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Quick Start Guide

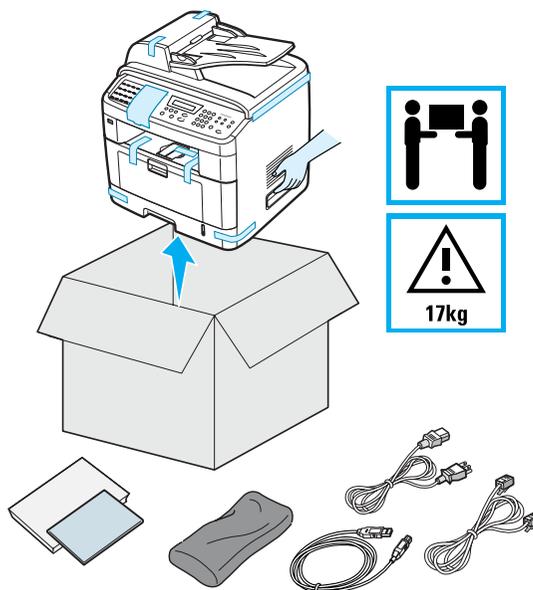


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Step 1: Unpacking

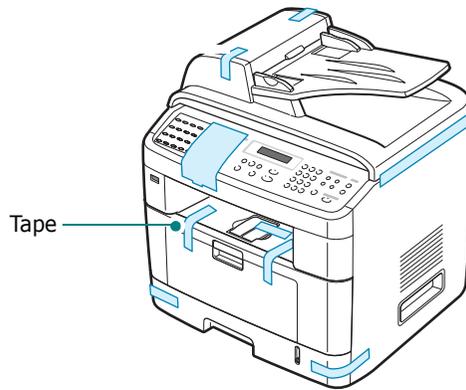
- 1 Remove the machine and all accessories from the packing carton. Make sure that the machine has been packed with the following items:



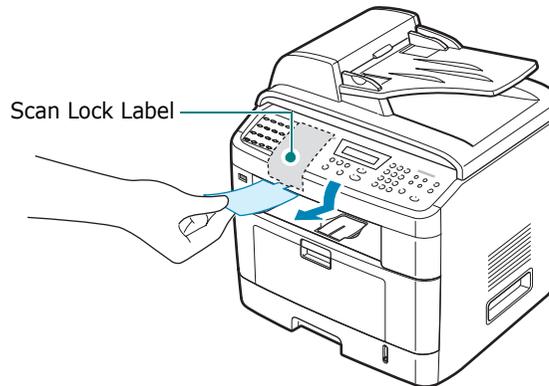
NOTES:

- The appearance of the power cord and the telephone line cord may differ depending on your country's specifications.
- The CD-ROMs contains the Xerox printer driver, Scan drivers, ControlCentre, the User's Guide, and the Adobe Acrobat Reader program.
- For the WorkCentre PE120i, the PS Driver CD-ROM is supplied with your machine.
- You should use the telephone line cord which is supplied with your machine. If you are replacing it with another vendor's, it should be AWG #26 or lower gauge.
- Power cord must be plugged into a grounded power socket.

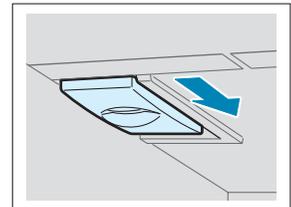
- 2 Remove the packing tape from the front, back, and sides of the machine.



- 3 Gently pull the scan lock label until it comes away from the machine. This will pull the scanner locking switch into the FORWARD (Unlocked) position automatically.

