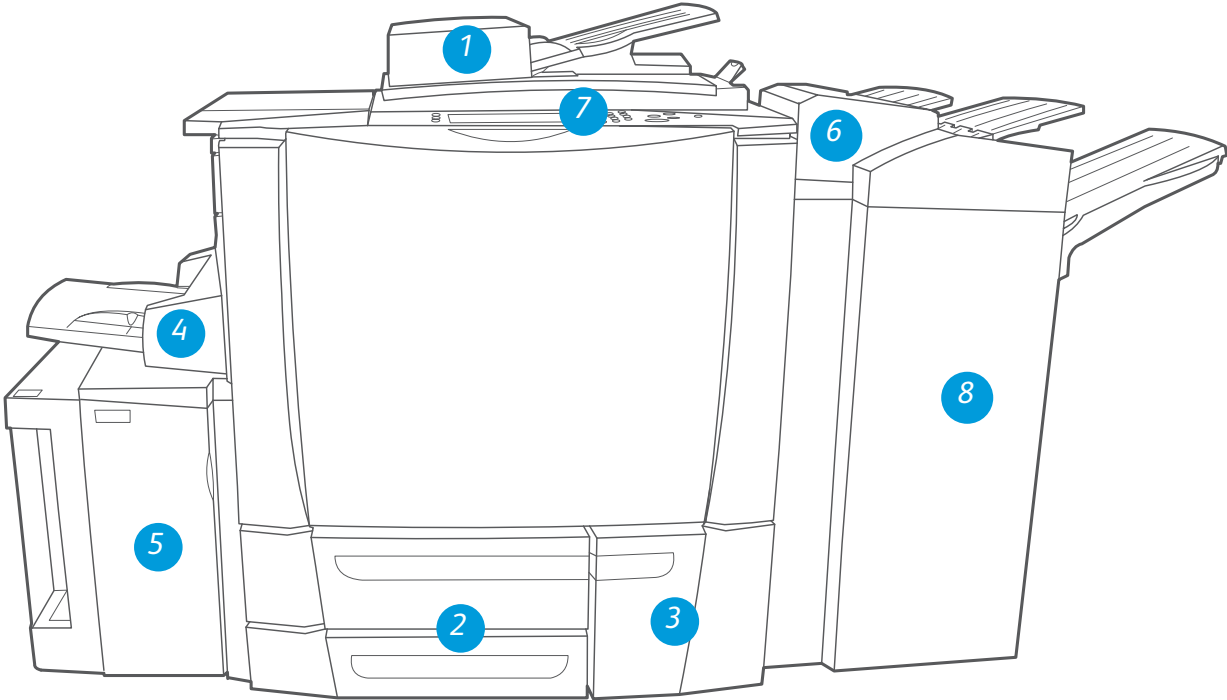


Xerox® ColorQube™ 9301/ 9302/ 9303

Machine Overview



Machine Overview



1

Document Feeder

2

Paper Trays 1 and 2

3

Paper Tray 3

4

Tray 4 (Bypass)

5

Tray 5 (Optional)

6


7


Control Panel


8


Features


Depending on the configuration of your device, it is capable of the following:

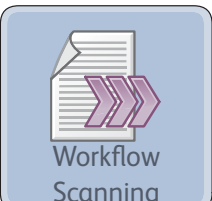
Copy


E-mail

Internet Fax

Server Fax

Fax

Workflow Scanning

Print From...

Control Panel



1

Services Home

2

Services

3

Job Status

4

Machine Status

5

Touch Screen

6

7

Numeric Keypad

8

9

10

Start

11

12

Stop

13

More information

For more information, please refer to:

