

Xerox[®] 4112[™]/4127[™] Enterprise Printing Systems Quick Start Guide



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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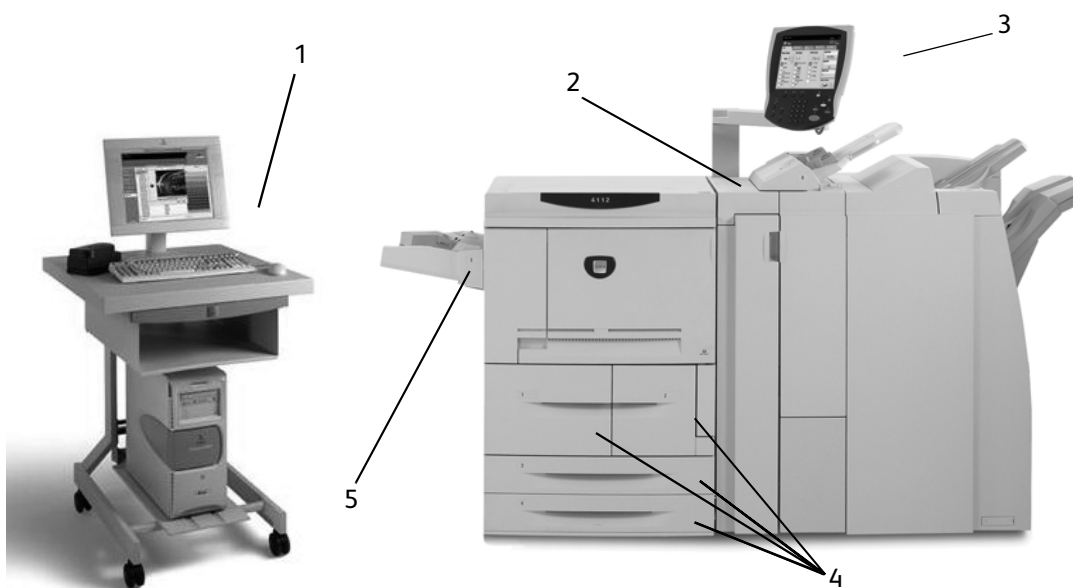
Introduction

1

Introducing your new Xerox 4112/4127 EPS

Your Xerox 4112/4127 is a black and white printer. The 4112 prints at 110 pages per minute. The 4127 prints at 125 pages per minute.