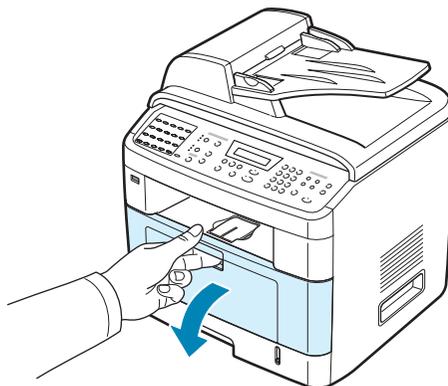


NOTE: When you are moving the machine or do not intend to use it for a long period of time, move the scanner locking switch **BACKWARD** to the lock position, as shown. To scan or copy a document, the switch must be unlocked.

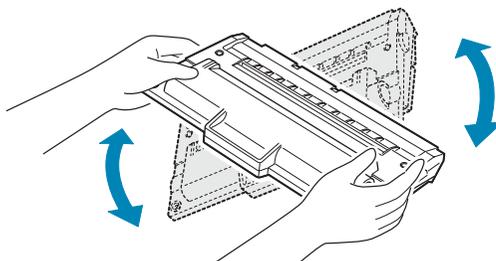


Step 2: Installing the Toner Cartridge

- 1 Open the front door.



- 2 Remove the starter toner cartridge from its bag. Gently shake the cartridge 5 or 6 times to distribute the toner.



Thoroughly shaking the cartridge will assure maximum copies per cartridge.



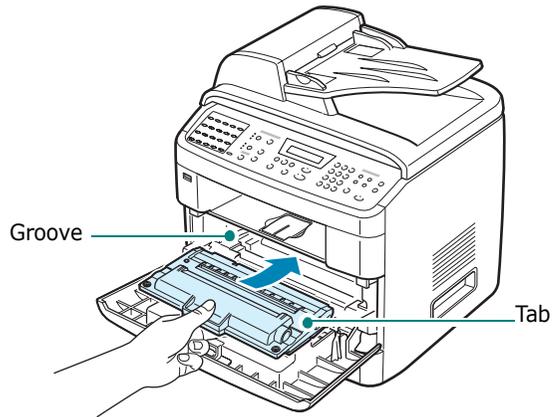
NOTE: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.



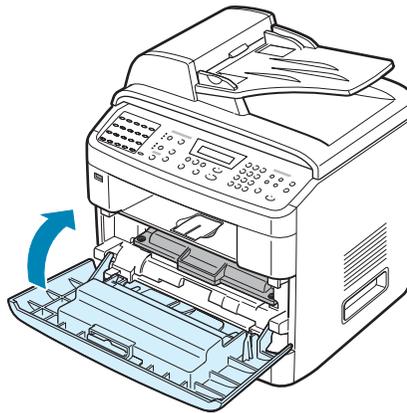
CAUTIONS:

- To prevent damage, do not expose the toner cartridge to light for more than a few minutes. Cover it with a piece of paper, if left exposed for more than a few minutes.
- Do not touch the green underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.

- 3 Hold the toner cartridge by the handle. Slowly insert the cartridge into the opening in the machine. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place completely.



- 4 Close the front door. Make sure that the door is securely closed.



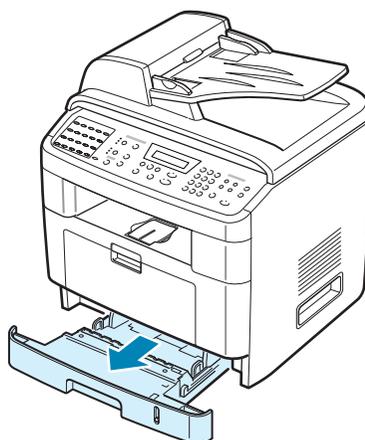
NOTE: When printing text at 5% coverage, you can expect a toner cartridge life of approximately 3,500 for the Standard-Capacity Print Cartridge and 5,000 for the High-Capacity print Cartridge. (3,500 pages for the toner cartridge that is shipped with the machine.)

Step 3: Loading Paper

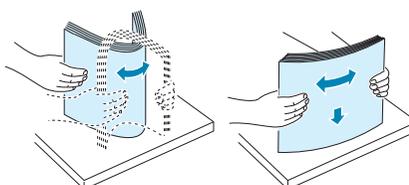
The paper tray can hold a maximum of 250 sheets of 20 lb (75 g/m²) plain paper.