• User Guides

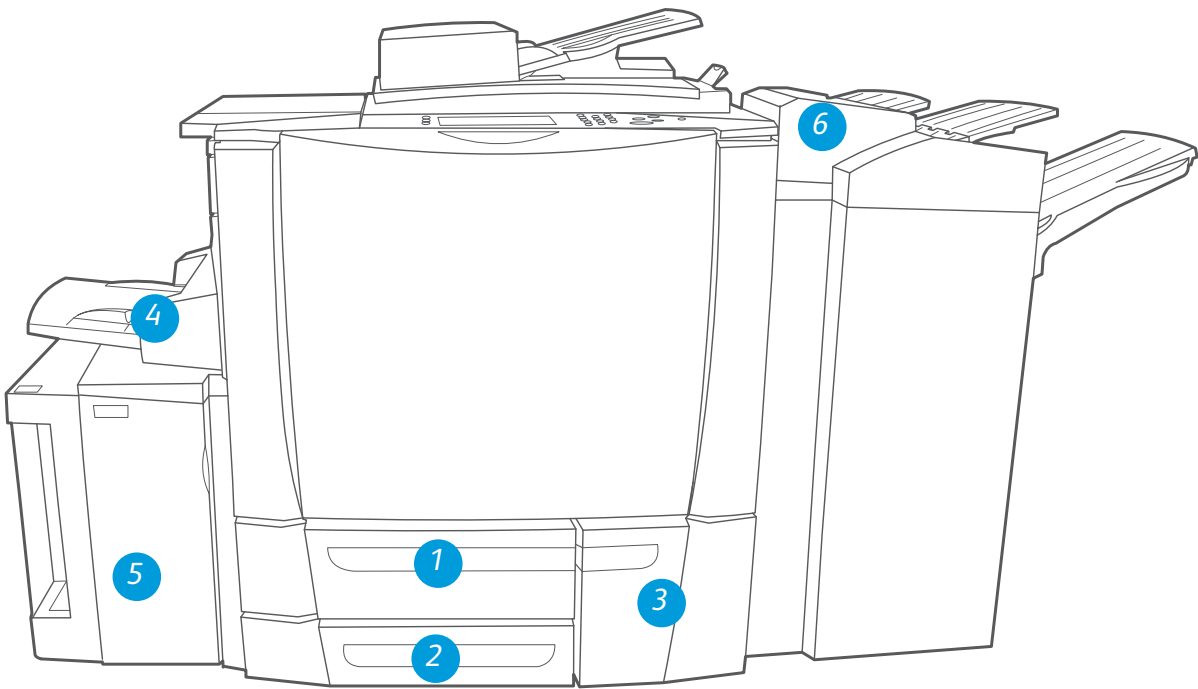
• <http://www.support.xerox.com>

Xerox® ColorQube™ 9301/ 9302/ 9303

How to Load Paper



Machine Overview



1 Tray 1

2 Tray 2

3 Tray 3

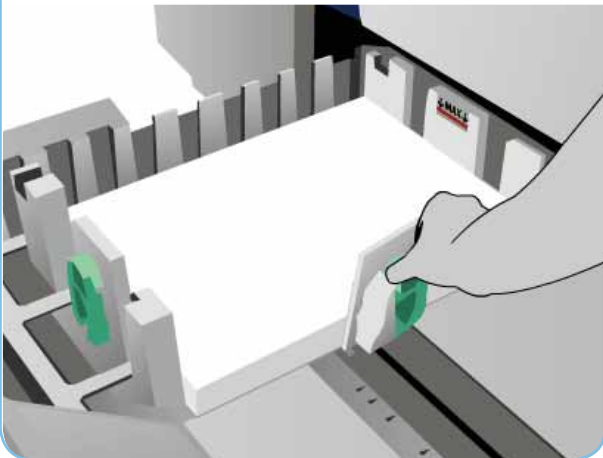
4 Tray 4 (Bypass)

5 Tray 5

6 Tray 6 (Inserter)

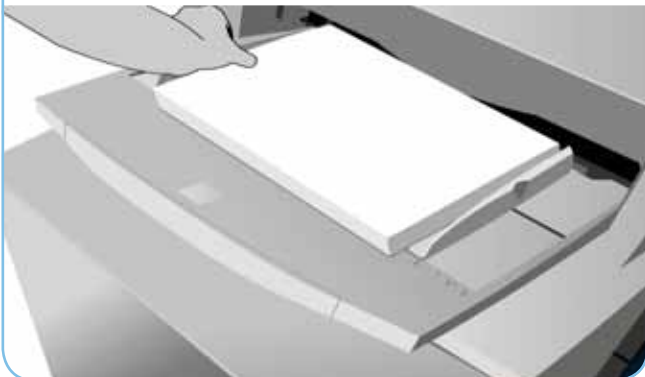
Trays 1, 2 and 3

1. Open the tray.
2. Place the media face up in the tray. Paper must not be loaded above the maximum fill line.
3. Trays 1 and 2 only. Make sure that the paper guides just touch the paper.
4. Close the tray. The paper settings for the tray are displayed on the touch screen.
5. Check and confirm or change the settings.



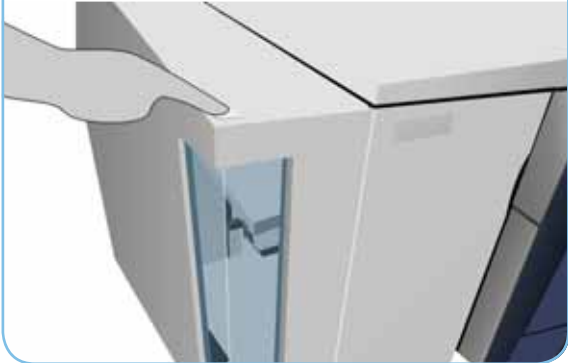
Tray 4 (Bypass)

1. Make sure the tray is in the down position.
2. For larger media, use the tray extension.
3. Place media face down in the tray. Paper must not be loaded above the maximum fill line.
4. Make sure that the paper guides just touch the paper.
5. The paper settings for the tray are displayed on the touch screen.
6. Check and confirm or change the settings.



Tray 5

1. Press the button to open the door.
2. Wait for the paper tray to lower.
3. Place media face down in the tray. Paper must not be loaded above the maximum fill line.
4. Close the door. The tray automatically rises.



More information

- User Guides
- <http://www.support.xerox.com>
- Paper weights and sizes are in the User Guide

Tray 6 (Inserter)

1. Place the media face up in the tray and check it is the correct orientation for that media.
2. Paper must not be loaded above the maximum fill line.
3. Make sure that the paper guides just touch the paper. The paper settings for the tray are displayed on the touch screen.
4. Check and confirm or change the settings.



