Xerox® EC70 Color Copier/Printer User Guide

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Safety

This chapter contains:

The printer and the recommended supplies are designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of the Xerox® printer.

Notices and Safety

Before you operate the printer, carefully read the following instructions. To ensure the continued safe operation of the printer, refer to these instructions.

The Xerox® printer and supplies are designed and tested to meet strict safety requirements. Safety requirements include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

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

⚠ **WARNING:** Unauthorized alterations, which can include the addition of new functions or connection of external devices, can affect the product certification. For details, contact your Xerox® representative.

Electrical Safety

Before you operate the printer, carefully read the following instructions. To ensure the continued safe operation of the printer, refer to these instructions.

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General Guidelines

⚠️ **WARNING:**

- Do not push objects into slots or openings on the printer. Touching a voltage point or shorting out a part could result in fire or electric shock.

- Do not remove the covers or guards that are fastened with screws unless you install optional equipment and are instructed to do so. Power off the printer when you perform these installations. Disconnect the power cord to remove the covers and guards to install optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- The printer emits smoke, or the surface is unusually hot.
- The printer emits unusual noise or odors.
- The printer causes a circuit breaker, fuse, or other safety device to activate.

If any of these conditions occur, do the following:

1. Power off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

Power Cord

Use the power cord supplied with your printer.

- Plug the power cord directly into a properly grounded electrical outlet. Ensure that each end of the cord is connected securely. If you do not know if an outlet is grounded, ask an electrician to check the outlet.

> ⚠️ **WARNING:** To avoid risk of fire or electrical shock, do not use extension cords, power strips, or power plugs for more than 90 days. When a permanent outlet receptacle cannot be installed, use only one factory-assembled extension cord of the appropriate gauge for each printer or multifunction printer. Always adhere to national and local building, fire, and electrical codes regarding length of cord, conductor size, grounding, and protection.

- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Verify that the printer is plugged into an outlet that provides the correct voltage and power. If necessary, review the electrical specification of the printer with an electrician.
- Do not place the printer in an area where people can step on the power cord.
- Do not place objects on the power cord.
- Do not plug or unplug the power cord while the power switch is in the On position.
- If the power cord becomes frayed or worn, replace it.
- To avoid an electrical shock and damage to the cord, grasp the plug when you unplug the power cord.

The power cord is attached to the printer as a plug-in device on the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.

Emergency Power Off

If any of the following conditions occur, power off the printer immediately and disconnect the power cord from the electrical outlet. To correct these problems:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- Any part of the printer is damaged.

Contact an authorized Xerox service representative.

Electrical Supply

The electrical supply for the device meets the requirements stated on the data plate on the rear of the device. If you are not sure that your electrical supply meets the requirements, consult your local electricity provider or a licensed electrician.

> ⚠️ **WARNING:** The device connects to a grounded electrical circuit. The device is supplied with a grounded electrical plug that fits into a grounded electrical outlet. The power cord plug only fits into a grounded electrical outlet. The power cord design is a safety feature. If you are unable to insert the power cord plug into your electrical outlet, consult your local electricity provider or a licensed electrician. Always connect the device to a properly grounded electrical outlet.

Operational Safety

The printer and supplies are designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of the printer.

Operational Guidelines

- While the printer is printing, do not remove the paper source tray that is selected using either the print driver or Control Panel.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, and so on, away from the exit and feed rollers.
- Covers, which require tools for removal, protect the hazard areas within the printer. Do not remove the protective covers.
- Ensure that the rear right cover is attached. Open this cover when you connect an interface cable.

Ozone Release

This printer produces ozone during a normal operation. The amount of ozone produced depends on a copy volume. Ozone is heavier than air and is not produced in amounts large enough to harm anyone. Install the printer in a well-ventilated room.

For more information in the United States and Canada, go to www.xerox.com/environment.

Printer Location

- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold the weight of the printer. To find the weight for the printer configuration, refer to Physical Specifications.
- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is an adequate space for operation and servicing.
- Place the printer in a dust-free area.
- Do not store or operate the printer in a hot, cold, or humid environment.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid an exposure to light-sensitive components.
- Do not place the printer where it is exposed directly to the cold air flow from an air conditioning system.
- Do not place the printer in locations susceptible to vibrations.

Printer Supplies

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

- Keep all supplies away from the reach of children.

- Never throw toner, print or drum cartridges, or toner containers into an open flame.

- When you handle supplies, avoid skin or eye contact. Eye contact can cause irritation and inflammation.

- Do not attempt to disassemble supplies, which can increase the risk of skin or eye contact.

⚠ **Caution:** Use of non-Xerox supplies is not recommended. The Xerox Warranty and the Service Agreement do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for the printer.

Vacuum Cleaner Use for Toner Spills

Use a broom or wet cloth to wipe off the spilled toner. To minimize generation of dust particles, sweep or wipe slowly. Avoid using a vacuum. If you have to use a vacuum, ensure that the unit is designed to contain combustible dusts. Ensure that the vacuum includes an explosion rated motor and non-conductive hose.

Maintenance Safety

The Xerox® printer and supplies are designed and tested to meet strict safety requirements. Safety requirements include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards. Refer to these instructions to ensure the continued safe operation of the printer. For details, contact your Xerox® representative.

- Follow all warnings and instructions marked on, or supplied with, the product, options, and supplies.
- Do not attempt any maintenance procedure that is not described in the documentation supplied with the printer.
- Always exercise care when you move or relocate the printer. Contact your Xerox® representative to arrange the relocation of the printer.
- Never throw toner, print or drum cartridges, or toner containers into an open flame.

⚠ **WARNING:** Before cleaning the printer, unplug it from the electrical outlet.

Do not use aerosol cleaners. Aerosol cleaners can cause explosions or fires when used on electromechanical equipment.

The metallic surfaces in the fuser area are hot. To avoid personal injury, use caution.

Do not attempt to remove paper that is jammed deeply inside the product. Switch off the product promptly and contact your local Xerox® representative.

Do not apply excessive force on the document glass.

Do not override any electrical or mechanical interlock devices.

Printer Symbols

Symbol	Description
	WARNING or CAUTION: To ignore this warning could cause serious injury or even death. To avoid a personal injury, use caution. To avoid a property damage, use caution.
	WARNING: Hot surface on or in the printer. To avoid a personal injury, use caution.
	Do not burn the waste container.
	Do not expose the drum cartridge to light for more than 10 minutes.
	Do not touch the drum cartridge.
	Hot surface. Wait the indicated time before handling.
	WARNING: Moving parts. To avoid a personal injury, use caution.

For a complete list of Printer Symbols, refer to www.xerox.com/support.

Environmental, Health, and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, contact: United States and Canada: 1-800-ASK-XEROX (1-800-275-9376)

For product safety information in the United States and Canada, go to www.xerox.com/environment.

2

Getting Started

This chapter contains:

Parts of the Printer

Front View

1.	Control Panel	6.	Duplex Automatic Document Feeder
2.	USB Port	7.	Power On/Off Button
3.	Stylus	8.	Front Cover
4.	Tray 5 (Bypass)	9.	Main Power Switch (located behind front cover)
5.	Paper Trays 1–4		

Document Feeder
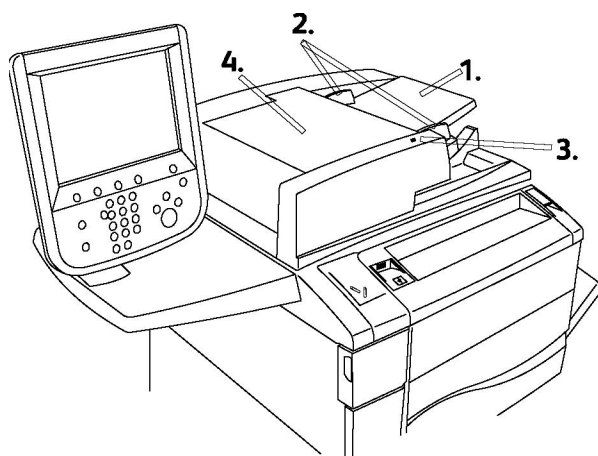
1.	Document Feeder Tray	3.	Confirmation Indicator
2.	Document Guides	4.	Top Cover

🖉 **Note:** The Document Glass is located under the Top Cover and is used for scanning, faxing, and copying. Used for single pages or paper that cannot be fed using the Document Feeder.

Paper Trays

For more feeding options, refer to Feeding Devices.

Paper Trays 1 and 2

Trays 1 and 2 are identical. Each tray has a capacity of 520 sheets of 75 g/m² (20 lb.) paper. The operator pulls out the trays for loading. The trays accommodate paper weights from 64–300 g/m² (18 lb. bond–80 lb. cover) and are fully adjustable for all stock sizes in the range 182 x 140–330 x 488 mm (7.2 x 5.5–13 x 19.2 in.). All stock types, such as pre-formatted paper and letterhead, can be used except envelopes. You can load stock either long-edge feed or short-edge feed, portrait or landscape.

Paper Trays 3 and 4

Tray 3 holds up to 870 sheets of A4 (8.5 x 11 in.) paper.

Tray 4 holds up to 1140 sheets of A4 (8.5 x 11 in.) paper.

Tray 5 (Bypass)

The Tray 5 (Bypass) is a paper tray on the left side of the machine and can be folded away when not in use. It accommodates all types of stock in a range of sizes between 182 x 140–330 x 488 mm (7.2 x 5.5–13 x 19.2 in.). The Tray 5 (Bypass) has a capacity of approximately 250 sheets of 20 lb. (75 g/m²) bond paper or a maximum stack height of 0.4.

Internal Components

1. Toner Cartridges
2. Drum Cartridges
3. Main Power Switch

4. Fuser Unit
5. Waste Toner Container

The Main Power Switch is one of three power switches or buttons to turn on. For information on starting up the machine, refer to Switching On the Printer.

Rear View
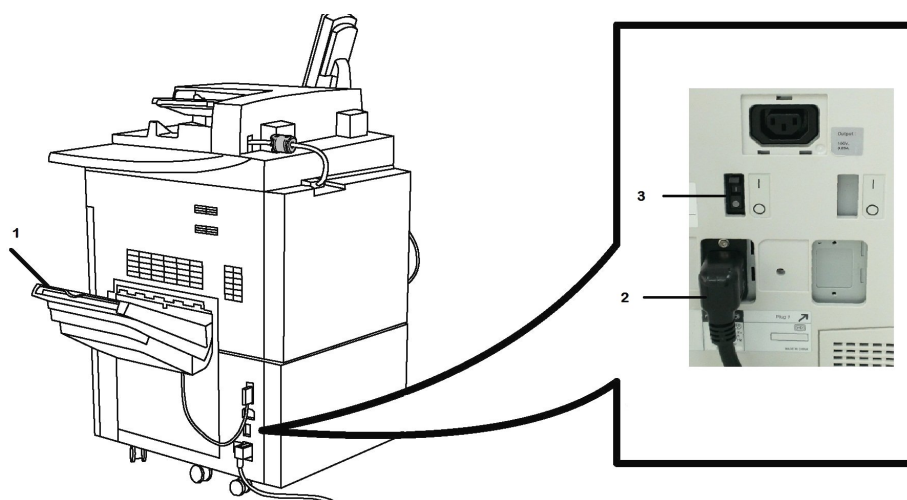
1. Output Tray
2. Power Cord

3. Ground Fault Interrupt Switch

Control Panel

The control panel contains a touch screen, pathway buttons, a keypad, and feature buttons.

1. **Touch Screen**: Allows you to select all the available programming features. The touch screen displays fault clearance procedures and general machine information.

2. **Services Home**: Allows access to the All Services screen, where all features, such as copy and fax, that are installed on the machine can be viewed and programmed.

3. **Services**: Takes you to the last service screen that was accessed.

4. **Job Status**: Displays job progress information on the touch screen.

5. **Machine Status**: Displays the status of the machine on the touch screen.

6. **Log In/Out**: Provides password-protected access to the System Administration menu that is used to adjust the defaults of the machine.

7. **Energy Saver Button**: If the **Energy Saver** option is selected, the machine immediately enters an energy saving mode. If there are any jobs in the queue, a second pop-up window appears.

8. **Clear All**: If this button is pressed once, it resets the default settings and displays the first screen for the current pathway. If the button is pressed twice, it resets all the features to their machine default settings.

9. **Stop**: Temporarily stops the current job. Follow the message to cancel or resume your job.

10. **Start**: Starts the job.

11. **Interrupt**: Temporarily stops the current job to allow a priority job to run.

12. **Keypad buttons**: Used to type letters or numbers when entering values or a password.

13. **Language**: Used to change the touch screen language and keyboard settings.

14. **Help**: Accesses the Online Help system.

Telephone and Fax Connection Option
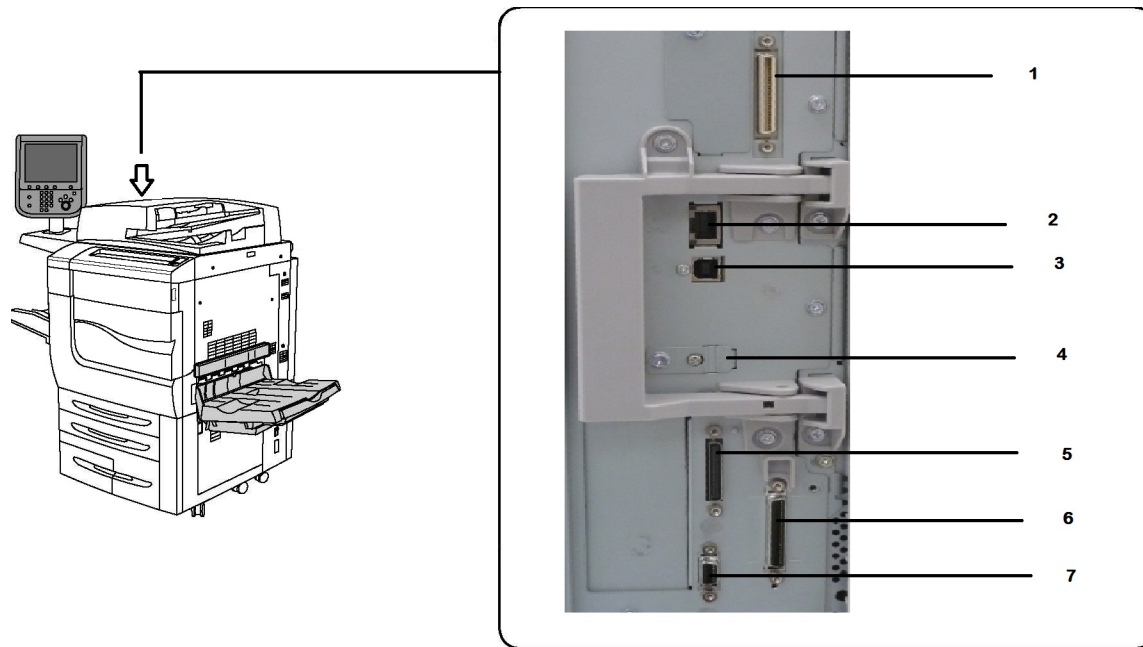
1. Digital Front End Video Select Switching Circuit (DFE VSEL)

2. Ethernet Connection

3. A to D Connection

4. Fax Connection (port is covered unless fax option is purchased)

5. Control Panel Connection

6. DADF Connection

7. Foreign Device Interface Connection

Printer Information

The printer provides status information from the touch screen on the Control Panel and in printed reports. Usage and billing information are also available from the touch screen. For details, refer to Billing and Usage Information.

Optional Devices

Feeding Devices

These optional input devices are compatible with the printer.

High Capacity Feeder

The Tray 1, High Capacity Feeder (HCF) provides a 2000 sheet, letter-size (A4) input feeding source for Tray 6.

Oversized High Capacity Feeder

The Tray 1 Oversized High Capacity Feeder (OHCF) is an alternative to the High Capacity Feeder. It feeds an oversized stock up to 330 x 488 mm (13 x 19 in.) paper. Each tray holds 2000 sheets of standard weight paper.

Finishing Devices

The printer is compatible with any of the following finishing devices.

Offset Catch Tray

The Offset Catch Tray (OCT) is an output tray that can hold up to 500 sheets of paper and allows each set or stack to be offset from the previous to enable easy separation.

Business Ready Finisher

The Business Ready finisher supports hole punching and stapling.

The Right Top Tray is used for the stacked output, and can receive up to 500 sheets of paper. The Stacker is used for offset or stapled output which includes 2/3 hole punched output. It can hold up to 3000 sheets.

Business Ready Finisher with Booklet Maker

The Business Ready finisher with booklet maker supports hole punching, stapling, and booklet making.

The Right Top Tray is used for the stacked output, and can receive up to 500 sheets of paper. The Right Center Tray is used for offset or stapled output. It can hold up to 1500 sheets. Both trays are used for hole-punched output which includes 2/3 hole punched output. The Bottom Finisher Tray is used for receiving saddle-stapled booklets.

CZ Fold Unit

The optional folder enables you to create publications that feature bi-fold, C-fold, Z-fold, and Engineering Z-fold.

Required Finishing Accessory

Based on the type of finishing device, use the following accessory.

Vertical Transport Module

The vertical transport module acts as a communication device. It provides a vertical transport path between the printer output location and the input to the finishing device.

The vertical transport module is required for use with the Business Ready Finisher and the Business Ready Finisher with Booklet Maker.

Installation and Setup

Before Using the Printer

Xerox Welcome Center

If you need assistance during or after the product installation, visit the Xerox website for online solutions and support www.xerox.com/office/worldcontacts.

If you require further assistance, contact our experts at the Xerox Welcome Center:

- Xerox US Welcome Center: 1-800-821-2797
- Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769)

> **Note:** A local representative telephone number is provided when the product is installed. For convenience and future reference, record the telephone number.

When contacting Xerox, the Welcome Center needs the following information:

- the nature of the problem
- the serial number of the printer
- the fault code, if any
- the name and location of your company

To learn the serial number of the printer, follow these steps:

1. On the Control Panel, press **Machine Status**.
2. The **Machine Information** tab appears. The serial number appears on the left side of the touch screen.

   > **Note:** If the serial number cannot be read from the printer touch screen, you can find the serial number on the machine frame, inside the lower left cover of the printer.

If you need any additional help to use the printer:

- Refer to this User Guide.
- Contact the Key Operator.
- Visit our Customer website at www.support.xerox.com/support, enter `Xerox Color EC70 Printer` in the **Search** or **Choose** field and select the required documentation or contact the Xerox Welcome Center.

Installation and Setup Overview

Before you can use the printer, you have to:

1. Ensure that the printer is connected correctly and switched on.
2. Install software print drivers and utilities.

3. Configure the software.

> ✏ **Note:** Instructions for installing the print drivers, utilities, and setting up the network are provided in the System Administrator Guide. Locate the *System Administrator Guide* at www.xerox.com/support. In the **Search** field, enter `Xerox Color EC70 Printer`, then select the needed documentation.

Physical Connection

You can connect to the printer over a network. Connect to a functioning and dedicated fax telephone line for the optional fax. Communication cables are not included with the printer, and ensure that they are purchased separately.

To connect the printer physically:

1. Connect the power cable to the printer, and plug it into an electrical outlet.

2. Connect one end of a Category 5 or better Ethernet cable to the Ethernet port on the left side of the printer. Connect the other end of the cable to your network drop.

3. If the fax option is installed, connect to a functioning telephone line using a standard RJ11 cable.

Power Options

Switching On the Printer

The printer has three power switches:

- The **Ground Fault Interrupt Switch** is on the right side of the printer and near the power cord. At installation and setup, ensure that this switch is in the On position.
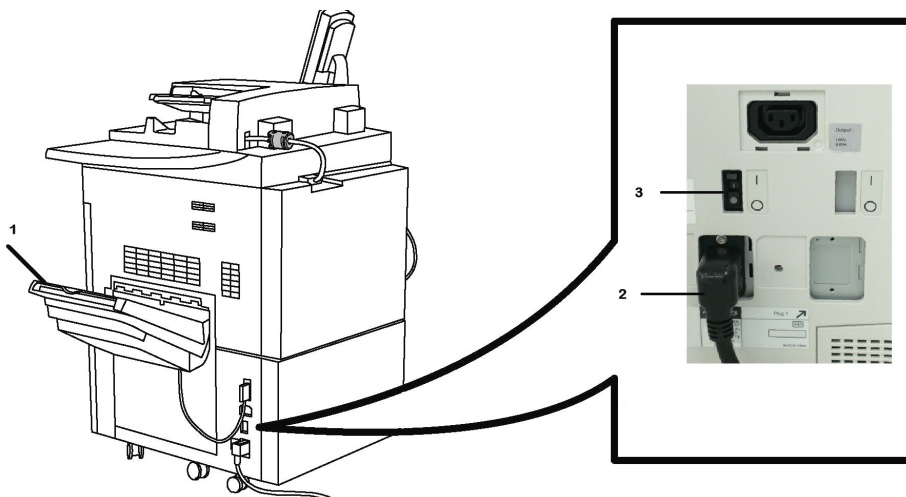
- The **Main Power Switch** is located behind the front cover door. Verify that this switch is also in the On Position. Do not use this switch to turn the printer on and off for general purposes.
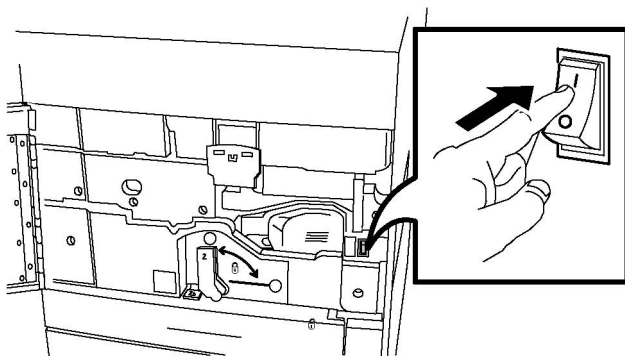
- The **Power On/Off Button** is on the right side of the top front panel. This is the power button you use to turn the printer on and off as workflow requires.
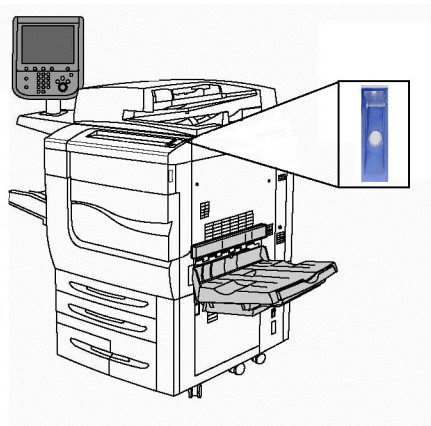
Switching On Main Power

Main printer power controls the main power switch. Main power is left on for a normal printer operation. When a cable connects to the printer, when the printer is cleaned, or when a complete restart is required, the main power is switched off.

⚠ **Caution:** To avoid damage to the printer hard drive and to prevent a printer malfunction, press the main power switch before powering on the printer.

⚠ **Caution:** To avoid damage to the printer hard drive and to prevent a printer malfunction, after powering on the main power, wait a few seconds before pressing the main power switch to power off the printer.

To turn on the main printer power:

1. Open the front cover.
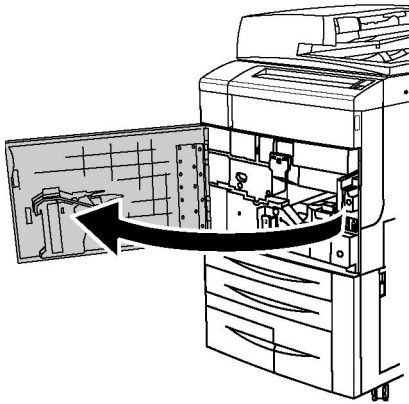
2. Press the **Main Power Switch** to the On position.
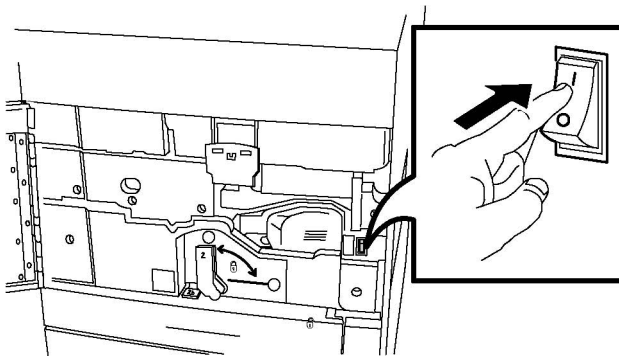
3. Close the front cover.

General Power On

To turn the printer On:

1. Check that the **Main Power Switch**, located inside the front cover, is turned On.

2. Press the **Power On/Off button**, on the right side of the top front panel.
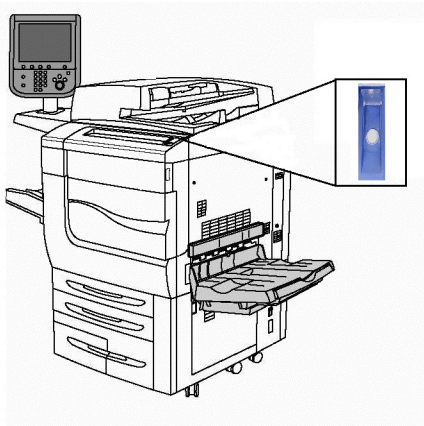
    🖊 **Note:** The entire powering-up process, from power-on through a completed self test, takes
    approximately 3 minutes. Certain functions of the machine, such as copying, are available
    before other functions, such as printing.

Switching Off the Printer

Switching Off Main Power

Main printer power controls the main power switch. Main power is left on for a normal printer operation. When a cable connects to the printer, when the printer is cleaned, or when a complete restart is required, the main power is switched off.

> **Note:** Before unplugging the power cord, power off the main power. Unplugging the power cord with the main power on can damage the printer internal hard drive or cause a printer malfunction.

> **Note:** After you power on the printer, wait a few seconds before you power off the main power. If you power off the main power too quickly after you power on the printer power, damage can occur to the printer internal hard drive or cause a printer malfunction.

> **Note:** After you press the printer On/Off power button, wait a few seconds before you power off the main power. If you power off the main power too quickly after you press the printer On/Off power button, damage can occur to the printer internal hard drive or cause a printer malfunction. After you power off the printer, wait until the control panel touch screen goes dark. Wait 10 seconds, then power off the main power.

> **Note:** While a job is processing, or while the Energy Saver button is blinking, do not power off the main power. If you power off the main power while the printer is active, damage can occur to the printer internal hard drive or cause a printer malfunction.

To turn off the main power switch:

1. Open the front cover.
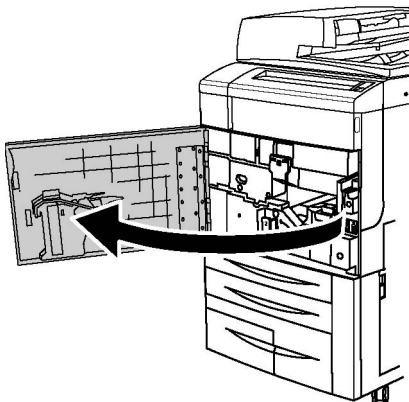
2. Press the **Main Power Switch** to the Off position.
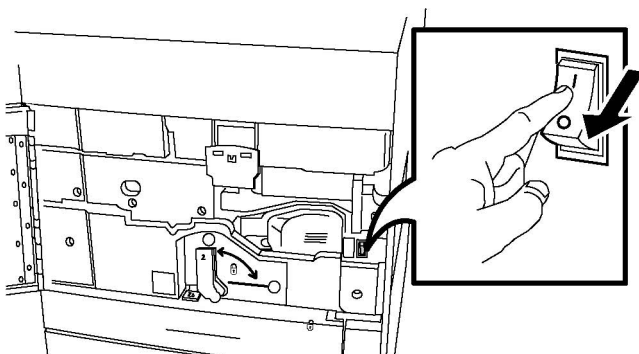
3. Close the front cover.

General Power Off

🖉   **Note:** Before powering off the printer, wait 5 seconds after any active job completes.

