

# DocuColor<sup>®</sup> 240/250

## Training and Information Guide



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## Getting Started

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### Quick Tour

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These modules will help you to get to know your new machine. They will introduce you to the parts of the machine, explain the control panel, show you how to load paper and how to complete a simple copy or scan job. If you need more information on any of these topics, refer to the relevant sections of the program.

### **Product Overview**

Your machine is not simply a conventional copier. It is a digital device capable of being used for copying, scanning and printing. If your needs change, your machine can be upgraded accordingly. Your machine will print/copy 50 color prints per minute and 65 black and white prints per minute. Your machine includes the following components:

#### **Document Handler**

Up to 250 2-sided documents can be scanned at one time using the Document Handler. Documents from 8.5"x5.5" to 11"x17" can be accommodated.

#### **Document Glass**

This main area is located under the Document Handler and is used for scanning and copying documents. Documents should be placed face down on the glass and aligned with the tip of the registration arrow in the top left corner.

The document glass can be used for bound originals, odd size documents or poor quality originals and accommodates document sizes up to a maximum of 11"x17".

#### **Paper Trays 1 and 2**

Trays 1 and 2 are identical. Each tray has a capacity of 520 sheets of 20lb paper. The trays are pulled out by the operator for loading. The trays accommodate paper weights from 17lb to 110lb and are fully adjustable for all stock sizes in the range 8.5"x5.5" to 11"x17". All stock types (pre-formatted paper, letterhead) can be used except for envelopes. Stock can be loaded either long or short edge feed (portrait or landscape).

#### **Paper Tray 3 and 4**

These trays are intended to be the primary feeder for the most commonly used stock. They have a large capacity to reduce the frequency of operator loading. Both trays are permanently set to feed only 8.5"x11", A4, or 7.25"x10.5" sized stock. They have a combined capacity of 2010 sheets of 20 lb bond paper. The trays are pulled out for operator loading.



## **Bypass Tray**

The Bypass Tray is a paper tray on the left hand side of your machine and can be folded away when not in use. It accommodates all types of stock in a range of sizes between 4.0"x6.0" and 13"x19" and has a capacity of approximately 250 sheets of 20lb paper or a maximum stack height of 0.4". The tray accommodates paper of weights between 17lb to 300gsm. Stock can be loaded either long or short edge feed (portrait or landscape). When lowered, the Bypass Tray can be extended to support longer length stock.

## **Catch Tray**

The Simple Catch Tray can hold up to 500 sheets of paper. The Offsetting Catch Tray option allows each set or stack to be offset from the previous to enable easy separation.

## **Advanced Finisher**

This output device provides a wide range of finishing options. The Right Top Tray is used for stacked output, and can receive up to 500 sheets of paper. The Right Bottom Tray is used for offset and/or stapled output, and can hold up to 1500 sheets. Both trays can be used for hole punched output (optional).

## **Professional Finisher (with Booklet Maker)**

This output device provides a wide range of finishing options. The Right Top Tray is used for stacked output, and can receive up to 500 sheets of paper. The Right Center Tray is used for offset and/or stapled output, and can hold up to 1500 sheets. Both trays can be used for hole punched output (optional). The Bottom Finisher Tray is used for receiving saddle-stapled booklets.

## **Networking Facilities**

Your machine can be installed on your company or local network, enabling you to scan from the machine and to print from your desktop workstation.

## **Convenience Stapler Kit**

This kit enables manual stapling of document sets (up to 50 pages) at the machine.

## **Network Scanning**

Used to scan an original document and convert it into an electronic file. The file can be distributed and stored in a variety of ways. You can access the file from your desktop for further processing or inclusion in your document. This kit also includes Scan to E-mail, which allows you to send your scanned images to any valid E-mail address.

## **Hole Punch Option Kit**

This kit enables the additional finishing capability of hole punching to the Advanced Office Finisher or Professional Finisher (with Booklet Maker).

## **Auxiliary Interface Device**

This kit enables the use of a third party accounting device such as a card swipe or coin operated unit to control the use of print, copy and scan functions.

## **Consumables**

There are several Consumables included in your machine. The machine will inform you when you need to order a new module and when to install it.

### **Drum Cartridges**

The Drum Cartridges will provide approximately 30,000 images. The machine display and this documentation will enable you to successfully install the new cartridges so you do not have to wait for a service call.

### **Toner Cartridges**

The toner cartridges will provide approximately 15,000 prints at 6% area coverage. Supplied with the toner cartridge is the waste toner container.

### **Fuser**

The fuser will provide approximately 100,000 prints or copies.

Waste Toner Container

The waste toner container will need changing after approximately 30,000 prints or copies at 6% area coverage.

### **Charge Corotron**

The machine display and this documentation will enable you to successfully install the new Charge Corotron so you do not have to wait for a service call.

## **Control Panel**

The Control Panel is divided into four areas: Touch Screen, Pathway buttons, Keypad and Feature buttons.

The touch screen allows you to select all the available programming features. It also displays fault clearance procedures and general machine information.

The actual touch screen will vary depending on the pathway buttons selected and the options available on your machine. The touch screen also displays important messages about the current condition of the machine, no matter what pathway has been selected.

## Power On

Ensure that your machine is connected to a suitable power source and that the power cord is fully plugged in to the electrical outlet.

Press the power switch to turn your machine on. The entire powering up process - to power on and complete a self test - takes less than 3 minutes. Certain functions of the machine, e.g. copying, will be available before other functions e.g. printing.

## Power Off

Press the power switch to turn your machine off.

The machine will begin a controlled power down sequence. The machine remains on for approximately 30 seconds before the power is terminated.

If the Power Save option is selected, the machine will immediately enter low power mode. If there are any jobs in the queue, a second pop-up screen is displayed.

**NOTE:** *To re-activate the machine when in this mode, touch a button on the touch screen or the Power Save button.*

## Power Save Modes

Your machine has energy saver features which significantly reduce the power consumption during periods of inactivity. When your machine is in a power saver mode, the Power Saver indicator light is lit.

The Power Saver feature operates in two modes:

- **Low Power Mode**
- **Sleep Mode**

### Low Power Mode

In this mode, the power to the Control Panel and Fuser is lowered to save power. The touch screen goes out, and the Power Saver button on the control panel lights.

To use the machine, press the **Power Saver** button. The **Power Saver** button goes out to indicate that the Power Saver feature is canceled.

## Sleep Mode

In this mode, the power is lowered more than in the Low Power mode. The touch screen goes out, and the **Power Saver** button on the control panel lights.

To use the machine, press the **Power Saver** button. The **Power Saver** button goes out to indicate that the Power Saver feature is canceled.

In both Low Power Mode and Sleep Mode the touch screen is blank and the Power Save indicator light is on. The machine is re-activated if the touch screen or any button on the control panel is touched, the Document Handler is loaded, a paper tray opened, a job is submitted to the print queue (fax receive or network print), or a fax or print job arrives in the print queue. The machine responds within one second and all the features are available within 30 seconds from Low Power Mode or 120 seconds from Power Save Mode.

**NOTE:** *The machine will not exit Power Save Mode if a fax job arrives and the fax enabled paper trays are empty. The job will be held in memory until either the control panel is touched or paper is loaded.*

In addition to the power save modes your system administrator can enable Auto Off. This feature automatically switches your machine off, instead of entering Power Save Mode. As delivered, this feature is disabled. If enabled the machine automatically switches into Auto Off, 60 minutes after the machine has entered the Low Power mode. The factory default setting of 60 minutes is customer changeable within the range of 0 to 120 minutes. The Auto Off feature is NOT available for networked machines.

## **Control Panel**

The Control Panel is divided into four areas: Touch Screen, Pathway buttons, Keypad and Feature buttons. The touch screen allows you to select all the available programming features. It also displays fault clearance procedures and general machine information.

**Copy** gives access to the copy screens.

**Job Status** displays job progress information on the touch screen.

**Machine Status** displays the current status of the machine on the touch screen.

**All Services** allows access to the All Services screen, where different features (copy, scan, etc.) can be selected.

**Review** provides access to the Review screen. In this screen, you can check a list of the status of copy and scan features whose settings have changed from the defaults.

**Log In/Out** provides password protected access to the System Administration menu used to adjust the defaults of the machine.

**Clear All**, if pressed once, resets the default settings and displays the first screen for the current pathway. If pressed twice, resets all the features to their machine default settings.

**Interrupt** temporarily stops the current copy job to allow a priority job to be run.

Stop temporarily stops the current job. Follow the message to cancel or resume your job.

**Start** starts the job.

**#** (Pound) indicates the dialing character or designates a group dial number.

**Clear** deletes numeric values or the last digit entered.

The actual touch screen will vary depending on the pathway buttons selected and the options available on your machine. The touch screen also displays important messages about the current condition of the machine, no matter what pathway has been selected.

## **Power On and Off**

Ensure that your machine is connected to a suitable power source and that the power cord is fully plugged in to the electrical outlet.

Press the power switch to turn your machine on. The entire powering up process - to power on and complete a self test - takes less than 3 minutes. Certain functions of the machine, e.g. copying, will be available before other functions e.g. printing.

Press the power switch to turn your machine off.

The machine will begin a controlled power down sequence. The machine remains on for approximately 30 seconds before the power is terminated.

If the **Power Save** option is selected, the machine will immediately enter low power mode. If there are any jobs in the queue, a second pop-up screen is displayed.

*NOTE: To re-activate the machine when in this mode, touch a button on the touch screen or the Power Save button.*

## **Loading Paper**

Specific instructions for loading paper can be found in the ***How To Load Paper and Media*** section of this document.

### **Hints and Tips**

- There are 4 standard paper trays and 2 optional paper trays, designed to use a variety of paper and other media.
- The bypass tray and trays 1 and 2 are fully adjustable trays and can hold a variety of paper sizes.
- Trays 3 and 4 are high capacity feeders holding 8.5" x 11" or A4 paper sizes only.
- When a paper tray is opened, your machine assumes that more paper is to be loaded. Depending on the machine setup, the touch screen displays a pop-up window, giving the option to change the paper and its attributes, or load more of the same paper.
- Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

## **Simple Copying**

Before making copies on your machine, you need to determine what you want to copy and how many copies you want to make.

In this section, you will learn the 6 simple steps to follow when making copies:

### **1. Load the documents**

A choice of document input areas is available. These are:

- A Document Handler for multiple documents.  
Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on top with the headings towards the back or left of the machine. Position the guides to just touch the edge of the documents.
- A document glass:  
Used to scan only one original at a time and suitable for any type of document up to a maximum size of 11"x17". Place the document face down, align with the top of the registration arrow near the upper left hand corner of the document glass. Lower the document handler.

### **2. Press the Copy button**

Pressing the **Clear All (AC)** button once will cancel any previous screen programming selections. Press the **Copy** button and select the Basic Copying tab.

### **3. Select the Features**

The features available on the **Basic Copying** tab are the ones used most often. They allow you to program the standard features for a copy job. On touching the button for the required feature, the button changes to blue. If a **More...** button is selected additional options for that feature become available.

### **4. Enter the Quantity**

On your machine the maximum copy quantity is 9999. Use the numeric keypad to enter the number of copies. The number entered is displayed in the top right hand corner of the touch screen.

To cancel an incorrect entry, press the **C** button and enter the correct quantity.

### **5. Press Start**

Once you have pressed **Start**, each document is scanned once.

A screen is displayed showing information about your copy job.

### **6. Identify your job in the Queue.**

Press the **Job Status** button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no jobs in the queue your job may have already been processed.



## **Simple Network Scanning**

In this section, you will learn the 7 simple steps to follow when Network Scanning:

1. **Load** your document.
2. Press the **Network Scanning** button. You may have to select the **All Services** button first.
3. Select the **template**.
4. Select the **features**.
5. Press the **Start** button.
6. If you need to **change the scan settings**, follow the instructions provided in your optional **Network Controller Documentation**.
7. **Access** your job

Access the electronic version of the document at your workstation. The electronic file is accessed from the file destination as specified in the template. Depending on the output format of the imaged file, use the appropriate software to open the file.

Press the Job Status button on the control panel to display the print queue. Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.

*NOTE: Network scanning is an optional feature and may not be available on your machine.*

## Machine Setup

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Your machine is designed to enable machine and feature default settings to be customized to meet your requirements. This module identifies the key default settings that you can change to customize the machine for your convenience. Changing these settings will not take long to complete but will save you time when using the machine.

There are 2 steps to accessing the System Administration menu:

1. Select the **Log In/Out** button on the control panel.
2. Use the number keypad to enter the default password - 11111. Select **Confirm** on the touch screen.

*NOTE: 11111 is the factory set default password. It is recommend that you change this password.*

### **Set Date and Time**

Set the date format, either M/D/Y or D/M/Y or Y/M/D, and enter the correct date. Set the correct time using either the 12 or 24 hour clock. The current date and time are displayed on confirmation pages and activity reports.

### **Reduce \ Enlarge Presets**

When the **More...** button is selected on the Reduce/Enlarge area of the Basic Copying tab, the user is presented with a selection of Reduce/Enlarge options. These options are set using the **Reduce/Enlarge Presets** selection in the System Administration menu. Set the Reduce/Enlarge percentages to reflect your business needs.

### **Display Brightness**

Depending on where your machine is located, you may wish to adjust the touch screen display in order to minimize glare and improve the touch screen readability.

The touch screen display brightness knob is located on the left side of the Control Panel. Rotate the knob as required to adjust the touch screen display brightness.

## Productivity

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The machine is a multifunction device with 4 digital functions combined into one sleek integrated system. It is designed to support large workgroups in different production environments, reducing operating costs while improving the production and management of documents.

Your machine will print at 65 prints per minute. If needed, you can even interrupt more time consuming jobs in the print queue and print your documents first. Your machine can print on a variety of stocks, standard or odd sized from 4.00"x6.00" to 13"x19" paper, to envelopes, transparencies and other special media. The paper stock can even be changed or loaded while printing from a different tray.

A variety of print and output options are available. You can print on both sides of the sheet and even request one of the document stapling options. In addition, the machine has a generous paper storage capacity with the High Capacity Feeder Options holding up to 4000 sheets of 8.5"x11" 20lb paper.

The user interface allows you to view the media and the corresponding paper tray. The user interface on the control panel notifies you when consumables need ordering and replacing. Easy to follow instructions, graphics and safety procedures are also provided on the user interface to guide you through the steps when replacing the consumables.

The machine scans your 1 or 2-sided originals and automatically reduces and arranges the images in the correct sequence. Fold the copy set in half to make the booklet and if required use the finisher to staple.

The machine can scan documents while printing! You only need to scan a document once to make multiple copies, saving wear on your original documents.

Using the optional E-mail feature, you can e-mail paper documents as attachments. Users can also save e-mail addresses and phone numbers in the machine's online address book.

A rate of 65 prints/minute - Can scan multiple documents using the Document Handler - Copy, print, and scan quality is crisp and clear

Flexibility: - Large paper supply, supports a variety of standard/odd sized media stock (e.g. envelopes, transparencies and other special media) - Scans standard/odd sized documents - Variety of print/output options available (e.g. collated, 2 sided, stapled, hole punched, covers, booklets, multi-up) - Upgrade your existing machine to include optional features, enabling your machine to grow as your requirements grow.

Versatility: - True multitasking features through concurrent operations   Scan while printing! - E-mail paper documents as attachments to the recipient's inbox - Scan once, print many: saves you time - Settings can be customized according to users' needs

Ease of Use: - Setup and maintenance is simple and easy with industry standard connections - Easy management of queues such as print and scan jobs - Easy to replace consumables - Variety of offset outputs to help users find their prints quickly - A friendly, informative and intuitive user interface

And More! - Handles tasks with superior quality and functionality - A suite of software tools and services for system administrators and users that brings the power of the machine to the desktop - Online address book stores details such as e-mail addresses, etc...

## **Specifications**

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This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do. If further specification information is required please contact your Xerox Representative.

### **Machine Configurations**

All configurations include one each of the following:

- Duplexing Automatic Document Feeder
- Full Color Panel Touch Screen
- User Interface
- Bypass Tray
- Catch Tray
- 4 Standard Paper Trays
- Bustled Controller

Additional Finishing options are available

### **Machine Space Requirements**

- Width: 73 inches
- Depth: 67 inches
- Height: 53 inches

Additional Space Requirements are needed for additional finishers.

### **Machine Weight**

- With User Interface and Catch Tray: Approximately 600lb.
- With User Interface, Catch Tray, and High Capacity Feeder: Approximately 675lb.
- Advanced Finisher: add approximately 176lb.
- Professional Finisher: add approximately 233lb.

### **Accessibility**

From the front and both sides

### **Print Speed from Paper Tray 1**

DocuColor 250:8.5"x11" LEF: 65 ppm one-sided black and white, 50 ppm one-sided color

DocuColor 240:8.5"x11" LEF: 55 ppm one-sided black and white, 40 ppm one-sided color

### **First Print Out Time**

Black and White: 6.6 seconds maximum

Color: 9.2 seconds maximum

## **Warm-up Time**

Cold Start: 150 seconds or less.

## **Document Handler**

### **Capacity**

250 sheets of 80 gsm paper

### **Document sizes**

5.5"x8.5" to 11"x17"SEF or 5.5"x8.5" to 8.5"x11" LEF

### **Paper Weights**

60 gsm - 200 gsm

### **Mixed Sizes**

Yes - when selected on the user interface and the lead edges have the same dimensions (8.5"x11" LEF and 11"x17" SEF, 8.5"x11" SEF and 8.5"x14" SEF)

## **Size Sensing**

Document sizes can be detected by sensors within the Document Handler.

## **Paper Supply**

### **Trays 1 and 2**

Capacity: 520 sheets of 20lb bond.

Paper Weights: 17lb bond - 110lb index.

Paper Sizes: 8.5"x5.5" LEF to 11"x17" SEF

Auto Size Sensing: 5.5"x8.5" SEF, B5 SEF, A4 SEF, A4 LEF, 8.5"x11" SEF, 8.5"x11" LEF, 8.5"x13" SEF, 8.5"x14" SEF, B4 SEF, A3 SEF, 11"x17" SEF, 7.25"x10.5" LEF, 8"x10" SEF

Media Type: Plain; Transparencies; Heavyweight 1; Heavyweight 2; Recycled; Coated 1; Coated 2; Labels 1; Labels 2; Custom

### **Bypass Tray**

Capacity: 250 sheets of 20lb bond

Paper Weights: 17lb bond - 300gsm.

Paper Sizes: 4.0"x6.0" SEF to 13"x19" SEF

Auto Size Sensing: B5 SEF, 8.5"x11" SEF, 8.5"x11" LEF, 8.5"x13" SEF, 8.5"x14" SEF, B4 SEF, A3 SEF, 11"x17" SEF

Media Type: Plain; Recycled; Transparencies; Heavyweight 1; Heavyweight 2; Labels 1; Labels 2; Hole Punched; Tab Stock 1; Tab Stock 2; Coated 1; Coated 2; Custom

### **Tray 3**

Capacity: 870 sheets of 20lb bond.

Paper Sizes: A4 LEF, 8.5" x 11" LEF, 7.25" x 10.5" LEF

Paper Weights: 17lb bond - 110lb index  
Auto Size Sensing: 8.5"x11" LEF, A4 LEF, 7.25"x10.5" LEF  
Media Type: Plain; Recycled; Transparencies; Heavyweight 1; Heavyweight 2;  
Labels 1; Labels 2; Coated 1; Coated 2; Custom

## **Tray 4**

Capacity: 1140 sheets of 20lb bond.  
Paper Sizes: A4 LEF, 8.5" x 11" LEF, 7.25 x 10.5" LEF  
Paper Weights: 17lb bond - 110lb index  
Auto Size Sensing: 8.5"x11" LEF, A4 LEF, 7.25"x10.5" LEF  
Media Type: Plain; Recycled; Transparencies; Heavyweight 1; Heavyweight 2;  
Labels 1; Labels 2; Coated 1; Coated 2; Custom

## **Optional High Capacity Feeder**

Capacity: 2000 sheets of 20lb bond.  
Paper Sizes: A4 LEF, 8.5" x 11" LEF, 7.25" x 10.5" LEF  
Paper Weights: 17lb bond - 110lb index  
Media Type: Bond; Punched; Plain; Letterhead; Pre-printed

## **Output Modules**

### **Simple Catch Tray**

Capacity: approximately 500 sheets of 20lb bond.  
Tray Full Detection: No

### **Offsetting Catch Tray**

Capacity: approximately 500 sheets of 20lb bond  
Tray Full Detection: Yes

### **Advanced Finisher**

Capacity top tray: approximately 500 sheets  
Capacity lower tray: 3000 sheets of 20lb bond 8.5" x 11" size  
Paper Sizes: 4"x6" SEF to 12"x19" SEF  
Paper Weights: 17lb bond - 110lb index  
Stapling: 50 sheets of 24lb bond  
Staples: 5000 per cartridge  
Hole Punch: 2/4 hole or 2/3 hole punch option

## **Professional Finisher (with Booklet Maker)**

Capacity top tray: approximately 500 sheets

Capacity lower tray: 1500 sheets of 20lb bond 8.5" x 11" size

Paper Sizes: 4"x6" SEF to 12"x19" SEF

Paper Weights: 17lb bond - 110lb index

Stapling: 50 sheets of 24lb bond

Staples: 5000 per cartridge

Hole Punch: 2/4 hole or 2/3 hole punch option

Booklet Making: Bi-folded booklets(5 sheets maximum), or Saddle-stitched and Center-folded booklets(15 sheets maximum)

## **Electrical Specifications**

### **North America**

Voltage: 120 VAC plus/minus 10%

Frequency: 50/60 Hz plus/minus 3%

Power Consumption: 2.112 KVA maximum

### **Europe**

Voltage: 220-240 VAC plus/minus 10%

Frequency: 50/60 Hz plus/minus 3%

Power Consumption: 2.2 KVA maximum



## Legal and Safety

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This section contains important legal and safety information, and explains the procedures you should use in order to avoid damage to you or your machine. They also identify and explain the legal and safety regulations that apply to this machine.

### **Safety Notes**

Your Xerox product and 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 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.

### **Warnings**

Follow all warnings and instructions marked on, or supplied with the product. This WARNING Mark alerts users to areas of the product where there is the possibility of personal injury.

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

**WARNING:** This product must be connected to a protective earthing circuit. This product is equipped with a 3-wire type plug, provided with a protective earthing pin. This plug will fit only into an earthed power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use an earthed adapter plug to connect the product to a power source receptacle that lacks an earth connection terminal.

This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.

### **Disconnect Device**

Use the power cord to disconnect this product. To remove all electrical power to the product, disconnect the power cord from the power receptacle.

## **Electrical Safety**

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 a 120V, 20A branch circuit. If this machine needs to be moved to a different location, contact a Xerox service representative or your authorized local representative or service support organization.

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 authorized 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.

Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

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 locate the equipment near a radiator or any other heat source.

Do not put your hands into the fuser area, located just inside the exit tray area, as you may be burned.

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.

### **Operator Accessible Areas**

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

### **Maintenance**

Any operator product maintenance procedures will be described in the user documentation supplied with the product.

Do not carry out any maintenance on this product, which is not described in the customer documentation.

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 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.

### **Ozone Safety**

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 authorized local dealer or Service Provider.

## **Safety Standards**

This Xerox product is safety certified by Underwriters Laboratories Incorporated to Standards UL60950-1, first edition, and CSA International CAN/CSA C22.2 No.60950-1-03.

### Regulatory Information

#### FCC Part 15

This equipment has been tested and found to comply with the limits for a Class "A" digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interferences at their own expense.

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

#### 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.

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

Regulatory Information for Radio Frequency Identification (RFID) System Device  
This product generates 13.56 MHz using an Inductive Loop System as a Radio Frequency Identification system device (RFID). This system is certified in compliance with European Council Directive 99/5/EC and applicable local laws or regulations as applicable.

## **Illegal Copying**

### **USA**

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 issued under any Act of Congress or have been

- 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)

**WARNING: Copying of the following is also prohibited in certain states: automobile licenses, driver's licenses, and automobile Certificates of Title. This list is not all-inclusive. In case of doubt, consult your attorney.**

### **Canada**

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

1. Current bank notes or current paper money
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

### **Laser Safety**

This product complies with safety standards and is certified as a Class 1 Laser product under the Center for Devices and Radiological Health (CDRH) of the US Food and Drug Administration (FDA) implemented regulations for laser products. This product complies with FDA 21 CFR 1010 and 1040 (Laser Safety). 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 does not emit hazardous laser radiation.

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

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.

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.

Environmental Compliance

## **ENERGY STAR**

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Low Power Mode from the last copy/print out, set at 15 minutes. The time to switch to power save (auto off/sleep) mode is set at 60 minutes from the last copy/print out. A more detailed description of these modes, together with instructions on changing the default times to suit your work pattern, can be found in Tutorial, Machine Administration, Power Save Mode of this electronic customer documentation.

As an ENERGY STAR partner, Xerox Corporation has determined that 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.

### **Environmental Choice**

Terra Choice Environmental Services, Inc., of Canada has verified that this Xerox 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**

Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment.html](http://www.xerox.com/environment.html)

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. The presence of lead and mercury is fully consistent with global regulations applicable at the time the product was placed on the market. 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](http://www.eiae.org)



## How To...

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### How To Network Scan

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1. Before you start any job always make sure that you cancel any selections made by a previous user by pressing the AC (Clear All) button.
2. Remove any staples and paper clips from your documents and ensure that the documents are in a good condition.
3. Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.
4. Slide the document guide against the edges of the documents.

Touch the **Network Scanning** button on the touch screen. You may need to touch the **All Services** button on the Control Panel first.

5. Select the template that contains the destination and other settings required for your scan job from the template list on the touch screen. Contact your system administrator if none of the templates have been set up.
6. If you need to change the scan settings, follow the instructions provided in your optional **Network Controller documentation**.
7. Touch the **Start** button on the Control Panel.

## How To Print

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When you select **Print** from the **File** menu of your application a print dialogue box will be displayed.

1. Select your machine from the **Printer** list. The default name of the printer is Xerox DocuColor 250 but your System Administrator may have customized the name to help you locate the machine. If you are unsure, ask your System Administrator.
2. Select the **Properties** button to open the printer properties dialogue box.

*NOTE: The printer properties dialogue window will vary according to the driver you are using and the user interface selected. The major features and options will be available on all drivers but there are some differences.*

3. When you have made all your selections in the properties window select **OK**.
4. Select the number of prints or sets of prints you require and then select **OK**. Your job will now be sent to the printer.

Your job will be delivered to the output tray.

## How To Load Paper and Media

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### **Loading Paper Trays 1 and 2**

Trays 1 and 2 can take 520 sheets of 20lb from 8.5"x5.5" to 11"x17" paper in a variety of different media stock. The following procedure shows you how to load Tray 1 with 8.5"x11" paper.

1. Fan the sheets before loading them into the tray. Register the stack of paper against the left side of the tray. Paper must not be loaded above the maximum fill line.
2. Move the right guide to touch the paper stack.
3. Move the front and rear guides to just touch the edges of the paper stack.

If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen. Alternatively, you can change the Paper Size and Paper Type by touching the **All Services** button on the control panel, then selecting **Setup Menu** and **Paper Tray Attributes** on the touch screen.

The **Paper Type** screen allows you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types. If enabled by your System Administrator, the Paper Type screen may also allow you to specify the color of the paper loaded into the tray. After you have made your Paper Type selection (and Paper Color selection, if applicable), touch the **Save** button.

These paper trays **automatically detect** the dimensions of **standard sized** paper. For standard paper sizes, you will not need to change the Paper Size settings. However, you will need to specify a Paper Size value if you load a non-standard paper size.

The **Paper Size** screen allows you to specify the size of the paper you load into the paper tray. The **Auto Size Detect** option allows standard sized paper loaded in the trays to be automatically detected by the machine.

The **Variable Size** screen allows you to specify the exact size of the paper you load into the paper tray. You can use the arrow buttons on the touch screen to change the X and Y dimension values for the paper you load. After you have changed your Paper Size information, touch the **Save** button.

## **Loading Paper Trays 3 and 4**

Trays 3 and 4 can contain 8.5"x11", A4, or 7.25" x 10.5" long edge feed paper only. Tray 3 can take 870 sheets of 20lb bond paper. While Tray 4 can take 1140 sheets of 20lb bond paper.

Both trays are loaded in the same way. The following procedure shows you how to load Tray 3.

1. Fan the sheets before loading them into the tray. Place the paper tightly against the left-hand side of the tray. Paper must not be loaded above the maximum fill line.
2. Gently close the paper tray.
3. On closing the tray the elevator raises the paper stack ready for use.

If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen. Alternatively, you can change the Paper Size and Paper Type by touching the **All Services** button on the control panel, then selecting **Setup Menu** and **Paper Tray Attributes** on the touch screen.

The **Paper Type** screen allows you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types. If enabled by your System Administrator, the Paper Type screen may also allow you to specify the color of the paper loaded into the tray. After you have made your Paper Type selection (and Paper Color selection, if applicable), touch the **Save** button.

These paper trays **automatically detect** the dimensions of **standard sized** paper. For standard paper sizes, you will not need to change the Paper Size settings. However, you will need to specify a Paper Size value if you load a non-standard paper size.

### **Loading paper in the Bypass Tray**

The bypass tray can hold up to 250 sheets of 20lb bond, from 4.0"x6.0" to 13"x19" paper in a variety of different media stock. This procedure shows you how to load transparencies into the bypass tray.

1. Fan the sheets before loading them into the tray.
2. Register the stack of paper or media against the front of the tray.
3. The paper or media must not be loaded above the maximum fill line.
4. Move the front and rear guides to just touch the edges of the stack.

Whenever media is loaded into the bypass tray the machine may ask if you have changed the size or the type of media.

The **Paper Type** screen allows you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types. If enabled by your System Administrator, the Paper Type screen may also allow you to specify the color of the paper loaded into the tray. After you have made your Paper Type selection (and Paper Color selection, if applicable), touch the **Save** button.

The **Paper Size** screen allows you to specify the size of the paper you load into the paper tray. The **Auto Size Detect** option allows standard sized paper loaded in the trays to be automatically detected by the machine.

## **Loading Paper in the High Capacity Feeder**

The HCF can hold up to 2000 sheets of 8.5" x 11" 20lb bond. This procedure shows you how to load paper into the High Capacity Feeder.

1. Register the stack of paper or media against the front right side of the paper tray. The paper or media must not be loaded above the maximum fill line.
2. Move the paper guide to just touch the edges of the stack.

If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen. Alternatively, you can change the Paper Size and Paper Type by touching the **All Services** button on the control panel, then selecting **Setup Menu** and **Paper Tray Attributes** on the touch screen.

The **Paper Type** screen allows you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types. If enabled by your System Administrator, the Paper Type screen may also allow you to specify the color of the paper loaded into the tray. After you have made your Paper Type selection (and Paper Color selection, if applicable), touch the **Save** button.

This paper tray **automatically detects** the dimensions of **standard sized** paper. For standard paper sizes, you will not need to change the Paper Size settings. However, you will need to specify a Paper Size value if you load a non-standard paper size.

## How to Perform Maintenance

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Instructions for performing maintenance procedures are available in the **Maintenance** section of this document.

## **Copy**

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### **Simple Copying**

Before making copies on your machine, you need to determine what you want to copy and how many copies you want to make. In this section you will learn the 6 simple steps to follow when making copies:

#### **1. Load the documents**

- The **Document Handler** for scanning multiple documents. Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on top with the headings towards the back or left of the machine. Position the guides to just touch the edge of the documents.
- The **Document Glass** for scanning only one original at a time and suitable for any type of document up to a maximum size of 11"x17". Place the document face down, align with the top of the registration arrow near the upper left hand corner of the document glass. Lower the document handler.