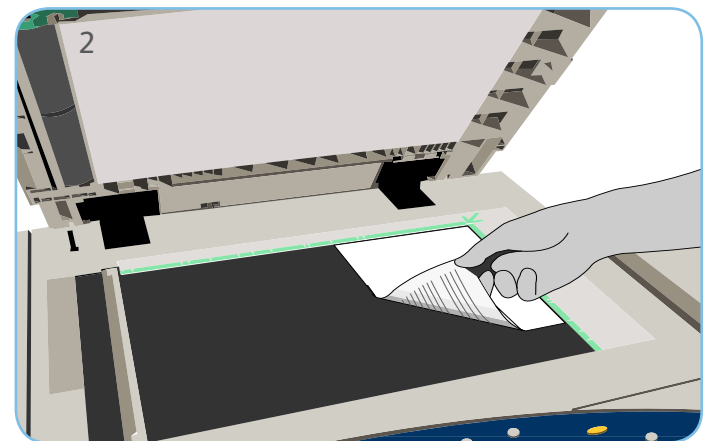
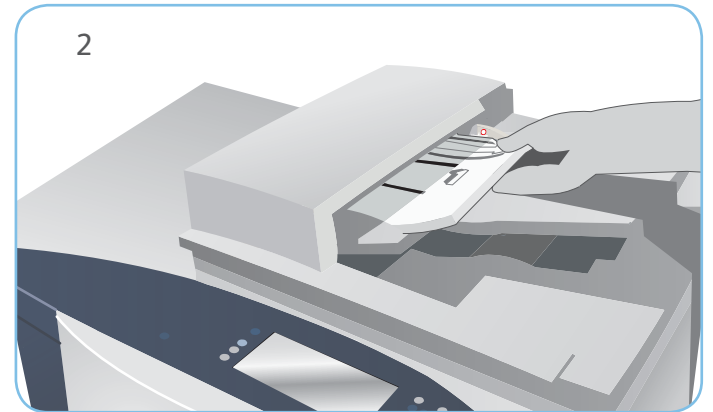
Xerox® ColorQube™ 9301/ 9302/ 9303

How to Make a Copy



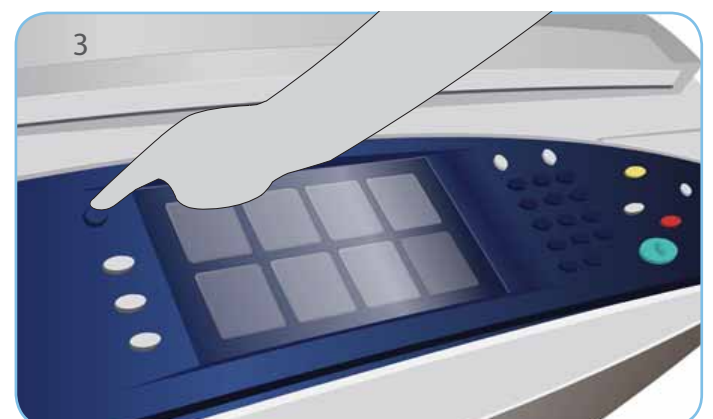
Preparation

1. Press the **Clear All (AC)** button twice and then **Confirm** to cancel any previous screen programming selections.
2. Load the original documents face up in the document feeder or face down on the document glass.



Copy

3. Press the **Services Home** button.
 4. Select the **Copy** option. The Copy tab is displayed.
 5. Make any programming changes that are required, such as Output Color, Reduce / Enlarge, Paper Supply, 2-Sided Copying and Copy Output.
 6. Enter the copy quantity using the numeric keypad.
 7. Press **Start** to scan the originals and process the copy job.
- The copy job enters the job queue ready for processing.



More information

For more information, please refer to:

- User Guides
- <http://www.support.xerox.com>



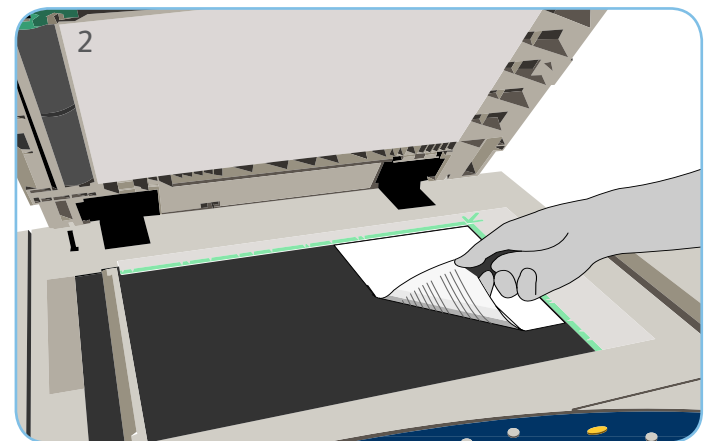
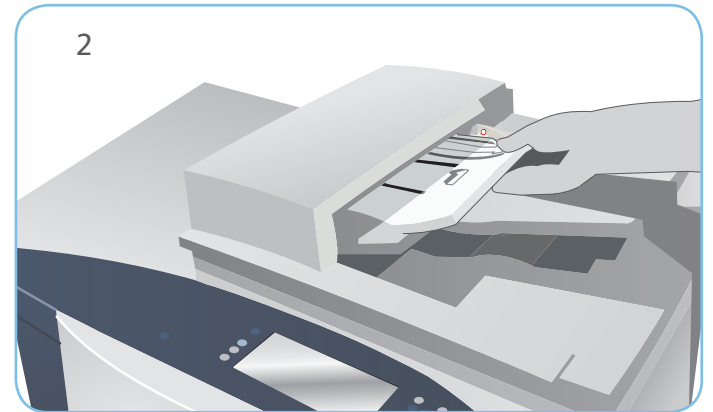
Xerox® ColorQube™ 9301/ 9302/ 9303

How to Send a Fax



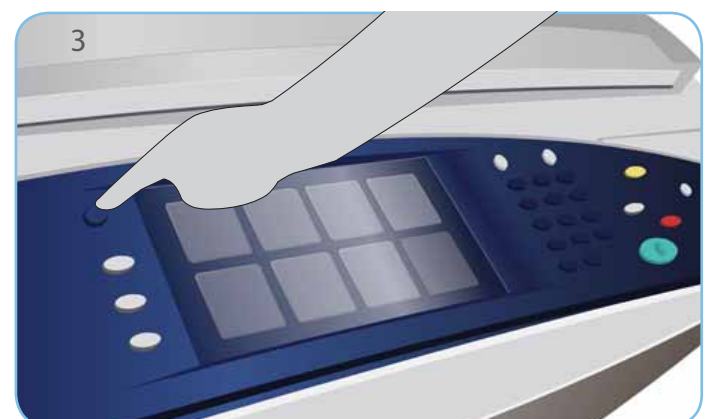
Preparation

1. Press the **Clear All (AC)** button twice and then **Confirm** to cancel any previous screen programming selections.
2. Load the original documents face up in the document feeder or face down on the document glass.