To turn off the printer, press the **Power On/Off button**. This is the method used to turn the printer on and off for general purposes. Do not use the main power switch.
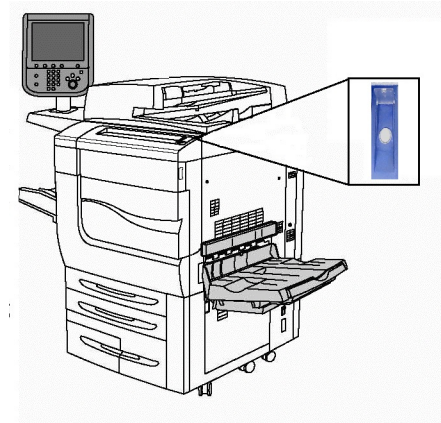
If the Energy Saver option is selected, the machine immediately enters an energy saving mode. If there are any jobs in the queue, a second pop-up screen appears.

🖉   **Note:** To reactivate the printer when it is in Energy Saver mode, press the **Energy Saver** button.

Power Saver

When the printer is inactive for a preset time, the Power Saver mode reduces the power consumption of the printer.

After a preset time has elapsed, the printer enters power-saving mode. If no jobs are sent to the printer for an additional preset time, it then enters Sleep Mode. The touch screen is dark and the Power Saver button is lit in both modes.

To return the printer to a normal operation, press the **Power Saver** button. Receipt of a job or accessing the printer using CentreWare Internet Services also cancels Power Saver mode.

Assigning a Network Address

If the network uses a DHCP server, the printer automatically acquires a network address. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings. Refer to the *System Administrator Guide* at www.xerox.com/support. Enter `Xerox Color EC70 Printer` in the **Search** or **Choose** field and select the required documentation.

Using CentreWare Internet Services

CentreWare Internet Services provides access to the Embedded Web Server of the printer. CentreWare Internet Services enables you to manage, configure, and monitor the printer using a Web browser on a network computer.

CentreWare Internet Services enables you to:

- Access printer status, configuration, and security settings

- Check supplies status from your computer

- Access job accounting records to allocate printing costs and plan supplies purchases

- Retrieve scanned document files stored in the printer

🖉 **Note:** The Embedded Web Server is required to enable some printer capabilities. Unless your system administrator has unlocked the printer, to access the settings, log in as an administrator.

CentreWare Internet Services requires the following:

- A Web browser and a TCP/IP connection between the printer and the network in Windows, Macintosh, or UNIX environments.

- JavaScript enabled in the Web browser. If JavaScript is disabled, a warning message appears and CentreWare Internet Services does not function properly.

- TCP/IP and HTTP enabled on the printer.

For details, refer to the *System Administrator Guide* at www.xerox.com/support. Enter `Xerox Color EC70 Printer` in the **Search** or **Choose** field, then select the required documentation.

Finding the IP Address of the Printer

To use CentreWare Internet Services, the IP address of the printer is required. If you do not know the IP Address, print the configuration report. In the Communication Settings section, the IP address of the printer appears.
To print the configuration report:

1. At the control panel, press the **Machine Status** button.

2. Touch the **Machine Information** tab, then touch **Print Reports**.

3. Touch **Printer Reports**, touch **Configuration Report**, then press the green **Start** button on the control panel.

4. After the report prints, touch **Close**.

Accessing CentreWare Internet Services

1. Ensure that the printer is connected correctly and switched on.

2. Open a web browser.

3. In the address field of the web browser, type the IP address of the printer.
   The CentreWare Internet Services Welcome page appears.

Getting Additional Information

For more information about the printer and its capabilities, refer to the following sources:

- **Recommended Media List**: For the United States, www.xerox.com/printer-supplies/recommended-paper/enus.html

- **User Guide (PDF) Software and Documentation**: www.xerox.com/support. Enter `Xerox Color EC70 Printer` in the **Search** or **Choose** field and select the required documentation.

- **Online Support Assistant, driver downloads, and Technical support**:: www.xerox.com/support

- **Ordering Supplies**: www.xerox.com/Supplies

3

Services and Functions

This chapter contains:

Printing

This chapter contains an overview of printing from different operating systems and a brief description of many of the key printing features supported by the printer.

For detailed feature descriptions and instructions on how to use the print drivers, access the print driver help by clicking **Help (?)** button at the bottom-left side of the print driver dialog.

Printing Overview

1. Select the appropriate media. Ensure that the media that you want to use is loaded in the tray.

   If the media is not loaded, load it in the tray, then select an option on the control panel touch screen.

2. Press the **Machine Status** button.

3. To view the current paper settings, touch **Tools→Group→Setup→Paper Tray Attributes**.

   a. To specify the paper attributes, from the list, touch **Paper tray**, or if available, touch **Paper Catalog**.

   b. Touch **Change Settings**, then select your settings for the paper type, size, and color.

   c. Touch **Save**.

4. In your software application, click **File**, then click **Print**.

5. Select your printer from the list.

6. To access the print driver settings, select **Properties** for Windows or **Xerox Features** for Macintosh. Depending on your application, the title of the button varies.

7. Modify the print driver settings as necessary, then click **OK**.

8. To send the job to the printer, click **Print**.

Saving a Set of Commonly Used Printing Options in Windows

You can define and save a set of printing options, so that you can apply them quickly to future print jobs.

To save a set of printing options:

1. With the document open, in your application, click **File**, then click **Print**.

2. Select the printer, then click **Properties**.

3. In the **Properties** window, click the tabs, then click the required settings.

4. At the bottom of the **Properties** window, click **Saved Settings**, then click **Save As**.

5. Type a name for the set of printing options that you chose, then click **OK**.

   The set of options is saved and the name that you specified appears in the list.

6. To print using these options, select the name from the list.

Saving a Set of Commonly Used Printing Options for Macintosh

You can define and save a set of options, so that you can apply them quickly to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**, then click **Print**.

2. Select your printer from the Printer list.

3. From the **Print** menu, select the required printing options.

4. Click the **Presets** menu, then click **Save As**.

5. Type a name for the printing options, then click **OK**.

   The set of options is saved and appears in the Presets list.

6. To print using these options, select the name from the list.

Printing Features

Media Types for Automatic 2-Sided Printing

The printer can print automatically a 2-sided document on the supported paper. Before you print a 2-sided document, verify that the paper type and weight are supported. Paper weights in the range of 60–256 g/m² can be used for automatic 2-sided printing.

The following paper types can be used for automatic 2-sided printing:

- Plain
- Letterhead
- Heavyweight
- Recycled
- Bond
- Pre-printed
- Gloss
- Punched

The following paper and media cannot be used for 2-sided printing:

- Reload (paper previously laser-printed or copied)
- Envelopes
- Labels
- Any die-cut special paper, such as business cards

Printing a 2-Sided Document

Options for automatic 2-sided printing are specified in the print driver. Application settings for portrait or landscape orientation are used.

You can specify the page layout for 2-Sided Printing, which determines how the printed pages turn. These settings override the application page orientation settings.

For **Portrait**:

2-Sided Print or 2-Sided, Flip on Short Edge

For **Landscape**:

2-Sided Print or 2-Sided Print, Flip on Short Edge

Selecting the Paper to Use

When you send your print job to the printer, you can choose from the following options to select the paper:

- Allow the printer to select which paper to use automatically based on the document size, paper type, and paper color that you select.

- Select a specific tray loaded with the needed paper.

- If available, select a specific paper stock from the Paper Catalog.

Printing Multiple Pages to a Single Sheet (N-Up)

When you print a multiple-page document, you can print more than one page on a single sheet of paper. Print one, two, four, six, nine, or 16 pages per side.

Color Correction

The Color Correction options provide simulations of different color devices. Automatic is the recommended correction for general image processing. Based on the operating system and print driver type, different color reference models are supported and can vary.

Booklets

With 2-sided printing, you can print a document in the form of a small booklet. Create booklets for any paper size that is supported for 2-sided printing. The driver reduces each page image automatically, and prints four page images per sheet of paper, two on each side. The pages are printed in the correct order so that you can fold and staple the pages to create the booklet.

🖉 **Note:** You can create a booklet using A4, Letter, A3, or Tabloid-sized paper.

Some print drivers enable you to specify the gutter and creep.

- **Gutter**: Specifies the horizontal distance in points between the page images. A point is 0.35 mm (1/72 in.).

- **Creep**: Specifies how much the page images are shifted outward in 10ths of a point. This feature compensates for the thickness of the folded paper, which otherwise would cause the page images to shift slightly outward when folded. You can select a value from 0–1 point.
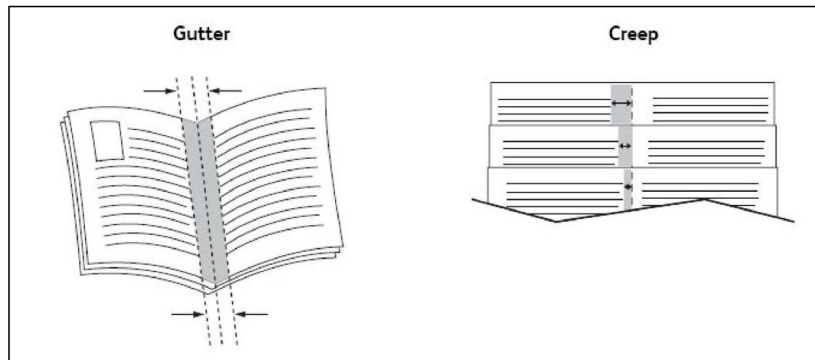
If the printer includes a finisher with a booklet maker, you can use the features of that device for more robust booklet making capabilities.

Cover Pages

A cover page is the first or last page of a document. You can choose a different paper source for the cover page than for the body of a document. For example, use your company letterhead for the first page of a document, or use heavyweight paper for the first and last pages of a report.

- Use the applicable paper tray as the source for printing cover pages.

- Verify that the cover page is the same size as the paper used for the rest of your document. If a different size is specified in the printer driver than the tray selected as a cover page source, the cover prints on the same paper as the rest of the document.

The following options are available for cover pages:

- **No Covers**: Prints the first and last pages of your document from the same tray as the rest of your document.

- **Front Only**: Prints the first page on paper from the specified tray.

- **Back Only**: Prints the last page on paper from the specified tray.

- **Front and Back: Same:** Front and back cover pages print from the same tray using blank or pre-printed paper.

- **Front and Back: Different**: Front and back cover pages print from different trays. The front cover can be pre-printed, but the back cover requires blank or pre-printed paper only. If you require printing on the back page, use an exception page.

Insert Pages

An insert is a separator page that can be inserted after a print job, between copies of a print job, or between individual pages of a print job. Select the tray that contains the needed insert paper.

Select an option:

- **Insert Options**: To insert a separator page after a job, select **After Pages**. To insert a separator page before a job, select **Before Pages**.

- **Insert Quantity**: This option specifies the number of pages to insert at each location.

- **Page(s)**: This option specifies the location, either a page or a range of pages, to place the inserts. Separate individual pages or page ranges with commas. Specify page ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type 1, 6, 9-11.

- **Paper**: This option displays the Use Job Settings default size, color, and type of paper to use for the insert pages.

- **Job Settings**: This option displays the paper attributes for most of the document.

Exception Pages

You can specify the characteristics of pages in the print job that differ from the settings used for most of the print job.

For example, your print job contains 30 pages that print on standard-sized paper, and two pages that print on a different size of paper. In the Add Exceptions window, set the characteristics of the two exception pages, then select the alternate paper size to use.

- **Page(s)**: Specify the location to place the inserts. For a location, you can enter a page or range of pages. Separate individual pages or page ranges with commas. Specify ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type 1, 6, 9-11.

- **Paper**: The Paper field displays the Use Job Settings default size, color, and type of paper to use for the exception pages.

- **2-Sided Printing**: Allows you to choose the needed 2-sided printing option.

- **Job Settings**: Displays the attributes of the paper for most of the document.

Scaling

To reduce or enlarge your printed page images, select a scaling value between 1 and 999 percent. The default value is 100 percent.
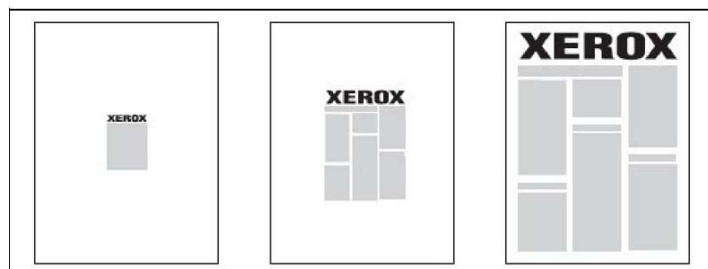
Watermarks

A watermark is additional text that can be printed across one or more pages. For example, terms like *Draft* and *Confidential*, which you stamp on a page before distribution, can be inserted as a watermark.

You can:

- Create a watermark.

- Edit an existing watermark text, color, density, location, and angle.

- Place a watermark on either the first page or every page in a document.

- Print a watermark in the foreground or background or blend with the print job.

- Use a picture for the watermark.

- Use a time stamp for the watermark.

  🖉 **Note:** Not all applications support watermark printing.

Creating and Saving Custom Sizes

You can print a custom-size paper from Tray 1, Tray 2, Tray 3, Tray 4, and Tray 5 (Bypass). Custom-size paper settings are saved in the print driver and are available to select in all the applications.

Job Completion Notification

You can choose to be notified when your job is done printing. A message appears in the lower right corner of the computer screen with the name of the job and the name of the printer where it was printed.

🖉 **Note:** This feature is only available when the printer is connected to the computer through a network. It is not supported in all operating systems.

Secure Print Jobs

After you select the user identification and enter the passcode at the printer control panel, the Secure Print job type allows you to print a job.

Sample Sets

The Sample Set job type allows you to send a multiple-copy job, print a sample copy of the job, and hold the remaining copies of the job at the printer. After you review the sample copy, you can release or delete the remaining copies.

Delayed Printing

A print job can be delayed for up to 24 hours from the original job submission time. Enter when you want the job to print. Use either a 12-hour format or a 24-hour format.

Saving Print Jobs to the Printer

The Store File in Folder job type stores a print job in a folder in the printer. You can print the job from the printer control panel. The job is not deleted automatically after printing. You can delete the file manually at the printer control panel.

Folding

If the printer is equipped with a finisher, you can make prints using the folding option. The option folds the prints in half (single or bi-fold) or in thirds (C-fold or Z-fold types). The folding option is selected from the print driver.

These fold types are available:

- Single Fold (Bi-Fold)

- C-Fold

- Z-Fold

- Z-Fold Half Sheet

The Single Fold (Bi-Fold) option is available only with a Booklet Maker Finisher. The C-Fold and Z-Fold options are available only with the C/Z Folder.

🖉 **Note:** To use the folding option, a short-edge feed (SEF) document orientation is required. Select a paper tray that contains SEF stock.

Printing from a USB Flash Drive

PDF, JPG, TIFF, and XPS files can be printed directly from a USB Flash Drive using the **Media Print - Text** feature.

🖉 **Note:** System Administrator enables the print from USB option.

🖉 **Note:** The USB port and the optional Media Card Reader cannot be used at the same time. If present, remove the cable for the Media Card Reader before using the USB port on the printer control panel.

Printing from a Media Card Reader

JPEG, TIFF, DCF 1.0 JPEG, and TIFF files can be printed directly from a Compact Flash card inserted in the optional Media Card Reader.

🖉 **Note:** Ensure that a USB Flash Drive is not present in the USB port located on the left side of the top front panel.

Copying

Basic Copying

To make copies:

1. To remove previous copy settings, at the control panel, press the yellow **Clear All** button.

2. Load the original document.
   - Use the document glass for single copies or paper that cannot be fed using the document feeder.
   - Use the document feeder for multiple or single pages.

3. Touch **Copy**.

4. Use the alphanumeric keypad to enter the number of copies.
   The number of copies appears on the touch screen.
   - To correct the number of copies entered, on the alphanumeric keypad, press the **C** button, then reenter the number.
   - To stop a copy job, press the red **Stop** button. To continue the job, touch **Resume**. To cancel the job, touch **Cancel**.

5. If needed, change the copy settings.
   For details, refer to Basic Settings.

6. To start your copy job, press the green **Start** button.

Document Glass
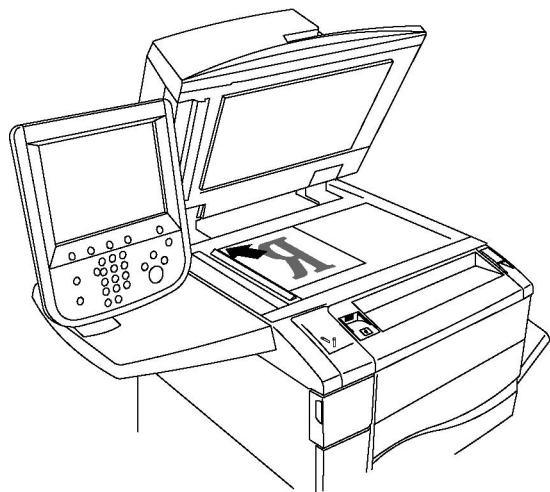
- Lift the document feeder cover and place the original facedown, toward the back-left corner of the document glass.

- The original aligns to the matching paper size printed on the edge of the glass.

- The document glass accepts paper sizes from 15 x 15–297 x 432 mm (0.59 x 0.59–11.6 x 17 in.).

- The document glass automatically detects standard paper sizes.

⚠ **Caution:** When you scan a bound document, do not attempt to force the document feeder cover closed. Doing so can damage the document feeder cover.

Duplex Automatic Document Feeder
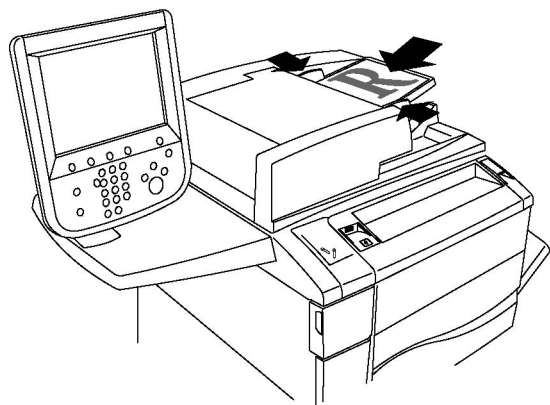
Insert originals face up, with page 1 on top. The duplex automatic document feeder scans both sides of 2-sided documents at the same time.

- The confirmation indicator illuminates when the originals are loaded correctly.
- Adjust the paper guides so they fit against the originals.
- The Duplex Automatic Document Feeder automatically detects standard paper sizes.
- The Duplex Automatic Document Feeder accommodates the original paper weights from 38–128 g/m².
- The Duplex Automatic Document Feeder accommodates the originals from 85 x 125–297 x 432 mm (3.3 x 4.9–11.7 x 17 in.).
- The Duplex Automatic Document Feeder accommodates approximately the weight of 130 sheets of 80 g/m² quantity of paper.

Basic Settings

The **Copy** tab appears when the touch screen **Copy** button is touched. Use the **Copy** tab to change the following basic settings:

- Selecting Color or Black and White Copies
- Reducing or Enlarging the Image
- Selecting the Tray to Use for Copies
- Specifying 2-Sided Originals or Copies
- Collated Copies
- Uncollated Copies
- Stapling Copies
- Hole Punching Copies

Selecting Color or Black and White Copies

If the original document contains color, you can create copies in full color, in single color, in dual color, or in black and white.

To select the output color:

1. At the control panel, touch **Copy**.

2. Touch the required output color:
    *   Auto Detect: This option detects the color content in the original document. If the original document is a color document, the output is in full color. If the original document is a black and white document, the output is in black only.
    *   Color: This option uses all four printing colors: cyan, magenta, yellow, and black, to produce full-color copies.
    *   Black and White: This option copies in black and white only. Colors in the original document are converted to shades of gray.
    *   Dual Color: This option allows you to separate the colors of the original document into two groups of colors for copying. The Source Color is extracted from the original document, then replaced by the Target Area Color. This option replaces the rest of the colors with the Non-Target Area Color that you select.
    *   Single Color: This option allows you to copy in one of six preset or custom colors.
    *   More: This option allows you to change preset or custom colors.

Reducing or Enlarging the Image

To reduce or enlarge the image:

1. At the control panel, touch **Copy**.

2. To reduce or enlarge the image proportionally, do one of the following:
    *   Touch the plus (**+**) and minus (**-**) icons.
    *   Touch **More**, then touch the plus (**+**) and minus (**-**) icons.

3. To reduce or enlarge the image proportionally by a preset amount, such as to fit a particular paper size:

    a. Touch **More**.

    b. Touch **Proportional %**, then touch one of the **Preset %** buttons.

    c. To center the image on the page, touch **Auto Center**. Touch **Save**.

    d. To perform a minor adjustment, select **Slight Reduction Improved Fit**.

4. To reduce or enlarge the width and length of the image by different percentages:

    a. Touch **More**, then touch **Independent X-Y%**.

    b. To scale the width or X axis of the image, for Width percentage touch the plus (**+**) and minus (**-**) icons.

    c. To scale the length or Y axis of the image, for Length percentage touch the plus (**+**) and minus (**-**) icons.

    d. To center the image on the page, touch **Auto Center**.

5. Touch **Save**.

Selecting the Tray to Use for Copies

The printer automatically selects the paper tray to use for copying based on system administrator settings. To use a different paper type for copying on letterhead, colored paper, or different paper sizes, select the paper tray that is loaded with the required paper.

To select the tray to use:

1. At the control panel, touch **Copy**.

2. For **Paper Supply**, touch the required tray.

3. To use another tray:
   - Touch **More**.
   - Touch the required tray in the list.
   - Touch **Save**.

Specifying 2-Sided Originals or Copies

Use the document feeder or the document glass to copy one or both sides of a 2-sided original.

Other options are available in 2-sided copying:

- **1→1**: Scans only one side of the original documents, and produces 1-sided copies.

- **1→2**: Scans only one side of the original documents, and produces 2-sided copies.

- **2→1**: Scans both sides of the original documents, and produces 1-sided copies.

- **Rotate Side 2**: Rotates the image on side two of a 2-sided copy by 180 degrees.

To copy both sides of a 2-sided original:

1. At the control panel, touch **Copy**.

2. Touch **2-Sided Copying**.

3. For 2-Sided Copying, touch **2-Sided**.

4. Press the green **Start** button.

   Note: When using the document glass for 2–sided copying, when it is time to place the next document on the glass, a message appears.

   The document feeder automatically copies both sides of a 2-sided original document.

Collated Copies

You can collate multi-page copy jobs automatically. For example, when making three 1-sided copies of a six-page document, the copies are printed in this order:

One, two, three, four, five, six; one, two, three, four, five, six; one, two, three, four, five, six

To choose collated copies:

1. At the control panel, touch **Copy**.

2. Touch **Copy Output**.

3. Touch **Collated**.

4. Touch **Save**.

Uncollated Copies

Uncollated copies are printed in this order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

1. To choose uncollated copies:

   a. On the control panel touch screen, touch **Copy**.

   b. Touch **Copy Output**.

   c. Touch **Uncollated**.

   d. Touch **Save**.

2. To choose uncollated copies with separators:

   a. On the Copy Output screen, touch **Uncollated with Separators**.

   b. To choose the tray loaded with separator pages, touch **Separator Tray**, select a tray, then touch **Save**.

Offset Stacking

To choose Offset Stacking:

1. On the control panel touch screen, touch **Copy**.

2. Touch **Copy Output**.

3. Touch **Offset Stacking**, then select the type of offset that you want to use.

4. If **Paper Supply** appears, select the required paper supply tray.

5. Touch **Save** until you return to the Copy tab.

Stapling Copies

If the printer has a finisher installed, copies can be stapled automatically.

To select stapling:

1. At the control panel, touch **Copy**.

2. Touch **Copy Output**.

3. On the Staple screen, touch **One Staple**, **Two Staples**, or **Four Staples** for your selected page orientation.
   For each orientation, the screen shows the location where staples are placed on the page.

   > **Note:** The stapling options vary, depending on the paper feed orientation, short edge, or long edge. If the required stapling option is unavailable, touch **Paper Supply**, then choose the appropriate tray.

Hole Punching Copies

If the printer has an appropriate finisher installed, copies can be hole-punched automatically.

> **Note:** Hole punch options depend on paper size and feed orientation. The paper can be fed from a tray with the paper loaded for short-edge feed or long-edge feed. If the required hole punch option is unavailable, touch **Paper Supply**, then choose the tray containing the paper with the correct orientation.

1. Touch **Copy** on the control panel.

2. Touch **Copy Output**.

3. For **Hole Punch**, select the required hole punch type and location from the list.

   > **Note:** Printer configuration varies the hole punch settings.

4. Touch **Save**.

Image Quality Adjustments

Use the **Image Quality** tab to change the following image quality settings:

- Specifying the Original Type
- Adjusting the Darkness, Sharpness, and Saturation
- Automatically Suppressing Background Variations
- Adjusting the Contrast
- Selecting Color Effect
- Adjusting the Color Balance
- Adjusting the Color Shift
- Adjusting the Gloss Level

Specifying the Original Type

The printer optimizes the image quality of the copies based on the type of images in the original document and how the original was created.

To specify the original type:

1. On the control panel touch screen, touch **Copy**, then touch the **Image Quality** tab.
2. Touch **Original Type**.
3. In the **Original Type** window:
   a. From the first column, select the content type of the original document.
   b. If known, select how the original was produced.
   c. Touch **Save**.

Adjusting the Darkness, Sharpness, and Saturation

You can lighten or darken copies and adjust the sharpness and saturation.

To adjust these image options:

1. On the control panel touch screen, touch **Copy**, then touch the **Image Quality** tab.
2. Touch **Image Options**.
3. In the Image Options window:
   - To lighten or darken the image, touch the **Lighten/Darken** pointer, then move it toward **Lighten** or **Darken**.
   - To sharpen or soften the image, touch the **Sharpness** pointer, then move it toward **Sharpen** or **Soften**.
   - To make the image colors more or less vivid, touch the **Saturation** pointer, then move it toward **Vivid** or **Pastel**.
4. Touch **Save**.

Automatically Suppressing Background Variations

When you are using originals printed on thin paper, text or images printed on one side of the paper can be seen on the other side of the paper. To minimize the visibility of background colors in your copies, use **Auto Suppression**.

> 🖉 **Note:** The printer may not reproduce low densities when Auto Suppression is selected. Turn Auto Suppression off to achieve better output in these cases.

To change this setting:

1. On the control panel touch screen, touch **Copy**, then touch the **Image Quality** tab.

2. Touch **Image Enhancement**.

3. Under **Suppress Background**, touch **Auto Suppression**.

4. Touch **Save**.

Adjusting the Contrast

Contrast is the difference between light and dark areas in an image. To reduce or increase the contrast of the copies:

1. On the control panel touch screen, touch **Copy**, then touch the **Image Quality** tab.

2. Touch **Image Enhancement**.

3. Do one of the following:
   • To adjust the contrast automatically, touch **Auto Contrast**.
   • Touch **Manual Contrast**, touch the **Contrast** pointer, then move it toward **More** or **Less**.

4. Touch **Save**.

Selecting Color Effects

To adjust the color results for color originals, use **Color Effects** presets. For example, you can adjust the copy colors to be warmer or cooler.

To select a color preset:

1. On the control panel touch screen, touch **Copy**, then touch the **Image Quality** tab.

2. Touch **Color Effects**.

3. Touch the required color preset. The sample images show how the colors are adjusted.

4. Touch **Save**.

Adjusting the Color Balance

If you have a color original, you can adjust the balance of the printing colors between cyan, magenta, yellow, and black before you copy the document.

To adjust the color balance:

1. On the control panel touch screen, touch **Copy**, then touch the **Image Quality** tab.

2. Touch **Color Balance**.

3. To adjust the density levels of all four colors:

   a. In the Color Balance screen, select **Basic Color**.

   b. To adjust the level for each color, touch the pointer, then move it toward the plus (+) or minus (-) icons.

4. To adjust the highlight, mid-tone, and shadow density levels by color:

   a. Touch **Advanced Color**.

   b. Touch the required color.

   c. To adjust the levels for highlights, mid-tones, and shadows, touch the pointer, then move it toward + or - icons.