#### **2. Press the Copy button**

Press the **Copy** button and select the **Basic Copying** tab. Pressing the **Clear All (AC)** button once will cancel any previous screen programming selections.

#### **3. Select the Features**

The features available on the **Basic Copying** tab are the ones used most often. They allow you to program the standard features for a copy job. On touching the button for the required feature, the button changes to blue. If a **More...** button is selected additional options for that feature become available.

#### **4. Enter the Quantity**

On your machine the maximum copy quantity is 9999. Use the numeric keypad to enter the number of copies. The number entered is displayed in the top right hand corner of the touch screen. To cancel an incorrect entry, press the **C** button and enter the correct quantity.

#### **5. Press Start**

Once you have pressed **Start**, each document is scanned once. A screen is displayed showing information about your copy job.



**6. Identify your job in the Queue.**

Press the **Job Status** button on the control panel to display the print queue. Your job will be displayed in the queue. If there are no jobs in the queue your job may have already been processed.

## **Loading Documents**

### **Using the Document Handler**

The **Document Handler** will accept most types of documents. They must be loose leaf, of normal thickness, between 8.5" x 5.5" and 11" x 17" in size and in good condition.

The document input tray can take up to 250 documents at a time. If your document has more than 250 pages then use the **Large Volume Document** feature on the **Job Assembly** tab. As a general rule, load your documents face up in the same orientation as the copy paper. However, if this is not possible the machine will automatically rotate the image for you.

The machine will detect the size of the documents, this means that you can either:

1. Select **Auto%** Reduce/Enlarge and a specific copy paper size. The image will be modified to fit the selected paper or
2. Select a **specific** Reduce/Enlarge ratio and **Auto** Paper Supply. The machine will select the same size of paper. When you press the **START** button the document will be scanned once only and stored in memory. If the document is 2-sided, the Document Handler will automatically turn it over so that both sides are scanned.

### **Loading Mixed Size Originals**

The Document Handler can even feed documents containing different size pages. However, the top left corners of the original documents must be aligned in the document handler.

The mixed size originals feature is switched on by selecting the **Scan Options** tab, then touching the **Mixed Size Originals** button.

The machine will detect the size of the documents. This means that you can either:

1. Select **Auto%** Reduce/Enlarge and a specific copy paper size and the image will be modified to fit the selected paper or
2. Select the **100%** Reduce/Enlarge ratio and **Auto** Paper Supply and the machine will automatically make copies that are the same size as the originals.

## Using the Document Glass

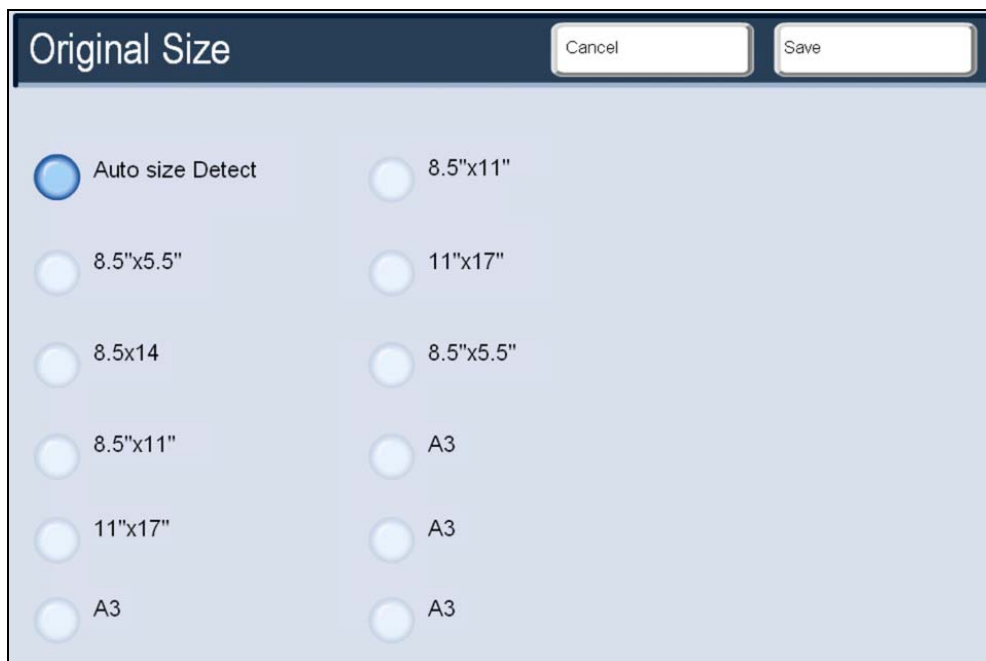
The **Document Glass** can be used to copy most documents but is most frequently used for the more unusual document. Some examples are: bound or stapled documents, any size up to 11" x 17", heavyweight or lightweight, very shiny, glossy, damaged, torn or crumpled documents.

With the exception of bound originals, simply place the document face down on the document glass and register it to the left rear corner. Close the document handler.

There are numerous options for copying bound originals that are described in the Bound Originals section later in this section.

The machine can detect the size of the document if it is a standard size. If the document is not a standard size the machine will not know what size it is. This does not matter if you select a specific reduction/enlargement and also select a specific paper tray. However, you can tell the machine the size of the document if you want to use the Auto features.

To input the size of the document select the **Scan Options** tab and the **Original Size** button.

The image shows a software interface titled "Original Size". At the top right are "Cancel" and "Save" buttons. Below the title, there are two columns of radio button options. The first column includes "Auto size Detect", "8.5"x5.5\"", "8.5x14", "8.5"x11\"", "11"x17\"", and "A3". The second column includes "8.5"x11\"", "11"x17\"", "8.5"x5.5\"", "A3", "A3", and "A3". The "Auto size Detect" option is currently selected, indicated by a blue highlight.

The **Original Size** screen allows you to select a standard paper size from the options shown. You can also select the **Auto Size Detect** option, which enables automatic detection of scanned paper sizes. When you have input the size of your document, you can use the auto reduce/enlarge or the auto paper supply features. So, for example, you can auto enlarge your document to fit a specific size of paper.

## Scanning Bound Originals

Bound originals can be placed on the document glass to make single-sided or two-sided copies. The bound original should be placed face down and registered to the rear left corner of the document glass. Align the top of the bound original against the rear edge of the document glass.

Various options are available when copying from bound originals. To access these options, select the **Scan Options** tab and then the **Book Copying** button.

The **Book Copying** screen allows you to copy the left page then right, the right page then left, or the top page then bottom.

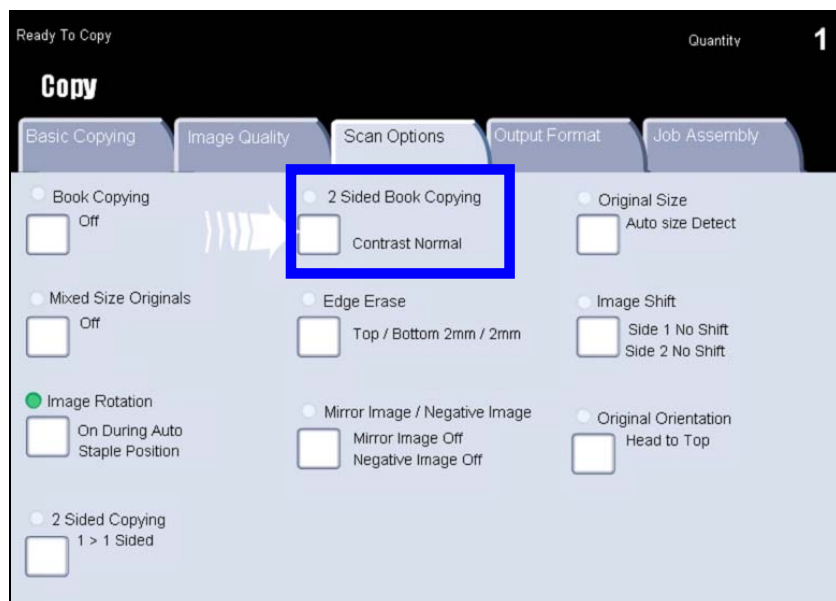


Once you select a Book Copying option other than Off, you can make further selections, including options to copy:

- Both Pages
- Left Page Only
- Right Page Only

You also have the option to use the **Binding Erase** feature, which deletes the shadow from your copies that is caused by the center binding. When you have saved your selections, apply a light pressure to the spine of the document and press the **Start** button.

You can make 2-sided copies from 2 pages of a bound original. This feature allows you to assign pages when making copies of a bound original so that the copied pages face each other in the same way as the bound original.



The **2 Sided Book Copy** options are similar to the Book Copying options.

- Right page
- Left page
- Both pages

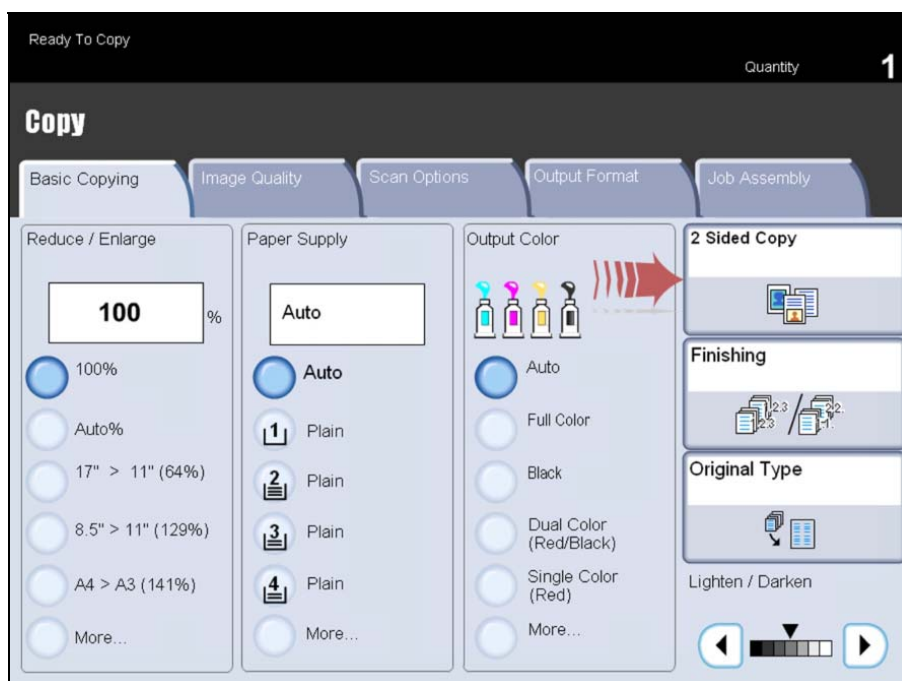
Once you select a 2 Sided Book Copying option other than **Off**, you can access the **Start Page** and **End Page** options.

You will be required to select a start page (either left or right) and an end page (either left or right) for your 2 Sided Book Copying job. When you have saved your selections, apply a light pressure to the spine of the document and press the **Start** button.

## **2 Sided Copying**

The machine provides options to make one or two-sided copies from one or two-sided originals using either the Document Handler or the document glass. The two-sided option enables you to select your output in book or calendar orientation.

The **2 Sided Copying** options can be accessed on the **Basic Copying** tab.



The **2 Sided Copying** options are shown below.

The image shows a software dialog box titled "2 Sided Copying". At the top right of the dialog are two buttons: "Cancel" and "Save". On the left side, there is a vertical list of four radio button options: "1 > 1 Sided", "1 > 2 Sided", "2 > 2 Sided", and "2 > 1 Sided". The "1 > 1 Sided" option is currently selected. To the right of these options is a checkbox labeled "Rotate Side 2", which is currently unchecked.

Use the **1>1** option if your originals are printed on one side and you want single-sided copies.

Use the **1>2** option if your originals are printed on one side and you want two-sided copies.

Use the **2>2** option if you want to make two sided copies from two-sided originals.

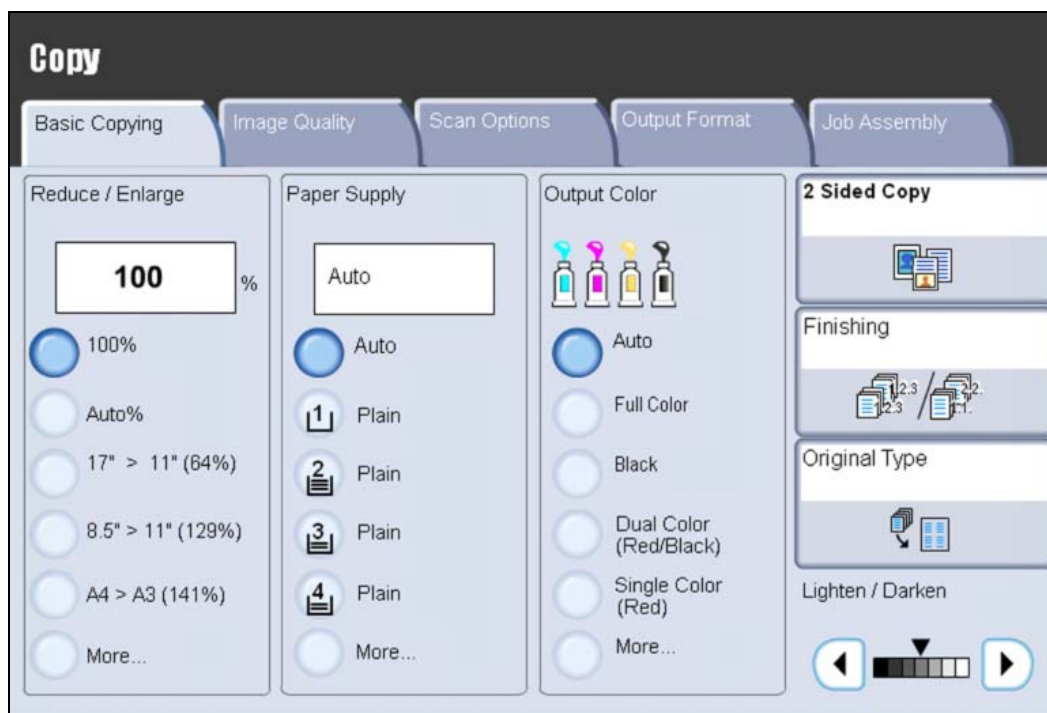
Use the **2>1** option if you want to make one-sided copies from two-sided originals.

## **Reduction/Enlargement**

The **Reduce/Enlarge** feature provides a variety of reduction and enlargement options to adjust the size of the output image. Originals can be enlarged or reduced by between 400% and 25%.

Various automatic and pre-set selections are available to help you choose the most common reductions or enlargements, while a custom setting enables you to select the ratio that suits your requirements.

The most common selections are displayed in the Reduce/Enlarge area on the **Basic Copying** tab.



The **100%** selection produces an image on your copy exactly the same size as the image on your original document.

The **Auto %** selection proportionally reduces or enlarges the image so that it will fit onto your chosen paper. If this option is selected you must also select a specific paper tray.

The **Preset %** buttons can be customized by your Administrator to display the reduction ratios that you most frequently use.



The **More...** button on the Basic Copying tab opens a new window to more reduce/enlarge options.

The screenshot shows a software window titled 'More...' with a dark blue header bar containing 'Cancel' and 'Save' buttons. The main area has a light blue background. On the left, there are three radio button options: 'Preset %' (selected), 'Variable %', and 'Independent X-Y%'. In the center, there is a text input field showing '141' with a '%' symbol to its right, and a range '(25-400)' above it. Below this, there are three more radio button options: '100%', 'Auto %', and 'Copy All' (which has a small square icon next to it). On the right side, there is a vertical column of seven radio button options: '25%', '50%', '64%', '70%', '78%', and '94%'. The 'Preset %' option is currently selected.

All of the **Preset %** options will reduce or enlarge the image by the same ratio in both directions so that the image gets bigger or smaller but the proportions remain the same. Selecting the **Copy All** button causes the document to be copied at a slightly reduced size to prevent image loss at the edge of the original.

The **Variable %** feature allows you to enter any reduction/enlargement percentage for copying. Use the touch screen keypad buttons to enter a percentage value from 25% to 400% in 1% increments.

The **Independent X-Y%** option allows you to specify different height and width ratios to scale the height and width independently.

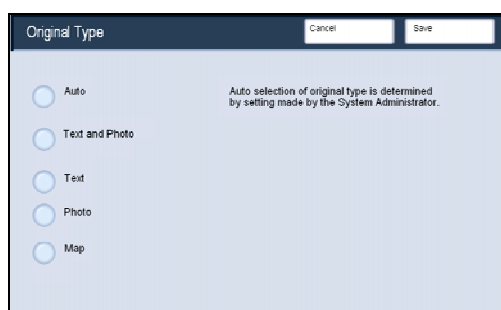
## **Image Quality**

Your machine can enhance the quality of your output using the image quality features. This includes features such as setting the machine to suit the type of input, controlling the lightness, darkness and sharpness of the image and removing any unwanted parts of the image. These features are accessed from the **Image Quality** tab.

### **Original Type**

The **Original Type** feature provides a convenient way to enhance the quality of your output based on the type of original images you are copying.

You can select the **Original Type** button on the **Image Quality** tab.



**Auto** sets the output color of the Basic Copying tab according to the document type preset in the System Administration mode.

**Text and Photo** is for use if your original is from a magazine or other source that contains high quality photographs with text. This setting produces better pictures, but slightly reduces sharpness for text and line art.

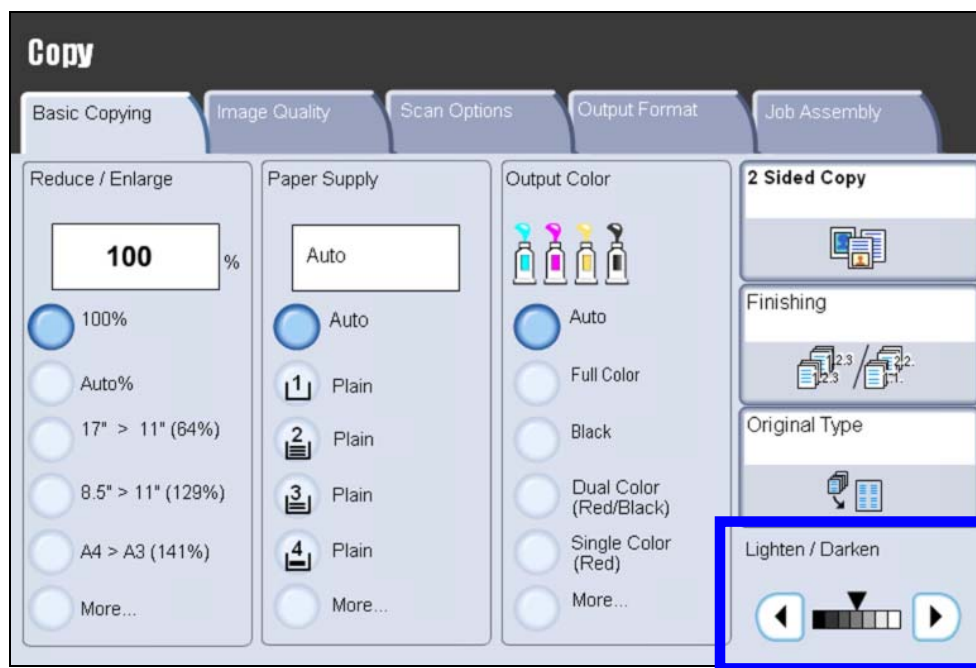
**Text** is for use if your original contains only text or line art. The result is sharper edges for the text and line art.

**Photo** is specifically designed to copy photographs or magazine pictures without any text or line drawings. This option prevents faint reproduction of colors. The Photo option allows you to further define your original photo as Halftone, Photograph, or Xerographic Copy.

The **Map** setting can be used for making copies of documents that have text on colored backgrounds such as maps.

## Lighten / Darken

The **Lighten/Darken** feature enables you to lighten or darken the image on your copy.



Press the left arrow button to darken the copy, for example, from light originals such as pencil images. Press the right arrow button to lighten the copy, for example, to copy more details from dark areas in the original or to suppress the lines from pasted or newspaper originals.

## Image Quality Presets

When you choose an **Image Quality Preset** option, an entire group of associated image quality settings are adjusted to meet your required output.

*NOTE: If other image quality settings are changed after selecting an Image Quality Preset option, the Image Quality Preset will return to the default setting.*

The **Image Quality Presets** screen can be accessed by touching the appropriate button on the **Image Quality** tab.



The **Normal** settings causes the Auto Exposure, Lighten/Darken, Contrast, Sharpness/Color Saturation, Color Shift, and Color Balance levels to return to their default settings.

The **Lively** setting raises the color saturation to produce fresher images.

The **Bright** setting produces images that have a brighter appearance and enhanced contrast.

The **Warm** setting produces colors that have a slightly low density with more dominant reds.

The **Cool** setting produces blue colors more clearly.

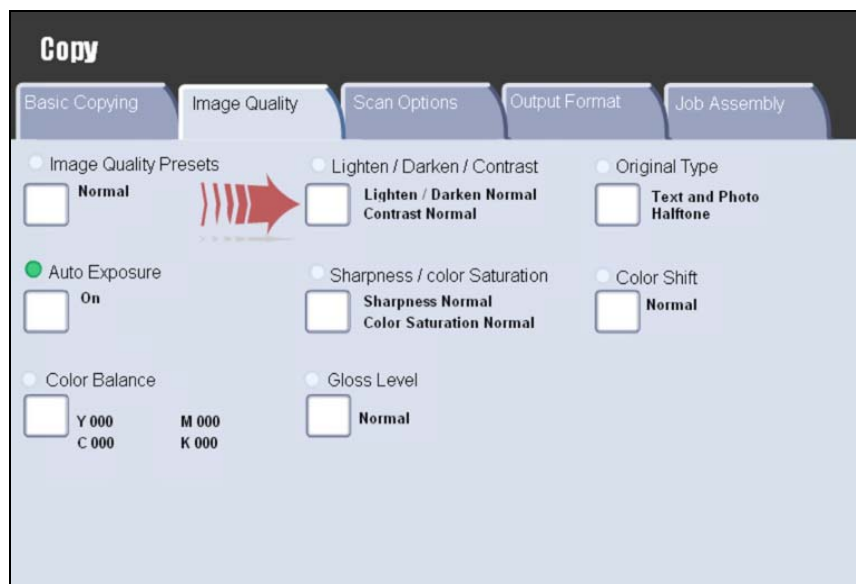
The **Background Suppression** setting reduces or eliminates any background caused by colored paper or newspaper originals.

The **Auto Contrast setting** sharpens the image by adjusting the brightness and hue of the original.

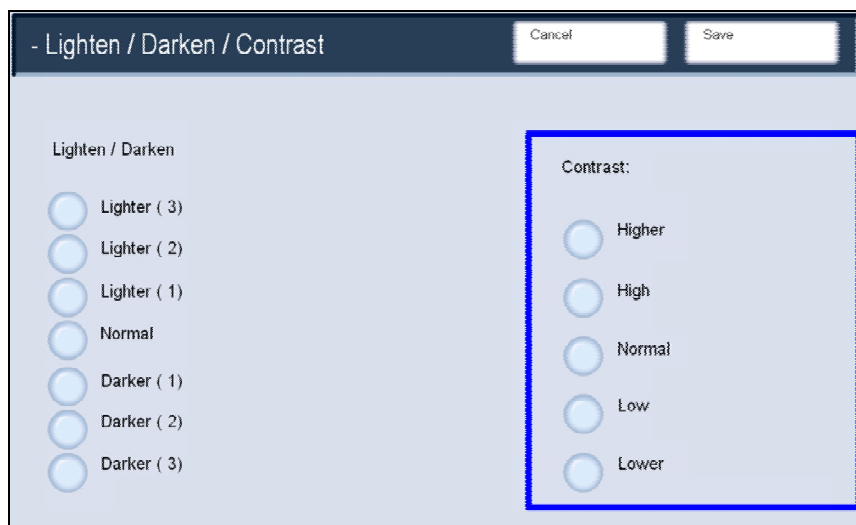
Once you have made an Image Quality Preset selection, touch the **Save** button.

## Contrast

The **Contrast** feature controls the differences between the image densities on the copy and enables you to compensate for a document that has too much or too little contrast on the image. The Contrast feature is accessed by selecting the **Lighten/Darken/Contrast** button on the **Image Quality** tab.



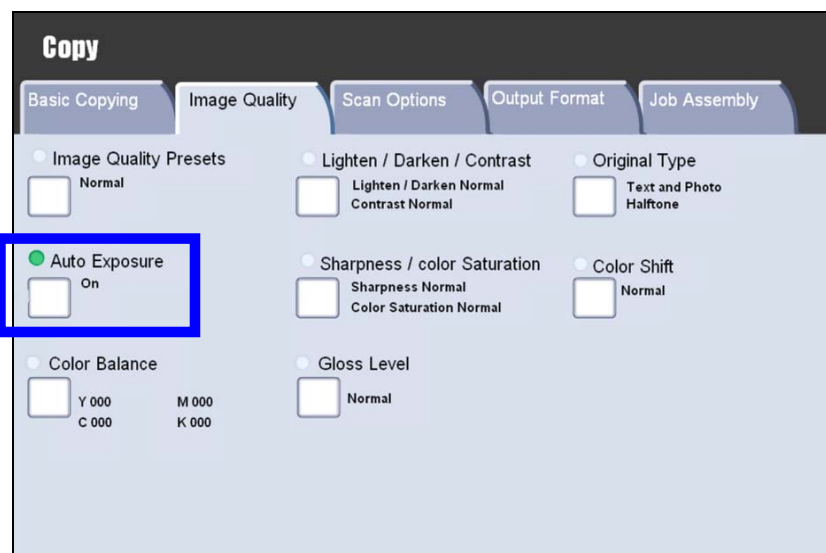
The **Contrast** options are highlighted below.



The **lower** contrast settings reproduce more detail in light and dark areas of the original while **higher** contrast settings produce more vivid blacks and whites for sharper text and lines but less detail in pictures.

## Auto Exposure

The **Auto Exposure** feature is accessed from the **Image Quality** tab.



The **Auto Exposure** screen is shown below.

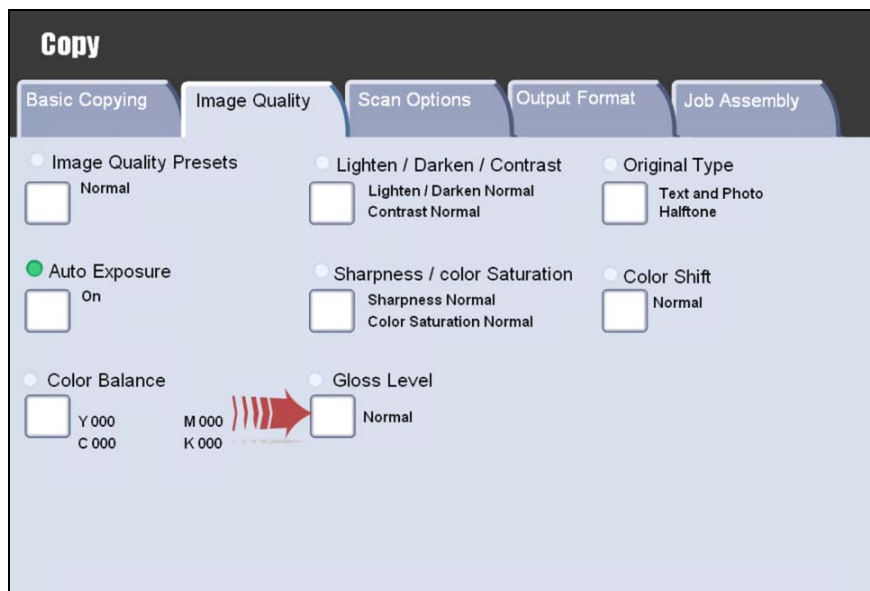


Selecting the **On** button will cause the background of documents such as newspapers and colored paper documents to be erased.

**NOTE:**        *The Auto Exposure option is not available when the Original Type option is set to Photo.*

## Gloss Level

The **Gloss Level** feature is accessed from the **Image Quality** tab.



Selecting the **Normal** button enables the default settings for output quality. Selecting the **Enhanced** button will add a glossy touch to your output. This option will cause a decrease in printing speed.



## **Output Format**

### **Booklet Creation**

The **Booklet Creation** feature enables the production of booklets or multi-page copies from 1 or 2-sided originals. The machine will scan your originals and automatically reduce and arrange the images in the correct sequence on your selected copy paper so that a booklet is created when the copy set is folded in half.

The Booklet Creation options are accessed by touching the **Booklet Creation** button on the **Output Format** tab. You can choose left, top, or right binding options, and you can specify no covers, blank covers, or printed covers for your booklet. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

The screenshot shows the 'Booklet Creation' control panel. At the top, there is a title bar with 'Booklet Creation' and two buttons: 'Cancel' and 'Save'. Below the title bar, the interface is divided into several sections. On the left, under the heading 'Covers', there are four radio button options: 'Off', 'No Covers' (which is selected), 'Left Bind / Top Bind', and 'Right Bind'. To the right of these, there are two more radio button options: 'Blank Covers' and 'Printed Covers - 2 Sided'. Below these, there is another radio button option: 'Printed Covers - Print Outside'. At the bottom of the 'Covers' section, there is a checkbox labeled 'Last original as Back Cover'. To the right of the 'Covers' section, there is a 'Binding Shift' section with a book icon and a radio button labeled 'On'. To the right of that, there is a 'Subsets' section with a radio button labeled 'Off'.

Depending on your finisher, you may also have the option to choose from the following Finishing selections:

- No Finishing
- Folded
- Folded and Stapled

These features are accessed by touching the **Finishing** button on the **Booklet Creation** screen.

In addition to finishing, you can also include a **Binding Shift**, or create Subsets (sub-dividing a large booklet into subsets) on the Booklet Creation screen.



## Covers

The **Covers** feature allows you to automatically add covers to your copied sets using stock from a different tray. For example you can add colored stock, card or transparencies to your copied sets to add a professional finish to your copy job. There are numerous cover options, including:

- Front only
- Back only
- Front and Back
- Covers can be printed inside and out

Select the paper tray you want to use for the main body of the copies. The **Covers** feature is not available if the **Auto** paper supply option is selected. Then load the cover stock into another paper tray. As a rule, load your cover stock in the same orientation as the paper you are using for the body of your copies.

This feature can be accessed by touching the **Covers** button on the **Output Format** tab. The **Covers** screen is shown below.

The screenshot shows the 'Covers' screen with a dark blue header bar containing the title 'Covers' and 'Cancel' and 'Save' buttons. The main area is divided into two columns: 'Front Cover' and 'Back Cover'. Each column has five radio button options: 'No Covers', 'Blank Covers', 'Printed Back Cover - Side 1', 'Printed Back Cover - Side 2', and 'Printed Back Cover - 2 Sided'. The 'Blank Covers' option is selected for both Front and Back covers. To the right of these options is a 'Paper Tray Settings' section with a small square icon. Below that is a 'Front Cover Quantity' section with a small square icon.

Once you have selected your Front and Back Cover options, select the **Paper Tray Settings** button. From this screen you can select the tray that contains the cover stock.