Fax

3. Press the **Services Home** button.
 4. Select the **Fax** option. The Fax tab is displayed.
 5. Select the entry field and enter the fax number. Select **Add** to add the number to the recipient list. Enter additional numbers as required.
 6. Make any programming changes that are required.
 7. Press **Start** to scan the originals and process the fax job.
- The fax job enters the job queue ready for processing.



More information

For more information, please refer to:

- User Guides
- <http://www.support.xerox.com>



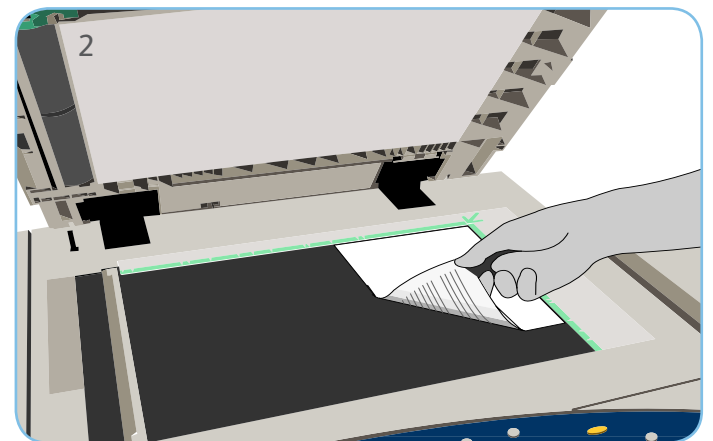
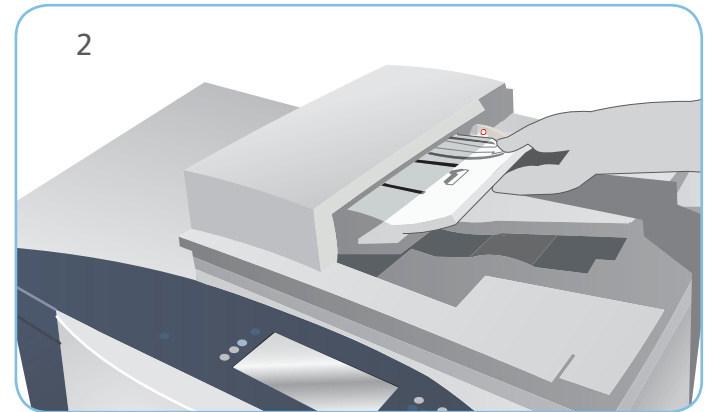
Xerox® ColorQube™ 9301/ 9302/ 9303

How to Send a Server Fax



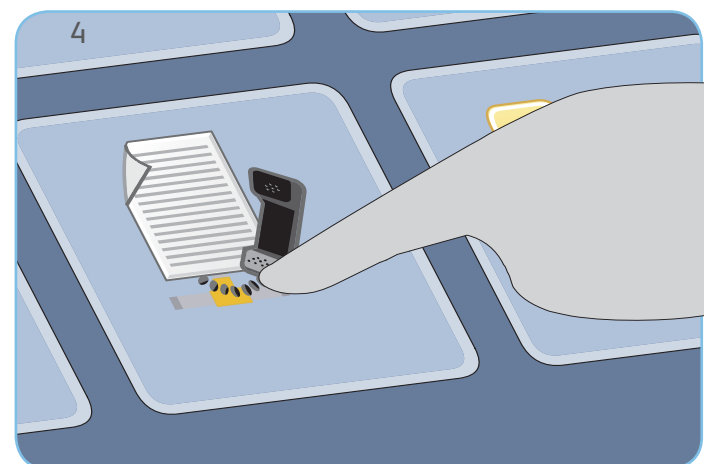
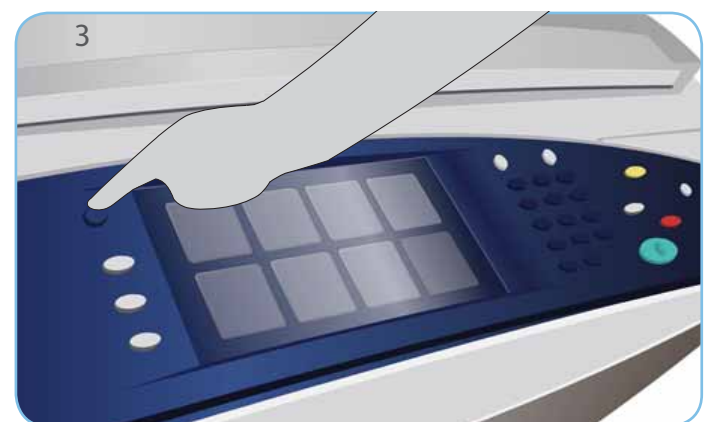
Preparation

1. Press the **Clear All (AC)** button twice and then **Confirm** to cancel any previous screen programming selections.
2. Load the original documents face up in the document feeder or face down on the document glass.