5. Touch **Save**.

Adjusting the Color Shift

If you have a color original, you can adjust the hue of the copy colors.

✏️ **Note:** This feature is only available when the output color is set to **Auto Detect** or **Color**.

1. On the control panel touch screen, touch **Copy**, then touch the **Image Quality** tab.

2. Touch **Color Shift**.
   The Original Color bar represents the colors of the original document.

   The Copy Color bar represents the copy colors.

3. To select the required color shift, for the required hue, touch the plus (**+**) and minus (**-**) icons.

4. Touch **Save**.

Adjusting the Gloss Level

Gloss level enables you to specify the paper gloss level as normal or enhanced.

✏️ **Note:** This feature does not apply to all paper types.

To adjust the gloss level:

1. Touch **Copy**.

2. Touch **Image Quality**.

3. Touch **Gloss Level**.

4. Touch **Normal** or **Enhanced**, then touch **Save**.

Layout Adjustments

To change the following settings, use the Layout Adjustment tab:

- Book Copying
- 2-Sided Book Copying
- Specifying the Original Size
- Erasing the Edges of a Copy
- Shifting the Image
- Rotating the Image
- Inverting the Image
- Specifying the Orientation of the Original

Book Copying

You can copy the left or right page, or both pages, of a bound document onto a single sheet of paper.

Use the document glass to make copies from books, magazines, or other bound documents. Do not place bound originals in the document feeder.

🖊 **Note:**

- This feature and 2-Sided Book Copying cannot be activated simultaneously.

- Non-standard size documents are not separated into two pages accurately.

To copy pages from a book or other bound document:

🖊 Note: Place the facing pages of a bound document on the document glass in a horizontal orientation, as shown on the touch screen.

1. On the control panel touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.

2. Touch **Book Copying**, then touch **On**.

3. To copy both pages of an open book in page order, touch **Both Pages**.
   To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus (**+**) and minus (**-**) icons.

4. To copy only the left page of an open book, touch **Left Page Only**.
   To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus (**+**) and minus (**-**) icons.

5. To copy only the right page of an open book, touch **Right Page Only**.
   To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus (**+**) and minus (**-**) icons.

6. Touch **Save**.

2-Sided Book Copying

This feature allows you to make 2-sided copies of facing pages of the original bound document.

🖊 **Note:**

- This feature and Book Copying cannot be activated simultaneously.

- Use the document glass to make copies from books, magazines, or pamphlets. Do not place bound originals in the document feeder.

- Non-standard size documents are not separated into two pages accurately.

To copy pages from a book or other bound document:

1. On the control panel touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.

2. Touch **2-Sided Book Copying**. On the next screen, touch **On**.

3. To specify the copy start page and copy end page, touch **Starting and Ending Page**.
   - For Starting Page, touch **Left Page** or **Right Page**.
   - For Ending Page, touch **Left Page** or **Right Page**.

4. To specify the Binding Edge Erase amount, the space between the image area and the binding, touch the plus (**+**) or minus (**-**) icons.

5. Touch **Save**.

Specifying the Original Size

To specify the original size so that the correct area is copied:

1. On the control panel touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.

2. Touch **Original Size**.

3. To pre-scan the first page of the originals to determine the area to copy, touch **Auto Detect**.
   - If the area to be copied matches a particular paper size, touch **Manual Size Input** and then touch the required paper size.
   - To view the entire list, touch the scroll arrows.

4. If the original contains pages of different sizes, touch **Mixed Size Originals**.

5. Touch **Save**.

Erasing the Edges of a Copy

By specifying the amount to erase on the right, left, top, and bottom edge, you can erase content from the edges of your copies.

To erase edges on copies:

1. On the control panel touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.

2. Touch **Edge Erase**.

3. To erase all the edges by the same amount, touch **All Edges**, then touch the plus (**+**) or minus (**-**) icons.

4. To specify different amounts for the edges, touch **Individual Edges**.
   For each edge, touch the plus (**+**) or minus (**-**) icons.

5. If you select 2-sided copies, to specify the amount to erase from each edge on Side 2, touch the plus (**+**) or minus (**-**) icons, or touch **Mirror Side 1**.

6. To cancel edge erase, touch **Print to Edge**.

7. To specify orientation of the original document as you place it in the document feeder or on the document glass:

   a. Touch **Original Orientation**.

   b. Touch either **Upright Image** or **Sideways Image** (top to left).

   c. Touch **Save**.

8. Touch **Save**.

   ✎ **Note:** If preset values such as Hole Punch Erase or Header/Footer Erase were previously saved, you can touch the preset in the lower-left corner of the window.

Shifting the Image

You can change the placement of the image on the copy page. This is useful if the image size is smaller than the page size.

For image shift to work, position the originals correctly. For details, refer to Basic Copying.

- Document feeder: position originals faceup, left (long) edge that enters the feeder first.
- Document glass: position originals facedown, in the back-left corner of the document glass, long edge to the left.

To change image placement:

1. On the control panel touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Image Shift**.
3. To center the image on the page, touch **Auto Center**.
4. To shift the image to one of the edges or corners of the paper, touch **Corner Shift**.
5. To specify the position of the image, touch **Margin Shift**.
6. To specify the amount of Up/Down and Left/Right shift for Side 1, touch the plus (**+**) or minus (**-**) icons.
7. If you select 2-sided copies, to specify the amount to erase from each edge on Side 2, touch the plus (**+**) or minus (**-**) icons, or touch **Mirror Side 1**.
8. To specify orientation of the original as you place it in the document feeder or on the document glass:
   a. Touch **Original Orientation**.
   b. Touch either **Upright Image** or **Sideways Image** (top to left).
   c. Touch **Save**.
9. Touch **Save**.

   📝 **Note:** If preset values were previously saved, select the preset in the lower-left corner of the window.

Rotating the Image

If the orientation of the paper that is loaded in the selected tray differs from the orientation of the original document, the printer automatically rotates the image to fit on the paper.

1. On the control panel touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Image Rotation**, then select from the following:
   - To have the printer automatically rotate an original image to align with the orientation of the paper in the tray, touch **Always On**.
   - If Auto Paper Select or Auto percent is selected, to have the printer automatically rotate an original image to align with the orientation of the paper in the tray, touch **On during Auto**.
   - To cancel rotation, touch **Off**.
3. Touch **Save**.

Inverting the Image

Originals when printed as mirror images, reflects each image left to right on the page. Originals when printed as negative images, the positive image is printed as a negative.

To invert images:

1. On the control panel touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.

2. To mirror images, touch **Invert Image**, then touch **Mirror Image**.
   The default is **Normal Image**, which does not mirror the images.

3. To create negative images, touch **Negative Image**.
   The default is **Positive Image**, which does not print the image as a negative.

4. Touch **Save**.

Output Format Adjustments

To make the following changes, use the Output Format tab:

- Creating Booklets
- Including Covers
- Page Layout
- Creating Posters
- Folding
- Adding Annotations
- Adding Watermarks
- ID Card Copy
- Tab Margin Shift

Creating Booklets

Print the copies in the form of a booklet. To print two images per side of each printed page, reduce the page images. Then, fold the pages and staple them manually, or with the appropriate finisher. Crease and staple the copies automatically.

🖉 **Note:** In this mode, the printer does not print the copies until it has scanned all the originals.

To create a booklet:

1. On the control panel touch screen, touch **Copy**, then touch the **Output Format** tab.

2. Touch **Booklet Creation**, then under **Booklet Options**, touch **On**.

3. Touch **Original Input**, then touch **1-Sided Originals**, **2-Sided Originals**, or **2-Sided Rotate Side 2**.

4. For Folding, if a finisher with booklet making capabilities is installed, select **Off**, **Fold Only**, or **Fold and Staple**.

5. To compensate for the thickness of the booklet, you can add margins in the center binding area:

   a. Touch **Binding Shift**, then touch the plus (**+**) or minus (**-**) icons to set the shift.

   b. Touch **Save**.

6. To add covers, touch **Covers**, then touch **Blank Cover**, **Print on Both** or **1-Sided Covers Print Outside**.

   a. Touch the tray loaded with cover paper and the tray loaded with main body paper.

   b. Touch **Save**.

   c. To print the copy of the last original page on the back cover for **Blank Cover** and **Print on Both**, touch **Last Page on Back Cover**, then touch **Save**.

7. To subdivide a large booklet into subsets, touch **Divide Output**, then touch **On**.

8. To enter the number of sheets for each subset, touch the plus (**+**) or minus (**-**) icons, then touch **Save**.

9. To enable Offset Stacking:

   ✎ Note: Offset Stacking places each stack of printed pages slightly to the left or right of the previous stack for easier separation.

   a. Touch **Output/Offset**.

   b. Touch **Center Tray Upper** or **Center Tray Lower**. For automatic fold, touch **Right Middle Tray**.

   ✎ Note: Based on the finisher installed, specific selections vary.

   c. Touch **Offset Stacking**, then touch **System Default, No Offset, Offset Per Set** or **Offset Per Job**, then touch **Save**.

10. If necessary, select **Auto Image Positioning**, then select **Off** or **On**.

11. Touch **Save**.

Including Covers

To add covers to a copy job, select different trays for the first and last page. Those trays can be loaded with heavier stock, color, or pre-printed paper. The covers can be blank or printed.

✎ Note: The paper used for the covers have to be of the same size as the paper used for the rest of the document.

To select the type of covers and the tray to use for the cover paper:

1. On the control panel touch screen, touch **Copy**, then touch the **Output Format** tab.

2. Touch **Covers**.

3. Touch the appropriate option for your front cover and back cover.

4. To include both a front and back cover that use the same tray and printing options:

   a. To select a printing option for each cover, select **Blank Cover**, **Print on Side One**, **Print on Side Two**, or **Print on Both**.

   b. Touch the tray to use for the covers, then touch the tray to use for the main body.

5. To include only a front cover or only a back cover:

   a. To select a printing option for each cover, select **Blank Cover**, **Print on Side One**, **Print on Side Two**, or **Print on Both**.

   b. Touch the tray to use for the covers, then touch the tray to use for the main body of the document.

6. Touch **Save**.

Page Layout

You can copy multiple original pages onto one side of a sheet of paper. The size of the page images is reduced proportionally to fit on the selected paper.

To copy multiple pages on a sheet:

1. On the control panel touch screen, touch **Copy**, then touch the **Output Format** tab.

2. Touch **Page Layout**.

3. Touch **Pages per Side**.

4. To select the number of original pages for each sheet of paper, touch **2 Pages**, **4 Pages**, or **8 Pages**.
   For four Pages Up or eight Pages Up, touch the required **Reading Order**.

5. To change the orientation of the copies:

   a. Touch **Original Orientation**.

   b. Touch **Upright Images**, or **Sideways Images**.

   c. Touch **Save**.

6. To repeat the same image on a page, touch **Repeat Image**.

7. Touch **2 Times**, **4 Times**, or **8 Times**.

8. To calculate automatically the number of times to repeat vertically or horizontally, touch **Auto Repeat**.
   The automatic calculation of the number of times an image is repeated vertically or horizontally is based on document size, paper size, and the enlarge or reduction ratio.

9. To specify the number of times to repeat the image vertically or horizontally, touch **Variable Repeat**, then touch the **plus** or **minus** buttons.
   You can repeat an image between 1 to 23 times vertically (columns), and between 1 to 33 times horizontally (rows).
   • To arrange the images evenly on the page, touch **Evenly Spaced**.
   • To arrange the images with no space between them, touch **Side by Side**.

10. To change the orientation of the copies, touch **Original Orientation**, then touch **Upright Images** or **Sideways Images**, then touch **Save**.

Creating Posters

You can create a large size copy of an original, fitting it to more than one sheet of paper. You then reassemble the pages into a poster and tape them together.

To create a poster:

1. On the control panel touch screen, touch **Copy→Copy Output→Uncollated**.

2. Touch **Poster**.

3. Touch **Output Size**, then touch the required size of the poster.

4. To select the width and length enlargement percentages independently, touch **Enlargement %**, then touch the plus (**+**) or minus (**-**) icons. To set the width and length proportionally, touch **Lock X-Y%**.

5. To select the paper tray, touch **Paper Supply**, touch the required tray, then touch **Save**.

Adding Annotations

Annotations, such as page numbers and the date, can be added automatically to copies.

To add annotations:

1. On the control panel touch screen, touch **Copy**, then touch the **Output Format** tab.
2. Touch **Annotations**.

Inserting a Comment

To insert a comment:

1. Touch **Comment**, then touch **On**.
2. On the next window, from the list of stored comments, touch the comment that you want to insert.
3. To create a comment, touch an available comment, then touch **Edit**.
4. Use the touch-screen keyboard to enter the new comment, then touch **Save**.
5. To select which pages the comment appears on:
   a. Touch **Apply To**.
   b. Touch **First Page Only**, **All Pages**, or **All Pages Except First**.
   c. Touch **Save**.
6. To select the location of the comment on the page, touch **Position**, then touch the required location.
7. Touch **Save** twice.

Inserting the Current Date

To insert the current date:

1. Touch **Date**, then touch **On**.
2. Touch the format to use for the date.
3. To select which pages the date appears on:
   a. Touch **Apply To**.
   b. Touch **First Page Only**, **All Pages**, or **All Pages Except First**.
   c. Touch **Save**.
4. To select the position of the date stamp on the page, touch **Position**, then select the required position.
5. Touch **Save** twice.

Inserting Page Numbers

To insert page numbers:

1. Touch **Page Numbers**, then touch **On**.
2. To enter the starting page number, touch the plus (**+**) or minus (**-**) icons.
3. To select which pages the page number appears on:
   a. Touch **Apply To**.

b. Touch **All Pages** or **All Pages Except First**.

c. Touch **Save**.

4. To select the position of the page numbers on the page, touch **Position**, then select the required position.

5. Touch **Save** twice.

Inserting a Bates Stamp

To insert a Bates Stamp:

1. Touch **Bates Stamp**, then touch **On**.

2. Touch an existing stored prefix to use for the Bates Stamp.

a. To create a prefix, touch an available prefix, then touch **Edit**.

b. Use the touch-screen keyboard to enter the new prefix, then touch **Save**.

3. To enter the starting page number, touch the plus (**+**) or minus (**-**) icons.

4. To select which pages the Bates Stamp appears on:

a. Touch **Apply To**.

b. Touch **All Pages** or **All Pages Except First**, then touch **Save**.

5. To select the position of the Bates Stamp on the page, touch **Position**. Touch the required position, then touch **Save**.

6. To specify the number of digits, touch **Number of Digits**.

a. To select the minimum number of digits necessary, touch **Auto Assign**, then touch **Save**.

b. To select a specific number of digits, touch **Manual Assign**, then touch the plus (**+**) or minus (**-**) icons. to insert up to nine leading zeros. Touch **Save**.

7. Touch **Save**.

Specifying the Original Orientation

To specify the Original Orientation:

1. Specify the original orientation as you place it in the document feeder or on the document glass.

2. Under **Original Orientation**, touch either **Upright Images** or **Sideways Images**.

Changing the Annotation Format

To change the format used for annotations:

1. Touch **Format and Style**.

2. To select the font point size, touch the plus (**+**) or minus (**-**) icons.

3. Select the required font color.

4. To select the placement of the annotations on the second side when printing two-sided copies, touch **Same as Side 1** or **Mirror Side 1**.

5. Touch **Save**.

Adding Watermarks

You can add a watermark beneath the original image on the copies. Information such as predetermined text, date and time, and the printer serial number can be added.

1. On the control panel touch screen, touch **Copy**, then touch the **Output Format** tab.

2. Touch **Watermark**.

3. To add a control number, touch **Control Number**, touch **Add**.
   To select the starting number, touch the plus or minus buttons.

4. Touch **Save**.

5. To add a stored watermark, touch **Stored Watermarks**, then touch **On**.
   Touch a stored watermark in the list, then touch **Save**.

6. To print the current date and time on the copies, touch **Date & Time**, touch **Add**, then touch **Save**.

7. To print serial number of the printer on the copies, touch **Serial Number**, touch **Add**, then touch **Save**.

8. To make the watermark visible on copies used as originals, touch **Watermark Effect**, then touch **Embossed** or **Outline**, then touch **Save**.

9. Touch **Save**.

ID Card Copy

This feature allows you to copy both sides of a small original, such as an identification card, onto the same side of a page.

1. Open the document feeder and place the card in the upper left hand corner of the document glass.

2. Close the document feeder, touch **Copy** on the touch screen, then touch the **Output Format** tab.

   Note: Place the card slightly away from the top left corner of the document glass to capture the whole image of the card.

3. Touch **ID Card Copy**, touch **On**, then touch **Save**.

4. To scan side one, press the green **Start** button.

5. To scan side two, turn the card over without changing its location on the document glass, then touch **Start** on the touch screen.

   Both sides of the card then print onto the same side of a sheet of paper.

Tab Margin Shift

   Note: You can only use the Tab Margin Shift option with Tray 5 (Bypass). Load the paper into Tray 5 with the copy side face up and the tabbed edge trailing.

1. On the control panel touch screen, touch **Copy**, then touch the **Output Format** tab.

2. Touch **Tab Margin Shift**.

3. Choose from the following options:
   - To change the amount of shift required, use the **Shift Value** arrow buttons on the touch screen.

     The **Shift to Tab** option prints the edge of the original document image onto the tab of the tabbed stock.

   - To change the amount of shift required, use the **Shift Value** arrow buttons on the touch screen.

     The **Shift All** options print the entire original document image onto the tabbed stock.

4. To specify options for both shift options, press the **Tab Stock** button.

5. From the menu, specify the **Tab Quantity**, **Tab Stock Size**, **Tab Stock Type**, and the **Tab Stock Paper Tray**

6. Touch **Save**.

Advanced Copying

To change the following settings, use the Job Assembly tab:

- Building a Job
- Printing a Sample Copy
- Combining Original Sets
- Delete Outside/Delete Inside
- Storing a Program

Building a Job

Use the build job feature to produce complex copy jobs that include different original documents that require different copy settings. Each segment can have different copy settings. After all segments are programmed and scanned, the page images are stored temporarily in the printer. The complete copy job prints.

To build a copy job with multiple segments:

1. On the control panel touch screen, touch **Copy**.

2. Program and scan the first segment:

   a. For the first segment, place the original documents in the document feeder or on the document glass.

   b. For the first segment, touch the required copy settings.

   c. Touch the **Job Assembly** tab.

   d. Touch **Build Job**, touch **On**, then touch **Save**.

   e. To scan the first set of original documents, press the green **Start** button.
      The Copy screen appears on the touch screen.

3. Program and scan more segments.

   a. For the next segment, place the original documents in the document feeder or on the document glass, then touch **Next Original**.

b. When printing 2-sided jobs, to set the start page of the next 2-sided segment, touch **Chapter Start**, then choose from the following:

- **Off**: The first page of the next segment prints on the next available side.

- **On**: The first page of the next segment prints on side one of a new sheet of paper.

- **Pages per Side-New Page**: If the first segment has an odd number of pages, the second segment starts on side one. If the first segment has an even number of pages, the second segment starts on side two.

c. Touch **Save**.

d. Touch **Change Settings**.

e. Select the required segment settings, then touch **Save**.

f. To scan the next set of original documents, press the green **Start** button.

4. For each segment that you want to copy, repeat step three.

5. When all segments are scanned, on the Copy screen, touch **Last Original**.
The entire copy job prints.

> Note: Because all the segments print as one job, options such as covers or booklet creation apply to the entire job.

Building Job Options

To select Build Job options:

1. On the control panel touch screen, touch **Copy**, then touch the **Job Assembly** tab.

2. Touch **Build Job**, then touch **On**. Choose from the following.
   - **Copy Output**: Select **Paper Supply**, **Stapling**, **Collation**, and **Offset Stacking** options, then touch **Save**.
   - **Booklet Creation**: Select the required settings, then touch **Save**. For details, refer to Creating Booklets.
   - **Covers**: Select the required settings, then touch **Save**. For details, refer to Including Covers.
   - **Annotations**: Select the required settings, then touch **Save**. For details, refer to Adding Annotations.
   - **Segment Separators**: Refer to step 3.
   - **Watermarks**: Select the settings, then touch **Save**. For details, refer to Adding Watermarks.
   - **Face Up/Down Output**: Touch the **Output Format** tab, select the required orientation, then touch **Save**.

3. To insert separator pages between segments, touch **Segment Separators**, then choose from the following:
   - **No Separators**: Separators are not inserted. Touch **Save**.
   - **Blank Separators**: Blank separators are inserted. To specify the quantity of separators, touch the plus (**+**) or minus (**-**) icons, then touch **Save**.
   - **1-Sided Separators Side 1 Only**: The first page of the loaded documents is copied on the front side of a separator. Touch **Save**.
   - **1-Sided Separators Side 2 Only**: The first page of the loaded documents is copied on the back side of a separator. Touch **Save**.
   - **2-Sided Separators**: The first two pages of the loaded documents are copied onto each side of a separator. Touch **Save**.

4. Touch **Save**.

Printing a Sample Copy

For complex copy jobs, before printing multiple copies, you can print a test copy. The sample copy feature prints a single copy and holds the remaining copies. After inspection of the sample, you can use the same settings to print the remaining copies, or you can cancel the remaining copies.

🖉 **Note:** The sample copy is counted as part of the total quantity selected. For example, when copying a book, if you enter 3 copies, the first printed copy of the book is the sample copy. The remaining two copies are held until you delete or release them for printing.

To print the sample copy:

1. On the control panel touch screen, touch **Copy**, then touch the required copy settings.

2. Touch the **Job Assembly** tab.

3. Touch **Sample Job**, then touch **On**.

4. Touch **Save**.

5. Press the green **Start** button.

   The sample set prints.

Printing Remaining Copies or Deleting the Job

To print the remaining copies or delete the job:

1. To print the remaining copies of the job, touch **Start**, or press the green **Start** button.

2. If the sample copy is unsatisfactory, touch **Delete**.

Combining Original Sets

If the number of originals exceeds the capacity of the document feeder, you can combine the sets into one job.

To combine original sets:

1. On the control panel touch screen, touch **Copy**.

2. On the control panel, touch the required copy settings, then enter the number of copies using the alphanumeric keypad.

3. Touch the **Job Assembly** tab, then touch **Combine Original Sets**.

4. Touch **On**, then touch **Save**.

5. Place the first set of original documents in the document feeder.

6. On the control panel, press the green **Start** button.

   Copying begins and the Copy screen appears.

7. Scan additional sets:

   a. Place the original documents for the next set in the document feeder.

   b. On the Copy screen, touch **Next Original**.

   c. On the touch screen, touch **Start**, or press the green **Start** button.

      Copying continues.

8. For each additional set, repeat step 6.

9. After the final set finishes, on the Combine Original Sets screen, touch **Last Original**.

   The final copies print.

10. To cancel the job, touch **Delete**.

Delete Outside or Delete Inside

This feature allows you to delete everything inside or outside a specified rectangular area. Up to three areas can be defined for deletion.

To select the areas to delete:

1. On the control panel touch screen, touch **Copy**, then touch the **Job Assembly** tab.

2. Touch **Delete Outside/Delete Inside**.

3. To delete everything outside the specified area when copying:

   a. Touch **Delete Outside**.

   b. The area defines the rectangle formed between the points as shown on the touch screen. Touch **Area 1**, then touch each coordinate on the touch screen. To enter the coordinate values for X1, X2, Y1, and Y2, use the alphanumeric keypad on the control panel. When all values are entered, touch **Save**.

   c. To apply the deleted area to 2-sided copying, for Originals, touch **Both Sides**, **Side 1 Only**, or **Side 2 Only**.

   d. Touch **Save**.

   e. To define more areas, select **Area 2** or **Area 3**.

4. To delete everything inside the specified area when copying:

   a. Touch **Delete Inside**.

   b. The area defines the rectangle formed between the points as shown on the touch screen. Touch **Area 1**, then touch each coordinate on the touch screen. To enter the coordinate values for X1, X2, Y1, and Y2, use the alphanumeric keypad on the control panel. When all values are entered, touch **Save**.

   c. To apply the deleted area to 2-sided copying, for Originals, touch **Both Sides**, **Side 1 Only**, or **Side 2 Only**.

   d. Touch **Save**.

   e. To define more areas, select **Area 2** or **Area 3**.

Saving Copy Settings

To use a combination of copy settings for future jobs, save the settings with a name, then retrieve the settings for later use with other jobs.

To save the current copy settings:

1. On the control panel touch screen, touch **Copy**.

2. Touch the **Job Assembly** tab, then touch **Stored Programming**.

   > **Note:** The Stored Programming option for Build Job takes effect from Job Segment 2 and forward.

3. To enter a name for the saved settings, use the touch screen keyboard.

4. Touch **Save**.

Folding

If your machine is equipped with a Booklet Maker Finisher or the optional C/Z Folder, you can make copies using the folding option. This option folds your prints in half such as Single fold or Bi-fold or in thirds such as C-fold or Z-fold types. You can select folding options on the **Output Format** tab.

> 🖉 **Note:** To use the folding option, ensure that the orientation of documents is short-edge feed (SEF). Ensure to select a paper tray that contains SEF stock.

Fold Types

These fold types are available:

- Single Fold (Bi-Fold)
- C-Fold
- Z-Fold
- Z-Fold Half Sheet

> 🖉 **Note:** The Single Fold (Bi-Fold) option is available only with a Booklet Maker Finisher. The C-Fold and Z-Fold options are available only with the C/Z Folder.

The overall configuration of the printer depends on the specific stapling, covers, and collation options on the Folding page.

> 🖉 **Note:** To create booklets with booklet formatting, use the Booklet Creation feature. Folding does not apply the same characteristics to the page.

Scanning

Scanning Overview

> ✏ **Note:** Enable scanning before use. For details, refer to the *System Administrator Guide*.

Scanning is an optional printer feature that provides several methods for scanning and storing an original document. The scanning procedure used with the printer differs from the desktop scanners. Because the printer is connected to a network rather than directly to a single computer, you select a destination for the scanned image at the printer.

The scanning feature allows you to scan a document and store the image to any of the following destinations:

- Folder on the hard drive of the printer
- Document repository on a network server
- Email address
- Windows computer
- Home directory
- USB flash drive
- Computer using the Network Scan Utility
- Application using TWAIN or WIA

> ✏ **Note:** Print, copy, and fax jobs can print while you are scanning original documents or downloading files from the hard drive of the printer.

> ✏ **Note:** The printer connects to a network to retrieve a scan file.

Loading Original Documents

All scanning tasks begin with loading the original document in the printer. Use the document glass for single page jobs, or originals that do not feed through the document feeder. Use the document feeder for multiple or single page jobs.

Document Glass

Lift the document feeder cover and place the original facedown, toward the back-left corner of the document glass.
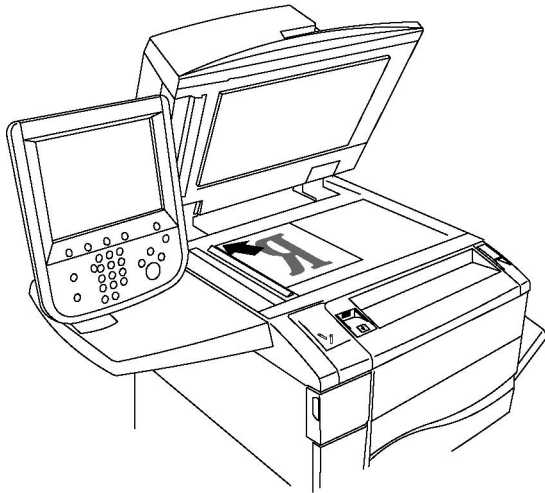
⚠ **Caution:** When scanning a bound document, do not attempt to force the document feeder cover closed. Doing so damages the document feeder cover.

