and text.



Photo Use for continuous tone photographs or high quality printed half-tone originals.

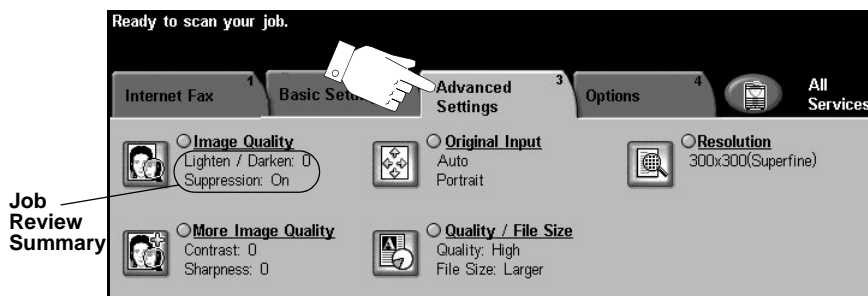


Text Use for originals containing text or line art.



Advanced Settings

The *Advanced Settings* tab allows you to temporarily manipulate the scan template to enhance the appearance and style of your scanned *Internet Fax* image.



Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each fax job if required.

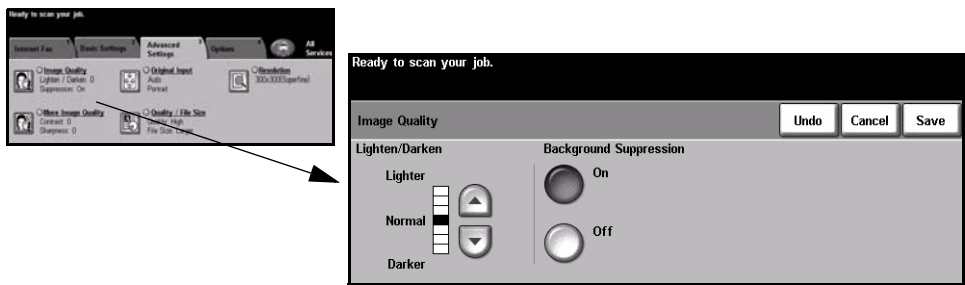
The text next to the feature button, called a *Job Review Summary*, reflects the current settings for that feature. A checked circle indicates that this feature has been modified from its initial default settings.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Image Quality

Use this feature to enhance the quality of your scanned originals.



Options:

Lighten / Darken This option provides controls to adjust the lightness or darkness of the output. To darken the output, press the scroll down button. To lighten the output, press the scroll up button.



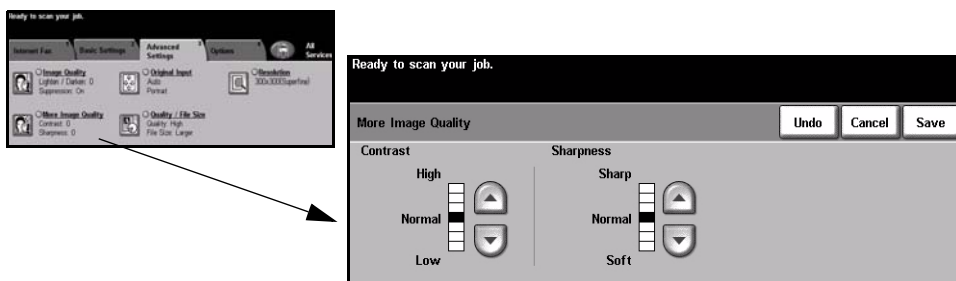
Background Suppression This option automatically reduces or eliminates the dark background resulting from colored paper or newspaper originals.



NOTE: *Background Suppression is disabled if the Original Type is Photo.*

More Image Quality

Use this feature in addition to the settings selected using the *Image Quality* option, to further enhance the quality of your output.



Options:

Contrast This option controls the differences between the image densities within the output. Select a lower setting to improve the image quality of pictures. Select a higher setting to produce more vivid blacks and whites for sharper text and lines.



Sharpness This option controls the balance between sharp text and moiré (wavy patterns within the image). Use the up/down scroll buttons to adjust the sharpness values from sharper to softer, based on the quality of the input images.

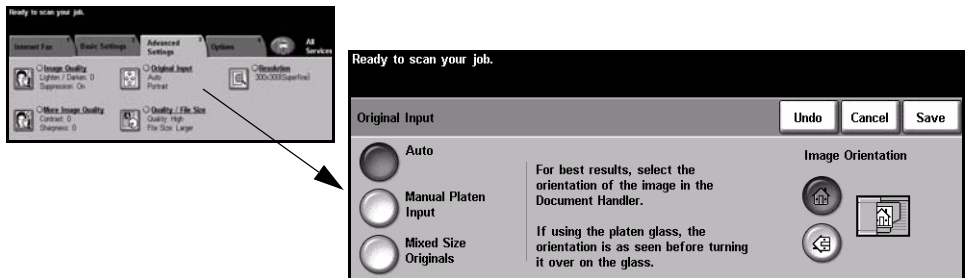


Original Input

Use this option to select the orientation of the originals being scanned. The machine can determine the size of the originals automatically, or a size can be entered manually.

This option is also used when scanning mixed sized originals.

NOTE: *If your machine does not show Mixed Size Originals, it is recommended that the originals used are of the same size.*



Options:



Auto Use this option to allow the machine to automatically determine the size of the originals being fed through the document handler.

Manual Platen Input



Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several dimensions that correspond to common document sizes and orientations.

Select a standard size or use *Custom* to manually adjust the scanning dimensions.

Mixed Size Originals



Use this feature to scan a document containing mixed size originals. The originals must be the same width, for example 8.5 x 11" long edge feed and 11 x 17" short edge feed. Load documents in the document handler when using this feature.

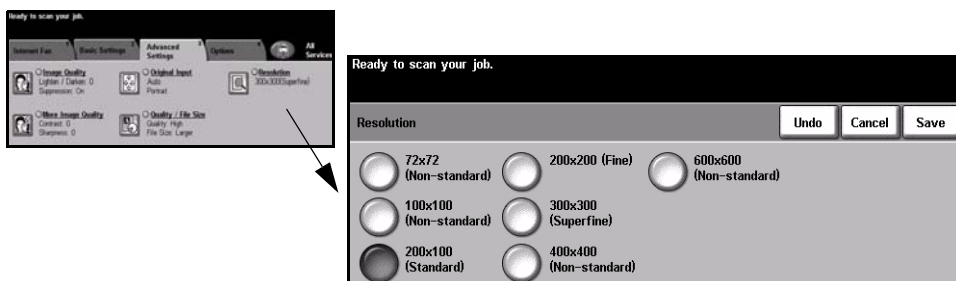
Image Orientation



Use this option to select the orientation of the image entering the document handler. If using the document glass, the orientation of the scanned image will match the orientation of the original document.

Resolution

Resolution affects the appearance of the scanned image. The higher the scanning resolution the better the image quality.



Options:

72x72 (Non-Standard) Produces the smallest image file size and is recommended for documents which are to be viewed electronically or archived.



100x100 (Non-Standard) Produces a small file size and is recommended for simple text documents.



200x100 (Standard) Produces a small file size and is recommended for text documents.
NOTE: *Only available for TIFF document formats.*



200x200 (Fine) Recommended for average quality text documents and line art.



300x300 (Superfine) Recommended for high quality text documents and line art. Can also be used for medium quality photos and graphics. This is the default resolution and the best choice for most documents.



400x400 (Non-Standard) Recommended for average quality photos and graphics. It produces good quality images and a smaller file size than the 600x600 resolution.

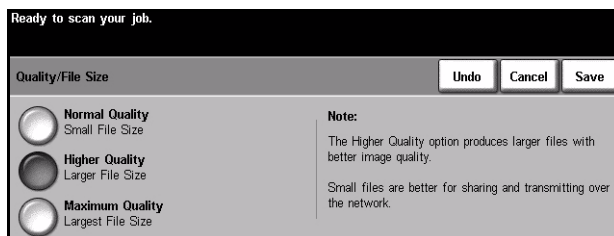


600x600 (Non-Standard) Recommended for use with high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.



Quality / File Size

The *Quality / File Size* settings allow you to choose between scan image quality and file size.



Options:

Normal Quality Use this option to produce good quality images and the smallest file size.



Higher Quality Using this option produces high quality images and larger file sizes.



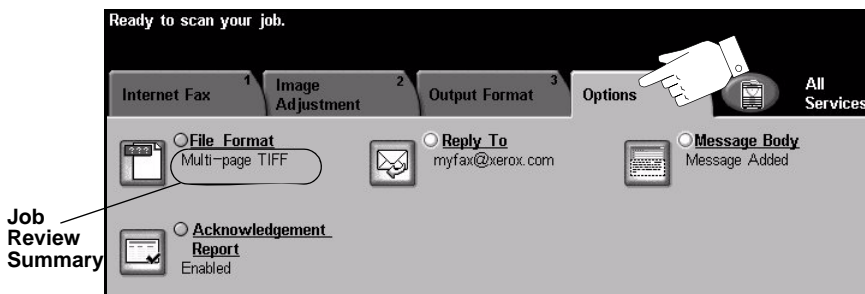
Maximum Quality Use this option for the highest image quality and the largest file size.



NOTE: *Large files are not ideal for sharing and transmitting over the network.*

Options

Use this tab to temporarily change the format of the faxed image file, set a *Reply To* address and add a brief message. The *Acknowledgement Report* can also be enabled.



Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each fax job if required.

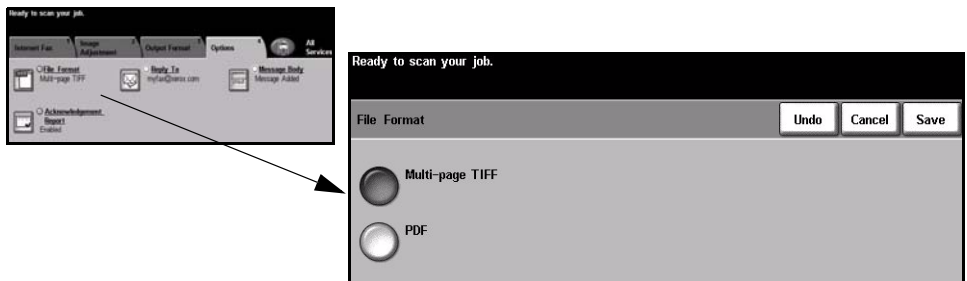
The text next to the feature button, called a *Job Review Summary*, reflects the current settings for that feature. A checked circle indicates that this feature has been modified from its initial default settings.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

File Format

Use the *File Format* option when your job is to be sent with a different file format than that set as the default.



Options:

Multi-page Tiff *Multi-Page Tagged-Image File Format.* One TIFF file containing several pages of scanned images.



PDF *Portable Document Format*. Given the right software the recipient of the scanned image can view, print or edit the file, no matter what their computer platform.



Acknowledgment Report

Use this feature to print a report containing the delivery status of your job. The report will include the number of successful, failed and unconfirmed recipients.



Ready to scan your job.

Acknowledgement Report Cancel Save

☐ Disabled
☒ Enabled

An Acknowledgement Report contains information about the delivery status for each recipient of the Internet Fax job you are sending.

Selecting Enabled will print a report after the job has been submitted.

You cannot select Disabled if the device administrator has configured the device always to print an Acknowledgement Report.

Options:

Disabled Use this option to switch the feature off.



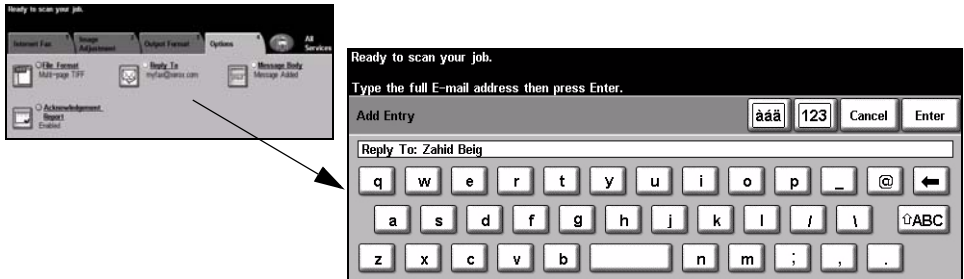
NOTE: *If the default setting for this feature is already Enabled you will not be able to disable this feature.*

Enabled Use this option to print a status report after the job has been sent.



