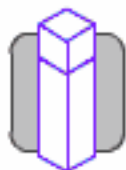


**Getting Started**

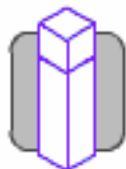
Select the section you want by clicking on the colored buttons or from the pull-down menus at the top of the screen.

This program will help you get the most out of your machine, with step-by-step how to... procedures, through to friendly and easy to follow tutorials or in depth information about all the features and functions.

**How to...****Tutorials****Maintenance****Troubleshooting****Help**



Getting Started



How to...



Tutorials



Maintenance



Troubleshooting



Help



## Getting Started

### Quick Tour

Machine Setup

Productivity

Specifications

Legal and Safety





## Quick Tour

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

**Control panel**

**Power On and Off**

**Loading Paper >>>**


**Simple Copying**

**Simple Network Scanning**

**Quick Tour**

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.


Enter a key word. **Search****Product Overview**

# DocuColor 242/252/260

Next **Instructions**

Roll the mouse pointer over various parts of the machine, and click to find out further information.

Alternatively, click on the **Next Button** on the top right hand side of the screen to view the slideshow.

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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Introduction DocuColor 242/252/260



Next



### DocuColor 260

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 up to 60 color prints per minute and 75 black and white prints per minute.



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**Quick Tour**

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

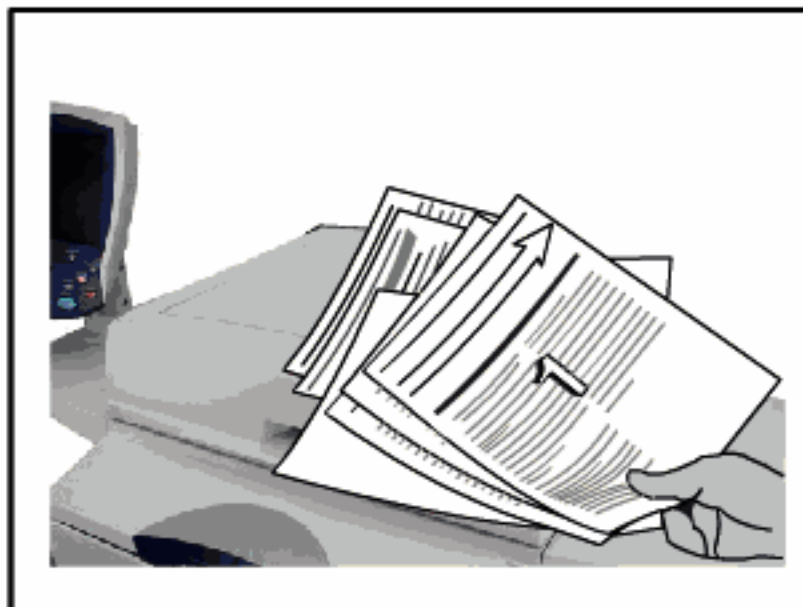
**Search**

## Document Handler


### DocuColor 242/252/260



Next

**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.

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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Document Glass DocuColor 242/252/260




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### 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.

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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

**Search**

## Document Glass (continued) DocuColor 242/252/260




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### Document Glass

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".

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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

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## Control Panel DocuColor 242/252/260



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### Control Panel

Allows you to select all available programming features and displays fault clearance procedures and general machine information.

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

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**Quick Tour**

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

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**Search**

## Paper Trays

### DocuColor 242/252/260




Next

**Paper Trays 1 and 2**

These trays are located on the front of the machine and feed the majority of stock sizes.

**Trays 3 and 4**

These trays provide a large supply of 8.5"x11", A4, or 7.25"x10.5" stock.

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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

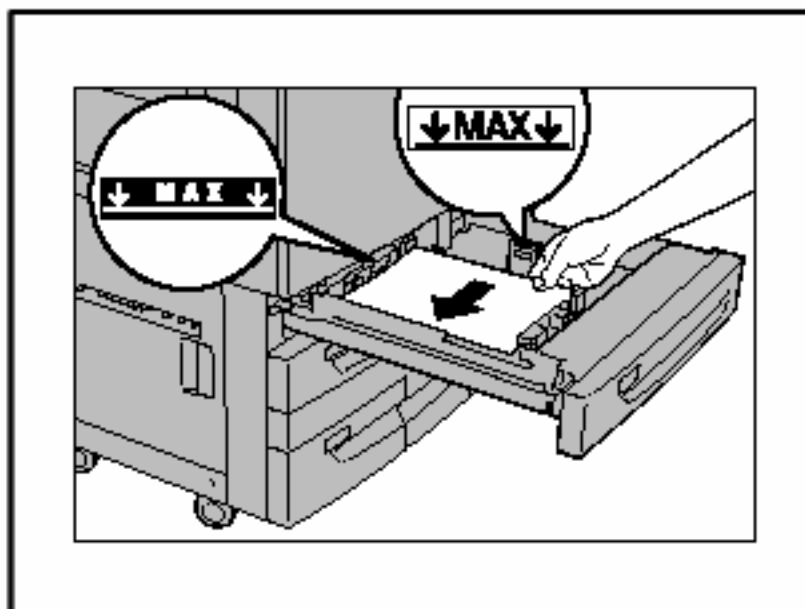
When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

## Paper Trays 1 and 2 DocuColor 242/252/260



Next



### Paper Trays 1 and 2

Trays 1 and 2 are identical. Each tray has a capacity of 500 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).




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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

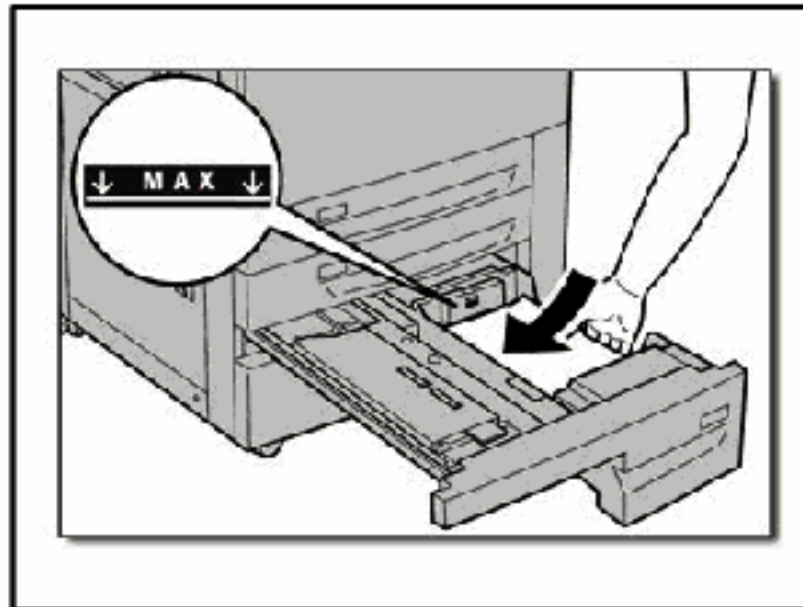
Enter a key word.

Search

## Paper Trays 3 and 4 DocuColor 242/252/260



Next



### 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.

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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

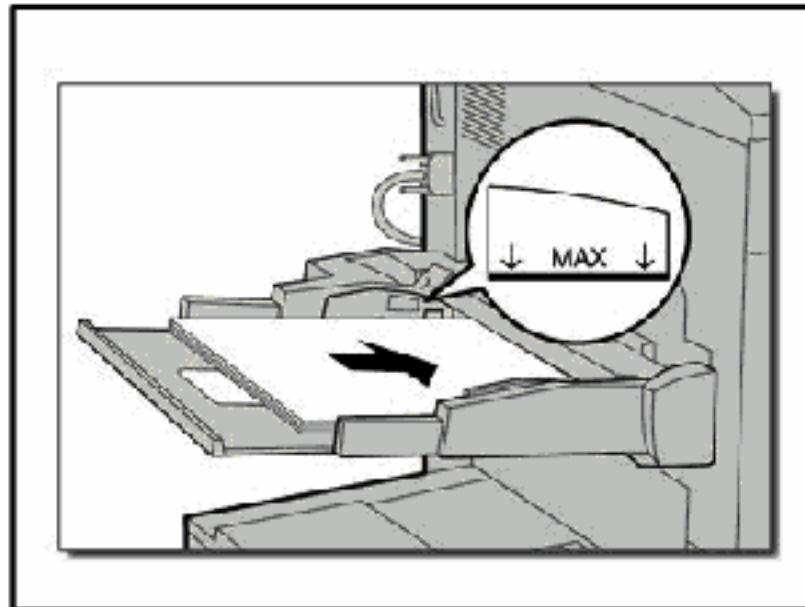
When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

## Bypass Tray DocuColor 242/252/260



Next



### 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.

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## Quick Tour

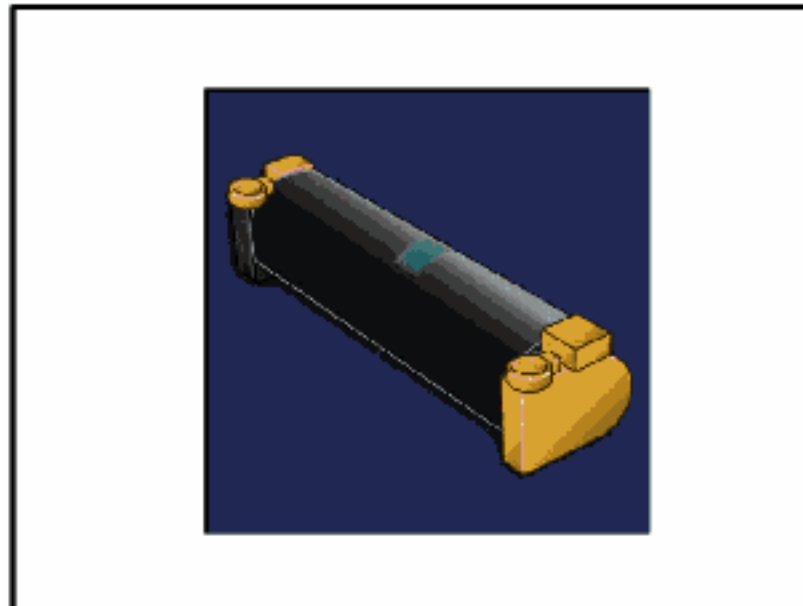
This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Consumables DocuColor 242/252/260



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. **Click on the Consumable headings below to find out more information.**

**Drum Cartridges**

**Toner Cartridges**

**Fuser**

**Waste Toner Container**

**Charge Corotron**

### 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.

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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

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Enter a key word.

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## Consumables DocuColor 242/252/260



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. **Click on the Consumable headings below to find out more information.**

**Drum Cartridges**

**Toner Cartridges**

**Fuser**

**Waste Toner Container**

**Charge Corotron**

### Toner Cartridges

The Toner Cartridges can be loaded while the machine is running. Supplied with the toner cartridge is the waste toner container.

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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

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## Consumables

### DocuColor 242/252/260



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. **Click on the Consumable headings below to find out more information.**

**Drum Cartridges**

**Toner Cartridges**

**Fuser**

**Waste Toner Container**

**Charge Corotron**

#### **Fuser**

The fuser will provide approximately 200,000 prints or copies.

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## Quick Tour

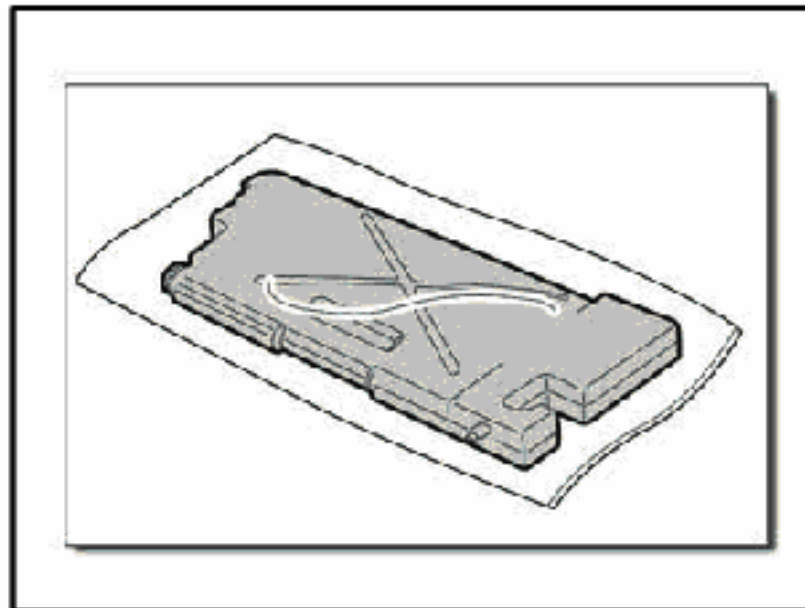
This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Consumables DocuColor 242/252/260



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. **Click on the Consumable headings below to find out more information.**

**Drum Cartridges**

**Toner Cartridges**

**Fuser**

**Waste Toner Container**

**Charge Corotron**

### Waste Toner Container

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

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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

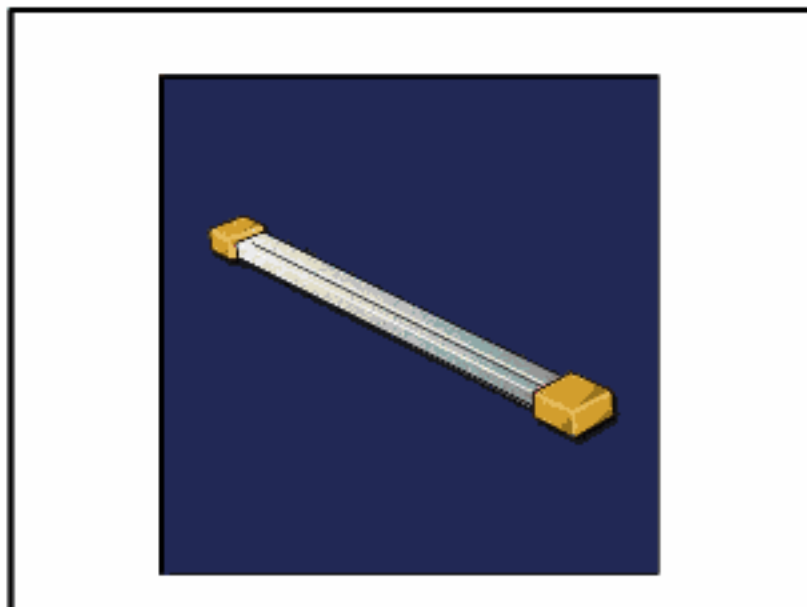
When you have completed the topic select the [Previous Menu] button below.

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## Consumables

### DocuColor 242/252/260



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. **Click on the Consumable headings below to find out more information.**

**Drum Cartridges**

**Toner Cartridges**

**Fuser**

**Waste Toner Container**

**Charge Corotron**

### 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.



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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

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## Catch Tray DocuColor 242/252/260



### 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.

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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

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## Advanced Finisher DocuColor 242/252/260



Next



### 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 Stacker Tray is used for offset and/or stapled output, and can hold up to 3000 sheets. Both trays can be used for hole punched output (optional).

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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

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## Professional Finisher DocuColor 242/252/260



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### 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.



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## Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

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## Light Production Finisher DocuColor 242/252/260



Next

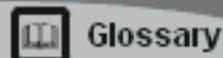


### Light Production Finisher (with Booklet Maker)

This output device provides a wide range of finishing/folding options.

The Top Tray is used for stacked output, and can receive up to 500 sheets of paper. The Stacker Tray is used for offset and/or stapled output, and can hold up to 2000 sheets. Both trays can be used for hole punched output (optional).

The Bottom Tray is used for receiving saddle-stapled booklets.



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### Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

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## Software

### DocuColor 242/252/260



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### Software

The software supplied with your machine will help you use and configure your machine.

Enter a key word.

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## Quick Tour

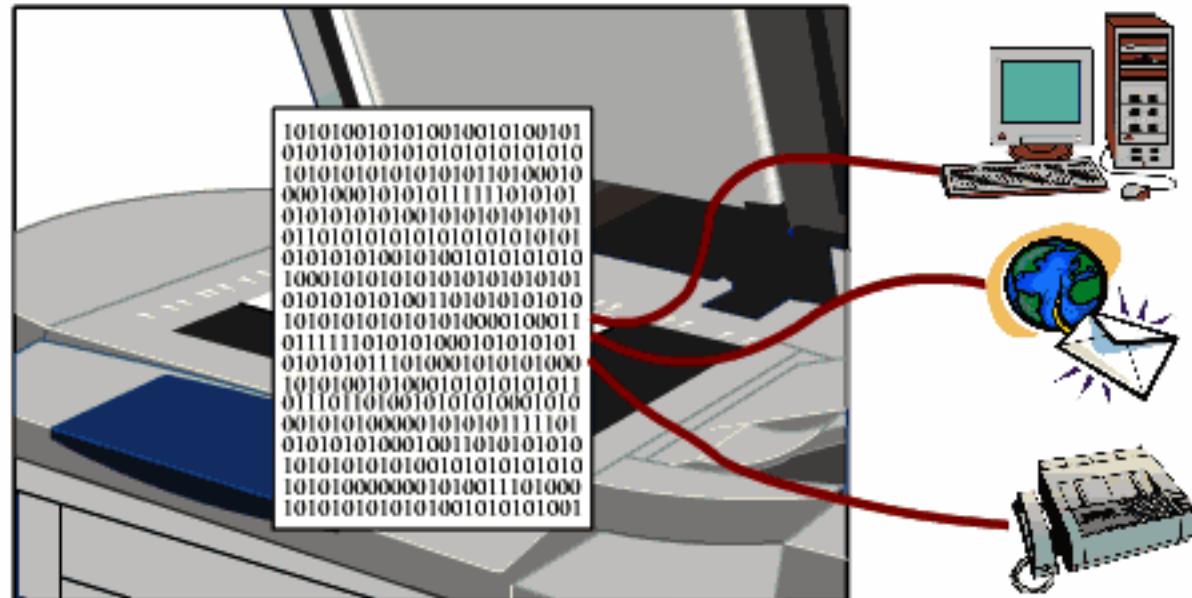
This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

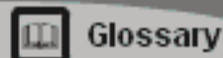
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## Network facilities DocuColor 242/252/260



### 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.



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## Quick Tour

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**

 **Control panel**

**Power On and Off**

**Loading Paper >>>**

**Simple Copying**

**Simple Network Scanning**



Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Control Panel



Next

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

Touch Screen

Pathway buttons

Feature buttons

Keypad



Enter a key word.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

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## Control Panel



Selecting the **Services** button gives access to the Services screens. The first screen/tab for each service contains all the basic settings for that service. The additional tabs allow further programming selections.

For more information on the services and associated tabs, go to the appropriate tutorial.



Selecting the **Job Status** button allows you to check on the progress of a job and, if necessary, to change its position in a queue.

For more information about Job Status go to the tutorial titled **Job Status**.



The **Machine Status** button displays information about the machine. Select this button to review the machine supplies status, review the status of faults and find information required for service calls.

For more information about Machine Status go to the tutorial titled **Machine Status**.



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## Quick Tour

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**

 **Control panel**

 **Power On and Off**

**Loading Paper >>>**

**Simple Copying**

**Simple Network Scanning**





## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

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## Power On and Off

### 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.

For information on the required power supply select **Specifications** from the Getting Started tab.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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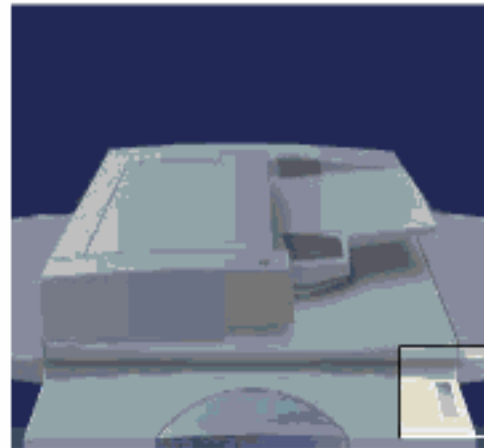
## Power On and Off

### Power On



Next

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 Switch

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### Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

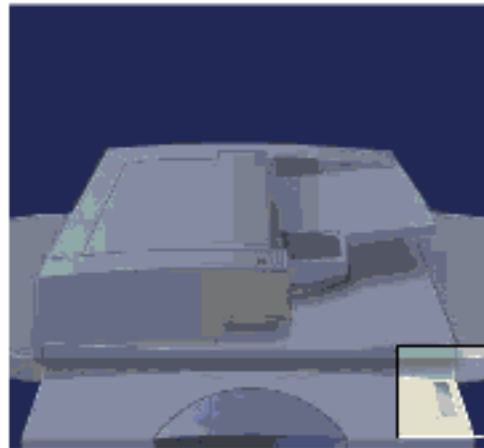
**Search**

## Power On and Off



### Power Off

Press the power switch to turn your machine off.



Power Switch

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**XEROX**



## Quick Tour

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**

 **Control panel**

 **Power On and Off**

 **Loading Paper >>>**

**Simple Copying**

**Simple Network Scanning**



### Quick Tour

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**

 **Control panel**

 **Power On and Off**

 **Loading Paper >>>** > > > > > > > > > > > > > > >

**Simple Copying**

**Simple Network Scanning**

**View all**


- Loading trays 1/2
- Loading trays 3/4
- Loading bypass tray
- Loading the High Capacity Feeder
- Loading the Oversized High Capacity Feeder



## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. 

**Search**

## Loading Paper



Next

Loading the paper trays correctly ensures the smooth running of your machine.

This topic will show you how to load the paper trays:

- > Loading Paper Trays 1 and 2
- > Loading Paper Trays 3 and 4
- > Loading the Bypass Tray (Tray 5)
- > Loading the High Capacity Tray
- > Loading the Oversized High Capacity Tray



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**XEROX**



### Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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Enter a key word.

Search

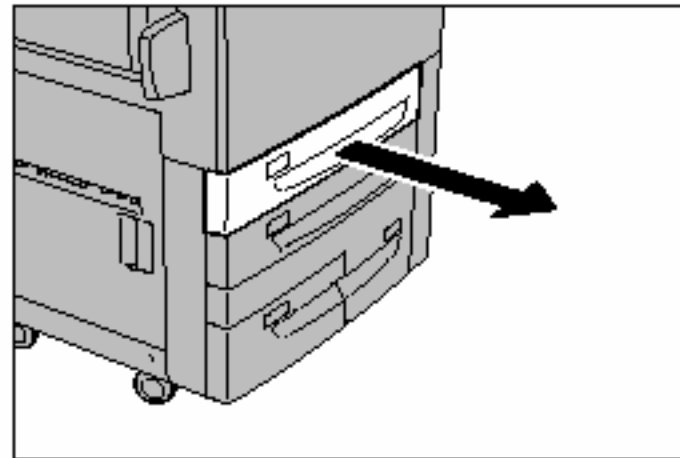
## Loading paper trays 1 and 2



Print



Next



Trays 1 and 2 can take 500 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.



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### Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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Search

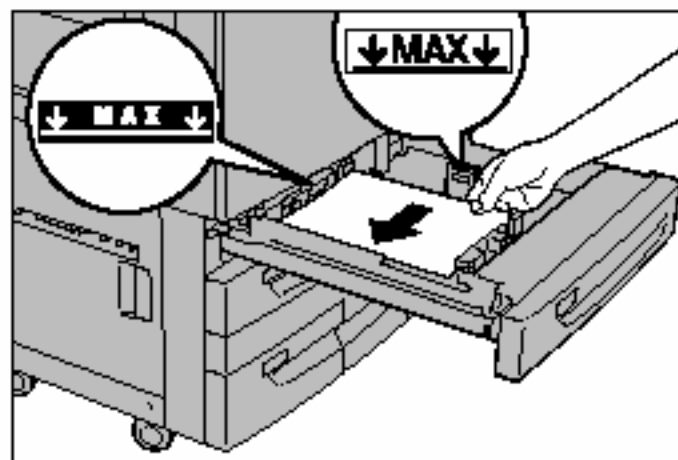
## Loading paper trays 1 and 2



Print



Next



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.

Move the right guide to touch the paper stack.

Move the front and rear guides to just touch the edges of the paper stack.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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Search

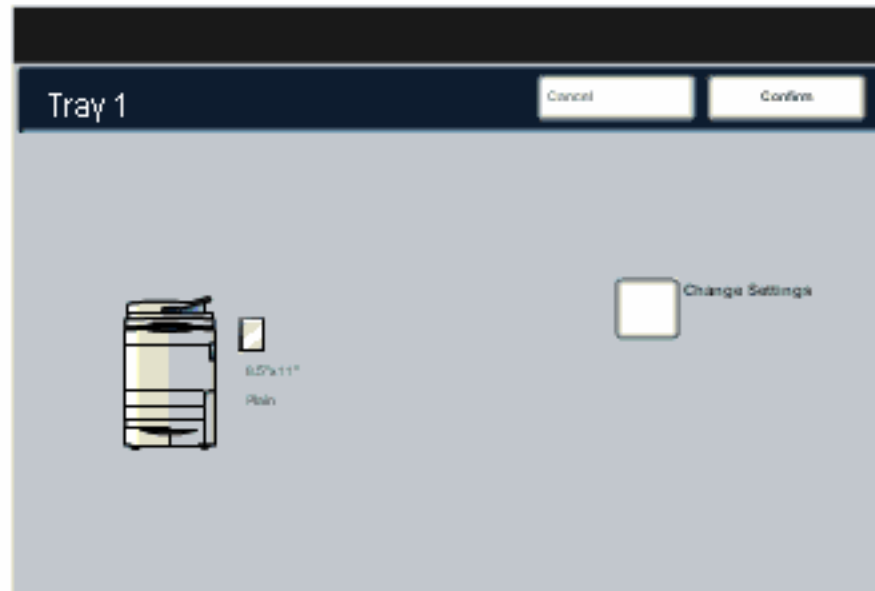
## Loading paper trays 1 and 2



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



Glossary

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### Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

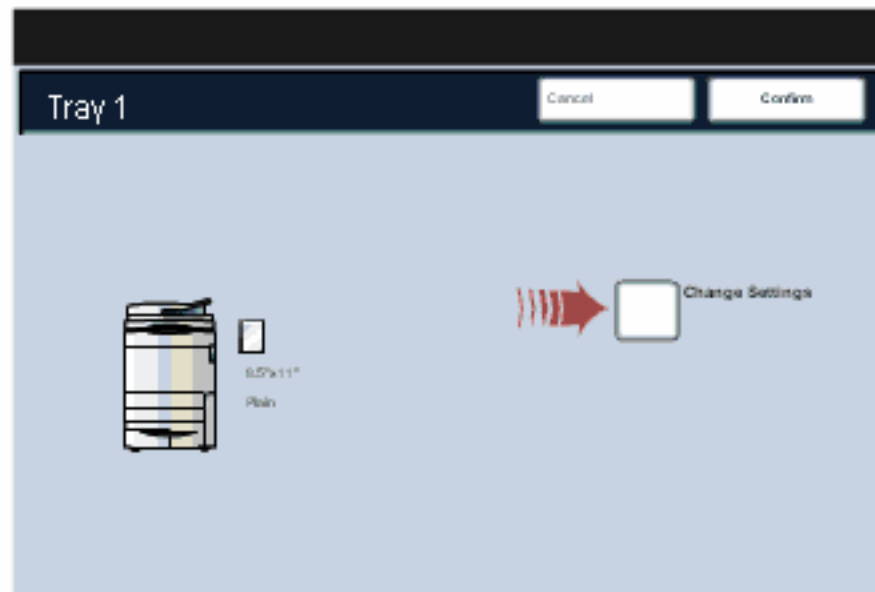
## Loading paper trays 1 and 2



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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## Loading paper trays 1 and 2



Print



Next

Tray 1

Cancel Save

**Paper Type**

Plain (94-105 g/m <sup>2</sup> )	▲
Recycled (94-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-175 g/m <sup>2</sup> )	▼

**Paper Size**

Variable Size	▲
Auto Size Detect	
8.5"x11"	
8.5"x14"	▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.



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## Loading paper trays 1 and 2



Print



Next

Tray 1 Cancel Save

**Paper Type**

Plain (94-105 g/m<sup>2</sup>) ▲

Recycled (94-104 g/m<sup>2</sup>)

Transparency ▼

Heavyweight 1 (105-175 g/m<sup>2</sup>) ▼

**Paper Size**

Variable Size ▲

**Auto Size Detect**

8.5"x11" ▼

8.5"x14" ▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Size** options allow 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.



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## Loading paper trays 1 and 2



Print



Tray 1 Cancel Save

**Paper Type**

Plain (94-105 g/m <sup>2</sup> )	▲
Recycled (94-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-176 g/m <sup>2</sup> )	▼

**Paper Size**

Variable Size	▲
Auto Size Detect	
8.5"x11"	
8.5x14	▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Size** options allow 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.

Select the **Variable Size** button to continue.



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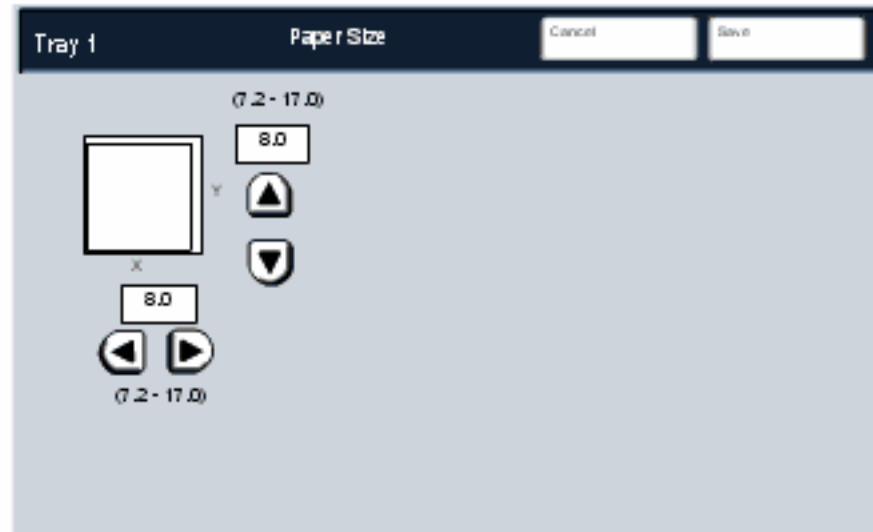
## Loading paper trays 1 and 2



Print



Next



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.

This concludes the Loading Paper topic.



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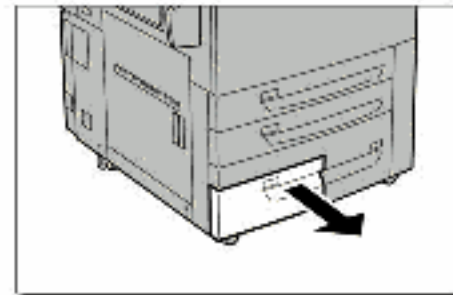
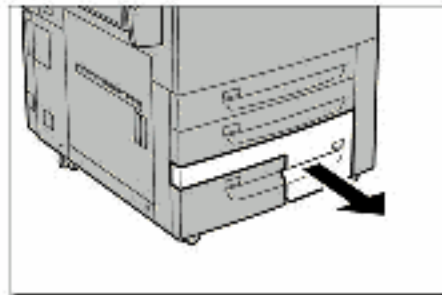
## Loading paper trays 3 and 4



Print



Next



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.



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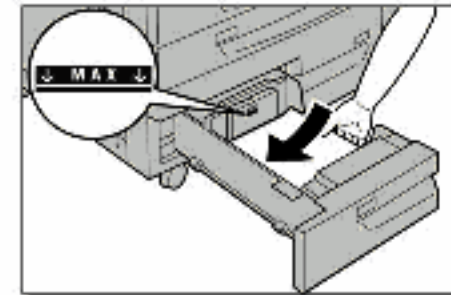
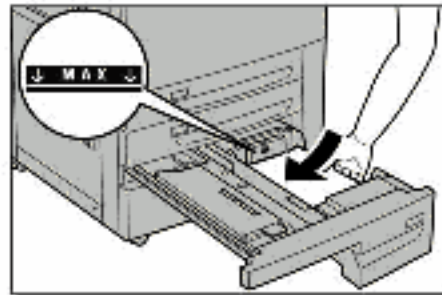
## Loading paper trays 3 and 4



Print



Next



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.

Gently close the paper tray.

On closing the tray the elevator raises the paper stack ready for use.



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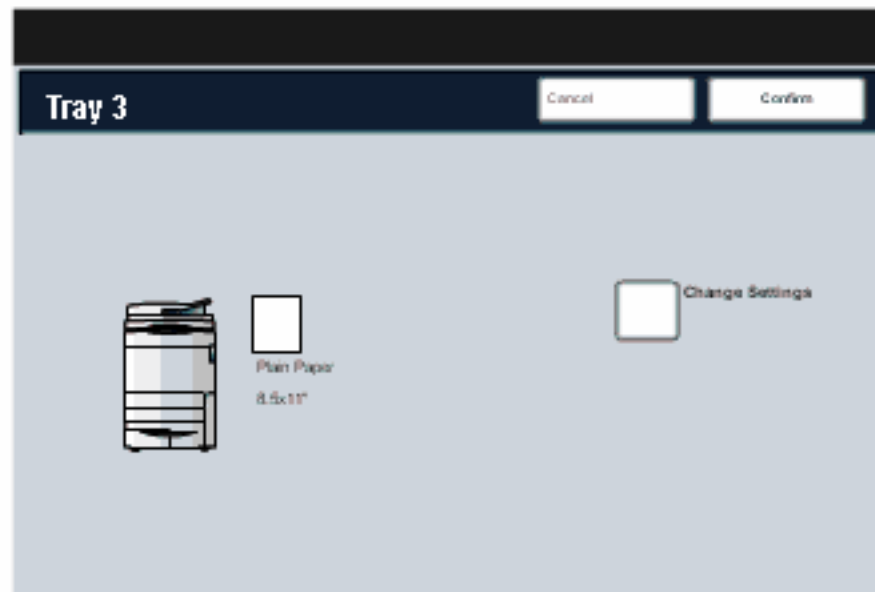
## Loading paper trays 3 and 4



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



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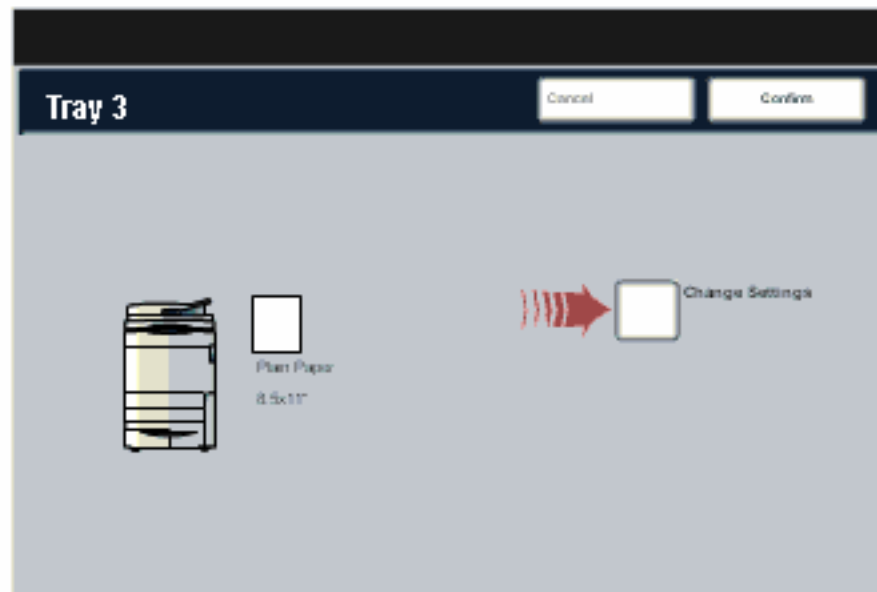
## Loading paper trays 3 and 4



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Loading paper trays 3 and 4



Print



Next

Tray 3 Cancel Save

<b>Paper Type</b>	
Plain (84-105 g/m <sup>2</sup> )	▲
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼

<b>Paper Size</b>	
Auto Size Detect	▲
Variable Size	
	▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.



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## Loading paper trays 3 and 4



Print



Next

Tray 3

Cancel Save

**Paper Type**

Plain (84-108 g/m<sup>2</sup>) ▲

Recycled (84-104 g/m<sup>2</sup>)

Transparency

Heavyweight 1 (105-178 g/m<sup>2</sup>) ▼

**Paper Size**

Auto Size Detect ▲

Variable Size

Auto Paper Select

All output colors

Color

Black

The **Paper Size** options allow 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.



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## Loading paper trays 3 and 4



Print



Next

Tray 3

Cancel Save

Paper Type

Plain (84-108 g/m<sup>2</sup>)

Recycled (84-104 g/m<sup>2</sup>)

Transparency

Heavyweight 1 (105-178 g/m<sup>2</sup>)

Paper Size

Auto Size Detect

Variable Size

Auto Paper Select

All output colors

Color

Black

The **Paper Size** options allow 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.

Select the **Variable Size** button to continue.



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## Loading paper trays 3 and 4



Print



Next



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.



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# Loading paper trays 3 and 4



Print



Next



This concludes the Loading Paper topic.

Enter a key word.

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**Search**

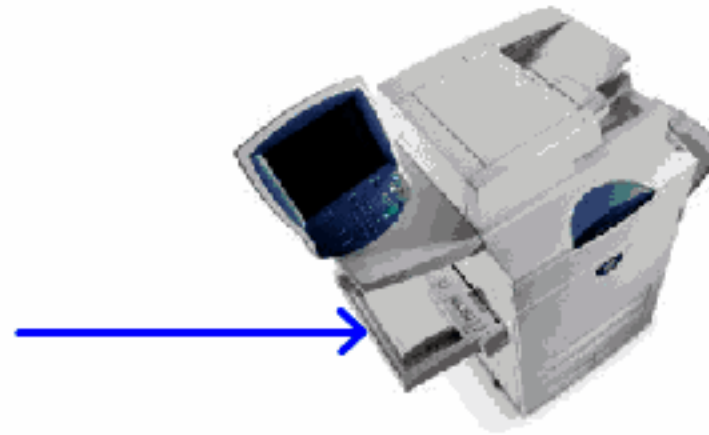
## Loading the bypass tray



Print



Next



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 media into the bypass tray.



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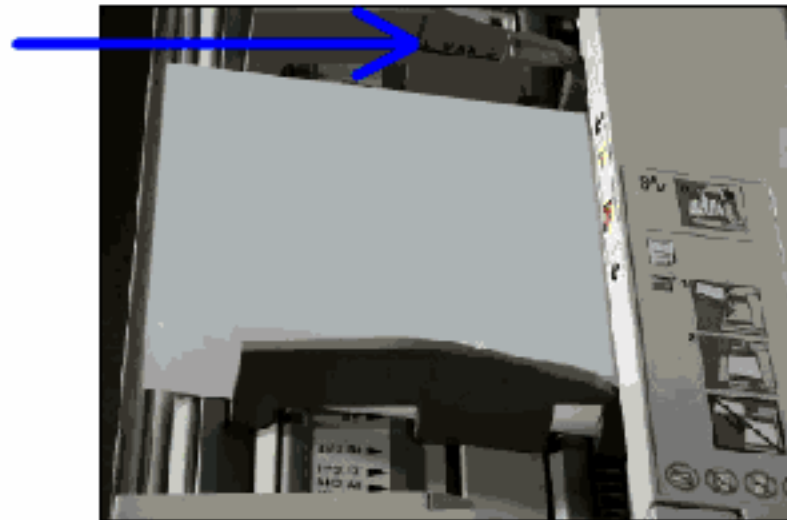
## Loading the bypass tray



Print



Next



Fan the sheets before loading them into the tray. Register the stack of paper or media against the right side of the tray. The paper or media must not be loaded above the maximum fill line.

Move the front and rear guides to just touch the edges of the stack.



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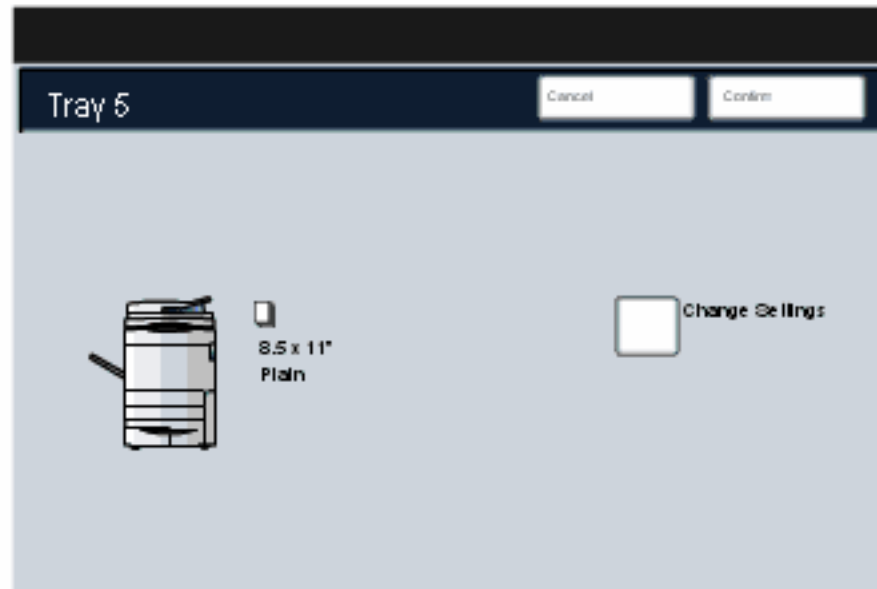
## Loading the bypass tray



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



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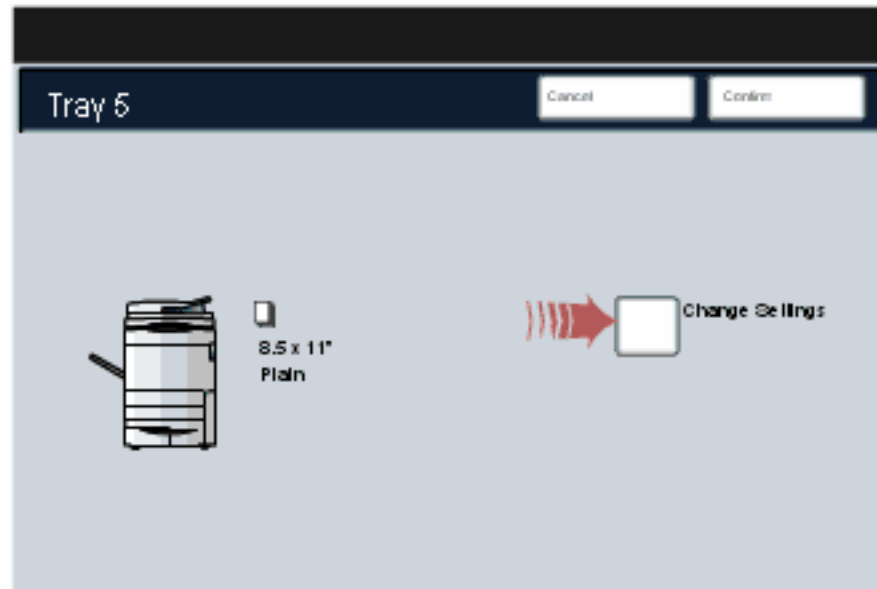
## Loading the bypass tray



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Loading the bypass tray



Print



Next

Tray 5 (Bypass) Cancel Save

Paper Type		Paper Size	
Plain (84-108 g/m <sup>2</sup> )	▲	A3	▲
Recycled (84-104 g/m <sup>2</sup> )		11"x17"	
Transparency		8.5"x8.5"	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼	8.5"x14	▼

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.



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## Loading the bypass tray



Print



Next

Tray 5 (Bypass) Cancel Save

**Paper Type**

- Plain (94-105 g/m<sup>2</sup>)
- Recycled (94-104 g/m<sup>2</sup>)
- Transparency
- Heavyweight 1 (105-178 g/m<sup>2</sup>)

**Paper Size**

- A3
- 11"x17"
- 8.5"x8.5"
- 8.5x14

The **Paper Size** options allow you to specify the size of the paper you load into the paper tray.

Select the **Save** button to continue.



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## Loading the bypass tray



Print



Next

Tray 5 (Bypass) Cancel Save

Paper Type		Paper Size	
Plain (84-105 g/m <sup>2</sup> )	▲	A3	▲
Recycled (84-104 g/m <sup>2</sup> )		11"x17"	
Transparency		8.5"x8.5"	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼	8.5x14	▼

This concludes the Loading Paper topic.



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## Loading the High Capacity Feeder



Print



Next



The High Capacity Feeder 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.



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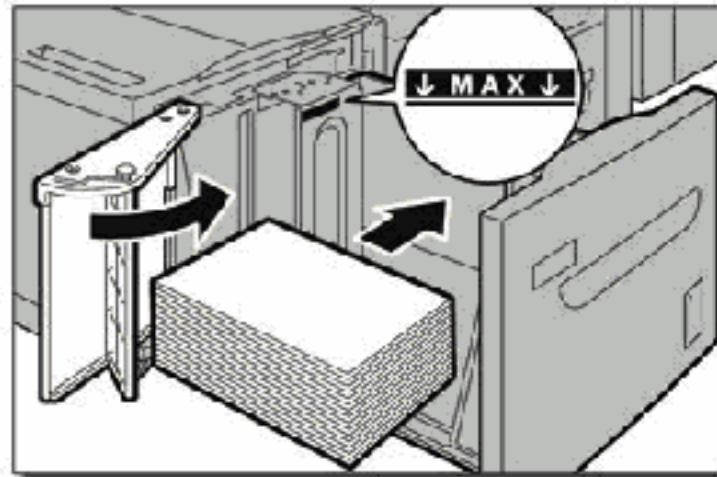
## Loading the High Capacity Feeder



Print



Next



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.

Move the paper guide to just touch the edges of the stack.



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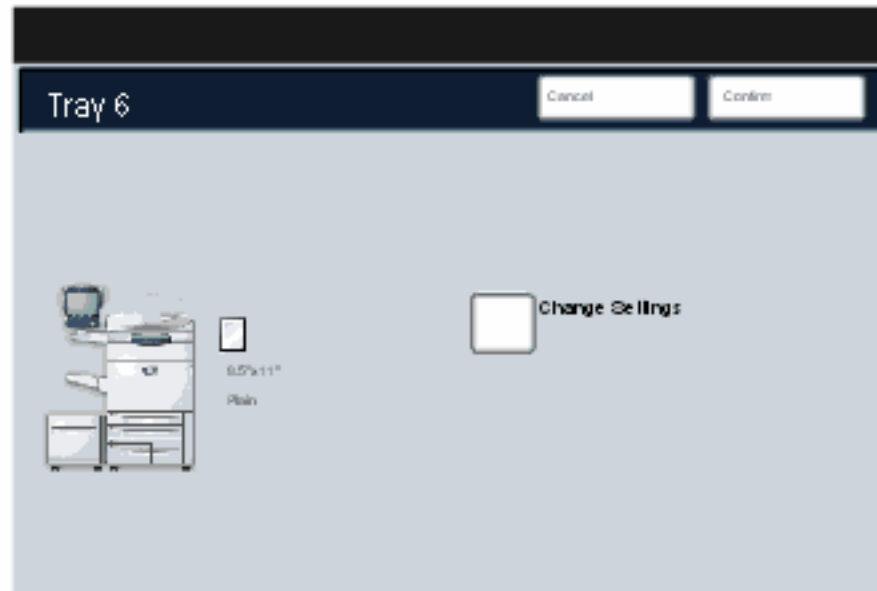
## Loading the High Capacity Feeder



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If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Enter a key word.

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Enter a key word.

Search

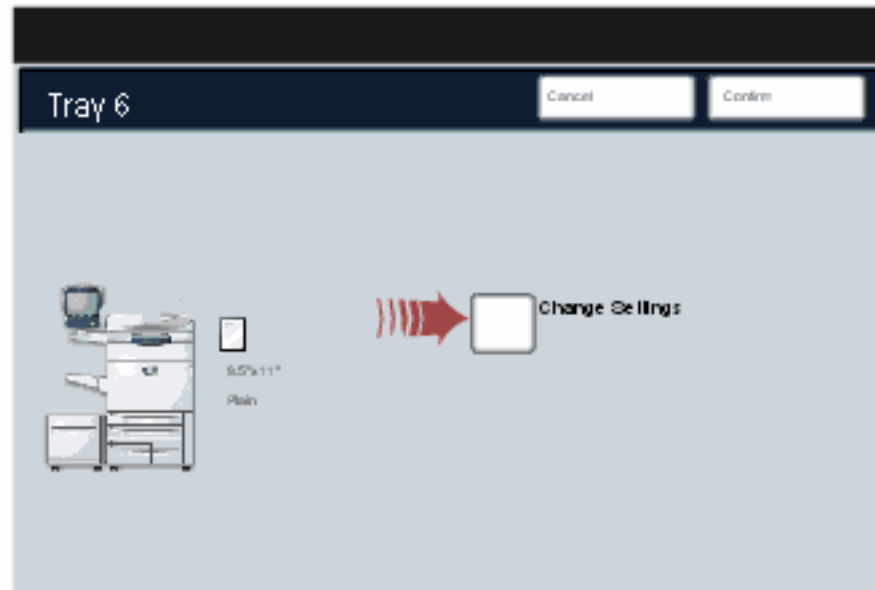
## Loading the High Capacity Feeder



Print



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If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Loading the High Capacity Feeder



Print



Next

Tray 6 Cancel Save

<b>Paper Type</b>		<b>Paper Size</b>	
Plain (84-105 g/m <sup>2</sup> )	▲	Auto Size Detect	▲
Recycled (84-104 g/m <sup>2</sup> )			
Transparency			
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼		▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.



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## Loading the High Capacity Feeder



Print



Next

Tray 6

Cancel Save

Paper Type

- Plain (84-108 g/m<sup>2</sup>)
- Recycled (84-104 g/m<sup>2</sup>)
- Transparency
- Heavyweight 1 (105-178 g/m<sup>2</sup>)

Paper Size

- Auto Size Detect
- 
- 
- 

Auto Paper Select

- All output colors
- Color
- Black

The **Paper Size** options allow 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.

Select the **Save** button to continue.



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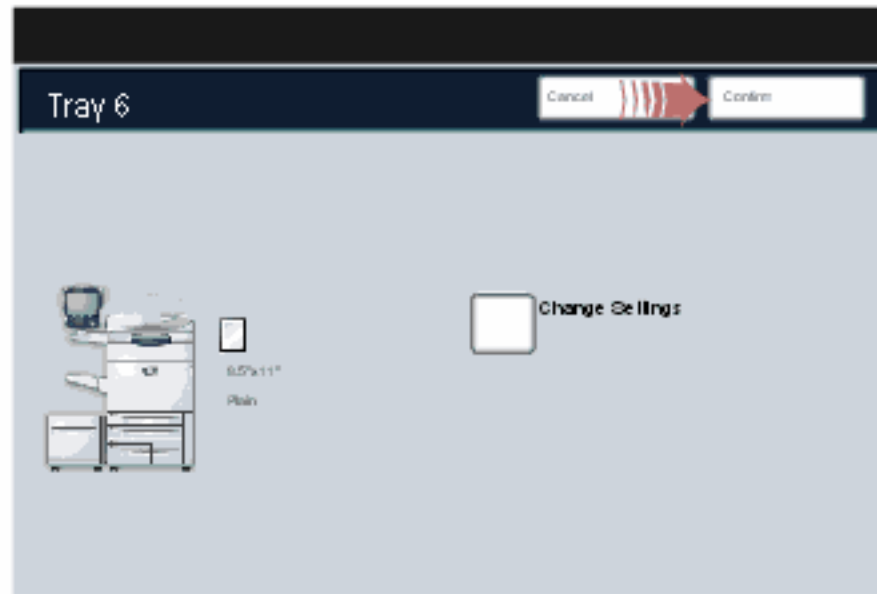
# Loading the High Capacity Feeder



Print



Next



Select the **Confirm** button.

Enter a key word.

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When you have completed the topic select the [Previous Menu] button below.

## Loading the High Capacity Feeder



Print



This concludes the Loading Paper topic.

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## Loading the Oversized High Capacity Feeder



Print



The Oversized High Capacity Feeder can hold up to 2000 sheets of 60-300 gsm 13" x 19"/SRA3 paper.

This procedure shows you how to load paper into the Oversized High Capacity Feeder.



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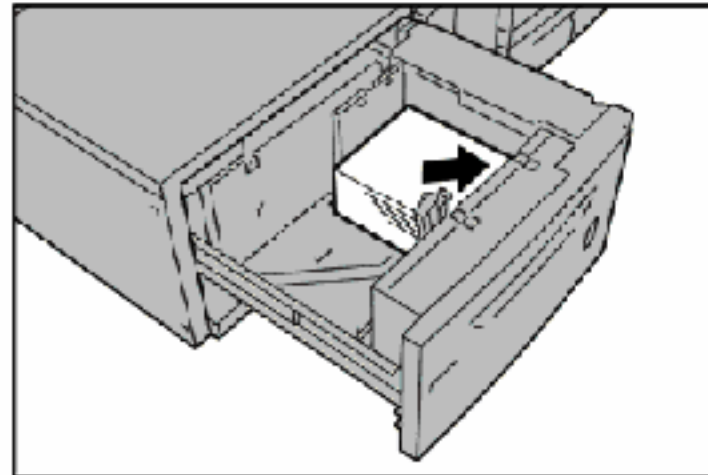
Enter a key word.

Search

## Loading the Oversized High Capacity Feeder



Print



After opening the tray, 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.

Move the paper guides to just touch the edges of the stack.



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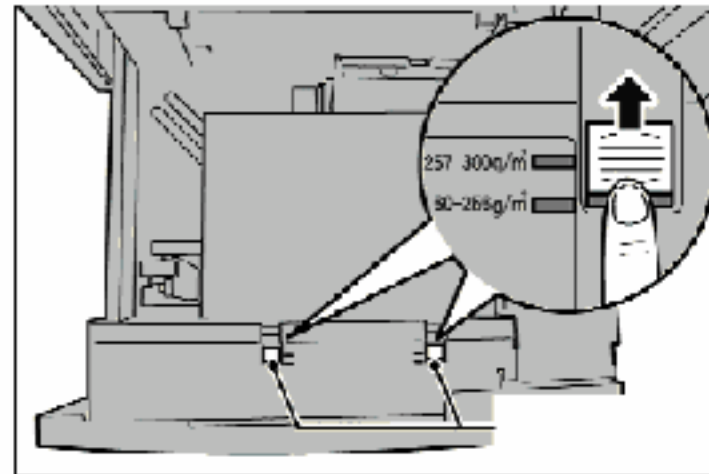
## Loading the Oversized High Capacity Feeder



Print



Next



Move both Paper Weight Switches to their appropriate positions.

**CAUTION:** For paper heavier than 256 g/m<sup>2</sup>, slide both Paper Weight Switches to the heavier weight position (257 g/m<sup>2</sup> - 300 g/m<sup>2</sup>). Failure to do so may result in paper jams.



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Enter a key word.

**Search**

## Loading the Oversized High Capacity Feeder



Print



Next

Push in the tray gently until it comes to a stop. When the loaded tray is closed, the tray position is automatically adjusted in the front/back direction based on the paper size.



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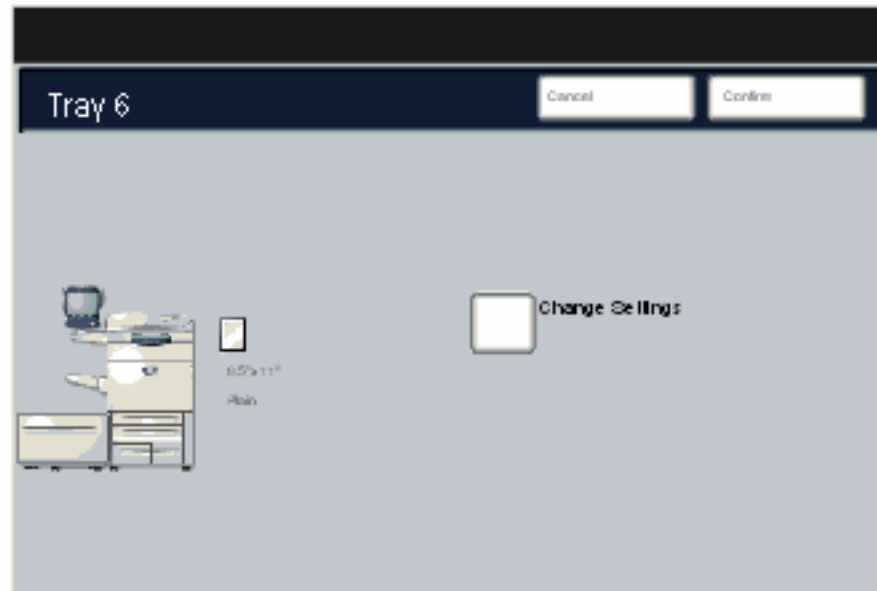
## Loading the Oversized High Capacity Feeder



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



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Enter a key word.

Search

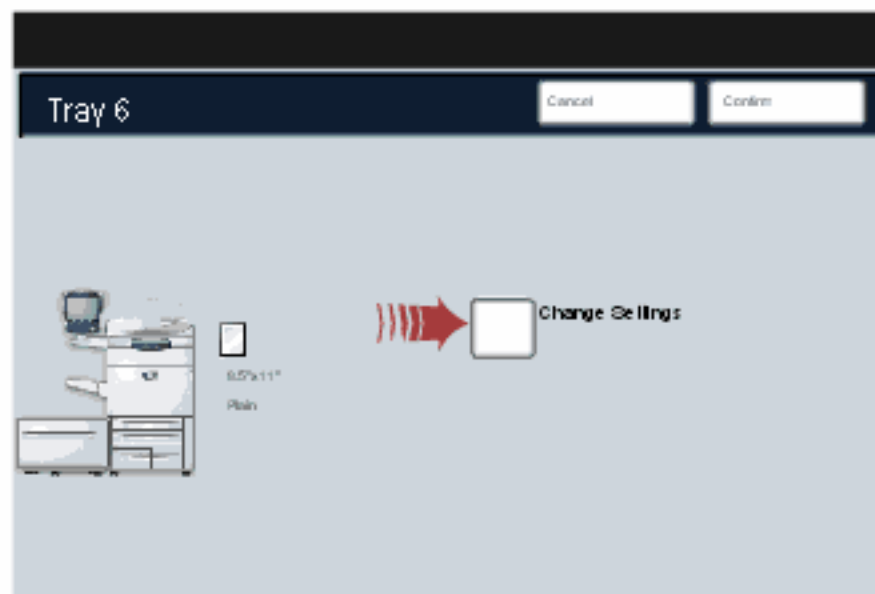
## Loading the Oversized High Capacity Feeder



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

## Loading the Oversized High Capacity Feeder





Print



Next

Tray 6 Cancel Save

<b>Paper Type</b>	
Plain (84-105 g/m <sup>2</sup> ) 	
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> ) 	

**Paper Size**

Variable Size

Auto Size Detect

**Auto Paper Select**

All output colors

Color

Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.

Enter a key word.

**Search**

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Loading the Oversized High Capacity Feeder



Print



Next

Tray 6 Cancel Save

<p><b>Paper Type</b></p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Plain (84-105 g/m<sup>2</sup>) <span style="float: right;">▲</span></div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Recycled (84-104 g/m<sup>2</sup>)</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Transparency</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Heavyweight 1 (105-178 g/m<sup>2</sup>) <span style="float: right;">▼</span></div>	<div style="border: 2px solid orange; padding: 5px; margin-bottom: 5px;"> <p><b>Paper Size</b></p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Variable Size</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; background-color: #003366; color: white;">Auto Size Detect</div> </div> <p><b>Output Color</b></p> <p><input checked="" type="radio"/> All output colors</p> <p><input type="radio"/> Color</p> <p><input type="radio"/> Black</p>
--	--

The **Paper Size** options allow 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.

Select the [Save](#) button to continue.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

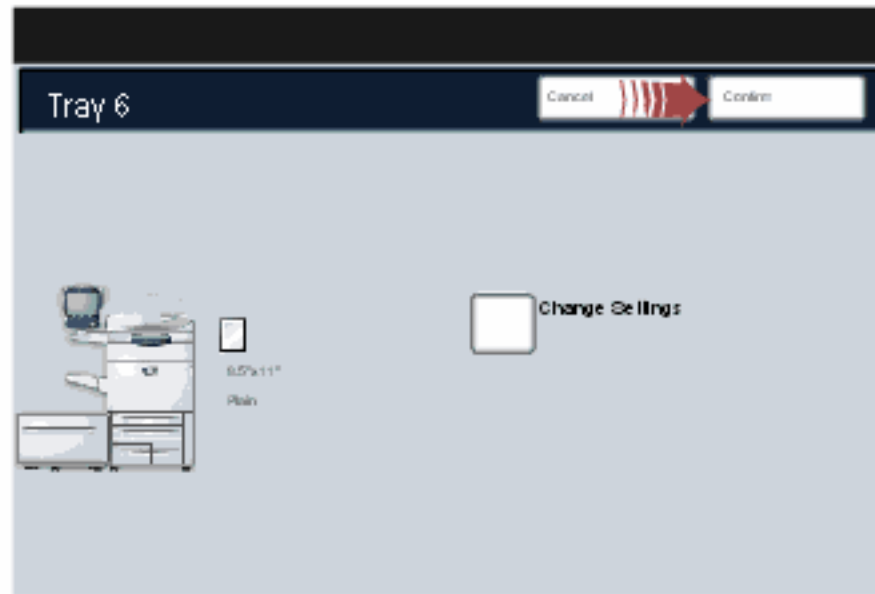
## Loading the Oversized High Capacity Feeder



Print



Next



Select the **Confirm** button.



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### Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

## Loading the Oversized High Capacity Feeder



Print



Next

This concludes the Loading Paper topic.

Enter a key word.

Search



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

**Search**


## Loading Paper



This completes the loading paper module, where you have reviewed:

- > Loading Paper Trays 1 and 2
- > Loading Paper Trays 3 and 4
- > Loading the Bypass Tray (Tray 5)
- > Loading the High Capacity Tray
- > Loading the Oversized High Capacity Tray

Return to the previous menu to review the other features.

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## Quick Tour

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**

**Control panel**

**Power On and Off**

**Loading Paper** >>> > > > > > > > > > > > > > > > > > > >

**Simple Copying**

**Simple Network Scanning**

**View all**

**Loading trays 1/2**

**Loading trays 3/4**

**Loading bypass tray**

**Loading the High Capacity Feeder**

**Loading the Oversized High Capacity Feeder**



## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

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## Simple copying



Next

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 tutorial you will learn the 6 simple steps to follow when making copies:

1. Load the document
2. Press the Services button to display the first copy screen
3. Select the features
4. Enter the quantity
5. Press Start
6. Identify the job in Job Status mode



## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple copying

### 1. Load the documents

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

#### 1. 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.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple copying

### 2. Press the Services button

By default, pressing the **Services** button will cause the Copy screen to appear. Select the **General Settings** tab.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple copying

### 3. Select the Features

The features available on the **General Settings** 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.

Ready To Copy

Quantity 1

### Copy

General Settings | Image Quality | Layout Adjustment | Output Format | Job Assembly

**Reduce / Enlarge**

100 %

- 100%
- Auto%
- 17" > 11" (64%)
- 8.5" > 11" (125%)
- 25%
- More ...

**Paper Supply**

Auto Paper

- Auto Paper
- 1 Plain
- 2 Plain
- 3 Plain
- 4 Plain
- More ...

**Output Color**

- Auto Select
- Color
- Black
- Dual Color (Red/Black)
- Single Color (Red)
- More ...

**Copy Output**

- 2 Sided Copying
- 1 > 1 Sided
- Original Type
- Lighten / Darken

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple copying

### 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.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple copying

### 5. Press Start

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

A screen is displayed showing information about your copy job.



Next


Copy
Close

Quantity	0 / 1	
Pages	1	
Originals	1	

Black

94%

Collated



Stop

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple copying

### 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.

Job Status button



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### Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

**Search**



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**XEROX**

## Simple copying



This completes the Simple Copying tutorial. Return to the previous menu to select another copy module.



## Quick Tour

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**
-  **Control panel**
-  **Power On and Off**
-  **Loading Paper >>>**
-  **Simple Copying**
-  **Simple Network Scanning**



## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple Network Scanning

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

1. Load the document
2. Press the Services button
3. Select the appropriate template
4. Select the features
5. Press Start
6. Identify the job in the Queue in Job Status mode
7. Access your job at your workstation

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

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple Network Scanning

### 1. Load the documents

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

#### 1. 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.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

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## Simple Network Scanning

### 2. Press the Services button



Next



Press the **Services** button. Touch the **All Services** icon, then touch the **Network Scanning** icon.

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### Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

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**Search**

## Simple Network Scanning

### 3. Select the template

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.



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### Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

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## Simple Network Scanning

### 4. Select the features

If you need to change the scan settings, follow the instructions provided in your optional **Network Controller Documentation**.



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Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

## Simple Network Scanning

### 5. Press Start

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



Next



Enter a key word.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

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Search

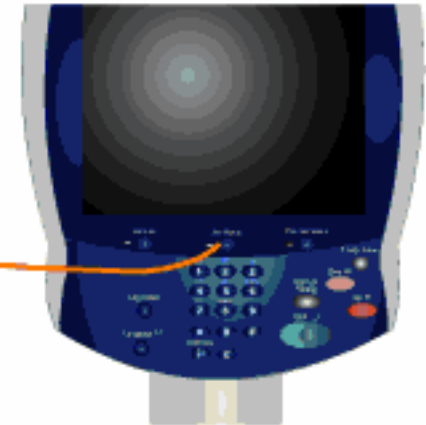
## Simple Network Scanning

### 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 other jobs in the queue your job may have already been processed.

Job Status button



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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## Simple Network Scanning

### 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.

 Glossary

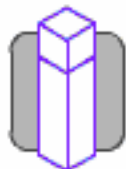
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## Getting Started

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**Machine Setup**

Productivity

Specifications

Legal and Safety





## Machine Setup

This topic introduces you to the machine setup procedures that will enable you to customize the machine to your own requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Enter a key word.

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## Machine Setup



Next

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.

This module is for the Key Operator and System Administrator of the machine.

[Click here if you do not know how to access the System Administrator menu or select the \*\*Next\*\* button to continue.](#)



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## Machine Setup

This topic introduces you to the machine setup procedures that will enable you to customize the machine to your own requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Enter a key word.

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# Machine Setup



Next

## Setting Date, Time and Measurements

Before using your new machine, you should set up the date and time specific to your needs. As your requirements change, you may need to reset or adjust these settings at a later date.

### ► Set Date and Time

#### 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.

For more information go to the [Machine Administration](#) tutorial and select [System Administrator Menu Overview](#).



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## Machine Setup

This topic introduces you to the machine setup procedures that will enable you to customize the machine to your own requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

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## Machine Setup



Next

### Setting Business Defaults

Changing the business defaults to reflect individual business requirements will increase productivity. Select the business settings below for a brief description.

#### ▶ Reduce \ Enlarge Presets

##### Reduce \ Enlarge Presets

When the **More...** button is selected on the Reduce/Enlarge area of the General Settings 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 Administrator menu. Set the Reduce/Enlarge percentages to reflect your business needs.



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## Machine Setup

This topic introduces you to the machine setup procedures that will enable you to customize the machine to your own requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Enter a key word.

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## Machine Setup



Next

### Setting User Defaults

Changing the user defaults to reflect the needs of the users will make the machine more user friendly, increasing effectiveness and productivity.  
Select the user settings below for a brief description.

### Display Brightness

#### 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.



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### Machine Setup

This topic introduces you to the machine setup procedures that will enable you to customize the machine to your own requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

## Machine Setup



Only a few of the available machine setups have been covered in this module. For more information on these, and other available machine setups, go to the [Machine Administration](#) tutorial.

Enter a key word.

**Search**

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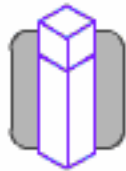
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## Getting Started

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**Productivity**

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**Productivity**

This module explains how you can use the features of the machine to be more productive in your day to day activities.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

# Productivity Features



Select the members of staff in the office to find out how the machine can be used to improve their productivity.

- Performance ■
- Flexibility ■
- Versatility ■
- Ease of Use ■
- ...And More! ■

Enter a key word.

**Search**

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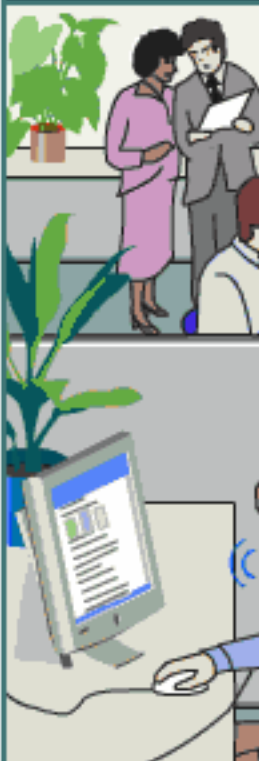


**Productivity**

This module explains how you can use the features of the machine to be more productive in your day to day activities.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

# Productivity Features



## Performance: *Speed and Quality*

- A rate of up to 75 prints/minute
- Can scan multiple documents using the Document Handler
- Copy, print, and scan quality is crisp and clear

[Close]

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

- Performance ■
- Flexibility ■
- Versatility ■
- Ease of Use ■
- ...And More! ■

Enter a key word.

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## Productivity

This module explains how you can use the features of the machine to be more productive in your day to day activities.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Enter a key word.

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# Productivity Features



## 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.

[Close]

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

Performance

Flexibility

Versatility

Ease of Use

...And More!

XEROX



## Productivity

This module explains how you can use the features of the machine to be more productive in your day to day activities.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Enter a key word.

Search

# Productivity Features



## 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

[Close]

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

- Performance
- Flexibility
- Versatility
- Ease of Use
- ...And More!

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## Productivity

This module explains how you can use the features of the machine to be more productive in your day to day activities.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Enter a key word.

Search

# Productivity Features



## 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

[Close]

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

- Performance ■
- Flexibility ■
- Versatility ■
- Ease of Use ■
- ...And More! ■

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**Productivity**

This module explains how you can use the features of the machine to be more productive in your day to day activities.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

# Productivity Features



## 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...



[Close]

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

- Performance ■
- Flexibility ■
- Versatility ■
- Ease of Use ■
- ...And More! ■

Enter a key word.

**Search**

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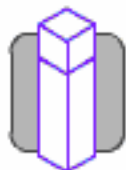
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**Specifications**

Legal and Safety





## Specifications

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 Specifications >>>](#)

[Document Handler >>>](#)

[Paper Supply >>>](#)

[Output Modules >>>](#)

[Electrical Specifications](#)

### ► [Machine Configurations](#)

[Machine Space Requirements](#)

[Machine Weight](#)

[Accessibility](#)

[Print Speed from Paper Tray 1](#)

[Warm-up Time](#)

### [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
- Controller

Additional options include Offsetting Catch Tray, Advanced Finisher, Professional Finisher, Light Production Finisher, High Capacity Feeder, Oversized High Capacity Feeder



## Specifications

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 Specifications >>>](#)

[Document Handler >>>](#)

[Paper Supply >>>](#)

[Output Modules >>>](#)

[Electrical Specifications](#)

[Machine Configurations](#)

► [Machine Space Requirements](#)

[Machine Weight](#)

[Accessibility](#)

[Print Speed from Paper Tray 1](#)

[Warm-up Time](#)

### Machine Space Requirements

Width: 73 inches

Depth: 67 inches

Height: 53 inches

Additional Space Requirements are needed for additional finishers.



## Specifications

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 Specifications >>>](#)

[Document Handler >>>](#)

[Paper Supply >>>](#)

[Output Modules >>>](#)

[Electrical Specifications](#)

[Machine Configurations](#)

[Machine Space Requirements](#)

► [Machine Weight](#)

[Accessibility](#)

[Print Speed from Paper Tray 1](#)

[Warm-up Time](#)

### Machine Weight

With User Interface and Catch Tray:  
Approximately 592lb.

With User Interface, Catch Tray, and High Capacity Feeder:  
Approximately 665lb.

Oversized High Capacity Feeder: add approximately 184lb.

Advanced Finisher: add approximately 170lb.

Professional Finisher: add approximately 230lb.

Light Production Finisher with Folder: add approximately 420lb.



## Specifications

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 Specifications >>>](#)

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### Accessibility

From the front and both sides



## Specifications

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.

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► [Print Speed from Paper Tray 1](#)

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### Print Speed from Paper Tray 1

DocuColor 260:  
8.5"x11" LEF: 75 ppm one-sided black and white, 60 ppm one-sided color

DocuColor 252:  
8.5"x11" LEF: 65 ppm one-sided black and white, 50 ppm one-sided color

DocuColor 242:  
8.5"x11" LEF: 55 ppm one-sided black and white, 40 ppm one-sided color



## Specifications

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.

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### Warm-up Time

From Sleep Mode: Approximately 150 seconds.

From Low Power Mode: Approximately 30 seconds.



## Specifications

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 Specifications >>>**

▶ **Capacity**

▶ **Document Handler >>>**

**Document sizes**

**Paper Supply >>>**

**Paper Weights**

**Output Modules >>>**

**Mixed Sizes**

**Electrical Specifications**

**Size Sensing**

### Capacity

250 sheets of 80 gsm paper





## Specifications

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 Specifications >>>**

**Capacity**

**Document Handler >>>**

**Document sizes**

**Paper Supply >>>**

**Paper Weights**

**Output Modules >>>**

**Mixed Sizes**

**Electrical Specifications**

**Size Sensing**

### Document sizes

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



## Specifications

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 Specifications >>>**

**Capacity**

► **Document Handler >>>**

**Document sizes**

**Paper Supply >>>**

► **Paper Weights**

**Output Modules >>>**

**Mixed Sizes**

**Electrical Specifications**

**Size Sensing**

### Paper Weights

60 gsm - 200 gsm



## Specifications

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 Specifications >>>**

**Capacity**

▶ **Document Handler >>>**

**Document sizes**

**Paper Supply >>>**

**Paper Weights**

**Output Modules >>>**

▶ **Mixed Sizes**

**Electrical Specifications**

**Size Sensing**

### 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)



## Specifications

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 Specifications >>>**

**Capacity**

**Document Handler >>>**

**Document sizes**

**Paper Supply >>>**

**Paper Weights**

**Output Modules >>>**

**Mixed Sizes**

**Electrical Specifications**

**Size Sensing**

### Size Sensing

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



## Specifications

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 Specifications >>>**

**▶ Trays 1 and 2**

**Document Handler >>>**

**Bypass Tray**

**▶ Paper Supply >>>**

**Tray 3**

**Output Modules >>>**

**Tray 4**

**Electrical Specifications**

**Optional High Capacity Feeder**

**Optional Oversized High Capacity Feeder**

### Trays 1 and 2

Capacity: 500 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



## Specifications

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 Specifications >>>**

**Trays 1 and 2**

**Document Handler >>>**

**► Bypass Tray**

**► Paper Supply >>>**

**Tray 3**

**Output Modules >>>**

**Tray 4**

**Electrical Specifications**

**Optional High Capacity Feeder**

**Optional Oversized High  
Capacity Feeder**

### 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; Plain paper (size 2); Heavyweight  
1 (side 2); Heavyweight 2 (side 2); Heavyweight 3;  
Heavyweight 3 (side 2); Coated 1 (side 2); Coated 2  
(side 2); Coated 3; Coated 3 (side 2); Transfer paper.



## Specifications

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.

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[Trays 1 and 2](#)

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[Optional High Capacity Feeder](#)

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### 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; Plain paper (Side 2); Heavyweight 1 (side 2); Heavyweight 2 (side 2); Coated 1 (side 2); Coated 2 (side 2); Hole punch.



## Specifications

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.

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[Optional High Capacity Feeder](#)

[Optional Oversized High Capacity Feeder](#)

### 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; Plain paper (Side 2); Heavyweight 1 (side 2); Heavyweight 2 (side 2); Coated 1 (side 2); Coated 2 (side 2); Hole punch.





## Specifications

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 Specifications >>>**

**Trays 1 and 2**

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**Bypass Tray**

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**Tray 3**

**Output Modules >>>**

**Tray 4**

**Electrical Specifications**

**Optional High Capacity Feeder**

**Optional Oversized High Capacity Feeder**

### 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



## Specifications

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.

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[Optional High Capacity Feeder](#)

[▶ Optional Oversized High Capacity Feeder](#)

### Optional Oversized High Capacity Feeder

Capacity: 2000 sheets of 20lb bond.

Paper Sizes: A4/8.5" x 11" LEF to SRA3/13" x 19" SEF

Paper Weights: 18lb bond - 110lb cover.

Media Type: Bond; Punched; Plain; Letterhead; Pre-printed; Heavyweight; Coated; Transparencies.



## Specifications

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 Specifications >>>**

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**Electrical Specifications**

**▶ Simple Catch Tray**

**Offsetting Catch Tray**

**Advanced Finisher**

**Professional Finisher (with Booklet Maker)**

**Light Production Finisher (with Booklet Maker)**

### Simple Catch Tray

Capacity: approximately 500 sheets of 20lb bond.

Tray Full Detection: No



## Specifications

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 Specifications >>>**

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**▶ Output Modules >>>**

**Electrical Specifications**

**Simple Catch Tray**

**▶ Offsetting Catch Tray**

**Advanced Finisher**

**Professional Finisher (with Booklet Maker)**

**Light Production Finisher (with Booklet Maker)**

### Offsetting Catch Tray

Capacity: approximately 500 sheets of 20lb bond

Tray Full Detection: Yes



## Specifications

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 Specifications >>>**

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**▶ Output Modules >>>**

**Electrical Specifications**

**Simple Catch Tray**

**Offsetting Catch Tray**

**▶ Advanced Finisher**

**Professional Finisher (with Booklet Maker)**

**Light Production Finisher (with Booklet Maker)**

### 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 13"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



## Specifications

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.

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**Electrical Specifications**

**Simple Catch Tray**

**Offsetting Catch Tray**

**Advanced Finisher**

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

**Light Production Finisher (with Booklet Maker)**

### 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 13"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(15 sheets maximum), or Saddle-stitched and Center-folded booklets(15 sheets maximum)



## Specifications

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.

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[Professional Finisher \(with Booklet Maker\)](#)

[▶ Light Production Finisher \(with Booklet Maker\)](#)

### Light Production Finisher (with Booklet Maker)

Capacity: 3000 Sheets of 20lb/80 gsm

Stapling: Staples up to 100 Sheets (3 position single or dual)

Hole Punching: 2 hole and 3 hole

Paper Curl: Built in Bi-directional Decurler

Booklets: Creates Booklets from 11"x17" or A4

Folding: Optional C-fold and Z-fold capability. Prints on inside or outside of folded paper

Sep./Covers Tray (Tray 8): Holds 200 sheets of 20 lb./90 gsm paper ranging from 8.5"x11"/A4 to 11"x17"/A3 in weights from 17 lb. Bond/64 gsm to 90 lb. Cover/220 gsm. This tray accepts paper types of Plain, Recycled, Heavyweight 1, Heavyweight 2, Hole Punched, and Tab 1.



## Specifications

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 Specifications >>>**

**Document Handler >>>**

**Paper Supply >>>**

**Output Modules >>>**

**► Electrical Specifications**

### Electrical Specifications

#### DocuColor 242/252 (North America)

Voltage: 120 VAC plus/minus 10%

Frequency: 50/60 Hz plus/minus 3%

Amperage: 16 Amps

Power Consumption: 2.112 KVA maximum

#### DocuColor 242/252 (Europe)

Voltage: 220-240 VAC plus/minus 10%

Frequency: 50/60 Hz plus/minus 3%

Amperage: 10 Amps

Power Consumption: 2.2 KVA maximum

#### DocuColor 260 (All Markets)

Voltage: 208-240 VAC minus 10% / plus6%

Frequency: 50/60 Hz plus/minus 3%

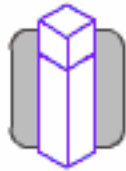
Amperage: 12 Amps

Power Consumption: 2.746 KVA maximum





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## Getting Started

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**Legal and Safety**



## Legal and Safety

These modules contain important legal and safety information. They explain the procedures you should use in order to avoid injury to yourself or damage to your machine. They also identify and explain the legal and safety regulations that apply to this machine.

### Introduction

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## Legal and Safety

These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

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## Safety Notes



### Introduction

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.**



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## Legal and Safety

These modules contain important legal and safety information.

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## Safety Notes



### Introduction

**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.



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## Legal and Safety

These modules contain important legal and safety information. They explain the procedures you should use in order to avoid injury to yourself or damage to your machine. They also identify and explain the legal and safety regulations that apply to this machine.

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## Legal and Safety

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## Safety Notes



**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



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## Legal and Safety

These modules contain important legal and safety information.

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## Safety Notes



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



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.



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## Legal and Safety

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## Safety Notes



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



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.



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## Legal and Safety

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## Safety Notes



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



- 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.



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## Legal and Safety

These modules contain important legal and safety information. They explain the procedures you should use in order to avoid injury to yourself or damage to your machine. They also identify and explain the legal and safety regulations that apply to this machine.

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## Legal and Safety

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## 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

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## Legal and Safety

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## Regulatory Information



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.**

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## Legal and Safety

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## Regulatory Information



### 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.

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## Legal and Safety

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## Regulatory Information



### 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

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## Legal and Safety

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## Regulatory Information



### Illegal Copying



- National Bank currency
- Federal Reserve Bank Notes
- Gold Certificates
- Treasure 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.)



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## Legal and Safety

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## Regulatory Information



### Illegal Copying



- Internal Revenue Stamps (If it is necessary to copy a legal document on which there is a cancelled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)
  - Postage Stamps, canceled or uncanceled (For philatelic purposes, postage stamps may be photographed provided the reproduction is black and white and less than 3/4 or more than 1 1/2 times the linear dimensions of the original.)
  - Postal Money Orders
  - Bills, checks, or drafts for money drawn by or on authorized officers of the United States
  - Stamps and other representatives of value, of whatever denomination, which may be or have been issued under any Act of Congress
- Adjusted compensation Certificates for veterans of the World Wars

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## Legal and Safety

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## Regulatory Information



### Illegal Copying

- 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:

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## Legal and Safety

These modules contain important legal and safety information.

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## Regulatory Information



### Illegal Copying



- 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 licences, driver's licenses, and automobile Certificates of Title. This list is not all-inclusive. In case of**



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## Legal and Safety

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## Regulatory Information



### Illegal Copying

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

#### 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.

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## Legal and Safety

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## Regulatory Information



### Illegal Copying



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.



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## Legal and Safety

These modules contain important legal and safety information.

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## Regulatory Information



### Illegal Copying



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.



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## Legal and Safety

These modules contain important legal and safety information. They explain the procedures you should use in order to avoid injury to yourself or damage to your machine. They also identify and explain the legal and safety regulations that apply to this machine.

 **Introduction**

 **Safety Notes**

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 **Environmental Compliance**



## Legal and Safety

These modules contain important legal and safety information.

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## 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

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## Legal and Safety

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## 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.

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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.

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## Legal and Safety

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## Environmental Compliance



### 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.

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## Legal and Safety

These modules contain important legal and safety information.

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## Environmental Compliance



### Product Recycling and Disposal

### Waste Electrical and Electronic Equipment [www.xerox.com/weee](http://www.xerox.com/weee)

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 <http://www.xerox.com/environment>.



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## Legal and Safety

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## Environmental Compliance



### Product Recycling and Disposal

#### Waste Electrical and Electronic Equipment ([www.xerox.com/weee](http://www.xerox.com/weee))

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that 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: <http://www.eiae.org/>.  
Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/>



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## Legal and Safety

These modules contain important legal and safety information.

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## Environmental Compliance



### Product Recycling and Disposal

### Waste Electrical and Electronic Equipment ([www.xerox.com/weee](http://www.xerox.com/weee))



#### European Union

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

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

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

#### Other Countries

Please contact your local waste authorities and request disposal guidance.



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## Copy

This procedure explains how to complete a simple copy job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Next



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.



## Copy

This procedure explains how to complete a simple copy job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

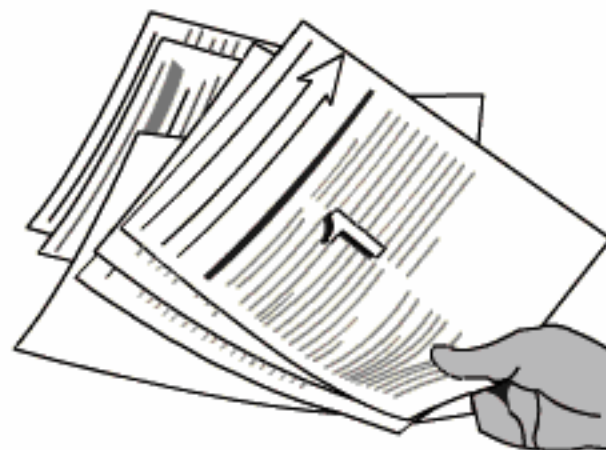
## Preparation



Print



Next



Remove any staples and paper clips from your documents and ensure that the documents are in a good condition.





## Copy

This procedure explains how to complete a simple copy job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

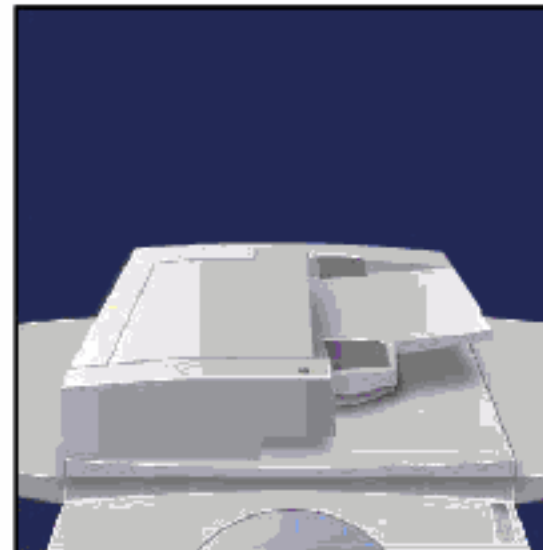
## Loading your document



Print



Next



Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guide against the edges of the documents.







## Copy

This procedure explains how to complete a simple copy job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

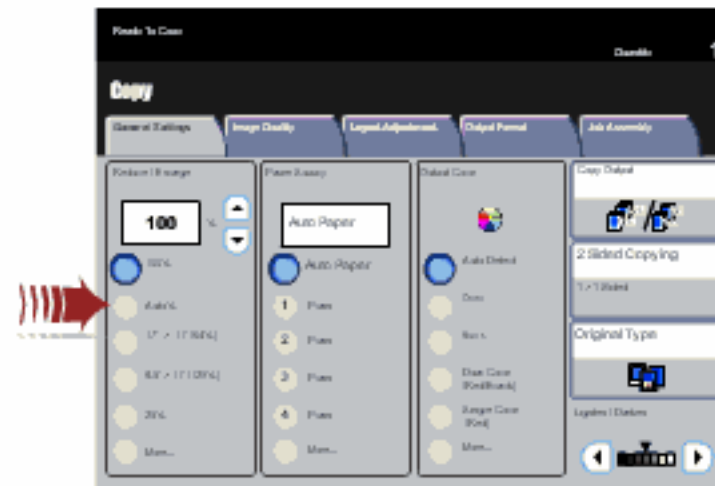
## Making your selections



Print



Next



Select the **Auto%** button.





## Copy

This procedure explains how to complete a simple copy job.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

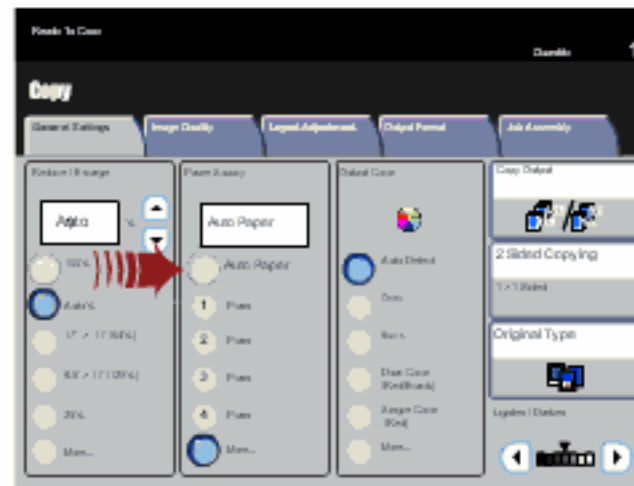
## Making your selections



Print



Next



Select the **Auto Paper** button if it is not already selected.





## Copy

This procedure explains how to complete a simple copy job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Making your selections



Print



Use the scroll buttons to make the copy lighter or darker.





## Copy

This procedure explains how to complete a simple copy job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Making your selections



Print



Next



Select the **Copy Output** button, then select the **Collated** button.





## Copy

This procedure explains how to complete a simple copy job.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

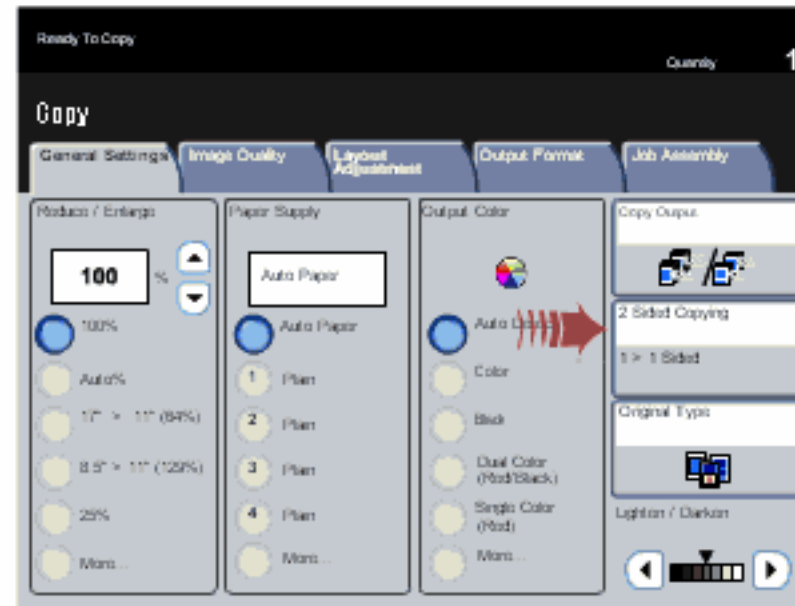
## Making your selections



Print



Next



Select the **2 Sided Copy** button, then select the **1 > 1 Sided** button.



## Copy

This procedure explains how to complete a simple copy job.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

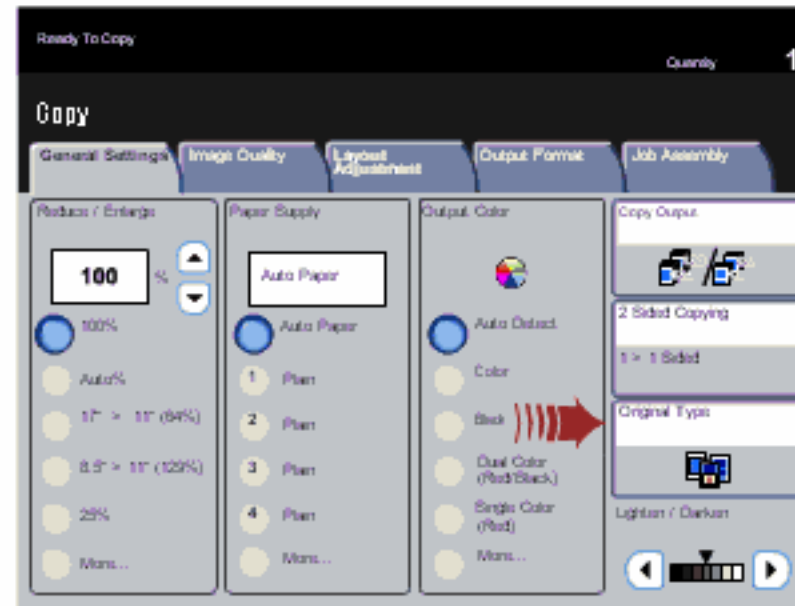
## Making your selections



Print



Next



Select the **Original Type** button.



## Copy

This procedure explains how to complete a simple copy job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

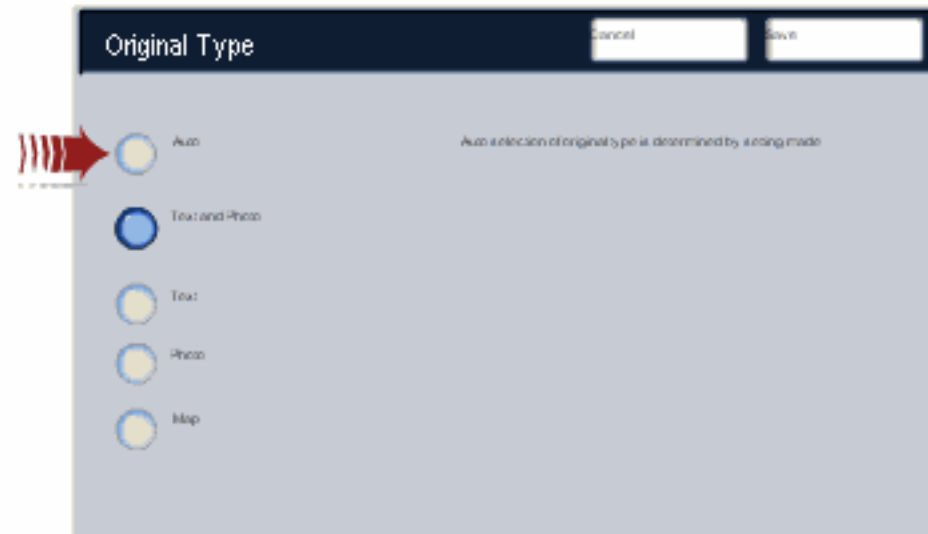
## Making your selections



Print



Next



Select the **Auto** button.



## Copy

This procedure explains how to complete a simple copy job.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Making your selections



Print



Next

Original Type  Cancel   Save

Auto Auto selection of original type is determined by a setting made

Text and Photo

Text

Photo

Map

Select the **Save** button.







## Copy

This procedure explains how to complete a simple copy job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

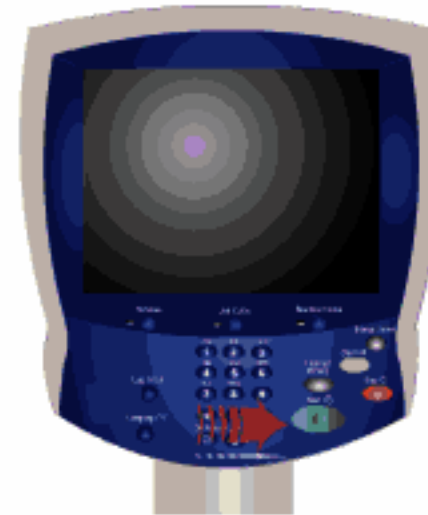
## Making your selections



Print



Next



Select the number of copies you require on the keypad and then press the **Start** button.





## Copy

This procedure explains how to complete a simple copy job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Collecting your copies



Print



Your job will be delivered to the output tray.

That completes the procedure. You can:

Review this procedure by using the **Skip Back** button above.

Print this procedure by selecting the **Print** button above.





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## Network Scanning

This procedure explains how to complete a simple network scanning job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Next



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.



## Network Scanning

This procedure explains how to complete a simple network scanning job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

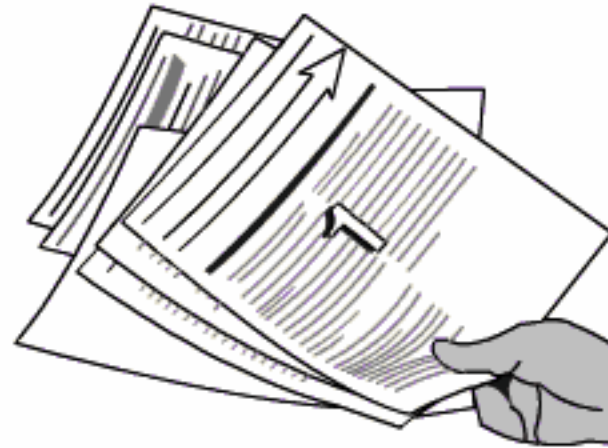
## Preparation



Print



Next



Remove any staples and paper clips from your documents and ensure that the documents are in a good condition.