Duplex Automatic Document Feeder

1. Insert originals face up, with page 1 on top.

2. The confirmation indicator illuminates when the originals are loaded correctly.

3. Adjust the paper guides so they fit against the originals.
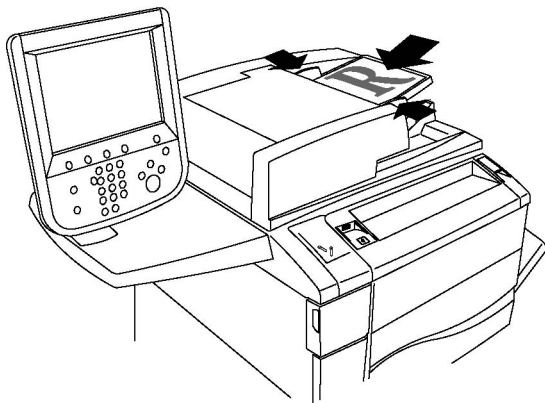
Storing a Scan to a Folder

The simplest scanning method is to store a scanned file to a folder. A document scanned at the printer is stored as a file to a folder on the printer hard drive. Then you can print, or copy the stored file to the computer using a Web browser and the Embedded Web Server.

Folders are accessible to all users unless protected with a password. For details, refer to Creating a Folder.

✎ **Note:** To enable this feature, contact your system administrator.

Scanning to a Folder

To store a scanned file to a folder:

1. Load the original on the document glass or in the document feeder.

2. Press the **Services Home** button.

3. On the touch screen, touch **Store to Folder**.

4. Touch the required folder. If a password is required, enter the password using the alphanumeric keypad, then touch **Confirm** on the touch screen.

5. To change any of the scan settings, use the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type**, and **Scan Presets**. For details, refer to Setting Scan Options.

6. Press the green **Start** button. The **Store to Folder** progress screen appears on the touch screen.

When the scan is complete, the touch screen re-displays the **Store to Folder** tab. The file is stored to the folder on the hard drive of the printer. You can print the file then or retrieve it to the computer using CentreWare Internet Services.

Printing Stored Files at the Printer

To print a file stored to a folder at the printer:

1. Press the **Services Home** button.

2. On the touch screen, touch **Send from Folder**.

3. Touch the required folder. If a password is required, enter the password using the alphanumeric keypad, then touch **Confirm** on the touch screen.

4. In the file list, touch the required file. To print multiple files, touch them in succession.

5. Touch **Print**.

6. If necessary, select the following options such as **Paper Supply**, **2-Sided Printing**, or **Output**.

7. To set the number of copies, touch **Print Quantity**, then enter the required quantity using the alphanumeric keypad.

8. Touch **Print**.

   🖉 **Note:** To view a thumbnail preview of the file, from the List section, select **Thumbnail**.

Additional Send from Folder Options

Viewing an Enlarged File Preview

To view an enlarged file preview:

1. In the Send from Folder view, touch the required file in the file list.

2. Touch **File Details**. Use the icons at the top of the page to enlarge the view. Touch the scroll buttons to examine the enlarged preview.

3. To rotate the preview, touch the **Rotate View** button until you reach the orientation you want.

   🖉 **Note:** Rotating the preview does not rotate the printed output.

4.   When finished, touch **Close**.

Viewing a Summary of File Information

To view a summary of file information:

1.   In the Send from Folder view, touch the required file in the file list.

2.   Touch **Review**.

3.   When finished, touch **Close**.

Deleting a File

To delete a file:

1.   While in the Send from Folder view, touch the file to be deleted.

2.   Touch **Delete** twice.

Changing a File Name

To change a file name:

1.   In the Send from Folder view, touch the required file in the file list.

2.   Touch **File Details**.

3.   Touch **Change File Name**.

4.   To enter the new name, use the touch screen keyboard.

5.   Touch **Save**, then touch **Close**.

Accessing Job Flow Settings

To access Job Flow Settings:

1.   If Job Flow Sheets are created, touch **Job Flow Settings**.

     The Job Flow Sheet linked to the folder appears.

2.   To change the Job Flow settings, touch **Create/Change Link** or **Select Job Flow Sheet**.

> **Note:** If **Send from Folder** is not enabled, contact your System Administrator. For details, refer to the *System Administrator Guide* at www.xerox.com/support. Enter `Xerox Color EC70 Printer` in the **Search** field, then select the required documentation.

Using Job Flow Sheets

For a file stored in a folder, Job Flow Sheets allow you to execute a series of registered actions, such as Send as Fax or Print. The System Administrator creates the Job Flow Sheets. The printer stores the Job Flow sheets, where the user links them to a stored file. For details, refer to the *System Administrator Guide*.

Printing Stored Files Using CentreWare Internet Services

1.   Launch the Web browser.

2. Type the printer IP address into the Web browser address bar, then to open CentreWare Internet Services, click **Enter**.

    🖉 **Note:** If you do not know the printer IP address, refer to Finding the IP Address of the Printer.

3. Click the **Scan** tab.

4. In the **Scan** navigation pane at the left of the page, click **Folder**.

5. In the **Folder** list, click the required folder. If necessary, enter the folder password, then click **Apply**.

    The Folder: List of Files page appears.

6. Select the required file.

7. Scroll the page to see the **Print File** section.

8. As needed, make selections from the printing options such as **Paper Supply**, **Output Destination**, **Quantity**, **2-Sided Printing**, **Staple**, **Hole Punch**, or **Batch Print**.

9. Click **Print File**.

Retrieving Scanned Files to Your Computer Using CentreWare Internet Services

To retrieve the stored files by copying them from the printer folder to the computer hard drive:

1. Launch the Web browser.

2. Type the printer IP address into the Web browser address bar, then to open CentreWare Internet Services, click **Enter**.

    🖉 **Note:** If you do not know the printer IP address, refer to Finding the IP Address of the Printer.

3. Click the **Scan** tab.

4. In the **Scan** navigation pane at the left of the page, click **Folder**.

5. In the **Folder** list, click the required folder. If necessary, enter the folder password, then click **Apply**.

    The Folder: List of Files page appears.

    🖉 **Note:** If necessary, scroll down to see all files.

6. Select the required file.

7. Scroll down to reveal **Retrieving Format**. From the **Retrieving Format** menu, click the required file format. As needed, select options for the file format using the check boxes and menus. Options vary by file format.

8. Click **Retrieve**.

9. On the **Retrieve Files from Folder** page, click the link to the selected file.

10. Click **Save**, select the required storage location, then click **Save**.

11. If a stored file is no longer needed, select the required file. In the upper right corner of the page, click **Delete**. When prompted, click **OK**.

Additional File Retrieve Options

To retrieve a stored file, the following options are available:

1. To retrieve a single page of a multiple-page document, for Retrieve Page, select the **Enabled** check box. Type the page number in the **Page Number** field.

2. To add a thumbnail view when using XPS format, for Add Thumbnail, select the **Enabled** check box.

3. To apply MRC High Compression to PDF and XPS format files, for MRC High Compression, select the **Enabled** check box . Select the required quality from the **Quality** menu.

4. To create a searchable-text PDF or XPS file:

   a. Select the **Enabled** check box next to **Searchable Text**.

   b. From the **Language of the Original** menu, select the language.

   c. To apply Text Compression, from the **Text Compression** menu, select **Enabled**.

Creating a Folder

Creating a Folder Using the Touch Screen of the Printer

To create a folder using the touch screen of the printer:

1. At the control panel, press the **Machine Status** button.

2. Touch the **Tools** tab, then under **Setup & Calibration→Setup→Features**, touch **Create Folder**.

3. Touch an **Available** folder.

4. To assign a password to the folder:

   a. Under **Check Folder Passcode**, touch **On**.

   b. Use the alphanumeric keypad to enter the password.

   c. Touch **Save**.

5. Assign folder attributes:

   a. Touch **Folder Name**.

   b. Use the touch screen keyboard to enter the name, then touch **Save**.

   c. Touch **Delete Files After Retrieval**, touch **Yes** or **No**, then touch **Save**.

   d. Touch **Delete Expired Files**, touch **Yes** or **No**, then touch **Save**.

   e. Touch **Link Job Flow Sheets to folder**, then touch **Cut Link** or **Create Change Link**.

   f. If you want the job to start automatically, select **Auto Start**.

6. Touch **Close** three times to return to the Tools tab.

Creating a Folder Using CentreWare Internet Services

To create a folder using CentreWare Internet Services:

1. Launch the Web browser.

2. Type the printer IP address into the Web browser address bar, then press **Enter** to open CentreWare Internet Services.

   ✎ **Note:** If you do not know the printer IP address, refer to Finding the IP Address of the Printer.

3. Click the **Scan** tab.

4. In the **Scan** navigation pane at the left of the page, click **Folder**.

5. In the **Folder** list, click **Create** next to an **Available** folder.

   ✎ **Note:** If necessary, scroll the page to see available folders.

6. Assign folder attributes:

   • **Folder Name**: Type the name.

   • **Delete Files After Print or Retrieve**: Select **Set** or **Clear**.

   • **Delete Expired Files**: Select **Set** or **Clear**.

7. To assign a password to the folder:

   • In the **Folder Passcode** field, type the password.

   • In the **Retype Passcode** field, retype the password.

   • In the **Check Folder Passcode** menu, select **Always**, **Save**, or **Print/Delete**.

   The folder is now available for use. Its contents are stored on the hard drive of the printer. The folder appears on the touch screen of the printer, and in the folder list in CentreWare Internet Services.

Deleting a Folder

⚠ **Caution:** Files in the folder are deleted.

Deleting a Folder Using the Printer Touch Screen

To delete a folder using the printer touch screen:

1. At the control panel, press the **Machine Status** button.

2. Touch the **Tools** tab, then under **Setup & Calibration**→**Setup**→**Features**, touch **Create Folder**.

3. Touch the required folder. If a password is required, enter the password using the alphanumeric keypad, then touch **Confirm** on the touch screen.

4. Touch **Delete Folder**, then touch **Delete**.

Deleting a Folder Using CentreWare Internet Services

To delete a folder using CentreWare Internet Services:

1. Launch the Web browser.

2. Type the printer IP address into the Web browser address bar, then press **Enter** to open CentreWare Internet Services.

   ✎ **Note:** If you do not know the printer IP address, refer to Finding the IP Address of the Printer.

3. Click the **Scan** tab.

4. In the **Scan** navigation pane at the left of the page, click **Folder**. If necessary, scroll the page to see available folders.

5. In the **Folder** list, click **Delete** for the folder to be deleted.

   🖉 **Note:** Before deleting the folder, delete all files in the folder.

6. Click **OK** to confirm that you want to delete the folder. If necessary, enter the folder password, then click **Apply**.

Scanning to a Network File Repository

You scan to a network file repository, a feature of Network Scanning. Documents you scan are sent to a document repository on a network server, configured by the system administrator. A template, also created by the system administrator, defines the scan settings and the destination of the scanned image.

🖉 **Note:** To scan to a network file repository, configuration is required. Contact your system administrator.

🖉 **Note:** Create templates using the Embedded Web Server. For details, refer to the *System Administrator Guide*.

To use the scan to a network file repository feature:

1. Load the original documents on the document glass or in the document feeder.

2. At the control panel, press the **Services Home** button.

3. Touch **Network Scanning**.

4. Touch the needed template.

5. To override the template scan settings:

   - For scanning options, use the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type**, and **Scan Presets**. For details, refer to Setting Scan Options.

   - For additional scanning options, use the three tabs at the top of the touch screen. For details, refer to Additional Scanning Options.

6. Press the green **Start** button.

Scanning to an Email Address

To send scanned documents as attachments to email, scan to an email address.

🖉 **Note:** The System Administrator enables this feature.

To send a scanned image to an email address:

1. Load the original on the document glass or in the document feeder.

2. At the control panel, press the **Services Home** button.

3. Touch **Email**.

4. Specify the recipient using one of these methods:
    - Touch **New Recipient**. Use the touch screen keyboard to enter the complete email address, touch **Add**, then touch **Close**.
    - Touch **Address Book**. Touch the required recipient, then touch **To**.

5. To add additional recipients to the list, repeat step 4. When all recipients are added to the list, touch **Close**.

6. A default subject is provided for the email. To change the subject, touch **Subject**. Use the touch screen keyboard to enter the new subject, then touch **Save**.

7. To change any of the scan settings, touch the four menus at the bottom of the control panel: **Color Scanning**, **2-Sided Scanning**, **Original Type**, and **Scan Presets**. For details, refer to Setting Scan Options.

8. Press the green **Start** button.

Setting Email Options

You can override the template settings created by your System Administrator, and change the following email settings:

- File Name
- File Format
- Reply To
- Read Receipts

Changing the File Name or Replying to Email Options

To change the File Name or Reply to Email options:

1. At the printer control panel, press the **Services Home** button.

2. Touch **Email**, then touch the **Email Options** tab.

3. Touch **File Name** or **Reply to**. Use the touch screen keyboard to delete or modify the text.

4. Touch **Save**.

Changing the File Format

To change the file format:

1. At the printer control panel, press the **Services Home** button.

2. Touch **Email**, then touch the **Email Options** tab.

3. Touch **File Format**, then select the required file type. You can describe each file format when selected.

4. To accept the file format, touch **Save**.

Requesting a Read Receipt

To request a read receipt:

✏️ **Note:** The System Administrator enables this feature.

1. At the printer control panel, press the **Services Home** button.

2. Touch **Email**, then touch the **Email Options** tab.

3. Touch **Read Receipts**, then touch **On**.

4. Touch **Save**.

Scanning to a Computer

The Scan to Computer feature allows you to scan a document to your computer.

✎ **Note:** To enable this feature, contact your system administrator.

To use the Scan to Computer feature:

1. Load the original on the document glass or in the document feeder.

2. At the printer control panel, press the **Services Home** button.

3. Touch **Scan to PC**.

4. Touch **Transfer Protocol**, then touch **FTP**, **SMB**, or **SMB (UNC Format)**, then touch **Save**.

5. Touch **Server, Save in, User Name**, and **Password**. For each setting, using the touch screen keyboard, enter the data. Touch **Save**.

   ✎ **Note:** If the server name was stored previously, touch **Address Book**, touch the required server, touch **Add**, then touch **Close**.

6. To change any of the scan settings, touch the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type**, and **Scan Presets**. For details, refer to Setting Scan Options.

7. Press the green **Start** button.

8. Access the scanned image at the computer.

Scanning to a Home Directory

The Scan to Home feature allows you to scan a document to your home directory. The System Administrator defines the network location of the home directory.

✎ **Note:** The System Administrator enables this feature.

To use the Scan to Home feature:

1. Load the original on the document glass or in the document feeder.

2. At the printer control panel, press the **Services Home** button.

3. Touch **Network Scanning**.

4. Touch the template created by your System Administrator.

5. The template defines the scan settings and the destination of the image. To change any of the scan settings, touch the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type**, and **Scan Presets**. For details, refer to Setting Scan Options.

6. Press the green **Start** button.

For details, refer to the *System Administrator Guide*.

Storing to a USB Flash Drive

The Store to USB feature allows you to scan a document to a USB Flash Drive using the USB port on the left side of the front printer panel.

🖉 **Note:** To enable this feature, contact your system administrator.

🖉 **Note:** When the Media Reader option is connected, you cannot use this feature.

To use the Store to USB feature:

1. Load the original on the document glass or in the document feeder.
2. Insert a USB Flash Drive in the USB port on the left side of the front printer panel. The USB Device Detected window appears.
3. Touch **Store to USB**.
4. Touch **Save in**.
5. Touch the required folder. To move down one directory level, touch **Next**. To move up one directory level, touch **Previous**.
6. To select the storage location, touch **Save**.
7. To change any of the scan settings, touch the four menus at the bottom of the touch screen: **Color Scanning, 2-Sided Scanning, Original Type**, and **Scan Presets**. For details, refer to Setting Scan Options.
8. To change any of the additional scanning options, use the three tabs at the top of the touch screen. For details, refer to Additional Scanning Options.
9. To scan the original and store the file, press the green **Start** button.
10. Touch the **Services Home** button, then remove the USB Flash Drive.
11. To print files stored on a USB Flash Drive, refer to Printing from a USB Flash Drive.

⚠️ **Caution:** Do not remove the USB Flash Drive while a file is being stored. Damage to stored files can occur. Before powering off the printer, remove the USB Flash Drive.

Setting Scan Options

Scan Settings

Scanning can be adjusted using optional settings. After you select the required scanning method, use the four menus at the bottom of the control panel touch screen to change the following scan settings:

- **Color Scanning**: Overrides automatic detection. Set to **Auto Detect**, **Color**, **Black & White**, or **Grayscale**.
- **2-Sided Scanning**: Choose from one side, two sides, or two sides with second side rotated.
- **Original Type**: Choose from **Photo and Text**, **Text**, or **Photo**.
- **Scan Presets**: Choose from **Sharing and Printing**, **Archival Record**, **OCR**, **High-Quality Printing**, or **Simple Scan**.

To change the scan settings:

1. At the printer control panel, press the **Services Home** button.

2. Touch the required scan method.

3. Touch the required settings in the four menus at the bottom of the touch screen.

Additional Scanning Options

Additional scanning options allow precise control of the scanning process. Many of these optional settings override the automatic settings. Instructions on the touch screen describe the use of these options.

After you select the required scanning method, use the tabs along the top of the touch screen to change the following scanning options:

- Advanced Settings

- Layout Adjustment

- Filing Options

Advanced Settings

Advanced settings allow you to control Image Options, Image Enhancements, Scan Resolution, File Size, Photographs, and Shadow Suppression.

To use Advanced Settings:

1. At the printer control panel, press **Services Home**.

2. Touch the required scan method.

3. Touch the **Advanced Settings** tab.

4. Touch the required setting.

- Image Options: Select **Lighten/Darken** or **Sharpness/Soften**.

- Image Enhancement: To hide the background color or contrast, touch **Background Auto Suppression**.

- Resolution: Choose 200–600 dpi.

- Quality/File Size: Choose from good image quality with small file size, higher image quality with larger file size, or highest image quality with largest file size.

- Photographs: Enhances the appearance of scans of photographic originals. Ensure that the color scanning is set to Color.

- Shadow Suppression: To hide the background color, touch **Auto Suppression** and for color scanning, touch **Image Bleed**.

Layout Adjustment

Layout adjustment provides additional settings for original orientation, original size, edge erase, Book Scanning, and Reduce/Enlarge.

1. At the printer control panel, press **Services Home**.

2. Touch the required scan method.

3. Touch the **Layout Adjustment** tab.

4. Touch the required setting:

- Original Orientation: Select **Upright Images** or **Sideways Images**.

- Original Size: Select **Auto Detect**, **Manual Size Input**, or **Mixed Size Originals**.

- Edge Erase: Select **All Edges**, **Print to Edge**, **Individual Edges** or a **Preset** created previously. To enter the value, use the plus (**+**) or minus (**-**) icons.

- Book Scanning: Select **Left Page then Right**, **Right Page then Left**, or **Top Page then Bottom**. To enter the Binding Edge Erase value, use the plus (**+**) or minus (**-**) icons.

- Reduce/Enlarge: Select **Proportional %**, a **Preset**, or **Enter Output Size**. To enter the value, use the plus (**+**) or minus (**-**) icons.

Filing Options or Email Options

If a file name exists already, Filing Options or Email Options provide additional settings for naming images, choosing image formats, adding meta data, and behavior.

To use Filing Options:

1. At the printer control panel, press **Services Home**.

2. Touch the required scan method.

3. Touch the **Filing Options** tab.

4. Touch the required setting:

- File Name: Enter a filename prefix.

- File Format: Select **PDF (image Only or Searchable)**, **PDF/A (Image Only or Searchable)**, **Multi-page TIFF**, **TIFF (1 file per page)**, **JPEG (1 file per page)**, or **XPS (Image Only or Searchable)**. For fast web view, select **Compression Method**, **MRC High Compression** or **Optimize**.

- Meta Data: Assign descriptive meta data to a scanned image.

- File Name Conflict: Select **Do Not Save**, **Rename New File**, **Overwrite Existing File**, **Add to Existing Folder**, or **AddDateStamp to File Name**.

- Login Name: Enter Login Name if necessary.

- Password: Enter password if necessary.

Faxing

Fax Overview

Faxing is an optional feature of your multifunction printer. It can be configured in various different ways to offer you the most convenient method for faxing an original document.

- **Embedded Fax**: A document is scanned at the multifunction printer and sent directly to a fax machine.

- **Server Fax**: A document is scanned at the multifunction printer and sent over an Ethernet network to a fax server. The fax server then sends the fax to a fax machine.

- **Internet Fax**: You can scan a document at the multifunction printer and email it to a recipient.

- **Faxing from your Computer**: Use the settings in the print driver to send the current print job as a fax.

> 🖉 **Note:** The System Administrator enables the fax capability before use. For details, refer to the *System Administrator Guide*.

Loading Original Documents

Except for Faxing from the Computer, all fax transmissions begin with loading the original document at the multifunction printer.

- Use the document glass for single page jobs or for originals that do not feed through the document feeder.

- Use the document feeder for multiple or single page jobs.

Document Glass

Lift the document feeder cover and place the original facedown, toward the back-left corner of the document glass as shown.
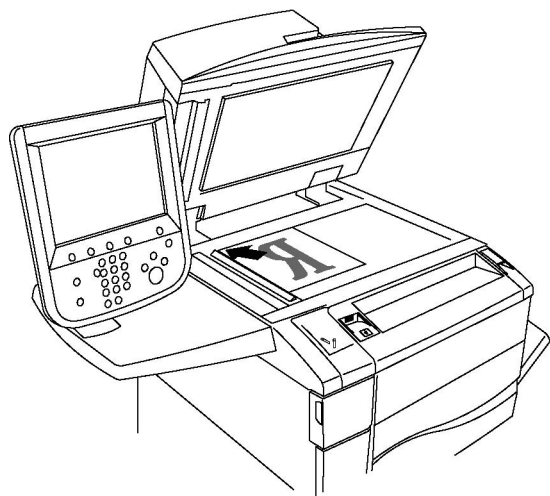
> ⚠️ **Caution:** When scanning a bound document, do not attempt to force the document feeder cover closed. Doing so damages the document feeder cover.

Duplex Automatic Document Feeder

Insert originals face up. Adjust the paper guides so they fit against the originals.
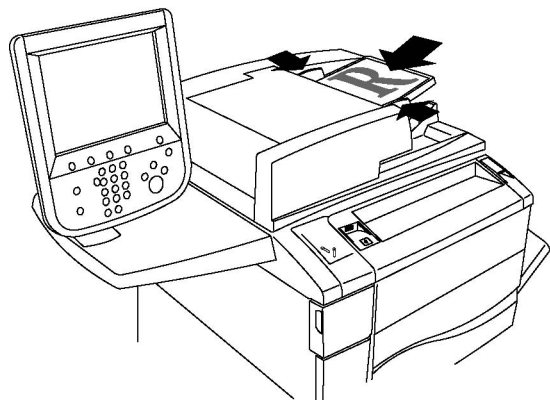
Sending a Fax

To send a fax using the Embedded Fax function of the multifunction printer:

1. Load the original document on the document glass or in the document feeder.

2. At the control panel, press **Services Home**.

3. Touch **Fax**.

4. To enter manually the recipient fax number, perform one of the following:
   - Enter the fax number using the alphanumeric keypad, then touch **Add**.
   - Touch **New Recipients**. Enter the number use the touch screen keyboard, touch **Add**, then touch **Close**.

5. To use a number stored previously in the Address Book:

   a. Touch **Address Book**.

   b. Select an option from the menu.

   c. Touch the arrows to scroll through the list.

   d. Touch the required address.

   e. Touch **Add**, then touch **Close**.

   🖉 **Note:** To use the address book, ensure that the addresses are entries in the Address Book. For details, refer to Adding Address Book Entries.

   🖉 **Note:** When you are viewing the list of individual addresses in the Address Book, you can perform Chain Dial. For details, refer to Using Chain Dial.

6. To include a cover page:

   a. Touch **Cover Page**, then touch **Print Cover Page**.

   b. To add a comment that was created previously, touch **Comments**. For Recipient's Comment or Sender's Comment, touch an available comment, then touch **Save**. For details, refer to Creating Fax Comments.

   c. Touch **Save**.

7. Adjust fax options if necessary. For details, refer to Selecting Fax Settings.

8. Press the green **Start** button. When all pages are scanned, the printer scans the pages and transmits the document.

Inserting Pauses in Fax Numbers

Some fax numbers require one or more pauses during the dialing sequence. To insert a pause in a fax number:

1. Use the alphanumeric keypad to enter the fax number.

2. To insert a pause, press the **Dial Pause** button on the control panel, represented by a hyphen, in the required location.

3. Continue to enter the fax number.

Server Fax

Scan a document using the Server Fax, and send it to a fax server on the network. The fax server then sends the fax over a telephone line to a fax machine.

✎ **Note:** Before use, enable the Server Fax service, and configure the fax server.

✎ **Note:** Server Fax cannot be used together with the Embedded Fax feature. When Server Fax is in use, the touch screen Fax button activates Server Fax.

✎ **Note:** Server Fax cannot be used together with the Internet Fax feature. When Server Fax is in use, the touch screen Internet Fax button does not appear.

Sending a Server Fax

1. Load the original on the document glass or in the document feeder.

2. At the control panel, touch **Services Home**.

3. Touch **Fax**.

4. Enter the number using the alphanumeric keypad, then touch **Add**.

5. Touch **New Recipients**, enter the number using the touch screen keyboard, touch **Add**, then touch **Close**.

6. To use a number stored previously in the Address Book:

   a. Touch **Address Book**.

   b. Touch the arrows to scroll through the list.

   c. Select the required address.

   d. Touch **Add**, then touch **Close**.

7. Adjust fax options if necessary. For details, refer to Selecting Fax Settings.

8. Press the green **Start** button. When all pages are scanned, the printer scans the pages and transmits the fax document.

Sending an Internet Fax

If an SMTP email server is connected to the network, you can send a document to an email address. This feature eliminates the need for a dedicated telephone line. When you send an Internet fax, the document is scanned and sent to an email address.

> Note: Before you use the feature, enable the Internet Fax service, and configure an SMTP server. For details, refer to the *System Administrator Guide* at www.xerox.com/support. Enter `Xerox Color EC70 Printer` in the **Search** field, then select the required documentation.

To send an Internet fax:

1. Place the original document on the document glass or in the document feeder.

2. On the printer touch screen, touch **Services Home**, then touch **Internet Fax**.

3. Touch **New Recipient**.

4. To enter the email address of the recipient, perform one of the following:
   - Enter the address using the touch screen keyboard, then touch **Add**. Repeat for each recipient, then touch **Close**.
   - To select the required address from the list, touch **Address Book**, then touch **Add**. When you have added all recipients, touch **Close**.

5. Adjust fax options if necessary. For details, refer to Selecting Fax Settings.

6. Press the green **Start** button. The printer scans the pages. After all pages are scanned, the printer sends the document as an email attachment.

Faxing from Your Computer

When you use the print driver, a document stored on the computer can be sent as a fax.

> Note: To fax from the computer, the System Administrator enables the fax installed in the multifunction printer.

1. In your software application, click **File**, then **Print**.

2. Select the printer from the list.

3. To access the print driver settings, select **Properties** or **Preferences** (Windows), or **Xerox Features** for Macintosh. The title of the button varies depending on your application.

4. To select printer features:
   - For Windows, click the **Paper/Output** tab.
   - For Macintosh, click **Copies and Pages**, then click **Xerox Features**.

5. Click the **Job Type** menu, then click **Fax**.

6. Click **Add Recipients**.

7. Enter the name of the recipient and fax number. If necessary, complete the additional information.

8. If needed, click the **Cover Sheet** tab, choose an option, then click **OK**.

9. If needed, click the **Options** tab, choose your options, then click **OK**.

10. Click **OK**.

11. To send the fax:
    - For Windows, click **OK**.
    - For Macintosh, click **Print**.

    For details, click the **Help** button in the Fax window.

Receiving Faxes

The System Administrator configures the printer to receive and print a fax using the Embedded Fax, Server Fax, and Internet Fax. For more information, refer to the *System Administrator Guide* at www. xerox.com/support. Enter `Xerox Color EC70 Printer` in the **Search** or **Choose** field and select the required documentation.