Reply To

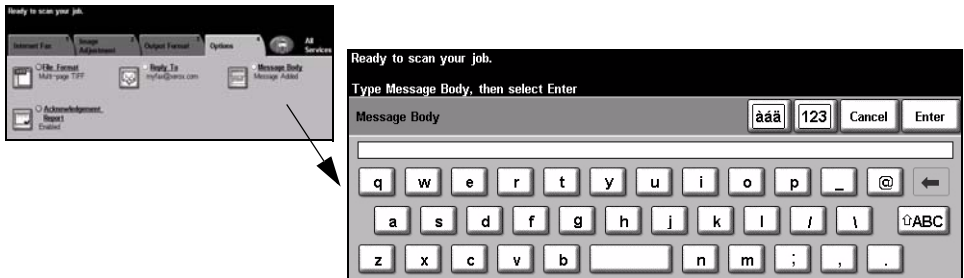
Use the *Reply To* feature to alter the default address to which replies to your *Internet Fax* job can be sent.



Message Body

Use this feature to edit the default e-mail message being transmitted with the job. The message body is the text contained within the e-mail and not the e-mail subject line. The message entered will only be available for the current job.

NOTE: *The default message is set up by your System Administrator.*



Authentication Mode

Authentication is a useful network security management tool - limiting, restricting and monitoring access to the network via the machine. Authentication can be set up by the *System Administrator* to restrict access to the features within *E-mail*, *Network Scanning*, *Server Fax* and *Internet Fax*.



There are two authentication modes available:

- Network Authentication Access** Requires your network login name and password. If you do not have a network account on the local network you will not be authenticated using this mode.
- Guest Access** Requires a generic passcode that is set up by the *System Administrator*. You will need to obtain the passcode from the *System Administrator*.
Contact your *System Administrator* for more information.

7 Network Scanning

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Scan



Network Scanning is an optional feature which is only available on the *WorkCentre Pro* model. If *Network Scanning* has been enabled, an electronic file can be created from a hard copy original. The scanned document is converted to an electronic file and stored electronically. The electronic file can be filed, faxed, or distributed through e-mail.

This chapter contains information about the options available within *Network Scanning*.

Scanning Resources

There are other sources of information available:

FreeFlow™ SMARTsend™

Enables the installation, set up and management of Network Scanning on the network. FreeFlow™ SMARTsend™ is composed of several different elements that work together to create and deliver the scanned document to its final destination. Refer to the *FreeFlow™ SMARTsend™ Pack*.

CentreWare Internet Services

Internet Services is the embedded HTTP server application that is available on network enabled models. *Internet Services* enables you to access printing and scanning features, view status, manage jobs, and perform machine management tasks using a browser application over the Internet or intranet. To access *Internet Services* open your web browser and enter the machine's IP Address in the Address or Location field.

Resources Provided on the World Wide Web

Web Site	General Contents
www.xerox.com	This is a source of general solution overview and options for upgrade.
www.centroware.com	Contains <i>CentreWare</i> general information with links to the latest drivers and utilities.

Network Scanning

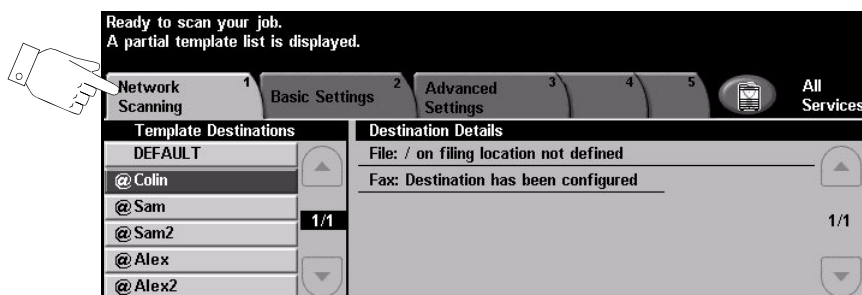
Access to the *Network Scanning* features is gained using the *Features* button on the control panel.

Depending on the options enabled and how your machine has been configured, you may have to select *All Services* and *Network Scanning* to display the *Network Scanning* feature tabs.

Use the *Network Scanning* tab on the *Touch Screen* to select the standard features for a scan job.

The tabs available for selecting the *Network Scanning* features are:

- Network Scanning
- Basic Settings
- Advanced Settings
- Options
- Refresh Destinations



HINT: If some of the *Network Scanning* feature tabs are not displayed, selecting tab 2 displays them.

Touch any of the top level buttons to select a feature. Multiple options can be selected for each copy job if required.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Repositories

Repositories are directories or filing locations set up on a server where your scanned files are held. Before you can use Network Scanning your *System Administrator* must set up the repositories available to your machine. The repositories are defined in the template and cannot be changed at the machine. Up to 5 repositories (1 default and 4 additional) can be defined.

Template Overview

Successful network scanning requires selecting a template at your machine. *Templates* contain pre-selected options which will be applied to the scanned original, for example, information about the final destination of your job (the repository) and the image quality settings are defined within the template, along with the template name.

Making Templates Templates can be created or changed using *CentreWare Scan Services* or *CentreWare Internet Services*. Contact your *System Administrator* for more information.



HINT: *Template names are limited to 20 characters. Template names containing more than 20 characters will be shortened to the first 20 characters. Remember this when searching for existing templates or assigning template names.*

Selecting a template Select a template based on where the file is required to be sent. Normally, the *System Administrator* will have established a template for use by each user.

Changing Preprogrammed Template Selections After a template is selected, most of the preprogrammed settings can be temporarily changed such as sides scanned, image quality and resolution.
The output destination assigned to the template cannot be changed at the machine.

Template Destinations

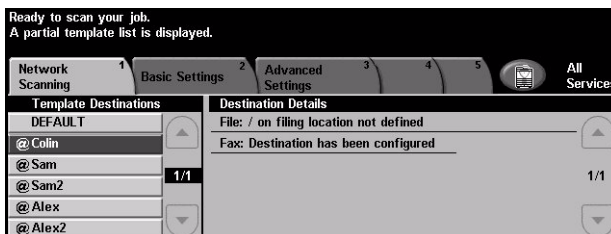
The *Template Destination* lists the templates stored on the machine. On installation the factory default template '**DEFAULT**', in upper case, display in the Template Destination list. The default template appears at the top of the list and is selected automatically. All other templates follow in alpha-numeric order. There is a maximum limit of 250 templates.

Template operations can be performed either from *CentreWare Internet Services* or *CentreWare Scan Services*.

- Template names starting with the @ symbol have been created using the *CentreWare Internet Services*.
- Templates without the @ symbol are templates stored in a remote location, that have been created using software such as *FreeFlow™ SMARTsend™*.



HINT: A default template can also be created using *FreeFlow™ SMARTsend™* Software. The word '**default**' will be displayed in lower case.



Scrolling through the Template List



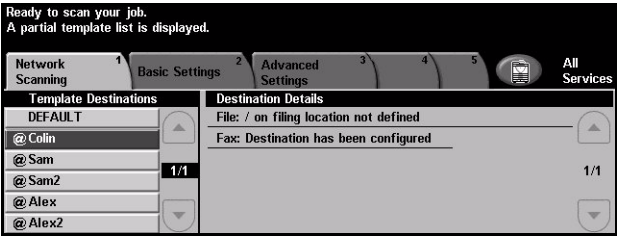
Use the up/down scroll buttons located to the right of the Template List to move through the list one page at a time and select a Template.

To quickly get to a specific page in the Template list, use the keypad to identify the page number then select the pound (#) key. The counter will display the page location.

Destination Details

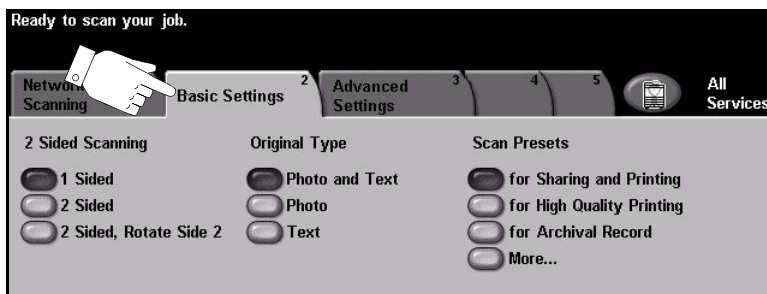
The *Destination Details* section on the right side of the screen displays information about the selected template. Each time you select another template file, this area will update to display information associated with the selected template.

NOTE: *Any changes made to the template at the machine are temporary. Permanent changes must be made with the same utility that created the template.*



Basic Settings

The *Basic Settings* tab allows you to temporarily change the information relating to your original. Changing these settings allows you to achieve optimum scanning quality for each original.



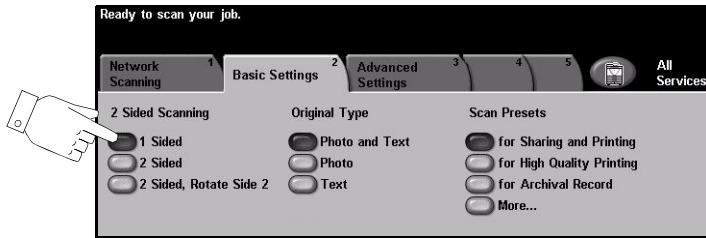
Touch any of the top level buttons to select a feature. One button can be selected in each column. Multiple options can be selected for each job if required. To view all the options for a feature, select *More...*

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

2 Sided Scanning

This is used to specify whether the originals are single-sided or double-sided. For 2-sided originals the orientation can also be programmed.



Options:

1 Sided Use this option for originals that are printed on 1 side only.



2 Sided Use this option for originals that are printed on both sides.

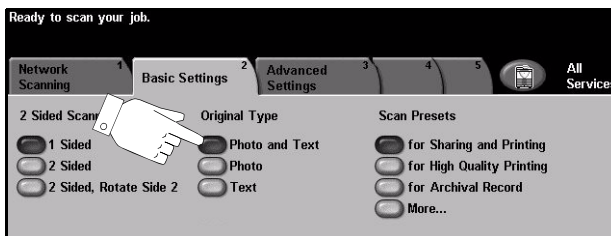


2 Sided, Rotate Side 2 Use this option for originals that are printed on both sides and the second side has been rotated. For example, if you are scanning a calendar which uses a "head to toe" format.



Original Type

Use this feature to select the type of original being scanned.



Options:

Photo & Text Use for originals containing photographs and text.



Photo Use for continuous tone photographs or high quality printed half-tone originals.

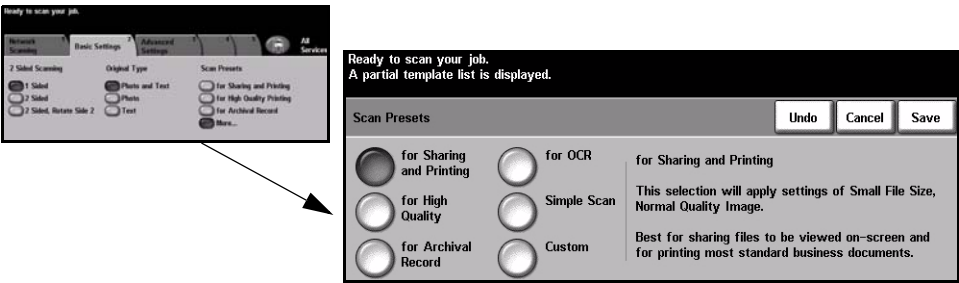


Text Use for originals containing text or line art.




Scan Presets

Use these options to automatically set the optimum settings for your job. Settings include producing smaller file sizes or delivering the highest quality output.




Options:


- for Sharing and Printing**




Use this option for normal quality documents. The output file size will be small.
- for High Quality**




Use this option for high quality documents. This option produces the largest output file size.
- for Archival Record**




Use this option for documents which will be stored or viewed electronically. This option produces the smallest output file size.
- for OCR**



Use this option for documents which will be processed using Optional Character Recognition (OCR) software. This option produces the highest quality images and the output file size will be large.
- Simple Scan**



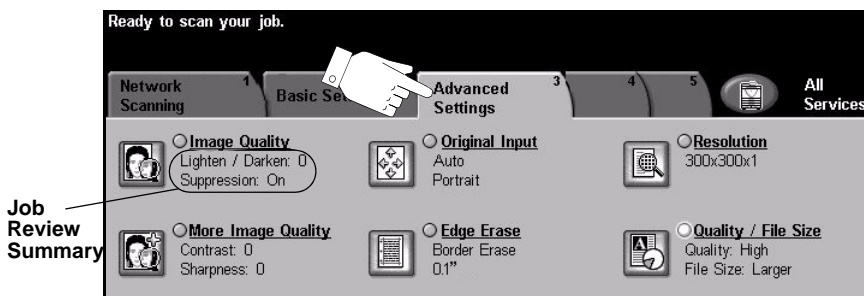
Use this option for simple documents which require no image quality adjustments. This option will scan, process and transfer your job as quickly as possible. The output file size will be small.
- Custom**



This option will use the scan settings defined in the currently selected template.

Advanced Settings

The *Advanced Settings* tab allows you to temporarily manipulate the scan template to enhance the appearance and style of your scanned image.



Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each scan job if required.