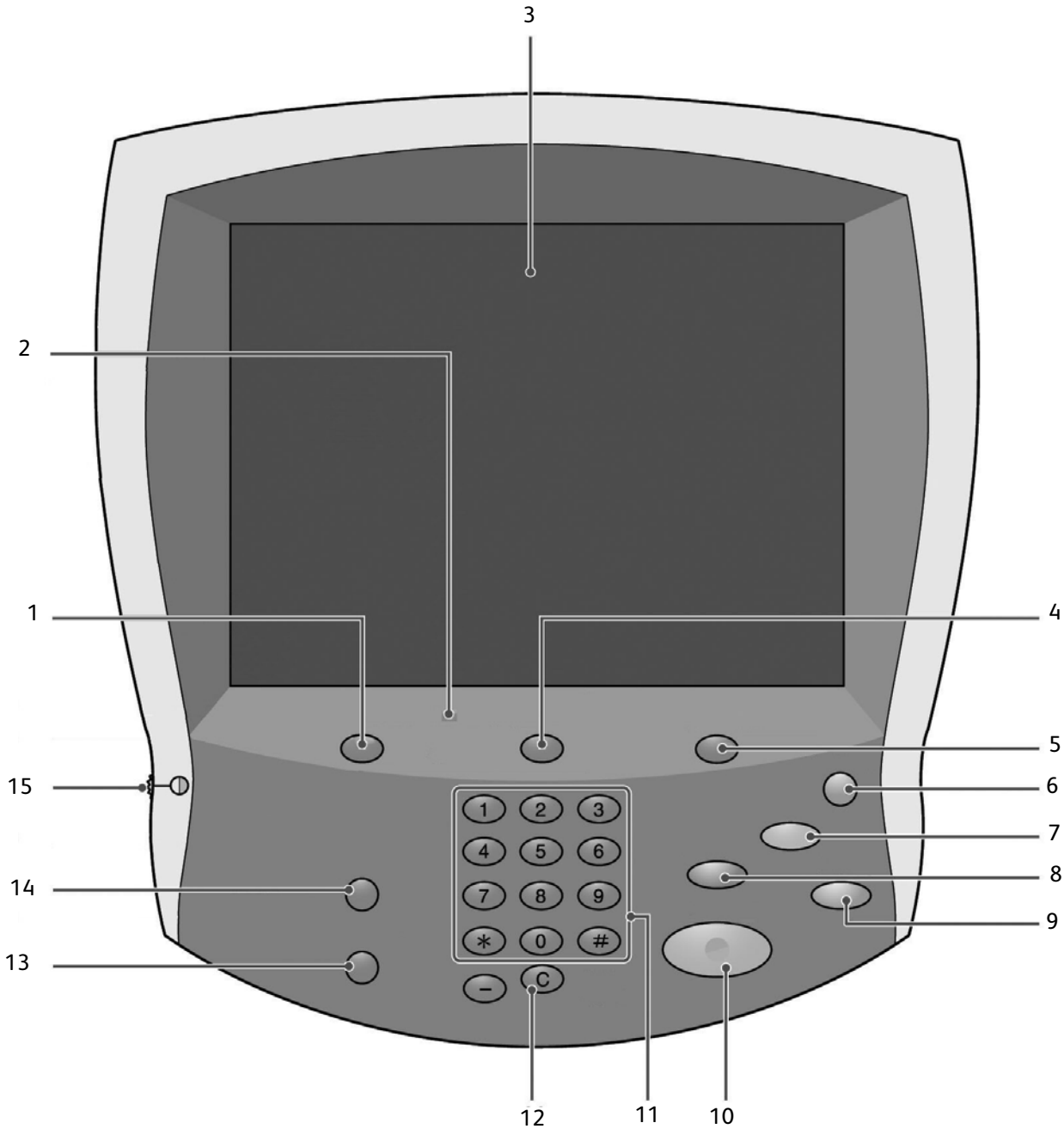
System components



No.	Component	Function
1	FreeFlow Print Server	Provides a graphical User Interface (UI) for customizing the printer; setting up and printing jobs; managing fonts, security, accounting; and many other activities.
2	Power Switch	Switches on/off the machine power.
3	User Interface (UI)	Control Panel and Touch Screen used to enter and view information.
4	Trays 1, 2, 3, and 4	Holds the paper that is used to copy and print.
5	Bypass Tray (Tray 5)	Load nonstandard paper, such as heavy stock or other special media, that cannot be loaded in trays 1-4.

For more detailed information, refer to the User Guide and Administrator Guide that were supplied with your machine.

The User Interface (UI)



No.	Component	Function
1	Services	Press this button to access the various service screens. Services may not be available on EPS systems.
2	Control panel	Select features with buttons and the keypad.
3	Touch Screen	Select the available programming by touching the screen.
4	Job Status	Displays the Job Status feature screens.
5	Machine Status	Displays the current status of the machine on the touch screen.
6	Energy Saver	This button lights when the machine is in the Power Saver mode. Press this button to exit Power Saver mode.
7	Clear All	Clears all programming and returns the machine to its default settings.
8	Interrupt	Temporarily stops the current copy job to allow a priority job to be run.
9	Stop	Temporarily stops the current job. Follow the message to cancel or resume your job.
10	Start	Starts the job.
11	Numeric keypad	Enter the number of copies, a password, and other numerical values.
12	Clear	Deletes numeric values or the last digit entered.
13	Language	Changes text to an alternative language.
14	Log In/Out	Provides password protected access to the System Administration menu, which is used to adjust the defaults on the machine.
15	Brightness dial	Adjusts the brightness of the Touch screen.

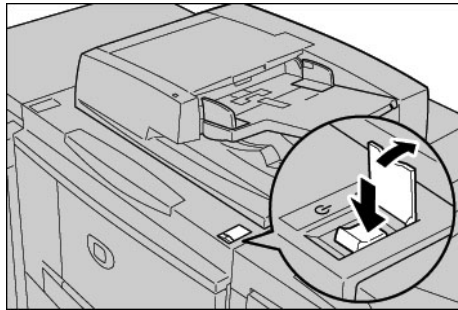
Powering on and off

Switch on the power before operating the machine. The machine warms up in approximately five minutes, after which you can make copies. Switch off the machine at the end of the day or when it is not in use for a long period of time.

Power on

To power on the machine:

1. Open the cover.
2. Press the power switch to the on position [I].



Note

The "**Please wait...**" message on the UI indicates that the machine is warming up. The machine cannot be used while it is warming up.

Power off

1. Wait until all copy and print jobs have completely finished.
2. Press the power switch to the off position [0].

Using basic features

2

Exercise 1: Loading paper

For this exercise, you will load **8.5 X 11 in.** or **A4** paper in tray 1 and load **11 X 17 in.** or **A3** paper in tray 3.

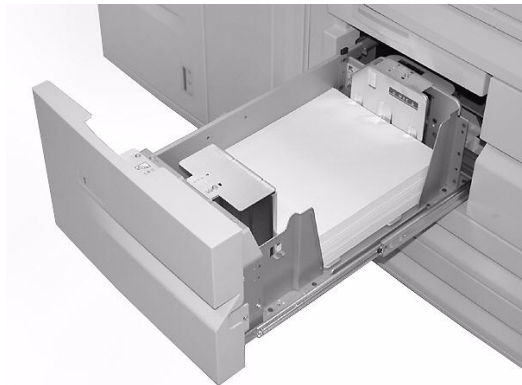
Loading paper into Tray 1

1. Slowly pull out the tray towards you until it stops.

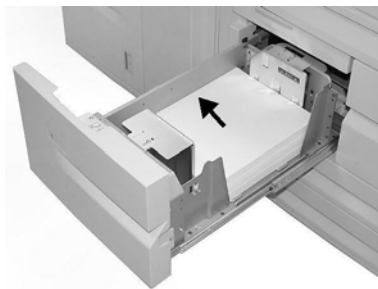


WARNING

If you pull the tray out using too much force, it can hit and injure your knees.



2. Load 8.5 x 11 in. or A4 paper and align the edge of the paper against the left edge of the tray.



Note

Do not load paper exceeding the maximum fill line.

3. Push the tray in gently until it comes to a stop.

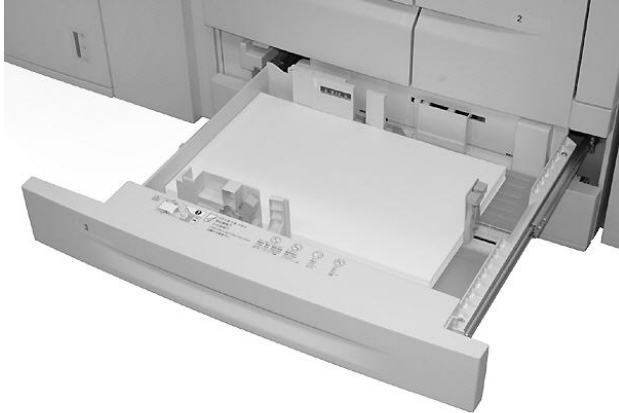
Loading Paper into Tray 3

1. Slowly pull out the tray towards you until it stops.

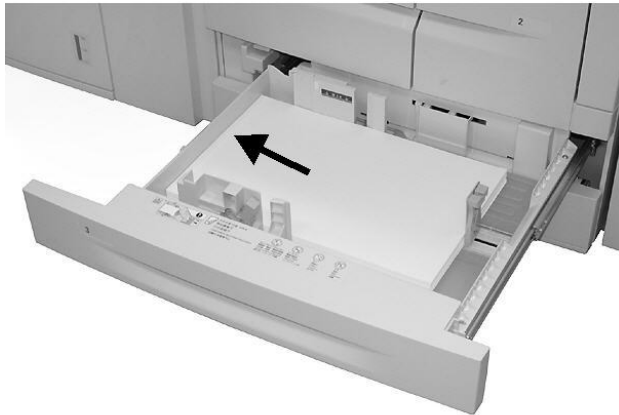


WARNING

If you pull the tray out using too much force, it can hit and injure your knees.