## Network Scanning

This procedure explains how to complete a simple network scanning job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

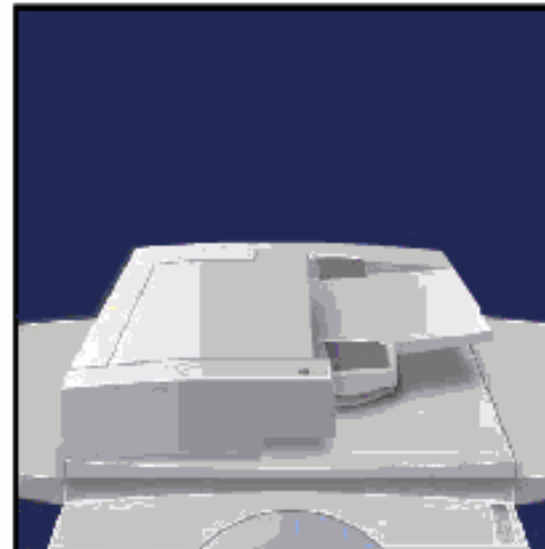
## Loading your document



Print



Next



Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guide against the edges of the documents.





## Network Scanning

This procedure explains how to complete a simple network scanning job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

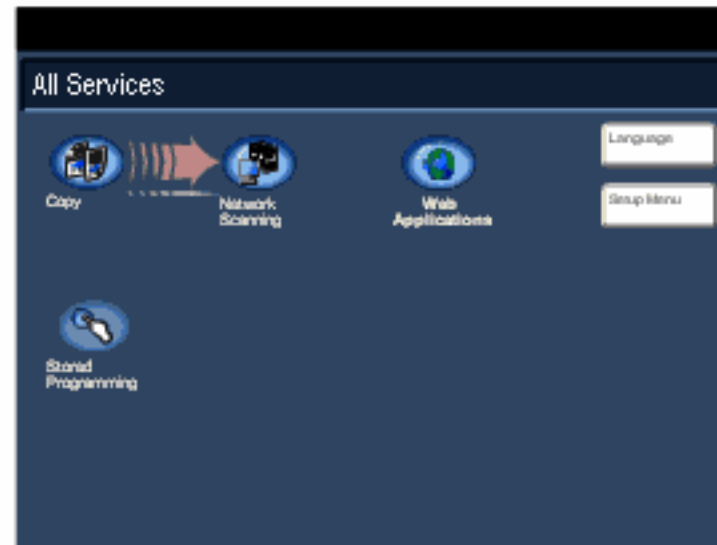
## Network Scanning



Print



Next



Touch the **Services** button on the Control Panel. Then touch the **All Services** icon on the touch screen. Finally, touch the **Network Scanning** icon.

scan4\_1



## Network Scanning

This procedure explains how to complete a simple network scanning job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Network Scanning



Print



Next

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.

If you need to change the scan settings, follow the instructions provided in your optional **Network Controller documentation**.

scan4\_1







# Network Scanning



Print



## Network Scanning

This procedure explains how to complete a simple network scanning job.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.



Touch the **Start** button on the Control Panel.

scan9\_1



## Network Scanning

This procedure explains how to complete a simple network scanning job.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Network Scanning



Print



That completes the procedure. You can:

Review this procedure by using the **Skip Back** button above.

Print this procedure by selecting the **Print** button above.



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## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Print



This procedure will demonstrate how to print the job you have selected on a DocuColor 242/252/260 using a generic print driver as an example. There are numerous types of print drivers for this machine. They are different in design but most are set up and function in a similar way. If you are using a different print driver to the one shown here and you cannot find the feature you need, use the Help feature in the print driver for assistance.





## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the printer



Print



Next

**Print** [?] [X]

Printer Name: **Xerox DC 490/480/470/460 PS3** [Properties]

Status: Ready

Type: Xerox DC 490/480/470/460 PS

Where: LPT3

Comment:  Print to file

Print Range:  All

Pages from  to

Selection

Copies: Number of copies:

Collate

[OK] [Cancel]

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

Select your machine from the **Printer** list. The default name of the printer is Xerox DocuColor 260 but your System Administrator may have customized the name to help you locate the machine. If you are unsure, ask your System Administrator.





## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the printer



Print



Next

**Print** [?] [X]

Printer

Name: Xerox DC 490/480/470/460 PS3 Properties

Status: DP XXX 123 BDUS  
HP YYY 987 hedb

TYPE: Xerox DocuColor 260 PS  
Xerox 123 DC 876 F2

Where:  Print to file

Comment:

Print Range

All

Pages from 1 to

Selection

Copies

Number of copies: [ ]

Collate

1 1 2 2 3 3

OK Cancel

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

Select your machine from the **Printer** list. The default name of the printer is Xerox DocuColor 260 but your System Administrator may have customized the name to help you locate the machine. If you are unsure, ask your System Administrator.





## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the printer



Print



Next

**Print** [?] [X]

Printer  
 Name: Xerox DocuColor 260 PS [Properties]  
 Status: Ready  
 Type: Xerox DocuColor 260 PS  
 Where: LPT3  
 Comment:  Print to file

Print Range  
 All  
 Pages from 1 to  
 Selection

Copies  
 Number of copies: [ ]  
 Collate

1 1 2 2 3 3

[OK] [Cancel]

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

Select your machine from the **Printer** list. The default name of the printer is Xerox DocuColor 260 but your System Administrator may have customized the name to help you locate the machine. If you are unsure, ask your System Administrator.





## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting printing properties



Print



Next

**Print** [?] [X]

Printer Name: Xerox DocuColor 260 PS **Properties**

Status: Ready

Type: Xerox DocuColor 260 PS

Where: LPT3

Comment:  Print to file

Print Range:  All  Pages from 1 to   Selection

Copies: Number of copies:     Collate

**OK** **Cancel**

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.*

print1\_1







## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting printing properties



Print



Next

**Print** [?] [X]

Printer

Name: Xerox DocuColor 260 PS [Properties]

Status: Ready

Type: Xerox DocuColor 260 PS

Where: LPT3

Comment:  Print to file

Print Range

All

Pages from 1 to

Selection

Copies

Number of copies: [ ]

Collate

1 1 2 2 3 3

[OK] [Cancel]

When you have made all your selections in the properties window select **OK**.





## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting printing properties



Print



Next

**Print** [?] [X]

Printer  
 Name: Xerox DocuColor 260 PS [Properties]  
 Status: Ready  
 Type: Xerox DocuColor 260 PS  
 Where: LPT3  
 Comment:  Print to file

Print Range  
 All  
 Pages from 1 to   
 Selection

Copies  
 Number of copies:

Collate

OK Cancel

When you have made all your selections in the properties window select **OK**.

Select the number of prints or sets of prints you require and then select **OK**. Your job will now be sent to the printer.

print9\_1



## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Collecting your copies



Print



Your job will be delivered to the output tray.

That completes the procedure. You can:

Review this procedure by using the **Skip Back** button above.

Print this procedure by selecting the **Print** button above.





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**Load Paper and Media**

Maintenance





## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

### Loading paper trays 1 and 2

Loading paper trays 3 and 4

Loading paper in the bypass tray

Loading paper in the High Capacity Feeder

Loading the Oversized High Capacity Feeder



## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

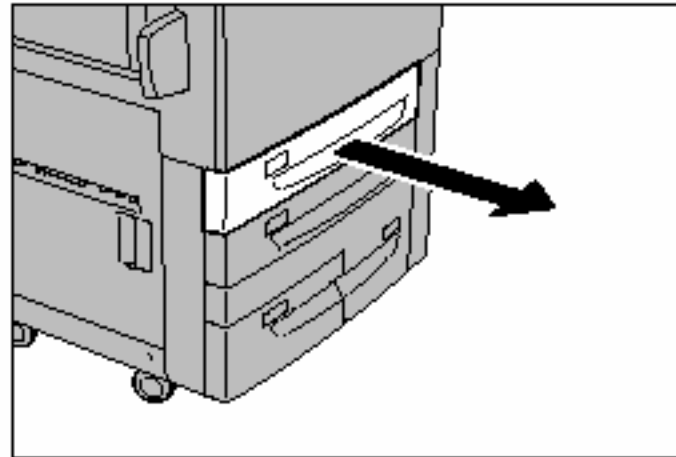
## Loading paper trays 1 and 2



Print



Next



Trays 1 and 2 can take 500 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.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

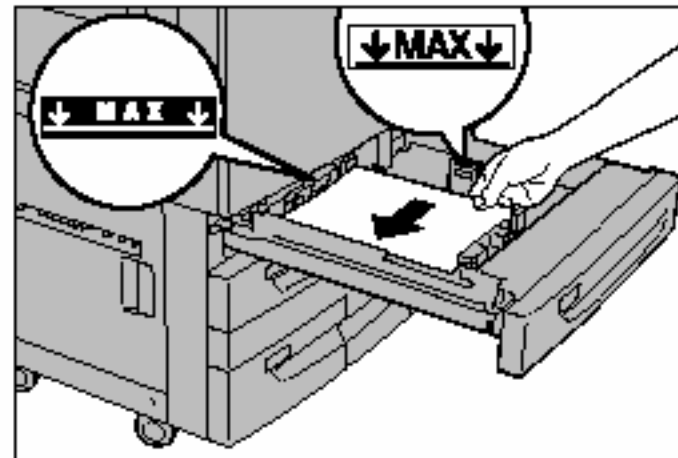
## Loading paper trays 1 and 2



Print



Next



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.

Move the right guide to touch the paper stack.

Move the front and rear guides to just touch the edges of the paper stack.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

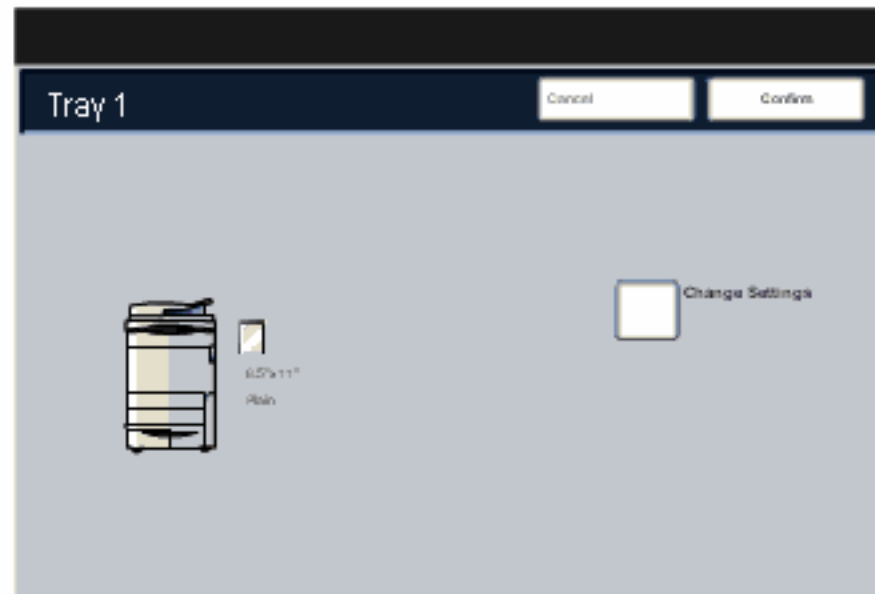
## Loading paper trays 1 and 2



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

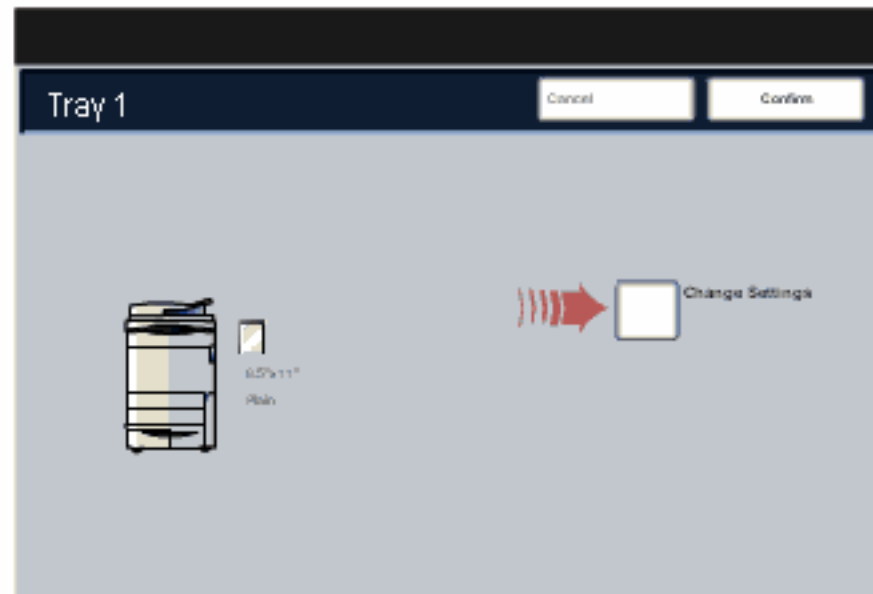
### Loading paper trays 1 and 2



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Loading paper trays 1 and 2



Print



Next

Tray 1
Cancel
Save

**Paper Type**

- Plain (84-105 g/m<sup>2</sup>) ▲
- Recycled (84-104 g/m<sup>2</sup>)
- Transparency
- Heavyweight 1 (105-176 g/m<sup>2</sup>) ▼

**Paper Size**

- Variable Size ▲
- Auto Size Detect
- 8.5"x5.5"
- 8.5x14 ▼

**Auto Paper Select**

- All output colors
- Color
- Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Loading paper trays 1 and 2



Print



Next

Tray 1
Cancel
Save

**Paper Type**

- Plain (84-105 g/m<sup>2</sup>) ▲
- Recycled (84-104 g/m<sup>2</sup>)
- Transparency
- Heavyweight 1 (105-176 g/m<sup>2</sup>) ▼

**Paper Size**

- Variable Size ▲
- Auto Size Detect
- 8.5x5.5" ▼
- 8.5x14 ▼

**Auto Paper Select**

- All output colors
- Color
- Black

The **Paper Size** options allow 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.

Enter a key word. ▶

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Loading paper trays 1 and 2



Print



Next

Tray 1
Cancel
Save

**Paper Type**

- Plain (64-105 g/m<sup>2</sup>) ▲
- Recycled (64-104 g/m<sup>2</sup>)
- Ecoemparasy
- Heavyweight 1 (105-176 g/m<sup>2</sup>) ▼

**Paper Size**

- Variable Size ▲
- Auto Size Detect
- 8.5x5.5"
- 8.5x14 ▼

**Auto Paper Select**

- All output colors
- Color
- Black

The **Paper Size** options allow 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.

Select the **Variable Size** button to continue.

Enter a key word. ▶

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

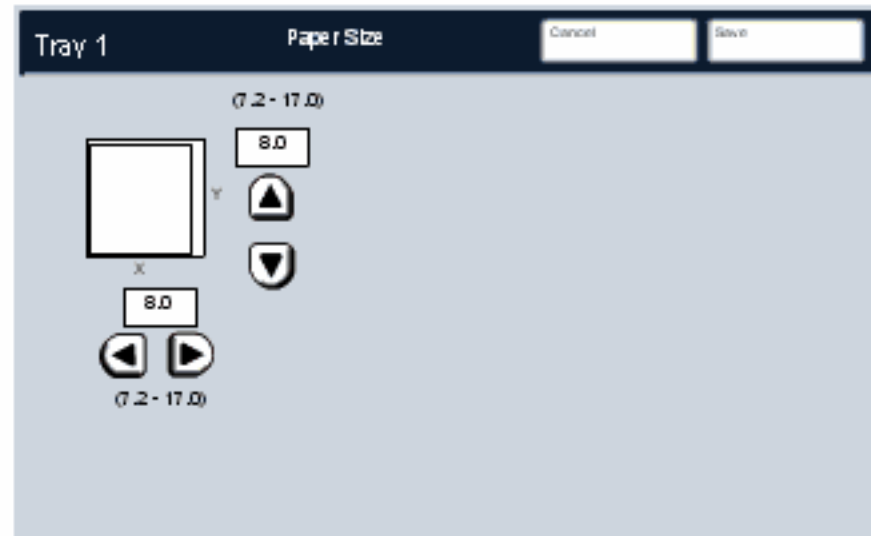
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Loading paper trays 1 and 2



Print



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.

This concludes the Loading Paper topic.

Enter a key word.

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## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



[Loading paper trays 1 and 2](#)



[Loading paper trays 3 and 4](#)

[Loading paper in the bypass tray](#)

[Loading paper in the High Capacity Feeder](#)

[Loading the Oversized High Capacity Feeder](#)





## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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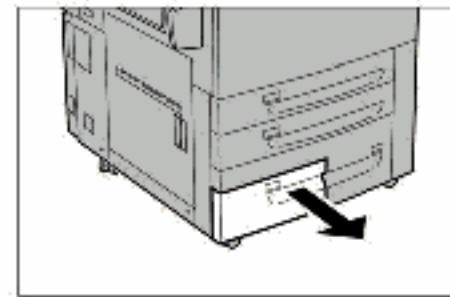
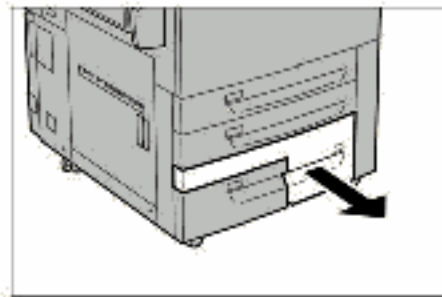
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## Loading paper trays 3 and 4



Print



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.



## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

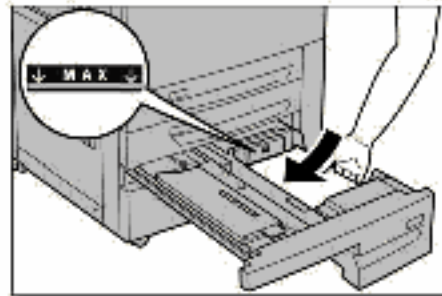
## Loading paper trays 3 and 4



Print



Next



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.

Gently close the paper tray.

On closing the tray the elevator raises the paper stack ready for use.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

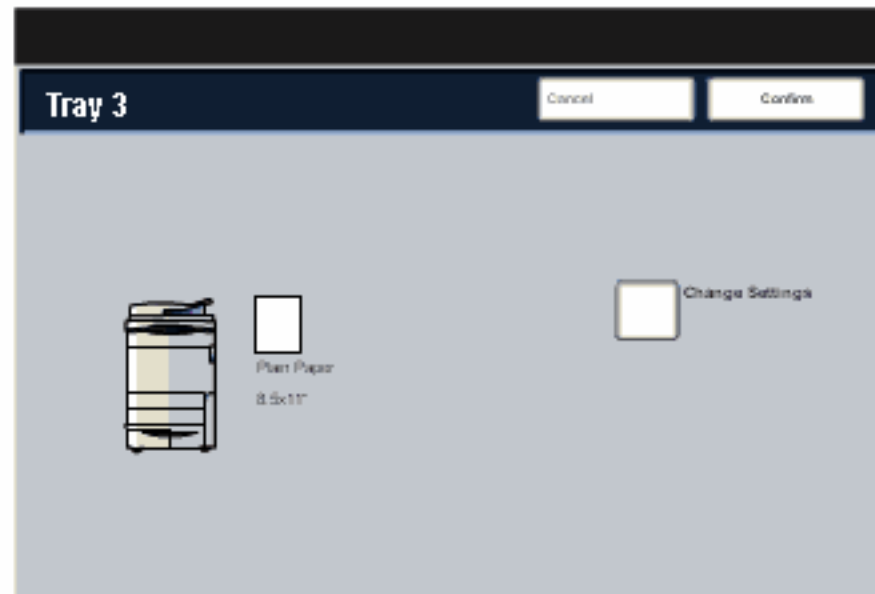
## Loading paper trays 3 and 4



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

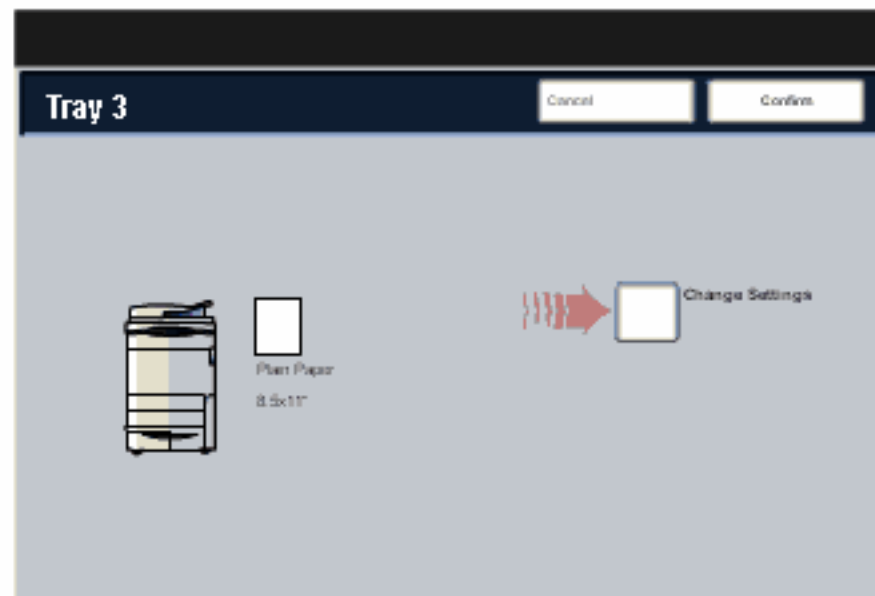
### Loading paper trays 3 and 4



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Loading paper trays 3 and 4



Print



Next

Tray 3
Cancel
Save

**Paper Type**

Plain (84-105 g/m <sup>2</sup> )	▲
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼

**Paper Size**

Auto Size Detect	▲
Variable Size	
	▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Loading paper trays 3 and 4



Print



Next

Tray 3
Cancel
Save

**Paper Type**

Plain (84-105 g/m <sup>2</sup> )	▲
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼

**Paper Size**

Auto Size Detect	▲
Variable Size	
	▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Size** options allow 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.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Loading paper trays 3 and 4



Print



Next

Tray 3
Cancel
Save

Paper Type	Paper Size
Plain (84-105 g/m <sup>2</sup> ) <span style="float: right;">▲</span>	Auto Size Detect <span style="float: right;">▲</span>
Recycled (84-104 g/m <sup>2</sup> ) <span style="float: right;">▶▶▶▶▶</span>	Variable Size <span style="float: right;">▼</span>
Transparency <span style="float: right;">▼</span>	
Heavyweight 1 (105-176 g/m <sup>2</sup> ) <span style="float: right;">▼</span>	

**Auto Paper Select**

All output colors

Color

Black

The **Paper Size** options allow 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.

Select the **Variable Size** button to continue.

Enter a key word. ▶

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

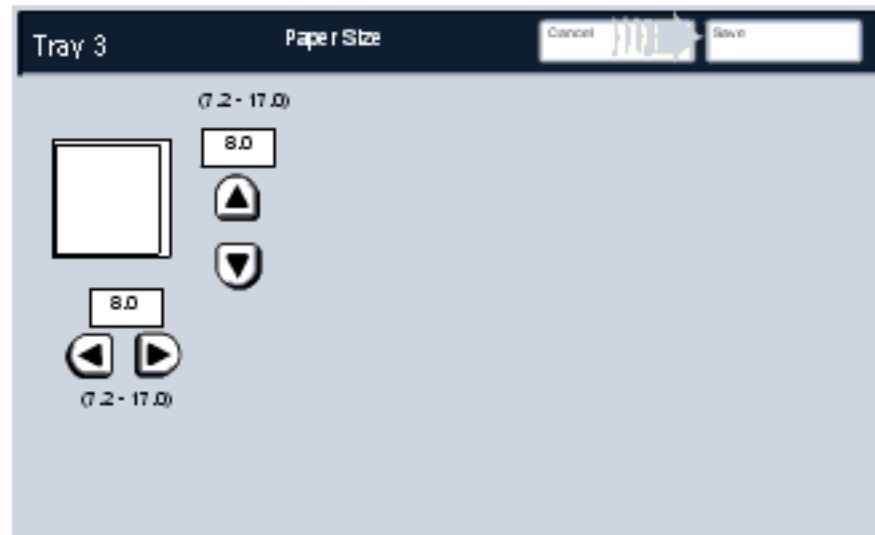
### Loading paper trays 3 and 4



Print



Next



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.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Loading paper trays 3 and 4



Print



Tray 3
Paper Size
Cancel
Save

(7.2 - 17.0)

8.0

▲

▼

8.0

◀

▶

(7.2 - 17.0)

This concludes the Loading Paper topic.

Enter a key word.

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## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

 **Loading paper trays 1 and 2**

 **Loading paper trays 3 and 4**

 **Loading paper in the bypass tray**

**Loading paper in the High Capacity Feeder**

**Loading the Oversized High Capacity Feeder**





## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

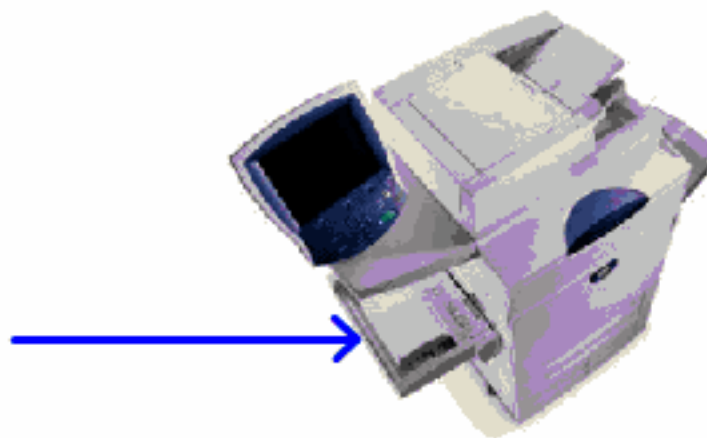
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading the bypass tray



Print



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 media into the bypass tray.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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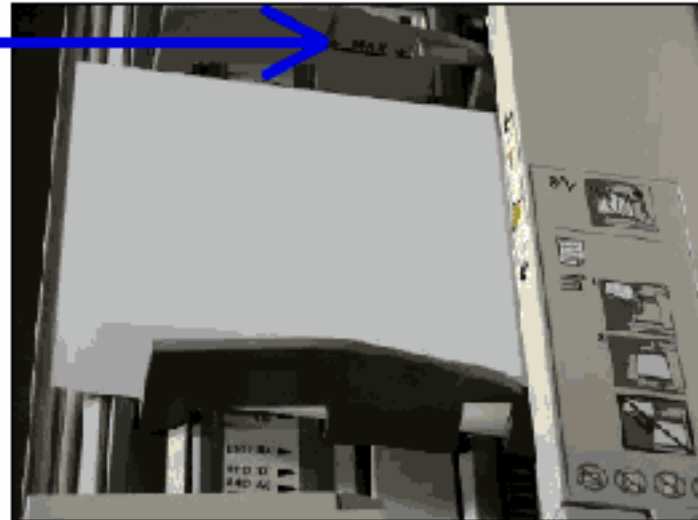
## Loading the bypass tray



Print



Next



Fan the sheets before loading them into the tray. Register the stack of paper or media against the right side of the tray. The paper or media must not be loaded above the maximum fill line.

Move the front and rear guides to just touch the edges of the stack.



## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

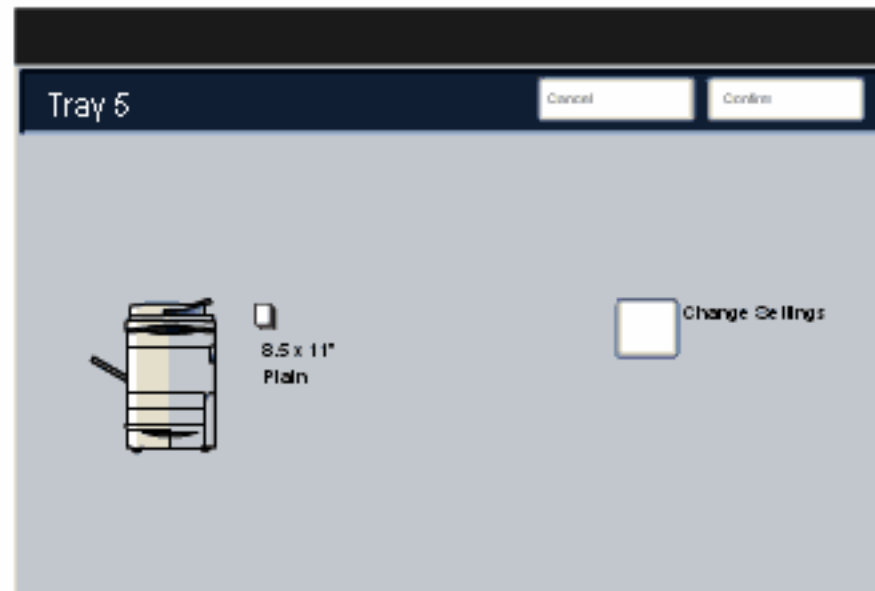
## Loading the bypass tray



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

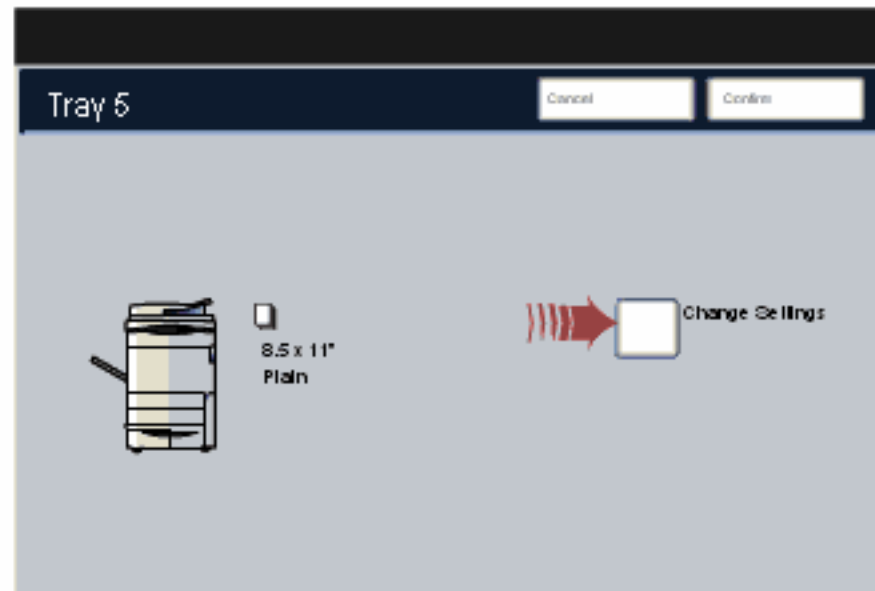
## Loading the bypass tray



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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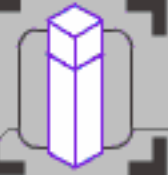


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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Loading the bypass tray



Print



Next

Tray 5 (Bypass) Cancel Save

Paper Type		Paper Size	
Plain (84-105 g/m <sup>2</sup> )	▲	A3	▲
Recycled (84-104 g/m <sup>2</sup> )		11"x17"	
Transparency		8.5"x11"	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼	8.5"x14	▼

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.

Enter a key word.

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## Loading the bypass tray



Print



Next

### Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Tray 5 (Bypass)

Cancel Save

Paper Type

Plain (84-105 g/m<sup>2</sup>) ▲

Recycled (84-104 g/m<sup>2</sup>)

Transparency

Heavyweight 1 (105-176 g/m<sup>2</sup>) ▼

Paper Size

A3 ▲

11x17

8.5x5.5

8.5x14 ▼

The **Paper Size** options allow you to specify the size of the paper you load into the paper tray.

Select the **Save** button to continue.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading the bypass tray



Print



Tray 5 (Bypass)

Paper Type		Paper Size	
Plain (84-105 g/m <sup>2</sup> )		A3	
Recycled (84-104 g/m <sup>2</sup> )		11"x17"	
Transparency		8.5"x11.5"	
Heavyweight 1 (105-176 g/m <sup>2</sup> )		8.5x14	

This concludes the Loading Paper topic.

Enter a key word.

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## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

-  [Loading paper trays 1 and 2](#)
-  [Loading paper trays 3 and 4](#)
-  [Loading paper in the bypass tray](#)
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  - [Loading the Oversized High Capacity Feeder](#)





## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading the High Capacity Feeder



Print



The High Capacity Feeder 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.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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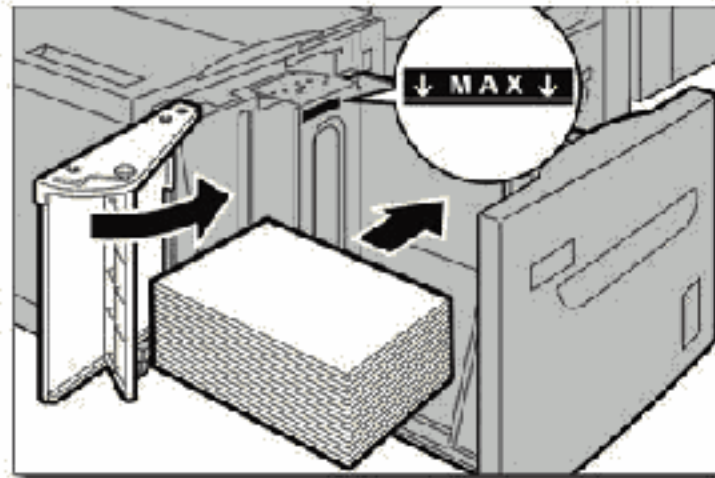
## Loading the High Capacity Feeder



Print



Next



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.

Move the paper guide to just touch the edges of the stack.



## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

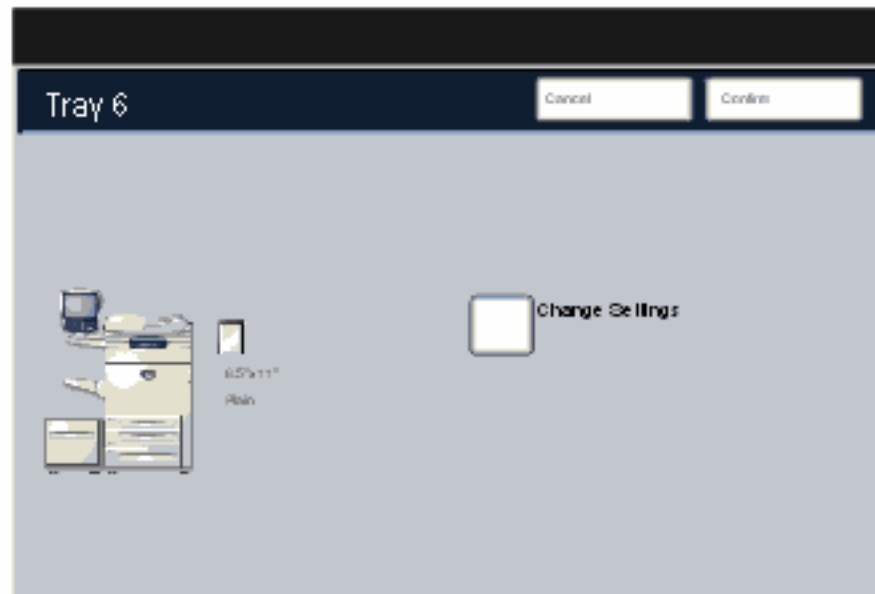
## Loading the High Capacity Feeder



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

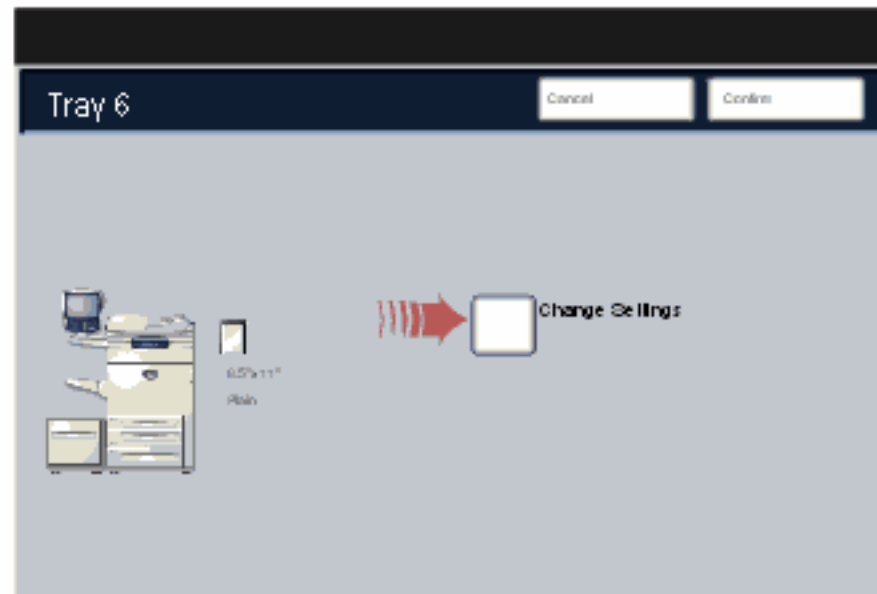
## Loading the High Capacity Feeder



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading the High Capacity Feeder



Print



Next

Tray 6 Cancel Save

**Paper Type**

Plain (84-105 g/m <sup>2</sup> )	▲
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼

**Paper Size**

Auto Size Detect	▲
	▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.


## Loading the High Capacity Feeder



Print



Next

Tray 6 Cancel  Save

**Paper Type**

Plain (84-105 g/m <sup>2</sup> )	▲
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼

**Paper Size**

Auto Size Detect	▲
	▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Size** options allow 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.

Select the **Save** button to continue.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

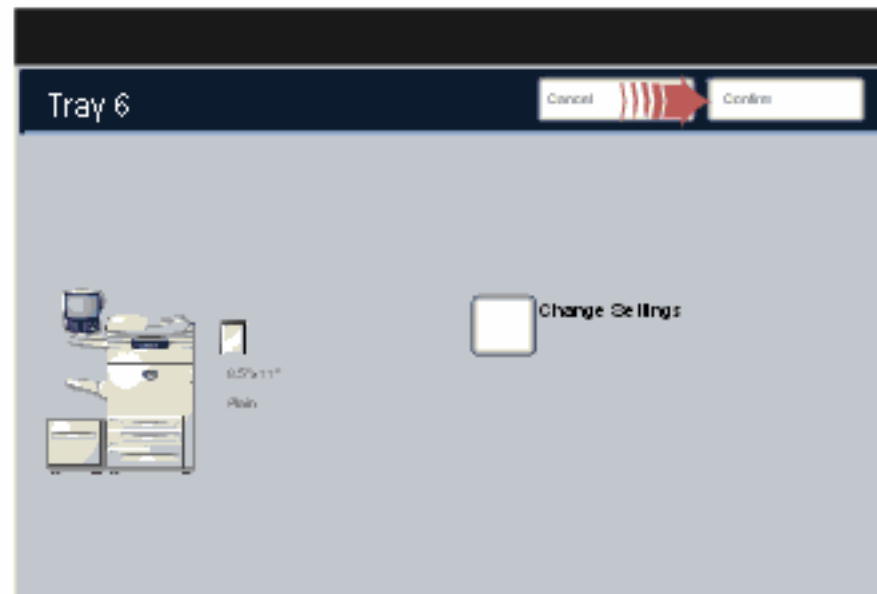
## Loading the High Capacity Feeder



Print



Next



Select the **Confirm** button.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading the High Capacity Feeder



Print



This concludes the Loading Paper topic.

Enter a key word.

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## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

-  [Loading paper trays 1 and 2](#)
-  [Loading paper trays 3 and 4](#)
-  [Loading paper in the bypass tray](#)
-  [Loading paper in the High Capacity Feeder](#)
-  [Loading the Oversized High Capacity Feeder](#)



## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading the Oversized High Capacity Feeder



Print



The Oversized High Capacity Feeder can hold up to 2000 sheets of 60-300 gsm 13" x 19"/SRA3 paper.

This procedure shows you how to load paper into the Oversized High Capacity Feeder.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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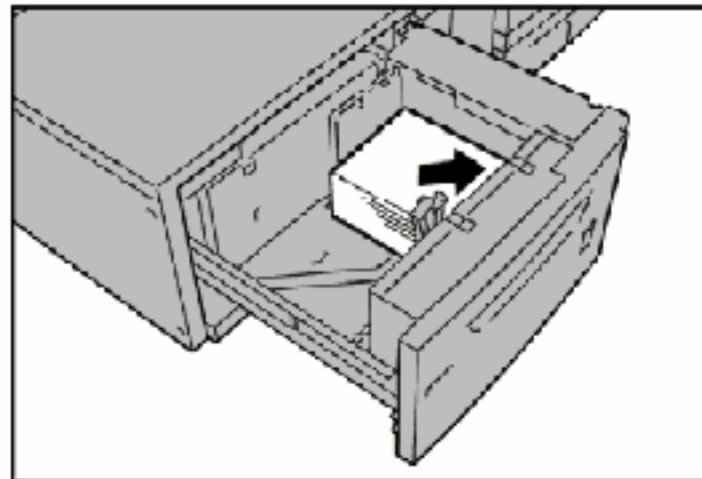
## Loading the Oversized High Capacity Feeder



Print



Next



After opening the tray, 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.

Move the paper guides to just touch the edges of the stack.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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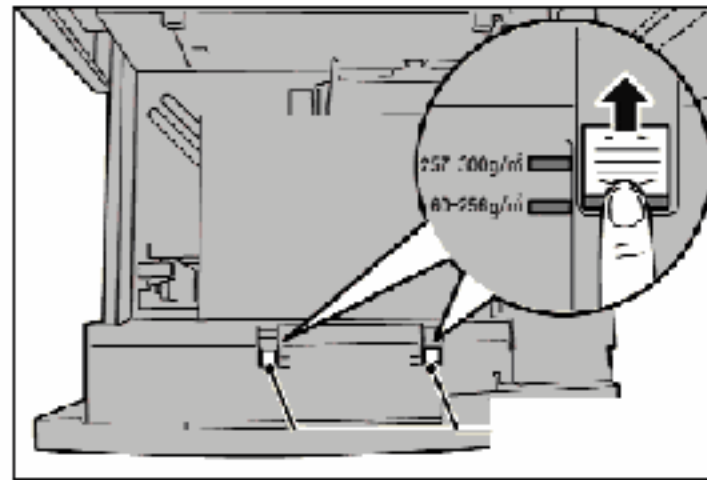
## Loading the Oversized High Capacity Feeder



Print

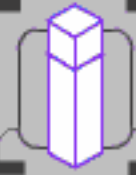


Next



Move both Paper Weight Switches to their appropriate positions.

**CAUTION:** For paper heavier than 256 g/m<sup>2</sup>, slide both Paper Weight Switches to the heavier weight position (257 g/m<sup>2</sup> - 300 g/m<sup>2</sup>). Failure to do so may result in paper jams.



## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading the Oversized High Capacity Feeder



Print



Next

Push in the tray gently until it comes to a stop. When the loaded tray is closed, the tray position is automatically adjusted in the front/back direction based on the paper size.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

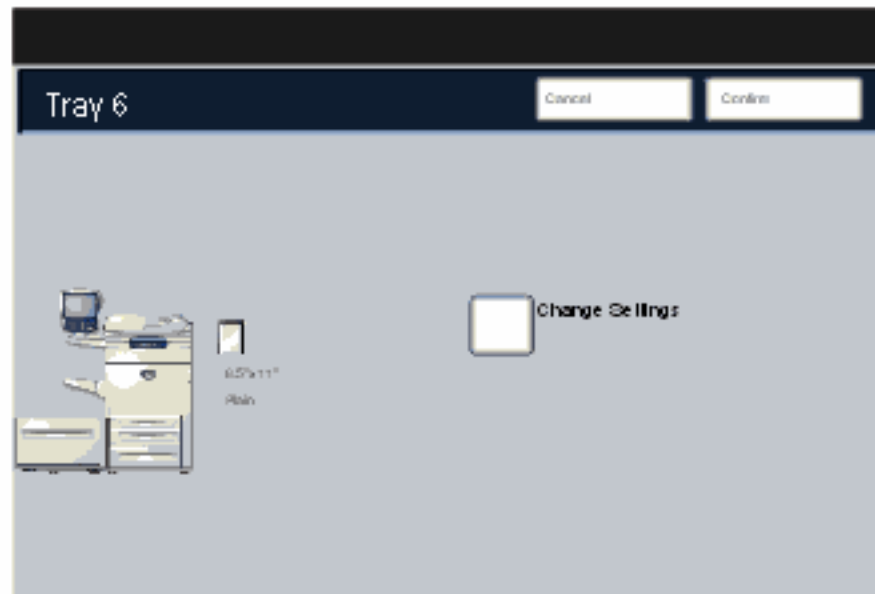
## Loading the Oversized High Capacity Feeder



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



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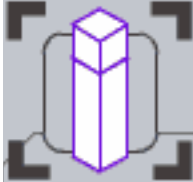


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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

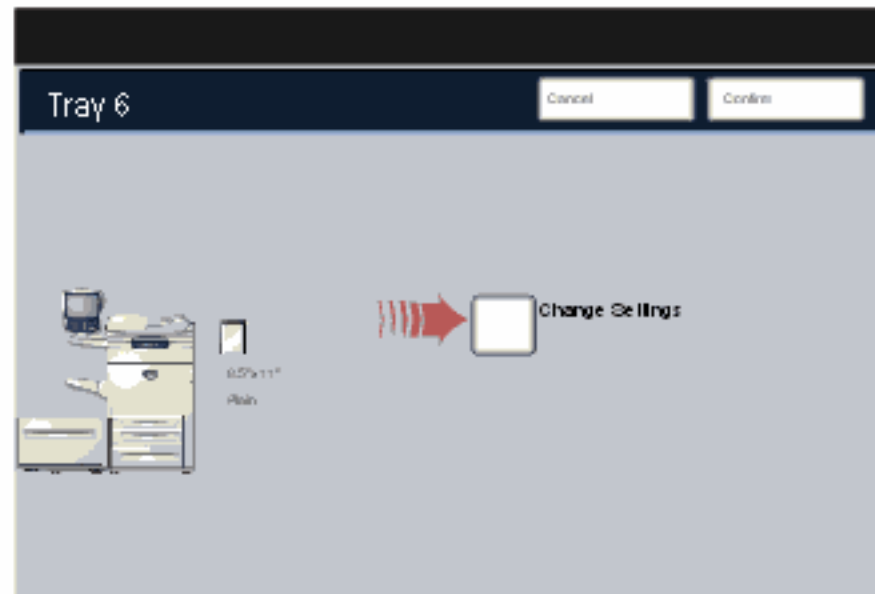
## Loading the Oversized High Capacity Feeder



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Loading the Oversized High Capacity Feeder



Print



Next

### Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Tray 6 Cancel Save

**Paper Type**

Plain (84-105 g/m <sup>2</sup> )	▲
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼

**Paper Size**

Variable Size

Auto Size Detect

**Auto Paper Select**

All output colors

Color

Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.


## Loading the Oversized High Capacity Feeder





Print



Next

Tray 6 Cancel  Save

**Paper Type**

Plain (84-105 g/m <sup>2</sup> )	
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	

**Paper Size**

Variable Size
<b>Auto Size Detect</b>

All output colors  
 Color  
 Black

The **Paper Size** options allow 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.

Select the **Save** button to continue.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

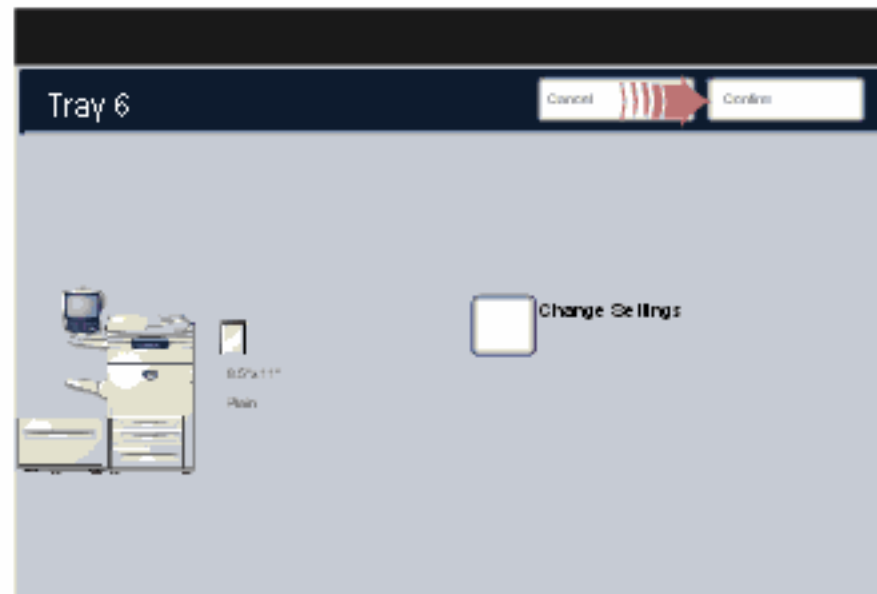
## Loading the Oversized High Capacity Feeder



Print



Next



Select the **Confirm** button.

Enter a key word.

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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading the Oversized High Capacity Feeder



Print



This concludes the Loading Paper topic.

Enter a key word.

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Load Paper and Media

**Maintenance**





## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



## Ordering Supplies

[Billing Meters](#)

[Cleaning your machine >>>](#)

[Adjusting Trays 3 and 4](#)

[Loading Staples](#)

[Replacing the Drum Cartridges](#)

[Replacing the Toner Cartridges](#)

[Replacing the Fuser](#)

[Replacing the Charge Corotron](#)

[Replacing the Waste Toner Container](#)

[Emptying the Punch Scrap Container](#)



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Ordering Supplies



Print

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

To order supplies, contact the Xerox Welcome and Support Centre or visit our Customer Web Site at [www.xerox.com](http://www.xerox.com).

Enter a key word.

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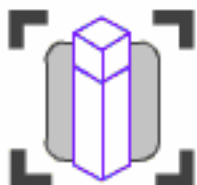


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## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

 **Ordering Supplies**

 **Billing Meters**

**Cleaning your machine >>>**

**Adjusting Trays 3 and 4**

**Loading Staples**

**Replacing the Drum Cartridges**

**Replacing the Toner Cartridges**

**Replacing the Fuser**

**Replacing the Charge Corotron**

**Replacing the Waste Toner Container**

**Emptying the Punch Scrap Container**



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Billing Meters



Print

Next



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

Machine Status Screen

Billing Meter

Close

Serial Number

UGW22222



Color Impressions

5608



Black Impressions

1601



Total Impressions

7209



Counters

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## Billing Meters



Print



To access the Billing Meters:

1. Select the **Machine Status** button on the Control Panel.





## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Billing Meters



Print

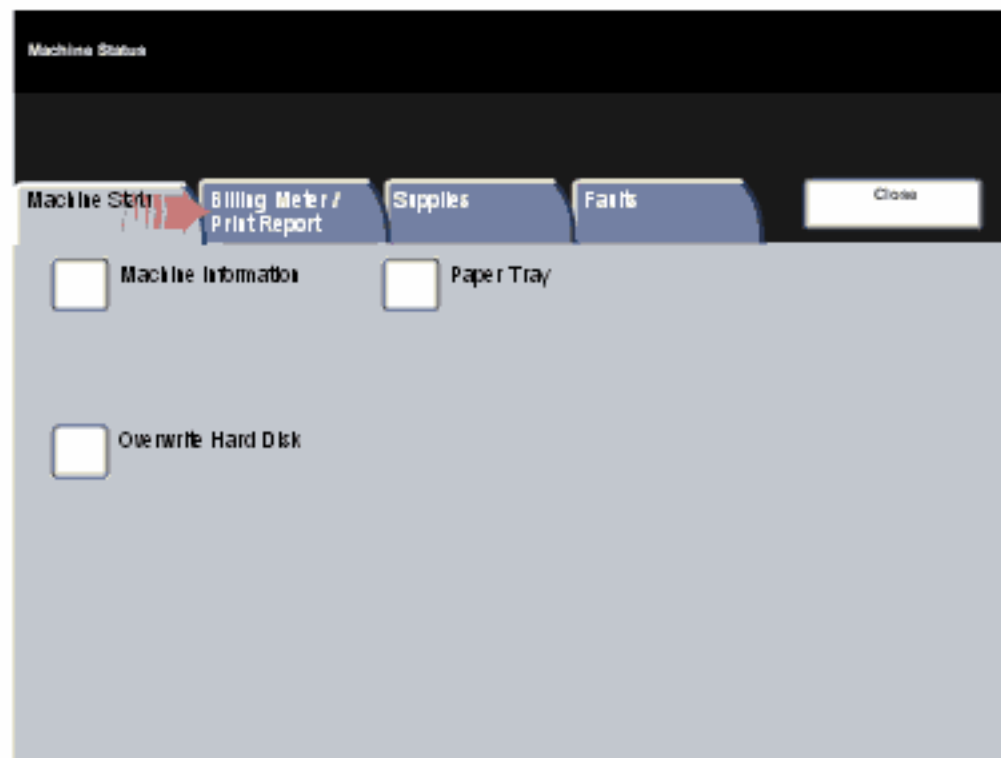


Next



To access the Billing Meters:

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



Enter a key word. ▶

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Billing Meters



Print

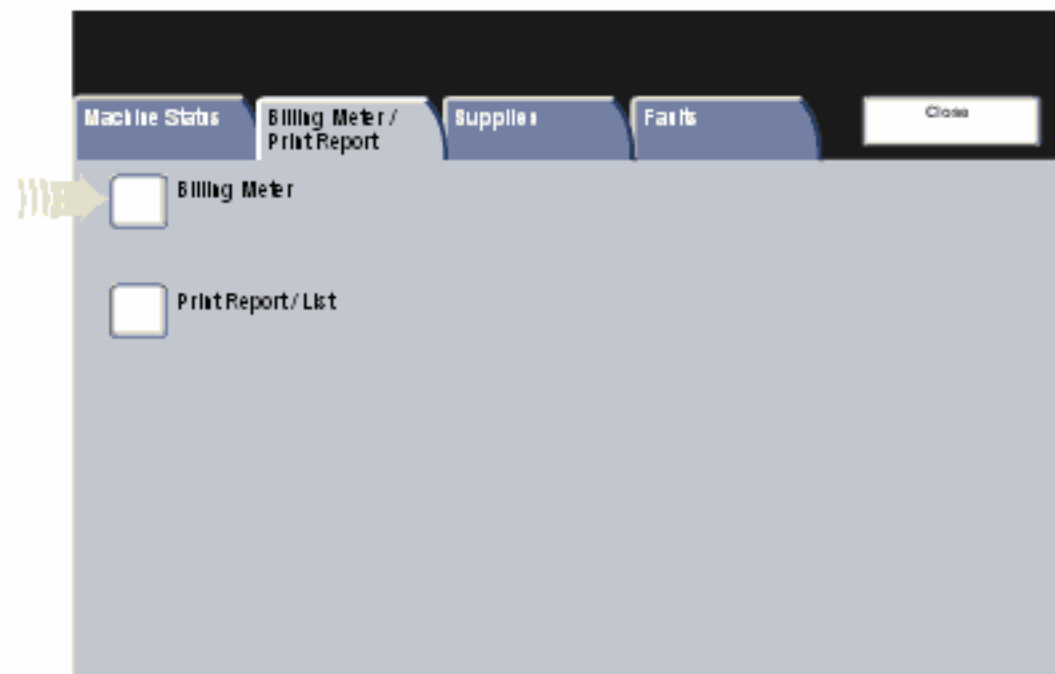


Next



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.



Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Billing Meters



Print






The Billing Meters information is shown here. Customers can view the various billing meters, and machine serial number for tracking purposes.

This completes the Billing Meters topic.

Machine Status Screen

Billing Meter Close

Serial Number

 Color Impressions	<input type="text" value="5608"/>	<input type="checkbox"/> Counters
 Black Impressions	<input type="text" value="1601"/>	
 Total Impressions	<input type="text" value="7209"/>	

Enter a key word.

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## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

 [Ordering Supplies](#)

 [Billing Meters](#)

 [Cleaning your machine >>>](#)

[Adjusting Trays 3 and 4](#)

[Loading Staples](#)

[Replacing the Drum Cartridges](#)

[Replacing the Toner Cartridges](#)

[Replacing the Fuser](#)

[Replacing the Charge Corotron](#)

[Replacing the Waste Toner Container](#)

[Emptying the Punch Scrap Container](#)




## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

 **Ordering Supplies**

 **Billing Meters**

 **Cleaning your machine** >>> >> >> >> >> >> >> >> >>

Adjusting Trays 3 and 4

Loading Staples

Replacing the Drum Cartridges

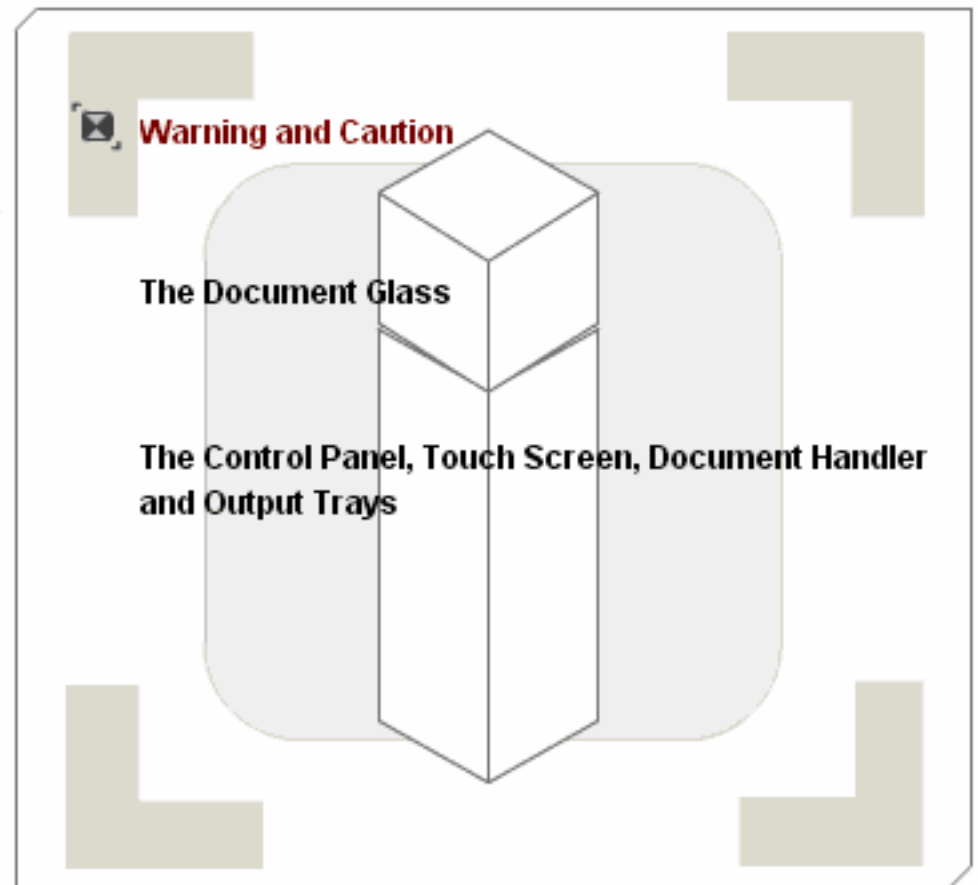
Replacing the Toner Cartridges

Replacing the Fuser

Replacing the Charge Corotron

Replacing the Waste Toner Container

Emptying the Punch Scrap Container






## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word. 

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## Warning and Caution



Print

**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.




## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

 **Ordering Supplies**

 **Billing Meters**

 **Cleaning your machine** >>> > > > > > > > > > >

**Adjusting Trays 3 and 4**

**Loading Staples**

**Replacing the Drum Cartridges**

**Replacing the Toner Cartridges**

**Replacing the Fuser**

**Replacing the Charge Corotron**

**Replacing the Waste Toner Container**

 **Emptying the Punch Scrap Container**

 **Warning and Caution**

 **The Document Glass**

**The Control Panel, Touch Screen, Document Handler  
and Output Trays**





## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word. ▶

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Home

## The Document Glass



Print



Next



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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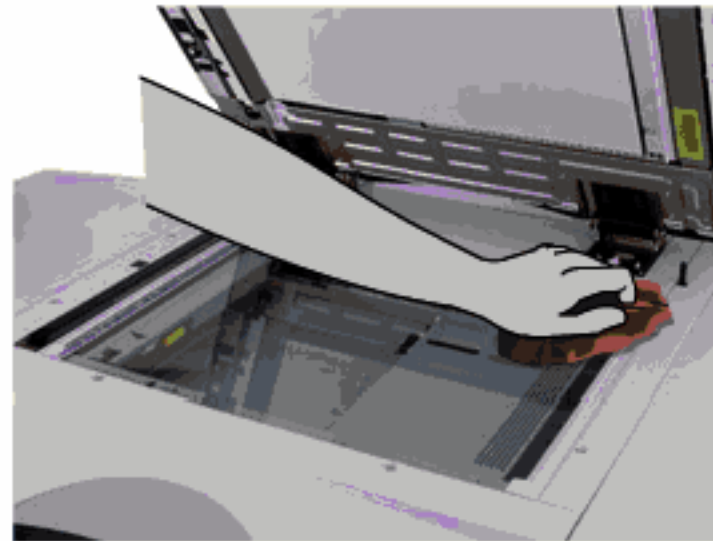
## The Document Glass



Print



Next



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.




## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word. 

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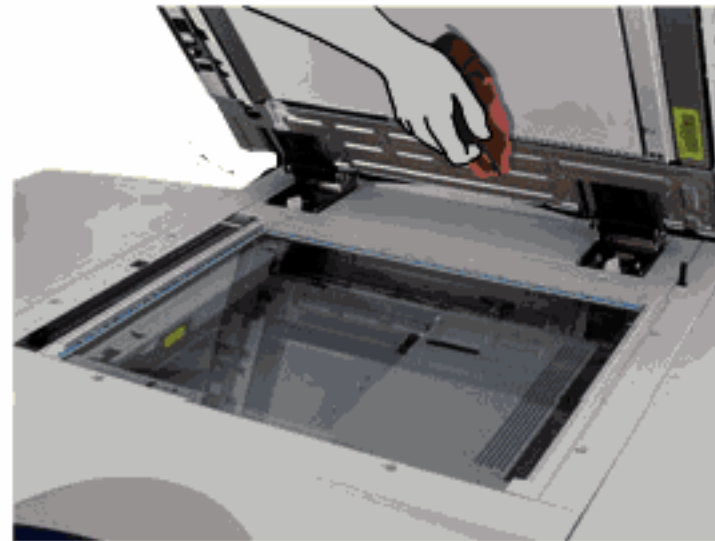
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**XEROX**

## The Document Glass



Print



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.



# Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

- Ordering Supplies**
- Billing Meters**
- Cleaning your machine >>>>** >>>>>>>>>>>>>>
- Adjusting Trays 3 and 4**
- Loading Staples**
- Replacing the Drum Cartridges**
- Replacing the Toner Cartridges**
- Replacing the Fuser**
- Replacing the Charge Corotron**
- Replacing the Waste Toner Container**
- Emptying the Punch Scrap Container**

- Warning and Caution**
- The Document Glass**
- The Control Panel, Touch Screen, Document Handler and Output Trays**



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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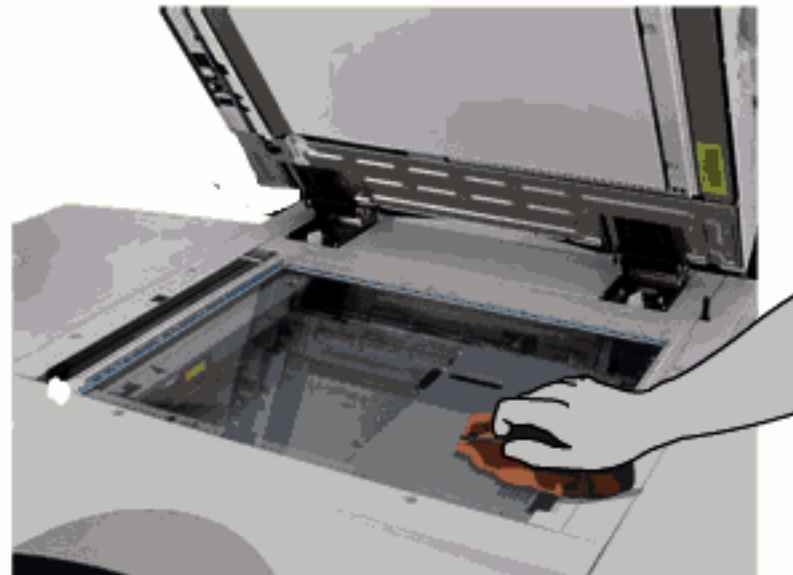
## The Control Panel, Touch Screen, Document Handler and Output Trays



Print



Next



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



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## The Control Panel, Touch Screen, Document Handler and Output Trays



Print



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





## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

 **Ordering Supplies**

 **Billing Meters**

 **Cleaning your machine** >>> > > >  > > > > >

 **Adjusting Trays 3 and 4**

Loading Staples

Replacing the Drum Cartridges


Replacing the Toner Cartridges


Replacing the Fuser


Replacing the Charge Corotron

Replacing the Waste Toner Container

 **Emptying the Punch Scrap Container**

 **Warning and Caution**

 **The Document Glass**

 **The Control Panel, Touch Screen, Document Handler and Output Trays**



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

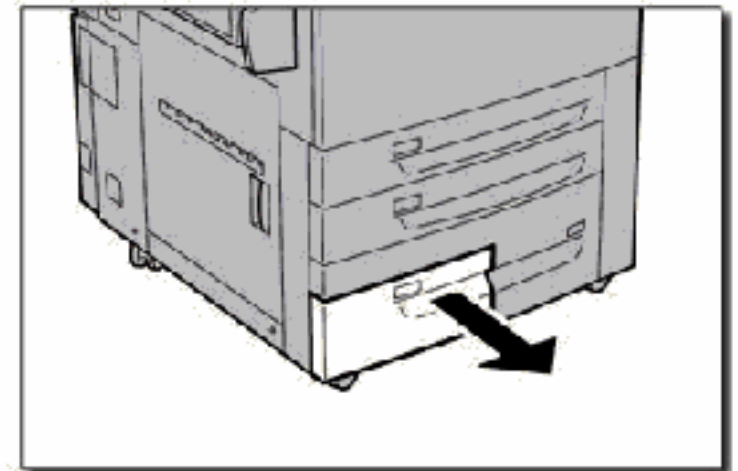
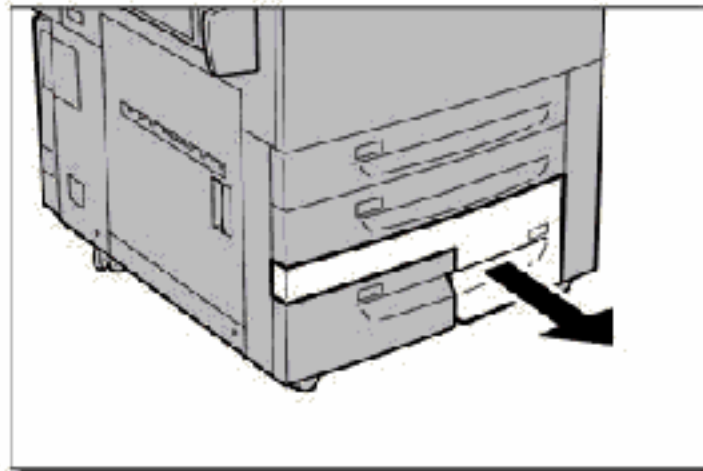
### Adjusting Trays 3 and 4



Print



Next



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

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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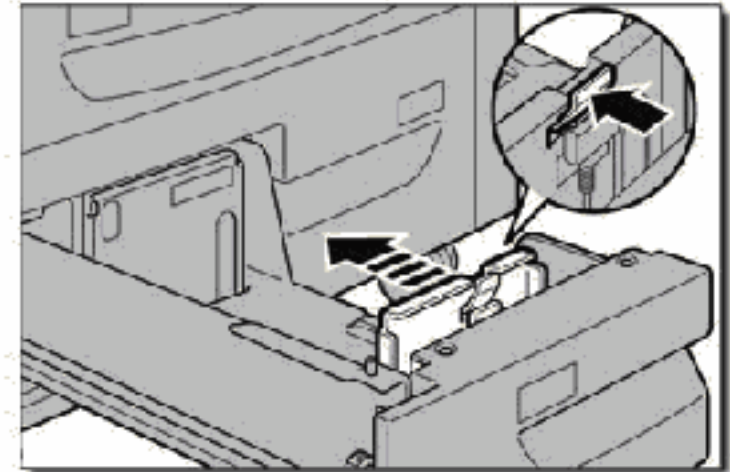
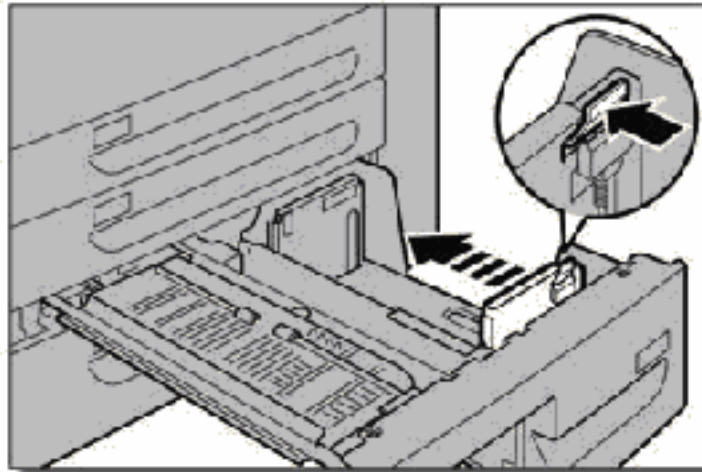
## Adjusting Trays 3 and 4



Print



Next



Open the appropriate Tray and move the guides to just touch the edges of the paper stack.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

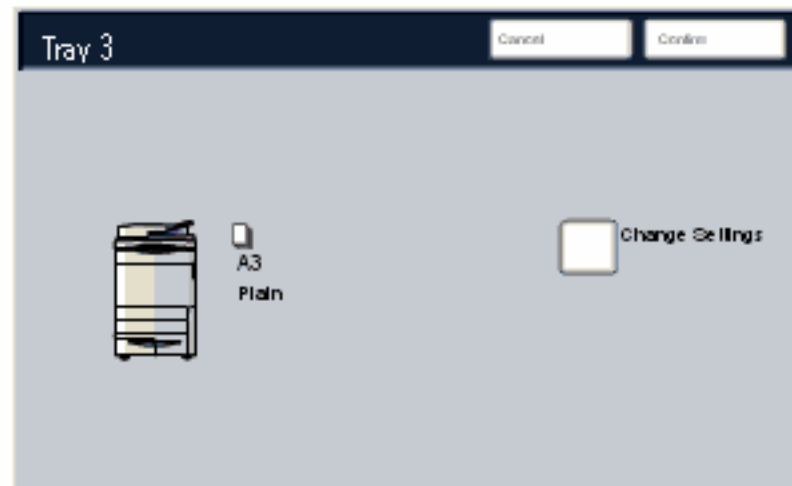
### Adjusting Trays 3 and 4



Print



Next



Having adjusted the paper tray, you need to change the paper tray setting.



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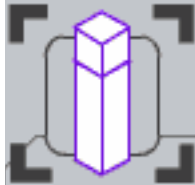


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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

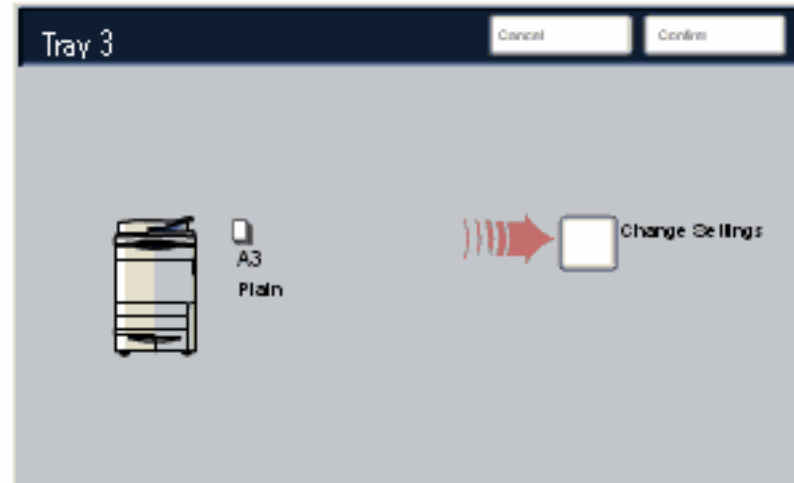
### Adjusting Trays 3 and 4



Print



Next



Touch the **Change Settings** button, then select the Paper Type and Paper Size that has been loaded in the tray. When the settings are correct, touch the **Save** button. Be sure to confirm your choices by touching the **Confirm** button.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Adjusting Trays 3 and 4



Print



Next

Tray 3
Cancel Save

**Paper Type**

Plain (84-105 g/m <sup>2</sup> )	▲
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼

**Paper Size**

Auto Size Detect	▲
	▼

**Auto Paper Select**

All output colors

Color

Black

Touch the **Change Settings** button, then select the Paper Type and Paper Size that has been loaded in the tray. When the settings are correct, touch the **Save** button. Be sure to confirm your choices by touching the **Confirm** button.

Enter a key word.

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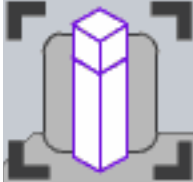


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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

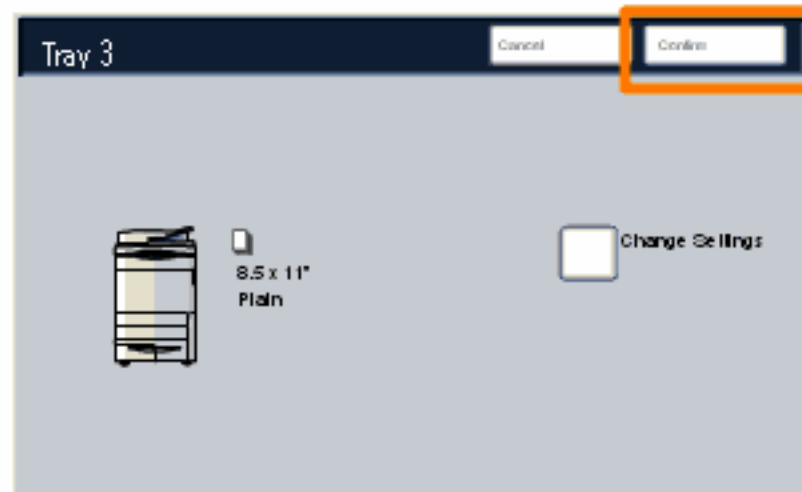
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Adjusting Trays 3 and 4



Print



Touch the **Change Settings** button, then select the Paper Type and Paper Size that has been loaded in the tray. When the settings are correct, touch the **Save** button. Be sure to confirm your choices by touching the **Confirm** button.

This completes the procedure for adjusting paper trays 3 and 4.

Enter a key word.

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## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

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 [Billing Meters](#)

 [Cleaning your machine >>>](#)

 [Adjusting Trays 3 and 4](#)

 [Loading Staples](#)

[Replacing the Drum Cartridges](#)

[Replacing the Toner Cartridges](#)

[Replacing the Fuser](#)

[Replacing the Charge Corotron](#)

[Replacing the Waste Toner Container](#)

[Emptying the Punch Scrap Container](#)



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading Staples



Print



[Loading Staples - Advanced Finisher or Professional Finisher](#)

[Loading Staples - Light Production Finisher](#)

[Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher](#)

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

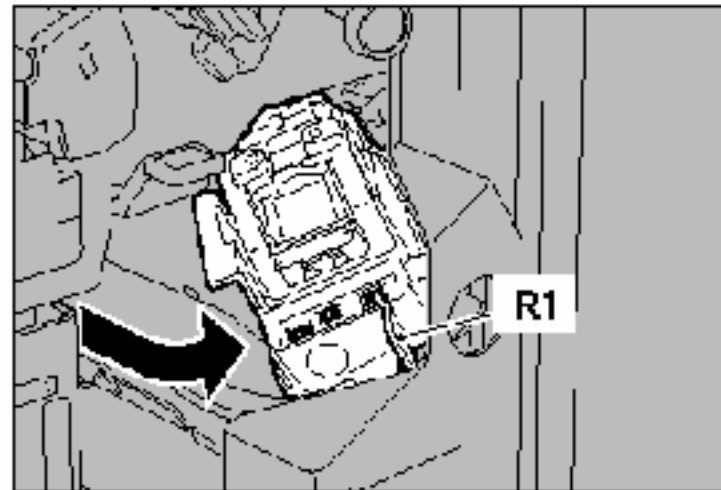
## Loading Staples - Advanced Finisher or Professional Finisher



Print



Next



This procedure shows you how to remove an empty staple cartridge from the Advanced Finisher or Professional Finisher 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.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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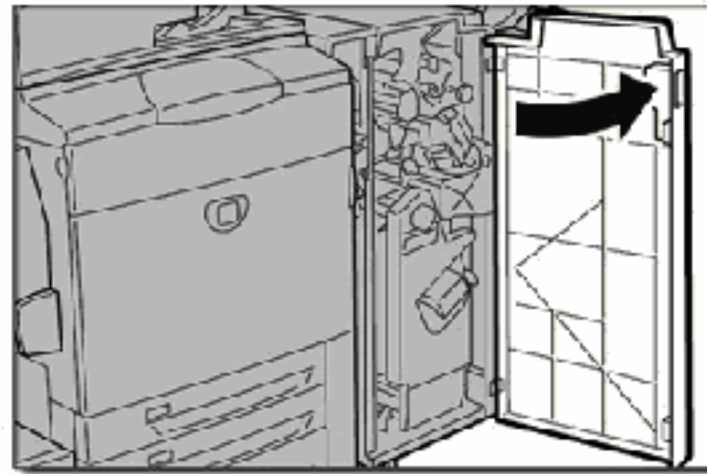
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## Loading Staples - Advanced Finisher or Professional Finisher



Print



To gain access to the staple cartridge, make sure the machine has stopped, and open the Front Door.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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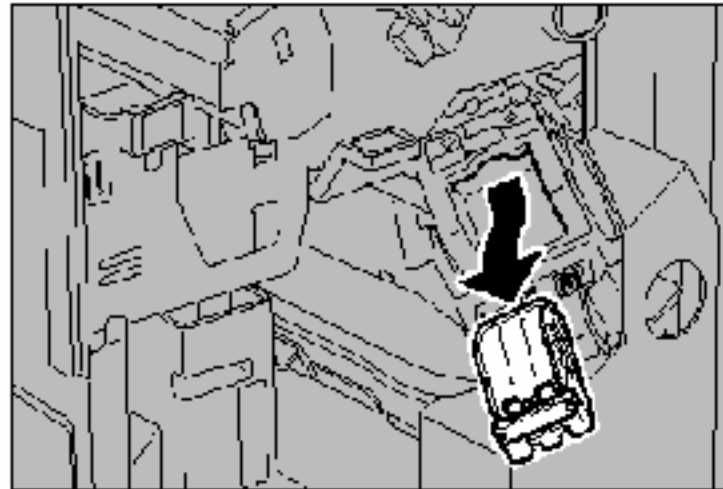
## Loading Staples - Advanced Finisher or Professional Finisher



Print



Next



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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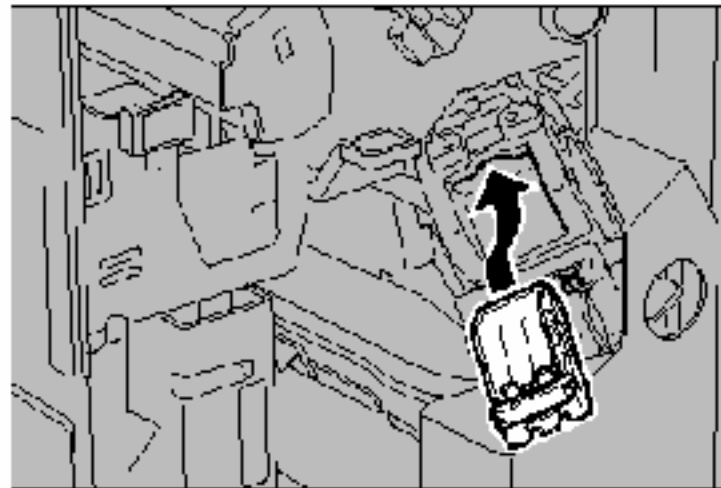
## Loading Staples - Advanced Finisher or Professional Finisher



Print



Next



Insert the staple cartridge while gripping the orange lever until you hear it click into place. Close the front cover of the finisher.

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



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## Loading Staples - Light Production Finisher



Print



Next



Make sure the machine has stopped, then open the right cover on the finisher.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.


Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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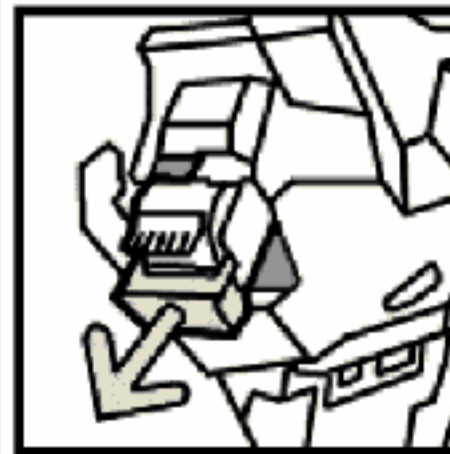
## Loading Staples - Light Production Finisher



Print



Next



Pull the staple cartridge straight out of the machine.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

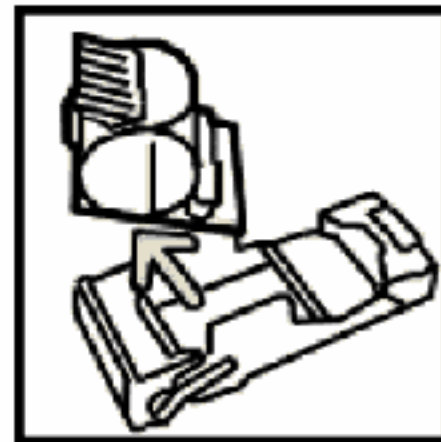
## Loading Staples - Light Production Finisher



Print



Next



Remove the staple cartridge from the staple case.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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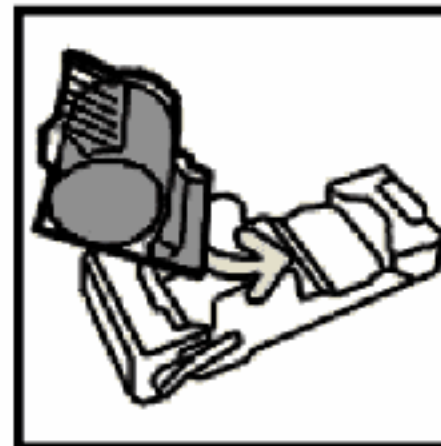
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## Loading Staples - Light Production Finisher



Print



Insert a new staple cartridge into the staple case.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

### Loading Staples - Light Production Finisher



Print



Next



Push the cartridge back to its original position.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

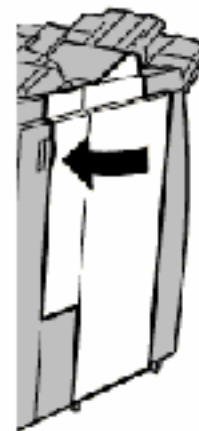
## Loading Staples - Light Production Finisher



Print



Next



Close the right cover on the finisher.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



Next



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

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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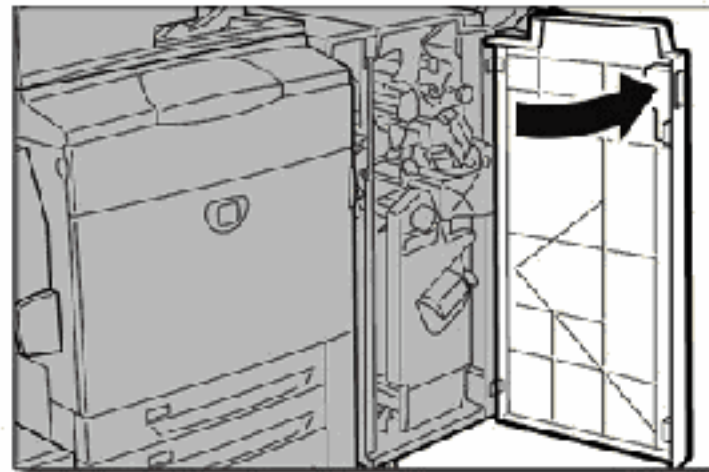
## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



Next



To gain access to the staple cartridge, make sure the machine has stopped, and open the Front Door.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

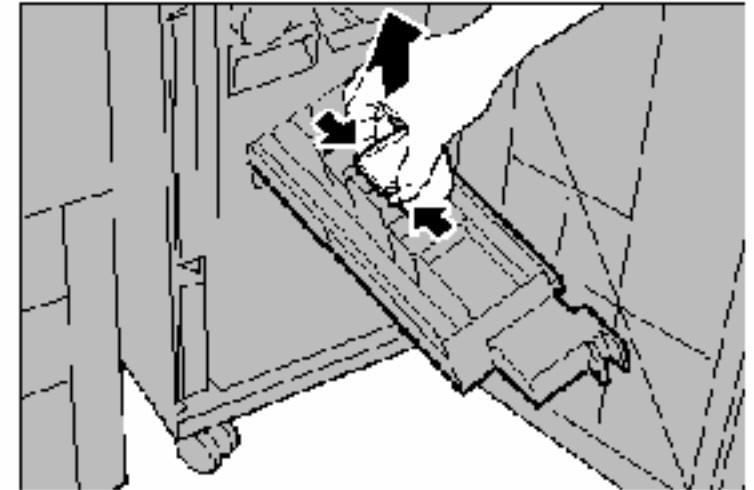
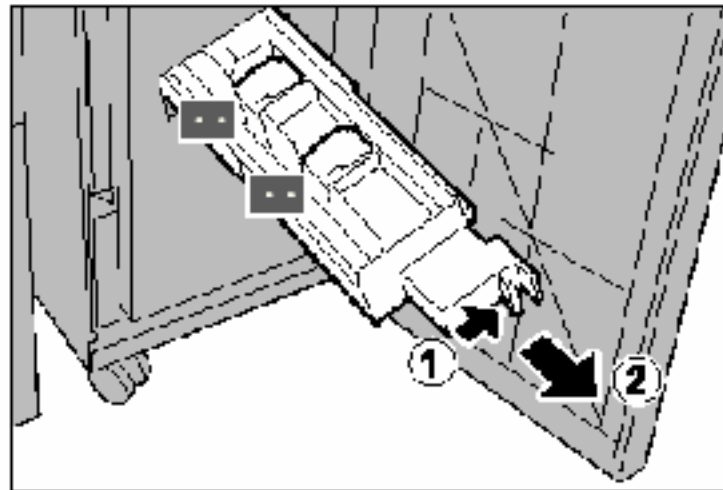
### Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



Next



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.

Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

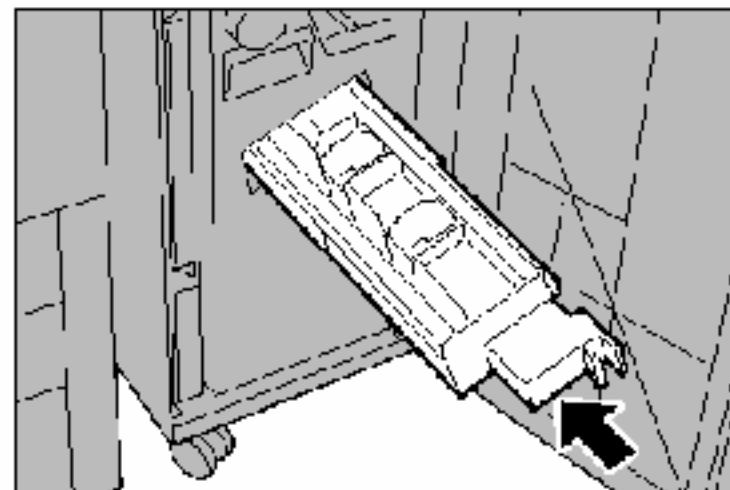
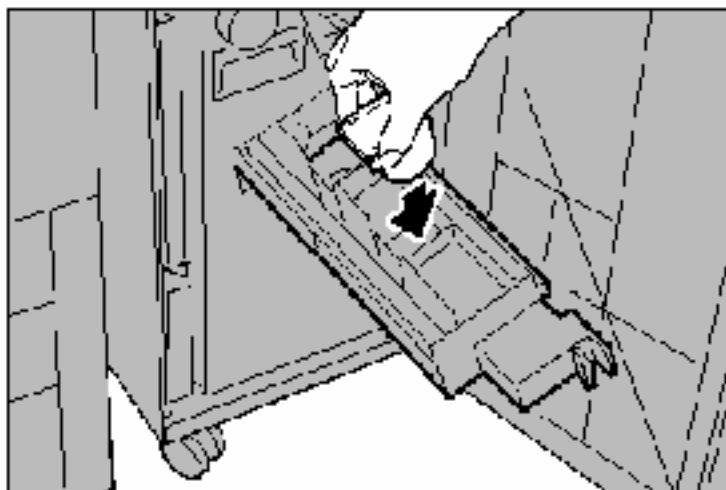
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



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 front door.

Enter a key word.

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## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

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-  [Replacing the Drum Cartridges](#)
  - [Replacing the Toner Cartridges](#)
  - [Replacing the Fuser](#)
  - [Replacing the Charge Corotron](#)
  - [Replacing the Waste Toner Container](#)
  - [Emptying the Punch Scrap Container](#)



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Drum Cartridges



Print



Next



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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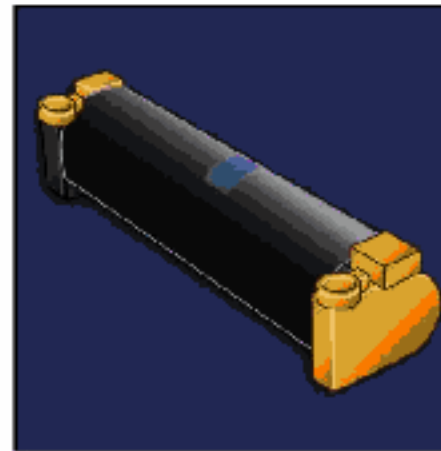
## Replacing the Drum Cartridges



Print



Next



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.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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## Replacing the Drum Cartridges



Print



Next



2. Make sure the machine has stopped, and open the Front door.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Drum Cartridges



Print



Next



3. Pull down the R1-R4 handle.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

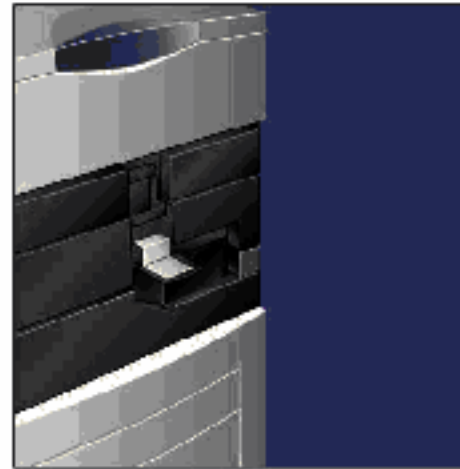
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Replacing the Drum Cartridges



Print



4. Raise the Release Handle.

Enter a key word.

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## Replacing the Drum Cartridges



Print



Next

### Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



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.

Enter a key word.

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## Replacing the Drum Cartridges



Print



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### Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



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.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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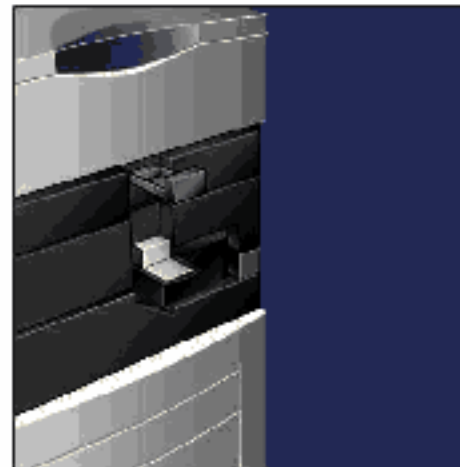
## Replacing the Drum Cartridges



Print



Next



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 the film on the drum cartridge, if it is present.

Open the Drum Drawer.



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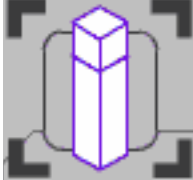


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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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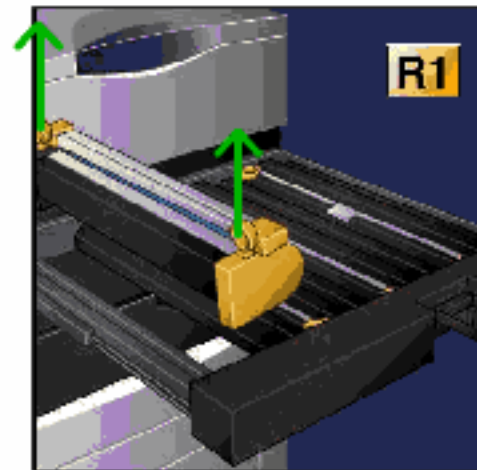
## Replacing the Drum Cartridges



Print



Next



7. Remove the old drum cartridge by holding the finger rings provided at the both ends of the drum cartridge and gently lifting up.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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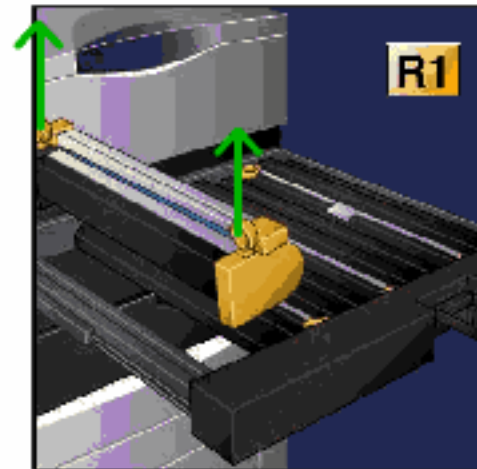
## Replacing the Drum Cartridges



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Next



8. Grip the finger rings provided at the both ends of the new drum cartridge. Do not touch the surface of the drum cartridge.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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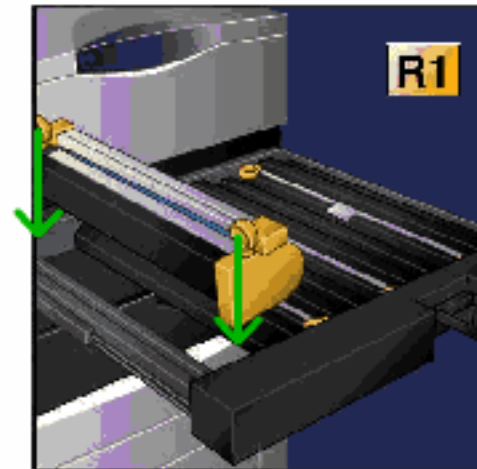
## Replacing the Drum Cartridges



Print



Next



9. Place the new drum cartridge in the machine following the guides with the side marked front facing the front.



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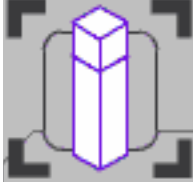


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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

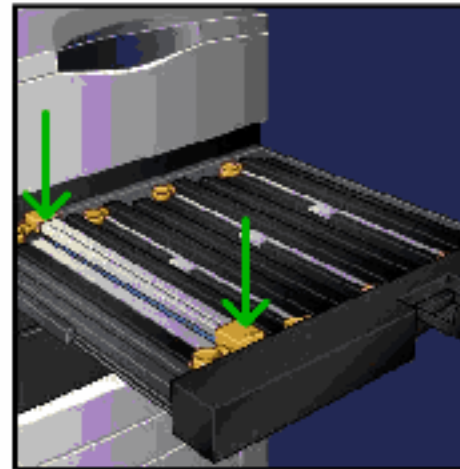
## Replacing the Drum Cartridges



Print



Next



10. Press both ends of the drum cartridge to place it in a horizontal position.

Enter a key word.