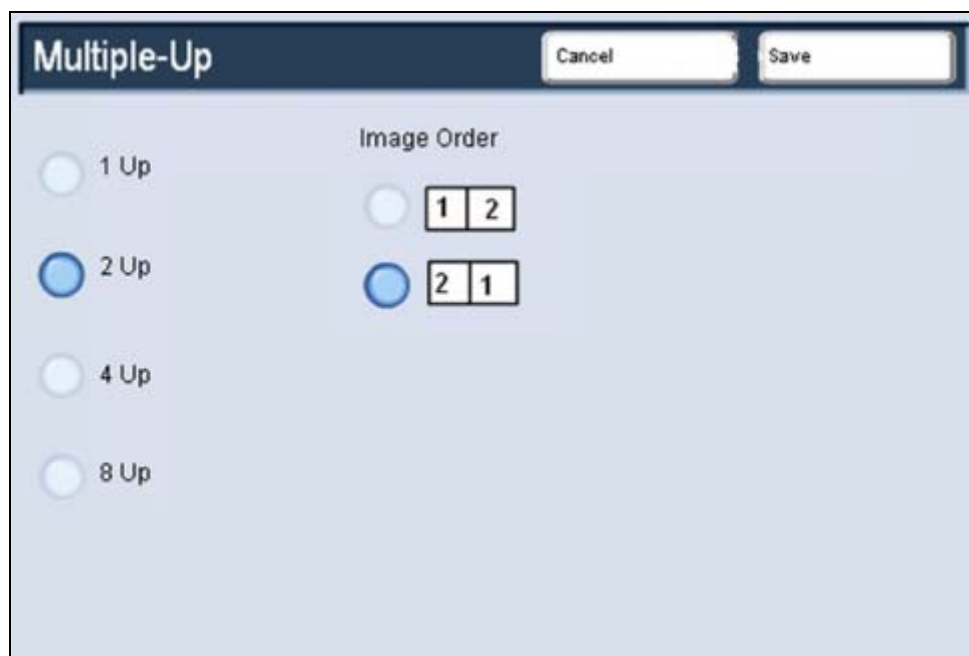
**Save** all the selections you have made and the machine will be enabled to add covers to your copy job.

## Multiple Up

The **Multiple-up** feature is ideal for handouts, storyboards or for archival purposes. Multiple-up allows the scanning of up to 8 independent images to fit onto one sheet of paper. Your machine will reduce or enlarge the images as needed, to display them either in landscape or portrait orientation on one page, based on the paper supply selected.

Multiple-up is not available if the **Auto** paper supply option is selected. The Multiple-up options are accessed from the button on the **Output Format** tab.

The **Multiple Up** screen is shown below.



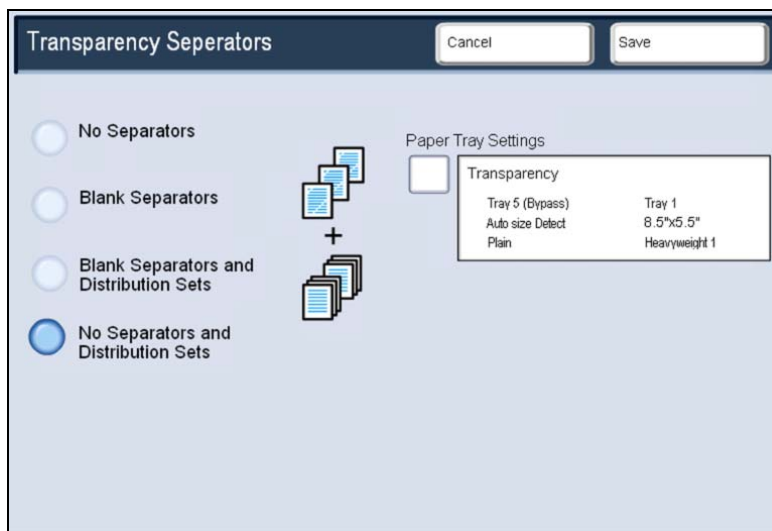
You can simply touch the number of images you want printed on each sheet - from **1 Up** to **8 Up** - on the Multiple Up screen. You can also select the **Image Order** and **Original Orientation** options on this screen. When you have made your selections you must select **Save** so that you can program any other features you may require from the control panel.

## Transparency Separators

When making a set of transparencies you can insert a divider between each transparency in order to make it easier to manage your presentation slides. This option is reached from the **Output Format** tab on the touch screen.

**Transparency Separators** are not available if the **Auto Paper Supply** option is selected.

The **Transparency Separators** screen is shown below.



When you select the **No Separators** option, your transparencies will be delivered to the output destination without a blank sheet of paper separating each transparency.

When you select the **Blank Separators** option, your transparencies will be delivered to the output destination with a blank sheet of paper separating each transparency.

The **Blank Separators and Distribution Sets** option will insert a blank sheet of paper between each printed transparency. In addition, a distribution set of copies will also be printed on the stock you specify using the **Paper Tray Settings** button.

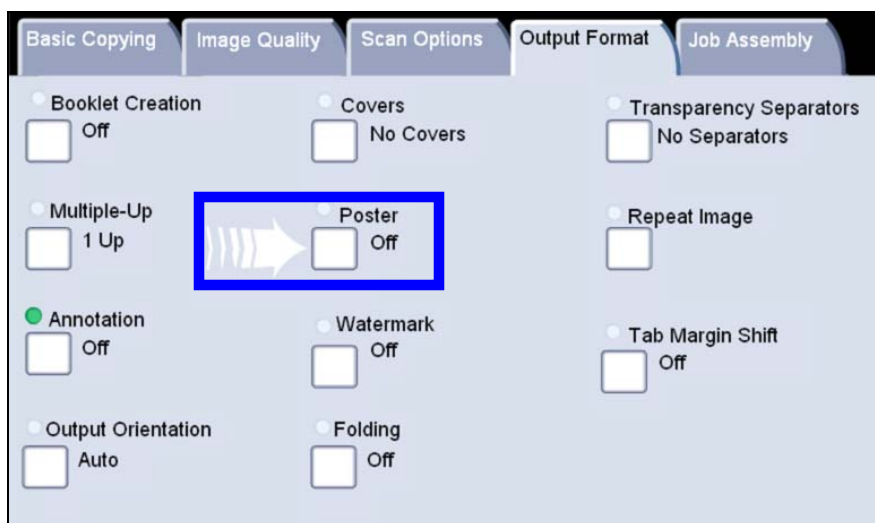
When you select the **No Separators and Distribution Sets** option, the transparencies will be produced without separators. However, a distribution set of copies will be printed on the stock you specify using the **Paper Tray Settings** button.

The system selects the highest priority tray for the separator stock. Selecting the Paper Tray Settings button allows you to change the separator stock selection.

## Poster

The **Poster** feature allows you to create a large poster by pasting together copies spread over multiple sheets. Copies are provided with a paste margin so that they can be pasted together.

You can access the **Poster** button on the **Output Format** tab.



The **Poster** screen is shown below.



The **Output Size** button allows you to choose from a list of preset output poster sizes. The **Enlargement %** button allows you to enter specific height and width percentage values (from 100% to 400%) for your final poster size.

**NOTE:** *Be sure to touch the **Save** button after you have made your enlargement selection.*

## Repeat Image

The **Repeat Image** feature allows you to copy a single image multiple times onto one page. Repeat Image is not available if the **Auto** paper supply option is selected.

Access the **Repeat Image** feature by selecting the **Output Format** tab, then touching the **Repeat Image** button. The **Repeat Image** screen is shown below.

Repeat Image

Cancel Save

☐ Off

☒ Auto Repeat

☐ Variable Repeat

X (1-33) Y (1-23)

Auto Auto

The Repeat Image feature provides you with the following two output options:

### Auto Repeat

When you select Auto Repeat, the machine automatically sets the number of images per page according to the document size and paper size, and then repeatedly copies the document image onto the paper. Copies cannot be made when the document image is larger than the specified paper size.

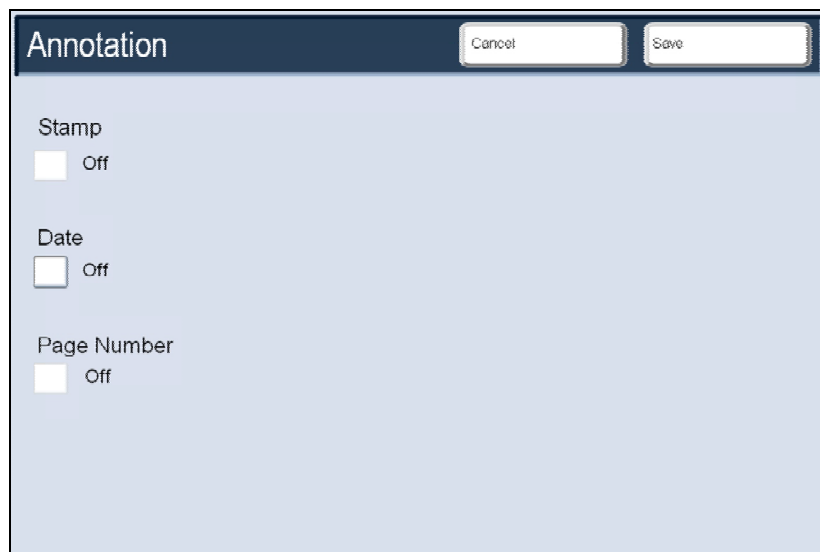
### Variable Repeat

When you select Variable Repeat, you can specify the number of times to repeatedly copy the image along each of the long and short sides of the paper. You can specify from 1 to 23 repeats along the short side (Y) and from 1 to 33 repeats along the long side (X).

## Annotation

The **Annotation** option allows you to add stamp, date, and page number information to your copied output.

You can access the **Annotation** feature by selecting the **Output Format** tab and the **Annotation** button.

The image shows a software dialog box titled "Annotation". At the top right of the dialog are two buttons: "Cancel" and "Save". The main area of the dialog has a light blue background and contains three settings, each with a checkbox and the word "Off" to its right. The first setting is "Stamp", the second is "Date", and the third is "Page Number". All three checkboxes are currently unchecked.

The **Annotation** screen, shown above, allows you to access three separate options:

- **Stamp**
- **Date**
- **Page Number**

## The Stamp Screen

You can select one of eight existing **stamped messages** to be printed on the first page or all pages of your copied sets. You can also change the position and appearance of the stamped message using the **Position** and **Detailed Settings** buttons.

The screenshot shows the 'Stamp' screen with a dark blue header bar containing the title 'Stamp' and two buttons: 'Cancel' and 'Save'. The main area is light blue and contains several controls:

- On the left, a vertical toggle switch with 'Off' and 'On' options. The 'On' option is selected, indicated by a blue circle.
- In the center, a list of eight stamped messages, each with a circular selection button:
  - CONFIDENTIAL
  - Copy Prohibited
  - URGENT
  - IMPORTANT
  - Copy Prohibited
  - Circulate
- On the right, three sections, each with a square button:
  - 'Print On...' button
  - 'Position' button
  - 'Detailed Settings' button

## The Date Screen

You can also make copies with a **Date** printed on the first page of the copied set, or you can choose to have the date printed on all of the pages in the copied set. The printed date is the date that the copies are made. You can also change the position and appearance of the date using the **Position** and **Size** buttons.

The screenshot shows a software window titled "Date". At the top right are "Cancel" and "Save" buttons. On the left, there are two radio buttons: "Off" (unselected) and "On" (selected). In the center, under the heading "Format", is a text box containing "2005/2/24". Below this text box is the instruction: "Adds a date stamp to the output sets to keep track of when they were printed." On the right side, there are three labels with corresponding empty input boxes: "Print On...", "Position", and "Size".



## The Page Number Screen

You can add an independent **Page Number** to one or many copied pages. You can also change the position, style, and appearance of the page number using the **Position**, **Style**, and **Size** buttons.

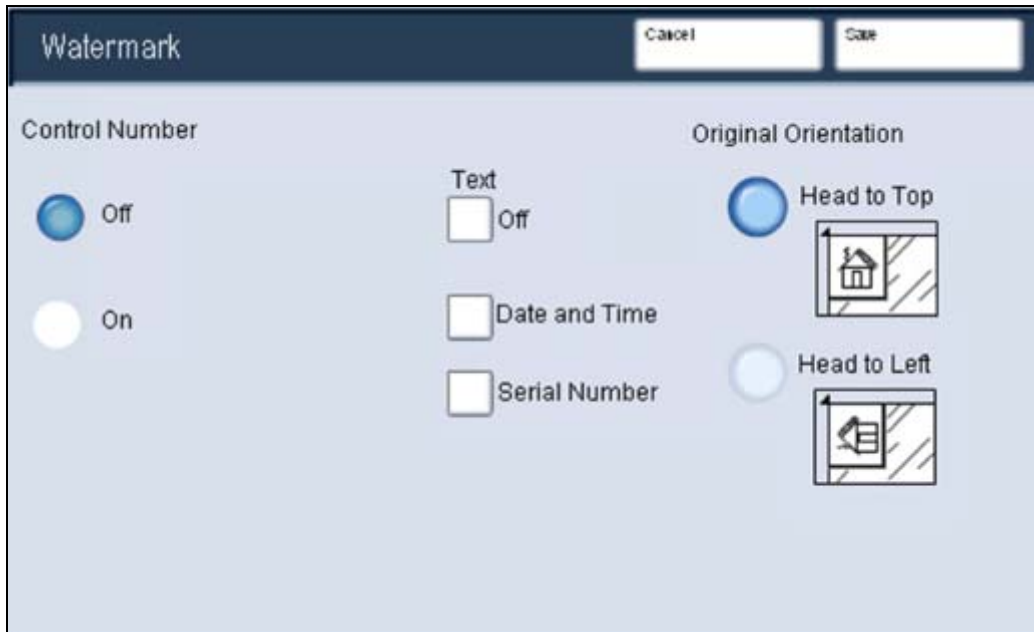
The screenshot shows the 'Page Number' configuration screen. At the top, there is a title bar with 'Page Number' on the left and 'Cancel' and 'Save' buttons on the right. Below the title bar, the screen is divided into several sections. On the left, there are two radio buttons: 'Off' (unselected) and 'On' (selected). To the right of these are three columns of radio button options. The first column has '1, 2, 3', '-1-, -2-, -3-', and 'Page 1, Page2, Page3'. The second column has '1/N, 2/N, 3/N' and 'Page 1/N, Page 2/N, Page 3/N'. To the right of these columns are three input fields labeled 'Print On...', 'Position', and 'Size'. At the bottom center, there is a label 'Total Pages (N)' above an input field.

After making any annotation selections, be sure to touch the **Save** button to store your settings

## Watermark

The **Watermark** option allows you to add a lightly printed control number or a text message to copied output. This feature can be used to help track confidential documents. For example, you can use sequential numbering to associate distribution copies with specific recipients.

You can access the **Watermark** feature by selecting the **Output Format** tab and the **Watermark** button.



The **Watermark** screen, shown above, allows you to access four separate watermark options:

- **Control Number**
- **Text**
- **Date and Time**
- **Serial Number**

The **Control Number** option allows you to input a **Start Number** that will be printed on each document set. For example, if you select "1" for the Start Number, the number "1" will be printed on the first set of documents, the number "2" will be printed on the second set, and so on.

You can select one of three existing **text messages** to be printed on one page or many pages. You can choose from the following text messages:

- **Copy Prohibited**
- **Copy**
- **Duplicate**

Selecting the **Date and Time** option will cause the date and time to be printed on each copy.

Enabling the **Serial Number** option allows you to make copies with the machine's Serial Number printed on each page. This feature is useful if you want to track the copies coming from a certain machine.

## Tab Margin Shift

The **Tab Margin Shift** option allows you to copy images from a document onto tabbed stock.

**NOTE:**        *Only Tray 5 (Bypass) can be used with the Tab Margin Shift option. Load the paper into Tray 5 with the side to be copied facing up and with the tabbed edge trailing.*

You can access the **Tab Margin Shift** feature by selecting the **Output Format** tab and the **Tab Margin Shift** button. You have the option to copy the entire original document onto the tabbed stock, or you can choose to copy only the edge of the original document onto the tabbed stock.



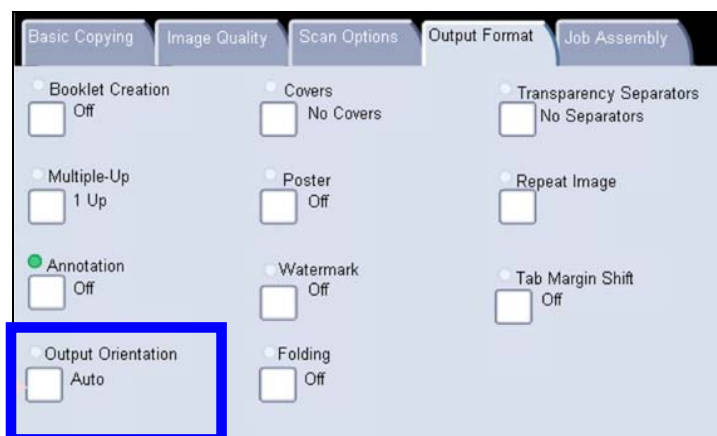
The **Tab Margin Shift** screen, shown above, allows you to access two image shifting options:

- The **Shift to Tab** option will print the edge of the original document image onto the tab of the tabbed stock. You can change the amount of shift required by using the **Shift Value** arrow keys on the touch screen.
- The **Shift All** option will print the entire original document image onto the tabbed stock. You can change the amount of shift required by using the **Shift Value** arrow keys on the touch screen.

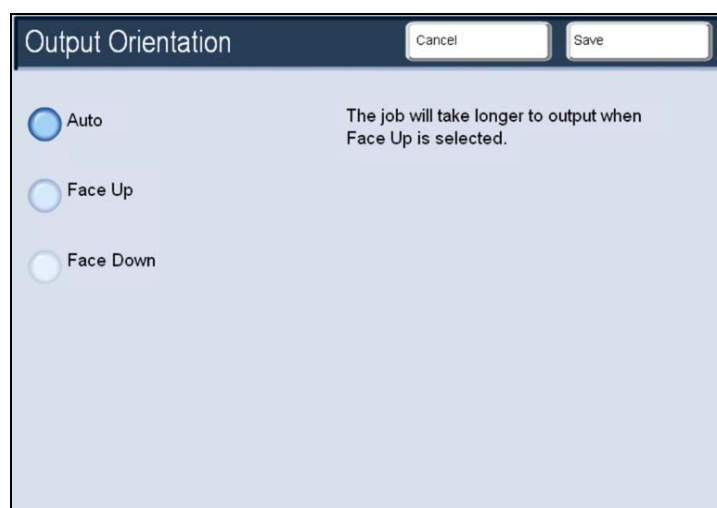
For both shift options, you can specify the **Tab Stock Size** and **Tab Stock Type** using the buttons on the touch screen.

## Output Orientation

The **Output Orientation** option allows you to select whether copies are output facing up or facing down. You can access the Output Orientation feature by selecting the **Output Orientation** button on the **Output Format** tab.



The **Output Orientation** screen is shown below.



Selecting the **Auto** button automatically determines whether the copies should be output face up or face down.

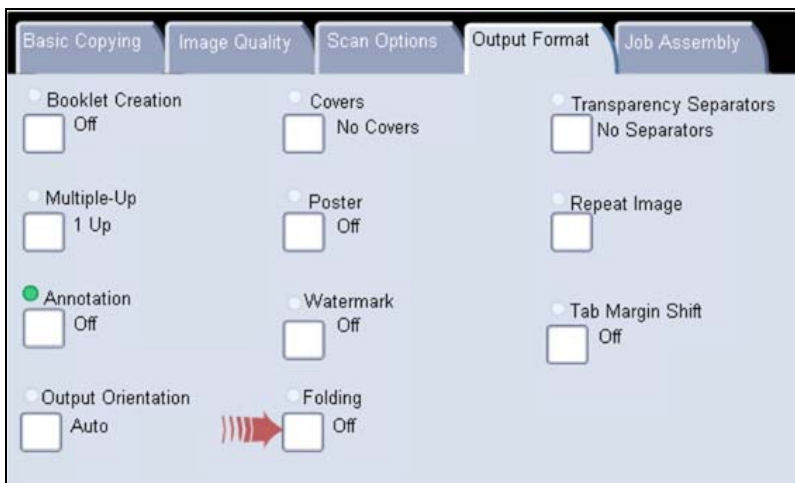
Selecting the **Face Up** button causes all output to be delivered face up, with the first page on top of the output stack.

Selecting the **Face Down** button causes all output to be delivered face down, with the first page on the bottom of the output stack.

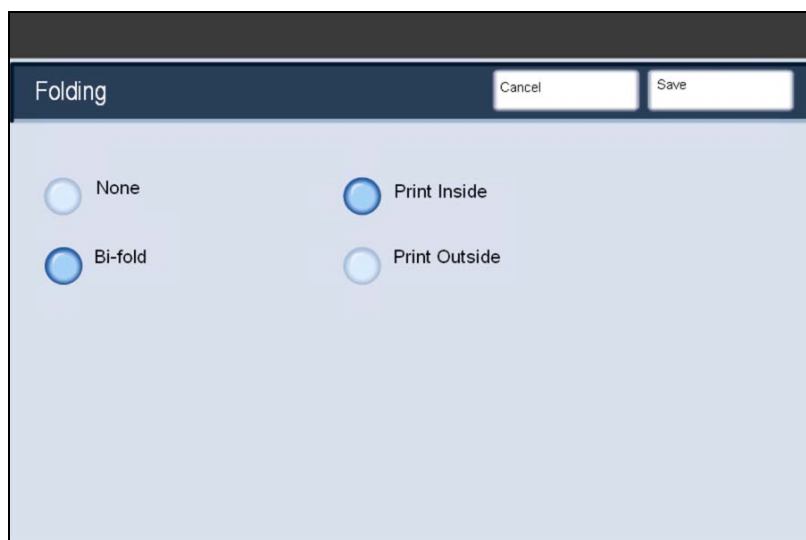
The **Face Up Reverse Order** button causes all output to be delivered face up, with the last page on the top of the output stack. This setting may not be available, depending on how your system administrator configures the machine.

## Folding

Depending on your finisher configuration, you can access the **Folding** button on the **Output Format** tab.



The **Folding** screen allows you to select folding options for your copied output.



The **None** button disables all folding options. The **Bi-fold** button allows you to fold your copies in half.

The **Print Inside** button folds the output so the image is printed on the inside of the folded copies. The **Print Outside** button folds the output so the image is printed on the outside of the folded copies.

**NOTE:** *Be sure to touch the **Save** button after you have made your folding selection.*

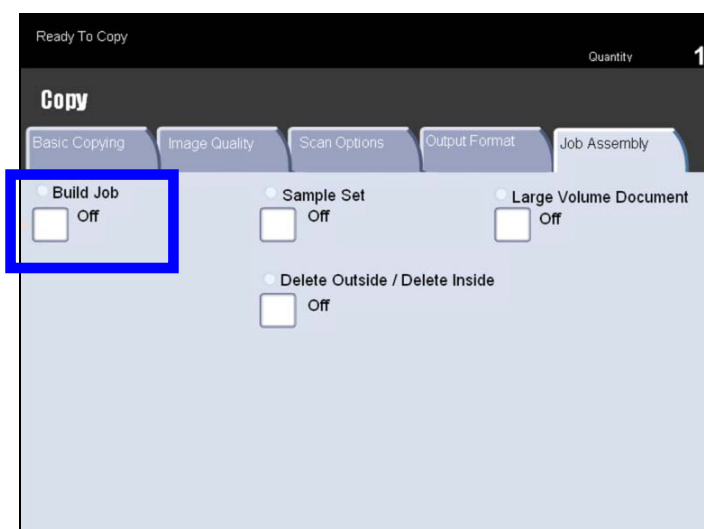
## **Job Assembly**

### **Build Job**

Use this feature to build a job that requires different settings for each page, or a segment of pages. For example, if a document set consists of...

- some pages with text and some with photos
- some pages double sided and some single sided
- various sized originals
- more than 250 pages

You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the document into sections for individual programming. Switch on Build Job by selecting the **Job Assembly** tab, the **Build Job** button and the **On** button. To begin programming your job, select the **Save** button.



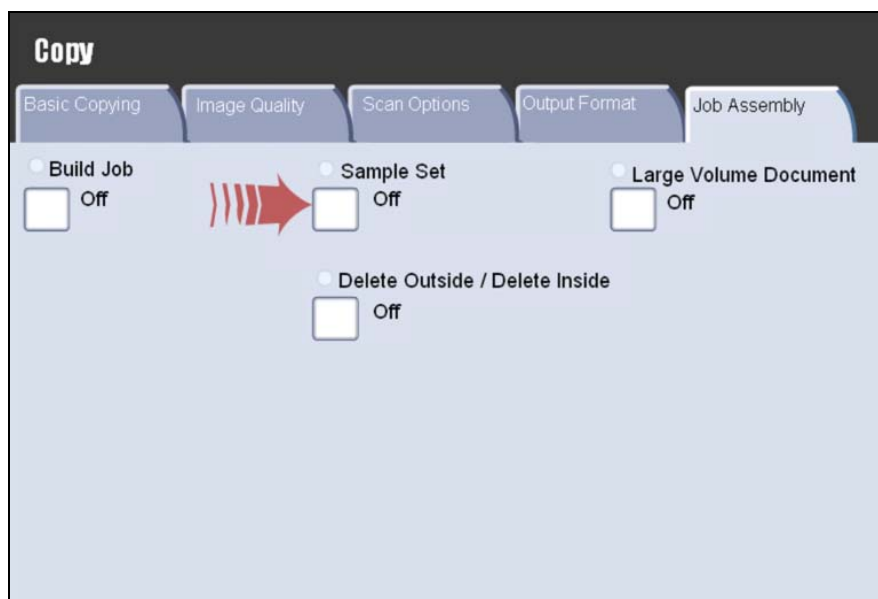
Program the job requirements for the first segment of the job. Load only the first segment into the document handler or place the segment on the glass one page at a time. Press the **Start** button on the keypad.

When the first segment has finished scanning, the Copy Status screen will appear. Remove the originals and press the **Change Settings** button. Program the job requirements for the second segment of the job. Load the second segment into the document handler or on the document glass and press the **Start** button on the control panel. Repeat these steps until all segments of your job have been programmed and scanned.

After the last segment has been scanned, touch the **Last Original** button on the touch screen to end the build job. The machine will complete the quantity selected.

## Sample Set

When copying a large number of sets, use the **Sample Set** feature to review a proof copy. You can ensure that the proof copy is exactly what you expected, before printing the remaining sets. You can access the sample set feature from the **Job Assembly** tab.



Switch the sample set on and press the **Save** button. Load the documents in the document handler and program the job requirements. Enter the quantity required and press the **Start** button.

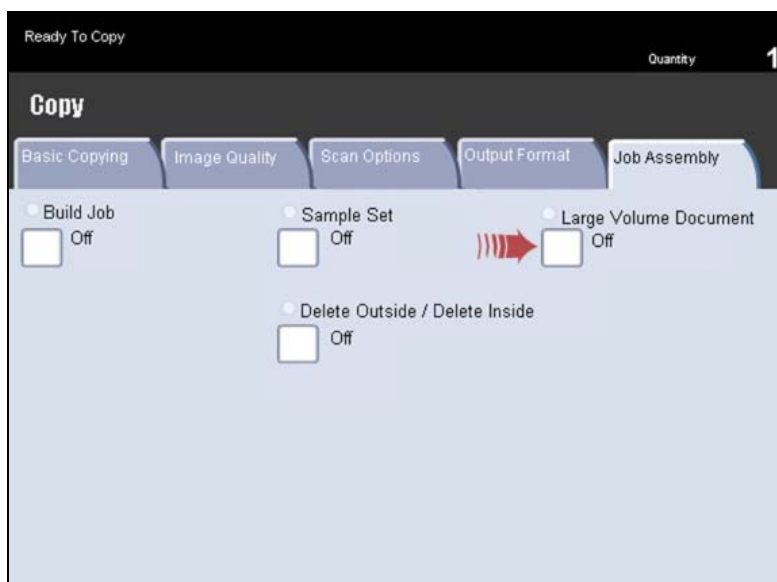
One copy set of the job, the sample set, is printed. The remainder of the job is held. After the sample set is printed, the machine will pause. You will be able to change settings, change quantities, cancel the job, or start the job.

If the sample set is acceptable, select the **Start** button. The programmed number of sets will be produced. If the sample set is unacceptable, select the **Cancel** button.

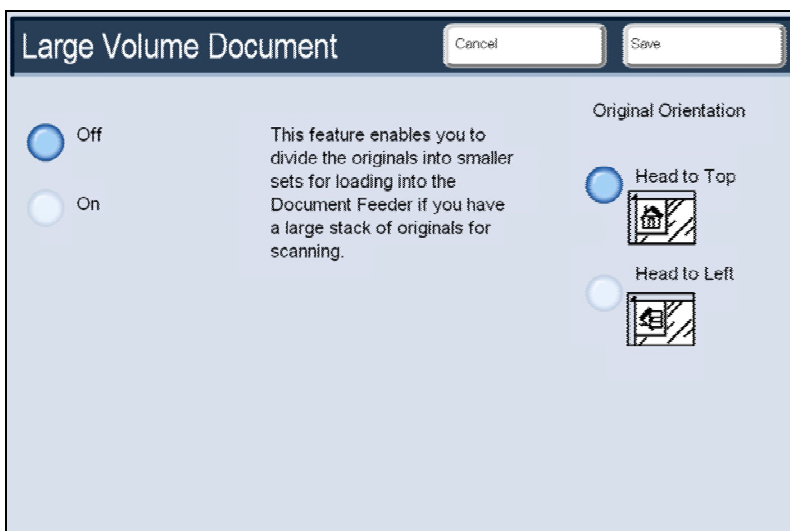


## Large Volume Documents

The **Large Volume Document** feature allows you to copy sets of documents that cannot be loaded into the Document Handler at one time.



You can select the **Large Volume Document** button on the **Job Assembly** tab.



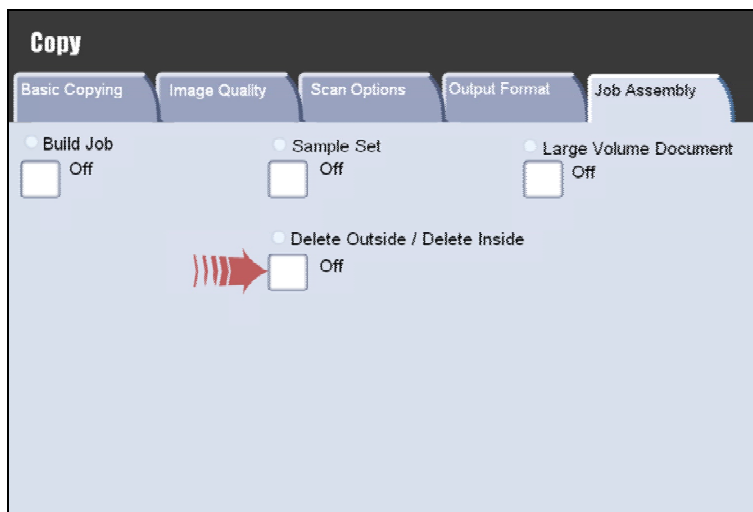
If you select the **Off** button, the *Last Original* option will be highlighted on the copy screen when scanning is in process.

If you select the **On** button, the *Next Original* option will be highlighted on the copy screen when scanning is in process.

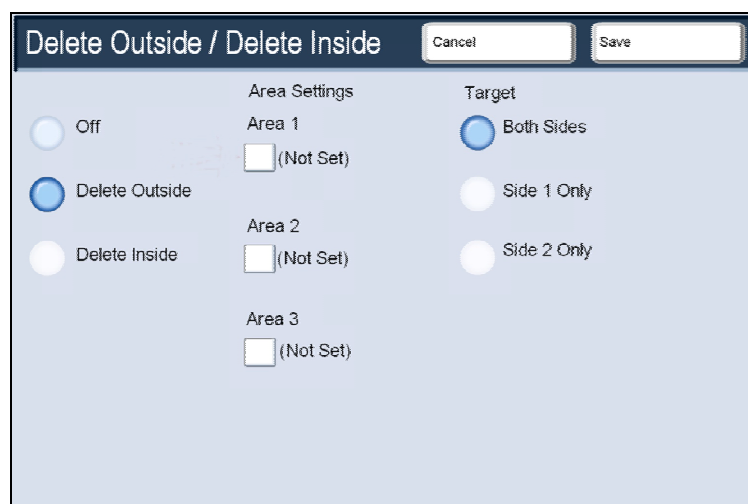
When you have finished scanning all of your document subsets, touch the **Last Original** button.