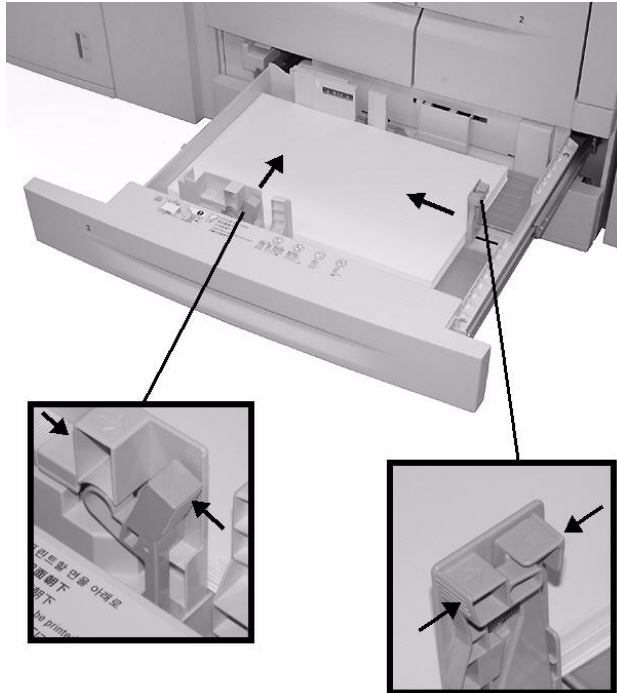
2. Load 11 x 17 in. or A3 paper and align the edge of the paper against the left edge of the tray.



Note

Do not load paper exceeding the maximum fill line.

3. Squeeze the paper guide levers (2) and adjust the guides to match the size of your paper.



4. Push the tray in gently until it comes to a stop.

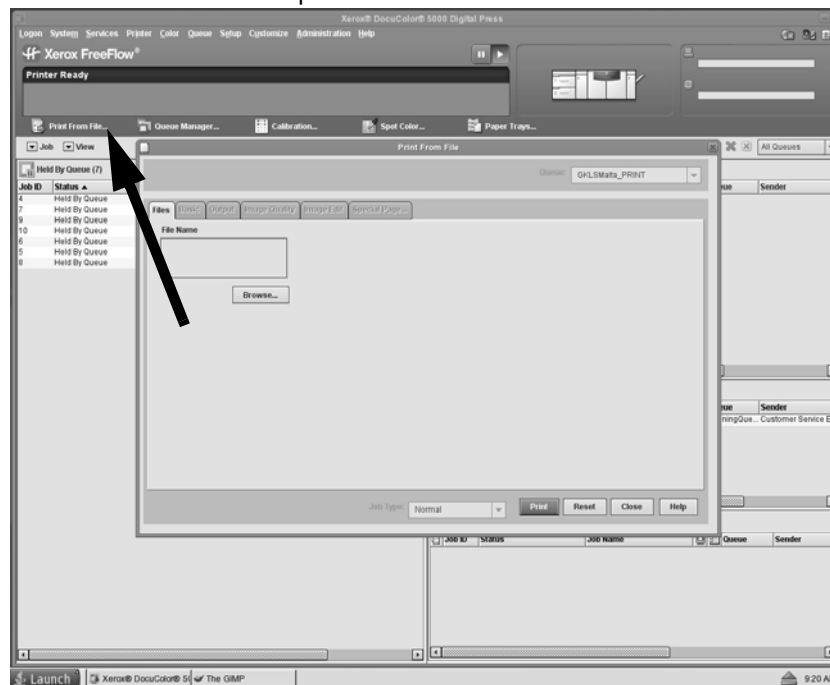
Exercise 2: How to print a file from the FreeFlow Print Server