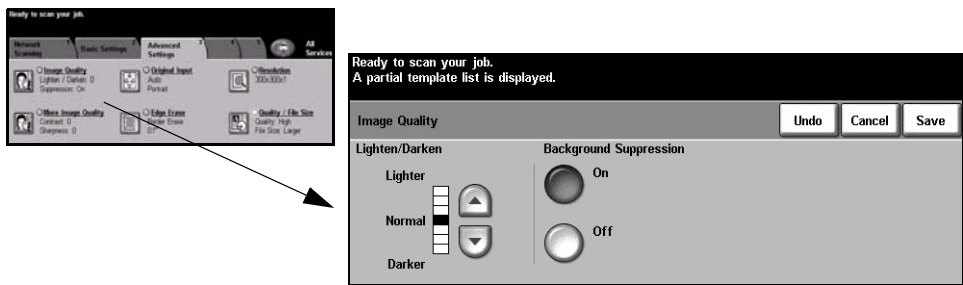
The text next to the feature button, called a *Job Review Summary*, reflects the current settings for that feature. A checked circle indicates that this feature has been modified from its initial default settings.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Image Quality

Use this feature to enhance the quality of your scanned originals.



Options:

Lighten / Darken Adjusts the lightness or darkness of the output. To darken the output, select the scroll down button. To lighten the output, select the scroll up button.

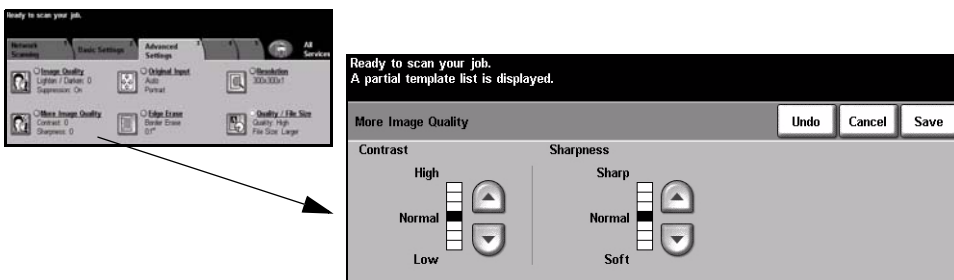


Background Suppression This option automatically reduces or eliminates the dark background resulting from colored paper or newspaper originals.



More Image Quality

Use this feature in addition to the settings selected using the *Image Quality* option, to further enhance the quality of your output.



Options:

Contrast This option controls the differences between the image densities within the output. Select a lower setting to improve the image quality of pictures. Select a higher setting to produce more vivid blacks and whites for sharper text and lines.



Sharpness This option controls the balance between sharp text and moiré (wavy patterns within the image). Use the up/down scroll buttons to adjust the sharpness values from sharper to softer, based on the quality of the input images.

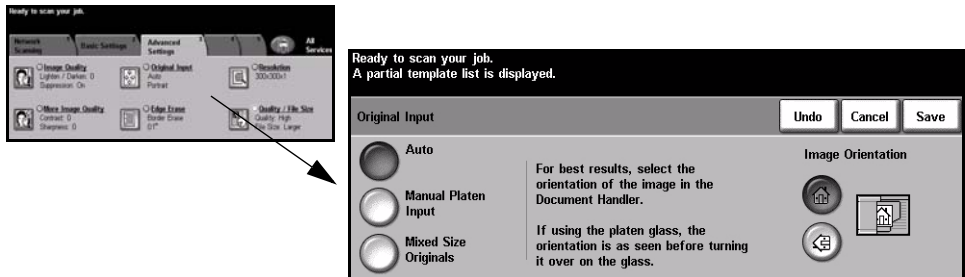


Original Input

Use this option to select the orientation of the originals being scanned. The machine can determine the size of the originals automatically, or a size can be entered manually.

This option is also used when scanning mixed sized originals.

NOTE: *If your machine does not show Mixed Size Originals, it is recommended that the originals used are of the same size.*



Options:



Auto Use this option to allow the machine to determine the size of the originals being fed through the document handler.

Manual Platen Input



Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several dimensions that correspond to common document sizes and orientations.

Select a standard size or use *Custom* to manually adjust the scanning dimensions. Use this option to scan the image to the edges of the original.

Mixed Size Originals



Use this feature to scan a document containing mixed size originals. The originals must be the same width, for example 8.5 x 11" long edge feed and 11 x 17" short edge feed. Load documents in the document handler when using this feature.

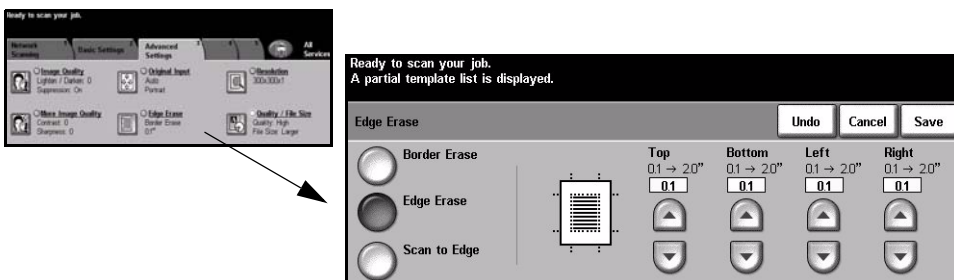
Image Orientation



Use this option to select the orientation of the image entering the document handler. If using the document glass, the orientation of the scanned image will match the orientation of the original document.

Edge Erase

Use this feature to “refresh” the quality of an original that has become torn or frayed at the edges, or that has hole punch, staple or other marks.



Options:

Border Erase Erases equal amounts on all edges of your output image. Up to 2.0" in 0.1" increments can be erased.



Edge Erase Use to erase a specific amount from a specific edge of the image. Up to 2.0" in 0.1" increments can be erased from each edge.

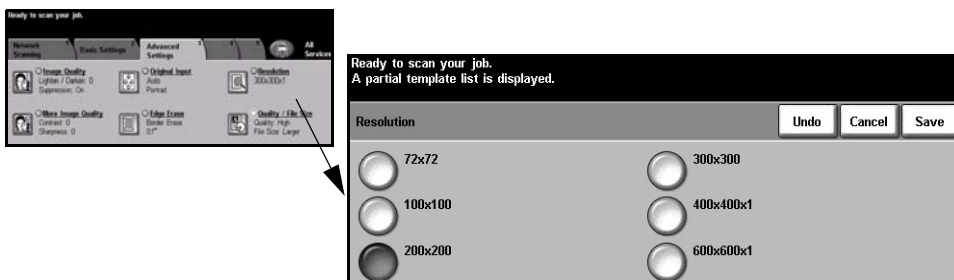


Scan to Edge Use this option to produce an edge to edge scan of the original.



Resolution

Resolution affects the appearance of the scanned image. The higher the scanning resolution the better the image quality.



Options:

72x72 Produces the smallest image file size and is recommended for documents which are to be viewed electronically or archived.



100x100 Produces a small file size and is recommended for simple text documents.



200x200 Recommended for average quality text documents and line art.



300x300 Recommended for high quality text documents and line art. Can also be used for medium quality photos and graphics. This is the default resolution and the best choice for most documents.



400x400x1 Recommended for average quality photos and graphics. It produces good quality images and a smaller file size than the 600x600 resolution.



600x600x1 Recommended for use with high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

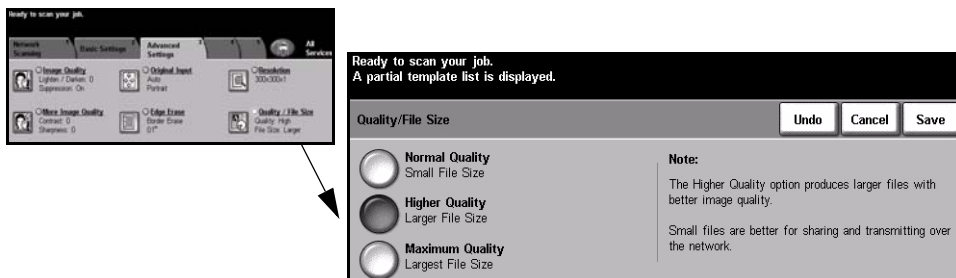


Quality / File Size

The *Quality / File Size* settings allow you to choose between scan image quality and file size.

When you change a setting and select **Save** an override confirmation screen displays. Select **OK** to confirm the new setting.

NOTE: *Changing the Quality / File Size may affect the Scan Presets option selected.*



Options:

Normal Quality Use this option to produce good quality images and the smallest file size.



Higher Quality Using this option produces high quality images and larger file sizes.



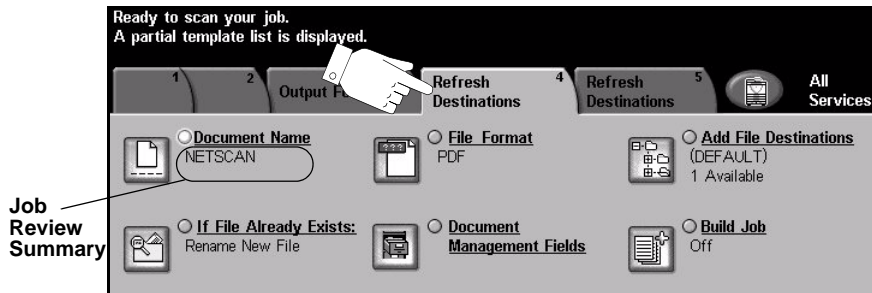
Maximum Quality Use this option for the highest image quality and the largest file size.



NOTE: *Large files are not ideal for sharing and transmitting over the network.*

Options

Use the features available to temporarily change the format of the scanned image file at the destination server.



Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each scan job if required.

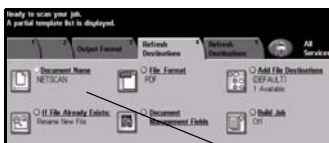
The text next to the feature button, called a *Job Review Summary*, reflects the current settings for that feature. A checked circle indicates that this feature has been modified from its initial default settings.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Document Name

Use *Document Name* to specify the name of the folder that you want your scanned TIFF image stored to, or the file name of your scanned PDF or Multi-Page TIFF images.



Ready to scan your job.
A partial template list is displayed.
Type your document name then select Save.

Document Name:

Document Name: Zahid Belg

q w e r t y u i o p _ @

a s d f g h j k l / \

z x c v b n m ; , .

If File Already Exists

Use this option to tell the machine what to do when the document destination folder already contains a document with the same name as your current scan job.



Ready to scan your job.
A partial template list is displayed.

If file already exists:

☒ Rename New File ☐ Do Not Save

☐ Overwrite Existing File ☐ Add Date to Name

☐ Append to Existing File

Options:

Rename New File



Use this option when you want the machine to name the new file (or folder) with a unique name.

Append to Existing File



Use this option to add the newly created scanned image file to an existing document with the same name as the document being scanned.

NOTE: This option is not available with Multi-Page Tiff and PDF file format options.

Overwrite Existing file Use this option to replace the existing file that has the same filename as the newly created scanned image file.



Do Not Save Use this option to abort the scanning operation if a file with the same name as the newly created scanned image file is detected.

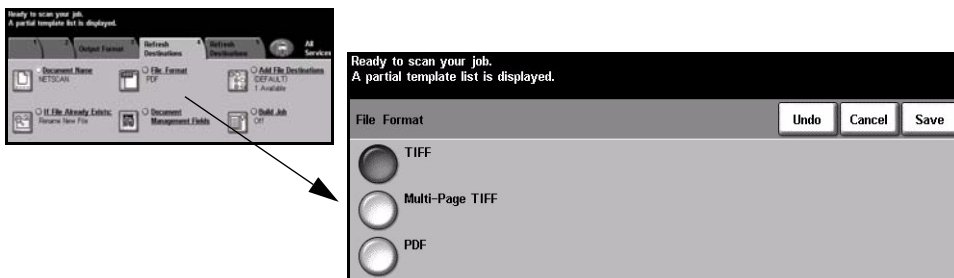


Add Date to Name Use this option when you want the machine to name the new file (or folder) with a unique name, along with the current date and time.



File Format

Use this feature to temporarily change the file type of the scanned image file at the destination server. The default setting is the same as the value entered in the selected template.



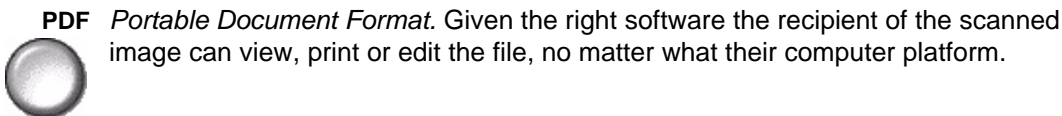
Options:



TIFF *Tagged-Image File Format.* A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.



