XEROX DocuColor 12/
Document Centre ColorSeries 50
Electronic Pre Collation (EPC)
Customer Supplement

The Document Company

XEROX

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Safety Notes

The Xerox Electronic Pre Collation (EPC) module has been designed and tested to meet strict safety requirements. Attention to the following notes will ensure the continued safe operation of your equipment.

Electrical safety

Do not attempt to override any electrical or mechanical interlock devices.

WARNING: Never push objects of any kind into slots or openings on this equipment. Making a contact with a voltage point or shorting out a part could result in fire or electrical shock.

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 Xerox Service Representative to correct the problem.

- The machine emits unusual noises or odors.
- A wall panel circuit breaker, fuse or other safety device has been tripped.
- The machine is exposed to water.
- Any part of the machine is damaged.

Maintenance safety

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

Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance of the EPC, and could create a dangerous condition.

Use the supplies and cleaning materials only as directed in the *DocuColor 12 System Administration Guide* or the *Document Centre ColorSeries 50 System Administration Guide*. Keep all of these materials out of the reach of children.

Do not remove the covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Do not perform any maintenance procedures unless you have been trained to do them by a Xerox representative or unless a procedure is specifically described in this guide or one of the copier/printer manuals.

Follow all warnings and intructions that are marked on, or supplied with, the machine.

Refer to the Safety Notes in the copier/printer user guide for proper placement of the equipment.

WARNING: Be careful when working in areas identified with this warning symbol. These areas may be very hot and could cause personal injury.

If you need any additional safety information concerning the machine or materials, contact your Xerox representative.

Customer EPC Supplement

Overview

The Electronic Pre Collation (EPC) module provides additional functionality to copy jobs by adding memory to the copier/printer. Depending on your copier/printer setup, the following new features are available:

- Collated copy sets
- Stapled copy sets (with the In-Line Stapler Finisher installed)
- Additional originals added to a job set
- Face Up or Face Down copy output options

Copy Output

The Copy Output feature enables you to select the destination of the output and determine whether it is to be collated or uncollated.

Collated refers to copies that are delivered as sets. Each copy set is in the order in which the originals were placed in the Duplex Automatic Document Feeder (DADF). For example, if a set of originals is placed in the DADF in 1,2,3 order, the copy set(s) will be in 1,2,3 order.

Uncollated refers to copies that are delivered in the order in which they were copied. For example, if a set of originals is placed in the DADF in 1,2,3 order, and you wish to make 3 copies of the set, the copy sets will output in 1,1,1,2,2,2,3,3,3 order.

1 2 3. . .

1 On the Basic Copying tab, touch one of the following Copy Output options:

- **Auto Output** to direct collated output to the Top Tray/Output Catch Tray. Your sets will not be offset.
- **Collated** to direct collated output to the Top Tray/Output Catch Tray.

NOTE: If the In-Line Stapler Finisher option is installed, output is directed to the Finisher Output Tray, and your sets will be offset.

- Touch **Uncollated** to direct uncollated output to the Top Tray/Output Catch Tray.

NOTE: If the In-Line Stapler Finisher option is installed, output is directed to the Finisher Output Tray, and your sets will be offset.

2 Press the **Start** button.

3 The copies will be delivered to the appropriate output tray.

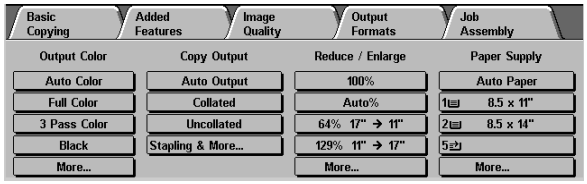

Figure 1: Basic Copying tab

Staple Options

NOTE: Stapling options are only available if the In-Line Stapler Finisher is installed on your copier/ printer.

With the EPC installed, the In-Line Stapler Finisher can staple copy sets from 2 to 50 sheets (50 - sheet maximum applies to up to 24 lb/90 gsm paper). You can staple both portrait and landscape documents with single or dual staples. Output to the Finisher Output Tray is delivered face down and offset.

NOTE: Table 1 shows the available stapling options along with an example of the finished output for 8.5 x 11 or A4 paper. Not all staple positions are available for larger paper sizes.