## Delete Outside/Delete Inside

The **Delete Outside/Delete Inside** feature allows you to delete up to three image areas of an original document from your copied output. You can access the Delete Outside/Delete Inside feature from the **Job Assembly** tab.



The **Delete Outside / Delete Inside** screen is shown below.



Use the **Area Settings** buttons to define the areas you want deleted from your copies. Use the **Target** areas of originals buttons to specify which sides of your **2 Sided** originals you want to be targeted for deletion.

When you touch a button in the Area Settings section of the screen, the associated **Delete Outside/Delete Inside - Area** screen will open, as shown below.

Use the **Delete Outside/Delete Inside - Area** screen to define each of the areas you want to use as targets for deletion.

**Delete Outside / Delete Inside - Area 1**

Each area is defined by the coordinates of two diagonally opposite corners.

To define an area, enter the 2 coordinates within a range of 0 - 432mm measuring from the top right corner of the document.

(0,0)

(X1,Y1)

(X2,Y2)

Y2 mm

X1 mm

X2 mm

To define an area, enter the two coordinates (x,y) within a range of 0.0 - 17.0 inches measuring from the top right corner of the document. You can navigate from coordinate to coordinate by touching the **Next** button.

When you have defined all coordinates, press the **Save** button. You can clear a deletion area by selecting the **Clear Area 1**, **Clear Area 2**, or **Clear Area 3** buttons. When all of your areas are defined, touch the **Save** button.

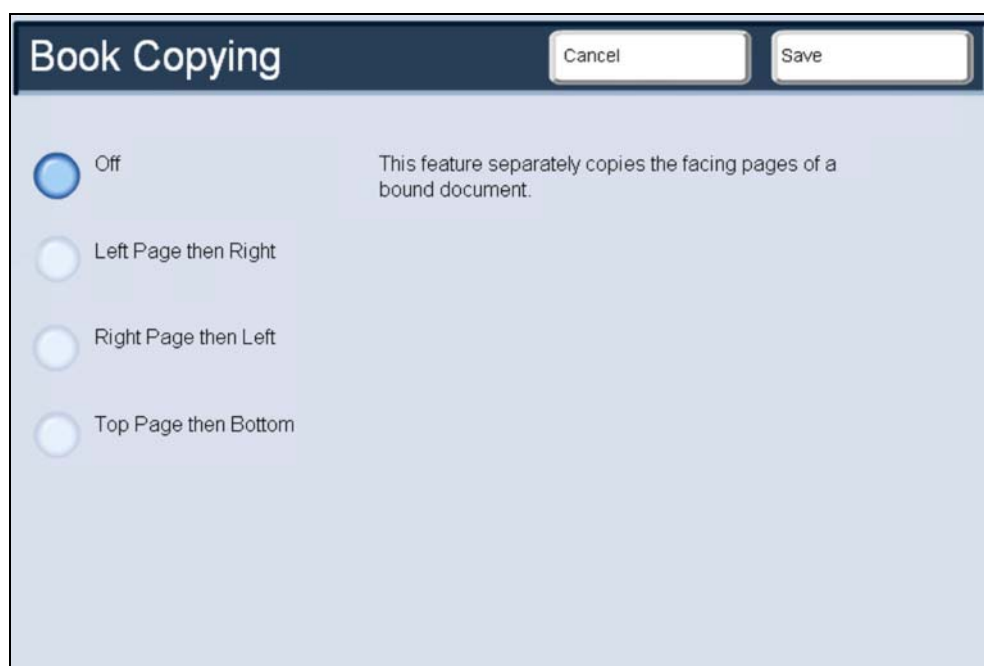
## **Scan Options**

### **Book Copying**

Bound originals can be placed on the document glass to make single-sided or two-sided copies. The bound original should be placed face down and registered to the rear left corner of the document glass. Align the top of the bound original against the rear edge of the document glass.

Various options are available when copying from bound originals. To access these options, select the **Scan Options** tab and then the **Book Copying** button.

The **Book Copying** screen allows you to copy the left page then right, the right page then left, or the top page then bottom.



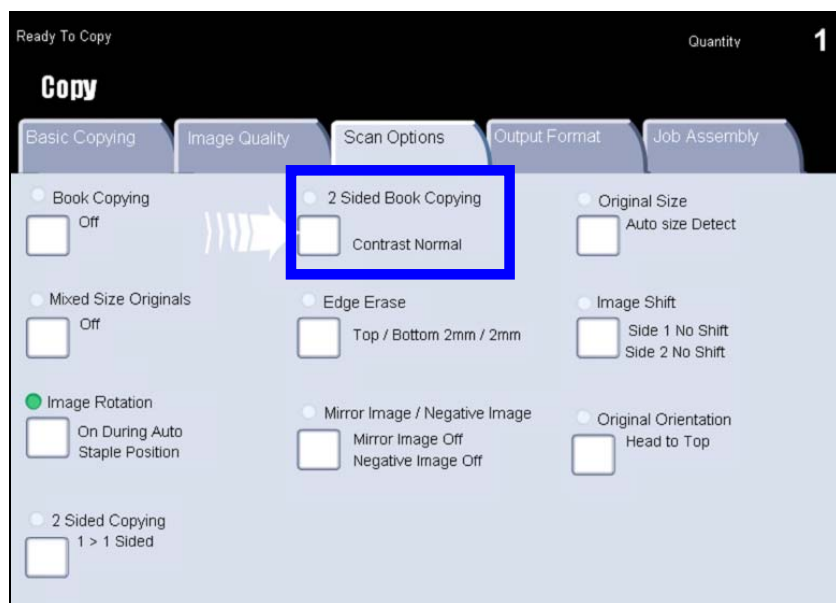
Once you select a Book Copying option other than Off, you can make further selections, including options to copy:

- Both Pages
- Left Page Only
- Right Page Only

You also have the option to use the **Binding Erase** feature, which deletes the shadow from your copies that is caused by the center binding. When you have saved your selections, apply a light pressure to the spine of the document and press the **Start** button.

## 2 Sided Book Copying

You can make 2-sided copies from 2 pages of a bound original. This feature allows you to assign pages when making copies of a bound original so that the copied pages face each other in the same way as the bound original.



The **2 Sided Book Copy** options are similar to the Book Copying options.

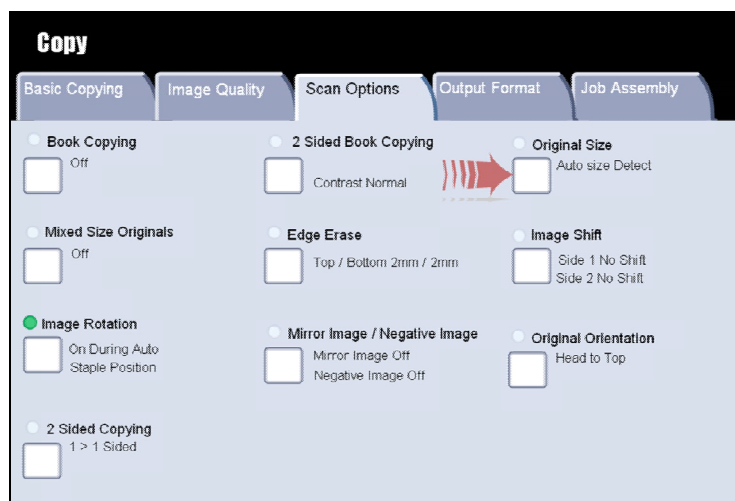
- Right page
- Left page
- Both pages

Once you select a 2 Sided Book Copying option other than **Off**, you can access the **Start Page** and **End Page** options.

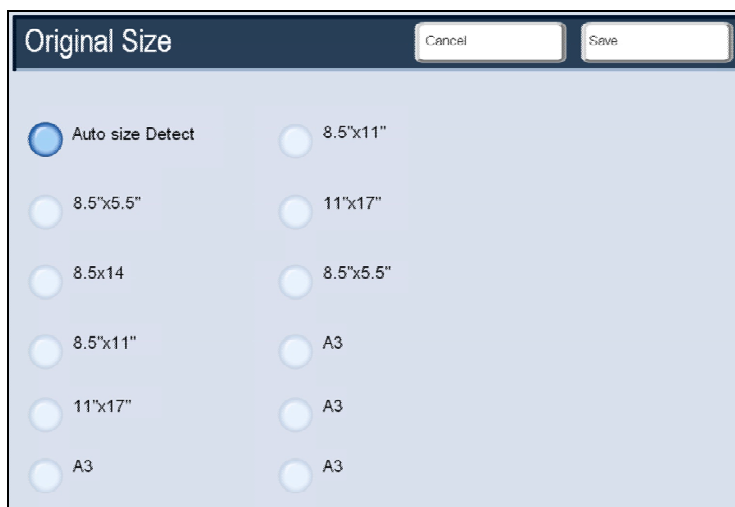
You will be required to select a start page (either left or right) and an end page (either left or right) for your 2 Sided Book Copying job. When you have saved your selections, apply a light pressure to the spine of the document and press the **Start** button.

## Original Size

The machine can detect the size of the document if it is a standard size. If the document is not a standard size, the machine will not know what size it is. This does not matter if you select a specific reduction/enlargement and also select a specific paper tray. However, you can tell the machine the size of the document if you want to use the **Auto** features. To input the size of the document select the **Scan Options** tab and the **Original Size** button.



The **Original Size** screen is shown below.



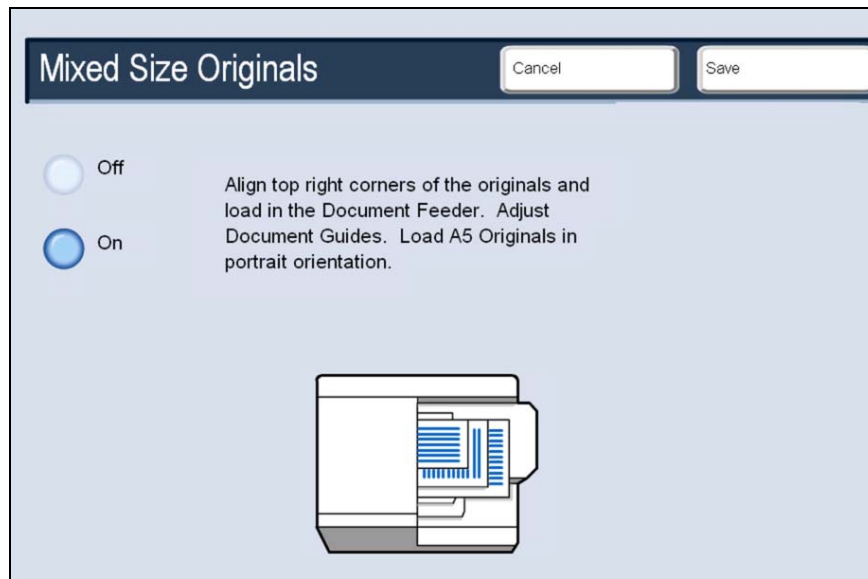
On this screen you can either select a standard paper size from the options shown, or input a non-standard (custom) size. You can also select the **Auto Size Detect** option, which enables automatic detection of scanned paper sizes.

When you have input the size of your document, you can use the auto reduce/enlarge or the auto paper supply features. So, for example, you can auto enlarge your document to fit a specific size of paper.

## Mixed Size Originals

The Document Handler can even feed documents containing different size pages. However, the top left corners of the original documents must be aligned in the document handler.

The **Mixed Size Originals** feature is switched on by selecting the **Scan Options** tab, touching the **Mixed Size Originals** button, then touching the **On** button. The **Mixed Size Originals** screen is shown below.



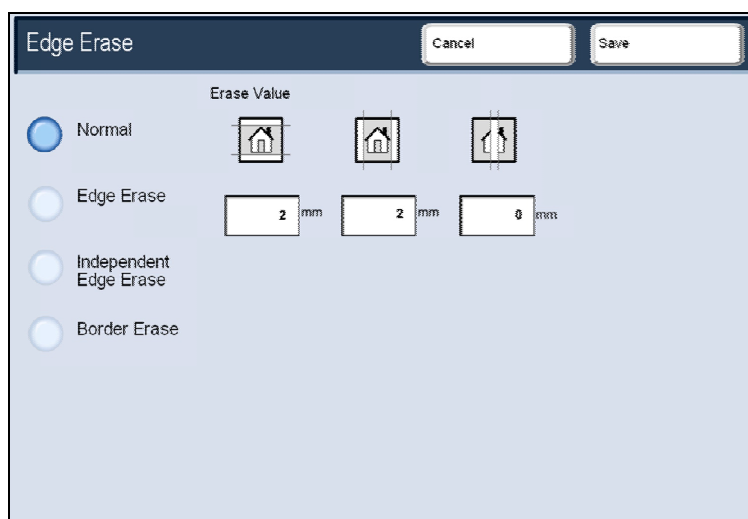
The machine will detect the size of the documents. This means that you can either:

1. Select **Auto%** Reduce/Enlarge and a specific copy paper size and the image will be modified to fit the selected paper or
2. Select the **100%** Reduce/Enlarge ratio and **Auto** Paper Supply and the machine will automatically make copies that are the same size as the originals.

## Edge Erase

The **Edge Erase** feature allows you to adjust the amount of the image that is erased around the edges of your copies. For example you can remove the marks on your copies made by drilled holes or staples in your original. This feature is accessed from the **Scan Options** tab.

The **Edge Erase** options are shown below.



### Normal

This option causes a preset amount to be erased from the edges of the output image. This amount can be preset by the System Administrator.

### Edge Erase

This option allows you to specify the amount to be erased from the top/bottom edges, left/right edges, and the center of the output image.

### Independent Edge Erase

This option allows you to independently set the amount to be erased for each of the four edges and/or the center of your copy. The default is 0.1" and each edge can be adjusted in 0.1" increments up to 2.0".

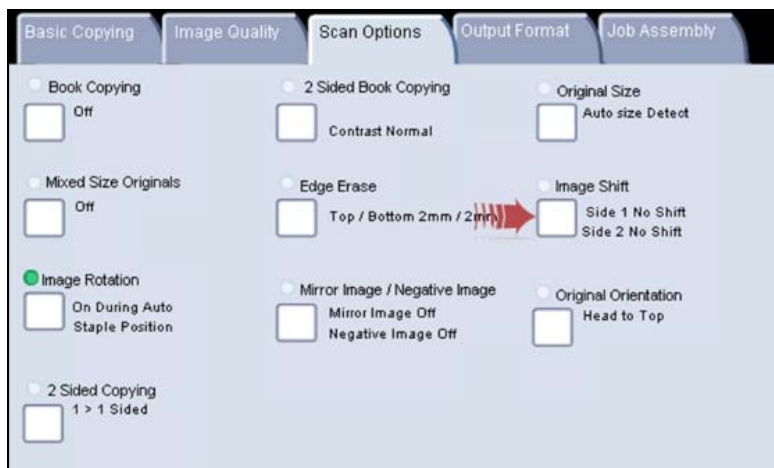
### Border Erase

This option allows you to specify an equal amount to be erased from each of the top, bottom, left, and right edges. The amount to be erased from the center of the image can also be specified.



## Image Shift

**Image Shift** allows you to move the position of the image on the output page. The **Image Shift** option is available on the **Scan Options** tab.



The **Image Shift** screens are shown below.



**No Shift** is the default setting. The image on the copy will be in the same place as the image on the original.

**Auto Center** automatically centers the scanned image on the output paper. To work effectively, the original should be smaller than the selected output stock or the image should be reduced.

**Image Shift/Variable Shift** allows you to independently set the shift for each side of your copied output. This feature is often used to create a binding edge.

**Mirror Shift** option enables the same settings for Side 2 as those enabled for Side 1.

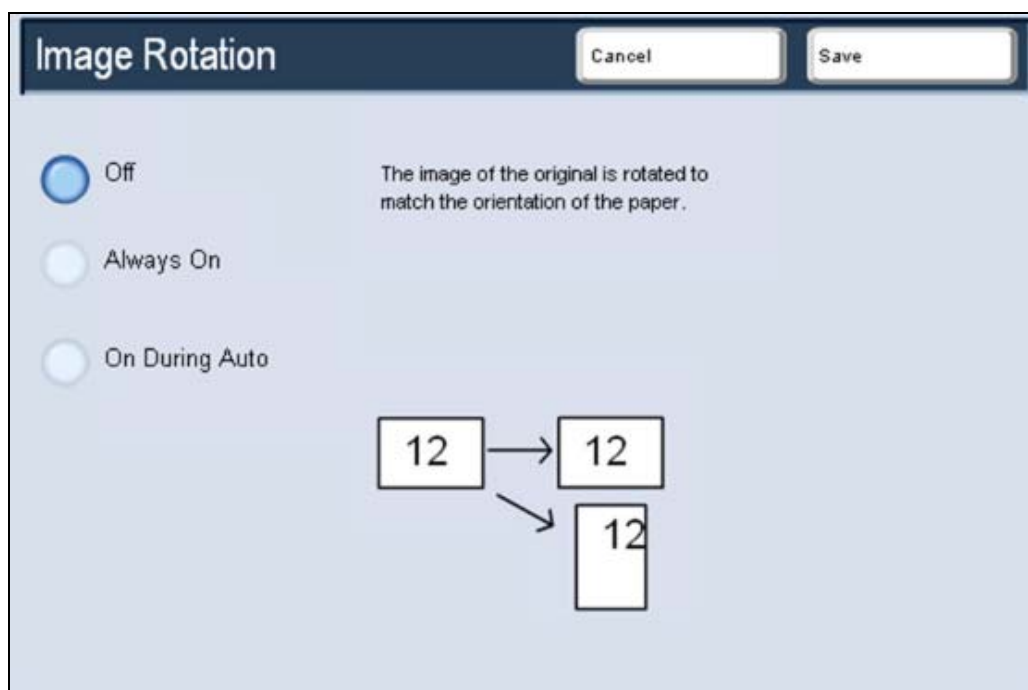
**Corner Shift** allows you to shift the image to one of the edges or corners of the paper. You can also use the **Fine Adjustment** arrows on the screen to move your image.

**Variable Shift** allows you to shift the image up to 2 inches to specified top/bottom and left/right values.

## Image Rotation

If the orientation of the paper loaded in the selected paper tray differs from that of the document that is scanned, the **Image Rotation** option will automatically rotate the document image to match the paper orientation.

The **Image Rotation** options can be accessed on the **Scan Options** tab. The **Image Rotation** screen is shown below.



### Off

This option causes copies to be made as they are loaded, even if they are oriented differently from the paper in the selected paper tray.

### Always On

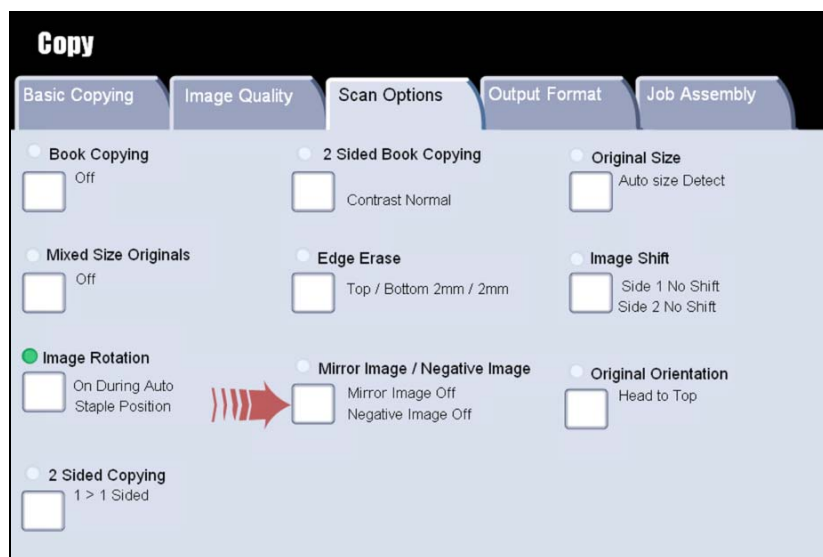
This option causes copies to be made with the document image automatically rotated so that the orientation of the document matches that of the paper in the selected paper tray.

### On During Auto

When Reduce/Enlarge or Paper Supply is set to **Auto**, this option causes the image of the original to be rotated to match the orientation of the paper in the selected paper tray.

## Mirror/Negative Image

The **Mirror Image / Negative Image** feature allows you to make copies with the left and right sides of the document image reversed or the colors reversed. The **Mirror Image / Negative Image** options can be accessed on the **Scan Options** tab.



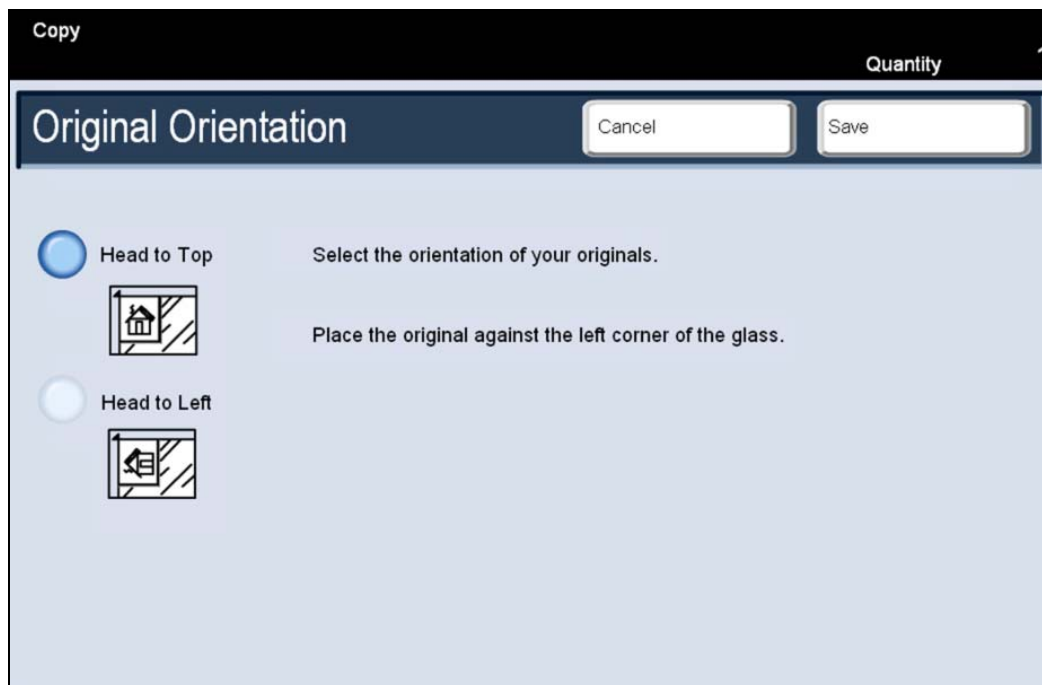
The **Mirror Image** feature reverses the original image creating a mirror of the original. This feature can be used when you want to change the apparent direction of an image or where the original is inked on the reverse of the paper e.g. engineering drawings.

The **Negative Image** feature converts the black image areas in the original to white, the white image areas to black and any dark gray image areas to light gray. If the Output Color is set to **Full Color**, then the complementary colors are reversed on the printed image. This feature is useful for documents that have a substantial amount of dark background and/or light text and images, saving on toner usage.

## Original Orientation

The **Original Orientation** options allow you to specify the orientation of loaded documents in order to identify the top of the document set.

The **Original Orientation** options can be accessed on the **Scan Options** tab. The **Original Orientation** screen shown below displays both of the options available on this machine.



Select the **Head to Top** option when the top edge of your document is closest to the rear of the document glass or document feeder.

Select the **Head to Left** option when the top edge of your document is closest to the left side of the document glass or document feeder.

Once you have selected your Original Orientation option, touch the **Save** button.

## 2 Sided Copying

The machine provides options to make one or two-sided copies from one or two-sided originals using either the Document Handler or the document glass. The two-sided option enables you to select your output in book or calendar orientation.

The **2 Sided Copying** options can be accessed on the **Scan Options** tab.

The screenshot shows the 'Copy' menu with the 'Scan Options' tab selected. The '2 Sided Copying' option is highlighted with a blue box. The options are as follows:

Basic Copying	Image Quality	Scan Options	Output Format	Job Assembly
<input type="radio"/> Book Copying <input type="checkbox"/> Off	<input type="radio"/> 2 Sided Book Copying <input type="checkbox"/> Contrast Normal	<input type="radio"/> Original Size <input type="checkbox"/> Auto size Detect		
<input type="radio"/> Mixed Size Originals <input type="checkbox"/> Off	<input type="radio"/> Edge Erase <input type="checkbox"/> Top / Bottom 2mm / 2mm	<input type="radio"/> Image Shift <input type="checkbox"/> Side 1 No Shift <input type="checkbox"/> Side 2 No Shift		
<input checked="" type="radio"/> Image Rotation <input type="checkbox"/> On During Auto Staple Position	<input type="radio"/> Mirror Image / Negative Image <input type="checkbox"/> Mirror Image Off <input type="checkbox"/> Negative Image Off	<input type="radio"/> Original Orientation <input type="checkbox"/> Head to Top		
<input type="radio"/> 2 Sided Copying <input type="checkbox"/> 1 > 1 Sided				

The **2 Sided Copying** options are shown below.

The image shows a software dialog box titled "2 Sided Copying". At the top right of the dialog are two buttons: "Cancel" and "Save". On the left side, there is a vertical list of four radio button options: "1 > 1 Sided", "1 > 2 Sided", "2 > 2 Sided", and "2 > 1 Sided". The "1 > 1 Sided" option is currently selected. To the right of these options is a checkbox labeled "Rotate Side 2", which is currently unchecked.

Use the **1>1** option if your originals are printed on one side and you want single-sided copies.

Use the **1>2** option if your originals are printed on one side and you want two-sided copies.

Use the **2>2** option if you want to make two sided copies from two-sided originals.

Use the **2>1** option if you want to make one-sided copies from two-sided originals.

## Network Scanning

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The following paragraphs describe the 7 simple steps to follow when Network Scanning. Network scanning is an optional feature and may not be available on your machine.

1. Load the documents to be scanned into the Document Handler, or place the documents on the Document Glass.
2. Press the **Network Scanning** button. You may have to select the **All Services** button first.
3. Select the template that contains the destination and other settings required for your scan job from the template list. Contact your system administrator, if none of the templates have been setup.
4. If you need to change the scan settings, follow the instructions provided in your optional **Network Controller Documentation**.
5. Press the **Start** button on the Control Panel.
6. Press the **Job Status** button on the control panel to display the queue. Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.
7. **Access** the electronic version of the document at your workstation. The electronic file is accessed from the file destination as specified in the template. Depending on the output format of the imaged file, use the appropriate software to open the file.

## Print

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### **Introduction**

Your Xerox printer will produce high quality prints from your electronic documents. However, the advanced print features of this machine will enable you to create professionally finished documents at the click of a mouse button.

For example you can:

- Publish your prints as booklets
- Put covers onto your prints
- Automatically staple or Hole Punch
- Produce sets of transparencies with dividers ready for a presentation
- and many more features that will take the strain out of printing.

You access the printer from your PC application in the normal way through a print driver. A print driver converts the code contained in an electronic document into a language that the printer can understand. While you can use generic print drivers on this printer they will not enable all the features. This is why you should use the print drivers that accompany this printer.

The **Properties** of the print driver enable you to select all the options you want to apply to your document. It is your "remote control panel" for the printer.



## **Print Drivers**

There are numerous print drivers for this printer to enable it to be used on all the popular computer operating systems. You can download the latest print drivers from the Xerox website at [www.xerox.com](http://www.xerox.com).

For Windows users there are around 20 different drivers. Your System Administrator may have loaded specific drivers on your PC. However, if the choice of driver is yours, the following information will help you decide which driver is most suited to your workstation.

### **PCL**

PCL drivers make smaller print files than postscript drivers because they use fonts that are embedded in the machine. Therefore printing is faster. On occasion, this may cause problems with fonts.

### **PostScript**

PostScript drivers enable image scaling and other types of image manipulation, options for printing graphics and font substitution. However, the print files are large and take longer to process. PostScript drivers also provide font substitution options.

Once you have decided upon the most appropriate print driver, install it on your workstation in the usual way. If you do not know how to install drivers, consult your System Administrator.

*NOTE: You can load more than one print driver for the printer on your workstation. Then, when you send a job to print, you can choose the most appropriate print driver for the job.*

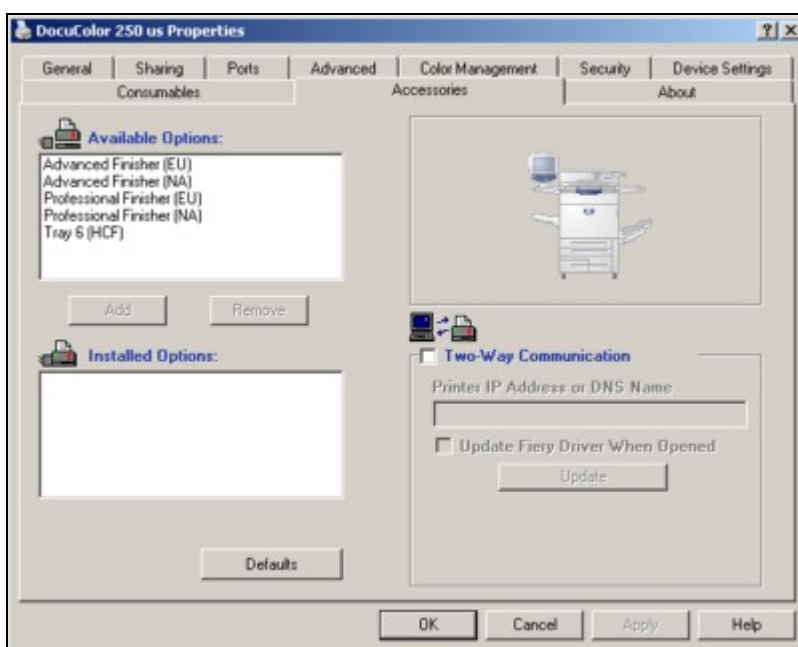
Help is available on the print drivers through a Help button and the context sensitive "What's This" indicated by the question mark (?) symbol.

When you press the **Help** button a menu is displayed containing the titles of the options available on that tab. Select the option that you want to learn about and a pop-up window will appear explaining the feature in detail.

To display context sensitive help click on the ? symbol. The ? symbol will attach itself to your cursor. When you then click on the area of the screen you want to learn about a pop-up window will appear containing information about that feature.

If you are using a Windows platform now and already have the drivers loaded on this workstation you can try out the Help feature.

1. Select **Print** from the **File** menu option at the top of your screen. A Print window will be displayed.
2. Select the Xerox DocuColor 240/250 print driver from the Printer - Name drop down menu. If you do not know which one to choose ask your System Administrator. It may have been renamed.
3. Click on the **Properties** button. The driver properties window will be displayed.
4. Use both the **Help** button and the ? help symbol to locate information. Try them out on various tabs in the properties window.



5. When you have seen all you want, **Cancel** out of the Properties window and the Print window.

## Finishing Options

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### **Simple Catch Tray**

Your copies will be delivered to the **Simple Catch Tray** face down, collated or uncollated.



If COLLATED is selected, your output will be stacked in the output tray in sets, 123....., 123....., 123.....

If UNCOLLATED is selected, your output will be stacked in the output tray in stacks, 111....., 222....., 333.....