To load a stack of Letter-sized paper:

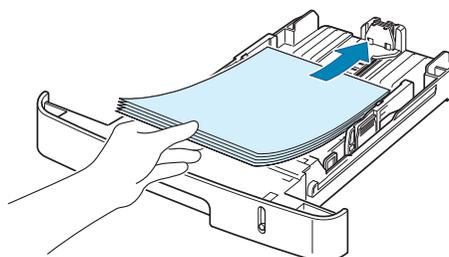
- 1 Pull open the paper tray and remove it from the machine.



- 2 Fan the edges of the paper stack to separate the pages. Then tap the stack on a flat surface to even it up.

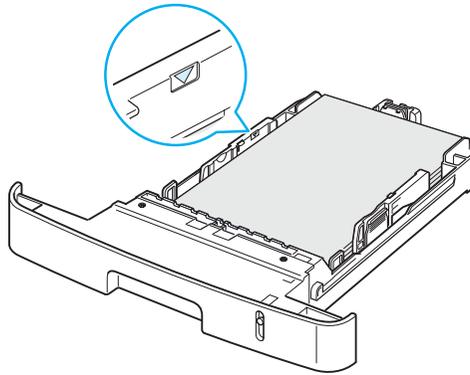


- 3 Insert the paper stack into the paper tray **with the side to be printed on facing down**.

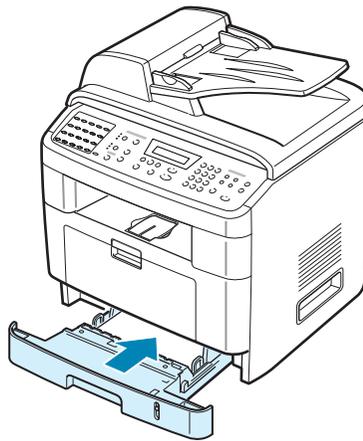


NOTE: If you want to load a different sized paper, you need to adjust the paper guides. For details, see page 1.9.

- 4 Pay attention to the paper limit mark on both inside walls of the tray. Paper overloading may cause paper jams.



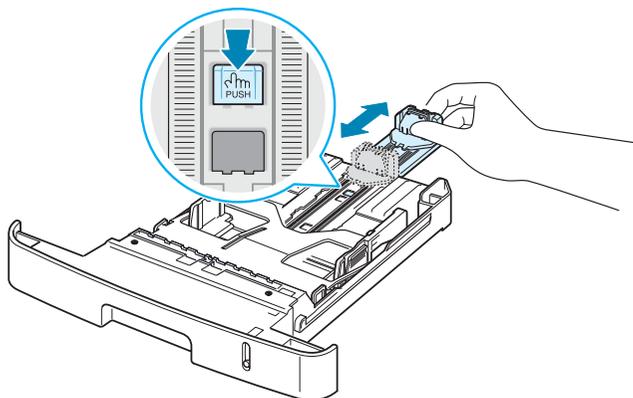
- 5 Insert and slide the paper tray back into the machine.



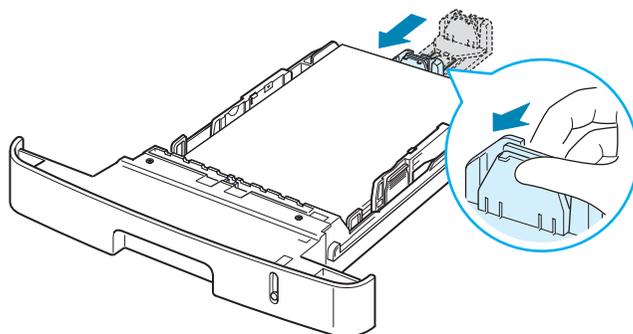
Changing the Size of the Paper in the Paper Tray

To load longer sizes of paper, such as Legal-sized paper, you need to adjust the paper guides to extend the paper tray.