Table 1: Available Stapling options

Staple Option	**Finished example** Original LEF	**Finished example** Original SEF
1 Staple		
1 Staple	8.5 x 11 A4	
2 Staples	***Selection is valid only if Auto Paper is the selected Paper supply and SEF paper is loaded in a Paper Tray.***	***Selection is valid only if Auto Paper is the selected Paper Supply and LEF paper is loaded in a Paper Tray.***
2 Staples		
2 Staples		

NOTE: Remember the following when selecting the Staple options:

- Stapling options can not be selected when using Paper Tray 5.
- Sets of more than 50 sheets cannot be stapled. If a set contains more than 50 sheets and stapling is selected, it will not be stapled. No error message will appear.
- Documents containing different page sizes can be stapled if all of the sizes in the document are supported by the In-Line Stapler Finisher and the feed edge of each paper is the same length.

NOTE: For more information on using the In-Line Stapler Finisher, refer to the *DocuColor 12/ Document Centre ColorSeries 50 In-Line Stapler Finisher User Guide.*

1 2 3. . .

1 Under Copy Output on the Basic Copying tab, touch the **Stapling & More** button.

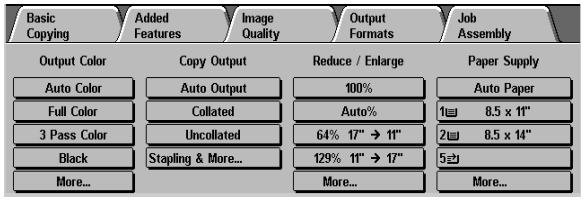

Figure 2: Basic Copying tab

2 On the Copy Output screen, touch the **Collated (Staple Options)** button.

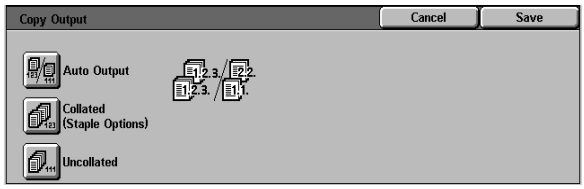

Figure 3: Copy Output screen

3 Select the desired stapling option from the Staple Options screen.

4 Touch **Save** to return to the Copy Output screen.

5 Touch **Save** to return to the Basic Copying tab.

6 Select any additional features desired for the copy job.

7 Place the originals in the DADF.

8 Press the **Start** button.

9 The copies will be stapled and delivered to the Finisher Output Tray.

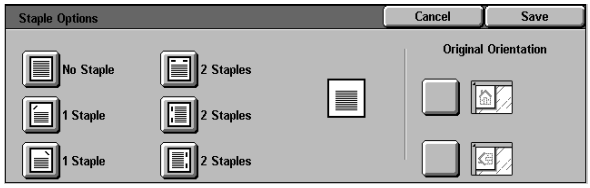

Figure 4: Stapling Options screen

Additional Originals

The Additional Originals feature allows you to combine multiple originals scanned from the Document Glass, or multiple sets of originals scanned from the DADF, into a single set of output.

When using the Additional Originals feature with the Document Glass, you can combine multiple originals into a single set and output the set to the In-Line Stapler Finisher for stapling. Using the Additional Originals feature with the DADF, you can copy original sets of more than 50 sheets by dividing the original set into batches, scanning each batch through the DADF and copying the batches together, as a single set.

NOTE: You cannot scan originals from both the Document Glass and the DADF when using the Additional Originals feature. If your first original is scanned from the Document Glass, all subsequent originals must be scanned from the Document Glass. Likewise, if your first original is scanned from the DADF, all subsequent originals must be scanned from the DADF.

NOTE: The maximum number of color originals for a copy job is 250 sheets. The maximum number of 8.5 x 11 in. (A4) black and white originals is 1000 sheets. The maximum number of 11 x 17 in. (A3) black and white originals is 500 sheets.

1 2 3. . .

1. Select the Job Assembly tab.
2. Touch the **Additional Originals** button.

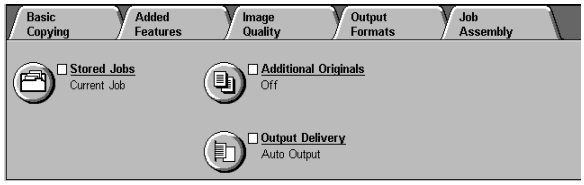

Figure 5: Job Assembly tab

3. When the Additional Originals screen opens, the feature defaults to **On**.
4. Touch **Save** to return to the previous Job Assembly tab.