Fax

3. Press the **Services Home** button.
 4. Select the **Server Fax** option. The Server Fax tab is displayed.
 5. Select the entry field and enter the fax number. Select **Add** to add the number to the recipient list. Enter additional numbers as required.
 6. Make any programming changes that are required.
 7. Press **Start** to scan the originals and process the fax job.
- The fax job enters the job queue ready for processing.



More information

For more information, please refer to:

- User Guides
- <http://www.support.xerox.com>



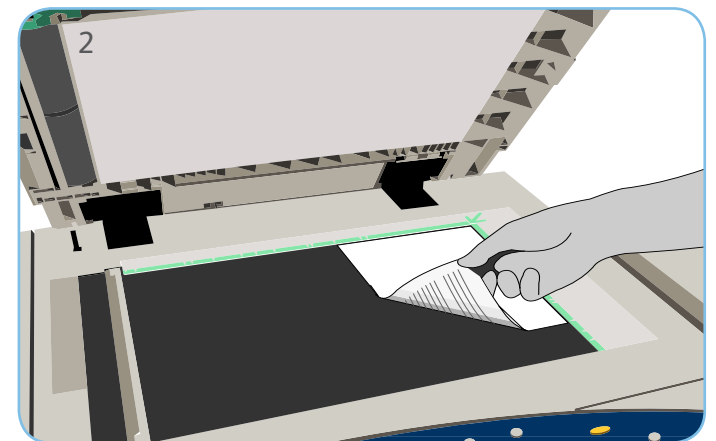
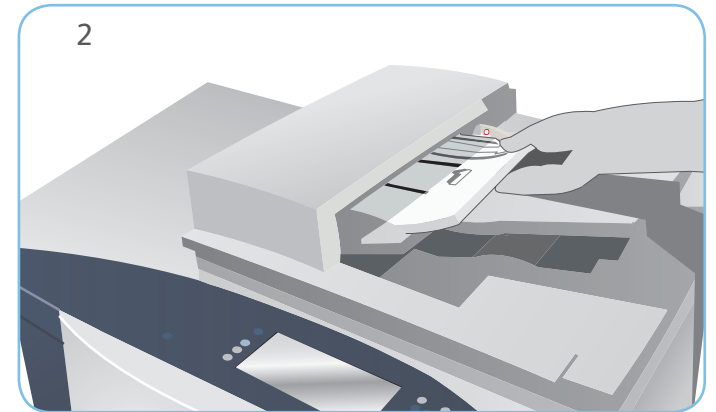
Xerox® ColorQube™ 9301/ 9302/ 9303

How to Send an Internet Fax



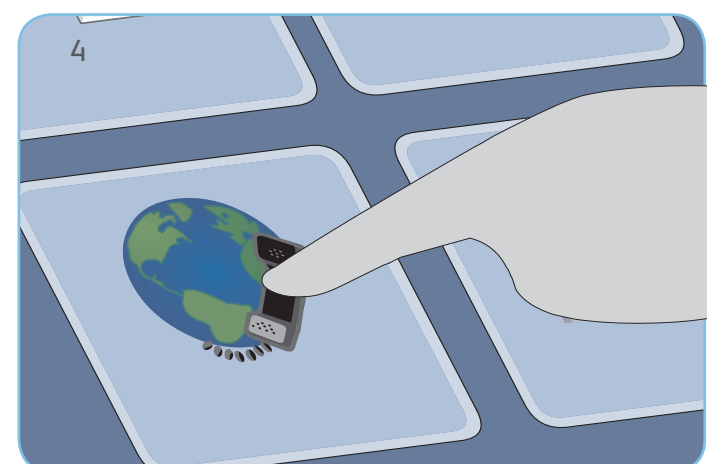
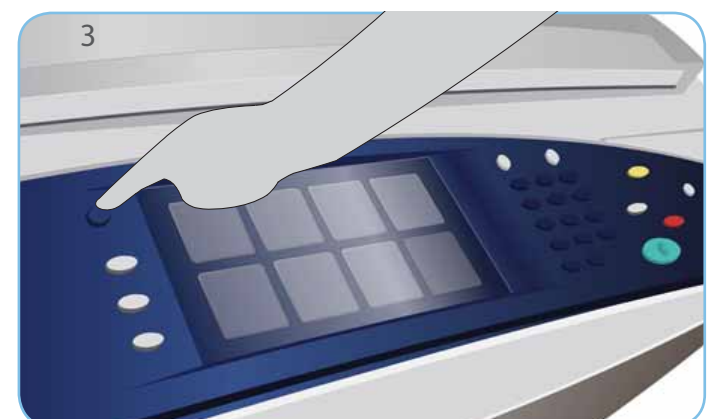
Preparation

1. Press the **Clear All (AC)** button twice and then **Confirm** to cancel any previous screen programming selections.
2. Load the original documents face up in the document feeder or face down on the document glass.



Fax

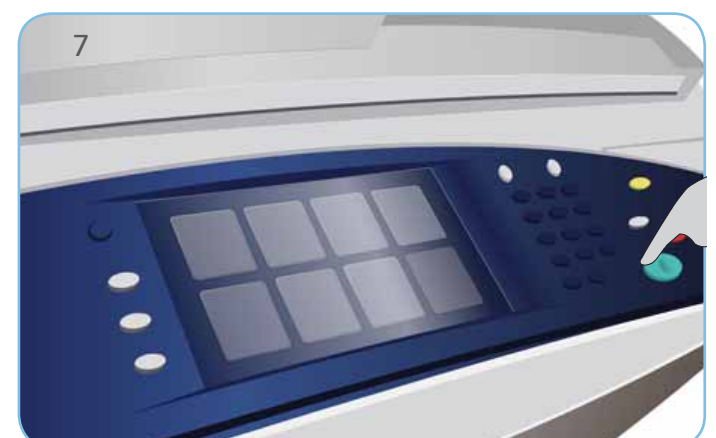
3. Press the **Services Home** button.
 4. Select the **Internet Fax** option. The Internet Fax tab is displayed.
 5. Select **New Recipient**. Check that **To** is displayed on the drop-down menu. Enter the E-mail address and select **Add**. Add any additional recipients as required and select **Close**.
 6. Make any programming changes that are required.
 7. Press **Start** to scan the originals and process the fax job.
- The fax job enters the job queue ready for processing.