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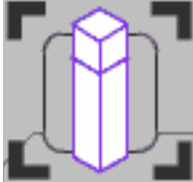


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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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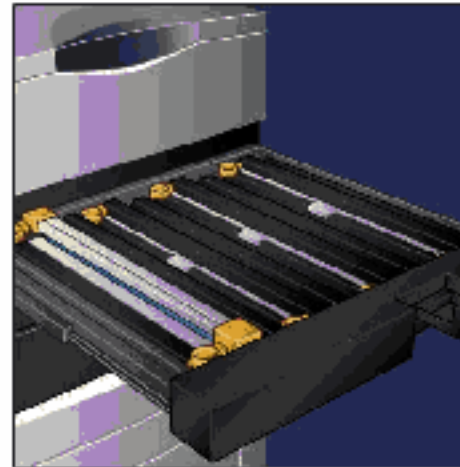
## Replacing the Drum Cartridges



Print



Next



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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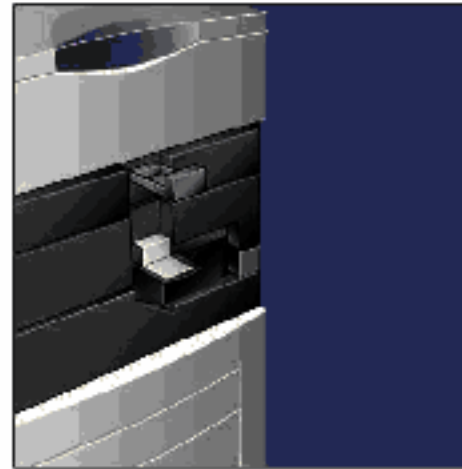
## Replacing the Drum Cartridges



Print



Next



12. Return the Release Handle to its original position.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

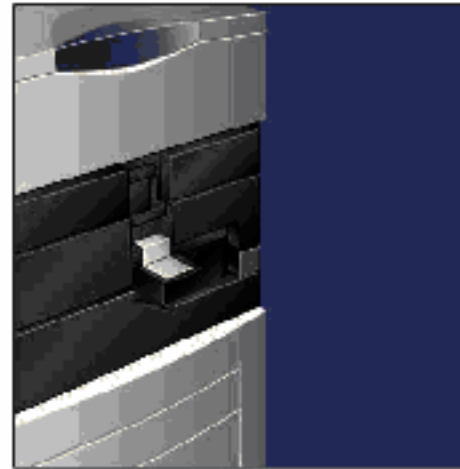
## Replacing the Drum Cartridges



Print



Next



13. Return the R1-R4 handle to the original position and close the front door.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Drum Cartridges



Print










14. Insert the used drum cartridge into an empty container for recycling.

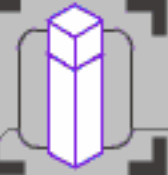
That completes the procedure for replacing the Drum Cartridges.



## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

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  - [Replacing the Waste Toner Container](#)
  - [Emptying the Punch Scrap Container](#)



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Replacing the Toner Cartridges



Print



Next



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.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Replacing the Toner Cartridges



Print



Next



1. Replace the toner cartridge while the machine is on. Open the toner cover, located just above the machine front door.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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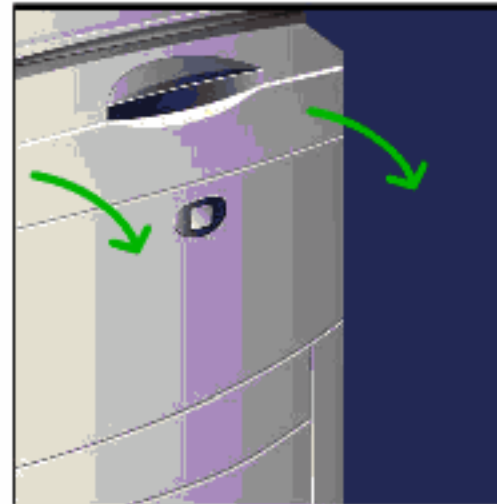
## Replacing the Toner Cartridges



Print



Next



1. Replace the toner cartridge while the machine is on. Open the toner cover, located just above the machine front door.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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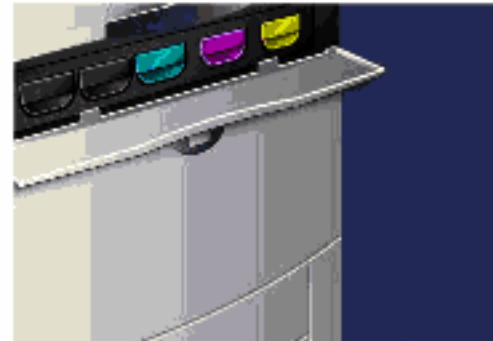
## Replacing the Toner Cartridges



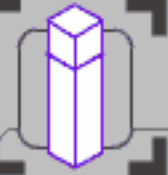
Print



Next



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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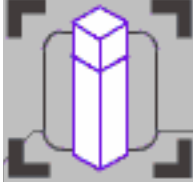
## Replacing the Toner Cartridges



Print



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

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## Replacing the Toner Cartridges



Print



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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## Replacing the Toner Cartridges



Print



Next



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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## Replacing the Toner Cartridges



Print



Next



4. Dispose the toner cartridge as normal office waste or recycle the cartridge.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

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Select the PRINT button at the top of this screen to print this procedure.

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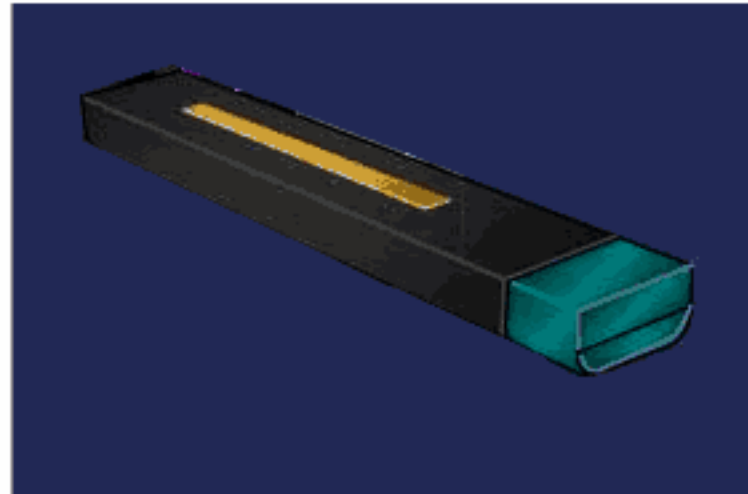
## Replacing the Toner Cartridges



Print

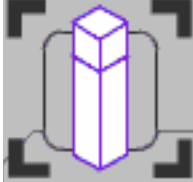


Next



5. Remove the new toner cartridge from its packaging.





## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

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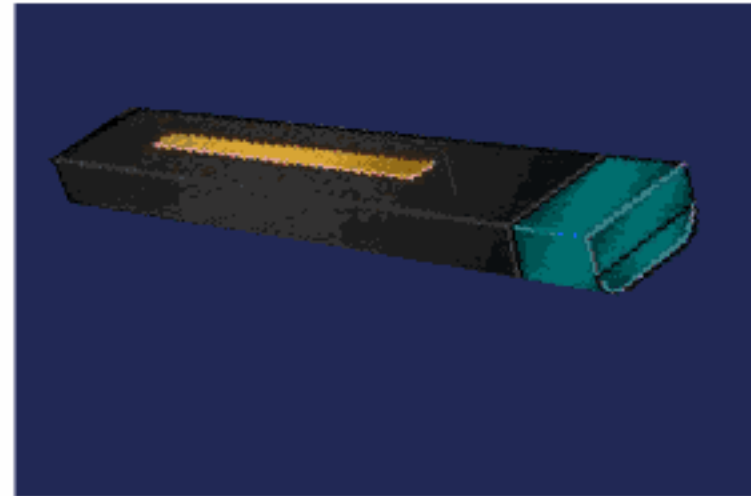
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## Replacing the Toner Cartridges



Print



6. Gently tilt the new cartridge up and down, and then left and right to redistribute the toner.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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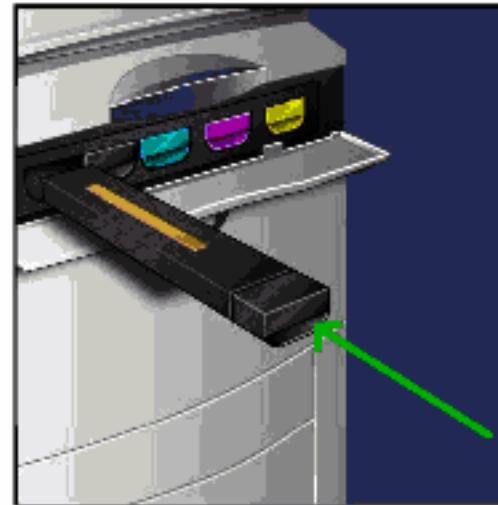
## Replacing the Toner Cartridges



Print



Next



7. Install the toner cartridge by aligning the arrows on the cartridge evenly with the printer until you hear a click.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Toner Cartridges



Print



Next



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

# Replacing the Toner Cartridges



Print



That completes the procedure for replacing the toner cartridge.

Enter a key word.

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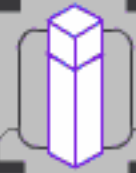
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## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

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-  [Billing Meters](#)
-  [Cleaning your machine >>>](#)
-  [Adjusting Trays 3 and 4](#)
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-  [Replacing the Drum Cartridges](#)
-  [Replacing the Toner Cartridges](#)
-  [Replacing the Fuser](#)
  - [Replacing the Charge Corotron](#)
  - [Replacing the Waste Toner Container](#)
  - [Emptying the Punch Scrap Container](#)



## Maintenance

This topic describes how to perform the maintenance task you selected.

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## Replacing the Fuser



Print



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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## Replacing the Fuser



Print



Next



1. Make sure the machine has stopped running, and open the Front Door.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Fuser



Print



Next



2. Grasp **Handle #2** and turn it to the unlocked position.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

# Replacing the Fuser



Print



Next

00:10:00



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.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

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## Replacing the Fuser



Print



3. Carefully pull out the Transfer Module.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

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## Replacing the Fuser



Print



Next



4. Grab and lift the Amber-Gold colored handle only, lift and pull up and out of the Transfer Module.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Fuser



Print



Next



5. Dispose the fuser as normal office waste or recycle the fuser.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

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## Replacing the Fuser



Print



Next



6. Remove the new fuser from its packaging.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

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## Replacing the Fuser



Print



Next



7. Insert the Fuser into the Transfer module while holding the Amber-Gold handle.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Replacing the Fuser



Print



8. Close the Transfer module.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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## Replacing the Fuser



Print



Next



9. Turn **Handle #2** to the locked position.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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## Replacing the Fuser



Print



Next



10. Close the Front Door of the printer.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Replacing the Fuser



Print



That completes the procedure for replacing the Fuser.

Enter a key word.

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## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

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-  [Cleaning your machine >>>](#)
-  [Adjusting Trays 3 and 4](#)
-  [Loading Staples](#)
-  [Replacing the Drum Cartridges](#)
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-  [Replacing the Fuser](#)
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  - [Replacing the Waste Toner Container](#)
  - [Emptying the Punch Scrap Container](#)



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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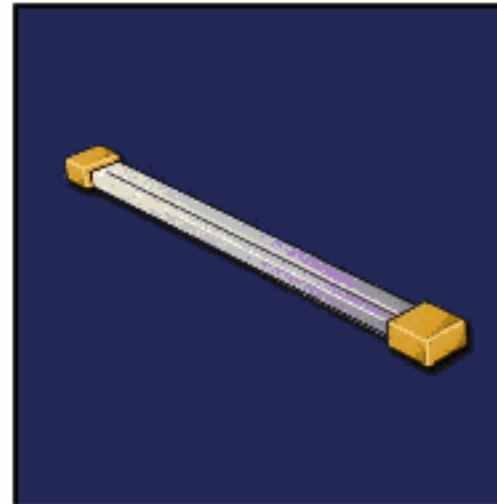
## Replacing the Charge Corotron



Print



Next



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Charge Corotron



Print



Next



1. Make sure the machine has stopped running.
2. Open the Front Door.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

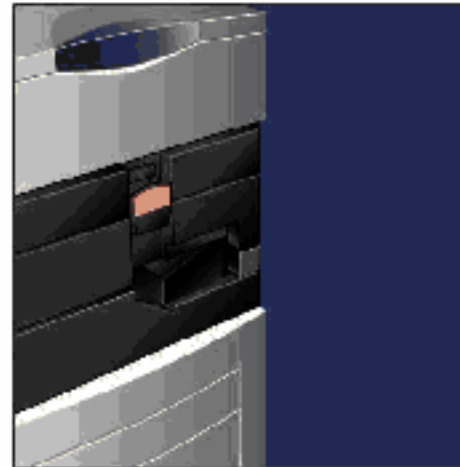
## Replacing the Charge Corotron



Print



Next



3. Pull down the R1-R4 handle.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

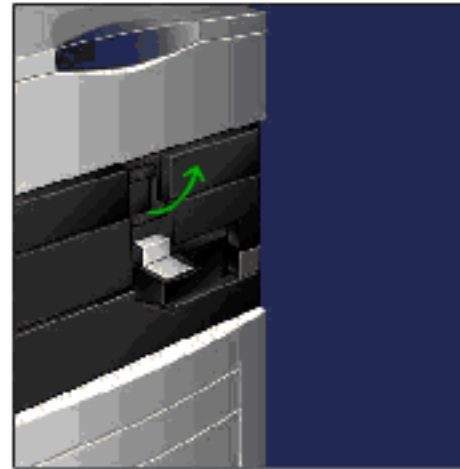
# Replacing the Charge Corotron



Print



Next



4. Raise the Release Handle.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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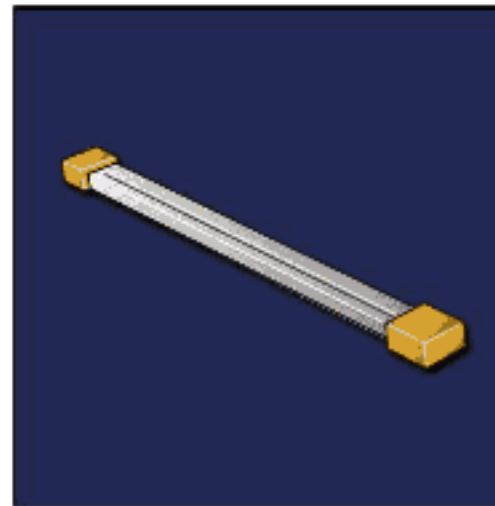
## Replacing the Charge Corotron



Print



Next



5. Open the packaging for the new Charge Corotron and gently place the new Charge Corotron on a flat surface near the machine.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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## Replacing the Charge Corotron



Print



Next



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.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Charge Corotron



Print



Next



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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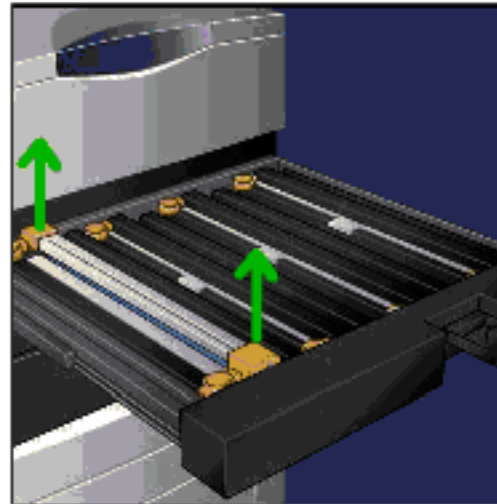
## Replacing the Charge Corotron



Print



Next



8. Remove the old charge corotron by holding the amber-gold colored casings provided at the both ends of the charge corotron and gently pulling straight up.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

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## Replacing the Charge Corotron



Print



Next



9. Gently lower the new charge corotron into the machine straight down, and not at an angle.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Charge Corotron



Print



Next



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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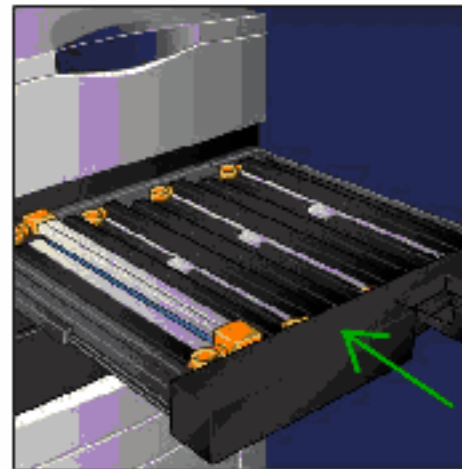
## Replacing the Charge Corotron



Print



Next



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.



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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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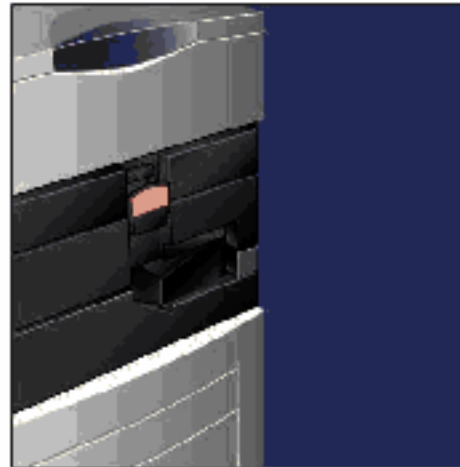
## Replacing the Charge Corotron



Print



Next



12. Return the R1-R4 handle to the original position and close the front door.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Charge Corotron



Print



13. Insert the used charge corotron into an empty container for recycling.











That completes the procedure for replacing the Charge Corotron.





## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

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-  [Billing Meters](#)
-  [Cleaning your machine >>>](#)
-  [Adjusting Trays 3 and 4](#)
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-  [Replacing the Drum Cartridges](#)
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-  [Replacing the Fuser](#)
-  [Replacing the Charge Corotron](#)
-  [Replacing the Waste Toner Container](#)
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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Replacing the Waste Toner Container



Print



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.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Replacing the Waste Toner Container



Print



Next



1. Make sure the machine has stopped running, and open the Front Door.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Waste Toner Container



Print



Next



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.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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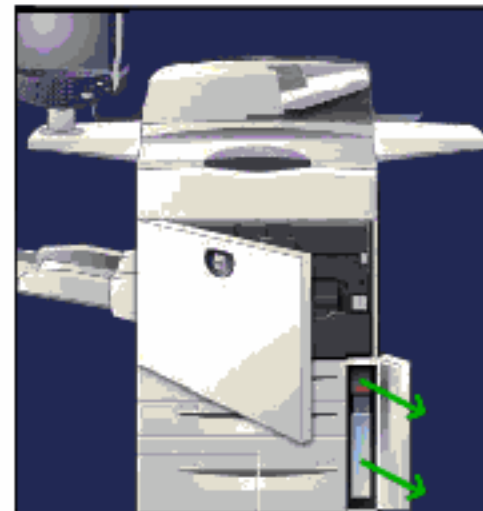
## Replacing the Waste Toner Container



Print



Next



3. Grip the handle of the waste toner container and pull out about half of it.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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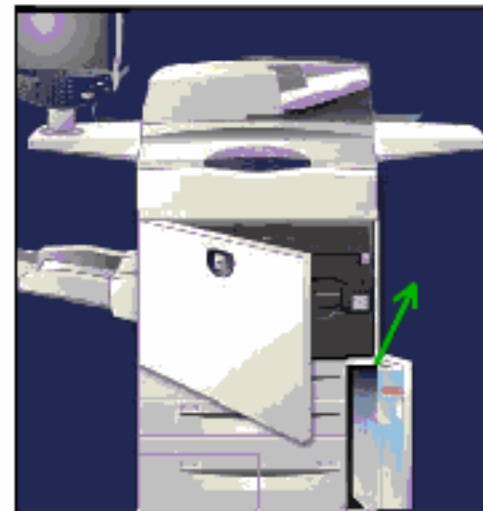
## Replacing the Waste Toner Container



Print



Next



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.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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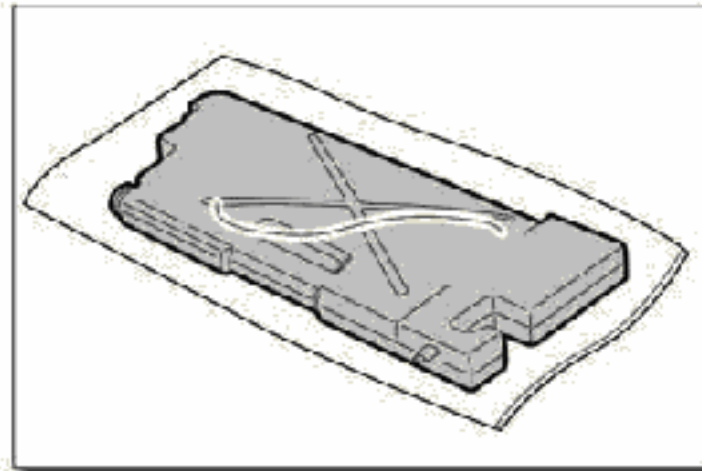
## Replacing the Waste Toner Container



Print



Next



5. Hold the used waste toner container firmly with both hands and put it into the provided plastic bag.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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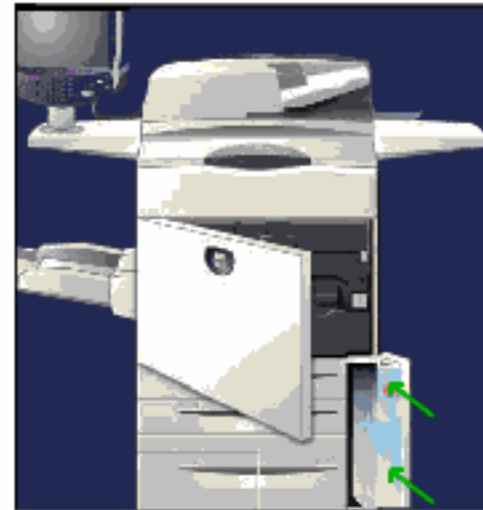
## Replacing the Waste Toner Container



Print



Next



6. Hold the center part on the top of a new container and insert it until it comes to a stop.





## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

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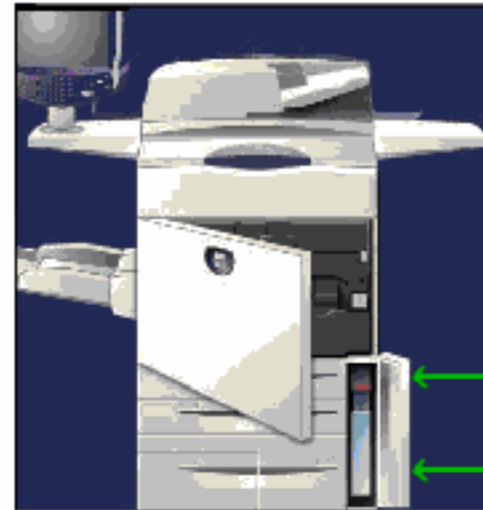
## Replacing the Waste Toner Container



Print



Next



7. Close the waste toner container cover.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Waste Toner Container



Print














8. Close the front cover door.



## Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

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-  [Billing Meters](#)
-  [Cleaning your machine >>>](#)
-  [Adjusting Trays 3 and 4](#)
-  [Loading Staples](#)
-  [Replacing the Drum Cartridges](#)
-  [Replacing the Toner Cartridges](#)
-  [Replacing the Fuser](#)
-  [Replacing the Charge Corotron](#)
-  [Replacing the Waste Toner Container](#)
-  [Emptying the Punch Scrap Container](#)



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Emptying the Punch Scrap Container



Print



Next



The hole punch waste container is a catch tray that contains the waste drilled paper. Your machine will prompt you when the hole punch waste container needs emptying. When pulling the punch scrap container out to dispose the punch scraps, ensure that all scraps are discarded. If there are scraps remaining, the container may be full before the next message is displayed. It may cause machine malfunctions.

This procedure shows you how to empty the hole punch waste container.

Enter a key word.

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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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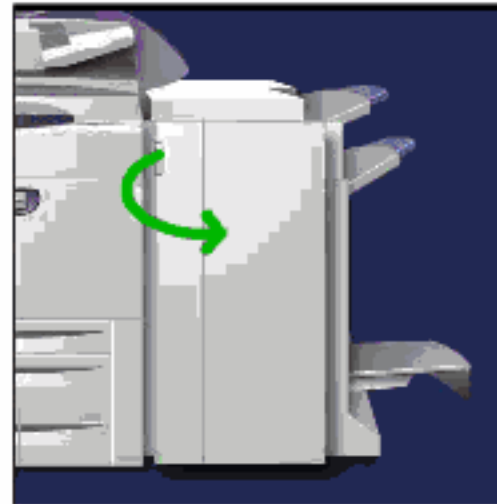
## Emptying the Punch Scrap Container



Print



Next



Make sure that the machine has stopped, and open the front cover of the finisher.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

# Emptying the Punch Scrap Container



Print



Next



Advanced Finisher



Professional Finisher



Light Production Finisher

Pull out the punch scrap container.

Enter a key word.

Search



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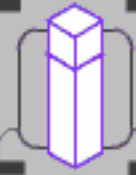


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## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## Emptying the Punch Scrap Container



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Dispose of the drilled paper scraps into the waste bin.



## Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Emptying the Punch Scrap Container



Print



Advanced Finisher



Professional Finisher



Light Production Finisher

Install the emptied hole punch waste container, ensuring that the container is inserted correctly.

That completes the procedure for emptying the hole punch waste container.



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## Copy

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

### Simple Copying

[Loading Documents >>>](#)

[2 Sided Copying](#)

[Reduction/Enlargement](#)

[Image Quality >>>](#)

[Output Format >>>](#)

[Job Assembly >>>](#)

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Simple copying



Next

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 tutorial you will learn the 6 simple steps to follow when making copies:

1. Load the document
2. Press the Services button to display the first copy screen
3. Select the features
4. Enter the quantity
5. Press Start
6. Identify the job in Job Status mode



## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Simple copying

### 1. Load the documents

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

#### 1. 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.



Next



## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Simple copying

### 2. Press the Services button

By default, pressing the **Services** button will cause the Copy screen to appear. Select the **General Settings** tab.



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## Copy

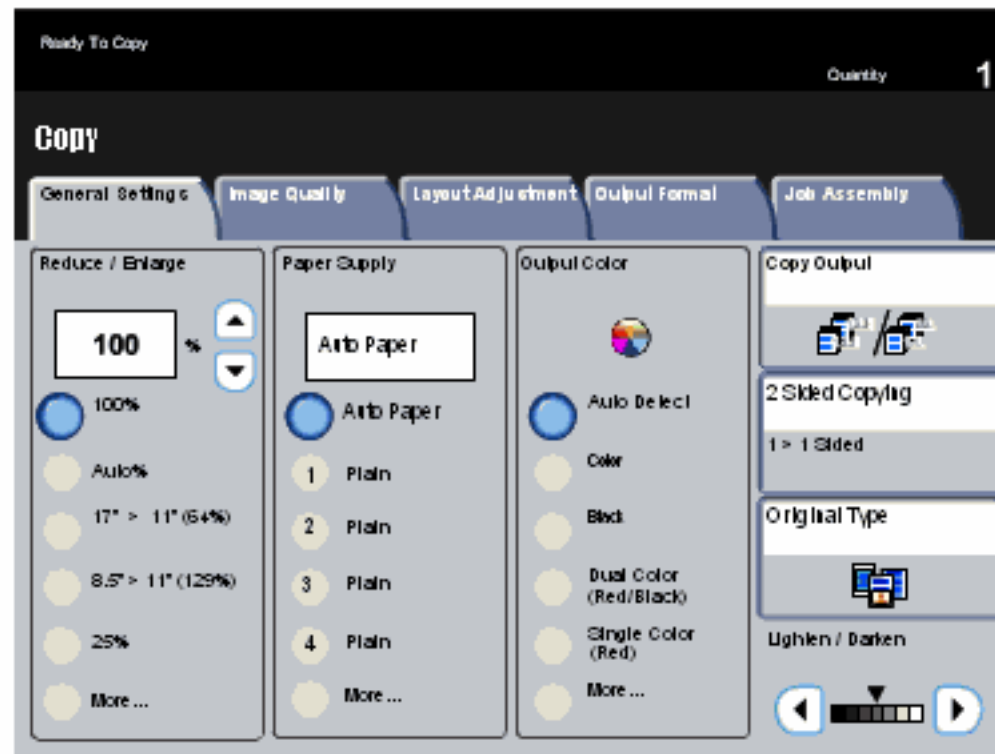
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Simple copying

### 3. Select the Features

The features available on the **General Settings** 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.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Simple copying

### 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.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Simple copying

### 5. Press Start

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



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Simple copying

### 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.

Job Status button



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## Copy

These modules describe all the copy features of the machine.

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## Simple copying




This completes the Simple Copying tutorial. Return to the previous menu to select another copy module.

Enter a key word.

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## Copy

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



**Simple Copying**



**Loading Documents >>>**

**2 Sided Copying**

**Reduction/Enlargement**

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## Copy

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



**Simple Copying**



**Loading Documents >>>>**

**2 Sided Copying**

**Reduction/Enlargement**

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**View All Topics**

**Document Handler**

**Document Handler - Mixed size originals**

**Document Glass**

**Document Glass - Bound originals**



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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**Search**

## Loading documents



Most shapes and sizes of documents can be copied on this machine. The Document Handler will automatically feed 1 or 2-sided documents. The document glass can be used to copy bound or the more unusual document.

This tutorial explains how to load your documents into the machine.

The Tutorial is divided into the following sections:

- > Document Handler
- > Document Handler - mixed size originals
- > Document glass
- > Document glass - bound originals



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Loading documents

### Document Handler



Next

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 **Combine Original Sets** feature on the Job Assembly tab. For more information about this feature, go to the topic titled **Job Assembly** of this tutorial. 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.

### Document Specification:

#### Loose leaf

5.5" x 8.5" to 11" x 17"

38 gsm - 200 gsm

Up to 250 sheets of 80 gsm

Refer to Specifications for a full list of recommended input materials .





## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Loading documents

### Document Handler



Next

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 the **Auto Paper** option. 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.

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## Copy

These modules describe all the copy features of the machine.

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## Loading documents



### Document Handler - Mixed size originals

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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.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Loading documents

### Document Handler - Mixed size originals

The Mixed Size Originals feature is switched on by selecting the **Layout Adjustment** tab, touching the **Original Size** button, then choosing the **Mixed Size Originals** button.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

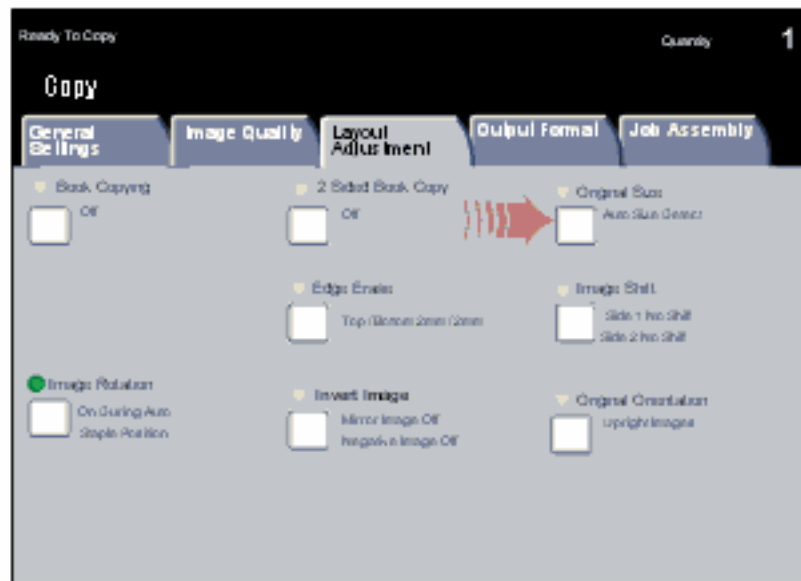
## Loading documents

### Document Handler - Mixed size originals

The Mixed Size Originals feature is switched on by selecting the **Layout Adjustment** tab, touching the **Original Size** button, then choosing the **Mixed Size Originals** button.



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Enter a key word.

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## Loading documents



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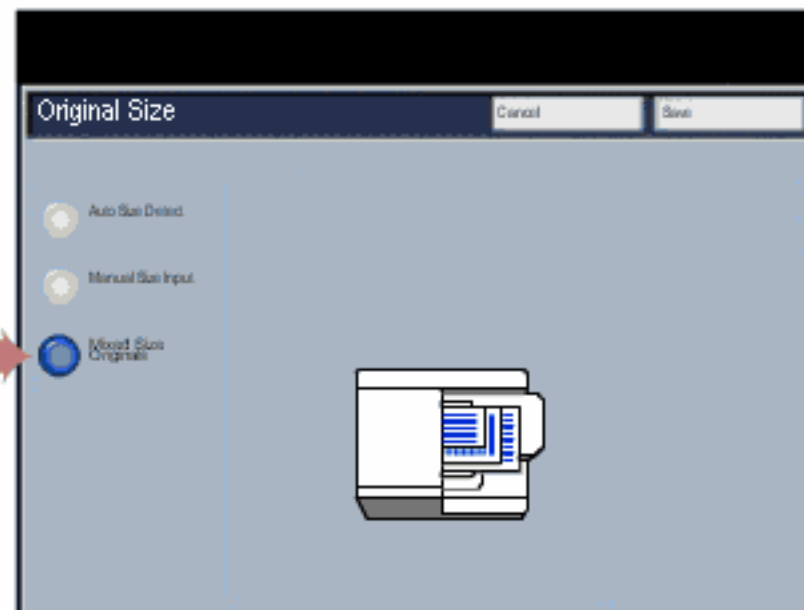
### Document Handler - Mixed size originals

The Mixed Size Originals feature is switched on by selecting the **Layout Adjustment** tab, touching the **Original Size** button, then choosing the **Mixed Size Originals** button.

## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Loading documents



### Document Handler - Mixed size originals

When you select **Mixed Size Originals**, 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 the **100%** Reduce/Enlarge ratio and **Auto Paper** Paper Supply. The machine will automatically make copies that are the same size as the originals.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents



### 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.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Loading documents

### Document glass

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 module.



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## Copy

These modules describe all the copy features of the machine.

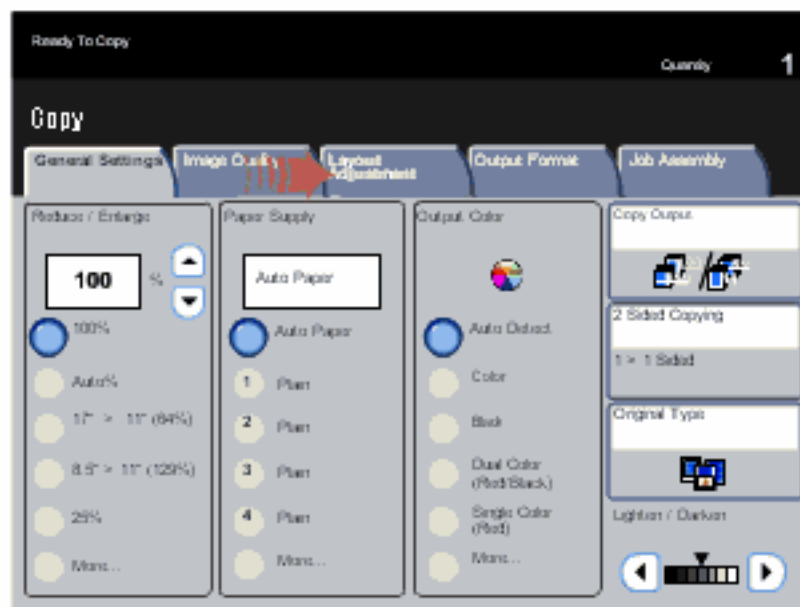
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Loading documents

### Document glass

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 **Layout Adjustment** tab and the **Original Size** button.



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Enter a key word.

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## Loading documents

### Document glass

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 **Layout Adjustment** tab and the **Original Size** button.

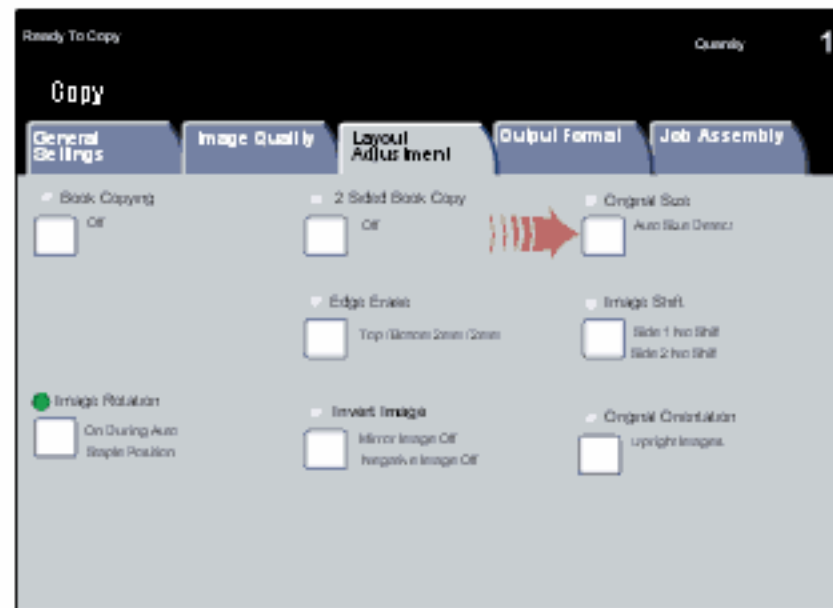


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## Copy

These modules describe all the copy features of the machine.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Loading documents

### Document glass

On this screen you can select the **Auto Size Detect** option, which enables automatic detection of scanned paper sizes.

You can also select a standard paper size from the options shown.

Original Size
Cancel
Save

<input checked="" type="radio"/> Auto Size Detect	<input type="radio"/> 8.5"x11"
<input type="radio"/> 8.5"x5.5"	<input type="radio"/> 11"x17"
<input type="radio"/> 8.5x14	<input type="radio"/> 8.5"x5.5"
<input type="radio"/> 8.5"x11"	<input type="radio"/> A3
<input type="radio"/> 11"x17"	<input type="radio"/> A3
<input type="radio"/> A3	<input type="radio"/> A3

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

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## Loading documents



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### Document glass - 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.

#### Book Copying

Cancel

Save



Off

This feature separately copies the facing pages of a bound document.



Left Page then Right



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Loading documents

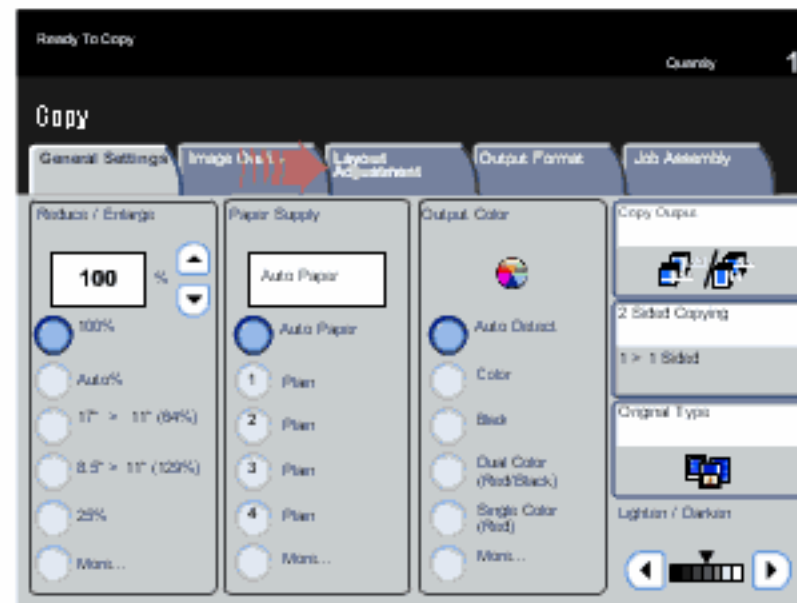
### Document glass - Bound originals

Various options are available when copying from bound originals.

Select the **Layout Adjustment** tab and then the **Book Copying** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Loading documents

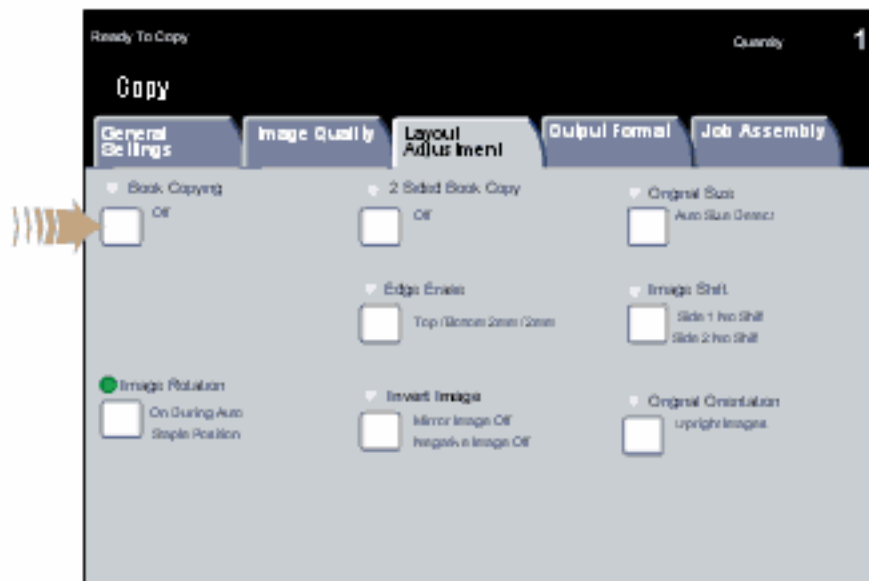
### Document glass - Bound originals

Various options are available when copying from bound originals.

Select the **Layout Adjustment** tab and then the **Book Copying** button.



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Enter a key word.

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# Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

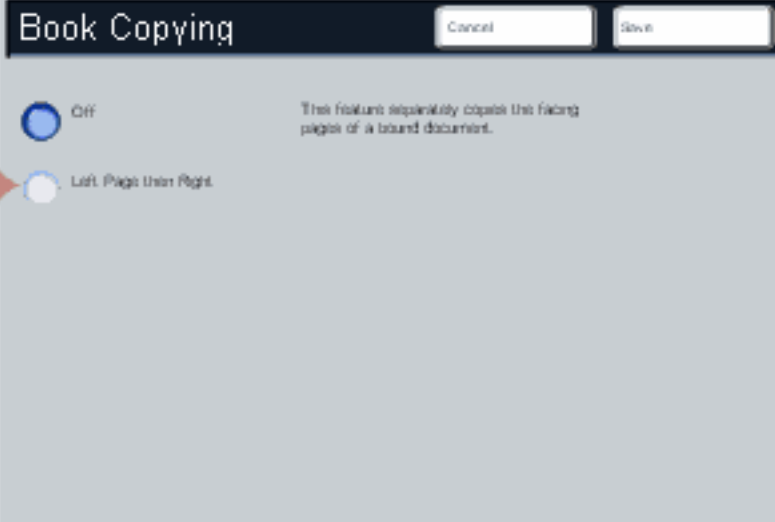
## Loading documents

### Document glass - Bound originals

Select the **Left Page then Right** button to continue.



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Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Loading documents

### Document glass - Bound originals

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



Next

### Book Copying

Off

Left Page then Right

Both Pages

Left Page Only

Right Page Only

Binding Enrich

0 mm

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Load your originals as shown below

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## Copy

These modules describe all the copy features of the machine.

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## Loading documents

### Document glass - Bound originals

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.

Select the **Save** button to continue.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents

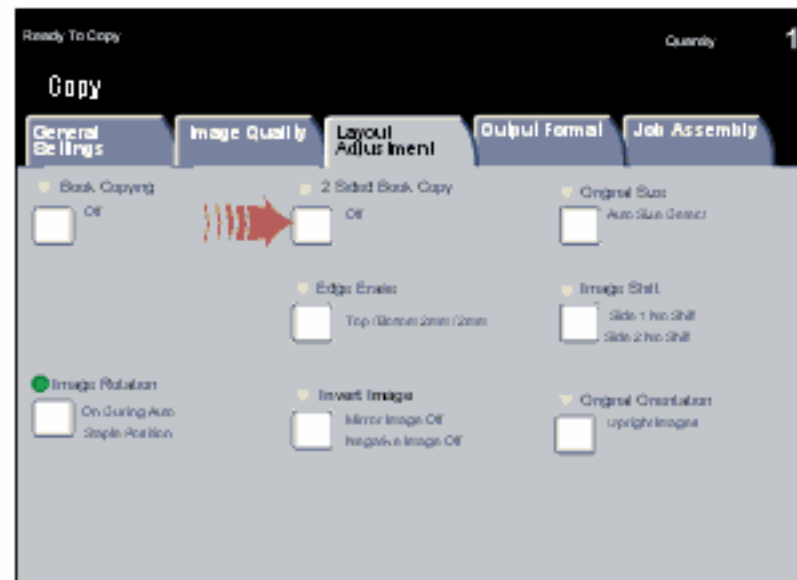
### Document glass - Bound originals

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.

Select the **2 Sided Book Copy** button to continue.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents

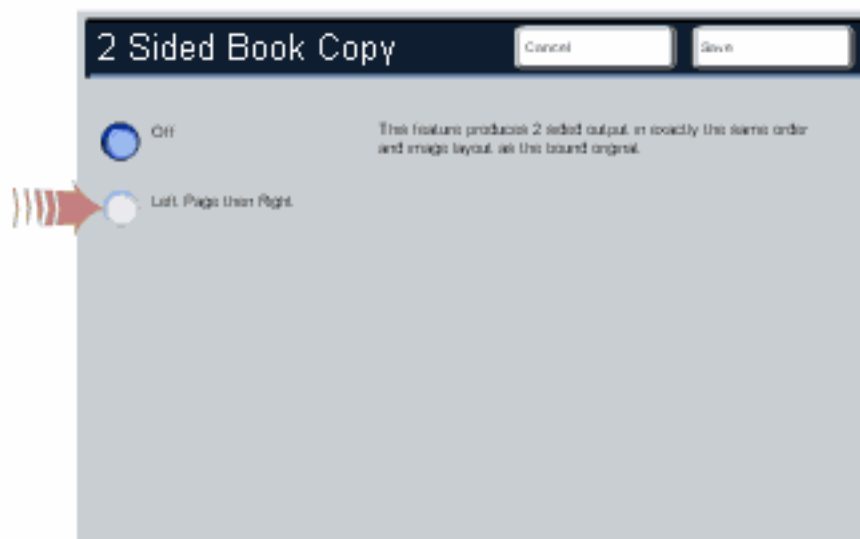


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### Document glass - Bound originals

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

Select the **Left Page then Right** button to continue.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents

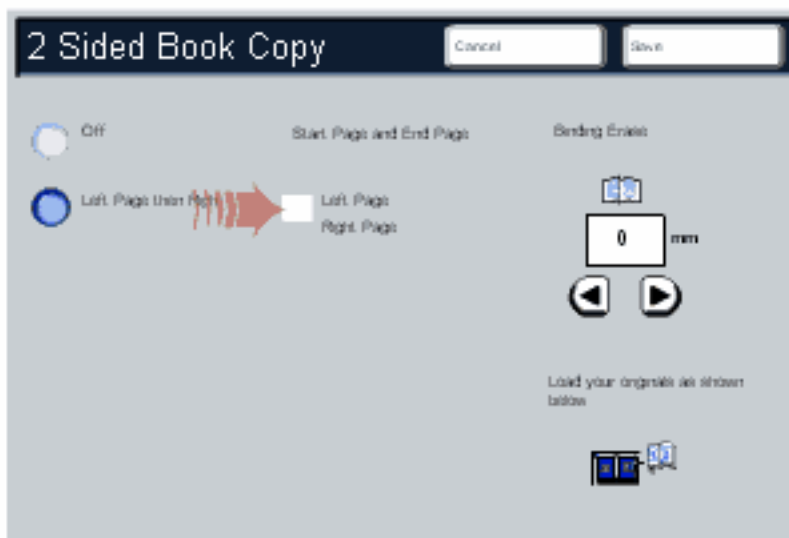
### Document glass - Bound originals

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

Select the **Start Page and End Page** button to continue.



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Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Loading documents



### Document glass - Bound originals

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 Copy job.

When you have saved your selections, apply a light pressure to the spine of the document and press the **Start** button.

This completes the Document Glass - Bound Originals topic.

### 2 Sided Book Copy

Cancel Save

Start Page	End Page
<input checked="" type="radio"/> Left Page	<input type="radio"/> Left Page
<input type="radio"/> Right Page	<input checked="" type="radio"/> Right Page

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Loading documents



This completes the overview of how to load your documents into the machine.

Return to the previous menu to select another copy module.



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## Copy

These tutorials explain the copying features of the machine.

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 [Layout Adjustment >>>](#)

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 [Document Glass](#)

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## Copy

These modules describe all the copy features of the machine.

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## 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.

In this tutorial you will learn how to select the appropriate 2 Sided Copying option.





## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

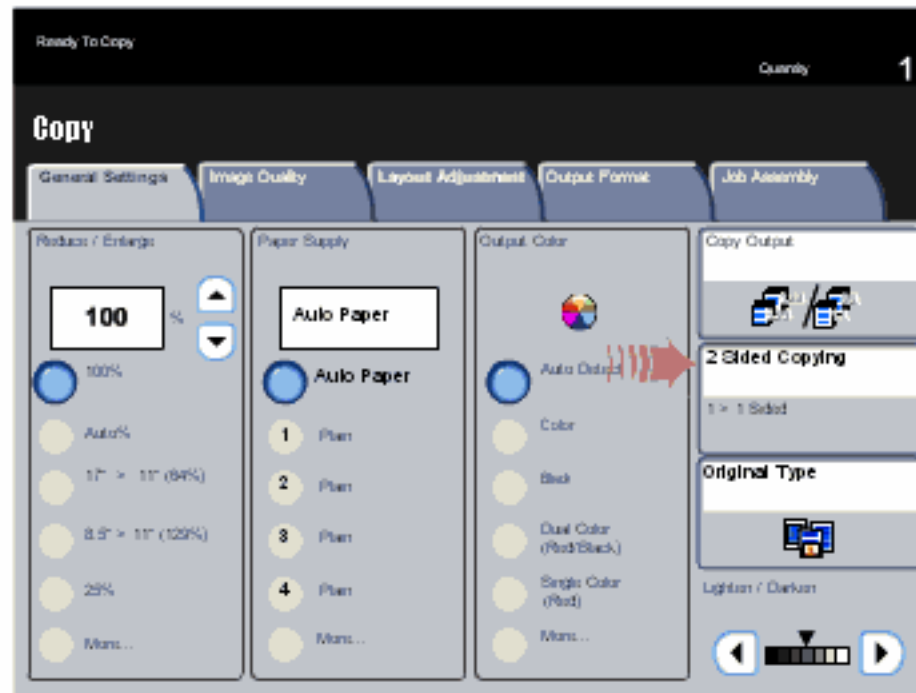
## 2 Sided Copying



Next

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

Select the **2 Sided Copying** button to continue.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## 2 Sided Copying



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

Select the **2 Sided Copying** button to continue.

The screenshot shows the 'Copy' menu with the following settings:

- Ready To Copy** (top bar)
- Quantity**: 1
- Copy** (main title)
- General Settings** (selected tab)
- Image Quality** (tab)
- Layout Adjustment** (tab)
- Output Format** (tab)
- Job Assembly** (tab)
- Reduce / Enlarge**: 100% (radio button selected)
- Paper Supply**: Auto Paper (radio button selected)
- Output Color**: Auto Detect (radio button selected)
- Copy Output**: 2 Sided Copying (radio button selected)
- Original Type**: Lighten / Darken (radio button selected)

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

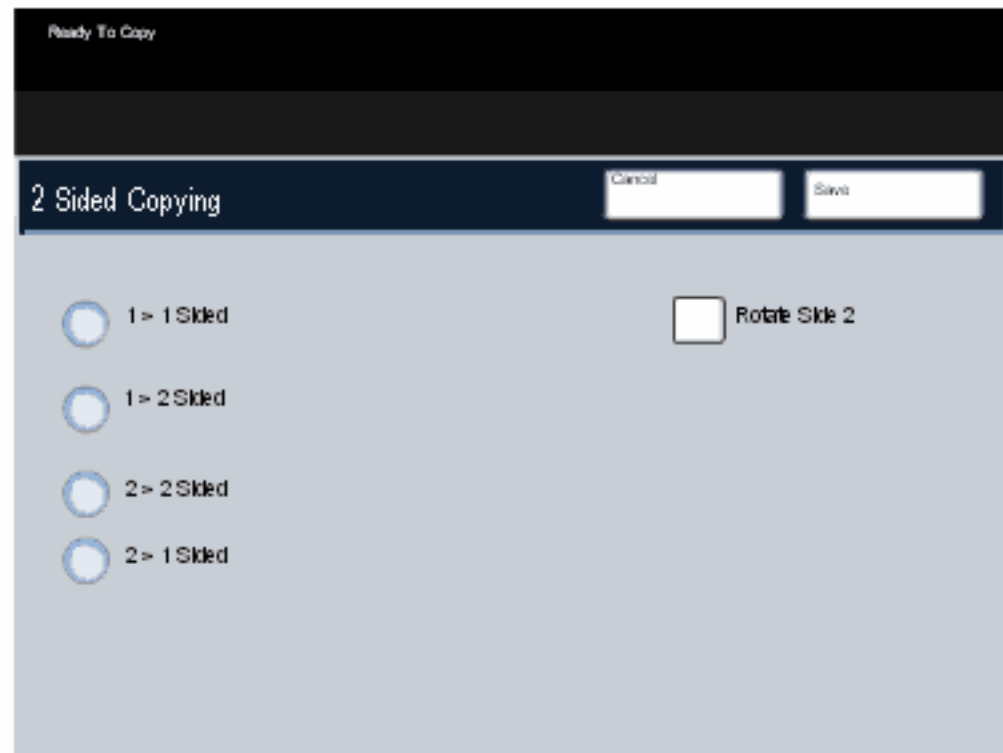
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## 2 Sided Copying



Next

This screen displays all the two-sided options available on this machine. [Move your cursor over the buttons for an explanation of each option.](#)



Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## 2 Sided Copying



This completes the overview of the 2 Sided Copying feature.

Enter a key word.

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## Copy

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

-  [Simple Copying](#)
-  [Loading Documents >>>](#)
-  [2 Sided Copying](#)
- [Reduction/Enlargement](#)
- [Image Quality >>>](#)
- [Output Format >>>](#)
- [Job Assembly >>>](#)
- [Layout Adjustment >>>](#)





## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Reduction and enlargement



Next

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.

In this tutorial you will learn how to:

1. Access the most commonly used reduction and enlargement selections
2. Customize the reduction and enlargement ratios to suit non-standard jobs



## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Reduction and enlargement

### Basic Reduce/Enlarge buttons

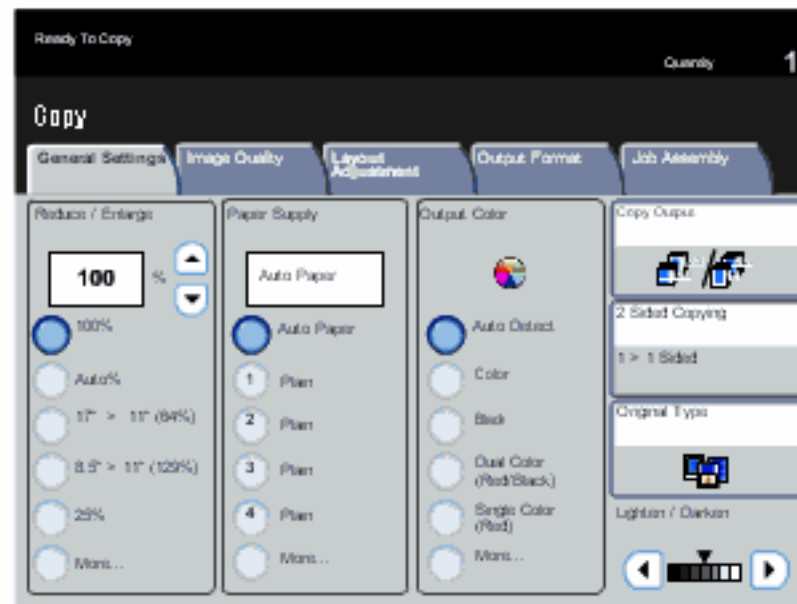
The most common selections are displayed in the **Reduce/Enlarge** area on the **General Settings** tab.

Roll the cursor over each Reduce/Enlarge button for a brief description of each setting.

Select the **MORE** button to move on.



Next



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Reduction and enlargement

### Proportional % Options

All of the **Proportional** % 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.

When you are ready, select the **Independent** % button to review more options.

**Reduce / Enlarge**
Cancel
Save

Proportional %

Independent X-Y%

Calculator %

Variable %  
(25-400)

141 %

25%

50%

64%

70%

78%

94%

100%

Auto %

Copy All

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Reduction and enlargement

### Independent X-Y% Options



Next

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

The **Auto %** option ensures copies are made with the height and width ratios set automatically to match the paper size.

The **Copy All X-Y%** option ensures height and width ratios are automatically set to match the paper size and the document is copied at a slightly reduced size to prevent image loss at the edge of the original.

### Reduce / Enlarge

	X		Y
<input type="radio"/> Proportional %	<input style="width: 50px; height: 30px;" type="text"/> %		<input style="width: 50px; height: 30px;" type="text"/> %
<input checked="" type="radio"/> Independent X-Y%	<input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="button" value="▲"/> <input type="button" value="▼"/>
<input type="radio"/> Calculator %	<input type="button" value="Enter Number using Keypad"/>	<input type="button" value="XY"/>	<input type="button" value="Enter Number using Keypad"/>
<input type="checkbox"/> Auto %			
<input type="checkbox"/> Copy All X-Y%			

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Reduction and enlargement

### Calculator % Options



Next

The **Calculator** % option allows you to specify different height and width dimensions for the **Original Size** of your document and for the **Copy Size** of your output.  
Use the **Next** button to move between fields to enter dimensions.

### Reduce / Enlarge

	X	Y
	Width %	Length %
<input type="radio"/> Proportional %	<input type="text" value=""/> %	<input type="text" value=""/> %
<input type="radio"/> Independent X-Y%	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="radio"/> Calculator %	Original Size <input type="text" value=""/> Inches	Original Size <input type="text" value=""/> Inches
	Copy Size <input type="text" value=""/> Inches	Copy Size <input type="text" value=""/> Inches
		<input type="text" value="Next"/>

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Reduction and enlargement



That concludes this explanation of the reduction and enlargement features.



## Copy

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

-  **Simple Copying**
-  **Loading Documents >>>**
-  **2 Sided Copying**
-  **Reduction/Enlargement**
-  **Image Quality >>>**
- Output Format >>>**
- Job Assembly >>>**
- Layout Adjustment >>>**





## Copy

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

-  **Simple Copying**
-  **Loading Documents >>>**
-  **2 Sided Copying**
-  **Reduction/Enlargement**
-  **Image Quality >>>** > > > > > > > > > > > >
- Output Format >>>**
- Job Assembly >>>**
- Layout Adjustment >>>**

 **View All Topics**

- Original Type**
- Image Options**
- Image Enhancement**
- Color Effects**
- Color Balance**
- Color Shift**
- Gloss Level**



## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

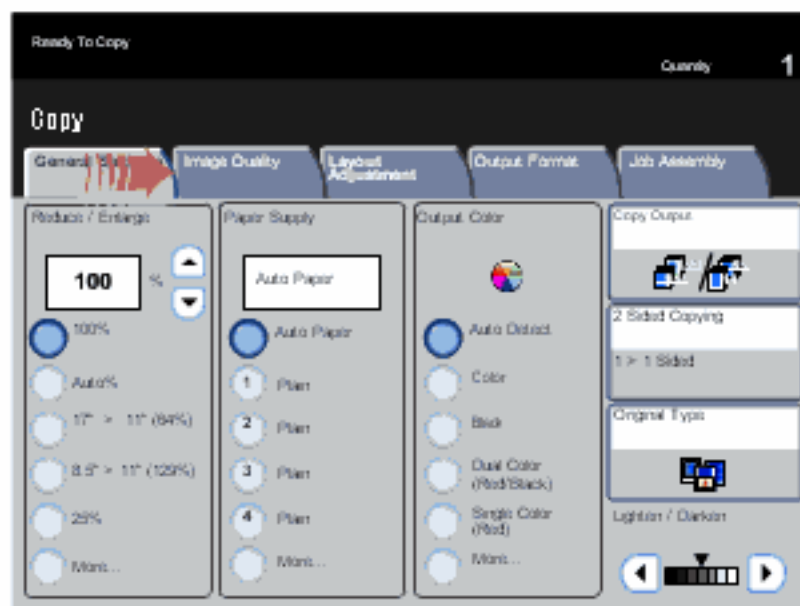
## Image Quality



Next

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.

Select the **Image Quality** tab.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Image Quality



Next

The text next to each button reflects the current settings for the features associated with that button.

This tutorial will explain how to use these features to enhance the quality of your output.

Ready To Copy Quantity 1

### Copy

- General Settings
- Image Quality**
- Layout Adjustment
- Output Format
- Job Assembly

<ul style="list-style-type: none"> <li>Original Type           <ul style="list-style-type: none"> <li><input type="checkbox"/> Photo and Text</li> <li><input type="checkbox"/> Printed Original</li> </ul> </li> <li><input checked="" type="radio"/> Color Effects           <ul style="list-style-type: none"> <li><input type="checkbox"/> Normal</li> </ul> </li> <li>Gloss Level           <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Image Options           <ul style="list-style-type: none"> <li><input type="checkbox"/> Lighten / Darken Normal</li> <li><input type="checkbox"/> Contrast Normal</li> </ul> </li> <li>Color Balance           <ul style="list-style-type: none"> <li><input type="checkbox"/> Y 000 M 000 K 000</li> <li><input type="checkbox"/> C 000</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Image Enhancement           <ul style="list-style-type: none"> <li><input type="checkbox"/> Text and Photo Enhance</li> </ul> </li> <li>Color Shift           <ul style="list-style-type: none"> <li><input type="checkbox"/> Normal</li> </ul> </li> </ul>
---	--	--

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

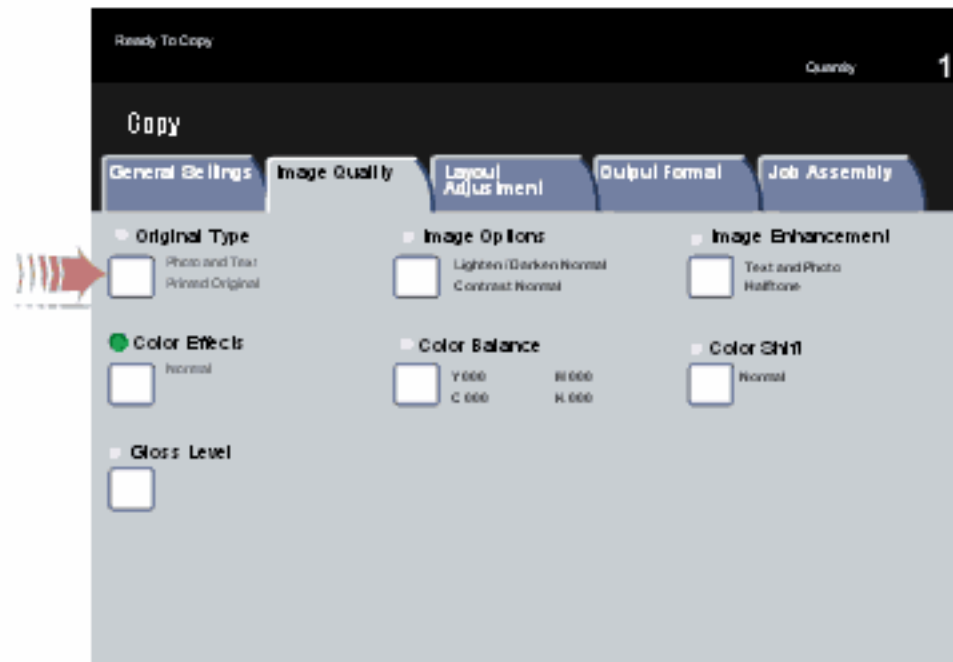
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Image Quality

### 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.

Select the **Original Type** button on the **Image Quality** tab.



Enter a key word.

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# Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

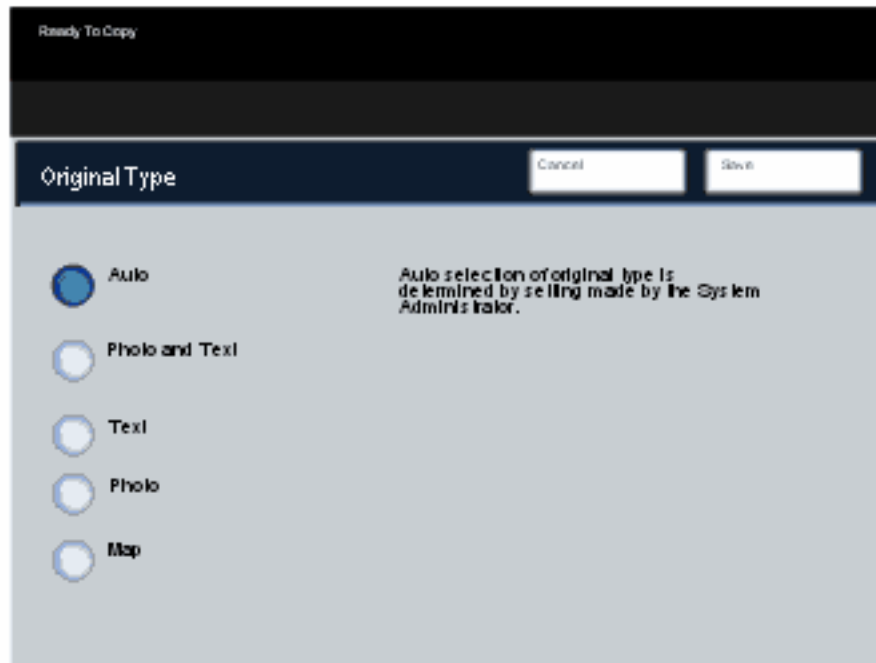
## Image Quality

### Original Type

Roll the cursor over each **Original Type** button for an explanation of when to use each option for optimum image quality.



Next



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Image Quality

### Image Options

The Image Options are set from a button on the Image Quality tab. 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.

Access the Image Options settings by selecting the **Image Quality** tab and the **Image Options** button



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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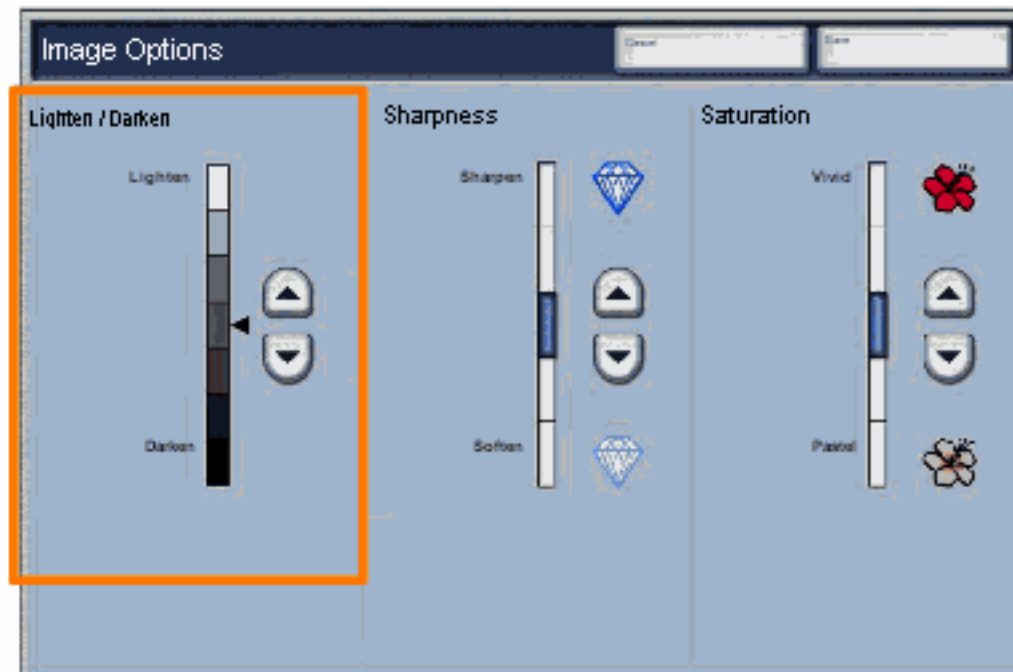
## Image Quality

### Image Options



Next

**Lighten/Darken** provides manual control to adjust the lightness or darkness of the scanned images. Press the down scroll button to darken the scanned image, from light originals such as pencil images. Press the up scroll button to lighten the scanned image, from dark originals such as half tones or originals with coloured backgrounds.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Image Quality

### Image Options

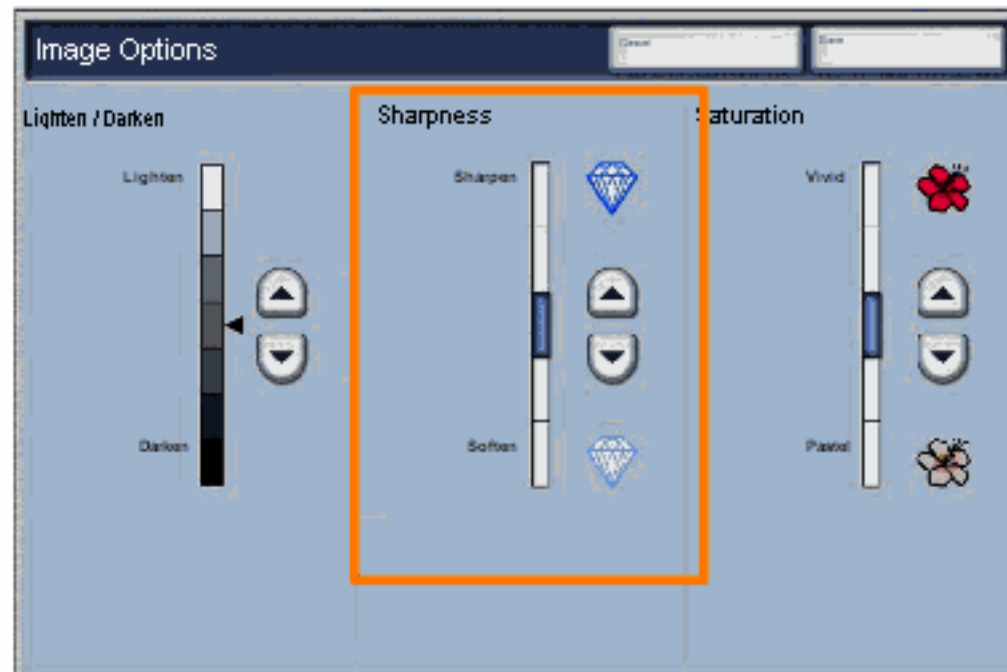


Next

**Sharpness** this feature controls the balance between sharp text and moiré (patterns within the image).

Move the slider control **down** (Soften) to produce an image with a smooth, uniform appearance (ideally suited for photographic scanned images).

Move the slider control **up** (Sharpen) to produce an image with better quality text or line art.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

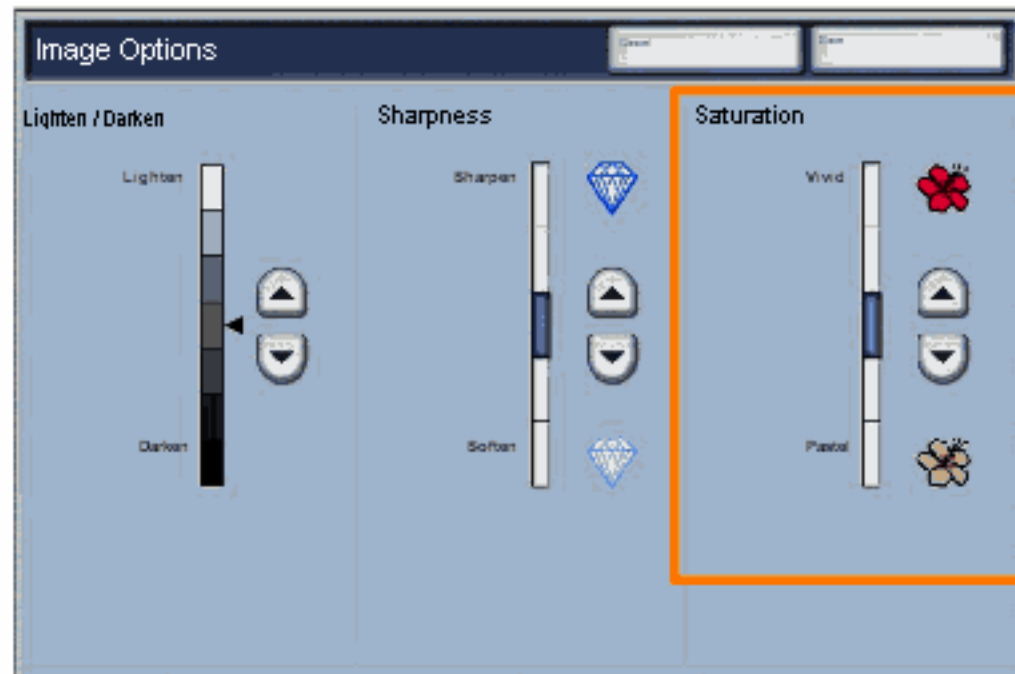
Enter a key word.

Search

## Image Quality

### Image Options

**Saturation** allows colors to become more or less vivid. To make the colors on your output more vivid, move the slide bar up. To create a less vivid output, or a pastel effect, move the slide bar down. To keep the output normal, do not adjust the saturation.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Image Quality

### Image Enhancement

Use the Image Enhancement settings when your scanned image requires more than the basic image quality. There are two features associated with Image Enhancement; **Background Suppression** and **Contrast**.

Access the Image Enhancement settings by selecting the **Image Quality** tab and the **Image Enhancement** button.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Image Quality

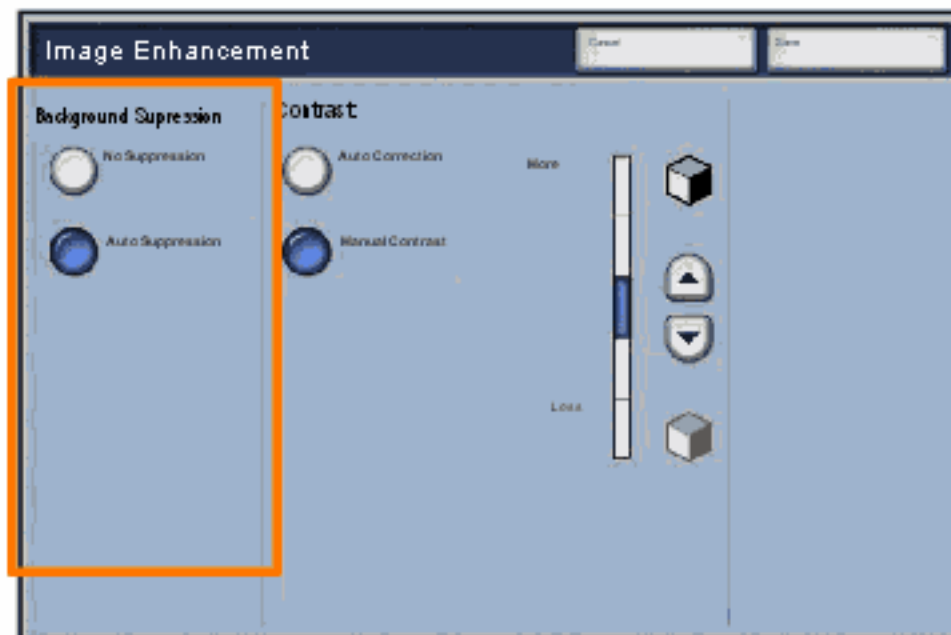
### Image Enhancement



Next

Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through. The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or colored border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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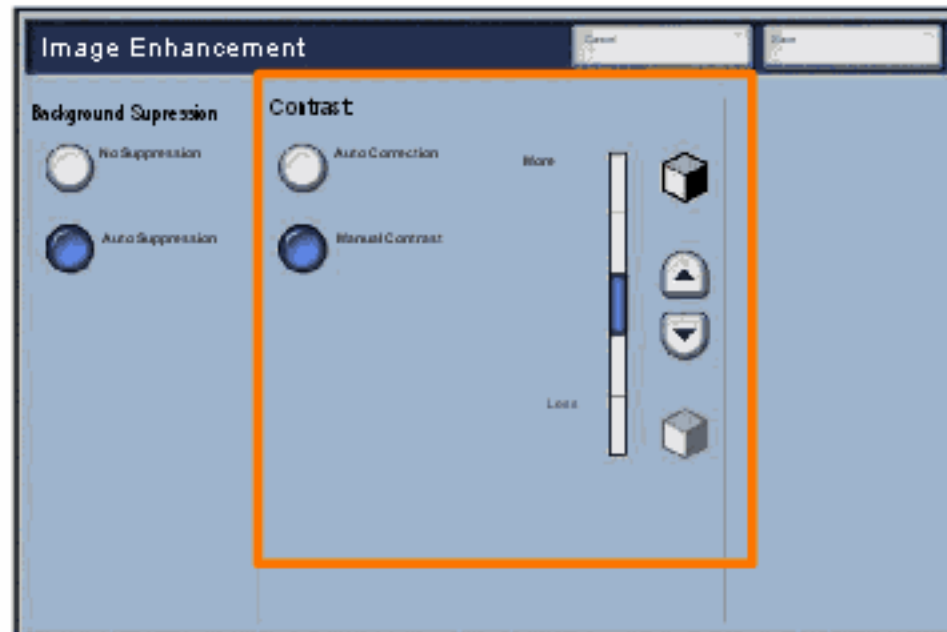
## Image Quality

### Image Enhancement



Next

The **Contrast** feature controls the difference between the image densities within the scanned image. Lower contrast settings reproduce more detail in light and dark areas of the original, while higher contrast settings produce vivid blacks and whites for sharper text and lines, but less detail in pictures. Contrast selections are either **Auto** or **Manual** Correction. Auto correction automatically chooses the best settings for your job.



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## Copy

These modules describe all the copy features of the machine.

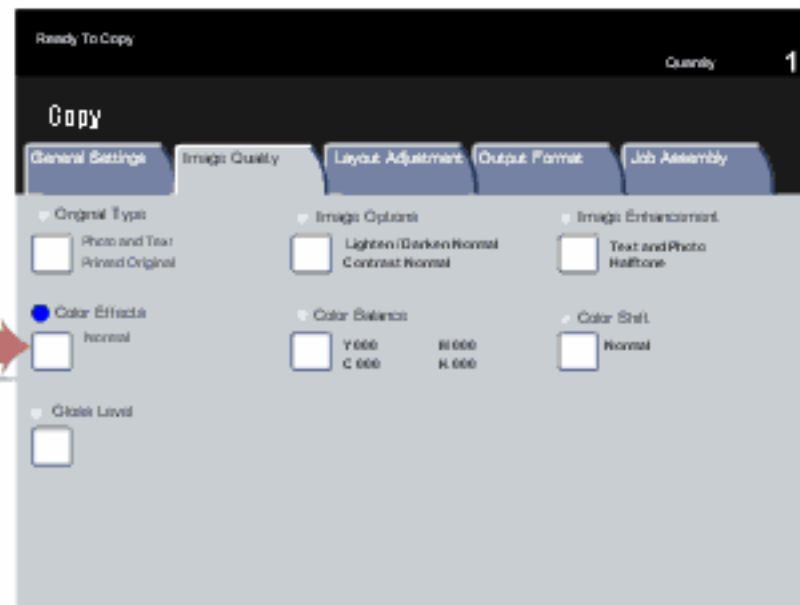
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Image Quality

### Color Effects

When you choose one of the **Color Effects** options, an entire group of associated image quality settings are adjusted to meet your required output.

Select the **Color Effects** button on the **Image Quality** tab.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Image Quality

### Color Effects

Roll over the **Color Effects** options shown on the screen below to view detailed information about each option.

*NOTE: If other image quality settings are changed after selecting a Color Effects option, the Color Effects will be returned to the default setting.*

Color Effects

Cancel Save

Normal

Dual Color

Lite ly

Single Color

Bright

Warm

Cool

Shadow Suppression



Next

Enter a key word.

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## Copy

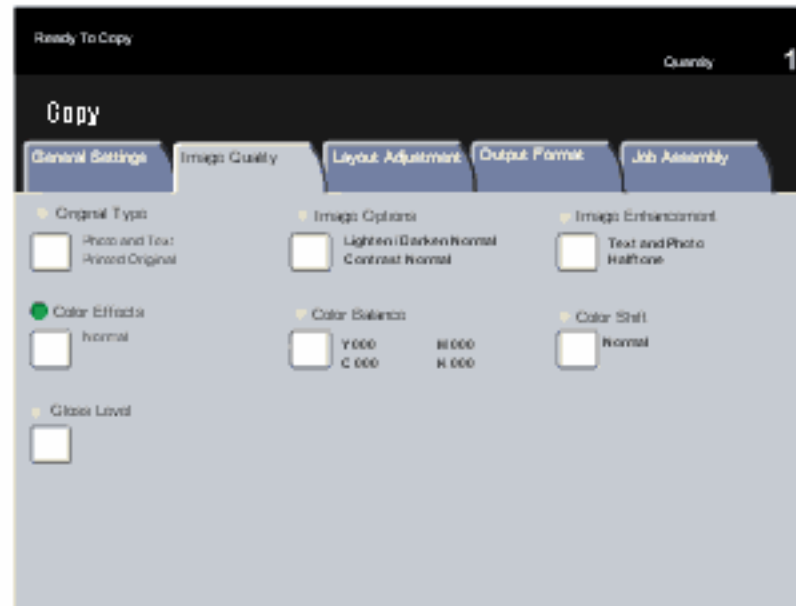
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Color Balance



Next



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

Select the **Color Balance** button shown to continue.

Enter a key word.

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## Copy

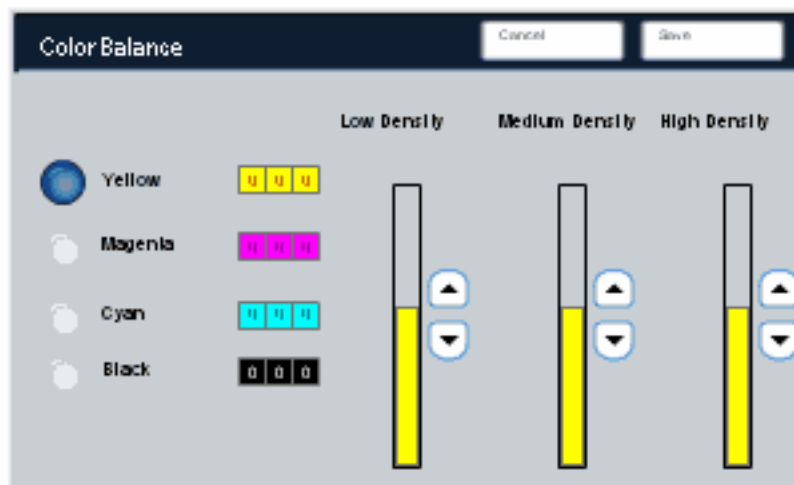
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Color Balance



Next



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.

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

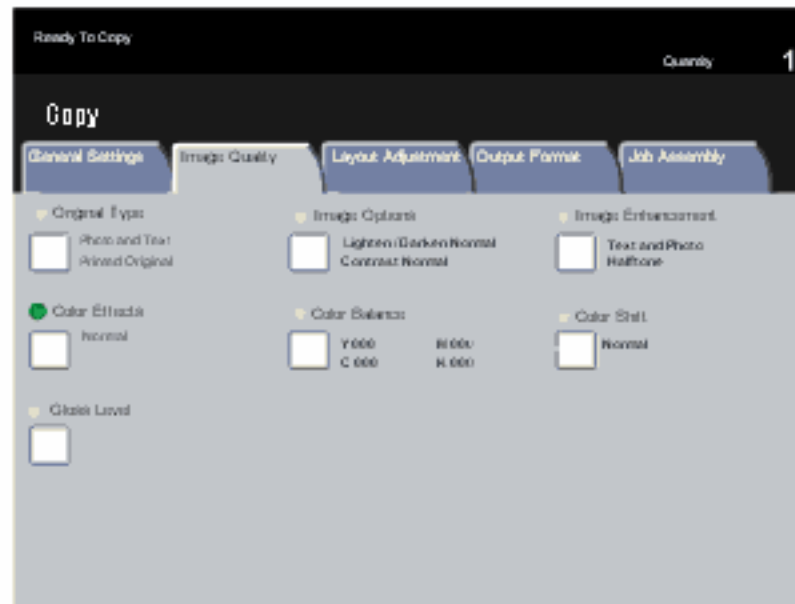
Enter a key word.

Search

## Color Shift



Next



Color Shift allows you to adjust your document so that the colors appear warmer or cooler.

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

Select the **Color Shift** button shown above to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Color Shift



Next



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.



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## Copy

These modules describe all the copy features of the machine.

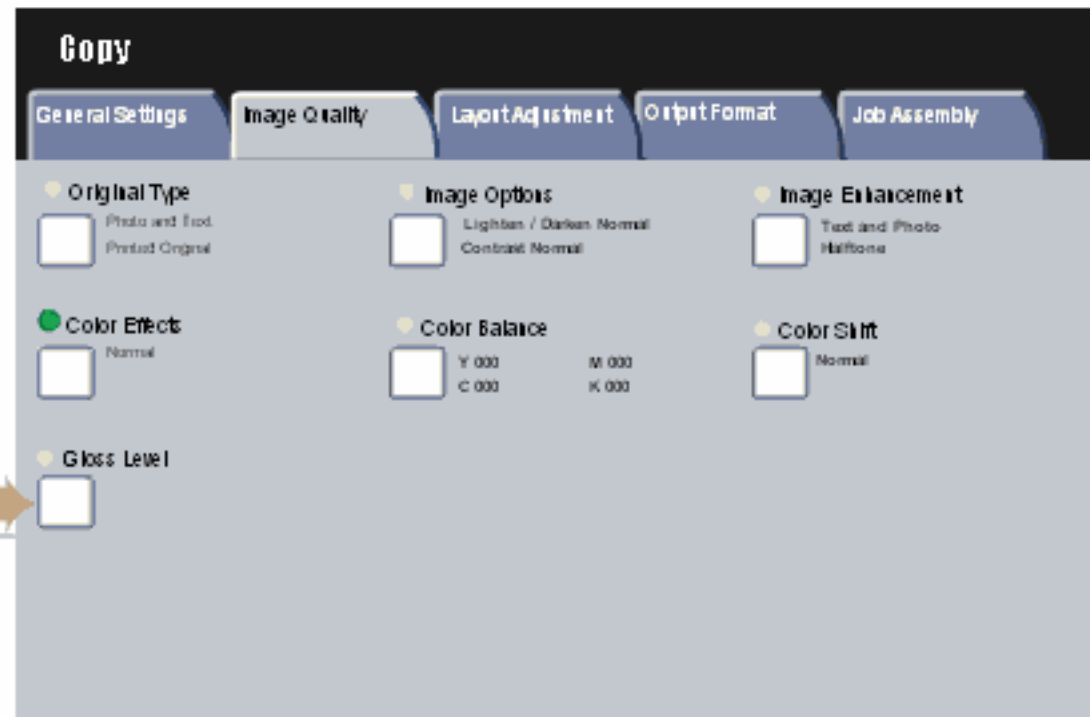
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Image Quality

### Gloss Level

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

Select the **Gloss Level** button.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

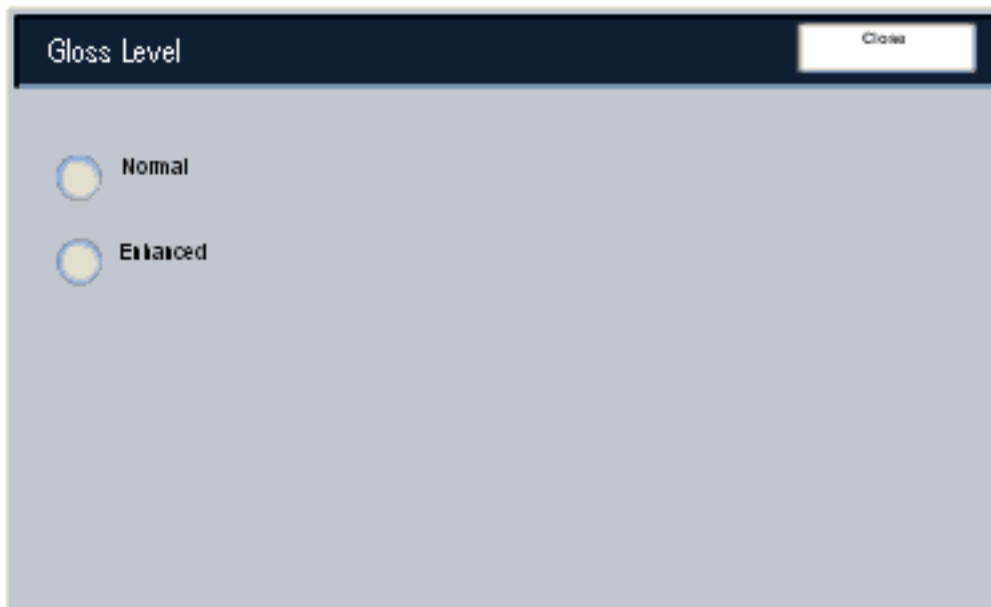
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Image Quality

### Gloss Level

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.



Next

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Image Quality



This completes the module on Image Quality. Return to the previous menu to review the other copy modules.

Enter a key word.

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## Copy

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

-  **Simple Copying**
-  **Loading Documents >>>**
-  **2 Sided Copying**
-  **Reduction/Enlargement**
-  **Image Quality >>>**
-  **Output Format >>>** >>>>>>>>>>>>>>>>>>>>
- Job Assembly >>>**
-  **Layout Adjustment >>>**

### **View All Topics**

**Booklet Creation**

**Covers**

**Page Layout**

**Transparency Separators**

**Poster**

**ID Card Copying**

 **Annotation**

 **Watermark**

 **Tab Margin Shift**

 **Output Orientation**

**Folding**



## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Output format



Next

The Output Format options allow you to manipulate the copied images and enhance the appearance and style of your copy jobs. The following options exist:

- › Booklet Creation
- › Covers
- › Transparency Separators
- › Page Layout
- › Poster
- › ID Card Copy
- › Annotation
- › Watermark
- › Tab Margin Shift
- › Output Orientation
- › Folding

This tutorial will show you how to use all of the output options found on the Output Format tab.



### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

**Search**

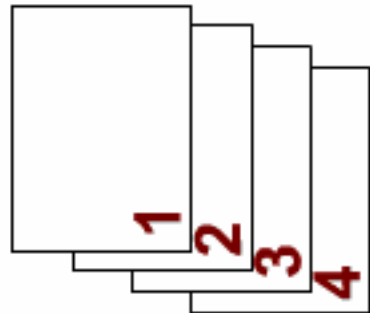
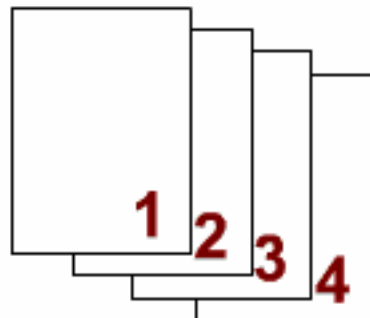
## Output format



Next

### Booklet creation

Booklet creation 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.



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## Copy

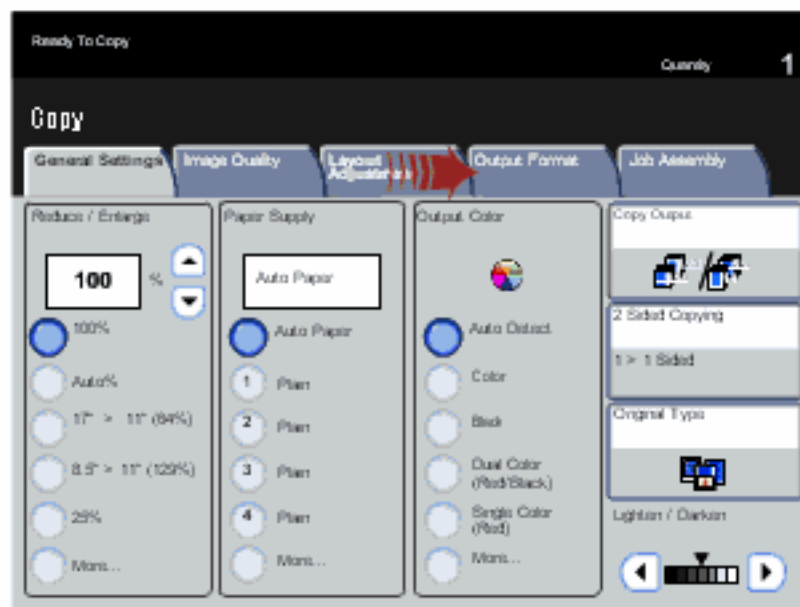
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Booklet creation

The Booklet Creation options are accessed by touching the **Booklet Creation** button on the **Output Format** tab. 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. [Switch on Booklet creation by selecting the Output Format tab, the Booklet Creation button and the On-Create Booklet button.](#)



Enter a key word.

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## Copy

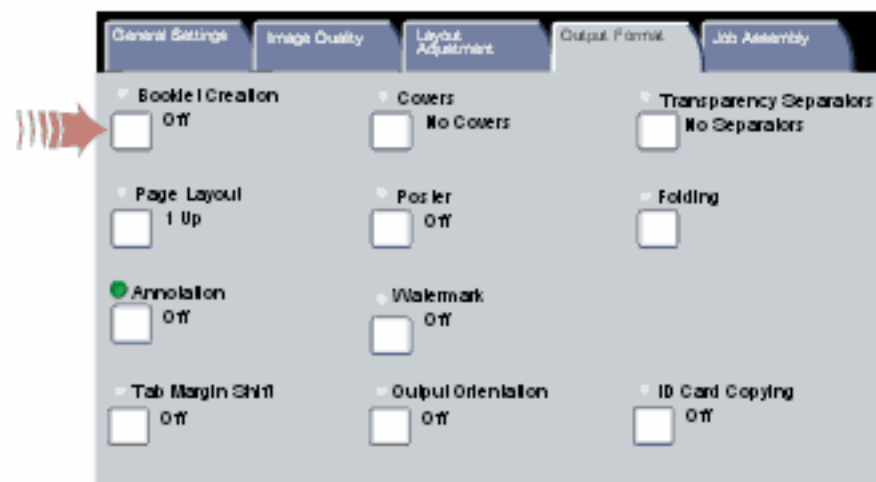
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Booklet creation

The Booklet Creation options are accessed by touching the **Booklet Creation** button on the **Output Format** tab. 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. [Switch on Booklet creation by selecting the Output Format tab, the Booklet Creation button and the On-Create Booklet button.](#)



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Booklet creation

The Booklet Creation options are accessed by touching the **Booklet Creation** button on the **Output Format** tab. 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. [Switch on Booklet creation by selecting the \*\*Output Format\*\* tab, the \*\*Booklet Creation\*\* button and the \*\*On-Create Booklet\*\* button.](#)



Next

**Booklet Creation** [Cancel] [Save]

Covers

Off

On-Create Booklet

On-Do Not Create Booklet

No Covers

Blank Covers

Front Covers-2 Sided

Front and Back Covers-Print Outside

Last Page on Back Cover

Binding Shift  On

Divide Output  Off

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## Copy

These modules describe all the copy features of the machine.