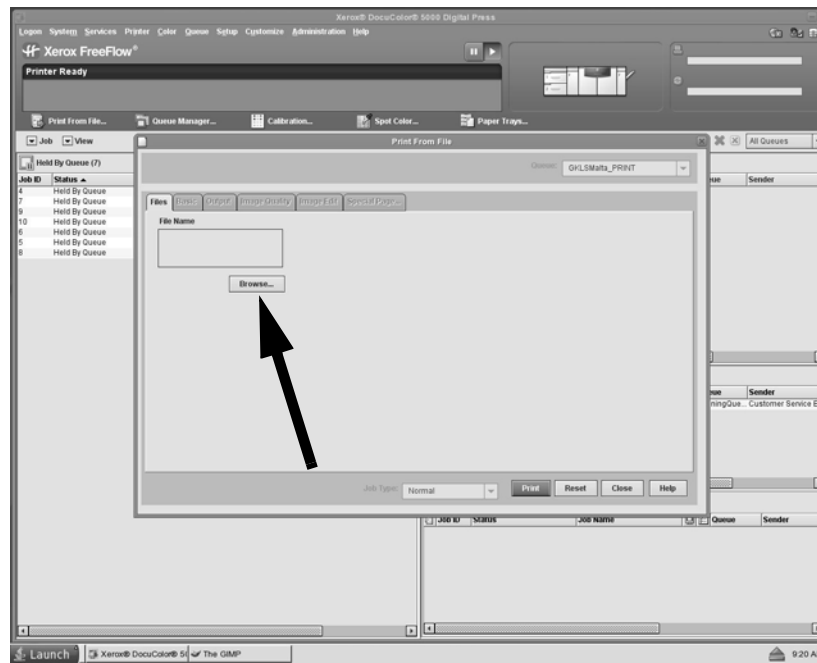
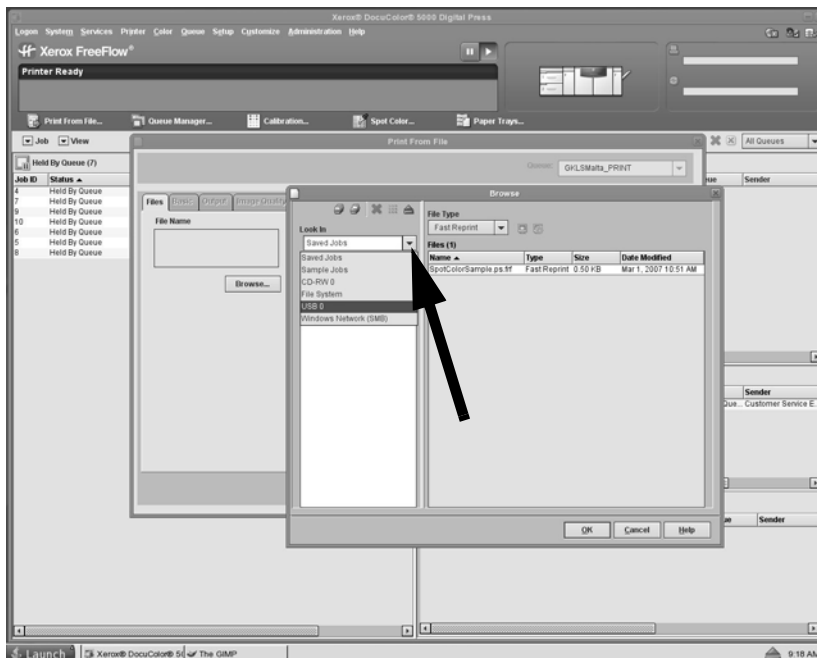
The following exercise provides instructions on how to print the **Quick Reference for Administrators** document from your Customer Documentation CD. You should have received the CD as part of your installation package.

Note

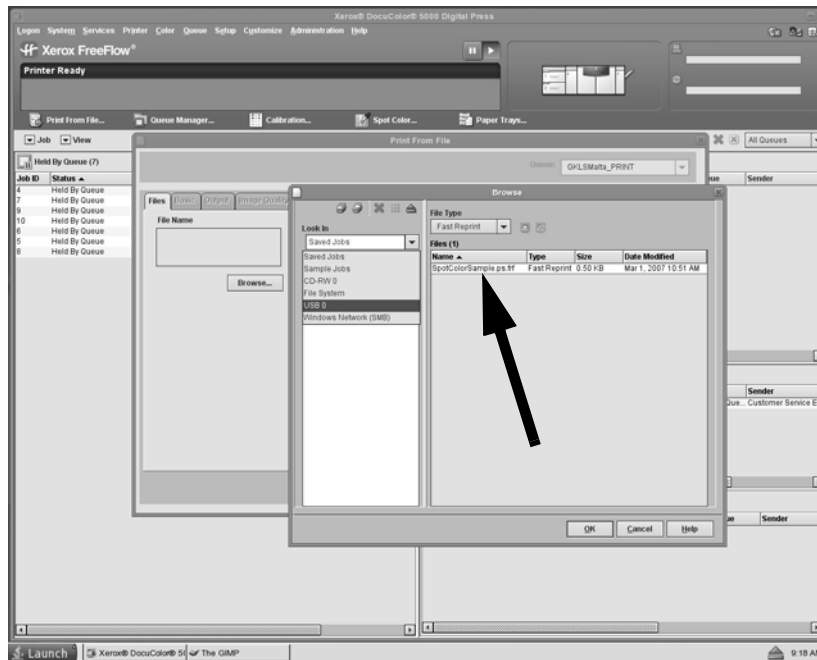
After printing the document, leave it at the Xerox 4112/4127 for quick reference of System Administrator functions.

1. Insert the Customer Documentation CD into the DVD/CD ROM drive on the FreeFlow Print Server.
2. Select the **Print from File** pull down menu.



3. Select **Browse**.4. Select the **Look-In** pull down menu and select **CD-RW0**.

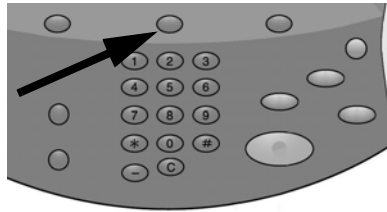
5. Select and highlight **QR_Admin.pdf** from the file selection.



6. Select **OK**.
7. Select **Print**.

Exercise 3: How to check the status of your job

1. Press **Job Status** on the User Interface.



2. Select the **Active Jobs** tab, which displays jobs that are printing or waiting to print.

Active Jobs				
Completed Jobs Secure Print Jobs & More Print Waiting Jobs				
View: All Jobs Display Time				
#	Owner	Name	Status	
001	abcdef		Print Wait	
002	-	Get Information	-	
003	-	Get Information	-	
004	abcdef		02222 Print Wait	
005	123		02222 Print Wait	
006	6666	SCRTY SPL DOC	12345	Held: Secure
007	12345	PRF SPL DOC	06789	Held: Sample
008	12345	DLY SPL DOC	06789	Held: Delayed
009	abcdef	SMB Transfer	00001	Generating Log
010	-	12345678911234	00111	Printing