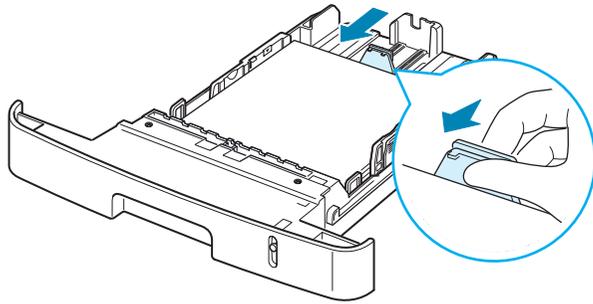
- 1 After pressing and unlatching the guide lock, slide the paper length guide out completely to extend the paper tray to its full length.



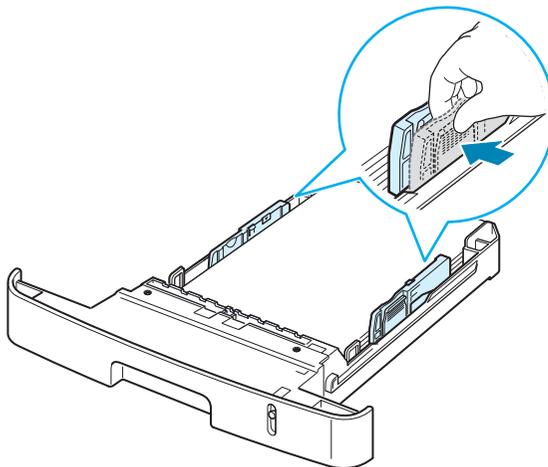
- 2 After inserting paper into the tray, squeeze the length guide and slide it until it lightly touches the end of the paper stack.



For paper smaller than Letter size, adjust the front paper length guide so that it lightly touches the paper stack.

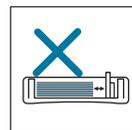
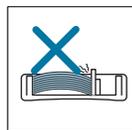


- 3** Squeeze the width guide, as shown and slide it to the stack of paper until it lightly touches the side of the stack.



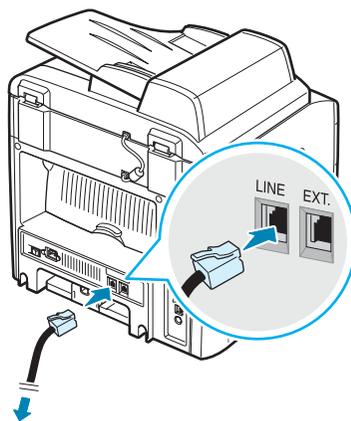
NOTES:

- Do not push the paper width guide far enough to cause the materials to warp.
- If you do not adjust the paper width guide, it may cause paper jams.



Step 4: Connecting Telephone Line

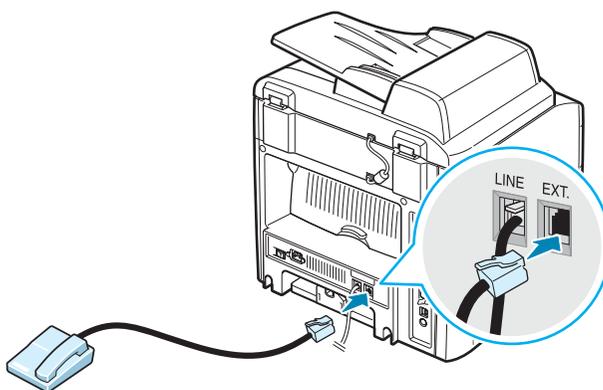
Plug one end of the supplied telephone line cord into the **LINE** jack on the machine and the other end into the wall jack.



To the wall jack

If you want to use your machine to receive both faxes and voice calls, you will need to connect a telephone and/or answering machine to your machine.