More information

For more information, please refer to:

- User Guides
- <http://www.support.xerox.com>



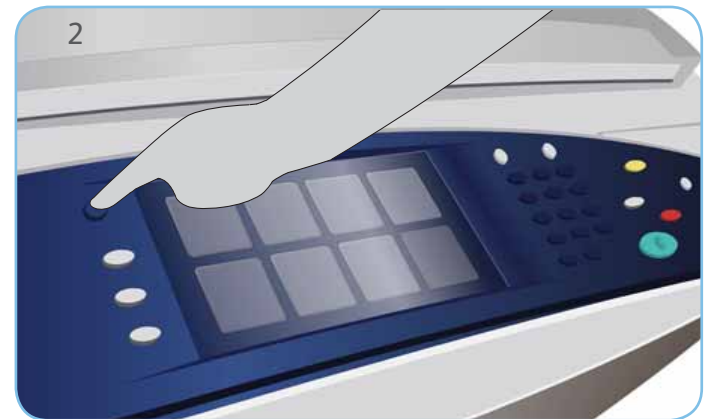
Xerox® ColorQube™ 9301/ 9302/ 9303

How to use Print From...



Preparation

1. Press the **Clear All (AC)** button twice and then **Confirm** to cancel any previous screen programming selections.



Print

3. Press the **Services Home** button.
 4. Select the **Print From...** option. The Print Ready Saved Jobs are displayed.
 5. Use the up/down arrows to scroll and select the folder or job required.
 6. Make any programming changes that are required.
 7. Enter the quantity required and select **Print** to print the job.
- The print job enters the job queue ready for processing.

More information

For more information, please refer to:

- User Guides
- <http://www.support.xerox.com>

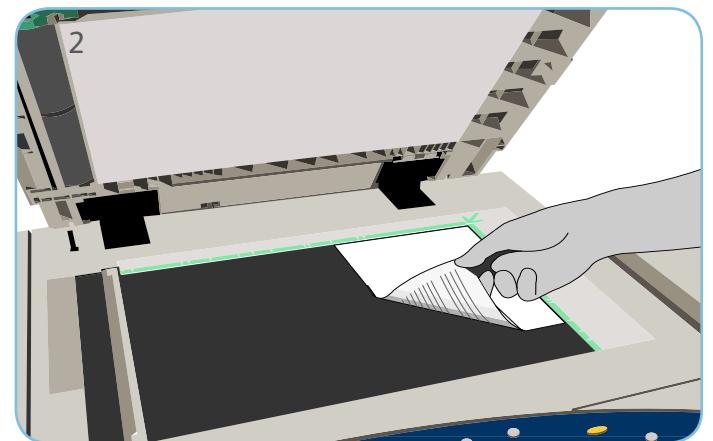
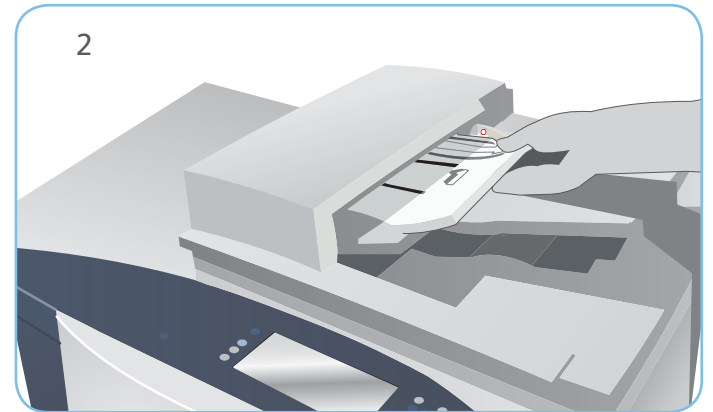
Xerox® ColorQube™ 9301/ 9302/ 9303

How to Send an E-mail



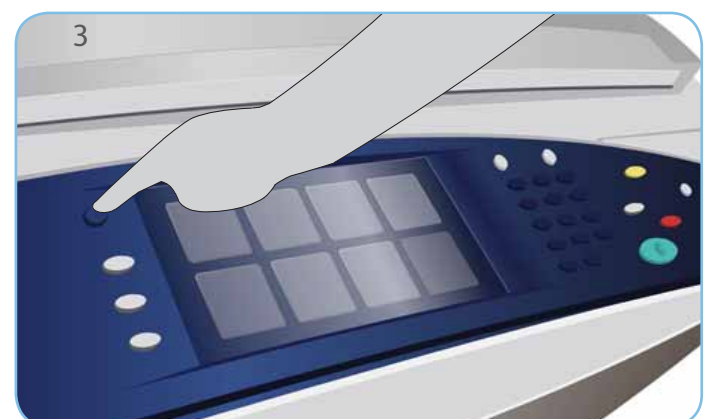
Preparation

1. Press the **Clear All (AC)** button twice and then **Confirm** to cancel any previous screen programming selections.
2. Load the original documents face up in the document feeder or face down on the document glass.