3. Select the **Completed Jobs** tab, which displays all completed jobs.

Completed Jobs				
Active Jobs Secure Print Jobs & More				
View: All Jobs <input type="checkbox"/> Group Parent Jobs				
#	Owner	Name	Status	Completion Time
001	abcdefg	Print	Completed	7/12 11:20 AM
002	abcdefg	Print	Completed	7/12 11:24 AM
003	abcdefg	Print	Completed	7/12 11:26 AM
004	abcdefg	Print	Completed	7/12 11:30 AM
005	abcdefg	Print	Completed	7/12 11:40 AM

4. Locate the print job that you completed and touch it on the touch screen to display a report.



The image shows a touch screen interface for a print job report. At the top, there is a dark header bar with the word "Print" in white on the left and a "Close" button on the right. Below the header, the screen is divided into several sections. The first section contains two lines of text: "User Name : abodef" and "Host Name : ghijkl". The second section contains two lines of text: "Status : Completed" and "Time Completed : 2007/5/30 12:56 PM". The third section contains three lines of text: "Quantity : 1 / 1", "Pages : 1 / 1", and "Paper : 3 A4". In the bottom right corner of the screen, there is a button labeled "Print this Job Report".

User Name : abodef	
Host Name : ghijkl	
Status : Completed	Time Completed : 2007/5/30 12:56 PM
Quantity : 1 / 1	
Pages : 1 / 1	
Paper : 3 A4	

Print this Job Report

5. Select **Print This Job Report** to print a hard copy.
6. Select **Close**.

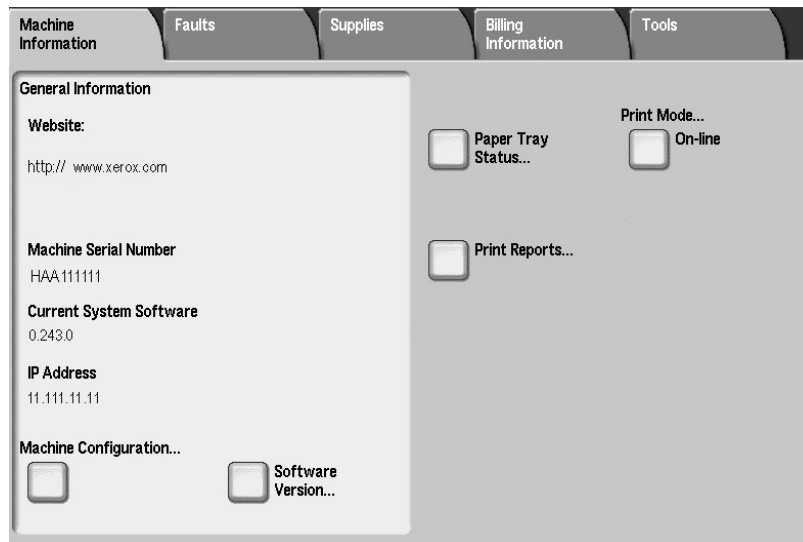
Exercise 4: How to check the machine status

1. Press the **Machine Status** button.



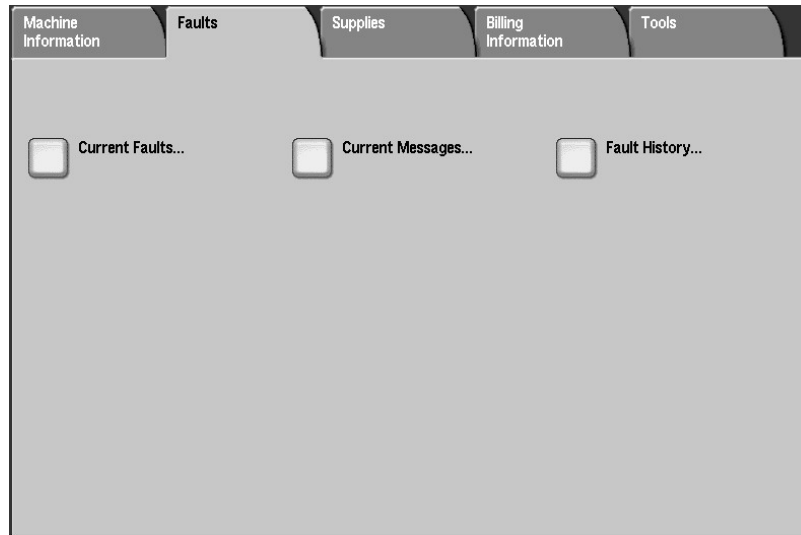
2. Read the following tab descriptions.

The **Machine Information** tab displays the serial number, current system software version, and IP address. Buttons provide access to other information, including the Machine Configuration, Software versions, and paper tray status.

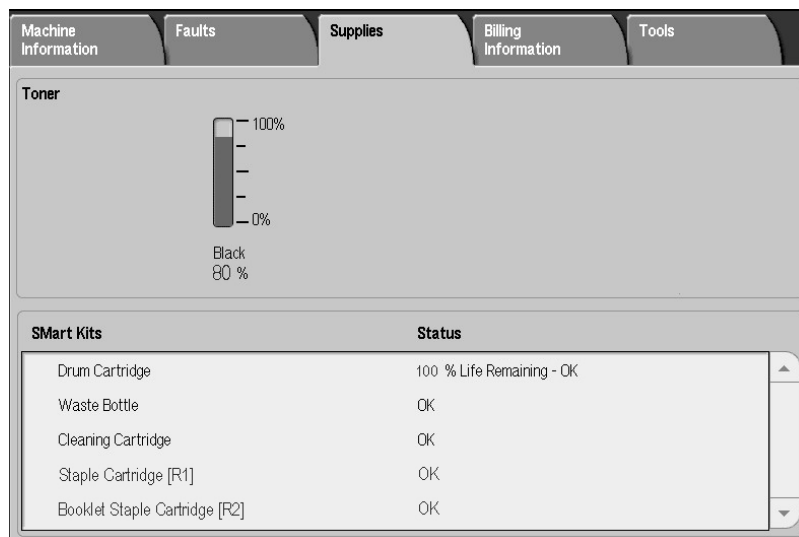


The **Faults** tab provides access to information about faults and machine messages.