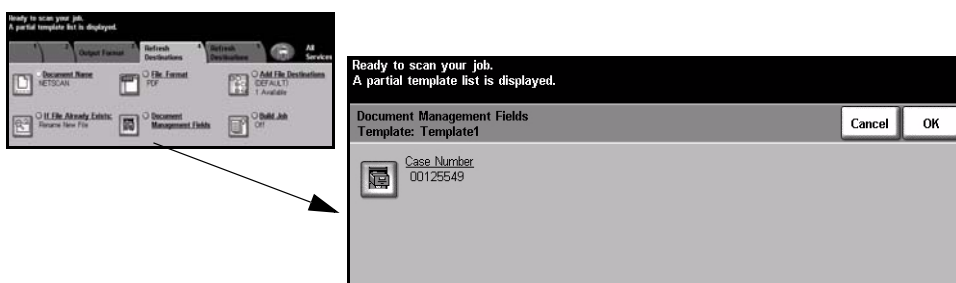
Multi-Page TIFF *Multi-Page Tagged-Image File Format.* One TIFF file containing several pages of scanned images.



Document Management Fields

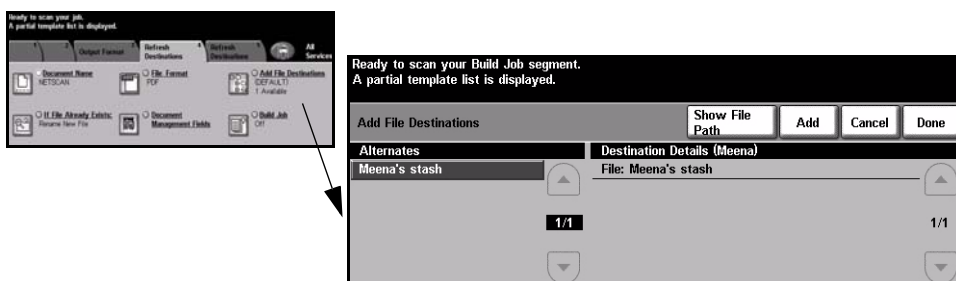
Document Management Fields allows you to enter information into the template from your machine which is unique to your scanning requirements. These fields must be enabled when creating the template at the Web UI.

NOTE: *If your selected template does not contain any enabled fields the Document Management Fields button will not be available.*



Add File Destinations

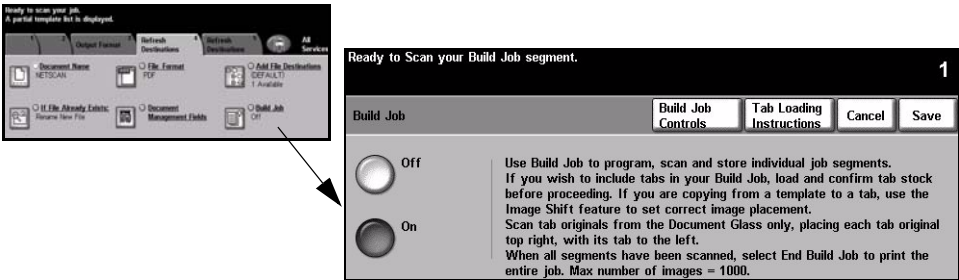
Use this feature to add additional file destinations to any template. A maximum of 5 file destinations can be added to a template. If the selected template contains 1 destination you can add an additional 4 destinations using this feature, however if the selected template contains 5 destinations the *Add File Destination* button will not be available.



Build Job

Use this feature to build a job that requires different settings for each page. For example, if a set of documents consists of some pages with text and some with photos, the appropriate setting for each original can be applied and the job can still be completed as a single job. This feature is also useful if your job has more than 70 pages, which exceeds the maximum capacity of the document handler.

To use *Build Job*, split the job into programing and scanning segments. Select the *Build Job* option and select *On*. Program and scan the first segment. Continue to program and load segments until the whole job has been scanned. When the entire job has been scanned, select *Build Job Controls* and select *End Build Job*. The job is processed as a single job.



Options:

Off The feature is switched off.

On Use to enable the *Build Job* feature.

Select *End Build Job* after the last segment of the job has been scanned.

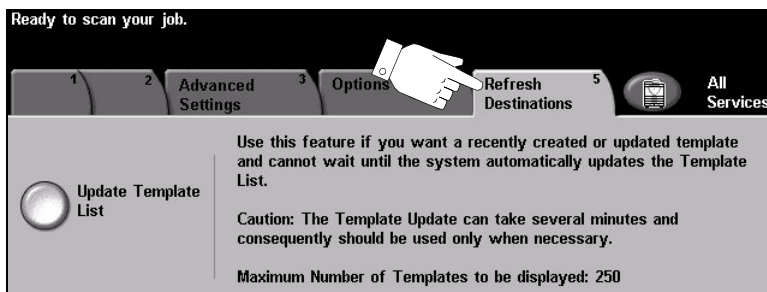
NOTE: Some of the Network Scanning features are only set when programing the first build job segment, for example File Format, Document Name and If File Already Exists.

Build Job Controls Provides options which can be selected when using *Build Job*.
Build Job Controls options are as follows:

End Build Job	Select this option after the last segment of the job has been scanned. The job will be sent to print.
Delete All segments	Use to delete the current job and return to the main <i>Build Job</i> screen.

Refresh Destinations

Select the Refresh Destinations tab to access the *Update Template List* feature. Touch the *Update Template List* button if the template has been recently created or modified. The system automatically updates the Template List.



Authentication Mode

Authentication is a useful network security management tool - limiting, restricting and monitoring access to the network via the machine. Authentication can be set up by the *System Administrator* to restrict access to the features within *E-mail*, *Network Scanning*, *Server Fax* and *Internet Fax*.



There are two authentication modes available:

- | | |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Network Authentication Access | Requires your network login name and password. If you do not have a network account on the local network you will not be authenticated using this mode. |
| Guest Access | Requires a generic passcode that is set up by the <i>System Administrator</i> . You will need to obtain the passcode from the <i>System Administrator</i> .
Contact your <i>System Administrator</i> for more information. |

8 E-mail

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E-mail



E-mail is an optional feature which is only available on the WorkCentre and *WorkCentre Pro*. This chapter contains information about the options available within *E-mail*.

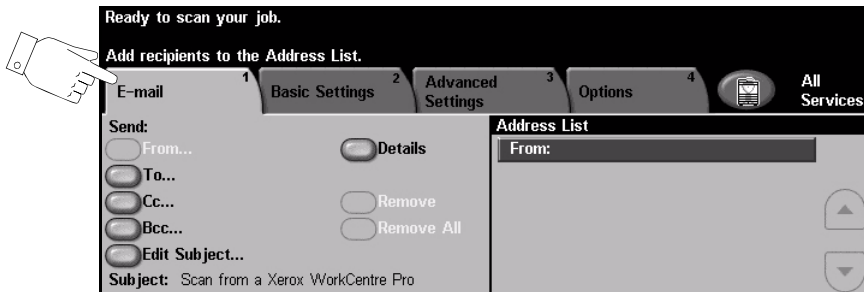
When enabled, scanned images can be sent as an e-mail attachment to a specified e-mail recipient or recipients. To use scan to e-mail you must enter an SMTP (Simple Mail Transfer Protocol) e-mail address, for example, anyone@anycompany.com.

Access to the *E-mail* features is gained using the *Features* button on the control panel. Use the *E-mail* tab to add and remove recipients and edit the subject line.

Depending on the options enabled and how your machine has been configured, you may have to select *All Services* and *E-mail* to display the *E-mail* feature tabs.

The tabs available for selecting *E-mail* features are:

- E-mail
- Basic Settings
- Advanced Settings
- Options



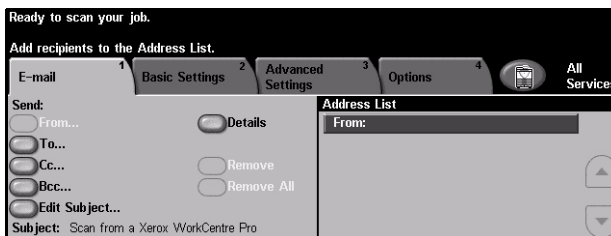
Touch any of the top level buttons to select a feature. Multiple options can be selected for each e-mail job if required.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Send:

Use the *Send* options to enter recipient information.



Options:

From This option provides information about the sender and is pre-set by the system or the *System Administrator* and cannot be changed.

NOTE: *If E-mail is accessed via Authentication Mode the information contained will be linked with the login name.*

To Use this option to enter the e-mail address of the recipient.

Cc Use this option to enter the e-mail address of the recipient you wish to be copied on the e-mail job.

Bcc Use this option to enter the e-mail address of the recipient you wish to be copied on the e-mail job, without their name being displayed on the e-mail.

Edit Subject Use this option to edit the default e-mail subject. The subject is the title of the e-mail and not the text contained within the e-mail. The subject line can contain up to 248 characters and displays on the *Touch Screen* under the Edit Subject button.

Details Use this option to view the details of the selected recipient. The information displayed is determined by how the address was originally added to the Address List - from either the *Internal* or *Public Address Book*, or entered manually.

Remove Use this option to delete the selected address from the Address List.

Remove All Use this option to delete all the addresses from the Address List. A confirmation pop-up message displays.



Scroll Buttons Use the up/down scroll buttons located to the right of the Address List to move through the list.



Address List

Displays all the recipient addresses entered for the current scan to e-mail job. Up to 128 recipients addresses can be entered in the list.

Entering an E-mail Address

The e-mail address can be entered in one of two ways - manually or via an address book.

NOTE: *When entering e-mail details you can change the keypad to show upper or lower case, accented characters or numbers by selecting the appropriate button. Use the Back button to delete the previously entered character.*

Manually

If you already know the full SMTP e-mail address of your recipient, or if you know that the recipient is not in any of the configured address books, you can use the keypad on the *Touch Screen* to enter an e-mail address in the *To...* or *Cc...* fields. Your machine will check that an SMTP address has been entered. If it is not an SMTP address, your machine will search the address book for a matching entry.

The entered e-mail address will be shown in the Address List.

Selecting the details for a manually entered e-mail address will only display the e-mail address, no other details are available.

Address Books

Address books contain a list of e-mail addresses and details that are relevant to your company and/or you. If configured, your machine is able to support two types of e-mail address books - *Public* and *Internal*. When an entry is made in *To* or *Cc* the Address Book displays search results for one or both configured address books.

Use the keypad on the *Touch Screen* to enter the e-mail recipient's name. As with most search facilities you do not need to enter the full name and can search the address book on the first few letters.

When you have entered the e-mail search criteria, select the *Enter* button. If there are no matching entries, select the *Change Address Book* button to search the other address book.

NOTE: *The Change Address Book button will only display if both the address books have been configured.*

If one or more matches are found based on the search criteria, the matches display on the *Touch Screen*. Use the up/down scroll buttons to locate the recipient. Highlight the recipient in the list and select the *Add* button.

Continue this process until you have added all the required recipients and on completion select *Done*. The entered e-mail addresses will be shown in the Address List.

Address Book Types

If configured there are two different types of address book on your machine, *Public* and *Internal*.

Public Address Book

The Public Address Book stores external company addresses on the machine. The address book contains a list of user names and their e-mail addresses.

The file must be a .CSV (Comma Separated Value) format for your machine to be able to read the file contents. The completed file is imported to the machine via *CentreWare Internet Services*. Your machine will not allow the import of a Public Address Book file that does not end with the .CSV file extension.

A valid CSV file is in the format: Name, SMTP e-mail address. For example the following are both valid CSV format file entries:

Smith, smith@company.com

"Smith, John", john.smith@company.com

The order in which the entries are sorted in the CSV file determines the order displayed in the Public Address Book at your machine.

Internal Address Book

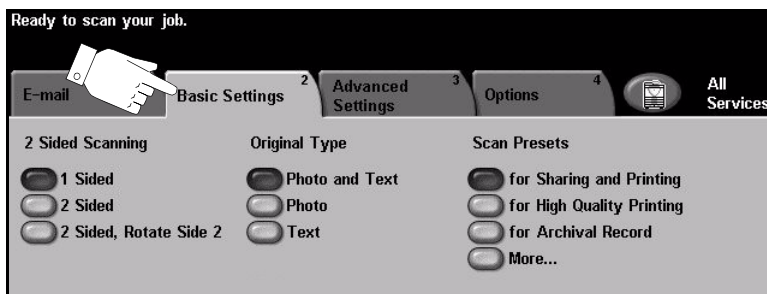
Otherwise known as the *LDAP (Lightweight Directory Access Protocol)*, the *Internal Address Book* stores internal company addresses on the company network. The *System Administrator* creates the *Internal Address Book*.