E-mail

3. Press the **Services Home** button.
 4. Select the **E-mail** option. The E-mail tab is displayed.
 5. Select **New Recipient**. Check that **To** is displayed on the drop-down menu. Enter the E-mail address and select **Add**. Add any additional recipients as required and select **Close**.
 6. Make any programming changes that are required.
 7. Press **Start** to scan the originals and process the E-mail job.
- The E-mail job enters the job queue ready for processing.



More information

For more information, please refer to:

- User Guides
- <http://www.support.xerox.com>



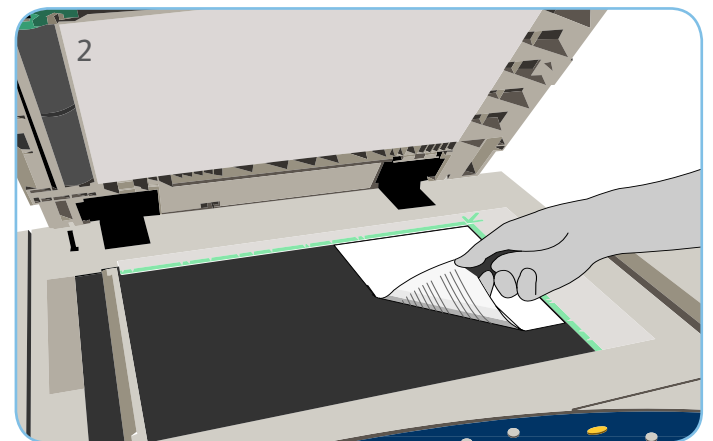
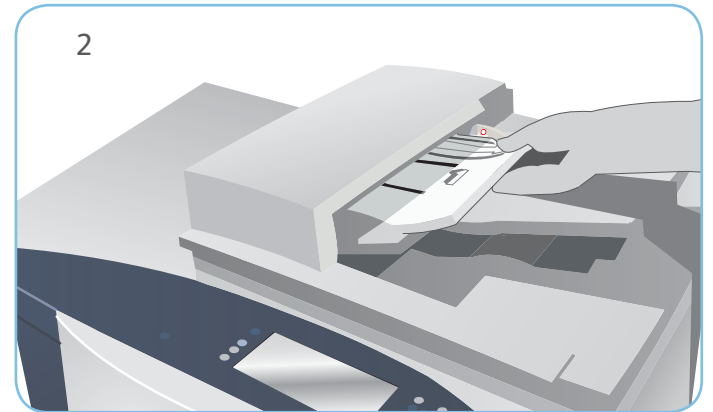
Xerox® ColorQube™ 9301/ 9302/ 9303

How to use Workflow Scanning



Preparation

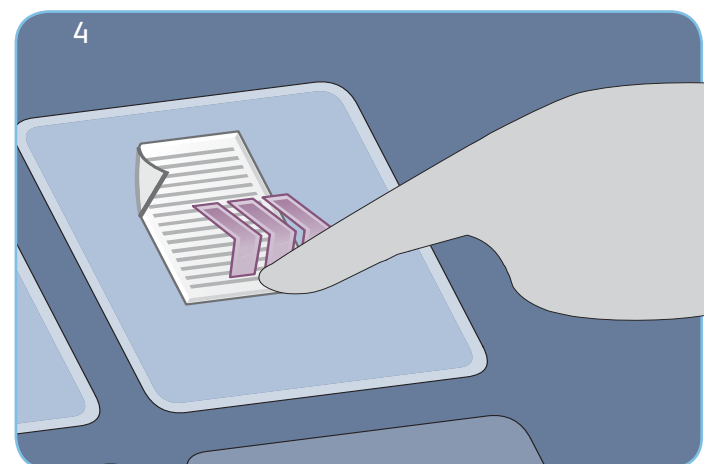
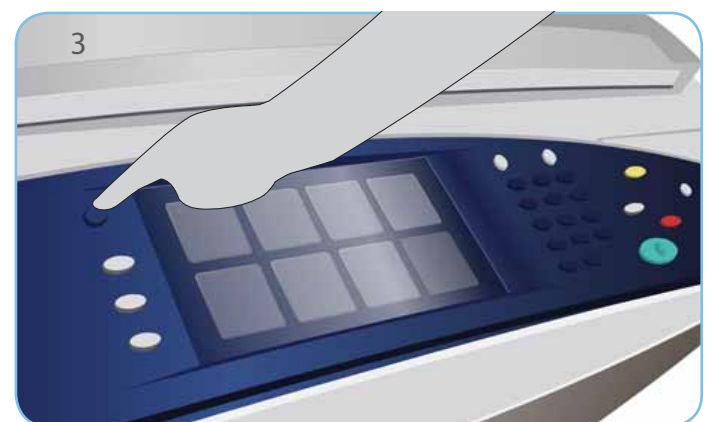
1. Press the **Clear All (AC)** button twice and then **Confirm** to cancel any previous screen programming selections.
2. Load the original documents face up in the document feeder or face down on the document glass.



Scan

3. Press the **Services Home** button.
4. Select the **Workflow Scanning** option. The Workflow Scanning tab is displayed.
5. Select a template for the job from the templates displayed in the list.
6. Make any programming changes that are required.
7. Press **Start** to scan the originals and process the scan job.

The scanned images are filed to the location specified on the template ready for retrieval by the user.