## **Offsetting Catch Tray**

Your copies will be delivered to the **Offsetting Catch Tray** face down, collated or uncollated. Each set or stack will be offset from the previous set or stack to enable you to separate them more easily.



If **COLLATED** is selected, your output will be stacked in the output tray in sets, 123....., 123....., 123.....

If **UNCOLLATED** is selected, your output will be stacked in the output tray in stacks, 111....., 222....., 333.....

## **Advanced Finisher**

This output device provides a wide range of finishing options.

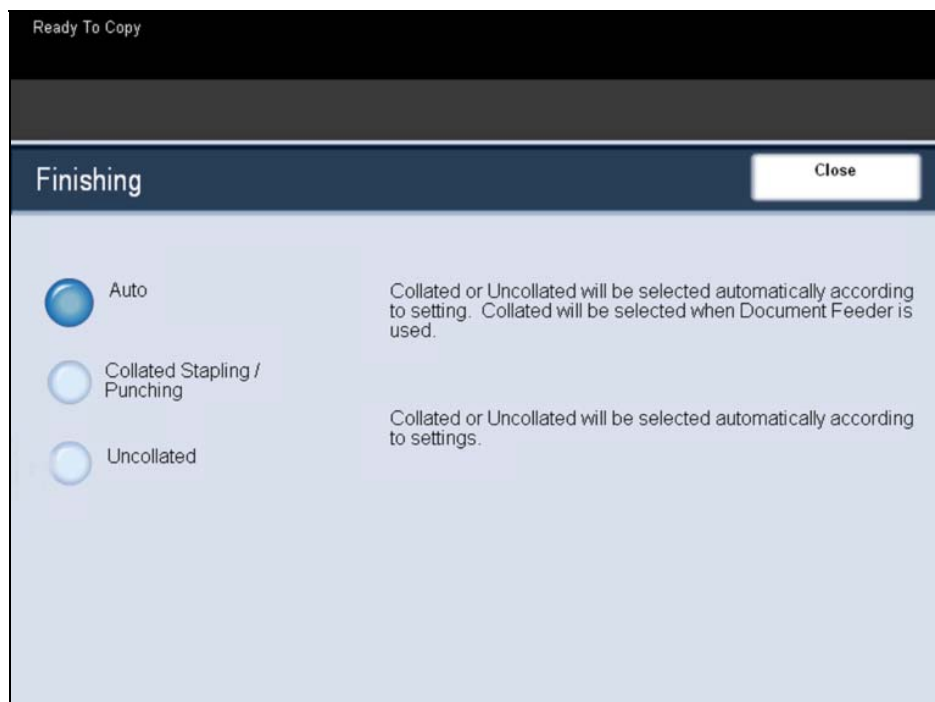


The **Right Top Tray** is used for stacked output, and can receive up to 500 sheets of paper. The **Right Bottom Tray** is used for offset and/or stapled output, and can hold up to 1500 sheets. Both trays can be used for hole punched output (optional).

The machine can finish your copies with one or two staples. Up to 50 sheets of paper from 8" x 10" to 11" x 17" paper can be stapled in a set although if covers, inserts or heavier paper is used this number will reduce. The staple cartridge holds 5,000 staples.

Your machine will be set to either 2 hole/4 hole punch, or 2 hole/3 hole punch. Each sheet is punched individually so there is no limit to the numbers in the set. Hole punching can only be selected for 8.5" x 11" long edge feed and 11" x 17" paper and can be combined with a stapling option.

All the output options available on your machine can be accessed by touching the **Finishing** button on the Basic Copying tab (the actual button you see on your machine will vary depending on your specific machine configuration).



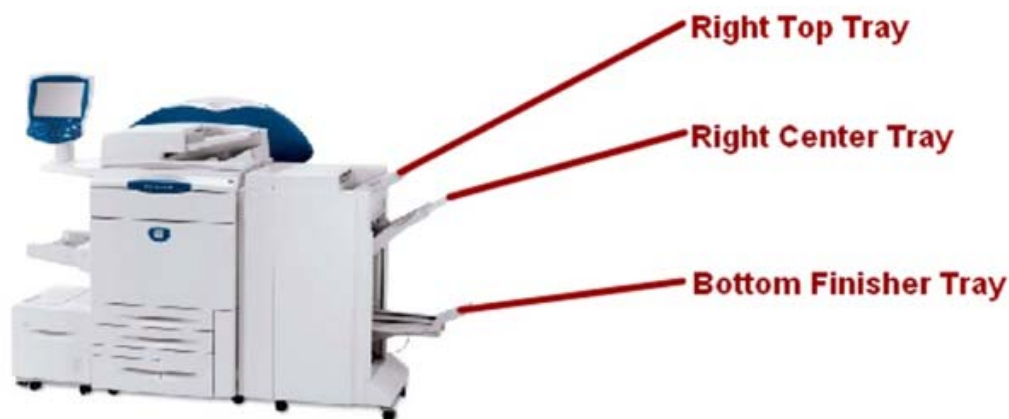
Touching the **Auto** button automatically selects collated or uncollated according to other settings. For example, collated will be automatically selected when the Document Feeder is used.

The **Collated/Stapling/Punching** button provides the options of collation, stapling, and hole punching.

Select **Uncollated** for your copies to be sorted into stacks 1,1,1...2,2,2....3,3,3.

## **Professional Finisher with Booklet Maker**

This output device provides a wide range of finishing options.

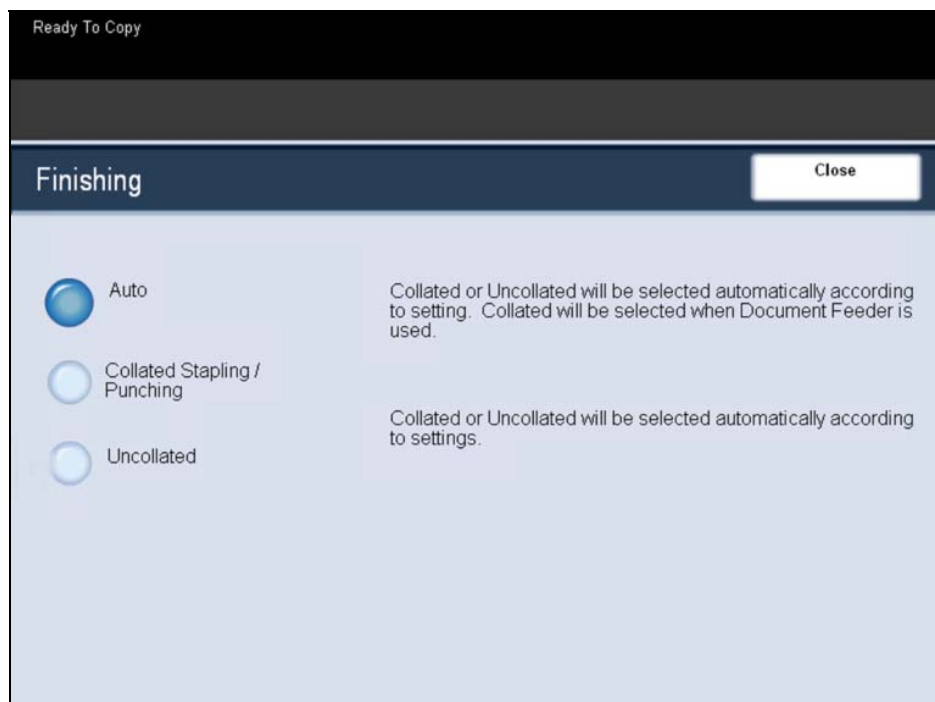


This output device provides a wide range of finishing options. The **Right Top Tray** is used for stacked output, and can receive up to 500 sheets of paper. The **Right Center Tray** is used for offset and/or stapled output, and can hold up to 1500 sheets. Both trays can be used for hole punched output (optional). The **Bottom Finisher Tray** is used for receiving saddle-stapled booklets.

The machine can finish your copies with one or two staples. Up to 50 sheets of paper from 8" x 10" to 11" x 17" paper can be stapled in a set although if covers, inserts or heavier paper is used this number will reduce. The staple cartridge holds 5,000 staples.

Your machine will be set to either 2 hole/4 hole punch, or 2 hole/3 hole punch. Each sheet is punched individually so there is no limit to the numbers in the set. Hole punching can only be selected for 8.5" x 11" long edge feed and 11" x 17" paper and can be combined with a stapling option.

All the output options available on your machine can be accessed by touching the **Finishing** button on the Basic Copying tab (the actual button you see on your machine will vary depending on your specific machine configuration).



Touching the **Auto** button automatically selects collated or uncollated according to other settings. For example, collated will be automatically selected when the Document Feeder is used.

The **Collated/Stapling/Punching** button provides the options of collation, stapling, and hole punching.

Select **Uncollated** for your copies to be sorted into stacks 1,1,1...2,2,2....3,3,3.



## Paper and Media

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### **Trays 1 and 2**

Paper Trays 1 and 2 are located on the front of the machine and feed the majority of stock sizes.



Trays 1 and 2 are identical. Each tray has a capacity of 520 sheets of 20lb paper. The trays are pulled out by the operator for loading.

**CAUTION:** *A paper jam may occur if a tray is opened while it is being used to feed stock.*

The trays accommodate paper from 17lb bond to 110lb index and are fully adjustable for all stock sizes in the range 5.5"x8.5" to 11"x17". These trays cannot be used for envelopes or tabbed stock.

Stock can be loaded either long or short edge feed (portrait or landscape). Load pre-formatted paper, letterhead, and pre-printed stock face down and with the top towards the front of the machine. Load punched paper with the holes on the leading (left) edge.

Ensure that the stock edges touch the front and left edges of the tray. The paper guides in the trays must be adjusted so that they touch the stock. To position the right side guide, squeeze the clamp mechanism and slide the guide to touch the edge of the stock. To position the front and rear guides, squeeze the clamp mechanism and slide the guide to touch the edge of the stock.

## **Trays 3 and 4**

Trays 3 and 4 consist of two high capacity trays. They are intended to be the primary feeder for the most commonly used stock. They have a large capacity to reduce the frequency of operator loading.



Both trays are permanently set to feed only 8.5" x 11" LEF, A4 LEF, or 7.25" x 10.5" LEF sized stock. They have a combined capacity of 2010 sheets of 20 lb bond paper. The trays can accommodate paper weights from 17lb bond to 110lb index.

Your machine warns you when the trays are empty, open or if the stock supply is low. The trays are pulled out for operator loading. Opening a tray automatically lowers an elevator in the base of the tray.

Load pre-formatted paper, including letterhead and pre-printed stock, face down and with the top towards the front of the machine. Load drilled paper with the holes on the leading (left) edge. You cannot use these trays for envelopes or tabbed stock.

When the tray is closed the elevator rises to feed the stock. The time it takes the elevator to fully rise is used to determine the amount of paper in the tray. The trays do not automatically measure the size of stock loaded in the trays.

**NOTE:**        *Your machine will not warn you if the wrong sized stock is loaded.*

## **Tray 5 (Bypass Tray)**

The Bypass Tray is a paper tray on the left hand side of your machine. It can be folded away when not in use. It is primarily intended for use as a small quantity, special materials feeder and accommodates stock of all types.



The tray accommodates paper of weights between 17lb bond to 300gsm. Stock can be loaded either long or short edge feed (portrait or landscape). When lowered, the Bypass Tray can be extended to support longer length stock.

**NOTE:**        *The Bypass Tray is only 13" wide, so some paper sizes must be SEF.*

The Bypass Tray accommodates all types of stock in a range of sizes between 4.0"x6.0" and 13"x19" and has a capacity of approximately 100 sheets of 20lb paper or a maximum stack height of 0.4".

The Bypass Tray detects the position of the side guide to determine the size of the stock.

When stock is loaded into the Bypass Tray, a pop-up window may appear asking you to change or confirm the type and size of the stock. The tray will not be ready for use until you change or confirm the size and type of stock. Alternatively, you can change the paper size and paper type by accessing the Paper Tray Attributes screen from the System Administration Menu.

Your machine also alerts you if the Bypass Tray is selected for a print job where the stock selected does not match the stock currently loaded. It also warns you if the Bypass Tray runs out of stock during a job.

### **Tray 6 (High Capacity Feeder)**

The High Capacity Feeder is primarily intended for use as a large quantity feeder and accommodates stock from Executive (7.25" x 10.5") LEF to 8.5" x 11" LEF.



The High Capacity Feeder can hold paper of weights between 64 gsm to 220 gsm, and can hold a maximum of 2000 sheets of 80 gsm paper. Stock can only be loaded long edge feed.

After stock is loaded into the High Capacity Feeder, a pop-up window may appear asking you to change or confirm the type and size of the stock. The tray may not be ready for use until you change or confirm the size and type of stock.

**NOTE:**        *This feature may be enabled/disabled by the System Administrator.*

Alternatively, you can change the paper size and paper type by accessing the Paper Tray Attributes screen from the System Administration Menu.

Your machine also alerts you if the High Capacity Feeder is selected for a print job where the stock selected does not match the stock currently loaded.

It also warns you if the Feeder runs out of stock during a job.

## **Stock Types**

Your machine can operate with a variety of paper such as plain, recycled, non-tearing, heavyweight, and coated papers.

**NOTE:** *Coated papers are very susceptible to humidity. Multifeeds are much more likely with humidity greater than 40%. Environmental conditions may require that coated paper be fed one sheet at a time from Tray 5 (Bypass).*

The following paper stock is NOT recommended:

- Conductive papers
- Papers containing talc
- Papers containing wax, stearate or plasticiser

## **Colored Paper/Non-tearing Papers**

Colored paper and card is available in a wide range of shades. Color is most effective when used sparingly. Examples of applications that can automatically insert colored stock are covers, inserts, and transparency dividers.

Non-tearing paper is coated with a polyester film that is waterproof, soil resistant and is extremely difficult to tear. Non-tearing paper is a good choice for important documents that are handled frequently.

## **Pre-printed/Letterhead**

Pre-printed paper such as letterheads and forms should be loaded in Tray 1, Tray 2 and the High Capacity Feeder trays, face down with the top to the front of the machine.

## **Cover Stock**

Cover stock is ideal for posters, calendars, report covers and presentation proofs. Covers should be loaded in the Bypass Tray face up.

Be sure to use the Paper Tray Settings screen to specify the appropriate media type.

## **Label Stock**

Labels consist of three layers; the face sheet, pressure sensitive adhesive and the backing or release sheet. When printing self adhesive labels, it is best to use stock designed for use in xerographic printers. The adhesives are designed to withstand the higher temperatures of such machines without bleeding and causing spotting or causing damage to the internal components.

Dry gum labels (those that require moistening before being applied) can cause dry particles of glue to detach from the backing and should not be used.

The label stock should be left in the printing environment for 72 hours before using it in the printer to allow it to adjust to the ambient temperature.

Leave labels sealed in their plastic wrapping until they are loaded in the printer.

## Label Usage Hints

Load labels face up into the Bypass Tray, or face down into any other tray.

Do not fan the label sheets before use unless the package instructs you to do so. If jamming or multi-sheet feeding occurs shuffle the labels before loading.

## Transparency Stock

Transparency stock is primarily used to create images that can be projected on to a screen for presentations. Transparencies are made of polyester film coated with a chemical substance to make toner stick to it readily.

Clear transparencies allow maximum presentation space.

Transparency paper and label paper can cause paper jams, and multiple sheets can be fed to the printer at once. Be sure to carefully fan these types of paper.

Load transparencies into the Bypass Tray face up, or into Trays 1-4 face down.

Be sure to select **Transparency** as the media type on the Touch Screen.

## Transparency Usage Hints

Some helpful hints for using transparencies:

- Fan transparencies to stop them sticking together.
- Load transparencies on top of a small stack of same-size paper.
- If a coating of fuser oil remains on the transparency after printing, remove it with a lint free cloth.
- If a jam occurs while a transparency is printing, ensure it is completely removed before resuming printing. The heat from the machine operation can cause the transparency to melt resulting in serious damage.

When continuously outputting onto transparencies, transparency sheets may sometimes stick to each other. Remove transparencies from the output tray every 20 or so sheets, and fan them to cool them down.

## Drilled Paper

Drilled paper has two or more holes along one edge for use in ring binders and notebooks.

Caution should be observed before loading the stock to make sure that any plugs (the round pieces cut out of the paper to create the holes) do not remain in the stack. If they get into the system they can cause jams and can also damage the internal components of the machine.

Load hole punched and perforated paper in Tray 1, Tray 2, Tray 3 and Tray 4 face down, with the holes on the leading edge (left). Load hole punched paper in the Bypass Tray face up, with the holes on the leading edge (right).

Be sure to select **Hole Punched** as the paper type on the touch screen.

## **Envelopes**

Envelopes can only be loaded into the Bypass Tray. Place the envelopes into the Bypass tray face up. The flaps should ALWAYS be closed and on the leading (right) edge.

## **Storage and Handling**

It is important for optimum printing that paper stock is stored correctly. Take note of the following when storing paper stock:

- Store in a low humidity area. Damp paper may cause paper jams or poor image quality.
- Do not open reams of paper until they are required for use. The ream wrapper contains an inner lining that protects the paper from moisture.
- Store on a flat surface to prevent the paper stock from folding or curling.
- Stack reams of paper carefully on top of one another to avoid crushing the edges. Do not stack more than five reams on top of each other.

## **Handling of Paper Stock**

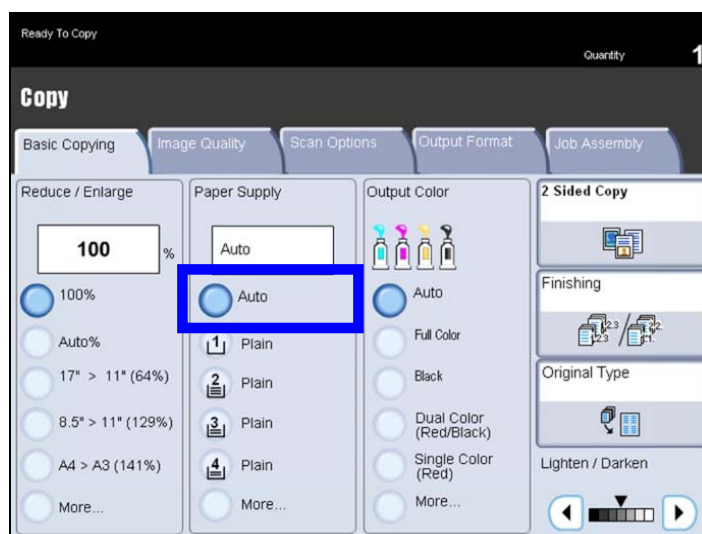
For problem free printing and copying, observe the following when loading paper stock into the paper trays:

- Do not use folded or wrinkled papers.
- Do not load papers of varied sizes into the tray.
- Fan transparencies and shuffle labels before loading to prevent jamming or multi-sheet feeding.
- Fanning of paper edges is not required, but may be beneficial with certain stocks in dry environments.



## **Stock and Tray Selection**

A user has the option to choose the size of paper or to press the **Auto** button (shown selected in blue below). The **Auto** feature automatically selects the appropriate paper size for each document based on the size of the document and any directly selected magnification ratios.



The **Paper Supply** screen shows all the trays and the confirmed size and type of stock loaded in each tray. A user can select which tray to use from this list. The chosen tray is highlighted in blue.

Paper Supply				Cancel	Save
Paper Tray	Paper Size	Paper Type	Size Detection		
1	A4	Plain	Auto size Detect		
2	A4	Plain	Auto size Detect		
3	A4	Plain	Fixed Size		
4	A4	Plain	Fixed Size		
5	A3	Plain	---		
6	A4	Plain	Fixed Size		

If the **auto tray switching** feature has been enabled by your System Administrator and the same size and type of stock is loaded in another tray, the machine will automatically switch from one tray to the other when stock in the active tray runs out.

## **Paper tray Attributes and Image Quality**

Whenever you change paper in a paper tray, you will need to change the paper type and paper size values on the **Paper Tray Settings** screen.

You can access the Paper Tray Settings screen in one of three ways:

1. When you close the paper tray, the Paper Tray Settings window will appear, allowing you to change the paper size and paper type. This feature must be enabled by a System Administrator.
2. Touch the **Setup Menu** button on the **All Services** screen. Then touch the **Paper Tray Attributes** button. Select the appropriate tray on the touch screen, then touch the **Change Settings** button.
3. Access the System Administration menu. Touch **System Settings/System Settings/Common Settings**. Touch the **Paper Tray Settings** button, then touch the **Paper Tray Attributes** button. Select the appropriate tray on the touch screen, then touch the **Change Settings** button.

It is also important to change the **Image Quality** settings for specific paper you may be using. Access the Image Quality settings for Paper via the following path:

1. Press the **Log In/Out** button.
2. Input Password and select **Confirm**.
3. Select **System Settings**.
4. Select **System Settings**.
5. Select **Common Settings**.
6. Select **Paper Tray Settings**.
7. Select **Image Quality**.

The **Image Quality** screen allows you to select and change the settings for a each of the papers listed to optimize image quality. To change the settings for a specific paper, select the paper in the list, then touch the **Change Settings** button.

The following options are available for you to more specifically define the paper you use:

**Plain (64-105gsm):**

- Plain A (64-80gsm)
- Plain B (81-104gsm)
- Plain C - lightweight coated
- Plain (S1) special 1 - can be set by a Xerox Service Representative
- Plain (S2) special 2 - can be set by a Xerox Service Representative
- Recycled A (64-104gsm)
- Recycled B (81-104gsm)

Plain (Side 2) (64-105gsm)

**Heavyweight 1 (105-176gsm):**

- Heavyweight 1A (105-128gsm)
- Heavyweight 1B (129-176gsm)
- Heavyweight 1 (S1) special 1 - can be set by a Xerox Service Representative
- Heavyweight 1 (S2) special 2 - can be set by a Xerox Service Representative

**Heavyweight 1 (Side 2) (105-176gsm):**

- Heavyweight 1A (105-128gsm)
- Heavyweight 1B (129-176gsm)
- Heavyweight 1 (S1) special 1 - can be set by a Xerox Service Representative
- Heavyweight 1 (S2) special 2 - can be set by a Xerox Service Representative

**Heavyweight 2 (177-300gsm):**

- Heavyweight 2A (177-256gsm)
- Heavyweight 2B (257-280gsm)
- Heavyweight 2C
- Heavyweight 2D
- Heavyweight 2E
- Heavyweight 2 (S1) special 1 - can be set by a Xerox Service Representative
- Heavyweight 2 (S2) special 2 - can be set by a Xerox Service Representative

**Heavyweight 2 (Side 2) (177-300gsm):**

- Heavyweight 2A (177-256gsm)
- Heavyweight 2B (257-280gsm)
- Heavyweight 2C
- Heavyweight 2D
- Heavyweight 2E
- Heavyweight 2 (S1) special 1 - can be set by a Xerox Service Representative
- Heavyweight 2 (S2) special 2 - can be set by a Xerox Service Representative

**Coated 1 (105-176gsm):**

- Coated 1A (105-128gsm)
- Coated 1B (129-176gsm)

**Coated 1(Side 2) (105-176gsm)**

- Coated 1A (105-128gsm)
- Coated 1B (129-176gsm)

Coated 2 (177-280gsm)  
Coated 2 (Side 2) (177-280gsm)  
Labels 1 (105-176gsm)  
Labels 2 (177-280gsm)  
Transparency  
Tabbed Stock1 (105-176gsm)  
Tabbed Stock 2 (177-280gsm)  
Pre-punched

**Recycled (64-105gsm):**

Plain A (64-80gsm)  
Plain B (81-104gsm)  
Plain C - lightweight coated  
Plain (S1) special 1 - can be set by a Xerox Service Representative  
Plain (S2) special 2 - can be set by a Xerox Service Representative  
Recycled A (64-104gsm)  
Recycled B (81-104gsm)

Adhesive

**Custom 1 (64-105gsm):**

Plain A (64-80gsm)  
Plain B (81-104gsm)  
Plain C - lightweight coated  
Plain (S1) special 1 - can be set by a Xerox Service Representative  
Plain (S2) special 2 - can be set by a Xerox Service Representative  
Recycled A (64-104gsm)  
Recycled B (81-104gsm)

**Custom 2 (64-105gsm):**

Plain A (64-80gsm)  
Plain B (81-104gsm)  
Plain C - lightweight coated  
Plain (S1) special 1 - can be set by a Xerox Service Representative  
Plain (S2) special 2 - can be set by a Xerox Service Representative  
Recycled A (64-104gsm)  
Recycled B (81-104gsm)

**Custom 3 (64-105gsm):**

Plain A (64-80gsm)  
Plain B (81-104gsm)  
Plain C - lightweight coated  
Plain (S1) special 1 - can be set by a Xerox Service Representative  
Plain (S2) special 2 - can be set by a Xerox Service Representative  
Recycled A (64-104gsm)  
Recycled B (81-104gsm)

**Custom 4 (64-105gsm):**

Plain A (64-80gsm)  
Plain B (81-104gsm)  
Plain C - lightweight coated  
Plain (S1) special 1 - can be set by a Xerox Service Representative  
Plain (S2) special 2 - can be set by a Xerox Service Representative  
Recycled A (64-104gsm)  
Recycled B (81-104gsm)

**Custom 5 (64-105gsm):**

Plain A (64-80gsm)  
Plain B (81-104gsm)  
Plain C - lightweight coated  
Plain (S1) special 1 - can be set by a Xerox Service Representative  
Plain (S2) special 2 - can be set by a Xerox Service Representative  
Recycled A (64-104gsm)  
Recycled B (81-104gsm)

## **Loading Paper and Media**

Different types of stock can be used on your machine. This topic will show the different types of stock available for use and how to load them.

Whenever you change paper in a paper tray, you will need to change the paper type and paper size values on the **Paper Tray Settings** screen.

You can access the Paper Tray Settings screen in one of three ways:

1. When you close the paper tray, the **Paper Tray Settings** window will appear, allowing you to change the paper size and paper type. This feature must be enabled by a System Administrator.
2. Touch the **Setup Menu** button on the **All Services** screen. Then touch the Paper Tray Attributes button. Select the appropriate tray on the touch screen, then touch the **Change Settings** button.
3. Access the System Administration menu. Touch **System Settings/System Settings/Common Settings**. Touch the **Paper Tray Settings** button, then touch the **Paper Tray Attributes** button. Select the appropriate tray on the touch screen, then touch the **Change Settings** button.

For this section, we will highlight the steps required to change the Paper Tray Settings by using the Setup Menu option on the All Services screen.

1. Select the **Setup Menu** button.
2. Select the **Paper Tray Attributes** button.
3. Select the **Change Settings** button.

The **Paper Tray Attributes** screen allows you to select a specific tray, and change the settings for that tray - once you pick a tray and touch the Change Settings button, you can change the Paper Size, Paper Type, and Auto Paper by Output Color options.

The **Paper Type** screen allows you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types. If enabled by your System Administrator, the Paper Type screen may also allow you to specify the color of the paper loaded into the tray.

These paper trays automatically detect the dimensions of standard sized paper. For standard paper sizes, you will not need to change the Paper Size settings. However, you will need to specify a Paper Size value if you load a non-standard paper size.

The **Paper Size** screen allows you to specify the size of the paper you load into the paper tray. The **Auto Size Detect** option allows standard sized paper loaded in the trays to be automatically detected by the machine.

The **Variable Size** screen allows you to specify the exact size of the paper you load into the paper tray. You can use the arrow buttons on the touch screen to change the X and Y dimension values for the paper you load. After you have changed your Paper Size information, touch the Save button.

The following paragraphs will provide you with instructions to use when loading specific paper types, such as transparencies, drilled paper, tabs, heavyweight paper, and envelopes.

### **Transparencies**

Load transparencies into the Bypass Tray face up, or into Trays 1-4 face down. Be sure to select **Transparency** as the media type on the Touch Screen.

### **Hole Punched**

Load hole punched and perforated paper in Tray 1, Tray 2, Tray 3 and Tray 4 face down, with the holes on the leading edge (left). Load hole punched paper in the Bypass Tray face up, with the holes on the leading edge (right). Be sure to select **Hole Punched** as the paper type on the touch screen.

### **Tabbed Stock**

Load tabbed stock only into the bypass tray. Tabbed stocks should be loaded face up with the tabs on the trailing edge.

*NOTE: Tabbed stock cannot be inserted inside a copying job - tabs can only be processed as covers, or as an entire copy job.*

Be sure to select the proper Paper Type after loading the tabbed stock.

### **Heavyweight Stock**

Load Heavyweight stock into any of the paper trays.

*NOTE: Heavyweight 2 stock from 177gsm to 220gsm can be loaded in Trays 1-4. Heavyweight 2 stock from 177gsm to 300gsm can be loaded in the Bypass Tray.*

Be sure to select the proper Heavyweight Paper Type after loading the tray.

### **Envelopes**

Envelopes can only be loaded into the Bypass Tray. Place the envelopes into the Bypass tray face up. The flaps should ALWAYS be closed and on the leading (right) edge.

Your machine can feed the following types of envelopes:

- C4 (LEF): 229mm x 324mm
- C5 (LEF): 229mm x 162mm

## Auditron

### Overview

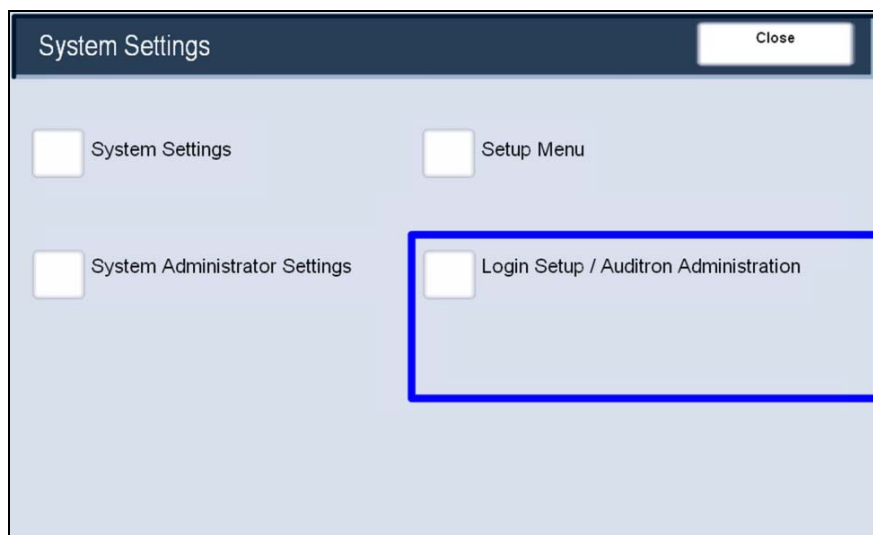
The Auditron feature of the machine is used for auditing purposes. This feature electronically records the number of copies or prints made for each user account and controls the access and use of the printer/copier. Enable the Auditron to:

- Create, change, and delete up to 1000 user accounts
- Control access to copy features
- Control access to scan features
- Limit copying to B/W, Color, or allow both
- Limit the number of copies made per user account
- Check the number of copies made per user account
- Print account information
- Reset account meters

To setup Auditron you must create user accounts. Users will then be required to enter the password setup with their account to perform certain machine functions. You can create up to 1000 accounts.

You can enable Auditron Mode for copy, scan, or both. When Auditron Mode is enabled, the user must select the **Log In/Out** button and enter the appropriate user account password to start using the machine. Also, when a password for entering System Settings mode is set, you can print Printer Meter Reports and Auditron Reports.

To access the Auditron mode, select the **System Settings** screen, then select **Login Setup/Auditron Administration**.