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## Output format

### Booklet creation

The Booklet Creation options are accessed by touching the **Booklet Creation** button on the **Output Format** tab. 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. [Switch on Booklet creation by selecting the \*\*Output Format\*\* tab, the \*\*Booklet Creation\*\* button and the \*\*On-Create Booklet\*\* button.](#)



Next

**Booklet Creation**
Cancel Save

**Covers**

Off

On-Create Booklet

On-Do Not Create Booklet

No Covers

Blank Covers

Front Covers-2 Sided

Front and Back Covers-Print Outside

Last Page on Back Cover

**Binding Shift**

On

**Divide Output**

Off

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Booklet creation

Depending on your finisher, you may also have the option to choose from the following **Fold and Staple** selections:

- > No Finishing
- > Folded
- > Folded and Stapled

These features are accessed by touching the **Fold and Staple Options** button on the Booklet Creation screen.

**Booklet Creation** [Cancel] [Save]

**Covers**

Off

On-Create Booklet

On-Do Not Create Booklet

No Covers

Blank Covers

Front Covers-2 Sided

Front and Back Covers-Print Outside

Last Page on Back Cover

**Binding Shift**  
 On

**Staple Output**  
 Off

**Fold and Staple Options**  
 Off



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## Copy

These modules describe all the copy features of the machine.

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## Output format

### Booklet creation

In addition to folding and stapling, you can also include a **Binding Shift**, or **Divide Output** (subdividing a large booklet into subsets) on the Booklet Creation screen.

That concludes the description of the Booklet Creation feature.



Next

**Booklet Creation** Cancel Save

**Covers**

- Off
- On-Create Booklet
- On-Do Not Create Booklet

**Binding Shift**  On

**Divide Output**  Off

**Covers**

- No Covers
- Blank Covers
- Front Covers-2 Sided
- Front and Back Covers-Print Outside
- Last Page on Back Cover

**Fold and Staple Options**

- Off

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

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## Output format



### Covers

Next

This 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 options as illustrated below.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Covers

First 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.



Next

The screenshot shows the 'Copy' menu with the 'Output Format' tab selected. The menu is titled 'Ready To Copy' and shows a quantity of 1. The 'Output Format' tab is active, displaying the following settings:

- Reduce / Enlarge:** 100% (selected), with options for 100%, Auto%, 17" x 11" (84%), 8.5" x 11" (100%), 25%, and More...
- Paper Supply:** Auto Paper (selected), with options for 1 Plan, 2 Plan, 3 Plan, 4 Plan, and More...
- Output Color:** Auto Detect (selected), with options for Color, Black, Dual Color (Red/Black), Single Color (Red), and More...
- Copy Output:** 2 Sided Copying (selected), with an option for 1 x 1 Sided.
- Original Type:** Lighten / Darken (selected), with a slider control.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

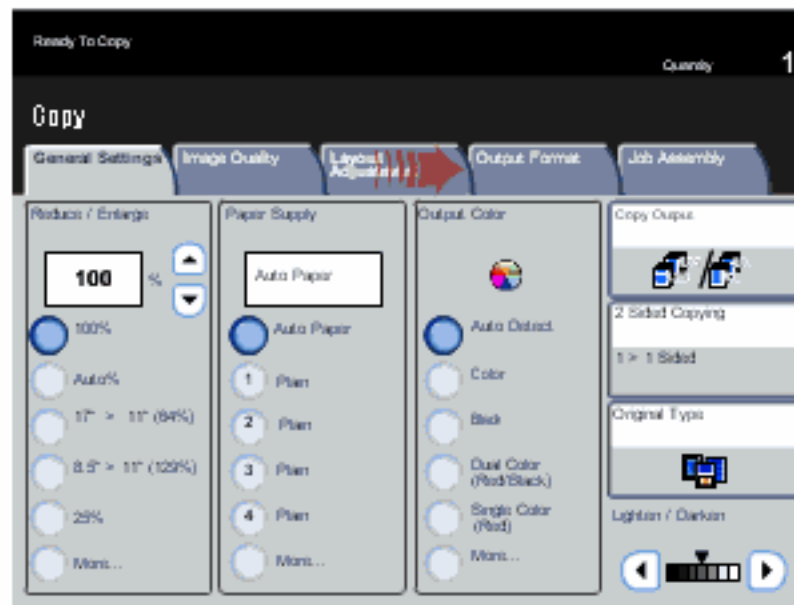
### Covers

Covers are selected from the **Output Format** tab. Here you can choose front, back or front and back.

Select the **Output Format** tab and the **Covers** button.  
Select the appropriate **Front Cover** and **Back Cover** options.



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Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Covers

Covers are selected from the **Output Format** tab. Here you can choose front, back or front and back.

Select the **Output Format** tab and the **Covers** button. Select the appropriate **Front Cover** and **Back Cover** options.



Next

The screenshot shows the Xerox control panel interface with the following settings:

- General Settings**: Booklet Creation (Off), Page Layout (1 Up), Annotation (Off), Tab Margins Shift (Off).
- Image Quality**: (No settings visible).
- Layout Adjustment**: (No settings visible).
- Output Format**: Covers (No Covers), Poster (Off), Watermark (Off), Output Orientation (Off).
- Job Assembly**: Transparency Separators (No Separators), Folding (Off), ID Card Copying (Off).

A red arrow points to the 'Covers' option in the Output Format tab.

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Output format

### Covers

Covers are selected from the **Output Format** tab. Here you can choose front, back or front and back.

Select the **Output Format** tab and the **Covers** button.  
Select the appropriate **Front Cover** and **Back Cover** options.



Next

### Covers

Front Cover	Back Cover	
<input checked="" type="radio"/> No Covers	<input checked="" type="radio"/> No Covers	This feature adds covers to the copy sets. Colored or heavy weight paper can be used as covers.
<input type="radio"/> Blank Covers	<input type="radio"/> Blank Covers	
<input type="radio"/> Printed Back Cover - Side 1	<input type="radio"/> Printed Back Cover - Side 1	
<input type="radio"/> Printed Back Cover - Side 2	<input type="radio"/> Printed Back Cover - Side 2	
<input type="radio"/> Printed Back Cover - 2 Sided	<input type="radio"/> Printed Back Cover - 2 Sided	

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Covers

You now need to select the tray that contains your cover stock.

Select the **Paper Tray Settings** button.



Next

Covers
Cancel
Save

Front Cover	Back Cover	
<input type="radio"/> No Covers	<input checked="" type="radio"/> No Covers	
<input checked="" type="radio"/> Blank Covers	<input type="radio"/> Blank Covers	<span style="font-weight: bold;">Paper Tray Settings</span> 
<input type="radio"/> Printed Back Cover - Side 1	<input type="radio"/> Printed Back Cover - Side 1	
<input type="radio"/> Printed Back Cover - Side 2	<input type="radio"/> Printed Back Cover - Side 2	<span style="font-weight: bold;">Front Cover Quantity</span> 
<input type="radio"/> Printed Back Cover -2 Sided	<input type="radio"/> Printed Back Cover -2 Sided	

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Covers



Next

From this screen you can select the trays containing the cover stock, as well as the tray containing the main body pages.

Save all the selections you have made and the machine is now set to add covers to your copy job.

This concludes the overview of the Covers feature.

Covers - Paper Tray Settings
Cancel
Save

Front Cover	Back Cover	Main Body Tray
<input type="radio"/> 1 8.5"x11"	<input checked="" type="radio"/> 1 8.5"x11"	<input type="radio"/> Arb
<input checked="" type="radio"/> 2 8.5x14	<input type="radio"/> 2 8.5x14	<input type="radio"/> 1 8.5"x11"
<input type="radio"/> 3 8.5"x5.5"	<input type="radio"/> 3 8.5"x5.5"	<input type="radio"/> 2 8.5x14
<input type="radio"/> 4 11"x17"	<input type="radio"/> 4 11"x17"	<input type="radio"/> 3 8.5"x5.5"
<input type="radio"/> 5 Tray5	<input type="radio"/> 5 Tray5	<input type="radio"/> 4 Tray5

Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format



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### Page Layout

The Page Layout options are ideal for handouts, storyboards or for archival purposes. You can select between the **Multiple-Up** feature or the **Repeat Image** feature.



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format



Next

### Page Layout

The Page Layout options are ideal for handouts, storyboards or for archival purposes. You can select between the **Multiple-Up** feature or the **Repeat Image** feature.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

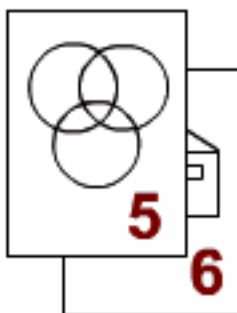
Enter a key word.

**Search**

## Page Layout

### 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.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Page Layout

### Multiple-up

First select the paper tray you want to use. 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.

Access the Multiple-up feature by selecting the **Output Format** tab, the **Page Layout** button, then the **Multiple-Up** button.



Next

The screenshot shows the 'Copy' menu with the following settings:

- General Settings:** Reduce / Enlarge: 100% (radio buttons for 100%, Auto%, 17" > 11" (64%), 8.5" > 11" (129%), 25%, More ...)
- Image Quality:** (Not visible)
- Layout Adjustment:** (Not visible)
- Output Format:** Paper Supply: Auto Paper (radio buttons for Auto Paper, 1 Plain, 2 Plain, 3 Plain, 4 Plain, More ...); Output Color: Auto Detect (radio buttons for Auto Detect, Color, Black, Dual Color (Red/Black), Single Color (Red), More ...)
- Job Assembly:** Copy Output: 2 Sided Copying (radio buttons for 2 Sided Copying, 1 > 1 Sided); Original Type: (radio buttons for Original Type, Lighten / Darken); Lighten / Darken: (slider bar)

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## Copy

These modules describe all the copy features of the machine.

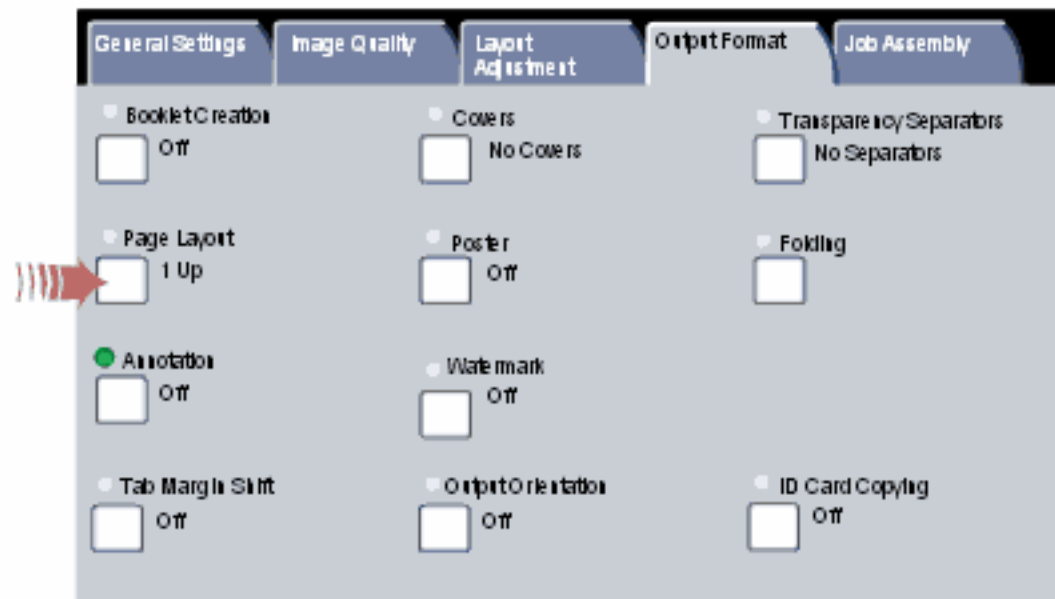
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Page Layout

### Multiple-up

First select the paper tray you want to use. 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.

Access the Multiple-up feature by selecting the **Output Format** tab, the **Page Layout** button, then the **Multiple-Up** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Page Layout

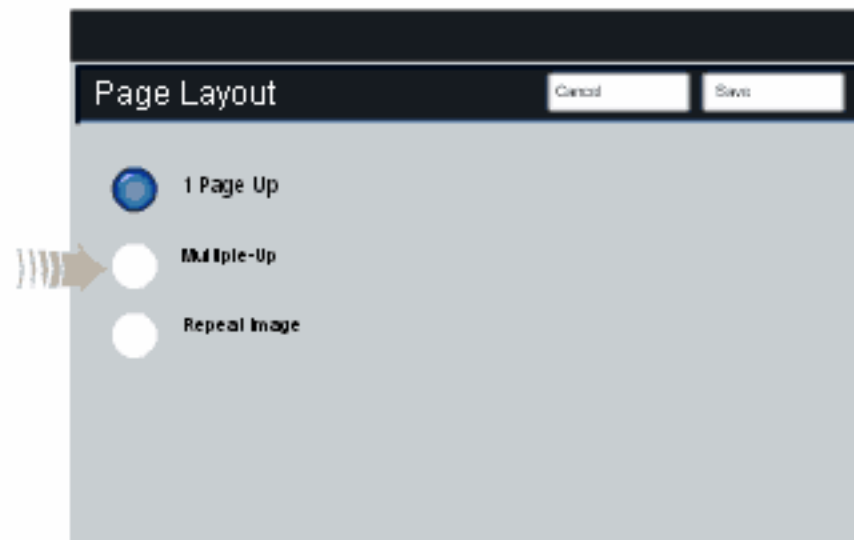
### Multiple-up

First select the paper tray you want to use. 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.

Access the Multiple-up feature by selecting the **Output Format** tab, the **Page Layout** button, then the **Multiple-Up** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Page Layout

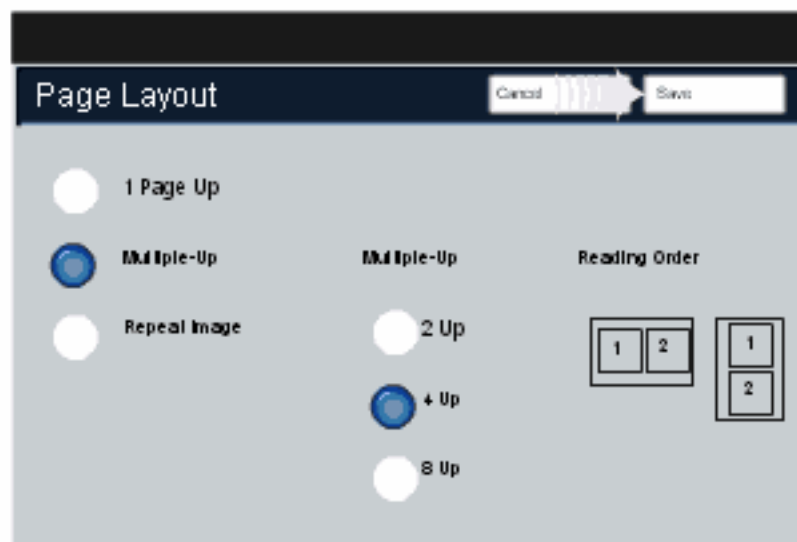
### Multiple-up

You can simply touch the number of images you want printed on each sheet - from **2 Up** to **8 Up** - on the Multiple Up screen. You can also select the **Reading Order** 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.

Select the **Save** button to continue.



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Page Layout

### Multiple-up



Next

The examples below are typical output that can be produced when using the Multiple-up feature.

You have completed the review of the Multiple-up feature.

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3	4

1	5
2	6
3	7
4	8

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# Copy

These modules describe all the copy features of the machine.

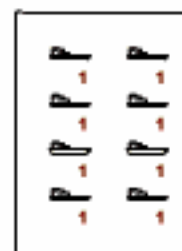
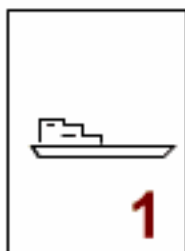
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Page Layout



### Repeat Image

The **Repeat Image** feature allows you to copy a single image up to eight times onto one page.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Page Layout

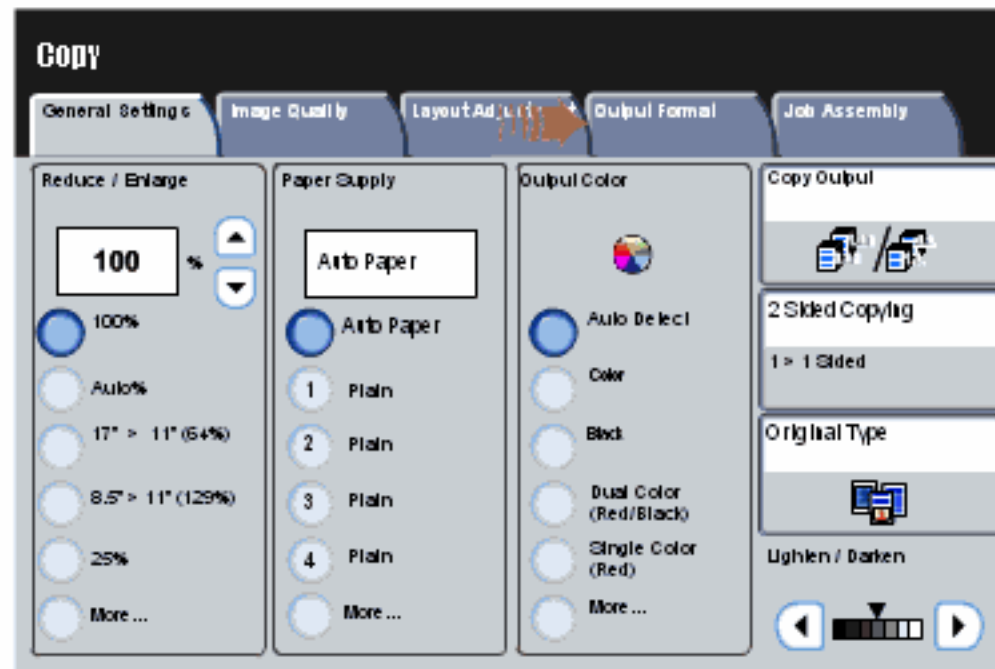
### Repeat Image

First select the paper tray you want to use. Repeat Image is not available if the **Auto Paper** option is selected. The Repeat Image options are accessed from a button on the **Output Format** tab.

Access the Repeat Image feature by selecting the **Output Format** tab, the **Page Layout** button, then the **Repeat Image** button.



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## Copy

These modules describe all the copy features of the machine.

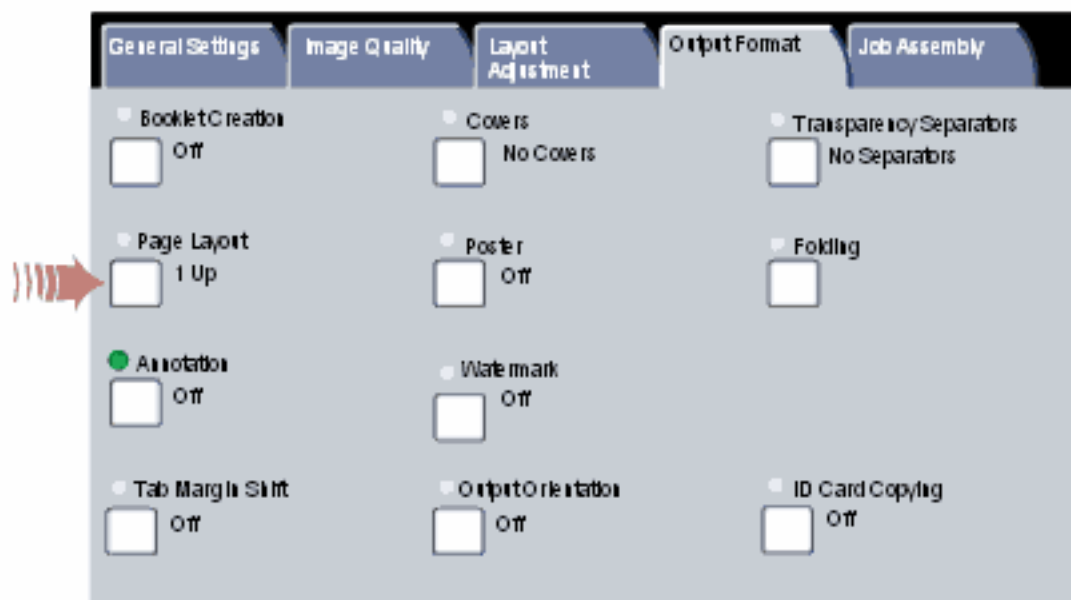
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Page Layout

### Repeat Image

First select the paper tray you want to use. Repeat Image is not available if the **Auto Paper** option is selected. The Repeat Image options are accessed from a button on the **Output Format** tab.

Access the Repeat Image feature by selecting the **Output Format** tab, the **Page Layout** button, then the **Repeat Image** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Page Layout

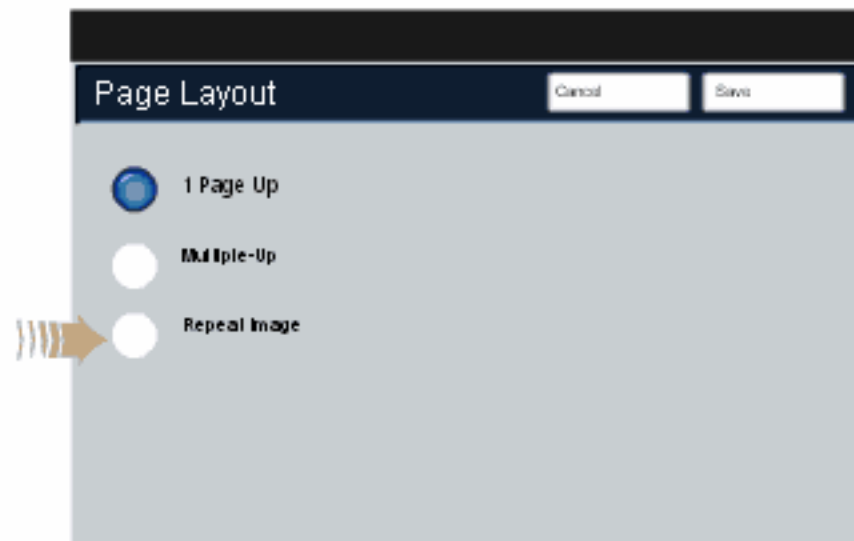
### Repeat Image

First select the paper tray you want to use. Repeat Image is not available if the **Auto Paper** option is selected. The Repeat Image options are accessed from a button on the **Output Format** tab.

Access the Repeat Image feature by selecting the **Output Format** tab, the **Page Layout** button, then the **Repeat Image** button.



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# Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Page Layout

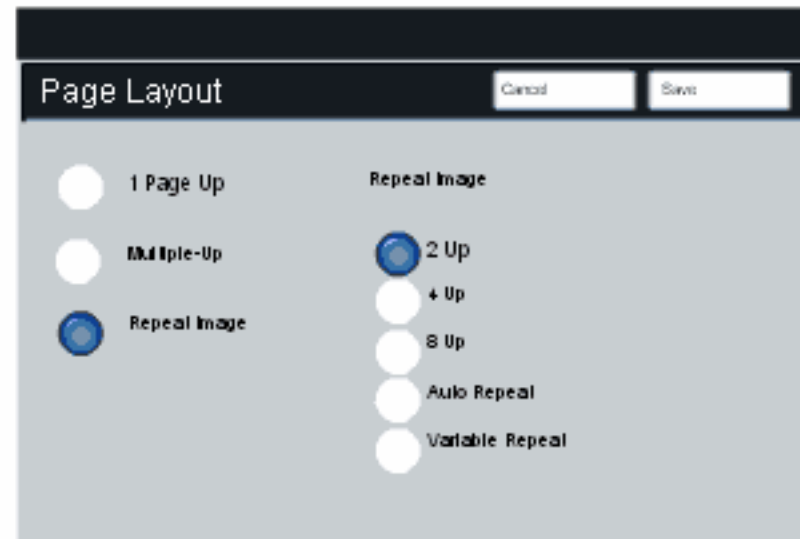


Next

### Repeat Image

The **Repeat Image** feature provides you with two output options - **Auto Repeat** and **Variable Repeat**.

Select the **Auto Repeat** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Page Layout

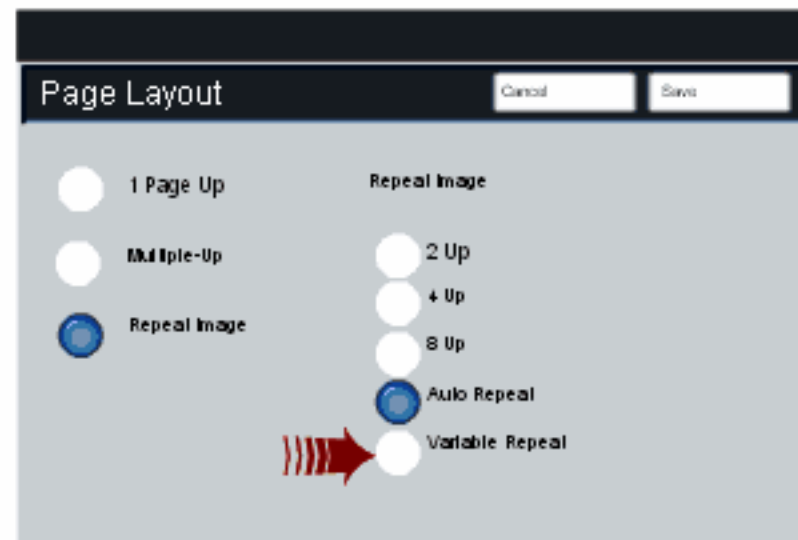
### Repeat Image

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.

Select the **Variable Repeat** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Page Layout

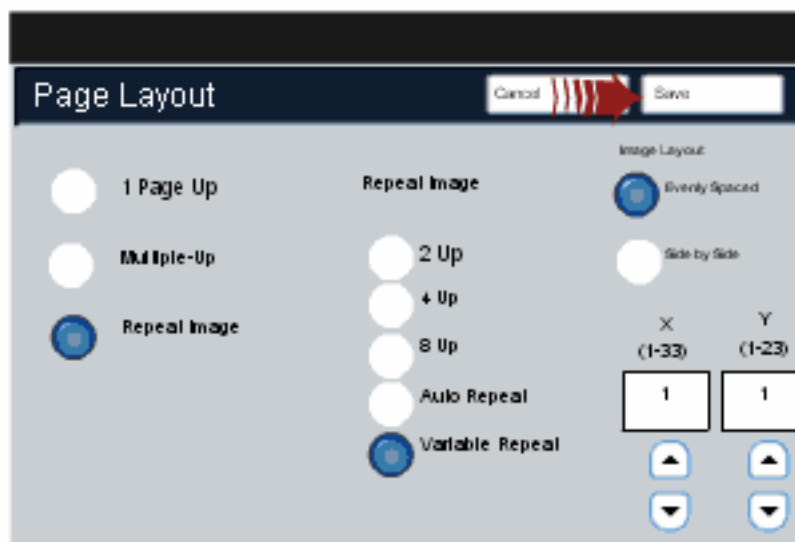
### Repeat Image

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).

Select the **Save** button to continue.



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## Copy

These modules describe all the copy features of the machine.

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## Page Layout

### Repeat Image

The examples below are typical output that can be produced when using the Repeat Image feature.

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3	4



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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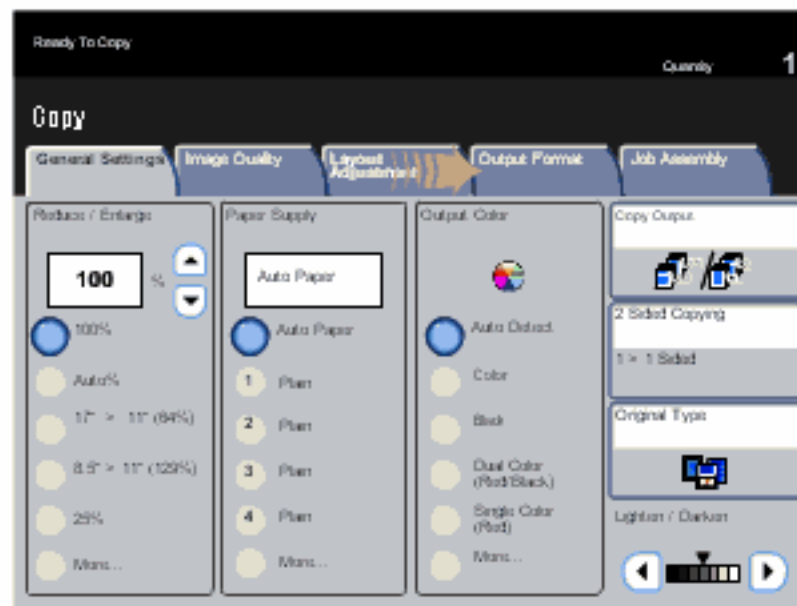
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## Output format

### 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.

Select the **Output Format Tab** and then select the **Transparency Separators** button.





## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

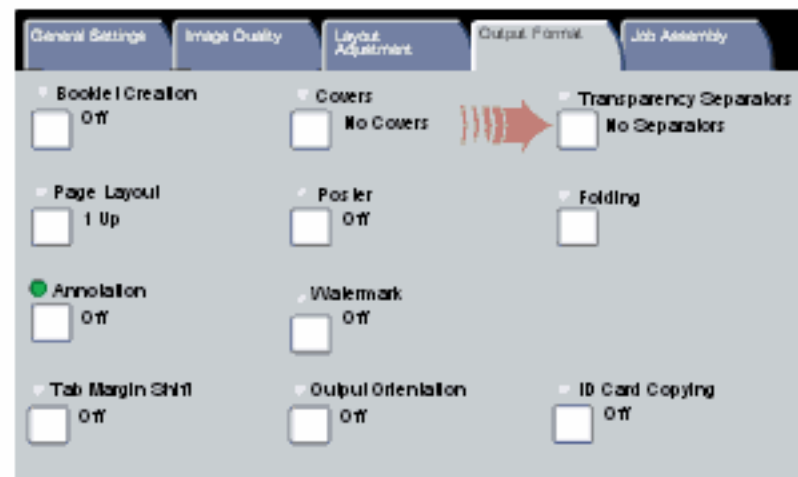


Next

### 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.

Select the **Output Format Tab** and then select the **Transparency Separators** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Output format

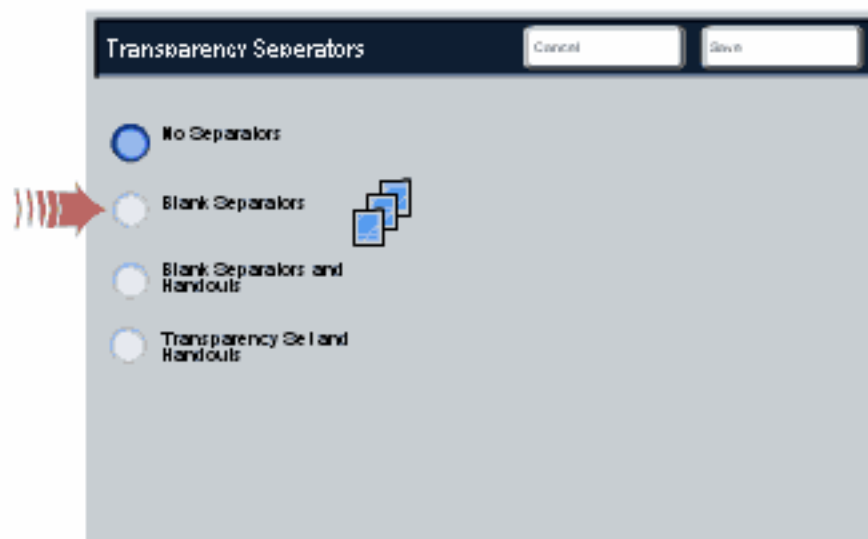


Next

### Transparency Separators

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.

Select the **Blank Separators** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Output format

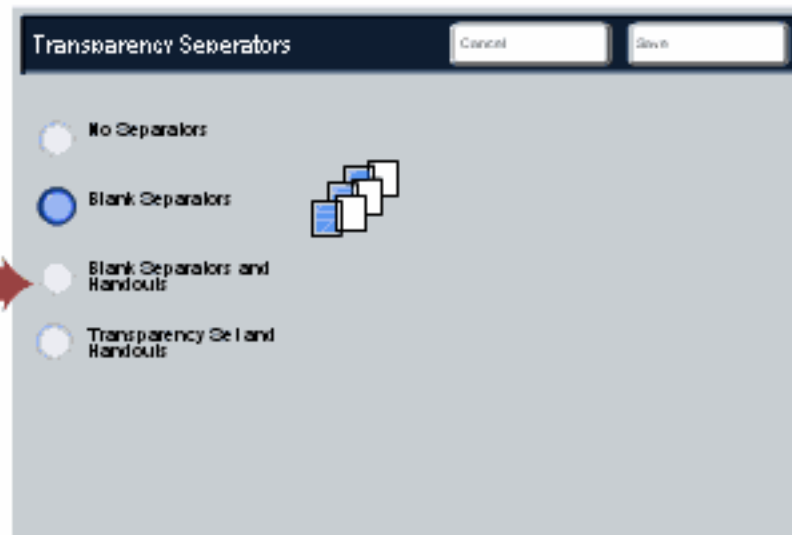


Next

### Transparency Separators

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.

Select the **Blank Separators and Handouts** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Output format

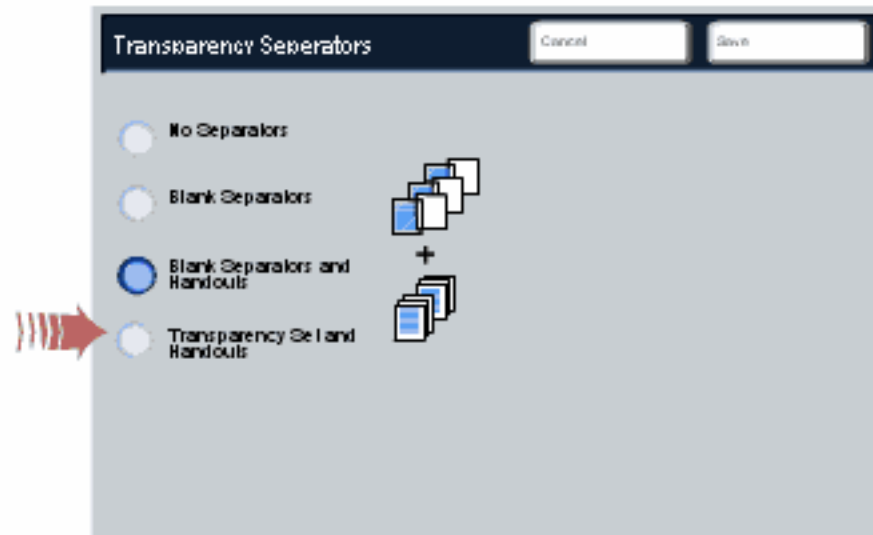


Next

### Transparency Separators

The **Blank Separators and Handouts** 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.

Select the **Transparency Set and Handouts** button.





## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

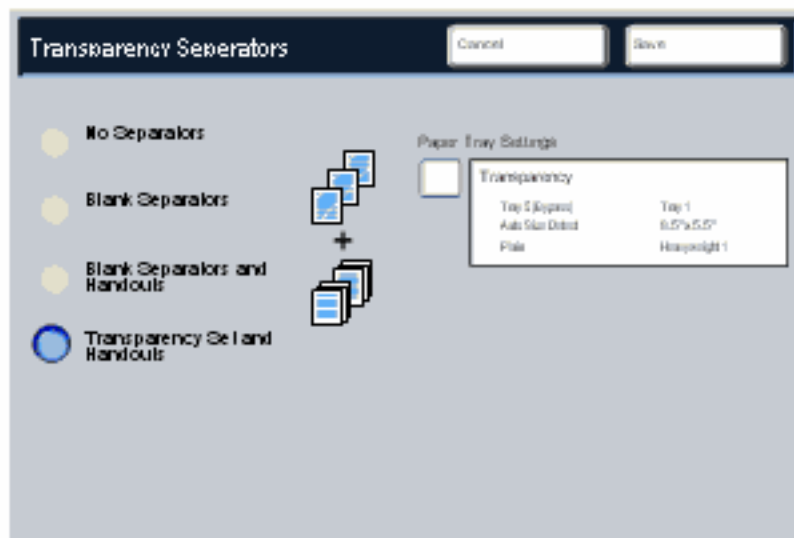
## Output format



Next

### Transparency Separators

When you select the **Transparency Set and Handouts** 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.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

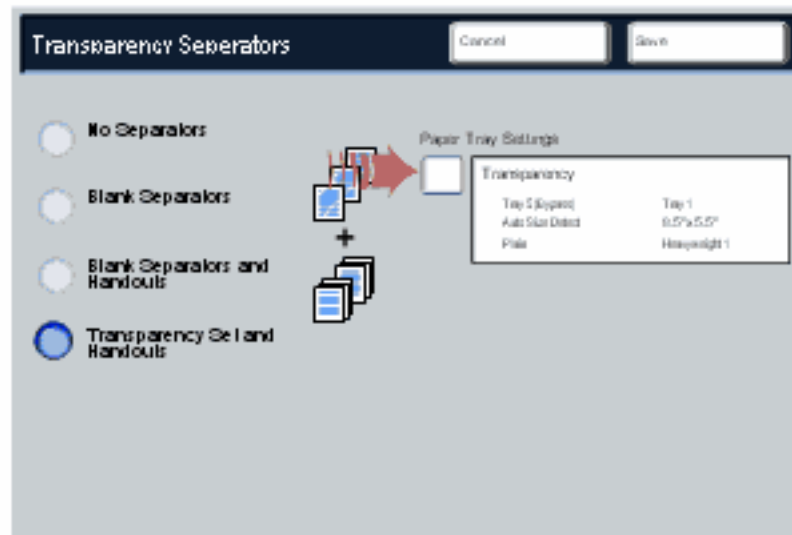
### Transparency Separators

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.

Select the **Paper Tray Settings** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format



Next

### Transparency Separators

From this screen you can choose the tray that contains the separator stock you want to use. The separator stock should be the same size and orientation as the transparency stock. If it is not the same, an error message is displayed and the Start button is inhibited until the conflict is resolved.

That concludes the overview of inserting dividers into sets of transparencies.

Paper Tray Settings

Transparency Tray	Separator and Handouts Tray	
1 8.5x11"	1 8.5x11"	6 8.5x11"
2 11x17"	2 11x17"	
3 A4	3 A4	
4 8.5x11"	4 8.5x11"	
5 8.5x5.5"	5 8.5x5.5"	

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Output format

### 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.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

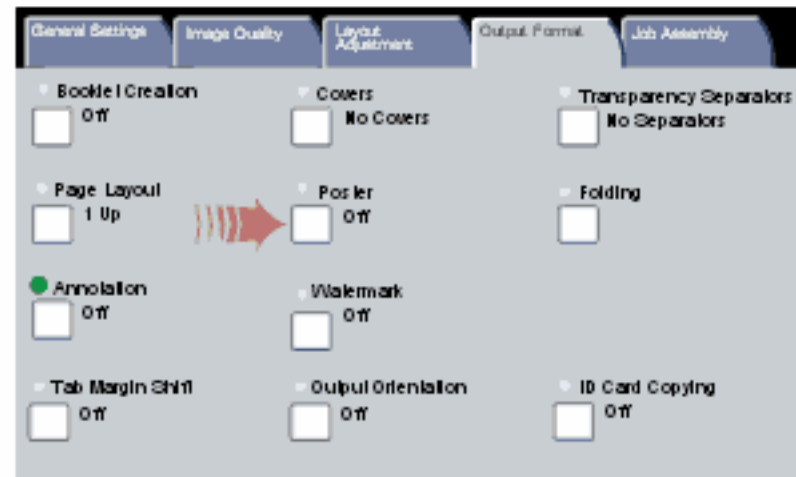
### Poster

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

Select the **Poster** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

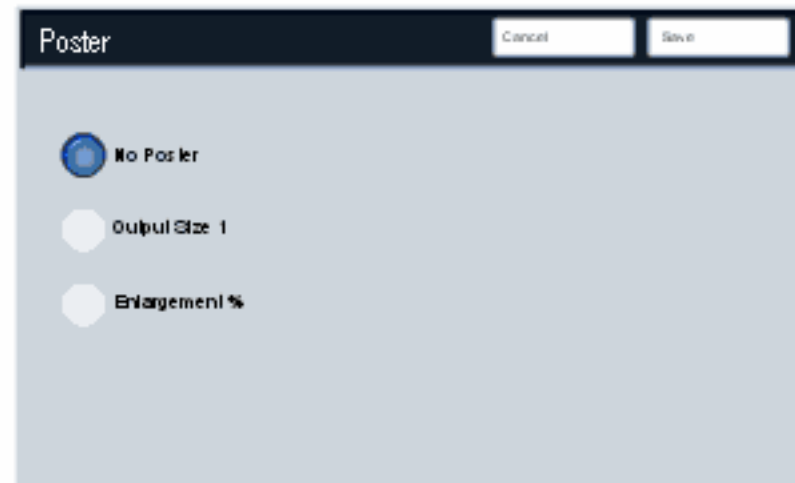
### Poster

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.*

This concludes the Poster topic.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

**Search**

## Output format



### ID Card Copying

Next

Whether needing to copy insurance cards, a driver's license, or any other form of identification, the **ID Card Copying** feature offers a simple and efficient way to save time.

Information on both sides of the ID Card can be copied onto one side of one sheet of paper, without the need to reload the paper into the paper or bypass tray.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### ID Card Copying

The **ID Card Copying** option is accessed from a button on the **Output Format** tab.

Access the ID Card Copying feature by selecting the **Output Format** tab, then the **ID Card Copying** button.



Next

The screenshot shows the Xerox control panel interface with the following settings:

General Settings	Image Quality	Layout Adjustment	Output Format	Job Assembly
<ul style="list-style-type: none"> <li>Booklet Creation: <input type="checkbox"/> Off</li> <li>Page Layout: <input type="checkbox"/> 1 Up</li> <li>Annotation: <input checked="" type="checkbox"/> Off</li> <li>Tab Margin Shift: <input type="checkbox"/> Off</li> </ul>	<ul style="list-style-type: none"> <li>Covers: <input type="checkbox"/> No Covers</li> <li>Poster: <input type="checkbox"/> Off</li> <li>Watermark: <input type="checkbox"/> Off</li> <li>Output Orientation: <input type="checkbox"/> Off</li> </ul>	<ul style="list-style-type: none"> <li>Transparency Separators: <input type="checkbox"/> No Separators</li> <li>Folding: <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>ID Card Copying: <input type="checkbox"/> Off</li> </ul>	

A red arrow points to the ID Card Copying option in the Output Format tab.

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

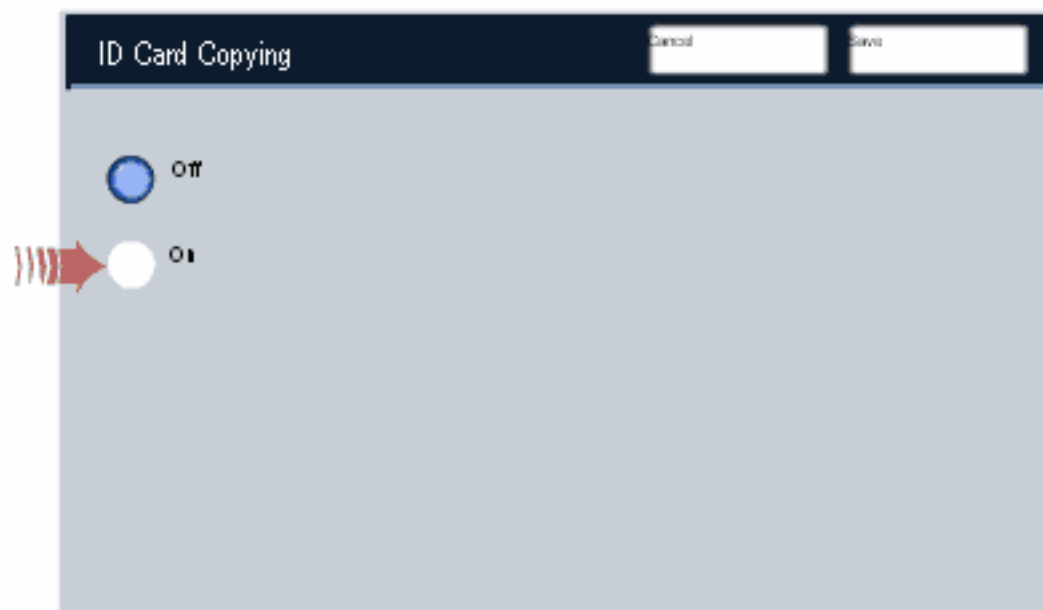
### ID Card Copying

The **ID Card Copying** option is accessed from a button on the **Output Format** tab.

Access the ID Card Copying feature by selecting the **Output Format** tab, then the **ID Card Copying** button.



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

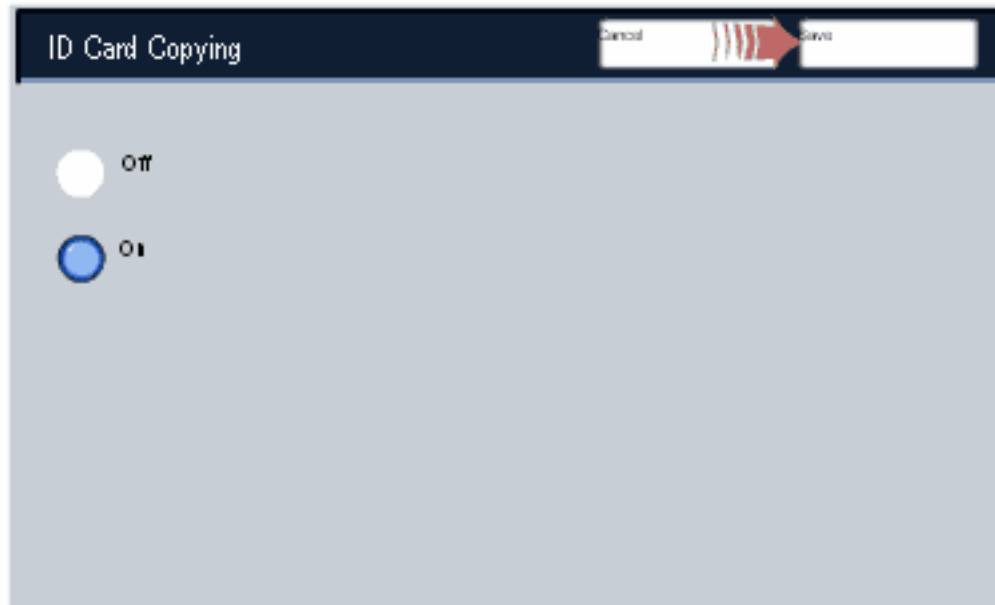
## Output format

### ID Card Copying

When you are ready, select the **Save** button to continue.



Next



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

### ID Card Copying

Follow the instructions below to complete the ID Card Copy process:

#### Step 1.

Lift the Document Feeder and place the ID Card on the top left corner of the document glass. Gently lower the Document Feeder.

#### Step 2.

Use the number keypad to enter the number of copies you require.

#### Step 3.

Press **Start** to begin scanning side 1.

#### Step 4.

Lift the Document Feeder and turn the ID Card over to copy side 2. Gently lower the Document Feeder.

#### Step 5.

Press **Start** to begin scanning side 2.

Printing begins and copies are delivered into the Output Tray.



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# Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format



Next

### Annotation

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

**Annotation**

Stamp  
 off

Date  
 off

Page Number  
 off

Bates Stamping  
 off

Enter a key word.

**Search**



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## Copy

These modules describe all the copy features of the machine.

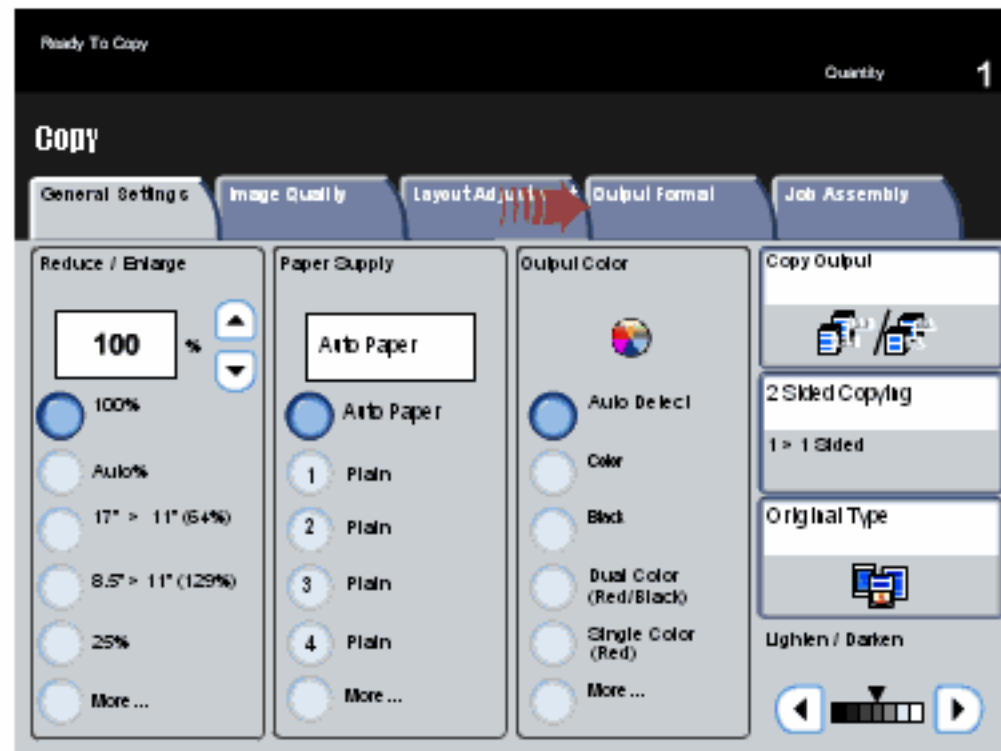
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Annotation

You can select from existing annotation formats for the stamp type, date, page number, and printing position.

Access the Annotation feature by selecting the **Output Format** tab and the **Annotation** button.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Annotation

You can select from existing annotation formats for the stamp type, date, page number, and printing position.

Access the Annotation feature by selecting the **Output Format** tab and the **Annotation** button.

General Settings	Image Quality	Layout Adjustment	Output Format	Job Assembly
<input type="radio"/> Booklet Creation <input type="checkbox"/> Off	<input type="radio"/> Covers <input type="checkbox"/> No Covers	<input type="radio"/> Transparency/Separators <input type="checkbox"/> No Separators	<input type="radio"/> Page Layout <input type="checkbox"/> 1 Up	<input type="radio"/> Folding <input type="checkbox"/>
<input checked="" type="radio"/> Annotation <input type="checkbox"/> Off	<input type="radio"/> Watermark <input type="checkbox"/> Off	<input type="radio"/> Tab Margin Shift <input type="checkbox"/> Off	<input type="radio"/> Output Orientation <input type="checkbox"/> Off	<input type="radio"/> ID Card Copying <input type="checkbox"/> Off

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

### Annotation

The **Annotation** screen allows you to access the following options:

- > Stamp
- > Date
- > Page Number
- > Bates Number

Press the **Stamp** button to continue.



### Annotation

Cancel Save

Stamp  off

Date  off

Page Number  off

Bates Stamping  off



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Annotation

The **Stamp** screen is shown here.

Press the **On** button to continue.



Next



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

### Annotation

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 **Print On...**, **Position** and **Detailed Settings** buttons.

Press the **Save** button to continue.



Next

Stamp
Cancel
Save

Off

On

CONFIDENTIAL
Copy Prohibited
URGENT
IMPORTANT
Copy Prohibited
Circulate
Circulate
URGENT

Print On...

Position

Detailed Settings

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Annotation

Press the **Date** button to continue.



Next

**Annotation** Cancel Save

Stamp  off

Date  off

Page Number  off

Bates Stamping  off



Enter a key word.

Search



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

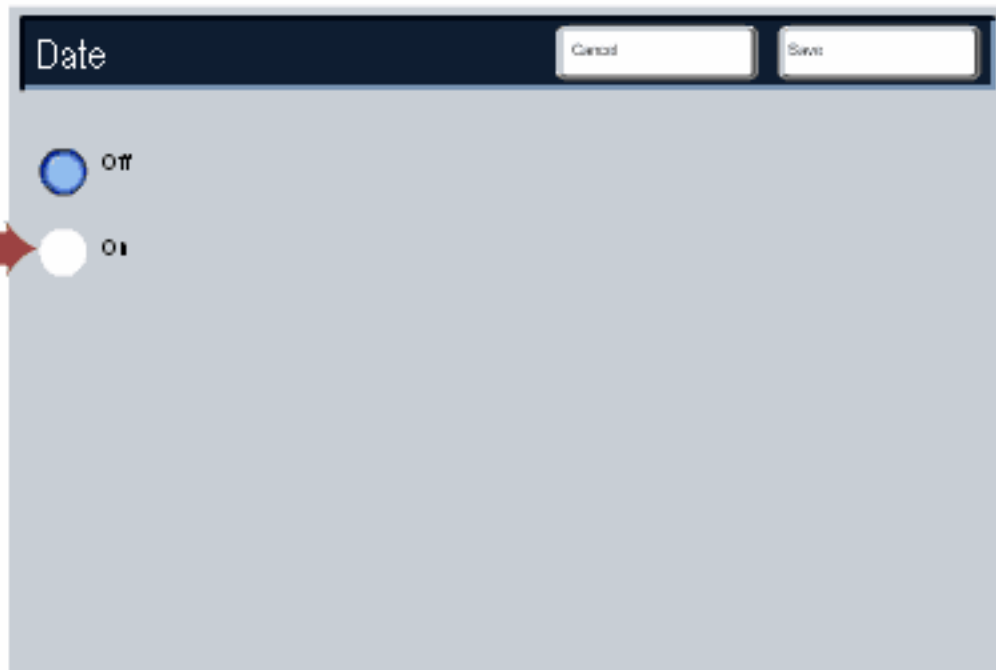
### Annotation

The **Date** screen is shown here.

Press the **On** button to continue.



Next



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Annotation

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 **Print On...**, **Position**, and **Size** buttons.

Press the **Save** button to continue.

Date
Cancel
Save

<input type="radio"/> Off  <input checked="" type="radio"/> On	<p>Format</p> <div style="border: 1px solid gray; padding: 2px; text-align: center;">2005/2/24</div> <p>Adds a date stamp to the output sets to keep track of when they were printed.</p>	<p>Print On...</p> <input type="checkbox"/>  <p>Position</p> <input type="checkbox"/>  <p>Size</p> <input type="checkbox"/>
--	---	---



Next

Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Annotation

Press the **Page Number** button to continue.



Next

**Annotation** Cancel Save

Stamp  
 off

Date  
 off

Page Number  
 off

Bates Stamping  
 off



Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

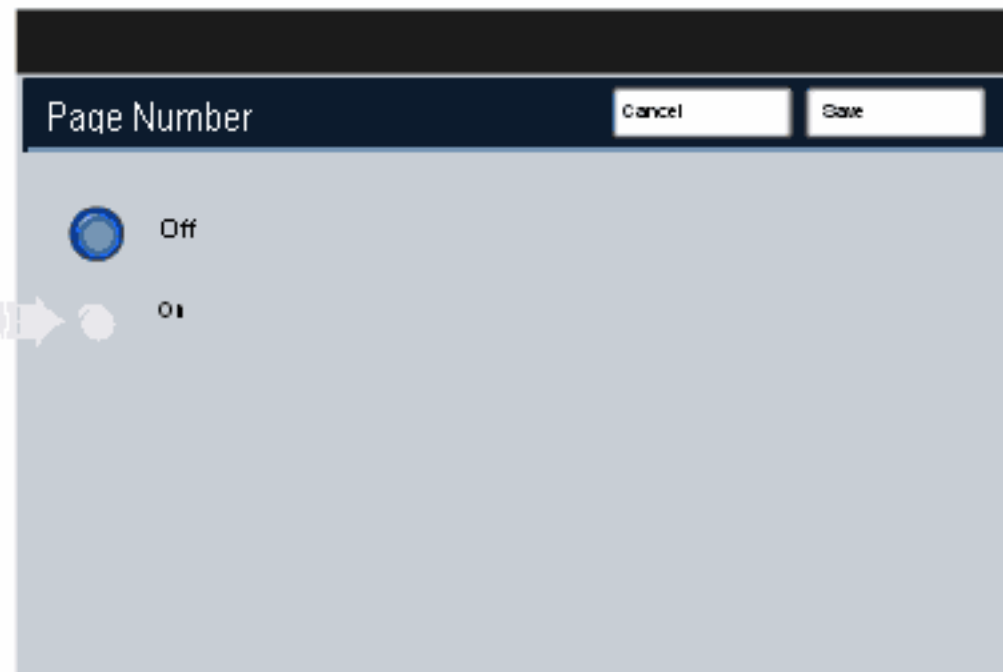
### Annotation

The **Page Number** screen is shown here.

Press the **On** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

### Annotation

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 **Print On...**, **Position**, **Style**, **Size**, and **Total Pages(N)** buttons.

Press the **Save** button to continue.



Next

Page Number

<input type="radio"/> Off  <input checked="" type="radio"/> On	<b>Style</b> <input type="radio"/> 1, 2, 3 <input type="radio"/> -1, -2, -3 <input type="radio"/> Page 1, Page 2, Page 3	<input type="radio"/> 1/N, 2/N, 3/N  <input type="radio"/> 1/N, 2/N, 3/N  <input type="radio"/> Page 1/N, Page 2/N, Page 3/N	<b>Print On...</b> <input type="checkbox"/>  <b>Position</b> <input type="checkbox"/>  <b>Size</b> <input type="checkbox"/>
<b>Total Pages (N)</b> <input type="checkbox"/>			

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

### Annotation

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 **Print On...**, **Position**, **Style**, **Size**, and **Total Pages(N)** buttons.

Press the **Save** button to continue.

Page Number
Cancel Save

<input type="radio"/> Off  <input checked="" type="radio"/> On	<b>Style</b> <input type="radio"/> 1, 2, 3 <input type="radio"/> -1, -2, -3 <input type="radio"/> Page 1, Page 2, Page 3	<input type="radio"/> 1/N, 2/N, 3/N  <input type="radio"/> 1/N, 2/N, 3/N  <input type="radio"/> Page 1/N, Page 2/N, Page 3/N	<b>Print On...</b> <input type="checkbox"/>  <b>Position</b> <input type="checkbox"/>  <b>Size</b> <input type="checkbox"/>
<b>Total Pages (N)</b> <input type="checkbox"/>			

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Annotation

Press the **Bates Stamping** button to continue.



Next

#### Annotation

Cancel

Save

Stamp

off

Date

off

Page Number

off

Bates Stamping

off



Enter a key word.

Search



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Annotation

The **Bates Stamping** screen is shown here.

Press the **On** button to continue.



Next



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Annotation

You can add an independent **Bates Prefix Number** to one or many copied pages. You can also change the number of digits, position, appearance, and size of the Bates Number using the **Number of Digits**, **Print On...**, **Position**, and **Size** buttons.

Press the **Save** button to continue.

The screenshot shows a control panel titled "Bates Stamping" with a "Cancel" button and a "Save" button. The panel includes the following controls:

- Stamp:** Two radio buttons, "Off" (unselected) and "On" (selected).
- Print On...:** A checkbox (unselected).
- Position:** A checkbox (unselected).
- Size:** A checkbox (unselected).
- Prefix:** A text input field.
- Number of Digits:** A numeric input field.

Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Annotation

This concludes the Annotation topic.



Next

Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format



Next

### Watermark

The **Watermark** option allows you to add a lightly printed control number or a text message to copied output.

Watermark
Cancel
Save

Control Number

Off

On

Text

Off

Date and Time

Serial Number

Text Effect

Off

Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Watermark

This feature can be used to help track confidential documents. For example, you can use sequential numbering to associate distribution copies with specific recipients.

Access the Watermark feature by selecting the **Output Format** tab and the **Watermark** button.

Ready To Copy

Quantity 1

### Copy

General Settings | Image Quality | Layout Adjust | **Output Format** | Job Assembly

**Reduce / Enlarge**

100 %

100%  
Auto%  
17" x 11" (64%)  
8.5" x 11" (129%)  
25%  
More ...

**Paper Supply**

Auto Paper

1 Plain  
2 Plain  
3 Plain  
4 Plain  
More ...

**Output Color**

Auto Detect  
Color  
Black  
Dual Color (Red/Black)  
Single Color (Red)  
More ...

**Copy Output**

2 Sided Copying  
1 > 1 Sided

**Original Type**

Lighten / Darken

Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

### Watermark

This feature can be used to help track confidential documents. For example, you can use sequential numbering to associate distribution copies with specific recipients.

Access the Watermark feature by selecting the **Output Format** tab and the **Watermark** button.



Next

General Settings	Image Quality	Layout Adjustment	Output Format	Job Assembly
<input type="radio"/> Booklet Creation <input type="checkbox"/> Off	<input type="radio"/> Covers <input type="checkbox"/> No Covers	<input type="radio"/> Transparency Separators <input type="checkbox"/> No Separators	<input type="radio"/> Page Layout <input type="checkbox"/> 1 Up	<input type="radio"/> Folding <input type="checkbox"/> Off
<input checked="" type="radio"/> Annotation <input type="checkbox"/> Off	<input type="radio"/> Watermark <input type="checkbox"/> Off	<input type="radio"/> ID Card Copying <input type="checkbox"/> Off	<input type="radio"/> Tab Margin Shift <input type="checkbox"/> Off	<input type="radio"/> Output Orientation <input type="checkbox"/> Off

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

### Watermark

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

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

Press the **On** button within the **Control Number** area to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Watermark

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.

Press the **Text** button to continue.

Watermark
Cancel
Save

**Control Number**

Off

On

**Start Number**

1	2	3
4	5	6
7	8	9
0	C	

**Text**

Off

Date and Time

Serial Number

**Text Effect**

Off

Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format



Next

### Watermark

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

Press the **Save** button to continue.

Watermark - Text
Cancel Save

Off

On

Copy Prohibited	▲
Copy	
Duplicate	
(Not in Use)	
(Not in Use)	
(Not in Use)	
(Not in Use)	
(Not in Use)	
(Not in Use)	▼

Enter a key word.

Search



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Watermark

Press the **Date and Time** button to continue.



Next

**Watermark** Cancel Save

Control Number

Off

On

Start Number

▲  
▼

Text

Off

Date and Time

Serial Number

Text Effect

Off

1

2

3

4

5

6

7

8

9

0

C

Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Watermark



Next

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

Press the **Serial Number** button to continue.

**Watermark** Cancel Save

Control Number

Off

On

Start Number

▲

▼

Text

Off

Date and Time

Serial Number

Text Effect

Off

1 2 3

4 5 6

7 8 9

0 C

Enter a key word.

Search



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Watermark



Next

Enabling this 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.

Watermark
Cancel
Save

Control Number

Off

On

Start Number

1	2	3
4	5	6
7	8	9
0	C	

Text

Off

Date and Time

Serial Number

Text Effect

Off

Enter a key word.

Search



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Watermark



Next

The Text Effect options allow you choose an **embossed** or **outline** style for the watermark text you print.

Press the **Save** button to continue.

Cancel Save

**Watermark**

Control Number  Off  On

Start Number

1	2	3
4	5	6
7	8	9
0	C	

Text  Off  Date and Time  Serial Number

Text Effect  Off

Enter a key word.

Search



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Watermark

This concludes the Watermark topic.



Next

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

### 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.*

#### Tab Margin Shift

Cancel

Save



Off

This feature copies the image at the edge of the original and shifts it to the tab of the Tab Stock.



Shift to tab



Shift All



Next



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## Copy

These modules describe all the copy features of the machine.

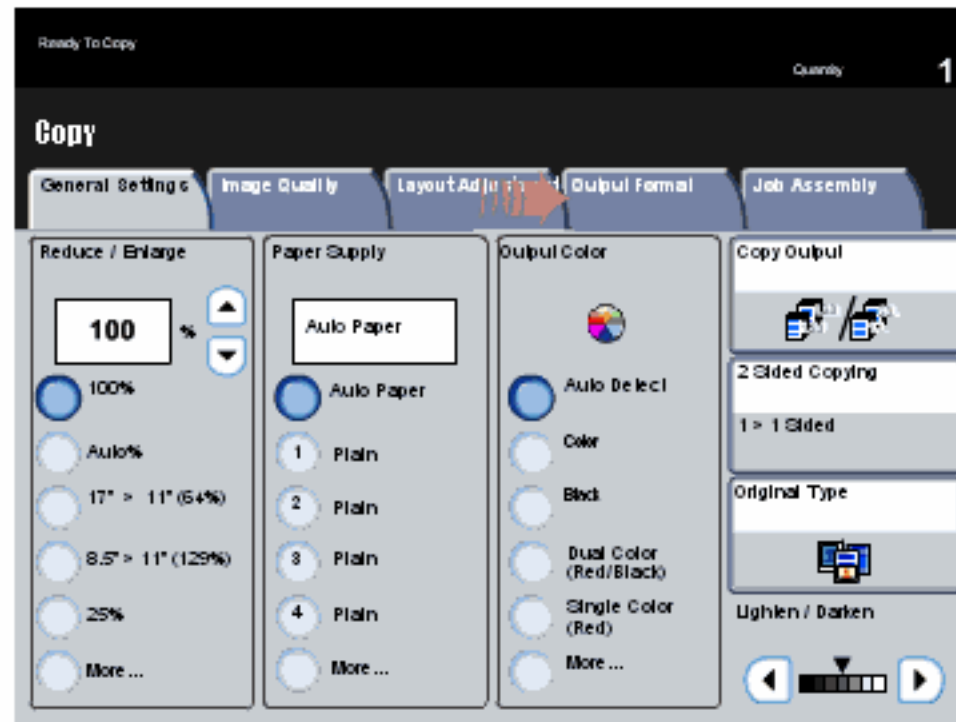
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Tab Margin Shift

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.

Access the Tab Margin Shift feature by selecting the **Output Format** tab and the **Tab Margin Shift** button.



Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

### Tab Margin Shift

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.

Access the Tab Margin Shift feature by selecting the **Output Format** tab and the **Tab Margin Shift** button.

The screenshot shows the Xerox control panel interface with the following settings:

- General Settings**
  - Booklet Creation:  Off
  - Page Layout:  1 Up
  - Annotation:  Off
  - Tab Margin Shift:  Off (highlighted with a red arrow)
- Image Quality**
- Layout Adjustment**
- Output Format** (selected)
  - Covers:  No Covers
  - Poster:  Off
  - Watermark:  Off
  - Output Orientation:  Off
- Job Assembly**
  - Transparency Separators:  No Separators
  - Folding:
  - ID Card Copying:  Off



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Tab Margin Shift

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

- > Shift to Tab
- > Shift All

Press the **Shift to Tab** button to continue.



Next



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Tab Margin Shift

The **Shift to Tab** options are shown here. This 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.

Press the **Shift All** button to continue.

Tab Margin Shift
Cancel
Save

Off

Shift to tab

Shift All


Shift Value

(0-15)

13

 mm

How to Load Originals



Tab Stock Sizes

A4

8.5 x 11"

Tab Stock Type

Tab Stock 1

Tab Stock 2

Paper Supply

Tray 5

Tray 6

Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Tab Margin Shift



Next

The **Shift All** options are shown here. This 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.

Tab Margin Shift
Cancel
Save

Off

Shift to tab

Shift All

Shift Value


(0-15)

13

 mm
 

◀
▶

How to Load Originals



Tab Stock Sizes

A4

8.5 x 11"

Tab Stock Type

Tab Stock 1

Tab Stock 2

Paper Supply

Tray 5

Tray 6

Enter a key word.

Search



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Tab Margin Shift

This concludes the **Shift to Tab** topic.



Next

Enter a key word.

Search



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XEROX



## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format



Next

### Output Orientation

The **Output Orientation** option allows you to select whether copies are output facing up or facing down.

Access the Output Orientation feature by selecting the **Output Format** tab and the **Output Orientation** button.

General Settings	Image Quality	Layout Adjustment	Output Format	Job Assembly
<input type="radio"/> Booklet Creation <input type="checkbox"/> Off	<input type="radio"/> Covers <input type="checkbox"/> No Covers	<input type="radio"/> Transparency Separators <input type="checkbox"/> No Separators	<input type="radio"/> Page Layout <input type="checkbox"/> 1 Up	<input type="radio"/> Poster <input type="checkbox"/> Off
<input checked="" type="radio"/> Annotation <input type="checkbox"/> Off	<input type="radio"/> Watermark <input type="checkbox"/> Off	<input type="radio"/> Folding <input type="checkbox"/>	<input type="radio"/> Tab Margin Shift <input type="checkbox"/> Off	<input type="radio"/> Output Orientation <input type="checkbox"/> Off
			<input type="radio"/> ID Card Copying <input type="checkbox"/> Off	

Enter a key word.

Search



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Topic 10/11

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

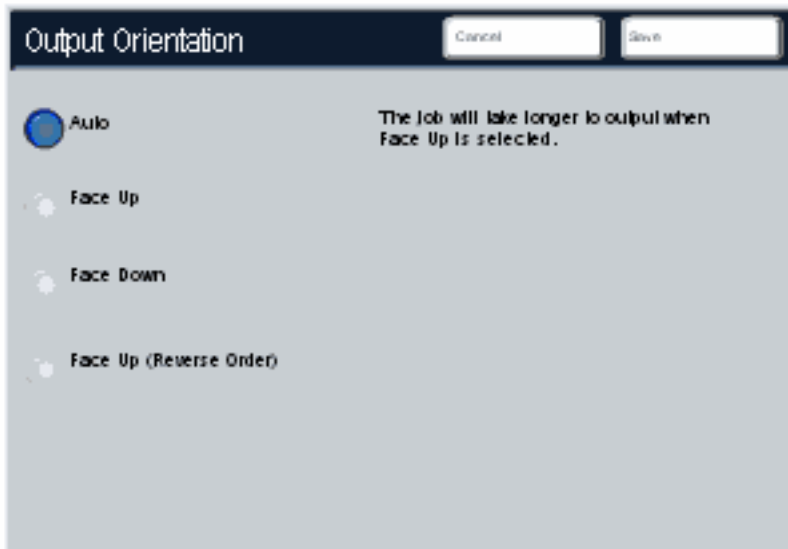
## Output format

### Output Orientation

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



Next



Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

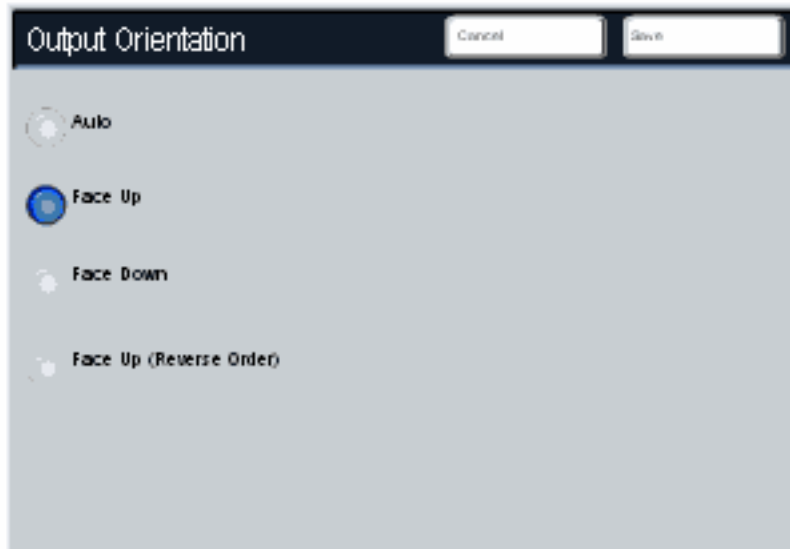
## Output format

### Output Orientation

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



Next



Enter a key word.

Search



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Topic 10/11

3/5



## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

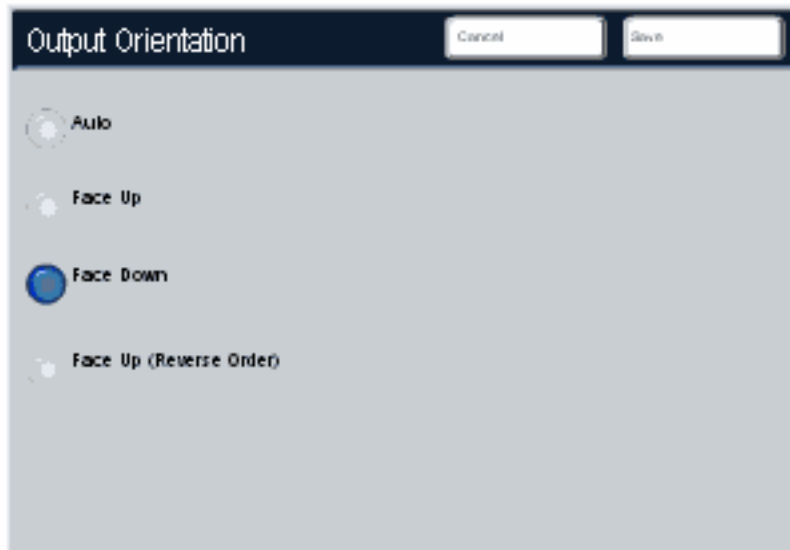
## Output format

### Output Orientation

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



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

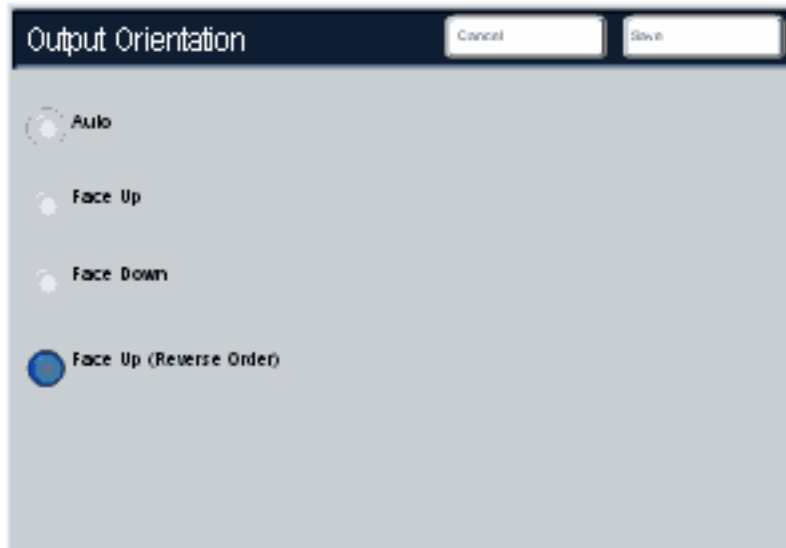
## Output format

### Output Orientation

Selecting 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.



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

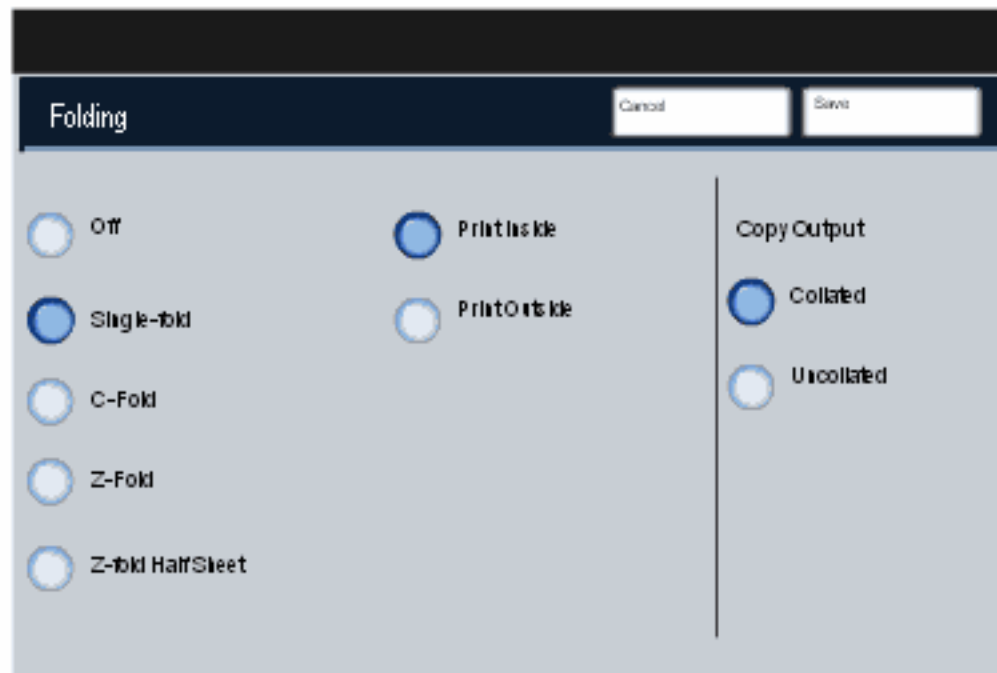
## Output format



Next

### Folding

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



Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format

### Folding

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

Select the **Folding** button to continue.

General Settings	Image Quality	Layout Adjustment	Output Format	Job Assembly
<input type="radio"/> Booklet Creation <input type="checkbox"/> Off	<input type="radio"/> Covers <input type="checkbox"/> No Covers	<input type="radio"/> Transparency Separators <input type="checkbox"/> No Separators	<input type="radio"/> Page Layout <input type="checkbox"/> 1 Up	<input type="radio"/> Folding <input type="checkbox"/>
<input checked="" type="radio"/> Annotation <input type="checkbox"/> Off	<input type="radio"/> Watermark <input type="checkbox"/> Off	<input type="radio"/> ID Card Copying <input type="checkbox"/> Off	<input type="radio"/> Tab Margin Shift <input type="checkbox"/> Off	<input type="radio"/> Output Orientation <input type="checkbox"/> Off

Enter a key word.

Search



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Topic 11/11

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output format

### Folding



Next

The **Off** button disables all folding options. The **Single-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.*

This concludes the Folding topic.

The screenshot shows a 'Folding' menu with the following options:

- Off
- Single-fold
- C-Fold
- Z-Fold
- Z-fold HalfSheet
- Print Inside
- Print Outside

On the right side, there is a 'Copy Output' section with the following options:

- Collated
- Uncollated

At the top right of the menu are 'Cancel' and 'Save' buttons.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output format



This completes the explanation of all the Output Format options. Return to the previous menu to review the other copy features.

Enter a key word.

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## Copy

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

-  **Simple Copying**
-  **Loading Documents >>>**
-  **2 Sided Copying**
-  **Reduction/Enlargement**
-  **Image Quality >>>**
-  **Output Format >>>**
-  **Job Assembly >>>** > > > > > > > > > > > > > >
-  **Layout Adjustment >>>**

-  **View All Topics**
- Build Job**
- Sample Set**
- Combine Original Sets**
- Delete Outside/Delete Inside**



## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

**Search**

## Job Assembly




Next

Use the productivity features available in the Job Assembly tab to program a job. There are 4 options:

- > Build Job
- > Sample Set
- > Combine Original Sets
- > Delete Outside/Delete Inside

This tutorial will show you how to use all of the above productivity features, which can be found on the Job Assembly tab.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Build Job



Next

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...

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

**Search**

## Build Job



Next

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



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

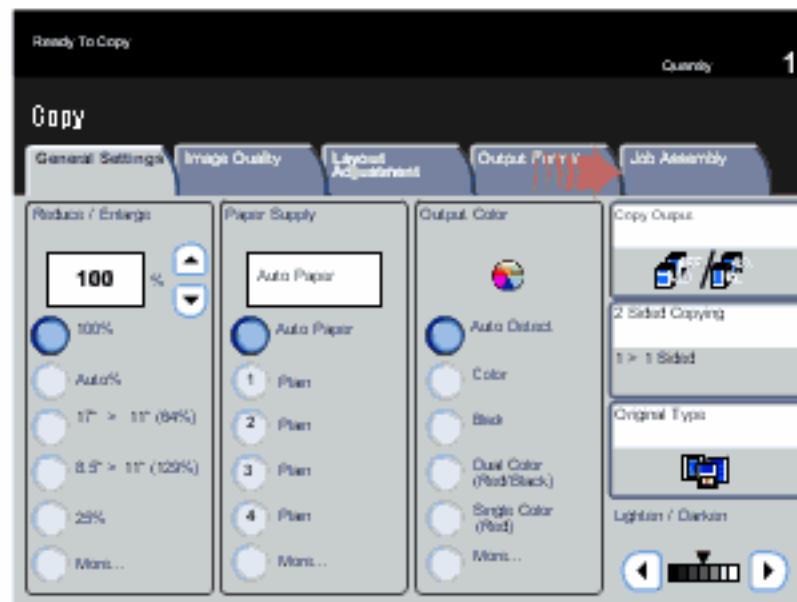
## Build Job



Next

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.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

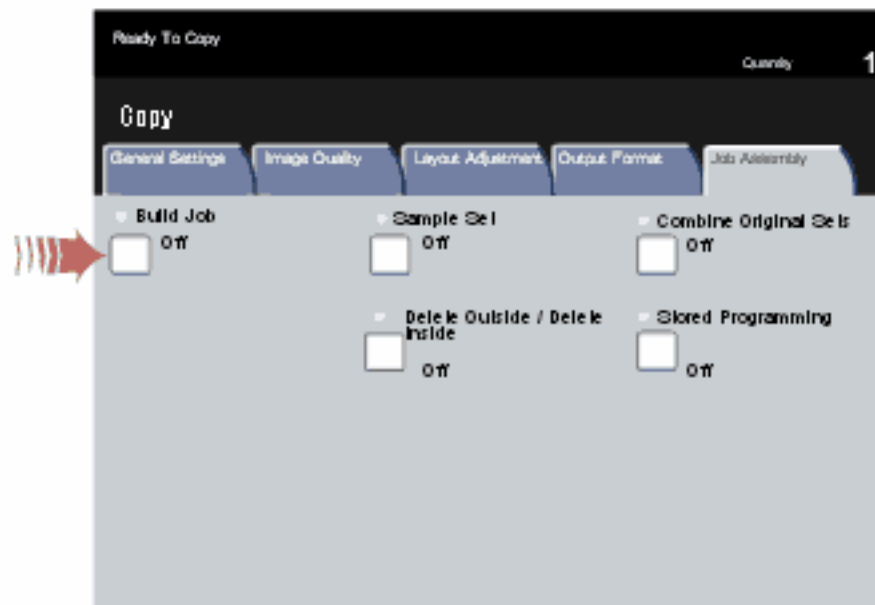
## Build Job



Next

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.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Build Job



Next

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.

Build Job

Off

On

This feature scans and merges individual job segments with different features programmed. Segments can consist of one or more originals. Note that features which apply to the entire job such as Copy Output, Booklet Creation and Covers need to be selected first. Once selected, they cannot be cancelled for a particular segment of the job.

Copy Output

Off

Annotation

Off

Booklet Creation

Auto

Separators

Off

Covers

Off

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Build Job



Next

To begin programing your job, select the **Save** button.

Select the **Save** button.

**Build Job** ▶▶▶▶▶ Save

Off  
 On

This feature scans and merges individual job segments with different features programmed. Segments can consist of one or more originals. Note that features which apply to the entire job such as Copy Output, Booklet Creation and Covers need to be selected first. Once selected, they cannot be cancelled for a particular segment of the job.

Copy Output	Booklet Creation	Covers
<input type="checkbox"/> Off	<input type="checkbox"/> Auto	<input type="checkbox"/> Off
Annotation	Separators	
<input type="checkbox"/> Off	<input type="checkbox"/> Off	

▲ ▼

Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.


**Search**

## Build Job



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.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Build Job



Next

### Copy

Close

Quantity 0 / 1

Originals 1

Black

94%

Collated



Cancel

Last Original

Next Original

Start

Sample Set

Change Settings

Chapter Start...

Insert Separators...

Change Quantity...

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.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Build Job



Next

After the last segment has been scanned, touch the **Last Original** button on the touch screen to end the build job.

Select the **Last Original** button to continue.

Copy
Close

Quantity	0 / 1	
Originals	1	
Black		
94%		
Collated		

Change Settings
Chapter Start...
Insert Separators ...
Change Quantity...

Cancel
Last Original
Next Original
Start
Sample Set

Enter a key word.

Search



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Build Job



Next

The machine will complete the quantity selected.

You have completed the description of **Build Job**.

Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## 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.



Next



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

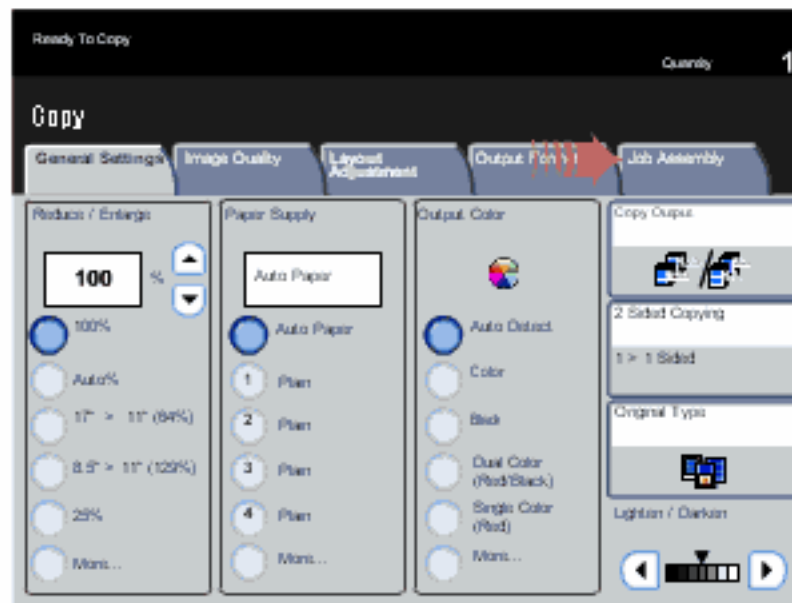
## Sample Set



Next

Access the sample set feature from the Job Assembly tab.

Switch on Sample Set by selecting the **Job Assembly** tab and the **Sample Set** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

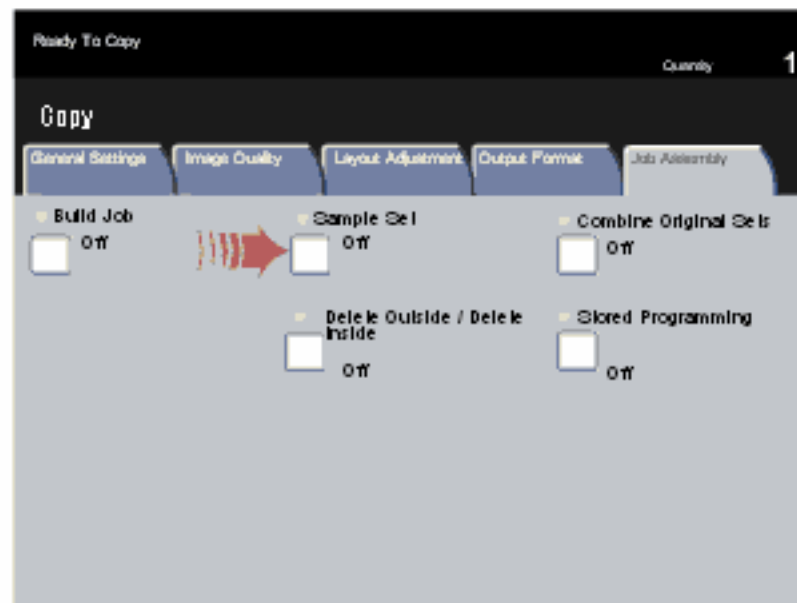
## Sample Set



Next

Access the sample set feature from the Job Assembly tab.

Switch on Sample Set by selecting the **Job Assembly** tab and the **Sample Set** button.



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Sample Set



Next

Switch the sample set on and press the **Save** button.

Select the **On** button and the **Save** button.



Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Sample Set



Next

Switch the sample set on and press the **Save** button.

Select the **On** button and the **Save** button.



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Sample Set



Next

Load the documents in the document handler and program the job requirements. Enter the quantity required and press the **Start** button.



Enter a key word.

Search

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.


## Sample Set



Next

One copy set of the job, the sample set, is printed. The remainder of the job is held.

Copy
Close

Quantity	1 / 11	
Pages	1/1	
Originals	1	
		
Black		<input type="button" value="Cancel"/>
94%		<input type="button" value="Start"/>
Collated		
<input type="button" value="Change Settings"/>	<input type="button" value="Change Quantity..."/>	

Enter a key word.

Search



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# Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.


## Sample Set



Next

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.

Copy
Close

Quantity	1 / 11	
Pages	1/1	
Originals	1	
		
Black		<input type="button" value="Cancel"/>
94%		<input type="button" value="Start"/>
Collated		
<input type="button" value="Change Settings"/>	<input type="button" value="Change Quantity..."/>	

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Sample Set




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.

This completes the description of the **Sample Set** feature.

Copy
Close

Quantity	1 / 11		
Pages	1/1		
Originals	1		
Black			Cancel
94%			Start
Collated			
<input type="button" value="Change Settings"/>		<input type="button" value="Change Quantity..."/>	

Enter a key word.






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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Combine Original Sets



Next

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

### Combine Original Sets

Cancel

Save



Off



On

This feature enables you to divide the originals into smaller sets for loading into the Document Feeder if you have a large stack of originals for scanning.

Enter a key word.

Search



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## Combine Original Sets

Select the **Combine Original Sets** button on the **Job Assembly** tab.

Next

### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Ready To Copy Quantity 1

### Copy

General Settings | Image Quality | Layout Adjustment | Output Format | **Job Assembly**

Reduce / Enlarge

**100** %

100 %

Auto %

17" > 11" (64%)

8.5" > 11" (129%)

25%

More...

Paper Supply

Auto Paper

Auto Paper

1 Plain


2 Plain

3 Plain

4 Plain

More...

Output Color



Auto Detect

Color


Black

Dual Color (Red/Black)

Single Color (Red)

More...


Copy Output




2 Sided Copying

1 > 1 Sided

Original Type



Lighten / Darken



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Combine Original Sets

Select the **Combine Original Sets** button on the **Job Assembly** tab.



Next

Ready To Copy Quantity 1

### Copy

General Settings | Image Quality | Layout Adjustment | Output Format | Job Assembly

Build Job  
 Off

Sample Set  
 Off

Combine Original Sets  
 Off

Delete Outside / Delete  
 Inside  
 Off

Stored Programming  
 Off

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Combine Original Sets

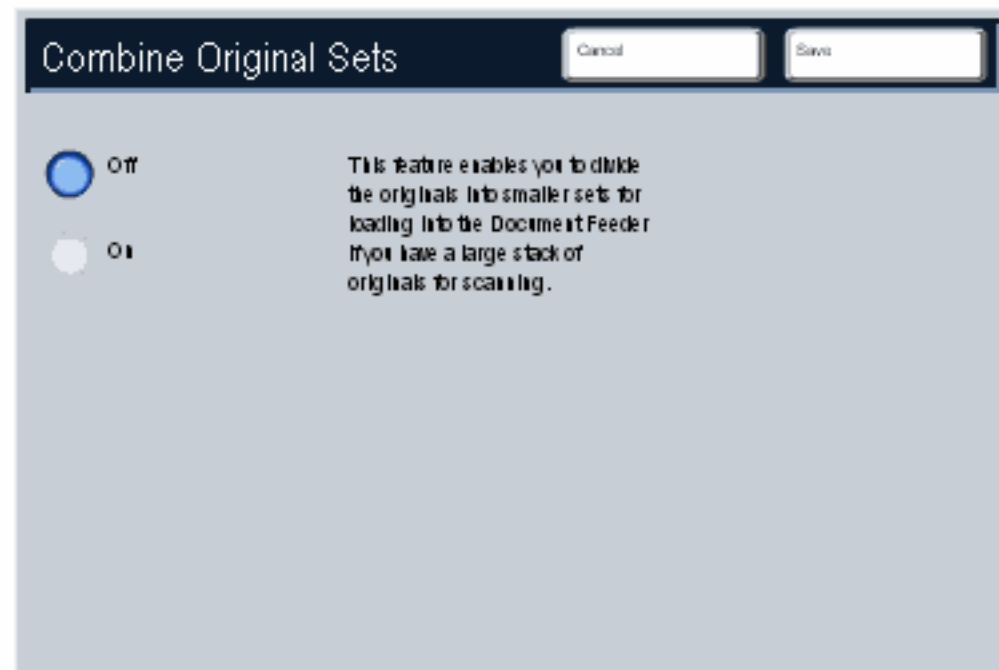


Next

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.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Combine Original Sets



Next

This concludes the **Combine Original Sets** topic.

### Combine Original Sets



Off



On

This feature enables you to divide the originals into smaller sets for loading into the Document Feeder if you have a large stack of originals for scanning.

Enter a key word.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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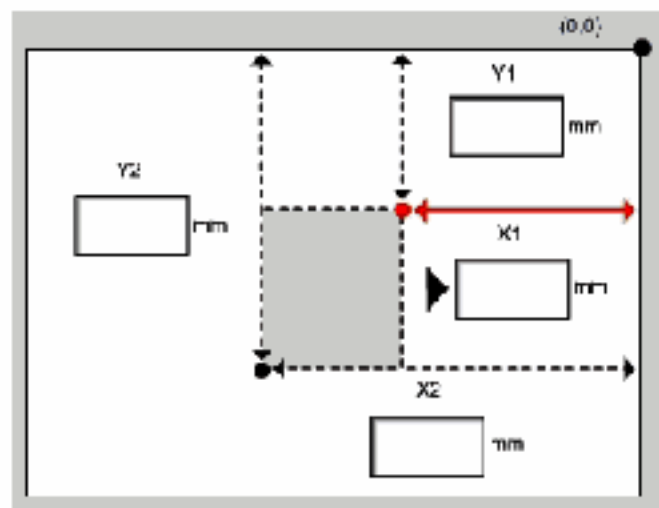
 Home

## Delete Outside/Delete Inside



Next

The **Delete Outside/Delete Inside** feature allows you to delete up to three image areas of an original document from your copied output.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Delete Outside/Delete Inside



Next

You can access the **Delete Outside/Delete Inside** feature from the Job Assembly tab.

Select the **Job Assembly** tab and the **Delete Outside/Delete Inside** button.

Ready To Copy Quantity 1

### Copy

General Settings | Image Quality | Layout Adjustment | Output Format | **Job Assembly**

**Reduce / Enlarge**

100 %

100%
  Auto%
  17" > 11" (64%)
  8.5" > 11" (129%)
  25%
  More ...

**Paper Supply**

Auto Paper

Auto Paper
  1 Plain
  2 Plain
  3 Plain
  4 Plain
  More ...

**Output Color**

Auto Detect
  Color
  Black
  Dual Color (Red/Black)
  Single Color (Red)
  More ...