Selecting Fax Settings

Setting 2-Sided Faxing

1. On the control panel touch screen, touch **Fax**.

2. Touch **2 Sided Scanning**, then touch the required option such as **2 Sided** or **2 Sided, Rotate Side 2**.

Selecting the Original Type

1. On the control panel touch screen, touch **Fax**.

2. Touch **Original Type**, then touch the required option such as **Text**, **Photo and Text**, or **Photo**.

Setting the Fax Resolution

1. On the control panel touch screen, touch **Fax**.

2. Touch **Resolution**, then touch the required option:
   - **Standard 200x100 dpi**
   - **Fine 200 dpi**
   - **Super Fine 400 dpi**
   - **Super Fine 600 dpi**

   Note: For Server Fax, touch **Standard** or **Fine**.

Adjusting Layout

Layout settings allow you to adjust the original size, set page scanning for book faxing, and reduce or enlarge the fax image.

Lighten or Darken

1. On the control panel touch screen, touch **Fax**.

2. Touch the Layout Adjustment tab, then touch **Lighten/Darken**.

3. Adjust the settings to lighten or darken the fax.

4. Touch **Save**.

Adjusting the Original Size

1. On the control panel touch screen, touch **Fax**.

2. Touch the **Layout Adjustment** tab, then touch **Original Size**.

3. Select one of the following options:
   - Auto Detect: To identify standard-size originals automatically.
   - Manual Size Input: For manual definition of the scan area using standard paper dimensions.
   - Mixed Size Originals: For scanning originals of different standard sizes.

4. Touch **Save**.

Book Faxing

1. On the control panel touch screen, touch **Fax**.

2. Touch the **Layout Adjustment** tab, then touch **Book Faxing**.

3. Select one of the following options:
   - Touch **Off** (Default).
   - For Left Page then Right, touch **Both Pages, Left Page Only**, then touch **Right Page Only**.
   - For Right Page then Left, touch **Both Pages, Left Page Only**, then touch **Right Page Only**.
   - For Top Page then Bottom, touch **Both Pages, Top Page Only**, then touch **Bottom Page Only**.

4. Touch **Save**.

Reduce or Enlarge

1. On the control panel touch screen, touch **Fax**.

2. Touch the **Layout Adjustment** tab, then touch **Reduce/Enlarge**.

3. Touch a **Preset** percentage, or touch the plus (**+**) or minus (**-**) icons to specify a variable percentage.

4. Touch **Save**.

Fax Options

The Fax Options tab contains options that allow you to specify how the fax is transmitted.

🖉 **Note:** With the exception of Priority Send or Delay Start, these settings are not available for Server Fax.

To adjust these settings:

1. On the control panel touch screen, touch **Fax**, then touch the **Fax Options** tab.

2. Select the required option and settings, then touch **Save**.

- Confirmation Options: To print a report after each fax transmission, touch **On**, or for no report, touch **Off**.

- Starting Rate: G3 Auto, Forced 4800 bps.

- Priority Send/Delay Start: For Priority Send, select **Off** or **On**. For Delay Start, select **Off** or **On**. Touch **Specific Time**, then touch the required settings.

- Transmission Header Text: Touch **Off** or **Display Header**.

- Recipient Print Sets: Touch **One Set** or **Multiple Sets**, then touch the plus (**+**) or minus (**-**) icons to set the quantity.

- Pages per Side: To set the quantity, touch **On**, then touch the plus (**+**) or minus (**-**) icons. Or to disable the option, touch **Off**.

- Remote Folder: This feature enables you to send a file directly to a folder on a remote fax machine. To enable or disable the feature, for Send to Folder, select **On** or **Off**. Use the **Folder Number** and **Folder Passcode** fields to enter the remote fax machine information using the alphanumeric keypad.

- F Code: To enable or disable F Code as the file transmission method, select **On** or **Off**. When you enable F Code, use the alphanumeric keypad or touch screen keyboard to enter the password in the **Folder Password** field.

More Fax Options

To set more optional fax settings, do the following:

1. On the control panel touch screen, touch **Fax**, then touch the **More Fax Options** tab.

2. Select the required option and the required settings, then touch **Save**.

   ✎ **Note:** These settings are not available for Server Fax.

- Remote Polling: Select **Off** or **Poll a Remote Device**. Use the Remote Folder feature to retrieve files stored on a remote fax machine.

- Store for Polling: To make available for remote printing fax documents that are stored in the printer, select **Store for Free Polling** or **Store for Secure Polling**, then select the required folder and file. Or to disable the option, select **Off**.

- On-Hook (Manual Send/Receive): For Manual Send, touch **On-Hook**, then touch **Manual Send**. Use the touch screen keyboard to enter the destination and passcode. For Manual Receive, touch **On-Hook**, then touch **Manual Receive**. Press the green **Start** button.

Internet Fax Options

To set additional Internet fax options, do the following:

1. On the touch screen, touch **Internet Fax**, then touch the **Internet Fax Options** tab.

2. Select the required option and the required settings, then touch **Save**.

   ✎ **Note:** For details, refer to the *System Administrator Guide*.

   - Acknowledgement Report: For Confirmation Options, select **Off** or **Print report after each fax transmission**. To request a read receipt from the fax server of the recipient to be sent to the sender, select **Read Receipts**. The read receipt indicates the result of the transmission. The recipient server is required to support the MDN standard.

   - Internet Fax Profile: Select **TIFF-S** for A4, 210 x 297 mm (8.5 x 11 in.) original documents with standard or fine resolution. Select **TIFF-F** or **TIFF-J** for A3, 297 x 420 mm (11 x 17 in.) original documents with superfine resolution.

   - Pages per Side: To set the quantity, touch **On**, then touch the plus (**+**) or minus (**-**) icons. Or to disable the option, touch **Off**.

   - Starting Rate: Select from **G3 Auto**, **Forced 4800 bps**, or **G4 Auto**.

   - Transmission Header Text: Touch **Off** or **Display Header**.

Adding Address Book Entries

The address book can store email, server, fax, and Internet fax addresses. Addresses can be stored for individuals, or groups that contain multiple individuals.

✎ **Note:** Address Book entries can also be managed in CentreWare Internet Services. For details, refer to the *System Administrator Guide* at www.xerox.com/support. Enter `Xerox Color EC70 Printer` in the **Search** field, then select the required documentation.

Adding an Individual Address

1. At the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup and Calibration**, touch **Setup**, then touch **Add Address Book Entry**.
4. On the next screen, touch an available address in the scroll list.
5. Touch **Address Type**, touch the required address type, then touch **Save**. Each address book type requires different settings.
6. Touch each needed item in the list, enter the information using the alphanumeric keypad or touch screen keyboard, then touch **Save**.
7. When all the required settings are configured, to complete the address book entry, touch **Save**.

Deleting an Individual Address

1. At the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup and Calibration**, touch **Setup**, then touch **Add Address Book Entry**.
4. On the next screen, touch the needed address in the scroll list.
5. Touch **Delete Entry**, then touch **Delete** to confirm.

Adding a Group

Create a group to send a fax to multiple individuals. Groups can include both previously stored individuals and group entries.

🖉 **Note:** Configure individual entries before groups can be defined.

1. At the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup and Calibration**, touch **Setup**, then touch **Create Fax Group Recipients**.
4. On the next screen, touch an available group in the scrolling list.
5. On the next screen, touch the **Group Name** field, use the touch screen keyboard to enter a name for the group, then touch **Save**.
6. Touch the **Speed Dial** field, then use the alphanumeric keypad to enter the Speed Dial number for the required individual.
7. Touch **Add to this Group**.
8. Repeat steps 6 and 7 until all individuals are added to the group.
9. When all entries are added, touch **Save**, then touch **Close**.

Deleting a Group

1. At the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup and Calibration**, touch **Setup**, then touch **Create Fax Group Recipients**.
4. On the next screen, touch the required group in the scrolling list.
5. Touch **Delete**, then touch **Delete** to confirm.

Using Chain Dial

Chain Dial adds two or more fax numbers together into a single number to create a single fax recipient telephone number. For example, an area code or extension number can be stored separately from the rest of the telephone number. Access Chain Dial from the Address Book.

1. On the control panel touch screen, touch **Fax**.
2. Touch **Address Book**.
3. From the menu, touch **List all public entries**.
4. Touch **Chain Dial**.
5. To add numbers, perform one of the following:
   • From the list, touch a speed dial entry. Use the scroll arrows if necessary.
   • Use the alphanumeric keypad to enter a number.
   • Touch the keyboard button, use the touch screen keyboard to enter a number, then touch **Save**.
6. Touch **Add**.

   The numbers are added in the recipients list.

7. Touch **Save**.

   The combined number appears as a single recipient in the recipients list.

8. Touch **Close**.

   The fax is ready to send.

Creating Fax Comments

1. At the control panel, press the **Machine Status** button.

2. On the touch screen, touch the **Tools** tab.

3. Touch **Setup**, then touch **Add Fax Comment**.

4. On the next screen, touch an available comment in the scroll list.

5. On the touch screen keyboard, enter up to an 18 character comment, then touch **Save**.

6. Touch **Close**. The comment is ready to use.

Services and Functions

4

Paper and Media

This chapter contains:

The printer is designed to be used with a variety of media types. To ensure the best print quality and to avoid jams, follow the guidelines in this section. For best results, use Xerox printing media specified for the printer.

Supported Media

Recommended Media

A complete list of recommended media types is available at:

* http://www.xerox.com/printer-supplies/recommended-paper/enus.html.

* http://www.xerox.co.uk/printer-supplies/printer-papers/engb.html. Select **Colour Presses** and select the appropriate Production device.

General Media Loading Guidelines

When loading paper and media in the appropriate trays, follow these guidelines:

* Fan paper before loading it in the paper tray.

* Do not overfill the paper trays. Do not load paper above the maximum fill line in the tray.

* Adjust the paper guides to fit the paper size.

* Use only paper envelopes. Print envelopes one-sided only. Use Tray five to print an envelope and set Media Type to Heavyweight two.

* Ensure that the correct paper type is selected on the touch screen of the printer after loading paper in a tray.

Printing or Copying on Labels

Labels can be printed from Tray 1, Tray 2, Tray 3, Tray 4, and Tray 5 (Bypass).

When you print on labels, adhere to the following guidelines:

* Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.

* Use labels designed for laser printing.

* Do not use vinyl labels.

* Do not use dry gum labels.

* Print only on one side of the sheet of labels.

* Do not use any sheet where labels are missing. It damages the printer.

* Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.

* Do not store labels in dry or humid conditions or hot or cold conditions. Storing them in extreme conditions cause print quality problems or cause them to jam in the printer.

Printing or Copying on Glossy Paper

Glossy paper can be printed from Tray 1, Tray 2, Tray 3, Tray 4, and Tray 5 (Bypass).

When you print on glossy paper, adhere to the following guidelines:

- Do not open sealed packages of glossy paper until you are ready to load them into the printer.
- Store glossy paper flat in the original packaging.
- Before you load the glossy paper, remove all other paper from the tray.
- Load only the amount of glossy paper you plan to use. Remove the unused portion from the tray when you are finished printing. Replace the unused portion in the original wrapper and seal for later use.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam in the printer.

Media That Can Damage Your Printer

The printer is designed to use various paper and media types for print jobs. However, some media can cause poor output quality, increased paper jams, or damage to the printer.

Do not use the following:

- Rough or porous media
- Inkjet paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with cutouts or perforations
- Stapled paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media

Paper Storage Guidelines

To contribute to optimum print quality, you can provide good storage conditions for the paper and other media.

- Store paper in dark, cool, and relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. The sun and fluorescent bulbs emit ultraviolet light, which can damage the paper.
- The intensity and length of exposure to visible light on paper is reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave stored paper in the original packaging. The paper wrapper usually contains an inner lining that protects the paper from moisture loss or gain.

- Some specialty media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it. Keep unused media in the bag and reseal it for protection.

Paper Types and Weights Accepted in Trays

When you load media in a paper tray, refer to the following chart for the paper types and weights that are accepted in each of the feeder paper trays available. Depending on the media you plan to use, select the appropriate tray.

> 🖉 **Note:** The Oversize High Capacity Feeder (OHCF) provides the best feeding performance, especially for coated media.

You can select Paper Type weight range in one of two ways:

- Select the Paper Type from the following table and apply the proper weight range using the options available from the Control Panel screen, or

- Select **Other Media Selection** and select the specific media weight range from the available list on the Control Panel screen. Some features such as Printing Reports or Auto Tray Switching can be limited.

> 🖉 **Note:** To define the image-quality setting with a different paper weight range to optimize image quality, refer to the Paper Tray Settings in the *System Administrator Guide*.

Paper Trays	Accepted Types and Weights
All Trays	Other Media Selection
All Trays (cont.)	Plain (64–79 g/m²)* Plain Reloaded (64–79 g/m²)* Recycled (64–79 g/m²)* Hole Punched (64–79 g/m²)* Pre-Printed Letterhead Other Type Heavyweight 1 (106–128 g/m²)* HW 1 Reloaded (106–128 g/m²)* Heavyweight 2(177–220 g/m²)
All Trays (cont.)	HW 2 Reloaded (177–220 g/m²) Heavyweight 3 (221–256 g/m²) HW 3 Reloaded (221–256 g/m²) Hole Punched HW 1 (106–128 g/m²)* Hole Punched HW 2 (177–220 g/m²) Hole Punched HW 3 (221–256 g/m²) Coated 1 (106–128 g/m²)* Coated 1 Reloaded (106–128 g/m²)*

Paper Trays	Accepted Types and Weights
	Coated 2 (151–176 g/m²)*
All Trays (cont.)	Coated 2 Reloaded (151–176 g/m²)*
	Labels (106–128 g/m²)*
	Heavyweight Labels (177–220 g/m²)
	Tab Stock (106–128 g/m²)*
	HW Tab Stock (177–220 g/m²)
	X-HW Tab Stock (221–256 g/m²)
	Custom Type 1 (64–79 g/m²)
	Custom Type 2 (64–79 g/m²)
	Custom Type 3 (64–79 g/m²)
	Custom Type 4 (64–79 g/m²)
	Custom Type 5 (64–79 g/m²)
Trays 5, 6, 7, OHCF	Heavyweight 4 (257–300 g/m²)
	HW 4 Reloaded (257–300 g/m²)
	Hole Punched HW 4 (257–300 g/m²)
	Coated 3 (221–256 g/m²)*
	Coated 3 Reloaded (221–256 g/m²)*
	X-HW Labels (221–256 g/m²)*
Tray 5	Transparency
	Transfer (129–150 g/m²)*
	X-HW Tab Stock (257–300 g/m²)

✐ **Note:** *Media weight for the Paper Type displayed on the user interface is limited. To optimize image quality, change the weight range. Refer to the Paper Tray Settings in the *System Administrator Guide*.

Tray Capabilities

- Trays 1 and 2 can each hold up to 500 sheets of 90 g/m² paper.
- Trays 1, 2, 3, and 4 can accept all paper from 60–220 g/m².
- Tray 1 can accommodate paper sizes from SRA3, (5.5 x 8.5–12 x 18 in.).
- Tray 2 can accommodate paper sizes from A3, (5.5 x 8.5–11 x 17 in.).
- Tray 3 can hold up to 870 sheets of 90 g/m² paper.
- Tray 3 can accommodate paper sizes that include A4, (8.5 x 11 in.), (7.25 x 10.5 in.), and B5.
- Tray 4 can hold up to 1140 sheets of 90 g/m² paper.

- Tray 4 can accommodate paper sizes that include A4, (8.5 x 11 in.), (7.25 x 10.5 in.), and B5.

Loading Media

Loading Paper in Trays 1–4

To load paper:

Note: Do not open all trays at once. The printer can topple forward, possibly causing injury.

Note: Do not load paper above the maximum fill line. Doing so can cause paper jams.

1. Pull the paper tray out towards you until it stops.

2. Before you load paper into the paper trays, fan the edges to separate any sheets of paper that are stuck together. It reduces the possibility of paper jams.

3. If necessary, move the paper tray guides further out to load the new paper. To adjust the side and front guides, pinch the guide lever on each guide and slide the guides to their new position. To secure the guides in position, release the levers.
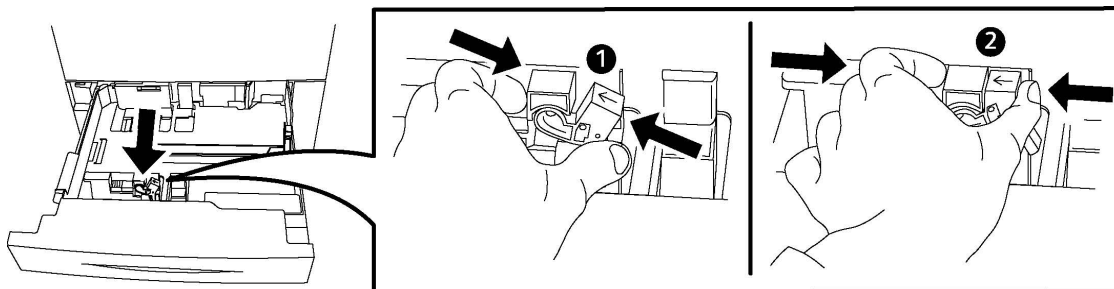
4. Load the paper against the left-hand side of the tray.
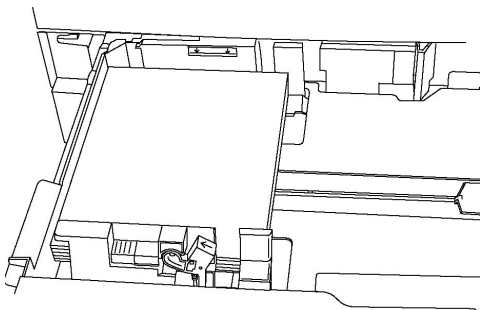
5. Adjust the guides so they touch the edges of the stack.
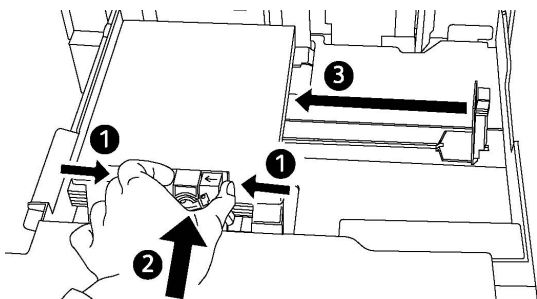
6. Push the tray completely into the printer.

7. If you have changed the media type, select an option on the Control Panel touch screen:
    - To choose paper size, type, or color, touch **Paper Supply**.
    - To choose a specific paper stock, touch **Paper Catalog**.

8. Touch **Save** and **Confirm**.

9. If you have not changed the media type, to retain the previous settings, touch **Cancel**.

Loading Paper in Tray 5 (Bypass)

Use the bypass tray for various media types and custom sizes. It is intended primarily for small quantity jobs using special media. The bypass tray is on the left-hand side of the printer. A tray extension is provided to accommodate larger paper. After loading paper in the bypass tray, ensure that the tray settings on the touch screen match the paper size and type loaded.

Tray Capabilities

- Tray 5 can hold up to 250 sheets of 90 g/m² paper.

- Tray 5 can accept paper from 64–300 g/m².

- Tray 5 can accommodate paper sizes from SRA3, (4 x 6–13.2 x 19.2 in.).

To load paper in Tray 5 (Bypass Tray):

🖉 **Note:** Do not load paper or media above the maximum fill line.

1. Open Tray 5 and pull out the extension tray for larger sizes. If already opened, remove any paper that is a different size or type.

2. Move the width guides to the edges of the tray.

3. Insert the paper either long-edge or short-edge first, face up. Larger paper sizes can be fed only short-edge first. Load punched paper with holes to the right. Load labels and transparencies face up with top edge towards the front of the tray.
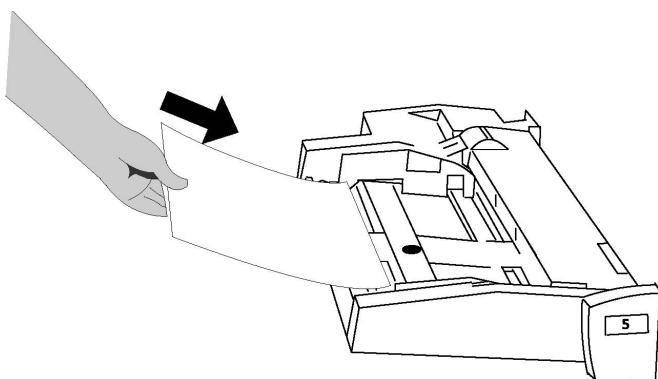
4. Adjust the width guides until they just touch the edges of the stack.
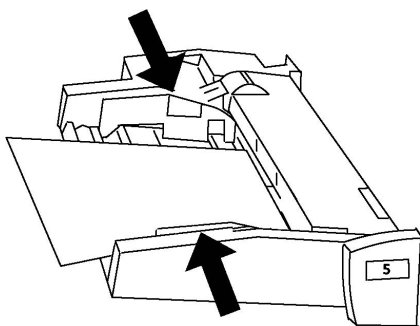
5. If necessary, select an option on the Control Panel touch screen:
   - To choose paper size, type, or color, touch **Paper Supply**.
   - To choose a specific paper stock, touch **Paper Catalog**.

6. Touch **Save** and **Confirm**.

7. If you have not changed the media type, to retain the previous settings, touch **Cancel**.

Loading Envelopes in Tray 5 (Bypass)

Tray 5 accepts Monarch and Commercial 10 envelopes with paper weights of 75–90 g/m ^{2}.

To load envelopes in Tray 5 (Bypass):

1. Insert envelopes in Tray 5 (Bypass) long-edge feed (LEF) with the flaps open and at the trailing edge.

2. Adjust the guides until they touch the edges of the stack.

3. Choose the envelope size on the touch screen of the printer, then touch **Confirm**.

   If the envelope size does not appear, touch **Change Settings**. Select **HeavyWeight 2** as the Media Type and **Custom Size**.

   To enter the envelope size, use the **+** and **-** symbols. Touch **Save**.

   🖉 Note: To prevent jams, do not load more than 30–50 envelopes in the bypass tray.

   🖉 Note: Never use envelopes with windows or metal clasps because they can damage the printer. Damage caused by the use of unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage can vary outside these areas. For more details, contact your local representative.

- Successful envelope printing depends on the quality and construction of the envelopes. If the necessary results are not achieved, try another envelope brand.

- Maintain constant temperatures and relative humidity.

- Store unused envelopes in their original packaging to avoid the excess moisture or dryness, which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.

- Do not use padded envelopes.

- When you print on envelopes, some wrinkling or embossing can occur.

Loading Paper in the High Capacity Feeder

The optional High Capacity Feeder (HCF) is intended for use primarily as a large quantity feeder and accommodates A4 (8.5 x 11 in.) Long Edge Feed (LEF) stock. The High Capacity Feeder can hold paper of weights from 64–220 g/m ^{2} (18 lb. bond–80 lb. cover), and can hold a maximum of 2000 sheets of 75 g/m ^{2} (20 lb.) paper.

🖉 **Note:** Stock can be loaded long-edge feed (LEF) only.

🖉 **Note:** Do not load paper or media above the maximum fill line.

1. Slowly pull out the tray toward you until it stops.

2. Fan the sheets before you load them into the tray.

3. Load and register the stack of paper or media against the right side of the tray.

4. Move the paper guide so that it just touches the edges of the stack.

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

6. If you have changed the media type, on the control panel touch screen, select an option:
   • To choose the paper size, type, or color, touch **Paper Supply**.
   • To choose a specific paper stock, touch **Paper Catalog**.

7. Touch **Save**, then touch **Confirm**.

8. If did not change the media type, touch **Confirm**.

Loading Paper in the Oversized High Capacity Feeder

The optional Oversized High Capacity Feeder (OHCF) provides an alternative to the HCF. The OHCF feeds oversized stock up to SRA, 330 x 488 mm (13 x 19 in.) paper, 64–300 g/m ^{2} (18 lb. bond–110 lb. cover) stock. Each tray holds 2000 sheets of standard weight paper. The OHCF can be either a 1-tray or a 2-tray feeder.

🖉 **Note:** Do not load paper or media above the maximum fill line.

🖉 **Note:** The paper weight switches work in conjunction with the blowers in the trays. The blowers help control environmental conditions in the paper trays and ensure optimum feed capability.

1. Slowly pull out the tray toward you until it stops.

2. After you open the tray, register the stack of paper or media against the front right side of the paper tray.
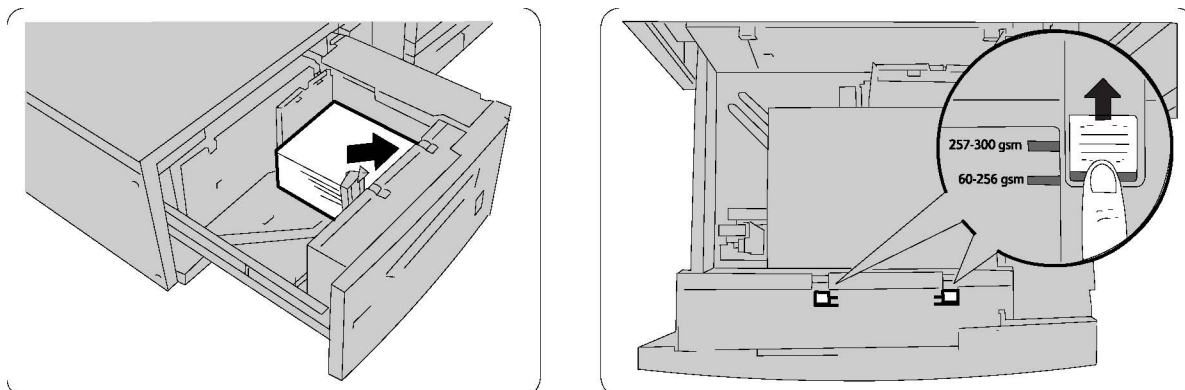
3. Move both Paper Weight Switches to their appropriate positions.

4. If the paper weight is 60 g/m²–256 g/m², the air adjustment levers, or switches, are positioned toward the front of the tray. If the paper weight is 257 g/m²–300 g/m², the the air adjustment levers, or switches, are positioned toward the rear of the tray.

   🖉 **Note:** For paper heavier than 256 g/m², slide both paper weight switches to the heavier weight position 257–300 g/m². Failure to move the switches can result in paper jams.

5. Push in the tray gently and completely. When the loaded tray is closed, the tray position is adjusted automatically in the front/back direction based on the paper size. A pop-up window appears that asks you to confirm the type and size of the stock.

6. If you changed the media type, select an option on the control panel touch screen:
   • To the choose paper size, type, or color, touch **Paper Supply**.
   • To choose a specific paper stock, touch **Paper Catalog**.

7. Touch **Save**, then touch **Confirm**.

8. If did not change the media type, to retain the previous settings, touch **Cancel**.

Loading Paper in the Post-Process Inserter

The Post-Process Inserter is standard component of the Standard Finisher and Standard Finisher with Booklet Maker. The Post-Process Inserter is used to load blank or pre-printed paper that is used for separators and covers. The inserter holds a maximum of 200 sheets.

1. Remove any paper that remains loaded in the inserter.

2. Hold the center of the paper guides and slide them to the required paper size.

3. Load the paper, and align it to the front of the tray.

4. If the paper is pre-printed, load the paper with the printed side to face up with the tab side to be fed first.

5. After stock is loaded into the Post-Process Inserter, a pop-up window appears to change or confirm the type and size of the stock. The tray is not ready for use until you change or confirm the size and type of stock.

6. If you have changed the media type, select an option on the control panel touch screen:
   • To choose the paper size, type, or color, touch **Paper Supply**.
   • To choose a specific paper stock, touch **Paper Catalog**.

7. Touch **Save**, then touch **Confirm**.

8. If you did not change the media type, to retain the previous settings, touch **Cancel**.

5

Maintenance

This chapter contains:

General Precautions

⚠️ **WARNING:** When you clean the printer, do **not** use organic or strong chemical solvents or aerosol cleaners. Do **not** pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

⚠️ **WARNING:** Internal parts of the printer can be hot. Use caution when doors and covers are open.

⚠️ **WARNING:** Do **not** use pressurized air spray-cleaning aids on or in the printer. 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.

⚠️ **WARNING:** Do **not** remove the covers or guards that are fastened with screws. You cannot maintain or service any 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 printer.