## **Auditron Setup**

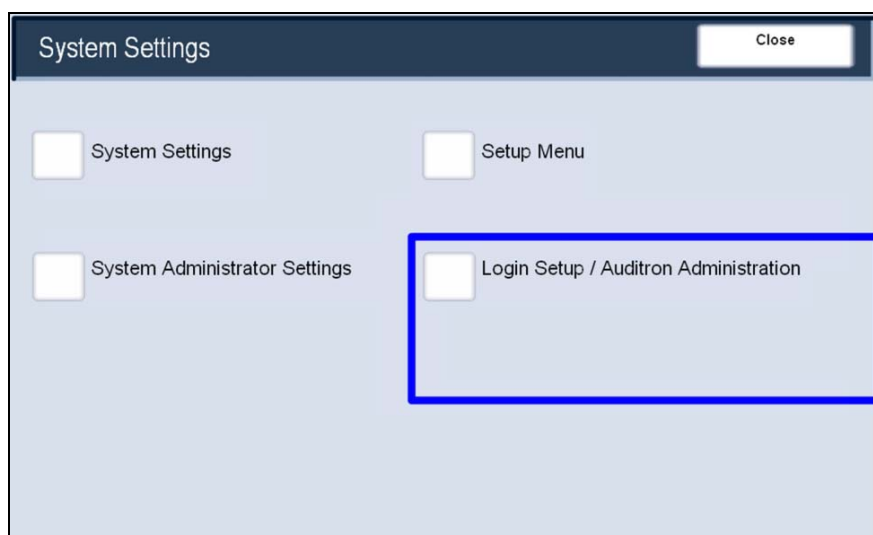
To setup Auditron you must first create user accounts and then enable Auditron. Users will then be required to enter the password setup with their account to perform certain machine functions. You can create up to 1000 accounts.

All user accounts must have the following defined:

- Password
- Account Name
- Color Access
- Account Limit

Once accounts are defined and created, enable the desired accounts to begin Auditron usage. Account names and passwords must be unique from other account names and passwords.

To access Auditron features, select the **Log In/Out** button and enter the correct password. Select **System Settings** and then **Login Setup/Auditron Administration**.



## **Account Management**

To setup Auditron you must create user accounts.



Users will then be required to enter the password setup with their account to perform certain machine functions. You can create up to 1000 accounts. The following information is contained within each account.

- **Password:** Set any password between 4 - 12 digits long.
- **Account Name:** Set any account name up to 31 characters long, using letters and symbols.
- **Color Access:** Set whether or not to restrict color copying or B/W copying.
- **Account Limit:** Set the maximum number of copies that can be made with this account. The account limit can be set between 100 - 1999900, in 100 page increments.

## Create Accounts

Setting up user accounts involves creating a user account, user numeric passwords, and limits. You must login using the **Log In/Out** button. On the **System Settings** screen, select **Login Setup/Auditron Administration**.

To create an account, select **Create/Check User Account**.

Login Setup / Auditron Administration

Close

☐ Create / Check User Accounts

☐ Reset User Accounts

☐ System Administrator Copy Meter

☐ User Details Setup

☐ Password Entry from Control Panel

☐ Login Setup / Auditron Mode

Select the **Number** for which you want to register a user, and select **Create/Delete**. The Number is a user control number.

Create / Check User Accounts

Close

Number	UserID	User Name:
0001	0001	BH
0002	0002	AAC
0003	0003	Joe
0004	0004	Lisa4
0005	0005	Beth1
0006		

(0001-1000)

0006

Create / Delete

Once the **Create/Delete** screen opens, you can set any of the applicable account items:

The screenshot shows a 'Create / Delete' screen with a 'Close' button in the top right. On the left, a blue-bordered box highlights the 'UserID', 'User Name', and 'Password' fields. The 'UserID' field contains 'XYZ123', the 'User Name' field contains 'XYZ123A', and the 'Password' field contains '\*\*\*\*\*'. To the right of these fields is the 'Account Limit' section, which has a numeric keypad showing '1: 0/9999999' and '2: 0/9999999'. Below the keypad are two buttons: 'Reset User Accounts' and 'Reset Total Impressions'.

- **UserID:** You can enter up to 32 characters for a UserID to use the machine.
- **User Name:** Set the user name. Up to 32 characters are allowed.
- **Password:** Set the password. Setting a password is strongly recommended for security. You can set the password to from 4 to 12 digits.

You can set restrictions on the use of output color and limits on the number of pages for copying, scanning, and printing. To set Account Limit, select **Account Limit**, then use the numeric keypad to enter the maximum number of pages in the output color field.

- **Color:** You can set from 1 to 9,999,999 pages (7 digits) in 1 sheet increments.
- **Black:** You can set from 1 to 9,999,999 pages (7 digits) in 1 sheet increments.

Selecting **Next** causes the input to switch to the next item.

## Delete and Reset Data

Information for individual user accounts can be deleted and reset. When you reset, the current cumulative number of pages for a selected user will return to zero.

Select the account whose data is to be deleted or reset, and select **Create/Delete**. The Create/Delete screen is displayed, as shown below.

The screenshot shows a web-based interface titled "Create / Delete". It features a "Close" button in the top right corner. The main area contains three input fields: "UserID" with the value "XYZ123", "User Name:" with the value "XYZ123A", and "Password" with the value "\*\*\*\*\*". To the right of the "User Name" field is an "Account Limit" section with two radio buttons and values: "1: 0/99999999" and "2: 0/99999999". Below the "Account Limit" section are two buttons: "Reset User Accounts" and "Reset Total Impressions".

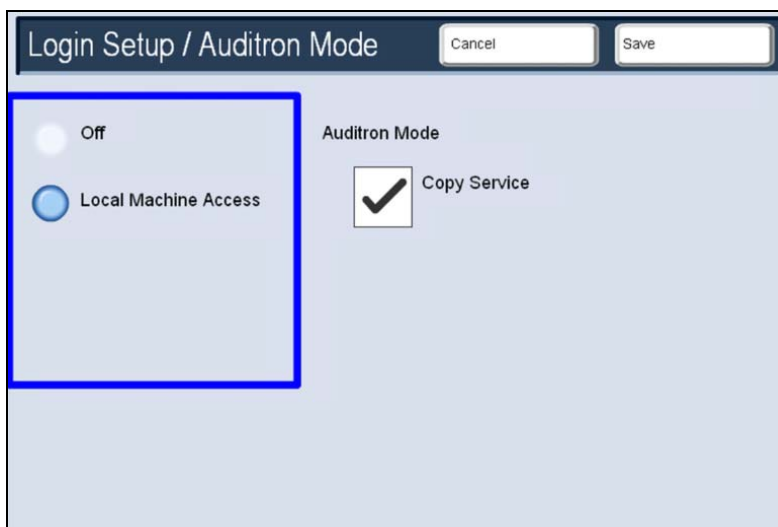
When **Reset User Account** is selected, account data and the settings of registered account data are deleted. When this button is selected, a confirmation screen is displayed. If you select **Yes**, the account will be deleted. To cancel, select **No**.

When **Reset Total Impressions** is selected, the number of copies made for the selected account is reset and returned to 0. A reset cannot be undone.

## Enable Auditron Mode

You can enable Auditron Mode for copy, scan, or both. When Auditron Mode is enabled, the user must select the **Log In/Out** button and enter the appropriate user account password to start using the machine.

After logging in and selecting the **System Settings** screen, select **Login Setup/Auditron Mode**.

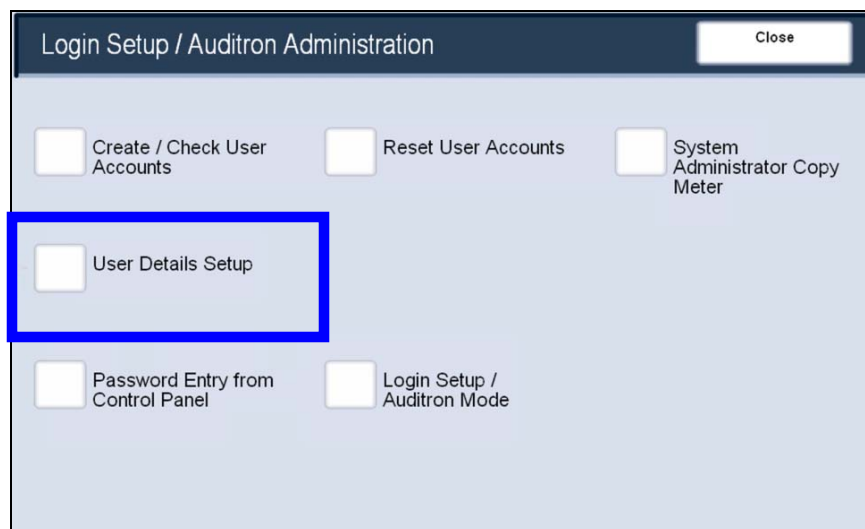


The following options can be selected:

- **Off:** To operate the machine requires no user login setup/Auditron administration.
- **Local Machine Access:** The Auditron administration is carried out using the authenticated users already registered on the machine.
- **Auditron Mode:** For the services for which you want to enable the administration feature, select **On**.

## User Details Setup

The **User Details Setup** button can be accessed on the **Login Setup / Auditron Administration** screen.



The following User Detail settings can be changed:

**UserID Characters:** If required, you can change the indication that appears as UserID on the System Administrator Login screen when the Log In/Out button on the control panel is pressed to such as UserName or Number. The alias can be set to 1 to 15 characters.

**Hide UserID:** You can set the way in which the User ID is shown as it is being input. Use this feature to strengthen security as required. Select **Show**, as you enter the User ID, the characters are echoed on the screen in the normal way. Select **Hide**, as you enter the User ID, the character string is hidden as a row of asterisks (\*\*\*\*\*).

**Account ID Characters:** If required, you can change the indication that appears as AccountID on the System Administrator Login screen when the Log In/Out button on the control panel is pressed to such as AccountName or Number. The alias can be set to 1 to 15 characters.

**Hide Account ID:** You can set the way in which the Account ID is shown as it is being input. Use this feature to strengthen security as required. Select **Show**, as you enter the Account ID, the characters are echoed on the screen in the normal way. Select **Hide**, as you enter the Account ID, the character string is hidden as a row of asterisks (\*\*\*\*\*).

**Failed Access Log:** In order to detect unauthorized access, if the number of times that authentication fails within a set time exceeds the Failed Attempts value set here, then an error is logged. Select **Failed Access Log**, select **On** and with the numeric keypad enter the number of failures.

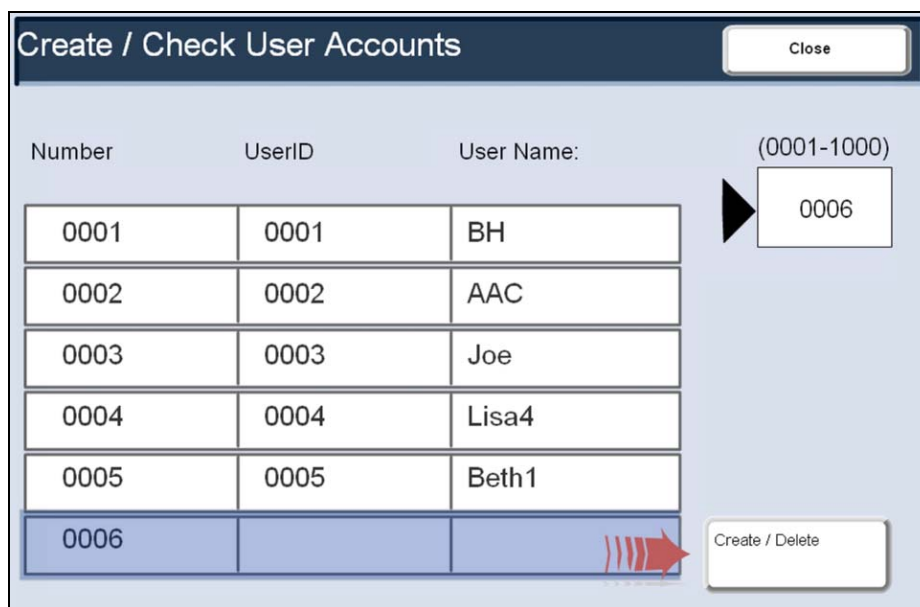
**Store User Details:** You can set the destination to save authentication information. Select NVM or hard disk.

## **Account Data**

You can check the total number of pages printed for color and B/W, print this information, and you can also reset this data.

### **Display Account Data**

When the Login Setup/Auditron Administration feature is enabled, each user of the machine must enter a UserID and password, thus providing administrative control and accounting for the machine.



**Create / Check User Accounts** [Close]

Number	UserID	User Name:	(0001-1000)
0001	0001	BH	<input type="text" value="0006"/>
0002	0002	AAC	
0003	0003	Joe	
0004	0004	Lisa4	
0005	0005	Beth1	
0006			<input type="button" value="Create / Delete"/>

For a user of the machine, you can control the use of output color, or set a limit on the number of pages. For each registered user, you can also check the cumulative number of pages.



**Account Limit** [Close]

☒ Copy Service

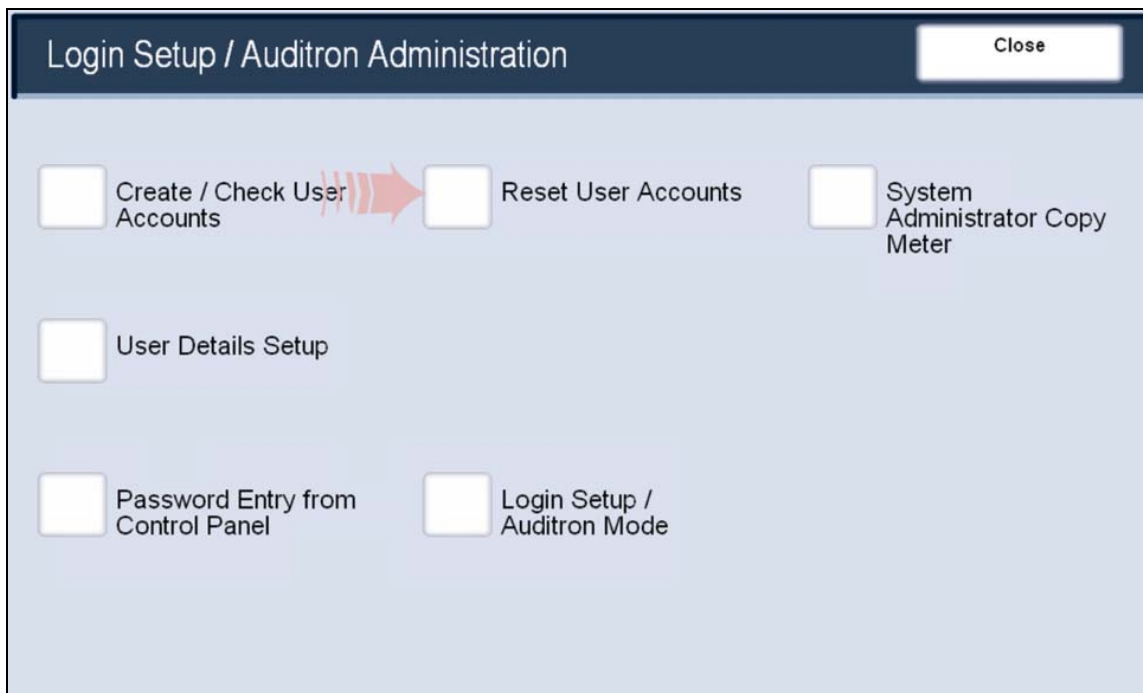
	Color	Black
Total Impressions :	23	123
Account Limit :	9999999	9999999

Color Access ☐



## Delete and Reset Account Data

You can delete all registered information for all registered users in a single operation, or reset the auditron. You can access the Reset User Accounts button on the Login Setup / Auditron Administration screen.



The following explains options available:

**All User Accounts:** Deletes all registered information for each user. It also deletes all data including the maximum number of pages, cumulative number of pages, output color restrictions, or printer auditron.

**All Color Access Settings:** Resets the Color Access settings for all users to Free Access.

**All Account Limits:** Resets the maximum number of pages for all users to the default (9,999,999 pages).

**Print the Auditron Report:** An auditron report of all services is printed.

Reset User Accounts

Cancel Save

☒ All User Accounts

☐ All Color Access Settings

☐ All Account Limits

☐ Total Impressions

Print The Auditron Report

Reset

## Machine Administration

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### **System Administration Menu Overview**

The **System Administrator Menu** enables the system administrator to set-up, customize and maintain the machine. Some of the settings in this function are critical to the operation of the machine so the screens are password protected so that they cannot be accidentally changed or corrupted.

Use this menu to:

- Set-up the initial settings and system configuration
- Change the factory settings or defaults
- Perform basic maintenance tasks
- Perform a variety of system tests

There are several System Administration submenus. The main menu structure is shown below:

#### **System Settings**

- **System Settings**
- **Setup Menu**
- **System Administrator Settings**
- **Login Setup / Auditron Administrations.**

The following paragraphs will address the four submenus listed above.

The **System Settings** menu allows administrators to access submenus for **Common Settings**, **Copy Mode Settings**, and **Scan Mode Settings**.

The **Setup Menu** allows administrators to access the **Paper Tray Attributes** settings.

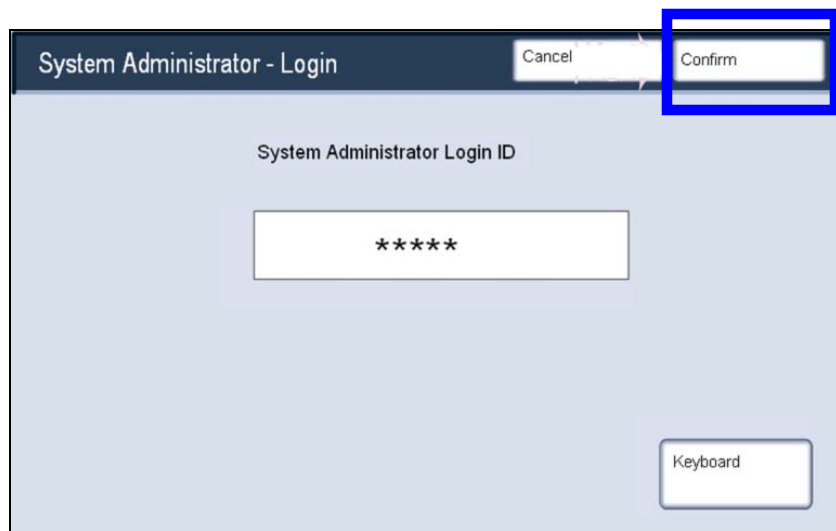
The **System Administrator Settings** menu allows administrators to access options for the **Login ID**, **System Administration Password**, and the **Maximum Login Attempts** settings.

The **Login Setup/Auditron Administration** menu allows administrators to access and enable all of the Auditron feature settings, including options for creating, checking , and resetting **User Accounts**, the **Administrator Copy Meter**, **User Details Setup**, **Password Entry**, and **Login Setup**.

## **Accessing the System Settings menu**

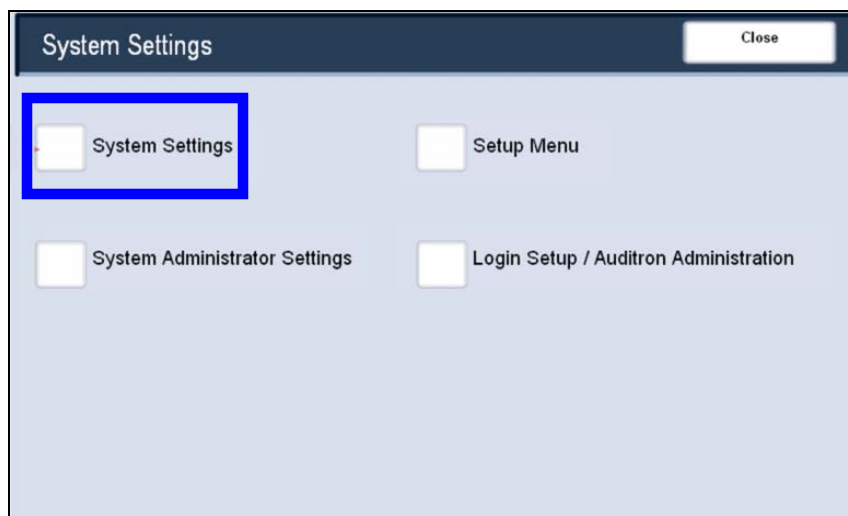
Entry to the **System Settings Menu** is via the **Log In/Out** button on the control panel.

The System Administration - Login window is shown here.



Use the keypad to enter a 5 digit System Administrator Login ID and then press the **Confirm** button. The factory preset password is 11111. It is strongly recommended that you change the password.

Touch the **System Settings** button to enter the System Settings Menu.



Once you are in the System Settings Menu, you can select any of the system functions.

## **System Settings**

The **System Settings** menu structure is shown below. For detailed information about each of the System Settings options, see the Training and Information CD.

- System Settings
  - System Settings
    - Common Settings
      - Machine Clock/Timers
      - Audio Tones
      - Screen Defaults
      - Paper Tray Settings
      - Image Quality Adjustment
      - Reports
      - Maintenance/Diagnostics
      - Watermark
      - Other Settings
    - Copy Mode Settings
      - Preset Buttons
      - Copy Defaults
      - Copy Control
      - Original Size Defaults
      - Reduce/Enlarge Presets
      - Custom Colors
    - Scan Mode Settings
      - Scan Defaults
      - Scan Size Defaults
      - Output Size Defaults
      - Reduce/Enlarge Presets
      - Other Settings
      - Network Controller Settings
  - Setup Menu
    - Paper Tray Attributes
  - System Administrator Settings
    - System Administrator Login ID
    - System Administrator Password
    - Maximum Login Attempts
  - Login Setup / Auditron Administration
    - Create/Check User Accounts
    - Reset User Accounts
    - System Administrator Copy Meter
    - User Details Setup
    - Password Entry from Control Panel
    - Login Setup/Auditron Mode

## Machine/Job Status

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### Job Status

Entry to the Job Status Screens is via the **Job Status** button on the control panel. The **Job Status** button allows the viewing and managing of the job queue.



The screenshot shows a software interface for monitoring job status. At the top, there are three tabs: 'Current and Pending Jobs' (which is selected), 'Completed Jobs', and 'Stored Documents'. To the right of these tabs is a 'Close' button. Below the tabs is a table with three columns: 'Document No. - Job Type', 'Status', and 'Remote Terminal / Contents'. The table contains five rows of data, all with 'Copy' as the job type and 'Pending' as the status. The 'Remote Terminal / Contents' column is empty for all rows.

Document No. - Job Type	Status	Remote Terminal / Contents
Copy	Printing	
Copy	Pending	
Copy	Pending	
Copy	Pending	
Copy	Pending	

This screen displays all the jobs currently in the queue waiting to be processed. Each job is identified with the following information:

- **Document Number - Job Type**
- **Status**
- **Remote Terminal / Contents**

The most recently submitted job is displayed at the bottom of the queue. The Status is updated as the jobs are processed and printed.

The tasks performed at the machine are identified by the machine mode used, for example **Copy** or **Print Report**.

For print tasks you have submitted to your machine via the print driver, the job type is identified by the filename or document title.

## **Other Job Lists**

On selecting the **Job Status** button the **Current and Pending Jobs** list is automatically displayed. To view the Completed jobs on the machine, select the **Completed Jobs** tab.

The completed jobs are shown on the screen. When you touch a job listed on this screen, you can view detailed information about that job.

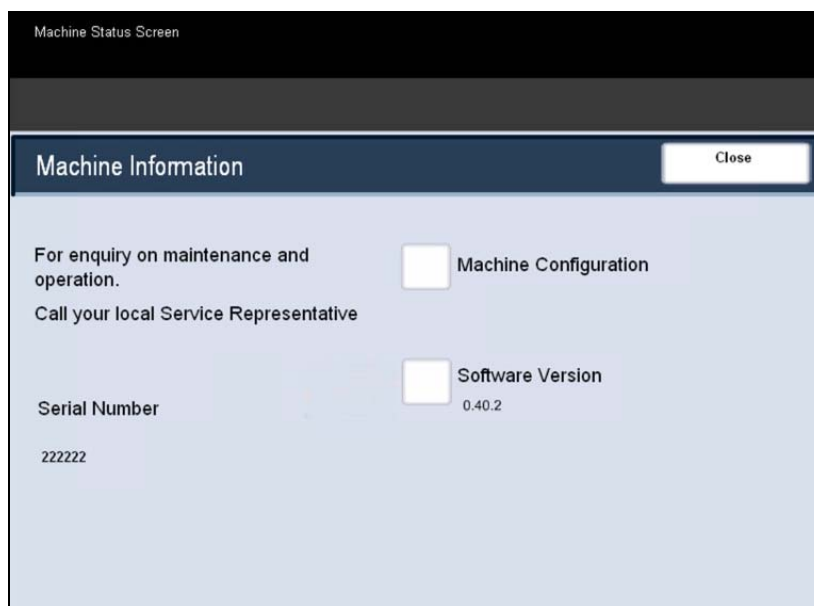


Document No. - Job Type	Status	Remote Terminal / Contents
Copy	Completed	
Copy	Completed	
Copy	Completed	
Copy	Completed	
Copy	Completed	

## **Machine Status**

### **Machine Information**

The **Machine Information** screen displays data needed for service calls and contact numbers. Access to Machine Information is via the **Machine Status** button on the control panel.



The **Machine Information** screen provides you with the telephone number used to contact your local Xerox representative. You can also view the **Machine Serial Number** on this screen.

The **Machine Configuration** screen allows you to check the status and availability of various configurable machine options, such as **finishing** options, **feeding** options, and **memory** options.

The **Software Version** screen lists the software version installed on your machine. Your machine contains different pieces of software for different functions. The software versions will vary for each of the functions.



## **Paper Tray Status**

Paper Tray status information is available on the **Machine Status** tab.

Select the **Paper Tray** button on the Machine Status tab to view the paper loaded and the status of each of the paper trays.

Information about each of the trays, including the Bypass Tray, is displayed. The paper **Size**, **Type** and **Color** are the attributes set when loading the trays.

Paper Tray <span>Close</span>				
Items	Status	Filled	Paper Size	Paper Type
Tray 1	Ready	100%	8.5x11"	Plain
Tray 2	Ready	100%	8.5x11"	Plain
Tray 3	Ready	100%	8.5x11"	Plain
Tray 4	Ready	100%	8.5x11"	Plain
Tray 5	Ready	100%	8.5x11"	Plain
Tray 6	Ready	100%	8.5x11"	Plain

The **Status** column relates to the current status of the paper tray. The different paper tray status are:

- **In Use** - Stock for the current job is being fed from the tray.
- **Ready** - The tray is available for feeding, but is not being used for the current job.
- **Not Ready** - The tray is not ready for feeding, for example the tray is open.
- **Faulted** - The tray has an associated fault condition.
- **Empty** - The tray is empty. The last size, type and color used in the tray are displayed as the attributes.

The information displayed on the Tray Status screen is automatically updated if the status of any tray changes.

## **Billing Meters**

The **Billing Meters** feature provides access to machine usage and billing information. The meters vary depending on your machine configuration and setup.

To access the Billing Meters:

1. Select the **Machine Status** button on the Control Panel.
2. Touch the **Billing Meter/Print Report** tab.
3. Touch the **Billing Meter** button.

Billing Meter		Close
		Current Meter Reading
Serial Number 22222	Meter 1	5608
	Meter 2	0
	Meter 3	13068

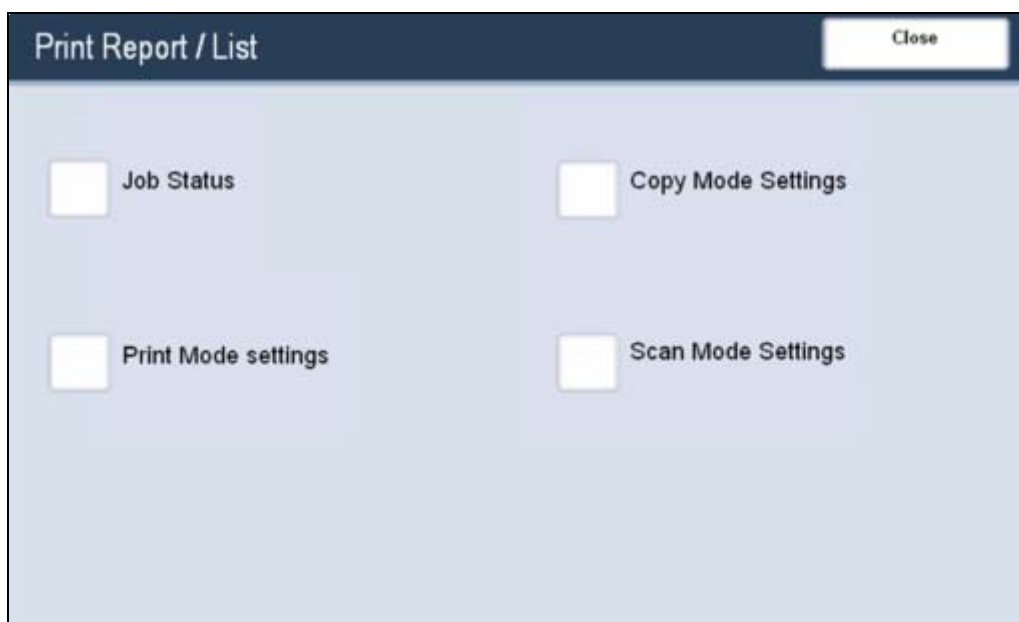
## **Print Report / List**

A variety of useful reports are available on the **Print Report/List** screen.

Perform the steps below to access the **Print Report/List** screen:

1. Press the **Machine Status** button on the Control Panel.
2. Touch the **Billing Meter/Print Report** tab on the touch screen.
3. Touch the **Print Report/List** button.

An example of a typical **Print Report/List** screen is shown here.



To print any of the reports shown, simply touch the corresponding report button on the touch screen, then press the **Start** button on the control panel.

*NOTE: The reports available will differ depending on your machine configuration.*

## **Overwrite Hard Disk**

The **Overwrite Hard Disk** feature prevents the document image and registered data recorded on the hard disk from being illegally retrieved. The number of overwrites is set by the System Administrator.

Access to this feature is via the **Machine Status** button on the control panel.

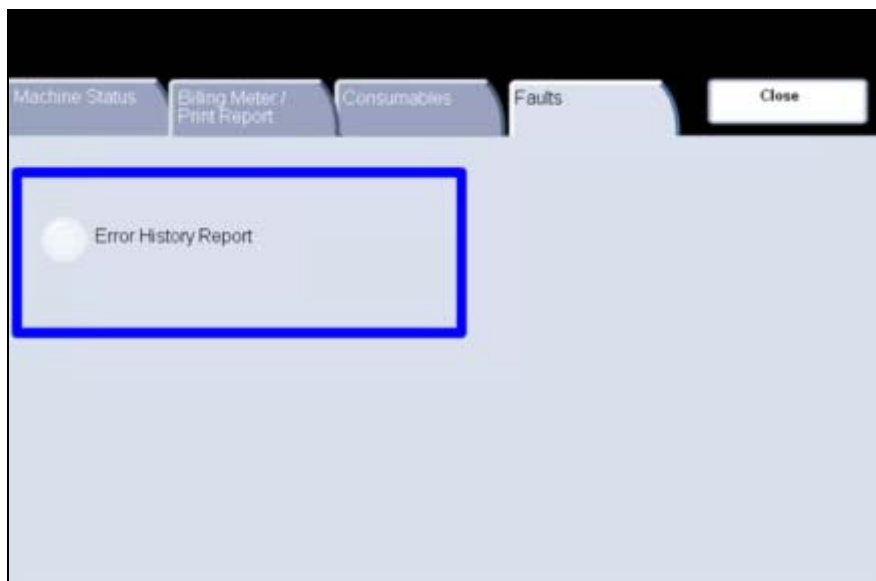
Overwriting is performed after every copy job that includes more than one set, and after each scan job is transferred to the network controller. The "standby" status indicates the completion of the overwriting process.