**Copy Output**

2 Sided Copying
  1 > 1 Sided

**Original Type**

Lighten / Darken

Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

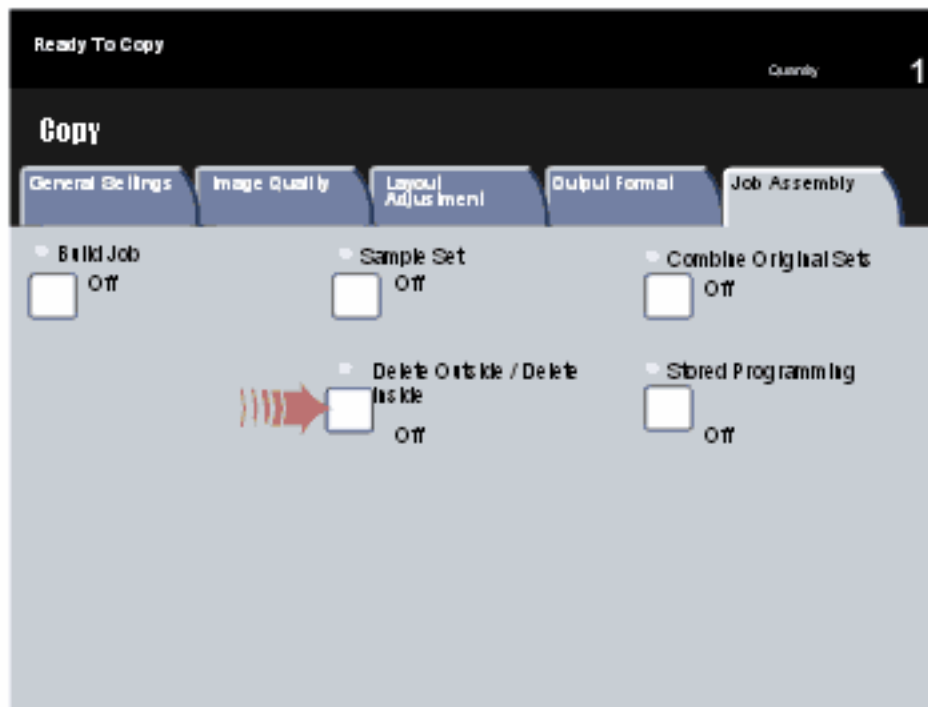
## Delete Outside/Delete Inside



Next

You can access the **Delete Outside/Delete Inside** feature from the Job Assembly tab.

Select the **Job Assembly** tab and the **Delete Outside/Delete Inside** button.



Enter a key word.

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# Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Delete Outside/Delete Inside



Next

Select the **Delete Outside** button to continue.

Delete Outside / Delete Inside

Off

Delete Outside

Delete Inside

This feature deletes the selected area(s) from the original. Enter 2 coordinates to define each area. (The maximum number of areas you can select is 3).

Originals      Delete Outside      Delete Inside

Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Delete Outside/Delete Inside



Next

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.

Select the **Area 1** button to continue.

### Delete Outside / Delete Inside

	Area Settings	Target Areas of Original
<input type="radio"/> Off	Area 1 <input type="checkbox"/> (NotSet)	<input checked="" type="radio"/> Both Sides
<input checked="" type="radio"/> Delete Outside	Area 2 <input type="checkbox"/> (NotSet)	<input type="radio"/> Side 1 Only
<input type="radio"/> Delete Inside	Area 3 <input type="checkbox"/> (NotSet)	<input type="radio"/> Side 2 Only

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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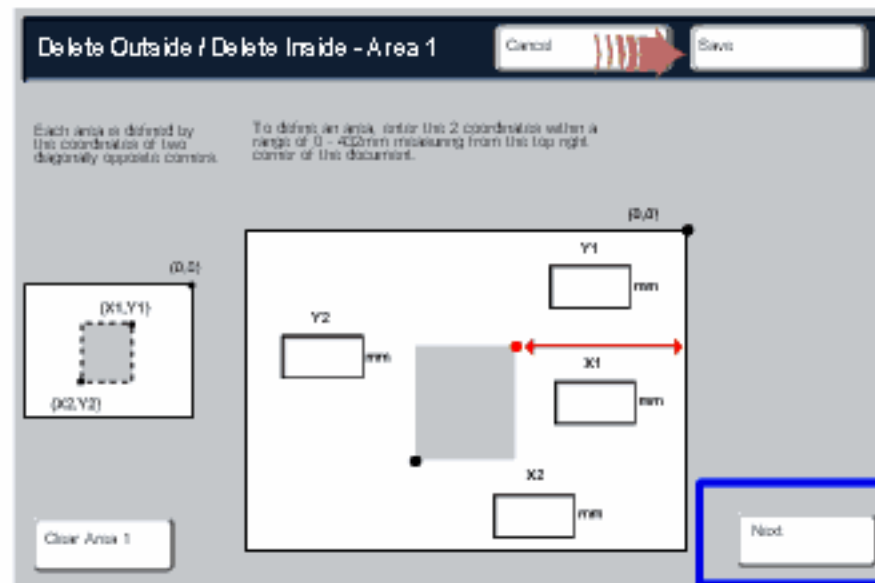
## Delete Outside/Delete Inside



Next

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

Select the **Save** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Delete Outside/Delete Inside



Next

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.  
Select the **Save** button to continue.

Area 2
Cancel Save

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)

(0,0)

Y1

mm

Y2

mm

X1

mm

X2

mm

Next

Clear Area 2

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Delete Outside/Delete Inside



Next

This completes the Delete Outside/Delete Inside topic.

Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Job Assembly



This completes the explanation of all the Job Assembly options available to you. Return to the previous menu to review other copy features.

Enter a key word.

**Search**



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Layout Adjustment



Use the features available on the **Layout Adjustment** tab to efficiently scan a job. The following options are available:

- > Book Copying
- > 2 Sided Book Copy
- > Original Size
- > Edge Erase
- > Image Shift
- > Image Rotation
- > Invert Image
- > Original Orientation

This tutorial will show you how to use all of the above options which can be found on the Layout Adjustment tab.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

**Search**

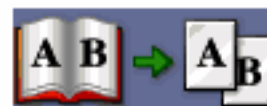
## Layout Adjustment

### Book Copying



Next

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.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### Book Copying



Next

Various options are available when copying from bound originals.

Select the **Layout Adjustment** tab and then the **Book Copying** button.

The screenshot shows the Xerox Copy menu with the following settings:

- Ready To Copy** (top status)
- Quantity**: 1
- Copy** (main title)
- General Settings** (selected tab)
- Image Quality** (tab)
- Layout Adjustment** (tab, highlighted with a hand icon)
- Output Format** (tab)
- Job Assembly** (tab)
- Reduce / Enlarge**: 100% (radio selected), 100%, Auto%, 17" > 11" (54%), 8.5" > 11" (125%), 25%, More ...
- Paper Supply**: Auto Paper (radio selected), 1 Plain, 2 Plain, 3 Plain, 4 Plain, More ...
- Output Color**: Auto Detect (radio selected), Color, Black, Dual Color (Red/Black), Single Color (Red), More ...
- Copy Output**: 2 Sided Copying (radio selected), 1 > 1 Sided
- Original Type**: (radio selected)
- Lighten / Darken**: (slider control)

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

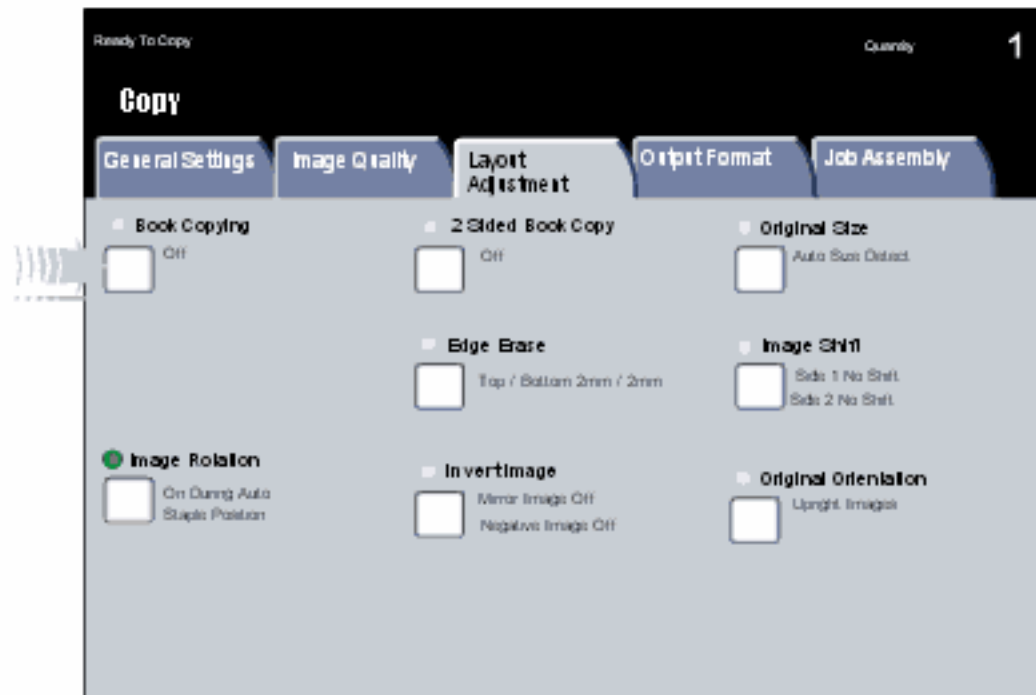
### Book Copying



Next

Various options are available when copying from bound originals.

Select the **Layout Adjustment** tab and then the **Book Copying** button.



Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### Book Copying



Next

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

### Book Copying

Cancel Save

Off


Left Page then Right



Both Pages

Left Page Only


Right Page Only

Binding Erase

 0 mm

Load your originals as shown below



Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### Book Copying



Next

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.

Book Copying

Off

Left Page then Right

Both Pages

Left Page Only

Right Page Only

Binding Erase

0

 mm

Load your originals as shown below

Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

**Search**

## Layout Adjustment

### 2 Sided Book Copy



Next

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.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

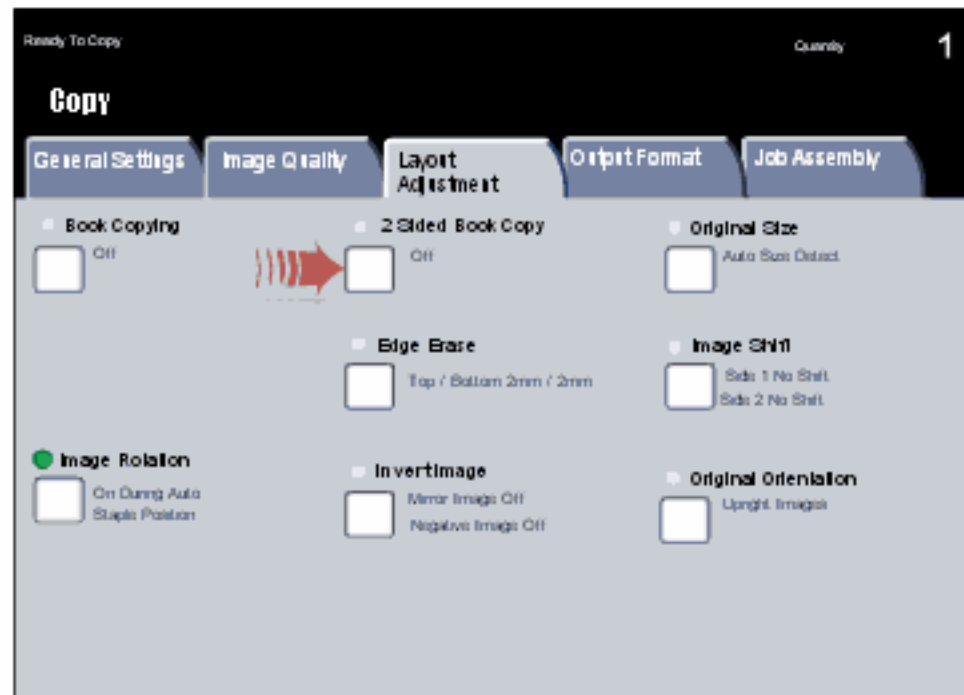
### 2 Sided Book Copy

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.

Select the **2 Sided Book Copy** button to continue.



Next



Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Layout Adjustment

### 2 Sided Book Copy

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

Select the **Left Page then Right** button to continue.



Next

#### 2 Sided Book Copy

Cancel

Save



Off

This feature produces 2 sided output in exactly the same order and image layout as the bound original.



Left Page then Right



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Layout Adjustment

### 2 Sided Book Copy



Next

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

Select the **Start Page and End Page** button to continue.

### 2 Sided Book Copy

Off

Left Page then Right

Start Page and End Page

→

Left Page  
Right Page

Binding Edge

mm

Load your originals as shown below

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### 2 Sided Book Copy



Next

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 Copy job.

When you have saved your selections, apply a light pressure to the spine of the document and press the **Start** button.

2 Sided Book Copy
Cancel
Save

Start Page

Left Page


Right Page

End Page

Left Page

Right Page

Load your originals as shown below



Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

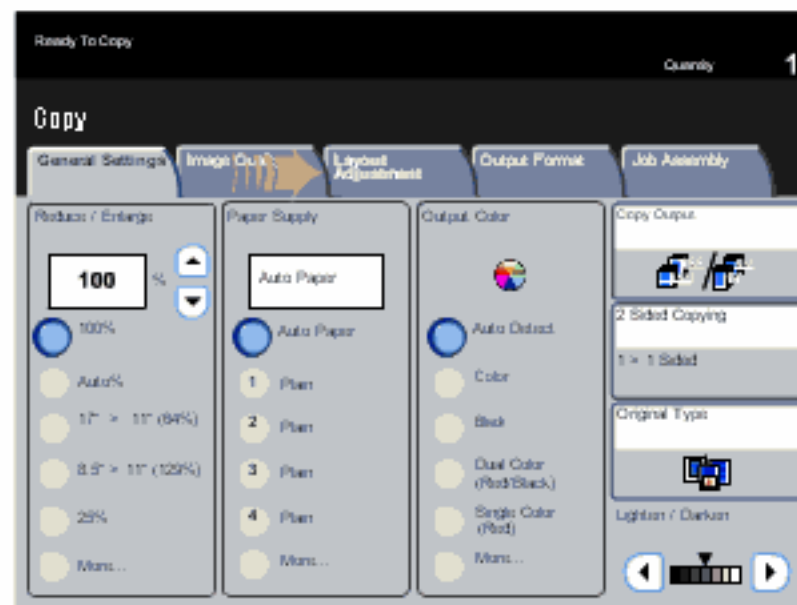
### Original Size

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 **Layout Adjustment** tab and the **Original Size** button.



Next



Enter a key word.

Search



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## Copy

These modules describe all the copy features of the machine.

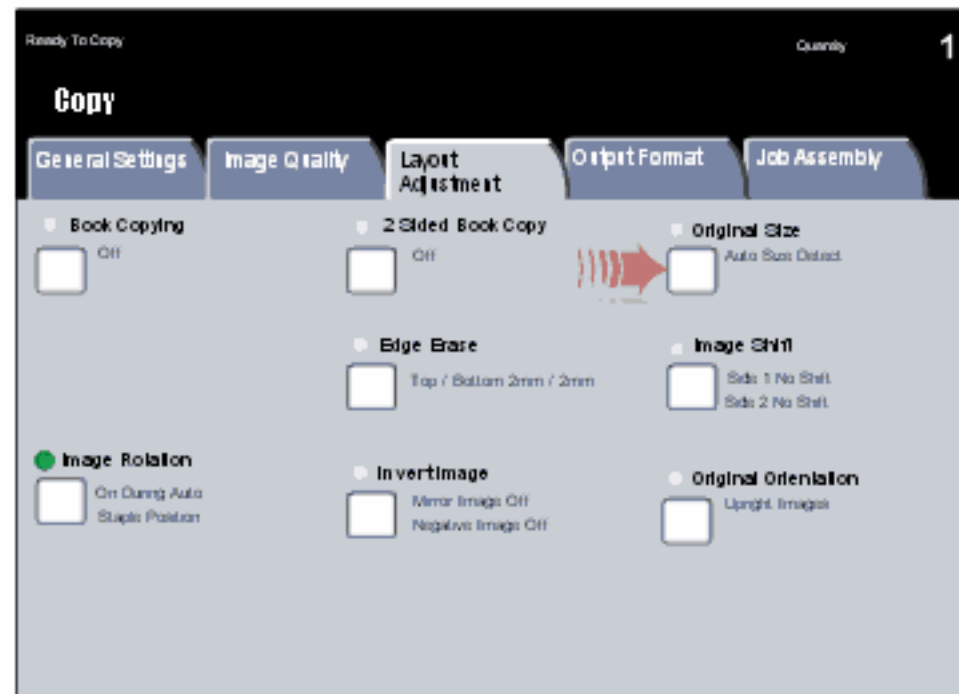
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### 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 **Layout Adjustment** tab and the **Original Size** button.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

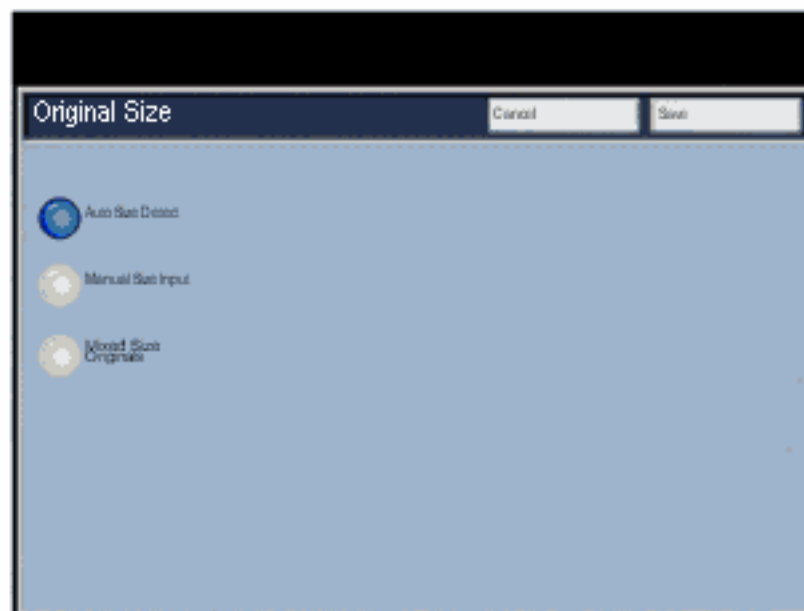
## Layout Adjustment

### Original Size

On this screen you can select the **Auto Size Detect** option, which enables automatic detection of scanned paper sizes.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Layout Adjustment

### Original Size

The **Manual Size Input** option allows you to select a standard paper size from the options shown, or input a non-standard (custom) size.

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.



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## Copy

These modules describe all the copy features of the machine.

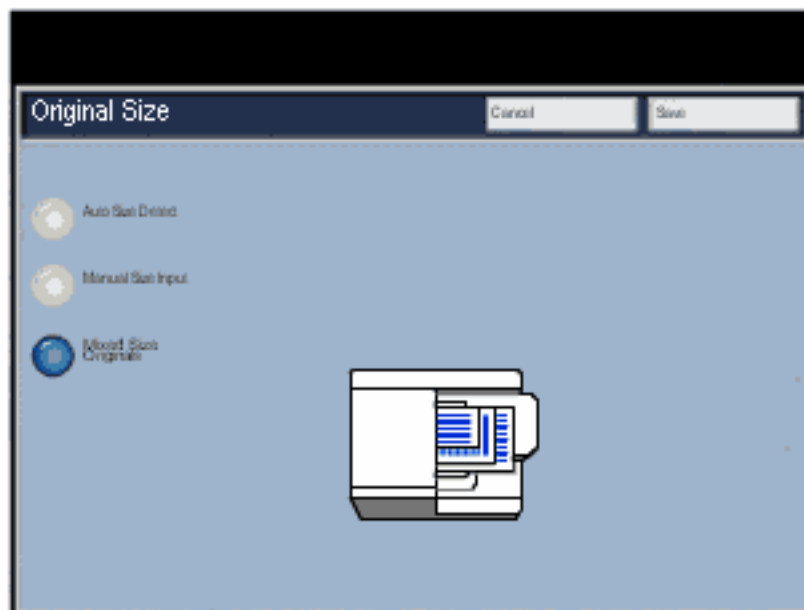
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### Original Size

When you select **Mixed Size Originals**, 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 the **100%** Reduce/Enlarge ratio and **Auto Paper** Paper Supply. The machine will automatically make copies that are the same size as the originals.



Next

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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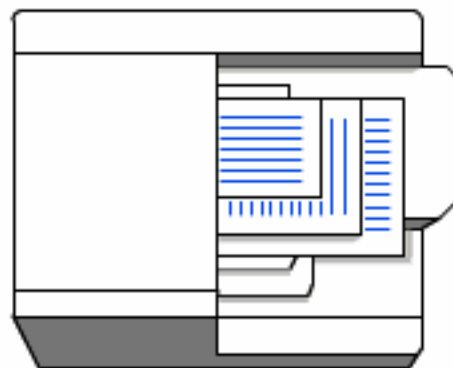


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## Layout Adjustment

### 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.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Layout Adjustment

### Mixed Size Originals



Next

The Mixed Size Originals feature is switched on by selecting the **Layout Adjustment** tab, touching the **Original Size** button, then choosing the **Mixed Size Originals** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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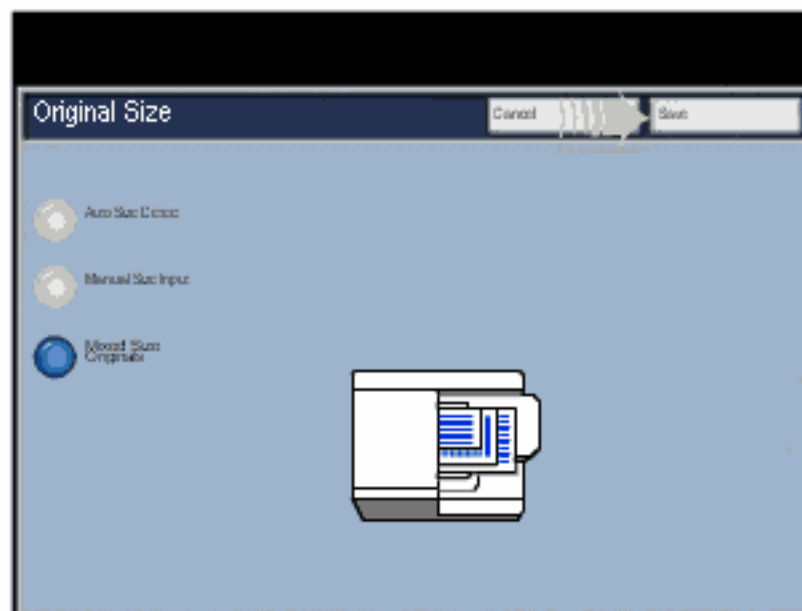
## Layout Adjustment

### Mixed Size Originals



Next

The Mixed Size Originals feature is switched on by selecting the **Layout Adjustment** tab, touching the **Original Size** button, then choosing the **Mixed Size Originals** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Layout Adjustment

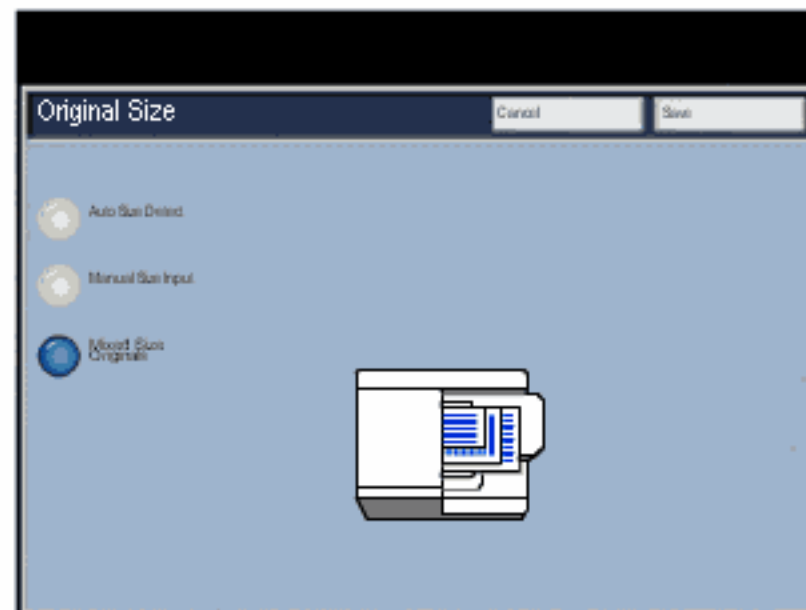
### Mixed Size Originals



Next

When you select **Mixed Size Originals**, 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 the **100%** Reduce/Enlarge ratio and **Auto Paper** Paper Supply. The machine will automatically make copies that are the same size as the originals.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment



Next

### Edge Erase

**Edge Erase** 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. It is accessed from the **Layout Adjustment** tab.

Select the **Edge Erase** button.

The screenshot shows the Xerox control panel interface with the following settings:

- General Settings: Book Copying  Off
- Image Quality: 2 Sided Book Copy  Off
- Layout Adjustment: Edge Erase  Top / Bottom 2mm / 2mm (highlighted with a yellow arrow)
- Output Format: Original Size  Auto Size Detect
- Job Assembly: Image Shift  Side 1 No Shift / Side 2 No Shift
- Image Rotation:  On During Auto Staple Position
- Invert Image:  Mirror Image Off / Negative Image Off
- Original Orientation:  Upright Images

Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

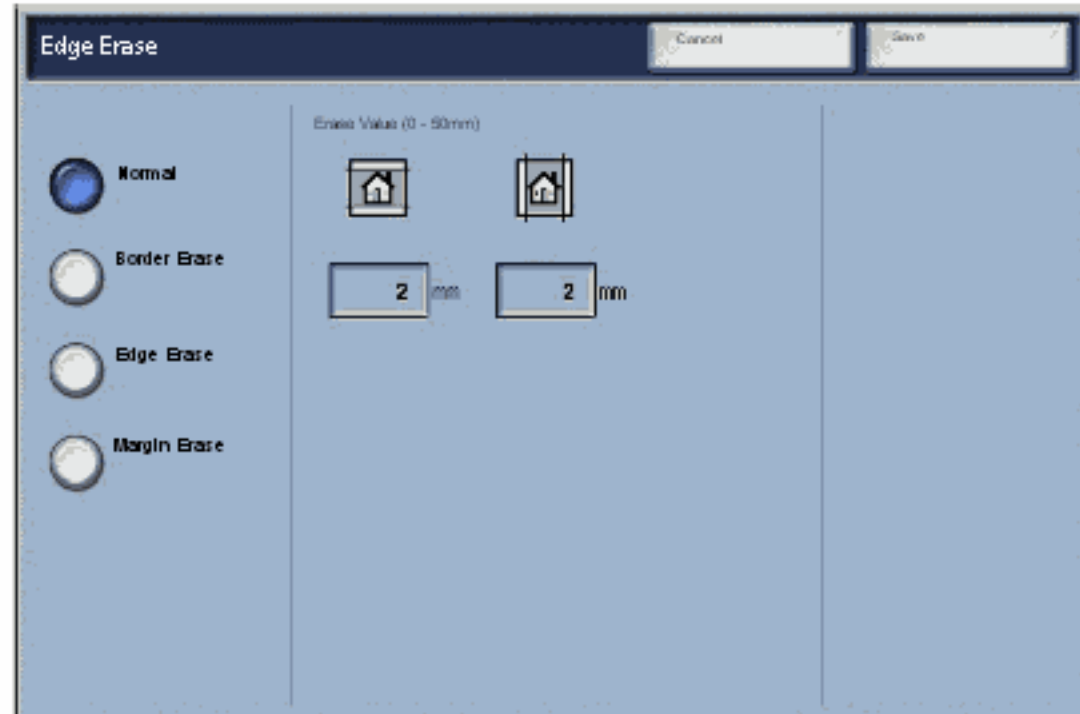
## Layout Adjustment

### Edge Erase

Select the 4 buttons for an explanation of each option.



Next



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

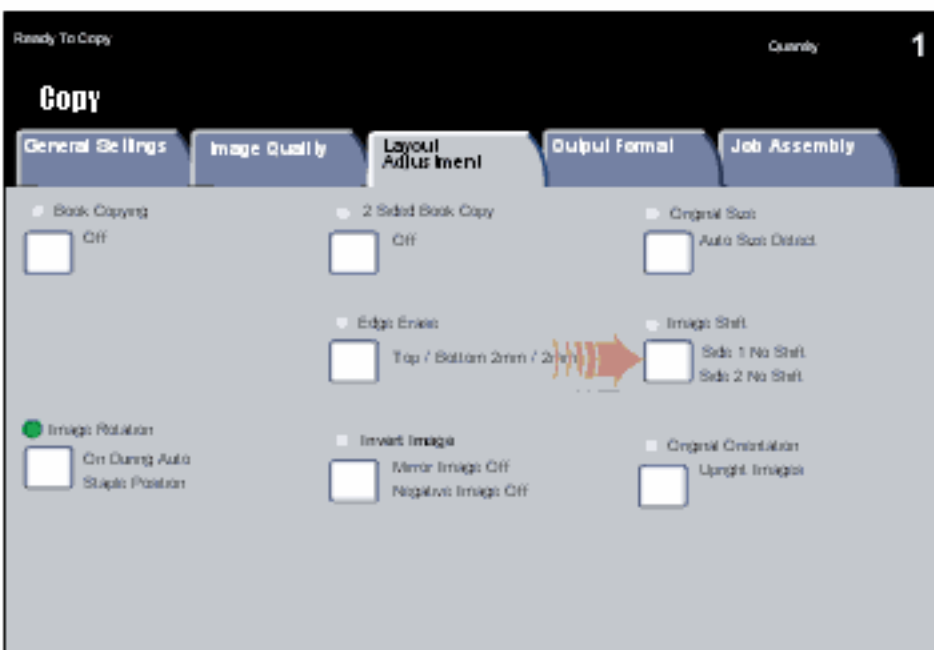
### Image Shift

**Image Shift** allows you to move the position of the image on the output page.

Select the **Image Shift** button.



Next



Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

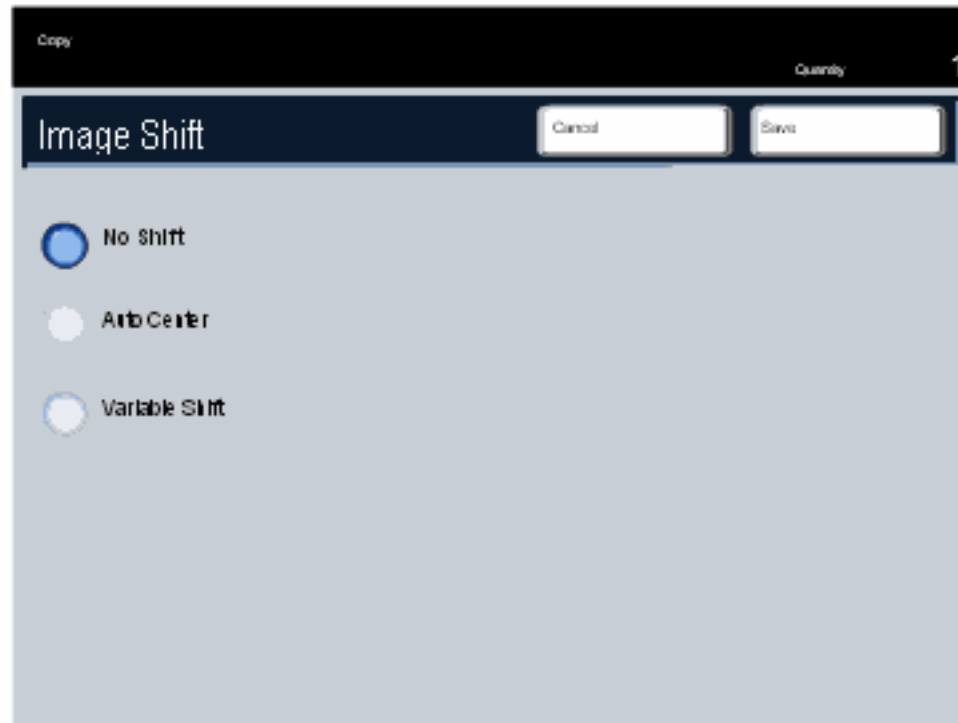
## Layout Adjustment

### Image Shift

Select the 3 buttons for an explanation of each option.



Next



Enter a key word.

Search



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Layout Adjustment

### 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 orientation of the paper loaded in the paper tray.



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## Copy

These modules describe all the copy features of the machine.

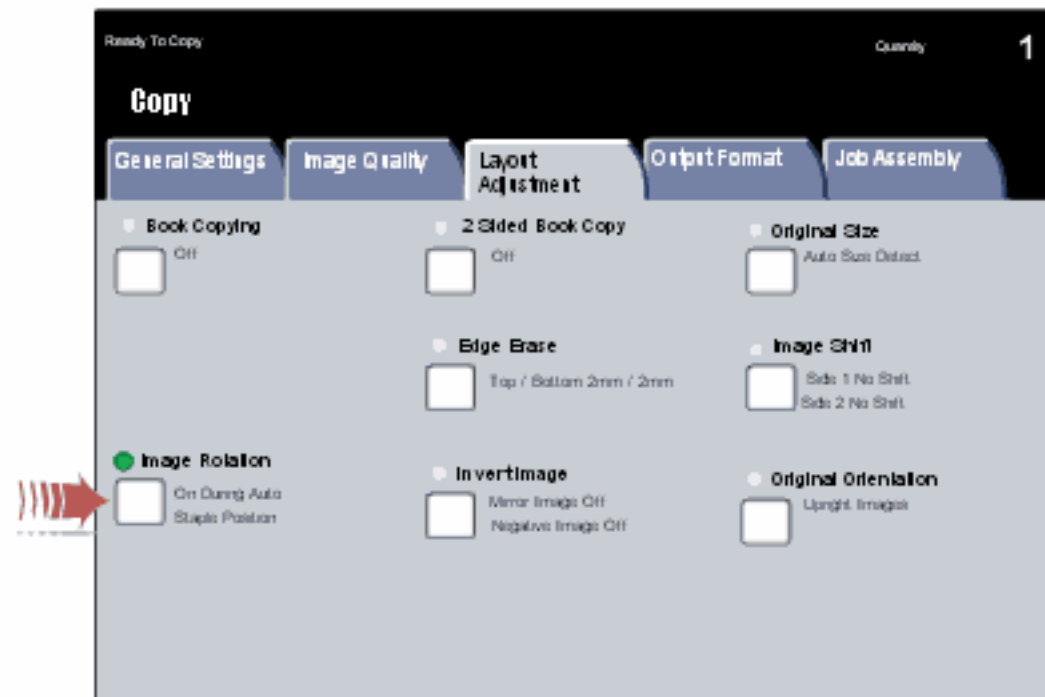
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### Image Rotation

The **Image Rotation** options can be accessed on the **Layout Adjustment** tab.

Select the **Image Rotation** button to continue.



Enter a key word.

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# Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### Image Rotation



Next

Roll over each of the **Image Rotation** buttons to view details about each option.

**Image Rotation** Cancel Save

Off The image of the original is rotated to match the orientation of the paper.

Always On

On During Auto

Enter a key word.

**Search**

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

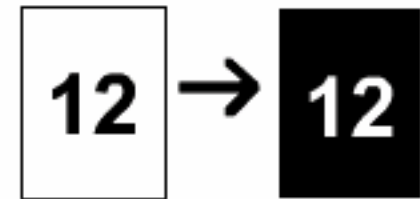
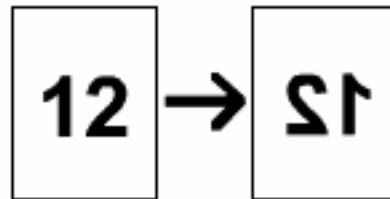
## Layout Adjustment

### Invert Image

The **Invert Image** feature allows you to make copies with the left and right sides of the document image reversed or the colors reversed.



Next



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### Invert Image

The **Invert Image** options can be accessed on the **Layout Adjustment** tab.

Select the **Invert Image** button to continue.



Next

Ready To Copy Quantity 1

### Copy

General Settings
Image Quality
Layout Adjustment
Output Format
Job Assembly

Book Copying

Off

2 Sided Book Copy

Off

Original Size

Auto Size Detect

Edge Brake

Top / Bottom 2mm / 2mm

Image Shift

Side 1 No Shift

Side 2 No Shift

Image Rotation

On During Auto Sluic Position

Invert Image

Mirror Image Off

Negative Image Off

Original Orientation

Upright Images

Enter a key word.

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XEROX



## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

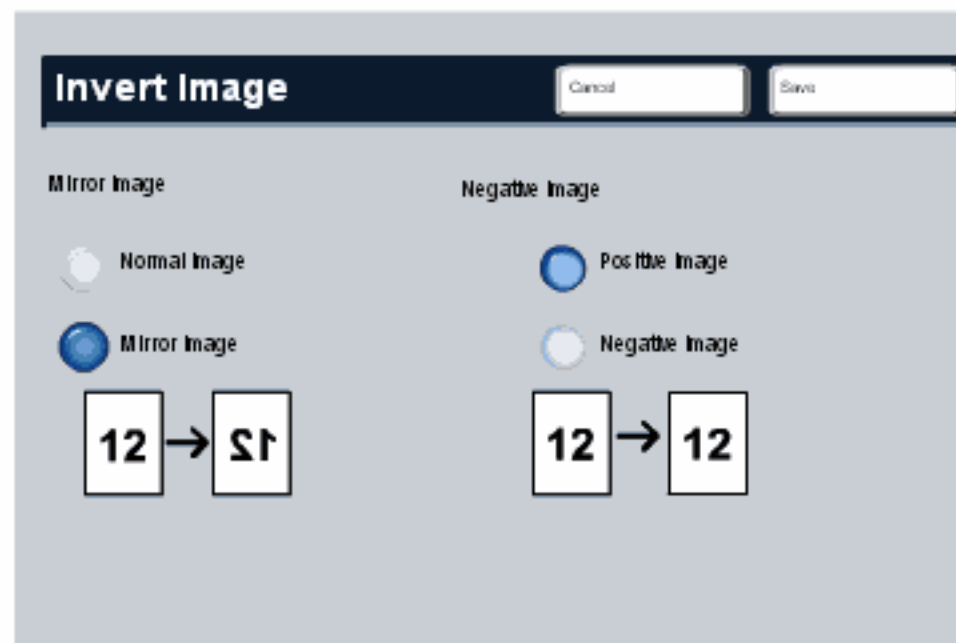
### Invert Image



Next

As shown below, 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.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

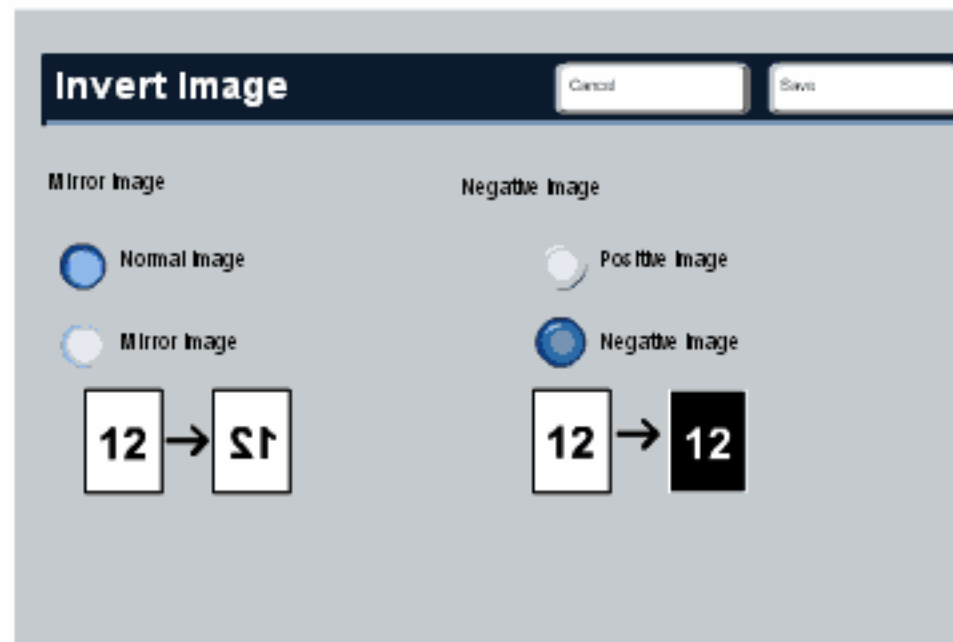
## Layout Adjustment

### Invert Image



Next

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 **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.



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### Invert Image

This completes the **Invert Image** topic.



Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### Invert Image

This completes the **Invert Image** topic.



Next

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

# Layout Adjustment

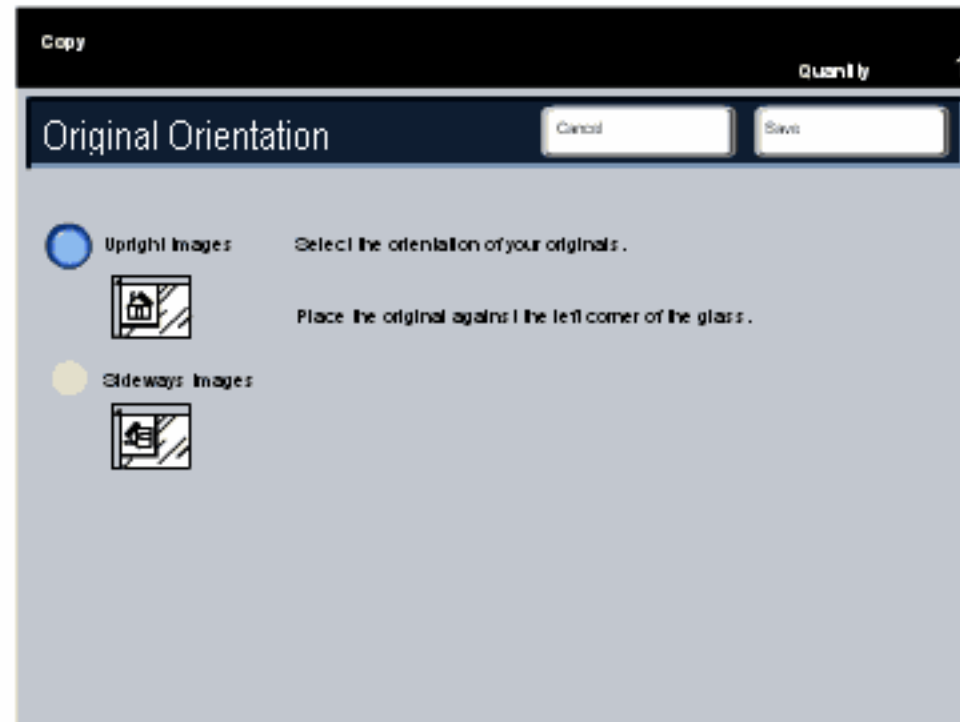
## Original Orientation



Next

You must specify the orientation of loaded documents in order to identify the **top** of the document set.

In this tutorial you will learn how to select the appropriate **Original Orientation** option.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

### Original Orientation

The **Original Orientation** options can be accessed on the **Layout Adjustment** tab.

Select the **Original Orientation** button to continue.



Next

Ready To Copy Quantity 1

### Copy

General Settings | Image Quality | **Layout Adjustment** | Output Format | Job Assembly

- Book Copying
  - Off
- 2 Sided Book Copy
  - Off
- Original Size
  - Auto Size Detect
- Edge Brake
  - Top / Bottom 2mm / 2mm
- Image Shift
  - Side 1 No Shift
  - Side 2 No Shift
- Image Rotation
  - On During Auto Staple Position
- Invert Image
  - Mirror Image Off
  - Negative Image Off
- Original Orientation
  - Upright Image

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Layout Adjustment

### Original Orientation



Next


This screen displays both of the **Original Orientation** options available on this machine.

[Move your cursor over the buttons for an explanation of each option.](#)


Copy
quantity 1

Original Orientation
Cancel Save

Upright Images Select the orientation of your originals.

 Place the original against the left corner of the glass.

Sideways Images





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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment

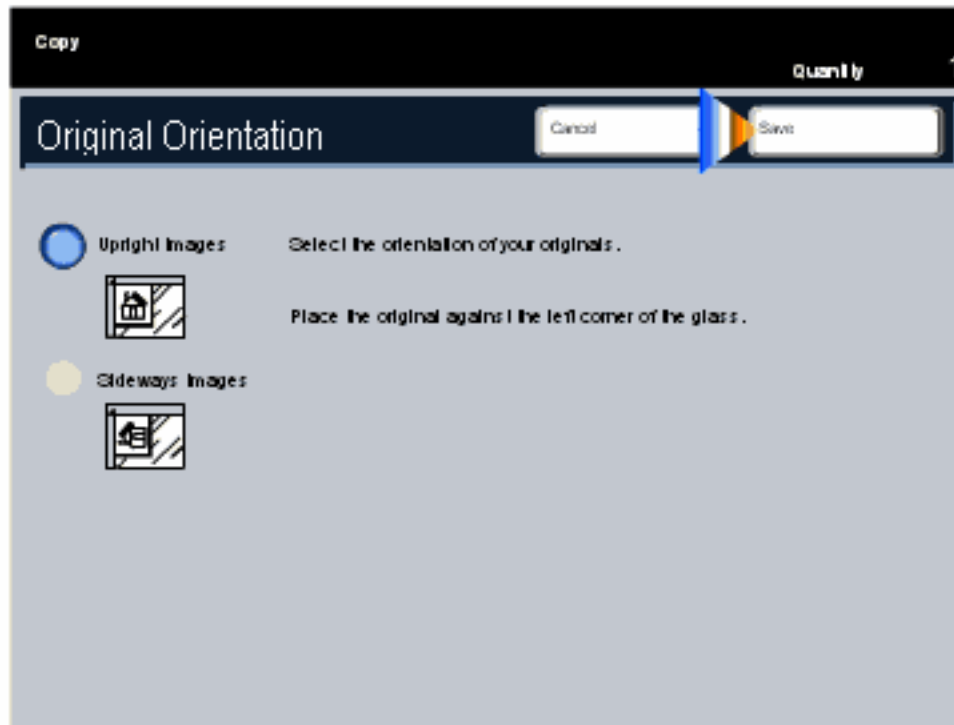
### Original Orientation

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

This completes the **Original Orientation** topic.



Next



Enter a key word.

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Topic 9/9

4/4



## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Layout Adjustment



This completes the explanation of all the Layout Adjustment options available to you. Return to the previous menu to review other copy features.

Enter a key word.

**Search**



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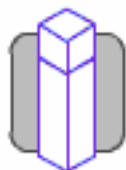


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## Network Scanning

These tutorials explain the network scanning features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

### Simple Network Scanning







## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

Search

## Simple Network Scanning


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

1. Load the document
2. Press the Services button
3. Select the appropriate template
4. Select the features
5. Press Start
6. Identify the job in the Queue in Job Status mode
7. Access your job at your workstation

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



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Simple Network Scanning

### 1. Load the documents

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

#### 1. 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.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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### Simple Network Scanning

#### 2. Press the Services button



Press the **Services** button. Touch the **All Services** icon, then touch the **Network Scanning** icon.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Simple Network Scanning

### 3. Select the template

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.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

### Simple Network Scanning



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#### 4. Select the features

If you need to change the scan settings, follow the instructions provided in your optional **Network Controller Documentation**.

Enter a key word.

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# Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

## Simple Network Scanning

### 5. Press Start

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



Next



Enter a key word.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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### Simple Network Scanning

#### 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 other jobs in the queue your job may have already been processed.

Job Status button



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Simple Network Scanning

### 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.



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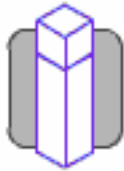
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## Print

These tutorials explain how to access information about the print features of your machine. There are so many print drivers that this program cannot explain all the features but each driver has a comprehensive Help function. The Driver topic will help you access the Help function in the print driver you are using.

### Introduction

#### Print Drivers





## Print

These modules describe all the Print features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

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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 drilled
  - Produce sets of transparencies with dividers ready for a presentation
- ... and many more features that will take the strain out of printing.





# Print

These modules describe all the Print features of the machine.

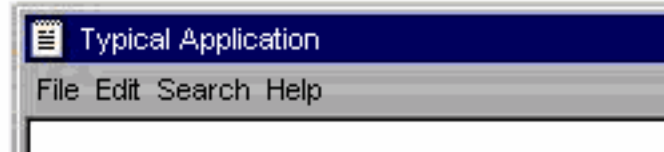
When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

## Introduction



Next

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.



Enter a key word.

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## Print

These modules describe all the Print features of the machine.

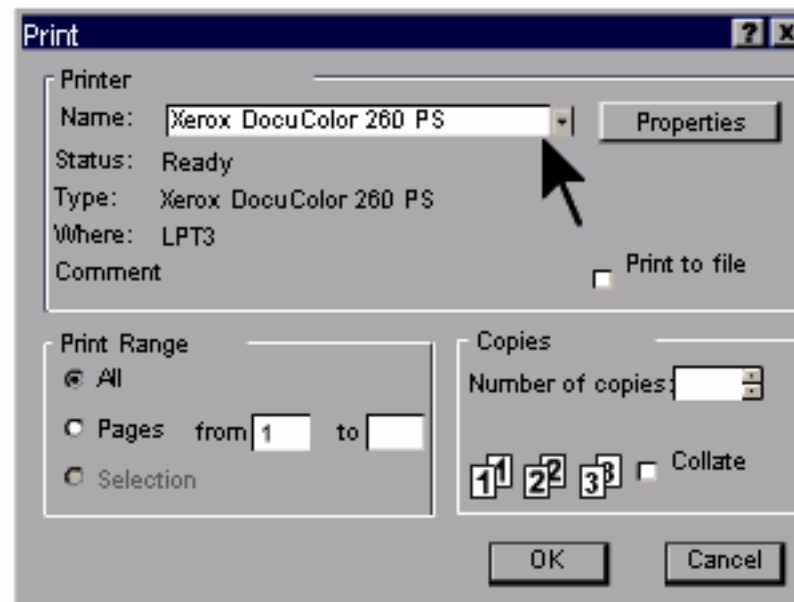
When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

Enter a key word.

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## Introduction

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.



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## Print

These tutorials explain how to access information about the print features of your machine. There are so many print drivers that this program cannot explain all the features but each driver has a comprehensive Help function. The Driver topic will help you access the Help function in the print driver you are using.



### Introduction



### Print Drivers





## Print

These modules describe all the Print features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

## 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 [www.xerox.com](http://www.xerox.com).

Enter a key word.

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## Print

These modules describe all the Print features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

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## Print Drivers



Next

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.*



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# Print

These modules describe all the Print features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

## Print Drivers



Next

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

Enter a key word.

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# Print

These modules describe all the Print features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

## Print Drivers



Next

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.

Enter a key word.

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# Print

These modules describe all the Print features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

## Print Drivers



Next

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.

Enter a key word.

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## Print

These modules describe all the Print features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

Enter a key word.

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## Print Drivers



Print



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 Click on the print button at the top of the screen. A Print window will be displayed.
- 2 Select the Xerox DocuColor 242/252/260 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. Use both the **Help** button and the ? help symbol to locate information. Try them out on various tabs in the properties window.

When you have seen all you want, **Cancel** out of the Properties window and the Print window and continue on to the next screen.



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## Finishing Options

These tutorials explain the finishing features of the machine.

Your machine will only have one of the finishing options so choose the topic related to the finishing device attached to your machine.

### **Simple Catch Tray**

**Offsetting Catch Tray**

**Advanced Finisher**

**Professional Finisher (with Booklet Maker)**

**Light Production Finisher (with Booklet Maker)**





## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

**Search**


## Finishing options

### Simple Catch Tray

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



**Simple Catch Tray**

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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Finishing options



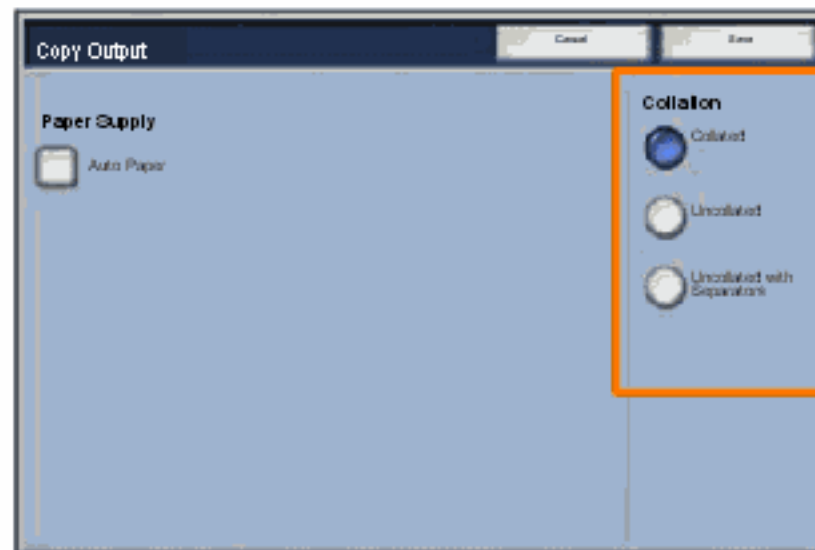
### Simple Catch Tray

These are the output options available to you on the Finishing screen.

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.....

This completes the description of the Catch Tray.







## Finishing Options

These tutorials explain the finishing features of the machine.

Your machine will only have one of the finishing options so choose the topic related to the finishing device attached to your machine.



**Simple Catch Tray**



**Offsetting Catch Tray**

**Advanced Finisher**

**Professional Finisher (with Booklet Maker)**

**Light Production Finisher (with Booklet Maker)**



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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Finishing options



### 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.



Offsetting Catch Tray



## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Finishing options



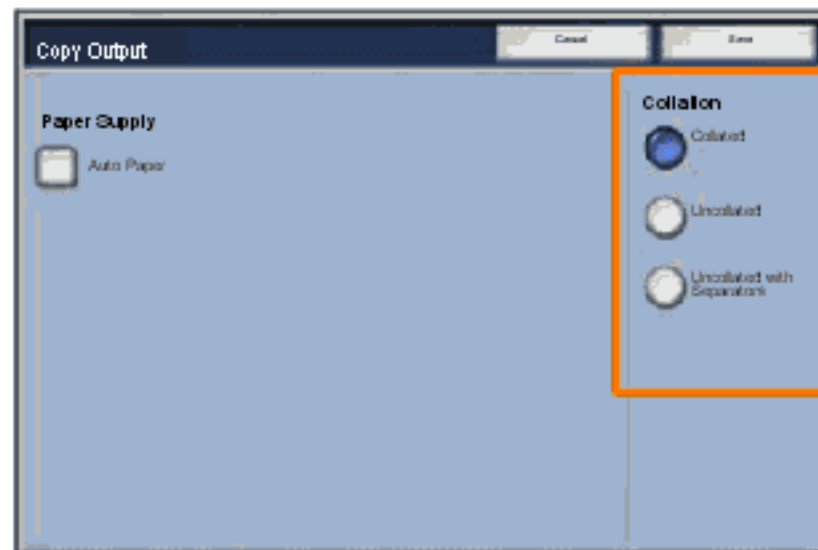
### Offsetting Catch Tray

These are the output options available to you on the Finishing screen.

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.....

This completes the description of the Offsetting Catch Tray.





## Finishing Options

These tutorials explain the finishing features of the machine.

Your machine will only have one of the finishing options so choose the topic related to the finishing device attached to your machine.



**Simple Catch Tray**



**Offsetting Catch Tray**



**Advanced Finisher**

**Professional Finisher (with Booklet Maker)**

**Light Production Finisher (with Booklet Maker)**





## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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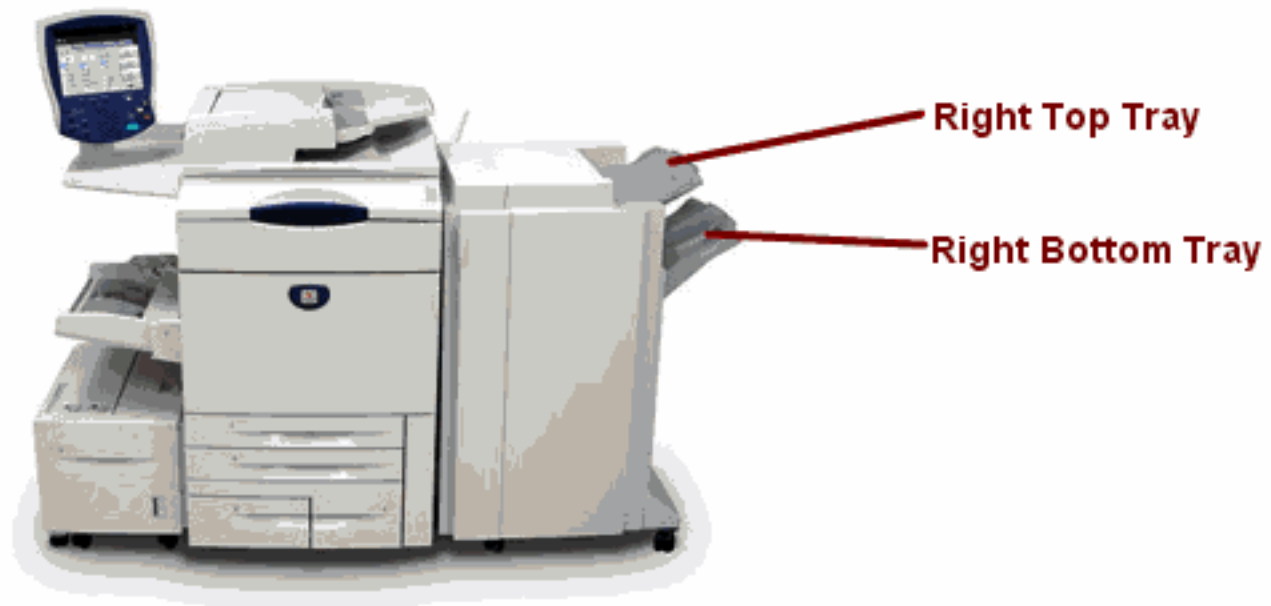
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## Finishing options

### 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).





# Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Finishing options

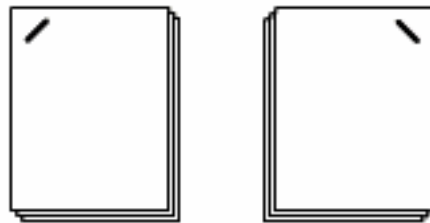


Next

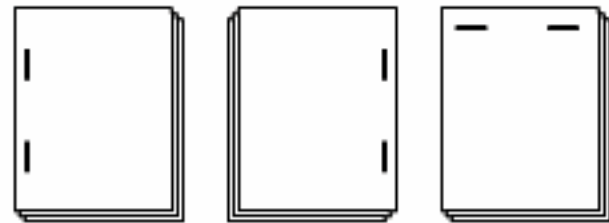
### Advanced Finisher

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.

#### 1 staple



#### 2 staples



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

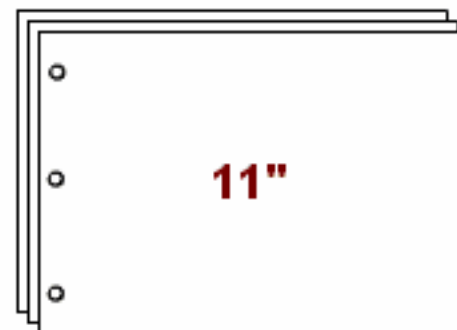
## Finishing options

### Advanced Finisher

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.



Next



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

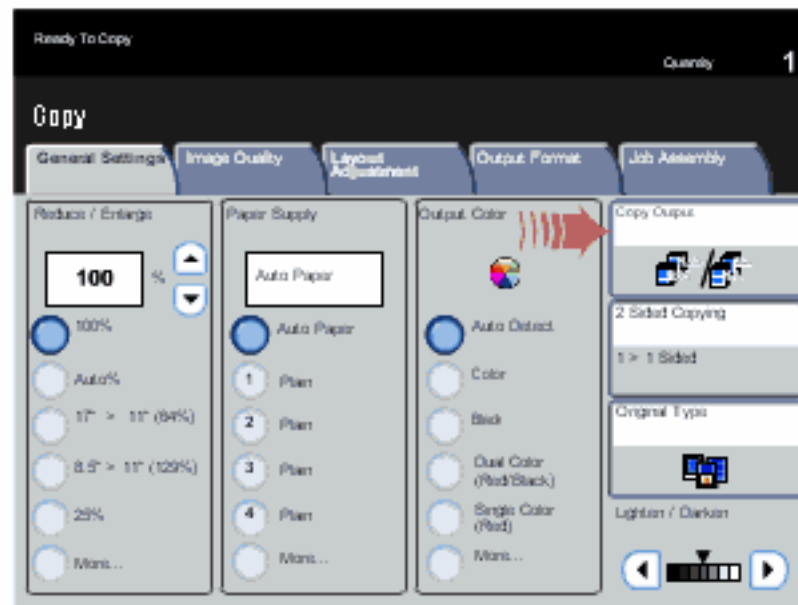
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Finishing options

### Advanced Finisher

All the output options available on your machine can be accessed by touching the **Copy Output** button on the General Settings tab (the actual button you see on your machine will vary depending on your specific machine configuration).

Select the **Copy Output** button.



Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Finishing options

### Advanced Finisher

This screen provides the options of stapling, hole punching, and collation.



Next

**Copy Output** Cancel Give

Paper Supply	Stapling	Hole Punching	Collation
<input type="checkbox"/> Auto Paper	<input checked="" type="radio"/> No Staple	<input type="checkbox"/> No Punching	<input checked="" type="radio"/> Collated
	<input type="radio"/> 1 Staple	<input type="checkbox"/> 2 Holes	<input type="radio"/> Uncollated
	<input type="radio"/> 2 Staples	<input type="checkbox"/> 4 Holes	<input type="checkbox"/> Uncollated with Separators
	<input type="radio"/> 2 Staples, Top	<input type="checkbox"/> Top	



Enter a key word.

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# Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

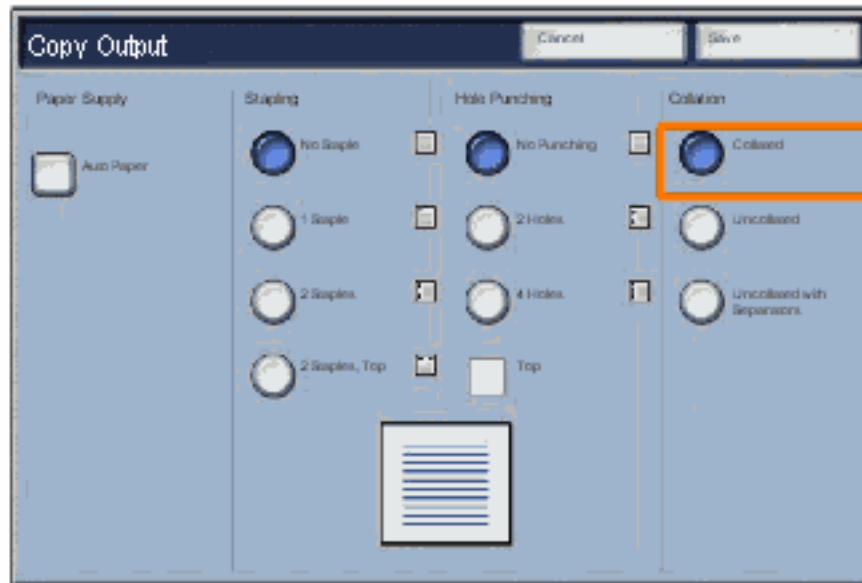
## Finishing options

### Advanced Finisher

Selecting the **Collated** option causes your copies to be sorted into sets 1,2,3...1,2,3...1,2,3.



Next



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

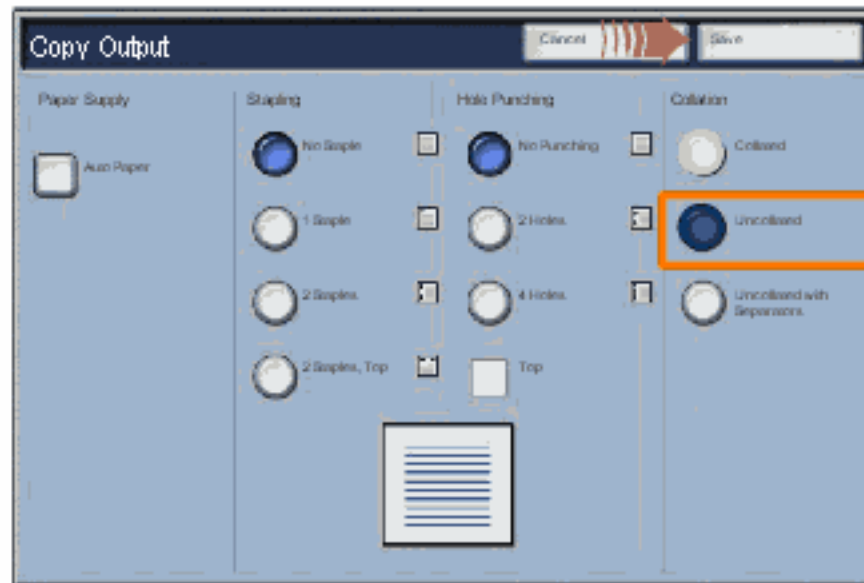
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## Finishing options

### Advanced Finisher

Selecting the **Uncollated** option causes your copies to be sorted into stacks 1,1,1...2,2,2...3,3,3.

Select the **Save** button.



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Finishing options



### Advanced Finisher

This completes the description of the Advanced Finisher.

Enter a key word.

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## Finishing Options

These tutorials explain the finishing features of the machine.

Your machine will only have one of the finishing options so choose the topic related to the finishing device attached to your machine.

 **Simple Catch Tray**

 **Offsetting Catch Tray**

 **Advanced Finisher**

 **Professional Finisher (with Booklet Maker)**

**Light Production Finisher (with Booklet Maker)**





## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

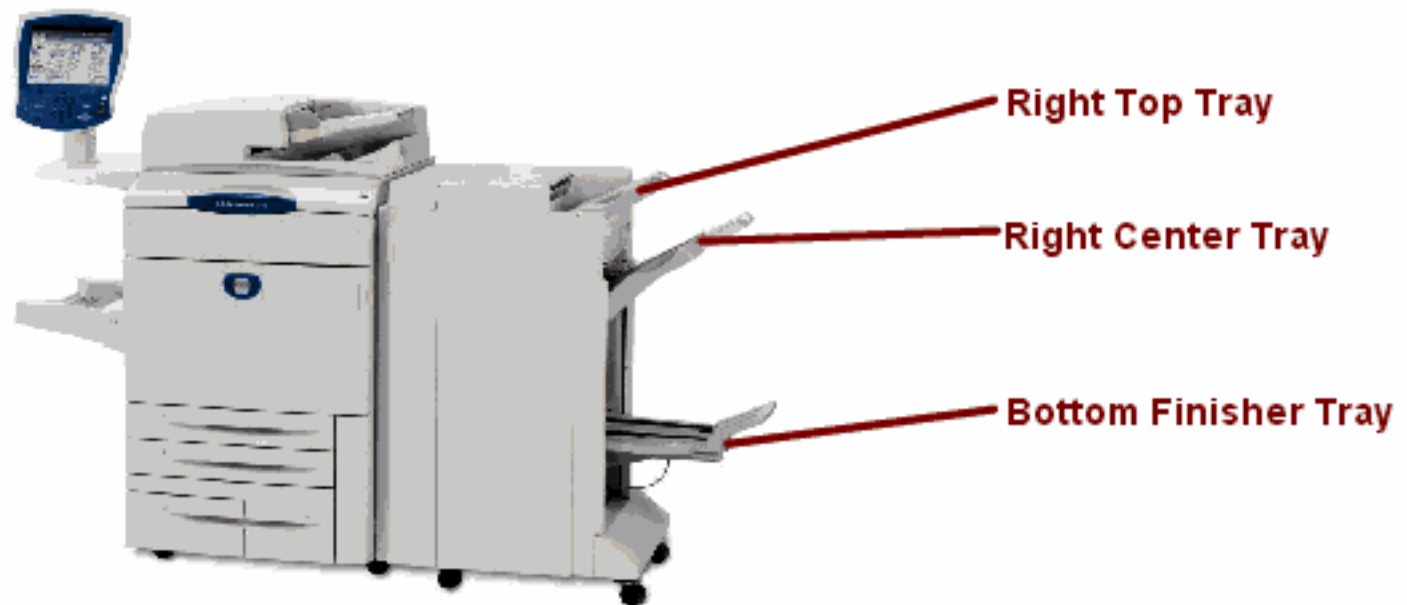
## Finishing options


### 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.



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Finishing options

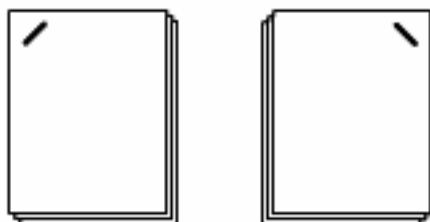


Next

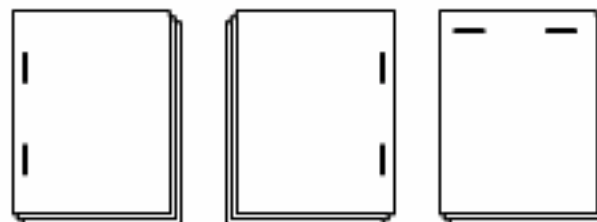
### Professional Finisher (with Booklet Maker)

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.

#### 1 staple



#### 2 staples



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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**Search**

## Finishing options

### Professional Finisher (with Booklet Maker)

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.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Finishing options

### Professional Finisher (with Booklet Maker)

All the output options available on your machine can be accessed by touching the **Copy Output** button on the General Settings tab (the actual button you see on your machine will vary depending on your specific machine configuration).

Select the **Copy Output** button.



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Finishing options

### Professional Finisher (with Booklet Maker)

This screen provides the options of stapling, hole punching, and collation.



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Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Finishing options

### Professional Finisher (with Booklet Maker)

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

Select the **Save** button.

Copy Output

Cancel Save

Paper Supply	Stapling	Hole Punching	Collation
<input type="checkbox"/> Auto Paper	<input checked="" type="radio"/> No Staple	<input type="checkbox"/> No Punching	<input checked="" type="radio"/> Collated
	<input type="radio"/> 1 Staple	<input type="checkbox"/> 2 Holes	<input type="radio"/> Uncollated
	<input type="radio"/> 2 Staples	<input type="checkbox"/> 4 Holes	<input type="radio"/> Uncollated with Separators
	<input type="radio"/> 2 Staples, Top	<input type="checkbox"/> Top	



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Finishing options

### Professional Finisher (with Booklet Maker)

Additional fold and staple options for this finisher can be selected on the **Booklet Creation** screen, which is accessed from the **Output Format** tab.



Next

**Booklet Creation**
Cancel
Save

Off

On-Creat Booklet

On-Do Not Creat Booklet

No Covers

Blank Covers

Front Covers-2 Sided

Front and Back Covers-Print Outside

Last Page on Back Cover

Binding Shift  On

Divide Output  Off

**Fold and Staple Options**

Off

Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Finishing options



### Professional Finisher (with Booklet Maker)

This completes the description of the Professional Finisher (with Booklet Maker).

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## Finishing Options

These tutorials explain the finishing features of the machine.

Your machine will only have one of the finishing options so choose the topic related to the finishing device attached to your machine.



**Simple Catch Tray**



**Offsetting Catch Tray**



**Advanced Finisher**



**Professional Finisher (with Booklet Maker)**



**Light Production Finisher (with Booklet Maker)**





## Copy

These modules describe all the copy features of the machine.

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## Finishing options

### Light Production Finisher (with Booklet Maker)

This output device provides a wide range of finishing options. The Top Tray is used for stacked output, and can receive up to 500 sheets of paper. The Stacker 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 Tray is used for receiving saddle-stapled booklets.



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## Copy

These modules describe all the copy features of the machine.

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## Finishing options

### Light Production Finisher (with Booklet Maker)



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The optional **Folder Module** can fold output into **C-Fold**, **Z-Fold**, and **Z-Fold Half Sheet** formats.

The **Letter Folder Tray** is used for stacked, folded output, and can receive up to 40 folded sheets.



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Finishing options

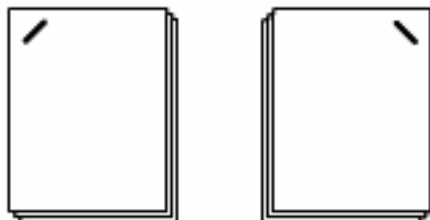


Next

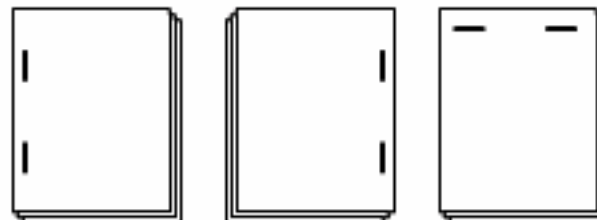
### Light Production Finisher (with Booklet Maker)

The machine can finish your copies with one or two staples. Up to 100 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.

#### 1 staple



#### 2 staples



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Finishing options

### Light Production Finisher (with Booklet Maker)

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.



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## Copy

These modules describe all the copy features of the machine.

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## Finishing options

### Light Production Finisher (with Booklet Maker)



Next

All the output options available on your machine can be accessed by touching the **Copy Output** button on the General Settings tab (the actual button you see on your machine will vary depending on your specific machine configuration).

Select the **Copy Output** button.



Enter a key word.

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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Finishing options

### Light Production Finisher (with Booklet Maker)

This screen provides the options of stapling, hole punching, and collation.



Next

**Copy Output** Cancel Give

Paper Supply	Stapling	Hole Punching	Collation
<input type="checkbox"/> Auto Paper	<input checked="" type="radio"/> No Staple	<input type="checkbox"/> No Punching	<input checked="" type="radio"/> Collated
	<input type="radio"/> 1 Staple	<input type="checkbox"/> 2 Holes	<input type="radio"/> Uncollated
	<input type="radio"/> 2 Staples	<input type="checkbox"/> 4 Holes	<input type="checkbox"/> Uncollated with Separators
	<input type="radio"/> 2 Staples, Top	<input type="checkbox"/> Top	



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Finishing options

### Light Production Finisher (with Booklet Maker)

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

Select the **Save** button.

Copy Output

Cancel Save

Paper Supply	Stapling	Hole Punching	Collation
<input type="checkbox"/> Auto Paper	<input checked="" type="radio"/> No Staple	<input type="checkbox"/> No Punching	<input checked="" type="radio"/> Collated
	<input type="radio"/> 1 Staple	<input type="checkbox"/> 2 Holes	<input type="radio"/> Uncollated
	<input type="radio"/> 2 Staples	<input type="checkbox"/> 4 Holes	<input type="radio"/> Uncollated with Separators
	<input type="radio"/> 2 Staples, Top	<input type="checkbox"/> Top	



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### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

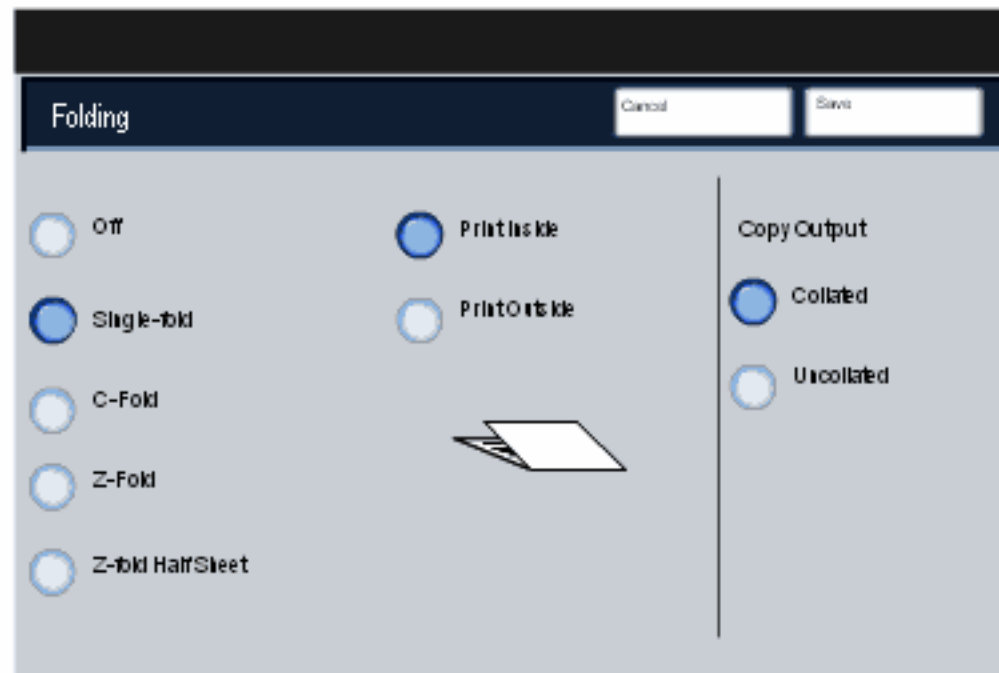
## Finishing options



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### Light Production Finisher (with Booklet Maker)

Additional folding options for this finisher can be selected on the **Folding** screen, which is accessed from the **Output Format** tab.



Enter a key word.

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# Copy

These modules describe all the copy features of the machine.

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## Finishing options

### Light Production Finisher (with Booklet Maker)

Press the **Open Tray** button to access the folded output tray contents.



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## Copy

These modules describe all the copy features of the machine.

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## Finishing options

### Light Production Finisher (with Booklet Maker)



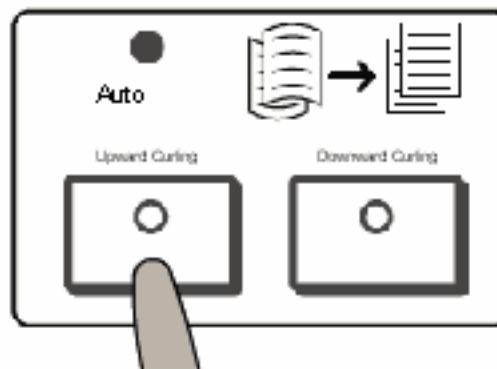
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This finisher also provides a method for **decurling** your finished output.

Follow the steps below to correct curled output.

1. Check how the output copy is curled.
2. Check the De-curl lights.
3. Press the appropriate De-curl button.

Pressing either of the De-curl buttons toggles the mode between Auto, ON, and OFF.



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## Copy

These modules describe all the copy features of the machine.

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## Finishing options



### Light Production Finisher (with Booklet Maker)

This completes the description of the Light Production Finisher.

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**Paper and Media**

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Using Color



## Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

### **Trays 1 and 2**

**Trays 3 and 4**

**Bypass Tray**

**High Capacity Feeder**

**Oversized High Capacity Feeder**

**Stock Types >>>**

**Storage and Handling**

**Stock and Tray Selection**

**Paper Tray Attributes and Image Quality**

**Loading Paper and Media**





## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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## Paper and media

### Tray 1 and Tray 2

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



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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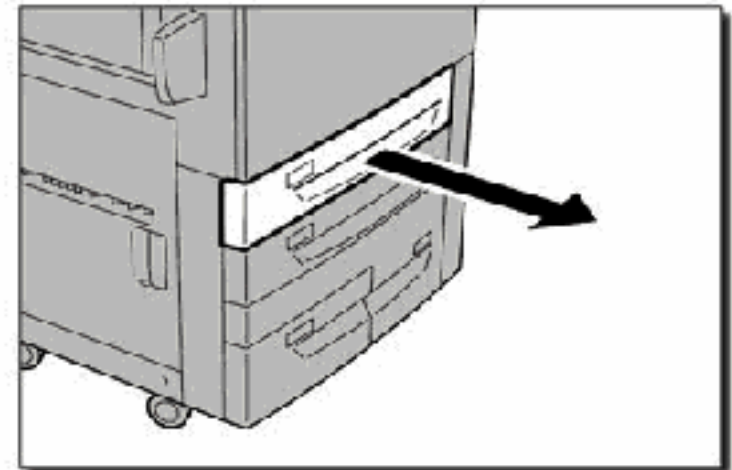
## Paper and media

### Tray 1 and Tray 2


Trays 1 and 2 are identical. Each tray has a capacity of 500 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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

### Paper and media

#### Tray 1 and Tray 2

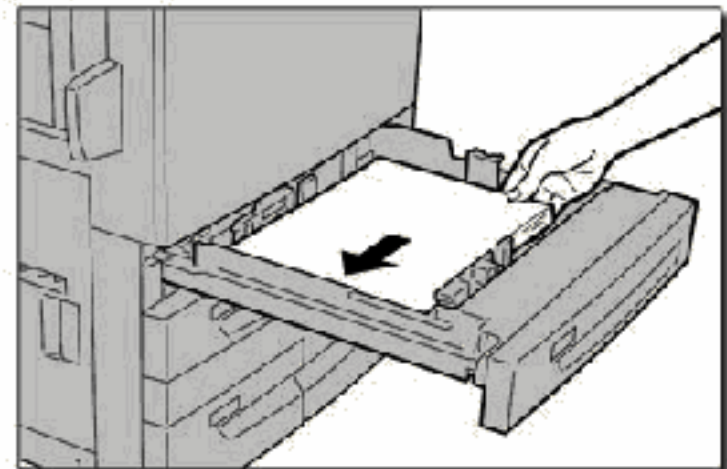
The trays accommodate paper from 17lb bond to 110lb index and are fully adjustable for all stock sizes in the range 5.5"x8.5" to 11"x17".

These trays **cannot** be used for envelopes or tabbed stock.

Stock can be loaded either long or short edge feed (portrait or landscape).



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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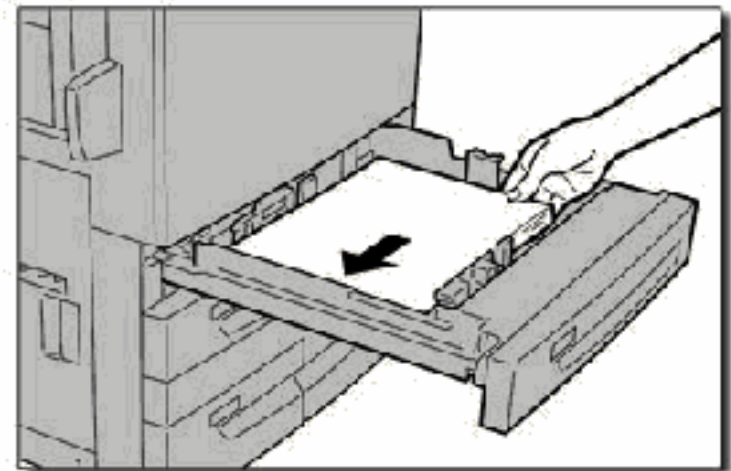
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## Paper and media

### Tray 1 and Tray 2

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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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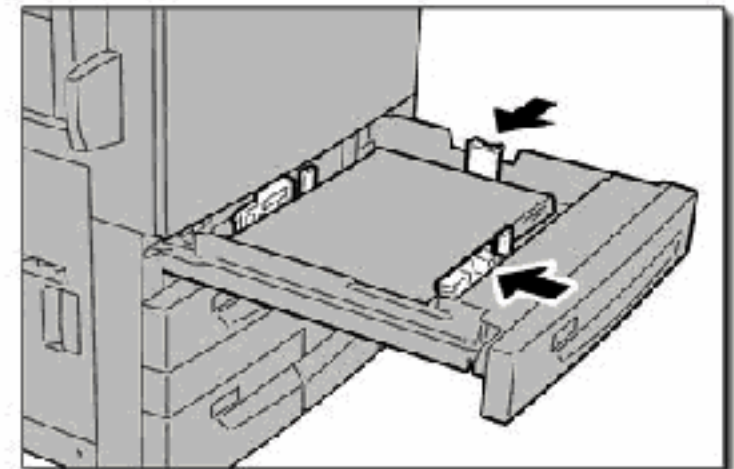
## Paper and media

### Tray 1 and Tray 2


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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Tray 1 and Tray 2

This completes the tutorial on Paper Trays 1 and 2. Return to the previous menu to select another copy module.



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## Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

 [Trays 1 and 2](#)

 [Trays 3 and 4](#)

[Bypass Tray](#)

[High Capacity Feeder](#)

[Oversized High Capacity Feeder](#)

[Stock Types >>>](#)

[Storage and Handling](#)

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### 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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

## Paper and media

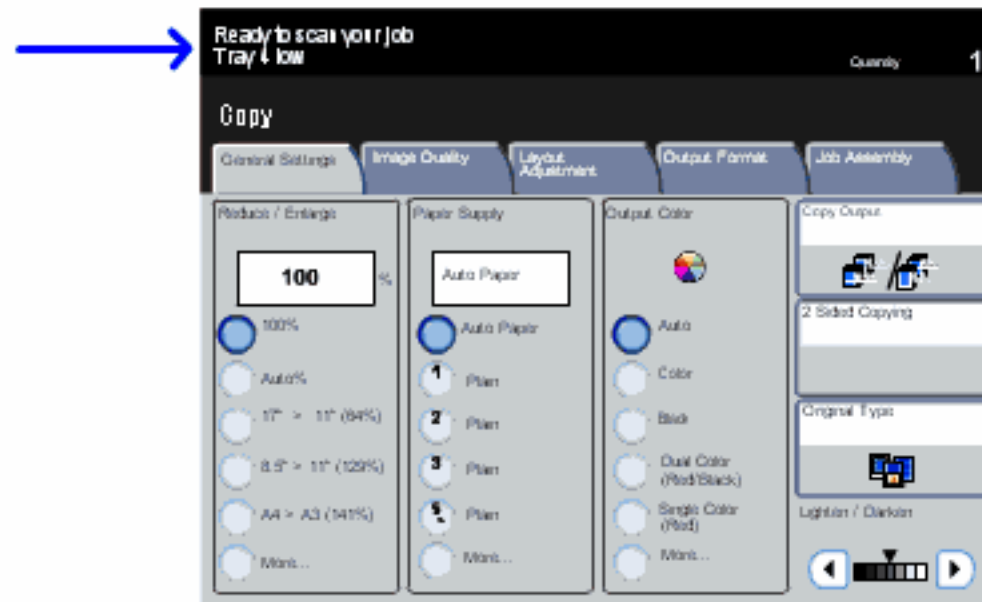
### Trays 3 and 4

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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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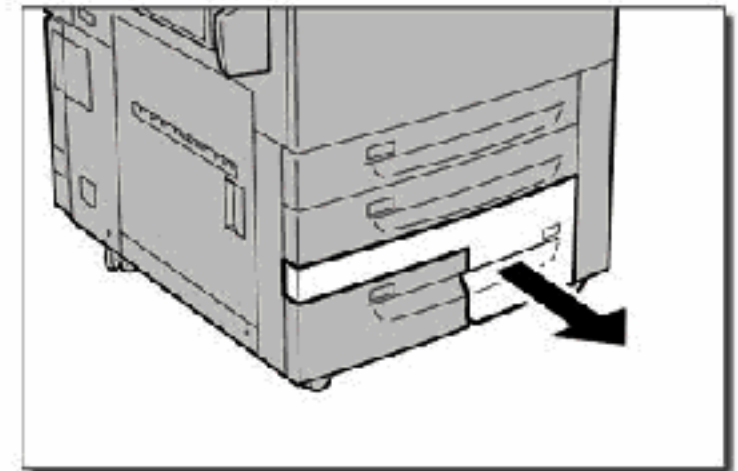
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## Paper and media

### Trays 3 and 4

The trays are pulled out for operator loading.

Opening a tray automatically lowers an elevator in the base of the tray.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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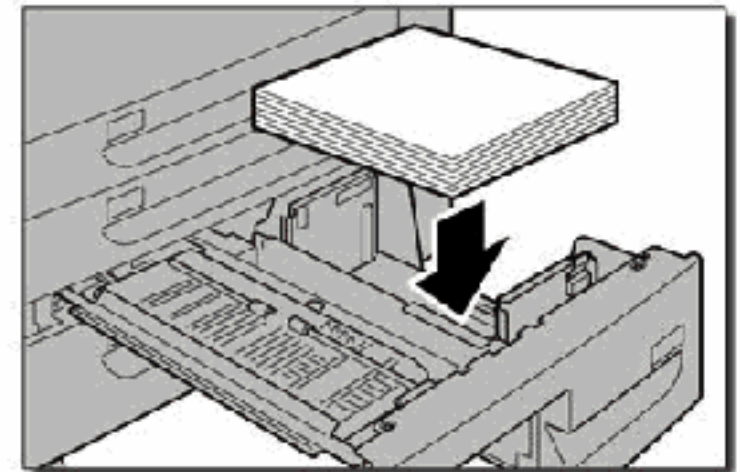


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## Paper and media

### Trays 3 and 4

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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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## Paper and media

### Trays 3 and 4

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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Trays 3 and 4

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.*



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Trays 3 and 4

This completes the tutorial on Paper Trays 3 and 4. Return to the previous menu to select another copy module.



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## Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

 [Trays 1 and 2](#)

 [Trays 3 and 4](#)

 [Bypass Tray](#)

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### 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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

### Paper and media

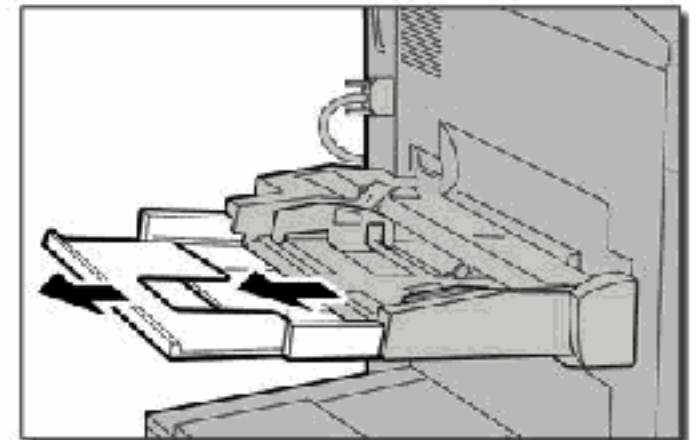
#### Bypass Tray

The tray accommodates paper of weights between 17lb bond to 300gsm.

Stock can be loaded either long or short edge feed (portrait or landscape).

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

When lowered, the Bypass Tray can be extended to support longer length stock.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

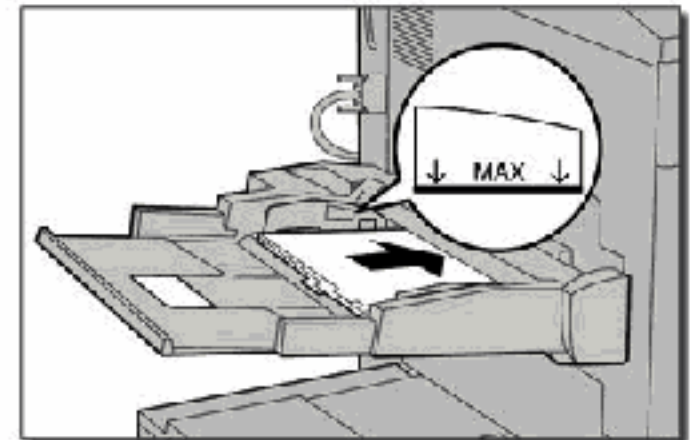
When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

### Paper and media

#### Bypass Tray

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 250 sheets of 20lb paper or a maximum stack height of 0.4".

Hole punched paper should be loaded with the holes on the leading (right) edge.  
Tabbed stock should be loaded with the tabs on the trailing (left) edge.



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Enter a key word.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

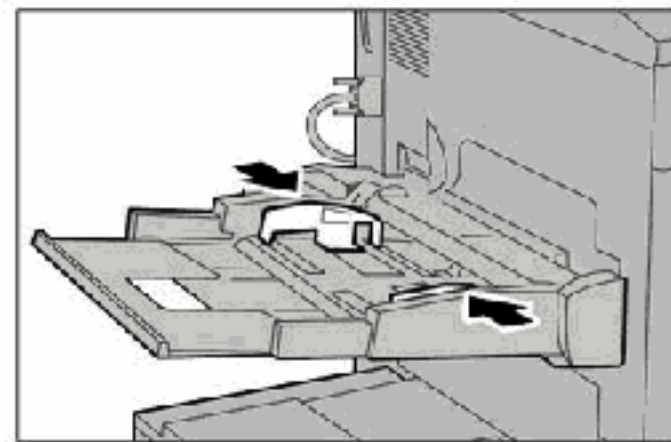
When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

### Paper and media

#### Bypass Tray

Locate the sheet(s) against the right of the tray and move the front and rear guides to touch the edges of the sheet(s).

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



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

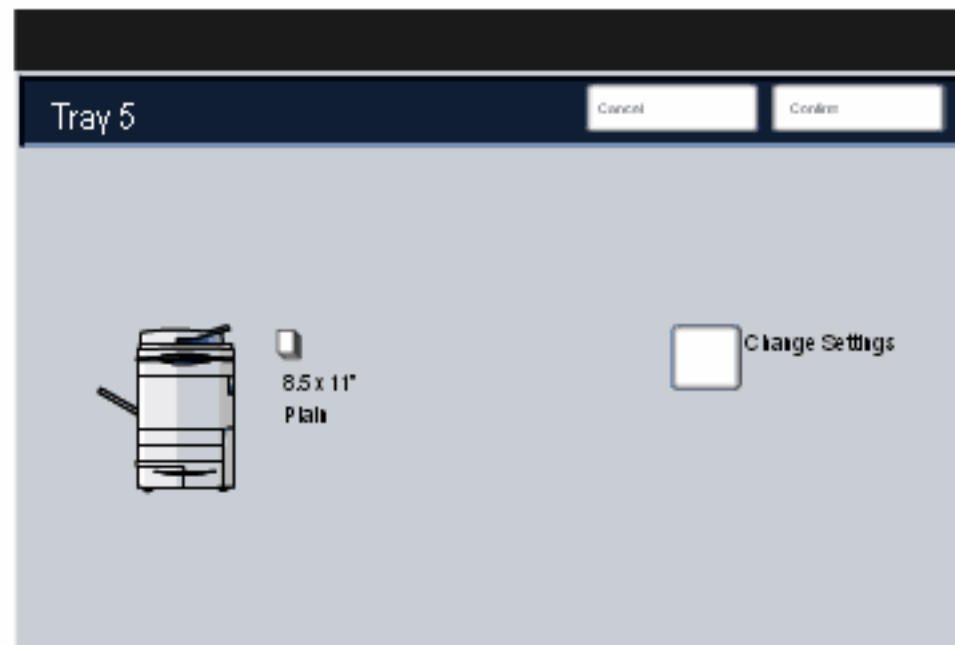
### Bypass Tray



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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 Administrator Menu.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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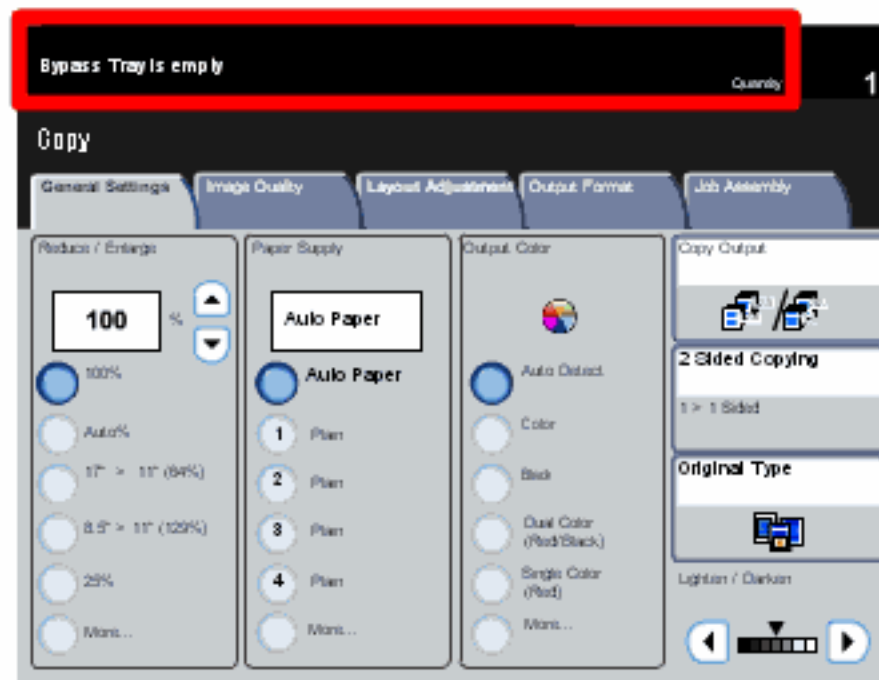
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## Paper and media

### Bypass Tray

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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media



### Bypass Tray

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## Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### 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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

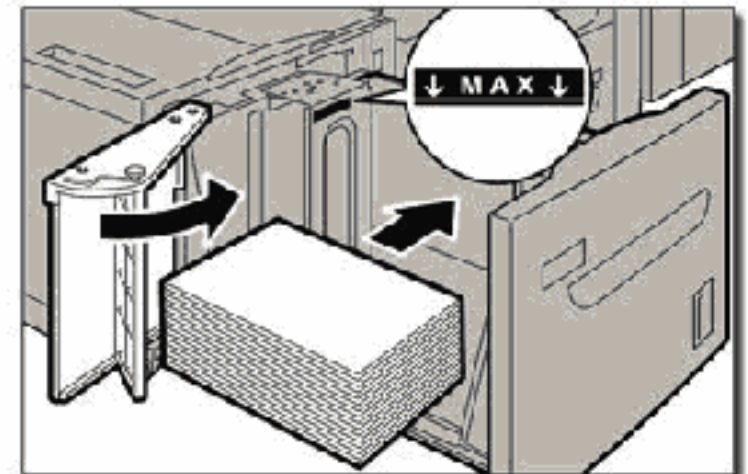
### High Capacity Feeder

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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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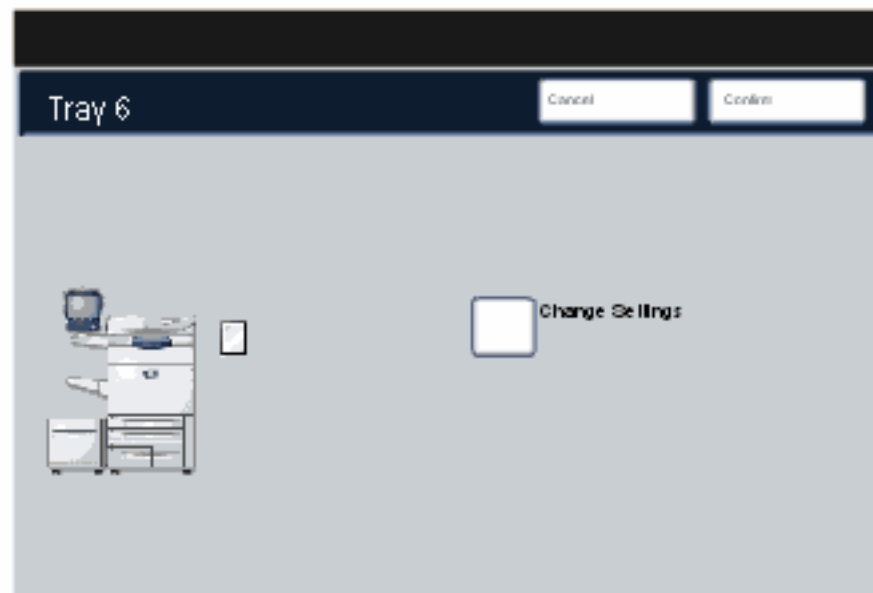
## Paper and media

### High Capacity Feeder

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 Administrator Menu.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### High Capacity Feeder

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.