To avoid damage to the printer, keep the following guidelines in mind:

- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lit places. Light exposure can damage the drum cartridges.
- Do not open covers and doors during printing.
- Do not tilt the printer while in use.
- Do not touch the electrical contacts, gears, or laser devices. Doing so damages the printer and cause the print quality to deteriorate.
- Ensure any parts removed during cleaning are replaced before you plug in the printer.

Billing and Usage Information

The Billing Information screen displays billing and printer usage information.

1. Press the **Machine Status** button.

2. Touch the **Billing Information** tab.

   The total impressions counters appear on the left of the screen.

3. Touch **Usage Counters**, then touch the down arrow to choose the required counter. Touch the scroll arrows to view the entire list.

4. Touch **Close**.

Cleaning the Printer

- Cleaning the Document Glass and Document Cover
- Cleaning the Exterior
- Ordering Supplies

Cleaning the Document Glass and Document Cover

To ensure optimum print quality, clean the glass areas of the printer regularly. Cleaning helps avoid output with streaks, smears, and other marks that transfer from the glass area while you scan the documents.

To clean the document glass and the CVT glass to its left, use a lint-free cloth, lightly dampened with Xerox Anti-Static Fluid or another suitable non-abrasive glass cleaner.
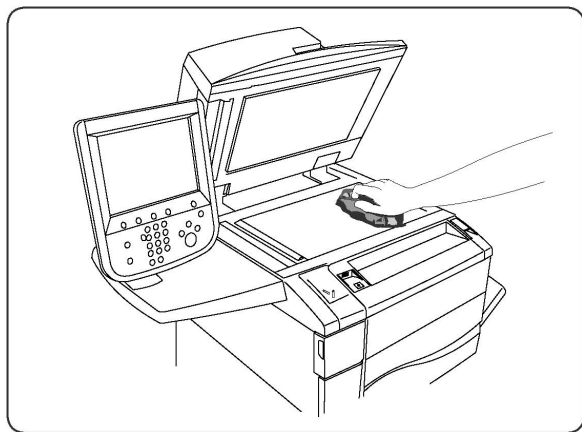
Clean the under side of the document cover and the document feeder using a lint-free cloth, Xerox Cleaning Fluid, or Xerox Film Remover.
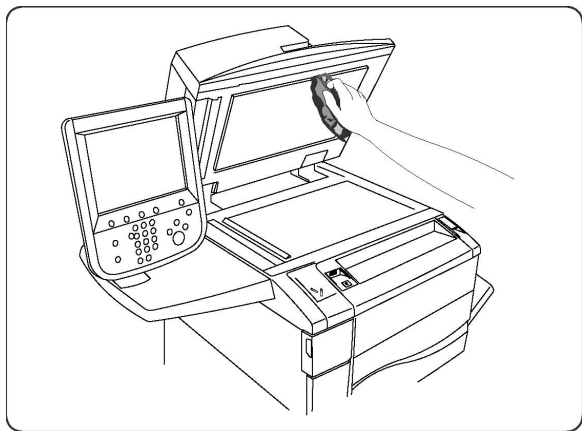
Cleaning the Exterior

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.

Use a cloth to clean the document feeder, output trays, paper trays, and outside areas of the printer.

Ordering Supplies

Certain consumables and routine maintenance items are ordered occasionally. Each supply item includes installation instructions.

Consumables

There are several Consumables included in the machine. The machine informs you when to order a new module and when to install it.

Drum Cartridges

This documentation and the display of the machine enable you to install successfully the new cartridges so you do not have to wait for a service call.

Toner Cartridges

While the machine is running, load the Toner Cartridges. Supplied with the toner cartridge is the waste toner container.

Use genuine Xerox® Toner Cartridges such as Cyan, Magenta, Yellow, and Black.

> ✏ **Note:** Each toner cartridge includes installation instructions.

> ⚠ **Caution:** Use of toner other than Genuine Xerox® Toner can affect print quality and printer reliability. It is the only toner designed and manufactured under strict quality controls by Xerox for specific use with this printer.

Fuser

The fuser provides approximately 200,000 prints or copies.

Charge Corotron

This documentation and the display of the machine enable you to install successfully the new Charge Corotron, so you do not have to wait for a service call.

Waste Toner Container

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

When to Order Supplies

When a supply nears its replacement time, the printer control panel displays a warning. Verify that you have replacements available. To avoid interruptions in printing, it is important to order supplies when the messages first appear. When the supply requires replacement, the touch screen displays an error message.

Order supplies from your local reseller or from the Xerox Supplies website at www.xerox.com.

Maintenance

> ⚠️ **Caution:** Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage can vary outside these areas. For more details, please contact your local representative.

Routine Maintenance Items

Routine maintenance items are printer parts that have a limited life and require periodic replacement. Replacements of the parts or kits. Routine maintenance items are typically customer replaceable.

The following items are routine maintenance items:

- Toner cartridges
- Fuser Assembly
- Waste Toner Container
- Drum Cartridge
- Charge Corotrons

Replacing the Toner Cartridges

This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge. The machine notifies you when a new toner cartridge is needed, and when installation is to occur. If you continue to copy or print without replacing the toner cartridge, a message appears and the machine stops after copying or printing around 1800 pages for Black, or around 1200 pages for Cyan, Magenta, and Yellow.

When you receive with the new cartridge, follow the disposal instructions for the old cartridge.

> 🖉 **Note:** Before you begin the procedure, ensure that the machine is cool. Failure to ensure the machine is cool can result in burns if certain parts of the printer are touched.

1. While the machine is powered on, replace the toner cartridge. Open the toner cover, located just above the machine front door.
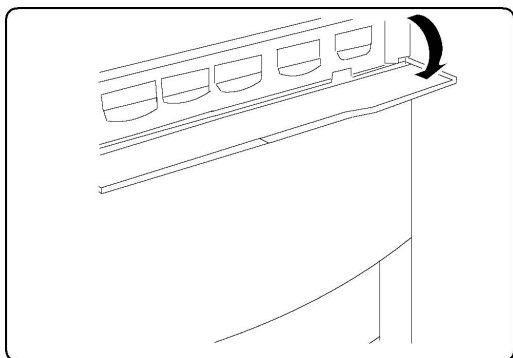
2. Before you remove the cartridge, lay paper on the floor, so that any excess toner falls on the paper. Hold the handle of the color indicated in the message, and gently pull it out.
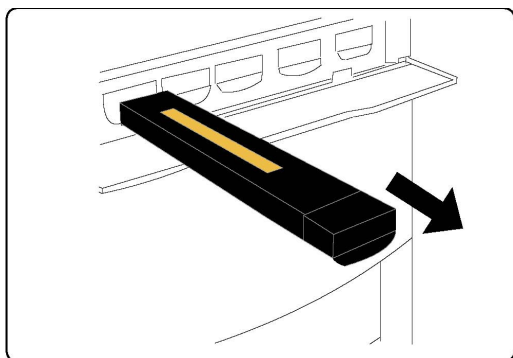
3. To remove the toner cartridge, hold the handle on the top of the cartridge and gently pull it straight out. Be careful not to get toner on clothing.

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

5. Remove the new toner cartridge from the packaging.

6. To redistribute the toner, gently tilt the new cartridge up and down, then left and right.

7. To install the toner cartridge, align the arrows on the cartridge evenly with the printer until you hear a click.
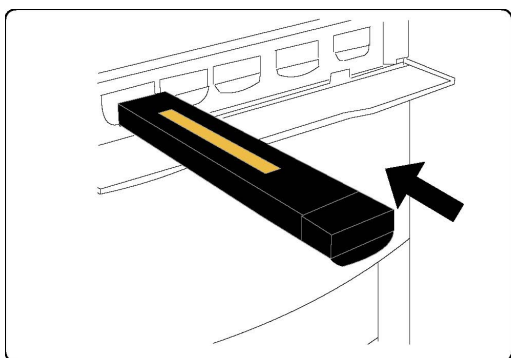
8. Close the front door. If the door does not close completely, ensure that the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.

⚠️ **WARNING:** Never use a vacuum cleaner to clean spilled toner. An explosion can occur when toner fills a vacuum cleaner and causes sparks. To remove spilled toner, use a broom or a cloth moistened with a neutral detergent.
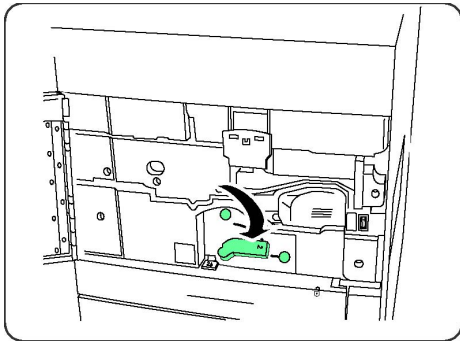
Replacing the Fuser

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

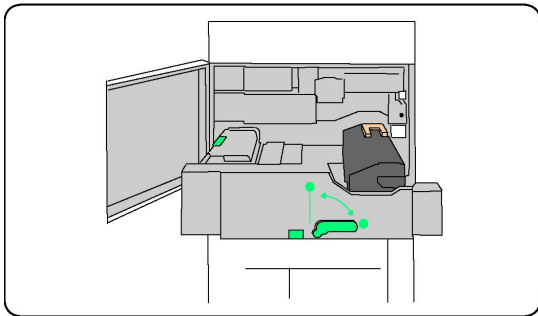1. Ensure that the machine has stopped running, and open the Front Door.

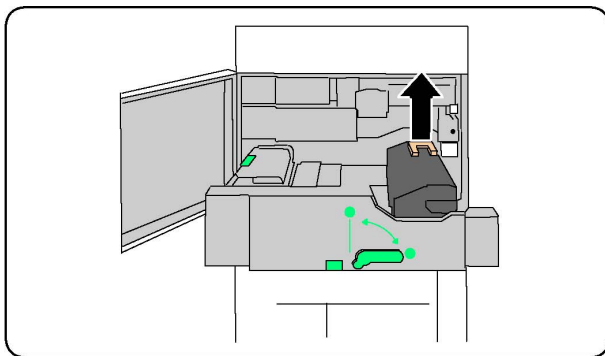2. Grasp **Handle #2** and turn it to the unlocked position.

   🖉 **Note:** To avoid burns, power off the printer, then wait at least 5–10 minutes to allow the fuser to cool. Observe warning labels inside the printer.

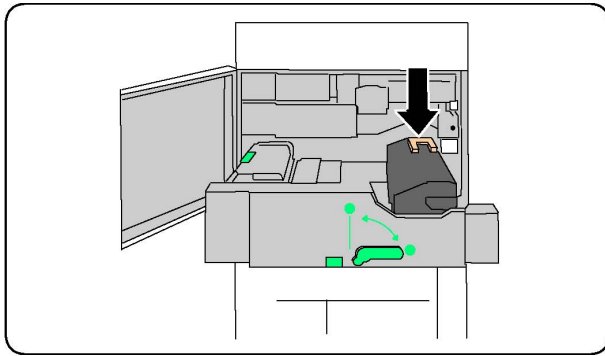3. Carefully pull out the Transfer Module.

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

5. Dispose the Fuser as normal office waste or recycle the fuser.
6. Remove the new Fuser from its packaging.

7. Insert the new Fuser into the Transfer module as you hold the Amber-Gold handle.


8. Close the Transfer module.

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

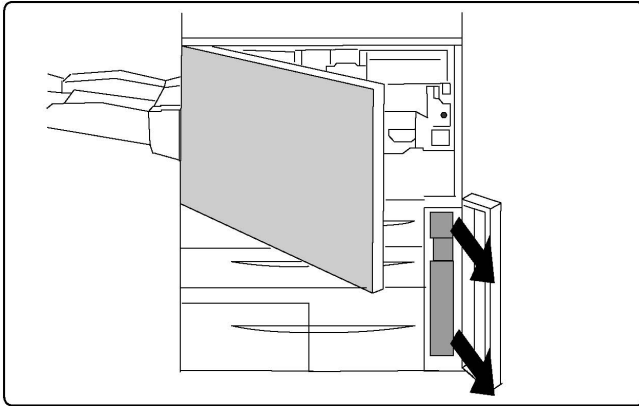10. Close the Front Door of the printer.

Replacing the Waste Toner Container

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

1. Ensure that the machine has stopped running, and open the Front Door.

2. Open the waste toner container cover, located to the right of the Area #2 lever.
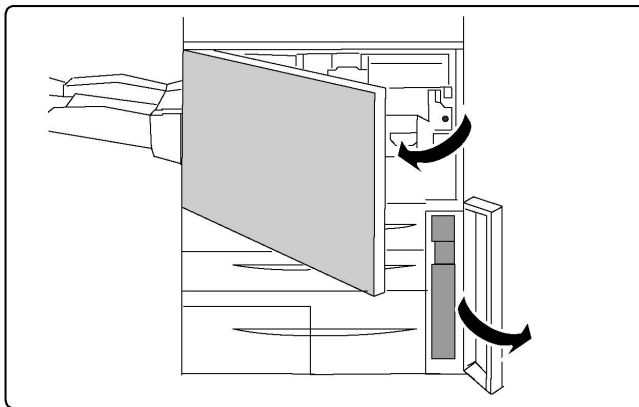
3. Grip the handle of the waste toner container and pull out about half of it.

4. Hold the center part on the top of the container, and then remove it.

⚠ **WARNING:** Never use a vacuum cleaner to clean spilled toner. An explosion can occur when toner fills a vacuum cleaner and causes sparks. To remove spilled toner, use a broom or a cloth moistened with a neutral detergent.

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

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

7. Close the waste toner container cover.

8. Close the Front Door of the printer.

Replacing the Drum Cartridges

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

1. Leave the machine power-on and proceed to the next step.

2. Ensure that the machine has stopped running, and open the Front Door.

3. Pull down the R1-R4 handle.
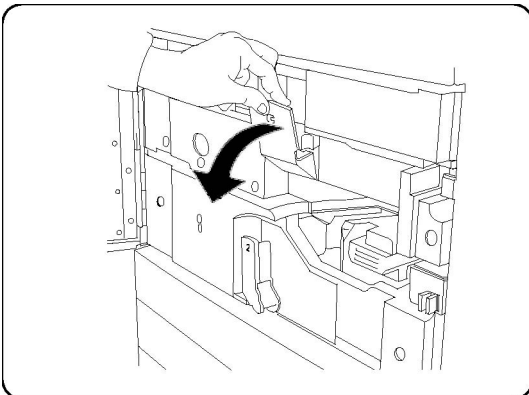
4. Raise the Release Handle.
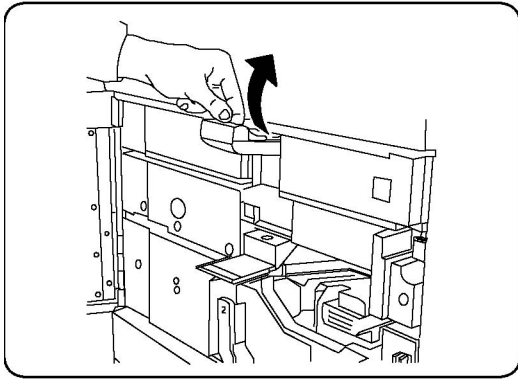
5. Open a bag that includes a new drum cartridge. Place the new drum cartridge near the machine.

    ⚠ **Caution:** To prevent damage to the drum cartridge, do not touch or scratch the drum surface when you remove the cartridge from the packaging.

    ✎ **Note:** Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than 2 minutes. Image quality can deteriorate when the drum cartridges are exposed to light.
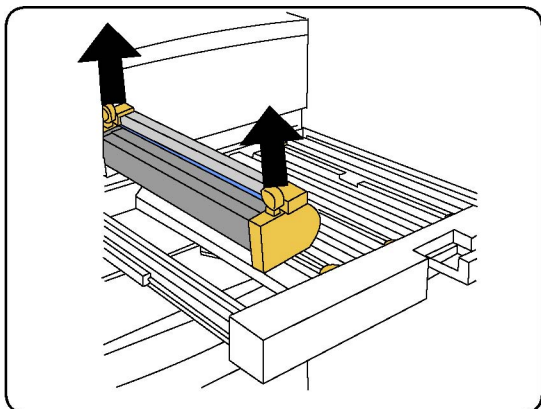
6. Unwrap the sheet that covers the new drum cartridge and place it under the cartridge. Some drum cartridges include a protective film. If the film on the drum cartridge is present, remove it.
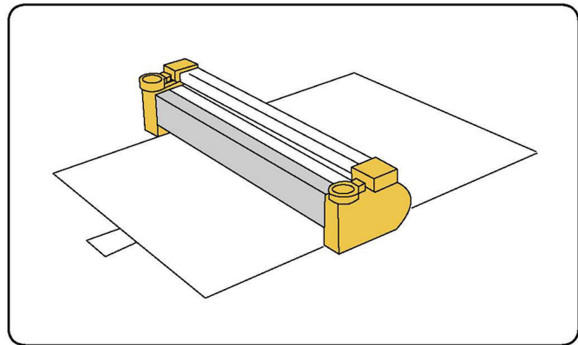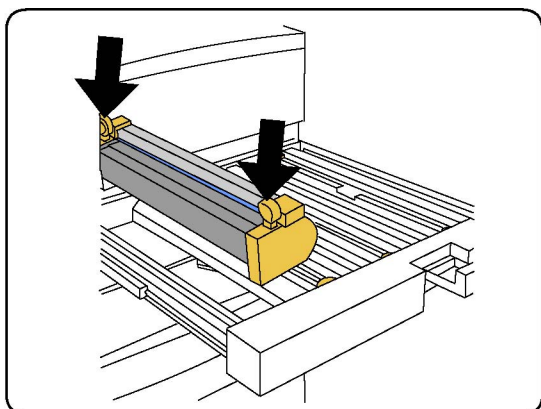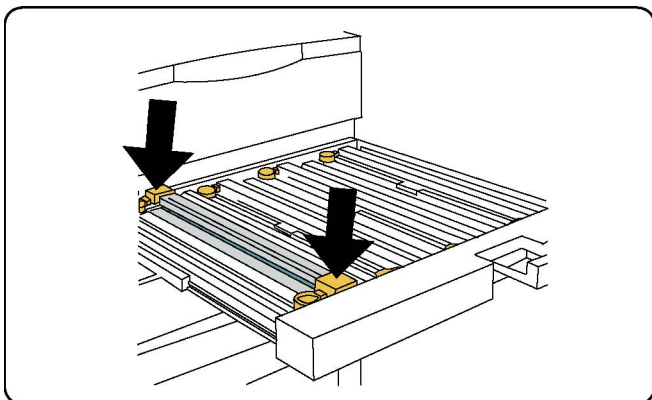

7. Open the Drum Drawer.
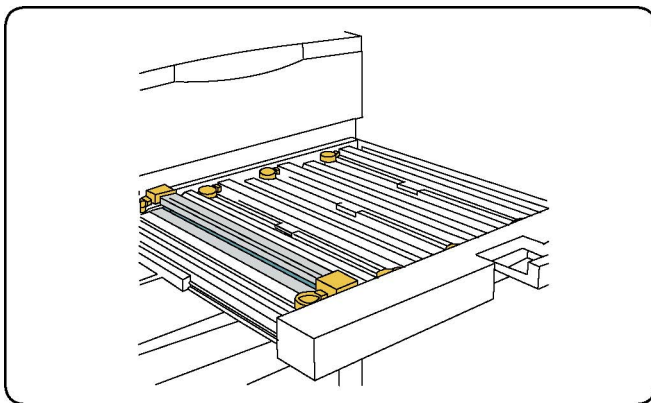
8. To remove the old drum cartridge, hold the finger rings provided at both ends of the drum cartridge and lift gently.

9. Place the new drum cartridge in the machine that follows the guides with the side marked front that faces the front.

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

11. To protect other drums from the light, close the drum drawer immediately.

12. Return the Release Handle to its original position.

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

14. For recycling, insert the used drum cartridge into an empty container.

Replacing the Charge Corotron

1. Ensure that the machine has stopped running, and open the Front Door.

2. Pull down the R1-R4 handle.

3. Raise the release handle.

4. Open the packaging for the new charge corotron and place gently the new charge corotron on a flat surface near the machine.

    📝 **Note:** Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than 2 minutes. Image quality can deteriorate when the drum cartridges are exposed to light.

5. Open the drum drawer.
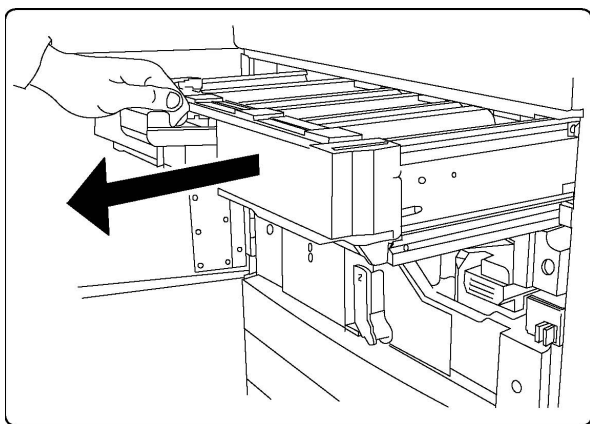
6. Grasp both of the amber-gold colored casings on the old charge corotron and push toward the back of the machine. You hear a clicking noise that indicates that it is being released.

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

8. Lower the new charge corotron gently into the machine straight down, and not at an angle.

9. Grasp the amber-gold colored casings on the new charge corotron and pull toward the front of the machine until you hear a clicking noise to indicate that the charge corotron is in place.

10. Push in the drum drawer completely. Return the release handle to its original position.

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

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

Recycling Supplies

For information on Xerox supplies recycling programs, go to www.xerox.com/gwa. Some routine maintenance items come with a prepaid return label. Use it to return used components in their original boxes for recycling.

6

Troubleshooting

This chapter contains:

General Troubleshooting

This section contains procedures to help you locate and resolve problems. To resolve some problems, simply restart the printer.

If the problem is not resolved by restarting the printer, refer to Printer Does Not Turn On that best describes the problem.

Printer Does Not Turn On

Probable Causes	Solutions
The power switch is not correctly turned on.	Turn off the printer using the power switch visible on the Control Panel. Wait two minutes, then turn on the printer. Ensure that the main power switch behind the front cover of the printer is in the On position.
The power cord is not correctly plugged into the outlet.	Turn off the printer, and plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	Plug another electrical appliance into the outlet and see whether it operates properly. Try a different outlet.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications.

⚠ **Caution:** Plug the three-wire power cord with grounding prong, directly into a grounded AC outlet only. Do not use a power strip. If necessary, contact a licensed electrician to install a properly grounded outlet.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower mode (for example, heavyweight stock).	It takes more time to print with special media. Ensure that the media type is set properly in the printer driver and at the printer Control Panel.
The printer is in power-saving mode.	It takes time for printing to start in power-saving mode.
The job is complex.	Wait. No action needed.

Printer Resets or Turns Off Frequently

Probable Causes	Solutions
The power cord is not plugged into the outlet correctly.	Turn off the printer, confirm that the power cord is correctly plugged into the printer and the outlet, then turn on the printer.
A system error occurred.	Contact your local Xerox service representative with the fault information. Check the fault history. For details, refer to Control Panel Messages.

2-Sided Printing Problems

Probable Causes	Solutions
Media or settings are not correct.	Ensure that you use the correct media. For details, refer to Supported Media. Envelopes, labels, gloss, and extra heavyweight stock cannot be used for 2-Sided Printing. In the print driver, choose 2-Sided Printing.

Scanner Error

Probable Causes	Solutions
Scanner is not communicating.	Power off the printer using the power button visible on the right side of the printer top panel. Wait two minutes, then power the printer on. Ensure that the main power switch behind the front cover of the printer is in the On position.

Paper Jams

The printer is designed to function with minimal paper jams using Xerox-accepted media types only. Other media types cause more frequent paper jams. If accepted media is jamming frequently in one area, that area to be cleaned or repaired.

Minimizing Paper Jams

The printer is designed to function with minimal paper jams using Xerox® supported paper. Other paper types can cause jams.

Adhere to the following:

- If supported paper jams frequently in one area, clean that area of the paper path.
- To avoid damage, always remove jammed paper carefully without tearing it. Try to remove the paper in the same direction in which it normally moves through the printer. Even a small piece of paper left in the printer can cause a jam.
- Do not reload paper that has jammed.

The following can cause paper jams:

- Selection of the incorrect paper type in the print driver.
- Usage of damaged paper.
- Usage of unsupported paper.
- Load the paper incorrectly.
- Overfill the tray.
- Adjust the paper guides improperly.

The following simple set of rules prevents most of the jams:

- Use only supported paper. For details, refer to the Recommended Media list at www.xerox.com/printer-supplies/recommended-paper/enus.html.
- Follow proper paper handling and loading techniques.
- Always use clean, undamaged paper.

The Printer Pulls Multiple Sheets Together

Probable Cause	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past the fill line.
The front edges of the paper are not even.	Remove the media, align the front edges, then reload it.
The media is moist from humidity.	Remove the media from the tray, and replace it with new dry media.
Too much static electricity is present.	Try a new ream of paper.
Unsupported media.	Use only Xerox-approved media. Refer to Accepted Media.
Humidity is too high for coated paper.	Feed the paper one sheet at a time.

Paper Jam Message Stays On

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the media path and ensure that you have removed the jammed paper.

Media Misfeeds

The following table lists solutions to paper jams in the 2–sided unit, document feeder, and paper trays.

Probable Causes	Solutions
Unaccepted media of the wrong size, thickness, or type is in use.	Do not use unaccepted media. Use only Xerox-approved media. For details, refer to Accepted Media. Recheck the paper path inside the module and remove all jammed paper. Ensure that you do not have mixed media types in the tray. Do not print envelopes, labels, extra heavyweight, or gloss paper 2–sided.
Warped or wrinkled media is loaded in the tray. The media is moist from humidity.	Remove the media, smooth it out, and reload it. If it still misfeeds, do not use that media. Remove the moist media and replace it with new, dry media.
The documents loaded in the document feeder exceed the maximum capacity allowed.	Place fewer documents in the document feeder.
The document feeder guides are adjusted improperly.	Ensure the media guides fit snugly against the media loaded in the document feeder.
The media is not correctly positioned in the tray	Remove the misfed media and reposition the media properly in the tray. Ensure that the media guides in the tray are set correctly.
The number of sheets in the tray exceeds the maximum capacity allowed.	Remove the excess paper and load paper below the fill line.
The media guides are not correctly adjusted to the media size.	Adjust the media guides in the tray to match the size of the media.
The label sheet is facing the wrong way in the tray.	Load the label sheets according to the instructions of the manufacturer.
Envelopes are facing the wrong way in Tray 5 (Bypass).	Load the envelopes facedown in Tray 5 (Bypass) with the flaps closed, on the leading edge.

Clearing Paper Jams

When a jam occurs, the control panel touch screen displays an animated graphic that shows the location of the jam.

To avoid damage, always remove misfed media gently, without tearing it. Try to remove the paper in the direction that the paper would feed normally. Any piece of media left in the printer, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

✎ **Note:** The printed side of jammed pages can smudge, and the toner may stick to your hands. Do not touch the printed side of the media when removing it. Ensure not to spill any toner inside the printer.

⚠ **WARNING:** If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

Clearing Paper Jams from Tray 1, Tray 2, Tray 3, or Tray 4

1. Pull out the tray toward you until it stops.

2. Remove the paper from the tray.
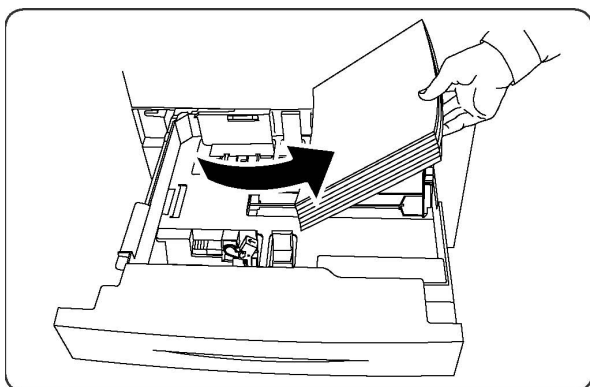
3. If the paper is torn, remove the tray completely and check inside the printer for torn pieces of paper.