## **Faults**

The **Faults** tab allows access to the **Error History Report**, which displays a list of errors that have or are currently occurring on your machine. Access to the **Faults** tab is via the **Machine Status** button on the control panel.

To print the report, touch the **Error History Report** button on the touch screen, then press the **Start** button on the control panel.



## **Consumables**

View the status of the machine consumables to gain an indication of when the customer replaceable units need to be replaced. Access to Consumable information is via the **Machine Status** button on the control panel.

The consumables information shown is based on your machine's average daily usage and the customer replaceable unit's life-span.



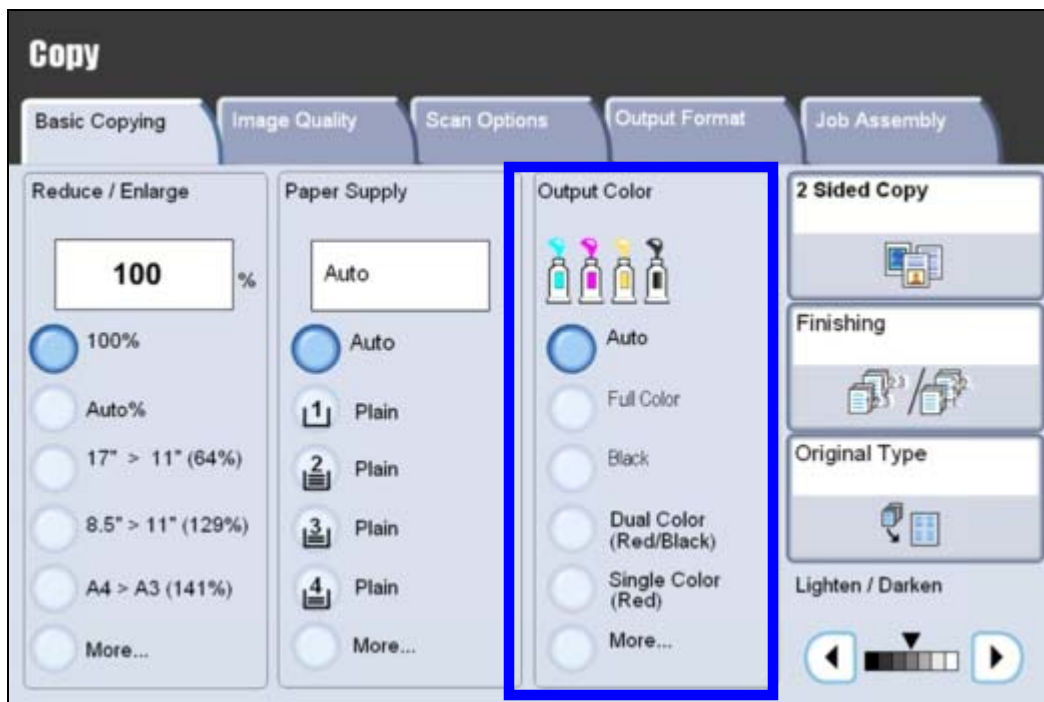
Consumables	Status
Staple Cartridge R1	Ready
Hole Punch Container R4	Ready

## Using Color

The following sections describe the color features available on the DocuColor 240/250.

### Output Color

You can select one of several **Output Color** options from the **Basic Copying** tab, or select the **More...** option to see all of the available selections.



The **Output Color** options are shown here.



The **Auto** option enables the copier to determine if the document is black and white or color. If the document is black and white, the **Black** option is selected automatically. If the document is colored, the **Full Color** option is selected. The DADF must be closed for the Auto option to function.

In order for the scanner to accurately sense color on a document, the color area must be greater than 50 square mm (approximately 2 square inches). If the color area is less, then select the **Full Color** option.

When using **Auto**, some very dark colors may be sensed as black. In these cases, you should select the Full Color option.

*NOTE: With Auto selected, the machine runs at the speed for color copying, even if the originals are Black and White.*

The **Full Color** option enables the copier to make copies using all four toner colors (Yellow, Magenta, Cyan and Black).

The **Black** option should be selected when the desired output is a black and white copy. Black and white copies can be made from any original. With Black selected, only Black toner is used.

The **Dual Color** option enables the copier to make copies in two preset colors. The color of colored areas and black areas of the document can be specified.

The **Single Color** setting allows Red, Green, Blue, Cyan, Magenta, or Yellow to be selected.

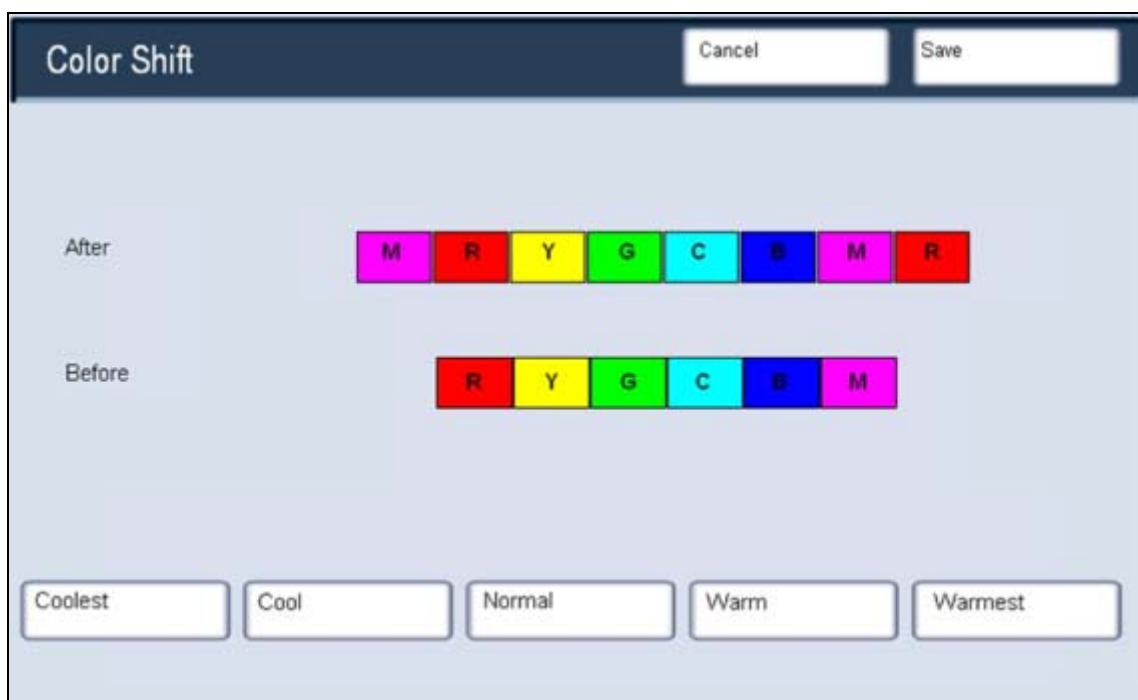


## **Color Shift**

The **Color Shift** feature allows you to shift all of the copy colors toward the adjacent hue.

If you select one of the **Warm** buttons, the red colors shift toward the yellow hue, the green colors shift toward the cyan hue, and the blue colors shift toward the magenta hue. All colors between these original colors also shift in the same direction.

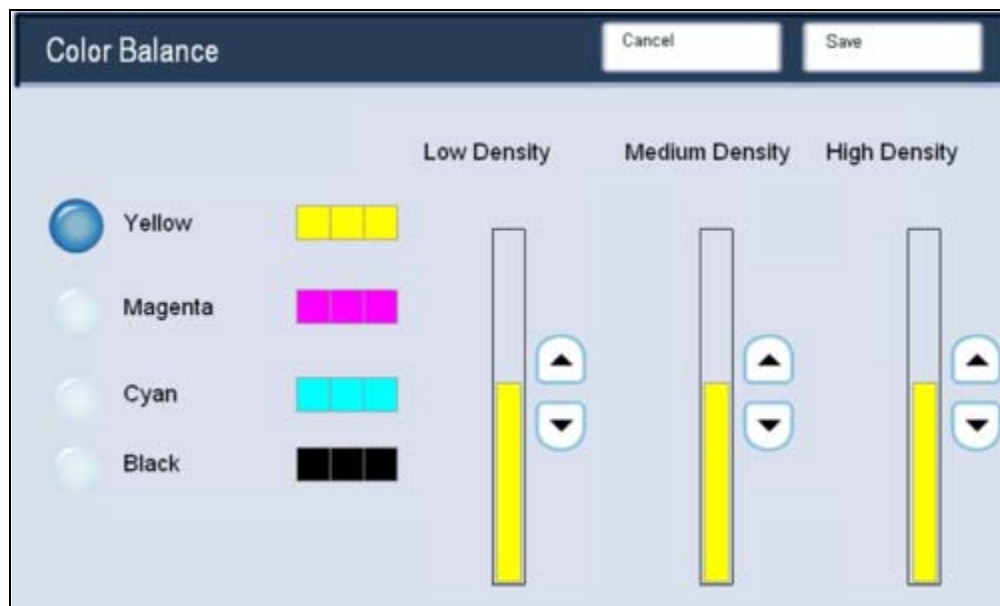
If you select one of the **Cool** buttons, the red colors shift toward the magenta hue, the blue colors shift toward the cyan hue, and the green colors shift toward the yellow hue. Again, all colors between these original colors also shift in the same direction.



## **Color Balance**

You can access the **Color Balance** button on the **Image Quality** tab.

The Color Balance feature allows you to adjust the balance between colors and the overall amount of color on the output copies. You can adjust the levels of all four process colors (Yellow, Magenta, Cyan, and Black) for their low, medium and high density ranges.



## **Color Sharpness/Saturation**

You can access the **Sharpness/Color Saturation** button on the **Image Quality** tab.

The **Sharpness** feature allows you to adjust the amount of edge definition on the copies.

The **Color Saturation** feature allows you to adjust the overall richness of color on the copy. There are five levels of adjustment for each feature.



## Maintenance

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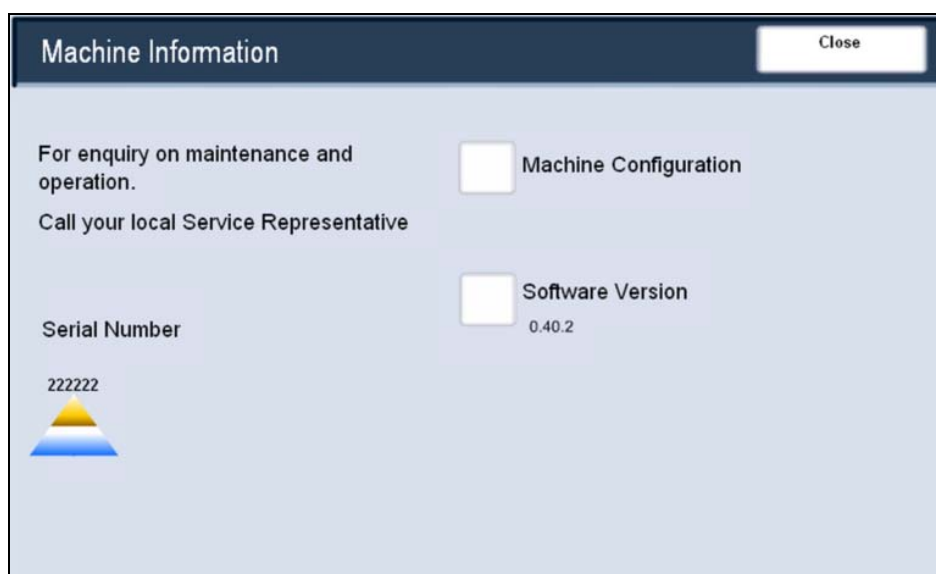
### Locating the Serial Number

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When ordering supplies or contacting Xerox for assistance you will be asked to supply your machine serial number.

The serial number can be located from the touch screen as follows:

1. Select the **Machine Status** button on the Control Panel.
2. Touch the **Machine Information** button on the Machine Status tab.
3. The machine serial number is displayed.



## Billing Meters

The **Billing Meters** feature provides access to machine usage and billing information. The meters vary depending on your machine configuration and setup.

To access the Billing Meters:

4. Select the **Machine Status** button on the Control Panel.
5. Touch the **Billing Meter/Print Report** tab.
6. Touch the **Billing Meter** button.

Billing Meter		Close
		Current Meter Reading
Serial Number <b>22222</b>	Meter 1	<b>5608</b>
	Meter 2	<b>0</b>
	Meter 3	<b>13068</b>

Customers can view the various billing meters, and the machine serial number for tracking purposes.

## Ordering Supplies

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A variety of supplies are available for your machine, for example:

- Paper
- Staples
- Drum Cartridge
- Toner Cartridge
- Waste Toner Container
- Staple Cartridge
- Fuser
- Charge Corotron

### **Cost per Copy Customers**

US Customers should contact the Metered Customer Support Center at 1-800-599-2198 to order Toner (black, cyan, magenta and yellow) and Staples if they are included as part of your Xerox Agreement. Contact the Welcome Center at 1-800-821-2797 to order Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, Waste Toner Container, and the Fuser.

### **Customers who purchase supplies and have a Xerox Maintenance Agreement (NOT Cost Per Copy)**

US Customers should call the Xerox Supplies Teleweb Center at 1-800-822-2200 to order Toner (black, cyan, magenta and yellow) and Staples. Contact the Welcome Center at 1-800-821-2797 to order Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, Waste Toner Container, and the Fuser.

### **Customers on Time and Materials Service (no Xerox Service Agreement)**

US Customers should call the Xerox Supplies Teleweb Center at 1-800-822-2200 to order Toner (black, cyan, magenta and yellow) and Staples. Contact the Customer Parts Center at 1-800-828-5881 to purchase Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, the Waste Toner Container, and the Fuser.

## Cleaning Your Machine

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### **Cleaning the Document Glass**

**WARNING:** When cleaning your 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.

**CAUTION:** *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.*

To ensure optimum print quality at all times, regularly clean the glass areas of your machine. This helps avoid output with streaks, smears, and other marks that transfer from the glass area when scanning documents.

Use a lint-free cloth, lightly dampened with Xerox Anti-Static or General Cleaning Fluid or another suitable non-abrasive glass cleaner, to clean the glass area.

Use a lint-free cloth, lightly dampened with water, Xerox Cleaning Fluid or Xerox Film Remover, to clean the under side of the Document Cover and in the Document Handler.

## **Cleaning the Control Panel, Touch Screen, Document Handler, and Trays**

**WARNING:** When cleaning your 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.

**CAUTION:** *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.*

Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove fingerprints and smudges, clean the touch screen and control panel with a soft, lint-free cloth, lightly dampened with water.

Use a lightly dampened cloth to clean the Document Handler, output trays, paper trays and the outside areas of your machine.



## Adjusting Tray 3 and 4

Trays 3 and 4 hold only 8.5"x11", A4, or 7.25"x10.5" paper. You can adjust the paper trays to hold any of these sizes. The following sequence shows how to adjust Tray 3 to hold 8.5" x 11" paper.

1. Open the appropriate tray and move the guides to just touch the edges of the paper stack.
2. Having adjusted the paper tray, you need to change the paper tray setting.
3. To adjust the paper tray settings, touch the **All Services** button on the Control Panel.
4. Touch the **Setup Menu** button on the touch screen.
5. Touch the **Paper Tray Attributes** button on the touch screen.
6. Select the desired paper tray whose paper tray settings are to be changed, and touch **Change Settings**. Select the appropriate **Paper Type** and **Paper Color**.
7. Touch the **Save** button.

Paper Type	Page	Paper Color
Plain (64-105 g/m²)	▲	White
Recycled (64-104 g/m²)	1/2	Blue
Transparency	▼	Cream
Heavyweight 1 (105-176 g/m²)		Green
Heavyweight 2		Bright Yellow
Heavyweight 1 (Side 2)		Pink
Heavyweight 2 (Side 2)		Yellow
Labels 1 (105-176 g/m²)		Clear
Labels 2		
Plain (Side 2)		

## Loading Paper and Media

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Instructions for loading paper and media can be found in the ***How To Load Paper and Media*** section of this document.

## Loading Staples

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### **Loading Staples - Advanced Finisher**

This procedure shows you how to remove an empty staple cartridge from the Advanced Finisher or Professional Finisher (with Booklet Maker) and replace it with a new staple cartridge. When the finisher is installed and it is time to replace the staple cartridge, a message appears on the touch screen. When this message appears, replace the staple cartridge with a new one.

1. To gain access to the staple cartridge, make sure the machine has stopped, and open the Finisher Front Door.
2. Hold the R1 lever of the staple cartridge. Hold the orange lever and pull the cartridge towards you to remove. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.
3. Insert the staple cartridge while gripping the orange lever until you hear it click into place.
4. Close the Finisher Front Door.

The use of staple cartridges not recommended by Xerox may impair quality and performance. Use only staple cartridges recommended for the machine.

## **Loading Staples - Professional Finisher with Booklet Maker**

When a Professional Finisher (with Booklet Maker) is installed and it is time to replace the booklet staple cartridge, a message appears on the display. When this message appears, replace the staple cartridge with a new one. This procedure shows you how to remove an empty staple cartridge from the Professional Finisher (with Booklet Maker) and replace it with a new staple cartridge.

1. To gain access to the staple cartridge, make sure the machine has stopped, and open the Finisher Front Door.
2. Press the levers R2 and R3 to the right, and pull out the unit. Hold the tabs of the booklet staple cartridge, and then lift to remove it.
3. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.
4. Open a new staple cartridge. Holding the tabs of the new booklet staple cartridge, return the cartridge to the original position and gently push it until you hear it click into place. Return the unit to its original position and close the Finisher Front Door.

## Auto Gradation Adjustment

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Your machine can automatically adjust gradation when the reproducibility of density or color in copies and prints has deteriorated. Follow the steps below to perform an Auto Gradation Adjustment:

1. Open the **System Settings** screen by touching the **Log In/Out** button on the Control Panel and logging in. Then touch the **System Settings** button.
2. To view the Auto Gradation Adjustment options, press the **System Settings** button again, and then touch the **Common Settings** option. **Auto Gradation Adjustment** is found in the **Image Quality Adjustment** area.
3. Load paper and select the screen type (**Copy Job**, **Print Job 1**, or **Print Job 2**) for gradation adjustment.
4. Select the tray that you loaded in step 3, then touch the **Close** button.
5. Touch the **Target** button to set an area for applying the gradation adjustment, then select the **Close** button.
6. Press the **Start** button. The *Gradation Adjustment Chart* will be printed.
7. Align the magenta patch of the printed *Gradation Adjustment Chart* against the left side of the document glass.
8. Place at least five sheets of white paper on top of the *Gradation Adjustment Chart* and close the document cover.
9. Press the **Start** button. The message *Gradation adjustment is in progress.* appears and the machine automatically adjusts the gradation. It takes about 30 seconds to complete gradation adjustment. If the adjustment completes successfully, a completion message appears on the screen. If there is a problem, the machine stops adjustment and displays an error message.
10. Touch the **Confirm** button.
11. To continue automatic gradation adjustment for other screen types, repeat steps 3 to 10 as required.
12. Exit the **Auto Gradation Adjustment** screens and make a copy or print to confirm the image quality.

## Consumables

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### **Replacing the Drum Cartridges**

This procedure shows you how to remove a used Drum Cartridge and replace it with a new Drum Cartridge. The machine will tell you when you need to order a new cartridge and when to install it. The Drum Cartridges can be recycled so please follow the disposal instructions you receive with the new items.

**CAUTION:** *Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than two minutes. Image quality may deteriorate when the drum cartridges are exposed to light.*

1. Replace drum cartridges while the machine is on. When the power is turned off, all information stored to the machine's memory will be erased.

**CAUTION:** *Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.*

2. Make sure the machine has stopped, and open the Front door.
3. Pull down the R1-R4 handle.
4. Raise the Release Handle.
5. Open a bag including a new drum cartridge. Place the new drum cartridge near the machine.

**CAUTION:** *Do not touch or scratch the surface of the drum when you take it out from the bag.*

**CAUTION:** *Remember to minimize the amount of time that the drum cartridge is exposed to light. Exposure for more than two minutes may result in light shock to the drum.*

6. Unwrap the sheet covering the new drum cartridge and place it under the cartridge. Some drum cartridges may include a protective film. Remove the film on the drum cartridge, if it is present. Open the Drum Drawer.
7. Remove the old drum cartridge by holding the finger rings provided at the both ends of the drum cartridge and gently lifting up.
8. Grip the finger rings provided at the both ends of the new drum cartridge. Do not touch the surface of the drum cartridge.
9. Place the new drum cartridge in the machine following the guides with the side marked front facing the front.
10. Press both ends of the drum cartridge to place it in a horizontal position.
11. Immediately close the Drum Drawer to protect the other drums from light.

**CAUTION:** *Remember to close the Drum Drawer - Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.*

12. Return the Release Handle to its original position.
13. Return the R1-R4 handle to the original position and close the front door.
14. Insert the used drum cartridge into an empty container for recycling.

## **Replacing the Toner Cartridges**

This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge.

The machine will notify you when a new toner cartridge is needed, and when installation is to occur. If you continue copying or printing without replacing the toner cartridge, a message will appear and the machine will stop after copying or printing around 1,800 pages for Black, or around 1200 pages for Cyan, Magenta and Yellow.

Follow the disposal instructions for the old cartridge when you receive with the new cartridge.

1. Replace the toner cartridge while the machine is on. Open the toner cover, located just above the machine front door.
2. Lay paper on the floor before removing the cartridge. This will allow any excess toner to fall on the paper. Hold the handle of the color indicated in the message, and gently pull it out.
3. Remove the toner cartridge by holding the handle on the top of the cartridge while gently pulling it straight out. Be careful to not get toner on clothing.
4. Dispose the toner cartridge as normal office waste or recycle the cartridge.
5. Remove the new toner cartridge from its packaging.
6. Gently tilt the new cartridge up and down, and then left and right to redistribute the toner.
7. Install the toner cartridge by aligning the arrows on the cartridge evenly with the printer until you hear a click.
8. Close the Front Door. If the door will not close completely, make sure the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.

**CAUTION:** *Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a cloth moistened with a neutral detergent.*



## **Replacing the Fuser**

This procedure shows you how to remove a used Fuser and replace it with a new Fuser. The machine will tell you when you need to install a new one. The Fuser can be recycled so please follow the disposal instructions you receive with the new cartridge.

1. Make sure the machine has stopped running, and open the Front Door.
2. Grasp **Handle #2** and turn it to the unlocked position.

**Warning:**    **To avoid burns wait at least 5-10 minutes after powering off the printer to allow the fuser to cool down, and observe warning labels inside.**

3. Carefully pull out the Transfer Module.
4. Grab and lift the Amber-Gold colored handle only, lift and pull up and out of the Transfer Module.
5. Dispose of the old Fuser as normal office waste or recycle the old Fuser.
6. Remove the new Fuser from its packaging.
7. Insert the Fuser into the Transfer Module while holding the Amber-Gold handle.
8. Close the Transfer Module.
9. Turn **Handle #2** to the locked position.
10. Close the Front Door.

## **Replacing the Charge Corotron**

This procedure shows you how to remove the used Charge Corotron and replace the machine with a new Charge Corotron. The machine will tell you when you need to order a new one and when to install it.

**CAUTION:** *Do not expose this item to direct sunlight or strong light from indoor fluorescent lighting. Image quality may deteriorate when these are exposed to light for more than two minutes.*

1. Make sure the machine has stopped running.
2. Open the Front Door.
3. Pull down the R1-R4 handle.
4. Raise the Release Handle.
5. Open the packaging for the new Charge Corotron and gently place the new Charge Corotron on a flat surface near the machine.
6. Pull out the Drum Drawer.

**CAUTION:** *Remember to minimize the amount of time that the drum cartridges are exposed to light. Exposure for more than two minutes may result in light shock to the drums.*

7. Grasp both of the Amber-Gold colored casings on the old Charge Corotron and push towards the back of the machine. You will hear a clicking noise indicating that it is being released.
8. Remove the old Charge Corotron by holding the finger rings provided at the both ends of the Charge Corotron and gently pulling straight up.
9. Gently lower the new Charge Corotron into the machine straight down, and not at an angle.
10. Grasp the Amber-Gold colored casings on the new Charge Corotron and pull towards the front of the machine until you hear a clicking noise to indicate the Charge Corotron is in place.
11. Push in the Drum Drawer completely. Return the Release Handle to its original position.

**CAUTION** *Remember to close the Drum Drawer - Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.*

12. Return the R1-R4 handle to the original position and close the front door.
13. Insert the used Charge Corotron into an empty container for recycling.

## **Replacing the Waste Toner Container**

This procedure shows you how to remove the used Waste Toner Container and replace it with a new Waste Toner Container. The machine will tell you when you need to order a new Container and when to install it.

That completes the procedure for replacing the Waste Toner Container.

1. Make sure the machine has stopped running, and open the Front Door.
2. Open the waste toner container cover, located to the right of the Area #2 lever.
3. Grip the handle of the waste toner container and pull out about half of it.
4. Hold the center part on the top of the container, and then remove it.

**CAUTION:** *Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a cloth moistened with a neutral detergent.*

5. Hold the used waste toner container firmly with both hands and put it into the provided plastic bag.
6. Hold the center part on the top of a new container and insert it until it comes to a stop.
7. Close the waste toner container cover.
8. Close the Front Door.

## Further Assistance

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For additional help visit our Customer Web Site at [www.xerox.com](http://www.xerox.com) or contact the Xerox Welcome and Support Center quoting the machine serial number.

The customer support number and machine serial number can be viewed by:

1. Touching the **Machine Status** button on the control panel.
2. Touching the **Machine Information** button on the Machine Status tab.

Machine Status  
button



## Troubleshooting

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### Problem Solving

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Some problems can be resolved by rebooting your machine. Power the machine OFF and ON using the ON/OFF switch at the front of your machine.

**CAUTION:** *Wait approximately 20 seconds before turning the machine back ON. Be aware that any incomplete jobs in the queue will be lost.*

**WARNING:** *Use only the ON/OFF switch to reboot your machine. Damage may occur to your machine if power is removed by other means.*

## Fault Codes

If an error caused the printing to end abnormally, or a malfunction occurred in the machine, then an error code is displayed.

If an error code appears that is not listed in the table below, or if an error persists after following the listed solution, then contact your Xerox Customer Support Center.

If an error code is displayed, all print data of the machine as well as print data stored in the machine's built-in memory is discarded.

<b>Fault Code</b>	<b>Cause/Remedy</b>
002-770	Cause: Unable to process job template due to insufficient hard disk space. Remedy: Remove unnecessary data from the hard disk to increase free disk space.
003-750	Cause: Unable to store any documents with 2 Sided Book Copy feature. Remedy: Check the 2 Sided Book Copy settings.
003-751	Cause: The machine is unable to process size, because the specified document area is too small. Remedy: Increase resolution or scan area size.
003-752	Cause: When setting a mixed size document to Full Color/2 Side and attempting to scan at 600dpi, an error occurs. Remedy: Decrease [Scan Resolution] to [400dpi] or less, and rescan.
003-753	Cause: When scanning a mixed size document using the 2 sided simultaneous scan feature with 300, 400, or 600dpi, an error occurs. Remedy: Decrease [Scan Resolution] to [200dpi] or less, and rescan.
003-754	Cause: An error occurred in the document feeder. Remedy: Reprocess the job.
003-757	Cause: When scanning a mixed size document using the 2 sided simultaneous scan feature with 400, or 600dpi, an error occurs. Remedy: Decrease [Scan Resolution] to [300dpi] or less, and rescan.

<b>Fault Code</b>	<b>Cause/Remedy</b>
003-760	Cause: An incompatible combination of features are specified in the document scan conditions. Remedy: Check the selected options.
003-761	Cause: The paper size of the tray selected for auto tray is different from the paper size of the tray selected for Auto Repeat. Remedy: Change the paper size for the tray, or change the [Paper Type Priority] settings.
003-763	Cause: An error occurred when reading the Gradation Adjustment Chart. Remedy: Place the Adjustment Chart properly on the document glass.
003-795	Cause: When enlarging/reducing a scanned document to the specified paper size, the reduction/enlargement ratio value exceeds the allowed range. Remedy: Take one of the following actions: <ul style="list-style-type: none"> <li>• Manually enter a reduction/enlargement ratio.</li> <li>• Change the paper size.</li> </ul>
005-274	Cause: An error occurred in the document feeder. Remedy: Power-cycle the machine. Contact your Xerox Customer Support Center.
012-211	Cause: Finisher malfunctioned. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.
012-260	Cause: Finisher malfunctioned. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

<b>Fault Code</b>	<b>Cause/Remedy</b>
016-210	Cause: An error occurred on the software settings. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.
016-219	Cause: The machine does not have the software license. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.
016-220	Cause: An error occurred in the document scanner. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.
016-454	Cause: Unable to retrieve IP address from DNS. Remedy: Check the DNS configurations and IP address retrieve method.
016-704	Cause: Documents stored in the mailbox have reached the limit, and hard disk capacity is insufficient. Remedy: Remove unnecessary documents from the mailbox, and save the document.
016-708	Cause: Annotation is not possible due to insufficient hard disk space. Remedy: Remove unnecessary data from the hard disk to increase free disk space.
016-710	Cause: Delayed print documents cannot be registered. Remedy: Check print options and specify the print data again. If the hard disk is malfunctioning, contact your Xerox Customer Support Center.
016-712	Refer to 003-751.
016-713	Cause: The input password does not agree with the password set to the mailbox. Remedy: Input the correct password.



<b>Fault Code</b>	<b>Cause/Remedy</b>
016-714	Cause: Specified mailbox does not exist. Remedy: Create a new mailbox or specify the existing mailbox.
016-721	Cause: An error occurred during print processing. Probable causes are as follows: 1. Printing was instructed by [automatic tray selection] when [Paper Type Priority] is set to [Automatic Tray switching Off] for all paper in the [Common Settings]. 2. ESC/P command error Remedy: 1. When printing by automatic tray selection, set one of the paper types to a setting other than [Automatic Tray switching Off] in [Paper Type Priority]. 2. Check print data.
016-735	Cause: Attempted to print [Job Template List] while updating the job template. Remedy: Retry printing after waiting for a period.
016-748	Cause: Printing is not possible due to insufficient hard disk space. Remedy: Reduce the number of pages of print data, for example, by dividing up the print data or printing one copy at a time when making multiple copies.
016-755	Cause: Attempted to process PDF file which was specified to printing prohibited. Remedy: Cancel the printing prohibited specification using Adobe Reader, and try to print again.
016-756	Cause: No permissions to use the service. Remedy: Check with your System Administrator.
016-757	Cause: Password is incorrect. Remedy: Enter the correct password.
016-758	Cause: No Permissions to use service. Remedy: Check with your Auditron Administrator.
016-759	Cause: Maximum number of pages for this service has been reached. Remedy: Check with your Auditron Administrator.
016-764	Cause: Can not connect to the SMTP server. Remedy: Contact the SMTP

<b>Fault Code</b>	<b>Cause/Remedy</b>
	server administrator.
016-765	Cause: Could not send mail because the hard disk on the SMTP server was full. Remedy: Contact the SMTP server administrator.
016-766	Cause: An error occurred on the SMTP server. Remedy: Contact the SMTP server administrator.
016-767	Cause: Could not send mail because the mail address was wrong. Remedy: Check the mail address and transmit again.
016-768	Cause: Could not connect to the SMTP server as the mail address of the machine was incorrect. Remedy: Check the mail address of the machine.
016-769	Cause: The SMTP server does not support confirmation of mail distribution (DSN). Remedy: Send mail without setting confirmation of mail distribution (DSN).
016-773	Cause: The IP address for the machine is not set properly. Remedy: Check the DHCP environment. Or, specify a fixed IP address for the machine.
016-774	Cause: Compression conversion is not possible due to insufficient hard disk space. Remedy: Remove unnecessary data from the hard disk to increase free disk space.
016-775	Cause: Image conversion is not possible due to insufficient hard disk space. Remedy: Remove unnecessary data from the hard disk to increase free disk space.
016-777	Cause: A hard disk error occurred during image processing. Remedy: The hard disk might be defective. When replacing a hard disk, contact your Xerox Customer Support Center.