The display of the search results is defined by the LDAP. For example, the LDAP server can return a search query "And" as "Andrew Smith" when the result "Andrews, James" may have been expected. The lastname, firstname or first name, lastname display is controlled by the LDAP server and not your machine.

If you have successfully logged in via Authentication mode, your machine will automatically attempt to match your login name to your e-mail address. Your name will then be entered into the From e-mail address field. You will not be able to change this.

Basic Settings

The *Basic Settings* tab allows you to temporarily change the information relating to your original. Changing these settings allows you to achieve optimum scanning quality for each *E-mail* original.



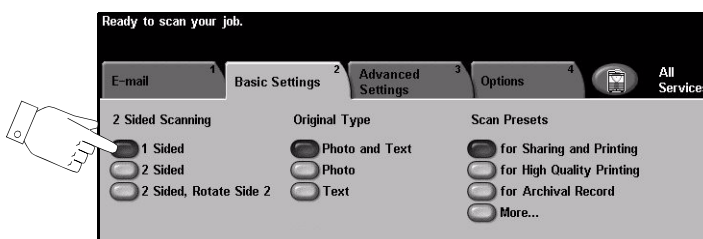
Touch any of the top level buttons to select a feature. One button can be selected in each column. Multiple options can be selected for each job if required. To view all the options for a feature, select *More...*

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

2 Sided Scanning

This is used to specify whether the originals are single-sided or double-sided. For 2-sided originals the orientation can also be programmed.



Options:

1 Sided Use this option for originals that are printed on 1 side only.



2 Sided Use this option for originals that are printed on both sides.

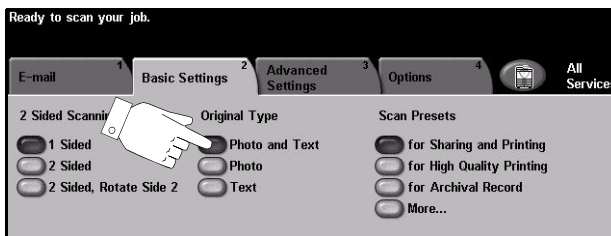


2 Sided, Rotate Side 2 Use this option for originals that are printed on both sides and the second side has been rotated. For example, if you are scanning a calendar which uses a “head to toe” format.



Original Type

Use this feature to select the type of original being scanned.



Options:

Photo & Text Use for originals containing photographs and text.



Photo Use for continuous tone photographs or high quality printed half-tone originals.

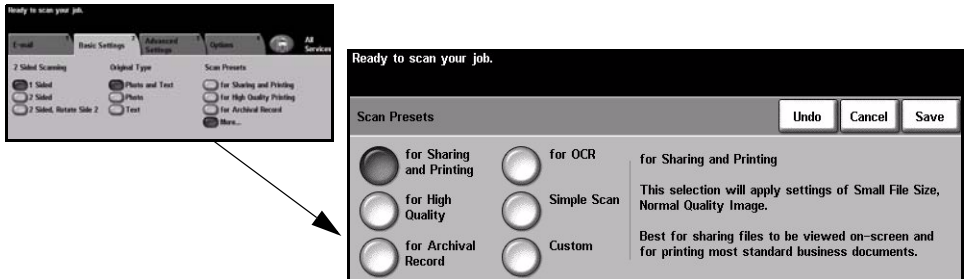


Text Use for originals containing text or line art.



Scan Presets

Use this feature to enhance the quality of your scanned originals.



Options:

for Sharing and Printing

Use this option for normal quality documents. The output file size will be small.



for High Quality

Use this option for high quality documents. This option produces the largest output file size.



for Archival Record

Use this option for documents which will be stored or viewed electronically. This option produces the smallest output file size.



for OCR

Use this option for documents which will be processed using Optional Character Recognition (OCR) software. This option produces the highest quality images and the output file size will be large.



Simple Scan

Use this option for simple documents which require no image quality adjustments. This option will scan, process and transfer your job as quickly as possible. The output file size will be small.



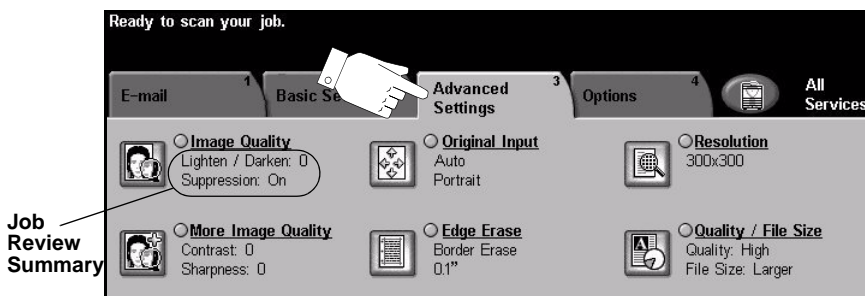
Custom

This option will use the e-mail settings as defined by the System Administrator, when they do not match the *for Sharing and Printing* scan preset.



Advanced Settings

The *Advanced Settings* tab allows you to temporarily manipulate the scan template to enhance the appearance and style of your scanned *E-mail* image.



Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each e-mail job if required.

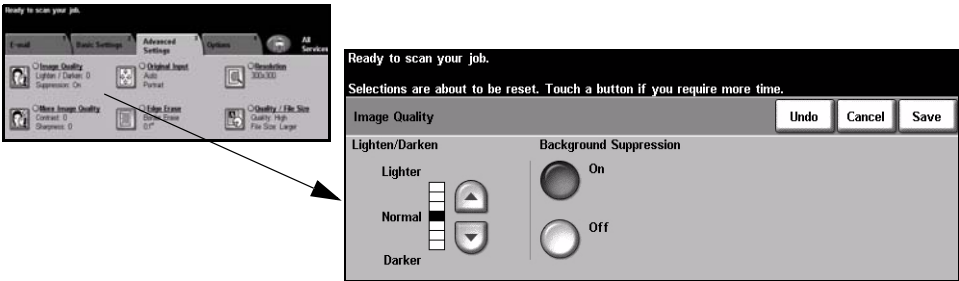
The text next to the feature button, called a *Job Review Summary*, reflects the current settings for that feature. A checked circle indicates that this feature has been modified from its initial default settings.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

Image Quality

Use this feature to enhance the quality of your scanned originals.



Options:

Lighten / Darken Adjusts the lightness or darkness of the output. To darken the output, press the scroll down button. To lighten the output, press the scroll up button.

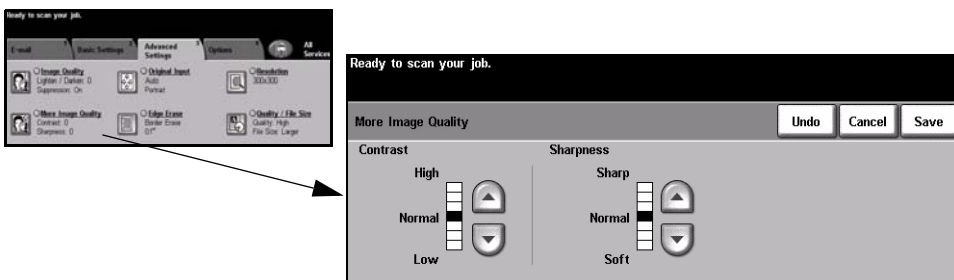


Background Suppression This option automatically reduces or eliminates the dark background resulting from colored paper or newspaper originals.



More Image Quality

Use this feature in addition to the settings selected using the *Image Quality* option, to further enhance the quality of your output.



Options:

Contrast This option controls the differences between the image densities within the output. Select a lower setting to improve the image quality of pictures. Select a higher setting to produce more vivid blacks and whites for sharper text and lines.



Sharpness This option controls the balance between sharp text and moiré (wavy patterns within the image). Use the up/down scroll buttons to adjust the sharpness values from sharper to softer, based on the quality of the input images.

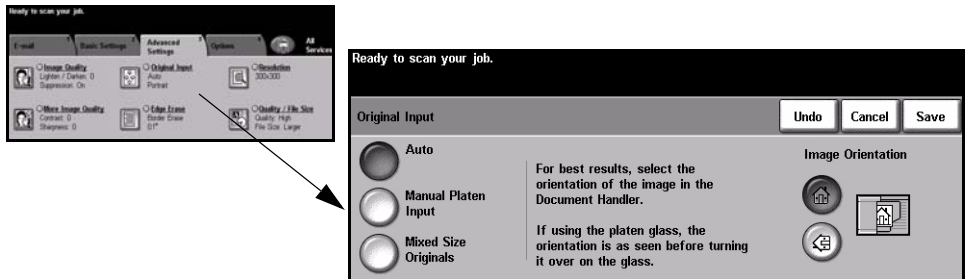


Original Input

Use this option to select the orientation of the originals being scanned. The machine can determine the size of the originals automatically, or a size can be entered manually.

This option is also used when scanning mixed sized originals.

NOTE: *If your machine does not show Mixed Size Originals, it is recommended that the originals used are of the same size.*



Options:



Auto

Use this option to allow the machine to recognize the size of the originals being fed through the document handler.

Manual Platen Input



Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several dimensions that correspond to common document sizes and orientations.

Select a standard size or use *Custom* to manually adjust the scanning dimensions.

Mixed Size Originals



Use this feature to scan a document containing mixed size originals. The originals must be the same width, for example 8.5 x 11" long edge feed and 11 x 17" short edge feed. Load documents in the document handler when using this feature.

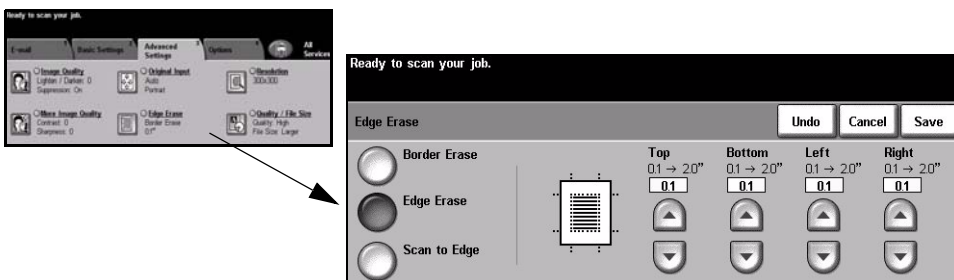
Image Orientation



Use this option to select the orientation of the image entering the document handler. If using the document glass, the orientation of the scanned image will match the orientation of the original document.

Edge Erase

Use this feature to “refresh” the quality of an original that has become torn or frayed at the edges, or that has hole punch, staple or other marks.



Options:

Border Erase Erases equal amounts on all edges of your output image. Up to 2.0" in 0.1" increments can be erased.



Edge Erase Use to erase a specific amount from a specific edge of the image. Up to 2.0" in 0.1" increments can be erased from each edge.

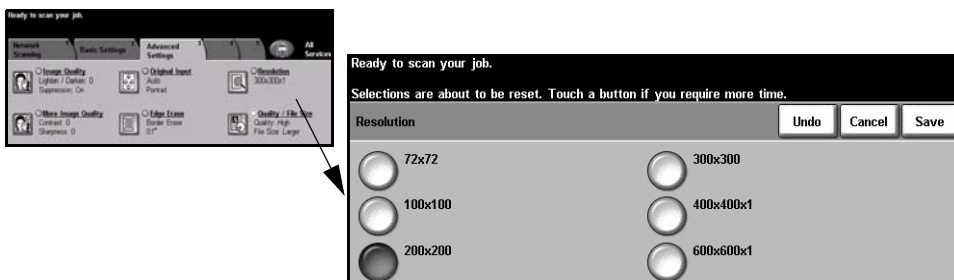


Scan to Edge Use this option to produce an edge to edge scan of the original.



Resolution

Resolution affects the appearance of the scanned image. The higher the scanning resolution the better the image quality.



Options:

72x72 Produces the smallest image file size and is recommended for documents which are to be viewed electronically or archived.



100x100 Produces a small file size and is recommended for simple text documents.



200x200 Recommended for average quality text documents and line art.



300x300 Recommended for high quality text documents and line art. Can also be used for medium quality photos and graphics. This is the default resolution and the best choice for most documents.



400x400x1 Recommended for average quality photos and graphics. It produces good quality images and a smaller file size than the 600x600 resolution.



600x600x1 Recommended for use with high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

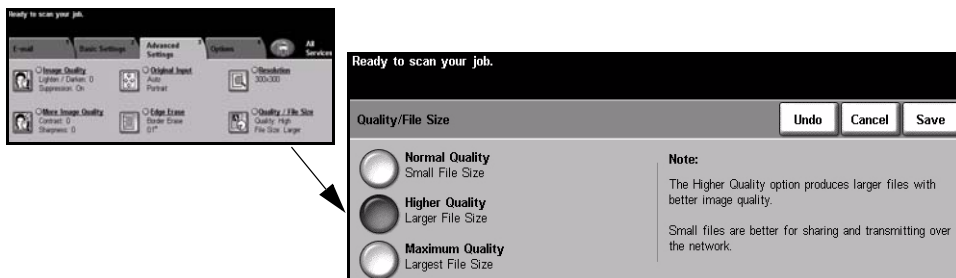


Quality / File Size

The *Quality / File Size* settings allow you to choose between scan image quality and file size.