4. Reload the tray with undamaged paper, then push the tray in until it stops.

5. On the printer touch screen, touch **Confirm**.

Clearing Paper Jams from Tray 5 (Bypass)

1. Remove the jammed paper from the tray. Ensure that there are no sheets of paper in the paper feed entrance area where the tray connects to the printer.

2. If the paper is torn, check inside the printer for torn pieces of paper.

3. Reload the tray with an undamaged paper. The leading edge of the paper touches lightly the paper feed entrance.

4. On the printer touch screen, touch **Confirm**.

Clearing Paper Jams in Document Feeder

1. Open the Document Feeder top cover until it comes to a stop.

2. Open the left cover until it comes to a stop.

3. If the document is not caught in the document feeder, pull out the document.

4. Close the top cover until it clicks into place.

5. Close the left cover until it clicks into place.

6. If the document cannot be found, raise the Document Feeder slowly.

7. Gently return the Document Feeder Tray to its original position.

Clearing Paper Jams in the High Capacity Feeder

1. Open Tray 6 and remove any jammed paper.

2. If paper is torn, check for any torn pieces of paper inside the machine.

3. Gently close Tray 6.

4. Gently move Tray 6 to the left until it stops.

5. Open the Tray 6 top cover and remove any jammed paper.

6. Close the Tray 6 top cover and gently move Tray 6 to its original position.

Clearing Paper Jams in the Oversized High Capacity Feeder

1. Open the tray where the paper jam occurred.

2. Remove the visible jammed paper.

3. If paper is torn, check for any torn pieces of paper inside the machine.

4. Gently close the tray.

Clearing Paper Jams in the Fuser

1. Open the bottom-right cover and tear off the Lead Edge from any jammed sheet. Also, clear any jammed sheets from the Tray 5 (Bypass) feeder. Then, open the front cover.

2. Turn Handle 2 to the right until it is in the horizontal position, then pull out the Transfer Module.

   Note: Never touch a labeled area, found on the fuser or nearby, indicating High Temperature and Caution. You might get burnt.

3. Remove the visible jammed paper.

4. If paper is torn, check for any torn pieces of paper inside the machine.

5. Move Handle 2a to the right and remove any jammed paper.

6. Pull down Handle 2b and remove the jammed paper.

7. Return Handle 2a and Handle 2b to their original position.

8. Push in the Transfer Module completely and turn Handle 2 to the left.
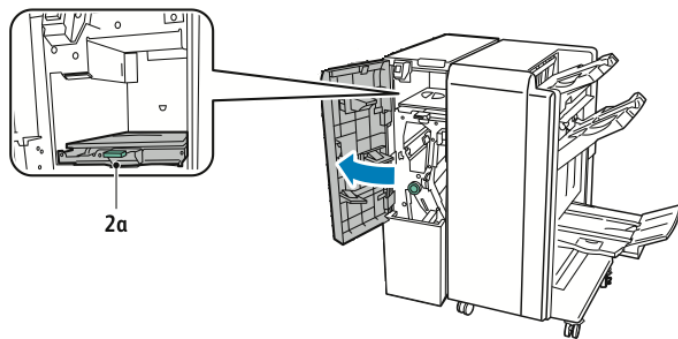
9. Close the front cover.

Clearing Jams in the C/Z Folder
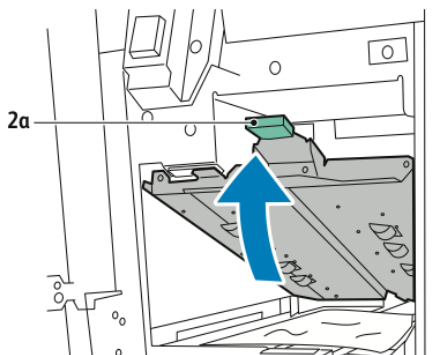
Clearing Jams at 2a in the C/Z Folder

To clear jams at 2a in the C/Z Folder:

1. Open the front door of the C/Z Folder.
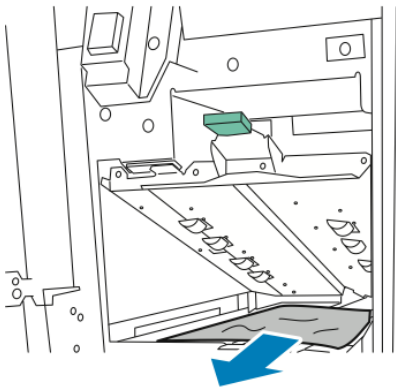

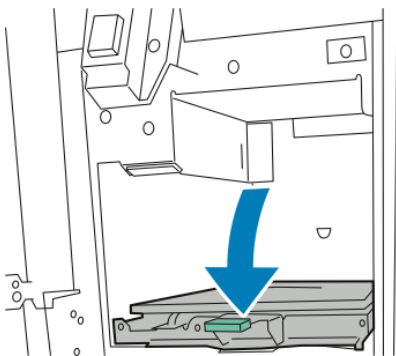2. Lift the green handle **2a**.

3. Remove the paper carefully.

    📝 **Note:** If the paper is torn, remove all torn pieces from the folder.
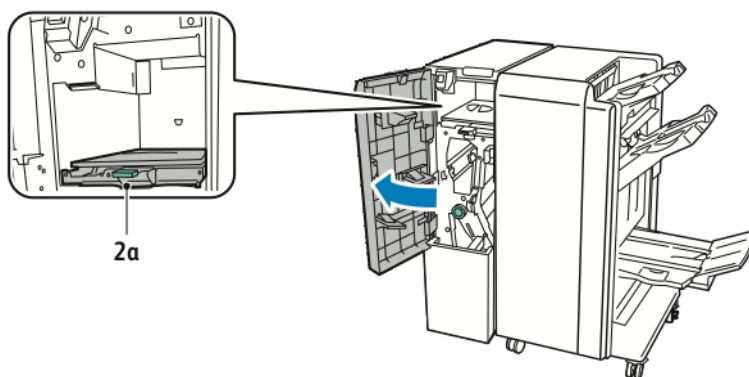
4. Return green handle **2a** to its original position.

5. Close the front door of the C/Z Folder.
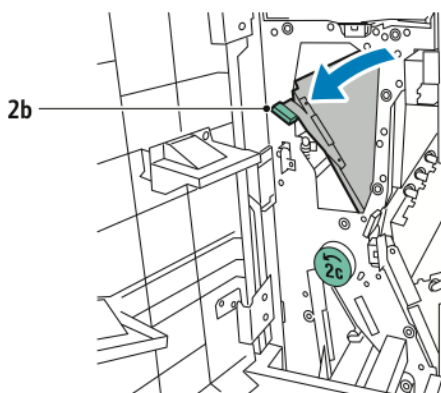
Clearing Jams at 2b in the C/Z Folder

To clear jams at 2b in the C/Z Folder:
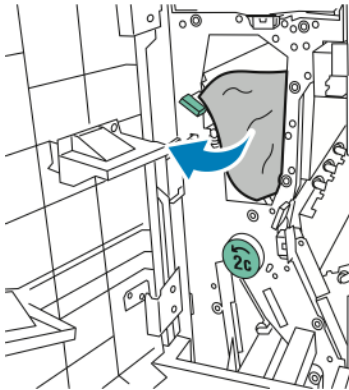
1. Open the front door of the C/Z Folder.

2. Move green lever **2b** to the left.

3. Remove the paper carefully.

   ✎ **Note:** If the paper is torn, remove all torn pieces from the folder.

4. Return lever **2b** to its original position.

5. Close the front door of the C/Z Folder.

Clearing Jams at 2e in the C/Z Folder

To clear jams at 2e in the C/Z Folder:

1. To access lever **2e**, open the front door of the C/Z Folder and then open the Folder tray **2d**.
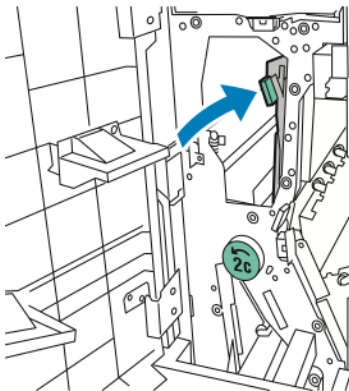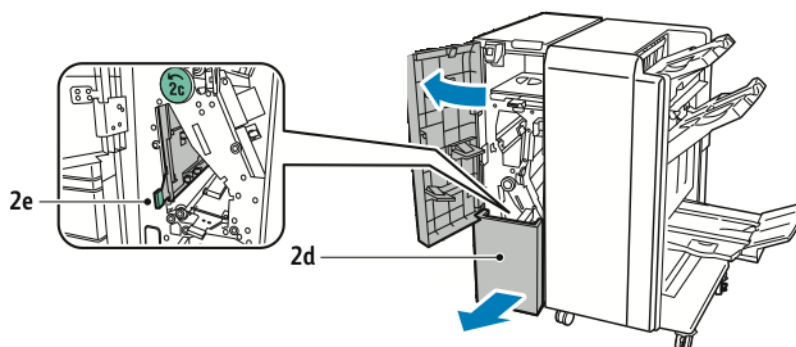
2. Move green lever **2e** to the right.

3. Remove the paper carefully.

> 🖉 **Note:** If the paper is torn, remove all torn pieces from the folder.

4. Return green lever **2e** to its original position.

5. Close the Folder tray, and then close the front door of the C/Z Folder.

Clearing Jams at 2f in the C/Z Folder

To clear jams at 2f in the C/Z Folder:

Troubleshooting

1. To access lever **2f**, open the front door of the C/Z Folder and then open the Folder tray **2d**.

2. Move green lever **2f** to the right.
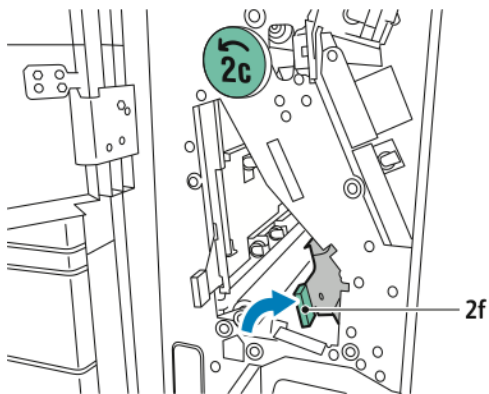
3. Remove the paper carefully.

   📝 **Note:** If the paper is torn, remove all torn pieces from the folder.
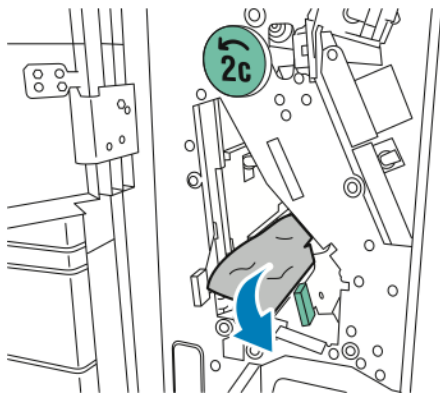
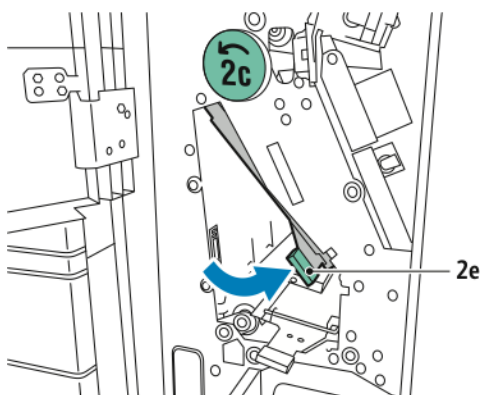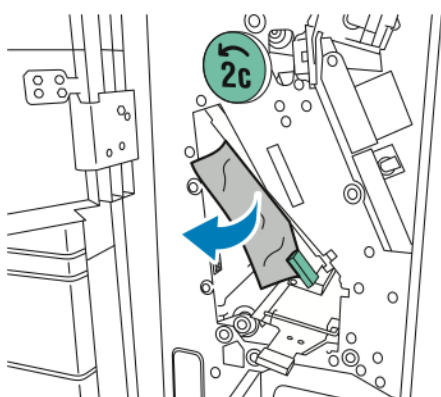4. Return green lever **2f** to its original position.
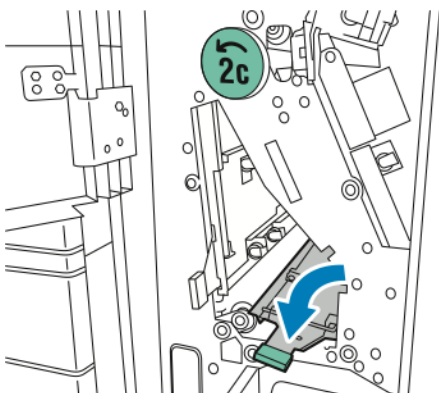
5. Close the folder tray, and then close the front door of the C/Z Folder.

Clearing Jams at 2g in the C/Z Folder

To clear jams at 2g in the C/Z Folder:

1. Open the front door of the C/Z Folder.
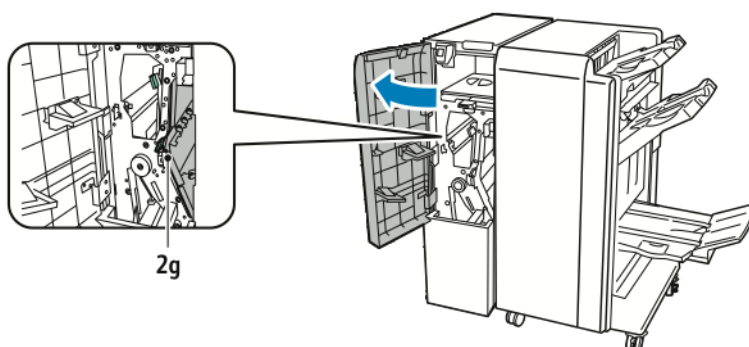
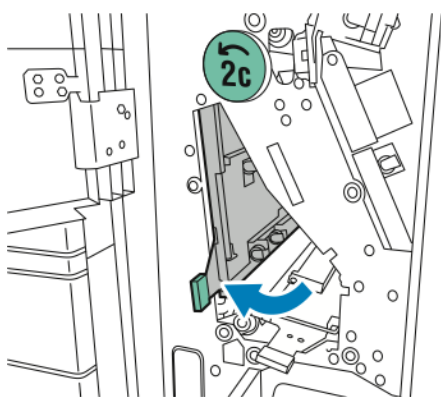2. Move green lever **2g** to the right.
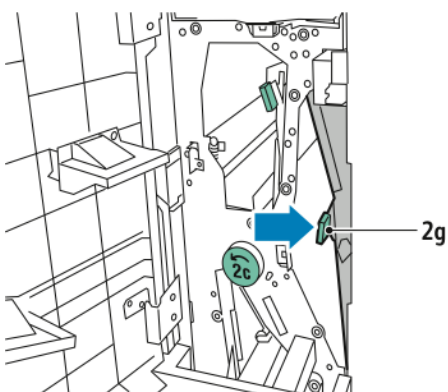
3. Remove the paper carefully.

   📝 **Note:** If the paper is torn, remove all torn pieces from the folder.

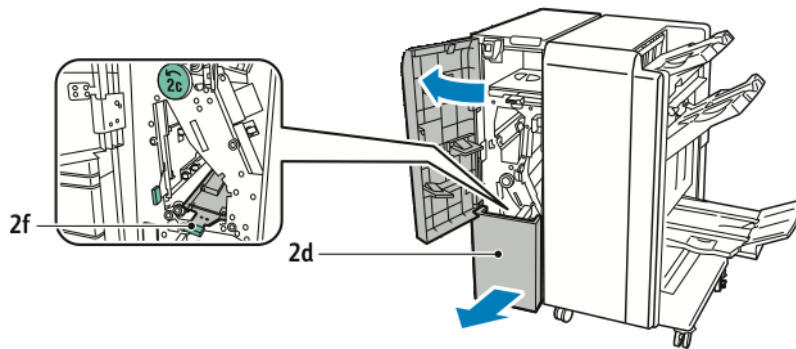4. Return green lever **2g** to its original position.
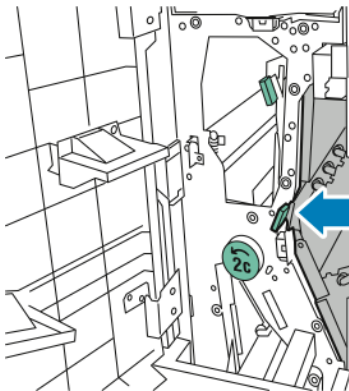
5. Close the front door of the C/Z Folder.

Print Quality Problems

⚠ **Caution:** The Xerox Warranty, Service Agreement, or Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage varies outside these areas; please contact your local representative for details.

🖉 **Note:** To ensure print quality, toner and print cartridges for many models of equipment are designed to cease functioning at a predetermined point.

🖉 **Note:** Grayscale images printed with the composite black setting count as color pages, because color consumables are used. This is the default setting on most printers.

Copy and Scan Problems

When the copy or scan quality is poor, select the closest symptom from the following table to correct the problem.

If the copy quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Symptom	Solution
Lines or streaks only present in copies made from the document feeder.	There is debris on the document glass. When you scan, the paper from the document feeder passes over the debris that creates lines or streaks. Clean all glass surfaces with a lint free cloth.
Spots present in copies taken from the document glass.	There is debris on the document glass. When you scan, the debris creates a spot on the image. Clean all glass surfaces with a lint free cloth.
The reverse side of the original shows on the copy or scan.	Copy: Turn on Background Suppression. Scan: Turn on Background Suppression.
Image is too light or dark.	Copy: Use the Image Quality settings to lighten, darken, or adjust contrast. Scan: Use the Advanced Settings tab to lighten, darken, or adjust contrast.
Colors are off.	Copy: Use the Image Quality settings to adjust color balance. Scan: Confirm that the correct Original Type is set.

Fax Problems

If a fax cannot be sent or received correctly, refer to the following table, then perform the indicated operation. If a fax still cannot be sent or received correctly, even after you perform the described operations, contact your service representative.

Problems Sending Faxes

Symptom	Cause	Solution
The document is not scanned using the document feeder.	The document is too thick, too thin, or too small.	Use the document glass to send the fax.
The document is scanned at an angle.	The document feeder guides are not adjusted to the width of the document.	Adjust the document feeder guides to fit the width of the document.
The recipient fax received is blurry.	The document is positioned incorrectly.	Position the document correctly.
	The document glass is dirty.	Clean the document glass.
	The text in the document is too faint.	Adjust the resolution. Adjust the contrast.
	There is a problem with the telephone connection.	Check the telephone line, then send the fax again.
	There is a problem with the fax machine of the caller.	Make a copy to check that the printer is operating correctly. Then, if the copy was printed correctly, have the recipient check the condition of their fax machine.
The recipient fax received is blank.	The document was loaded incorrectly.	In document feeder, place the document to be faxed face up. In document glass, place the document to be faxed face down.
Fax was not transmitted.	The fax number is wrong.	Check the fax number.
	The telephone line is connected incorrectly.	Check the telephone line connection. If it is disconnected, connect it.
	There is a problem with the fax machine of the recipient.	Contact the recipient.

Problems Receiving Faxes

Symptom	Cause	Solution
The received fax is blank.	There is a problem with the telephone connection or with the fax machine of the caller.	Check that the printer can make clean copies. If it can, have the caller send the fax again.

Symptom	Cause	Solution
	The sender loads the pages incorrectly.	Contact the sender.
The printer answers the call, but does not accept incoming data.	Not enough memory.	If the job contains several graphics, the printer does not have enough memory. If memory is low, the printer does not answer. Delete stored documents and jobs and wait for the existing job to complete. This increases available memory.
The received fax size is reduced.	The paper supply in the printer does not match the document size sent.	Confirm the original size of the documents. Documents are reduced based on the available paper supply in the printer.
Faxes cannot be received automatically.	The printer is set to receive faxes manually.	Set the printer to an automatic reception.
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	The telephone line is connected incorrectly.	Check the telephone line connection. If it is disconnected, connect it.
	There is a problem with the fax machine of the sender.	Make a copy to check that the printer is operating correctly. If the copy was printed correctly, have the recipient check the condition of the fax machine.

Getting Help

The Control Panel touch screen provides information and troubleshooting help. When an error or warning condition occurs, the touch screen displays a message. The touch screen also displays an animated graphic that shows the location of the problem, such as the location of a paper jam.

Problems which prevent the full operation of the printer have associated fault codes. These codes help pinpoint the specific subsystem with the problem. Current faults and fault history can be retrieved at any time.

To see a list of the fault messages that appear on the printer:

1. Press the **Machine Status** button.

2. On the control panel touch screen, touch the **Faults** tab.

3. Touch **Current Faults**, **Current Messages**, or **Fault History**.

4. Touch **Close**.

Locating the Serial Number

When you order supplies or contact Xerox for assistance, you are asked to provide the serial number of the printer.

View the printer serial number from the touch screen of the printer:

1. Press the **Machine Status** button.

   The Machine Information tab appears.

2. Notice the serial number at the left of the Machine Information screen.
   If the serial number is not read from the touch screen of the printer, it is also found on the machine frame inside the lower left cover of the printer or inside the front door.

Control Panel Messages

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality. The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel touch screen displays a message that informs you of the problem. Often, the touch screen also displays an animated graphic that shows the location of the problem, such as the location of a paper jam.

Alerts

Alerts provide messages and instructions to help solve problems. Alerts are viewed on:

• The **Status** page in the CentreWare Internet Services.

• All tabs in the printer driver Properties window. For a detailed status information, click **More Status**.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve the printer problems. You can find solutions for problems with print quality, copy quality,

media jams, software installation, and more. To access the Online Support Assistant, go to www.xerox.com/support.

Web Resources

Xerox provides several websites that offer additional help.

Resource	Link
Technical support information for the printer includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, and more.	To access the Online Support Assistant, go to www.support.xerox.com/support and enter `Xerox Color EC70 Printer` in the **Search** or **Choose** field.
Supplies for the printer	http://www.xerox.com/printer-supplies/enus.html
A resource for tools and information, such as printing templates, helpful tips, and customized features to meet the individual needs.	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials.	www.xerox.com/msds (U.S. and Canada)
Information about recycling supplies	www.xerox.com/gwa
Information about recycling the printer	www.xerox.com/gwa (U.S. and Canada)

A

Specifications

This appendix contains:

Printer Configurations

Printer Model and Configuration	Description
The Xerox® Color 70	This printer model prints at speeds of up to 75 ppm for Black and white, and up to 70 ppm for color

Standard Features

- Copy, print, mobile print
- Standard fax, Internet fax
- Scan to PC, USB, or email
- Network Accounting
- Single-pass, duplex automatic document feeder
- 2400 x 2400 dpi resolution
- Automatic 2-sided printing
- Integrated scanner
- Standard paper capacity (Trays 4 and 5 (Bypass)): 3260 sheets
- Color touch screen on integrated Control Panel
- Xerox® Extensible Interface Platform to connect to third-party software from the touch screen
- Foreign Device Interface
- PDL Support for PCL 5 and PCL 6
- Support for Ethernet 10/100BaseTX connection
- Support for coated and uncoated stock, up to 300 g/m² (110 lb. cover)
- Paper Catalog for stock type selection

Physical Specifications

This section contains some sample specifications of representative printer or finisher input or output configurations available with this printer. It does not include the specific configuration.

Base Unit

Measurement and Description	Unit	Unit
Width, no trays installed	24.41 in.	620 mm
Width, with Tray 5 and OCT	61.96 in.	1573.8 mm
Depth	32 in.	804 mm
Height to top of Document Feeder	45.43 in.	1153.9 mm
Height to top of Control Panel	54.72 in.	1390 mm
Weight	544 lb.	247 kg

Base Unit, High Capacity Feeder, Interface Module, and Standard Finisher

Measurement and Description	Unit	Unit
Width	97.7 in.	2481 mm
Depth	32 in.	804 mm
Weight	969.3 lb.	440.6 kg

Base Unit and Business Ready Finisher and Booklet Maker with a 2-Tray Oversized High Capacity Feeder

Measurement and Description	Unit	Unit
Width of all components	105 in.	2567 mm
Depth	32 in.	807 mm
Weight	1133 lb.	515.1 kg

Environmental Specifications

Temperature and Relative Humidity

- **Operating Temperature**: 10–28˚ C (50–83˚ F). When the humidity is 85 %, ensure that the temperature is 28˚ C (83˚ F) or below.

- **Operating Relative Humidity**: 15–85 %. When the temperature is 32˚ C (90˚ F), ensure that the humidity is 62.5 % or below.

Electrical Specifications

For North America:

- 110–127 VAC +10/-6 %

- Power Consumption 1.936 kVA or less

- Frequency 50/60 (Hz) +/- 3 %

- Receptacle NEMA Number 5–20R

- Cycles 60 Hz

This is an ENERGY STAR qualified product.

Performance Specifications

Resolution

Maximum Resolution: 600 x 600 dpi

Print Speed

Maximum print speeds vary by printer model and whether you are printing color pages or black and white pages.

Xerox® Color C70:

- Color: 70 ppm

- Black and White: 75 ppm

Regulatory Information

This appendix contains:

Basic Regulations

Xerox has tested this printer to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this printer in a typical office environment.

United States FCC Regulations

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 a reasonable protection against a harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy. If the equipment is not installed and used in accordance with these instructions, it can cause a harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause a harmful interference. Users are required to correct the interference at their own expense.

If this equipment does cause a harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio or TV technician for help.

Changes or modifications to this equipment not approved by Xerox can void the authority of the user to operate this equipment.

⚠️ **WARNING:** To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada

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.

Certifications in Europe

The CE mark applied to this equipment symbolizes a declaration of conformity by Xerox with the following applicable Directives of the European Union as of the dates indicated:

December 12, 2006 Council Directive 2006/95/EC as amended. This is a directive on the approximation of the laws of the member states related to low voltage equipment.

December 15, 2004 Council Directive 2004/108/EC as amended. This directive is an approximation of the laws of the member states related to electromagnetic compatibility.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your authorized local dealer.

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

External radiation from Industrial, Scientific, and Medical (ISM) equipment can interfere with the operation of this Xerox® device. If external radiation from ISM equipment interferes this device, contact your Xerox® representative for assistance.

This is a class A product. In a domestic environment, this product can cause radio frequency interference, in which case the user can be required to take adequate measures.

Shielded cables must be used with this equipment to maintain compliance with Council Directive 2004/108/EC.

European Union Lot 4 Imaging Equipment Agreement Environmental Information

Environmental Information Providing Environmental Solutions and Reducing Cost

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria:

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute.

- Standard color format products with a maximum speed less than 51 A4 images per minute

Environmental Benefits of Duplex Printing

Most Xerox® printers have duplex printing, also known as 2-sided printing, capability. Duplex printing enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that, on models greater than or equal to 40-ppm color or greater than or equal to 45-ppm black and white, the duplex function is enabled automatically during setup and print driver installation. Some Xerox® models below these speed bands can have 2-sided printing enabled by default at the time of installation. If you continue to use the duplex function, it reduces the environmental impact of your work. However, if you require 1-sided printing, you can change the print settings in the print driver.

Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN12281 or a similar quality standard. Lighter weight paper (60 g/m²), which contains less raw material and thus save resources per print, can be used in certain applications. We encourage you to check if this is suitable for your printing needs.

ENERGY STAR

The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found at the following website: www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=IEQ.

The ENERGY STAR and ENERGY STAR mark are registered United States trademarks. The ENERGY STAR Imaging Equipment Program is a team effort between United States, European Union, and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction printers, 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.

Power Consumption and Energy Saver Activation Time

The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs.

After the last print, the device switches to Ready mode. In this mode, the device can print again immediately. If the device is not used for an interval of time, the device switches to Energy Saver mode. In Energy Saver mode, only essential functions remain active, which permits reduced product power consumption.

The product takes slightly longer to produce the first print after it exits Energy Saver mode than it takes in Ready mode. This delay is the result of the system waking up from Energy Saver mode and is typical of most imaging products on the market.