<b>Fault Code</b>	<b>Cause/Remedy</b>
016-778	Cause: Conversion processing of scanned image was interrupted, because of insufficient disk space. Remedy: Remove unnecessary data from the hard disk to increase free disk space.
016-779	Cause: An error occurred during scanned image conversion processing. Remedy: Retry scanning.
016-780	Cause: A hard disk error occurred during scanned image conversion processing. Remedy: The hard disk might be defective. When replacing a hard disk, contact your Xerox Customer Support Center.
016-786	Cause: When using the scan feature, hard disk capacity is insufficient for writing to a file. Remedy: Either remove unnecessary data from the hard disk to increase free disk space, or initialize the hard disk.
016-788	Cause: Failed to load a file from the Web browser. Remedy: Take one of the following actions, and try again. <ul style="list-style-type: none"> <li>• Reload the browser page</li> <li>• Restart the browser</li> <li>• Power-cycle the machine.</li> </ul>
016-789	Cause: Insufficient space available for mail processing. Processing was interrupted. Remedy: Reduce resolution or reduce/enlarge ratio to decrease the data size, or send in several pieces.
016-791	Cause: In [Scan to FTP/SMB], or [Job Template], the forwarding destination or job template save location could not be accessed. Remedy: Check whether you can access the specified forwarding destination.
016-792	[Cause Specified job history could not be acquired, when printing [Job Counter Report] Remedy: Specified job history does not exist.

<b>Fault Code</b>	<b>Cause/Remedy</b>
016-793	Cause: The hard disk has run out free space. Remedy: Either remove unnecessary data from the hard disk to increase free disk space, or initialize the hard disk.
016-794	Cause: A medium is not inserted correctly. Remedy: Insert the medium correctly.
016-795	Cause: An error occurred when reading data stored in a media. Remedy: Check the data stored in the media with a computer.
021-750	Cause: During an inspection or maintenance request, a transmission error occurred, and your Xerox Customer Support Center could not be contacted. Remedy: Check that the phone lines are connected, and try sending an inspection or maintenance request again after a short time. If the error persists, contact your Xerox Customer Support Center.
027-452	Cause: IP address already exists. Remedy: Change the IP address.
027-453	Cause: Failed to obtain IP address from DHCP server. Remedy: Change the IP address manually.
027-700	Cause: The medium is damaged. Remedy: Check the media with a computer.
027-701	Cause: A medium is not inserted correctly. Remedy: Insert the medium correctly.
027-702	Cause: No data is stored in the medium, or the data stored in the medium is damaged. Remedy: Check the data stored in the media with a computer.
027-703	Cause: A media reader is not connected with the machine correctly. Remedy: Check the connection between the media reader and the machine.

<b>Fault Code</b>	<b>Cause/Remedy</b>
027-720	Cause: Unable to find the server of an application interface destination. Remedy: Check DNS server address. Or check whether an application interface (CentreWare Flow Service) installed on the computer is registered by DNS server or not.
027-721	Cause: An application interface destination does not exist. Remedy: Check whether an application linked (CentreWare Flow Service) operates correctly.
027-722	Cause: The jobs was timed out during connection with an application interface destination. Remedy: Try to process the job flow again.
027-723	Cause: Authentication at the application interface destination (CentreWare Flow Service) fails. Remedy: Check a user name and password that is used when creating a job flow.
027-725	Cause: A job operation failed using an application interface. Remedy: Check whether an application linked (CentreWare Flow Service) operates correctly. When it is operating, check the log. When it is not operating, check the network environments.
027-727	Cause: A parameter is illegal during an application interface. Remedy: Try to process the job flow again.
027-728	Cause: The number of files that is required to send to external services exceeds the maximum number of files that can be sent. Remedy: Try to send again after decreasing the number of pages that is lower than the maximum number.
027-750	Cause: Attempted to command a job flow to a print document. Print documents are not supported by job flows. Remedy: Check the document before starting the job flow.

<b>Fault Code</b>	<b>Cause/Remedy</b>
027-751	Cause: When following the job flow, an error occurred. Remedy: Check the settings for the job flow.
027-770	Cause: The print data cannot be processed because of PDL error. Remedy: Check the print data and try to print again.
027-771	Cause: A disk full error occurred. Remedy: Remove unnecessary data from the hard disk to increase free disk space.
027-796	Cause: When the machine is configured to only print attached documents when received by mail, a message with no attachments is discarded upon receipt. Remedy: To print the mail body or header information as well, change settings in the Properties screen of CentreWare Internet Services.
027-797	Cause: Invalid received mail output destination. Remedy: Specify a correct output destination, and send the mail again.
047-210	Cause: An error occurred with the offset stacking module. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.
062-210	Cause: The document feeder malfunctioned. Remedy: Contact your Xerox Customer Support Center.
062-211	Cause: An error occurred in the document feeder. Remedy: Contact your Xerox Customer Support Center.
062-220	Refer to 062-210.
062-277	Cause: A communications error occurred between the document scan unit and the document feeder. Remedy: Contact your Xerox Customer Support Center.

<b>Fault Code</b>	<b>Cause/Remedy</b>
062-278	Cause: An error occurred in the document feeder. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.
062-790	Cause: The scanned document is copy-protected. Remedy: Refer to "Illegal Copies and Printouts" (P.23), and check to see if the document can be copied.
063-210	Refer to 062-211.
065-210	Cause: An error occurred with the machine. Remedy: Contact your Xerox Customer Support Center.
065-215	Cause: An error occurred in the document feeder. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.
065-219	Refer to 062-210.
071-210	Cause: The Tray 1 malfunctioned. Remedy: Check paper loaded in the Tray 1, and power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center. Trays other than the Tray 1 can be used.
072-210	Cause: The Tray 2 malfunctioned. Remedy: Check paper loaded in the Tray 2, and power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center. Trays other than the Tray 2 can be used.

<b>Fault Code</b>	<b>Cause/Remedy</b>
073-210	Cause: The Tray 3 malfunctioned. Remedy: Check paper loaded in the Tray 3, and power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center. Trays other than the Tray 3 can be used.
074-210	Cause: The Tray 4 malfunctioned. Remedy: Check paper loaded in the Tray 4, and power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center. Trays other than the Tray 4 can be used.
075-211	Cause: The Tray 5 (bypass) malfunctioned. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.
078-250	Cause: The high capacity tray (the Tray 6) malfunctioned. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.
116-210	Cause: An error occurred with the media reader. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.
116-212	Cause: A connecting cable is not connected with a media reader correctly. Remedy: Connect the connecting cable and power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.
116-704	Cause: A medium is not inserted correctly. Remedy: Insert the medium correctly.



<b>Fault Code</b>	<b>Cause/Remedy</b>
116-705	Refer to 016-795.
116-701	Cause: 2 sided print could not be made due to insufficient memory. Remedy: Print each side.
116-713	Cause: Job was divided and printed due to insufficient disk space. Remedy: Remove unnecessary data from the hard disk to increase free disk space.
116-780	Cause: There is a problem with the document attached to the received mail. Remedy: Check the attached document.
116-790	Cause: The settings for stapling are canceled and prints the data. Remedy: Confirm the staple position and try to print again.
123-400	Cause: A malfunction occurred in the machine. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.
124-705	Cause: The settings for punching are canceled. Remedy: Confirm the punching position and try to print again.
124-706	Cause: The settings for folding are canceled. Remedy: Confirm the folding settings and try to print again.
124-709	Cause: The number of pages exceeds the number of pages that can be stapled. Remedy: Decrease the number of pages, or cancel the stapling settings, then try to print again.
127-210	Cause: A malfunction occurred in the machine. Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

<b>Fault Code</b>	<b>Cause/Remedy</b>
switch01	Switch off the machine. Cause: An error occurred. Remedy: Turn off the power, wait until the touch screen goes dark, and then turn on power again. If the message persists, record the displayed contents. Switch off the machine immediately, wait for the touch screen to go dark, and contact your Xerox Customer Support Center.
switch02	Completed with an error. Cause: An error occurred. Remedy: Retry the same procedure after waiting for a period. A fault has occurred. The machine has rebooted. Select [Close]. If the problem persists, call for service.
switch03	Cause: An auto-recoverable internal error occurred, and the machine restarted automatically. Remedy: Select the [Close] button. The machine is operating normally now. If the error persists, call your Xerox Customer Support Center.

## Jam Clearance

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### Paper Jams

#### **Bottom Left Cover Paper Jams**

This section describes how to clear paper jams that occur inside the Bottom Left Cover.

1. If Tray 6 is installed, gently move Tray 6 to the left until it stops.
2. Gently open the Bottom Left Cover while gripping the release handle.
3. Remove the jammed paper.  
*NOTE: If paper is torn, check for any torn pieces of paper inside the machine.*
4. Gently close the Bottom Left Cover.
5. If Tray 6 is installed, gently move Tray 6 back into position.

#### **Tray 6 Paper Jams**

This section describes how to clear paper jams that occur in Paper Tray 6.

1. Open Tray 6 and remove any jammed paper.
2. Gently close Tray 6.  
*NOTE: If paper is torn, check for any torn pieces of paper inside the machine.*
3. Gently move Tray 6 to the left until it stops.
4. Open the Tray 6 Top Cover and remove any jammed paper.  
*NOTE: If paper is torn, check for any torn pieces of paper inside the machine.*
5. Close the Tray 6 Top Cover and gently move Tray 6 to its original position.

## Tray 5 Paper Jams

This section describes how to clear paper jams that occur in Tray 5 (Bypass).

1. Open the Tray 5 Cover. Inspect the paper feed entrance area and remove any jammed paper.
2. When two or more sheets of paper are loaded, remove all of the sheets from the tray.
3. Close the Tray 5 Cover.

*NOTE: If paper is torn, check for any torn pieces of paper inside the machine.*

4. Fan the paper you removed making sure that all four corners are neatly aligned.
5. Insert the paper into the Tray with the printing side facing up until its lead edge lightly touches the paper feed entrance.

## Transfer Module Paper Jams

This section describes how to clear paper jams that occur in the Transfer Module area.

1. Make sure that the machine has stopped. After the machine has stopped, open the front door.
2. Turn **Handle 2** to the right until it is in the horizontal position, then pull out the transfer module.

**Warning:** Never touch a labeled area (found on the fuser unit or nearby) indicating “High Temperature” and “Caution”. You may get burned.

3. Remove the visible jammed paper.
4. Move **Handle 2a** to the right and remove any jammed paper.
5. Pull down **Handle 2b** and remove the jammed paper.
6. Return **Handle 2a** and **Handle 2b** to their original position. Push in the transfer module completely and turn **Handle 2** to the left.
7. Close the front cover.

## **Document Feeder Paper Jams**

This section describes how to clear paper jams that occur in the Document Feeder.

1. Open the Document Feeder Top Cover until it comes to a stop.
2. Open the Left Cover until it comes to a stop.
3. If the document is not caught in the document feeder, pull out the document.
4. Lift the handle and open the Inner Cover. Remove the jammed document.
5. Close the Inner Cover.
6. Close the Top Cover until it clicks into place.
7. Close the Left Cover until it clicks into place.
8. If the document cannot be found, raise the Document Feeder slowly.
9. Pull the handle and remove the document. The return the handle to its original position and close the Document Feeder.
10. If the document is still not found, lift the Document Feeder Tray and remove the document.
11. Gently return the Document Feeder Tray to its original position.
12. Make sure that the document is not torn, wrinkled or folded, and load the document again following the instructions displayed on the screen.

## **Output Tray Paper Jams**

This section describes how to clear paper jams that occur in the Output Tray.

1. Remove jammed paper from the Output Tray.
2. If paper is torn, check for any torn pieces of paper inside the machine.

## Bottom Right Cover Paper Jams

This section describes how to clear paper jams that occur in the Bottom Right Cover.

1. If a finisher is installed, open the front door of the finisher and then pull **Handle 1a** to the right.
2. Open the Bottom Right Cover while pressing the down arrow button.
3. Remove the upper jammed paper.  
*NOTE: If paper is torn, check for any torn pieces of paper inside the machine.*
4. Remove the lower jammed paper.  
*NOTE: If paper is torn, check for any torn pieces of paper inside the machine.*
5. Check whether paper is jammed at the lower part of the machine. If there is jammed paper, remove it.  
*NOTE: If paper is torn, check for any torn pieces of paper inside the machine.*
6. Close the Bottom Right Cover.
7. If the finisher is installed, return **Handle 1a** to its original position, then close the front door of the finisher.

## Paper Tray Paper Jams

This section describes how to clear paper jams that occur in Paper Trays 1 to 4.

1. Open the tray where the paper jam occurred.  
*NOTE: Paper is sometimes torn and remains inside the machine if you open a tray without checking the paper jam position. This may cause machine malfunction. Check where the paper jam occurred before clearing the problem.*
2. Remove the jammed paper.
3. Push the tray in gently until it comes to a stop

## **Finisher Area 1 Paper Jams**

This section describes how to clear paper jams that occur in Area 1 of the Finisher.

1. Open Finisher Front Door
2. Move Handle 1A to the right.
3. Remove any paper.
4. If the paper cannot be removed, move Handle 1B to the right.
5. Remove any paper.
6. Move Handle 1D to the left.
7. Turn Knob 1C and remove any paper.
8. Return Handle 1D, Handle 1B, and Handle 1A to their original positions.
9. Close the Finisher Front Door

## **Finisher Area 2 Paper Jams**

This section describes how to clear paper jams that occur in Area 2 of the Finisher.

1. Open Finisher Front Door.
2. Open Area 2a and Area 2b and remove any paper.
3. Turn Knob 2C if necessary.
4. Close Area 2a and Area 2b.
5. Close the Finisher Front Door

## **Finisher Area 3 Paper Jams**

This section describes how to clear paper jams that occur in Area 3 of the Finisher.

1. Open Finisher Front Door.
2. Move Handle 3 to the down position.
3. Remove any paper.
4. Return Handle 3 to its original position.
5. Close the Finisher Front Door

## **Finisher Area 4 Paper Jams**

This section describes how to clear paper jams that occur in Area 4 of the Finisher.

1. Open the Finisher Front Door
2. Open Area 4b and remove any paper.
3. Pull out the Area 4 Module.
4. Turn Knob 4a to the left and remove any paper.
5. Close the Area 4 Module.
6. Close Area 4b.
7. Close the Finisher Front Door

## **Finisher Area 5 Paper Jams**

This section describes how to clear paper jams that occur in Area 5 of the Finisher.

1. Lift the Area 5 Cover.
2. Remove any paper.
3. Close the Area 5 Cover.

## **Booklet Maker Tray Paper Jams**

This section describes how to clear paper jams that occur in the Booklet Maker Tray area of the Professional Finisher.

1. Open Finisher Front Door
2. Turn Knob 4a to the right.
3. Remove any sheets from the Booklet Maker Tray.
4. Close the Finisher Front Door



## **Staple Jams**

Follow the steps below to clear a staple jam:

1. Make sure that the machine has stopped before opening the front cover of the finisher.
2. Grip the Handle R1 of the staple cartridge holder, and pull out the holder to the right towards you.
3. Remove the staple cartridge holder by gripping the orange lever.
4. The staple cartridge is firmly held in place. When you remove the staple cartridge, you must pull the cartridge out with some force.
5. After removing the staple cartridge, check the inside of the finisher for any remaining staples.
6. Pull up the metal part of the staple cartridge. Remove the jammed staples, and return the metal part pulled up in the previous step, to the original position.
7. Insert the staple cartridge while gripping the orange lever until you hear it click into place.

## **Hole Punch Jams**

If the Hole Punch feature jams, remove and empty the Waste Hole Punch Tray as well as removing the paper jam.

## **Document Feeder Jams**

If a Document Feeder jam occurs, the touch screen will display a message identifying the jam area. If after clearing, the document feeder jams again, follow the steps below:

- Check your originals. Ensure that your originals are of a good quality.
- Ensure that the Document Handler guides are against the edges of the loaded originals.
- Check that your originals are within specification and that the loaded originals do not cover the maximum fill line on the document handler guides.
- Document Specification: Loose leaf, 8.5"x5.5" to 11"x17", 13 - 32lb, Up to 250 sheets of 20lb.

*NOTE: If you have poor quality originals, use the document glass to copy a new set.*

*NOTE: If using computer fanfold forms ensure that the perforations down each side of the sheet have been removed. When removed the forms can be loaded either short edge feed or long edge feed.*

## **Bypass Tray Jams or Misfeeds**

Tray 5 (Bypass) Jams occur in the paper path clearance areas. The machine will display a message indicating the clearance area.

If after clearing the jam, the Tray 5 feeder jams or misfeeds again, follow the steps below:

- Ensure that the Bypass Tray guides are against the edges of the loaded paper.
- Check that the Bypass Tray paper attributes are set correctly.
- Check that the paper is within specification.(8.5"x11" to 12"x19", 255 gsm maximum, up to 250 sheets of 80 gsm).
- Fan the paper and load it into the bypass tray. Ensure that the paper does not cover the maximum fill line.

*NOTE: Do not add paper to the tray when paper is already loaded. Instead, remove the paper and combine the additional paper with the paper from the tray and reload.*

## **Envelope Jams**

Envelope Jams occur in the paper path clearance areas. The machine will display a message indicating the clearance area.

If after clearing the jam, the envelope jams again, follow the steps below:

1. Check that the attributes of the paper tray are set correctly. Envelopes can only be fed from the Bypass Tray.
2. Ensure that the guides are against the edges of the envelopes.
3. Check that the envelopes are within specification. For more information about envelope specifications go to the Stock Type, Envelope topic in the Paper and Media section.

*NOTE: Some wrinkle is expected on the back of the fed envelope.*

## Problem Statement

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If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

### **Message will not clear**

If the fault is a paper jam, ensure that any paper is removed from the appropriate area and that there are no hidden or small pieces of paper left behind.

Reboot your machine by powering OFF and ON using the On/Off button at the front of your machine.

### **8.5" x 11" original was not enlarged onto an 11" x 17" page**

Select a percentage for enlargement, or select the required paper tray and **Auto** reduce/enlarge.

### **Deformed transparencies**

Check to see if **Transparencies** are selected on the Paper Type screen. The machine automatically adjusts for different types of media, paper can tolerate more heat than transparencies.

### **Inserts have images printed on them**

Insert blank sheets of paper with the documents to mark each location for an insert.

### **Output does not reflect the selections made**

Select the **Save** button, if appropriate, after each selection on the touch screen.

### **Output is not stacked correctly**

Check to see if the paper tray guides are locked into position against the paper.

### **Pages in the set are not stapled or punched**

- Check to see if the paper tray guides are locked into position against the paper.
- Select the option on the touch screen.
- Check that there are staples in the staple cartridge.
- Check that the Punch Scrap Container is not full.

### **Drilled paper holes are on the wrong side**

Ensure that the drilled paper is loaded correctly in the paper tray (the holes should be on the leading edge of the loaded paper).

### **The Touch Screen is Completely Dark**

Check to see if the machine is in Power Saver mode. Press the **Power Saver** button on the control panel

**The Touch Screen is not Bright Enough**

Use the Brightness Dial on the left side of the control panel to adjust the brightness of the Touch Screen.

**The machine displays a memory full error message**

Check with the key operator about available memory.

Divide the remaining pages of your job into several small jobs and run the job again.

**The machine does not accept documents into memory**

Check with the key operator about available memory capacity.

If the memory is almost full, print and delete unnecessary files.

**The machine will not power ON**

Check the power cord installation.

Firmly press the ON/OFF button.

Check to see if the AC outlet is receiving voltage. (Connect another appliance to the outlet to verify voltage.)

**A print document will not print**

Check the required resource is available. You might need to ask the key operator to change the settings.

**Report documents will not print**

You might need to ask the key operator to change the settings. For example, if you want to print on blue paper and the key operator has disabled printing on blue paper, you cannot use it unless the key operator enables printing on that specific type of paper.

**With an external control device connected, the machine displays *Ready to Copy*, but users cannot log in**

Check the external device to ensure that it is properly connected and powered on.

**Documents will not feed correctly**

If you are experiencing problems feeding certain types of document ensure that the document media is suitable for the Document Handler. Alternatively you can place the documents on the Document Glass.

## **Copyright Statement**

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## Glossary

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**A3, A4, A5, A6, B4, B5** - These are common metric paper sizes.

**ADF** - Automatic Document Feeder

**APS** - Auto Paper Select.

**Auditron** - a tracking system, which is built into the product. You can use Auditron to track overall machine usage, individual usage and usage of each feature separately.

**Auditron Administrator** - a designated user, whose responsibility is to set up and maintain auditron accounts on the machine.

**Auto Answer Mode** - an embedded fax mode where your machine is programmed to automatically answer calls.

**Auto Exposure** - an image quality setting, which enhances documents that have colored backgrounds. The product adjusts its settings for different types of images.

**Background Suppression** - this feature prevents the reproduction of unwanted background variations resulting from originals that have either a colored background or that are printed on very thin stock on which the images on the second side tend to 'bleed' through.

**Book Format** - a multi page 2 sided document that opens to the left rather than upwards. May also be known as Head to Head

**Booklets** - the images are automatically placed on the paper in a sequence that, when folded, creates a booklet. The machine has the ability to create booklets on a variety of paper stock.

**BPS** - bits per second, fax transmission rate.

**Build Job** - this feature allows the machine to accept multiple job segments and combine them into a single job. Each segment can have different characteristics such as paper size, 1-or 2-sided images, or scanned either from the glass or through the Document Handler.

**Calendar format** - a multi page 2 sided document that opens upwards rather than to the left. May also be known as Head to Toe.

**CCD** - Charge-Coupled Device, converts the image of the document into a digital image.

**CDIC** - Compression Decompression Interface Controller

**Chad bin** - tray within the finisher that collects the hole punch waste paper.

**Collated** - copy sets of a document delivered in the same sequence as the originals.

**Comments** - To and From lines on a fax cover page.

**Configuration Report** - a report that lists the options currently installed on the machine.

**Continuous Tone** - a photographic image that contains gradient tones from black to white. A photograph (from a camera) is a continuous tone as opposed to a picture in a magazine.

**Contrast** - the intensity of the display of an image, or the degree of difference between the gray tones on a document page.

**Copy Activity Report** - if enabled, a report that contains information about each copy job.

**Copy Sets** - groups of copies of a multi-page set of documents. If you have a four-page document and you want to make 10 copies of a document, you will be making 10 copy sets.

**Covers** - paper used to add to the front or back of a copy set, usually colored stock.

**CRU** - Customer Replaceable Unit

**DADF** - Duplexing Automatic Document Feeder

**DADH** - an assembly that automatically separates and feeds double-sided documents from the input tray into the scanner.

**Default Settings** - the settings used by the machine when the user does not specify settings.

**Dialing Characters** - special characters which apply only to Xerox machines that support fax mailboxes.

**Digital Copier** - a copier that scans an image only once to make one or many copies.

**DIMM** - Dual In-line Memory Module



**Dividers** (inserts) - paper that is used to separate sections of a document.

**Document Feeder** - an assembly that automatically separates and feeds single or double-sided documents from the input tray into the scanner.

**Document Handler** - an assembly that automatically separates and feeds single or double-sided documents from the input tray into the scanner.

**Dry ink** - a customer replaceable unit, also known as Toner

**Duplex** - referring to a document that contains an image on both sides of the page.

**Embedded Fax** - a walk up fax service which sends the scanned image over a telephone line that is attached directly to the machine.

**Error Sheet** - if enabled, error sheets are generated when a print or copy job is unexpectedly terminated by the system, or when a job is completed without all of the requested features (e.g. stapling, special paper, fonts).

**Ethernet** - a network transport technology commonly used to send data from one node to another.

**External Accounting Server (EAS)** - a network server used to access account information.

**Facsimile (Fax)** - a document that is transferred from one location to another via a telephone line.

**Factory Defaults** - settings which are incorporated into the machine at the factory and used by the machine when the user does not specify settings.

**File Server** - a computer that has a hard disk drive large enough to hold and share files. It provides the ability for multiple users to simultaneously access the same file.

**First Touch Screen** - the first touch screen displayed for each feature. It contains the settings used most often.

**Forced 4800** - a fax transmission setting that minimizes errors on telephone lines in areas of low quality communications or noise .

**Foreign Interface Device** - a device (such as a magnetic card reader, coin-operated device, or bill acceptor) that is connected to the exterior of the machine and used to track machine usage.

**Frame** - a group of data sent through the network.

**Fuser** - a customer replaceable unit, also know as the Fuser.

**gsm** - the metric designation for paper weight in grams per square meter.

**Halftone** - gray patterns that are created by the density of the printed black dots.

**HCF** - High Capacity Feeder. Paper Tray 6

**Head to Head** - a double-sided document that opens to the left rather than upwards. May also be known as Book Format.

**Head to Toe** - a double-sided document that opens upwards rather than to the left. May also be known as Calendar format.

**HFSI** - High Frequency Service Items

**Hole Punch (Hole Puncher)** - a finishing option to hole punch output. Available with the Advanced office Finisher or Professional Finisher only.

**Hole Punch Waste Container** - tray within the finisher that collects the hole punch waste paper.

**HVPS** - High Voltage Power Supply

**Image Rotation** - this feature enables completion of a job regardless of the orientation of the paper stock in the paper trays. If the original and the selected stock in the tray are oriented differently, the machine will rotate the image to match the orientation of the Paper Tray stock.

**Image Shift** - shifts the scanned image of an original to reposition it on the printed output. It is designed to be used for creating a binding edge.

**Input** - the documents placed on the Document Glass, or in the Document Handler, to be scanned.

**Inserts** - paper used to separate sections or topics in a set of documents, typically colored stock.

**Internet Fax** - a walk up fax service that will send the facsimile to another internet fax machine or PC.

**IOT** - Image Output Terminal. Contains the Charge, Exposure, Development, Transfer, Cleaning and Fusing elements of the Xerographic Process

**IP** - Internet Protocol.

**Job Progress Screen** - a pop-up screen that is displayed on the User Interface when the Start button is pushed. This window provides information about the active job.

**Job Queue** - lists jobs being processed by the machine. The Job Queue can be accessed via the Job Status pathway button.

**Job Review Summaries** - these are text descriptions next to feature buttons on the screen that identify the current setting of the button.

**Key Operator** - a designated user who sets Machine, Copy, and Fax defaults and maintains the machine.

**Keypad** - the buttons on the control panel, or the buttons in a pop-up keypad window on the touch screen.

**Landscape** - an image orientation which has the top of the image on the long edge of a sheet of paper.

**LDAP** - an acronym for Lightweight Directory Access Protocol. A protocol that allows sharing of corporate phone book information.

**Long Edge Feed (LEF)** - the long edge of the paper is positioned to enter the machine first.

**Machine Administrator** - a designated individual who sets the defaults and maintains the machine. Someone who has access to system tools.

**Mask Data** - private data that the machine conceals when the forward slash key (/) is selected, by displaying special characters in place of the private data.

**Media** - the material on which the copies or prints are printed. Synonymous with stock.

**Memory** - a capacity for storing documents.

**Moiré** - an undesirable pattern caused by the interaction of two halftones.

**Multipage TIFF** - this is a special type of TIFF file which results from combining single page TIFF formatted files into one file.

**NCU** - Network Control Unit

**Node** - a number that identifies a network component. It works like an address.

**Non-Standard Paper** - sizes other than 11"x17", 8.5"x11", 8.5"x5.5" and 8.5"x14.

**Output** - finished copies, prints or received fax documents.

**Owner** - a designated user who can assign machine access rights to other users.

**Pathway** - the route, or the buttons a user is required to select to display a feature, such as Copy or Fax.

**PCL Files** - (Printer Control Language file) the command language for the HP LaserJet printers.

**PDF** - Portable Document File.

**Peer-to-Peer** - a network environment in which the nodes communicate directly with other nodes.

**Phone List** - a list of telephone numbers programmed into the machine for easy access.

**Photo Mode** - an image quality selection used to enhance copies of photographs. See Continuous Tone.

**Platen** - this is also known as the Document Glass.

**Portrait** - an image orientation which has the top of the image on the short edge of a sheet of paper.

**PostScript Files** - (PS files) a page description language from Adobe Systems, Inc., that is used extensively on MACs and PCs as well as workstations, mini computers, and main-frames.

**Power Saver Modes** - energy saver modes that significantly reduce the power consumption during periods of inactivity.

**Printer Configuration Report** - a report that lists the status of the printer options: installed options, PCL5 options, PostScript options and connectivity options.

**Printer Jam** - a media misfeed when the machine is printing a document.

**Print to Edge** - this feature allows the machine to print an image on the paper up to the very edge of the paper stock.

**Protocol** - the rules that control the transmitting and receiving of data.

**PWS** - personal Workstation

**Queue** - a temporary storage unit for jobs waiting to be processed.

**Registration** - this term refers to the placement of the image as it appears on the output.

**Repository** - stores electronic documents.

**Resolution** - the amount of space between each line the machine scans. Select the standard setting for normal documents and fine and superfine settings for documents with more detail.

**ROM** - Read Only Memory

**ROS** - Raster Output Scanner

**SAP** - Service Advertising Protocol.

**Scan** - sensing or reading a paper document and converting the optical image of the document to an electronic image of the document.

**Scanning** - sensing the image on an original and creating an electronic image of the document.

**Scan Once, Print Many** - the single scanning of a document, regardless of the number of copies requested. After the document is scanned once, it is Raster Image Processed (RIP) once, temporarily stored to the image disk until the job is completed, then the image is deleted.

**Scan to E-mail** - a walk up service that will send a document as an e-mail attachment to a specified e-mail address.

**Scan to File** - a walk up service that will scan a document and create a file on the specified server or computer.

**Segment** - a single page scan from the Document Glass, or a single or multiple-page scan from the Document Handler.

**Server Fax** - a walk up fax service which uses a Third Party Fax Server.

**Sharpness** - sharpness adjusts the amount of edge definition on the output. If the image appears slightly out of focus, increasing the Sharpness value may make the image clearer.

**Short Edge Feed (SEF)** - the short edge of the paper is positioned to enter the machine first.

**Sleep Mode** - a condition of reduced power consumption while the machine is inactive.

**SMTP** - Simple Mail Transfer Protocol

**SSR** - Solid State Relay

**Stabilizer Feet** - attachments that replace the castors under the machine and keep it from moving.

**Stand-by Mode** - a condition of reduced power consumption while the machine is inactive.

**Stock** - the material on which the copies or prints are printed. Synonymous with media

**System Administrator** - a designated user who sets and maintains the network settings on the machine.

**TCP/IP** - Transmission Control Protocol/Internet Protocol.

**TIFF** - Tagged Image File Format

**Toner** - a customer replaceable unit, also known as Dry Ink

**Transmission Report** - if enabled, a report that confirms the status of a fax document.

**Transmit** - to send.

**Trayless Duplex** - this feature is possible because the paper stock continually cycles through the machine until it has the desired number of images, as opposed to residing in a duplex tray until the machine is ready to use the partially printed stock. A Trayless Duplex system significantly reduces the likelihood of jams.

**Uncollated** - output programming where the specified number of copies for each page is delivered in the order the documents were placed in the Document Handler.

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