When you change a setting and select **Save** an override confirmation screen displays. Select **OK** to confirm the new setting.

NOTE: *Changing the Quality / File Size may affect the Scan Presets option selected.*



Options:

Normal Quality Use this option to produce good quality images and the smallest file size.



Higher Quality Using this option produces high quality images and larger file sizes.



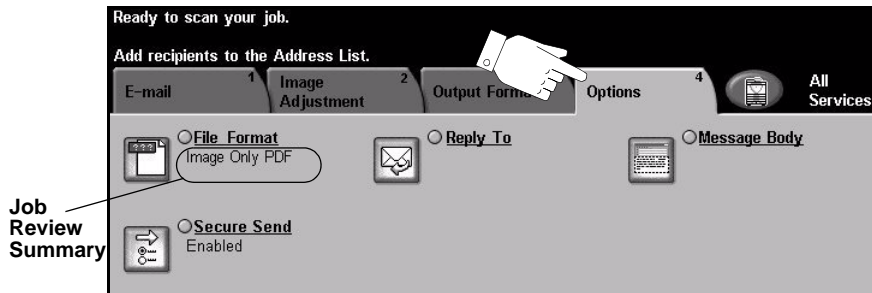
Maximum Quality Use this option for the highest image quality and the largest file size.



NOTE: *Large files are not ideal for sharing and transmitting over the network.*

Options

Use this feature to change the *Reply To e-mail* address and to identify the file format required for the e-mail scanned image.



Touch any of the top level buttons to select a feature. To view all the options for a feature, select the feature required. Multiple options can be selected for each e-mail job if required.

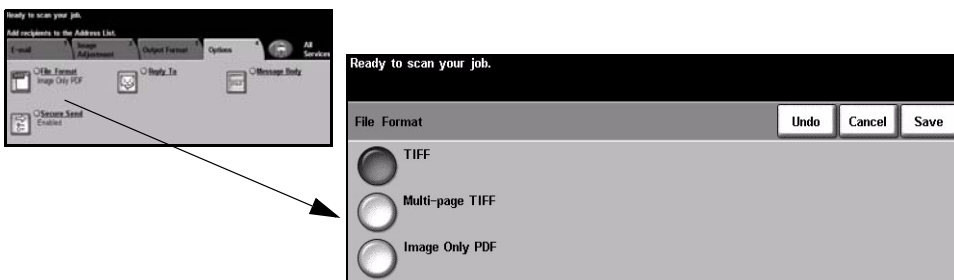
The text next to the feature button, called a *Job Review Summary*, reflects the current settings for that feature. A checked circle indicates that this feature has been modified from its initial default settings.

Most feature screens include three buttons to confirm or cancel your choices.

- The *Undo* button resets the current screen to the default values that were displayed when the screen was opened.
- The *Cancel* button resets the screen and returns to the previous screen.
- The *Save* button saves the selections made and returns to the previous screen.

File Format

Use the *File Format* option when the job is to be sent with a different file format than that set as the template default.



Options:



TIFF *Tagged-Image File Format.* A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.



Multi-page Tiff *Multi-Page Tagged-Image File Format.* One TIFF file containing several pages of scanned images.

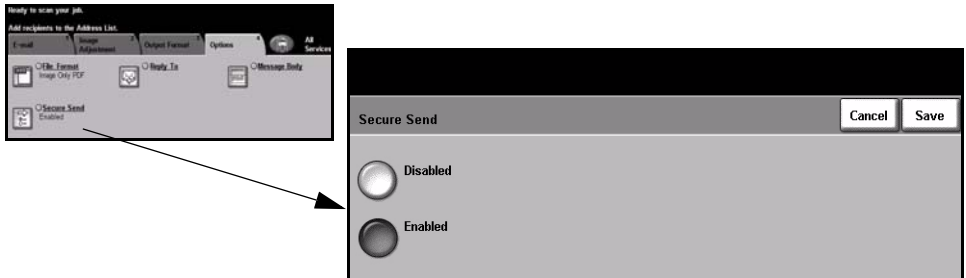


Image Only PDF *Image Only Portable Document Format.* Given the right software the recipient of the scanned image can view, print or edit the file, no matter what their computer platform.

Secure Send

This feature enables secure sending of your e-mails using a third party secure e-mail server solution. The secure e-mail server ensures that the e-mail transmission cannot be intercepted by an unauthorized recipient. This feature will only be available if the following conditions apply:

- E-mail is installed and enabled.
- Network Authentication is configured and enabled.
- Your machine is connected to a third party secure e-mail server solution.



Options:

Disabled The feature is switched off.

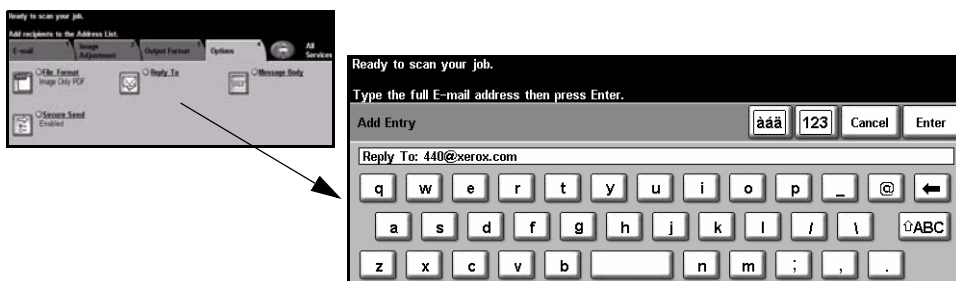


Enabled Use this option to enable the *Secure Send* feature.



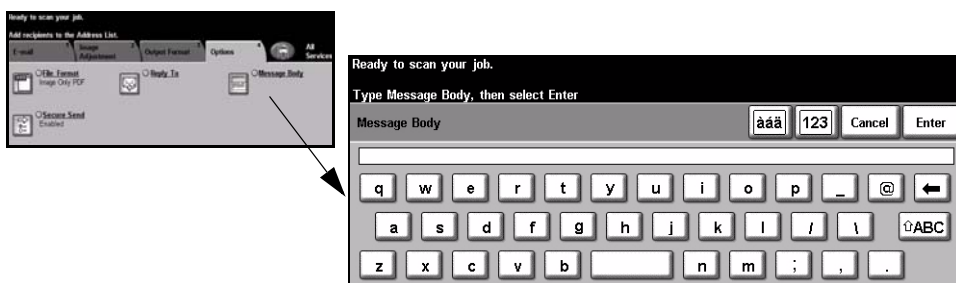
Reply To

Use the *Reply To* feature to alter the default address to which replies to an e-mail job can be sent.



Message Body

Use this feature to edit the default e-mail message. The message body is the text contained within the e-mail and not the e-mail subject line.



Authentication Mode

Authentication is a useful network security management tool - limiting, restricting and monitoring access to the network via the machine. Authentication can be set up by the *System Administrator* to restrict access to the features within *E-mail*, *Network Scanning*, *Server Fax* and *Internet Fax*.



There are two authentication modes available:

- | | |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Network Authentication Access | Requires your network login name and password. If you do not have a network account on the local network you will not be authenticated using this mode. |
| Guest Access | Requires a generic passcode that is set up by the <i>System Administrator</i> . You will need to obtain the passcode from the <i>System Administrator</i> .
Contact your <i>System Administrator</i> for more information. |

9 Print

➤ Introduction to Print.....	9-2
➤ Print Driver Features.....	9-3
➤ Print Drivers	9-4

Introduction to Print

The Xerox *WorkCentre* and *WorkCentre Pro* printer produces high quality prints from electronic documents. Simply access the printer from your PC application as normal. A *Print Driver* converts the code within the electronic document into a language that the printer can understand. Although generic *Print Drivers* can be used on this printer they will not enable all the features. It is therefore advisable to use the *Print Drivers* that accompany this printer.

NOTE: *More detailed information about printing is contained either in the Print Driver screens or in the electronic user guides that accompany the Print Drivers.*

To access the many *Print Drivers* which can be used with your machine please refer to the *CentreWare Print and Fax Services CD* or you can download the latest versions from the Xerox website at www.xerox.com.

The following pages contain an overview of the Windows Postscript *Print Driver* options for the *WorkCentre Pro*. The PCL *Print Driver* screens are similar to those shown but a reduced selection of options is available.

NOTE: *The WorkCentre will not support the PostScript Print Drivers unless the PostScript configuration is purchased.*

Print Driver Features

Control Options

There are a number of options which appear on all of the printer driver screens:

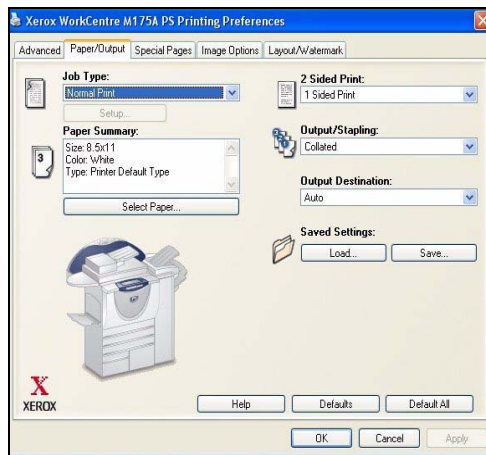
- OK** Saves all the new settings and closes the driver or dialog. These new settings remain in effect until changed or until the software application is closed and the printer driver options revert to the default settings.
- Cancel** Closes the dialog and returns all settings in the tabs to the values that were in place before the dialog was opened. Any changes made are lost.
- Apply** Saves all the changes made without closing the driver.
- Defaults** Resets the current tab and all its settings to the system default values. The action of this button applies only to the current tab. All other tabs remain unchanged.
- Default All** Resets options to default system values on the Paper Output, Layout, and Image Options tabs. Other features and tabs may not have specific default settings and will not be affected by this button.
- Help** Select *Help* in the bottom right of the printer driver screen or **[F1]** on the PC keyboard for information on the displayed printer driver screen.
If the tip of the mouse pointer is rested on top of a control, Microsoft Windows will display a brief *Help Tip* about that control. If the right mouse button selects a control, the *Help* system provides more detailed information.

Print Drivers

The following provides an overview of the features available on the *WorkCentre Pro Postscript Print Driver* - the appearance of other *Print Drivers* may vary. For more information about a specific feature, please refer to the online *Help* facility provided as part of the *Print Driver* software.

Paper/Output

Used to select options such as the job type and the output requirements. The choices available are based on the options enabled on your machine. Simply click on the arrow scroll button for the option or click on the option icon to change any of the choices displayed.



Special Pages

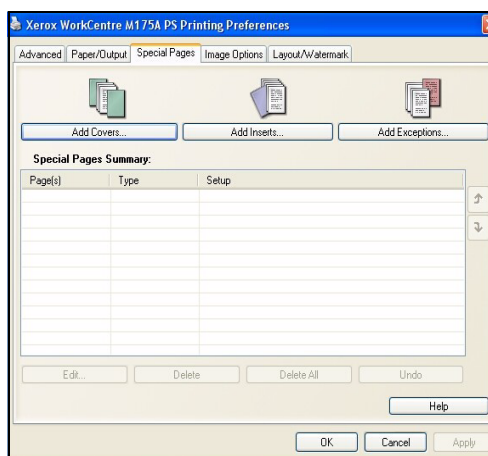
Use this tab to add covers, inserts or exceptions to your print job.

Select the *Covers* option to add a front or front and back cover. Select the stock required for the covers and whether they are blank or imaged.

Use the *Inserts* option to add additional sheets before or after a specified page. Enter the number of inserts required and select the insert stock.

Use the *Exceptions* option to print specified pages onto special stock. Enter the exception page numbers, the stock required and the sides requiring printing.

The *Special Pages Summary* details all the special pages programming. Use the up/down arrows to scroll to a specific entry for editing or deleting. Use *Delete All* to delete all the entries.



Advanced

Select this tab to access the postscript options and advanced programming features for your print job. Use the scroll arrows to move through the options. Clicking on a plus symbol will display further choices.