More information

For more information, please refer to:

- User Guides
- <http://www.support.xerox.com>



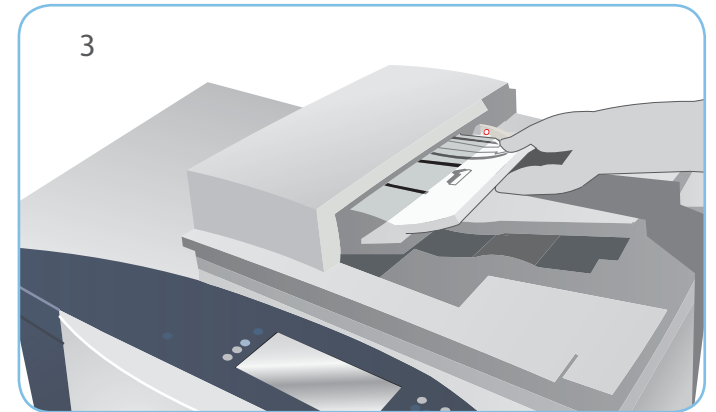
Xerox® ColorQube™ 9301/ 9302/ 9303

How to use the USB Port



Preparation

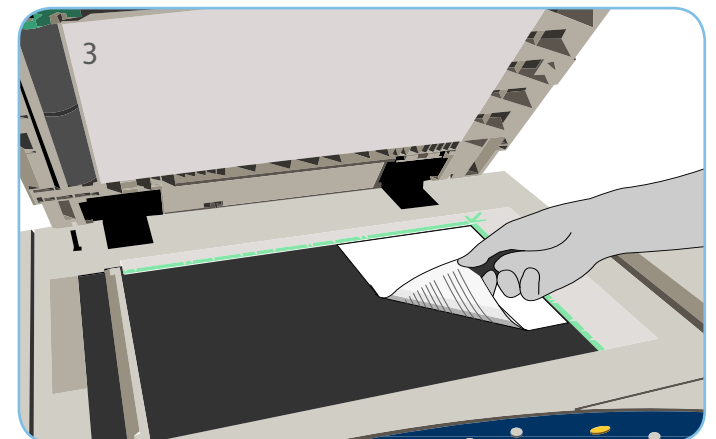
1. Press the **Clear All (AC)** button twice and then **Confirm** to cancel any previous screen programming selections.
2. Insert the USB Flash Drive into the USB port located on the left side of the device.



Scan

3. Load the original documents face up in the document feeder or face down on the document glass.
4. Select the **Scan to USB** option. The Workflow Scanning tab is displayed.
5. Make any programming changes that are required.
6. Press **Start** to scan the originals and process the scan job.

The scanned images are filed on the USB Flash Drive in the root directory.



Print

7. Select the **Print from USB** option. The **Print From...** options are displayed.
8. Use the up/down arrows to scroll and select the folder and Print Ready job you require.
9. Make any programming changes that are required.
10. Enter the quantity required and press **Start** to print the job.

The print job enters the job queue ready for processing.



More information

For more information, please refer to:

- User Guides
- <http://www.support.xerox.com>



Maintenance and Consumables

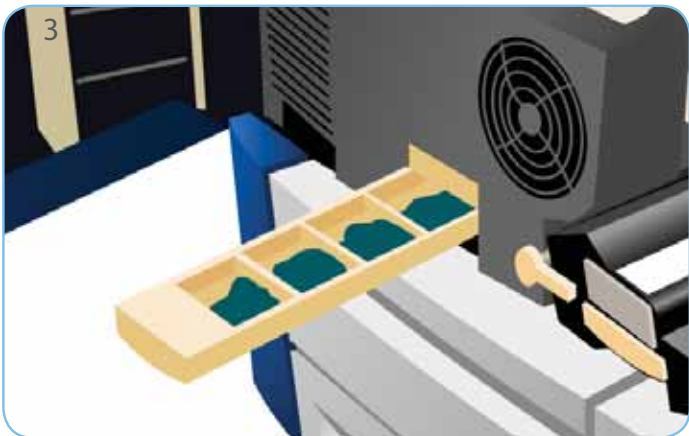
Ink Sticks

- 1. Load **Solid Ink Sticks** in the Ink Loading area, up to **6 Solid Ink Sticks** per color can be loaded while the device is running.
- 2. When loading Solid Ink Sticks, check that the **correct color** is loaded in the **correct** ink loading slot.



Waste Ink Tray

- 3. The **Waste Ink Tray** accumulates ink debris resulting from printhead maintenance.
- 4. The device will not work if the **Waste Ink Tray** is full, you must empty the Tray. The waste ink is **non-toxic** and can be disposed of through your normal refuse collection.



Cleaning Unit

- 5. The **Cleaning Unit** applies a Silicone Oil release agent to the print drum.
- 6. Replace the unit using the instructions provided on the touch screen and **recycle** the old unit as directed on the packaging or by your local Xerox Representative.



Staple Cartridges and Hole Punch Waste

- 7. If your device is equipped with the **Office Finisher** or **High Volume Finisher**, you will be required to replace the **Staple Cartridge** or **Cartridges** when the device displays a message instructing you to do so.
- 8. If your finisher has the optional **Hole Punch Unit**, you will also be required to empty the Hole Punch Waste Container when prompted.
- 9. Detailed instructions are provided on the **touch screen**.

Print Quality Maintenance

There are a number of tasks which are performed **automatically** by the device to maintain print quality.

If a problem occurs the device may need to run **blank sheets** through the paper path to clean the system. These pages will be directed to the top tray and should be **discarded**.

For additional options in correcting image quality access the **Tools** section.

- 10. Press the **Machine Status** button. Select the **Tools** tab.
- 11. Select **Troubleshooting**.
- 12. Select **Fix Image Quality**.
- 13. Select **Light Lines**, **Smears** or **Advanced** to correct problems.

More information

For more information, please refer to:

- User Guides
- <http://www.support.xerox.com>