Tray 6 is empty Quantity 1

**Copy**

General Settings | Image Quality | Layout Adjustment | Output Format | Job Assembly

<p>Reduce / Enlarge</p> <p>100 %</p> <p><input checked="" type="radio"/> 100%</p> <p><input type="radio"/> Auto%</p> <p><input type="radio"/> 17" &gt; 11" (64%)</p> <p><input type="radio"/> 8.5" &gt; 11" (129%)</p> <p><input type="radio"/> 25%</p> <p><input type="radio"/> More ...</p>	<p>Paper Supply</p> <p>Auto Paper</p> <p><input checked="" type="radio"/> Auto Paper</p> <p><input type="radio"/> 1 Plain</p> <p><input type="radio"/> 2 Plain</p> <p><input type="radio"/> 3 Plain</p> <p><input type="radio"/> 4 Plain</p> <p><input type="radio"/> More ...</p>	<p>Output Color</p> <p><input checked="" type="radio"/> Auto Detect</p> <p><input type="radio"/> Color</p> <p><input type="radio"/> Black</p> <p><input type="radio"/> Dual Color (Red/Black)</p> <p><input type="radio"/> Single Color (Red)</p> <p><input type="radio"/> More ...</p>	<p>Copy Output</p> <p><input checked="" type="checkbox"/> 2 Sided Copying</p> <p><input type="checkbox"/> 1 &gt; 1 Sided</p> <p>Original Type</p> <p><input checked="" type="checkbox"/> Ughen / Darken</p>
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Enter a key word.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### High Capacity Feeder

This completes the tutorial on the High Capacity Feeder. Return to the previous menu to select another module.





## Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Oversized High Capacity Feeder

The Oversized High Capacity Feeder is primarily intended for use as a large quantity feeder and accommodates stock as large as 13"x19"/SRA3.





## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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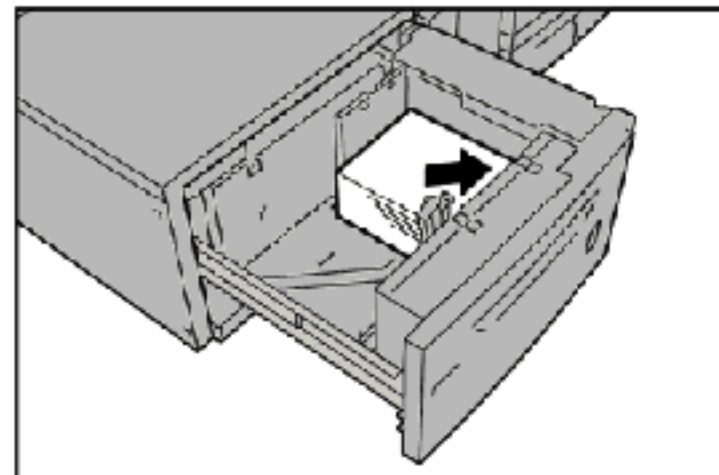
## Paper and media

### Oversized High Capacity Feeder

The Oversized High Capacity Feeder can hold paper of weights between 64 gsm to 300 gsm, and can hold a maximum of 2000 sheets of 80 gsm paper.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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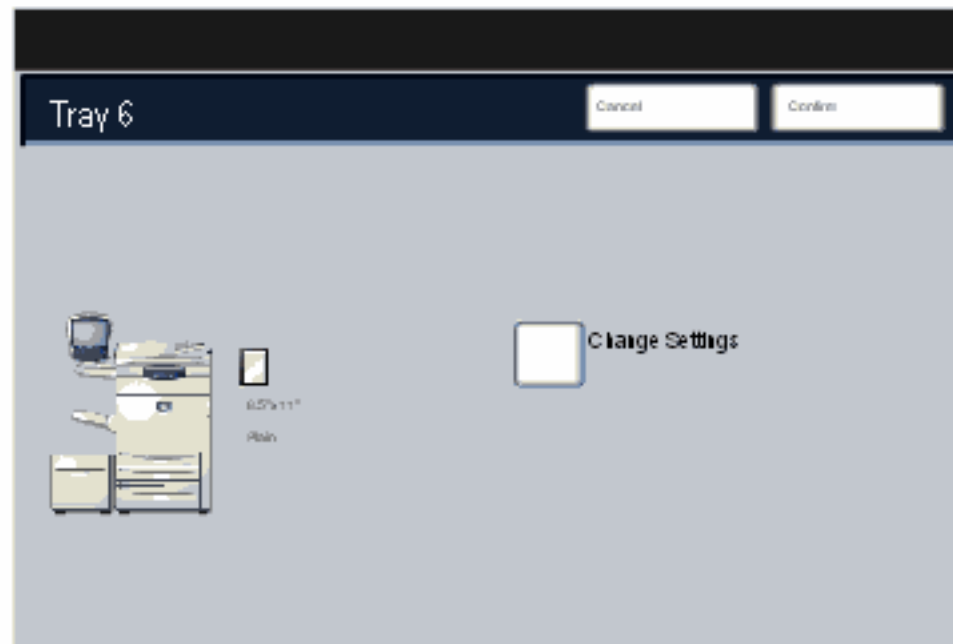
## Paper and media

### Oversized High Capacity Feeder

After stock is loaded into the Oversized 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 Administrator Menu.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

## Paper and media

### Oversized High Capacity Feeder

Your machine also alerts you if the Oversized 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.

Tray 6 is empty Quantity 1

**Copy**

General Settings | Image Quality | Layout Adjustment | Output Format | Job Assembly

<p>Reduce / Enlarge</p> <p>100 %</p> <p><input checked="" type="radio"/> 100%</p> <p><input type="radio"/> Auto%</p> <p><input type="radio"/> 17" &gt; 11" (64%)</p> <p><input type="radio"/> 8.5" &gt; 11" (129%)</p> <p><input type="radio"/> 25%</p> <p><input type="radio"/> More ...</p>	<p>Paper Supply</p> <p>Auto Paper</p> <p><input checked="" type="radio"/> Auto Paper</p> <p><input type="radio"/> 1 Plain</p> <p><input type="radio"/> 2 Plain</p> <p><input type="radio"/> 3 Plain</p> <p><input type="radio"/> 4 Plain</p> <p><input type="radio"/> More ...</p>	<p>Output Color</p> <p><input checked="" type="radio"/> Auto Select</p> <p><input type="radio"/> Color</p> <p><input type="radio"/> Black</p> <p><input type="radio"/> Dual Color (Red/Black)</p> <p><input type="radio"/> Single Color (Red)</p> <p><input type="radio"/> More ...</p>	<p>Copy Output</p> <p><input checked="" type="checkbox"/> 2 Sided Copying</p> <p><input type="checkbox"/> 1 &gt; 1 Sided</p> <p>Original Type</p> <p><input checked="" type="checkbox"/> Ughen / Darken</p>
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## Paper and Media

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## Paper and media



### Oversized High Capacity Feeder

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## Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

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 **Trays 3 and 4**

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### Paper and Media

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**View All Topics**

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- Covers**
- Labels**
- Transparencies**
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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Stock Type

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.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper

### Paper 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. Multifeds are much more likely with humidity greater than 40%. Environmental conditions may require that coated paper be fed one sheet at a time from Tray5 (Bypass).*

The following paper stock is NOT recommended:

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



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper

### 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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Covers

### Cover Stock



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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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Labels

### 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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Labels

### Label Usage Hints



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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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Transparencies



### Transparency Stock

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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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Transparencies

### Transparency Stock

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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Transparencies

### 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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Drilled Paper

### Drilled Paper



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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.



## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Drilled Paper

### Perforated Paper

Perforated papers have been pierced with one or more rows of holes to permit easy tearing or separation into sections. Perforated card stock may also be used to print sheets of tickets. Perforated forms may contain a detachable mail-back portion or a sheet that is part of a bound document may be perforated along the inside edge for easy removal.

Caution should be observed that papers with perforations can cause feeding and stacking problems if the perforations are not rolled enough to eliminate underside bulge. Jams can also occur if a full-length perforation line parallel to the paper's long side is closer than 3 inches to the leading edge of the sheet.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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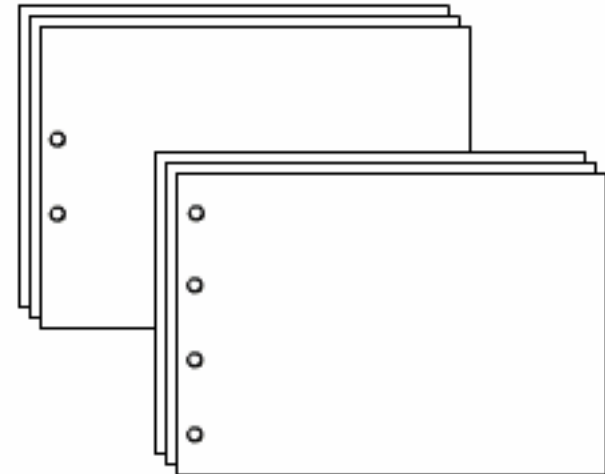
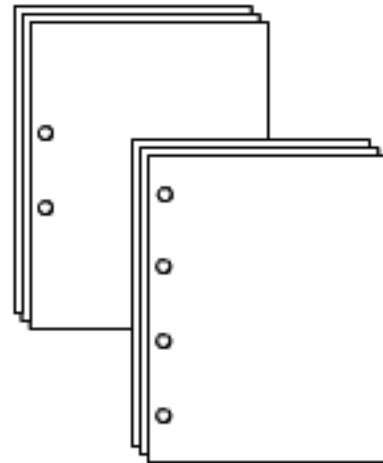
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## Drilled Paper



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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.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Envelopes



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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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Envelopes



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Your machine can feed the following types of envelopes:

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



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Stock Type



This completes the Stock Type module, where you have reviewed:

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### Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Storing of Paper Stock



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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.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

## Paper and media



### 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.

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## Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

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**Loading Paper and Media**





## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

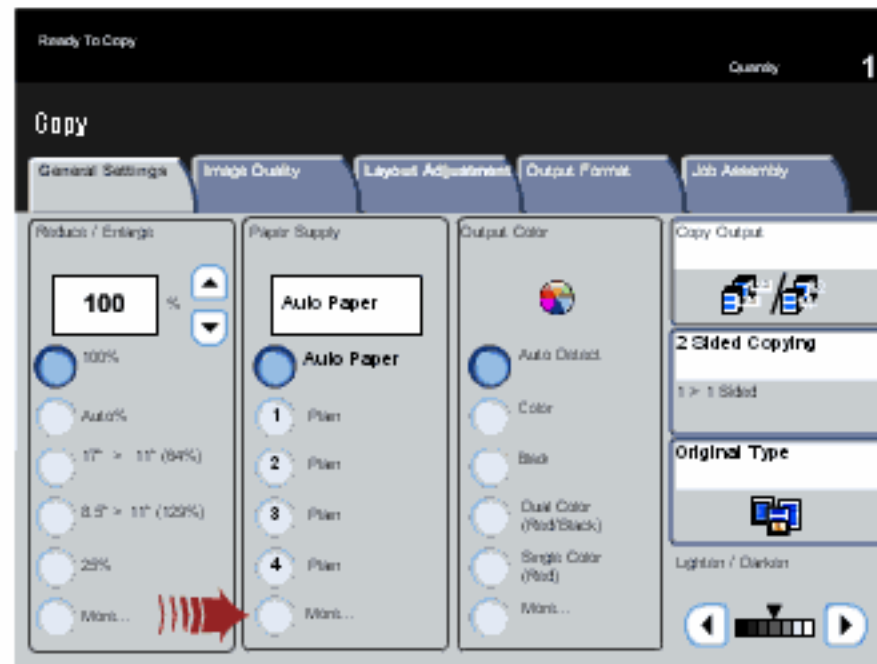
When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

## Paper and media

### Stock and Tray Selection

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

Select the **More...** button



Enter a key word.

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## Paper and Media

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## Paper and media

### Stock and Tray Selection



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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.

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 Supply			
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
Auto Paper	---	---	---



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## Paper and Media

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## Paper and media



### Stock and Tray Selection

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:

- **Control Panel** - Press the **Log In/Out** button.
- **System Administrator Login Screen** - Input Password and select **Confirm**.
- **System Administrator Menu** - Select **System Settings**.
- **System Settings screen** - Select **System Settings**.
- **System Settings screen** - Select **Common Settings**.
- **Common Settings screen** - Select **Paper Tray Settings**.
- **Paper Tray Settings screen** - Select **Image Quality**.



## Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

-  [Trays 1 and 2](#)
-  [Trays 3 and 4](#)
-  [Bypass Tray](#)
-  [High Capacity Feeder](#)
-  [Oversized High Capacity Feeder](#)
-  [Stock Types >>>](#)
-  [Storage and Handling](#)
-  [Stock and Tray Selection](#)
-  [Paper Tray Attributes and Image Quality](#)

### Loading Paper and Media





## Paper and Media

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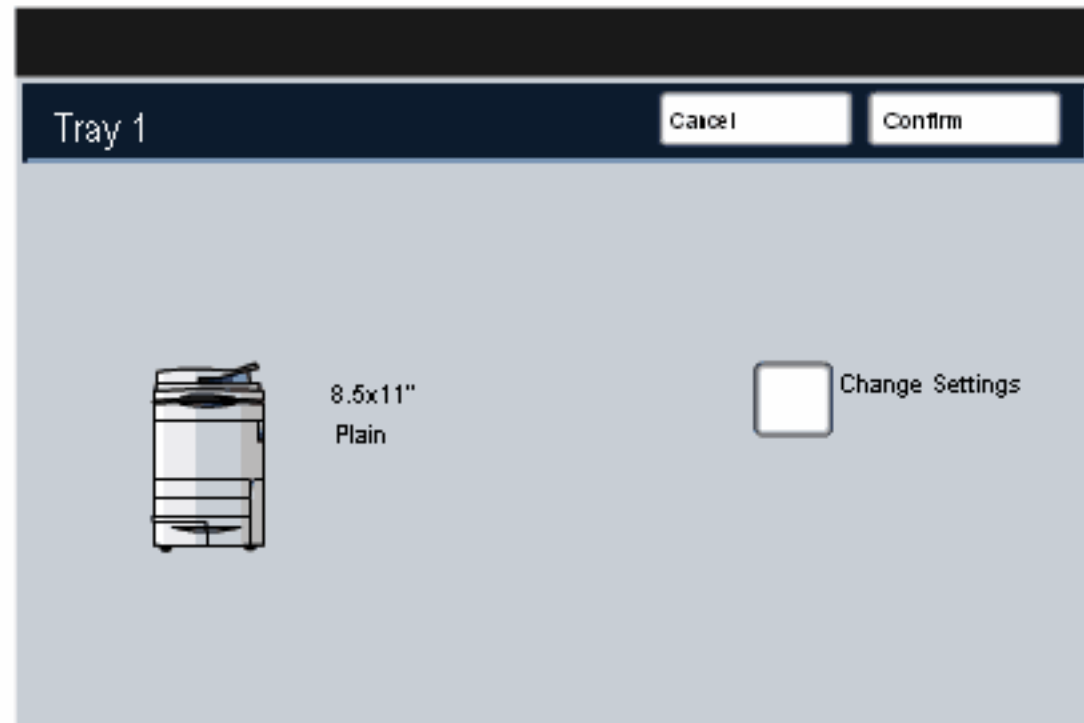
## Paper and media

### Paper Tray Attributes and Image Quality



Next

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.







## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Paper Tray Attributes and Image Quality



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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.



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## Paper and Media

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## Paper and media

### Paper Tray Attributes and Image Quality

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:

- **Control Panel** - Press the **Log In/Out** button.
- **System Administrator Login Screen** - Input Password and select **Confirm**.
- **System Administrator Menu** - Select **System Settings**.
- **System Settings screen** - Select **System Settings**.
- **System Settings screen** - Select **Common Settings**.
- **Common Settings screen** - Select **Paper Tray Settings**.
- **Paper Tray Settings screen** - Select **Image Quality**.



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## Paper and Media

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## Paper and media



### Paper Tray Attributes and 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

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## Paper and Media

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## Paper and media



### Paper Tray Attributes and 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 (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):**



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## Paper and media

### Paper Tray Attributes and 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:



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



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## Paper and media



### Paper Tray Attributes and 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:




#### 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

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## Paper and Media

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## Paper and media



### Paper Tray Attributes and 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:



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



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## Paper and Media

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## Paper and media



### Paper Tray Attributes and 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:




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

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## Paper and media



### Paper Tray Attributes and 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:




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

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## Paper and media



### Paper Tray Attributes and 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:




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

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## Paper and media



### Paper Tray Attributes and 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:




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

Coated 1A (105-128gsm)

Coated 1B (129-176gsm)

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

Coated 1A (105-128gsm)

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## Paper and media



### Paper Tray Attributes and Image Quality

The **Image Quality** screen allows you to select and change the settings for 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:



Coated 1B (129-176gsm)

**Coated 2 (177-280gsm)**

Coated 2 (Side 2) (177-280gsm)

**Labels 1 (105-176gsm)**



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## Paper and media



### Paper Tray Attributes and 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:



Labels 1 (105-176gsm)

Labels 2 (177-280gsm)

Transparency

Tabbed Stock1 (105-176gsm)

Tabbed Stock 2 (177-280gsm)



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## Paper and media



### Paper Tray Attributes and 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:



#### Pre-punched

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

Plain A (64-80gsm)

Plain B (81-104gsm)

Plain C - lightweight coated



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## Paper and media



### Paper Tray Attributes and 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 (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)

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



## Paper and Media

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## Paper and media



### Paper Tray Attributes and Image Quality

The **Image Quality** screen allows you to select and change the settings for 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 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



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## Paper and media



### Paper Tray Attributes and 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:



Recycled A (64-104gsm)

Recycled B (81-104gsm)

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

Plain A (64-80gsm)

Plain B (81-104gsm)



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## Paper and Media

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## Paper and media



### Paper Tray Attributes and Image Quality

The **Image Quality** screen allows you to select and change the settings for 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 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)



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## Paper and media



### Paper Tray Attributes and 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:



#### 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



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## Paper and media



### Paper Tray Attributes and 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 (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)



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## Paper and media



### Paper Tray Attributes and 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 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)



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## Paper and Media

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## Paper and media



### Paper Tray Attributes and 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:



Recycled B (81-104gsm)

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

Plain A (64-80gsm)

Plain B (81-104gsm)

Plain C - lightweight coated



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## Paper and Media

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## Paper and media



### Paper Tray Attributes and 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 (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)



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## Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

-  [Trays 1 and 2](#)
-  [Trays 3 and 4](#)
-  [Bypass Tray](#)
-  [High Capacity Feeder](#)
-  [Oversized High Capacity Feeder](#)
-  [Stock Types >>>](#)
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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## 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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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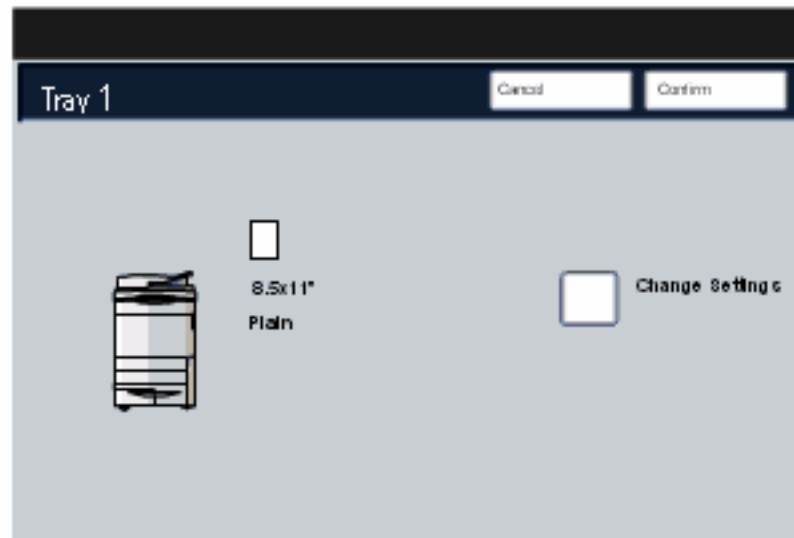
## Loading Paper and Media

### Loading Paper and Media

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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

## Loading Paper and Media

### Loading Paper and Media




Next

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.

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## Paper and Media

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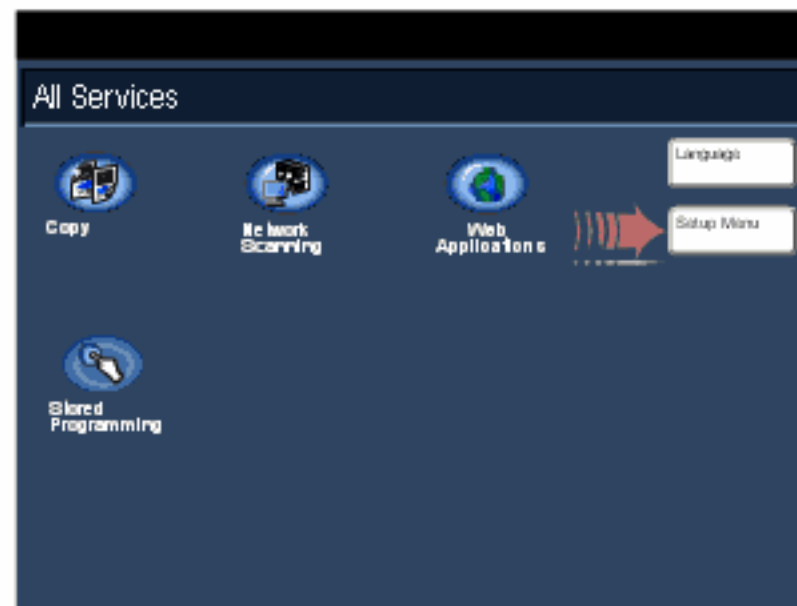
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## Loading Paper and Media

### Loading Paper and Media

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

Select the **Setup Menu** button to continue.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

# Loading Paper and Media

## Loading Paper and Media

Select the [Paper Tray Attributes](#) button to continue.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Loading Paper and Media

### Loading Paper and Media

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 Select options.



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## Paper and Media

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## Loading Paper and Media

### Loading Paper and Media

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 Select options.

Select the **Change Settings** button to continue.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

## Loading Paper and Media

### Loading Paper and Media

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.

The screenshot shows a configuration window titled "Tray 1" with "Cancel" and "Save" buttons at the top right. The window is divided into two main sections: "Paper Type" and "Paper Size".

**Paper Type:** A list of four options is shown, with "Plain (64-105 g/m<sup>2</sup>)" selected and highlighted with an orange border. The other options are "Recycled (64-104 g/m<sup>2</sup>)", "Transparency", and "Heavyweight 1 (105-176 g/m<sup>2</sup>)". Up and down arrow buttons are visible to the right of the list.

**Paper Size:** A list of three options is shown, with "Variable Size" selected. The other options are "Auto Size Detect" and an empty field. Up and down arrow buttons are visible to the right of the list.

**Auto Paper Select:** Three radio buttons are shown: "All output colors" (selected), "Color", and "Black".

Enter a key word.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Enter a key word.

Search

## Loading Paper and Media

### Loading Paper and Media

The **Paper Size** options allow 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.

Tray 1
Cancel
Save

Paper Type

Plain (64-105 g/m <sup>2</sup> )	▲
Recycled (64-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-176 g/m <sup>2</sup> )	▼

Paper Size

Variable Size	▲
Auto Size Detect	
	▼

Auto Paper Select

All output colors

Color

Black



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

## Loading Paper and Media

### Loading Paper and Media

Select the **Variable Size** button to continue.



Next

Tray 1
Cancel
Save

Paper Type

Plain (64-105 g/m <sup>2</sup> )	▲
Recycled (64-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-176 g/m <sup>2</sup> )	▼

Paper Size

Variable Size	▲
Auto Size Detect	
	▼

Auto Paper Select

All output colors

Color

Black

Enter a key word.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Loading Paper and Media

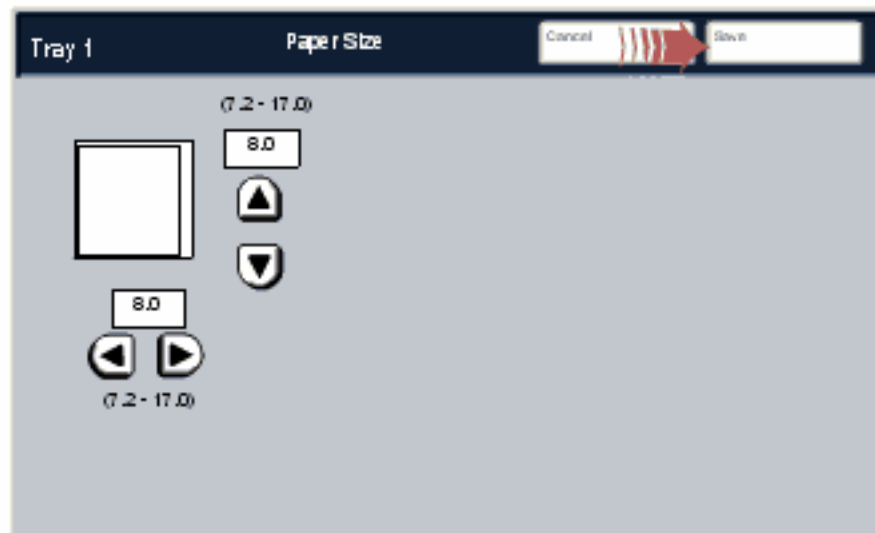
### Loading Paper and Media



Next

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.





## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

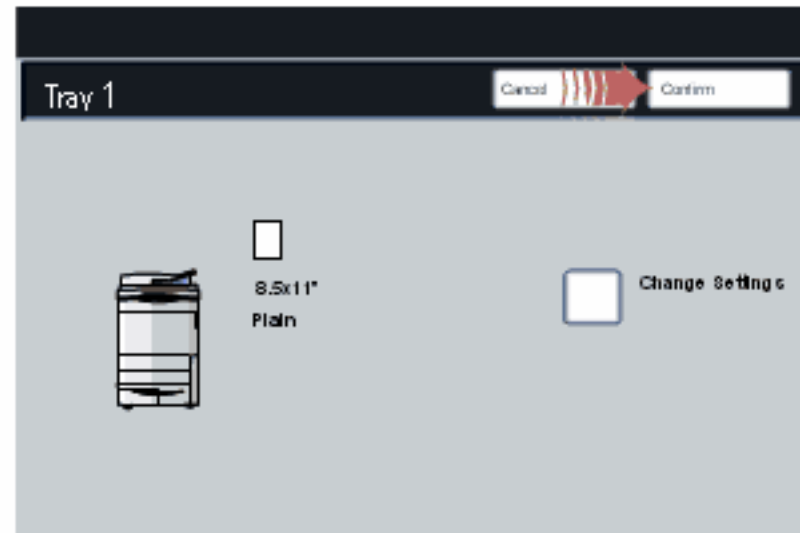
Enter a key word.

Search

## Loading Paper and Media

### Loading Paper and Media

Select the [Confirm](#) button.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

## Loading Paper and Media

### Loading Paper and Media

The remaining sections of this tutorial will provide you with instructions to use when loading specific paper types, such as transparencies, drilled paper, tabs, heavyweight paper, and envelopes.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Loading Paper and Media 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.



## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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## Loading Paper and Media

### Drilled Paper

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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Loading Paper and Media

### Tabs

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.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Loading Paper and Media

### Heavyweight

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 3 stock from 221gsm to 300gsm can be loaded in the Bypass Tray.*

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



Next



## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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## Loading Paper and Media

### 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



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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## Loading Paper and Media

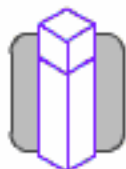
### Loading Paper and Media

This concludes the Loading Paper topic.





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## Auditron

This section explains what Auditron is and how you can set it up to monitor and record the copies made on your machine.

Choose the topic you want to learn about from the menu below.

### Overview

**Auditron Setup**

**Account Management >>>**

**Account Data >>>**





## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

### 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 Auditron to:

- Create, change, and delete up to 1000 user accounts
- Control access to copy features
- Limit copying to *BMW*, 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

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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Overview



Next

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

### Create / Check User Accounts

Close

UserID	User Name:	(0001-1000)
0001	BH	
0002	AAC	
0003	Joe	
0004	Lisa4	
0005	Beth1	
0006	Toma	

Create / Delete

Enter a key word.

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## Auditron

These topics describe all the features and functions of the Auditron.

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Enter a key word.



## Overview

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

### Create / Check User Accounts

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




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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

### Overview



Next

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 passcode to start using the machine.

#### Login Setup / Auditron Mode



Off

Auditron Mode



Local Machine Access



Copy/Service

Enter a key word.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

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## Overview



Next

To access the Auditron mode, first touch the **Log In/Out** button, Enter your System Administrator Login ID, then touch the **Confirm** button.

Touch the **System Settings** button, then touch **Login Setup/Auditron Administration**.



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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Overview



Touch the **Login Setup/Auditron Mode** button.

This completes the Auditron Overview.

**Login Setup / Auditron Administration** Close

<input type="checkbox"/> Create / Check User Accounts	<input type="checkbox"/> Reset User Accounts	<input type="checkbox"/> System Administrator Meter (Copy Jobs)
<input type="checkbox"/> User Details Setup		
<input type="checkbox"/> Passcode Entry from Control Panel	<input type="checkbox"/> <b>Login Setup / Auditron Mode</b>	

Enter a key word.

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## Auditron

This section explains what Auditron is and how you can set it up to monitor and record the copies made on your machine.

Choose the topic you want to learn about from the menu below.

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## Auditron

These topics describe all the features and functions of the Auditron.

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## Auditron Setup

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

All user accounts must have the following defined:

- UserID
- User Name
- Passcode
- Feature Access (Free Access, Black Only, Color Only)
- Account Limit

Once accounts are defined and created, enable the desired accounts to begin Auditron usage. User Names and Passcodes must be unique from other User Names and Passcodes.



## Auditron

This section explains what Auditron is and how you can set it up to monitor and record the copies made on your machine.

Choose the topic you want to learn about from the menu below.



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## Auditron

This section explains what Auditron is and how you can set it up to monitor and record the copies made on your machine.

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

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## Account Management



Next

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

- Passcode: Set any passcode 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 BW 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.

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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Create Accounts



Next

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



Enter a key word.

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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Create Accounts



Next

Select **Create/Check User Accounts**.

Login Setup / Auditron Administration Close

- Create / Check User Accounts
- Reset User Accounts
- System Administrator Meter (Copy Jobs)
- User Details Setup
- Passcode Entry from Control Panel
- Login Setup / Auditron Mode



Enter a key word.

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# Auditor

These topics describe all the features and functions of the Auditor.

When you have completed the topic select the [Previous Menu] button below to return to the Auditor Menu.

## Create Accounts



Next

Select **Create/Check User Accounts**.

Select the Account Number for which you want to register a user, and select **Create/Delete**.

### Create / Check User Accounts

Close

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

Create / Delete

Enter a key word.

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

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## Create Accounts



Next

Select any item, and set it.

- **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.
- **Passcode:** Set the passcode. Setting a passcode is strongly recommended for security. You can set the passcode to from 4 to 12 digits.

Create / Delete

Close

UserID

User Name:

Passcode

Account Limit

2: 0/99999999

Reset Account

Reset Total Impressions

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Create Accounts



Next

Select **Save** when you have completed. You can set restrictions on the use of output color and limits on the number of pages for copying, scanning, and printing.

Continue to set Account Limits by selecting **Account Limit**.

Create / Delete
Close

UserID

User Name:

Passcode

Account Limit

Enter a key word.

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# Auditor

These topics describe all the features and functions of the Auditor.

When you have completed the topic select the [Previous Menu] button below to return to the Auditor Menu.

## Create Accounts



Next

Select **Copy Service** and then either **Scan Service** or **Print Service**.

**Account Limit** Close

	Color	Black
<input checked="" type="radio"/> Copy Service		
Total Impressions :	23	123
Account Limit :	9999999	9999999
Feature Access <input type="checkbox"/> Free Access	<input type="button" value="Change Account Limit"/>	

Enter a key word.

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## Auditor

These topics describe all the features and functions of the Auditor.

When you have completed the topic select the [Previous Menu] button below to return to the Auditor Menu.

## Create Accounts

Select **Feature Access**, and select the output color that can be used.

You can choose from the following options:

**Free Access, Black Only, Color Only, and No Access to Copy Service.**



Next

Account Limit
Close

	Color	Black
<input checked="" type="radio"/> Copy Service		
Total Impressions :	23	123
Account Limit :	9999999	9999999
<div style="border: 2px solid blue; padding: 5px; display: inline-block;">           Feature Access  <input type="checkbox"/> Free Access         </div>		<div style="border: 1px solid gray; padding: 5px; display: inline-block;">             Change Account Limit           </div>

Enter a key word.

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## Auditor

These topics describe all the features and functions of the Auditor.

When you have completed the topic select the [Previous Menu] button below to return to the Auditor Menu.

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Search

## Create Accounts



Next

To set Account Limits, touch **Change Account Limit**, then with the numeric keypad enter the maximum number of pages in the output color.

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

Account Limit
Close

	Color	Black
<input checked="" type="radio"/> Copy Service		
Total Impressions :	23	123
Account Limit :	9999999	9999999
Feature Access		
<input type="checkbox"/> Free Access		

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

### Create Accounts



Next

Set the maximum number of pages that can be used in a copy or scan.

- **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.

That completes this section for Creating User Accounts.

Account Limit

Cancel Save

Color	Black
9999999	9999999

Next

Enter a key word.

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

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## Delete and Reset Data



Next

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.

Account Limit
Close

	Color	Black
<input checked="" type="radio"/> Copy Service		
Total Impressions :	23	123
Account Limit :	9999999	9999999
Feature Access	<input type="checkbox"/> <span style="border: 1px solid black; padding: 2px 5px;">Change Account Limit</span>	

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Delete and Reset Data



Next

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

### 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	0006	Toma

Create / Delete

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## Auditrone

These topics describe all the features and functions of the Auditor.

When you have completed the topic select the [Previous Menu] button below to return to the Auditor Menu.

### Delete and Reset Data



Next

Touch **Reset Total Impressions** or **Reset Account**.

- 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.
- When **Reset 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.

Create / Delete

Close

UserID

Email Address

User Name:

Account Limit

Reset Account

Reset Total Impressions

Passcode

Enter a key word.

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

### Delete and Reset Data



Next

Select **Reset Total Impressions** and select **Yes** or **No**.

- **Yes:** Resets the current cumulative number of pages for users. Once reset, the previous count cannot be restored.
- **No:** Cancels resetting the cumulative number of pages.

#### Create / Delete

Close

UserID

E-mail Address

User Name:

Account Limit

Reset Account

Reset Total Impressions



Enter a key word.

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

### Delete and Reset Data



Next

Select **Reset Total Impressions** and select **Yes** or **No**.

- **Yes:** Resets the current cumulative number of pages for users. Once reset, the previous count cannot be restored.
- **No:** Cancels resetting the cumulative number of pages.

Create / Delete
Close

UserID	E-mail Address	
<input type="checkbox"/>  User Name: <input type="checkbox"/>  Passcode: <input type="checkbox"/>	<input type="checkbox"/> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	<input type="button" value="Reset Account"/>  <input type="button" value="Reset Total Impressions"/>

Enter a key word.

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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Delete and Reset Data



Next

This completes the Delete and Reset Data module.

**Account Limit** Close

Copy Service Color Black

Total Impressions	:	0	:	0
Account Limit	:	9999999	:	9999999

Feature Access

[Change Account Limit](#)

Enter a key word.

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# Auditron

These topics describe all the features and functions of the Auditron.

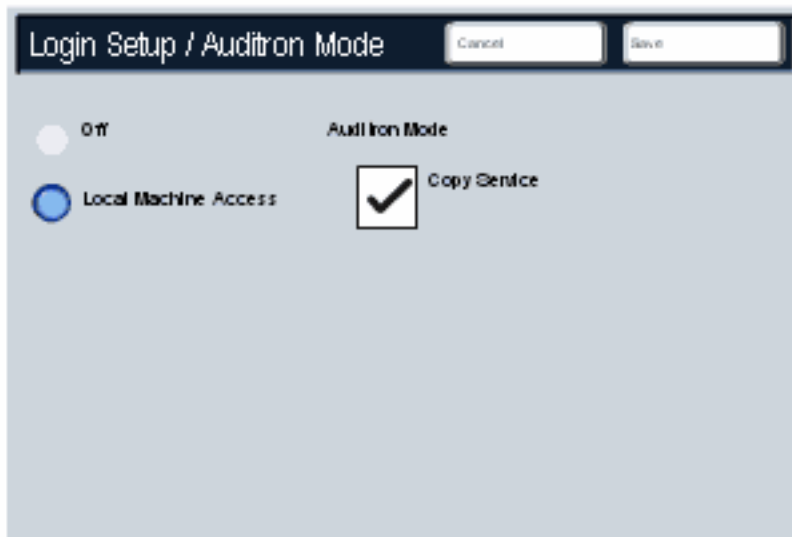
When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Enable Auditron Mode



Next

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 passcode to start using the machine.



Enter a key word.

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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Enable Auditron Mode



Next

After logging in and touching the **System Settings** button, select **Login Setup/Auditron Administration**.



Enter a key word.

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# Auditron

These topics describe all the features and functions of the Auditron.

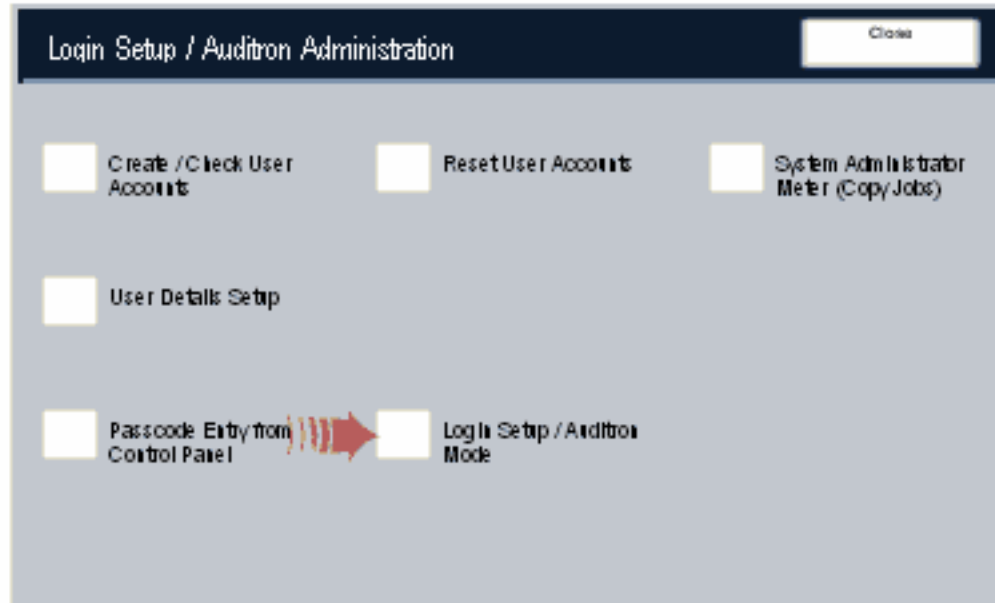
When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Enable Auditron Mode



Next

Touch the **Login Setup/Auditron Mode** button.



Enter a key word.

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

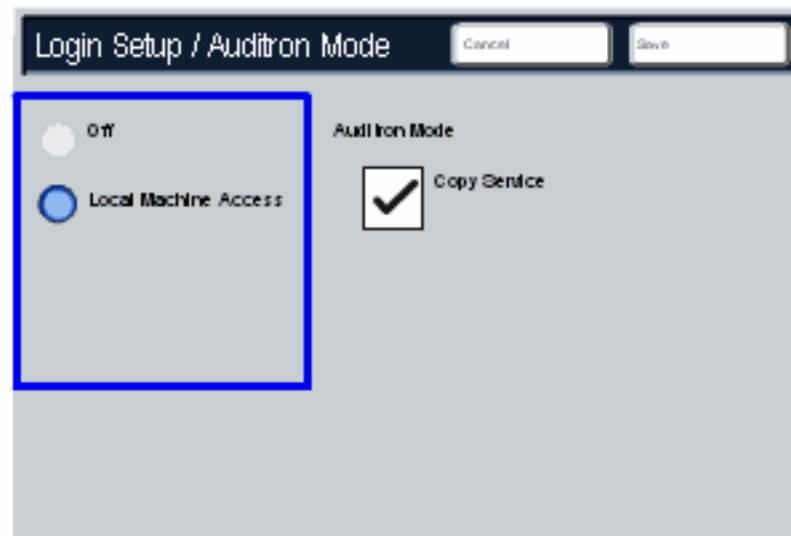
### Enable Auditron Mode



Next

Select any item to set. 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.
- **Network Access:** Auditron administration is carried out using user information managed by the remote accounting service. User information is registered by the remote accounting service.



Enter a key word.

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

### Enable Auditron Mode



Next

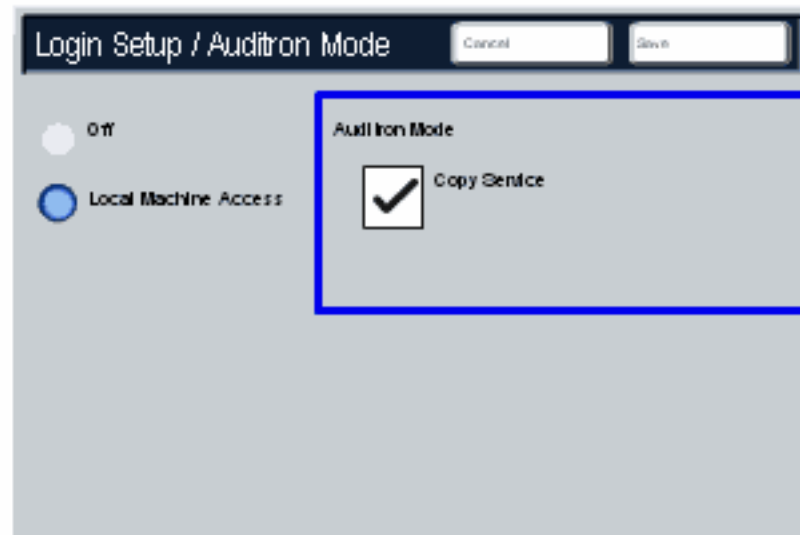
#### Auditron Mode:

Select **Auditron Mode**. For the services for which you want to enable the administration feature, select **On**.

Copy Service: Administration relating to copy operations.

Scan Service: Administration relating to scanner operations.

Print Service: Administration relating to the printer operations.



Enter a key word.

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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## User Details Setup



Next

Select **User Details Setup** and select any item, and set it. When completed, select **Save**. The following continues to explain the available options that can be set:

Login Setup / Auditron Administration Close

<input type="checkbox"/> Create / Check User Accounts	<input type="checkbox"/> Reset User Accounts	<input type="checkbox"/> System Administrator Meter (Copy Jobs)
 <input type="checkbox"/> User Details Setup		
<input type="checkbox"/> Passcode Entry from Control Panel	<input type="checkbox"/> Login Setup / Auditron Mode	

Enter a key word.

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## User Details Setup



Next

- **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.

### User Details Setup

Close

Items	Current Settings
1. User ID Characters	UserID
2. Hide User ID ("")	Show
3. Failed Access Log	Error to be logged every 10 attempts

Change Settings

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## Auditor

These topics describe all the features and functions of the Auditor.

When you have completed the topic select the [Previous Menu] button below to return to the Auditor Menu.

## User Details Setup



Next

- **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 (\*\*\*\*\*).

Items	Current Settings
1. User ID Characters	UserID
2. Hide User ID (***)	Show
3. Failed Access Log	Error to be logged every 10 attempts

Enter a key word.

Search



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## Auditor

These topics describe all the features and functions of the Auditor.

When you have completed the topic select the [Previous Menu] button below to return to the Auditor Menu.

### User Details Setup



Next

- **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.

User Details Setup
Close

Items	Current Settings
1. User ID Characters	UserID
2. Hide User ID (**)	Show
3. Failed Access Log	Error to be logged every 10 attempts

Enter a key word.

Search



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## Auditoron

These topics describe all the features and functions of the Auditoron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditoron Menu.

Enter a key word.


**Search**

## Account Management



This completes the auditoron account management module.

Return to the previous menu to review the other auditoron features.

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## Auditron

This section explains what Auditron is and how you can set it up to monitor and record the copies made on your machine.

Choose the topic you want to learn about from the menu below.



[Overview](#)



[Auditron Setup](#)



[Account Management >>>](#)



[Account Data >>>](#) > > > > > > > > > > > > > > > >



[View All Topics](#)

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[Delete and Reset Account Data](#)

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

**Search**

## Account Data



Next

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



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**XEROX**



# Auditron

These topics describe all the features and functions of the Auditron.

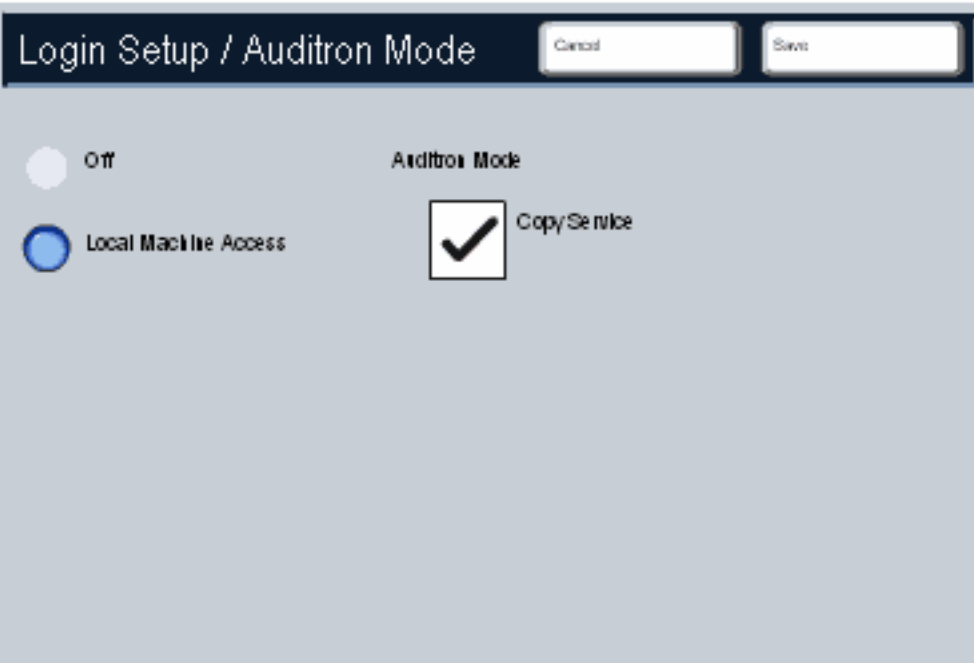
When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Display Account Data



Next

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.



Enter a key word.

**Search**



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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Display Account Data



Next

Press the **Log In/Out** button, then enter and confirm your Login ID. On the System Settings screen, select **Login Setup/Auditron Administration**.



Enter a key word.

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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Display Account Data



Next

Select **Create/Check User Accounts**.

Login Setup / Auditron Administration Close

<input type="checkbox"/> Create / Check User Accounts	<input type="checkbox"/> Reset User Accounts	<input type="checkbox"/> System Administrator Meter (Copy/Job)
<input type="checkbox"/> User Details Setup		
<input type="checkbox"/> Passcode Entry from Control Panel	<input type="checkbox"/> Login Setup / Auditron Mode	



Enter a key word.

**Search**

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## Auditor

These topics describe all the features and functions of the Auditor.

When you have completed the topic select the [Previous Menu] button below to return to the Auditor Menu.

## Display Account Data



Next

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. Up to 1,000 sets of user data can be registered.

This item does not appear when Network Access or Remote Access is selected.

By entering a 4-digit UserID with the numeric keypad, you can specify the user directly.

### Create / Check User Accounts

Close

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

(0001-1000)

0005

Create / Delete

Enter a key word.

Search



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Topic 1/3

4/4



# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Delete and Reset Account Data



Next

You can delete all registered information for all registered users in a single operation, or reset the auditron.

**Reset User Accounts** Close

- All User Accounts
- All Feature Access Settings
- All Account Limits
- Total Impressions
- Meter(Print Jobs)

Enter a key word.

**Search**

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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.


## Delete and Reset Account Data



Next

Select **Reset User Accounts**.

Login Setup / Auditron Administration Close

- Create / Check User Accounts   **Reset User Accounts**  System Administrator Meter (Copy/Job)
- User Details Setup
- Passcode Entry from Control Panel  Login Setup / Auditron Mode

Enter a key word.

**Search**



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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Delete and Reset Account Data



Next

Select the item to delete or reset, and select **Reset**.

**Reset User Accounts** Close

- All User Accounts
- All Feature Access Settings
- All Account Limits
- Total Impressions
- Meter(Print Jobs)

Print The Auditron Report  
Print The Meter Report  
 Reset

Enter a key word.

**Search**

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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Delete and Reset Account Data



Next

Select **Yes** or **No**.

Reset User Accounts
Close

- All User Accounts
- All Feature Access Settings
- All Account Limits
- Total Impressions
- Meter(Print Job)

Reset User Accounts

Print The Auditron Report

Print The Meter Report

Reset

Enter a key word.

**Search**

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Delete and Reset Account Data

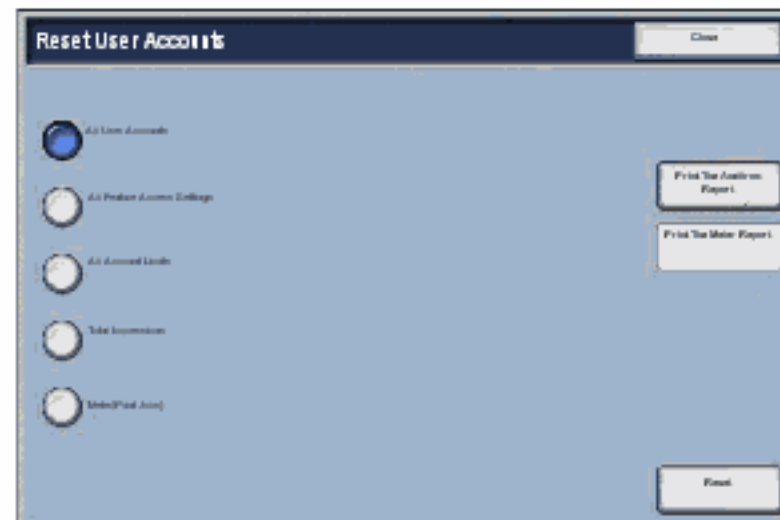


Next

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 job flows, mailboxes, and documents within mailboxes belonging to the user are deleted. If the user is owner of a large amount of material (when a large quantity of documents is left remaining within a mailbox for example), the deletion will take a considerable time.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

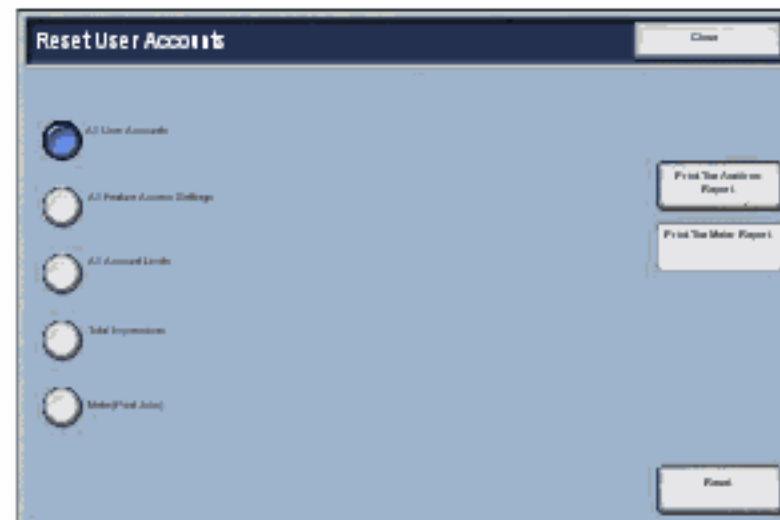
Search

### Delete and Reset Account Data



Next

- **All Feature Access Settings:** Resets the Feature 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).
- **Total Impressions:** Resets the Total Impressions counter to zero.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

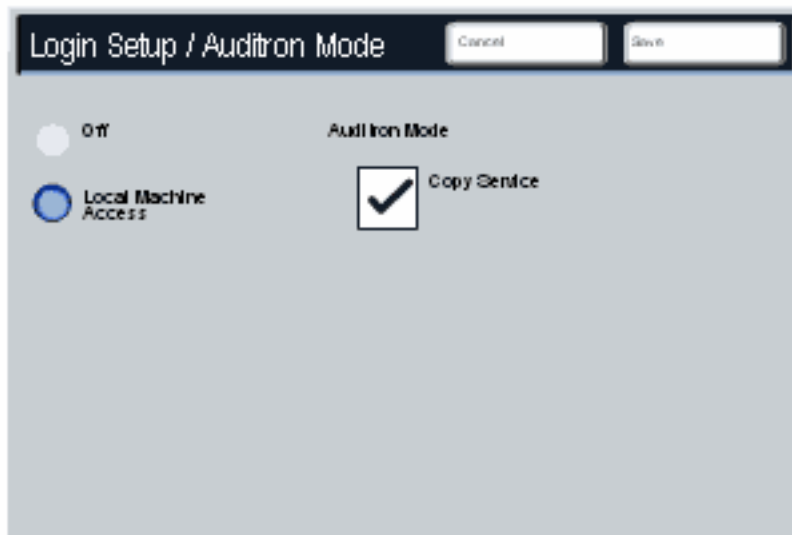
## Print Reports



Next

You can print an Auditron Report by user.

You must first enable Auditron before you can print reports. Refer to the **Enable Auditron Mode** section to enable Auditron in order to print reports



Enter a key word.

Search



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# Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Print Reports



Next

Press the **Log In/Out** button, then enter and confirm the Login ID. Select **System Settings** and then press the **Login Setup/Auditron Administration** button.



Enter a key word.

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Topic 3/3

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# Auditron

These topics describe all the features and functions of the Auditron.


When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Print Reports



Select the **Reset User Accounts** button.

Login Setup / Auditron Administration Close

<input type="checkbox"/> Create / Check User Accounts		<input type="checkbox"/> Reset User Accounts	<input type="checkbox"/> System Administrator Meter (Copy/Job)
<input type="checkbox"/> User Details Setup			
<input type="checkbox"/> Passcode Entry from Control Panel		<input type="checkbox"/> Login Setup / Auditron Mode	

Enter a key word.

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Topic 3/3

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# Auditron

These topics describe all the features and functions of the Auditron.

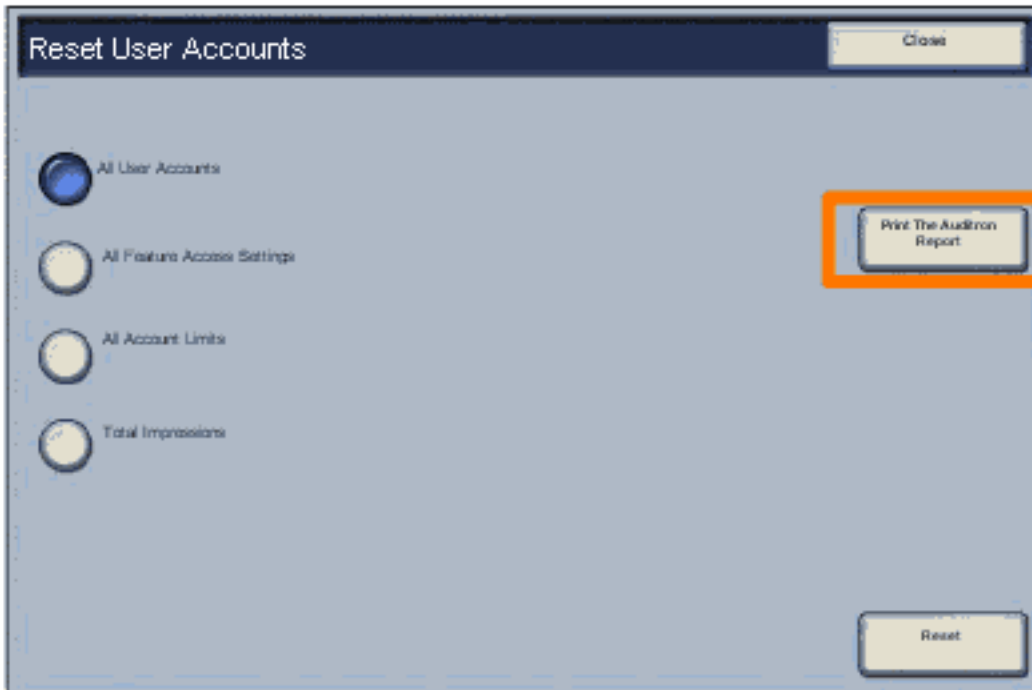
When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

## Print Reports



Select the appropriate account setting, then touch the **Print the Auditron Report** button.

Your report will be delivered to the output tray.



Enter a key word.

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.


**Search**

## Account Data



This completes the auditron account data module.

Return to the previous menu to review the other auditron features.

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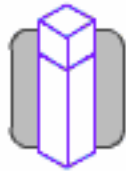
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**Machine Administration**

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Using Color



## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## System Administrator Menu Overview




The system administrator tools enable 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 these tools 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.

The next few screens briefly explain the function of each tool or set of tools.

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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## System Administrator Menu Overview



Next

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

- > System Settings
- >>>System Settings
- >>>Setup Menu
- >>>System Administrator Settings
- >>>Login Setup / Auditor Administration.

The following screens will address the four submenus listed above.



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

## System Administrator Menu Overview



Next

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



Enter a key word.

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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

## System Administrator Menu Overview



Next

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



Enter a key word.

Search



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

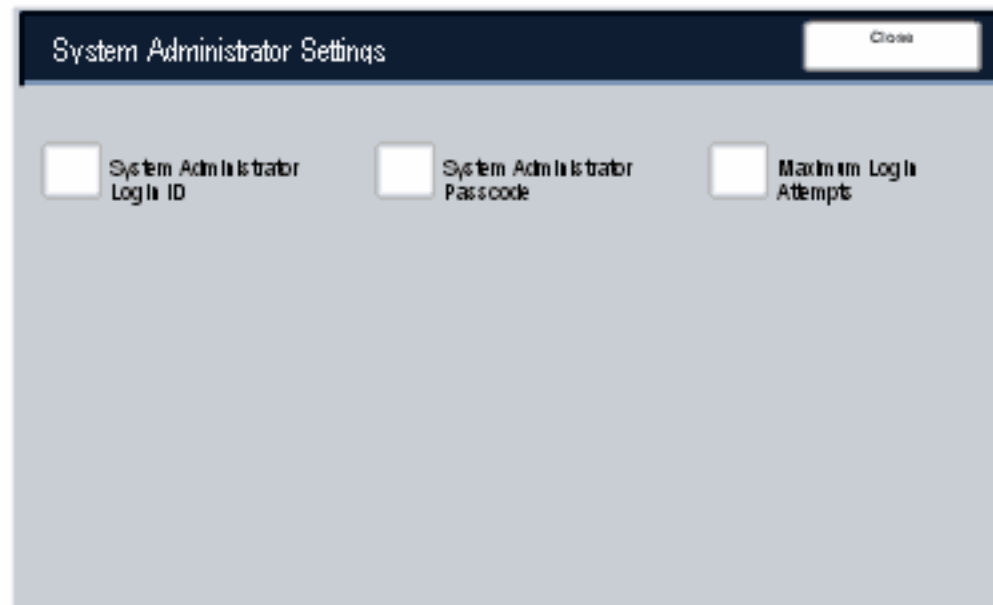
When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

## System Administrator Menu Overview



Next

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



Enter a key word.

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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search


## System Administrator Menu Overview



Next

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 **System Administrator Meter**, **User Details Setup**, **Passcode Entry**, and **Login Setup**.



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

**Search**



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## System Administrator Menu Overview



More detailed information about each of the System Settings menu options can be viewed within the **System Settings** topic in this tutorial.



## Machine Administration

This tutorial describes the utilities available to the machine administrator to set-up and customize the machine. This menu groups the utilities by function except the System Settings item which lists all the utilities in the System Settings Pathway. If you cannot find a utility, use Search and it will take you straight there.



### System Administrator Menu Overview



### Accessing the System Settings Menu

#### System Settings





## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search



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## Accessing The System Settings Menu



Next

### Access

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





## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Accessing The System Settings Menu



Next

### System Administration Menu

The System Administrator - Login window opens. 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.

System Administrator - Login

Cancel Confirm

System Administrator Login ID

11111

Keypad

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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Accessing The System Settings Menu

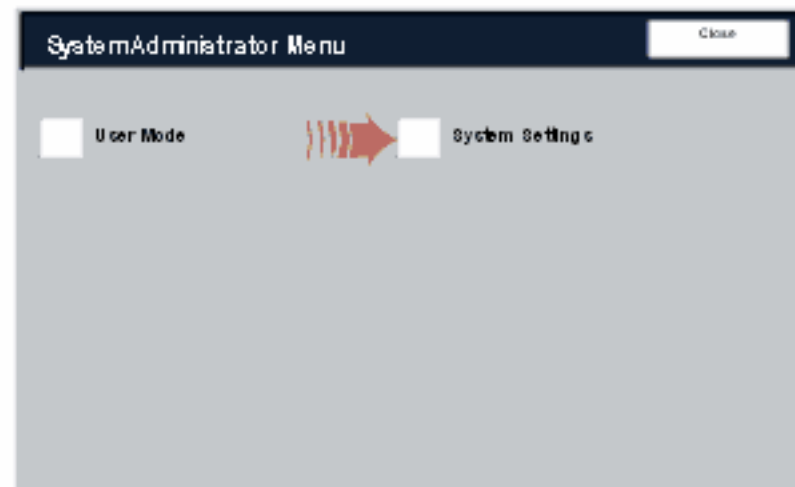


Next

### System Settings

If you do not want to enter System Settings, touch the **User Mode** button.

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



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Accessing The System Settings Menu



Next

### System Settings

If you do not want to enter System Settings, touch the **User Mode** button.

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



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

**Search**



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## Accessing The System Settings Menu



### System Settings

You are now in the System Settings Menu and can select any of the system functions.










## Machine Administration

This tutorial describes the utilities available to the machine administrator to set-up and customize the machine. This menu groups the utilities by function except the System Settings item which lists all the utilities in the System Settings Pathway. If you cannot find a utility, use Search and it will take you straight there.

-  **System Administrator Menu Overview**
-  **Accessing the System Settings Menu**
-  **System Settings**





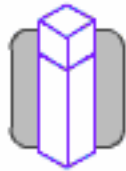
## System Settings

This is the System Administration menu. The structure of the menu follows the structure of the System Administration menu on the machine. Open the menu to locate the description of the System Settings you require.

⊕ System Administrator Menu



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## Machine/Job Status

These tutorials explain the job status and machine status features of the machine.

The job status topics explain how to find out how your job is being processed. Similarly, the machine status topics tell you the status of the machine.

### Job Status

[Other Job Lists](#)

[Machine Status >>>](#)

[Faults](#)

[Supplies](#)





## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

### Job Status



Next



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.

Enter a key word.

Search



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status




Next

Document/Job Type	Remote Terminal / Contents	Status	Progress
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	

This screen displays all the jobs currently in the queue waiting to be processed.

Each job is identified with the following information: **Document/Job Type**, **Remote Terminal / Contents**, **Status**, and **Progress**.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status




Next

Document/Job Type	Reason Terminated / Contents	Status	Progress
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	

The most recently submitted job is displayed at the bottom of the queue.

The Status is updated as the jobs are processed and printed.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search


## Job Status



Next

Document/Job Type	Reason Terminated / Contents	Status	Progress
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	

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

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search


## Job Status



Next

Document/Job Type	Reason Terminated / Contents	Status	Progress
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	

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

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

- Printing
- Scheduling
- Pending
- Paused
- Interrupted
- Sending
- Completed
- Waiting to Printer
- Formatting
- Scanning
- Held
- Receiving
- Deleted
- Completed with Errors

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)



- **Printing**

- **Scheduling**

- **Pending**

- **Paused**

- **Interrupted**

- **Sending**

- **Completed**

- **Waiting to Printer**

The machine is currently printing the job.

- **Deleted**

- **Completed with Errors**



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

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## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

- Printing

- Waiting to Printer



- Scheduling

The job has been converted into the appropriate format and is being scheduled to print.

- Pending

- Paused

- Interrupted

- Sending

- Deleted

- Completed

- Completed with Errors



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

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## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

- Printing

- Scheduling



- Pending

- Paused

- Interrupted

- Sending

- Completed

- Waiting to Printer

The job has been scanned, but is awaiting the resources to be formatted.

- Deleted

- Completed with Errors

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

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## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

- Printing

- Scheduling

- Pending



- Paused

- Interrupted

- Sending

- Completed

- Waiting to Printer

The active job was paused. The paused can be initiated using the **Stop** button on the keypad, by selecting **Pause** from the print queue screen on your computer or due to a system fault during the running of the job. The job is not deleted from the queue and can be resumed.

- Completed with Errors



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

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## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

- Printing

- Scheduling

- Pending

- Paused



- Interrupted


- Sending

- Completed

- Waiting to Printer

The job was interrupted because a task at the machine is being carried out. Once the task has been completed the interrupted job will automatically continue.

- Completed with Errors

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

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## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

- Printing

- Scheduling

- Pending

- Paused

- Interrupted



- Sending

- Completed

- Waiting to Printer

The machine is sending the job through a network transmission.

- Deleted

- Completed with Errors



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

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## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

- Printing

- Scheduling

- Pending

- Paused

- Interrupted

- Sending


 - Completed

- Waiting to Printer

The job was successfully completed without errors.

- Deleted

- Completed with Errors

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

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## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

### - Printing

The job is ready to print and is waiting for the current job to finish printing and the required resources to become available.

### - Sending

### - Completed



### - Waiting to Printer

### - Formatting


### - Scanning

### - Held

### - Receiving

### - Deleted

### - Completed with Errors

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

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## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

### - Printing

The job is being converted into the appropriate format. For print tasks the job is decompressed, for scan and e-mail tasks, the job is compressed.

### - Completed

### - Waiting to Printer



### - Formatting


### - Scanning

### - Held

### - Receiving

### - Deleted

### - Completed with Errors

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

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## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

### - Printing

The machine is currently scanning the image for this job, ready for formatting.

### - Interrupted

### - Sending

### - Completed

### - Waiting to Printer

### - Formatting



### - Scanning

### - Held

### - Receiving

### - Deleted

### - Completed with Errors



## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

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Search

## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

The job has been temporarily stopped from printing. The job remains in the print queue and will continue to proceed up the list as prior jobs are printed. If a held job is at the top of the queue all subsequent jobs will continue to be processed and printed, a held job does not hold up other jobs in the queue. There are various reasons why a job might be held, for example the job is a secure print or the required resources are not available. The reason for the hold are displayed in the job details.

- **Waiting to Printer**

- **Formatting**

- **Scanning**




- **Held**

- **Receiving**

- **Deleted**

- **Completed with Errors**

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

### - Printing

The machine is receiving the job through a network transmission.

### - Sending

### - Completed

### - Waiting to Printer

### - Formatting

### - Scanning

### - Held

### - Receiving

### - Deleted

### - Completed with Errors





## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

### - Printing

The job has been deleted from the print queue.

### - Interrupted

### - Sending

### - Completed

### - Waiting to Printer

### - Formatting

### - Scanning

### - Held

### - Receiving



### - Deleted

### - Completed with Errors



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

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## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

### - Printing

The job was completed with errors. For example, a fax job is sent to 2 recipients only 1 recipient received the fax.

### - Completed

### - Waiting to Printer

### - Formatting

### - Scanning


### - Held

### - Receiving

### - Deleted



### - Completed with Errors

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## Machine/Job Status

These tutorials explain the job status and machine status features of the machine.

The job status topics explain how to find out how your job is being processed. Similarly, the machine status topics tell you the status of the machine.



**Job Status**



**Other Job Lists**

**Machine Status >>>**

**Faults**

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

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## 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.

Select the **Completed Jobs** tab to continue.



Next

Document/Job Type	Remain Terminal / Contents	Status	Progress
Copy	100%	Printing	
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	
Copy	100%	Pending	



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Other Job Lists



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/Job Type	Remote Terminal / Contents	Status	Pages
Copy	100%	Completed	2/2
Copy	100%	Completed	1/1
Copy	100%	Cancelled	0/1
Copy	100%	Completed	2/2
Copy	100%	Completed	1/1

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Machine Information



Next

The machine status screens allow you to view details that apply specifically to your machine. When contacting your Xerox representative some of the information contained on this tab is needed.

This topic will show you the various options available to you:

- > Machine Information
- > Paper Tray
- > Billing Meters
- > Print Report/List
- > Overwrite Hard Disk

Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

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## Machine Information



Next

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.

Select the **Machine Status** button on the control panel and the **Machine Information** button on the touch screen.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

### Machine Information



Next

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.

Select the **Machine Status** button on the control panel and the **Machine Information** button on the touch screen.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

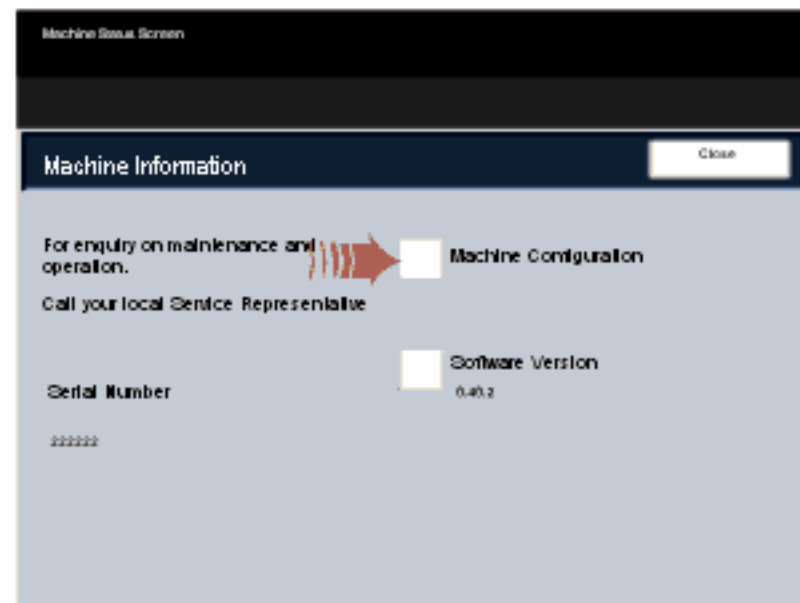
## Machine Information



Next

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.

Select the **Machine Configuration** button to continue.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Machine Information



Next

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.

Select the **Close** button to continue.

Items	Status
Configuration Code	
Auto Document Feeder	Available
Paper Tray	+ Tray Configuration
Output Device	Available

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Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

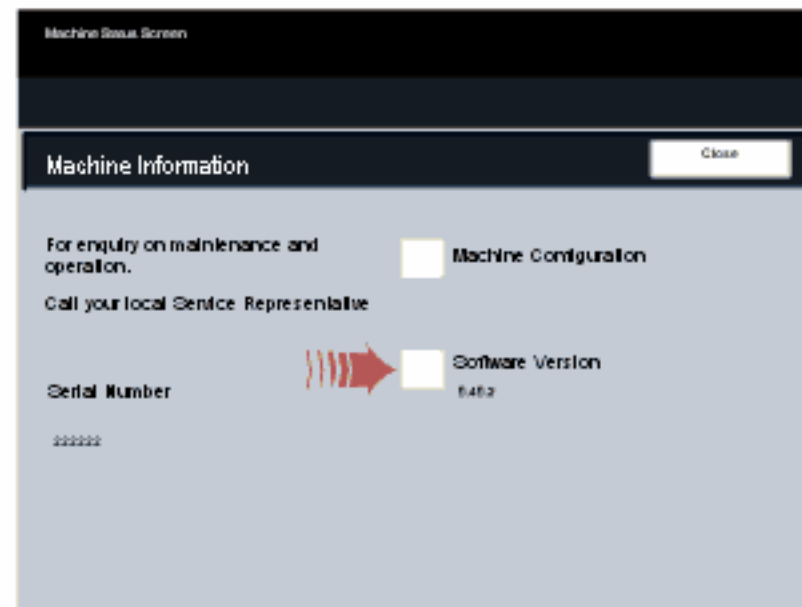
When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

### Machine Information



Next

Select the **Software Version** button to continue.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Machine Information



Next

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.

This concludes the Machine Information topic.

Software Version	
Items	Status
Controller ROM	0.40.2
IDT ROM	0.40.2
HCF ROM	0.40.2
ITT ROM	0.40.2

Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Paper Tray Status

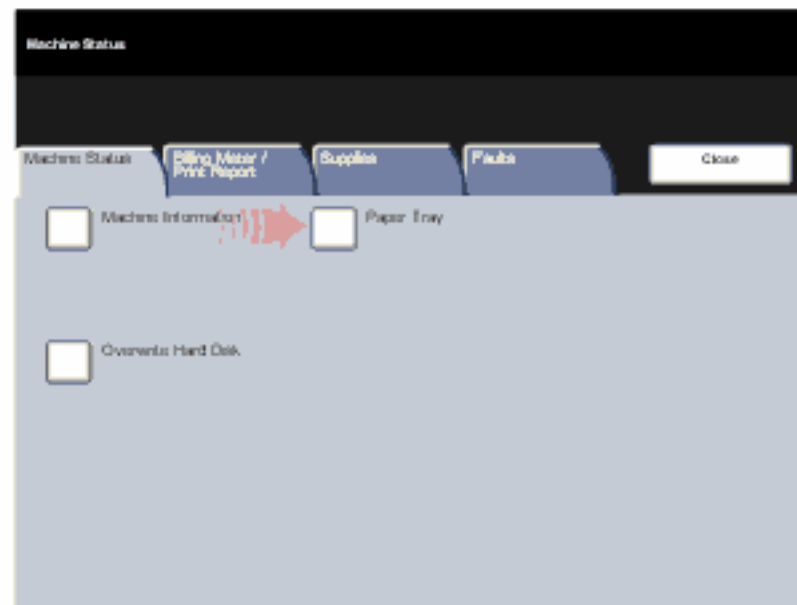


Next

**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.

Select the **Paper Tray** button.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Paper Tray Status



Next

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.

Refer to the **Paper and Media** tutorial for more information.

Paper Tray				
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

Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

### Paper Tray Status

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.

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

Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Paper Tray Status



Next

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

Paper Tray				
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

Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Billing Meters



Print



Next

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

Machine Status Screen

Billing Meter Close

Serial Number

Color Impressions	<input type="text" value="5608"/>	<input type="checkbox"/> Counters
Black Impressions	<input type="text" value="1601"/>	
Total Impressions	<input type="text" value="7209"/>	

Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Billing Meters



Print



Next

To access the Billing Meters:

1. Select the **Machine Status** button on the Control Panel.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Billing Meters



Print



Next

To access the Billing Meters:

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



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Billing Meters



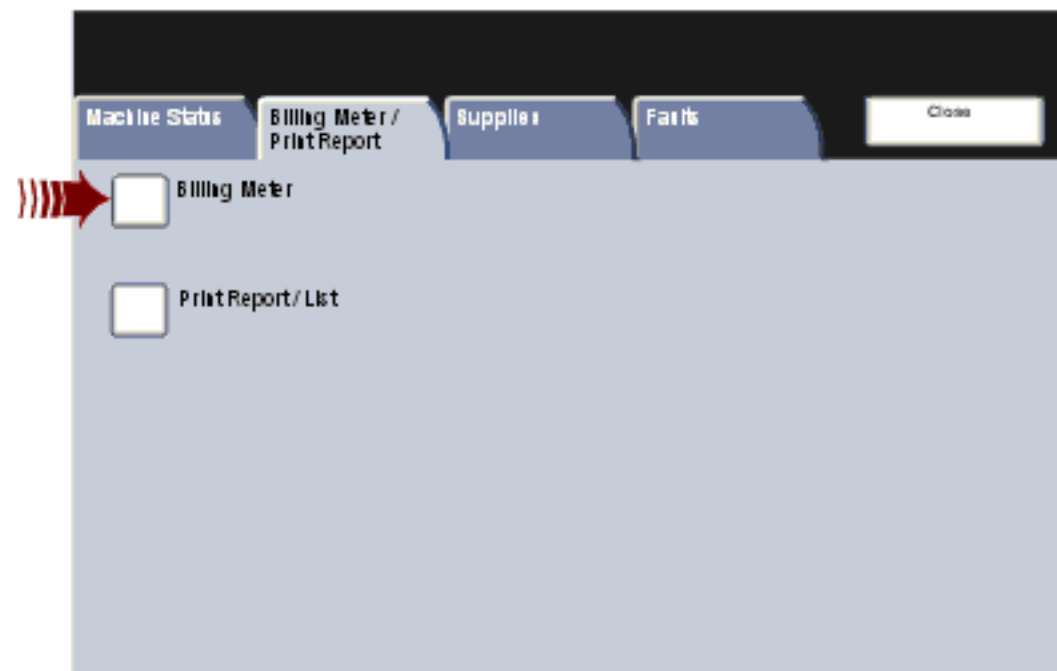
Print



Next

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.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Billing Meters



Print



Next



The Billing Meters information is shown here. Customers can view the various billing meters, and machine serial number for tracking purposes.

This completes the Billing Meters topic.

Machine Status Screen

Billing Meter Close

Serial Number

Color Impressions	<input type="text" value="5608"/>	<input type="checkbox"/> Counters
Black Impressions	<input type="text" value="1601"/>	
Total Impressions	<input type="text" value="7209"/>	

Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Print Report/List



Next

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.

Select the **Print Report/List** button.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Print Report/List



Next

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.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Overwrite Hard Disk



Next

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.

Select the **Overwrite Hard Disk** button on the touch screen.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Overwrite Hard Disk



Next

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.

This complete the Overwrite Hard Disk topic.

### Overwrite Hard Disk

Close

Status: Standby

This 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.

Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Machine Information



This completes the machine status module, where you have reviewed:

- > Machine Information
- > Paper Tray
- > Billing Meters
- > Print Report/List
- > Overwrite Hard Disk

Return to the previous menu to review other machine status features.

Enter a key word.

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## Machine/Job Status

These tutorials explain the job status and machine status features of the machine.

The job status topics explain how to find out how your job is being processed. Similarly, the machine status topics tell you the status of the machine.

 **Job Status**

 **Other Job Lists**

 **Machine Status >>>**

 **Faults**

**Supplies**





## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

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## Fault Logs



Next

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.

Select the **Machine Status** button on the control panel and the **Faults** tab on the touch screen.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Fault Logs

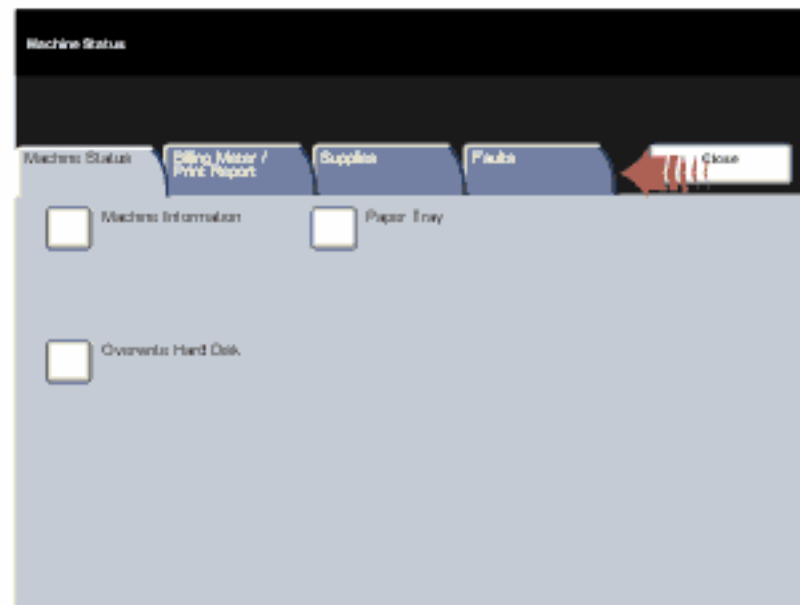


Next

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.

Select the **Machine Status** button on the control panel and the **Faults** tab on the touch screen.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Fault Logs



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



Enter a key word.

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## Machine/Job Status

These tutorials explain the job status and machine status features of the machine.

The job status topics explain how to find out how your job is being processed. Similarly, the machine status topics tell you the status of the machine.



**Job Status**



**Other Job Lists**



**Machine Status >>>**



**Faults**



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Supplies

Next

View the status of the machine supplies to gain an indication of when the customer replaceable units need to be replaced.

Access to Supplies information is via the Machine Status button on the control panel.

Select the **Machine Status** button on the control panel and the **Supplies** tab on the touch screen.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Supplies

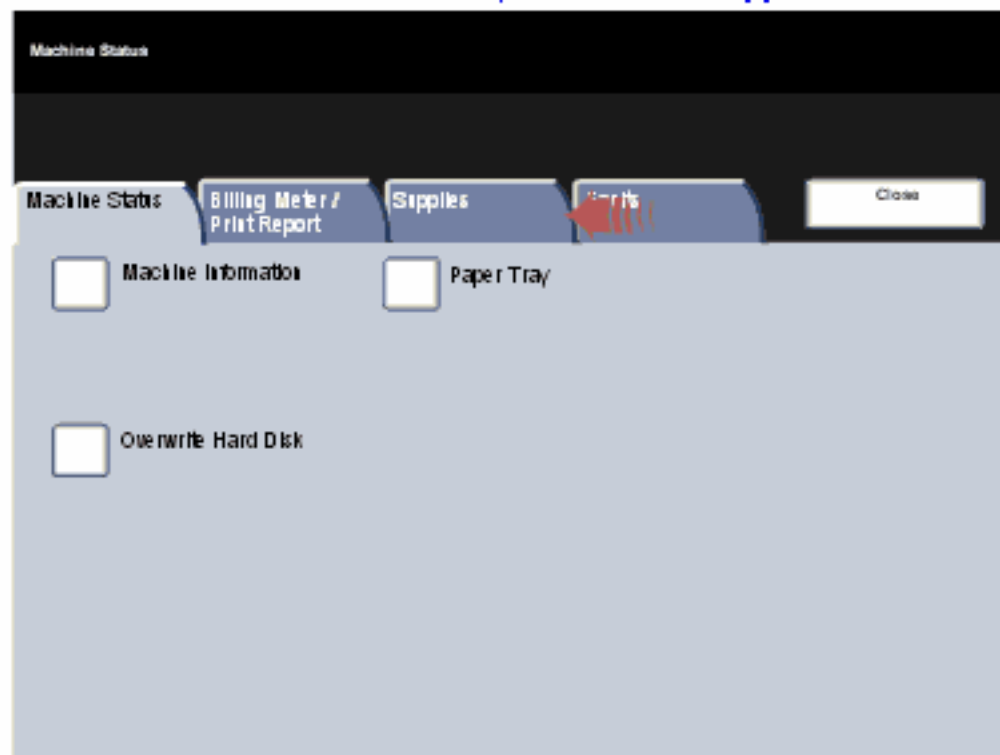


Next

View the status of the machine supplies to gain an indication of when the customer replaceable units need to be replaced.

Access to Supplies information is via the Machine Status button on the control panel.

Select the **Machine Status** button on the control panel and the **Supplies** tab on the touch screen.



Enter a key word.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

## Supplies



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

This concludes the Supplies topic.

Machine Status	Billing Meter / Print Report	Consumables	Faults	Close
<b>% Toner Remaining:</b>		<b>Status</b>		
Black Toner			75% Remaining	
Black Toner			75% Remaining	
Cyan Toner			75% Remaining	
Magenta Toner			75% Remaining	
Yellow Toner			75% Remaining	
<b>SMART Kit</b>		<b>Status</b>		
Drum Cartridge			75% Remaining	
Drum Cartridge			75% Remaining	
Drum Cartridge			75% Remaining	
Drum Cartridge			75% Remaining	
Waste Container			OK	

Enter a key word.

Search



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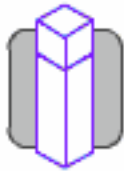


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Using Color



## Using Color

This section explains the color features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take you a few seconds to complete so you can learn about your machine when you have a few minutes to spare.

### Output Color

[Color Shift](#)

[Color Balance](#)

[Color Effects](#)

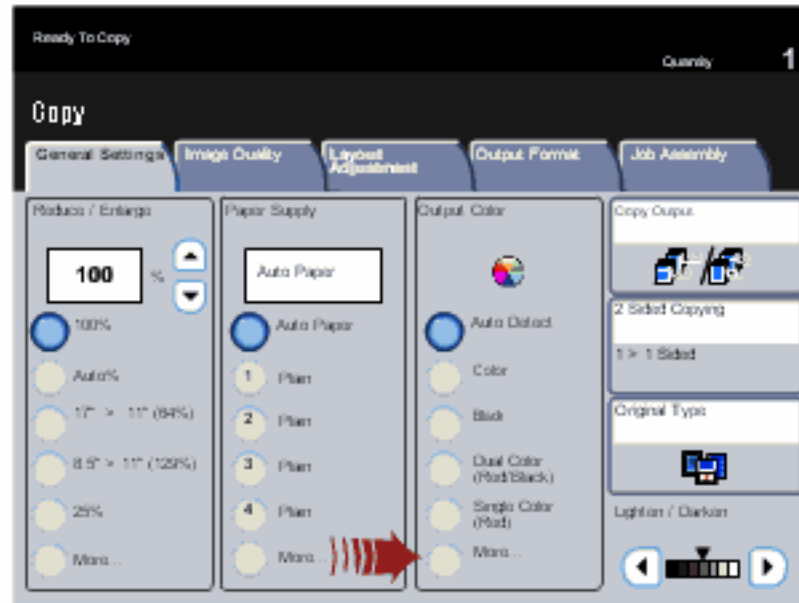




## Overview

These topics overview the Color features and show you how to access them.

## Output Color



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

Select the **More...** button to continue.

Enter a key word.

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## Overview

These topics overview the Color features and show you how to access them.

## Output Color



Next



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

Select the **Auto Detect** button to continue.

Enter a key word.

Search



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## Overview

These topics overview the Color features and show you how to access them.

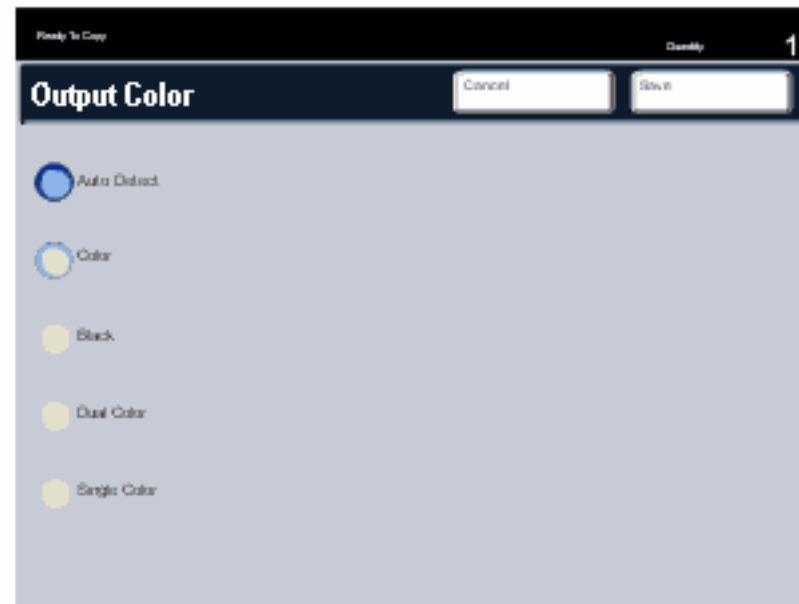
Enter a key word.

Search

## Output Color



Next



The **Auto Detect** 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 Color option is selected.

The DADF must be closed for the Auto Detect 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 Color option.

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044 00



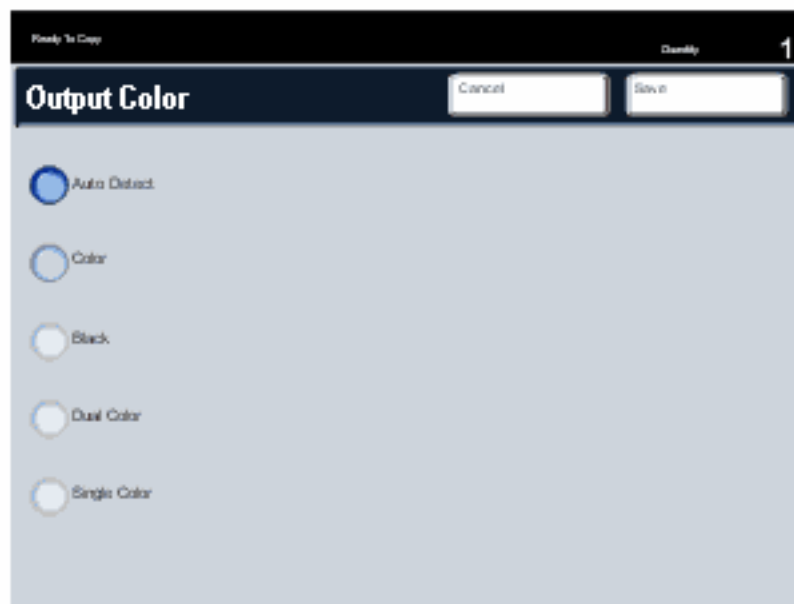
## Overview

These topics overview the Color features and show you how to access them.

## Output Color



Next



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

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

Enter a key word.

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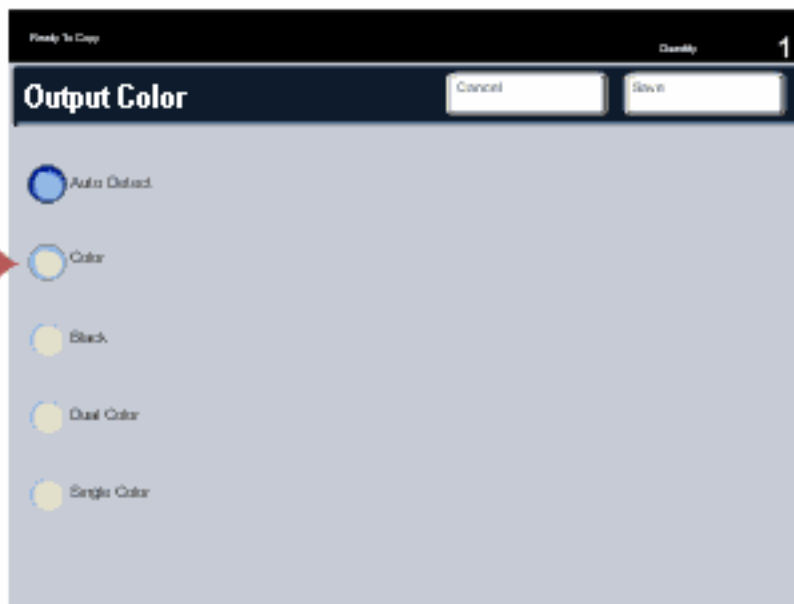
## Overview

These topics overview the Color features and show you how to access them.

## Output Color



Next



Select the **Color** button shown above to continue.

Enter a key word.

Search



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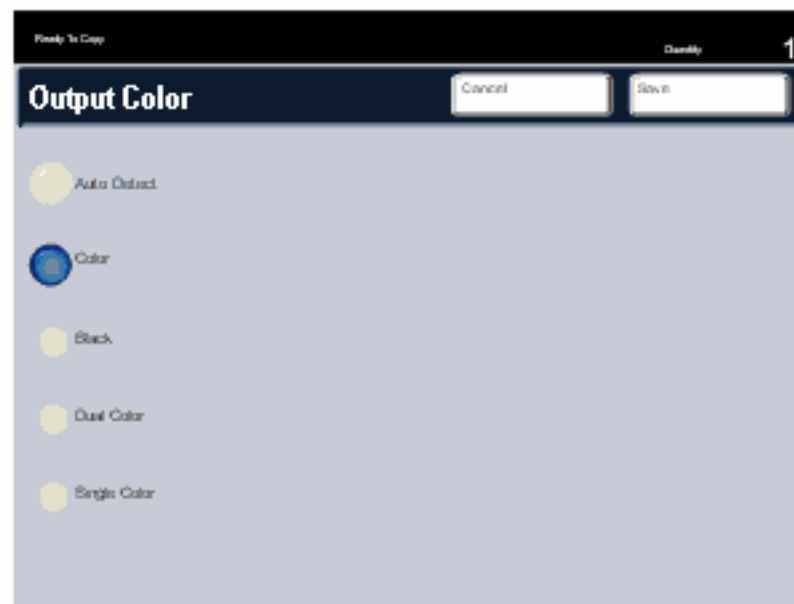
## Overview

These topics overview the Color features and show you how to access them.