- Select **Current Faults** and Instructions to get instructions for clearing a fault.
- Select **Current Messages** to view actions that are needed to keep the machine operating properly.
- Select Fault History to see a list of fault codes.



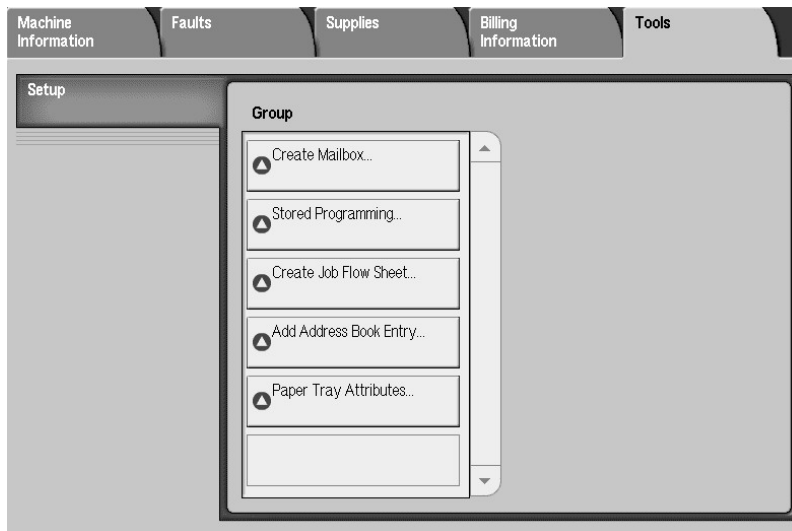
The **Supplies** tab provides status information about the supplies that are used in the machine. The remaining toner is shown on a gauge. The status of other supplies is shown as OK, Replace Soon, or Replace Now.



The **Billing Information** tab displays the serial number of the machine, the names of counters, and current counts. Select Usage Counters to view individual counters.



The **Tools** tab provides access to setup features. Regular users have limited access to basic features. System Administrators have access to a full set of features.



Exercise 5: How to call for service

Refer to the User Interface when you have a problem with the machine. A status code and suggested solutions may be displayed on the screen. Follow all steps in the suggested solutions until the problem is corrected. If the problem persists, call for assistance.

Before calling Xerox for assistance, gather the following information:

1. A complete description of the problem.
If copy quality is a problem, have a sample available to help you describe the defect.
2. Any Fault Codes that are displayed on the User Interface.
3. The machine serial number.
Press Machine Status and locate the serial number on the Machine Information tab.

In the **US**, call 1-800-275-9376 extension 871.

In **Canada**, call 1-800-939-3769.

In **Europe**, go to www.xerox.com and select the [Contact Us](#) link to locate a telephone number for your country.

Note

If possible, call from a phone that is near the 4112/4127.

Computer operations

3

Note

The screens shown in this section may or may not reflect your print driver screens. The screens may vary depending on your drivers configuration and marketplace. The screens shown here are a representation only.

Network Printing

Print procedures vary depending on the application software you are using. For more information, refer to the documentation provided with each application.

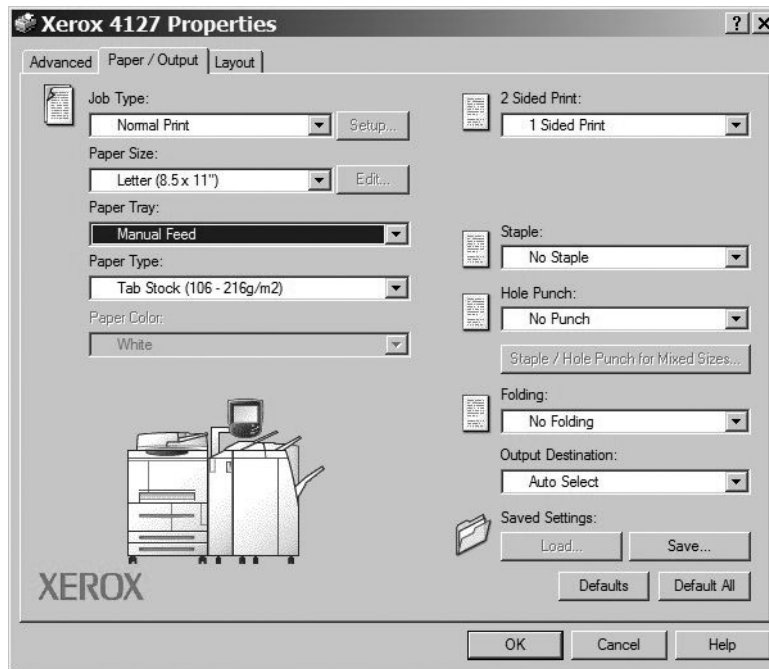
Note

To learn about print features, click **Help** in the print driver screen and refer to the online help.

Printing with the PS print drivers

1. Load the paper in the paper tray. See the **Paper and other Media** chapter in the User Guide.
2. From your computer, open the document you want to print.
3. Select **File > Print**.
4. Select the desired printer.
5. Select **Properties**.
6. Select the **Paper/Output** tab.

7. Select the appropriate **Paper Tray**, **Paper Size**, and **Paper Type**.



8. Select the **Advanced** tab and select any **Advanced Features**.
9. Select **OK** to save and close the **Properties** window.
10. Select the desired copies/quantity and **OK** to print the job.