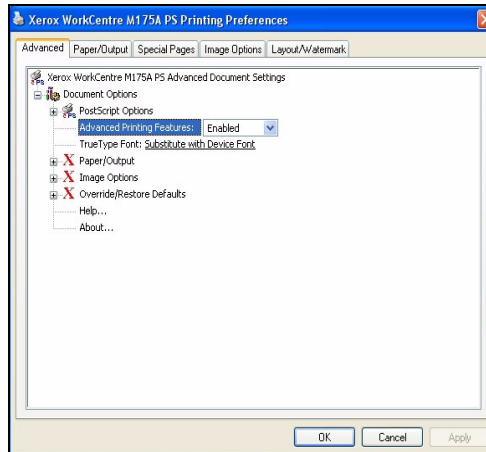
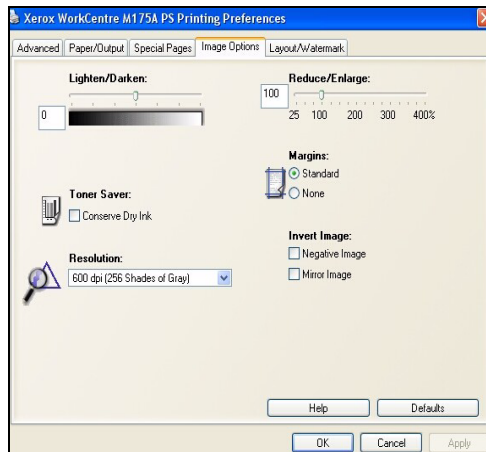


Image Options

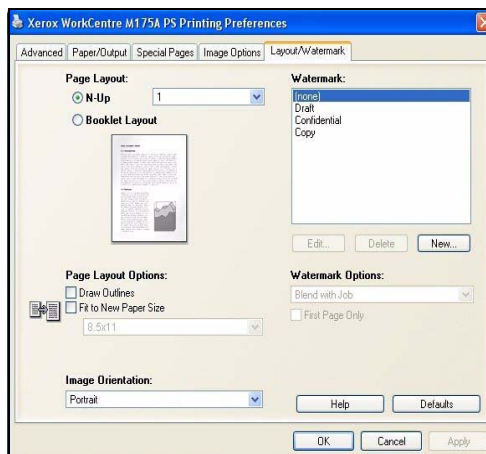
Use the options available in this tab to modify the appearance of your print job. This feature can also be used to set the margins.



Layout/Watermark

Used to change the layout of a document and add watermarks. Documents can be printed 1 Up, 2 Up and so on, up to 16 Up. Booklets can also be created. Use the Watermark option to display, for example, the word DRAFT or CONFIDENTIAL across each page. This feature also adjusts the size and location of the watermark.

Print



10 LAN Fax

- Introduction to LAN Fax 10-2
- LAN Fax Setup 10-3

Introduction to LAN Fax

The optional *LAN Fax* feature on the *WorkCentre Pro Print Driver* enables you to send a fax to any fax machine over the telephone network from your PC or workstation. The document requiring faxing does not have to be printed first, and you can send it to the required destination without leaving your workstation.

NOTE: *LAN Fax is only available on a WorkCentre Pro configuration machine and Embedded Fax must be enabled.*

To send a *LAN Fax*, simply select *Print* from your application. Ensure the *WorkCentre Pro* is selected as your printer. If necessary, select *Properties* to display the *Print Driver* options.

On the *Paper/Output* tab, select *Fax* as your *Job Type*. The *LAN Fax Setup* window can then be accessed via the *Setup* button.

LAN Fax Setup

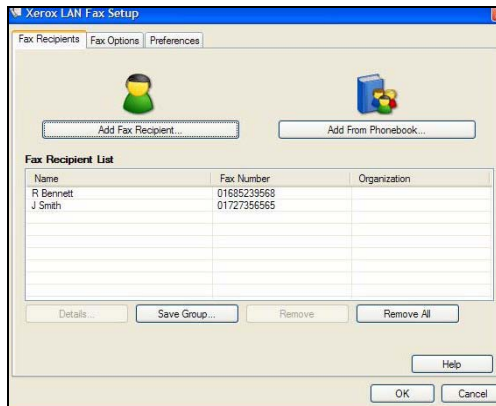
Control Options

There are a number of options which appear on all of the *LAN Fax Setup* screens:

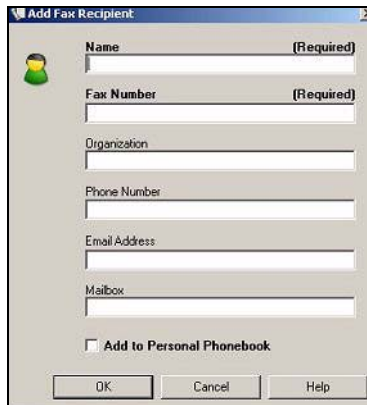
- OK** Saves all the new settings and closes the driver or dialog. These new settings remain in effect until changed or until the software application is closed and the printer driver options revert to the default settings.
- Cancel** Closes the dialog and returns all settings in the tabs to the values that were in place before the dialog was opened. Any changes made are lost.
- Help** Select *Help* in the bottom right of the printer driver screen or **[F1]** on the PC keyboard for information on the displayed printer driver screen.
If the tip of the mouse pointer is rested on top of a control, Microsoft Windows will display a brief *Help Tip* about that control. If the right mouse button selects a control, the *Help* system provides more detailed information.

Fax Recipients

Use the *Fax Recipients* tab to create a list of recipients for your fax job.



Select *Add Fax Recipient...* and enter the recipient's details in each field. The name and the fax number must be entered. When entering a new recipient, you are also able to add them to your personal phonebook.



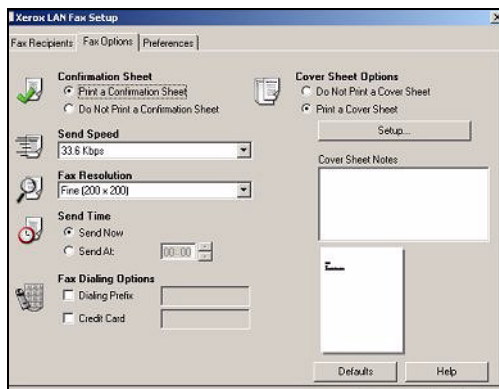
The *Recipients* are displayed in the *Fax Recipient List*. To delete or amend an entry, select it in the list and use *Details* or *Remove*. To remove all the entries, select *Remove All*. To save the current Recipient list as a group, select the *Save Group* option.

Fax Options

Use this tab to select the options required for your fax job. A *Confirmation Sheet* can be printed to confirm the fax has been sent. A *Cover Sheet* with personalised notes can be sent with your fax.

Use *Send Speed* to select a specific rate at which to send your fax, and use *Fax Resolution* to adjust the quality.

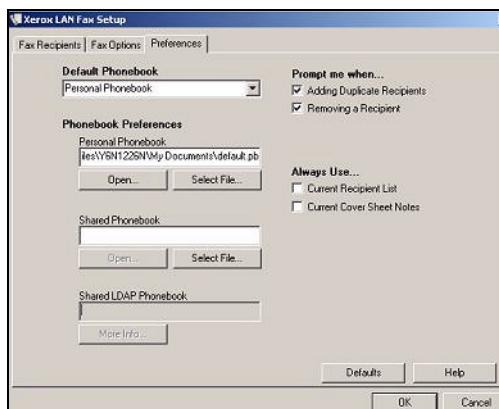
A *Send Time* can be entered to send the fax at a specified time. Use the *Fax Dialing Options* to add a dialing prefix or credit card number.



Preferences

Use the *Preferences* tab to set your phonebook settings and preferences.

Personal phonebooks can be created, edited and saved using the *Phonebook Preferences* options. Shared phonebooks can also be selected using these options.



11 Maintenance

- Consumables 11-2
- Cleaning the Machine 11-4
- Further Assistance 11-5

Consumables

Consumables are items on the machine that need replenishing or replacing, such as paper, staples, and customer replaceable units. To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number.



HINT: For information about locating the serial number, please refer to “Locating the serial number” on page 12-4.

To find out more information about each consumable please refer to the *Maintenance* section of the *Training and Information CD (CD2)*, contained in the CD Pack delivered with your machine.



CAUTION: When replacing consumables, **DO NOT** remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. **Do NOT** attempt any maintenance procedure that is **NOT** specifically described in the documentation supplied with your machine.

Customer Replaceable Units

There are 5 replaceable units on the machine:

- Xerographic Module
- Toner Cartridge
- Fuser Module and Ozone Filter
- Document Feed Rolls
- Waste Toner Bottle

The machine will display a message on the Touch Screen when any of the above need to be reordered. This message is a warning that the unit is nearing the end of its life.

Only replace the unit when a message actually instructs you to do so.

To replace a Replaceable Unit, follow the instructions on the User Interface or refer to the *Maintenance* section of the *Training and Information CD (CD2)*, contained in the CD Pack delivered with your machine.



CAUTION: When replacing consumables, **DO NOT** remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. **Do NOT** attempt any maintenance procedure that is **NOT** specifically described in the documentation supplied with your machine.

Staple Cartridges

If your machine is equipped with a finisher you will be required to replace the staple cartridge or cartridges when the machine displays a message instructing you to do so.

The staple cartridge for the *Basic Office Finisher* contains 3000 staples. The *Office Finisher*, *Advanced Office Finisher* and *Professional Finisher* all contain a main staple cartridge which holds 5000 staples. The *Professional Finisher* has 2 additional staple cartridges located within the *Booklet Maker*, each of these cartridges contains a maximum of 2000 staples.

To replace a staple cartridge, follow the instructions on the User Interface or refer to the *Maintenance* section of the *Training and Information CD (CD2)*, contained in the CD Pack delivered with your machine.

HINT: To place an order for any Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number.



CAUTION: When replacing consumables, DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine.

Cleaning the Machine



WARNING:When cleaning the machine do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

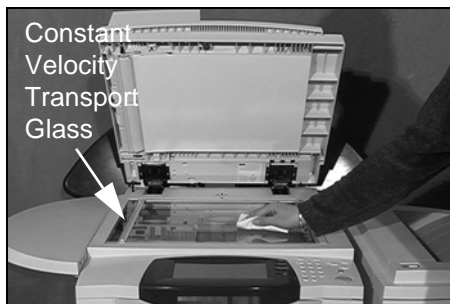


WARNING:Do not use pressurized air-spray cleaning aids on or in this equipment. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

1

Document Glass and Constant Velocity Transport Glass

- Apply Xerox Cleaning Fluid or Xerox Anti-Static Cleaner, to a lint-free cloth. Liquid should never be poured directly onto the glass.
- Wipe clean the entire glass area.
- Wipe away any residue with a clean cloth or paper towel.



NOTE: Spots or marks on the glass will be reproduced on the prints when copying from the document glass. Spots on the Constant Velocity Transport Glass will show up as streaks on the prints when copying from the document handler.

2

Touch Screen

- Use a soft, lint-free cloth, lightly dampened with water.
- Wipe clean the entire area, including the *Touch Screen*.
- Remove any residue with a clean cloth or paper towel.



For more information about maintaining other areas of your machine please refer to the *Training and Information CD (CD2)*, contained in the CD Pack delivered with your machine.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Welcome and Support Center* quoting the machine serial number.

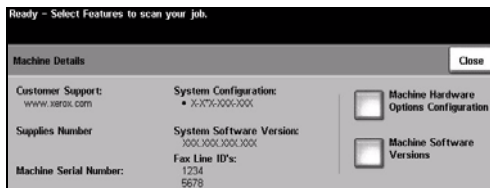
- 1 ➤ Press the **[Machine Status]** button on the control panel.



- 2 ➤ The Machine Information screen displays.
- Select **[Machine Details]**.



- 3 ➤ The Customer Support Number for the *Welcome and Support Center* and the Machine Serial Number for your machine displays.



12 Troubleshooting

➤ General	12-2
➤ Fault Clearance	12-3
➤ Xerox Welcome and Support Centre	12-4
➤ Troubleshooting Tips.....	12-5

General

A variety of situations can affect the quality of your output. For optimal performance, ensure the following guidelines are followed:

- Do not position the machine in direct sunlight or near a heat source such as a radiator.
- Avoid sudden changes in the environment surrounding the machine. When a change occurs, allow the machine at *least two hours* to adjust to its new environment, depending on the extent of the change.
- Follow routine maintenance schedules for cleaning areas such as the document glass and Touch Screen.
- Always set the Edge Guides in the paper trays to the size of the media in the tray and ensure the screen is displaying the correct size.
- Ensure paper clips and paper debris do not contaminate the machine.

NOTE: *For additional Troubleshooting information please refer to the Training and Information CD (CD2) or the System Administration CD (CD1).*

Fault Clearance

1

When a fault occurs, a fault screen displays which provides recovery instructions.

- Follow these instructions to clear the fault.

NOTE: *Any printed sheets removed will automatically be reprinted once the paper jam is cleared.*



2

Paper jams

- The fault screen will indicate the location of the jam.
- Use the green handles and knobs indicated in the instructions displayed to remove the jammed paper.
- Ensure that all jam clearance handles and levers are returned to their correct positions. The red flashes behind the jam clearance handles and levers should not be visible.