## Output Color



Next



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

Enter a key word.

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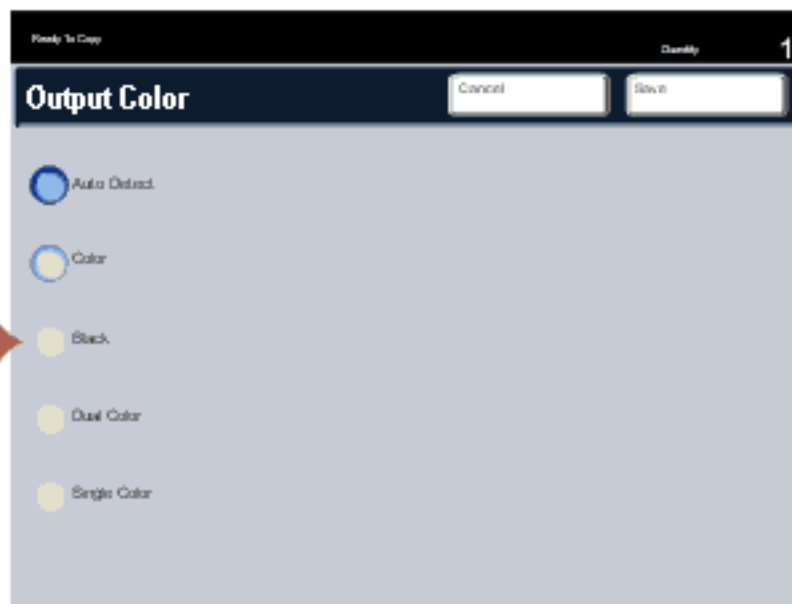
## Overview

These topics overview the Color features and show you how to access them.

## Output Color



Next



Select the **Black** button to continue.

Enter a key word.

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## Overview

These topics overview the Color features and show you how to access them.

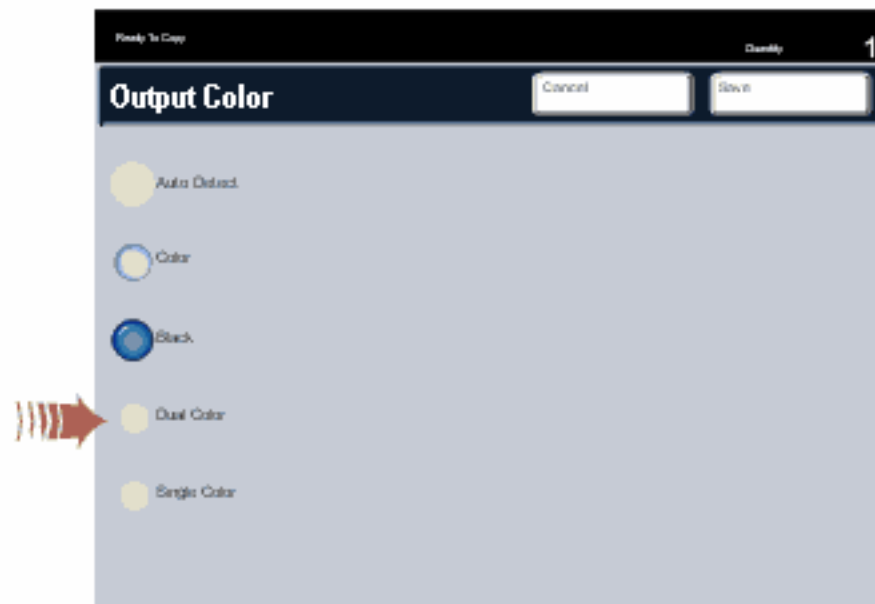
Enter a key word.

Search

## Output Color



Next



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.

Select the **Dual Color** button to continue.



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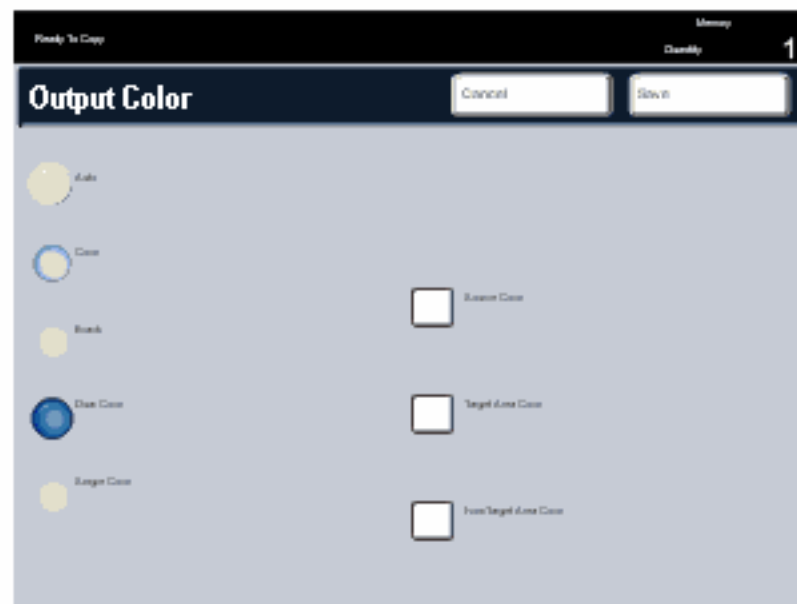
## Overview

These topics overview the Color features and show you how to access them.

## Output Color



Next



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.

Enter a key word.

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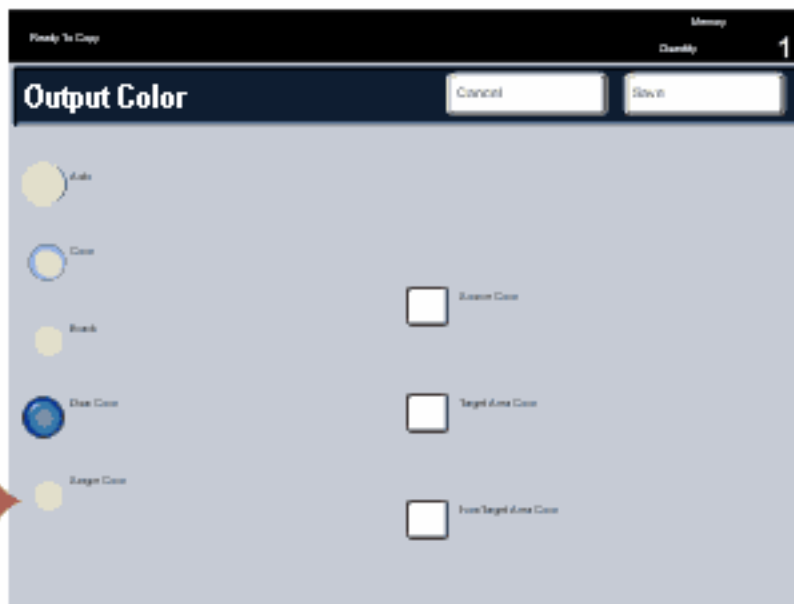
# Overview

These topics overview the Color features and show you how to access them.

## Output Color



Next



Select the **Single Color** button shown above to continue.

Enter a key word.

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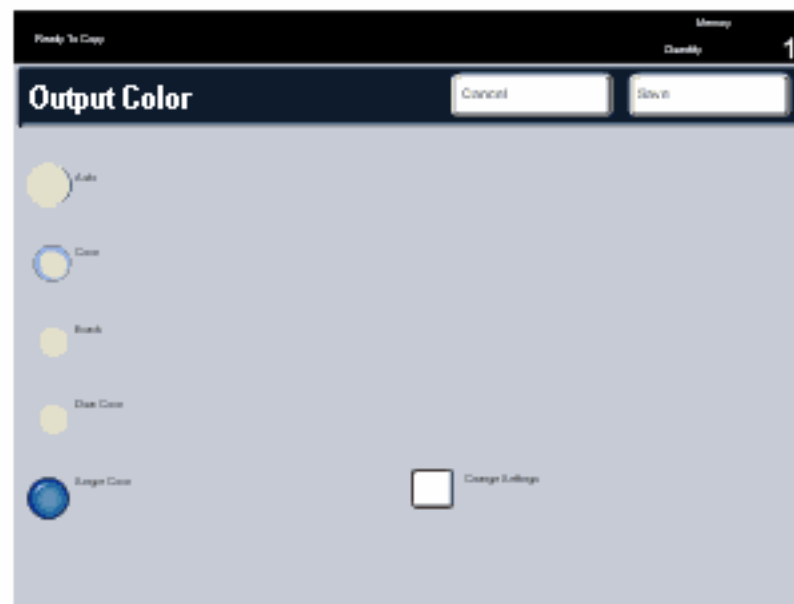
## Overview

These topics overview the Color features and show you how to access them.

## Output Color



Next



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

Enter a key word.

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## Overview

These topics overview the Color features and show you how to access them.

## Output Color



This concludes the Output Color tutorial.

Enter a key word.

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**XEROX**



## Using Color

This section explains the color features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take you a few seconds to complete so you can learn about your machine when you have a few minutes to spare.



**Output Color**



**Color Shift**

**Color Balance**

**Color Effects**



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## Copy

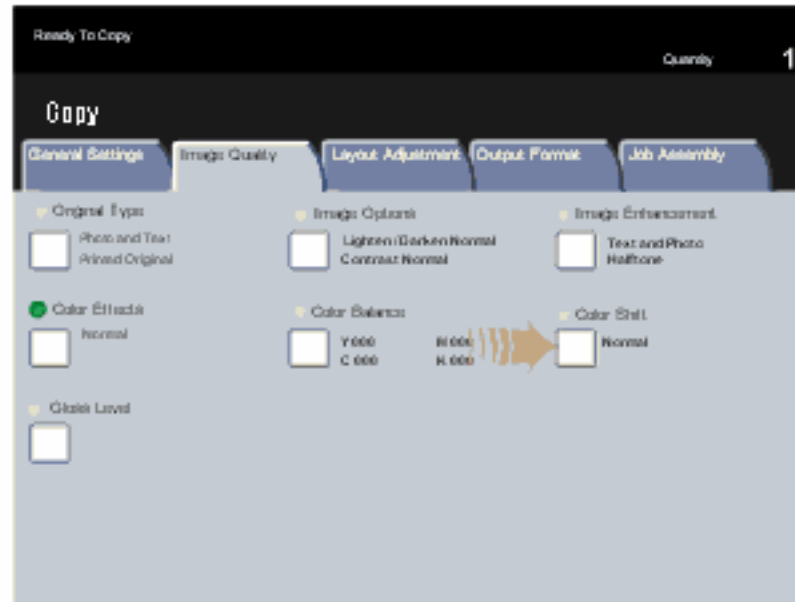
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Color Shift



Color Shift allows you to adjust your document so that the colors appear warmer or cooler.

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

Select the **Color Shift** button shown above to continue.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## 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.

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## Using Color

This section explains the color features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take you a few seconds to complete so you can learn about your machine when you have a few minutes to spare.



**Output Color**



**Color Shift**



**Color Balance**

**Color Effects**



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## Copy

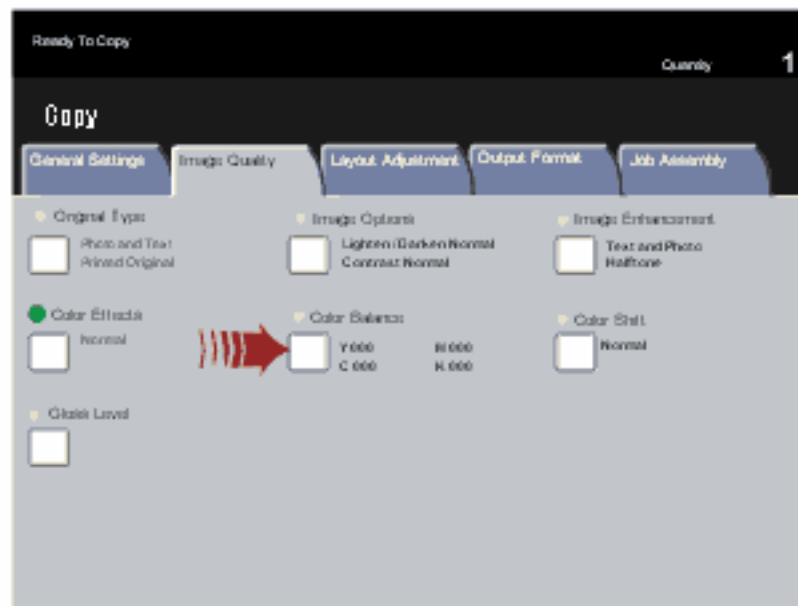
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Color Balance



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

Select the **Color Balance** button shown to continue.

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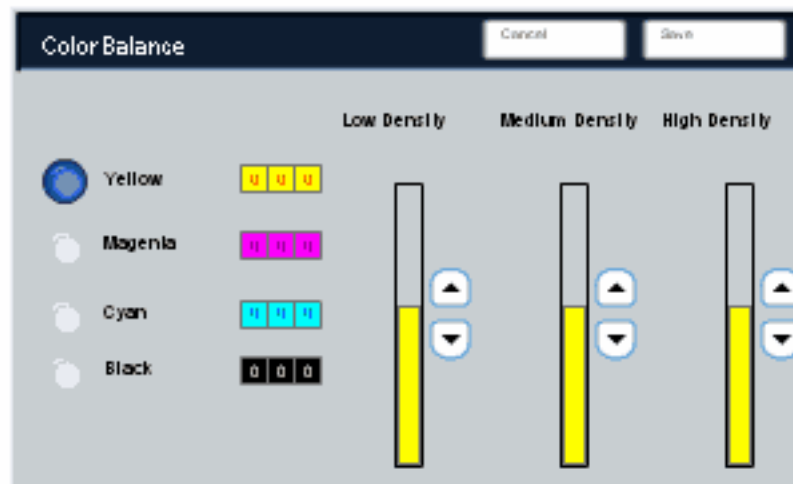


## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Color Balance



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.

Enter a key word.

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## Using Color

This section explains the color features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take you a few seconds to complete so you can learn about your machine when you have a few minutes to spare.

-  **Output Color**
-  **Color Shift**
-  **Color Balance**
-  **Color Effects**





## Copy

These modules describe all the copy features of the machine.

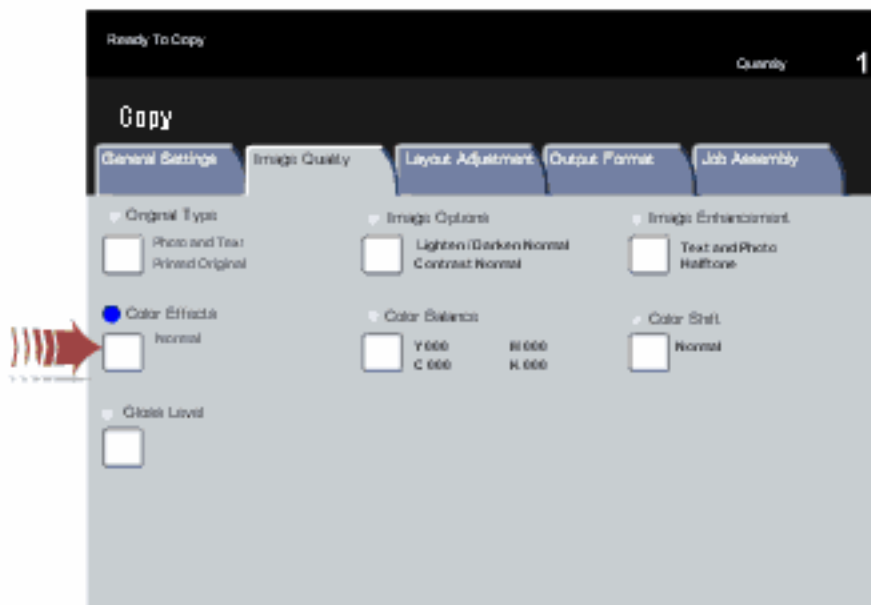
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Image Quality

### Color Effects

When you choose one of the **Color Effects** options, an entire group of associated image quality settings are adjusted to meet your required output.

Select the **Color Effects** button on the **Image Quality** tab.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Image Quality



### Color Effects

Roll over the **Color Effects** options shown on the screen below to view detailed information about each option.

*NOTE: If other image quality settings are changed after selecting a Color Effects option, the Color Effects will be returned to the default setting.*

#### Color Effects

Cancel Save

- Normal
- Live Color
- Bright
- Single Color
- Warm
- Cool
- Shadow Suppression

Enter a key word.

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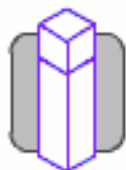
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Locating the Serial Number

Billing Meters

Ordering Supplies

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Adjusting Trays 3 and 4

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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

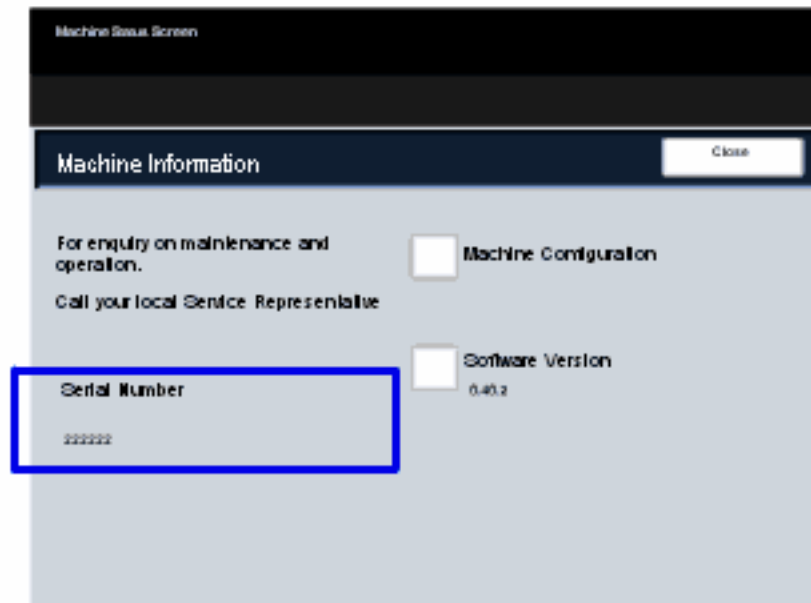
## Locating the Serial Number



Print



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



Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Locating the Serial Number



Print



Next

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

1. Select the **Machine Status** button on the Control Panel.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Locating the Serial Number



Print



Next

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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Locating the Serial Number

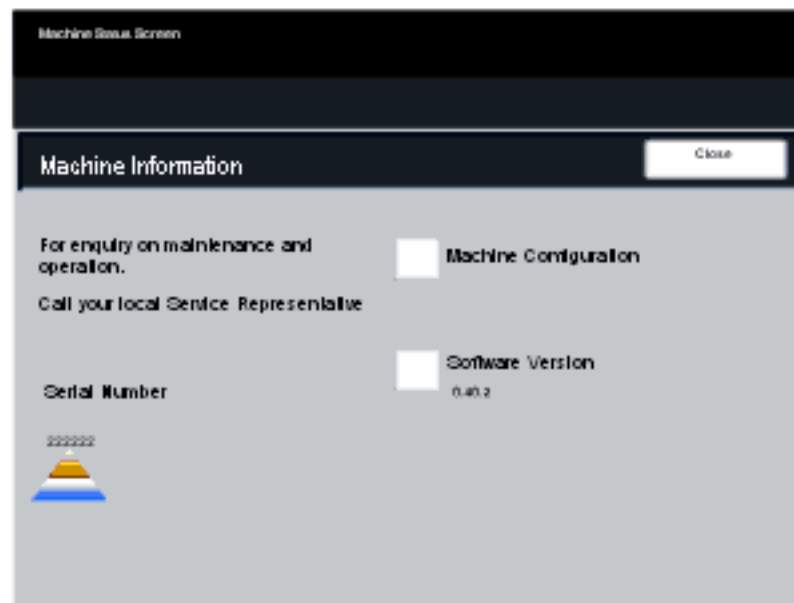


Print



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.



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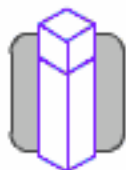
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## Maintenance

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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

## Billing Meters



Print

Next



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

Machine Status Screen

Billing Meter Close

Serial Number

Color Impressions	<input type="text" value="5608"/>	<input type="checkbox"/> Counters
Black Impressions	<input type="text" value="1601"/>	
Total Impressions	<input type="text" value="7209"/>	

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Billing Meters



Print



Next



To access the Billing Meters:

1. Select the **Machine Status** button on the Control Panel.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

## Billing Meters



Print



Next



To access the Billing Meters:

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



Enter a key word.

Search



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Billing Meters



Print

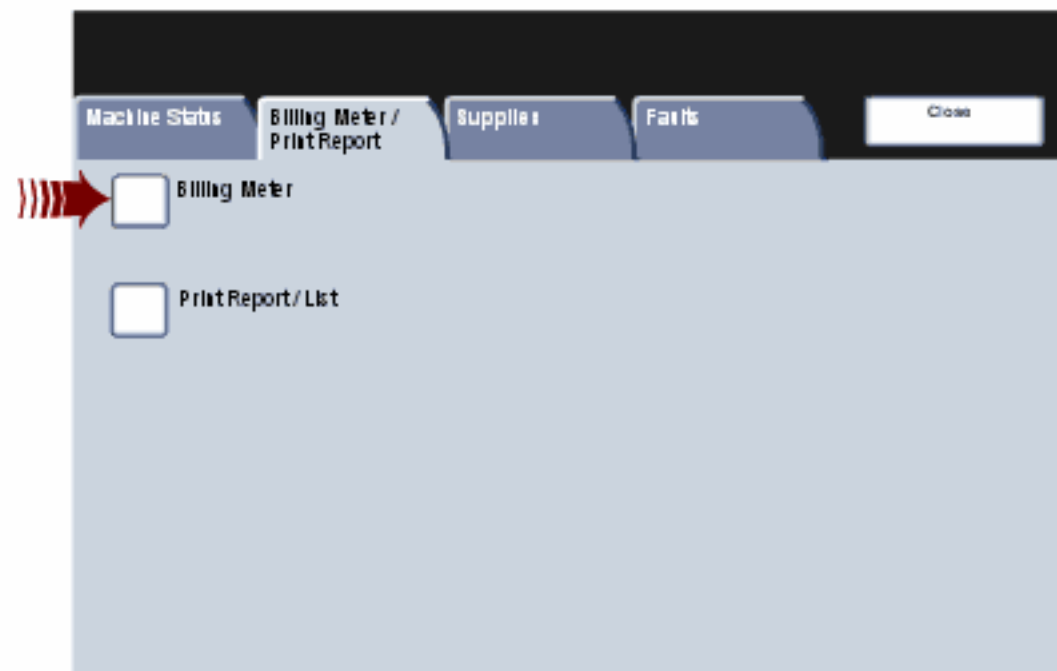


Next



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.





## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Billing Meters



Print



The Billing Meters information is shown here. Customers can view the various billing meters, and machine serial number for tracking purposes.

This completes the Billing Meters topic.

Machine Status Screen

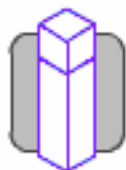
Billing Meter Close

Serial Number

Color Impressions	<input type="text" value="5608"/>	Counters
Black Impressions	<input type="text" value="1601"/>	
Total Impressions	<input type="text" value="7209"/>	



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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## Ordering Supplies



Print

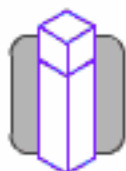
A variety of supplies are available for your machine, for example:

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

To order supplies, contact the Xerox Welcome and Support Centre or visit our Customer Web Site at [www.xerox.com](http://www.xerox.com).



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## Maintenance

Locating the Serial Number

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## **Cleaning your Machine**

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



### **Warning and Caution**

### **The Document Glass**

### **The Control Panel, Touch Screen, Document Handler and Output Trays**



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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Print

## Warning and Caution

**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.





## Cleaning your Machine

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



**Warning and Caution**



**The Document Glass**

**The Control Panel, Touch Screen, Document Handler  
and Output Trays**



### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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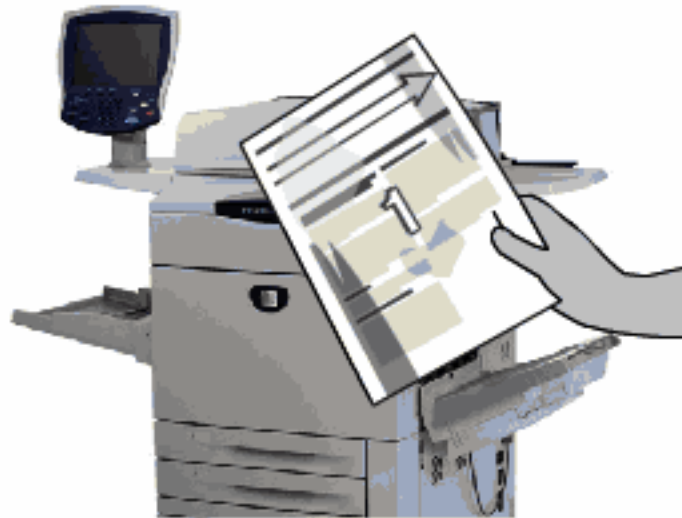
## The Document Glass



Print



Next



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.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

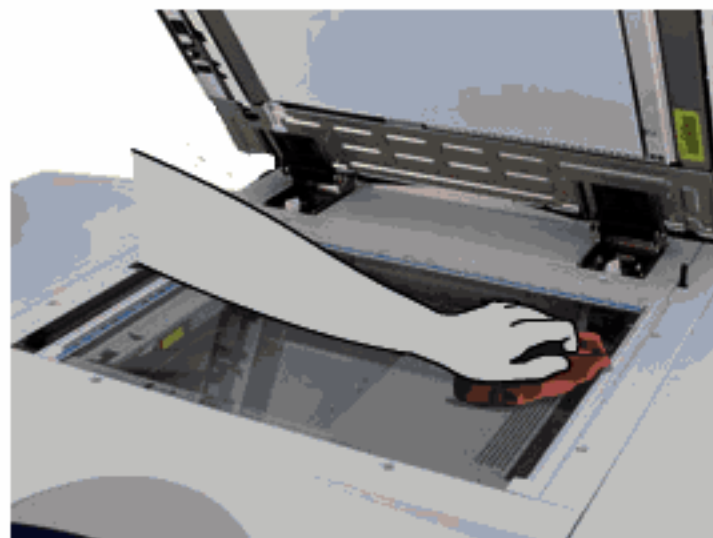
Enter a key word.

Search

## The Document Glass



Print



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

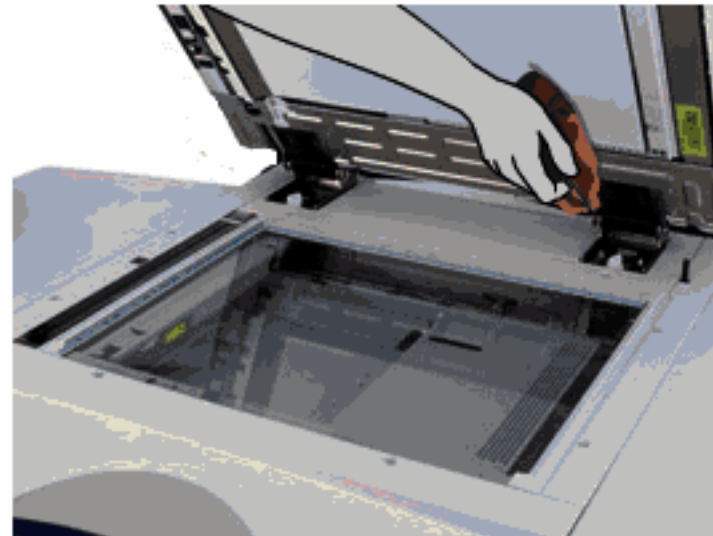
Enter a key word.

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## The Document Glass



Print



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.



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## Cleaning your Machine

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



**Warning and Caution**



**The Document Glass**



**The Control Panel, Touch Screen, Document Handler  
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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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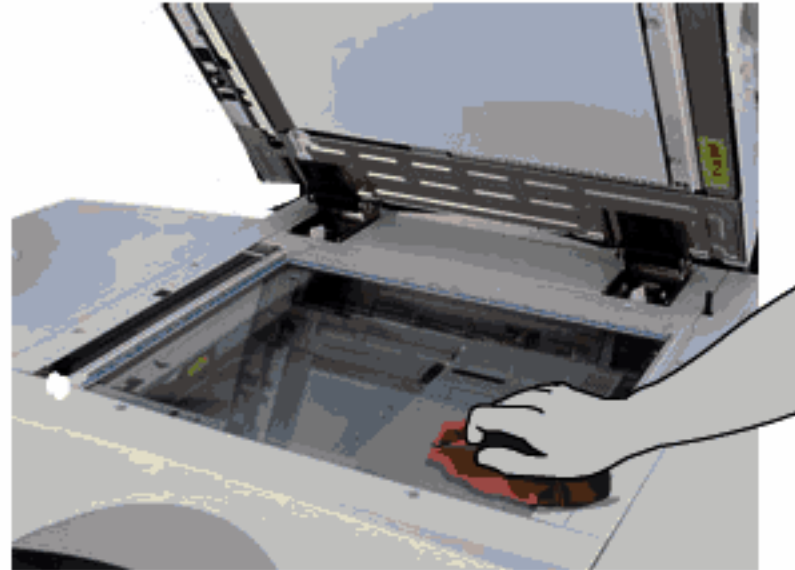
## The Control Panel, Touch Screen, Document Handler and Output Trays



Print



Next



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



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## The Control Panel, Touch Screen, Document Handler and Output Trays



Print



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



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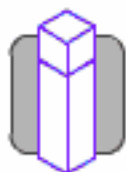


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Billing Meters

Ordering Supplies

Cleaning your machine

Adjusting Trays 3 and 4

Loading Paper and Media

Loading Staples

Auto Gradation Adjustment

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

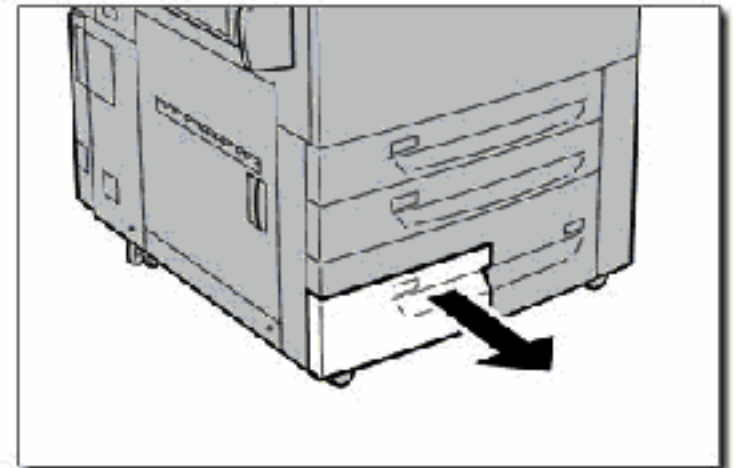
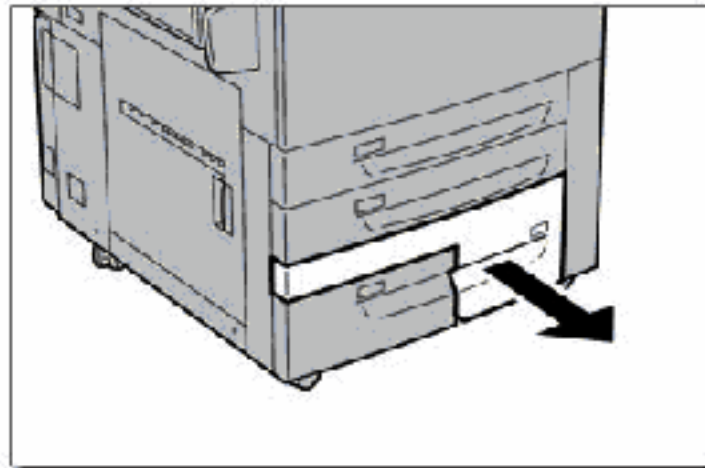
Enter a key word.

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## Adjusting Trays 3 and 4



Print



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



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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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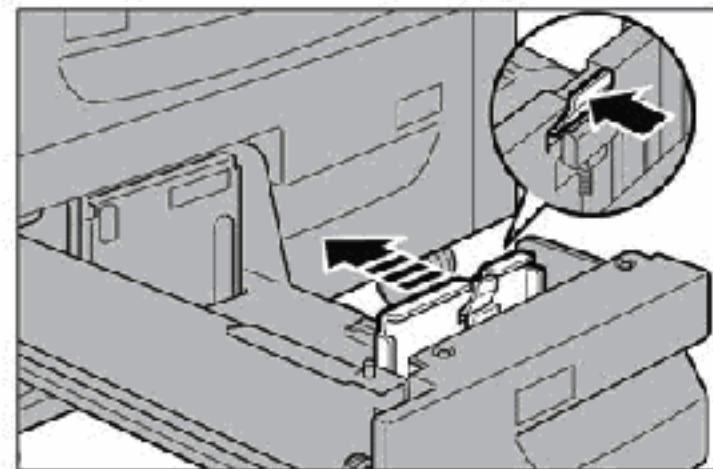
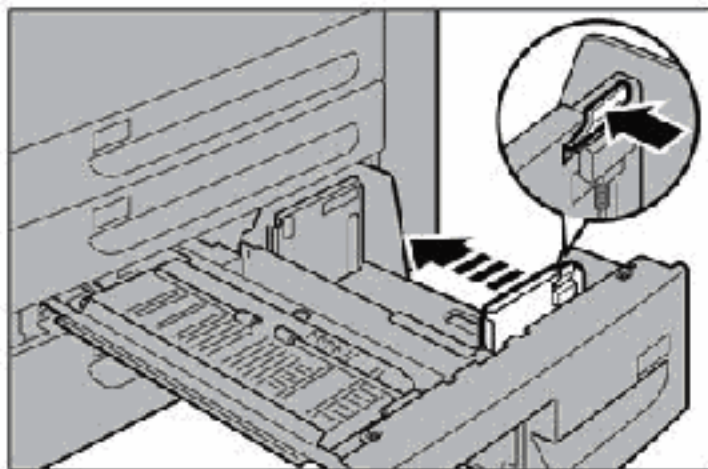
## Adjusting Trays 3 and 4



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Open the appropriate Tray and move the guides to just touch the edges of the paper stack.

Enter a key word.

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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

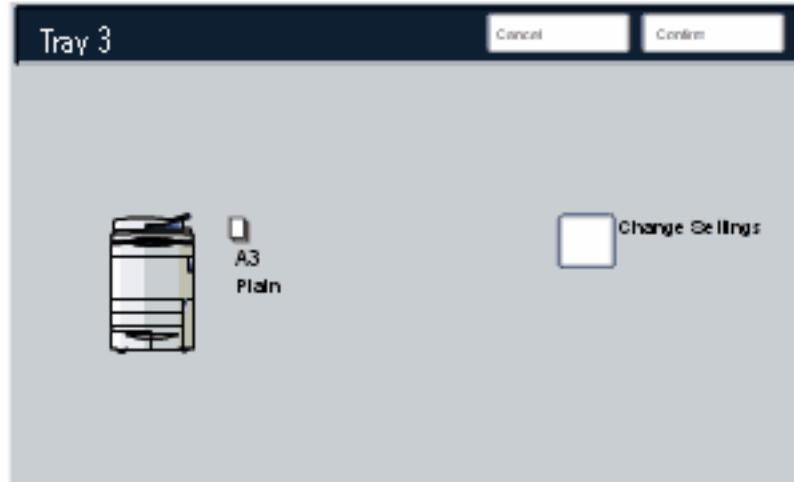
## Adjusting Trays 3 and 4



Print



Next



Having adjusted the paper tray, you need to change the paper tray setting.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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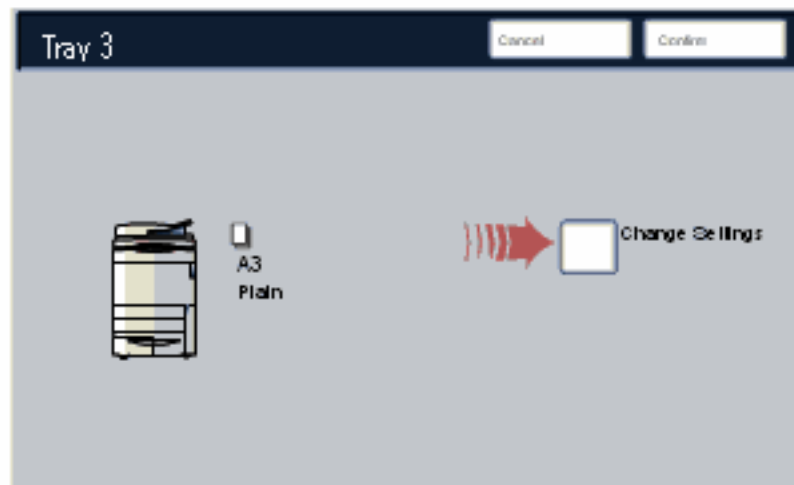
## Adjusting Trays 3 and 4



Print



Next



Touch the **Change Settings** button, then select the Paper Type and Paper Size that has been loaded in the tray. When the settings are correct, touch the **Save** button. Be sure to confirm your choices by touching the **Confirm** button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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## Adjusting Trays 3 and 4



Print



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Tray 3 Cancel  Save

Paper Type	Paper Size
Plain (84-105 g/m <sup>2</sup> ) 	Auto Size Detect 
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> ) 	

Auto Paper Select

All output colors

Color

Black

Touch the **Change Settings** button, then select the Paper Type and Paper Size that has been loaded in the tray. When the settings are correct, touch the **Save** button. Be sure to confirm your choices by touching the **Confirm** button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

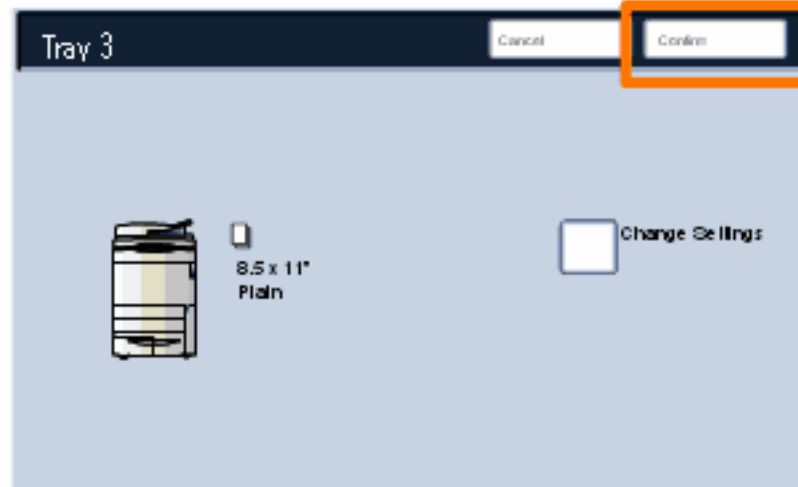
Enter a key word.

Search

## Adjusting Trays 3 and 4



Print



Touch the **Change Settings** button, then select the Paper Type and Paper Size that has been loaded in the tray. When the settings are correct, touch the **Save** button. Be sure to confirm your choices by touching the **Confirm** button.

This completes the procedure for adjusting paper trays 3 and 4.



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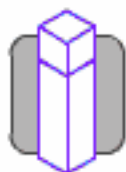


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Adjusting Trays 3 and 4

**Loading Paper and Media**

Loading Staples

Auto Gradation Adjustment


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## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

-  **Loading paper trays 1 and 2**
- Loading paper trays 3 and 4**
- Loading paper in the bypass tray**
- Loading the High Capacity Feeder**
- Loading the Oversized High Capacity Feeder**
- Hints and Tips**





## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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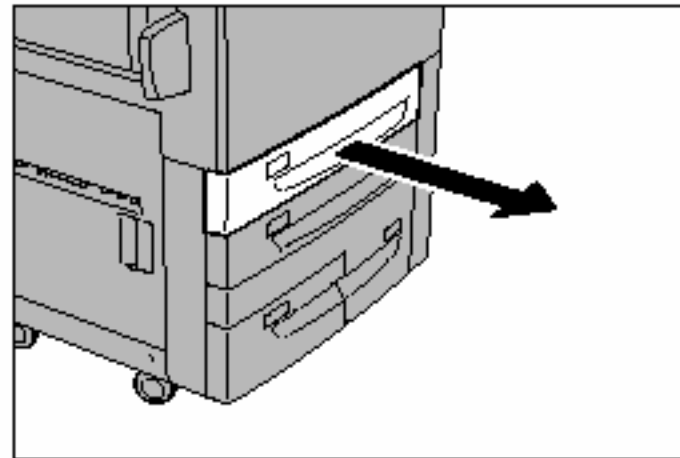


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## Loading paper trays 1 and 2



Print



Trays 1 and 2 can take 500 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.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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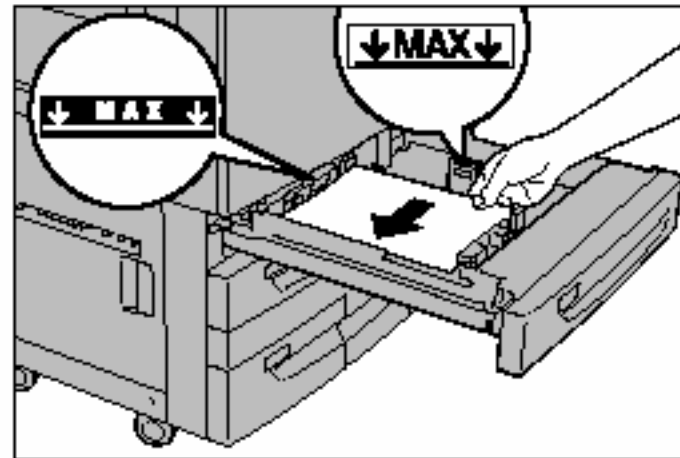
## Loading paper trays 1 and 2



Print



Next



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.

Move the right guide to touch the paper stack.

Move the front and rear guides to just touch the edges of the paper stack.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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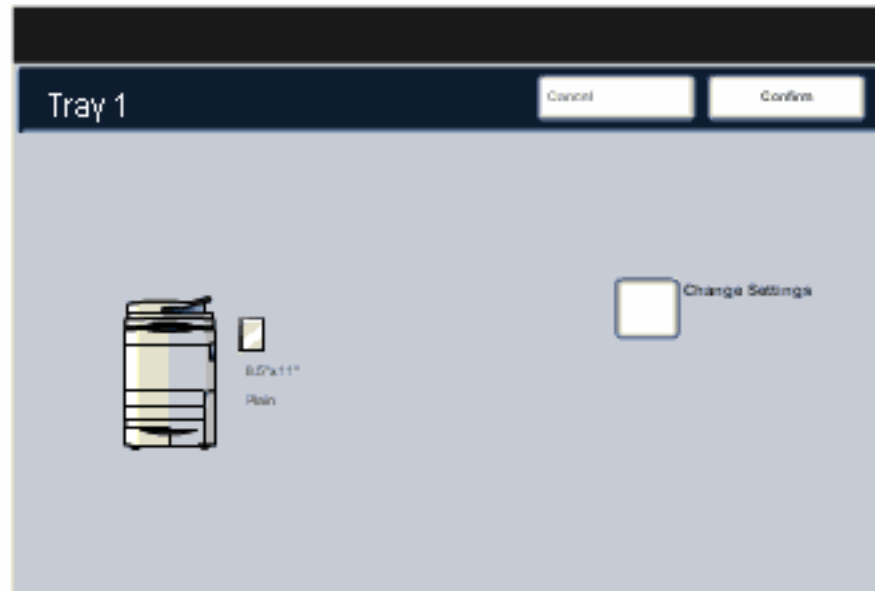
## Loading paper trays 1 and 2



Print



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If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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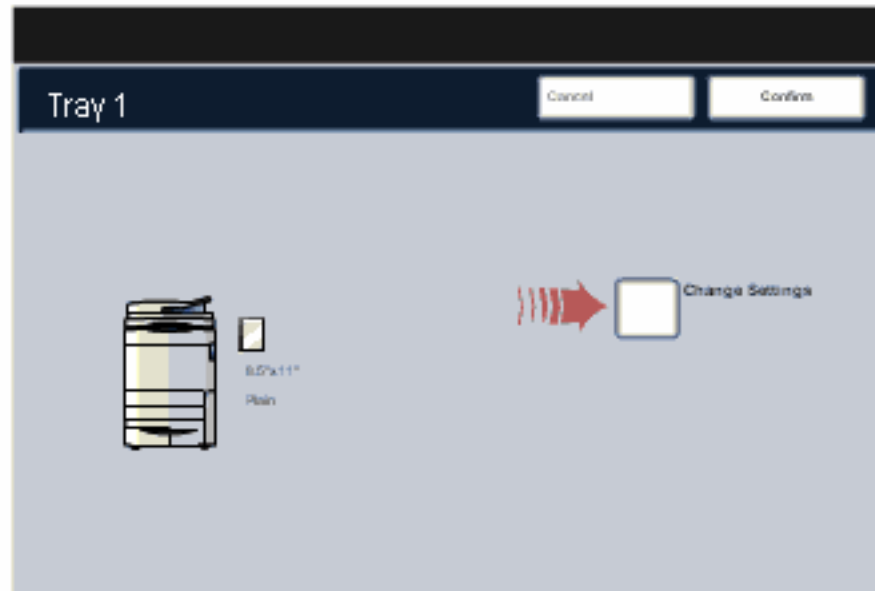
## Loading paper trays 1 and 2



Print



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If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Loading paper trays 1 and 2



Print



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Tray 1 Cancel Save

<b>Paper Type</b>	
Plain (94-105 g/m <sup>2</sup> )	▲
Recycled (94-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-176 g/m <sup>2</sup> )	▼

<b>Paper Size</b>	
Variable Size	▲
Auto Size Detect	
8.5"x5.5"	
8.5x14	▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

## Loading paper trays 1 and 2



Print



Next

Tray 1 Cancel Save

**Paper Type**

Plain (94-105 g/m <sup>2</sup> )	▲
Recycled (94-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-176 g/m <sup>2</sup> )	▼

**Paper Size**

Variable Size	▲
Auto Size Detect	
8.5x5.5"	
8.5x14	▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Size** options allow 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.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Loading paper trays 1 and 2



Print



Next

Tray 1

Cancel Save

Paper Type

Plain (94-105 g/m<sup>2</sup>)

Recycled (94-104 g/m<sup>2</sup>)

Transparency

Heavyweight 1 (105-178 g/m<sup>2</sup>)

Paper Size

Variable Size

Auto Size Detect

8.5x11.5"

8.5x14

Auto Paper Select

All output colors

Color

Black

The **Paper Size** options allow 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.

Select the **Variable Size** button to continue.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Loading paper trays 1 and 2



Print



Tray 1 Paper Size Cancel Save

(7.2 - 17.0)

8.0

Y

X

8.0

(7.2 - 17.0)

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.

This concludes the Loading Paper topic.



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## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



**Loading paper trays 1 and 2**



**Loading paper trays 3 and 4**

**Loading paper in the bypass tray**

**Loading the High Capacity Feeder**

**Loading the Oversized High Capacity Feeder**

**Hints and Tips**



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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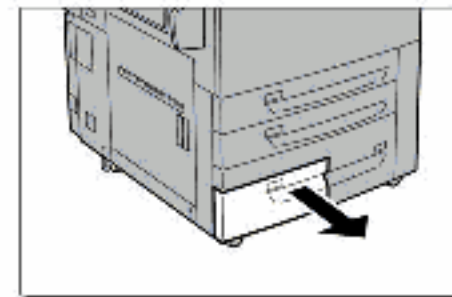
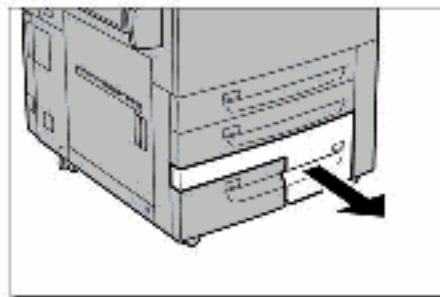
## Loading paper trays 3 and 4



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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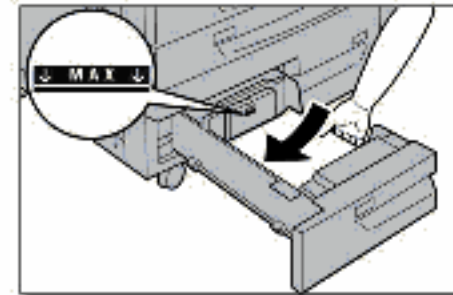
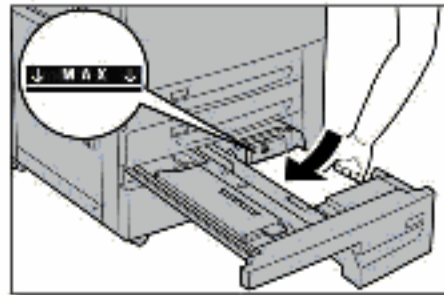
## Loading paper trays 3 and 4



Print



Next



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.

Gently close the paper tray.

On closing the tray the elevator raises the paper stack ready for use.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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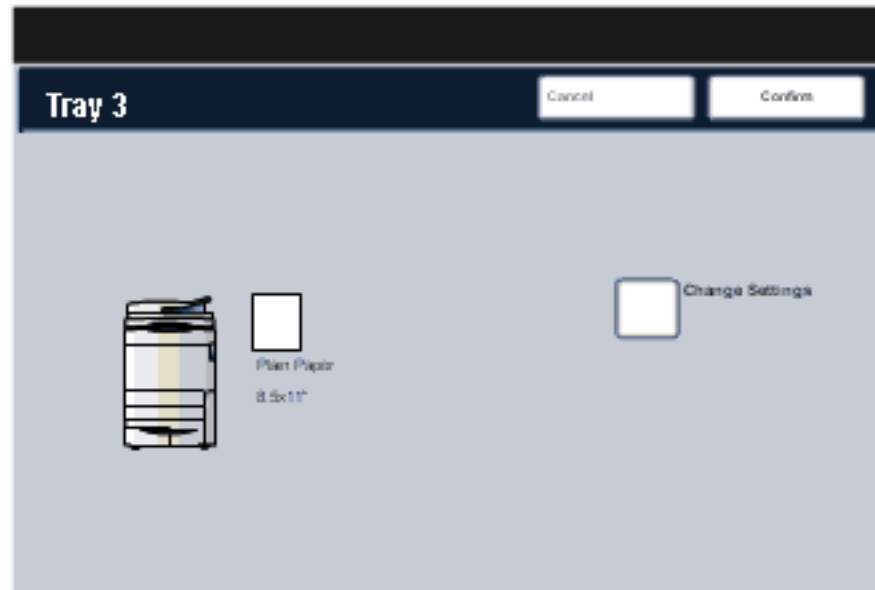
## Loading paper trays 3 and 4



Print



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If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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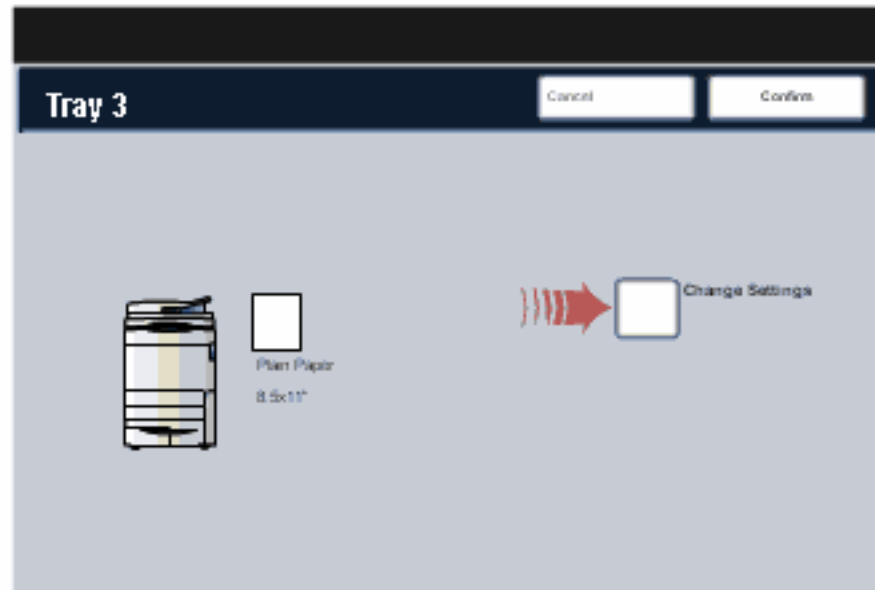
## Loading paper trays 3 and 4



Print



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If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Enter a key word.

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## Loading paper trays 3 and 4



Print



Next

Tray 3 Cancel Save

Paper Type		Paper Size	
Plain (84-105 g/m <sup>2</sup> )	▲	Auto Size Detect	▲
Recycled (84-104 g/m <sup>2</sup> )		Variable Size	
Transparency			
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼		▼

Auto Paper Select

All output colors

Color

Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Loading paper trays 3 and 4



Print



Next

Tray 3 Cancel Save

**Paper Type**

Plain (84-105 g/m <sup>2</sup> )	▲
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼

**Paper Size**

Auto Size Detect	▲
Variable Size	
	▼

**Auto Paper Select**

All output colors

Color

Black

The **Paper Size** options allow 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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Loading paper trays 3 and 4



Print



Next

Tray 3
Cancel
Save

Paper Type	Paper Size
Plain (84-105 g/m <sup>2</sup> ) <span style="float: right;">▲</span>	Auto Size Detect <span style="float: right;">▲</span>
Recycled (84-104 g/m <sup>2</sup> ) <span style="float: right;">▶▶▶▶▶</span>	Variable Size <span style="float: right;">▼</span>
Transparency <span style="float: right;">▼</span>	 <span style="float: right;">▼</span>
Heavyweight 1 (105-178 g/m <sup>2</sup> ) <span style="float: right;">▼</span>	 <span style="float: right;">▼</span>

**Auto Paper Select**

All output colors

Color

Black

The **Paper Size** options allow 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.

Select the **Variable Size** button to continue.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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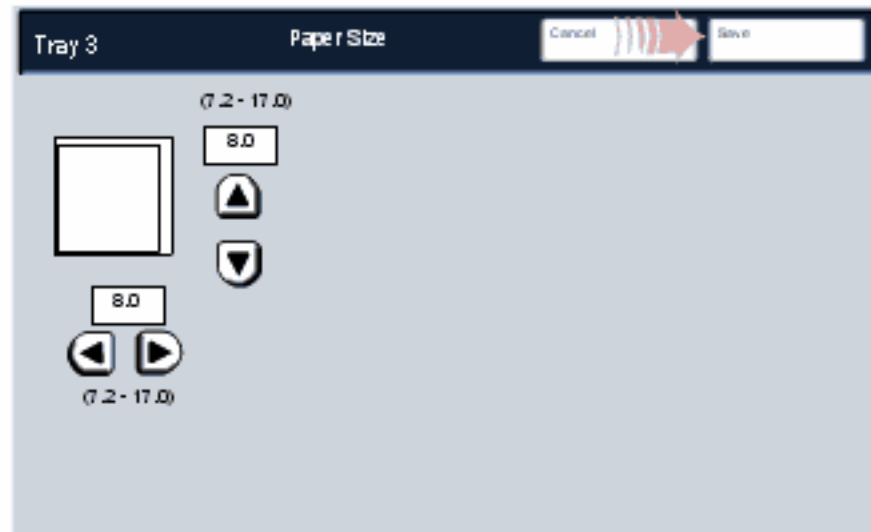
## Loading paper trays 3 and 4



Print



Next



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.



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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

## Loading paper trays 3 and 4



Print



This concludes the Loading Paper topic.

Enter a key word.

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## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



**Loading paper trays 1 and 2**



**Loading paper trays 3 and 4**



**Loading paper in the bypass tray**

**Loading the High Capacity Feeder**

**Loading the Oversized High Capacity Feeder**

**Hints and Tips**





## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

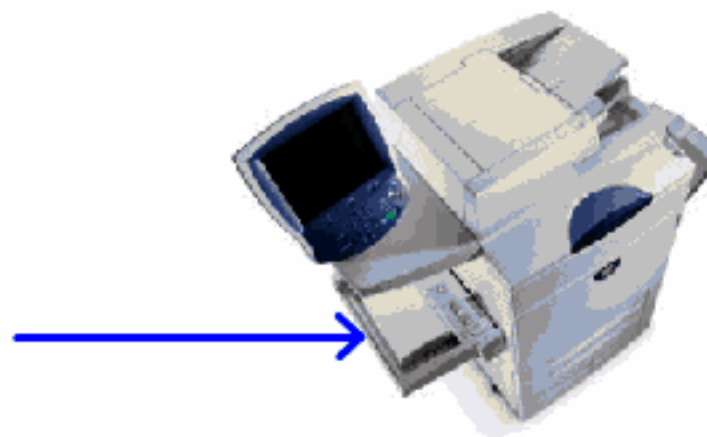
Enter a key word.

Search

## Loading the bypass tray



Print



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 media into the bypass tray.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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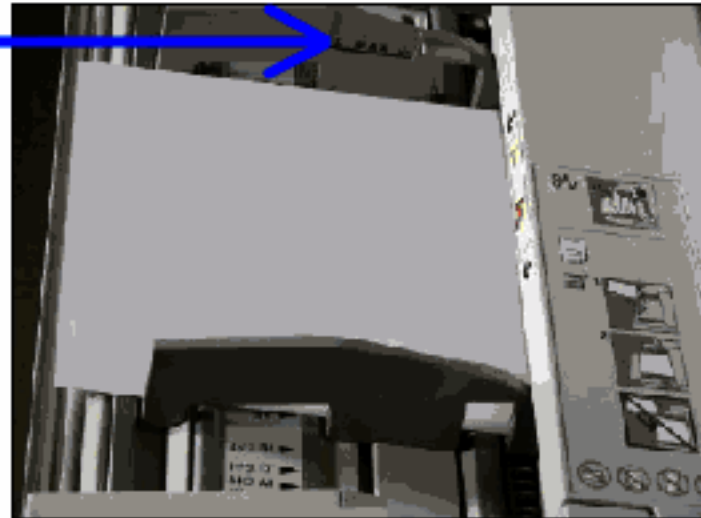
## Loading the bypass tray



Print



Next



Fan the sheets before loading them into the tray. Register the stack of paper or media against the right side of the tray. The paper or media must not be loaded above the maximum fill line.

Move the front and rear guides to just touch the edges of the stack.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

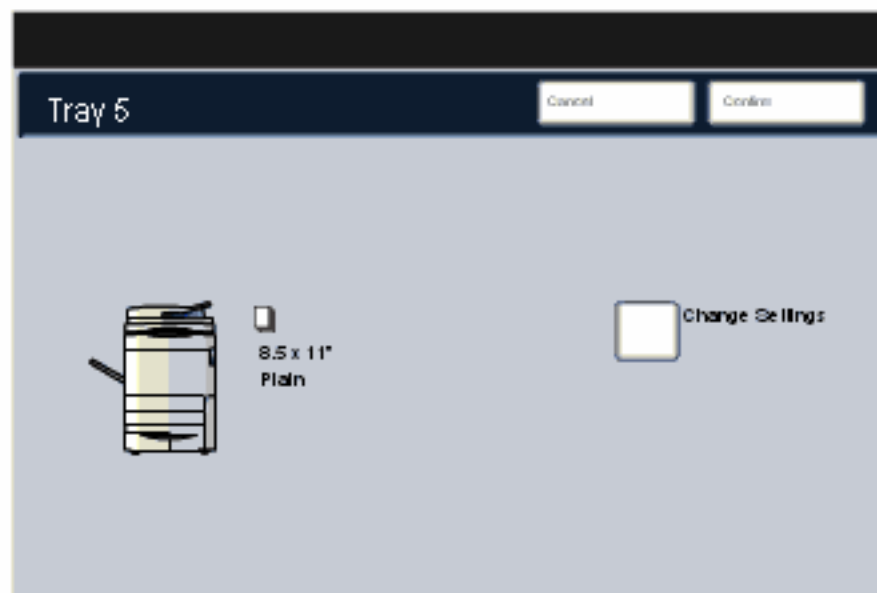
## Loading the bypass tray



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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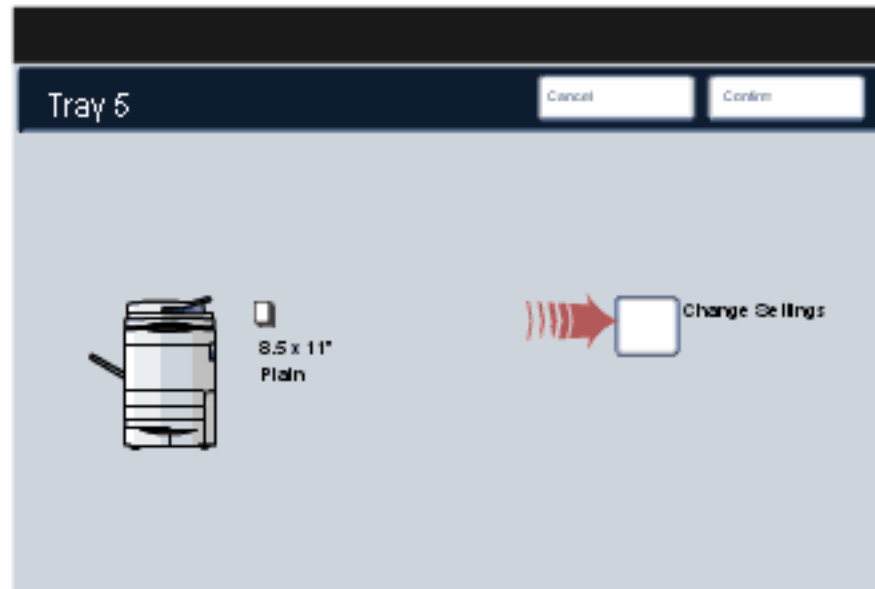
## Loading the bypass tray



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Loading the bypass tray



Print



Next

Tray 5 (Bypass) Cancel Save

Paper Type		Paper Size	
Plain (84-105 g/m <sup>2</sup> )	▲	A3	▲
Recycled (84-104 g/m <sup>2</sup> )		11"x17"	
Transparency		8.5"x5.5"	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼	8.5"x14"	▼

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search


## Loading the bypass tray







Print



Next

Tray 5 (Bypass) Cancel  Save

Paper Type		Paper Size	
Plain (94-105 g/m <sup>2</sup> )		A3	
Recycled (94-104 g/m <sup>2</sup> )		11"x17"	
Transparency		8.5"x8.5"	
Heavyweight 1 (105-178 g/m <sup>2</sup> )		8.5x14	

The **Paper Size** options allow you to specify the size of the paper you load into the paper tray.

Select the **Save** button to continue.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Loading the bypass tray



Print



### Tray 5 (Bypass)

Cancel

Save

#### Paper Type

Plain (84-105 g/m<sup>2</sup>)



Recycled (84-104 g/m<sup>2</sup>)

Transparency

Heavyweight 1 (105-178 g/m<sup>2</sup>)



#### Paper Size

A3



11"x17"

8.5"x5.5"

8.5x14



This concludes the Loading Paper topic.



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## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



**Loading paper trays 1 and 2**



**Loading paper trays 3 and 4**



**Loading paper in the bypass tray**



**Loading the High Capacity Feeder**

**Loading the Oversized High Capacity Feeder**

**Hints and Tips**





## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Loading the High Capacity Feeder



Print



The High Capacity Feeder 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.

XEROX



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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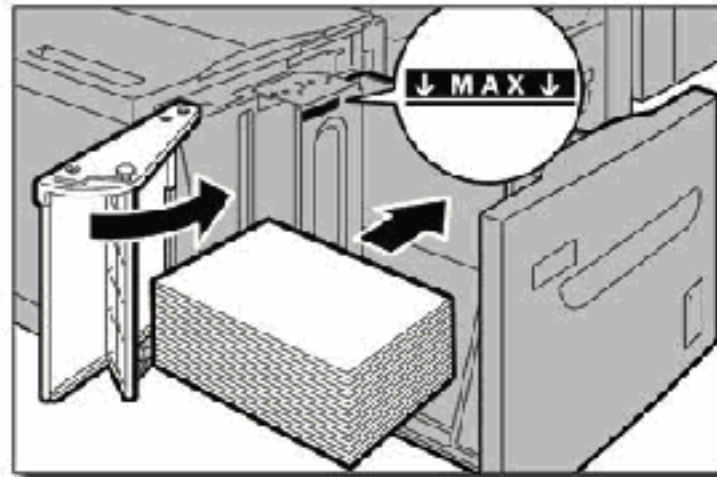
## Loading the High Capacity Feeder



Print



Next



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.

Move the paper guide to just touch the edges of the stack.



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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

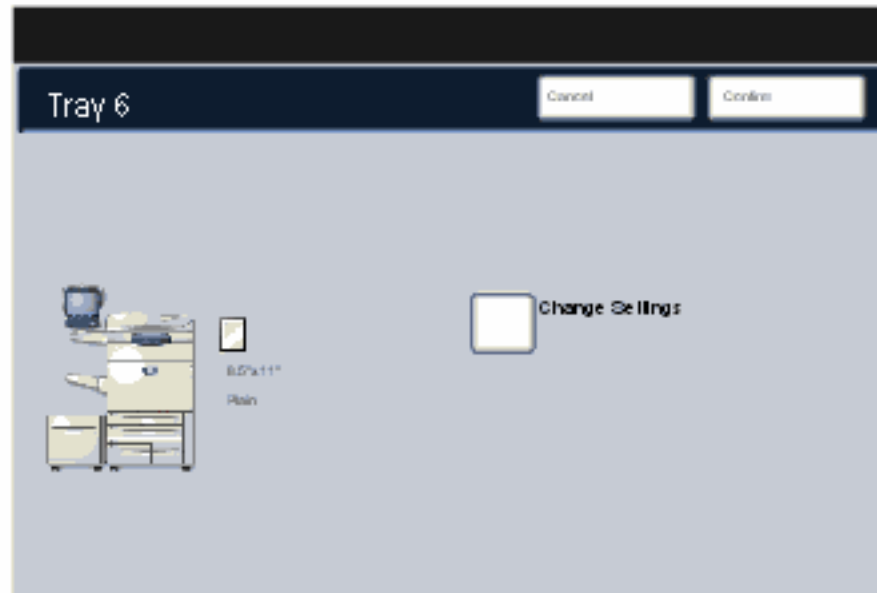
## Loading the High Capacity Feeder



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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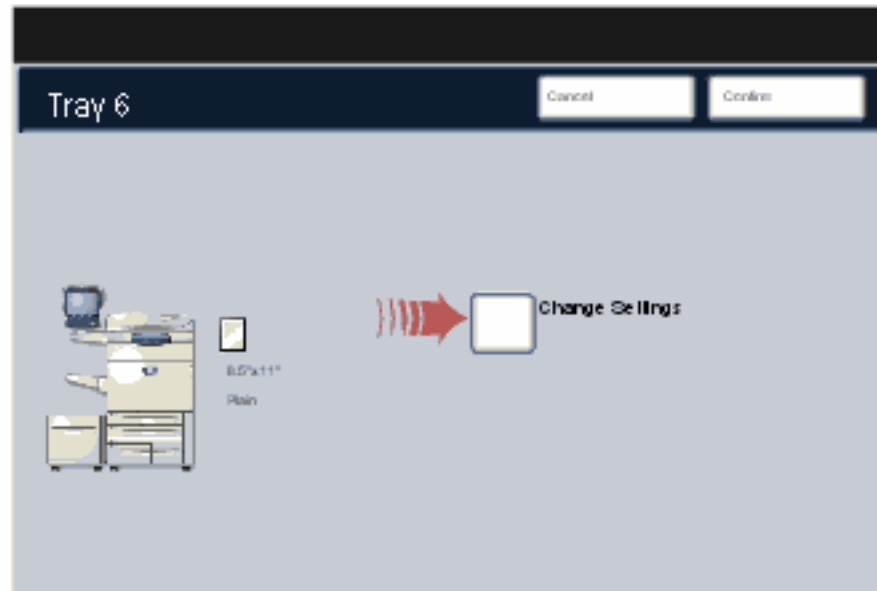
## Loading the High Capacity Feeder



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Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Loading the High Capacity Feeder



Print



Next

Tray 5 Cancel Save

Paper Type		Paper Size	
Plain (84-105 g/m <sup>2</sup> )	▲	Auto Size Detect	▲
Recycled (84-104 g/m <sup>2</sup> )			
Transparency			
Heavyweight 1 (105-178 g/m <sup>2</sup> )	▼		▼

Auto Paper Select

All output colors

Color

Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Loading the High Capacity Feeder





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Tray 6 Cancel  Save

**Paper Type**

Plain (84-105 g/m <sup>2</sup> )	
Recycled (84-104 g/m <sup>2</sup> )	
Transparency	
Heavyweight 1 (105-178 g/m <sup>2</sup> )	

**Paper Size**

Auto Size Detect	
	

**Auto Paper Select**

All output colors

Color

Black

The **Paper Size** options allow 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.

Select the **Save** button to continue.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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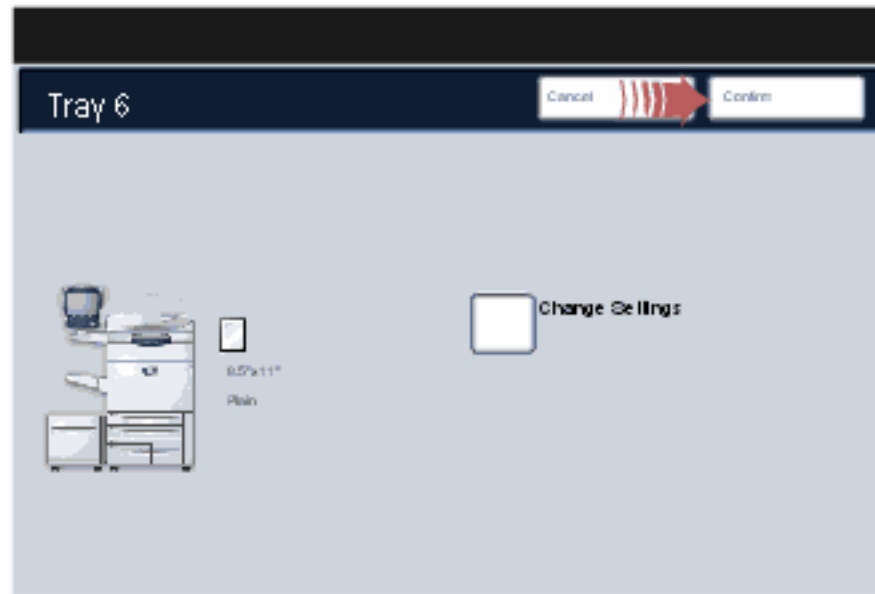
## Loading the High Capacity Feeder



Print



Next



Select the **Confirm** button.



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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

## Loading the High Capacity Feeder



Print



This concludes the Loading Paper topic.

Enter a key word.

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## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



**Loading paper trays 1 and 2**



**Loading paper trays 3 and 4**



**Loading paper in the bypass tray**



**Loading the High Capacity Feeder**



**Loading the Oversized High Capacity Feeder**

**Hints and Tips**





## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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## Loading the Oversized High Capacity Feeder



Print



The Oversized High Capacity Feeder can hold up to 2000 sheets of 60-300 gsm 13" x 19"/SRA3 paper.

This procedure shows you how to load paper into the Oversized High Capacity Feeder.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

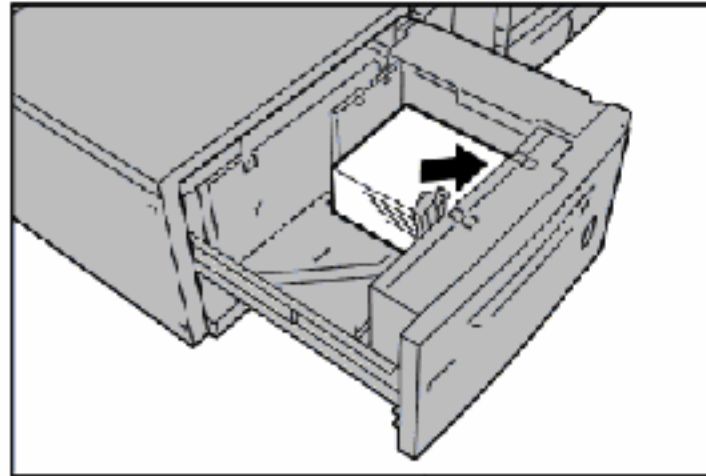
## Loading the Oversized High Capacity Feeder



Print



Next



After opening the tray, 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.

Move the paper guides to just touch the edges of the stack.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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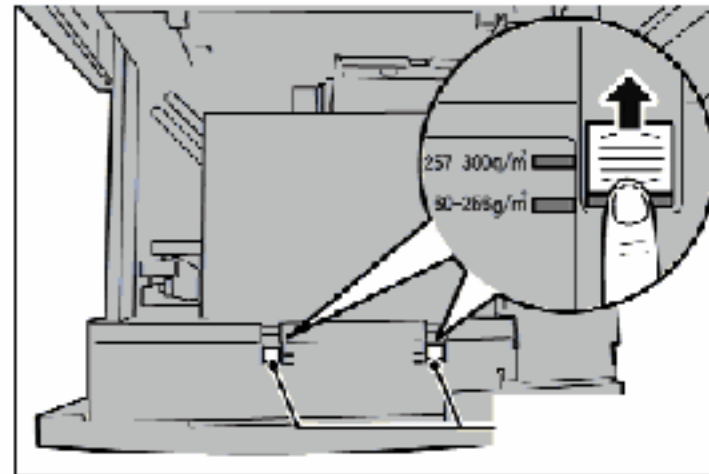
## Loading the Oversized High Capacity Feeder



Print



Next



Move both Paper Weight Switches to their appropriate positions.

**CAUTION:** For paper heavier than 256 g/m<sup>2</sup>, slide both Paper Weight Switches to the heavier weight position (257 g/m<sup>2</sup> - 300 g/m<sup>2</sup>). Failure to do so may result in paper jams.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

**Search**

# Loading the Oversized High Capacity Feeder



Print



Next

Push in the tray gently until it comes to a stop. When the loaded tray is closed, the tray position is automatically adjusted in the front/back direction based on the paper size.



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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

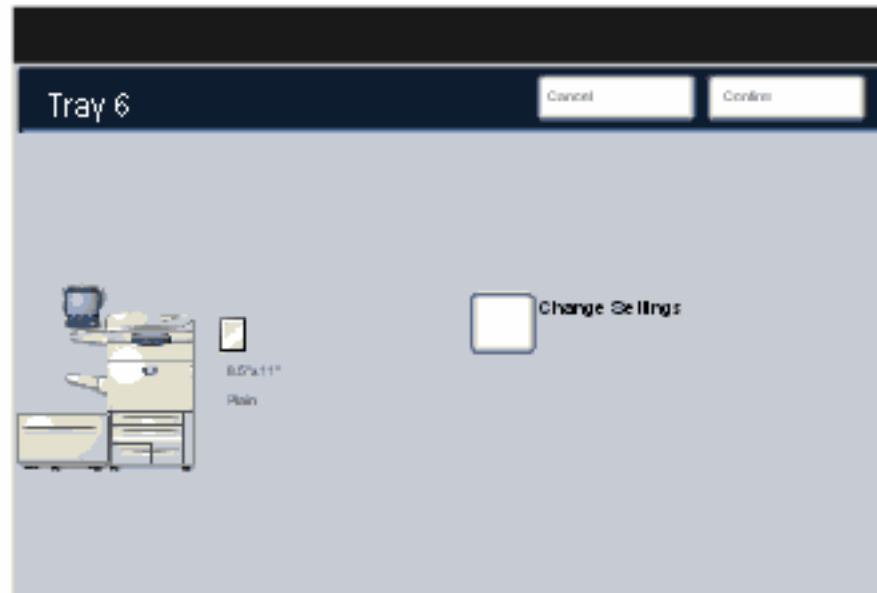
## Loading the Oversized High Capacity Feeder



Print



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If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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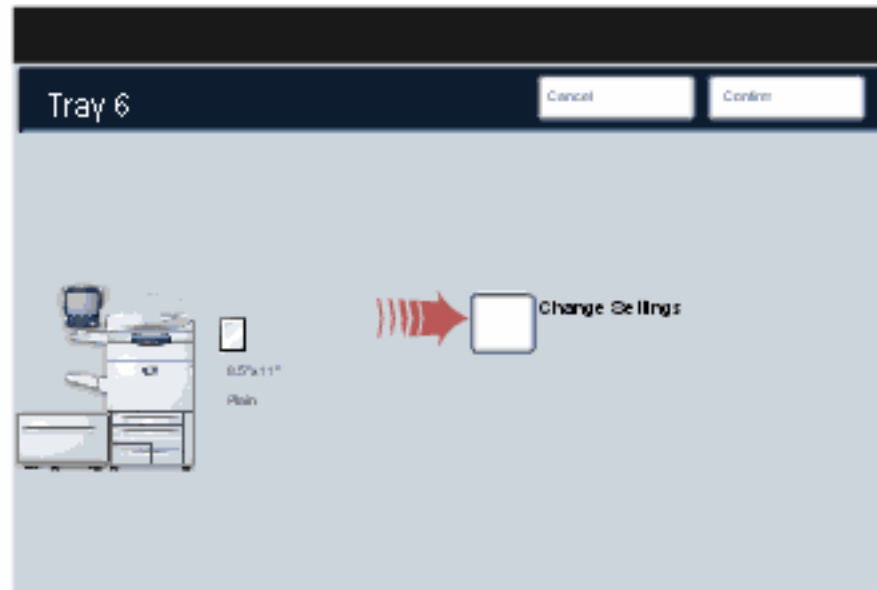
## Loading the Oversized High Capacity Feeder



Print



Next



If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the touch screen.

Select the **Change Settings** button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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## Loading the Oversized High Capacity Feeder





Print



Next

Tray 5 Cancel Save

<b>Paper Type</b>		<b>Paper Size</b>
Plain (84-105 g/m <sup>2</sup> ) 		Variable Size
Recycled (84-104 g/m <sup>2</sup> )		<b>Auto Size Detect</b>
Transparency		
Heavyweight 1 (105-178 g/m <sup>2</sup> ) 		

**Auto Paper Select**

All output colors

Color

Black

The **Paper Type** options allow you to select the paper type (Heavyweight, Transparency, Tabs, Hole Punched, etc.) from a list of available paper types.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Loading the Oversized High Capacity Feeder



Print



Next

Tray 5

Cancel Save

Paper Type

Plain (84-108 g/m<sup>2</sup>) ▲

Recycled (84-104 g/m<sup>2</sup>)

Transparency

Heavyweight 1 (105-178 g/m<sup>2</sup>) ▼

Paper Size

Variable Size

Auto Size Detect

All output colors

Color

Black

The **Paper Size** options allow 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.

Select the **Save** button to continue.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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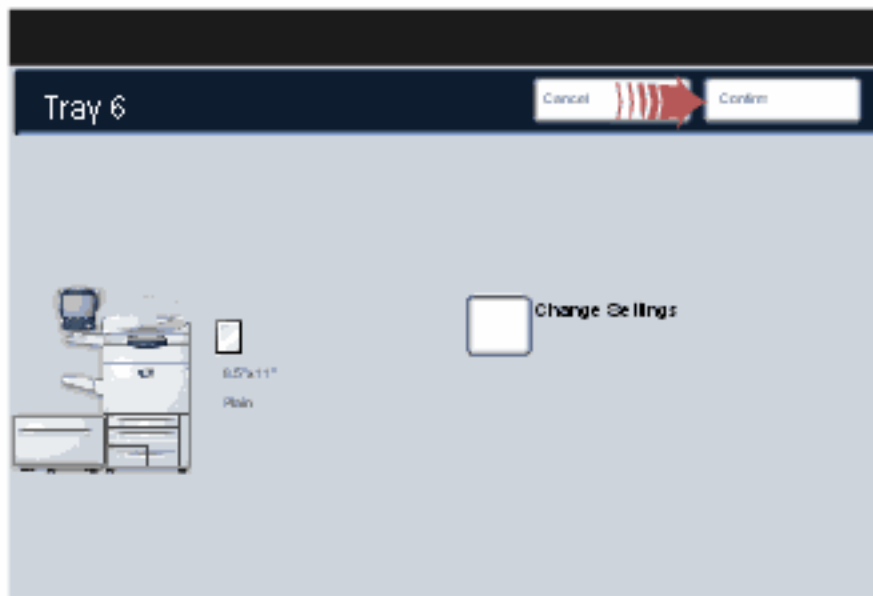
# Loading the Oversized High Capacity Feeder



Print



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Select the **Confirm** button.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Loading the Oversized High Capacity Feeder



Print









This concludes the Loading Paper topic.



## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

-  [Loading paper trays 1 and 2](#)
-  [Loading paper trays 3 and 4](#)
-  [Loading paper in the bypass tray](#)
-  [Loading the High Capacity Feeder](#)
-  [Loading the Oversized High Capacity Feeder](#)
-  [Hints and Tips](#)



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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## Hints and Tips

There are 5 standard 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.

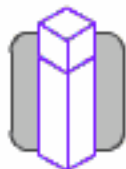
When a paper tray is opened, your machine assumes that more paper is to be loaded. Depending on the machine setup, the touch screen displays a pop-up window, giving the option to change the paper and its attributes, or load more of the same paper.

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.





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Locating the Serial Number

Billing Meters

Ordering Supplies

Cleaning your machine

Adjusting Trays 3 and 4

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**Loading Staples**

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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# Loading Staples



Print



[Loading Staples - Advanced Finisher or Professional Finisher](#)

[Loading Staples - Light Production Finisher](#)

[Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher](#)



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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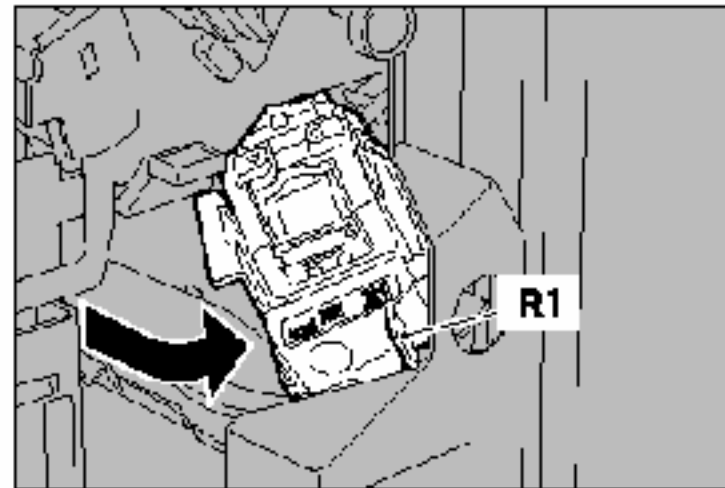
## Loading Staples - Advanced Finisher or Professional Finisher



Print



Next



This procedure shows you how to remove an empty staple cartridge from the Advanced Finisher or Professional Finisher 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.



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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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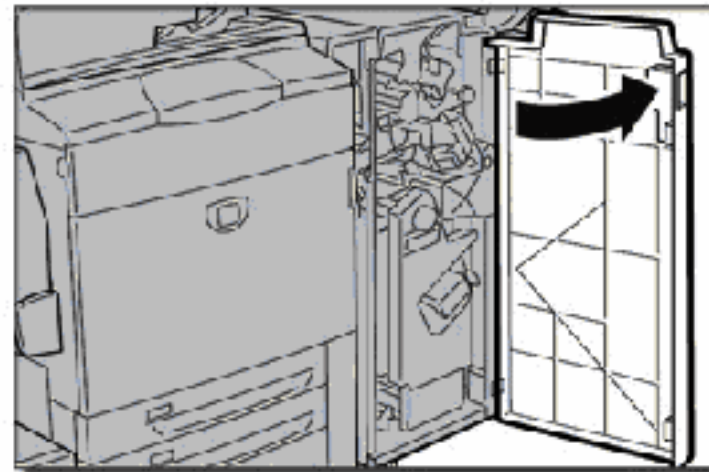
## Loading Staples - Advanced Finisher or Professional Finisher



Print



Next



To gain access to the staple cartridge, make sure the machine has stopped, and open the Front Door.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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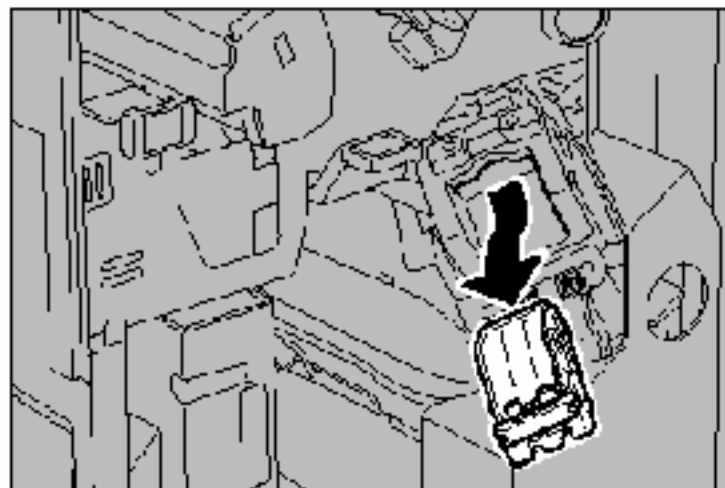
## Loading Staples - Advanced Finisher or Professional Finisher



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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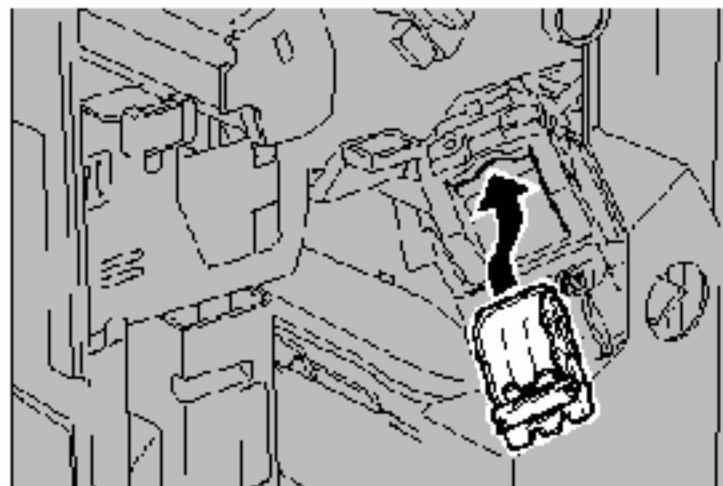
## Loading Staples - Advanced Finisher or Professional Finisher



Print



Next



Insert the staple cartridge while gripping the orange lever until you hear it click into place. Close the front cover of the finisher.

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



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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

## Loading Staples - Light Production Finisher



Print



Next



Make sure the machine has stopped, then open the right cover on the finisher.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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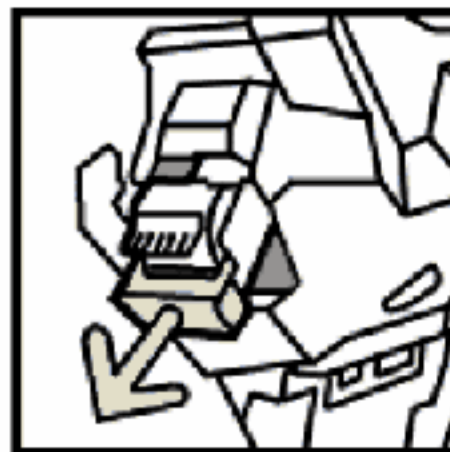
## Loading Staples - Light Production Finisher



Print



Next



Pull the staple cartridge straight out of the machine.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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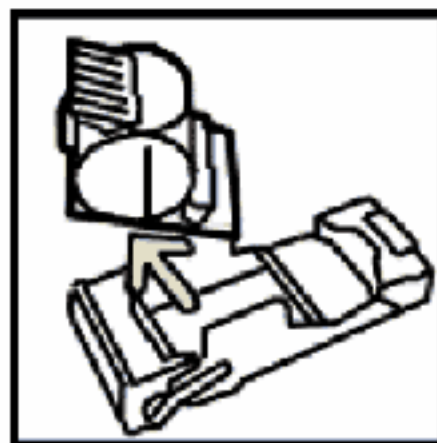
## Loading Staples - Light Production Finisher



Print



Next



Remove the staple cartridge from the staple case.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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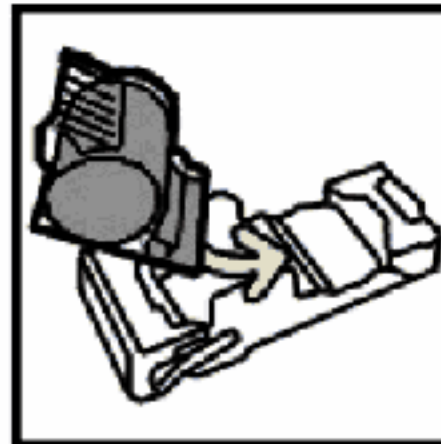
## Loading Staples - Light Production Finisher



Print



Next



Insert a new staple cartridge into the staple case.



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Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

# Loading Staples - Light Production Finisher



Print



Next



Push the cartridge back to its original position.

Enter a key word.

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Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

# Loading Staples - Light Production Finisher



Print



Next



Close the right cover on the finisher.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



Next



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



### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

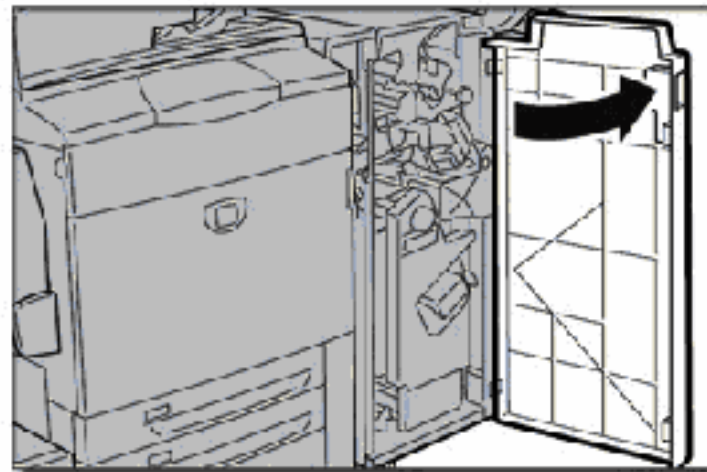
## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



Next



To gain access to the staple cartridge, make sure the machine has stopped, and open the Front Door.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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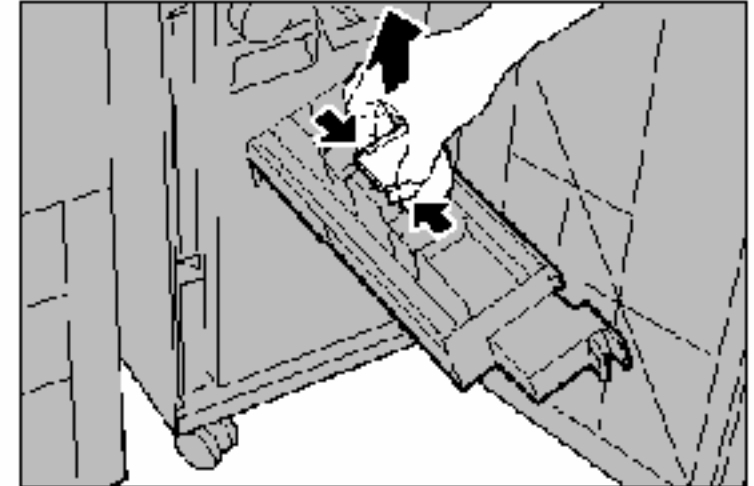
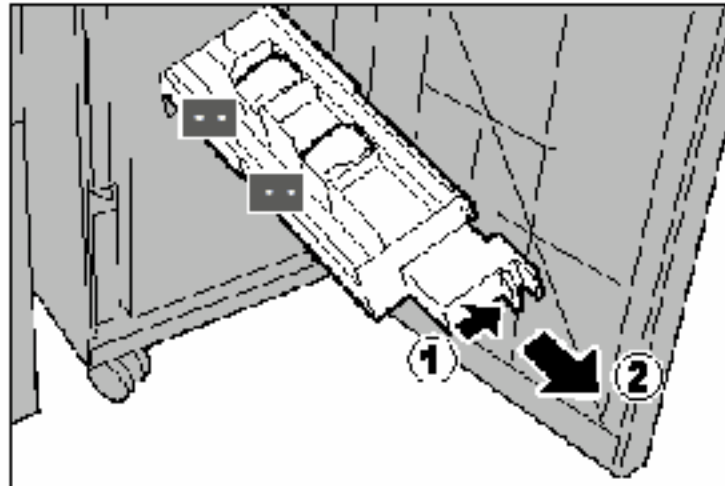
## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



Next



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. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

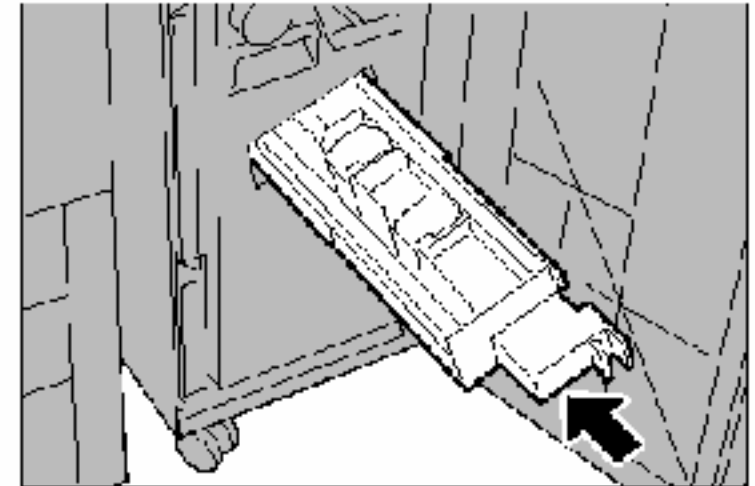
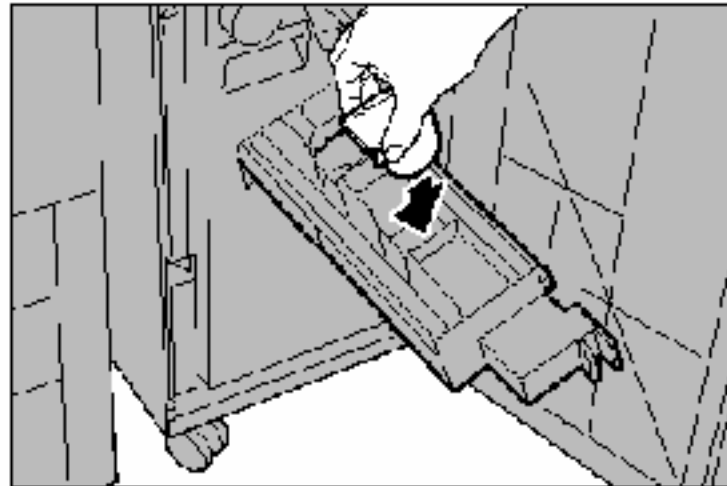
Enter a key word.

Search

## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



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 front door.