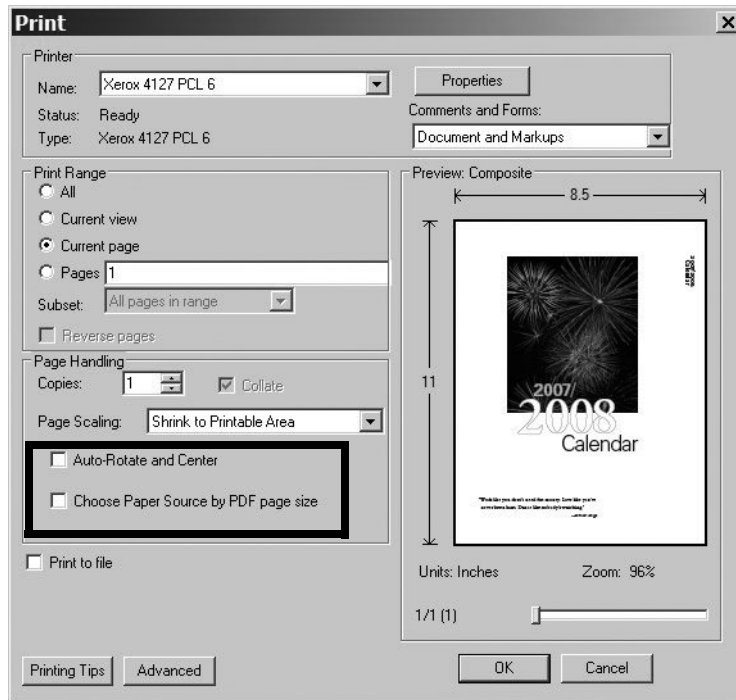
Note

For additional information, review your print driver documentation.

Printing with the PCL print drivers

1. Load the paper in the tray. See the **Paper and other Media** chapter in the User Guide.
2. From your computer, open the document you want to print.
3. Select **File > Print**.
4. Select the desired printer.

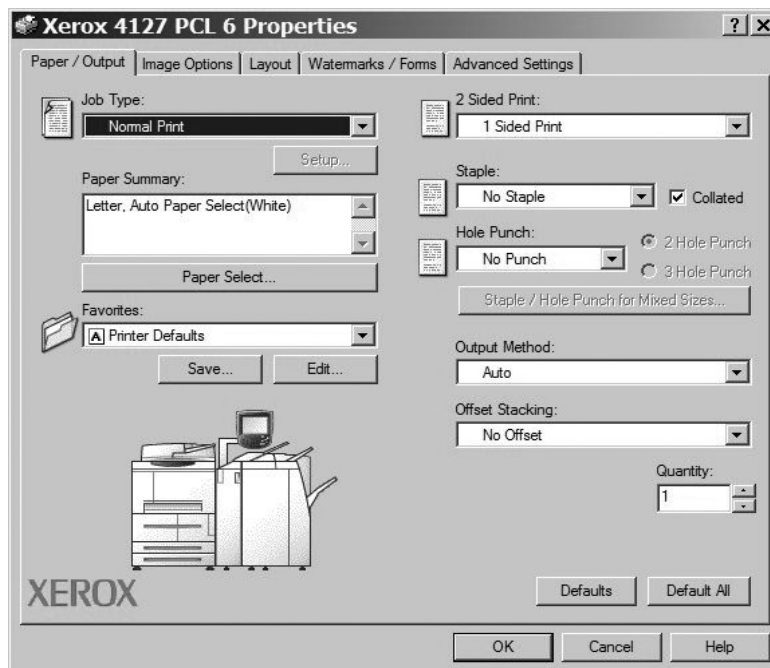
5. Ensure that **Auto-Rotate and Center** and **Choose Paper Source by PDF page size** are unchecked.



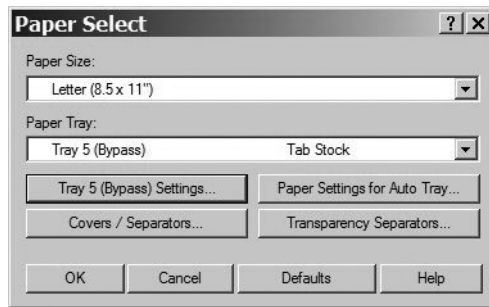
Note

These options may not be available with your version of Adobe Acrobat or Adobe Reader.

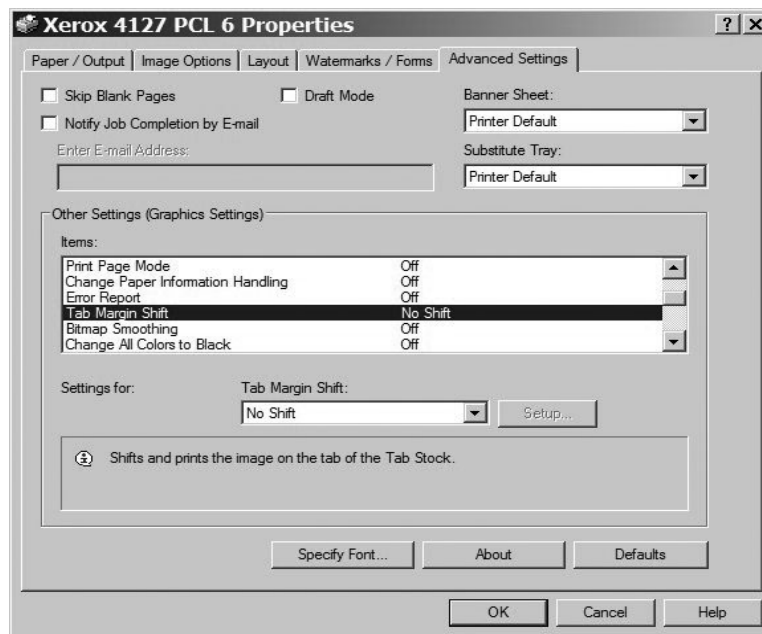
6. Select **Properties** and select the **Paper/Output** tab.



- Click the **Paper Select** button.