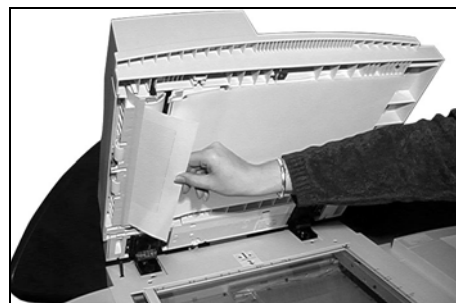
NOTE: *Jam Clearance areas vary depending on your machine model and configuration.*



3

Document jams

- Remove all the documents from the document handler and document glass as instructed.
- Re-order the documents as at the start of the job and reload. The documents will be recycled automatically to recover the job.



If you are unable to clear the fault, refer to the next section to contact your local Xerox Welcome and Support Centre for assistance.

NOTE: *For additional Troubleshooting information please refer to the Training and Information CD (CD2) or the System Administration CD (CD1).*

Xerox Welcome and Support Centre

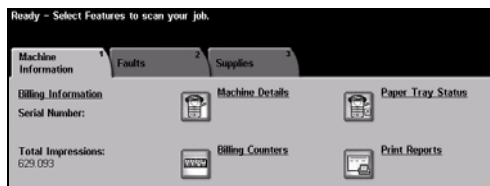
If a fault cannot be resolved by following the *Touch Screen* instructions, check the *Troubleshooting Tips* in the next section - they may help to solve the problem quickly. If the difficulty persists, contact the *Xerox Welcome and Support Centre*. The *Welcome and Support Centre* will want to know the following information: The nature of the problem, the Machine Serial number, the fault code (if any) plus the name and location of your company.

Locating the serial number

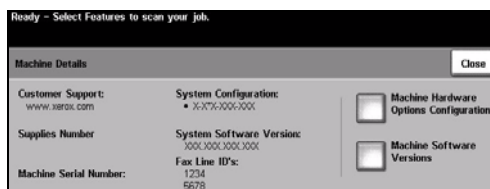
- Press the **[Machine Status]** button on the control panel.



- The Machine Information screen displays.
➤ Select the **[Faults]** tab to see details of recent faults, together with fault codes.



- Select **[Machine Details]** to display the Customer Support Number for the *Welcome and Support Centre* and the Machine Serial Number.



NOTE: The serial number can also be found on a metal plate inside the front door.

Troubleshooting Tips

For additional Troubleshooting information please refer to the Training and Information CD (CD2), the System Administration CD (CD1) or www.xerox.com.

Power

The machine will not power on:

- Check to see that the machine is not in *Low Power Mode* as indicated by the green light on the control panel. Touch the User Interface screen to re-activate.
- Press the ON/OFF button.
- Check to see if the power cord is correctly installed.



CAUTION: Use only the ON/OFF switch to re-boot your machine. Damage may occur to your machine if power is removed by other means.

Document Handler

Documents will not feed through the Document Handler

- Ensure that all staples or paper clips have been removed from the originals.
- Ensure the document handler is not overloaded. The document handler can hold 70 sheets of 20lb paper. Use *Build Job* if you have more originals than this.
- Check to see if the document set is fully inserted into the document handler.
- Ensure that the edge guides are adjusted to touch the sides of the originals.
- Ensure that the Document Feed Roll is installed correctly. Open the top cover and push feed roll down into position
- Check for obstructions or paper debris in the document handler.
- Ensure that the document handler cover is closed.
- Check that the machine is *Ready to Copy* as indicated by a message on the *Touch Screen*.

Paper Handling

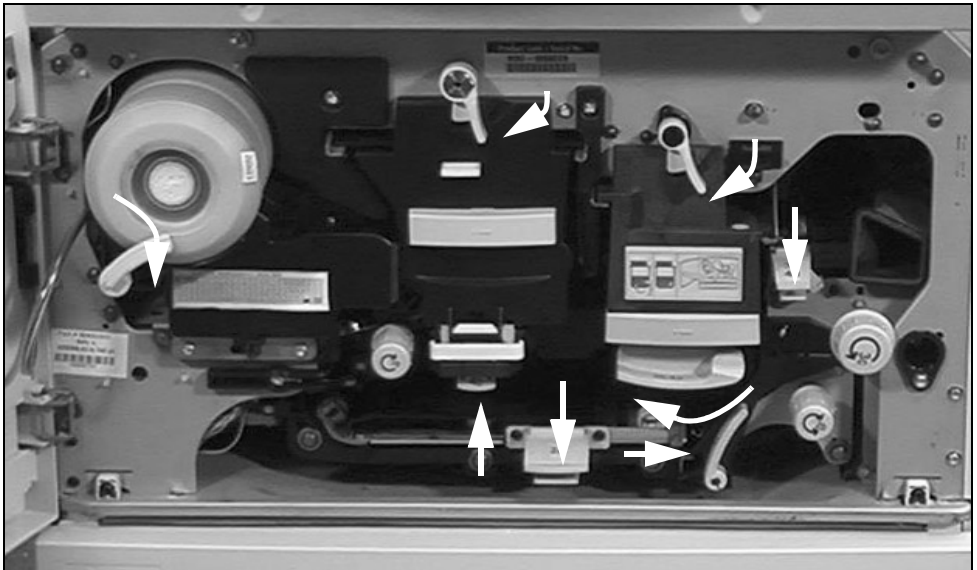
Repeated paper jams, misfeeds or multisheet feeds

- Ensure that the correct paper size is displayed on the *Touch Screen*.
- Ensure that the paper tray is not filled above the MAX line.
- Ensure that the edge guides are adjusted to touch the sides of the paper.
- Flip the paper over in the paper tray, 'fanning' the edges of the paper to separate the pages before reloading.
- If the fault persists, remove the paper from the tray and load fresh paper, 'fanning' the edges of the paper first to separate the pages.
- If the problem is not resolved, check for obstructions where paper enters the machine.

Paper Jams inside the machine

- Check the Paper Path for obstructions.
- Ensure all the handles and levers are in the correct (home) position. The red flashes behind the jam clearance handles and levers should not be visible.

NOTE: *The diagram below is an example of the Jam Clearance areas. The areas will vary depending on your machine model and configuration. Follow the instructions provided on the display.*



- Flip the paper over in the paper tray.
- Check the paper tray Edge Guides to see if they are against the edges of the paper.

- Check that the Touch Screen is displaying the correct size for the paper in use.
- Load fresh paper.

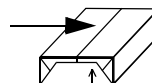
Repeated Check Tray Messages on the Touch Screen and the paper is loaded in the tray

- Adjust the edge guides against the stack of paper in the tray.
- If the edge guides were not set against the paper stock in the tray when *Start* was selected, delete the job in the job queue and begin again.

Paper Curls

- Load the paper in the paper trays with the seam side of the paper up. Load the paper in the Bypass Tray with the seam side down.

The seam refers to the side of a ream of paper with a split in the wrapping. It may also be referred to as arrow side first.



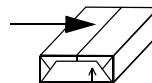
- Load non-standard media in the Bypass Tray.
- If the paper curls excessively, flip the paper over in the applicable paper tray.

Finisher

The Finisher does not stack the output correctly

- Unload the finisher tray frequently.
- Do not remove stapled sets while the finisher is compiling.
- Check the paper tray guides are locked into position against the paper.
- When using large paper, remove any output contained in the *Stacker Tray*.
- Load the paper in the paper trays with the seam side of the paper up. Load the paper in the Bypass Tray with the seam side down.

The seam refers to the side of a ream of paper with a split in the wrapping. It may also be referred to as arrow side first.



- Load non-standard media in the Bypass Tray.
- If the paper curls excessively, flip the paper over in the applicable paper tray.
- Check the correct paper size has been selected for the paper loaded in the tray.

The Finisher does not staple or hole drill correctly

- To correct stapling problems, use less than 50 sheets of paper if the paper is heavier than 20lb.

- ① *The maximum number of sheets is 20 when stapling heavyweight paper.*
- Check the correct option has been selected on the *Touch Screen*.
 - Check the *Touch Screen* for a fault message indicating no staples. Replace the staple cartridge.
 - When using large paper, remove any output contained in the *Stacker Tray*.
 - Check that the *Chad Bin* is not full. The *Chad Bin* collects waste from the hole punch. Refer to the *Information and Training (CD2)* for instructions.
 - Check the correct paper size has been selected for the paper loaded in the tray.
 - Check the paper tray guides are locked into position against the paper.

Output Quality

Stray marks or black marks from hole drilled originals are not removed

- Use the *Edge Erase* to erase the edge with the drilled holes.
- Copy from the document glass with the document cover down.

Images are out of sequence or upside down when the Booklet Creation Feature is used

- Ensure that the originals are in the correct sequence.
- Feed LEF originals to SEF orientated paper stock.
- Enable the display options for *Booklet Creation* and ensure that the correct sequence is selected (i.e. Left to Right or Right to Left).

The output is blank

- Ensure the originals are loaded either face up in the document handler or face down on the document glass in the top right position.

Streaks, lines, spots, or black, solid, or dotted lines on the prints

- Clean the document glass and, if using the document handler, also clean the Constant Velocity Transport Glass (the thin strip of glass to the left of the document glass), especially near the plastic ramp on the glass. *Refer to "Document Glass and Constant Velocity Transport Glass" on page 11-4.*
- Clean the white underside of the document handler/document cover.
- Clean the document handler roller - for instructions refer to the Training and Information (CD2) delivered with your machine.
- Clean the halo guide. Refer to the *Information and Training (CD2)* for instructions.
- Clean the *Charge Scorotron* and *Transfer Corotron*, if available on your machine. Refer to the *Information and Training (CD2)* for instructions.
- Check the paper tray guides are against the paper stack.
- Run the job from the document glass.
- Check the quality of the original. Use *Border Erase* or *Edge Erase* to remove lines from the edges of the document.
- Turn on *Background Suppression*.
- Load fresh paper.
- Do not use heavily embossed paper.

Image Loss

- When copying a document from a larger paper size to a smaller size, use *Auto%* to reduce the image onto the smaller size.
- Use reduction i.e., copy at 90% instead of 100%.
- Select **[Auto Center]** and run the job again.
- If scanning from the document glass, select **[Manual Platen Input]** and define the document size. Register the document in the right rear corner and copy with the cover down.
- Do not use heavily embossed paper.

Blurred images on output

- Load fresh paper.
- If copying from the document glass, check the quality of the originals, set the input to *Manual Platen Input*, close the cover and try again. Ensure that the original is entirely flat against the document glass.
- Clean the *Charge Scorotron* and *Transfer Corotron*, if available on your machine. Refer to the *Information and Training (CD2)* for instructions.

- Clean the document glass and if using the document handler also clean the Constant Velocity Transport Glass (the thin strip of glass to the left of the document glass), especially near the plastic ramp on the glass.

Missing characters on output

- Load fresh paper.
- Try using a smoother paper.
- Select darken if the original is light or the font is colored.

Gloss variations (coining)

- Check the quality of the original.
- If the original has large areas of solid density, adjust the contrast.

Double image or show through (ghosting)

- Check the quality of the original.
- Clean the document glass, if it is being used.
- Rotate the original 180 degrees and try the job again.

The machine cannot sense the size of the original on the glass

- Select **[Original Input]** in the Image Adjustment Tab and enter the size.
- Rescan the original, leaving the cover raised.

Jobs scan but do not print

- Some jobs require image processing before printing. This may take as long as 2 seconds per page.
- Check the *Job Status* queue to determine if a job is processing. There may be a job in the queue with a status of paused. Delete this job if it remains in the state over 3 minutes.
- This may possibly be a result of an incorrect feature combination. The software may need to be reset. Contact your *System Administrator*.

Output does not reflect the selections made on the Touch Screen

- Press *Clear All* between jobs.
- If a *Save* button displays on the *Touch Screen*, ensure *Save* is selected after each selection.

Fax

The image is reduced on a transmission

- Confirm the original size of the documents. Documents may be reduced on the available paper supply at the receiving fax machine.

The machine does not answer incoming calls

- Change the *Automatic Answer Delay* setting to 0 seconds. Refer to the Training and Information CD (CD2) for further assistance.

The machine answers calls but does not accept incoming data

- If the job contains several graphics, the machine may not have enough memory. The machine will not answer if memory is low.
- Remove stored documents and jobs and wait for existing jobs to complete. This will increase the available memory.

Fault Messages will not clear

- There may be occasions when a fault is cleared but the message will not clear. Reboot your machine by powering OFF and ON using the ON/OFF switch at the side of the machine.



CAUTION: Wait approximately 20 seconds before turning the machine back ON. Any incomplete jobs in the queue will be lost.



CAUTION: Use only the ON/OFF switch to reboot your machine. Damage may occur to your machine if power is removed by other means.

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