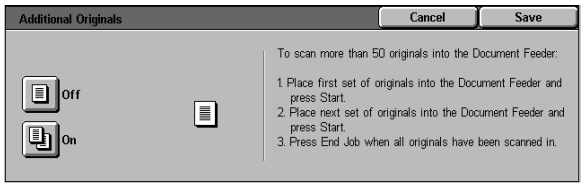

Figure 6: Additional Originals screen

5 Perform one of the following:

- Place the first original on the Document Glass.
- Load the first batch of originals into the DADF.

6 Select any additional features desired for the copy job.

NOTE: All feature settings are maintained for the entire copy job. You can not change any feature settings once the **Start** button is selected.

7 Press the **Start** button.

8 When the original(s) have been scanned, a screen displays the current copy settings and the **End Job** button.

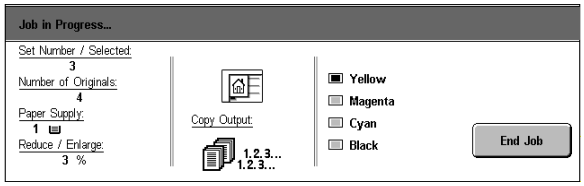

Figure 7: Job in Progress screen

9 Remove the original(s) from the Document Glass of the DADF output tray.

10 Perform one of the following:

- If you scanned your first original from the Document Glass, place the next original on the Document Glass.
- If you used the DADF to scan your first set of originals, place your next set of originals in the DADF.

11 Press the **Start** button to continue the copy job.

12 For all additional originals, repeat steps 9 and 10.

13 When all pages or all sets have been scanned, touch **End Job** on the Job in Progress screen.

14 Copies will be delivered to the appropriate output tray.

Output Delivery

This feature allows you to specify whether copies are delivered Face Up or Face Down to the Output Tray.

The following options are available in the Output Delivery feature:

- **Auto Output** to have the copier/printer select the optimal output orientation.
- **Face Up** to deliver output to the output tray face up.
- **Face Down** to deliver output to the output tray face down.

NOTE: Remember the following when Face Up is selected:

- Copy output may take longer.
- Stapling options are not available.
- You cannot copy onto heavyweight paper.

1 2 3. . .

1. Select the Job Assembly tab.
2. Touch the **Output Delivery** button.

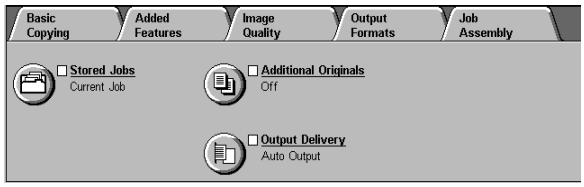

Figure 8: Job Assembly tab

3. Select one of the available options on the Output Delivery Screen.
4. Touch **Save** to return to the previous Job Assembly tab.

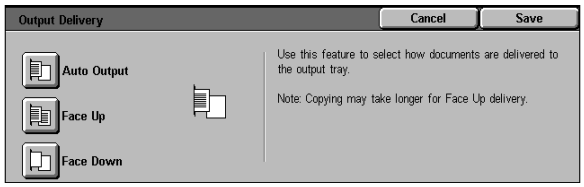

Figure 9: Output Delivery screen

Tools

In Tools, the System Administrator can set the default value for the Copy Output feature.

1 2 3. . .

1. Press the Administration button above the numeric keypad to display the Access screen.
2. Touch the **Tools** button to display the Tools Access Number screen.
3. Use the numeric keypad to enter the correct password and touch **Enter** on the Touch Screen.

   After you have entered the correct password, the Tools screen is displayed.
4. On the Tools screen, touch the **Feature Defaults** icon to display the Feature Defaults screen.
5. Use the up and down arrows to highlight the Copy Output feature. Touch the **Change Settings** button.
6. Select one of the following for Copy Output default:

   - Auto Output
   - Collated
   - Uncollated
7. Touch **Save**. This saves your selection and returns you to the Feature Defaults screen.
8. Touch **Close** to display the Tools screen.
9. Touch **Close** to exit Tools Mode.

NOTE: For more information on Tools mode, refer to the *DocuColor 12 System Administration Guide* or the *Document Centre ColorSeries 50 System Administration Guide*.

Figure 10: Administration button

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