Plug your phone or answering machine cord into the **EXT** jack, as shown below.



To a phone or answering machine

Step 5: Connecting a Printer Cable

For Local Printing

To print from your computer in a local environment, you need to connect your machine to a computer with either a Universal Serial Bus (USB) cable or a parallel cable.



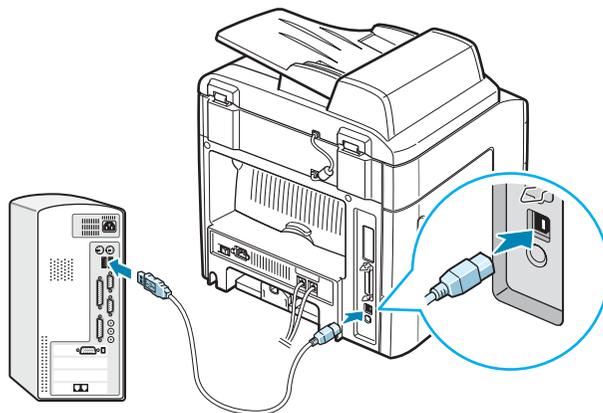
NOTE: You only need to connect one of the cables mentioned above. Do not use the parallel and the USB cables at the same time.

Using a USB Cable



NOTE: If you are using a USB cable, you must be running Windows 98/Me/2000/XP.

- 1 Make sure that both the machine and the computer are turned off.
- 2 Connect a USB cable to the USB connector on your machine.



- 3 Connect the other end of the cable to the USB port on your computer.

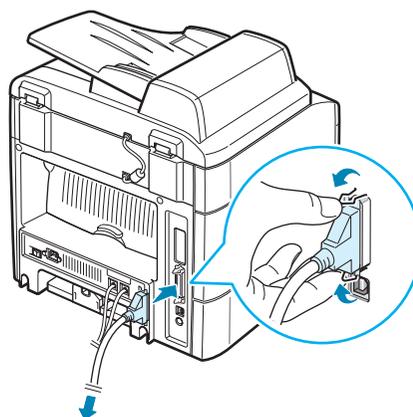
Using a Parallel Cable



NOTE: Connecting the machine to the parallel port of the computer requires a certified parallel cable. You need to buy an IEEE-1284 compliant parallel cable that is 3 m or less in length.

- 1 Make sure that both the machine and the computer are turned off.
- 2 Connect the parallel cable to the parallel connector on your machine.

Push the metal clips down to fit inside the notches on the cable plug.



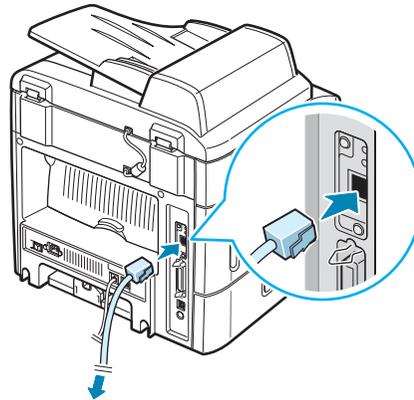
- 3 Connect the other end of the cable to the parallel interface port on your computer, and tighten the screws.

For Network Printing *(WorkCentre PE120i only)*

You can attach your machine to a network using an Ethernet cable (UTP cable with RJ.45 connector).

The WorkCentre PE120i has a built-in network interface card.

- 1 Make sure that both the machine and the computer are turned off.
- 2 Plug one end of the Ethernet cable into the Ethernet network port on your machine.



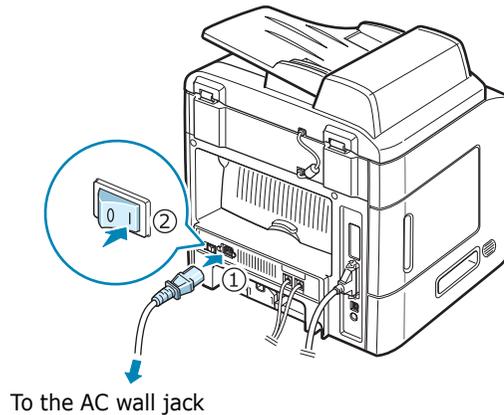
- 3 Plug the other end of the cable into a network LAN connection.