- If Tray 3 or Tray 4 is being used, then select **Paper Settings for Auto Tray** and choose the appropriate paper type.
- Select **OK** twice to return to the Properties screen.
- Select the **Advanced** tab and select any **Advanced Features**.



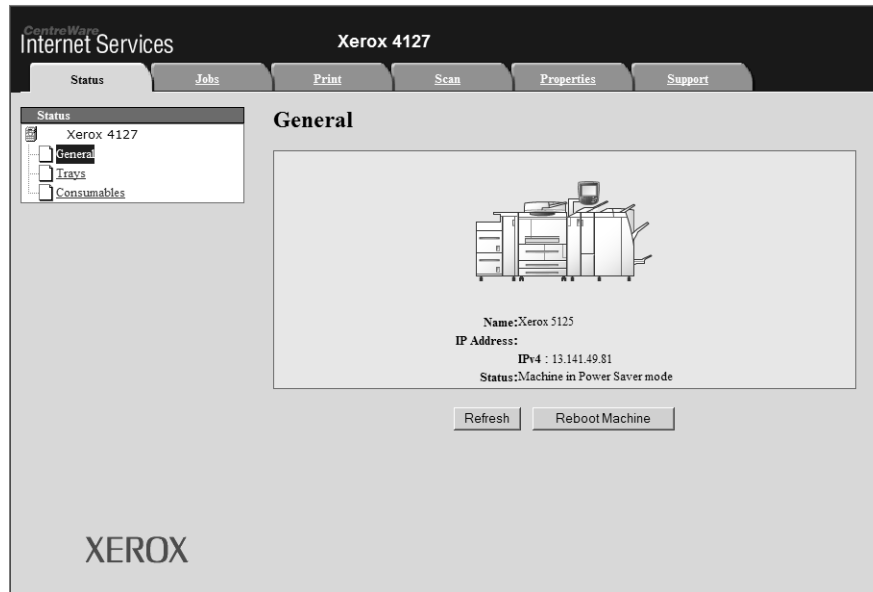
- Select **OK** to save and close the **Properties** window.
- Select the desired copies/quantity and **OK** to print the job.

Note

For additional information, review your print driver documentation.

CentreWare Internet Services

CentreWare Internet Services requires a TCP/IP environment, and enables you to view the status of the machine and its jobs, as well as submit jobs for printing.



Print a job from CentreWare Internet Services

Note

Only **print ready files** (*.ps, *.pcl, *.jpeg, *.tiff, *.pdf, etc.) may be submitted to the device from the CentreWare Internet Services web page.

1. Start your computer and open the browser.
2. Enter the device IP address or Internet address in the browser address field and press the **Enter** key on your computer's keyboard.

Note

If you cannot access your machine via CentreWare Internet Services, see your System Administrator for help.

- From the CentreWare Internet Services screen, select the Print tab.

CentreWare Internet Services Xerox 4127 User (Login Pending)

Status Jobs **Print** Scan Properties Support

Job Submission

Print

Quantity: 1 (1 - 999)
 Collated: Auto
 2 Sided Printing: 1 Sided
 Staple: No Staple
 Hole Punch: No Punch
 Output Destination: Right Top Tray

Paper

Paper Supply: Auto
 Paper Size: Not Selected
 Paper Type: Not Selected

Delivery

Delivery: ☒ Immediate Print
☐ Sample Set
 User ID:
☐ Delayed Print
 Hour: (0 - 23)
 Minute: (0 - 59)
☐ Secure Print
 User ID:
 Enter Passcode: (0 - 12 digits)
 Retype Passcode: (0 - 12 digits)

Undo

File Name: Browse...

Please wait for Job Submission confirmation window before navigating to another page. Otherwise, job will be deleted.

Note: Only print ready files(*.ps, *.pcl, *.jpeg, *.tiff etc.) may be submitted to the device from this page. Software Upgrade file may be submitted through the Manual Upgrade page. Software Upgrade file may be submitted through the Manual Upgrade page.

XEROX Submit Job

- Select a file to print by clicking the **Browse** button and navigating to the desired file.
- Select your desired print options.
- Select the **Submit Job** button to print the job.

Quick Reference for Users

4

Getting Help




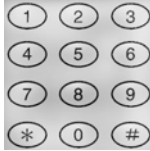










For information/assistance, check the following:

- User Guide for information on how to use the Xerox 4112/4127 EPS.
- For online assistance go to: www.xerox.com
 - Click the **Support and Drivers** link.
 - In **Product Name**, type **4112** or **4127** and click **Search**.
 - From the list presented, locate your model (4112 or 4127).
 - Click the appropriate link for the desired information: Support, Drivers & Download, or Documentation
- You may also call for technical assistance.
 - In the US, call 1-800-275-9376 extension 871.
 - In Canada, call 1-800-939-3769.
 - In Europe, go to www.xerox.com and select the [Contact Us](#) link to locate a telephone number for your country.

System messages

If the system displays a message on the screen, be sure to follow the steps in the order presented in order to solve the problem. Failure to do so may cause additional problems.

User Interface components

Component	Function	Component	Function
Control Panel	Allows keypad selection of features.		Press to stop the current print job or communications.
Touch Screen	Allows selections by touching the screen.		Press the Start button to start the printing process.
Services 	Does not contain features applicable to the EPS system.	Numeric keypad 	Press these buttons to enter passwords and other numerical values.
Job Status 	Press this button to display the job features on the touch screen.	Clear 	Press this button if you have entered the wrong numeric value or if instructed to do so on the User Interface.
Machine Status 	Select Machine Status features such as billing and consumable information.	Language  	Use this button to select the display language.
Energy Saver 	Lights when the machine is in Power Saver mode. Press to cancel Power Saver mode.	Log In/Out 	This button is used by the System Administrator to log into the System Administrator mode.
Clear All 	Clears all programming and returns to all default settings.	Brightness dial 	Use to adjust the brightness of the touch screen.
Interrupt 	Not available for this product.		