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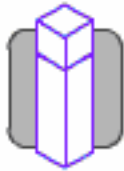
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## Maintenance

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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## Auto Gradation Adjustment

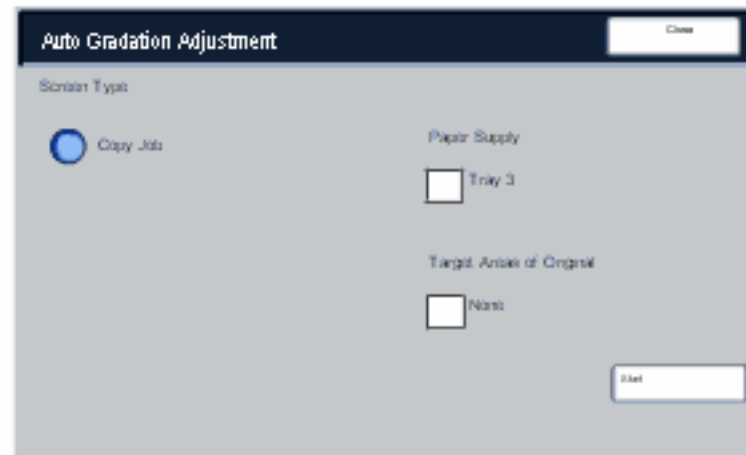


Print



Your machine can automatically adjust Gradation when the reproducibility of density or color in copies 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 options, press the **System Settings** button again, and then touch the **Common Settings** option. Auto Gradation is found in the **Image Quality Adjustment** area.
3. Load paper and select the **Copy Job** button for Auto Gradation.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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## Auto Gradation Adjustment



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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 Auto Gradation adjustment, then select the **Save** button.
6. Press the **Start** button. The Auto Gradation Chart will be printed.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Auto Gradation Adjustment



Print



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- Align the magenta patch of the printed Auto Gradation Chart against the left side of the document glass.
- Place at least five sheets of white paper on top of the Auto Gradation Chart and close the document cover.
- Press the **Start** button.  
The message "Auto Gradation is in progress." appears and the machine automatically adjusts the Gradation. It takes about 30 seconds to complete Auto Gradation. 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.
- Touch the **Confirm** button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Auto Gradation Adjustment



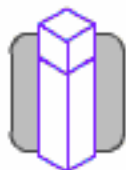
Print



11. To continue Auto Gradation for other screen types, repeat steps 3 to 10 as required.
  12. Exit the Auto Gradation screens and make a copy or print to confirm the image quality.
- This concludes the Auto Gradation topic.



Getting Started



How to...



Tutorials



Maintenance



Troubleshooting



Help



## Maintenance

Locating the Serial Number

Billing Meters

Ordering Supplies

Cleaning your machine

Adjusting Trays 3 and 4

Loading Paper and Media

Loading Staples

Auto Gradation Adjustment

Supplies

Further Assistance



## Supplies

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

-  **Replacing the Drum Cartridges**
  - Replacing the Toner Cartridges**
  - Replacing the Fuser**
  - Replacing the Charge Corotron**
  - Replacing the Waste Toner Container**
  - Replacing the Staple Waste Container**



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Drum Cartridges



Print



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.





## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Drum Cartridges



Print



Next



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.



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## Maintenance

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**Search**

# Replacing the Drum Cartridges



Print



Next



2. Make sure the machine has stopped, and open the Front door.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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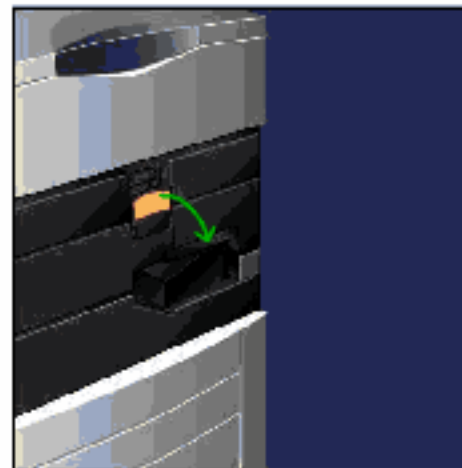
# Replacing the Drum Cartridges



Print



Next



3. Pull down the R1-R4 handle.



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## Maintenance

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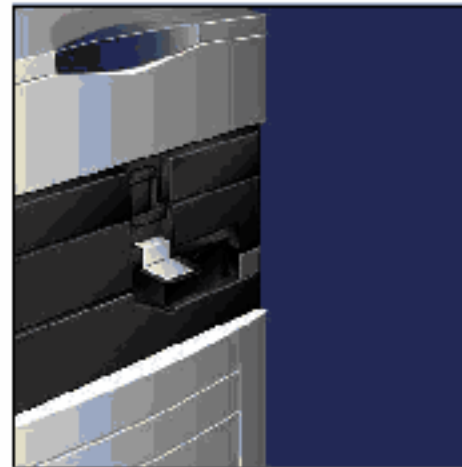
# Replacing the Drum Cartridges



Print



Next



4. Raise the Release Handle.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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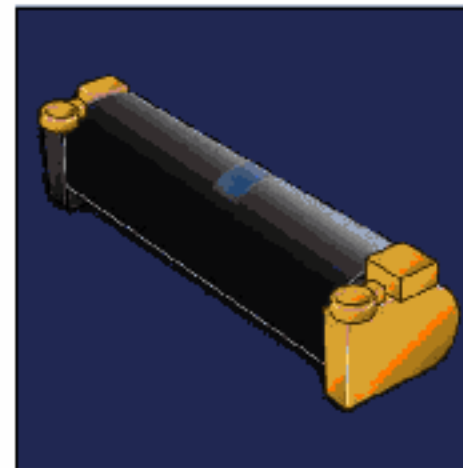
## Replacing the Drum Cartridges



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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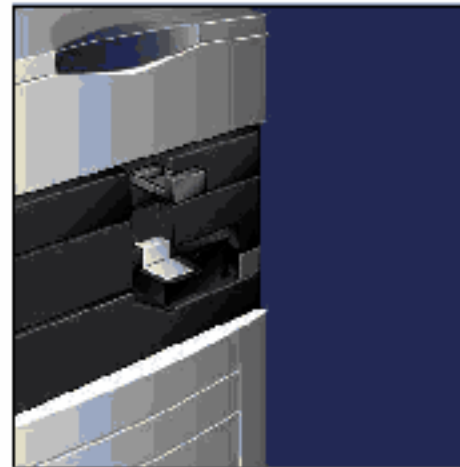
## Replacing the Drum Cartridges



Print



Next



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 the film on the drum cartridge, if it is present.

Open the Drum Drawer.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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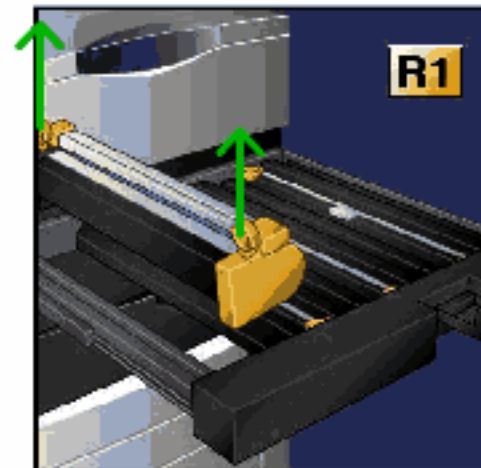
## Replacing the Drum Cartridges



Print



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7. Remove the old drum cartridge by holding the finger rings provided at the both ends of the drum cartridge and gently lifting up.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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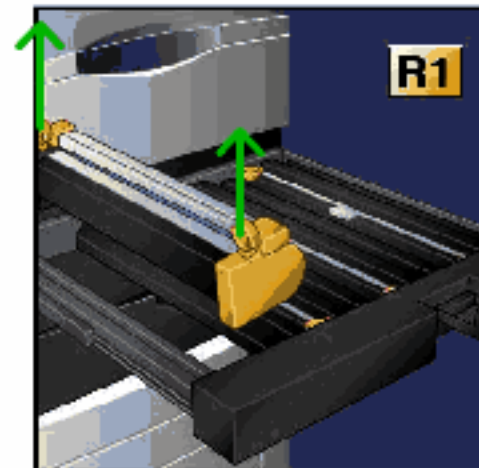
## Replacing the Drum Cartridges



Print



Next



8. Grip the finger rings provided at the both ends of the new drum cartridge. Do not touch the surface of the drum cartridge.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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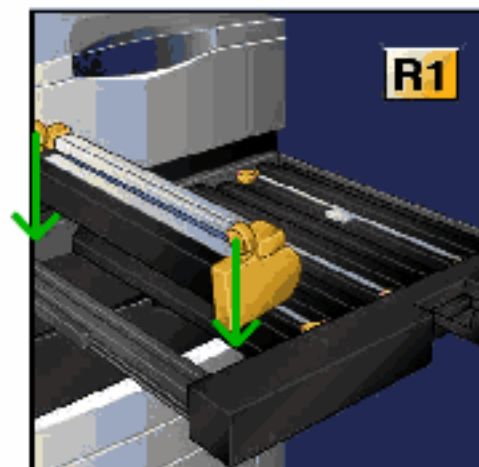
## Replacing the Drum Cartridges



Print



Next



9. Place the new drum cartridge in the machine following the guides with the side marked front facing the front.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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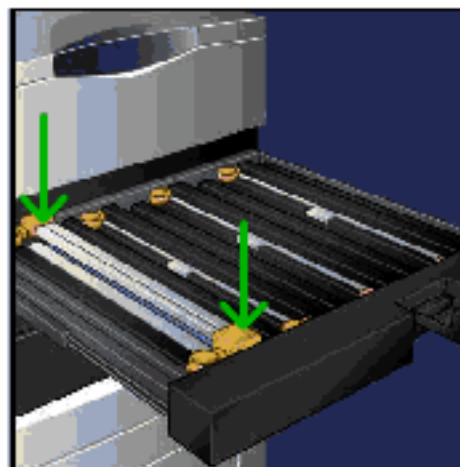
Enter a key word.

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## Replacing the Drum Cartridges



Print



10. Press both ends of the drum cartridge to place it in a horizontal position.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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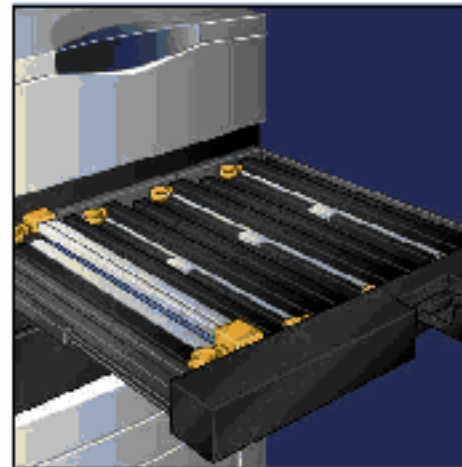
## Replacing the Drum Cartridges



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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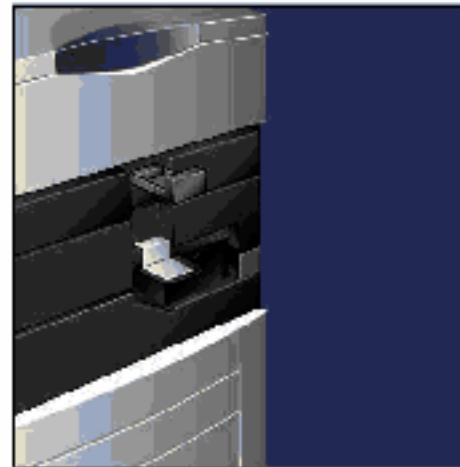
## Replacing the Drum Cartridges



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12. Return the Release Handle to its original position.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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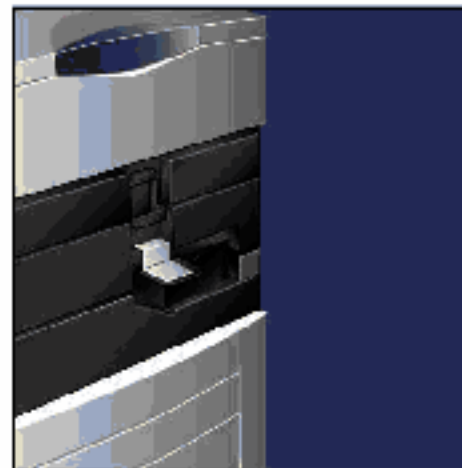
## Replacing the Drum Cartridges



Print



Next



13. Return the R1-R4 handle to the original position and close the front door.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Drum Cartridges



Print



14. Insert the used drum cartridge into an empty container for recycling.

That completes the procedure for replacing the Drum Cartridges.



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## Supplies

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



**Replacing the Drum Cartridges**



**Replacing the Toner Cartridges**

**Replacing the Fuser**

**Replacing the Charge Corotron**

**Replacing the Waste Toner Container**

**Replacing the Staple Waste Container**



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



Print



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.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



Print



Next



1. Replace the toner cartridge while the machine is on. Open the toner cover, located just above the machine front door.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



Print



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.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



Print



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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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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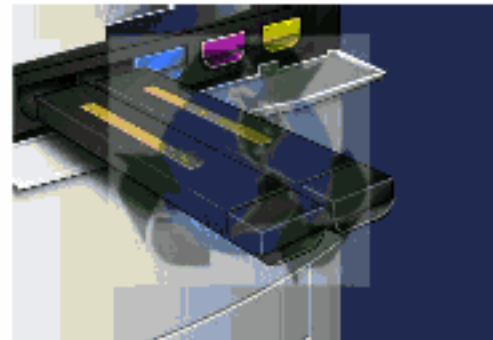
## Replacing the Toner Cartridges



Print



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4. Dispose the toner cartridge as normal office waste or recycle the cartridge.



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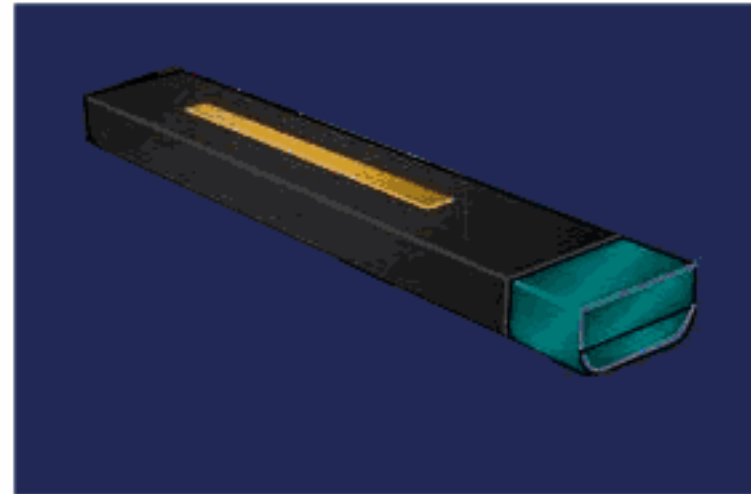
# Replacing the Toner Cartridges



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5. Remove the new toner cartridge from its packaging.



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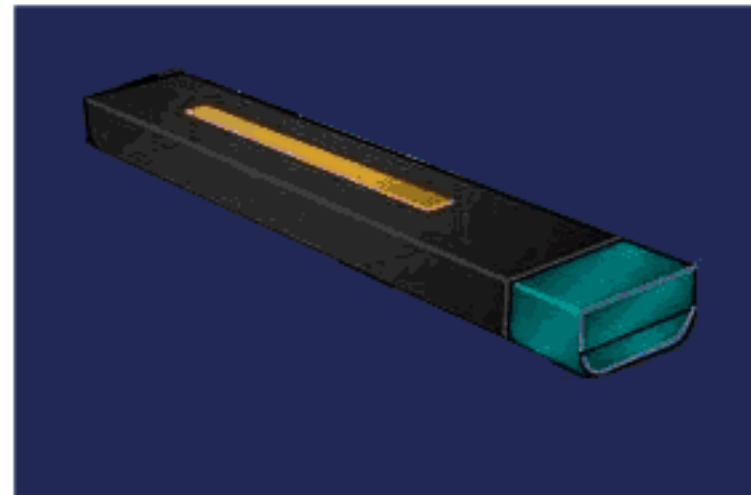


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## Replacing the Toner Cartridges



Print



5. Remove the new toner cartridge from its packaging.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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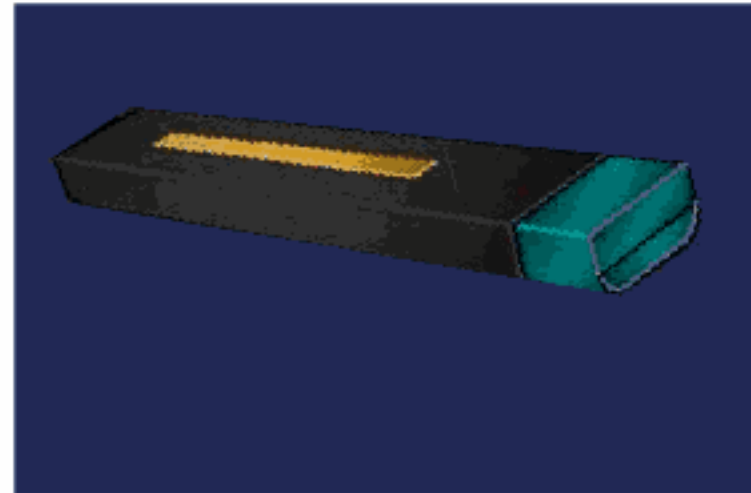
## Replacing the Toner Cartridges



Print



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6. Gently tilt the new cartridge up and down, and then left and right to redistribute the toner.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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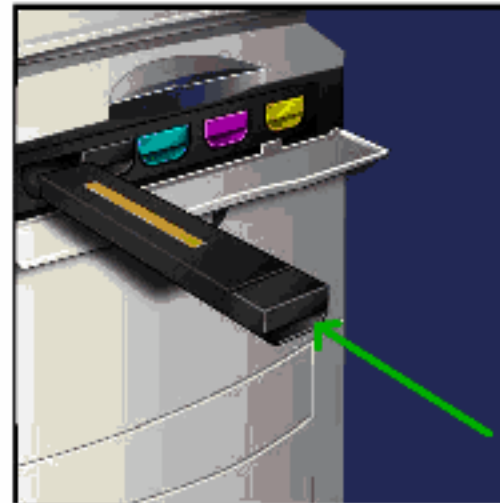
## Replacing the Toner Cartridges



Print



Next



7. Install the toner cartridge by aligning the arrows on the cartridge evenly with the printer until you hear a click.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



Print



That completes the procedure for replacing the toner cartridge.



## Supplies

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

 [Replacing the Drum Cartridges](#)

 [Replacing the Toner Cartridges](#)

 [Replacing the Fuser](#)

[Replacing the Charge Corotron](#)

[Replacing the Waste Toner Container](#)

[Replacing the Staple Waste Container](#)



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



Next



1. Make sure the machine has stopped running, and open the Front Door.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



Next



2. Grasp **Handle #2** and turn it to the unlocked position.



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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



Next

00:10:00



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.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



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3. Carefully pull out the Transfer Module.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



Next



4. Grab and lift the Amber-Gold colored handle only, lift and pull up and out of the Transfer Module.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



Next



5. Dispose the fuser as normal office waste or recycle the fuser.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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# Replacing the Fuser



Print



Next



6. Remove the new fuser from its packaging.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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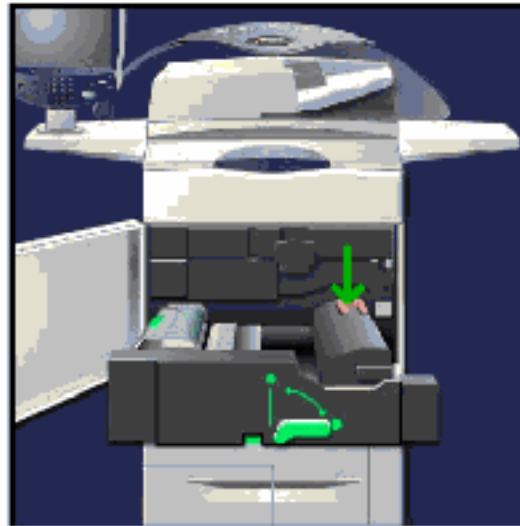
## Replacing the Fuser



Print



Next



7. Insert the Fuser into the Transfer module while holding the Amber-Gold handle.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



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8. Close the Transfer module.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



9. Turn **Handle #2** to the locked position.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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# Replacing the Fuser



Print



Next



10. Close the Front Door of the printer.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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# Replacing the Fuser



Print



That completes the procedure for replacing the Fuser.



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## Supplies

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



**Replacing the Drum Cartridges**



**Replacing the Toner Cartridges**



**Replacing the Fuser**



**Replacing the Charge Corotron**

**Replacing the Waste Toner Container**

**Replacing the Staple Waste Container**





## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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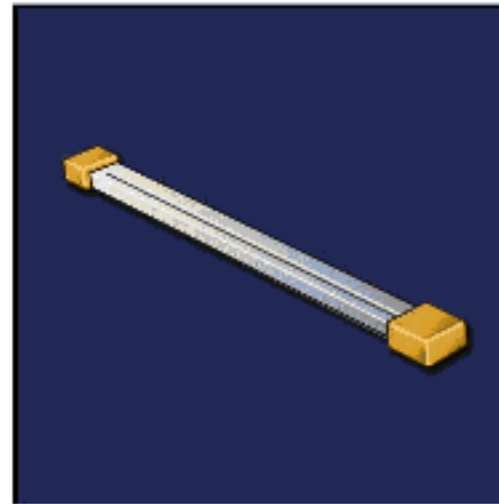
## Replacing the Charge Corotron



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Charge Corotron



Print



Next



1. Make sure the machine has stopped running.
2. Open the Front Door.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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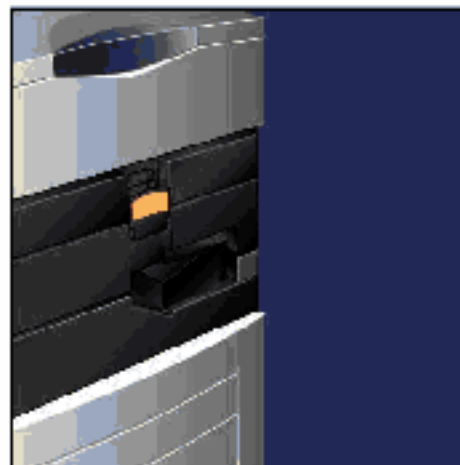
# Replacing the Charge Corotron



Print



Next



3. Pull down the R1-R4 handle.



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## Maintenance

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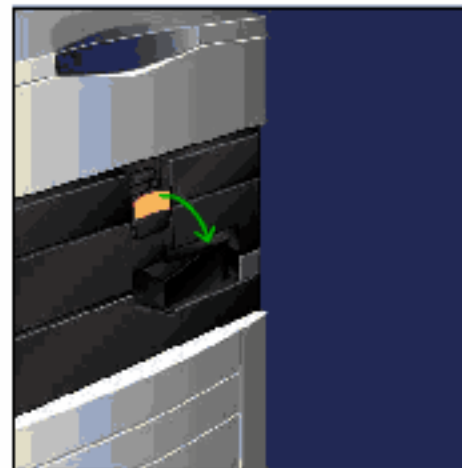
Enter a key word.

**Search**

# Replacing the Charge Corotron



Print



3. Pull down the R1-R4 handle.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Enter a key word.

**Search**

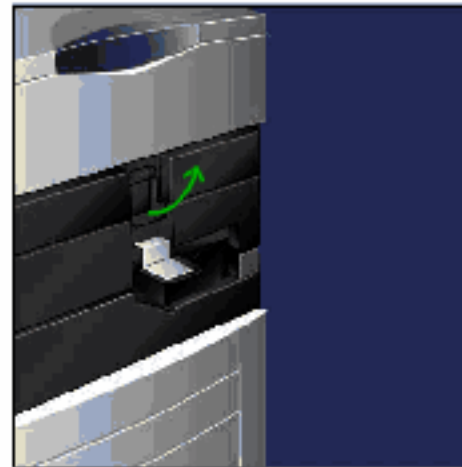
# Replacing the Charge Corotron



Print



Next



4. Raise the Release Handle.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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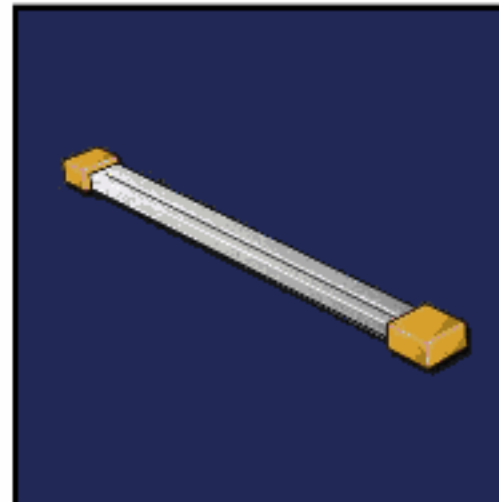
## Replacing the Charge Corotron



Print



Next



5. Open the packaging for the new Charge Corotron and gently place the new Charge Corotron on a flat surface near the machine.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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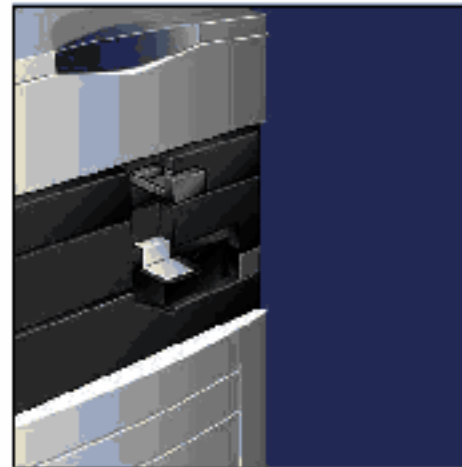
## Replacing the Charge Corotron



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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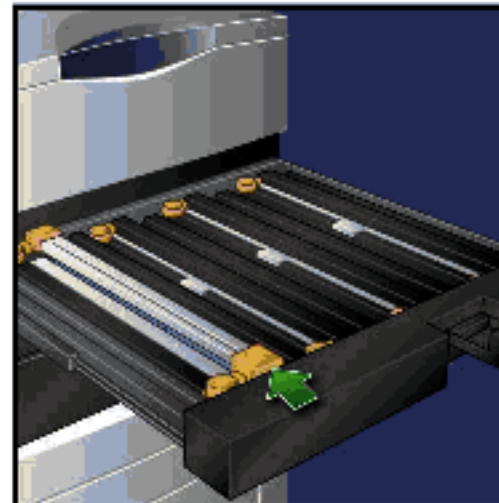
## Replacing the Charge Corotron



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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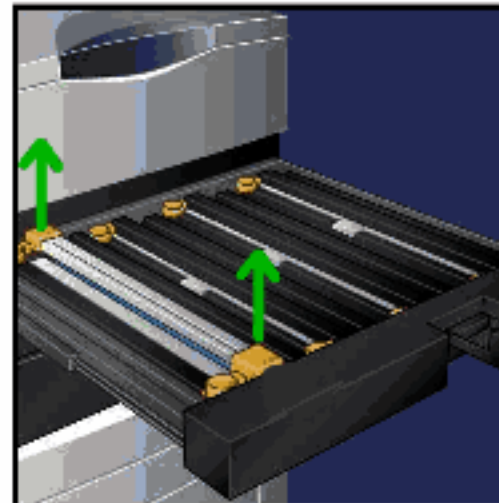
## Replacing the Charge Corotron



Print



Next



8. Remove the old charge corotron by holding the amber-gold colored casings provided at the both ends of the charge corotron and gently pulling straight up.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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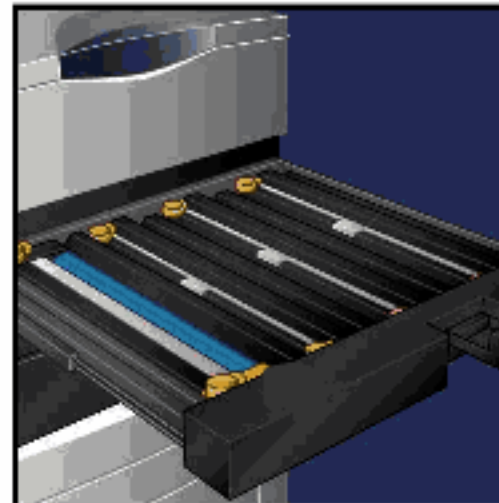
## Replacing the Charge Corotron



Print



Next



9. Gently lower the new charge corotron into the machine straight down, and not at an angle.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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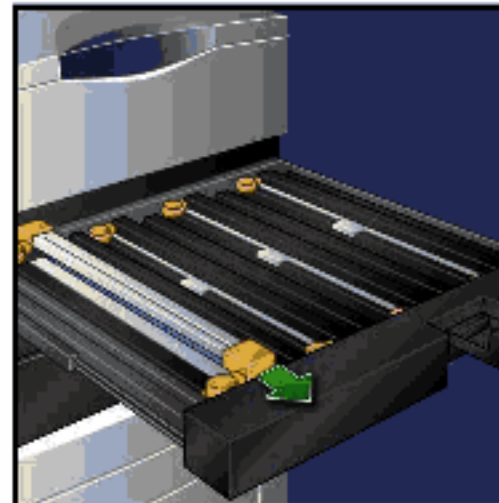
## Replacing the Charge Corotron



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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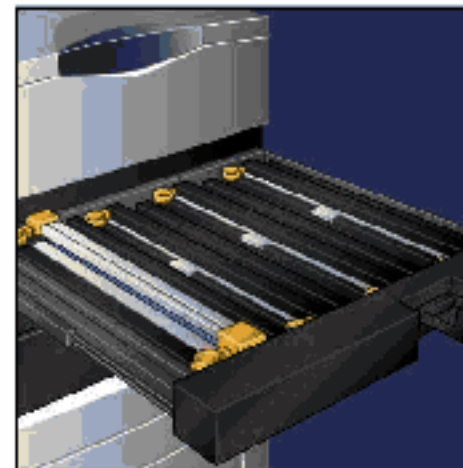
## Replacing the Charge Corotron



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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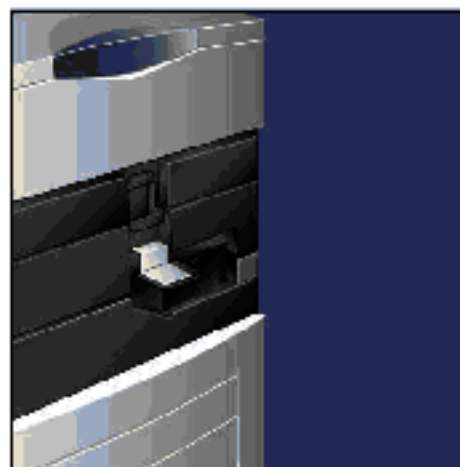
## Replacing the Charge Corotron



Print



Next



12. Return the R1-R4 handle to the original position and close the front door.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Replacing the Charge Corotron



Print



13. Insert the used charge corotron into an empty container for recycling.

That completes the procedure for replacing the Charge Corotron.



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## Supplies

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

-  [Replacing the Drum Cartridges](#)
-  [Replacing the Toner Cartridges](#)
-  [Replacing the Fuser](#)
-  [Replacing the Charge Corotron](#)
-  [Replacing the Waste Toner Container](#)
- [Replacing the Staple Waste Container](#)





## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Replacing the Waste Toner Container



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

**Search**

# Replacing the Waste Toner Container



Print



Next



1. Make sure the machine has stopped running, and open the Front Door.



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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

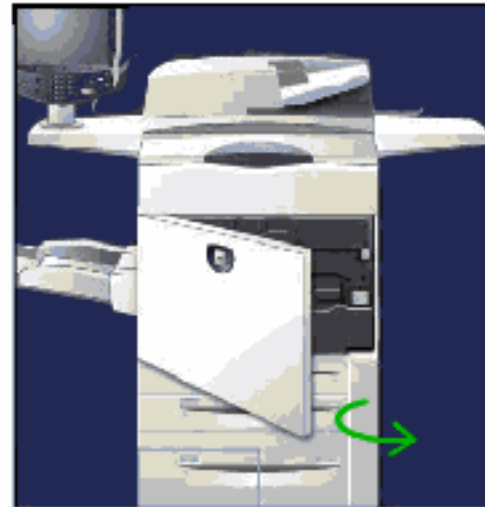
## Replacing the Waste Toner Container



Print



Next



2. Open the waste toner container cover, located to the right of the Area #2 lever.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Replacing the Waste Toner Container



Print



Next



3. Grip the handle of the waste toner container and pull out about half of it.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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## Replacing the Waste Toner Container



Print



Next



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.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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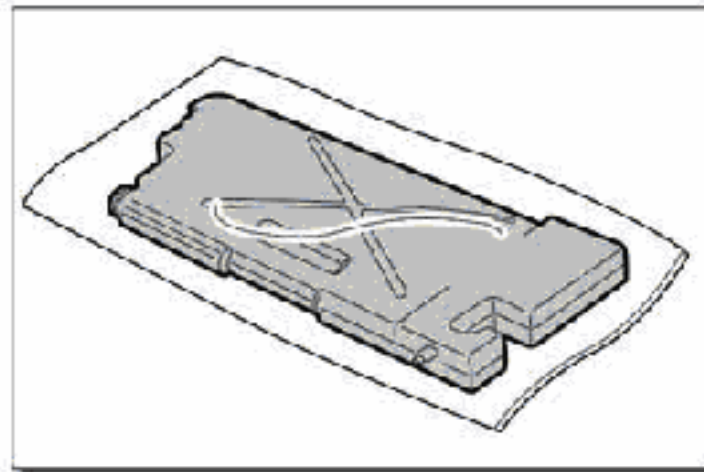
## Replacing the Waste Toner Container



Print



Next



5. Hold the used waste toner container firmly with both hands and put it into the provided plastic bag.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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## Replacing the Waste Toner Container



Print



Next



6. Hold the center part on the top of a new container and insert it until it comes to a stop.



### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

## Replacing the Waste Toner Container



Print



Next



7. Close the waste toner container cover.

Enter a key word.

**Search**



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### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

## Replacing the Waste Toner Container



Print



8. Close the front cover door.

Enter a key word.

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## Supplies

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

-  [Replacing the Drum Cartridges](#)
-  [Replacing the Toner Cartridges](#)
-  [Replacing the Fuser](#)
-  [Replacing the Charge Corotron](#)
-  [Replacing the Waste Toner Container](#)
-  [Replacing the Staple Waste Container](#)



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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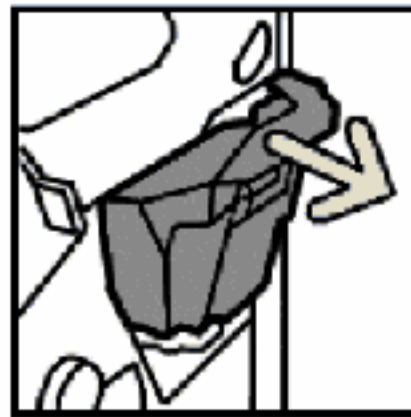
## Replacing the Staple Waste Container (Light Production Finisher only)



Print



Next



If the machine indicates that the Staple Waste Container is full, follow this procedure to replace the container.



### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

## Replacing the Staple Waste Container (Light Production Finisher only)



Print



Next



Open the right cover of the finisher and locate the Staple Waste Container.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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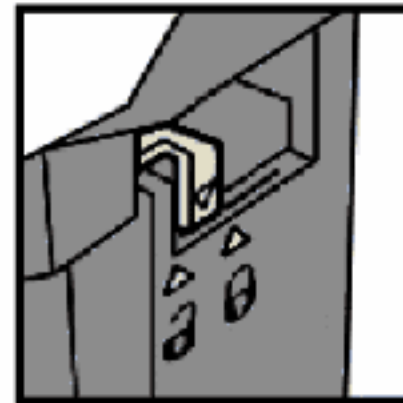
# Replacing the Staple Waste Container (Light Production Finisher only)



Print



Next



Grip the container and move the lever to the Unlock position.



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Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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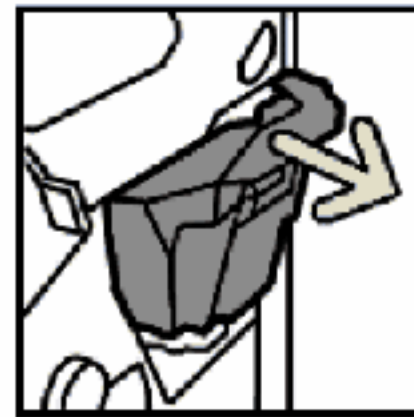
# Replacing the Staple Waste Container (Light Production Finisher only)



Print



Next



Remove the container from the finisher.

Enter a key word.

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Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

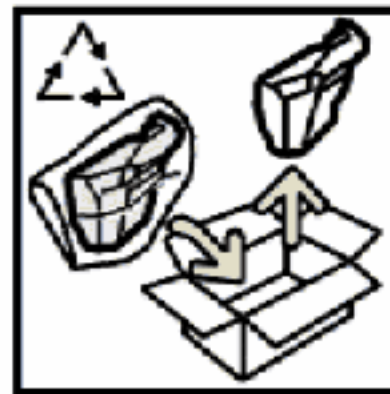
# Replacing the Staple Waste Container (Light Production Finisher only)



Print



Next



Remove the new container from the packaging. Discard the full container in the packaging that came with the new container.

Enter a key word.

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Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

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## Replacing the Staple Waste Container (Light Production Finisher only)



Print



Next



Insert the new container into the finisher.





### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

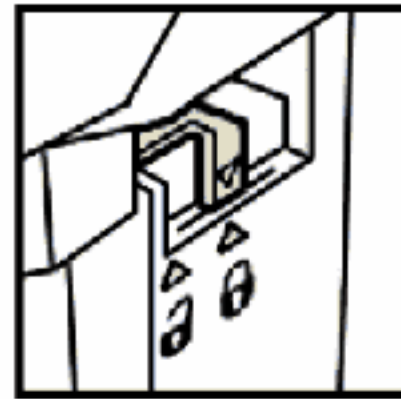
## Replacing the Staple Waste Container (Light Production Finisher only)



Print



Next



Move the lever to the lock position.

Enter a key word.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Staple Waste Container (Light Production Finisher only)



Print



Close the right cover of the finisher.



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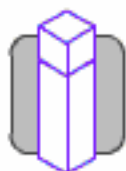


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## Maintenance

Locating the Serial Number

Billing Meters

Ordering Supplies

Cleaning your machine

Adjusting Trays 3 and 4

Loading Paper and Media

Loading Staples

Auto Gradation Adjustment

Supplies

Further Assistance



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Further Assistance

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.



Print

Machine Status button



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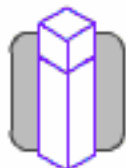


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## Troubleshooting

**Problem Solving Procedure**

Fault Codes

Jam Clearance

Problem Statement





## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.


**Search**

## Problem Solving

### *Defining the Problem*

This section contains problem-solving procedures to help you locate and resolve a problem. The procedure will ask you to perform an action or test on the machine and will then ask you a question. Your answer will enable this program to confine the problem to a specific area of the machine. This action, question sequence will continue until the problem is resolved or you can go no further.

When you are ready to continue select the **Next** button above.

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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Problem Solving

### Defining the Problem

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

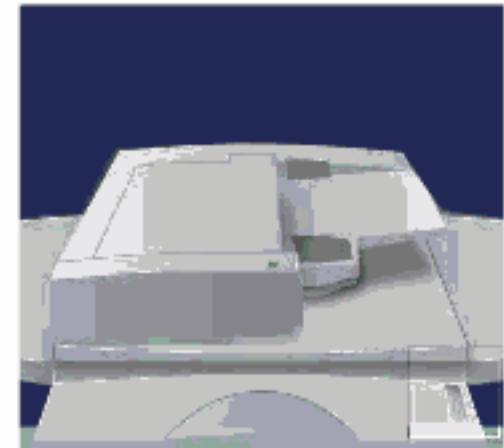
Be aware that any incomplete jobs in the queue will be lost.

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

If after rebooting your machine, the problem has not been resolved select the **Next** button.



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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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## Problem Solving

### Defining the Problem

Indicate the machine mode that has the problem.

Select the box next to the statement that most closely describes the mode that has the problem then select **Next**.

- The machine fails to complete a **copy/print** job.
- The machine fails to complete a **network scanning** job.



Next



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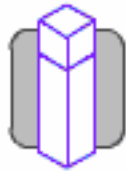
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## Troubleshooting

Problem Solving Procedure

**Fault Codes**

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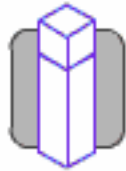
## Fault Codes

Enter your fault code in the box below, then click on the button to view the cause and remedy.

*NOTE: Fault codes should be entered using xxx-xxx format (for example, 123-400).*



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## Troubleshooting

Problem Solving Procedure

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## Jam Clearance

On the rare occasion that a jam or misfeed occurs in your machine, use the topics below to help you clear the problem.

### Paper Jams

[Staple Jam](#)

[Hole Punch Jam](#)

[Document Feeder Jam](#)

[Bypass Tray Jam or Misfeed](#)

[Envelope Jams](#)



## Troubleshooting

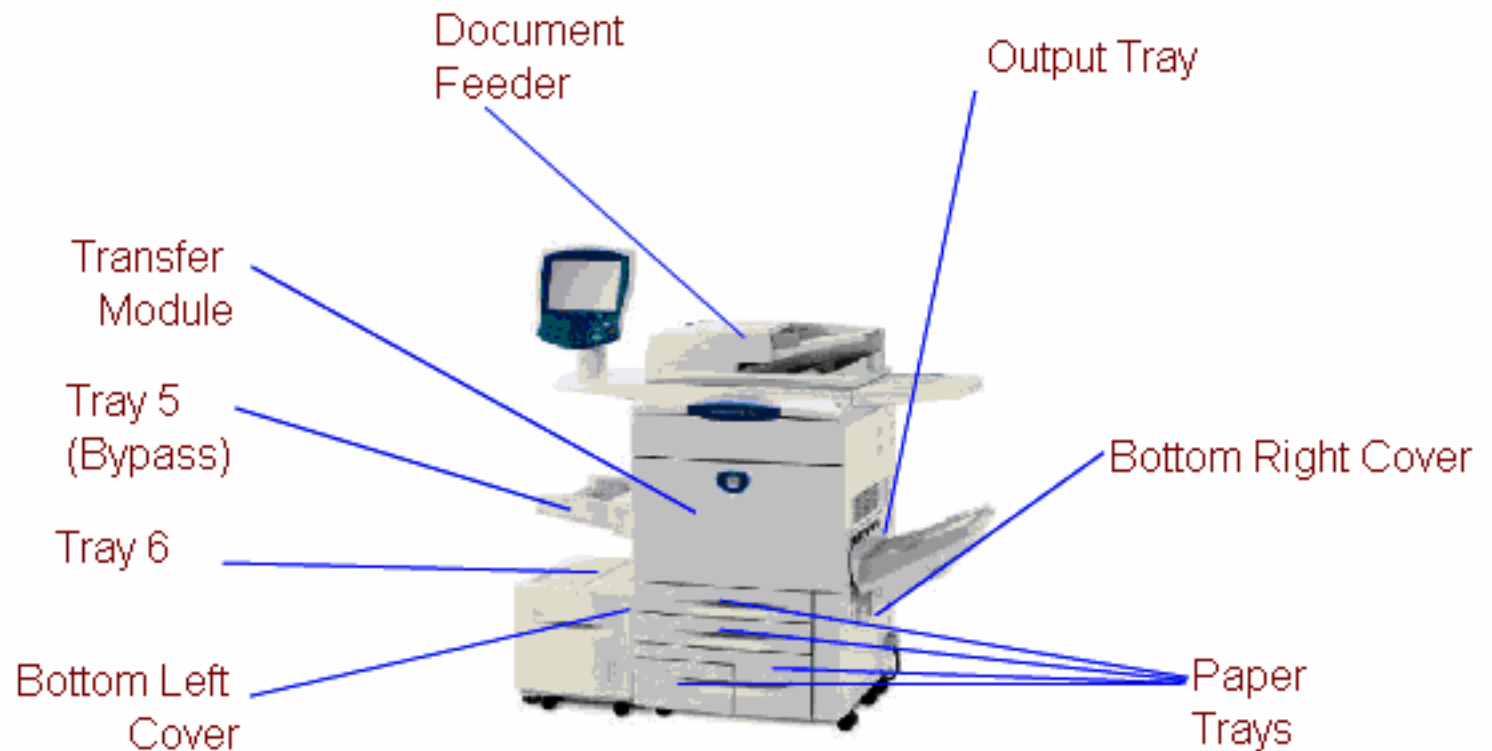
These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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## Paper Jams



The machine has designated paper jam clearance areas which are highlighted in the above figure. If a paper jam occurs, a fault screen opens displaying a message stating in which area the jam is situated. Click on an area to see how paper jams are cleared in that area.

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### Troubleshooting

These modules help you to solve common problems on your machine.

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## Paper Jams



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Area 1

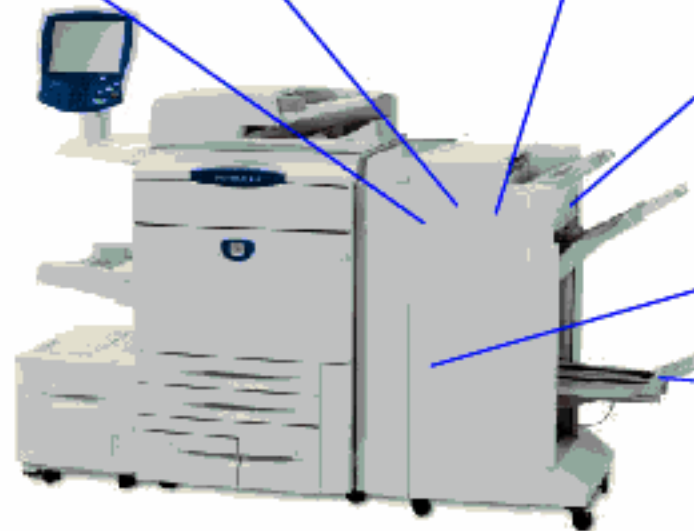
Area 2

Area 3

Area 5

Area 4

Booklet Maker Tray



The **Advanced Finisher** and the **Professional Finisher (with Booklet Maker)** contain additional jam clearance areas. Click on an area to see how paper jams are cleared in that area.

Enter a key word.

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## Troubleshooting

These modules help you to solve common problems on your machine.

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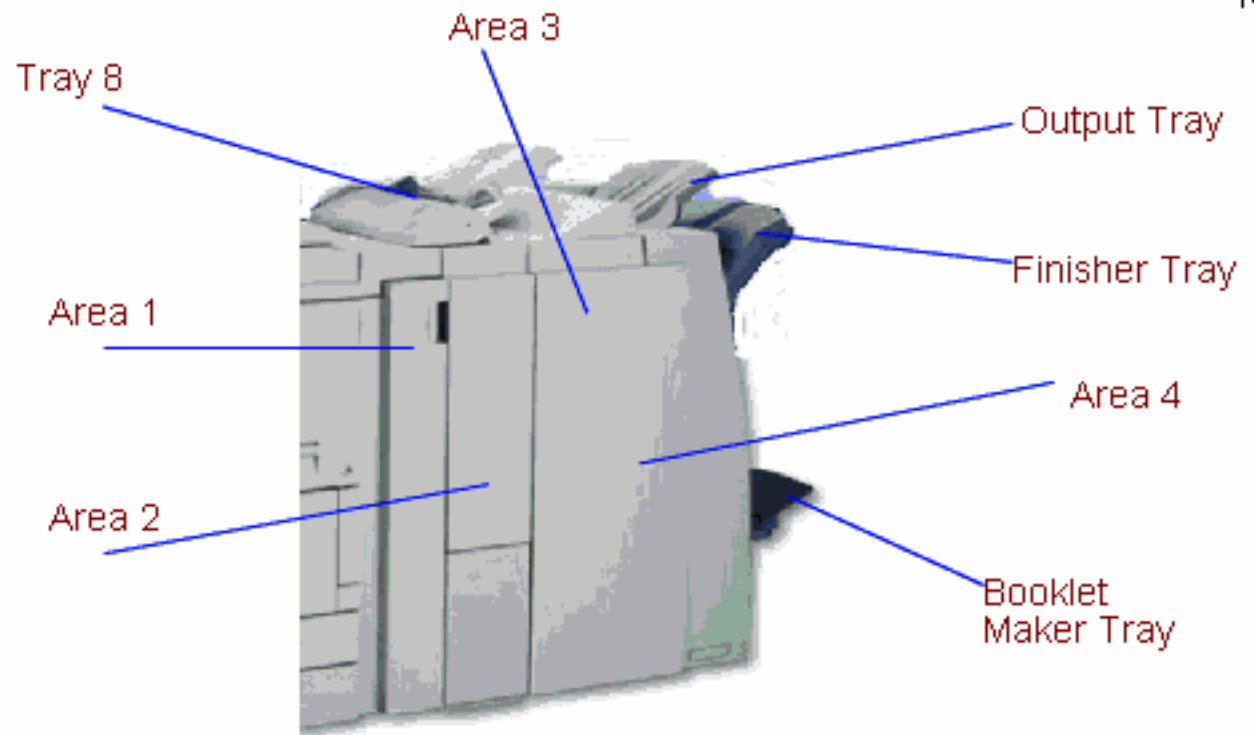
Enter a key word.

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## Paper Jams



Next



The **Light Production Finisher** contains additional jam clearance areas. Click on an area to see how paper jams are cleared in that area.

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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Paper Jams



### *Paper Hints and Tips*

If paper jams persist, or occur intermittently, check the following points:

Select the points below for an explanation of each.

[Handling of Paper Stock](#)

[Storing of Paper Stock](#)

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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Paper Jams

### *Paper Hints and Tips*

If paper jams persist, or occur intermittently, check the following points:

[Select the points below for an explanation of each.](#)

### Handling of Paper Stock

#### Storing of Paper Stock

To prevent jamming and for optimum printing results, observe the following when loading paper into the paper trays on your machine:

- 1 Do not combine and load paper from different reams into the tray (not applicable for High Capacity Trays which are designed to hold up to four reams of paper).
- 2 Do not use folded or wrinkled paper.
- 3 Do not load paper of varied sizes into the tray.
- 4 Always fan transparencies and shuffle labels before loading to prevent jamming or multi-sheet feeding. Labels and transparencies can only be loaded in the Bypass Tray.
- 5 Fanning of paper edges is not required, but may be beneficial with certain stocks in dry environments.

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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Paper Jams

### *Paper Hints and Tips*

If paper jams persist, or occur intermittently, check the following points:

Select the points below for an explanation of each.

#### Handling of Paper Stock

#### Storing of Paper Stock

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

- 1 Store in a low humidity area. Damp paper may cause paper jams or poor image quality.
- 2 Do not open paper packages until they are required for use. The wrapper contains an inner lining that protects the paper from moisture.
- 3 Store on a flat surface to avoid folding or curling of paper stock.
- 4 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.

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## Jam Clearance

On the rare occasion that a jam or misfeed occurs in your machine, use the topics below to help you clear the problem.



**Paper Jams**



**Staple Jam**

**Hole Punch Jam**

**Document Feeder Jam**

**Bypass Tray Jam or Misfeed**

**Envelope Jams**





## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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## Staple Jam

[Advanced Finisher/Professional Finisher Staple Jam](#)

[Light Production Finisher Staple Jam](#)

[Booklet Maker Staple Jam](#)

Click on the appropriate Staple Jam type listed above to view the associated jam clearance instructions.



### Troubleshooting

These modules help you to solve common problems on your machine.

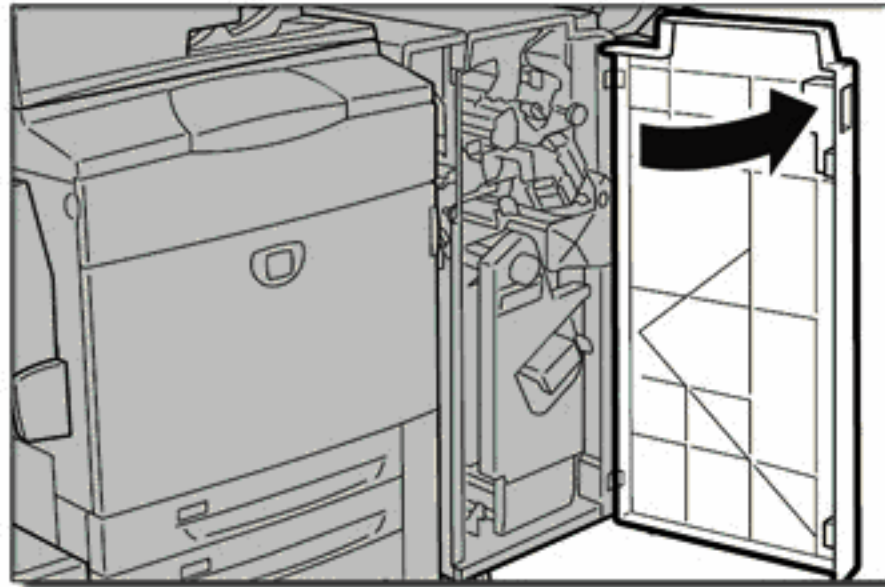
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



Next



Make sure that the machine has stopped before opening the front cover of the finisher.

Enter a key word.

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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

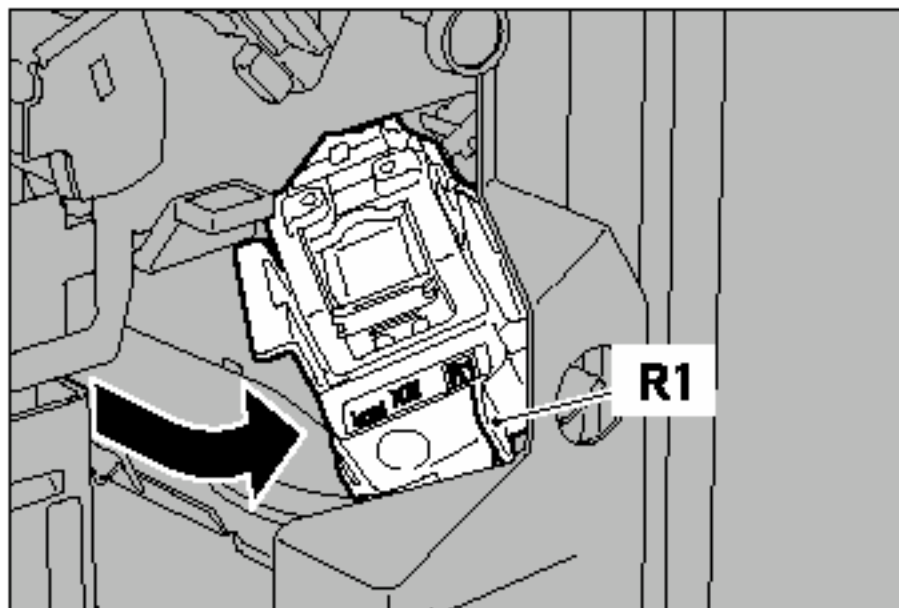
Search

## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



Next



Grip the Handle R1 of the staple cartridge holder, and pull out the holder to the right towards you.

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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

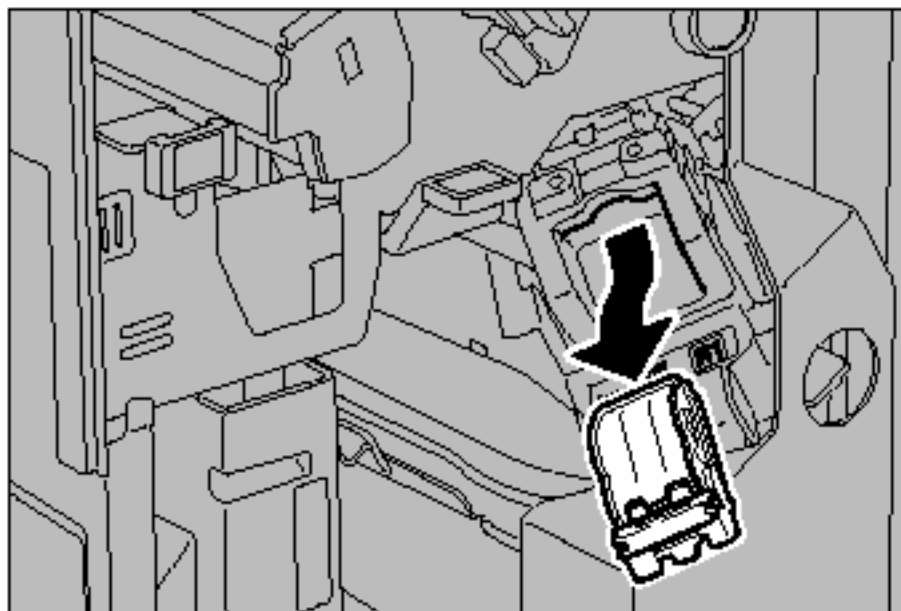
Search

## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



Next



Remove the staple cartridge holder by gripping the orange lever.

The staple cartridge is firmly held in place. When you remove the staple cartridge, you must pull the cartridge out with some force.

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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

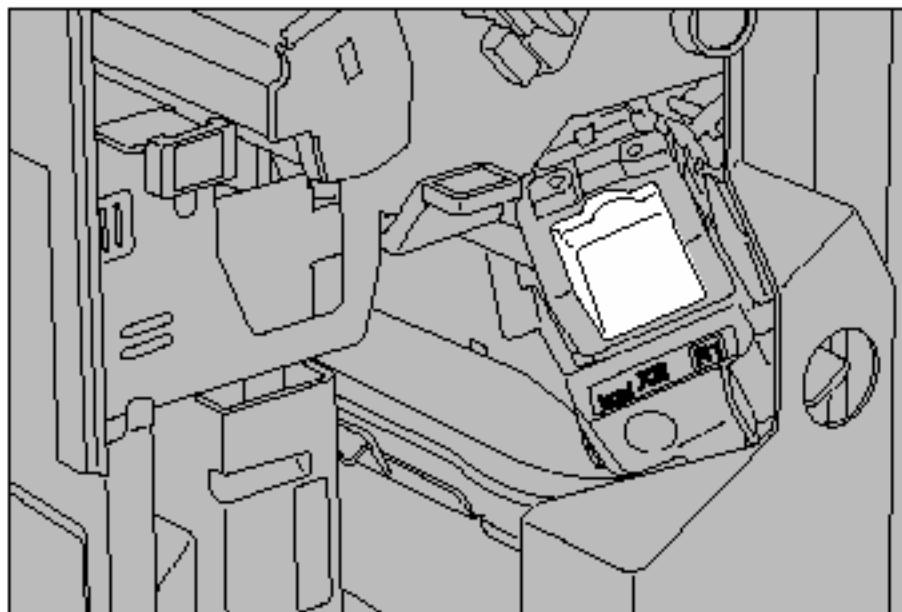
**Search**

## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



Next



After removing the staple cartridge, check the inside of the finisher for any remaining staples.

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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

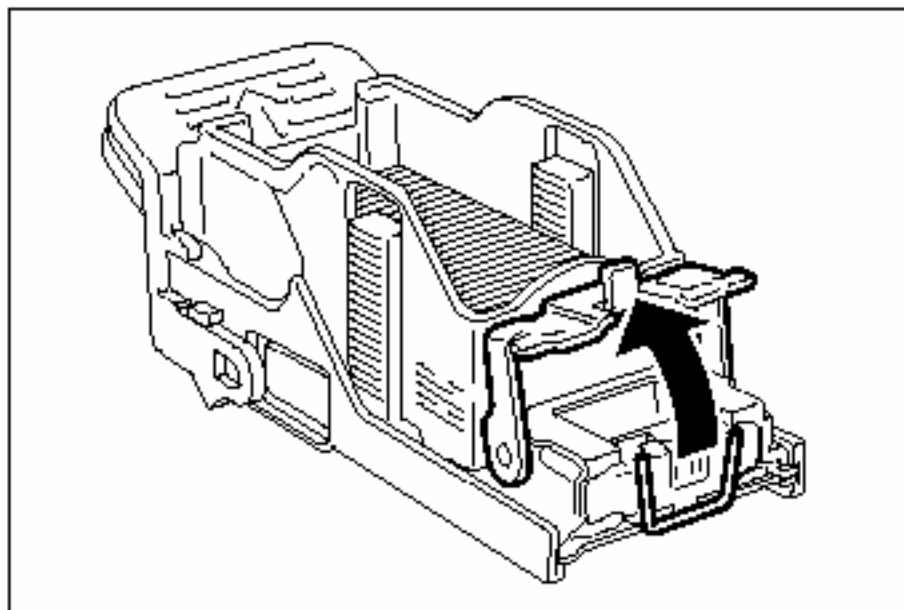
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## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



Next



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.



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## Troubleshooting

These modules help you to solve common problems on your machine.

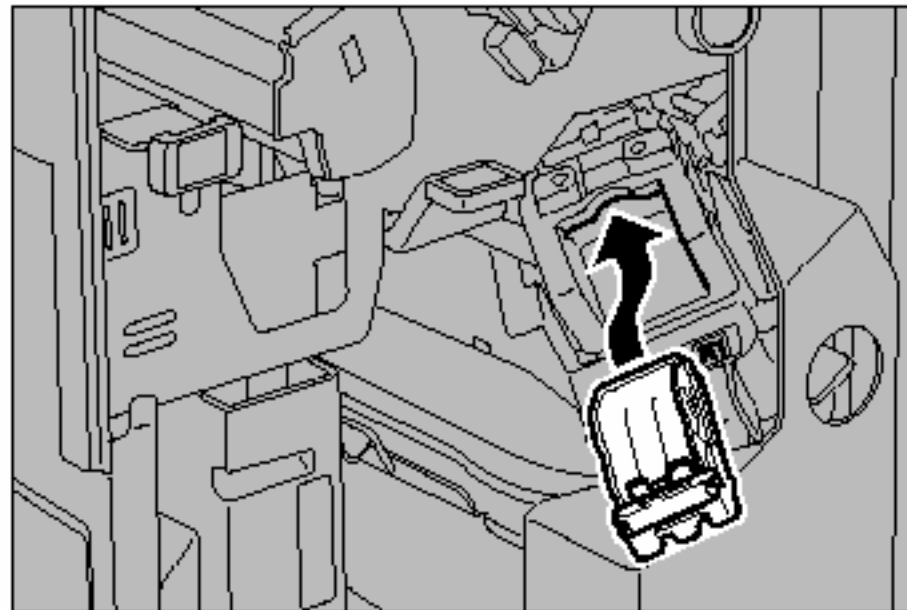
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

Search

## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



Insert the staple cartridge while gripping the orange lever until you hear it click into place.

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## Jam Clearance

On the rare occasion that a jam or misfeed occurs in your machine, use the topics below to help you clear the problem.



**Paper Jams**



**Staple Jam**



**Hole Punch Jam**

**Document Feeder Jam**

**Bypass Tray Jam or Misfeed**

**Envelope Jams**





## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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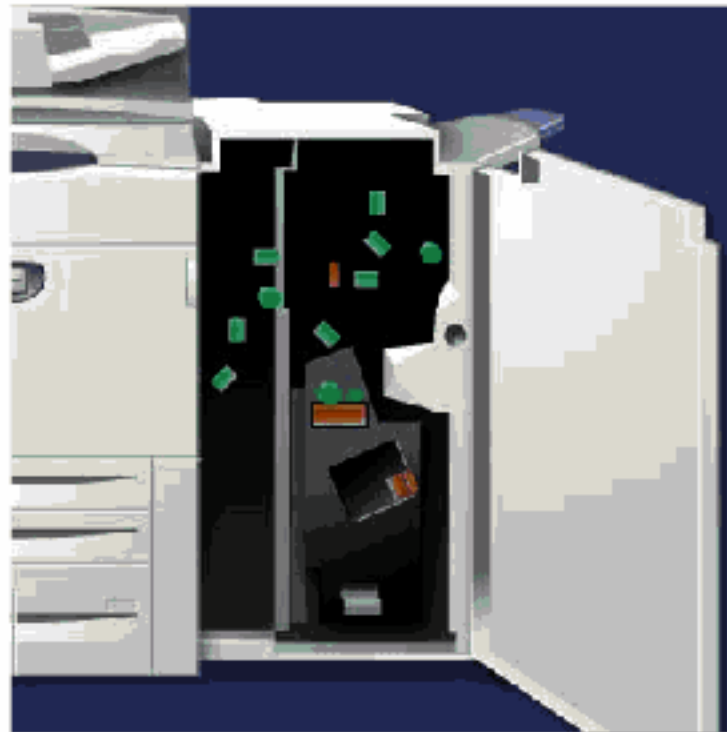
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## Hole Punch Jam



If the Hole Punch feature jams, remove and empty the chad tray as well as removing the paper jam. For more information on removing paper jams go to the topic titled [Paper Jams](#) within this module.



## Jam Clearance

On the rare occasion that a jam or misfeed occurs in your machine, use the topics below to help you clear the problem.



**Paper Jams**



**Staple Jam**



**Hole Punch Jam**



**Document Feeder Jam**

**Bypass Tray Jam or Misfeed**

**Envelope Jams**





## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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## Document Feeder Jam



Next



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 on the following pages.



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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

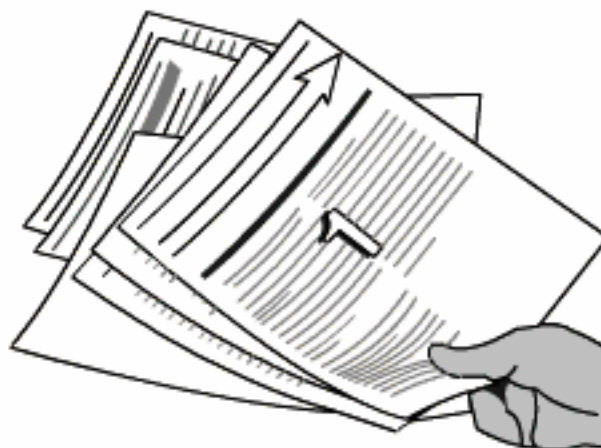
Enter a key word.

Search

## Document Feeder Jam



Next



Check your originals. Ensure that your originals are of a good quality.

*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.*



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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Document Feeder Jam



Next



Ensure that the Document Handler guides are against the edges of the loaded originals.





## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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## Document Feeder Jam



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.



## Jam Clearance

On the rare occasion that a jam or misfeed occurs in your machine, use the topics below to help you clear the problem.



**Paper Jams**



**Staple Jam**



**Hole Punch Jam**



**Document Feeder Jam**



**Bypass Tray Jam or Misfeed**

**Envelope Jams**





## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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## Tray 5 (Bypass) Jam or Misfeed



Tray 5 (Bypass) Jams occur in the paper path clearance areas. The machine will display a message indicating the clearance area.

For more information on removing paper jams from these areas go to the topic titled [Paper Jams](#) within this module.

If after clearing the jam, the Tray 5 feeder jams or misfeeds again follow the steps on the following pages.



## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

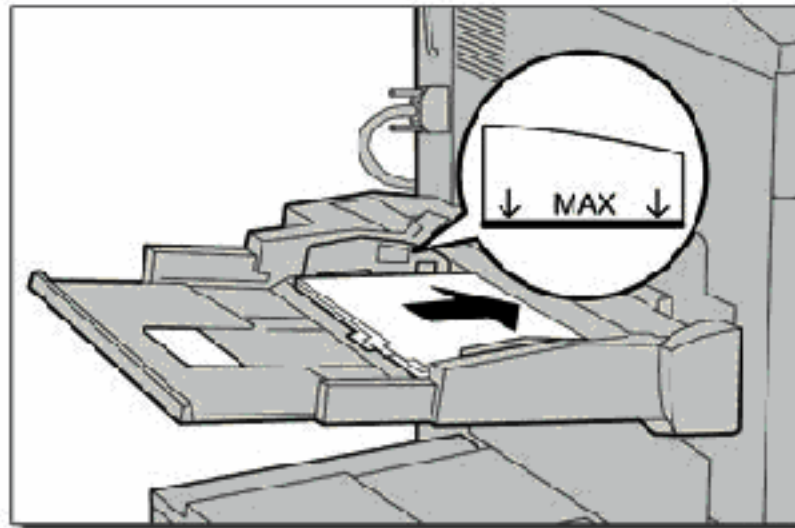
Enter a key word.

Search

## Tray 5 (Bypass) Jam or Misfeed



Next



Fan the paper and load 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.*

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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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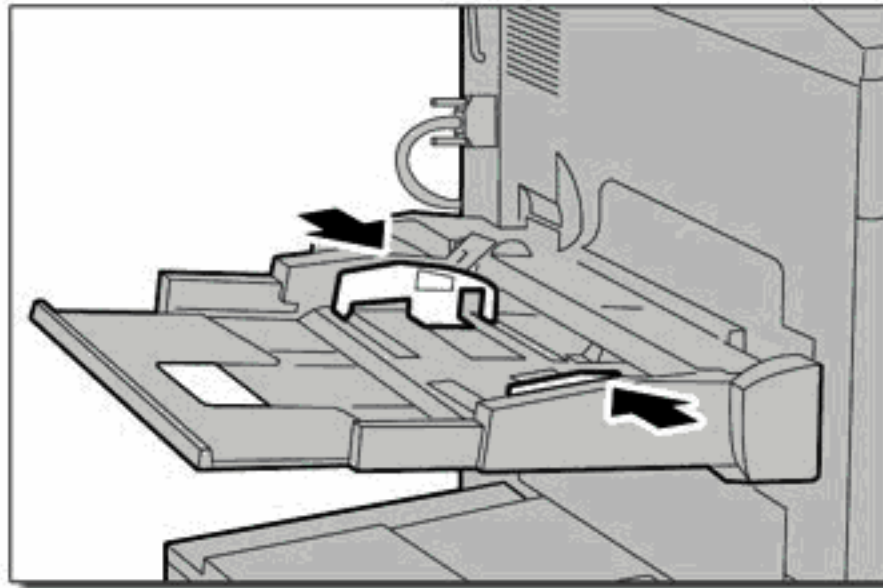
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### Tray 5 (Bypass) Jam or Misfeed



Next



Ensure that the Bypass Tray guides are against the edges of the loaded paper.



### Troubleshooting

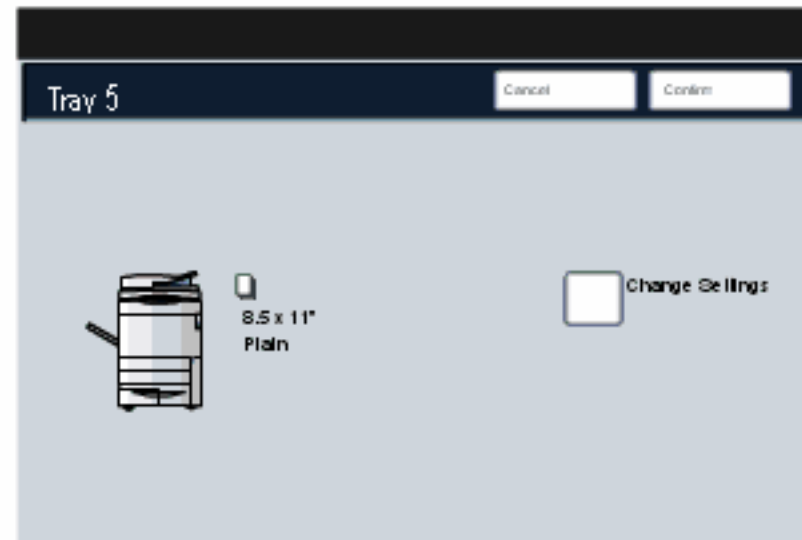
These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

## Tray 5 (Bypass) Jam or Misfeed



Next



Check that the Bypass Tray paper attributes are set correctly.

Enter a key word.

**Search**



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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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**XEROX**

## Tray 5 (Bypass) Jam or Misfeed



Check that the paper is within specification.

**Document Specification:** 8.5"x11" to 13"x19", 300 gsm maximum, up to 250 sheets of 80 gsm.



## Jam Clearance

On the rare occasion that a jam or misfeed occurs in your machine, use the topics below to help you clear the problem.



**Paper Jams**



**Staple Jam**



**Hole Punch Jam**



**Document Feeder Jam**



**Bypass Tray Jam or Misfeed**



**Envelope Jams**







## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

Search

## Envelope Jam



Next



Envelope Jams occur in the paper path clearance areas. The machine will display a message indicating the clearance area.

For more information on removing paper jams from these areas go to the topic titled [Paper Jams](#) within this module.

If after clearing the jam, the envelope jams again follow the steps on the following pages.



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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

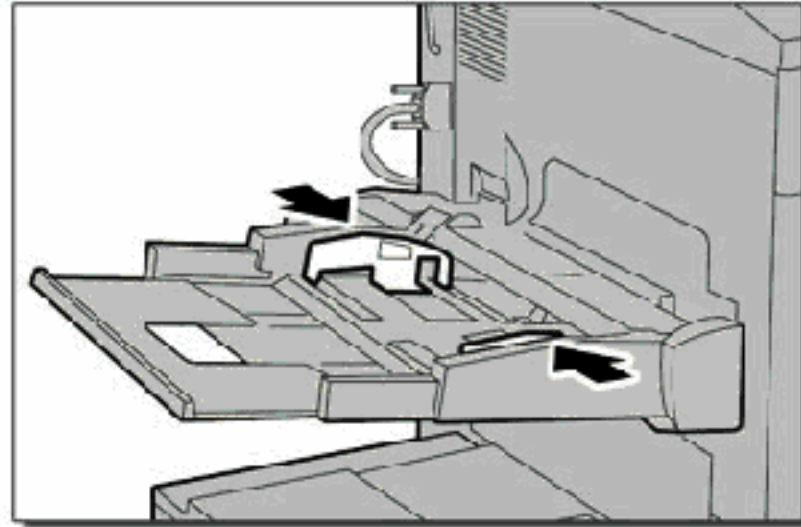
Enter a key word.

**Search**

## Envelope Jam



Next



Ensure that the guides are against the edges of the envelopes.

Check that the attributes of the paper tray are set correctly.

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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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## Envelope Jam



Envelopes can only be fed from the Bypass Tray.

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 Tutorial

*NOTE: Some wrinkle is expected on the back of the fed envelope.*



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## Troubleshooting

Problem Solving Procedure

Fault Codes

Jam Clearance

**Problem Statement**





## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

### ► Message will not clear

**Output >>>**

**Touch Screen >>>**

**Power / Memory >>>**

**Documents will not feed  
correctly**

**Miscellaneous >>>**

### 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.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

**Message will not clear**

► **Output >>>**

**Touch Screen >>>**

**Power / Memory >>>**

**Documents will not feed correctly**

**Miscellaneous >>>**

► **8.5" x 11" original was not enlarged onto an 11" x 17" page**

**Deformed transparencies**

**Output does not reflect the selections made**

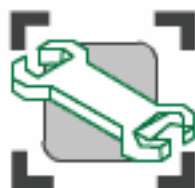
**Output is not stacked correctly**

**Pages in the set are not stapled or punched**

**Drilled paper holes are on the wrong side**

**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.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

8.5" x 11" original was not enlarged onto an 11" x 17" page

► Output >>>

► Deformed transparencies

Touch Screen >>>

Output does not reflect the selections made

Power / Memory >>>

Output is not stacked correctly

Documents will not feed correctly

Pages in the set are not stapled or punched

Miscellaneous >>>

Drilled paper holes are on the wrong side

### 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.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

**Message will not clear**

8.5" x 11" original was not enlarged onto an 11" x 17" page

Deformed transparencies

► **Output >>>**

**Touch Screen >>>**

► **Output does not reflect the selections made**

**Power / Memory >>>**

Output is not stacked correctly

**Documents will not feed correctly**

Pages in the set are not stapled or punched

**Miscellaneous >>>**

Drilled paper holes are on the wrong side

### Output does not reflect the selections made

- Select the **Save** button, if appropriate, after each selection on the touch screen.





## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

**Message will not clear**

8.5" x 11" original was not enlarged onto an 11" x 17" page

Deformed transparencies

► **Output >>>**

**Touch Screen >>>**

Output does not reflect the selections made

**Power / Memory >>>**

► **Output is not stacked correctly**

**Documents will not feed correctly**

Pages in the set are not stapled or punched

**Miscellaneous >>>**

Drilled paper holes are on the wrong side

### **Output is not stacked correctly**

- Check to see if the paper tray guides are locked into position against the paper.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

**Message will not clear**

► **Output >>>**

**Touch Screen >>>**

**Power / Memory >>>**

**Documents will not feed correctly**

**Miscellaneous >>>**

**8.5" x 11" original was not enlarged onto an 11" x 17" page**

**Deformed transparencies**

**Output does not reflect the selections made**

**Output is not stacked correctly**

► **Pages in the set are not stapled or punched**

**Drilled paper holes are on the wrong side**

### **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.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

**Message will not clear**

► **Output >>>**

**Touch Screen >>>**

**Power / Memory >>>**

**Documents will not feed correctly**

**Miscellaneous >>>**

**8.5" x 11" original was not enlarged onto an 11" x 17" page**

**Deformed transparencies**

**Output does not reflect the selections made**

**Output is not stacked correctly**

**Pages in the set are not stapled or punched**

► **Drilled paper holes are on the wrong side**

**Drilled paper holes are on the wrong side**

- Ensure that the drilled paper is loaded correctly in the paper tray, and that the holes are positioned as shown on the tray label.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

**Message will not clear**

**Output >>>**

▶ **The Touch Screen is Completely Dark**

▶ **Touch Screen >>>**

**Power / Memory >>>**

**Documents will not feed correctly**

**The Touch Screen is not Bright Enough**

**Miscellaneous >>>**

### 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



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

The Touch Screen is Completely Dark

► Touch Screen >>>

Power / Memory >>>

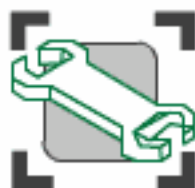
► The Touch Screen is not Bright Enough

Documents will not feed correctly

Miscellaneous >>>

### 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.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

**Message will not clear**

**Output >>>**

**Touch Screen >>>**

**▶ Power / Memory >>>**

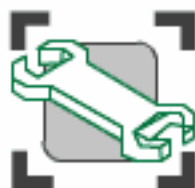
**▶ The machine will not power ON**

**Documents will not feed correctly**

**Miscellaneous >>>**

### 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.)



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

**Message will not clear**

**Output >>>**

**Touch Screen >>>**

**Power / Memory >>>**

► **Documents will not feed correctly**

**Miscellaneous >>>**

### Documents will not feed correctly

- If you are experiencing problems feeding certain types of documents, ensure that the document media is suitable for the Document Handler. Check the **Document Specifications** in the **Getting Started** section of this program.
- Alternatively you can place the documents on the Document Glass.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

**Message will not clear**

**Output >>>**

**Touch Screen >>>**

**Power / Memory >>>**

**Documents will not feed correctly**

**► Miscellaneous >>>**

**With an external control device connected, the machine displays Ready to Copy, but users cannot log in**

**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.





Getting Started



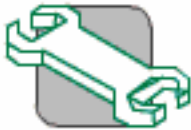
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## Search

This facility will take you to a specific topic in this program. Enter a key word that you want to search for and select the button below. A list of occurrences of the key word will be displayed.

Key word

**Search**

Accessing the System Settings Menu

Adjusting Trays 3 and 4

Advanced Finisher

Annotation

Auditron Overview

Auto Gradation Adjustment

Auto Paper Supply

Billing Meters - Machine Status

Billing Meters

Book Copying

Book Copying, Two Sided

Booklet Creation - Copy

Bound Originals

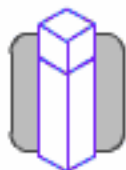
Build Job

Bypass Tray - tutorials

Bypass Tray Misfeed or Jam



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## Glossary

The Glossary explains terms and abbreviations that are used in this program. Select the first letter of the word or phrase and then use the scroll buttons on the right of the screen to scroll through the list.

**Glossary**

A	B	C	D	E	F	G	H	I
J	K	L	M	N	O	P	Q	R
S	T	U	V	W	X	Y	Z	?

▲  
▼



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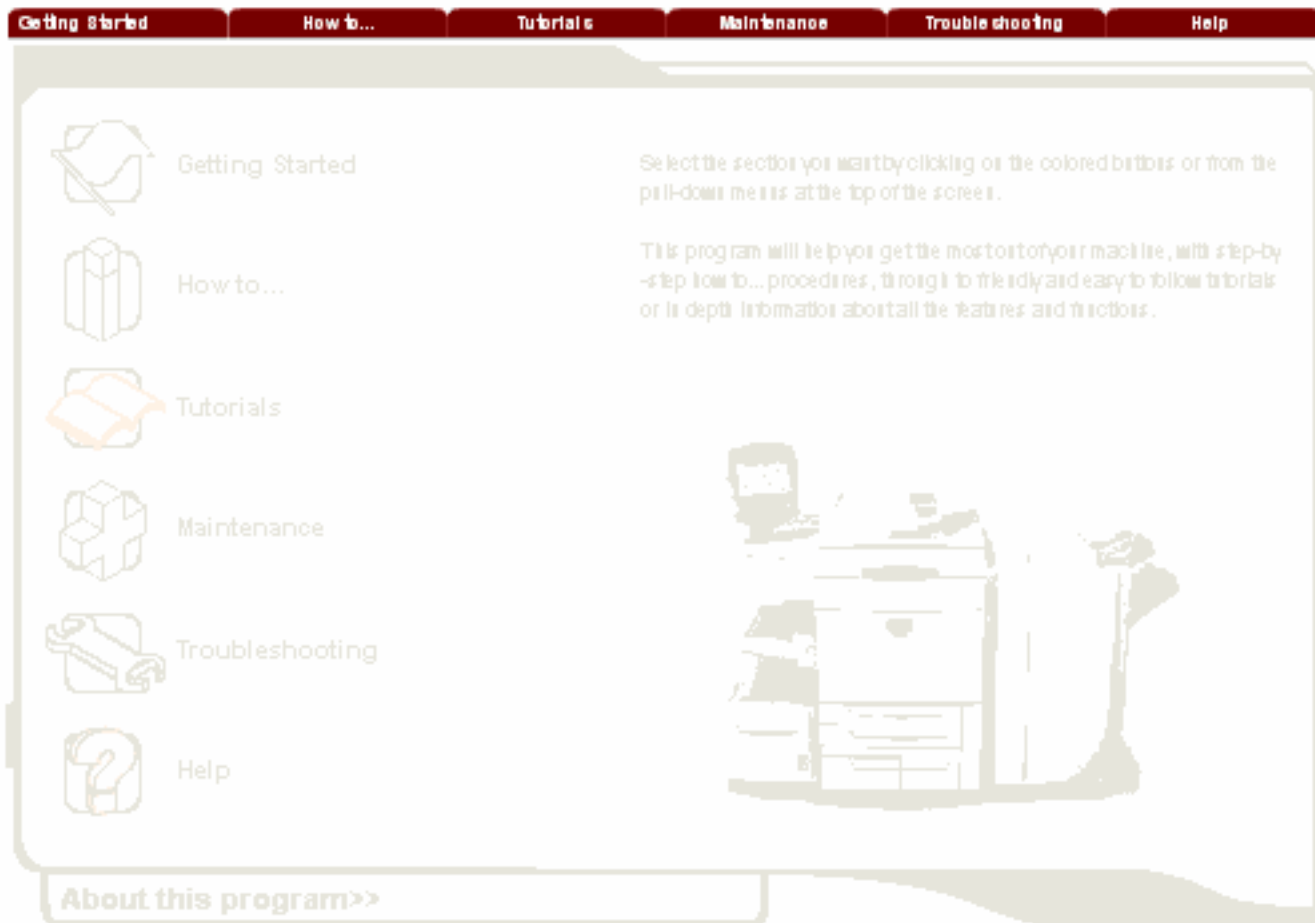
## Navigation Help

Access the modules by using:

the navigation tabs along the top of the screen. The navigation tabs can be accessed at anytime, from anywhere within this interactive program.



Next





## Navigation Help

A typical page looks like the one below.



Getting Started
Help



### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the (Previous Menu) button below to return to the Copy Menu.

Search

How to...
Tutorials



### Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the (Previous Menu) button below to return to the Copy Menu.

Search

### Simple copying







**1. Load the documents**

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

1. 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.



2. 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 onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

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 Go copy

 Previous Menu

 Home





## Navigation Help

Program controls are found at the bottom of the screen.



The screenshot shows a software interface with a top navigation bar containing 'Getting Started', 'How to...', 'Tutorials', 'Maintenance', 'Troubleshooting', and 'Help'. The 'Tutorials' tab is selected. On the left, a 'Copy' sidebar contains an icon of an open book and text: 'These modules describe all the copy features of the machine.' and 'When you have completed the topic select the (Previous Menu) button below to return to the Copy Menu.' Below the sidebar is a search box with the text 'Enter a key word' and a 'Search' button. The main content area is titled 'Simple copying' and contains two numbered steps: '1. Load the documents' and '2. A document glass'. To the right of the text is a 'Print' button with a printer icon and four circular navigation buttons (left arrow, right arrow, home, and another right arrow). Below the text is an image of a Xerox multifunction copier. At the bottom of the main area are buttons for 'Go copy', 'Previous Menu', and 'Home', along with the Xerox logo and the page number '2/8'.

**Getting Started** **How to...** **Tutorials** **Maintenance** **Troubleshooting** **Help**

**Copy**

These modules describe all the copy features of the machine.

When you have completed the topic select the (Previous Menu) button below to return to the Copy Menu.

Enter a key word

**Search**

**Simple copying**

**1. Load the documents**

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

1. 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.
2. 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 onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

**Print**

**Go copy**

**Previous Menu** **Home**

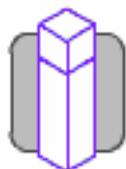
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## Program Overview



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***Welcome to the Interactive User Guide for this machine.***

This interactive guide is designed to help you become familiar with your new machine.

This comprehensive program delivers everything from installing and configuring your machine, to making the most of its features and functions, allowing you to take productivity to the next level.



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## Program Overview



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### Customized Instructions

The sections include easy to follow, step by step instructions customized to your specific requirements, complemented by examples and animated illustrations.

### How To... Copy

Complete steps 1, 2 and 3 to generate the instructions to complete your specific copy job.

- 1 Your document**  
Describe your original document by selecting from these menus.
- 2 Your copies**  
Select what you want your copies to be from these menus.
- 3** Select the button to display the instructions to complete your copy job.

Page size

8.5"x11" ▼

Type

Loose sheets ▼

Number of pages

1 to 250 ▼

Sides Imaged

All 1 sided ▼

Image Quality

Normal ▼

Media

Plain paper ▼

Output

Collated ▼

2 Sided

All 1 sided ▼

Size

8.5"x11" ▼

Format

Normal ▼

OK

### Collecting your copies



Print



Your job will be delivered to the output tray.

That completes the procedure. You can:

Review this procedure by using the Skip Back button above.

Print this procedure by selecting the Print button above.



XEROX



## Program Overview



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### Glossary

A B C D E F G H I

J K L M N O P Q R

S T U V W X Y Z ?

[A3, A4, A5, A6, B4, B5](#) - These are common metric paper sizes.

[ADF](#) - Automatic Document Feeder

[APS](#) - Auto Paper Sense

[Auditron](#) - a tracking feature built into the product. Use Auditron to track overall and individual usage and to enable this feature separately.

[Auditron Administrator](#) - a user, whose responsibility is to set up and maintain auditron on the machine.

[Auto Answer Mode](#)

### Instant Information

In addition, you can use the search facility to look for specific topics or look up unfamiliar terms in the glossary.

### Search

Occurrences of key word. Select your closest topic.

Search again. Enter another key word and select the button.

Image

Search Complete  
Your search returned 17 Matches

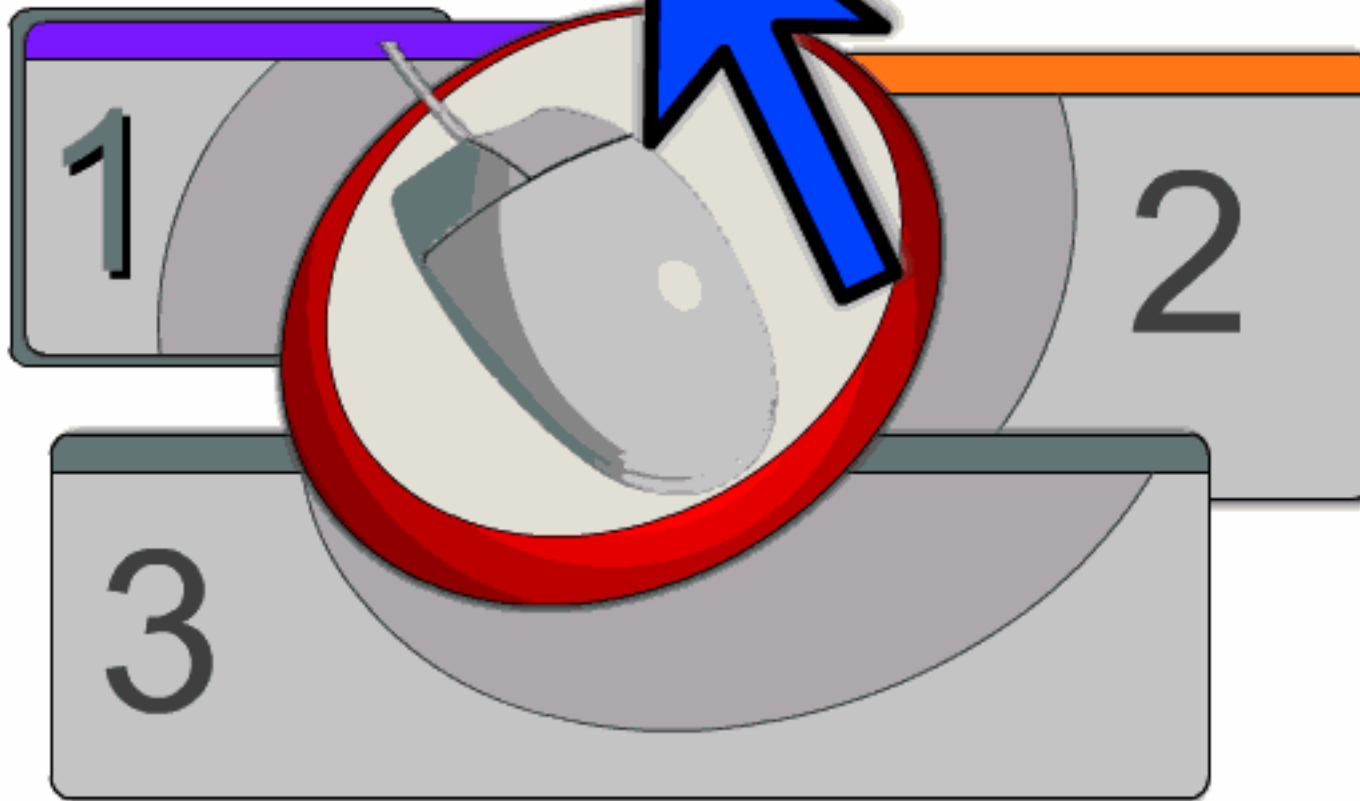
Sides **Image** - Copy  
**Image** Shift - Copy  
 Invert **Image** - Copy  
**Image** Quality - (server Fax)  
 More **Image** Quality - (server Fax)  
**Image** Quality - (Internet Fax)



## Program Overview



Next



### As Easy as 1 - 2 - 3

That means all the information you need even for the most complex jobs is just a few clicks away.

# Program Overview



## Navigation Icons



Next

### Navigation by Icons

You can use the navigation icons found on the home screen to view the topics.



Getting Started

Select the section you want by clicking on the colored buttons or from the pull-down menus at the top of the screen.



How to...

This program will help you get the most out of your machine, with step-by-step how to... procedures, thorough to friendly and easy to follow tutorials or in depth information about all the features and functions.



Tutorials



Maintenance



Troubleshooting



Help



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# Program Overview



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## Navigation by Icons

You can use the navigation icons found on the home screen to view the topics.



Getting Started



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Help



## Tutorials

Product Overview

Copy

Fax

Internet Fax

Network Scanning

E-Mail

Print

Finishing Options

Paper and Media

Audition

Machine Administration

Machine/Job Status

Internet Services

About this program >>



# Program Overview

## Navigation Tabs



Next

### Navigation by Tabs

Alternatively, you can click on the navigation tabs on the top of the screen to browse across the topics from anywhere within the guide.

Getting Started

How to...

Tutorials

Maintenance

Troubleshooting

Help



Getting Started

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Tutorials



Maintenance



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## Program Overview

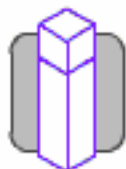


*You have completed the Program Overview.  
Please take a moment to explore the guide.*





Getting Started



How to...



Tutorials



Maintenance



Troubleshooting



Help



Help

Search

Glossary

Navigation Help

Program Overview

Copyright Statement

About





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Getting Started



How to...



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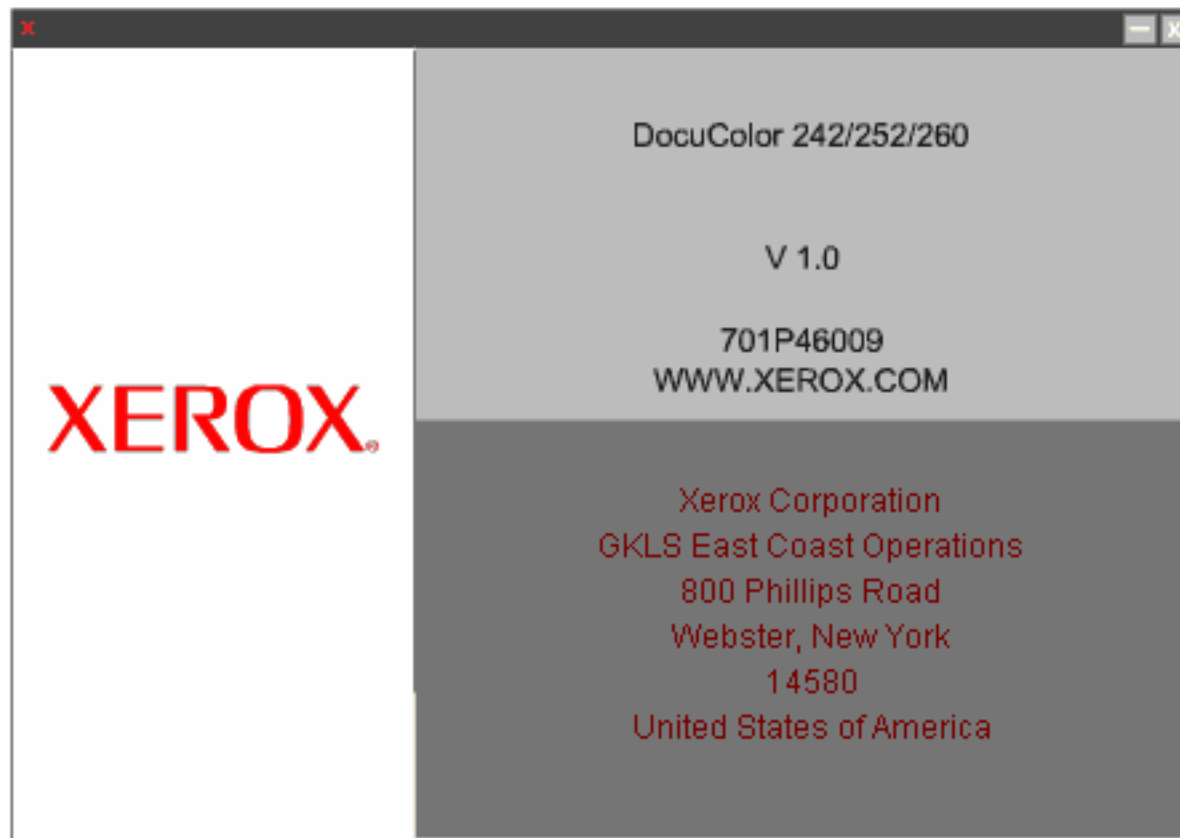
Program Overview

Copyright Statement

About



## About

A window titled 'About' with a standard OS-style title bar (minimize, maximize, close buttons). The window is split into two vertical panes. The left pane is white and contains the red 'XEROX' logo. The right pane is grey and contains text about the DocuColor 242/252/260 printer.

**XEROX**

DocuColor 242/252/260

V 1.0

701P46009  
WWW.XEROX.COM

Xerox Corporation  
GKLS East Coast Operations  
800 Phillips Road  
Webster, New York  
14580  
United States of America