Before you turn off Energy Saver mode or set a long activation time, consider the increase in product power consumption.

Before you turn off Energy Saver mode or set a long activation time, consider the increase in product power consumption.

To learn more about Xerox participation in sustainability initiatives, go to www.xerox.com/about-xerox/environment/enus.html.

Default Energy Saver Settings for Product

The printer is ENERGY STAR® qualified under the ENERGY STAR Program Requirements for Imaging Equipment. The transition time from Standby to Energy Saver mode, which can be up to 240 minutes, is set to a default value of 1 minute. The transition time from Energy Saver mode to Sleep, which can be up to 240 minutes, is set to a default value of 1 minute. The transition time from Standby to Sleep for this printer can be up to 480 minutes.

To configure settings, refer to Setting Power Saver Mode in the *System Administrator Guide*.

Germany

Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Lärmemission

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Importeur

Xerox GmbH

Hellersbergstraße 2-4

41460 Neuss

Deutschland

Turkey RoHS Regulation

In compliance with Article 7 (d), we hereby certify "it is in compliance with the EEE regulation."

"EEE yönetmeliðine uygundur."

Eurasian Economic Community Certification

Russia, Belarus, and Kazakhstan are working to establish a common customs union, the Eurasian Economic Community, or EurAsEC. The Eurasian Economic Community members anticipate sharing a common regulatory scheme and common EurAsEC certification mark, the EAC Mark.

Wireless Compliance

This product generates 13.56 MHz using an Inductive Loop System as a Radio Frequency Identification Device (RFID). This RFID device complies with the requirements specified in FCC Part 15, Industry Canada RSS-210, European Council Directive 99/5/EC, and all applicable local laws and regulations.

Operation of this device is subject to the following two conditions:

* This device may not cause harmful interference.
* This device must accept any interference received, including interference that may cause undesired operation.

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

Labeling Requirements

United States

Radio Frequency Identification Device (RFID) manufacturer and model name must be listed on the RFID device.

European Union

A CE mark is required on the host product. A notified body number is required next to the CE mark in cases where a notified body was involved in the RFID approval process. Notified Body involvement is not mandatory.

Brazil

A Radio Frequency Identification Device model name must be listed on the device.

Copy Regulations

United States

Congress, 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. Obligations or Securities of the United States Government, such as:

   - Certificates of Indebtedness.
   - National Bank Currency.
   - Coupons from Bonds.
   - Federal Reserve Bank Notes.
   - Silver Certificates.
   - Gold Certificates.
   - United States Bonds.
   - Treasury Notes.
   - Federal Reserve Notes.
   - Fractional Notes.
   - Certificates of Deposit.
   - Paper Money.
   - Bonds and Obligations of certain agencies of the government, such as FHA and so on.
   - Bonds. United States Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.
   - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled 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 in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
   - Postal Money Orders.
   - Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.
   - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
   - Adjusted Compensation Certificates for Veterans of the World Wars.

2. Obligations or Securities of any Foreign Government, Bank, or Corporation.

3. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.

5. Passports. Foreign Passports may be photographed.

6. Immigration papers.

7. Draft Registration Cards.

8. Selective Service Induction papers that bear any of the following Registrant's information:

   - Earnings or Income.

   - Court Record.

   - Physical or mental condition.

   - Dependency Status.

   - Previous military service.

     Exception: United States military discharge certificates may be photographed.

9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, and so on (unless photograph is ordered by the head of such department or bureau).

Reproducing the following is also prohibited in certain states:

- Automobile Licenses.

- Drivers' Licenses.

- Automobile Certificates of Title.

The preceding list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

For more information about these provisions contact the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

Canada

Parliament, by stature, 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.

- Current bank notes or current paper money

- Obligations or securities of a government or bank

- Exchequer bill paper or revenue paper

- 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

- Proclamations, orders, regulations, or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province)

- 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

- 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
- 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
- Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner

This 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.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

United States

Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date, and time it is sent and an identification of the business or other entity, or other individual that sends the message and the telephone number of the sending machine or such business, other entity, or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.

For instructions on programming the Fax Send Header information, refer to the Setting Transmission Defaults section in the *System Administrator Guide*.

Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It connects to a compatible modular jack that is also compliant. For details, refer to the installation instructions.

You can safely connect the printer to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that can be connected to a telephone line. Excessive RENs on a telephone line could result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that can be connected to a line, as determined by the RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

To order the correct service from the local Telephone Company, you could also have to quote the codes in the following list:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y

⚠ **Caution:** Ask your local Telephone Company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

If this Xerox® equipment causes harm to the telephone network, the Telephone Company could temporarily discontinue service to the telephone line to which it is connected. If advance notice is not practical, the Telephone Company notifies you of the disconnection as soon as possible. If the Telephone Company interrupts your service, they can advise you of your right to file a complaint with the FCC if you believe that it is necessary.

The Telephone Company could change its facilities, equipment, operations, or procedures which could affect the operation of the equipment. If the Telephone Company changes something that affects the operation of the equipment, they should notify you in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this Xerox® equipment, please contact the appropriate service center for repair or warranty information. Contact information is contained in the Machine Status menu on the printer and in the back of the Troubleshooting section of the User Guide. If the equipment is causing harm to the telephone network, the Telephone Company may request you to disconnect the equipment until the problem is resolved.

Only a Xerox Service Representative or an authorized Xerox Service provider are authorized to make repairs to the printer. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

Your office could have specially wired alarm equipment connected to the telephone line. Make sure that the installation of this Xerox® equipment does not disable your alarm equipment.

If you have questions about what could disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

This product meets the applicable Industry Canada technical specifications.

A representative designated by the supplier should coordinate repairs to certified equipment. Repairs or alterations made by the user to this device, or device malfunctions, could cause the telecommunications company to request you to disconnect the equipment.

For user protection, make sure that the printer is properly grounded. The electrical ground connections of the power utility, telephone lines, and internal metallic water pipe systems, if present, must be connected together. This precaution could be vital in rural areas.

⚠ **WARNING:** Do not attempt to make such connections yourself. Contact the appropriate electric inspection authority, or electrician, to make the ground connection.

The REN assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface could consist of any combination of devices. The only limitation to the number of devices is the requirement that the sum of the RENs of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

Canada CS–03 Issue 9

This product has been tested to and is compliant with CS–03 issue 9.

European Union

Radio Equipment and Telecommunications Terminal Equipment Directive

This Xerox® device has been self-certified by Xerox® for pan-European single terminal connection to the analog public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

This device has been designed to work with the national public switched telephone networks and compatible PBX devices of the following countries:

Pan-European Analog PSTN andCompatible PBX Certifications		
Austria	Greece	Netherlands
Belgium	Hungary	Norway
Bulgaria	Iceland	Poland
Cyprus	Ireland	Portugal
Czech Republic	Italy	Romania
Denmark	Latvia	Slovakia
Estonia	Liechtenstein	Slovenia
Finland	Lithuania	Spain
France	Luxembourg	Sweden
Germany	Malta	United Kingdom

This product has been tested to and is compliant with TBR21 OR ES 103 021-1/2/3 or ES 203 021-1/2/3 technical specifications for terminal equipment for use on analog-switched telephone networks in the European Economic Area.

If you have problems with your product, contact your local Xerox representative. This product can be configured to be compatible with other country networks. Before reconnecting the device to a network in another country, contact your Xerox representative for assistance.

> **Note:** Although this product can use either loop disconnect (pulse) or DTMF tone signaling, Xerox recommends that you use DTMF signaling. DTMF signaling provides reliable and faster call setup.

> **Note:** Modification of this product, or connection to external control software or control apparatus not authorized by Xerox, invalidates its certification.

New Zealand

1. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, it does not provide any sort of warranty, and it does not imply that any Telepermitted product is compatible with all Telecom network services. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model.

   The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility for difficulties that arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, then arrange for its disposal or repair.

3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.

4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

5. Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and cause a false answer condition. If you encounter such problems, do not contact the Telecom Faults Service.

6. DTMF tones dialing is the preferred method because it is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.

   🖉 **Note:** No '111' or other calls can be made from this device during a mains power failure.

7. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

8. Some parameters required for compliance with Telecom Telepermit requirements are dependent on the equipment (computer) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom Specifications:
   - There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
   - The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

   For automatic calls to different numbers:

   The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than five seconds between the end of one call attempt and the beginning of another.

   For repeat calls to the same number:

   For automatic calls to different numbers:

   The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than five seconds between the end of one call attempt and the beginning of another.

9. For correct operation, total of the RNs of all devices connected to a single line at any time should not exceed five.

South Africa

This modem must be used in conjunction with an approved surge protection device.

Safety Certification

This device is certified by the following agencies using the following safety standards:

Agency	Standard
Underwriters Laboratories Inc. (US or Canada)	UL60950-1 (2007) 2nd EditionCSA 22.2 No. 60950-1-07 2nd Edition
Underwriters Laboratories Inc. (Europe)	IEC60950-1:2005 (2nd Edition) +A1:2009EN60950-1:2006 (2nd Edition) +A11:2009 +A1:2010+A12:2011 (CB Scheme)

Material Safety Data Sheets

For Material Safety Data information regarding your printer, go to:

- North America: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

C

Recycling and Disposal

This appendix contains:

All Countries

If you are managing the disposal of your Xerox product, please note that the printer may contain lead, mercury, 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. Perchlorate Material: This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please refer to www.dtsc.ca.gov/hazardouswaste/perchlorate.

North America

Xerox operates an equipment take-back and reuse/recycle program. Contact your Xerox representative (1-800-ASK-XEROX) to determine if this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment, or for recycling and disposal information, contact your local authorities.

European Union

Some equipment may be used in both domestic or household and professional or business application.

Domestic or Household Environment

Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional or Business Environment

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 reseller or Xerox representative for end of life take-back information.

Collection and Disposal of Equipment and Batteries

These symbols on the products and accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery, and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Disposal Outside of the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Battery Symbol

This wheeled bin symbol may be used in combination with a chemical symbol. Use of this symbol establishes compliance with the requirements set out by the Directive.

Battery Removal

Batteries should only be replaced by a manufacturer-approved service facility.

Other Countries

Please contact your local waste management authority to request disposal guidance.

D

Business Ready Finisher and Booklet Maker

This appendix contains:

Overview of Business Ready Finisher and Booklet Maker

The Business Ready finisher adds several professional-level finishing options to the printer while requiring minimal additional space to do so. The finisher is available with or without an optional booklet maker.

Business Ready Finisher

Business Ready Finisher with Booklet Maker

Identifying the Components
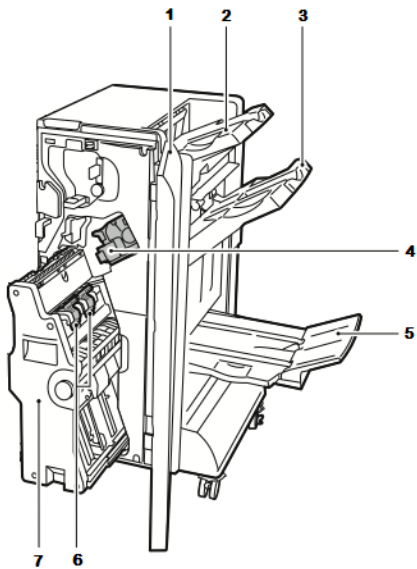
1. Finisher Front Cover
2. Right Top Tray
3. Right Middle Tray
4. Staple Cartridge

5. Booklet Maker Tray
6. Booklet Staple Unit
7. Booklet Maker Unit

Maintenance

Replacing Staples in the Main Stapler Unit

To replace staples in the main stapler unit:

1. Open the front door of the Business Ready finisher.

2. Hold the stapler assembly by the orange lever **R1** and push it to the right.
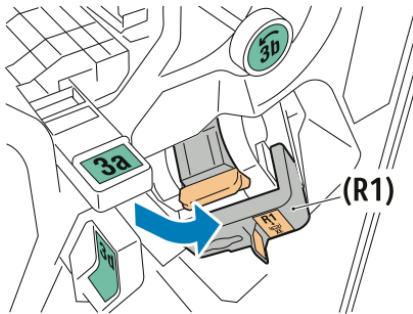
3. Grip the staple cartridge by the orange handle and pull it firmly toward you to remove it.
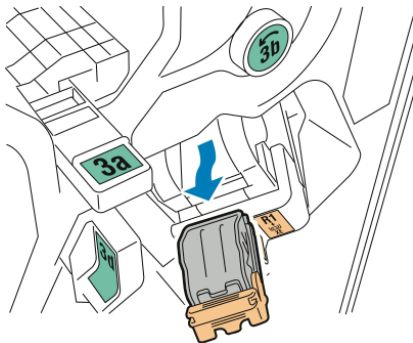
4. Pinch both sides of the staple refill **(1)** and remove it from the cartridge **(2)**.
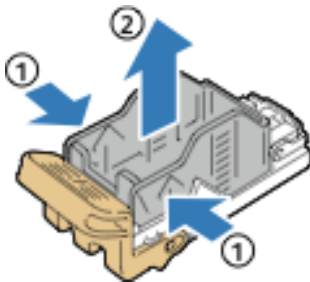
5. Insert the front side of the new staple refill into the staple cartridge **(1)**, then push the rear side into the cartridge **(2)**.
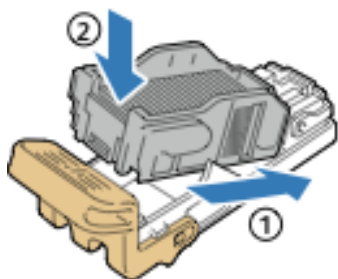
Replacing Staples in the Booklet Maker Component

To replace staples in the booklet maker component:

1. Open the front door of the Business Ready finisher.

2. Grasp the booklet maker handle and pull the unit toward you until the staple cartridges appear on the top edge of the device.
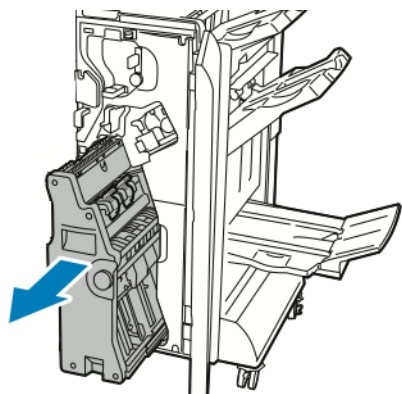
3. To remove the staple cartridge from the booklet maker, push down on the staple cartridge handle as shown, then pull the cartridge out and up.
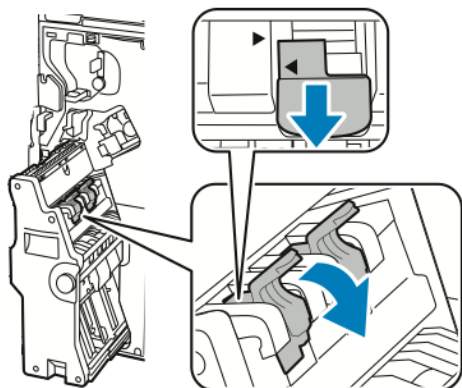
4. Turn the staple cartridge over.

5. To permit the staple cartridge handle to open out and away from the staple refill, press in the green tabs, then pull back the handle.
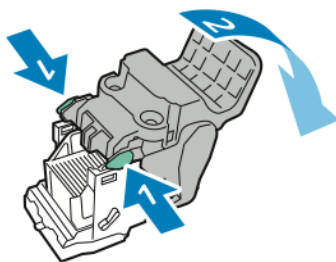
6. To remove the staple refill, press the rear of the refill container as shown.
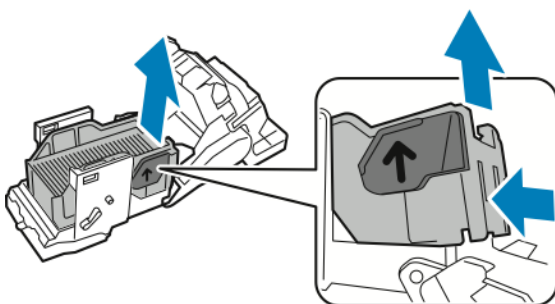
7. Replace the staple refill, then return the staple cartridge to the booklet maker.

Emptying the Hole Punch Waste Container

When the hole punch waste container is full, a message appears on the control panel.

✎ **Note:** Do not perform this procedure while the printer is copying or printing.

To empty the hole punch waste container:

1. Open the front door of the Business Ready finisher.

2. Remove the hole punch waste container from its slot near the top left of the finisher.
   • Wait 10 seconds before reinserting the container into the printer. The hole punch counter resets after 10 seconds.
   • If you remove the hole punch waste container before the device instructs you to, empty the container before you reinsert it into the finisher.
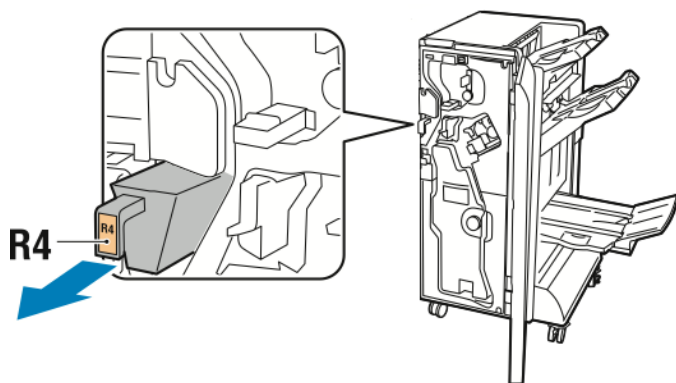
3.   Empty the container.
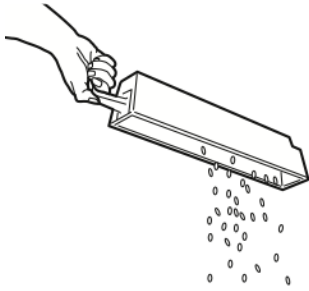
4.   Insert the container all the way into the finisher.
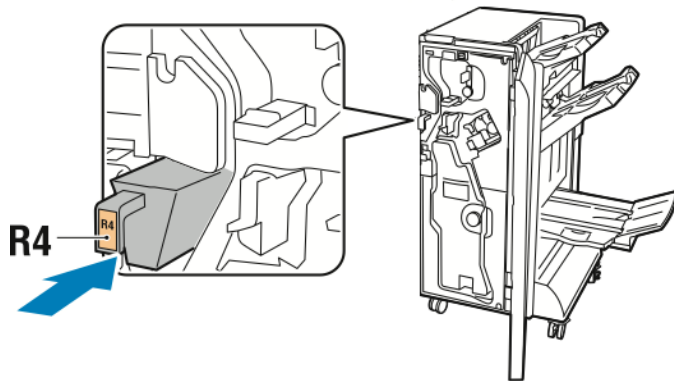
5.   Close the front door of the Business Ready finisher.

Troubleshooting

Clearing Jams in the Finisher at Position 3a

To clear jams at position 3a:

1. If the paper is visible at the output tray exit, remove the paper by pulling it gently in the direction shown.
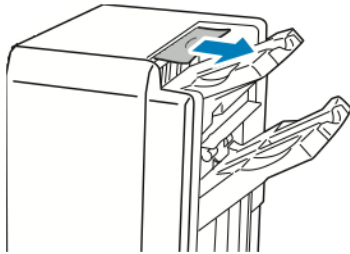
2. Open the front door of the Business Ready finisher.

3. Lift green handle **3a**.
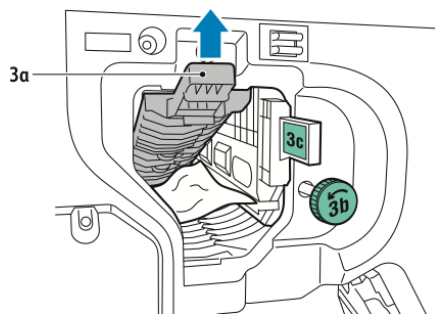
4. Carefully remove the paper.
    *   If the paper is torn, remove all torn pieces from the finisher.
    *   If the paper is inaccessible, or if the Control Panel prompts you to release the paper, turn green handle knob **3b** in the direction shown.
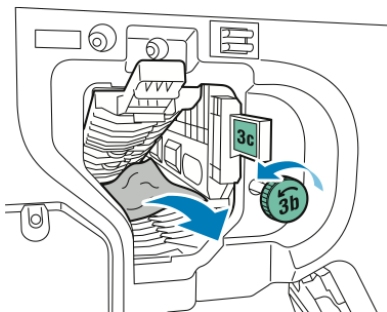
5. Return green handle **3a** to its original position.
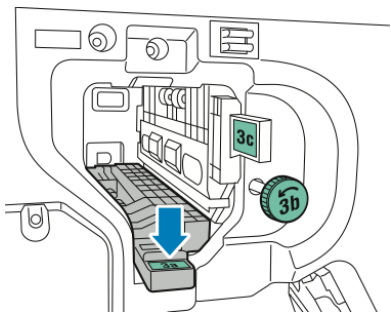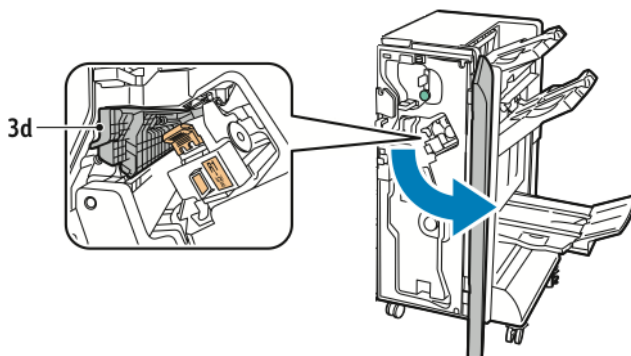

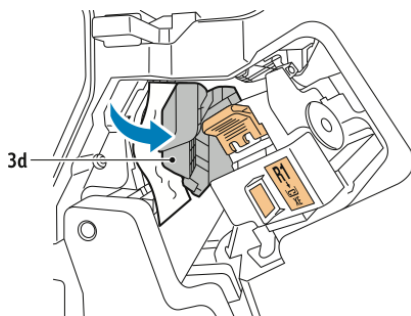6. Close the front door of the Business Ready finisher.

Clearing Jams in the Finisher at Position 3c

To clear jams at position 3c:

1. Open the front door of the Business Ready finisher.

2. Move green lever **3c** to the left.
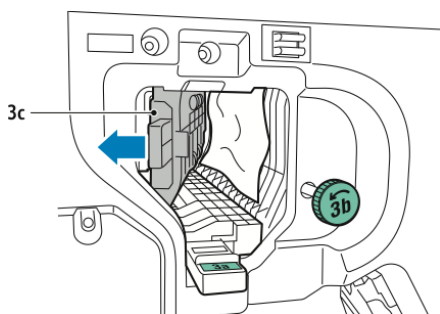
3. Carefully remove the paper.
   - If the paper is torn, remove all torn pieces from the finisher.
   - If the paper is inaccessible, or if the Control Panel prompts you to release the paper, turn green handle knob **3b** in the direction shown.
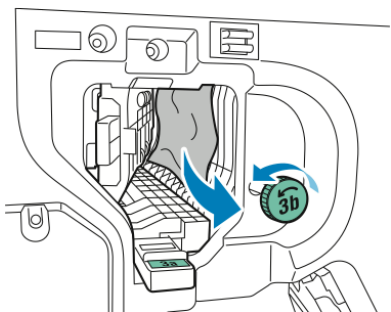
4. Return green lever **3c** to its original position.
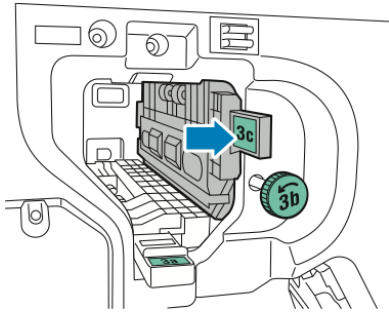
5. Close the front door of the Business Ready finisher.

Clearing Jams in the Finisher at Position 3d

To clear jams at position 3d:
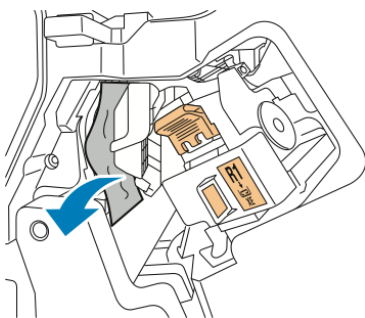
1. Open the front door of the finisher, and locate green lever **3d**.
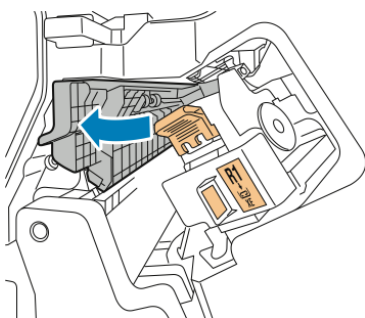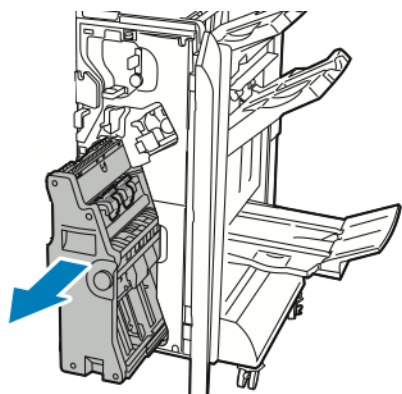

2. Move green lever **3d** to the right.

3. Carefully remove the paper.

🖉 **Note:** If the paper is torn, remove all small, torn paper pieces from the finisher.

4. Return green lever **3d** to its original position.

5. Close the front door of the Business Ready finisher.

Clearing Jams in the Finisher at Position 4

To clear jams at position 4:

1. Open the front door of the Business Ready finisher.

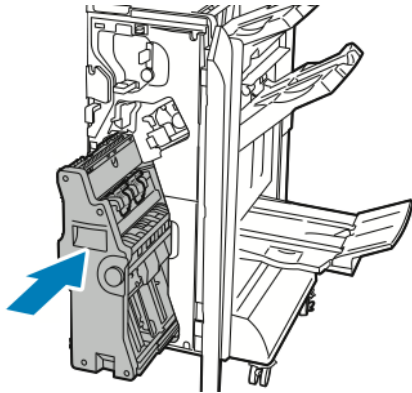2. Using the green handle, pull out unit **4** until it stops.

3. To remove the jammed paper, turn green knob **4** in either direction as shown.

🖉 **Note:** If the paper is torn, remove all small, torn paper pieces from the finisher.

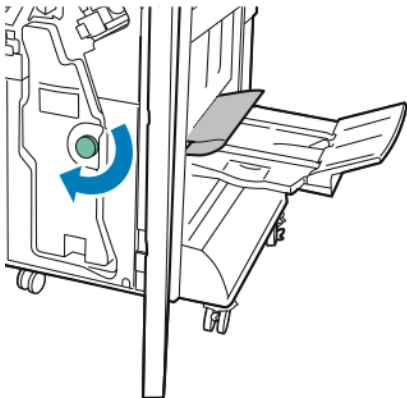4. Return unit **4** to its original position.

5. Close the front door of the Business Ready finisher.
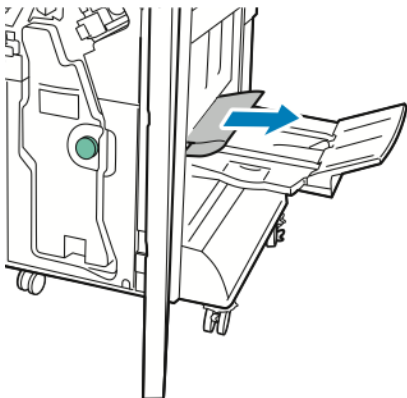
Clearing Jams in the Booklet Tray

To clear jams in the booklet tray:

1. Open the front door of the Business Ready finisher.

2. To release the jammed paper, turn green knob 4 in the direction shown.

3. To remove the paper, pull it in the direction shown.

    ✎   **Note:** If the paper is torn, remove all small, torn paper pieces from the finisher.

4. Close the front door of the Business Ready finisher.

Business Ready Finisher and Booklet Maker