NOTE: After connecting the machine, you need to configure the network parameters on the control panel. See [your machine's System Administration Guide](#).

Step 6: Turning the Machine On

- 1 Plug one end of the supplied three-pronged electrical cord into the AC socket on the machine and the other end into a properly grounded AC outlet.
- 2 Press the power switch to turn the machine on. "Warming Up Please Wait" appears on the display indicating that the machine is now on.



To view your display text in another language, see page 1.16.



CAUTIONS:

- The fuser area inside the rear door of your machine becomes very hot when in use. Take care not to burn your fingers when you access this area.
- Do not disassemble the machine with power on. If you do, you may receive an electric shock.

Step 7: Changing the Display Language

To change the language that displays on the control panel, follow these steps:

- 1 Press **Menu** until "Machine Setup" appears on the top line of the display.
- 2 When "Language" appears on the bottom line of the display, press **Enter**.

The current setting appears on the bottom line of the display.

- 3 Press the scroll button (◀ or ▶) until the language you want appears on the display.
- 4 Press **Enter** to save the selection.
- 5 To return to Standby mode, press **Stop/Clear**.

Step 8: Installing Xerox Software in Windows

System Requirements

Before you begin, ensure that your system meets the minimum requirements.

Item	Requirements		Recommended
Operating system	Windows 98/Me/NT 4.0/2000/XP		
CPU	Windows 98/Me/NT 4.0/2000	Pentium II 400 MHz or higher	Pentium III 933 MHz
	Windows XP	Pentium III 933 MHz or higher	Pentium IV 1 GHz
RAM	Windows 98/Me/NT 4.0/2000	64 MB or higher	128 MB
	Windows XP	128 MB or higher	256 MB
Free disk space	Windows 98/Me/NT 4.0/2000	300 MB or higher	1 GB
	Windows XP	1 GB or higher	5 GB
Internet Explorer	5.0 or higher		5.5



NOTE: For Windows NT 4.0/2000/XP, the system administrator should install the software.

Installing Xerox Driver CD

For Windows 2000 or XP connecting via USB port:

- 1** Make sure that your machine is turned on and connected to your computer's USB port **before inserting Drivers CD.**
- 2** The "New Hardware Found" window will appear when your computer boots up.
- 3** Insert the supplied Drivers CD into your computer's CD drive.
- 4** Follow the on screen instructions to complete the software installation. For more detailed instructions, see User Guide.



NOTES:

- For Windows NT 4.0/98/Me, see instructions in User Guide.
 - For connecting via Parallel Port, see instructions in User Guide.
 - For Postscript Driver install, see instructions in User Guide.
 - For Macintosh and Linux, see instructions in User Guide.
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Step 9: Viewing the User's Guide

The User's Guide, which is in Adobe Acrobat PDF format, comes with your machine in the supplied EUG CD-ROM. The manual will provide you flexibility and convenience in accessing information.

You can view the manual on-screen in different formats (viewing a single page, continuous single page or continuous facing page, zooming in up to 1600% or out up to 12.5%, scrolling two-up page or article flow). You can also print the manual, if necessary.

To view the User's Guide in Windows:

- 1 Place the EUG CD-ROM in the CD-ROM drive.
- 2 When the language selection window appears, select the appropriate language.

Adobe Acrobat automatically runs and then the User's Guide opens.



Note: To open the User's Guide, you must have the Adobe Acrobat Reader program installed on your computer. If your computer doesn't have Adobe Acrobat, the EUG CD-ROM automatically installs Adobe Acrobat Reader for you. After installation is complete, repeat step 1 and 2.

MEMO

